TRANSFORM YOUR
FINANCIAL PROCESSES

Efficiently capture, share and communicate information
seamlessly across the business.

Meeting today's Information Management challenges

Today, information can be your greatest asset – or your biggest risk. As data volumes expand exponentially, companies are continually battling the complex challenges of managing the flow of business information into, through and out of the organisation.

The finance department is no exception – that's why CFOs, Finance Directors, Treasurers and other financial professionals who are focused on improving efficiencies by automating core processes like Accounts Payable (AP) and Accounts Receivable (AR) are finding themselves asking questions like these:

- "How do I deal with the deluge of disparate documents and data coming into my organisation?"

- "How do I transform that information into intelligent, finance-ready content?"

- "How do I make sure my data is secure – but easily accessed too?"

- "How do I streamline document management around common business processes?"

By answering these questions organisations can more effectively capture, share and communicate information to drive improvements in working capital management and cash flow; meet internal policy and external regulatory requirements and foster better relationships with customers and suppliers. As well as increasing their financial transparency in order to avoid fraud and ensure disclosure and audit requirements can be met.

"31% of respondents cite the need to manage the growing volume of transactions as a key market driver to improve their financial management processes."

Aberdeen Group

Boost your efficiency and profitability

Bottomline Technologies automates back-office processes – making your business less costly, more efficient, and profitable from every transaction.

Bottomline Technologies helps organisations modernise their AP and AR system with a single solution called Transform. Our solution is tightly integrated with your ERP, so it can manage and streamline the most critical, and often the most challenging aspects of the invoice process.

Transform breaks the traditional and costly model of paper-based invoice processing while allowing your organisation to protect and preserve existing ERP investments.

In addition our AR solution allows you to avoid lengthy cash collection delays. This gives you quick visibility of when the invoice has been delivered, allowing you to know what action to take. This completely automates the sending and archiving of invoices according to customer preferences and regardless of media type (postal mail, fax, email and EDI).

The result is an unparalleled AP and AR user experience, and a highly agile business process designed to meet an organisation's needs.

Our solutions are the result of more than 20 years in partnership with leading ERP vendors including Oracle, SAP and Microsoft, offering you a vastly more efficient and transparent AP and AR process that marries the benefits of digital invoice processing and online storage with the power of your ERP.

Capture, Share, Communicate simply and efficiently.

Capture
Collect incoming information and data and prepare it for integration into your systems and processes. We have experience in helping businesses manage repetitive, document-centric procedures – ranging from scanning invoices for automatic routing, coding and approval, to extracting information from emailed surveys, timesheets and expenses.

Share
Link systems processes and people so that the right user accesses the right information at the right time. We help customers simplify and streamline the management and output of information, creating a powerful impact on operational and financial performance for a more agile, successful business.

Communicate
Our solution gives customers complete control of the data, presentation and delivery method of the communications they produce, allowing them to design and produce content-rich, dynamic documents such as invoices, statements, claims correspondence, renewals and reminders that promote and maintain their brand. Customers can then maintain a consistent, responsive presence across a multitude of communication channels. This increases the speed of response and allows tracking of sent communications.

Accounts Payable

Capture, Share, Communicate in action

The Accounts Payable challenge resides in the manual steps of invoice capture, coding and approval. Paper-based documents are cumbersome and difficult to track. Without an efficient, centralised system for processing AP invoices, reconciling accounts and payments or being able to handle exceptions in a timely manner, can reflect poorly on an organisations ability to address supplier concerns.

Transform offers new levels of AP automation by automating and refining these key AP processes – enabling companies to address these core challenges. Being able to access real-time information quickly and share it across different departments or even different countries gives businesses full financial transparency and control. With Transform's enhanced control and visibility of each invoice, companies can significantly improve their Purchase to Pay processes.

Transform's efficient and transparent process will enable your Accounts Payable department to make better decisions on:

- Paying invoices
- Improving cash management
- Saving money sending remittance advices cost effectively
- Optimising supplier payment terms
- Minimising errors
- Identifying liabilities early
- Reducing archiving and audit storage costs
- Implementing controls around the payment of invoices
- Improving compliance

Accounts Payable: Transforming your business in 5 steps:

Step 1: Improve PO compliance
Track the approval of purchase orders, which will improve the visibility of spend and reduce or eliminate invoice approval time.

Step 2: Manage supplier communications
Give your suppliers visibility of the order and payment process by presenting purchase orders and remittance advices online. Improving visibility with your suppliers reduces the need for time consuming calls and allows suppliers to manage their own account.

Step 3: Control supplier invoices
Your suppliers will send invoices in a multitude of electronic and paper formats and the key to an efficient process is systems and processes which allow you to deal with this. Implement a process which gives you finance ready invoice content irrespective of source.

Step 4: Effective cash management
Deliver more efficient cash controls by optimising your days to pay. Reducing the time taken to have approved ready to pay invoices gives you the control to make intelligent decisions around when to pay your invoices and whether to either take early payment discount or pay to terms.

Step 5: Pay on time but never a day before
Automate your supply chain and maximise your cash as you shift your AP department from a cost centre to a value added service and regardless of your invoice complexities today or where you want to be in the future, with our solutions you can control the whole Purchase to Pay process.

Accounts Receivable

Capture, Share, Communicate in action

Accounts Receivable teams face many challenges, most of which relate to the efficient handling of repetitive tasks such as getting invoices out on time and managing the amount of manual processes (e.g. document sorting, data entry) to optimise payment and minimise credit risks.

Transform automates your Accounts Receivable processes by seamlessly capturing sales orders, proof of delivery, agreements and related documentation into your ERP and billing systems, allowing your cash flow to be maximised with finance-ready content. By putting systems in place that ensure your customers receive the invoices they need in a timely fashion, they can approve invoices faster, so you can receive your payment quicker.

Transform enables your Accounts Receivable team to improve customer service and cash collection by allowing you to:

- Improve cash collection time and reduce debtor days
- Reduce Days Sales Outstanding (DSO)
- Eliminate 'lost' invoices
- Mitigate debtors' excuses and complaints
- Increase employee productivity
- Manage compliance and regulatory standards more easily
- Improve cash flow management
- Increase visibility and transparency across your systems and teams
- Optimise the reconciliation process

Accounts Receivable: Transforming your business in 5 steps:

Step 1: Automate the processes
Automate the processes of creating an invoice so your customers receive their invoice faster and you reduce your Days Sales Outstanding.

Step 2: Store everything electronically
Store your invoices in one easy to access place, in the original format and update your address book automatically as the new email is sent.

Step 3: Offer customers the choice
Whether it's simply reformatting your invoice data or dynamically delivering to multiple recipients, you can now create all the different formats your customer needs to be able to approve payment quicker.

Step 4: Take control of your markets
Gain greater visibility of your customers and their actions, by tracking the invoice delivery, receipt and processing. Reducing business risk and allowing you to manage your next action.

Step 5: Get paid on time
By adding all the supporting documents needed to get the invoice paid, you can move onto controlling early payment discounts and finally, for some customers, link the invoice directly to Business Direct Debiting.

What our customers say

> "As an organisation that has proactively sought to drive cost reduction and take advantage of the benefits of automation, we've been very pleased with the success of our Bottomline implementation. Not only are we less reliant on our IT department, but in a very short time we've been able to redefine our approach to handling inbound paper invoices, make better use of our existing AP staff and continue to drive down our invoice processing costs."

Doug Adams, European Supplier Finance Director, Avnet

> "A key benefit of adopting Transform is how easy it is to use. Making changes or developing new flows and documents is incredibly easy, which enables just one individual at Mazda to handle the entire document generation process across Europe. In addition to being a multi-language, multi-currency solution, Transform ensures that changes made once – such as to a VAT rate – are automatically replicated in every relevant document, further improving efficiency."

Johan Van Parys, Team Leader Operations, Mazda Motor Logistics Europe

About Bottomline Technologies

Bottomline Technologies (NASDAQ: EPAY) provides cloud-based payment, invoice and banking solutions to corporations, financial institutions and banks around the world.

The company's solutions are used to streamline, automate and manage processes involving payments, invoicing, global cash management, supply chain finance and transactional documents. Organisations trust Bottomline to meet their needs for cost reduction, competitive differentiation and optimisation of working capital.

Headquartered in the United States, Bottomline also maintains offices in Europe and Asia-Pacific.

For more information call Bottomline today on 0870 081 8250 or visit: www.bottomline.co.uk

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