

Checklist:

Optimizing AP Before, During, and After Your SAP S/4HANA Migration



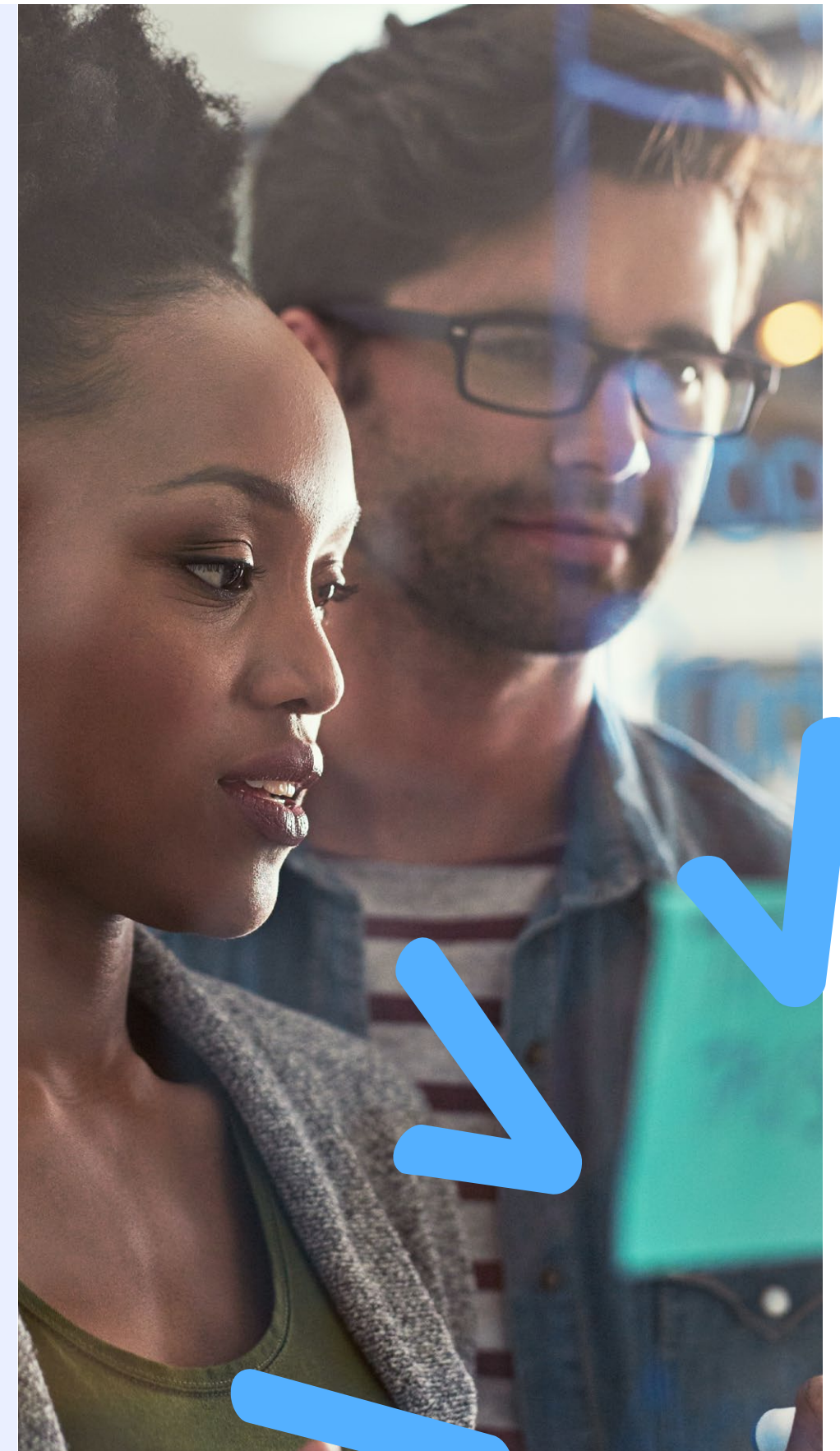
Introduction

ERP implementations are among the most complex and demanding initiatives organizations undertake. More than 70% of recent projects fall short of delivering on their original business objectives. With support for SAP ECC ending in 2027, pressure is mounting to migrate to SAP S/4HANA – but it's not just a technical lift. It's a business-critical transformation that impacts every financial workflow, including Accounts Payable (AP).

ERP transformations often overlook AP. Processes break. Compliance slips. Visibility disappears. Worse yet, even the “end state” of AP within native ERP functionality is rarely ideal. That's why organizations turn to Basware – the only Invoice Lifecycle Management specialist that integrates seamlessly before, during, and after your S/4HANA rollout.

Why Basware?

- ✓ **Over 90% touchless invoice processing** through intelligent invoice lifecycle.
- ✓ **Pre-built SAP S/4HANA connectors** and **certified integrations** simplify architecture and reduce customizations by 10x.
- ✓ The **world's only dual-sided, end-to-end compliance engine** ensures ongoing adherence to evolving country-specific e-invoicing mandates – solving for compliance across borders.
- ✓ **One AP layer across all ERP systems**, enabling continuity and minimizing disruptions to AP operations during ERP transformations.
- ✓ **Proven track record** of supporting class-leading **Invoice Lifecycle Management** and operational continuity through ERP migrations – helping finance teams **de-risk the transformation and accelerate value realization**.



Pre-Migration: Laying the Foundation

1.1 Assess Current AP Processes

- ✓ Identify automation gaps and exception-heavy workflows.
- ✓ Evaluate how your current AP solution ingests both network and non-portal invoices.
- ✓ Determine scalability not just for one ERP, but across multiple ERP environments.
- ✓ Consider the opportunity to consolidate invoicing tools and create a unified, future-proof AP layer.
- ✓ Map out and simplify complex invoice lifecycle scenarios (e.g., PO vs. non-PO, intercompany, recurring payments).

1.2 Evaluate Compliance and Regulatory Requirements

- ✓ Review upcoming global e-invoicing mandates and rollout timelines.
- ✓ Assess your organization's current compliance readiness.
- ✓ Address compliance gaps now – before ERP migration projects monopolize IT resources.
- ✓ Highlight compliance as an IT safeguard and AP accountability driver, especially when CIOs may be focused elsewhere.

1.3 Plan for Integration

- ✓ Determine if your current AP system is S/4HANA-ready.
- ✓ Be prepared to challenge the assumption that native SAP tools are “good enough” for AP. While SAP is a leading ERP provider, specialized AP automation solutions offer greater automation, compliance, and control – without the limitations of ERP-based tools.
- ✓ Leverage Basware's pre-built SAP integrations and certified connectors to simplify deployment.
- ✓ Consider historical invoice data migration – Basware can help preserve data continuity and reduce manual conversion work.

1.4 Develop a Strategic Roadmap

- ✓ Set clear objectives for AP transformation aligned with overall ERP and IT goals (see “Aligning with Broader IT Goals” list).
- ✓ Gain stakeholder alignment across IT, finance, procurement and shared services to ensure cohesive execution.
- ✓ Allocate the necessary resources – budget, people, and systems – and define a phased deployment plan.

Aligning with Broader IT Goals

Support enterprise-wide transformation by contributing to:

- Aligning IT strategy with business goals and growth targets through streamlined invoice lifecycle management that drives better finance outcomes.
- Improving infrastructure efficiency and scalability by simplifying AP architecture and eliminating complex customizations.
- Implementing robust cybersecurity and data governance via a unified platform that meets compliance and archiving requirements.
- Driving adoption of innovative technologies like AI-powered automation to accelerate value and generate early benefits during S/4HANA deployment.
- Ensuring IT projects are delivered on time and on budget by minimizing dependencies between country regulations and ERP timelines.
- Enabling all departments with tools that support digital transformation and foster a strategic, future-ready finance function that delivers \$45M in OPEX savings and enhanced cash management.

During Migration: Ensuring Continuity

2.1 Implement Parallel AP Automation

- ✓ Deploy Basware's AP automation concurrently with SAP S/4HANA migration.
- ✓ Ensure uninterrupted AP operations during system transitions.
- ✓ Basware serves as a stabilizing layer throughout the ERP transformation – operating independently of SAP to maintain AP continuity even as systems change.
- ✓ Involving Basware early in your S/4HANA project helps minimize disruption, reduce IT pressure, and eliminate last-minute integration risks.

2.2 Monitor Performance and Adapt

- ✓ Track invoice KPIs (cycle time, match rate, exceptions) via Basware dashboards.
- ✓ Optimize business rules based on real-time insights.
- ✓ Collaborate across teams to triage issues as they arise.

2.3 Facilitate Change Management

- ✓ Equip AP teams with intuitive training tools and phased onboarding plans.
- ✓ Communicate across finance, procurement, and IT to drive user adoption.
- ✓ Adopt an effective change management strategy (e.g., microlearning, role-based onboarding, structured internal comms).

Post-Migration: Optimizing for the Future

3.1 Leverage Advanced Automation Features

- ✓ Utilize AI-driven touchless processing to enhance efficiency.
- ✓ Implement intelligent invoice matching and exception handling.
- ✓ Consolidate AP processes across SAP and non-SAP ERPs via a single automation layer.
- ✓ Enable supplier onboarding without login barriers through Basware's open network (vs. SAP Ariba's portal model).

3.2 Ensure Ongoing Compliance

- ✓ Basware's compliance engine helps you adapt automatically to changing regulations.
- ✓ Stay ahead of evolving e-invoicing mandates and regional compliance requirements with built-in adaptability.
- ✓ Maintain a full audit trail with tax authority validations and secure archiving.

3.3 Analyze and Refine Processes

- ✓ Use analytics to benchmark KPIs before vs. after migration.
- ✓ Audit vendor data and identify duplicate or delayed payments.
- ✓ Identify trends in exceptions and root causes to refine AP workflows.

Conclusion

ERP transformations don't pause compliance deadlines or AP obligations. Migrating to SAP S/4HANA is a multi-year journey – don't let AP be an afterthought.

By implementing Basware as your AP foundation, you can:

- Prevent disruption during SAP cutovers
- Achieve compliance confidence, even mid-migration
- Centralize visibility and control across all ERP instances

Basware is a strategic enabler that ensures your AP operations are resilient, compliant, and future-ready. With over four decades of experience in AP automation and deep SAP integration expertise, Basware helps organizations de-risk their ERP journey while accelerating ROI.

As your business prepares for the future of finance, let AP lead the way with Basware.

Checklist Recap

- ✓ Assess AP automation and scalability
- ✓ Evaluate compliance risks and readiness
- ✓ Plan integration and historical data strategy
- ✓ Deploy Basware as a stabilizing AP layer
- ✓ Monitor performance and fine-tune continuously

✓✓ **We needed state-of-the-art processes to complement our Shared Services Centers rollout and prepare the implementation of SAP S/4HANA. Basware emerged as the ideal solution provider to digitize our AP operations and drive process efficiencies.”**

Christophe Boden, Vice President of Shared Services and Continuous Improvement, Imerys



Put AP at the Center of Your S/4HANA Journey

Book a 30-minute migration readiness consultation.

Additional resources:

Blog: [Navigating Your S/4HANA Migration with Basware: Key Considerations](#)

Whitepaper: [Transform Accounts Payable While Embracing S/4HANA](#)

BASWARE is how the world's best finance teams gain complete control of every invoice, every time. Our Intelligent Invoice Lifecycle Management Platform ensures end-to-end efficiency, compliance and control for all invoice transactions. Powered by the world's most sophisticated invoice-centric AI – trained on over 2 billion invoices – Basware's Intelligent Automation drives real ROI by transforming finance operations. We serve 6,500+ customers globally and are trusted by industry leaders including DHL, Heineken and Sony. Fueled by 40 years of specialized expertise with \$10+ trillion in total spend handled, we are pioneering the next era of finance. **With Basware, now it all just happens.** ©Basware 2025

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