



Save Time, Reduce Costs and  
Optimize Cash Outflows

## NetSuite AP Automation



Manually entering and paying vendor bills is a time-consuming, labor-intensive and error-prone process. NetSuite AP Automation provides a faster, easier and more secure way to process invoices and make payments. NetSuite automates the entire invoice-to-pay process, from data capture to reconciliation, increasing efficiency and reducing accounts payable (AP) processing costs. Get invoice data into NetSuite quicker with fewer errors. Avoid duplicate or fraudulent payments. And take advantage of embedded banking services provided by HSBC Bank USA N.A., member FDIC (HSBC), to pay bills directly through NetSuite.

### Key Benefits

- **Reduce errors, boost productivity.** Eliminate manual data entry and tedious tasks like keying and coding invoices, printing check, chasing internal approvals and stuffing envelopes with electronic invoices and payments.
- **Control outgoing cash flow.** Determine precisely when and how you pay your vendors to ensure maximum control over outgoing cash flow.
- **Increase transparency.** Track a payment's status as it goes through different processing stages, from the time it is created in NetSuite until the vendor receives the payment in their bank, or when customers charge a virtual credit card to pay the invoice.

## Invoice Capture

Save time, increase efficiency and eliminate data entry. Simply drag and drop digital invoices into NetSuite. Invoices are scanned, and relevant details, like vendor name, PO number, items ordered, quantity and pricing, are converted into digital text. NetSuite automatically creates a bill record, applying artificial intelligence (AI) models to learn from previous bill entries and pre-populate the appropriate fields. A side-by-side view of the actual invoice makes it easy for AP staff to review and fill in fields with suggestions from existing NetSuite data.

## Invoice Matching and Approvals

Invoice matching and bill approval workflows help control costs and ensure internal financial oversight. Vendor bills are automatically matched with the associated purchase orders and receiving documents to ensure details like unit pricing, quantity and totals are accurate. Bills are then routed to the appropriate personnel for easy review and approval. Configurable SuiteApprovals workflows can be tailored to fit a company's specific requirements, reporting structure and approval hierarchy. Rules may incorporate multiple criteria and can be applied to a single invoice or groups of invoices. Automated reminders and a mobile-optimized approval app save time and money by eliminating the need for AP staff to chase down approvers.

**ORACLE NETSUITE** Search

Activities Payments Transactions Lists Reports Analytics Documents Setup Customization Commerce SuiteBanking SuiteApps Support

### Review Scanned Bill

Create Bill Save for Later Cancel

**Primary Information**

VENDOR \* Paper Supply Co ✓  
 CURRENCY \* USD  
 LOCATION Oakland, CA

Scanned: Paper Supply Co

REFERENCE NO. 326365265  
 PAYMENT TERMS Due on receipt ✓  
 Scanned: Due on Receipt

SUBSIDIARY \* Parent Company

DUE DATE 8/26/2022  
 DATE \* 8/24/2022  
 Scanned: 8/26/2022  
 Scanned: 8/24/2022

AMOUNT \* 744.31

Expenses: 0.00 [Items 744.31](#)

ITEM *	DESCRIPTION	QUANTITY *	UNITS	RATE *	AMOUNT *	LOCATION *	PO NUMBER
✓ <input type="checkbox"/>	BST3/85x11 Perforated Pads, L...	1	Each	52.75	52.75	Oakland, CA	<a href="#">🔗</a>
✓ <input type="checkbox"/>	PNOTE8-1/2x11 TOP20032 Perfora...	3	Each	6.2	18.6	Oakland, CA	<a href="#">🔗</a>
✓ <input type="checkbox"/>	LGL6-6/85x14 Legal, Vintage Pac...	5		33.2	166	Oakland, CA	<a href="#">🔗</a>
✓ <input type="checkbox"/>	A4297x210 Bulk Pack Premiu...	4	Each	68.99	275.96	Oakland, CA	<a href="#">🔗</a>

## Payment Automation

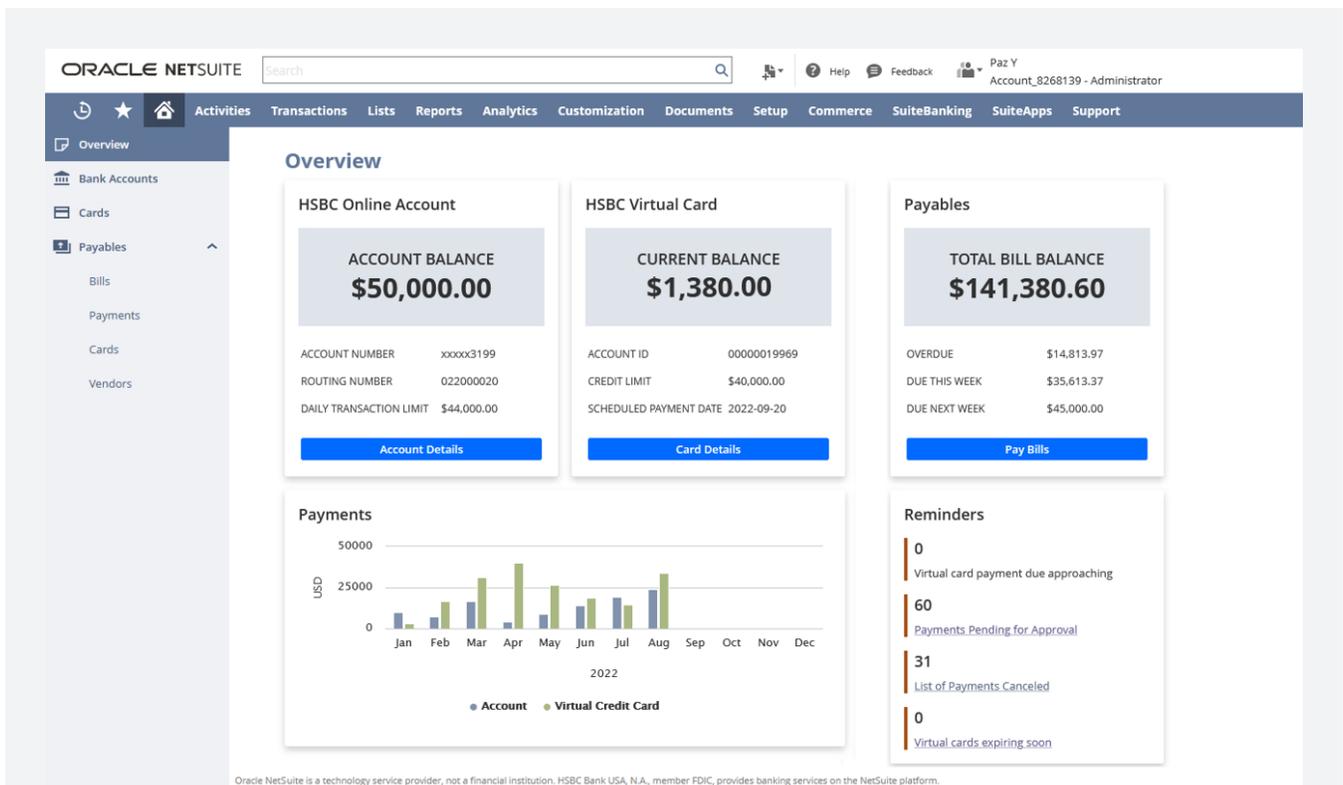
Save time and increase the efficiency of AP staff by simplifying the payment process with automated payment services provided by HSBC. Pay vendors via ACH payment, check outsourcing or virtual credit card.\* Establish an HSBC online checking account and credit card account to pay suppliers via check or virtual credit card. An existing non-HSBC bank account can even be used to auto fund the HSBC account. HSBC virtual credit card offers qualified customers an easy and secure way to pay suppliers without the risks of maintaining a physical credit card. Dynamically generated single-use card numbers provide an additional layer of protection. The virtual credit card even includes a rewards program. Eligible transactions completed with the virtual credit card earn 1% cash back, which can be used to pay vendors, further reducing operating costs.

## Payment Reconciliation

Avoid tedious manual payment reconciliations. Payment information is downloaded into NetSuite daily. Automated matching of virtual credit card charges confirms existing transactions while flagging discrepancies for further review by accounting staff. Missing entries, such as bank fees, can be easily created, saving time and eliminating potential errors. Improve visibility by downloading monthly statements directly to NetSuite when they become available.

## Visibility and Control

The SuiteBanking Center dashboard provides users with full visibility on the activities of the HSBC online accounts. Monitor HSBC online checking and credit card activities, review account balances and manage account details, all from within NetSuite. Track the status of vendor bills and build solid relationships with vendors by keeping them informed that payment is on the way.



\*Banking products and services are provided in the United States by HSBC Bank USA, N.A member FDIC and subject to HSBC eligibility requirements. Customers will be onboarded through NetSuite AP Automation for HSBC products and pay fees to HSBC for banking services.

