mindee

Accounts Payable — the Procure-to-Pay cycle

From purchase request to supplier payment and bookkeeping

Where Mindee fits
An extraction API that turns invoices into reliable data. Approval, payment and posting stay in the ERP or AP tool.
Pitch: cost per invoice, matching accuracy.

PHASE 1 · PURCHASING

1 Purchase request
A team needs something; approved per delegation rules (limits, budget)

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2 Purchase order (PO)
Commitment: quantities, prices, payment terms (30/60 days), lead times

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3 Goods receipt
Receiving note or ERP validation: proof of delivery

Reference documents
PO + goods receipt feed the matching in step 5

E-invoicing
Some invoices will arrive structured. Mindee still covers PDFs, foreign suppliers, credit notes and delivery notes.

PHASE 2 · INVOICE PROCESSING

Manual approval flow
Overheads, subscriptions

No PO

4 Invoice receipt · Mindee
Paper, PDF or e-invoice; keyed in or captured automatically

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5 · Three-way match · Mindee
PO = receipt = invoice?

Yes →

6 Posting · Mindee
Approved invoice is booked; the supplier liability hits the balance sheet

Typical entry (French GAAP)
Dr 6xx / 2xx · expense or asset
Dr 44566 · deductible VAT
Cr 401 · suppliers

No: mismatch

Invoice on hold · dispute
Price or quantity mismatch, resolved with the buyer or supplier

Corrected invoice / credit

Mindee · steps 4–6

Intake — Split: a PDF holding 3 invoices + 1 credit note becomes separate documents. Classification routes each file to the right type.

Extraction — Invoice API: supplier, invoice number, payment terms, line items, as JSON for the ERP. Invoices are no longer keyed in, just checked.

Three-way match — Line items (quantities, unit prices, SKUs) enable line-level matching; only real mismatches surface. Confidence scores send only uncertain extractions to manual review.

Posting — VAT, net and gross amounts and supplier IDs feed the entry directly.

PHASE 3 · PAYMENT & CLOSE

7 Payment
SEPA transfers on due date, approved by authorized staff. Not too early, not too late; early-payment discounts

→

8 Matching & bank reconciliation
Payment cleared against its invoice; bank outflows checked

→

9 Close & reporting
Aged payables, accrued invoices not yet received, cut-off

Key metrics
DPO (days payable outstanding)
Cost per invoice processed
Payables aging

Outside Mindee's scope
Payment, matching and close stay in the ERP or AP tool, now fed with reliable data.

INTERNAL CONTROL · THROUGHOUT THE PROCESS

Segregation of duties
Whoever creates a supplier does not pay it

Bank detail change checks · Mindee
Prevent fake-supplier fraud

Approval audit trail
Who approved what, and when

Mindee · fraud & duplicates
Extracted IBAN, VAT and company IDs checked against the supplier master: changed bank details flagged. Duplicates: same supplier, number, amount.