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Enhance the performance of your document processes with Canon Business Solutions

Invoice Processing

Canon

'Improved supporting tools and processes, coupled with advanced validation algorithms, deliver straight through processing levels of 50% and above.'

Forrester Research, Inc., A Buyer's Guide To Invoice-To-Pay Solutions, December 30, 2011

Enhance the performance of your Invoice processing

Invoicing processing is a critical activity to keep cash flowing through your business. Canon offers a complete automated solution to help you meet all your invoice processing challenges - enabling you to focus on your core business. Using our extensive global and local expertise we can seamlessly integrate an effective solution into your existing IT systems and provide tailored ongoing support.

Common Challenges

High costs

Manual invoice processing is slow, expensive and prone to errors. Research has shown that it costs on average £15¹ and 10 days¹ to process an invoice. Data entry alone can take the majority of accounts payable time and 20%¹ of invoices are paid late, often incurring financial penalties.

Low productivity and inefficiency

Slow, inefficient invoice processing is costly. Lost documents increase the risk of errors and can be very time consuming - resolving discrepancies, handling disputes and answering supplier queries - as well as damaging to supplier relations, resulting in slower procurement.

Inadequate control

Without proper control over the invoice process maintaining optimum cash flow is difficult - outstanding liabilities are unclear and correct forecasting can be severely hampered. It is also difficult to ensure efficiency unless you can easily analyse process performance.

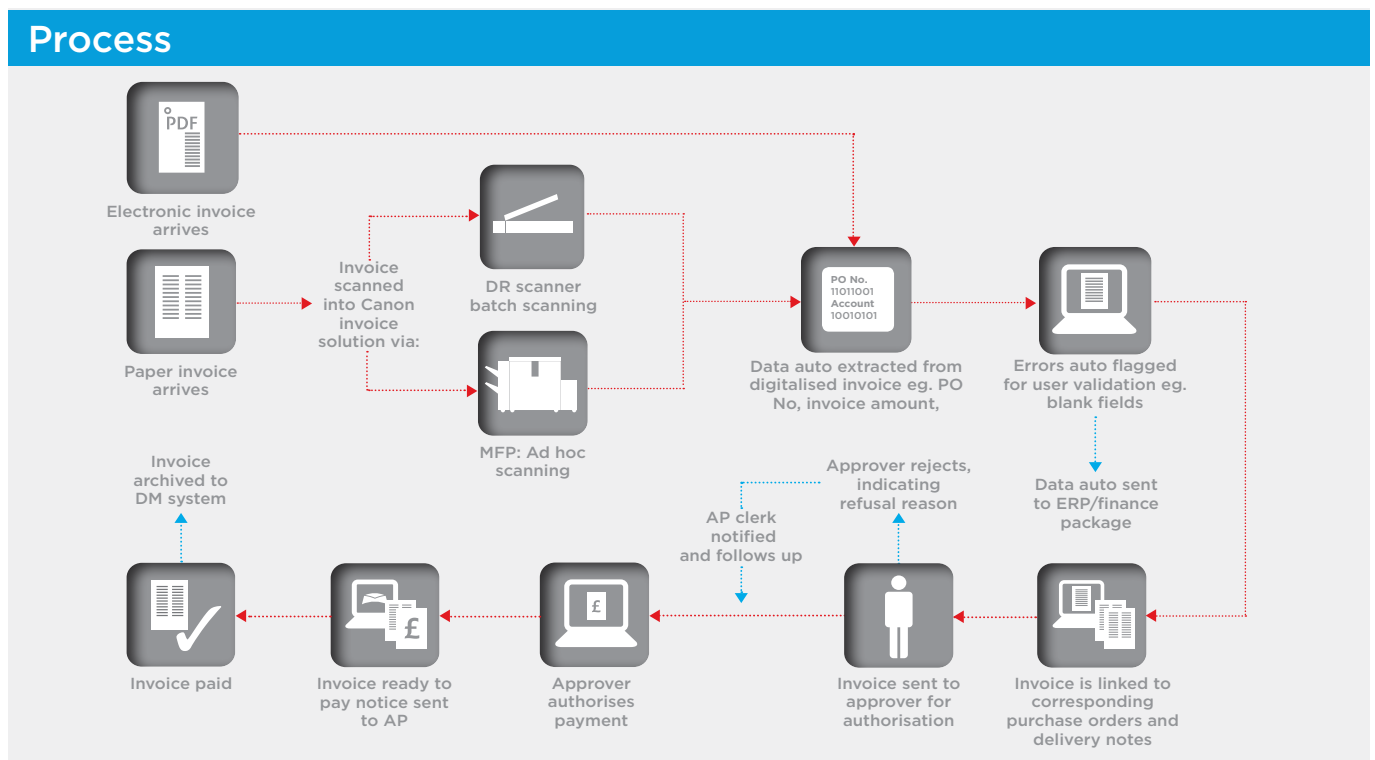
Poor compliance

Retrieving and auditing invoice data is essential to ensure it has been captured correctly. Data must also be securely archived - costly with bulky paper documents - to meet regulatory demands and mitigate fraud.

The Solution

Canon's Invoice Processing Solution automates your invoice receipt, validation and approval workflow and allows you to process invoices up to 50% faster. From invoice scanning right through to archiving, invoices are processed quickly, efficiently and automatically. Errors are flagged and invoices are linked to purchase orders and delivery notes before being sent for authorisation, while reporting options put you in control.

Talk to one of our consultants now to benefit from enhanced invoice processing performance: reduced costs, improved control and compliance and increased productivity.



The Benefits

Reduced costs

Canon's Invoice Processing can help cut processing times, reduce late penalty payments and avoid costly invoice disputes. It can also help you to leverage early payment discounts.

Increased productivity and efficiency

Manual data entry time is dramatically reduced and input accuracy improved - so you can focus more time on revenue generation or customer service. The availability of invoice documentation for query, dispute and audit can be improved and the number of lost invoices reduced.

Greater control

Reporting systems deliver clear invoice status allowing you to answer supplier queries first time. Process reports allow you to identify bottlenecks, areas for improvement and any changes in performance over time.

Improved compliance


Retrieval of documentation for auditing is quick and easy, while approval steps and ownership are readily identifiable. It can also be integrated into your retention and compliance policies.


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