



Financials: BILL Integration

April 2024 | ECP version 24.04

Requirements:

Companies.GeneralAccountSystem = Encompass

BILL Integration has been installed via App Library (see below)

Encompass Financials Customers only

Installation:

App Library:

1. Go to the App Library
2. Search for Bill.com
3. Follow the installation instructions
4. Once installed, click the *Bill.com Integration Installation* link

See Bill.com Integration Installation for detailed installation instructions.

Dashboard & Workflows:

Empty State Dashboard:

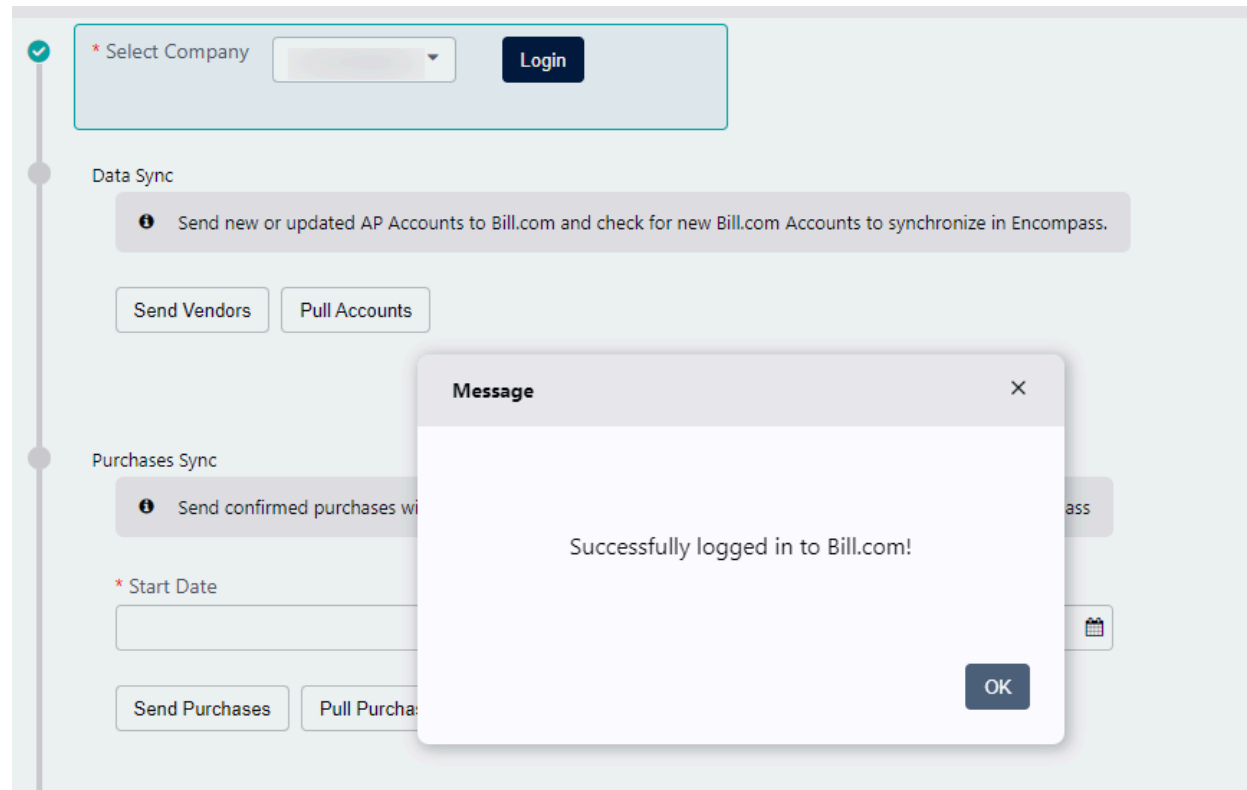


The Bill.com Sync dashboard has 5 primary workflows:

1. Login: Connects ECP to Bill.com using the saved login credentials
2. Send Vendors: Sends **AP Accounts** with **ListID IS NULL** to Bill.com and matches on/creates *Vendors* in Bill.com (populates APAccounts.ListID with LIKE '009%')
3. Pull Accounts: Pulls **Accounts** from Bill.com and:
 - a. Finds an exact match in Encompass (**Account** to *Accounts.Account*) and links (populates Accounts.ListID with LIKE '0ca%')
 - b. Creates new ECP Accounts for any Bill.com Accounts that did not find a match
4. Purchases Sync:
 - a. Send Purchases: Sends **Purchases** in **>= Confirmed Status** with **TxnID IS NULL** and **Open Balance <> \$0** from ECP to Bill.com and creates *Bills* in Bill.com
 - i. The **Vendor** on the **Purchase** must be synced first
 - b. Pull Purchases: Pulls *Bills* from Bill.com and creates **Purchases** with **TransType = Accounts** in ECP
 - i. The **Vendor** on the **Purchase** must be synced first
5. Payments Sync: Pulls *Payments* from Bill.com and creates **Check Runs** in ECP. Applies payments to the Purchases in ECP

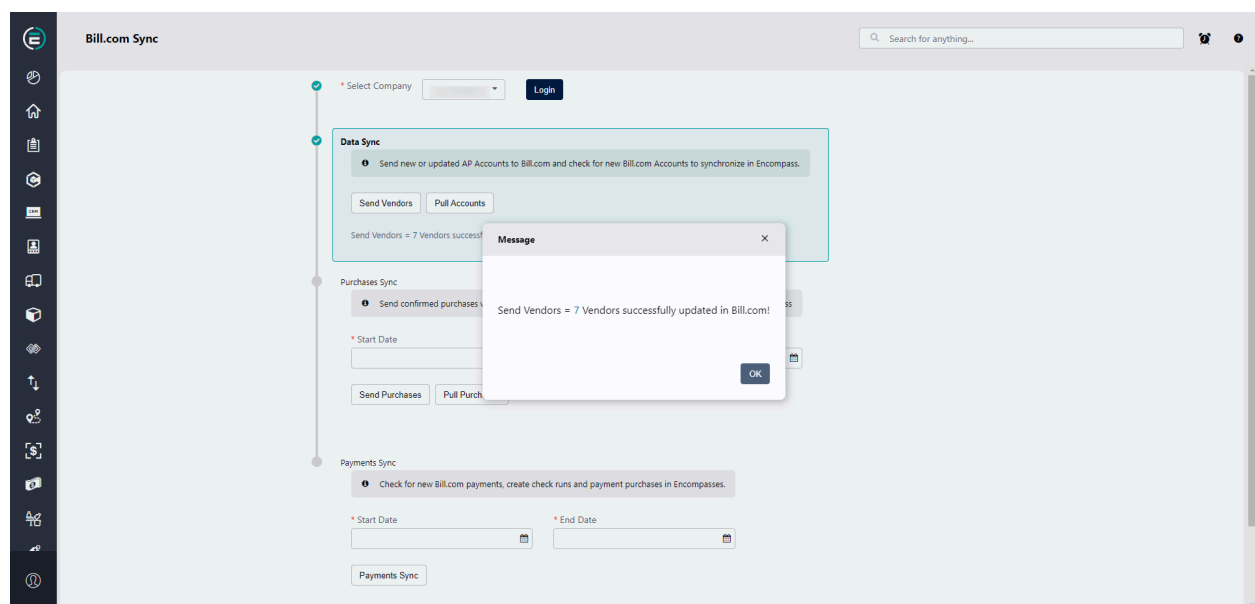
Login:

1. Select the Company you want to connect to Bill.com
2. Click *Login*
 - a. Success Message:



Send Vendors:

1. Click *Send Vendors*
 - a. Success message:

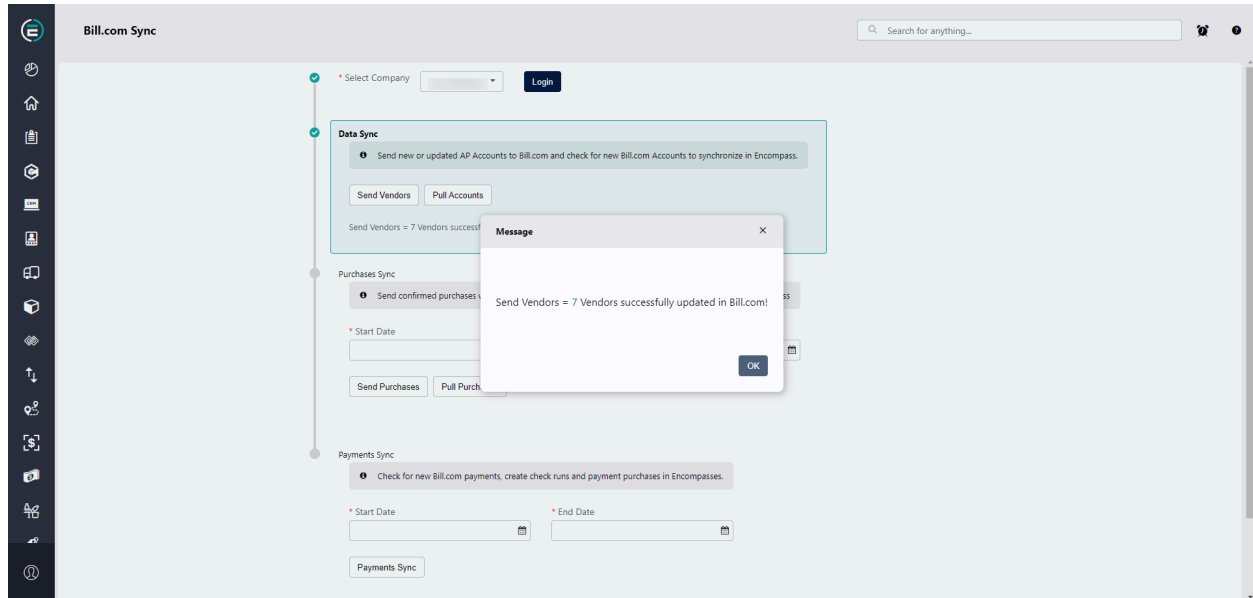


- i. The number of Vendors (7 in above example) is a hyperlink to the AP Accounts table showing which AP Accounts were sent to Bill.com as Vendors



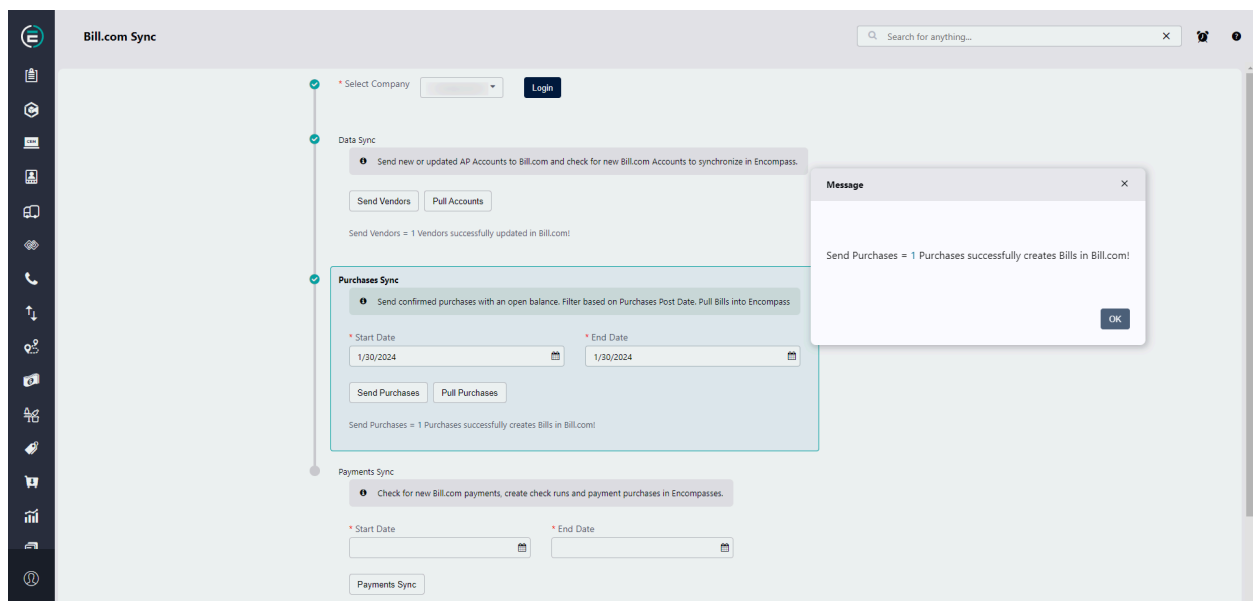
Pull Accounts:

1. Click *Pull Accounts*
 - a. Success message:



Send Purchases:

1. Select the appropriate date range - *this references **Purchases.PostDate***
2. Click *Send Purchases*
 - a. Success message:



- i. The number of Purchases (1 in above example) is a hyperlink to the Purchases table showing which Purchases were sent to Bill.com as Bills



Pull Purchases:

1. Select the appropriate date range - *this references **Invoice Date in Bill.com***
2. Click *Pull Purchases*
 - a. Success message:

Bill.com Sync

Select Company [dropdown] Login

Data Sync

Send new or updated AP Accounts to Bill.com and check for new Bill.com Accounts to synchronize in Encompass.

Send Vendors Pull Accounts

Send Vendors = 1 Vendors successfully updated in Bill.com!

Purchases Sync

Send confirmed purchases with an open balance. Filter based on Purchases Post Date. Pull Bills into Encompass.

* Start Date 1/30/2024 * End Date 1/30/2024

Send Purchases Pull Purchases

Send Purchases = 1 Purchases successfully creates Bills in Bill.com!

Payments Sync

Check for new Bill.com payments, create check runs and payment purchases in Encompasses.

* Start Date * End Date

Payments Sync

Message

Send Purchases = 1 Purchases successfully creates Bills in Bill.com!

OK

- i. The number of Purchases (1 in above example) is a hyperlink to the Purchases table showing which Purchases were sent to Bill.com as Bills

Payments Sync:

1. Select the appropriate date range - *this references **Process Date in Bill.com***
2. Click *Payments Sync*
 - a. Success message:

Bill.com Sync

Select Company [dropdown] Login

Data Sync

Send new or updated AP Accounts to Bill.com and check for new Bill.com Accounts to synchronize in Encompass.

Send Vendors Pull Accounts

Send Vendors = 1 Vendors successfully updated in Bill.com!

Purchases Sync

Send confirmed purchases with an open balance. Filter based on Purchases Post Date. Pull Bills into Encompass.

* Start Date 1/30/2024 * End Date 1/30/2024

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Payments Sync

Check for new Bill.com payments, create check runs and payment purchases in Encompasses.

* Start Date * End Date

Payments Sync

Message

Send Purchases = 1 Purchases successfully creates Bills in Bill.com!

OK



- i. The number of Purchases (1 in above example) is a hyperlink to the Purchases table showing which Purchases were sent to Bill.com as Bills

In Scope:

- Vendors
- Accounts
- Bank Accounts
- Bills
- Bill Credits
- Documents
- Bill Description
- Line item Description (*Pull Purchases only*)
- Outbound Payments
- AP Payment Application
- Multiple Currencies
- Multiple Companies/Entities
- Approval Status respected

Out of Scope:

- Sales Invoices
- AR Receipts
- Accounts Receivable
- Products/Items
- Classifications (Locations, Departments, Classes, etc.)

Release Plan:

Dashboard available in ECP 24.03

General Availability in ECP 24.04



FAQ:

Why isn't there an Account assigned in BILL when I Send Purchases?

The specific General Ledger account assignments already exist in Encompass, the system of record. This enables customers to enable the distributions as their business requires in BILL. Specific workflows regarding these distributions should be directed to BILL support.

If I change a Purchase in Encompass or a Vendor Invoice in BILL will that push through?

No. This integration is designed around Confirmed Purchases (which have been reconciled against a Vendor Invoice) being sent, Approved Vendor Invoices/Credits being pulled, and Processed Payments (which must be Approved) being pulled. Any updates or changes should be handled with a correcting transaction (Encompass) or a void & new Vendor Invoice/Credit in BILL. Specific workflows around voiding or correcting in BILL should be directed to BILL support.

What if the Vendor Invoice/Credit already exists in BILL before I use Send Purchases?

Multiple Vendor Invoices/Credits in BILL can be merged. You should still use the Send Purchases function and then merge the existing Vendor Invoice/Credit into the newly created Vendor Invoice/Credit in BILL. Specific questions on this workflow should be directed to BILL support.

Does everything have to be synced?

No. The BILL Integration Installation app walks users through identifying which (in Encompass) general ledger Accounts (by Account Type) and Vendors they do not wish to sync to BILL. All information expected to be used in both systems must be synced. This means any Purchases in Encompass that will be paid through BILL workflows must be synced via either the Send or Pull Purchases function. This includes any Vendor Credits being taken, which will be a negative Total Purchase in Encompass.