

Invoices | Bills | Sync Overview

Table of Contents

Invoices Bills Sync	4
Inbox	5
Payables	6
Receivables	7
Documents	8
Reports	9
Settings	10

Summary

Invoices | Bills | Sync

Create and manage invoices and bills. Sync Payables and Receivables data (including vendors, bills, customers, and invoices) with your accounting software system.

Inbox

Upload or email bills, contracts, vendor credits, credit card receipts, or other files and images. Use the files to create bills or vendor credits or associate them with a vendor or customer.

Payables

Manage your vendors, bills, and vendor credits. Pay bills and invite your vendors to get paid electronically.

Receivables

Manage your customers, invoices, and customer credits. Send invoices, get paid, and setup automatic reminders for past due invoices.

Documents

View and organize your business documents.

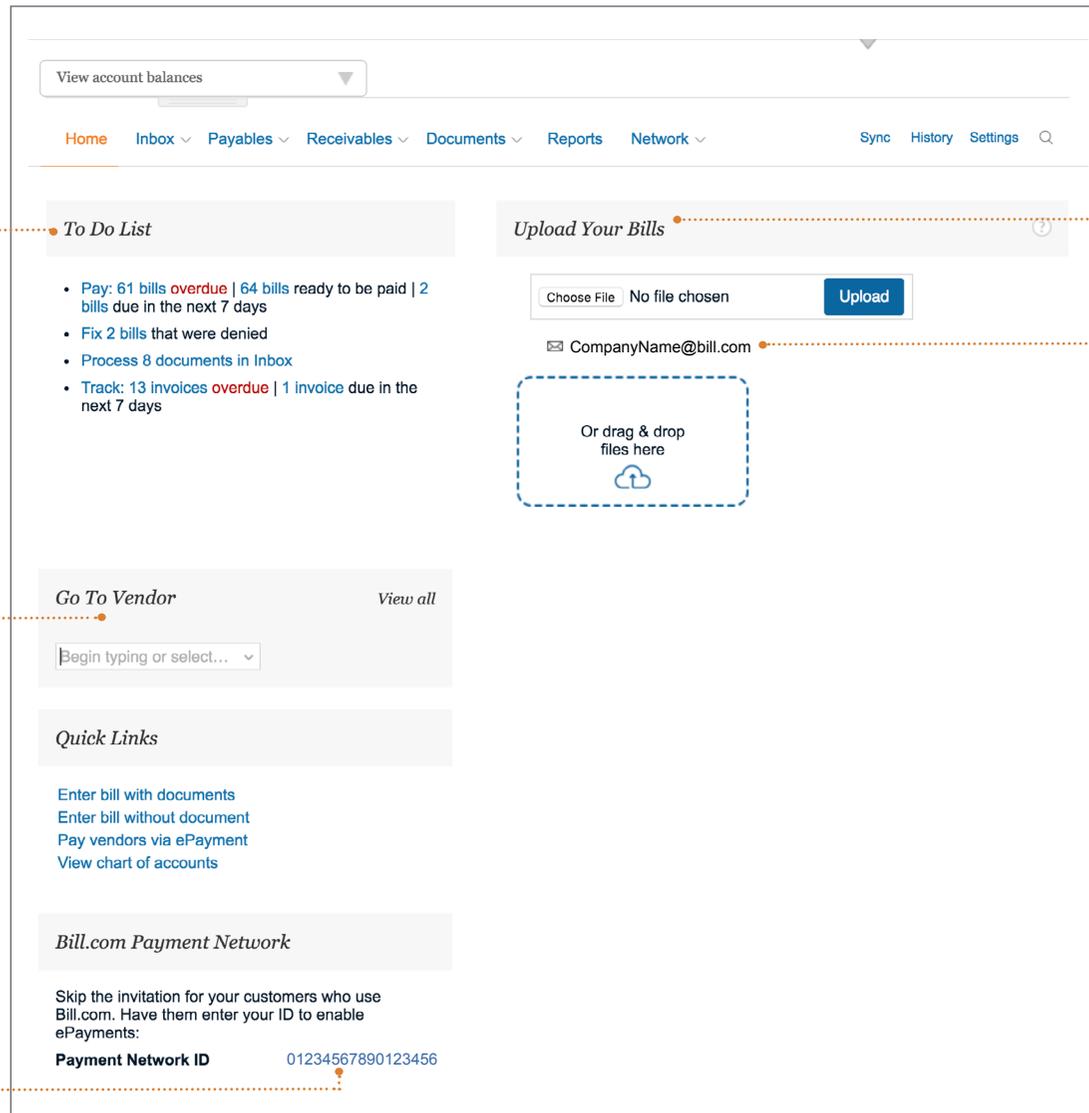
Reports

Generate reports from a list of categories and filter the content that you would like to show.

Settings

Manage your preferences and complete tasks for initial setup of Payables, Receivables, and Accounting Software Sync.

Invoices | Bills | Sync Home



Access bills, invoices and documents that require immediate action.

Upload business documents.

Quick access to your vendor list; link to view/ edit existing vendors, add new vendors.

Business documents sent to this email address will appear in your inbox. Establish your inbox email in settings.

Distribute your Payment Network ID to your customers who use Cash Flow Insight or Bill.com. This unique code allows them to pay you electronically without sharing your bank account.

Inbox

The screenshot shows the 'Inbox' interface with a navigation bar at the top containing 'Home', 'Inbox', 'Payables', 'Receivables', 'Documents', 'Reports', and 'Network'. On the right side of the navigation bar are 'Sync', 'History', and 'Settings' with a search icon. Below the navigation bar is a 'View account balances' dropdown menu. The main content area is titled 'Received' and features an 'Upload Your Bills' section. This section includes a file selection area with a 'Choose File' button, 'No file chosen' text, and an 'Upload' button. Below this is an email address field containing 'CompanyName@bill.com'. To the right is a dashed blue box with the text 'Or drag & drop files here' and a cloud icon. Below the upload section is a 'Date' filter and a trash icon. The bottom section, titled 'Uploaded Files, eBills & ePayments', displays three document cards. Each card shows a document thumbnail, a title (e.g., 'Credit_Card_Receipt_for_Invoic...', 'Contract_for_Services.pdf', 'Your_Customer_Invoice.docx'), a timestamp, and a 'Document for' dropdown menu. Below each card are two sections: 'Create a New' with options for 'Bill', 'Vendor Credit', 'Payment', and 'Received'; and 'Add to Existing' with options for 'Bill', 'Vendor Credit', 'Vendor Doc', and 'Company Doc'.

Upload and assign files and documents that you have received.

Upload business documents.

View your uploaded business documents. File these documents according to document type.

Create a bill record from the associated document. The document will be attached to the bill.

Payables

Home Inbox ▾ Payables ▾ Receivables ▾ Documents ▾ Reports Network ▾ Sync History Settings 🔍

Overview

- Overview
- Approve
- Pay
- Vendors
- Bills
- Recurring Bills
- Payments

Open Bills		Total
Overdue		\$6,004.12
Due in Next 7 Day		\$2,018.26
Due in 7+ Days	1	\$2,018.15
Total	64	\$10,040.53

[Create New Bill](#)

Payments

Payments made through Bill.com	#	Total
Next 30 Days	0	\$0.00
Next 7 Days	0	\$0.00
Today	0	\$0.00
Last 7 Days	0	\$0.00
Last 30 Days	0	\$0.00

[Pay Bills](#)

Waiting for Approval

Days	#	Total
0 - 5 Days	0	\$0.00
6 - 10 Days	0	\$0.00
> 10 Days	44	\$7,659.96
Total	44	\$7,659.96

Waiting for Approver

Approver	#	Total
Approver 1	1	\$4.00
Approver 2	10	\$451.00
Approver 3	1	\$50.00
Approver 4	3	\$3.00
Approver 5	1	\$23.00
Approver 6	1	\$0.25
Approver 7	27	\$7,128.71
Total	44	\$7,659.96

Go To Vendor

[View all](#)

Access bills and documents that require immediate action.

Create and manage bills that are scheduled to repeat.

Check the status of bills that require approval before being paid.

Launch the Pay tab to make a payment for an open bill.

Quick access to your vendor list; link to view/ edit existing vendors, add new vendors.

Receivables

The screenshot shows the 'Receivables' dashboard with a navigation menu at the top: Home, Inbox, Payables, Receivables, Documents, Reports, Network. A dropdown menu is open under 'Receivables', listing: Overview, Get Paid, Customers, Items, Invoices, Recurring Invoices, and Payments. The main content area is divided into 'Open Invoices' and 'Payments Received' sections.

Open Invoices

- Open Invoices

 - Overdue
 - Due in Next 7 Days
 - Due in 7+ Days
 - Total

Payments Received

Payments Received in Bill.com

	Total
Today	\$0.00
Last 7 Days	\$0.00
This Month (Jan)	\$0.00
Last Month (Dec)	\$0.75

Payments Scheduled in Bill.com

	Total
Next 7 Days	\$0.00
All Future Payments	\$0.00

Buttons: Enter Payment, Create New Invoice, Send Message.

Create a catalog of line-items that you can add to your invoices.

View a summary of invoices that have not yet been paid.

View a list of queued invoices which are ready to be sent. Send them all with one click.

Create and manage invoices that are scheduled to repeat.

View payments that have been received and scheduled within the Receivables tool.

Send an email message to some or all of your customers.

Documents

View account balances ▾

Home | Inbox ▾ | Payables ▾ | Receivables ▾ | **Documents ▾** | Reports | Network ▾ | Sync | History | Settings | 🔍

Documents **Add from Inbox**

Name | | Added on | | or | Last 30 days ▾ | **Go**

Name	Folder	Attached To	Added On
Contact_Information.pdf		My Company	07/02/20 06:33 PM
Proposal_July_2020.pdf	Proposals - July 2020	My Company	07/02/20 06:33 PM
Service_Agreement.pdf		My Company	07/02/20 06:32 PM
Security_Processes.pdf	Procedural	My Company	07/02/20 06:32 PM
Invoice.pdf	Garret	My Company	07/01/20 10:50 AM

Show Inactive Documents

View documents that you have uploaded from your inbox.

Organize your documents by using folders.

Select a document to view the details.

Go to your inbox to add new documents. Assign documents to a specific vendor, customer, or folder.

Reports

Home | [Inbox](#) | [Payables](#) | [Receivables](#) | [Documents](#) | [Reports](#) | [Network](#) | [Sync](#) | [History](#) | [Settings](#) | [Q](#)

Reports

Payables Reports

- [Bill Payments](#)
- [Unpaid Bills](#)
- [Vendor Balance](#)
- [Vendor Balance Detail](#)
- [AP Aging Summary Report](#)
- [AP Aging Detail Report](#)
- [Transaction List by Vendor](#)
- [Transaction List by Export Status](#)
- [Funds Transfer for Bill.com Payments](#)
- [Funds Transfer Detail for Bill.com Payments](#)

Export Reports

- [Payables Cash Details Export](#)
- [Thomson Reuters Write-up CS Summary Export](#)
- [Thomson Reuters Write-up CS Detail Export](#)
- [Accrual Summary Report](#)
- [Accrual Detail Report](#)
- [Cash Summary Report](#)
- [Cash Detail Report](#)
- [Unpaid Accrual Summary Report](#)
- [Unpaid Accrual Detail Report](#)

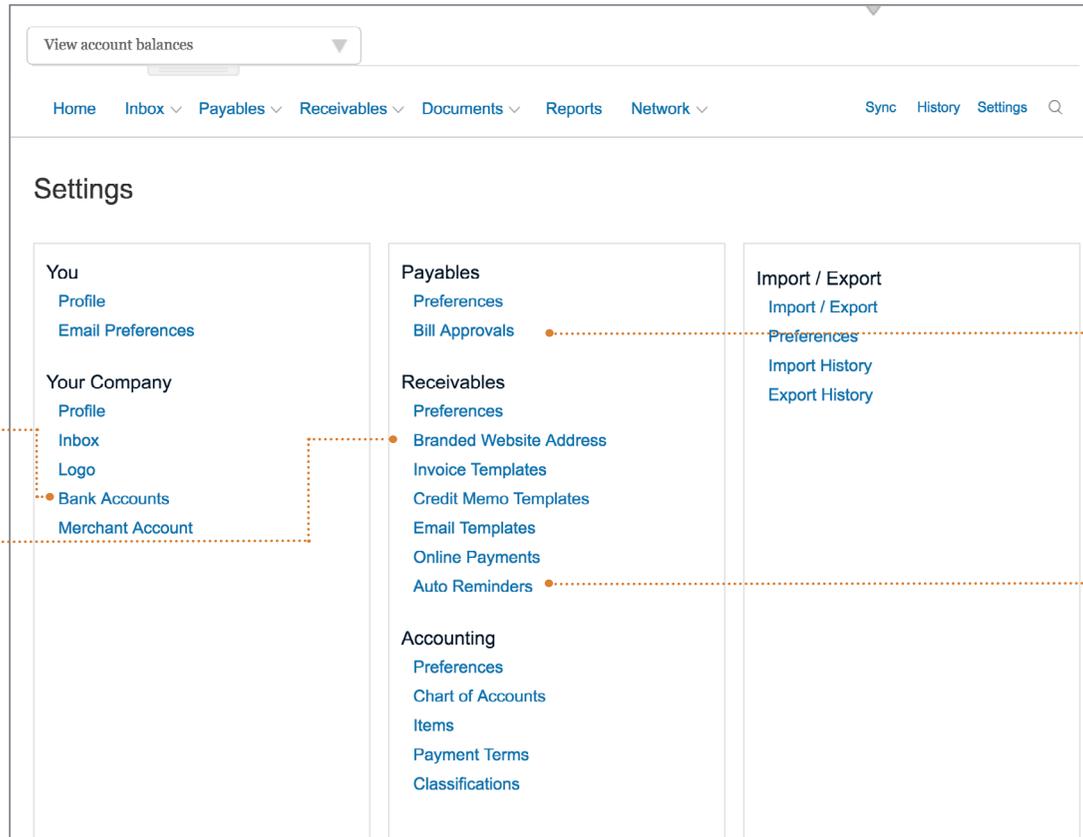
Receivables Reports

- [Open Invoices](#)

Select a report, enter date range and other filter options and choose format (html, pdf, csv/excel) to generate the report.

Scroll down for a full list of reporting categories, including Payables Reports, Export Reports, and Receivables Reports

Settings



Designate your default Payables and Receivables accounts.

Customize the payment portal website URL your customers can access to view their outstanding invoices and make payments.

Setup approval workflow and policies for specific approvals required based on amount of bill.

Setup invoice reminders for your customers.