

# Securely Automate Invoice Processing with Xerox® Accounts Payable Services

Accounts payable has arguably the most important job in any organization: safeguarding and distributing company assets. What if you could go digital, add touchless technologies, and process data faster?



Accounts payable departments are drowning in paper and emails. The daily flood of invoices makes it easy for mistakes to be made: lost documents, duplicate payments, compliance gaps, and late payment penalties. And that's not to mention the constant threat of fraud.

It's time for the way we manage money to evolve. We need to streamline cumbersome workflows with digitization and integrate physical and electronic documents into a unique process.

## WE DEVELOPED XEROX® ACCOUNTS PAYABLE SERVICES TO HELP YOU MANAGE INVOICES BETTER.

Xerox® Accounts Payable Services is a package of capabilities tailor-made to suit companies of any size. We've identified the core issues and complexities that cause problems, and directly aligned functions to address them.

- Capture, digitize, and extract data from physical and digital invoices, regardless of the format
- Automate processing and digital storage of all incoming documents regardless of origin and location
- Grant authorized in-house or remote stakeholders secure, simple, and 24/7 access to repository of stored documents
- Strengthen regulatory compliance with a complete, easily monitored audit trail
- Support and maintain supplier self-service and a digital-first process with e-invoicing avoiding any disruption

HERE ARE SOME OF THE RESULTS WE'VE HELPED OUR CLIENTS ACHIEVE:



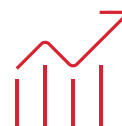
**30%** cost reduction with automated data and document capture



**40%** processing time reduction with touchless purchase orders and total match



Shortened processing time from **15 days to one day**



Moved from 20% suppliers' adoption of e-invoicing solution to **50% in 5 years**

# You deal with a lot of invoices. Let's make it easier.

Accounts payable may be a back-office process. But when it's not running smoothly, it can disrupt your business and lead to frustrating interactions with customers and suppliers.

## DESIGNED WITH THE WAY YOU WORK IN MIND.

In developing Xerox® Accounts Payable Services, we examined the full gamut of invoicing challenges to uncover where digitization and automation would have the biggest impact. We analyzed departments across organizations to identify how to help them work smarter and faster in a hybrid workplace environment.

The result is a suite of services that leverages leading-edge technology to empower your people and create a consistent approach to invoice processing.

### XEROX® ACCOUNTS PAYABLE SERVICES HAS YOU COVERED — FROM AUTOMATED PROCESSING TO FULL E-INVOICING.



Capture paper and email invoice



Automate extraction of key data and validate accuracy



Automate data integration with ERP; e-invoice processing



Secure digital invoice hosting with audit trails



Access invoice images and data anytime, anywhere

## AUTOMATED PROCESSING

- Improve processing speeds and reduce errors by eliminating time-consuming manual tasks
- Protect against fraudulent, inaccurate, and duplicate invoices
- Identify and reduce cost per invoice
- Track documents with a full audit trail for security and compliance
- Enhance customer service with immediate access to documents
- Increase in productivity of up to 30%

## E-INVOICING

- Beyond the manual processing of document invoices, paper or email, we also offer automation with e-invoicing
- These capabilities allow our global clients to transcend paper and emails and go fully digital with vendor self-service
- Improve supplier relations and avoid late payment penalties with next-day invoice processing
- Gain access to one of the largest e-invoicing open networks

## Our job is to help 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 your suppliers.

Learn more at [xerox.com/AccountsPayable](https://xerox.com/AccountsPayable)