



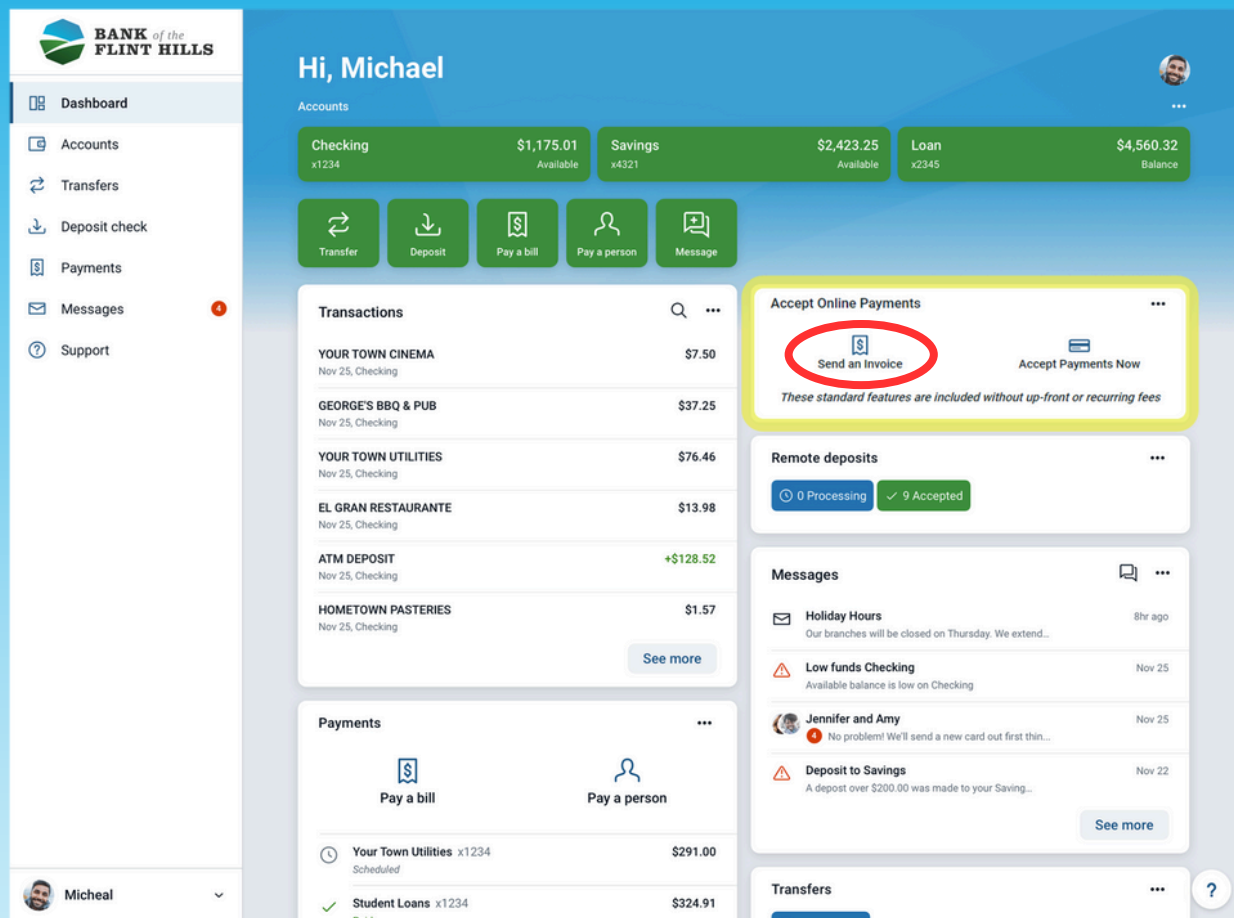
BANK *of the*
FLINT HILLS



INVOICING IN AUTOBOOKS

Create Invoices In Seconds

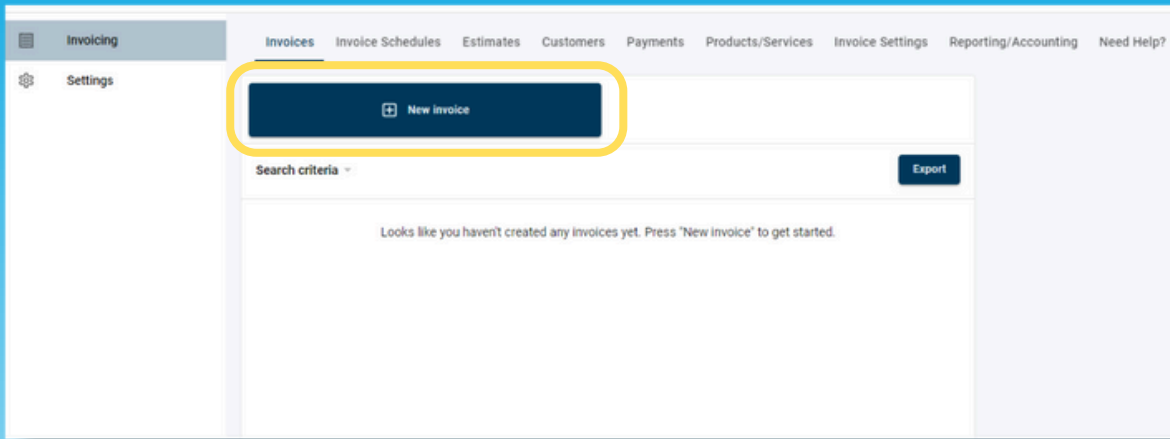
Send an invoice with Autobooks in seconds through our intuitive, easy to use platform inside of your online banking.



Dashboard

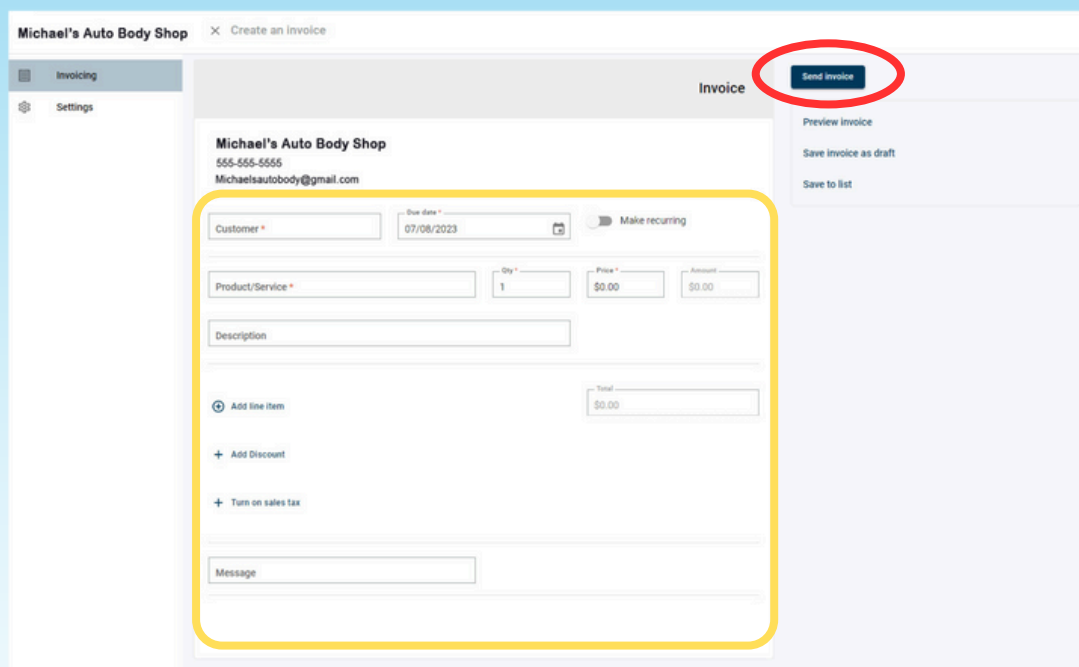
On the dashboard of your online banking, access your Autobooks account by clicking on "Send an Invoice" or "Accept Payments Now". To enroll in the product, select the method of payment collection you would like to use and follow the on screen prompts to complete your account. Once enrolled, you can begin accepting card & ACH Payments in-app or online.





Step 1: Create an Invoice

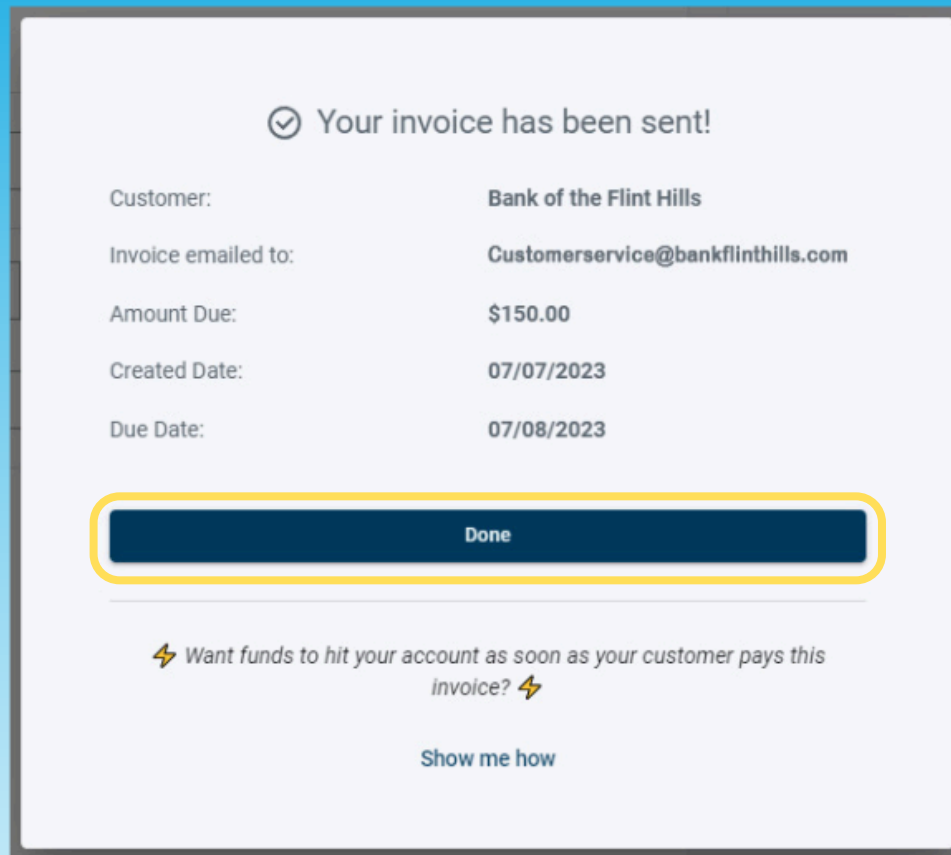
To create a new invoice, simply click on the "New invoice" button on the top left-hand screen.



Step 2: Add Customer Info

You will be prompted to provide details pertaining to the customer's receipt. Such as customer name, due date, product/service, price, and the total amount being requested. You also have the option to add a message for the Customer. After you have imputed all the required information you can send the invoice by clicking the "Send invoice" button on the top right of the screen.

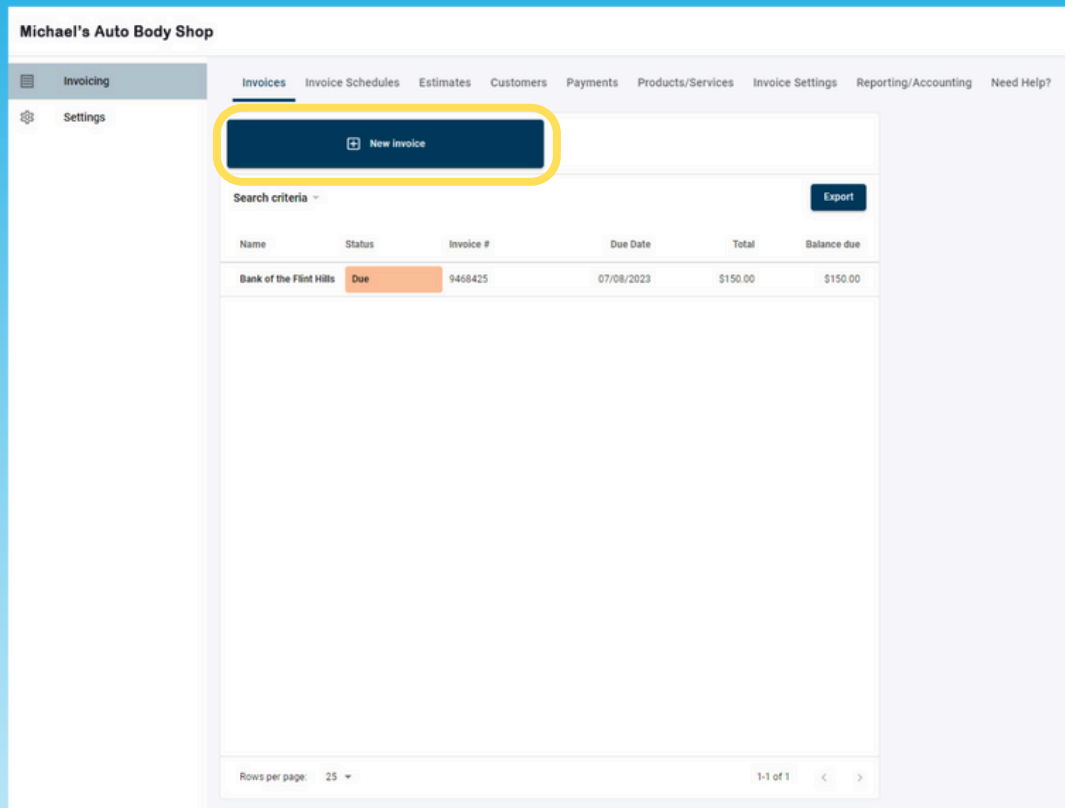




Step 3: Submission

After sending your invoice you will see a submission screen, confirming that your invoice has been sent. Click done once finished.

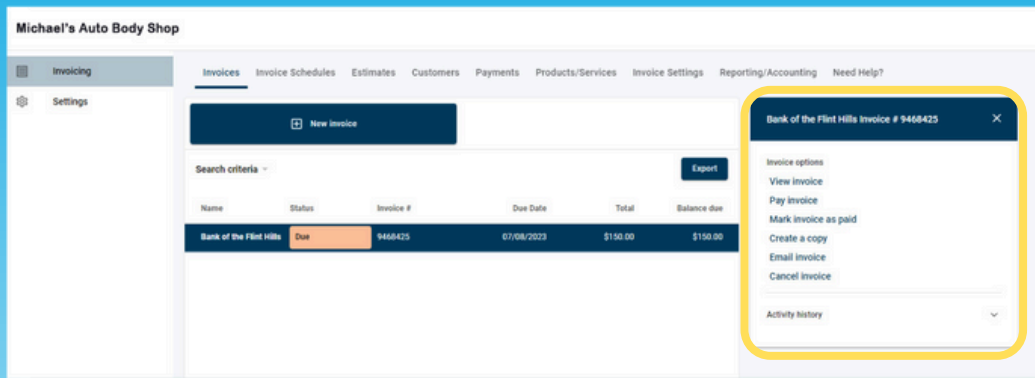




Dashboard of Invoices

This is the standard Invoicing screen and shows the various options for managing invoices, creating estimates, managing customers, and so on. A new invoice can be created from this screen by clicking the "New invoice" button at the top of your screen. You can also view outstanding invoices.



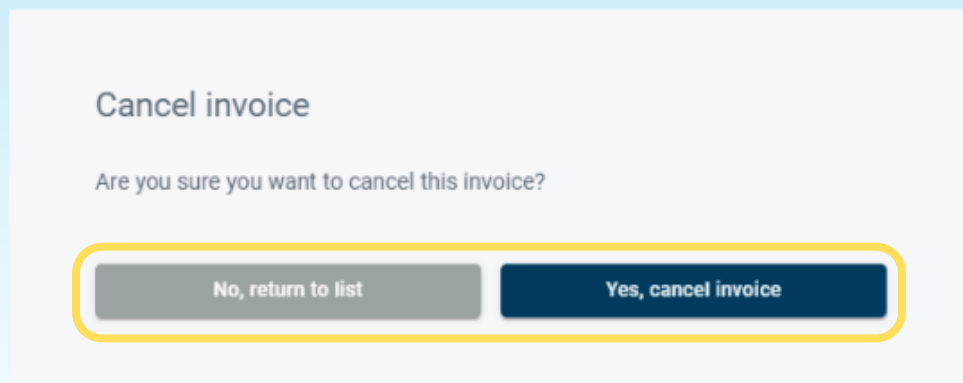


Reviewing Invoices

In the invoice dashboard, you can click on the invoices you have sent and a box will open on the right of your screen with the following options:

- View invoice
- Pay invoice
- Mark invoice as paid
- Create a copy
- Email invoice
- Cancel Invoice

you can also view the activity history



Cancel Invoice

Once you click on "Cancel invoice" from the dashboard you will be directed to the above screen where you will be prompted to click on one the following.



You have an invoice from Michael's Auto Body Shop:

Invoice Summary

Due date: 07/08/2023

Amount: \$150.00

Thanks for your prompt payment!

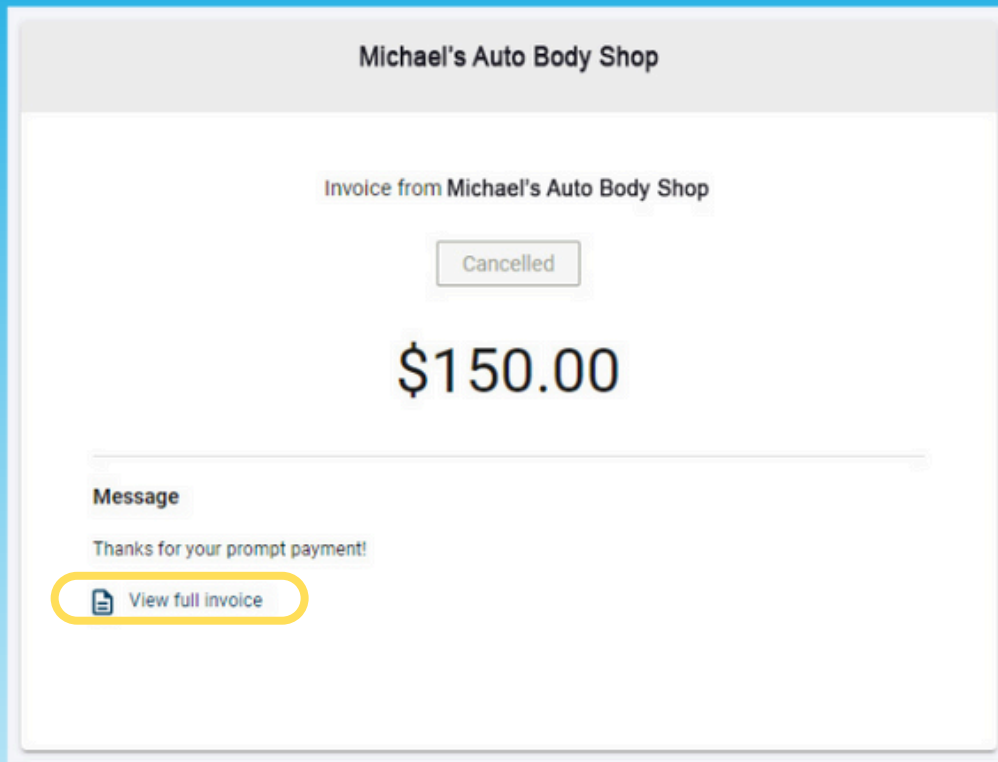
[View details and pay online](#)

See your full invoice and pay securely with Bank of the Flint Hills and
Autobooks.

Customer Email

After sending your invoice, the customer will receive an email similar to the one shown above. The customer can click on the "View details and pay online" button on the bottom of the screen where they can pay the invoice online.





Customer Online View

Once the customer has paid the invoice they will see a screen similar to the one above, thanking them for their payment. The customer has the option to view the full invoice by clicking on it on the bottom left side of the screen.



×

Michael's Auto Body Shop

Invoice

\$150.00

Balance due

Cancelled

07/08/2023

Due date

Print

Michael's Auto Body Shop

555-555-5555

Michaelsautobody@gmail.com

Customer	Created date	Due date	Invoice #
Bank of the Flint Hills	07/07/2023	07/08/2023	9468425

Product/Service	QTY	Unit Price	Amount
Products/Services	1	\$150.00	\$150.00
Description			
Supplies			

Total: \$150.00

Message

Thanks for your prompt payment!

Close

Customer View Full Invoice

After the customer has clicked the "View full invoice" option a screen similar to the one above will appear. The view full invoice screen will show all details of the paid invoice.

