
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS Policies and Procedures		
2056	PayMode e-Payment and e-Invoice Management Agency Maintenance Form Procedures	Revision Date: 04/18/2017
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1. Introduction

This document provides instructions for completing the #2055 *PayMode e-Payment and e-Invoice Management Agency Maintenance Form* for establishing new agency accounts in PayMode for e-payment and e-invoice services. This document also provides instructions for the creation of e-mail reminder notifications and approval groups for an agency.

2. Scope

The information in this document is to be used by the designated person in each agency to complete the Agency Maintenance Form. Since e-Payment and e-Invoice are components of Finance Logistics (FI/LO), the designated Security Contact for FI/LO for each agency will also serve as the designated Authorized Security Contact for PayMode.

3. PayMode e-Payment and e-Invoice Management Overview

The PayMode e-Payment and e-Invoice Management system is a web-based electronic payment and invoicing system implemented by the State of Mississippi to provide state agencies with electronic access to vendor payments and invoices. The PayMode e-Payment and e-Invoice modules were designed to meet the needs of vendors and state agencies by:

- allowing vendors and agency users to view payment information for payments the agency has made;
- allowing vendors and agency users to view pay remittance information for payments the agency has made;

The individual's current email address is the user's id. Each user must set up a password to access PayMode.

If a user forgets their password, they should contact PayMode Customer Service @ 1-877-252-7366.

4. Agency Maintenance Form

The MMRS Security Administrators handle security for the statewide applications of the Department of Finance and Administration, Mississippi Management and Reporting System (MMRS), including access to the PayMode system.

The FI/LO Security Contact at each agency is responsible for completing and authorizing #2055 *PayMode e-Payment and e-Invoice Management Agency Maintenance Form*. The form is used to establish new agency accounts in PayMode.

The #2055 PayMode e-Payment and e-Invoice Management Agency Maintenance Form should be sent to the MMRS Security Administrator via e-mail to MASH@dfa.ms.gov or faxed to (601) 359-6551 or mailed/handmailed to:

MMRS Security Administrator
Robert Clark Building
301 North Lamar Street, Suite 400
Jackson, MS 39201

Copies of all PayMode security requests are kept on file at MMRS.

5. Instructions for Completing the #2055 PayMode e-Payment and e-Invoice Management Agency Maintenance Form

Complete one form for each agency as follows:

Maintenance Action (Select only one)		
Add Agency Update Agency Delete Agency (Effective Deletion Date)	Required	Check (√) the appropriate action to be performed. Only one action can be requested per form. If an agency is to be removed or deleted from PayMode, indicate the date the deletion should be effective in the space provided. If no date is given, the deletion request will be processed upon receipt.

Agency Information		
Agency Name:	Required	Enter the Agency Name.
Agency Address:	Required	Enter the Agency Address.
MAGIC Business Area:	Required	List the MAGIC Business Area assigned to this agency for which e-Payment and e-Invoicing will be set up. Use a separate form for each SAAS Agency number.

Authorized FI/LO Security Contact		
Name	Required	Provide the name of the Authorized Primary or Backup FI/LO Security Contact.
Phone	Required	Provide the security contact's phone number,
Signature	Required	Signature of the FI/LO Security Contact.
Date	Required	Date the form was signed.

For MMRS Use Only	MMRS will record the date the form was processed, as well as who processed the form.
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