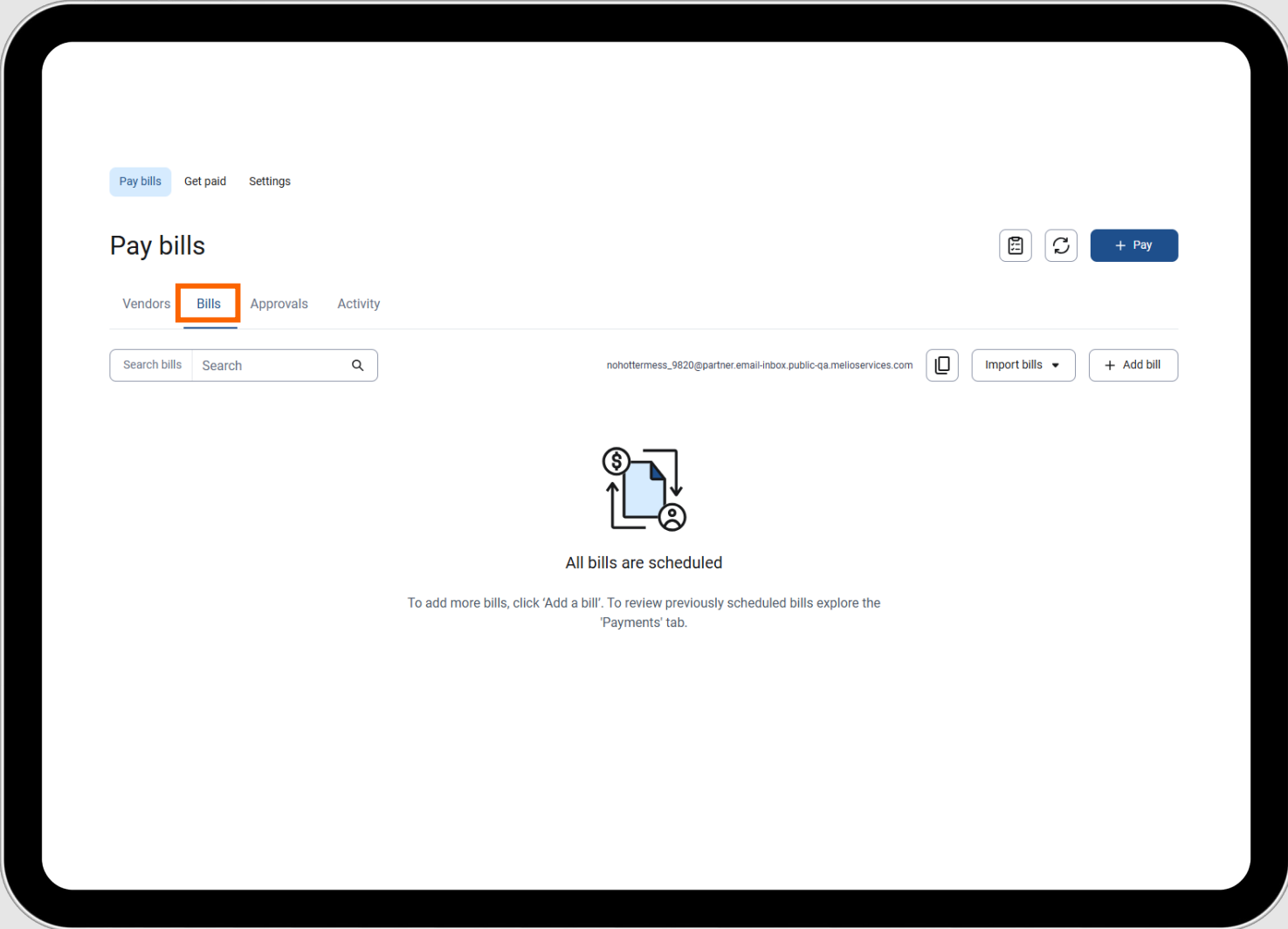


# Pay Bills: Bills Inbox



# Upload Bill Files and Invoices

1

**Pay bills**

Vendors **Bills** Approvals Activity

Search bills Search

Import bills + Add bill

**Bills list**

<input type="checkbox"/>	Vendor	Bill	Creation ...	Due date ↑	Status
<input type="checkbox"/>	ClubOne ****7890	#1234567...	Feb 17, 2025	Feb 17, 2025	Due today
<input type="checkbox"/>	Fiserv ****9789	#12345678	Feb 17, 2025	Feb 28, 2025	Due later
<input type="checkbox"/>	Fiserv	#1234567...	Feb 17, 2025	Feb 28, 2025	Due later

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

2

**Pay bills**

Vendors **Bills** Approvals Activity

Search bills Search

Import bills + Add bill

**Bills list**

<input type="checkbox"/>	Vendor	Bill	Creation ...	Due date	Status
<input type="checkbox"/>	ClubOne ****7890	#1234567...	Feb 17, 2025	Feb 17, 2025	Due today

Upload files  
Connect accounting software

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

3

**40065-Bill.pdf**

**Invoice**

Nº 40065

Bill details

Vendor Business name \*  
John Smith

Bill amount \*  
\$ 3,429.56

Invoice date  
Mar 11, 2024

Due date  
Apr 11, 2024

Invoice #  
40065

Note to bill  
e.g. office expenses

Do not include personal or sensitive info.

**Line items**

Description	Amount
1 Design Services	\$ 2,000.00
2 Motion Services	\$ 1,500.00
3 Discount	\$ -350.00

Replace Delete

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