

# AP Automation for Infor™ Lawson

## 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 OnBase. OnBase complements Infor Lawson to capture, manage and provide access to critical information alongside your AP records.

OnBase captures invoices at their source, whether they are scanned or delivered electronically. Advanced capture tools automate 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 Lawson system, so that content is immediately available for users and invoices can be processed using Infor Lawson Financials AP processes or OnBase Workflow Automation as required.

### Reduce paper dependency to decrease manual work effort

When invoice documents are captured, OnBase uses advanced data collection (OCR) to find critical values. Once the text on the invoice is lifted from the image, OnBase uses vendor and PO data from Infor Lawson to validate OCR data. Not only does this validate the indexing values, but it also allows OnBase to leverage the existing data in Infor Lawson 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.

By immediately imaging documents and making them available directly from Infor Lawson transactions, employees 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 Lawson 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.

### Flexible workflow options

Workflows in both OnBase and Infor Lawson can be used to automatically route invoices for issue resolution, review, and approval, notifying approvers via email or mobile where required. OnBase Workflow is highly configurable, allowing organisations to create custom processes to fit their unique needs, or turn the process over to Infor Lawson Financials AP for approval and final processing.

Providing choice and configurability ensures that the final process supports the highest level of automation for invoice processing. Reliable and secure, this solution automates predictable decisions throughout the transaction lifecycle, minimises the number of touches per invoice, and increases AP process efficiency.

### Increase visibility into processes and deliver real-time information

When integrated with Infor Lawson, OnBase 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 can surface

## The solution is configurable to each organisation's process, providing consistency and efficiency without forcing a change to operations.

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

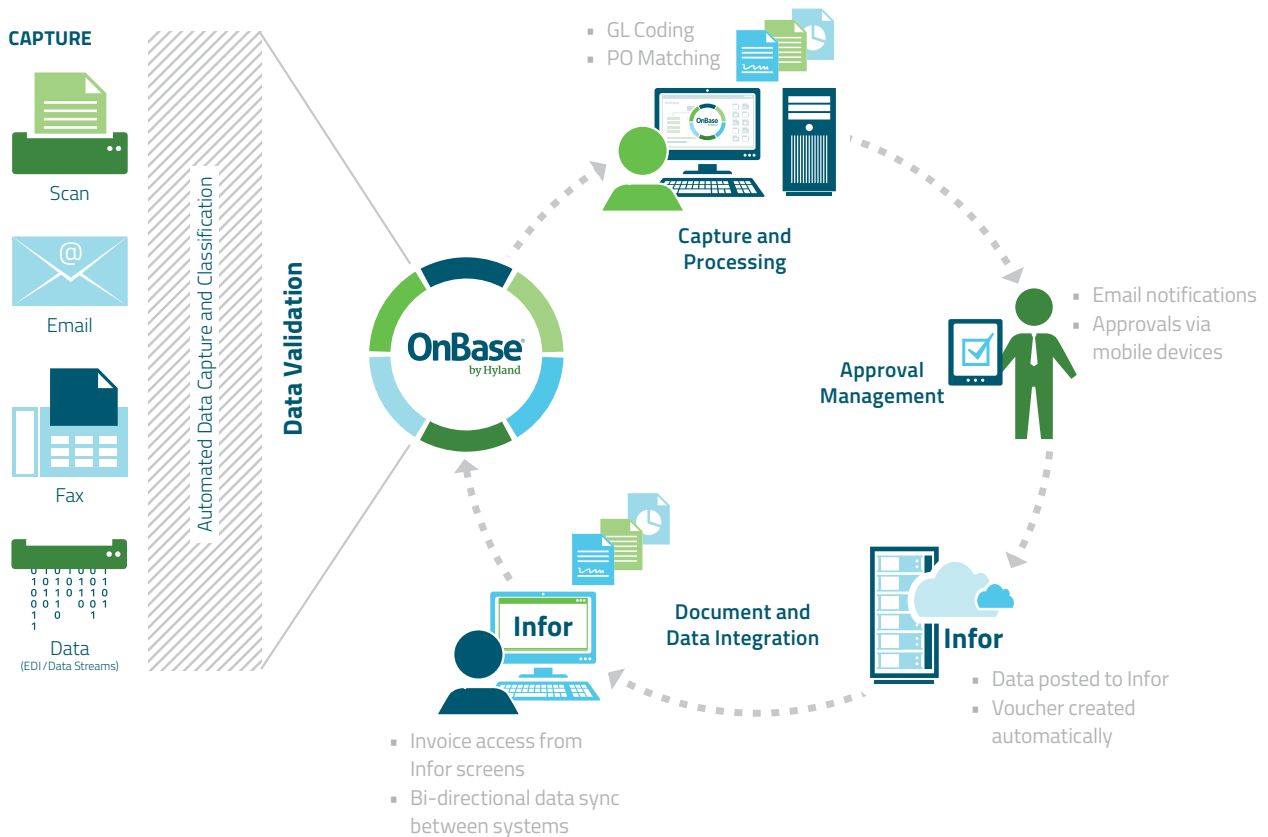
### Utilise consistent processes to improve control and tracking

The AP Automation for Infor Lawson solution leverages well-defined approval hierarchies and tracks the complete approval history and approval delegations that occur for each invoice. The solution ensures consistent record keeping and guarantees the right information is available to the right people. Document retention can also be automated within a secure system, providing consistent disposition and immediate response to exceptions and audit

requests. With access to real-time information about the financial health of your organisation, consistent processes and the ability to grant auditors web-based access to documentation, you also significantly reduce the time it takes to prepare for an audit.

### Leverage the strengths of Infor Lawson and OnBase

With Infor Lawson managing your key accounting data and AP transactions, and OnBase 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.



For more information, visit [OnBase.com/AP](https://OnBase.com/AP) »