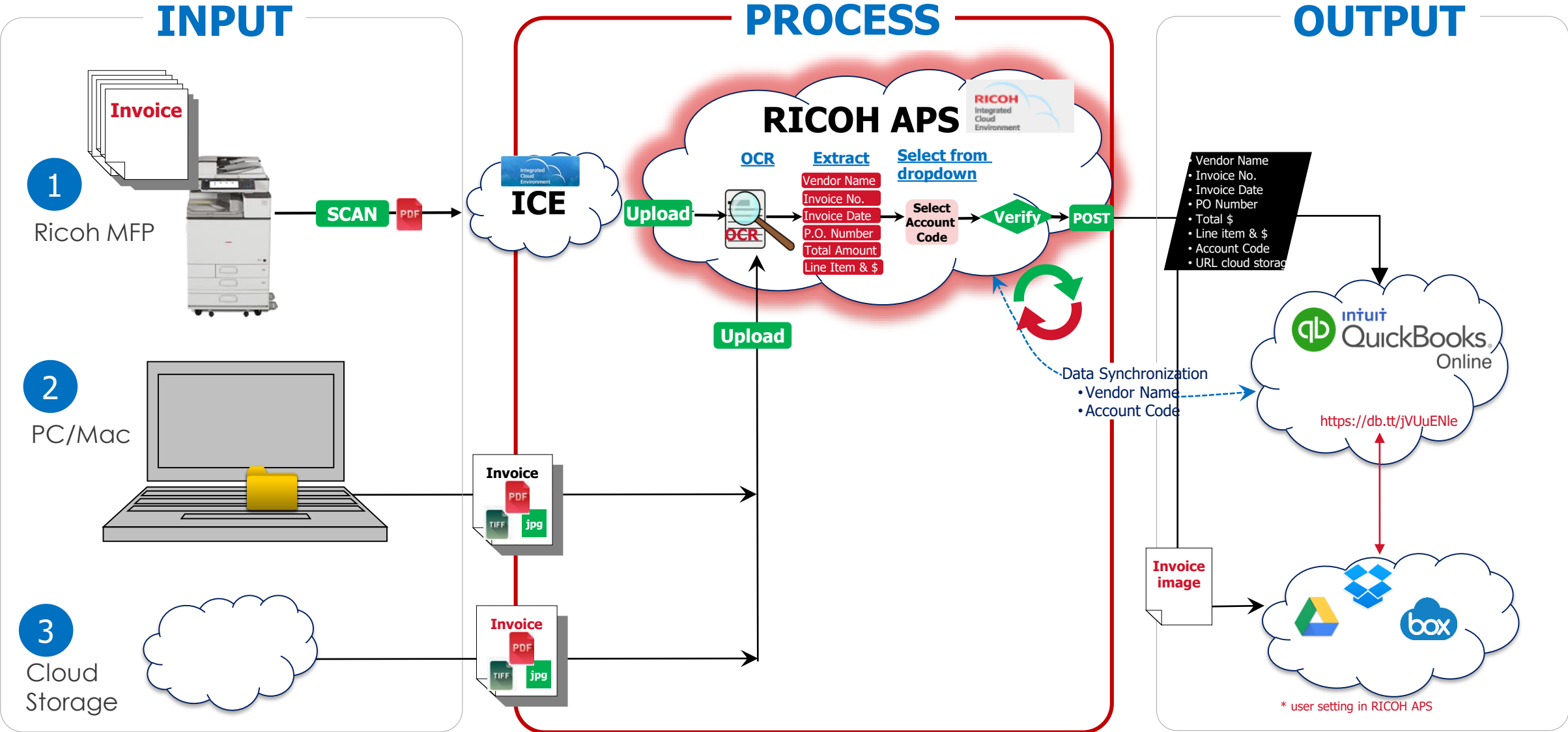


RICOH APS structure QuickBooks Online

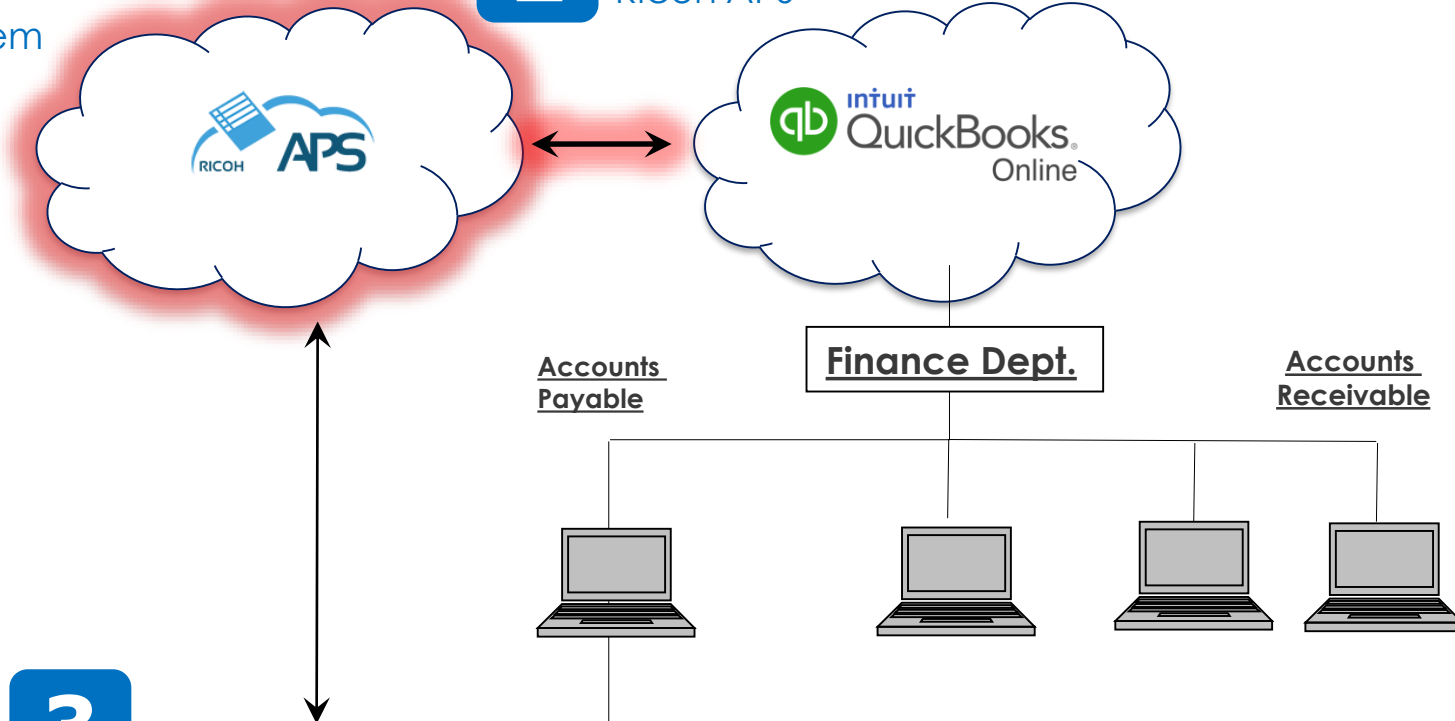


Ricoh APS x QuickBooks Online

Onboarding Overview

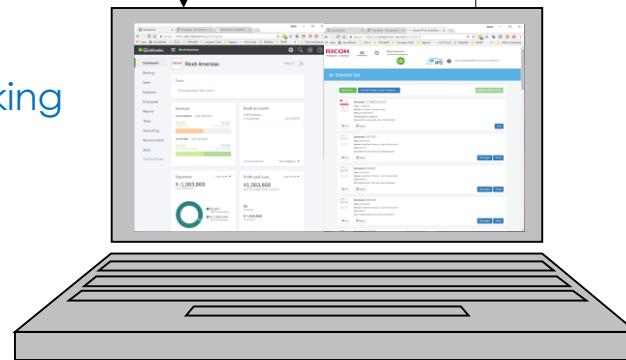
- 1** Go to <https://ricohaps.ricoh-usa.com>
Sign up,
i. Select accounting system
ii. Fill in form
iii. Set up password

- 2** Connect your QBO with Ricoh APS




3

Log in and start working

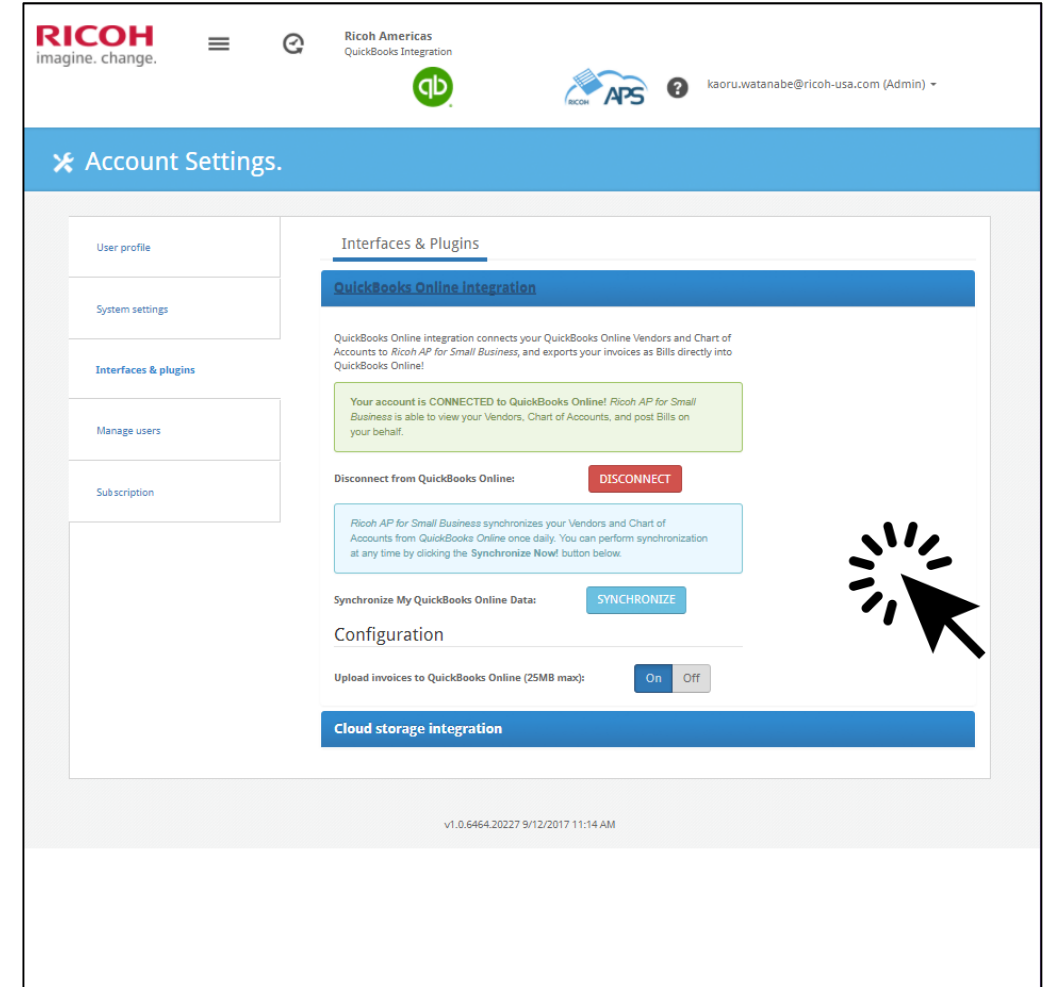
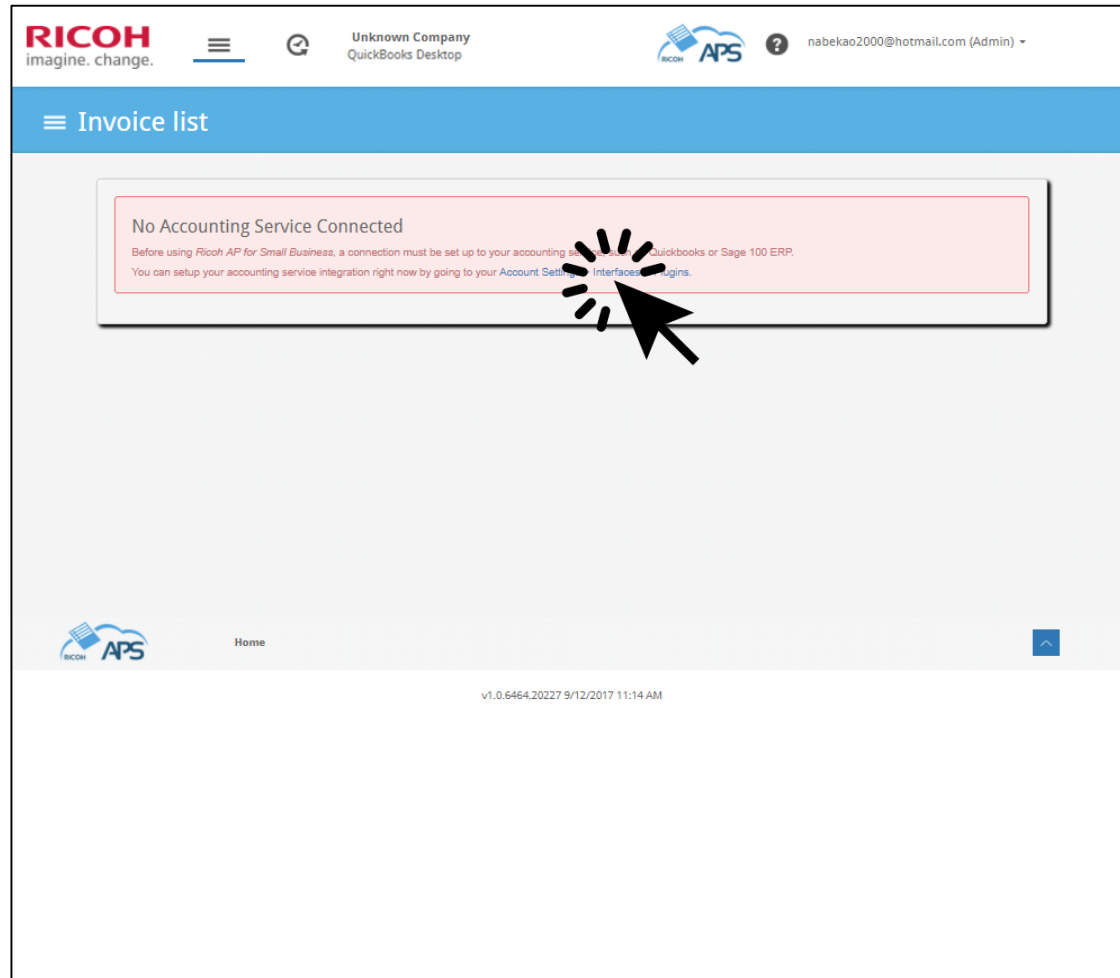


QuickBooks
Loaded PC

 = Necessary items.

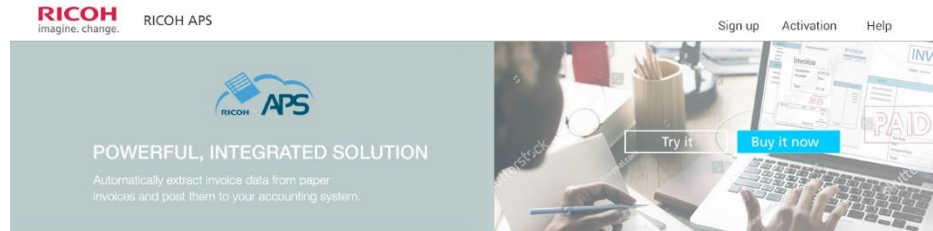
2 Connect your QBO with Ricoh APS.

Please go through oAuth process to Grant a access from Ricoh APS to your QBO account.



3 Log in and start

Go to <https://ricohaps.ricoh-usa.com>



What is it?

Invoice Processing, Data routing to QB, QBO, Sage 100



Features & Functionality



INPUT

Dropbox, Box, & Google Drive, Local Computer



Data Extraction: Key fields in invoice
Data routing: QuickBooks Desktop, QuickBooks Online,
Sage 100 Dropbox, Box, Google Drive



Where to find the posted invoice data in QuickBooks Online



QuickBooks

Ricoh AP for Small Business

Secure | https://qbo.intuit.com/app/homepage

quickbooks

Ricoh Americas

PRIVACY

Dashboard

Banking

Sales

Expenses

Employees

Reports

Taxes

Accounting

My Accountant

Apps

Get Paid Faster

Ricoh Americas

Tasks

Complete setup [Take Action](#)

Invoices

\$0.00 UNPAID LAST 365 DAYS

\$0.00 OVERDUE

\$0.00 NOT DUE YET

Bank accounts

6100 Checking

In QuickBooks

\$150,360.00

Connect accounts

Go to registers

Expenses

\$-1,063,868 LAST MONTH

\$5,801 4502 Professional...

\$-1,069,669 1301 Miscellaneous...

Profit and Loss

\$1,063,868 NET INCOME FOR AUGUST

\$0 INCOME

\$-1,063,868 EXPENSES

Search Transactions

Transaction no., mm/dd/yyyy, \$no.

Advanced Search

Recent Transactions

Bill No. 177464	02/20/2013	\$249.60	PMAI
Bill No. 215482153125	11/08/2016	\$1,059,238.09	US Steel
Bill No. 215482153125	11/08/2016	\$1,059,238.09	US Steel
Bill No. 215482153125	11/08/2016	\$1,059,238.09	US Steel
Bill No. 4261120-0011-9	08/01/2017	\$5,801.39	WASTE MANAGEMENT
Bill No. 215482153125	11/08/2016	\$1,059,238.09	UPS

Vendor Name

PMAI

G/L Code selected at Ricoh APS

Invoice Date

02/20/2013

Invoice Number

177464

Amount by line

#	ACCOUNT	DESCRIPTION	AMOUNT
1	1007 Cost of Goods Sold	KOJI DOLLY WINK FALSE EYELASHES #1DOLLY SWEET	31.20
2	1007 Cost of Goods Sold	KOJI DOLLY WINK FALSE EYELASHES #15PURE GIRL	31.20
3	1007 Cost of Goods Sold	KOJI DOLLY WINK FALSE EYELASHES #16DOLLY MIX	31.20
4	1007 Cost of Goods Sold	KOJI DOLLY WINK FALSE EYELASHES #17DIAMOND DOLLY	31.20
5	1007 Cost of Goods Sold	KOJI DOLLY WINK FALSE EYELASHES #25SWEET GIRLY	31.20
6	1007 Cost of Goods Sold	KOJI DOLLY WINK FALSE EYELASHES #4FEMININE STYLE	31.20
7	1007 Cost of Goods Sold	KOJI DOLLY WINK FALSE EYELASHES #5REAL NUDE	31.20
8	1007 Cost of Goods Sold	KOJI DOLLY WINK FALSE EYELASHES #8PURE LITTLE	31.20
9			

Description

Total Amount

Total \$249.60

Public URL for Dropbox To pull original invoice

Invoice PDF can also be posted here.

Ricoh APS : Synchronized Data with your Quickbooks Online

RICOH
imagine. change.

Bill Ricoh AP for Small Business

Secure | https://ricohaps.ricoh-usa.com/Invoice/Verify?id=a9c2a838-a303-4c37-87...

RICOH imagine. change. RICOH AMERICAS QuickBooks Integration kaoru.watanabe@ricoh-usa.com (Admin)

Gold Star Products Invoice 697702

Vendor to pay: Gold Star Products Invoice Number: 697702 Invoice Date: 12/01/15 Due Date: 01/01/2016 Purchase Order: Verbal

Amount Account Type

Total Invoice	1227 - Commissions & fees	Misc. Charge
---------------	---------------------------	--------------

Vendor

GOLD STAR PRODUCTS

21680 Coolidge Highway
Oak Park, MI 48237
Phone: (248) 548 9840
Fax: (248) 548 9844

Bill To:
FISHBONES
400 MONROE
SUITE 480
DETROIT, MI 48226

Ship To:
FISHBONES
400 MONROE
STE 480
DETROIT, MI 48226

Customer	Ship Via	F.O.B.	Terms
FIS001	TAKEN		Net 30 Days
Purchase Order Number		Salesperson	Order Date
Verbal		JD	12/01/15
Quantity Ordered	Quantity Shipped	Item Number	Unit Price
Back Ordered		Item Description	Discount %
			Tax
			Extended Price

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Dashboard Expenses Vendors

Banking Sales

Expenses

Employees

Reports

Taxes

Accounting

My Accountant

Apps

Get Paid Faster

Unbilled Last 365 Days

Unpaid Last 365 Days

\$57 2 PURCHASE ORDERS

\$5,650,397 81 OVERDUE

\$5,651,476 83 OPEN BILLS

We noticed you've got unpaid bills. Improve your cash flow with fast and easy financing tailored specifically to your business. Learn more

Batch actions Find a vendor or company

VENDOR / COMPANY PHONE EMAIL

AA APPAREL

AA APPAREL

Abby USA

Abby USA

Advanced MP Technology

Advanced MP Technology

ALB MAINTENANCE

ALB MAINTENANCE

ALL AMERICAN SEMICON

ALL AMERICAN SEMICON

All SPEC Fasteners Inc

All SPEC Fasteners Inc

Allen Packaging

Allen Packaging

Atlas Whole Foods co.

Atlas Whole Foods co.

AutoZone

AutoZone

AVNET ELECTRONICS

quickbooks Ricoh Americas

Dashboard Chart of Accounts Reconcile

Banking Sales

Expenses

Employees

Reports

Taxes

Accounting

My Accountant

Apps

Get Paid Faster

Need help with your chart of accounts? Connect with an accountant. Invite yours. Find one

Filter by name or number

NUMBER	NAME	TYPE	DETAIL TYPE
6100	6100 Checking	Bank	Checking
6200	6200 Undeposited Funds	Other Current Assets	Undeposited Funds
6201	6201 Uncategorized Asset	Other Current Assets	Other Current Assets
6202	6202 Prepaid Expenses	Other Current Assets	Prepaid Expenses
6203	6203 Inventory Asset	Other Current Assets	Inventory
6204	6204 Credit Card Receivables	Other Current Assets	Allowance for Bad Debits
1100	1100 Accounts Payable (A/P)	Accounts payable (A/P)	Accounts Payable (A/P)
9990	9990 TEST	Accounts payable (A/P)	Accounts Payable (A/P)
8000	8000 Retained Earnings	Equity	Retained Earnings
8001	8001 Opening Balance Equity	Equity	Opening Balance Equity
5200	5200 Uncategorized Income	Income	Sales of Product Income
5201	5201 Shipping, Delivery Income	Income	Other Primary Income
5202	5202 Shipping Income	Income	Sales of Product Income
5203	5203 Sales of Product Income	Income	Sales of Product Income
5204	5204 Sales	Income	Sales of Product Income
5205	5205 Refunds-Allowances	Income	Discounts/Refunds Given