1810 EMBARCADERO RD.
PALO ALTO, CA 94303

The Clerk

Introduction

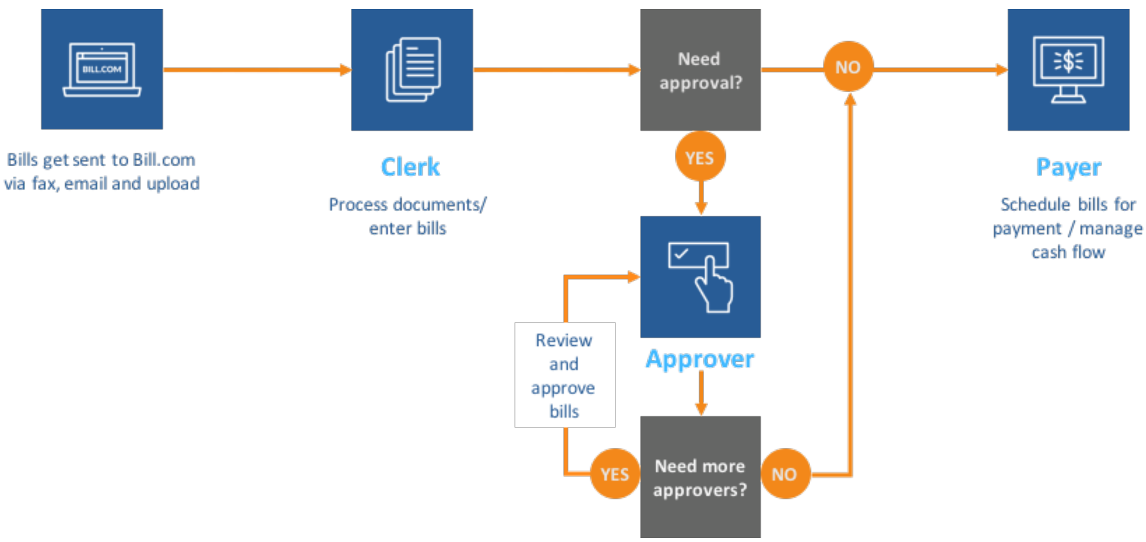
Welcome to Bill.com. We make it simple to connect and do business.

Now you can streamline and automate the bill payment process.

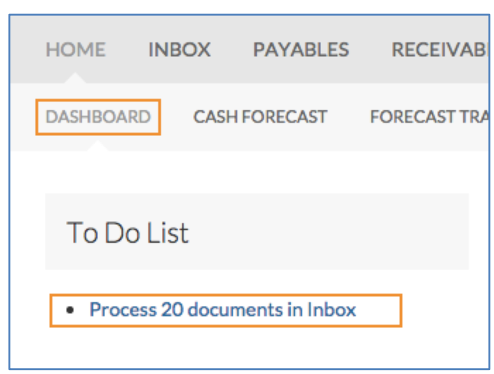
Responsibilities of the Clerk Role

Process documents and enter bills.

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



Processing documents



To Do List

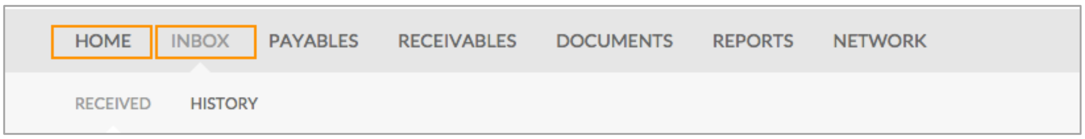
When you log in, your **To Do List** will show documents that are ready for you to process. Click the link in the To Do List to process the documents.

Documents can be:

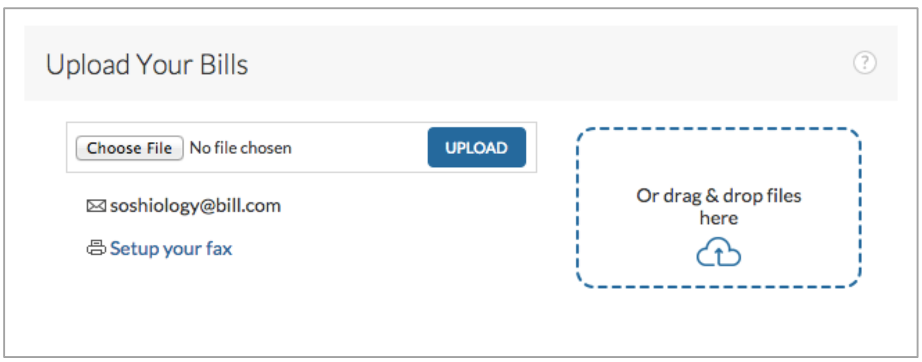
1. Emailed to Bill.com
2. Faxed to Bill.com
3. Uploaded into Bill.com

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.



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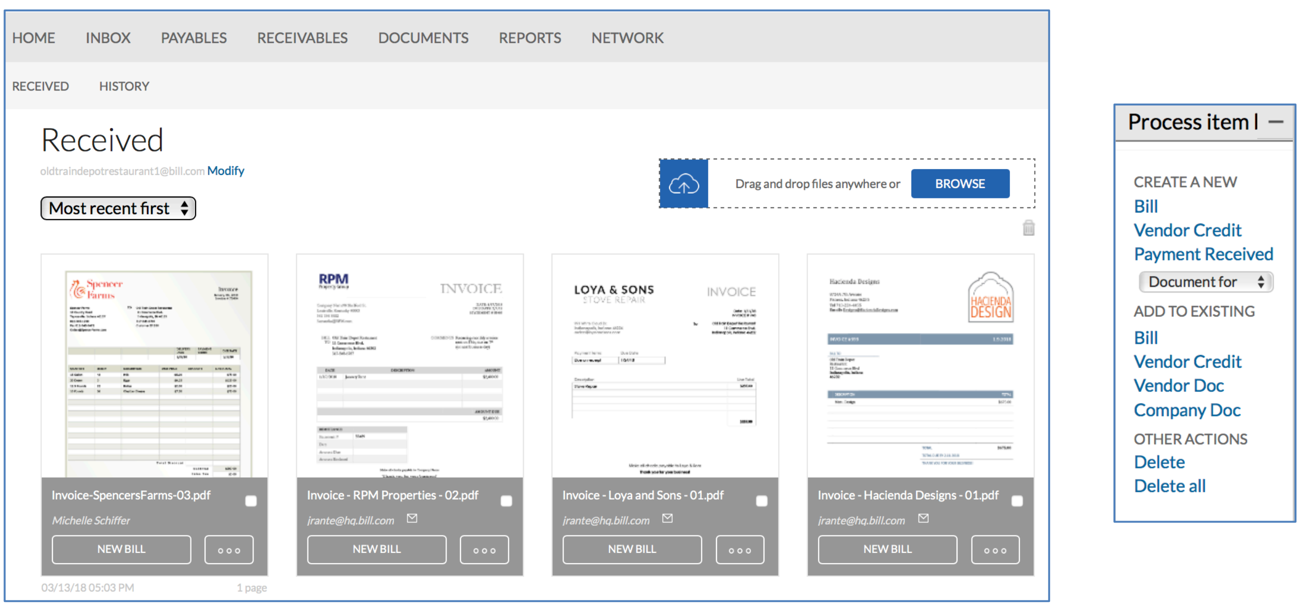
Processing documents in the Inbox

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.



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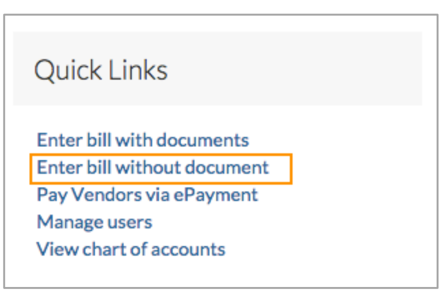
Creating a new bill

With a document in Inbox:

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

Without a document:

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



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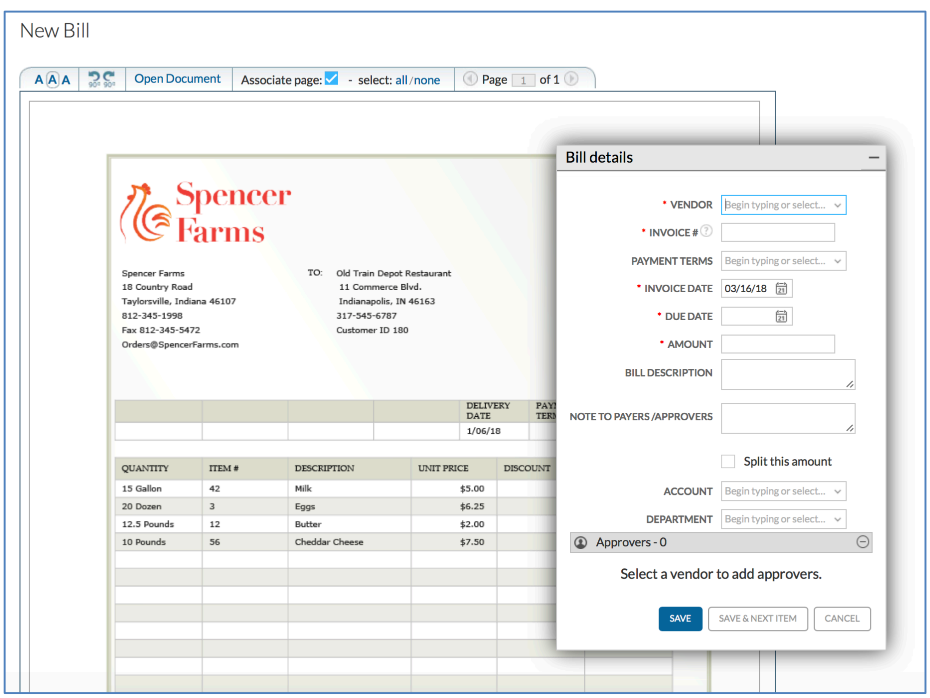
Entering bill details

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

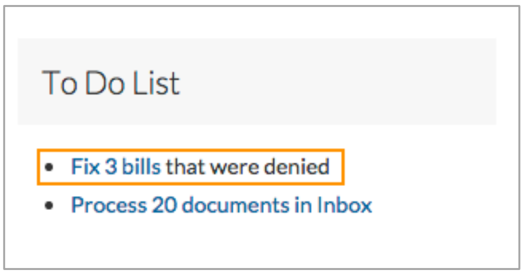
Note: When you select a vendor, Bill.com's Smart Data Entry feature will pre-populate fields based on the entries from the previously saved bill.

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



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.

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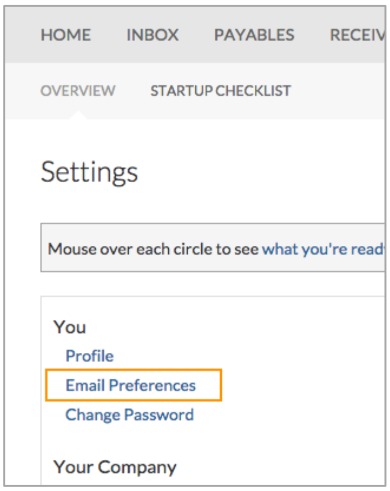
Setting your personal email notification preferences

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.