

10 Steps To Turning Your AP Department From A Cost Center Into A Profit Center

1

Know what workflow challenges you need to solve

We can't keep track of all the paper invoices!



2

Set top workplace goals you want to achieve

Happier vendors when we pay on time.



3

Consult with and engage key stakeholders

Especially the I.T. department.



4

Define quantitative measurements and goals

Lower cost of invoice processing from \$15 to \$3.



5

Define Qualitative Targets

Make sure we're compliant with legislation and audits.



6

Choose a Dedicated, Customizable, Solution:

Will the platform integrate with our ERP?



7

Intelligent document capture and advanced character recognition

It should capture paper and electronic documents we receive through any channel (post, e-mail, FTP).



8

Realize the benefits of cloud-based AP Automation

I'm on-the-go all the time. I want to review/approve invoices from my mobile device.



9

Opt for a single solution that covers the P2P process from end-to-end

And it should be simple, intuitive, and easy to implement.



10

Become an AP Innovator

Ditch the paper with a highly optimized, digital AP workflow.

