

# Is there a way to buy and save? AP document management avoids three common cash leaks.

*"We chose OnBase because it was a scalable product, something that we could build onto for the future. It is one of the best software transitions the company has ever been through."*

—Dan Brimm, Smith Dairy

## The Payoff

- Optimized approvals, payment cycles and reporting
- Lowered costs and risk of accrual misstatement
- Take on volume increases without additional staffing
- Know where you stand; SAP data and documents to back it, instantly

## The Basics

AP is a document-driven process. Some invoices are simple, some complex. Some arrive electronically, some through fax machines. Despite ERP efficiencies, manual AP document processes that support ERP data extend cycle times and risk of error. Paper-shuffle processing and approval, duplicate data entry and lack of effective collaboration often result in missed discounts, late-payment penalties and inaccurate accruals.

Staying strategic and Lean in AP can be critical to the financial health of an organization during busy and slow periods. Every discount must be found and every penalty avoided. Organizations look to improve AP processes in slow times in order to prepare for higher activity when productivity is up and payments to suppliers increase.

## The Challenges

When organizations need to optimize AP, they face inefficiencies in three major areas:

- Slow approval and payment cycles result in missed discounts, late payment penalties
- Low visibility with data in many systems, documents stored separately
- Fixed costs—paper, duplicate data entry, storage, shipping—don't add value

## The Solution

OnBase solutions for AP enable organizations to capitalize on methods that eliminate unnecessary costs and add value.

### ***Automate AP Processes with Imaging and Workflow. Leave No Discount on the Table.***

By electronically capturing paper AP documents as soon as they come into the organization, they can be immediately available for processing. No more waiting on interoffice mail for accruals decisions or exceptions resolution requiring supporting documents. OnBase Workflows automate workload distribution, reviews and approvals. AP departments process more documents in less time. Without custom programming.

- Eliminate stalled invoices and automate document routing
- Easily perform and augment three-way matching, including exceptions resolution
- Seize all vendor discounts, improve vendor relationships, and increase favorable terms

### ***Unite the Data in your ERP Systems Quickly and Cost Effectively. Stop Duplicate Work.***

Lack of system integration leads to duplicate data entry and wasted search time. It also increases the risk of errors and adds excessive time to AP cycles. Even so, unification initiatives often stall due to the high cost of custom coding, infrastructure and ongoing IT maintenance. It doesn't have to be that way. With OnBase solutions for AP:

- Eliminate redundant data entry and turn hundreds of hours of mundane tasks into automatic system operations with integrated document management and workflow. Premises-based, SaaS, or hosted offerings extend flexibility without custom coding
- Easily share data among systems and auto-index documents upon receipt to optimize downstream forecasting and strategic planning with real-time reporting
- Extend the reach and investment of your ERP. Trigger AP workflows as soon as a document is scanned or electronically imported into your ERP or OnBase

*"We felt immediately that the ROI was there, and that certainly proved to be true. We just feel Hyland is a solid company for us to work with."*

– Dan Brimm, Smith Dairy

### ***Get Rid of Paper in AP. Replace it With Electronic Document Agility.***

Paper gets lost. It's also expensive to buy, store, ship and manage separately from the data it supports in line-of-business systems. When invoices and other documents are captured electronically upon receipt to the organization, those costs are eliminated and the documents have more value. They can be placed where users intuitively expect to find them, including in ERP transaction, financial reporting or asset management screens, saving time and resources:

- Instantly track document status including who has seen it and decisions or approvals
- Resolve vendor disputes instantly with supporting documents at users' fingertips, including POs, invoices and packing slips
- Replace costly, error-prone paper processes with automated records management

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### **Why OnBase?**

With OnBase solutions for AP, you can eliminate the bottlenecks that add time, cost and risk to AP. Process automation with electronic document management allows you to process more documents in less time.

- Collect every early pay discount available and eliminate late payment penalties
- Manage volume increases without additional labor by automating routine tasks
- Automate AP processes with dynamic accrual monitoring that ties to your ERP
- Know where you stand. ERP data with the documents to back it. Instantly.

### **time to make a difference.**

Get more information out of existing business applications. Reduce, even eliminate, wasteful, redundant tasks. Now you can spend your time on the things that really matter. That's effective document and process management.

That's the OnBase difference.

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

**OnBase**  
a Hyland Software solution