Digitization is the transitioning of your accounting and reporting documents and storage from a traditional paper-based system to an electronic format. Because it reduces process time and errors, aids cash flow and improves transparency on income, digitalization helps business leaders make better decisions about how to lift business performance. It can also make an organization more competitive.

As companies face mounting pressure to optimize pricing, costs and efficiency, more businesses are creating a “paperless office” within their finance functions. Companies of all sizes that manage more than 3,000 documents annually could consider digitalizing their financial functions. With the necessary technologies and regulatory frameworks in place to support a digitized business environment in finance and accounting, organizations only need to implement the right technologies, systems and procedural changes to start deriving benefits. Doing this efficiently and effectively – while minimizing risk – is challenging. Businesses need to ensure that they manage the procedural change to avoid operational risk, while maintaining a deep understanding of the latest legislation to reduce potential regulatory compliance issues.
EY can help you throughout your digitalization project, from identifying vendors through to change management, business process re-engineering and managing IT system impacts. Our independence from IT providers means we can offer an objective assessment on:

- Integrated document management systems
- Electronic storage of accounting ledgers
- Automatic recording and e-storage of invoices
- E-invoicing

**Four solutions that can be combined to suit your business needs**

<table>
<thead>
<tr>
<th>Integrated document management systems</th>
<th>Electronic storage of accounting ledger</th>
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<tr>
<td>› Digital “re-engineering” of business processes</td>
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<tr>
<td>› Consideration of regulatory frameworks for document management and archiving</td>
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<td>› Detailed functional specifications to support system and workflow development</td>
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<td>› Efficient process monitoring</td>
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<td>› Design and implementation of an electronic ledger storage process</td>
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<th>Automatic recording and e-storage of invoices</th>
<th>E-invoicing</th>
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<tr>
<td>› Higher finance productivity</td>
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<td>› Reduced operating costs</td>
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<td>› Improved controls to minimize invoice routing and approval</td>
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<td>› Alignment with regulatory requirements</td>
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<td>› Better control over suspect payments</td>
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<td>› Consistent processes across the company</td>
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<tr>
<td>› An e-invoicing process and audit trail</td>
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<td>› Reduction in administrative costs</td>
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</tbody>
</table>

“Digitalization is not just for large companies – any company that manages more than 3,000 documents per year can benefit significantly.”
Implementing digital solutions will impact your technological and system infrastructure and organizational processes.

Digitalization is not just about technology. Depending on the level of change required, the outcome of our analysis will have different impacts on many areas of your organization, including culture and behaviors.

**Benefits of digitalization**

- **Cost savings**
- **Quicker, easier, more effective or more efficient business processes**, including:
  - Gains in time and productivity
  - Less space dedicated to physical archives
  - Lower materials consumption
  - Higher accuracy due to fewer errors
  - Enhanced control capability and process analysis
  - Improved service capabilities to customers

- **Stronger business information, improved analytics and better process control**

- **Automated collection and payment processes through structured electronic document sharing**

- **Improved transparency of processes, opening up new credit models**

- **A more favorable sustainability profile, better corporate social responsibility performance and stronger environmental credentials**

- **Increased overall productivity and competitiveness**
How we can help you through the digitalization process

We structure our services to match the project life cycle in an eight-stage approach:

1. Identify opportunities for digitization, build a business case for each and define the needed investments and cost savings
2. Assistance in the selection of software and vendor(s)
3. Design a new process according to function and user specifications and legal requirements
4. Design a development plan and review its implementation
5. Plan and execute change management initiatives and training
6. Create and execute a communication plan with internal and external stakeholders
7. Update procedures and operating instructions
8. Monitor results after the go-live date

A multidisciplinary team driving your success

Working with EY, you’ll have access to teams with specialist skills in process re-engineering, IT systems and accounting policies. We can also advise on the tax and legal requirements for your digitalization framework and facilitate compliance in those areas. In particular, we provide:

- Proven methodologies to rapidly assess your processes and identify digitalization opportunities
- Specific knowledge of systems and tools supporting digitalization and its integration with ERP systems
- Deep knowledge of tax and legal frameworks in document management, electronic storage and electronic invoicing
- Change management expertise to help you introduce and integrate the paperless office in your company

Our Financial Accounting Advisory and IT Advisory teams work together to develop the best solutions for each client’s business.

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About EY

EY is a global leader in assurance, tax, transaction and advisory services. The insights and quality services we deliver help build trust and confidence in the capital markets and in economies the world over. We develop outstanding leaders who team to deliver on our promises to all of our stakeholders. In so doing, we play a critical role in building a better working world for our people, for our clients and for our communities.

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About Financial Accounting Advisory Services

The changing accounting and reporting landscape provides challenges for multi-national companies as they seek to respond to global market conditions and report on their financial results while facing increased scrutiny from a range of stakeholders.

EY’s accounting, regulatory, compliance and IT professionals combine technical expertise with business and industry insights to help clients navigate complexity. Whether your focus is on managing highly technical accounting requirements or addressing governance and regulatory issues, having the right advisors on your side can make all the difference.

Our team uses proven and integrated methodologies to help you solve your challenging business problems, deliver accurate financial reports in complex market conditions and make improvements sustainable for the longer term. We understand that you need services that are adapted to your specific industry issues, so we bring our broad sector experience and deep subject matter knowledge to your projects in a proactive and objective way.

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