IPS INVOICE PAYMENT SYSTEM
ONLINE ACCOUNT MANAGER USER MANUAL

IPS
invoicepayment.ca
WELCOME TO INVOICEPAYMENT.CA

IPS Invoice Payment System is committed to providing you with the latest in electronic tools to make your IPS invoice financing easy, convenient and cost-effective.

This User Manual provides you with step-by-step instructions on how to successfully incorporate the IPS Online Account Manager into your daily IPS invoice deposits, and offers you helpful advice on how to get the most out of our service.

Online, anytime.
## Table of Contents

### Getting Started

- Logging onto your IPS Online Account Manager..................................................... 4
- The Global Navigation.................................................................................................. 5
- The Main Menu........................................................................................................... 5

### Invoices

- Deposits....................................................................................................................... 6
- Search.............................................................................................................................. 7
- Comments...................................................................................................................... 8
- Invoice Transactions...................................................................................................... 8

### Profiles

- Client Profile................................................................................................................ 9
- Payer Profile.................................................................................................................. 10

### Transactions

- Other Transactions....................................................................................................... 11

### Dedicated Invoice Deposits

- Scheduling an Invoice Deposit................................................................................... 11

### Reports & Statements

- Invoice Receivable Aging.......................................................................................... 12
- Open Invoices.............................................................................................................. 12
- Open Invoices By Payer.............................................................................................. 13
- Invoice Comments...................................................................................................... 13
- Invoice Comments By Payer...................................................................................... 14
- Non-IPS Payments...................................................................................................... 14

### Administration & Accounting

- Invoice Transaction Journal....................................................................................... 15
- Transaction General Ledger........................................................................................ 15
- Accounting Guidelines & Procedures......................................................................... 16

### Glossary of Terms

........................................................................................................................................ 18
Getting Started

Logging onto 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 Client Login button.

5. Enter your User Name/Account Number and Password (case-sensitive). You can find this information in your IPS eCard attached to the Online Services document in your IPS Welcome Package.

IPS Invoice Payment System is committed to providing you with the best online services to make management of your IPS invoice financing simple and efficient. Through your IPS Online Account Manager, you are able to quickly determine which invoices have been financed, processed, paid, and the status of those that remain outstanding, as well as access long-term digital storage of all invoices and related paperwork. We also provide you with online updates about any communication conducted with your customers over the invoice cycle. At the end of the month, we provide you with a statement of your complete account activity which includes important financial details to assist you in managing a great business.

We hope you enjoy management of your IPS invoice financing online, anytime.
The Main Menu gives you a complete overview of your IPS account, allowing you to view and print invoices and their related paperwork, access invoice aging, check payer creditworthiness as well as generate reports in PDF and Excel format for accounting and bookkeeping purposes.

**Getting Started**

**The Global Navigation**

- Click this button to terminate your session.
- Tell us what you think.
- Click to access a list of company contacts.
- Click to return to IPS Home.
- Click to access video tutorials and the IPS Online Account Manager User Manual in PDF format.

**Getting Started**

**The Main Menu**

View your company information and access payment behavior for thousands of payers.

Access all information related to your invoice deposits, including invoice images and related paperwork.

Get more insight into your financed invoices through a variety of reports and statements.

**MAIN MENU**

- **Invoices**
  - Deposits
  - Search
  - Comments
  - Invoice Transactions
- **Reports & Statements**
  - Invoice Receivable Aging
  - Open Invoices
  - Open Invoices Per Payer
  - Invoice Comments
  - Invoice Comments Per Payer
  - Non-IPS Payments
- **Profiles**
  - Client Profile
  - Payer Profile
  - Reset Password
- **Transactions**
  - Other Transactions
- **Administration & Accounting**
  - Invoice Transaction Journal
  - Transaction General Ledger
  - Accounting Guidelines & Procedures
- **Dedicated Invoice Deposits**
  - Schedule and Invoice Deposit

Search for other transactions applied to invoices such as chargebacks, short payments, Non-IPS payments and etc.

Schedule, view or cancel an invoice deposit through your IPS Dedicated Invoice Deposit service.

Use this section to view and generate an Invoice Transaction Journal and Transaction General Ledger, as well as access useful accounting guidelines and procedures.
**Deposits**

Reconcile the amount of your deposited invoices with the amount of your net disbursements, and view other invoice-related transactions applied to the IPS Invoice Deposit Summary.

**Deposits > Main**

Choose between CAD and US funds accounts. Select between approved, declined and other invoice transactions applied to the IPS Invoice Deposit Summary. View and download a printable PDF Invoice Deposit Summary.

**Main Menu > Invoices > Deposits**

Client Account:

| (CAD) ABCDE Manufacturing | (US) ABCDE Manufacturing |

<table>
<thead>
<tr>
<th>Deposit No.</th>
<th>Assignment Date</th>
<th>Status</th>
<th>Total Approved</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1203</td>
<td>22/02/2013</td>
<td>ACTI</td>
<td>275.00</td>
<td>275.00</td>
</tr>
<tr>
<td>1204</td>
<td>12/03/2013</td>
<td>ACTI</td>
<td>300.00</td>
<td>300.00</td>
</tr>
<tr>
<td>1205</td>
<td>12/03/2013</td>
<td>CLOS</td>
<td>475.00</td>
<td>475.00</td>
</tr>
<tr>
<td>1206</td>
<td>20/03/2013</td>
<td>CLOS</td>
<td>425.00</td>
<td>425.00</td>
</tr>
<tr>
<td>1207</td>
<td>20/03/2013</td>
<td>ACTI</td>
<td>250.00</td>
<td>250.00</td>
</tr>
<tr>
<td>1208</td>
<td>06/03/2013</td>
<td>ACTI</td>
<td>300.00</td>
<td>300.00</td>
</tr>
<tr>
<td>1209</td>
<td>06/03/2013</td>
<td>ACTI</td>
<td>250.00</td>
<td>250.00</td>
</tr>
<tr>
<td>1210</td>
<td>11/03/2013</td>
<td>CLOS</td>
<td>350.00</td>
<td>350.00</td>
</tr>
<tr>
<td>1211</td>
<td>12/03/2013</td>
<td>ACTI</td>
<td>350.00</td>
<td>350.00</td>
</tr>
<tr>
<td>1212</td>
<td>13/03/2013</td>
<td>ACTI</td>
<td>325.00</td>
<td>325.00</td>
</tr>
<tr>
<td>1213</td>
<td>26/03/2013</td>
<td>ACTI</td>
<td>250.00</td>
<td>250.00</td>
</tr>
<tr>
<td>1214</td>
<td>28/03/2013</td>
<td>ACTI</td>
<td>250.00</td>
<td>250.00</td>
</tr>
<tr>
<td>1215</td>
<td>28/03/2013</td>
<td>ACTI</td>
<td>250.00</td>
<td>250.00</td>
</tr>
<tr>
<td>1216</td>
<td>28/03/2013</td>
<td>ACTI</td>
<td>250.00</td>
<td>250.00</td>
</tr>
</tbody>
</table>

Switch between deposits by clicking on the orange links. Each time you select a new deposit, this change will be reflected in the Deposit No. field of the table on the right, and the link color will change to black.

**Deposits > Approved Invoices**

Click the orange link to access invoices (digital copies) of the invoice and its related paperwork.

<table>
<thead>
<tr>
<th>Invoice No.</th>
<th>Payer</th>
<th>Invoice Date</th>
<th>Assignment Date</th>
<th>Close Date</th>
<th>Amount</th>
<th>Advance</th>
<th>Holdback</th>
<th>Balance</th>
<th>PO</th>
<th>Status</th>
<th>Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>1334</td>
<td>123 Manufacturing</td>
<td>17 Jan 13</td>
<td>17 Jan 13</td>
<td></td>
<td>300.00</td>
<td>291.00</td>
<td>9.00</td>
<td>300.00</td>
<td>1246</td>
<td>ACTI</td>
<td>NET 30</td>
</tr>
<tr>
<td>4862</td>
<td>ABCD Partners</td>
<td>18 Jan 13</td>
<td>18 Jan 13</td>
<td></td>
<td>350.00</td>
<td>339.50</td>
<td>10.50</td>
<td>350.00</td>
<td>1805</td>
<td>ACTI</td>
<td>NET 30</td>
</tr>
<tr>
<td>7691</td>
<td>XYZ Trucking</td>
<td>17 Jan 13</td>
<td>17 Jan 13</td>
<td></td>
<td>300.00</td>
<td>291.00</td>
<td>9.00</td>
<td>300.00</td>
<td>1875</td>
<td>ACTI</td>
<td>NET 30</td>
</tr>
<tr>
<td>1547</td>
<td>ABCD Partners</td>
<td>18 Jan 13</td>
<td>18 Jan 13</td>
<td></td>
<td>350.00</td>
<td>339.50</td>
<td>10.50</td>
<td>350.00</td>
<td>1200</td>
<td>ACTI</td>
<td>NET 30</td>
</tr>
</tbody>
</table>

**Deposits > Declined Invoices**

View a list of all the declined invoices in the selected deposit number.

<table>
<thead>
<tr>
<th>Invoice No.</th>
<th>Invoice Amount</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>5647</td>
<td>700.00</td>
<td>PAID ON HOLD</td>
</tr>
<tr>
<td>5648</td>
<td>500.00</td>
<td>PAID ON HOLD</td>
</tr>
</tbody>
</table>
Invoices Search
Search, view and print invoices and their related paperwork.

Choose between CAD and US funds accounts.

Select the status of invoices
Select the payer.

If you know your invoice, PO or cheque number, use one of them to search for the invoice.

Generate a printable (PDF) or editable report (Excel).

Search for transactions in your selected date range or based on the predefined values under Date Range.

Click the orange link to access digital copies of the invoice and its related paperwork.
Invoices

Access logs of important communication highlighting your payers' payment updates captured during the IPS Follow-Up process.

**Invoices**

View specific invoice comments for your selected invoice when you click on the orange link.

If you know the invoice number, enter it in its exact format.

Select the status of invoices.

Select a particular payer or ALL.

Select date range for your comments search.

View specific invoice transactions applied to any invoice selected in the table above.

Click for invoice image (digital copy).

**Invoices**

View a complete record of your transactions including assigned invoices, declined invoices, short payments, discounts and chargebacks.

Select the status of invoices.

Select date range for your transaction search.

View specific invoice transactions applied to any invoice selected in the table above.

Click for invoice image (digital copy).
This tab allows you to view the aggregate monthly payment index for the selected account classified in two groups of up to 60 days and over 60 days. You can also view concentration of these two groups expressed as a percentage of the overall invoice portfolio.

This tab allows you to view the current payment index and status of each of your customers. Note: The IPS Payment Index applies to the relationship between you and the selected payer ONLY and does not reflect the overall payment behavior of the payer.
Profiles Payer Profile

Access a database of thousands of payers featuring their address, contact information and payment behaviour.

Enter the full company name, postal code, city or phone OR simply type in the first letter(s) of the name of the payer you are searching for. Search results get displayed in the table on the left part of the screen. Note: The search is limited to only one filter at a time.

Main Menu > Profiles > Payer Profile

Note: Please use only one search filter at a time.

<table>
<thead>
<tr>
<th>Payer</th>
<th>City</th>
<th>Province/State</th>
<th>Payment Index (average number of days)</th>
<th>Outstanding Balance</th>
<th>Open Invoices</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABCD Manufacturing</td>
<td>Toronto</td>
<td>ON</td>
<td>35</td>
<td>$1,360.00</td>
<td>0</td>
</tr>
<tr>
<td>John Smith Trucking</td>
<td>Mississauga</td>
<td>ON</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Smith Trucking</td>
<td>Mississauga</td>
<td>ON</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ABCD Trucking</td>
<td>Mississauga</td>
<td>ON</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>123 Manufacturing</td>
<td>Toronto</td>
<td>ON</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ABCD Traffic</td>
<td>Mississauga</td>
<td>ON</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>X Consulting</td>
<td>Vaughan</td>
<td>ON</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>123 Transport</td>
<td>Brampton</td>
<td>ON</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Smith Fine Foods</td>
<td>Toronto</td>
<td>ON</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>John Traffic</td>
<td>Mississauga</td>
<td>ON</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>123 Consulting</td>
<td>Vaughan</td>
<td>ON</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>XYZ Manufacturing</td>
<td>Brampton</td>
<td>ON</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Smith Traffix</td>
<td>Mississauga</td>
<td>ON</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click the orange links to select a different payer.

Check your outstanding balance.  Click for Street View -- Google Maps

Payment Trend

Clicking on the above icon will allow you to see a line graph of this payer’s payment habits. For illustration, please see below.
Transactions

View special transactions applied to your account including Non-IPS payments, rebates and short payments, to name a few.

Select the date range during which the transactions were applied.

Check off this field if you would like to get transactions applied to both of your accounts, US and CND.

Dedicated Invoice Deposits

Schedule an invoice pick-up from your Dedicated Invoice Deposit box. If you currently do not have a Dedicated Invoice Deposit box and would like to install one on your premises, please call us at 1-888-503-4528 during regular business hours.

Choose between one time and multiple times deposit

Click this link to enable a Cancel Request button

CAD account selected by default; the Dedicated Invoice Deposit applies to all invoices, those in CAD and US funds.

This Submit Request button applies to both options, one time and multiple times deposits
### Invoice Receivable Aging

Generate and print an Invoice Receivable Aging report for one or for all of your payers. Please note that this aging is based on the date on which you deposited the invoices.

1. **After you’ve defined the two search criteria (your payer(s) and the minimum number of days invoices are open), click ‘view’ to display Invoice Receivable Aging information in the table below.**

   **Select a particular payer, or choose ALL.**

   ![Invoice Receivable Aging Table]

   **Table:**
   - **Client Account:**
     - (CAD) ABCDE Manufacturing
     - (US) ABCDE Manufacturing
   - **Payer(s):** ALL
   - **Invoice(s) Older than:**
     - 0 Days
     - 0-30 Days
     - 30-45 Days
     - 45-60 Days
     - 60-75 Days
     - 75-90 Days
     - 90+ Days
   - **Export to:**
     - PDF
     - Excel
     - Both CND & US Accounts

2. **Generate your Invoice Receivable Aging into a printable PDF or editable Excel spreadsheet.**

### Open Invoices

Generate and print a Statement of Open Invoices for your account(s) based on a specific invoice age.

- **Select the number of days to view invoices older than X days.**
- **Check off this box if you would like to get open invoices for both of your accounts, US and CND.**

   ![Open Invoices Table]

   **Table:**
   - **Client Account:**
     - (CAD) ABCDE Manufacturing
     - (US) ABCDE Manufacturing
   - **Invoice(s) Older than:**
     - 0 Days
   - **Both CND & US Accounts**
   - **Export to:**
     - PDF
     - Excel

Generate your Open Invoices report into a printable PDF or editable Excel spreadsheet.
Open Invoices By Payer

Generate and print a Statement of Open Invoices By Payer for your account(s) based on a specific invoice age.

Main Menu > Reports & Statements > Open Invoices By Payer

Name Search: Enter first character(s) of company name

<table>
<thead>
<tr>
<th>Payer</th>
<th>City</th>
<th>Province</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABCD Manufacturing</td>
<td>Toronto</td>
<td>ON</td>
</tr>
<tr>
<td>XYZ Manufacturing</td>
<td>Etobicoke</td>
<td>ON</td>
</tr>
<tr>
<td>Smith Staffing</td>
<td>Mississauga</td>
<td>ON</td>
</tr>
</tbody>
</table>

Select date range for your open invoice search

Invoice(s) Older than 0 Days and Max Days

Both CND & US Accounts

Export to: PDF Excel

Generate

Search for a particular payer

Select a particular payer

Check off if you would like to see a report for both of your accounts, CND and US

Generate your Open Invoices by Payer report in PDF or Excel format

Invoice Comments

Generate and print a Statement of Invoice Comments listing your payers’ payment updates captured during the IPS Follow-Up process.

Main Menu > Reports & Statements > Invoice Comments

Client Account

If you know the invoice number, enter it in its exact format.

Select the status of invoices

Select the number of days to view invoices older than X days

Invoice(s) Older than 0 Days

Status

Active

Invoice # (Optional)

Both CND & US Accounts

Export to: PDF Excel

Generate

Check off if you would like to see a report for both of your IPS accounts, CND and US funds accounts

Generate a report in PDF or Excel format
Reports & Statements | Invoice Comments By Payer

Generate and print a Statement of Invoice Comments By Payer listing select payers’ payment updates captured during the IPS Follow-Up process.

Reports & Statements | Non-IPS Payments

Generate and print a Statement of Non-IPS Payments listing amounts received by IPS on your behalf.
Generate an Invoice Transaction Journal to view separate invoice transactions in a chronological order.

Select date range and click to display data in the table.

Select invoices with open and closed status.

Generate a report in PDF or Excel format.

Generate a Transaction General Ledger for a specified date range to use as a useful tool in your accounting.

Check all the details regarding your transactions, including gross processed amounts, net advances, rebates, non-IPS payments, declined invoices, short paid invoices, chargebacks, fees and charges.
# IPS INVOICE PAYMENT SYSTEM
## ACCOUNTING GUIDELINES

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Nature of Transaction</th>
<th>Debit/Credit</th>
<th>Source Document</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SALES</strong></td>
<td>Credit balance account</td>
<td>Increase</td>
<td>By the amounts invoiced to clients</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Decrease</td>
<td>By adjustment to sales</td>
</tr>
<tr>
<td><strong>A/R CLIENTS</strong></td>
<td>Debit balance account</td>
<td>Increase</td>
<td>By sales, declined invoices and chargebacks applied by IPS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Decrease</td>
<td>By payments from customers or IPS payments of non-financed invoices</td>
</tr>
<tr>
<td><strong>A/R IPS INVOICES ASSIGNED</strong></td>
<td>Debit balance account</td>
<td>Increase</td>
<td>By the invoices assigned to IPS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Decrease</td>
<td>By the net advances from IPS assigned invoices, refunds from fee deposit or reserve account, net advances or refunds on behalf of the client (invoices non-assigned), others cash refund from IPS</td>
</tr>
<tr>
<td><strong>CASH AND BANKS</strong></td>
<td>Debit balance account</td>
<td>Increase</td>
<td>By the net advances received from IPS invoices assigned, refund of rebate from fee deposit or reserve account, net advances received by IPS or on behalf of the client (invoices non-assigned), others cash refunds from IPS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Decrease</td>
<td>By any cash payments</td>
</tr>
<tr>
<td><strong>FINANCIAL FEE EXPENSES</strong></td>
<td>Debit balance account</td>
<td>Increase</td>
<td>By the fees charged by IPS from the fee deposit or reserve account</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Decrease</td>
<td>By adjustments or reversion on fees charged</td>
</tr>
<tr>
<td><strong>OTHER FINANCIAL CHARGES</strong></td>
<td>Debit balance account</td>
<td>Increase</td>
<td>By the wire fee charges, interest on overdue invoices, NSF services charges from fee deposit or reserve account</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Decrease</td>
<td>By adjustments or reversion on services charged</td>
</tr>
<tr>
<td><strong>SALES DISCOUNT</strong></td>
<td>Debit balance account</td>
<td>Increase</td>
<td>By the chargeback applied by IPS on short payment, unpaid invoices and credit granted by clients</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Decrease</td>
<td>By adjustment or reversion of credits granted</td>
</tr>
</tbody>
</table>

---

# IPS INVOICE PAYMENT SYSTEM
## ACCOUNTING PROCEDURES

**BEFORE INVOICES HAVE BEEN ASSIGNED TO IPS**
- **Debit** A/R Clients
- **Credit** Sales
- **Source document** Invoice (printed from and based on client’s accounting system)

**ASSIGNMENT OF INVOICES TO IPS**
- **Debit** IPS-Invoices assigned
- **Credit** A/R Clients
- **Source document** Invoice remittance or deposit slip

**RECEIPT OF ADVANCE**
- **Debit** Cash or bank
- **Credit** IPS-Invoices assigned
- **Source document** Invoice Deposit Summary and copy of IPS cheque or wire transfer

**INVOICES DECLINED BY IPS (NON-FINANCED INVOICES)**
- **Debit** A/R clients
- **Credit** IPS-Invoices assigned
- **Source document** Invoice declined; explanation on Invoice Deposit Summary

**CLOSING OF INVOICES**

**RECEIPT OF REBATE**
This is the balance in Fee Deposit or Reserve account after invoice has been paid, and after the financial service charges have been deducted.
- **Debit** Cash
- **Credit** IPS-Invoice assigned
- **Source document** Reserve account report and copy of IPS cheque or wire transfer

---

16
This page was intentionally left blank.
GLOSSARY OF TERMS

CASH FLOW
Amount of money that constantly flows in and out of a business, affecting the level of liquidity of a company.

CHARGEBACK
Negative financial adjustment applied to clients’ accounts for invoices that either remained unpaid for longer than 90 days or were short paid.

INVOICE DEPOSIT SUMMARY
An IPS document summarizing a single invoice or a collection of invoices processed at the same time. The IPS Invoice Deposit Summary includes all invoice-related transactions such as approved and declined invoices, net disbursements, applied rebates, chargebacks, bank charges and other transactions.

Also referred to as Schedule or Batch.

INVOICE RECEIVABLES
Financial assets reflecting a certain amount of money owed to a company for goods or services provided on credit.

INVOICE RECEIVABLE AGING
Classification process of due invoices based on terms of 30, 60, 90, or 90+ days used to analyze and follow-up on the amount of money owed to a business by its customers. For credit grantors, the Invoice Receivable Aging helps predict the collection process, plan cash flow, and assess the collateral value of invoice receivables.

LIQUIDITY
Accounting measure of the ability of a debtor to follow through on their financial obligations on time. Good liquidity is an indicator of solid cash flow and a well-run business.

NON-IPS PAYMENT
Payment sent to IPS Invoice Payment System for invoices that were not assigned to IPS; the procedure is to re-route this payment to clients.

PAYER
Clients’ customers are referred to as ‘payers’ in our system.

REBATE
End-of-month disbursement going to clients as an unused portion of their initial deposit after invoice payment has been received from their customers.

RESERVE
Account established by IPS with the goal of tracking funds owed to a client as financed invoices are paid. The reserve equals to the total amount of invoice deposits minus advances, service fees, chargebacks and administrative charges applied during invoice cycles.

SHORT PAYMENT
Invoice that was not paid in its full amount.

TRANSACTION SUMMARY
IPS invoice cover that highlights key aspects of an invoice financed by IPS. The IPS Transaction Summary contains a payment stub to facilitate convenient payment.
This page was intentionally left blank.