**Bottomline Technologies®**

# FormScape® Business Edition 3.5

## Maximize your ERP investment with Advanced Document Output Management Capabilities

FormScape is a proven document output, storage and retrieval solution that enables users to dynamically design, deliver and manage critical transactional documents while supporting the transition from manual, paper-based processes to more efficient electronic document generation and workflow.

With FormScape Business Edition, organizations can leverage their ERP and business system investments to streamline key document-centric processes such as accounts payable, accounts receivable, sales order processing and reporting. FormScape enables users to personalize every document or report and deliver the right information, in the right format, to meet their specific needs.

Business reports and transactional documents can be quickly and professionally formatted from ERP or other business system output and automatically distributed via fax, email or print based on the recipient's preferences. Documents can also be created in PDF, HTML, XML and other formats for electronic delivery, allowing secure, low cost distribution. Every document created can then be stored electronically for instant online access and retrieval.

### Dynamic Content Design

FormScape's Designer captures standard ERP or other business system output in a variety of formats including ASCII text, PDF, XML and HTML, as well as standard output produced by major ERP systems such as Oracle, JD Edwards and SAP. Captured documents can be reformatted to remove unnecessary data, and repaginated to reduce document size and cost. Conditional processing enables additional content to be added, including images, barcodes, logos, graphs and charts, as well as data merged from other sources. Documents can also be personalized for specific recipient audiences, including the addition of specific sales and marketing messages, or by applying regional variations such as language, currency and date formats.

### Multi-Channel Document Distribution

With FormScape Business Edition, electronic documents can be easily and cost-efficiently distributed to any printer; sent via email in any format, including PDF, XML and HTML; transmitted via integrated fax solutions; or posted online. Conditional processing rules can be set up to automatically deliver documents based on lowest cost or the recipient's preferred delivery channel. FormScape also enables documents to be reprinted online without the need to resubmit from the ERP system.

### Online Document Storage and Retrieval

FormScape Business Edition includes a comprehensive, online document archive giving users instant access to documents and reports from any location via a Web browser. Documents produced by FormScape Business Edition can be automatically stored and later retrieved using either key index fields or full text search features. Users can add notes or associate documents via tags, indexes or links to create a complete transaction history. With a consolidated view of all related documents, business users can quickly retrieve documents related to a particular transaction, business process, customer account or activity.

## Solution Features and Benefits:

- Graphical drag-and-drop interface allows users to design documents without costly ERP customization or development resources

- Support for unique fonts, barcodes, charts, graphics and multiple languages enables document personalization and support for corporate branding

- Consolidate document, report and form data from multiple sources to create richer documents

- Multi-channel distribution and formatting including print, fax, email, XML, Web or HTML enables rapid, cost-effective document delivery

- Online document storage and retrieval capabilities provide instant access to documents from any standard Web browser

- ERP-specific Productivity Packs, including SAP (for RDI and XSF reports) and JD Edwards (for OSA and PDF reports) provide direct integration with FormScape Designer

To further speed retrieval, stored documents can be accessed directly from an ERP system, giving users improved visibility of a transaction without leaving a familiar environment. Internal reports can be stored centrally yet accessed remotely from any Web browser, giving users instant online access while removing the need to distribute multiple copies, reducing associated bandwidth requirements, mailbox space and production costs.

FormScape Business Edition's online archive is also fully compatible with Bottomline's Transform™ Scan Center solution. This additional module enables users to quickly and easily scan, categorize, index and store any paper document, which allows both inbound and outbound documents to be instantly stored, managed and retrieved online from a single location.

## Advanced Tools Increase Document Control

FormScape Business Edition offers increased security and control over the entire document production process through powerful deployment and testing features. Multiple environments allow separation of document design, testing and production processes to deliver greater security and change controls. The solution can also be scaled to meet a diverse array of individual business requirements for performance, reliability and server uptime through the use of clustering and failover, load balancing and disaster recovery support.

## System Requirements

For complete details on the hardware and software platforms required and/or supported by FormScape Business Edition, please email info@bottomline.com.

## 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, global cash management, transactional documents and invoice approval. Organizations trust these solutions to meet their needs for cost reduction, competitive differentiation and optimization of working capital. Headquartered in the United States, Bottomline also maintains offices in Europe and Asia-Pacific. For more information, visit www.bottomline.com.

**SOUTHERN STATES**

*Brands you trust. People who know.*

"*By switching to FormScape, we saved $85,000 per year on printing costs, and eliminated another $20,000 a year on purchasing forms by enabling plain-paper printing.*"

Eric Saucier
**Southern States Cooperative**

**SAP**® Certified Integration

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