

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 10 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.

At PNC, we combine a wider range of financial resources with a deeper understanding of your business to help you achieve your goals. To learn more about how we can bring ideas, insight and solutions to you, please contact your Treasury Management Officer or visit pnc.com/treasury.

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