



UpsideBilling

Invoicing & Billing

Solution Overview

UpsideBilling automates verification of invoices and bills, as well as the processes for finding errors, exceptions, and special conditions; then dynamically determines the workflow required for each document and/or line item. The automated inspection of invoices commonly includes confirmation of quantities, price, timing, billing terms, etc. based on a contract. In addition to validation of invoices, UpsideBilling can generate automatic payments in response to un-invoiced events or milestones under a contract.

In support of sell-side business, UpsideBilling can be used to automate the creation of outgoing invoices and bills based on contracted activities.

Approved invoices and bills (those that pass automated inspection, have been manually approved, or that have been generated by the system) are passed to the appropriate system(s) (e.g. ERP) for continued processing, either for payment (for incoming invoices) or for distribution (for outgoing bills).

A secure external vendor portal allows suppliers to enter and submit invoices resulting in a faster turnaround time for invoice processing, while reducing overall cost of ownership.

Powerful Invoice Management

Features

- Automated verification of invoices and bills – both incoming and outgoing.
- Invoices can be entered and maintained directly through the UpsideBilling application or alternatively through interfaces, including EDI.
 - Invoices can be entered for a specific contract or for non-contract related amounts.
 - If the invoice is related to a specific contract, the items on the invoice are automatically related to the corresponding contract items.
 - Invoices are routed via an interface to the customer's ERP system for payment.
 - A complete workflow is recorded for each of the steps that have occurred in the processing of any invoice, including the names, results, and time of responses to each workflow task.
- External supplier portal allows approved suppliers to enter and submit complete invoice information directly through a web-based portal.
 - Allows suppliers to check status of invoices and payments, and to dispute payments.
 - Facilitates the faxing of hardcopy invoices and automatically matches the fax image to the database record of the invoice.
 - Suppliers can view attached images of the physical invoice and upload other supporting documents to accompany their invoice entry.
 - Payment information recorded in UpsideBilling can be viewed by suppliers (requires interface with customer's ERP system).
 - Full range of search capabilities gives suppliers the ability to perform searches for invoice, PO, and contract information.
 - Invoices are routed through the organization for the necessary approvals.
- Rules-based dynamic determination of workflow.
- Automates project or contract-based payments.
- Captures detail billing data for analysis to derive business intelligence about internal resource utilization and customer buying trends.
- Flexibility in configuration of user interface, rules, workflow, and data fields.
- Full integration to UpsideContract facilitates automated invoice verification and contract compliance (i.e., deliverables, performance, compliance, etc.).

Powerful Invoice Management

Benefits

- Reduces costs by streamlining Accounts Payable and / or Accounts Receivable processes.
- Maximizes visibility of billing exceptions and errors to allow for early, quick resolution.
- Maximizes value of contracts and agreements by ensuring appropriate and accurate billing.
- Dramatically reduces time and costs to review, approve, and pay (or issue) invoices.
- Reduction in effort required to manage billing disputes.
- Reduced costs (for suppliers and/or you) to print and send invoices.
- Full integration to UpsideContract, ensuring full contract governance including milestone, compliance and deliverables management. The integration also ensures that contract deliverables and details are matched so that thresholds, rebates, discounts and other elements are adhered to.
- An accurate and comprehensive audit trail is maintained within the system that ensures appropriate financial governance controls are being followed.
- Better resource utilization derived from analysis of billing data.

High Level Process

- Billing data is received and processed to create final bill.
- Bills are automatically reviewed and routed for manual review as appropriate.
- Approved bills are released to customers and account receivables are updated.
- Customers' business rules fire to automatically review and route bills for approval within their organization.
- Account transactions are carried out for approved bills where automated payment processes are established.
- Disputes are identified by the customer and can be negotiated online.

About Upside Software

Upside Software is the worldwide leader in Contract Lifecycle Management (CLM) solutions. Customers around the globe use Upside Software's suite of products to confidently perform Contract Management, Sourcing & Procurement, and Invoice & Billing management activities throughout their organizations.

Upside Software's products address the needs of Enterprise (e.g. Fortune 500, Global 2000), Public sector (Federal, State / Provincial, Municipal and Health Care), and Small & Medium Enterprise (SME) customers. Customers realize significant cost savings while improving customer and supplier relationships. Upside Software's solutions are deployed in as little as 3 days and typically provide a full return-on-investment (ROI) in under a year.

Founded in 2000, Upside Software is a profitable, rapidly growing software company with an advanced, yet mature, and comprehensive product suite. The company has extensive experience delivering real value to customers of every size and in most industry verticals.

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For more information about **UpsideBilling** visit www.upsidesoft.com.

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