

Global AP Automation Checklist

Business leaders are always looking for ways to accomplish more using fewer resources and less time. The more productive they can be, the stronger their business will be as a result.

You've felt the pain of a manual Accounts Payable (AP) process, and are now looking for a solution that can help automate and streamline your AP process from start to finish. How do you find the right software to fit your business needs?

Use this Accounts Payable automation checklist to help you with your decision.

Invoice Processing		Global Payments		Supplier Management	
Self-service invoice upload capability	✓	Support payment platform	✓	Self-service onboarding/registration for suppliers	✓
Invoice capture via email—company email alias for incoming invoice capture	✓	Countries supported for payments	✓	White-labeled experience	✓
OCR functionality + Machine Learning + Managed Services	✓	Multiple payment methods (Ex. US ACH, Global ACH, wire transfer, check, PayPal, etc)	✓	Onboarding capabilities integrated into the website	✓
OCR support for multiple languages	✓	Support for payments in local currencies	✓	Supplier hub with 24/7 access	✓
Support for both the header and line level OCR capture	✓	Support for high \$ amount payments per transaction	✓	Data security for supplier data	✓
Machine Learning to auto-complete invoices based off previous invoice capture	✓	Payment support for both invoice-backed and mass payment based payable workflows	✓	Onboarding integration with ERP	✓
Adding custom fields to invoices	✓	Vet payment information based on the method selection (ex: ensuring required fields are captured for wires). Does this adapt per country?	✓	Payment methods change after registration	✓
PO bill coding data pre-populates the invoice	✓	Payment vetting rules per geography	✓	Fraud detection capabilities	✓
2-way and 3-way PO matching	✓	Managing multiple entities, subsidiaries, divisions, global business units—with different AP processes and workflows in a single instance	✓	Fee splitting per method to influence payment selection behavior	✓
Integrate invoices to an ERP system	✓	FX intercompany transfers	✓	Supplier payment status email communications (IPN—Instant Payment Notification)	✓
Advanced invoice approval routing; machine learning based or company specific approval rules	✓	FX currency conversion	✓	Supplier visibility to payment history	✓
Flexible invoice approval, email-based without users login	✓	FX hedging	✓	Multilingual capability	✓
Self-billing invoice support	✓	Payment threshold support	✓	Self-billing invoice support	✓
Implementation, Training and Support		Early payments	✓	Compliance	
Connects seamlessly with ERPs and accounting systems	✓	Fraud detection to identify potential fraud before executing each payment	✓	Capture tax information from a vendor (W9, W8s, VAT, etc.)	✓
Scalable solution to support future growth	✓	Maintain record of suspicious activities and actions	✓	Digitize tax form capture, certification, updating tax forms	✓
Minimal reliance on IT for on-going maintenance and upgrade projects	✓	Payment approval workflows	✓	TIN and VAT tax IDs validation	✓
Thorough technical documentation to support the implementation	✓	Integrate payment execution and status to ERP	✓	Guidance to suppliers on which tax form to fill in multiple languages	✓
Dedicated implementation team to oversee successful transitions	✓	Fast payments processing due to direct integration with payment systems	✓	Digital signature capture for tax forms	✓
Predictable implementation project timeline and resource needs	✓			International tax compliance capabilities	✓
A trusted vendor with a proven track record of delivering high-quality implementations	✓			Preventing payment option unless tax compliant	✓
Referenceable customers	✓			Tax withholding on payments; 1099 (1099-NEC 1099-MISC) and 1042-s prep reports	✓
World-class training and customer support (phone, email, online knowledge base), and SLA's for responses to help tickets submitted	✓			Flag suppliers who are a match on SDN (specially designated nationals) list/ OFAC list	✓
				Segregation of duties, protection of information, GDPR certification	✓
				Invoice and supplier audit trails, reporting for audit preparedness	✓

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 global accounts payable and investing in a solution that streamlines the end-to-end process will deliver greater efficiency, reduce your payables workload, improve control over cash flow, accelerate cycle time not only as it relates to your payables operations, but also financial close, and enhance protection against fraud.