Canon
SEE IMPOSSIBLE

35% of businesses surveyed described their records and documents as "chaotic" or "somewhat unmanaged." *

Is it time to rethink your Accounts Receivable and Accounts Payable workflow?

Accounts Receivable and Accounts Payable

Business Processes

Solved.

TAKE CONTROL OF YOUR BUSINESS PROCESSES AND PAYMENT WORKFLOWS

Business process re-engineering can be a daunting task. If you're like most companies, there are aspects of your Accounts Receivable/Accounts Payable (AR/AP) workflow that may be causing headaches. Employees may find themselves circumventing the system to provide information to customers, suppliers, and coworkers.

An ECM solution that allows searching for company-wide content could improve employee productivity by

30%.*

TYPICAL AR/AP CHALLENGES

- Invoices and purchase orders arrive via various formats and methods.

- Multiple manual approval levels could slow the process and leave room for error.

- Employees spend too much time searching for information and dealing with customers and suppliers.

- Matching invoices, POs, itemized lists, etc. can be a daunting task.

CONSEQUENCES OF A CHAOTIC SYSTEM

- Customers and suppliers could lack confidence in your data integrity.

- Reduced employee productivity through manually finding answers.

- If employees access sensitive information of coworkers and/or clients, data security policies might be easily circumvented.

- Possible difficulty in tracking the sources of information leaks or errors to help prevent future mistakes.

On average, businesses are only **40%** confident that their information is recorded, complete, and retrievable.*

*AIIM 2012 – Capitalizing on Content

Let Canon's combination of specialized software technology, process architects, and solution engineers help you increase the efficiency of your AR/AP workflows.
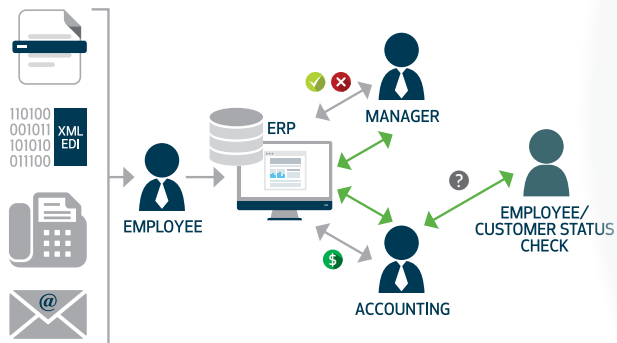
PUT EXPERIENCE TO WORK FOR YOU

Creating a more efficient AR/AP system requires experience in all facets of document management—creation, storage, retrieval, and security. Canon's team of professionals works with organizations like yours every day to help optimize the flow of business-critical information.

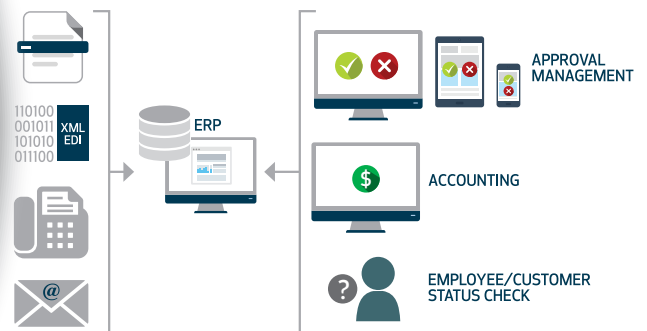## SAMPLE WORKFLOW: INVOICE PAYMENT AND APPROVAL PROCESS

1 — Step 1: Map Out Current Workflow System

2 — Step 2: Prescribe New Workflow Process and Identify Tools

3 — Step 3: Build

Work with various departments to implement workflow changes and facilitate adoption.

4 — Step 4: Review and Change

Periodic review to facilitate compliance with the new workflow.

EXCLUSIVE CANON SOFTWARE SOLUTIONS FOR AR/AP OPTIMIZATION

Therefore

An information management and workflow software that connects people, processes, and information.

uniFLOW

An open platform for all print, scan, and document management processes.

imageRUNNER ADVANCE Desktop

Software that lets you easily collaborate, manage, and publish documents on a single platform.

AN EFFICIENT AR/AP
SYSTEM CAN BENEFIT ALL

TYPICAL BENEFITS OF A STREAMLINED AR/AP SYSTEM

- Streamlined approval process
- Reduced labor costs to process invoices and POs
- Reduced time to provide status updates
- Improved document security features and tracking
- Lowered instance of lost invoices and purchase orders
- Easier payment to customers, vendors, etc.
- Better business relationships with partners

Your business depends on strong relationships with customers and suppliers. It also depends on making your employees as productive as possible. Providing an efficient AR/AP system to those who depend on it can help position your business for success.

Business Processes for AR and AP.

Solved.

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