



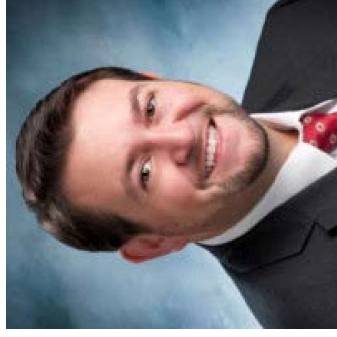
PAPERLESS OFFICE: OPPORTUNITIES & CHALLENGES

MEET THE PRESENTER



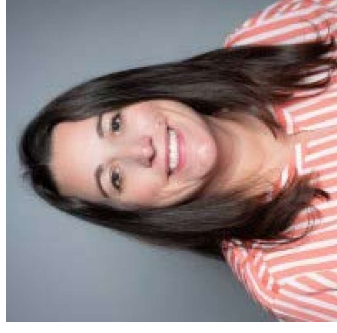
Bryan Frick

Account Executive



Mike Pazuki

Head of Intelligent Automation



Alexis Blue

Enterprise Account Manager



OUR AGENDA

- ✓ About Us
- ✓ Digital Transformation
- ✓ Accounts Payable Automation
- ✓ Emerging Technology
- ✓ Strategies for remote work
- ✓ Building a business case
- ✓ Takeaways

OBJECTIVES

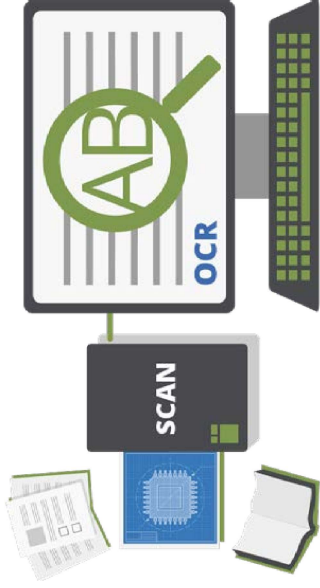
At the end of this session, you should be able to:

- Understand how technology can improve manual paper processes
- Understand the concepts of digital transformation
- Identify areas in your organization that could benefit from a digital transformation
- Understand the risks of not managing retention of records
- Identify new trending technology to transform your department

ABOUT OUR COMPANY

MCCi is a business process automation company that accelerates digital transformation by adding intelligence to your processes. As an IT services company with expertise in delivering end-to-end solutions, we provide our clients some of the leading hyperautomation technologies.

MCCi DIGITAL TRANSFORMATION



RECORDS MANAGEMENT



BUSINESS PROCESSES



HYPERAUTOMATION



OUR MISSION

To free people from manual business processes so they can grow, and their organizations can prosper.



We look at success through a different lens.

Experience has taught us that strategic planning and execution are key for implementation, rollout, and higher end-user adoption. We start with a strategic approach to your project and understand your pain points and goals. Then, we recommend a solution with the **technology, infrastructure, and implementation** to support your goals.

YOUR DIGITAL TRANSFORMATION ROADMAP



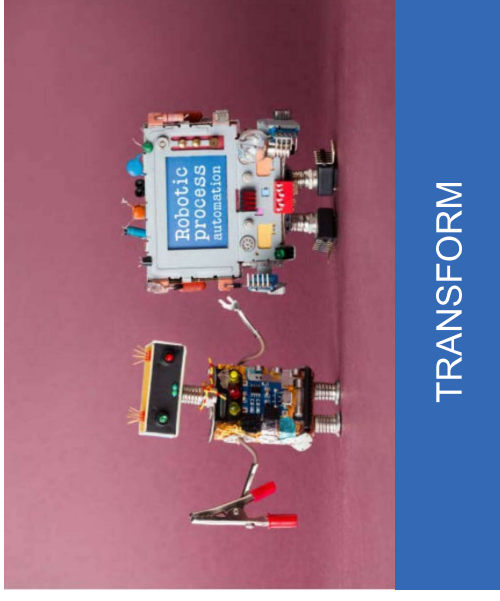
DIGITIZE

Create and organize electronic files.



AUTOMATE

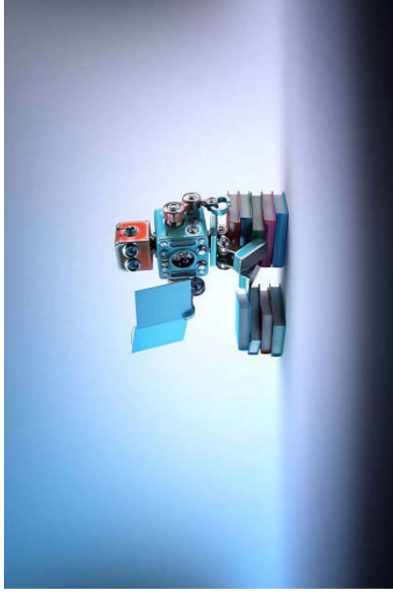
Streamline processes for insights into problems or bottlenecks.



TRANSFORM

Embrace the digital workplace and find new ways to strengthen business continuity.

POPULAR PROCESS EXAMPLES



AUTOMATE

Contract Management
Accounts Payable
Records Management
Human Resources
Filing Process
System Integrations
Citizen & Customer Forms Internal Approvals Applications

IMPROVE BUSINESS PROCESSES

OPERATE

Automate End-to-End
Data-Driven Decisions
Organization Scalability

North Texas Municipal Water District saved \$41,600 by not purchasing 104 filing cabinets to store records.

RESPOND

Rapid Deployment
Collaboration Enablement
Efficient Delivery

Collin County (TX), Osceola County Sheriff's Office (FL), and Fayetteville (AR), rolled out electronic forms in less than two days in response to COVID-19.

SERVE

Contactless
Disaster-Preparedness
Empower Self-Service

Aiken (SC) reduced 75% of in-person and call requests % for Finance Online Water Requests and improved customer service with online forms and payment options.

TECHNOLOGY

CLOUD FIRST

BUSINESS PROCESS AUTOMATION

Laserfiche®

MACHINE LEARNING

ABBYY

DIGITAL SIGNATURES



OneSpan

ROBOTIC PROCESS AUTOMATION



blueprism®

WHAT IS HYPERAUTOMATION?

(Source: Gartner)

The Need: Multiple Technologies

Full automation and process improvement is not achieved with a single technology.

The Solution: Hyperautomation

Hyperautomation includes artificial intelligence (AI), robotic process automation (RPA), and machine learning (ML) to increasingly automate processes.

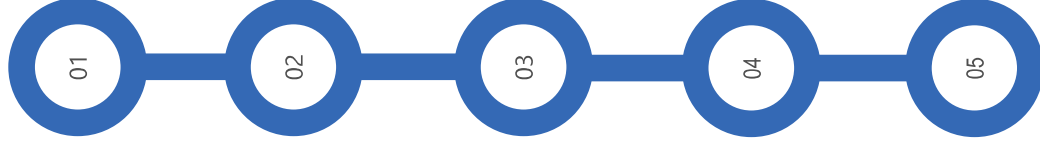
The Result: Digital Twins

This allows the humans to perform the meaningful work and automation replaces the repetitive low value tasks.

Laserfiche® **ABBYY**®  blueprism™

DIGITAL TRANSFORMATION

This model is a roadmap for transforming your office into a digital workplace. It provides a structured framework for content digitization, process automation, analytics, and more.



Digitize Documents

Create an electronic filing cabinet by converting your documents from paper to digital.

Organize Documents

Easily categorize your documents and manage them in a secure, central location.

Automate Processes

Improve accountability by digitizing your business processes with easy-to-use electronic forms.

Streamline Processes

Gain more visibility into your operations and increase the efficiency of cross-functional processes.

Transform Processes

Drive innovation by leveraging predictive analytics and insight to transform processes.

PHASE 1: DIGITIZE DOCUMENTS

Create an electronic filing cabinet by converting your documents from paper to digital

- Stop printing Invoices, Checks, POs, etc.
- Scan the paper, or store the digital
- Stop manual filing and start digitizing
- Reduce physical storage costs
- Mitigate risk of data loss
- More easily manage shared/restricted access



PHASE 2: ORGANIZE DOCUMENTS

Easily categorize your documents and manage them in a secure, central location

- Logical/Consistent Naming**
 - Ex: Vendor Name_Invoice_Date
- Centralized location
- Reduced Data entry with automated naming/filing**
 - Filed based on vendor, amount, etc.
- Collaboration/Centralized Access
- Fewer duplicated work tasks
- Manage Retention**

Name	Invoice Number	Date
AUBURNDALE, IL - 11862019 - 00016333	00016333	01/01/2019
AZLE, TX - 12222019 - 00016350	00016350	01/01/2019
BACORE GROUP, IL - 11252019 - 00016370	00016370	01/01/2019
BAYTOWN, TEXAS - 13112019 - 00016322	00016322	01/01/2019
BEAUMONT, TEXAS - 12222019 - 00016351	00016351	01/01/2019
BEAUMONT, TEXAS - 10372019 - 00016353	00016353	01/01/2019
BEAUMONT, TEXAS - 10312019 - 00016275	00016275	01/01/2019
BLACKSBURG, VA - 10312019 - 00016278	00016278	01/01/2019
Blackwell Police Dept, LA - 12222019 - 00016176	00016176	01/01/2019
BRAESIDE, MD - 12222019 - 00016189	00016189	01/01/2019
BROWNSBURG, IN - 11252019 - 00016371	00016371	01/01/2019
BROWNWOOD COUNTY, NC - 12312019 - 00016350	00016350	01/01/2019
BRYAN COUNTY, GA - 11712019 - 00016119	00016119	01/01/2019
BRYAN COUNTY, GA - 11712019 - 00016119 (2)	00016119	01/01/2019
CAMPBELL COUNTY, VA - 12222019 - 00016201	00016201	01/01/2019
CAMPBELL CO, COMMONW, OH - 10372019 - 00016324	00016324	01/01/2019



File Edit View Tasks Annotations Tools Window Help

Thumbnail 1

Image

Metadata

Fields Tags Links Versions 5 Signatures

Template: Finance -Accounts Payable

Finance Document Type

PO Number

Vendor ID

Invoice Number

Amount

Date

Vendor Name

Add/Remove Fields...

BoundTree *medical*

Making Precious Minutes Count...™

Correspondence Address:
5000 Tuttle Crossing Blvd
Dublin, OH 43016
PHONE: (800) 533-0523 FAX: (800) 287-5713
www.boundtree.com

Bill To: 106127

Ship To: SHIP001

CITY OF COPPELL
PO BOX 9478
ATTN: ACCTS PAYABLE
COPPELL, TX 75019-0478

COPPELL FIRE DEPARTMENT
520 SOUTHWESTERN BLVD
FIRE STATION #1
COPPELL, TX 75019-4409


PLEASE REMIT TO:
BOUND TREE MEDICAL, LLC.
23537 Network Place
Chicago, IL 60673-1235
TIN# 31-1739487

Invoice: 81933439
Page: 1
Date: 10/9/2015

PO Number	Sales Order Number	Account Manager	Shipping Method	Ship Date	Payment Terms	
2016-0100	97354655	G WOLF	NO FRT	10/07/2015	NET 30	
Item Number	Description	Ordered	Shipped	BIO	Unit Price	Est Price
THE FOLLOWING ITEMS SHIPPED FROM:						
10	321 E ARKANSAS LN, SUITE #145 ARLINGTON, TX 76010					
353065	CATHETER INTRAVENOUS (IV) 18 GAUGE X 1.25 IN 500BX 4BX/CS PROTECTIV PLUS	6	6	0	\$84.50	\$507.00
353066	CATHETER INTRAVENOUS (IV) 20 GAUGE X 1.25 IN 500BX 4BX/CS PROTECTIV PLUS	7	7	0	\$84.50	\$591.50
353060	CATHETER INTRAVENOUS (IV) 22 GAUGE X 1 IN 500BX 4BX/CS PROTECTIV PLUS	1	1	0	\$84.50	\$84.50
026540	ENDOTRACHEAL TUBE UNCLIPPED WITH STYLETTE 4.0 10BX FLEXI-SET	10	10	0	\$4.22	\$42.20
n7z466	ENDOTRACHEAL TUBE CUFFED WITH	10	10	0	\$4.35	\$43.50

PHASE 3: AUTOMATE PROCESSES

- ☐ Improve accountability by digitizing your business processes with easy-to-use electronic forms
- ☐ Standardized and Mapped out invoice intake, routing and approval
- ☐ Preset rules and Escalation points
- ☐ Integration/linking your ERP to your ECM
- ☐ Electronic Forms to replace paper/manual data entry (T&E Process, Purchase Requests, Budget Transfers)
- ☐ Automated capture of invoice/vendor info
- ☐ Automated Approval, routing, notifications

 **City of Boca Raton Substitute W-9 and EFT Authorization Form**

Please complete the required fields on this form. This is a secure form with built-in security and firewall configurations. The information that you provide is protected from unauthorized access or disclosure. If you need assistance completing this form, please contact the Accounts Payable Manager at (561) 393-7777.

Substitute W-9 Form

Please read this form and complete the information thereon before signing and returning. If you are a corporation, we will not issue you a Form 1099 (Reference: L 5402-3(0)). If you are a foreign entity, do not complete this form, please refer to the Internal Revenue Service website for additional information.

Legal Name (as shown on your income tax return) *

Business name (foreign entity name, if different from above)

Check appropriate box for federal tax classification of the person whose name is entered on the LEGAL NAME field. Check only one of the following eight boxes. *

Individual proprietor or single member LLC C Corporation S Corporation Partnership

Trust/estate Limited liability company City employee Other

PURCHASE ORDER ADDRESS INFORMATION

Corporate Address *

City: State: Zip:

City of Boca Raton, FL 33433

• FINANCE PROCESS EXAMPLES

- AP Process
 - Invoice intake
 - Approval Routing
 - GL Coding
 - ERP Integration
- Travel and Expense
 - Electronic Form, Calculations, Routing/Approval
- Vendor Registration/Info
 - Electronic form and notifications
- Contracts Routing and approval
- Contract Management
 - Managing expirations and renewals

THE SCHOOL DISTRICT OF LEE COUNTY



BACKGROUND

- Accounts Payable process was paper-based so payment turnaround was slow
- Communication back and forth wasted time due to lack of documentation
- Consistency and efficiency needed improvements

USE CASE

- “Req to Check” process is automated through Workflow
 - Automatic email notifications, assignments, file pairing of documentation
 - Centralized location for content
- Integration with Peoplesoft ERP solution

RESULTS

- AP process took a day to send and verify the invoice; now takes 2-3 hours.
- Vendors send invoices electronically
- Paper is no longer sent to schools – AP Clerks can view documentation immediately in ECM.

Pre-Travel Authorization

Travel For * Employee Candidate

Traveler * Logan Di Liello

Dept Code * 854

Acct Code * 68245

Destination State * AL

Destination County * Mobile

Purpose of Trip * Conference -

Departure Date * 6/13/2019

Departure Time * 6:00AM

Time must be in the format HH:MM followed by AM or PM (eg. 11:00am)

Return Date * 6/26/2019

Return Time * 6:00PM

Time must be in the format HH:MM followed by AM or PM (eg. 4:45PM)

Funding Source Grant Funded

Operating Expense

Mode of Transportation

Select all that apply

Personal Car Rental Car

Flight

Public Transportation

Uber/Lyft/Taxi

Other

Estimated Travel Expenses

Distribution	Ck Requested?	Billed to County?	Account Number	Description (If Needed)	Amount
Registration	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	15-6203-01	Conference registration	\$ 300.00
Lodging	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	15-6420-03	Conference hotel	\$ 600.00

Lodging

Conference hotel

15-6420-03

Yes

Yes

▼

\$ 600.00

Add

Subtotal* \$ 900.00

Estimated Meal Expenses

Per Diem 59

Travel Days 14

Meals Subtotal \$ 796.50

The first and last day of travel are per diem at 75%, the rest of the travel is at 100%

- Billing Method
- Check Requested
 - Bill to County

Summary

Total Estimated Expenses* \$ 1696.50

Request for Advance to Traveler \$

Choose Files

Upload documents such as Hotel Reservations, M&IE Breakdown, Event Registration Rates, Flight Reservations, GoogleMap Mileage, Etc



Date Date captured on form submission

Comments

Submit

PHASE 4: STREAMLINE PROCESSES

Gain more visibility into your operations and increase the efficiency of cross-functional processes

- ❑ Transparency into processes
 - ❑ Where an invoice is, how long processes take
- ❑ Streamlined processes
 - ❑ With new data= Better/Easier routing/approval
- ❑ Reporting – end to end

The screenshot displays a comprehensive business process management interface. At the top left, a circular profile picture of a man is shown. The main content is divided into three sections:

- Review and Approval Process Diagram:** A flowchart starting with a green circle labeled 'Start', leading to a 'Review request' box, then a yellow diamond labeled 'Logic'. From the 'Logic' diamond, two paths emerge: one leading to 'Notify of approval' and another to 'Notify of rejection', both ending in red circles labeled 'End'.
- My Tasks:** A table with columns for 'Task Name', 'Due Date', and 'Priority'. It shows one task: 'Delivery Slip' for 'Project 215-2020 Plover University', due on 'Oct 03, 5:00PM', with a 'Urgent' priority.
- Operational Dashboard:** A data-rich overview for 'UNIVERSITY FINANCE (FORM 1546451)'. It includes:
 - Instances Overview:** 2 tasks in progress, 0 completed with errors, 2 in progress with errors.
 - Task Statistics:** 4 tasks in progress, 0 tasks completed, 2 in progress with errors.
 - Duration of Completed Instances:** A bar chart showing a duration of <math>< 0,1</math> days.
 - Lowest Tasks (SPS Tasks):** A table with columns for 'Task', 'Duration', 'No. of Instances', and 'No. of Errors'. It lists 'Waiting' (4:57, 506, 496), 'Validation Issues' (4:57, 496, 496), and 'Missing Attachments' (4:57, 294, 294).

Reports > Presales Request



Showing all finished within last 30 days

Instances ▾

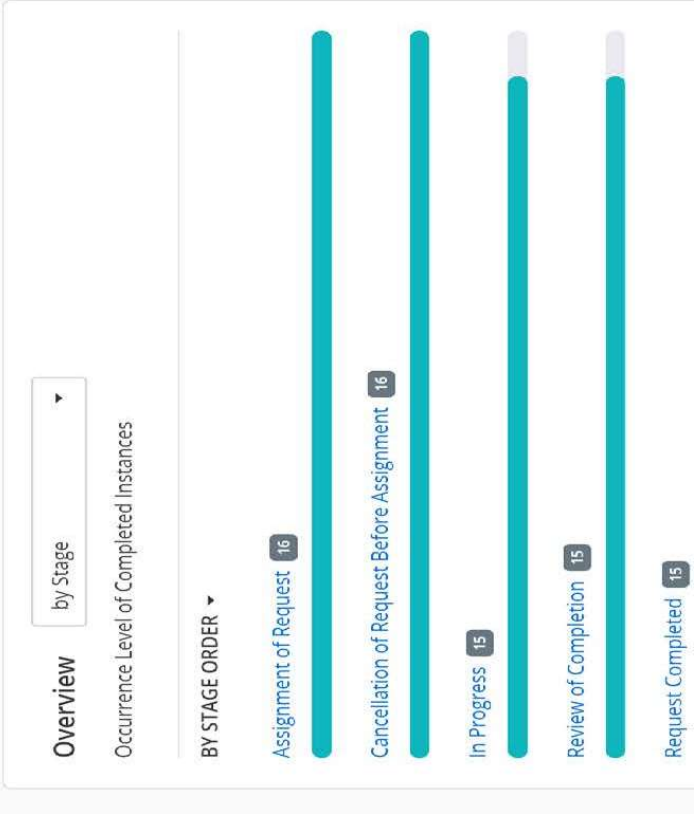
Finished ▾

Date Filter ▾

Apply

Updated Tuesday, Jun 11 10:04 PM

17 Total Finished 16 Completed 1 Canceled 0 Terminated



Duration

AVERAGE INSTANCE DURATION 92.0days

LONGEST STAGES (TOP 5 STAGES) ▾

Stage	Duration	% of Instance
Cancellation of Reque...	63.2 days	69%
In Progress	29.1 days	30%
Review of Completion	1.5 days	1%
Assignment of Request	4.2 hours	< 1%
Request Completed	28.6 minutes	< 1%

BY USER

MOST TASKS (TOP 5 USERS) ▾

Brian Sabin 13



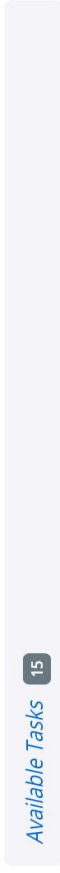
Gareth Cales 3



Amanda Sommers 1



Available Tasks 15



Insights

Brian Sabin has the heaviest workload. [View Tasks](#)



BY TEAM

Not assigned to a team 32



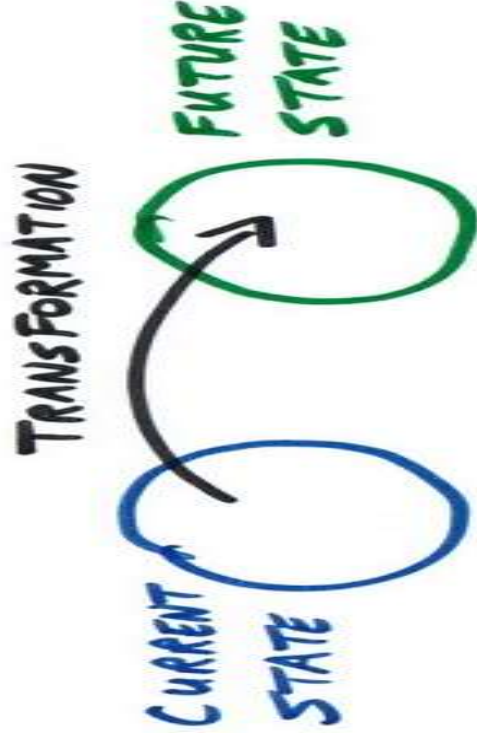
BY TASK

Task	Stage	Total	On time	Due within 24 hours	Overdue
Presales Request In Progress	Cancellation of Request Before Assignment	20	20	0	0
Presales Request In Progress - Waiting on IT	In Progress	11	11	0	0

PHASE 5: TRANSFORM PROCESSES

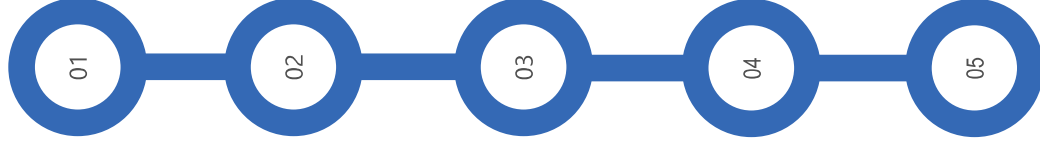
Drive innovation by leveraging predictive analytics and insight to transform processes

- Leverage reporting and analytics to transform and make business decisions
- Based on invoice volume, or budget cycles knowing when to staff or plan



DIGITAL TRANSFORMATION

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Streamline Processes

Gain more visibility into your operations and increase the efficiency of cross-functional processes.

Transform Processes

Drive innovation by leveraging predictive analytics and insight to transform processes.

INTERACTIVE QUESTIONS

Which stage of digital transformation is your organization currently in?

• Question 1

Which of the following is not a phase of digital transformation?

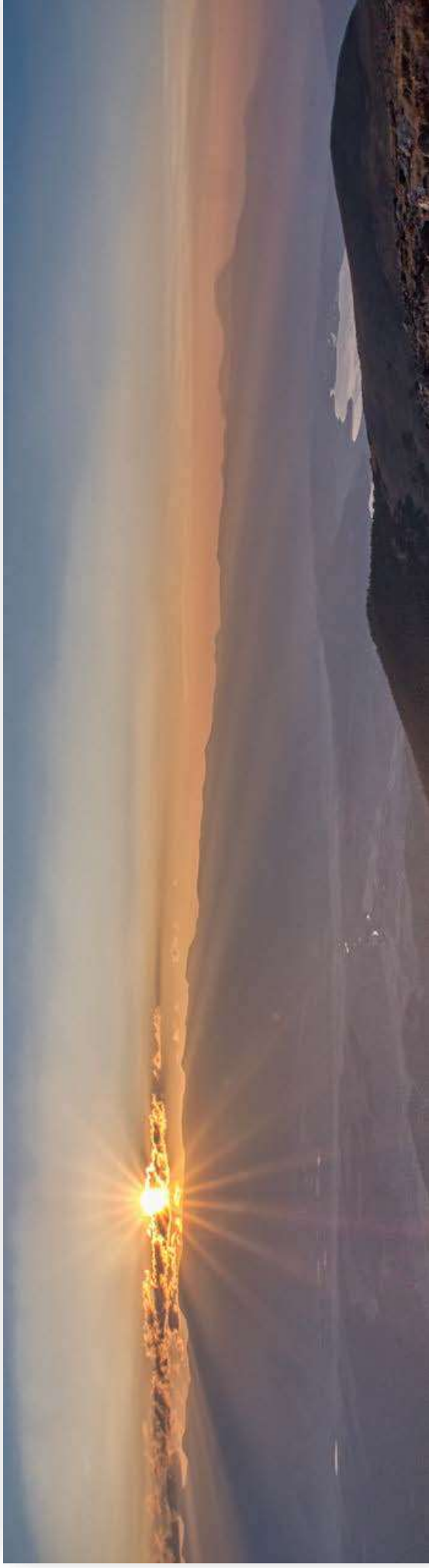
- A. Digitize
- B. Organize
- C. Delete
- D. Automate
- E. Streamline

INTERACTIVE QUESTIONS

Which ERP system does your organization use?

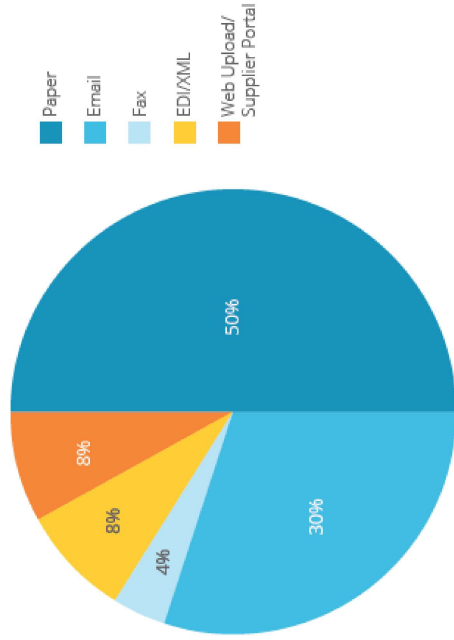
• COMPLIMENT YOUR ERP SYSTEM

- *Gartner Says ERP Covers 20% of processes, BPM can be very useful for many of the others.*
- ERP solutions typically store all records within the database
- ERP systems typically do not allow for flexibility in naming or indexing of documents
- Not every department uses ERP, but everyone does need access to records



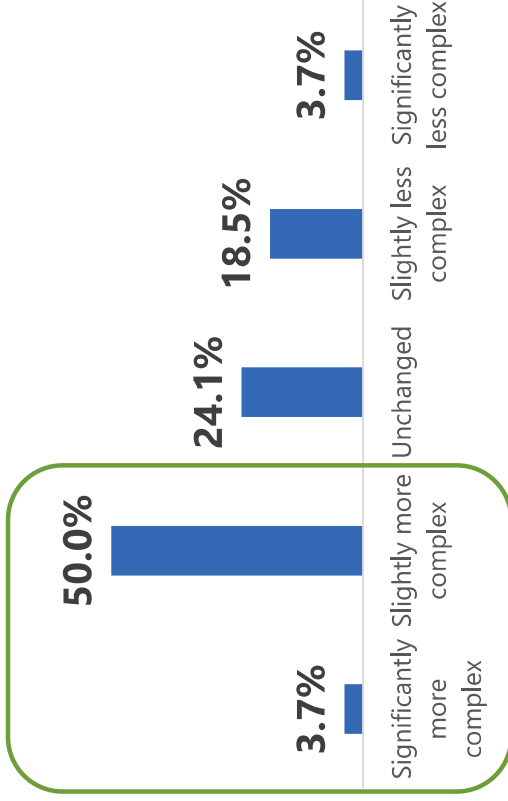
ACCOUNTS PAYABLE STATS

PROCESS STATISTICS



50% of invoices STILL arrive on paper
30% of emailed invoices received are printed

INCREASED COMPLEXITY



AUTOMATION TRANSFORMATION

Reduces processing rate from **50 per day to 4x**
2 x reduction in costs
5-20 days to seconds

ACCOUNTS PAYABLE AUTOMATION

End-to-End Customized Solution



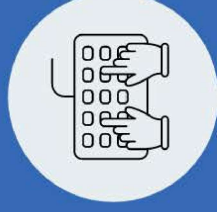
Intelligent Invoice Capture

Capture invoices no matter the medium



Automated Approval Process

Approve or reject invoices, submit for payment



GL Coding

Easily code invoice as part of approval process



Integration with ERP

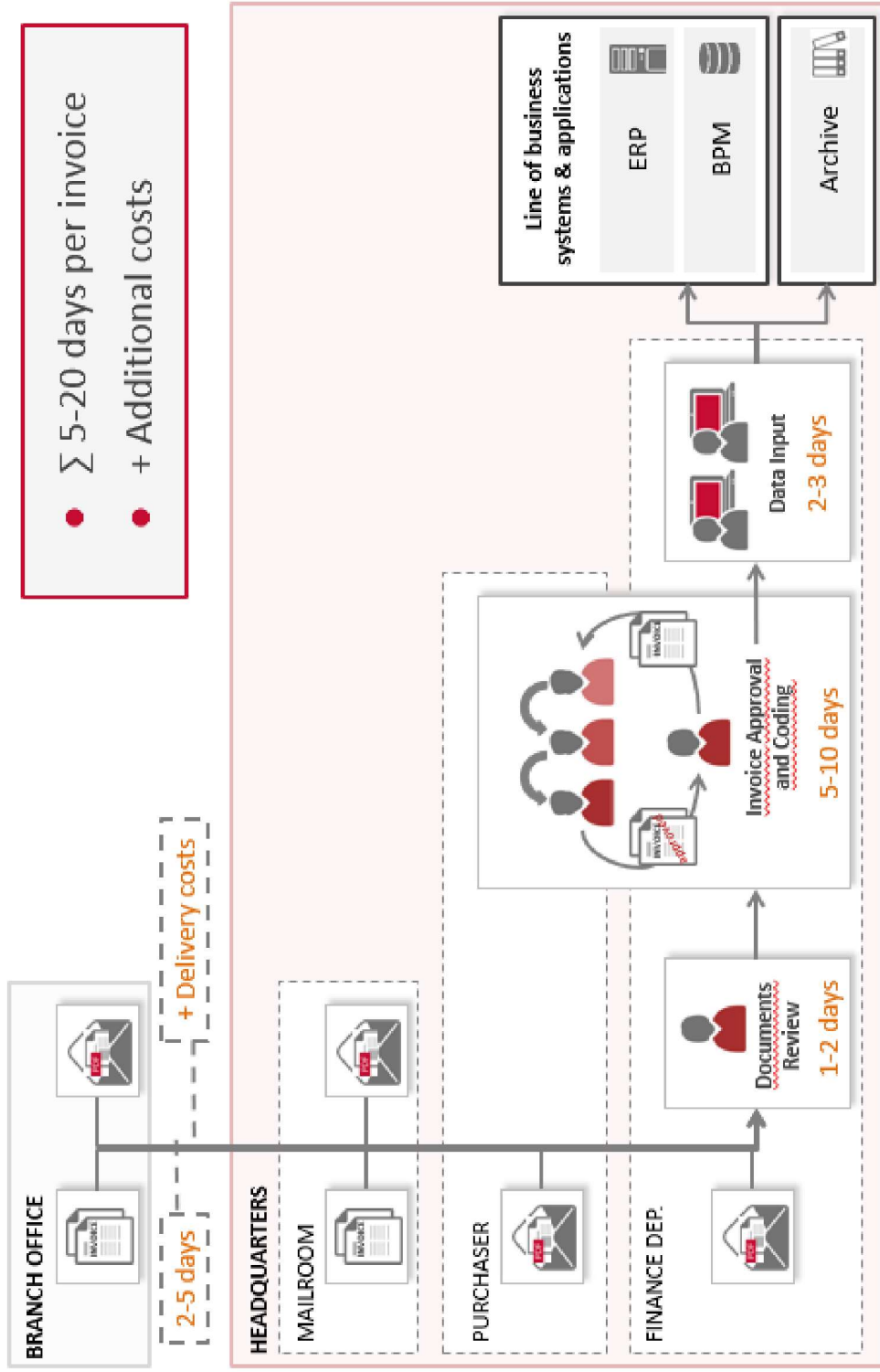
Send invoices to financial system with data, seamlessly

INTELLIGENT CAPTURE FOR INVOICES

- Automated invoice processing
- Early capture of invoices
- Centralized extraction and validation of data
- Straight-through processing for PO-based invoices and automated identification of invoices requiring approval
- Direct feed into ECM & works with your existing AP and ERP system

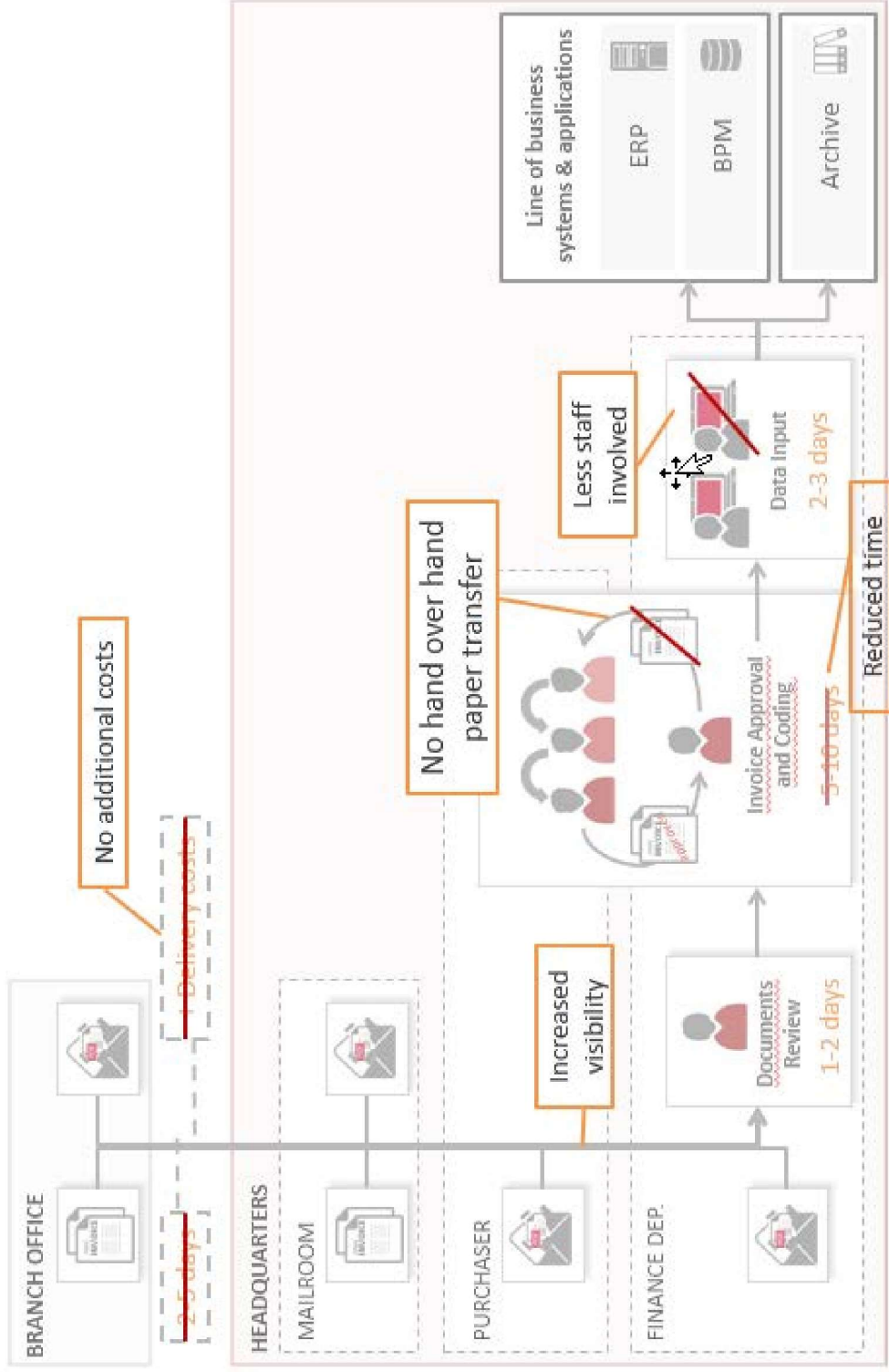


ACCOUNTS PAYABLE INVOICE LIFECYCLE





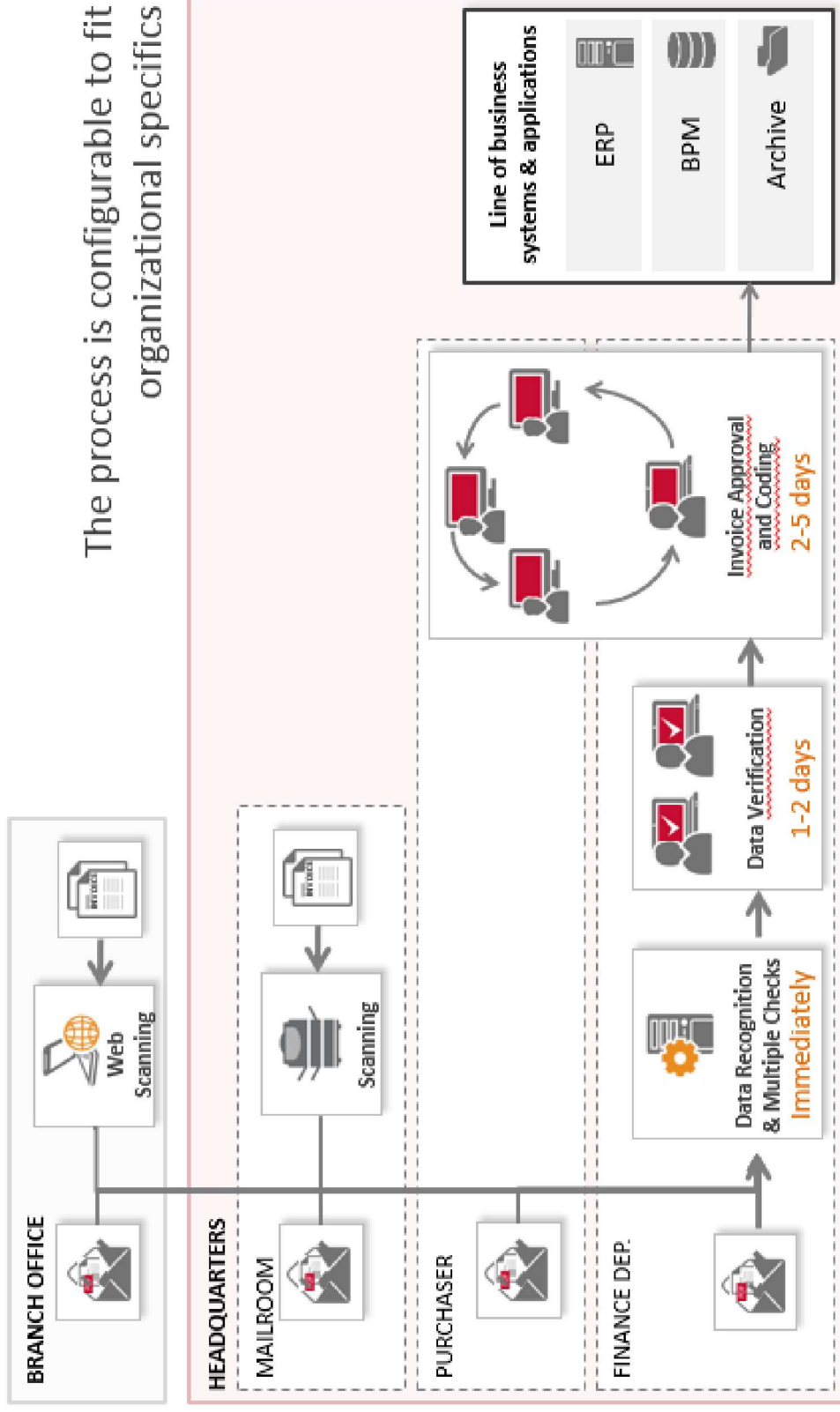
ACCOUNTS PAYABLE INVOICE LIFECYCLE



ACCOUNTS PAYABLE INVOICE LIFECYCLE



The process is configurable to fit organizational specifics



DATA EXTRACTION

- Invoice number and date
- Name and address of the buyer
- Name and address of the supplier
- Delivery date
- Purchase order data for validation
- Line items: description of goods, quantity, unit and total price
- Currency and total



SOLAR TECHNOLOGIES
224 Capitol Drive
Addison, IL 60101
Phone: 630-626-1930 Fax: 630-626-3050

ALPHA-BETTA INT'L GMBH
CO ALPHA-BETTA ACNTS PAYBL
P O BOX 14608
ST LOUIS, MO 63178

INVOICE

Invoice Number: SOI0001625
Invoice Date: 07/15/14

Page: 1

Ship To: ALPHA-BETTA CHEMICAL CO LLC
PRODUCTION II - T STADLER
5485 COUNTY ROAD V
SHEBOYGAN FALLS, WI 53085

Customer ID: 2022
P.O. Number: 4100978311
Our Order No: SO001795
SalesPerson: PVT

Ship Via: Salesman Delivery
Ship Date: 07/15/14
Due Date: 08/14/14
Terms: Net 30 Days

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
ULTRA HIGH PURITY WATER LOOP					
PROPOSE PIM ON ALL WATER EQUIPMENT WATER TREATMENT SYSTEMS ROUTINE MAINTENANCE CONSUMABLES RESINS FILTERS CALIBRATIONS & WATER QUALITY TESTING TPC & TOC	Each	1	1	1,327.92	1,327.92
41150 MILEAGE 7-15-14 RO PRE FILTER (P101)	Each	120	120		
ZTC0000 GX01-10 HYTREX 1 MICRON 10"	Each	1	1		

Amount Subject to
Sales Tax: 0.00

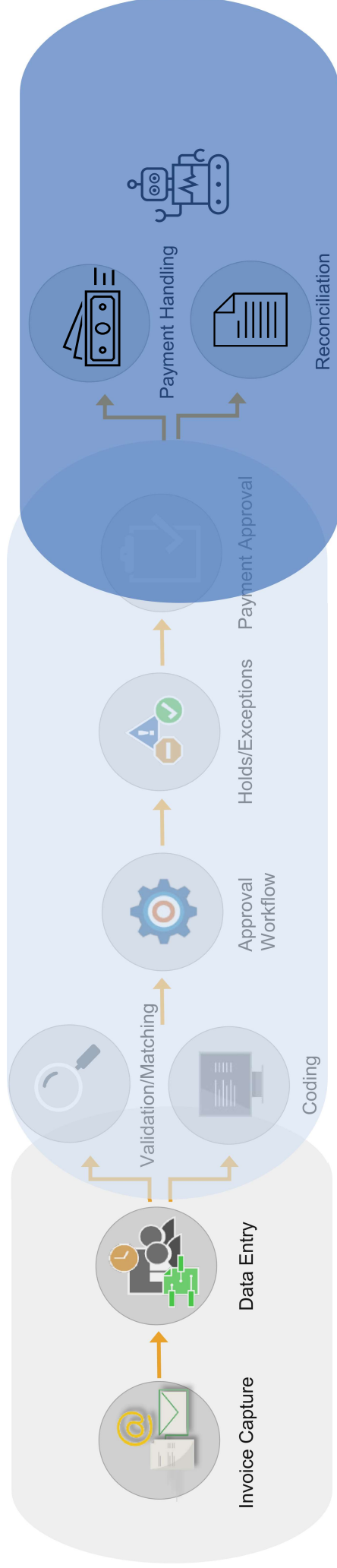
Amount Exempt
from Sales Tax:
1,327.92

Subtotal: 1,327.92
Invoice Discount: 0.00
Total Sales Tax: 0.00
Total: 1,327.92



AN END-TO-END SOLUTION

These can be implemented all together or just certain pieces into your process.



• Question 2

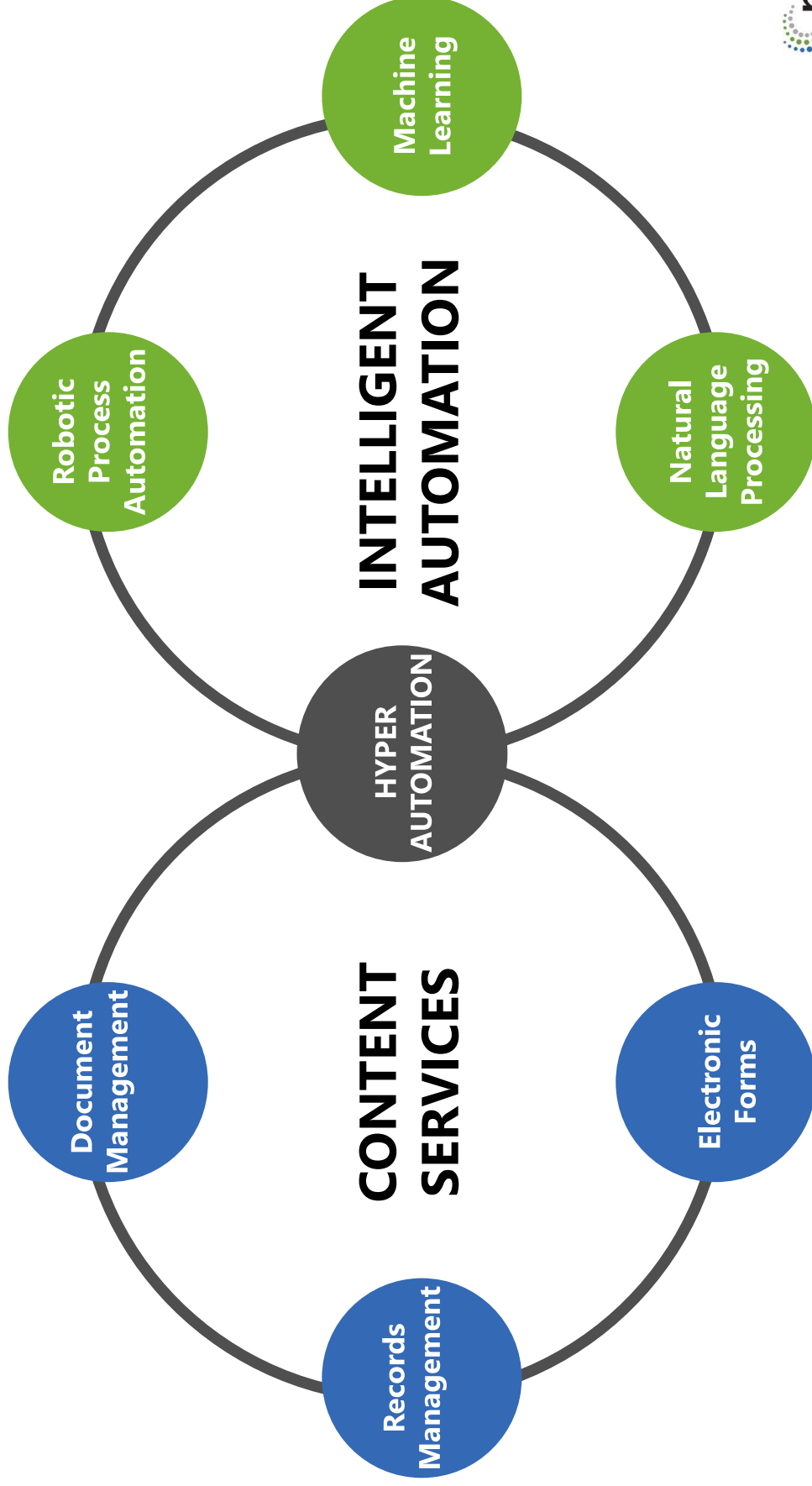
Which is not an area of finance that could be automated?

- a) Invoice capture
- b) Integration with ERP
- c) Picking an ERP vendor
- d) Invoice approval process

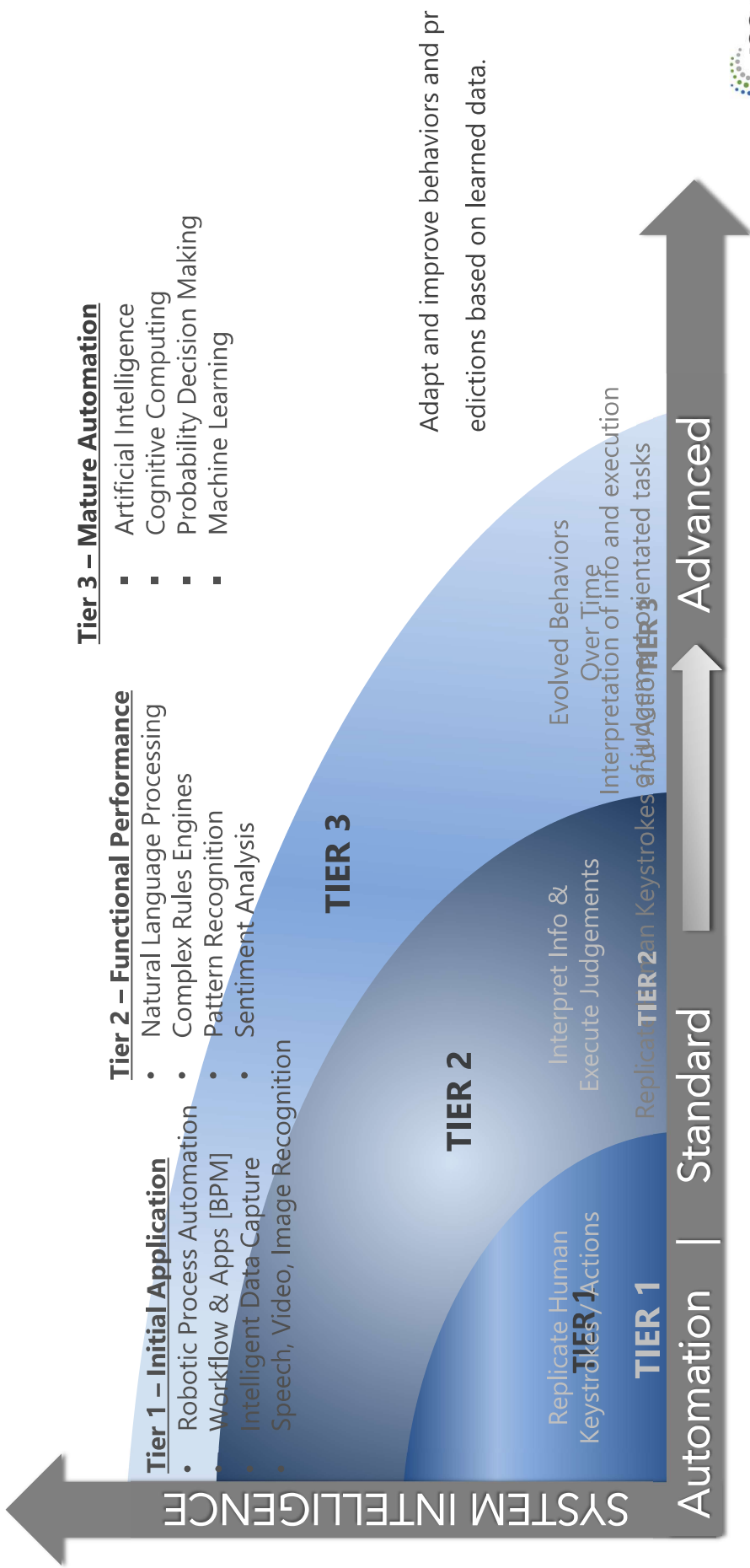
INTERACTIVE QUESTIONS

Have you heard of Robotic Process Automation?

EMERGING TECHNOLOGIES



ROBOTIC PROCESS AUTOMATION



Tier 1 – Initial Application

- Robotic Process Automation
- Workflow & Apps [BPM]
- Intelligent Data Capture
- Speech, Video, Image Recognition

Tier 2 – Functional Performance

- Natural Language Processing
- Complex Rules Engines
- Pattern Recognition
- Sentiment Analysis

Tier 3 – Mature Automation

- Artificial Intelligence
- Cognitive Computing
- Probability Decision Making
- Machine Learning

RPA TRENDS: AT A GLANCE

20%

RPA growth rate in 2021

RPA software revenue grew nearly \$200M in 2020 and is expected to grow another \$300M in 2021.

\$1.89 Billion

Estimated revenue in 2021

Gartner expects RPA software revenue to reach \$1.89 billion in 2021.

90%

Massive Adoption by 2022

Gartner predicts that 90% of large organizations globally will have adopted RPA in some form by 2022 as they look to digitally empower critical business processes.

IT'S TIME TO EMBRACE RPA

A SUPPORTIVE WORKFORCE

Most organizations adopting RPA have promised automation will not result in layoffs. Instead, workers redeployed to do more thoughtful and meaningful work. Most employees do not feel threatened by automation.

**Harvard
Business
Review**

QUICK RETURN ON INVESTMENT

Organizations believe transforming their processes will achieve higher speed and accuracy by automating decisions based of structured and unstructured inputs. They expect an average payback period of 15 months – and in the scaling phase, just nine months.

**Harvard
Business
Review**

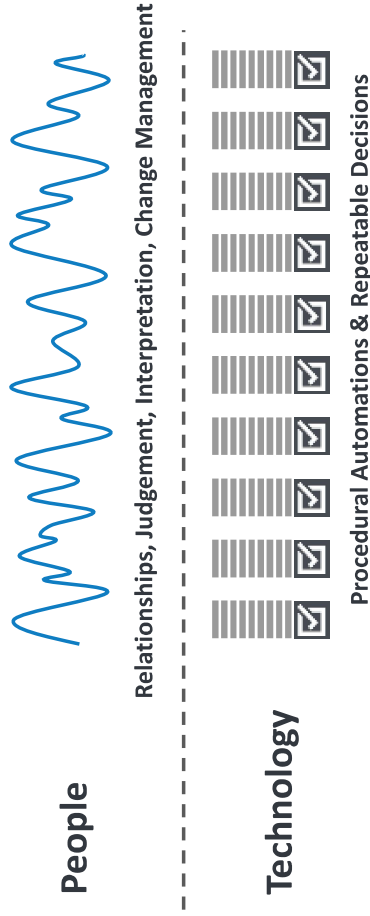
STREAMLINE LEGACY SYSTEM INTEGRATIONS

Organizations have many legacy systems and choose RPA solutions to ensure integration functionality. By using this technology, organizations can quickly accelerate their digital transformation initiatives, while unlocking the value associated with past technology investments.

Gartner

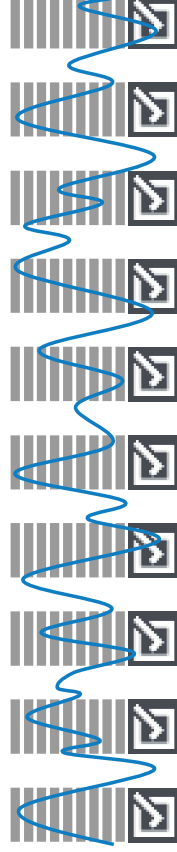
HUMAN ROBOTS

Agencies use a combination of people and technology to accomplish their mission.



As processes change, technology struggles to adapt, evolve or develop at the speed of the mission.

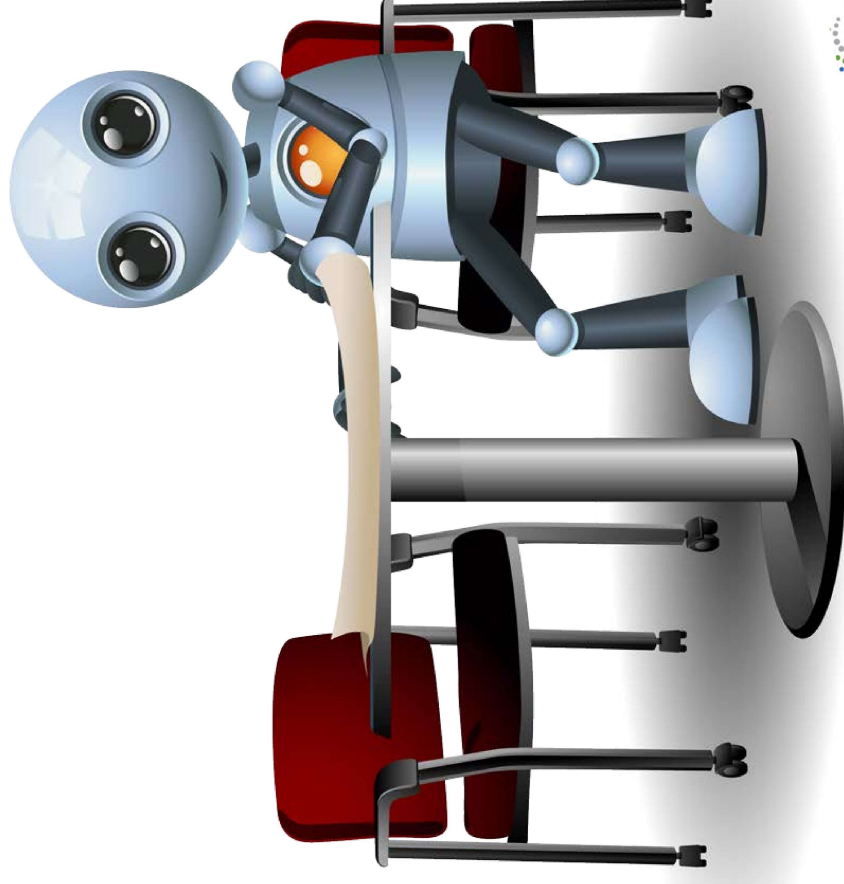
In these areas, people are used to fill the gaps between systems and process.



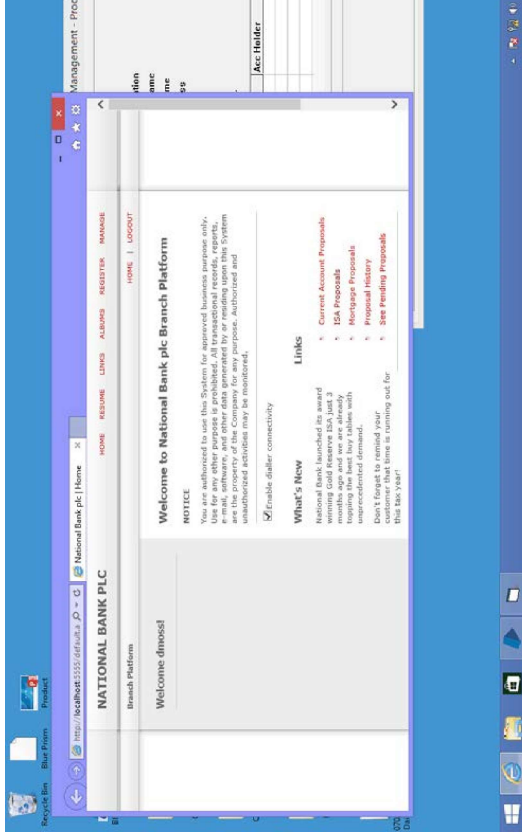
DIGITAL WORKFORCE

ACTIONS:

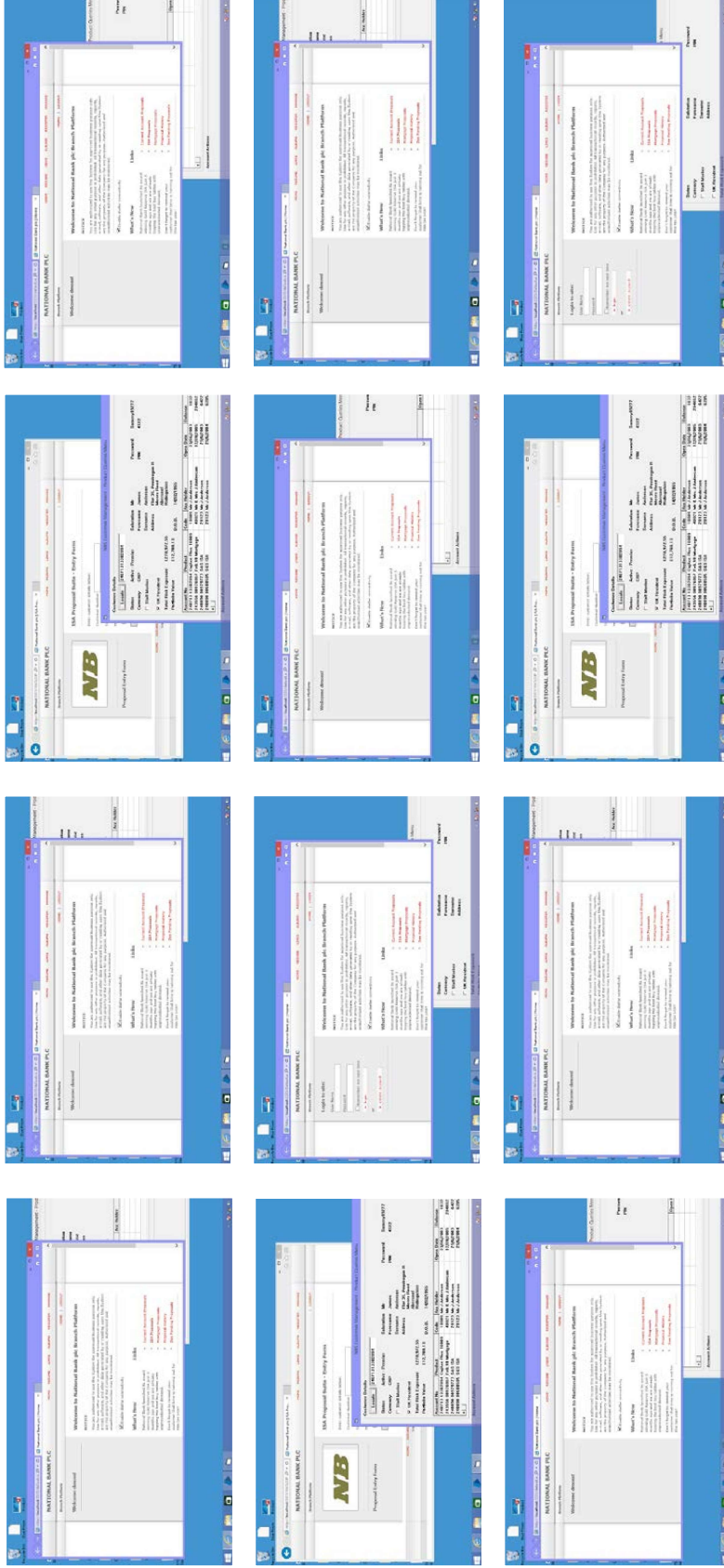
- Works Independently
- Performs Repeatedly
- No Human Intervention Necessary
- Ability to Scale on Demand



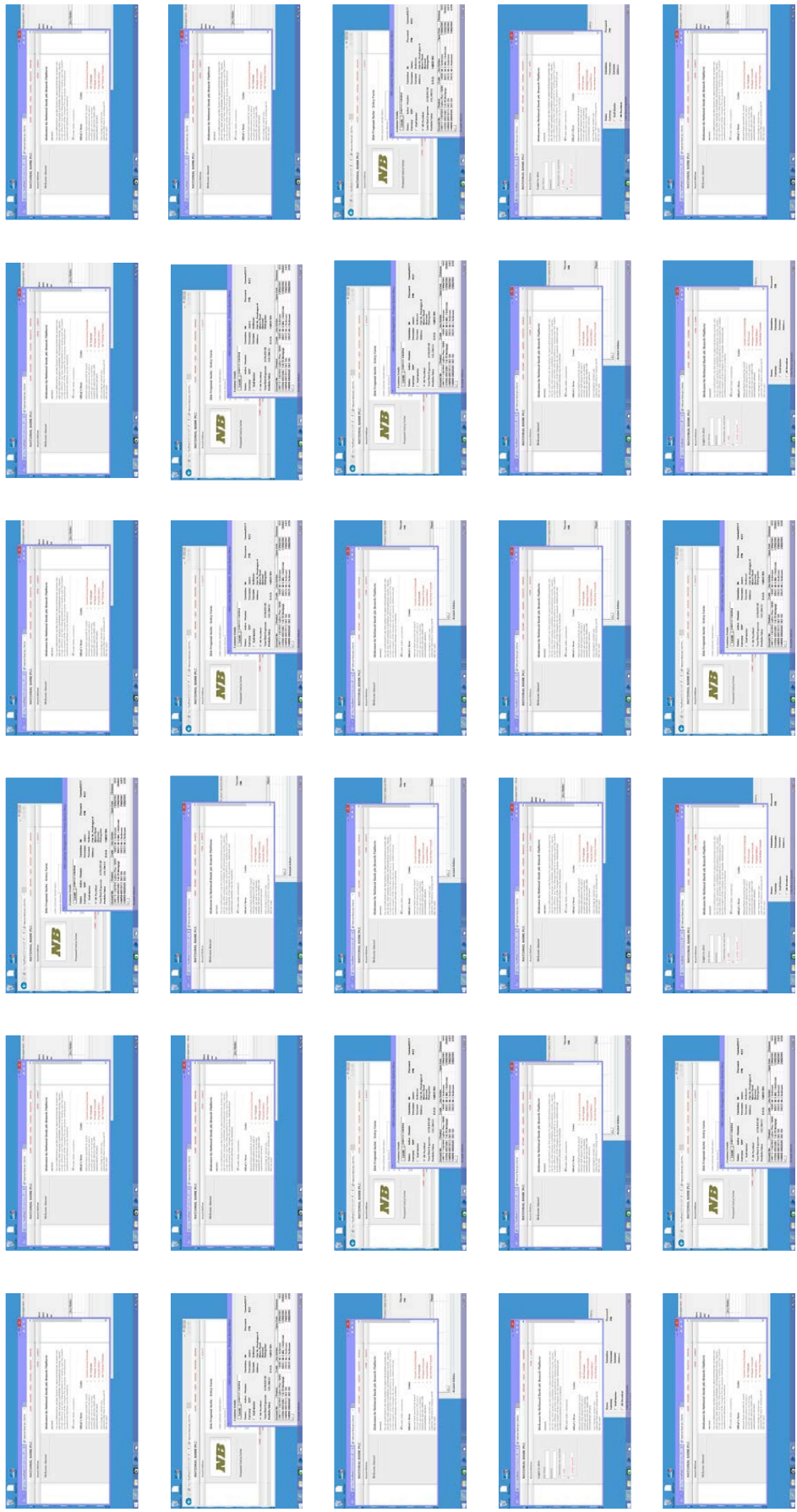
IMAGINE A SOFTWARE ROBOT



A DIGITAL WORKFORCE



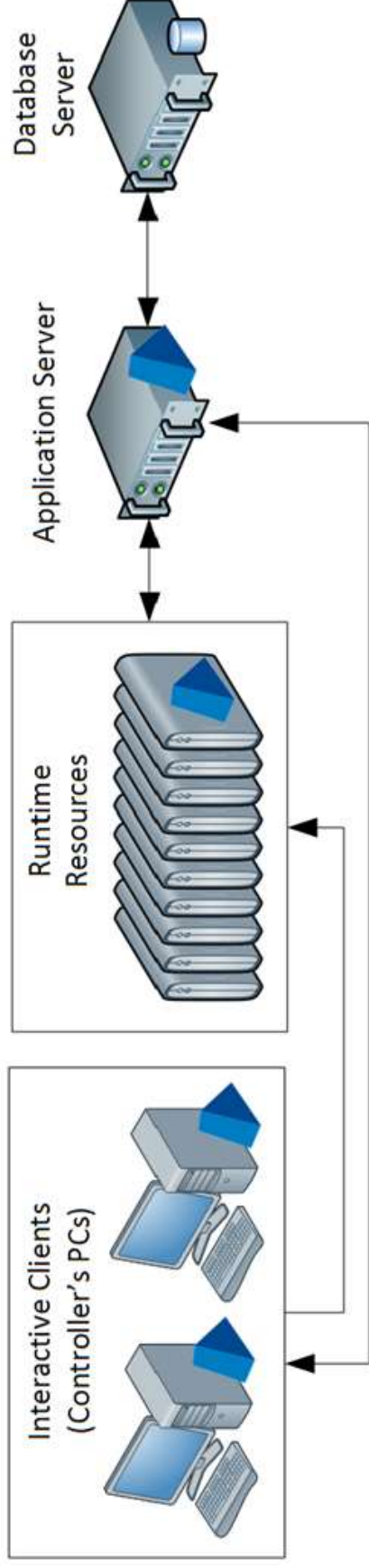
THAT SCALES ON DEMAND



AND OPERATE SECURELY

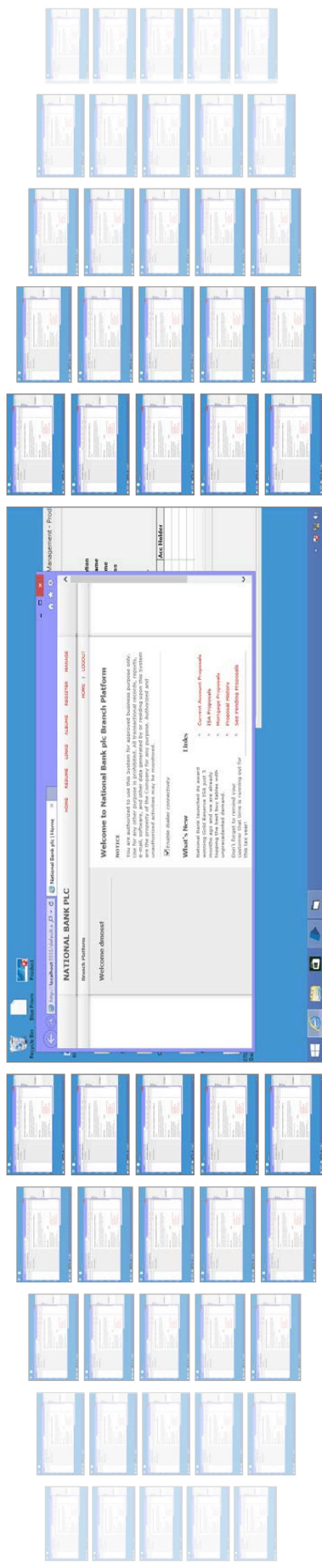


DIGITAL WORKFORCE ARCHITECTURE



- **Interactive Client** A physical or virtual machine with RPA Software installed which facilitates the development, configuration and monitoring of Blue Prism processes.
- **Runtime Resource** A physical or virtual machine with RPA Software installed that runs automated processes against target applications, often referred to as the Digital Worker.
- **Application Server** A physical or virtual machine with the Server service installed which shields database connection details from connected clients, implements encryption and hosts the Scheduler.
- **SQL Server Database Repository** for processes, logs, audit and user info.

DIGITAL WORKER



Automation for Anything

- Access the front-end UI layer
- Work with virtually any application
- Infinitely scalable / extensible

Automation for anyone

- Visio / Excel-like development
- Intuitive maintenance / improvement
- Flexible management

ROBOTIC PROCESS AUTOMATION (RPA)

RPA/Blue Prism In Action

© 2021 Blue Prism

TYPES OF PROCESSES FOR AUTOMATION

Robotic opportunities are defined with an assessment across existing processes. The criteria for robotics processes:

High Volume



High volume processes
Fluctuation in demand
Fluctuation in backlog

Repetitive



Repetitive processes
Clerical processes
Manual batches

Manually Intensive



Rekeying data
Data entry
Frequent user errors from re-keying

Multiple Legacy Systems



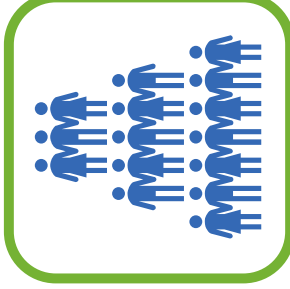
Swivel chair processes
Manual integration
Data capture from multiple sources
Keying data in and out of legacy systems

Logic & Rule Based processes



Low reasoning
Low abstraction
No extra knowledge
No judgement required

High FTE Effort

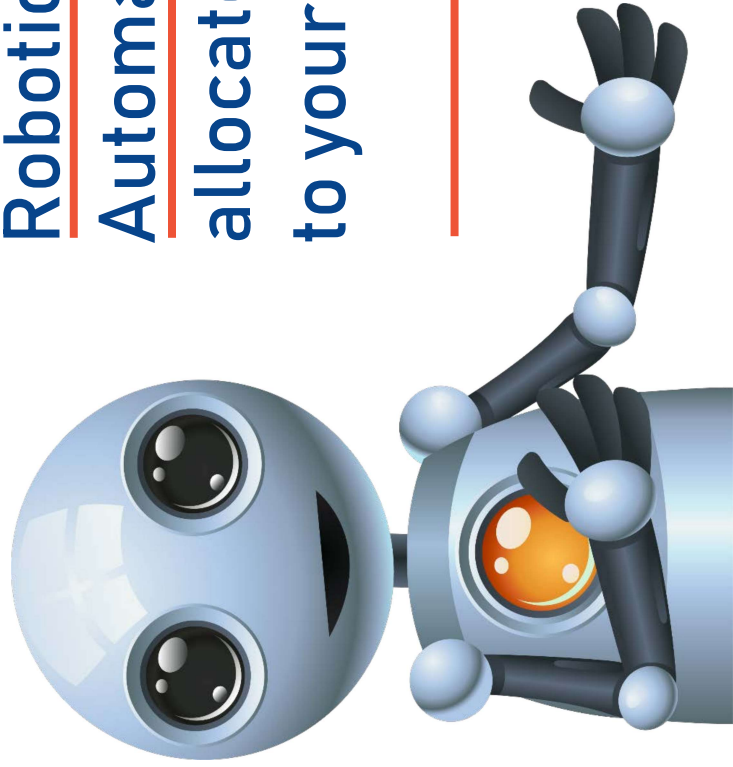


High FTEs engagement
Data handled by users

TYPES OF TASKS FOR AUTOMATION

Robotic Process Automation allows you to allocate everyday tasks to your digital workforce.

- Login to and operate web, thin, thick, and/or mainframe applications.
- Collect and analyze data.
- Connect to Machine Learning & AI platforms.
- Perform calculations.
- Copy and Paste Data.
- Follow if/then decisions and rules.
- Open, digest, and send emails.
- Extract data from documents, forms, spreadsheets, and databases.



AUTOMATION “HOT SPOTS” FOR FINANCE

Financial Planning & Analysis

- Pre-population of forecasts using historical and market data
- Loading pre-populated balances into the planning system
- Creating variance reports to pre-population and actuals

Regulatory & Management Reporting

- Data capture and cleansing to support automated generation of regulatory reports
- Pre-populating complex annual reporting
- Automating the preparation of management review slide decks by collecting data from multiple finance systems and reports

Accounting Change

- Automating the collection of data for leases or revenue transactions
- Categorizing, summarizing and analyzing data based on history and pre-established parameters
- Producing reports for internal analysis

Expense Reimbursement

- Automating policy compliance reviews
- Calculation of purchase discounts
- Compliance and management reporting
- P Card or expense program maintenance

Intercompany Reporting

- Automated checking and reconciliation of intercompany balances
- Basic research and reporting for exceptions
- Creating exception file and email report for finance review and approval

Accounts Receivable Processing

- Credit approvals and customer master file maintenance
- Order processing
- A/R – cash receipts processing and sending late notices via email

Accounts Payable Processing

- Vendor set-up and maintenance
- Automating the workflow processes and approvals
- Data entry and payments preparation
- Automating processing of payments and bulk payment files for journal entries to sub systems

Operational Finance and Accounting

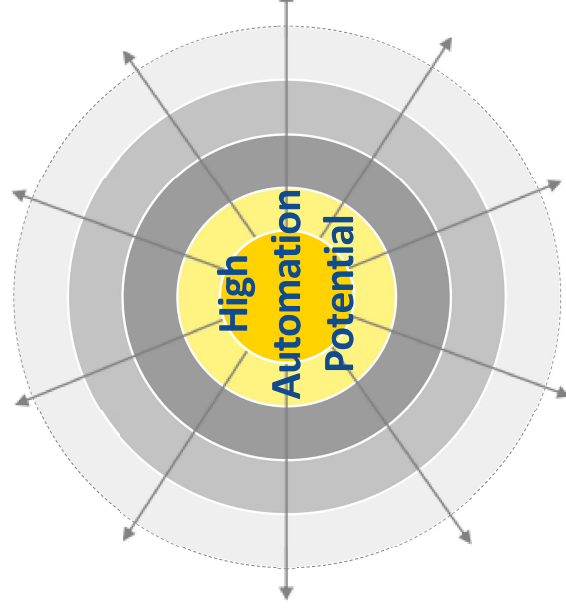
- Automating pricing reviews based on customer contracts and pre-approved price lists
- Calculation and processing of rebates
- Downloading of detailed monthly sales data and calculation of commissions
- Creating files and emails to gain approvals
- Posting to detailed sub systems and General Ledger

Standard Journal Entries

- Creation of standard monthly journal entries using pre-populated templates provided by different business users
- Performing validation analytics
- Posting to ERP

Account and Bank Reconciliations

- Automating the download of subaccount balances and bank statements
- Uploading detailed transaction data from various sub systems
- Reconciling balances and transactions to core finance sub systems
- Creating balancing journal entries to handle discrepancies



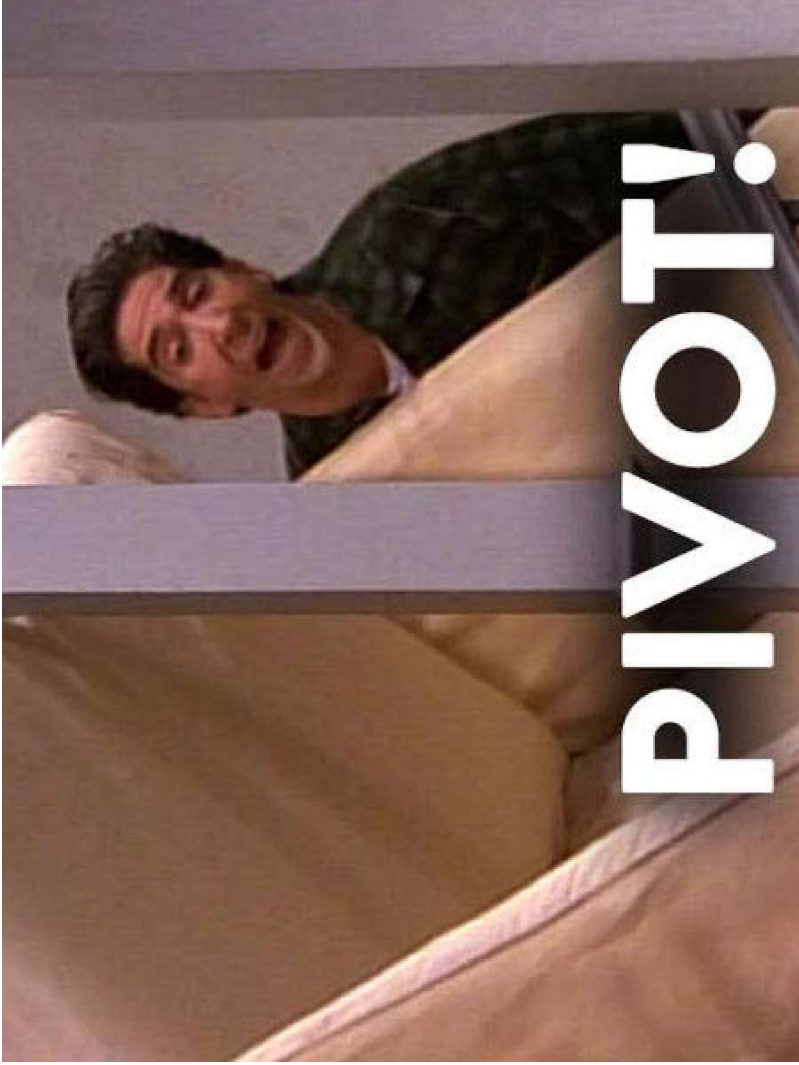
• Question 3

Which tier of the intelligent automation journey does Robotic Process Automation fall under?

- a) Tier 1
- b) Tier 2
- c) Tier 3
- d) None of the above

INTERACTIVE QUESTIONS

What was your biggest challenge with the quick switch to remote work?



POST COVID-19 STRATEGIES

REDUCE FOOT TRAFFIC

Give access to as much as possible on your website from Forms to Public Portal.

ANTICIPATE REMOTE EMPLOYEES

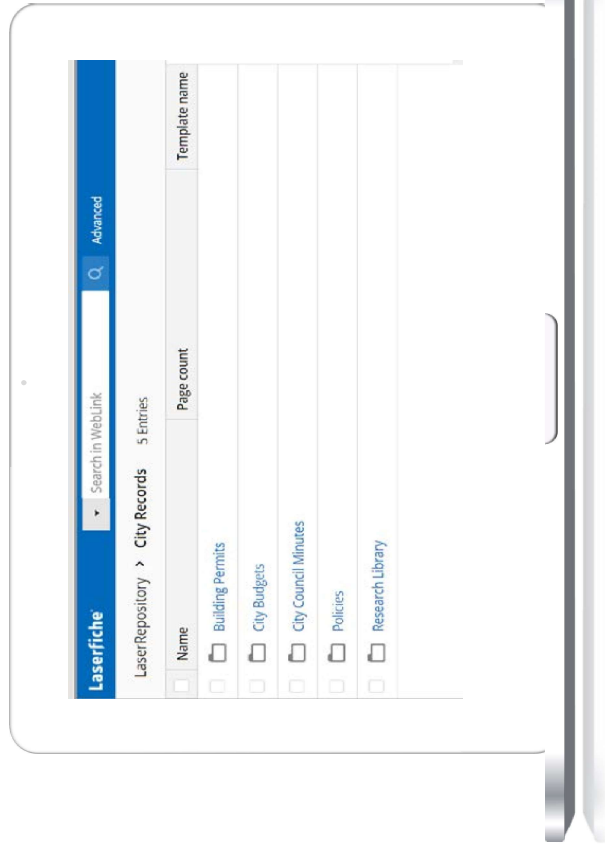
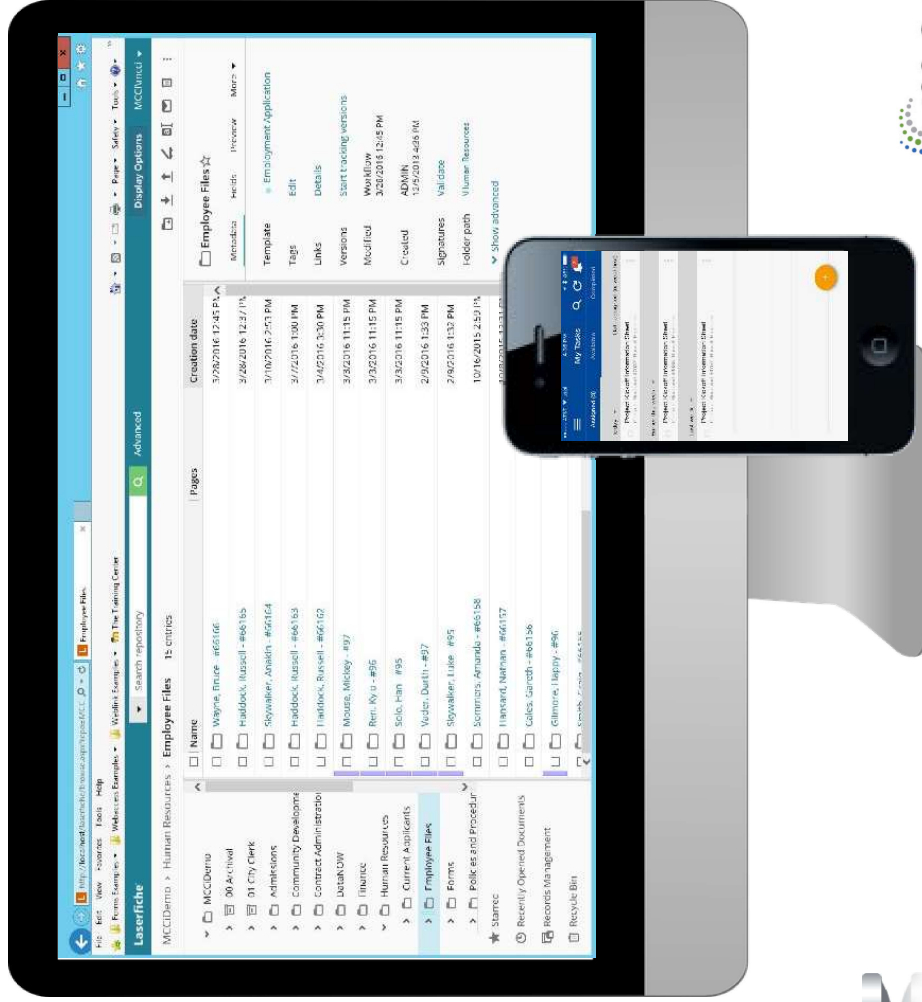
Stop the paper from the beginning – in the office or remote.



REMOTE WORK STRATEGIES

- Web Options and Mobile Apps
- Read-only Access to Records
- Forms for Approvals and Automation
- Cloud Options
- **Train**

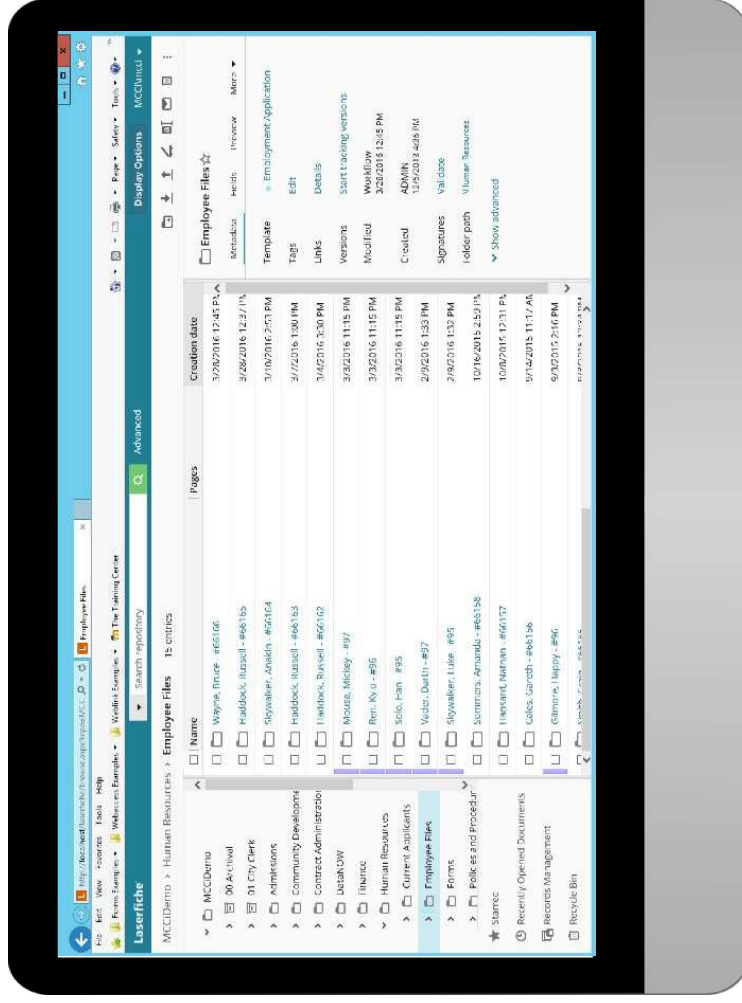
#1 - WEB OPTIONS & MOBILE APPS



#2- READ-ONLY ACCESS

Give Users ability to view,
search and print

Flexible User Options



#3 FORMS FOR APPROVAL & AUTOMATION

Accurate & Secure Data Collection
Easy to Design & Modify Forms
Review & Approve Submitted Forms
Automated Filing for Archival

New Contract Request WIDGET TEC

Please fill out the following form to request a new contract and initiate the contract approval process.

Requester Details

Requester* **Requesting Department**

Forms

Contract Details

Contract Title* **Priority (*)** 1 2 3 4 5

Contract Type*

Has the external party drafted the contract?*
 Yes No

Please upload any documentation related to the contract (e.g., quotes, correspondences, etc.)

Effective Date* **Expiration Date***

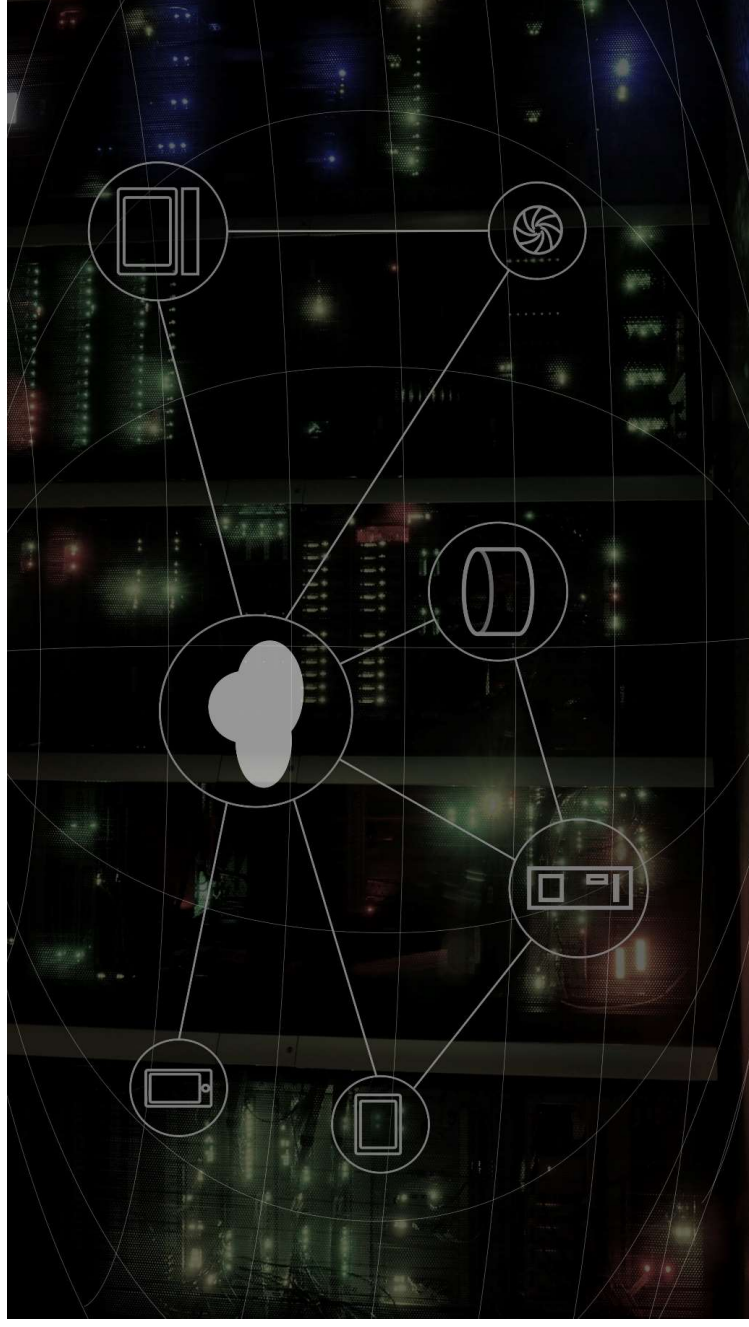
#4 CLOUD OPTIONS

SaaS

Managed Cloud for hosting
On-Premise Licensing

Access from anywhere

Reduce the burden on IT



#5 TRAIN

Teach your team how to work
remote

Teach your team how to be
successful during adversity



• Question 4

What is not a good strategy for enabling remote work?

- a) Web tools
- b) More paper
- c) Electronic processes
- d) Mobile access

DOCUMENT THE RISKS OF MANUAL PROCESSES

- Fraud
- Lost invoices
- Late payments
- Costs (Paper, filing, ink, etc.)
- Business Continuity

• Question 5

What are the risks of manual processes?

- a) Employee happiness
- b) Lost invoices
- c) Late payments
- d) Costs (Paper, filing, ink, etc.)
- e) Business continuity

WHERE DO YOU START?



Educate



Communicate



Prepare/plan



Implement



Reflect &
Evaluate



Adoption

BUILDING A BUSINESS CASE

- Risks
- Plan
- ROI
- Business Continuity

TAKEAWAYS

- Stop Creating Paper
- It's a Journey- it won't happen overnight
- Partner with IT
- Compliment existing solutions, find out what technology your organization already owns
- Create a plan

• Question 6

Which is not a way to move forward with a paperless office?

- a) Implementing new technology
- b) Printing more paper
- c) Learning about current technology in your organization
- d) Putting together a business case to gain approval

CONTACT US



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