

### DESCRIPTION:

This session is designed to lead an OnBase User or Administration through planning, design and deployment steps for a successful Accounts Payable Project. We will cover various methods for managing both Material and Non-Material Accounts Payable Processes.

The session will start with two presentations from Producers just like you. They will share their experiences on their journey in process improvement.

NOTES: This class will benefit current OnBase Users and Administrators and individuals that are looking for efficiency improvement for the Accounts Payable Staff and the Operations Staff that need to approve AP Invoices and focus on costs before the financial statement is prepared each month.

### TOPICS:

#### **Material Receipts and Supplier/Hauler Invoices**

- Maintaining accurate inventory in CMDbatch
- Maximize the Material Requirements Planning in CMDconcrete and Integra
- Receiving material into CMDbatch manually and with Advance Shipment Notification
- Costing and Coding Material Receipt Deliveries prior to the invoice arrival
- Intelligent Capture (Optical Character Recognition) for Material and Haul Invoices to eliminate manual indexing
- Match Material Receipt Data with Supplier and Haul Invoices when they arrive
- Determine and assign Material Receipts and Invoices to the proper Purchase Order
- Automatically code Material and Haul Invoices based upon the location the material was received
- Intelligent Capture (Optical Character Recognition) for Material and Haul Invoices to eliminate manual indexing
- Upload of Coded and Approved Invoices to the Accounting Software to eliminate data entry

#### **Non-Material Invoice Process with and without Purchase Orders**

- Packing Lists
- Purchase Orders (Internal or External to OnBase)
- Intelligent Capture (Optical Character Recognition) for Invoices to eliminate manual indexing
- Routing to the proper approver based upon Vendor, Invoice Type or Purchase Order.
- Escalating approval assignments based upon invoice total and approval limits
- Final review by account
- Upload of Coded and Approved Invoices to the Accounting Software to eliminate data entry



### **Brainware**

- Detailed presentation of this product from Hyland Software – The Creators of OnBase
- Attendees will gain a working understanding of the OCR product that eliminates manual indexing of Invoices
- Learn how this software can free up your Accounting Staff to have time to concentrate of continuous improvement and vendor management

### **Importing Invoices to OnBase most efficiently**

- Import directly from invoices
- Download from Vendor websites
- Scan documents that arrive via traditional mail
- Invoices that come vi eCommerce or Data Exchange methods

