

How Accounts Payable Outsourcing can help your organisation

Access expertise, efficiency and adaptability

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Why should you consider outsourcing accounts payable?

Your accounts department has a vital role within your organisation and your accounting teams ensure seamless buying and selling of goods and services - crucial for successful operations.

It's essential that Accounts Payable processes run efficiently, remain cost effective and can adapt as business needs evolve.

Ricoh's Accounts Payable outsourcing services give you access to expertise, efficiency and adaptability, without the worry of escalating costs. Our services include the latest technology to expedite supplier invoice processing, allowing your accounting teams to focus on core activities.

Benefits of outsourcing accounts payable

Enhance cost savings and efficiencies

Outsourcing proves cost-effective compared to maintaining an in-house process, beyond direct labour costs, businesses benefit from economies of scale. We'll help you to streamline processes efficiently, eliminating constant investments in software updates and licences.

Increase accuracy

Manual data entry and the absence of control over purchase order requisitions, approval, and delivery, contribute to numerous errors in accounts payable processes. We employ solutions and processes to identify, rectify, and mitigate errors before they escalate.

Improve scalability

Through outsourcing, you gain the flexibility to scale operations up or down according to business requirements. We'll offer you the flexibility to easily adjust your outsourcing services in response to fluctuations in transaction volumes.

Unlock resources

With outsourcing as part of your strategic approach, you and your teams can focus on core and more valuable business activities, in the knowledge that you are leveraging our investments in the latest tools, software, document management and reporting tools.

Access expertise

You'll gain access to industry-leading best practices and expertise in accounts payable processes to improve accuracy, efficiency and compliance. This ensures thorough risk assessment, pro-active error detection and enhanced data visibility.

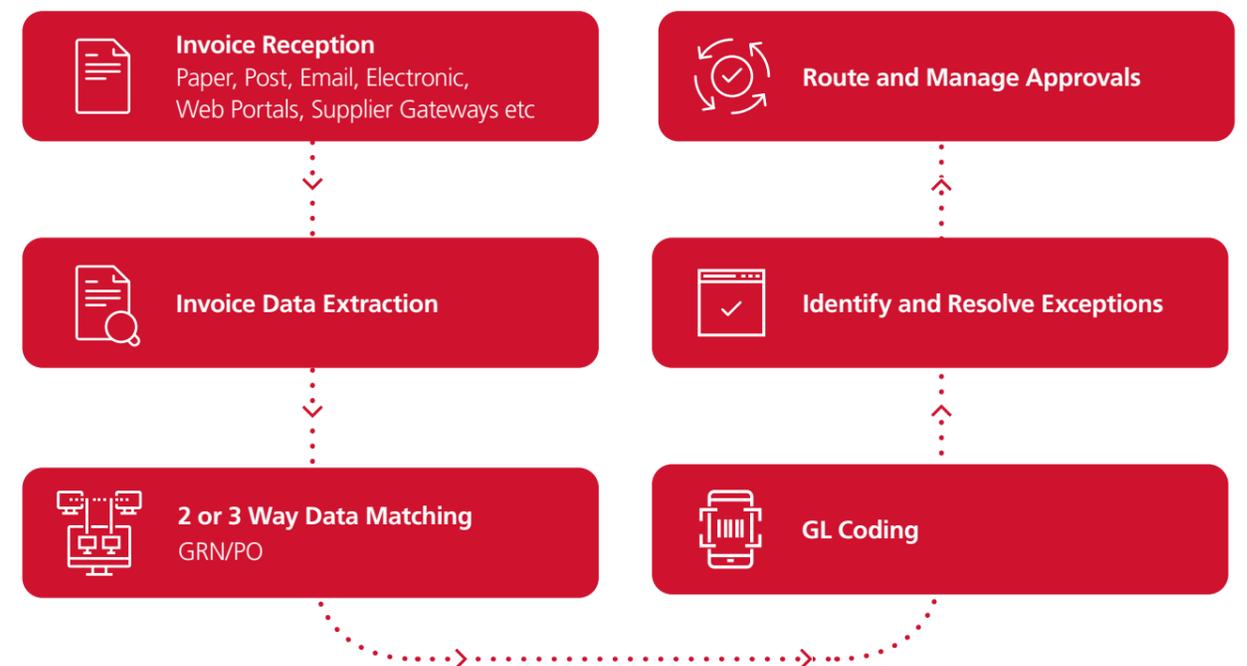
Supported by latest technology

We invest in secure, state-of-the-art infrastructure and technologies, enabling your businesses to benefit from the latest innovations without the upfront investment. You'll gain access to advanced technologies and tools that may be cost-prohibitive or difficult to acquire in-house.



How Ricoh's outsourcing accounts payable service helps you

Ricoh's outsourcing service transforms your accounts payable process by cutting cost, time and errors while adding visibility and control for improved productivity and better cash flow management.



1. Invoice receipt

Our comprehensive invoicing solutions provide omni-channel capture capabilities, allowing seamless processing of invoices, regardless of their origin. This includes everything from straightforward scanning of postal invoices to integration with global supplier networks.

2. Data entry into ERP (Enterprise Resource Planning) and Finance Systems

Utilising cutting-edge extraction tools the invoice data is then accurately extracted and entered into your ERP system. Our quality control process, incorporating human validation, ensures the precision of the extracted data.

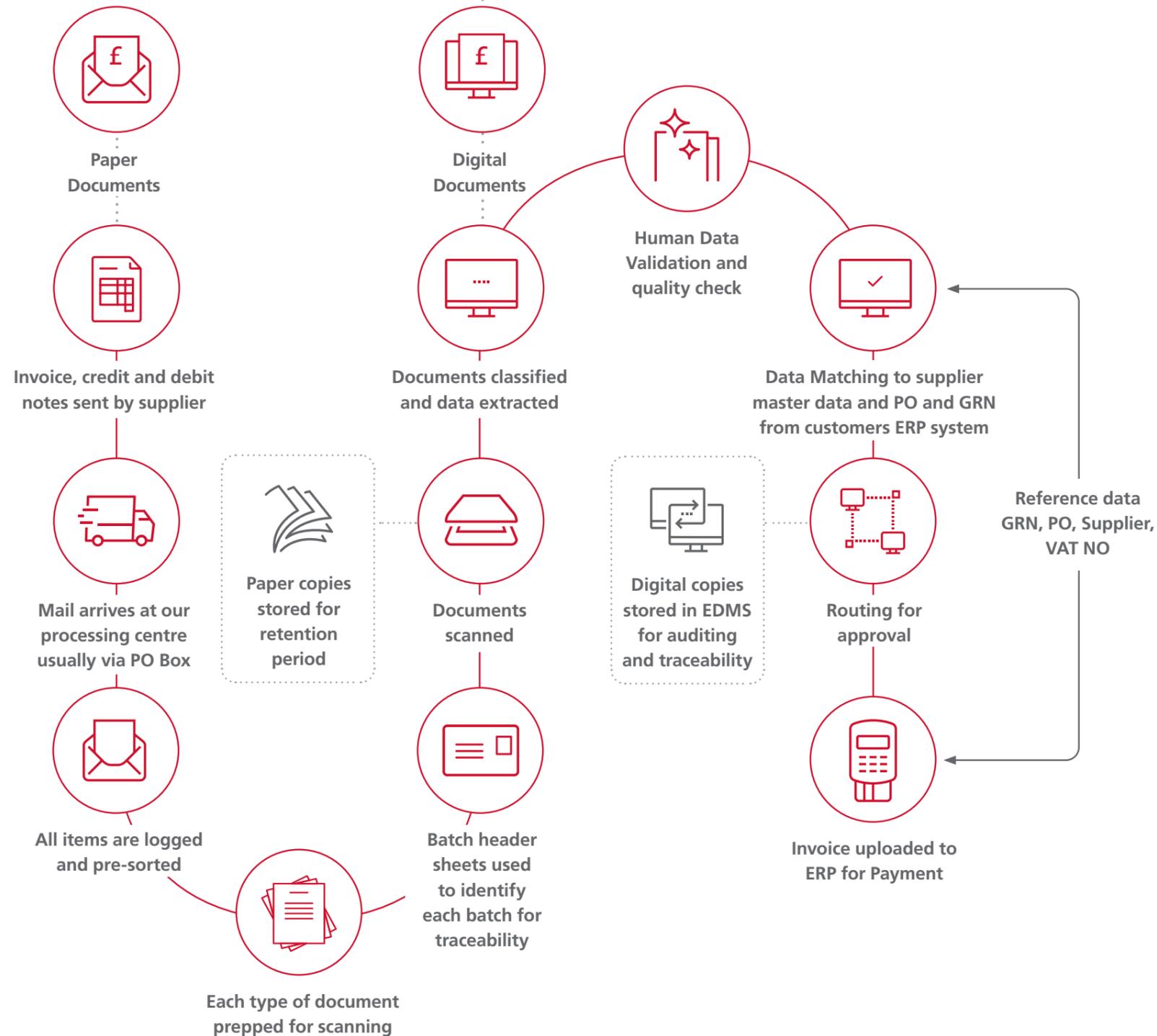
3. Matching invoices against outstanding purchase orders

Integration with your ERP/Finance Systems allows us to access Purchase Order and Goods Receipting data to accurately compare invoiced amounts with ordered and receipted quantities. If discrepancies are found, exceptions are directed for resolution by your purchasing and receipting teams.



Digital Process Invoicing

- Supplier Network
- Digital Structured Invoice PDF/XML/TXT
- Supplier Portal
- Email Attachments



4. Verifying your general ledger coding

Whether your processes allocate General Ledger costs during Purchase Order creation or prefer flexibility when the invoice arrives, our outsourcing process is tailored to align with your preferred workflow.

5. Resolving exceptions

Exception handling is customised to your specific workflow, directing cases to appropriate resources for swift resolution. This means issues such as mismatched PO numbers, incorrect line items, potential duplicate invoices can be dealt with swiftly.

6. Verifying approvals

Once an invoice is processed and validated for accuracy, it is routed to the designated individual for approval, ensuring proper authorisation has been obtained.

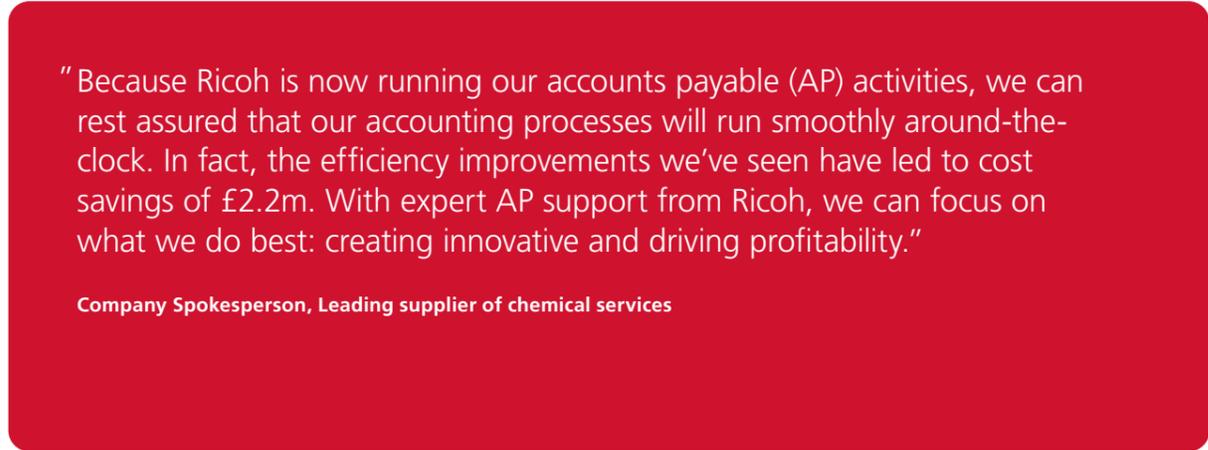
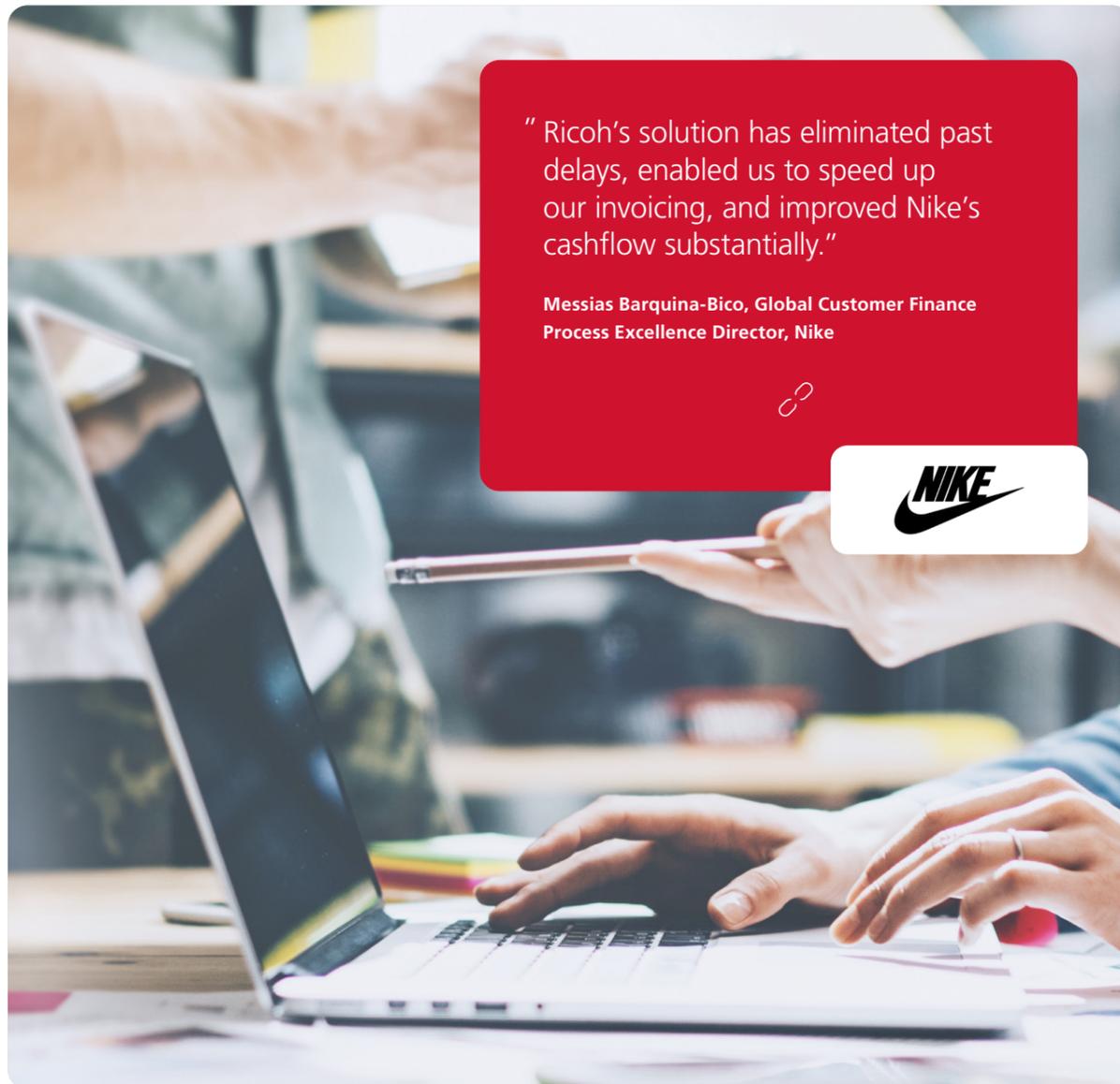
7. Paying suppliers

As soon as an invoice is accurately matched and approved for payment, it is automatically uploaded to the ERP/Finance system and marked as ready for payment. This efficient process minimises delays for suppliers, safeguards early payment discounts, and helps avoid late payment penalties.

Why choose Ricoh as your trusted partner

Ricoh offers streamlined accounts payable outsourcing, leveraging advanced technology to expedite invoice processing. Our flexible approach adapts to your evolving needs, minimising costs and allowing your team to focus on core tasks. Trusted for reliability and expertise, Ricoh is the ideal partner to improve the efficiency of your business operations.

What customers are saying about Ricoh





Need further help?

Get in touch with our experts. Email: ukinfo@ricoh.co.uk

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