



ACCOUNTS PAYABLE

# BUILDING A BUSINESS CASE FOR AP AUTOMATION

How to Propel Your Project to  
the Top of the List



# INTRODUCTION

Accounts payable (AP) and finance managers are acutely aware of the advantages that AP automation has to offer. But it's never as easy as simply selecting a vendor and implementing a solution. Before an automated AP invoicing project can hit the ground running, one critical hurdle must be cleared — getting buy-in from upper management and other key stakeholders.



## Why Building a Business Case Matters

Today's fast-paced and ever-evolving business landscape demands that upper management (i.e., the c-suite) focus on streamlining business functions as much as possible. This places greater emphasis on things like cash forecasting and analytics, growth management, risk mitigation, and regulatory compliance.

As a result, members of the c-suite have a greater role to play in the purchasing of solutions related to financial and administrative functions. It is therefore the responsibility of AP and finance managers to demonstrate how AP automation will not only modernize the AP department, but translate into benefits for the entire organization.

By building a well-thought-out and strategic business case for AP automation, AP and finance managers will dramatically increase their probability of convincing the c-suite that:

- The benefits of AP automation are too encompassing to take a back seat to other projects.
- The IT department will not be burdened with new infrastructure requirements or changes.
- Any new solution will not require transformative changes on the part of AP staff or vendors.
- Automated AP invoicing is not only a company cost-saver, it makes the jobs of all key stakeholders easier.

## Understanding the C-Suite Mindset

Automated AP invoicing is mutually beneficial to both the c-suite and AP and finance managers (as this white paper will explore in detail), but differing priorities can make selling it difficult. While AP and finance managers are more inclined to care about AP-specific factors such as process efficiency and error reduction, the c-suite has a broader vantage point that puts a premium on strategy and oversight on an organization-wide level.

Another common obstacle in building a case for AP automation is getting the c-suite to reshape their perspective on AP. Many members of upper management still think of AP as being a back-office cost center that adds little value to a business. Failure to break them of this mindset all but ensures any new AP automation project will be dead on arrival.

## Purpose of This White Paper

The good news is, despite upper management consistently being cited as the biggest obstacle to AP automation, they understand the general benefits. According to 2014 survey results compiled by the Institute of Finance & Management (IOFM), the c-suite believes AP would benefit from automation more than any other finance/administrative function.<sup>1</sup>

It is the goal of this white paper to enable AP and finance managers to embrace their responsibility and equip themselves with the knowledge and strategies needed to make AP automation a reality. By better understanding how automated AP invoicing works, AP and finance managers can cite key performance indicators (KPIs) and analytics to more effectively persuade their organization's top decision makers.

1. Finance Executive Survey: Priorities, Challenges and Technologies for the Year Ahead, 2014. Institute of Finance & Management.

## CURRENT STATE OF ACCOUNTS PAYABLE

Traditionally, AP has played a secondary support role within organizations. Tasks assigned to AP staff members were typically backend office functions that only represented “soft” benefits to the c-suite. Today, those in AP have far more influence on the overall financial health of an organization. The AP department is less about data processing and more about strategy and analytics – both critical functions for helping AP and the c-suite meet their goals.

### Overcoming the Culture of Paper

Because of how rapidly AP has shifted into a more strategic and value-added business function, the culture of traditional, paper-based invoice processing and management is still alive and well in many AP departments. In fact, according to a recent study by The Institute of Financial Operations (IFO), a majority of AP professionals surveyed (39 percent) said paper-based invoices still make up 90 percent or more of their total volume.<sup>2</sup>

On the managerial side, performance monitoring remains a largely manual practice as well. An IOFM study found that over one-third of finance executives surveyed still use manual methods (like Excel spreadsheets) to perform data collection, calculations and reporting, while over one-quarter indicate their organizations have no performance management system in place for financial processes at all.<sup>3</sup>

Traditional methods of AP invoice processing are associated with higher costs, lower visibility, longer processing times and a host of other negative effects that are felt throughout the organization. Left unchecked, they can ultimately impede business progress and the ability to gain a competitive advantage.

### Where AP Automation Fits In

Today, most organizations have some kind of electronic tool for automating aspects of AP and other business processes, such as a SAP® software system or other ERP/business applications. But while these are great tools for streamlining the process of cutting checks and making payments, there are numerous pain points which they do not address.

Organizations with SAP systems in place certainly cut down on paper and inefficiencies within their process, but many ERP providers – particularly the bigger, license-based systems – do not invest in the features that truly optimize AP (e.g., data capture, OCR, analytics and audit trail, etc.).

AP automation helps to fill the gaps not addressed by SAP systems by providing the capability to solve virtually all of the biggest challenges facing AP today, including:

- Staff dedicating much of their time to manually sorting and handling paper invoices
- Excess paper, transportation and physical archiving expenses
- Trouble accurately capturing data regardless of invoice format
- Low visibility of invoice processing and approval status from the moment the invoice is received
- Limited analytics, reporting and audit trail capabilities
- Frustrations in trying to connect accounting and procurement functions
- Difficulty taking advantage of early payment discounts
- Poor oversight of spending with both PO- and non-PO-based suppliers

### Adding Context to the Discussion

Understanding the current state of AP is important when building a business case because it allows AP and finance managers to provide more context into why automated AP invoicing is more than just a want – it’s a need. Whatever shortcomings AP has, whether as an industry or within your own organization, must be identified so that the c-suite understands what valuable opportunities are on the table, and how AP automation can capitalize on them.

2. 2012 AP Cloud Study, 2012. The Institute of Financial Operations.

3. Finance Executive Survey: Priorities, Challenges and Technologies for the Year Ahead, 2014. Institute of Finance & Management.

## BUILDING YOUR BUSINESS CASE

How your business case for AP automation is crafted, packaged and presented is entirely subjective. But before the actual phase of creating a business case begins, some important preliminary steps are required. Below are three action items recommended for maximum effectiveness and preparation.

### Define Your Overall Objectives

It can be difficult to stick to a strategy if you fail to first identify what the project plans to accomplish. This can include defining what phase(s) of AP you wish to automate and what type of solution you want to pursue.

For example, do you plan on automating all phases of the AP process, or just particular aspects like data capture of vendor invoices or electronic archival of documents? Do you plan on pursuing a solution that is implemented on-premises and managed by your organization's IT department or a cloud-based solution that's utilized as an off-site, on-demand service? All of these are essential details to iron out before creating the business case.

### Back Up Your Business Case with Research

If there is one universal truth about the c-suite, it's that they love their metrics. AP and finance managers can explain why an automated solution is good for business all day, but when it comes down to decision time, upper management is going to need measurable data to justify their decision.

An effective way to calculate projected ROI is by measuring current invoice processing costs and then measuring them against projected improvement costs from prospective automation providers. Doing this research not only helps validate the solution you're propositioning, it shows the c-suite that you're thoroughly invested in the project.

### Consult with Other Stakeholders

This is a big one. Without stakeholder approval and cooperation, your proposal has little chance at coming to fruition. Obviously, support from the executive decision makers is the end goal, but AP and finance managers must also make time to consult with the other departments that will be affected by AP automation. This can include everything from business divisions and IT to procurement and outside suppliers.

#### How to speak their language

For AP and finance managers, the primary goal of automation is to make AP operate more effectively. However, the c-suite and other key stakeholders need to be convinced that it's a good investment for not only AP, but the entire organization. Getting the green light to launch your project may be challenging, but it's not impossible — the key is learning how to push all the right buttons.

In the coming pages, this white paper explores in detail how to communicate your plan with three of the most influential stakeholders for any AP automation project: the c-suite/executive management, IT management and AP team members. Effectively speaking the same language as these groups will be instrumental in gaining their support, and ultimately, approval for your project.



# CONVINCING THE C-SUITE & OTHER MEMBERS OF EXECUTIVE MANAGEMENT

Executive decision makers have many different factors to consider on proposed projects, including their own self interests. Simply put, if your business case for AP automation includes a compelling answer to the ever-important executive question, “how does this help me solve my problems?” the likelihood of project acceptance will be much greater.

Members of upper management may have different priorities company to company, but they all share common concerns. Below are two of the biggest things every executive and c-suite member places on a pedestal. Your task is to demonstrate how automated AP invoicing positively influences these factors.

## Profitability and the Bottom Line

Improving company profitability is the end-all be-all for upper management. Considering how many organizations still have inadequate or even non-existent levels of automation within their AP departments, it’s easy to understand why. According to an IOFM study, nearly 45 percent of finance executives list “lowering invoice processing costs” as their greatest AP pressure/functional driver.<sup>4</sup>




With this in mind, the c-suite is likely to respond positively to any new solution that can help the company:

- Eliminate wasteful spending
- Improve operational efficiency
- Generate greater productivity from employees
- Maintain current customers/suppliers and attract new ones

### AP automation as a revenue generator

Automated AP invoicing is proven to be an effective solution at lowering operational costs. In fact, Business Finance magazine estimates that, depending on the size of an organization, AP automation can save an average of \$16 on processing costs per invoice.<sup>5</sup>

To help build your business case, it would be wise to expound on the cost savings benefit – below are three of the biggest ways how an organization can reduce expenses via AP automation:

 <p>Makes it easier to take advantage of <b>early payment discounts</b>.</p>	 <p>Reduces the risk of <b>late payment fees</b> caused by manual invoicing errors.</p>	 <p>Improves employee <b>productivity</b> and supplier <b>satisfaction</b>.</p>
<p>AP and finance managers will love that automation <b>eliminates paper handling</b>. Conversely, the c-suite will be happy knowing that faster processing speeds mean <b>more early payment discounts</b>.</p>	<p>Automation eliminates manual data entry. For AP managers, that means a <b>more accurate, efficient operation</b>; for the c-suite, it translates to <b>fewer penalties for error-laden invoices</b>.</p>	<p>The more productive AP employees are, the <b>better they can serve the suppliers</b>. And satisfied suppliers ultimately translate into the c-suite <b>saving money through negotiating lower prices</b>.</p>

## Visibility and Cash Flow Management

As much as the c-suite is focused on saving money and increasing company profitability, it appears there is one thing they value even more – control and visibility over finance and administration (F&A) functions.

According to a 2014 IOFM report that surveyed a group of senior finance executives, improving visibility into cash flow/cash management and developing measures to gain visibility into overall performance of F&A functions were cited as the top two priorities for the next year.<sup>6</sup> There's a good reason the c-suite is preoccupied with visibility – its impact is significant. The Aberdeen Group recently found that organizations deemed “best-in-class” performers within AP were more than four times as likely to have dashboard tools for monitoring AP status and performance.<sup>7</sup>

### Packaged KPIs and dashboards

The overall goal of building a business case is to showcase how the benefits of automation can transcend AP and strategically impact other critical aspects of the organization. And nowhere is that more clear than the real-time visibility and other analytical tools offered by top-tier solution providers.

Much like statistics can now be used in professional sports to analyze virtually any type of metric for a competitive edge, many AP automation solutions feature packaged KPIs and dashboards that go beyond what was paid to provide instant access into what invoices are the pipeline. This type of enhanced control and monitoring allows everyone involved to perform daily tasks, monitor performances, better forecast the use of cash, and determine the best approach for capturing early payment discounts.

Dashboards are also customizable so that users can choose what they want to display and to which user or profile. Plus, users are free to remove, edit or add other indicators to their dashboards.



### VALUABLE DASHBOARDS FOR EVERY USER

CFO	AP MANAGERS	COST CENTER OWNER / LOB MANAGER
<ul style="list-style-type: none"> <li>Organization spend overview</li> <li>AP cash flow</li> </ul>	<ul style="list-style-type: none"> <li>Visibility over spend</li> <li>Spend by category, volume &amp; supplier</li> </ul>	<ul style="list-style-type: none"> <li>Requests pending approval</li> <li>Budget control and forecasts</li> </ul>
<ul style="list-style-type: none"> <li>AP process metrics</li> <li>DPO</li> </ul>	<ul style="list-style-type: none"> <li>Accrual reporting</li> <li>Payment KPIs</li> <li>Process efficiency</li> </ul>	<ul style="list-style-type: none"> <li>Spend analysis and trend</li> </ul>

### Complete audit trail

Most best-in-class AP automation solutions also house a complete audit trail of every touch point within AP invoice processing, providing insight into “who did what, when and where,” with the ability to monitor whether or not the proper checks and validations took place. A record of all users' invoice data changes is kept so no modifications can be made without leaving a trace. For the c-suite, this provides some much-needed peace of mind regarding regulatory compliance for things like the Sarbanes-Oxley Act and more.

4. 2014 Finance Executive Survey, 2014. The Institute of Finance & Management.

5. Ardelean, T. (2013, April 4). Three Steps for Automating Manual, Paper-based Invoice Processing. Retrieved May 7, 2015, from <http://businessfinancemag.com/treasury/three-steps-automating-manual-paper-based-invoice-processing>

6. Finance Executive Survey: Priorities, Challenges and Technologies for the Year Ahead, 2014. Institute of Finance & Management.

7. Pezza, S. (May 2011). Invoicing and Workflow: Integrating Processing Automation to Enhance Operational Performance, Aberdeen Group



## GETTING IT MANAGEMENT ON BOARD

The c-suite and executive management aren't the only ones who need convincing. Undoubtedly, the IT department has its own list of priorities and apprehensions for any new solution that's implemented in the organization. If they are not consulted, or if their needs are left unaddressed within the business case, your project will fail to gain the traction it needs to move forward.

Speaking the language of IT management starts with understanding their mindset. Primary concerns of IT related to AP automation may include:



- Not having the adequate amount of resources needed to invest in and maintain new infrastructure
- Its effect on cost predictability for the IT department, both short-term and long-term
- The risk for security breaches and comprised business continuity
- How compatible and flexible a new solution will be with current or future AP-related systems

### Selling IT on the Cloud

Fortunately, mature technologies like cloud-based and software as a service (SaaS) solutions have emerged in recent years boasting benefits like no additional software, hardware or maintenance requirements, and faster deployment and user adoption. Since there's no equipment to set up, the solution can be up and running quickly with little downtime.

This doesn't mean that selling IT on the cloud is going to be a walk in the park. Like the c-suite, it's common for IT management to fall back on the "our current process, for all its flaws, still works well" argument. In fact, an IOFM study recently found that only one-eighth of AP departments have a cloud solution in place.<sup>8</sup>

One potential point to include in your business case is a side-by-side comparison of an on-premises approach vs. a SaaS approach. The cloud might not be the right fit for every organization or IT department, but as a whole, the benefits of cloud-based solutions are hard to deny.

	 ON-PREMISES APPROACH	 SAAS APPROACH
<b>COST</b>	<ul style="list-style-type: none"> <li>▪ All costs are paid up-front when acquiring the software package.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Payments are based on a combination of monthly subscription fees and per-use charges.</li> </ul>
<b>INSTALLATION</b>	<ul style="list-style-type: none"> <li>▪ Installing and setting up the software on-premises is the company's responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The software is installed for the company at an offsite location hosted by the software provider, while setup is performed by the provider's support team.</li> </ul>
<b>DATA BACKUP</b>	<ul style="list-style-type: none"> <li>▪ Backing up data and software, as well as ensuring a copy of the backup is in a safe location offsite, is the company's responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The data and software are automatically backed up on a regular (at least daily) basis by the software provider at their hosted site.</li> </ul>
<b>SUPPORT</b>	<ul style="list-style-type: none"> <li>▪ Technical support is generally available for an additional cost.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Technical support is included in the monthly subscription price.</li> </ul>
<b>UPGRADES</b>	<ul style="list-style-type: none"> <li>▪ The company must purchase and install any upgrades so that the software keeps up with its current needs.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Upgrades are included in the subscription price and are installed by the software provider.</li> </ul>
<b>SCALABILITY</b>	<ul style="list-style-type: none"> <li>▪ As a company grows, it must purchase and install additional servers to support the growth.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Growth is handled automatically by the software provider.</li> </ul>



## SaaS and the Advantage of Scalability

Another benefit of SaaS solutions is that they are highly scalable. This is a big selling point for IT management, and something that can enhance your business case for what it really is – a long-term strategic business plan – rather than just a quick-fix for AP.

As the overseers of all electronic equipment and day-to-day communication within the organization, IT plays a valuable role in making sure other departments, not just AP, have the best communication resources on hand to be productive and successful. Cloud vendors, particularly those who can offer multiple automation solutions via the same platform, allow businesses to go beyond AP to automate processes like order processing, purchasing, accounts receivable and more, eliminating the need for a myriad of different products or costly separate components on IT's end.

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AP Automation**

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## GAINING THE APPROVAL OF AP TEAM MEMBERS

Of course, just because the c-suite and IT department need to be sold on the benefits of AP automation, doesn't mean your own AP staff couldn't use some reassurance. How invoices are processed, managed and stored says a lot about the financial health of a company, and a happier, more productive AP staff is not only good for the bottom line, it enhances the reputation of the organization.

### Why Manual Workflow Needs to Be Addressed

According to findings from a 2014 report by PayStream Advisors, the greatest barrier to automation is the belief that current processes are working.<sup>9</sup> In the course of building your business case, it will be beneficial to call out exactly why manual workflow is detrimental to both the AP staff and the c-suite.

**Below are three of biggest difficulties faced by AP staff, and how they affect AP performance and the c-suite:**



#### DATA MUST BE MANUALLY ENTERED INTO ACCOUNTING SYSTEMS.

##### CONSEQUENCES FOR THE AP TEAM:

- Time wasted doing manual tasks such as keying in invoice data, review, coding approval, etc.
- Increased risk of error and slowdowns in the P2P cycle due to human intervention
- Unfulfilling job due to tedious day-to-day tasks

##### CONSEQUENCES FOR THE C-SUITE:

- Investing resources in AP staff to perform low-value and error-prone tasks
- Slowdowns in the payment cycle caused by errors can impact working capital
- AP staff is dissatisfied, less invested in their job



#### INVOICE APPROVAL IS A LONG, MULTI-STEP PROCESS.

##### CONSEQUENCES FOR THE AP TEAM:

- Time wasted doing manual routing, processing and sign-off procedures
- Managing PO or non-PO verification and payment approval can be complex.
- Limited control and visibility into the process

##### CONSEQUENCES FOR THE C-SUITE:

- Slowdowns in the P2P cycle make it difficult for early payment discounts to be captured
- Slowdowns can also lead to late payment penalties and damage supplier relationships
- Limited control and visibility into the process



#### ORGANIZING AND STORING INVOICES IS DONE MANUALLY.

##### CONSEQUENCES FOR THE AP TEAM:

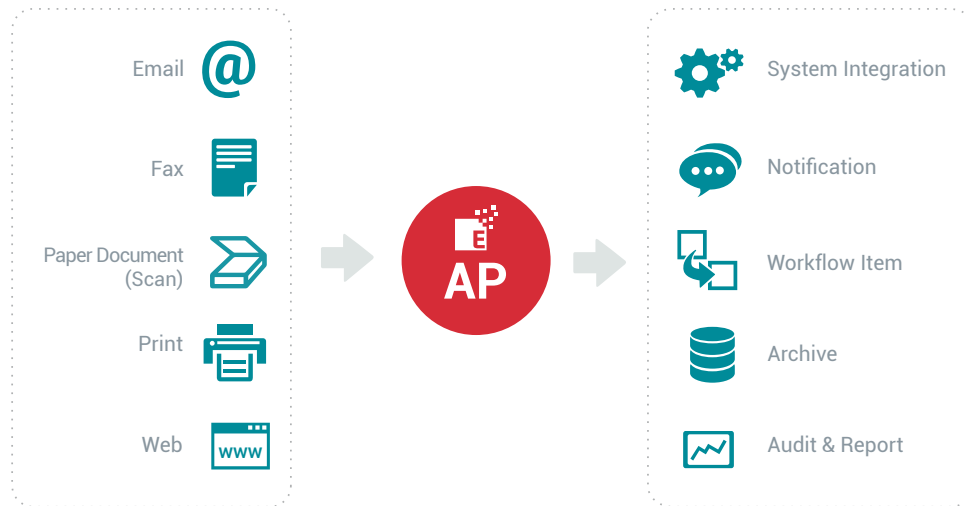
- Time wasted filing invoices in file cabinets or document storage facilities
- Difficult to locate invoices quickly
- Risk of losing or damaging important archived documents

##### CONSEQUENCES FOR THE C-SUITE:


- Inability to find documents can lead to scrutiny by external audits for regulatory compliance
- Paper documents may find their way into the hands of unauthorized personnel
- In-office or off-site storage can be costly

## The End-to-End Value of Automated Workflow

One of the biggest values that AP automation delivers is that it addresses the problems of manual workflow across the board – not just for those working in AP. Because every phase of processing is made electronic, the need for any human data entry, time-consuming approval, and manual storage and filing is eliminated. Every invoice that goes through a business now goes through an automated AP invoicing solution – from invoice arrival to document archival.



Wherever there is a benefit for AP staff, it's usually the case that a benefit for the c-suite exists as well. Translating these benefits in your business case will increase the likelihood of project acceptance.

 <b>BENEFITS OF AUTOMATED WORKFLOW</b>	
<b>BENEFITS FOR THE AP TEAM:</b>	<b>BENEFITS FOR THE C-SUITE:</b>
<ul style="list-style-type: none"> <li>▪ Receive and enter invoices faster</li> </ul>	<ul style="list-style-type: none"> <li>▪ Faster P2P cycle; more early payment discounts</li> </ul>
<ul style="list-style-type: none"> <li>▪ Less time spent performing manual tasks</li> </ul>	<ul style="list-style-type: none"> <li>▪ Lower AP processing costs; happier AP staff</li> </ul>
<ul style="list-style-type: none"> <li>▪ Able to handle volume fluctuations with ease</li> </ul>	<ul style="list-style-type: none"> <li>▪ Avoid adding headcount to manage growth</li> </ul>
<ul style="list-style-type: none"> <li>▪ Improved accuracy and process control</li> </ul>	<ul style="list-style-type: none"> <li>▪ Fewer late penalties and dissatisfied suppliers</li> </ul>
<ul style="list-style-type: none"> <li>▪ Retrieve invoices instantly and electronically</li> </ul>	<ul style="list-style-type: none"> <li>▪ Greater support for regulatory compliance</li> </ul>
<ul style="list-style-type: none"> <li>▪ More fulfillment with job responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ability to repurpose staff to higher value tasks</li> </ul>

## Promoting Reassurance within AP

Understandably, those who are part of the AP staff will not always have a positive reaction to the news that there will be changes associated with their jobs. It's human nature to fear change, and even though the majority of AP team members comprehend the benefits of AP automation, that doesn't mean they're sold on the solution.

### Job security

One of the biggest fears for the AP staff is the thought that an automated solution will put them out of a job. However, that is rarely the case. Most businesses that utilize an AP automation solution repurpose their existing staff to perform tasks of higher responsibility and greater business value. For example, instead of manually entering invoice data, an AP staff member can instead spend his/her time fostering supplier relationships, analyzing information, etc. This is a crucial point to convey when building your business case to the AP staff.

**Learning curve and user acceptance**

Another common concern among the AP staff is the learning curve for a new solution. Even though the current process may be inefficient, experienced staff members understand their roles and have a system in place that they're comfortable with.

It will put the minds of AP and finance managers at ease to know that, at least for many of the leading solution providers, AP automation solutions are implemented using the Agile methodology and Change Management practices, which allows users of the new solution to get hands-on experience early on in incremental stages and be more receptive to procedure changes.

**Benefits of Agile and Change Management approaches include:**

- Gaining the benefits of the solution more rapidly with faster return on investment (ROI)
- Ability to make decisions and modifications with context and experience
- Quickly receiving new features to test
- Being directly involved in the project; greater process insight
- Investing resources in the most valuable features
- Reducing risks and lowering overall startup costs

## AP AUTOMATION SUCCESS STORY:



Since 1959, Farmland Foods has maintained a proud heritage of working side-by-side with American farm families to secure the best quality pork and deliver its products to more than 60 countries across six continents.

### The Back Story

As a renowned international pork processing company with expanding operations, Farmland Foods processes approximately 30,000 POs, non-POs and freight invoices per month.

An increase in company growth and invoice volume prompted Farmland's AP Manager to seek out a replacement solution to the company's current manual processing methods — preferably, one that would increase speed, accuracy and visibility for the AP team, and eliminate all of the paper-filing tasks (e.g., storing invoices in a file room, printing invoices and re-keying them into the company's SAP system, etc.).

### Building a Business Case

Despite the obvious benefits that AP automation would bring to her team and process, Farmland's AP Manager recognized the need to build a business case to upper management, saying: "We not only needed a more efficient, streamlined way of doing things within AP, our executive management needed to know that an automated AP invoicing solution would minimize costs and accommodate our growing volumes without adding headcount."

Ultimately, the project was approved and Farmland selected an Accounts Payable automation vendor that offered robust processing, workflow and archiving capabilities, as well as the high level of certified integration with SAP software.



Our ability to build a convincing business case is why we now have an automated AP process in place. Once we got the executive buy-in, we knew the results would speak for themselves — and they have.

- AP Manager, Farmland Foods

### How Automation Paid Off

- **Improved visibility.** Managers now have access to key metrics, such as number of invoices to process, how far out they are, payment terms for discounts, etc.
- **Easier access to invoices.** Instead of tracking down invoices in a file room, Farmland's users can now access them via document numbers to easily email/print a copy online.
- **Faster freight processing.** AP automation helped Farmland reduce its "out period" for freight invoices from a deadline-pushing 14 days to just two days.
- **Cost savings.** Fewer manual processing tasks allowed Farmland to save on costs equal to three FTEs, and reallocate current staff to projects offering greater value.
- **Faster invoice entry time.** Where the invoice entry goal for Farmland's AP staff used to be 150-200 invoices per day, now, they are achieving over 400 invoices per day.
- **Fewer outstanding accruals.** Faster invoice entry times have enabled Farmland to reduce the number of outstanding AP accruals by \$8 million.
- **Increased discounts.** When comparing the last six months to the six months prior to automating AP, Farmland estimates it has gained an additional \$29,815 in discounts.

## CONCLUSION

Your project is not the only one vying for approval and budget dollars within the organization. Upper management tends to understand the benefits of AP automation in a general sense, but may lack insight on how those benefits can translate beyond AP to the business as a whole. Creating a clear and comprehensive business case is the key to convincing key stakeholders and propelling your AP automation project to the top of their to-do list.

Now that you are better equipped to speak convincingly to the key stakeholders, it's time to move forward on actually building your business case. Be sure to include the following essential elements as you begin the process:

- Description of your current AP process and proposed solution
- Projected timeline and project costs
- Calculated project benefits and potential risks
- Any other assumptions based on your project knowledge

This white paper can be used as a fallback to measure the quality of your business case as it's assembled as assurance that no important details were overlooked. Good luck!

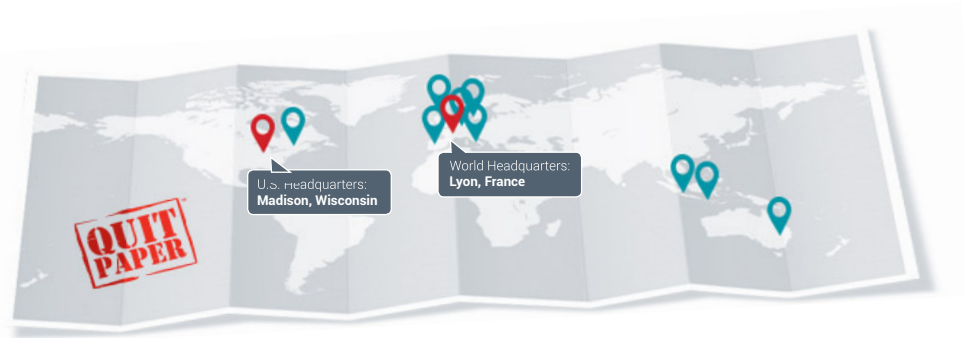
## ABOUT ESKER

Esker is a worldwide leader in cloud-based document process automation software. Organizations of all sizes use our shared platform of solutions, offered on-demand or on-premises, to automate accounts payable, order processing, accounts receivable, purchasing and more. Esker's solutions are compatible with all geographic, regulatory and technology business environments.



### Global Expertise

Founded in 1985, Esker's solutions are used by over 11,000 customers globally, from small to mid-sized businesses to large corporate entities. Esker operates in North America, Latin America, Europe and Asia Pacific with global headquarters in Lyon, France, and U.S. headquarters in Madison, Wisconsin.



### Cloud Computing

Esker is one of the first software vendors capable of offering a 100% cloud computing automation solution to its customers. Esker's on-demand customers now represent 40% of Esker's total sales revenue.

### One Platform. Any Process.

Esker's solutions span the entire cash collection cycle – from order-to-cash to procure-to-pay – allowing organizations to automate virtually any business process that runs on paper documents:

- **Order Processing:** Automate the entry and routing of incoming customer orders.
- **Accounts Receivable:** Streamline every aspect of AR with on-demand invoice delivery, customer portal support and tools for collections management.
- **Accounts Payable:** Automate entry and routing of incoming AP invoices and other financial documents.
- **Purchasing:** Electronically process and deliver supply chain documents based on vendor preferences.



# How much free time will you have with AP Automation?

Begin your digital transformation today with **FUJIFILM Process Automation**, your local Esker Accounts Payable Automation experts.

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## About FUJIFILM Process Automation

The benefits of process automation are real, but it's not enough to just digitise your business. True transformation only happens when you have technology that makes sense for the way your people need to work.

FUJIFILM Process Automation are experts in creating automated document data flows that accelerate your processes and streamline your business. Our team offers a proven track record backed by leading technologies for Accounts Payable automation, Intelligent Forms, Enterprise Content Management, Robotic Process Automation and more.

Our local team have helped some of New Zealand's top companies and processes. Imagine what we can do for you. Learn more about our tailored approach and get in touch today.

## Get in touch

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