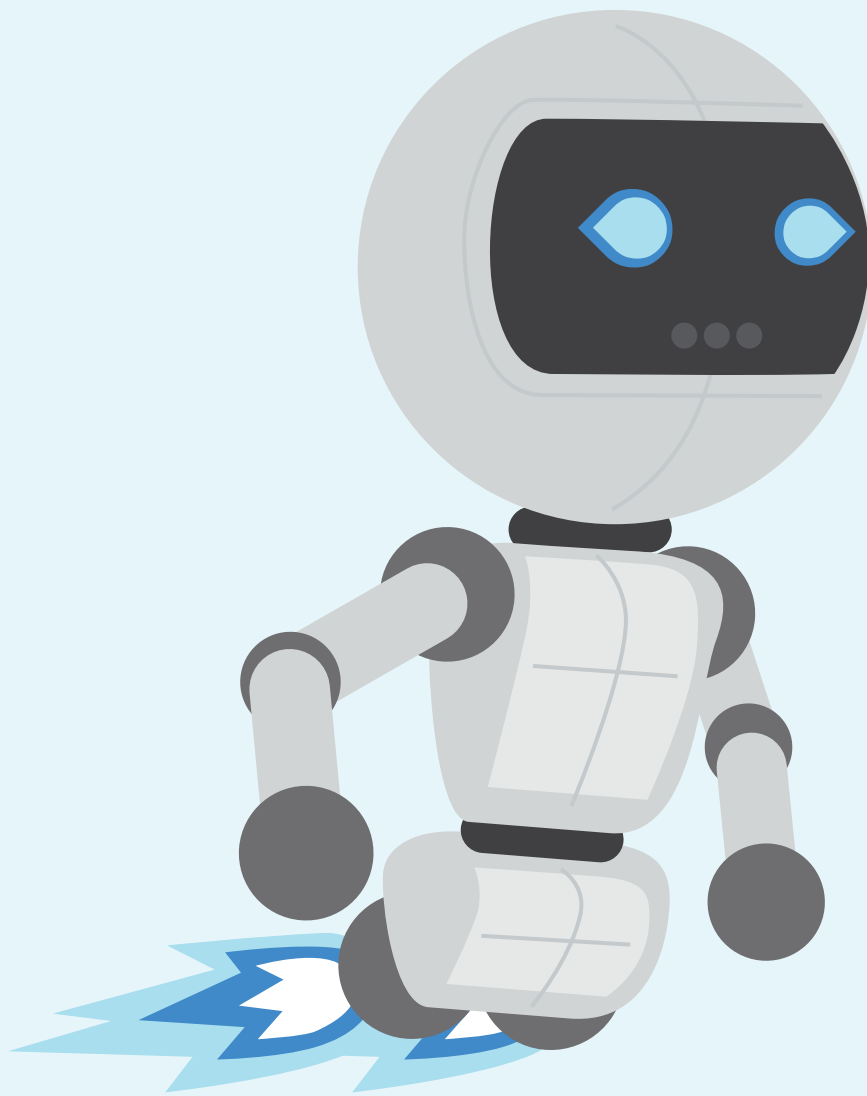


BUILDING A BUSINESS CASE FOR AP AUTOMATION



INTRODUCTION

So you're ready to build a business case for automation?

This workbook will guide you through each step of the process, from determining your department's biggest needs to preparing an actual business case you'll be able to present to your executive team.

Find out if AP automation makes sense for your accounting team. Get real evidence of your company's potential ROI.

This is the only tool you'll need to present a solid business case for AP automation.

With an automation solution, you and your team can finally have the free time to take the vacation you deserve.



DETERMINING GOALS & PRIORITIES

When determining if automation is right for your company and who you should partner with, you'll need to answer a few questions:

Does your company have any projects currently going on or planned within the next year? List any projects you're aware of.

Are there any systems that will be upgraded within the next year?

Are there resources available to manage this project? Who are they?

Are there any company issues or challenges that are frequent topics of discussion?

Are your processes defined and consistent?

What are the current struggles you're facing with your existing AP process?

DETERMINING GOALS & PRIORITIES

Which of the previous issues rate as a priority for your company?

What do you wish your ERP could do that it can't do today?

What other areas of your company would benefit from Document Management, Web Forms, Workflow, and Process Automation?

How would you and your executive team define success with accounting automation?

EVALUATING OPPORTUNITY COSTS

With the right AP automation tool, your team no longer has to spend most of the day doing mundane, manual tasks. Instead, they can focus on higher value activities and will be excited to work on new projects. Let's brainstorm what else your team could be doing if their current workload was reduced through automation:

What other items could you or your team be working on if you had an extra hour or two each day?

What additional projects could you finally get started if you had extra time?

If your team had time to renegotiate vendor contracts, how much money do you think you could save your company annually?

How many of your vendors offer early payment discounts you wish you could take advantage of? What would those discounts add up to over the course of a month?

In the past year, how many times have you had to pay a penalty for late payments or manual mistakes?

EVALUATING OPPORTUNITY COSTS

What's the value of giving your team a chance to work on something outside of their normal day-to-day tasks?

What is likely to be the effect on your customers if you're successful in this initiative?

How long does an audit typically take? How much would you save if you could do them twice as fast?

How much time is wasted on waiting on others or following up on teams to get work done?

How much time could be saved by providing self-service accounting functions to: employees, customers, vendors?

UNDERSTANDING CURRENT ENVIRONMENT

Your business case will not only need to include your vision of the future state of your accounting team, but it will also need to examine your current environment.

Before we get into hard data, let's start with these two questions:

1. Who would be involved in your accounting automation journey?

2. Who would be impacted by a new automated system?

HARD COSTS

If you're shipping documents for processing, how much is spent per month on this?

How much do you spend per month on printing, ink, and paper for accounting & payment tasks?

How much money is spent per month paying duplicate invoices?

Are there any monthly on-site or off-site storage costs?

On average, how much time is spent looking for work-related information each day?

UNDERSTANDING CURRENT ENVIRONMENT

How much is spent on fines or penalties each month?

How many filing cabinets does your team have?

How much are you spending on check stock per month?

How often do documents get misplaced? How much time is spent sorting invoices?

In an average month, how much time is spent matching invoices to their supporting documents?

How much time each month is spent entering data into your ERP?

MEASURABLES

How many active vendors/suppliers do you have?

How many invoices do you process per month?

How many payments does your team process each month?

UNDERSTANDING CURRENT ENVIRONMENT

What is your average invoice processing time?

What percentage of payments are processed by:

Checks: _____% | ACH: _____% | CC: _____%

How many requests are sent to the AP department per month?

YOUR CURRENT RESOURCES

How many team members are currently processing accounting transactions?

What is the average salary of each of those team members?

How many approvers and touchpoints are involved from purchasing through payments?

What is the average salary of everyone involved in the approval processes?

What percent of their time would be freed up if an AP automation solution was put in place?

ADDRESSING YELLOW LIGHTS

When you present your business case to your executive team, they're going to have plenty of questions for you, and maybe even some objections.

This is what we call a yellow light. Yellow lights are speed bumps, not barricades. It's important to anticipate yellow lights and to be prepared to address them.

Before presenting your business case, consider these questions to help prepare yourself for any yellow lights:

What, if anything, has stopped your organization from implementing an automation solution in the past?

Why is it different this time around?

Will anyone try to dissuade you from completing the project? If so, who?

What details could raise the priority of this project?

ADDRESSING YELLOW LIGHTS

Which team members will you need to get buy-in from before moving forward?

Do you have a fixed time you need a system in place by? If so, when?

Who is going to be the project sponsor?

Will that person be able to spend the necessary time on vendor selection and project planning?

Are there any other obstacles that could stand in your way?

MANAGING YOUR PROJECT

As you've already seen, there's a lot that goes into a project like this! Use this grid to manage each step of your project. You can even add timeline goals.

	WHAT will you accomplish?	HOW will you do it?	WHO will be involved?	WHEN will you complete this step?
Step 1: Determine what you need in a system				
Step 2: Identify your top 3 vendor options				
Step 3: Create a vendor scoring matrix to compare them				
Step 4: Determine ROI and cost justification				
Step 5: Select the best candidate				
Step 6: Prepare Business Case				
Step 7: Present it to your team for approval				

CREATING YOUR PRESENTATION

Now that you've done your due diligence, you can plug in your data and go!

Contact us at docuphase.com/contact-us for a free template of a business case you can present to your executive team.

Our team can help you put together your case.

We're here to support you in any way we can.

Now, go get 'em, champ!



Your all-in-one enterprise solution



Robotic Process Automation

Take control of your business processes with workflow automation software



Document Management

Go paperless and increase efficiency with document management software



Web Forms

Collect information externally and connect your company internally



Data Capture

Efficiently and easily convert the data needed to power your business processes



System Integration

Integrate with your existing systems to keep your data accurate and up to date

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