



KONICA MINOLTA

AUTOMATE, AND TAKE CONTROL OF **ACCOUNTS PAYABLE** IN 3 STEPS

Lead the change to an automated future



YOUR STEP-BY-STEP GUIDE TO
IMPLEMENTING AP AUTOMATION

STEP 1: CONSULTANCY



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WHY IS THIS STEP IMPORTANT?

Konica Minolta consults first and advises second. It's important that we fully understand your current situation and what you want to achieve – only then will we match you to the AP Automation solution that meets all of your needs.

LET'S TALK

One of our experienced consultants will arrange an initial call with you to run through the key points:



Current AP process and finance system



Business challenges



Ideal outcomes



Project contacts



Likely implementation timeframe

48 HOURS LATER

Receive your **written proposal**

- Recommended timeframe
- Cost
- Konica Minolta AP solution

LET'S MEET

Once you've discussed the basic proposal, your consultant will arrange a meeting at your offices with all relevant business stakeholders to get your project moving:

Clarify proposal

Live demo of the Konica Minolta AP solution

Discovery phase outline, including timeframe and cost

Progressing to the Discovery phase can be agreed in the meeting, or during a follow-up call with your consultant. They will talk through the added benefits of a more detailed review and analysis.





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STEP 2: DISCOVERY

WHY IS THIS STEP IMPORTANT?

Konica Minolta's business analyst team has years of experience in AP process management. When our experts take a deeper look at your challenges and objectives, we can move to tailored implementation more efficiently. We can also calculate the expected ROI from your new solution, based on the time and money you could save.

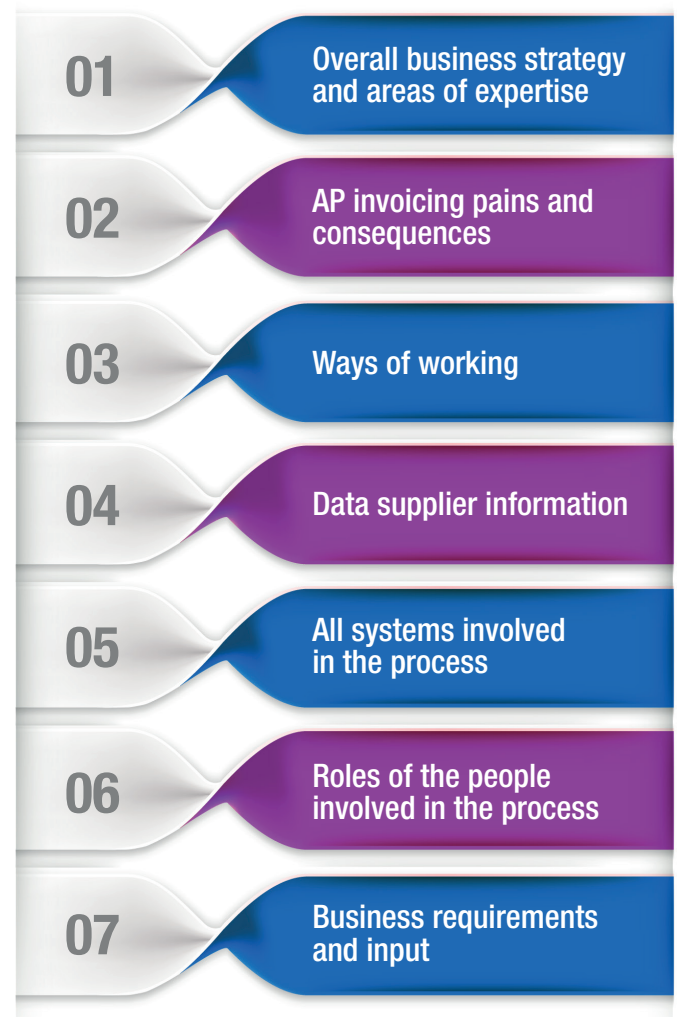
1 WEEK LATER

Your **Discovery proposal** will be ready for Konica Minolta to present to all business stakeholders

- Understanding of your challenges and requirements
 - Recommended solution and functionality
- Overview of short and long-term benefits
 - Expected payback and ROI

DETAILED REVIEW AND ANALYSIS

Once a date has been agreed and your team has been assigned, our business analysts will evaluate and assess:



THE WAY FORWARD

Based on key inputs from all stakeholders, your new processes will be documented, shared and agreed with the business ahead of your Discovery proposal being signed off.

The Discovery proposal will also provide a plan of action that you can make full use of internally, particularly as a reference guide for stakeholders.



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STEP 3: IMPLEMENTATION

WHY IS THIS STEP IMPORTANT?

This is where all that clear understanding and deep insight comes together. Konica Minolta is now in a position to implement your AP Automation solution.

SOLUTION IMPLEMENTATION

A project team will be assigned to manage the successful implementation and roll-out of your solution:



Training and
testing included



Ongoing customer support
provided once the solution
has been set up

3 MONTHS LATER

Your automated AP solution will be ready to go live

AP AUTOMATION BY NUMBERS

48 HOURS LATER From initial call to
written proposal

1 WEEK Discovery phase
review and analysis

3 MONTHS TO GO LIVE Typical process, from
consultancy to implementation

READY TO TAKE CONTROL
LEAD THE CHANGE TO
AUTOMATING YOUR AP PROCESS

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