

eSend™ for PayBase®

Electronic Document Delivery

Optimizing payment processing

According to industry studies, organizations that switch from paper checks to electronic payments can realize savings of more than one dollar per transaction¹. Yet today most organizations fail to realize the full benefits of converting to electronic payments, because, while the actual payment may be transmitted electronically, the remittance information is still printed and delivered through the post office. Efforts to provide remittance information electronically through EDI networks, banking relationships or Web portals often fall short because they are costly to implement and difficult for vendors or employees to use. As a result, accounts payables and payroll organizations submit to the traditional method of sending paper remittance information separately through the mail to ensure the delivery of this critical information.

eSend for PayBase breaks the barrier to easily allow full adoption of electronic payment programs by providing a secure, easy-to-use and implement solution that leverages email for payment remittance delivery. A more efficient and cost-effective alternative to expensive EDI networks, banks and Web sites, recipients receive emails with complete remittance details directly in their own email in-boxes.



How it works

eSend works seamlessly with PayBase as an optional module within the product suite. Leveraging the integral PayBase database, eSend allows organizations to enter and store recipient email address information. As payments are processed, items that are flagged for electronic payment and remittance delivery are associated with the eSend recipient address table. Remittance information for the designated recipients is then formatted within a separate, secure PDF attachment to the email. Fully graphical messages including logos, images, shading, boxes and lines allow users to replicate existing printed documentation and make remittance information easy to read. Information regarding the timing and nature of the payment, such as when the payment will be processed through the ACH payment network and what accounts are being paid, can be added to the email. Emails may be configured to go to one or multiple recipients using standard delivery options: direct (TO), copy (CC) or blind copy (BCC).

Once configured, no additional end-user intervention is required. Automated scripts create the individual emails, assign addresses and deliver the batch to the designated email server as part of the regular PayBase workflow. Recipients receive the messages in their individual in-boxes where they can save them directly to a local file or print them for their own archiving purposes.

Don't Limit Yourself!

Bottomline's eSend module delivers more than just remittance advices. Any application output from Bottomline's solutions can be formatted for delivery through eSend.

Benefits Include:

Improved vendor and employee relationships

eSend allows recipients to receive payment confirmation at the same moment the funds are deposited within their bank account. There's no need to deal with the slow process of distributing and receiving paper information via the postal system.

A migration path to a truly paperless transaction

Graphical email and fax messages including logos, images, shading, boxes and lines allow you to replicate your existing printed documentation. Information contained either within the body of the email or as an attachment which is easy to locate and logically formatted.

Efficient management of recipient profiles

eSend houses recipient information within PayBase's integral database so payees are easily recognized. Frequent updates from the payment file to the database minimize maintenance by recording changes to recipient profiles as they occur. The software ensures accuracy of messages delivered and reduces manual efforts.

Extensive transaction protection

Secure document delivery ensures that sensitive payment data cannot be modified by recipients. Access to attached remittance advices may be further constrained by user passwords.

Automation reduces errors and saves time

No user intervention is needed when eSend is scripted to run as part of your payment runs. Processing is transparent to the end user so no additional training is needed.

View results in custom reports

Flexible audit reports are available immediately following each remittance distribution so you know that messages were successfully processed. If an error occurs, eSend notifies the sender via an error report. Discarded messages are returned to a private, designated email box within the sending organization.

Drive electronic payment adoption

With eSend, vendors and employees receive payment information directly via email. There's no need to implement expensive electronic data interchange networks, waste time deciphering consolidated bank statements or struggle to remember payment portal URLs and passwords. eSend pushes payment details in concise, easy-to-read forms directly to the payees' designated email addresses. Items such as references to multiple invoice numbers and expense reports, or discounts taken with explanations may be included. The simplicity and regularity of the system create positive impressions amongst users that can encourage them to adopt electronic payment receipt over paper checks.

Leverage your investment

With only minor modifications to your existing PayBase applications, eSend will automatically send your business documents via your existing SMTP email server. Processing is transparent to the end user so no additional training is needed.

To minimize on-going maintenance, eSend may be configured so that, as new recipients are added or existing recipients change their addresses, payment files are automatically updated. Also, users that have MAPI installed on the PayBase client machine can select email addresses from their local Address Book when setting up new recipients.

For those unable to receive email advices, PayBase can also format paper advices and drive the same printer (or printers) used for checks. This allows you to maintain just one system for both paper and electronic advices – providing you and your payees with the flexibility to migrate at the most appropriate pace, while keeping IT support overhead to a minimum.

Save time and money for you and your payees

With eSend not only will you save money on print fulfillment and postage, your finance professionals will spend less time answering questions from recipients about payment details. Studies show that AP professionals often spend upwards of one third of their time answering questions about payments. eSend delivers the information automatically, allowing vendors to better reconcile their receipts with invoices, or in the case of employee payroll and T&E payments, their expenses with their reimbursements.

Maximum security for maximum peace of mind

PayBase's market leading security protocols enforce a password security system to keep unauthorized users out of the database.

For further protection, an additional level of security may be implemented to password protect the PDF attachments included with the email. Users receive text instructions on how to open the attachment using their own unique IDs. The IDs can include vendor/employee ID numbers, social security numbers, etc. These file protections stay with the document even after it has been received and downloaded to a local file.



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