

ONBASE

AP INVOICE APPROVAL APP

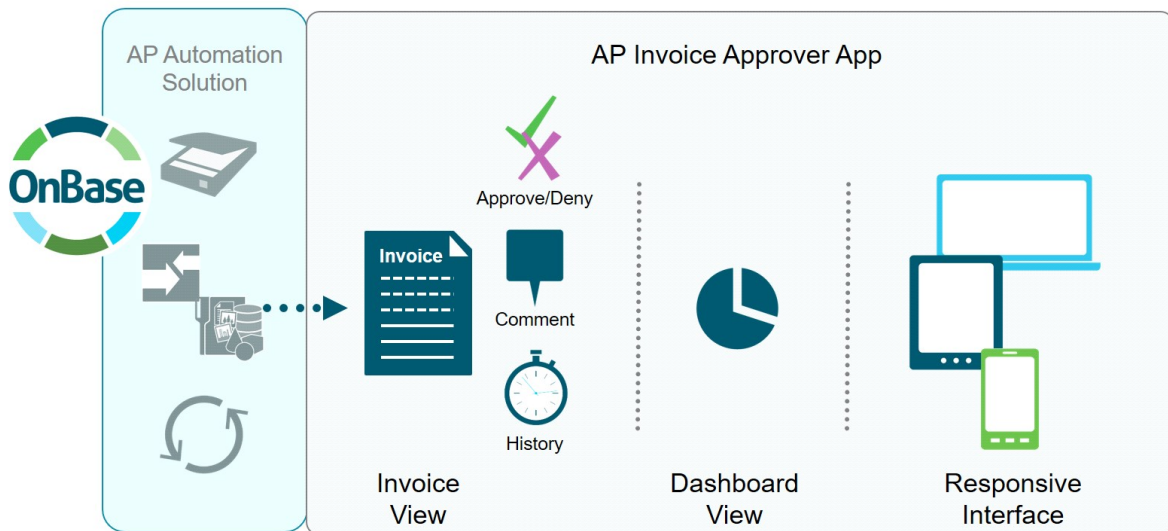
SUMMARY

The AP Invoice Approval App is a persona-based application that delivers critical decision-making tasks to individuals with invoice approval responsibilities in OnBase. Designed to responsively adapt to multiple devices, the app provides an intuitive experience to those that need to review, approve and reject invoices. The AP Invoice Approval App increases access for employees, speeding payments and simplifying tasks to streamline the process.

BENEFITS

- **Speed up the payment process** by delivering approval tasks to employees in an intuitive, accessible app
- **Increase visibility** into approval decisions with process histories and commenting features
- **Reduce process bottlenecks** by increasing accessibility for management and allowing them to make decisions on their preferred device
- **Eliminate common errors** with easy-to-use tasks designed specifically for the approver role

DESIGN



The AP Invoice Approval App provides an intuitive, responsive interface for individuals to approve or deny invoices as a part of your OnBase accounts payable automation solution. Through the app they can approve or deny invoices, view invoices, comment, or view process history. The app also features a dashboard view to identify bottlenecks and improve process efficiency.

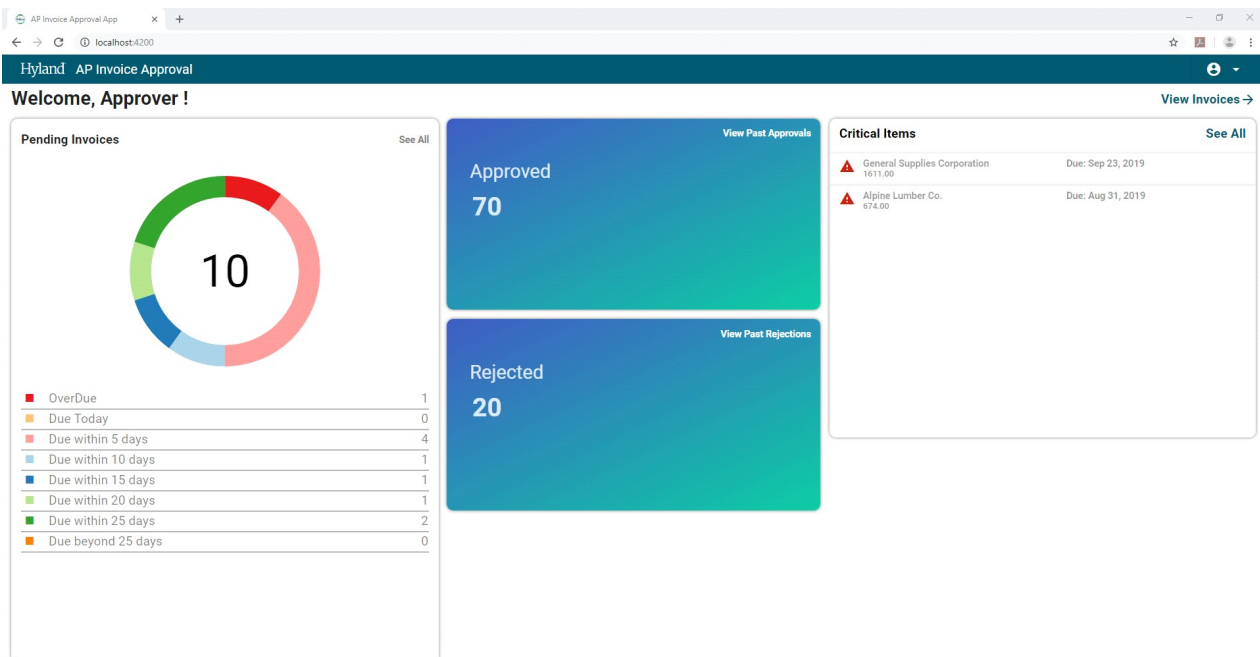
APPLICATIONS

- **Invoice Approvers:** Instead of spending time searching disparate systems or file folders, users have an intuitive viewer to review and work with their invoices. Invoices in question are provided alongside approval tasks, histories and commenting functionality, simplifying the process for approvers. This easy, single-click access to content not only saves time—it also reduces training requirements and user error.
- **Accounts Payable Employees:** Accounting staff will benefit from seeing dashboard views of the invoices in-process to identify issues before they occur. Invoices can be opened from the dashboard view, providing immediate access to the content needed to make decisions about items currently under review.

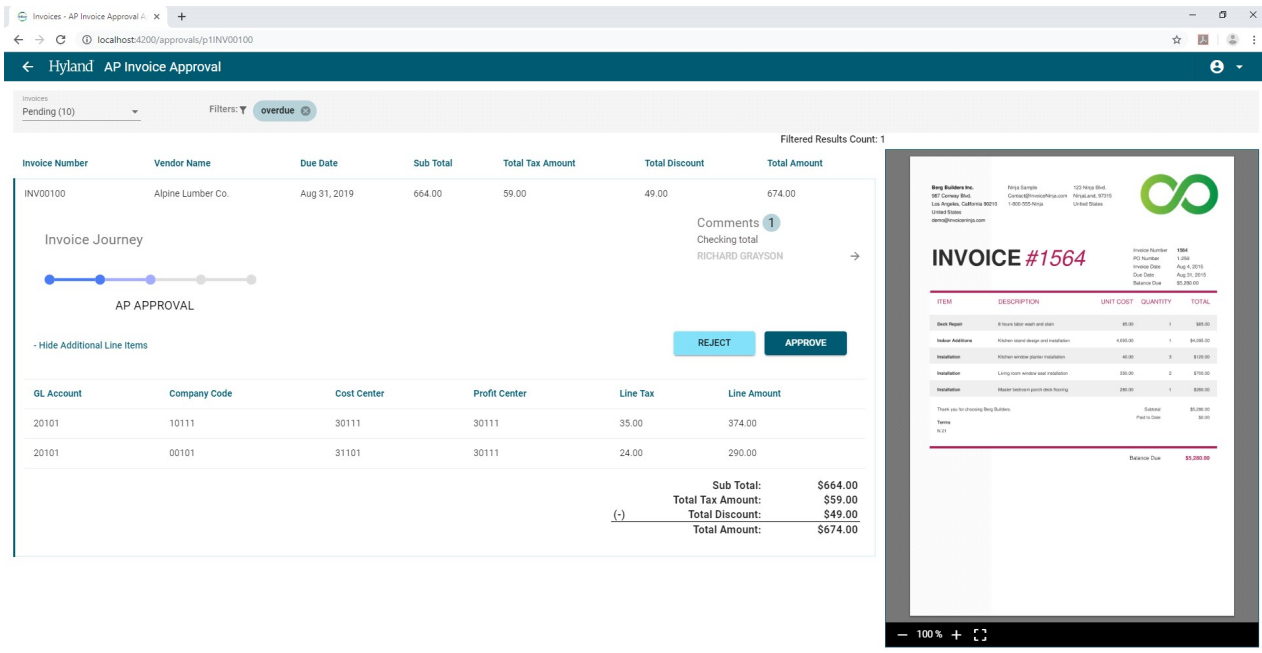
KEY FEATURES

- **The intuitive interface** with defined tasks reduces user error and makes it easy for approvers to complete their work.
- **Responsive design** provides a smooth user experience on desktop or mobile devices, extending access to busy employees wherever they need it.
- **Direct hyperlinks** can be embedded in notifications or portals, providing access to relevant invoices and simplifying the process for end users.
- **A dashboard view** gives managers and AP staff visibility into the entire process, allowing them to identify bottlenecks or potential delays before they become problematic.
- **Seamless interaction with OnBase AP automation solutions** ensures end-to-end AP invoice management.

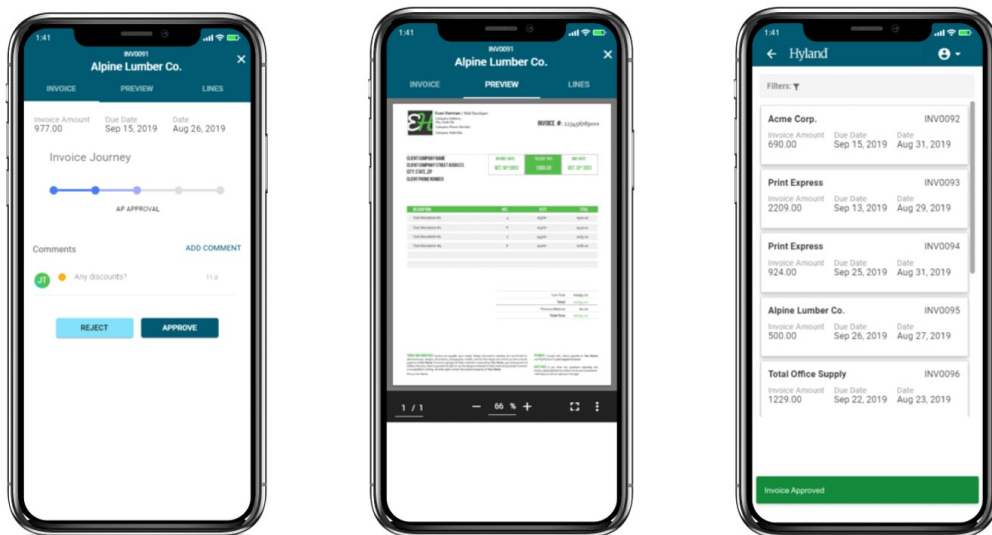
INTERFACE



Dashboard views provide a higher-level perspective on the invoices in process (shown in a browser)



Users can review the document in question, review the process history, add comments and make decisions about the invoice approval from an intuitive interface (shown in a browser)



The mobile experience gives approvers the ability to perform their work from their preferred device.

Learn more at Community.Hyland.com

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