

Bank of America Payment Procedures

In order for Bank of America to apply agency payments to the proper accounts with the amount paid, agencies must process their payment vouchers (PVE) documents as follows:

ADVANTAGE Desktop - FSCO

File Edit Display Process Window Help

Batch: Document: PVE 083 00001420616

Date of Recor: 05 /13 /15 Accounting Peri: / / Budget F: 15 Text Flag: ☐

Document Tot: 2000.00 Calculated Tc:

Vendor Code: T81090039

Vendor Name: FIA CARD SERVICES NA

Vendor Address: BANK OF AMERICA
1100 N KING ST
WILMINGTON DE 19884

Payment Options

Single Che: Default Check C: ☐

EFT Indicat: Default App Typ: ☐

Scheduled Pay C: / /

Line	Fund	Agenc	Org / Sul	Appr Ur	Activit	Funcit	Object / Su	Rev	Job Numb	Rept Ca
718	083	1500	/	10004			6100 /			
Invoice: 05/13/15		Desc: MISC OFFICE SUPPLIES		Amt: 2000.00		Inc C Der				

Status: NEW Ln 1/1 3:43 PM 05/13/15

(4)* See note below points to the 'Text Flag' checkbox.

(1) points to the 'Invoice' field in the table.

(2) points to the 'Desc' field in the table.

See notes on Additional Description points to the 'Text Flag' checkbox.

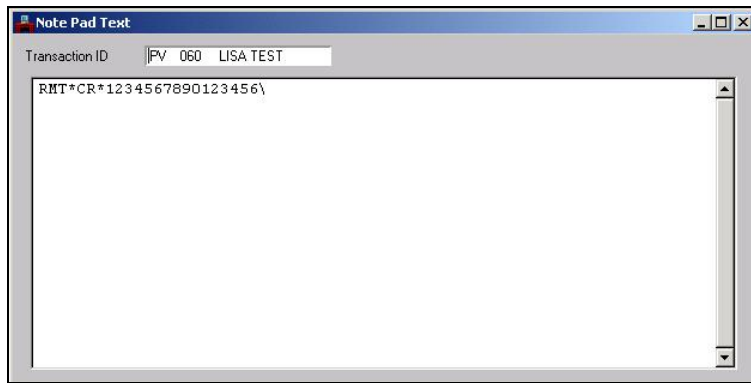
Leave as Default points to the 'Single Che' dropdown menu.

- (1) **Invoice** – This field is optional. If another PVE was entered with the same information, this PVE will reject.
- (2) **Description Field** – This field should be a description of what the agency is paying.
- (3) **Additional Description** – You must enter your corporate account number in the format below in the "Additional Description" Notepad Text screen and it must include the highlighted characters to ensure the payment is applied correctly:

RMT*CR*1234567890123456

To go to additional description, use F3 which will bring up the Notepad Text screen. Enter the information above and use F6 to save it.

Do not enter any other information in the Notepad Text screen. The numeric value must be **your** 16-digit corporate account number. See example on page 2.



- (4) **PLEASE NOTE:** There are **two** vendor codes. Use **#T81090039** for Procurement Card payments and **#T81090039A** for CBA/Ghost card payments.