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**PROCESSES TO CONSIDER
FOR ROBOTIC PROCESS
AUTOMATION IN
2020**

PURCHASE TO PAY



- 1** Vendor Set Up Maintenance
- 2** PO Processing
- 3** Invoice Coding and Indexing
- 4** Invoice Processing
- 5** Requisition Processing
- 6** Exception Resolution
- 7** Tax Processing
- 8** T & E Processing (*Expense reports and credit cards*)
- 9** Payment Proposal Preparation
- 10** Vendor Statement Preparation and Distribution
- 11** Vendor Price Change Analysis
- 12** Other Reconciliations & Reporting Preparation

ACTIVITIES RPA IS NOT TYPICALLY USED FOR INCLUDE

- Cash Management and Payment
- Approvals (i.e., which vendors to pay and when)
- Some Vendor Inquiries & Resolution
- Exception Research and Resolution
- Employee T&E Inquiries & Resolution
- Supplier Management
- Supplier Contract Management



ORDER TO CASH



- 1** Customer Set Up & Maintenance
- 2** Customer Quotes
- 3** Order & Returns Processing
- 4** Billing
- 5** Sales to Cash Reconciliation
- 6** Claims Processing
- 7** Aging Reporting Preparation
- 8** Customer Reconciliation and Statement Distribution
- 9** Collections Support
- 10** Chargeback and Deduction Management
- 11** Credit Management
- 12** AR Reconciliation and other Month-end reporting



ACTIVITIES RPA IS NOT TYPICALLY USED FOR INCLUDE

- Credit approval
- Credit or payment negotiation or revision
- Customer billing inquiries and resolution
- Cash on account or unapplied cash resolution
- Smaller customer collections (more personal touch)
- More complex operational claims or chargeback resolution and negotiation
- Customer complaint resolution

RECORD TO REPORT



- 1** Chart of Account Maintenance
- 2** GL Account reconciliations
- 3** Bank Reconciliation
- 4** Fixed Asset Set Up and Administration
- 5** Standard and Recurring Journal Entries processing
- 6** Intercompany Transaction Posting (*based on defined business rules*)
- 7** Tax Filings and Regulatory Reporting
- 8** Period Report Data Compilation and Generation
- 9** Variance and Trend Tracking
- 10** Audit Support



ACTIVITIES RPA IS NOT TYPICALLY USED FOR INCLUDE

- More complex or non-standard journal entries
- Non-standard period end adjustments and accruals
- Forecasting and budgeting
- Variance analysis
- Business performance analysis
- Cash flow management
- Internal Control deficiency remediation

HIRE TO RETIRE



- 1** Payroll Processing
- 2** W4 Management
- 3** Employee Onboarding and Offboarding
- 4** Time & Attendance Management
- 5** Employee Data Maintenance
- 6** Benefits Administration
- 7** Employee Performance Management Support (*i.e., evaluation form workflow*)
- 8** Employee Requisition and Job Posting
- 9** Recruiting Process and Internal Referral Support (*i.e., candidate screening and workflow management, candidate and internal management notification, etc.*)
- 10** Audit Support



ACTIVITIES RPA IS NOT TYPICALLY USED FOR INCLUDE

- Candidate interview and selection
- Employee relations
- Professional development
- Employee Performance Management
- Training
- Compensation planning and analysis

IT SERVICES



- 1** User Provisioning & Termination
- 2** Password Reset
- 3** Automated Deployments
- 4** Alert Recording & Resolution
- 5** Batch Processing
- 6** Process Verification
- 7** AR Event User Notifications
- 8** FTP Download & Upload Processing
- 9** Synchronizing, Deleting and Emptying Folders
- 10** QA & Testing Scripting

ACTIVITIES RPA IS NOT TYPICALLY USED FOR INCLUDE

- Exception-based incidents and requests
- Change Management
- Disaster Recovery & Service Continuity
- Application Development
- IT Vendor Management
- Security



We can help you implement RPA and achieve quicker ROI

Schedule Your Free 1-Hour Consultation

SPEAK TO AN EXPERT FROM AUXIS' RPA TEAM TO:

- Review your current automation initiatives and how RPA could fit into your organization
- Where does it make sense to get started based on your current organization/processes?
- What specific skills/capabilities will you need to implement RPA?
- Ideal deployment model for you: In-house or hybrid (outsourcing)
- How can Auxis help you get started?

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