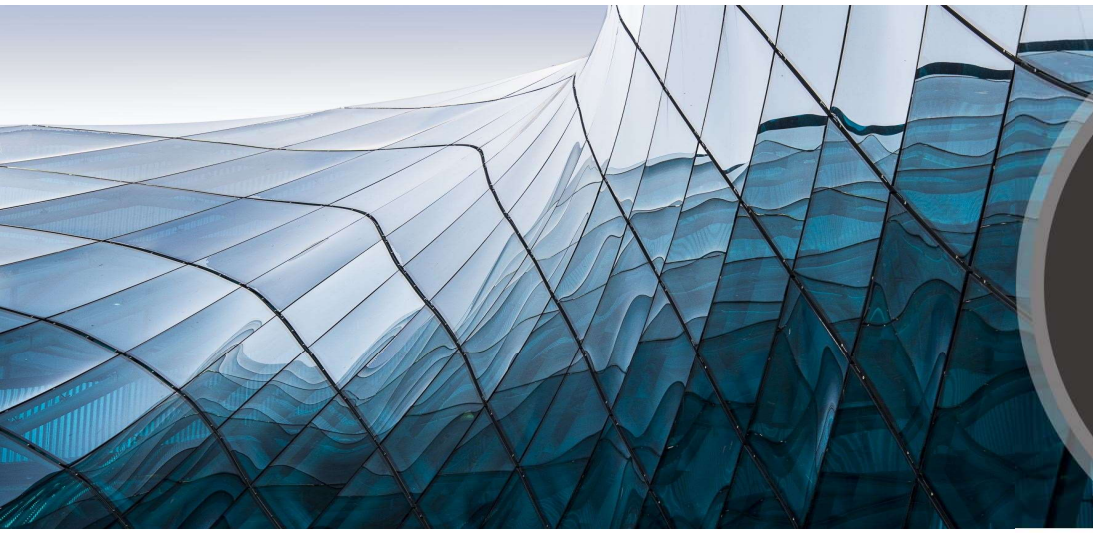


Automating Accounts Receivable and Payable Process

TECH

Accounts Payable Process without Automation

Bill is received from the vendor.

Data from the bill is manually entered into the accounting system

Bill is sent to the designated persons for approval/signature or via e-mail.

Bills which are not approved need follow up.

Payment is only possible once the checks are signed by the authorized person.

Once approved and signed, payments are sent out via checks.

Final payment is entered manually in the accounting software.

This process is both time consuming and inefficient. These manual processes are also prone to errors and frauds. Not automating such processes will hinder your cash flow management which plays a vital role in the growth of your business.

How automating AR and AP could benefit your business?

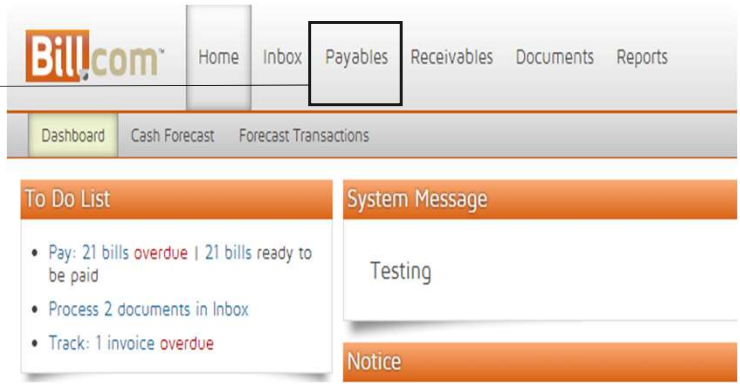
- Faster payments at lower costs
- Increased process control
- Less chances of frauds and errors
- Improved accuracy
- Optimized cash flow management
- Avoid late payment penalties

Automating AP and AR Workflows

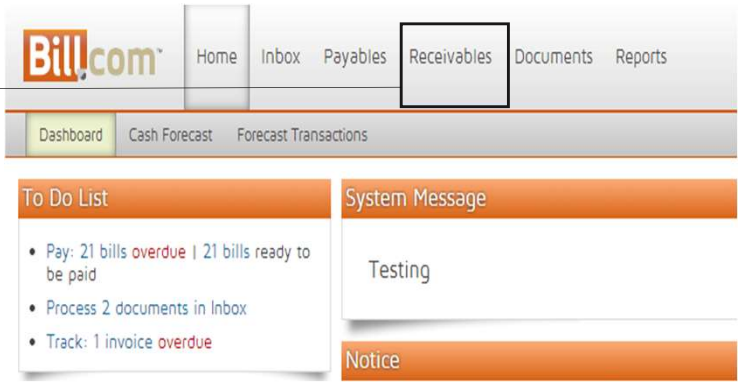
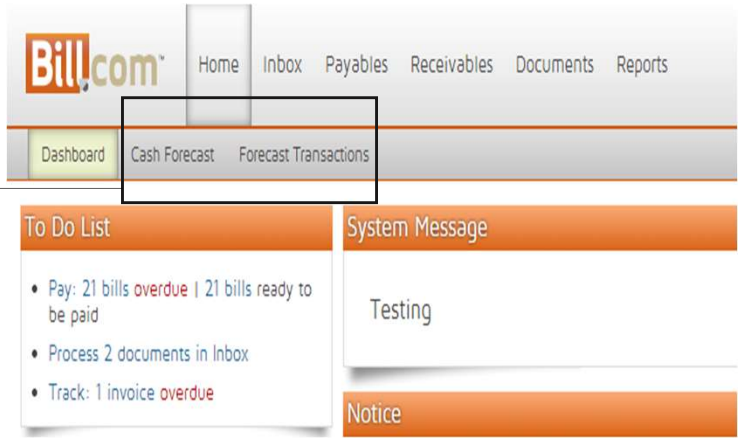
There are various softwares available online that help automate accounts receivable and payable workflow with ease. Sage Intact, Stampli, Netsuite, Bill.com, are some of the more popular ones.

Below is a snapshot of the dashboard from Bill.com which is a cloud-based software that provides online payments solutions for businesses. It is a tool that automates accounts receivable and accounts payable process.

- Bill.com provides a **two-way sync** , which means you can produce an invoice/bill either in it directly or in an accounting software, either way it'll sync up. This would save time on data entry,
- You can upload or receive bills directly into this tool by using the email address provided by it, and
- Approve and pay bills securely by granting separate user rights to different users.



- Bill.com allows you to **generate invoices** directly from within the software,
- You can choose an invoice template that suits your business' needs.
- Set up recurring invoices to save time,
- Set up payment reminders for customers to better manage cash flows,
- It also provides data storage option to save any documents related to customers/suppliers.



- Bill.com creates **automatic forecasts** basis Accounts Receivable/Payable.
- You can also create your own forecast. You can manually enter inflows or outflows that you expect to happen. This is helpful when you are receiving/making payments out of bill.com, for example, via check. You would need to include that amount in your forecast.