



CONNECT YOUR DIGITAL SHARED SERVICES CENTER



LEGAL



INFORMATION TECHNOLOGY



PROCURE-TO-PAY



HUMAN RESOURCES



ORDER-TO-CASH

One platform
Unlimited potential

OnBase[®]
by Hyland

OnBase helps shared services organizations transform their process automation and document management strategies. From finance to human resources to IT, OnBase automates manual processing and connects information across disparate systems to accelerate processes and improve decision-making.

PROCURE-TO-PAY

Procurement & Purchasing: Streamline the purchasing process by automatically routing purchasing information for approvals, changes or denial. Automatically create purchase orders and give staff the information they need to make informed purchasing decisions with seamless ERP integration.

Accounts Payable Invoice Processing: Improve visibility into invoice volumes and process performance to shorten payment cycles and improve cash flow management. Reduce manual data entry with intelligent data capture, automated approval workflows and seamless integration with your ERP. Capture PO and non-PO invoices electronically and automatically verify the data against the information in your ERP. Electronically route invoices for review and approval to speed exception handling and the entire invoice cycle.

Vendor Management: Streamline the process of creating and updating vendor records and manage all of the documents associated with vendors in a single, centralized location. Allow vendors to submit their own information via electronic forms and automatically route the information for review and approval to accelerate vendor onboarding.

ORDER-TO-CASH

Order Processing & Fulfillment: Process orders faster and reduce the risk of manual errors by extracting customer order information electronically and sending the data directly to your order management system or ERP.

Billing: Obtain created invoices directly from your ERP, link them to related documents, such as proof of delivery documents, and make them instantly accessible to customers.

Proof of Delivery: Capture signed proof of delivery documents anytime, anywhere using a mobile device and view documents directly within your ERP.

Credit & Collections: Track open invoices across your customer base with automated reports. Quickly respond to and resolve customer disputes with instant access to documents from your ERP.

Payment Processing: Automate the manual payment processing steps to increase cash flow visibility and reduce DSO. Capture remittances, checks and other payment documents electronically and automatically validate payment data, remittances and check totals against open invoices.

HUMAN RESOURCES

Employee File Management: Effectively and securely manage a comprehensive digital employee file from hire to retire. Improve access and visibility by connecting digital files with the employee data in your HCM system.

Onboarding/Off boarding: Ensure all required actions are taken for new or departing employees for a smooth transition. Easily monitor tasks across departments and track the entire process with automatic checklists. Quickly identify issues or bottlenecks in advance with reporting dashboards at the employee, department or organization level.

Policies & Procedure Management: Efficiently create, distribute and track employee acknowledgement of policies and procedures while reducing associated administrative tasks such as filing, copying and mailing physical documents.

Employee Relations: Maintain consistent processes for handling employee complaints, grievances, safety violations or misconduct. Get a holistic view of all tasks, conversations, notes and documentation surrounding an employee issue from a single location. Minimize legal risk with increased security and control over sensitive employee information.

LEGAL

Contract Management: Manage the entire contract lifecycle, from contract request and authoring to execution and renewal. Automate approval, routing and escalation tasks to speed processing, and increase visibility into contract revisions and status.

Compliance Document Management: Maintain compliance and easily prepare for audits by digitizing and centralizing all required records for your industry. Improve control and tracking over employee files, financial documents and more, and quickly identify any missing documentation in advance of an audit.

Records Management: Minimize legal risk by automatically controlling the retention and destruction of business records according to your organization's cutoff periods and retention plans.

INFORMATION TECHNOLOGY

IT Asset Management: Connect and centralize all of the information and work requests related to the procurement, maintenance and repair of IT assets. Make documents easily accessible to equip IT staff with the content needed to respond effectively to service requests.

IT Service Ticketing: Standardize the IT service and request process with electronic forms. Centralize and track all of the information related to a single request in real-time to accelerate resolution times and improve services levels.

Learn more at [>> www.idt-inc.com](http://www.idt-inc.com)

