



Case Study | Accounts Payable | SRA International

## Government contractor automates invoice processing, boosts AP efficiency

### Customer

SRA International

### Industry

Government Contracting

### Size

5,000+ employees

### Location

Fairfax, VA

### OnBase Solutions

IACConnect

VPCConnect

### OnBase Integrations

Deltek Costpoint®

Microsoft Office®

### The Challenge

As an IT solutions and professional services contractor for U.S. government agencies, SRA International relies on its subcontractors to help provide services in support of its customers' most critical missions. In order to ensure it was operating as efficiently as possible, the company knew it needed to automate its payment processing operations.

“There was a lot of paper pushing and a lot of redundancies,” said Jim McNabb, senior project manager for finance systems at SRA. “We knew if we could eliminate some of these redundancies there was an opportunity for savings – an opportunity to reallocate employee resources and streamline processes.”

That opportunity came when SRA discovered OnBase by Hyland.

### The Solution

SRA knew it needed a solution to increase operational efficiency while improving supplier relations. So when executives found a solution tightly integrated with Deltek Costpoint, the company's ERP, they knew they'd discovered the right product.

### Eliminates manual data entry, reducing errors and processing time

Using OnBase, AP staff no longer manually key invoice data into Costpoint. The software automatically imports invoices submitted from an online portal and validates it using data already stored in Costpoint.

“We know right away if an invoice is a duplicate or if there are any funding issues for that specific project,” said Debbie Murray, AP manager at SRA. “OnBase identifies problems at the beginning of the process where it's much easier to correct.”

Because staff no longer spends time manually keying in this information, they now focus on more important tasks such as exception reviews.

**OnBase**  
by Hyland

**“The system’s integration with Costpoint was the key reason we purchased OnBase. As soon as subcontractors submit their invoices, the data is validated directly from Costpoint tables, reducing data mistakes.”**

– Jim McNabb, senior project manager  
for finance systems  
SRA International

“OnBase allows our staff to undertake more detailed reviews and take analytical approaches to their work – it’s no longer just data entry,” Murray said. “In addition to reducing costs, OnBase allows our staff to be more engaged in the process, allowing more time for things like compliance reviews, professional development and training.”

#### **Increases employee efficiency**

With OnBase automating the entry and validation of invoice information, SRA can engage AP staff to focus on other areas.

“Instead of manually typing vouchers one by one into Costpoint in a slow, inefficient manner, we’re now able to reallocate resources to more critical functions where we need them,” McNabb said. Doing so not only ensures staff focuses on high-value tasks, but also allows SRA to do more with the same amount of resources.

#### **Provides subcontractors with instant insight into payment processing**

SRA utilizes VPConnect, the OnBase vendor portal solution for Costpoint, allowing subcontractors to enter billable hours for their projects. Once submitted, OnBase automatically validates the data and sends the invoices through the workflow for reviews and approvals. At any step in the process, the subcontractors are able to view the status of their payments online.

“Our subcontractors can go online anytime to view the status of their invoices,” Murray said. “It’s beneficial to us because it reduces vendor payment status inquiries while giving subcontractors instant access to their invoice information.”

### **The Difference**

**Integrates with Costpoint:** The system’s integration with Costpoint was the key reason we purchased OnBase,” McNabb said. “As soon as subcontractors submit their invoice, the data is validated directly from Costpoint tables, reducing data mistakes.”

**Imports invoices from Outlook:** With the Outlook integration, AP staff automatically import invoices from their email by simply dragging and dropping them into OnBase.

**Increases transparency:** Using its reporting capabilities, OnBase provides AP staff with instant insight into benchmarking metrics as well as working capital, allowing the department to easily collaborate with procurement to develop business strategies.

Learn more at [OnBase.com/deltek](http://OnBase.com/deltek)>>

**OnBase**<sup>®</sup>  
by Hyland