



E-Invoice Training

Prepared by Cornerstone Consulting Group, Inc.

March 2010

MDOT E-Invoicing

The State of Mississippi has instituted policies and procedures requiring vendors to submit invoices electronically through the same online system by which they receive electronic payments from the State. The online system, known as PayMode, is administered by BottomLine Technologies and Bank of America.

Vendors must enroll in the PayMode system to receive electronic payments from the State and also to invoice state agencies. The enrollment process requires enrollment at the State level and cannot be selected for an individual agency only. Once the vendor has enrolled and has a userid and password created, the system can be accessed via the Internet. The direct access link is:

<https://secure.paymode.com/paymode/login.jsp>

The following screen will appear when the direct link is used.

PayMode Login - Internet Explorer provided by Dell

https://secure.paymode.com/paymode/login.jsp

File Edit View Favorites Tools Help

PayMode Login

PAYMODE HOME HELP

paymode

Need Help?
Our Customer Support associates would like to assist you! Just call toll-free: 877-443-6944 M-F 8 a.m. to 8 p.m. ET or [send us an e-mail](#).

Welcome to PayMode

To access your PayMode Account, type your e-mail address, enter your password and click the **Enter** button.

E-mail Address

Password

Enter Cancel

Forgot your password? Enter your e-mail address and [click here](#). We will e-mail you the password hint you created during enrollment.

Not enrolled? [Click here](#) to enroll your company in PayMode.

For your security, always remember to click the "Log Off" function when you have finished accessing your PayMode Account(s).

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Done

Internet | Protected Mode: On

100%

11:11 AM 3/19/2010

Enter the e-mail address and assigned password and press ENTER.

MDOT E-Invoicing

The PayMode Welcome screen will appear. This screen contains all recent activities and messages. In addition, this screen provides tabs for accessing the components of the system for which the user has been granted privileges. A sample screen is provided below.

PayMode Home Page - Internet Explorer provided by Dell

https://secure.paymode.com/paymode/home.jsp?page_uniq_id=1269015179686

File Edit View Favorites Tools Help

HOME PAYMENTS INVOICING REPORTS ADMINISTRATION PAYMODE FOR REIMBURSEMENT HELP

Welcome to PayMode, Denise Derossette
You have no new messages.
The Network Terms of Use were updated on 09/14/2009. [View](#) the document.
The Network Operating Rules were updated on 09/14/2009. [View](#) the document.

Current Company:

Recent Activity [MORE INFO](#)

Payments Received

From	Amount	Date	Status
StateofMS_829	\$260.00	03/19/2010	Processed Successfully
StateofMS_846	\$2,400.00	03/17/2010	Processed Successfully
StateofMS_828	\$750.00	03/17/2010	Processed Successfully
StateofMS_111	\$6,630.00	03/17/2010	Processed Successfully
StateofMS_099	\$1,450.00	03/17/2010	Processed Successfully
StateofMS_096	\$1,450.00	03/17/2010	Processed Successfully

Invoices

File	Amount	Date	Status
FILE SENT: 622607698	\$10,206.00	03/16/2010	Transmission Successful
FILE SENT: 622605381	\$2,980.00	03/15/2010	Transmission Successful
FILE SENT: 622603233	\$18,375.00	03/11/2010	Transmission Successful
FILE SENT: 622602888	\$6,630.00	03/11/2010	Transmission Successful

PayMode Messages
Messages are removed after 30 days unless they require your action.

Log Off PayMode

Need Help?
Our Customer Support associates would like to assist you! Call us toll-free: **877-443-6944** M-F 8 a.m. to 8 p.m. ET or [send us an e-mail](#).

Related Information:
[Search PayMode Members](#)
[Network Terms of Use](#)
[PayMode Policies and Practices](#)
[Miscellaneous Fees](#)
[PayMode for Reimbursement](#)
[Reference/Help](#)
[FAQ](#)
[Customer Support](#)

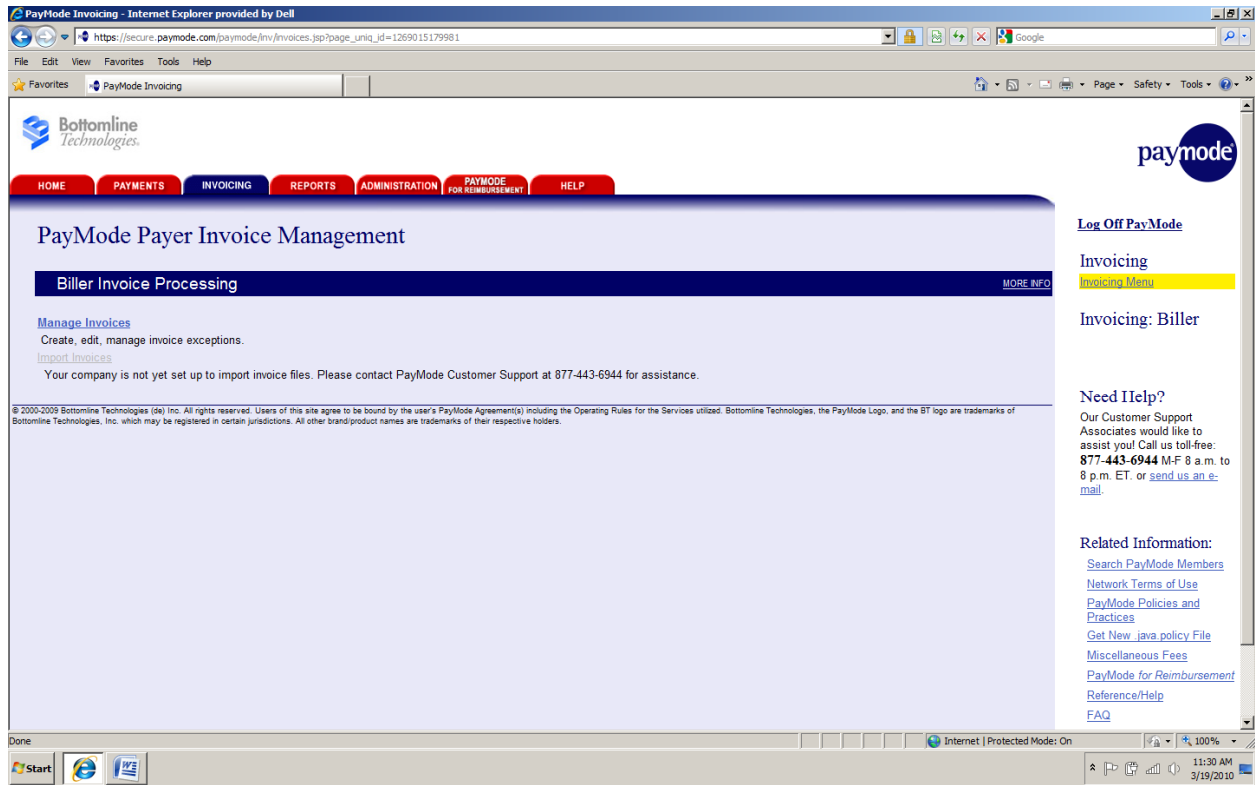
INVOICING
[Manage Invoices](#)
[Import Invoices](#)
[Payer Invoice Processing](#)
[Manage Invoices](#)
[Post Approval Maintenance](#)
[Purchase Order Processing](#)
[Import Purchase Orders](#)

REPORTS
Collection Reports
[Payment and Remittance Report](#)
[Payment Report](#)
[Exceptions Report](#)
[Returns Report](#)
Biller Invoicing Reports
[Invoices Sent Report](#)

Internet | Protected Mode: On 100% 11:24 AM 3/19/2010

To enter invoices, select the red Invoicing Tab on the top of the screen. The Payer Invoice Management screen will appear.

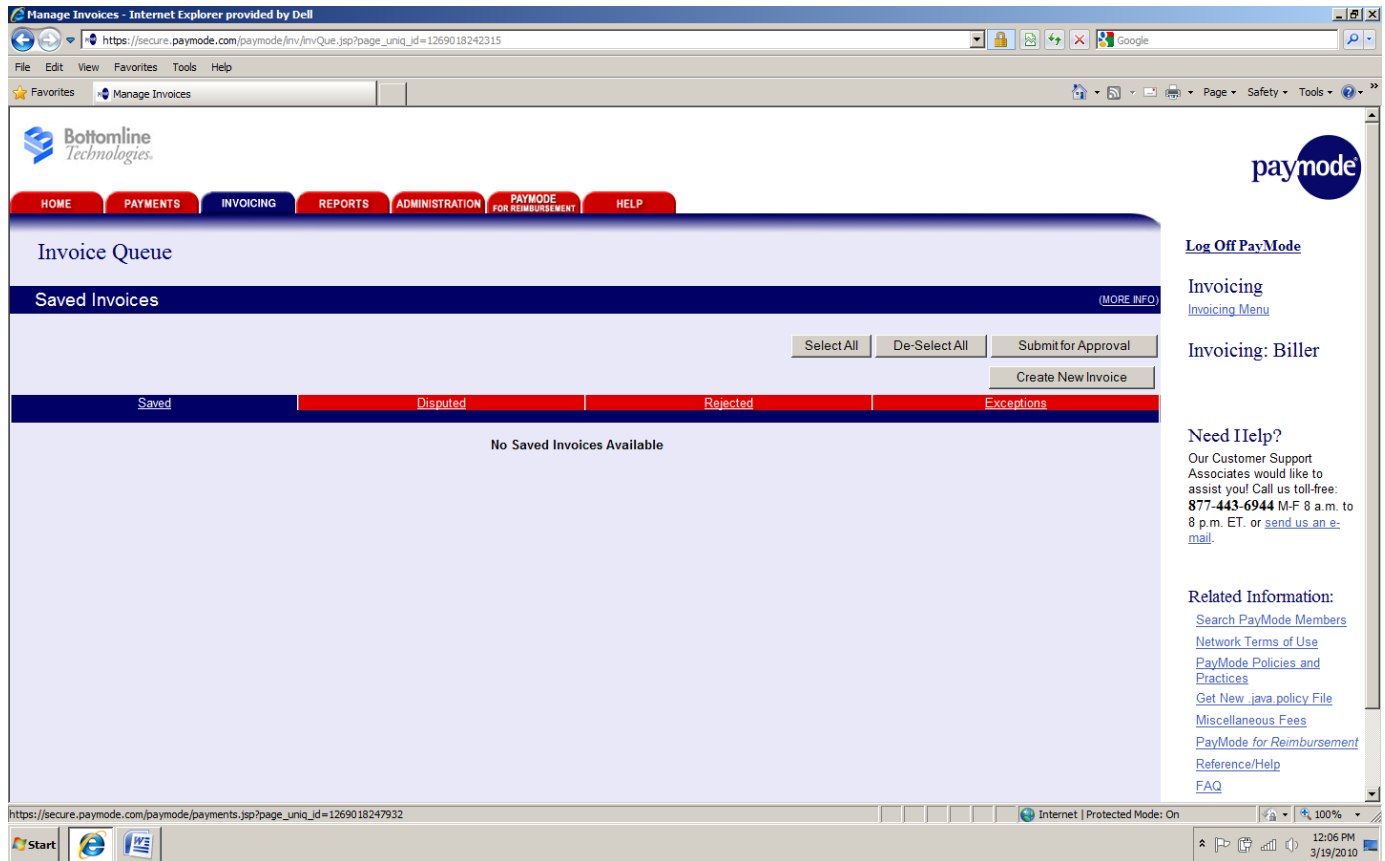
MDOT E-Invoicing



This screen is used to select if the invoices will be entered manually (Manage Invoices) or if the invoices will be interfaced from a file (Import Invoices).

Choose Manage Invoices to enter invoices directly online. The Invoice Queue screen will appear.

MDOT E-Invoicing



The system will display any saved invoices. Other invoice displays are available by accessing queues for Disputed, Rejected or Exception invoices as shown.

Select the Create New Invoices button for invoice entry. The New Invoice screen will appear.

MDOT E-Invoicing

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HOME PAYMENTS INVOICING REPORTS ADMINISTRATION PAYMODE FOR REIMBURSEMENT HELP

New Invoice

Note: A red asterisk indicates required information.

Invoice #: * Invoice Date: * 03/19/2010 Invoice Amount: * 0.00

PO #: Due Date: Adjustment Amount:

Account Number: Billing Period Start: Previous Balance:

Description: [Click here to edit](#) Billing Period End:

Billing Account: * --Please Select-- Sold To Account: * Total Due:

[Find your customer](#)

DISPLAY/ADD LINE ITEMS DISPLAY/ADD TERMS DISPLAY/ADD COMMENTS Add Comment Back Save Submit for Approval

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Done Internet | Protected Mode: On 100% 12:11 PM 3/19/2010

Enter the following information:

Invoice #: (Required) Enter a unique invoice number. Numbers must be unique for all agencies billed by the vendor. For example, there cannot be an invoice number 001 for MDOT and an invoice number 001 for another state agency such as State Aid Road.

Invoice Date: (Required) The system will default to the current date. If a prior date is entered, the MDOT system will not display the invoice in the order it is received making the invoice difficult for the Accounts Payable staff to locate it and therefore may delay its processing.

Invoice Amount: (Required) This will be calculated by the system based on the lines entered below. The amount in this field is the only amount that will be transferred to the State accounting system.

PO # (Purchase Order Number): Entering the MDOT purchase order number will assist in faster payment processing. Purchase order numbers are comprised of a two-character identifier (PD, PO, SC, CS), a three-digit agency code (941), followed by a unique number.

MDOT E-Invoicing

Due Date: A date can be entered into this field; however, there is not a report which will show the vendor when payments are due. The agencies can obtain a report with due dates on it; however, it does not effect when the payment will be processed.

Adjustment Amount: Any amount entered in this field will reduce the calculated invoice total amount; however, the State accounting system will not accept any amount entered in this field. To adjust an invoice, a negative line amount must be entered in a Detailed Line Item. Discount terms entered will not be reflected in this field.

Account Number: Enter the account number for the agency being billed. Entering the account number will assist in identification of payments received. If account numbers are not used, it may be helpful to enter an identifier for reporting and payment purposes.

Billing Period Start: The date the goods or services were provided can be entered in MM/DD/YYYY format. Entering this date provides the Accounts Payable staff assistance in identifying the invoice and may enhance the invoice processing.

Previous Balance: Any amount entered in this field will not be uploaded to the State accounting system. This field should be used for informational purposes only.

Description: Click on this field to open a text box. Enter as much information as possible to identify the goods or services provided. Information such as who purchased the item, which District received the goods, what services were provided, etc. will assist the Accounts Payable staff identify goods and services provided and will shorten the length of time to process the invoice. When the entry is complete click on the Close Description button on the right of the screen.

The screen below depicts the Description text box.

MDOT E-Invoicing

New Invoice

Note: A red asterisk indicates required information.

Invoice #: *	<input type="text"/>	Invoice Date: *	<input type="text" value="03/19/2010"/>	Invoice Amount: *	<input type="text" value="0.00"/>
PO #:	<input type="text"/>	Due Date:	<input type="text"/>	Adjustment Amount:	<input type="text"/>
Account Number:	<input type="text"/>	Billing Period Start:	<input type="text"/>	Previous Balance:	<input type="text"/>
Description:	Click here to edit	Billing Period End:	<input type="text"/>	Total Due:	<input type="text"/>
Billing Account: *	--Please Select--	Sold To Account: *	<input type="text"/>		

Description:

[Find your customer](#)

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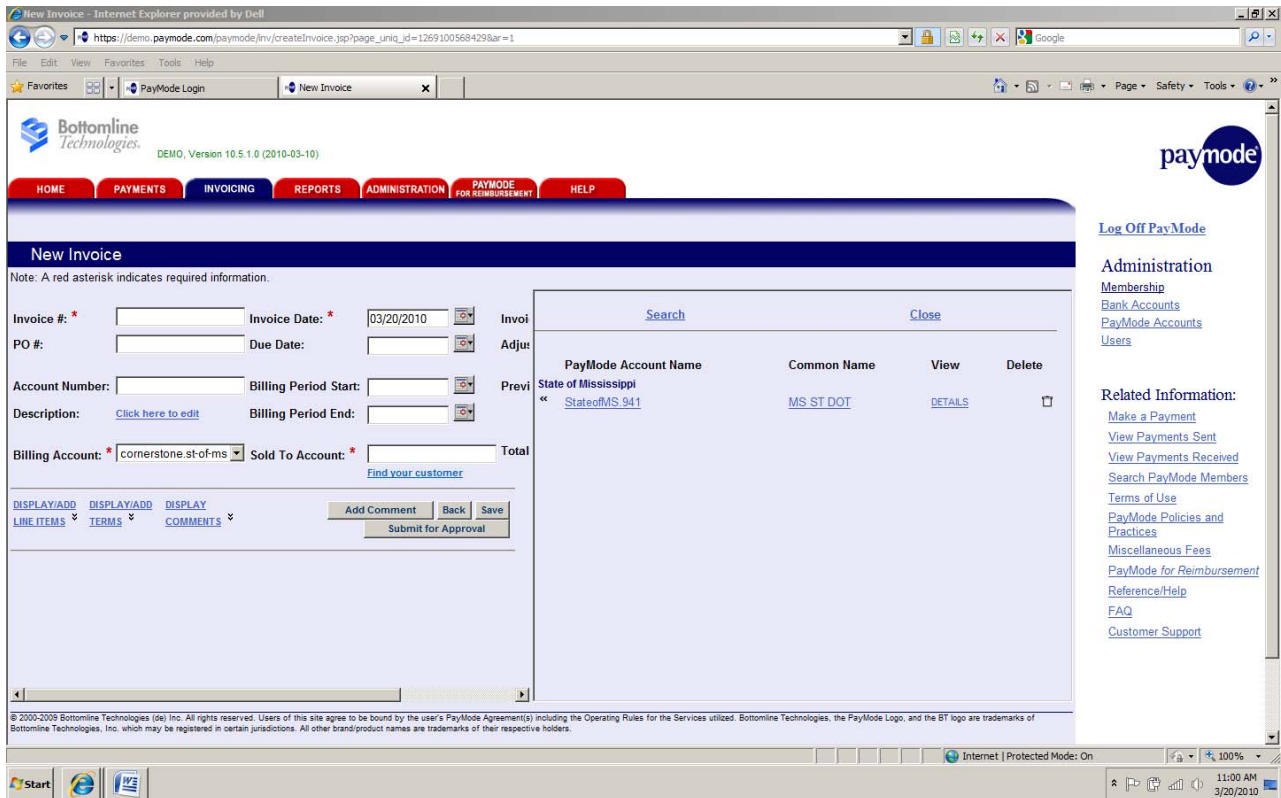
Billing Period End: The date the goods or services were provided can be entered in MM/DD/YYYY format. Entering this date provides the Accounts Payable staff assistance in identifying the invoice and may enhance the invoice processing.

Billing Account: (Required) Select your company using the drop down box. This will not default from the userid.

Sold To Account: (Required) Used to select the agency being billed. This is a searchable field and once the agency is selected it will be saved and populated in a box for future selection.

To Search for an Agency use the Find Your Customer button. A box with previously selected agencies will appear. Choose Search at the top of this box to add additional agencies. This is depicted below.

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A separate box will appear with search criteria. In the PayMode Account/Common Name field enter 'stateofms' for a listing of all Mississippi state agencies. Press the Search button.

MDOT E-Invoicing

New Invoice - Internet Explorer provided by Dell
https://secure.paymode.com/paymode/inv/createInvoice.jsp?page_uniq_id=1269104338716&ar=1

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HOME PAYMENTS INVOICING REPORTS ADMINISTRATION PAYMODE FOR REIMBURSEMENT HELP

New Invoice

Note: A red asterisk indicates required information.

Company Name:

PayMode Account/Common Name: stateofms

City/Town:

State/Province: --Please select--

ZIP/Postal Code:

Country: --Please select--

Search Cancel

Log Off PayMode

Administration

- Membership
- Bank Accounts
- PayMode Accounts
- Users

Related Information:

- Make a Payment
- View Payments Sent
- View Payments Received
- Search PayMode Members
- Terms of Use
- PayMode Policies and Practices
- Miscellaneous Fees
- PayMode for Reimbursement
- Reference/Help
- FAQ
- Customer Support

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Done

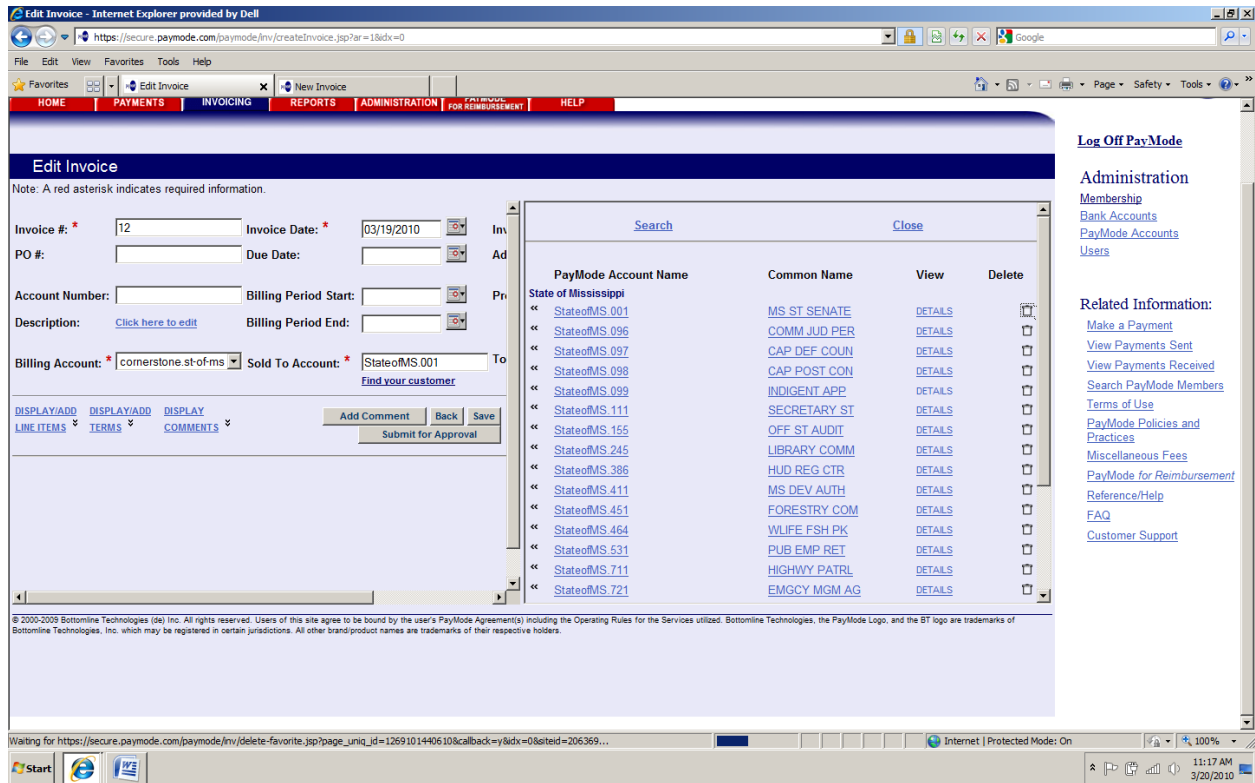
Internet | Protected Mode: On

100%

12:13 PM 3/20/2010

A listing of all agencies will appear. Scroll through the list until the agency name appears. Press Select on the right-hand side of the agency's name to add it to the saved agencies. NOTE: If the details of the agency are displayed, the agency's correct address will appear. The system does not currently provide the every agency's contact person or telephone number; DFA's contact person may be listed in place of the agency's representative.

MDOT E-Invoicing



Once the agency has been selected, invoice data entry can resume.

Total Due: The system will calculate this field based on data entered. The Total Due is the sum of the invoice lines entered below, the adjustment amount (which reduces the invoice amount) and the previous balance by the system. NOTE: The State accounting system does not utilize the amount in this field but only accepts the amount in the Invoice Amount field.

Line Items must be entered for the invoice. Multiple line item types are available and different types can be entered on a single invoice. Click on the Display Line Items. The invoice line item types appear in a window. Highlight the line item type and press the Create New Line Item button.

The screen shown below depicts all line item types. NOTE: State Agencies are generally exempted from taxes so this line item is rarely used.

MDOT E-Invoicing

Enter line item information:

Basic Invoice Line Item: Use for purchase of goods and enter the item code/description, the quantity, the unit and the price of the unit. The system will calculate the Billed Amount for each line item.

Basic Invoice Tax Item: This field should not be used for invoicing state agencies.

Expenses: Use for expenses such as travel for professional services or cost of allowable goods purchased by the vendor.

Invoice Line with PO Line #: Option for the vendor to provide information by purchase order line number. NOTE: This field will not upload to the state accounting field but can provide additional information to the vendor or to the agency.

Professional Services: Used to bill professional services. Information can include the name of the individual providing the service, the number of hours billed and the hourly billing rate. This is useful when a contract has multiple individuals with differing billable rates.

MDOT E-Invoicing

To add a discount to the invoice for early payment, select the Display/Add Terms. A line will be displayed. Enter the following information:

The screenshot displays the 'New Invoice' form in the MDOT E-Invoicing system. The form is organized into several sections. At the top, there are navigation tabs: HOME, PAYMENTS, INVOICING, REPORTS, ADMINISTRATION, PAYMODE FOR REIMBURSEMENT, and HELP. The 'INVOICING' tab is currently selected. The form itself is titled 'New Invoice' and includes a note: 'Note: A red asterisk indicates required information.' The form fields are arranged in a grid-like structure. The top row contains 'Invoice #' (required), 'Invoice Date' (required, with a calendar icon), and 'Invoice Amount' (required). The second row contains 'PO #', 'Due Date', and 'Adjustment Amount'. The third row contains 'Account Number', 'Billing Period Start', and 'Previous Balance'. The fourth row contains 'Description' (with a 'Click here to edit' link), 'Billing Period End', and 'Total Due'. The fifth row contains 'Billing Account' (required, with a dropdown menu), 'Sold To Account' (required, with a 'Find your customer' link), and 'Total Due'. Below the form, there are three tabs: 'DISPLAY/ADD LINE ITEMS', 'DISPLAY/ADD TERMS', and 'DISPLAY COMMENTS'. The 'DISPLAY/ADD TERMS' tab is selected, and it shows a table with columns for 'Discount %', 'Discount Amount' (required), 'Discount Date' (required), and 'Due Days'. There is a 'Create New Terms' button to the right of the table. At the bottom of the form, there are buttons for 'Add Comment', 'Back', 'Save', and 'Submit for Approval'. The sidebar on the right contains links for 'Log Off PayMode', 'Administration' (Membership, Bank Accounts, PayMode Accounts, Users), and 'Related Information' (Make a Payment, View Payments Sent, View Payments Received, Search PayMode Members, Terms of Use, PayMode Policies and Practices, Miscellaneous Fees, PayMode for Reimbursement, Reference/Help, FAQ, Customer Support). The footer of the page contains copyright information: '© 2000-2009 Bottomline Technologies (de) Inc. All rights reserved. Users of this site agree to be bound by the user's PayMode Agreement(s) including the Operating Rules for the Services utilized. Bottomline Technologies, the PayMode Logo, and the BT logo are trademarks of Bottomline Technologies, Inc. which may be registered in certain jurisdictions. All other brand/product names are trademarks of their respective holders.'

Discount %: A percentage can be entered to indicate the amount the invoice will be reduced if paid by a given date. This is a memo only field.

Discount Amount: (Required) Enter the total amount of the discount. This will be applied by the agency if the invoice is processed by the Discount Date.

Discount Date: (Required) Enter the Date by which payment must be made for the discount to be taken.

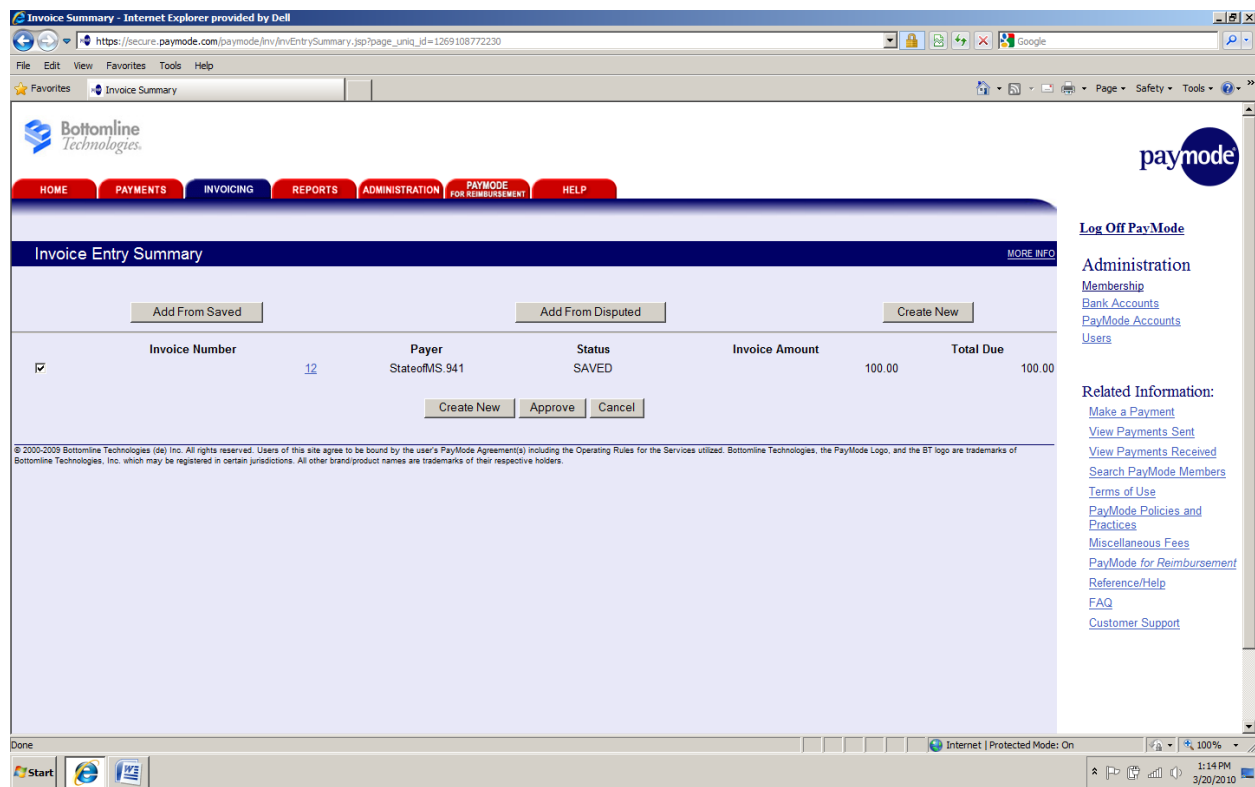
Due Days: The number of days for the discount may be added. This is a memo only field.

Comments can be added to the invoice to provide information about the invoice. Comments may also be added by a agency to provide information back to the vendor.

MDOT E-Invoicing

Once all entry is completed, the invoice must be submitted for approval by clicking on the Submit for Approval button. This will move the invoice from the saved invoice queue into an approval queue. The vendor can elect to have this review performed by someone other than the person performing the data entry. Only one approver can be designated for each vendor.

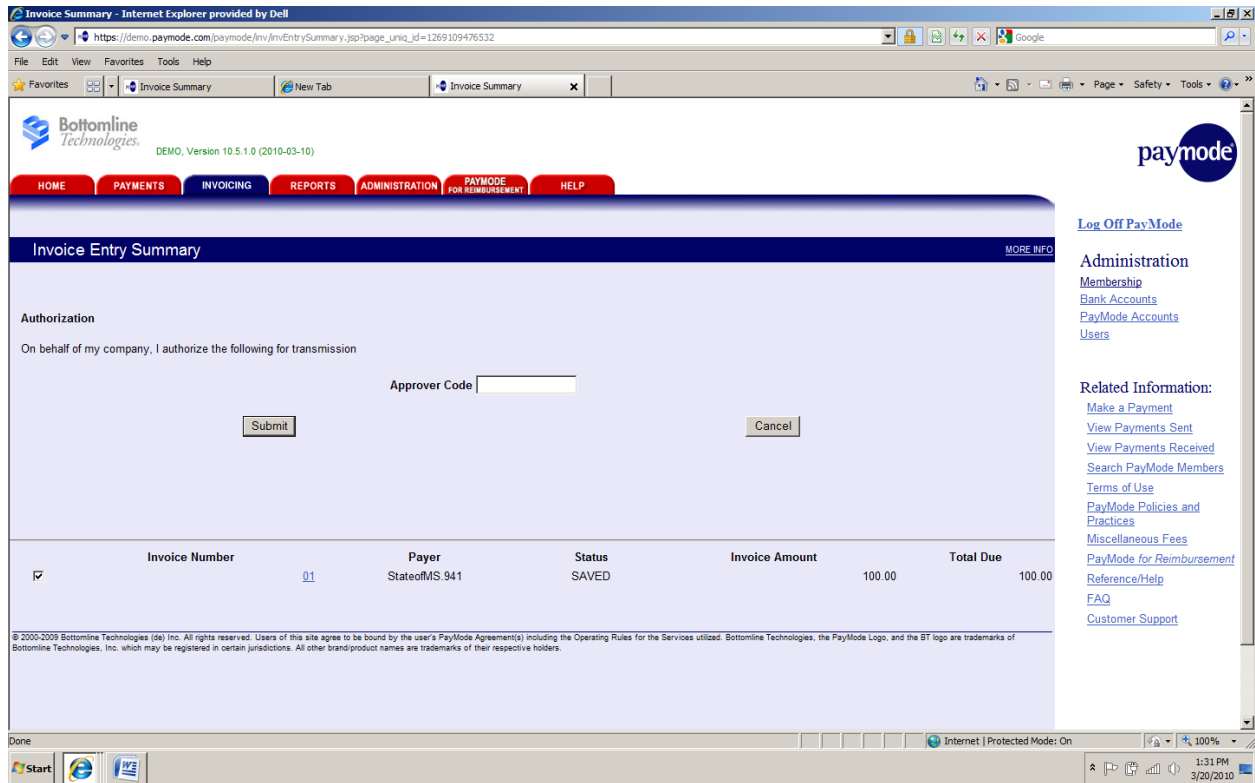
The invoice will appear on a screen from which approvals can be applied. Approvals can be applied as invoices are entered or all at once when data entry is completed.



Ensure the check box in front of each invoice is marked and then click on the Approve button. If an invoice is not selected for approval, it will be moved to the Saved Invoice Queue.

When the Approve button is selected, the following screen appears:

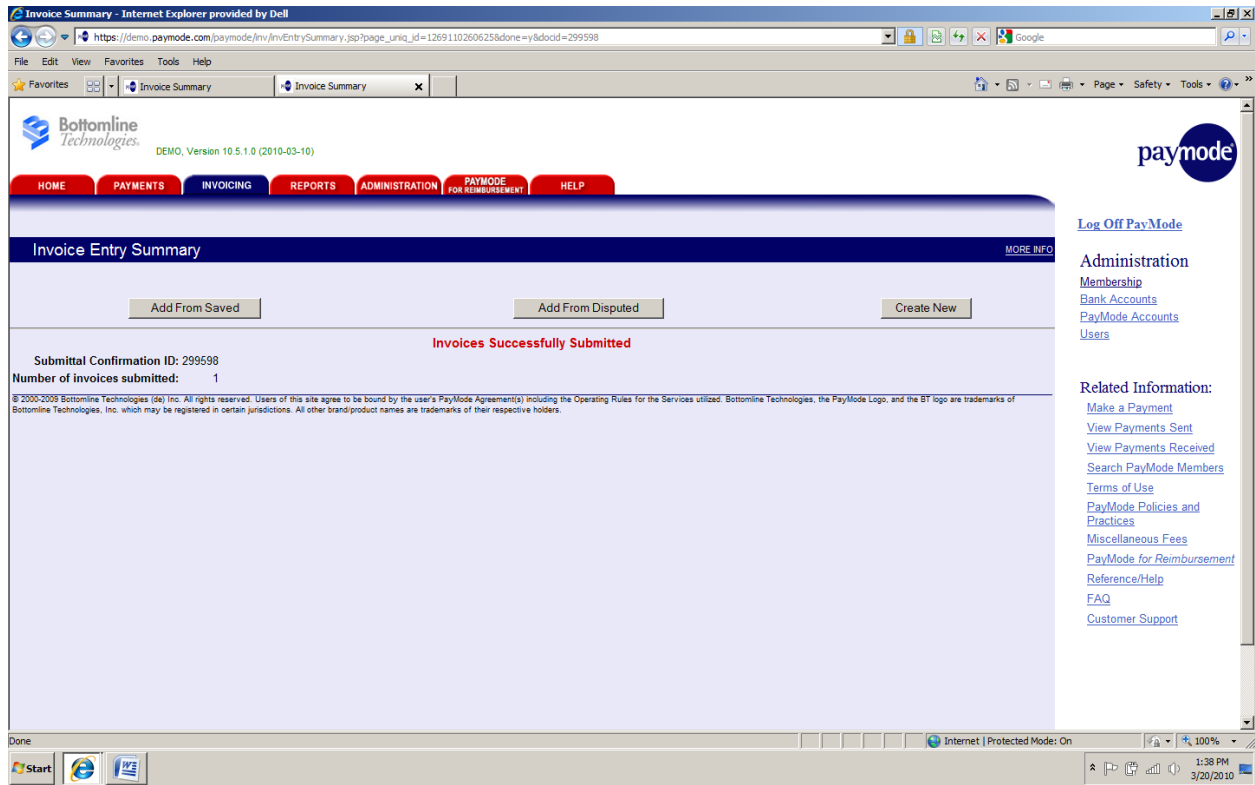
MDOT E-Invoicing



Enter the Approval Code which was created during e-invoice enrollment. Click on the Select button.

The invoice will be submitted for processing. If all data passes the edits, it will be submitted to the appropriate agency with an e-mail notification that it is ready for processing. A message screen will be displayed confirming the submission of the invoice(s).

MDOT E-Invoicing



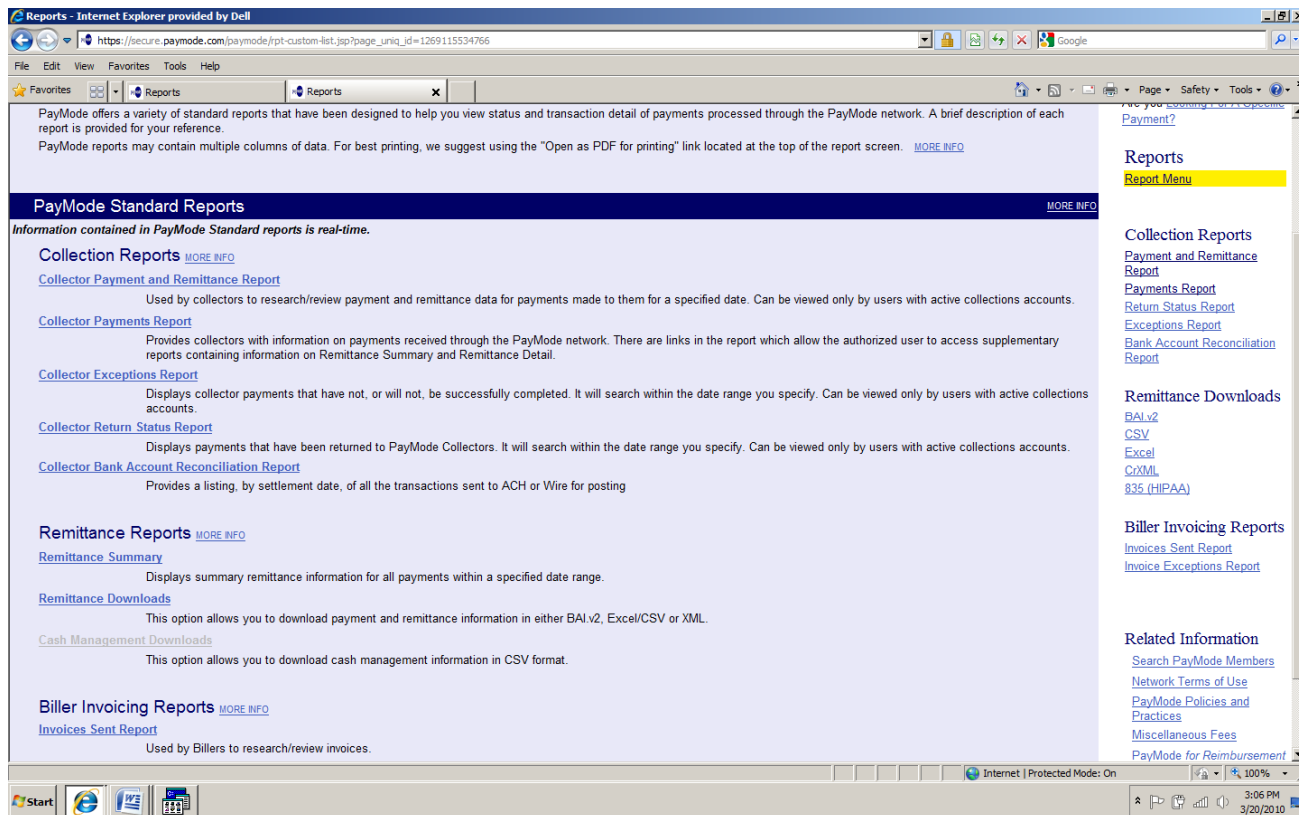
The invoice and its status can be viewed from the Reports tab.

MDOT E-Invoicing

Reports

There are numerous standard reports available by accessing the Reports tab. All reports can be downloaded as Excel files or can be opened as a pdf file for printing or for saving and sending via e-mail.

The screen below depicts the available reports.



When the desired report is selected, a criteria selection box will appear. The screen below shows the selection criteria for the Invoices Sent Report. Selection options vary by report.

MDOT E-Invoicing

Invoices Sent Report [MORE INFO](#)

Please specify the selection criteria below. Click Submit to display the report results online, or Download to create an Excel/CSV file.
You may generate this report for all of your PayMode accounts, only one, or multiple PayMode accounts. To select multiple accounts use the Ctrl key and click the PayMode accounts you want included in the report results.

Account ID:
Invoice Status:
Invoice Begin Date:
Invoice End Date:
Invoice Date Type: Invoice Received Date Biller Invoice Date
Biller Invoice Number:
Payer Invoice Number:
PayMode Invoice ID:
Include Invoice Line Items:

Print Options

One invoice per page:
Include Comments:
Include History:
Show PDF outline:

On-screen Options

Invoices per screen:
Show pre-expanded: Terms: Comments: History:

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Log Off PayMode
[Are you Looking For A Specific Payment?](#)

Reports
[Report Menu](#)

Collection Reports
[Payment and Remittance Report](#)
[Payments Report](#)
[Return Status Report](#)
[Exceptions Report](#)
[Bank Account Reconciliation Report](#)

Remittance Downloads
[BAI v2](#)
[CSV](#)
[Excel](#)
[C/XML](#)
[835 \(HIPAA\)](#)

Bill Invoicing Reports
[Invoices Sent Report](#)
[Invoice Exceptions Report](#)

Related Information
[Search PayMode Members](#)
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[Miscellaneous Fees](#)
[PayMode for Reimbursement](#)
[Reference/Help](#)
[FAQ](#)
[Customer Support](#)

Select the desired information and print options.

Invoice Status Options include: All Statuses, Disputed, Missing Required Fields, Paid, Rejected, Rejected Acknowledged, Retracted, or Submitted.

Invoice dates can be viewed by either Received Date or Biller Invoice Date. If the system invoice date is accepted during data entry, these dates should be the same.

The check box for Include Invoice Line Items should be checked in order to see the line descriptions on the report.

Print Options include how the invoices will be displayed. Display options include one invoice per page, include comments, include history and show PDF outline. Unselected options can be expanded once the report is displayed online.

Samples of this report are depicted on the following pages.

MDOT E-Invoicing

Bottomline Technologies **paymode**

Invoices Sent Report
Report Created: 03/20/2010 16:21:38

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[Return to Reports Page](#) [Change Report Criteria](#) [Open as PDF for Printing](#) [Download as Excel](#)

PayMode Invoice ID	Payer Invoice #	Billor Invoice #	Account #	Invoice Status	Vendor #	Payer PO #	Billor PO #	Payer PayMode Account	Payer Name
620014586	1713	1713		PT Paid	V0000009730	SC82810000000001	sc828 10000000001	StateofMS.828	PHYS THERAPY

Invoice Date	Invoice Received Date	Due Date	Billing Period Start Date	Billing Period End Date	DPA #	Payment #	Previous Balance	Invoice Amount	Adjustment Amount	Total Due
03/07/2010	03/11/2010		02/01/2010		705370038	C0011706886	\$0.00	\$750.00	\$0.00	\$750.00

Invoice Description
Provided monthly accounting services.

+ [Terms \(0\)](#)
No Terms for this invoice

+ [Comments \(0\)](#)
No Comments for this invoice

+ [History \(2\)](#)

Line Number	Item Date	Name	Service Description	Hours	Rate	Billed Amount
1		Melissa Bell	Provided Accounting Services for Feb. 2010	1.000	\$750.000000	\$750.00

<< First < Prev Next > Last >> Page 9 of 23

[Return to Reports Page](#) [Change Report Criteria](#) [Open as PDF for Printing](#) [Download as Excel](#)

This report shows a paid invoice with the line item description displayed. There were no comments or terms to be displayed as indicated with a (0).

MDOT E-Invoicing

Bottomline Technologies **paymode**

Invoices Sent Report
Report Created: 03/20/2010 16:24:39

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[Return to Reports Page](#) [Change Report Criteria](#) [Download as Excel](#)

PayMode Invoice ID	Payer Invoice #	Billor Invoice #	Account #	Invoice Status	Vendor #	Payer PO #	Billor PO #	Payer PayMode Account	Payer Name	
620014346	1704r	1704r		Rejected				stateofms.711	HIGHWAY PATRL	
Invoice Date	Invoice Received Date	Due Date	Billing Period Start Date	Billing Period End Date	DPA #	Payment #	Previous Balance	Invoice Amount	Adjustment Amount	Total Due
03/02/2010	03/02/2010		01/01/2010	02/28/2010			\$0.00	\$4078.13	\$0.00	\$4078.13

Invoice Description
Continued working with legislative and departmental staff to finalize legislation. Prepared detailed analysis and explanation by line of proposed bill for use by legislative sponsors and departmental officials. Prepared response to SORNA checklist based on proposed legislation. Revised admin policies and procedures and informational brochure based on proposed legislation. Met with US Marshal Service representatives to discuss training plans for sex offender registration and management workshops across the state. Prepared MS extension letter for SORNA compliance and submitted to Major Waggoner. Attended meetings to discuss legislation and implementation requirements.

[Terms \(0\)](#)
No Terms for this invoice

Comments (1)

Date	User	Shared With Payer	Comment
03/16/2010 12:24	Resa Laswell	Yes	Carliss has approved 72.5 hours at \$56.00 for \$4060.00 Please resubmit.

History (2)

Date	User	Description
03/02/2010 15:33	Denise Derossette	Invoice Submitted to Payer
03/02/2010 15:32	Denise Derossette	Invoice Saved

<< First < Prev Next > Last >> Page 3 of 23 [Open as PDF for Printing](#)
[Return to Reports Page](#) [Change Report Criteria](#) [Download as Excel](#)

This page of the report shows a rejected invoice with comments from the agency explaining why the invoice was rejected. The invoice history is also displayed. The line item for the invoice did not display as the checkbox was not marked as an option when the report selection criteria was chosen.

MDOT E-Invoicing

The Collector Bank Reconciliation Report provides a listing of all bank deposits by date for a given period of time. The report selection criterion enables the vendor to choose the dates to be included in the report. A sample report is depicted below.

Collector Bank Account Reconciliation Report - Internet Explorer provided by Dell

https://secure.paymode.com/paymode/tewf/navGenericReport.jsp?page_uniq_id=12691173006348&ev=BankAccountReconReport

Bottomline Technologies paymode

Collector Bank Account Reconciliation Report
Report Created: 03/20/2010 16:35:01

Page 1 of 1 [Open as PDF for Printing](#) [Change Report Criteria](#) [Download as Excel](#)

[Return to Reports Page](#)

Company Name: Cornerstone Consulting Group, Inc. **Report Generated At:** 03/20/2010 16:35:01

Bank Account: 065305902-1501050411 **Account Name:**

Settlement Date	Transaction Type	# of Payments	Payment Report	Bank Transaction Amount
02/11/2010	Credit	1	VIEW	\$3,620.00
02/11/2010	Credit	1	VIEW	\$2,240.00
02/11/2010	Credit	1	VIEW	\$1,450.00
02/11/2010	Credit	1	VIEW	\$500.00
02/11/2010	Credit	1	VIEW	\$400.00
Total Credits for 02/11/2010:				\$8,210.00
02/12/2010	Credit	1	VIEW	\$1,450.00
02/12/2010	Credit	1	VIEW	\$1,450.00
02/12/2010	Credit	1	VIEW	\$1,450.00
02/12/2010	Credit	1	VIEW	\$750.00
Total Credits for 02/12/2010:				\$5,100.00
02/18/2010	Credit	1	VIEW	\$2,300.00
02/18/2010	Credit	1	VIEW	\$220.00
Total Credits for 02/18/2010:				\$2,520.00
02/22/2010	Credit	1	VIEW	\$20,065.50
Total Credits for 02/22/2010:				\$20,065.50

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