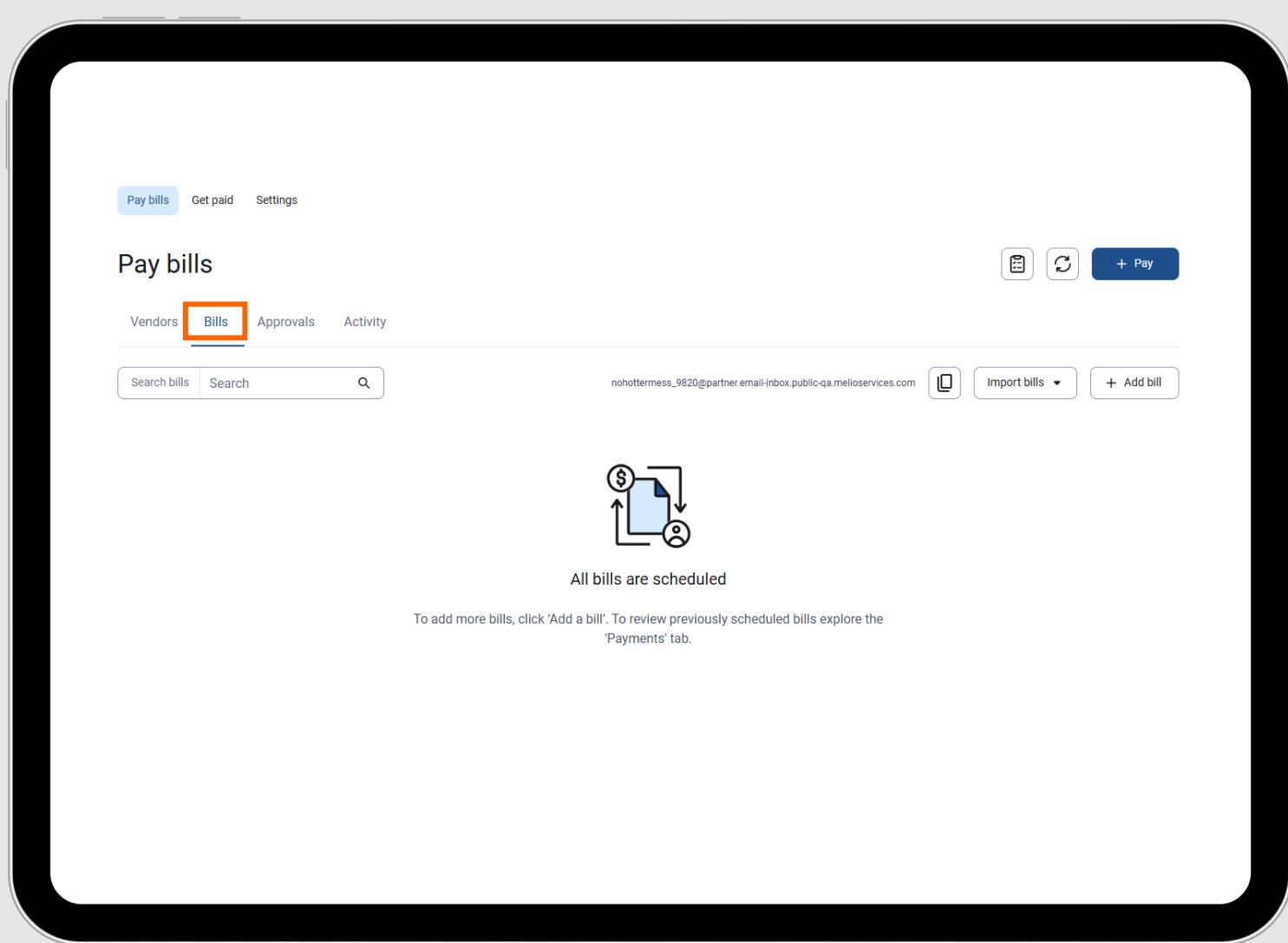


# Pay Bills: Bills Inbox



# Upload Bill Files and Invoices

The image consists of three screenshots of a software interface, each numbered 1, 2, and 3, showing the process of uploading a bill file and invoice.

- Screenshot 1:** The "Pay bills" screen with the "Bills" tab selected. It shows a list of bills from vendors ClubOne and Fiserv. The interface includes search bars, import and add bill buttons, and a toolbar with icons for export, refresh, and pay.
- Screenshot 2:** The same "Pay bills" screen, but the "Import bills" button is highlighted, and a sub-menu is open with "Upload files" selected.
- Screenshot 3:** The "Bill details" screen for an invoice. It displays the invoice header (Nº 40065, Invoice), the bill amount (\$ 3429.56), and the bill date (Mar 11, 2024). The "Line items" section shows three items: Design Services (\$ 2,000.00), Motion Services (\$ 1,500.00), and a Discount (\$ -350.00). The "Bill details" section also includes fields for vendor name, bill amount, due date, and note to self.

From the "Pay Bills" tab, go into the "Bills" inbox.

Click "Import bills."  
Choose "Upload files."

Choose a document to upload from your files.  
Verify details and click "Save and close."  
Find the bill in the "Bills" inbox.