



KONICA MINOLTA

**SIMPLIFY YOUR
FINANCIAL
MANAGEMENT**
RETHINK AUTOMATION

Giving Shape to Ideas

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.

⁽¹⁾ Source: 2019 Intelligent Information Management Benchmark Report

⁽²⁾ Source: FNFE (national electronic invoicing forum), GS1-global standards

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

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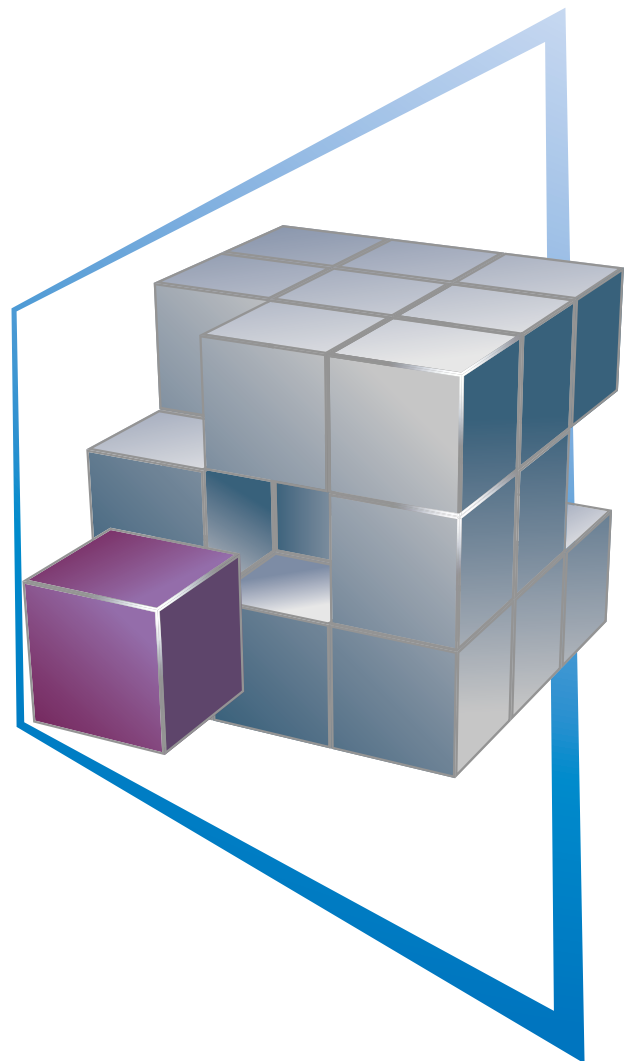
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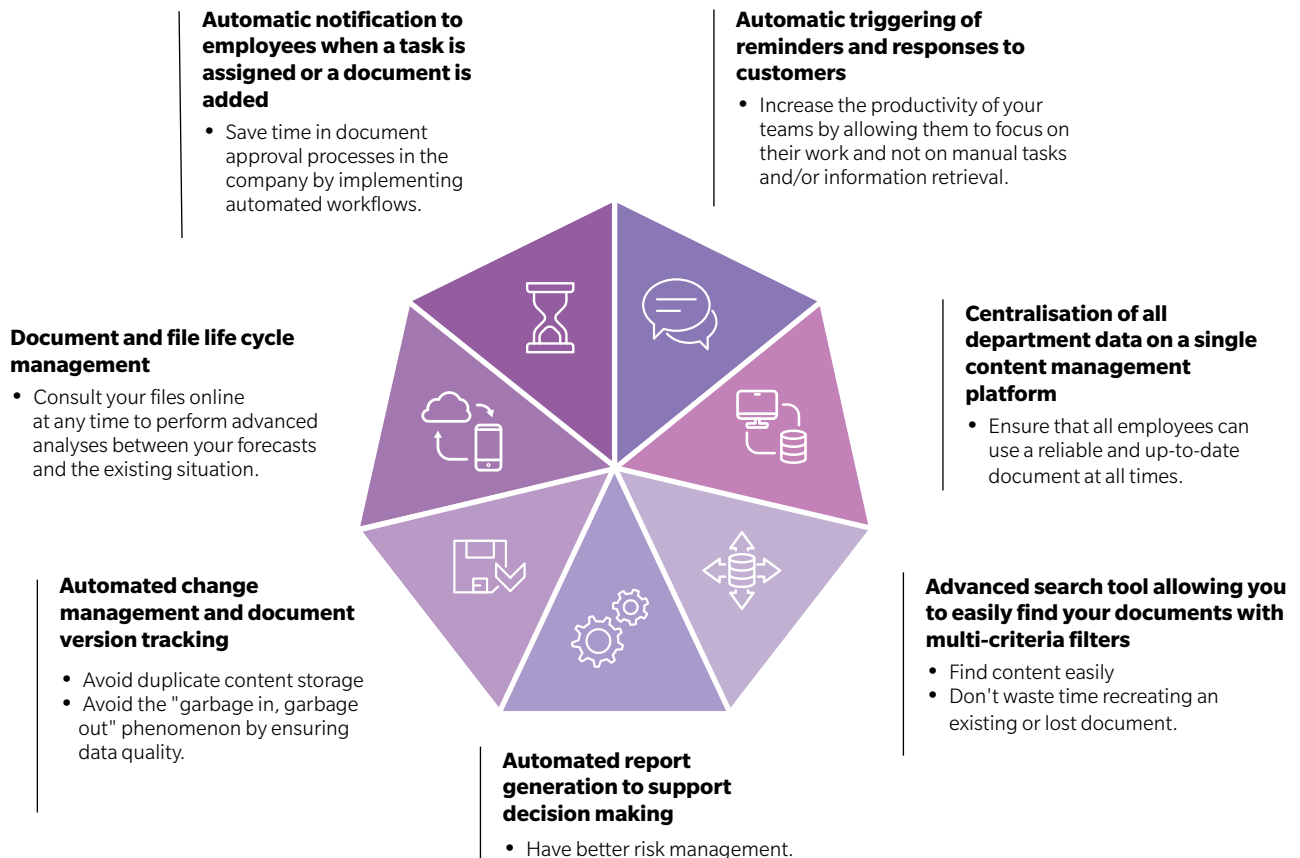


Challenge 1 – Save time on administrative tasks

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:





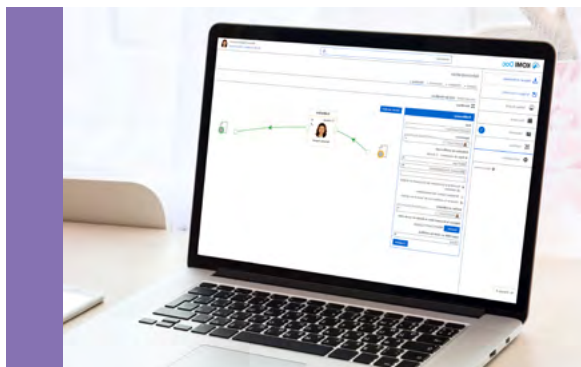
Challenge 2 – Optimise processes to control costs

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.

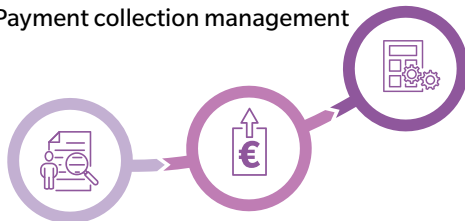
The digitalisation of processes is an opportunity for companies to save time in the management of their accounting, purchases and expense reports.



Managing the order-to-cash and procure-to-pay processes requires time from your resources.

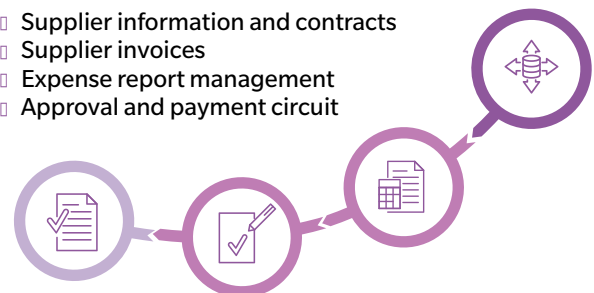
MANAGEMENT OF THE **CUSTOMER** ORDER-TO-CASH CYCLE

- ▣ Management of customer orders
- ▣ Distribution of invoices to customers
- ▣ Payment collection management



MANAGEMENT OF THE **SUPPLIER** "PROCURE-TO-PAY" CYCLE

- ▣ Supplier information and contracts
- ▣ Supplier invoices
- ▣ Expense report management
- ▣ Approval and payment circuit



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.

* Order-to-cash and Procure-to-pay cycles



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
- Improve your signature processing productivity by 90% and save 13€ on average per invoice*
- Ensure data integrity

* Source: [DocuSign](#)

step 1:



Management of customer orders



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



BENEFITS

- 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 (no printing or envelope sending, reduced costs for archiving, remittance and cash management as well as payment reminders)

step 2:



Distribution of invoices to customers



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.)



BENEFITS

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

step 3:



Payment collection management



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

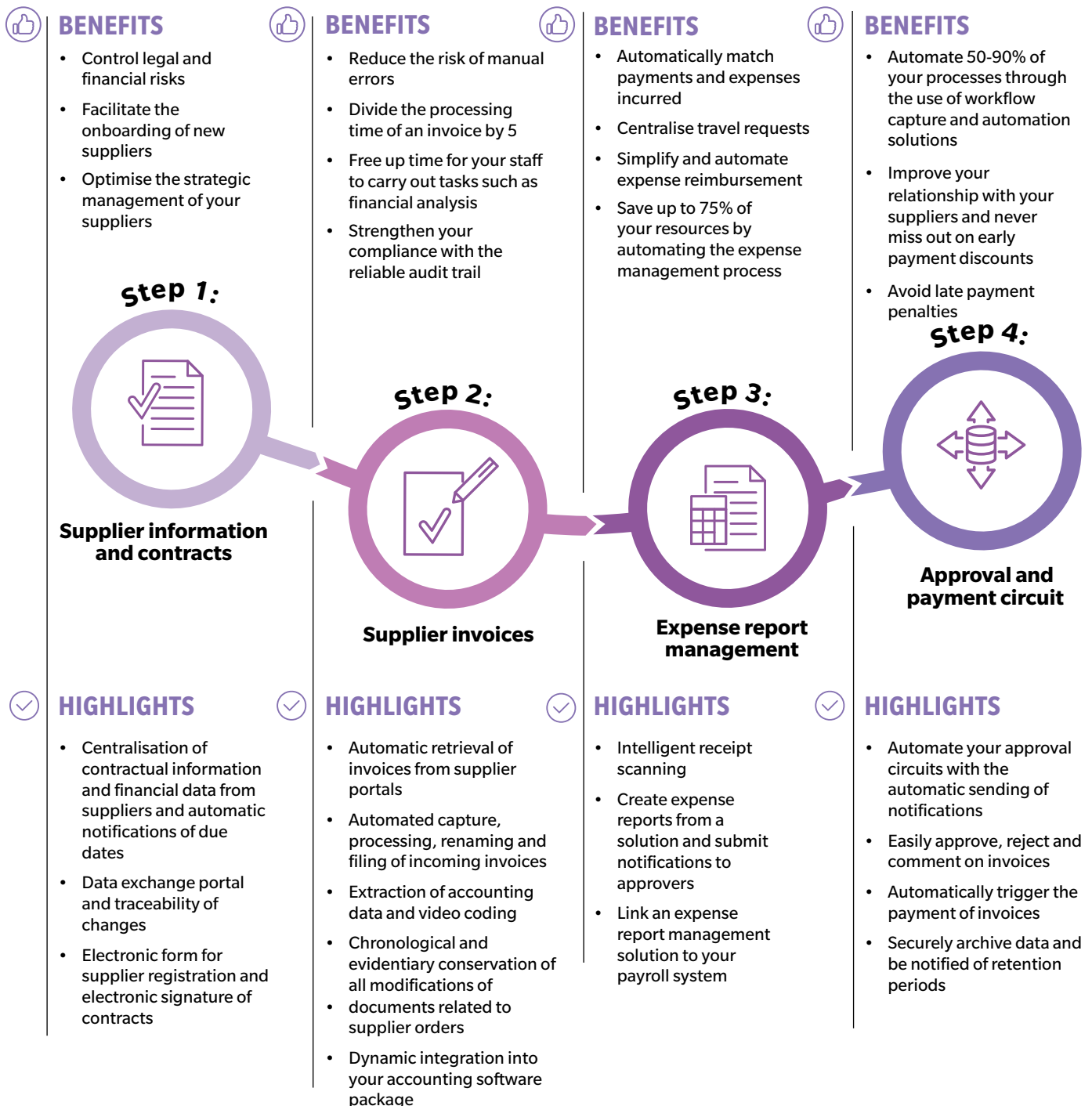


Challenge 2 – Optimise processes to control costs



AUTOMATE SUPPLIER CYCLES

The management of the supplier cycle, within your department, in 4 steps:
"PROCURE-TO-PAY"





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.



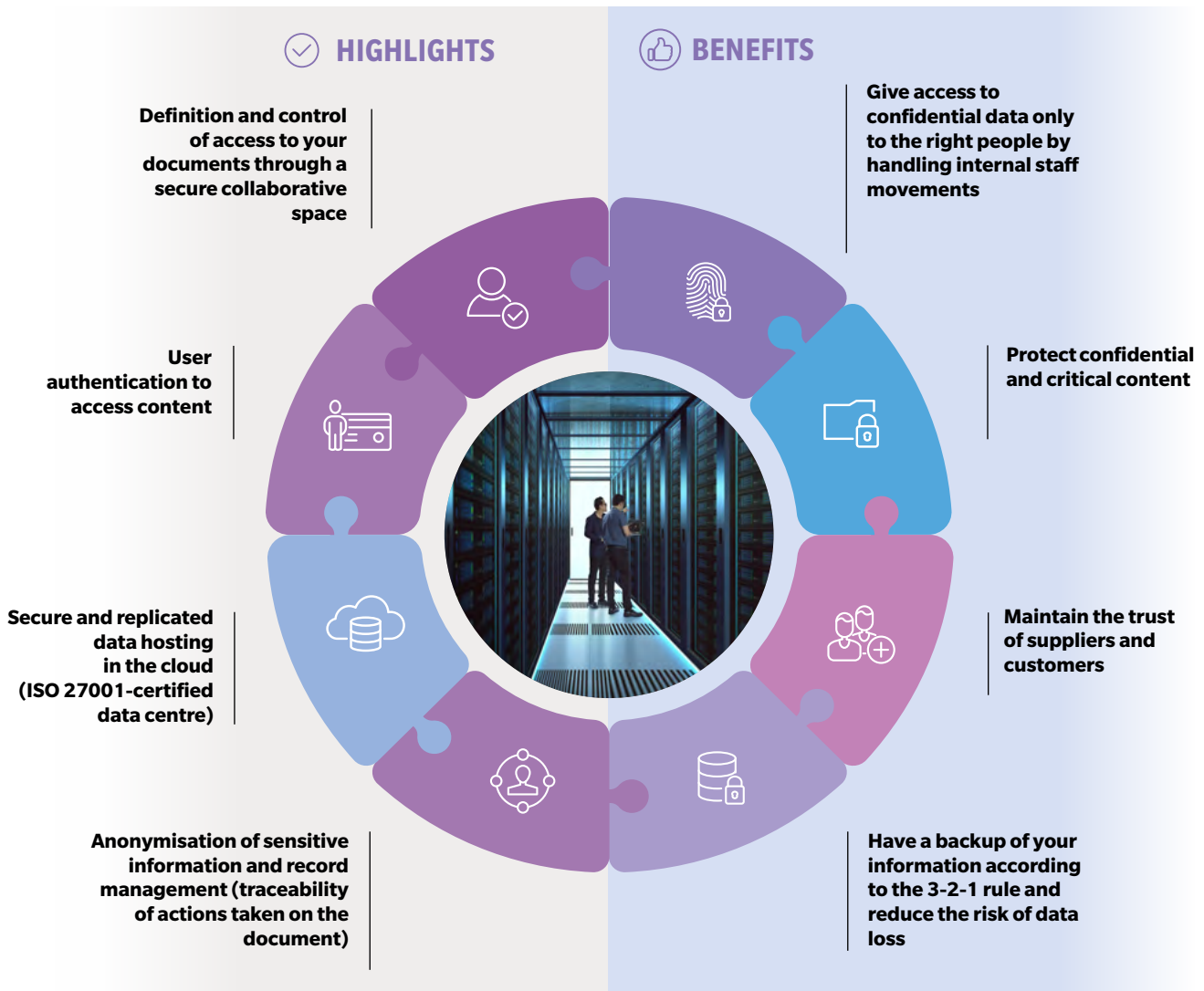


Challenge 4 – Secure your data

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

6 GOOD REASONS TO CHOOSE KONICA MINOLTA TO DIGITALISE YOUR BUSINESS



[Outstanding serviceability awarded by Keypoint Intelligence in 2020: Whether remotely or on-site, we're always there to help quickly in case of any issues](#)

Print meets IT: Strong expertise in document and information management

[Konica Minolta named as Leader by IDC in Print Transformation 2020 | KONICA MINOLTA](#)

Thanks to our broad range of services we are able to tailor the best solution for your individual challenges

Lots of customers across Europe recommend Konica Minolta as a trusted partner. Watch the movie: [Konica Minolta's Intelligent Connected Workplace: Customer Voices](#)

[Global Microsoft Gold Partner](#): We have received the highest possible recognition from Microsoft by jointly delivering solutions for the digital workplace

Gold
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**LEARN MORE ABOUT OUR INFORMATION
MANAGEMENT SOLUTIONS:**

konicaminolta.co.uk/information-management