IOFM ACCOUNTS PAYABLE CONFERENCE · 2026

Preparing Your AP Team for AI

From watching AI happen to building with it.

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IOFM Spring CONFERENCE & EXPO

Do you need NASBA CPE credits?

- Navigate to website: **iofm.cnf.io**
  or scan the QR code
- Check-in <u>and</u> check-out of your sessions to track your attendance for NASBA CPEs
- Certified with IOFM? No need to check-in and out of sessions. Self-report CEUs on IOFM.com instead after the event!

BY THE NUMBERS

The AP automation gap and the opportunity it represents

9%	$12–18	20 days	93–98%
of AP departments fully automated	cost per invoice (manual process)	avg invoice approval cycle (manual)	invoice capture accuracy with AI
IOFM Research 2025	↓ $2–4 with AI	↓ 3 days with AI	↑ from 70–80% three years ago

Sources: IOFM Research 2025 · Quadient 2025 · Atidiv 2026 · Gartner Finance AI Survey 2025

THE LANDSCAPE

Where AI can work in AP, beyond vendor communications

Vendor Communications

Payment status, remittances, dispute intake, routine follow-ups

Month-End Reporting & Accruals

Reports and journal entries your system doesn't generate automatically

Data Transformation

Turn raw exports into formatted, calculated documents. Automatically.

Connected Reporting

Pull data from multiple systems into one clean view

Credit Card Reconciliation

GL code each transaction, flag missing receipts or memos, and summarize anything that looks miscoded

Policy & Compliance

Check non-standard requests against your policy and draft consistent responses before anything goes out

BEFORE THE TOOLS

None of this matters if your team is afraid of it.

The most important AI conversation you'll have isn't with a vendor or your IT team.

It's with your AP team.

4 Questions Every AP Leader Must Answer First

01 Does your team understand what AI is taking over, and why?

02 Have you addressed the fear directly?

03 Are your processes actually ready for AI?

04 Who owns the mistakes?

"AI takes the drain. You keep the value."

THE FRAMEWORK

Map Any AP Task: Risk × Volume

	LOW RISK	HIGH RISK →
HIGH VOL.	START HERE **AI-Ready** High volume, low risk. Deploy with confidence.	PROCEED CAREFULLY **Pilot + Review** High stakes. Build confidence before expanding AI scope.
LOW VOL.	LOW PRIORITY **Flexible** Low frequency, low risk. AI or human. Your call.	NO EXCEPTIONS **Human Only** Bank changes, fraud flags, executive escalations.

BEFORE YOU START

What's safe to put into AI?

Never paste

Vendor banking details, social security numbers, customer PII, or any document flagged as sensitive — not into a general AI tool without explicit IT/security approval.

Safe for most AP use cases

GL codes, invoice totals, accrual amounts, cost centers, and anonymized transaction data. You can usually get everything you need without the sensitive identifiers.

Check your company policy

If there isn't one yet, that's your opportunity to help shape it. And if you're on Claude for Teams or Enterprise, stronger data privacy controls are built in.

REAL EXAMPLES

Real things our AP team actually built.

Just a prompt.

01 Ramp Reimbursement Accrual: automated month-end journal entry

02 Navan Travel Pre-Coding: Claude pre-codes every transaction for Ramp — GL, cost center, memo

03 AP Dashboard: built by Claude, connected to live NetSuite data via MCP connector

ADA EXAMPLE 01

Ramp Reimbursement Accrual

THE PROBLEM

Ramp has no built-in reimbursement accrual. Every month-end, someone manually calculated what was submitted but unpaid, then built the journal entry by hand. Tedious, error-prone, and always due at the worst time.

WHAT WE BUILT

We connected Ramp directly to Claude. It pulls the reimbursement data and generates the accrual entry automatically, every month, with no human calculation required.

PROMPT · Cowork

```
Here is our Ramp reimbursement
data for [Month].

Please:
1. Identify all reimbursements
   submitted but not yet paid
2. Calculate the total amount owed
3. Create a journal entry:
   Dr: GL Expense Account
   Cr: Accrued Liabilities
   Date: Last day of [Month]
   Memo: [Month] Ramp
         Reimbursement Accrual
4. Split into separate journals
   by currency and entity
```

← photograph this prompt

ADA EXAMPLE 02

Navan Travel Pre-Coding for Ramp

THE PROBLEM

Every Navan transaction needed a GL code, cost center, and memo manually entered in Ramp. And matching Navan lines to Ramp entries was its own headache — descriptions don't always line up.

WHAT WE BUILT

Claude pre-codes every line: GL, cost center, memo formatted for Ramp. It reconciles the two exports and flags anything that doesn't match. And because we're Canadian, it breaks out GST per line — GST applies to certain parts of airfare and not others, so a flat percentage doesn't work.

PROMPT · Cowork

```
Here is our Navan export and
our Ramp transactions for [Month].

1. Match each Navan transaction
   to its Ramp entry.
2. For unmatched lines, suggest:
   GL code, cost center, and
   memo: [Name] | [Travel Reason]
   | [Dates] | [Merchant Name]
3. Flag anything that doesn't
   match or looks miscoded.
4. Break out GST per line for
   tax coding (CA company).
Return as a table for Ramp import.
```

← *photograph this prompt*

ADA EXAMPLE 03

AP Dashboard in Google Sheets

THE PROBLEM

Our AP data lived in NetSuite with no live view. No dashboard. No summary. Just a static export whenever someone had time to pull it — which during close, was never.

WHAT WE BUILT

Claude built an AP Dashboard in Google Sheets from scratch — invoice aging by vendor, outstanding payables, and pending approvals in one view. Then connected it to live NetSuite data via MCP connector. Updates automatically. No export. No manual work.

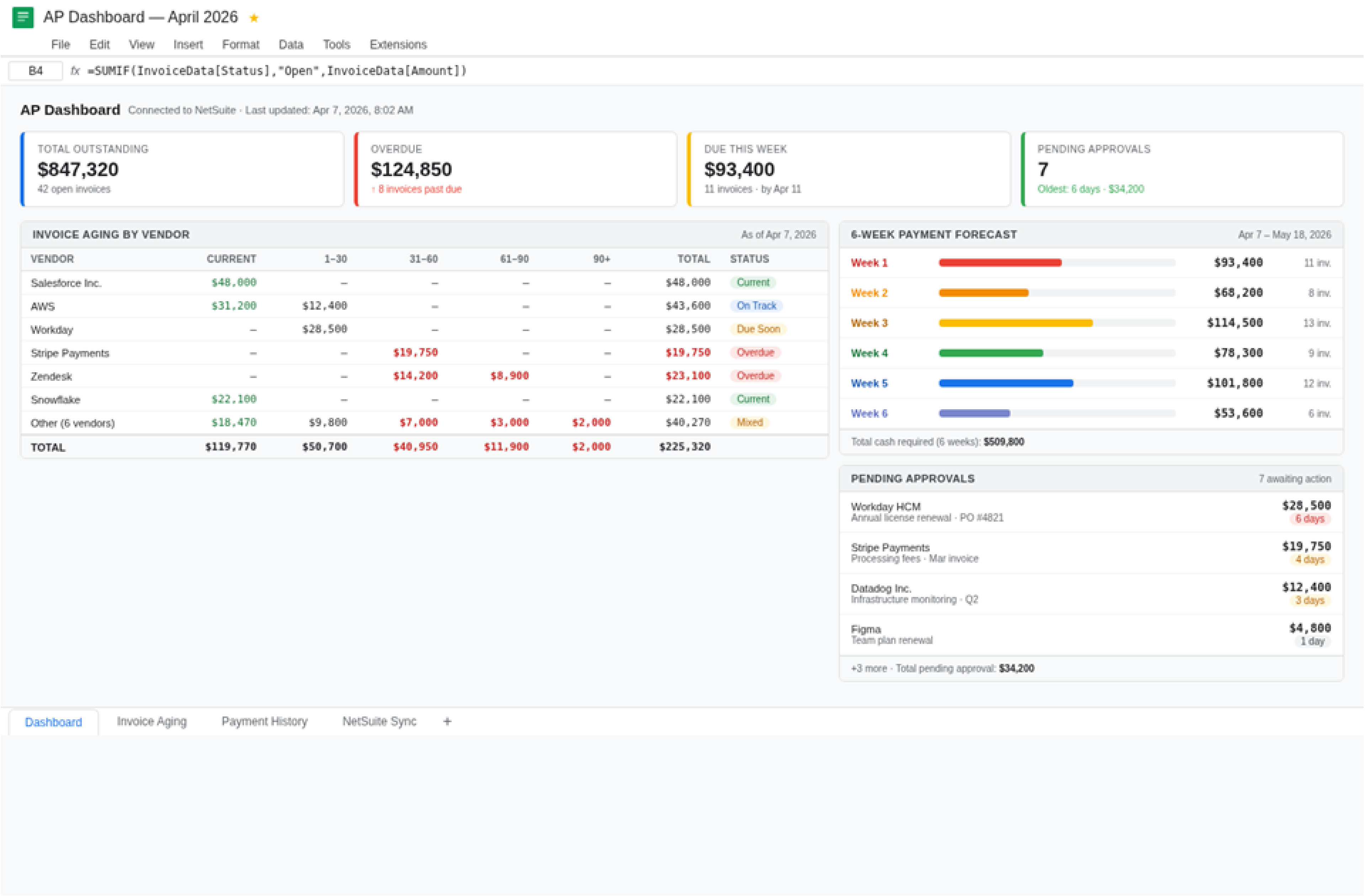
PROMPT · Cowork

```
Build me an AP Dashboard in
Google Sheets. Include:

1. Invoice aging by vendor
   (Current, 1-30, 31-60,
   61-90, 90+ days)
2. Total outstanding payables
3. Pending approvals by owner

Connect to live NetSuite
data via the NetSuite MCP.
```

← *photograph this prompt*

ADA EXAMPLE 03

Here's What the Dashboard Looks Like


AP Dashboard — April 2026

File Edit View Insert Format Data Tools Extensions

B4 fx =SUMIF(InvoiceData[Status],"Open",InvoiceData[Amount])

AP Dashboard Connected to NetSuite · Last updated: Apr 7, 2026, 8:02 AM

TOTAL OUTSTANDING	OVERDUE	DUE THIS WEEK	PENDING APPROVALS
$847,320	$124,850	$93,400	7
42 open invoices	↑ 8 invoices past due	11 invoices · by Apr 11	Oldest: 6 days · $34,200

INVOICE AGING BY VENDOR As of Apr 7, 2026

VENDOR	CURRENT	1–30	31–60	61–90	90+	TOTAL	STATUS
Salesforce Inc.	$48,000	–	–	–	–	$48,000	Current
AWS	$31,200	$12,400	–	–	–	$43,600	On Track
Workday	–	$28,500	–	–	–	$28,500	Due Soon
Stripe Payments	–	–	$19,750	–	–	$19,750	Overdue
Zendesk	–	–	$14,200	$8,900	–	$23,100	Overdue
Snowflake	$22,100	–	–	–	–	$22,100	Current
Other (6 vendors)	$18,470	$9,800	$7,000	$3,000	$2,000	$40,270	Mixed
TOTAL	$119,770	$50,700	$40,950	$11,900	$2,000	$225,320	

6-WEEK PAYMENT FORECAST Apr 7 – May 18, 2026

Week 1	$93,400	11 inv.
Week 2	$68,200	8 inv.
Week 3	$114,500	13 inv.
Week 4	$78,300	9 inv.
Week 5	$101,800	12 inv.
Week 6	$53,600	6 inv.

Total cash required (6 weeks): **$509,800**

PENDING APPROVALS 7 awaiting action

Workday HCM Annual license renewal · PO #4821	$28,500 6 days
Stripe Payments Processing fees · Mar invoice	$19,750 4 days
Datadog Inc. Infrastructure monitoring · Q2	$12,400 3 days
Figma Team plan renewal	$4,800 1 day

+3 more · Total pending approval: **$34,200**

Dashboard Invoice Aging Payment History NetSuite Sync +

YOUR STARTING POINT

Starter Prompt Library: Take These With You

Works with Claude, ChatGPT, Gemini — or whichever AI tool your team uses.

Month-End Accrual

Here is our expense data for [Month]. Identify unpaid items, create a journal entry: Dr [GL Expense Account], Cr Accrued Liabilities, dated last day of [Month]. Split by entity and currency.

Credit Card Coding Review

Here is our corporate card statement for [Month] [paste transactions]. Review each transaction: suggest the correct GL code and cost center, flag anything missing a receipt or memo, and summarize any transactions that look miscoded.

Contract vs. Invoice Review

Here are the payment terms from our contract with [Vendor] [paste terms] and their latest invoice for $[Amount]. Check if the invoice matches: payment terms, amounts, discounts, and conditions. Flag any discrepancies.

Spend Variance Analysis

Here is our AP spend for [Month] and [Prior Month] by vendor [paste data]. Identify vendors or categories where spend increased or decreased significantly. Flag anything that looks unusual or worth reviewing.

Vendor Statement Reconciliation

Here is our vendor statement from [Vendor] and our vendor history. Identify discrepancies: missing invoices, items not on their statement, and amount mismatches. Summarize what needs to be resolved.

Duplicate Invoice Detection

Here is our invoice log for [Month/Period] [paste data]. Review for potential duplicates — same vendor, similar amounts, or identical invoice numbers submitted more than once. Flag anything that looks like it may have been submitted twice.

1099 Eligibility Review

Here is our vendor list with payment totals and W-9 status for [Year] [paste data]. Identify vendors that likely require a 1099-NEC or 1099-MISC. Flag anyone showing W-9 as missing or incomplete.

AP Aging Report

Here is our AP Aging export for [Month]. Reformat by vendor with aging buckets (Current, 1-30, 31-60, 61-90, 90+), add a calculated summary at the top, and add a Comments column.

HOW TO BUILD THIS

5 Steps to Get Your AP Team Building with AI

1	**Pick one task** Not a roadmap. Pick the single thing that's annoying you most. The accrual, the aging report, the onboarding doc nobody updated.
2	**Find where the data lives** An export, an email, a spreadsheet. If you can paste it into Claude, you can work with it. No integration required to start.
3	**Write a clear prompt** Specific instructions: what format, what calculations, what to flag. The more specific you are, the better the output.
4	**Review and refine** The first draft won't be perfect. You're the expert, so adjust and test again. When it's right, save the prompt.
5	**Document it and share it** One person's prompt becomes a team asset. That's how individual wins compound into team capability.

THE TAKEAWAY

Readiness isn't binary. It's built.

- **Start narrow** — One task. One prompt.
- **Bring your team** — Share what works. Build it together.
- **Write it down** — Prompts that work are team assets.

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Please tell us what you think!

- Please scan this QR code using your mobile to access a short feedback survey
- Also accessible via the mobile app

QUESTIONS?

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REMINDER!

If you checked in for NASBA CPE credit, check out at iofm.cnf.io