



CANON INFORMATION & IMAGING SOLUTIONS

Transform Business Performance with Accounts Payable Automation

Whether you call it accounting, accounts payable, or simply AP — the processes within seem to grow more complex each year. But, does that mean the function should compromise your company’s productivity?

- Are your accounting operations plagued by errors and delays?
- Do your staff still handle invoices manually?
- Are inefficient processes inflating your costs?

No need to allow competitors to outperform you in this crucial area any longer. Canon Information & Imaging Solutions has delivered a powerful, integrated AP solution that’s flexible, scalable, and affordable.



Simplify the Growing Complexity of AP

Accounting processes are extremely important for the financial health of an enterprise. In a competitive business climate where growth has become more elusive, businesses strive to outpace one another by making sure they operate as efficiently as possible.



The Canon AP Automation Solution enables you to reduce the cost of handling each invoice and simplify the growing complexity within the accounting function.

Position your organization to:

- ✓ Gain far more control over accounting processes
- ✓ Process more invoices accurately and on-time

- ✓ Leverage an automated, three-way match system designed to sharply improve accuracy
- ✓ Expedite billing
- ✓ Coordinate payments more strategically
- ✓ Maximize cash positions
- ✓ Streamline compliance and enhance security
- ✓ Gain flexibility and ability to scale easily

Streamline and Expedite Invoice Processing

Larger companies often operate multiple divisions with numerous locations around the world. That requires the ability to manage more vendors and handle invoices that feature many different languages, currencies, formatting, customs charges, regulations, and tax implications.

But when it comes to handling payables, the unique advantages of automated processes from The Canon AP Automation Solution address all these challenges and more. To start, you’ll be able to quickly integrate accounting processes with existing workflows.

For example, Automated Invoice Processing will verify invoice data with purchase orders and terms of supplier contracts so you can focus on higher-level strategic initiatives.



The Canon AP Automation Solution will also help you:

- ✓ Reduce the time consuming, error-prone process of handling paper invoices
- ✓ Process invoices with different languages, currencies, and formatting
- ✓ Standardize AP processes across locations, divisions, and vendors
- ✓ Improve customer collection rates

- ✓ Handle both paper and electronic documents in the same workflow
- ✓ Maximize cash by reducing Days Sales Outstanding (DOS)
- ✓ Eliminate late charges because payments are always made on time
- ✓ Protect operational budgets by scheduling payments to execute close to due dates

As your team gains the ability to add and refine workflows as needed, you'll quickly amass a suite of best practices that can materially contribute to the company's bottom line.

Boost Processing Efficiency to Reduce Costs

Accounting personnel must handle a large number of invoices, purchase orders, contracts, suppliers, cost centers, budgets, approval processes, and more — none of which are simple.

Yet, staff are also expected to keep pace with a large workload, resolve discrepancies quickly, and reduce invoice processing costs.



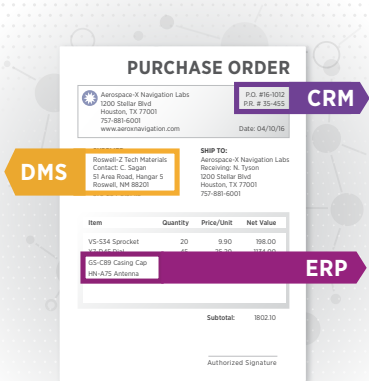
The Canon AP Automation Solution is designed to help:

- ✓ Streamline your day-to-day accounts payable, receivable, and procurement tasks
- ✓ Process large volumes of invoices and paperwork
- ✓ Eliminate need to field requests on the status of an invoice

- ✓ Minimize document handling
- ✓ Prevent exceptions, delays, and quickly resolve errors
- ✓ Reduce backlogs of unresolved payable issues
- ✓ Uncover new ways to capitalize on vendor discounts and rebates
- ✓ Alleviate the stress of closing dates
- ✓ Free staff to focus on more strategic, higher-level challenges

Leverage Robust Capture and Indexing Capabilities

The Canon AP Automation Solution was also developed to help improve the quality of information captured from

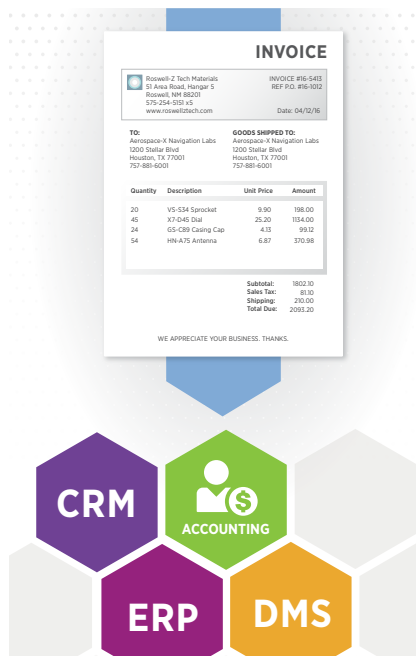


invoices, purchase orders, requisitions, contracts, and other documents so the extracted data can be leveraged to improve your workflows. The need for manual keying will be sharply reduced, and you'll be able to enter complex data such as line items, charts, and images.

The Canon AP Automation Solution doesn't require templates. It leverages intelligent image capture to handle different document file types and layouts with ease, and can apply strategic indexing data as it's integrated to your systems on-the-fly. In short order, you should be processing much more efficiently while managing far fewer exceptions.

Connect Invoice Processing to Business Workflows

The Canon AP Automation Solution enables your organization to seamlessly connect accounting processes to databases, networks, and enterprise applications like accounting, CRM, ERP, and DMS. As data is captured from both paper and electronic documents, critical information can be synchronized to important enterprise applications immediately.



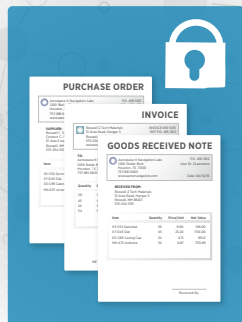
The benefits from this flow to all corners of the company. While your data is shared to help authorized personnel working in other areas, you also gain fast access to information from all your enterprise applications. *The Canon AP Automation Solution helps your team:*

- ✓ Facilitate deep integration with ERP systems (such as Oracle JD Edwards, PeopleSoft, E-Business Suite, and more)
- ✓ Locate accurate invoice, contract, and purchase order details faster
- ✓ Eliminate lost or misfiled documents
- ✓ Respond to customer queries instantly
- ✓ Collaborate and share information with relevant team members

- ✓ Apply key information such as cost center, buyer, and project to all archived documents as needed
- ✓ Confirm status of an invoice via mobile devices (for authorized personnel)
- ✓ Improve transparency, visibility, and accessibility company-wide
- ✓ Manage fewer exceptions and payment/billing disputes
- ✓ Reduce costs per transaction
- ✓ Make better decisions through access to the latest, accurate data
- ✓ Consolidate redundant suppliers

Bolster Compliance and Security Measures

What security or compliance issues vex your company most? Do you need to protect strategic and confidential financial information?

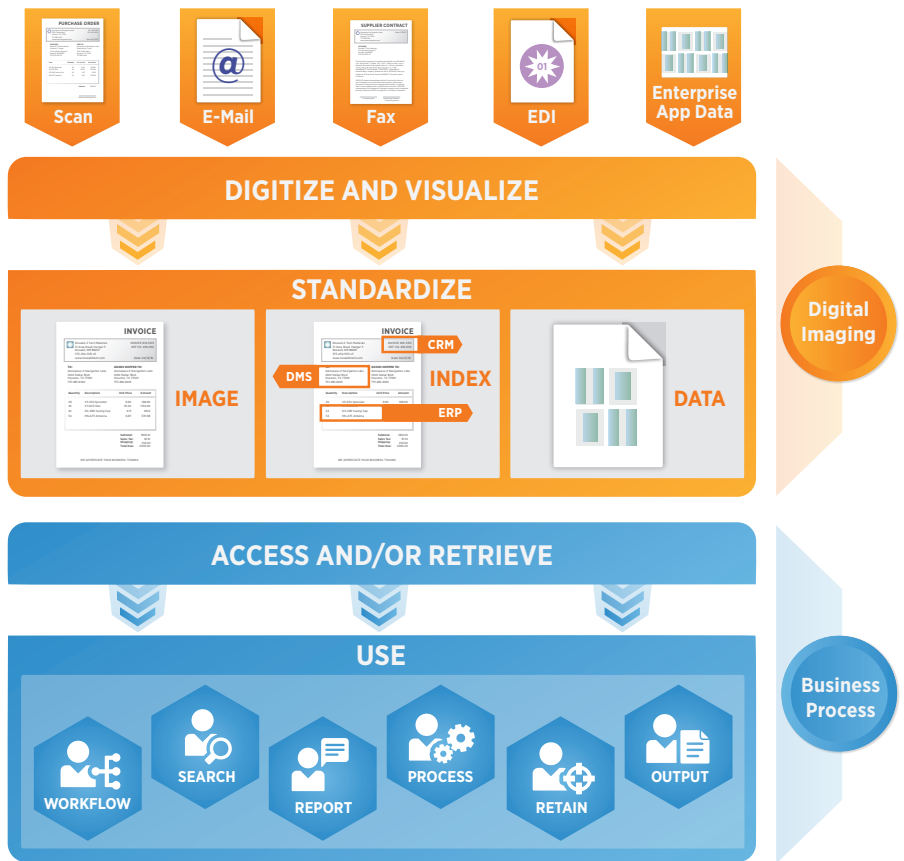


The Canon AP Automation Solution helps you:

- ✓ Strengthen data security
- ✓ Drive comprehensive compliance automatically
- ✓ Promote better transparency
- ✓ Enforce policies
- ✓ Improve internal controls
- ✓ Adjust procedures for better performance
- ✓ Encourage standardization

Transform Your Organization through Digitization

The Canon AP Automation Solution enables you to transform corporate AP into a more strategic function. This solution enables your business to leverage Canon's expertise plus its digital imaging and business process automation technologies.



Canon Information & Imaging Solutions delivers an end-to-end AP solution that goes beyond just invoice processing automation. *It delivers:*

- ✓ Deep integration with ERP, including Oracle JD Edwards, E-Business Suite, and PeopleSoft
- ✓ Document management and storage
- ✓ Configurable workflows

Tap Canon Information & Imaging Solutions Expertise

Canon U.S.A., Inc. is a leading provider of consumer, business-to-business, and industrial digital imaging solutions. Canon Information & Imaging Solutions combines Canon's information management expertise with advanced imaging technologies. Powerful processing and imaging technologies enable Canon experts to deliver compelling accounting, order-to-cash, and procure-to-pay automation solutions.

Enterprise Imaging Platform

Enterprise Imaging Platform is a middleware platform that enables different kinds of software and systems to trade critical data in specific, practical, and meaningful ways. The business logic and processing capabilities of EIP – along with dashboards that provide visibility to projects and metrics – make it a powerful, flexible tool for almost any complex business.

Drive Better Business Results

The Canon AP Automation Solution is designed to help you dramatically boost operational efficiency and maximize the effectiveness of your invoice processing efforts. This intelligent Canon solution will help you reduce costs, streamline processes, and make faster, better informed decisions. *Your business will be better positioned to:*

- ✓ Embed best practices into one comprehensive, end-to-end financial processes
- ✓ Improve relationships with vendors and business partners
- ✓ Protect operational budgets by scheduling payments to execute closer to due dates

- ✓ Standardize AP processes with easy approvals and improved visibility
- ✓ Optimize your organization's balance sheet going forward
- ✓ Boost operational agility with a flexible, scalable solution designed to support business growth
- ✓ Compete at a higher level

Support Company Growth with Scalable Processes

The Canon AP Automation Solution is flexible and scalable. You can create customized, automated workflows that support company growth. Core functionality enables you to address related processes such as procure-to-

pay (P2P) and accounts receivable. The technology positions your organization to maximize flexibility, boost operational agility, and adapt to market changes.

Contact Us Now

Contact us to hear how The Canon AP Automation Solution can help your business compete.

Our highly-experienced team of engineers, project managers, and solution consultants have built a reputation for helping organizations streamline and optimize vital business processes in order to become more competitive.

Enterprise Imaging Platform

ORACLE®

Validated Integration

Oracle E-Business Suite

ORACLE®

Validated Integration

JD Edwards EnterpriseOne

ORACLE®

Validated Integration

PeopleSoft

Canon

CANON INFORMATION & IMAGING SOLUTIONS

Canon is a registered trademark of Canon Inc. in the United States and may also be a registered trademark or trademark in other countries. //LOOKFORWARD and the LOOKFORWARD design marks are trademarks of Canon Information and Imaging Solutions, Inc. All other referenced product names and marks are trademarks of their respective owners. Specifications subject to change without notice. Not responsible for typographical errors. ©2016 Canon Information and Imaging Solutions, Inc. All rights reserved.

[1114R2-EIP-PDF-IH]

www.ciis.canon.com

// **LOOK FORWARD**