

# Maximise efficiency and save up to 50% of back office costs\*

Gain measurable, sustainable benefits for your organisation with a best practice Fuji Xerox Accounts Payable Service

## Business Drivers

Common business challenges experienced in an Accounts Payable function include:

- Inefficient and costly processes
- Limited control of processes and procedures that are non compliant
- Too much time spent on manual data entry and matching
- Lack of visibility of invoices during the approval process
- Time taken to retrieve information for query resolution

These challenges are often the consequence of a manual and paper based process. In order to improve these processes, documents need to be effectively controlled and managed. More businesses are turning to an automated accounts payable process to achieve greater efficiency and accuracy while reducing processing costs.

## Business Benefits

- Automation eliminates labour intensive business processes
- Potential saving of up to 50% of processing costs\*
- Delivers end-to-end process visibility
- No upfront investment in infrastructure or software
- Flexible service for changing requirements
- Fast access to best-of-breed processes
- Agreed service levels

## Our Solution

We scan and digitise your suppliers' incoming documents and use our workflow technology to manage and automate the accounts payable processes. This streamlines and simplifies authorisations and query management, minimises manual processing and frees up staff to focus on higher value activities.

### Flexible Document Management

We take all your suppliers' document streams, whether they are paper, email, fax or electronic, and capture them through our network or processing centre.

### Business Workflow

Our automated system matches orders and invoices before uploading them into your finance system.

User access for authorisation and exceptions management is available through a simple and secure web portal, accessible through any browser.

### Control and Visibility

Our solution provides total online visibility of all invoices and associated documents from the moment of scanning and delivers a complete audit trail. We can also digitally define your internal workflow processes within the service and promote such processes through system security.

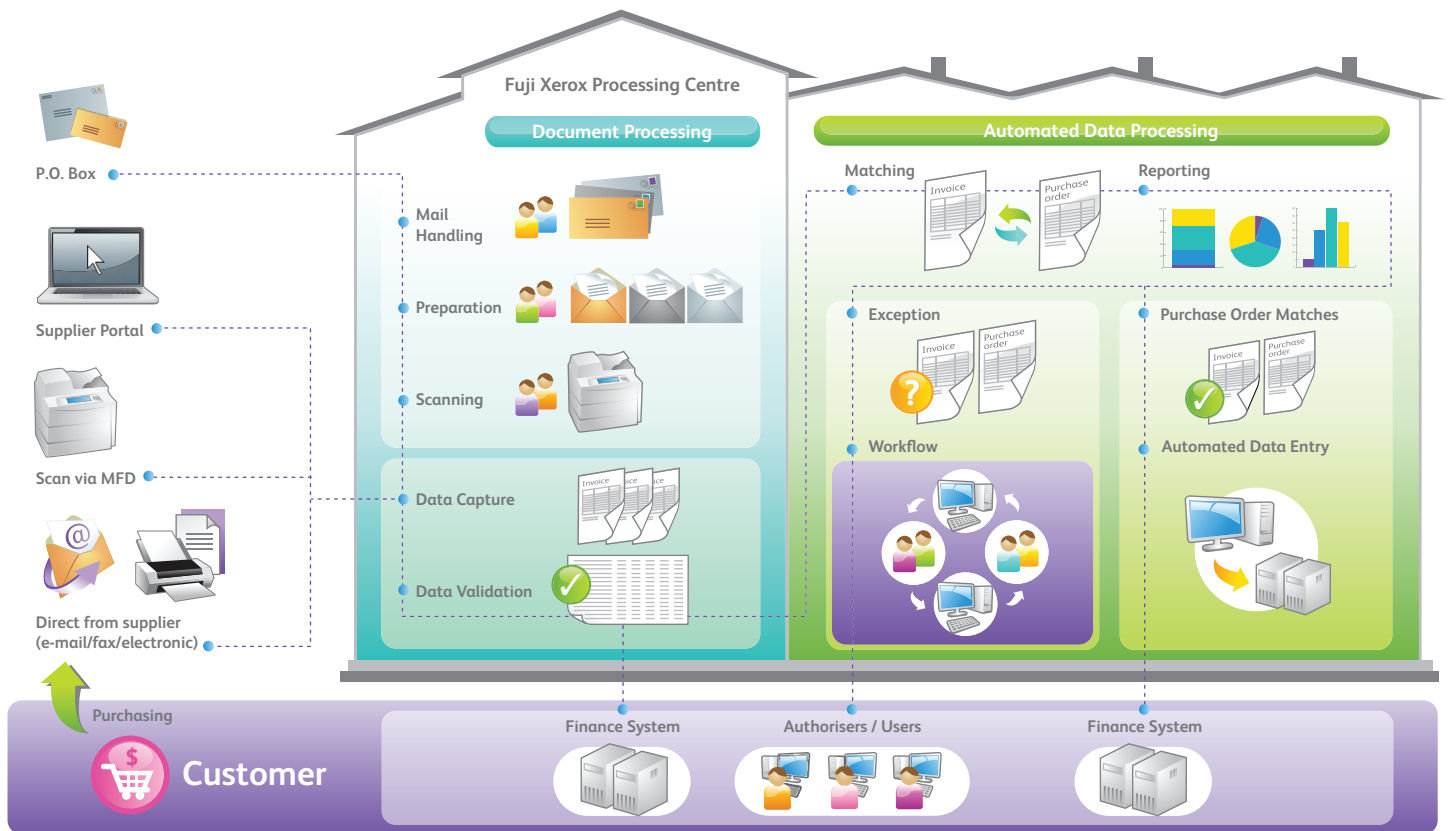
### Business Intelligence

There is real time visibility of your end-to-end business processes with graphical dashboard reporting that can be easily configured to your specific business requirements.

### A Proven Services Supplier

As you would expect from Fuji Xerox, you get the local focus and global expertise from an established leader in document management. Our implementation teams facilitate a smooth and efficient service delivery.

\* Research indicated that an average company with a manual accounts payable function which chose to automate that function can typically save up to 50% of their accounts payable costs. (Aberdeen, Apr 10, Invoicing and Workflow)



## Service Capabilities

### Document Control

Supplier documentation is managed at one of our Australian processing centres where you can take advantage of the economies of scale of a trained and skilled workforce. The documents are logged, prepared and scanned to create digital images. We use highly tuned technology to extract data while at the same time classifying into document types.

The significant volume of documents processed across our range of services allows us to optimise our technology to maintain high levels of data capture accuracy.

### Matching to Purchase Orders

We automatically compare the invoice data against the associated purchase order. When the goods receipt value matches, the invoice is tagged as approved with no manual intervention.

### Workflow and Exception Management

Exceptions are managed using a sophisticated and easily configured workflow system. Routing for approval can be either manually or automatically placed into a configurable authorisation hierarchy.

### Supplier Portal

A web portal allows suppliers to upload invoices and receive purchase orders electronically. Suppliers can also perform self service queries.

### Reporting Dashboard

The reporting tools are built over a single content management database that delivers a flexible reporting structure. This tool can be utilised for additional available data to further enhance the result and reporting output.

### Service Delivery

Our service is delivered in a Software as a Service (SaaS) model via a hosted data centre providing user benefits such as swift implementation with no ongoing maintenance or capital outlay and a committed pay per use transaction pricing model.

The service works in harmony with most finance systems for data exchange but does not limit flexibility or impose excessive demands on IT resources.

### Document Strategy

The service is built on an enterprise grade content management infrastructure. This allows the opportunity to build a company-wide infrastructure to manage other document flows and support effective data and document management.

For more information or detailed product specifications, call us at

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