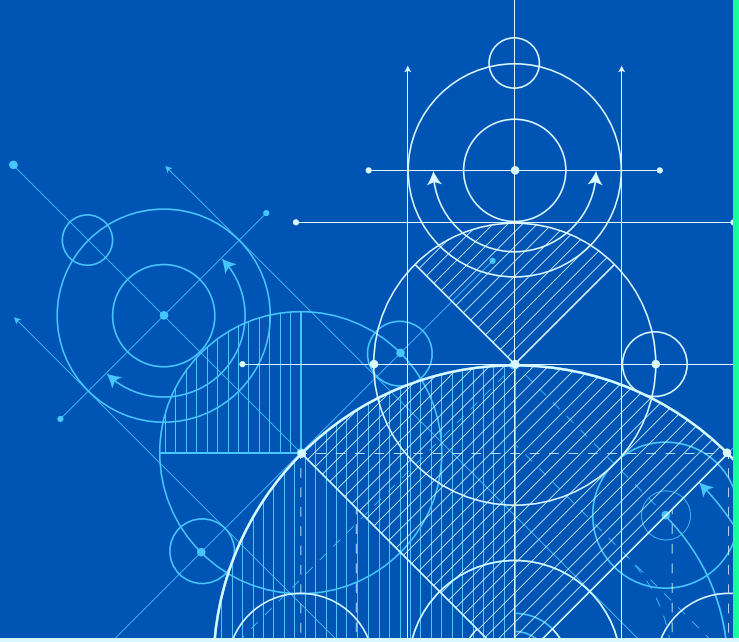
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AR Digital Transformation

A 50-Point Preparedness Checklist



Tech Readiness: A Quick Checklist

Data can make or break your digital transformation plan. Focus on data quality, security, and integrated platforms that enable real-time visibility for streamlined cash flow management.

Data Quality & Consistency

- ☐ **Assess** the accuracy, completeness, and integrity of AR data
- ☐ **Clean and standardize AR data** across all sources — eliminate duplicates, inconsistencies, or gaps
- ☐ **Establish strong data governance** — never let AI models train on personal data
- ☐ Check that all necessary data is **easily accessible** for AI models
- ☐ **Continuously monitor quality** to ensure reliable AI-driven outputs

Centralized Data & Visibility

- ☐ **Map all critical AR data** and the systems that hold it
- ☐ **Establish a centralized data repository** or single source of truth
- ☐ **Ensure** all AR and financial data flows consistently into this central system
- ☐ **Verify** that the consolidated data supports accurate, actionable AI insights

Data Security & Privacy

- ☐ **Implement strong security measures** to protect sensitive financial data
- ☐ **Establish role-based access controls** to enforce separation of duties
- ☐ **Ensure compliance** with privacy regulations (e.g., GDPR, CCPA).
- ☐ **Validate** that third-party vendors meet required security certifications
- ☐ **Confirm secure data handling** in all connected systems and tools

Technology Compatibility

- ☐ **Review APIs and connectors** with internal and external tools (ERP, CRM, billing systems, payment gateways, credit bureaus, etc)
- ☐ **Investigate integration challenges,** especially with procurement or AP portals
- ☐ **Identify compatibility gaps** with financial software — ERP-agnostic tools are essential
- ☐ **Look for MCP connectors,** so it's easy to query your AR and other financial data using AI tools like Copilot and Claude

AI Decisioning Visibility and Auditability

- ☐ **Visibility into AI decisioning rationale** and evidence behind recommendations
- ☐ **Audit logs** for all AI-driven decisions (e.g., why a credit limit needs to be adjusted)
- ☐ Features that **allow humans to intervene or override** AI automation when needed as well as feedback tools that enable humans to train AI models to behave differently
- ☐ **MCP connectors** making financial data more accessible to auditors through the convenience of centralized management and normal language prompts

Team Readiness: A Quick Checklist

Automation can be beautifully packaged failure. We've all seen digital transformation projects that turned into shelfware. What separates automation that sticks from automation that quietly dies after launching? Team buy-in, but also outside stakeholders.

Survey Your Team

Start by understanding your team's mindset as well as their trust in AI automation.

- ☐ **Current comfort** with AR automation tools
- ☐ **Understanding** of AI tools and limitations
- ☐ Concerns about **AI controls**
- ☐ Concerns about **replacing or changing roles**
- ☐ **What they need** to be AI-confident and comfortable

Lay Out a Communication Plan

- ☐ **Establish** a cross-functional steering committee
- ☐ **Host a town hall** to explain why AI is being explored
- ☐ **Share real-world success stories** from your industry
- ☐ **Show** staff their growth path forward post-automation
- ☐ **Share findings** from your survey
- ☐ **Invite feedback** on pain points and wish-lists
- ☐ **Build confidence** by explaining:
  - *How the AI engine shows its logic for every decision*
  - *Feedback loops used to train the AI model*
  - *How automation can be overridden at any point*
  - *How AI earns autonomy through proven results*
- ☐ **Discuss where to start** — implementation should start with operations rather than technology
- ☐ **Define success** collaboratively
- ☐ **Identify champions** to act as early adopters and advocates
- ☐ **Ask** for their commitment

Build a Training & Implementation Plan

- ☐ **Map AR workflows,** including dependencies, human judgements, exceptions, escalations
- ☐ **Verify enterprise-grade security protections** and share results to build confidence
- ☐ **Rely on middle managers** as champions, as adoption is typically "middle-out"
- ☐ **Deliver focused training** aligned to each role
- ☐ **Share progress and successes,** so team members see benefits
- ☐ **Design a feedback loop** to refine implementation in real time
- ☐ **Deliver a 90-day report** highlighting demonstrable ROI
- ☐ **Continuously improve results** and expand automation into other AR functions

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