

Paying with CashFlow Complete: Transcript

Most small businesses struggle with the paper-intensive, manual and time-consuming process of paying bills. CashFlow Complete will help you streamline and automate these processes saving you valuable time that can be reinvested in your business to help you pay, get paid, and grow.

We make it easy for you to access CashFlow Complete through your small business online banking account. The CashFlow Complete homepage is an all-in-one dashboard giving you a quick reference to view all of your bills and invoices in motion. At a glance, you can see what's been paid, and what bills still need to be paid.

CashFlow Complete can help you get organized and clear your desk of all that paper by converting your documents to electronic images that are accessible online, 24/7.

The dedicated inbox and email address make it easy for you to manage your incoming bills. They can be emailed directly to your CashFlow Complete inbox, uploaded from files, or you can drag-and-drop directly from your desktop.

And with unlimited cloud-based storage, you can store not only your bills, but other project documents like contracts and estimates, which can then be attached to your bills making the approvals process much more efficient.

Once you have the image of your bill uploaded to CashFlow Complete, you can quickly create the entry for your bill to be paid. If it's a new vendor, you can add that vendor on the same screen. If it's an existing vendor, just start typing and the system will search the vendor list for you.

With smart entry, the system remembers the most recent transactions with the vendor, so all you have to do is check the dates, complete the invoice number, amounts, and any line item breakdown.

Through CashFlow Complete you can connect with your vendors electronically, giving you the ability to manage your bill pay more efficiently. And your vendors will appreciate getting paid faster.

If your vendor is not one of the thousands of customers already in the payment network, you can generate a request to invite them to the platform. This gives them the ability to set up their own free account to manage their bank information and details so you don't have to.

If you use the deluxe bill pay or premium package, you can set up an automatic sync with your accounting software which will make managing your vendors a snap.

All of your vendor information and data can be pulled into CashFlow Complete. And likewise, any data entered in CashFlow Complete will sync back to your accounting software, which will save you time by eliminating the need for double data entry.

Bills can be paid at the click of a button, and unlike most bill pay systems, you choose how you want the payment made; whether it's by ACH or check.

Once you've set the process date and hit "pay", you'll see the estimated arrival date and you'll have the ability to track its progress.

With the deluxe bill pay or premium package, you can also set up approval workflows. No more routing paper around the office and chasing down approvers just to pay a bill. With all the information being captured within CashFlow Complete, tracking is easy and you'll have a clean audit trail.

Ultimately, an otherwise paper-heavy and time-consuming process is now digitized for collaboration, 100% traceable for quick and easy reference, and accessible anywhere and anytime using CashFlow Complete.

For more information, visit commercebank.com/cashflowcomplete.