

Vaccine Equity and Community Care

May 12, 2022 Technical Assistance Session

Receiving Payments and Bank Reconciliation

Receiving Payments

Providers must be enrolled in the State's vendor payment system (vendor file) to receive payments.

Please send all forms via email – **Do not send forms in the mail**



1. To enroll in the vendor file, fill out and submit the [Vendor Activation Form](#).
2. **Email SIGNED and SCANNED forms** to CDC-OPHE-Support@maine.gov.
3. After it has been processed, providers will receive paper checks **until** they enroll for direct deposit through **PayMode or EFT**. **Providers should enroll in PayMode or EFT as soon as possible to receive payments.**

PayMode is a secure vendor/payee management system that captures information about all payments to a vendor from the State of Maine, tracking the source, amounts, and dates of payments received.



- Paymode is fast, secure, and **provides remittance advice for providers.**
- Providers can enroll at paymode-x.com.

Electronic Funds Transfer (EFT) allows for direct deposit of payments, and **provides some remittance advice if a provider included a valid email address on their EFT form.**



1. Complete the **Electronic Funds Transfer Form**. The EFT form and instructions can be found on the State of Maine [EFT information page](#) and the OPHE Grantee Portal TA site.
2. Submit your signed and completed form and voided check or bank letter **via email to vcddForms@maine.gov** and include CDC-OPHE-Support@maine.gov on the email.

What if Payments are Missing? If providers have not received a payment **by the end of the month**, they should contact OPHE to determine whether a payment was issued. If a payment was issued, providers must submit a **Lost Check Form**.

- Providers will be contacted if the Department receives any returned checks.
- If any checks are returned, providers will need to complete a new **Vendor Activation Form**

Bank Reconciliations



What is a bank reconciliation and why is it important? It is a process and report that compares your company's general ledger (GL) cash balance to the bank balance. It helps to maintain **an accurate cash balance, track cash flow, detect fraud, and identify bank errors**. It also helps providers **submit accurate Quarterly**



Financial Reports and Annual Closeout Reports.

Tips for Reconciliation:



- Bank reconciliations should be completed **within the first week of each month** as a part of a monthly close cycle, after processing payroll and reconciling accounts payable and receivable.
- Consider using accounting software with banking modules to help you complete the reconciliation within the system and consider establishing a default tolerance (an acceptable amount of difference between the General Ledger cash balance and the bank balance) between \$1-\$5.
- Have a preparer and reviewer signoff.

Questions and Support

- Please send questions and requests for support to CDC-OPHE-Support@maine.gov.