

# Xerox® DocuShare® Accounts Payable Processing Management Solutions

AP PROCESSING  
MANAGEMENT  
SOLUTIONS

Transforming AP Processing with Digitization and Automation

Xerox® DocuShare® content management solutions digitize accounts payable processing, enabling you to streamline and automate many of the manual tasks associated with AP, from employee onboarding and time tracking to performance reviews. By managing invoices and simplifying payment processes, you can reduce the time and effort spent on these tasks and free AP teams to focus on more strategic activities.



## XEROX DOCUSHARE AP PROCESSING MANAGEMENT SOLUTIONS

Implementing an AP solution can help you improve your invoicing processes, reduce costs, and enhance financial visibility and control. DocuShare streamlines invoice processing and payment workflows, helping accelerate approvals and reduce turnaround times from days or weeks to minutes.

### Improved Data Accuracy

By digitizing and automating AP processes, you can minimize invoice errors and boost data accuracy, decreasing the chances of human error and increasing efficiency. With DocuShare AP solutions, invoices can be quickly processed and tracked, reducing paperwork and manual processing and ensuring that all information is accurate and current.

### Increased Efficiency

Streamline AP activities by automating manual processes and eliminating redundant tasks. Save time and money while allowing teams to focus on higher-value aspects of AP.

### Better Compliance and Security

Ensure compliance with regulatory requirements and internal policies. DocuShare provides enhanced security features, such as access controls and audit trails, to protect sensitive financial information. Records are stored in a secure, centralized repository, with access restricted to authorized personnel.

### Enhanced Vendor Management

Gain a complete view of your vendor relationships, including payment history, current balances, and outstanding invoices, making it easier to negotiate favorable payment terms and build strong relationships with vendors.

### Increased Transparency

Improve cash flow management and make informed payment decisions with real-time visibility into accounts payable balances.

Support digital transformation with Xerox® DocuShare® content management solutions for AP processing. Experience a curated collection of capabilities to enhance every interaction across the physical and digital divide.

Learn more about the easiest way to digitize, transform, access, share, and collaborate with Xerox DocuShare at [xerox.com/ecm](https://xerox.com/ecm)

## AP PROCESSING CHALLENGES:

- Policy compliance
- Secure scanning
- Retention practices
- Retrieval and archival cycles
- Underutilization of current ECM
- Transparent audit review and tracking
- Paper and digital records
- Webforms utilization
- Secure scanning and printing
- Integration of incoming mail

## DOCUSHARE OUTCOMES:

- Streamlining and automation of manual tasks
- Compliant retention and purge cycles
- Faster and more efficient processes
- Multi-level approval workflows
- Three-way matching capability
- Better auditing with complete workflow approval history
- Increased collaboration
- Connect dynamically with related documents
- Reduced storage costs
- Sustainability

## DOCUSHARE SEAMLESS INTEGRATION CAPABILITIES:

- ERP
- CRM
- Business Systems
- Let's Talk!