3 ways AP automation extends the value of Workday Financial Management
Accounts Payable (AP) managers are facing mounting pressure to reduce costs, accelerate processing and provide more actionable data and analysis to leadership. But the question isn’t how to prioritize these needs—meeting all of these objectives is essential to remain competitive. The real issue is finding ways to do them better.

The first step many organizations take to advance functions like AP invoice processing is to implement enterprise resource planning (ERP) solutions like Workday Financial Management. These systems are ideal for recording, managing and protecting financial data and operations. But could you be doing even more to optimize your AP processes?
If you have already invested in Workday, you can further enhance your AP operations by automating the manual and time consuming tasks that occur outside of your core system, like invoice data entry, exception handling and document management.

The OnBase AP Automation for Workday solution provides a certified integration between the OnBase enterprise information platform and Workday Financial Management to fully automate the management of invoices and digitize all supporting documentation. AP automation can completely transform invoice processing, extending the value of your Workday investment by further:

1. **Lowering cost per invoice** (page 4-6)
2. **Increasing process efficiency** (page 7-9)
3. **Improving visibility** (page 10-12)
1 LOWER COST PER INVOICE
Intelligently capture and validate invoice data to speed processing from the start
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How is invoice information collected and entered into your Workday system? Do your AP staff review hard copy or emailed invoices to verify vendor information, PO numbers and amounts? How are transactions updated in your Workday system? If your team is manually sorting invoices and keying data into Workday, you’re exposing your payables process to greater risk of costly errors and delays.

The AP Automation for Workday solution leverages Brainware by Hyland intelligent capture technology that captures invoices at their source and validates data, such as PO numbers and line item detail, against Workday records. Once validated, data is sent through OnBase workflow for direct posting into Workday, or exception handling if necessary. The dramatic reduction in manual data entry accelerates your payment cycle and enables your team to process more invoices in less time.

Capture documents when and where they arrive to reduce delays in your payment cycle
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With AP automation, you capture invoices at their source—fax, email, EDI, paper, etc.—and without manual sorting, to immediately begin extracting and verifying data against Workday. The extraction, validation and posting of PO-based invoice data can be completely automated for truly touchless processing. Also, non-PO based invoice data extraction allows for more efficient processing inside of Workday for approval and coding.

Sometimes invoice data can be missing, incomplete or mismatched. Brainware’s intelligent capture technology can match extracted invoice data to your Workday records even when it’s not identical. It also allows for line-pairing partial invoices to corresponding POs.

If errors are identified in the capture process, the AP automation solution offers the flexibility to handle those exceptions within Workday or OnBase Workflow – whichever option is best for your organization. Either way, there is never a question about the accuracy of the data posted to your Workday records.

Fewer data errors results in fewer exceptions and delays your staff has to contend with throughout processing. With limited to no data entry, your team can focus their attention on things that truly matter, like vendor management, issue resolution and analysis.

You can shave days, even weeks, off your payments cycles, processing invoices in less time with the same staff. Early payment discounts and measurable savings on storage costs becomes a reality, not a stretch goal.
INCREASE PROCESS EFFICIENCY

Connect your systems to keep content and processes in sync
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Tasks such as invoice routing and approvals support the records in your ERP. When they’re manual, you introduce unnecessary delays into your payment cycle.

OnBase AP automation integrates directly with your Workday system, bringing together Workday processes with the content and data that surround them. By minimizing the number of human touches per transaction, you improve invoice processing efficiency at every stage.
The OnBase integration provides lookups to Workday for data population and validation, automatically posting the invoice back into the Workday process once documents are complete and exceptions resolved. Workday invoice reference numbers and status information sync with the OnBase record, creating a stable, bi-directional integration.

The AP Automation Solution for Workday allows organizations to manage exception handling and approval processing within their existing Workday system or using OnBase workflow. The flexibility of the solution allows you to accelerate AP processing based on your specific business needs and IT strategy.

With OnBase workflow, invoices and documents are automatically routed to stakeholders for review, approval or exception handling. AP processing transforms from a desk-to-desk to fully electronic operation, shortening stakeholder response times and reducing approval delays.
3 IMPROVE VISIBILITY
Gain a complete view of the information surrounding your Workday AP invoice process
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Gain a complete view of the information surrounding your Workday AP invoice process

AP staff often need to reference documents and information that correspond to Workday records but are not stored in the Workday system. Without easy access to vendor invoices, packing slips, check images, etc., staff may have a hard time quickly responding to vendor inquiries, handling exceptions or assessing the status of transactions.

OnBase AP automation makes electronic copies of invoices available directly from Workday screens with just the click of a mouse. Additionally, the solution provides real-time metrics and KPIs on data capture performance. The additional visibility provides AP staff with the insight they need to analyze their operations and make decisions that could further improve processing.
OnBase and Workday work together seamlessly to provide AP staff with a complete view of the information they need to quickly respond to inquiries and make business decisions.

Supplier invoices are available directly from Workday screens with a simple mouse click, providing staff with instant access to critical payment information. AP staff can also easily retrieve other related documents from OnBase without having to physically search for files.

With real-time insight into invoice data capture, staff gain immediate access to metrics that show extraction rate accuracy for every invoice. Better visibility into overall capture performance helps identify bottlenecks and where to focus the most time and attention at the front end of processing.

Measure KPIs like extraction rates, straight-through processing statistics and more over time to monitor progress against goals.

OnBase automates document retention and disposition to help guard against compliance risk. Document histories provide a clear trail for each movement of each invoice throughout the payables process. And with all documentation in a single, secure location, AP staff can proactively identify documents that may be missing in advance of an audit, as well as grant web-based access to auditors to expedite the process.
With the AP Automation for Workday certified integration, invoices become a rich source of information about your transactions, instead of a manual, time-consuming problem. Through timely and efficient capture, bi-directional integration, and intuitive document access, the solution reduces cycle times and supports informed decision-making throughout the payment process.
Safe and secure in the Hyland Cloud

AP Automation for Workday can be deployed on-premises or safely hosted in the Hyland Cloud to remove the burden of in-house maintenance and storage. All features, functionality and benefits of the solution are identical, regardless of your deployment method.

Privately managed since 2004, the Hyland Cloud uses individual encryption to ensure data is fully secured and never commingled. Our reliable, accredited data centers are managed 24/7/365 by a team of cloud experts to provide the highest levels of availability and uptime.

More than 700 organizations around the world trust Hyland with the security of their data and documents. From small organizations needing less than 1 gigabyte of storage to large enterprises requiring more than 100 terabytes, the Hyland Cloud easily scales to support any organization’s cloud-first IT strategy.

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