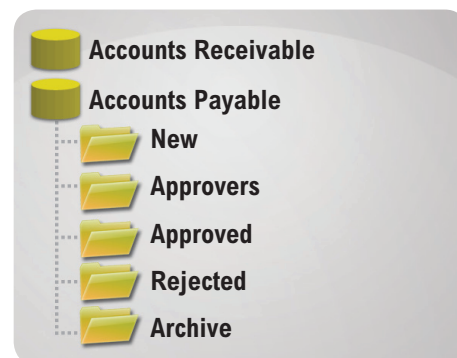


## Streamline accounts payable processes with electronic document management

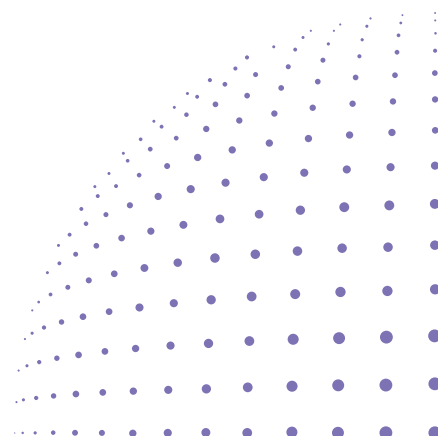


### Capture, approve and archive invoices more cost-efficiently

Ricoh's Accounts Payable solution automates time-consuming manual tasks for easy management and fast centralised processing of incoming invoices.

Most businesses would agree that timely and responsible accounts payable management is essential to maintain good commercial relationships and enable better cash management.

Ricoh's solution helps to simplify complex accounts payable processes with fast, easy invoice capture via your Multifunctional Product (MFP) and centralised electronic management – providing support for strategic initiatives like avoiding late payment fees and taking advantage of early payment discounts. It offers instant, real-time electronic access to invoices and accurate status reporting within a streamlined accounts payable workflow.



# Faster access to critical accounts payable information

## Improve the way supplier invoices are processed

Reduce the possibility of errors and streamline your workflow with fast, automated invoice capture and routing to secure, searchable electronic storage via your Multifunctional Product (MFP). Provide instant access to business critical invoices and benefit from efficient retrieval, auditing, archiving and detailed on-demand reporting.

Minimise manual indexing at the desktop with full or zonal Optical Character Recognition (OCR).

## Reduce administration

Easily annotate documents and move them between secure electronic folders to match your approval route – reducing

administrative time and costs spent manually chasing and validating paperwork. Avoid late payment penalties and qualify for more early payment discounts with better management information and faster processing. Reduce operating and paper storage costs with a leaner more efficient solution.

## Simplify compliance and security issues

Optimise security and compliance with integrated role-based access rights, audit trails, version management and check-in/check-out\*.

- Centralised storage and management maximises the efficiency of the entire accounts payable process.
- Automate manual processes and make it easier for your departments to make the right, cost-efficient payment decisions.
- Enable confidentiality and regulatory compliance.
- Ricoh's Accounts Payable solution is one of our range of cost-effective document solutions that also includes Accounts Receivable; Archiving, Contract Management, and Customer Services.



\*Available with Server Option

# RICOH

Office Solutions    Production Printing    Managed Document Services



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