



Invoice Gateway 7.0 User Guide

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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

TO VIEW OR PAY ONLINE GO TO:	http://superiorsupply.billtrust.com
ACCOUNT NUMBER:	512158-31064
ENROLLMENT TOKEN:	HHP JKL LNB

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

[Already Have an Account?](#)

[Sign In](#)

Sign Up With Invoice Gateway

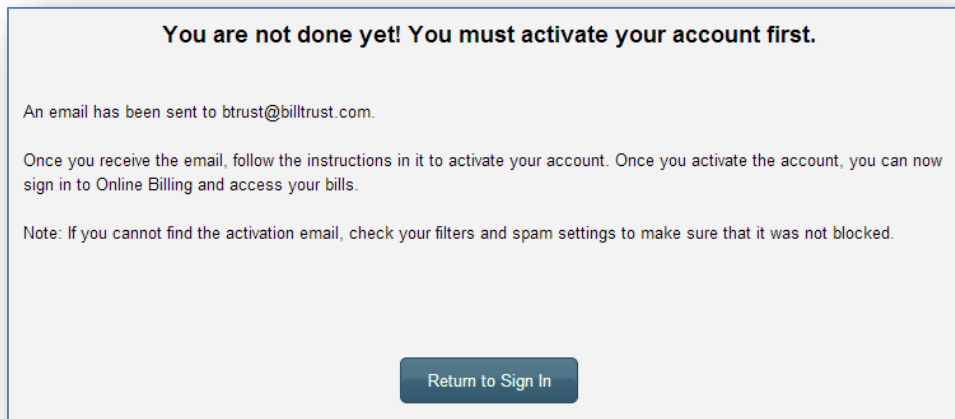
*All fields are required unless otherwise indicated as "optional"

Name:	<input type="text" value="Bill Trust"/>
Account Number:	<input type="text" value="123456789"/>
Enrollment Token:	<input type="text" value="XYZHDDYWA"/>
User Name:	<input type="text" value="BTrust"/>
Password:	<input type="password" value="*****"/>
Confirm Password:	<input type="password" value="*****"/>
Email Address:	<input type="text" value="btrust@billtrust.com"/>
Security Question 1:	<input type="text" value="What is your favorite hobby?"/> ▾
Answer 1:	<input type="text" value="Sending bills"/>
Security Question 2:	<input type="text" value="What street did you live on when y..."/> ▾
Answer 2:	<input type="text" value="American Metro"/>
Security Question 3:	<input type="text" value="What is your favorite sport to watch?"/> ▾
Answer 3:	<input type="text" value="Football"/>

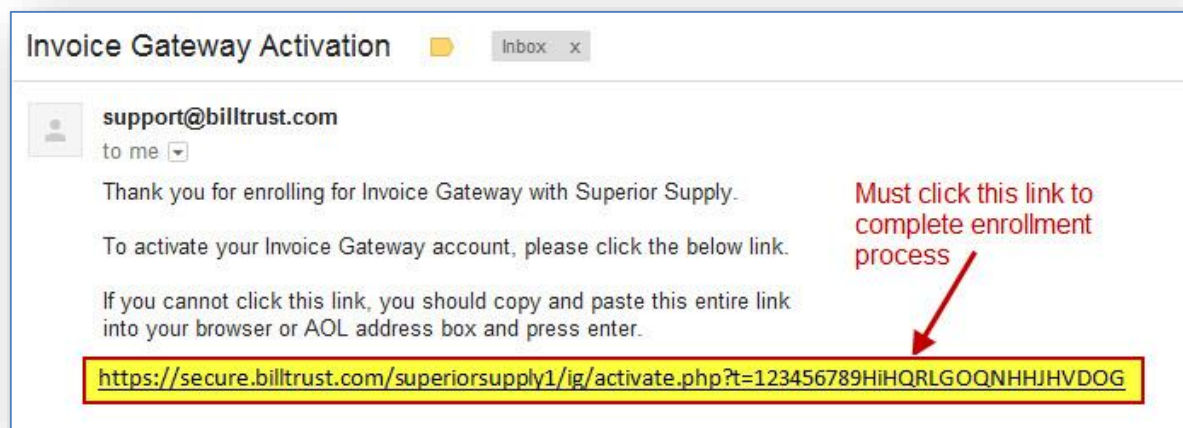
I agree to the [Subscriber Agreement](#)

[Sign Up](#)

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

Sign In To Your Account

Username: btrust

Password:

Remember My User Name

[Forgot Your User Name?](#) [Forgot Your Password?](#)

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

Paying your bill online is easy. Use your bank account or credit card to make a one time payment.

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

Payment Details Authorization Confirmation

Review Your Payment Details

Customer Number:	10811
Amount To Pay:	\$1,000.00
Bank Name:	XYZ Bank
Name On Account:	Bill Trust
Routing Number:	123123123
Bank Account Number:	1212
Email Address:	btrust@billtrust.com

By clicking 'Authorize', you acknowledge that you have read and agree to the [Subscriber Agreement](#) for this payment.

- a. Click Print Confirmation to print a receipt

The screenshot shows two overlapping windows from the Billtrust payment interface. The background window is titled "Enter Your Payment Details" and has a progress bar with three steps: "Payment Details" (active), "Authorization", and "Confirmation". Below the title, it says "Paying your bill online is easy. Use your bank account or credit card to make a one time payment." The form contains the following fields:

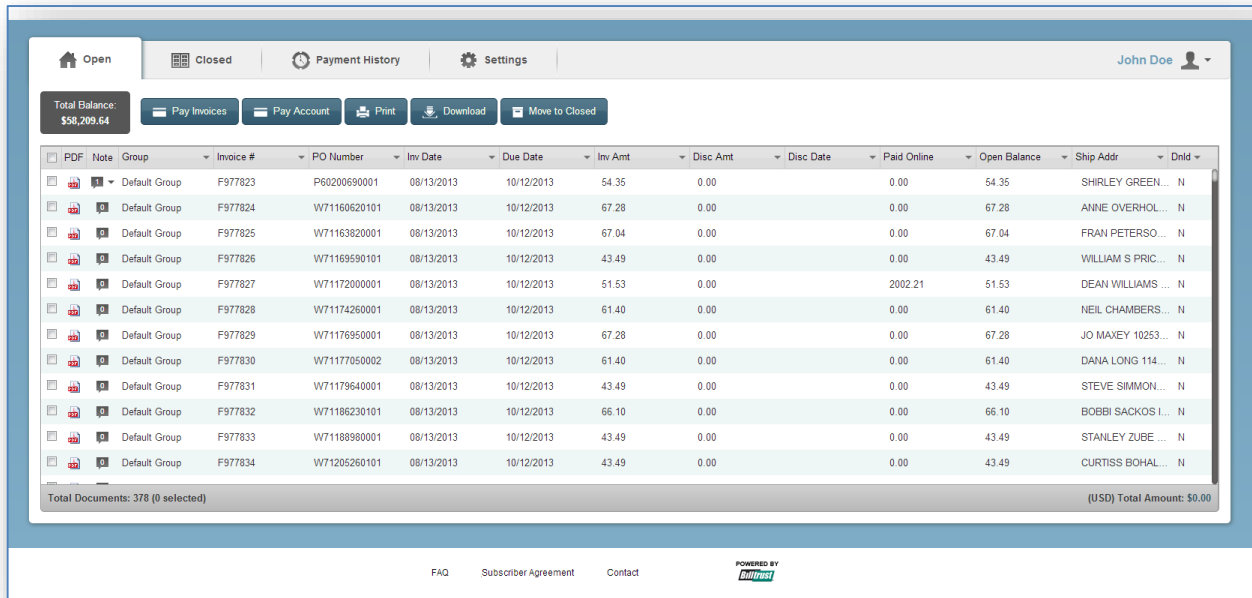
- Customer Number: 123456789
- Amount To Pay: 1000.00
- Note: (optional)

The foreground window is titled "Your Payment Confirmation" and has a progress bar with three steps: "Payment Details", "Authorization" (active), and "Confirmation". It displays the message "Your payment has been scheduled." followed by a "Print Confirmation" button. Below this, it lists the following details:


Confirmation number:	9272261354534
Customer Number:	123456789
Amount To Pay:	\$1,000.00
Bank Name:	XYZ Bank
Name On Account:	Bill Trust
Routing Number:	123123123
Bank Account Number:	1212
Email Address:	btrust@billtrust.com

Home Page

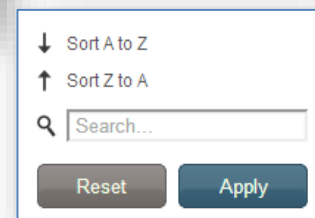
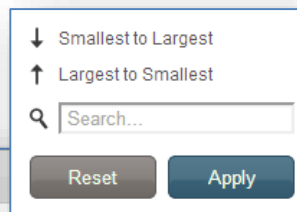
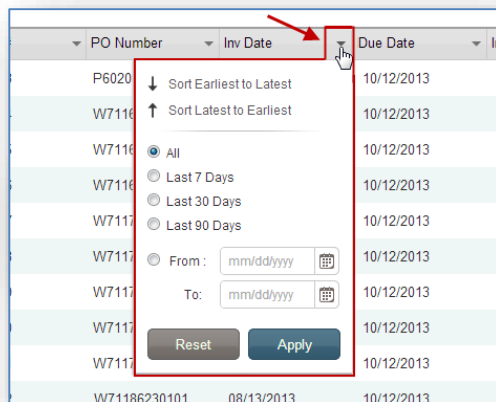
After you sign into your account, you will be taken to the main page. This is where you can view your **Open and Closed Bills, Payment History, and Settings**. You will also be able to select open invoices to pay, make a payment against the account (configurable option), print selected bills, download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


Invoice #	PO Number	Inv Date	Due Date
F977823	P60200690001	08/13/2013	10/12/2013
F977824	W71160620101	08/13/2013	10/12/2013
F977825	W71163820001	08/13/2013	10/12/2013



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

Add New Note ✕

This note is for your reference only and is not visible to Superior Supply.


Invoice Number: F977823
 Invoice Date: 08/13/2013




Note:

This is an example of a note.

Note: Comments are not shared with Superior Supply and can only be viewed within your account.

Cancel
Save

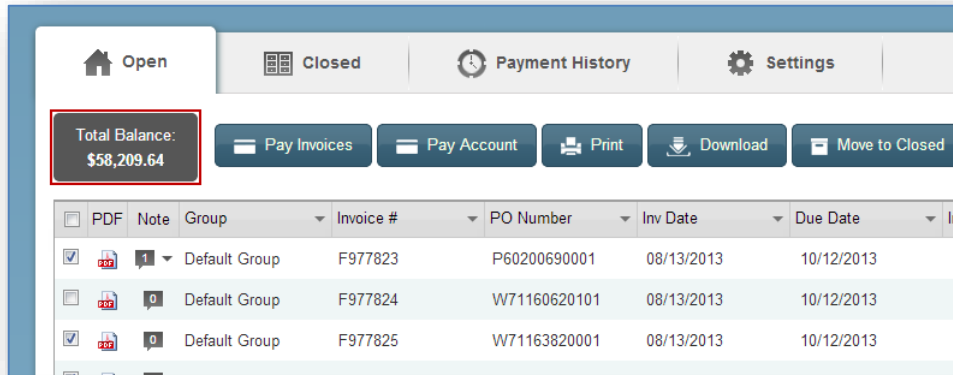
4. The number in the comment box will now change to “1” meaning one comment has been made. The number will increase/decrease as comments are created/deleted
5. Click the  icon to view the note(s)

PDF	Note	Dispute	Group	Invoice #	PO Number	Inv Date
			Default Group	F977823	P60200690...	08/13/2013
	 09/26/2013		BTRUST		This is an example of a note.	
	 Click to delete comment		↑ User name of person that wrote comment		↑ Comment text	

Total Balance

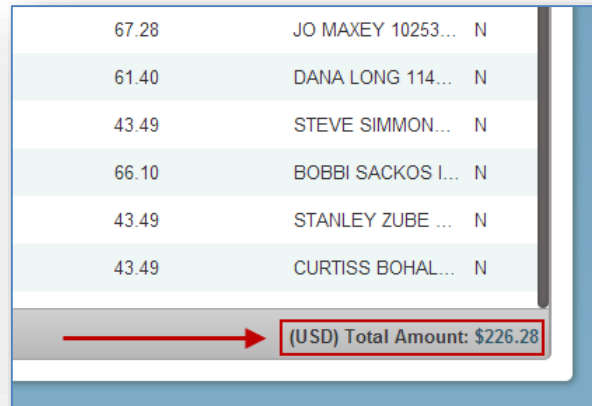
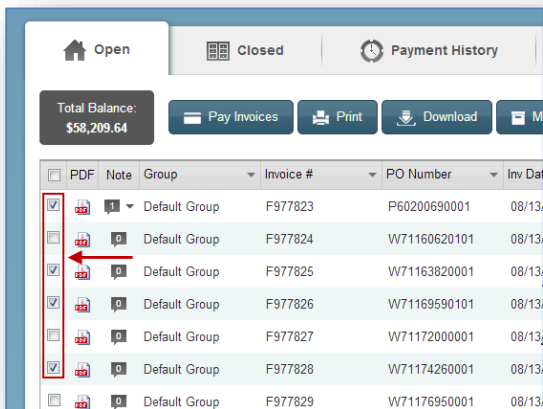
1. The total balance will populate the total amount of all open invoices

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



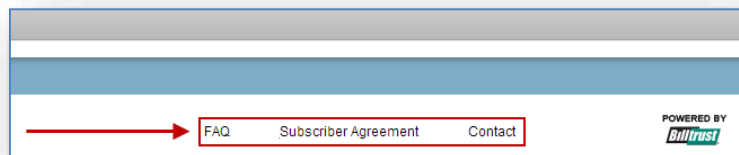
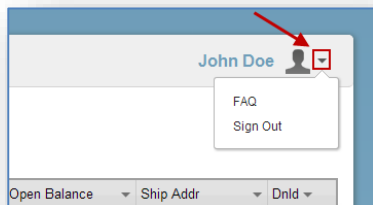
Total Amount

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

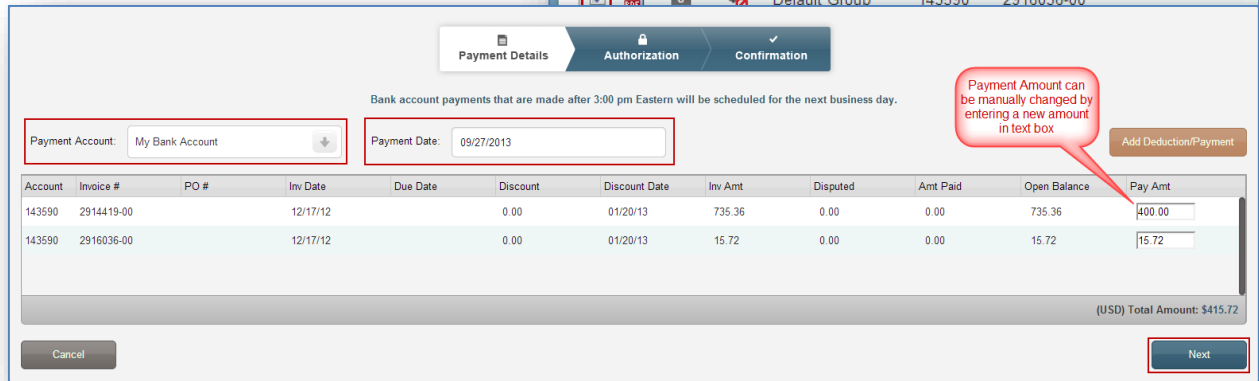
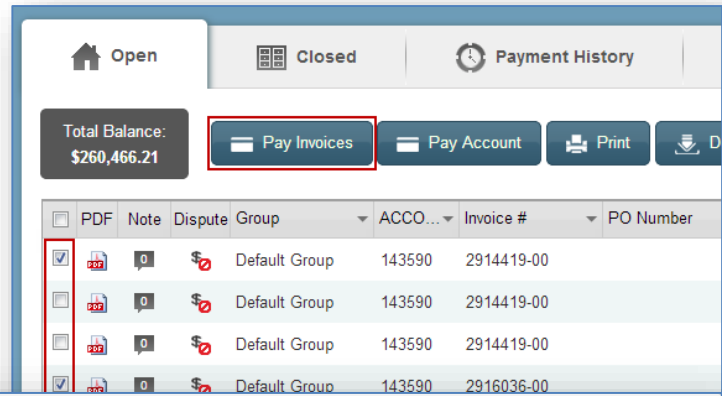
1. Click the icon in the top right corner to access the FAQ page or sign out of Invoice Gateway
2. The FAQ, Subscriber agreement, and contact information can be found at the bottom of the page



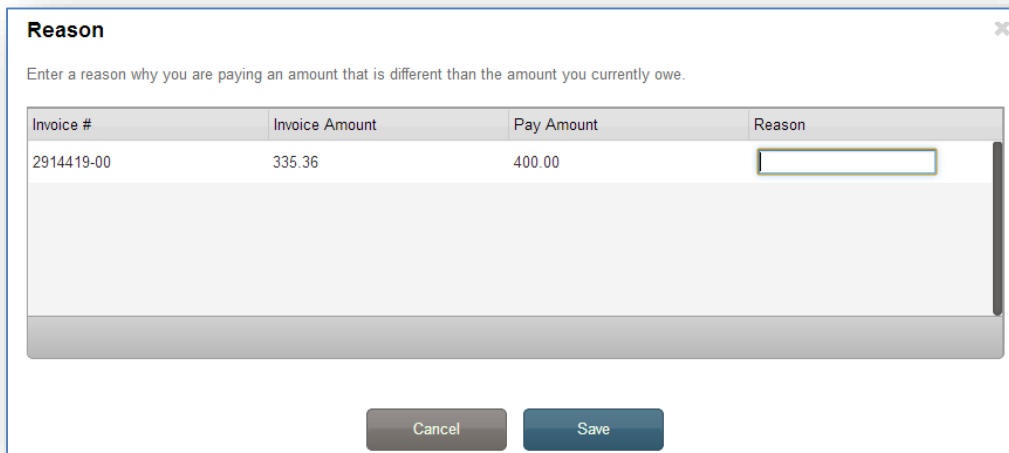
Making Payments

Pay Individual Invoices

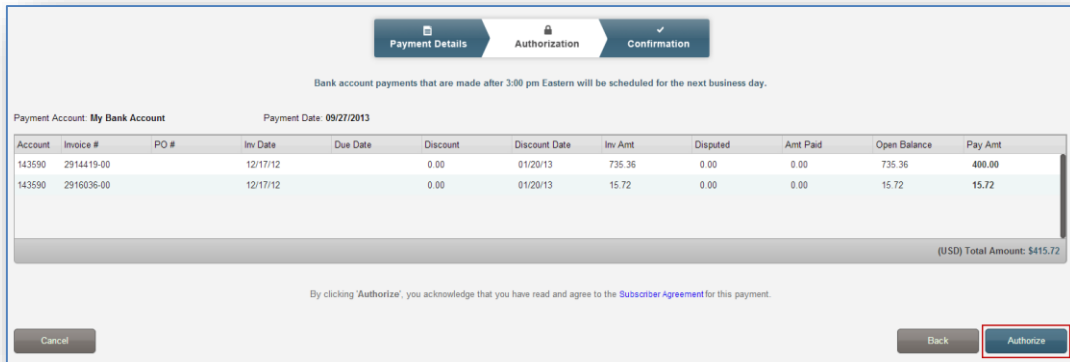
1. Select the invoice(s)
2. Click the Pay Invoices button
3. Select Payment Account
4. Select Payment Date
5. Adjust Pay Amt or add Deduction/Payment (if enabled)



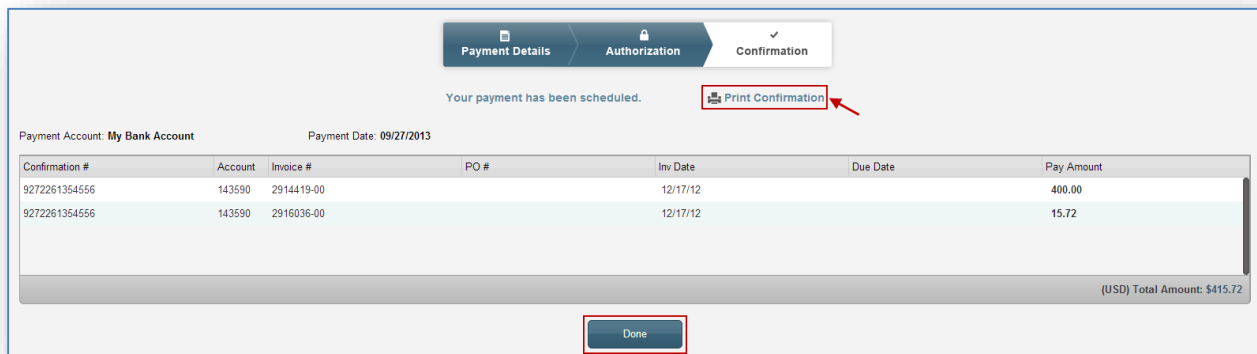
6. Click the Next button
 - a. If you are short paying or overpaying an invoice a pop up will appear to input your reason
 - b. Select reason from dropdown or enter reason in textbox and click Save



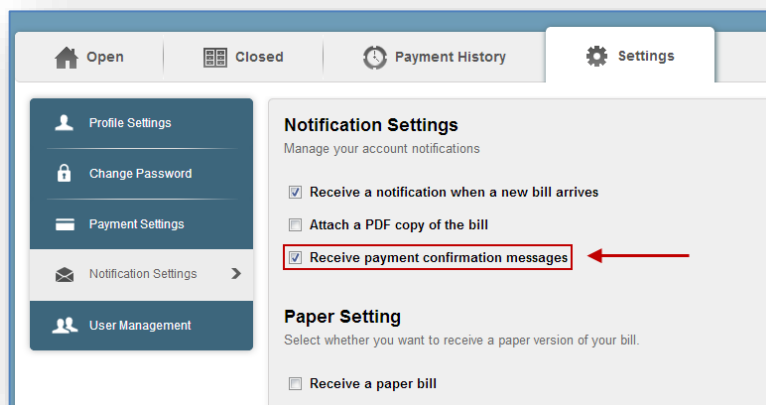
7. Review Payment information and click Authorize to process the payment



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



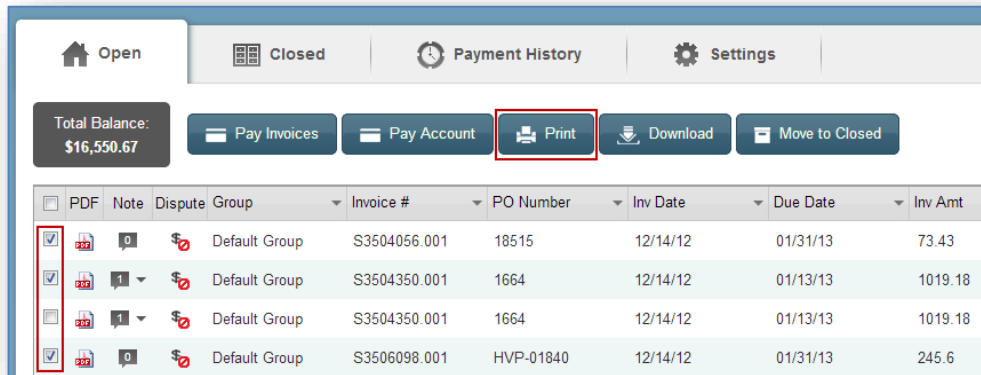
❖ **TIP** – A payment confirmation will be emailed to if the setting is enabled. To edit this notification, go to the Notification Settings option under the Settings tab



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

- 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

The screenshot shows the Billtrust interface with a navigation bar at the top containing 'Open', 'Closed', 'Payment History', and 'Settings'. Below the navigation bar, there is a 'Total Balance: \$16,550.67' and several action buttons: 'Pay Invoices', 'Pay Account', 'Print', 'Download' (highlighted with a red box), and 'Move to Closed'. Below the buttons is a table of invoices with columns: PDF, Note, Dispute, Group, Invoice #, PO Number, Inv Date, Due Date, and Inv Amt. The first four rows of the table have checkboxes in the 'PDF' column, which are also highlighted with a red box.

PDF	Note	Dispute	Group	Invoice #	PO Number	Inv Date	Due Date	Inv Amt
<input checked="" type="checkbox"/>		0	Default Group	S3504056.001	18515	12/14/12	01/31/13	73.43
<input checked="" type="checkbox"/>		1	Default Group	S3504350.001	1664	12/14/12	01/13/13	1019.18
<input checked="" type="checkbox"/>		1	Default Group	S3504350.001	1664	12/14/12	01/13/13	1019.18
<input checked="" type="checkbox"/>		0	Default Group	S3506098.001	HVP-01840	12/14/12	01/31/13	245.6

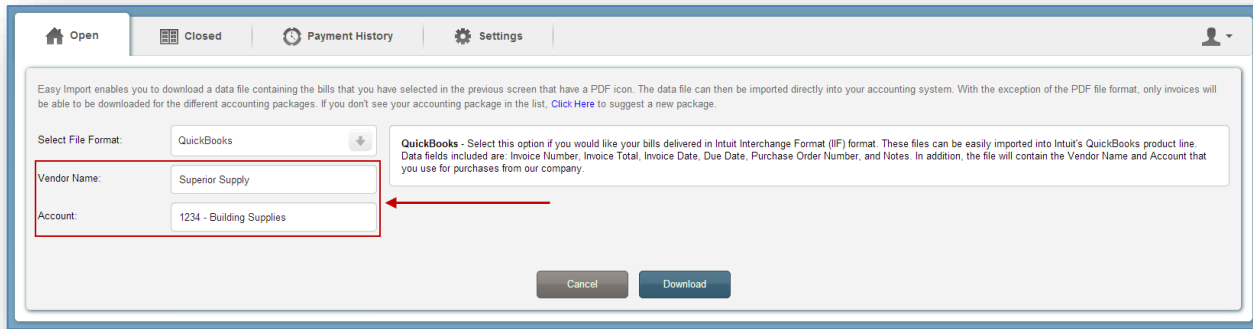
can be imported into most accounting systems, or a file format designed specifically to be imported into selected accounting systems, such as QuickBooks. We're always expanding our list of available accounting systems.

- Click the Download button

The screenshot shows the 'Download' dialog box in the Billtrust interface. It contains a 'Select File Format:' dropdown menu with the following options: PDF, CSV, CSV Detail, Forefront Construction Suite, PeachTree Premium, PeachTree Quantum, QuickBooks, and Timberline. The 'PDF' option is selected. Below the dropdown menu, there is a text box with the text: 'PDF - Allows you to create a combined PDF of the invoices and statements you have selected.' At the bottom of the dialog box, there are 'Cancel' and 'Download' buttons.

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

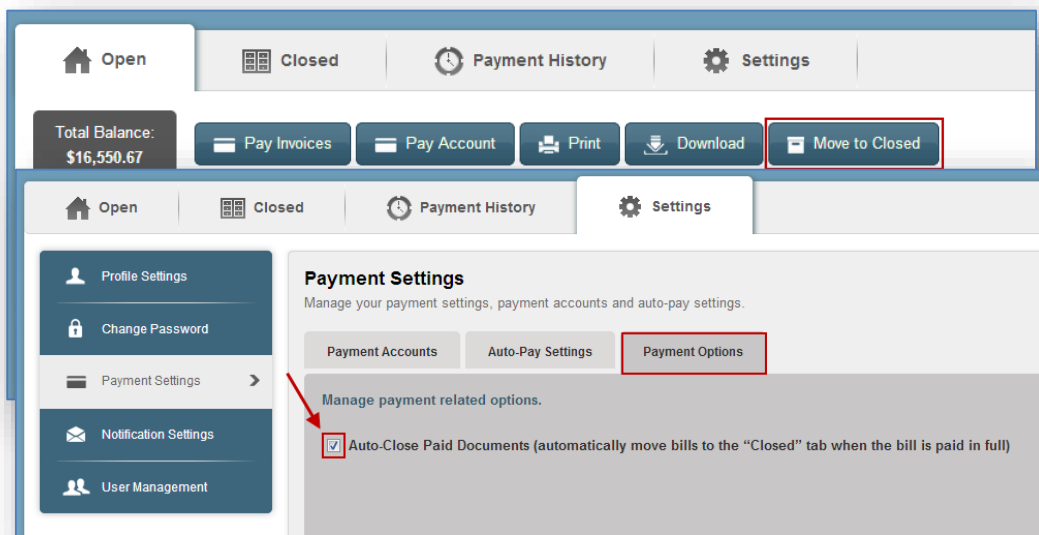
Format	Detail
PDF	Allows you to create a combined PDF of the invoices and statements you have selected.
CSV	Select this option to include a comma separated values (CSV) text file of your invoice information with your email. The CSV file format is a delimited data format that has each field separated 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 <code>_COL</code> 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

PDF	Note	Group	Invoice #	PO Number	Inv Date	Due Date	Inv Amt
<input checked="" type="checkbox"/>		Default Group	F983648	W71160770101	08/13/2013	10/12/2013	40.13
<input checked="" type="checkbox"/>		Default Group	F956587	W71097770101	08/08/2013	10/07/2013	40.13

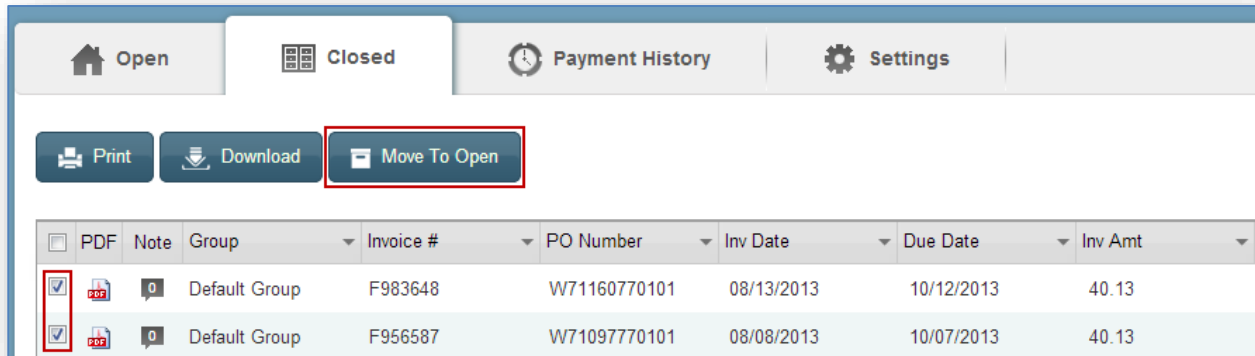
Download Closed Invoices

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

PDF	Note	Group	Invoice #	PO Number	Inv Date	Due Date	Inv Amt
<input checked="" type="checkbox"/>		Default Group	F983648	W71160770101	08/13/2013	10/12/2013	40.13
<input checked="" type="checkbox"/>		Default Group	F956587	W71097770101	08/08/2013	10/07/2013	40.13

Move Closed Invoices to Open

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

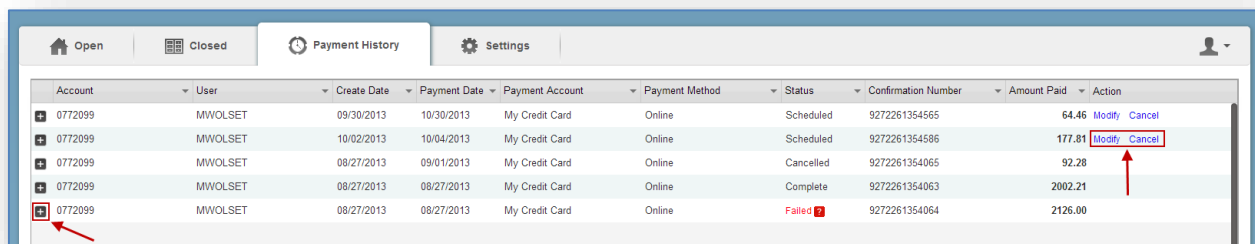


Payment History

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

Modify Payment (Account 0772099)

Invoice #	PO Number	Due Date	Inv Amt	Disc Amt	Pay Amt	Action
F977824	W71160620101	10/12/2013	67.28		67.28	Cancel
F977825	W71163820001	10/12/2013	67.04		67.04	Cancel
F977826	W71169590101	10/12/2013	43.49		43.49	Cancel

Close

View Payment Details

1. Click the  icon

Payment Details (Account 0772099)

Invoice #	Amount	Description
F977827	2002.21	04 - Freight Deduction

Close

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

Profile Settings
Change your profile settings.

User Name:

Name:

Email Address:

Security Question 1: ↓

Answer 1:

Security Question 2: ↓

Answer 2:

Security Question 3: ↓

Answer 3:

Open
Closed
Payment History
Settings
⌵

- Profile Settings
- Change Password
- Payment Settings >
- Notification Settings
- User Management

Payment Settings
Manage your payment settings, payment accounts and auto-pay settings.

Payment Accounts
Auto-Pay Settings
Payment Options

Friendly Name	Account Type	Edit	Delete
My Bank Account	Bank Account	Edit	Delete
Visa Credit Card	Credit Card	Edit	Delete

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.

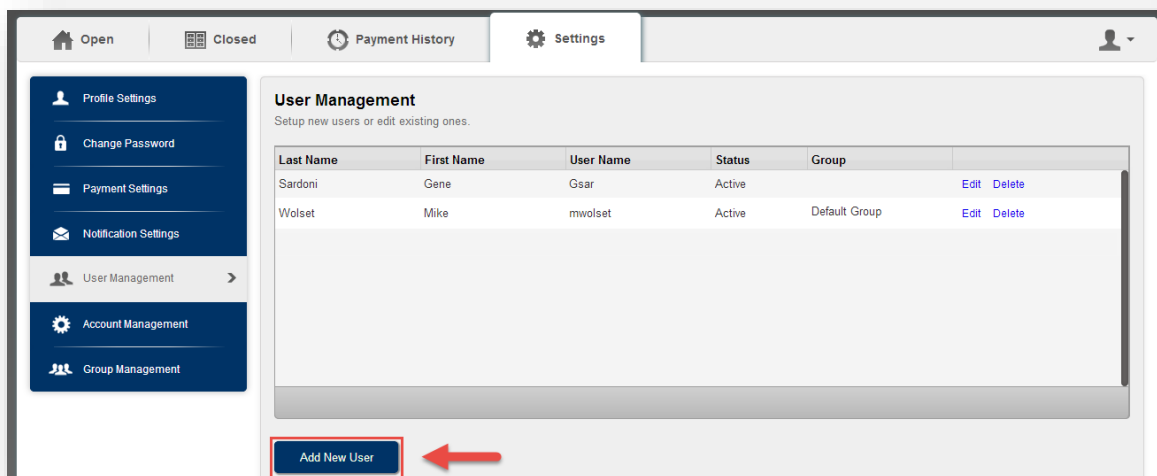
Users: You can set up different Invoice Gateway users with different privileges including which account's bills they can view, which payment account(s) can be used, and if they have the ability to link other accounts and manager groups. When you add a new user, a temporary password will be sent to the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

User Profile
Enter the user specific details here. You can also set privileges and filter the views for the user. After a new user has been added, an email will be sent to them with a temporary password from which they will be forced to change when they sign in for the first time.

User Name:

Name:

Email Address:

Retype Email Address:

User Privileges
Edit user privileges

- Download Data** (Allow the user to download and export a copy of the bill.)
- Make Payments** (Allow the user to make and view payments.)
- Change EBill Notifications** (Allow the user to edit their Ebill notification setting otherwise it defaults to your notification setting.)
- Link Accounts** (Allow the user to link accounts and add them to their groups.)
- Manage Users** (Allow the user to add, edit, and delete users in their groups.)
- Manage Groups** (Allow the user to add, edit, and delete groups.)
- Filter View Based on Ship To**
(Limit the user to see only bills for specific ship to accounts.)

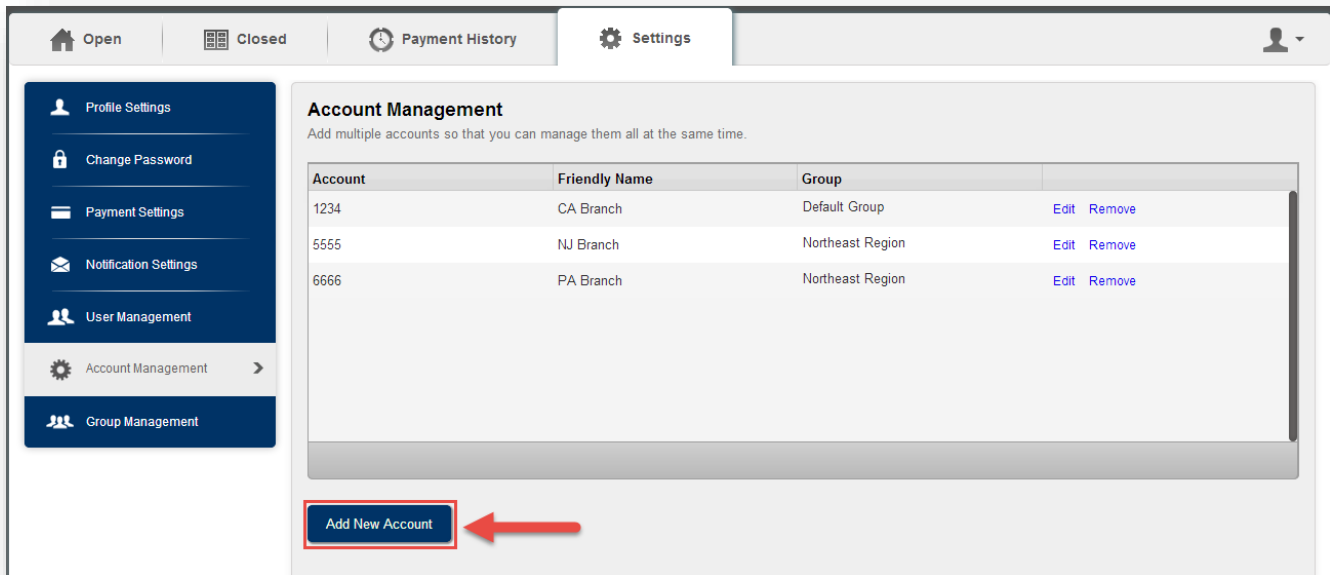
The user must be assigned to at least one group. Select the group(s) from the list below that you want to assign the user to or add a new group. Add Group

Group Name
<input checked="" type="checkbox"/> Default Group
<input type="checkbox"/> Northeast Region

6. Click Save

Link Accounts

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

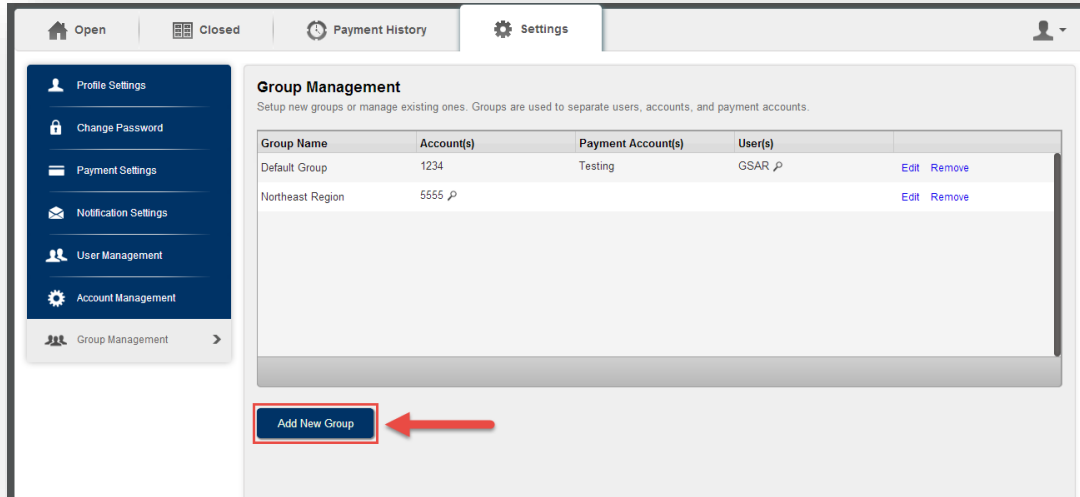


3. Enter account number, enrollment token, select or add group, and create display name
 - a. If the account is already enrolled into Invoice Gateway, then the username and password can be entered by clicking “click here” link.
4. Click Save

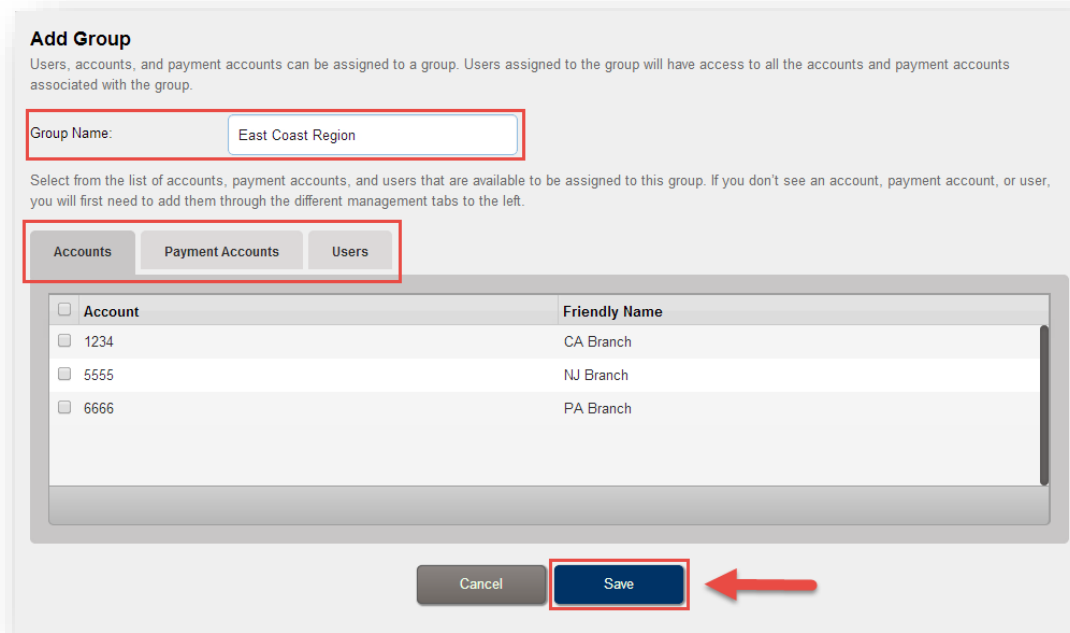
The screenshot shows the 'Add New Account' form. It includes a title 'Add New Account' and a descriptive paragraph. Below the text are three input fields: 'Account Number' (containing '9999'), 'Enrollment Token' (containing 'ABCDEFGHI'), and 'Friendly Name' (containing 'FL Branch'). Below these fields is a note: 'If the account has already been enrolled with Invoice Gateway and you have the User Name and password [click here](#)'. There is also a warning icon and text: 'The account must be assigned to at least one group. Select the group(s) from the list below that you want to assign the account to or add a new group.' To the right of this text is an 'Add Group' button. Below the text is a list of groups with checkboxes: 'Group Name', 'Default Group' (checked), and 'Northeast Region'. At the bottom of the form are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted with a red box and a red arrow pointing to it from the right.

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

<input type="checkbox"/>	Account	Friendly Name
<input type="checkbox"/>	1234	CA Branch
<input checked="" type="checkbox"/>	5555	NJ Branch
<input checked="" type="checkbox"/>	6666	PA Branch

Payment Accounts

<input type="checkbox"/>	Payment Account	Payment Type
<input checked="" type="checkbox"/>	My Bank Account	Bank Account
<input type="checkbox"/>	My Checking Account	Bank Account
<input checked="" type="checkbox"/>	My Credit Card	Credit Card

Users

<input type="checkbox"/>	Last Name	First Name	User Name
<input type="checkbox"/>	Sardon	Gene	GSAR
<input checked="" type="checkbox"/>	Wolset	Mike	mwolset

Cancel Save

5. Click Save