



PayMode[®] Invoice Management Biller

User Guide

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Bank of America 

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Contents

- PayMode Invoice Management Capabilities1**
 - Add Invoice Capabilities.....1
- Administration6**
 - Membership Administration6
 - Membership Invoicing Settings*7
 - User Privileges8
 - Membership-Level Privilege*8
 - Invoice Account-Level Privilege*8
- Approver Codes.....10**

PayMode Invoice Management Capabilities

PayMode Invoice Management service can save you time and money. Fast and easy to use, PayMode helps to reduce the labor and expense associated with preparing and mailing paper invoices. As a PayMode network user, you invoice your customers and receive payment and digital remittance information electronically in a secure online environment. PayMode lets you track inbound invoices and pending payments in real-time with an array of online reports. More importantly, there is no charge to send invoices or receive payments via the PayMode network.

Add Invoice Capabilities

► To add invoice capabilities to your PayMode account:

1. Log in to the PayMode Home page.

The PayMode Home page displays.

The screenshot shows the PayMode Home page interface. The navigation bar includes tabs for HOME, PAYMENTS, INVOICING, REPORTS, ADMINISTRATION, PAYMODE FOR REIMBURSEMENT, and HELP. The main content area is titled "Welcome to PayMode, User One" and includes sections for "Recent Activity", "Payments Received", "Payment Files Sent", and "Invoices". A table shows one invoice with the file name "FILE SENT: 1218329", amount "\$885.00", date "03/20/2010", and status "Transmission Successful". The page also includes a sidebar with links for "Search PayMode Members", "PAYMENTS", "INVOICING", and "Biller Invoice Processing". On the right, there are links for "Log Off PayMode", "Need Help?", and "Related Information".

2. Click Learn more or enroll now in PayMode Invoice Management.

The PayMode Biller Invoice Management page displays.

HOME PAYMENTS INVOICING REPORTS ADMINISTRATION PAYMODE FOR REIMBURSEMENT HELP

PayMode Biller Invoice Management

PayMode offers Biller Invoice Management to companies and government organizations to improve the invoicing process.

PayMode Biller Invoice Management:

- **Saves time and money** -- You invoice your customers and receive payment and digital remittance information electronically in a secure online environment. PayMode effectively reduces the cost of processing invoices by up to 90%. Improving the satisfaction of your customer leads directly to customer retention and enhanced business opportunities.
- **Fits with your existing systems** -- There's no need to purchase any software, modify your existing accounts receivables systems, or change your bank account to start benefitting from PayMode.
- **Includes all of the invoice data with the electronic payment** -- All of the detailed information you submit with your electronic invoice will be included with the detailed remittance associated with the electronic payment.
- **Provides access to invoice processing status in real time** -- An array of online reports allows you to track your invoices from the point of submission to invoice payment.
- **No cost account activation** -- There is no charge for you to send invoices or receive payments via the PayMode network.
- **It's easy to enroll and easy to use** -- Your Invoice Management enrollment takes just a few minutes to complete. The Web site is designed to facilitate quick setup of your membership, invoicing accounts, and applicable users who will submit and approve invoices for your company.

To enroll in PayMode Payer Invoice Management (if you are an administrator), or to send a notification to your account administrator about the benefits of PayMode Payer Invoice Management, click the Add Invoicing button below. If you have questions, please contact PayMode at 1-866-252-7366. A PayMode representative is available to assist with your enrollment.

Add Invoicing No Thanks I'll come back later

3. Read the information on the screen and click Add Invoicing.

The Invoice Entry (input method) page displays.

HOME ENROLLMENT HELP

Welcome to PayMode Invoice Management!

Choose Invoice Entry method

There are two methods of invoice entry, Data File and Manual Data Entry. Choosing the Data File option will require additional enrollment steps to be performed by PayMode Implementation Services. This will not stop your enrollment.

Data File
 Manual Data Entry

Continue >>

4. Determine if you want to manually input your invoicing information via the PayMode application or to use a data file to transmit invoice information to your client via PayMode. Click Continue.

The Choose Existing PayMode Account screen displays:

PayMode Account	Common Name	Payment Capabilities	Status
<input type="checkbox"/> Acme.LasersInc	Acme Lasers Primary Account	Receive	Active

Continue >>

5. Choose the PayMode Account(s) from which you want to send invoices (in most cases, this will be the same PayMode Account that receives payments) and click Continue.

The PayMode Account User Privileges screen displays (displayed on next page).

To add user privileges:

1. Update your existing user privileges by selecting the applicable checkboxes (see next page) in the Invoice Sending section. The other privileges that have been selected are for incoming electronic payments and are specific to your personal access within your company's PayMode membership. The privileges you are now selecting are for your individual processing of electronic invoices. Once you are through the enrollment process for invoicing, you will be able to add additional associates from your company and assign them electronic invoicing privileges. When you are finished, click the Submit button at the bottom of the screen.

- HOME
- PAYMENTS
- INVOICING
- REPORTS
- ADMINISTRATION
- PAYMODE FOR REIMBURSEMENT
- HELP

PayMode Account User Privileges: Acme.LasersInc

Membership Name: Acme Laser Technologies, Inc

Current PayMode Account: Acme.LasersInc

Only show users assigned to this PayMode Account: [Edit Multiple Users](#)

Invoicing has been enabled for your PayMode Account. Please assign invoicing privileges.

Membership-Level Privileges

[MORE INFO](#)

You have the option to assign this user privileges for the entire PayMode membership and/or for specific PayMode Accounts. Membership privileges are optional, but the user must be granted account privileges to engage in PayMode payment activity.

User Name	Manage Company Information Select All Deselect All	View Bank Reconciliation Reports Select All Deselect All	Add/Edit Bank Accounts Select All Deselect All	Add Users Select All Deselect All	Create PayMode Accounts Select All Deselect All	View Invoice File Exception Report Select All Deselect All
Cranston, Douglas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Payment Management Privileges

[MORE INFO](#)

User Name	Receive Payment Notifications Select All Deselect All	View Payments Select All Deselect All	View Remittance Summary Select All Deselect All	View Remittance Detail Select All Deselect All
Cranston, Douglas	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Invoicing Sending Authorizations

[MORE INFO](#)

User Name	Manual Invoice Entry Select All Deselect All	Manage Invoice Exceptions Select All Deselect All	Invoice File Import Select All Deselect All	View Invoices Select All Deselect All	View Invoice Details Select All Deselect All
Cranston, Douglas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Administration Privileges

[MORE INFO](#)

User Name	PayMode Account Administrator Select All Deselect All
Cranston, Douglas	<input checked="" type="checkbox"/>

The screen displays red text indicating that the user privileges have been updated:.



Congratulations! You have now completed your enrollment for PayMode Invoice Management.


There are additional Administrative set-up tasks you should review to determine how you want your membership to be set-up for electronic invoicing. These tasks are covered in the next section of this guide.

Administration

Membership Administration

Users with the Manage Company Information privilege have access to the Administer Membership Invoicing settings link. This link takes you to a screen where you can select e-mail notification options.

HOME
PAYMENTS
INVOICING
REPORTS
ADMINISTRATION
PAYMODE FOR REIMBURSEMENT
HELP



[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](#)

Membership Administration

Company Information for Acme Flower (MORE INFO)

Company Name: Acme Flower Company	Common Name: Acme Flower
Address: 100 Main St Portland, ME 04101	EIN: 12-3456789
Main Phone: 207-771-3726	Main Fax:
Status: Active	
Vendor Type: None	

[Click here](#) to administer Membership Invoicing settings.

Bank Accounts for Acme Flower (MORE INFO)

Bank Name	Bank Transit Routing Number	Account Number	Account Capabilities	Details
BANK OF AMERICA	011000138	414123333	Receive Payments	VIEW EDIT

PayMode Accounts for Acme Flower (MORE INFO)

PayMode Account	Payment Capabilities	Invoice Capabilities	Status	Details	User Privileges
AcmeFlower.Receive	Receive	Send	Active	VIEW EDIT	VIEW EDIT

[Click here](#) to administer Favorite Trading Partners for all PayMode Accounts with Send Invoice Capabilities

Users in the Acme Flower Membership (MORE INFO)

[Add User](#)

Users displayed in **bold** are currently registered with your PayMode Membership but are not active users. Privileges may be assigned to them but they will not be applicable until the user is in an active member status.

User Name	Status	Details	Privileges
Mary Rose	Active	VIEW EDIT	VIEW EDIT DELETE

[Click here](#) to view Membership level Privileges for all Users of this Membership

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Membership Invoicing Settings

1. Click the Administer Membership Invoicing Settings link from the Home page.

The Membership Invoicing Settings screen displays.



The screenshot shows the 'Membership Invoice Settings' page. At the top, there is a navigation bar with tabs for HOME, PAYMENTS, INVOICING, REPORTS, ADMINISTRATION (which is highlighted), PAYMODE FOR REIMBURSEMENT, and HELP. Below the navigation bar, the page title 'Membership Invoice Settings' is displayed with a 'MORE INFO' link. The main content area contains the following settings:

- Missing Required Invoice Fields Action: Reject Suspend for Review/Repair
- Send Rejected Invoice Email: Yes No
- Send Retracted Invoice Email: Yes No
- Number of Days for Invoicing Aging:

At the bottom of the settings area, there are two buttons: 'Edit' and 'Back'.

These settings are for e-mail notifications that are generated when any of the defined events occur. If required data is missing or the payer rejects/disputes an invoice, the information will be viewable once you access your membership. The e-mail notifications are a tool you may want to utilize so that you know immediately if the event has occurred. The Number of Days for Invoicing Aging is pre-set to 45. Mississippi state law requires all open invoices to be paid within 45 days of receipt. This field is not editable.

User Privileges

User privileges include Membership-Level Privileges and Invoice Account-level Privileges.

Membership-Level Privilege

- The Administrator has the ability to assign this privilege to additional users.
- The user can view the Invoice File Exception Report, which is an exception from Importing an Invoice File.

Invoice Account-Level Privilege

- The Administrator has the ability to assign this privilege to users needing invoice functions.
- The user can view invoices via the View Invoices privilege.
- The user can view invoice details via the View Invoice Detail privilege.
- The user can manually enter invoices via the Manual Invoice Entry privilege.
- The user can manage invoices that are disputed, rejected or exceptions from an import file via the Manage Invoice Exceptions privilege.
- The user can import an invoice file via the Invoice File Import privilege.

- HOME
- PAYMENTS
- INVOICING
- REPORTS
- ADMINISTRATION
- PAYMODE FOR REIMBURSEMENT
- HELP

Edit User Privileges: Cranston, Douglas

Membership Name: Acme Laser Technologies, Inc

[Edit](#) [Back](#)

Current User: Cranston, Douglas

Only show PayMode Accounts assigned to user:

[Edit Multiple Users](#)

Membership-Level Privileges

[MORE INFO](#)

You have the option to assign this user privileges for the entire PayMode membership and/or for specific PayMode Accounts. Membership privileges are optional, but the user must be granted account privileges to engage in PayMode payment activity.

Manage Company Information	View Bank Reconciliation Reports	Add/Edit Bank Accounts	Add Users	Create PayMode Accounts	View Invoice File Exception Report
Yes	No	Yes	Yes	Yes	No

Payment Management Privileges

[MORE INFO](#)

PayMode Account	Receive Payment Notifications	View Payments	View Remittance Summary	View Remittance Detail
Acme.LasersInc	Yes	Yes	Yes	Yes

Invoicing Sending Authorizations

[MORE INFO](#)

PayMode Account	Manual Invoice Entry	Manage Invoice Exceptions	Invoice File Import	View Invoices	View Invoice Details
Acme.LasersInc	Yes	Yes	No	Yes	Yes

Administration Privileges

[MORE INFO](#)

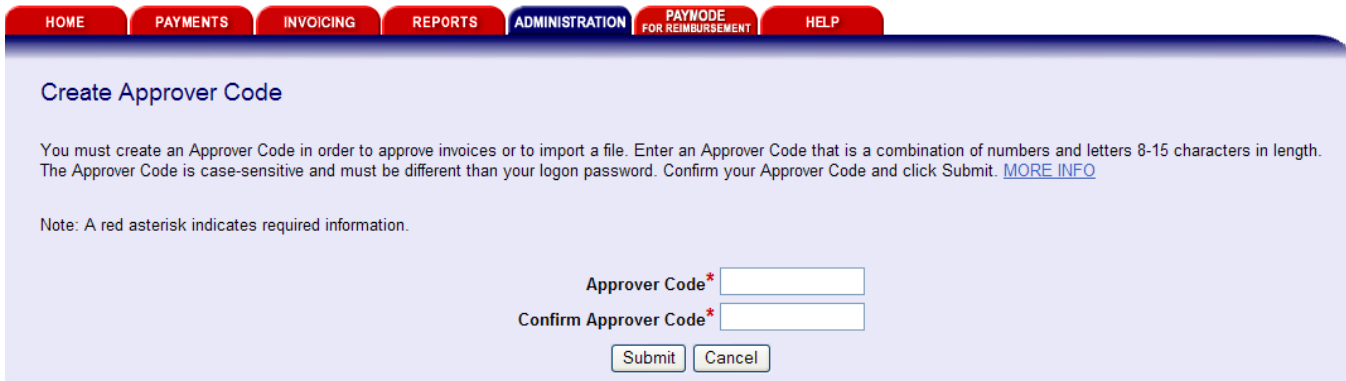
PayMode Account	PayMode Account Administrator
Acme.LasersInc	Yes

[Edit](#) [Back](#)

Approver Codes

Approver codes are required for billers to submit invoices. Any user who has the Manual Invoice Entry or Invoice File Import privileges will be prompted for an Approver Code.

Users are asked to create Approver Codes on the first login to PayMode after the invoicing module is activated.



The screenshot shows a web application interface with a navigation bar at the top containing buttons for HOME, PAYMENTS, INVOICING, REPORTS, ADMINISTRATION, PAYMODE FOR REIMBURSEMENT, and HELP. The main content area is titled "Create Approver Code" and contains the following text: "You must create an Approver Code in order to approve invoices or to import a file. Enter an Approver Code that is a combination of numbers and letters 8-15 characters in length. The Approver Code is case-sensitive and must be different than your logon password. Confirm your Approver Code and click Submit. [MORE INFO](#)". Below this text is a note: "Note: A red asterisk indicates required information." The form includes two input fields: "Approver Code*" and "Confirm Approver Code*", each followed by a text box. At the bottom of the form are two buttons: "Submit" and "Cancel".