

// ACCOUNTS PAYABLE AUTOMATION SOLUTION

Does your company want to

- Better manage its cash and AP spend
- Become more efficient and effective
- Get critical insights with analytics and business intelligence
- Enhance user experience for suppliers and staff
- Manage compliance and mitigate security risks

Intelligent invoice automation can remove friction across the accounts payable process and expedite the delivery of information to downstream systems, approvers and decision-makers. Intelligent automation can eliminate errors that increase costs, and positively impact vendor relations. It can control task execution in a configurable and efficient manner.

Powered by our advanced digital technologies for information capture, management and analytics, intelligent automation from Canon does more than automate your accounts payable processes.

It makes them smarter.

Intelligent Invoice Capture

Capture invoices regardless of their format, language or currency. Rely on the intelligent system to automate your work and eliminate data entry errors.



Paper & Electronic Invoice Capture

- Digitize invoices received via mail, email and email attachments



State-of-the-Art Data Extraction

- Free form extraction - reads and captures invoices regardless of their format or layout
- Image pre-processing & cleanup
- High performance with best-in-class Optical Character Recognition (OCR)
- Header and Line item extraction and matching



Automated Processing

- Digital native documents processing - PDF text processing, barcode recognition
- Automatic invoice indexing - can be configured to your organization's processes
- Metadata creation - for archiving and search
- Training - system is trained to continuously improve extraction performance and adapt to specific suppliers



Multi-lingual, multi-currency documents support

- Local languages, currency and date formats are supported



Content /Context Verification

- Individual fields of the invoice and their context are validated.
- Business rules to enhance processing for unique processing needs



Fraud Prevention

- Fraud detection measures, e.g. duplicate invoice check, processing constraints

Database Lookup Capabilities

- To match invoice data with master data reference



Integration with Financial System

- Creation of invoice data into a financial system
- Automated two and three way purchase order matching
- ERP vouchers automatically created
- Dynamic url access to invoice image from ERP to central content repository

Content Management

Provide decision makers with anytime access to critical information. Safeguard sensitive data with role-based access controls and audit trails.

Search and Find Information

- Keyword search
- Full text search
- Saveable searches

Security and Compliance

- Award-winning security & compliance management
- Easy configuration of repository and policies

Controlled Access

- Role-based access rules
- Access controls and permissions
- Retention rules and retention period management
- Audit capabilities for traceability and compliance

Workflow and Collaboration

Accelerate the delivery of information to downstream systems and processes, digitally route documents and data based on your configurable business rules.



Workflow Management

- Flexible, customizable workflows, with drag and drop user interface
- Ad-hoc tasks assignment - delegate workflow tasks to individuals or groups
- Dynamic access rule
- Business rule-based routing
- Approval workflow and policy creation
- Time-based response with escalation



Collaboration

- Mobile access to information anytime, anywhere
- Document highlight and comments
- Information sharing with notifications of status and actions
- Version control - check-out controls to manage document revisions, access prior versions
- Centralized access to information - multiple people can work on a process simultaneously



Business Analytics

- Access to status of your invoice processes
- Business intelligence with configurable dashboard





Ready to Automate?

Organizations with highly automated accounts payable departments*:

- Process invoices faster – spending one-fourth of the time to process a single invoice
- Work efficiently – processing over 11 times as many invoices per AP clerk (FTE)
- Improve accuracy – avoiding duplicate payments and errors
- Improve cash – capturing 7 times more early payment discounts

If these are the results your organization is after, Canon can help.

Contact us to see a demonstration and set up a call with one of our automation experts.

*based on statistical data from the Institute of Finance and Management

Canon

For more information, please contact the Digital Imaging Solutions Division at Canon at info@cusa.canon.com or visit www.usa.canon.com.

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