

OnBase and Workday

Integrating OnBase and Workday reduces manual AP work and increases visibility

Reduces manual indexing

Increases visibility and access to information

Improves process controls and tracking


Take control of your Accounts Payable (AP) processes, speed up the approval and posting of invoices and maintain visibility into your transactions by integrating OnBase and Workday. OnBase complements Workday Financial Management to capture, manage and provide access to critical information alongside your AP records.

With OnBase, invoices are captured at their source, whether they are scanned or delivered electronically. OnBase automates the extraction of data contained in the invoices, making them available for processing quickly and without manual keying of information. Documents are readily available from the Workday interface to assist with decision-making, and they can be routed instantly to the appropriate people for review, approval and coding.



One platform **Unlimited potential**

OnBase
by Hyland



By eliminating the need for business users to manually input information, the number of touches per transaction are minimized and AP process efficiency is increased.

Reduce paper dependency to decrease manual work effort

When invoices are captured, OnBase uses advanced data collection and classification tools to find critical information. This information is used to index and classify documents automatically, shortening processing time and reducing manual tasks for employees.

By immediately imaging documents and making them available directly from Workday screens, employees no longer have to physically search for critical payment information. They quickly retrieve the invoice document using a hyperlink in their Workday invoice record. And for those hard-to-find documents, advanced search is available using the text in the document itself. Invoices accessed using the OnBase viewer can take advantage of document management features like revision and version control, detailed document history, and built-in related document views.

Workflows automatically route documents and content to appropriate business units for processing and exception handling, notifying stakeholders along the way. Live data lookups to Workday eliminate the need for business users to manually input information, minimizing the number of touches per transaction and increasing AP efficiency.

Increase visibility into processes and deliver real-time information

When OnBase integrates with Workday, your organization gains visibility into the AP process by electronically capturing all documentation in any format and storing it in one system. Real-time

dashboards provide managers with insight into the current status of invoice processing, enabling them to identify bottlenecks and adjust workload distribution.

Utilize consistent processes to improve control and tracking

OnBase offers both on-premise and secure hosted solutions, giving you the tools to ensure consistent record keeping while guaranteeing the right information is available to the right people.

Document retention is also automated within a secure system, providing consistent disposition and immediate response to exceptions and audit requests. With access to real-time information about the financial health of your organization, consistent processes and the ability to grant auditors web-based access to documentation, you also significantly reduce the time it takes to prepare for an audit.

Leverage the strengths of Workday and OnBase

With Workday managing your key data and AP transactions and OnBase streamlining the capture and secure management of critical related content, your users will benefit from a complete view of their information with less manual effort. The result? More informed decision-making, faster processes, and significant time savings and cost reduction in your AP department.

Learn more at OnBase.com/Workday »

