

AdvantagePay

AQUA 6.70.09+



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AdvantagePay Overview

AdvantagePay is a **Webvantage** module that allows agencies to manage vendor payments. The Webvantage module helps you do the following:

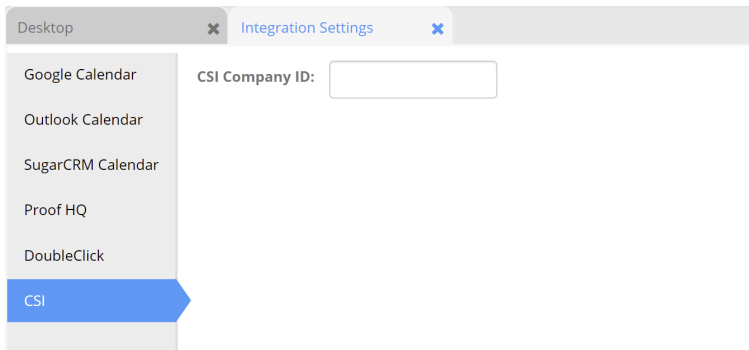
- Research and review payment batches by Primary Bank Name, VCC/ACH Bank Name, Created By, Date Created, Last Updated, Payment Date, Date Cutoff, Posting Period, and Batch Status.
- Select the most efficient payment methods, including Check, and VCC/ACH.
- Manage payment batch details, including Payment Method, Vendor Code, Vendor Name, Invoice Number, Date to Pay, Invoice Total, Invoice Balance, and Approved Amount.
- Process payment batches through Corporate Spending Innovations (CSI).
 - Our preferred partnership with CSI facilitates a single portal for all payment types, including Checks, and VCC/ACH.
- Review payment statuses such as Open, Submitted, Pending Payment, Completed, Batch Error, and Cancelled.
- Void Checks and VCC/ACH before batches are submitted to CSI.
 - Void Checks and VCC in *Submitted* batch status.
 - Once batches are submitted to CSI, voiding ACH payments become unavailable.
- Void VCC payments in *Pending Payment* batch status.

Getting Started

Clients must create an account with CSI to gain access to **AdvantagePay**. To send information to CSI, the database must have an API license. There are no costs associated with obtaining the API license. To obtain an API license, follow the steps below:

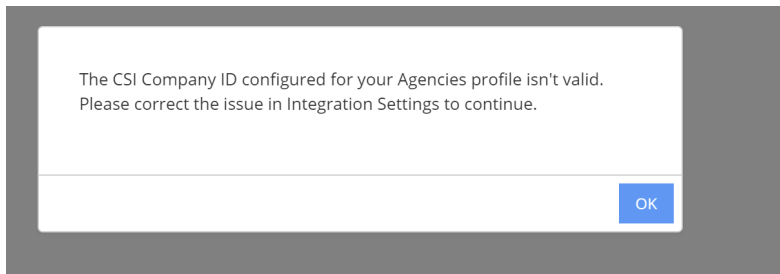
1. Email techsupport@gotoadvantage.com to request an API license.
 - If the API license already exists in the database take note of the API username and password.
 - If you do not know the login information contact Software Support.
2. Tech Support will send you an email with the API credentials to provide to CSI.
3. Go to *Employee Maintenance* from the database, and create a fake employee profile to use for the API license.
4. Click the '*Is API User*' checkbox from the *Alerts and Settings* tab.
5. Create a username for the API license in *User Security*.
6. Select the, '*Is Webvantage Only (Standard User)*' checkbox from the *User Settings* tab.
 - A free standard license will be provided to you to accommodate the API user.
7. Set the password for the API user.

You will provide CSI with the API username and password. CSI will then provide you with a company ID. Enter the provided company ID into the integration settings to access **AdvantagePay** as shown below:




- To find the integration settings in **Advantage** or **Webvantage**, go to Maintenance → General → Integration Settings → CSI.

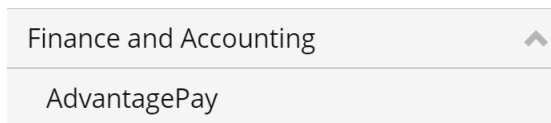
Access to **AdvantagePay** is denied if the company ID is invalid.



The company's main operating account, which must be active on CSI's platform, contains valid routing and account numbers to send payments to CSI. Advantage verifies the bank account containing the same routing and account numbers before a check payment batch is sent to CSI. Create a separate bank for the CSI account to send payments to CSI by ACH or VCC. Unblock **AdvantagePay** in **Security** before you begin.

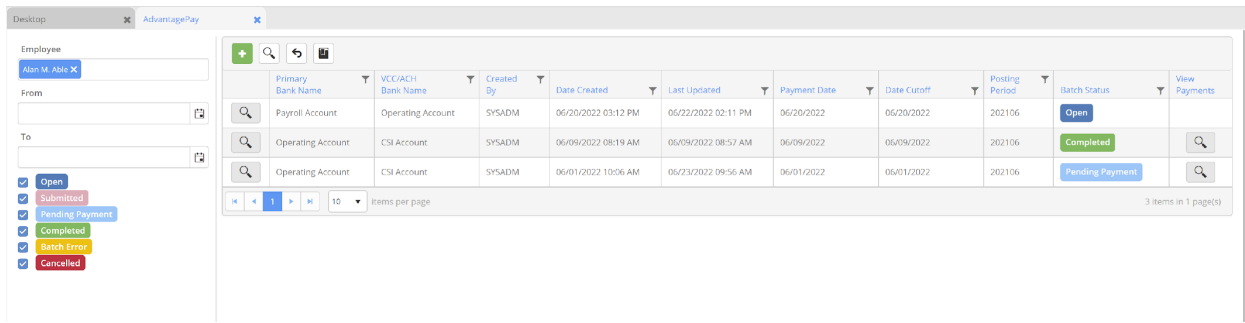
Access AdvantagePay

1. Sign in to the **Webvantage** portal.
2. In the top left of the main desktop select  to open the main menu.
3. In the menu, go to **Finance and Accounting** → **AdvantagePay**.



Manage Batches

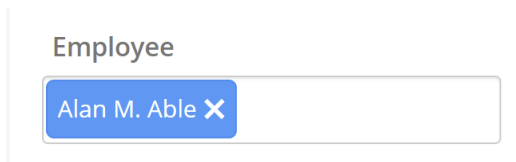
Click the **AdvantagePay** button. The **Manage Batches** screen opens. Use Manage Batches to view, edit, or start a payment batch.



Employee Search Bar

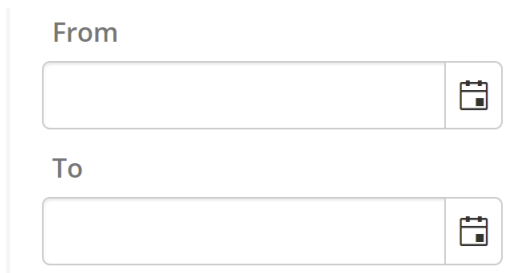
The **Employee** search bar on the left allows you to search for the name of the employee who created the batches. Click inside the search bar to select an employee's name from the list.

The results display in the table on the right. Leave the employee search bar blank to show batches for all employees.



From and To Search Bar

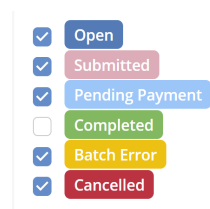
Use the **From** and **To** search bars on the left to filter batches created in a specific timeframe. Click the calendar icon, next to the search bars to select certain dates.



Use the **From** and **To** search bars to find batches in the time frame they were created. The results display in the table on the right.

Batch Status

Batches filter by **Batch Status**:



- **Open:** A batch not submitted to the payment processor.

- **Submitted:** A batch submitted to the payment processor that is waiting for confirmation.
- **Pending Payment:** The payment processor received a batch and is processing payment.
- **Completed:** The payment processor processed a batch.
- **Batch Error:** There is an error in the batch to correct before submitting to the payment processor.
- **Cancelled:** A batch has been cancelled and will not process.

Set and clear the checkbox next to each batch status to filter the search results, which display in the table on the right side of the screen.

Manage Batches Menu

Above the table, there are four icons for managing batches:



- **Create New Batch:** Click the **Create New Batch** icon, and a new tab called **New Payment Batch** opens.
- **Search/Find:** Click **Search/Find** to display batch results.
- **Clear:** Click **Clear** to reset applied batch filters to default settings.
- **Bookmark:** Click **Bookmark** to save a search result with the adjusted filters in the table. The bookmark saves to the **Bookmarks** tab on the main desktop.

Use the **Manage Batches** menu to start a new batch, reset search filters, or save search filters. All search results display in the table on the right.

Manage Batches Table

The **Manage Batches** table contains the following columns:

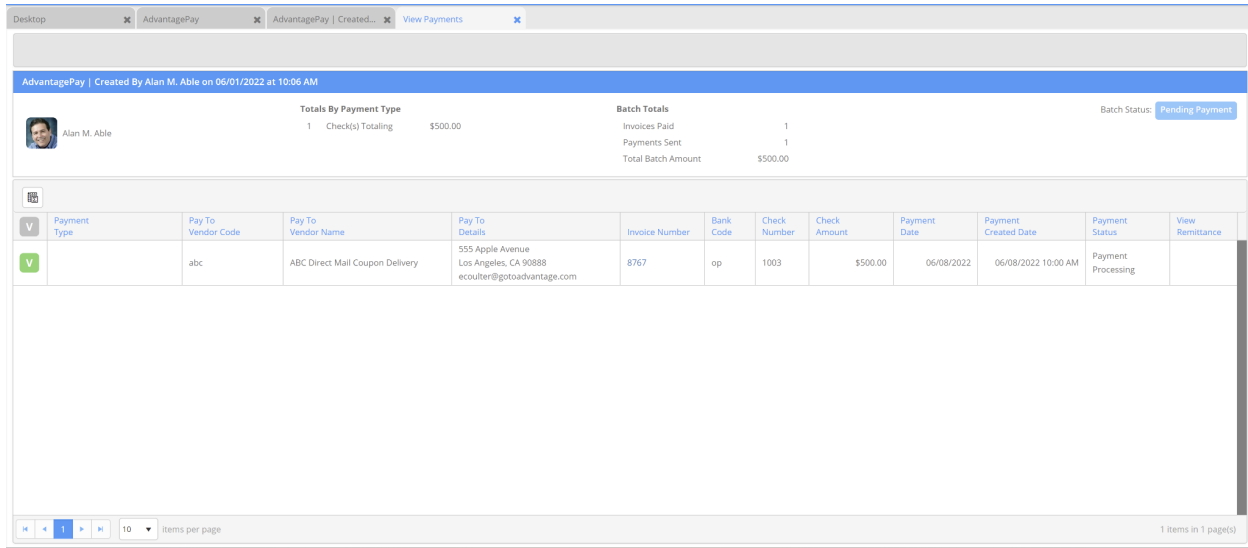
	Primary Bank Name	VCC/ACH Bank Name	Created By	Date Created	Last Updated	Payment Date	Date Cutoff	Posting Period	Batch Status	View Payments
<input type="checkbox"/>	Payroll Account	Operating Account	SYSADM	06/20/2022 03:12 PM	06/20/2022 03:12 PM	06/20/2022	06/20/2022	202106	Open	
<input type="checkbox"/>	Operating Account	CSI Account	SYSADM	06/01/2022 10:05 AM	06/20/2022 11:40 AM	06/01/2022	06/01/2022	202106	Pending Payment	<input type="checkbox"/>

- **Primary Bank Name:** Name of active bank account selected for the payment batch.
- **VCC/ACH Bank Name:** Name of active bank account selected for the payment batch.
- **Created By:** Username of the employee who created the batch.
- **Date Created:** Date and time the batch was created.
- **Last Updated:** Date and time the batch was last updated.
- **Payment Date:** Payment date selected in the payment batch.
- **Date Cutoff:** Batch cutoff date selected in the payment batch.
- **Posting Period:** Payment batch posting period selected in the payment batch.
- **Batch Status:** Batch statuses, including Open, Submitted, Pending Payment, Completed, Batch Error, and Cancelled.

Click the magnifying glass on the left side of the payment batch to open the batch screen. Changes are allowed to batches in **Open** or **Batch Error** status.

View Payments Page

The **View Payments** icon displays in **Completed Batches** and **Pending Payment Batches**. Click the magnifying glass to open the **View Payments** screen.



AdvantagePay | Created By Alan M. Able on 06/01/2022 at 10:06 AM

Alan M. Able

Totals By Payment Type

Payment Type	Total
Check(s) Totaling	\$500.00

Batch Totals

Batch Totals	Count
Invoices Paid	1
Payments Sent	1
Total Batch Amount	\$500.00

Batch Status: Pending Payment

Payment Type	Pay To Vendor Code	Pay To Vendor Name	Pay To Details	Invoice Number	Bank Code	Check Number	Check Amount	Payment Date	Payment Created Date	Payment Status	View Remittance
V	abc	ABC Direct Mail Coupon Delivery	555 Apple Avenue Los Angeles, CA 90888 ecoulter@gotoadvantage.com	8767	op	1003	\$500.00	06/08/2022	06/08/2022 10:00 AM	Payment Processing	

10 items per page | 1 items in 1 page(s)

On the **View Payments** screen:

- Click the **Void Payments** icon to void payments in Completed or Pending Payment batch status.
- View the details of the payment batch, including the employee who created the batch.
- View Batch Totals by Payment Type, such as Check, ACH, and VCC.
- View Batch Totals by Invoices Paid, Payments Sent, and the Total Batch Amount.
- View the Batch Status in the upper right.
- Export an Excel spreadsheet of the payment details.
- View and download a remittance PDF for each payment.
- Click and drag column headers to arrange them as desired.

Column headers include the following:

- **Payment Type:** Check, VCC, or ACH.
- **Pay to Vendor Code:** Determined in Vendor Maintenance. The Pay to Vendor Code can be the same or different from the Vendor Code.
- **Pay to Vendor Name:** Determined in Vendor Maintenance. The Pay to Vendor Name can be the same or different from the Vendor Name.
- **Pay to Details:** Lists the address and email of the vendor.
- **Invoice Number:** Determined in Accounts Payable. Click the invoice number to view further details. If there are multiple invoices for one payment, the invoice number displays as *multiple (#)*.
- **Bank Code:** The code for the bank that processes the payment.
- **Check Number:** Determined when checks generate in **AdvantagePay**.
- **Check Amount:** Determined when checks generate in **AdvantagePay**.
- **Payment Date:** The payment date for the batch.
- **Payment Created Date:** Date the payment processed.
- **Payment Status:** Status of the processing payment.
- **View Remittance:** Click the letter icon to download a payment remittance PDF file.

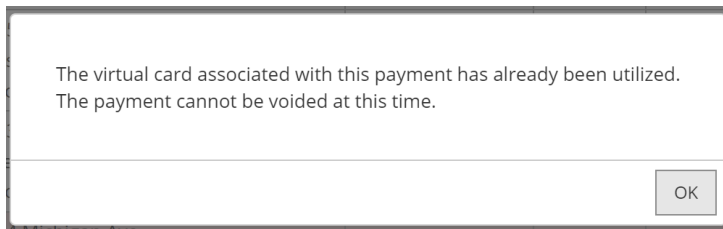
Void Payments

On the **View Payments** screen, payments in **Completed** and **Pending Payment** status can be voided.

Payment Type	Pay To Vendor Code	Pay To Vendor Name	Pay To Details	Invoice Number	Bank Code	Check Number	Check Amount	Payment Date	Payment Created Date	Payment Status	View Remittance
Virtual Card	abc	ABC Direct Mail Coupon Delivery	555 Apple Avenue Los Angeles, CA 90888 ecoulter@gotoadvantage.com	784589	op	1006	\$160.00	07/26/2022	07/26/2022 11:30 AM	Payment Sent	
Virtual Card	adclub	Advertising Club-Los Angeles	6804 Wilshire Blvd Los Angeles, CA 90048 ecoulter@gotoadvantage.com	0814	csi	4	\$675.00	07/26/2022	07/26/2022 11:30 AM	Payment Sent	
ACH	pand	Pandora	444 Michigan Ave Chicago, IL 60601	multiple (2)	op	1007	\$40,160.00	07/26/2022	N/A	Check Voided	

Select payment types can be voided:


- **Checks:** Can be voided in Completed status and Pending Payment status.
- **VCC:** Can be voided in Completed status and Pending Payment status.
 - **VCC** can be voided if the card has not been processed by the vendor. If the card is processed by the vendor, a message displays that the card has been processed, and the payment cannot be voided.



- **ACH:** Unable to be voided once it is submitted to CSI.

However, before ACH is submitted to CSI, it can be voided in the **Advantage Void Check** module or in the **Batch Summary** screen.

To void a payment on the **View Payments** page:

1. Click the **Process Void** icon  to void a payment.
2. Select a **Posting Period** to void the payment.
 - **Note:** Payments cannot be voided in a Posting Period prior to the original posting period.

Void Check ✕

Please select a Void Posting Period below and click Process to permanently void the selected check.

202106 ▼

Bank Code: op
Check Number: 1006
Pay To Vendor: ABC Direct Mail Coupon Delivery
Check Date: 07/26/2022
Check Amount: \$160.00
Posting Period: 202106

Comment

3. Type comments in the **Comment** box and click **Process** to void the payment.
4. Click **OK** in the message box to return to the **View Payments** screen to review the payment.

The check has been successfully voided

5. The batch totals update to exclude the voided payment(s), and the voided payments show as highlighted in red.

Payment Type	Pay To Vendor Code	Pay To Vendor Name	Pay To Details	Invoice Number	Bank Code	Check Number	Check Amount	Payment Date	Payment Created Date	Payment Status	View Remittance
V Virtual Card	abc	ABC Direct Mail Coupon Delivery	555 Apple Avenue Los Angeles, CA 90888 ecoulter@gtoadvantage.com	784589	op	1006	\$160.00	07/26/2022	07/26/2022 11:30 AM	Check Voided	
V Virtual Card	adclub	Advertising Club-Los Angeles	6404 Wilshire Blvd Los Angeles, CA 76109 ecoulter@gtoadvantage.com	0814	csi	4	\$675.00	07/26/2022	07/26/2022 11:30 AM	Payment Sent	
V ACH	pand	Pandora	444 Michigan Ave Chicago, IL 60601	multiple (2)	op	1007	\$40,160.00	07/26/2022	N/A	Check Voided	

Table Tools

On the **Manage Batches** screen, hover over the magnifying glass on the left side of the payment batch to view the CSI Batch ID.

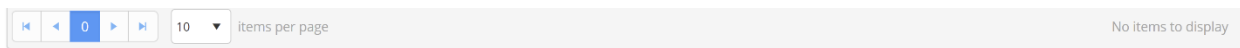
	Primary Bank Name	VCC/ACH Bank Name	Created By	Date Created	Last Updated	Payment Date	Date Cutoff	Pasting Period	Batch Status	View Payments
	Payroll Account	Operating Account	SYSADM	06/20/2022 03:12 PM	06/20/2022 03:12 PM	06/20/2022	06/20/2022	202106	Open	
	Operating Account	CSI Account	SYSADM	06/01/2022 10:05 AM	06/20/2022 11:40 AM	06/01/2022	06/01/2022	202105	Pending Payment	

Batches that are in Submitted, Pending Payment, Batch Error, or Completed status will display a batch ID. To rearrange the column headers such as, Primary Bank Name and VCC/ACH Bank Name, click and drag the headers to move them.

- Filter rows by clicking to find specific information:

Filter dialog box showing options to filter rows. It includes a search input, a dropdown menu for the filter type (currently set to 'Is equal to'), a dropdown menu for the operator (currently set to 'And'), another dropdown menu for the filter type (currently set to 'Is equal to'), and a search input. There are 'Filter' and 'Clear' buttons at the bottom.

- Sort the list of batches by clicking on the column header you would like to sort by. The ↑ indicates ascending order and the ↓ indicates descending order.



The **Page Navigation** is located at the bottom of the **Manage Batches** screen and the **View Payment** screen, where you can:

- Navigate through pages by clicking the desired page number.
- Click the sideways arrows to move back and forth between pages.
- Expand the items per page using the drop-down arrow to view up to 10, 15, 20, 50, 100, or 200 items per page.

The total number of items displays in the bottom right corner of the batch table.

New Payment Batch

In the **New Payment Batch** screen, select invoices for payment, or send payments using Virtual Credit Card, ACH, or Check. All payments are processed digitally by CSI, eliminating the need for physical checks to be signed after submission to CSI. Consider the following before you use the **New Payment Batch** process:

- You cannot simultaneously process more than one **AdvantagePay** batch or Check Writing batch for the same bank. If a batch is in progress for a particular bank, you cannot select that bank in **AdvantagePay** or Check Writing. Check Writing provides a warning, while **AdvantagePay** displays the bank as unselectable.
- You cannot select a vendor invoice that is selected in another user's **AdvantagePay** batch or Check Writing batch.

The sections below describe and define elements of the screen. For instructions, view [Create a New Payment Batch](#).

New Payment Batch Screen

The screenshot shows the 'New Payment Batch Screen' with the following elements:

- Bank Selection:** Primary Bank: csi | CSI Account; VCC/ACH Bank: op | Operating Account. Batch Status: Open.
- Title Bar:** Advantage Pay | Created By Alan M. Able on 07/28/2022 at 10:00:00 AM.
- Filters:**
 - Payment Date: 07/28/2022
 - Date to Pay Cutoff: 07/28/2022
 - Posting Period: 202106
 - Filter Invoices by A/P Account: Select GL Account(s)
 - Filter Invoices by Vendor: Select Vendor(s)
 - Filter Invoices by Client: Select Client(s)
 - Include Media Types: Internet, Magazine, Newspaper, Out of Home, Radio, Television
 - Include Non-Media Types: Non-Client Items, Production Items
 - Selection Method: All Qualified
- Table:**

Pay Method	Pay To Vendor Code	Pay To Vendor Name	Invoice	Date To Pay	Invoice Total	Discount Approved	Balance To Pay	Approved Amount
Check	bobbin	Bobbin Magazine	145/1 4/3/2009	05/03/2009	\$2,965.65		\$0.00	\$2,965.65
Check	bobbin	Bobbin Magazine	0616	07/28/2016	\$14,025.00		\$0.00	\$14,025.00
Check	centro	Centro	Jun16-862	08/04/2016	\$8,597.50		\$0.00	\$8,597.50
Check	centro	Centro	Jul16-862	09/02/2016	\$8,597.50		\$0.00	\$8,597.50
Check	centro	Centro	Aug16-862	10/05/2016	\$8,597.50		\$0.00	\$8,597.50
Check	centro	Centro	Sep 16-862	11/03/2016	\$3,847.37		\$0.00	\$3,847.37
Check	cmn	Cable News Network	786545	08/12/2016	\$1,308,860.60		\$0.00	\$1,308,860.60
Check	dcm	Double Click Manager	4	02/02/2016	\$6.00		\$0.00	\$6.00

To create a new payment batch, click on the **Manage Batches** screen. A new tab will open for the **New Payment Batch** screen.

Top Menu Bar

The top menu bar contains two bank selection dropdowns: Primary Bank (csi | CSI Account) and VCC/ACH Bank (op | Operating Account).

The top menu bar has two bank drop-down lists:

- **Primary Bank:** Bank accounts set up with CSI.
- **VCC/ACH Bank (optional):** Bank accounts set up with CSI.

If the new batch includes Check payments, then select the Primary Bank. Select the Primary Bank and the VCC/ACH bank if the new batch includes VCC or ACH payments. Select the Primary Bank and the VCC/ACH bank from their respective drop-down list of active bank accounts.

Note: All Primary Bank accounts, except CSI, require valid routing and account numbers.

Once the Primary Bank is selected, the button becomes available. Click **Save** to open more filter options in the **New Payment Batch** screen. Changes made to the batch save automatically. The green save notification in the upper right of the screen displays when changes are made. To delete a batch, click in the upper left corner.

Title Bar

The title bar displays: Advantage Pay | Created By Alan M. Able on 06/13/2022 at 09:41:00 PM

The **Title Bar** in the middle of the page displays the name of the employee that created the batch, including the date and time the batch was created. Click the bar to expand or collapse the **Filter Menu** section.

Filter Menu Section

The screenshot shows the Filter Menu section with the following details:

- Bank:** Cash Account 01.1000.00, Cash in Bank - Checking
- Bank Discount Account:** 01.7030.00, Discounts Earned
- Payment Date:** 07/28/2022
- Date to Pay Cutoff:** 07/28/2022
- Posting Period:** 202106
- Filter Invoices by A/P Account:** Select GL Account(s)
- Filter Invoices by Vendor:** Select Vendor(s), Use Pay To:
- Filter Invoices by Client:** Select Client(s)
- Include Media Types:** Select All . Includes Internet, Magazine, Newspaper, Out of Home, Radio, Television.
- Include Non-Media Types:** Non-Client Items, Production Items.
- Selection Method:** All Qualified

The **Filter Menu** section contains bank General Ledger (GL) account info, date selections, and filter criteria to apply to the New Payment Batch. Cash and Discount GL Accounts display for the Primary and VCC/ACH banks selected. Select the *Payment Date*, *Date to Pay Cutoff*, and *Posting Period* for the batch.

Note: For the *Payment Date*, select the current or future date for payment. If you select a future date, CSI is notified of the date you selected for the batch to be processed.

Filter invoices in the table by selecting categories in the three filter boxes:

- Filter invoices by A/P Account
- Filter invoices by Vendor
 - Set the *Use Pay To* checkbox to display a list of names by *Pay to Vendor*.
- Filter invoices by Client

Include invoices in the table based on media type by using the **Include Media Types** box. Set the *Select All* checkbox to apply all media types. Include invoices based on non-media types by using the **Include Non-Media Types** box. This filter box does not determine the payment amount of the invoice based on the filter selections. The full invoice amount displays for A/P invoices with multiple Media Types, Production Items, and Non-Client Items.

Filter invoices by selecting or deselecting *All Qualified* or *Paid by Client Qualified* in the **Selection Method** box. The *All Qualified* selection is the default setting for the payment batch.


Invoice Table


Column Reset						Invoice Totals		Invoice Balance	Approved Amount
Default View						\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	Pay Method	Pay To Vendor Code	Pay To Vendor Name	Invoice Number	Date To Pay	Invoice Total	Invoice Balance	Approved Amount	
<input type="checkbox"/>	Check	abc	ABC Direct Mail Coupon Delivery	8767	05/12/2016	\$975.00	\$475.00	\$0.00	\$0.00
<input type="checkbox"/>	Check	abc	ABC Direct Mail Coupon Delivery	784589	07/08/2016	\$160.00	\$160.00	\$0.00	\$0.00
<input type="checkbox"/>	Check	adclub	Advertising Club-Los Angeles	0614	10/08/2014	\$675.00	\$675.00	\$0.00	\$0.00
<input type="checkbox"/>	Virtual Card	advocat	Advo-Atlanta	june2015	07/08/2016	\$77,874.24	\$77,874.24	\$0.00	\$0.00
<input type="checkbox"/>	Check	att	AT&T Communications	122016	01/18/2017	\$4,250.00	\$4,250.00	\$0.00	\$0.00
<input type="checkbox"/>	Check	auto	Auto and Truck Magazine	201006	07/28/2016	\$48,450.00	\$48,450.00	\$0.00	\$0.00
<input type="checkbox"/>	Check	bobbin	Bobbin Magazine	145/1.4/3/2009	05/03/2009	\$2,965.65	\$2,965.65	\$0.00	\$0.00
<input type="checkbox"/>	Check	bobbin	Bobbin Magazine	0515	07/28/2016	\$14,025.00	\$14,025.00	\$0.00	\$0.00

The **Invoice Table** contains outstanding invoices that enter through **Accounts Payable**.


Invoice Table Views


The three different table view options include *Default View*, *Custom View*, and *Group View*. Each view contains the following items on the table menu:

- **Column Reset Icon** : Click to select from *Reset Widths to Default* or *Reset Order to Default* buttons.


- **Clear Column Filters Icon**  : Reset column filters to default settings.

- **View Drop-Down List**  : Select *Default View*, *Custom View*, or *Group View*.

- **Export Icon**  : Export table to an Excel spreadsheet.

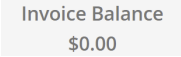
- **Search Bar**  : Filter payables by *Pay to Vendor Code*, *Pay to Vendor Name*, *Vendor Code*, *Vendor Name*, *Invoice*, and *Invoice Description*.

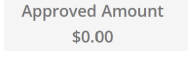
- **Search Goggles Icon**  : Search for keywords or phrases.


- **Clear Search Icon**  : Reset table results from previously searched payables.

- **Refresh Icon**  : Refresh information in the table.

- **Invoice Totals \$**  : Based on payables selected.

- **Invoice Balance \$**  : Based on payables selected.

- **Approved Amount \$**  : Based on payables selected.

- **Edit Column Settings Icon**  : Available in the **Custom View**. Click the icon to add and remove optional columns in the table. Optional columns include:

- Pay to Vendor Address
- Vendor Name
- Vendor Code
- Invoice Type
- Invoice Image(s)
- Invoice Description

- Invoice Date
- Invoice Balance
- Discount %
- Discount Approved
- Discount Available
- Paid Previously
- A/P GL Account

Default View

Column Reset	Default View						Invoice Totals \$0.00	Invoice Balance \$0.00	Approved Amount \$0.00
<input type="checkbox"/>	Pay Method	Pay To Vendor Code	Pay To Vendor Name	Invoice Number	Date To Pay	Invoice Total	Invoice Balance	Approved Amount	
<input type="checkbox"/>	Check	abc	ABC Direct Mail Coupon Delivery	8767	05/12/2016	\$975.00	\$475.00		\$0.00
<input type="checkbox"/>	Check	abc	ABC Direct Mail Coupon Delivery	784589	07/08/2016	\$160.00	\$160.00		\$0.00
<input type="checkbox"/>	Check	adclub	Advertising Club Los Angeles	0814	10/08/2014	\$675.00	\$675.00		\$0.00
<input type="checkbox"/>	Virtual Card	advocat	Advo Atlanta	June2016	07/08/2016	\$77,874.24	\$77,874.24		\$0.00
<input type="checkbox"/>	Check	att	AT&T Communications	122016	01/18/2017	\$4,250.00	\$4,250.00		\$0.00
<input type="checkbox"/>	Check	auto	Auto and Truck Magazine	201606	07/28/2016	\$48,450.00	\$48,450.00		\$0.00
<input type="checkbox"/>	Check	bobbin	Bobbin Magazine	145/1 4/3/2009	05/03/2009	\$2,965.65	\$2,965.65		\$0.00
<input type="checkbox"/>	Check	bobbin	Bobbin Magazine	0616	07/28/2016	\$14,025.00	\$14,025.00		\$0.00

The **Default View** displays a set list of columns and buttons to filter invoices.

Default View columns include:

- **Pay Method:** Select an invoice to manually update the **Pay Method** field. The default payment method is selected for each vendor in Vendor Maintenance. The three payment type options are *Check*, *ACH*, and *Virtual Credit Card (VCC)*. If no payment type is selected, the default payment type in the **New Batch** screen is determined by the VCC status, which is located below the **Payment Type** field in Vendor Maintenance. If VCC status is set to *Open* or *Declined*, the default payment type is *Check*. If VCC status is set to *Accepted*, the default payment type is *Virtual Credit Card*.
- **Pay to Vendor Code:** Set up in Vendor Maintenance. The Pay to Vendor Code can be the same or different from the Vendor Code.
- **Pay to Vendor Name:** Set up in Vendor Maintenance. The Pay to Vendor Name can be the same or different from the Vendor Name.
- **Invoice Number:** Set up in the AP invoice record in Accounts Payable.
- **Date to Pay:** Set up in the AP invoice record in Accounts Payable.
- **Invoice Total:** The total amount of the invoice.
- **Invoice Balance:** Invoice total minus amount paid previously.
- **Approved Amount:** Select the amount of the invoice to pay. When an invoice is selected, the Approved Amount defaults to match the Balance to Pay amount.

Custom View

											Invoice Totals	Invoice Balance	Approved Amount
											\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	Pay Method	Pay To Vendor Code	Pay To Vendor Name	Pay To Vendor Address	Vendor Code	Vendor Name	Invoice Number	Invoice Type	Invoice Image(s)	Invoice Description	Date To Pay	Invoice Date	Invoice Total
<input type="checkbox"/>	Check	abc	ABC Direct Mail Coupon Delivery	555 Apple Avenue Los Angeles CA 90088	abc	ABC Direct Mail Coupon Delivery	8767	Production		April 2016	05/12/2016	05/02/2016	\$975
<input type="checkbox"/>	Check	abc	ABC Direct Mail Coupon Delivery	555 Apple Avenue Los Angeles CA 90088	abc	ABC Direct Mail Coupon Delivery	784589	Newspaper		AP Invoice061516	07/08/2016	06/28/2016	\$160
<input type="checkbox"/>	Check	adclub	Advertising Club-Los Angeles	6404 Wilshire Blvd Los Angeles CA	adclub	Advertising Club-Los Angeles	0814	GL Dist		Annual Dues	10/08/2014	09/08/2014	\$678
<input type="checkbox"/>	Virtual Card	advocat	Advo-Atlanta	100 Peachtree Street Atlanta GA 77099	advocat	Advo-Atlanta	June2016	Newspaper		0616 Media Invoice	07/08/2016	06/28/2016	\$77,874
<input type="checkbox"/>	Check	att	AT&T Communications	11160 Hindry Avenue Los Angeles CA	att	AT&T Communications	122016	GL Dist		Agency Cell Bill Dec 2016	01/18/2017	01/03/2017	\$4,250
<input type="checkbox"/>	Check	auto	Auto and Truck Magazine	1087 Paris Avenue New York NY	auto	Auto and Truck Magazine	201605	Magazine		June 2016	07/28/2016	06/28/2016	\$48,450
<input type="checkbox"/>	Check	bobbin	Bobbin Magazine	1110 Shop Road P.O. Box 1985 Columbia SC 29302	bobbin	Bobbin Magazine	145/1 4/3/2009	Magazine			05/03/2009	04/03/2009	\$2,965

Custom View displays all columns by default, and can be customized to include or exclude columns:

- **Pay Method:** Select an invoice to manually update the **Pay Method** field. The default payment method is selected for each vendor in Vendor Maintenance. The three payment type options are *Check*, *ACH*, and *Virtual Credit Card (VCC)*. If no payment type is selected, the default payment type in the **New Batch** screen is determined by the VCC status, which is located below the **Payment Type** field in Vendor Maintenance. If VCC status is set to *Open* or *Declined*, the default payment type is *Check*. If VCC status is set to *Accepted*, the default payment type is *Virtual Credit Card*.
- **Pay to Vendor Code:** Set up in Vendor Maintenance. The Pay to Vendor Code can be the same or different from the Vendor Code.
- **Pay to Vendor Name:** Set up in Vendor Maintenance. The Pay to Vendor Name can be the same or different from the Vendor Name. **(removable)**
- **Pay to Vendor Address:** Set up in Vendor Maintenance. **(removable)**
- **Vendor Code:** Set up in Vendor Maintenance. Each vendor is assigned a Vendor Code. **(removable)**
- **Vendor Name:** Set up in Vendor Maintenance.
- **Invoice Number:** Set up in the AP invoice record in Accounts Payable.
- **Invoice Type:** Set up in the AP invoice record in Accounts Payable. Media types include Internet, Magazine, Newspaper, Out of Home, Radio, and Television. Non-Media types include Non-Client and Production. **(removable)**
- **Invoice Image(s):** Click the link to open file(s) that have been uploaded to the AP record in Accounts Payable. **(removable)**
- **Invoice Description:** Set up in the AP invoice record in Accounts Payable. **(removable)**
- **Date to Pay:** Set up in the AP invoice record in Accounts Payable.
- **Invoice Date:** Set up in the AP invoice record in Accounts Payable. **(removable)**
- **Invoice Total:** The total amount of the invoice.
- **Invoice Balance:** Invoice total minus amounts paid previously. **(removable)**
- **Discount %:** Discount percentage included on the invoice. **(removable)**
- **Discount Available:** Discount included on the invoice minus previously used discount amount. **(removable)**
- **Discount Approved:** Select the approved discount amount. This can be any amount up to the balance to pay. When an invoice is selected, the Discount Approved defaults to match the Discount Available. **(removable)**
- **Paid Previously:** Amount of the invoice previously paid. **(removable)**
- **Balance to Pay:** Remaining balance of the invoice. Equal to the Invoice Balance minus the Discount Approved.
- **Approved Amount:** Select the amount of the invoice to pay. When an invoice is selected, the Approved Amount defaults to match the Balance to Pay amount.

- **A/P General Ledger (GL) Account:** Accounts Payable General Ledger Account. **(removable)**

The following columns display in **Custom View** when the **Paid By Client** option is selected:

- **Non-Billable Amount:** The amount of the invoice marked as Non-Billable.
- **Billable Amount:** The amount of the invoice posted to the job, and marked billable, or posted to Media orders (Print and Broadcast).
- **Direct Bill/Rec Amount:** Reflects the amount of Production that is directly billed. For Media Orders, this amount represents the Net amount of the order (Commission and Resale Tax are excluded, but Vendor tax is included).
- **Prod Advance Balance:** The amount of the invoice that is Advance Billed.
- **Cash Received:** Amount of cash that is received from the client.
- **Total Qualified:** The amount representing the Eligible Amount up to the Cash Amount, plus the Non-Billable Amount. For more information on the **Qualified Amount Calculation**, go to Advantage Help → Finance and Accounting → Check Writing, and refer to the **Paid by Client** section of the **Advantage Check Writing** documentation.

Group View

Pay Method	Pay To Vendor Code	Pay To Vendor Name	Invoice Total	Invoice Balance	Approved Amount
Check	abc	ABC Direct Mail Coupon Delivery	\$1,195.00	\$935.00	\$0.00
Check	adclub	Advertising Club-Los Angeles	\$675.00	\$675.00	\$0.00
Virtual Card	advocat	Advo-Atlanta	\$77,874.24	\$77,874.24	\$0.00
Check	att	AT&T Communications	\$4,250.00	\$4,250.00	\$0.00
Check	auto	Auto and Truck Magazine	\$48,450.00	\$48,450.00	\$0.00
Check	bobbin	Bobbin Magazine	\$16,990.65	\$16,990.65	\$0.00
Check	centro	Centro	\$29,639.87	\$29,639.87	\$0.00
Check	crnn	Cable News Network	\$1,308,860.60	\$1,308,860.60	\$0.00
Check	dcm	Double Click Manager	\$6.00	\$6.00	\$0.00

The **Group View** table groups the invoices and sums them by vendor.

The columns in this table include:


- **Pay Method:** Select an invoice to manually update the **Pay Method** field. The default payment method is selected for each vendor in Vendor Maintenance. The three payment type options are *Check*, *ACH*, and *Virtual Credit Card (VCC)*. If no payment type is selected, the default payment type in the **New Batch** screen is determined by the VCC status, which is located below the **Payment Type** field in Vendor Maintenance. If VCC status is set to *Open* or *Declined*, the default payment type is *Check*. If VCC status is set to *Accepted*, the default payment type is *Virtual Credit Card*.
- **Pay To Vendor Code:** Set up in Vendor Maintenance. The Pay to Vendor Code can be the same or different from the Vendor Code.
- **Pay to Vendor Name:** Set up in Vendor Maintenance. The Pay to Vendor Name can be the same or different from the Vendor Name.
- **Invoice Total:** The total amount of the invoice.
- **Invoice Balance:** Invoice total minus amounts paid previously.
- **Approved Amount:** Select the amount of the invoice to pay. When an invoice is selected, the Approved Amount defaults to match the Balance to Pay amount.

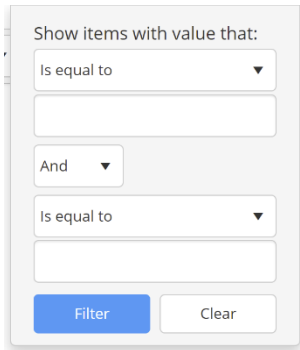
Table Tools

Pay Method	Pay To Vendor Code	Pay To Vendor Name	Pay To Vendor Address	Vendor Code	Vendor Name	Invoice Number	Invoice Type	Invoice Image(s)	Invoice Description	Date To Pay	Invoice Date	Invoice Total
------------	--------------------	--------------------	-----------------------	-------------	-------------	----------------	--------------	------------------	---------------------	-------------	--------------	---------------

Select or deselect all invoices in the table by setting the checkbox in the column header. This option is available in **Custom View** and **Default View**. The following options arrange the table bar to view the information you need:

- Click and drag the column headers to arrange them as desired.
- Sort the list of invoices by clicking on the column header you would like to sort by. The ↑ indicates ascending order and the ↓ indicates descending order.

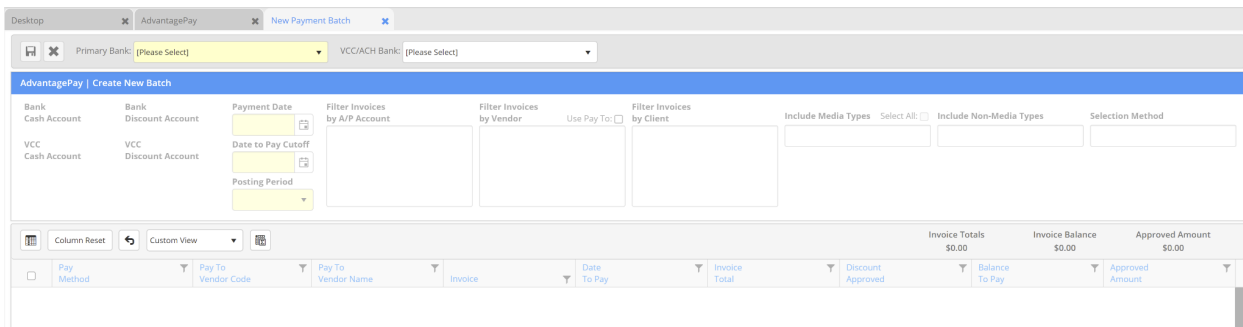
Filter rows by clicking  and enter the desired criteria as shown below:



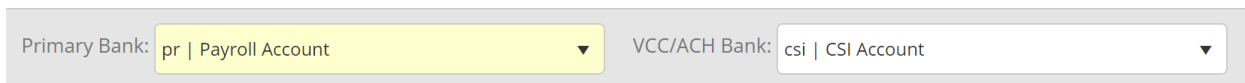
Filter dialog box showing criteria: "Show items with value that: Is equal to", "And", "Is equal to", with "Filter" and "Clear" buttons.

Create a New Payment Batch


Create a **New Payment Batch** to pay one or multiple outstanding invoices in a single batch. Creating a new batch starts on the **New Payment Batch** screen:



To create a new batch in the **AdvantagePay Create New Batch** tab:



Screenshot of bank selection fields: Primary Bank: pr | Payroll Account, VCC/ACH Bank: csi | CSI Account.

1. Select the **Primary Bank** and the optional **VCC/ACH Bank**.
 - If the new batch includes Check payments, then the Primary Bank needs to be selected from the drop-down list of active bank accounts.
- OR
 - If the new batch includes VCC or ACH payments, both the Primary Bank and the VCC/ACH bank need to be selected from their respective drop-down list of active bank accounts.
2. Click  in the top left corner of the screen to save bank selections. Invoice selection options on the screen become available.

For either method:


3. Select the **Payment Date** for the batch using the calendar icon or by typing the date into the field using MM/DD/YYYY format. The payment date defaults to today's date.

Payment Date

4. Select the **Date to Pay Cutoff** based on the invoice date to pay.
 - Use the calendar icon or type the date into the field using MM/DD/YYYY format.
 - Invoices with a **Date to Pay** after the cutoff date do not display in the **Invoice table**.
 - The **Date to Pay** defaults to today's date.

Date to Pay Cutoff

5. Select the **Posting Period** for the payment batch from the drop-down list.
 - **A/P** posting periods marked *Open* in **Posting Period Maintenance** display in the drop-down list.
 - The **Posting Period** displays to coincide with the selected **Payment Date**.

Posting Period

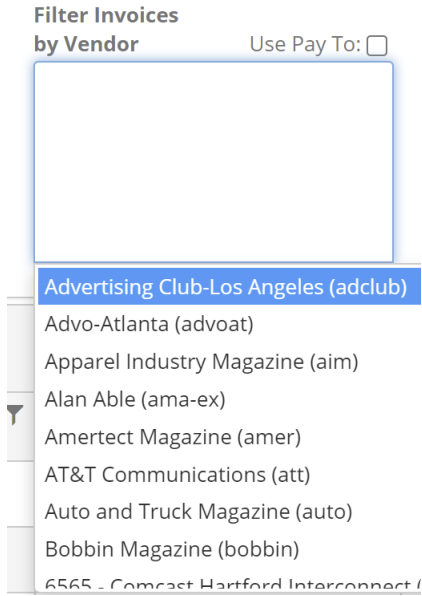
6. **Filter Invoices by A/P Account:** Click in the box, and select one or more active A/P GL accounts from the list.

**Filter Invoices
by A/P Account**

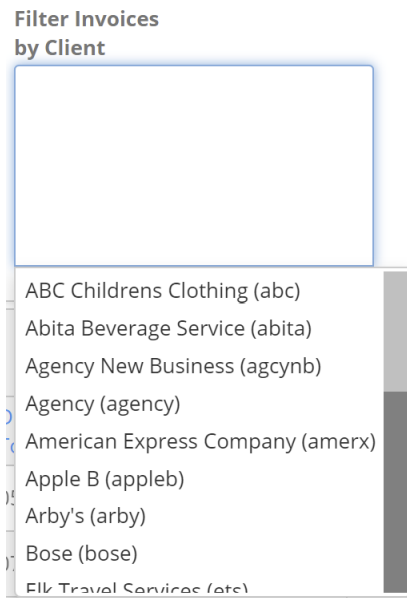
- Accounts Payable - Production (01.2000.)
- Accounts Payable - Media (01.2020.00)
- Accounts Payable - Agency (01.2040.00)
- Accounts Payable-Trade (02.2000.00)
- Accounts Payable-Trade (03.2000.00)

7. **Filter Invoices by Vendor:** Click in the box, and select one or more active vendors from the list.

- Set the **Use Pay To** checkbox to display the list of Pay to Vendor names in the list.



8. **Filter Invoices by Client:** Click in the box and select one or more active clients from the list. This filters **Media** and **Production** type invoices by the client(s) selected.



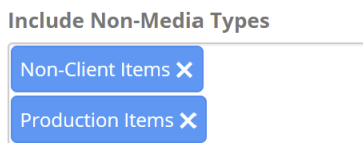
9. **Include Media Types:** Select the media types to include:
 - The default display has all media types selected.
 - Media types include *Internet, Magazine, Newspaper, Out of Home, Radio ,and Television.*

- Click the x next to each type to unselect, or set the **Select All** checkbox to display all media types.



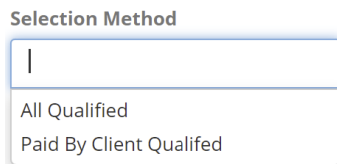
10. Include Non-Media Types: Select the **Non-Media** types to include:

- Both *Non-Client* and *Production* items are automatically included.
- Click the x next to each type to unselect.




11. Selection Method: Choose which types of invoices should be included by selecting, *All Qualified* or *Paid by Client Qualified*.

- *All Qualified* is the default setting. If this option is selected, all invoices meeting the criteria are included.
- *Paid by Client* is the second option. If this is selected, certain criteria must be met for invoices to be considered “qualified” for the *Paid by Client* option.




12. Customize the Invoice Table by using the tools below:



- **Column Reset Icon**  : Click to select from *Reset Widths to Default* or *Reset Order to Default*.


- **Clear Column Filters Icon**  : Reset column filters to default settings.

- **View Drop-Down List**  : Select *Default View*, *Custom View*, or *Group View*.

- **Export Icon**  : Export table to an Excel spreadsheet.

- **Search Bar** : Filter payables by *Pay to Vendor Code*, *Pay to Vendor Name*, *Vendor Code*, *Vendor Name*, *Invoice*, and *Invoice Description*.

- **Search Goggles Icon**  : Search for keywords or phrases.

- **Clear Search Icon**  : Reset table results from previously searched payables.

- **Refresh Icon**  : Refresh information in the table.

- **Invoice Totals \$**

Invoice Totals
\$0.00

 : Based on payables selected.

- **Invoice Balance \$**


Invoice Balance
\$0.00

 : Based on payables selected.

- **Approved Amount \$**

Approved Amount
\$0.00

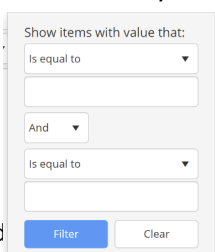
 : Based on payables selected.

- **Edit Column Settings Icon**  : Available in the Custom View. Click the icon to add and remove optional columns in the table. Optional columns include Pay to Vendor Address, Vendor Name, Vendor Code, Invoice Type, Invoice Image(s), Invoice Description, Invoice Date, Invoice Balance, Discount %, Discount Approved, Discount Available, Paid Previously, and A/P GL Account.

Select or deselect all invoices in the table by setting the checkbox in the column header. This option is available in Custom View and Default View. The following two options arrange the table bar to view the information you need:

- Click and drag the column headers to arrange them as desired.
- Sort the list of invoices by clicking on the column header you would like to sort by. The ↑ indicates ascending order and the ↓ indicates descending order.

13. Filter rows by clicking  and input the desired criteria in the fields shown in the image below.



14. Set the checkboxes for the desired invoices to be paid in the first column of the **Invoice table**.

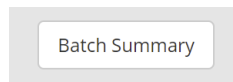
<input type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

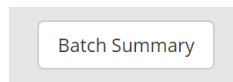
15. Once an invoice is selected, the **Discount Approved**, **Approved Amount** and **Pay Method** fields in the table become editable. Manually override the **Discount Approved** (Custom View only) and **Approved Amount** fields, if necessary.

Discount Approved	Balance To Pay	Approved Amount
<input type="text" value="0"/>	\$475.00	\$475.00

16. As invoices are selected, the **Total** fields on the right side of the table toolbar update with the **Invoice Totals**, **Invoice Balances**, and **Approved Amounts**.

Invoice Totals	Invoice Balance	Approved Amount
\$1,810.00	\$1,310.00	\$1,310.00



17. In the upper right of the screen, click  to open the **Batch Summary** screen where checks generate for payment.

Batch Summary

Batch Summary is a screen in **AdvantagePay** used to generate checks and process payment batches submitted to Corporate Spending Innovations (CSI) for payment. **Batch Summary** helps you do the following:

- Generate checks for payment submission.
- Export a spreadsheet for payment batch information.
- Print payment batch reports.
- Review payment batch invoice totals, balances, and approved amounts.
- Review selected invoices to generate checks.
- Update payment types for selected invoices.
- Void payments after generating checks, and before submitting the batch to CSI.
- View vendor terms before submitting a batch.

Consider the following before opening the **Batch Summary** screen:

- Create a new payment batch or open an existing batch. See the [Create a New Batch](#) section for instructions.
- Select invoices on the **Create a New Batch** screen to generate checks on the **Batch Summary** screen.

The sections below define and describe the **Batch Summary** screen. To view the instructions, refer to the [Generate Checks](#) section.

Batch Summary Screen

To open the **Batch Summary** screen, click the **Batch Summary** button on the **Create a New Batch** screen. A pop-up page opens for the **Batch Summary** screen:

The screenshot shows the 'Batch Summary' window with a table of invoice payments and summary statistics. The table has columns for 'Pay To Vendor', 'Payment Type', 'Update', 'Provider Payment Type', 'Bank Code', 'Check Number', 'Invoice Total', 'Invoice Balance', 'Approved Amount', and 'Special Terms'. The summary statistics are: Invoice Totals \$6,840.00, Invoice Balance \$6,340.00, and Approved Amount \$6,340.00.

							Invoice Totals	Invoice Balance	Approved Amount	
							\$6,840.00	\$6,340.00	\$6,340.00	
	Pay To Vendor	Payment Type	Update	Provider Payment Type	Bank Code	Check Number	Invoice Total	Invoice Balance	Approved Amount	Special Terms
	ABC Direct Mail Coupon Delivery	Virtual Card	<input type="checkbox"/>	Virtual Card			\$975.00	\$475.00	\$475.00	<input type="checkbox"/>
	Pandora	ACH	<input type="checkbox"/>	ACH			\$3,665.00	\$3,665.00	\$3,665.00	<input type="checkbox"/>
	Website Ideas	Virtual Card	<input type="checkbox"/>	Virtual Card			\$2,200.00	\$2,200.00	\$2,200.00	<input type="checkbox"/>

Top Menu Bar

The **Batch Summary** screen contains a top menu bar with tools to view and manage payments for selected invoices:

The screenshot shows the top menu bar with buttons for 'Update Payment Type' and 'Generate Checks', and summary statistics: Invoice Totals \$612,864.24, Invoice Balance \$612,864.24, and Approved Amount \$612,864.24.

		Invoice Totals	Invoice Balance	Approved Amount
		\$612,864.24	\$612,864.24	\$612,864.24

The top menu bar includes:

- **Export:** Export the list of invoice payments to Excel by clicking the **Export** button in the top menu bar.
- **Print Report Menu:** Click Print Report Menu to print a selection of check reports. Reports include Check Backup Detail, Check Backup Summary, Check Backup-Single Check, Selected Check Detail, Selected Check Summary, and GL Posting Report.
 - Selected Check Detail and Selected Check Summary are available to print prior to generating checks.
 - Check Backup Detail, Check Backup Summary, Check Backup- Single Check, and GL Posting Reports are available to print after generating checks.

- **Update Payment Type:** Click the **Update Payment Type** button to use the preferred payment type from CSI. If there is a discrepancy between the Payment Type and the Provider Payment Type, set the optional **Update** checkbox in the table, and click the **Update Payment Type** button to match the Provider Payment Type. This updates the Payment Type on the vendor record and on that specific payment.
- **Generate Checks:** Click the **Generate Checks** button in the top menu bar to create the corresponding payment records and journal entries. Changes cannot be made to the payment batch after checks generate. Once checks generate, the **Submit Batch** button displays in the top menu bar. Click the **Submit Batch** button to send the payments to CSI for processing.
 - If there is a batch error, make corrections in the **Pay to Vendor** section by clicking the magnifying glass. Click **Resubmit Batch** to submit the checks to CSI.
 - To void payments in a batch under **Batch Error** status see the [Batch Error Status](#) section.
 - **Note:** Payments to vendors with *Vendor Terms* must use the payment type listed in the terms, if the payment falls within the stated threshold. The system will require you to correct the payment type before submitting the batch to CSI. See the [Submit a Batch with Vendor Terms](#) section for more details.
- **Invoice Totals:** Displays the total amount of all invoices in the payment batch.
- **Invoice Balance:** Displays the total balance of all invoices in the payment batch.
- **Approved Amount:** Displays the total approved amount for all invoices in the payment batch.

Batch Summary Table

The **Batch Summary** table displays selected invoices from the payment batch. The table groups invoice payments by **Pay To Vendor**. The **Batch Summary** table columns include:

Search	T	Pay To Vendor	Payment Type	Update	Provider Payment Type	Bank Code	Check Number	Invoice Total	Invoice Balance	Approved Amount	Special Terms
Search		Centro	Check	<input type="checkbox"/>	ACH			\$8,597.50	\$8,597.50	\$8,597.50	<input type="checkbox"/>
Search		Atlanta Independent	Check	<input type="checkbox"/>	Virtual Card			\$144,666.46	\$144,666.46	\$144,666.46	<input type="checkbox"/>
Search		Pandora	ACH	<input type="checkbox"/>	Check			\$300.00	\$300.00	\$300.00	<input type="checkbox"/>
Search	T	Prime Life Insurance	Check	<input type="checkbox"/>	Virtual Card			\$2,500.00	\$2,500.00	\$2,500.00	<input type="checkbox"/>

- **Pay to Vendor:** Pay To Vendor name listed in Vendor Maintenance.
- **Payment Type:** Payment Type listed in Vendor Maintenance. For ACH payments, enter valid vendor routing and account numbers in the Vendor Maintenance record. Batches with invalid routing and account numbers return with an error.
- **Update:** Click the **Update Payment Type** button to use the preferred payment type from CSI. If there is a discrepancy between the Payment Type and the Provider Payment Type, set the optional *Update* checkbox in the table, and click the **Update Payment Type** button to match the Provider Payment Type. This updates the Payment Type on the vendor record and on that specific payment.
- **Provider Payment Type:** CSI preferred payment type on record for the vendor.
- **Bank Code:** Displays once the checks generate.
- **Check Number:** Displays once the checks generate.
- **Invoice Total:** Displays the total amount of invoices in the payment batch.
- **Invoice Balance:** Displays the total balance of invoices in the payment batch.
- **Approved Amount:** Displays the total approved amount for invoices in the payment batch.
- **Special Terms:** Indicate terms entered by the vendor in Vendor Notes.
- **Vendor Notes:** Listed in Vendor Maintenance. Scroll to the right of the screen to view Vendor Notes.

Table Tools

Click the magnifying glass on the left of the **Batch Summary** table to modify **Pay to Vendor** information.

		Prime Life Insurance	Check	<input type="checkbox"/>	Virtual Card		\$2,500.00	\$2,500.00	\$2,500.00	<input type="checkbox"/>
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The Pay to Vendor Details window below opens:

Pay To Vendor Details: Advo-Atlanta x

<p>Pay To Vendor Address</p> <p>Address 1 <input type="text" value="100 Peachtree Street"/></p> <p>Address 2 <input type="text"/></p> <p>Address 3 <input type="text"/></p> <p>City <input type="text" value="Atlanta"/></p> <p>State <input type="text" value="GA"/> Zip <input type="text" value="77099"/></p> <p>Country <input type="text"/></p>	<p>Pay To Vendor Email</p> <p><input type="text" value="ecoulter@gotoadvantage.com"/></p> <p>Payment Type Default</p> <p><input type="text" value="Virtual Card"/></p> <p>Pay To Vendor ACH</p> <p>Routing Number <input type="text"/></p> <p>Account Number <input type="text"/></p>
---	--

Vendor Notes

Update the Pay to Vendor mailing address, email, payment type, and ACH bank account details. Add vendor notes for future reference. Once you are done updating this section, click **Update**.

Missing Information Icon and Action Required Icon

The required Pay to Vendor information is missing if displays instead of , and **Generate Checks** is replaced with a red *Action Required* icon in the top menu:



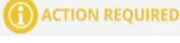
Batch Summary x

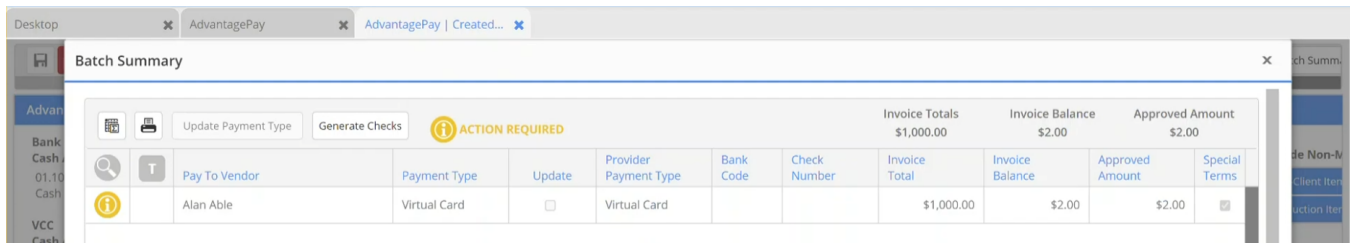
		Update Payment Type		ACTION REQUIRED				Invoice Totals \$6,906,112.61	Invoice Balance \$6,906,112.61	Approved Amount \$6,906,112.61	
		Pay To Vendor	Payment Type	Update	Provider Payment Type	Bank Code	Check Number	Invoice Total	Invoice Balance	Approved Amount	Special Terms
		Bobbin Magazine	Check	<input type="checkbox"/>	Check			\$16,990.65	\$16,990.65	\$16,990.65	<input type="checkbox"/>
		Centro	Check	<input type="checkbox"/>	ACH			\$29,639.87	\$29,639.87	\$29,639.87	<input type="checkbox"/>
		Cable News Network	Check	<input type="checkbox"/>	Virtual Card			\$1,308,860.60	\$1,308,860.60	\$1,308,860.60	<input type="checkbox"/>
		Double Click Manager	Check	<input type="checkbox"/>	Virtual Card			\$6.00	\$6.00	\$6.00	<input type="checkbox"/>
		Direct Mail Media Service	Check	<input type="checkbox"/>	Virtual Card			\$22,721.06	\$22,721.06	\$22,721.06	<input type="checkbox"/>
		Facebook	Check	<input type="checkbox"/>	Virtual Card			\$497,925.00	\$497,925.00	\$497,925.00	<input type="checkbox"/>
		Federal Express, Corp.	Check	<input type="checkbox"/>	Virtual Card			\$7,500.00	\$7,500.00	\$7,500.00	<input type="checkbox"/>
		Fashion Market Directory	Check	<input type="checkbox"/>	Virtual Card			\$21,095.70	\$21,095.70	\$21,095.70	<input type="checkbox"/>
		Google Inc	Check	<input type="checkbox"/>	Virtual Card			\$595,600.00	\$595,600.00	\$595,600.00	<input type="checkbox"/>
		Hartford Courant	Check	<input type="checkbox"/>	Virtual Card			\$2,292.00	\$2,292.00	\$2,292.00	<input type="checkbox"/>

« 1 2 3 4 5 » 10 Items per page 42 Items in 5 page(s)

Click the *Pay to Vendor* icon, and the **Pay to Vendor Details** window opens for you to update the information. The list of required information by payment type:

- **VCC:** Email address required.
- **ACH:** Email address, routing, and account numbers required.
- **Check:** Address information and email address required.
 - **Note:** Valid country code required for check payments.

If the Advantage Vendor Email and the CSI Remittance Email do not match, a  displays instead of , and  displays to the right of **Generate Checks**:



If an email does not exist in Advantage, then there is a red *Action Required* icon. Type the email address in the *Email* field, then click **Update**. The CSI email updates and matches the Advantage email.

If an email does not exist in CSI, the email address automatically updates based on the Advantage email address.

Click  to open the **Pay To Vendor Details**: screen.

A popup message opens that displays different Advantage and CSI email addresses:

We've located a different remittance email on file with CSI for this vendor.

Advantage Email: michael.coulter@gotoadvantage.com

CSI Email: mcoulter@gotoadvantage.com

Select 'Cancel' to keep the existing email address on file, or 'OK' to accept the CSI Email address.

Cancel OK

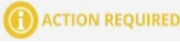


To replace the Advantage email with the CSI email:



1. Click **OK**. A window opens which displays the updated CSI email address highlighted in yellow.
2. Click **Update**. A final popup opens with the message *Vendor successfully updated*.
3. Click **OK**.

The email in Advantage updates and  no longer displays. A  displays instead of a .

To replace the CSI email with the Advantage email:



1. Click **Cancel**, then click **Update**. A popup opens with the message *Vendor successfully updated*.
2. Click **OK**.



The email in CSI updates and  no longer displays. A  displays instead of a .

Note: You can move forward with generating checks and submitting the batch to CSI when  and  display.

Submit a Batch with Vendor Terms

Vendor Terms are terms set by the vendor about the payment methods it will accept when the cumulative payment amounts fall within a set threshold. The image below is an example of a payment with *Vendor Terms*:

		Prime Life Insurance	Check	<input type="checkbox"/>	Virtual Card		\$2,500.00	\$2,500.00	\$2,500.00	<input type="checkbox"/>
---	---	----------------------	-------	--------------------------	--------------	--	------------	------------	------------	--------------------------


The green  icon displays when CSI vendor terms exist for the vendor. Click the  icon to view the terms. Read the message and click OK, as shown below:

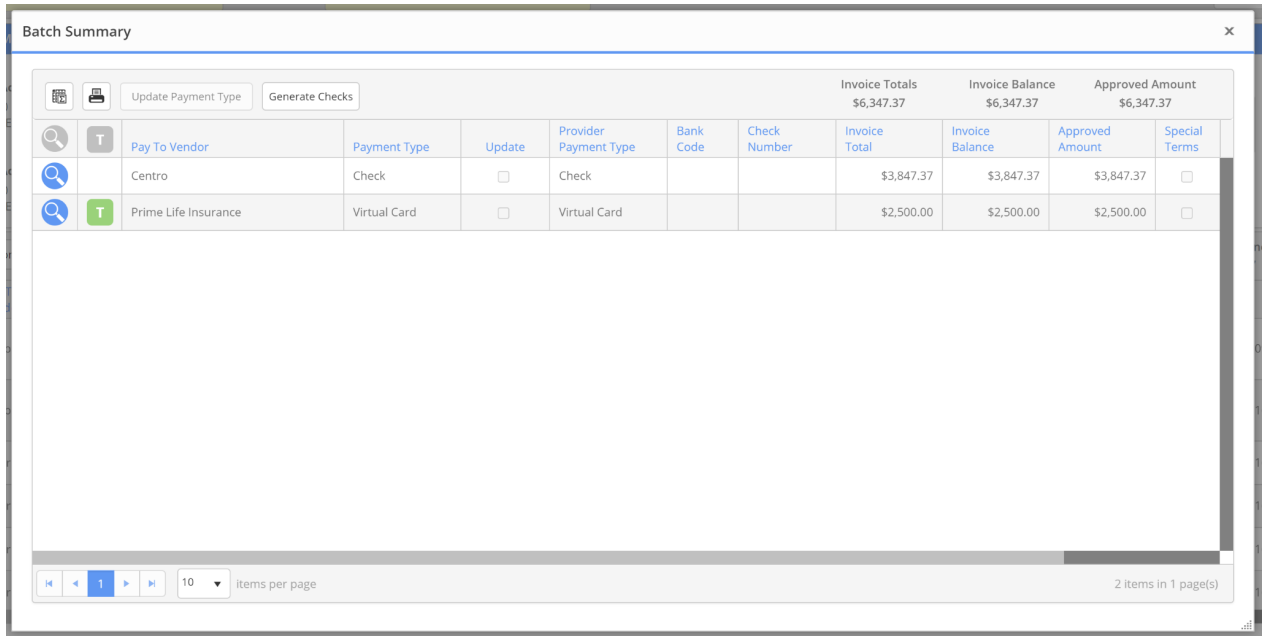
A threshold has been set for this vendor:

Payments to this vendor will automatically be paid via Virtual Card if the weekly payment total from a payor is less than \$500,000.00.



Note: Payments within the amount threshold of the Vendor Terms must use the payment method set by the vendor. If the current payment method is set to a different selection, the system will require you to accept the revised payment method.

To submit a batch that includes payments to vendors with Vendor Terms, follow the steps below:

1. Start on the Batch Summary screen to review the payments in the batch. Click on the green  icon to review the *Vendor Terms*.

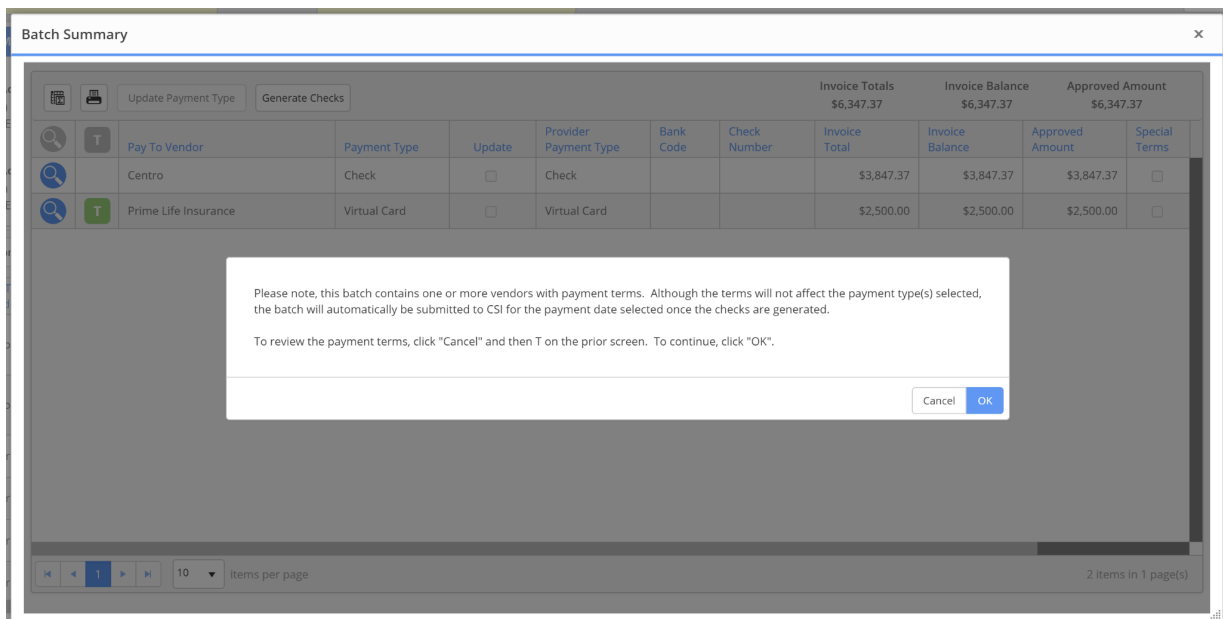


The screenshot shows the 'Batch Summary' window with the following data:

							Invoice Totals	Invoice Balance	Approved Amount	
							\$6,347.37	\$6,347.37	\$6,347.37	
	Pay To Vendor	Payment Type	Update	Provider Payment Type	Bank Code	Check Number	Invoice Total	Invoice Balance	Approved Amount	Special Terms
	Centro	Check	<input type="checkbox"/>	Check			\$3,847.37	\$3,847.37	\$3,847.37	<input type="checkbox"/>
	Prime Life Insurance	Virtual Card	<input type="checkbox"/>	Virtual Card			\$2,500.00	\$2,500.00	\$2,500.00	<input type="checkbox"/>

At the bottom of the window, there is a pagination control showing '10 items per page' and '2 items in 1 page(s)'.

2. Select 'Generate Checks' to create the payment records, journal entries, and automatically submit the payment batch. A message displays to advise you the batch will automatically submit to CSI once the checks generate. Select 'OK' to continue or select 'Cancel' to review the payment terms.
 - o **Note:** If there is an error on a payment, it is automatically voided and the batch is automatically sent to CSI.



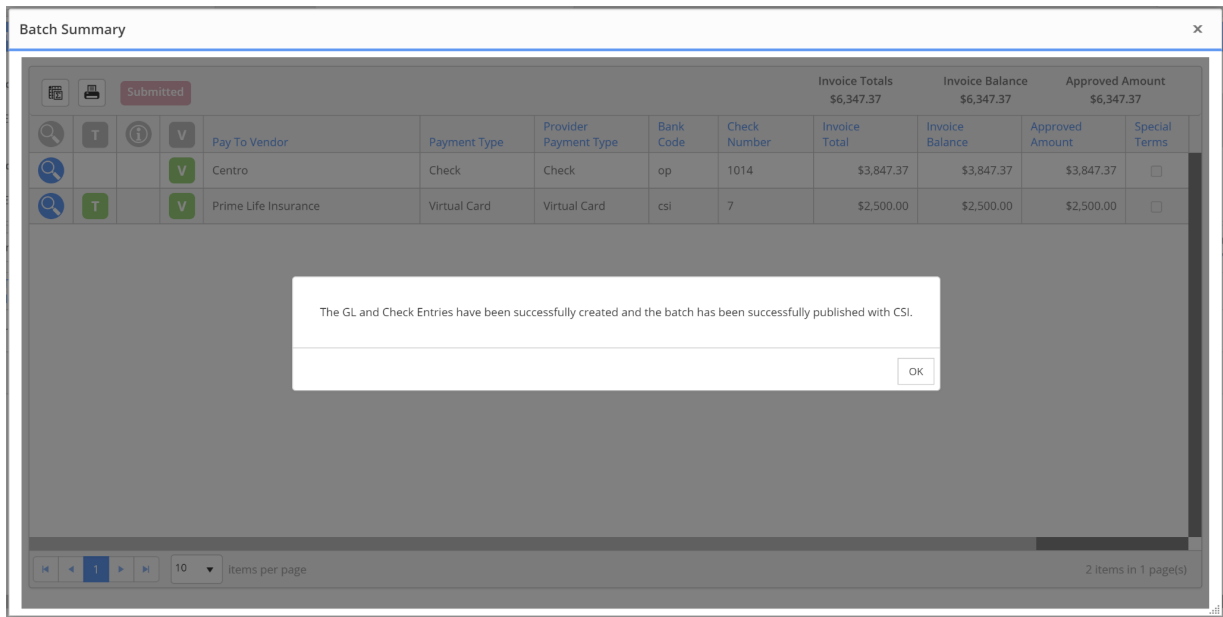
The screenshot shows the 'Batch Summary' window with a modal dialog box overlaid. The dialog box contains the following text:

Please note, this batch contains one or more vendors with payment terms. Although the terms will not affect the payment type(s) selected, the batch will automatically be submitted to CSI for the payment date selected once the checks are generated.

To review the payment terms, click "Cancel" and then T on the prior screen. To continue, click "OK".

At the bottom right of the dialog box, there are two buttons: 'Cancel' and 'OK'.

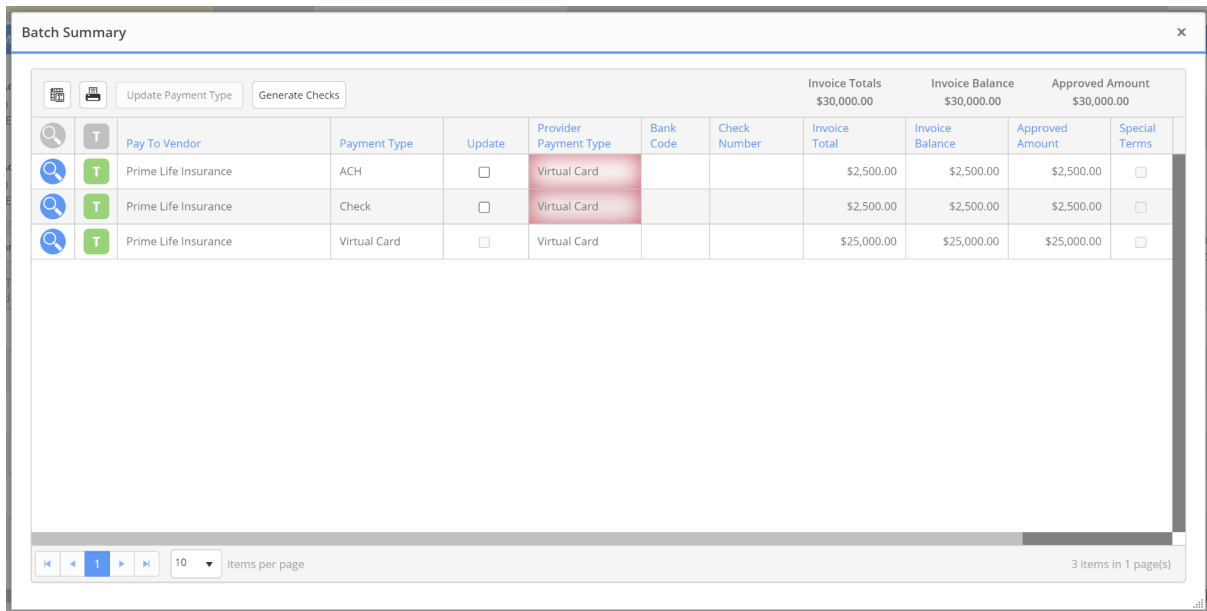
- After generating checks, a message displays confirming the batch is successfully published with CSI. The batch status displays as *Submitted*. Select 'OK' to return to the Batch screen.



Note: If the current payment type is set to a different selection than the *Vendor Terms* allow, here are three methods to change the payment type, and the steps to follow for each:

Method 1

- From the Batch Summary window, select Generate Checks.



- Read the following message that displays after you select 'Generate Checks'. Select 'OK' to automatically change the payment type to the revised payment type, and submit the batch to CSI. Or select 'Cancel' to

return to the Batch Summary window, and review the *Vendor Terms*.

Based on the payment terms for the following Vendors, the payment methods will need to be updated.

Vendor Name	Existing Payment Type	Revised Payment Type
Prime Life Insurance	ACH	Virtual Card
Prime Life Insurance	Check	Virtual Card

Click "OK" to automatically accept the revised payment method(s). When a vendor has terms, the revised payment type must be used.

Please note, by accepting the revised payment method(s), this batch will automatically be submitted to CSI for the payment date selected once the checks are generated.

To review the payment terms, click cancel and then T on the prior screen.

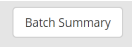
Method 2

1. Click the 'x' in the right corner of the Batch Summary window to return to the batch screen.



From the Batch screen, select the revised payment type in the *Pay Method* column, on each payment as shown below:

										Invoice Totals	Invoice Balance	Approved Amount
										\$27,500.00	\$27,500.00	\$27,500.00
Pay Method	Pay To Vendor Code	Pay To Vendor Name	Pay To Vendor Address	Vendor Code	Vendor Name	Invoice	Invoice Type	Invoice Images	Invoice Description	Date To Pay	Invoice Date	
<input type="checkbox"/> Virtual Card	plife	Prime Life Insurance	10 Soua Smith Street Cranford NJ 07016	plife	Prime Life Insurance	1-69	GL Dist		Insurance	03/16/2016	03/01/2016	
<input checked="" type="checkbox"/> Check	plife	Prime Life Insurance	10 Soua Smith Street Cranford NJ 07016	plife	Prime Life Insurance	1-70	GL Dist		Insurance	04/16/2016	04/01/2016	
<input checked="" type="checkbox"/> Virtual Card	plife	Prime Life Insurance	10 Soua Smith Street Cranford NJ 07016	plife	Prime Life Insurance	1-71	GL Dist		Insurance	05/17/2016	05/02/2016	



2. Select  to return to the Batch Summary window and proceed to submit the batch to CSI.

Method 3

- From the Batch Summary window select the Pay to Vendor details  icon.

Batch Summary

Update Payment Type Generate Checks

							Invoice Totals	Invoice Balance	Approved Amount		
							\$11,097.50	\$11,097.50	\$11,097.50		
Search	T	Pay To Vendor	Payment Type	Update	Provider Payment Type	Bank Code	Check Number	Invoice Total	Invoice Balance	Approved Amount	Special Terms
		Centro	Check	<input type="checkbox"/>	Check			\$8,597.50	\$8,597.50	\$8,597.50	<input type="checkbox"/>
	T	Prime Life Insurance	Virtual Card	<input type="checkbox"/>	Virtual Card			\$2,500.00	\$2,500.00	\$2,500.00	<input type="checkbox"/>

10 Items per page 2 Items in 1 page(s)

- The *Pay to Vendor* details window opens. In the window select the drop-down arrow from the *Payment Type Default* section.

Pay To Vendor Details: Prime Life Insurance

Pay To Vendor Address		Pay To Vendor Email	
Address 1	10 Sout Smith Street	ecoulter@gotoadvantage.com	
Address 2		Payment Type Default	
Address 3		Virtual Card ▼	
City	Cranford	Pay To Vendor ACH	
State	NJ Zip 07016	Routing Number	0008889933
Country	United States ▼	Account Number	8944737456
Vendor Notes			
<div style="border: 1px solid #ccc; height: 60px;"></div>			
<input type="button" value="Update"/>			

- From the drop-down list, select the revised payment type.

Payment Type Default

Virtual Card ▼

- Select the Update button and proceed to submit the batch to CSI.

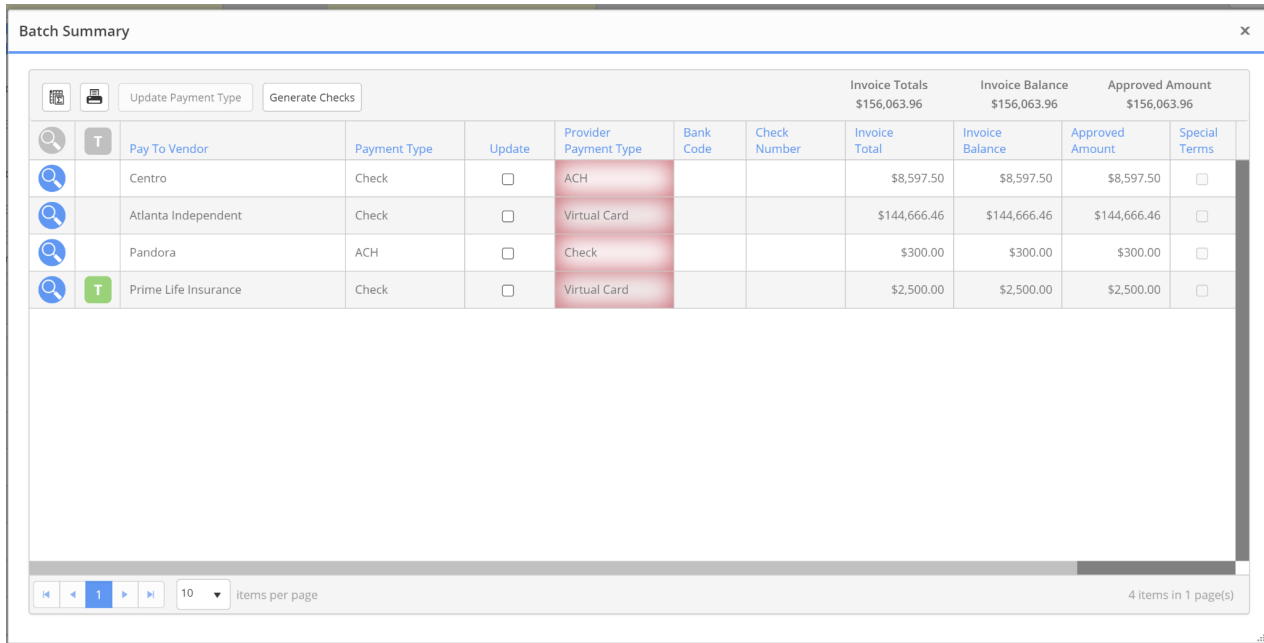
Pay To Vendor Details: Prime Life Insurance ✕

Pay To Vendor Address	Pay To Vendor Email
Address 1 <input type="text" value="10 Sout Smith Street"/>	<input type="text" value="ecoulter@gotoadvantage.com"/>
Address 2 <input type="text"/>	Payment Type Default
Address 3 <input type="text"/>	Virtual Card ▼
City <input type="text" value="Cranford"/>	Pay To Vendor ACH
State <input type="text" value="NJ"/> Zip <input type="text" value="07016"/>	Routing Number <input type="text" value="0008889933"/>
Country <input type="text" value="United States"/> ▼	Account Number <input type="text" value="8944737456"/>
Vendor Notes	
<input type="text"/>	
<input type="button" value="Update"/>	

Note: If *Vendor Terms* do not apply to a payment, any payment type may be used. However, missing or invalid vendor information could hinder you from using Check, ACH/VCC payments. For example, if a vendor is missing routing and account numbers, ACH payments cannot be sent.

Generate Checks and Submit Batches

Generate Checks to create the payment records and journal entries. The payment batches then return to CSI for payment processing. Generating checks starts on this screen:

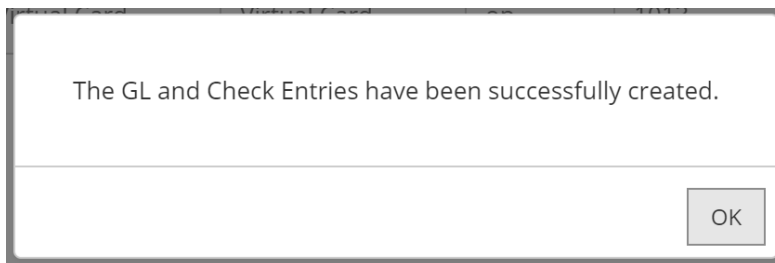


The screenshot shows the 'Batch Summary' window with a table of payment records. The table has columns for Vendor, Payment Type, Update, Provider Payment Type, Bank Code, Check Number, Invoice Total, Invoice Balance, Approved Amount, and Special Terms. Summary statistics are shown at the top right: Invoice Totals \$156,063.96, Invoice Balance \$156,063.96, and Approved Amount \$156,063.96. The table contains four rows of data.

							Invoice Totals	Invoice Balance	Approved Amount	
							\$156,063.96	\$156,063.96	\$156,063.96	
Pay To Vendor	Payment Type	Update	Provider Payment Type	Bank Code	Check Number	Invoice Total	Invoice Balance	Approved Amount	Special Terms	
Centro	Check	<input type="checkbox"/>	ACH			\$8,597.50	\$8,597.50	\$8,597.50	<input type="checkbox"/>	
Atlanta Independent	Check	<input type="checkbox"/>	Virtual Card			\$144,666.46	\$144,666.46	\$144,666.46	<input type="checkbox"/>	
Pandora	ACH	<input type="checkbox"/>	Check			\$300.00	\$300.00	\$300.00	<input type="checkbox"/>	
Prime Life Insurance	Check	<input type="checkbox"/>	Virtual Card			\$2,500.00	\$2,500.00	\$2,500.00	<input type="checkbox"/>	

To **Generate Checks** from the **Batch Summary** screen:

1. Click the **Generate Checks** button in the top menu bar.
2. Once checks generate, the corresponding journal entries are created.
3. The **Submit Batch** button then displays in the top menu bar. Click the **Submit Batch** button to send the payments to CSI for processing.
4. A message displays confirming that the batch is successfully published with CSI.



- Click the Submit Batch button. Once the batch is submitted, the **Batch Status** changes from *Open* to *Submitted*. The batch status displays in the top menu bar.

Batch Summary

Submit Batch

							Invoice Totals	Invoice Balance	Approved Amount		
							\$156,063.96	\$156,063.96	\$156,063.96		
Search	T	V	Pay To Vendor	Payment Type	Provider Payment Type	Bank Code	Check Number	Invoice Total	Invoice Balance	Approved Amount	Special Terms
			Centro	Check	ACH	csi	5	\$8,597.50	\$8,597.50	\$8,597.50	<input type="checkbox"/>
			Atlanta Independent	Check	Virtual Card	csi	6	\$144,666.46	\$144,666.46	\$144,666.46	<input type="checkbox"/>
			Pandora	ACH	Check	op	1012	\$300.00	\$300.00	\$300.00	<input type="checkbox"/>
			Prime Life Insurance	Virtual Card	Virtual Card	op	1013	\$2,500.00	\$2,500.00	\$2,500.00	<input type="checkbox"/>

10 items per page 4 items in 1 page(s)

- The batch status automatically updates and moves through the four processing stages with CSI:
 - Open
 - Submitted
 - Pending Payment
 - Completed

- Once a batch has reached *Pending Payment* status, the **Batch Summary** button in the **Create a New Batch** screen changes to **View Payments**.

Desktop x AdvantagePay x AdvantagePay | Created... x

Primary Bank: pr | Payroll Account VCC/JACH Bank: csi | CSI Account View Payments Batch Status: Pending Payment

AdvantagePay | Created By Alan M. Able on 07/05/2022 at 08:06:00 AM

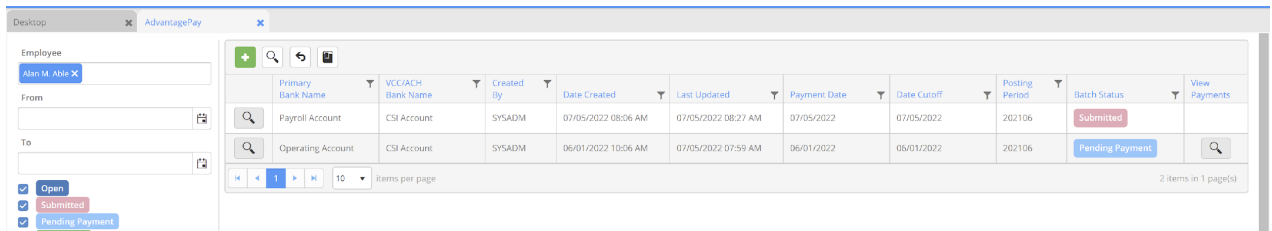
Bank	Bank	Payment Date	Filter Invoices	Filter Invoices	Filter Invoices	Include Media Types	Select All	Include Non-Media Types	Selection Method
Cash Account	Discount Account	07/05/2022	by A/P Account	by Vendor	Use Pay To:	Internet X Magazine X	<input checked="" type="checkbox"/>	Production Items X	All Qualified X
01.1010.00	01.7030.00					Newspaper X Out of Home X		Non-Client Items X	
Cash in Bank - Payroll	Discounts Earned	Date to Pay Cutoff				Radio X Television X			
		07/05/2022							
VCC	VCC	Posting Period							
Cash Account	Discount Account	202106							
01.1000.00	01.7030.00								
Cash in Bank - Checking	Discounts Earned								

							Invoice Totals	Invoice Balance	Approved Amount		
							\$208,648.57	\$208,648.57	\$208,648.57		
Pay Method	Pay To Vendor Code	Pay To Vendor Name	Invoice	Date To Pay	Invoice Total	Discount Approved	Balance To Pay	Approved Amount			
<input checked="" type="checkbox"/>	Virtual Card	advoot	Advo-Atlanta	june2016	07/08/2016	\$77,874.24	\$0.00	\$77,874.24	\$77,874.24		
<input checked="" type="checkbox"/>	Virtual Card	auto	Auto and Truck Magazine	201606	07/28/2016	\$48,450.00	\$0.00	\$48,450.00	\$48,450.00		
<input checked="" type="checkbox"/>	Virtual Card	enet	E Media - Internet Buying Serv	85478	07/28/2016	\$82,324.33	\$0.00	\$82,324.33	\$82,324.33		

200 items per page 3 items in 1 page(s)

Click the **View Payments** button to open a new window to display payment details. Access the **View Payments** window by clicking the magnifying glass icon in the View Payments column of the **Manage Batches** screen. For more details, refer to [View Payments](#).

- Exit out of the **Batches** screen by clicking the 'x' on the tab, and return to the **Manage Batches** screen to view the batch status.

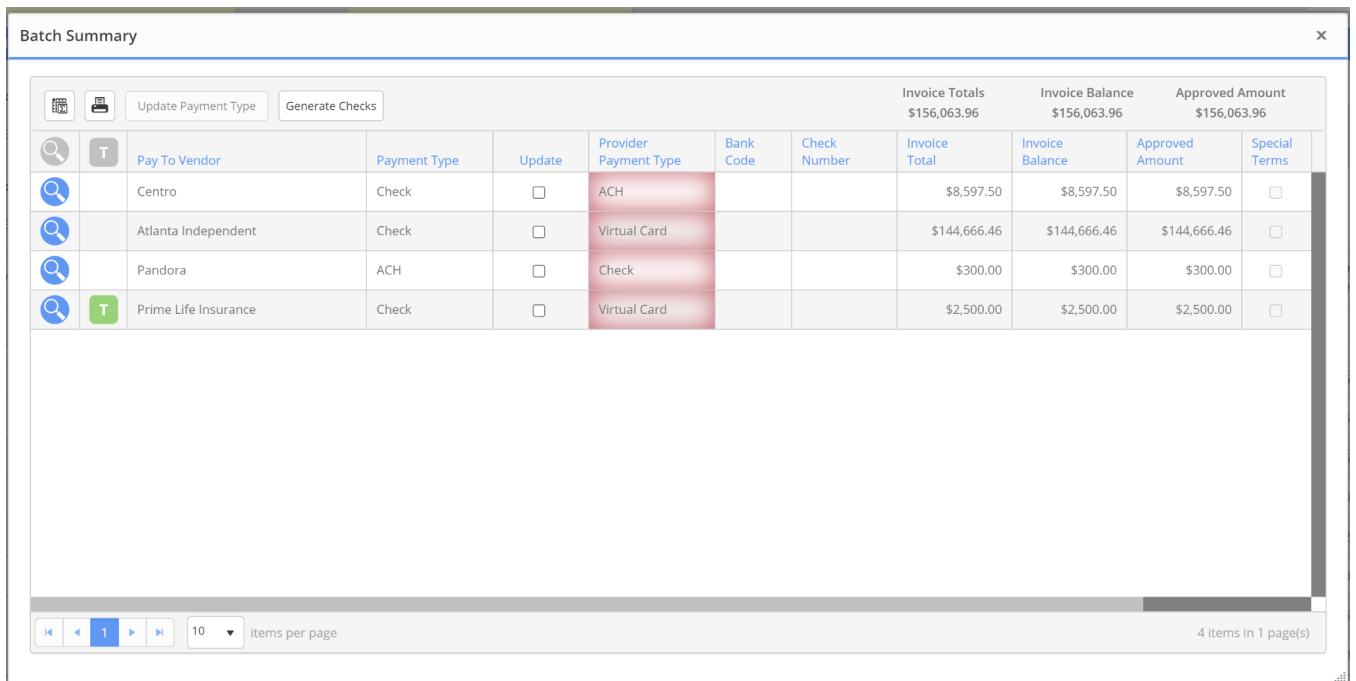


Void Payments

After generating the checks, you can void payments in **Batch Summary** before submitting the batch to CSI. After submitting a batch to CSI, you can void Checks and VCC payments in the **Submitted** batch status. ACH payments can not be voided after being submitted to CSI.

To void payments in Batch Summary:

- Click the **Generate Checks** button in the top menu bar.



- Click the green V icon  to void a payment.

Batch Summary

Submit Batch

							Invoice Totals	Invoice Balance	Approved Amount		
							\$156,063.96	\$156,063.96	\$156,063.96		
	T	V	Pay To Vendor	Payment Type	Provider Payment Type	Bank Code	Check Number	Invoice Total	Invoice Balance	Approved Amount	Special Terms
			Centro	Check	ACH	csi	5	\$8,597.50	\$8,597.50	\$8,597.50	<input type="checkbox"/>
			Atlanta Independent	Check	Virtual Card	csi	6	\$144,666.46	\$144,666.46	\$144,666.46	<input type="checkbox"/>
			Pandora	ACH	Check	op	1012	\$300.00	\$300.00	\$300.00	<input type="checkbox"/>
			Prime Life Insurance	Virtual Card	Virtual Card	op	1013	\$2,500.00	\$2,500.00	\$2,500.00	<input type="checkbox"/>

10 Items per page 4 Items in 1 page(s)

- Select a **Posting Period** to void the payment.
 - Note:** Payments cannot be voided in a Posting Period prior to the original posting period.

Void Check

Please select a Void Posting Period below and click Process to permanently void the selected check.

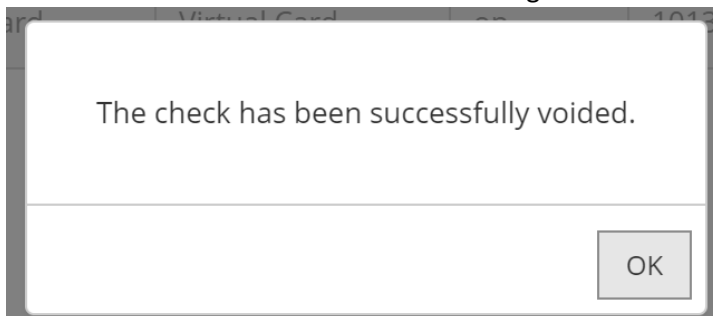
202106


Bank Code: csi
 Check Number: 5
 Pay To Vendor: Centro
 Check Date: 08/19/2022
 Check Amount: \$8,597.50
 Posting Period: 202106

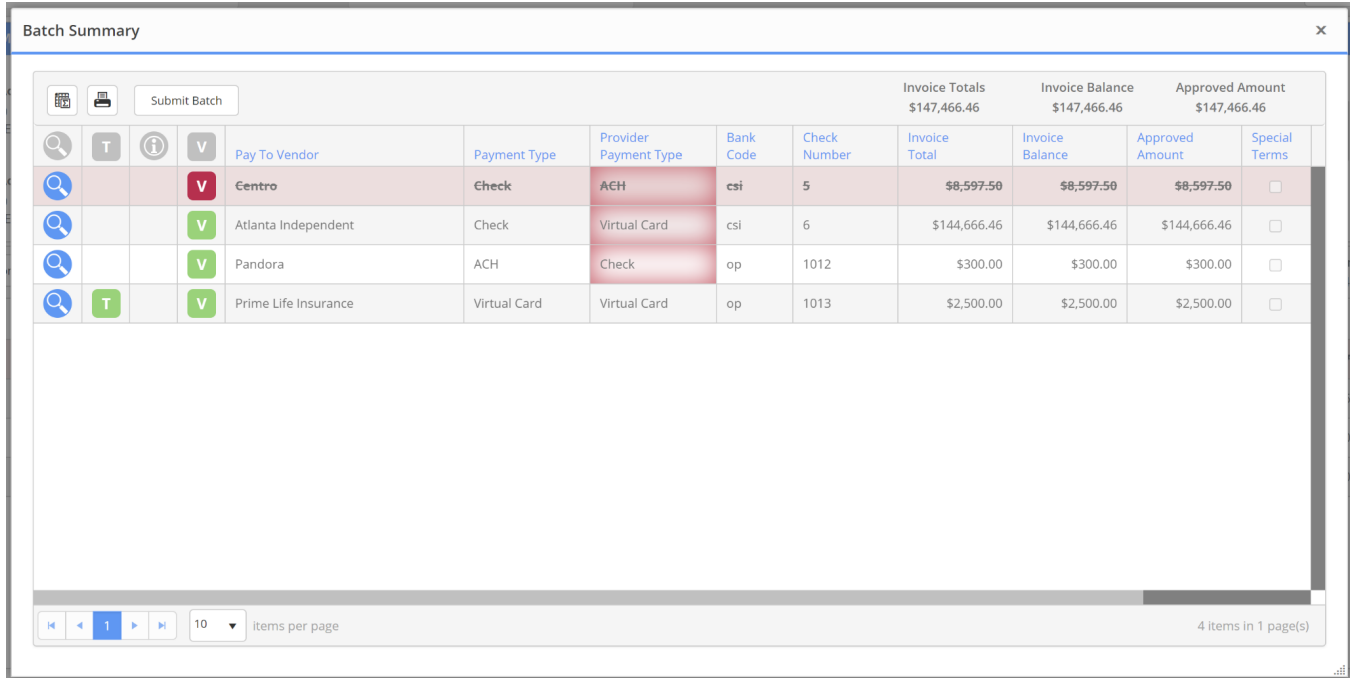
Comment

Process

- Click **Process** and then click **OK** in the message box.



- The void payments will display in red with a red void icon  next to it.

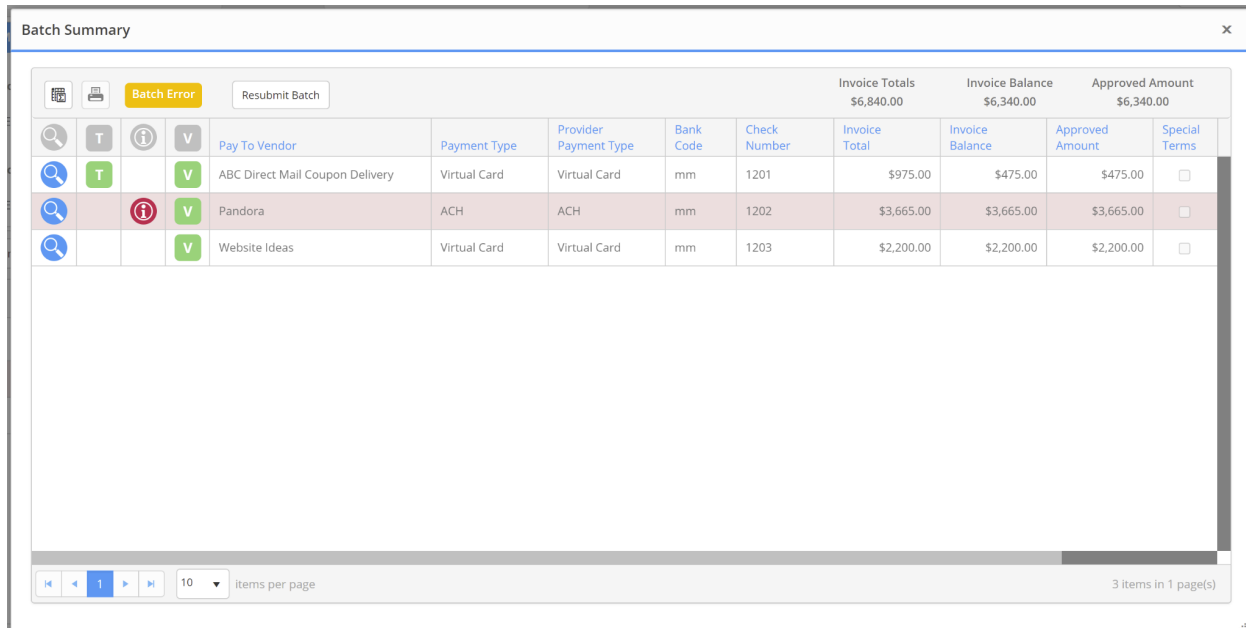


							Invoice Totals	Invoice Balance	Approved Amount		
							\$147,466.46	\$147,466.46	\$147,466.46		
Search	T	V	Pay To Vendor	Payment Type	Provider Payment Type	Bank Code	Check Number	Invoice Total	Invoice Balance	Approved Amount	Special Terms
			Centro	Check	ACH	csi	5	\$8,597.50	\$8,597.50	\$8,597.50	<input type="checkbox"/>
			Atlanta Independent	Check	Virtual Card	csi	6	\$144,666.46	\$144,666.46	\$144,666.46	<input type="checkbox"/>
			Pandora	ACH	Check	op	1012	\$300.00	\$300.00	\$300.00	<input type="checkbox"/>
			Prime Life Insurance	Virtual Card	Virtual Card	op	1013	\$2,500.00	\$2,500.00	\$2,500.00	<input type="checkbox"/>

- Click the Submit Batch button in the top menu to send the payment batch to CSI. See [Generate Checks and Submit Batches](#) for further details.

Batch Error Status

In the **Batch Summary** page, a batch goes into **Batch Error** status if there is a payment error.



							Invoice Totals	Invoice Balance	Approved Amount		
							\$6,840.00	\$6,340.00	\$6,340.00		
Search	T	V	Pay To Vendor	Payment Type	Provider Payment Type	Bank Code	Check Number	Invoice Total	Invoice Balance	Approved Amount	Special Terms
			ABC Direct Mail Coupon Delivery	Virtual Card	Virtual Card	mm	1201	\$975.00	\$475.00	\$475.00	<input type="checkbox"/>
			Pandora	ACH	ACH	mm	1202	\$3,665.00	\$3,665.00	\$3,665.00	<input type="checkbox"/>
			Website Ideas	Virtual Card	Virtual Card	mm	1203	\$2,200.00	\$2,200.00	\$2,200.00	<input type="checkbox"/>

Correct payment errors in the **Pay to Vendor** section before resubmitting the batch.

- Click the magnifying glass next to the payment to correct the errors.
- Click the Resubmit Batch button to send the corrected batch to CSI.

If a batch is in **Batch Error** status you can void payments in **AdvantagePay** or in the Void Checks module in **Advantage**. Batches change to **Cancelled** status if all payments are voided. Voided payments display as crossed out in the **Batch Summary** screen as shown below:

			Pandora	ACH	AEH	mm	1202	\$3,665.00	\$3,665.00	\$3,665.00	<input type="checkbox"/>
--	--	--	---------	-----	-----	----	------	------------	------------	------------	--------------------------


Voided payments are not included in the batch totals. When a payment is voided in **AdvantagePay** or in the Void Checks module, this is how it will be displayed in the **Batch** screen:

The screenshot shows the AdvantagePay Batch Summary screen. At the top, it indicates the batch was created by Alan M. Able on 07/20/2022 at 11:33:00 AM. The batch status is 'Completed'. Below this, there are filters for Invoices by A/P Account, Vendor, and Client, along with media type and non-media type inclusions. The main table displays the following data:

Pay Method	Pay To Vendor Code	Pay To Vendor Name	Invoice	Date To Pay	Invoice Total	Discount Approved	Balance To Pay	Invoice Balance	Approved Amount
Virtual Card	abc	ABC Direct Mail Coupon Delivery	8767	05/12/2016	\$975.00	\$0.00	\$475.00	\$475.00	\$475.00
ACH	pend	Pandora	1090-pend	03/07/2020	\$3,665.00	\$0.00	\$3,665.00	\$3,665.00	\$3,665.00
Virtual Card	webid	Website Ideas	072016	08/28/2016	\$2,200.00	\$0.00	\$2,200.00	\$2,200.00	\$2,200.00

Summary Totals: Invoice Totals \$3,175.00, Invoice Balance \$2,675.00, Approved Amount \$2,675.00.

To void a payment in a batch in **Batch Error** status:

1. Click the **Process Void** icon .
2. Select a **Posting Period** to void the payment.

The 'Void Check' dialog box contains the following information:


Please select a Void Posting Period below and click Process to permanently void the selected check.

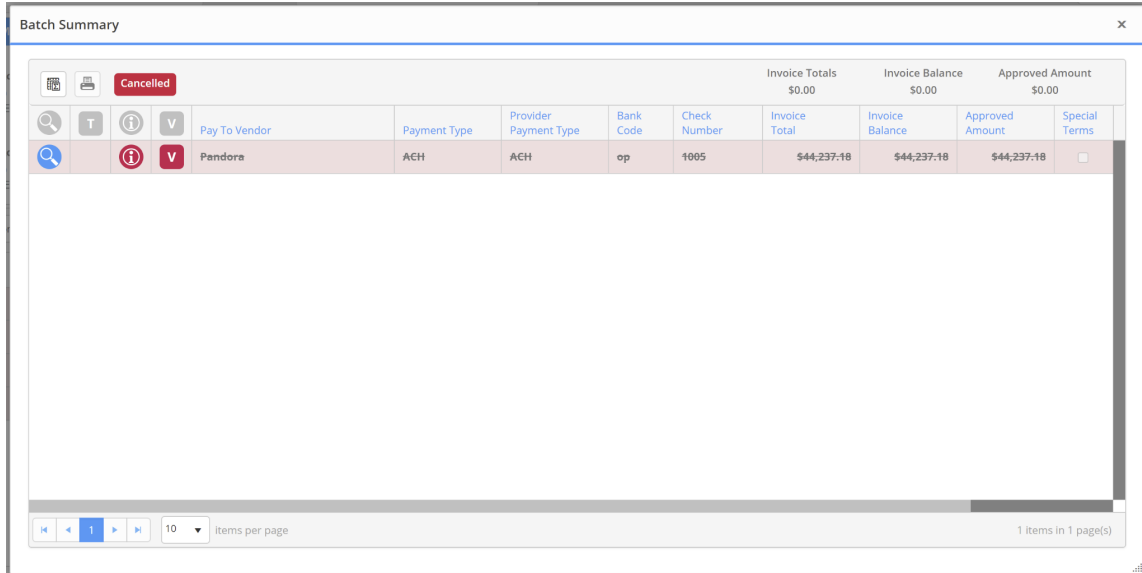
Posting Period: 202106

Bank Code: op
 Check Number: 1005
 Pay To Vendor: Pandora
 Check Date: 07/06/2022
 Check Amount: \$44,237.18
 Posting Period: 202106

Comment:

3. Click **Process** and then click **OK** in the message box.

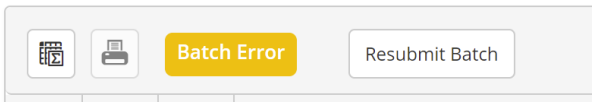
4. The **Batch Summary** screen displays the voided payment as crossed out with a red  icon next to it.



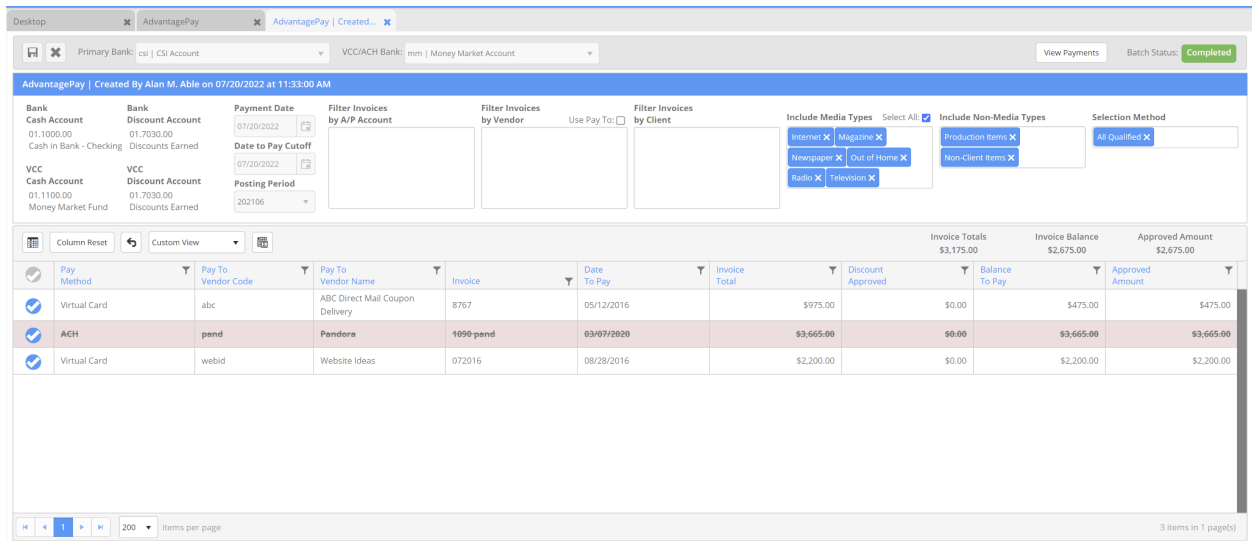
The screenshot shows a 'Batch Summary' window with a 'Cancelled' status. The table below shows a single payment entry for Pandora that has been voided.

							Invoice Totals	Invoice Balance	Approved Amount
							\$0.00	\$0.00	\$0.00
Pay To Vendor	Payment Type	Provider Payment Type	Bank Code	Check Number	Invoice Total	Invoice Balance	Approved Amount	Special Terms	
Pandora	ACH	ACH	op	1005	\$44,237.18	\$44,237.18	\$44,237.18		

5. If multiple payments are in the batch, click **Resubmit Batch** to send the remaining payments to CSI, and the batch status will change to **Submitted**. If all payments are voided, the batch status changes to **Cancelled**.



6. Exit out of the **Batches** screen by clicking the 'x' on the tab, and return to the **Batch** screen to view the batch totals and the voided payments.



The screenshot shows the 'Batch' screen with a list of payments. The table below shows the details of the payments, including voided ones.

							Invoice Totals	Invoice Balance	Approved Amount
							\$3,175.00	\$2,675.00	\$2,675.00
Pay Method	Pay To Vendor Code	Pay To Vendor Name	Invoice	Date To Pay	Invoice Total	Discount Approved	Balance To Pay	Approved Amount	
Virtual Card	abc	ABC Direct Mail Coupon Delivery	8767	05/12/2016	\$975.00	\$0.00	\$475.00	\$475.00	
ACH	pand	Pandora	1699-pand	03/07/2020	\$3,665.00	\$0.00	\$3,665.00	\$3,665.00	
Virtual Card	webid	Website Ideas	072016	08/28/2016	\$2,200.00	\$0.00	\$2,200.00	\$2,200.00	