Silicon Valley Bank
A Member of SVB Financial Group

PayAbility At-a-Glance

With SVB PayAbility, move away from manual, paper-based, time consuming accounts payable processes. The tips in this guide help you transition to a paperless, automated system.

Invoice Processing

PayAbility integrates seamlessly with your current QuickBooks file. If you already scan and file your invoices and backup documentation electronically, no changes are required for the transition to PayAbility.

Scanning and electronically filing invoices is simple!

- Enter invoice into QuickBooks. New invoices in QuickBooks automatically sync with PayAbility.
- Scan paper invoices and associated documents to your computer, for ease, create a folder, such as "Documents Pending Upload."
- Download and save electronic documents to the same folder on your computer.

Create and Submit Payments

From the PayAbility application, upload documents, attach them to bills, and recommend bills for payment.

- Upload Documents: From the *Documents* tab click upload and select the files in the folder "Documents Pending Upload." After upload, keep documents in order by creating an "Uploaded Documents" folder and transfering the uploaded files.
- Cloud-based storage: All documents that you upload are securely stored on a cloud.
    - Eliminate bulky filing cabinets from your office space!
    - No need to worry about losing data in a computer crash!
- Attach Documents: From the *Documents* tab attach invoices and backup documents to the bills that have synced from QuickBooks.
- Choose Payment Type: Choose your payment type from the *Payables* tab. To submit ACH payments, verify that you have correctly entered the vendor's account and routing numbers.
- Recommend Payments: The process of recommending payments is fully automated and identical for all payment types.
    - No need to print invoices and documentation for review!
    - Checks are never printed before they are approved!

Approve Payments

From the PayAbility Approval application, review recommended payments. You choose to approve, reject, or hold payments from this application.

- With only a few clicks, review payment type, backup documentation, and approve payments.
- Review recent payment details to check for irregularities before approving payments.
- Request additional information electronically. No extra paper and no need to void pre-printed checks!
- The approval process for all payment types is identical. After payments are approved checks are issued and signed electronically, and ACH payments are automatically released.

Notifications and Reconciliation

Email notifications, alerts, and daily reports keep you up to date about the status of payments. Automatic daily reconciliation of SVB bank statements and general ledger entries enable you to maintain a real-time view of your cash position.

Assistance

Reference Materials

- At-a-Glance: PayAbility
- Getting Started with PayAbility Approval
- Transaction Walkthrough
- At-a-Glance: Transition to Paperless
- Frequently Asked Questions

Contact Client Services

- By email: clientsupport@svb.com
- By phone: 888-572-7823
  Monday – Friday 5:30am PT – 5:30pm PT

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