

#### Your current challenges in numbers



52%

OF FINANCIAL DEPARTMENT WORKERS HAVE TO RECREATE DOCUMENTS THAT ALREADY EXIST BECAUSE THEY CANNOT FIND THEM (1)



71%

OF FINANCIAL DEPARTMENT EMPLOYEES SAY IT IS DIFFICULT TO RELIABLY FIND THE MOST RECENT VERSION OF A DOCUMENT (1)



94%

OF COMPANIES SEND PAPER INVOICES
DESPITE THEIR COSTS (2)

# OPTIMISE THE MANAGEMENT OF THE "FINANCE" FUNCTION THANKS TO THE DIGITALISATION OF PROCESSES AND EFFICIENT INFORMATION MANAGEMENT

Financial departments are at the heart of the company's strategy. Constantly seeking to improve in order to generate business growth, they make decisions to ensure cost control and to create value. Financial departments need to have a comprehensive view of the company. They are thus confronted with an increasing flow of information from every department, as well as from suppliers, partners and customers.

Given that only 43% of a working day is spent on high value-added tasks <sup>(3)</sup>, it is in the interest of financial departments to choose solutions that will simplify their day-to-day work by saving them time and money, in order to ensure the company's financial performance and sustain its profitability.

<sup>(2)</sup> Source: FNFE (national electronic invoicing forum), GS1-global standards

<sup>(3)</sup> Source: State of Work 2020, workfront 2019

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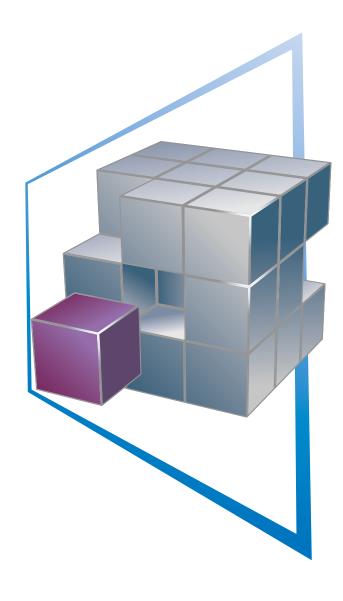
Implementation with our customers



#### **Good reasons**

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to choose Konica Minolta to digitalise your business





#### Challenge 1 – Save time on administrative tasks

## BE MORE PRODUCTIVE IN CARRYING OUT TASKS

One of the things that can hinder a company's growth today is its lack of productivity. The aim is to always be able to keep up with market developments while optimising resources. However, there are factors that can slow down the work of financial departments, such as difficulty in finding information and poor communication within the department and the company. By reducing the time spent on administrative tasks, employees will also be able to focus on their real value-added tasks for the company, such as the company's development strategy.

To enable financial departments to obtain information quickly and focus on improving business performance management, content management solutions, process automation solutions or accounting software packages with smart reporting can be implemented:



#### Automatic notification to employees when a task is assigned or a document is added

 Save time in document approval processes in the company by implementing automated workflows.

#### Automatic triggering of reminders and responses to customers

 Increase the productivity of your teams by allowing them to focus on their work and not on manual tasks and/or information retrieval.

#### Document and file life cycle management

 Consult your files online at any time to perform advanced analyses between your forecasts and the existing situation.

#### Automated change management and document version tracking

- Avoid duplicate content storage
- Avoid the "garbage in, garbage out" phenomenon by ensuring data quality.

## flows.

#### Automated report generation to support decision making

Have better risk management.

#### Centralisation of all department data on a single content management platform

 Ensure that all employees can use a reliable and up-to-date document at all times.

#### Advanced search tool allowing you to easily find your documents with multi-criteria filters

- Find content easily
- Don't waste time recreating an existing or lost document.



#### Challenge 2 – Optimise processes to control costs

## AUTOMATE CUSTOMER AND SUPPLIER CYCLES\*

Today, process optimisation requires the integration of new technologies.

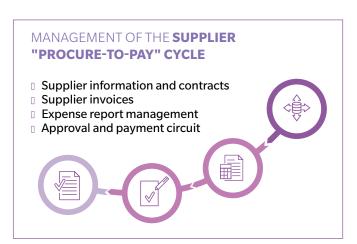
Many needs have emerged in the face of societal change. Organisations need to be more flexible and deal with customer and supplier demands more quickly in order to satisfy them.

The digitalisation of processes is an opportunity for companies to save time in the management of their accounting, purchases and expense reports.



Managing the order-to-cash and procure-to-pay processes requires time from your resources.





Automating your processes will improve your relationship with your customers and suppliers as you will be able to reduce document processing times and increase their satisfaction.



#### Challenge 2 – Optimise processes to control costs

## AUTOMATE CUSTOMER CYCLES



The management of the customer cycle, within your department, in 3 steps:

#### "ORDER-TO-CASH"



#### **BENEFITS**

- Improve contract compliance and reduce risk
- Improve your signature processing productivity by 90% and save 13€ on average per invoice\*
- · Ensure data integrity

\* Source: DocuSian

### step 1:

Management of customer orders

#### (2) | BENEFITS

- Invoice all your customers at once and collect invoice payments faster
- Improve your environmental impact by sending digital invoices instead of paper ones
- Reduce your invoice management costs (no printing or envelope sending, reduced costs for archiving, remittance and cash management as well as payment reminders)

step 2:



Distribution of invoices to customers

#### **BENEFITS**

- · Reduce the workload
- Improve your customer relations
- Reduce the time it takes to collect invoice payments



Payment collection management

#### $\bigcirc$

#### HIGHLIGHTS

- Paperless contracts, electronic signature of contracts and purchase orders with automatic data extraction
- Automatic capture and distribution of incoming requests
- Archiving and dynamic filing of all customer information
- Automatic confirmation of the presence of accounting documents and triggering of workflows

#### ✓ HIGHLIGHTS

- Automatic capture from the accounting software package and integration with customer
- Automatic notification to managers to check and approve the invoice
- Renaming of documents according to their content
- Automatic distribution of invoices to customers according to their preferences (as an email attachment, via a download link from your content management platform, etc.)

#### HIGHLIGHTS

- Identification of customers who have not read their invoices
- Automatic customer follow-up
- Capture of incoming disputes (letters, emails, forms, telephone calls, etc.) and automatic triggering of a processing workflow



#### Challenge 2 – Optimise processes to control costs

#### **AUTOMATE** SUPPLIER CYCLES



The management of the supplier cycle, within your department, in 4 steps:

#### "PROCURE-TO-PAY"



#### **BENEFITS**

- · Control legal and financial risks
- Facilitate the onboarding of new suppliers
- Optimise the strategic management of your suppliers

step 1:



**Supplier information** and contracts

#### **BENEFITS**

- Reduce the risk of manual errors
- Divide the processing time of an invoice by 5
- Free up time for your staff to carry out tasks such as financial analysis
- Strengthen your compliance with the reliable audit trail

#### BENEFITS

- · Automatically match payments and expenses incurred
- Centralise travel requests
- Simplify and automate expense reimbursement
- Save up to 75% of your resources by automating the expense management process

step 3:

Expense report

management

#### **BENEFITS**

- Automate 50-90% of your processes through the use of workflow capture and automation solutions
- Improve your relationship with your suppliers and never miss out on early payment discounts
- Avoid late payment penalties

step 4:



**Approval and** payment circuit

#### step 2:



**Supplier invoices** 

#### **HIGHLIGHTS**

Centralisation of contractual information and financial data from suppliers and automatic notifications of due dates

**HIGHLIGHTS** 

- Data exchange portal and traceability of changes
- Electronic form for supplier registration and electronic signature of contracts
- Automatic retrieval of invoices from supplier portals
- Automated capture, processing, renaming and filing of incoming invoices
- Extraction of accounting data and video coding
- Chronological and evidentiary conservation of all modifications of
- documents related to supplier orders
- Dynamic integration into your accounting software package

#### **HIGHLIGHTS**

- Intelligent receipt scanning
- Create expense reports from a solution and submit notifications to approvers
- Link an expense report management solution to your payroll system

#### **HIGHLIGHTS**

- Automate your approval circuits with the automatic sending of notifications
- Easily approve, reject and comment on invoices
- Automatically trigger the payment of invoices
- Securely archive data and be notified of retention periods











#### **Challenge 3 - Regulations**

## HAVE SOLUTIONS THAT COMPLY WITH REGULATIONS

Compliance with regulations is a significant challenge for financial departments.

Every year, laws, standards and regulations change or evolve, requiring companies to adapt or update their tools and processes.





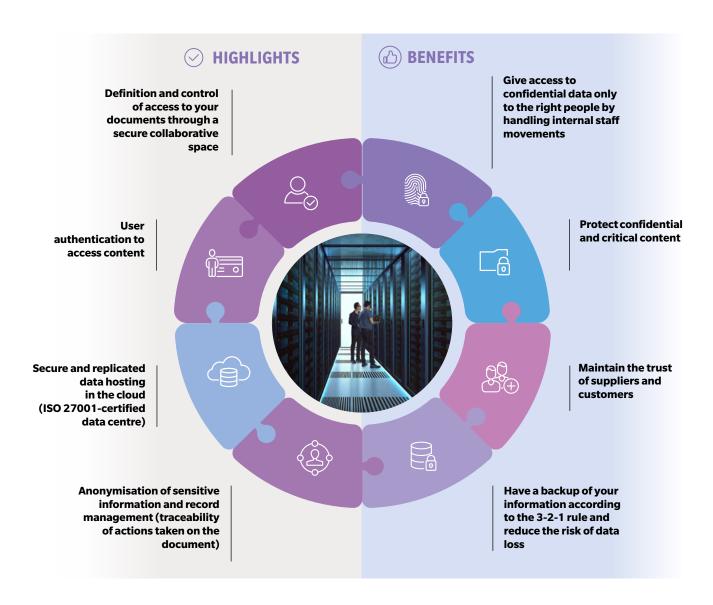


## PROTECT FINANCIAL DATA: A MUST!

The protection of financial data is also a key part of the company's strategy.

It is important to implement measures to control the traceability of financial data and access to business-critical information in the company. Since the implementation of the GDPR, each company must report any data breach within 72 hours, indicating the appropriate technical protection measures implemented within the company.





## FIND OUT HOW KONICA MINOLTA HELPED A CUSTOMER AUTOMATE...

#### ... THEIR PROCURE-TO-PAY CYCLE

**Customer:** Major international ready-to-wear group, 4 brands, 1500 points of sale, present in 41 countries

**Project:** Cloud-based paperless document and process solution

#### **Challenges**

- Simplify the operational management of point-of-sale accounts payable
- Unify management procedures regardless of the supplier's country of origin
- Save time in the process of receiving and analysing invoices (receipt by post in various agencies or by email, in scan or image format)
- Be able to assign, approve and pay invoices quickly by allocating costs to the right cost centres and processing multi-addressee invoices (for multiple countries, brands etc.)
- Limit the risk of errors and meet payment deadlines

#### Konica Minolta **solutions**

- Solution for automatic capture, reading and extraction of invoice data
- Implementation of invoice approval workflows
- Automatic assignment of invoices according to content (brand, country, type)
- Integration of invoices in the correct systems according to brand and country
- Detailed reporting on the traceability of events and actions



#### **Benefits**

- Optimise the quality, reliability and costs of the Procure-to-Pay process
- Focus on international development and not on manual and time-consuming tasks
- Ensure compliance with a reliable audit trail



#### ... THEIR ORDER-TO-CASH CYCLE

**Customer:** Financing company of a car manufacturer

**Project:** Solution for paperless customer contracting and invoicing processes

#### **Challenges**

- Accelerate and optimise the contracting process
- Simplify the management of collective procedures that involve multiple stakeholders, with many events that cannot be scheduled or anticipated.

#### Konica Minolta solutions

- Remote electronic signature of the contract
- Documentary and financial control mechanism to secure contracts (review of digital documents, etc.)
- Management of online contracts by customers (reporting changes of address and bank details, etc.)
- Send invoices electronically within a secure web space
- Automatic notification of payment reminders to customers and initiation of collection or litigation processes
- Detailed reporting on all customer events, files and documents

#### **Benefits**

- Invoice customers quickly
- Be more responsive to changes in customer payments
- Simplify the contractual relationship and the handling of disputes thanks to seamless traceability
- Comply with any anti-fraud and anti-money laundering controls

#### 6 GOOD REASONS TO CHOOSE KONICA MINOLTA TO DIGITALISE YOUR BUSINESS



Outstanding serviceability awarded by Keypoint Intelligence in 2020: Whether remotely or on-site, we're always there to help quickly in case of any issues

Print meets IT: Strong expertise in document and information management

Konica Minolta named as Leader by IDC in Print Transformation 2020 | KONICA MINOLTA

Thanks to our broad range of services we are able to tailor the best solution for your individual challenges

Lots of customers across Europe recommend Konica Minolta as a trusted partner.

Watch the movie: Konica Minolta's Intelligent Connected Workplace: Customer Voices

<u>Global Microsoft Gold Partner:</u> We have received the highest possible recognition from Microsoft by jointly delivering solutions for the digital workplace

Microsoft Partner



LEARN MORE ABOUT OUR INFORMATION MANAGEMENT SOLUTIONS:

konicaminolta.co.uk/information-management