

ASAP
ASAP

Introducing

Paperless
Bill Management





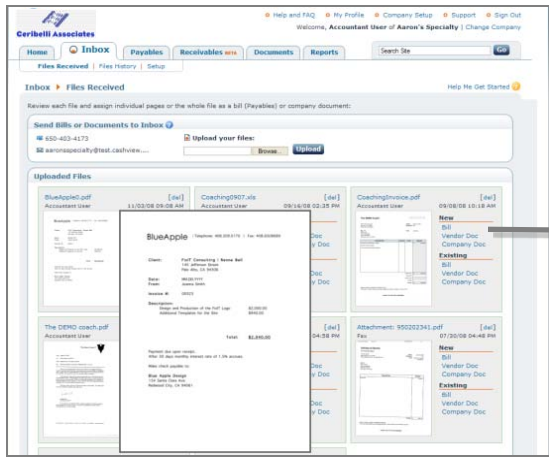
The Perfect Solution For Today's Tough Times...

- Simple and easy to use for you and your staff
 - Eliminates need to learn accounting software
 - Automates workflow, payments and daily financial tasks
 - Maintains greater control over documents and bank accounts
 - Makes online bill payment simple and consistent
- Streamlines access to financial information
 - Gets your information to our firm faster
 - Lets our firm service you remotely
 - Provides anytime, anywhere access
 - Decreases the paper madness

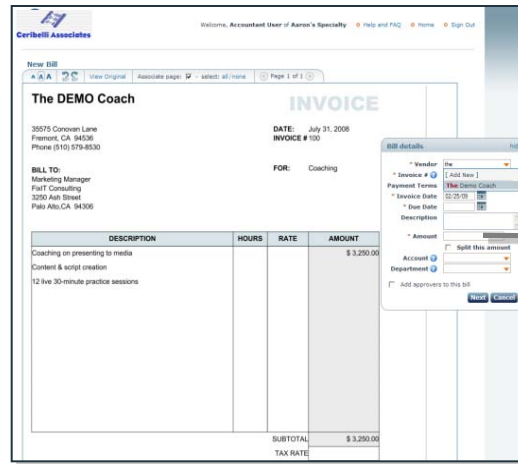
- ✓ **Average Savings in Time and Cost:
Over 50%**
- ✓ **Paperless Office**
- ✓ **Anywhere, Anytime Access**
- ✓ **Works the same no matter where you bank**
- ✓ **Pay-As-You-Go**

Paperless Bill Management Starts Here...

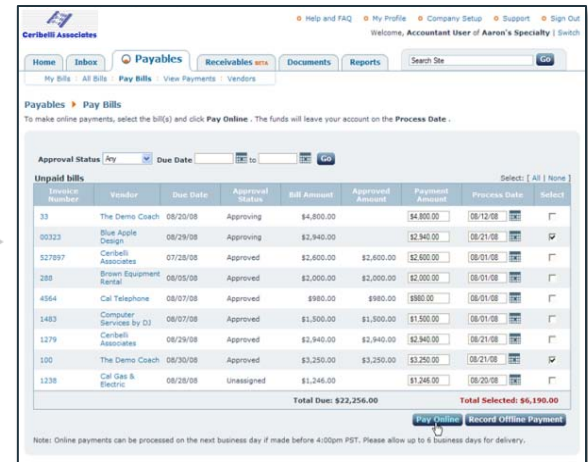
Store financial documents, process invoices and pay bills online!



We Manage Your Documents



Review Bills and Classify Expenses



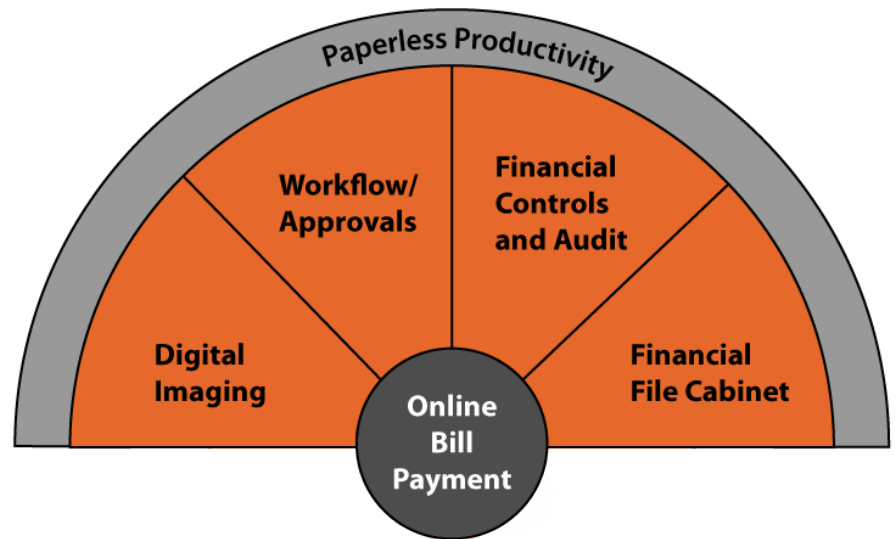
Securely Pay Online

You and your staff get a simple web-based interface for submitting bills and collaborating with our accounting staff...

- ✓ Simplify document handling
- ✓ Reduce data entry
- ✓ Enforce controls and audit-ability
- ✓ Streamline end-to-end bill workflow
- ✓ Pay online with advanced fraud controls
- ✓ Eliminate check printing and mailing
- ✓ Simplify vendor management
- ✓ Synchronize with QuickBooks or Intacct

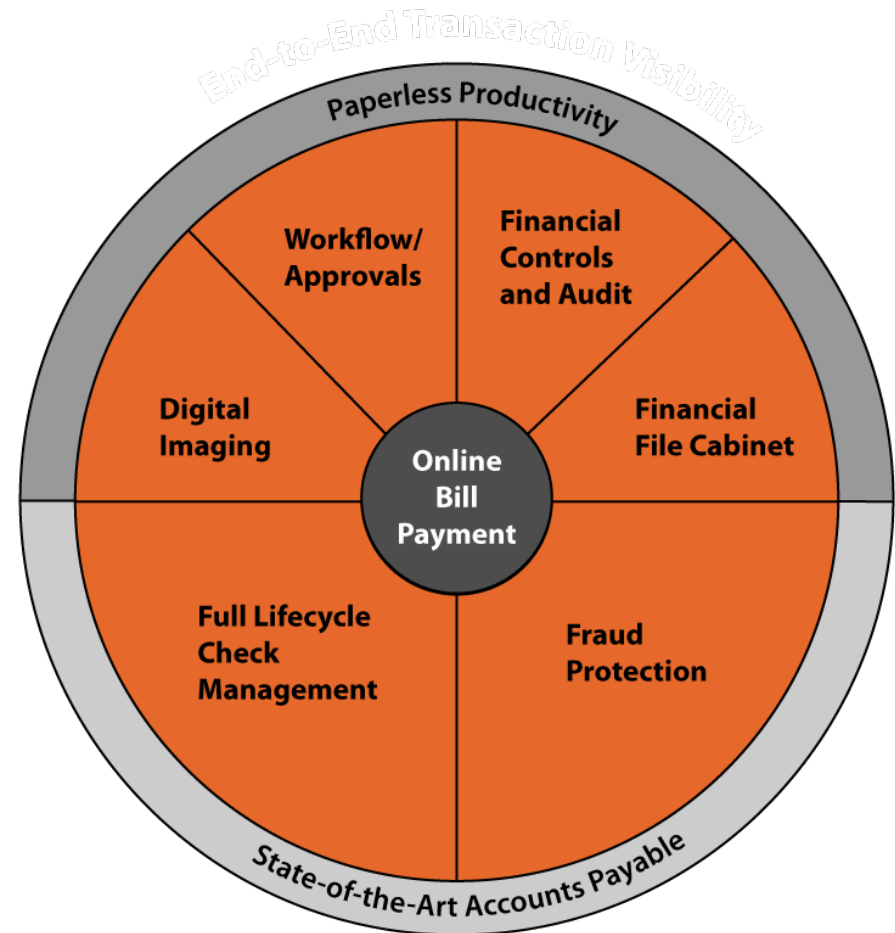
Business-class Online Bill Payment

- Easily convert bills and contracts to digital files
- Initiate approval workflows
- Anytime, anywhere remote access
- UNLIMITED data storage of bills and other financial documents
- Audit trail and role-based financial controls



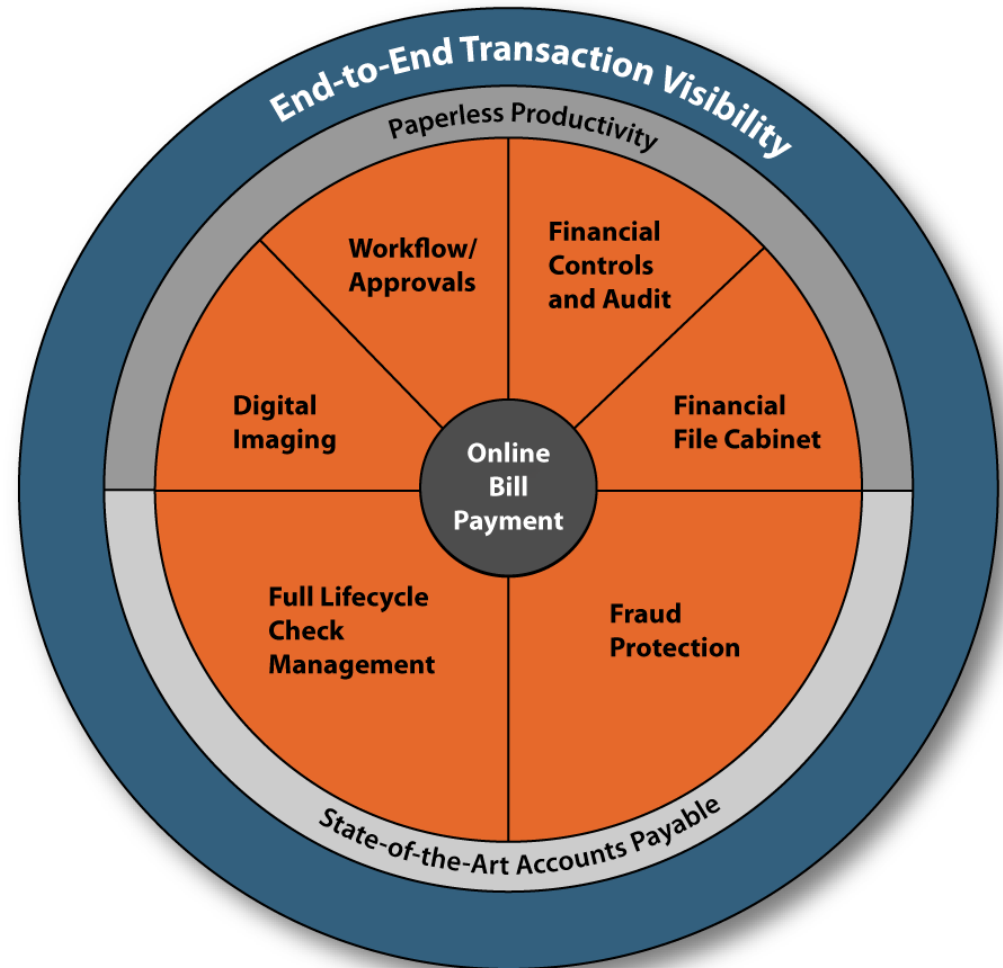
Business-class Online Bill Payment

- Quick and easy scheduling of bill payment
 - No need to print, stuff, and mail checks
 - No need to purchase check stock
- Automatic retention of cleared check images
- Enterprise-class fraud protection
 - No bank client account info
 - Positive Pay



Business-class Online Bill Payment

- One-click, 2-way synchronization with QuickBooks, QuickBooks Online or Intacct
- Instantly access digital images of financial documents
- Google-like search for documents based on keywords or dollar amounts
- Real-time calendar view for cash flow management

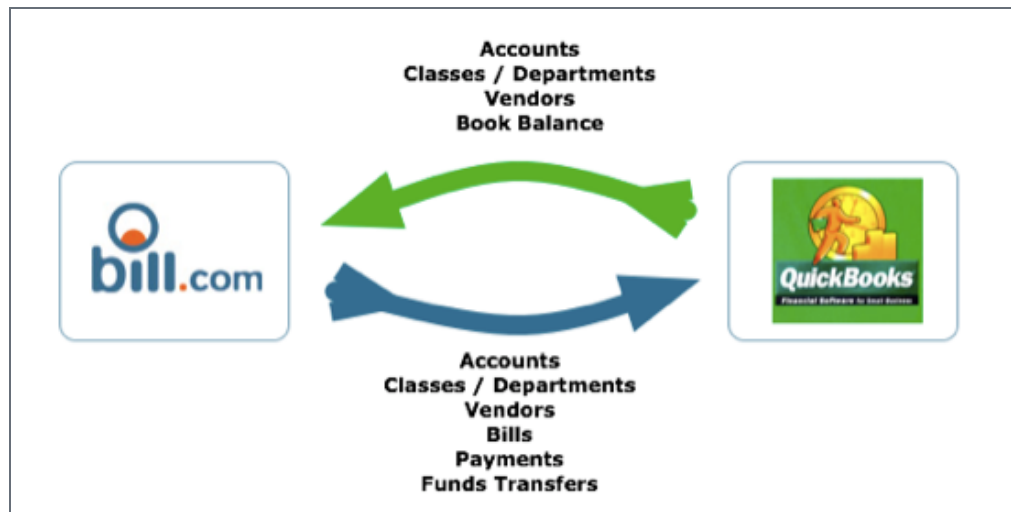




Simple paperless bill management.
Sophisticated accounting.

*Works with your current software,
providing one-click... QuickBooks Synchronization*

- ✓ **Eliminates duplicate entry, the source of many errors**
- ✓ **Maintains consistency**
- ✓ **Enables sophisticated expense and cash management**
- ✓ **Does not impact other accounting activities**



Bill Management and Cash Flow

The screenshot displays the Ceribelli Associates Bill.com interface. At the top, there are navigation links for Home, Inbox, Payables, Receivables (marked as BETA), Documents, and Reports. A search bar is also present. The main dashboard is divided into several sections:

- To Do List:** Includes items like "Pay: 6 bills overdue | 6 bills ready to be paid", "Approve 3 bills", and "Process 8 files in Inbox".
- Send Bills or Documents to Inbox:** Shows contact information for Aaron's Specialty (650-403-4173, aaronsspecialty@bill.com) and an "Upload your files" section with a "Browse..." button and an "Upload" button.
- Launch Pad:** Contains a "Find Vendor" search box and a "Quick Links" section with options like "Enter bill with documents", "View funds transfer report", and "Manage users".
- Projected Cash Flow for Default Checking:** A calendar view for February 26, 2009, based on a balance of \$82,684 as of 02/18/09. The calendar shows daily transactions and weekly totals.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
22	23 (\$1,246) = \$81,438	24 (\$1,285) = \$80,152	25	26 (\$5,400) = \$74,751	27	28
March 1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18 (\$238) = \$74,513	19	20	21
22	23	24	25	26	27	28

- Scan your invoices and other financial documents. Then email or fax them to your secure online Bill.com "inbox"
- Up-to-date to-do list
- Real-time calendar view (with book balance)

Processing Documents in the Inbox

The screenshot displays the Ceribelli Associates web application interface. At the top, there is a navigation bar with links for Home, **Inbox**, Payables, Receivables BETA, Documents, and Reports. A search bar is also present. Below the navigation, the 'Inbox' section is titled 'Files Received' and includes a 'Help Me Get Started' link. A message instructs the user to 'Review each file and assign individual pages or the whole file as a bill (Payables) or company document:'. Below this, there is a section for 'Send Bills or Documents to Inbox' with contact information and an 'Upload your files:' section with a 'Browse...' button and an 'Upload' button. The main area is titled 'Uploaded Files' and contains a grid of document thumbnails. Each thumbnail shows a document preview and a menu of actions: 'New' (Bill, Vendor Doc, Company Doc) and 'Existing' (Bill, Vendor Doc, Company Doc). The documents listed include 'BlueApple0.pdf', 'Coaching0907.xls', 'CoachingInvoice.pdf', 'The DEMO coach.pdf', 'Attachment: CoachingInvoice.pd...', and 'Attachment: 950202341.pdf'.

- Mouse over any document image in your inbox to preview the document
- Select the action to process the document and/or file it in your online filing cabinet

Entering a Bill

35575 Conovan Lane
Fremont, CA 94536
Phone (510) 579-8530

DATE: July 31, 2008
INVOICE # 100

BILL TO:
Marketing Manager
FaiT Consulting
3250 Ash Street
Palo Alto, CA 94306

FOR: Coaching

DESCRIPTION	HOURS	RATE	AMOUNT
Coaching on presenting to media			\$ 3,250.00
Content & script creation			
12 live 30-minute practice sessions			
SUBTOTAL			\$ 3,250.00
TAX RATE			
SALES TAX			

Bill details

Vendor * The Demo Coach
Invoice # * 100
Payment Term * Net 30
Invoice Date * 07/31/08
Due Date * 08/30/08
Description * Coaching services
Amount *
Account * 7400 Professional Fees
Dept. *
 This bill has approvers
 Use last approver list:
Marketing Manager, Client Owner, Accountant User
Next Cancel

- Select the Vendor
- Bill.com's SmartEntry feature pre-populates bill details
- Enter the invoice number and amount
- Split the bill to different GL accounts if desired
- Bills are automatically routed to the first approver (if approval workflow is selected)

Review and Approve a Bill

1. From your email notification, access the Bill.com account to review the bill

The Demo Coach Bill Needs Your Approval on Behalf of Aaron's Specialty
Bill.com Customer Support [NoReply-Customersupport@bill.com]
Sent: Thu 7/31/2008 2:09 PM
To: Accountant

Dear Accountant,

The following bill(s) are awaiting your approval in Bill.com:

Vendor	Invoice Number	Assigned Amount
The Demo Coach	100	\$3,250.00

Please log in to your Bill.com account at <https://app-test.cashview.com/Wormhole?orgId=00801KVREMRPZXQ8A690&url=%2FBillApprove%3FbillId%3D00n017ZTOFSNSPLUEaug%26approverId%3D00601GNZZVITVMPPU7fw&email=plam7%40hg.bill.com> to indicate your approval.

To approve a bill, enter/review the approved amount, account, department, and click on "Approve". If you make any changes to the approval information, please explain your reason in the "Comments" section.

If you do not approve the expense, simply enter your reason in the "Comments" section, and then click the "Deny" button.

If you have any questions, comments or suggestions, please log in to Bill.com at <https://app-test.cashview.com/login> and click the Support link on the top of any page or e-mail us at support@bill.com.

Sincerely,
Customer Support Department
Bill.com

Please do not respond to this email. This e-mail was sent from a notification-only e-mail address.

2. Review the bill image, bill details and notes to approve the bill

3. Enter notes or any changes when approving

The screenshot shows the Bill.com web interface. At the top, there are navigation links: Home, Inbox, Payables, Receivables, Documents, Reports. The main header says "Ceribell Associates" and "Welcome, Accountant User of Aaron's Specialty".

The main content area displays an invoice for "The DEMO Coach". The invoice details are:

- DATE: July 31, 2008
- INVOICE # 100
- 35575 Conovan Lane, Fremont, CA 94536, Phone (510) 579-8530
- FOR: Coaching

DESCRIPTION	HOURS	RATE	AMOUNT
Coaching on presenting to media			\$ 3,250.00
Content & script creation			
12 live 30-minute practice sessions			
SUBTOTAL			\$ 3,250.00

An "Approve Bill" dialog box is open, showing the following information:

- Vendor: The Demo Coach
- Invoice Number: 100 (Last 3 bills)
- Due Date: 08/30/08
- Bill Amount: \$3,250.00
- Assigned Amount: \$3,250.00
- Description: Coaching services
- Account: 7400 Professional Fw, Amount: \$3,250.00, Department: [dropdown]

The dialog box also shows a list of approvers:

- Approver #1: Marketing Manager - notes
- Approver #2: Client Owner - notes
- Approver #3: Accountant User (Remove)

A note is entered: "Great coaching session. Please match the bill to the contract." The dialog box has "Approve", "Deny", and "Cancel" buttons.

Schedule Bills for Payment

The screenshot displays the Ceribelli Associates Payables interface. At the top, there are navigation links for Home, Inbox, Payables, Receivables BETA, Documents, and Reports. Below these are sub-links for My Bills, All Bills, Pay Bills, View Payments, Vendors, and Manage Recurring. The main content area is titled "Payables > Pay Bills" and includes a note: "To make online payments, select the bill(s) and click Pay Online. The funds will leave your account on the Process Date." Below this is a filter section for Approval Status (set to Any) and Due Date (with a date range selector and a Go button). The main table, titled "Unpaid bills", has columns for Invoice Number, Vendor, Due Date, Approval Status, Bill Amount, Approved Amount, Payment Amount, Process Date, and Select. The table lists 10 bills with various vendors and amounts. At the bottom of the table, it shows "Total Due: \$22,256.00" and "Total Selected: \$0.00". Below the table are buttons for "Pay Online" and "Record Offline Payment". A note at the bottom states: "Note: Online payments can be processed on the next business day if made before 4:00pm PST. Please allow up to 6 business days for delivery."

Approval Status Due Date to

Unpaid bills Select: [All | None]

Invoice Number	Vendor	Due Date	Approval Status	Bill Amount	Approved Amount	Payment Amount	Process Date	Select
33	The Demo Coach	08/20/08	Approving	\$4,800.00		<input type="text" value="\$4,800.00"/>	08/12/08 <input type="button" value="Calendar"/>	<input type="checkbox"/>
00323	Blue Apple Design	08/29/08	Approving	\$2,940.00		<input type="text" value="\$2,940.00"/>	08/21/08 <input type="button" value="Calendar"/>	<input type="checkbox"/>
527897	Ceribelli Associates	07/28/08	Approved	\$2,600.00	\$2,600.00	<input type="text" value="\$2,600.00"/>	08/01/08 <input type="button" value="Calendar"/>	<input type="checkbox"/>
288	Brown Equipment Rental	08/05/08	Approved	\$2,000.00	\$2,000.00	<input type="text" value="\$2,000.00"/>	08/01/08 <input type="button" value="Calendar"/>	<input type="checkbox"/>
4564	Cal Telephone	08/07/08	Approved	\$980.00	\$980.00	<input type="text" value="\$980.00"/>	08/01/08 <input type="button" value="Calendar"/>	<input type="checkbox"/>
1483	Computer Services by DJ	08/07/08	Approved	\$1,500.00	\$1,500.00	<input type="text" value="\$1,500.00"/>	08/01/08 <input type="button" value="Calendar"/>	<input type="checkbox"/>
1279	Ceribelli Associates	08/29/08	Approved	\$2,940.00	\$2,940.00	<input type="text" value="\$2,940.00"/>	08/21/08 <input type="button" value="Calendar"/>	<input type="checkbox"/>
100	The Demo Coach	08/30/08	Approved	\$3,250.00	\$3,250.00	<input type="text" value="\$3,250.00"/>	08/22/08 <input type="button" value="Calendar"/>	<input type="checkbox"/>
1238	Cal Gas & Electric	08/28/08	Unassigned	\$1,246.00		<input type="text" value="\$1,246.00"/>	08/20/08 <input type="button" value="Calendar"/>	<input type="checkbox"/>
				Total Due: \$22,256.00			Total Selected: \$0.00	

Note: Online payments can be processed on the next business day if made before 4:00pm PST. Please allow up to 6 business days for delivery.

- Select bills to be paid and the payment method
- Bills will be paid on the process date you schedule
- When paying using the Pay Online method, Bill.com debits the payment amounts from your payment account and makes payments on your behalf

Vendor Payment

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER AND ORIGINAL DOCUMENT SECURITY SCREENS ON BACK WITH FAULOCK SECURITY MARK.

Aaron's Specialty
Sent by: Bill.com
3250 Ash Street
Palo Alto, CA 94306
650-353-3301

COMERICA BANK
WESTERN REGION
www.comerica.com
90-3752/1211

4253
8/1/2008

PAY TO THE ORDER OF Blue Apple Design, Inc. \$ 2940.00

Two Thousand Nine Hundred Forty and 00/100 DOLLARS

Blue Apple Design, Inc.
210 SIXTH AVE
FLOOR 21
SUITE 4
CUBE 34
PITTSBURGH, PA 15222

MEMO Invoice #00323 Aaron's Specialty

Colleen J. Jindal
AUTHORIZED SIGNATURE MP

⑈004253⑈ ⑆124137522⑆ 1892858729⑈

From: Aaron's Specialty Date: 8/01/2008
Pay To: Blue Apple Design Check #: 4253

Invoice Number	Bill Amount	Payment Amount
00323	\$2,940.00	\$2,940.00
Total	\$2,940.00	\$2,940.00

8/1/2008

BlueApple | Telephone: 408.309.0170 | Fax: 408.6508689

Client: Aaron's Specialty | Marketing Manager
3250 Ash Street
Palo Alto, CA 94306

Date: 07/31/2008
From: Joanna Smith

Invoice #: 00323

Description:

Design and Production of the FixIT Logo	\$2,000.00
Additional Templates for the Site	\$940.00
Total:	\$2,940.00

Payment due upon receipt.
After 30 days monthly interest rate of 1.5% accrues.

Make check payable to:

Blue Apple Design

- Payments to vendors will be made with checks drawn on Bill.com's bank account
 - Utilizes advanced check fraud controls
 - Eliminates check printing and mailing
 - Ties payment to the transaction
- The check shows the invoice to be paid and the account number
- The bottom 2/3rd of the check voucher shows a copy of the invoice to assure payment is applied correctly.

End-To-End Transaction View

The screenshot displays the Ceribelli Associates software interface. The top navigation bar includes links for Home, Inbox, Payables, Receivables, Documents, and Reports. The main content area is divided into two sections:

Payables > View Payments

Details | Audit Trail

Bill Payment Information		Check Information	
Payment Confirmation	P08073001 - 0011343	Check Number	4416
Vendor	Blue Apple Design	Check Date	08/01/08
Invoice Number	00435	Cleared Date	08/22/08
Process Date	07/31/08		
Payment Amount	\$2,800.00		
Payment Method	Online Payment		
Payment Status	Paid		

Below the payment details, there is a section for "Documents > Contract" showing a document titled "The Demo Coach™". The document content includes:

PAYMENT TERMS
The total fees for this project are \$3,250 USD:

- Payment Schedule:**
 - Phase 1 - \$250 USD plus expenses due upon completion of phase. All expenses will be documented, such as airfare and hotel, and are billed at actual value. If more than one client can share expenses, the expense amounts will be divided and billed accordingly.
 - Phase 2 - \$2,500 USD plus expenses due upon completion of phase. All expenses will be documented, such as airfare and hotel, and are billed at actual value. If more than one client can share expenses, the expense amounts will be divided and billed accordingly.
 - Phase 3 - \$500 USD. No expenses to be reimbursed in this phase.
- Alternative Payment Schedule:**
 - Pay the total amount of \$3,250 USD, plus actual expenses, to Nathan Gold on September 24, 2007 at DCMGold 2007 in San Diego.

At the bottom of the contract, there are signatures for "Ceribelli Associates" and "The Demo Coach™ signature".

- The bill payment information shows the check number, check date and check cleared date
- Once the payment is cleared, the cleared check image is uploaded and associated with the bill and the payment transaction
- Contracts and other documents are easily accessible

Have Visibility Using Audit Trail

The screenshot displays the Ceribelli Associates software interface. At the top, there are navigation links: Help and FAQ, My Profile, Company Setup, Support, and Sign Out. Below these, a welcome message reads "Welcome, Accountant User of Aaron's Specialty | Switch". The main navigation bar includes Home, Inbox, Payables (selected), Receivables BETA, Documents, and Reports. A search bar labeled "Search Site" with a "Go" button is also present. Below the navigation, the breadcrumb trail shows "Payables > Blue Apple Design - 00288". The "Audit Trail" section is active, showing a table with columns: When, Who, Type, Field, Old Value, and New Value. The table contains seven rows of transaction history.

When	Who	Type	Field	Old Value	New Value
07/30/08 06:41 PM	Client Owner	Edit	Approval Status	Assigned	Approved
07/30/08 06:41 PM	Client Owner	Edit	Approved Amount		\$2,940.00
07/30/08 04:54 PM	Client Owner	Edit	Paid On	12/26/08	08/25/08
07/30/08 04:53 PM	Client Owner	Edit	Paid On		12/26/08
07/30/08 04:53 PM	Client Owner	Edit	Status	Unpaid	Scheduled
07/29/08 04:11 PM	Accountant User	Edit	Approval Status	Unassigned	Assigned
07/29/08 04:11 PM	Accountant User	Create			

- The audit trail feature provides you and our firm with detailed information on “who” did “what” “when”
- Demonstrates clear separation of duties in each transaction



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The top of the page features a dark grey diagonal banner on the left containing the word "ASAP" in white, bold, italicized capital letters. A thick red horizontal line runs across the top. The background is split into two panels: the left panel shows a close-up of hands, and the right panel shows a close-up of a person's face looking down.

ASAP

Making Business As Simple As Possible

web www.businessASAP.com

Toll Free 877-728-6777

ASAP - Servicing the communities of Telluride, Montrose, Durango, and Carbondale