



# Getting to Know Autobooks: A Tour of Basic Features

---

April 2021

# Welcome to Autobooks

Autobooks is the first fully integrated payments and accounting platform for small business — delivered through financial institutions like yours. When Autobooks is integrated into your digital banking platform, small businesses become more engaged with their financial institution.

Autobooks provides a popular receivables solution (invoicing and payments), a convenient payables solution, an at-a-glance dashboard, and automated reporting and bookkeeping functionality. For a guided tour of the Autobooks experience, please continue reading.



Green Belle Lawn Care

Dashboard

Invoices

Pay Bills

Accounting

Reports

Settings

Need Help?

Logout

Customer payments

Vendor payments

Incoming payments <span>3</span>	Coming due <span>5</span>	Past due <span>3</span>
\$2,670	\$14,430	\$3,560

Payment Form

[Learn more about Payment Form](#)

Send this link to customers to allow them to pay online:

<https://autobooks.co/pay/green-belle-lawn>[Copy](#)

Andrew Holstead has invoices that are overdue

Andrew Holstead has paid you \$4,778 over the past 12 months

Kristin Hope has paid you \$75.72

[Invoice #4536001](#)

Kristin Hope has paid you \$4,778 over the past 12 months

Customer payment totals

Month-to-date **\$11,000**Year-to-date **\$5,048.76**

Total cash

REGULAR SAVINGS **\$21,098**E-WARDS CHECKING (\*1213) **\$59,695.08**YOUNG INVESTORS (\*7879) **\$90,040.25**

## 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.



## Green Belle Lawn Care

Dashboard

Invoices

Pay Bills

Accounting

Reports

Settings

Need Help?

Logout

Invoices Estimates Customers Payments Products/Services Invoice Settings

+ New invoice

Search criteria

Export

Name	Status	Invoice #	Due date ^	Total	Balance due
Calvin Warren	Due	934248	02/22/2020	\$242.00	\$242.00
Gladys Alexander	Due	934265	02/15/2020	\$73.00	\$73.00
Diane Mccoy	Partial payment	934363	02/04/2020 ↻	\$257.00	\$170.00
Randall Miles	Active	934250	01/28/2020 ↻	\$185.00	
Johnny Pena	Due	934398	01/28/2020	\$67.00	\$67.00
Ronald Webb	Paid	934327	01/24/2020	\$218.00	\$0.00
Serenity Fisher	Past Due	934276	01/23/2020 ↻	\$115.00	\$115.00
Nathan Wilson	Active	934268	01/23/2020 ↻	\$92.00	\$0.00
Bessie Hawkins	Cancelled	934373	01/17/2020	\$214.00	
Maria Russell	Partial	934274	01/17/2020 ↻	\$225.00	\$200.00

## Invoices

Autobooks makes it simple for a small business owner to send professional invoices and estimates directly to a customer's inbox. And because the small business receives payments directly into their business account, the FI is better able to monetize these transactions and experience 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 set up, a user can simply set an invoice to recurring when creating a new invoice.

**Payment amount****Payment schedule**[What's this?](#)**Payment method**[Credit/Debit](#)[Bank account](#)**Security** [I accept the terms and conditions.](#)

## 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. Autobooks streamlines this whole process by providing the payee with one payment form and the business owner with one platform to manage all incoming payments.

The Accept Payments screen offers a number of useful options. For example, a business owner 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 to use “contribution” or “donation,” in lieu of “payment.”



Green Belle Lawn Care

X Create an invoice

Dashboard

Invoices

Pay Bills

Accounting

Reports

Settings

Need Help?

Logout



## Invoice

Green Belle Lawn Care

817-555-1234  
ralph@greenbelle.com

Customer \*

Due date \*  
09/23/2019

Make recurring

Product/Service \*

Qty \*  
1Price \*  
\$0.00Amount  
\$0.00

Description

Add item

Total: \$0.00

Message

Thank you!

Save

Preview invoice

Save invoice as draft

Save to list

## Customer payment experience - Invoicing

Creating a new invoice is a straightforward affair. A user simply clicks Create an invoice from the main Invoices screen. However, before sending 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 even be taxed. A standard 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.

**Make a payment to Green Belle Lawn Care**

248-224-6211  
Jane@GreenBelle.com

**Your details**

First name \*      Last name \*

Email \*      Company

**What is this payment for?**

Description \*

**Payment amount**

Payment amount \*

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

One-time payment ▼

## 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 getting paid and 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 information.

Green Belle Lawn Care

Dashboard

Invoices

Pay Bills

Accounting

Reports

Settings

Need Help?

Logout

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 FI's core system and can be categorized by the user as they see fit. As a result, 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.



Green Belle Lawn Care

Reports

-  Dashboard
-  Invoices
-  Pay Bills
-  Accounting
-  Reports
-  Settings
-  Need Help?
-  Logout

**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.

**Fee Detail**

This report shows you how much you've paid in fees to Autobooks for each of your transactions through invoices, payment form, and other sources.

**Journal**

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

**Budget**

This report compares your estimated income and expenses to your actual income and expenses. It shows you how close you are to your budget goals.



## 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.



## Green Belle Lawn Care

Dashboard

Invoices

Pay Bills

Accounting

Reports

Settings

Need Help?

Logout

Bill Pay Vendors Vendor Invoices

Pay a bill

Search criteria

Export

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	Check 199	08/12/2020	\$188.14
Bruce Fleming	Cancelled	1274	08/12/2020	\$107.73
Naomi Hudson	Check Ready	Check 145	08/11/2020	\$79.51
Shane Bishop	Cancelled	1203	08/11/2020	\$232.15
Ralph Rose	Check Ready	Check 756	08/08/2020	\$282.22
Michael Watkins	Cancelled	1222	08/07/2020	\$214.00

## 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 will select Pay Bills from the left navigation pane. From this screen, a user can make a payment by clicking Pay a bill. Like your typical bill pay, this form is a straightforward affair, and only requires some basic information. Also, vendors can be managed, and new ones added, from the Vendors tab.