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.

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

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
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.

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.

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.
Review Supplier Invoices and Payments
Step-By-Step Procedure

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

**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.

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

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

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 Supplier Invoices and Payments
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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.

33) This screen provides a current aging overview.

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