



**Bottomline**  
Technologies®

# FormScape Enterprise Edition

## Automate your document processes to cut costs and boost productivity

The design, distribution, maintenance & storage of financial documents such as invoices and purchase orders is time consuming and costly. The necessary manual intervention makes the process laborious and inefficient.

### What is FormScape Enterprise Edition?

FormScape Enterprise Edition offers you unlimited and unrestricted document design, delivery, storage and interaction capabilities in one solution. This leads to a rapid implementation and results in a lower cost of ownership. Being based upon open standards, FormScape seamlessly integrates with business applications from SAP, Oracle, Microsoft or with bespoke or legacy systems. This allows you reduce your operational costs without costly or complex system changes.

### Why FormScape Enterprise Edition?

FormScape Enterprise Edition enhances the quality of your communications and increases efficiencies across your business. It provides users with the instant capability to design, distribute, retrieve and interact with documents online. Full control and visibility over processes is maintained within your business. FormScape Enterprise Edition removes inefficient, costly and labour intensive tasks such as printing and filing, and reduces the need for manual intervention in tasks such as document approval.

#### Create your documents

You can uniquely layout, brand and personalise your documents, and are able to create them online.

#### Send your documents

FormScape Enterprise Edition gives you the ability to print, fax, email or even deliver your documents online, meaning that you can send your documents in the most cost effective way.

#### Find your documents

You can store all of your documents online, and then find your documents instantly, from anywhere at any time.

#### Process your documents

Automatically move documents around your business electronically to create seamless processes between your users and your documents.

*“FormScape has been rated by our property managers [our users] as the best investment Highwoods Properties has ever made.”*

Art McCann,  
Senior Director of IT,  
Highwoods Properties





## Benefits

- Reduces ERP consultancy costs
- Provides low-cost distribution
- Removes the need for physical storage
- Removes the need for pre-printed stationery
- Allows you to achieve consistent branding and professional communications
- Reduces call times, speeds dispute resolution, and improves customer service.
- Speeds deployment and simplifies ongoing administration across distributed sites.
- Reduces processing costs and automates whole document processes.

## Summary

FormScope Enterprise Edition gives organisations the ability to remove paper from their document activities. The reduction in manual intervention through online access, empowers workers, cuts costs and removes inefficiencies.

## Create

- Users can create communications online
- Richly format forms, reports, and other business documents
- Customise documents to include drawings, colour, images, bar codes, charts and multiple languages
- Centrally manage standard paragraphs and language translations

## Send & Find

- Email your documents as XML, PDF or HTML attachments
- Print your documents to any printer
- Attach other documents to your output
- Audit all of your user activity
- Store copies of your documents online for instant retrieval
- Index and link all of your documents
- Add comments and attach other documents
- Reprint and resend your documents- online

## Processes

- Route documents to your users inbox
- Users can comment, add data, reject, or approve documents
- Copy and paste data from the document directly into your business application
- Centralise management capabilities
- Audit every document step and user interaction

## About Bottomline Technologies

Bottomline Technologies is a leading global provider of payments and invoice automation software and services to corporations and financial institutions. By automating traditional paper-based purchasing, invoice management and payment processes, Bottomline's innovative solutions provide straight-through process efficiencies across the Purchase-to-Pay cycle – significantly reducing transactional costs, streamlining compliance and improving working capital.

With more than 9,000 corporations and the worlds leading banks as customers, Bottomline enables more collaborative financial processes. Leveraging over 20 years of in-market expertise in accounts payable and global payments we help customers optimise critical banking, customer and supply chain relationships.



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