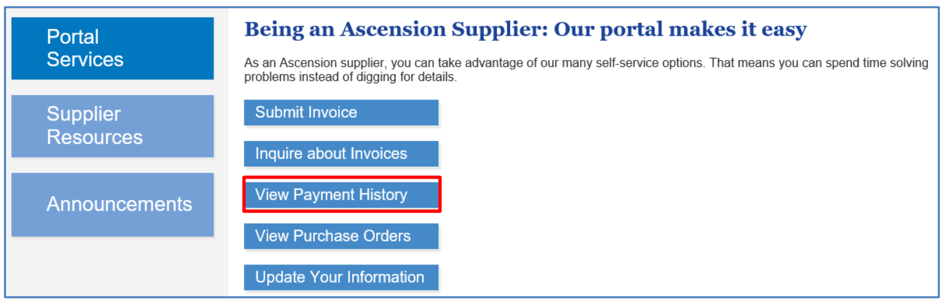
How To View Payment Details
Quick Reference Guide

Purpose: This document provides instructions for Ascension suppliers to review and download remittance details for payments in the Supplier Portal.

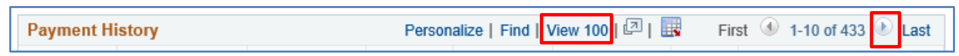
Audience: Ascension suppliers with access to the Supplier Portal

1. Access the Ascension Supplier Portal at https://supplierportal.ascension.org.
2. Under the **Portal Services** menu, click the **View Payment History** button.

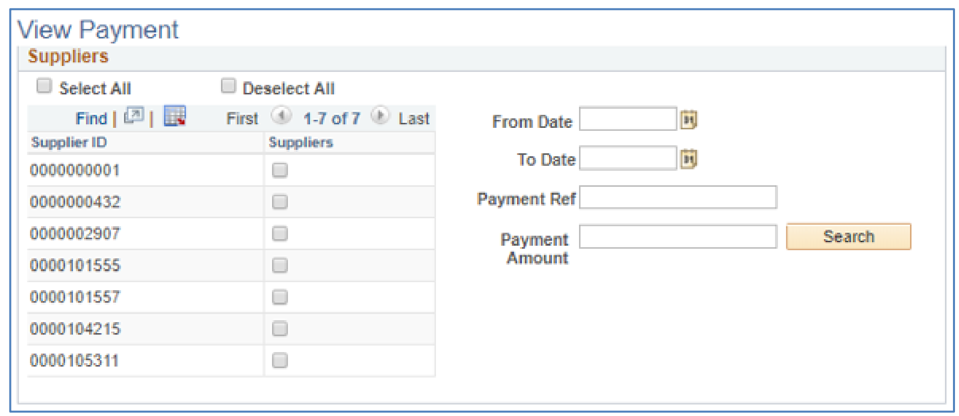


3. A new browser tab will open prompting you to log in to the Oracle PeopleSoft Supplier Portal.

4. Enter your User ID and Password and click the Sign In button.
5. The **View Payment** page will open.
6. On the bottom half of the page, your Payment History will display the 10 most recent payments made to your supplier IDs. Click the **View 100** link or the arrows to view additional payments.



7. To search for a payment, select the search criteria from the top half of the screen. You can search for a payment using the Payment Reference number, Payment Amount, or search for all payments within a date range or under one or more Supplier IDs.

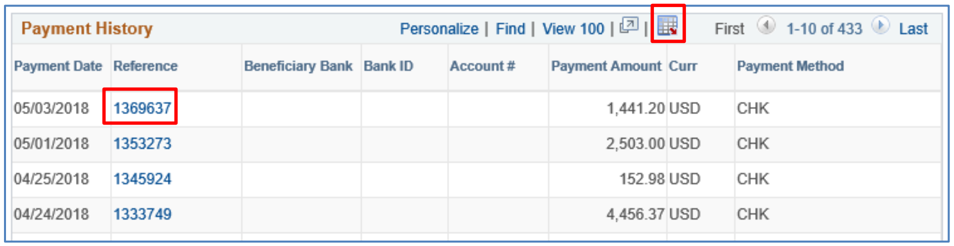


8. After you have selected your search criteria, click the **Search** button. Search results will display in the Payment History section.
9. The Payment Date, payment Reference number, Payment Amount, and Payment Method will display for each payment.
   a. CHK = Paper check mailed via the US Postal Service

b. ACH = Automated Clearing House (direct deposit)

c. EFT = Electronic Funds Transfer (ePay)

10. If the Payment Method is ACH, the bank account details will display, including the last 4 digits of the bank account number that the payment was deposited to.



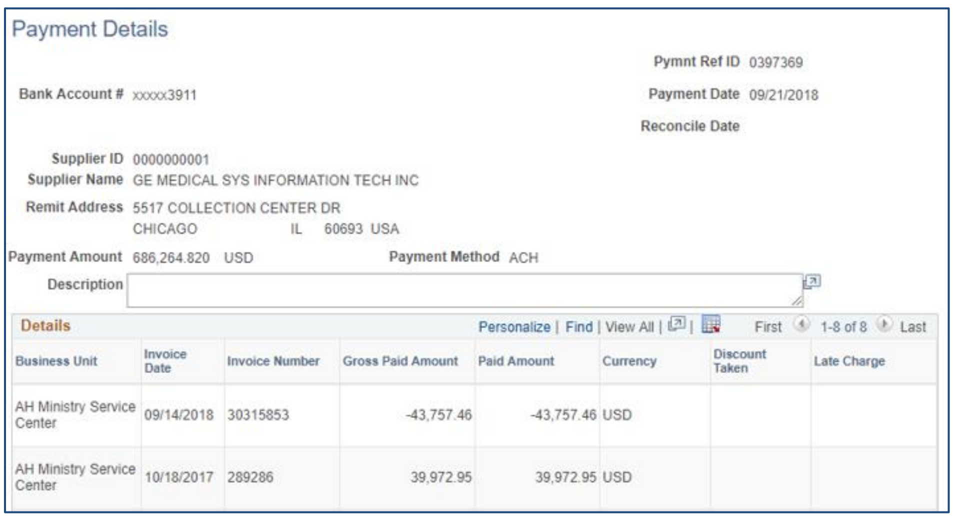
Payment History Personalize | Find | View 100 | First 1-10 of 433 Last

Payment Date	Reference	Beneficiary Bank	Bank ID	Account #	Payment Amount	Curr	Payment Method
05/03/2018	1369637				1,441.20	USD	CHK
05/01/2018	1353273				2,503.00	USD	CHK
04/25/2018	1345924				152.98	USD	CHK
04/24/2018	1333749				4,456.37	USD	CHK

11. To export the complete list of payments to Excel, click the download icon.

12. To view additional details about the payment, click the payment Reference link.

13. The **Payment Details** screen will display.



Payment Details

Pymnt Ref ID 0397369
Bank Account # xxxxx3911
Payment Date 09/21/2018
Reconcile Date
Supplier ID 0000000001
Supplier Name GE MEDICAL SYS INFORMATION TECH INC
Remit Address 5517 COLLECTION CENTER DR
CHICAGO IL 60693 USA
Payment Amount 686,264.820 USD
Payment Method ACH
Description

Details Personalize | Find | View All | First 1-8 of 8 Last

Business Unit	Invoice Date	Invoice Number	Gross Paid Amount	Paid Amount	Currency	Discount Taken	Late Charge
AH Ministry Service Center	09/14/2018	30315853	-43,757.46	-43,757.46	USD		
AH Ministry Service Center	10/18/2017	289286	39,972.95	39,972.95	USD		

a. If the **Payment Method** is CHK, the **Address** displayed is the address where the check was sent. **Note:** If the check was mailed via special handling (eg: overnighted) then the check may have been mailed to a different address that is not visible on this screen.

b. For CHK payments, the **Reconcile Date** is the date the check was cashed.

c. Under the **Details** section, a list of all invoices and credits included on the payment will be displayed.

d. The **Business Unit** indicates the Ascension facility associated with the invoice.

e. The **Paid Amount** indicates the amount paid for each invoice on this particular payment. Credit memos will indicate a negative amount.

f. If a discount was taken, this will be indicated in the **Discount Taken** column.

g. If late charges were paid, this will be indicated in the **Late Charge** column.

14. To export the payment details to Excel, click the download icon.