



## INDUSTRY FACT

FIFTY-THREE PERCENT OF FINANCE EXECUTIVES SURVEYED BY THE INSTITUTE OF FINANCIAL MANAGEMENT (IOFM) IN 2015 WANTED TO AUTOMATE MORE ACCOUNTS PAYABLE PROCESSES IN THE FOLLOWING 24 MONTHS.

SOURCE: IOFM, "SPECIAL REPORT: 9 REASONS BUSINESSES ARE AUTOMATING ACCOUNTS PAYABLE"

## SOLUTION BRIEF

# IRON MOUNTAIN® WORKFLOW AUTOMATION™ POWERED BY HYLAND – FOR ACCOUNTS PAYABLE

## BUSINESS CHALLENGE

You're responsible for ensuring that invoices are received and processed with speed and accuracy. That's a big job when you're mired in manual processes and your invoices arrive in both electronic and paper format. When you're forced to spend your time and focus on reviewing, matching, coding and keying all of your invoices, it seems impossible to achieve strategic goals such as lowering transaction costs, streamlining processes and ensuring that the savings negotiated by procurement are actually realized. There are tools available that could automate your processes, increase efficiency and reduce the time you spend on administrative tasks, yet capital and IT investments for an AP system are challenging in the current business environment.

## HOW THIS AFFECTS YOU

- Paper invoices slow processing time, increase transaction costs and introduce risks associated with manual data entry errors.
- Time to focus on exceptions is compromised by the need to touch routine invoices.
- Visibility and data analysis for executive decision making is challenging.

## WHAT IF YOU COULD

- Reduce employees' involvement to exception processing?
- Increase speed and accuracy while lowering transaction costs?
- Improve your controls, tracking, process visibility and information availability?

## IRON MOUNTAIN® WORKFLOW AUTOMATION™ POWERED BY HYLAND - FOR ACCOUNTS PAYABLE

With Iron Mountain's solution you'll be able to eliminate paper, improve controls and streamline your processes. You'll have the tools you need for a smooth and speedy month-end close.

You'll be able to reduce human touches by automating the matching of invoices to POs and receipts. You'll automate the routing of invoices that are not connected to a receipt or PO to the authorized individual for review and approval. And when you automate the generation of notifications and escalations, items routed to others for action won't go missing or get delayed in a bottleneck.

Configurable dashboards provide you, and your executives, with a visual display of data and metrics for powerful insights – all conveniently centralized. All of this is possible without the need to burden your IT department.

When you use Workflow Automation powered by Hyland – for Accounts Payable, you'll be better able to protect your organization from risks associated with compliance, security and privacy lapses. You'll have an audit trail of your information that tracks changes and activities performed on folders or files in the system.

We take data center safeguarding and compliance seriously. Your information will reside securely within a data center infrastructure located in Canada. Your data will be encrypted at rest and during transmission across a secure network. In the unlikely event that documents are accessed by an unauthorized person, the data will not be viewable.

Iron Mountain's solution is available with the following complementary services, to create a solution that can remove paper from your information management responsibilities:

- Document Imaging Services
- Secure Storage Services
- Secure Shredding

With our **Document Imaging Services**, you can have invoices and other paper documents scanned and indexed, with metadata applied, for easy data retrieval.

With our **Secure Storage Services**, you'll secure and protect your valuable physical records and documents and wrap a records management program around them.

When your paper documents have reached the end of their useful life and met your organization's requirements of retention, our **Secure Shredding Services** will enable you to destroy them, confident that you are complying

with regulations governing information destruction.

With the Iron Mountain® Workflow Automation™ powered by Hyland – for Accounts Payable you'll gain the benefits of best-in-class technology, avoid capital investment and IT burden. You'll leverage our ability to link your physical and digital records, wherever they reside, you'll benefit from best-practice processes, our logistics and personnel backed by 65+ years experience protection customers' information security and privacy.

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#### ABOUT IRON MOUNTAIN

Founded in 1991, Iron Mountain (NYSE: IRM) is the global leader in storage and information management services, committed to storing, managing and transforming what our customers value most, from paper records to data to priceless works of art and culture. Iron Mountain's suite of solutions – records and information management, information governance, data management, digital solutions, data centers and secure destruction – enable organizations to lower storage costs, comply with regulations, recover from disaster and protect their data and assets in a complex world. Visit [www.ironmountain.com](http://www.ironmountain.com) for more information.

For more information, please go to: [www.ironmountain.com/hyland/ap](http://www.ironmountain.com/hyland/ap)

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#### ABOUT HYLAND

Founded in 1991, Hyland is one of the largest, independent enterprise content management companies in the world. Hyland solutions have been built with our partners and customers to give organizations around the world real control over their information simplifying everyday tasks, creating processes to save time and money and giving them the freedom to pursue innovation. Hyland is the creator of OnBase®, a single enterprise information platform for managing content, processes and cases.

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