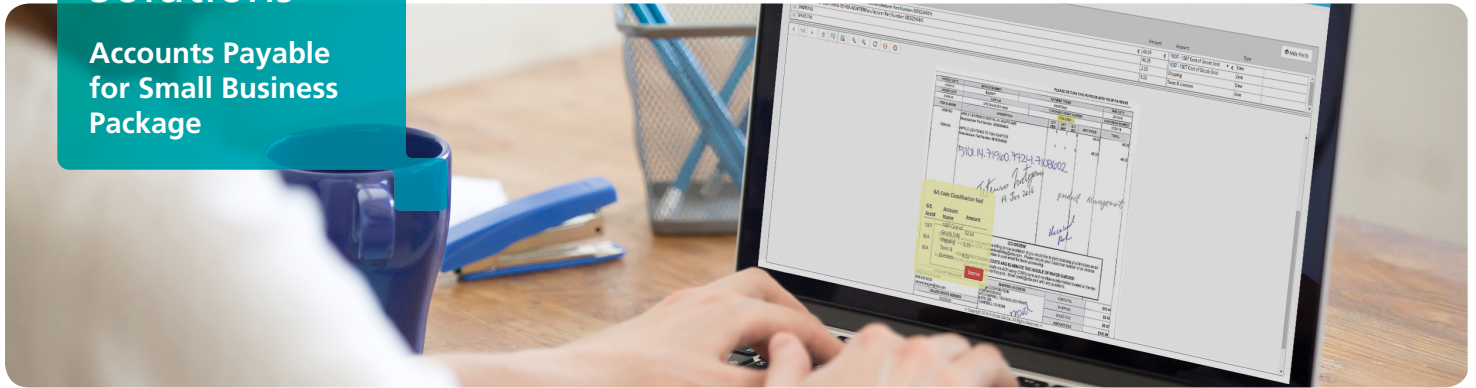# Cloud Workflow Solutions

Accounts Payable for Small Business Package

RICOH
imagine. change.

Make digital invoice processes work for you

When you operate a small business, every work hour counts. Manually processing invoices is not only time consuming, but it can also lead to possible data entry errors. Accounts Payable solutions built for larger organizations can cause frustration and take up time that could be spent on other value-added tasks. With the Accounts Payable for Small Business Package — part of Ricoh's Cloud Workflow Solutions — you can take advantage of a streamlined cloud subscription software that helps you achieve productivity in your AP workflow.

Optimize AP with an easy-on cloud service

The Accounts Payable for Small Business Package brings intelligence to your invoice processing via software-as-a-service. Because the software is secured and rigorously maintained for you, there's no capital expenditure or complex IT issues to work through. Automatic version updates help ensure that you always have the latest tools and features — helping you realize true productivity without additional IT demands.

Capture key data automatically

Choose from one of three ways to load an invoice into the software: (1) upload a PDF or JPEG file directly to the Accounts Payable queue from your computer, (2) upload a file from Box™, Dropbox™ or Google Drive™ and (3) scan a file directly into the queue from your Ricoh MFP. Optical Character Recognition (OCR) automatically collects key information — such as invoice number, vendor name, invoice date, due date, total amount and other line item details.

Maintain control

Automation done right can save you time and manual labor — but that freedom doesn't have to come at the cost of control. If desired, you can merge, split and rotate invoice pages. You can also view a high-quality image scan and confirm that fields are correct. Make corrections or add missing fields with drag & capture capabilities. The software can even auto-learn each supplier's invoice layout — improving capture and accuracy with each use.

Post to accounting systems

Post invoices directly into QuickBooks® Online, QuickBooks® Desktop or Sage® 100. Synchronized G/L codes make sure the captured data won't be rejected. The software will automatically cross-reference the invoice with records in your accounting system — vendors that have not been pre-registered will be flagged for entry. You can also save posted invoices to Box™, Dropbox™ or Google Drive™ to maintain an audit trail.

Why Cloud Services?

- Reduce manual data entry
- Integrate directly with supported AP solutions via the cloud
- Reduce time spent manually exporting data, minimize keystrokes and reduce possible data entry errors
- Enjoy an easy on-boarding process
- Receive version updates automatically — no IT involvement required

Included in this package

Service description:
Automated accounts payable invoice recognition and delivery to an AP solution.

Supported AP solutions:
- QuickBooks® Online
- QuickBooks® Desktop
- Sage® 100

Getting started is easy

All Ricoh Cloud Workflow Solutions packages are available by subscription. Contact your Ricoh sales representative to ask a question, get a quote or learn about available FREE trial opportunities.