



Customer Success Story | Accounts Payable

# Tallahassee Community College

## Community College improves AP processes with OnBase and Workday Financial Management

### The Challenge

Tallahassee Community College (TCC) implemented Workday Financial Management to modernize their paper-based manual processes in accounts payable (AP). But after improving those processes, the institution recognized that managing its physical invoices remained a major challenge, affecting staff productivity and creating a liability for disaster preparedness.

TCC needed an enterprise information management (EIM) system that would take control of their invoice documents and scale across the campus to manage other departmental documents as well.

That's when it turned to OnBase by Hyland.

*"To streamline the process and provide longevity and consistency, it's important to have everything in one place."*

– Patricia Manning, controller, Tallahassee Community College

### The Solution

Working with Hyland, TCC implemented the OnBase AP Automation for Workday Financial Management integration in its accounting department. The solution eliminated manual data entry for invoice documents and provided greater self-service access to users. This resulted in less time spent on repetitive tasks and shortened cycle times. The integrated solution enhances the institution's in-place Workday solution and frees up employees to focus on improving internal processes.



#### CUSTOMER

Tallahassee Community College

#### INDUSTRY

Higher Education

#### SIZE

13,500 Students

#### LOCATION

Tallahassee, FL

#### ONBASE INTEGRATIONS


Workday Financial Management

#### DEPARTMENTS USING ONBASE

Accounting

One platform **Unlimited potential**

**OnBase**  
by Hyland



## With less paper "hanging around," research takes far less time, creating a much more efficient process.

By integrating OnBase and Workday Financial Management, users now simply access the invoices from their familiar Workday interface. "The process is a lot quicker than it was when we used paper," said Patricia Manning, controller at TCC. "People outside of AP were not able to see any of the information unless they came into the office." With less paper "hanging around," research takes far less time, creating a much more efficient process.

"With OnBase forwarding all the invoice information over to Workday, it really speeds up the timeline for payments," said Martina Oaten, accounting specialist at TCC.

### Building on a solid foundation

TCC also has plans to expand their OnBase system throughout the campus, including Admissions and Recruiting, the Registrar's Office, Student Advising and Financial Aid.

"OnBase can help us with centralized access to documents and allows us to add retention to information that may need to be destroyed after a certain amount of time" said Mike Watters, manager of applications architecture and support. "We plan to use OnBase to help increase the speed at which we intake documents across the campus."

### The Difference

#### **Reduces manual work and increases processing speed:**

Intelligent capture eliminated data entry for staff, while the integration with Workday reduced manual steps associated with invoice intake. "OnBase is saving my fingers now that it is reading that information and pushing it to Workday," said Oaten. "The timeline for invoice payment is much faster than before."

#### **Gives users immediate and secure access to information:**

Users can now immediately access necessary information on their own, reducing calls to the accounting department. "OnBase keeps everything in one place and users are able to find their information more easily," said Manning. "It minimizes interruption of day-to-day business."

**Supports disaster recovery planning:** By integrating OnBase and Workday, Tallahassee added a needed layer of security to ensure it doesn't lose documents if a disaster strikes. The manual system the institution previously used was completely paper-based, which didn't provide any security in the case of fire, water damage or weather-related event. "OnBase is an important part of our disaster recovery plan to protect against hurricanes and other catastrophes," Watters said.

Learn more at [OnBase.com/Workday](https://OnBase.com/Workday) »

