UNLOCK THE STRATEGIC VALUE OF ACCOUNTS PAYABLE

Intelligent Technologies to Transform Your Finance Department

SMART CHANGE STARTS HERE.

WE UNDERSTAND YOUR CHALLENGES

Accounts payable processing is a high touch, manual activity. Handling invoices from multiple suppliers and in multiple formats is a challenge. Outdated paper and manual processes can lead to excess time spent on mundane tasks, lengthy approval cycles, missed supplier discounts, and poor visibility into financial operations.

Would you like to eliminate manual invoice processing and redundant, error prone data entry?

Is your staff still searching for POs and delivery receipts, and chasing down approvals?

Are processing delays causing missed discount opportunities and strained supplier relations?

Is critical information housed in disparate data silos?

Are you relying on a mix of spreadsheets, data aggregation, and visualization tools to get a full financial picture?

Is lack of real-time cash flow status and analytical tools keeping you from making confident financial decisions?

WOULDN'T YOU RATHER HAVE MORE TIME TO FOCUS ON YOUR CORE BUSINESS?

WE HAVE SOLUTIONS

Accounts Payable Automation from Canon Solutions America can help your company move beyond these challenges by digitizing, organizing, centralizing, and automating document intensive business processes.

With Accounts Payable Automation You Can Achieve:

Intelligent Data Capture

Virtually eliminate data entry by automatically extracting key information and line item details from paper and electronic documents.

Workflow Automation

Automated rules-based routing for approvals and exception handling. Auto-generated emails alert users of upcoming and overdue tasks.

Data Validation

Incoming information is validated against the Master Data file and arranged for GL coding, 3-Way matching of invoices, purchase orders, and delivery receipts with Image Enablement for visual verification.

Process and Transaction Transparency

Workflow history delivers an overview of all actions with user IDs, comments, and time and date stamping. Email notifications of new tasks, late tasks, and overdue tasks facilitate oversight and accountability.

Document Image Enablement

Direct access to relevent documents directly from within native applications. No need to search for hardcopy documents or learn another software.

Real-Time Analytics Dashboard

A customizable dashboard unifies data silos for a single source of truth. Automate status reports for kpi measurement and to identify areas of improvement.

CANON SOLUTIONS AMERICA CAN SHOW YOU HOW.

AUTOMATED ACCOUNTS PAYABLE AS A STRATEGIC ASSET

1. Capture and Extract

Capture paper or digital invoices from a network connected scanner, multifunction printer (MFP) or directly from your email. Intelligent data extraction pulls key data to match against master data files and purchase orders.

- Any format, any device
- Accurate machine-learning OCR platform
- Secure, searchable file structure

3. Comment and Approve

Automate the information flow between decision makers based on invoice amounts, vendor name, or multi-level split code billing. Record notes directly on the invoice image with annotation functionality.

- Instant flagging of non-standard invoices
- Flexible routing to the correct decision makers
- Easy annotations and notes

2. Validate, Index and Route

Verify vendor information, check for duplicate invoices and mandatory fields, extract any split-code general ledger bookings, and confirm payment terms. Once verified for accuracy, an automated workflow is initiated and the invoices are routed for approvals or exception handling.

- Process transparency
- 3-way matching with Image Visualization
- Reinforces your approval policies

Streamline your AP processes with powerful data capture, workflow automation, and information management software from Canon Solutions America.

4. Process and Post

Integrate invoice workflow into existing financial applications. Post invoices back to your ERP. Comprehensive audit trail with versioning, encryption, and automatic folder filing.

- Flexible ERP integration
- Post back for later reference
- Complete, secure audit trail

6. Store and Secure

Tools designed to ensure your information can only be accessed by authorized personnel, is protected from external threats, and is secure.

- Single sign-on for Windows Active Directory
- Windows Local Security
- LDAP/SAMBA

5. Analyze and Refine

Stay on top of key metrics and immediately react to changes in performance or operations.

- Generate reports based on index data or workflows
- Configure data dashboards using the powerful design tools
- Connectors for Microsoft Power BI®

MODULAR SOLUTIONS THAT CAN GROW WITH YOUR BUSINESS

Canon Solutions America's modular approach provides you the flexibility to deploy the right combination of software and services to transform your processes today and evolve to meet your needs in the future.

Convert complex and outdated processes throughout your organization into smooth, automated workflows that capture, index, route and archive information.

Contract Management

- Automate notifications for approaching expiry dates
- Ensure the correct contract is signed with version control
- Automatically manage contract e-signing processes

Human Resources

- Streamline recruiting, onboarding, and off-boarding processes
- Manage leave requests
- Keep employee records secure, confidential, and easy to retrieve

Customer Service

- Easily group customer documents into digital binders
- Ensure the most current information is easily retrievable
- Inform customers instantly on the status of their orders or requests

Logistics

- Digitize the approval of invoices, credit notes, and hauler payments
- Streamline customer invoicing and transport documentation
- Maintain a complete audit trail on all document actions

Document Control for QA & QC

- Automate document routing, delivery, escalation, and approval processes
- Get control of your Corrective Action Preventative Action processes
- Stay on top of ever-changing regulations and quality standards

Sales & Marketing Automation

- Create a seamless connection between your sales automation platform and the content your sales team needs
- The latest customer related documents are all available at your fingertips—directly from your CRM system
- Bring together data from information siloes for a complete customer view

FULLY LEVERAGE YOUR TECHNOLOGY INVESTMENTS

Canon Solutions America works with your existing technology so you can extend the value of your current systems and line-of-business applications.

Microsoft Partner
Gold Application Development

Standard Microsoft Office integration enables saving of documents and emails from within Office applications such as Word, Excel, Outlook, and more.

Full Microsoft Exchange Server Compatibility

- Seamlessly store copies of your email traffic in secure and reliable repositories
- Customizable archiving filters
- Helps with Compliance and Regulatory Support

Universal Content Connector

The Content Connector continually saves and indexes information from watched folders, email boxes, digital signature providers, and cloud storage accounts. Automate the flow of information coming into your processes.

Document Image Enablement

- Access relevent documents directly from native application screens
- Link information from disparate databases
- Streamline information gathering and query response
- No 3rd party programmers required

Deep Experience and Subject Matter Expertise

Whether your business is large or small, remaining competitive in the global economy means you need to concentrate on what makes you successful—your core business. When selecting and implementing new technology, a highly skilled technical team is the difference-maker for a successful deployment. Canon Solutions America has the team of experts you need to help you acquire the right technology, solutions, and services for your organization. From pre-sales analysis to post-sales support, our team of professionals draws upon decades of experience to ensure you obtain premium benefit from your technology investment.

Schedule a personalized demo today.

Canon Solutions America, a wholly-owned subsidiary of Canon U.S.A., Inc., delivers accounts payable and procure-to-pay solutions that are shaping the future of financial operations. Extending Canon's long history of innovation with imaging and digital document technologies, Canon Solutions America leverages world-class intelligent data capture, business process automation, integration with legacy systems, and analytics, to provide benefit beyond invoice automation.

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