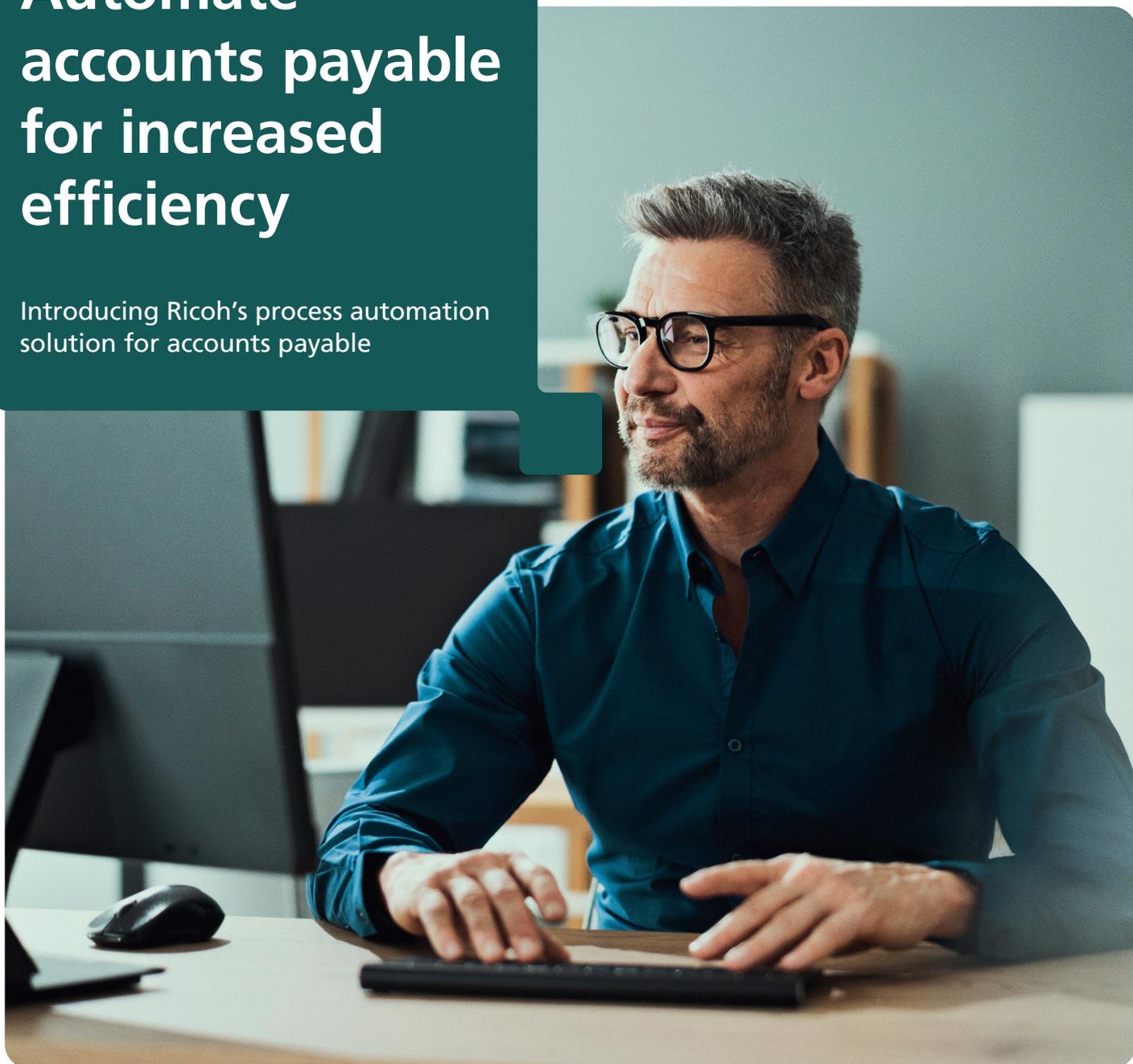


Automate accounts payable for increased efficiency

Introducing Ricoh's process automation
solution for accounts payable



Automating accounts payable drives value for people and teams

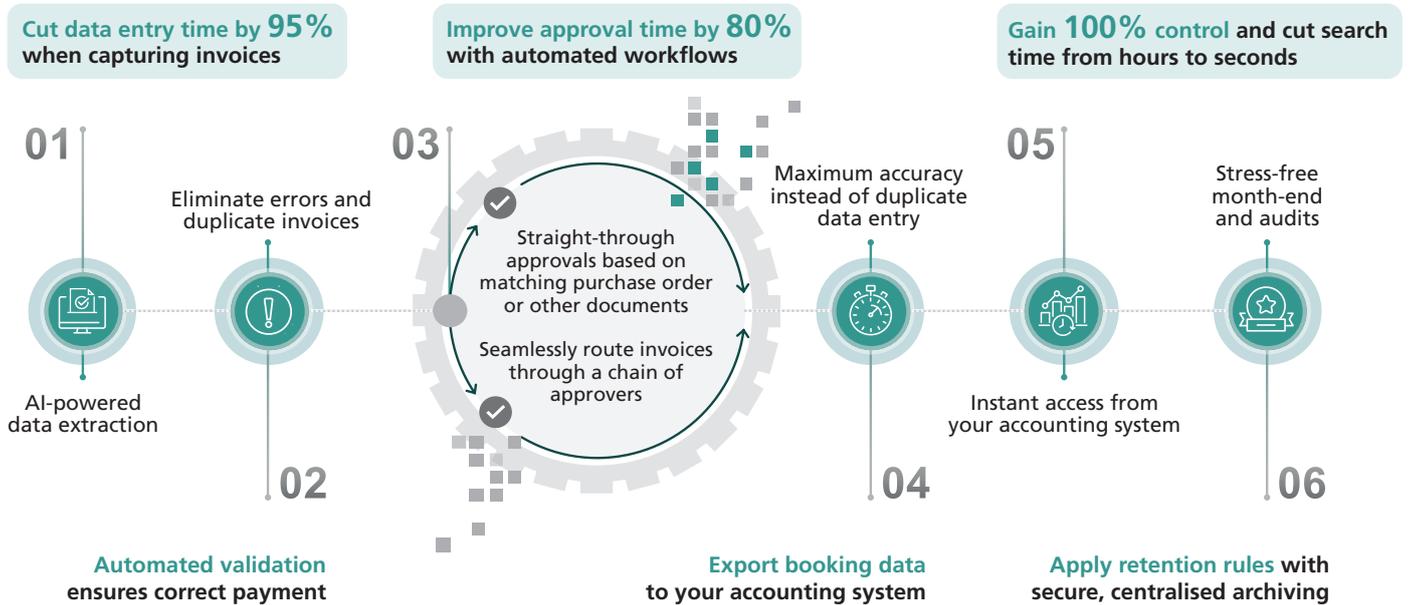
According to our research*, 27% of finance directors say that insufficient investment in automation – which leaves employees bogged down by manual processes and administrative tasks – is the top factor impacting employee productivity. Manual data entry, time-consuming document retrieval, and lack of visibility are common issues that often result in late payments, duplication, and high processing costs per invoice.

Ricoh's process automation solution for accounts payable makes it easy to capture, process, and archive invoices, putting you in control of your cash flow and giving time back to your team.

* "Fulfilment through Work" research, Ricoh Europe 2024. The research was conducted by Opinion Matters, among a sample of 7,000 respondents who are office workers within companies employing 1-1000+ people across France, the UK, Ireland, Germany, Netherlands, Spain, and Italy.

How it works

Invoices are captured upon arrival, whether it is via email or scan. The solution intelligently extracts key data from incoming invoices using advanced recognition software, matches it with related documents such as purchase orders, and checks for errors and duplicates. This ensures accurate data capture and efficient processing, with minimal manual input.



Advantages of Ricoh's accounts payable solution



Enhance performance and precision – minimise error-prone and time-consuming manual processes with intelligent capture, workflow management, and archiving of invoices. Documents are accessible on mobile phones or directly in the ERP, allowing remote teams to work anywhere and anytime.

Manage cash flow and cut expenses – optimise your cash flow by ensuring timely and accurate payments, reduce costly errors, and provide accurate financial records with reporting.



Simplify compliance and audit preparation – with integrated advanced security measures and comprehensive audit trails, processes and documents are transparent, secure, and easy to track, ensuring regulatory compliance and reducing audit preparation time.

Strengthen supplier relationships – managing your supplier partnerships will be effortless with Ricoh's accounts payable solution. Retrieve vendor documents in no time, respond faster to queries, and ensure timely invoice payments.



Tailored packages for your needs



Flexible deployment options – choose between a cloud-based or on-premise solution tailored to your needs.

Comprehensive preconfigured package – access everything you need in one solution, including workflows, document templates, user profiles, and security configurations, making it easy for your team to implement and adapt.



Affordable subscription model – the solution is available as a subscription, avoiding large upfront costs.

Customisation – tailor the solution to meet your requirements, ensuring it fits your organisation's needs.



Ricoh consultancy services

Need help automating your accounts payable process? Our expert consultants can identify your requirements, optimise your current process, and design future-proof solutions. We offer assistance with:



Bespoke recommendations – our consultants provide bespoke technology, workflow, and process recommendations based on your specific needs.

Implementation – we help you implement the solution, build the workflows, and integrate with your current ERP or finance system, facilitating the work of IT.



Training – we provide on-site and online training for key users and administrators such as finance managers and accountants, facilitating the adoption of the solution.

About Ricoh

With more than eight decades spent understanding how people work, today Ricoh is transforming the experience of over a million organisations and hundreds of millions of people across the globe. Our expertise and technology are helping organisations of all sizes achieve their objectives and foster growth.

Contact your local Ricoh expert to get started today.

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