



# Automated AP Solutions Workflow Checklist

Accounts Payable Automation will accelerate business processes and decision-making, eliminate manual activities, and help ensure compliance, control and accountability. Use the following checklist to make sure your AP software solution has powerful and highly configurable paperless AP workflow capabilities.

## Does your AP Automation Software allow you to:

- ☐ Gain complete, real-time visibility into the status of documents and processes
- ☐ Automate predictable decisions for approval and exceptions routing to specific individuals
- ☐ Choose from a wide range of criteria for workflow rules, including:
  - Entity
  - Role
  - Over-budget amount
  - Vendor
  - Dollar amount
  - Job code
  - User
  - GL code
  - Contract
- ☐ Accelerate payment turnaround with mobile approval of PO's and invoices
- ☐ Process higher volumes without the need for additional staff
- ☐ Ensure all pre-defined steps in the approval or exceptions process are completed before payment
- ☐ Eliminate bottlenecks by allowing multiple individuals to simultaneously review invoices
- ☐ Reduce delays and potential late fees with on-the-fly workload balancing, automated reminders, and escalation of unapproved invoices
- ☐ Quickly and easily establish workflows using point and click configuration tools and pre-set rules
- ☐ Ensure separation of duties with configurable routing
- ☐ Mitigate risk with detailed audit logs and dynamic management of permissions and roles

Can your AP Automation Software check all 11 boxes?  
Contact Nexus Systems to schedule a demo and learn more  
about workflow approval automation and business rules.

 **Nexus Systems**  
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+1 703-524-9101 | [www.NexusSystems.com](http://www.NexusSystems.com)