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# PayMode<sup>®</sup> Invoice Management Biller

**User Guide**

00-35-3655NSB

**Bank of America** 

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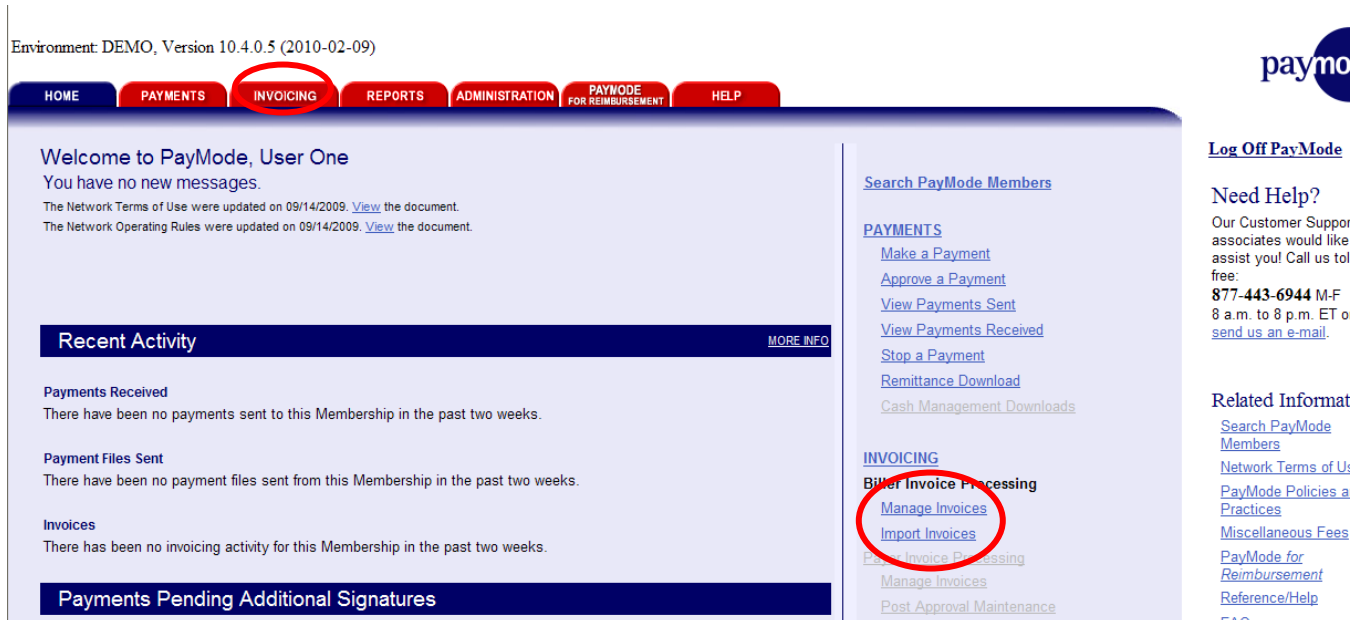
## PayMode Invoice Management Capabilities

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.

# Biller Invoice Processing

After a successful login to [www.paymode.com](http://www.paymode.com) you will be directed to your personal home page within the PayMode application. To create or import invoices you will either select the Invoice tab at the top of the screen or the Manage Invoices or Import Invoices link on the right navigational area.

Environment: DEMO, Version 10.4.0.5 (2010-02-09)



Welcome to PayMode, User One  
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.

**Recent Activity** [MORE INFO](#)

**Payments Received**  
There have been no payments sent to this Membership in the past two weeks.

**Payment Files Sent**  
There have been no payment files sent from this Membership in the past two weeks.

**Invoices**  
There has been no invoicing activity for this Membership in the past two weeks.

**Payments Pending Additional Signatures**

[Search PayMode Members](#)

**PAYMENTS**

- [Make a Payment](#)
- [Approve a Payment](#)
- [View Payments Sent](#)
- [View Payments Received](#)
- [Stop a Payment](#)
- [Remittance Download](#)
- [Cash Management Downloads](#)

**INVOICING**

**Biller Invoice Processing**

- [Manage Invoices](#)
- [Import Invoices](#)
- [Pay Invoice Processing](#)
- [Manage Invoices](#)
- [Post Approval Maintenance](#)

[Log Off PayMode](#)

**Need Help?**  
Our Customer Support associates would like 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

Selecting the tab at the top of your personal home page will direct you to the primary screen for invoicing. This first overview will start from the primary screen for Invoicing.

Biller Invoice Processing is made up of two components: Manage Invoices and Import Invoices.



**PayMode Payer Invoice Management**

**Biller Invoice Processing** [MORE INFO](#)

[Manage Invoices](#)  
Create, edit, manage invoice exceptions.

[Import Invoices](#)  
Your company is not yet set up to import invoice files. Please contact PayMode Customer Support at 877-443-6944 for assistance.

## Manage Invoices

The Manage Invoices feature allows users to manually enter invoice data. Selecting the Manage Invoices will present the following screen.

The screenshot shows the 'Invoice Queue' management interface. At the top, there is a navigation bar with tabs for HOME, PAYMENTS, INVOICING, REPORTS, ADMINISTRATION, PAYMODE FOR REIMBURSEMENT, and HELP. The 'INVOICING' tab is selected. Below the navigation bar, the page title is 'Invoice Queue'. There are two main sections: 'Saved Invoices' and 'No Saved Invoices Available'. The 'Saved Invoices' section has buttons for 'Select All', 'De-Select All', 'Submit for Approval', and 'Create New Invoice'. The 'Create New Invoice' button is circled in red. The 'No Saved Invoices Available' section is highlighted in red. On the right side, there is a sidebar with links for 'Log Off PayMode', 'Invoicing', 'Invoicing Menu', 'Invoicing: Bill', and 'Need Help?'. The 'Need Help?' section provides contact information for customer support.

Select “Create New Invoice” to manually enter invoice information.

### Manual Invoice Entry

The application will present a screen where you can enter the detail for your invoice. A key piece of information is who you are invoicing. After you select a Billing Account, select the Find Your Customer link and the following screen will display.

The screenshot shows the 'New Invoice' entry interface. At the top, there is a navigation bar with tabs for HOME, PAYMENTS, INVOICING, REPORTS, ADMINISTRATION, PAYMODE FOR REIMBURSEMENT, and HELP. The 'INVOICING' tab is selected. Below the navigation bar, the page title is 'New Invoice'. There is a note: 'Note: A red asterisk indicates required information.' The form contains several fields: 'Invoice #' (123453), 'Invoice Date' (03/09/201), 'PO #', 'Due Date' (04/09/201), 'Account Number', 'Billing Period Start', 'Description' (with a 'Click here to edit' link), 'Billing Period End', 'Billing Account' (JacksonAuto.Receivables), and 'Sold To Account'. The 'Billing Account' and 'Sold To Account' fields are circled in red. There is a 'Find your customer' link circled in red. A 'Search' button is also circled in red. Below the form, there are buttons for 'Add Comment', 'Back', 'Save', and 'Submit for Approval'. At the bottom, there is a footer with 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.'

Clicking Search allows you to query disbursers to invoice. Once the results are returned, you must select the PayMode Account that matches your client (under the Action header). This will populate your “favorites list” (favorites list are those companies you send manual invoices to regularly) shown on the next screen.

Note: A red asterisk indicates required information.

Company Name:

PayMode Account/Common Name: DFA

City/Town:

State/Province: --Please select--

ZIP/Postal Code:

Country: --Please select--

PayMode Account Name	Common Name	Remittance Address	Contact	Action
Company: State of Mississippi				
StateofMS.130	DFA	501 North West Street Jackson, MS 39201	User 1 Agency 130 999-999-9999	<a href="#">SELECT</a>

Note: A red asterisk indicates required information.

Invoice #: \* 123453

Invoice Date: \* 03/09/201

PO #:

Due Date: 04/09/201

Account Number:

Billing Period Start:

Description: [Click here to edit](#)

Billing Period End:

Billing Account: \* JacksonAuto.Receivables

Sold To Account: \* StateofM

SEARCH RESULTS:

PayMode Account Name	Common Name	View	Delete
State of Mississippi			
<< StateofMS.130	DFA	<a href="#">DETAILS</a>	<input type="checkbox"/>

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Selecting any of the links in the search window will add the PayMode account name to the invoice.

HOME PAYMENTS INVOICING REPORTS ADMINISTRATION PAYMODE FOR REIMBURSEMENT HELP

### New Invoice

Note: A red asterisk indicates required information.

Invoice #: *	<input type="text" value="112233"/>	Invoice Date: *	<input type="text" value="10/23/2009"/>	Invoice Amount: *	<input type="text" value="180.52"/>
PO #:	<input type="text"/>	Due Date:	<input type="text" value="12/01/2009"/>	Adjustment Amount:	<input type="text"/>
Account Number:	<input type="text" value="PO1301522"/>	Billing Period Start:	<input type="text"/>	Previous Balance:	<input type="text"/>
Description:	<a href="#">Click here to edit</a>	Billing Period End:	<input type="text"/>	Total Due:	<input type="text" value="180.52"/>
Billing Account: *	<input type="text" value="Acme.LasersInc"/>	Sold To Account: *	<input type="text" value="StateofMS.130"/>		

[Add your customer](#)

DISPLAY/ADD LINE ITEMS ▾ DISPLAY/ADD TERMS ▾ DISPLAY COMMENTS ▾

Discount %	Discount Amount *	Discount Date *	Due Days
<input type="text" value="10"/>	<input type="text" value="18.05"/>	<input type="text" value="11/15/2009"/>	<input type="text" value="15"/>

Item Code	Item Description	Item Quantity	Unit of Measure	Item Amount	Billed Amount
<input type="text" value="12313"/>	<input type="text" value="Boxes of Flowers"/>	<input type="text" value="15.000"/>	<input type="text" value="EACH"/>	<input type="text" value="11.220000"/>	<input type="text" value="168.30"/>

[Click to Show Available \(Tax,Freight,etc.\)](#)

Description	Freight/Shipping Amount
<input type="text" value="Shipping and Handling"/>	<input type="text" value="12.22"/>

Once you have completed your invoice data entry (including line items and terms), select Save. The system will then display a summary view of the invoices you've created and saved (see next screen shot). Invoices need to be approved as the last step before being sent to your client. Continue to create as many invoices as you need and then select all that you want submitted for approval.

Invoice Queue

Log Off PayMode

Invoicing  
Invoicing Menu

Invoicing: Bill

Need Help?  
Our Customer Support Associates would like assist you! Call us toll free: 877-443-6944 M-F 8 a.m. to 8 p.m. ET. c send us an e-mail.

Save	Disputed	Rejected	Exceptions
Invoice Number	Payer	Status	Total Amount
<a href="#">123453</a>	DFA StateofMS.130	SAVED	24050.00

New Invoice

Note: A red asterisk indicates required information.

Invoice #: \* 112233 Invoice Date: \* 10/23/2009 Invoice Amount: \* 180.52

PO #: Due Date: 12/01/2009 Adjustment Amount:

Account Number: PO1301522 Billing Period Start: Previous Balance:

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

Billing Account: \* Acme.LasersInc Sold To Account: \* StateofMS.130 Total Due: 180.52

[Find your customer](#)

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

Create New Terms

Discount % 10 Discount Amount \* 18.05 Discount Date \* 11/15/2009 Due Days 15

Basic Invoice Line Item Create New Line Item

Item Code	Item Description	Item Quantity	Unit of Measure	Item Amount	Billed Amount
12313	Boxes of Flowers	15.000	EACH	11.220000	168.30

[Click to Show Available \(Tax,Freight,etc.\)](#)

Description Freight/Shipping Amount

When you are finished with your data entry, click Submit for Approval to approve the manual invoice/s.

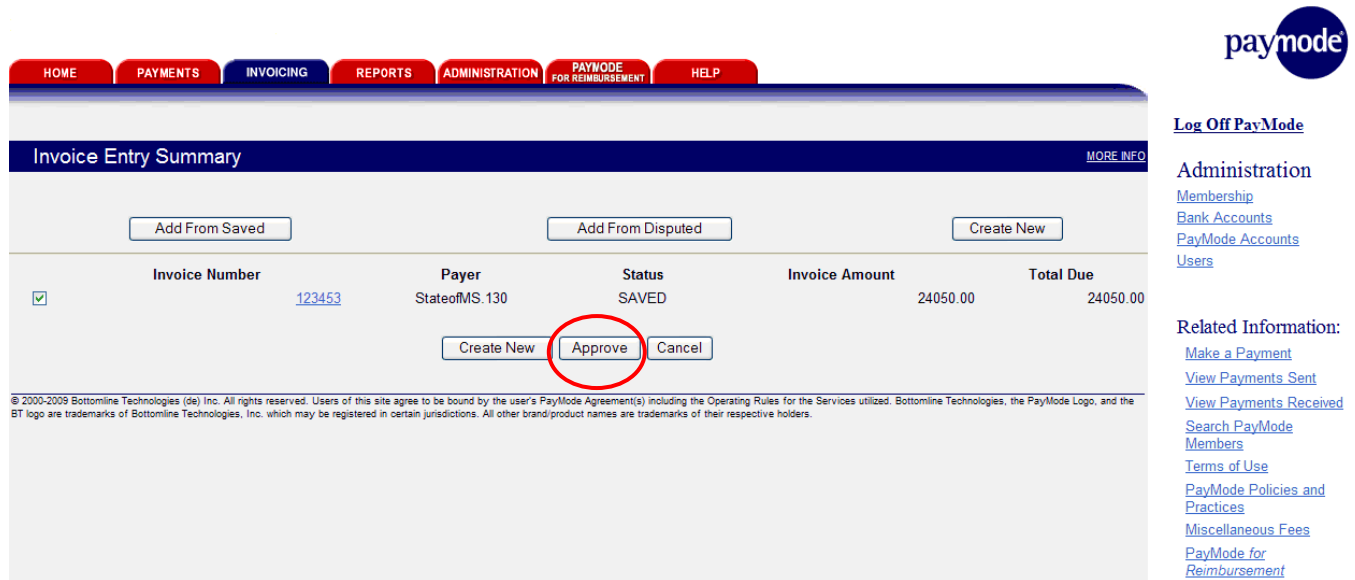
The Invoice Entry Summary screen displays.

### Manual Invoice Approval

From the primary screen on the Invoicing tab, select Manage Invoices. The link will display the various queues for invoices – Saved, Disputed, Rejected and Exceptions. The “Saved” queue displays by default. Selecting any of the other tabs will display any available invoices in the corresponding queues.

Approve the invoices you want to send to the payer by placing a check mark in the box to the right of Options link. Generally you will have several saved invoices in this queue. Using the Select All button allows you to check all that are in the list. Select De-Select All to remove all check marks.

1. Click **Submit for Approval**.



The screenshot shows the PayMode web interface. At the top, there is a navigation bar with buttons for HOME, PAYMENTS, INVOICING, REPORTS, ADMINISTRATION, PAYMODE FOR REIMBURSEMENT, and HELP. The main content area is titled "Invoice Entry Summary" and includes buttons for "Add From Saved", "Add From Disputed", and "Create New". Below these buttons is a table with the following data:

Invoice Number	Payer	Status	Invoice Amount	Total Due
<input checked="" type="checkbox"/> 123453	StateofMS.130	SAVED	24050.00	24050.00

Below the table, there are buttons for "Create New", "Approve", and "Cancel". The "Approve" button is circled in red. On the right side of the screen, there is a sidebar with the PayMode logo, a "Log Off PayMode" link, and a list of links under "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).

The Invoice Entry Summary screen displays. Select Approve.

2. Enter your approver code.

The confirmation is displayed on the screen.

**Invoice Entry Summary** (MORE INFO)

**Authorization**

On behalf of my company, I authorize the following for transmission

Approver Code

	Invoice Number	Payer	Status	Invoice Amount	Total Due
<input checked="" type="checkbox"/>	<a href="#">123453</a>	StateoffMS.130	SAVED	24050.00	24050.00

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**Log Off PayMode**

**Administratio**

- [Membership](#)
- [Bank Accounts](#)
- [PayMode Accounts](#)
- [Users](#)

**Related Informa**

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- [View Payments St](#)
- [View Payments Re](#)
- [Search PayMode](#)
- [Members](#)
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- [PayMode Policies](#)
- [Practices](#)
- [Miscellaneous Fee](#)
- [PayMode for](#)
- [Reimbursement](#)
- [Reference/Help](#)
- [FAQ](#)

**Invoice Entry Summary** (MORE INFO)

**Invoices Successfully Submitted**

Submittal document ID: 252281

Number of invoices submitted: 2

## Invoicing Queues

Invoices are created and saved prior to approval. Once approved, the PayMode system checks that required information has been provided. If required data is missing, the application will send you an

e-mail notification advising you that you have an exception invoice. You will need to log-in to PayMode and add the missing information.

## Disputed Queue

The disputed queue contains invoices that have been disputed by the payer.

An e-mail will be sent to those employees who you have identified in your membership and for those you have given notification privileges. This is your notification to take action on this invoice.

### ► To view disputed invoices:

1. From the PayMode Home page, click the Invoicing tab.
2. Select Disputed on the red bar to view the disputed invoices.

A list of disputed invoices displays.

Invoice Number	Payer	Reason	Total Amount
<a href="#">38207kw003</a>	BOS REG CTR StateofMS.382	Amount exceeds approved purchase order amount	1369.50
<a href="#">AT02</a>	DEPT OF EDUC StateofMS.201	Duplicate invoice	10000.00
<a href="#">AT03</a>	ST FIRE ACDY StateofMS.502	Other	1006.00
<a href="#">AT05</a>	State Auditors Office StateofMS.155	Amount exceeds approved purchase order amount	1008.00
<a href="#">AT06</a>	ST PERSNL BD StateofMS.614	Other	1009.00
<a href="#">AT07</a>	GOVERNORS OFFICE StateofMS.101	Biller doesn't match P.O.	1010.00

3. Click the Options link for additional actions you can take on an invoice.



HOME PAYMENTS INVOICING REPORTS ADMINISTRATION PAYMODE FOR REIMBURSEMENT HELP

### Invoice Queue

Disputed Invoices (MORE INFO)

Select All De-Select All Submit for Approval

Create New Invoice

Saved	Disputed	Rejected	Exceptions
Invoice Number	Payer	Reason	Total Amount
<a href="#">38207kw003</a>	BOS REG CTR StateofMS.382	Amount exceeds approved purchase order amount	1369.50
<a href="#">AT02</a>	DEPT OF EDUC StateofMS.201	Duplicate invoice	10000.00
<a href="#">AT03</a>	ST FIRE ACDY StateofMS.502	Other	1006.00
<a href="#">AT05</a>	State Auditors Office StateofMS.155	Amount exceeds approved purchase order amount	1008.00
<a href="#">AT06</a>	ST PERSNL BD StateofMS.614	Other	1009.00
	GOVERNORS OFFICE StateofMS.101	Billor doesn't match P.O.	1010.00

**Invoice Options** X

[Add Comment](#)

[Retract](#)

[Forward Invoice to User](#)

[Log Off PayMode](#)

[Invoicing](#)

[Invoicing Menu](#)

[Invoicing: Biller](#)

[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](#)

Invoice options include adding a comment, retracting the invoice or forwarding it to another user within your membership.

Select All De-Select All Submit for Approval

Create New Invoice

Add Comment: This invoice was approved for the higher amount - resubmitting for approval.

Share Comment with PAYER

Submit Cancel

Saved	Disputed	Rejected	Exceptions
Invoice Number	Payer	Reason	Total Amount
<a href="#">38207kw003</a>	BOS REG CTR StateofMS.382	Amount exceeds approved purchase order amount	1369.50
<a href="#">AT02</a>	DEPT OF EDUC StateofMS.201	Duplicate invoice	10000.00
<a href="#">AT03</a>	ST FIRE ACDY StateofMS.502	Other	1006.00
<a href="#">AT05</a>	State Auditors Office StateofMS.155	Amount exceeds approved purchase order amount	1008.00
<a href="#">AT06</a>	ST PERSNL BD StateofMS.614	Other	1009.00

[Invoicing: Biller](#)

[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.](#)

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Selecting the link under Invoice number lets you edit the Invoice. After you are finished with your edits, select Submit for Approval and follow the same approval steps as outlined in the Manual Invoice Approval section (page 7). A Resubmit Reason must be selected prior to Approval.

## Rejected Queue

The rejected queue contains invoices that have been rejected by a payer. If the invoice has been rejected, this means it is in a “final” state. If you want the payer to take action, you must make the necessary corrections and electronically submit a new invoice. You can review the invoice by clicking its Invoice Number link.

Rejected Invoices				
	Saved	Disputed	Rejected	Exceptions
Acknowledge	Invoice Number	Payer	Reason	Total Amount
<input type="checkbox"/>	<a href="#">73107003</a>	STATE VETERANS AFFAIRS BOARD StateofMS.731	Biller doesn't match P.O.	31.60
<input type="checkbox"/>	<a href="#">73107004</a>	STATE VETERANS AFFAIRS BOARD StateofMS.731	Biller doesn't match P.O.	2000.00
<input type="checkbox"/>	<a href="#">827EV0706</a>	VETERINARY EXAMINERS StateofMS.827	Duplicate invoice	1000.00
<input type="checkbox"/>	<a href="#">99907KW003</a>	ST GEN FD StateofMS.999	Biller doesn't match P.O.	1128.96
<input type="checkbox"/>	<a href="#">99907kw004</a>	ST GEN FD StateofMS.999	Amount exceeds approved purchase order amount	500.00

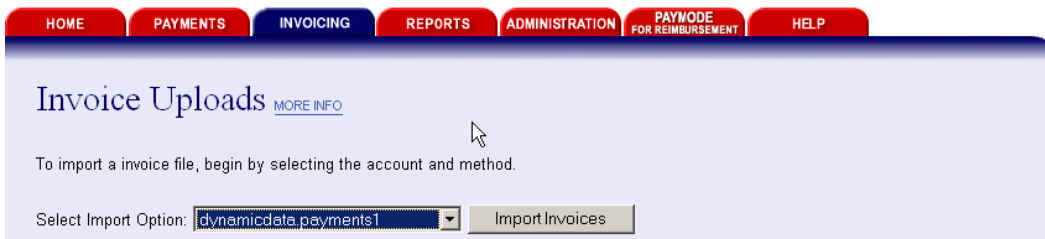
1. Acknowledge the invoice has been rejected by checking the box next to each invoice and click Acknowledge Selected. Acknowledgment is optional, but if you check the box it gives your payer insight into whether or not you have read the notice sent advising you that the invoice was rejected.

## Exceptions Queue

The exceptions queue contains invoices that had errors during the processing of an invoice file. You can also run a report that shows you all invoices where an exception has occurred. Select Invoice Exceptions report and define the parameters you want on the report filter screen.

## Import Invoice (*Browser Import of an Invoice file*)

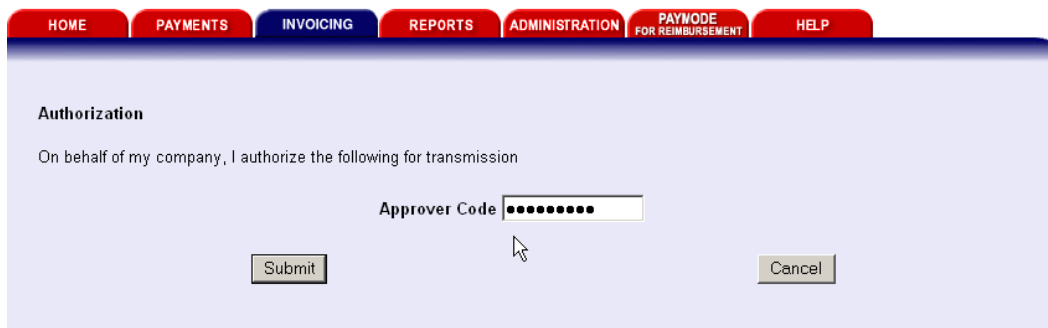
1. From the PayMode Home page, click the Invoicing tab and click the Import Invoices link.
2. Select the PayMode account you will be importing invoices for.



The screenshot shows the 'Invoice Uploads' page. At the top, there is a navigation bar with tabs: HOME, PAYMENTS, INVOICING (selected), REPORTS, ADMINISTRATION, PAYMODE FOR REIMBURSEMENT, and HELP. Below the navigation bar, the page title is 'Invoice Uploads' with a 'MORE INFO' link. The main content area contains the text: 'To import a invoice file, begin by selecting the account and method.' Below this text, there is a form with a dropdown menu labeled 'Select Import Option:' containing the value 'dynamicdata.payments1', and a button labeled 'Import Invoices'.

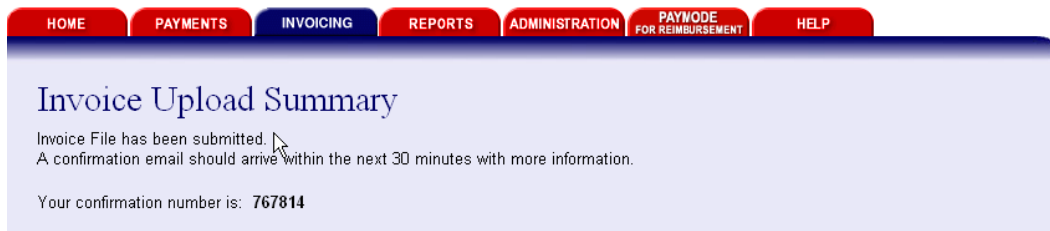
3. Select the file you want to import from your desktop or network.

Enter your Approver Code.



The screenshot shows the 'Authorization' page. At the top, there is a navigation bar with tabs: HOME, PAYMENTS, INVOICING (selected), REPORTS, ADMINISTRATION, PAYMODE FOR REIMBURSEMENT, and HELP. Below the navigation bar, the page title is 'Authorization'. The main content area contains the text: 'On behalf of my company, I authorize the following for transmission'. Below this text, there is a form with a label 'Approver Code' and a text input field containing several dots. Below the input field, there are two buttons: 'Submit' and 'Cancel'.

A summary confirmation displays.



## Invoice Reports

**Biller Invoicing Reports** [MORE INFO](#)

**Invoices Sent Report**  
Used by Billers to research/review invoices.


**Invoice Exceptions Report**  
Used by Billers to research/review invoice exceptions.

### ***Invoices Sent Report***

1. From the PayMode Home page, click the Reports tab and click the Invoices Sent link.

The Invoices Sent Report screen display.

Environment: DEMO, Version 9.1.0.6 (2006-08-23)



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

## 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**

**Begin Date**

**End 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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Click here to [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](#)

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

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

**Related Information**  
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[TOU accepted before August 5, 2006](#)  
[TOU accepted after August 4, 2006](#)  
[PayMode Policies and Practices](#)  
[Miscellaneous Fees](#)  
[PayMode for Reimbursement](#)  
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2. Enter selection criteria for the report and click Submit. You can customize your report results by indicating Invoice status (see below options), date range, buyer or payer invoice number, the Payer's and/or PayMode ID.

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

## 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: JacksonAuto.Receivables

Invoice Status: 

- All Statuses
- All Statuses
- Disputed
- Missing Required Fields
- Paid
- Rejected
- Rejected Acknowledged
- Retracted
- Submitted

Invoice Begin Date: \_\_\_\_\_

Invoice End Date: \_\_\_\_\_

Invoice Date Type: \_\_\_\_\_

Biller Invoice Number: \_\_\_\_\_

Payer Invoice Number: \_\_\_\_\_

PayMode Invoice ID: \_\_\_\_\_

Biller Invoice Date

[Log Off PayMode](#)

Are you [Looking For Specific Payment?](#)

**Reports**  
[Report Menu](#)

**Collection Repc**  
[Payment and Remitt Report](#)  
[Payments Report](#)  
[Return Status Report](#)  
[Exceptions Report](#)  
[Bank Account Reconciliation Repor](#)

**Remittance Downloads**  
[BAI v2 CSV](#)

An Invoice Sent Report displays.



Invoices Sent Report

Report Created: 09/25/2006 19:03:33

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Company Name: Acme Flower Company Report Generated At: 09/25/2006 19:03

Biller Account: AcmeFlower.Receive

PayMode Invoice ID	Payer Invoice #	Biller Invoice #	Account #	Invoice Status	Vendor #	Payer PO #	Biller PO #	Payer PayMode Account	Payer Name
3482	112233	112233		Disputed			PO1301522	StateofMS.130	DFA
Invoice Date	Received Date	Due Date	DPA #	Invoice Amount	Adjustment Amount	Total Due			
09/01/2006	09/25/2006	11/01/2006		\$180.52	\$0.00	\$180.52			

- Terms (1)

Term Days	Discount Date	Discount %	Amount	Discount Amount
15	10/15/2006	10		\$18.05

- Comments (1)

Date	User	Shared With Payer	Comment
09/25/2006 18:50	Maureen Sudbay	Yes	Only received 5 boxes, not 10. Please adjust invoice and resubmit.

- History (2)

Date	User	Description
09/25/2006 18:48	Mary Rose	Invoice Submitted to Payer
09/25/2006 18:45	Mary Rose	Invoice Saved

Line Number	Item Code	Item Description	Item Quantity	Unit of Measure	Item Amount	Billed Amount
0	12313	Boxes of Flowers	15.0	each	\$11.22	\$168.30
Line Number	Description	Tax Amount				
1	Shipping and Handling	\$12.22				

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