

## A STEP-BY-STEP APPROACH TO PAYABLES AUTOMATION

Many clients are interested in realizing the potential bottom-line benefits of payables automation, but are unsure of how to introduce automation within their own organizations. The ten steps below outline how companies can make a move toward payables automation.

- 1 Reach out to your Treasury Management Officer** to diagnose your current payables practices, needs, opportunities and challenges.
- 2 Craft a strategy** to incorporate automation into your payables process.
- 3 Obtain active buy-in** from senior management, and ensure that this executive support is clearly communicated throughout the organization.
- 4 Designate an executive sponsor** to champion payables automation within the organization, and organize and manage resources for each stage of payables automation implementation.
- 5 Form a payables automation project team**, with representation from various units within the organization that have a vested interest in your payables processes, and leverage the team to gather feedback on current payables processing as well as payables automation.
- 6 Gather the necessary information**, which PNC outlines in a prerequisites document delivered to clients at the start of the project.
- 7 Create a project plan**, which includes a detailed schedule with specific roles and responsibilities for you and PNC.
- 8 Identify potential obstacles** and communicate these with your PNC automation consultants so that these issues can be anticipated and remedied.
- 9 Communicate internally** during project implementation to ensure that all constituencies are kept fully informed of progress.
- 10 Continue to work closely with PNC** post launch to monitor the rollout, identify and address outstanding issues, and identify additional spending areas that would benefit from automation.

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**Meet with your Treasury Management Officer or Account Manager to determine if you would be a good candidate for payables automation.**

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