**Bill.com Setup Reference Guide Part 3: Using Accounts Payable**

[**Bill.com Accounts Payable** 2](#_Toc9323842)

[**Document Management** 3](#_Toc9323843)

[Uploading Documents to Bill.com 3](#_Toc9323844)

[What can I do with documents in the Inbox? 4](#_Toc9323845)

[Intelligent Virtual Assistant 5](#_Toc9323846)

[**Accounts Payable** 6](#_Toc9323847)

[Creating Bills 6](#_Toc9323848)

[Approving Bills 7](#_Toc9323849)

[Paying Bills 8](#_Toc9323850)

[Voiding or Canceling Bill Payments 9](#_Toc9323851)

[**The Bill.com Network** 10](#_Toc9323852)

[Entering Vendor Bank Information Manually 11](#_Toc9323853)

[**The Bill.com AP Workflow and Roles** 12](#_Toc9323855)

[Clerk Role and Responsibilities 13](#_Toc9323856)

[Approver Role and Responsibilities 14](#_Toc9323857)

[Payer Role and Responsibilities 15](#_Toc9323858)

[**Reporting** 16](#_Toc9323860)

[The Bill.com Mobile App – Managing Payables 17](#_Toc9323861)

[**Contacting Support for Payables Help** 18](#_Toc9323862)

#### **Bill.com Accounts Payable**

With Bill.com AP you can:

Create, code, and approve bills

Collaborate with your team to approve bills, manage documents and make payments

Send payments electronically, send international payments, and set up auto-pay

Sync both bill and payment activity with the most popular accounting software systems

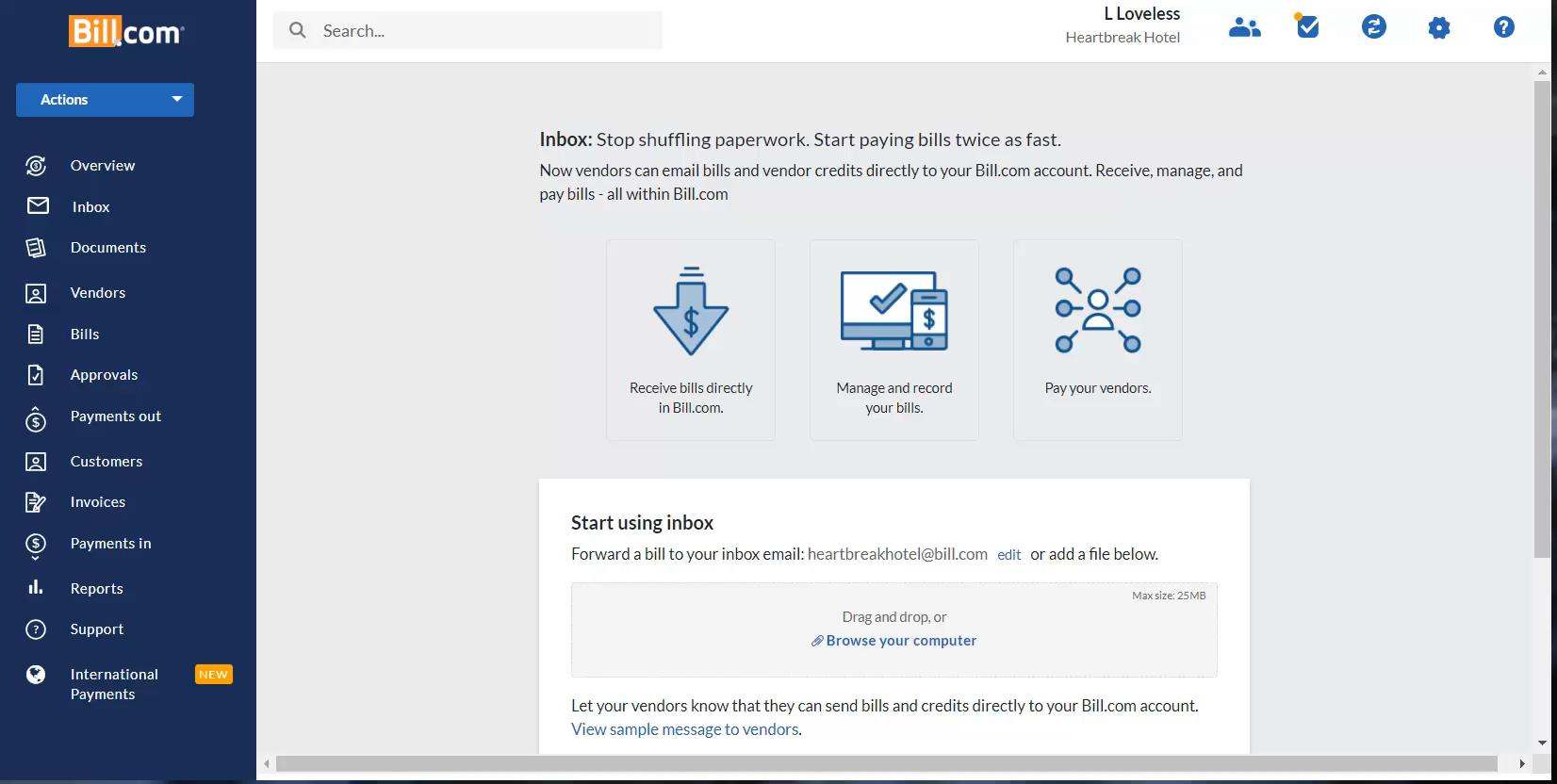
Bills are organized by vendor so you can view bills invoices and a complete payment history.

#### **Document Management**

Uploading Documents to Bill.com

Every Bill.com account has a unique inbox email address and optional fax number. Bills received from vendors can be sent to this email address or fax number and will then be uploaded to the Bill.com Inbox for processing. Bills and other documents can also be directly uploaded or dragged & dropped into Bill.com through the Home or Inbox pages.

* [Inbox setup](https://help.bill.com/hc/en-us/articles/360000005363-Inbox-setup)
* [Spam and the Inbox](https://help.bill.com/hc/en-us/articles/360000006066-Spam-and-the-Inbox)

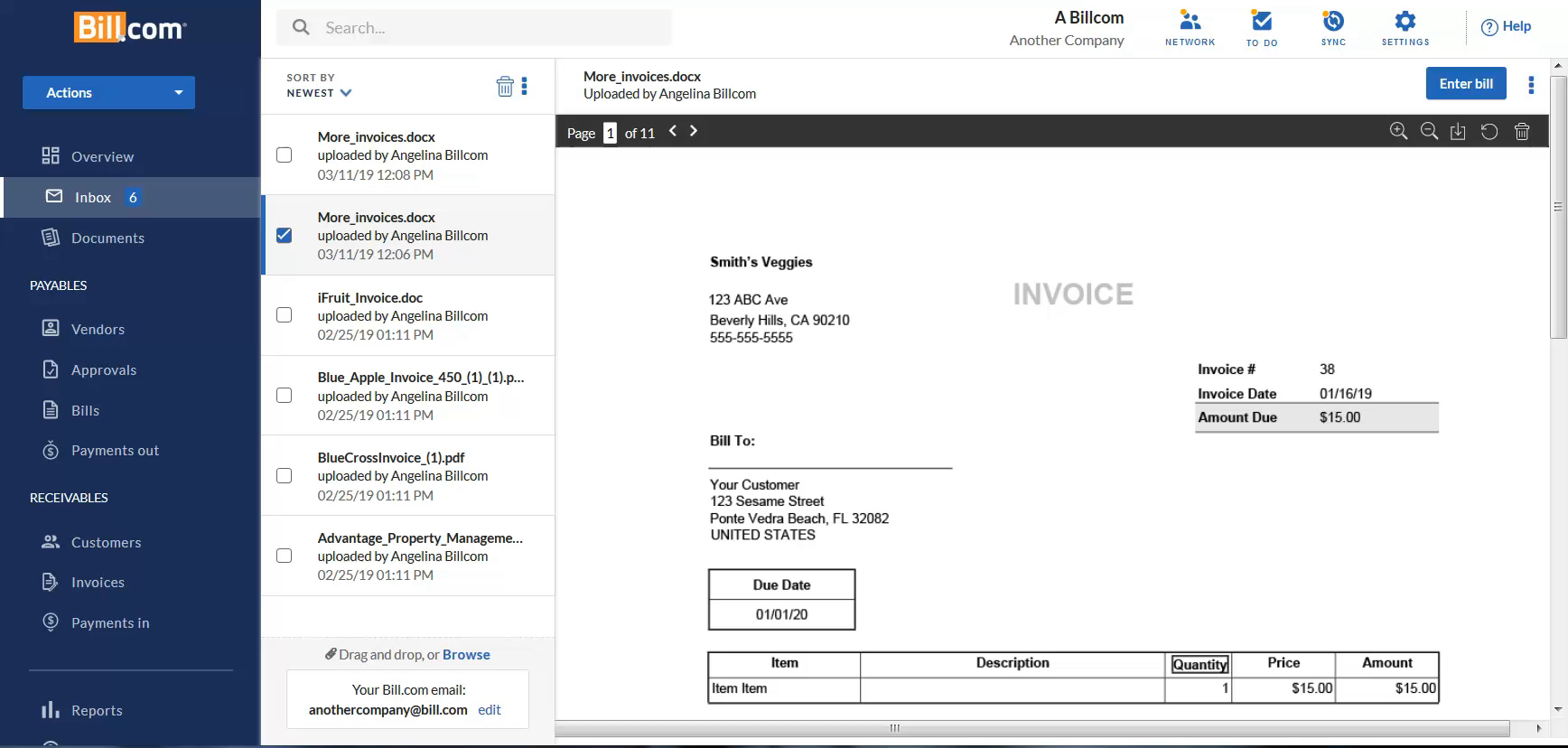
**[](https://help.bill.com/hc/en-us/articles/360000005363-Inbox-setup)**

What can I do with documents in the Inbox?

Documents uploaded to Bill.com will appear in the Inbox where they can then be processed. Your Billl.com subscription includes unlimited document storage that is not limited to just bills. You can also use Bill.com to store other document types, such as contracts or credit card statements. A document in the inbox can be used to:

|  |  |
| --- | --- |
| * **Create a new**   + Bill   + Vendor credit   + Payment received   + New document for     - Company     - Account     - Customer     - Invoice     - Payment received     - Vendor | * **Add to an existing**   + Bill   + Vendor Credit   + Vendor document   + Company document |

* [Processing Documents from the Inbox](https://help.bill.com/hc/en-us/articles/115005437823-Processing-Documents-from-the-Inbox)

**[](https://help.bill.com/hc/en-us/articles/115005437823-Processing-Documents-from-the-Inbox)**

Intelligent Virtual Assistant

Intelligent Virtual Assistant (IVA) is a feature that uses advanced technologies like machine learning to extract invoice information from 1-page documents in your Inbox.

The information will be pre-filled on the review bill screen and the bill will only be created after you review and accept the information.

For those documents or fields we are not able to process or copy to the bill via IVA, we now have **Click and Capture**, a feature enabling clickable copy and paste from the document image to the Bill Summary or Expense Details windows to easily complete the bill's basic details from the document!

* [Intelligent Virtual Assistant: FAQ](https://help.bill.com/hc/en-us/articles/115005944726-Intelligent-Virtual-Assistant-FAQ)

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#### **Accounts Payable**

Creating Bills

Staff with “manage bills” permissions (such as clerks, accountants, or administrators) are able to create new bills in Bill.com. The system learns as you go, and next time you have another bill for the same vendor, Bill.com will pre-populate fields such as the payment terms, account, and approver.

You can also create recurring bills which will automatically create in Bill.com based on the dates, amounts, and frequency you select.

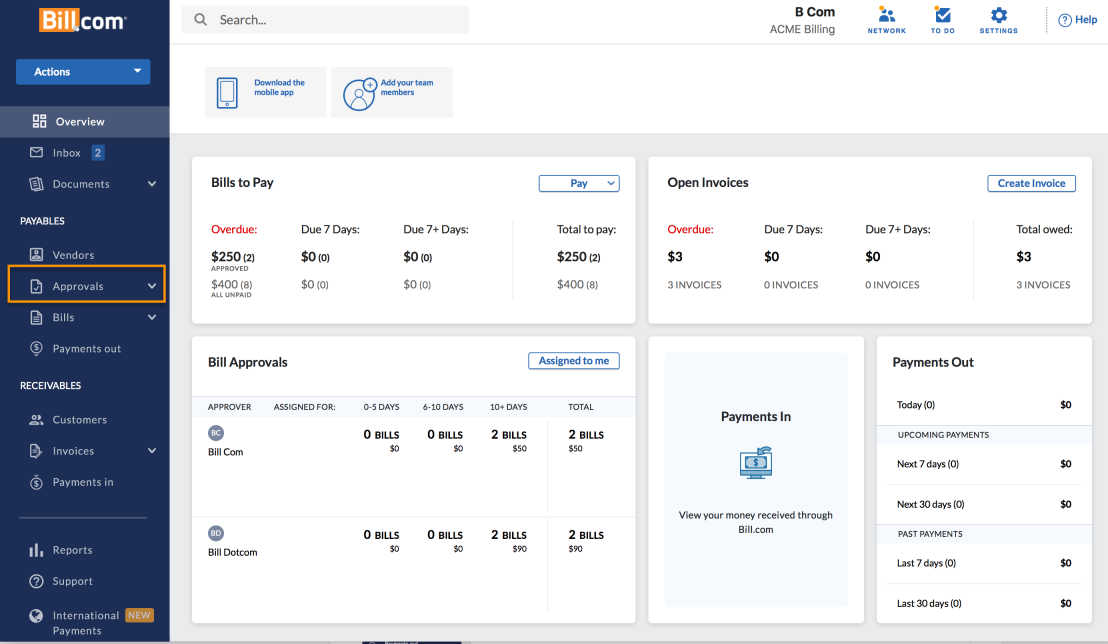
* [Enter a new bill](https://help.bill.com/hc/en-us/articles/115005283146)
* [Creating a bill with a document](https://help.bill.com/hc/en-us/articles/115005953226-Creating-a-bill-with-a-document)
* [Recurring bills](https://help.bill.com/hc/en-us/articles/115005953486-Recurring-bills)



Approving Bills

Bills can be approved from the Approvals page on the left navigation menu or the Bill Approvals tab on the Overview page. Approval customizations allow flexibility based on business need; you can set up policies to require approvers for any bill or vendor credit, based on the dollar amount. You can also require a minimum number of approvers, specific approvers, or both.

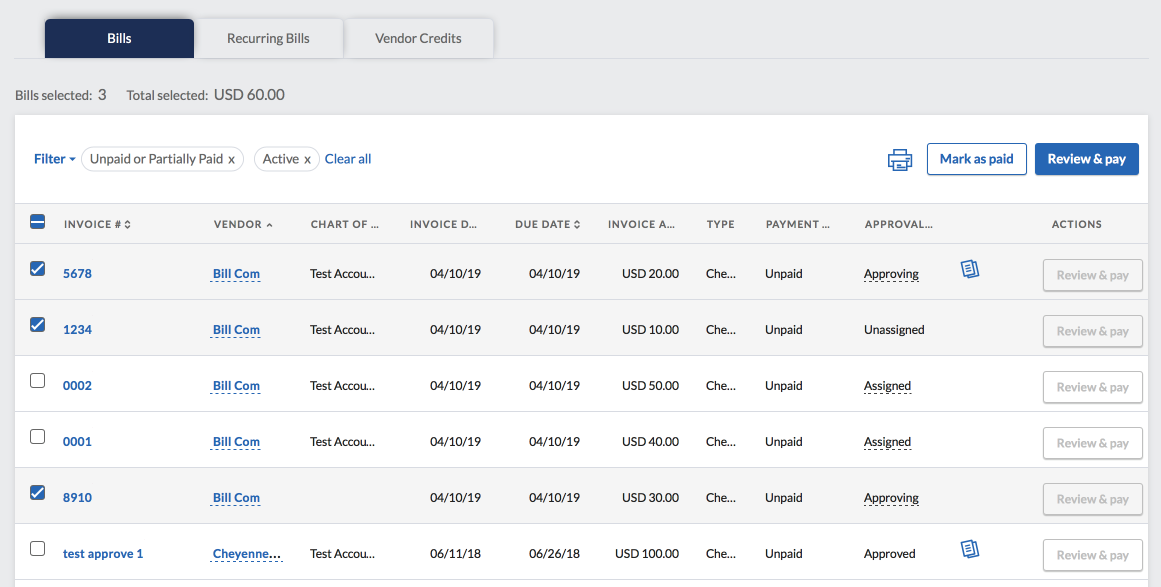
* [Approving and denying bills](https://help.bill.com/hc/en-us/articles/360000018023-Approving-and-denying-bills)
* [Bill Approval Workflow](https://help.bill.com/hc/en-us/articles/360000017963-Bill-Approval-Workflow)



Paying Bills

From the Bills page on the left navigation, you can easily pay your bills in bulk or pay each bill individually. After 5 completed payments, payment timing will accelerate (for example, ePayments under $5,000 will arrive in 2 banking days), and once the payment timing has been accelerated, the client will have access to Bill.com's expedited payment option Pay Faster. Bill.com also offers an international wire option to over 45 countries, with more being added regularly.

* [Paying Bills via ACH or check](https://help.bill.com/hc/en-us/articles/115005304463-Paying-Bills-via-ACH-or-check)
* [Pay bills faster](https://help.bill.com/hc/en-us/articles/115005467886-Pay-bills-faster)
* [Payment timing - Payables - ACH, Check or Vendor Direct](https://help.bill.com/hc/en-us/articles/115005322726-Payment-timing-Payables-ACH-Check-or-Vendor-Direct)
* [International Wire Payments: Paying an International vendor](https://help.bill.com/hc/en-us/articles/360006541412-International-Wire-Payments-Paying-an-International-vendor)
* [Bills paid with other methods](https://help.bill.com/hc/en-us/articles/360000020466-Bills-paid-with-other-methods)

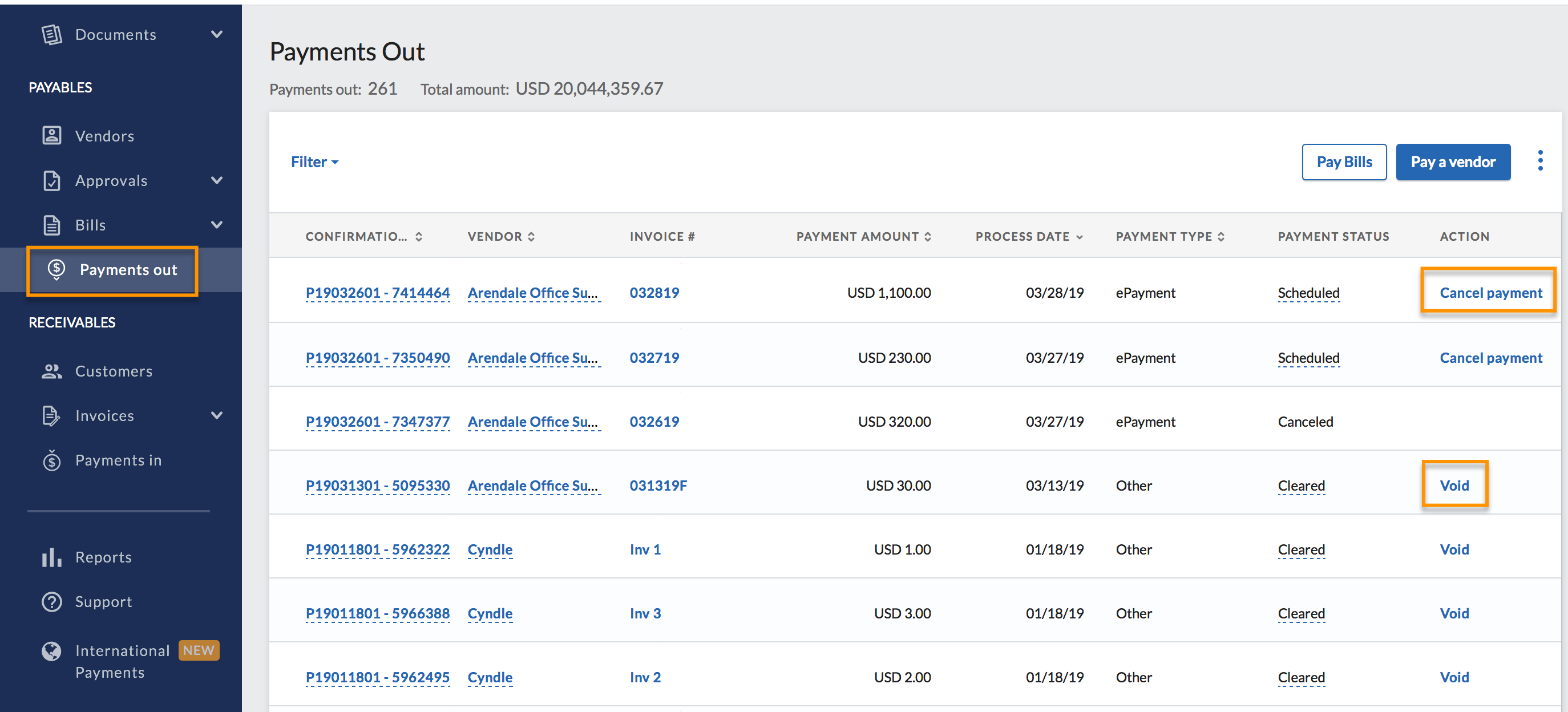


Only staff who have been bank-authorized in Bill.com are able to schedule Bill.com payments. All staff with permission to “record payments made outside of Bill.com” are able to choose the Print Checks or Mark as Paid options.

Voiding or Canceling Bill Payments

Should the need arise, you can cancel or void a payment in many instances.

* [How to void a payment](https://help.bill.com/hc/en-us/articles/360003991192-How-to-void-a-payment)
* [Cancel a scheduled payment](https://help.bill.com/hc/en-us/articles/360000020666-Cancel-a-scheduled-payment)
* [Editing a scheduled payment](https://help.bill.com/hc/en-us/articles/360000008466-Editing-a-scheduled-payment)
* [Payment Cancellation and Void cut off timing](https://help.bill.com/hc/en-us/articles/115005898063-Payment-Cancellation-and-Void-cut-off-timing)



Things to know

* Payments cannot be canceled after 2 pm PT on the banking day before the Process Date
* ePayments have a Void Deadline of 1PM PT on the Disbursement date (Deposit date)
* Checks can be voided until they are cleared by your vendor's bank

#### **The Bill.com Network**

Millions of businesses are already using Bill.com to either send or receive payments, you can connect with them to make sending payments easier.

* [Setting up and using the Network](https://help.bill.com/hc/en-us/articles/115005945966-Setting-up-and-using-the-Network)
* [Searching for a business in the Bill.com Network](https://help.bill.com/hc/en-us/articles/115005952906-Searching-for-a-business-in-the-Bill-com-Network)
* [Inviting vendors to be paid electronically](https://help.bill.com/hc/en-us/articles/115005307443-Inviting-vendors-to-be-paid-electronically)

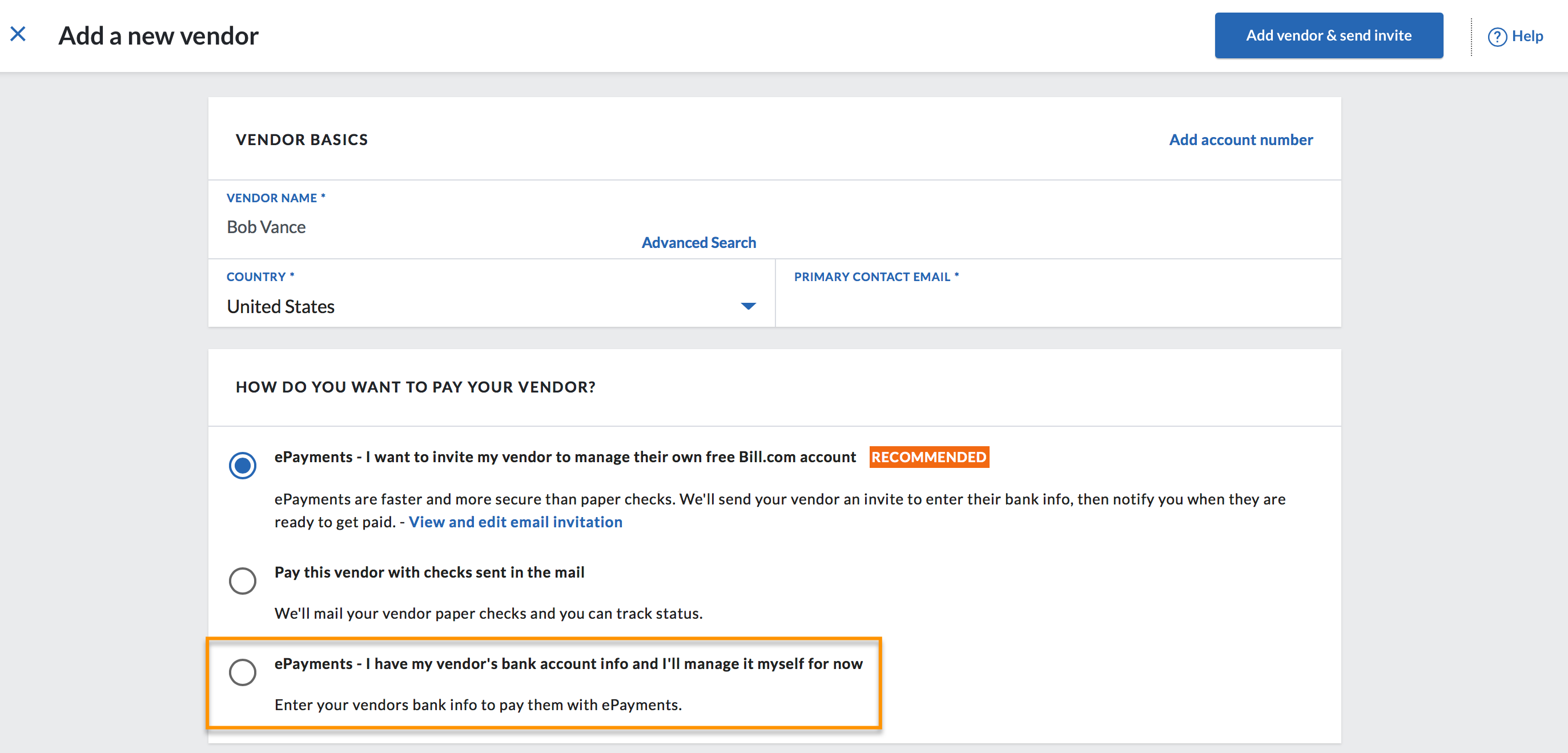


After your first sync or as you add new vendors to Bill.com, it’s helpful to check your Network tab and review suggested connections

Entering Vendor Bank Information Manually

If your vendor does not use Bill.com and does not want to create a Free Basic Receivables account to receive ePayments, but is willing to provide you with banking information, you can manually add that to their vendor profile in a client account, and process ePayments once the account is verified.

* [Set up a vendor for ePayments](https://help.bill.com/hc/en-us/articles/115005305323-Set-up-a-vendor-for-ePayments)



#### **The Bill.com AP Workflow and Roles**

There are 3 standard roles within the payables workflow:

* Clerk
* Approver
* Payer



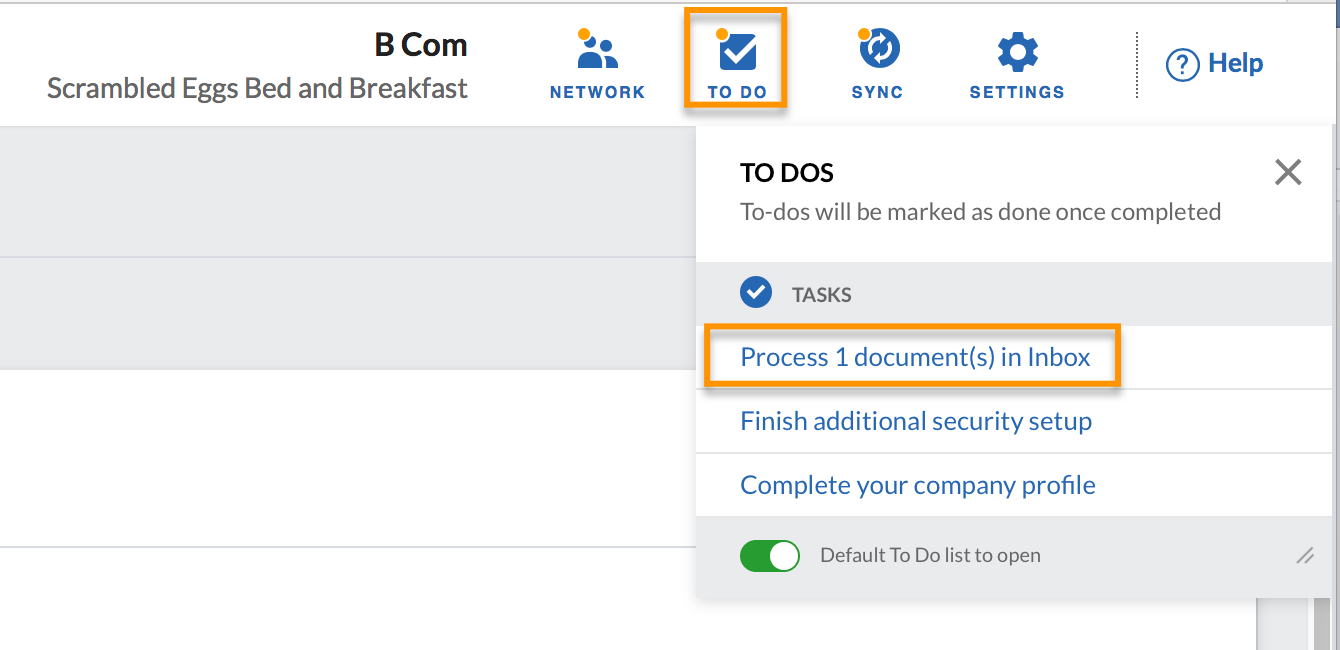
Clerk Role and Responsibilities

From the Bill.com payables module you

* Receive, enter, and manage bills online
* Go paperless – never lose or forget anything
* Keep track of all your due dates

Responsibilities of the clerk

* Upload bills
* Process documents
* Enter bills
* Route bills for approval
* Correct denied bills



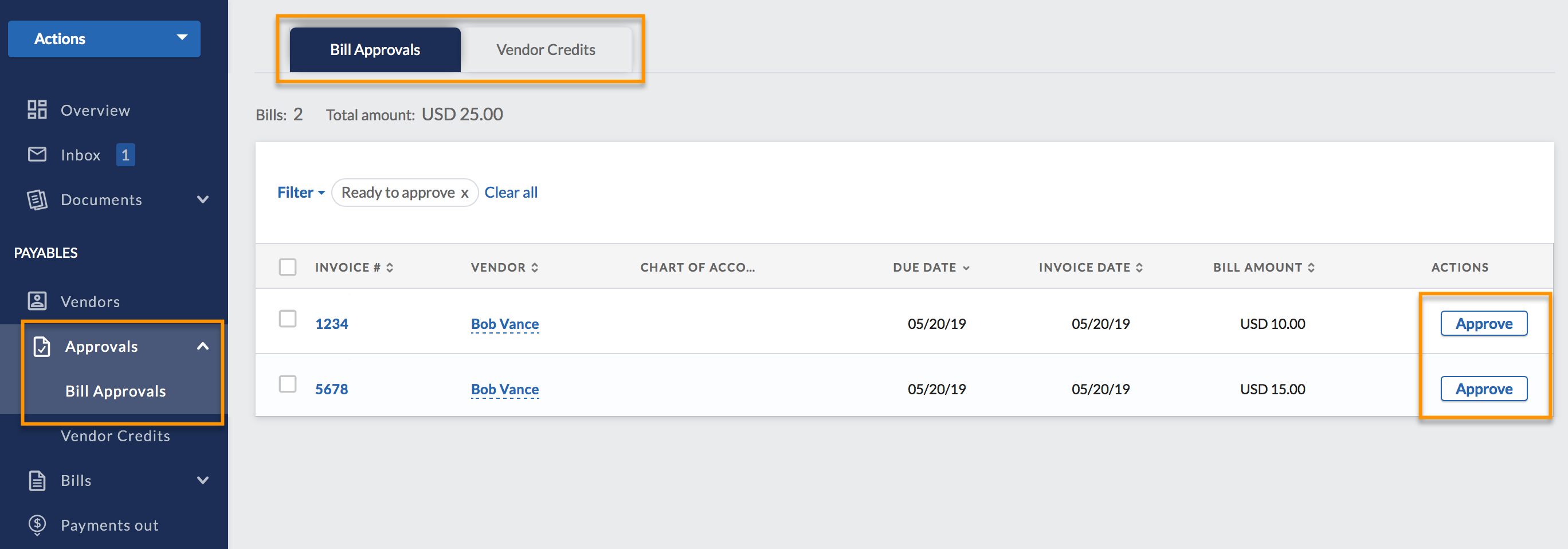
Approver Role and Responsibilities

From the Bill.com payables module you:

* Review and approve bills
* Track and share every bill’s approval status
* Access the audit trail when needed

Responsibilities of the approver:

* Review bills
* Deny bills and add notes
* Approve bills



Payer Role and Responsibilities

Responsibilities of the payer

* Manage cash flow
* Pay bills on time
* Schedule payments
* Manage vendor payment notifications

There are 3 levels of payment permissions for payers

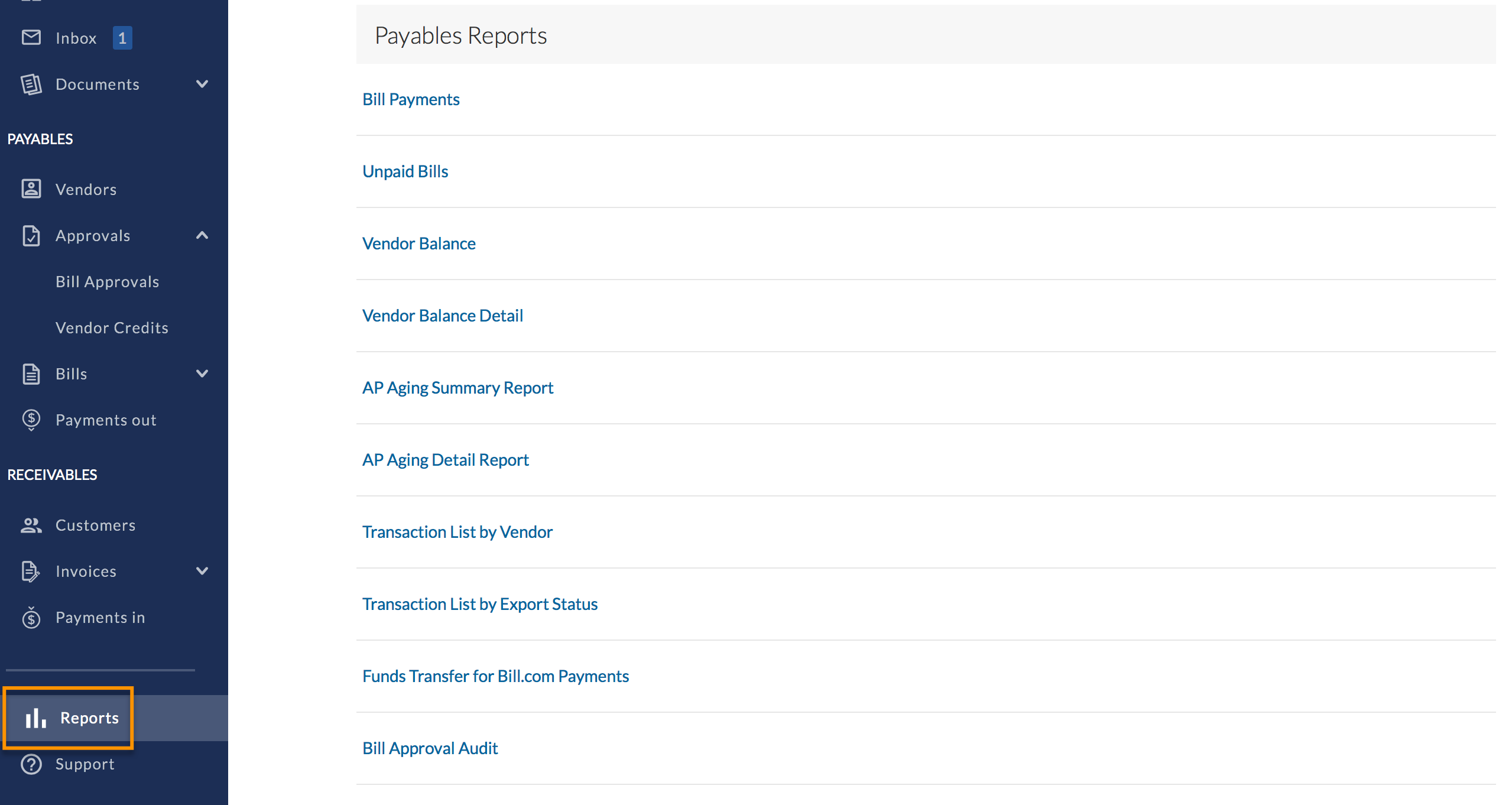
* Pay approved bills
* Pay unapproved bills
* Record payments outside of Bill.com

#### 

#### **Reporting**

Bill.com offers several reports to assist with managing your Payables. For more complex reporting needs, you’ll use your accounting software for greater customization.

* [Reports Overview](https://help.bill.com/hc/en-us/search/click?data=BAh7CjoHaWRsKwirbKzRUwA6CXR5cGVJIgxhcnRpY2xlBjoGRVQ6CHVybEkiNS9oYy9lbi11cy9hcnRpY2xlcy8zNjAwMDAwMjM3MjMtUmVwb3J0cy1PdmVydmlldwY7B1Q6DnNlYXJjaF9pZEkiKTc0MzIyZjJiLWU1OGEtNGZiZS04YzRhLTUyYjE1MzBiOWMxZAY7B0Y6CXJhbmtpBg%3D%3D--e0218431a74360e5baed8429df52606fbaf071e0)



#### The Bill.com Mobile App – Managing Payables

**Bill.com’s mobile app is available for both   
Apple and Android devices**

* Allows you to work on the go and keep   
  your back office in your back pocket
* Approve bills from a list by swiping   
  right, and deny by swiping left
* View bill details screen that shows   
  all expense details
* Pay bills quickly and easily - you can   
  even pay multiple bills at once
* And more…

* [Bill.com Mobile App for Android](https://help.bill.com/hc/en-us/articles/115005898163-Bill-com-Mobile-App-for-Android)
* [Bill.com Mobile App for iOS](https://help.bill.com/hc/en-us/articles/115005914906-Bill-com-Mobile-App-for-iOS)

#### **Contacting Support for Payables Help**

Support can be accessed from the bottom of the left panel in Bill.com

* Self-service articles (available 24/7)
* Chat (weekdays from 5 am to 6 pm PT)
* Email (response within 1-2 business days)

