

Accelerate AP by Eliminating
Manual Pre-Processing

Managed Service for Invoice Receipt, Scanning, and Data Capture

A big decision to make when defining the ideal Invoice Automation solution for your organization is whether you prefer to receive invoices at your location, perform manual document preparation and scanning of paper invoices, and conduct automated invoice scanning and data capture in-house – or if you prefer to outsource that entire process to a partner as a managed service.

Key Consideration: Do In-House or Partner?

The right answer for your organization is likely based on several factors: volume of invoices, resource availability, decentralized AP, and cost structure among other considerations.

Some AP leaders want to control all aspects of AP processing at their location. Others prefer to outsource mailroom and data capture as a way to simplify internal processes and have AP staff focus on workflow exceptions, data analysis, and reporting in place of mail handling and pre-processing invoices.

Carefully consider the unique factors specific to your AP organization when determining the best approach to take, and beware of technology providers that push you one way or the other and don't offer the flexibility to decide which approach works best for your company.

Mailroom and Pre-Processing as a Service

Bottomline provides you the option to outsource invoice receipt, scanning, and data capture. The managed service offering extends and complements Bottomline Invoice Automation solutions by providing mailroom capabilities to receive all invoices – paper, email attachment, and fax. It also transforms all invoices into complete ERP-friendly data. Staff perform dual pass review of every invoice and resolve any inaccuracies.

Invoice images and metadata are automatically imported into your Bottomline Invoice Automation solution for workflow processing. The entire managed service process runs with zero effort by your AP staff and results in high accuracy and data integrity, and often at a cost savings versus doing in-house while freeing your AP resources from mundane manual steps such as mail handling and data entry.

Key Benefits



Simplify Internal AP
Processes



Eliminate Time and Costs of
Performing Mailroom and
Scanning Functions



Facilitate Conversion from
Paper Invoices to Electronic
Processes



Extract Invoice Header and
Line Item Data with 99.5%
SLA's



Enable AP Resources
to Focus on Value-Add
Activities

Proven Invoice Receipt and Pre-Processing Service

The managed service is reliable, efficient, and scalable:

- 25 years of experience
- 50,000,000+ invoices are received and pre-processed annually
- 1 business day turnaround from invoice receipt to workflow processing
- 99.5% accuracy of intelligent data capture including multiple review by highly trained staff to drive high SLA's
- 98% retention of customers year-to-year

How it Works

The managed service for invoice receipt, scanning, and data capture is 100% integrated with Bottomline Invoice Automation solutions to jointly simplify invoice receipt, scanning, and data capture into a seamless intelligent workflow.



Step 1: Provide your vendors with new email account and mailing addresses for them to use when sending invoices.



Step 2: Your vendors start submitting paper and electronic invoices using your invoice submission addresses.



Step 3: Received invoices are prepped, batched, and scanned.



Step 4: Data is intelligently captured with multiple staff members reviewing each invoice to ensure high accuracy.



Step 5: Invoice data is seamlessly synchronized and automatically imported into your Bottomline Invoice Automation solution for automated workflow and approval routing.

The managed invoice receipt, scan, and capture service will simplify internal processes by taking your AP staff out of the invoice mailroom and pre-processing functions. It's an efficiency gain for your AP department resulting in fewer paper invoices, streamlined invoice intake, and no data entry.



*Learn more about how the optional managed service compliments and extends
Bottomline Invoice Automation solutions*

Key Capabilities

Mailroom Services:

- Invoice submission by vendors
- Central receipt of all invoice delivery methods – paper; fax; email attachment
- Courier deliveries are immediately received into the production system
- Quickly convert paper invoices into highly accurate electronic files
- Automated email monitoring
- Domestic and international invoice capture

Invoice Pre-Processing Service:

- Open, prep, and scan all invoices
- Dual pass workflow to capture key information for every invoice
- Transform all invoices into ERP-ready data
- Capture invoice header and line detail option
- Multiple operators review captured data to virtually eliminate errors
- Resolution of any identified inaccuracies

Data Transmission:

- Seamless synchronization with the managed service
- Automatic data import into your Bottomline Invoice Automation solution

Security & Compliance:

- Documents are batched and bar coded throughout the process for tracking
- Chain of custody throughout the entire process
- SSAE 16 (SOC1 / SOC2) auditing standard
- Dual data centers for backup and recovery minimize unplanned outages

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Corporate Headquarters

325 Corporate Drive
Portsmouth, NH 03801
United States of America

Phone: +1-603-436-0700
Toll-free: +1-800-243-2528
Fax: +1-603-436-0300
info@bottomline.com