

5in20 – Key Process Automation Principals

- 1 = ~~Automation~~ **Process** Projects
- 2 = **Prioritisation**
- 3 = Automation **Toolkit**
- 4 = **Avoiding** Failure
- 5 = **Opportunities** for Automation

1 = ~~Automation~~ Process Projects

The first rule of any technology used in a business is that automation applied to an efficient operation will magnify the efficiency. **The second is that automation applied to an inefficient operation will magnify the inefficiency.**

Bill Gates

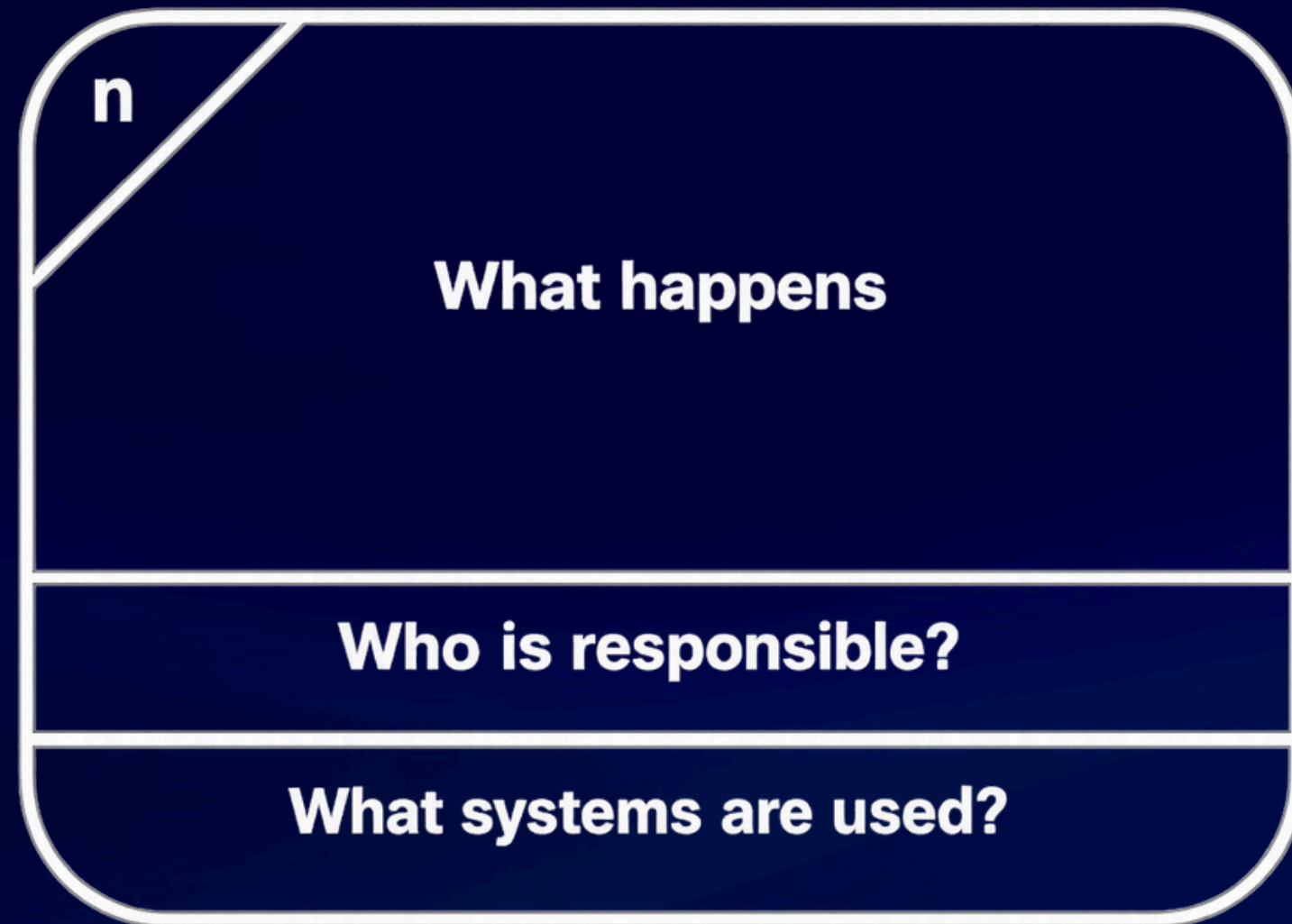
1 = ~~Automation~~ Process Projects

- Missed opportunities
- Automating poor processes
- Creating fragile automations

1 = ~~Automation~~ Process Projects

- Business Process Model and Notation (**BPMN**) is the global standard
 - Complex to understand with many components / activities
- Universal Process Notation (**UPN**) a simplified, highly readable business standard
 - Single, standardised activity box (**What, Who, When, Why, How**)

1 = ~~Automation~~ **Process** Projects



What

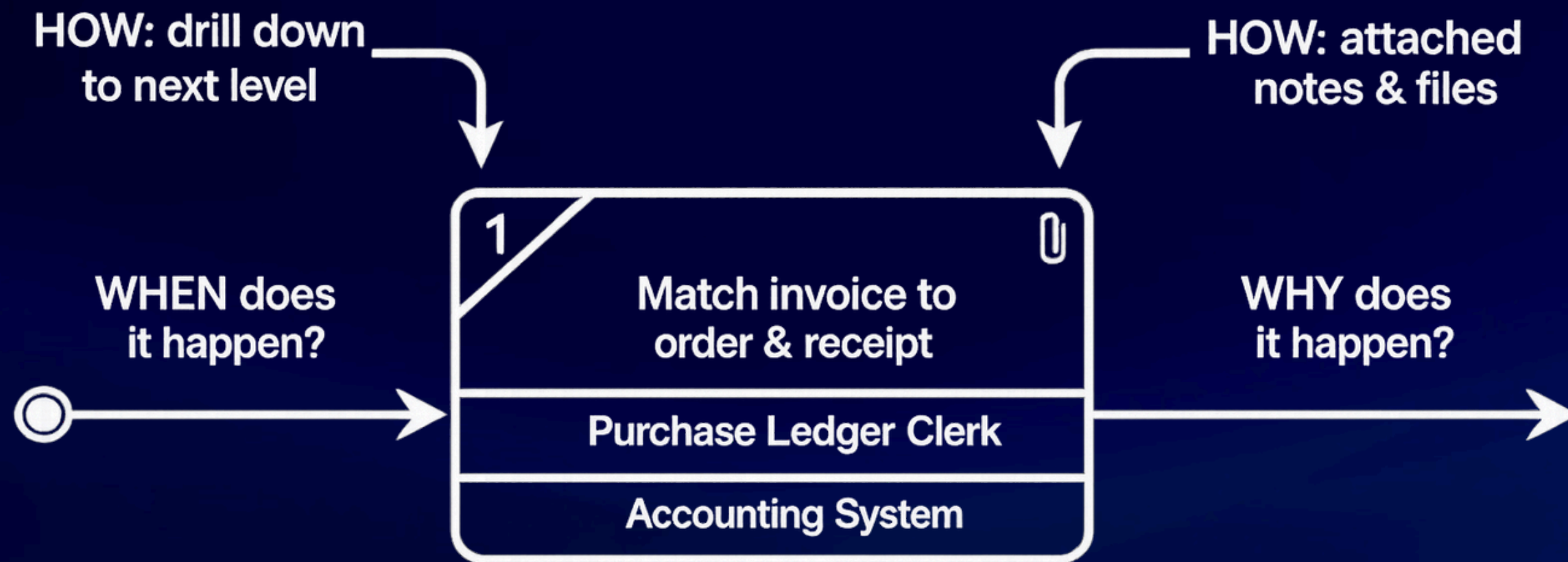
Who

When

Why

How

1 = ~~Automation~~ Process Projects



What

Who

When

Why

How

2 = Prioritisation

- High manual effort
- Repeated in the same way
- Governed by a clear process

3 = Automation Toolkit

Deterministic

- Workflow and business process management
- Intelligent document processing
- Robotic process automation

Probabilistic

- AI where inputs are unstructured & statistical pattern analysis
drives automation

4 = *Avoiding* Failure

- No clear outcome definition
- No internal ownership
- No cross departmental discussion
- Tooling / automation first!

5 = Opportunities for Automation

- Accounts **Payable**
 - Invoice Processing
 - Supplier Statement Reconciliation
- Accounts **Receivable**
 - Inbound
 - Outbound
- Customer **Enquiry Management**
 - Email Management
 - Sales Order Processing

Automation **succeeds** when process leads

- Process before technology
- Outcomes before tools
- Automation last, not first



Automating The Accounts Payable Process
Richard Fishburn
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This document has been written by the author with AI used to improve structure and grammar but not for content generation.

Version	Date	Description
Version 1.0	23/01/2025	Stockists & Distributors, Food Supply, Construction & Import / Export: Purchasing, Delivery, Goods In, and Invoicing
Version 1.1	27/02/2025	Adds Education, Requisition, Self Billing, Payment Terms and expands various existing topics.
Version 1.2	TBC	Adds Enterprise Modules, IDP Vendors as Middleware, Accuracy Claims and "What is a Whitepaper".

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