

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 ⁽³⁾, 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.

Source: FNFE (national electronic invoicing forum), GS1-global standards

⁽³⁾ Source: State of Work 2020, workfront 2019

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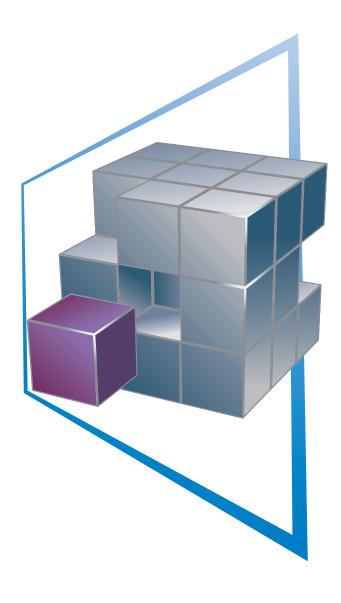
Implementation with our customers



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.

ows.

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.

MANAGEMENT OF THE CUSTOMER ORDER-TO-CASH CYCLE • Management of customer orders • Distribution of invoices to customers • Payment collection management



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

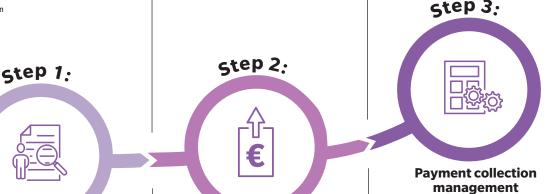
- Improve contract compliance and reduce risk
- Save up to 2.20* hours in the process of signing invoices for a contract and achieve almost 50%* savings
- · Ensure data integrity
- * Source: DocuSian



- 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 by 60%



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



Management of customer orders

Distribution of invoices to customers



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 files
- 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





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.



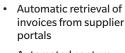
Approval and payment circuit

step 2.



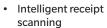
Supplier invoices

HIGHLIGHTS



- 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



- 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
- payment of invoices
- be notified of retention periods

HIGHLIGHTS

- Centralisation of contractual information and financial data from suppliers and automatic notifications of due dates
- Data exchange portal and traceability of changes
- Electronic form for supplier registration and electronic signature of contracts





- Automatically trigger the
- Securely archive data and



Challenge 3 - Regulations

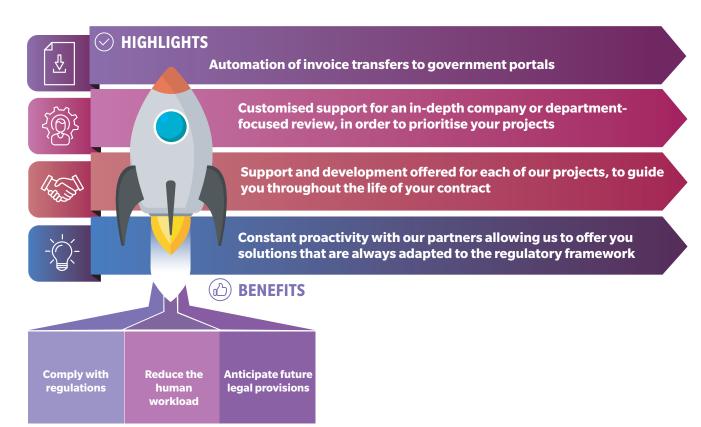
HAVE SOLUTIONS THAT COMPLY WITH REGULATIONS

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.

For example in France all companies are obligned to submit electronic invoices to public coustomers on the Chorus portal since 1 January 2020. Invoices issued by public entities can also be downloaded from this new online platform.





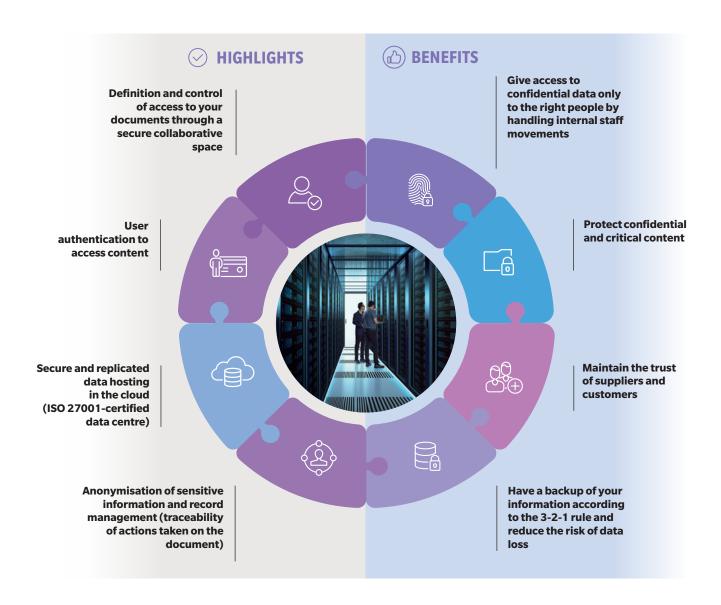


PROTECT FINANCIAL DATA: A MUST!

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

GOOD REASONS TO CHOOSE KONICA MINOLTA TO DIGITALISE YOUR BUSINESS!

Guidance from A to Z,

from consulting to support

TIP **CAPTURE & DIGITISATION** EDM* / ECM** **WORKFLOWS** / **AUTOMATION** INTEGRATION, SUPPORT **AND EVOLUTION**

- · Overall audit of the company
- · Drafting of a digitisation and archiving agreement
- Recommendations for the most suitable solution

CAPTURE & DIGITISATION

- Digitisation, publishing flows, indexing
- Automated reading of documents (OCR/ICR)
- · Incoming mail, cheques, invoices

EDM* / ECM**



- Centralisation and organisation of your documents
- · Version management, sharing and security
- Integration with third-party applications

WORKFLOWS / **AUTOMATION**

AND EVOLUTION



- Automation of processes
- · Reduction of manual and redundant tasks
- · Improved quality of service

INTEGRATION, SUPPORT



- Project management and integration
- Technical and functional support
- KPI monitoring and reporting
- * EDM: Electronic document management
- * * ECM: Enterprise content management

A structured project methodology



Audit/Agreement

study

specifications

Engineer -Application

testing: Production launch

quarantee

Assistance & Evolution



YOUR ADVANTAGES

- **Real proximity to our customers**
- Prince2-certified experts and accredited by our partners
- **Customer service at your disposal:** get in touch with your personal contact at any time by email or telephone; a team will take care of your
- **Strong IT expertise:**

Konica Minolta is ranked as the 5th largest IT

remote maintenance or intervene on site.



SUMMARY TO OPTIMISE THE MANAGEMENT OF YOUR BUSINESS

ENJOY CUSTOMISED SUPPORT FOR EACH DEPARTMENT IN YOUR COMPANY

