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## WAYS GOING PAPERLESS TRANSFORMS ACCOUNTS PAYABLE

Accounts payable professionals play an important role in government. But too often, the volume of invoices, manual processing, and duplicate data entry result in missed discounts, late-payments and inaccurate accruals, costing government much-needed staff time and budget.

With OnBase document management, or enterprise content management (ECM), government can automate processes throughout accounts payable departments.

Below are the 14 ways going paperless in your accounts payable department will help your agency do its job better.

### YOU CAN SCAN, STORE AND RETRIEVE, REPLACING PAPER WITH DIGITAL

1. Eliminate manual data entry, speeding up business processes while saving staff time and budget
2. Reduce human error from manual entries
3. Allow staff to focus on more important initiatives and tasks

### YOU CAN AUTOMATE THE WORKFLOW

4. Eliminate stalled invoices and automate document routing
5. Seize all vendor discounts, improve vendor relationships and increase favorable terms

### YOU CAN SUPPORT COMPLIANCE EFFORTS

6. Speed up AP processes by linking systems and automating tasks, creating transparency into approval and review processes
7. Provide secure document access and redact confidential information
8. Proactively manage audits by providing automated document retention, audit trails and visibility into processes

### YOU CAN BE TRANSPARENT AND CREATE SELF - SERVICE

9. Enable vendors and constituents to access diverse content and documents in a single location online
10. Decrease resources spent answering vendor and constituent questions
11. Provide vendors and constituents with anytime, anywhere access to the information they need

### YOU CAN INTEGRATE YOUR SYSTEMS

12. Eliminate redundant data entry and automate operations with integrated document management and workflow
13. Easily share data among systems and automatically index documents upon receipt to optimize financial forecasting and strategic planning
14. Trigger AP workflows as soon as documents are scanned or electronically imported into your ERP, extending its reach

Going paperless is no longer a matter of if, but rather, when. By reducing the time spent on the management of paper, employees can be empowered to work on more critical tasks to support the needs of their agency's mission. Learn more at: