KONICA MINOLTA

THERE IS NO DIGITAL TRANSFORMATION WITHOUT DIGITIZATION

Improve your organization at the enterprise and departmental level, regardless of your industry.

ANY INDUSTRY

In every industry, various departments are challenged with paper-heavy processes and an archive for files that contain the data they need. Through digitization, you accelerate the time in which you access information to use in reports, provide to others or load into integration with other business systems.

Plus, you save all that space where your physical records, fiche, aperture cards or large format documents had lived in your office.

From long-term document preservation to protection from unauthorized access and alteration to improved distribution of information to multiple locations digitization leads to more streamlined day-to-day operations.

DEPARTMENT EXAMPLES

- **Human Resources**
  Scan and convert job applications, resumes, payroll records, tax forms and other employee paperwork.

- **Accounts Payable**
  Capture and process invoices, receipts and letters that arrive every day and make the information available online in a secure system.

BUSINESS CONTINUITY

Paper can be destroyed or stolen and compromise your business. In times when you cannot predict a natural disaster, theft or a pandemic that keeps workers remote and away from the physical documents, you need to consider the value of being agile, prepared and able to pivot in a moment's notice to keep your business going with remote workers.

Konica Minolta works with you to deliver the solution you need to ensure your data is protected so your business can continue.

DIGITAL MAIL AS A SERVICE (DMAAS)

Keep your critical processes going with DMaaS. We set up a P.O. Box or email for the imaging facility to access you critical information, such as invoices, so we can deliver digital images to you for uploading to your Line-of-Business (LOB) systems, such as AP software.

This is one way to unlock the value of electronic capture for your critical mail, to improve your operational efficiency and prevent delays with mail processing.

SEARCHABLE
Index fields to make the digital assets searchable

ACCESSSIBLE
Access from your work or home computer for remote work

ENABLES INTEGRATION
To an ERP or line-of-business system like AP

COMPLIANCE
Easier to audit and endure compliance

AUTOMATION
The first step to automating processes

PEACE OF MIND
Guard against unauthorized access Protect from natural disasters

Contact us for more information on BPO scanning or any Content Management needs: ecminfo@kmbs.konicaminolta.us