



Kyocera Accounts Payable Automation.

Streamline the entire accounts payable process with an integrated, automated system.



kyoceradocumentsolutions.co.uk

Visibility. Efficiency. Accuracy.



Despite the ubiquitous presence of digital technologies, the accounts payable department remains wedded to paper in many ways. Only 5% of businesses are using a fully automated accounts payable system, while 19% have no automation at all.¹

For an organisation handling hundreds or thousands of invoices each month, relying on paper-based processes can be time-consuming, prone to error, and likely to result in compliance issues. All of which is costly and raises invoice processing costs.

Over time, this can cause all manner of problems, including stressed accounts payable teams, damaged relationships with suppliers, forecasting issues and a lack of visibility into financials. It's no surprise, therefore, that 56% of businesses have experienced cash flow forecasting challenges due to accounts payable issues.²

Kyocera's Accounts Payable solution aims to end these difficulties. By automating accounts payable processes, businesses can realise the following benefits:

- + Cost savings through simplified processes and lower paper usage
- + Automated processes and lower paper usage
- + Reduced bottlenecks and accelerated approval times
- + Increased accuracy and fewer lost or misplaced invoices
- + Enhanced compliance and clear, transparent audit trails
- + Better cash management and improved visibility of cash flow
- + Cost savings realised through: a more efficient invoice cycle with less errors and exceptions; no duplicated payments; capitalising on early payment discounts and avoiding late payment fees, and; automating the process allowing for a reduced headcount.

¹ Association of Certified Accounts Payable Professionals (ACAPP), 2019

<https://www.webexpenses.com/gb/2020/02/global-survey-results-accounts-payable/>

² Accounts Payable Association (APA), 2017 <https://www.ap-association.com/facts-statistics/>

Accounts Payable needs a new way forward.



For accounting departments, paper-based, manual invoice processing is an age-old problem that poses a range of operational and strategic challenges. Below, we explore a number of these.

Inefficiency.

54% of businesses said invoices were being sent to the wrong place², and 28% said that “too much data entry” was one of their top challenges.¹

Manual data entry is prone to human error. Mistakes in invoices can be hugely time-consuming to rectify, causing delays to processing as accounts payable staff spend hours or even days fixing the issues. In fact, manual processes can often double the typical cost of processing an invoice due to duplication of effort and payments.

By capturing data electronically and using automated workflows, mistakes can be eliminated and processing times accelerated.

Too much paper.

The biggest bugbear for 38% of accounts payable departments is “too many paper documents”.¹

Despite widespread digitisation of company processes, paper invoices remain a fixture at many organisations. Alongside the hassle of managing stacks of printed documents, digital and paper versions of invoices often use different workflows, which can lead to inconsistencies.

By making the shift to paperless invoicing, businesses can eliminate the security risks and administrative challenges associated with paper-based processes.

Excessive processing costs.

The average cost of processing a single invoice manually is £8-£15. In light of this, 63% see reducing processing costs as a top priority.³

An organisation that relies heavily on manual invoicing processes will inevitably incur much greater costs than one that embraces automation. By digitising accounts payable tasks, companies can significantly reduce invoice cycle times, leading to much lower overall processing costs.

Limited visibility.

53% of accounts payable teams can’t provide answers to supplier queries about invoices due to a lack of visibility, meaning they need to call back with more information.²

Dealing with your suppliers quickly and efficiently relies on being able to find a queried invoice quickly. Knowing where it is at the click of a button is a useful tool in this scenario. At present, however, many accounting teams do not have this visibility.

It’s important, therefore, that these teams have full transparency of the entire invoicing process, including access to real-time analytics so any issues can be tackled on the fly.



Siloed data.

36% of technology leaders say that employees are less efficient due to siloed data management practices.⁴

A lack of integration between different key systems — such as accounts payable, enterprise resource planning (ERP) or financial management platforms — can lead to a catalogue of issues. It slows down business operations, reduces collaboration and impacts accuracy.

Adopting accounts payable automation software enables easier integration of various systems, moving away from a siloed approach to one where all information can be managed using a single interface.

Incompatibility with remote working.

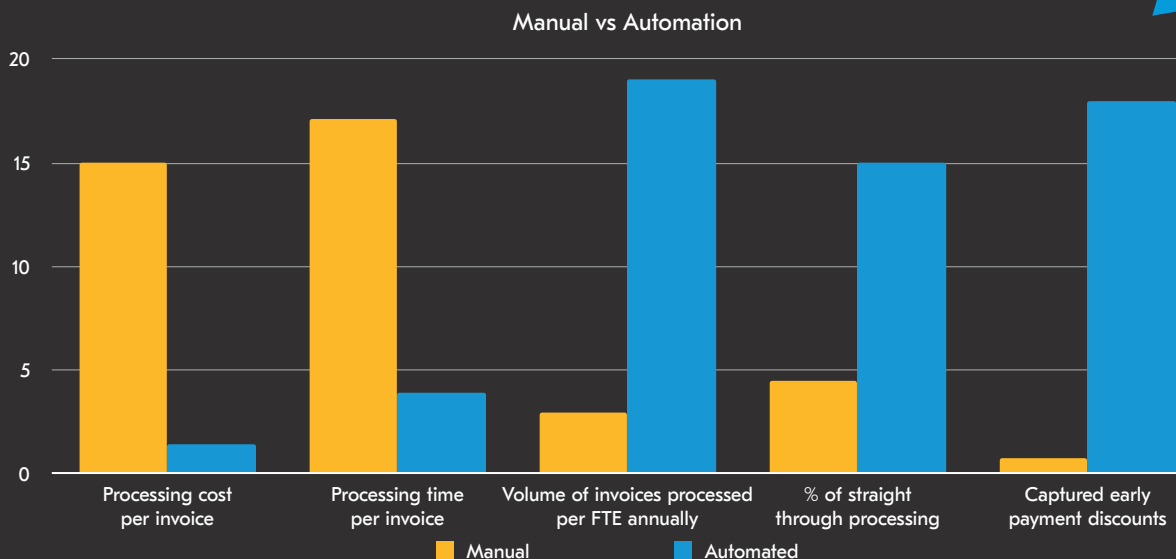
74% of professionals expect remote work to become the standard in the future.⁵

The increasingly remote and hybrid nature of the workforce means that employees need the tools to do their jobs effectively whether in the office or at home. However, a continued reliance on manual and paper-based processes makes it difficult to achieve this.

Digitising the accounts payable process promises to remove these hurdles, by giving people access to the information they need, at any time and from anywhere.

Enter automation.

The case for automation in accounts payable departments is clear. Employees can spend less time on cumbersome data entry tasks, freeing them up to work on more meaningful projects. Managers can increase their value to the business by streamlining processes, improving cash flow projections and capitalising on incentives. At the C-suite level, CFOs get peace of mind knowing the accounts payable function is providing consistent strategic value to the organisation.



³ Independent research, 2019

⁴ Veritas, 2019

⁵ Growmotely, 2020

Accounts Payable solutions.

With Kyocera Accounts Payable Automation, we put our knowledge to work to ensure a successful transformation of your accounting function. Our solution helps you realise a range of objectives, which we've outlined below.

1. Digital capture of invoices and documents.

No matter the format of your invoices — mail, email, fax, EDI or more — our solution includes intelligent indexing capabilities to extract information, powered by AI and machine learning.

Customer benefit: paper usage and manual data entry become a thing of the past, as all key data in invoices is recorded automatically.

2. Automated workflows.

Invoices are routed digitally through approval chains, or go straight through approvals based on pre-defined rules integrated into the software. Exceptions trigger notifications so that they can be dealt with quickly and visibility maintained.

Customer benefit: the entire invoicing process is streamlined, reducing cycle time and cost. Meanwhile, standardised processes make life easier for both experienced staff and new team members being trained in their roles.

3. Secure storage.

All invoices are stored digitally in a format that meets regulatory requirements, such as GDPR, while being instantly retrievable and enabling retention policies to be applied.

Customer benefit: effortless archiving and retrieval for all digital accounts payable documents.



Your invoices processed in a matter of hours, rather than days or weeks.

4. Seamless integration.

Our solution provides an interface that integrates with ERP and financial management systems. Invoice information across the entire accounts payable process can be managed with ease, with documents and data automatically synchronised between systems.

Customer benefit: complete tasks through a unified platform. Switching between different applications is no more.

**From paper-based to paperless
— a digital platform for the
entire accounts payable
process.**

5. Access Anywhere.

Our AP solution is built for the remote and hybrid working world. Access information anywhere, any time and across any device. In an era where flexibility for all employees is key, we have your back.

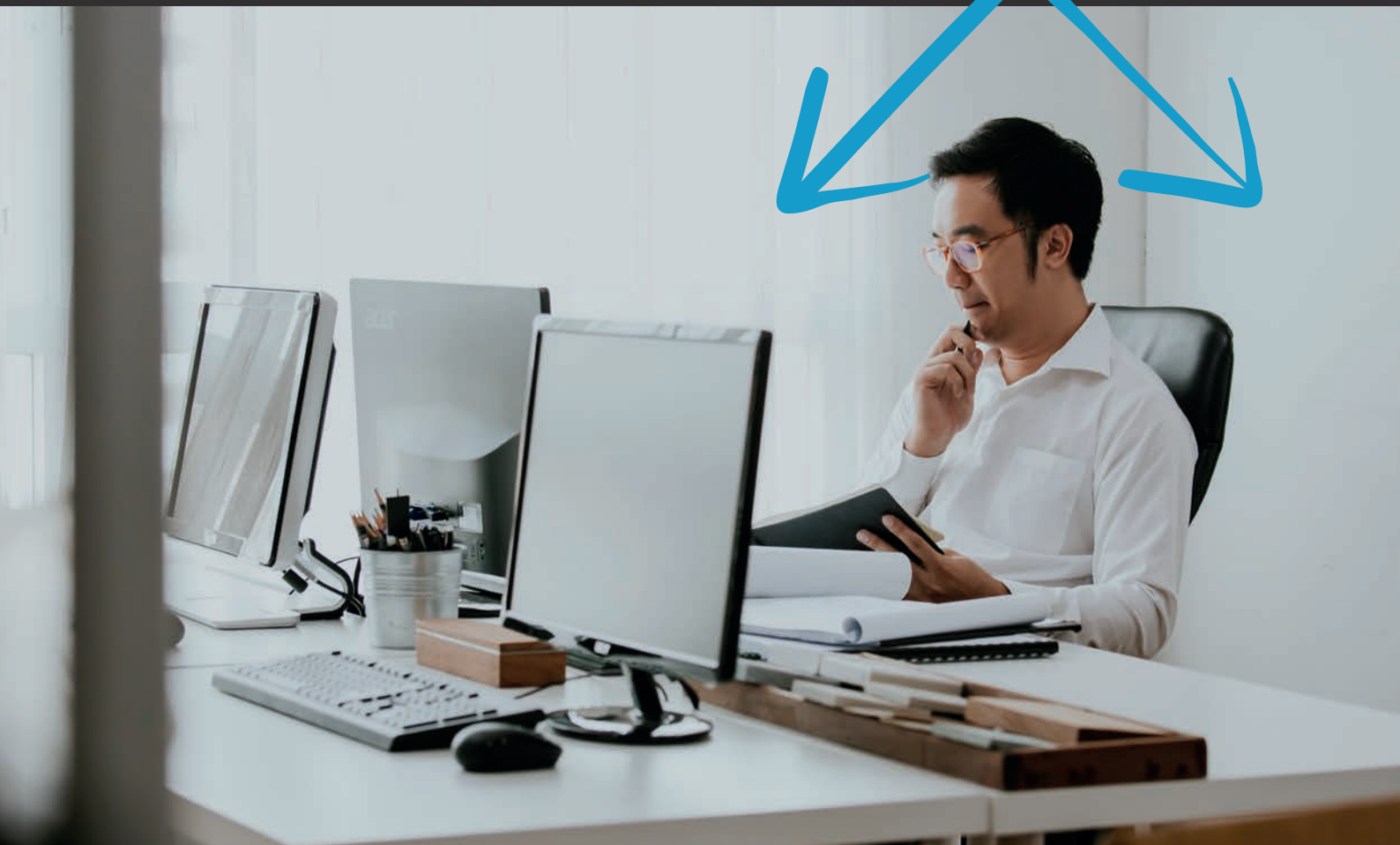
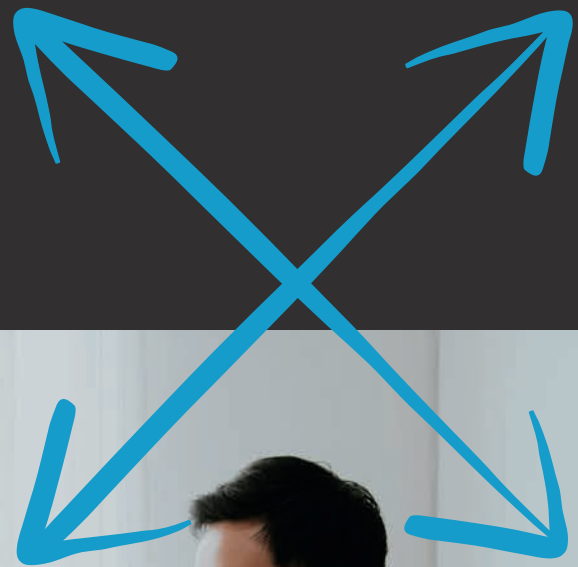
Customer benefit: bottlenecks and delays are reduced due to increased flexibility, ultimately leading to improved productivity. Supplier relationships can be improved as invoices are paid faster, and there is a greater chance of capitalising on early payment discounts.

6. Real-time data and analytics.

Users get end-to-end visibility of the invoice lifecycle, delivering valuable insights into accounts payable performance. This information can be accessed by decision-makers whenever and wherever they need it. Invoices are visible as soon as they're captured, rather than having to wait for them to be manually entered into a system.

Customer benefit: more informed decision-making, improved cash flow management and better workload distribution.

**Save up to 90% on invoice
processing costs.**



Let us do the hard work for you.

At Kyocera, we are more than just the sum of our technology. We believe in the power of human insight and intelligence, gathered through years of experience in content services and process automation, and the collective knowledge of our experts.

We are an independent content services provider, featured in the Gartner Magic Quadrant. We take the time to listen to your requirements, understand your business and pain points, and deliver what's right for you. Our outcome driven approach means we provide real solutions to your business problems — we don't just sell products. Our experts are on hand every step of the way, from initial engagement, through to implementation and ongoing support.

Step 1: Opening Engagement



Discuss your business pains and goals with us.

Step 2: Workshop



Map your business and identify focus areas.

Step 3: Recommendations



We present our recommendations for how we will improve your processes and drive efficiency.

Step 4: Business Case



We work with you to build a business case, proving ROI.

Step 6: Implement & Support



Work with our experienced teams to implement your solution recommendation.

This process helps you get the very most out of your new accounts payable solution, and ensures it meets your immediate needs and supports your future plans through continuous improvement. Depending on requirements, we can deploy your Kyocera Accounts Payable solution in as little as five days.



About Kyocera.

We offer an extensive product and service portfolio, including expertise and consultancy across content services, IT infrastructure, connectivity, unified communications and support services.

We are part of a global organisation worth £14 billion, regularly receiving recognition as one of the world's most innovative technology businesses. We are proud both of our history and our ambitious plans for the future, so our customers can be confident that we are with them every step of the way.

The Kyocera philosophy, "respect the divine and love people", permeates every aspect of our business and everything we do. This ensures we always do the right thing by our customers, consistently putting our knowledge to work to help you succeed.

Kyocera Document Solutions has championed innovative technology since 1934. We enable our customers to turn information into knowledge, excel at learning and surpass others. With professional expertise and a culture of empathetic partnership, we help organisations put knowledge to work to drive change.

KYOCERA Document Solutions (U.K.) Limited
Eldon Court
75-77 London Road
Reading
Berkshire RG1 5BS
Tel: 03330 151855
Fax: 0118 931 1108
e: info@duk.kyocera.com



kyoceradocumentsolutions.co.uk