DOING BUSINESS, BETTER:

Simple steps to help you reduce costs and increase productivity

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ACCOUNTS PAYABLE MADE SIMPLE

Tips and tricks to digitise and streamline processes to free up precious resources to save both time and money.

It's the end of the month and supplier invoices are piling up, waiting to be processed, but the accounts payable person is on sick leave for a couple of weeks. Suppliers' payment terms are being exceeded, which panics them as it's out of character. So they're suspending credit facilities pending payment of overdue amounts, forcing work to cease on a couple of key projects until the situation is sorted.

Sound familiar?

Many small and medium businesses still operate on manual, paper-based accounts payable systems, which can be inefficient and prone to errors such as duplication. This can come at a financial cost because a supplier's accounts receivable department may not pick up your double payment immediately – if at all.

However, help is at hand thanks to a range of innovative accounts payable solutions that allow businesses to digitise documents, automate workflows and streamline processes, largely eliminating the risk of situations like those mentioned above.

Businesses already using compatible computerised accounts payable systems can also benefit, as the Fuji Xerox solutions eliminate the data entry component. In fact, these solutions have been found to save up to 50 per cent of data entry costs (Aberdeen, April 2010, *Invoicing and Workflow*).

Central to this accounts payable solution is an eligible multifunction device for scanning or receiving documents. The content management and capture solutions, integrate seamlessly with the device, enabling digitisation and automation of your accounts payable workflow, along with batch scanning of documents. This not only improves the efficiency of processing invoices, it also eliminates the need to physically file and store paper invoices, thus saving money on storage space costs.

IN A NUTSHELL

Here's an overview of the capabilities of the latest Fuji Xerox Accounts Payable solutions.

The Standard solution

The Standard solution allows you to digitally store, manage, retrieve and circulate accounts payable documents, saving you the time and associated issues of handling and storing paper documents.

This solution:

- Manages scanned paper documents; web pages; MS Word documents; MS PowerPoint slides; MS Excel data; images; and files of other applications.
- Performs operations such as binding electronic data; adding text; drawing lines; and attaching notepads on your PC.

Operation:

- The scan creates a searchable (OCR) document.
- Digital invoice is manually matched to the digital purchase order in side-by-side view.
- Digital invoice is manually routed for approval.
- From there it's saved in the cloud with Fuji Xerox's Working Folder so it's instantly accessible via any mobile device and safely backed up against disasters.

The Advanced solution

This Advanced solution enables you to capture key data from digitised invoices, apply business rules, and export this information to

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streamline approval and payment.
This solution:

- Captures invoice data values from both scanned invoices and imported email attachments.
- Pre-validates invoice data into processing and exception queues.
- Applies multiple validation rules, such as invalid supplier, no order number, duplicate invoice, etc.
- Outputs data to CSV or XML, and/or uploads to selected finance systems.
- Outputs invoice image PDF to a network folder, to compatible finance systems supporting document storage, or as a record to supported document/content management systems.

Operation:
The scan creates a searchable document using OCR technologies. The Advanced package allows invoices to be batch scanned to save time, while the image-enhancement function increases accuracy. Intelligent document recognition automatically extracts key invoice data such as date, purchase order number and amount.

- Invoices with a purchase order number can be matched with the original purchase order and automatically approved.
- Digital invoice is manually routed for approval.
- From there, the invoice integrates with financial systems or existing content management system, or can be linked directly from Enterprise Resource Planning (ERP) software or other external business application.
- Documents are archived according to the business's retention policy, to simplify audit compliance. Electronic barcodes enable auto filing.

The Premium solution
This Premium solution digitises and automates your accounts payable workflow, producing efficiency gains and cost savings.

- Paper invoices faxed or mailed to the

business are easily scanned directly into a DocuShare workflow, while electronic invoices are automatically sent to allocated folders and routed to appropriate personnel for approval.

- Authorised accounts payable personnel can quickly access invoices.
- Organisations are less likely to miss prompt payment discounts and incentives.
- Automated processes reduce the time taken to complete everyday tasks.

Operation:
It is the same as the advanced solution, with one exception: documents are automatically routed for approval, based on invoice amount, supplier, etc. rather than manually routed.
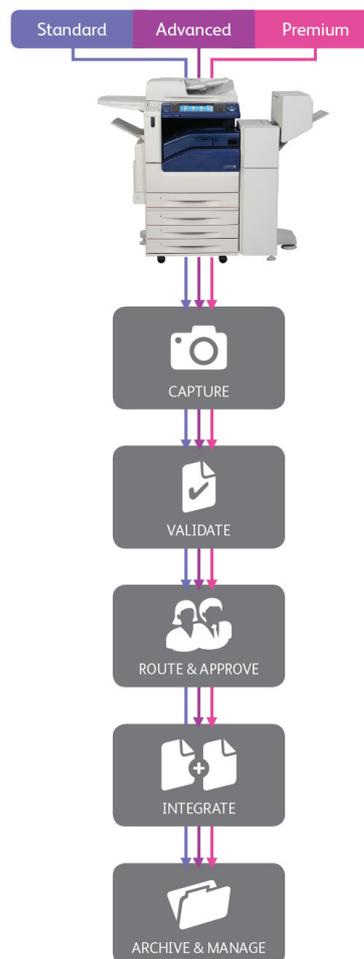
MANAGE YOUR COSTS

The benefits of putting an eagle eye to document print costs, sustainability and security.

Just the whisper of a downturn – whether economic or industry-specific – is enough to see managers launch a review of expenses. Often such reviews identify cost areas that have run out of control, which leads to identifying what can be eliminated, reduced or delayed, and negotiating better deals with suppliers.

So it makes sense for businesses of every size to have a system of monitoring costs to avoid the pain of belt-tightening – not to mention the time and challenges involved in such negotiations.

One function that can become a significant cost – between three and five per cent in many organisations according to a Xerox e-book *Between the Lines* by John M. Kelly – is document printing, copying and faxing. Reduce.org says the average office worker uses 10,000 sheets of copy paper every year – a significant expense in itself, and compounded by the costs of power, toner, and the storage space required to house these consumables. Yet a 2011 IDC workflow study found the vast majority of businesses – 74 per cent – don't measure the costs associated with their document workflow.

Traditionally, document imaging costs have been difficult to control, largely because it was impossible to identify the source of those costs. The game changer here is Fuji Xerox's range of Cost Management solutions: each user logs onto the multifunction device when collecting their print job in the same way they log onto their computer. This creates a trail of activity revealing who is printing, copying and faxing what, where and when, thereby enabling management to continually monitor costs, charge the relevant user, client, or department (admin managers will be delighted that their department no longer bears the entire financial load!), and even forecast print-associated costs, making budgeting that much simpler.

Managing printer, copier and fax output can save businesses up to 30 per cent of their printing costs, according to a 2008 Gartner report *Reducing paper consumption will drive down costs and improve workflows*. Plus, there's also the environmental benefits of reduced wastage and carbon emissions – an important issue given KPMG's findings in its 2012 *Making an Impact* report that 93 per cent of CEOs believe sustainability as important to the future success of their business.

SECURITY BREACHES

The significant issue of security breaches also comes into play, something we don't automatically associate with document imaging, but the risks are real: 70 per cent of companies report accidental security breaches through printing, a Quocirca 2011 report, *Closing the print security gap*, found.

When confidential documents are left unattended in the paper tray and an unauthorised person gains access to them – and the temptation to take a peek may be irresistible – the consequences can be dire: the average cost of a security breach in Australia is a breathtaking $2 million.

This risk is almost eliminated with the document output management solution Print on Demand, which is a component of Fuji Xerox's three Cost Management solution bundles. Documents from any location or mobile device are printed securely only when the user releases them from the multifunction device using a code (PIN authentication, and username and password identification, are components of the three bundles), or by optional swipe card.

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THREE COST MANAGEMENT SOLUTIONS

Central to each of the three solution bundles is an eligible multifunction device and either bonus or discounted software. Here is an overview of the capabilities of each solution.

The Standard Solution

Reporting
* Tracks print pages.

Sustainability
* Incorporates Print on Demand printing.

Security
* PIN identification.
* Username and password authentication.
* Card readers are available as an optional addition.

Ease of Use for IT
* Single print queue.

The Advanced Solution

Reporting
* Tracks print, copy, fax and scan pages.

Sustainability
* Incorporates Print on Demand printing.

Security
* PIN identification.
* Username and password authentication.
* Card readers are available as an optional addition.

Ease of Use for IT
* Software requires server.
* Single print queue.
* Scans to folder and email.

Mobility
* Sends print job via email or by uploading to web.

The Premium Solution

Reporting
* Tracks print, copy, fax and scan pages.

Sustainability
* Incorporates Print on Demand printing.

Security
* PIN identification.
* Username and password authentication.
* Card readers are available as an optional addition.

Ease of Use for IT
* Software requires server.
* Single print queue.
* Scans to folder and email.

Mobility
* Sends print job via email or by uploading to web.
* Mobile Apps for iOS, Android and Windows Phone.

4 PRINTING TIPS TO REDUCE COSTS

* Encourage staff to seek alternatives to printing a document – for example, bulk emailing a memo instead of distributing a paper copy to each recipient.
* Always click 'print preview' before hitting the 'print' button to see the end result. If necessary, use the 'shrink to fit' option to ensure everything fits on a single page rather than having a few words or short paragraph overlapping onto a second page.
* Print only the information you need. A classic example is an airline itinerary that comes attached to several pages of terms and conditions. There's no need to print them each time: all you need is the itinerary and tax invoice.
* Choose fonts that use less toner: Century Gothic is widely touted as being the most economical in terms of toner or ink use, according to a University of Wisconsin study, but being a wide font, it uses more paper. Arial, Calibri and Times New Roman are economical on both fronts.

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HOW TO MOBILISE YOUR BUSINESS TO BOOST PRODUCTIVITY

The advantages of using mobile print in your business, and the productivity gains that stem from this new-found freedom. Mobile devices such as smartphones and tablets have revolutionised many aspects of life, not least of which is the workplace thanks to their ability to enable us to be almost fully productive anywhere – not just when we're in the office – at any time.

A small obstacle to full productivity has been the challenge of printing documents from mobile devices. According to 2015 figures from research and analysis company Quocirca, 83 per cent of organisations indicate an interest in mobile print capabilities, but only 14 per cent have deployed a mobile print solution.

A new tool may well close this productivity gap. Bundled with Fuji Xerox's multifunction printers, Fuji Xerox's Mobile Print Solution provides businesses with a simple, cost-effective tool to enable printing from any mobile device, without the need to install printer drivers.

Not only does the app print perfectly formatted documents – often a challenge when printing from tablets and smartphones – it also scans, uploads and shares them. Someone in the office can scan a document on the multifunction device and upload it to a mobile worker's handheld device.

And it doesn't matter what brand the device is: the Mobile Print Solution can handle multiple platforms, whether iOS, Android and Windows, which makes it ideal for situations where workers supply their own mobile devices. And IT research and advisory company Gartner predicts that by 2017, 50 per cent of employees will be required to bring their own devices for work purposes.

NUMEROUS OPTIONS

With this app, it's possible to print:
- Photos from albums on any mobile device.
- From the mobile device's camera: take a photo directly and print it.
- Documents stored locally on the device or stored in your Enterprise Content Management system.

You have the choice of a wide range of print options to suit your needs, including:
- The number of copies to print.
- Colour or mono printing.
- Single or double-sided.

Documents can be printed in three different ways:
- Via a standard print queue.
- Via QR code on your supported Fuji Xerox multifunction device or printer.
- Via NFC (near field communication) on your supported Fuji Xerox multifunction printer.

NFC inside credit cards, enabling contactless payments, has been around for some time. More recently the technology has been used in mobile devices. Essentially, NFC works to identify us by our enabled cards and devices.

Evolved from radio frequency identification (RFID) technology, an NFC chip functions as one part of a wireless link. Once it's activated by another chip, small amounts of data can be transferred between the two devices when held a few centimetres from each other.

No pairing code is necessary to link up, and the chips run on very low amounts of power (or passively, using even less), making it considerably more power-efficient than other forms of wireless communication.

SCAN AND UPLOAD

Documents can also be scanned straight to your mobile device storage, meaning there's no need to go to a computer to access the file. This can be done by tapping a QR code or NFC sticker on a supported Fuji Xerox multifunction printer. This ability to simply tap and wave your device to immediately scan or print documents can save workers considerable time when they return to the office.

It's also possible to upload documents from your mobile device to your corporate Enterprise Content Management system. Supported content management systems include DocuShare, SharePoint, TRIM and Worksite.

A web-based management console allows the IT department to determine which mobile workers can print to which devices, and which content management system they can access. Mobile workers get flexible access to whatever information they need to do their work on their handheld devices.

THREE SOLUTION OPTIONS

The Mobile Print solutions come in three bundles, each offering the same capabilities, which are detailed below.
- Standard, for up to 25 users.
- Advanced, for 26 to 50 users.
- Premium, for 51 to 100 users.

Ease of Use
- Intuitive Mobile App for iOS, Android and Windows Phone.
- Simple email printing.
- Supports multiple printer and multifunction device brands.
- Web-based management console.

Printing
- Prints documents and photos stored on a mobile phone.
- Optional ability to print documents stored in DocuShare; MS SharePoint 2010; HP TRIM (now called HP Records Manager); and HP WorkSite. Application connections are needed for this function.

- Printing methods are by Print Queue, QR code and NFC sticker.

Scanning
- Scan a document to the mobile App.
- Scanning methods are by QR code and NFC sticker.
- Create a range of file formats: PDF; PDF/A; Tiff Single; Tiff Multi; DocuWorks; JPEG and XPS.

Uploading
- Optional ability to upload documents to DocuShare; MS SharePoint 2010; HP TRIM (now called HP Records Manager); and HP WorkSite. Application connectors are needed for this function.

Security
- Web-based management console.
- Manage user access to mobile print.
- Manage the device to which users can print.

MOBILE BENEFITS

Mobile working brings a multitude of business benefits to both employers and employees:
- Employers are no longer geographically tied to their location when it comes to recruiting – mobile working frees them to select from a wide cross-section of talent. And when searching for positions, job applicants are increasingly looking for the flexibility and satisfaction mobile working offers.
- Mobile working can reduce business costs. The heavy reliance on mobile devices and cloud computing reduces software and hardware costs, as well as the amount of office space needed, which in turn means less rent and lower power costs.
- Reducing employee travel and the inevitable down time can promote a healthier work/life balance. Happy employees are productive employees.

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