Financial

Resource

Management
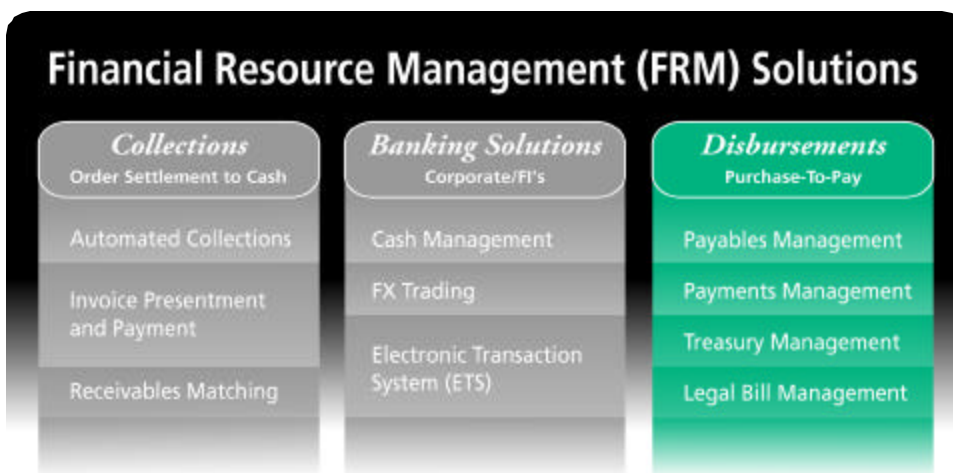
Disbursements

Bottomline
Technologies

Bottomline's Financial Resource Management (FRM)
applications enable organizations to more effectively
manage their critical financial transactions, cash
decisions and trading partner relationships,
leveraging the Web.

Managing an organization's cash position can be challenging when dealing with numerous and separate systems, each of which execute and record different transactional aspects of the business. Chasing spreadsheets or paper processes across an enterprise creates inefficiencies, adds cost and increases the time to deliver the end result.

To achieve world-class performance, financial executives require a complete picture of their organization's cash position - in near real-time, including receivables, payables and current cash position. The reality today is that most organizations manage their business with paper through a variety of disparate systems, making it impossible to perform with agility.

Financial Resource Management (FRM) Solutions

Collections Order Settlement to Cash	*Banking Solutions* Corporate/FI's	*Disbursements* Purchase-To-Pay
Automated Collections	Cash Management	Payables Management
Invoice Presentment and Payment	FX Trading	Payments Management
Receivables Matching	Electronic Transaction System (ETS)	Treasury Management
		Legal Bill Management

Disbursements

If cash is the lifeblood of an organization, managing cash disbursements requires an in-depth knowledge of all liabilities, their due dates as well as knowledge about available cash on hand to cover the payments. Bottomline's set of disbursement applications software helps organizations reduce the costs and improve the efficiencies associated with making disbursements.

Offering an integrated platform that supports all disbursement needs across the enterprise enables organizations to better manage their financial resources and eliminate the manual processes associated with disparate systems. Bottomline's Disbursements Management applications address the full gambit of purchase-to-pay activities. It includes secure, electronic workflow with authorized user activities. The built in transaction tracking provides a comprehensive audit trail of all user activities. A wide array of international payments types allows organizations to handle any type of disbursement application. Complemented by a sophisticated reporting tool, organizations can now manage and view all their payment transactions from anywhere across the enterprise. Ideal for supporting Shared Services Center models, Bottomline's Disbursement Management applications can help to automate, streamline and improve financial controls.

Payables Management

Bottomline Helps Organizations Better Manage Receiving and Processing Invoices

- Reduce the cost of processing invoices
- Increase productivity
- Reduce risk and increase control
- Improve vendor management

Delivering Better Invoice Management

Accounts Payable Departments have implemented complex business practices geared towards processing paper invoices and making payments. These processes introduce delays into the cash flow timeline and can result in an organization's inability to take advantage of trading partner terms. Physically routing invoices throughout an organization is costly as well and can result in invoice loss, prolonging the process.

Today's Reality	The Effects of Best Practices and Automation on AP
Cost to Process a Vendor Payment - At a low level of automation in the A/P department the median cost to process an invoice runs around $10	**Cost to Process a Vendor Payment** - The cost drops by roughly 40% to $5.81 when moving to a medium level of automation and then drops by another 20% to $3 when moving to high level of automation
Days to Process a Vendor Payment - The average time it takes to process a vendor payment is 6.8 days	**Days to Process a Vendor Payment** - At best practice companies, this basic measure of department performance runs under three days. Automation can bring this number down dramatically. For example, moving from a medium to a high level of automation can reduce the average time needed by nearly one and a half days.
Duplicate Payments - Percent of Invoices Paid Twice - Companies with more than 500 and 5,000 employees report in excess of half a percent of duplicate payments	**Duplicate Payments - Percent of Invoices Paid Twice** - Best practices and tight controls can reduce duplicate invoice payments to below one-half percent.
Vendor Payments with Errors - The error rate on vendor payments averages 1.6 percent.	**Vendor Payments with Errors** - Best practice A/P departments are able to drive this error rate to below 1%. The error rate appears to be largely unaffected by automation

SOURCE: IOMA's A/P Department Benchmarks & Analysis 2003

Automating AP

Automating AP can have a profound effect on cost, speed and productivity within an organization. Eliminating some of the physical paper practices of invoice processing (for example routing invoices electronically as opposed to routing paper around an organization) can cut costs by as much as 30%-60%. Moving to a higher degree of automation (such as receiving invoices electronically and automatically matching them against outstanding purchase orders) can cut costs by another 20%- 35%. At the same time, the error rate of processing vendor payments will drop sharply. However, automating AP can be challenging. Changing processes requires planning, resource and commitment. The best way to ensure success is to have a migration strategy with milestones for achieving your goals.

Automate Invoice Receipt

Bottomline's WebSeries Invoice Receipt and Management (IRM) offering is designed to help Accounts Payable organizations automate their invoicing process. When fully configured, it allows organizations to receive and import invoices electronically, to validate the integrity of the data file and to normalize the exchange of invoice data between their vendors and their AP system. For those vendors unable to provide files electronically, the system provides a payment request screen that can be accessed via the Web where invoice data can be entered manually.

Automate Workflow

A key benefit of the system is the ability to eliminate the circulation of paper invoices and replace the routing and approval process with electronic workflow. Users can enter, modify, approve, unapprove, delete or manually import/export invoices through IRM. User permissions are assigned to identify which activities are available to individuals. Internal workflow might include approval by someone in Purchasing or verification by someone in a remote location where the goods were delivered. Once the review and approval is complete, the invoice is released to AP for payment initiation, approval and release. System workflow is user-defined to reflect each organization's operations.

Browser-based for Anytime, Anywhere Access

The browser-based platform allows any authorized individual to access the system, anywhere at anytime. Deploying web-based technology allows organizations to offer centralized services that support the needs of their remote locations. Instead of faxing or mailing paper invoices that add time and expense, invoice data is always available to anyone that participates in the process. Payer organizations can also provide their biller partners password permissions so that they can access invoice and payment status data. In addition they can enter invoice data on-the-fly, creating "electronic" invoices on demand. Invoice management via the Web streamlines the process and eliminates the cost and time associated with the physical transfer of paper.

Hands-Free Processing - Managing Only the Exceptions

User defined business rules can automatically filter or match invoices, providing hands-free processing. Eliminating paper is key, but simply replacing the same number of paper invoices with electronic invoices doesn't reduce the amount of human intervention required to process the payment. On the other hand, if incoming invoice data is matched against user-defined criteria, invoices can automatically be reviewed, approved and queued for payment according to terms. Automatic matching is also valuable for verifying invoice accuracy when it arrives. Invoices can be rejected upon receipt for data entry errors or incorrect pricing. This level of automation can significantly reduce the time and expenses associated with manual processes, thereby freeing financial professionals to do more strategic activities.

Minimize or Eliminate Vendor Inquiry Phone Calls with Vendor Self-Help

Bottomline's Invoice Receipt and Management system allows payers to provide their trading partners a view into the status of invoices, the payments against those invoices, as well as the invoices that require exception processing. Using the Vendor Self-Help Portal, vendors can log on to the system whenever they have inquiries, instead of phoning their buyer contact or AP. This saves the time and cost of answering vendor phone calls to obtain invoice and payment status information. Vendors can access the system via a browser when they need to in order to obtain the information they require.

Reporting - Delivering Business Analytics

Visibility across the enterprise into invoice status can help Finance better manage their disbursements. Sorting invoices by due date, vendor or dollar amount can help in forecasting payments. Reviewing vendor activity (payments by location, product or dollar amount) can also provide insights into better vendor management.

Better Payments Management

Consolidate Disparate Payment Source Files

Holding on to your money as long as you can helps optimize the cash flow timeline. Controlling the timing of your payments, minimizing the cost and choosing the right payment instrument can make a difference in how long you hold on to your cash. However, most organizations make payments from multiple systems timed to accommodate systems scheduling. Consolidating the information from these disparate payment systems necessitates manual reconciliation. Furthermore, to provide payments at remote locations, organizations frequently use remotely supported checking accounts, which increases the risk of fraud. And while organizations can leverage shared services centers to reduce payment processing costs and risks, they still incur the costs to overnight-deliver their payments to the point-of-need.

Bottomline's Payments Management solutions allow customers to consolidate any type of payment file from a variety of disparate sources into one comprehensive payment gateway to streamline and simplify their payments processing. With the powerful features of Bottomline's Multipayment Platform, organizations are able to accommodate different payment requirements in a single run. Rather than support multiple systems that consume resources, a shared services center can accommodate subsidiaries or remote locations' unique requirements while managing all payments from a central location.

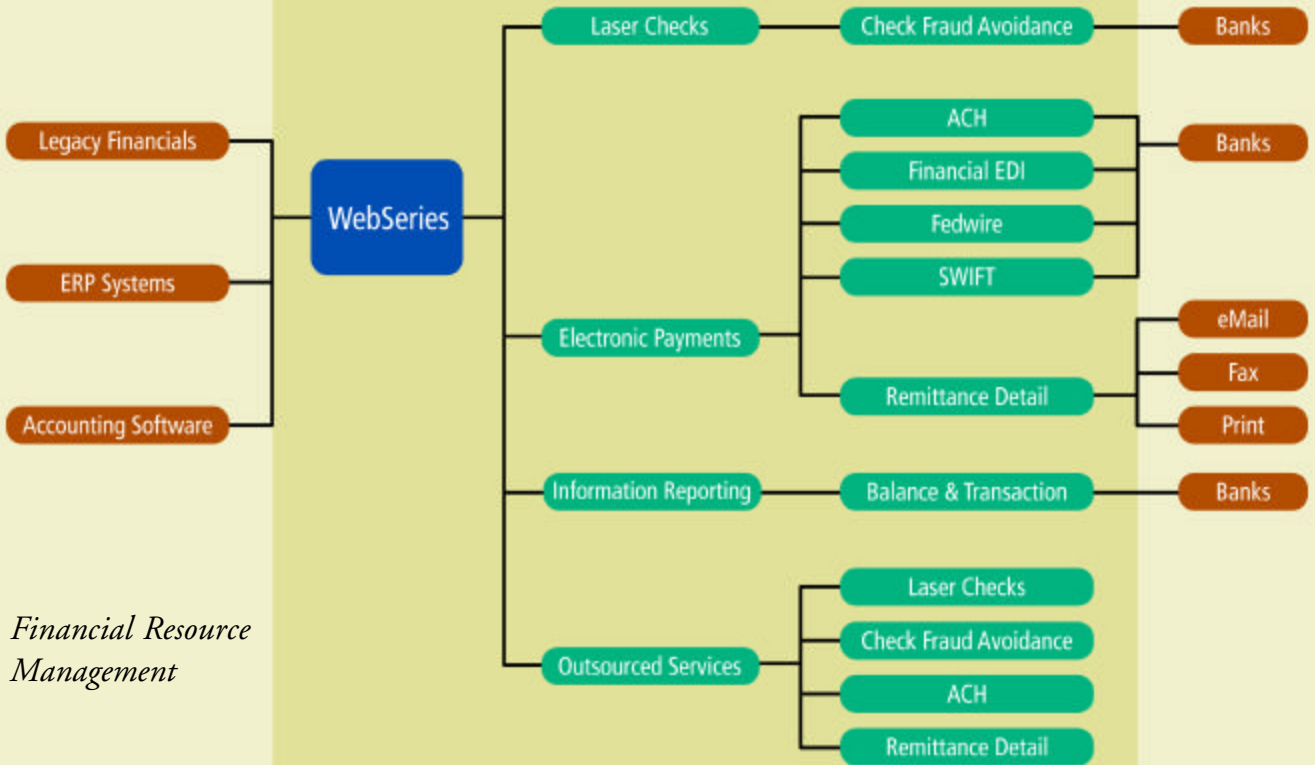### A Single Platform that Manages all Payment Types

From a single platform, Bottomline's Multi-lingual, multi-currency WebSeries payments software supports all forms of domestic and international payment instructions from Laser Check, ACH, Financial EDI, Fedwire transfer to SWIFT messaging. Information can be entered manually using a "Windows-like" data entry screen or can be imported from an external financial application for automatic processing. Bottomline's PayBase payments software offers simplified Laser Check and ACH payments in a client/server environment.

Central Management of all Payments Across the Organization

WebSeries is a comprehensive payments and reporting package that can be accessed from any standard browser, allowing authorized users to create payments, view data or initiate reports from anywhere in the organization. The ability to request a payment from, and deliver it to, any remote location mitigates the risk associated with local checking accounts and improves fiscal control. PayBase provides enterprise-wide payments management over any standard LAN or WAN. With new corporate accountability laws, organizations require increased visibility and real-time access into critical financial transactional detail. Automating the roll-up of payments information provides more consistent information faster.

Reduce Your Exposure to Risk

World-class companies mitigate risk by consolidating operations, automating and deploying technology that tracks and exposes potential problems. For

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Legacy Financials ─┐
                    ├── WebSeries ──┬── Laser Checks ──── Check Fraud Avoidance ──── Banks
ERP Systems ────────┤                │
                    │                ├── Electronic Payments ──┬── ACH ─────────┐
Accounting Software ┘                │                         ├── Financial EDI ┤── Banks
                                     │                         ├── Fedwire       │
                                     │                         ├── SWIFT ────────┘
                                     │                         └── Remittance Detail ──┬── eMail
                                     │                                                 ├── Fax
                                     │                                                 └── Print
                                     │
                                     ├── Information Reporting ──── Balance & Transaction ──── Banks
                                     │
                                     └── Outsourced Services ──┬── Laser Checks
                                                               ├── Check Fraud Avoidance
                                                               ├── ACH
                                                               └── Remittance Detail
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Financial Resource Management

example, protecting paper payments against fraud means automatically providing your bank with a check issue file against which they can validate presented checks. Remote locations require the flexibility of making payments remotely. Requesting payments remotely but producing them centrally can involve the movement of sensitive account information via paper, fax or phone. Beyond adding cost, these activities can expose account data, increasing the risk. Deploying a web-accessible system for distributed payment processing eliminates the need for remote checking accounts and centralizes all payment data for immediate reconciliation.

Electronic Payments - Electronic Remittance Advice

Making payments electronically is cost-effective and simplifies back-office processing. However, delivering the remittance has continued to be a hindrance to the process. Bottomline offers the ability to securely deliver the remittance advice electronically. Vendors, employees or customers can now enjoy receiving their funds electronically with notification via email or fax. A password-protected file is sent to ensure privacy where necessary. For organizations that wish to download the remittance information electronically, WebSeries provides the ability to post remittance advice on a portal as ASCII, XML or in PDF format.

Check Imaging Eliminates the Need for Copies

Printing copies of checks to file in support of vendor inquiries is costly and time consuming. Eliminating the paper by creating a check image file puts the check data at your electronic fingertips. When used with WebSeries, the payment information can be made available across the enterprise - and if desired vendors are given permission to access the file and research the information on their own behalf.

Improved Analytics

WebSeries includes a comprehensive suite of reports that specify by instrument type payments that have been made and their associated detail. The All Payment Summary report provides a birds-eye view of all payments that have been made with selection criteria such as payment type, currency or payee. Organizations can now better manage their spend by vendor or by date with this handy tool.

Immediate AP Savings

Moving invoices and payments from paper to electronic you can save:

- $5.81 per invoice
- $ .75 per payment (1 payment/4 invoices)
  -and -
- $10.00 per dispute (assume 10% disputed)

Annual savings: **$1,749,375**

For 250,000 invoices/year your savings are:

- $1,452,500 invoice processing costs
- $46,875 payment costs
- $250,000 dispute costs

Source: Gartner - Beyond the
Bubble Burst: The Future of eBilling

Global Treasury Management

Achieve Global Reach with Bottomline Technologies

Bottomline's Global Treasury Management system enables organizations to automate, streamline and improve controls for Treasury operations. This web-based platform can be configured to manage low value ACH payments (such as NACHA in the US and BACS in the UK) and high value urgent payments (such as Fedwire in the US and CHAPS in the UK), as well as handling all SWIFT payment instructions and messaging for cross-border payments. The system also provides a sophisticated Balance and Transaction Reporting tool. It integrates with other systems already in place to provide timely access to information, controlled funds movement, and the ability to disseminate information across the entire enterprise. The system:

- automates Treasury Management, reducing the costs, time, and errors associated with manual processes
- provides a seamless payment solution that addresses all types of global electronic payments
- supports global Shared Services Centers to centralize liquidity and risk management
- leverages web technology for worldwide deployment with authorized user permissions for secure information access management
- consolidates bank and account information into one comprehensive balance and transaction report supporting regional, national and global roll up
- includes built-in approval workflow supports payment requests from anywhere in the world with the ability to deliver payment anywhere it is required

Manage all Your Global Payments from a Single Payment Platform

Rather than support multiple proprietary banking software, Bottomline's Global Treasury Management allows your organization to access, via the web, a single system to create and send payment instructions to all of your banks, no matter where they are located around the globe. The same platform provides ACH, Fedwire and cross-border instruction types to satisfy North American payments, as well as a SWIFT messaging gateway for handling international payments. The Bottomline platform is readily adaptable to handle payments in just about any payment format, whether proprietary

or specific to a particular country. This single, comprehensive payment platform allows you to consolidate all your funds transfer tools into one integrated multi-currency and multi-bank system. And the built-in workflow with user authorization can be configured by payment type to ensure compliance with your treasury best practices and business operations. Advanced validation technologies enable the system to optimize straight through processing levels, minimizing manual intervention and bank transaction fees. The validation process integrates seamlessly with the latest payment industry data bases such as ABA in the US, ISCD in the UK, SWIFT BIC codes globally, as well as the fast growing usage of IBANS.

Monitor and Manage Information Automatically

Monitoring, collecting and consolidating bank balance and transaction data from several different sources can be time-consuming and costly. Bottomline's Global Treasury System consolidates multiple bank and multiple account information into one comprehensive Balance and Transaction Report. Inter-Day and intra-day reports can be run automatically to satisfy individual location needs. Authorized user permissions ensure that data is viewed by only those entitled to access it.

Execute and Distribute Information

The same system can be used to manage cash positioning, move funds based on need and availability and report for financial evaluation. Information such as disbursements issued, disbursements paid, balances across any or all banking relationships, international transactions, wire transactions and current day availability with both prior day and intra-day reporting are all available across the entire enterprise. The system also includes ad hoc reporting that allows the user to query the system with sorting and filtering features that help the user focus on specific information.

Enhance Controls, Reduce the Risk of Loss and Realize Cost Savings

The Global Treasury Management system enables organizations to enhance their controls by consolidating all their banking information into one system. Secure and limited user access protects sensitive account number and banking information. The internal audit feature records all user transaction activities, tracking all banking and disbursement transactions. With the ability to integrate with the ERP system of record, it is possible to upload payment data, such as wire transfer information, reducing the risk and costs associated with making duplicate payments, recalling funds and wire recall fees.

Provide Better, More Timely Financial Information to Decision Makers

Our Global Treasury System integrates all payments and bank clearing information making account reconciliation more efficient. Timely reconciliation reduces the risk of fraud and provides better more timely financial information to decision makers. The platform provides a comprehensive treasury system that provides secure, up-to-date information, with access across the enterprise. Placing critical transaction data where it is required allows organizations to balance the need for local control of business operations while accommodating corporate global responsibilities.

Global Treasury Management, one platform to:

- Manage cash positioning

- Moves funds based on availability and need

- Report for financial evaluation

- Reduce risk and enhance control

Corporate Legal Department Benefits

- Improved Utilization of Legal Department Resources

- Rules Engine Automation

- Rich Data Store for Analytics and Reporting

- Prompt Payment Discounts

- Management of Law Firm Community

- Enhanced Budgeting Capabilities

Law Firm Benefits

- Faster Invoice Turnover

- Status Updates Online

- Multiple Clients, Same Web-based Interface

- Competitive Advantage

- Quick & Easy Implementation

Legal Bill Management

Streamlining Legal Billing

Bottomline helps corporate counsel with a legal e-billing system that is rules-based, highly secure and provides a bi-directional, collaborative experience. The solution is designed to facilitate the transport, validation and review of the legal invoices from outside law firms to their corporate clients. A sophisticated rules-based engine "filters" the invoice according to each legal counsel relationship before it ever reaches the corporate legal department's inbox, reducing the time required to review and approve legal bills. Sifting through invoice detail to ensure that charges properly reflect contractual agreements is time-consuming and can keep legal professionals from performing activities that are more productive. Leveraging industry standards and the Internet to connect corporate legal departments with their outside counsel can reduce legal expenses and improve information management.

Electronic Workflow

- Streamlines approval processes and eliminates the physical limitations of paper
- Provides real-time access for timely processing and invoice status
- Reduces the costs of mailing/faxing paper across the organization
- Allows better audit and process management

Hands-Free Processing

- Automates matching
- Increases productivity
- Eliminates the re-keying of data and the associated errors
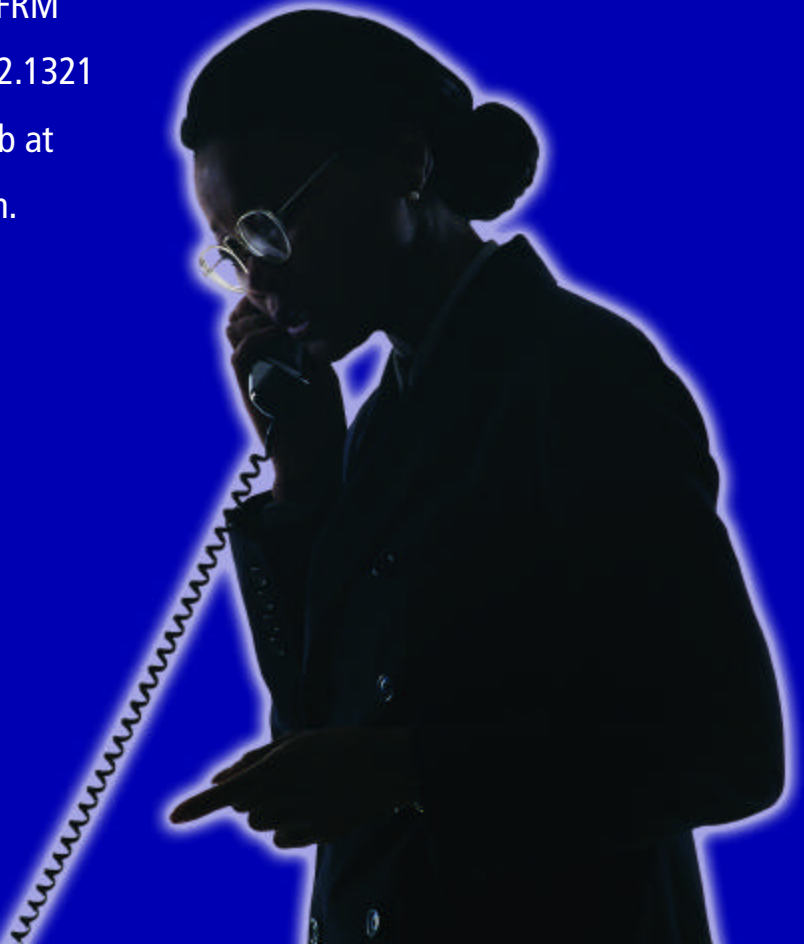
Real-time Analytics

- Enhances reporting across the entire enterprise
- Improves vendor relationships
- Allows for greater control over AP balances and cash flow
- Provides audit trail

The system facilitates the electronic review and approval or rejection of invoices. WebSeries Legal e-Billing speeds payments by offering flexible integration with clients' case management programs, AP or other database management systems. Law firms are notified when invoices have been processed.

Questions involving contested invoices are immediately addressed. WebSeries Legal e-Billing's bi-directional capability enhances immediate communication between law firm and corporate client on invoices (or portions of invoices) requiring clarification. This electronic collaboration permits immediate resolution of conflicts while the matter is fresh. Invoices or line items can be electronically sent back and forth for immediate resolution or clarification. This greatly reduces unnecessary non-revenue staff time and speeds payment.

To achieve world-class performance financial executives require a complete picture of their organization's cash position - in near real-time, including receivables, payables and current cash position. To that end, put our experts to work for you today! Contact one of Bottomline's FRM specialists at 800.472.1321 or visit us on the Web at www.bottomline.com.