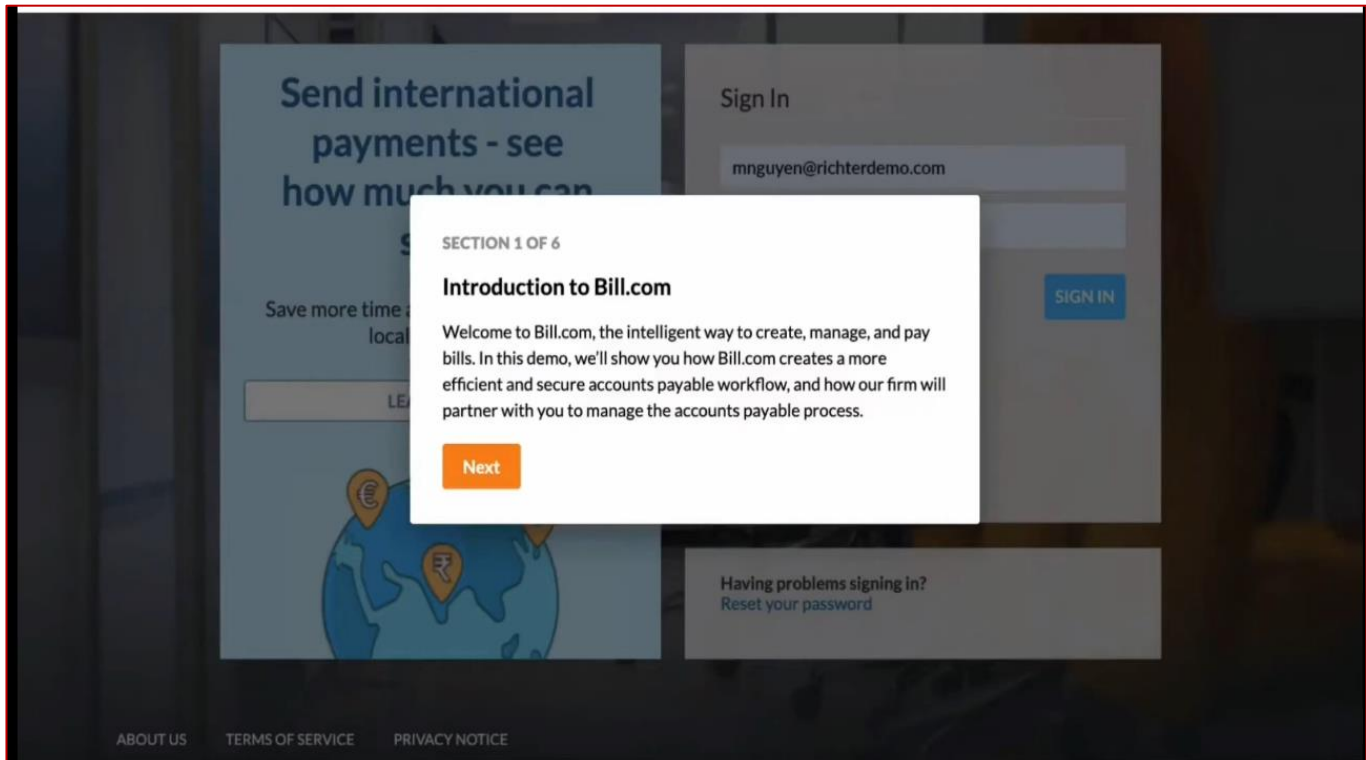


## BILL.COM

Bill.com is a tool that automates accounts payable and accounts receivable processes. Bill.com seamlessly integrates with Xero accounting software to make bill payments and approvals faster and easier. Bill.com acts as a central hub for all bills and invoices for businesses of all sizes.

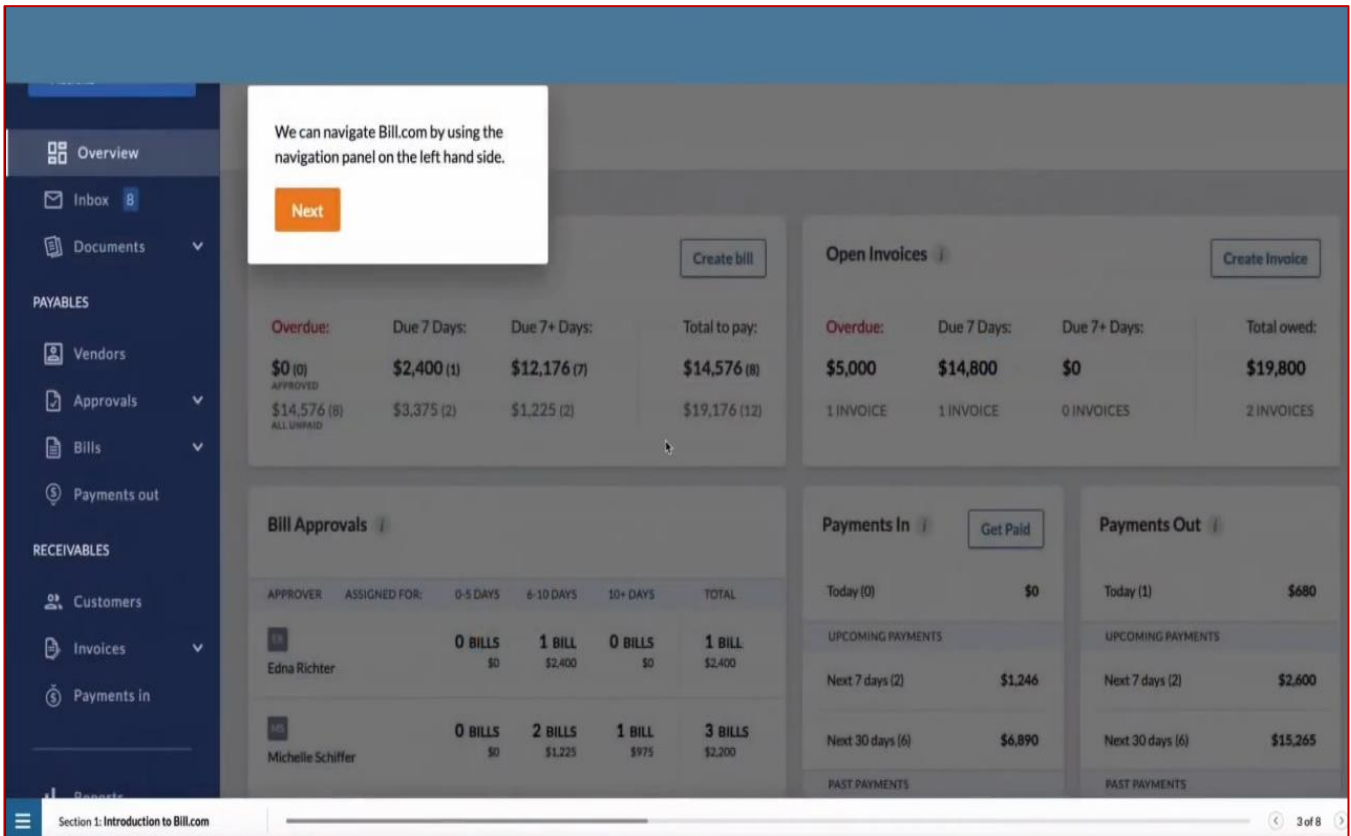
## HOW IT WORKS



***BILLS.COM ALLOWS THE VENDORS TO DIRECT EMAIL THEIR BILLS TO CLIENT. REVIEW AND SAVE, APPROVED BILLS AND FACILITATE PAYMENT.***



## NAVIGATION PANEL AT THE LEFT SIDE



## CHECK INBOX FOR NEW BILLS UPLOAD

bill.com

Search...

M Nguyen  
Old Train Depot Restaurant - MG

Actions

Overview

**Inbox 8**

Documents

PAYABLES

Vendors

Approvals

Bills

Payments out

RECEIVABLES

Customers

Invoices

Section 1: Introduction to Bill.com

4 of 8

Inbox Forward bills to oldtraindepot-mg@bill.com Copy Edit

Drag and drop, or Upload

mschiffer@oldtraindepot.com  
\$800.00 due by 09/25/19  
09/25/19 12:55 PM

uploaded by Edna Richter  
\$2,400.00 due by 09/24/19  
09/25/19 03:55 PM

uploaded by Edna Richter  
\$800.00 due by 09/24/19  
09/25/19 03:55 PM

uploaded by Max Nguyen  
\$800.00 due by 09/19/19  
09/23/19 03:26 PM

uploaded by Edna Richter  
\$925.00 due  
09/18/19 09:29 PM

We started this bill for you!  
We've pulled some info from this document to get you started. Review what we entered and make sure it's complete.

Invoice\_HD-2305208.pdf  
mschiffer@oldtraindepot.com

More actions Review & Save

Invoice\_HD-2305208.pdf Received on: 09/25/19 12:55 PM

Page 1 of 1

Hacienda Design  
8724 7th Avenue  
Fishers, IN 46235  
606-304-2034

INVOICE

Invoice # HD-2305208  
Invoice Date 09/25/19  
Amount Due: \$800.00

Bill To:  
Old Train Depot Restaurant - N  
11 Commerce Blvd  
Fishers, IN 46203

bill.com

Search...

M Nguyen  
Old Train Depot Restaurant - MG

Actions

Overview

**Inbox 8**

Documents

PAYABLES

Vendors

Approvals

Bills

Payments out

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Inbox Forward bills to oldtraindepot-mg@bill.com Copy Edit

Drag and drop, or Upload

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mschiffer@oldtraindepot.com

More actions Review & Save

Invoice\_HD-2305208.pdf Received on: 09/25/19 12:55 PM

Page 1 of 1

Hacienda Design  
8724 7th Avenue  
Fishers, IN 46235  
606-304-2034

INVOICE

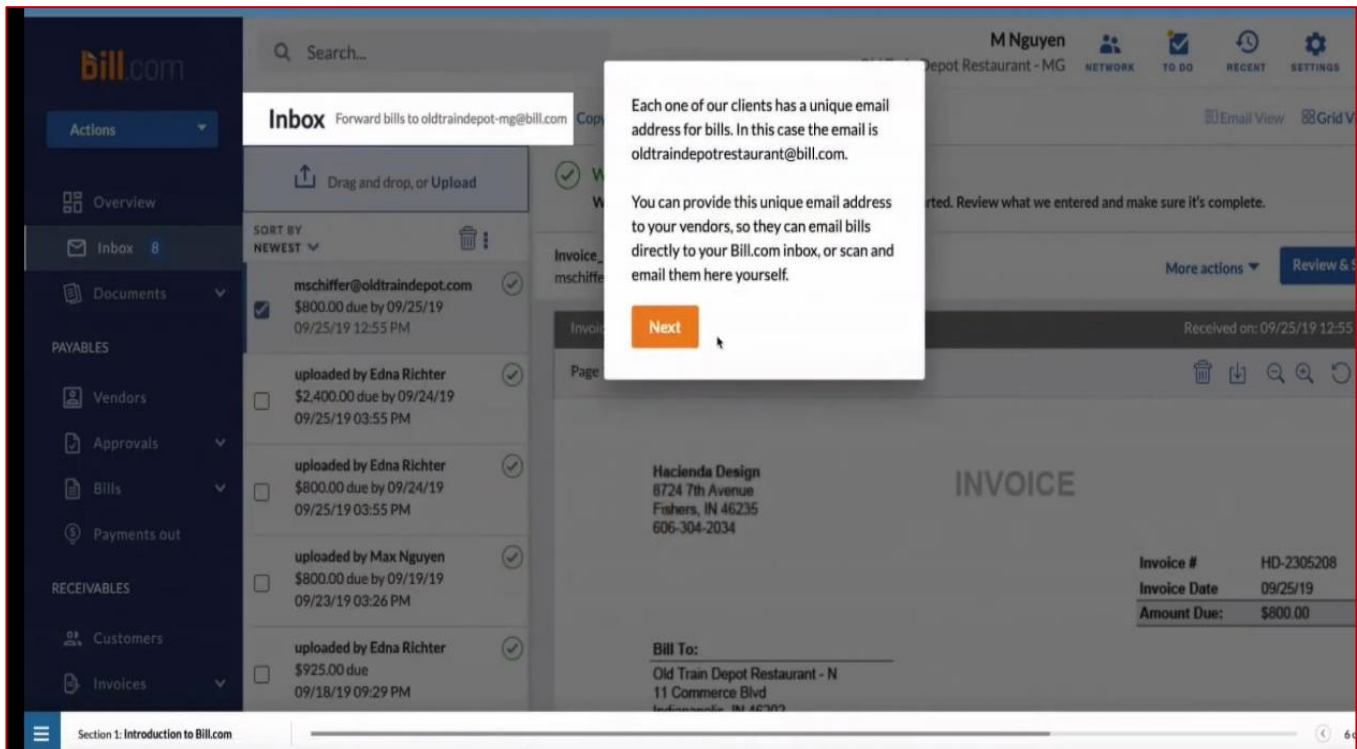
Invoice # HD-2305208  
Invoice Date 09/25/19  
Amount Due: \$800.00

Bill To:  
Old Train Depot Restaurant - N  
11 Commerce Blvd  
Fishers, IN 46203

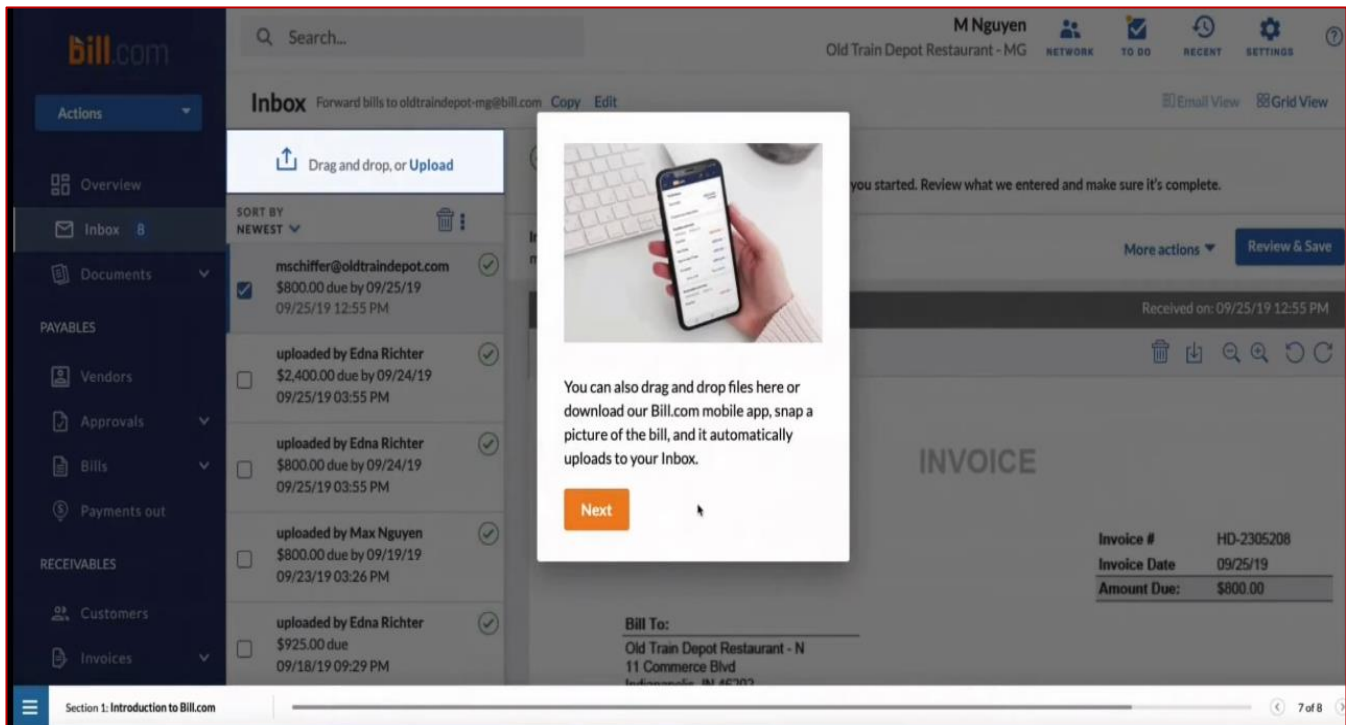
The inbox is where all bills and documents show up when they are emailed to Bill.com. This ensures your bills are always in order and easy to find. Your role is to make sure that bills get emailed to this inbox.

Next

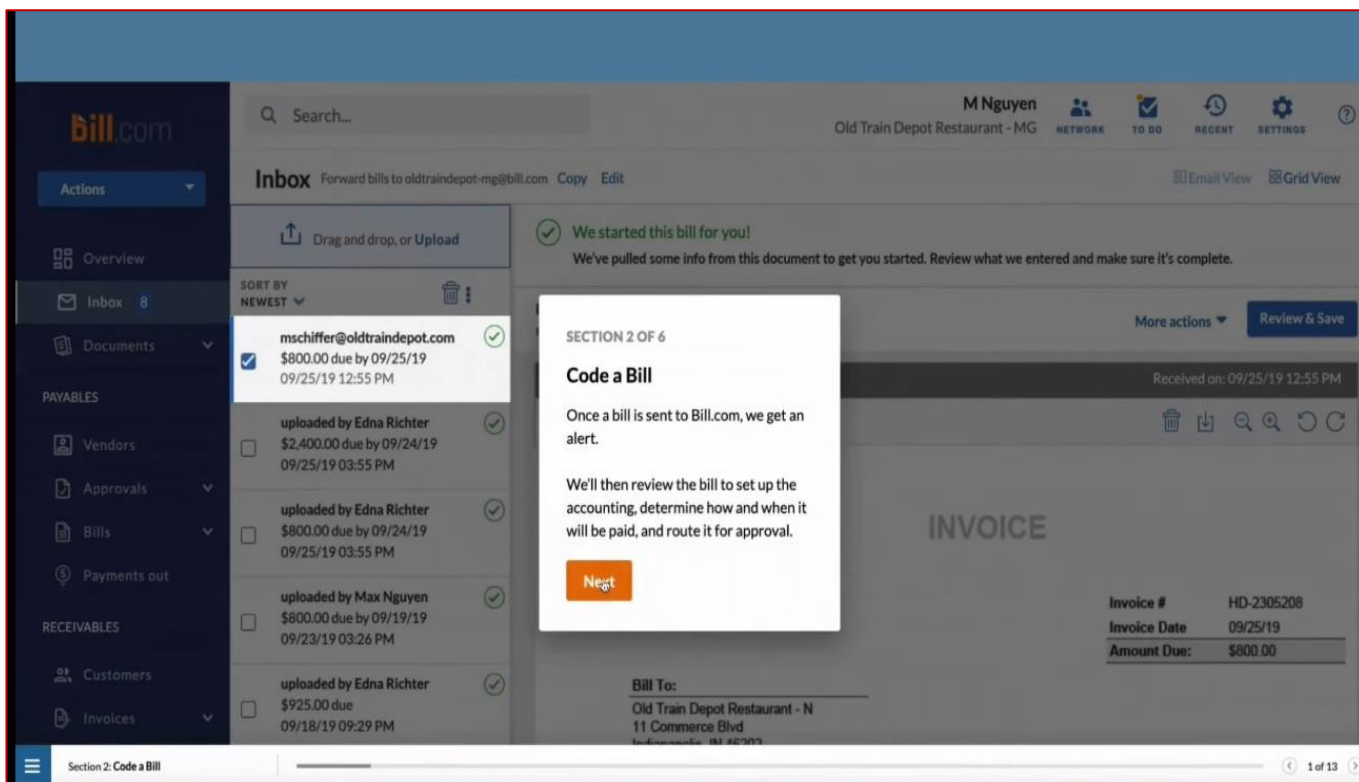
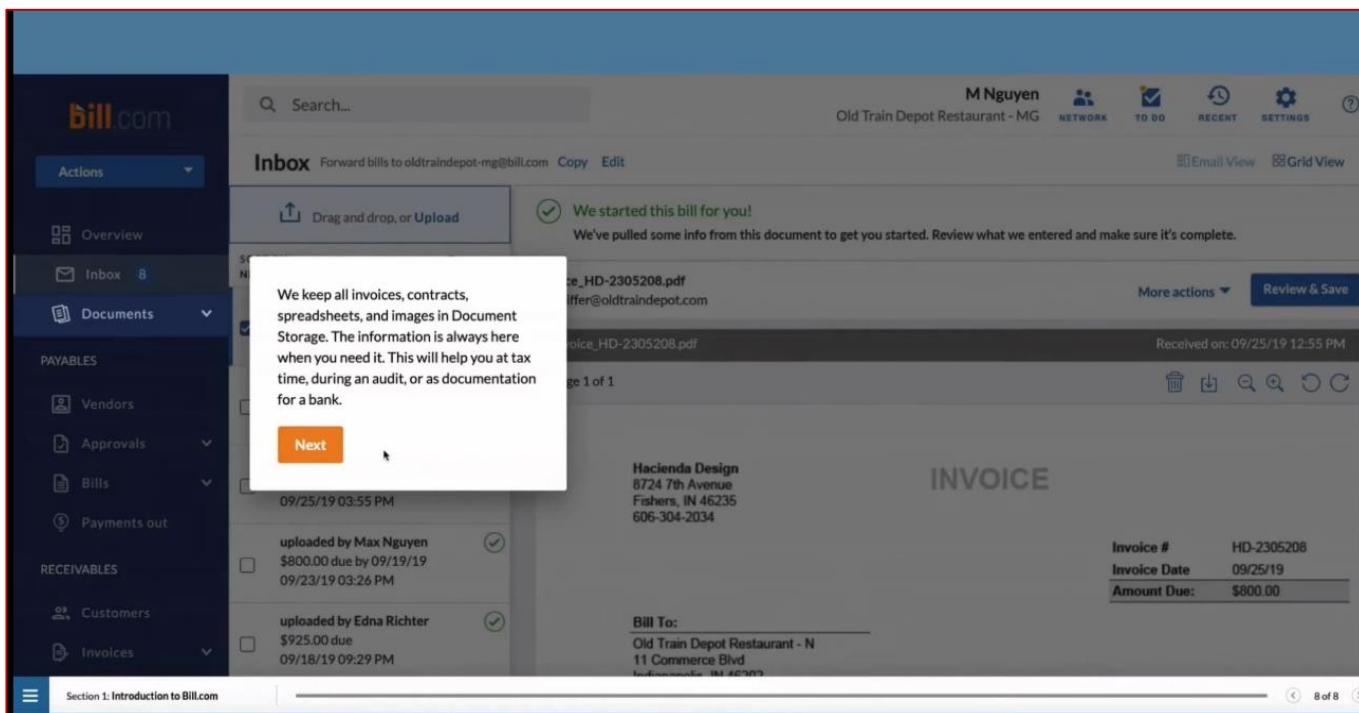
Source : YTC Stellar ProAdvisor – Small Biz Tips, Tols & More  
Laila Sevilla



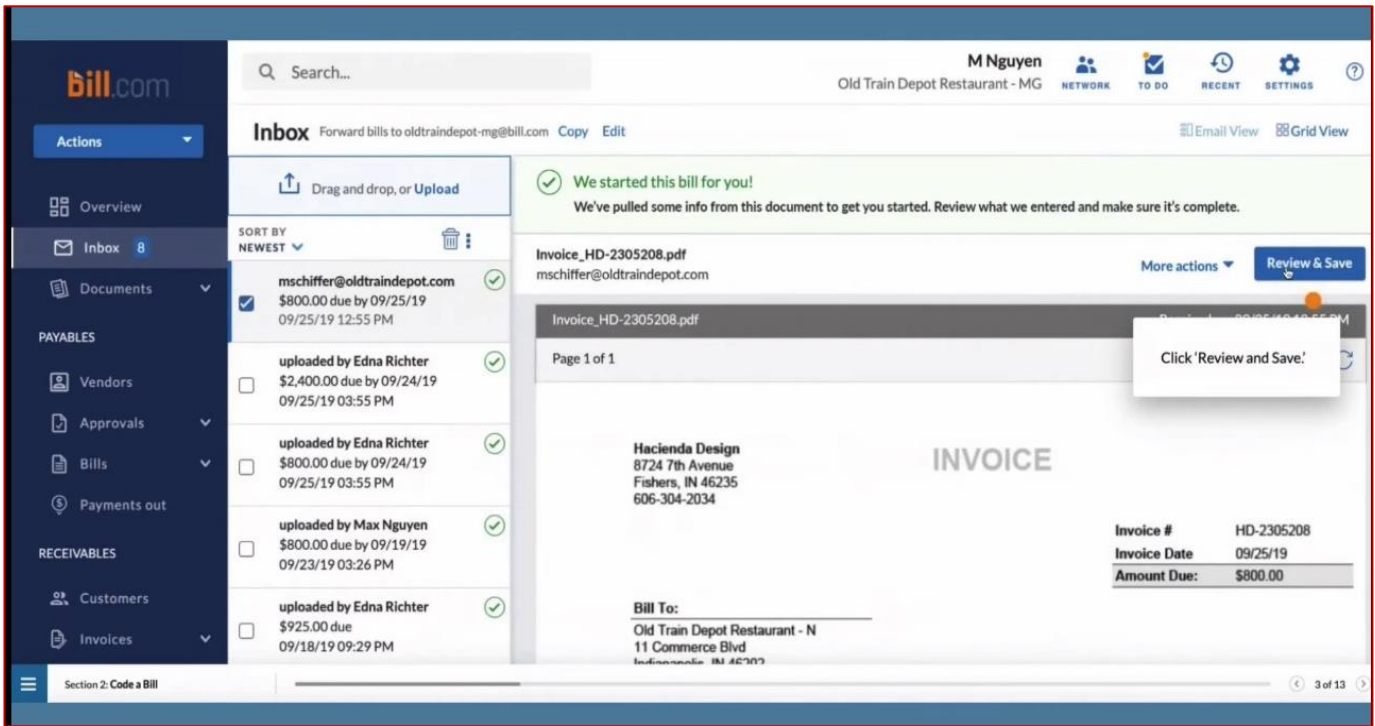
**YOU CAN DRAG OR DROP FILES OR SNAP A PICTURE OF THE BILL VIA BILL.COM MOBILE APP**



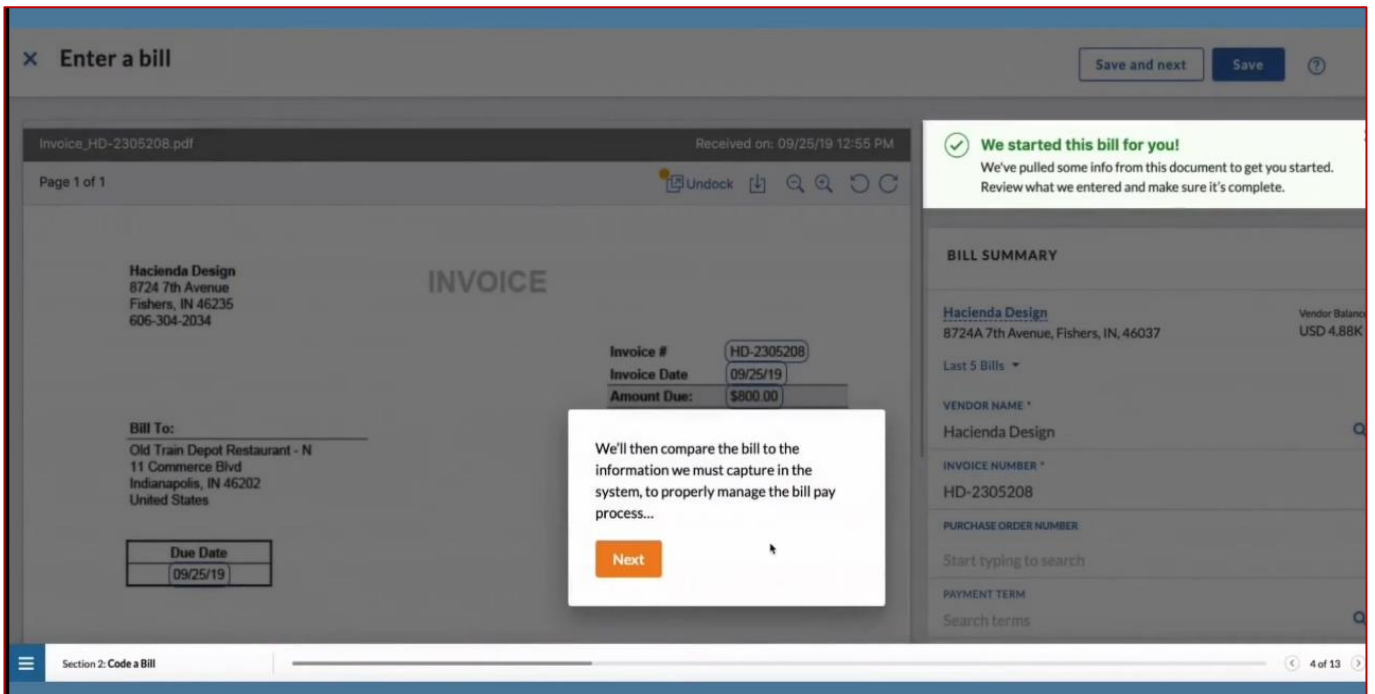
**ALL INVOICES, CONTRACT, SPREADSHEET AND IMAGES ARE KEPT INTACT IN DOCUMENT STORAGE TAB.**



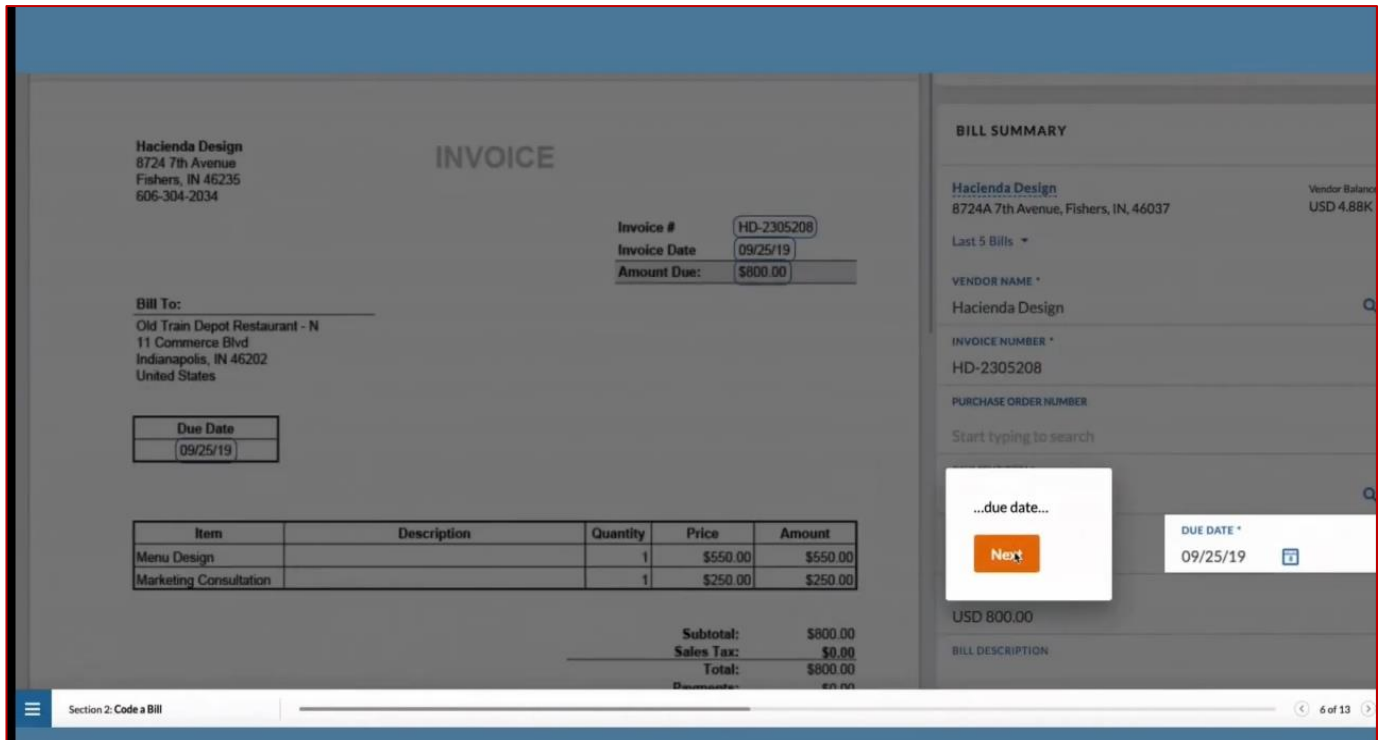
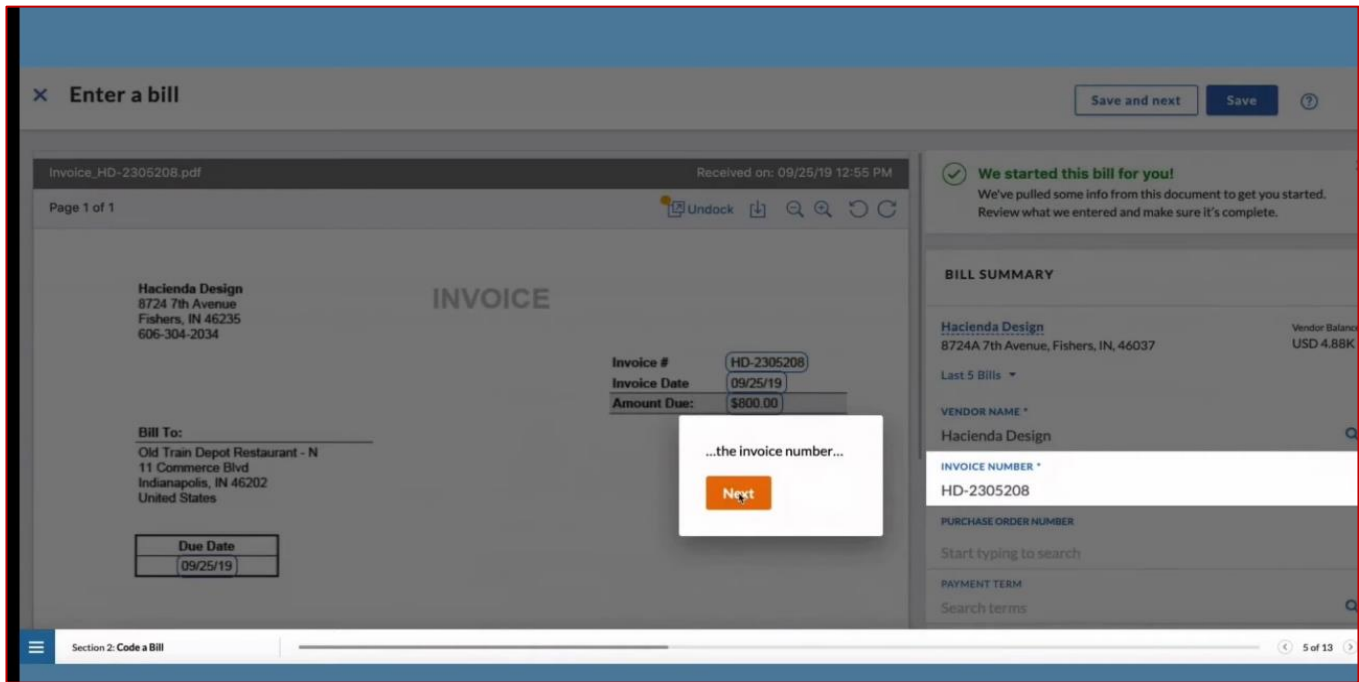
**SELECT ITEM IN THE INBOX AND CLICK REVIEW & SAVE.**

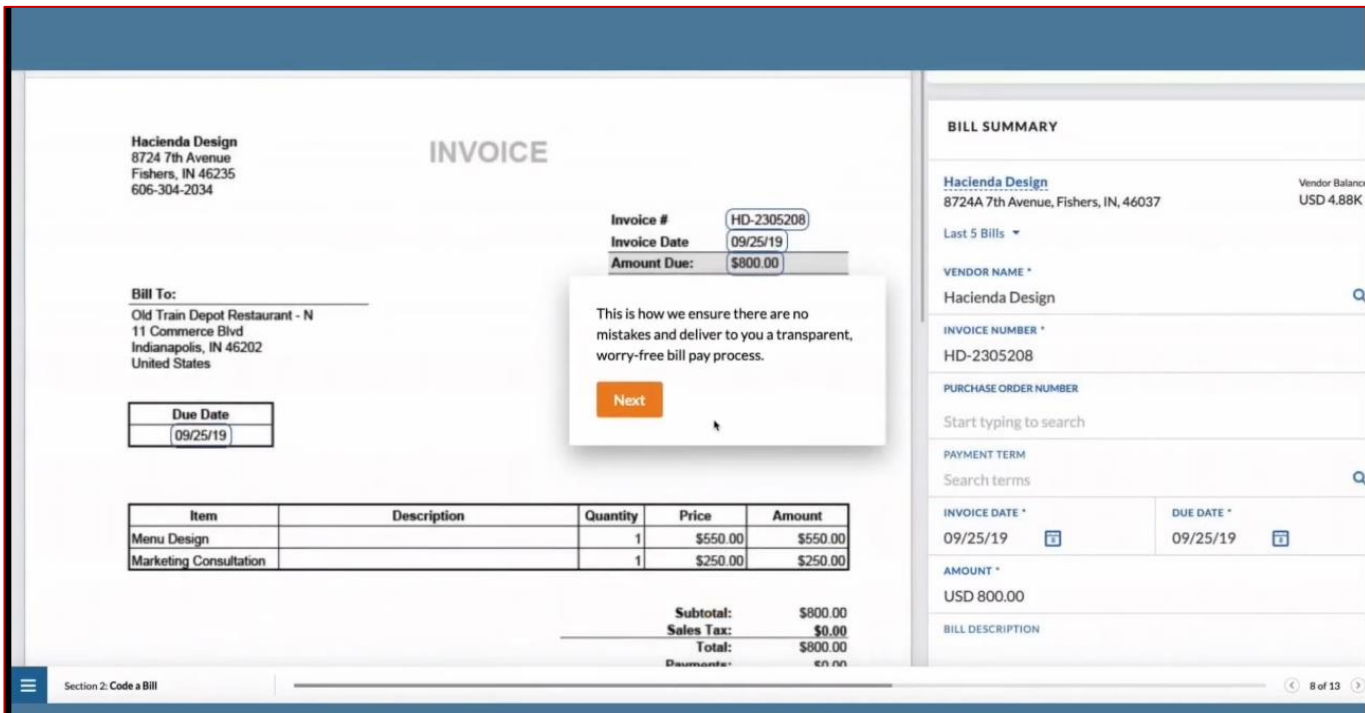
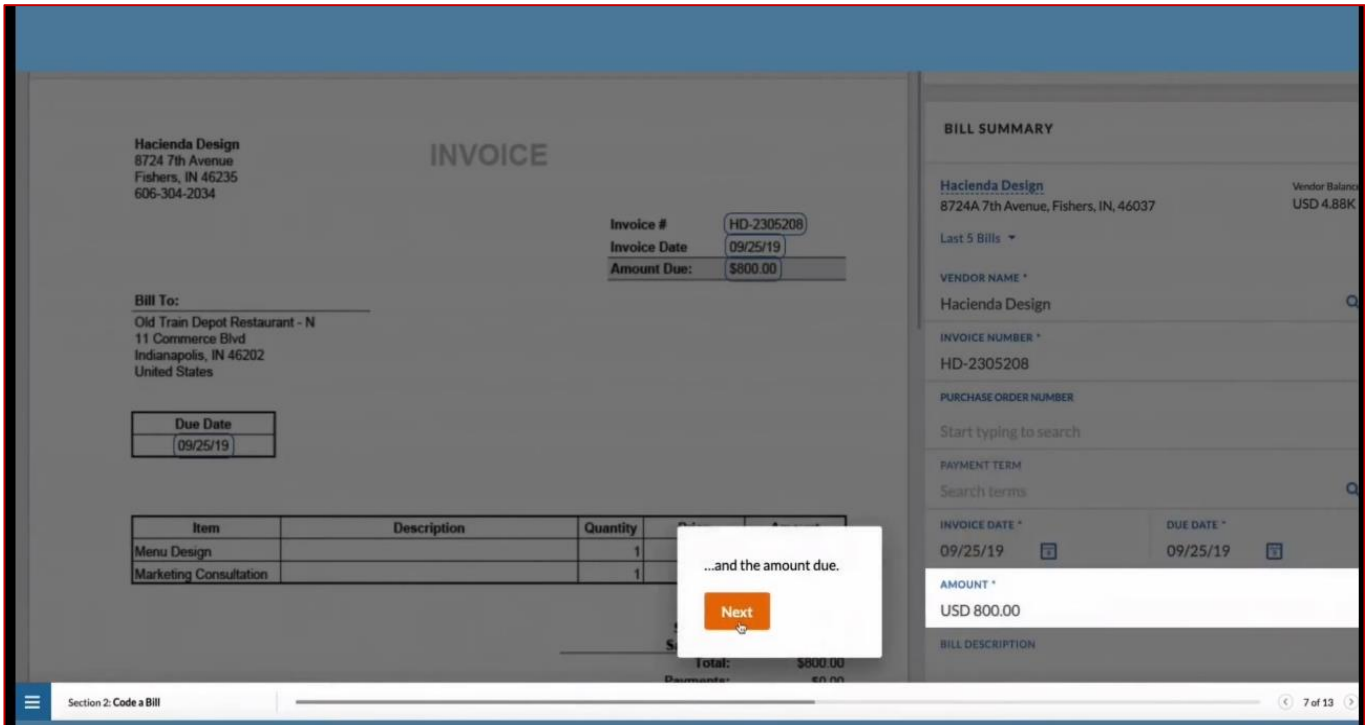


**COMPARE DETAILS FROM BILL.COM VS DETAILS TO BE CAPTURE IN THE SYSTEM**



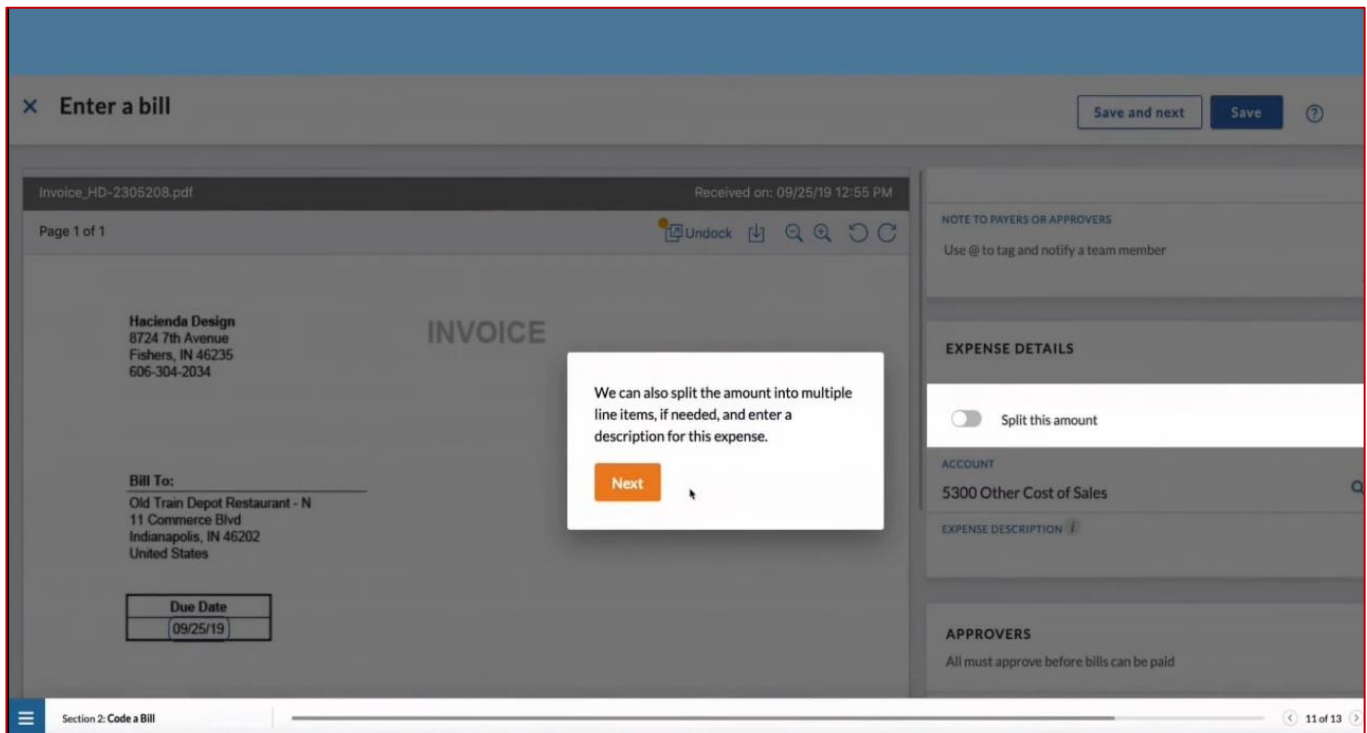
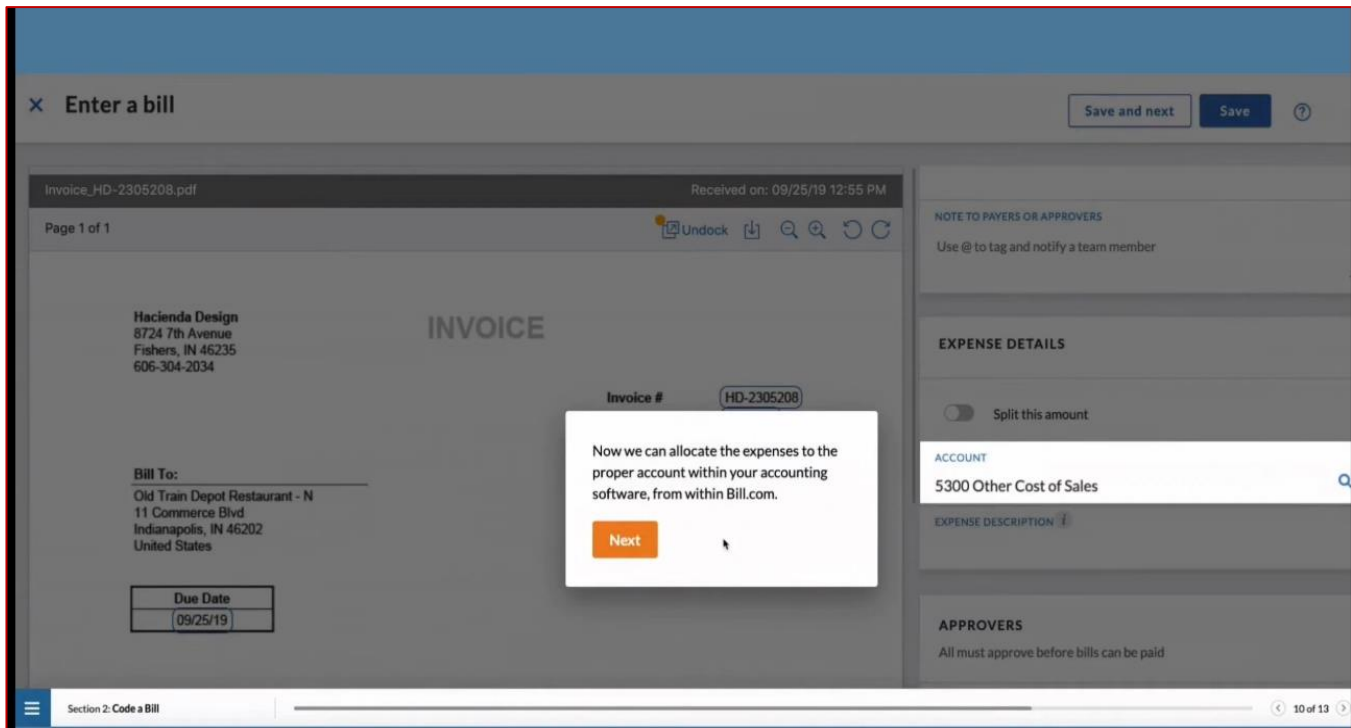
**CHECK THE VENDORS DETAILS, INVOICE/BILL NO., INVOICE DATE, DUE DATE AND AMOUNT PAYABLE**





Source : YTC Stellar ProAdvisor – Small Biz Tips, Tols & More  
Laila Sevilla

# ALLOCATE EXPENSE ACCOUNT OR YOU CAN SPLIT AMOUNT TO MULTIPLE ACCOUNTS



## MANAGE APPROVER OF THE BILL

**Hacienda Design**  
8724 7th Avenue  
Fishers, IN 46235  
606-304-2034

**INVOICE**

**Bill To:**  
Old Train Depot Restaurant - N  
11 Commerce Blvd  
Indianapolis, IN 46202  
United States

**Due Date**  
09/25/19

Item	Description	Quantity	Price	Amount
Menu Design		1	\$550.00	\$550.00
Marketing Consultation		1	\$250.00	\$250.00

Subtotal: \$800.00  
Sales Tax: \$0.00  
Total: \$800.00  
Payments: \$0.00

**EXPENSE DETAILS**

Split this amount

**ACCOUNT**  
5300 Other Cost of Sales

**EXPENSE DESCRIPTION**

**APPROVERS**  
All must approve before bills can be paid

1 Michelle Schiffer

Add approvers or approval groups

Section 2: Code a Bill 12 of 13

## SAVE THE INVOICE AND READY FOR APPROVAL

**Enter a bill** Save and next Save ?

Invoice\_HD-2305208.pdf Received on: 09/25/19 12:55 PM

Page 1 of 1 Undock

**Hacienda Design**  
8724 7th Avenue  
Fishers, IN 46235  
606-304-2034

**INVOICE**

**Invoice #** HD-2305208  
**Invoice Date** 09/25/19  
**Amount Due:** \$800.00

**Bill To:**  
Old Train Depot Restaurant - N  
11 Commerce Blvd  
Indianapolis, IN 46202  
United States

**Due Date**  
09/25/19

Now that we've captured everything we need to pay this bill, let's save it and submit it for approval.

As the approver, you will be notified via email or the mobile app to approve the bill.

**EXPENSE DETAILS**

Split this amount

**ACCOUNT**  
5300 Other Cost of Sales

**EXPENSE DESCRIPTION**

**APPROVERS**  
All must approve before bills can be paid

Section 2: Code a Bill 13 of 13

## BILLS.COM CAN DO CURRENCY CONVERSION

The screenshot displays an invoice for Toronto Fine Foods. The invoice number is RPM-100226, dated 10/01/19, with an amount due of \$2,400.00. The bill is payable to Old Train Depot Restaurant -MG in Indianapolis, IN. A pop-up message states: "That's right! Bill.com does the currency conversion for you. The dollars come out of your bank account, and the vendor gets paid in their own currency." Below this is a "Next" button. The invoice details on the right show a vendor name of Toronto Fine Foods, an invoice number of RPM-100226, and a payment term of "Due upon receipt". The amount is listed as CAD 0.00 with an exchange rate of 1.27991 (1 USD = 1.27991 CAD). A summary table at the bottom shows a subtotal of \$2,400.00, sales tax of \$0.00, total of \$2,400.00, payments of \$0.00, and an amount due of \$2,400.00. The footer indicates "Section 3: International Business Payments" and "3 of 4".

## BILL APPROVAL

The screenshot shows the "Approve Bills" section of the Bill.com interface. A blue banner at the top reads "payments - see how much you can save" and "Save more time and money by paying in local currencies", with a "LEARN MORE" button. Below this is a globe with currency icons. A white pop-up box titled "SECTION 4 OF 6 Approve Bills" explains that users can log in as the business owner, Michelle, to approve bills. It lists actions: approve, deny, add a note, or ignore a bill. A "SIGN IN" button is visible in the background. The footer includes "ABOUT US", "TERMS OF SERVICE", "PRIVACY NOTICE", and "© 2007-2019 Bill.com, LLC. invapp07.81.23 104275 5". The bottom navigation bar shows "Section 4: Approve" and "1 of 15".

## UNDER APPROVAL TAB : YOU CAN SELECT INVOICE YOU WANT TO APPROVE

bill.com

M Schiffer  
restaurant - MG

TO DO RECENT SETTINGS

Bill Approvals Vendor Credits

Bills: 4 Total amount: USD 3,000.00

Filter Ready to approve x Clear all

INVOICE #	VENDOR	CHART OF ACCOU...	DUE DATE ^	INVOICE DATE	BILL AMOUNT	ACTIONS
<input type="checkbox"/> HD-2305208	Hacienda Design	5300 - Other Cost of Sale	09/25/19	09/25/19	USD 800.00	<a href="#">Approve</a>
<input type="checkbox"/> 3455891	Turnbull Distributors	5200 - Cost of Sales - Bev	09/30/19	09/30/19	USD 975.00	<a href="#">Approve</a>
<input type="checkbox"/> 8660044	Snyder Uniform Sup...	6465 - Employee Uniform	10/12/19	09/12/19	USD 575.00	<a href="#">Approve</a>
<input type="checkbox"/> 431991	Nancy's Farm Fresh	5100 - Cost of Sales - Foo	10/17/19	09/17/19	USD 650.00	<a href="#">Approve</a>

Section 4: Approve 2 of 15

bill.com

M Schiffer  
Old Train Depot Restaurant - MG

TO DO RECENT SETTINGS

Bill Approvals Vendor Credits

Or select a few to approve

Filter Ready to approve x Clear all

INVOICE #	VENDOR	CHART OF ACCOU...	DUE DATE ^	INVOICE DATE	BILL AMOUNT	ACTIONS
<input checked="" type="checkbox"/> HD-2305208	Hacienda Design	5300 - Other Cost of Sale	09/25/19	09/25/19	USD 800.00	<a href="#">Approve</a>
<input type="checkbox"/> 3455891	Turnbull Distributors	5200 - Cost of Sales - Bev	09/30/19	09/30/19	USD 975.00	<a href="#">Approve</a>
<input type="checkbox"/> 8660044	Snyder Uniform Sup...	6465 - Employee Uniform	10/12/19	09/12/19	USD 575.00	<a href="#">Approve</a>
<input type="checkbox"/> 431991	Nancy's Farm Fresh	5100 - Cost of Sales - Foo	10/17/19	09/17/19	USD 650.00	<a href="#">Approve</a>

Section 4: Approve 11 of 15

## REVIEW DETAILS OF BILL TO APPROVE

Bill #HD-2305208 UNPAID APPROVING Approve More actions

Previous Bill Next Bill

Invoice\_HD-2305208.pdf Received on: 09/25/2019 03:55 PM

Page 1 of 1

Hacienda Design  
8724 7th Avenue  
Fishers, IN 46235  
606-304-2034

**INVOICE**

Invoice # HQ-2305208  
Invoice Date 09/25/19  
Amount Due: \$800.00

Bill To:  
Old Train Depot Restaurant - N  
11 Commerce Blvd  
Indianapolis, IN 46202  
United States

Due Date  
09/25/19

**BILL SUMMARY**

Hacienda Design Vendor Balance

DUE 09/25/19  
**USD 800.00**  
USD<sup>00</sup>

BILL BALANCE

INVOICE # HD-2305208  
INVOICE DATE 09/25/19  
PAYMENT TERMS No Payment Terms

Section 4: Approve 14 of 15

Now select approve, and your approval gets a timestamp. There's an audit trail and a virtual signature for every approval. It can't be edited or deleted; creating a safe and secure bill-pay workflow.

## CLICK APPROVE BUTTON AFTER CHECKING THE DETAILS

Bill #HD-2305208 UNPAID APPROVING Approve More actions

Previous Bill Next Bill

Invoice\_HD-2305208.pdf Received on: 09/25/2019 03:55 PM

Page 1 of 1

Hacienda Design  
8724 7th Avenue  
Fishers, IN 46235  
606-304-2034

**INVOICE**

Invoice # HD-2305208  
Invoice Date 09/25/19  
Amount Due: \$800.00

Bill To:  
Old Train Depot Restaurant - N  
11 Commerce Blvd  
Indianapolis, IN 46202  
United States

Due Date  
09/25/19

**BILL SUMMARY**

Hacienda Design Vendor Balance

DUE 09/25/19  
**USD 800.00**  
USD<sup>00</sup>

BILL BALANCE

INVOICE # HD-2305208  
INVOICE DATE 09/25/19  
PAYMENT TERMS No Payment Terms

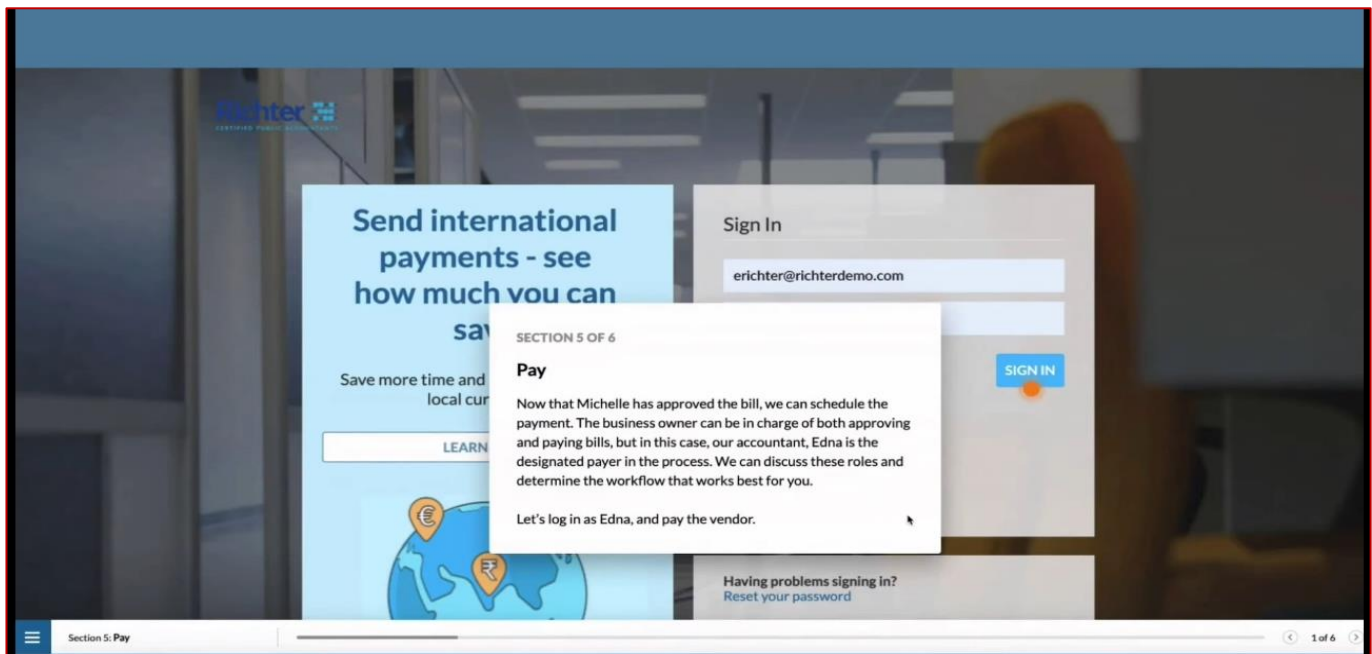
Section 4: Approve 15 of 15

Bill approved!

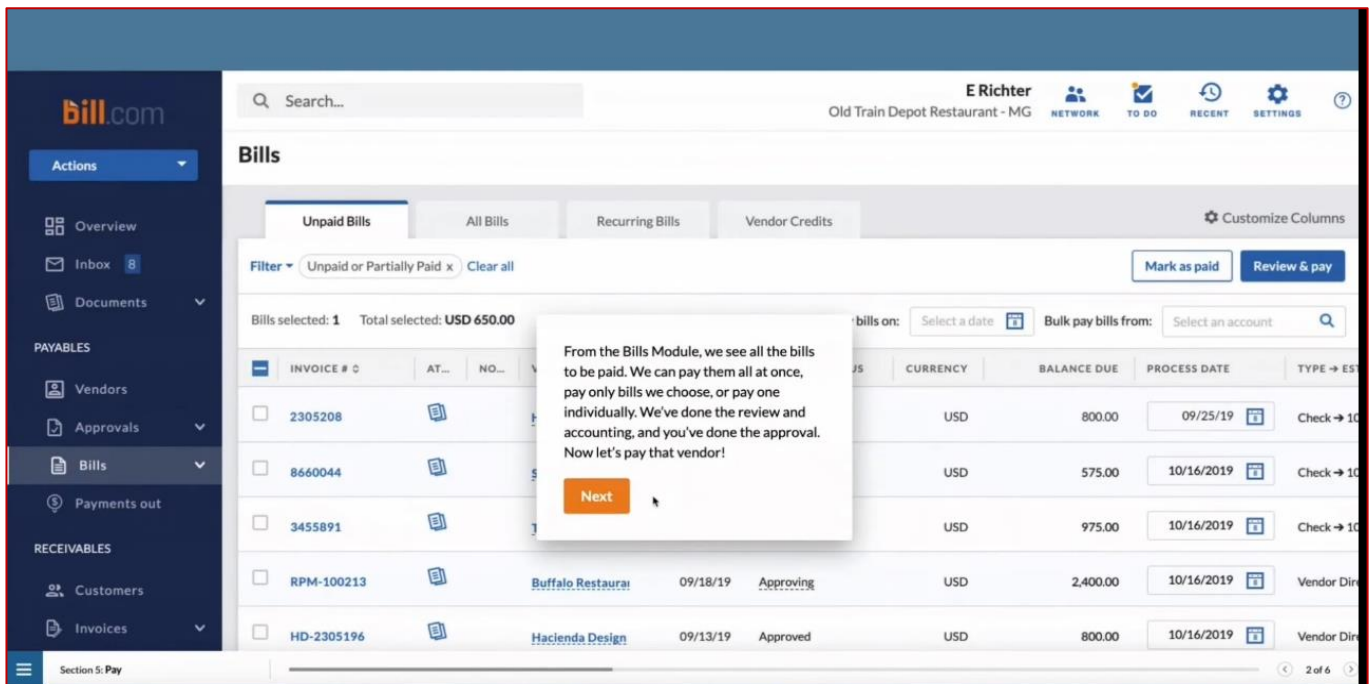
Bill approvals and payments can also be completed in our Bill.com mobile app.  
That's it! Your job is done and we'll take it from here. It's that easy!

Next

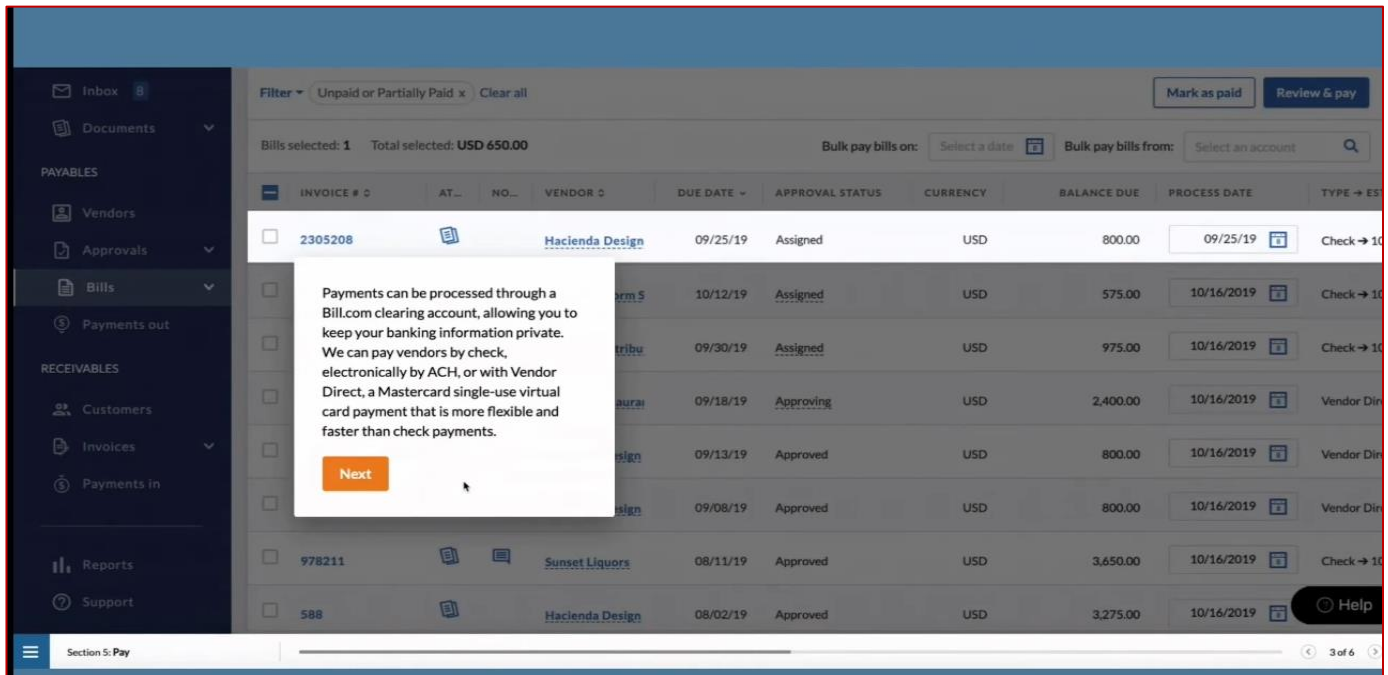
## BILLS PAYMENT



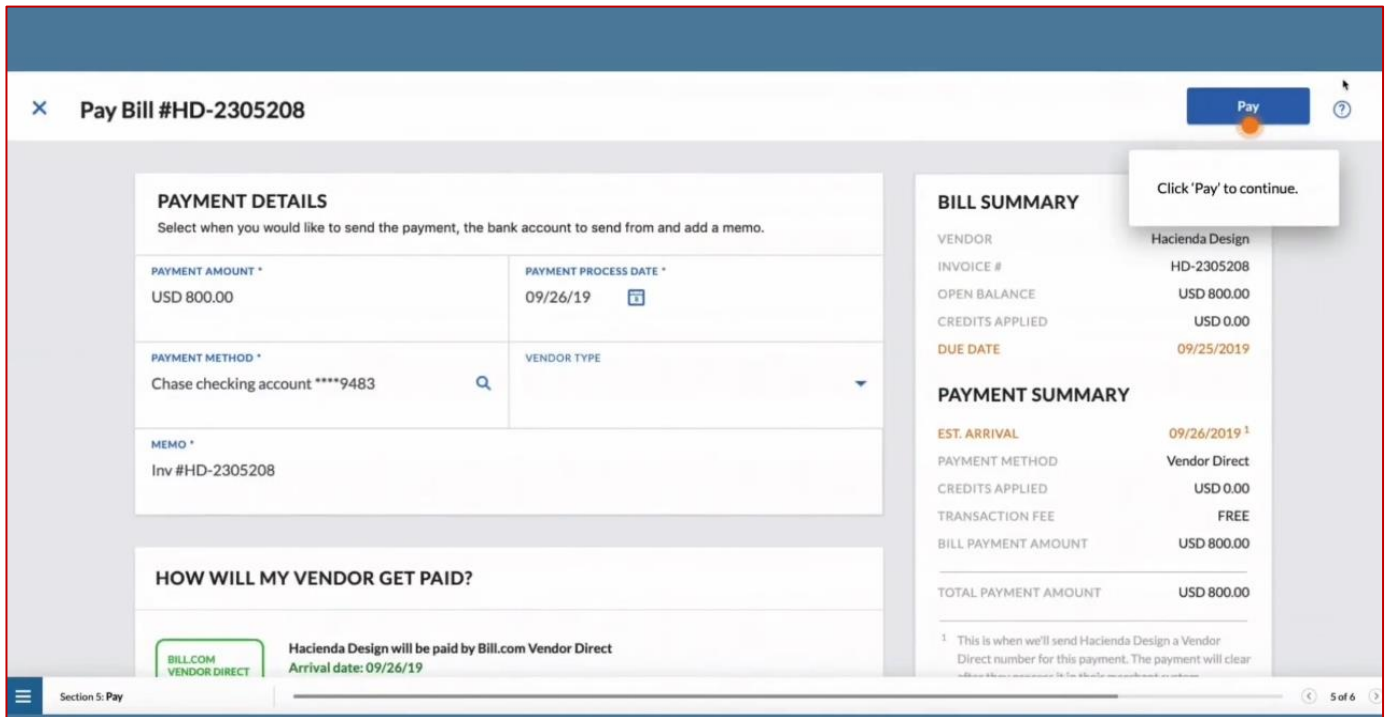
## UNDER BILL TAB : SELECT APPROVE BILL TO PAY



**BILLS.COM CAN PAY CHECK ELECTRONICALLY, VENDOR DIRECT OR MASTERCARD SINGLE-USE VIRTUAL CARD.**



**CLICK PAY BUTTON TO PROCESS**



## DETAILS OF PAYMENT SHOWN IN THE WINDOW

**SCHEDULED PAYMENTS**  
Funds will be withdrawn from your account on the process date. Done

**USD 800.00** VENDOR DIRECT      PAY TO: Hacienda Design      INVOICE #: HD-2305208      CONFIRMATION #: P19110401 - 3203919

FUNDING ACCOUNT Chase****9483	PROCESS DATE 9/25/19	EST ARRIVAL 9/26/19	PAYMENT INFO SENT TO -	MEMO Inv #HD-2305208
----------------------------------	-------------------------	------------------------	---------------------------	-------------------------

In summary, you email us your bills, we manage the process, and you approve them for payment. We do the work while you maintain control over the process.

Next

Section 5: Pay 6 of 6

## PAYMENT TRACKING AND AUDIT TRAIL

**Bill.com**      Old Train Depot Restaurant - MG      NETWORK      TO DO      RECENT      SETTINGS

**Bills**

Unpaid Bills      All Bills      Recurring Bills      Vendor Credits      Customize Columns

Filter: Unpaid or Partially Paid x      Clear all      Mark as paid      Review & pay

Bills selected: 1      Total selected: USD 650.00      Bulk pay bills on: Select a date      Bulk pay bills from: Select an account

INVOICE #	AT...	NO...	VENDOR	DUE DATE	APPROVAL STATUS	CURRENCY	BALANCE DUE	PROCESS DATE	TYPE
2305208			Hacienda Design	09/25/19	Assigned	USD	800.00	09/25/19	Check → 10
			nder Uniform S	10/12/19	Assigned	USD	575.00	10/16/2019	Check → 10
			nbull Distribu	09/30/19	Assigned	USD	975.00	10/16/2019	Check → 10
			falo Restaura	09/18/19	Approving	USD	2,400.00	10/16/2019	Vendor Dir
			ienda Design	09/13/19	Approved	USD	800.00	10/16/2019	Vendor Dir

**SECTION 6 OF 6**

**Payment Tracking and Audit Trail**

One last thing, let's take a look at the audit trail. This is where every detail is stored indefinitely, making it easy to retrieve information from the past.

Section 6: Payment Tracking and Audit Trail 1 of 5

**UNDER PAYMENTS OUT TAB – SHOWS THE LIST OF PAYMENTS WHERE YOU CAN TRACK AND CHECK THE DETAILS OF PAYMENTS**

Old Train Depot Restaurant - MG NETWORK TO DO RECENT SETTINGS

Payments Out

Payments out: 85 Total amount: USD 99,273.00

Filter Pay a vendor More actions

CONFIRMATION #	VENDOR	INVOICE #	PAYMENT AMOUNT	PROCESS DATE	PAYMENT TYPE	PAYMENT STATUS	ACTION
P19092501 - 4350...	Hacienda Design	HD-2305208	USD 800.00	09/26/19	Vendor Direct	Scheduled	Cancel payment
			USD 4,800.00	09/25/19	Other	Processed	Void
			USD 550.00	09/20/19	Vendor Direct	Scheduled	Cancel payment
P19091901 - 2935...	Nancy's Farm Fresh	Multiple	USD 850.00	09/20/19	Check	Scheduled	Cancel payment
P19091901 - 2936...	Spencer Farms	86702	USD 456.00	09/20/19	Check	Scheduled	Cancel payment
P19091801 - 2862...	Buffalo Restaurant...	100001	USD 2,400.00	09/19/19	Vendor Direct	Scheduled	Cancel payment

Section 6: Payment Tracking and Audit Trail 2 of 5

Payment out # P19092501 - 4350693 VENDOR DIRECT SCHEDULED Cancel payment More actions

Previous Payment Next Payment

Scheduled Processed Sent Cleared

09/25/19 09/26/19

Here is the bill we just paid. You can see it is marked as paid and who made the payment. Bill.com tracks the payment status along the way so you and your vendors can stay informed.

Next

**USD 800.00 Vendor Direct** Bill created by Edna Richter

PROCESS DATE 09/26/19	09/26/19	VENDOR ADDRESS 8724A 7th Avenue Fishers, IN 460...
BANK ACCOUNT Chase****9483	PAYMENT INFO SENT TO AR@HQ.BILL.COM	TOTAL PAYMENT AMOUNT USD 800.00
ACCOUNT Bill.com Money Out Clearing	MEMO Inv #HD-2305208	TOTAL VENDOR CREDITS APPLIED USD 0.00

Section 6: Payment Tracking and Audit Trail 3 of 5

## THE VENDOR WILL RECEIVE A CONFIRMATION THAT PAYMENT HAS BEEN SENT

The screenshot displays a payment tracking interface with a progress bar at the top. The progress bar has four stages: 'Scheduled' (09/25/19), 'Process' (09/26/19), 'Sent', and 'Cleared'. A confirmation message is overlaid on the 'Process' stage, stating: 'We can see the full details of this bill, the process, and the payment. The vendor will now receive a confirmation that payment has been sent!' with a 'Next' button.

Below the message is a detailed payment summary for a USD 800.00 Vendor Direct payment to Hacienda Design created by Edna Richter.

PROCESS DATE 09/26/19	ARRIVES BY 09/26/19	VENDOR ADDRESS 8724A 7th Avenue Fishers, IN 460...
BANK ACCOUNT Chase*****9483	PAYMENT INFO SENT TO AR@HQ.BILL.COM	TOTAL PAYMENT AMOUNT USD 800.00
ACCOUNT Bill.com Money Out Clearing	MEMO Inv #HD-2305208	TOTAL VENDOR CREDITS APPLIED USD 0.00

At the bottom of the interface, there is a navigation bar with 'Section 6: Payment Tracking and Audit Trail' and a page indicator '4 of 5'.

The screenshot shows an advertisement for Bill.com. On the right, a woman with blonde hair is seen from behind, sitting at a desk and working on a computer. The computer screen displays a dashboard with various data points. The Bill.com logo is visible in the bottom right corner of the image.

On the left, there is a text overlay with the following content:

### Send international

As you can see, Bill.com is an intelligent platform that saves you time and helps prevent mistakes in the process. We deliver on the promise of intelligent bill pay, combined with transparent, secure action that keeps you in control.

Let's talk about how you can have more time to focus on your business, and spend less time paying bills.

At the bottom of the advertisement, there is a navigation bar with 'Section 6: Payment Tracking and Audit Trail' and a page indicator '5 of 5'.