CASHFLOW360SM USER GUIDE

Payables





Add a Bill¹

Easily connect your accounting software to add bills automatically with Cashflow360SM



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

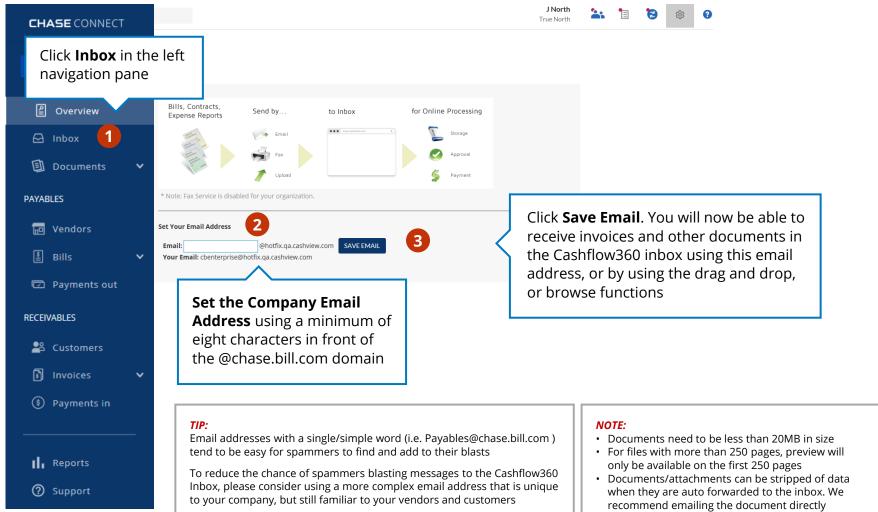
Add a Vendor Pay a Vendor Add Approvers and Route a Bill

Review and Approve/ Deny a Bill







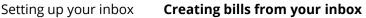


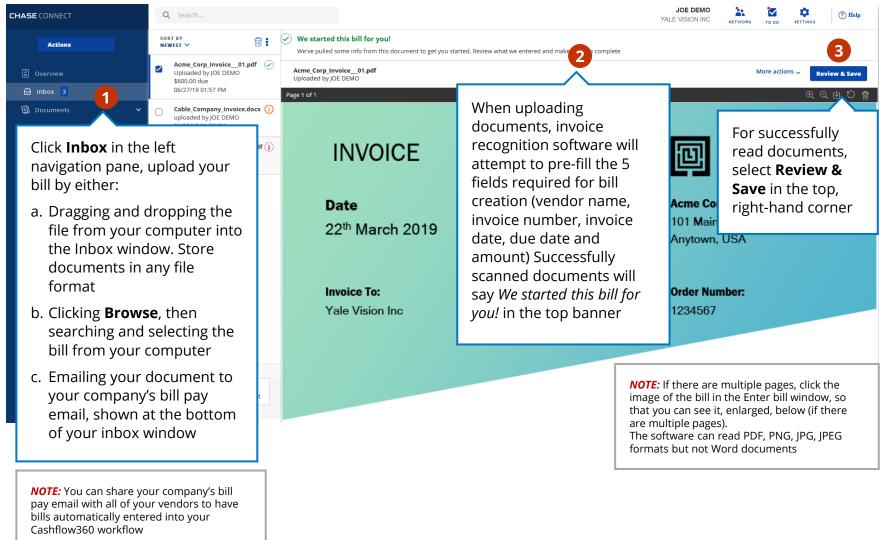
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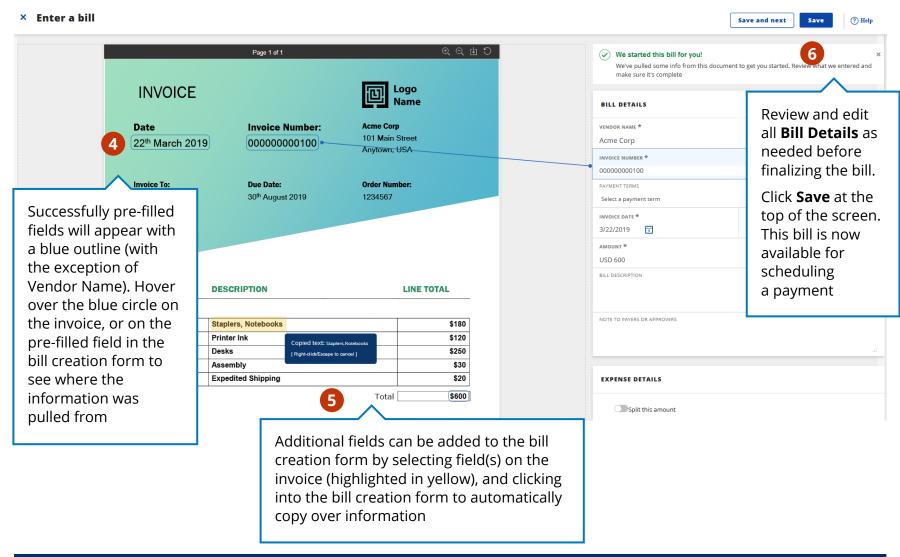
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Setting up your inbox **Creating bills from your inbox**

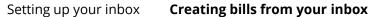


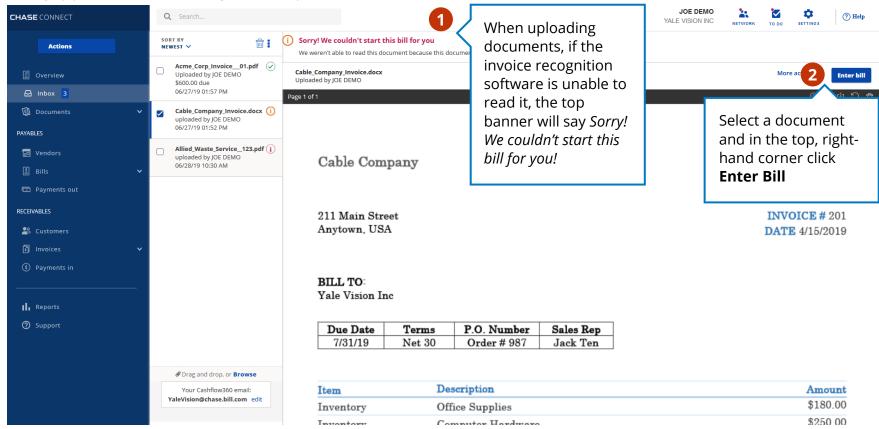
Add a Vendor Pay a Vendor

Add Approvers r and Route a Bill Review and Approve/ Deny a Bill









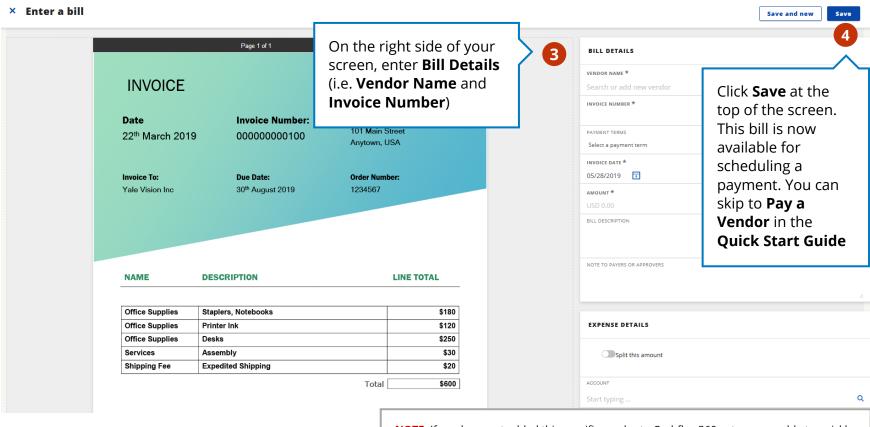
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Setting up your inbox **Creating bills from your inbox**



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

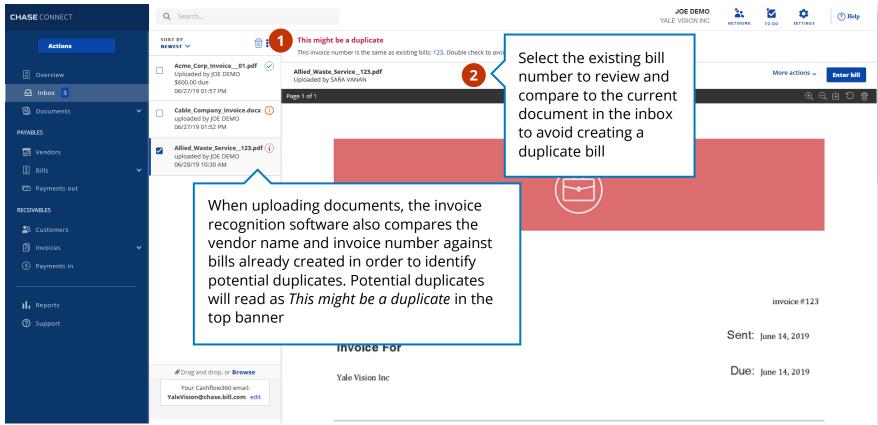
Add a Vendor Pay a Vendor Add Approvers and Route a Bill

Review and Approve/ Deny a Bill









Add a Vendor

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



Pay a Vendor Add Approvers and Route a Bill

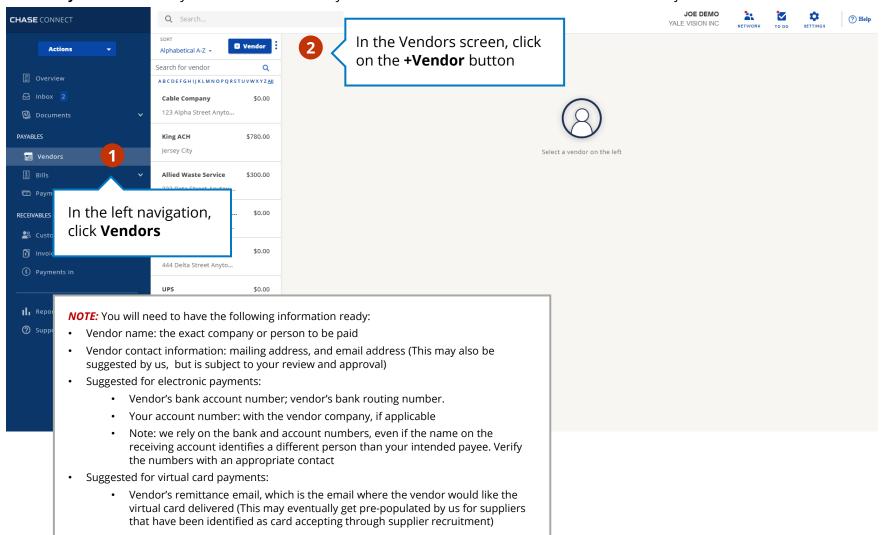
Review and Approve/ Deny a Bill





Check Payment ACH Payment Virtual Card Payment Find and

Find and Invite Vendors



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 VENDOR BASICS To Add a new vendor. enter the name of who Vendor Name * Complete the you are paying in the applicable fields in the Advanced Search Primary Contact Email * Vendor Name field, Account number with vendor Vendor Basics section. exactly as it appears on **Email Address** is the bill or statement recommended for VENDOR ADDRESS automatic notification Country * Address Line 1 once a payment is United States Number and street, P.O. Box, etc. being sent and is Address Line 2 Address Line 3 Fill out the mailing Unit, Apt, Ste, etc. needed for electronic address and any Address Line 4 City payments. additional If you have their bank Zip / Postal code State / Province information you account number, enter want to include in the information in the their profile **Account number** VENDOR BANK LOCATION with vendor Select the country where your vendor's bank is located (usually the same as their business address) Vendor bank location * United States

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

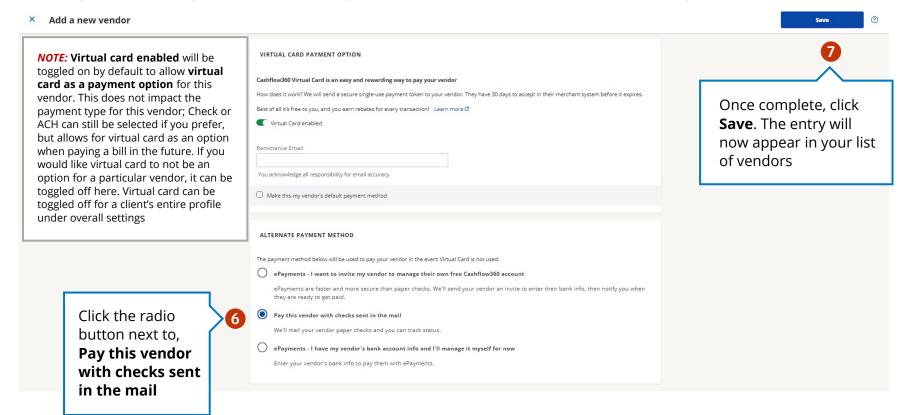




Check Payment

ACH Payment Virtual Card Payment

Find and Invite Vendors



Add a Vendor Pay a Vendor

Add Approvers or and Route a Bill

Review and Approve/ Deny a Bill

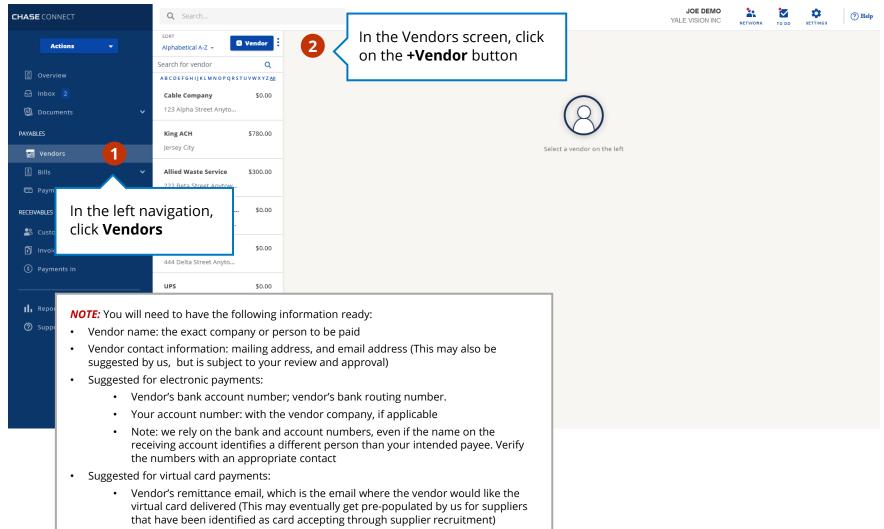




Check Payment ACH Payment

Virtual Card Payment

Find and Invite Vendors



Pay a Vendor Add Approvers and Route a Bill

Review and Approve/ Deny a Bill



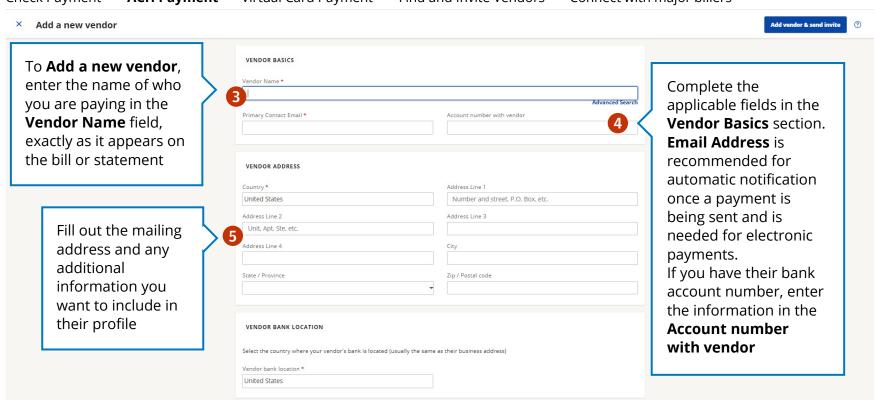


Check Payment

ACH Payment

Virtual Card Payment

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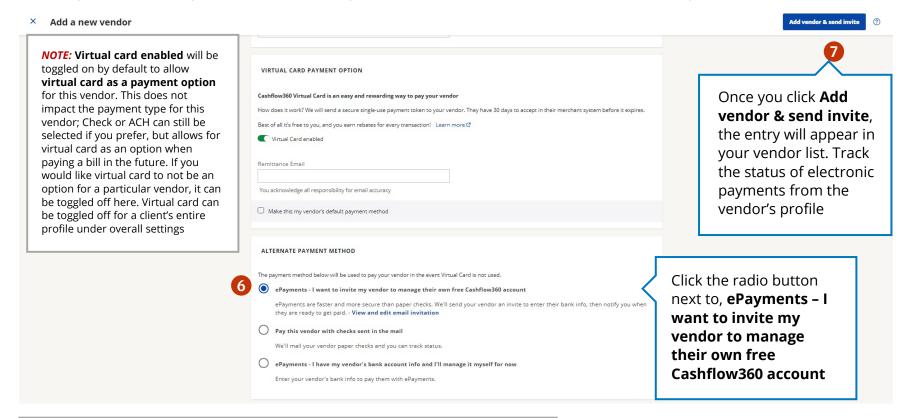


Check Payment

ACH Payment Virtual Card Payment

Find and Invite Vendors

Connect with major billers



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

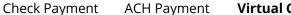
Click View and edit email invitation to preview or customize the invitation. When you click Save the vendor, they will be sent an email inviting them to be paid electronically for free. They will be able to enter their account information themselves in a secure portal, so no sharing of sensitive information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

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

Review and Approve/ Deny a Bill

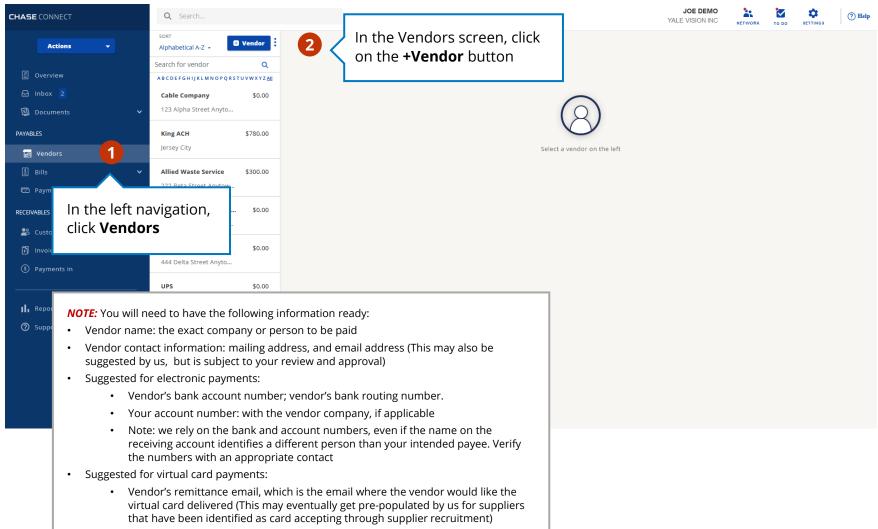






Virtual Card Payment

Find and Invite Vendors



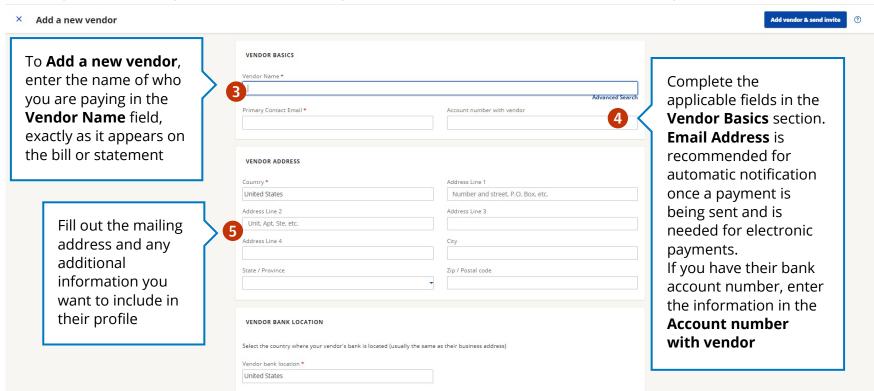
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Check Payment

ACH Payment

Virtual Card Payment Find and Invite Vendors Connect with major billers



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

Review and Approve/ Deny a Bill



Add vendor & send in



Check Payment

ACH Payment

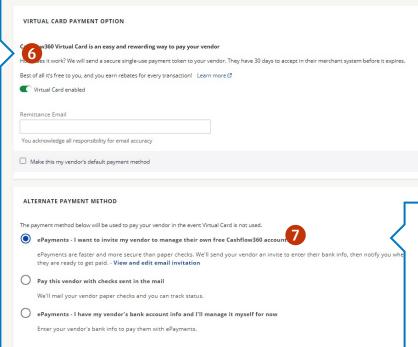
Virtual Card Payment

Find and Invite Vendors Connect with major billers

Add a new vendor 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



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

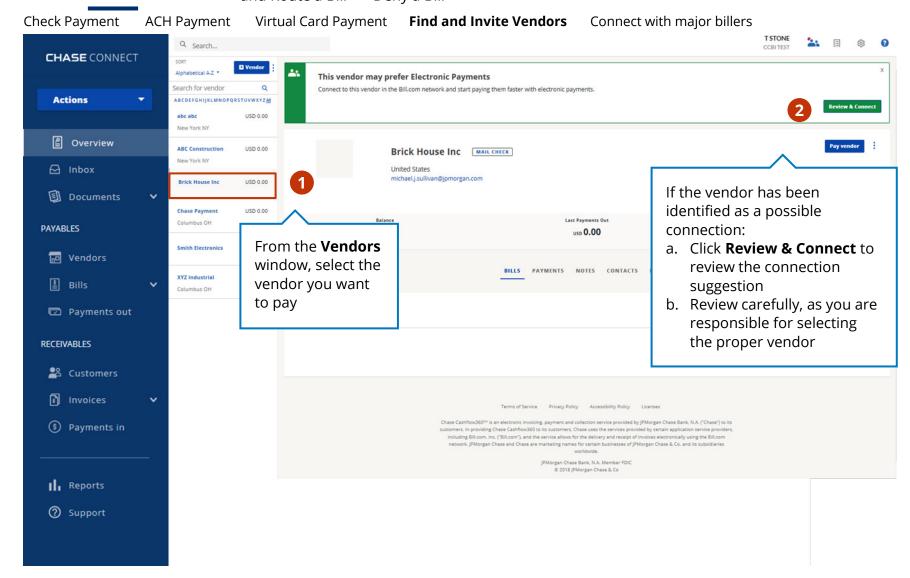
Click the radio button next to the alternate payment method you want to use in the event your virtual card is not processed by the vendor within 30 days and you need to reissue your payment (note: you can void a virtual card at any time provided it has not been authorized by your vendor reissue as your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

Pay a Vendor Add Approvers and Route a Bill

Review and Approve/ Deny a Bill







Pay a Vendor Add Approvers and Route a Bill

Review and Approve/ Deny a Bill



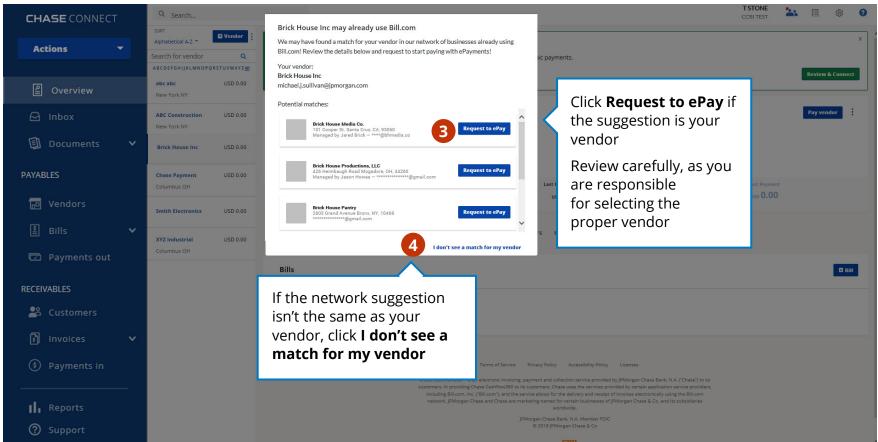
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Check Payment

ACH Payment

Virtual Card Payment

Find and Invite Vendors



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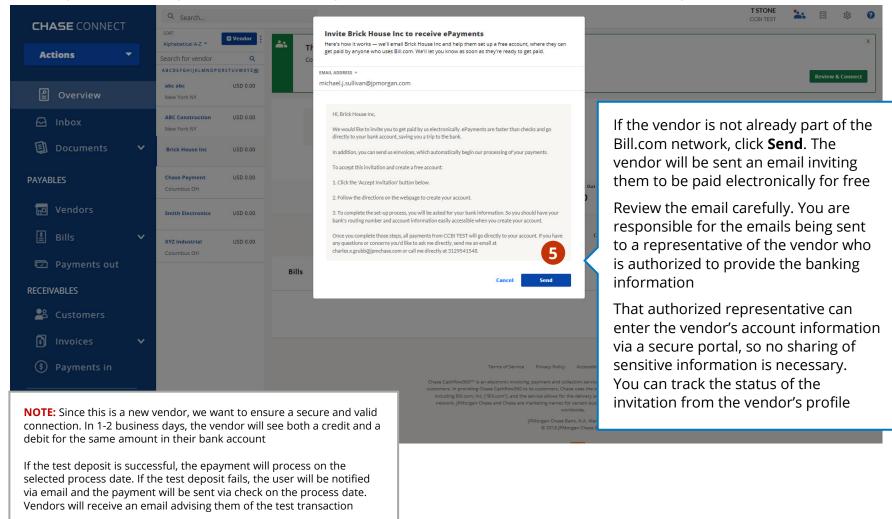


Check Payment

ACH Payment

Virtual Card Payment

Find and Invite Vendors



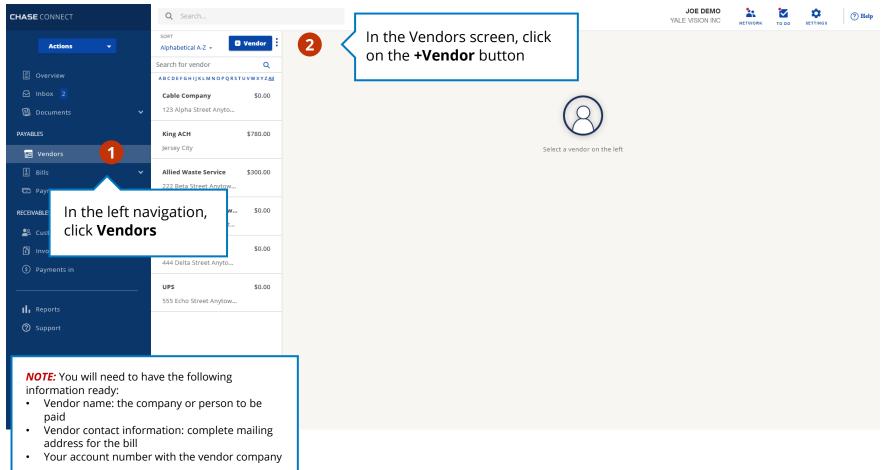
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Check Payment ACH Payment Virtual Card Payment Find and Invite Vendors Connect v



Add a Ad Bill Ve

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



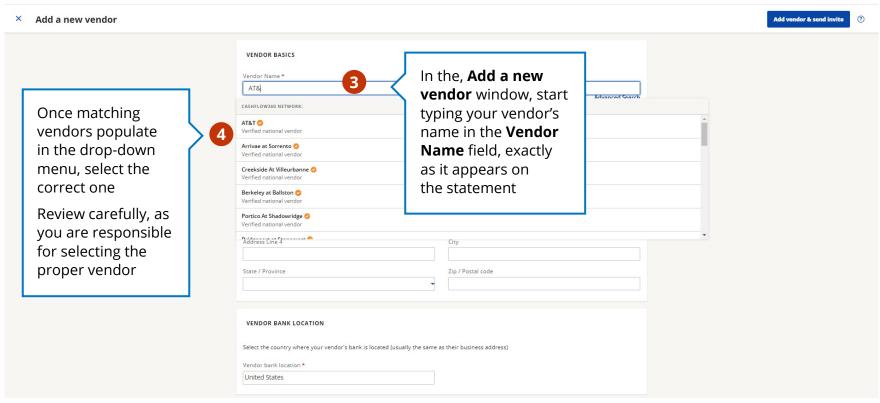


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ACH Payment

Virtual Card Payment

Find and Invite Vendors



Pay a Vendor Add Approvers and Route a Bill

Review and Approve/ Deny a Bill



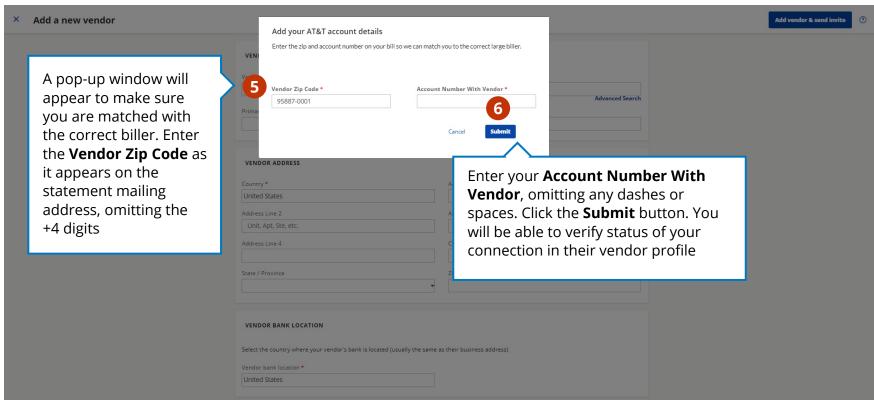
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Check Payment

ACH Payment

Virtual Card Payment

Find and Invite Vendors



Pay a Vendor

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



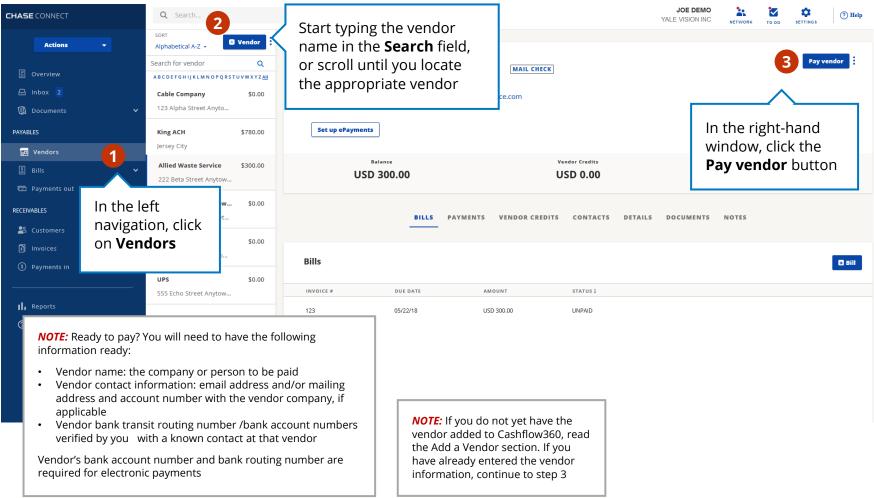
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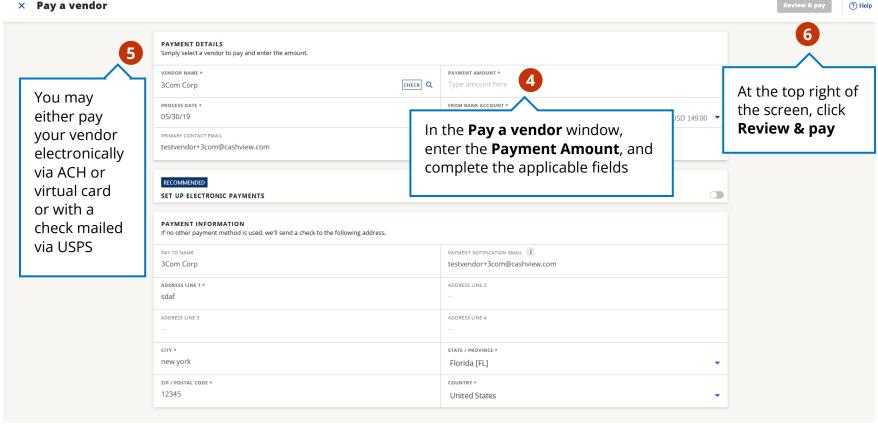
Pay a Vendor Add Approvers and Route a Bill Review and Approve/ Deny a Bill





Pay without a bill Pay with a bill

× Pay a vendor



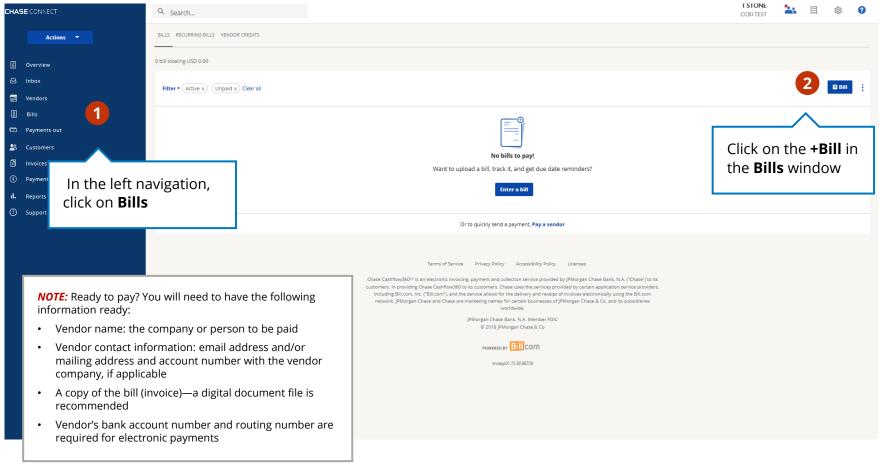
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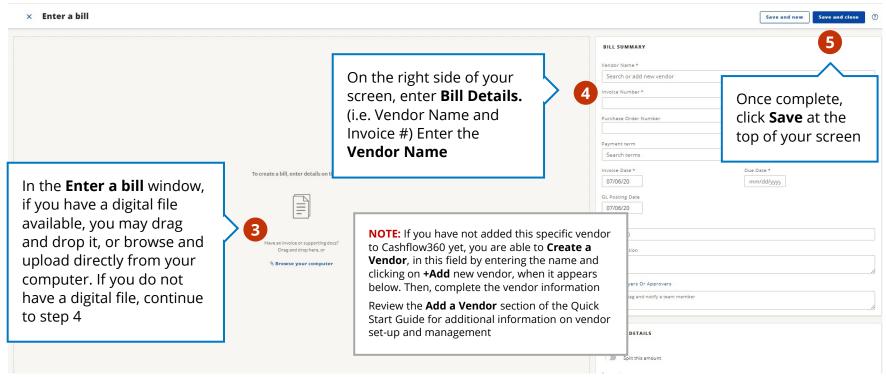
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Pay without a bill Pay with a bill



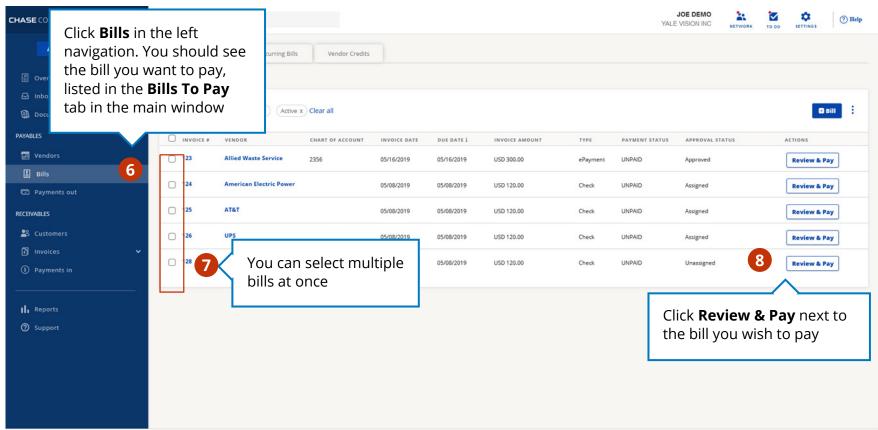
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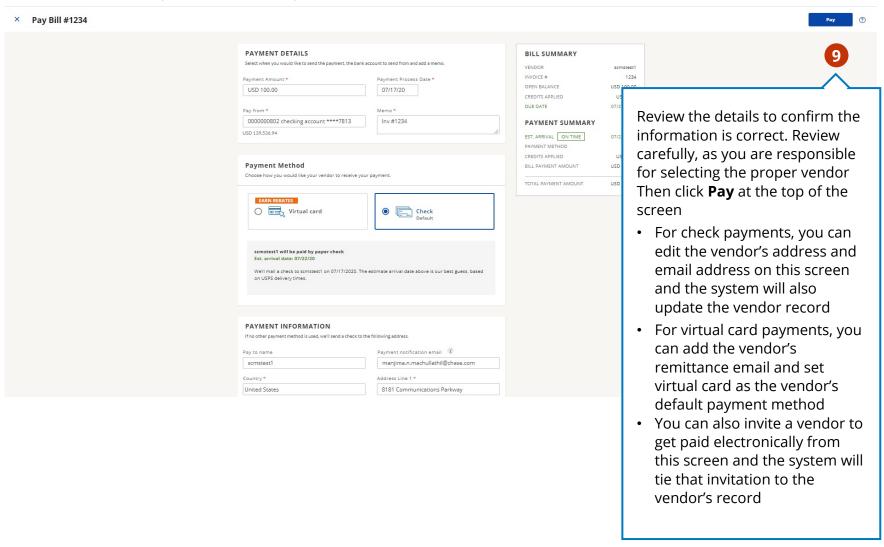
Pay a Vendor Add Approvers and Route a Bill

Review and Approve/ Deny a Bill





Pay without a bill Pay with a bill



Add Approvers and Route a Bill

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



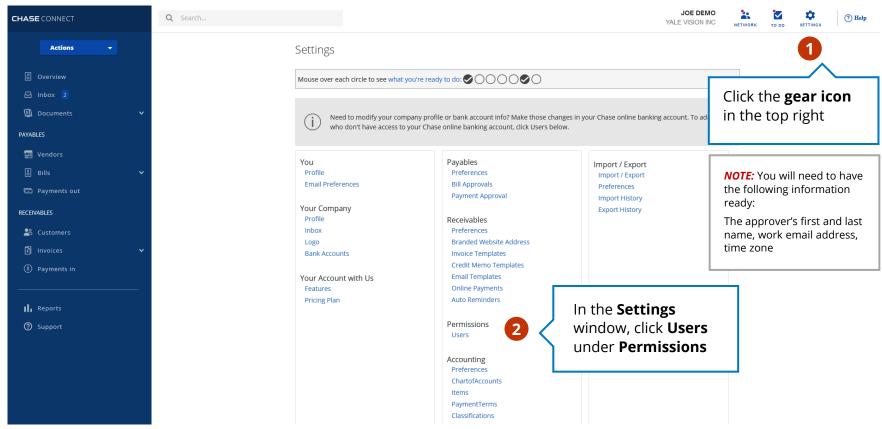
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Add approvers



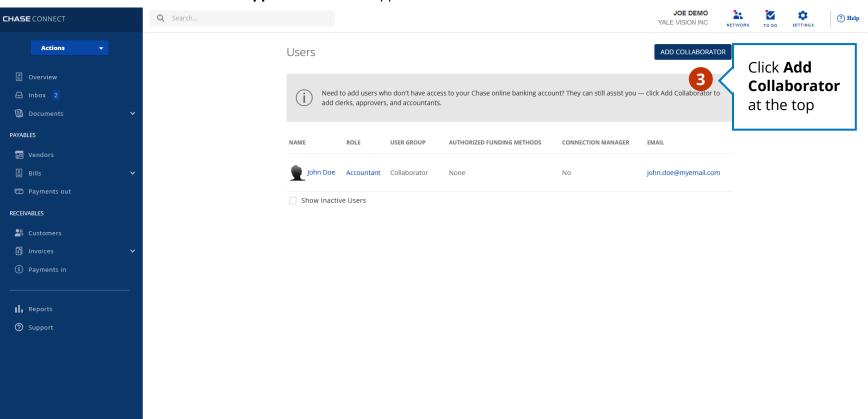
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Add approvers



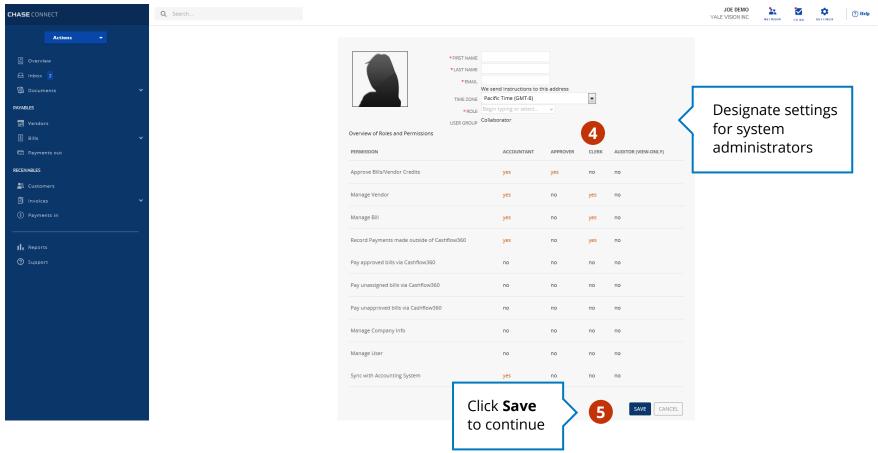
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Add approvers



Add a Vendor

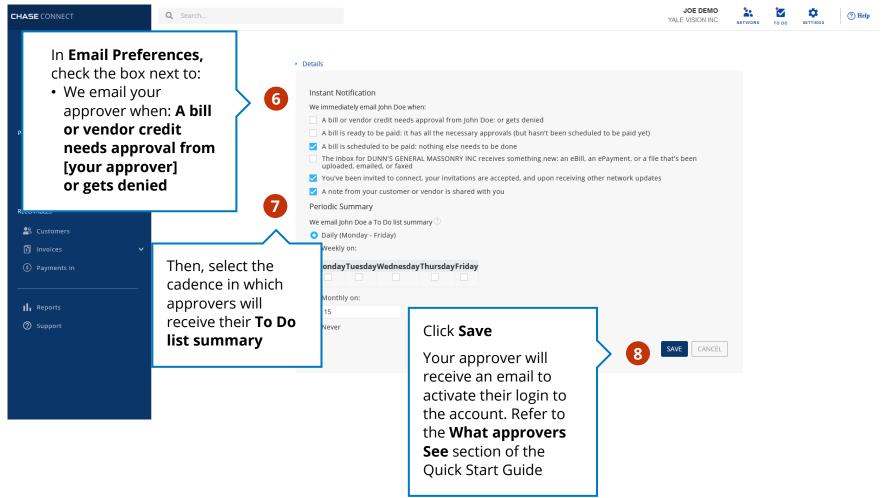
Pay a Add Approvers
Vendor and Route a Bill

Review and Approve/ Deny a Bill





Add approvers



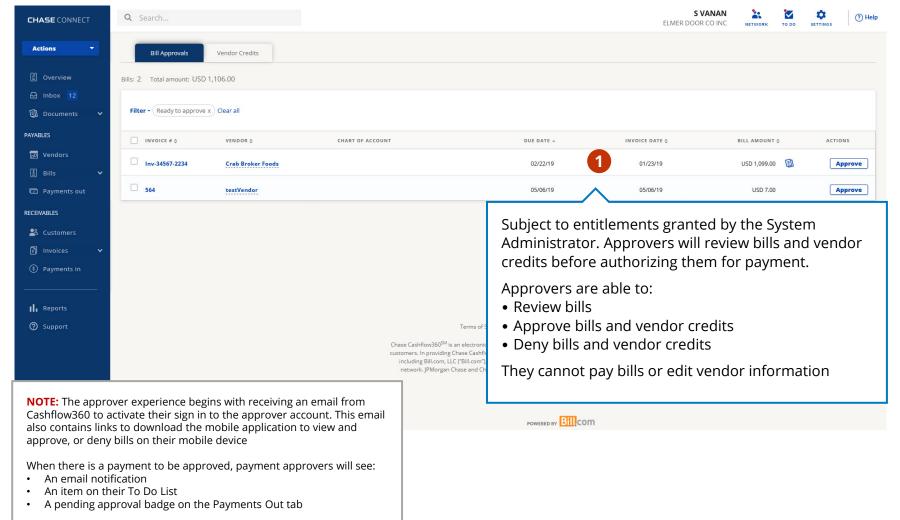
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Add approvers



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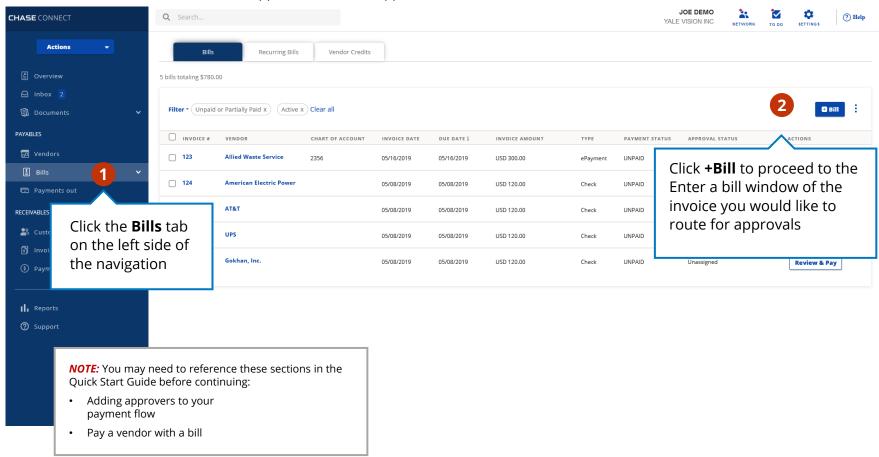




Add approvers

What approvers see

Route a Bill



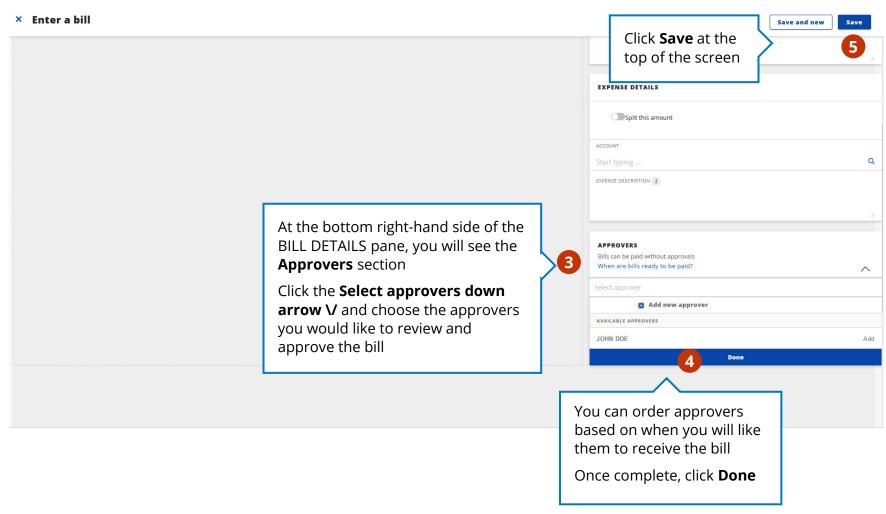
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Add approvers



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Review and Approve/ Deny a Bill

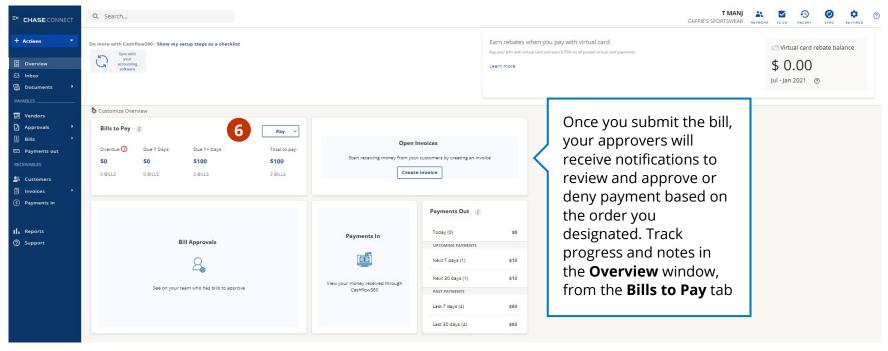


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Add approvers

What approvers see

Route a Bill



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 Add a Pay a Add Approvers **Review and Approve/** Bill and Route a Bill Vendor Vendor **Deny a Bill Review and Approve** Approve without Review Deny a Bill JOE DEMO **CHASE** CONNECT Q Search.. ? Help YALE VISION INC From the **Bills** page, click Actions Bill Approvals the Bill Approvals tab 2 Overview Bills: 3 Total amount: \$1,913.71 ☐ Inbox 2 Filter • Unpaid or Partially Paid X Active x Clear all Documents Click the **Invoice** # PAYABLES INVOICE # VENDOR INVOICE DATE 1 BILL AMOUNT ACTIONS to review ■ Vendors 圁 Cable Company 2019 04/18/2019 USD 575.77 Approve ■ Bills 103161618 Miles Inc 04/26/2019 04/22/2019 USD 198.25 Approve Payments out 156783214 Gokhan, Inc. USD 1,139.69 04/30/2019 04/23/2019 RECEIVABLES Approve 3 👺 Customers Invoices Click Approve Select the bills to approve by checking II. Reports

Support

the appropriate box

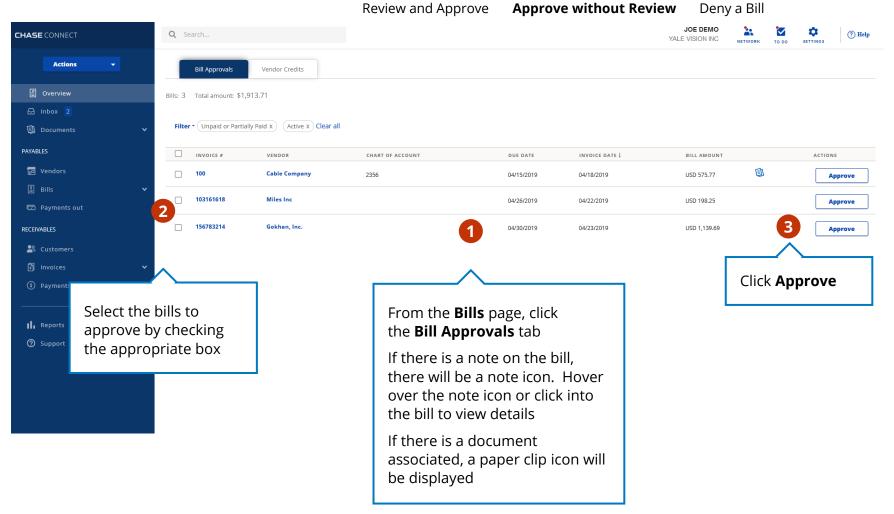
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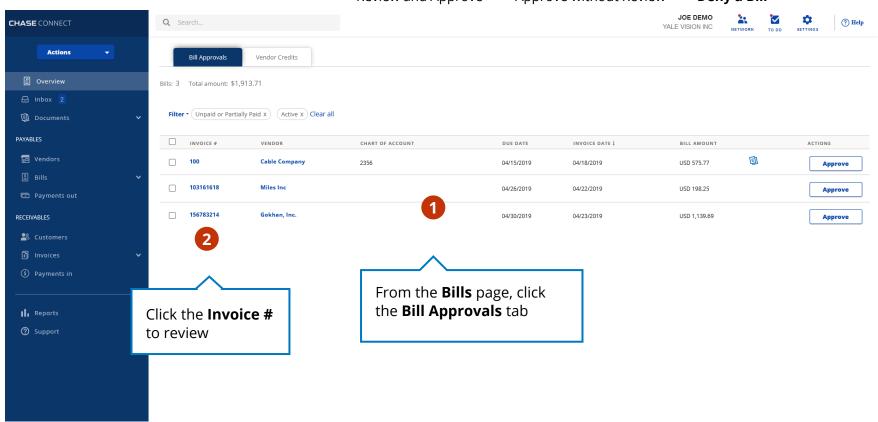


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Review and Approve

Approve without Review

Deny a Bill

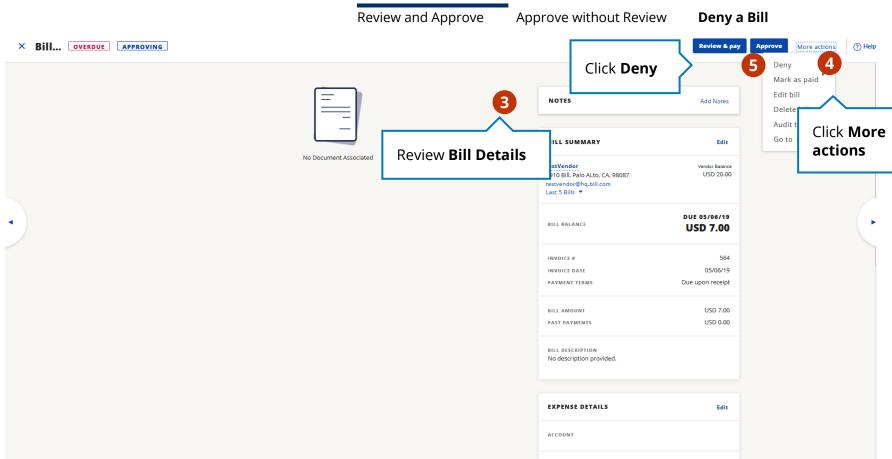


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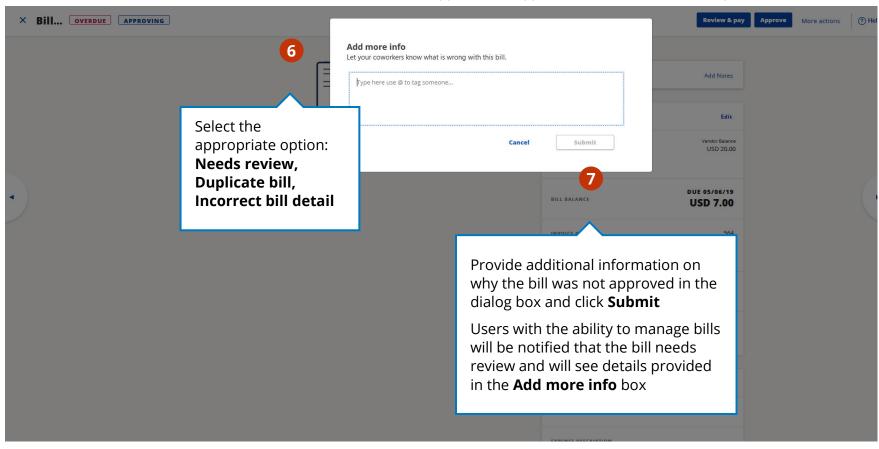




Review and Approve

Approve without Review

Deny a Bill



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¹Terms, conditions, fees and limitations apply as set in the Cashflow360™ legal agreement.
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