

CASHFLOW360SM USER GUIDE

Receivables



Create an Invoice (Send Now)

Easily send invoices to your customers, securely collect payments, automate payment reminders and track the status of outstanding receivables



Create an Invoice

Set Auto-Reminder

Create Recurring Invoices

Create a New Invoice Template

Charge a Customer



Send now Send Later

CHASE CONNECT

Search...

JOE DEMO
YALE VISION INC

NETWORK TO DO SETTINGS Help

Invoices Recurring Invoices Credit Memos

Invoices: 2 Total amount: \$576.58

Filter Active x Unpaid x Clear all

INVOICE #	CUSTOMER	INVOICE DATE	SENT ON	DUE DATE ↓	TOTAL	AMOUNT DUE	STATUS	SEND STATUS
341	Mars Paper Industries	05/22/2019	05/24/2019	06/11/2019	\$200.00	\$200.00		
387	Building Maintenance Services	05/16/2019	05/21/2019	06/05/2019	\$376.58	\$376.58		

Click **Invoices** in the left navigation panel

Click **+Invoice**

NOTE: Please have the following information ready:

- Customer name
- Invoice number
- Invoice date
- Due date

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Send now Send Later

× Create an invoice

Click Preview and send to distribute via email

4

Preview and send

More actions ▾

3

CORPORATE GATEWAY SOLUTIONS, INC

145 Main Street, Anytown USA
(999) 999-999

Enter the invoice details

INVOICE NUMBER *

INVOICE TEMPLATE Clean SALES REP PO NUMBER

PAYMENT TERMS Due upon receipt INVOICE DATE * DUE DATE *

ITEM NAME	DESCRIPTION	QUANTITY *	PRICE *	ACCOUNT *	TAX	AMOUNT
Start typing...		1		Start typing here...		USD 0.00
Add new item						
MESSAGE TO CUSTOMER						SUBTOTAL \$0.00
						TAX USD 0.00
						Search or add a new tax
						TOTAL \$0.00

Send Invoice

Edit Send

REPLY-TO
JOE DEMO

Send a copy to me

EMAIL ADDRESSES *
customer@corporategateway.com

SUBJECT *
You have an invoice from Yale Vision due on 06/10/2018

EMAIL BODY *
Hi Customer1,

To pay your invoice online and view your account history, log in to your account.

[Pay invoice electronically](#)

Please remit payment at your earliest convenience. Thank You ----- Invoice Summary: Invoice #: 005 Amount Due: \$200.00 Due Date: 06/10/18 A PDF version of this invoice is also attached for your records.

Select Edit to customize the email message

Click Send

If the customer is connected to the Bill.com network, the invoice will be sent straight to their Bill.com account, and they will be notified via email

If the customer is not connected to the Bill.com network, the invoice will be sent via email only

YALE VISION INC
683 WINTON RD N
ROCHESTER, NY 146090000
2123186478

INVOICE

Invoice #	005
Invoice Date	04/10/18
Amount Due:	\$200.00

Bill To: _____
Customer1

Due Date
06/10/18

NOTE: Click here to explore the customer experience within your branded payment portal

Create an Invoice (Send Later)

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Send now

Send Later

CHASE CONNECT

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YALE VISION INC

NETWORK TO DO SETTINGS Help

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Invoices: 2 Total amount: \$576.58

Filter Active x Unpaid x Clear all

INVOICE #	CUSTOMER	INVOICE DATE	SENT ON	DUE DATE ↓	TOTAL	AMOUNT DUE	STATUS	PAID STATUS
<input type="checkbox"/> 341	Mars Paper Industries	05/22/2019	05/24/2019	06/11/2019	\$200.00	\$200.00		
<input type="checkbox"/> 387	Building Maintenance Services	05/16/2019	05/21/2019	06/05/2019	\$376.58	\$376.58		

Click +Invoice

NOTE: Please have the following information ready:

- Customer name
- Invoice number
- Invoice date
- Due date

Click Invoices in the left navigation

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Send now **Send Later**

× Create an invoice

CORPORATE GATEWAY SOLUTIONS, INC

145 Main Street, Anytown USA
(999) 999-999

3

Enter invoice details

CUSTOMER NAME *

Search or add a new customer

INVOICE NUMBER *



INVOICE TEMPLATE

Clean



PAYMENT TERMS

Due upon receipt



INVOICE DATE *



DUE DATE *



ITEM NAME	DESCRIPTION	QUANTITY *	PRICE *	ACCOUNT *	TAX	AMOUNT
Start typing...		1		Start typing here....	<input type="checkbox"/>	USD 0.00

Add new item

MESSAGE TO CUSTOMER

SUBTOTAL	\$0.00
TAX	USD 0.00
Search or add a new tax	
TOTAL	\$0.00

To send later, click More actions

Save and send More actions 4

- Save and new
- Save
- Email later
- US mail later

5

Select Email later or US mail later

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Send now

Send Later

CHASE CONNECT

S VANAN
ELMER DOOR CO INC

NETWORK TO DO SETTINGS Help

Search...

Invoices Recurring Invoices Credit Memos

Invoices selected: 1 Total selected: USD 100.00

Filter Active x Unpaid x Clear all

6

You will be taken to the Invoices overview page. Check the box to the left of the invoices you want to send

7 Send Invoices

Click Send Invoices We will email or print and mail the invoice(s) as appropriate

INVOICE #	CUSTOMER	DUE DATE	TOTAL	AMOUNT DUE	STATUS	SEND STATUS
<input checked="" type="checkbox"/> 010	ACME supply	06/18/19	USD 100.00	USD 100.00	UNPAID	Unsent
<input type="checkbox"/> 009	Customer1	06/17/19	USD 300.00	USD 300.00	UNPAID	Unsent
<input type="checkbox"/> 008	Customer1	06/17/19	USD 200.00	USD 200.00	UNPAID	Unsent
<input type="checkbox"/> 007	Test ABC	06/17/19	USD 100.00	USD 100.00	UNPAID	Unsent
<input type="checkbox"/> 003	Customer1	05/29/19	USD 1.00	USD 1.00	UNPAID	Unsent
<input type="checkbox"/> 004	Customer1	05/29/19	USD 2.00	USD 2.00	UNPAID	Send Later - US Mail
<input type="checkbox"/> 006	Test ABC	05/29/19	USD 4.00	USD 4.00	UNPAID	Unsent
<input type="checkbox"/> 005	Test ABC	05/29/19	USD 2.00	USD 2.00	UNPAID	Unsent

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Set Auto-Reminders

We make it easy to set up auto reminders, letting customers know when an invoice is due or past due



CHASE CONNECT

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- Vendors
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- Payments out

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Search...

Settings

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.

1
Click Settings

2
Under Receivables, click Auto Reminders

<p>You</p> <ul style="list-style-type: none"> Profile Email Preferences <p>Your Company</p> <ul style="list-style-type: none"> Profile Invoices 	<p>Payables</p> <ul style="list-style-type: none"> Preferences Bill Approvals Payment Approvals <p>Receivables</p> <ul style="list-style-type: none"> Preferences Branded Website Address Invoice Templates Credit Memo Templates Email Templates Online Payments Auto Reminders <p>Permissions</p> <ul style="list-style-type: none"> Users <p>Accounting</p> <ul style="list-style-type: none"> Preferences Chart of Accounts Items Payment Terms Classifications 	<p>Import / Export</p> <ul style="list-style-type: none"> Import / Export Preferences Import History Export History
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Auto Reminders

3 Reminder: **First** | Second | Third
First Reminder Message

✘ Email the customer 30 days after invoice is due.

4

Select the reminder you would like to edit:

- First
- Second
- Third

Click the **Edit** icon in the upper right

Invoice Summary:

Invoice #: {!Invoice.Number;}
Amount Due: {!Invoice.AmountDue;}
Due Date: {!Invoice.DueDate;}
A PDF version of this invoice is also attached for your records.
Thank you,
ELMER DOOR CO INC

CHASE CONNECT

Search...

S VANAN
ELMER DOOR CO INC

NETWORK TO DO SETTINGS Help

Auto Reminders

Choose Reminder: **First** | Second | Third

Customize First Reminder

Email the customer 30 days after invoice is due.

REPLY-TO: SARA VANAN

* SUBJECT: You have an invoice from ELMER DOOR CO INC due on {Invoice.DueDate}.

* BODY: Hi {Customer.Name},
Your invoice is 30 days overdue.

ELMER DOOR CO INC,
1234 Main St
City, State, ZIP

ed for your records.

ers you have emailed at least

Add Content to Reminder

Select the content you want, and we'll substitute the actual value when emailing customers.

Step 1: Select one content.

Select one

Step 2: Copy and paste this into the email:

SAVE CANCEL

Privacy Policy Accessibility Policy Licenses

5

6

Click Save

Edit the following:

- Enable reminders by checking the box next to [Email the customer](#)
- Determine how many days before or after the invoice due date the reminder should be sent
- Determine who the reminder should come from
- Use our Subject line or edit based on your preference
- Customize the body of the letter

On the right-hand side, select from the drop-down to enter values that will auto populate the sample fields in the message

Create Recurring Invoices

For customers you bill regularly, create recurring invoices that are automatically sent out



Create an Invoice

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CHASE CONNECT

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JOE DEMO
YALE VISION INC

NETWORK TO DO SETTINGS Help

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Invoices: 2 Total amount: \$576.58

Filter Active x Unpaid x Clear all Invoice

INVOICE #	CUSTOMER	INVOICE DATE	SENT ON	DUE DATE ↓	TOTAL	AMOUNT DUE	STATUS	SEND STATUS
<input type="checkbox"/> 341	Mars Paper Industries	05/22/2019	05/24/2019	06/11/2019	\$200.00	\$200.00	UNPAID	Sent
<input type="checkbox"/> 387	Building Maintenance Services	05/16/2019	05/21/2019	06/05/2019	\$376.58	\$376.58	UNPAID	Sent

1

Click **Invoices** in the left navigation panel

CHASE CONNECT

Search...

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YALE VISION INC

NETWORK TO DO SETTINGS Help

Invoices **Recurring Invoices** Credit Memos

2 Recurring Invoices

3 NEW

Click the Recurring Invoices tab

Click New

ACTION	CUSTOMER	AMOUNT	FREQUENCY	CREATE ON	NEXT DUE DATE	ENDS ON
View Edit Del	Mars Paper Industries	\$200.00	1 Month(s)	01/12/19	02/11/19	

Show Inactive Recurring Invoices

4 New Recurring Invoice

On the **New Recurring Invoice** page enter invoice details, such as: Next Due Date, Payment Terms and Frequency

Schedule Information

30 days in advance (0-365)

* FREQUENCY Every Please Select

* ENDS ON No End Date

* INVOICE TEMPLATE Clean

P.O. NUMBER

SALES REP

DESCRIPTION	QUANTITY	PRICE	TAX	AMOUNT
Begin typing or sel	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	\$0.00
Begin typing or sel	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	\$0.00
Begin typing or sel	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	\$0.00
or sel	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	\$0.00
or sel	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	\$0.00

NOTE: Invoice will be emailed immediately once it is created if you choose to automatically send recurring invoices

- To email the invoice later, uncheck "Automatically send recurring invoices"
- If you select to have Cashflow360 mail the invoice via USPS, please keep the following in mind:
 - For security reasons, Print/Mail Invoice is only available after an active bank account is added
 - You can also print and mail an invoice outside of Cashflow360

CHASE CONNECT

Search...

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YALE VISION INC

NETWORK TO DO SETTINGS Help

Invoices **Recurring Invoices** Credit Memos

Recurring Invoices NEW

ACTION	CUSTOMER	AMOUNT	FREQUENCY	CREATE ON	NEXT DUE DATE	ENDS ON
5 View Edit Del	Mars Paper Industries	\$200.00	1 Month(s)	01/12/19	02/11/19	No End Date

Show In Recurring Invoices

To delete a recurring invoice, click **Del** next to the invoice you want to delete, click **OK** in the dialog box

Create a New Invoice Template

For customers requiring different invoice elements, create custom templates that can be used in the future



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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
- Payables
 - Preferences
 - Bill Approvals
 - Payment Approvals
- Receivables
 - Preferences
 - Branded Website Address
 - Invoice Templates
 - Credit Memo Templates
 - Email Templates
 - Online Payments
 - Auto Reminders
- Permissions
 - Users
- Accounting
 - Preferences
 - Chart of Accounts
 - Items
 - Payment Terms
 - Classifications
- Import / Export
 - Import / Export
 - Preferences
 - Import History
 - Export History

1
Click Settings

2
Under Receivables, click Invoice Templates

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CHASE CONNECT

Search...

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YALE VISION INC

NETWORK TO DO SETTINGS Help

3 NEW

Invoice Templates

Invoice Templates | Credit Memo Templates

NAME	STYLE
Clean	Clean

Show Inactive Invoice Templates

Click New

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New Invoice Template

Invoice Template

DEFAULT?

* NAME

* STYLE Clean

* TITLE INVOICE

Show

General

- Invoice #
- Invoice Date
- Bill To:
- Ship To:
- Ship To Address
- Due Date
- Terms
- P.O. Number
- Sales Rep
- Account Number

Items

- Item
- Description
- Quantity

Label in Invoice

Invoice #

Invoice Date

Bill To:

Ship To:

Due Date

Terms

P.O. Number

Sales Rep

Account Number

Item

Description

Quantity

Sample Invoice

The sample invoice shows a header with company name and logo, a table with columns for Date, Description, Qty, Price, and Amount, and a footer with a thank you message and contact information.

4

Select the information you would like to include in your Invoice Template

Once complete, scroll to the bottom and click Save

Charge a Customer

Manually charge a customer for any outstanding items
after obtaining payment authorization



CHASE CONNECT

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Payments In

Payments in: 1 Total amount: USD 8.00

Filter Payment Date: Last 30 Days x Clear all

Click Get paid

2 Get paid

REFERENCE#	CUSTOMER	PAYMENT DATE	PAYMENT TYPE	STATUS	UNAPPLIED AMOUNT
BillPay ePayment	Customer1	05/07/19	ePayment	Paid	USD 8.00

Click Payments in on the left navigation panel

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Chase Cashflow360SM 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, LLC ("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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ELMER DOOR CO INC

NETWORK TO DO SETTINGS Help

Get Paid

*CUSTOMER Customer1

Charge Customer
 Record Manual Payment

3 Select the customer's name from the drop-down and Charge Customer

4 You will be prompted to [Click here to authorize](#) if the customer has not yet been authorized for charge transactions

5 Click **SUBMIT** to continue

SUBMIT **CANCEL**

IMPORTANT: You must have obtained authorization from this customer to charge their account. This is your responsibility.

CHASE CONNECT

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Customer1 Payment Setup

AUTHORIZED [Learn more](#)

Auto Charge

AUTOMATICALLY PAY BILLS

MAXIMUM PAYMENT AMOUNT

PAY FROM **Bank Account**

BANK ACCOUNT **testing*2345**

PAY business days before Invoice is due

6

Review the information and click **SAVE** to proceed

NOTE: If you wish to set up Automatic Payments after a client's account information has been added, click Actions > Charge a Customer

IMPORTANT: You must have obtained authorization from this customer to charge their account. This is your responsibility

In the Auto Charge section, select Automatically Pay Bills, and choose the account to withdraw from. Here you will set a maximum payment limit, and the number of days prior to invoice due date that you would like to initiate the payment. Select a name from the drop-down box, and then Charge Customer

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NETWORK TO DO SETTINGS Help

Follow the prompts to provide information such as client name on the account, billing address, bank account and routing information

Select **Pay From** method, if the customer has more than one method on file

NOTE: An invoice must be created prior to charging the customer in order for the payment to be applied to the invoice. If a payment is collected prior to invoice creation, the payment will remain unapplied until an invoice is created

NOTE: If this is a new customer, we want to ensure a secure and valid connection. In 1-2 banking days, a test deposit will be sent to your customer's bank account to confirm the connection. The customer will see both a credit and a debit for the same amount in their bank account. If the test deposit is successful, the charge will process on the selected process date. If the test deposit fails, the customer's bank account will be invalidated and users with the ability to manage customer bank account information will be notified via email

IMPORTANT: You must have obtained authorization from this customer to charge their account. This is your responsibility

CHASE CASHFLOW360SM1

Changes to Interbank Offered Rates (IBORs) and other benchmark rates: Certain interest rate benchmarks are, or may in the future become, subject to ongoing international, national and other regulatory guidance, reform and proposals for reform. For more information, please consult: <https://www.jpmorgan.com/IBOR>.

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