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Ricoh Expense Manager

Simplify your expense management process

Simplify your expense management process with Ricoh Expense Manager and integrate everything into a single, seamless, paperless platform.

Ricoh Expense Manager is an easy-to-use cloud-based expenses platform. Employees can submit their expenses any time, anywhere through their mobile phone, without the need to fill in physical expense reporting sheets.

Ricoh Expense Manager simplifies your expense management process, integrating previously disparate expense management and analytics processes into a single, seamless, paperless platform.

Expense reports are generated automatically from the scanned receipts and invoices, making the approvals process much faster and more efficient. Managers are also able to gain improved analytics of employee spend, both on an individual user and a group basis making the expenses process clearer than ever.

A better way to manage your expenses

Ricoh Expense Manager is a solution tailored to the business of expenses, enabling your employees to scan and report expenses while they're on the move - anywhere and at any time through their mobile phone.

Increased productivity

Sophisticated OCR scanning means that users can simply photograph an expense with their smartphone and then not have to worry about retaining the physical receipt or invoice. The automatic scanning also prevents the need for manual input and human error, making the process of expense input much more efficient.

Seamless integration

Ricoh Expense Manager provides all of the necessary functionality within a single, easy-to-use platform where users can upload their receipts, categorise, automatically generate reports, and digitally send for approval, where managers can review, audit and approve expenses efficiently and thoroughly.

This integration continues with other key financial systems you may have in place. Ricoh Expense Manager integrates with most ERP, CRM and financial systems to provide managers with a holistic overview of expenses. This greater insight means that savings opportunities can be identified and act as support for negotiation with suppliers.

Time-saving

Time isn't just saved in the scanning and processing of expense reports, Ricoh Expense Manager also enables finance departments to automate certain tasks including supervision, bank card reconciliation and managing forward payments.

The time from submission to reimbursement can also become significantly faster as the platform acts as a single source of truth and manual input of receipt and invoice data is no longer required.

Features

- Management of expenses at any time through a smartphone
- Complete removal of paper from the expenses process.
- Sophisticated OCR technology extracts the key data from receipts and automatically puts into the expense report, without the need for time-consuming and error-prone input
- Ricoh Expense Manager automatically verifies that the input expenses comply with company policy

Benefits

Gain visibility of your expenses

A digital and integrated environment to report, monitor and ensure compliance with the expense policy.

Easy to use

Simple and intuitive reporting tool meaning that it has never been easier to report and monitor expenses.

Time saving

Large savings on time can be made, for those who make the trips as well as those in charge of validating expenses.

Alert programming

It is possible to configure alerts regarding expenses on an individual basis such as a limit alert for certain categories, repeated expenses, after-hours expenses.

Fraud reduction

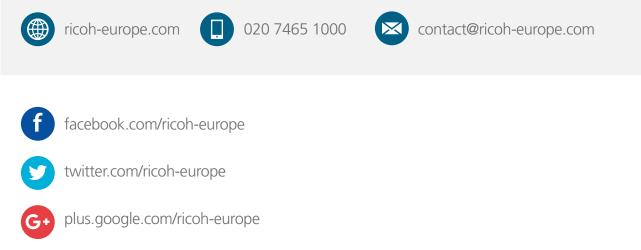Reduces fraud in the company and ensures compliance with its spending policies.

VAT recovery

Simplified and more efficient VAT recovery process which can be managed through Ricoh Expense Manager.

The process is simple...

1 Capture
Take a picture of your ticket or receipt or scan at a Ricoh Multifunction Printer (MFP)

2 Extract
Ricoh Expense Manager's advanced OCR technology automatically extracts key data

3 Save
Ricoh Expense Manager stores a certified image in the Cloud (no more paper!)

4 Report
Generate your expense report in a single click

5 Authorise
Report sent to relevant department to authorise and pay

6 Export
Link all your data automatically to your ERP systems

Get in contact to discuss how we can help your business work better, faster and smarter.

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