

How to make THE PERFECT ACCOUNTS PAYABLE PROCESS

INGREDIENTS



DIRECTIONS

- 1 START BY CONVERTING PAPER INVOICES TO DIGITAL. SHOP AROUND FOR A MULTI-CHANNEL SOLUTION.
- 2 REMOVE MANUAL PROCESSING STEPS AND CONVERT THE APPROVAL WORKFLOW TO ELECTRONIC AND RULE-BASED USING A POWERFUL, YET FLEXIBLE SOLUTION.
- 3 MAKE SURE YOU TAKE MOBILE USERS INTO ACCOUNT SO THAT THE PROCESS ALWAYS RUNS SMOOTHLY.
- 4 COMBINE WITH AUTOMATIC REMINDERS TO MAKE GETTING APPROVAL EFFORTLESS FOR YOUR AP STAFF.
- 5 ADD AUTOMATIC INVOICE MATCHING.
- 6 INCORPORATE WITH YOUR BACK-END SYSTEM.
- 7 STIR IN A HANDFUL OF BEST PRACTICES.
- 8 DON'T FORGET TO MIX IN SOME VENDOR COLLABORATIVE WORKSPACE.
- 9 BLEND IN ELECTRONIC ARCHIVING SO THAT INVOICES ARE ONLY A FEW CLICKS AWAY.
- 10 AND FINALLY, TOP IT OFF WITH PROCESS AUDITS, ANALYTICS AND KPIs.

ROLL-OUT IMMEDIATELY!

INTERESTING FACTS

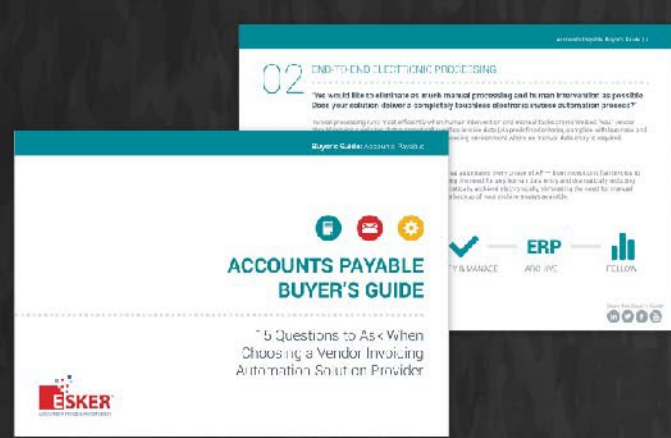


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Bonus

IMPROVE YOUR BOTTOM LINE VIA
ELECTRONIC PURCHASING

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