Loopwrk Invoice Capture

The weekly operator loop, in five steps.

1. Forward the invoice photo to the Loopwrk inbox. Email invoices@loopwrk.com, or use the upload widget the moment you walk in from the loading dock. The trigger fires from there.
2. AI extracts vendor, invoice #, line items, and total. Confidence flags surface in the right rail. Anything under 90% lands in the review queue so a human can see it before it posts.
3. Review the approval queue. Open Dashboard -> Approvals, correct any flagged field, then approve. Average reviewer time holds under 20 seconds per invoice.
4. Approve to post to the General Ledger. Approved invoices auto-post, and a vendor bill is queued for payment per the operator's configured schedule.
5. Run the daily reconciliation digest. At 9:00, the system emails the operator a 'needs review + posted' summary. Clear the review filter before end of day so Friday's bookkeeper export is clean.

One workflow at a time, for small business operators. Scoped AI implementations for the long tail of Main Street.

Adjust the trigger, the schedule, and the approval threshold in Settings -> Workflow. Loopwrk is custom your loop is yours.