

**Increases visibility into your payment processes**

**Meets diverse compliance standards with ease**

**Provides secure, centralised document storage**

**Solution Summary | OnBase Integration for SAP® | Back Office Solutions**

## **Integrate OnBase with SAP to accelerate business processes**

By integrating OnBase by Hyland with SAP, your organisation adds capabilities like enterprise content management, case management and workflow to your ERP. Departments across your organisation – including back office departments – may now access the documents and information surrounding your business processes directly from within their familiar SAP interface.

From invoices and purchase orders to contracts and onboarding documents, it's all immediately available to your staff on one screen – ending the hunt for information and accelerating processes organisation-wide.

### **Reduces manual AP work to increase visibility and control**

Using OnBase to streamline invoice processing introduces control, consistency and oversight into the approval process. Tracking liabilities also prevents duplicate invoice processing, unauthorised payments and misappropriation of funds.

With OnBase in AP, your organisation:

- Lowers processing costs by reducing time spent handling paper invoices
- Automates workflows for fast, efficient processing of PO and non-PO invoices
- Increases visibility and improves process management

### **Automates AR to enhance your organisation's financial health**

OnBase automates manual portions of AR operations and provides instant access to relevant data and documents. This minimises costs while reducing days sales outstanding (DSO) and providing visibility into receivables and cash flow.

By implementing OnBase in AR, your organisation:

- Accelerates order and payment processing
- Improves dispute resolution and customer service
- Provides increased visibility into your organisation's processes

## Streamlines purchase requisitions to increase clarity

The OnBase solution for purchase requisitions helps create, route, track and administer all purchase requisitions – giving managers and executives increased process clarity.

With OnBase, your organisation:

- Allows users to submit online forms to quickly kick off the purchase requisition process
- Speeds processes by instantly routing requisitions for review and approval
- Updates stakeholders by automatically sending email notifications

## Improves HR processes and elevates employee service levels

OnBase maximises employees' abilities to perform administrative tasks, access information and kickoff HR approval processes. By connecting OnBase and SAP, organisations store employee documents electronically in one secure, centralised location, reducing the time spent searching for content while increasing security and supporting compliance initiatives.

By implementing OnBase in HR, your organisation:

- Manages employee files effectively and securely
- Improves policy and procedure management
- Accelerates processes and increases transparency

## Increases control over your contract management process

OnBase manages the complete contract lifecycle, automating predictable steps and empowering staff to complete knowledge-driven work. One complete view of all information, tasks, activities and correspondence increases employee productivity by eliminating the need to toggle between applications, spreadsheets or file shares.

With OnBase for contract management, your organisation:

- Improves productivity with central access to all contract-related information
- Manages contract lifecycles, from automated to knowledge-driven tasks
- Increases visibility into contract status with reporting and dashboards

Learn more at [OnBase.com/SAP](https://OnBase.com/SAP) »

**“We chose OnBase because of its tight connection with SAP and how easy it is to use and manage.”**

– Wendy Cambarare, Accounts Payable manager, Moen



**OnBase**<sup>®</sup>  
by Hyland