

AP Checklist: Top Considerations When Choosing a Payables Solution

Use this checklist to identify the features you need in a payment automation solution and compare how they differ across vendors.

Evaluate using a score of 1–5, 5 being the highest. The vendor with the highest score may be the best option for you.

Feature	Description	Vendor		
		1	2	3
Security features	Offers security to cover sensitive data (including account information) with multiple payments and multiple providers.			
Payment options	Offers multiple payment types for increased payee choice (e.g. paper check, eCheck, ACH, wire, online bill pay, credit card, virtual card, real-time payment).			
Supplier credential management	Personally identifiable information is managed on a secure, cloud-based platform.			
Supplier cost	A variety of payment types are offered at no additional cost.			
Ease of moving suppliers to digital payments	Suppliers are informed with timely notice of any payment changes and automation upgrades. Limited burden on the AP team to move suppliers to digital.			
Customer service options	Payees can contact live customer service representatives as well as online help for troubleshooting.			



Feature	Description	Solution		
		1	2	3
Implementation costs	Implementation costs are reasonable and vary depending on the level of automation needed. Customizable based on the approach.			
Onboarding timeline	Your solution onboarding timeline is realistic, customizable and well communicated with you.			
Supplier onboarding process	Suppliers are onboarded to the digital payment platform through the payment provider, not your AP team.			
Payment reconciliation options	The reconciliation process is simple to complete and can be done frequently to ensure efficiency.			
Integration options	The solution is customizable to your needs and can be fully integrated with your ERP, bank and payees.			
Total				

Now that you've [assessed your AP priorities](#) and the necessary capabilities you need from your automation solution, you may benefit from an advisory partner like Deluxe to help you implement payment solutions as efficiently as possible.

Deluxe Payment Exchange+ is an automated payables solution that removes those cumbersome manual steps, saves your AP staff time and provides a positive experience with your suppliers.

 [Learn more](#) about what DPX+ can do for your business.