

Business Online Banking

Autobooks Reference & Set-Up Guide

Automating Your Invoicing & Receivables Process



Autobooks Reference & Step-Up Guide

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Autobooks

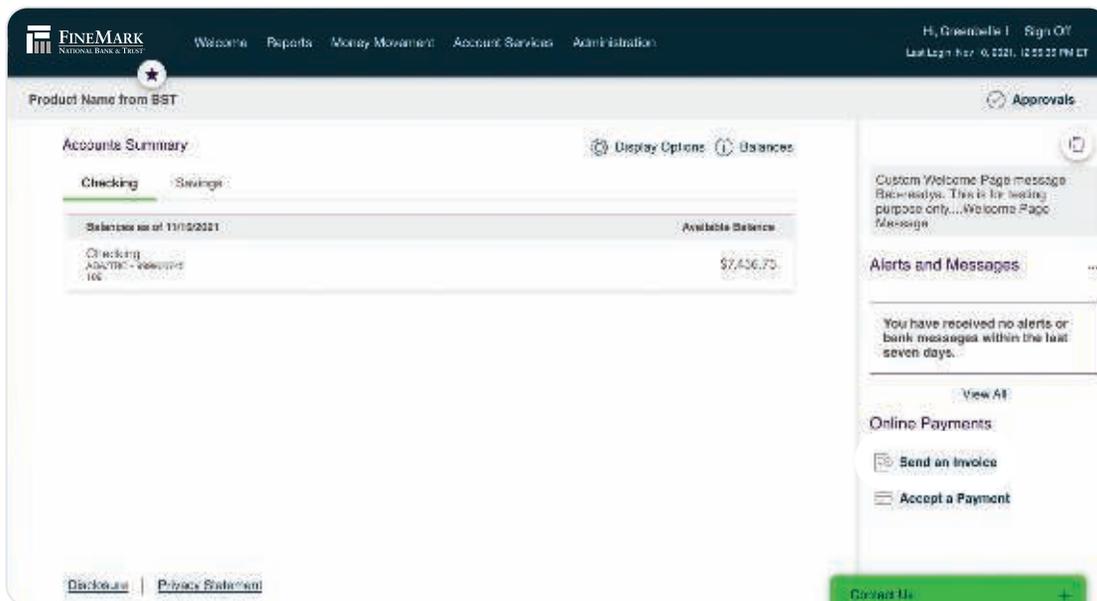
About Autobooks

Autobooks, a fully integrated payments and accounting platform developed for small businesses and delivered through financial institutions, provides an invoicing and payments solution that re-bundles back-office services and provides straight-through processing.

With Autobooks, small business owners can receive payments electronically and send professional invoices directly from an online banking platform. It's easy to set up additional sales tax rates, recurring invoices, and payment and past due reminders, too!

Enrollment Overview

1. Log in to online banking
2. On the right side of the screen, under **Online Payments**, click either **Send an Invoice** or **Accept a Payment**.
3. Agree to terms and conditions.
4. Complete enrollment form.
5. Send a test invoice or payment link.



Invoicing

- Send invoices online.
- Schedule recurring invoices.
- Automatically send reminders for past due invoices.



Payments

- Get paid faster online.
- Accept ACH transfers, credit cards & debit cards.
- Enjoy low processing rates.



Growth

- Better understand your cash flow.
- View complete payment histories.
- Experience increased flexibility.



Autobooks

About the Send an Invoice Feature

With the Send an Invoice tool, small business owners can send customized, professional invoices directly from an online banking session. You can also set automated reminders and track customers who have — and haven't — made payments.

Payments accepted electronically through Send an Invoice will typically settle into your designated deposit account within 2-3 business days (depending on when the transaction is initiated).

The screenshot displays the Autobooks interface. At the top, there are navigation tabs: Invoices, Estimates, Customers, Payments, Products/Services, and Invoice Settings. Below these is a 'New invoice' button. A search criteria section includes an 'Export' button. A table lists invoices with columns for Name, Status, Invoice #, Due date, Total amount, and Balance due. A blue overlay on the right says 'Send invoice sample'. In the foreground, a 'Create an invoice' form is shown, featuring a green leaf logo, the business name 'Greenbelle Lawn Care', contact information, a customer name 'Bob Hays', a due date of '03/23/2022', and a 'Make recurring' toggle. A line item for 'Lawn mowing' is added with a quantity of 1, a price of \$50.00, and a total of \$50.00. The form also includes buttons for 'Add line item', 'Add discount', and 'Turn on sales tax'.

Name	Status	Invoice #	Due date	Total amount	Balance due
Calvin Warner	Due	934548	09/27/2020	\$242.00	\$242.00
Gladys Alexander	Due	934665	02/15/2020	\$73.00	\$73.00
Diane McCoy	Partial payment	934063	02/04/20		
Randall Miles	Active	934650	01/28/20		
Johnny Pena	Due	934398	01/20/20		
Ronald Webb	Paid	934097	01/24/20		
Serenity Fisher	Post Due	934276	01/23/20		
Nathan Wilson	Active	934208	01/23/20		
Bessie Hawkins	Cancelled	934923	01/17/20		
Marvin Russell	Partial payment	934274	01/15/20		

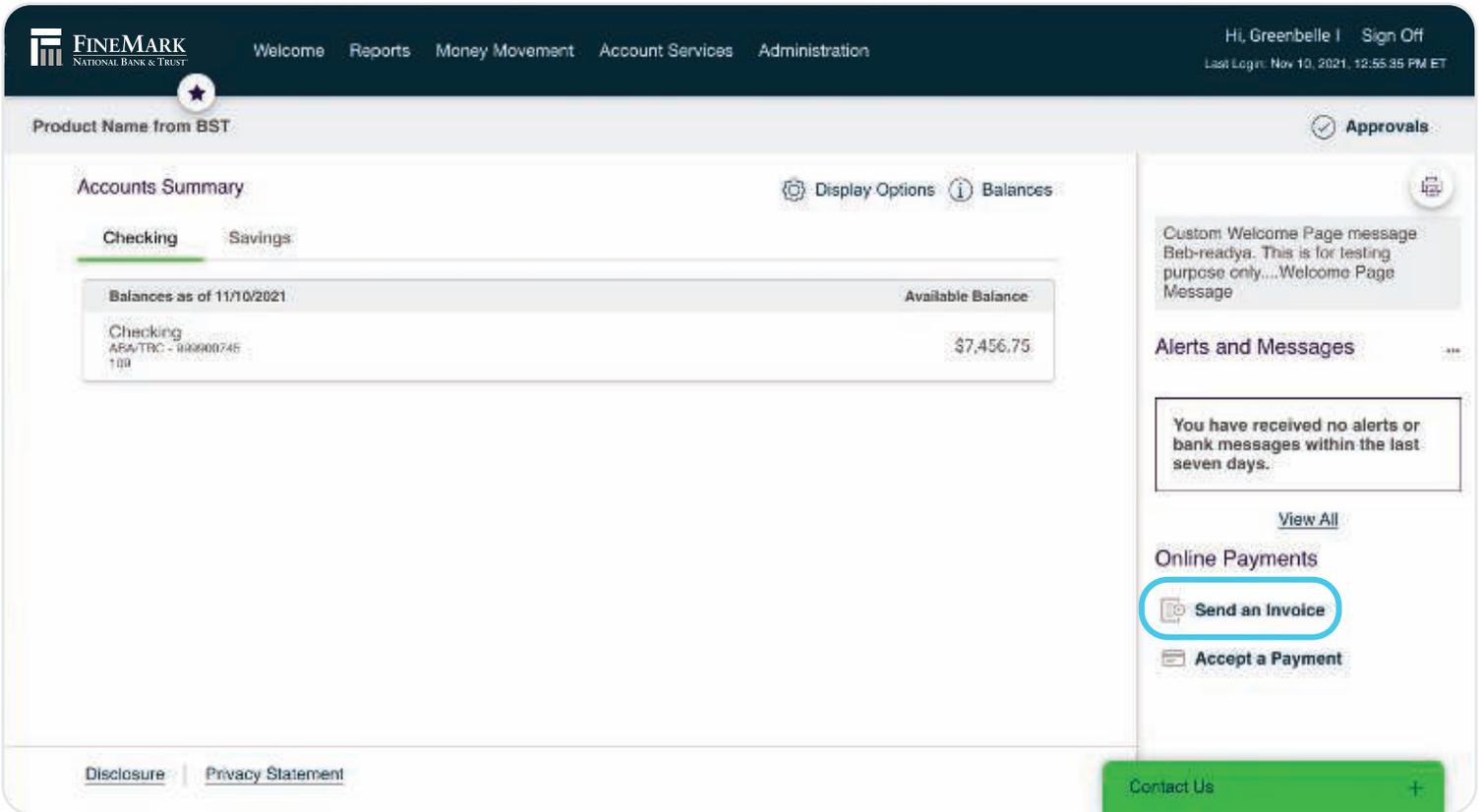


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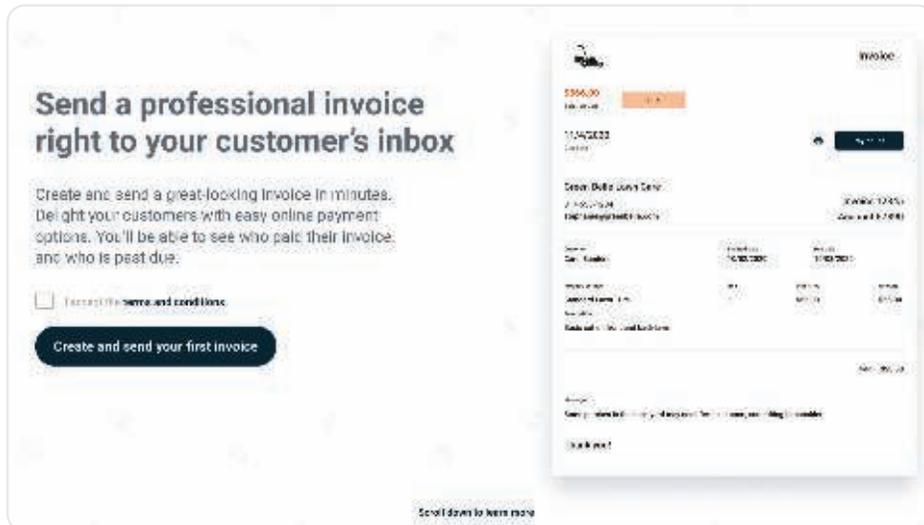
Set Up Send an Invoice

Follow these simple steps to set up invoicing capabilities:

Step 1: On the right side of the screen, under **Online Payments**, click **Send an Invoice**.



Step 2: Accept the terms and conditions, then click on the button that says, “**Create and send your first invoice.**”





Step 3: Complete the enrollment form to create an account and begin the enrollment process.

Enrollment Process

FIS Digital One

Sign Up For Autobooks

Please confirm the Primary Business Owner information below.

Provide the information of the majority owner, or an individual with significant responsibility to control, manage or direct the entity.

First Name*	Last Name*
Valeria	Miller
Email*	Phone*
valeria@gmail.com	248-224-5211
Date of Birth*	Title*
01/02/1993	CEO
SSN*	<input type="button" value="Edit"/>
XXX-XX-6789	

What is the Primary Owner's home address?

Home address should not be a P.O. box

Home Address 1*	City*	State*	Zip Code*
7970 UNIVERSITY AVE NE	Friday	MN	55432-0000
Home Address 2			

Please confirm the business information below.

Business Name*
VALS SNOW REMOVAL LLC
DBA*
Vals Snow Removal <input type="button" value="Edit"/>
<input type="checkbox"/> I do not have a DBA
EIN/TIN*
<input type="button" value="Edit"/>
<input checked="" type="checkbox"/> My EIN is the same as my SSN

Please use the business address registered with

Business Address 1*	City*	State*
7970 UNIVERSITY AVE NE	Friday	MN
Home Address 2		

[Back](#)



Congrats! Your Autobooks account is live and you're almost ready to get paid.

Your business now has two new ways to accept online payments.

[Invoice and Payment Form](#)

Now click "Start" to ask for your first payment.

[Start](#)



Autobooks

About the Accept a Payment Feature

With the Accept a Payment tool, small business owners can collect payments through a custom payment form, which is accessed through a payment link. This link can be shared with customers and clients, making it easy to receive payments electronically.

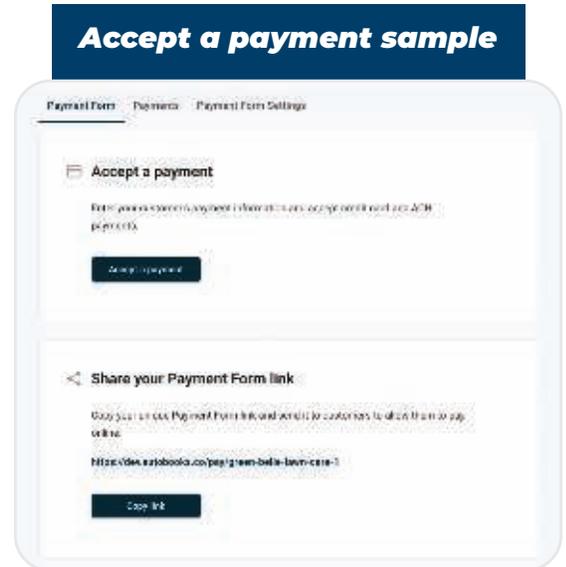
The payment form is also accessible through a mobile app for Apple and Android devices. Simply download the appropriate app for your device, copy and paste the Autobooks payment link when prompted, then click Submit. Your mobile device can now be used to accept payments!

You can also use the payment form to set up recurring payments. This feature is perfect for:

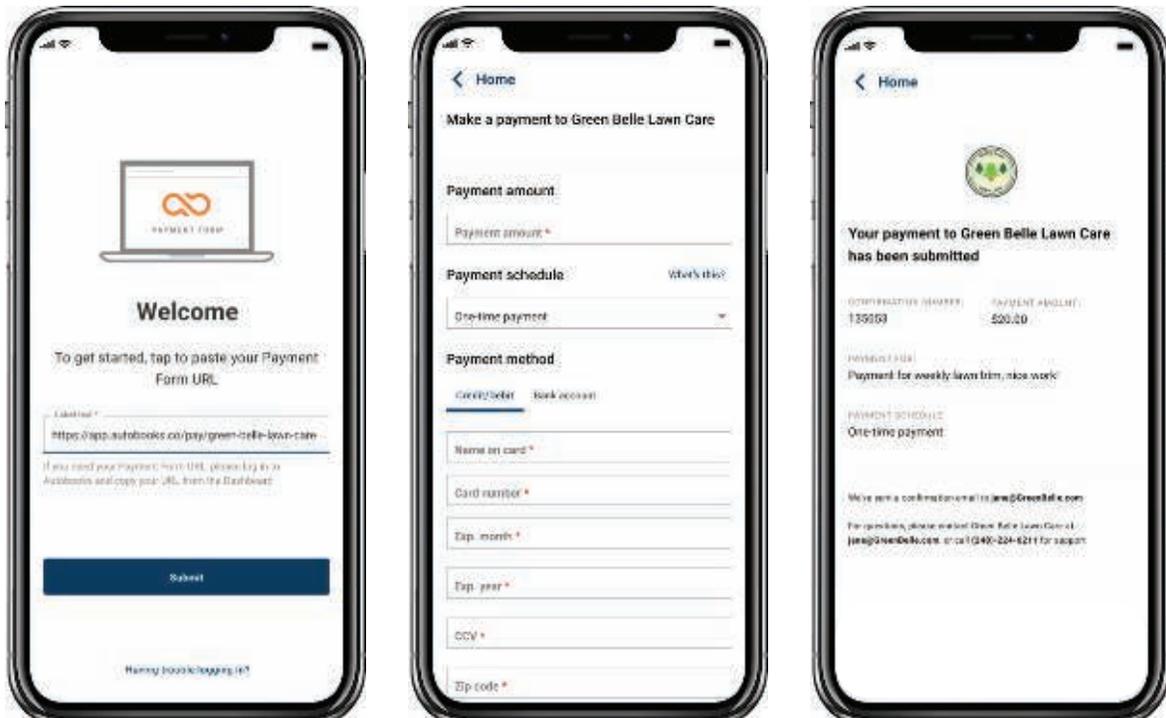
- Non-profit businesses that rely on regular donations.
- Businesses that want to set up autopay for membership fees, etc.

Payments received electronically will typically settle into your designated deposit account within 2-3 business days (depending on when the transaction is initiated).

Note: There's no monthly usage fee. Payments collected through Send an Invoice are subject to standard processing fees of 2.89% for credit/debit card payments and 1.00% for ACH payments.



Payment Form Mobile App



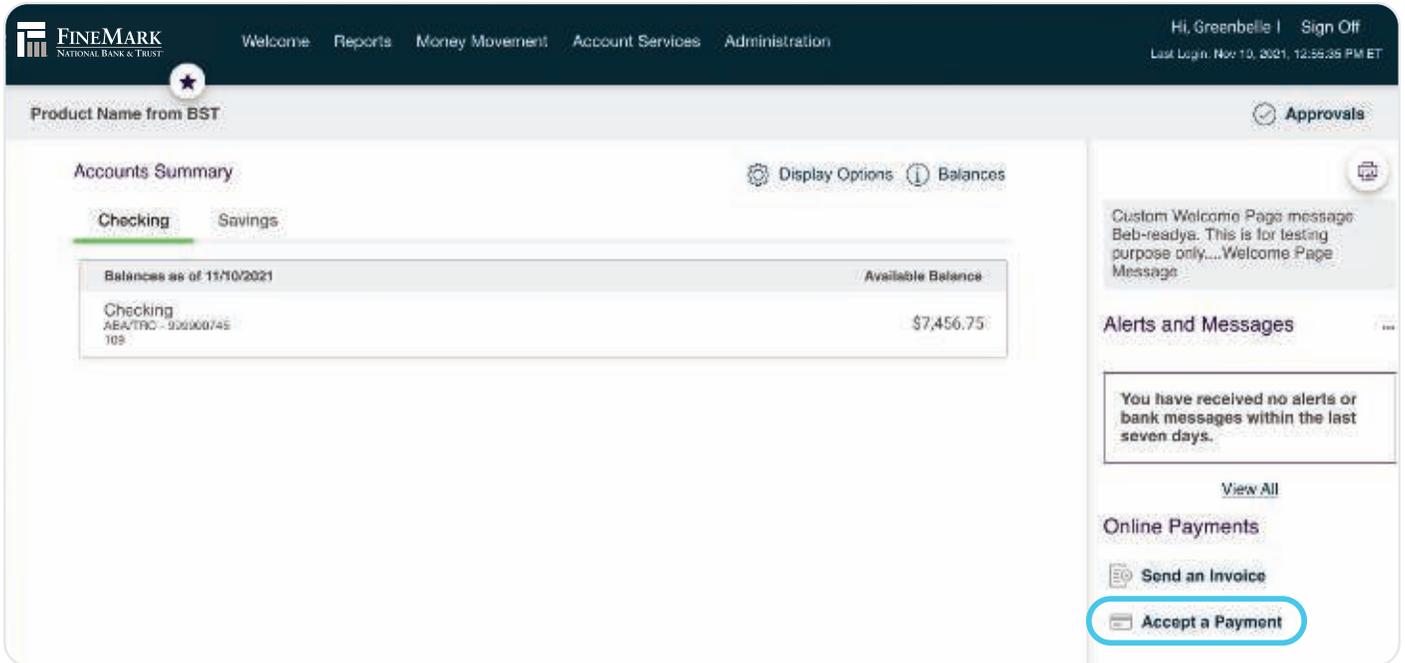


Autobooks

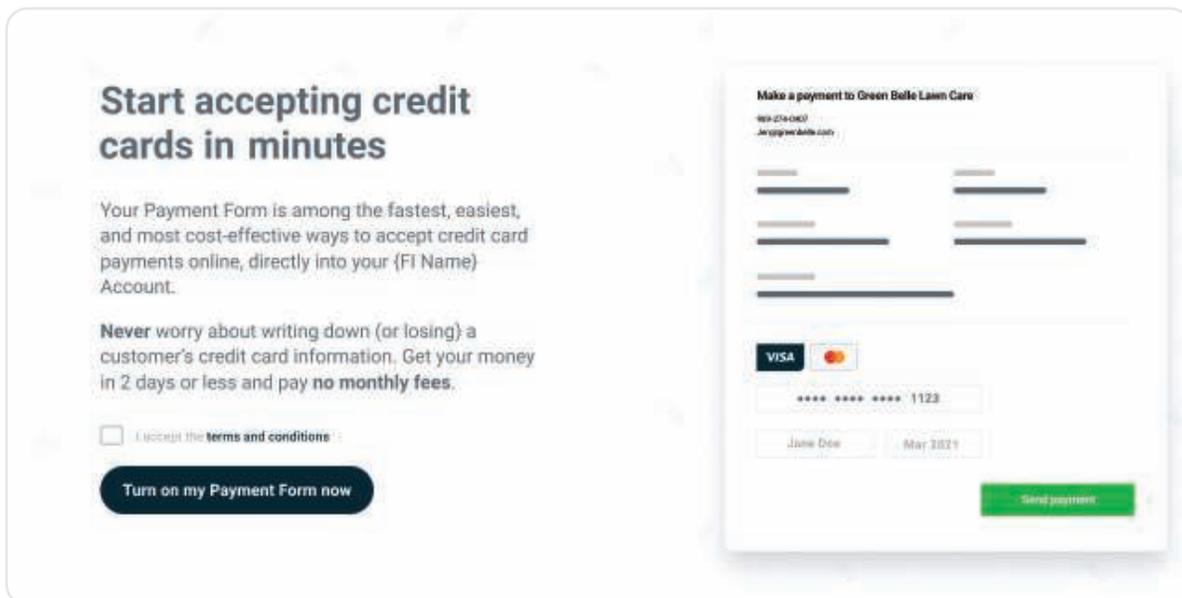
Set Up Accept a Payment

Follow these simple steps to set up invoicing capabilities:

Step 1: On the right side of the screen, under **Online Payments**, click **Accept a Payment**.



Step 2: Accept the terms and conditions, then click the button that says, **“Turn on my Payment Form now.”**





Step 3: Complete the enrollment form to create an account and begin the enrollment process.

Enrollment Process

Sign Up For Autobooks

Please confirm the Primary Business Owner information below.

Provide the information of the majority owner, or an individual with significant responsibility to create, manage or direct this entity.

First Name*	Last Name*
Valeria	Milla
Email*	Phone*
vmilla@gmail.com	248-224-5211
Date of Birth*	Title*
01/02/1993	CFO
SSN*	? Edit
XXX-XX-6789	

What is the Primary Owner's home address?

Home address should not be a P.O. box

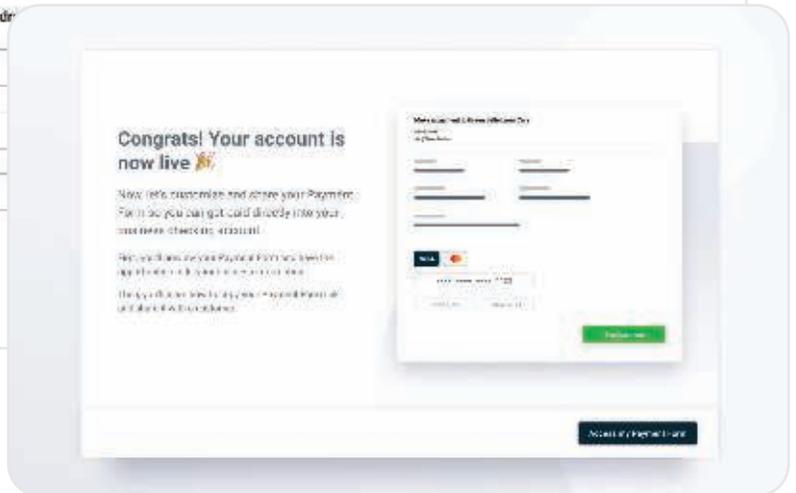
Home Address 1*		
7970 UNIVERSITY AVE NE		
Home Address 2		
City*	State*	Zip Code*
Friday	MN	55432-0000

Please confirm the business information below.

Business Name*	
VALS SNOW REMOVAL LLC	
DBA*	?
Vals Snow Removal	
<input type="checkbox"/> I do not have a DBA	
EIN/TIN*	? Edit
<input checked="" type="checkbox"/> My EIN is the same as my SSN	

Please use the business address

Business Address 1*	
7970 UNIVERSITY AVE NE	
Home Address 2	
City*	
Friday	
Back	





Autobooks

*Accounting and Reporting**

View All Account Transactions in One Place

Every transaction that flows through your small business account is automatically pulled into Autobooks nightly. From there, the transactions can be coded and categorized.

Customizable Revenue & Expense Categories

After linking your business's accounts and cards within Autobooks, transactions can be coded and grouped into customizable revenue and expense categories.

Additionally, automated rules can be set up to automatically code certain transactions. For example, if your business has a Home Depot credit card, you can set up a rule that categorizes debits from that card as "building expenses."

Generate a Variety of Reports

Quickly create reports detailing the clients who have — or haven't — made payments. Other available reports include balance sheets or general ledgers. All reports are exportable into a **.CSV format**.

***Note:** The full Autobooks solution costs just \$10 per month. For more information, contact a FineMark associate.

Reporting Dashboard

Sally Conwell Pup Walkers Inc.

- Dashboard
- Invoices
- Pay Bills
- Accounting
- Reports**
- Connected Apps
- Settings

Customer Balances
Sometimes called accounts receivable aging, this report tells you which customers owe you money, how much, and how long they have owed it to you. >

Vendor Balances
Sometimes called accounts payable aging, this report tells you which vendors you owe money to, how much, and how long you have owed it to them. >

Profit and Loss
Sometimes called the Income Statement, this report subtracts your expenses from your income to give you Net Income—also known as the bottom line. >

Balance Sheet
This is a snapshot of what your company owns and owes; a summary of your assets, equity, and liabilities. >

Journal
Sometimes called the General Ledger, this report shows you the accounting impact—the debits and credits—behind all of your transactions. >

Budget to Actual
This report shows your actual spending and income compared to your expected spending and income. >

Bank Reconciliation
This report confirms that the cash in your accounting system matches the cash in your bank. >



Autobooks

Accounting and Reporting*

Sample Balance Sheet

Sally Conwell Pup Walkers Inc.
Balance Sheet - April 2019

Search criteria: Fiscal year: [] Period: []

Category	Beginning balance	Year-to-date	Ending balance
- Asset			
- Assets			
Equipment	\$50.00	\$50.00	\$50.00
Income	\$10.00	\$10.00	\$10.00
Equipment	\$50.00	\$50.00	\$50.00
Total	\$110.00	\$110.00	\$110.00
Total Asset	\$110.00	\$110.00	\$110.00
- Liability			
- Liabilities			
Hotel Charges	\$5.00	\$5.00	\$5.00
Total	\$5.00	\$5.00	\$5.00
Total Liability	\$55.00	\$55.00	\$55.00
- Equity			
- Equity			
Advertising	\$5.00	\$5.00	\$5.00
Total	\$5.00	\$5.00	\$5.00
Total Equity	\$55.00	\$55.00	\$55.00
YTD Income	\$55.00	\$55.00	\$55.00
Total Liability & Equity	\$55.00	\$55.00	\$55.00

*Note: The full Autobooks solution costs just \$10 per month. For more information, contact a FineMark associate.