



Essential Steps for Digital Transformation in Accounts Payable



LAURA LECHIEN
SALES DIRECTOR

DIGITAL TRANSFORMATION



COMPARISON

CRITICAL BUSINESS ISSUES



ACCOUNTS PAYABLE

Too Many Invoices, Not Enough Time

AP is responsible for processing a large volume of invoices within a limited time frame. This can lead to stress and feelings of being overwhelmed.



CFO

Managing Financial Performance

CFOs are responsible for managing the financial performance of the organization, including revenue, expenses, profitability, and cash flow.

5 MOST MANUAL INEFFICIENCIES

Approval Process

Manual invoice approval requires multi-departmental routing for review and authorization



Matching

Manual invoice matching involves verifying and resolving discrepancies by-hand



Document Access

Retrieving, handling, and processing paper documents is time-consuming and inefficient



Data Entry

Entering invoice data into the accounting system is time consuming and error-prone



Vendor Communication

Repeat phone and email inquiries regarding payment status and dispute resolution.

WHY AUTOMATE ACCOUNTS PAYABLE?

Metrics	Traditional Processing	Processing w/ AP Automation
Cost to process a single invoice (all inclusive cost)	\$12.88	\$2.56
Time to process a single invoice	11.7 days	3.1 days
Invoice exception rate	27.3%	10.6%
% of invoices processed "straight-through"	21.2%	67.2%
% of suppliers that submit invoices electronically	25.2%	54%
% of invoices linked to a PO	52.3%	70%

Source: Ardent Partners

THE BENEFITS

Eliminates 100% of paper invoices
Reduces approval times from weeks to days/hours
Minimizes/eliminates data entry to drive time/cost savings



COST SAVINGS

- Offsite Storage
- Square Footage
- Paper/Copier
- Personnel
- Courier/Overnight



TIME SAVINGS

- Searching
- Filing
- Copying
- Data Entry
- Approvals
- Remote Access



STRATEGIC INITIATIVES

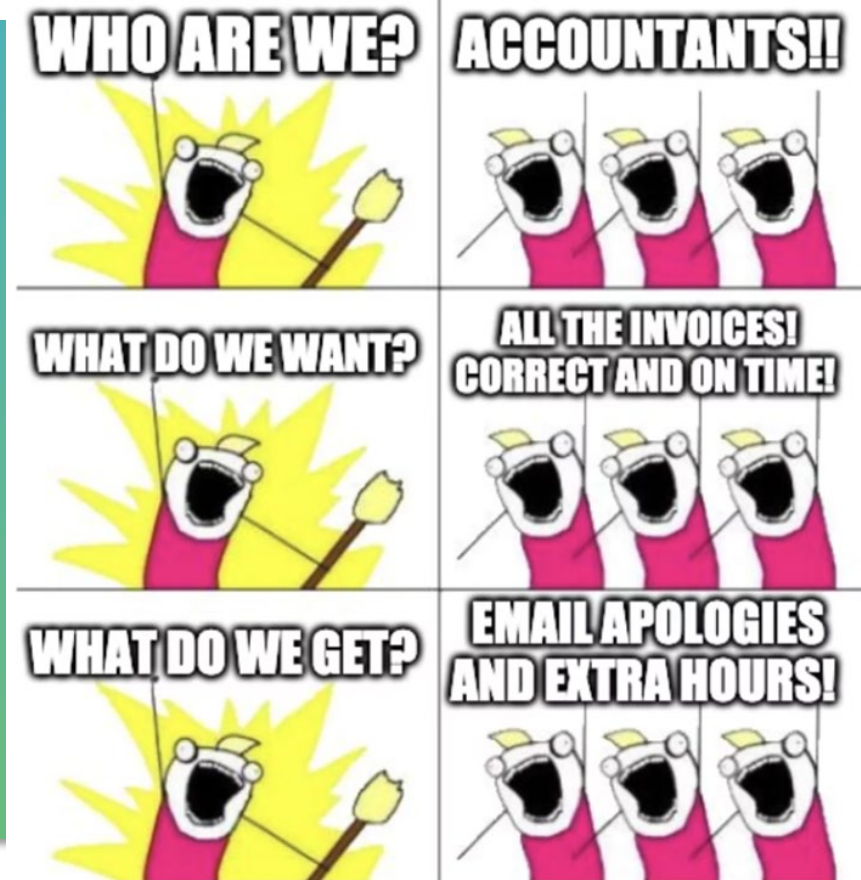
- Growth without adding staff
- Early pay discounts
- Avoid late fees
- Easier audit
- Compliance
- Disaster preparedness

P O L L I N G

What Makes Your Job Most Difficult?



1. Manual data entry
2. Invoice approval delays
3. Too many invoice exceptions
4. Difficult 2- and 3-way matching
5. Finding documents quickly



P O L L I N G

How much of a problem are these issues?



- A. **MILD** – annoying
- B. **MEDIUM** – struggling
- C. **HOT** – crippling





Invoice



Open Mail



PO



Route Mail



Code



Approve



Budget



ERP Entry



Promote to GL



Check



File Invoice



Research

AP AUTOMATION

More companies are transitioning to AP automation

60% reduction
in processing costs

Improved
efficiencies & controls

AP AUTOMATION



AP Automation eliminates manual tasks

CURRENT SITUATION

Business Issue

Financial statements are not ready until the 10th of the month. This is too late for us to make timely decisions.

Manifestations

- All data entry for AP invoices and sales orders is manual
 - After entry into ERP, data is also entered into Excel
 - Do not receive receiving documents soon enough
 - Three-way matching is manual
 - Approval process is manual; invoices are lost on desks
-

Specific Capabilities

- AP automation
 - Onboard documents via OCR
 - Workflow
 - Integration to ERP to reduce data entry
-

An iceberg floating in a blue ocean under a blue sky with white clouds. The visible tip of the iceberg is on the left, and the much larger, submerged part is on the right, illustrating the concept of automation handling the hidden, complex parts of AP.

AP AUTOMATION

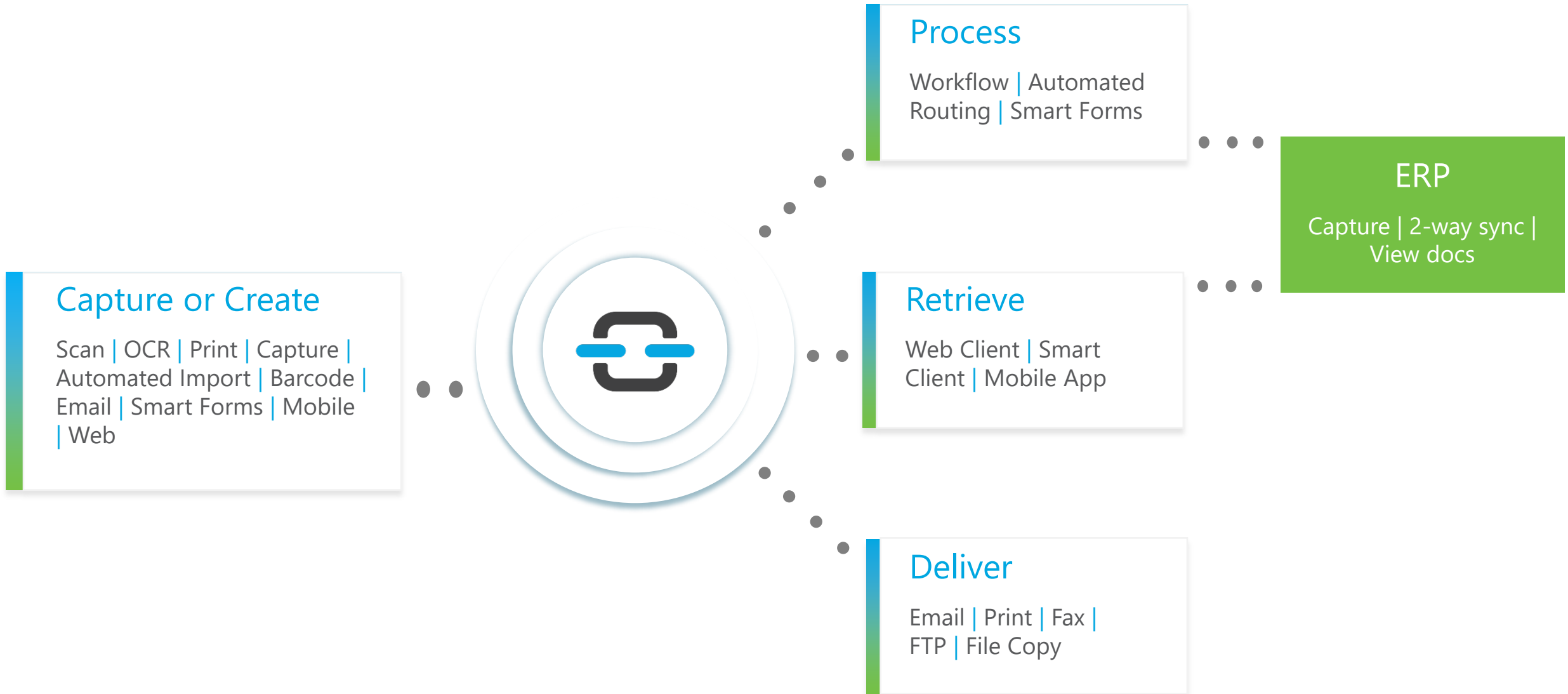
Requisition
Purchase Order
Packing Slip
Receiving Report
Contract Management
Expense report
Credit Card Reconciliation
& More

SOLVING TOP BUSINESS CHALLENGES

- ✓ Too Much Paper
- ✓ Accessibility to Project Files
- ✓ Missing Documents
- ✓ Too Much Manual Tasks
- ✓ Audit Trail and Security
- ✓ Retention & Audit Compliancy
- ✓ Meeting IT Technology Initiatives & Company Growth
- ✓ Consistency and Conformity



Connecting People, Processes & Data





CONSIDERATIONS FOR DM SOLUTION



Automate complex processes in EVERY department



AI-driven OCR for automated 2- & 3-way matching



Advanced, configurable workflows with automation rules



Powerful search & access – visibility to ALL related documents



Digitize & automate ANY form created & processed manually



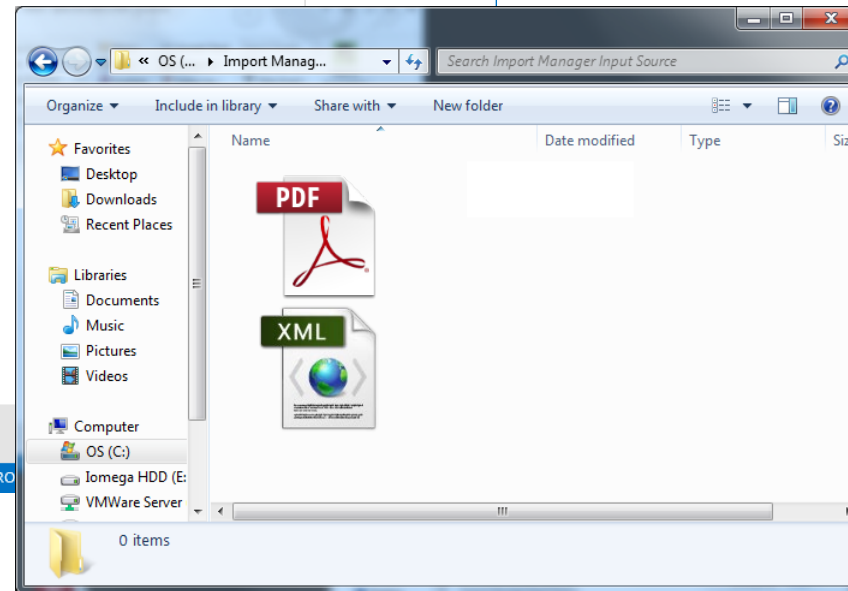
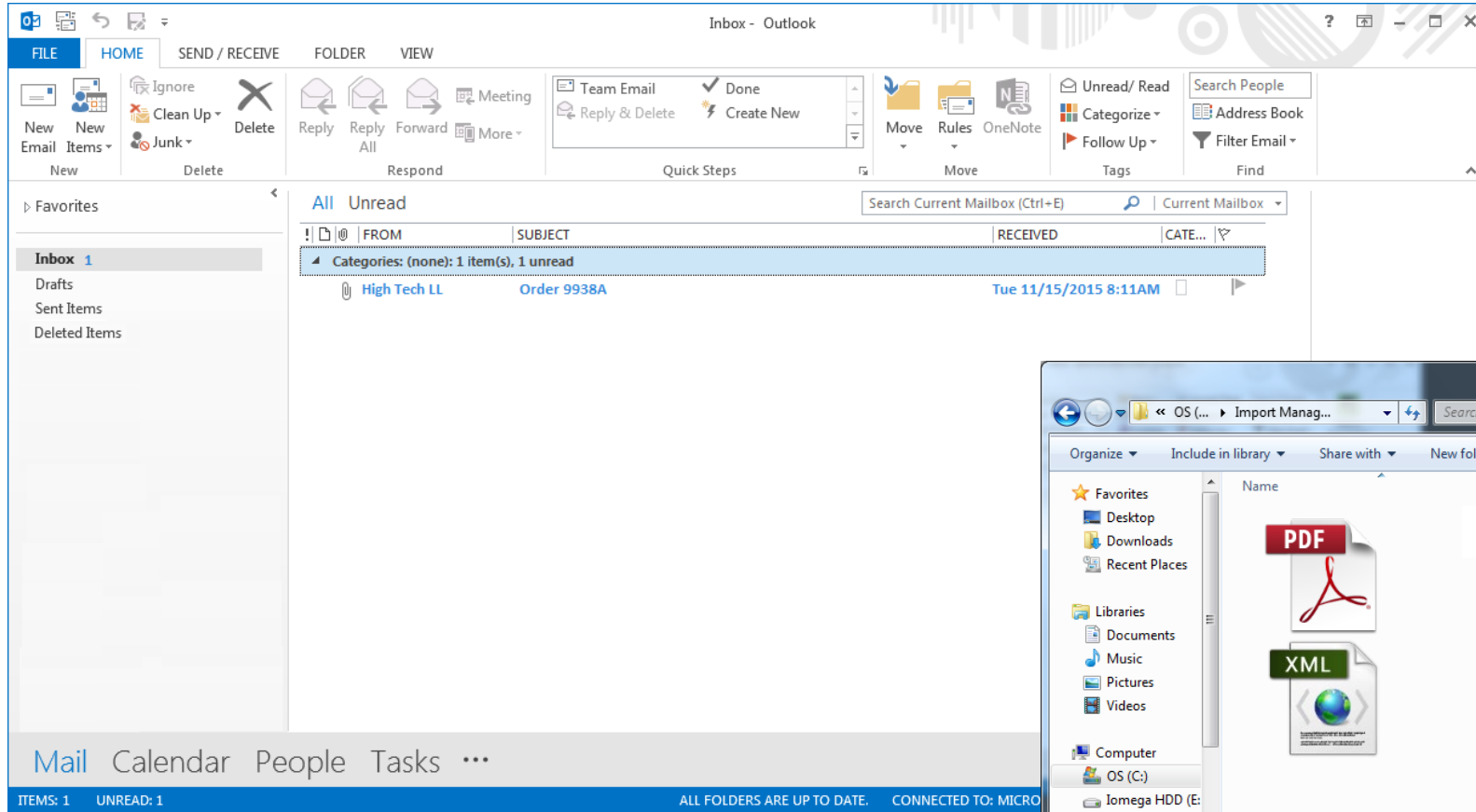
Perpetual, Subscription & DocLink Cloud offerings





EXAMPLES

AUTOMATED EMAIL IMPORT



AI-DRIVEN OCR

DocLink Web 4.0 | DocLink SmartCapture | localhost:8085/DataVerifier/Index?v=9.1&batchId=a8bc0ce4-dfbb-4bf7-9360-5b57d1d99fe9

DocLink Home Class Verification Data Verification Reports Admin Panel Create Batch Help admin

Return Batch Save Batch

Document-1-Page-1

Document Type: AP Invoice - Line Item Demo

VENDOR: Airway Property

DATE: February 12, 2022

REF NO: 26527

PO N: 0010032

SUBTOTAL: 1756.25

TAX: [REDACTED]

SHIPPING AND HANDLING: [REDACTED]

AMOUNT DUE: 1756.25

ITEM	DESCRIPTION	QTY	UNIT PRICE	LINE TOTAL
1	6655 Printer Stand with B-	5	81.25	406.25
2	D1000-FC Filing Cabinet	5	270.00	1350.00
3				

1 of 1 documents loaded (1p) Submit

Airway Property
7888 Saddlebush Trail Orange, CA
92669-0001
USA

INVOICE

Invoice Number: 26527
DATE: February 12, 2022

TO: Altec
Attn: 12600 S Torrance Ave
Laguna Hills Ca 92653

BUYER	PO Number	ORDERING METHOD	SHIPPING TERMS	DELIVERY DATE	PAYMENT TERMS	DUE DATE
Doug Field	0010032	GRD		2/7/22		3/5/22

QTY	ITEM #	DESCRIPTION	UNIT PRICE	DISCOUNT	LINE TOTAL
5	6655	Printer Stand with Basket	\$ 81.25		\$ 406.25
5	D1000-FC	Filing Cabinet	\$ 270.00		\$ 1,350.00
TOTAL DISCOUNT					
SUBTOTAL					\$ 1,756.25
SALES TAX					
SHIPPING					
TOTAL					\$ 1,756.25

AUTOMATED 3-WAY MATCHING

The screenshot displays a web application interface for document management. At the top, there are navigation tabs: SEARCH, WORKFLOW, TOOLS, and SMART FORMS. The user is identified as CHERYL CONTRERAS - AP. Below the navigation, there are buttons for SEARCH, SUPERVISOR, and DELEGATE. A green bar indicates 'Integration Enabled?'. The main content area shows three documents side-by-side:

- Packing Slip: 5783**: Shows 'Janicki Goods Movement' and 'Goods Receipt'. It includes fields for Document Number (500006011), User Name (JPARKS), Purchase Order (450003814), Buyer (101), and Vendor / Desc (101029 / M). A table lists items with columns for Item, Material, Qty, Plan, Description, EUn, and SLoc.
- Purchase Order: 5781**: Shows the Janicki Industries logo and contact information. It includes sections for Billing Address (Attn: Accounts Payable, PO Box 817, Sedro-Woolley, WA 98284), Vendor Address (McMaster-Carr, PO Box 7690, Chicago IL 60680-7690), Shipping Address (Janicki Ir, 34240 St Hamilton), Terms of Payment (within 10, within 30), and Terms of Delivery (Pre-paid).
- AP Invoice: 5770**: Shows the McMaster-Carr logo and contact information. It includes a yellow box with the text 'Please review amount' and a table with columns for Line, Product, and quantity.

On the right side, there is a 'NOTES' section with buttons for Approve, Deny, and Info. Below the buttons, it says 'There are no notes to display'. At the bottom right, there is a pagination control showing 'Items per Page: 20' and 'No Results'.

CODING OUTSIDE OF ERP

SEARCH WORKFLOW TOOLS SMART FORMS MARK WHITBECK

SEARCH SUPERVISOR DELEGATE

Integration Enabled?

MENU

HEADER

DETAIL

FOOTER

Company: CRONUS U... Buy-from Vendor No.: 10000 Buy-from Vendor Name: Fabrikam, Inc. Pay-to Vendor No.: 10000 Pay-to Vendor Name: Fabrikam, Inc. Posting Date: 10/06/2021 Document Date: 10/06/2021 Vendor Invoice No.: 38715 Currency: Tax Liabile: True Tax Area Code: Tax Amount:

Invoice Total: 2,250.00 Purchaser Code: Posting Description:

Workflow << >> Document 3 / 11 Smart Forms Send To: Auto-Route

VENDOR INVOICE: 17

Page 1 / 2

Fabrikam, Inc.
10 North Lake Ave
Atlanta, GA 31772
(404) 968-1111

INVOICE

FABRIKAM

Invoice Number 38715
DATE 10/06/21

TO Altec Sample Co
Attn:
12600 S Torrence Ave
Laguna Hills Ca 92653

Fabrikam, Inc.

BUYER PO Number SHIPPING SHIPPING DELIVERY PAYMENT DUE DATE

GENERAL NOTES WORKFLOW HISTORY AUDIT HISTORY INDEX

Approve Deny Info

0 NOTES

There are no notes to display

Items per Page 20 No Results

WORKFLOW ROUTING

SEARCH WORKFLOW TOOLS SMART FORMS MARK WHITBECK

SEARCH SUPERVISOR DELEGATE

Integration Enabled?

MENU HEADER DETAIL FOOTER

Company: CRONUS U... Buy-from Vendor No.: 10000 Invoice Total: 2,250.00

Pay-to Vendor No.: 38715 Pay-to Vendor Name: Fabrikam, Inc. Posting Date: 10/06/2021 Document Date: 10/06/2021 Vendor Invoice No.: 38715 Currency: Tax Liab: True Tax Area Code: Tax Amount:

3WM - PO Price Discrepancy (AP Processing)
3WM - PO QTY Discrepancy (AP Processing)
3WM - PS QTY Discrepancy (AP Processing)
Auto-Route (AP Processing)
Remove from Workflow (AP Processing)
CEO (AP Approvers)
CFO (AP Approvers)
CIO (AP Approvers)
CRO (AP Approvers)
HR Manager (AP Approvers)
Purchasing Manager (AP Approvers)
Sales Manager (AP Approvers)
Approver 01 (PO Invoice Approvers)
Approver 02 (PO Invoice Approvers)
Approver 03 (PO Invoice Approvers)
Approver 04 (PO Invoice Approvers)
Approver 05 (PO Invoice Approvers)

Workflow << >> Document 3 / 11

VENDOR INVOICE: 17

Page 1 / 2

Fabrikam, Inc.
10 North Lake Ave
Atlanta, GA 31772
(404) 968-1111

TO Altec Samp
Attn:
12600 S Tor
Laguna Hill

BUYER PO Number

38715
10/06/21
Fabrikam, Inc.

DELIVERY PAYMENT DUE DATE

GENERAL NOTES WORKFLOW HISTORY AUDIT HISTORY INDEX

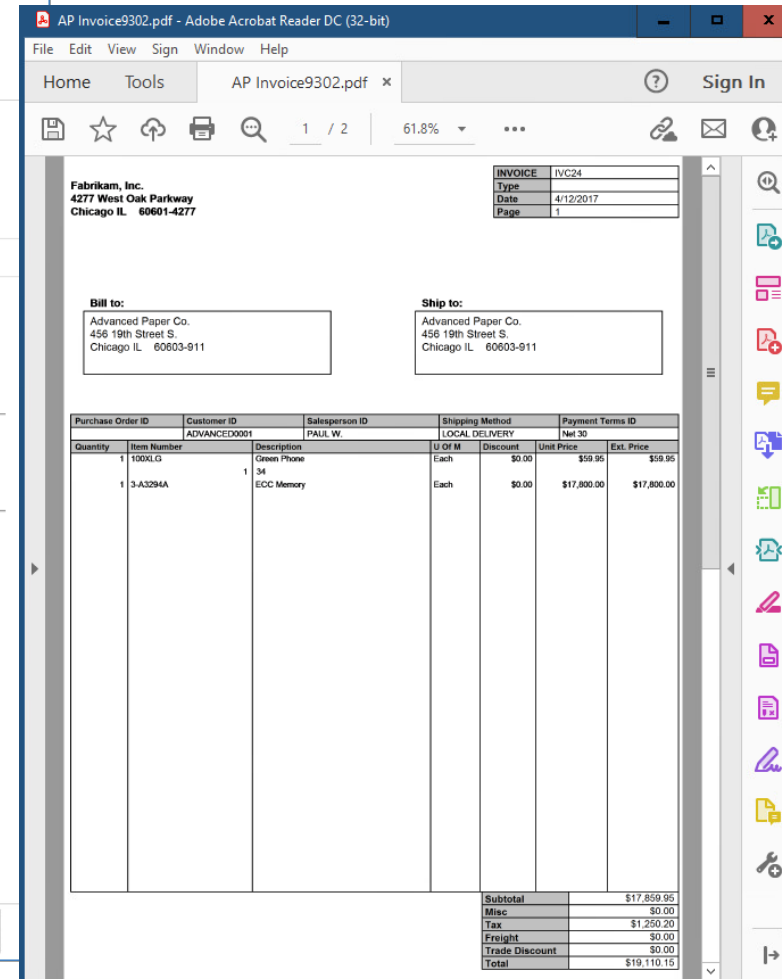
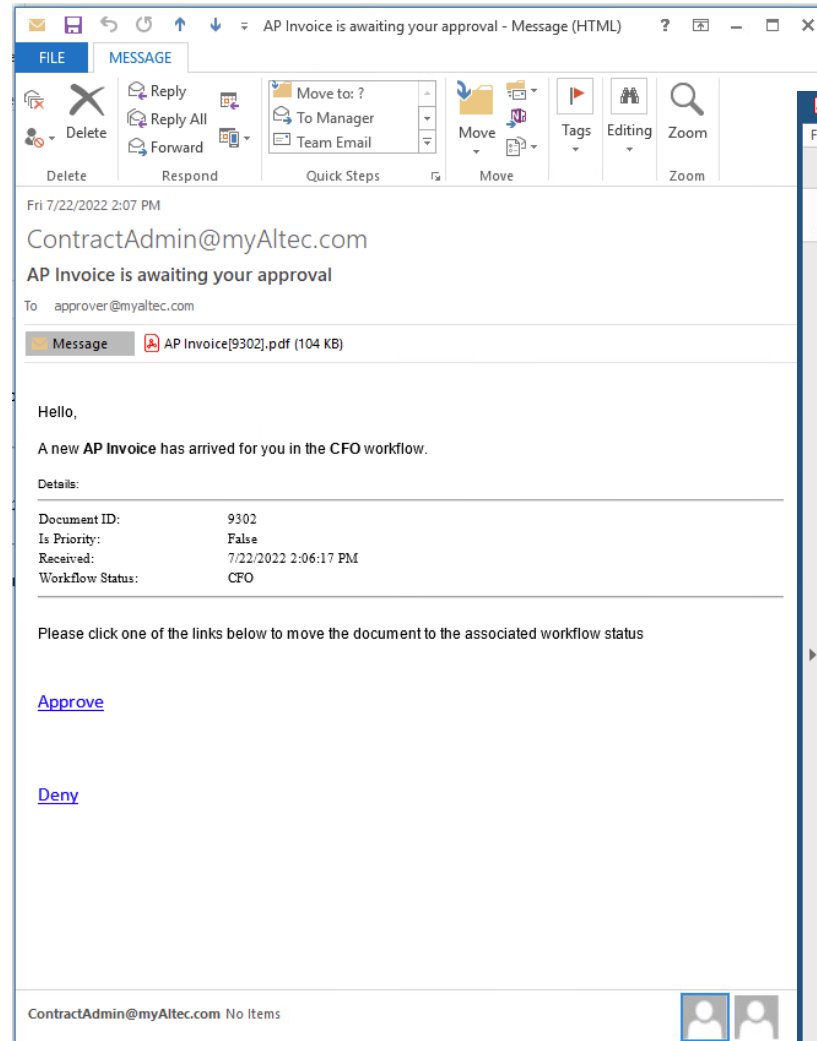
Approve Deny Info

0 NOTES

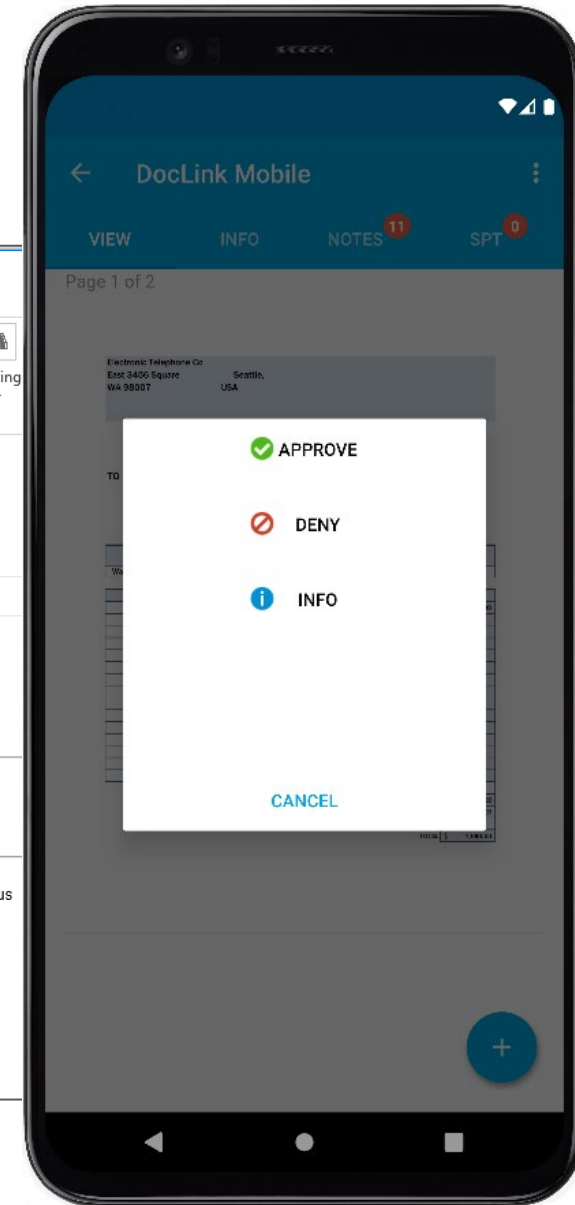
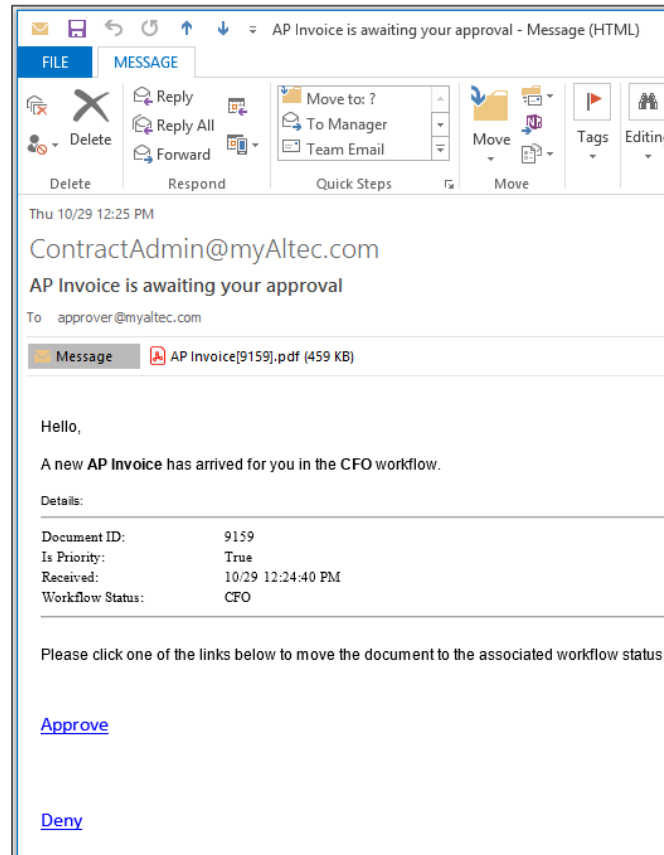
There are no notes to display

Items per Page 20 No Results

EMAIL ALERTS & APPROVALS



APPROVALS FROM YOUR EMAIL AND/OR MOBILE DEVICE



1-CLICK OR AUTOMATED IMPORT TO YOUR ERP

SEARCH
SKYLER WHITE

SEARCH SUPERVISOR DELEGATE

Integration Enabled?

MENU

HEADER

DETAIL


FOOTER

Company	Date	Vendor	Vendor Name	Pay To	Return To	Bill Number	Reference Number	Term	Base Currency	Transaction Currency	Due Date	Default Project	Default Customer	Default Employee
CUBIT USA	08/18/2021	20009	A Travel Comp			44442					11/08/2021			

Default Item	Default Class	Default Department	Default Location	Total
				10,000.13

Workflow << >> Document 3 / 14 Smart Forms Send To: Auto-Route

Invoice: 2538



A Travel Company
123 Riley Street
Sydney NSW 2066
Phone: 949-785-1545

INVOICE DATE	PAGE #	INVOICE NO.	CUST NO.
8/18/2021	1	44442	AI02

INVOICE

<p>S Fabrikam, Inc. O 4277 West Oak Parkway L D Chicago, IL 60601-4277 Attn: Thomas. Jefferson T O</p>	<p>S Fabrikam, Inc. H 4300 West Elm St. I P Chicago, IL 60601-4300 T O</p>
--	--

ORDER DATE	CONTRACT NUMBER	SHIP VIA	F.O.B.	TERMS
2/12/2020	12346	UPS Gnd	SHIP POINT	NET 30

GENERAL NOTES WORKFLOW HISTORY

AUDIT HISTORY

1 NOTES DATE 1f

Skyler White
 Jul 29, 2022 8:34:33 AM
 Approved

1 to 1 of 1 < >

Items per Page 20

PRINT CAPTURE

Integration Enabled?

Return to Results Smart Forms

Check: 138

Page 1 / 1

CUBIT
4 King St W
Suite 200
Toronto, ON M5H 1A1

Royal Bank of Canada

1002

DATE **2 0 1 8 0 9 0 7**
Y Y Y Y M M D D

Pay To
The Order Of **CodeIT**
Seventy Two Dollars

\$72.00****

VOID

CodeIT
6-3-905/B-2
Kashyap Apts
Jaffer Ali Bagh Somajiguda, Hyderabad 500082
India

GENERAL NOTES WORKFLOW HISTORY

AUDIT HISTORY

DOCUMENT

Document ID: 138
Document Type: Check
Company: CUBIT USA
Site: CUBIT

ORIGINATION

INDEX PROPERTY VALUES

Check:
Check Number: 1002
Check Date: Dec 28, 2021
Check Amount: 72.00
Vendor ID: 20002
Vendor Name: CodeIT
Bank: Royal Bank of Canada
Invoice Number: INV002

1000 1002 1 78 27889 40957874636

CUBIT 6-3-905/B-2 1002
Kashyap Apts Royal Bank of Canada

VIEW DOCUMENTS

DocLink Web 4.0 | Not secure | sage300demo/DocLinkWeb/#!/workflow/10000/11050/0/suppdocviewer/7575,7577

SEARCH WORKFLOW TOOLS SMART FORMS

SEARCH SUPERVISOR DELEGATE

Integration Enabled?

Return to Results Workflow Smart Forms Tile Vertically

AP Packing Slip: 7577

Stewart Office Supplies
2014 Willma Rudolph Blvd
Clarksville, TN 37040
USA

DATE March 5, 2023

TO Altec Sample Co
23422 Mill Creek Dr
Chicago, IL 60633

Attn: Sidney Lim

PO Number	SHIPPING METHOD	SHIPPING TERMS	DELIVERY DATE
P0000000065	GRD		3/5/23

QTY	ITEM #	DESCRIPTION	LOT	LINE ACCEPT
100	F2-103/0	FILE FOLDERS		
5	A1-103	Flourescent Desk Lamp		
5	A1-800/0	Wastebasket		

PLEASE INSPECT YOUR ORDER

Purchase Order: 7575

Sample Company Inc. **Purchase Order**

Sample Company Plaza
City, Any Province 12345
A

Phone: (123) 456-7890
Fax: (123) 456-7891

Vendor Address:
Stewart Office Supplies
10B
98 Knight Road
Bellingham, WA
A

Ship To:
Central warehouse -
6500 Commercial R
Seattle, WA 98102
USA

Reference	Contact	Vendor Number	PO Date
	Ms. Smith	7100	Aug 13, 2022

Qty. Ordered	Vendor Item Number	Description	Drop-Ship	Unit
10		Flourescent Desk Lamp	No	
100		File Folders	No	
5		Wastebasket	No	

AP Invoice: 7576

Stewart Office Supplies
2014 Willma Rudolph Blvd
Clarksville, TN 37040
USA

INVOICE

Invoice Number 68257
DATE March 15, 2023

TO Altec Sample Co
Attn:
12600 S Torrence Ave
Laguna Hills Ca 92653

BUYER	PO Number	SHIPPING METHOD	SHIPPING TERMS	DELIVERY DATE	PAYMENT TERMS
Sidney Lim	P0000000065	GRD		3/5/23	

QTY	ITEM #	DESCRIPTION	UNIT PRICE	DISCOUNT
100	F2-103/0	FILE FOLDERS	\$ 18.75	
5	A1-103	Flourescent Desk Lamp	\$ 20.30	
5	A1-800/0	Wastebasket	\$ 12.75	

TOTAL DISCOUNT

SUBTOTAL
SALES TAX
SHIPPING
TOTAL

OM HISTORY
AUDIT HISTORY
INDEX

WORKFLOW HISTORY

DATE	WORKFLOW HISTORY	STATUS	USER
Mar 14, 2023 9:11:49 AM	Purchasing	Approved	M T C
Mar 14, 2023 9:08:15 AM	CFO	Mark Trevor	M V N
Mar 14, 2023 9:06:22 AM	IT Manager	IT Manager	F F
Mar 13, 2023 1:09:01 PM	Purchasing	Unprocessed	S

1 to 4 of 4

Items per Page 20

FULL AUDIT TRAIL

DocLink Web 4.0 | Not secure | sage300demo/DocLinkWeb//#/workflow/10000/11050/0/suppdocviewer/7575.7577

SEARCH WORKFLOW TOOLS SMART FORMS

SEARCH SUPERVISOR DELEGATE

Integration Enabled?

Return to Results Workflow Smart Forms Tile Vertically

AP Packing Slip: 7577

Stewart Office Supplies
2014 Willma Rudolph Blvd
Clarksville, TN 37040
USA

PACKING SLIP

DATE March 5, 2023

TO Altec Sample Co
23422 Mill Creek Dr
Chicago, IL 60633

Attn: Sidney Lim

PO Number	SHIPPING METHOD	SHIPPING TERMS	DELIVERY DATE
PO000000065	GRD		3/5/23

QTY	ITEM #	DESCRIPTION	LOT	LINE	ACCEP
100	F2-103/0	FILE FOLDERS			
5	A1-103	Flourescent Desk Lamp			
5	A1-800/0	Wastebasket			

PLEASE INSPECT YOUR ORDER

Purchase Order: 7575

Sample Company Inc.

Purchase Order

Sample Company Plaza
City, Any Province 12345
A

Phone: (123) 456-7890
Fax: (123) 456-7891

Vendor Address:
Stewart Office Supplies
#10B
96 Knight Road
Arlington, WA 98102
USA

Ship To:
Central warehouse -
6500 Commercial R
Seattle, WA 98102
USA

Reference	Contact	Vendor Number	PO Date
	Ms. Smith	7100	Aug 13, 2022

Qty. Ordered	Vendor Item Number	Description	Drop-Ship	Unit
10		Flourescent Desk Lamp	No	
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Stewart Office Supplies
2014 Willma Rudolph Blvd
Clarksville, TN 37040
USA

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Laguna Hills Ca 92653

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TOTAL DISCOUNT

SUBTOTAL
SALES TAX
SHIPPING
TOTAL

GENERAL NOTES

WORKFLOW HISTORY

AUDIT HISTORY

INDEX

DATE/TIME	USER	ACTION
Mar 14, 2023 1:29:42 PM	Cheryl Conteras	View
Mar 14, 2023 12:24:18 PM	Cheryl Conteras	View
Mar 14, 2023 12:13:13 PM	Cheryl Conteras	View
Mar 14, 2023 9:13:56 AM	Cheryl Conteras	View
Mar 14, 2023 9:11:49 AM	Mark Trevor - CFO	Workflow Move
Mar 14, 2023 9:11:17 AM	Mark Trevor - CFO	View
Mar 14, 2023 9:11:17 AM	Mark Trevor - CFO	View
Mar 14, 2023 9:08:15 AM	Michael Ward - IT Manager	Workflow Move
Mar 14, 2023 9:07:18 AM	Michael Ward - IT Manager	View
Mar 14, 2023 9:07:07 AM	Michael Ward - IT Manager	View
Mar 14, 2023 9:06:22 AM	Patty Hiitte	Workflow Move
Mar 14, 2023 9:06:10 AM	Patty Hiitte	View
Mar 14, 2023 9:05:56 AM	Patty Hiitte	View
Mar 13, 2023 1:09:26 PM	System	Route
Mar 13, 2023 1:09:01 PM	System	Workflow Move
Mar 13, 2023 1:09:01 PM	System	Workflow Move
Mar 13, 2023 1:09:00 PM	System	Create
Mar 13, 2023 1:09:00 PM	System	Index -

DEPLOYMENT OPTIONS



On-premise

- Subscription or perpetual
- Database customizations allowed



Privately-Hosted

- Subscription or perpetual
- Database customizations allowed
- Customer, partner or 3rd party host and manage infrastructure & application patching & upgrades



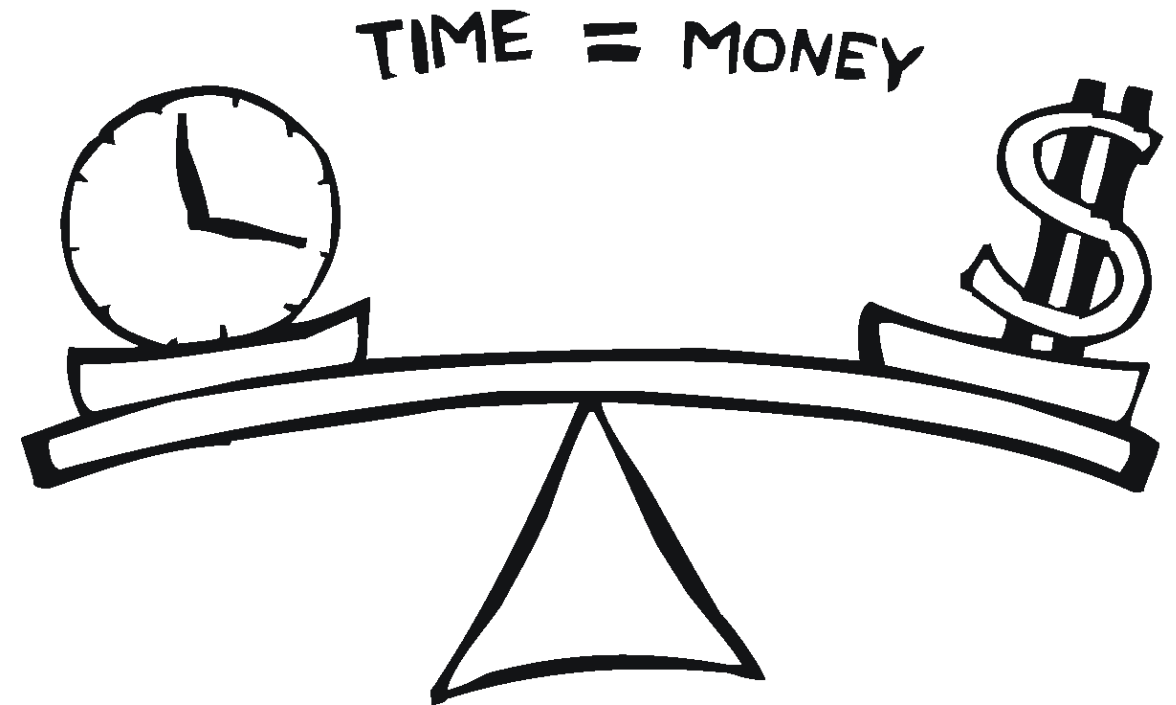
SAAS

- Subscription
- Approved database customizations allowed
- Publisher manages infrastructure & application patching & upgrades

ROI FOR AP AUTOMATION

Time is Money

How much time is spent each day searching for lost documents?
Copying, matching, filing?



Time Spent x Number of Employees x Avg. Hourly Salary = \$\$

SAVINGS: ACCESSING & SHARING

AP Clerk

- \$18/hour x 8 hours saved/week x 3 employees = \$20,736 annually

Department Manager

- \$30/hour x 1 hour saved/week x 10 employees = \$14,400 annually

Vice President

- \$40/hour x ¼ hour saved/week x 2 employees = \$900 annually

Cost of an Audit

- \$5,000 flat fee for 1 week audit x 25% time savings = **\$1,250 annually**

Annual Savings:
Accessing & Sharing

\$37,346

Customer Evidence: Eliminated Filing

Petroleum & Fluid
Handling Equipment Contractor

Using DocLink for 10 Years
Stores over 2 million documents

UNDERSTANDING THE ROI

Storing Paper is Expensive

How much is spent on off-site storage?

Paper, filing supplies & office space?

Offsite Storage Fees + Paper Costs + Printer Maintenance Costs + Filing Supplies + Office Rental Fees/Sq. Ft. = \$\$



SAVINGS: PRINTING & STORING

Paper Supplies

- 24 boxes of paper/year x \$35/box x 50% reduction = **\$420 annually**

Copy Machine Contract/Maintenance

- \$4,000/year contracts x 20% savings (reduced volume) = **\$800 annually**

Filing Cabinets

- \$15/year/sq ft x 7 sq ft/cabinet x 10 cabinets = **\$1,050 annually**

Time to Reproduce Documents

- 2 AP clerks (\$18/hour x 30 min/day) x 20 days/month = **\$4,320 annually**

Off-site Storage Fee

- \$425 monthly fee = **\$5,100 annually**

Annual Savings:
Printing & Storing

\$11,690

A photograph of a warehouse aisle with high metal shelving units. The shelves are densely packed with numerous cardboard boxes of various sizes and colors, including white, tan, and brown. The perspective is from a low angle looking up at the shelves, creating a sense of height and volume. The lighting is bright and even.

Customer Evidence: Paper Storage

Manufacturer

\$85,000 in
storage/retrieval charges

UNDERSTANDING THE ROI

Save Money & Time

How much money is spent routing documents?

How much time is wasted while documents are in transit?

Amount spent on courier fees = \$\$



SAVINGS: MANUAL WORKFLOW

AP Clerk

- $\$18/\text{hour} \times 5 \text{ hours saved/week} \times 3 \text{ employees} = \$12,960 \text{ annually}$

Department Manager

- $\$30/\text{hour} \times \frac{1}{2} \text{ hour saved/week} \times 10 \text{ employees} = \$7,200 \text{ annually}$

Vice President

- $\$40/\text{hour} \times \frac{1}{4} \text{ hour saved/week} \times 2 \text{ employees} = \960 annually

Routing Between Offices

- $3 \text{ offices} \times 2 \text{ shipments/week} \times \$8/\text{shipment} = \$2,304 \text{ annually}$

Early Pay Discounts

- $\$500\text{k in payables} \times \frac{1}{2} \text{ can negotiate } 5\% \text{ discount if paid net } 15 = \$12,500 \text{ annually}$

Annual Savings *from*
Workflow Automation

\$35,924

Customer Evidence: Paper Movement

A photograph of a restaurant interior. The room features wooden walls with a vertical slat pattern, large windows with sheer curtains, and several pendant lights with conical shades. In the foreground, there are wooden tables and chairs, some with white tablecloths. The background shows more tables and a blue upholstered bench.

National restaurant
company (46 locations)

\$150,000 in
shipping/courier charges

UNDERSTANDING THE ROI

Make Better Use of Resources

If you could make your team more efficient and prevent adding a new employee, how much would you save?



Average Salary for a New Accounting Employee = \$\$

GROW WITHOUT ADDING STAFF



Increased Productivity

AP Clerk 1 Salary

\$43,025 (avg. as of 11/22)

\$39,043-\$47,724 (range)

Source: Salary.com

SUMMARY OF SAVINGS

Costs of Accessing & Sharing Documents	\$37,346
Average Storage Savings	\$11,690
Costs of a Manual Workflow	\$35,924
Annual Savings	\$84,960

THINGS TO THINK ABOUT



Document Management & Workflow

- Is important to business process optimization and cost savings.
- Integral to strategic planning initiatives.
- Information flow allows for more efficient information sharing.



Grow to Fit Your Needs

- Choose a solution that is scalable to both specific department needs and enterprise-wide.
- Access for in-office and remote workforce.



Hard and Soft Costs

- Manual processes are expensive, both in hard and soft dollar calculations.
- Think about processes and where it fits in your strategy.



Map Your Processes

- Think about the cost implications at each step.
- What's broken and where you should spend time to fix it.
- Can be used to set a budget.

N E X T S T E P S

How Can We Help Your Digital Transformation Journey?



- A. I want to receive the session recording
- B. Help me map my process and calculate cost of doing business manually
- C. I'm ready to start evaluating solutions
- D. I'd like to meet with my RKL rep to discuss this further



DeeLINK

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