

Finance & Administration Services Service Overview

Harvest hidden potential. Reap millions
by streamlining financial processes using
digitisation



Streamline the flow of documentation supporting your key financial processes



You've invested in electronic systems to support 80% of your financial processes. How much is the remaining 20% worth to you?

The drive for increased efficiency, faster workflows and reduced costs has led to the widespread automation of Accounts Payable and Accounts Receivable functions through investment in systems like Enterprise Resource Planning (ERP) and Electronic Data Interchange (EDI).

These days, it's common for about 80% of these processes to be automated. However, the remaining areas are manual, paper intensive processes that, depending on the size of the company, can cost literally millions in errors, delayed payments, unresolved disputes, and lost early payment discounts.

An Effective Solution

Fuji Xerox Business Process Services (BPS) offers you an integrated solution in Finance & Administration Services (FAS) to deliver improvements to your major business process of Accounts Payables and Receivables.

We will help you take the final steps to full automation that will streamline your Purchase-to-Pay process .

We document images, simplify your workflow, and even manage them for your company.

What Fuji Xerox FAS can do for you ?

1. We will scan and digitize your suppliers' incoming documents and use our workflow technology to manage and automate the accounts payable processes.
2. An exact match is automatically forwarded on for payment. If there are any exceptions, they are automatically routed to the relevant department for manual checking and approval by authorized managers.
3. We will generate comprehensive financial reports to your vendors and you to provide complete visibility of all transactions.

Before

- Focus more on processing payment transactions
- Take long time to retrieve information for processing all invoices and inquiries
- Have a sense of the overall Account Payables performance, with ad hoc health investigation when action is needed

After

- Focus less on transactional activities and more on strategic management
- Spend time only on exception handling, with information readily retrievable for decision-making
- Regularly monitor and manage performance of actionable Account Payables KPI through reports and dashboards

The Future of Your Finance

An Effective and Efficient Business Partner

Accounts Payables

You can now focus on strategic activities for core processes instead of transactional processes that take up to 25% of your time and attention. Your AP team will focus on:

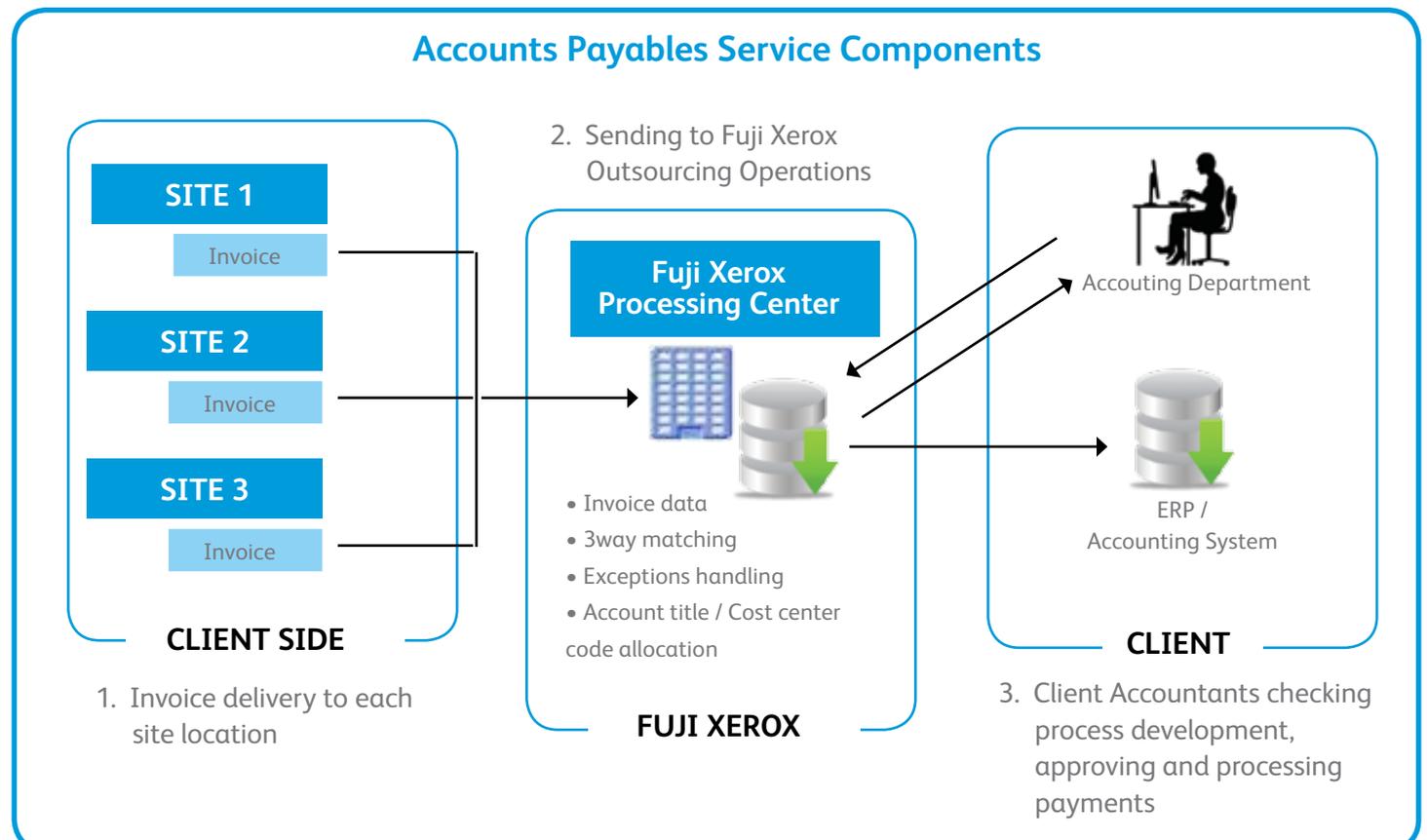
- Monitoring the online system to ensure invoices are paid in correct amount and on time
- Managing, searching and retrieving invoices in a centrally-archived system for audit purposes
- Ensuring the efficient performances in your Accounts Payables through readily available status, reports and dashboards

Accounts Receivables

By digitising paper documents such as invoices, GRNs and contracts, collection managers have instant desktop access to all the information they need to resolve disputes.

Do you know ...

- The most Finance staff turnover is in Accounts Payables department?
- By the time invoice reach Accounts Payables, often it's already overdue?
- 80% of time spent on data entry is to find information?
- Cost of setting up a one-off supplier pushes up invoice cost significantly?
- According to a Gartner report on the most common processes for outsourcing, Accounts Payables (including travel and expenses) came up tops among the hundreds of responses gathered?



Delivering Value

Fuji Xerox Finance & Administration Services can help you streamline your financial and administrative processes with a full range of services. Our portfolio of high performance solutions is based on best-of-breed technology & processes tailored to your individual needs. By leveraging our unrivalled experience in all areas of document management, we deliver real and measurable business benefits including:

- **Streamline Purchase-to-Pay process**
Simplifies authorizations and query management, minimizes manual processing
- **Reduce payables transaction costs**
Cut costs to process a vendor payment from 30% to 60%
- **Improve customer service**
Faster payment delivers a significant improvement in supplier/buyer relationships
- **Reduce operating costs**
Reduce headcount, or eliminate them altogether by outsourcing the operations to us
- **Leverage existing investments**
Integrate the unstructured supporting documents of the financial processes with your existing system

About Fuji Xerox Integrated Enterprise Solutions & Services

Based in Singapore, the Integrated Enterprise Solutions & Services (IESS) unit is Fuji Xerox Singapore's IT and Business Solutions and Services expert, specialising in the design and delivery of document and knowledge management solutions and services.

We work with the industry's technology leaders to provide a best of breed solutions and services to our customers to meet all your business information management needs. Supported by a team of consultants and solution architects, we help businesses transform complex information, giving you the ready resource to tap into enterprise knowledge and experience to enhance your competitiveness, accelerate your growth and increase your revenue.

About Business Process Services

Fuji Xerox is the world's leading enterprise for business process and document management with proven processes and methodologies that deliver results. Our Business Process Services (BPS) offers you dedicated IT outsourcing business processes for your industry in the areas of:

- Client Account Lifecycle Services
- Finance & Administration Services
- Imaging & Document Management Services

Through a strategic partnership with Fuji Xerox outsourcing services, we can drive your company towards greater efficiency.

- Superior customer experience
- Added control and security
- Reduced processing costs

About Fuji Xerox Singapore. Established in 1965, Fuji Xerox Singapore is the country's leading provider of new class document solutions. We offer an unparalleled portfolio of document technologies, services, software, supplies and document-centric outsourcing. Supported by an unrivalled team of industry leading professionals, we are committed to help our customers achieve increased productivity and process efficiency gains through innovative document solutions, while meeting their sustainability objectives and reducing costs.

For more information, visit www.fujixerox.com.sg or call us at 6766 8888.