

The Clerk

Introduction

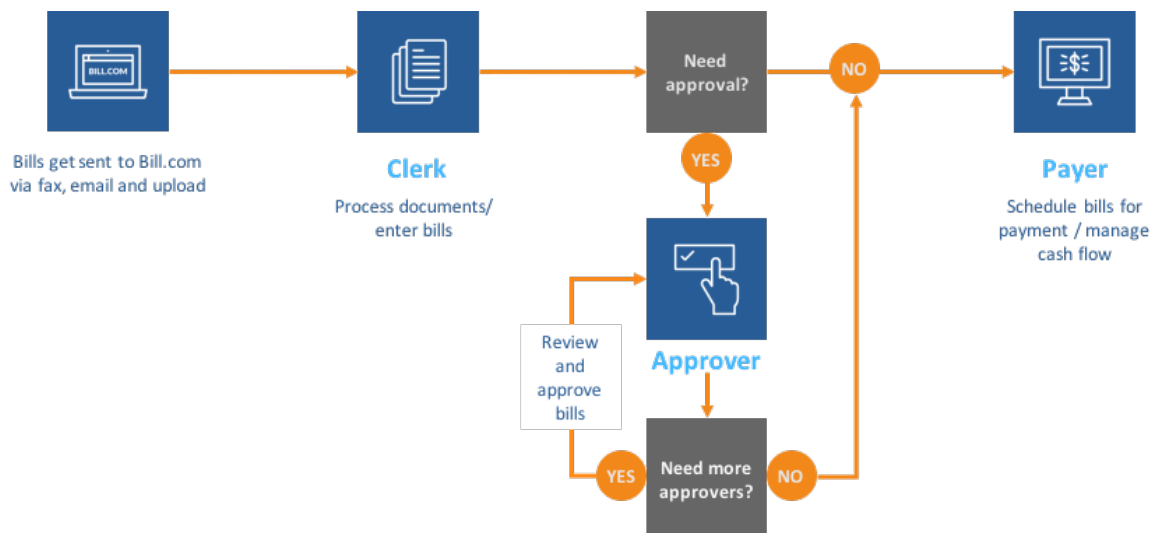
Welcome to Bill.com. We make it simple to connect and do business.

Now you can streamline and automate the bill payment process.

Responsibilities of the Clerk Role

Process documents and enter bills.

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



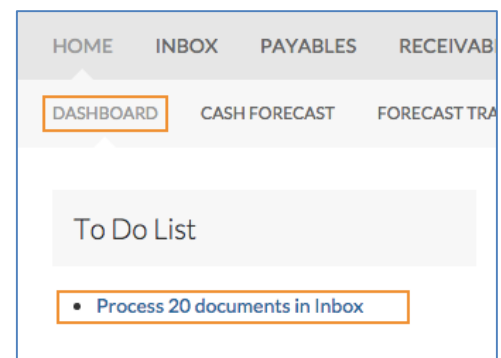
Processing documents

To Do List

When you log in, your **To Do List** will show documents that are ready for you to process. Click the link in the To Do List to process the documents.

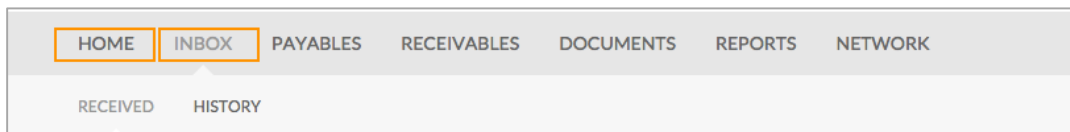
Documents can be:

1. Emailed to Bill.com
2. Faxed to Bill.com
3. Uploaded into Bill.com

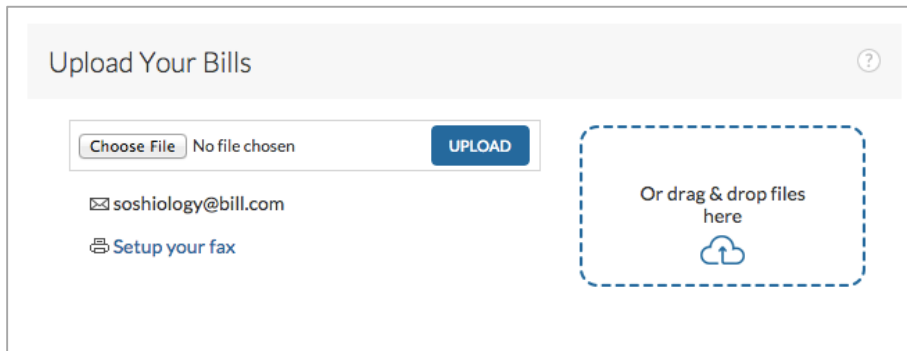


Uploading bills to the Inbox

To upload a bill, go to **Home > Dashboard** or to **Inbox**.



In the **Upload Your Bills** section, click the **Choose File** button or use drag & drop to upload your file.



Processing documents in the Inbox

In your Inbox, you have several options for processing a document depending on your requirements.

You can:

- a. Create a **New**:
 - a. Bill
 - b. Vendor Credit
 - c. Payment Received
 - d. Document
- b. Add to **Existing**:
 - a. Bill
 - b. Vendor Credit
 - c. Vendor or Customer Document

Note: A document can only be associated with one Vendor or Customer. If you have a document that needs to be associated with more than one, copies will need to be uploaded separately for each Vendor or Customer.

[HOME](#)
[INBOX](#)
[PAYABLES](#)
[RECEIVABLES](#)
[DOCUMENTS](#)
[REPORTS](#)
[NETWORK](#)

[RECEIVED](#)
[HISTORY](#)

Received

oldtraindepotrestaurant1@bill.com [Modify](#)

Most recent first

Drag and drop files anywhere or [BROWSE](#)

Invoice - SpencersFarms-03.pdf

Michelle Schiffer

[NEW BILL](#) [...](#)

Invoice - RPM Properties - 02.pdf

jrante@hq.bill.com

[NEW BILL](#) [...](#)

Invoice - Loya and Sons - 01.pdf

jrante@hq.bill.com

[NEW BILL](#) [...](#)

Invoice - Hacienda Designs - 01.pdf

jrante@hq.bill.com

[NEW BILL](#) [...](#)

03/13/18 05:03 PM 1 page

Process item | —

CREATE A NEW

[Bill](#)
[Vendor Credit](#)
[Payment Received](#)

Document for

ADD TO EXISTING

[Bill](#)
[Vendor Credit](#)
[Vendor Doc](#)
[Company Doc](#)

OTHER ACTIONS

[Delete](#)
[Delete all](#)

Creating a new bill

With a document in Inbox:

Go to the Inbox, locate the document, and click **New Bill**.

Received

oldtraindepotrestaurant1@bill.com [Modify](#)

Most recent first



Invoice-SpencersFarms-03.pdf

Michelle Schiffer

NEW BILL

Without a document:

On the **Home** page, click the **Enter bill without a document** quick link.

Quick Links

- [Enter bill with documents](#)
- [Enter bill without document](#)
- [Pay Vendors via ePayment](#)
- [Manage users](#)
- [View chart of accounts](#)

Entering bill details


1. On the **Bill details** page, enter information about the bill:
 - a. **Vendor** - the company or person to be paid. If you do not see the vendor in the vendor drop-down menu, select [add new].
 - b. **Invoice number** - any numbers or letters to help the vendor identify the bill
 - c. **Payment terms** - how soon the vendor expects payment
 - d. **Invoice date** - the day the vendor created the invoice
 - e. **Due date** - the specific date the vendor expects payment. This is filled automatically if payment terms were selected.
 - f. **Amount** of the bill
 - g. **Bill Description** - details about the product or service the vendor is invoicing
 - h. **Account** and any other classifications - details about the expense or other type of account applicable to the purchase or service received. Click **Split this amount** for multiple line items.
 - i. **Approvers** - the people who need to approve the bill for payment

Note: When you select a vendor, Bill.com's Smart Data Entry feature will pre-populate fields based on the entries from the previously saved bill.

2. Click **Save**. If the document is more than one page, select **Include all remaining pages** if they are part of the same bill.

New Bill

Open Document Associate page: ☒ - select: all / none Page 1 of 1



Spencer Farms
18 Country Road
Taylorsville, Indiana 46107
812-345-1998
Fax 812-345-5472
Orders@SpencerFarms.com

TO: Old Train Depot Restaurant
11 Commerce Blvd.
Indianapolis, IN 46163
317-545-6787
Customer ID 180

QUANTITY	ITEM #	DESCRIPTION	UNIT PRICE	DISCOUNT
15 Gallon	42	Milk	\$5.00	
20 Dozen	3	Eggs	\$6.25	
12.5 Pounds	12	Butter	\$2.00	
10 Pounds	56	Cheddar Cheese	\$7.50	

Bill details

* VENDOR

* INVOICE #

PAYMENT TERMS

* INVOICE DATE

* DUE DATE

* AMOUNT

BILL DESCRIPTION

NOTE TO PAYERS/APPROVERS

☐ Split this amount

ACCOUNT

DEPARTMENT

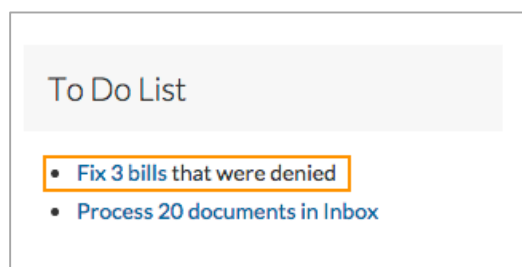
Approvers - 0

Select a vendor to add approvers.

SAVE **SAVE & NEXT ITEM** **CANCEL**

Fixing a denied bill or credit

Denied bills or vendor credits will appear in your To Do List and can be resolved.



Fixing the bill

1. Click the link in the To Do List to fix the denied bill or vendor credit.
2. Click the invoice or reference number.
3. Review the Summary to determine why the bill or vendor credit was denied,
4. Click the edit icon to make changes or the trash icon to delete the item.
5. **Save** your changes.

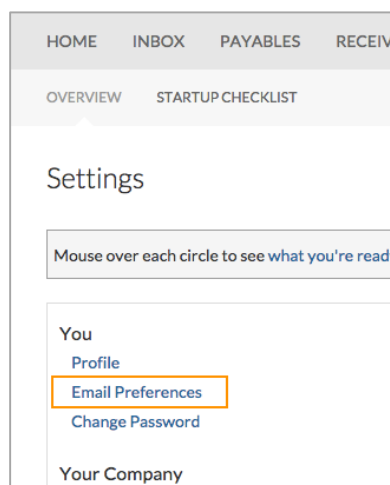
Sending an edited bill for approval


1. After editing and saving, click **Re-assign** at the bottom of the Summary.
2. Select an approver and include a note that explains what you changed.
3. To add additional approvers, click **Add More**.
4. **Save** your changes.
5. The bill or vendor credit will be sent for approval.

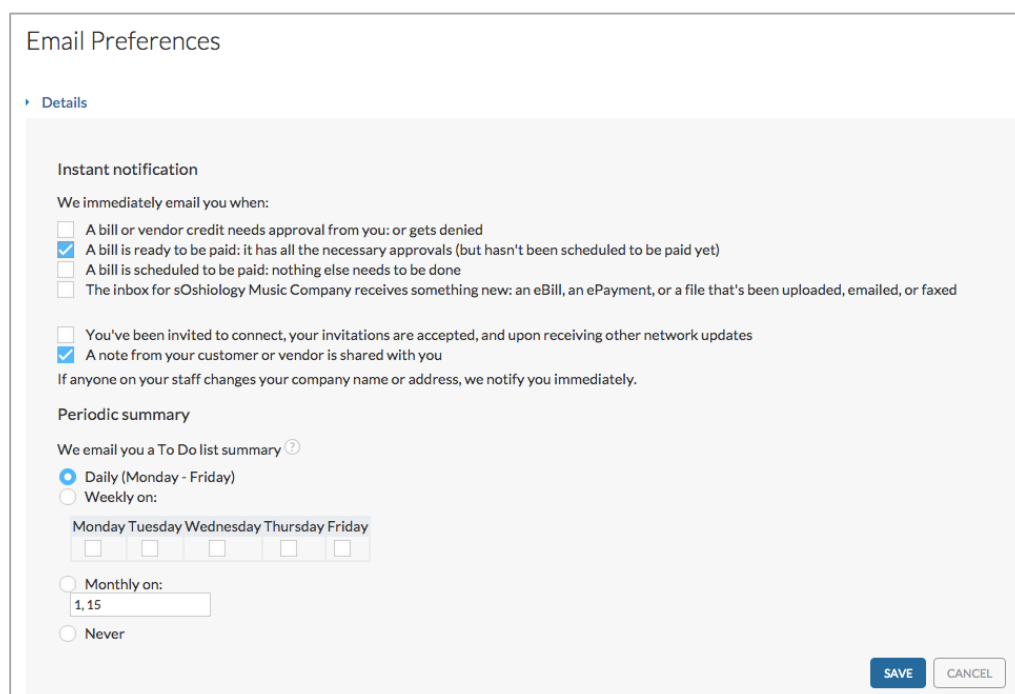
Setting your personal email notification preferences

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.



The screenshot shows the 'Email Preferences' form. It has a 'Details' section. Under 'Instant notification', there are two groups of checkboxes. The first group is 'We immediately email you when:' with options: 'A bill or vendor credit needs approval from you: or gets denied' (unchecked), 'A bill is ready to be paid: it has all the necessary approvals (but hasn't been scheduled to be paid yet)' (checked), 'A bill is scheduled to be paid: nothing else needs to be done' (unchecked), and 'The inbox for sOshiology Music Company receives something new: an eBill, an ePayment, or a file that's been uploaded, emailed, or faxed' (unchecked). The second group is 'You've been invited to connect, your invitations are accepted, and upon receiving other network updates' (unchecked) and 'A note from your customer or vendor is shared with you' (checked). Below this is a note: 'If anyone on your staff changes your company name or address, we notify you immediately.' Under 'Periodic summary', there is a section 'We email you a To Do list summary' with a help icon. There are two radio buttons: 'Daily (Monday - Friday)' (selected) and 'Weekly on:'. Below 'Weekly on:' are checkboxes for Monday, Tuesday, Wednesday, Thursday, and Friday, all of which are unchecked. There are also radio buttons for 'Monthly on:' (with a text input field containing '1, 15') and 'Never' (unchecked). At the bottom right are 'SAVE' and 'CANCEL' buttons.