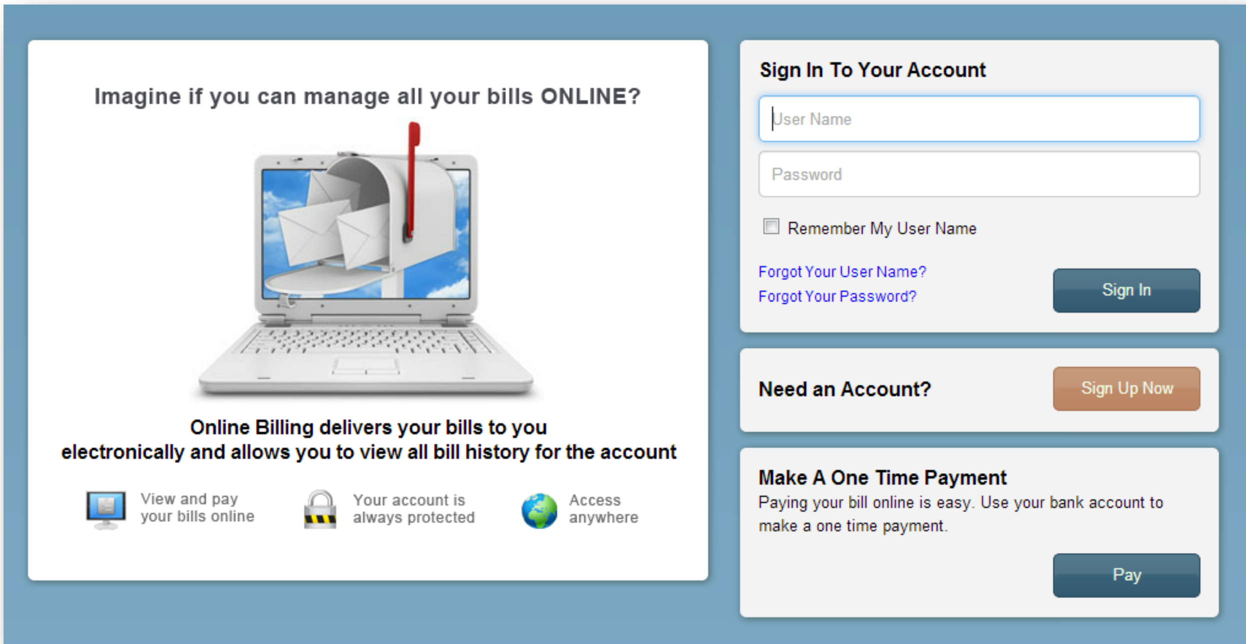
Invoice Gateway 7.0 User Guide

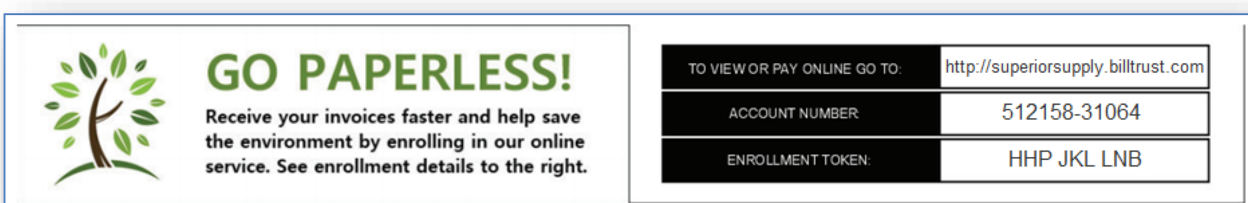
Contents

Enrollment Screen

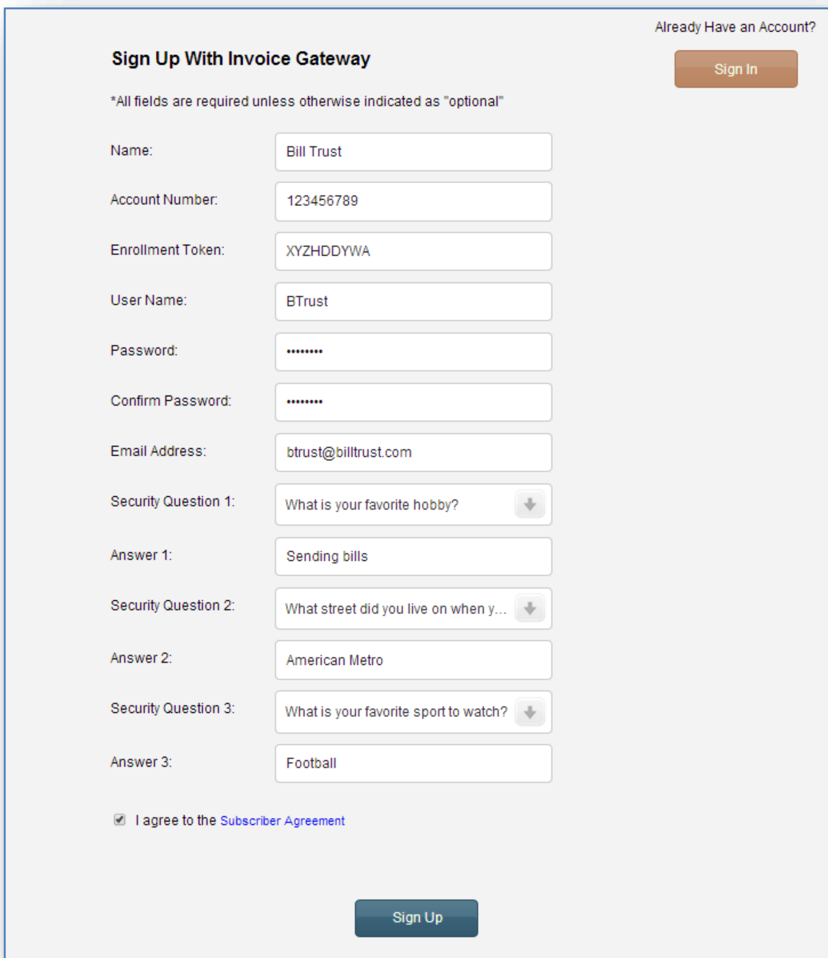


Enroll in Invoice Gateway

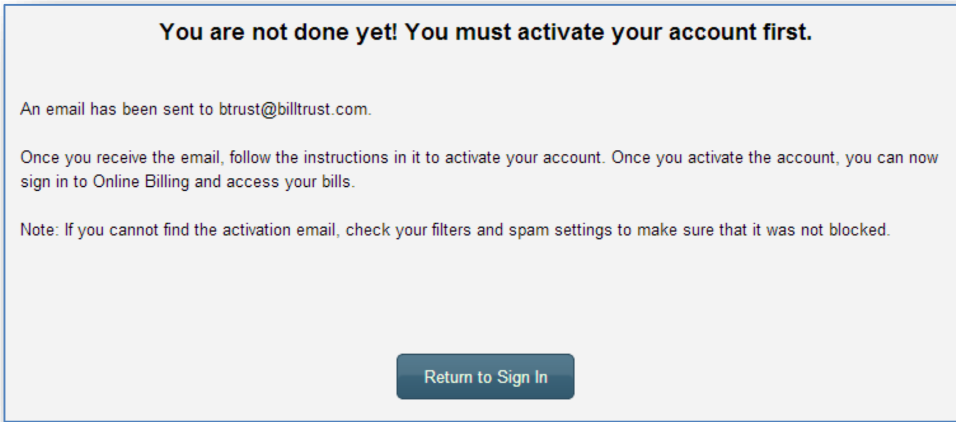
1. Click the **Sign up Now** button to begin the enrollment process
   - **TIP** - The first person to enroll in the account will be considered the Admin for their account
2. Locate your Enrollment token printed on your bill. Example below:
   - **TIP –** Every bill is designed differently, your account number and enrollment token may look different



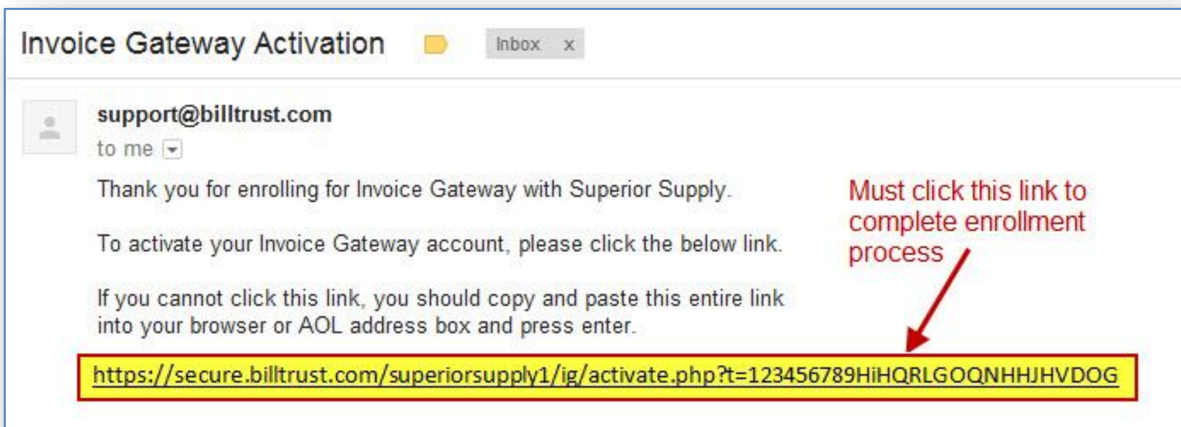
3. Enter information including your name, account number, enrollment token, email address, user name, password, and security questions and answers
    - **TIP –** The email address you enter will be sent an email with confirmation link. Therefore; you must have access to this email to complete the enrollment process
4. Read the subscriber agreement and check the box to acknowledge you have completed reading the agreement
5. Click the Sign Up button
6. A confirmation email will be sent to the address provided. You must click this link to complete the enrollment process



Screenshot After Enrollment Process

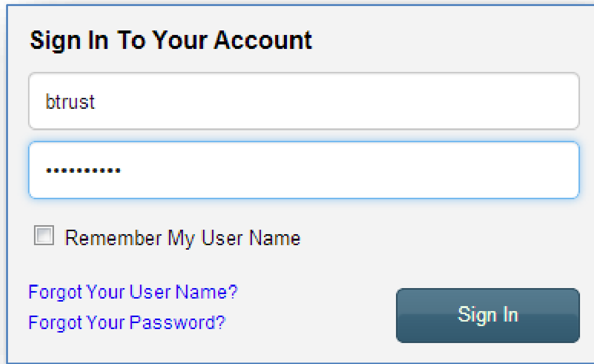


Example Activation Email



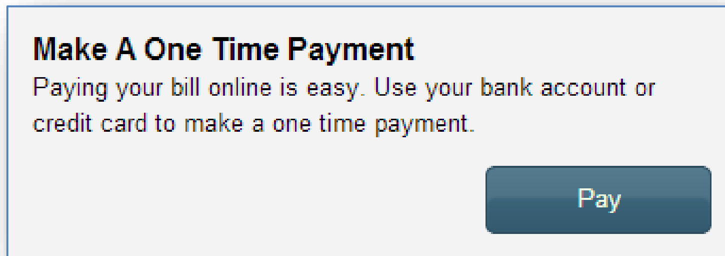
Sign In

1. After you are enrolled, enter your user name and password to sign in to Invoice Gateway. You can retrieve your username or password if forgotten by clicking the appropriate links



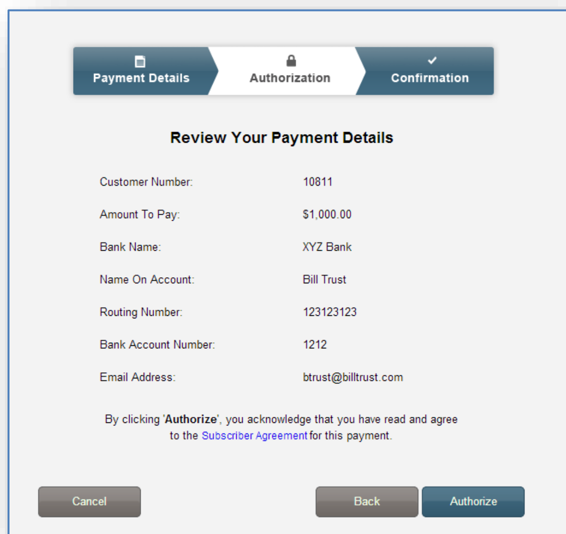
One Time Payment

1. One time payment allows you to make payments online without logging in Invoice Gateway
    a. **TIP** – It is up to the vendor if they accept Bank Account (ACH), Credit Card, or both

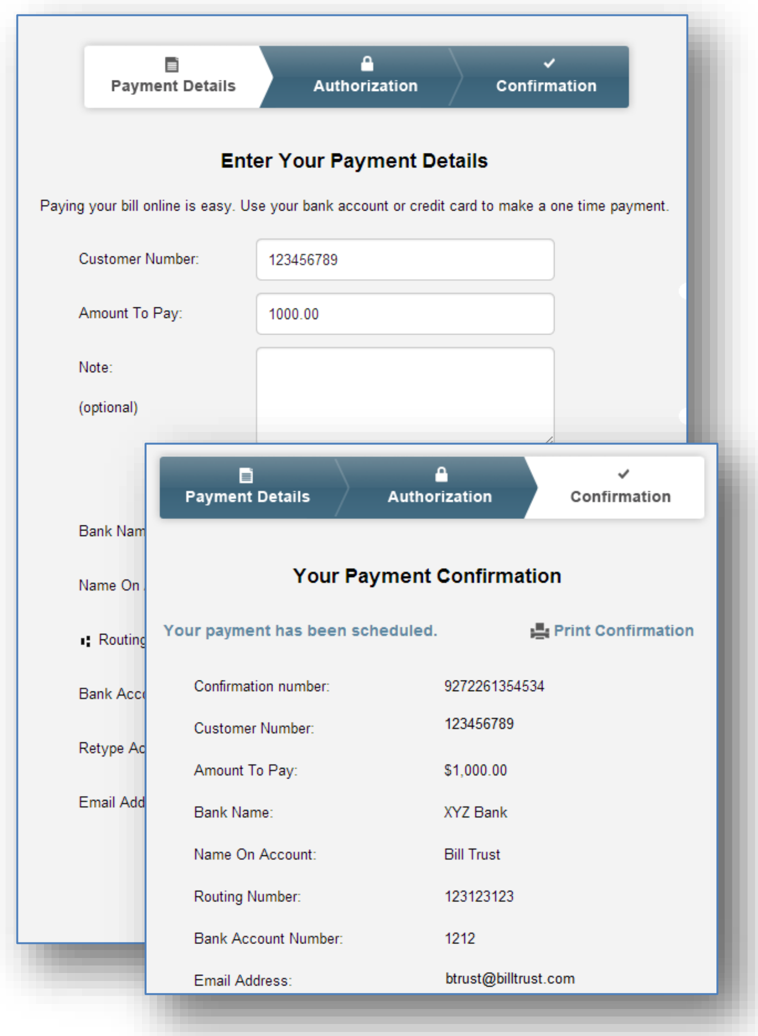


Make a One Time Payment

1. Click the Pay button
2. Enter your payment details and click Next
3. Review payment details and click Authorize
4. Your payment is now scheduled

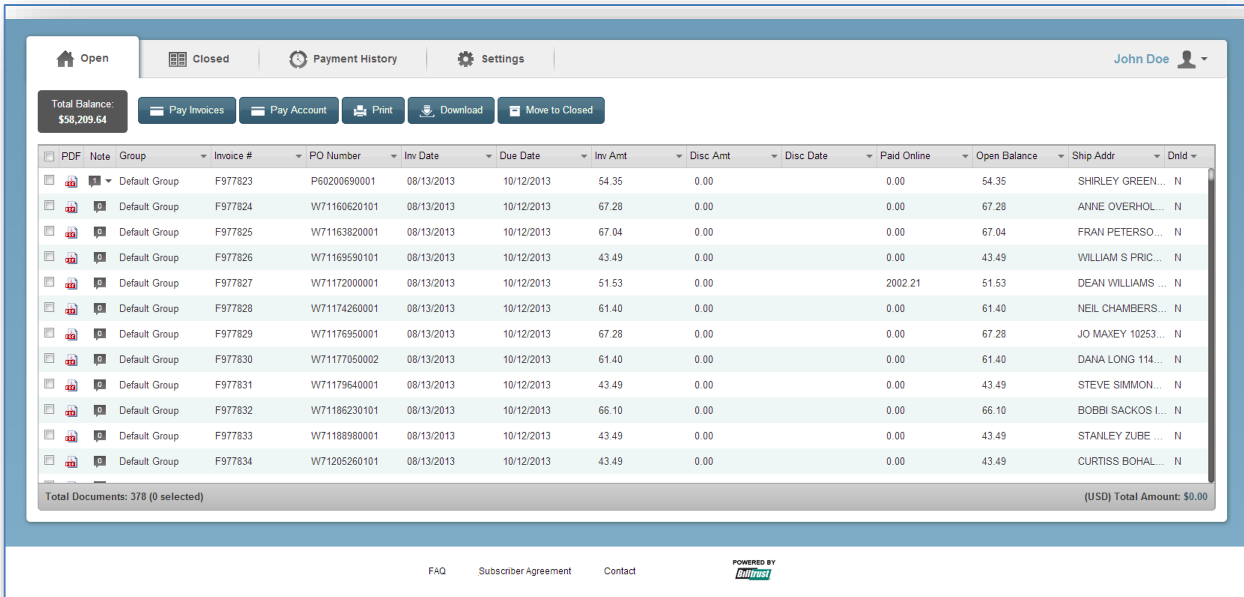


a. Click Print Confirmation to print a receipt



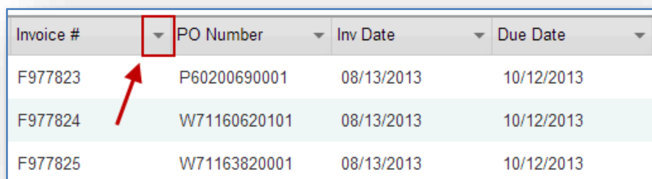
Home Page

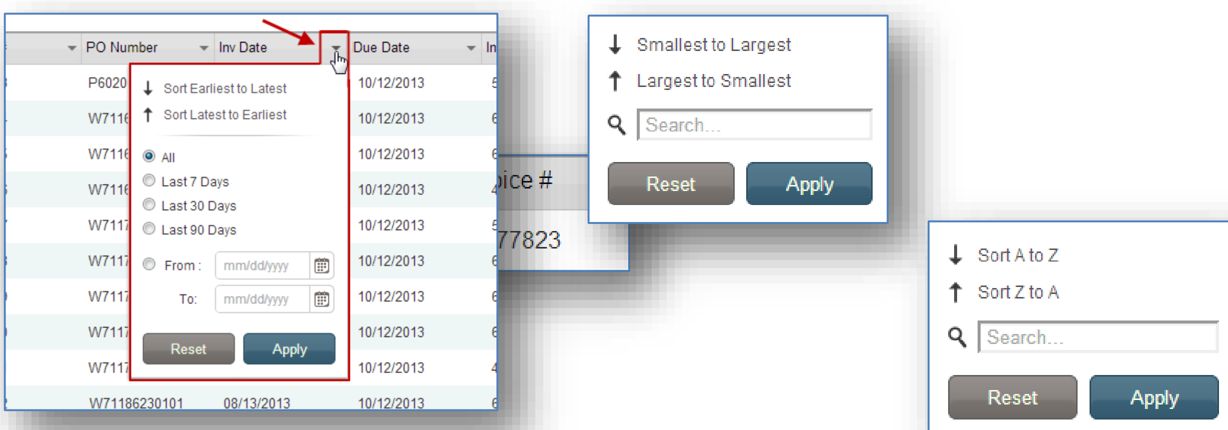
After you sign into your account, you will be taken to the main page. This is where you can view your **Open and Closed Bills, Payment History,** and **Settings**. You will also be able to select open invoices to pay, make a payment against the account (configurable option), print selected bills, download and move selected bills to the closed tab.



Search/Filter/Sort Bills

1. Click the icon in the appropriate column
2. Enter search criteria in the drop down menu
   a. Columns have different filtering criteria



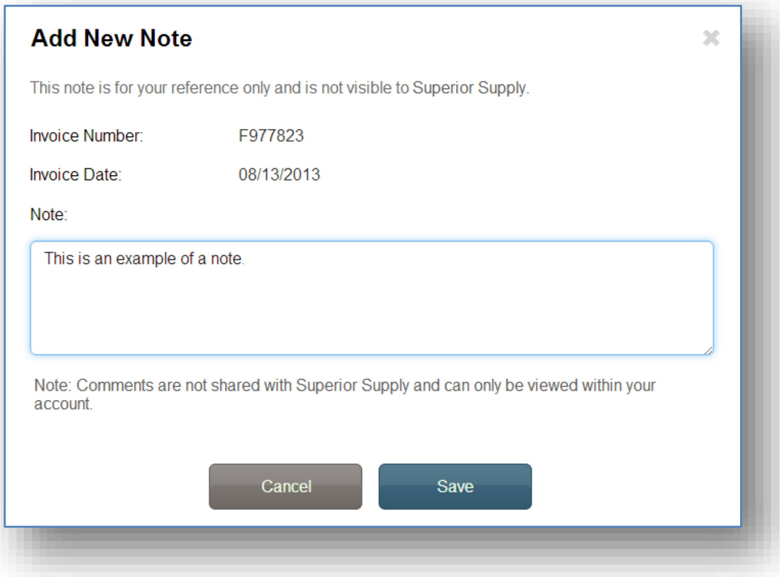


View a Copy of Your Bill

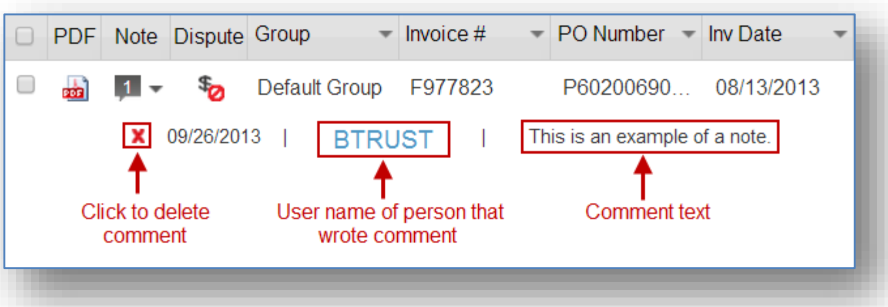
1. Click the icon on the line of the bill you wish to view

Add a Note

1. Click the icon
2. Type your note in the pop up box
3. Click Save
   - **TIP –** These notes are only viewable in Invoice Gateway. Your vendor will not receive a notification of these messages



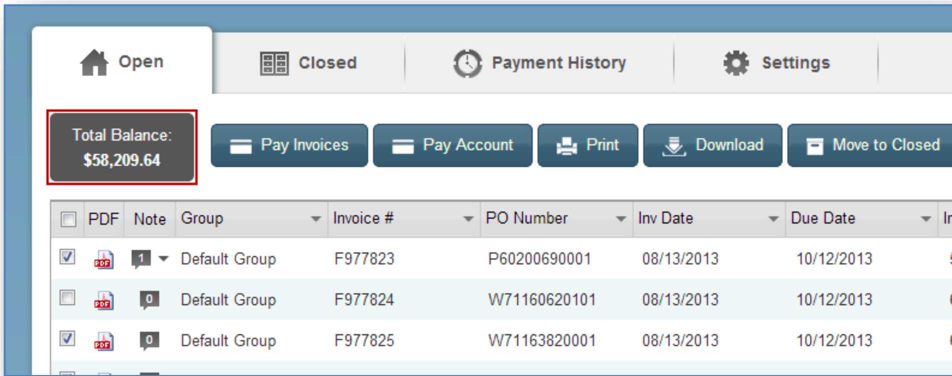
4. The number in the comment box will now change to “1” meaning one comment has been made. The number will increase/decrease as comments are created/deleted
5. Click the icon to view the note(s)



Total Balance

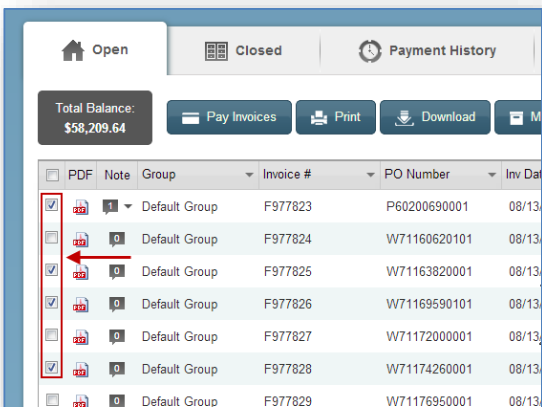
1. The total balance will populate the total amount of all open invoices

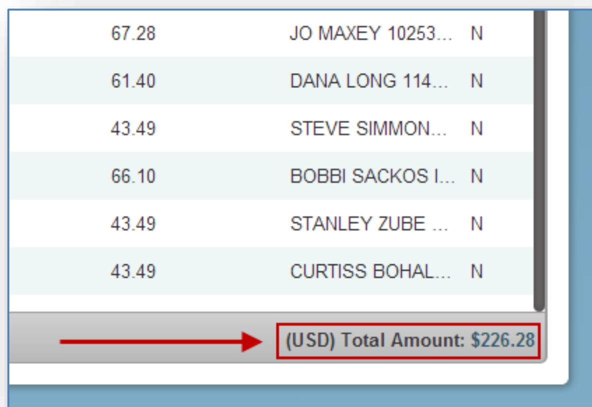
❖ **TIP** – Statement balances are not included in the total balance amount



Total Amount

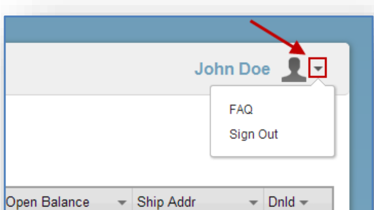
1. The total amount in the bottom right corner will populate the total amount of all selected invoices

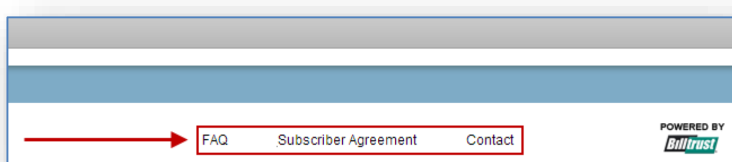




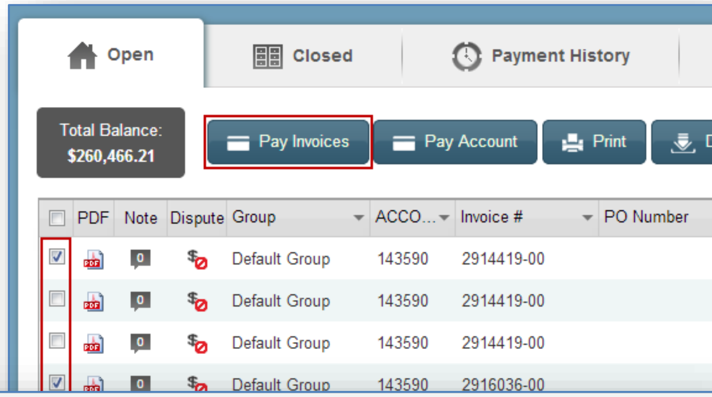
Navigation - FAQ, Sign out, Contact and User Agreement

1. Click the  icon in the top right corner to access the FAQ page or sign out of Invoice Gateway
2. The FAQ, Subscriber agreement, and contact information can be found at the bottom of the page



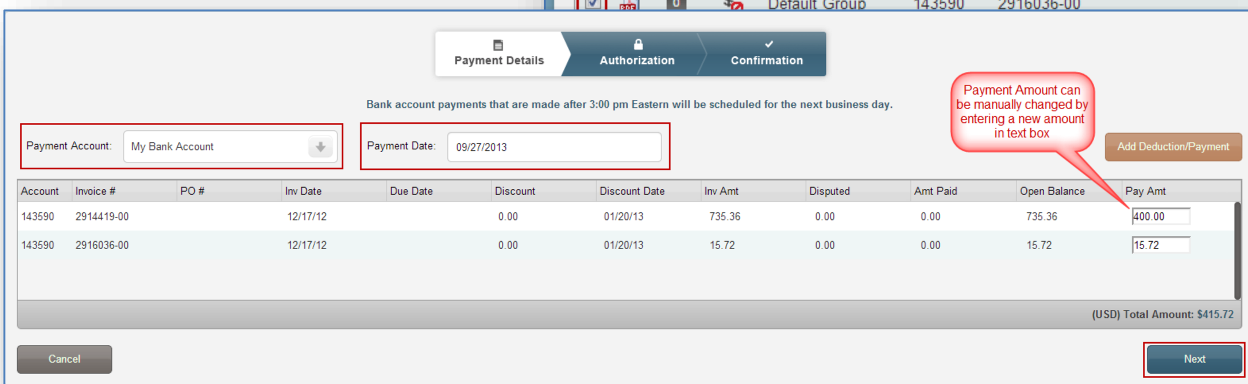


Making Payments

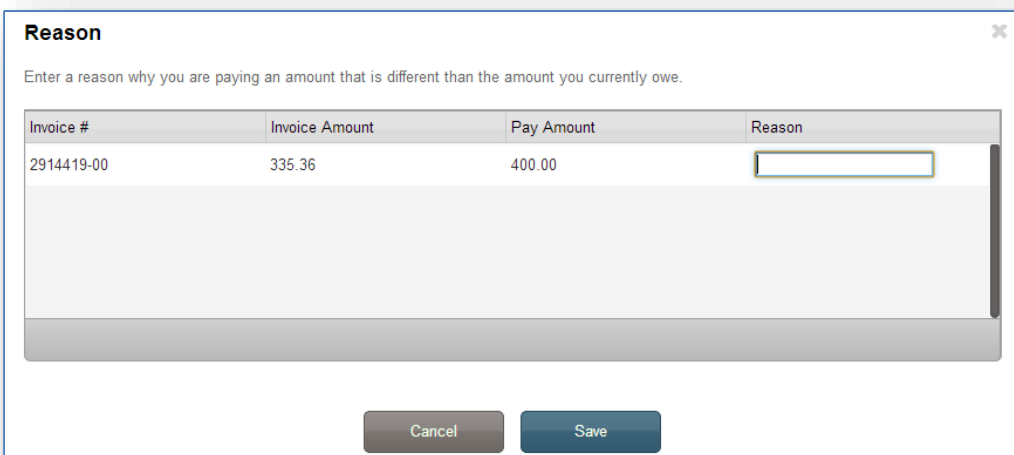


Pay Individual Invoices

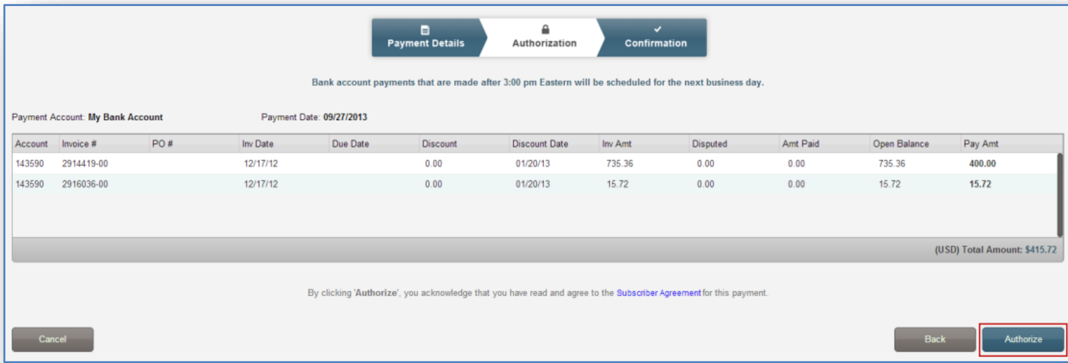
1. Select the invoice(s)
2. Click the Pay Invoices button
3. Select Payment Account
4. Select Payment Date
5. Adjust Pay Amt or add Deduction/Payment (*if enabled*)



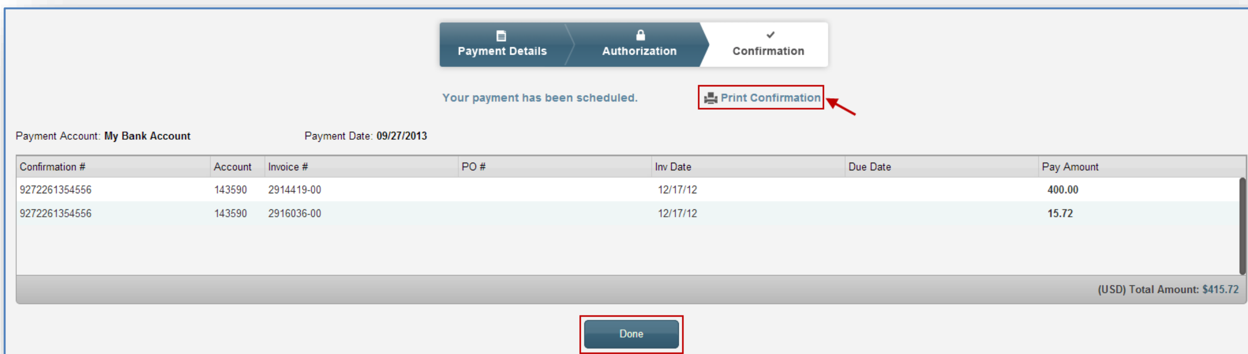
6. Click the Next button
   a. If you are short paying or overpaying an invoice a pop up will appear to input your reason
   b. Select reason from dropdown or enter reason in textbox and click Save



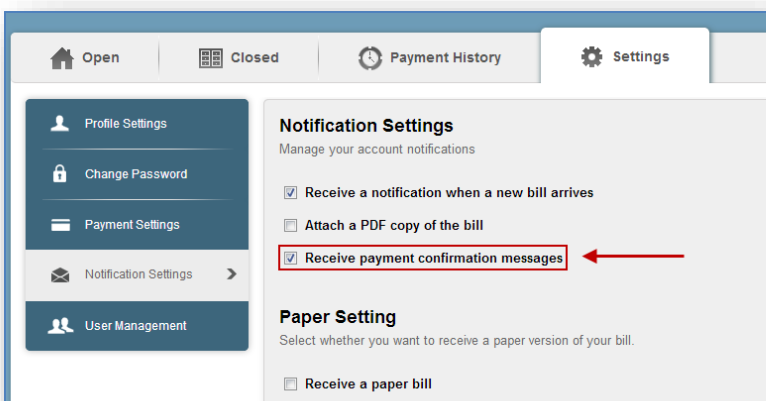
7. Review Payment information and click Authorize to process the payment



8. Payment is confirmed
   a. Click Print Confirmation link to print receipt of payment
9. Click the Done button to return to Open Invoices



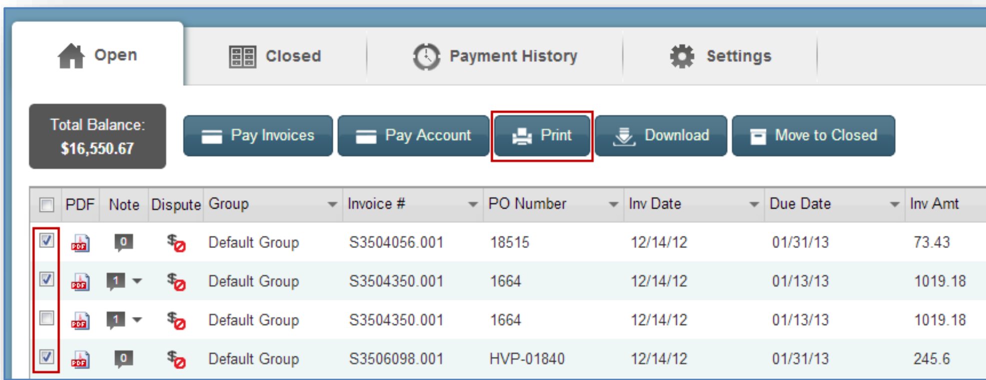
❖ **TIP** – A payment confirmation will be emailed to if the setting is enabled. To edit this notification, go to the Notification Settings option under the Settings tab



Printing, Downloading, and Closing Open Invoices

Print Open Invoices

1. Select invoice(s)
2. Click Print button
   a. Clicking Print will consolidate all selected invoices into a single PDF that can be easily printed

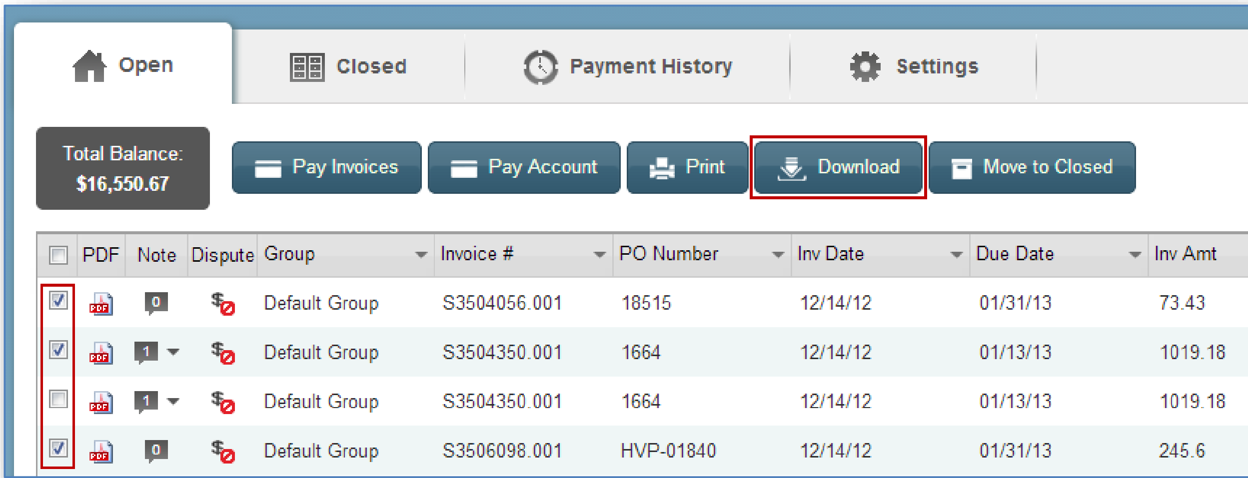


Downloading Multiple Open Invoices for Easy Import

You can generate a data file containing all the invoices you have selected. The data file will contain your invoice information which can be used for import directly into your accounting system. Instead of spending time keying each invoice into your accounting system, you can import the file in just a few steps.

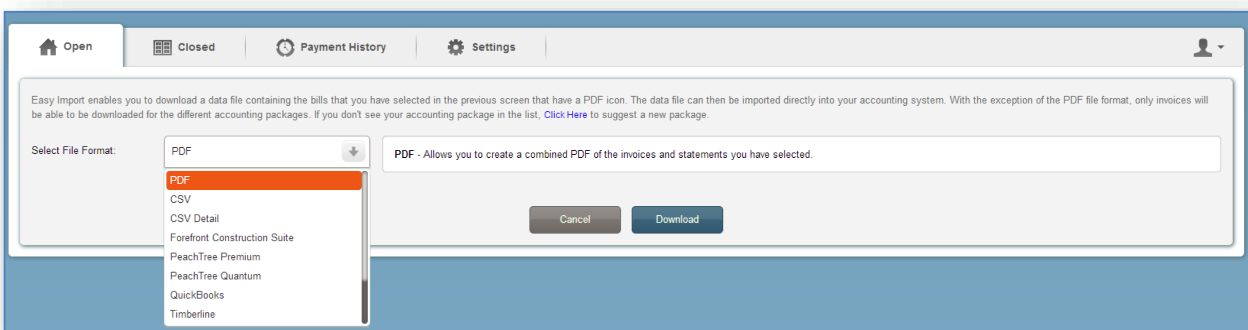
1. Select the invoice(s) you would like to download and click the Download button

2. Choose your preferred download file format. You can select from any of the packages listed in the drop down below. For example, you can select a PDF file to create a consolidated PDF, an Excel file (CSV) that



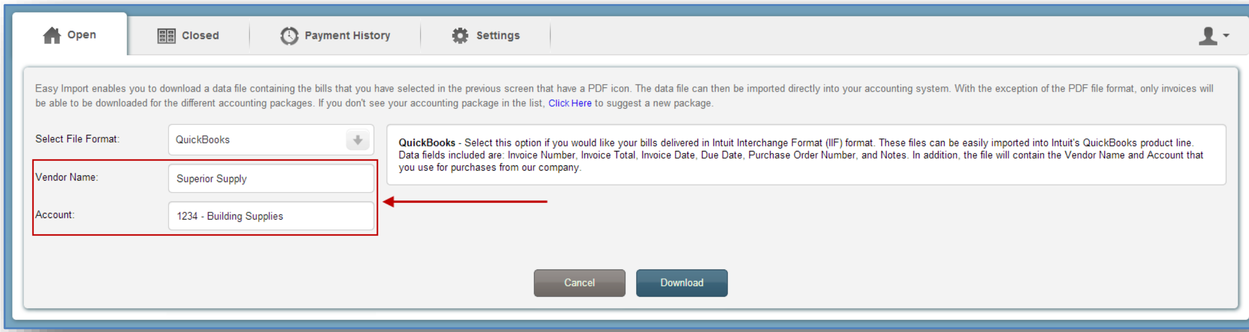
can be imported into most accounting systems, or a file format designed specifically to be imported into selected accounting systems, such as QuickBooks. We're always expanding our list of available accounting systems.

3. Click the Download button



Depending on the accounting package you select, you will want to make sure the Options are set properly for importing into your accounting system. For example, if you use QuickBooks make sure the vendor name matches how you have the vendor name set up in your accounting system.

Quickbooks Example:



Easy Import Data Format Descriptions

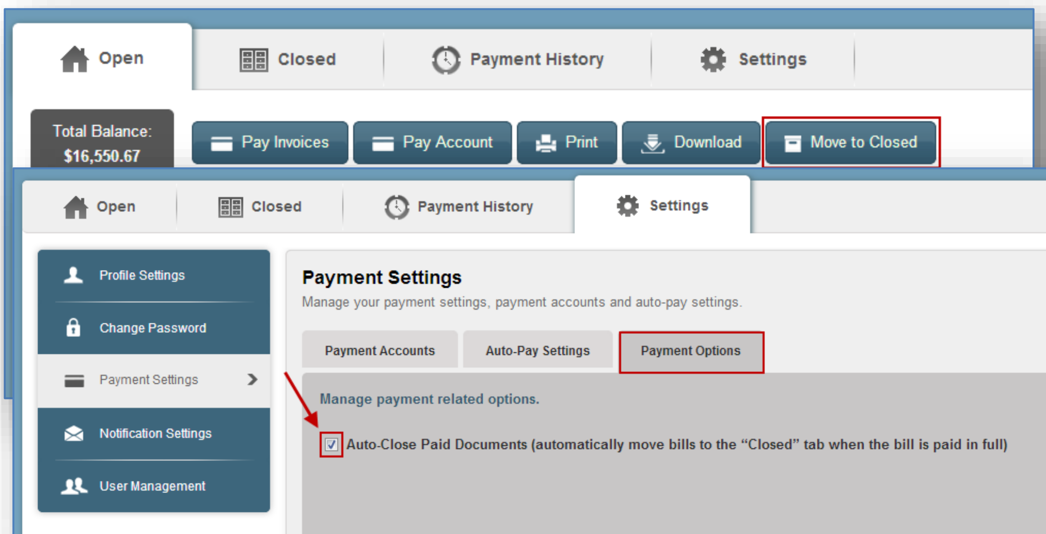
Format	Detail
PDF	Allows you to create a combined PDF of the invoices and statements you have selected.
CSV	Select this option to include a comma separated values (CSV) text file of your invoice information with your email. The CSV file format is a delimited data format that has each field separated by a comma with each invoice listed on a separate line. Data fields included are: Invoice Number, Invoice Total, Invoice Date, Due Date, Purchase Order Number, and Notes. See the documentation for your accounting package for information on how to map columns in the CSV file to information in your accounting package.
CSV Detail	Select this option to include a detailed comma separated values (CSV) text file. The CSV file will contain all header and detail information for your invoices and/or statements. Header fields (e.g. Invoice Number, Total Due) will be included on each line of the CSV file. Detail fields (line item information) will be included on the same line as the header information and will be in the order they appear on your invoice or statement. Field headers ending in _COL are the detail fields.
Forefront Construction Suite	The Forefront Construction Suite, from Dexter + Chaney, provides summary invoice information which can be imported directly into Forefront.
PeachTree Premium	Provides you with a data file with line item invoice detail that can be imported directly into Peachtree. When importing data into Peachtree make sure you select "All Fields" in the Peachtree Import interface
PeachTree Quantum	Provides you with a data file with line item invoice detail that can be imported directly into Peachtree. When importing data into Peachtree make sure you select "All Fields" in the Peachtree Import interface.
QuickBooks	Select this option if you would like your bills delivered in Intuit Interchange Format (IIF) format. These files can be easily imported into Intuit's QuickBooks product line. Data fields included are: Invoice Number, Invoice Total, Invoice Date, Due Date, Purchase Order Number, and Notes. In addition, the file will contain the Vendor Name and Account that you use for purchases from our company.
Timberline	Provides you with a data file with line item invoice detail that can be imported directly into Timberline.

Universal Business Language (UBL)	Provides you with a data file that is compatible with UBL 2.0 schema.
Viewpoint Construction Software	The Viewpoint Construction Software interface provides summary and line item invoice detail which can be imported directly into Viewpoint.

Move Open Invoices to Closed

**Please note when the move to closed option is utilized the invoice(s) will continue to reappear in the open tab until the invoice(s) show as paid within Rocky Brands, Inc.'s system.*

1. Select invoice(s)
2. Click Move to Closed button

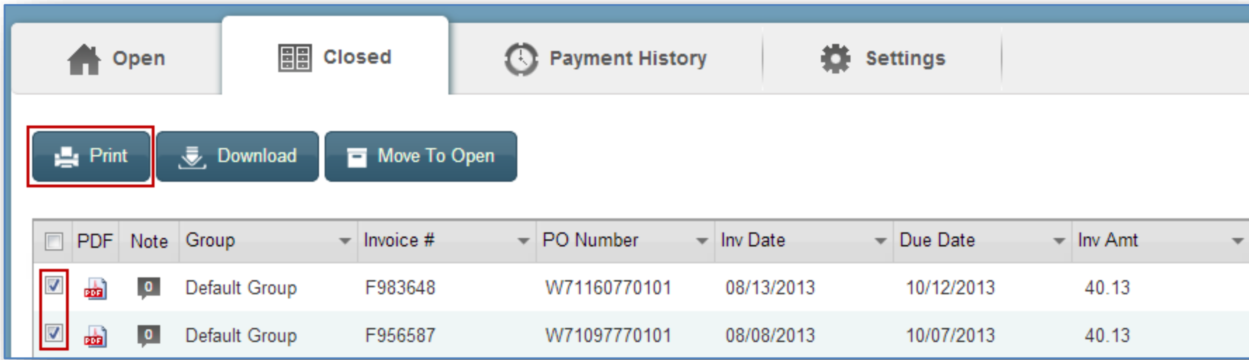


- **TIP** – Invoices that are paid offline (cash, check, etc.) must be manually moved to closed. By default, invoices that are fully paid through Invoice Gateway will be automatically moved to closed. This option can be turned on/off from the Settings tab under Payment Settings then Payment Options

Closed Invoices

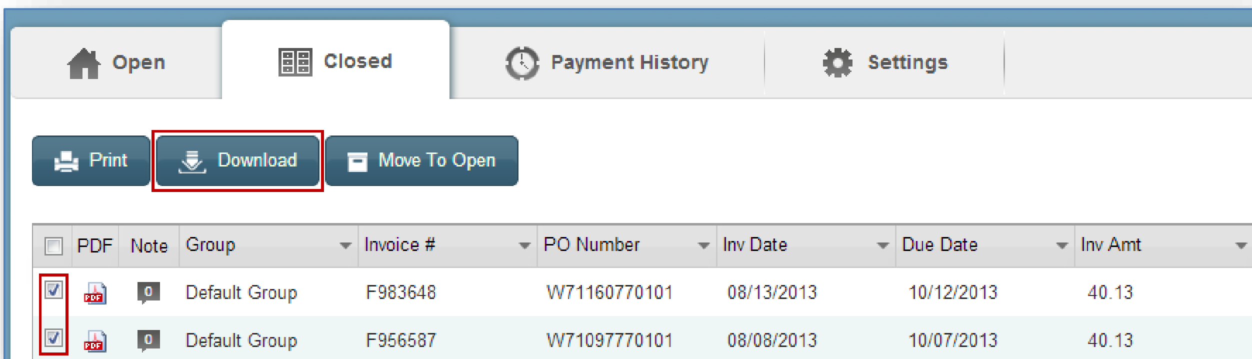
Print Closed Invoices

1. Select invoice(s)
2. Click Print button



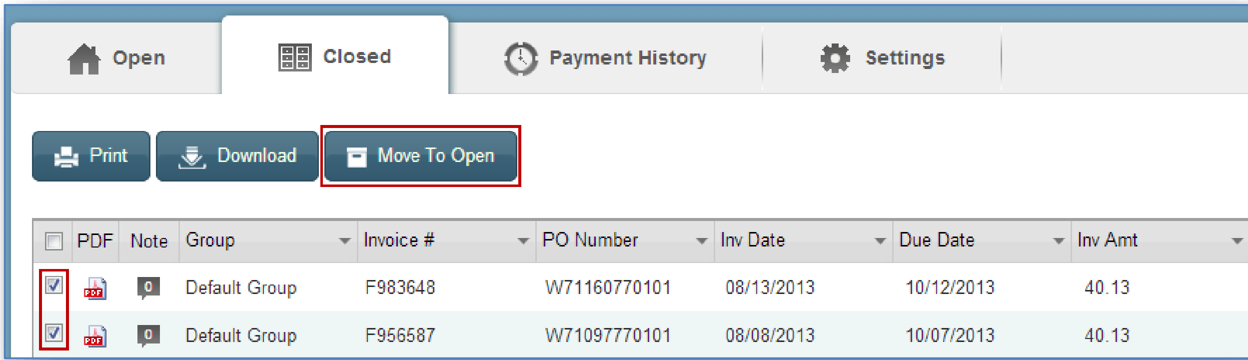
Download Closed Invoices

1. Select Invoice(s)
2. Click Download button
    a. See the above "Downloading Multiple Open Invoices for Easy Import" section for download formats



Move Closed Invoices to Open

1. Select Invoice(s)
2. Click Move to Open button

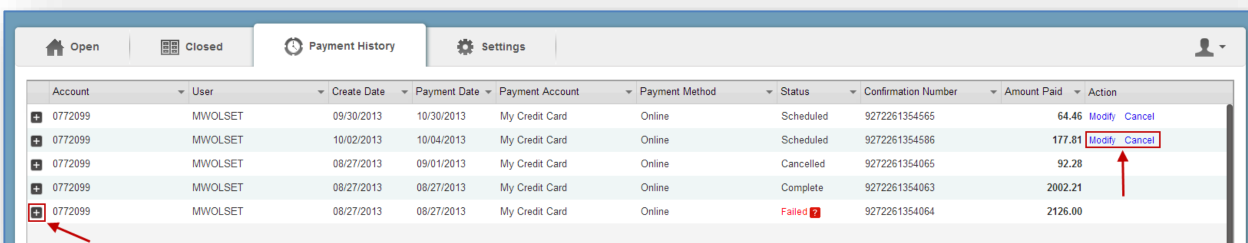


Payment History

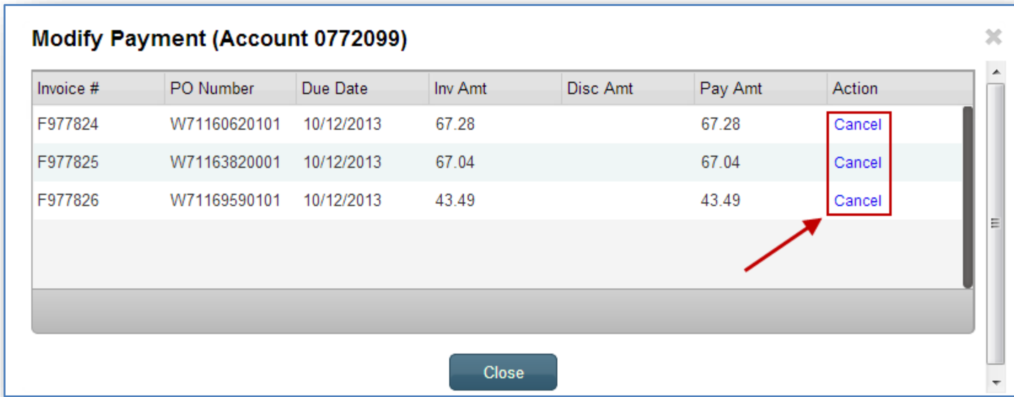
The Payment History tab displays all the scheduled, cancelled, or completed payments. This tab will display the Account, User, Created Date, Payment Date, Payment Account, Payment Method, Status, Confirmation Number, Amount Paid and Actions column.

Modify or Cancel Payment

1. Under the Actions column, you have the ability to modify or cancel a payment by clicking on the Modify or Cancel link

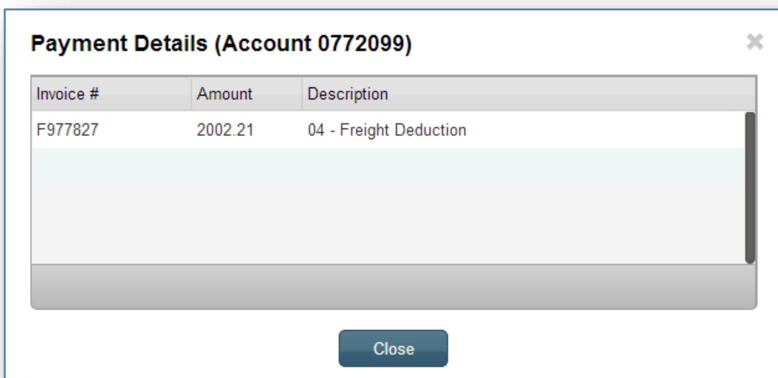


2. Clicking the Modify link will allow you to cancel payments on individual invoices from the scheduled payment

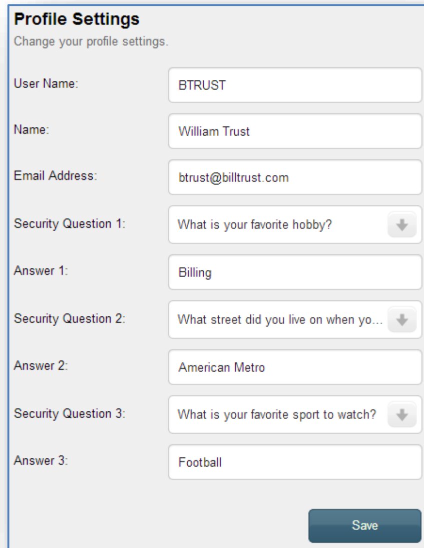


View Payment Details

1. Click the ⊞ icon



Settings



Profile Settings

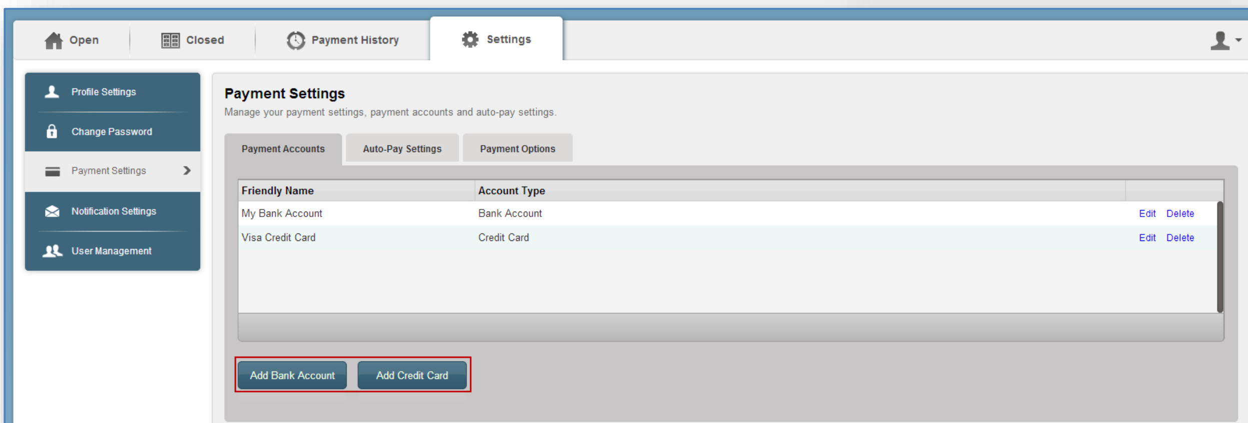
1. Make edits to your user name, name, email address, and security questions
2. Click Save

Change Password

1. Enter current and new password
2. Click Save

Add Bank Account (ACH) or Credit Card

1. Under Payment Settings, click the Payment Accounts Tab



2. Click correct button to add a bank account (ACH) or a credit card.

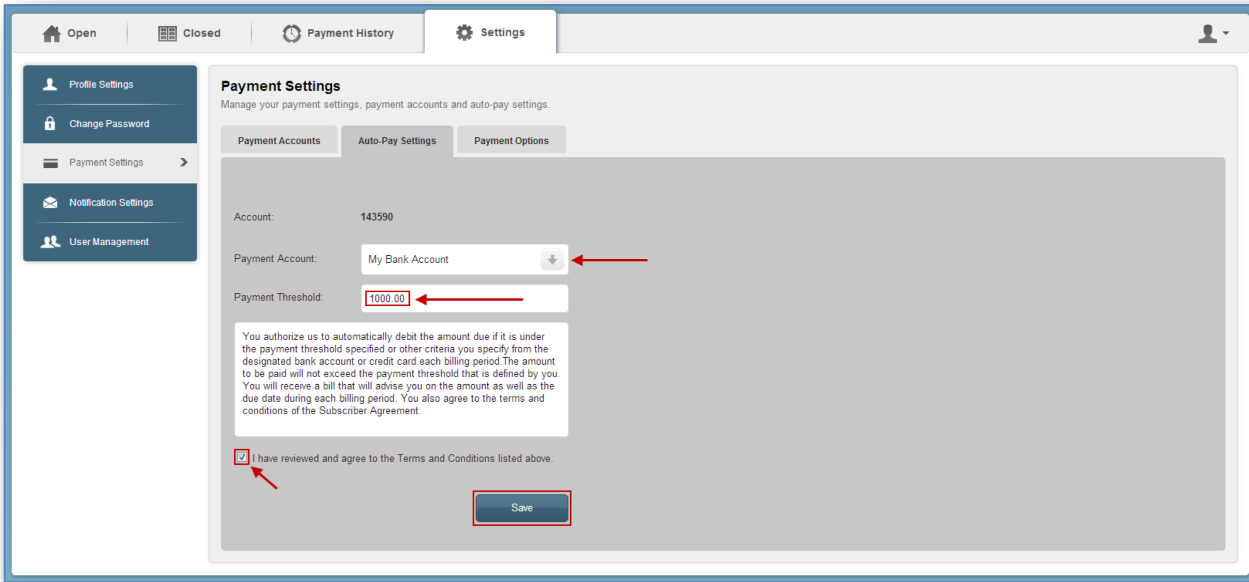
   ❖ **TIP** – If your vendor does not accept credit cards, the 'Add Credit Card' button will not be visible

3. Complete appropriate bank account/credit card information
4. Click Save

Auto-Pay Settings

1. Choose payment account
2. Add payment threshold
   a. The payment threshold is the maximum total due for a bill to be paid automatically. If the total due is greater than the payment threshold, the bill will not be automatically paid
3. Review and agree to terms and conditions

4. Click Save
    a. **Important** – if new bill notification is turned off (unchecked), autopay will not process for new bills



Payment Options

1. Check box to automatically move bills paid in full from "Open" to the "Closed" tab

Notification Settings

1. Check box to turn on notifications
    a. Receive a notification when a new bill arrives
        i. **Important** – if new bill notification is turned off (unchecked), autopay will not process for new bills
    b. Attach a PDF copy of the bill to the new bill notification
    c. Receive payment confirmation

Turn On/Off Paper Bill

1. Check box to receive a paper bill in addition to ebill

Account Linking

The settings tab allows you to link multiple accounts, define groups, and add users. Definitions of users, accounts, and groups can be found below.

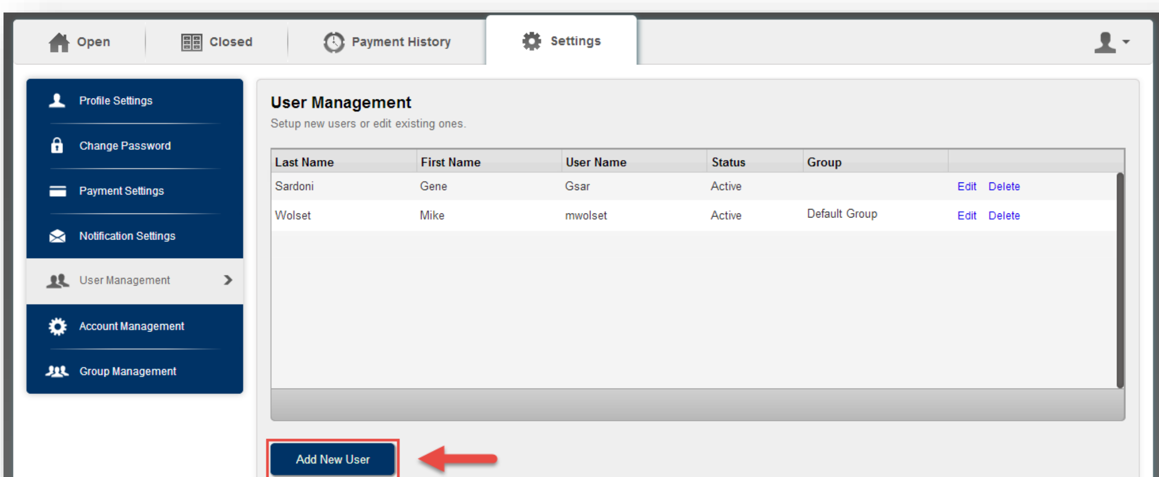
Users: You can set up different Invoice Gateway users with different privileges including which account's bills they can view, which payment account(s) can be used, and if they have the ability to link other accounts and manager groups. When you add a new user, a temporary password will be sent to the email address you specify. The user will be required to change the password when they login for the first time.

Accounts: You can link multiple accounts giving you the ability to view bills, make payments, download and manage settings for multiple accounts from a single log in. You can link accounts by providing the account number and enrollment token combination, or if the account is already enrolled into Invoice Gateway, the username and password. Once an account is added, you can then assign them to groups for easy management. At any time, you can remove an account which will deactivate it from Invoice Gateway and you will no longer receive notification of new ebills.

Groups: You can set up multiple groups to manage all your linked accounts. Once a group is created, users, accounts, and payment accounts can be assigned to it. Users assigned to a specific group will have access to all the accounts and payment accounts associated with the group. Users and accounts can be assigned to multiple groups.

Add Users

1. Click the User Management tab
2. Click the Add New User button



3. Enter user profile information
4. Select user privileges
    a. Download data – Allow the user to download and export a copy of the bill

b. Make Payments – Allow the user to make and view payments

c. Change EBill Notifications - Allow the user to edit their Ebill notification setting otherwise it defaults to the administrators notification setting

d. Link Accounts - Allow the user to link accounts and add them to their groups

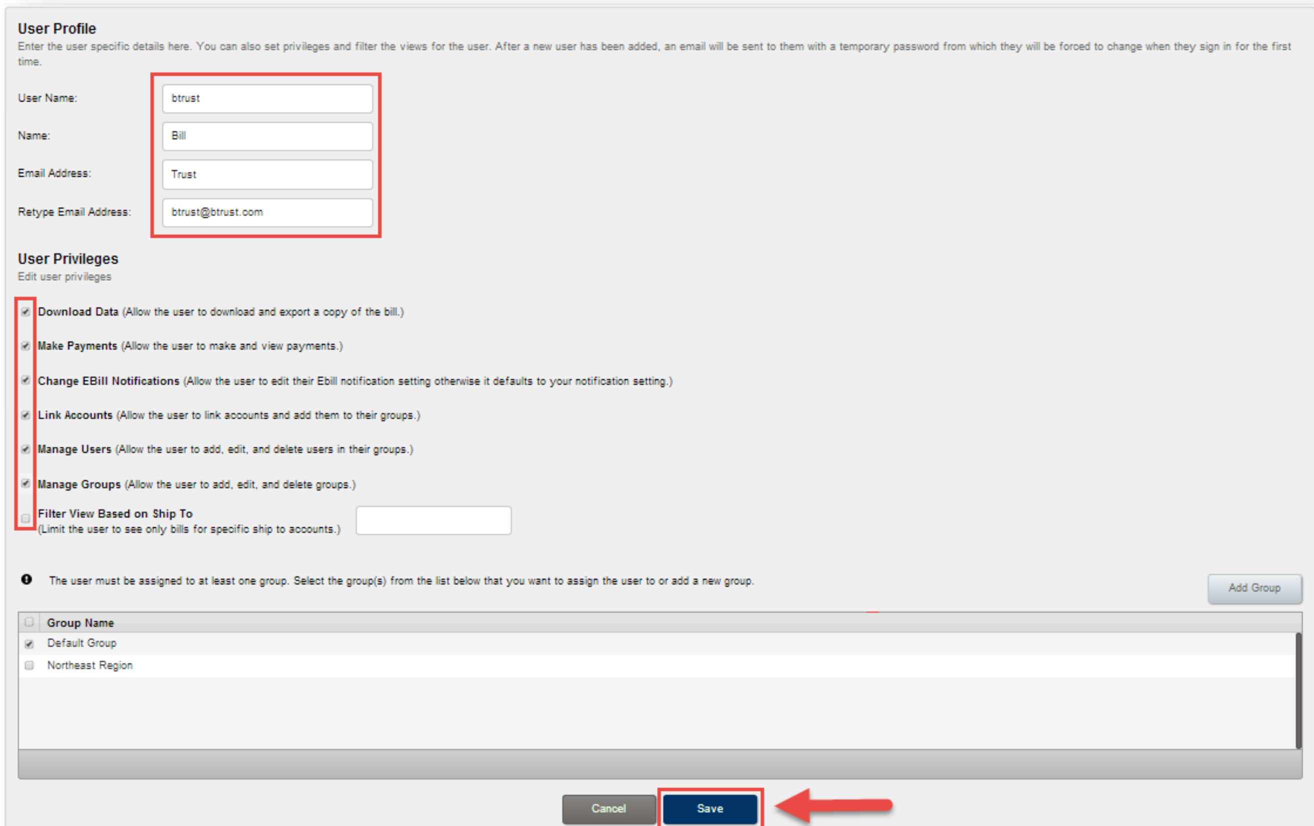
e. Manage Users - Allow the user to add, edit, and delete users in their groups

f. Manage Groups - Allow the user to add, edit, and delete groups

g. Filter View Based on Ship To – Limit the user to only see bills for specific ship to accounts

5. Assign to a group

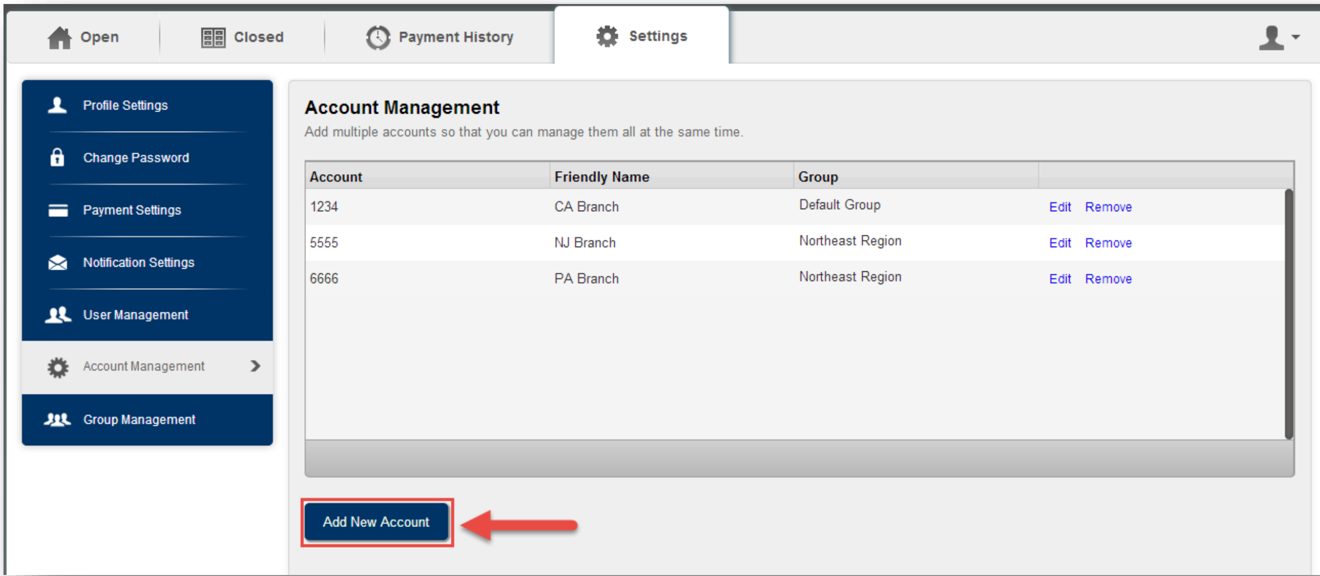
   a. If no groups have been created, either assign the user to the "default" group or click the "Add Group" button



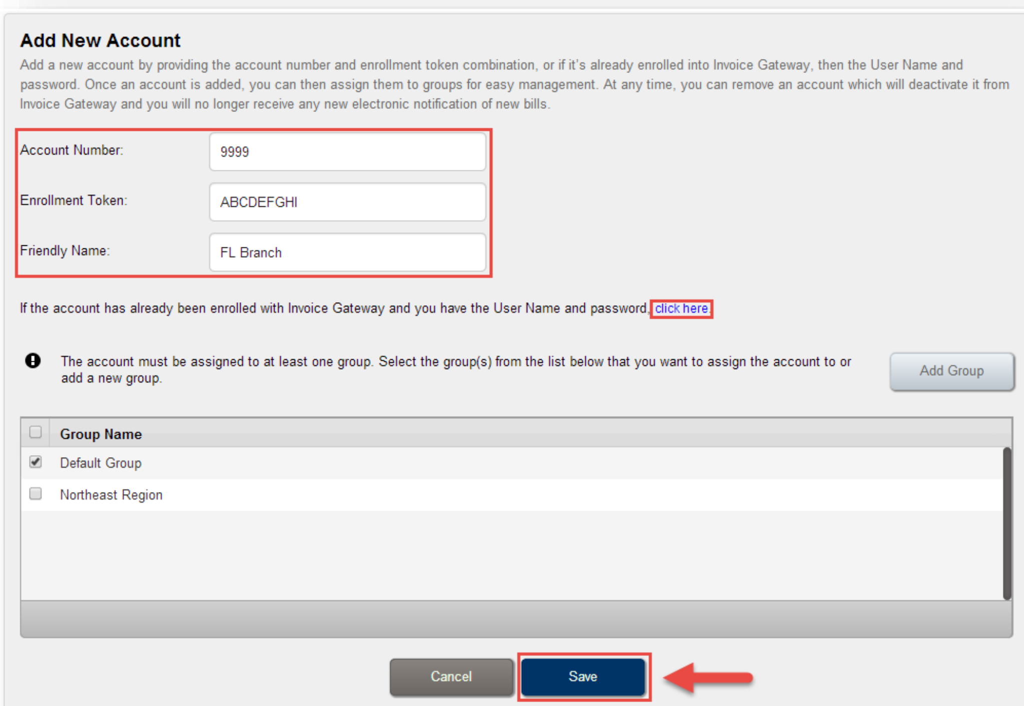
6. Click Save

Link Accounts

1. Click the Account Management tab
2. Click the Add New Account button

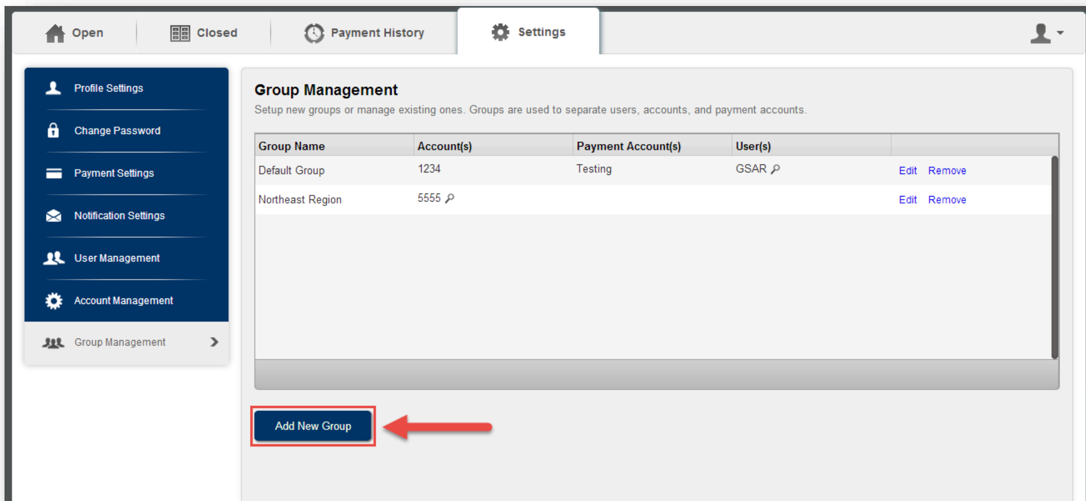


3. Enter account number, enrollment token, select or add group, and create display name
    a. If the account is already enrolled into Invoice Gateway, then the username and password can be entered by clicking "click here" link.
4. Click Save

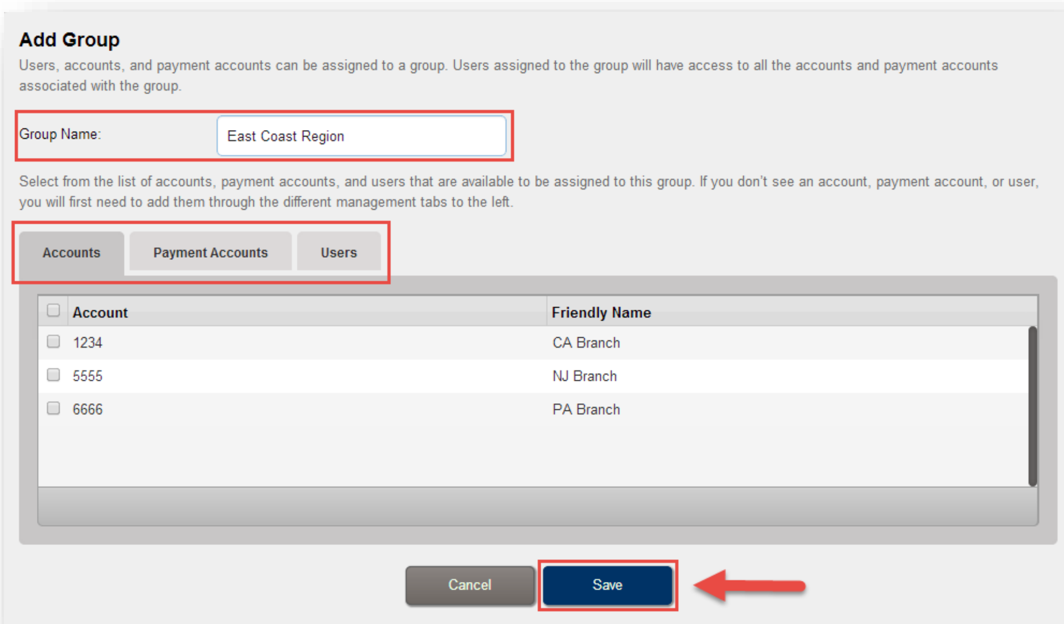


Create Groups

1. Click the Group Management tab
2. Click the Add New Group button

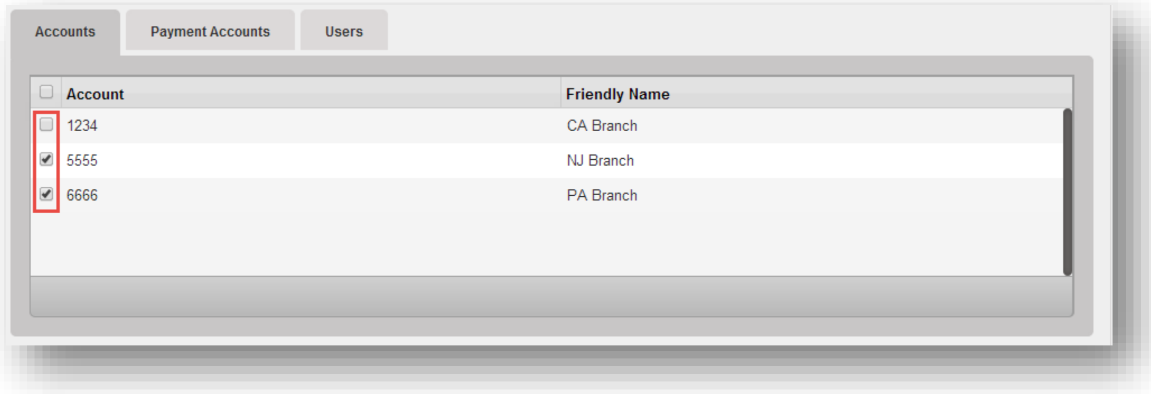


3. Add the new Group Name

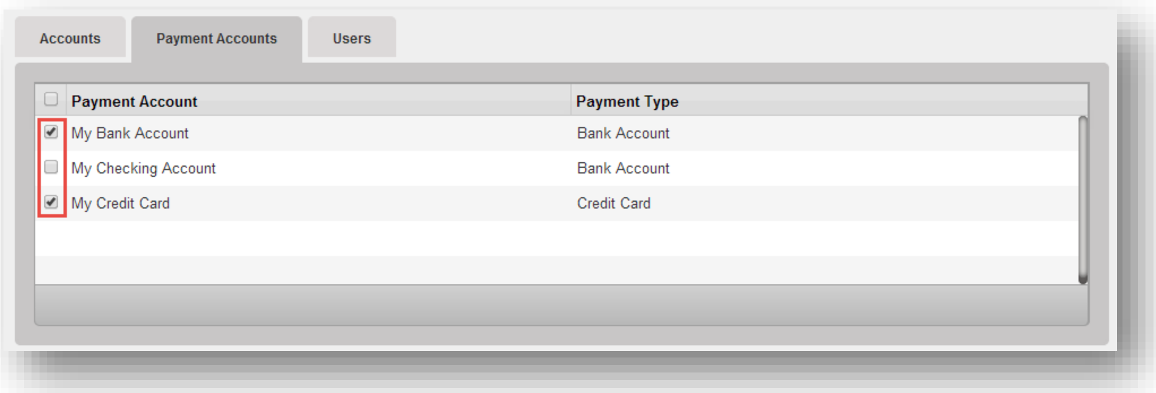


4. Click on each of the three tabs and choose the appropriate accounts, payment accounts, and users that will be part of this group
    a. The users that are part of the group will have access to the selected accounts' bills and payment accounts

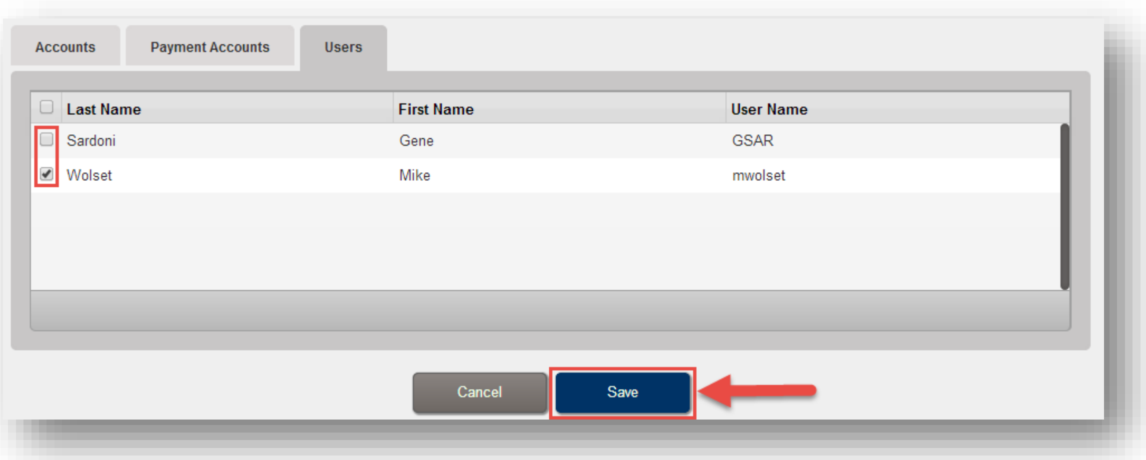
Accounts



Payment Accounts



Users



5. Click Save