



Support Documentation

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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 Hands-Free 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 48 hours for your invoices to be fully analysed by our system and populate in your accounting software for review and approval.

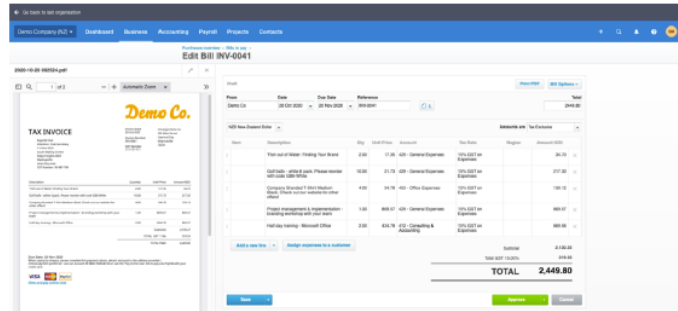
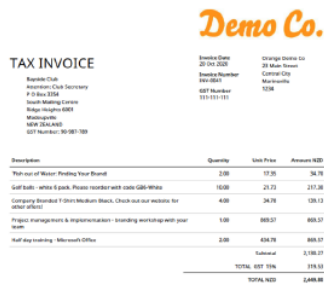


P 021 075 1716
E info@novait.co.nz
W www.novait.co.nz

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.

Specialist IT Solutions
Simplicity through innovation

Drafts in Xero

Your invoice will appear in your drafts in your accounting system for your final review. You can make any changes at this point.

Bill Simple +

Want to save even more time try Bill Simple + with additional time-saving functionality you'll love, including:

- A personalised and dedicated billing email which allows your suppliers to submit bills directly through Bill Simple and into your accounting software for approval.
- A commitment from us to turnaround any bill you send us within a maximum 24 hours.
- Active bill monitoring so you can keep tabs on any bill that's been submitted, and we are currently processing.

Table comparison Bill Simple vs Bill Simple +

Feature	Bill Simple	Bill Simple +
Bills processed at line level detail and available for approval in you accounting software	Yes- full functionality	Yes- full functionality
Computer learning and automatic account selection for repeated bills	Yes- full functionality	Yes- full functionality
Default account selection for all first-time bills	Yes- full functionality	Yes- full functionality
Turnaround time per bill	< 48 hours	< 24 hours
Direct billing capable with dedicated email address	No- centralised email address you'll forward all bills to	Yes- personalised email address which allows suppliers to submit bills directly through Bill Simple for approval
Active visibility of bills during processing	No- visibility of bills is only in your accounting software once processed	Yes- the ability to check all of your bills that are currently pending in our system at any given time
Customised email rules that can deal with additional documents from your suppliers e.g. statements	No- anything that isn't a bill or credit note is returned to you	Yes- customised settings available to redirect statements and other documents as you require

Bill Simple + Process

All you need to do is...

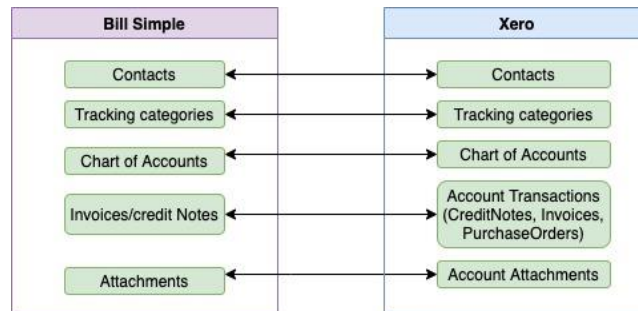
- Provide your custom email to suppliers: e.g. TestCompany@BillSimple.co.nz

That's it!

As suppliers send invoices your invoices will be analysed by our system and populate in your accounting software for review and approval.

Data flow diagram

Below is a data flow diagram showing how data in Bill Simple application maps to Xero and which direction the data flows.



Setup Bill Simple:

In order for us to upload your invoices on your behalf, you'll need to grant us to your accounting software. For Xero, please click [here](#), sign in with Xero and follow the instructions on screen. We will email you back with details around how to use the solution post sign-up being completed.

We'll also require a key contact from your organisation that we can talk to if we have any questions during setup or processing of your invoices. This will be requested during your sign-up process above.

All invoices will **only be uploaded into drafts and all will be auditable** as per Xero's normal processes. You will see at the bottom of invoices processed by Bill Simple that they will be created via the Bill Simple API.

If you have any questions about the setup or process for using Bill Simple Hands-Free, get in touch and we'll be happy to provide assistance.

FAQ:

HOW DO I UPDATE A SUPPLIER'S DEFAULT GENERAL LEDGER (GL) CODE?

Just update the default code in Xero under your contacts.

CAN I HAVE A SPECIFIC GENERAL LEDGER (GL) CODE CHANGED FOR JUST THE ONE INVOICE?

This is in development. If you need this please email the invoice and your question to your Nova IT representative and they will help you with this.

WHAT HAPPENS IF I ATTEMPT TO PROCESS THE SAME INVOICE TWICE?

It will be error handled. Contact your Nova IT representative for options around how you would like these handled.

ITEMS ARE BEING CODED TO THE WRONG GENERAL LEDGER (GL) CODE. WHAT DO I DO?

Items are set to code first against successfully processed lines that have been approved in Xero. If there are no items processed under the description that your supplier has provided then Bill Simple will process these to the default GL code for that supplier as noted in Xero. If it is a new supplier it will go to a default account for your organisation. Once you correct the account code for that item it will code this to that account for future transactions once an invoice has been approved.

From all of us here at Nova IT Solutions, we thank you for choosing to use Bill Simple in support of your accounts payable process.