

IPS INVOICE PAYMENT SYSTEM ONLINE ACCOUNT MANAGER USER MANUAL



WELCOME TO **INVOICEPAYMENT.CA**

IPS Invoice Payment System is committed to providing you with the latest in electronic tools to facilitate easy, convenient and cost-effective management of your IPS invoice payables. This User Manual gives you step-by-step instructions on how to make the *IPS Online Account Manager* an important part of your daily work, giving you more control over the payment of IPS invoices and an easier way to monitor your creditworthiness.

1. Logging into your IPS Online Account Manager

The **5 easy steps** below will help you log onto your *IPS Online Account Manager*.

1 Open up any browser

2 Type in *invoicepayment.ca* in the browser address bar

3 Click on the *Secure Login* button

4 Click on the *Payer Login* button








5 Enter *User Name/Account Number* and *Password* (case-sensitive). You can find this information in your *IPS E-Card, Invoice Transaction Summary* or *Monthly Statement*

3 You get paid within 8 business hours.

2. Getting Started with the Main Menu

The Main Menu gives you a complete overview of your IPS account, allowing you to view and update your information, access invoice payable aging and outstanding invoices, print IPS' banking information and also learn about your payment performance through the *IPS Business Payment Index*.

MAIN MENU

Business Profile	Invoice Payable Aging
 Payer Profile	 Invoice Aging
Invoice Payables	Payment Trend
 Outstanding Invoices	 IPS Business Payment Index
IPS Electronic Payment Methods	Tutorials
 IPS Banking Information	 Payer User Manual
eCheque	
 Make a Payment Online	

Refer to No. 3 below

Refer to No. 5 on page 4

A printable PDF containing IPS' banking information

Refer to No. 4 on page 3

Refer to No. 6 on page 4

A printable PDF version of this User Manual

Click to pay invoices online

3. Reviewing your Payer Profile

This page allows you to view your company information, update or add information, including your preferred invoice delivery method, and analyze your IPS account activity.

Company Overview, Invoice Delivery Method and Company Contacts contain the information we have on file for your account. Click the Update/Add button below the table if you need to update or add information.

COMPANY OVERVIEW							
Address	Your Street Name, 15				PO BOX 000000		
City	Toronto	Province	ON	Postal Code	Q2M 1V4	Country	Canada
Phone	416-000-0000	Fax	416-000-0001				
Website	www.abcdmanufacturing.com		Email	me@abcdmanufacturing.com			
INVOICE DELIVERY METHOD							
<input checked="" type="radio"/> BY MAIL							
Address	Your Street Name, 15				PO BOX 000000		
City	Toronto	Province	ON	Postal Code	Q2M 1V4	Country	Canada
<input type="radio"/> BY EMAIL							
Email Address	smith@abcdmanufacturing.com						
<input type="radio"/> BY FAX							
Fax Number	416-000-0001						
COMPANY CONTACTS							
A/P Contact(s)	John Smith	Title	President	Email	smith@abcdmanufacturing.com		
Phone	416-000-0000 ext.238	Fax	416-000-0001	Cellular	416-000-0002		
Company Contact	Jane Smith	Title	A/P	Email	jsmith@abcdmanufacturing.com		
Phone	416-000-0000 ext.239	Fax	416-000-0001	Cellular	416-000-0003		
IPS ACTIVITY & STATUS							
First Activity Date	2012-10-11	Last Activity Date	2012-10-11	Status	ACTIVE	IPS Payment Index	55
Outstanding Amount	\$1,500.00	Outstanding Invoices	2	Chargebacks	\$500.00	Chargedback Invoices	1
Total Payments	\$120.00	Total Invoices	4	Short Payments	\$120.00	Shortpaid Invoices	8

View your total amount of outstanding invoices, and analyze your IPS account activity, including your *IPS Payment Index*.

[Update/Add](#)

Click **Update/Add** to make this page editable.

4. Viewing your Invoice Payable Aging

This page lets you view the invoice payables categorized based on their age measured in days outstanding, and allows you to generate and print an Invoice Payable Aging report in PDF and/or Excel format.

A View outstanding invoices classified by:
A. Supplier B. Age

IPS INVOICE PAYMENT SYSTEM CORP.® 1.888.503.4528
Accelerate the way your business gets paid

Payer: ABCD Manufacturing Inc. Log Out Feedback Contact Us IPS Home Help

Main Menu > Invoice Payable Aging > Invoice Aging

On Behalf Of	Count	0-30 Days	Count	31-45 Days	Count	46-60 Days	Count	61-75 Days	Count	76-90 Days	Count	90+ Days	Count	Total
John Smith Inc.	1	2,000.00	2	2,000.00	1	2,000.00	1	2,000.00	1	2,000.00	8	2,000.00	7	12,000.00
John Smith Inc.	4	9,000.00	5	9,000.00	3	9,000.00	3	9,000.00	3	9,000.00	3	9,000.00	1	54,000.00
John Smith Inc.	5	1,000.00	6	1,000.00	1	1,000.00	5	1,000.00	1	1,000.00	5	1,000.00	1	6,000.00
John Smith Inc.	4	8,000.00	4	8,000.00	1	8,000.00	1	8,000.00	1	8,000.00	1	8,000.00	11	48,000.00
TOTAL CAD\$	26	21,200.00	18	21,200.00	8	21,200.00	12	21,200.00	7	21,200.00	19	21,200.00	24	127,200.00

Export to: PDF Excel

1. Select PDF or Excel format
2. Click **Generate** to get an
Invoice Payable Aging report

IPS INVOICE PAYMENT SYSTEM

INVOICE PAYABLE AGING
ABCD MANUFACTURING, INC.

As of: 03/22/2013

On Behalf Of	No. of Invoices	0-30 Days	No. of Invoices	31-45 Days	No. of Invoices	46-60 Days	No. of Invoices	61-75 Days	No. of Invoices	76-90 Days	No. of Invoices	90+ Days	No. of Invoices	Total
John Smith Inc.	1	2,000.00	2	2,000.00	1	2,000.00	1	2,000.00	1	2,000.00	8	2,000.00	7	12,000.00
John Smith Inc.	4	9,000.00	5	9,000.00	3	9,000.00	3	9,000.00	3	9,000.00	3	9,000.00	1	54,000.00
John Smith Inc.	5	1,000.00	6	1,000.00	1	1,000.00	5	1,000.00	1	1,000.00	5	1,000.00	1	6,000.00
John Smith Inc.	4	8,000.00	4	8,000.00	1	8,000.00	1	8,000.00	1	8,000.00	1	8,000.00	11	48,000.00
TOTAL CAD\$	26	21,200.00	18	21,200.00	8	21,200.00	12	21,200.00	7	21,200.00	19	21,200.00	24	127,200.00


3. Send the PDF report to print OR use the
Excel report in your accounting

5. Checking your Outstanding Invoices

This page gives you quick, but valuable information about IPS invoice payables. It not only allows you to generate and print statements in PDF or Excel format, but also gives you access to digital copies of invoice payables and their related paperwork.

Main Menu > Invoice Payables > Outstanding Invoices

Invoice	On Behalf Of	PO No.	Invoice Date	Terms	Assignment Date	Days Open	Status	Amount	Balance
1203	John Smith Inc.	1234	22/02/2013	Net 30	22/02/2013	1	Current	275.00	275.00
1204	John Smith Inc.	4567	22/02/2013	Net 30	22/02/2013	30	Due	300.00	300.00
1205	John Smith Inc.	4567	22/02/2013	Net 30	22/02/2013	15	Due	475.00	475.00
1206	John Smith Inc.	4567	22/02/2013	Net 30	22/02/2013	11	Current	425.00	425.00
1207	John Smith Inc.	1234	22/02/2013	Net 30	22/02/2013	2	Current	250.00	250.00
1208	John Smith Inc.	1234	22/02/2013	Net 30	22/02/2013	3	Due	300.00	300.00
1209	John Smith Inc.	4567	22/02/2013	Net 30	22/02/2013	4	Due	250.00	250.00
1210	John Smith Inc.	1234	22/02/2013	Net 30	22/02/2013	5	Current	400.00	400.00
1211	John Smith Inc.	1234	22/02/2013	Net 30	22/02/2013	9	Current	275.00	275.00
1212	John Smith Inc.	1234	22/02/2013	Net 30	22/02/2013	12	Due	350.00	350.00
1213	John Smith Inc.	1234	22/02/2013	Net 30	22/02/2013	14	Due	325.00	325.00
1214	John Smith Inc.	1234	22/02/2013	Net 30	22/02/2013	12	Due	250.00	250.00
1215	John Smith Inc.	1234	22/02/2013	Net 30	22/02/2013	12	Due	250.00	250.00
TOTAL CAD\$									4,125.00

Please click the orange link to view the invoice and its related paperwork. 
 Click [here](#) to download IPS payment instructions and banking information.

Export to: PDF Excel 

Click on the orange link to access a digital copy of the invoice payable and its related paperwork.

1. Select PDF or Excel format
 2. Click **Generate** to get an *Outstanding Invoices* report

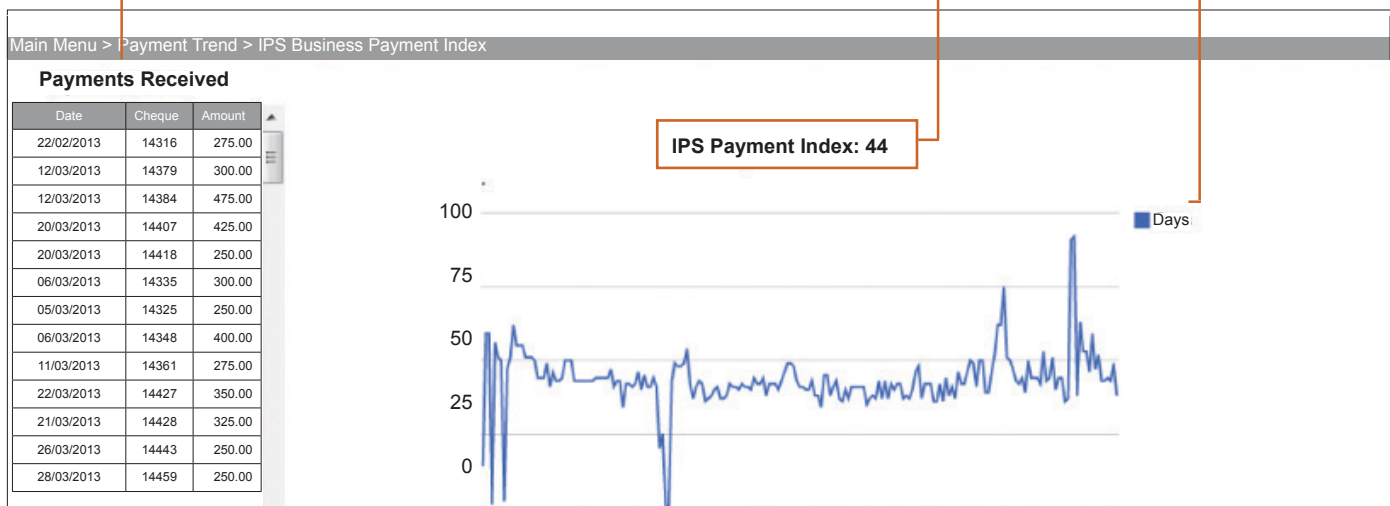
6. Analyzing your IPS Business Payment Index

In this page, you can view a graph displaying your invoice payment trend and *IPS Payment Index (PI)*. The IPS PI is a payment indicator based on the average number of days it takes a business to pay IPS invoices. Your PI is an invaluable tool for managing your creditworthiness.

Review all the payments we have received.

Analyze your *IPS Payment Index*, a payment trend indicator based on the average number of days it takes a business to pay IPS invoices.

Hover over the points to view *invoice number* and the *number of days* it took for the invoice to get paid.



7. Making a Payment Online

Select the Make a Payment Online link to access a unique online payment feature in our industry.

The IPS Make a Payment Online feature is an electronic cheque based on pre-authorized debit (PAD) allowing payers (our clients' customers) to conveniently pay invoices directly from the IPS Online Account Manager. All transactions made through the Make a Payment Online feature are secured through SSL, a cryptographic protocol designed to provide communication security, backed by the Norton Secured Seal, the most recognized trust mark on the Internet.

7.1. Terms & Conditions

The next step requires you to read and accept the legal foundation of this payment feature in the form of Terms & Conditions statement.

Terms and Conditions Statement

Terms and Conditions
Automatic Bank Withdrawal / Deposit Authorization

1. In this Authorization "we", "us" and "our" refers to the Payer.

2. We agree to participate in this Business Pre-Authorized Debit Plan and we authorize Invoice Payment System Corporation (the "Payee") indicated on the Automatic Bank Withdrawal/Deposit and any successor or assign of the Payee to draw a debit in paper, electronic or other form for the purpose of making payment for goods or services related to our commercial activities (a "Business PAD") on our account indicated on the Automatic Bank Withdrawal/Deposit (the "Account") at the financial institution indicated on the Automatic Bank Withdrawal/Deposit (the "Financial Institution") and we authorize the Financial Institution to honour and pay such debits. This Authorization is provided for the benefit of the Payee and our Financial Institution and is provided in consideration of our Financial Institution agreeing to process debits against our Account in accordance with the Rules of the Canadian Payments Association. We agree that any direction we may provide to draw a Business PAD, and any Business PAD drawn in accordance with this Authorization, shall be binding on us as if

I have read and agree to the Terms & Conditions.

Select the check mark to confirm that you have read this statement.

Click *Accept* to proceed.

If you select *Decline*, you will not be able to proceed. Please contact IPS for details and clarification of this document.

7.2. Manage Bank Accounts

Through Manage Bank Accounts, you can manage all bank account(s) by adding new, or editing and deleting existing accounts.

User Name/Account Number: 14751

Company Name and Address:

ABCD MANUFACTURING
123 FIRST STREET
TORONTO ONTARIO
CANADA

Please debit the following bank account:

Transit Number	<input type="text"/>
Bank Code	<input type="text"/>
Account Number	<input type="text"/>

CAD US

Bank Accounts:

<input type="radio"/>	123	1425554	45511	CAD
<input type="radio"/>	123	1425554	45511	US

This area will display your company's name and the address information that we have on file.

Ensure that you have entered all three fields. You can find this information in a blank cheque or obtain it from the bank.

Use these functions to ensure that the bank information you have entered is accurate and up to date.

7.3. Make a Payment

Next, you can pay outstanding invoices through the Make a Payment feature available to you as an IPS payer within the Canadian market.

The screenshot shows a 'Make a Payment' form. At the top, there's a dropdown for 'Please select your account to pay from' set to 'c1 - CAD'. Below this is a summary box for 'ABCD MANUFACTURING' with address '123 FIRST STREET UNIT 1 TORONTO ON X91 2Z2' and date 'October 5, 2013'. The payment is for 'Invoice Payment System' for '1,500.00 CAD'. There are fields for 'Transit Number' (1254), 'Bank Code' (111), and 'Account Number' (11111). A table lists invoices from 'Global Inc.' with columns for PO Number, Invoice Number, Days Open, Status, Amount, Payment Amount, Comments, and Confirm. A 'Show Invoices' button is present. Below the table, there's a section for 'Pay for an invoice that does not exist in the list above' with a table for 'John Smith Inc.' including PO Number, Invoice Number, Amount, Payment Amount, Comments, and Confirm. Callouts include: 'Click this button to get invoices in another currency, USD or CND' pointing to the 'Show Invoices' button; 'Enter if the invoice(s) you would like to pay is/are not in the list above.' pointing to the 'Pay for an invoice...' section; 'Select the right account for the payment.' pointing to the account dropdown; 'This amount reflects the total amount you would like to pay based on your invoice selection or invoice entry below.' pointing to the '1,500.00 CAD' amount; and 'Check off the invoice if you would like to pay it, and review the cheque total to make sure its value gets added.' pointing to the 'Confirm' checkboxes.

7.4. Review Payments

The Review Payments page allows you to review and modify any payments submitted within a designated cut-off time.

The screenshot shows a 'Payment Review' table with columns: Confirmation No., Payer, Date, Bank Account, Currency, Payment Amount, and Status. The table contains four rows of payment data. Callouts include: 'Select the radio button to select the payment.' pointing to the radio buttons in the first column; 'Use this palette to get more details, delete payments and make modifications to pending payments.' pointing to 'Details' and 'Delete' buttons at the bottom right of the table.

Confirmation No.	Payer	Date	Bank Account	Currency	Payment Amount	Status
<input type="radio"/> 153	ABCD Inc.	2013-10-5	C1	CAD	500.00	Approved
<input type="radio"/> 154	ABCD Inc.	2013-10-5	55555	USD	100.00	Submitted
<input type="radio"/> 155	ABCD Inc.	2013-10-5	99999	USD	100.00	Submitted
<input type="radio"/> 156	ABCD Inc.	2013-10-5	00115	USD	500.00	Declined

7.5. Generate Reports

Lastly, you can generate reports in order to view all payments submitted through this payment feature during a certain period of time.

The screenshot shows a 'Generate Reports' form. At the top, there's a dropdown for 'For which bank account would you like to generate a report?' set to '0000'. Below this are 'Start Date' and 'End Date' input fields. A 'Filter by' section has radio buttons for 'Approved', 'Declined', 'Deleted', and 'Submitted'. A 'Sort By' dropdown is set to 'Date'. A 'submit' button is at the bottom. Callouts include: 'Enter or select the time range as a start and end date.' pointing to the date fields; 'Choose to sort the payments list by date or supplier.' pointing to the 'Sort By' dropdown; and 'Select the correct bank account for which you would like to generate the payment report.' pointing to the bank account dropdown.