

# Thank You for Attending the June 2012 Release Webinar

Today's webinar will be recorded and  
available for replay.



# User Experience Enhancements


## User Experience

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- Enhancements



# New login page



**Bill.com™**

**Login**

Email

Password

[Forgot password?](#)

Don't have an account?  
[Sign up risk free!](#)

**Command and Control**  
your cash flow,  
payables and receivables —  
anytime, anywhere.

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app4.27.06 26399 1

**Login**

[Forgot password?](#)

Caps-lock  
detection

# Calendar date selector

Bill.com™ Home Inbox Payables Receivables Documents Reports Anthony Hall Bearing Company

Overview My Bills All Bills Pay Bills View Payments Vendors Manage Recurring

Approval Status Any Due Date to Go Sort By Due Date

Unpaid bills Select: [ All | None ]

Bill Information	Due	Payment Amount	Process Date	Select
Serv. Co. Inv # - 2012-04-24 (1)	06/28/12	\$900.00	06/20/12	<input type="checkbox"/>
Acme Drill Inv # - 004 view bill	06/29/12	\$91,500.00	06/21/12	<input type="checkbox"/>
		<b>Total Due: \$92,400.00</b>	<b>Total Selected: \$0.00</b>	

Calendar: June 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Larger and easier to use

# Feature Indicators

The screenshot displays the Bill.com dashboard for Anthony Hall at Bearing Company. The navigation bar includes Home, Inbox, Payables, Receivables, Documents, and Reports. The main content area is divided into several sections:

- To Do List:** Approve 3 bills, Process 17 documents in Inbox, Track: 15 invoices overdue.
- Find A Vendor:** Search bar with a Find button.
- Quick Links:** Enter bill with documents, Enter bill without document, Pay Vendors via ePayment, Manage users, View chart of accounts, Help me get started.
- Bill.com Payment Network:** Skip the invitation for your customers who use Bill.com. Have them enter your ID to enable ePayments: Payment Network ID 0110135674969832.
- Upload Your Bills:** Email address: crossingtons@test.c, Setup your fax, Browse... Upload.
- Projected Cash Flow for Default Checking:** Jun 18, 2012. Enter your bank balance. Hide unpaid bills/invoices. A calendar grid shows dates from Sun 17 to Sat 23. A tooltip for 'Try Cash Forecast' is overlaid on the calendar, stating: 'Cash Forecast replaces your existing Calendar and offers new and powerful ways to view and manage your future cash position. Yes, I'd like to try it! Learn More'.
- Cash Forecast:** Opening Balance: \$0.00 as of 06/19/12. A tooltip for 'Welcome to Cash Forecast' is overlaid on the section, stating: 'Toss your old cash flow spreadsheet! See your future cash balance here and take action today: Pay a bill, Change a payment date, Enter a non-bill event, such as payroll'.

Larger and easier to use

Updated formatting for tool tips, easier to read

# Table sorts

The screenshot displays the Bill.com web interface. The top navigation bar includes 'Home', 'Inbox', 'Payables', 'Receivables', 'Documents', and 'Reports'. The user is logged in as 'Anthony Hall' at 'Bearinq Company'. The 'View Payments' tab is selected in the sub-navigation.

**History Section:**

Scheduled | **History** | Uncashed Checks | Returned Checks

Status: **Paid** | Process Date: 06/18/11 to [ ] Go

Payment Confirmation	Invoice #	Vendor	Process Date	Deposit Date	Payment Amount	Status	Payment Method	Remittance Info
P12061201 - 0461101	001	Acme Drill	06/13/12	06/18/12	\$111.00	Paid	Bill.com	Check - Not Cleared
P12061101 - 0460603	008	Serv. Co.	06/12/12					
P12061101 - 0460605	009	Serv. Co.	06/12/12					
P12032701 - 0358925	2012-04-24	Serv. Co.	04/16/12					
P12032701 - 0358923	2012-04-17	Serv. Co.	04/09/12					
P12032701 - 0358921	2012-04-10	Serv. Co.	04/02/12					

**All Bills Section:**

All Bills | All Vendor Credits | Waiting for Approval

Due Date: [ ] to [ ] Status: **Unpaid** | Approval Status: **Any** | Go New

Invoice Number	Due Date	Vendor	Account	Amount	Approved Amount	Credits Applied	Paid Amount	Status	Approval Status
2012-04-24 (1)	06/28/12	Serv. Co.	Primary	\$900.00		\$0.00		Unpaid	Unassigned
004	06/29/12	Acme Drill		\$91,500.00		\$0.00		Unpaid	Unassigned

Show Inactive Bills

Paid From - Goofy Bank \*\*\*\*\*3888

Updated table headers, making it easier to sort your data

# Error messages

The screenshot shows the 'New Invoice' form in the Bill.com interface. At the top, there is a navigation bar with the Bill.com logo and tabs for Home, Inbox, Payables, Receivables, and Docu. Below this is a secondary navigation bar with tabs for Overview, Invoices, Recurring Invoices, Payments, Customers, and Items. The main content area is titled 'New Invoice' and contains a form with the following fields and error messages:

- Customer:** A dropdown menu showing 'Judy's Printing Service' with links for 'Details' and 'Last 5 invoices'.
- Invoice Number:** A text input field containing '75'.
- Invoice Date:** A date input field containing '06/18/12'.
- Payment Terms:** A dropdown menu with an error message: 'Unknown payment term. Please click on the arrow to select an existing payment term or to add a new one.'
- Due Date:** An empty date input field with a 'required' error message below it.

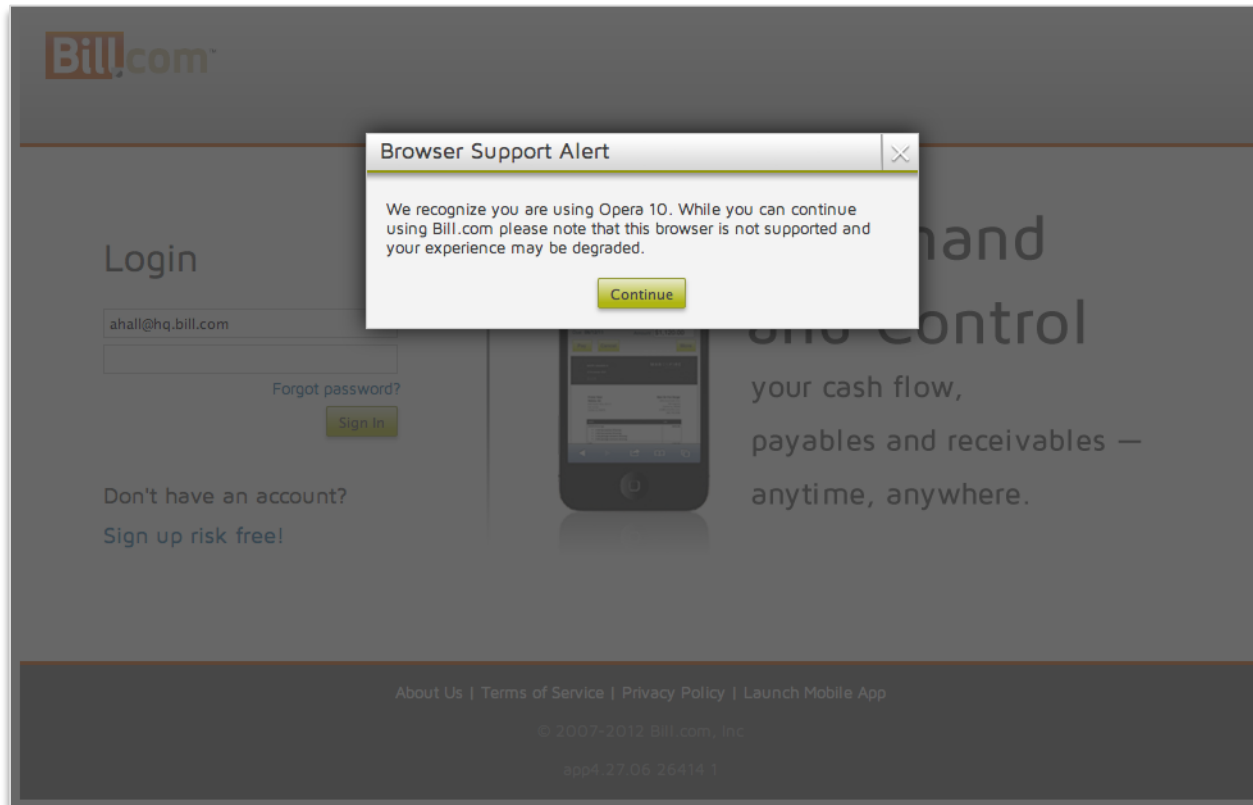
At the bottom of the form, there is a table header with columns for 'Item', 'Description', and 'Department'. A table body is partially visible below the header.

**Error Message:** A red banner at the top of the form contains a red 'X' icon and the text: 'There was a problem saving your data. Please check below and try'.

Updated error messages



# Browser and platform detection



In the interest of providing best customer experience

- We added in older browser detection to alert users - this does not block users from the site



# And a few other things

- Based on customer feedback, we've increased font size across the application.



## Cash Forecast GA

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- Formerly known as CashView



# Cash Forecast GA - formerly CashView

## What is it?

- A cash forecasting tool to allow you to project and plan your cash flow over the next 3 months.

## Who's it for?

- For our customers who want visibility into future cash balances for the business

## Why?

- Allows you to view future cash balances graphically using projected bills and invoices
- Quickly spot potential cash problems early so you can take action
- Rapidly make changes to your cash to resolve the problem
- Return to graph to see the outcomes of your changes

# Welcome to Cash Forecast

## Cash Forecast - a picture of your cash flow

- In 3 months, how much cash will you have?
- Lose sleep about overdrawing your Checking?
- Shift cash among accounts to pay bills?
- Track cash flow with a spreadsheet?
- No idea when customer payments are coming?

### Picture your future, take action today

We start with your bank balance, subtract bills you're scheduled to pay, and add payments you're scheduled to receive. Then we forecast a picture of your cash flow.

Anything unexpected? Out of the ordinary? Zoom in and make adjustments.

### To start:

- Enter your bank balance
- Review your Cash Forecast chart



Generally Available -  
no longer in BETA

Replaces old calendar  
for all new orgs

New clearer name

Improved feature  
functionality

Improved ease of use

# Cash Forecast - Graph overview



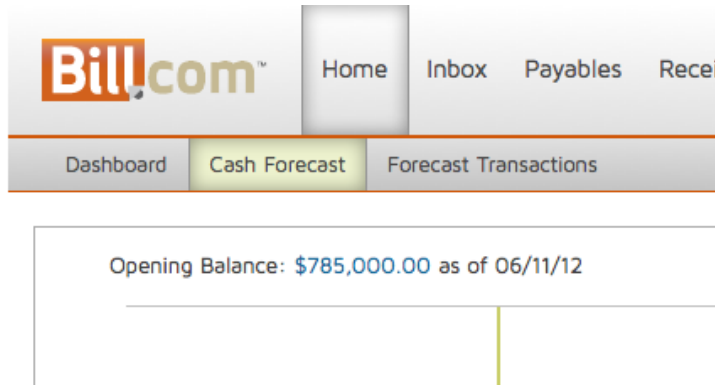
1. Update bank balance
2. Line marks today
3. Date range selector
4. Graph range
5. Slider to change dates
6. Arrow to view calendar
7. New forecast link
8. Spot upcoming dips in cash

# Cash Forecast - Details Table Overview

1 Forecast Date	5 Name	Type	Amount	2 Balance	4 Actions
06/11/12	Starting Book Balance	Starting Book Balance	\$785,000.00	\$785,000.00	
06/12/12	Angelo	Bill	(\$3,400.00)	\$781,600.00	<a href="#">Pay</a>   <a href="#">Change</a>
06/14/12	Angelo	Bill	(\$1,300.00)	\$780,300.00	<a href="#">Pay</a>   <a href="#">Change</a>
06/14/12	Angelo	Bill Pay	(\$1,300.00)	\$779,000.00	
06/15/12	3 Inflow	3 Forecast	\$2,323.00	\$781,323.00	<a href="#">Change</a>
06/15/12	Angelo	Bill Pay	(\$1,300.00)	\$780,023.00	

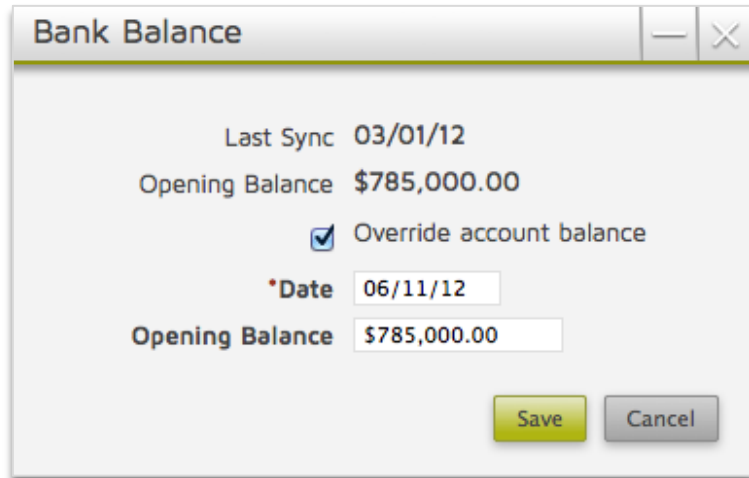
1. Table ordered by forecast date
2. Projected bank balance column
3. Forecast transactions adjust balance
4. Actions column to make changes
5. Added customer and vendor name

# Cash Forecast - Update Bank Balance



For accounts syncing with QuickBooks for Windows or Intacct, your book balance will sync automatically

To override the balance, check the box and enter your opening bank balance and date

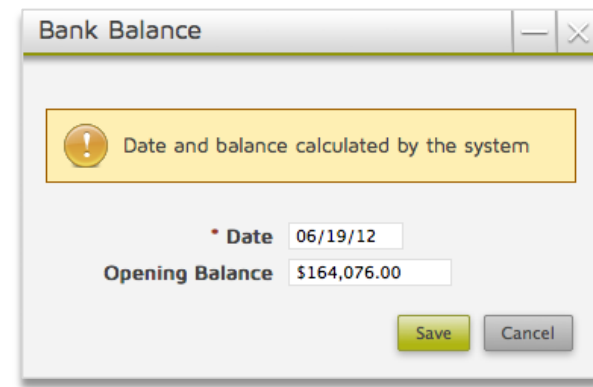


# Cash Forecast - Update bank balance

For accounts not syncing the book balance, cash forecast will need an updated bank balance regularly

Forecast Date	Name	Type	Amount	Balance	Actions
06/11/12	Starting Book Balance	Starting Book Balance	\$785,000.00	\$785,000.00	
06/12/12	Angelo	Bill	(\$3,400.00)	\$781,600.00	Pay   Change
06/14/12	Angelo	Bill	(\$1,300.00)	\$780,300.00	Pay   Change
06/14/12	Angelo	Bill Pay	(\$1,300.00)	\$779,000.00	
06/15/12	Inflow	Forecast	\$2,323.00	\$781,323.00	Change
06/15/12	Angelo	Bill Pay	(\$1,300.00)	\$780,023.00	

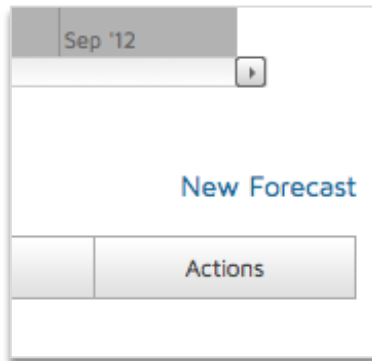
If your bank balance is not updated for more than 7 days, Cash Forecast will use today's projected bank balance from the details table.



The image shows a 'Bank Balance' dialog box with a yellow warning banner that reads 'Date and balance calculated by the system'. Below the banner, there are two input fields: 'Date' with the value '06/19/12' and 'Opening Balance' with the value '\$164,076.00'. At the bottom right, there are two buttons: 'Save' and 'Cancel'.



# Cash Forecast - Forecast Transactions



To add a transaction that isn't in Bill.com, click New Forecast

These transactions won't affect your books: we use them only to project your expected cash flow.

A screenshot of the 'New Forecast' form. The form is enclosed in a light green border. It contains four numbered annotations in red circles: 1. 'Forecast' with a text input field. 2. 'Amount' with a text input field and a question mark icon. 3. 'Inflow' and 'Outflow' radio buttons, with 'Inflow' selected. 4. 'Note' with a text input field. At the bottom right, there are 'Save' and 'Cancel' buttons.

1. Enter forecast date - date expected to effect bank account
2. Amount of transaction
3. Choose inflow or outflow
4. Note for reminder

## Payables Approvals

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- Enhanced Controls



# Payables Approvals - enhanced controls

## What is it?

- “Lock down” bills/vendor credits from being edited once approved

## Who’s it for?

- All payables users

## Why?

- Allows you to have more control than previously over changes in the payables process

# Payables Approvals - enhanced controls

The screenshot shows the Bill.com interface for configuring Payables Approvals. The top navigation bar includes 'Home', 'Inbox', 'Payables', 'Receivables', 'Documents', and 'Reports'. The user is logged in as 'Vijay Raghuraman' at 'BlueLeaf Consulting (Peachtree...)'. The main content area is titled 'Bill Approval Workflow' and contains the following settings:

Are changes allowed to a bill (or vendor credit) that's been approved?

- Changes are not allowed
- Allowed until every approver has approved
- Allowed anytime

Choose	What best describes how you pay bills?	Workflow for Paying Bills
<input checked="" type="radio"/>	Bills are routed for approval and are ready to be paid when approved.	Enter > Approve > Pay
<input type="radio"/>	Bills don't need approval and are ready to be paid once entered into Bill.com.	Enter > Pay

Who is the default approver for all future bills?

Do they approve ALL future bills, or only the ones with no other approver assigned?

Buttons: Save, Cancel

Access the new controls to prevent changes to Approved Payables by hovering the Gear and click Setting Overview > Approvals under Payables.

# Payables Approvals - enhanced controls

The image displays two overlapping screenshots of a web application interface. Both screenshots show a 'Summary' header and a red error message box with a white 'x' icon. The top screenshot shows a message: 'You don't have permission to edit this bill, because it's already been approved. If you must edit this bill, hover over the Gear icon, then click Settings > Overview. Under Payables, click Approvals. Then choose to allow changes to a bill that's been approved.' The bottom screenshot shows a similar message: 'You don't have permission to edit this bill, because it's already been approved. If you must edit the bill, contact your Bill.com Administrator.' Below the message in the bottom screenshot, the following bill details are visible: Vendor: Best Fixture, Inc.; Invoice #: 1004 (Last 5 bills); Payment Terms: Net 30; Invoice Date: 10/14/11; Due: 11/13/11; GL Posting Date: 10/14/11. Navigation icons for 'Send Note', 'Edit', and 'Del' are present in both screenshots.

Depending on the setting, when trying to edit a approved bill, non-Administrator user is guided to contact their Administrator, and Administrators are guided on changing the Approval setting.

## Payables Overview

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- Navigation Improvements



# Payables Overview - navigation improvements

## What is it?

- Clicking on the Payables tab takes you to the Overview page instead of Pay Bills

## Who's it for?

- All payables users

## Why?

- More consistent navigation
- Page shows summary view with different actions, instead of forcing the pay bills option

# Payables Overview - navigation improvements

Now, click on Payables tab takes you to the Overview page instead of “Pay Bills”

**Bill.com** Home Inbox **Payables** Receivables Documents Reports Vijay R61 BlueLeaf Consulting (NetSuite)

Overview My Bills All Bills Pay Bills View Payments Vendors Manage Recurring

### Overview

Open Bills		
Open Bills	#	Total
Overdue	11	\$71,657.98
Due in Next 7 Days	0	\$0.00
Due in 7+ Days	0	\$0.00
<b>Total</b>	<b>11</b>	<b>\$71,657.98</b>

[Create New Bill](#)

Payments		
Payments made through Bill.com	#	Total
Next 30 Days	0	\$0.00
Next 7 Days	0	\$0.00
Today	2	\$350.00
Last 7 Days	0	\$0.00
Last 30 Days	2	\$3,140.00

[Pay Bills](#)

Waiting for Approval (by days)		
Days	#	Total
0 - 5 Days	0	\$0.00
6 - 10 Days	0	\$0.00
> 10 Days	9	\$62,700.00
<b>Total</b>	<b>9</b>	<b>\$62,700.00</b>

Waiting for Approval (by approver)		
Approver	#	Total
Darren Linscott	8	\$17,700.00
Vijay R	1	\$45,000.00
<b>Total</b>	<b>9</b>	<b>\$62,700.00</b>

Find A Vendor



# Payables Overview- navigation improvements

**Waiting for Approval (by days)**

Days	#	Total
0 - 5 Days	0	\$0.00
6 - 10 Days	0	\$0.00
> 10 Days	9	\$62,700.00
<b>Total</b>	<b>9</b>	<b>\$62,700.00</b>

**Waiting for Approval**

All Bills | All Vendor Credits | **Waiting for Approval**

Approver:  Days Waiting:

Invoice #	Due	Vendor	Total	Status	Approval	Approver
00387	05/21/12	Blue Apple Design	\$200.00	Unpaid	Assigned	Darren Linscott
00386	05/16/12	Blue Apple Design	\$800.00	Unpaid	Assigned	Darren Linscott
00390	12/14/11	Blue Apple Design	\$2,940.00	Unpaid	Assigned	Darren Linscott
00385	12/14/11	Blue Apple Design	\$2,000.00	Unpaid	Assigned	Darren Linscott
1003	12/05/11	ACME Welding	\$45,000.00	Unpaid	Assigned	Vijay R
00323G	12/02/11	Blue Apple Design	\$2,940.00	Unpaid	Assigned	Darren Linscott
00323	11/26/11	Blue Apple Design	\$2,940.00	Paid	Assigned	Darren Linscott
00383	11/23/11	Blue Apple Design	\$2,940.00	Paid	Assigned	Darren Linscott
00323A	09/19/11	Blue Apple Design	\$2,940.00	Paid	Assigned	Darren Linscott

Show Inactive Bills

Did you know? You can quickly get an overview of how long bills have been pending approval, and who's holding on to them?

## Receivables

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- Credit Card in your branded website

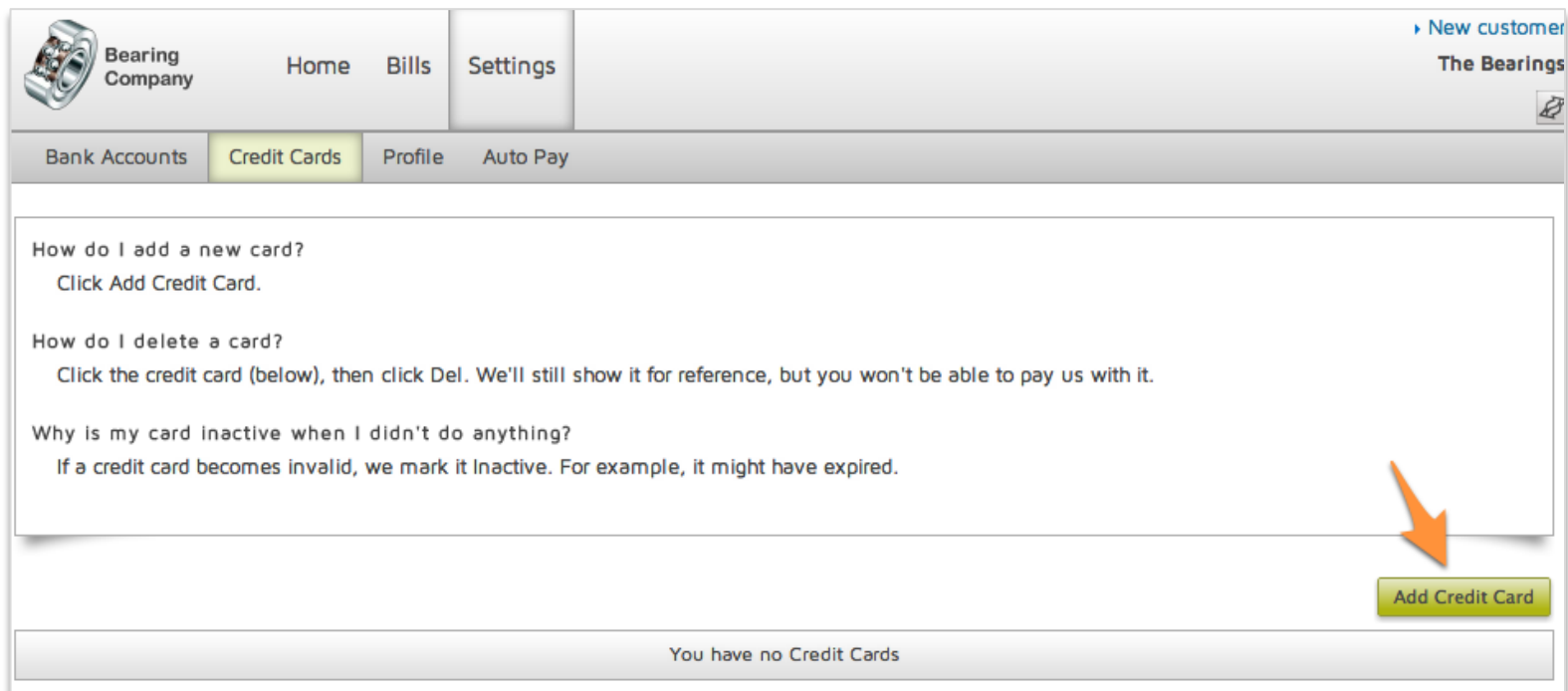


# Credit Card on your Branded Website

- **What is it?**
  - Your customers can now also add a credit card / set up Auto Pay before you invoice them
- **Who's it for?**
  - Receivables users who want their customers to set up their account with credit card before there is an invoice to pay
  - Customers who want to update their credit card without paying at the same time
- **Why?**
  - You want your customers to enable Auto Pay on Credit Card before you invoice them
  - Customer credit card will expire

# Add Credit Card

Customers can now add a credit card without an open invoice



The screenshot shows the Bearing Company website interface. The top navigation bar includes the company logo, 'Home', 'Bills', and 'Settings' links. A secondary navigation bar contains 'Bank Accounts', 'Credit Cards', 'Profile', and 'Auto Pay' links. The 'Credit Cards' link is highlighted. Below the navigation, there is a help section with three questions: 'How do I add a new card?', 'How do I delete a card?', and 'Why is my card inactive when I didn't do anything?'. At the bottom right of the help section, there is a green 'Add Credit Card' button, which is pointed to by an orange arrow. Below the help section, a message states 'You have no Credit Cards'.

**Bearing Company** Home Bills Settings [New customer](#)  
The Bearings

Bank Accounts **Credit Cards** Profile Auto Pay

How do I add a new card?  
Click Add Credit Card.

How do I delete a card?  
Click the credit card (below), then click Del. We'll still show it for reference, but you won't be able to pay us with it.

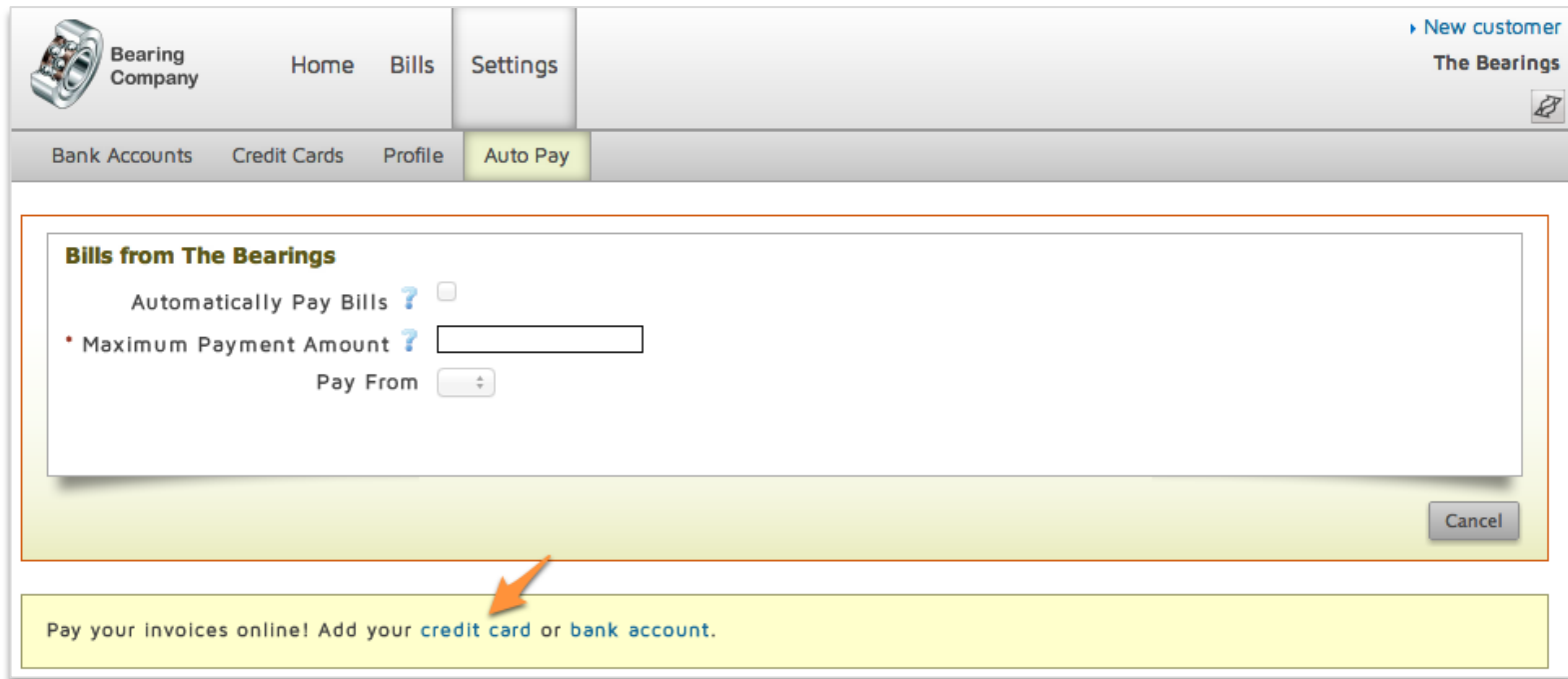
Why is my card inactive when I didn't do anything?  
If a credit card becomes invalid, we mark it Inactive. For example, it might have expired.

[Add Credit Card](#)

You have no Credit Cards

# Auto Pay with Credit Card

Customers can add a credit card to enable Auto Pay before you invoice them



The screenshot shows the 'Auto Pay' settings page for 'The Bearings' in the Bill.com interface. The page has a navigation bar with 'Home', 'Bills', and 'Settings' tabs, and a sub-navigation bar with 'Bank Accounts', 'Credit Cards', 'Profile', and 'Auto Pay' tabs. The 'Auto Pay' section is titled 'Bills from The Bearings' and contains the following options:

- Automatically Pay Bills**  ?
- Maximum Payment Amount**  ?
- Pay From**

A 'Cancel' button is located at the bottom right of the settings area. Below the settings area, a yellow banner contains the text: 'Pay your invoices online! Add your credit card or bank account.' An orange arrow points to the 'credit card' text in this banner.

## Payables / Receivables

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- Notes - better collaboration



# Notes - better collaboration

- **What is it?**
  - We made notes more prominent / visible in Payables
    - similar to what we had in Receivables
- **Who's it for?**
  - Anybody using bill approval / notes on bills, vendors, customers
- **Why?**
  - Make notes front and center so users don't miss important information
  - Let users preview notes on My Bills (list of bills to approve)
  - Enhance internal collaboration
  - Consistency (make it similar to notes in AR)

# Notes on My Bills

Hover *notes* to view all the notes for a bill

- Quickly approve bills that don't require special attention
- Review in details bills with special instructions from approvers

My Bills

Show bills or vendor credits I have: Not yet approved

Bills - [Slide Show Approval](#)

Select: [ All | None ]

Review	Invoice Number	Due Date	Vendor	Account	Item	Amount	Select
	27 <i>notes</i>	12/16/11	eVendor - German	60200 Automobile Expense		\$2,010.00	<input type="checkbox"/>
	30	12/22/11	eVendor - German			\$10.00	<input type="checkbox"/>
	July 2012 <i>notes</i>	06/29/12	Blue Apple Design	61700 Computer and Internet Ex...		\$2,940.00	<input type="checkbox"/>
						4,960.00	<b>Total Selected \$0.00</b>

Notes  
Henrique Ceribelli 06/19/12 11:03 AM  
Which department requested this service?



# Bill Summary - Most Recent Note

The most recent note will always be visible

1. To write the first note, click **Add Note**
2. Write a response right there below the note
3. **View all** shows all past notes

Blue Apple Design - July 2012

Summary | Documents | Approvers | Payments | Bill Credits | Notes | Audit Trail

Notes view all ✕

Note - 06/19/12 11:13 AM Paul Mac Greber said: It was Marketing. 3

Write a note... 2

Open Document Options Page 1 of 1

Summary 1

BlueApple | To

Vendor Blue Apple Design

Invoice Number July 2012 (Last 5 bills)

# Bill Approval - All Notes on Top

All notes will always be visible above the bill on approval

Approval

**Notes**

Note - 06/19/12 11:03 AM Henrique Ceribelli said: Which department requested this service?

Note - 06/19/12 11:13 AM Paul Mac Greber said: It was Marketing.

Approve Bill

Vendor Blue Apple Design

Invoice Number July 2012 (Last 5 bills)

Invoice Date 06/19/12

Due Date 06/29/12

Bill Amount \$2,940.00

Amount \$0.00

- Expenses \$2,940.00

Account	Amount	Department	Customer: Job
61700 Compute	\$2,940.00	M	
Description		Add New	
		Marketing	

Approver #1 Henrique Ceribelli

+ Add More Approvers

Note

Client: FixIT Consulting  
145 Jefferson Street  
Palo Alto, CA 94306

Approve Deny Edit Cancel

# Notes on Vendors / Customer

- Use notes for internal collaboration around Vendors and Customers
- Similar to the bill summary

### Blue Apple Design

#### Notes

Note - 06/19/12 11:39 AM Paul Mac Greber said: Can we contact this vendor to get her email address so we can invite her for ePayment?

[Summary](#) | [Documents](#) | [Contacts](#) | [Bills](#) | [ePayment Info](#) | [Invites](#) | [Notes](#) | [Tasks](#) | [Audit Trail](#)

Pay to	Blue Apple Design 3200 Ash St Palo Alto, CA 94306 United States	Account Number	
Pay by	Check [ <a href="#">Change</a> ]	Tax ID	
Payment Network ID	[ <a href="#">Enter</a> ]	1099 Vendor	No
		Payment Terms	<a href="#">Net 10</a>
		Lead Time	
		Primary Email	
		Payment Info Email	
		Phone	
		Available Credit	\$0.00

# Notes on Invoices

On receivables, also use public notes to collaborate with your customers

- Public note is emailed to your customer and also visible in the branded website
- For internal collaboration, don't select the box "public note"

Olive Garden Restaurant - 17

Details | Documents | Line Items | Invoice Payments | Notes & Actions | Audit Trail

### Notes

Public Note - 06/19/12 11:47 AM Paul Mac Greber said: Please see the agreement attached to this invoice

Write a note...

Email note to customer (Public note)

Page 1 of 2

### Summary

**The Bearings**  
3141 Church St  
Redwood City, CA 94041  
510-225-8195

**Olive Garden Restaurant**  
431 Ash Blvd  
Bayshore, CA 94326

**INVOICE**

To make changes, update this invoice in QuickBooks, then sync.

Invoice Template [Intuit Product Invoice](#)  
Customer [Olive Garden Restaurant](#)  
Invoice Number [17](#)  
Invoice Date [09/17/10](#)

# Q&A

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