P 021 075 1716
E info@novait.co.nz
W www.novait.co.nz

BILL SIMPLE

AUTOMATED INVOICING SOLUTION

Everything you need to know

P 021 075 1716
E info@novait.co.nz
W www.novait.co.nz

Table of Contents

P 021 075 1716
E info@novait.co.nz
W www.novait.co.nz

What is Bill Simple

Bill Simple is a solution for automating your accounts payable. Our system will process all key invoice information, including line level detail.

Email the invoice to us – job done.

Bill Simple Process

Bill Simple is an invoice scanning solution that automates your bills. Simply email through the invoice and our systems do all the heavy lifting; from analysis to checking and validation. Bill Simple will pull out all key invoice information including line level detail and put this directly into your accounting system such as Xero. Simply review the invoice in your drafts, make any adjustments, and approve.

All you need to do is…

Forward your invoices to us at: billsimple@novait.co.nz

That's it!

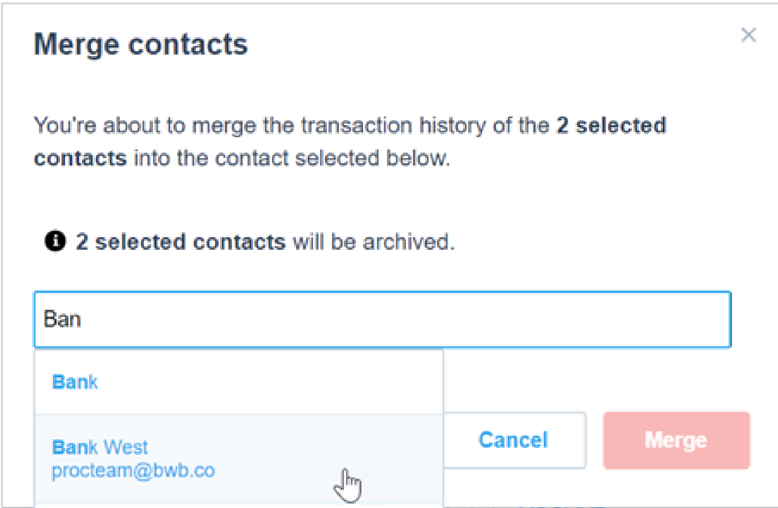
The easiest way to use Bill Simple is by forwarding through your invoices as you receive them. Please allow up to two working days for your invoices to be fully analysed by our system and populate in your accounting software for review and approval.

P 021 075 1716
E info@novait.co.nz
W www.novait.co.nz

How to Merge your Supplier Contacts

Bill Simple will use the suppliers legal name as per the Companies Office Register. If you've named this supplier differently in Xero this may mean you need to merge the contacts. If this is the case, please see below for a step by step guide on how to merge your old contact with the new contact created by Bill Simple:

1. In the **Contacts** menu, select **All contacts**.
2. Click on a contact to open their contact record.
3. Click **Options**, then select **Merge**.
4. Start typing the name of the contact you want to merge into, then select the contact.



5. Select the checkbox to show you understand that the transaction histories for all selected contacts will be stored against the contact you selected.
6. Click **Merge**.

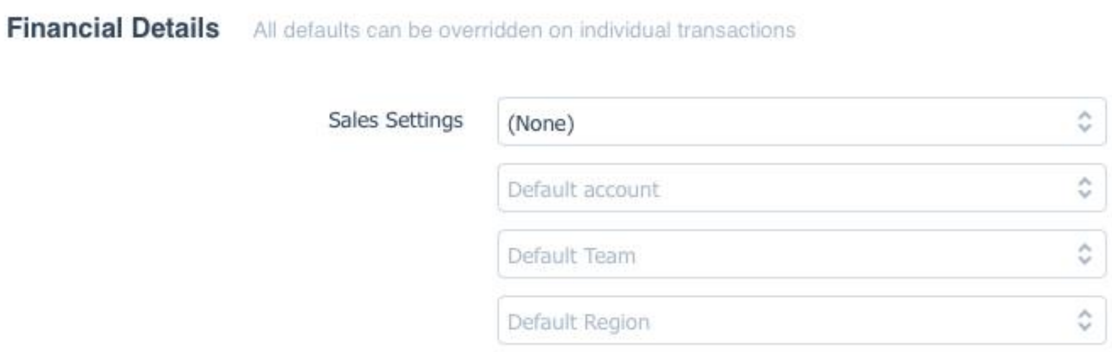
Transactions created before merging the contacts will remain under the original contact name. To change this, edit these transactions and update the contact details.

P 021 075 1716
E info@novait.co.nz
W www.novait.co.nz

How to Add a Default Account Code to your Suppliers

If you would like invoices from certain suppliers to always select the same account code automatically, you can do this in Xero. Please see below for a step-by-step guide on how to do this:

1. In the **Contacts** menu, select **All Contacts**.
2. Click on a contact to open their contact record.
3. Click **Edit**.
4. Scroll down to **Financial Details**.
5. Under **Sales Settings**, use the drop down to select a **Default Account**.
6. Click **Save** at the bottom of the page.

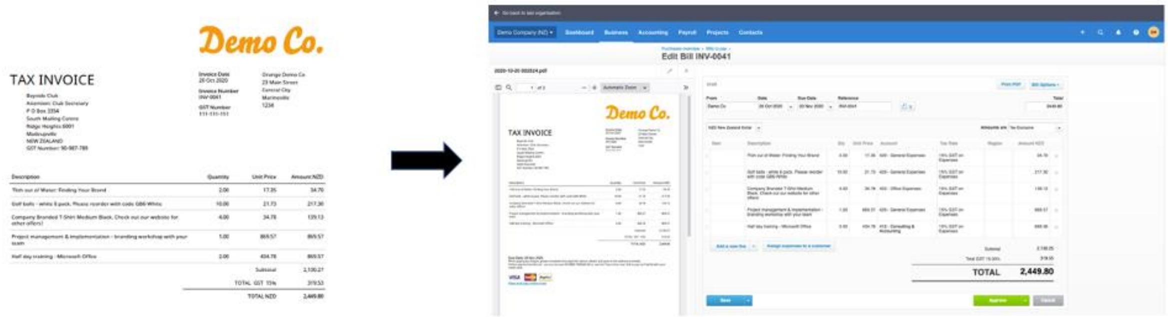


Bill Simple Workflow Diagram

Step 1
Forward your invoices to our dedicated address.

Step 2
We process and validate your invoice through computer wizardry.

Step 3
Your invoice populates with line level detail in the drafts section of your accounting software, ready for final checks and approval.



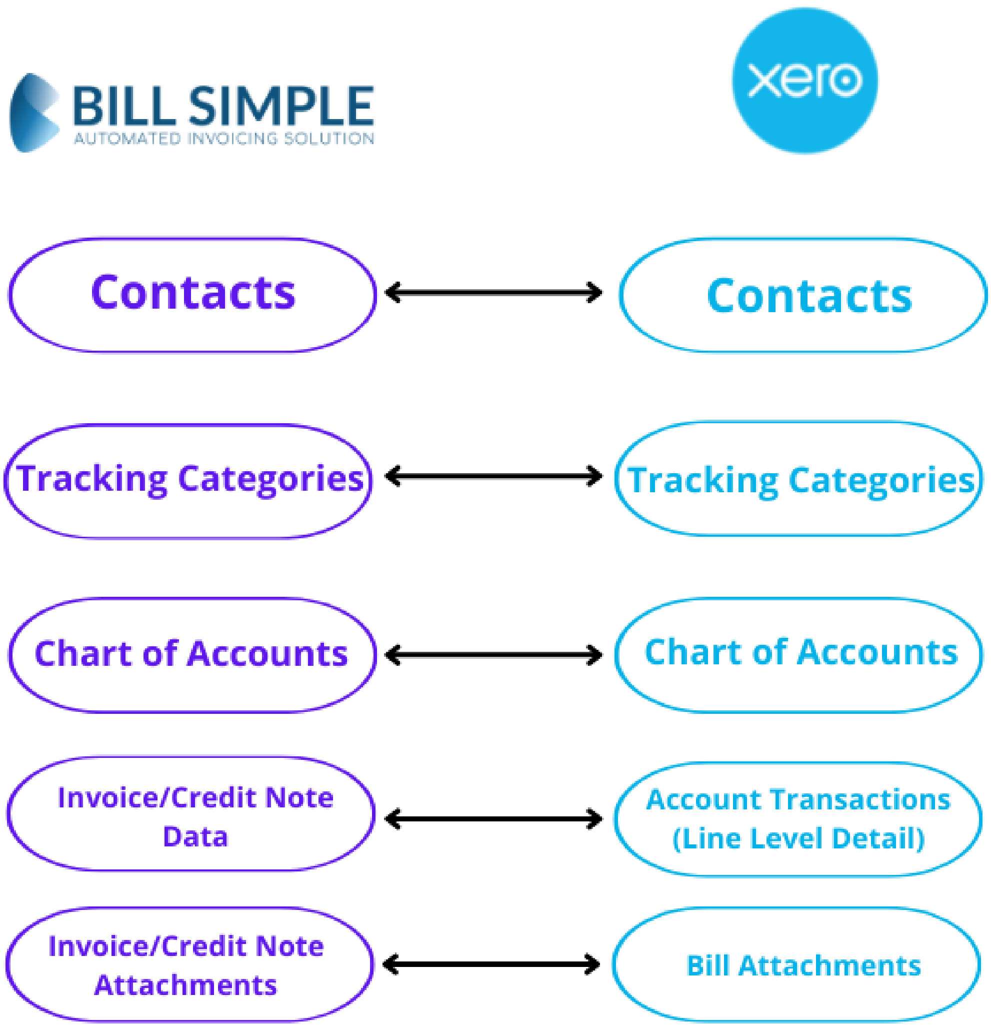
A simple, easy and time saving solution that makes your accounts payable a breeze.

With Bill Simple, you'll get accurate line level detail and information from each invoice allowing for cost analysis, price comparison and simplified on-charging to clients.

Get in touch today to see if Bill Simple is right for you and your organisation.

Data Flow Diagram

How your data in Bill Simple maps to Xero and what direction the data flows in:



P 021 075 1716
E info@novait.co.nz
W www.novait.co.nz

Helpful Links and Contact Information

For additional help and support please email us: billsimple@novait.co.nz

For information on our privacy policy please click here

For information on our Terms & Conditions please click here