

## Accounts Payable

Offering Brief

# Increasing process automation can cut your transaction costs by more than half.

Our digital solution can reduce the cost of your vendor payment transactions by 30 to 60 percent, while helping you take advantage of discounts and minimize disputes.



By investing in ERP, EDI, electronic bill presentment, and EFT, many companies have already automated approximately 80 percent of their AP processes. But what about the other 20 percent? Chances are, you still employ labor and paper-intensive manual AP processes, which could be costing you millions in high-transaction costs, lost payment discounts, and invoice accuracy issues.

Xerox Global Services gives you a new way to look at these challenges. Using Smarter Document Management<sup>SM</sup> solutions and technologies, we can digitize and automate your AP process and help you achieve measurable improvements in speed, accuracy, and costs.

With cross-referencing of transaction data captured by your existing IT systems, you'll be able to match invoices to POs and receipts with the push of a button—validate “okay to pay” invoices more quickly—and resolve inquiries faster. And you'll have a complete regulatory compliance audit trail for greater peace of mind.

*“Total AP automation significantly accelerates cash flow, and the discounts a company gets for faster payments can save literally millions of dollars a year.”*

*Andrea Buchman,  
Managing Principal,  
Xerox Global Services*

## THE RIGHT SOLUTION FOR YOUR CHALLENGE.

### Challenge: Capture more early payment discounts.

Fortune 1000 companies typically only take advantage of 20% of these discounts. We'll show you how more efficient AP processes can get you ahead of the curve.

### Challenge: Reduce payables transaction costs.

By moving to higher levels of automation and taking advantage of electronic document storage, we can cut the cost to process a vendor payment from 30% to 60%.

### Challenge: Improve invoice payment accuracy.

We can help you avoid disputes, prevent premature payments, and preserve working capital by providing easier access to critical information.

There's a new way to look at it.

### Expertise that comes from experience.

Providing a wide range of consulting and document management services to more than 5,000 customers around the world has made us the industry leader in Smarter Document Management<sup>SM</sup> solutions. When you choose Xerox Global Services as your partner, you can take advantage of our years of experience with Finance and Accounting Services. Our consultants add tremendous value to your operations by providing insight and advice covering every aspect of designing, implementing, and managing your AP solution.

#### Assessment and Advisory Services Expertise:

From analyzing where you stand now to developing policies and processes for AP and other financial functions.

#### Consulting, Development, and Integration Services Expertise:

Includes a range of services, from seamless integration of technology and processes within your infrastructure to employee training.

#### Financial Software and Platform Technology Expertise:

Everything from choosing the most cost-effective devices and networking systems to supporting sophisticated Xerox-proprietary technologies.

#### Finance and Accounting Outsourcing Services Expertise:

Outsourced managed services, electronic and physical, on-site and off-site, and carefully customized to meet your specific requirements.

### Financial solutions that pay dividends.

We deliver on every promise. In any aspect of your Finance and Accounting system, when we say we can improve your efficiency and save you money, we're not talking in vague generalities. You'll get positive, quantifiable results. Real numbers.

In addition, we can show you how to maximize the value of our consulting efforts and service implementations. For example, we'll help you:

- Leverage your investments in existing systems.
- Streamline and reduce costs through easier information access and work process automation.
- Facilitate regulatory compliance and reduce risk.

### The Intelligent Transaction Folder—

Web access to all source documents

AP, purchasing, buyers, anyone in the Purchase-to-Pay cycle can have Web access to images and data/information of every source document related to the transaction.

**Customer Financial Management System**  
**Invoice Summary Result**

Invoice	Invoice Date	PO Number	Gross Amount	Amount Due	Due Date
mqm100	28-Jan-2005	4592	850.00	550.00	28-Feb-2005

[Transaction Folder: All Source Documents](#)

**Xerox Transaction Folder**

Vendor:

Invoice:

Date:

Purchase Order:

