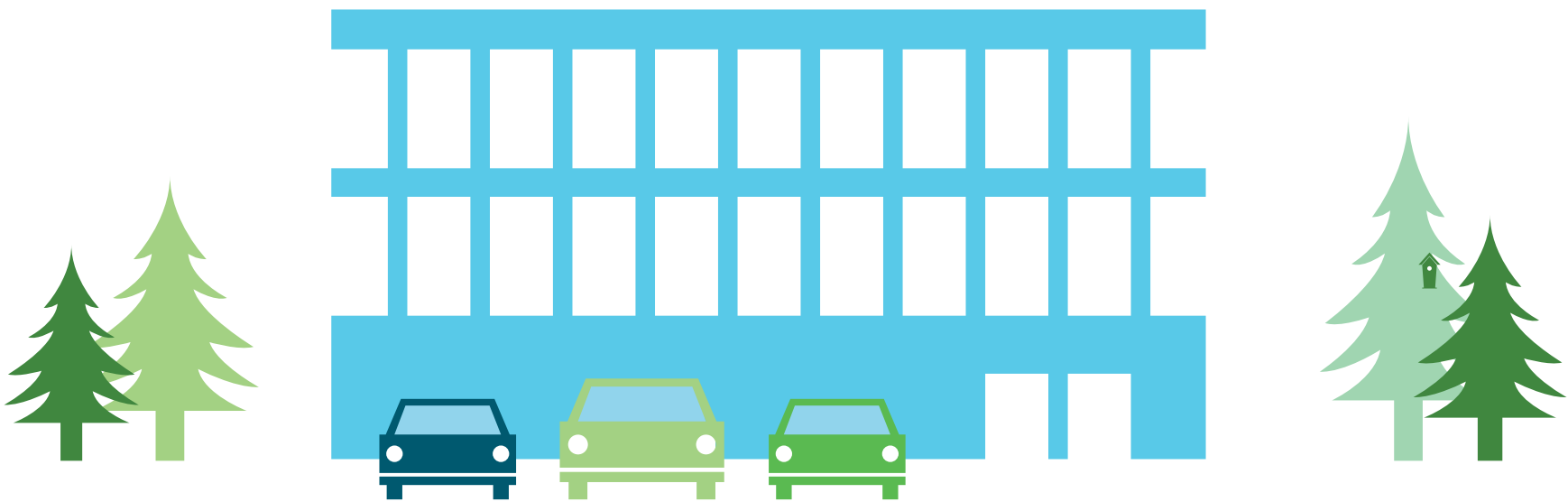




**REVOLUTIONIZE  
YOUR SHARED  
SERVICES CENTER**

**OnBase**<sup>®</sup>  
by Hyland



**Streamline shared services processes with OnBase**

OnBase is a single enterprise information platform for managing content, processes and cases. By reducing the reliance on paper and disconnected information, OnBase helps shared services organizations accelerate business processes and improve decision-making.

OnBase connects workflow automation to existing applications, such as the ERP or HCM system, and centralizes access to critical documents and content that drive core business processes. This empowers employees with a complete view of the information they need to deliver excellent customer service, comply with evolving industry standards and focus on continuous improvement.

OnBase solutions enable you to meet the needs of each department across your service center with one easily supported application. Its flexibility lets you start with one business process and expand as time, goals and budget permit.

So, where should you start? It's up to you and the business issues you're looking to solve.



Click on the business area to learn how OnBase can meet your needs.



# Accounting & Finance

## WHY ONBASE

By removing paper from accounting and finance, your document creation, review and approval processes are more efficient and secure – saving time and money. OnBase automates business processes, allowing your employees to focus on more important tasks instead of searching for paper-based documents and information.

Audit trails, instant reporting and executive dashboards provide additional real-time insight into processes, helping your organization proactively meet compliance standards and regulations.

## TYPICAL ONBASE SOLUTIONS

- **Capital expenditure management**
- **Contract management**
- **Financial close and reporting**
- **Requisition approval**

“OnBase gives us visibility.  
It adds accuracy and  
stability to the entire  
financial close process.”

– **Brian Vondran**, corporate controller  
RTI International Metals



# Accounts Payable

## WHY ONBASE

OnBase captures PO and non-PO invoices electronically – whether arriving via fax, mail, email, EDI, etc. – and verifies the data against the information in your ERP system to flag any potential exceptions. Manual data entry and routing are greatly reduced as invoices are automatically sent to the appropriate staff for review and approval, and verified data is posted directly to the ERP.

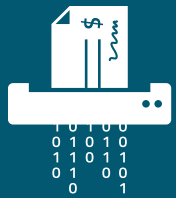
Store all related documentation – check images, packing slips, vendor contracts, etc. – in OnBase and access it directly from the ERP interface. By electronically managing AP documents and information, you maximize the benefits of fast and accurate invoice processing. This helps improve vendor relationships and provides the ability to capture early payment discounts.

## TYPICAL ONBASE SOLUTIONS

- **Invoice processing and management**
- **Vendor management**

“We’ve reduced our cost per invoice by 69 percent in five years, from \$3.88 per invoice to \$1.21. We’ve also boosted our invoice processing volume by 232 percent with no additional staff required.”

– **Nikki Head**, senior assistant AP manager  
Leggett & Platt, Incorporated



# Accounts Receivable

## WHY ONBASE

OnBase automates the manual portions of order-to-cash operations, like capturing sales orders or remittance data, while providing instant access to relevant documents like bills of lading, contracts, check images and more. That access simplifies dispute resolution and improves customer service by ensuring staff across each stage of the order-to-cash cycle work from the same information.

With faster processes, you minimize costs and reduce days sales outstanding (DSO). OnBase also provides an auditable trail of all transactions, giving you greater visibility into receivables as well as your organization's cash flow.

## TYPICAL ONBASE SOLUTIONS

- Contract management
- Sales order processing and fulfillment
- Billing
- Dispute resolution
- Payment processing
- Process management and tracking



“We save \$125,000 each year with OnBase in labor and operating costs. Our days sales outstanding fell from 38 days to 32. At \$250,000 per day, it nets a \$1.5 million gain in cash flow.”

– **Troy Grove**, CIO  
Bernier Food, Inc.

# Procurement & Purchasing

## WHY ONBASE

OnBase makes it easy for your organization to compile, manage and track vendor documentation. All information is stored in the OnBase document repository, providing users with immediate access to information when needed.

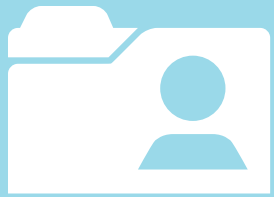
Further optimizing procurement and purchasing processes, OnBase tracks any required documentation and allows users to quickly run reports to see what information is missing across your entire supply chain.

## TYPICAL ONBASE SOLUTIONS

- **Contract management**
- **Requisition approval**
- **Vendor management**

“Getting a requisition approved used to take three weeks – sometimes longer. Now, we complete most requests in only three days. Most importantly, we’re sure everyone followed the right procedures and can prove it with audit trails.”

– **Cathy Kowalski**, materials management systems specialist  
The MetroHealth System



# Human Resources

## WHY ONBASE

OnBase maximizes staff's ability to perform administrative tasks, access employee information and kick-off HR processes.

From resumes to tax forms to policies and procedures, OnBase securely stores all critical employee documentation and content, and connects it with the employee data stored in your HR system. HR staff have instant access to the information they need to respond to employee inquiries, manage internal processes and support compliance requirements.

## TYPICAL ONBASE SOLUTIONS

- **Employee file management**
- **Employee onboarding**
- **Employee relations**
- **Performance management**
- **Policy and procedure administration**
- **Recruiting and selection**

“With OnBase, we know employees review the latest version of procedures. OnBase assures us they’re working with the most up-to-date information to perform their jobs.”

– **Tamera Koegler-Vaughan**, process manager, information systems  
Gallatin Steel Company



# Legal

## WHY ONBASE

OnBase allows you to easily support compliance requirements, mitigating risks to increase your profitability. OnBase Records Management automatically controls the retention of business records, providing cutoff periods, retention plans and multiple destruction options.

OnBase also improves contract management, equipping you to manage the contract lifecycle from request to approval to expiration and renewal. Users securely capture and store contracts and all supporting documents and receive automatic notifications of expirations and auto-renewals. Accelerate contract lifecycle times by automating predictable tasks while providing personnel with easy access to all the information they need to drive work forward.

## TYPICAL ONBASE SOLUTIONS

- **Compliance document management**
- **Contract management**
- **eDiscovery**
  - Archiving
  - Document retention
- **Records management**

“Previously, it took as long as 10 days to process complete contract packages and even longer for incomplete packages. OnBase instantly reduced process times. Complete, incomplete and incorrect contract packages are now handled faster and more effectively.”

– **Bert van den Berg**, process and quality manager  
BMW Group Financial Services



# Information Technology

## WHY ONBASE

By seamlessly integrating your existing line-of-business applications with OnBase, you save time and reduce the risks associated with manually transferring data between applications.

OnBase provides a range of integration tools that require no costly custom coding to implement and features integrations for a variety of Microsoft® applications and ERP systems like SAP®, PeopleSoft® and Lawson.

From a service perspective, OnBase improves IT contract and asset management as well as IT service ticketing and requests. By centralizing and tracking all of the information related to a single asset or service request in real-time, OnBase helps IT staff improve asset maintenance and accelerate resolution times.

## TYPICAL ONBASE SOLUTIONS

- **IT contract management**
- **IT asset management**
- **IT service ticketing and requests**
- **Integrations**



“With OnBase as the central point of integration, we’re able to bring users consistent service and reduce the amount of time they spend flipping back and forth between different systems.”

– **Mary Schmidt**, business analysis & quality assurance manager  
Farm Bureau of Michigan



**Why OnBase**

OnBase can be tailored to meet the needs of individual processes and departments but is also flexible enough to support your entire service center.

With OnBase, you meet your changing needs with one solution, one code base and one vendor. Because it's affordable, easy to configure

and user-friendly, OnBase is a financially sustainable solution with a return on investment that emerges almost as quickly as it deploys. It's time to connect your people and processes with the right technology.

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



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