



DocuWare for accounts payable processing

**Give your team the tools they need to stay on track.
Automate your AP workflow from capture through posting.**

Imagine a faster way to work through approval routing, one that frees your team of time-consuming manual data entry and searches. A transparent digital workflow powered by modern process expertise with zero-compromise cloud and mobile applications. One that provides digital document management and streamlines accounts payable with efficient preconfigured workflows, expediting payment processing and organizing audit trails. Now, harness the solution that can turn your imagination into reality.

Better processes start with the experience of Ricoh, powered by DocuWare.

RICOH
imagine. change.

Achieve your goals with DocuWare's robust platform and Ricoh's implementation expertise:



Reduce paper and associated costs

Your budget will realize immediate impact, from purchasing to productivity. Say goodbye to wasted time searching for lost invoices and sorting through duplicate copies — and say hello to more floor space by reducing the need for physical file cabinets.



Eliminate manual data entry

Minimize error and save labor. Capture and digitize all incoming invoices with DocuWare's Intelligent Indexing, a machine learning system.



Improve vendor relationships

Payment reminders will be a thing of the past, as will the costs of late payments and interest. Both your team and your clients will benefit from a streamlined AP process. Expedite payments and earn favorable status for priority treatment and fast shipping of products.



Gain clarity with a complete audit trail

Leverage a central, secured repository that retains all the data on every invoice for you to instantly search, retrieve and share. Maintain preparedness to quickly and easily comply with internal and external audits.



Benefit from early payment incentive discounts

Remove the paper-intensive and long approval process in your AP department, allowing payment terms to not only be met, but reached before deadlines arrive — paving the way to take advantage of applicable discounts.

Embrace digital transformation to boost productivity and your bottom line.
To learn more, visit ricoh-usa.com/docuware

Ricoh, a proven partner

Ricoh's certified expertise, excellence and 85-year history of innovation have helped our clients navigate their most pressing information challenges. We believe having access to the right information translates to better business agility and the ability to thrive in today's age of hybrid and borderless work. As a leader in digital services, our extensive experience in a vast array of industries gives us in-depth knowledge of your unique challenges — and how our services can help you overcome them.

