Your Accounts Payable Automation Solution

Team Paper

Team ECM

Two accounts payable teams face the pressure of more invoices and more complex processes.

Let’s see how they match up against some of today’s toughest AP challenges:

Paper-driven, error-prone system

ONBASE BY HYLAND

DATA/hyphen.capENTRY ERRORS

MISPLACED DOCUMENTS

MISSED OR DELAYED PAYMENTS

NEEDLESS DISCREPANCY RESOLUTION AND EXTRA APPROVALS

Automated, organized process

CAPTURE AND EXTRACT INVOICE DATA LIKE PO NUMBERS, DUE DATES, AND EVEN LINE/hyphen.capITEM DETAILS.

ELECTRONICALLY DELIVER THAT DATA TO THEIR ERP SYSTEM.

AUTOMATICALLY ROUTE INVOICES TO STAKEHOLDERS FOR APPROVAL.

Inaccessible documents

Mobile employees can’t access documents and information needed to approve invoices, delaying processing until they are in the office.

Invoice data is only stored in the ERP. The organization pays for additional licenses to grant non-AP employees access to the ERP so they can approve invoices.

Limited insight, increased liability

Data is scattered across a mix of paper and electronic files. AP staff struggle to locate critical documents and proactively address missing or outdated information.

This:

With OnBase enterprise content management, you can:

Remotely available files

All of your invoices are stored in a centralized ECM database that can be accessed on- or off-site through web, mobile, and email applications.

Remote and non-AP employees access relevant documents and approve invoices without logging into the ERP.

Accurate reporting and budgets

All documentation is stored in a single database. AP staff easily locate the information they need and can see what information is missing.

The AP manager uses dashboards to monitor the status of invoices. They easily summarize liabilities for accurate reporting and a real-time view of outbound cash flow.

AP staff have a clear and auditable trail for every touch of a document.

50% of all invoices still arrive as paper.

69% of controllers say that improving visibility into cash flow and cash management is among their priorities.

The global mobile workforce is set to increase from 1.32 billion in 2014 to 1.75 billion in 2020.

50% of all invoices still arrive as paper.

AP staff spend hours manually keying in and sorting invoice and payment data from paper files. This leads to:

AP staff eliminate the excessive time and errors from manually entering invoice data. They use ECM to automatically:

SECURE AND CENTRALIZE CRITICAL AP DOCUMENTS IN ONE DATABASE.

EASILY GRANT INFORMATION ACCESS TO THOSE WHO NEED IT.

AUTOMATE INVOICE PROCESSING AND ACCELERATE APPROVALS.

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Limited Access

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Limited Insight, Increased Liability

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PUTS VENDOR RELATIONSHIPS IN JEOPARDY WHEN STAFF CANNOT LOCATE THE INFORMATION THEY NEED TO RESOLVE A PAYMENT QUESTION OR ISSUE.

COMPLICATES THE FINANCIAL CLOSE AND AUDITING PROCESSES PUTTING THE BUSINESS AT RISK FOR HEAVY COMPLIANCE FINES AND PENALTIES.

Limited Access

Remote and non-AP employees are hindered from accessing relevant documents and approving invoices without logging into the ERP.

Limited Insight, Increased Liability

AP staff struggle to locate critical documents and proactively address missing or outdated information.

OnBase: Your Accounts Payable Automation Solution

With OnBase enterprise content management, you can:

Discuss your project and OnBase solution with an expert on our OnBase Applications Team. Call 866-997-8544.

Join Team ECM. Learn how to lose the paper and win with OnBase.

ONBASE BY HYLAND

Your Accounts Payable Automation Solution

Inefficient Processes

Limited Access

Poor Visibility

Inefficient Processes

Limited Access

Poor Visibility

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