

ASAPbill.com Paperless Bill Management System

How it Works



The Bill Lifecycle

1. The vendor sends you a bill.
2. You send that bill into your Bill.com Inbox, either by email, fax, or direct upload.
****OR**** Your vendors can also send the bill directly into your ASAP-Bill.com Inbox to your unique email or fax. *(If you fax in your bill, it will appear in your ASAP- Bill.com Inbox as a .pdf doc)*
3. You "tag" (or label) the bill as a bill *(as opposed to another type of document, such as a contract or non-disclosure agreement, company doc, etc)*.
4. The bill then moves from your Inbox to the All Bills table in your ASAP-Bill.com Payables.
5. If desired, you may split the bill, and assign all or portions of the bill to one or more approvers.
6. The bill now moves automatically through the workflow you configured.
7. Approvers will be notified automatically when the bill is ready for their review and approval via email. Bill payers will be notified automatically when the bill is ready to be paid. *(Depending on your organization's business workflow, a bill is ready to be paid when a bill is fully approved, or when entered.)*
8. The bill payer uses the **Pay Bills** function to pay bills that are due. We recommend you schedule your bills to be paid six days prior to their due dates. *(This has been set up as your company default)*
9. On the process date, Bill.com withdraws the necessary funds from your bank account.
10. After confirming that the funds transfer was successful, Bill.com sends the payment to the vendor (via check or electronically) for the amount specified, along with the remittance information. When sending a check payment to the vendor, Bill.com sends a copy of the first page of the invoice. When sending a payment electronically, Bill.com transmits the Vendor Account Number, and the Invoice Number to the vendor.

Syncing with QuickBooks

Any changes to accounts, departments, and vendors (adds, updates, or deletes) made in either QuickBooks or Bill.com will be synchronized.

1. **In QuickBooks** - From the **File** menu, highlight **Bill.com**, and select **Sync**.
2. Enter your Bill.com logon credentials (which consist of an email address and a password), and click **Next**
3. If you use Bill.com to manage more than one company, you'll be prompted to select the client company you wish to sync with Bill.com
4. Click **Sync**. A message will display when the sync completes.

At this point, your accounts, departments, and vendors are in sync between both applications. You may wish to view this information in both Bill.com and QuickBooks to ensure that your newly-synchronized information – vendors, accounts, and departments – are fully populated.

Managing Documents

There's no need to limit your use of ASAP's Bill.com strictly to working with bills and invoices. The system is designed to store receipts, contracts, and other company documents as well. That means that everything associated with your business' cash flow (the transactions as well as any related documents) is integrated in one place, accessible to you 24/7 from any Web connection.

Using the **Documents** tab of ASAP-Bill.com, you can place any type of financial document into the system, enter details and descriptions of your documents to make archiving and auditing fast and easy, and organize your documents into easily searchable folders.

These financial documents are stored securely in a single centralized location, and backed up automatically. Keeping all your company's financial documents in one place makes it easy to provide access to those who need them regardless of which department they're in (Finance, Accounting, Marketing, etc.). ASAP's Bill.com also gives you the ability to limit access to your sensitive information; access is permission based, by role. For example, you can grant limited document access to bill approvers.

Getting documents into your ASAP-Bill.com Inbox via fax, email, or direct download

Getting documents into the system and organizing them for easy manageability is a three-step process:

1. Getting documents into your ASAP-Bill.com **Inbox**
2. Tagging documents as either vendor documents or company documents
3. Placing vendor and company documents into folders of your choosing

You can get documents into your ASAP-Bill.com **Inbox** in either of three ways:

1. Email your documents to your unique email address
2. Fax paper documents to your unique fax number
3. Upload copies of your electronic documents directly into the Bill.com system.

Setting Up Vendors for Electronic Payments

When using the system to make your vendor payments, you can choose whether a vendor gets paid via check or via ePayments. ePayments gives you several benefits:

- Lower transaction costs
- Predictable timing
- Environment friendly

Using ASAP's Bill.com to manage your receivables is simple, and secure. To help you set up your Vendors to receive ePayments, we created a Vendor ePayment Form for your use or reference. You can choose to call your vendors to receive this information, or simply send them the form via email or fax for them to complete and return.

Don't forget to communicate your custom email address and custom fax number to your Vendors.

Continue to SAMPLE Vendor ePayments Form Below

Dear Vendor;

Our company is now using a paperless bill management system. With this system, we can pay our vendors electronically. ePayments are more secure and easier to track and manage. For you, signing up just takes a few minutes.

When you sign up to accept ePayments, you save the hassle of carrying around paper checks. You never have to worry about lost or stolen checks, or about racing to your bank or ATM to make a deposit before 5:00. Your bank account is credited as soon as possible, and your cash flow is easier to monitor.

Simply fill in the Vendor ePayments FORM below to begin receiving ePayments. And, don't forget to email us our invoice for quick turnaround; email to our custom billing email provided.

Thanks for helping us go paperless!

ASAP

Vendor ePayments FORM

Company: _____

Billing Contact (Full Name): _____

Billing Contact Email: _____

Billing Address: _____

Company Bank Name/Branch: _____

Company Bank Account Number: _____

Bank Routing Number: _____

Please fax or email directly to our accounting staff.

Email us at:

Fax us at: