

A person wearing a bright yellow raincoat and patterned shorts stands on the deck of a white sailboat. They are looking out over a vast, blue ocean under a cloudy sky. The boat's white sail is visible on the left side of the frame. The water shows a white wake from the boat's movement.

Canon

CANON BUSINESS PROCESS SERVICES, INC.

ACHIEVE PRODUCTIVITY GROWTH AND SAVINGS

Five Areas In Which Business Process Outsourcing Can Improve Your Business

Companies are constantly challenged to reduce costs, increase efficiency and redirect resources to meet their business goals. Many leverage Canon Business Process Services' outsourcing solutions to get the job done.

Business leaders constantly grapple with the need to increase profit, improve operational efficiency and avoid commoditization by adding value to the products and services they offer. If that weren't enough, there is increased regulatory scrutiny along with fast-moving competitors, and shareholders seeking higher returns to deal with.

In order to solve these challenges, an increasing number of enterprises are finding the solution they need in business process outsourcing.

For example, by outsourcing all or part of your accounts payable, application forms or insurance claims processing to proven managed services providers like Canon Business Process Services (Canon), your company can gain significant advantages. These include greater staffing flexibility and shorter cycle time for processing documents such as invoices and increased productivity. One way to achieve such benefits is by teaming with a provider that can implement the kind of process improvement and automation solutions necessary for advancing your enterprise to the next level.

If you are a business leader looking to increase your company's productivity and drive its growth in the days ahead, here are five areas in which business process outsourcing can improve your business.

1. Finance and Accounting

Accounts Payable departments are challenged to handle more invoices each year as the business grows. Simply adding more labor can increase costs without improving the process. Organizations are increasingly leveraging outsourcing to reduce costs, gain staffing flexibility, improve process quality, speed and compliance, and provide better service to the business units they support. Canon best practices include centralizing invoice receipt, scanning, and using workflow for invoice review, discrepancy resolution, coding and approval. Streamlining and automating accounts payable processes can significantly reduce the burden for organizations so they can focus on higher-value finance tasks.

2. Document Imaging and Workflow Automation

Rather than realizing the benefits of digital workflows, many organizations still grapple with diverse paper-based inputs. The reason is that they lack the expertise to achieve savings and productivity gains by automating manual, paper-based processes that are too slow and consume too many resources. Canon can consolidate and digitize high-volume transactional documents as you receive them, as well as index, code and merge them into your workflow. This makes the documents easy to store, retrieve and manage.

3. Claims and Applications Processing

To maintain a competitive edge, enterprises often face pressure to cut costs in their front- and back-office processes. Processing insurance claims and student financial assistance applications are two examples. Canon works with leading insurance companies and academic institutions to help improve productivity, shorten cycle time and transform workflows. One way that we accomplish these gains is by implementing best practices. These include centralizing the receipt and capture of hardcopy and electronic documents, and implementing electronic workflow and systems that facilitate more efficient review, exception resolution, coding and approval.

4. Electronic Discovery

As litigation produces an abundance of paper and digital information, law firms and corporate legal departments need technology and services that make content more accessible, while streamlining the legal litigation review process. Canon helps to meet these demands with our Discovery Services offerings. These solutions help legal professionals develop practical, defensible eDiscovery response plans to support successful outcomes. Services range from ESI processing, culling and analysis to document review, hosting and production, as well as implementing information governance and readiness response programs.



5. Records Management and Information Governance

Today's ever-expanding regulations and standards governing information are mind-boggling. Yet, records management is not a core competency for most organizations. Canon offers deep records management expertise and technology that helps companies maintain compliance, streamline storage requirements for physical and electronic records, and gain benefits like risk mitigation as well as peace of mind. Our Records Needs Assessment approach analyzes current processes and procedures, and recommends actions to bring your records program closer to a best practices state. Other services include records classification design and implementation, retention schedule development, and physical and electronic records management.

HOW WE CAN HELP

We can help drive productivity growth and savings in these five critical areas—as well as others in your organization—because we recognize that a well-planned, smooth business operation is the foundation for a successful long-term relationship.

This vision is not only supported by over 30 years of experience helping clients successfully implement such transitions; it has been reinforced by industry recognition from such organizations as the International Association of Outsourcing Professionals (IAOP).

About Canon Business Process Services

Canon Business Process Services offers a comprehensive portfolio of managed services and technology for information and document management, business process outsourcing, and managed workforce services.

To learn more, visit cbps.canon.com or call 888-623-2668.

Canon Business Process Services has been ranked in the leaders category of the IAOP Global Outsourcing 100 List for the past eleven years in a row.

Advancing Business Performance to a Higher Level

Canon Business Process Services, a wholly owned subsidiary of Canon U.S.A., offers managed services and technology for information and document management, business process outsourcing and specialty workforce services. We help clients improve operational performance, while reducing cost and risk. Canon Business Process Services has been named a Global Outsourcing 100 Leader by IAOP for the past eleven years, and recognized in the Gartner Magic Quadrant for Managed Print and Content Services for five consecutive years. We have also been acknowledged by CIOReview magazine as a “20 Most Promising Legal Technology Solution Provider.”

[Learn more at cbps.canon.com](http://cbps.canon.com) and follow us on Twitter @CanonBPO

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