Benefits of Intelligent Data Capture

More Than Print

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Challenges

The flow of documents through your organization, known as the document workflow, can reveal a lot about the efficiency, speed and security of the processes and data your business relies on. This is worth a close look, especially with employees working remotely, and many connecting with personal devices.

Invoice processing offers a good example, as it can readily be transformed by invoice automation. Alex is an accounting manager at an engineering firm. One of the challenges of her job is the continued use of paper invoices. Since the company also receives electronic invoices, her accounts payable workflow is more complex than it needs to be.

To stay on top of the firm's AP, Alex devotes extra time to handling the paper documents, carefully organizing them for ease of retrieval. Still, the manual invoice processing system is a frequent cause of confusion and wasted effort. It is also error prone. When Alex tries to resolve AP issues with vendors, their frustration is clear.

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Solution

To address these inefficiencies and risks, Alex's company adopted a workflow automation solution from Ricoh, consisting of a multifunction printer (MFP) and Ricoh Smart Integration Workflows. The ease of integration turned the situation around quickly, replacing Alex's two-system invoice processing tasks with automated data entry and a single automated accounts payable workflow.

When suppliers submit invoices in hard copy format, Alex scans the documents on the MFP. A single tap on the touchscreen puts invoice automation into action, including automated data capture. The MFP extracts invoice data, such as client IDs and PO numbers, and exports them into a unified accounting system. Data entry is history.

The immediate effects were significant:

- Increased efficiency and productivity

- Better service to business partners and customers

- Lower risk of data entry errors through automated data entry

- Timely processing of invoices and payments

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Benefits

Perhaps the most important benefit of an automated workflow enabled by an MFP is one that grows over time: automatic identification and data capture. For Alex's company, the upgrade transformed paper documents into valuable information that is securely stored, searchable, and connected for easy retrieval from approved devices.

Gains in efficiency and productivity, paired with the untapped value of data, translate to a strong ROI. Efficiency and growth go hand-in-hand, and robust data management solutions starting with automated data capture can transform a business.

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Benefits of Intelligent Data Capture: Partnering with Ricoh: Protect. Manage. Connect.

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Partnering with Ricoh:
Protect. Manage. Connect.

The effectiveness of a workflow automation solution depends not only on hardware and software, but on design. Often workflows are automated in piecemeal fashion over time, resulting in a patchwork of inconsistencies and workarounds. This poses security risks and can ultimately create more problems than it solves.

In contrast, Ricoh's automated workflows are end-to-end solutions designed to support and integrate into your business operations. The MFP monitors and manages the flow of data and routine tasks, saving time and effort, while keeping your information more secured.

Optimizing your processes with a workflow automation solution from Ricoh can improve your customer experience, increase employee productivity and satisfaction, and result in real, quantifiable financial gain for your business.

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