

WHAT CAN ONBASE  
& INFOR LAWSON DO FOR YOU?



# ONBASE // PUTS YOUR WORLD OF INFORMATION IN YOUR HANDS

**“We chose OnBase because we thought we could get it up and running the fastest across departments. Some applications are designed to work best in one area, but we wanted something the entire company could use.”**

Marti Latimer, manager of content management  
GMRC

**“Overall, we’ve saved more than \$2.9 million, mostly in paper costs alone.”**

Tim Arthur, IT director  
Emerson Climate Technologies

## Puts Your World of Information in Your Hands

With the OnBase Integration for Infor Lawson, you improve customer service and minimize risks associated with audits, litigations and disaster recovery.

OnBase centralizes your important business content in one secure location. It drives this content through your processes at the speed of light, working in conjunction with your other applications, and then delivers your relevant information to you when you need it, wherever you are. Once your information is under control, your legal retention requirements are implemented automatically, giving you total visibility into the status of your processes, documents and information.

## Enhances Infor Lawson Functionality

- **Securely stores information:** Document security eliminates concerns about inappropriate access to file shares or lost links after accidental renaming or deleting. OnBase automates your retention and records management requirements and facilitates reporting and auditing on the information you do and don't have.
- **Automates processes to speed up reviews:** Documents stored in OnBase automatically kick off document-centric workflows for any department to shorten processes by days or even weeks. OnBase also complements Infor Lawson Process Automation/Process Flow with seamless integration. This allows users to access the supporting documentation they need to make better, more accurate decisions.
- **Improves customer service:** OnBase provides online, real-time visibility into the status of requests, transactions and orders. With all information in one spot, OnBase lets you recover time spent searching in multiple locations for documents and waiting for files to be pulled and delivered. Customers and constituents also have the ability to self-serve by completing forms and making requests online.

## Improves Business Processes

- **Saves time and money:** OnBase seamlessly integrates with existing management systems. Critical documents connect to data in Lawson without extensive programming and costly coding. Predictable decisions are automated and OnBase provides tools to manage all surrounding tasks, activities and case work, so you increase productivity without increasing staff.
- **Provides instant access:** Users have immediate access to content and processes from anywhere – even a mobile device – so they complete projects sooner.
- **Speeds up processes:** With OnBase, users don't need to switch between applications to search for information because everything is stored in a single, central repository. This allows OnBase to automatically push documents to staff through automated workflows to speed processes.
- **Reduces employee training:** By keeping users in their familiar Lawson screens, OnBase keeps training to a minimum.

“Getting a requisition approved used to take three weeks, sometimes longer. Now, we complete most requests in only three days. The process is easier on requestors, approvers and Materials Management. Most importantly, MetroHealth is sure everyone followed the right procedures and can prove it with audit trails.”

Cathy Kowalski, Materials Management systems specialist  
MetroHealth

## Flexible Deployment Options

You can deploy OnBase on-premises or as a cloud (Software-as-a-Service) solution. No matter how you deploy OnBase, you get all of the functionality you require.

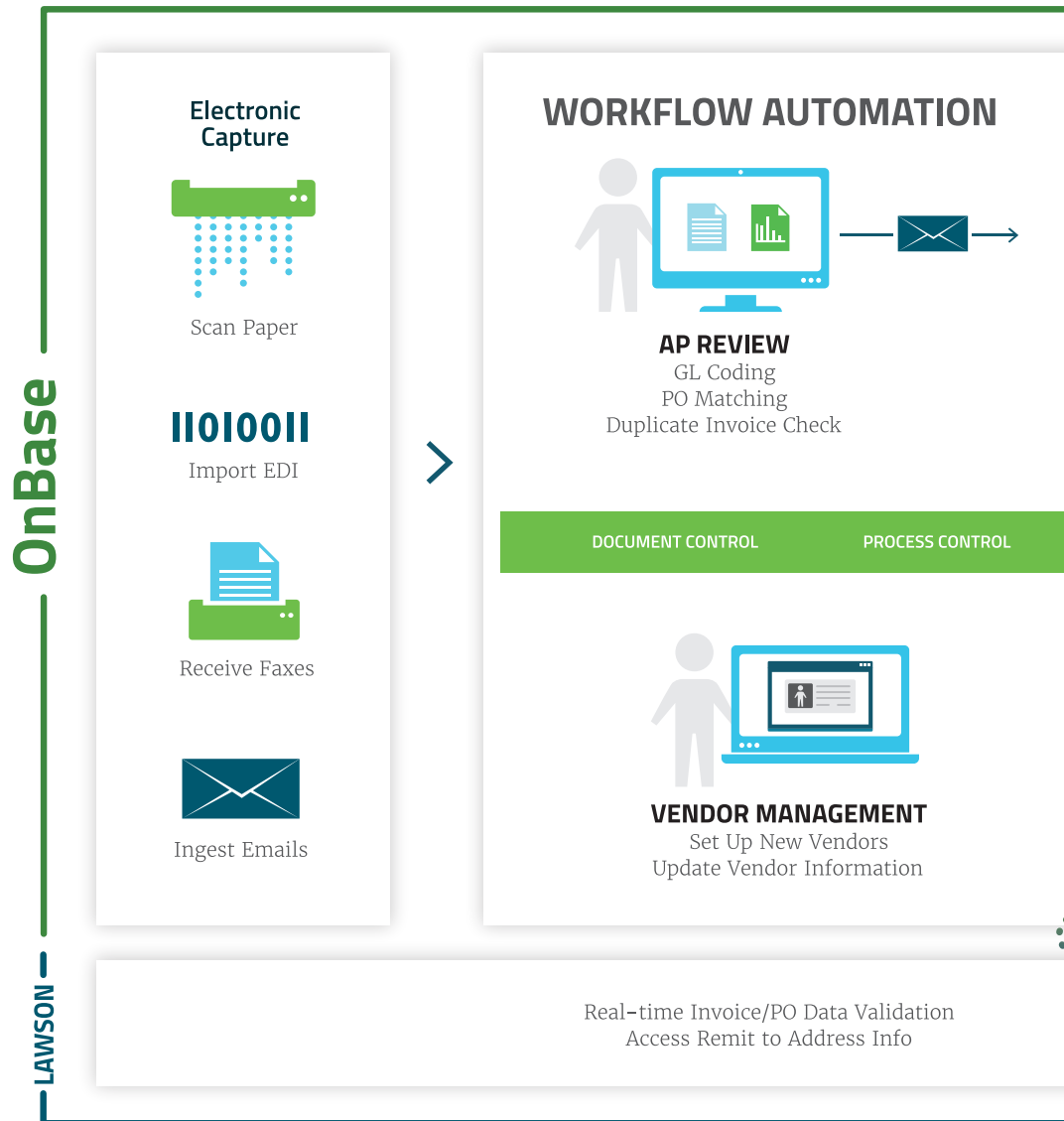
You also have the flexibility to migrate your OnBase system from on-premises to the cloud and vice versa. We are there for you when your requirements change.

Hyland, creator of OnBase, is the pioneer of cloud-based enterprise content management (ECM). For more than 10 years, Hyland has offered OnBase Online, the cloud-based deployment of OnBase, supporting customers around the world.

## Reduce manual AP work to increase visibility and improve controls

With OnBase by Hyland enterprise content management (ECM), you capture invoices electronically – whether received via fax, mail, email, EDI, etc. – and deliver them to the appropriate people for review, approval and coding.

By electronically managing the documents and information that drive AP processes within Infor Lawson, you maximize the benefits of fast and accurate invoice processing. You also improve vendor relationships and have the ability to capture early-payment discounts.



# Lawson

## Infor Lawson drives your business processes

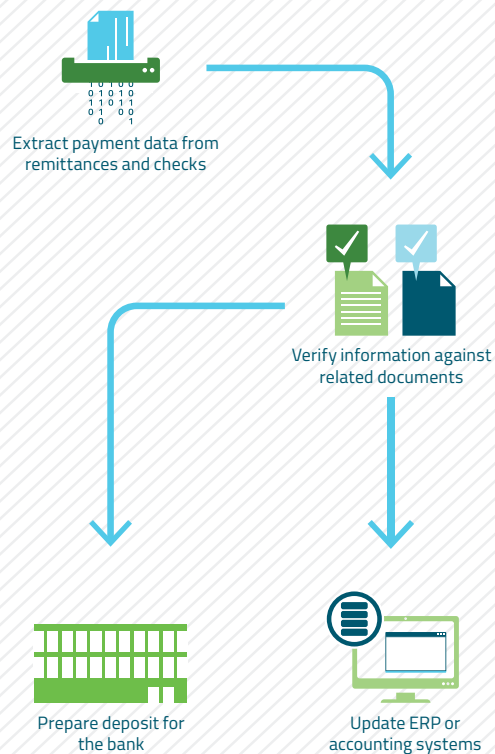
The transactions happening within Infor Lawson rely on information stored elsewhere. By gaining instant access to this information from OnBase, your employees can work much more efficiently.



# Accounts Receivable

## Accelerate and simplify AR processes

The time and money you spend processing payments can be overwhelming. The expense is also likely to grow as the business does, negatively impacting profitability. By automating payment processing, organizations maximize the efficiency and accuracy of critical business decisions that affect financial health. With OnBase automating manual portions of the process, employers minimize operational costs while increasing visibility into cash flow, improving accuracy and accelerating payment application.



# Human Resources

## Boost the performance of human resources

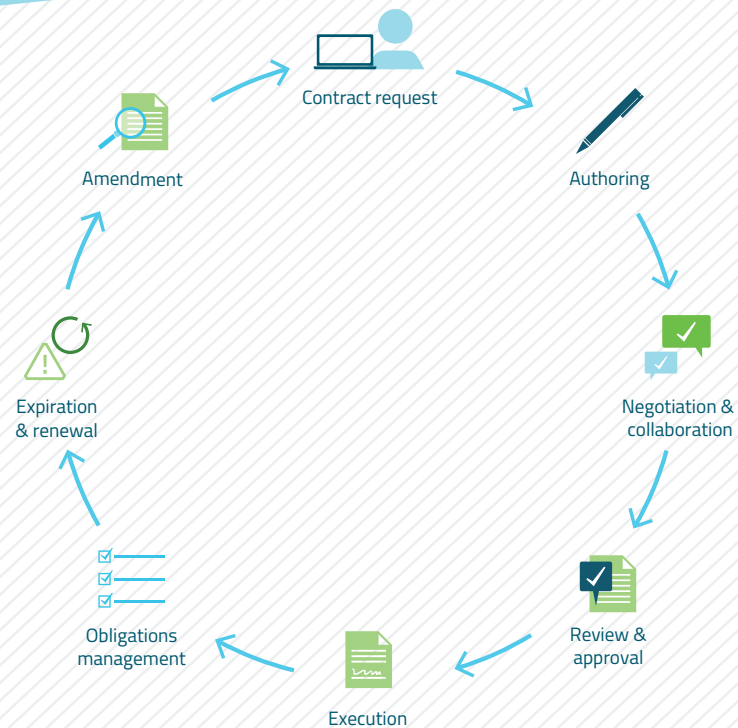
From recruiting, onboarding and talent management to payroll and records management, OnBase manages documents and processes so HR spends time working with people – not tracking down documents. OnBase also automates document retention, keeping documents for the proper period of time and providing reminders to alert staff when documents will be purged, improving compliance measures. Integrating OnBase with Infor Lawson allows you to connect systems to ensure accurate information and payroll processes.



# Contract Management

## Take control of your contract management process

To successfully manage contracts and minimize risk, legal departments and administrators depend on easy access to information and important work tasks. OnBase equips personnel to make effective recommendations and better handle contract requests and related activities, consolidating all contract-related data and documents in one central place.



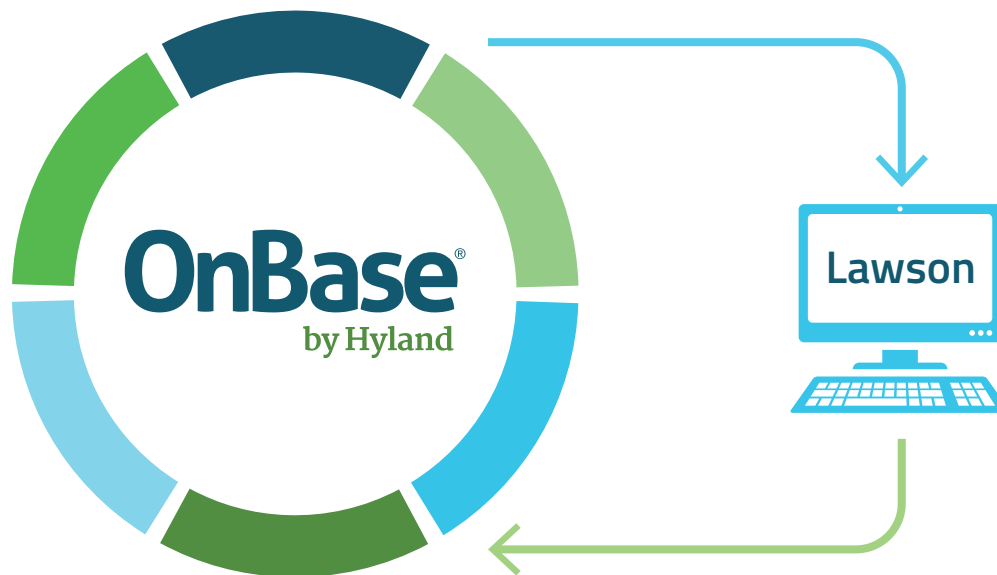
# Accelerated Financial Reporting Management

## Optimize your close process to increase visibility

In many accounting departments, the end of the month means the onset of hurried employees tracking down data, pleading for analysis and poring over spreadsheets. But it doesn't have to be that way.

With the OnBase Accelerated Financial Reporting Management (AFRM) solution, organizations gain easy access to real-time financial information. OnBase helps you manage your financial close process and:

- Increases confidence in close completeness
- Empowers continuous improvement
- Reduces costs



## Turning Software into Solutions

By combining OnBase by Hyland with Infor Lawson, you create an integrated solution you can deploy across your entire organization. These complementary solutions work together to streamline processes throughout your enterprise. This enables your employees to focus on high-value tasks rather than repetitive ones, saving you both time and money.

And best of all, the OnBase Integration for Infor Lawson works anywhere your users are.

Some examples include:

### Government

Planning  
Public Works  
Public Safety  
Transportation

### Retail

Human Resources

### Distribution

Accounting  
Contracts

### Healthcare

Health Information Management  
Revenue Cycle  
Clinical Care

### Insurance

Actuarial Department  
Claims  
Risk Management

### Utilities

Surveying  
Field Workers

## About Hyland

For over 20 years, Hyland, creator of OnBase, has helped our more than 12,500 lifetime customers by providing real-world solutions to everyday business challenges. That dedication is why Hyland realizes double-digit growth, and why 98 percent of our customer base continues to renew its annual maintenance. Our customers see the ongoing value of partnering with Hyland and continue to work with us year after year.

OnBase is one of the most flexible and comprehensive ECM products on the market today. OnBase empowers users to grow their solutions as needs change and business evolves. It is tailored for departments, but comprehensive for the enterprise, designed to give you what you need today and evolve with you over time.

Learn more at [OnBase.com/Lawson](http://OnBase.com/Lawson) »

**OnBase**<sup>®</sup>  
by Hyland