



KONICA MINOLTA

ENTERPRISE CONTENT
MANAGEMENT

A Secure Content Solution for Accounts Payable

accounts payable

Accurate. To stay competitive, your business needs fast, accurate invoice processing—but keeping track of paperwork, faxes, emails and inquiries can be a costly, time-consuming job. Are you managing Accounts Payable with best-in-class processes that save time and money? Do invoices reach the appropriate people for review, approval and coding? Can you get the job done better, promptly resolving issues and capturing early payment discounts to improve vendor relationships?

For answers, explore the advantages of Konica Minolta's comprehensive Enterprise Content Management (ECM) solution—and discover new, more cost-effective ways to streamline Accounts Payable workflow, reduce demands on your IT administrators and enhance security throughout your business.



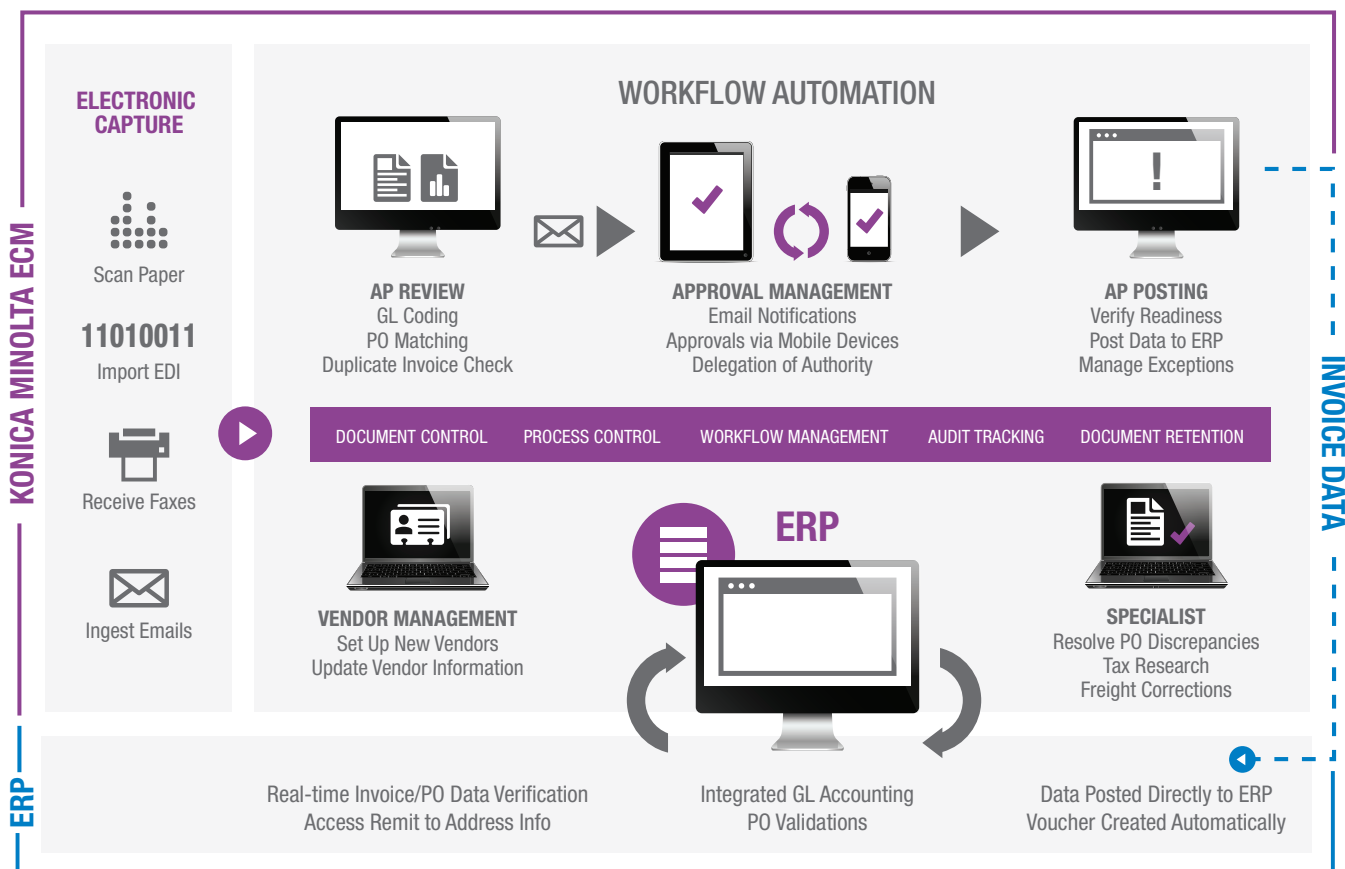
Giving Shape to Ideas



Power. Konica Minolta's top-ranked Enterprise Content Management solutions enable you to manage Accounts Payable by leveraging the power of technology—capturing paperwork in all its forms, automatically coding and routing for approvals, posting data to your Enterprise Resource Planning (ERP) system, and retaining data in a secure central archive for fast, error-free access.

Your accounting team will benefit from automated workflows that cut down on time-consuming manual tasks. You can easily set up new vendors and update vendor information. Real-time validation enables you to quickly locate errors, resolve issues and improve relationships with vendors and suppliers. A Konica Minolta ECM system can keep your Accounts Payable operations running smoothly even in fast-changing business conditions—giving you the power to track account information, comply with security demands and prepare for audits more quickly and cost-effectively. Konica Minolta has proven expertise in Enterprise Content Management—including best-practice innovations and competitive advantages that keep you ahead of the curve.

How our scalable solutions can automate your Accounts Payable workflow.



Reduce Paper Dependency to Decrease Manual Effort

With Konica Minolta ECM solutions, users can quickly access invoices and their supporting content—gaining a complete picture of Accounts Payable information to check accuracy, review status and make faster business decisions.

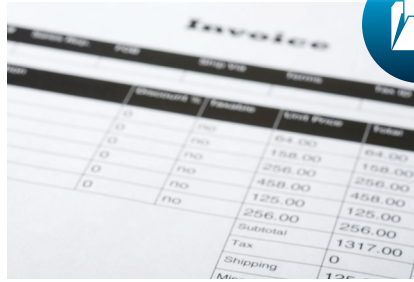
Konica Minolta allows you to immediately image documents from the applications and devices you work with every day, making information available directly from Enterprise Resource Planning (ERP) screens. It's no longer necessary to physically search for critical payment data—employees can quickly retrieve invoices, receipts, packing slips, shipping data, vendor contracts and historical correspondence with just a few mouse-clicks.

Workflows can route documents and data to your appropriate departments, sales groups or management teams, automatically performing two-way or three-way matching steps and notifying stakeholders along the way. By eliminating the need to re-key information, you minimize the number of touches per transaction—reducing manual data entry, increasing AP cost-efficiency and eliminating errors before they occur.

Increase Visibility and Gain Real-Time Information

A Konica Minolta ECM solution integrates easily with almost any business software, allowing your organization to leverage the value of existing IT investments and ERP systems by increasing communication throughout your business operations. All AP documentation in any format can be captured and stored in a single secure location for fast access.

By capturing Accounts Payable documentation electronically, you minimize the time spent on manual, paper-based tasks and reduce administrative costs. Your staff can access, review and approve invoices or input additional data directly from any convenient point—accounting system, ERP, email system or mobile device. A real-time dashboard gives your managers immediate visibility into the current status of invoices, enabling them to identify bottlenecks and adjust workload distribution for greater efficiency.



Invoice No.	Invoice Date	Invoice Amount	Invoice Due Date
0	no	64.00	64.00
0	no	158.00	158.00
0	no	256.00	256.00
0	no	458.00	458.00
0	no	125.00	125.00
		256.00	256.00
		Subtotal	1317.00
		Tax	0
		Shipping	125.00

Utilize Consistent Processes to Improve Tracking and Control

Whether you implement a cloud-based or on-premises ECM solution, Konica Minolta gives you the tools to maintain consistent record-keeping, make information available to the right people at the right time, and automatically retain Accounts Payable documentation in a secure central location.

Your ECM solution makes regulation compliance and audit preparation simple tasks. With greater control over document revisions and audit trails of changes to records, traceability is a non-issue—and web-based access to documentation helps you significantly reduce the time it takes to prepare for an audit.

Affordability, ease-of-use and simple configuration procedures allow you to realize a return on investment almost immediately. And real-time access to financial information helps you meet changing needs, plan future operations and grow your business.



benefits

Konica Minolta ECM Benefits:

Implement Cloud-Based Solutions:

- Create electronic Accounts Payable data for access in a secure online repository
- Provide remote and web-based access for financial professionals, IT administrators and business managers
- Capture data in any form—text, graphics, emails, scans, faxes, to ensure that AP records are complete and error-free
- Make documents available to mobile professionals, administrators and auditors at branch locations

Reduce Cost of Routine Workflows:

- Automate manual processes like updating records as vendors, suppliers and delivery addresses change
- Help your AP department fulfill information requests quickly and accurately
- Capture, store and manage Accounts Payable and Receivable information, speeding payments, minimizing errors and follow-up inquiries

Maintain Security Compliance:

- Support security requirements by controlling access and maintaining audit trails
- Safeguard confidentiality and lower costs relating to security, accountability and archival storage
- Manage vendor relationships for greater satisfaction and loyalty



Capture



Process



Access



Integrate



Measure



Store

KONICA MINOLTA: GIVING SHAPE TO IDEAS.

Konica Minolta Business Solutions U.S.A., Inc. is a leader in enterprise content management, technology optimization and cloud services. Our solutions help organizations improve their speed to market, manage technology costs, and facilitate the sharing of information to increase productivity. Recognized as a #1 Brand for Customer Loyalty by Brand Keys for seven consecutive years, awarded “MFP (multifunction peripheral) Line of the Year” by Buyers Laboratory LLC, and named to the Dow Jones Sustainability World Index, the company focuses on end-to-end business solutions to help your business grow. Clients trust Konica Minolta to help them envision how they can achieve their goals and deliver innovative solutions to give shape to their ideas. For more information, visit www.CountOnKonicaMinolta.com and follow @KonicaMinoltaUS on Facebook, Twitter and YouTube.

For further information, please visit our website: www.KonicaMinoltaECM.com



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