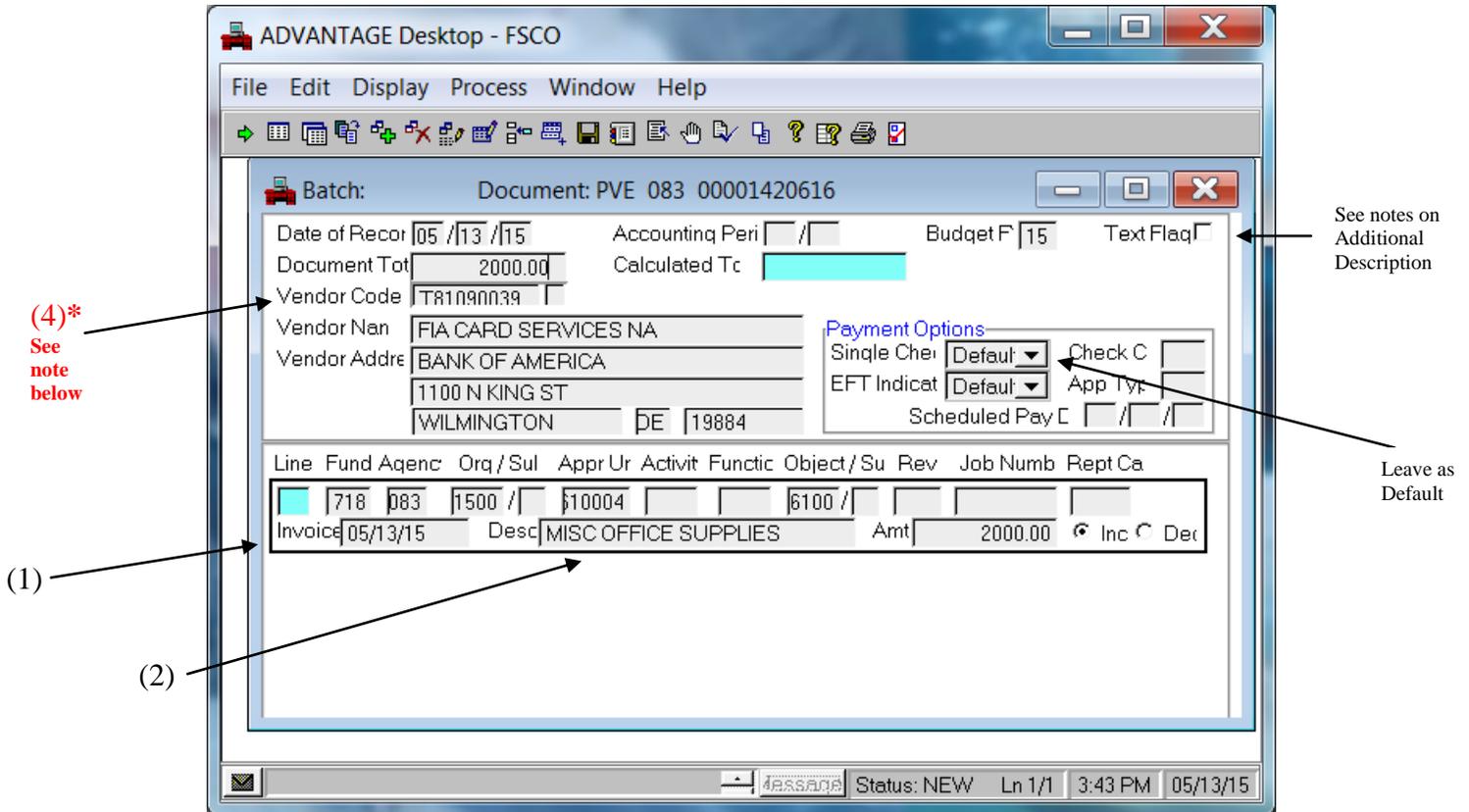# Bank of America Payment Procedures

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:


(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:

<div align="center">RMT*CR*1234567890123456\</div>

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.

```
Note Pad Text                                          _ □ ×
Transaction ID    PV  060   LISA TEST
RMT*CR*1234567890123456\
```
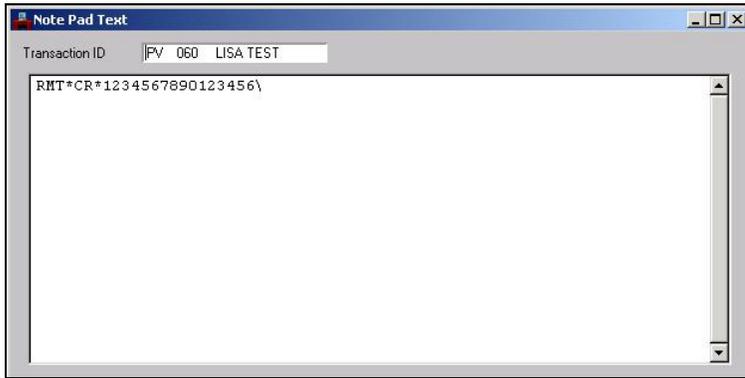
(4) **PLEASE NOTE:** There are **two** vendor codes. Use **#T81090039** for Procurement Card payments and **#T81090039A** for CBA/Ghost card payments.