Increases visibility into your payment processes

Meets diverse compliance standards with ease

Provides secure, centralized document storage, with permission-based access and editing rights

Accelerate your business processes by integrating with SAP

By integrating with OnBase by Hyland, your organization expands the powerful enterprise resource planning (ERP) tools provided by SAP to include the document management and workflow capabilities of enterprise content management (ECM). That way, departments across the organization – from AP and AR to HR and legal – are able to access the documents and information that surround your processes directly from familiar SAP screens.

From invoices and purchase orders to contracts and onboarding documents, it all becomes immediately available to your staff – ending the hunt for information and accelerating processes organization-wide.

Accelerate accounts payable

Whether they come in by mail, fax, EDI transfer, email or any other way, OnBase instantly captures invoices, packing slips and purchase orders as soon as they arrive and stores them electronically. With a simple double-click, the information is immediately accessible within the related SAP screens.

Utilizing business process tools, OnBase then automatically routes the documents through your approvals and payment process, removing the need for slow, manual reviews. This not only lowers the cost per invoice, but it also keeps AP staff focused on higher-value tasks like exception processing.

Throughout the process, OnBase updates those involved with a payment's status, adding visibility to avoid late-payment penalties.

Streamline accounts receivable

Because OnBase securely stores all relevant documents in a central, electronic repository that links directly to SAP, staff instantly access the information they need without leaving their familiar ERP environment.

Spending less time searching for related documents decreases your organization's days sales outstanding (DSO), improving cash flow. And, with information at their fingertips, staff are able to provide first-call resolution to resolve disputes faster and deliver superior customer service.

Automated workflows also speed approval processes, reducing collection time and DSO. Audit trails, instant reporting and executive dashboards provide real-time insight into processes so organizations have a better handle on cash flow while reducing the risks of misapplied cash.

OnBase®
by Hyland

Boost the performance of human resources

From recruiting and onboarding to payroll and records management, OnBase manages documents and processes so HR spends time working with people – not tracking down documents.

With secure, electronic employee folders, OnBase provides HR with a central location for employee information, allowing staff to easily identify missing documents. OnBase also automates document retention, keeping documents for the proper period of time and providing reminders to alert staff when documents will be purged, improving compliance measures.

To extend the value of your existing software, OnBase integrates with HR solutions, connecting systems to ensure accurate information and payroll processes.

Take control of your contracts

OnBase improves contract management. With customizable security settings, organizations are able to grant different levels of access to specific groups or individuals. Authorized users may edit contracts from any location, with access to any and all related documents within OnBase.

To provide an audit trail, OnBase stores every version of each contract, automatically routing finalized contracts to the appropriate staff to expedite approval. OnBase also captures a digital signature to execute the document.

Automated retention settings allow organizations to store contracts in OnBase for a specified amount of time, purging the information when scheduled. Electronic notifications let you know what contracts will expire soon and which need to be renewed. That way, nothing slips through the cracks.

Integrating SAP and OnBase provides staff access to the information they need – right when they need it – to improve processes throughout your organization.

Learn more at **OnBase.com/SAP »**

> "Users don't need to leave our SAP system to find invoices. They just click in SAP and the related documents pop up."
>
> - Paul Niemantinga, director of AP, Clicks Group Limited

OnBase®
by Hyland