Centralize Invoice Receipt and Digitize

The Impact of a Centralized Invoice Receipt

<table>
<thead>
<tr>
<th>Cost Per Invoice</th>
<th>Invoice Cycle Time Average</th>
<th>Min/Max of Processed Per FTE/Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>50.2% Lower</td>
<td>42.3%</td>
<td>45.8%</td>
</tr>
</tbody>
</table>

Centralization of invoice receipt adds a layer of control that is an important first step on the path to high-performance AP.

Optimize the AP Process

The Impact of managed services

<table>
<thead>
<tr>
<th>Cost Per Invoice</th>
<th>Invoice Cycle Time</th>
<th># of Invoices Processed Per FTE/Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>24.6% Lower</td>
<td>26.8%</td>
<td>106%</td>
</tr>
</tbody>
</table>

The minimization of labor costs in processing—approval, discrepancy resolution, supplier inquiries, reporting, compliance, and recordkeeping—by outsourcing can have a synergistic effect on higher AP performance.

Automate the Invoice Workflow

There is a marked difference in performance when companies that utilize imaging, capture and AP automation solutions.

<table>
<thead>
<tr>
<th>Cost Per Invoice</th>
<th>Invoice Cycle Time</th>
<th>Invoices Processed Through Automation</th>
</tr>
</thead>
<tbody>
<tr>
<td>$5</td>
<td>117%</td>
<td>3.5</td>
</tr>
</tbody>
</table>

The first stage is to centralize the receipt and extract data into ERP-formatted data (i.e., straight through).

Achieve Best in Class Accounts Payable Performance

Where to Begin

The first stage is to centralize the receipt and extract data into ERP-formatted data.

Canon AP Service

The key metrics to watch are: cost per invoice; invoice cycle time; # of invoices processed per FTE; exception rate; and suppliers converted to e-invoicing.

The time to process an invoice can have a significant impact on cost, supplier relations, discounts captured and labor necessary to process supplier calls and duplicate invoices.

The six key Accounts Payable metrics are impacted by three forces:

- Centralized receipt and format of invoices
- Optimization of labor cost
- Use of automation

The single largest factor that results in significant business benefits is the time of cost savings by transforming a paper-based, manual invoice workflow to an automated, high-performance Accounts Payable function.

The key metrics to watch are: cost per invoice; invoice cycle time; # of invoices processed per FTE; exception rate; suppliers converted to e-invoicing; and the exception rate.

The study reveals the path to achieving high-performance Accounts Payable.

Centralization of Invoice Receipt

Automated invoice intake scan + data capture + e-Invoice form the foundation for leading-edge AP processing.

The time to process an invoice can have a significant impact on cost, supplier relations, discounts captured and labor necessary to process supplier calls and duplicate invoices.

The impact of managed services

Cost $5 117% 3.5

The first stage is to centralize the receipt and extract data into ERP-formatted data.

The benefits of high-performance Accounts Payable include:

- Improved audit findings
- Better supplier relations
- Increased efficiency and reduced cost

The impact of managed services.

To enter the path to high-performance accounts payable, visit cbps.canon.com or call 888-623-2668.

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