

# TAKE ACCOUNTS PAYABLE TO NEW HEIGHTS

Leading change at work



# AUTOMATE AP PROCESSES IN LESS THAN 90 DAYS!

## How much is your AP process costing you?

Sending copies of invoices around and between departments and your suppliers, creates familiar headaches, such as late payment, duplication, loss of early payment discounts and high processing cost per invoice.

To deliver an efficient and reliable AP process, you need a fully optimised and simple end-to-end process that integrates paper invoices, email approvals, and legacy green screen systems.

Document management workflow can streamline AP, release significant savings and allow your finance team to focus on strategic initiatives to move the business forward while enhancing visibility and improving accuracy throughout the organisation.

## Doing more with less is easier than you think...

Today, there exists many automated AP solutions suitable for the mid-market that can be set up and running in weeks.

Pre-configured and tailored for your business, they can integrate seamlessly with your existing systems and do not require expert knowledge to use the system.

With one system to handle your AP workflow processing, you can accelerate invoice processes, prepare audits without worrying about unrecorded data or manipulation, gain deeper control over cash flow and improve your relationships with key suppliers by potentially taking advantage of early pay discounts.





74% are unaware that the scanner in their office **can integrate with their ERP system.**

The cost of manually processing an invoice is £10.00. **With automation, it costs £4.00.**







Automation is not about replacing staff with software. It's about streamlining routine tasks **to focus your team on solving problems** technology can't.

# VISIBILITY LIKE YOU'VE NEVER SEEN

## Control cashflow in real-time

DocuWare revolutionises cash visibility, forecasting and reporting giving you deeper insight into your business now and in the future. This level of granular reporting allows you to optimise cash management, track the performance of suppliers and probe vendor claims about return on investment (ROI) by examining total spend.

## Make faster, better strategic decisions

With one centralised, searchable repository and an overview of the complete audit trail process, your team can quickly cross-check when an invoice was recorded, where it is now and who accessed it last. This significantly reduces auditing time and eliminates most inquiries, as employees, finance, and suppliers have self-service access to invoice and payment status.

59% of employees think that better technology would have the most positive impact on their working day.





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The Ricoh Accounts Payable solution is core to enabling Integral's move to a paperless, automated process. Fundamentally, it is changing the way our accounts payable system operates and improving on-time payments

Sarah Pearson, Head of Finance Transactions and Controls, Integral UK



# GREATER FINANCIAL CONTROL IN THE CLOUD

## Keep calm and audit on

DocuWare provides full and proper documentation of all business transactions allowing you to follow a clear audit trail for reporting. Not just booked records from the period being audited, but also email, letters or contracts connected with these records can be submitted in seconds to a tax authority or external auditors.

## Increase compliance and regulatory adherence

Check-in / check-out document version management ensures that only the most recent documents are referenced, and every business transaction can be tracked without gaps. A rights-based security system protects against unauthorised access and manipulation while multiple encryption layers make sure everything remains correct and confidential. Any regulation changes automatically trigger software updates in the cloud to ensure peace of mind.

Mishandling data can result in fines of up to **£20 million** or **4%** of a company's global annual turnover







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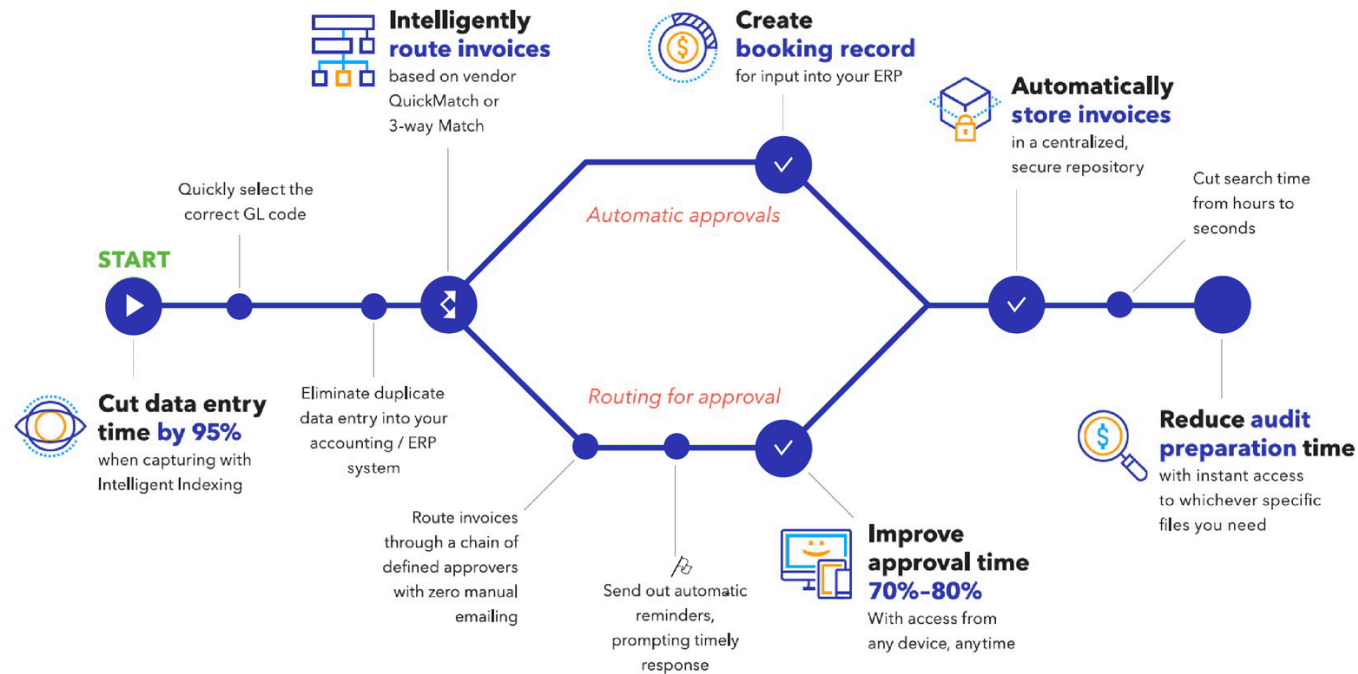
Anyone can pull up a purchase order or a job number and **see all the documents that pertain to it.**

Joe Johnson, Owner, Rebel Refrigeration, AC & Plumbing

# HOW DOES DOCUWARE WORK?

3 simple steps, limitless possibilities.

Capture incoming invoices with intelligent indexing. Provide a central, secure home for every invoice where all data is instantly searchable. Then leverage fast, flexible workflows to ensure complete alignment with your approval processes.



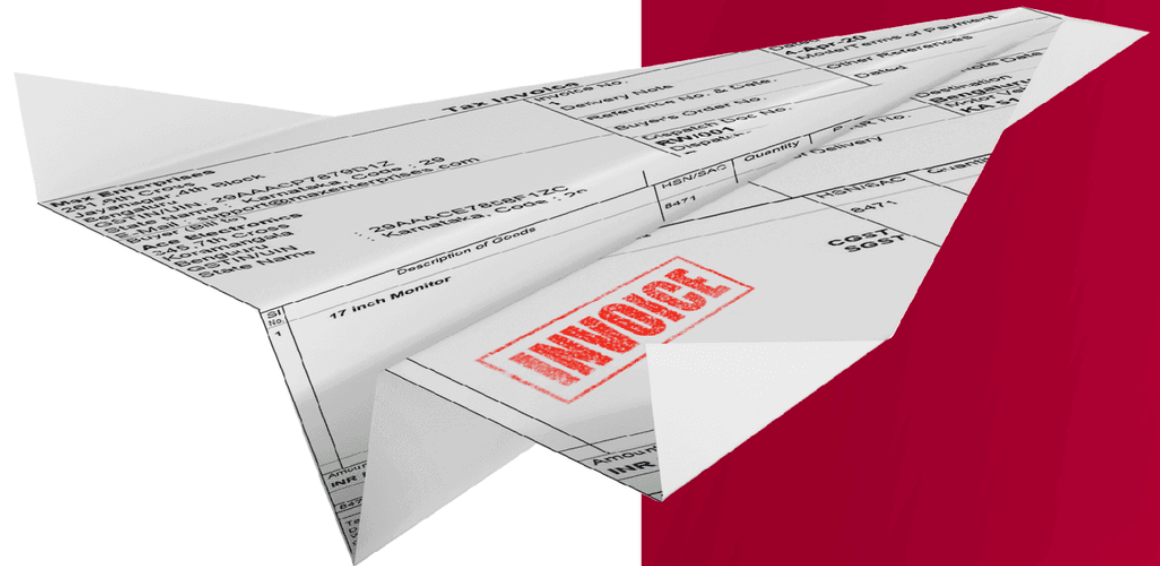
# HOW DO I GET STARTED WITH DOCUWARE?

## Integrates seamlessly with your technology

There is no need to invest in new technology. DocuWare's solution for invoice processing is available as a cloud-based, preconfigured solution that provides everything you need: workflows, document templates, user profiles, security configurations and more. Rather than paying large upfront costs, you can purchase the service on a subscription, as-needed basis and be up and running in weeks.

## Focus on your core business. We'll take care of the rest.

We tailor the solution to you and put together a package that fits your needs. Once we have the solution in place. Our team will provide training to all who require the use and visibility of the system. And if issues and queries pop up, there will be reliable, and reachable after-sales care on hand.







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Our people can now access everything they need from home, which is crucial.

Joe Johnson, Owner, Rebel Refrigeration, AC & Plumbing

# INTEGRAL

Case Study

# INTEGRAL REDUCED LATE PAYMENTS BY 17% BY AUTOMATING THEIR ACCOUNTS PAYABLE

Integral provides a range of mechanical, electrical and fabric property maintenance services to some of the UK's leading business and public sector organisations.

## Challenges

Imagine a single accounts department getting 20,000 invoice emails a month and having to process them manually. That was the challenge facing facilities management business Integral.

To support its business operations, Integral has 3,000 suppliers and subcontractors that invoice the business for the products and services they provide. Invoices, that can range from under £10 to several thousand, amount to around 250,000 every year. Invoice processing was increasingly complex and labour intensive. Invoices were pdf attachments to email which were sorted, manually, into many different folders for onward processing.

There were problems and errors because not all emails had invoices, some had other documents and multiple invoices. A limited view of invoice type, measure of workload and a lack of auditing meant invoices were being lost. Some emails went straight to spam because suppliers sent multiple emails simultaneously.





## Solution

Integral considered various invoice handling products looking for a smart system that was flexible, intelligent and able to recognise an invoice, its content and automatically route it to the appropriate next action.

The solution needed to process incoming invoices and automatically ingest data off documents into a new ERP system being implemented.

Integral decided to work with Ricoh because it was an established partner with JLL. Ricoh was able to provide a solution that could adapt to Integral's phased approach driven by implementing two new operational systems. Integral needed a solution that could identify different invoice outcomes and create a single document repository for validation and control.

Integral has deployed Ricoh's Accounts Payable solution based on DocuWare software. It acts as a single, central repository for all of Integral's supplier invoices and statements. When an email arrives, DocuWare reads the email and associated documents and automatically categorises them - for instance recognising supplier name - ready for processing. In addition, DocuWare applies intelligence to document sorting so that, for example, a high value or urgent invoice is prioritised rather than just processing it sequentially.



Even at this stage, the comfort we get from greater visibility and reporting is significant. Information clarity means our data entry process is far more consistent and accurate. For example, **we have eliminated many user errors and inconsistencies in different data entry styles.**

Sophie Buxton, AP Manager Integral UK Ltd

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Ricoh's Accounts Payable solution enables us to take all the information about invoices and create a single source of truth. We can manage what is happening with those documents far more accurately and effectively. We can see who's manipulated and processed them, but also see the untouched documents in DocuWare so we can manage the workload. Now we have insight where previously there was confusion.

Sarah Pearson, Head of Finance Transactions and Controls, Integral UK Ltd

For more information,  
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