

# Process AP<sup>TM</sup>

A smarter way for small businesses to automate Accounts Payable



# Ricoh's Process AP™ delivers an enterprise-solution experience — with small business budgets in mind.

Provide your team with modern ways of processing invoices, reconciling documents and simplifying approval workflows for faster payments and better visibility into task statuses.

## What is Process AP?

Process AP automates key business processes and workflows by electronically managing and sharing AP-related documents regardless of their format or source. We combine the right expertise, services, and technologies to optimize the flow of information while improving employee productivity, customer experiences and business growth.







## What you get

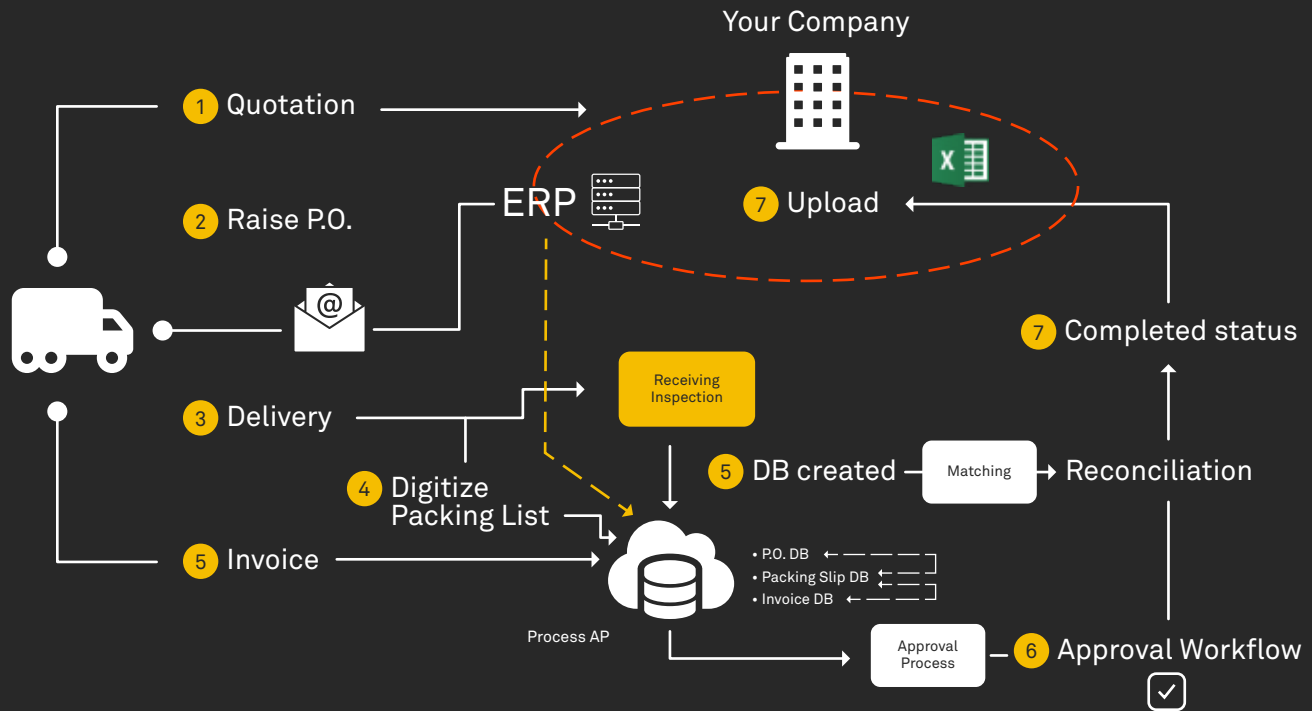
Process AP offers an advanced data capture and extraction solution, integrated with our workflow management platform for housing all your AP-related information.

## Process AP allows you to:

- Replicate all vendor transactions including purchase orders, packing lists, invoices and more.
- Capture and classify source data from paper and digital files into a centralized database.
- Manage data with flexible filtering and reporting options to easily keep track of unmatched or conflicting data.
- Compare key fields and keep track of matched or conflicting data.
- Design various conditional approval mechanisms in which users can deliver approvals by email and/or through our web-based system.
- Create dashboards, reports and other filtered data visualizations and generate output files such as .CSV, .XML, JSON — ready for easy upload to your ERP.

# Accelerate your AP workflows with Process AP

Here's how it works



1/2

Scan or upload the generated PO to Process AP once purchase order is submitted.

3/4

Upon delivery, the receiving department can inspect the goods and scan or upload the packing list along with the actual received receipt — allowing Process AP to determine 2-way matching.

5

Scan or upload the received invoice by vendor. Process AP will create a workflow based on the PO number and perform 3-way matching between the packing list, the received receipt, and the invoice.

6

If the items match, Process AP will generate an approved transaction. If not, it will generate an exception report. Both documents will be available in CSV format.

7

If required, data can easily be transferred to any accounting system such as QuickBooks and Sage (.CSV, .XML. exporting also available).



## Pricing and features

Offered in three packages, Process AP gives users an enterprise solution experience starting from just \$44\* per user per month.

## Features

- Flexibility of a monthly subscription plan
- Initial end-user and vendor set up
- Direct integration with QuickBooks & Sage
- Approval Workflow
- Document Reconciliation (2- or 3-way matching)
- Mobile Application
- Custom Logo
- Reporting
- Dashboards
- Access to online material

\*The listed price represents the basic package. Please consult with your Ricoh Account Manager for more information.



# Successfully deploy and implement Process AP in days not weeks

## 1. Kick-off

Team introductions and account set-up

## 2. Build

Vendor set up

## 3. Configure

Integrate all necessary components

## 4. Test

Customer UAT (User Acceptance Testing)  
and end user training

## 5. Client care

Q/A and customer support hand-off

To learn more about Ricoh's Process AP [click here](#).

## Ricoh, a trusted partner

At Ricoh, we're empowering our customers to respond to our changing world with actionable insights. We believe having access to the right information translates to better agility, more human experiences, and the ability to thrive in today's age of hybrid and borderless work. Through our people, experience, and solutions, we create competitive advantage every day for over 1.4 million customers around the globe. To us, there's no such thing as too much information.