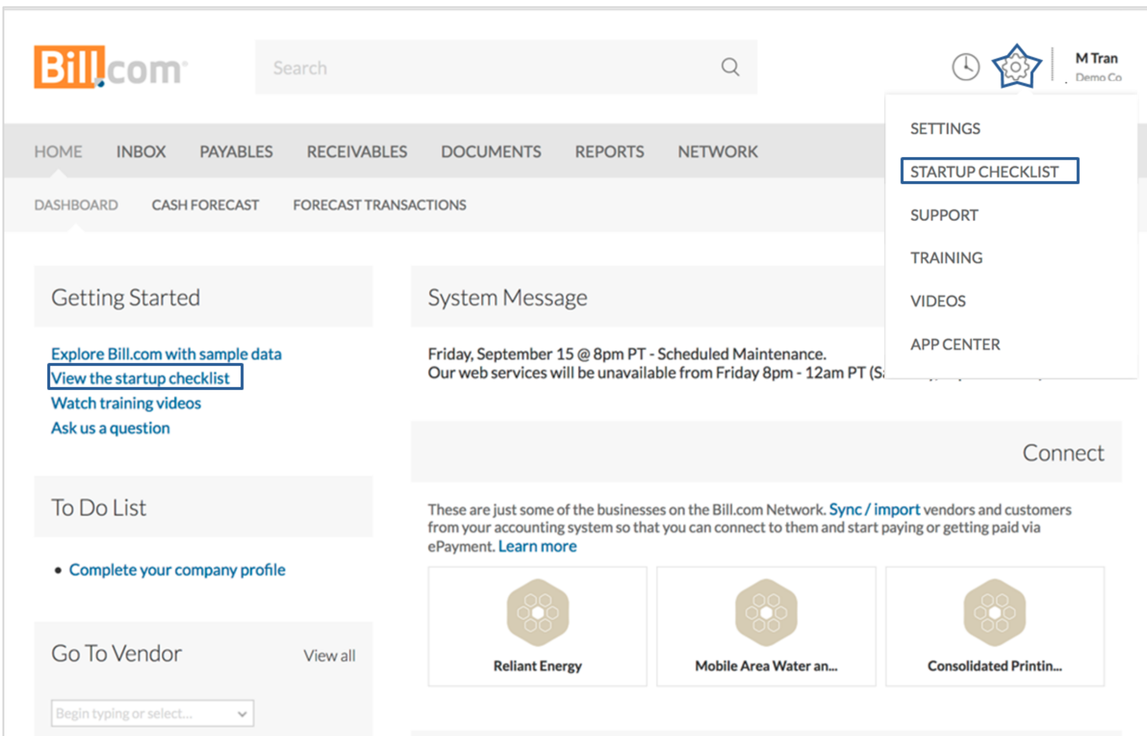
Bill.com Setup Reference Guide Part 2: Client Company Setup

Access the Startup Checklist

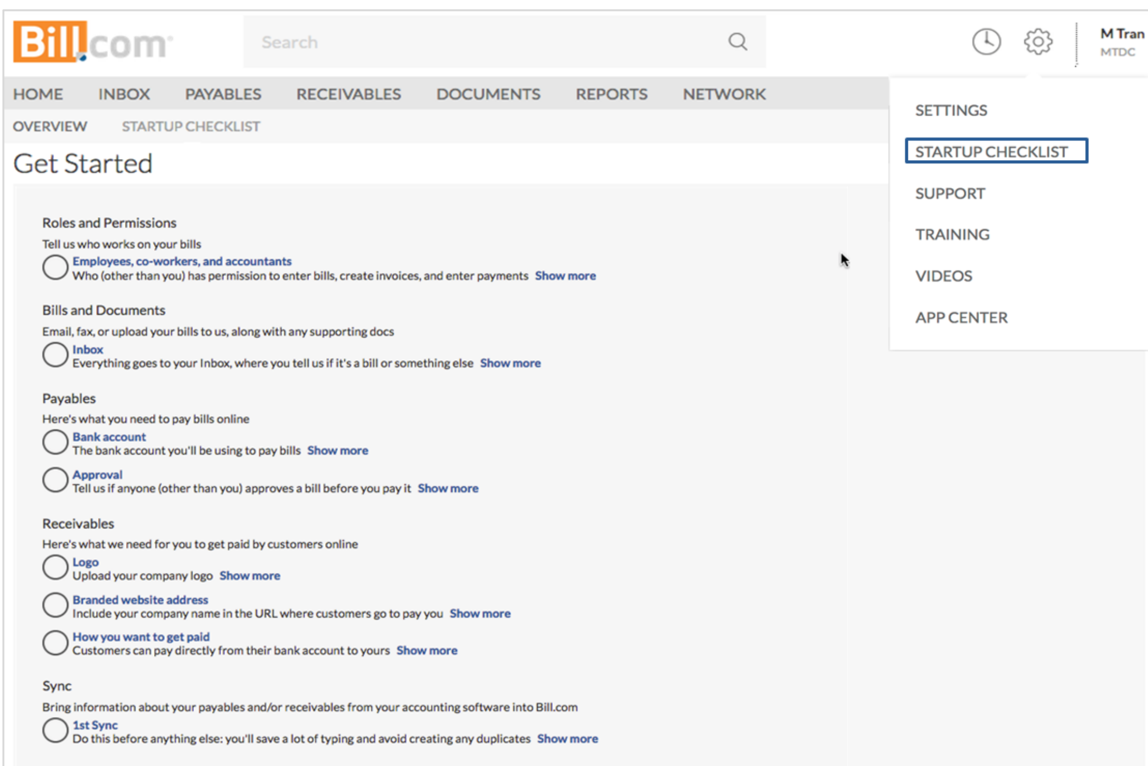
Log in to the client account to access the **Startup Checklist** under the **Getting Started** section, or from the **Gear Icon** in the top Right



Startup Checklist

There are 5 sections to complete in the **Startup Checklist**:

- **Roles and Permissions**: Add any additional staff and choose their roles
- **Bills and Documents** (Setting up the Inbox)
- **Payables**: Add client bank account information and set approval policies
- **Receivables**: Upload custom logo, setup branded website (where their customers login to pay) and determine how they want to be paid
- **Sync**: Sync over Customers, Vendors, Unpaid Bills & Invoices, Items and more

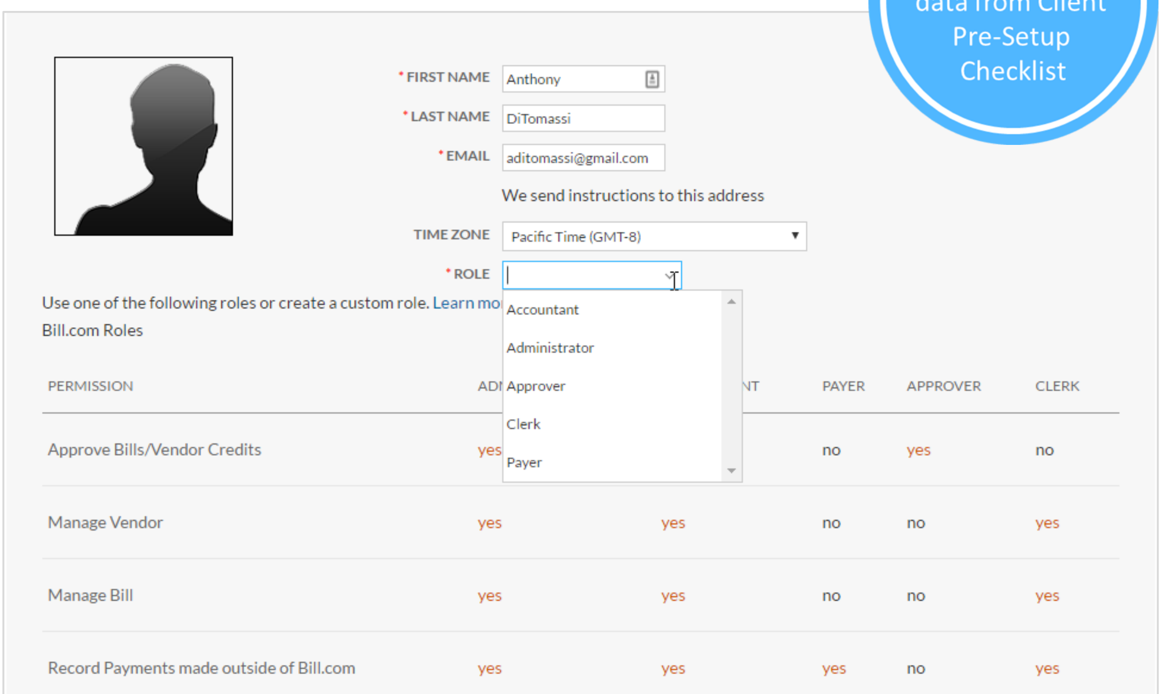


Define Client Roles and Permissions

Roles and Permissions

In this section, you can add any additional clients who will be working in the account to do things such enter, approve or pay bills.

Use **Access and Role** data from Client Pre-Setup Checklist



We offer 5 pre-configured roles and note the permissions associated with each role on the **Add User page**. Approval management and payments permissions are restricted thus enabling a clear separation of duties. The preconfigured roles are:

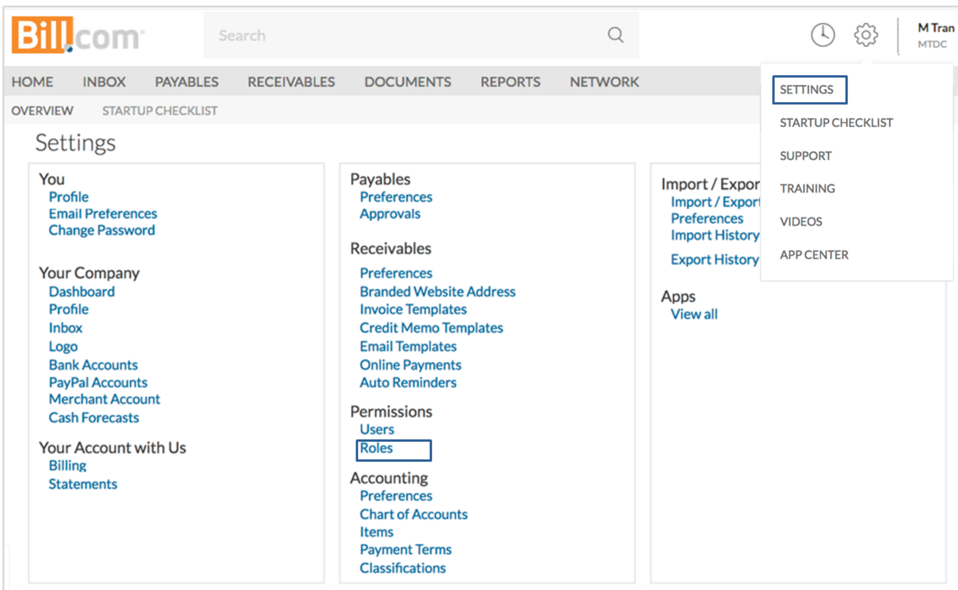
Administrator	Oversee your company's use of Bill.com and require access to all functions. By default the first user always is an Administrator. Administrators typically have signing authority on your bank account because they are able to authorize bill payments. At least one active Administrator should reside in your account. They are able to: 1. Manage all bills and vendors 2. Approve bills 3. Authorize and schedule payments, and record payments made outside of Bill.com 4. Set up and run the sync
Accountant	The Accountant's primary task is to enter bills and sync with the accounting system. They are able to take all actions of an Administrator; however, they are not able to schedule bills for payment. Permissions include: 1. Manage bills and vendors 2. Record payments made outside of Bill.com 3. Set up and run the sync
Payer	Payers are able to record payments and pay bills. They can only schedule payments for bills that have been fully approved, and only can pay bills up to the approved amount. Unlike an Administrator or Accountant, this role does not have permissions to manage the front end of the payables workflow.
Clerks	Clerks have the ability to manage all bills and vendors in the payables process, but can not manage or schedule payments.
Approvers	Approvers can review bills and vendor credits before authorizing them for payment. Approvers are able to: 1. Review bills 2. Approve bills and vendor credits 3. Deny bills and vendor credits

PERMISSION	ADMINISTRATOR	ACCOUNTANT	PAYER	APPROVER	CLERK
Approve Bills/Vendor Credits	yes	yes	no	yes	no
Manage Vendor	yes	yes	no	no	yes
Manage Bill	yes	yes	no	no	yes
Record Payments made outside of Bill.com	yes	yes	yes	no	yes
Pay approved bills via Bill.com*	yes	no	yes	no	no
Pay unassigned bills via Bill.com*	yes	no	no	no	no
Pay unapproved bills via Bill.com*	yes	no	no	no	no
Manage Company Info	yes	no	no	no	no
Manage User	yes	no	no	no	no
Sync with Accounting System	yes	yes	no	no	no

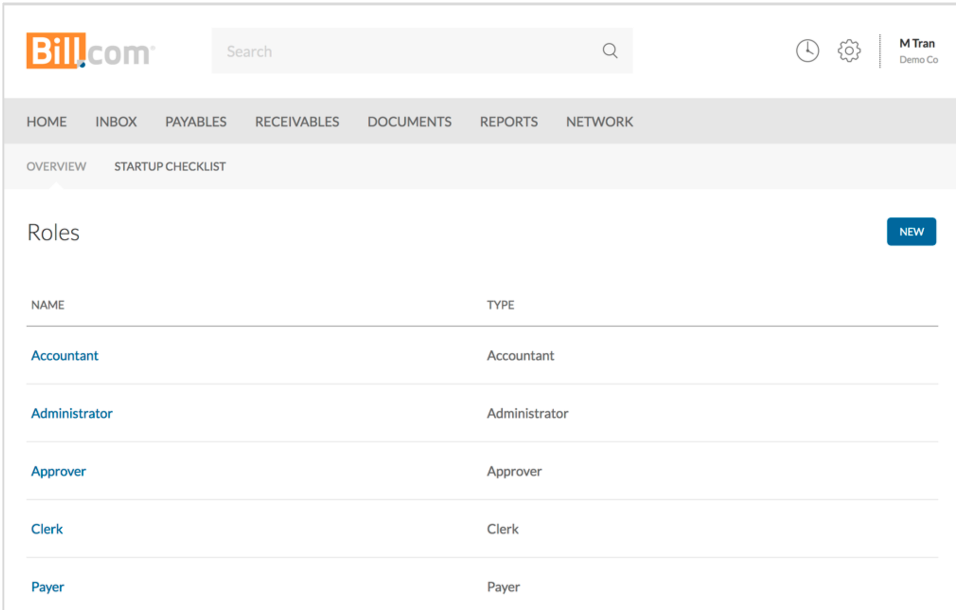
** User needs to go through verification process to pay via Bill.com*

Add Custom Roles

Custom Roles can also be created at the client account level. To do so, access the **Settings** page from the Gear Icon and click **Roles** under Permissions. Once there, click **New** to create a custom role.



Although you cannot edit the 5 preset roles, you can use a role as a starting point to create a custom role. To do so, click on the role name, hover over **Details**, and click **Clone**. On the next page, you can customize the role name and permission.


Search
M Tran
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HOME
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PAYABLES
RECEIVABLES
DOCUMENTS
REPORTS
NETWORK
OVERVIEW
STARTUP CHECKLIST
Roles
NEW
NAME
TYPE
Accountant
Accountant
Administrator
Administrator
Approver
Approver
Clerk
Clerk
Payer
Payer

Manage Bills and Documents

Inbox

Send bills to Bill.com

- Customized Bill.com email
- Fax – choose area code and Bill.com assigns a fax number to the account
- File upload
- Drag and drop

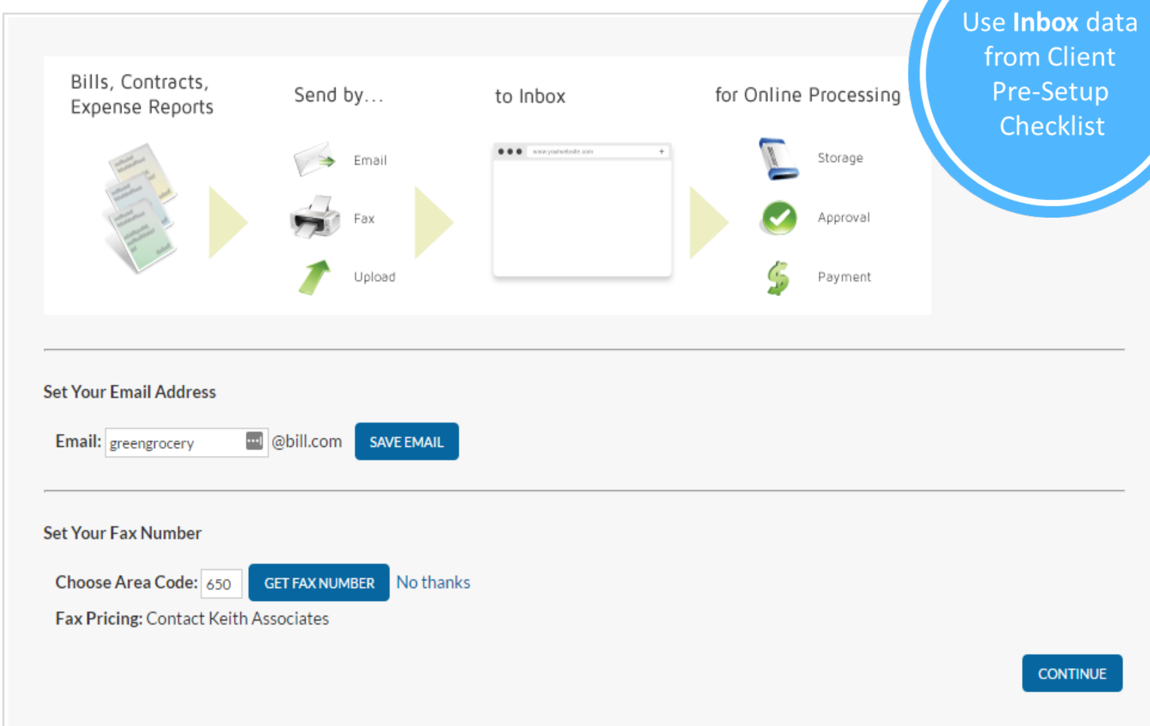
Account Setup: Inbox

Your Bill.com account offers you an unlimited storage repository for all of your documents, not just those associated with bills.

You can create a dedicated @bill.com email address, and an optional fax number, to bring documents into your client's Bill.com account. You can also upload and drag and drop documents.

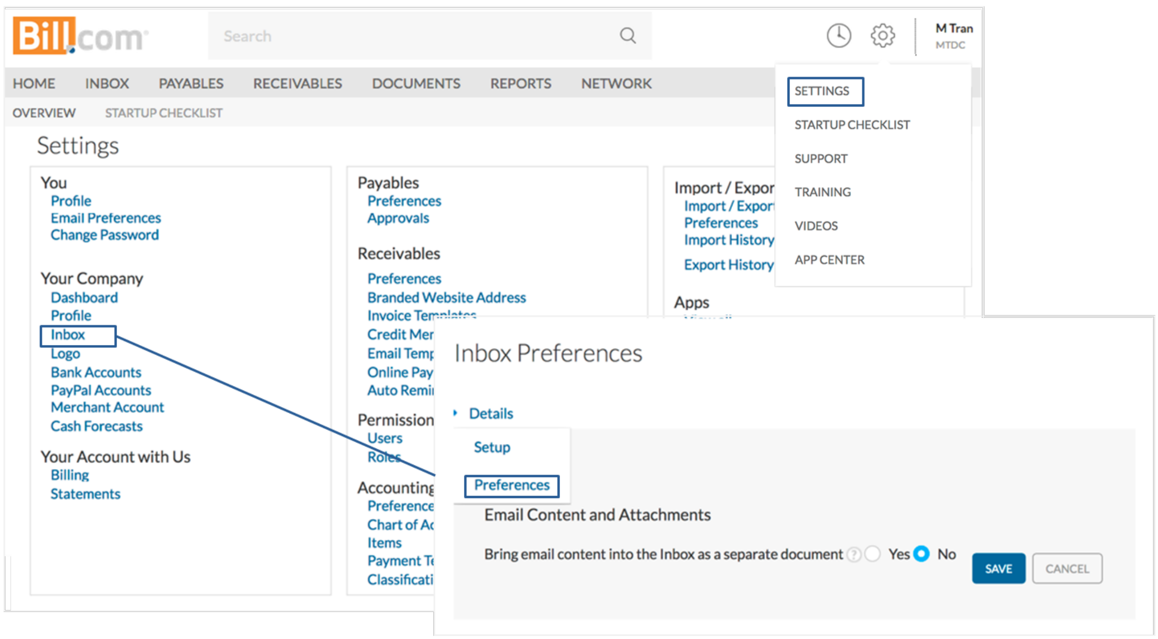
Documents can be .txt, .pdf, .doc, .xls, jpeg, png, or gif of up to 20 MB in size.

Use **Inbox** data from Client Pre-Setup Checklist



Email Inbox Preferences

If you prefer the email content and attachments to be separate, access the **Settings** page from the Gear Icon and click **Inbox** under Your Company. Once there, hover over Details, click **Preferences**, and select **Bring email content into the Inbox as a separate document**."

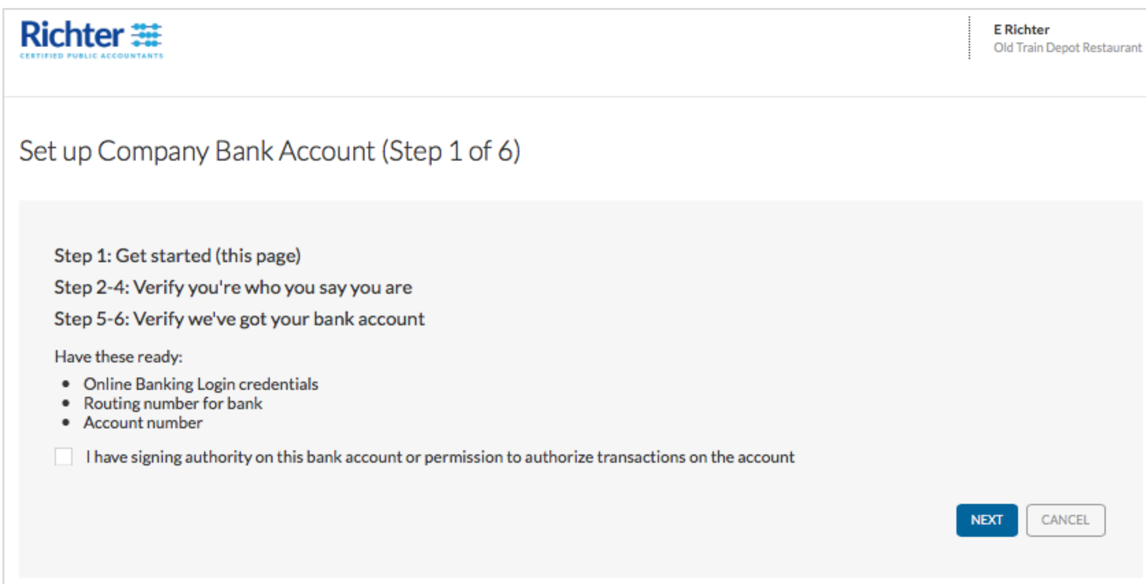


Organize Payables Process

Payables – Bank Account

- Have client account and routing numbers ready
- Have client EIN ready
- Confirm you are a signer on the bank account or have permission to authorize transactions on the account

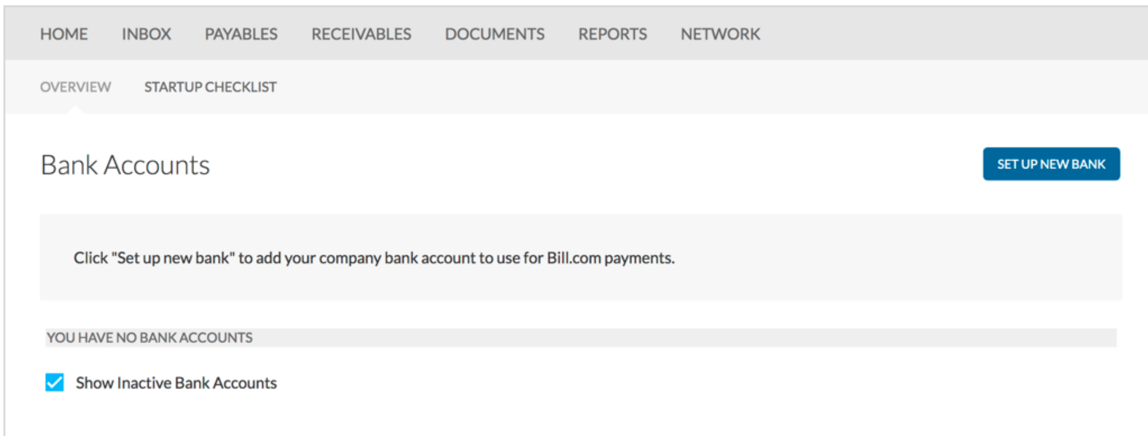
Use **Payments** data from Client Pre-Setup Checklist



- Enter YOUR information for identity verification
- Complete a questionnaire
- Enter bank account information
  - Depending on bank, you may instantly verify the bank account by entering your online banking login and password
  - Otherwise, Bill.com will do a test transaction to verify the bank account

Client Account Setup: Bank Account

Now it's time to add a bank account for paying bills and receiving payments from customers.

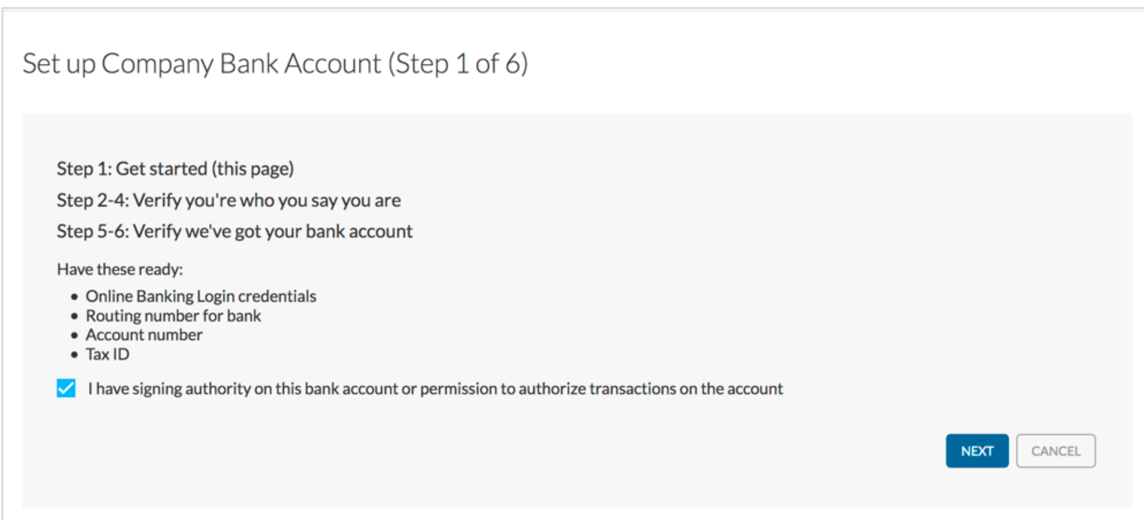


Authorization to Manage Bank Account

In order to set up and link a bank account with Bill.com, you will need the Online Banking Credentials, or Bank Account and Routing Number, and company Tax ID.

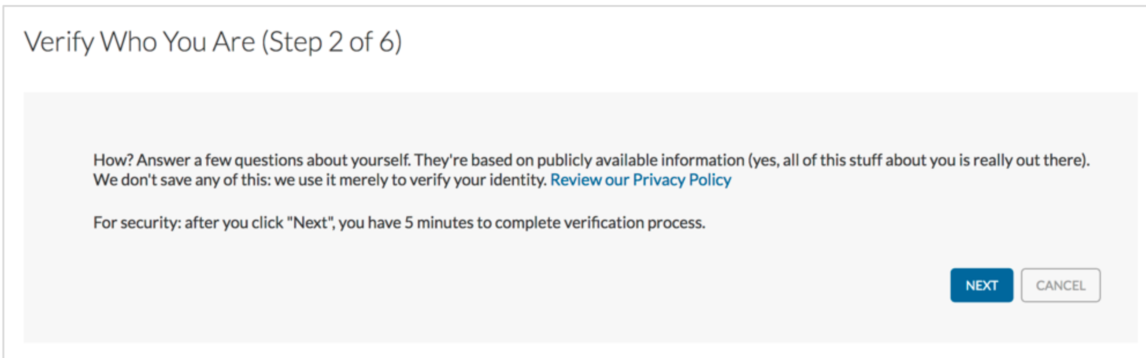
As part of Bank Account Setup, we ask you to confirm that you are authorized to manage transactions on behalf of the organization. In order to process payments, the staff member must be able to schedule and submit payments using that Bank Account.

As an added security measure, even though a staff member may have permission to process payments, they still must be nominated as bank authorized in order to pay bills.



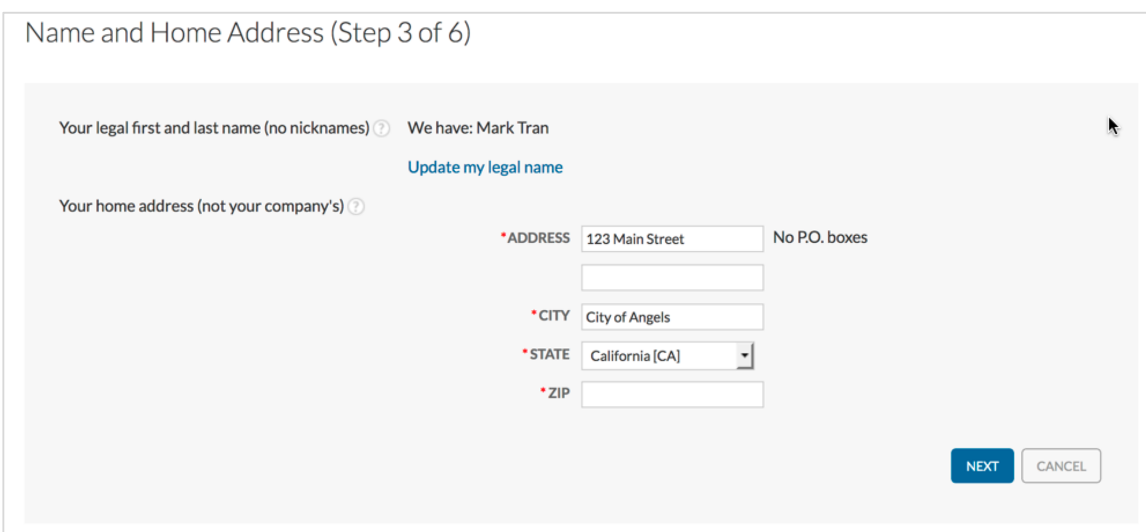
Authenticate your Identity

Part of this process is to answer a few questions based on publicly available information. None of that information is saved but is simply used for verification.



Enter your Home Address and Legal Name

Enter your name and home address (use driver's license, or state Identification as reference). Verify your identity as the person entering the bank account. *We ask your personal details such as address and last 4 of your social to confirm this is you, not someone logged in pretending to be you.*



Verify Your Identity (Step 3 of 6 cont'd)

We need one more piece of information.

* LAST 4 DIGITS OF YOUR SOCIAL SECURITY #

NEXT

Verify Your Identity

Based on Public Record, the system will ask a series of questions to authenticate you. None of that information is saved but is simply used for verification.

Verify Your Identity (Step 4 of 6)

Choose the answer that most closely matches your experience.

Ignore typos and unusual capitalization. We get this information from public records, so the details might have minor errors (but the main points are accurate).

Q 1. What month were you born in?

- February
- April
- July
- October
- December
- I was not born in any of these months

Q 2. Which of the following age ranges most closely matches the age of 'Steven Tran'?

- 23 to 27
- 32 to 36
- 46 to 50
- 58 to 62
- 64 to 68
- None of the above or I am not familiar with this person

Q 3. In which of the following counties have you ever lived or owned property?

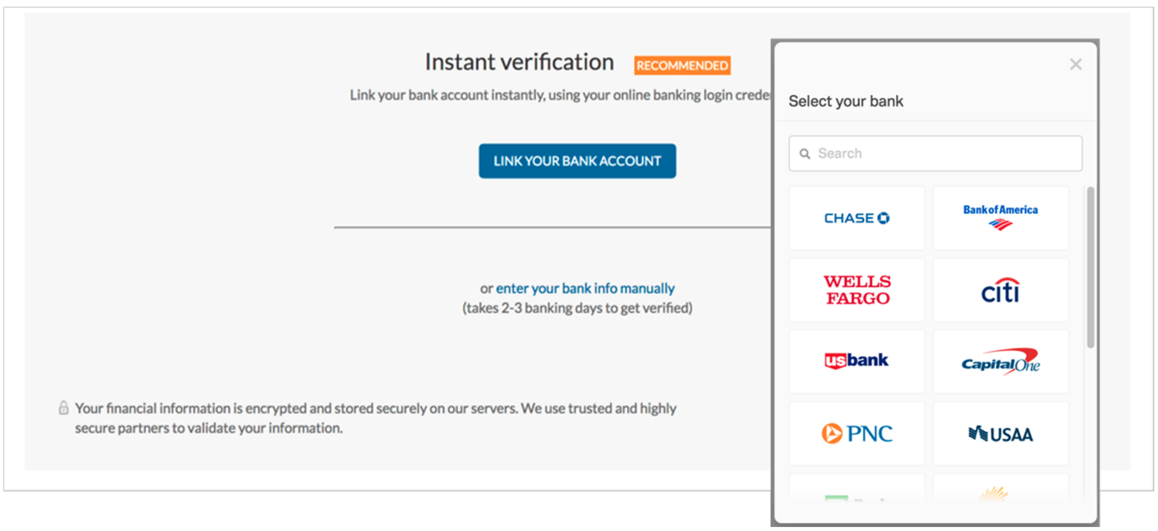
- Alameda, California
- Colusa, California
- Houston, Georgia
- San Mateo, California
- Stanislaus, California
- I have never lived in any of these counties

NEXT

Instantly Link your Bank Account

Click your **bank name**, or click **View More** and search if you don't see yours listed, then Enter your online banking login credentials.

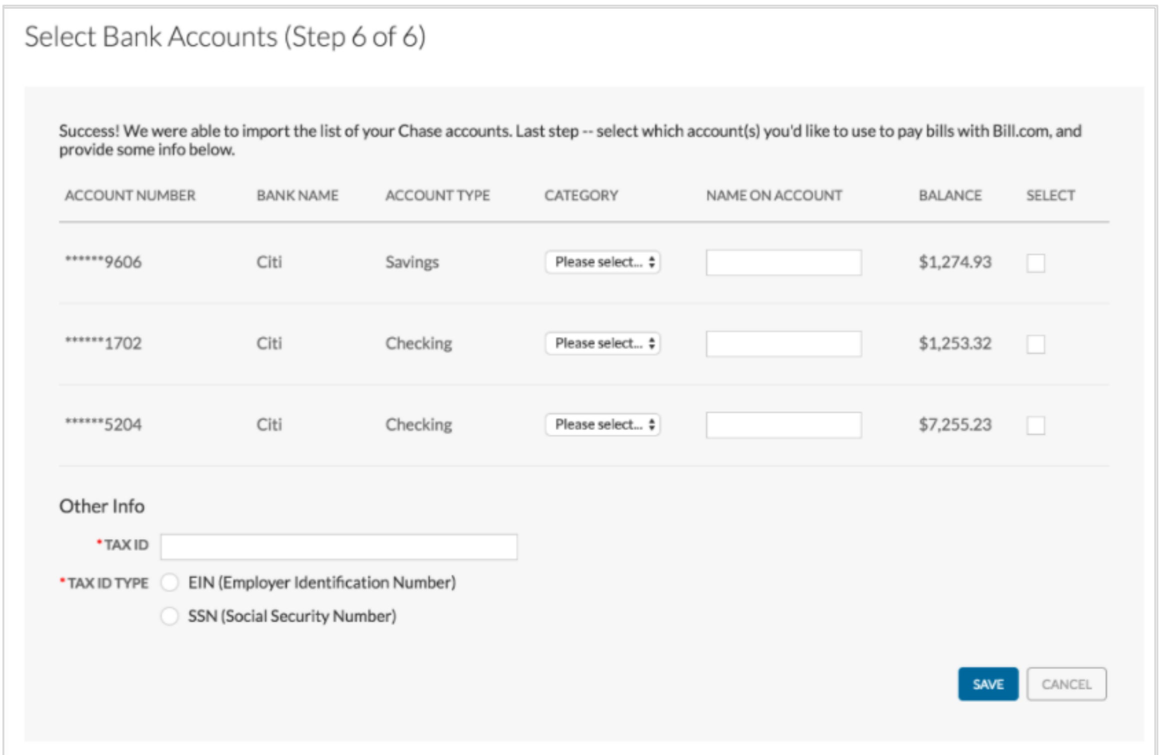
If you have Multi-Factor Authentication set up for your bank, you'll be asked for that once you log in.



Select Which Accounts to Add

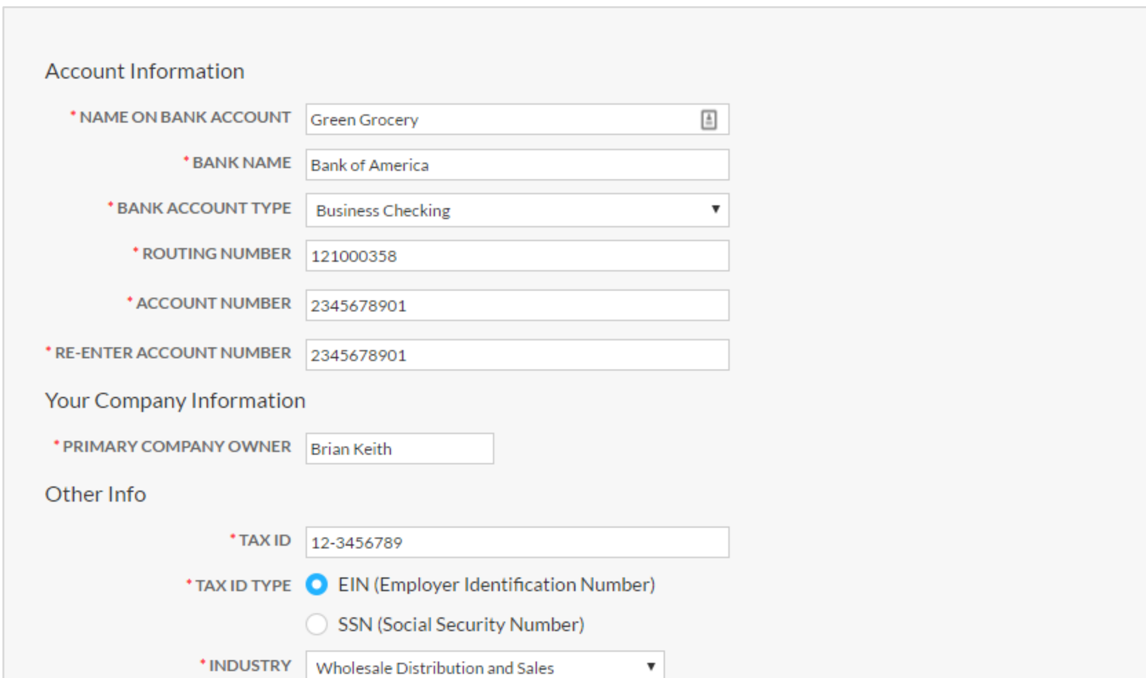
Select which accounts you want to use with Bill.com. Add the category (Business or Personal) and name on the account for each.

Note: You might be asked for Tax ID and Tax ID Type, if you haven't provided this already. This is required by financial regulations.



(If Necessary) Enter Bank Account Manually

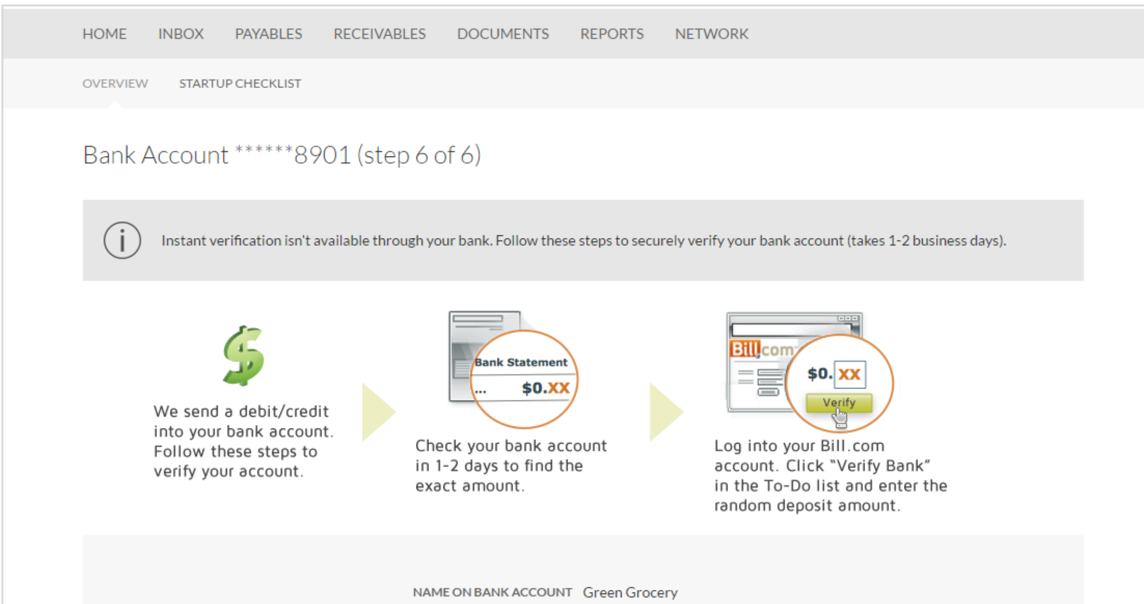
If you'd prefer, you can click enter your bank info manually. This process takes a little longer (2-3 banking days), and requires us to make a micro-deposit in your bank account, to verify it can process ACH payments. If you choose this option, you'll be asked to enter your bank account info, and then verify the micro-deposit amount in 2-3 banking days.



Bank Account Verification

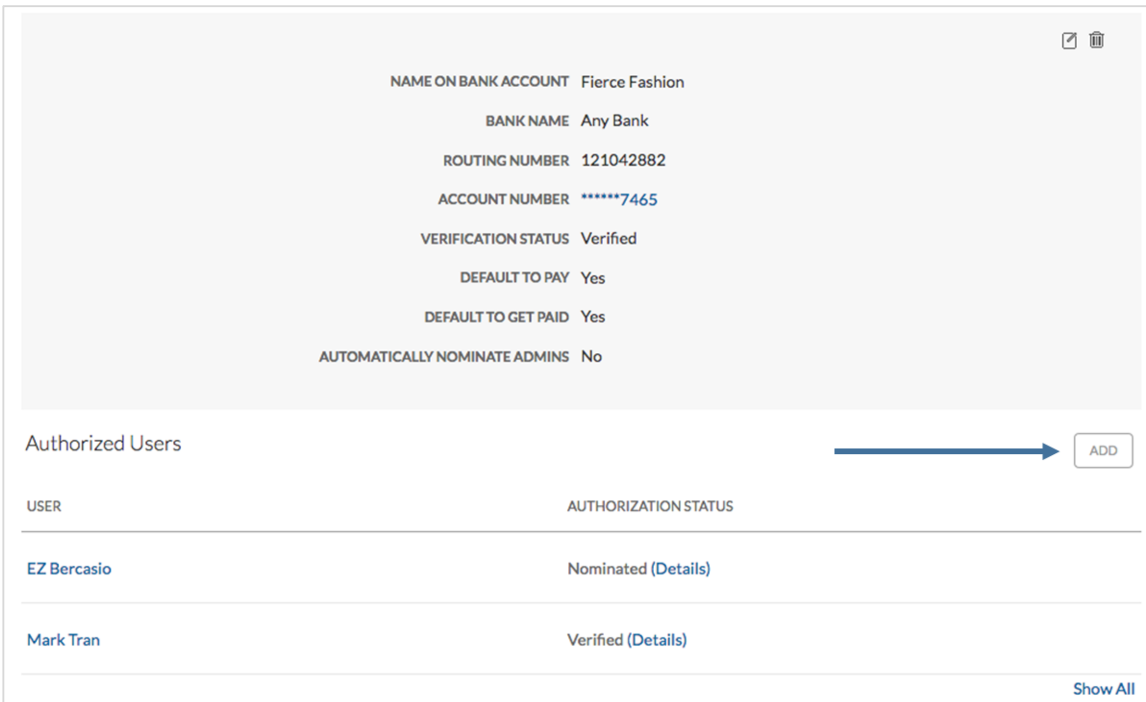
We'll then make a small transaction to the bank account within 2-3 banking days.

Simply enter that amount in the system to verify the Bill.com account is linked to the right bank account (there will be a reminder on the To Do list) and the account will be ready to make and receive payments.



Nominate Staff to the Bank Account

Once the Bank Account has been verified by the first staff member, additional staff can be nominated to make Bill.com payments from the account. They will be required to go through the same identity verification before they are able to schedule payments. They will not need to re-enter the bank account and routing numbers.



Payables – Approval

Approval Preferences

Use **Approvals** data from Client Pre-Setup Checklist

Set up the Bill Approval Workflow. Here we choose whether changes to an approved bill or vendor credit are allowed:

- **Changes are Not allowed** - Once a bill or vendor credit has been approved by a single approver, no further edits can be made. If changes are necessary, the bill must be deleted and recreated.
- **Allowed until every approver has approved** - Edits to a bill or vendor credit are allowed until the final approver has approved.
- **Allowed anytime** - Edits can be made to a bill at any time regardless of approval status.

You can also select how bills are typically paid:

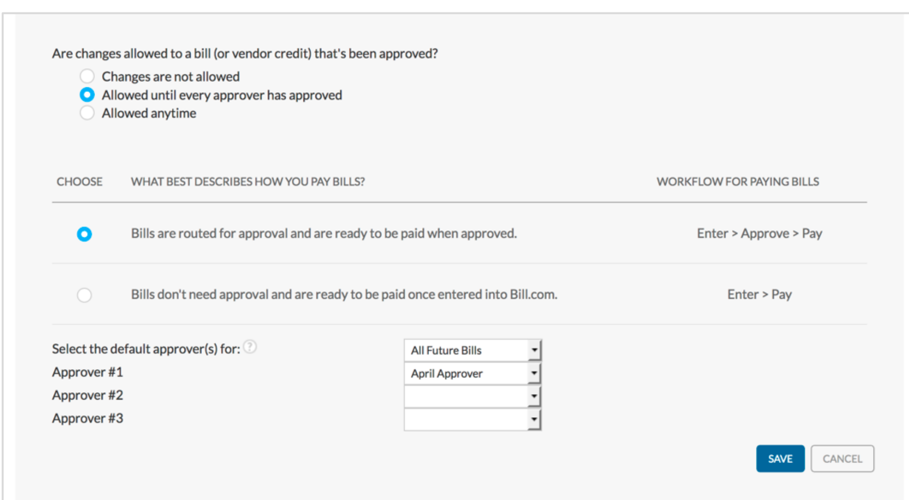
- **Bills are routed for approval** and are ready to be paid when approved

  3 step process

  1. Someone will **Enter** bills
  2. Someone will **Review** bills
  3. Someone will **Schedule** bills for Payment

- **Bills don't need approval** and are ready to be paid once entered into Bill.com

When you've made your choices, click **Save**.

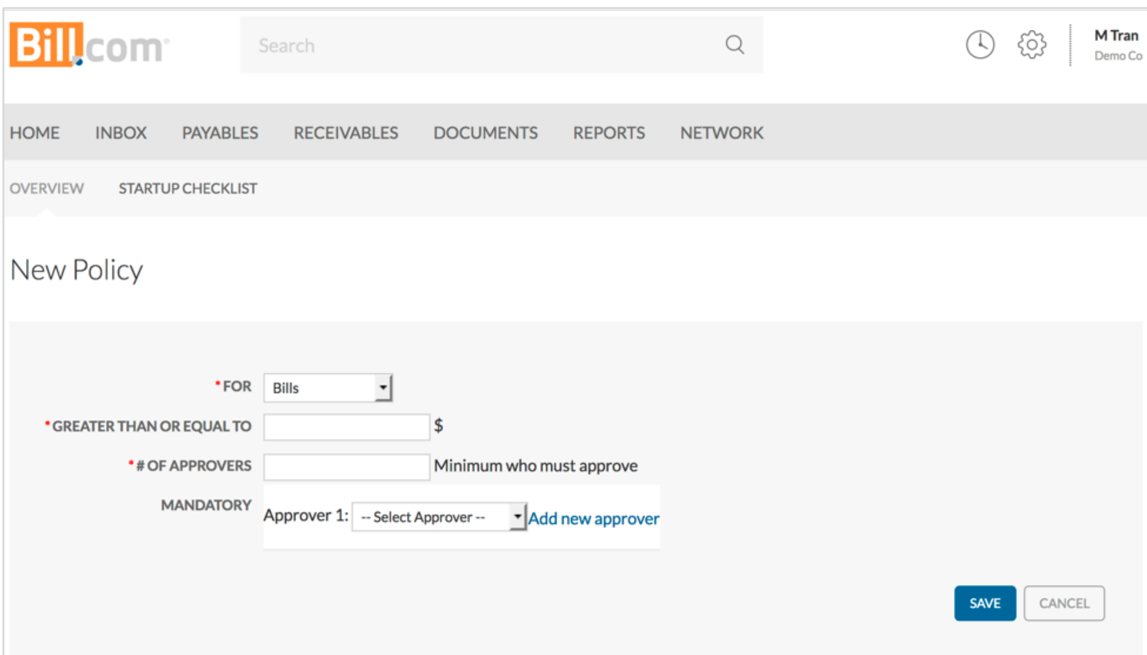


Custom Approval Policies

Use **Approvals** data from Client Pre-Setup Checklist

You can create custom approval policies if the client has approval requirements for bills over a certain dollar amount. The policy can require a minimum number of approvers, specific approvers, or both.

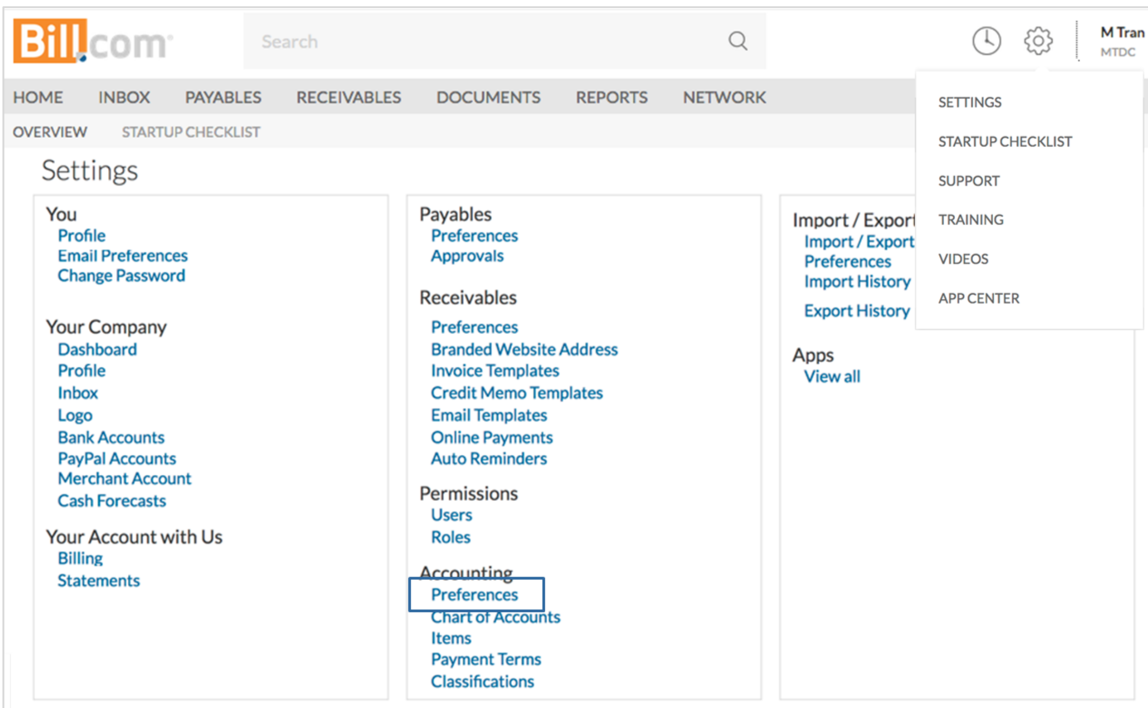
If a staff member tries to save a bill that violates an approval policy, they will be unable to do so and will be advised of the requirements. All approvers listed on a bill must approve the bill for it to be considered "Approved" and the bill must be approved in the order of the listed approvers.



You can set up multiple custom approval policies, however your standard monthly subscription includes one approval policy. For questions about pricing for additional policies, contact your Bill.com account executive.

Turn on Additional Tracking Categories

Although not included in the Startup Checklist, we recommend reviewing your Accounting Preferences to enable any tracking dimensions that you use in your accounting software.



Additional Tracking Categories

Use **Company Preferences** data from Client Pre-Setup Checklist

The available Accounting Preferences may vary depending on your accounting software

For reports and tracking, choose to classify/categorize details in the bills you pay and in the invoices you send.

Show Account Numbers *If you've entered numbers for accounts in your Chart of Accounts, show them when you enter bill details*	Yes
Use Departments *Groups or divisions within your company, such as Marketing, HQ, or Asia-Pacific*	No
Use Locations *Geographical groupings, such as Midwest, Main Office, or Downtown*	No
Use Classes *Categories unique to your company or business, which you define to help with reporting*	No
Use Jobs *Projects with their own set of income/expenses*	No
Show Company Name in Customer Dropdown	No
Use Items in Payables *Products and services*	No
Use Customers	No
Vendor / Customer Sequence Id *Specify how vendor and customer Id sequence is configured in your accounting system*	Do not use id
Show Chart of Accounts on Bill and Invoice Items *If you enter chart of account in addition to items when entering invoices or bills*	No
Show GL Posting Date on Bills and Invoices *If you want to specify the GL Posting Date to be used by your accounting system*	No

Note: As a best practice, we recommend enabling any tracking dimensions that are also used in your accounting software. This allows you to better track transaction data in Bill.com and sync effectively with your accounting software.

Payments

Payment timing

- Initially, allow 4 banking days for both ePayments and mailed checks.
- After you make 5 payments, the timing is about 2 days for an ePayment under $5,000.
- Banking days are Monday – Friday (excluding Bank Holidays)
- Fast Pay available
- For more information on payment timing see https://support.bill.com/hc/en-us/articles/203691839

International payments

- Checks only
- $10,000 limit, US funds
- $1.99 for each payment
- Allow 2-3 weeks mailing time

Auto Bill Entry

A service that extracts bill information from documents in the Bill.com inbox and turns it into a bill, ready for review, approval, and payment in 1 business day.

- Provided through a third-party, CloudFactory.
- The service works with PDFs of 10 pages or less.
- Documents begin processing automatically, as soon as they hit the Inbox, and will be ready for review in 1 business day.
- Notification once back in the Inbox: "Review Bill."
- No enrollment fee, $0.50 per bill processed, billed on the monthly Bill.com statement.

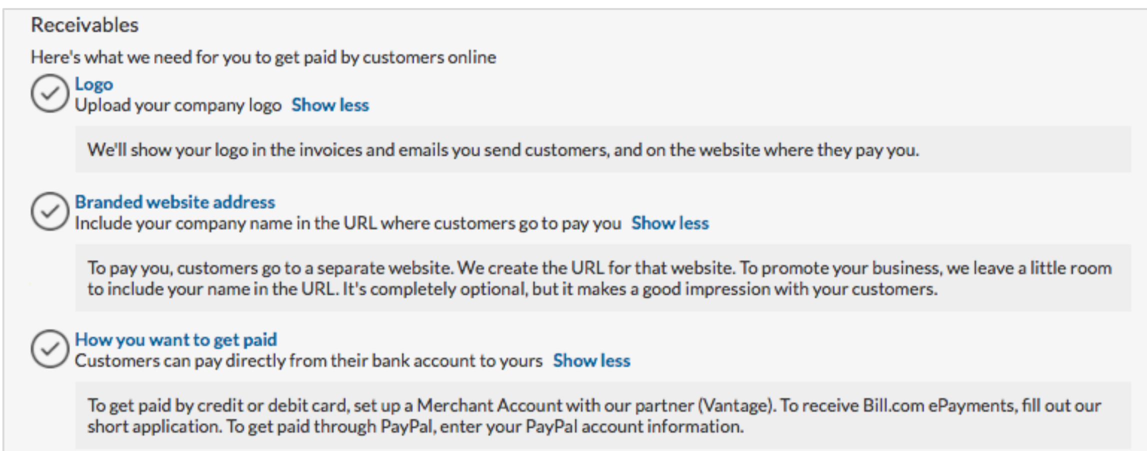
Who enrolls?

- Clients that are billed to console do NOT see Auto Bill Entry available.
- Control which clients are enrolled via Accountant Console.
- Clients that are billed directly can enroll themselves.

Organize Receivables Process

Receivables

- Upload logo that will be displayed on invoices
- Create a customized URL where customers can view and pay their invoices
- How you want to get paid
    - ePayments
    - PayPal
    - Credit Card (using Vantage)

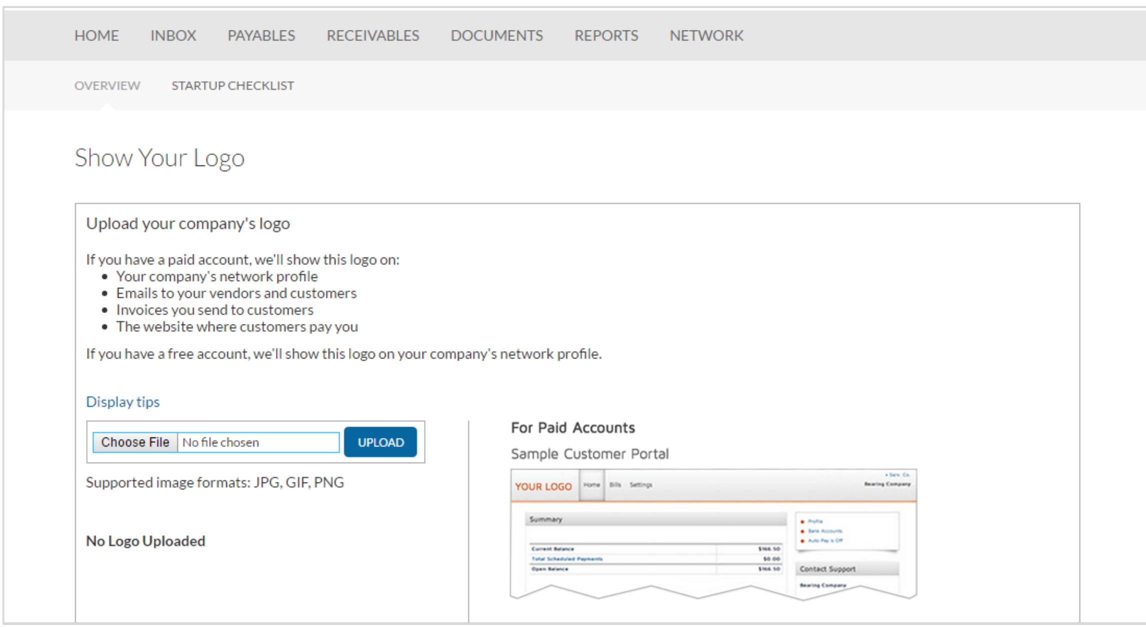


Receivables Setup: Receivables Logo

Use **Client Company Logo** data from Client Pre-Setup Checklist

Upload your Company Logo – Bill.com displays this logo in emails to your vendors and customers, invoices you send to customers, and the portal where customers pay you.

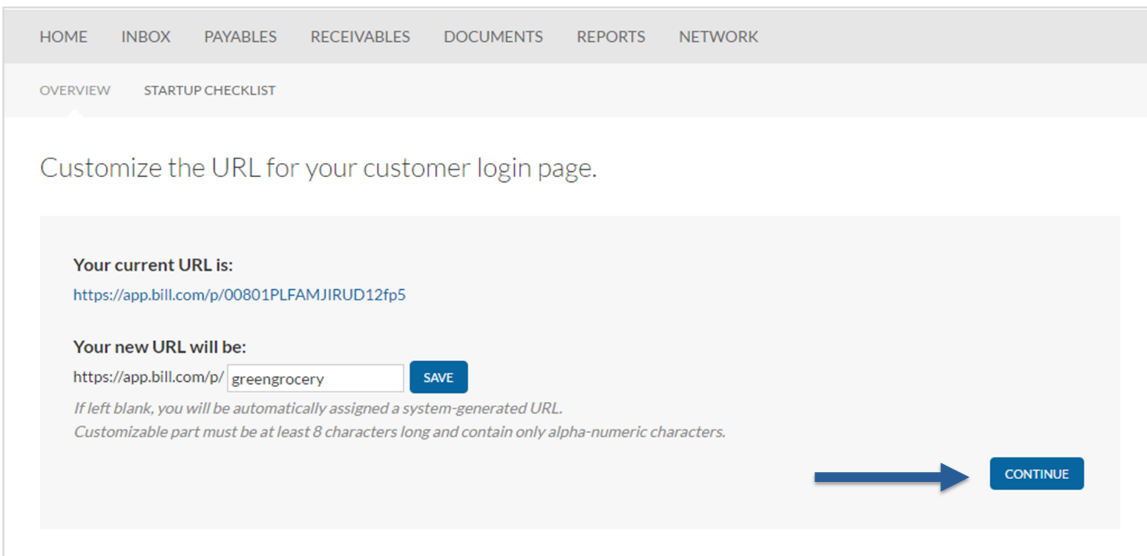
Size is 150 pixels wide and 50 pixels high.



Receivables Setup: Branded Website Address

Create a branded website address for the page where customers will log in to pay their invoices. This is a free portal for customers that can be customized.

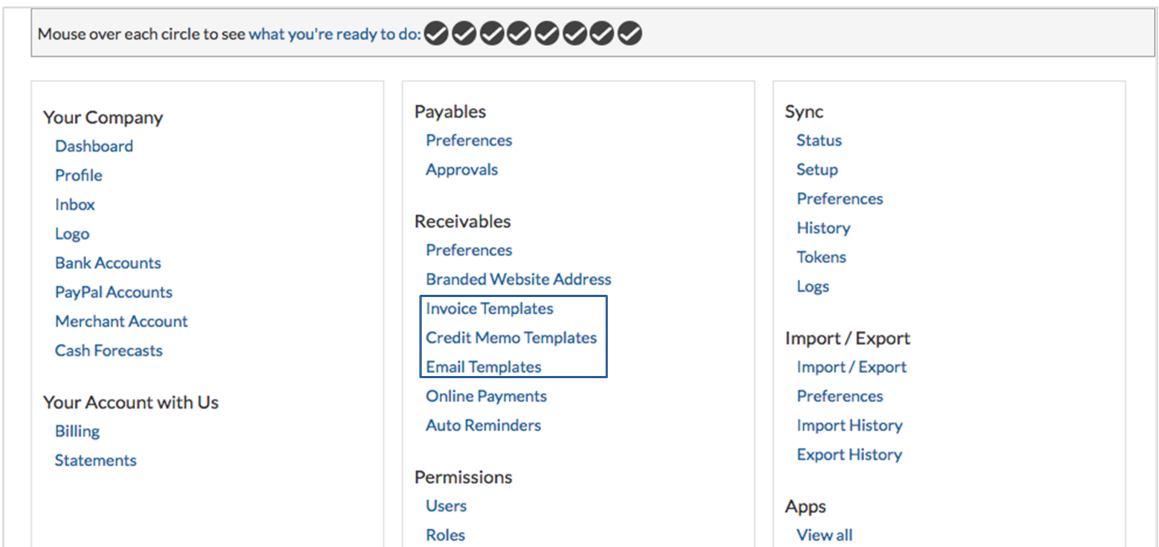
Simply enter text at the end of the URL, then click **Save**. The new address will then be available as a link on the same page. This will be the URL customers use to log in and issue payments on their invoices.



Invoice Templates and Email Settings

While not part of the Startup Checklist, you are able to create and personalize invoice and email templates from the Settings page in your account. This allows you to create different templates for different needs, omitting or including fields that you need for specific scenarios of invoicing.

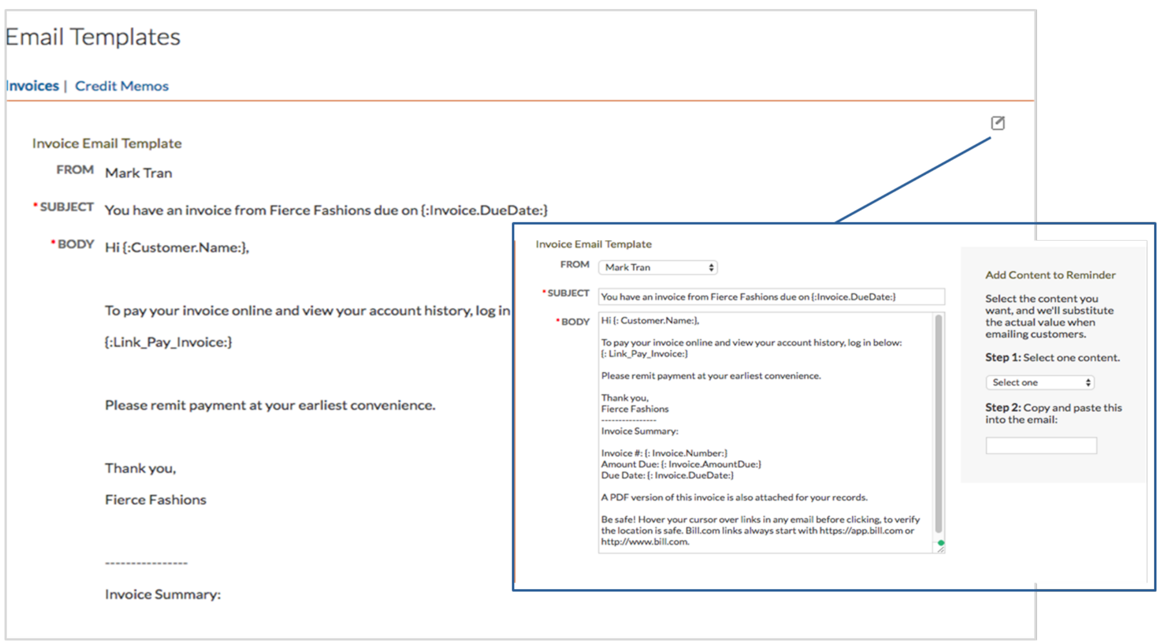
This will also allow you to control the content of the emails sent to customers, cater to your client's business, and make it more personal.



Email Templates

With the email template section, you have the ability to edit the body of the email that accompanies invoices sent to customers. You can update the subject line, as well as the wording in the email.

There is only one template available for the emails, so it will be used for all customers. Information in the brackets pulls from the individual customer as well as the invoice that you are emailing about.

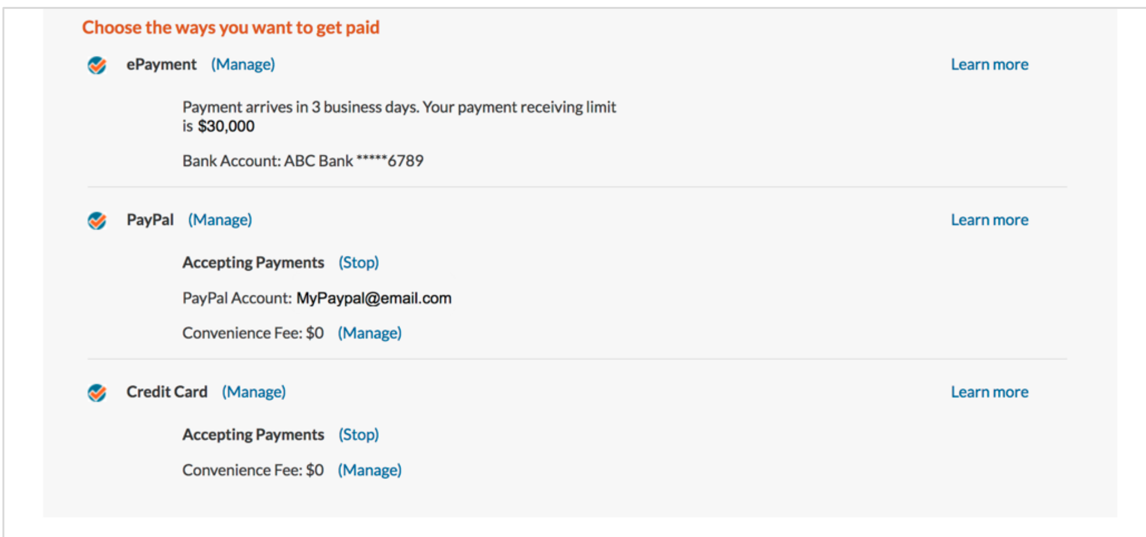


Methods of Payment: ePayment

Use **Payments Methods and Autopay** data from Client Pre-Setup Checklist

When receiving payments from customers, there are 3 different ways to do so. You have the choice of enabling ePayments, PayPal payments, or Credit Card payments. To enable a payment method, click **How you want to get paid** on the Startup Checklist.

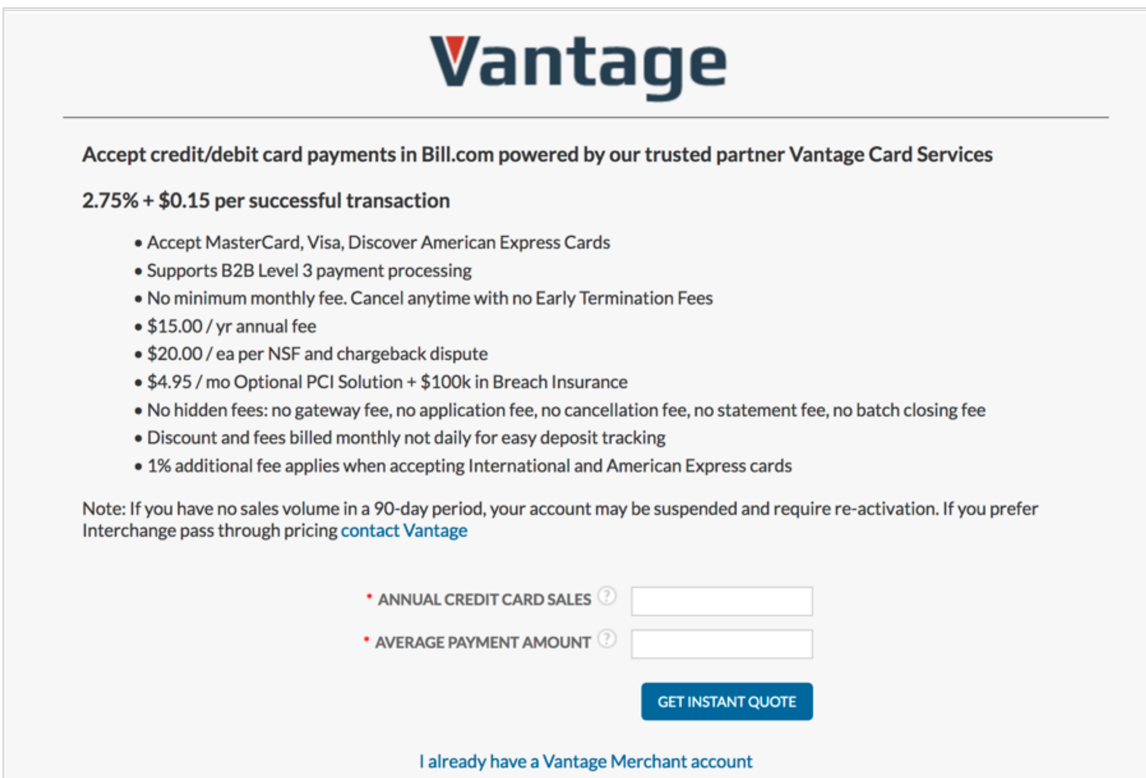
For clients getting paid via ePayment in Bill.com, simply link their bank account if you've not already done so. To add a bank account to Bill.com, go to the **Settings** page and click **Bank Accounts** under Your Company. Once there, click **Set up new bank** and follow the prompts. ePayments received from customers will be deposited to this bank account.



Methods of Payment: Vantage

Credit card payments are managed through our Merchant Partner, Vantage. If you have an existing Vantage account, you can simply connect through the log in portal by clicking **I already have a Vantage Merchant account**.

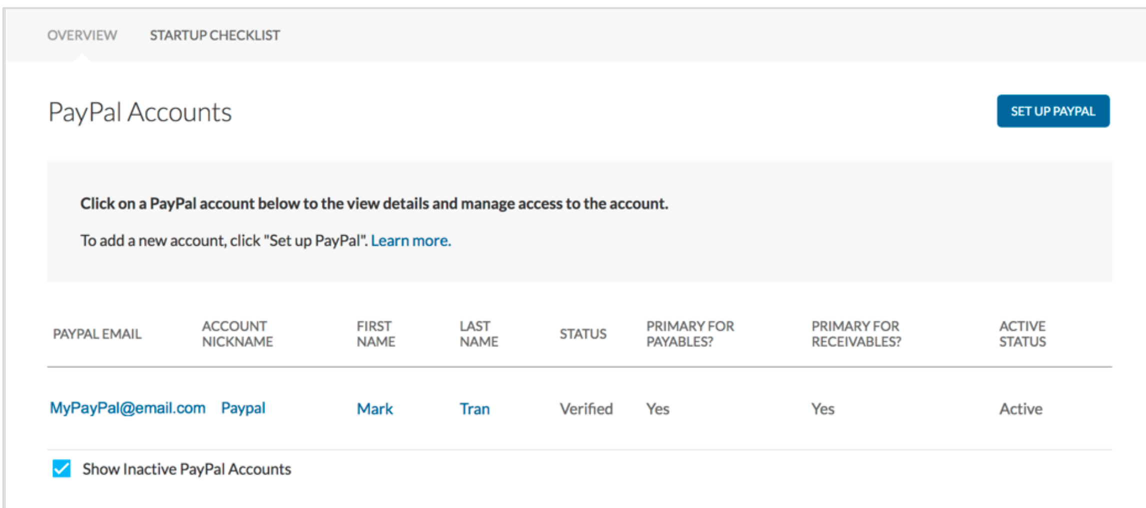
If you do not have a Vantage account, fill in the requested information and click **Get instant quote** to get a quote direct from Vantage and decide if you would like to use them to receive credit card payments at a competitive rate.



Methods of Payment: PayPal

Through PayPal you are able to enable business payments. This will go through PayPal's setup process to verify you for your payments, and allow customers with PayPal accounts to pay you directly to your PayPal. PayPal Transaction fees apply.

All payments made through your Bill.com account via PayPal will sync to your accounting software and apply to your invoices the same as they are in Bill.com. This saves you from having to enter payments in both systems.



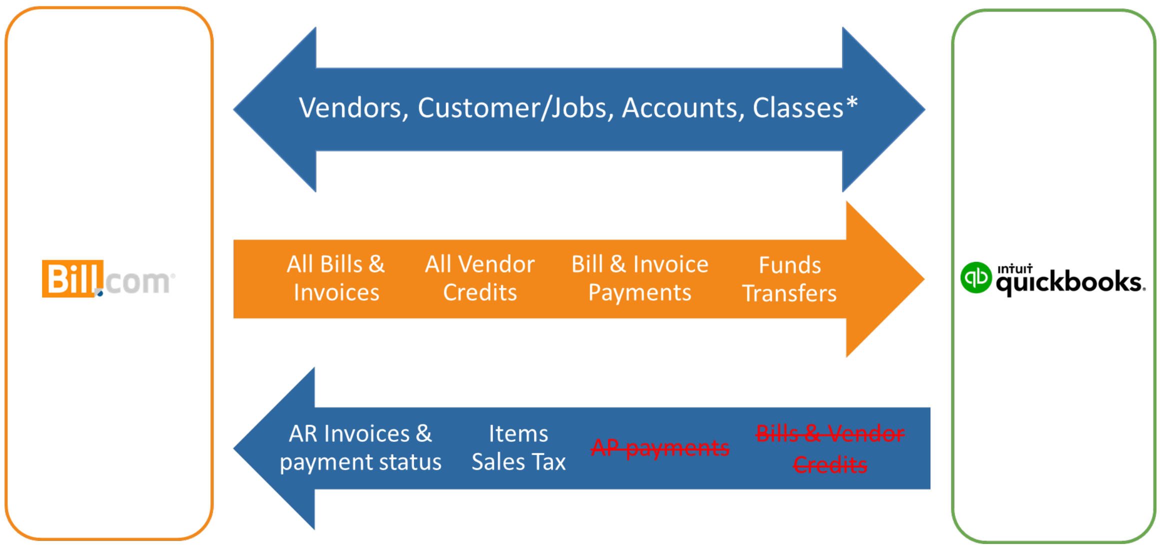
Sync with Accounting Software

- QuickBooks Desktop
- QuickBooks Online
- Xero
- Sage Intacct
- Oracle NetSuite

- Manual Import/Export for others

Syncing with QuickBooks for Windows

QuickBooks for Windows sync behavior



You can learn more about the sync between Bill.com and QuickBooks for Windows here: https://support.bill.com/hc/en-us/articles/204009225

**Note: Classes in QuickBooks for Windows are referred to as Departments in Bill.com.*
Sync behavior is the same for clients syncing with the QuickBooks Pro/Premier, Enterprise, and Accountant editions. QuickBooks for Mac is not supported.

Viewing and Resolving Sync Errors

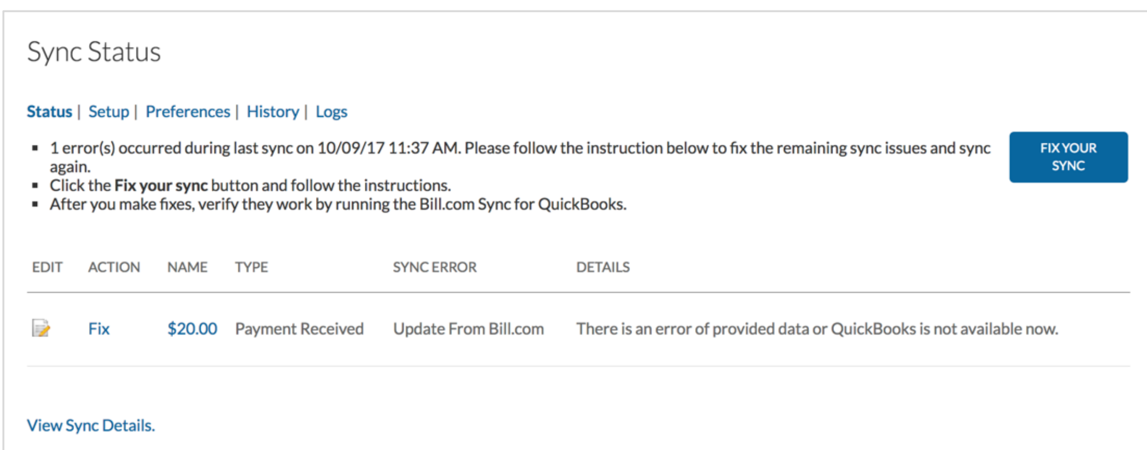
At times, a sync error may occur during the sync between Bill.com and QuickBooks for Windows. If a sync error occurs, there will be a Fix your Sync message on the Sync Dashboard.

To review your sync errors, log into Bill.com, hover over the gear icon, and click **Settings**. From there, click **Status** under **Sync**. On the Status page you'll find a list of any errors that occurred on the most recent sync, as well as potential solutions for those errors.

You can find more information about viewing sync status here: https://support.bill.com/hc/en-us/articles/204377185

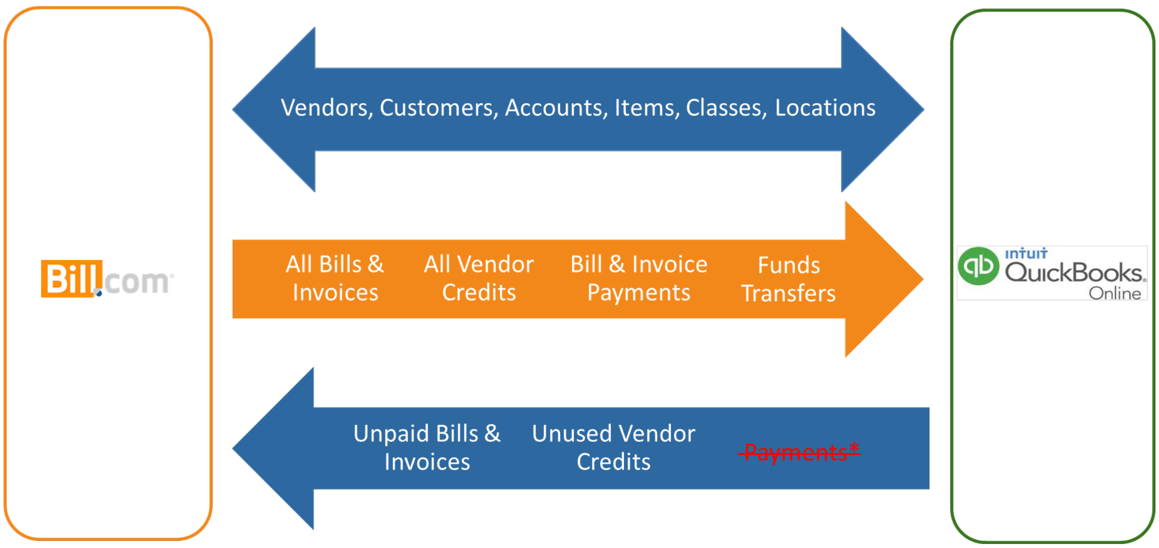
If you're unsure as to how to resolve a sync error, you can copy the message and paste it into Bill.com's Support Center (gear icon > Support). There will likely be an answer there to help! Likewise, Bill.com's chat support team is able to assist with sync errors as well.

The QuickBooks for Windows sync troubleshooting section of Bill.com's Support Center can be found here: https://support.bill.com/hc/en-us/sections/200782129



Syncing with QuickBooks Online

QuickBooks Online sync behavior



You can learn more about the sync between Bill.com and QuickBooks Online here: https://support.bill.com/hc/en-us/articles/205582639

**Note: Payments will sync from QBO to Bill.com if the account signed up up after 9/15/17 and was not created under an accountant console*

Viewing and Resolving Sync Errors

Sync errors can be viewed on the Status page accessed from the Sync Icon

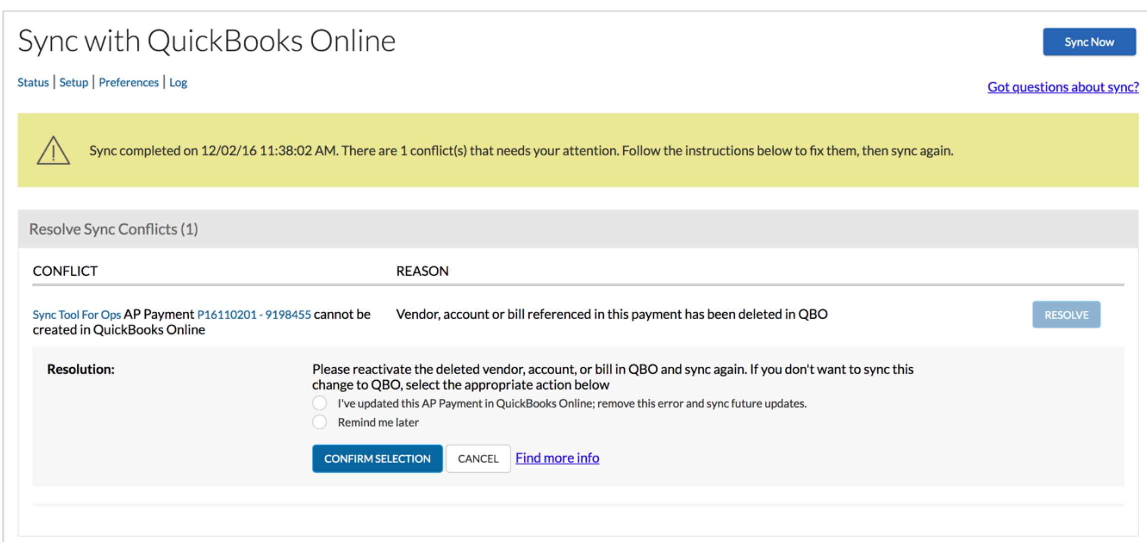
At times, a sync error may occur during the sync between Bill.com and QuickBooks Online. If a sync error occurs, there will be a yellow caution symbol on the Sync Icon near the upper right of Bill.com.

To review your sync errors, hover over the **Sync Icon** and click **Status**. On the Status page you'll find a list of any errors that occurred on the most recent sync, as well as potential solutions for those errors.

You can find more information about viewing sync status here: https://support.bill.com/hc/en-us/articles/204377185

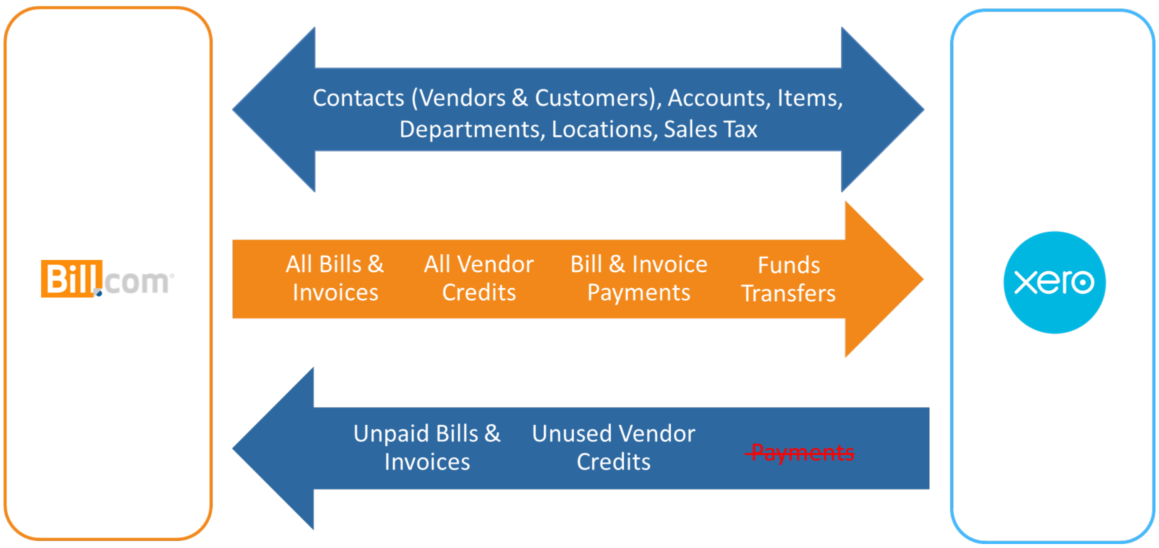
If you're unsure as to how to resolve a sync error, you can copy the message and paste it into Bill.com's Support Center (gear icon > Support). There will likely be an answer there to help! Likewise, Bill.com's chat support team is able to assist with sync errors as well.

The QuickBooks Online sync troubleshooting section of Bill.com's Support Center can be found here: https://support.bill.com/hc/en-us/sections/201120755



Syncing with Xero

Xero sync behavior



You can learn more about the sync between Bill.com and Xero here:
https://support.bill.com/hc/en-us/articles/205569909

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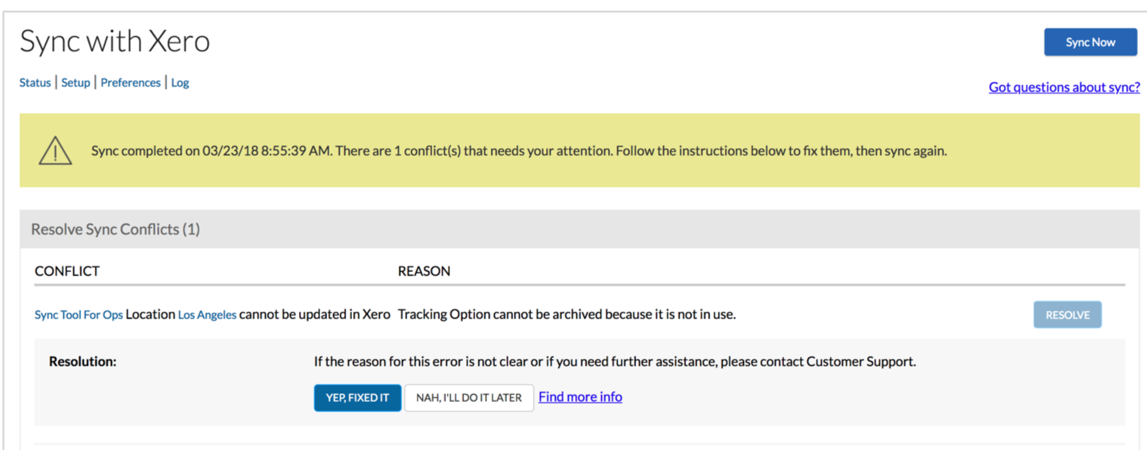
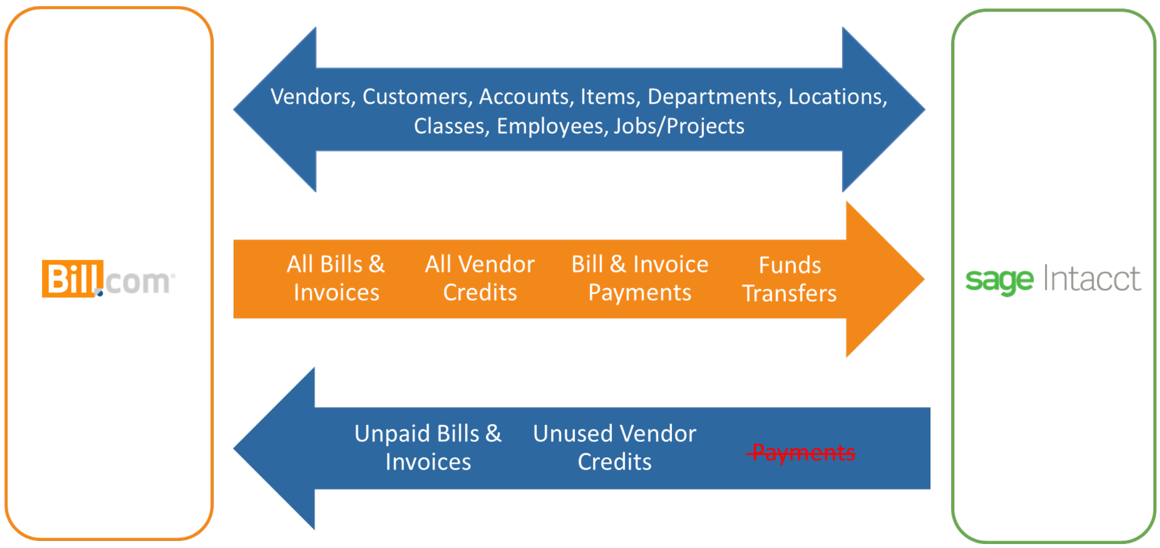
The Xero sync troubleshooting section of Bill.com's Support Center can be found here: https://support.bill.com/hc/en-us/sections/201120765



Syncing with Sage Intacct

Sage Intacct sync behavior



The Sage Intacct sync behavior may vary slightly depending on the client's Intacct and sync configurations. The following guide provides details as to the various sync configurations and related best practices/limitations: https://support.bill.com/hc/en-us/articles/204008155

Viewing and Resolving Sync Errors

Sync errors can be viewed on the Status page accessed from the Sync Icon

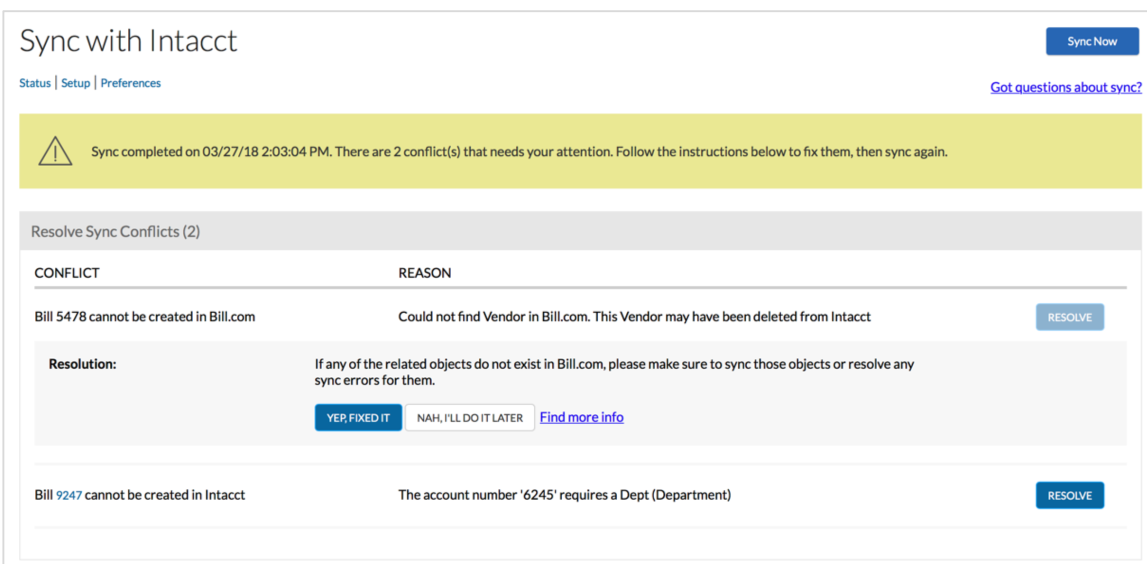
At times, a sync error may occur during the sync between Bill.com and Sage Intacct. If a sync error occurs, there will be a yellow caution symbol on the Sync Icon near the upper right of Bill.com.

To review your sync errors, hover over the **Sync Icon** and click **Status**. On the Status page you'll find a list of any errors that occurred on the most recent sync, as well as potential solutions for those errors.

You can find more information about viewing sync status here: https://support.bill.com/hc/en-us/articles/204377185

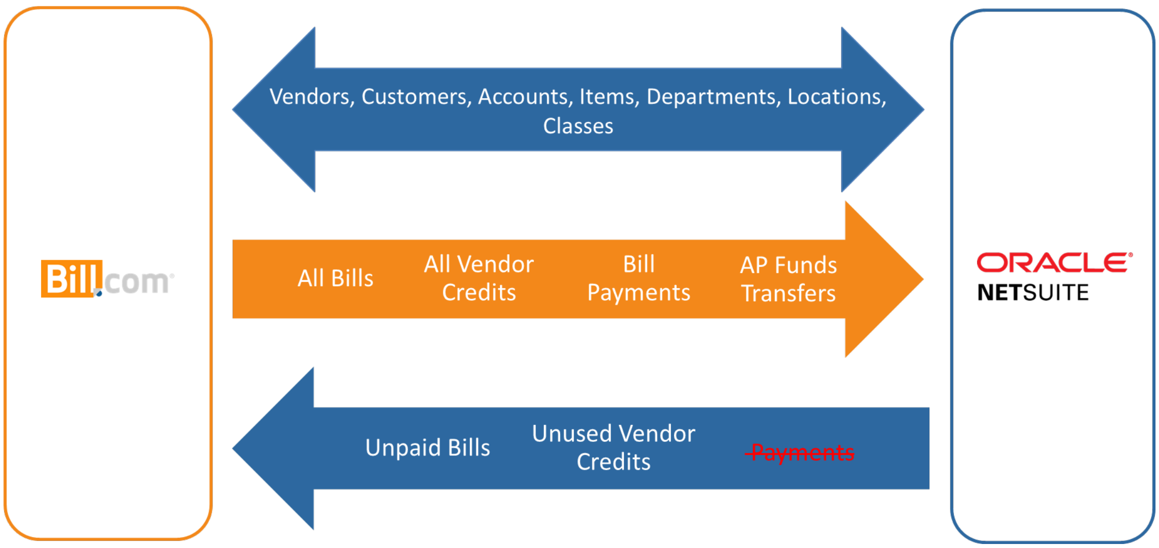
If you're unsure as to how to resolve a sync error, you can copy the message and paste it into Bill.com's Support Center (gear icon > Support). There will likely be an answer there to help!

Likewise, Bill.com's chat support team is able to assist with sync errors as well. The Sage Intacct sync troubleshooting section of Bill.com's Support Center can be found here: https://support.bill.com/hc/en-us/sections/200779989



Syncing with Oracle NetSuite

Oracle NetSuite sync behavior



The Oracle NetSuite sync behavior may vary slightly depending on the client's Oracle NetSuite and sync configurations. The following guide provides details as to the various sync configurations and related best practices/limitations: https://support.bill.com/hc/en-us/articles/205203445

Viewing and Resolving Sync Errors

Sync errors can be viewed on the Status page accessed from the Sync Icon

At times, a sync error may occur during the sync between Bill.com and Oracle NetSuite. If a sync error occurs, there will be a yellow caution symbol on the Sync Icon near the upper right of Bill.com.

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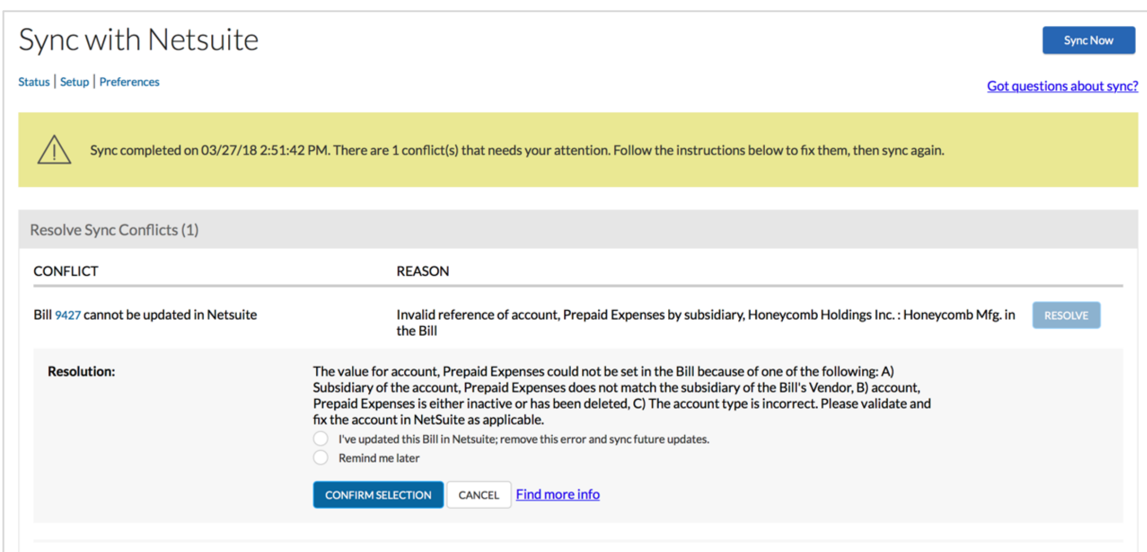
If you're unsure as to how to resolve a sync error, you can copy the message and paste it into Bill.com's Support Center (gear icon > Support). There will likely be an answer there to help! Likewise, Bill.com's chat support team is able to assist with sync errors as well.

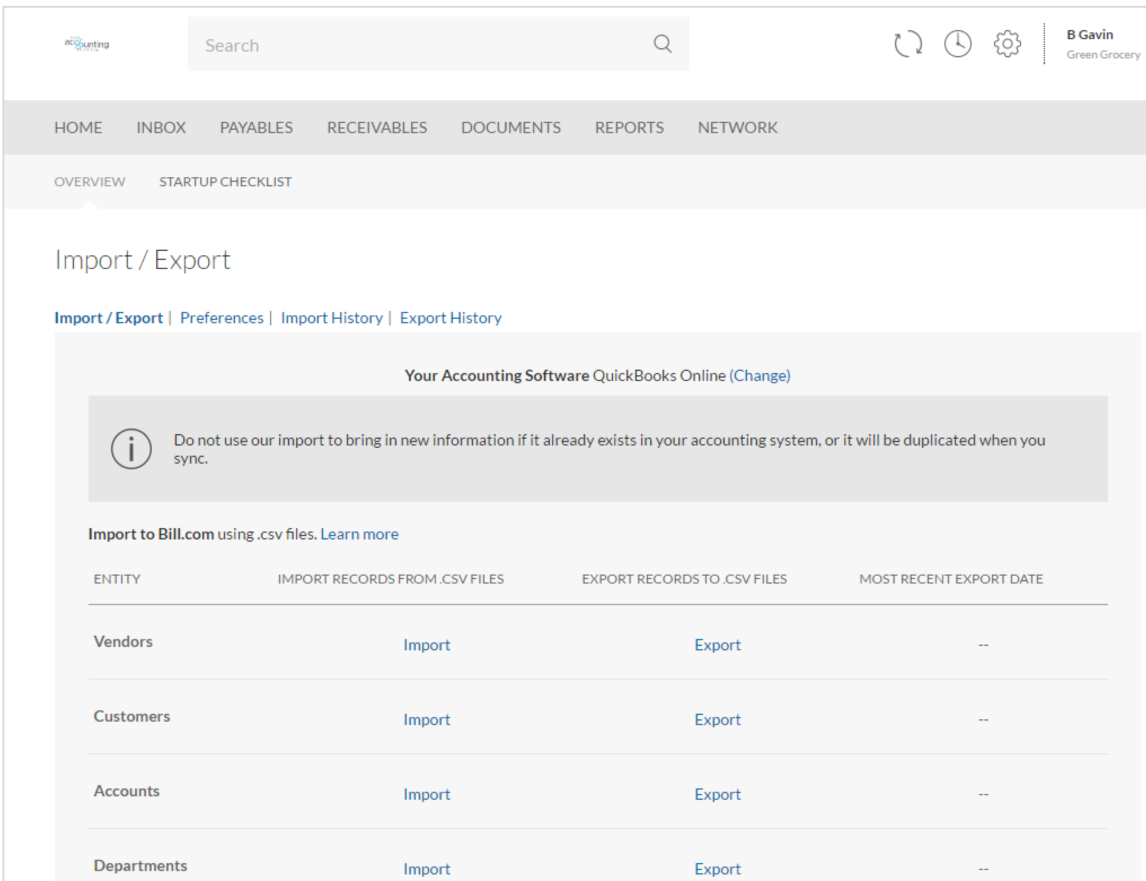
The NetSuite sync troubleshooting section of Bill.com's Support Center can be found here: https://support.bill.com/hc/en-us/sections/200841715



Sync: Import / Export

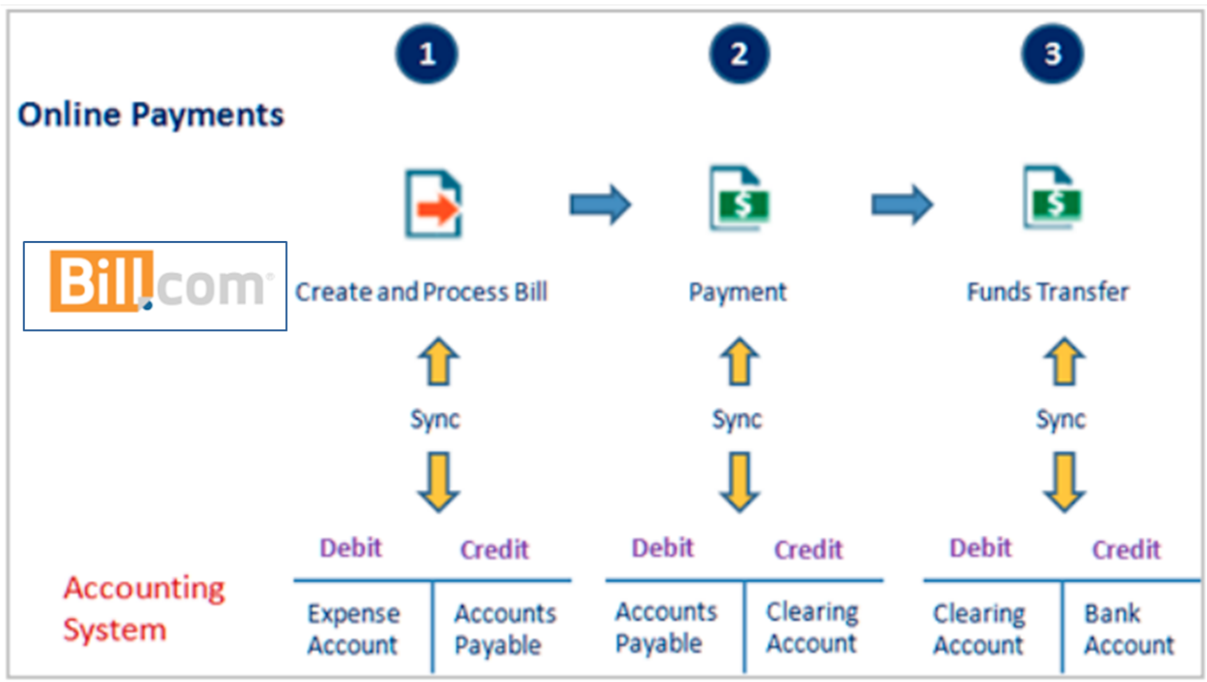
If you have clients who don't use accounting software, sync via import and export is available.

Using Bill.com's Import / Export functionality, you can import and export data using .CSV files. You can modify profiles to fit your client's data set to make managing data a breeze.



How Sync Records Transactions

This Illustrates how a sync records the journal entries at each step of the payables process



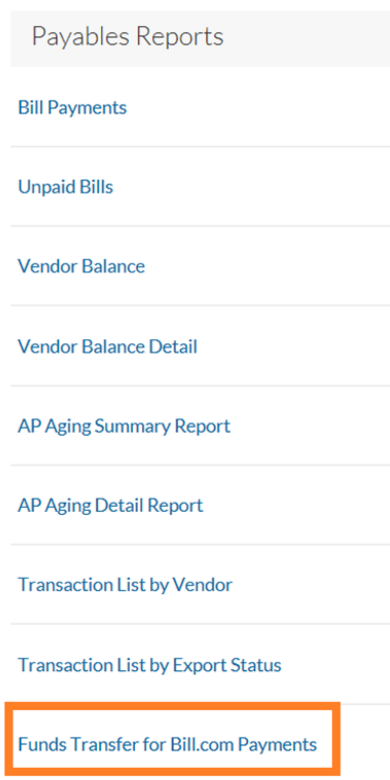
1. When you sync a new bill from Bill.com to your accounting software, the sync records the debit to your Expense Account and a credit to your Payables Account.
2. Payments will showcase they are made through the Money Out Clearing Account. Each payment processed through the system will show a 1:1 relationship with the payment record synced to your accounting software.
3. On the Process Date, Bill.com withdraws the total for all payments scheduled for that day and sends the individual check or electronic payment to the vendor on your behalf. To account for the funds transfer reconciliation, Bill.com records a funds transfer and transfers a lump sum from your bank account for all total payments via Sync.

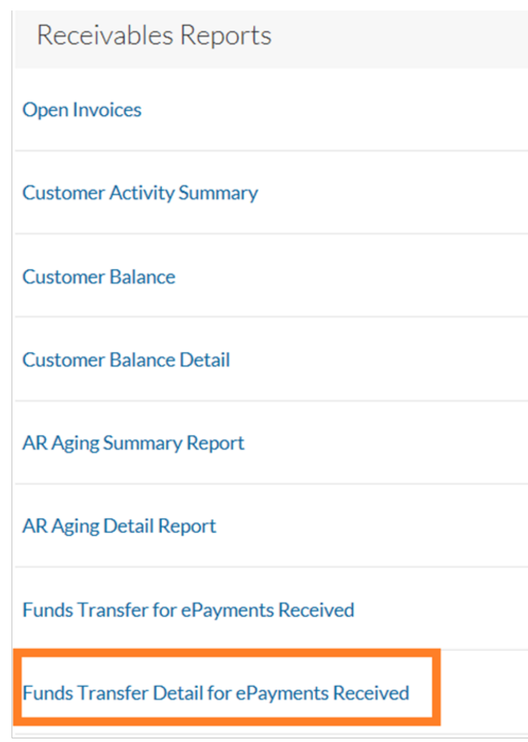
Funds Transfer Detail for Bill.com Payments Report

Reconciling Your Clearing Accounts

To review your Clearing Account(s), Use the following reports as guidelines:

- Payables Reports: Funds Transfer Detail for Bill.com Payments
- Receivables Reports: Funds Transfer Detail for ePayments Received



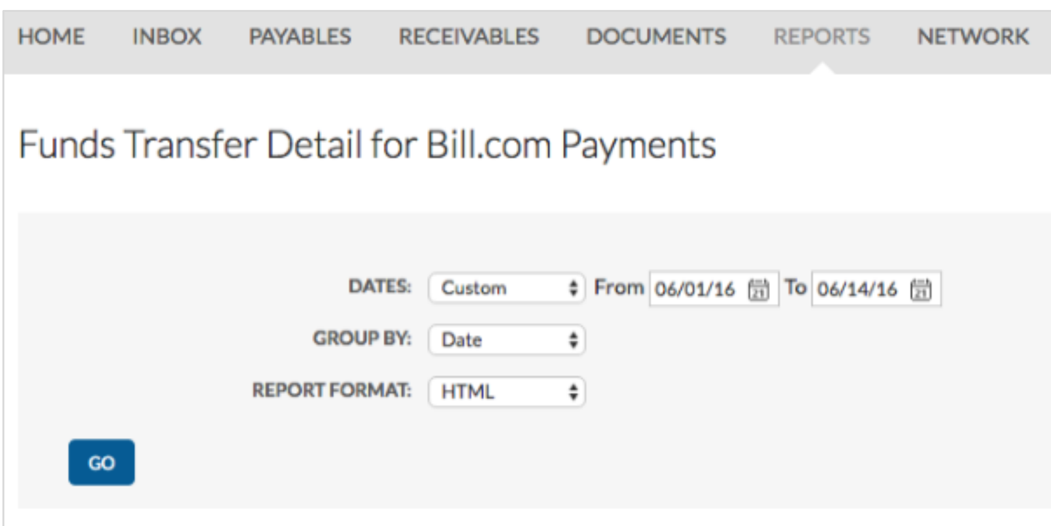


*(Note: Locate these reports by clicking **Report**s at the top of the page in your Bill.com account)*

Select Your Parameters

Funds Transfer Detail shows a breakdown of which bills were paid with each withdrawal from your bank account (Funds Transfer).

- Date range allows selection of a range of funds transfer dates
- Group by provides option to sort by
    - Date
    - Vendor
- Report Format options include
    - HTML
    - PDF
    - CSV



Itemized Totals Match Grand Total

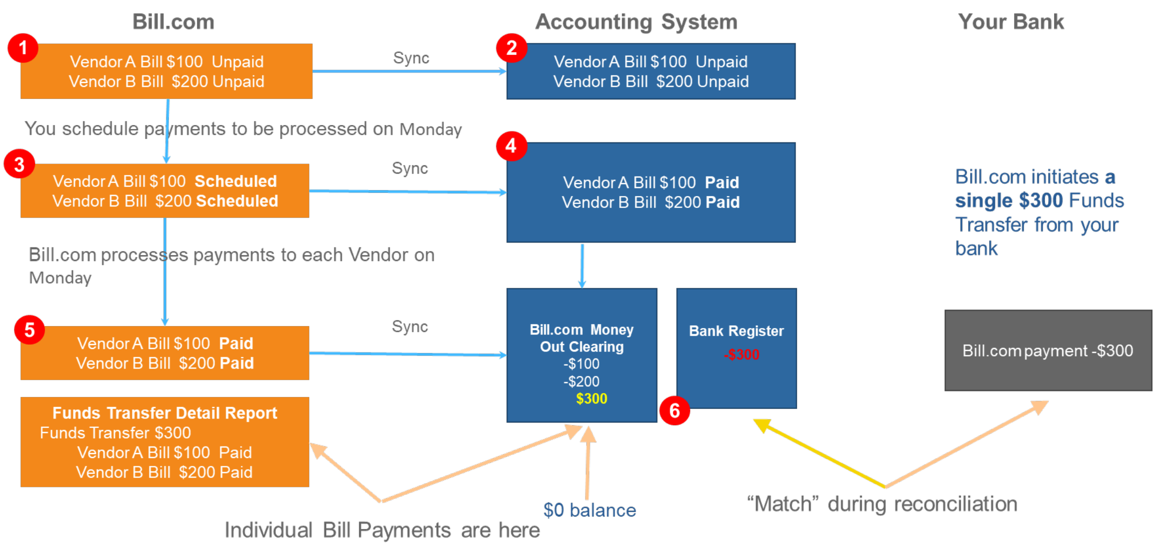
On a date sorted Funds Transfer Detail Report, the total will show for all payments by date, and a grand total for the entire time frame as well.

Funds Transfer Detail

06/01/16 to 06/14/16

Vendor Name	Invoice #	Disbursement #	Due Date	Amount	Bank Account
06/14/16	PROCESS DATE				
Cal Telephone	INV-002	789809971	06/14/16	$ 200.00	Citibank 4444
PG&E	INV-001	789809967	06/14/16	$ 100.00	Citibank 4444
United States	INV-003	789809964	06/14/16	$ 300.00	Citibank 4444
			Subtotal:	600.00	
		Total:		**600.00**	

How Bill.com Syncs payments – Example



There are 3 systems involved - Bill.com, QuickBooks Online, and your client's Bank Account. This example looks at 2 different bills for two different vendors A and B with same process date.

1. Creating Vendor A and Vendor B's Bills in Bill.com
2. When Sync is run, Bills Sync to QuickBooks Online and show as unpaid
3. When Payments are scheduled, the bills will no longer show as unpaid in Bill.com
4. Scheduled Payments including those scheduled for future dates, are synced to QuickBooks Online. Instead of recording as paid via the checking account, Bill.com syncs the individual payments into an account named "Bill.com Money Out Clearing" in QuickBooks Online. This is a temporary holding account similar to an "Undeposited Funds" account.
5. When Payments are debited on the process date, Bill.com makes a lump sum withdrawal of $300 from the bank account for all payments to initiate the payments to each vendor.
6. When the sync runs on or after the process date, Bill.com creates a funds transfer journal entry. Bill.com syncs a $300 entry to the Bill.com Money Out Clearing Account and to the bank account in QuickBooks Online. The Bill.com clearing account will balance out (each of the individual payments and $300 lump sum) by posting a debit to the Clearing account, and a credit to the Checking account. In the end, the Clearing account balances to $0.00 for the day.

A Funds Transfer Detail Report: showcases the breakdowns for all vendor payments that were debited as a lump sum from the bank.

You can get a list of check numbers for your Bill.com payments on this report, but we don't sync the check number – you will see "Bill.com" in it's place. This makes it easy to identify which payments were made by Bill.com. in a scenario where you pay 20 bills in a day for a client, the bank register will have a single entry and you can find all the details in the Money Out clearing account. The bank feed will bring cleared transactions from the bank account which will "match" the lump sum recorded in the bank register.

Receivable Payments work similarly using the **Bill.com Money In Clearing** account.