



Accounts Payable Quick Discovery Survey

Question:	Answer:
How many Full Time Equivalent AP clerks (FTE's) perform the tasks associated with processing invoices? (Are any of the AP functions outsourced?)	
What is the volume of invoices on an annual basis?	
What percentage of invoices are PO-based versus non-PO? (i.e. Check Requests)	
What is the ERP or AP/Financial system in place? (JDE, SAP, Oracle, PeopleSoft, Lawson, Great Plains, etc)	
Does the system that is processing AP also support Purchasing? If it is not, what is currently managing the purchasing process?	
Briefly describe the current AP process and workflow (follow an invoice through the system from receipt to check cut to vendor). If possible, please include information on how long it takes to process an invoice once it is received in the mailroom.	
How many people would need access to detailed reporting for a department/business unit or bulk retrieval of invoices for audits.	
How many users would need to view and approve invoices outside of accounts payable?	
Are any of the organization's invoices received via EDI and if so, what is the % versus paper invoices?	
Are invoices currently scanned? If yes, which software and scanner(s) are currently being utilized for Capture?	

Is there a Content Management, Workflow, and/or Image Archive/Retrieval system in place for AP? If so, please provide details.	
What are the organization's 3 Top Goals for exploring the automation of invoice processing? (i.e. Time to Process an Invoice; Reducing Labor Costs; Late Payment Penalties; Double Payment Errors; Lost Invoices; Auditable Paper Trails; Increased Processing Without Adding Clerks; Early Payment Discounts; Reduction in Paper Handling)?	
Other areas of interest	