Mississippi Management and Reporting System

Department of Finance and Administration

MMRS Policies and Procedures		
2056	PayMode e-Payment and e-Invoice Management Agency Maintenance Form Procedures	Revision Date: 01/27/2012 Version: V3

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1. Introduction

This document provides instructions for completing the *#2055 PayMode e-Payment and e-Invoice Management Agency Maintenance Form* for establishing new agency accounts in PayMode for e-payment and e-invoice services. This document also provides instructions for the creation of e-mail reminder notifications and approval groups for an agency.

2. Scope

The information in this document is to be used by the designated person in each agency to complete the Agency Maintenance Form. Since e-Payment and e-Invoice are components of the Mississippi Statewide Automated Accounting System (SAAS), the designated Security Contact for SAAS for each agency will also serve as the designated Authorized Security Contact for PayMode.

3. PayMode e-Payment and e-Invoice Management Overview

The PayMode e-Payment and e-Invoice Management system is a web-based electronic payment and invoicing system implemented by the State of Mississippi to provide state agencies with electronic access to vendor payments and invoices. The PayMode e-Payment and e-Invoice modules were designed to meet the needs of vendors and state agencies by:

- allowing vendors and agency users to view payment information for payments the agency has made;
- allowing vendors and agency users to view pay remittance information for payments the agency has made;
- delivering an invoice from the supplier to the payer using a web browser interface that allows the customer to review the invoice online;
- handling billing disputes online;
- facilitating electronic payment through the customer’s and supplier's financial institution;
- integrating with the State’s financial system.

The individual’s current email address is the user’s id. Each user must set up a password to access PayMode.

If a user forgets their password, they should contact PayMode Customer Service @ 1-877-252-7366.

4. Agency Maintenance Form

The MMRS Security Administrators handle security for the statewide applications of the Department of Finance and Administration, Mississippi Management and Reporting System (MMRS), including access to the PayMode system.

The SAAS Security Contact at each agency is responsible for completing and authorizing *#2055 PayMode e-Payment and e-Invoice Management Agency Maintenance Form.* The form is used to establish new agency accounts in PayMode for e-Payment and e-Invoice services and to create approval groups and e-mail reminder notifications for the agency.

The #2055 PayMode e-Payment and e-Invoice Management Agency Maintenance Form should be sent to the MMRS Security Administrator via e-mail to MASH@dfa.ms.gov or faxed to (601) 359-6551 or mailed/handmailed to:

MMRS Security Administrator
210 East Capitol Street
1400 Regions Plaza
Jackson, MS 39201

Copies of all PayMode security requests are kept on file at MMRS.

5. Instructions for Completing the #2055 PayMode e-Payment and e-Invoice Management Agency Maintenance Form

Complete one form for each agency as follows:

Maintenance Action (Select only one)		
Add Agency **Update Agency** **Delete Agency** **(Effective Deletion Date)**	Required	Check (√) the appropriate action to be performed. Only one action can be requested per form. If an agency is to be removed or deleted from PayMode, indicate the date the deletion should be effective in the space provided. If no date is given, the deletion request will be processed upon receipt.

Agency Information		
Agency Name:	Required	Enter the Agency Name.
Agency Address:	Required	Enter the Agency Address.
SAAS Agency #:	Required	List the SAAS agency number assigned to this agency for which e-Payment and e-Invoicing will be set up. Use a separate form for each SAAS Agency number.

e-Invoice Reports Default E-mail Reminder Notification		
Invoices Near Age Limit (Invoices that are within X days of the 45 day age limit)	Required	Receive **an** e-mail reminder notification when invoices are X number of days from the 45 day age limit. Individual agency users can be set up to receive this reminder notification on #*2057 PayMode e-Payment and e-Invoice Management User Profile Maintenance Form.* Circle Daily or Weekly to indicate the agency's e-mail frequency preference for this reminder notice. If a weekly frequency is chosen, the number of days must be greater than or equal to 7.
Invoices Over Age Limit (Invoices that are over 45 days old)	Required	Send an e-mail notification when an invoice is over the 45 day age limit. Individual agency users can be set up to receive this reminder notification on # *2057 PayMode e-Payment and e-Invoice Management User Profile Maintenance Form.* Circle Daily or Weekly to indicate the agency's e-mail frequency preference for this reminder notice.

Invoices Near Due Date (invoices that are within X days of the due date)	Required	Receive an e-mail reminder notification when invoices are X number of days from the due date. Individual agency users can be set up to receive this reminder notification on *#2057 PayMode e-Payment and e-Invoice Management User Profile Maintenance Form.* Circle Daily or Weekly to indicate the e-mail frequency preference for this reminder notice.
Invoices Near Discount Date (invoices that are within X days of the discount date)	Required	Receive an e-mail reminder notification when invoices are X number of days from the discount date. Individual agency users can be set up to receive this reminder notification on *#2057 PayMode e-Payment and e-Invoice Management User Profile Maintenance Form.* Circle Daily or Weekly to indicate the e-mail frequency preference for this reminder notice.

e-Invoice Default Agency Approval Group Level and Type		
Number of Approval Levels	Required	**Note: This information is used as the default approval settings for all Approval Groups for this Agency.** Indicate the number of approvals required for each invoice. The approval levels are one (1) through five (5).
Approval Type	Required	**Select the Order of Approvals for the default for each approval group.** **Consecutive Approvals:** Approvals must be applied in consecutive order. Each approver will see invoices in their queue and be notified only after the prior approval level has been applied. **Approvals in Any Order:** Approvals can be applied in any order but all approval levels must be applied before further processing. All approvers will receive invoices in their queue and be notified at the same time. **High Level May Override:** Higher level approval can override other approval levels. All approvers will receive invoices in their queue and be notified at the same time.

Use Agency Approval Group Setup (1 – 11) for additional approval groups if approval levels and/or order of approvals are different from the default group.		
Agency Approval Group Setup		
Approval Group Name	Required	An agency-defined name for the group of people authorized to approve specified invoices. Agencies are encouraged to create meaningful approval group names based on their invoice approval process flows. For example, the agency may set up approval groups by office or division within the agency, by program, by type of purchase, by order originator, by the receiving location, etc. Approval Group Names are limited to 30 characters and spaces.

		Example: DFA-Fleet Maintenance **Note: If more than five approval groups are needed, use the Additional Approval Group Setup form.**
Approval Group Code	Required	The Approval Group Code may be the same as the Approval Group Name, or it may be a meaningful abbreviated code associated with the Approval Group Name. The Approval Group Code is displayed on the PayMode screen when routing invoices for approval. The code may be alpha-numeric and can be no more than 20 characters and spaces. If this field is left blank, the Approval Group Name will be used for the Approval Group Code. Example: 130-Fleet Maint
Number of Approval Levels	Required	Enter the number of approvals associated with this group, if different from default. **Note: This field is required Only if it is different from Default.**
Approval Type	Required	Enter the approval type associated with this group, if different from default. **Note: This field is required Only if it is different from Default.**

Authorized SAAS Security Contact		
Name	Required	Provide the name of the Authorized Primary or Backup SAAS Security Contact.
Phone	Required	Provide the security contact's phone number,
Signature	Required	Signature of the SAAS Security Contact.
Date	Required	Date the form was signed.

For MMRS Use Only	**MMRS will record the date the form was processed, as well as who processed the form.**