Simplify Accounts Payable
with AI-based Cloud Solution

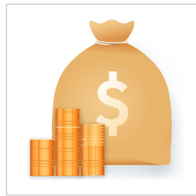## *Taking control of your organization's bills can be easy.*

Bring the power of smart data capture, digital workflow and collaboration, and virtually anywhere, anytime access to insights - to your Accounts Payable invoice processing.

Your organization has a lot riding on its accounts payable processes. Delays in approving incoming invoices can result in costly late payment penalties, a missed opportunity to capture a lucrative early payment discount, disruption to your suppliers, or inaccurate cash forecasting.

When your organization needs flexibility to run a growing business without the necessity of capital investment or extensive in-house IT resources, cloud solutions provide a way to build the intelligent enterprise and stay competitive in the new digital economy.
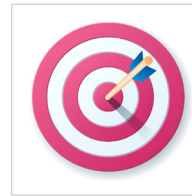
Are your Accounts Payable invoice processes as efficient and controlled as they should be?

Canon can help put you in control of your invoice processes, even the complex ones.
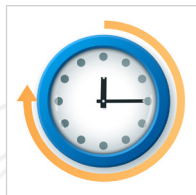
Limit Costly Errors
- Limit manual keying of invoices to help reduce potentially costly errors and help your organization's efforts to limit late payment fees.

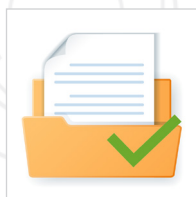### Improve Efficiency
- Spend less time on manual tasks, increasing productivity and flexibility to support scaled up operations.

Speed Approval Process
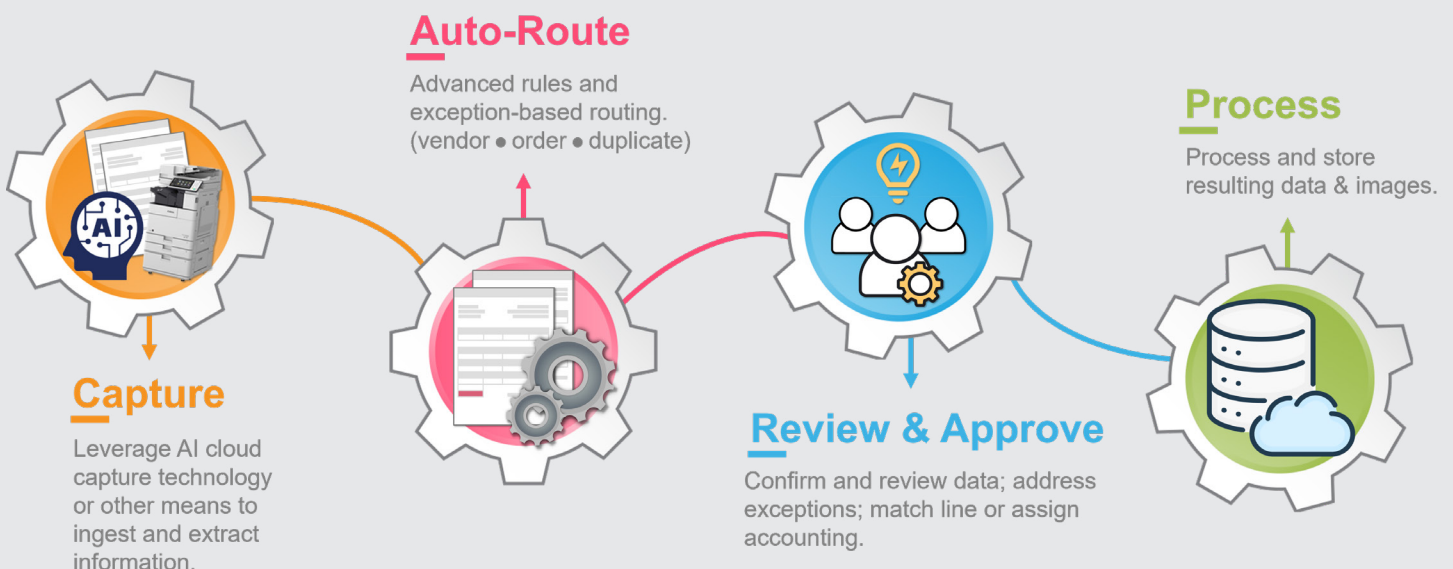- Digitally route invoices and quickly track documents.

Achieve Transparency
- Know where things stand in the process.

Get Started Fast
- Overcome barriers to automation with our low-IT approach.

AI-Driven Accounts Payable Process

Capture

Leverage AI cloud capture technology or other means to ingest and extract information.

Auto-Route

Advanced rules and exception-based routing. (vendor ● order ● duplicate)

Review & Approve

Confirm and review data; address exceptions; match line or assign accounting.

Process

Process and store resulting data & images.

Capture

- **Get your invoices in one place,** no matter how they are submitted. Scan and index invoices sent through the mail. Effortlessly import electronic documents.
  - **Import documents directly from emails and other compatible third-party software**.*
  - **Limit manual processing.** From header information to line-item details, extract information from an invoice with self-learning AI technology.
  - **Reduce manual verification** by setting minimum confidence levels for the accuracy of the captured invoice data.

Auto-Route

- **Streamline the onboarding process** to help support timely payments – with Vendor Exception.
- **Reduce manual effort and expand collaboration** between payables and procurement – with Purchase Order exception.
- **Help limit duplicate invoices** with Advanced Detection, to help avoid multiple payments.

Review & Approve Based on Configurable Business Rules

- **Match invoice data** against purchase orders, receipts and imported supplier databases.
  - **Perform GL account distribution** for non-PO transactions or **import a GL spread-sheet** for automated GL line creation.
  - **Alert user of status and potential issues such as missing information or mismatch** – through a color indicator and system configurations.
  - **Support multiple purchase orders** to one invoice transactions, and partial receipts.
  - **Digitally route documents and data** through flexible approval workflows that can be configured based on your business rules.
- **Get notifications and take action** directly from the familiar Microsoft Teams user interface – through Microsoft Teams integration** or by utilizing **email approval** via advanced E-Form technology.

Process

- **Provide decision makers with access to critical information** by storing invoices and transaction documents in a content repository with "full text search" capability.
- **Submit transactions to compatible financial system.**
- **Implement safeguards around sensitive data** with role-based access controls.***
- **Maintain audit capability of transactions,** for traceability and compliance efforts.

Modernize Your Invoice Processing

Use a solution designed to help you speed up processes and improve accuracy – from document capture through retrieval, workflow, and e-forms.

We remove barriers to Accounts Payable automation. Leverage turnkey capabilities that require minimal customization for most organizations. Start capturing data without the need for templates. Use AI-driven cloud capture, configurable workflows, standard REST integrations to help keep processes moving by letting the powerful engine automate many tasks in the background.

Align your business processes through a single platform to transform paper-based content into actionable information.

Ready to elevate your organization's accounts payable process?

Take the first step by contacting your Canon authorized sales representative today. We are happy to help evaluate your needs and explore ways we can help.

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For more information, please contact the Digital Imaging Solutions Division at Canon at info@cusa.canon.com or visit www.usa.canon.com.