



CPSi

Pharmacy Supplies and Packaging Solutions

versapay™

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.

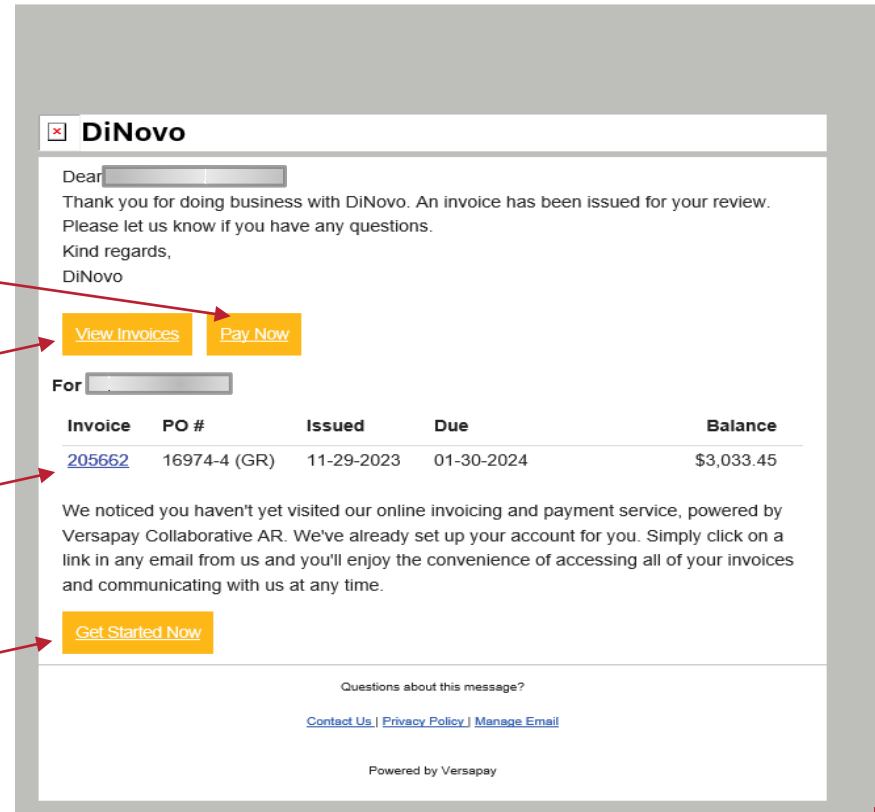
PDF copy of email   invoice-205662.pdf 91 KB 

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* 



The screenshot shows an email from DiNovo. The header includes the company name and a close button. The body of the email contains a greeting, a thank you message, and a sign-off. Below the text are two yellow buttons: 'View Invoices' and 'Pay Now'. A table follows, listing invoice details. At the bottom of the table is a link to the invoice number. Below the table is another paragraph of text and a yellow 'Get Started Now' button. At the very bottom, there are links for 'Contact Us', 'Privacy Policy', and 'Manage Email', and a footer that says 'Powered by Versapay'.

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

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

Switch Account rabboud@dinovomed.com

(last login 7 minutes ago)

Balance Due: **\$88,881.69**
Credits: ~~(\$3,640.14)~~
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

Want to pay everything at once? Great!! Select this.

Love Excel and want to export? First select your invoices and click here

Pay All **Export**

	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)



Balance Due adjusts based on filters applied

DiNovo (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
205662	16974-4 (GR)	\$3,033.45	OVERDUE	11-29-2023	01-30-2024	\$3,033.45

© 2024 versapay Support | Privacy Policy | Cookies Settings | Terms of Use

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)

DiNovo (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
INV:206904	16974-4	\$37,390.08	CURRENT	02-19-2024	04-19-2024	\$37,390.08 \$35,894.48
INV:206908	FrozenShipment	\$6,933.60	CURRENT	02-19-2024	04-19-2024	\$6,933.60 \$6,656.26

© 2024 versapay Support | Privacy Policy | Cookies Settings | Terms of Use

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



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 **Payments** Orders Activities

Filter as needed

Payment #, Invoice #

View: **All** Applied Prepayments

Status: **All** Authorized In Progress Completed Error

Period: **Any Time** Last 7 days Last 31 days to

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

15

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**

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

1
(last login 11 minutes ago)

Invoices Payments Orders Activities

Early Pay Incentiv

- My Profile
- My Preferences
- Company Profile
- Payment Methods
- My Notifications
- Users
- Log Out

- My Profile
- My Preferences
- Company Profile
- Payment Methods
- My Notifications
- Users

AutoPay is OFF

Bank Accounts

You have not added any Bank Accounts yet.

Payment Cards

You have not added any cards yet.

Add Card



DiNovo Switch Account rabboud@dinovomed.com

(last login 12 minutes ago) Balance Due: **\$88,881.69**
Credits: (\$3,049.14) Last Payment: \$0.00 on 02-19-2024

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

- My Profile
- My Preferences
- Company Profile
- Payment Methods
- My Notifications
- Users

Add a bank account

* Routing number: 123456789 Your Name Your Address DATE

* Account number: PAY TO THE ORDER OF

* Bank Account Type: MEMO **Routing** BY **Account** DOLLARS

* Account holder: KNIPPERX INC. 001 38314 5948894300

Account Nickname:

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**

© 2024 versapay Support | Privacy Policy | Cookies Settings | Terms of Use

Fill out the mandatory fields, agree to the payment terms below, and select add bank account.

DiNovo Switch Account rabboud@dinovomed.com

(last login 12 minutes ago) Balance Due: **\$88,881.69**
Credits: (\$3,049.14) Last Payment: \$0.00 on 02-19-2024

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

- My Profile
- My Preferences
- Company Profile
- Payment Methods
- My Notifications
- Users

Add a card

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

* Card Number: 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.


* CVV:

* Expires: 01 24

* Cardholder Name: John A. Appleseed

Card Nickname: John's Card

* 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

© 2024 versapay Support | Privacy Policy | Cookies Settings | Terms of Use

Fill out the mandatory fields, agree to the payment terms, and add card.

** 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. **

Never want to be late? We don't want you to be either!!
SET UP AUTO PAY!!



(last login 13 minutes ago) Balance Due: **\$88,881.69**
Credits: **(\$3,640.14)**
Last Payment: \$0.00 on 02-19-2024

Invoices Payments Orders Activities [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	<input type="checkbox"/>
Overdue Balance (60 days) Notifies when a 60-day overdue balance notification is sent to your customer	<input type="checkbox"/>
Overdue Balance (90 days) Notifies when a 90-day overdue balance notification is sent to your customer	<input type="checkbox"/>
Invoice (1)	
New Invoice Notifies when a new invoice is issued	<input checked="" type="checkbox"/>
Invoice Due (5 days) Notifies when an invoice is due in 5 days	<input type="checkbox"/>
Invoice Overdue (30 days) Notifies when an invoice is overdue by 30 days	<input type="checkbox"/>
Invoice Overdue (60 days) Notifies when an invoice is overdue by 60 days	<input type="checkbox"/>
Invoice Overdue (90 days) Notifies when an invoice is overdue by 90 days	<input type="checkbox"/>
Payment (2)	
Card Declined in Auto Pay Transaction Notifies when an Auto Payment from a card was declined	<input checked="" type="checkbox"/>

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.



(last login 14 minutes ago) Balance Due: **\$88,881.69**
Credits: **(\$3,640.14)**
Last Payment: \$0.00 on 02-19-2024

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

- My Profile
- My Preferences
- Company Profile
- Payment Methods
- My Notifications
- Users**

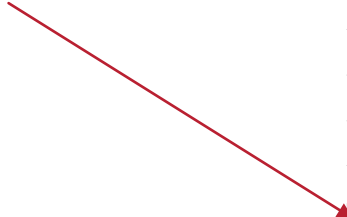
Users

[Add User](#)

Show Disabled Users

	<input type="text"/>	<input type="checkbox"/> Default <input checked="" type="checkbox"/> Created	Invite
	rabboud@dinovomed.com (Admin)	<input checked="" type="checkbox"/> 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

