

# CASHFLOW360<sup>SM</sup>

## USER GUIDE

Payables



# Add a Bill<sup>1</sup>

Easily connect your accounting software  
to add bills automatically with Cashflow360<sup>SM</sup>



<sup>1</sup>The following slides refer to adding vendors, invoices and approvers, as well as paying invoices.

## Setting up your inbox

Creating bills from your inbox

CHASE CONNECT

Overview

**Inbox** 1

Documents

PAYABLES

Vendors

Bills

Payments out

RECEIVABLES

Customers

Invoices

Payments in

Reports

Support

Bills, Contracts, Expense Reports

Send by...

to Inbox

for Online Processing

Email

Fax

Upload

Storage

Approval

Payment

\* Note: Fax Service is disabled for your organization.

Set Your Email Address

Email:

@hotfix.qa.cashview.com

SAVE EMAIL

Your Email:

cbcenterprise@hotmailfix.qa.cashview.com

2

3

Set the Company Email Address

using a minimum of eight characters in front of the @chase.bill.com domain

TIP:

Email addresses with a single/simple word (i.e. Payables@chase.bill.com ) tend to be easy for spammers to find and add to their blasts

To reduce the chance of spammers blasting messages to the Cashflow360 Inbox, please consider using a more complex email address that is unique to your company, but still familiar to your vendors and customers

NOTE:

- Documents need to be less than 20MB in size
- For files with more than 250 pages, preview will only be available on the first 250 pages
- Documents/attachments can be stripped of data when they are auto forwarded to the inbox. We recommend emailing the document directly

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## Setting up your inbox

## Creating bills from your inbox

**1** Click **Inbox** in the left navigation pane, upload your bill by either:

- Dragging and dropping the file from your computer into the Inbox window. Store documents in any file format
- Clicking **Browse**, then searching and selecting the bill from your computer
- Emailing your document to your company's bill pay email, shown at the bottom of your inbox window

**2** When uploading documents, invoice recognition software will attempt to pre-fill the 5 fields required for bill creation (vendor name, invoice number, invoice date, due date and amount) Successfully scanned documents will say *We started this bill for you!* in the top banner

**3** For successfully read documents, select **Review & Save** in the top, right-hand corner

**NOTE:** If there are multiple pages, click the image of the bill in the Enter bill window, so that you can see it, enlarged, below (if there are multiple pages). The software can read PDF, PNG, JPG, JPEG formats but not Word documents

**NOTE:** You can share your company's bill pay email with all of your vendors to have bills automatically entered into your Cashflow360 workflow

## Add a Bill

Add a Vendor

Pay a Vendor

Add Approvers and Route a Bill

Review and Approve/Deny a Bill



Setting up your inbox

## Creating bills from your inbox

× Enter a bill

Save and next

Save

Help

Page 1 of 1

### INVOICE

4

Date

22<sup>th</sup> March 2019

Invoice Number:

000000000100

Acme Corp

101 Main Street

Anytown, USA

Invoice To:

Due Date:

30<sup>th</sup> August 2019

Order Number:

1234567

DESCRIPTION	LINE TOTAL
Staplers, Notebooks	\$180
Printer Ink	\$120
Desks	\$250
Assembly	\$30
Expedited Shipping	\$20
Total	\$600

5

Copied text: Staplers,Notebooks

[ Right-click/Escape to cancel ]

6

We started this bill for you!

We've pulled some info from this document to get you started. Review what we entered and make sure it's complete

#### BILL DETAILS

VENDOR NAME \*

Acme Corp

INVOICE NUMBER \*

000000000100

PAYMENT TERMS

Select a payment term

INVOICE DATE \*

3/22/2019

AMOUNT \*

USD 600

BILL DESCRIPTION

NOTE TO PAYERS OR APPROVERS

#### EXPENSE DETAILS

Split this amount

Add a  
Bill

Add a  
Vendor

Pay a  
Vendor

Add Approvers  
and Route a Bill

Review and Approve/  
Deny a Bill



Setting up your inbox

Creating bills from your inbox

CHASE CONNECT

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Reports

Support

Search...

Sort by NEWEST

Acme\_Corp\_Invoice\_\_01.pdf

Uploaded by JOE DEMO

\$600.00 due

06/27/19 01:57 PM

Cable\_Company\_Invoice.docx

uploaded by JOE DEMO

06/27/19 01:52 PM

Allied\_Waste\_Service\_\_123.pdf

uploaded by JOE DEMO

06/28/19 10:30 AM

Drag and drop, or Browse

Your Cashflow360 email:  
YaleVision@chase.bill.com edit

1

Sorry! We couldn't start this bill for you

We weren't able to read this document because this document is corrupt.

Cable\_Company\_Invoice.docx

Uploaded by JOE DEMO

Page 1 of 1

Cable Company

211 Main Street

Anytown, USA

BILL TO:

Yale Vision Inc

Due Date	Terms	P.O. Number	Sales Rep
7/31/19	Net 30	Order # 987	Jack Ten

Item	Description	Amount
Inventory	Office Supplies	\$180.00
Inventory	Computer Hardware	\$250.00

JOE DEMO

YALE VISION INC

NETWORK

TO DO

SETTINGS

Help

More actions

2

Enter bill

INVOICE # 201

DATE 4/15/2019

When uploading documents, if the invoice recognition software is unable to read it, the top banner will say *Sorry! We couldn't start this bill for you!*

Select a document and in the top, right-hand corner click **Enter Bill**

**Add a Bill**

Add a Vendor

Pay a Vendor

Add Approvers and Route a Bill

Review and Approve/  
Deny a Bill



Setting up your inbox

**Creating bills from your inbox**

× Enter a bill

Save and new

Save

## INVOICE

**Date**  
22<sup>th</sup> March 2019

**Invoice Number:**  
000000000100

101 Main Street  
Anytown, USA

**Invoice To:**  
Yale Vision Inc

**Due Date:**  
30<sup>th</sup> August 2019

**Order Number:**  
1234567

NAME	DESCRIPTION	LINE TOTAL
Office Supplies	Staplers, Notebooks	\$180
Office Supplies	Printer Ink	\$120
Office Supplies	Desks	\$250
Services	Assembly	\$30
Shipping Fee	Expedited Shipping	\$20

Total **\$600**

On the right side of your screen, enter **Bill Details** (i.e. **Vendor Name** and **Invoice Number**)

3

### BILL DETAILS

VENDOR NAME \*

Search or add new vendor

INVOICE NUMBER \*

PAYMENT TERMS

Select a payment term

INVOICE DATE \*

05/28/2019

AMOUNT \*

USD 0.00

BILL DESCRIPTION

NOTE TO PAYERS OR APPROVERS

### EXPENSE DETAILS

☐ Split this amount

ACCOUNT

Start typing ...

4

Click **Save** at the top of the screen. This bill is now available for scheduling a payment. You can skip to **Pay a Vendor** in the **Quick Start Guide**

**NOTE:** If you have not added this specific vendor to Cashflow360 yet, you are able to quickly create a vendor, by entering the name and clicking +Add, when it appears below. Complete the vendor information  
Provide information confirmed by a known authorized representative of your vendor. You are responsible for the accuracy of the vendor's information.  
Review the Add a Vendor section of the Quick Start Guide for additional information on vendor set-up and management

Add a  
Bill

Add a  
Vendor

Pay a  
Vendor

Add Approvers  
and Route a Bill

Review and Approve/  
Deny a Bill



Setting up your inbox

## Creating bills from your inbox

The screenshot displays the CHASE CONNECT web application. On the left is a dark blue sidebar with navigation links: Overview, Inbox (3), Documents, PAYABLES (Vendors, Bills, Payments out), RECEIVABLES (Customers, Invoices, Payments in), Reports, and Support. The main content area has a search bar and a 'SORT BY NEWEST' dropdown. A list of bills is shown, including 'Acme\_Corp\_Invoice\_01.pdf', 'Cable\_Company\_Invoice.docx', and 'Allied\_Waste\_Service\_123.pdf'. A red banner at the top of the bill list states: 'This might be a duplicate. This invoice number is the same as existing bills: 123. Double check to avoid duplicates.' A callout box with a red circle '1' points to this banner. Another callout box with a red circle '2' points to the 'Allied\_Waste\_Service\_123.pdf' bill entry. A third callout box explains: 'When uploading documents, the invoice recognition software also compares the vendor name and invoice number against bills already created in order to identify potential duplicates. Potential duplicates will read as *This might be a duplicate* in the top banner'. Below the bill list, there is a section for 'invoice #123' with 'Sent: June 14, 2019' and 'Due: June 14, 2019'. At the bottom, there is a section for 'Yale Vision Inc' and a contact email 'YaleVision@chase.bill.com'.

CHASE CONNECT

JOE DEMO  
YALE VISION INC

Search...

SORT BY  
NEWEST

1 This might be a duplicate  
This invoice number is the same as existing bills: 123. Double check to avoid duplicates

2

Select the existing bill number to review and compare to the current document in the inbox to avoid creating a duplicate bill

When uploading documents, the invoice recognition software also compares the vendor name and invoice number against bills already created in order to identify potential duplicates. Potential duplicates will read as *This might be a duplicate* in the top banner

Acme\_Corp\_Invoice\_01.pdf  
Uploaded by JOE DEMO  
\$600.00 due  
06/27/19 01:57 PM

Allied\_Waste\_Service\_123.pdf  
Uploaded by SARA VANAN

Cable\_Company\_Invoice.docx  
uploaded by JOE DEMO  
06/27/19 01:52 PM

Allied\_Waste\_Service\_123.pdf  
uploaded by JOE DEMO  
06/28/19 10:30 AM

Page 1 of 1

invoice #123

Sent: June 14, 2019

Due: June 14, 2019

Yale Vision Inc

Drag and drop, or [Browse](#)

Your Cashflow360 email:  
[YaleVision@chase.bill.com](mailto:YaleVision@chase.bill.com) [edit](#)



# Add a Vendor

Easily connect your accounting software to sync/populate vendors automatically or import directly into your vendor directory



CHASE CONNECT

Actions

Overview

Inbox 2

Documents

PAYABLES

**Vendors**

Bills

Payments

RECEIVABLES

Customers

Invoices

Payments in

Reports

Support

Search...

SORT Alphabetical A-Z

Vendor

Search for vendor

ABCDEFGHIJKLMNOPQRSTUVWXYZ

Cable Company	\$0.00
123 Alpha Street Anyto...	
King ACH	\$780.00
Jersey City	
Allied Waste Service	\$300.00
333 Beta Street Anyto...	
	\$0.00
	\$0.00
444 Delta Street Anyto...	
UPS	\$0.00

JOE DEMO  
YALE VISION INC

NETWORK TO DO SETTINGS Help

Select a vendor on the left

1

In the left navigation, click **Vendors**

2

In the Vendors screen, click on the **+Vendor** button

**NOTE:** You will need to have the following information ready:

- Vendor name: the exact company or person to be paid
- Vendor contact information: mailing address, and email address (This may also be suggested by us, but is subject to your review and approval)
- Suggested for electronic payments:
  - Vendor's bank account number; vendor's bank routing number.
  - Your account number: with the vendor company, if applicable
  - Note: we rely on the bank and account numbers, even if the name on the receiving account identifies a different person than your intended payee. Verify the numbers with an appropriate contact
- Suggested for virtual card payments:
  - Vendor's remittance email, which is the email where the vendor would like the virtual card delivered (This may eventually get pre-populated by us for suppliers that have been identified as card accepting through supplier recruitment)

To **Add a new vendor**, enter the name of who you are paying in the **Vendor Name** field, exactly as it appears on the bill or statement

Fill out the mailing address and any additional information you want to include in their profile

**VENDOR BASICS**

Vendor Name \*  Advanced Search

Primary Contact Email \*  Account number with vendor

**VENDOR ADDRESS**

Country \*  Address Line 1

United States Number and street, P.O. Box, etc.

Address Line 2  Address Line 3

Unit, Apt. Ste, etc.

Address Line 4  City

State / Province  Zip / Postal code

**VENDOR BANK LOCATION**

Select the country where your vendor's bank is located (usually the same as their business address)

Vendor bank location \*

United States

Complete the applicable fields in the **Vendor Basics** section. **Email Address** is recommended for automatic notification once a payment is being sent and is needed for electronic payments. If you have their bank account number, enter the information in the **Account number with vendor**

✕ Add a new vendor

Save

?

**NOTE:** Virtual card enabled will be toggled on by default to allow **virtual card as a payment option** for this vendor. This does not impact the payment type for this vendor; Check or ACH can still be selected if you prefer, but allows for virtual card as an option when paying a bill in the future. If you would like virtual card to not be an option for a particular vendor, it can be toggled off here. Virtual card can be toggled off for a client's entire profile under overall settings

#### VIRTUAL CARD PAYMENT OPTION

Cashflow360 Virtual Card is an easy and rewarding way to pay your vendor

How does it work? We will send a secure single-use payment token to your vendor. They have 30 days to accept in their merchant system before it expires.

Best of all it's free to you, and you earn rebates for every transaction! [Learn more](#)

☒ Virtual Card enabled

Remittance Email

You acknowledge all responsibility for email accuracy

☐ Make this my vendor's default payment method

#### ALTERNATE PAYMENT METHOD

The payment method below will be used to pay your vendor in the event Virtual Card is not used.

☐ ePayments - I want to invite my vendor to manage their own free Cashflow360 account

ePayments are faster and more secure than paper checks. We'll send your vendor an invite to enter their bank info, then notify you when they are ready to get paid.

☒ Pay this vendor with checks sent in the mail

We'll mail your vendor paper checks and you can track status.

☐ ePayments - I have my vendor's bank account info and I'll manage it myself for now

Enter your vendor's bank info to pay them with ePayments.

Click the radio button next to,  
**Pay this vendor with checks sent in the mail**

6

7

Once complete, click **Save**. The entry will now appear in your list of vendors

CHASE CONNECT

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Invoic

Payments in

Report

Support

Search...

Vendor

2

Sort

Alphabetical A-Z

Search for vendor

ABCDEF GHIJ KLMNOPQRST UVWXYZ All

Cable Company	\$0.00
123 Alpha Street Anyto...	
King ACH	\$780.00
Jersey City	
Allied Waste Service	\$300.00
727 Beta Street Anytow...	
	\$0.00
	\$0.00
444 Delta Street Anyto...	
UPS	\$0.00

JOE DEMO

YALE VISION INC

Network

To Do

Settings

Help

Select a vendor on the left

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In the Vendors screen, click on the **+Vendor** button

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  - Your account number: with the vendor company, if applicable
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✕ Add a new vendor

Add vendor & send invite ⓘ

To **Add a new vendor**, enter the name of who you are paying in the **Vendor Name** field, exactly as it appears on the bill or statement

Fill out the mailing address and any additional information you want to include in their profile

VENDOR BASICS

Vendor Name \*

3

Advanced Search

Primary Contact Email \*

Account number with vendor

4

VENDOR ADDRESS

Country \*

United States

Address Line 1

Address Line 2

Address Line 3

Address Line 4

5

City

State / Province

Zip / Postal code

VENDOR BANK LOCATION

Select the country where your vendor's bank is located (usually the same as their business address)

Vendor bank location \*

United States

Complete the applicable fields in the **Vendor Basics** section. **Email Address** is recommended for automatic notification once a payment is being sent and is needed for electronic payments. If you have their bank account number, enter the information in the **Account number with vendor**

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6

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ePayments are faster and more secure than paper checks. We'll send your vendor an invite to enter their bank info, then notify you when they are ready to get paid. - [View and edit email invitation](#)

☐ **Pay this vendor with checks sent in the mail**

We'll mail your vendor paper checks and you can track status.

☐ **ePayments - I have my vendor's bank account info and I'll manage it myself for now**

Enter your vendor's bank info to pay them with ePayments.

7  
Once you click **Add vendor & send invite**, the entry will appear in your vendor list. Track the status of electronic payments from the vendor's profile

Click the radio button next to, **ePayments - I want to invite my vendor to manage their own free Cashflow360 account**

**NOTE:** If you do not have their bank account and routing information, you can send the vendor an invitation to create a free Bill.com account and receive ePayments

Click View and edit email invitation to preview or customize the invitation. When you click Save the vendor, they will be sent an email inviting them to be paid electronically for free. They will be able to enter their account information themselves in a secure portal, so no sharing of sensitive information is necessary. You can track the status of the invitation in their vendor profile

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Search...

Sort Alphabetical A-Z

Vendor

Search for vendor

ABCDEFGHIJKLMNOPQRSTUVWXYZ

Cable Company	\$0.00
123 Alpha Street Anyto...	
King ACH	\$780.00
Jersey City	
Allied Waste Service	\$300.00
222 Beta Street Anyto...	
	\$0.00
	\$0.00
444 Delta Street Anyto...	
UPS	\$0.00

JOE DEMO  
YALE VISION INC

NETWORK TO DO SETTINGS Help

Select a vendor on the left

1 In the left navigation, click **Vendors**

2 In the Vendors screen, click on the **+Vendor** button

**NOTE:** You will need to have the following information ready:

- Vendor name: the exact company or person to be paid
- Vendor contact information: mailing address, and email address (This may also be suggested by us, but is subject to your review and approval)
- Suggested for electronic payments:
  - Vendor's bank account number; vendor's bank routing number.
  - Your account number: with the vendor company, if applicable
  - Note: we rely on the bank and account numbers, even if the name on the receiving account identifies a different person than your intended payee. Verify the numbers with an appropriate contact
- Suggested for virtual card payments:
  - Vendor's remittance email, which is the email where the vendor would like the virtual card delivered (This may eventually get pre-populated by us for suppliers that have been identified as card accepting through supplier recruitment)



To **Add a new vendor**, enter the name of who you are paying in the **Vendor Name** field, exactly as it appears on the bill or statement

Fill out the mailing address and any additional information you want to include in their profile

**VENDOR BASICS**

Vendor Name \*  Advanced Search

Primary Contact Email \*

Account number with vendor

**VENDOR ADDRESS**

Country \*

Address Line 1

Address Line 2

Address Line 3

Address Line 4

City

State / Province

Zip / Postal code

**VENDOR BANK LOCATION**

Select the country where your vendor's bank is located (usually the same as their business address)

Vendor bank location \*

Complete the applicable fields in the **Vendor Basics** section. **Email Address** is recommended for automatic notification once a payment is being sent and is needed for electronic payments. If you have their bank account number, enter the information in the **Account number with vendor**

✕ Add a new vendor

Add vendor & send invite ⓘ

**Virtual card enabled** will be toggled on by default to allow **virtual card as a payment option** for this vendor. You will need to add the **Remittance Email** of the vendor to pay by virtual card

Be sure to check the box next to **Make this my vendor's default payment method** if you want to pay this vendor by virtual card all the time. If your vendor is later identified as card accepting via recruitment, **Make this my vendor's default payment method** would become automatically selected and the remittance email populated

#### VIRTUAL CARD PAYMENT OPTION

**6** Cashflow360 Virtual Card is an easy and rewarding way to pay your vendor. How does it work? We will send a secure single-use payment token to your vendor. They have 30 days to accept in their merchant system before it expires. Best of all it's free to you, and you earn rebates for every transaction! [Learn more](#)

☒ Virtual Card enabled

Remittance Email

You acknowledge all responsibility for email accuracy

☐ Make this my vendor's default payment method

#### ALTERNATE PAYMENT METHOD

The payment method below will be used to pay your vendor in the event Virtual Card is not used.

**7** ☒ **ePayments - I want to invite my vendor to manage their own free Cashflow360 account**  
 ePayments are faster and more secure than paper checks. We'll send your vendor an invite to enter their bank info, then notify you when they are ready to get paid. - [View and edit email invitation](#)

☐ **Pay this vendor with checks sent in the mail**  
 We'll mail your vendor paper checks and you can track status.

☐ **ePayments - I have my vendor's bank account info and I'll manage it myself for now**  
 Enter your vendor's bank info to pay them with ePayments.

**8** Once you click **Add vendor & send invite**, the entry will appear in your vendor list. Track the status of electronic payments from the vendor's profile

Click the radio button next to **the alternate payment method** you want to use in the event your virtual card is not processed by the vendor within 30 days and you need to reissue your payment (note: you can void a virtual card at any time provided it has not been authorized by your vendor reissue as your selected alternate payment type)

Add a Bill   **Add a Vendor**   Pay a Vendor   Add Approvers and Route a Bill   Review and Approve/Deny a Bill  
 Check Payment   ACH Payment   Virtual Card Payment   **Find and Invite Vendors**   Connect with major billers



**CHASE CONNECT**

Search...

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**RECEIVABLES**

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Support

Sort: Alphabetical A-Z

Search for vendor

ABCDEF GHIJKLMNOPQRSTUVWXYZ

abc abc USD 0.00  
New York NY

ABC Construction USD 0.00  
New York NY

**Brick House Inc** USD 0.00

Chase Payment USD 0.00  
Columbus OH

Smith Electronics

XYZ Industrial  
Columbus OH

**This vendor may prefer Electronic Payments**  
Connect to this vendor in the Bill.com network and start paying them faster with electronic payments.

**2** Review & Connect

**Brick House Inc** MAIL CHECK

United States  
michael.j.sullivan@jpmorgan.com

Pay vendor

**1**

From the **Vendors** window, select the vendor you want to pay

If the vendor has been identified as a possible connection:

- Click **Review & Connect** to review the connection suggestion
- Review carefully, as you are responsible for selecting the proper vendor

Balance

Last Payments Out  
USD 0.00

BILLS PAYMENTS NOTES CONTACTS

Terms of Service Privacy Policy Accessibility Policy Licenses

Chase Cashflow360<sup>SM</sup> is an electronic invoicing, payment and collection service provided by JPMorgan Chase Bank, N.A. ("Chase") to its customers. In providing Chase Cashflow360 to its customers, Chase uses the services provided by certain application service providers, including Bill.com, Inc. ("Bill.com"), and the service allows for the delivery and receipt of invoices electronically using the Bill.com network. JPMorgan Chase and Chase are marketing names for certain businesses of JPMorgan Chase & Co. and its subsidiaries worldwide.

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Add a Bill   **Add a Vendor**   Pay a Vendor   Add Approvers and Route a Bill   Review and Approve/Deny a Bill



Check Payment   ACH Payment   Virtual Card Payment   **Find and Invite Vendors**   Connect with major billers

**CHASE CONNECT**

Search...

Sort: Alphabetical A-Z Vendor

Search for vendor

ABC Construction USD 0.00  
New York NY

Brick House Inc USD 0.00  
New York NY

Chase Payment USD 0.00  
Columbus OH

Smith Electronics USD 0.00

XYZ Industrial USD 0.00  
Columbus OH

**Brick House Inc may already use Bill.com**

We may have found a match for your vendor in our network of businesses already using Bill.com! Review the details below and request to start paying with ePayments!

Your vendor:  
**Brick House Inc**  
michael.j.sullivan@jpmorgan.com

Potential matches:

**Brick House Media Co.**  
101 Cooper St. Santa Cruz, CA, 95060  
Managed by Jared Brick - \*\*\*@bhmedia.co

**Brick House Productions, LLC**  
426 Heimbaugh Road Mogadore, OH, 44260  
Managed by Jason Howes - \*\*\*\*\*@gmail.com

**Brick House Pantry**  
2503 Grand Avenue Bronx, NY, 10468  
\*\*\*\*\*@gmail.com

**Click **Request to ePay** if the suggestion is your vendor**

**Review carefully, as you are responsible for selecting the proper vendor**

**4 I don't see a match for my vendor**

**If the network suggestion isn't the same as your vendor, click **I don't see a match for my vendor****

Terms of Service Privacy Policy Accessibility Policy Licenses

Chase Connect is an electronic invoicing, payment and collection service provided by JPMorgan Chase Bank, N.A. ("Chase") to its customers. In providing Chase Cashflow360 to its customers, Chase uses the services provided by certain application service providers, including Bill.com, Inc. ("Bill.com"), and the service allows for the delivery and receipt of invoices electronically using the Bill.com network. JPMorgan Chase and Chase are marketing names for certain businesses of JPMorgan Chase & Co. and its subsidiaries worldwide.

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Add a Bill   **Add a Vendor**   Pay a Vendor   Add Approvers and Route a Bill   Review and Approve/Deny a Bill



Check Payment   ACH Payment   Virtual Card Payment   **Find and Invite Vendors**   Connect with major billers

The screenshot shows the CHASE CONNECT interface. On the left is a dark blue sidebar with navigation options: Overview, Inbox, Documents, PAYABLES (Vendors, Bills, Payments out), and RECEIVABLES (Customers, Invoices, Payments in). The main area displays a 'Vendors' list with columns for vendor name, address, and balance. A modal window titled 'Invite Brick House Inc to receive ePayments' is open, showing an email invitation template. The modal includes a 'Send' button and a red circle with the number '5'.

**Invite Brick House Inc to receive ePayments**  
 Here's how it works — we'll email Brick House Inc and help them set up a free account, where they can get paid by anyone who uses Bill.com. We'll let you know as soon as they're ready to get paid.

EMAIL ADDRESS +  
 michael.j.sullivan@jpmorgan.com

Hi, Brick House Inc,

We would like to invite you to get paid by us electronically. ePayments are faster than checks and go directly to your bank account, saving you a trip to the bank.

In addition, you can send us invoices, which automatically begin our processing of your payments.

To accept this invitation and create a free account:

1. Click the 'Accept Invitation' button below.
2. Follow the directions on the webpage to create your account.
3. To complete the set-up process, you will be asked for your bank information. So you should have your bank's routing number and account information easily accessible when you create your account.

Once you complete those steps, all payments from CCBi TEST will go directly to your account. If you have any questions or concerns you'd like to ask me directly, send me an email at charles.x.grubb@jpmchase.com or call me directly at 3129541548.

Cancel   **Send**

**NOTE:** Since this is a new vendor, we want to ensure a secure and valid connection. In 1-2 business days, the vendor will see both a credit and a debit for the same amount in their bank account

If the test deposit is successful, the epayment will process on the selected process date. If the test deposit fails, the user will be notified via email and the payment will be sent via check on the process date. Vendors will receive an email advising them of the test transaction

If the vendor is not already part of the Bill.com network, click **Send**. The vendor will be sent an email inviting them to be paid electronically for free

Review the email carefully. You are responsible for the emails being sent to a representative of the vendor who is authorized to provide the banking information

That authorized representative can enter the vendor's account information via a secure portal, so no sharing of sensitive information is necessary. You can track the status of the invitation from the vendor's profile

CHASE CONNECT

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Reports

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Search...

Vendor

Sort

Alphabetical A-Z

Search for vendor

ABCDEFGHIJKLMNOPQRSTUVWXYZ

Cable Company

\$0.00

123 Alpha Street Anyto...

King ACH

\$780.00

Jersey City

Allied Waste Service

\$300.00

222 Beta Street Anytow...

W...

\$0.00

...

...

\$0.00

...

444 Delta Street Anyto...

...

UPS

\$0.00

555 Echo Street Anytow...

JOE DEMO

YALE VISION INC

Network

To Do

Settings

Help

2

In the Vendors screen, click on the **+Vendor** button

1

In the left navigation, click **Vendors**

NOTE: You will need to have the following information ready:

- Vendor name: the company or person to be paid
- Vendor contact information: complete mailing address for the bill
- Your account number with the vendor company

Add a Bill **Add a Vendor**

Pay a Vendor

Add Approvers and Route a Bill

Review and Approve/ Deny a Bill



Check Payment

ACH Payment

Virtual Card Payment

Find and Invite Vendors

**Connect with major billers**

✕ Add a new vendor

Add vendor & send invite ?

Once matching vendors populate in the drop-down menu, select the correct one

Review carefully, as you are responsible for selecting the proper vendor

4


#### VENDOR BASICS


Vendor Name \*  
AT&T

3


In the, **Add a new vendor** window, start typing your vendor's name in the **Vendor Name** field, exactly as it appears on the statement


#### CASHFLOW360 NETWORK:

AT&T   
Verified national vendor

Arrivae at Sorrento   
Verified national vendor

Creekside At Villeurbanne   
Verified national vendor

Berkeley at Ballston   
Verified national vendor

Portico At Shadowridge   
Verified national vendor

Address Line 4

City

State / Province

Zip / Postal code

#### VENDOR BANK LOCATION

Select the country where your vendor's bank is located (usually the same as their business address)

Vendor bank location \*

United States

✕ Add a new vendor Add vendor & send invite ⓘ

5

A pop-up window will appear to make sure you are matched with the correct biller. Enter the **Vendor Zip Code** as it appears on the statement mailing address, omitting the +4 digits

6

Enter your **Account Number With Vendor**, omitting any dashes or spaces. Click the **Submit** button. You will be able to verify status of your connection in their vendor profile

**Add your AT&T account details**  
Enter the zip and account number on your bill so we can match you to the correct large biller.

Vendor Zip Code \*  
95887-0001

Account Number With Vendor \*

Cancel Submit

**VENDOR ADDRESS**

Country \*  
United States

Address Line 2  
Unit, Apt, Ste, etc.

Address Line 4

State / Province

**VENDOR BANK LOCATION**

Select the country where your vendor's bank is located (usually the same as their business address)

Vendor bank location \*  
United States



# Pay a Vendor

Easily pay your vendors with or without a bill via  
ACH, check or virtual card



Pay without a bill    Pay with a bill

CHASE CONNECT

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2

Vendor

Search for vendor

ABCEFGHIJKLMNOPQRSTUVWXYZ

Cable Company \$0.00

123 Alpha Street Anyto...

King ACH \$780.00

Jersey City

Allied Waste Service \$300.00

222 Beta Street Anytow...

UPS \$0.00

555 Echo Street Anytow...

Start typing the vendor name in the **Search** field, or scroll until you locate the appropriate vendor

Set up ePayments

Balance USD 300.00

Vendor Credits USD 0.00

MAIL CHECK

Joe Demo YALE VISION INC

NETWORK

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3

Pay vendor

In the right-hand window, click the **Pay vendor** button

BILLS

PAYMENTS

VENDOR CREDITS

CONTACTS

DETAILS

DOCUMENTS

NOTES

Bills

INVOICE #

DUE DATE

AMOUNT

STATUS

123

05/22/18

USD 300.00

UNPAID

1

In the left navigation, click on **Vendors**

**NOTE:** Ready to pay? You will need to have the following information ready:

- Vendor name: the company or person to be paid
- Vendor contact information: email address and/or mailing address and account number with the vendor company, if applicable
- Vendor bank transit routing number /bank account numbers verified by you with a known contact at that vendor

Vendor's bank account number and bank routing number are required for electronic payments

**NOTE:** If you do not yet have the vendor added to Cashflow360, read the Add a Vendor section. If you have already entered the vendor information, continue to step 3

Add a  
Bill

Add a  
Vendor

**Pay a  
Vendor**

Add Approvers  
and Route a Bill

Review and Approve/  
Deny a Bill



**Pay without a bill**

Pay with a bill

× **Pay a vendor**

Review & pay

Help

5

You may either pay your vendor electronically via ACH or virtual card or with a check mailed via USPS

**PAYMENT DETAILS**

Simply select a vendor to pay and enter the amount.

VENDOR NAME \*

3Com Corp

CHECK

PAYMENT AMOUNT \*

Type amount here

4

In the **Pay a vendor** window, enter the **Payment Amount**, and complete the applicable fields

PROCESS DATE \*

05/30/19

PRIMARY CONTACT EMAIL

testvendor+3com@cashview.com

FROM BANK ACCOUNT \*

USD 149.00

RECOMMENDED

SET UP ELECTRONIC PAYMENTS



**PAYMENT INFORMATION**

If no other payment method is used, we'll send a check to the following address.

PAY TO NAME

3Com Corp

PAYMENT NOTIFICATION EMAIL

testvendor+3com@cashview.com

ADDRESS LINE 1 \*

sdaf

ADDRESS LINE 2

--

ADDRESS LINE 3

--

ADDRESS LINE 4

--

CITY \*

new york

STATE / PROVINCE \*

Florida [FL]

ZIP / POSTAL CODE \*

12345

COUNTRY \*

United States

6

At the top right of the screen, click **Review & pay**

Add a  
Bill

Add a  
Vendor

**Pay a  
Vendor**

Add Approvers  
and Route a Bill

Review and Approve/  
Deny a Bill



Pay without a bill

**Pay with a bill**

CHASE CONNECT

Search...

BILLS RECURRING BILLS VENDOR CREDITS

0 bill totaling USD 0.00

Filter Active x Unpaid x Clear all

**2** +Bill

**No bills to pay!**

Want to upload a bill, track it, and get due date reminders?

**Enter a bill**

Or to quickly send a payment, [Pay a vendor](#)

Terms of Service Privacy Policy Accessibility Policy Licenses

Chase Cashflow360<sup>SM</sup> is an electronic invoicing, payment and collection service provided by JPMorgan Chase Bank, N.A. ("Chase") to its customers. In providing Chase Cashflow360 to its customers, Chase uses the services provided by certain application service providers, including Bill.com, Inc. ("Bill.com"), and the service allows for the delivery and receipt of invoices electronically using the Bill.com network. JPMorgan Chase and Chase are marketing names for certain businesses of JPMorgan Chase & Co. and its subsidiaries worldwide.

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POWERED BY **Bill.com**

snvapp01.72.30.88729

**NOTE:** Ready to pay? You will need to have the following information ready:

- Vendor name: the company or person to be paid
- Vendor contact information: email address and/or mailing address and account number with the vendor company, if applicable
- A copy of the bill (invoice)—a digital document file is recommended
- Vendor's bank account number and routing number are required for electronic payments

× Enter a bill
 Save and new Save and close ⓘ

To create a bill, enter details on the left

Have an invoice or supporting docs? Drag and drop here, or [Browse your computer](#)

**On the right side of your screen, enter **Bill Details**. (i.e. Vendor Name and Invoice #) Enter the **Vendor Name****

**NOTE:** If you have not added this specific vendor to Cashflow360 yet, you are able to **Create a Vendor**, in this field by entering the name and clicking on **+Add** new vendor, when it appears below. Then, complete the vendor information

Review the **Add a Vendor** section of the Quick Start Guide for additional information on vendor set-up and management

**BILL SUMMARY**

Vendor Name \*  
Search or add new vendor

Invoice Number \*

Purchase Order Number

Payment term  
Search terms

Invoice Date \*  
07/06/20

GL Posting Date  
07/06/20

Due Date \*  
mm/dd/yyyy

Details

**Once complete, click **Save** at the top of your screen**

In the **Enter a bill** window, if you have a digital file available, you may drag and drop it, or browse and upload directly from your computer. If you do not have a digital file, continue to step 4

Add a Bill    Add a Vendor    **Pay a Vendor**    Add Approvers and Route a Bill    Review and Approve/Deny a Bill

Pay without a bill    **Pay with a bill**



CHASE CO

JOE DEMO  
YALE VISION INC

NETWORK TO DO SETTINGS Help

Click **Bills** in the left navigation. You should see the bill you want to pay, listed in the **Bills To Pay** tab in the main window

6

INVOICE #	VENDOR	CHART OF ACCOUNT	INVOICE DATE	DUE DATE	INVOICE AMOUNT	TYPE	PAYMENT STATUS	APPROVAL STATUS	ACTIONS
23	Allied Waste Service	2356	05/16/2019	05/16/2019	USD 300.00	ePayment	UNPAID	Approved	<a href="#">Review &amp; Pay</a>
24	American Electric Power		05/08/2019	05/08/2019	USD 120.00	Check	UNPAID	Assigned	<a href="#">Review &amp; Pay</a>
25	AT&T		05/08/2019	05/08/2019	USD 120.00	Check	UNPAID	Assigned	<a href="#">Review &amp; Pay</a>
26	UPS		05/08/2019	05/08/2019	USD 120.00	Check	UNPAID	Assigned	<a href="#">Review &amp; Pay</a>
28			05/08/2019	05/08/2019	USD 120.00	Check	UNPAID	Unassigned	<a href="#">Review &amp; Pay</a>

7 You can select multiple bills at once

8

Click **Review & Pay** next to the bill you wish to pay

× Pay Bill #1234
 Pay
?

### PAYMENT DETAILS

Select when you would like to send the payment, the bank account to send from and add a memo.

Payment Amount \*

Payment Process Date \*

Pay from \*

Memo \*

USD 139,536.94

### Payment Method

Choose how you would like your vendor to receive your payment.

EARN REBATES

☐

Virtual card

☒

Check Default

scmstest1 will be paid by paper check  
Est. arrival date: 07/22/20

We'll mail a check to scmstest1 on 07/17/2020. The estimate arrival date above is our best guess, based on USPS delivery times.

### PAYMENT INFORMATION

If no other payment method is used, we'll send a check to the following address.

Pay to name

Payment notification email

Country \*

Address Line 1 \*

### BILL SUMMARY

VENDOR	scmstest1
INVOICE #	1234
OPEN BALANCE	USD 100.00
CREDITS APPLIED	USD
DUE DATE	07/22/20

### PAYMENT SUMMARY

EST. ARRIVAL	ON TIME	07/22/20
PAYMENT METHOD		
CREDITS APPLIED	USD	
BILL PAYMENT AMOUNT	USD	
TOTAL PAYMENT AMOUNT	USD	

9

Review the details to confirm the information is correct. Review carefully, as you are responsible for selecting the proper vendor. Then click **Pay** at the top of the screen

- For check payments, you can edit the vendor's address and email address on this screen and the system will also update the vendor record
- For virtual card payments, you can add the vendor's remittance email and set virtual card as the vendor's default payment method
- You can also invite a vendor to get paid electronically from this screen and the system will tie that invitation to the vendor's record

# Add Approvers and Route a Bill

Add the appropriate approvers to confirm bill creation  
and route for their review





Add a  
Bill

Add a  
Vendor

Pay a  
Vendor

**Add Approvers  
and Route a Bill**

**Add approvers**

Review and Approve/  
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Mouse over each circle to see what you're ready to do: ☒ ☐ ☐ ☐ ☐ ☒

Need to modify your company profile or bank account info? Make those changes in your Chase online banking account. To add users who don't have access to your Chase online banking account, click Users below.

You

Profile

Email Preferences

Your Company

Profile

Inbox

Logo

Bank Accounts

Your Account with Us

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Pricing Plan

Payables

Preferences

Bill Approvals

Payment Approval

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Preferences

Chart of Accounts

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Classifications

Import / Export

Import / Export

Preferences

Import History

Export History

1

Click the **gear icon** in the top right

2

In the **Settings** window, click **Users** under **Permissions**

**NOTE:** You will need to have the following information ready:  
The approver's first and last name, work email address, time zone

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Add a  
Bill

Add a  
Vendor

Pay a  
Vendor

**Add Approvers  
and Route a Bill**

**Add approvers**

Review and Approve/  
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ADD COLLABORATOR

3

Click **Add Collaborator** at the top

i

Need to add users who don't have access to your Chase online banking account? They can still assist you — click Add Collaborator to add clerks, approvers, and accountants.

NAME	ROLE	USER GROUP	AUTHORIZED FUNDING METHODS	CONNECTION MANAGER	EMAIL
John Doe	Accountant	Collaborator	None	No	john.doe@myemail.com

☐ Show Inactive Users

Add a  
Bill

Add a  
Vendor

Pay a  
Vendor

**Add Approvers  
and Route a Bill**  
Add approvers

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FIRST NAME

LAST NAME

EMAIL

We send instructions to this address

Pacific Time (GMT-8)

TIME ZONE

Pacific Time (GMT-8)

ROLE

Begin typing or select...

USER GROUP

Collaborator

Overview of Roles and Permissions

PERMISSION	ACCOUNTANT	APPROVER	CLERK	AUDITOR (VIEW-ONLY)
Approve Bills/Vendor Credits	yes	yes	no	no
Manage Vendor	yes	no	yes	no
Manage Bill	yes	no	yes	no
Record Payments made outside of Cashflow360	yes	no	yes	no
Pay approved bills via Cashflow360	no	no	no	no
Pay unassigned bills via Cashflow360	no	no	no	no
Pay unapproved bills via Cashflow360	no	no	no	no
Manage Company Info	no	no	no	no
Manage User	no	no	no	no
Sync with Accounting System	yes	no	no	no

Click Save to continue

5

SAVE

CANCEL

Designate settings for system administrators

Add a  
Bill

Add a  
Vendor

Pay a  
Vendor

**Add Approvers  
and Route a Bill**

Review and Approve/  
Deny a Bill



**Add approvers**

What approvers see

Route a Bill

CHASE CONNECT

Search...

JOE DEMO  
YALE VISION INC

NETWORK

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In **Email Preferences**,  
check the box next to:

- We email your  
approver when: **A bill  
or vendor credit  
needs approval from  
[your approver]  
or gets denied**

6

7

Then, select the  
cadence in which  
approvers will  
receive their **To Do  
list summary**

Details

#### Instant Notification

We immediately email John Doe when:

- ☐ A bill or vendor credit needs approval from John Doe: 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 DUNN'S GENERAL MASSONRY INC 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

#### Periodic Summary

We email John Doe a To Do list summary ?

☒ Daily (Monday - Friday)

Weekly on:

Monday Tuesday Wednesday Thursday Friday

☐ ☐ ☐ ☐ ☐

Monthly on:

15

Never

Click **Save**

Your approver will  
receive an email to  
activate their login to  
the account. Refer to  
the **What approvers  
See** section of the  
Quick Start Guide

8

SAVE

CANCEL

Add a  
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Add a  
Vendor

Pay a  
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**Add Approvers  
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Review and Approve/  
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Add approvers

**What approvers see**

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ELMER DOOR CO INC

NETWORK

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Bill Approvals

Vendor Credits

Bills: 2 Total amount: USD 1,106.00

Filter Ready to approve x Clear all

INVOICE #	VENDOR	CHART OF ACCOUNT	DUE DATE	INVOICE DATE	BILL AMOUNT	ACTIONS
Inv-34567-2234	Crab Broker Foods		02/22/19	01/23/19	USD 1,099.00	<div>1</div> <div>Approve</div>
564	testVendor		05/06/19	05/06/19	USD 7.00	<div>Approve</div>

Terms of S

Chase Cashflow360SM is an electronic  
customers. In providing Chase Cashflow360SM,  
including Bill.com, LLC ("Bill.com"),  
network. JPMorgan Chase and Ch

POWERED BY Bill.com

Subject to entitlements granted by the System Administrator. Approvers will review bills and vendor credits before authorizing them for payment.

Approvers are able to:

- Review bills
- Approve bills and vendor credits
- Deny bills and vendor credits

They cannot pay bills or edit vendor information

**NOTE:** The approver experience begins with receiving an email from Cashflow360 to activate their sign in to the approver account. This email also contains links to download the mobile application to view and approve, or deny bills on their mobile device

When there is a payment to be approved, payment approvers will see:

- An email notification
- An item on their To Do List
- A pending approval badge on the Payments Out tab

Add a  
Bill

Add a  
Vendor

Pay a  
Vendor

**Add Approvers  
and Route a Bill**

Review and Approve/  
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Add approvers

What approvers see

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YALE VISION INC

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Bills

Recurring Bills

Vendor Credits

5 bills totaling \$780.00

Filter

Unpaid or Partially Paid x

Active x

Clear all

	INVOICE #	VENDOR	CHART OF ACCOUNT	INVOICE DATE	DUE DATE ↓	INVOICE AMOUNT	TYPE	PAYMENT STATUS	APPROVAL STATUS	ACTIONS
<input type="checkbox"/>	123	Allied Waste Service	2356	05/16/2019	05/16/2019	USD 300.00	ePayment	UNPAID		
<input type="checkbox"/>	124	American Electric Power		05/08/2019	05/08/2019	USD 120.00	Check	UNPAID		
		AT&T		05/08/2019	05/08/2019	USD 120.00	Check	UNPAID		
		UPS		05/08/2019	05/08/2019	USD 120.00	Check	UNPAID		
		Gokhan, Inc.		05/08/2019	05/08/2019	USD 120.00	Check	UNPAID	Unassigned	Review & Pay

Click the **Bills** tab on the left side of the navigation

**NOTE:** You may need to reference these sections in the Quick Start Guide before continuing:

- Adding approvers to your payment flow
- Pay a vendor with a bill

Click **+Bill** to proceed to the Enter a bill window of the invoice you would like to route for approvals

Add a  
Bill

Add a  
Vendor

Pay a  
Vendor

**Add Approvers  
and Route a Bill**

Review and Approve/  
Deny a Bill



Add approvers

What approvers see

**Route a Bill**

× Enter a bill

Save and new

Save

Click **Save** at the  
top of the screen

5

#### EXPENSE DETAILS

☐ Split this amount

ACCOUNT

Start typing ...



EXPENSE DESCRIPTION ⓘ



#### APPROVERS

Bills can be paid without approvals  
[When are bills ready to be paid?](#)



Select approver

Add new approver

#### AVAILABLE APPROVERS

JOHN DOE

Add

4

Done

At the bottom right-hand side of the  
BILL DETAILS pane, you will see the  
**Approvers** section

Click the **Select approvers down  
arrow V** and choose the approvers  
you would like to review and  
approve the bill

You can order approvers  
based on when you will like  
them to receive the bill

Once complete, click **Done**

Add a  
Bill

Add a  
Vendor

Pay a  
Vendor

**Add Approvers  
and Route a Bill**

Review and Approve/  
Deny a Bill



Add approvers

What approvers see

**Route a Bill**

CHASE CONNECT

Search...

Do more with Cashflow360: Show my setup steps as a checklist

Sync with your accounting software

Earn rebates when you pay with virtual card  
Pay your bills with virtual card and earn 0.75% on all posted virtual card payments.  
Learn more

Virtual card rebate balance  
\$ 0.00  
Jul - Jan 2021

Customize Overview

**Bills to Pay**

Overdue: \$0 (0 BILLS)  
Due 7 Days: \$0 (0 BILLS)  
Due 7+ Days: \$100 (2 BILLS)  
Total to pay: \$100 (2 BILLS)

Open Invoices  
Start receiving money from your customers by creating an invoice  
Create invoice

Bill Approvals  
See on your team who has bills to approve

Payments In  
View your money received through Cashflow360

Payments Out

UPCOMING PAYMENTS	
Today (0)	\$0
Next 7 days (1)	\$13
Next 30 days (1)	\$13

PAST PAYMENTS	
Last 7 days (4)	\$63
Last 30 days (4)	\$63

Once you submit the bill, your approvers will receive notifications to review and approve or deny payment based on the order you designated. Track progress and notes in the **Overview** window, from the **Bills to Pay** tab



# Review and Approve/Deny a Bill

Give users access to bills and the information necessary to approve or deny the payment - directly from their computer or mobile device



Add a Bill    Add a Vendor    Pay a Vendor    Add Approvers and Route a Bill

## Review and Approve/ Deny a Bill



### Review and Approve

Approve without Review

Deny a Bill

**CHASE CONNECT**

Search...

**Bill Approvals** 1 Vendor Credit

Bills: 3 Total amount: \$1,913.71

Filter: Unpaid or Partially Paid x Active x Clear all

INVOICE #	VENDOR	DATE	INVOICE DATE	BILL AMOUNT	ACTIONS
100	Cable Company	2019	04/18/2019	USD 575.77	<b>Approve</b>
103161618	Miles Inc	04/26/2019	04/22/2019	USD 198.25	<b>Approve</b>
156783214	Gokhan, Inc.	04/30/2019	04/23/2019	USD 1,139.69	<b>Approve</b>

2 Click the **Invoice #** to review

3 Select the bills to approve by checking the appropriate box

4 Click **Approve**

**JOE DEMO**  
YALE VISION INC

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Bill Approvals    Vendor Credits

Bills: 3    Total amount: \$1,913.71

Filter: Unpaid or Partially Paid x    Active x    Clear all

	INVOICE #	VENDOR	CHART OF ACCOUNT	DUE DATE	INVOICE DATE ↓	BILL AMOUNT		ACTIONS
<input type="checkbox"/>	100	Cable Company	2356	04/15/2019	04/18/2019	USD 575.77		<a href="#">Approve</a>
<input type="checkbox"/>	103161618	Miles Inc		04/26/2019	04/22/2019	USD 198.25		<a href="#">Approve</a>
<input type="checkbox"/>	156783214	Gokhan, Inc.		04/30/2019	04/23/2019	USD 1,139.69		<a href="#">Approve</a>

2

Select the bills to approve by checking the appropriate box

1

From the **Bills** page, click the **Bill Approvals** tab

If there is a note on the bill, there will be a note icon. Hover over the note icon or click into the bill to view details

If there is a document associated, a paper clip icon will be displayed

3

Click **Approve**

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Bill Approvals Vendor Credits

Bills: 3 Total amount: \$1,913.71

Filter Unpaid or Partially Paid x Active x Clear all

INVOICE #	VENDOR	CHART OF ACCOUNT	DUE DATE	INVOICE DATE ↓	BILL AMOUNT	ACTIONS
100	Cable Company	2356	04/15/2019	04/18/2019	USD 575.77	Approve
103161618	Miles Inc		04/26/2019	04/22/2019	USD 198.25	Approve
156783214	Gokhan, Inc.		04/30/2019	04/23/2019	USD 1,139.69	Approve

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YALE VISION INC

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1

2

Click the **Invoice #** to review

From the **Bills** page, click the **Bill Approvals** tab

Review and Approve

Approve without Review

**Deny a Bill**

× Bill... OVERDUE APPROVING

No Document Associated

3 Review Bill Details

Click Deny

5

4 Click More actions

NOTES Add Notes

**BILL SUMMARY** Edit

testVendor Vendor Balance USD 20.00  
10 Bill, Palo Alto, CA, 98087  
testvendor@hq.bill.com  
Last 5 Bills ▾

**DUE 05/06/19**  
**USD 7.00**

BILL BALANCE

INVOICE # 564  
INVOICE DATE 05/06/19  
PAYMENT TERMS Due upon receipt

BILL AMOUNT USD 7.00  
PAST PAYMENTS USD 0.00

BILL DESCRIPTION  
No description provided.

**EXPENSE DETAILS** Edit

ACCOUNT

Review & pay Approve More actions ? Help

Deny  
Mark as paid  
Edit bill  
Delete  
Audit trail  
Go to

The screenshot shows a web interface for managing bills. At the top, there are tabs for 'Review and Approve', 'Approve without Review', and 'Deny a Bill'. The 'Review and Approve' tab is active. Below the tabs, there are buttons for 'Review & pay', 'Approve', and 'More actions'. A modal dialog box is open, titled 'Add more info', with the text 'Let your coworkers know what is wrong with this bill.' and a text input field with a placeholder 'Type here use @ to tag someone...'. Below the input field are 'Cancel' and 'Submit' buttons. Callout 6 points to the 'Needs review, Duplicate bill, Incorrect bill detail' options. Callout 7 points to the 'Add more info' dialog box.

6

Select the appropriate option:  
**Needs review,  
Duplicate bill,  
Incorrect bill detail**

7

**Add more info**  
Let your coworkers know what is wrong with this bill.

Type here use @ to tag someone...

Cancel Submit

BILL BALANCE DUE 05/06/19 USD 7.00

Vendor Balance USD 20.00

INVOICE # 564

Provide additional information on why the bill was not approved in the dialog box and click **Submit**

Users with the ability to manage bills will be notified that the bill needs review and will see details provided in the **Add more info** box

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