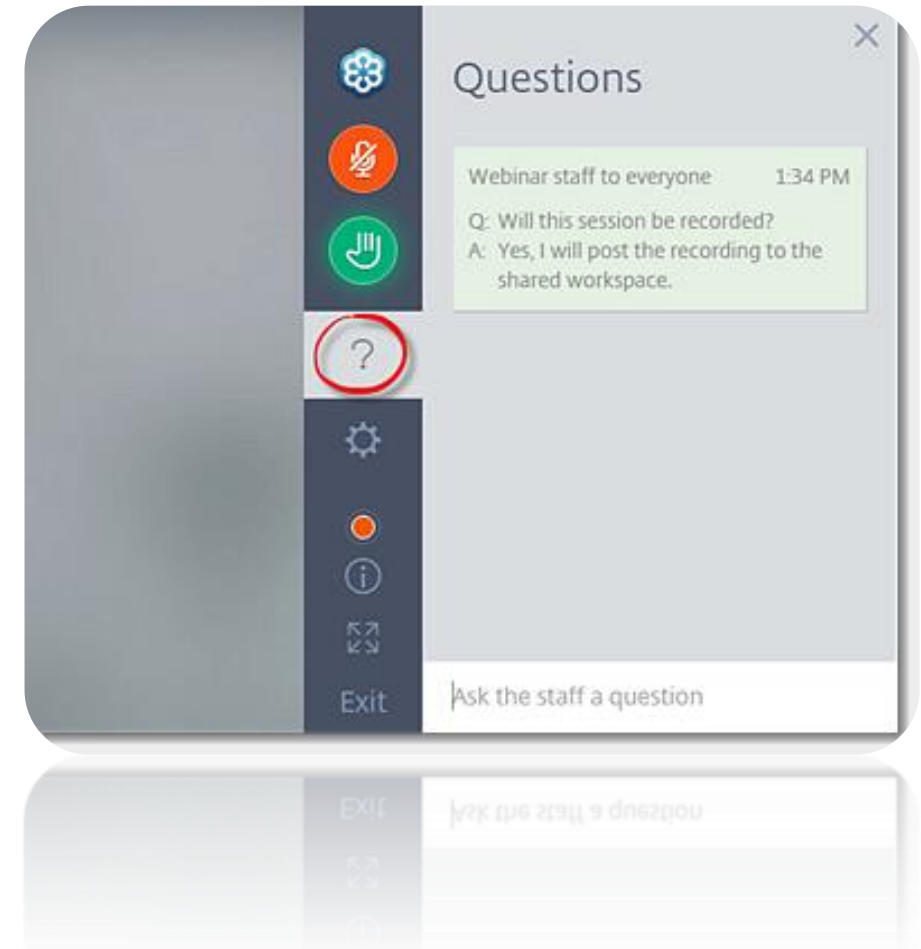# AP Automation

Partner Enablement Overview

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Housekeeping

- We'd love to hear your questions, thoughts, and ideas!

- Please use the "?" feature to send any questions or comments to the team. We'll save time at the end to answer your questions.

- This enablement session is being recorded. We'll share the recording on the Partner Center.

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Agenda: AP Automation

- Positioning & Selling
- Demo
- Onboarding & Support
- Pricing, Licensing, Availability
- Q&A

Cash Disbursement
CD-00041

∨ Payment Services

Payment Services Type ⓘ
Virtual Card

Payment Method
PM-00009

Payment Service Status ⓘ
Completed

Payment Services Id
530073

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Positioning & Selling

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The Problem

- I'm **spending too much time manually entering bills** into the system.

- I **don't have a way to easily find bills** that need to be paid.

- I'm **not benefiting from early pay discounts** because it takes up too much of my time to search for and ensure bills are paid by the early pay date.

- I have **no way to send a batch of proposed payments** to our CFO for approval.

- I **don't have a way to make a payment to a vendor directly in the system**.

- I **don't have a way to easily include Vendor Credit Memos** when paying my vendors.

- I **need to be able to pay by virtual card, ACH or check**.

- I **worry that the checks I mail could be stolen, altered and cashed,** or that someone may steal one of my checks and print their own checks on my account and cash them.

- I worry about **inadvertently making payments on a fraudulent or duplicate invoice**.

The Solution: AP Automation

New **embedded** and **fully automated** Accounts Payable process—from the time a bill is received to the time it's paid and reconciled.

Email to Payable

Payment Proposals

Automated Payment Distribution

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Integrated and fully embedded AP

Automate the entire AP process, from the time a bill is received to the time it's paid and reconciled—all on one platform.

Email to payable allows you to have your bills sent to an email inbox where it will be matched to a vendor and a Payable is automatically created and bill is attached.

Automated Payment Distribution automatically requests and distributes payment from your bank once it's approved using your vendor's preferred payment method.

Bank Direct Connect automatically downloads bank transactions and matches to the payment records.

Payment Proposals allow you to easily search for bills to pay using criteria such as Early Pay Date or Due Date and submit a payment batch for approval. Includes basic and advanced searches.

Payment records are automatically created after a payment is made.

When a bank reconciliation is created, payments are automatically cleared.

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About: Email to Payable

Vendor bills are sent to an email inbox → Payables are created and vendor matched → Advanced Line Manager displays attachment on-screen for easy entry

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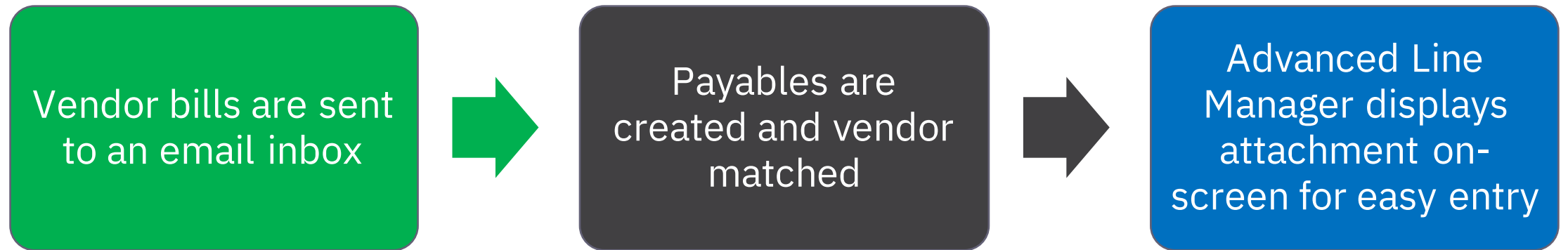
About: Payment Proposals

Search for and find bills to pay

Perform **basic** and **advanced** searches

Aggregate by Vendor (optional)

Discounts/Credit Notes

Keep an eye on the **running total** to stay within budget

Submit for Approval

Approve?

Yes

Click on "Pay" to create Cash Disbursements and Apply to Payables

Cash Disbursement

Cash Disbursement

Cash Disbursement

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About: Automated Payment Distribution

After Cash Disbursements are posted to the GL, a request for payment is automatically sent to your bank and payment is distributed to your vendors based on their preferred payment method.

Virtual Card

Vendors are emailed a one-time use virtual card number

ACH

Payments are electronically sent to each Vendor's bank account

Check

Payment request is sent to a 3rd party check printing service to print and mail the checks

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The Value

Save money with no fees for virtual cards, and competitive transaction rates for check and ACH.

Earn rebates with virtual cards

Save time and reduce risk of error with automated processes

Strengthen internal controls to prevent check fraud and reduce risk of duplicate payments

Reduce risk of penalties from late payments

Increase potential savings from early pay discounts

Demo

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Demo Summary: AP Automation

Vendor emails invoice, Payable is created, Vendor is matched, Advanced Line Manager is used to view the invoice on screen and easily add lines.

Create Payment Proposal to easily search for bills to pay. Use Advanced search for more complex search criteria.

Stay within budget while creating proposed payment batch, keeping an eye on the running total, and when ready, submit batch of payments for approval.
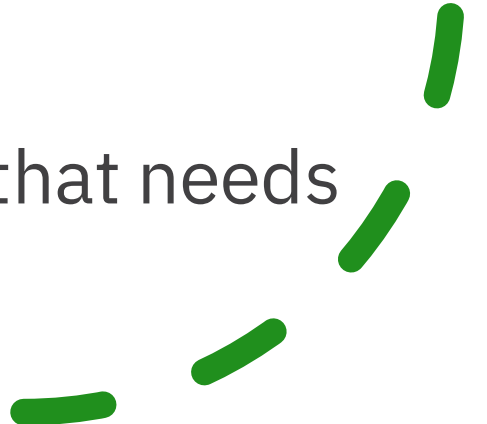
Upon Approval, Cash Disbursements (CDs) are automatically created, Credit Notes (if any) are applied, and payments are distributed to Vendors after CDs are posted.

Bank Direct Connect automatically downloads bank transactions and auto-matches to Cash Disbursement records.

After creating the Bank Reconciliation, Cash Disbursement records are automatically cleared.

Onboarding & Support

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Onboarding & Support

- Leads can be sent to licensing@accountingseed.com

- Accounting Seed Product Consultants will handle the onboarding and support of AP Automation.

- For [detailed onboarding steps](#), visit the Knowledge Base.

- Questions? Have a customer that needs support? [Submit a case.](#)

Pricing, Licensing, Availability

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Pricing & Licensing

AP AUTOMATION IS A NEW ACCOUNTING EXTENSION, ANNUAL LICENSE FEE IS $3,000.

ADDITIONAL PER TRANSACTION FEES FOR ACH ($0.50) AND CHECK ($1.60) NOTE: THERE ARE NO TRANSACTION FEES WHEN USING VIRTUAL CARDS

REBATE OPPORTUNITY AVAILABLE FOR VIRTUAL CARD SPEND

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Availability

Timing:

- Existing customers can begin signing up now for AP Automation.

Interested customers:

- Send an email to licensing@accountingseed.com

Limited Time Offer:

First 50 customers to sign up by June 30 receive:

- 50% off for the term of their contract and access to an Accounting Seed PC to help onboard.

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Helpful to know

Email to Payable

Doesn't currently support OCR.

We plan to leverage the latest technology to translate 'image to text' in a future release.

Payment Proposals

Supports any currency, and it will automatically create cash disbursements and apply to Payables.

However, if the currency is other than USD, you won't be able to automatically distribute payments to vendors using Edenred Pay payment services.

Automated Payment Distribution

Fully embedded payment services provided by Edenred Pay.

Companies must be operating in the US and using USD. Additional currencies are on the roadmap.

Multi-ledger support.

Resources

Resources

Webinar - Partners, Customers, and Prospects welcome:

- 2/28 - Automate your Accounts Payable

Available on the Partner Center:

- Recording of this presentation
- AP Automation Feature Sheet

Accounting Seed AP Automation Webpage:

- https://www.accountingseed.com/product/ap-automation/

As always, quickly access all support assets at:

- accountingseed.com/support

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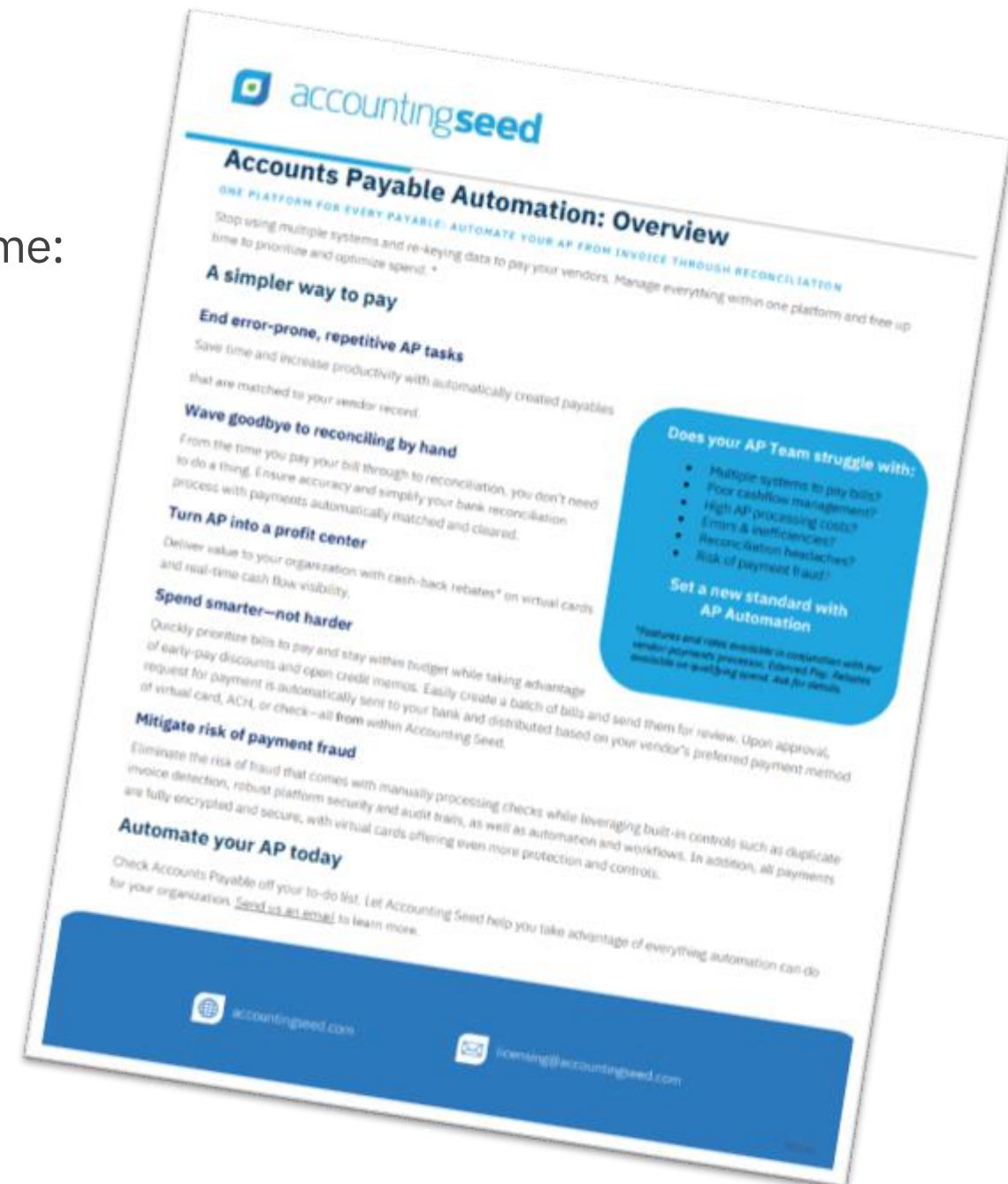
Don't forget | AR Automation is available

Activate now: AR Automation

Decrease time spent on monthly reconciliations from hours to minutes and take advantage of exclusive rates with seamless AR credit card processing.

Q&A

Thank you!