

Employee Expense Management Solution

Business Information Solutions

RICOH
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Does This Sound Like Your Current Situation?

Handling employee expenses can be paper and labour intensive. Your office personnel deal with spreadsheets, attach receipts, route for management approval and submit to AP. Your mobile employees must travel to the physical office to submit their expense reports. Then your AP administrators manually input expense details and send to payroll for processing and payment. Throughout this process, incorrect data entries can occur, receipts can get lost, audit trails can be lacking and visibility can be limited. All of this can slow financial reporting, drain AP resources and keep your employees from more important activities.

Manage your expenses with one seamless digital system.

Ricoh Employee Expense Management Solution is a web-based, cloud-enabled and mobile app platform. It's an ERP integrated solution that makes information work for you by streamlining and automating the entire life cycle of the expense submission process from capture through approvals, audit, processing, integration and records management. Online tracking gives managers, employees and your Finance department complete visibility.

	<p>Your Challenge: Overreliance on Manual Processes</p> <p>Our Solution: Ricoh combines the steps of document submission, manager approval, audit review and payment posting into one seamless digital system, reducing document-centric workflow cycle time, errors and labour.</p>
	<p>Your Challenge: Data Entry Errors</p> <p>Our Solution: We provide web- and app-based forms so that office and mobile workers can submit expenses and attach receipts from anywhere at any time. Pre-populated information and customization helps ensure accuracy and reduce data input redundancies.</p>
	<p>Your Challenge: Process Visibility</p> <p>Our Solution: Ricoh automates the expense management process, ensuring visibility and status notification throughout the entire document cycle. Managers have tools for reporting and employees have online records of all expense reports submitted and paid.</p>