

# Are you managing your AP content, or is it managing you?

OnBase AP Automation for  
Workday Financial Management



**OnBase**<sup>®</sup>  
by Hyland

## How do you complete your AP transaction records?

- >>> Are your supplier invoice documents easily accessible and connected to your invoice records in Workday? This content plays an important role as you manage your AP processes, handle exceptions, and conduct future audits.

But sometimes it can be difficult to manage content that arrives in disparate formats, at different points in the business cycle. How has your organization prioritized the capture, handling and archive of your supplier invoices alongside the transactions in your unified finance and human capital management system – Workday?

Whether you are still juggling paper or have a solution to scan and archive your documents, any manual data entry or document handling will slow your AP process down. Managing content and providing better visibility is important to the efficiency of your business and will shorten payment cycles.

The AP Automation for Workday solution provides a critical integration between the OnBase by Hyland enterprise information platform and Workday to facilitate and automate the management of invoices. To completely transform your process, you will want to address the three main components for successful AP automation:



A woman with long brown hair, wearing a blue top, is smiling and looking at a computer monitor. A man with a beard, wearing a grey sweater over a blue shirt and a red tie, is standing next to her, pointing at the monitor with his right hand. They are in an office environment with other monitors visible in the foreground.

# 1

## CAPTURE

Capture content efficiently –  
and speed your payment processes





# CAPTURE

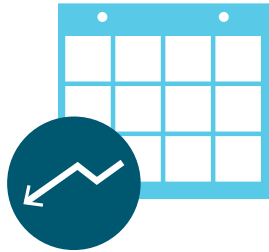
Capture content efficiently – and speed your payment processes

How do you capture, classify and index your AP content? Are your employees struggling to keep up with scanning and processing invoice documents one at a time, manually keying information, or making mistakes when associating documents with the Workday record?

Invoices should be captured at their source, whether they are scanned or delivered electronically. This saves time and effort while reducing the chance that a mistake is made. OnBase has a range of products to automate document capture no matter the source or file type. Then it can automatically classify the document and extract data to facilitate indexing. In addition, built-in data verification from Workday further ensures that document data is complete and validated.



Capture documents when and where they arrive to reduce delays in your payment cycle



### DECREASE CYCLE TIME

Capturing your AP content immediately can shave days (or weeks) off your payment cycles.

OnBase captures your content quickly without sacrificing data quality, reducing the delays that slow down your process.



### MANAGE EXCEPTIONS

Sometimes invoices arrive that have no record in Workday. Sometimes documents are missing or shipments are incomplete. OnBase can help manage exceptions in a timely manner with instant routing to the appropriate people to review. Once documents are fully processed, OnBase speeds the invoice-to-pay cycle with automatic updates to Workday.



### INCREASE VISIBILITY

Faster document and data capture also increases visibility for AP managers. Instead of waiting for unprocessed invoice documents to be accessible, all information is immediately available for review and approval.

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## CONNECT

Connect your systems to keep content and processes in sync





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Connect your systems to keep content and processes in sync

Don't create another data silo in your organization. If your AP content isn't visible to your Workday Financial Management users, they are missing significant information about their transactions. OnBase integrates with Workday Financial Management, providing critical interactions between both systems:

XML  
HL7  
EDI

**DATA**



**PROCESS**



**DOCUMENTS**

The OnBase integration provides lookups to Workday for data population and validation, automatically posting the invoice back into the Workday process once documents are complete and exceptions resolved. Workday invoice reference numbers and status information sync with the OnBase record, creating a stable, bi-directional integration.

OnBase completes your transactions by bringing together Workday processes with the content and data that surround them. Document processing and exceptions handling can be fine-tuned to meet the needs of your business.

Supplier invoices are available directly from Workday screens so that employees no longer have to physically search for critical payment information. They quickly retrieve the documents they need with a mouse click.



A photograph of two women in an office environment. One woman with dark hair and bangs, wearing a green sweater, is pointing at a laptop screen. The other woman, with curly hair and wearing a black cardigan over a tan shirt, is looking at the screen with a focused expression. The background shows a bright office space with windows and a potted plant.

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# ACCESS CONTENT

Allow your employees to access their AP content quickly and easily



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Allow your employees to access their AP content quickly and easily

OnBase is more sophisticated than ordinary file shares or other makeshift document management solutions, which makes it flexible and accessible for users.

Instead of spending time searching through file folders, users have an intuitive viewer to review and work with their documents as needed. Users can access supplier invoices without leaving their familiar Workday Financial Management screens, navigating to the exact document they need. A simple hyperlink connects users to their invoices, reducing training requirements and user error.



## Capture, connect, and access AP content to take control of your AP process

- >>> With the AP Automation for Workday certified integration, invoices become a rich source of information about your transactions instead of a difficult-to-manage problem. Through timely and efficient capture, bi-directional integration, and intuitive document access, the solution reduces cycle times and supports informed decision-making throughout the payment process.



For more information about how OnBase can help your AP team shorten the payment cycle, visit **[>>>](https://OnBase.com/Workday)**

