



Getting to Know Autobooks:

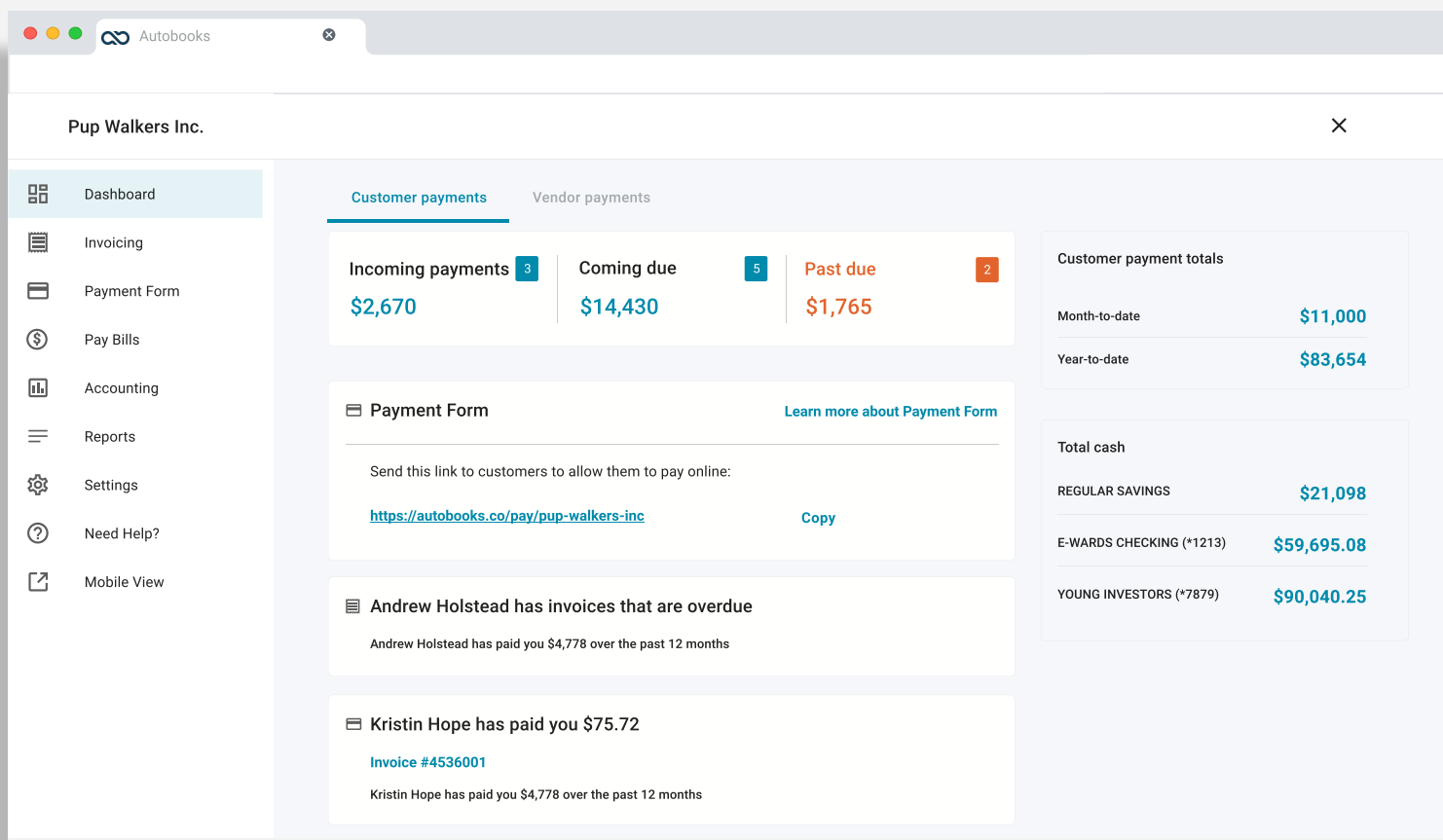
A Tour of Basic Features with Q2

April 2021

Welcome to Autobooks

Autobooks is the first fully integrated payments and accounting platform for small business — delivered through financial institutions like yours. Autobooks provides a popular receivables solution (invoicing and payments), a convenient payables solution, an at-a-glance dashboard, and automated reporting and bookkeeping functionality.

When Autobooks is integrated into the Q2 digital platform, small businesses become more engaged with their financial institution. For a guided tour of the Autobooks experience, please continue reading.

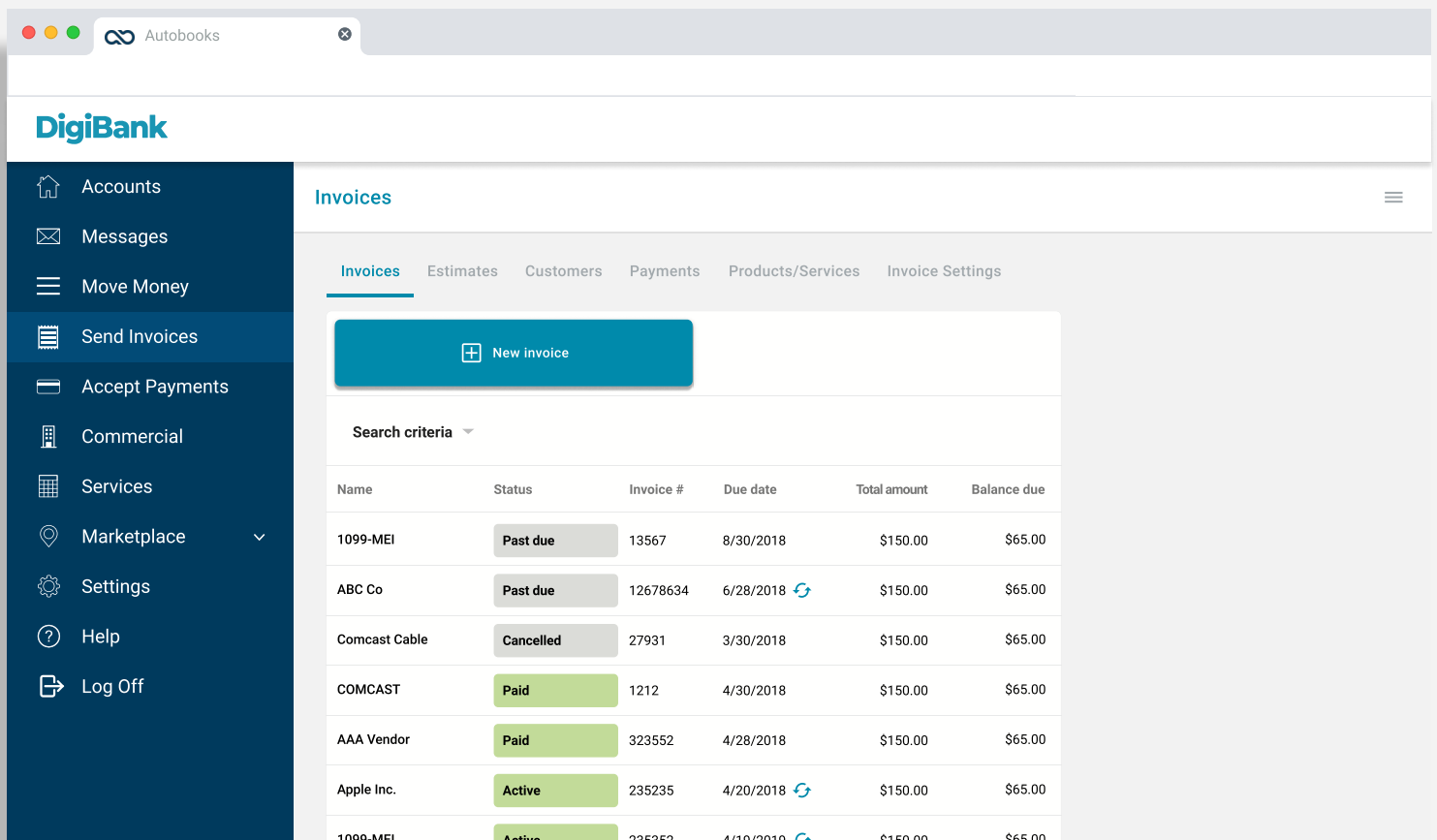


Dashboard

Maintaining healthy cash flow is critical to the success of any small business. Autobooks prioritizes this critical aspect of the business through the dashboard view. The dashboard screen keeps users up to date on receivables — such as incoming payments, coming due payments, and past due customer payments.

In addition, the right pane displays revenue totals collected through the Autobooks system, as well as real-time balances of affiliated accounts held at your FI. Third-party accounts can also be connected, to accommodate a variety of use cases.

Helpful updates just below keep the user informed on a variety of payment activities.

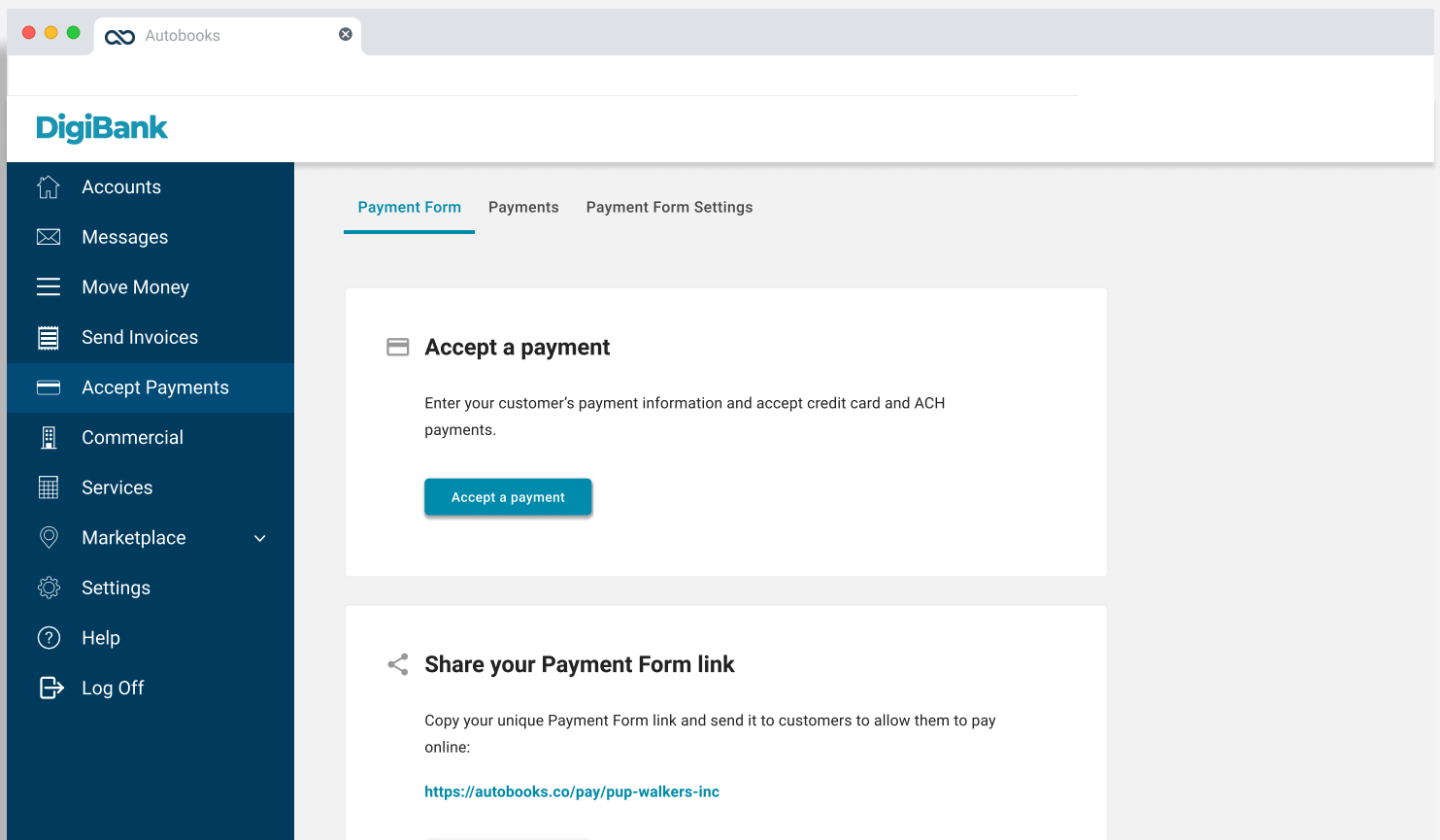


Invoices

Autobooks makes it simple for a small business owner to send professional invoices and estimates directly to their customers' inboxes. And because the small business is receiving payments directly to their business account, the FI is better able to monetize these transactions and experience a healthy deposit growth as a result.

The various tabs available in this screen allow the user to manage invoices in multiple ways. To personalize an invoice, for example, a user can select Invoice Settings from this array, and add a logo or change a header color.

To help with collections, invoices can be set to recur. Automated reminders and late fees ensure nothing slips through the cracks. To do so, a user can simply set an invoice to recurring when creating a new invoice

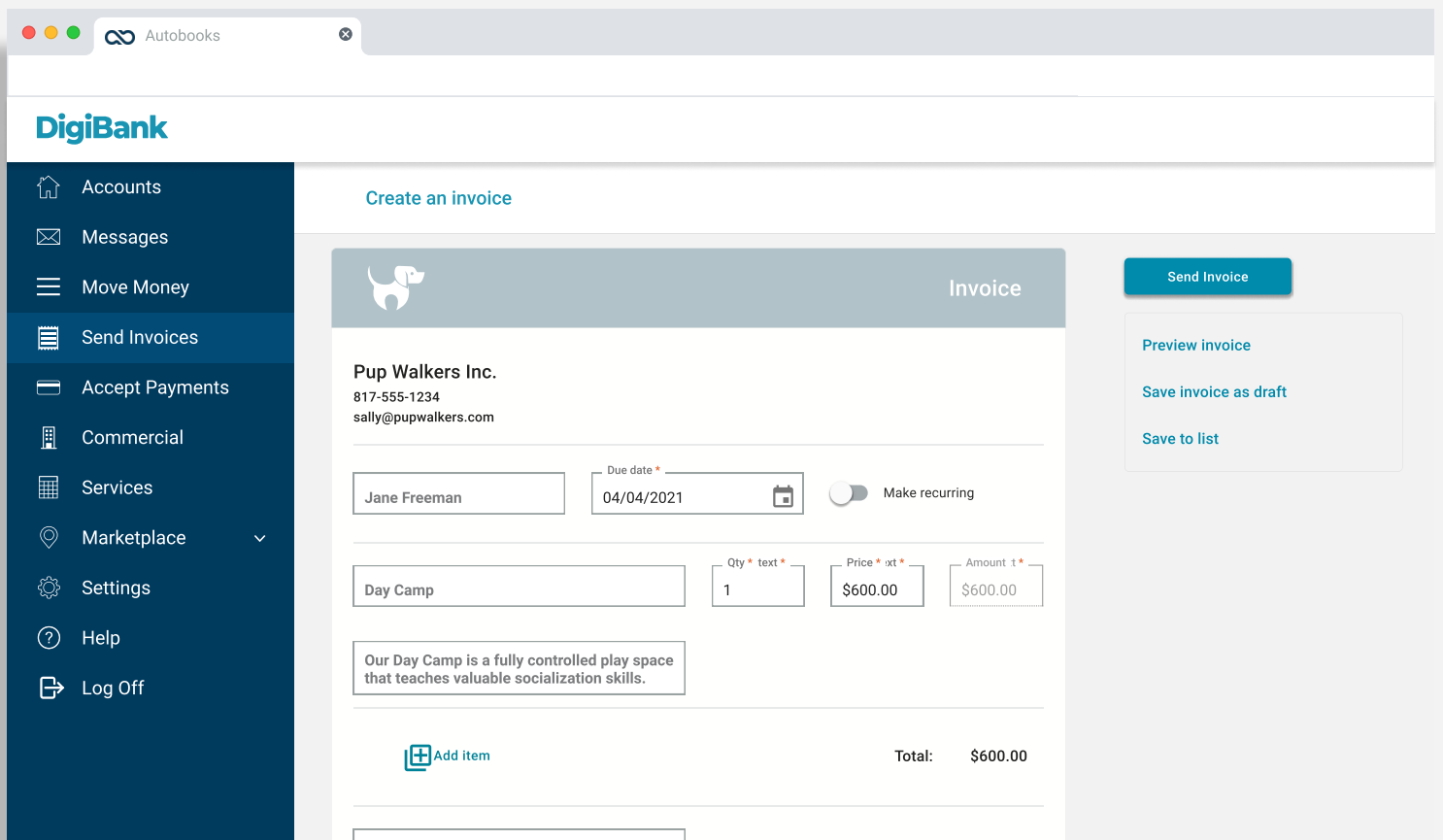


Accept Payments

For many small businesses, the customer oftentimes dictates the way a payment is made. Accepting multiple forms of payments, however, can cause issues when it comes to reconciliation. The Autobooks payment form streamlines this whole process by providing the payee with one payment form on one platform.

The Accept Payments screen offers a number of useful options. For example, a user can simply select the Accept a Payment option to accept a payment on the spot. For online payments, a user can share a unique, secure payment form link with a customer in a number of ways, such as by email or text message.

Users who prefer to take donations or contributions, such as a church or nonprofit, can customize their form at the bottom to use “contribution” or “donation,” in lieu of “payment.”



Customer payment experience - Invoicing

Creating a new invoice is a straightforward affair. A user simply clicks New invoice from the main Send Invoices screen. However, before submitting an invoice to a customer, a user should consider personalizing the invoice first (through the Invoice settings tab).

After selecting New invoice, a user can set up a variety of options. For example, an invoice can be set to recurring, reflect discounts, and include a sales tax. The invoice also displays the FI logo at the bottom, a useful addition that carries more weight and credibility with paying customers. To send the invoice, a user simply clicks the button at right.

Autobooks

DigiBank

- Accounts
- Messages
- Move Money
- Send Invoices
- Accept Payments**
- Commercial
- Services
- Marketplace
- Settings
- Help
- Log Off

Accept Payments

Payment amount

\$600.00

Payment schedule [What's this?](#)

One-time payment

Payment method

Credit/Debit Bank account

Jane Freeman

157 367 121 555

03 2023 999 78777

Security

[I accept the terms and conditions.](#)

Customer payment experience - Accept Payments

As an alternative to invoicing, the payment form continues to grow in adoption among Autobooks users. The payment form offers several options for sharing with paying customers. This form is especially useful for businesses that prefer not to invoice, as well as retail storefronts and individual sellers who require payment up front.

Each Autobooks user is assigned a unique URL where their secure payment form resides. This form can then be shared as a link with paying customers in a variety of ways — such as by text message, on a landing page, or through social media posts. The payment form itself is easy to complete— either by the business (when accepting a payment on-site), or by the payee. It simply requires the payment amount and the card credentials.

DigiBank

Pup Walkers Inc. Accounting

Accounts Advanced Quickbooks import

Balances Transactions Rules

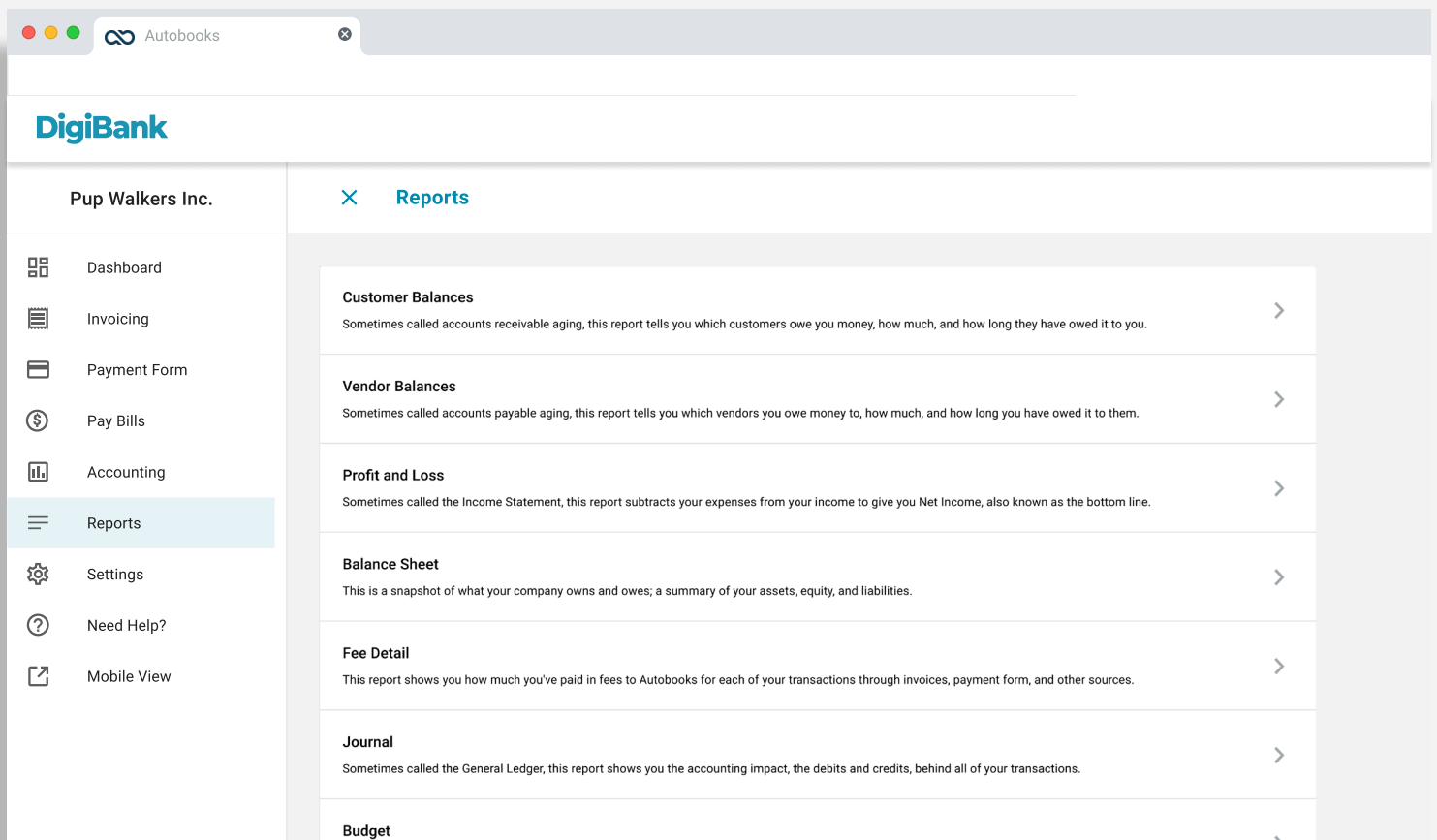
+ Add account

Account name	Type	Last updated	Total
TD BUSINESS CONVENIENCE PLUS (4333)	Checking	08/13/2020	\$10,327.19
REGULAR SAVINGS	Savings	07/25/2020	\$20,347.87
BUSINESS/ORG SAVINGS	Savings	08/06/2020	\$8,127.24
★ TWO STAR CHECKING	Checking	08/12/2020	\$5,007.63
Total			\$43,809.93

Accounting

To simplify tedious accounting tasks, Autobooks also offers an accounting ledger that automatically updates after every transaction. To access, a user clicks on Accounting in the left navigation pane. Once there, a user can select a specific account and view up-to-the-minute balances and transactions for specific accounts.

All transactions displayed are populated automatically from the core system and can be categorized by the user accordingly. Consequently, the user no longer has to worry about conducting batch uploads at the end of a business day. Rules can also be set up for specific accounts, to help organize activities in a way that impacts financial reports appropriately.



Reports

Small businesses don't have the time, or often the expertise, to keep up to date financial records. The reports screen, accessible by clicking Reports from the left navigation pane, offers a wide range of automated reports. When a business gets paid, their profit and loss statement is updated. When the business sends a customer invoice, their balance sheet reflects the latest update. A user can view customer balances, vendor balances, sales tax information, and more.

Reports can also be exported to an XLSX format for easy sharing. To export, simply click the button at the top of each report screen.

The screenshot shows the DigiBank interface for 'Pup Walkers Inc.' The main content area is titled 'Bill Pay' and includes a 'Pay a bill' button. Below this is a table of bills with columns for Name, Status, Reference #, Scheduled date, and Amount. The table contains five rows of bill information.

Name	Status	Reference #	Scheduled date	Amount
Rebecca Hoffman	Scheduled	1253	08/14/2020	\$107.29
Joan Dean	Scheduled	1209	08/13/2020	\$88.40
Cynthia Wade	Due	1278	08/12/2020	\$83.99
Elaine Tucker	Due	1288	08/12/2020	\$170.74
Freddie Bowen	Check Ready	199	08/12/2020	\$188.14

Bill Pay

With Autobooks, paying a bill is more than scheduling a vendor payment. We've integrated accounting categorization and vendor invoice reconciliation within the flow of a standard bill pay, so that a user no longer has to worry about manual reconciliation.

To access bill pay functionality, a user selects Bill Pay from the left navigation pane. From this screen, a user can make a payment by clicking Pay a bill. Like any typical bill payment screen, this form is a straightforward affair, and only requires some basic information. Vendors can be managed, and new ones added, from the Vendors tab.