AP AUTOMATION FOR INFOR CLOUDSUITE FINANCIALS AND SUPPLY MANAGEMENT

Reduce manual work and increase visibility across AP

Take control of your accounts payable (AP) processes, speed up the approval and posting of invoices and maintain visibility into your transactions with AP automation from Hyland. Leveraging industry-leading Brainware intelligent capture and OnBase technology, Hyland complements Infor CloudSuite Financials and Supply Management to capture, manage and provide access to critical information alongside your AP records.

Hyland captures invoices at their source, whether they are scanned or delivered electronically. Intelligent capture automates the extraction of data contained in the

invoices, making them available for processing quickly and without manual keying of information. Documents and indexing values are fully integrated with the Infor system, so that content is immediately available for users as required.

When invoice documents are captured, Hyland uses advanced data collection (OCR) to find critical values. Lifted data from the invoice image is automatically validated against vendor and PO data from Infor. Not only does this validate the indexing values, but it also allows Hyland to leverage the existing data in Infor to index and classify the imported document. This expedites the document processing and ensures that the data is complete even when the desired values are not readable, or even present, on the document.

Imaged invoices, as well as other related documents, are then securely stored in a digital library and can be accessed directly from the corresponding AP record. AP staff no longer have to physically search for payment information. They quickly retrieve invoices, goods receipts, packing slips, cheque images, vendor contracts and even historical correspondence directly from the Infor screen with a few mouse clicks. Users can then utilise document management features like built-in related document views, revision and version control, and detailed histories.

IMPROVE DATA ACCURACY FOR FASTER PROCESSING

Hyland's intelligent capture technology learns from the contextual information on invoices to match extracted data to Infor records even when it's not identical. It also allows for line-pairing partial invoices to corresponding POs.

Should any errors or discrepancies exist, the capture process immediately flags them for quick resolution within Infor. Once invoices are processed and exceptions resolved, Hyland posts the final invoice data to the Infor transaction record for payment.

Fewer data errors results in fewer exceptions and delays AP staff need to contend with throughout processing. With limited to no data entry, AP can focus on things that truly matter, like vendor management, issue resolution and analysis.
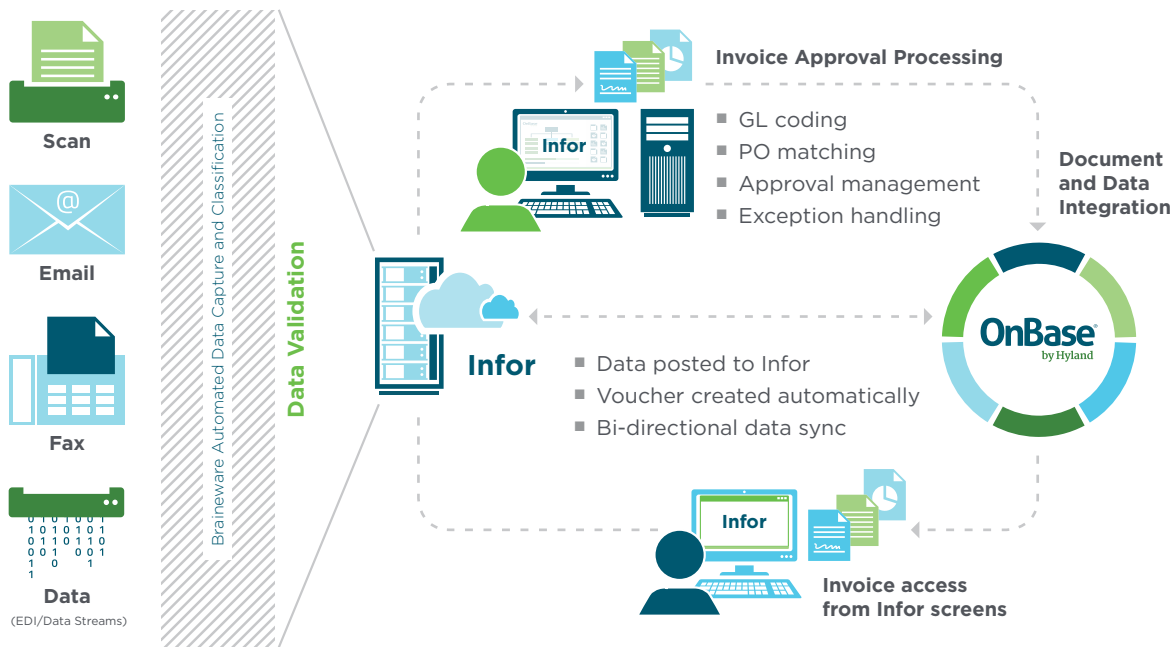
INCREASE VISIBILITY INTO PROCESSES AND DELIVER REAL-TIME INFORMATION

When integrated with Infor, Hyland provides greater visibility into the payables process. Real-time dashboards provide managers with insight into the current status of invoice processing, enabling them to identify bottlenecks and adjust workload distribution. With all documentation captured and stored electronically in one system, staff

AP Automation for Infor CloudSuite Financials and Supply Management is configurable to each organisation's process, providing consistency and efficiency without forcing a change to operations.

Scan

Email

Fax

Data
(EDI/Data Streams)

Brainware Automated Data Capture and Classification

Data Validation

Infor

Invoice Approval Processing

- GL coding
- PO matching
- Approval management
- Exception handling

Document and Data Integration

OnBase
by Hyland

- Data posted to Infor
- Voucher created automatically
- Bi-directional data sync

Invoice access from Infor screens

can surface the content they need directly from the Infor interface. They can review, approve or even add information to their invoices and transactions.

REDUCE RISK WITH DOCUMENT MANAGEMENT

Hyland automates records management to ensure documents are retained and disposed in accordance with polices and regulations, while document histories provide a clear trail of activity for each invoice to further guard against compliance risk. In advance of an audit, AP staff can run reports to proactively identify missing files, and even grant auditors web-based access to documents to expedite the process.

LEVERAGE THE STRENGTHS OF INFOR AND HYLAND

With Infor managing your key accounting data and AP transactions, and Hyland streamlining the capture and secure management of critical related content, your users will benefit from a complete view of their information with less manual effort. The result? More informed decision-making, faster processing, and significant time savings and cost reduction in your AP department.

Learn more at **Hyland.com/AP**

infor Complementary Partner

Hyland