



# Complete Payment Solution Best Practices

## FOR BUSINESS-TO-BUSINESS & BUSINESS-TO-GOVERNMENT ENTERPRISES

### Accounts Receivable Best Practices

Today's most successful companies use technology to effectively manage their AR to increase cash flow and working capital.

#### What do you expect from your AR department?

- ▶ Optimize cash flow
- ▶ Provide up-to-the-minute AR reporting
- ▶ Proper management of credit risk
- ▶ Efficiency in collections, reducing DSO and bad debt write-offs
- ▶ High performance with minimal operational expenses

#### Are your AR tasks manual paper-driven processes?

High performance AR management is a strategic cornerstone that can deliver greater efficiency and profitability. Manual functions should be automated to free up time for employees to focus on high level activities like dispute resolution and asset management.

#### Are you following AR Best Practices essential to your success?

- ▶ Ensure invoices are accurate and correct.
- ▶ Use an automated credit scoring service to approve new trade credit applicants and monitor risk for your entire credit portfolio. \*
- ▶ Use technology to overcome unproductive activities and implement effective automated credit and resolution tools. \*
- ▶ Implement systematic collection procedures including placing verification calls and sending monthly opening balance statements. \*
- ▶ Timely and accurate cash posting using lockbox services to automate remittance and optimize receivables management. \*
- ▶ Retain effective collectors with the right skills to effectively reduce DSO and write-offs. \*
- ▶ Use real time AR aging and reporting from a 24/7 secure web-service. \*

#### Take a new "flat fee" approach to managing your AR

Gain a competitive advantage with the *AR Best Practices* \*platform. For a flat monthly fee you can process an unlimited number of invoices. Eliminate the costs and challenges of implementing best practices in receivables management in-house. Improving your trade credit management can lead to significant financial gains.

\* Included in the suite of *AR Best Practices* services



Using Accounts Receivable Best Practices is a smart strategic decision.

### Card Payment Best Practices

Businesses are finding that not every customer or every invoice is best suited for issuing trade credit. Accepting commercial credit cards like Corporate, Business, Purchasing and GSA Purchasing cards are an important component of a company's payment policies.

#### The Benefits of Accepting Commercial Cards

Commercial credit cards are being used to replace inefficient and expensive paper purchase order processes by businesses, corporations and government agencies with payments estimated to reach \$185 Billion by 2010. The benefits of accepting these card payments include improved profitability by reducing payment time from 30-60 days to 2 days, reducing collection expenses and reducing the cost of floating funds until payments are received.

#### Establishing a Level 3 Merchant Account

Setting up your business to accept purchasing cards for payment is different than establishing a standard retail merchant account or MOTO merchant account. A Level 3 merchant account qualifies your transactions for the lowest incentive Interchange rates available when accepting commercial cards.

#### Implementing Level 3 Best Practices

- ▶ Most businesses accepting commercial cards from their buyers are NOT qualifying for the BEST available rates because their merchant account is not set up properly. So it is important to select an experienced Level 3 merchant services partner. Avoid long-term contracts with introductory pricing schemes and early termination fees, and avoid expensive leases and proprietary technology.
- ▶ Insist on an Interchange pricing structure, without it you will not be able to obtain all the incentives rates available. Interchange is the largest cost component of delivering merchant services and providing Level 3 processing solutions is all about managing Interchange qualifications.
- ▶ To submit the data needed to qualify for the best rates, specialized Level 3 payment processing technology is required. Multiple implementation options are available for any size business including a virtual terminal, payment gateway, batch processing and API integrations.
- ▶ For greater efficiency and customer service, companies often store card data on repeat customers. Securely storing card data offsite using a secure PCI compliant Level 3 technology can greatly reduce risk of a data breach compromise.

Accepting commercial cards and upgrading to a Level 3 merchant account are keys to a complete business payment solution.

## Give your AR staff the tools they need to succeed.

Select Vantage as your single source B2B payment solution provider. Receive a Free consultation and savings analysis from a Vantage Payment Analysis on implementing payment acceptance best practices.