

SharePoint-powered ERP integration with complete invoice processing functionality for organizations looking to streamline and improve AP processes.

## Transform® AP for Microsoft SharePoint®

### Integrated Invoice Management Functionality Accelerates Payables Processing

#### Transform AP Benefits

- Leverages existing SharePoint infrastructure to reduce total cost of ownership
- Integrates with virtually any ERP for direct, real-time retrieval of G/L coding, PO data and more, including pre-built connectors for leading ERPs including Microsoft Dynamics® AX and GP
- Sophisticated OCR capabilities to capture and validate invoice information
- Visual 2- and 3-way matching of PO-based invoices increases AP processing efficiencies and reduces errors
- Configurable approval workflow and routing rules, including mobile approvals
- Graphical workflow designer includes standard process templates as well as the ability to create new workflows
- Takes full advantage of SharePoint document management and archive capabilities to remove paper handling and storage costs
- Library of SQL Server Reporting Services (SSRS) standard reports offers real-time visibility to AP operations
- Storage of related documents (e.g. POs, checks, remittance advices, and more) for a comprehensive view of each transaction
- No incremental ERP licensing costs for users in the invoice approval cycle

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 payables management. Recent research from the Institute of Financial Operations (IFO) attempts to quantify the problem. Their data indicates that despite modest advances in e-invoicing, more than 75% of annual survey respondents said that the majority of their invoices are still paper. A whopping 40% indicated that more than 90% of their invoices are still paper. This is where the real opportunity for automation and cost savings lies.

#### Invoice Management that Supports Existing Infrastructure Investments

Transform AP, Bottomline's invoice processing solution powered by SharePoint, delivers against these challenges and more. With functionality for capturing incoming supplier invoice data, Transform AP easily integrates with any ERP, enabling 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 to leverage the strengths of the SharePoint platform, provide flexible integration with any ERP system, and provide a view of relevant invoice data to both finance staff and non-finance approvers and coders with a standard Web browser. This processing flexibility supports a company's existing SharePoint 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 the ERP system.

## 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 Active Capture 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, intelligently "fingerprinting" invoices on the fly to continuously improve recognition results. Following the capture of invoice documents and any associated data, the information is uploaded to the Transform AP Invoice library within SharePoint.

Based on business rules and customer-specified configurations, PO-based invoices can be easily matched against existing purchase orders (2-way) or goods received notices (3-way). 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-ERP 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. Workflow tasks for invoice routing can be quickly viewed and completed using a standard Web browser, allowing authorized users to approve, add comments or reject the invoice. Escalation rules, mobile approvals, and Out of Office support ensure that invoices are continually moving through the process in a timely manner, preventing bottlenecks in user inboxes. All details are then validated against ERP data to ensure accuracy and integrity.

## 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. A suite of bundled SSRS reports provides a comprehensive view, not only of transactional data passing through the system, but also analytical information, such as productivity and audit data. New reports can be easily created and customized as needed using the SSRS report builder.

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.

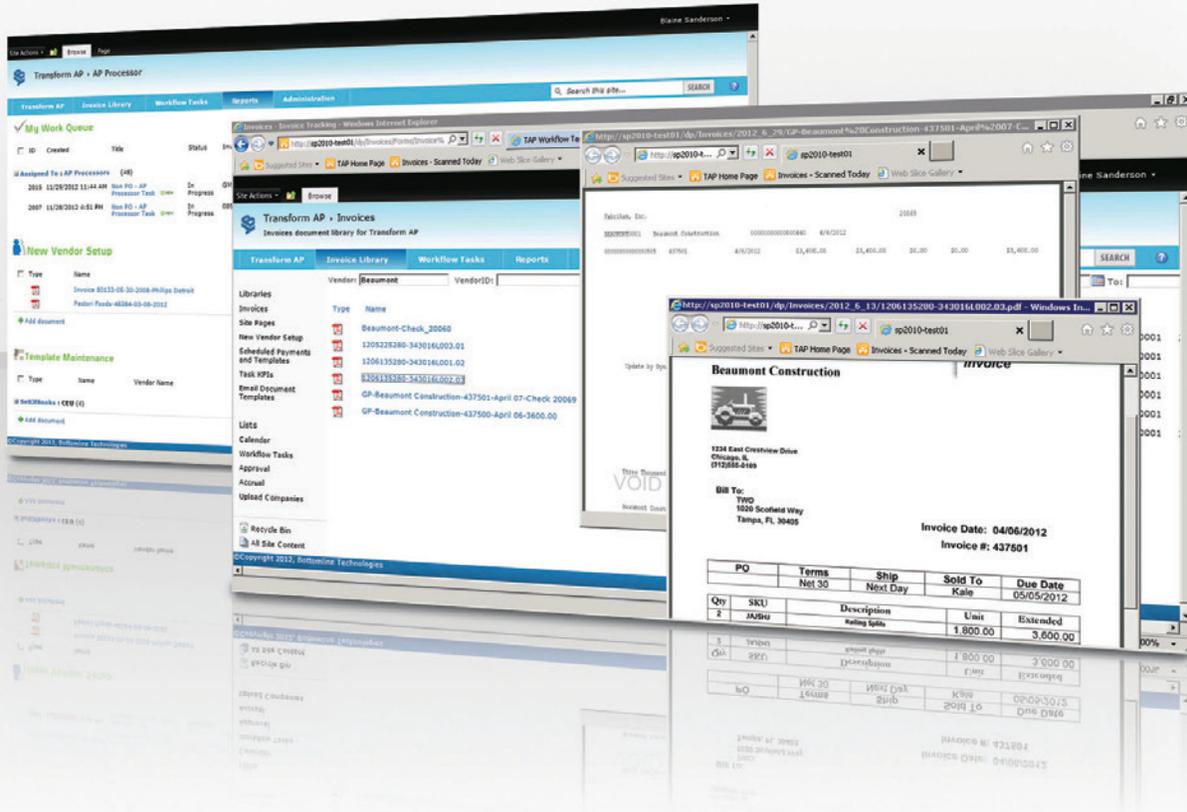
## Complete Functionality for Multiple Enterprise Benefits on Scalable Platform

Transform AP allows organizations to replace their manual AP processes with digital invoice capture and workflow functionality, powered by SharePoint, to deliver:

- **Full invoice visibility within a familiar SharePoint environment.** Quickly view related documents directly from within the ERP with a simple search "hot key."
- **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 ERP integration with the Transform AP connector to provide accurate G/L account, PO line data and Vendor master detail.** Eliminates the need for manual data synchronization.
- **Process flexibility and agility.** This Transform AP allows for easy workflow design and maintenance of approval rules through a Web-based graphical workflow designer.
- **Real-time information on key indicators, provided within a SharePoint role-tailored Dashboard.** Enhanced reporting offers sophisticated options for viewing and analyzing system data.

Workflow tasks allow for a split screen view of the invoice and header/coding data within Transform AP for review, validation, and approval by non-licensed ERP users across the business.





Transform AP's SharePoint-based document library allows users to work within a familiar Web interface. Invoice and status details are reflected in the work queue in order to efficiently complete tasks. Priority and due date indicators help accelerate AP processing cycles.

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.

## Direct, Real-Time Communication via Universal ERP Connectors, Plus Pre-Built Connectors for Microsoft Dynamics®

The Transform AP Universal Connector allows for an application-to-application communication protocol and data exchange with the ERP. This communication allows for a flexible integration that enables:

- Accurate Vendor, ledger account and PO information look-ups, eliminating data errors and duplicate data entry between the two systems
- Database and Web services-based integration capabilities
- Standardized XML output for easy ERP upload
- Payment status updates via scheduled workflows
- Easy search and retrieval from directly within the ERP via Web- or Windows-based search templates

Organizations standardized on Microsoft Dynamics AX & Microsoft Dynamics GP can also take advantage of direct integration with optional, pre-built connections that allow for:

- Real-time retrieval of company, Vendor, ledger account, dimensions, and PO information
- Real-time Invoice Journal creation within Microsoft Dynamics AX
- Direct batch and transaction creation within Microsoft Dynamics GP
- Invoice payment detail updating upon payment in Microsoft Dynamics
- Easy search and retrieval from directly within Microsoft Dynamics

## Paymode-X Ready

Why stop with invoices? Paymode-X, working in concert with Transform AP, can deliver full payables automation to your organization, including electronic payment initiation and settlement. Paymode-X is the largest and fastest-growing settlement network for business, helping companies transition away from the AP inefficiencies and costs associated with manually processing paper and checks.

Count on Paymode-X to:

- Make electronic payments to your Vendors, leveraging our network of more than 230,000 Vendors
- Deliver rich remittance information electronically to your Vendors
- Eliminate the work of gathering and maintaining Vendor bank and account information

For more information about integrating Paymode-X with Transform AP, please call 800.472.1321, or email [transform@bottomline.com](mailto:transform@bottomline.com) to be connected with a solution specialist in your region.

## 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. Bottomline's document automation solutions have been successfully installed for more than 3,000 enterprises around the globe.

## System Requirements

Supports SharePoint 2007, 2010, and 2013. For complete details on the hardware and software platforms required and/or supported by Transform AP, please contact your sales representative or e-mail [info@bottomline.com](mailto:info@bottomline.com).



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