

## Review Invoices and Payments in the Supplier Portal

### Navigation

<http://procurement.umich.edu/supplier-resources/supplier-portal>

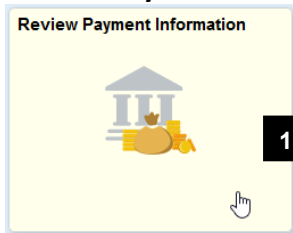
### Introduction

This job aid provides information on how to review invoice and payment information in the system.

### Important Information

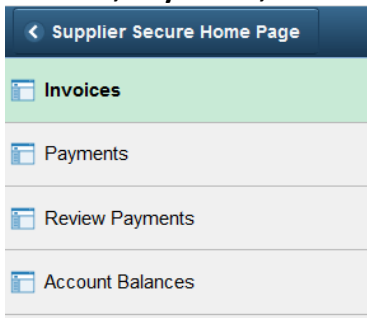
You can only view transactions for your Supplier ID.

### Review Payment Information



- 1) Click Review Payment Information to view the following navigation collection.

### Invoices, Payments, Account Balances



- 2) From this navigation collection, you may review Invoices, Payments or Account Balances.

### Invoices

Review Invoices

Filter Options

MARK'S BROADWAY REVIEW INC

Enter search criteria and click on Search. Leave blank for all values.

**3** Search Criteria

**4** From Invoice Number   
To Invoice Number

**5** Item ID

Supplier Item ID

**6** From Date  (example: 01/31/2000)  
To Date  (example: 01/31/2000)

**7** From Amount   
To Amount

**8** Approval Status

**9**  [Return To Vendor \(Supplier\) List](#)

- 3) Enter search criteria to review the desired invoices.
- 4) In the **From Invoice Number** and **To Invoice Number** boxes, type a range of invoice numbers to query.
- 5) In the **Item ID** or **Supplier Item ID** box, type the supplier item ID from your invoice file.

**Note:** Item ID queries can only be used for orders generated through the M-Pathways Inventory System

- 6) In the **From Date** and **To Date** boxes, type an appropriate date range to view the desired invoices.
- 7) In the **From Amount** and **To Amount** boxes, type a range of invoice amounts to query.
- 8) From the **Approval Status** drop-down list, select a specific payment voucher status: Approved, Denied or Pending.
- 9) Click **Search**

### Invoice List Results

[Set filter options](#) **10**

Invoice List

1-249 of 249

Invoice Number	Invoice Date	Gross Amt	Approval Status	Due Date	Voucher
6642843-01	04/15/2020	\$125.00 USD	Approved	04/28/2020	65899323
6643257-00	04/21/2020	\$32.03 USD	Approved	05/04/2020	65906999
6643299-00	04/15/2020	\$364.52 USD	Approved	04/28/2020	65899324
6644343-01	04/13/2020	\$160.15 USD	Approved	04/26/2020	65895489

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**Note:** If you query on a range of criteria, a list of matching invoices and credit memos display. The Total count is in the upper right hand corner of the results panel. To sort the results by a specific column, click on the header link

- 10) To change the criteria, click on the **Set filter options** link.
- 11) To see specific invoice details, in the **Invoice Number** column, click the invoice number link.

**Note:** The voucher number displays in the **Voucher** column. This number is a U-M generated payment request transaction ID.

### Invoice Details

Invoice Details

Invoice Number	6647562-01	<b>Invoice Total</b> Gross Amount \$115.32 USD Discount \$0.00 USD Net Amount \$115.32 USD
Invoice Date	04/24/2020	
Due Date	05/07/2020	
Discount End Date		
Approval Status	Pending	<b>12</b>
Payment Status	To be Paid	
Terms		

**Invoice Line Details**

Item ID	Description	Quantity Vouchered	UOM	Unit Price	Merchandise Amt
GO6392-02	TFX PURELL FOAM HANDSANITIZER	2.0000	CS	57.6000	\$115.32 USD

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- 12) In the **Payment Status** field, the invoice payment status shown, is the same as on the payment voucher.
- 13) Under **Invoice Line Details** section, the invoice information displayed is taken from the payment voucher.
- 14) The supplier item ID number is displayed in the **Item ID** column.

### Invoice Details

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**Payment Schedule**

Scheduled to Pay	Payment Number	Gross Amt	Discount	Method	Status	On Hold	With Hold
07/31/2016		\$-2.36 USD	\$0.00 USD	EFT	Unselected	No	No

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**Payments Made**

Reference	Date	Amount
		\$0.000

No Payments Made

**17**

**Purchase Orders**

Purchase Order	PO Date	Status
3004001113	07/19/2016	Dispatched

**18**

**Receipts**

Received Date	Receipt Number	Bill of Lading	Packing Slip
No Receipts Found			

Return to Invoice List **19**

- 15) Scroll down to view the **Payment Schedule**.
- 16) Under the **Payments Made**, the **Reference** number or check number will be displayed at the time of payment. Click the **Reference** number link to view additional payment information
- 17) If the invoice is referencing a Purchase Order (PO), click the **Purchase Order** link to view the line details as they appear on the original PO.
- 18) Under **Receipts**, information may be populated from a few customers who receive their orders through the M-Pathways system. This is not required for invoice payment
- 19) Click the **Return to Invoice Details** link to return to the **Invoice Line Details** table.

## Payments

### Review Payments

#### Filter Options

Enter search criteria and click on Search. Leave blank for all values.

#### Search Criteria

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Invoice Number

Payment Reference

From Payment Date  (example: 12/31/2000)

To Payment Date  (example: 12/31/2000)

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20) To review payments, enter the appropriate search criteria.

- 21) You may query using the following options:
- In the **Invoice Number** box, type an invoice number.
  - In the **Payment Reference** box, type the payment reference number (check number).
  - In the **From Payment Date** and **To Payment Date** boxes, select a date range.

22) Click **Search**

## Review Payments Made

### Review Payments

#### Payments Made

[Set filter options](#)

#### Payments Made

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Reference	Invoice Number	Payment Date	Amount	
<a href="#">246338</a>	6623657-03	01/02/2020	\$105,313.51	USD
<a href="#">2246338</a>	6624077-00	01/02/2020	\$105,313.51	USD
<a href="#">2246338</a>	6624081-00	01/02/2020	\$105,313.51	USD

**Note:** The payment results will show each invoice included on a specific payment with the payment date and total payment reference amount

23) In the **Reference** column, click the payment reference number link to view payment details.

## Review Payments

### Review Payments

#### Payment History

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Search

Payment Reference  Payment Status

Advanced Search

Bank Code  Account #

Supplier Name  Remit Supplier

From Date  To Date

Rule  Amount  Currency

Sort Criteria

1st Sort  By

2nd Sort  By

24) Enter the appropriate criteria to view specific payment information, and click Search.

## Account Balances

Account Balances  
Invoice List

Amount \$138,625.46 USD

Invoice List

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Invoice Number	Invoice Date	Amount	Due Date	Status	Voucher
6652816-00	04/24/2020	\$1,683.39 USD	05/07/2020	Pending	65911883
6652807-00	04/24/2020	\$152.50 USD	05/07/2020	Approved	65911882
6652777-00	04/24/2020	\$4,228.46 USD	05/07/2020	Pending	65911981

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25) The total amount of outstanding invoices is displayed on the screen, with a list of related invoices.

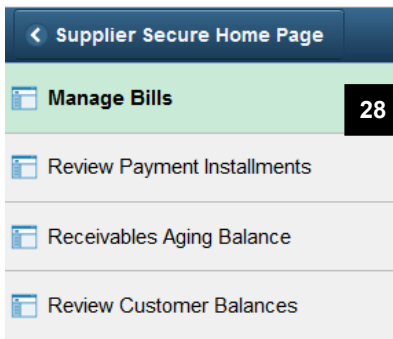
26) You may review invoice information by clicking on the desired invoice number.

## Invoices



27) Click Invoices to view the following navigation collection.

## Manage Bills, Review Payment Installments, Receivables Aging Balance, Review Customer Balances



28) From this navigation collection you may manage your bills, review payment installments, view a receivables aging and review your balance.

## Manage Bills

Manage Bills  
Invoice Inquiry

29

Invoice:  Invoice Status:

Buyer: UMICH The University of Michigan Payment Status: Unpaid

Supplier:

1st Sort: Overdue Days By: Descending

2nd Sort: Invoice Number By: Ascending

Advanced Search

Invoice Inquiry

Buyer Name	Invoice	Invoice Cycle	Invoice Date	Gross Amount	Currency	Terms	Due Date	Bill	Past Due	Dispute
U OF M	6644343-01	19	04/13/2020	160.15	USD	Net 13	04/26/2020	19		
U OF M	6645023-02	19	04/13/2020	124.36	USD	Net 13	04/26/2020	19		
U OF M	6645024-01	19	04/13/2020	53.44	USD	Net 13	04/26/2020	19		


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Note: Buyer will always be UMICH

29) Enter the appropriate search criteria and click search to view your invoices.

30) You may click on a specific invoice to view information regarding approval status and payment terms.

31) You may also click on the bill icon  to view a presentment of the invoice.

## Review Payment Installments

Review Payment Installments Inquiry

**32**

Search Criteria

Invoice:  Invoice Status:  Search

Buyer:  Payment Status:  Clear

Supplier:  Clear

1st Sort:  By:  Ascending Sort

2nd Sort:  By:  Ascending See Legend

Advanced Search

Invoice Inquiry

Buyer Name	Invoice	Invoice Cycle	Invoice Date	Amount	Currency	Terms	Due Date	Payment Number	Past Due	Dispute
U OF M	0650499-01		04/13/2020	64.56	USD	Net 13	04/26/2020	1	15	
U OF M	0650623-01		04/13/2020	32.28	USD	Net 13	04/26/2020	1	15	
U OF M	0650698-01		04/13/2020	129.12	USD	Net 13	04/26/2020	1	15	
U OF M	0650710-01		04/13/2020	32.28	USD	Net 13	04/26/2020	1	15	
U OF M	0650893-00		04/13/2020	161.48	USD	Net 13	04/26/2020	1	15	

32) Enter the appropriate search criteria and click search to view payment information. Please note that the Buyer must be UMICH when you add additional search criteria.

## Review Aging Balance

Receivables Aging Balance Inquiry

**33**

Search Criteria

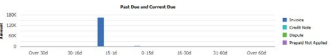
Buyer:  Currency:  Search Clear

Supplier:  Location:

Display Currency:  Convert Rate Type:  Current Rate:  As Of Date: 05/11/2020

Chart Style:  Draw Chart

Amounts are in USD	Past Due			Current			Over 60d	Total
	Over 30d	31-60d	15-30d	0-15d	16-30d	31-60d		
Invoice	0.00	100.00	107,387.26	5,378.00	0.00	0.00	0.00	112,815.26
Credit Note	0.00	0.00	-702.25	0.00	0.00	0.00	0.00	-702.25
Dispute	0.00	0.00	-2,814.85	-1,973.00	0.00	0.00	0.00	-4,887.85
Prepaid Not Applied	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>0.00</b>	<b>100.00</b>	<b>104,572.41</b>	<b>3,405.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>107,977.41</b>



33) This screen provides a current aging overview.

## Review Customer Balance

Review Customer Balances Inquiry

**34**

Search Criteria

From Buyer:  To Buyer:  Dispute Status:  Search

Display Currency:  Convert Rate Type:  Current Rate:  As Of Date: 05/11/2020

Review Customer Balances

Buyer	Buyer Name	Gross Amount	Prepay Amount	Net Balance	Currency	Converted Gross Amount	Converted Prepay Amount	Converted Net Balance	Currency
UMICH	U OF M	-4,587.85		-4,587.85	USD	-4,587.85		-4,587.85	USD
	Total			-4,587.85		-4,587.85		-4,587.85	USD

34) This screen provides an overview of the outstanding balance. You may also search search specifically for amounts "In Dispute". You may click on the amount in the Gross Amount field in order to query invoices in dispute.