



AP Automation Transition Checklist With MineralTree

If you're among the increasing number of businesses making an investment in accounts payable automation technology, here is a checklist to guide you through the process:

- Discuss implementation with your IT team:** As a rule of thumb, it's best to loop IT into your transition while you are evaluating potential solutions. This allows them to offer suggestions, and plan accordingly to set aside time for any work required on their end.
- Consider timelines for other cloud transitions:** Businesses that implement a cloud-based ERP and automated accounts payable simultaneously are able to limit the time spent in "transition mode," when teams are less productive as they are learning a new process.
- Build your list of core requirements:** There are a variety of solutions available on the market, and it's critical to begin your search with a full understanding of what you are looking for.
 - ERP Integration vs. File Upload:** Are you looking for a modern solution that connects directly to your ERP through an API-level integration that enables a bi-directional sync, or a legacy system that requires file uploads to move data back and forth between systems?
 - Direct Payments vs. Intermediary Accounts:** Are you looking for a solution that facilitates your payments to vendors directly from your bank account, or one that limits your visibility by taking your funds into possession through intermediary accounts and processing payments on your behalf?
 - End-to-End vs. Point Solutions:** Are you looking for a solution that addresses the entire process of capturing, coding, approving, and paying invoices, or one that is limited to individual components?
 - Centralized Communication vs. Emails:** Are you looking for a solution that provides one platform for all AP-related communication, or a solution that leaves communication up to your ability to track dozens of email threads?

- **Look for cutting edge capabilities:** The AP Automation market is still very new and is continuously redefined by disruptive cutting edge technology that is creating efficiency and making life easier for AP Managers in an increasing number of ways.
 - **Automatic Payment Scheduling:** Takes the burden of manually tracking payment deadlines and discount requirements off the shoulders of AP staff with “set-it-and-forget-it” functionality. Discounts can also be automatically reflected and applied to payments within AP Automation solutions.
 - **Duplicate Invoice Detection:** Saves precious time during the invoice approval process and eliminates the possibility of paying the same invoice twice.
 - **Auto PO Matching:** Advanced algorithms automatically match invoices against POs — a boon for overworked AP departments seeking to follow-through on the controls promised by the introduction of POs.
 - **Virtual Card Technology:** One-time use card numbers that are designated for individual payments to protect company financial information.

- **Customer Support:** The level of support your chosen vendor provides will make a big difference in the success of implementation and ongoing maintenance of your tool.
 - **Lean on your vendor while ramping up:** Your chosen vendor should be capable and willing to guide you through the transition. Leading companies offer dedicated implementation managers to oversee successful transitions. Implementations can take anywhere from 2 weeks to six months, depending on the solution you select.
 - **Look to your vendor for tips:** Top vendors are able to offer insight into areas of improvement within your current AP process and also help you prioritize future initiatives for your accounts payable team.
 - **Ongoing support:** Top vendors offer support through multiple channels (phone, email, online knowledge base, etc.), and follow service level agreements for responses to help tickets submitted.

There are a wide variety of ways that AP automation is currently defined and many solutions available from which you can choose. When deciding which solution is right for you, it’s important to understand that taking a holistic approach to automating accounts payable and investing in a solution that streamlines the end-to-end process will deliver greater efficiency, improved control over cash flow, and enhanced protection against fraud.

To learn more about how MineralTree takes the most holistic approach to AP automation, visit mineraltree.com or check out [this case study](#) to learn how the Boston Celtics improved operational efficiency by 80% with AP automation.