

SLIP gives users the ability to select a payment method, in the Pay Invoices screen. Users can select either **Quick Pay** or **Detailed Pay**.

- Schedule ACH payments for a future date, up to 60 days in advance.
- Submit payments using more than one bank account.

QUICK PAY

With **Quick Pay**, there is no need to select each group of invoices. You have the option to select a bank account you have stored previously, or add a one-time payment source. If you choose to add a one-time payment source a pop-up screen will appear where you can add the bank information.

Choosing to add a one-time payment source does not store the bank account in the database for future use. If you want to save the bank for future use, scroll to the bottom section titled **Store Bank Account Information**.

Once you have selected your bank account or added a one-time payment source, select **Pay** and all your invoices will be paid based on the bank information you've selected. A confirmation page will load after submitting your payment, where you can print if you choose. Please note all pop-up blockers must be turned off to receive the confirmation page.

DETAILED PAY

The **Detailed Pay** feature gives the ability to pay using multiple bank accounts and also schedule payments for a future time if you choose. Once you have selected **Detailed Pay** you will see the detail of your invoices with the option Select to Pay each group of invoices. When you **Select to Pay** you have the ability to specify the payment date (again, no greater than 60 days in advance) and add additional banks for payment. All payments must be received by the due date to avoid late charges.

Please note the payment total entered for the separate payments must equal the total due. Once all the information you have either selected or entered is correct select Pay at the bottom of the screen to submit your payments.

ACCOUNTING QUESTIONS

Contact the FSLSO Accounting department and we will be happy to help.
800.562.4496, option 4
accounting@fslso.com

