



INDUSTRY FACT

THE ON-TIME PAYMENT RATE IS 38% BETTER FOR ORGANIZATIONS THAT DIGITIZE AR PROCESSING.

SOURCE: THE ABERDEEN GROUP, "TURN THE PAGE ON PAPER BASED INVOICING; ENJOY INCREASED AR PRODUCTIVITY WITH DIGITIZATION," MARCH 2016

SOLUTION BRIEF

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

BUSINESS CHALLENGE

With accounts payable, you're responsible for ensuring that invoices and accruals are processed with speed and accuracy, and that the month-end close is efficient, accurate and timely. You need to stay ahead in overseeing that receivables are handled quickly and correctly with supporting documentation for collections readily available.

That's a big job when you're operating with manual processes and information you need is in many locations, both in physical and digital formats. Using your Enterprise Resource Planning (ERP) or accounting system for Accounts Receivable (AR) management doesn't solve your workflow challenges. There are tools available that could automate your AR processes and reduce the time you spend on administrative tasks, yet capital and IT investment for an AR system are challenging in the current business environment.

HOW THIS AFFECTS YOU

- Paper invoices slow your processing time and increase transaction costs.
- Your collectors spend time looking for information and other low priority activities instead of communicating with customers and settling disputes.
- You lack the visibility and insights needed for making better decisions.

WHAT IF YOU COULD

- Increase speed and accuracy while lowering transaction costs?
- Improve controls, visibility and tracking?
- Reduce your Days Sales Outstanding (DSO) and improve the resolution of customer disputes?
- Streamline your financial close?

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

With Iron Mountain's solution...you'll be able to eliminate paper, improve your 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 centralize order forms, POs, remittances and checks as you receive them, regardless of format. You'll be able to automate document identification, indexing, critical information extraction and transit accurate data into backend systems such as your Enterprise Resource Planning and accounting systems.

Supporting documentation, such as contract information, shipping receipts, etc. can be associated with invoices to improve the speed and effectiveness of customer conversations and collections. And you'll be able to gain control by referencing a dashboard that provides visibility to receivables processes and AR aging reporting. All of this is possible without the need to burden your IT department.

When you use Workflow Automation powered by Hyland - for Accounts Receivable, 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 centre safeguarding and compliance seriously. Your information will reside securely within a data centre infrastructure that is directly managed by Hyland. Your information will reside securely

within a data centre infrastructure located in Canada.

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 Receivable you'll gain the benefits of best-in-class technology, while avoiding 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.

800.899.IRON | IRONMOUNTAIN.CA



ABOUT IRON MOUNTAIN

Iron Mountain Incorporated (NYSE: IRM), founded in 1951, is the global leader for storage and information management services. Trusted by more than 220,000 organizations around the world, and with a real estate network of more than 85 million square feet across more than 1,400 facilities in over 50 countries, Iron Mountain stores and protects billions of information assets, including critical business information, highly sensitive data, and cultural and historical artifacts. Providing solutions that include secure storage, information management, digital transformation, secure destruction, as well as data centers, art storage and logistics, and cloud services, Iron Mountain helps organizations to lower cost and risk, comply with regulations, recover from disaster, and enable a more digital way of working.

For more information, please go to: www.ironmountain.ca

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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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