



CPSi

versapayTM

Instructions on
Viewing/Paying Invoices

Brief Introduction

CPSi chose VersaPay as our payment processor due to its user-friendly interface and seamless integration with our ERP software, Netsuite.

The VersaPay Customer Payment Portal connects directly to our internal system, providing real-time invoice status updates. Customers can conveniently pay invoices using their preferred method (ACH or credit card).

Rest assured, VersaPay maintains the highest security standards to safeguard your information.



Initial Email

You will receive an initial email that looks like the image on the right (all invoice emails will look like this after as well).

It will state your account name, a recent invoice, and multiple links to click



Invoice #205662 due 01-30-2024



DiNovo <no-reply@versapay.com>
To: Raji Abboud

[If there are problems with how this message is displayed, click here to view it in a web browser.](#)

PDF copy of email



invoice-205662.pdf 91 KB

Directs you to payment screen

Directs you all open invoices

Directs you to the invoice copy in the VersaPay portal

If it is your first time, all the links will require you to agree to the terms and create a log in to link the account. *THIS BUTTON DOES NOT TO BE CLICKED*

A screenshot of an email from DiNovo. The email content includes a greeting, a thank you message, and a table of invoices. Annotations with red arrows point to specific elements: 'Directs you to payment screen' points to the 'Pay Now' button; 'Directs you all open invoices' points to the 'View Invoices' button; 'Directs you to the invoice copy in the VersaPay portal' points to the invoice number '205662' in the table; and 'If it is your first time, all the links will require you to agree to the terms and create a log in to link the account. *THIS BUTTON DOES NOT TO BE CLICKED*' points to the 'Get Started Now' button.

DiNovo

Dear [Redacted]

Thank you for doing business with DiNovo. An invoice has been issued for your review. Please let us know if you have any questions.

Kind regards,
DiNovo

[View Invoices](#) [Pay Now](#)

For [Redacted]

Invoice	PO #	Issued	Due	Balance
205662	16974-4 (GR)	11-29-2023	01-30-2024	\$3,033.45

We noticed you haven't yet visited our online invoicing and payment service, powered by Versapay Collaborative AR. We've already set up your account for you. Simply click on a link in any email from us and you'll enjoy the convenience of accessing all of your invoices and communicating with us at any time.

[Get Started Now](#)

Questions about this message?
[Contact Us](#) | [Privacy Policy](#) | [Manage Email](#)

Powered by Versapay

Main Page

There are 4 main categories, then subsequent subcategories, to select from.

These subcategories filter what you may want to view regarding open invoices (and under **MORE**, you can view past paid invoices).

If you want to go straight to payment, you can select the invoices you want to pay, select pay, and it redirects you to the payment screen.

'Mark for Payment' allows you to select invoices and navigate around the portal such as look at other invoice PDFs, without losing your work.

Select specific invoice, or invoices, then select 'PDF' to create a document containing your original Invoice copy

DiNovo

(last login 7 minutes ago)

Switch Account

rabboud@dinovomed.com

Balance Due: **\$88,881.69**

Credits: **(\$3,640.14)**

Last Payment: \$0.00 on 02-19-2024

Invoices

Payments

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Early Pay Incentives (2) Make A Prepayment Sign Up for AutoPay

Invoice # or PO #

Open Items

What should I pay?

Incentives

Scheduled Payments

More

Dates:

All

Invoice Date

Due Date

Pay

Mark for Payment

PDF

5 invoices, \$88,881.69 Owing / \$88,881.69 Total.
2 discounts, \$1,772.94 Total.
1 credit, (\$3,640.14) available / (\$3,640.14) Total.

	INVOICE #	REFERENCE #	AMOUNT	STATUS	INVOICE DATE	DUE DATE	BALANCE
<input type="checkbox"/>	205662	16974-4 (GR)	\$3,033.45	OVERDUE	11-29-2023	01-30-2024	\$3,033.45
<input type="checkbox"/>	206585	16974-4 (GR)	\$3,466.80	CURRENT	01-30-2024	03-30-2024	\$3,466.80
<input type="checkbox"/>	206590	16974-4	\$38,057.76	CURRENT	01-30-2024	03-30-2024	\$38,057.76
<input type="checkbox"/>	INV:206904	16974-4	\$37,390.08	CURRENT	02-19-2024	04-19-2024	\$37,390.08 \$35,894.48
<input type="checkbox"/>	INV:206908	FrozenShipment	\$6,933.60	CURRENT	02-19-2024	04-19-2024	\$6,933.60 \$6,656.26
<input type="checkbox"/>	CM32		(\$3,640.14)	CREDIT	08-09-2023		(\$3,640.14)

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Balance Due adjusts
based on filters
applied

(last login 8 minutes ago)

Balance Due: **\$3,033.45**
Last Payment: \$0.00 on 02-19-2024

Invoices Payments Orders Activities

[Early Pay Incentives \(2\)](#) [Make A Prepayment](#) [Sign Up for AutoPay](#)

Invoice # or PO #

Open Items **What should I pay?** Incentives Scheduled Payments More

Dates:
All Invoice Date Due Date

Pay All Export

Pay Mark for Payment PDF 1 invoice, \$3,033.45 Owing / \$3,033.45 Total.

	INVOICE #	REFERENCE #	AMOUNT	STATUS	INVOICE DATE	DUE DATE	BALANCE
<input type="checkbox"/>	205662	16974-4 (GR)	\$3,033.45	OVERDUE	11-29-2023	01-30-2024	\$3,033.45

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Past Due? Select this
tab to view only
what needs to be
paid.

You can also search for
the invoice number or
PO to see all invoices
associated with a PO
(listed as 'Reference #' in search results)

(last login 9 minutes ago)

Balance Due: **\$44,323.68**
Last Payment: \$0.00 on 02-19-2024

Invoices Payments Orders Activities

[Early Pay Incentives \(2\)](#) [Make A Prepayment](#) [Sign Up for AutoPay](#)

Invoice # or PO #

Open Items What should I pay **Incentives** Scheduled Payments More

Dates:
All Invoice Date Due Date

Pay All Export

Pay Mark for Payment PDF 2 invoices, \$44,323.68 Owing / \$44,323.68 Total.
2 discounts, \$1,772.94 Total.

	INVOICE #	REFERENCE #	AMOUNT	STATUS	INVOICE DATE	DUE DATE	BALANCE
<input type="checkbox"/>	INV:206904	16974-4	\$37,390.08	CURRENT	02-19-2024	04-19-2024	\$37,390.08 \$35,894.48
<input type="checkbox"/>	INV:206908	FrozenShipment	\$6,933.60	CURRENT	02-19-2024	04-19-2024	\$6,933.60 \$6,656.26

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Maybe your TERMS
contain early
payment discounts,
select here to filter
for those and view
those discounts



(last login 9 minutes ago)

Balance Due: **\$88,881.69**

Credits: (\$3,640.16)

Last Payment: \$0.00 on 02-19-2024

Past payments
can be viewed
under this tab.

Invoices

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[Early Pay Incentives \(2\)](#) [Make A Prepayment](#) [Sign Up for AutoPay](#)

Payment #, Invoice #

View:

All Applied Prepayments

Status:

All Authorized In Progress Completed Error

Period:

Any Time Last 7 days Last 31 days

Export

6 payments, \$3,426 Total.

DATE	PAYMENT #	INVOICE #	REFERENCE #	STATUS	METHOD	SOURCE	FEES	AMOUNT
02-19-2024	PMT00042			COMPLETED		ERP	\$0.00	\$0.00
02-19-2024	PMT00042	2 invoices		COMPLETED	Discount	ERP	\$0.00	\$1,643.65
02-19-2024	PMT00043			COMPLETED		ERP	\$0.00	\$0.00
02-19-2024	PMT00043	2 invoices		COMPLETED	Discount	ERP	\$0.00	\$1,643.65
02-14-2024	PMT00029			COMPLETED		ERP	\$0.00	\$0.00
02-14-2024	PMT00029	206351		COMPLETED	Discount	ERP	\$0.00	\$138.67

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(last login 11 minutes ago)

Balance Due: **\$88,881.69**

Credits: (\$3,640.16)

Last Payment: \$0.00 on 02-19-2024

View all activity
on the account
such as new
users, invoices
being added,
and payments.
Complete audit
chain on all
transactions.

Invoices

Payments

Orders

Activities[Early Pay Incentives \(2\)](#) [Make A Prepayment](#) [Sign Up for AutoPay](#)**Activity Feed** My Notifications

Search

Re:

All Invoice Payment Order Document

Timeframe:

All On Or Before

	Re: Invoice 205662 Invoice was sent directly to rabboud@dinovomed.com from DiNovo	Mar 13, 2024 11:14 PM
	rabboud@dinovomed.com was automatically invited	Mar 13, 2024 11:10 PM
	Re: Invoice 206464 Invoice Balance Updated to \$0.00	Feb 19, 2024 6:01 PM
	Re: Invoice 206357 Invoice Balance Updated to \$0.00	Feb 19, 2024 6:01 PM
	Re: Invoice 206230 Invoice Balance Updated to \$0.00	Feb 19, 2024 6:01 PM
	Re: Invoice 206163 Invoice Balance Updated to \$0.00	Feb 19, 2024 6:01 PM



Select this drop down to access settings to update or add information.

This screen shot shows the selection of 'Payment Methods'

You can add a Bank Account to process an E-Check or add a Card such as a credit card (surcharge added) or debit card.

DiNovo

Switch Account

rabboud@dinovomed.com

(last login 11 minutes ago)

Invoices

Payments

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Activities

Early Pay Incentive

My Profile

My Preferences

Company Profile

Payment Methods

My Notifications

Users

My Profile

My Preferences

Company Profile

Payment Methods

My Notifications

Users

Log Out

AutoPay is OFF

Bank Accounts

You have not added any Bank Accounts yet.

Payment Cards

You have not added any cards yet.

Add Card

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DiNovo

Switch Account

raboud@inovamed.com

(last login 12 minutes ago)

Balance Due: \$88,881.69

Credits: (\$3,640.14)

Last Payment: \$0.00 on 02-19-2024

Invoices

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Activities

Early Pay Incentives (2)

Make A Prepayment

Sign Up for AutoPay

My Profile

My Preferences

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Users

Add a bank account

* Routing number:

123456789

* Account number:

* Bank Account Type:

* Account holder:

KNIPPERX INC.

Account Nickname:

Your Name

Your Address

PAY TO THE ORDER OF

MEMO

001 123456789

DATE

DOLLARS

BY

Routing

Account

38314

5948894300

:

Bank Address Line 1:

123 Your Street

Bank Address Line 2:

Apt. 2206

City:

State/Province:

Select a State/Province

* Country:

USA

Zip/Postal:

I agree to the [Payment Terms and Conditions](#) allowing Versapay and its financial service providers on behalf of DiNovo to debit this account to pay invoices according to my instructions.

Add Bank Account

Cancel

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**** If you are adding a credit card, you will also need to agree to a surcharge of 3.5% that will be added to the payment for processing. We don't keep that, it's theirs. ****

DiNovo

(last login 12 minutes ago)

[Switch Account](#)
[rabboud@dinovomed.com](#)

Balance Due: \$88,881.69
 Credits: (\$3,640.14)
 Last Payment: \$0.00 on 02-19-2024

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My Profile

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Users

Add a card

Your card information will be securely stored in Versapay's vault to simplify making future payments.

- * Card Number:
- * CVV:
- * Expires:
- * Cardholder Name:
- Card Nickname:
- * Zip/Postal:

accepted.

* **Setup this card for AutoPay** ☒ Yes ☐ No

This account should be automatically debited: On Due Date

By choosing "Yes" above, I instruct Versapay and its financial service providers on behalf of DiNovo to automatically debit this card to pay invoices that satisfy the criteria I have specified according to the timing indicated.

☐ I agree to allow Versapay and its financial service providers on behalf of DiNovo to debit this card to pay invoices according to my instructions.

☐ I understand that a surcharge of 3.5% will be added to payments made with a credit card.

Add Card

Flip your card over and look at the signature box. You should see either the entire 16-digit card number or just the last four digits, followed by a special 3-digit code. This 3-digit code is your Card Verification Value.

The 'My Notifications' tab allows you to select what you want to be notified about. This can be regarding balances on the account, new invoices, or payment alerts.

DiNovo

Switch Account

rabboud@dinovomed.com

(last login 13 minutes ago)

Balance Due: **\$88,881.69**

Credits: **(\$3,640.14)**

Last Payment: \$0.00 on 02-19-2024

Invoices

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[Early Pay Incentives \(2\)](#) [Make A Prepayment](#) [Sign Up for AutoPay](#)

My Profile

My Preferences

Company Profile

Payment Methods

My Notifications

Users

My Notifications

Select the events you want to receive notifications for

Customer (0)

Overdue Balance (30 days)

Notifies when a 30-day overdue balance notification is sent to your customer

☐

Overdue Balance (60 days)

Notifies when a 60-day overdue balance notification is sent to your customer

☐

Overdue Balance (90 days)

Notifies when a 90-day overdue balance notification is sent to your customer

☐

Invoice (1)

New Invoice

Notifies when a new invoice is issued

☒

Invoice Due (5 days)

Notifies when an invoice is due in 5 days

☐

Invoice Overdue (30 days)

Notifies when an invoice is overdue by 30 days

☐

Invoice Overdue (60 days)

Notifies when an invoice is overdue by 60 days

☐

Invoice Overdue (90 days)

Notifies when an invoice is overdue by 90 days

☐

Payment (2)

Card Declined in Auto Pay Transaction

Notifies when an Auto Payment from a card was declined

☒

DiNovo

Switch Account

rabboud@dinovomed.com

(last login 14 minutes ago)

Balance Due: **\$88,881.69**

Credits: **(\$3,640.14)**

Last Payment: \$0.00 on 02-19-2024

Invoices

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[Early Pay Incentives \(2\)](#) [Make A Prepayment](#) [Sign Up for AutoPay](#)

My Profile

My Preferences

Company Profile

Payment Methods

My Notifications

Users

Users

Add User

Show Disabled Users



Default Created



Invite



rabboud@dinovomed.com (Admin)

Signed Up



Last Login on: 03-13-2024

If you want additional users to be able to access this data, such as separate AP reps, or maybe purchasing, you have the power to add/disable users. Full audit trail on all user activity. Each user can also adjust their notification choices.



We invested in the system for our customers, so if it is causing anxiety and/or confusion, let us know, we want to help make this experience enjoyable for all users.

Contact CPSI Today

888-787-5185

CustomerService@CPSI2.com

