

Policy-to-Rule Translation Cheat Sheet

Converting Plain English Policies to Automated Rules

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The Translation Framework

Every business policy can be converted to an automated rule using this pattern:

```
WHEN [trigger event]
IF [conditions are met]
THEN [action to take]
ELSE [alternative action]
```

Common Policy Translations

1. Expense Approval Thresholds

Policy (Plain English): > “Expenses under \$500 can be approved by any manager. Expenses \$500-\$5,000 need director approval. Anything over \$5,000 needs CFO approval.”

Automated Rule:

```
WHEN expense submitted
IF amount < 500 THEN route to manager
IF amount >= 500 AND amount < 5000 THEN route to director
IF amount >= 5000 THEN route to CFO
```

2. Receipt Requirements

Policy: > “All expenses over \$25 require a receipt.”

Automated Rule:

```
WHEN expense submitted
IF amount > 25 AND receipt_attached = false
THEN flag for review, notify submitter
ELSE approve for processing
```

3. Vendor Payment Terms

Policy: > “Pay vendors within terms. Prioritize vendors offering early payment discounts.”

Automated Rule:

```
WHEN invoice received
IF discount_available AND discount_deadline > today
THEN flag as priority payment
IF due_date <= today + 7 THEN add to payment batch
```

4. Travel & Entertainment

Policy: > “Meals with clients are reimbursable up to \$75/person. Team meals during travel up to \$50/person.”

Automated Rule:

```
WHEN meal expense submitted
IF category = "client entertainment"
  IF amount/attendees > 75 THEN flag for review
IF category = "team meal" AND has_travel_flag
  IF amount/attendees > 50 THEN flag for review
```

5. Duplicate Detection

Policy: > “Prevent duplicate payments to vendors.”

Automated Rule:

```
WHEN invoice submitted
IF vendor + amount + date matches existing invoice
THEN block payment, alert AP team
```

Implementation Checklist

- ☐ Document all current policies in plain English
 - ☐ Identify trigger events for each policy
 - ☐ Define specific conditions and thresholds
 - ☐ Map to automation actions (approve, flag, route, notify)
 - ☐ Test rules with sample transactions
 - ☐ Monitor and refine based on exceptions
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Tools for Automation

| Tool | Best For |
|------------------|---------------------------------------|
| n8n | Workflow automation, API integrations |
| QuickBooks Rules | Basic transaction categorization |
| Zapier | Simple if-then automations |
| Custom Scripts | Complex multi-step logic |

Need Help Translating Your Policies?

ProjectBits specializes in converting manual policies to automated workflows.

Free Assessment: calendly.com/donlovet

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