

# Transform™ AP for Oracle® E-Business Suite

## Integrated Invoice Management Functionality Accelerates Payables Processing

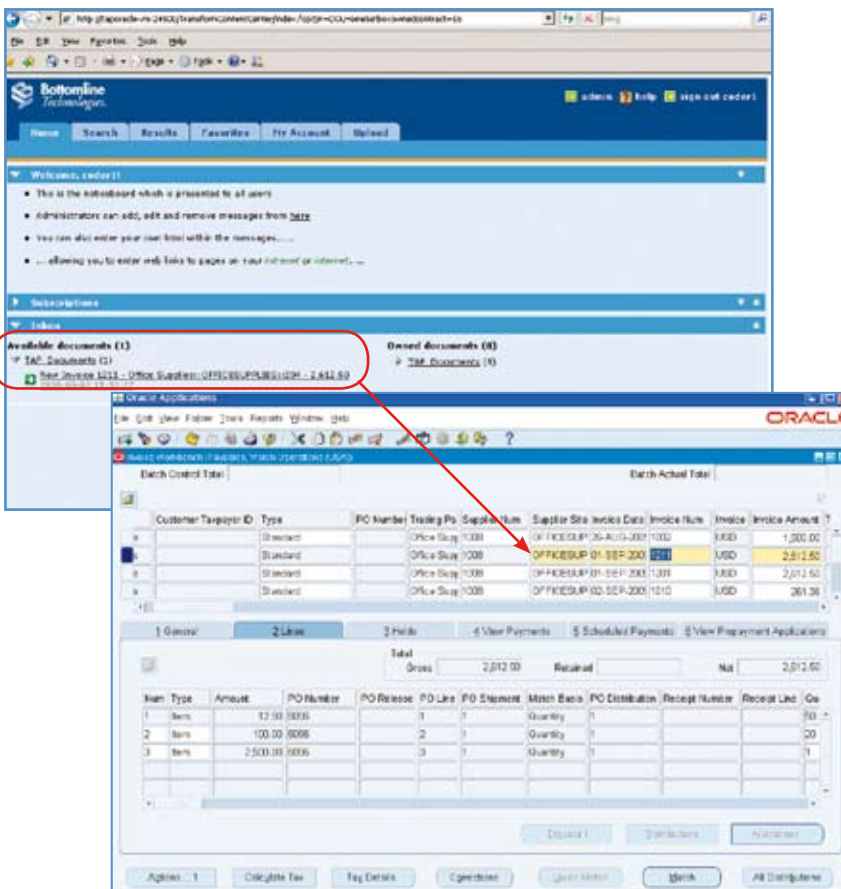
For too many organisations, Accounts Payable remains challenged by inefficient processes and a blizzard of paper-based invoices that limit the speed, accuracy and compliance controls critical to successful management of outgoing payables. Recent Aberdeen Group research\* suggests that the average cost to process a single invoice, now exceeds £10, or €12 and can take more than fourteen days to process. For some organisations, this can be as much as £23, or €26 and over 32 days to process a single invoice.

Given that 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 customisation and training, or the need to buy additional ERP user licenses.

### Transform AP Business

#### Benefits Include:

- Reduced implementation costs with proven integration to Oracle E-Business Suite
- Automated 2-, 3-, and 4-way matching of PO-based invoices increases AP processing efficiencies and reduces errors
- Online G/L coding with integrated E-Business Suite validation and automated approval routing, including email notifications and escalation rules, reduces time to process non PO-based invoices
- No incremental E-Business Suite licensing costs for non-AP users in the invoice approval cycle
- Use of the familiar E-Business Suite interface eliminates the need for AP retraining while reducing costs and shortening implementation cycles for staff acceptance testing
- Electronic imaging and archive capabilities remove paper storage and handling costs
- Storage of multiple related document types, including purchase orders, cheque copies and remittance advices, as well as other ad hoc documents provides a comprehensive view of each transaction



Following the capture of invoice documents and any metadata, information is loaded into the Transform AP repository. A Transform AP document is then created and viewable within the application inbox for coding and approval. Full invoice data can be viewed within the Oracle E-Business Suite invoice workbench for validation and payment upon approval.

## Invoice Management that Supports Existing E-Business Suite Investments

Transform AP, Bottomline's invoice processing solution for Oracle E-Business Suite, delivers against all of these requirements and more. With functionality for capturing incoming supplier invoice data, Transform AP links directly to E-Business Suite, enabling automated 2-, 3-, and 4-way matching for PO-based invoices, as well as exception processing where a match cannot be found. In addition, non-PO based invoices are automatically routed to the 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 with E-Business Suite, providing seamless integration and visibility for everyday accounts payable users, while providing the same view of relevant invoice data to non-finance approvers via 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.

Organisations can also realise 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 Oracle.

## 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 via 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 meta data, the information is uploaded to the Transform AP Invoice Connector for Oracle E-Business Suite.

Based on business rules and customer configurations, PO-based invoices can be automatically matched against existing purchase orders (2-way), goods received notices (3-way) and goods accepted (4-way), resulting in invoice 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 via a convenient "split screen" view containing the invoice image and header information for further exception processing.

**GLOBAL  
FINANCE**

Bottomline has been ranked by *Global Finance* magazine for Best Accounts Payable Services **every year** since 2005.

Among the factors considered were market leadership, customer service, competitive pricing and technology innovation.

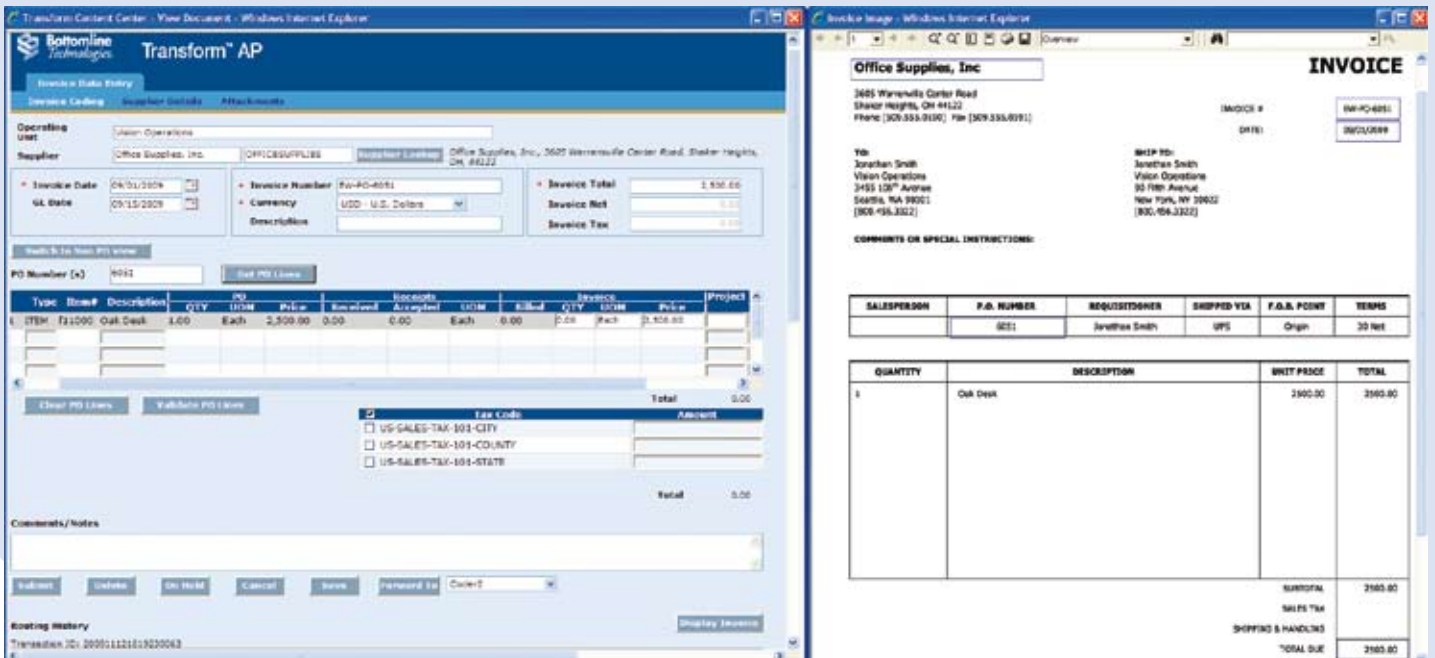
The screenshot displays the Oracle Applications interface. The top window shows a table of invoices with columns for Customer Taxpayer ID, Type, PO Number, Tracing PO, Supplier Site, Invoice Date, Invoice Name, Invoice, and Invoice Amount. A red circle highlights a 'Related Document' button in the toolbar. A second window, titled 'Invoice Image - Windows Internet Explorer', shows a scanned invoice from Office Supplies, Inc. The invoice includes header information, a table of items, and a summary table.

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
12	Paper Copies	17.99	215.88
24	Ball Point Pens	1.18	28.32
1	Desktop computer	688.04	688.04

DISPERSON	F.U. NUMBER	REGISTRATION	SKIPPED VSR	F.O.B. POINT	TERR
	525	Planned Origin	UPC	Origin	28 Net

SUBTOTAL	1142.24
USERS TAX	25.88
SHIPPING & HANDLING	26.88
TOTAL DUE	1195.00

Whether viewing invoice data from within E-Business Suite or via the Transform AP Web portal, users can take advantage of the paper clip feature to access related documents such as invoice images, purchase orders or cheque images. All related documents – even ad hoc files such as emails related to a specific transaction – uploaded during the coding and approval stage are available by simply clicking on the "Related Document" button in the toolbar.



During the matching process, Transform AP automatically determines whether a particular order type should be considered for a 2-way (PO: quantity billed to quantity ordered), 3-way (Receipt: quantity billed to quantity received), or 4-way (Inspection: quantity billed to quantity accepted) match.

For any PO-based invoice requiring secondary review and approval by a non-Oracle 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 via 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 via a standard Web browser, allowing authorised users to approve, add comments, forward or reject the invoice. All details are then validated against the E-Business Suite Account Structure 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, an invoice is created automatically in E-Business Suite via the use of the Oracle Interface Table (OIT).

### 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. As all invoice data is made available from within E-Business Suite, system reports can also be built to view accruals and other business-critical information.

To further enable a comprehensive view of each transaction for both audit and reporting purposes, Transform AP also supports the storage of related documents, including purchase orders, cheques and remittance advices, as well as ad hoc documents, such as emails related to a transaction, as a standard feature.

### Complete Functionality for Multiple Enterprise Benefits

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

- **Full invoice visibility within the familiar ERP environment.** Seamless integration to the Transform AP Invoice Connector preserves E-Business Suite as the central location for all invoices, including the ability to view all 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 Oracle supplier, PO, invoice and account data for validation eliminate the need for manual data synchronisation.
- **Process flexibility and agility.** Transform AP enables online G/L coding and approval with automated routing and email notifications outside E-Business Suite for non-AP staff.
- **Easy access to stored invoice data and images within E-Business Suite.** Invoice images are attached to the transaction header as well as the general ledger entry.

## Why Bottomline?

For more than 20 years, Bottomline has been focused on software applications that optimise ERP-driven financial processes. As a result, we possess 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 operates within Oracle E-Business Suite to support real-time processing with no batch uploading of data, a process which often results in data integrity issues, duplication and poor synchronisation. The solution can be utilised by existing E-Business Suite users without retraining or expensive consulting resources.

As a leader in document processing solutions for Oracle, Bottomline solutions have been successfully installed in thousands of Oracle-based organisations around the globe.

## System Requirements

For complete details on the hardware and software platforms required and/or supported by Transform AP, please email [emea-info@bottomline.com](mailto:emea-info@bottomline.com) or contact a local account representative.

## About Bottomline Technologies

Bottomline Technologies (NASDAQ: EPAY) provides collaborative payment, invoice and document automation 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 these solutions 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, visit [www.bottomline.co.uk](http://www.bottomline.co.uk).



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