

Secure JD Edwards integration and complete invoice processing functionality for companies looking to streamline and improve their AP processes

## DATA SHEET

# Transform™ AP for Oracle® JD Edwards EnterpriseOne™

## Integrated Invoice Management Functionality Accelerates Payables Processing

### Transform™ AP Business Benefits Include:

- A management dashboard and library of standard reports offer real-time visibility to AP operations
- Electronic imaging and archive capabilities remove paper storage and handling costs
- Standardized, proven integration to JD Edwards EnterpriseOne reduces costs
- Automated 2- and 3-way matching of PO-based invoices increases AP processing efficiencies and reduces errors
- Online G/L coding (with integrated EnterpriseOne validation and automated approval routing) reduces time to process non-PO based invoices
- Automatic coding and calculation of tax amounts based on JD Edwards defaults for non-PO invoices
- Storing related documents (e.g. POs, Check copies, Remittance Advices, and other ad-hoc documents) to provide a comprehensive view of each invoice

For too many organizations, Accounts Payable remains challenged by inefficient processes and a blizzard of paper-based invoices that limit the speed, accuracy and compliance controls critical to successful management of outgoing payables. Recent Institute of Management & Administration (IOMA) research suggests that the average cost to process a single vendor payment, including invoice receipt and approval, now exceeds \$12 and can take more than six days of equivalent staff time.

Most corporate AP functions have at their core the need to maintain and regularly interface with an ERP or other host accounting system for general ledger and budget management. The ideal solution would not simply deliver best-in-class invoice automation, but would also reflect the tightest possible systems integration without expensive customization and training, or the need to buy additional ERP user licenses.

### Invoice Management that Supports Existing JD Edwards Investments

Transform AP, Bottomline's invoice processing solution for EnterpriseOne, delivers against all of these requirements and more. With functionality for capturing

**No AP Retraining**  
EnterpriseOne Interface reduces cost and shortens implementation

incoming supplier invoice data, Transform AP links directly to EnterpriseOne, enabling automated 2- and 3-way matching for PO-based invoices, as well as exception processing where a match cannot be found. In addition, any non-PO based invoices are automatically routed to appropriate personnel for G/L coding and approval. Throughout these processes, Transform AP allows for complete online review of all invoices as well as the ability to generate reports reflecting invoice status and productivity.

Transform AP has been uniquely designed for use both *with* and *within* EnterpriseOne, providing seamless integration and visibility for everyday accounts payable users, while providing the same view of relevant invoice data to non-finance approvers with a standard Web browser. This processing flexibility supports a company's existing infrastructure investments and helps to maintain a lower cost of ownership by eliminating the need to purchase incremental ERP licenses for each coder and/or approver.

Organizations can also realize improved invoice visibility and accelerated processing cycles, as well as greater enforcement of financial and legal compliance regulations with a fully auditable record of each invoice, including the ability to view related documents both inside and outside of EnterpriseOne.

### Transform AP in Action

Transform AP streamlines the entire supplier invoice process, starting with the electronic capture of incoming invoices. This can include document imaging with Bottomline's integrated Transform™ Scan Center solution, or alternative sources such as fax, email, installed scanners or other multi-function devices. Key header data from the invoice (such as invoice number, date, amount, PO number and associated vendor number) is captured using optical character recognition technology. Following the capture of invoice documents and any associated data, the information is uploaded to the Transform AP Invoice Connector for EnterpriseOne.

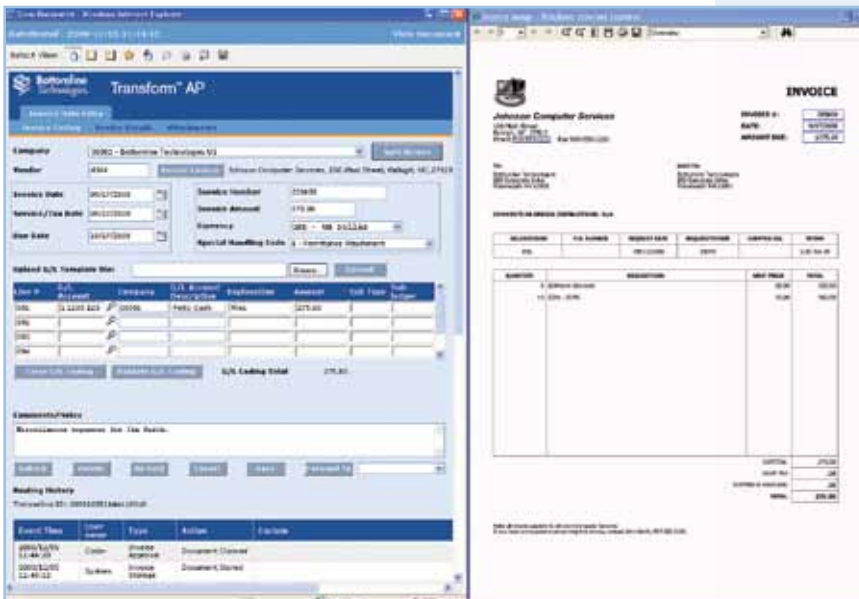
Based on business rules and customer-specified configurations, PO-based invoices can be automatically matched against existing purchase orders (2-way) or goods received notices (3-way), resulting in voucher creation without manual intervention. Invoices which fail to match are flagged with the appropriate status and placed in the Transform AP work queue. AP users can then open individual invoice transactions with a convenient "split screen" view containing the invoice image and header information for further exception processing.

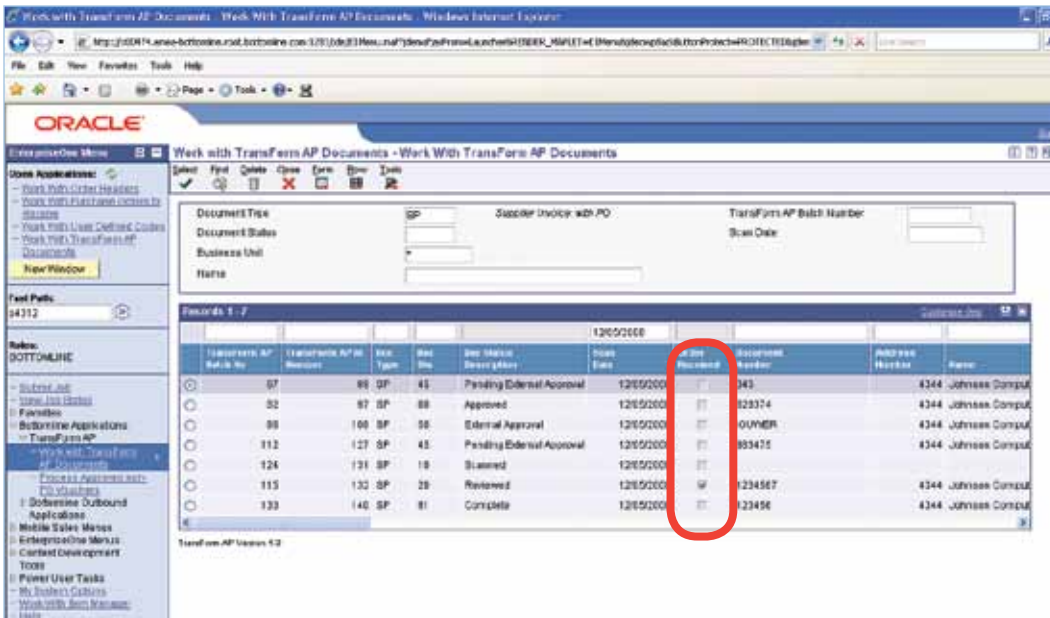


For any PO-based invoice requiring secondary review and approval by a non-EnterpriseOne user within the business, a 'Forward' request is submitted, resulting in an email notification with an embedded link to the transaction within the approver's inbox. Non PO-based invoices can be automatically routed based on business rules or with ad hoc forwarding to appropriate field personnel to verify header-level detail and enter G/L information. Based on the approvals matrix, the invoices can be quickly viewed with a standard Web browser, allowing authorized users to approve, add comments or reject the invoice. All details are then validated against the EnterpriseOne Account Master table to ensure accuracy and integrity.

Escalation rules and Out of Office support ensure that invoices are continually moving through the process in a timely manner, preventing bottlenecks in user inboxes. Once approved, customers can leverage the Transform AP Auto-Post feature to automatically create the voucher in EnterpriseOne.

Non PO-based invoices that require exception processing can be viewed both within JD Edwards, or when necessary, outside JDE within the Transform AP Web portal for review, coding, and approval by non-licensed users across the business.





Transform AP's integrated Invoice Connector allows AP users to work within the familiar JDE interface. Invoice and status details are reflected in the work queue in order to manage exceptions. A checkbox indicator flags PO-based invoices awaiting receipt of goods in order to complete 3-way matching and help accelerate AP processing cycles.

### A 360° View of Each AP Transaction, Including Related Documents

A full history of the invoice process is visible at any stage for staff to monitor. Standard audit and transaction reporting can also be performed to review key metrics, transaction status, invoice volumes and more. All invoice data is made available from within EnterpriseOne. A suite of bundled reports provides a comprehensive view, not only of transactional data passing through the system, but also analytical information, such as productivity and audit information. Reports can be customized and new reports added as needed.

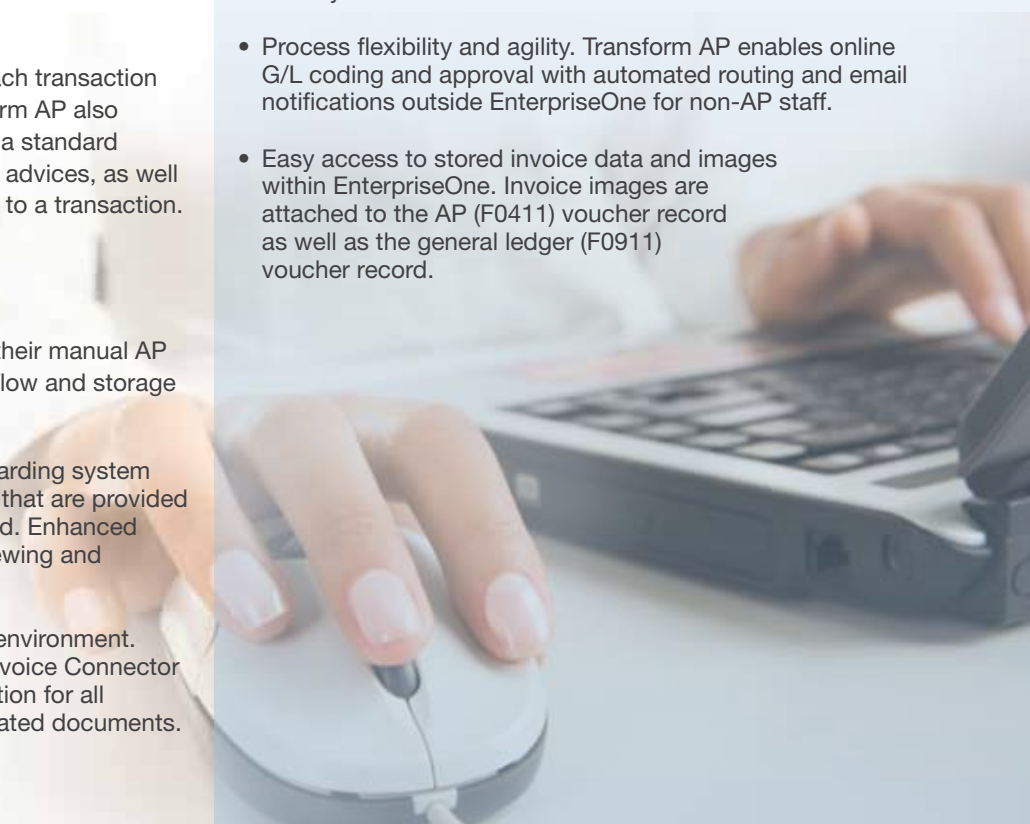
To further support a comprehensive view of each transaction for both audit and reporting purposes, Transform AP also supports the storage of related documents as a standard feature, including POs, checks and remittance advices, as well as ad hoc documents, such as e-mails related to a transaction.

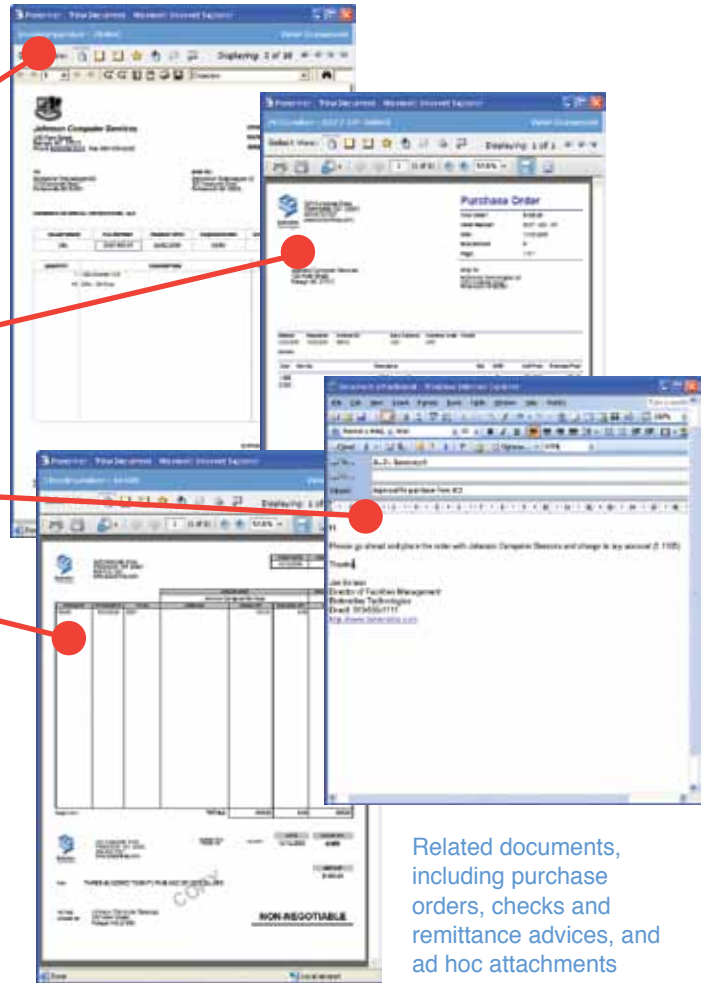
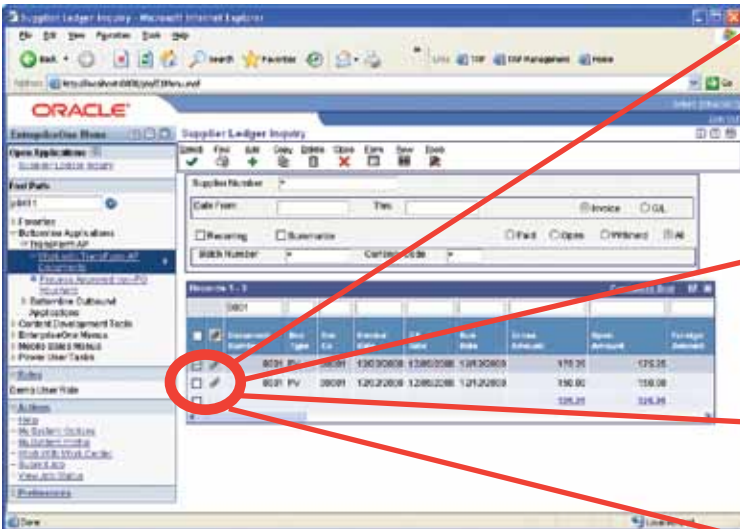
### Complete Functionality for Multiple Enterprise Benefits

Transform AP allows organizations to replace their manual AP processes with a digital invoice capture, workflow and storage solution that delivers:

- Real-time information on key indicators, regarding system operation along with drill-down capabilities, that are provided within an interactive management Dashboard. Enhanced reporting offers sophisticated options for viewing and analyzing data in the system.
- Full invoice visibility within the familiar ERP environment. Seamless integration to the Transform AP Invoice Connector preserves EnterpriseOne as the central location for all invoices, including the ability to view any related documents.

- Transparent processing of all supplier invoices for greater compliance and regulatory controls. Electronic audit trails of all invoice interaction and status changes are maintained within the system for reporting and analysis.
- Secure, real-time data updates. Direct links to the EnterpriseOne Address Book and Account Master for validation eliminate the need for manual data synchronization.
- Process flexibility and agility. Transform AP enables online G/L coding and approval with automated routing and email notifications outside EnterpriseOne for non-AP staff.
- Easy access to stored invoice data and images within EnterpriseOne. Invoice images are attached to the AP (F0411) voucher record as well as the general ledger (F0911) voucher record.





## Why Bottomline?

For more than 20 years, Bottomline has delivered software applications that optimize ERP-driven financial processes. As a result, we have both the proven solutions and the tested domain expertise to deliver consistent customer value and significant return on investment.

More than an invoicing solution, Transform AP is an integrated solution. The application sits within EnterpriseOne to support real-time processing with no batch uploading of data, a process which often results in data integrity issues, duplication and poor synchronization. The solution can be utilized by existing EnterpriseOne users without retraining or expensive consulting resources.

As the clear leader in document processing solutions for JD Edwards, Bottomline solutions have been successfully installed in more than 3,000 JD Edwards-based organizations around the globe.

## System Requirements

For complete details on the hardware and software platforms required and/or supported by Transform™ AP, please e-mail [info@bottomline.com](mailto:info@bottomline.com).

Related documents, including purchase orders, checks and remittance advices, and ad hoc attachments such as an email related to a specific transaction, can be stored and viewed within Transform AP to support approval workflows as well as audit and compliance reporting.



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