

The Payer

Introduction

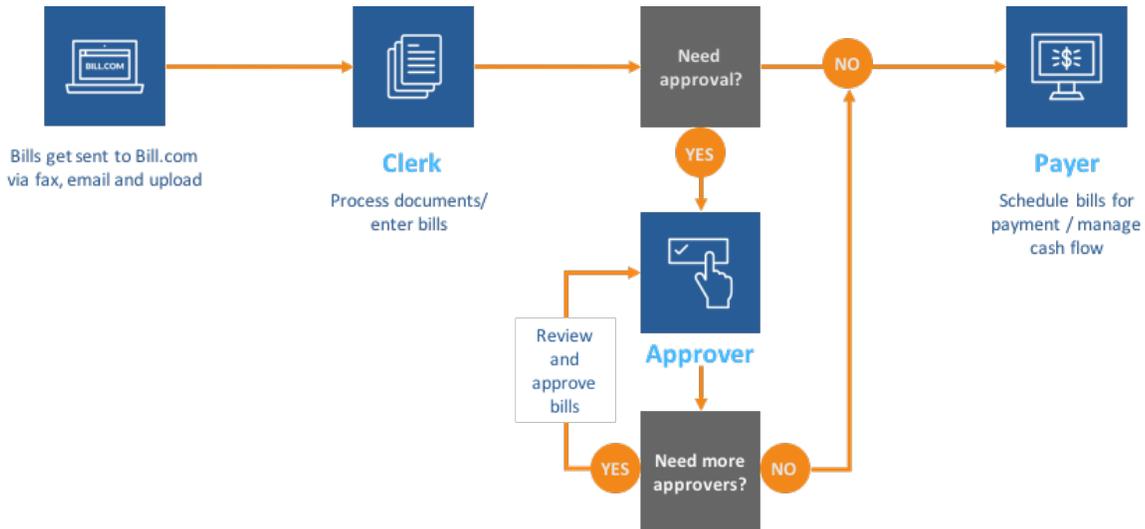
Welcome to Bill.com. We make it simple to connect and do business.

Now you can streamline and automate the bill payment process.

Responsibilities of the Payer Role

Schedule bills for payment and manage cash flow.

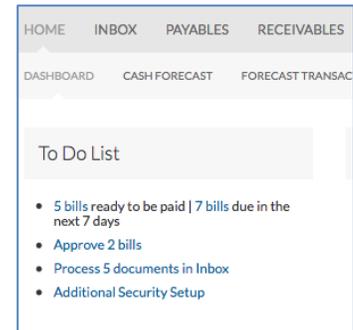
Where you fit in the company's new accounts payable workflow



Paying bills

To Do List

When you log in, your **To Do List** will show bills in the system ready to be paid. Click the link in the To Do List to pay the bills.



Scheduling bill payments

1. Click **Payables > Pay** in the top menus.
2. From the list, select the bills you want to pay.
3. Review each payment amount and process date to make sure you'll have enough money in your bank account.

The **Process Date** is when Bill.com withdraws money from your bank account to pay your bills. The **Due Date** is when your vendor expects payment. By default, Bill.com calculates a lead time of six (6) business days between a bill's process date and due date.

4. Review each **Arrives by** date to make sure payments will reach your vendors by the due date.
5. Click the **Pay** button.

HOME INBOX PAYABLES RECEIVABLES DOCUMENTS REPORTS NETWORK							
OVERVIEW APPROVE PAY VENDORS BILLS RECURRING BILLS PAYMENTS							
Pay							
APPROVAL STATUS		Approved	DUE DATE			TO	GO
						Sort By Due Date	
Unpaid bills Select: [All None]							
BILL INFORMATION	DUE DATE	APPROVAL STATUS	BILL AMOUNT	PAYMENT AMOUNT	PROCESS DATE	SELECT	
Nancy's Farm Fresh <small>Inv # - 2018-03-15</small>	03/15/18	Approved	\$400.00	<input type="text" value="\$400.00"/>	03/16/18 <small>Check - Est. arrival: 03/21/18</small>	<input checked="" type="checkbox"/>	
Scungille's Seafoods <small>Inv # - 2018-03-15</small>	03/15/18	Approved	\$700.00	<input type="text" value="\$700.00"/>	03/16/18 <small>Check - Est. arrival: 03/21/18</small>	<input checked="" type="checkbox"/>	
Shafer Brothers Bakery <small>Inv # - 2018-03-15</small>	03/15/18	Approved	\$350.00	<input type="text" value="\$350.00"/>	03/16/18 <small>Check - Est. arrival: 03/21/18</small>	<input checked="" type="checkbox"/>	
Buffalo Restaurant Supply <small>Inv # - 2018-03-16</small>	03/16/18	Approved	\$900.00	<input type="text" value="\$900.00"/>	03/16/18 <small>Check - Est. arrival: 03/21/18</small>	<input type="checkbox"/>	
Shafer Brothers Bakery <small>Inv # - 2018-03-18</small>	03/18/18	Approved	\$350.00	<input type="text" value="\$350.00"/>	03/16/18 <small>Check - Est. arrival: 03/21/18</small>	<input type="checkbox"/>	
			Total Due: \$2,700.00	Total Selected: \$1,450.00			

Payment References:

Setup your bank account with Bill.com:

<https://support.bill.com/hc/en-us/articles/203293739>

Get Authorized to Pay Bills:

<https://support.bill.com/hc/en-us/articles/204008245>

Adding a new user to the Bank Account:

<https://support.bill.com/hc/en-us/articles/203692009>

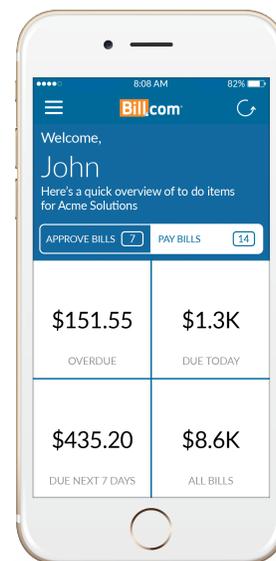
Reviewing and paying bills with your mobile device

Mobile apps for Apple and Android devices

1. Download the free Bill.com app in the app store.
2. Log in.
3. On your Dashboard, you'll see a quick view of bills you need to pay, grouped by due date.
4. Click on one of the groups to pay bills.

Paying bills

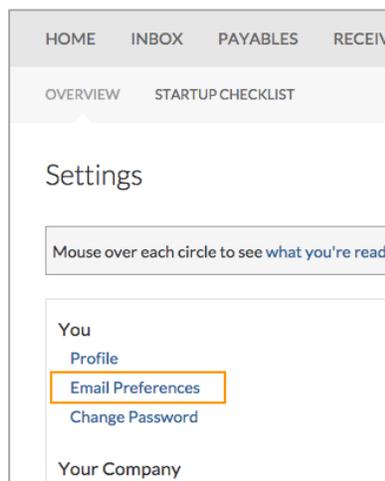
1. Select a bill from the list
2. Here you can change the following:
 - a. Amount to Pay
 - b. Pay From account
 - c. Process Date
3. Review any notes/communications about this bill by clicking the speech bubble icon in the top right corner.
4. When you're ready, click Pay, and confirm by clicking Pay again.



Setting your personal email notification preferences

You can choose how often you would like to receive email reminders and alerts.

1. Select **Gear** icon > **Settings** > **Overview**.
2. In the **You** section, select **Email Preferences**.



3. Select the edit icon  then select/deselect your preferences.
4. **Save** your changes.

Email Preferences

Details

Instant notification

We immediately email you when:

- A bill or vendor credit needs approval from you: or gets denied
- A bill is ready to be paid: it has all the necessary approvals (but hasn't been scheduled to be paid yet)
- A bill is scheduled to be paid: nothing else needs to be done
- The inbox for sOshiology Music Company receives something new: an eBill, an ePayment, or a file that's been uploaded, emailed, or faxed

- You've been invited to connect, your invitations are accepted, and upon receiving other network updates
- A note from your customer or vendor is shared with you

If anyone on your staff changes your company name or address, we notify you immediately.

Periodic summary

We email you a To Do list summary ?

- Daily (Monday - Friday)
- Weekly on:

Monday	Tuesday	Wednesday	Thursday	Friday
<input type="checkbox"/>				
- Monthly on:
- Never

SAVE CANCEL