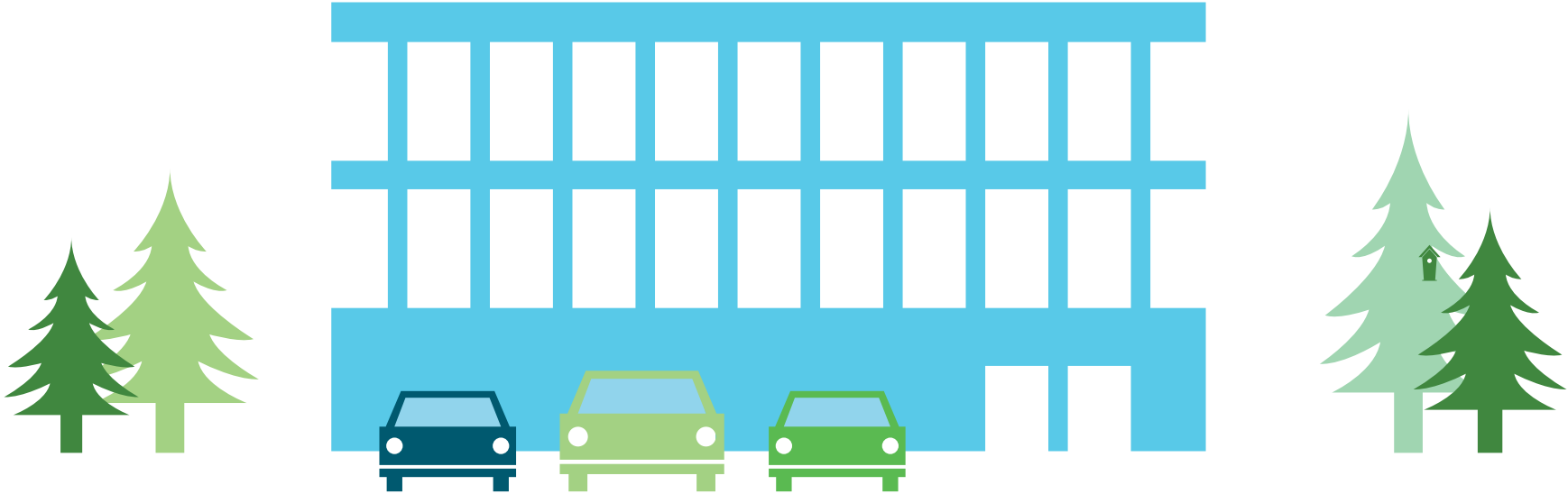


OnBase[®]
by Hyland

REVOLUTIONIZE YOUR
BACK OFFICE DEPARTMENTS

NEXT >>



Streamline back office processes with OnBase

With OnBase by Hyland, back office departments reduce their reliance on manual, paper-based processes, saving time and money. This allows employees to focus on more important tasks – like delivering excellent customer service and complying with evolving industry regulations.

OnBase speeds interdepartmental processing, improves decision-making and empowers departments to share critical information.

These solutions enable you to meet the needs of each department with one easily supported application. Its flexibility lets you start with a single department and expand as time, goals and budget permit.

So, where should you start? It's up to you and the business issues you're looking to solve.



Click on the department to learn how OnBase can meet your needs.



Accounting & Finance

WHY ONBASE:

By removing paper from accounting and finance departments, your document creation, review and approval processes are more efficient and secure – saving time and money. OnBase automates business processes, allowing your employees to focus on more important tasks instead of searching for paper-based documents and information.

Audit trails, instant reporting and executive dashboards provide additional real-time insight into processes, helping your organization proactively meet compliance standards and regulations.

TYPICAL ONBASE SOLUTIONS:

- **Capital expenditure management**
- **Contract management**
- **Financial close and reporting**
- **Requisition approval**

“OnBase gives us visibility.
It adds accuracy and stability
to the entire financial close
process.”

– **Brian Vondran**, corporate controller,
RTI International Metals



Accounts Payable

WHY ONBASE:

OnBase captures your invoices electronically – whether arriving via fax, mail, email, EDI, etc. – and delivers them to the appropriate people for review, approval and coding.

By electronically managing the documents and information that drive AP processes, you maximize the benefits of fast and accurate invoice processing. This helps improve vendor relationships and provides the ability to capture early payment discounts.

TYPICAL ONBASE SOLUTIONS:

- **Invoice processing and management**
- **Vendor management**

“We’ve reduced our cost per invoice by 69 percent in five years, from \$3.88 per invoice to \$1.21. We’ve also boosted our invoice processing volume by 232 percent with no additional staff required.”

– **Nikki Head**, senior assistant AP manager,
Leggett & Platt, Incorporated



Accounts Receivable

WHY ONBASE:

OnBase automates the manual portions of AR operations while providing instant access to relevant data and documents. That access to needed information simplifies dispute resolution and improves customer service, as staff have everything they need at their fingertips. Speeding these processes minimizes costs and reduces days sales outstanding (DSO).

These solutions also provide a complete trail of all transactions, providing visibility into receivables as well as your organization's cash flow.

TYPICAL ONBASE SOLUTIONS:

- **Billing**
- **Cash application**
- **Check processing**
- **Order processing**
- **Payment processing**

“We save \$125,000 each year with OnBase in labor and operating costs. Our days sales outstanding fell from 38 days to 32. At \$250,000 per day, it nets a \$1.5 million gain in cash flow.”

– **Troy Grove**, CIO,
Bernier Food, Inc.

Procurement & Purchasing

WHY ONBASE:

OnBase makes it easy for your organization to compile, manage and track vendor documentation. All information is stored in the OnBase document repository, providing users with immediate access to information when needed.

Further optimizing procurement and purchasing processes, OnBase tracks any required documentation and allows users to quickly run reports to see what information is missing across your entire supply chain.

TYPICAL ONBASE SOLUTIONS:

- **Contract management**
- **Requisition approval**
- **Vendor management**

“Getting a requisition approved used to take three weeks, sometimes longer. Now, we complete most requests in only three days. Most importantly, we’re sure everyone followed the right procedures and can prove it with audit trails.”

– **Cathy Kowalski**, materials management systems specialist,
The MetroHealth System



Human Resources

WHY ONBASE:

OnBase maximizes your employees' abilities to perform administrative tasks, access information and kick off HR approval processes.

Start with the solutions you need right now, like electronically storing and retrieving documents, and leverage them across the department as time, budget and goals permit. Once you start optimizing processes, extend your OnBase solution to automate other essential tasks like policy and procedure sign-offs and employee onboarding.

TYPICAL ONBASE SOLUTIONS:

- **Benefits administration**
- **Employee file management**
- **Employee onboarding**
- **Employee separation**
- **Performance management**
- **Policy and procedure administration**
- **Recruiting and selection**

“With OnBase, we know employees review the latest version of procedures. OnBase assures us they’re working with the most up-to-date information to perform their jobs.”

– **Tamera Koegler-Vaughan**, process manager, information systems,
Gallatin Steel Company



Legal

WHY ONBASE:

OnBase allows you to easily support compliance requirements, mitigating risks to increase your profitability. OnBase Records Management automatically controls the retention of business records, providing cutoff periods, retention plans and multiple destruction options.

OnBase also improves contract management, equipping you to manage the contract lifecycle from request to approval to expiration and renewal. Users securely capture and store contracts and all supporting documents and receive automatic notifications of expirations and auto-renewals. Accelerate contract lifecycle times by automating predictable tasks while providing personnel with easy access to all the information they need to drive work forward.

TYPICAL ONBASE SOLUTIONS:

- **Compliance document management**
- **Contract management**
- **eDiscovery**
 - Archiving
 - Document retention
- **Records management**

“Previously, it took as long as 10 days to process complete contract packages and even longer for incomplete packages. OnBase instantly reduced process times. Complete, incomplete and incorrect contract packages are now handled faster and more effectively.”

– **Bert van den Berg**, process and quality manager,
BMW Group Financial Services



Information Technology

WHY ONBASE:

By seamlessly integrating your existing line-of-business applications with OnBase, you save time and reduce the risks associated with manually transferring data between applications.

OnBase provides a range of integration tools that require no costly custom coding to implement and features integrations for a variety of Microsoft® applications and ERP systems like SAP®, PeopleSoft® and Lawson.

OnBase also improves contract and asset management by tracking real-time information while providing instant access to it when needed – from desktops, tablets or smartphones.

TYPICAL ONBASE SOLUTIONS:

- **Contract management**
- **Integrations**
- **IT asset management**

“With OnBase as the central point of integration, we’re able to bring users consistent service and reduce the amount of time they spend flipping back and forth between different systems.”

– **Mary Schmidt**, business analysis & quality assurance manager,
Farm Bureau of Michigan



Why OnBase:

Now that you've seen how OnBase increases efficiencies and decreases costs, it's time to take a step back and look at your entire back office operation. Though it's tailored to meet specific departmental needs, OnBase is comprehensive and flexible enough to serve all back office departments as well as your front office operations.

With OnBase, you meet your changing needs with one solution, one code base and one vendor. Because it's affordable, easy to configure

and user-friendly, OnBase is a financially sustainable solution with a return on investment that emerges almost as quickly as it deploys.

It's time to connect your systems, processes and departments.

Learn more at OnBase.com »