

Paper vs. ECM:

WHO WILL WIN THE AP PLAYOFF?

Two accounts payable teams face the pressure of more invoices and more complex processes.

One has automated invoice processing with Enterprise Content Management (ECM), and the other hasn't.

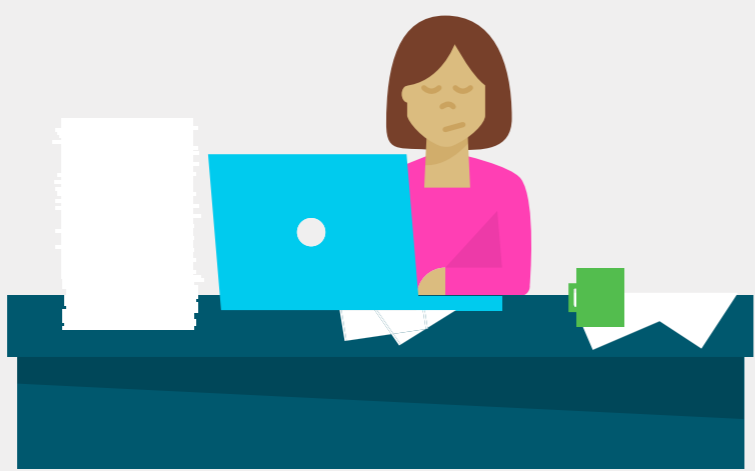
Let's see how they match up against some of today's toughest AP challenges:

#1 Inefficient Processes



50% of all invoices still arrive as paper.

Team Paper



Paper-driven, error-prone system

AP staff spend hours manually keying in and sorting invoice and payment data from paper files. **This leads to:**

- ✗ DATA-ENTRY ERRORS
- ✗ MISPLACED DOCUMENTS
- ✗ MISSED OR DELAYED PAYMENTS
- ✗ NEEDLESS DISCREPANCY RESOLUTION AND EXTRA APPROVALS

Team ECM



Automated, organized process

AP staff eliminate the excessive time and errors from manually entering invoice data. They use ECM to automatically:

- ✓ CAPTURE AND EXTRACT INVOICE DATA LIKE PO NUMBERS, DUE DATES, AND EVEN LINE-ITEM DETAILS.
- ✓ ELECTRONICALLY DELIVER THAT DATA TO THEIR ERP SYSTEM.
- ✓ AUTOMATICALLY ROUTE INVOICES TO STAKEHOLDERS FOR APPROVAL.

Limited Access #2



The global mobile workforce is set to increase from **1.32 billion** in 2014 to **1.75 billion** in 2020.

Inaccessible documents

Mobile employees can't access documents and information needed to approve invoices, delaying processing until they are in the office.

Invoice data is only stored in the ERP. The organization pays for additional licenses to grant non-AP employees access to the ERP so they can approve invoices.

Remotely available files

All AP documents are stored in a centralized ECM database that can be accessed on- or off-site through web, mobile, and email applications.

Remote and non-AP employees access relevant documents and approve invoices without logging into the ERP.

#3 Poor Visibility

69% of controllers say that improving visibility into cash flow and cash management is among their priorities.



Limited insight, increased liability

Data is scattered across a mix of paper and electronic files. AP staff struggle to locate critical documents and proactively address missing or outdated information.

This:

- ✗ PUTS VENDOR RELATIONSHIPS IN JEOPARDY WHEN STAFF CANNOT LOCATE THE INFORMATION THEY NEED TO RESOLVE A PAYMENT QUESTION OR ISSUE.
- ✗ COMPLICATES THE FINANCIAL CLOSE AND AUDITING PROCESSES — PUTTING THE BUSINESS AT RISK FOR HEAVY COMPLIANCE FINES AND PENALTIES.

Accurate reporting and budgets

All documentation is stored in a single database. AP staff easily locate the information they need and can see what information is missing.

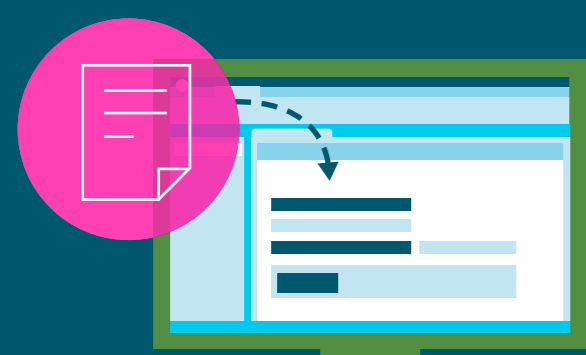
The AP manager uses dashboards to monitor the status of invoices. They easily summarize liabilities for accurate reporting and a real-time view of outbound cash flow.

AP staff have a clear and auditable trail for every touch of a document.

ONBASE BY HYLAND

Your Accounts Payable Automation Solution

With OnBase enterprise content management, you can:



AUTOMATE INVOICE PROCESSING AND ACCELERATE APPROVALS.



EASILY GRANT INFORMATION ACCESS TO THOSE WHO NEED IT.



SECURE AND CENTRALIZE CRITICAL AP DOCUMENTS IN ONE DATABASE.

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