

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

- Accelerated cash flow cycles
- Lowered costs and risk
- Volume increases managed without additional labor

The Basics

When sales are up and operations are flush with cash, AP departments do whatever it takes to keep up with demand. When sales are sluggish, AP fights to find the cash critical to keeping operations moving. Every discount must be found and every penalty avoided. Waste and redundancies must be eliminated. Best practices and proven strategies cannot be overlooked.

The Challenges

AP is tied to virtually every department. When faced with needing to free up cash, many challenges stand in the way, including:

- Slow cash cycles. Discounts are missed and late payment penalties abound.
- Low visibility. Data lives in many systems and supporting paper is hard to track down.
- Fixed costs. Paper, duplicate data entry, storage and shipping are costly, but valueless.

The Solution

AP departments need to take a good look at processes to eliminate costs that don't add value and capitalize on methods that do. Document management solutions for AP do.

- Automate AP processes with imaging and workflow to leave no discount on the table.
- Unite the data in your ERP systems quickly and cost effectively to end duplicate work.
- Get rid of paper in AP and replace it with electronic document agility.

[Automate AP Processes with Imaging and Workflow. Never Leave a 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. OnBase workflows automate workload distribution, reviews and approvals, allowing AP departments to process more documents in less time. Without custom programming.

- Eliminate stalled invoices and automate document routing for three-way matching, contract negotiations or exceptions.
- Seize all vendor discounts, support vendor relationships, and increase favorable terms.

“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

Unite the Data in your ERP Systems Quickly and Cost Effectively. Stop Redundant Work.

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

- Eliminate redundant data entry and turn hundreds of man hours of rote 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, auto-index documents upon receipt and optimize 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.

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 or other financial 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. With a mouse-click, retrieve documents including POs, invoices and packing slips.
- Replace costly, error-prone paper processes with automated records management.

The Payoff

With OnBase AP solutions, you can eliminate the bottlenecks that add time, cost and risk to AP processes. 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.
- 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