

7 STEPS TO EASILY TRANSFORM ACCOUNTS PAYABLE

FROM MANUAL TO TOUCHLESS IN AN ERP ENVIRONMENT



YOUR AP AUTOMATION JOURNEY STARTS HERE ...

Manual processing of vendor invoices presents a roadblock to the success of your accounts payable (AP) department and overall business objectives. As you look to automation to get your company on the right track, **consider this guidebook your map along the 7-step path to AP automation success.**

1 ADDRESS THE ISSUES

Let's face the facts: Conventional invoice processing makes the AP department's job an uphill battle. Aside from manual hassles slowing down the procure-to-pay cycle (e.g., entering invoices in the ERP system, getting approval signatures, resolving errors, etc.), those in AP also have the time-consuming task of retrieving data for inquiries and audits. All in all, it's a recipe for disaster.



HIGH PRICE TO PAY

A recent AP automation study found that respondents using electronic AP processing methods reported **processing their invoices 63% cheaper than those using manual methods.**¹

¹.Aberdeen Group

2 CONSIDER THE BIG PICTURE

Unfortunately, the pain inflicted by manual vendor invoice processing doesn't stop at the AP department. With no electronic audit trail, members of management have zero visibility into the process. And that's a big deal — without proper oversight and transparency, the ability to accurately plan, forecast and identify areas of process improvement is virtually impossible.



AN ALIGNED STRATEGY

The most effective alternative to manual AP processing is an automation solution that **unifies the goals and objectives of all parties involved into a single, strategic approach.**

3 ASSESS YOUR SITUATION

Many companies choose to stick with the status quo thinking their current AP process is comparable to “the standard.” The only way to find out? Set benchmarks like key performance indicators (KPIs) to see how your AP process ranks among top industry metrics. If you’re not happy with how you stack up against the competition, it’s time to make the move to automation.



THE COMPETITIVE EDGE

According to a recent study, best-in-class organisations **process more than 25,000 invoices** per full-time employee per year versus peers at just over 9,000 invoices.²

2. The Hackett Group

4 CHOOSE THE RIGHT SOLUTION

Esker’s Accounts Payable solution easily integrates with your ERP interface, allowing you to automate every phase of vendor invoice processing for streamlined AP management. Workflow features such as a real-time audit trail from invoice receipt to payment posting and intelligent data extraction will make you wonder why you hadn’t switched from manual AP processing sooner.



MAXIMISE YOUR ERP INVESTMENT

Esker **integrates seamlessly with a wide range of ERP applications**, meaning your investment with Esker gets you more value from your existing infrastructure — a win-win situation.

5 MAKE IT YOUR OWN

Whether you need flexibility for variations in document volume or want support for basic compliance requirements, Esker's on-demand offering provides value to organisations seeking the highest levels of efficiency, security and control. Our flexible options also give your company more freedom and opportunities to expand your solution to other departments and processes if necessary.



ADVANTAGE OF SOFTWARE AS A SERVICE (SAAS)

Esker believes the SaaS model of cloud delivery is ideal for automating AP, with no software or hardware costs, rapid and flexible adoption, and free and automatic upgrades.

6 GET STARTED QUICKLY

The faster an automation solution is up and running, the faster you can reap the benefits. Esker's way of ensuring this is through agile methodology — an approach to solution delivery that promotes customer involvement early in the process to achieve the highest business value in the shortest amount of time. A surefire way to get the most bang for your buck.



LOW RISK, HIGH REWARD

Customers not only see a faster ROI thanks to the agile approach, but are able to personalise the solution more, **lessening the risk of paying for features you don't use.**

7 REAP THE BENEFITS

Breaking free from outdated practices can make all the difference in how your AP operations perform. Just how big of a difference? According to Esker research, automated vendor invoice processing can be up to 65% faster and cost 40-60% less than manual methods, and result in invoice accuracy rates up to 99% with 100% process visibility.



OVERCOMING THE OBSTACLES

Don't let anything stand in the way of your AP automation goals! **Esker's solution is a fully integrated and highly effective way to go from manual AP to touchless processing.**

ABOUT ESKER

Esker is proud to offer a best-in-class P2P automation solution specifically designed to help companies improve their strategic supplier relationships and transform the way they purchase, book and pay. As a global leader in AI-driven process automation software, Esker's expertise also goes beyond P2P processes. Over 6,000 companies around the world use Esker solutions to automate other business processes, including: order management, accounts receivable and more.

Founded in 1985, Esker operates in North America, Latin America, Europe and Asia Pacific with global headquarters in Lyon, France, and U.S. headquarters in Madison, Wisconsin. In 2019, Esker generated 104 million euros in total sales revenue.



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