made
to
think.

Streamline Invoice Processing and Payments with Accounts Payable Automation in the Cloud

Accounts payable relies on speed, security and 100% accuracy. So why do so many departments and SMBs still rely on outdated manual processes?

Today's accounts payable departments aren't equipped to deal with the daily flood of documents going in and out of the office. But while manual processes are slow, costly and error-prone, organizations from SMBs to enterprises—in all industries—still find modernizing accounts payable to be an even bigger challenge.

What if there was a way to update your processes without missing a beat?

ACCOUNTS PAYABLE AUTOMATION FOR XEROX® DOCUSHARE® FLEX CAN HELP YOU MANAGE INVOICES BETTER.

Accounts Payable Automation for Xerox® DocuShare® Flex is a packaged cloud content management solution designed to streamline invoice processing and payments, accelerate approvals and lower costs—at the level you need.

- Capture invoices and AP documents from many sources—MFPs, scanners, fax, email, desktop, and intelligent capture solutions—easily to the cloud

- Extract data using Optical Character Recognition (OCR) and index documents with the dynamic, point-and-click Document Viewer

- Coordinate invoice processing and approval in your AP team with an intuitive, mobile-friendly web interface

- Perform three-way matching to validate invoices

- Conveniently access and audit invoices with connectors to ERP and financial applications

- Simplify compliance with rich reporting tools and a complete workflow approval history, available online 24/7

- Archive completed documents in the secure, searchable DocuShare® Flex repository

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Per AIIM,* Here are Some of the Results Companies Gain by Automating AP:

45% see faster turnaround time to payment

44% see better auditing

22% see costs reduced **25-50%**

Reduction in labor and infrastructure costs

Increased sustainability with less reliance on paper

46% justify AP automation by faster approval cycles

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xerox™

Accounts payable is lagging behind.
Let's make it work faster.

When accounts payable isn't running smoothly, it can affect your entire organization. With our solution, you can transform your approach to invoices, shorten turnaround times to just a few minutes and help ensure better interactions with your customers and vendors.

Capture invoices to cloud
- Paper
- Email, fax
- Xerox MFPs, TWAIN scanners
- Drag/drop of files
- Third party capture

Index, Validate
- Point-and-click to add properties in Viewer
- Match with related AP documents
- Three-way matching

Automate Approval
- Define review cycle, approval limits
- Handle exceptions
- Easily manage AP Work Queues

Post Invoice Data
- Directly into integrated CRM, ERP, finance systems
- Post GL codes

Archive Securely
- Searchable repository
- Archive full lifecycle of AP documents: invoice, P.O., related files

CUSTOMIZABLE - DESIGNED WITH THE WAY YOU WORK IN MIND.

Unlike other cloud offerings, Accounts Payable Automation for Xerox® DocuShare® Flex is designed to make it easy to customize to your AP department's unique requirements —while being quickly deployed and easy to use.
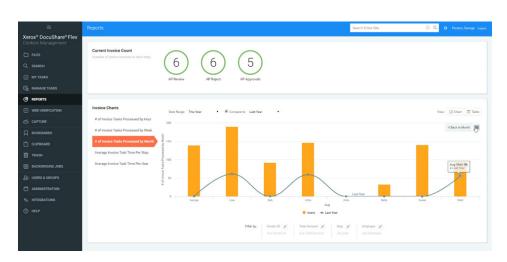
The result is a suite of capabilities that's as flexible as it is effective.

OUR JOB IS HELPING YOU WORK SMARTER.

Let us put our industry experience and technology expertise to work enhancing your processes, improving efficiency and delivering a stronger connection with customers and suppliers.

TRANSFORM YOUR BUSINESS

Stem the tide of documents flooding your office and enhance the way you work with document capture, document automation and cloud-based sharing made easy. Agile and adaptive, **Xerox® DocuShare Flex Content Management Platform** is your passport to lower costs and higher results—for any size organization.

Report tools help track approval workflows for quick analysis and audit preparation.

Learn more at **xerox.com/DocuShareFlex**

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