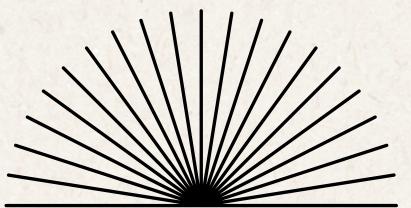


AP WORKFLOW AUTOMATION

Business Case & 90-Day Implementation Plan

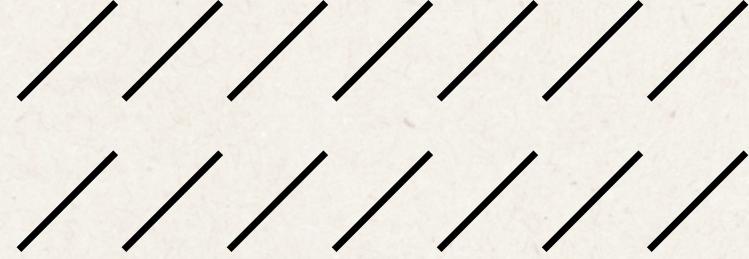
NAME OF PROJECT:
Accaount Payable
Performancce Analysis

PRESENTED BY:
Syahraini



Agenda

03	Crisis Overview & the Fix
04	Solution Strategy
05	Metrics of Success
06	Implementation Roadmap



The Crisis State

01 | Invoice Cycle Time

Average: **13 Days**
→ **30% slower** than target

02 | SLA Compliance

Only 2% of invoices meet SLA
→ Critical risk: late payment penalties

03 | AP Rework Rate

14% of invoices require rework
→ AP team is forced into “detective work”

The Primary Fix

The issue is **Process Design, not People.**

Delays result from passive waiting and poor input quality, not AP performance.

- **Fix the Wait (Automation)**
- **Fix the Input (Intake Control)**

It is a controllable process failure – and it can be fixed by design.

The Solution

Briefly discuss the key dates for the project.



Phase 1: Fix the Wait

- **Automated Escalation:**
Implement 24hr reminder & 72h escalation to Manager/Delegate system.
- **Touchless Approval:**
Auto-approve invoices < \$1,000 (3-Way Match).

Phase 2: Fix the Input

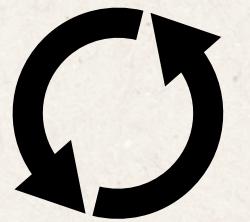
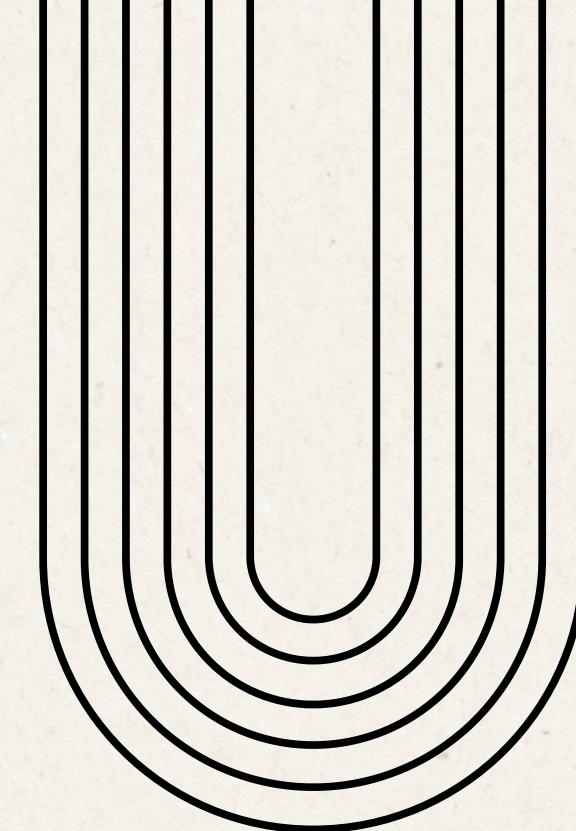
- **Mandatory Digital Intake Portal:**
System must block Email/WA/Paper for all invoices.
- **Tollgate Validation**
Rejects incomplete invoices at the point of entry.

Governance

Process Owner must maintain the Approval Matrix monthly.

Metrics of Success

Business Impact and ROI



Cycle Time

reduced from
13 days → 6 days

54% Reduction

Eliminates risk of late payment penalties and improves vendor relations.

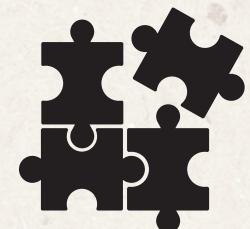


SLA Compliance

increased from
2% → 80%

up 78 percentage points

Restores SLA performance and shifts AP from firefighting to control.



Rework Rate

reduced from
14% → 5%

65% Reduction

Frees up 30% of AP staff capacity (manual follow-up) for value-added tasks.

Implementation Roadmap

Phase 1 – Fix the Wait (60 Days)

Activate automated workflow, reminders, and escalations to eliminate passive delays.

Phase 2 – Fix the Input (90 Days)

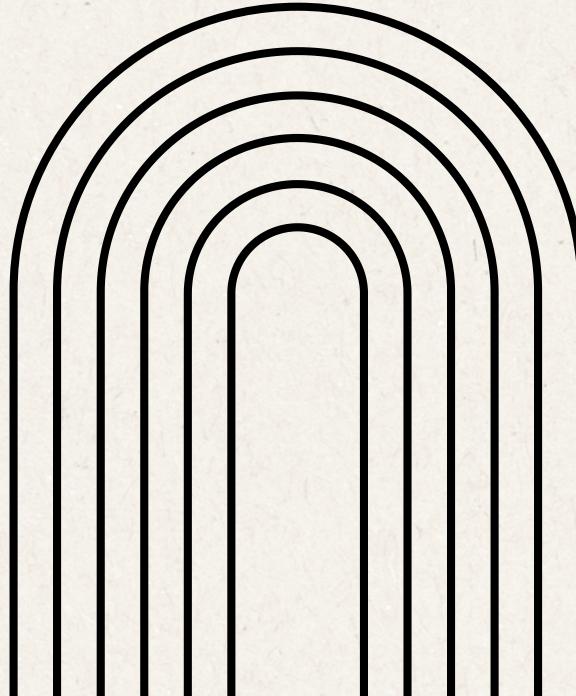
Launch the digital intake portal and enforce quality-at-source to prevent rework.

This enables a stable, scalable AP process within one quarter.

Decision Required:

We request final approval to proceed with:

- System implementation vendor selection
- Budget allocation of **USD \$100,000**



With leadership approval, we can implement a stable, automated AP process within 90 days.

Thank you

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