



Transform your accounts payable workflows into efficient digital processes

Optimize AP processes to drive speed, accuracy & cost-savings

Manual and paper-based accounts payable (AP) processes are cumbersome, time-intensive and prone to errors that can obstruct cash flow and impact business operations. They can also incur added costs due to labour, document storage, and courier charges as invoice volume and operational demands grow. To effectively optimize business growth, you need to streamline cash flow. Automating your AP processes can help mitigate errors, risk, and costs while ensuring data security and maintaining visibility into your accounting activities.

Make your AP processes faster and more accurate with intelligent automation

Intelligent AP automation involves converting invoices into an electronic format and digitizing other day-to-day workflows to streamline your invoice processing so you can:

- Minimize errors and lower the costs associated with late, inaccurate or lost payments
- Pay invoices faster and capitalize on vendor discounts
- Achieve greater visibility into your cash flow
- Automate manual tasks such as GL coding, electronic approvals, and exception handling
- Improve regulatory compliance
- Enable your team to spend more time driving value for the business

In today's digital age, businesses in every sector and of all sizes require better processes, better collaboration and better results while doing more with less. This is where **Ricoh can help**.

Our Invoice Processing Service can help businesses redefine their accounting processes to drive long-term **change. For better.**



Benefits of intelligent automation to your business

- 1. Improve data security in the hybrid work era** — Secure, centralize and maintain complete ownership of your data, and improve internal controls wherever your teams are.
- 2. Increase employee productivity** — With streamlined processes, work gets completed faster and with more accuracy, keeping your people focused on what they do best.
- 3. Help reduce overhead and enhance oversight** — Make your AP processes more efficient without incurring additional costs for labour, hardware or software.
- 4. Invest where it matters** — Reallocate budget and labour resources to other more strategic activities and meaningful customer interactions to grow your business.

How we can help streamline your AP processes

Ricoh's Invoice Processing Service is scalable to meet your evolving or seasonal business needs, and provides intelligent automation that digitizes AP workflows for fast and accurate invoice processing.

Ricoh can help by converting invoices into electronic format as part of an efficient digital workflow. Key invoice data is extracted and delivered accurately and efficiently, resulting in accelerated business processes, reduced errors and cost savings. Additionally, much of the time-consuming legwork, including assigning credits, GL coding lists, tax code application and verification can be automated so you can pay invoices faster and lower costs associated with late, inaccurate, or lost payments.

Why Ricoh for AP intelligent automation?

- Choose from efficient, affordable and scalable options to meet your needs
- Flexible pricing plans allow you to prioritize cashflow so you can focus on growing your business
- Dedicated service and support teams located across Canada can support your people anywhere
- Customizable solutions and services to support business continuity, even at times of crisis
- Ricoh currently partners with 350 Fortune 500 companies to help them digitize and automate their essential business processes

Case Study

Canadian retailer streamlines its AP processes and saves \$286K

Challenge

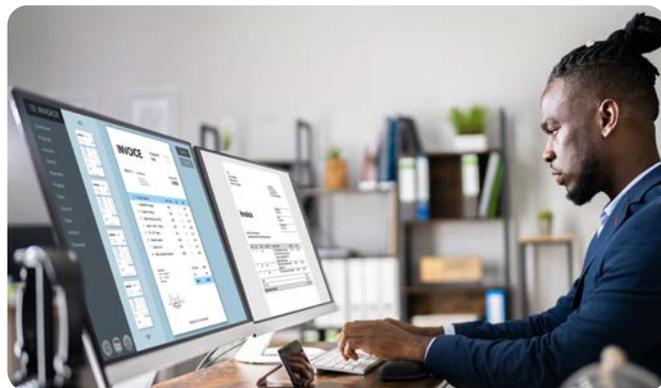
A family-owned business with 20 retail stores nationwide struggled with inefficient AP processes and paying creditors on time. Its four-person AP team processed invoices manually. Their labour-intensive workflows caused frustration among employees as some invoices were 400 pages long and were time-consuming to process. Moving to a remote work model at the start of the pandemic worsened the situation, and further impacted productivity and efficiency.

How Ricoh helped

The retailer partnered with Ricoh to automate its AP processes. We provided a flexible AP solution that accommodated disparate invoice lengths and seasonal fluctuations. The solution also minimized change management, as their AP team could keep their existing business rules and invoice formats. Since the AP team didn't need to change their workflows with vendors, they quickly adopted the solution and their suppliers could also seamlessly integrate with the retailer's new processes.

Within just 60 days, Ricoh automated almost all of the retailer's AP processes and delivered the following results:

- Happy vendors and suppliers who get paid on time
- Improved employee morale and productivity
- Avoided additional manpower costs
- A projected cost savings of \$286K over the next five years



Redefine your accounting process to support your business goals

An essential part of every organization, the accounting department can also be one of the most inefficient. Offload the burden of day-to-day accounting processes to us. Our technology and proven approach bring efficiency and accuracy to cumbersome steps such as invoice capture, data validation, exception handling and secure delivery. You'll see cost savings and efficiencies when we digitize your information, allowing you to focus on other priorities to grow your business.

Find out more about our full range of services from our best-in-class Accounting Process Services [here](#)