

ONBASE

AP AUTOMATION FOR INFOR LAWSON

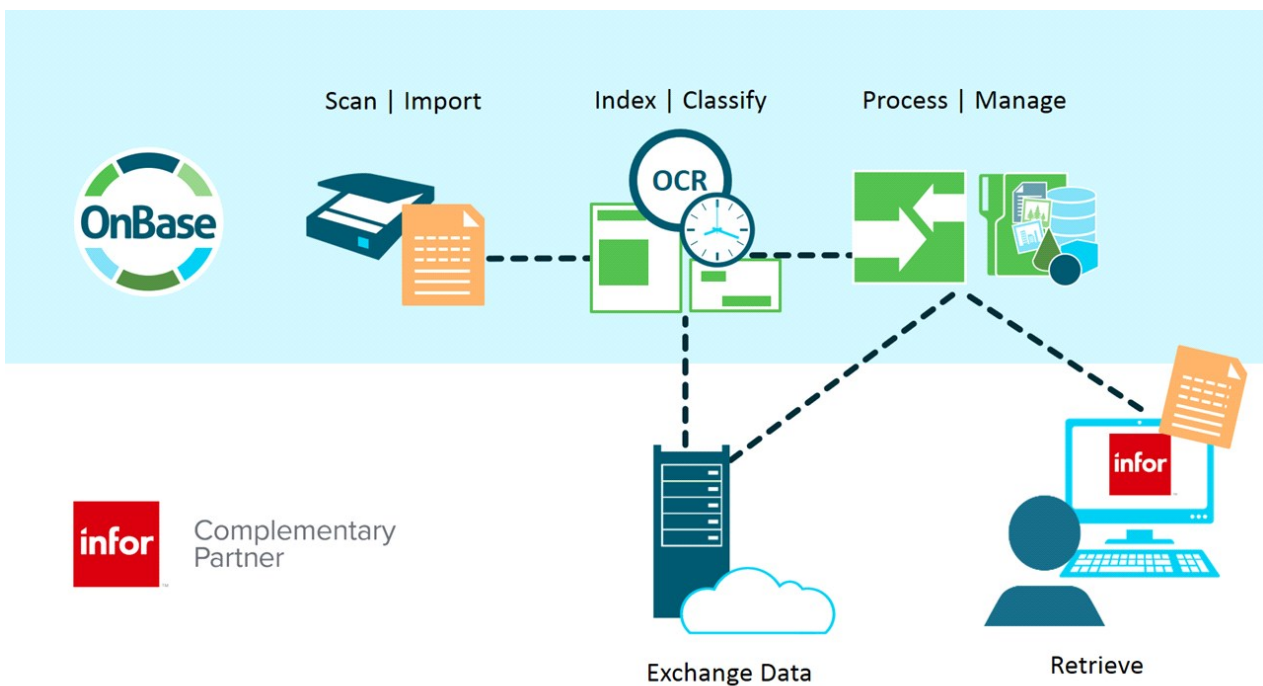
SUMMARY

OnBase integrates with [Infor\(TM\) Lawson S3](#) and [Infor Lawson APIA](#) to capture, manage and provide easy access to content related to accounts payable (AP) transactions. The AP Automation solutions improve the approval and posting of invoices with advanced data integration, increased visibility for documents and data, and flexible automation options to remove manual steps and accelerate the procure-to-pay process.

BENEFITS

- **Reduce manual indexing** with intelligent capture to efficiently gather data straight from AP documents
- **Speed up the payment process** by automatically validating AP invoices with Infor data and posting invoices for payment
- **Increase visibility** into all relevant information with links to AP documents directly from Infor screens
- **Improve audit processes** with flexible access to documents and detailed document histories.

DESIGN



The AP Automation for Infor solutions provide the ability to expedite document capture, validate data, and access invoice documents directly from their Infor screens (when needed).

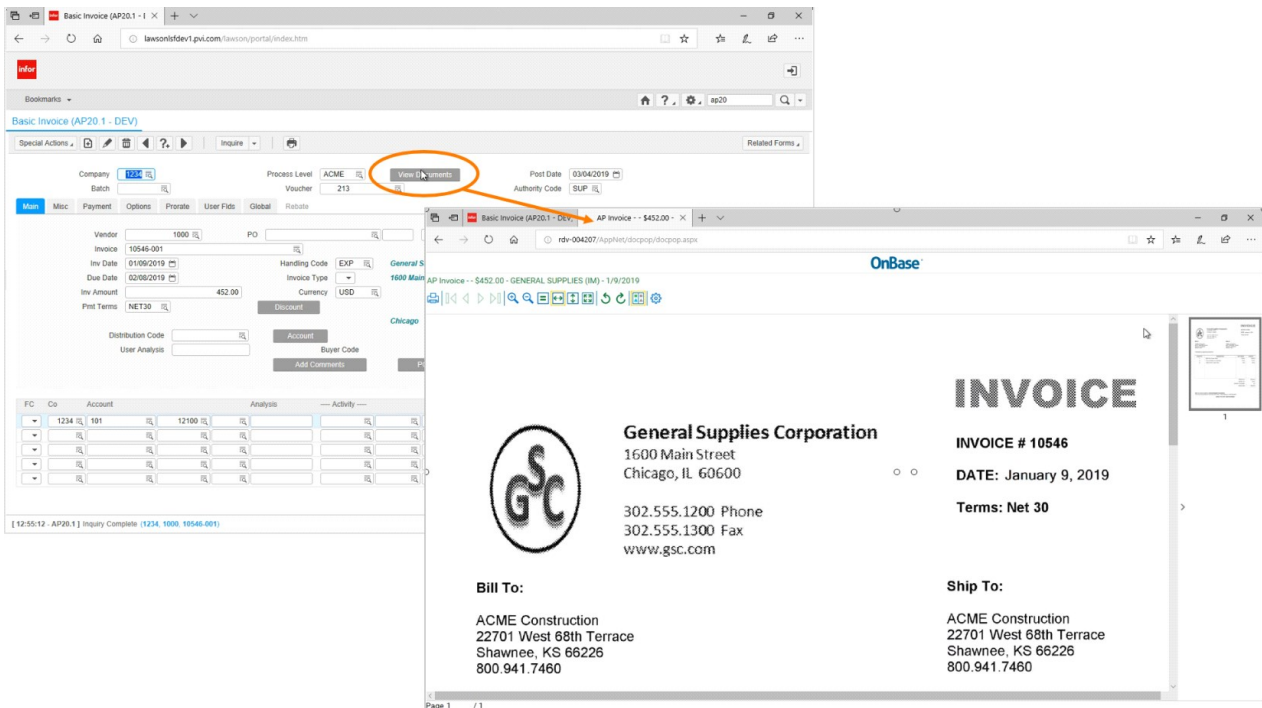
APPLICATIONS

- **Capture AP Invoices:** Documents are captured at the source, whether they are scanned or delivered electronically. This saves time and effort while reducing the chance that a mistake is made. OnBase automates document capture, automatically classifies the document and extracts data to facilitate indexing.
- **Connect OnBase and Infor Applications:** The OnBase integrations synchronize with Infor applications to populate and validate data, automatically posting the invoice back into the Infor AP process once documents are complete and exceptions resolved.
- **Access AP content:** Instead of spending time searching through file folders, users have an intuitive viewer to review and work with their documents as needed. Easy access to content not only saves time – it also reduces training requirements and user error.

KEY FEATURES

- **Intelligent capture** minimizes manual work associated indexing invoice documents
- **Data verification** with Lawson or APIA ensures that indexing is correct and in sync with the official invoice record
- **Flexible exception handling** allows customization to meet an organization's specific needs
- **Automatic synchronization** between OnBase and Infor keeps both systems updated

INTERFACE



The “View Documents” button allows Infor Lawson users to navigate directly to the correct document (or set of documents)

The screenshot displays a software interface with two main panes. The left pane is a data entry form for a 'Non PO Invoice'. The right pane shows a preview of the 'AP Invoice' document.

Form Data (Left Pane):

- Company: 1234, Company Name: ACME Construction
- Process Level: ACME, Posting Date: 3/4/2019
- Vendor ID: 1000, Remit To: DEF
- Invoice Number: 10546-001
- Invoice Date: 1/9/2019, Handling Code: EXP
- Due Date: 3/30/2019, Invoice Type: [dropdown]
- Invoice Amount: 452.00, Currency: [dropdown]
- Payment Terms: NET30
- Vendor Name: General Supplies (IM)
- Address 1: 1600 Main Street
- City: Chicago, State: IL, Zip Code: 60600

Invoice Document (Right Pane):

General Supplies Corporation
 302.555.1200 Phone
 302.555.1300 Fax
 www.gsc.com

INVOICE # 10546
 DATE: January 9, 2019
 Terms: Net 30

Bill To:
 ACME Construction
 22701 West 86th Terrace
 Shawnee, KS 66226
 800.941.7460

Ship To:
 ACME Construction
 22701 West 86th Terrace
 Shawnee, KS 66226
 800.941.7460

Comments or special instructions:

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
2	RBQ-747x Power Panel	100.00	200.00
15	Canon 24 Black Ink Cartridges	10.00	150.00
10	Cases of 8x11 Copy Paper	8.00	80.00
SUBTOTAL			\$430.00
SALES TAX			22.00
FREIGHT CHARGES			.00
TOTAL DUE			\$452.00

Once the data has been captured from the invoice, AP specialists can review the documents and add/modify indexing values as needed.

Learn more at Community.Hyland.com

©Hyland Software, Inc. and its affiliates. All rights reserved. Trademarks are the properties of their respective owners.