



Viewing Payment Details Quick Reference Guide

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

Audience: Ascension suppliers with access to the Supplier Portal

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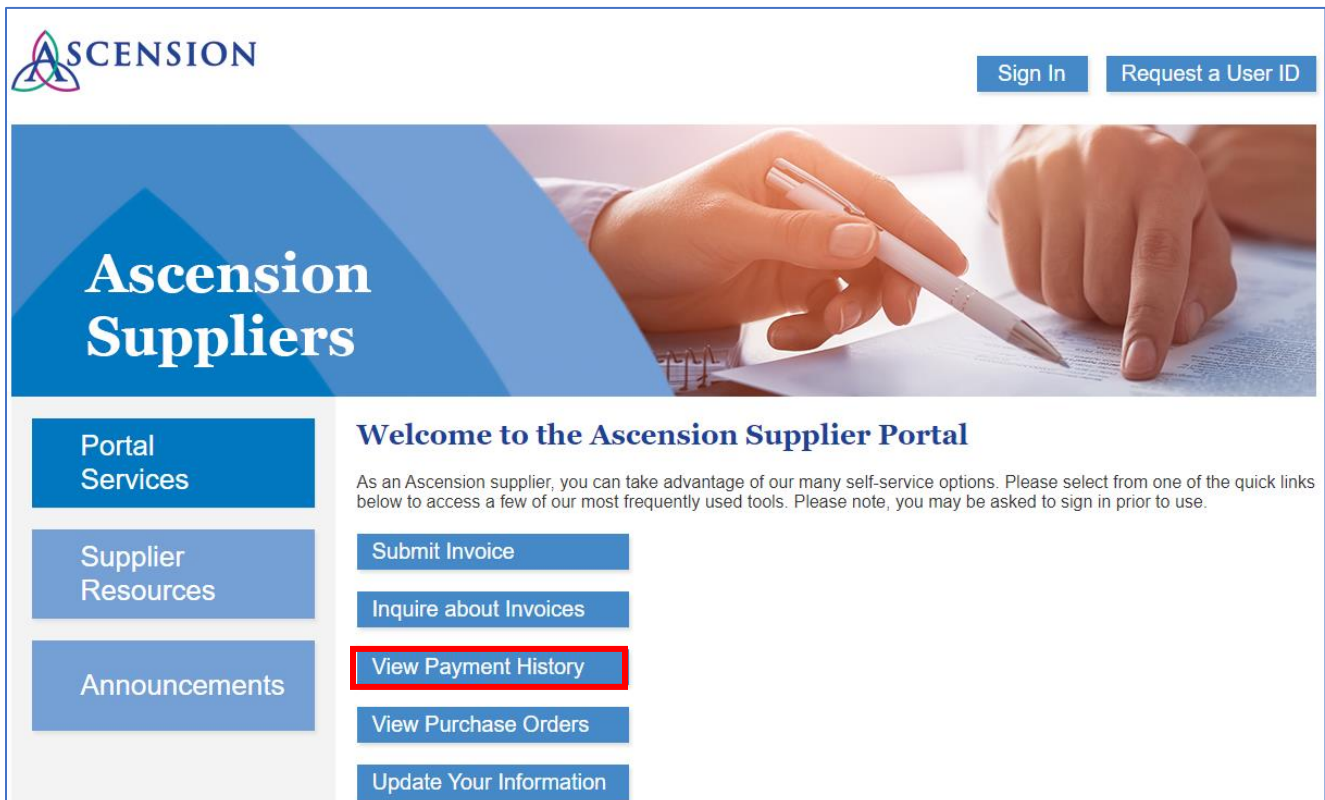
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Logging In

1. Navigate to <https://supplierportal.ascension.org> and click the **View Payment History** button.



2. A new browser tab will open with the Oracle PeopleSoft login screen. Enter your user ID and password and click the **Sign In** button.



ORACLE PeopleSoft

User ID

Password

Select a Language
English

Sign In

Enable Screen Reader Mode

Searching for Payments

1. The **View Payment** page will display your five most recent payments in the **Payment History** section.

Payment History								Personalize	Find	View All	First	1-5 of 5	Last
Supplier ID	Payment Date	Reference	Payment Amount	Curr	Payment Method	Pay Group Code	Payment Status						
0000025609	11/08/2023	0924082	1,867.67	USD	ACH	RP	Paid						
0000128316	11/08/2023	0924299	2,443.60	USD	ACH	RP	Paid						
0000025609	11/07/2023	0920205	12,342.12	USD	ACH	RP	Paid						
0000128316	11/07/2023	0920496	15,320.58	USD	ACH	RP	Paid						
0000128316	11/07/2023	2076750	151.30	USD	CHK	RP	Paid						

2. To search for a specific payment, enter relevant search criteria in the **View Payment** section. **Please note** that not all search fields are required. The less criteria entered, the wider the search results.

View Payment

Suppliers

Select All Deselect All

Find | View All | First | 1-2 of 2 | Last

Supplier ID	Suppliers
0000025609	<input type="checkbox"/>
0000128316	<input type="checkbox"/>

From Date

To Date

Payment Ref

Payment Amount **Search**

- a. If you know the payment number, enter it in the **Payment Ref** field and click the **Search** button.
- b. If you do not know the payment number, enter the **Payment Amount** and click the **Search** button.



- c. If you do not know the payment number or payment amount, you can search for all payments for one or more supplier IDs by clicking **Select All** or by checking the box next to the supplier ID you would like to search.
 - d. You can also adjust the **From Date** and **To Date** to narrow your search results to a particular date range.
3. Click the **Search** button to search using the criteria you entered. Search results will display in the **Payment History** section.

View Payment

Suppliers

Select All Deselect All

[Find](#) | | First ◀ 1-2 of 2 ▶ Last

Supplier ID	Suppliers
0000025609	<input type="checkbox"/>
0000128316	<input type="checkbox"/>

From Date

To Date

Payment Ref

Payment Amount **Search**

Payment History

[Personalize](#) | [Find](#) | [View All](#) | | First ◀ 1 of 1 ▶ Last

Supplier ID	Payment Date	Reference	Payment Amount	Curr	Payment Method	Pay Group Code	Payment Status
0000025609	11/07/2023	0920205	12,342.12	USD	ACH	RP	Paid

4. If multiple search results are found, note that the Payment History will display the five most recent payments, and you can click the arrows or the **View All** link to view additional payments from the list.

Payment History							
Personalize Find View All First ◀ 1-5 of 82 ▶ Last							
Supplier ID	Payment Date	Reference	Payment Amount	Curr	Payment Method	Pay Group Code	Payment Status
0000025609	10/31/2023	0913258	5,863.85	USD	ACH	RP	Paid
0000128316	10/31/2023	0913965	12,612.94	USD	ACH	RP	Paid
0000128316	10/31/2023	0913964	2,931.86	USD	ACH	RP	Paid
0000128316	10/31/2023	0913963	6,417.16	USD	ACH	RP	Paid
0000025609	10/30/2023	0912399	2,340.22	USD	ACH	RP	Paid

Downloading a List of Payments

1. To download a list of payments for a particular date range, enter the date range on the **View Payment** screen and click **Search**. Note that if you do not select a supplier ID, the search will return payments for all suppliers available.



View Payment

Suppliers

Select All Deselect All

Find | | First ◀ 1-2 of 2 ▶ Last

Supplier ID	Suppliers
0000025609	<input type="checkbox"/>
0000128316	<input type="checkbox"/>

From Date 10/01/2022

To Date 10/31/2023

Payment Ref

Payment Amount **Search**

2. The payments will display in the **Payment History** section. To download the list of payments, click the download icon. You will be prompted to save the Excel file to your computer.

Payment History Personalize | Find | View All | | First ◀ 1-5 of 82 ▶ Last

Supplier ID	Payment Date	Reference	Payment Amount	Curr	Payment Method	Pay Group Code	Payment Status
0000025609	10/31/2023	0913258	5,863.85	USD	ACH	RP	Paid
0000128316	10/31/2023	0913965	12,612.94	USD	ACH	RP	Paid
0000128316	10/31/2023	0913964	2,931.86	USD	ACH	RP	Paid
0000128316	10/31/2023	0913963	6,417.16	USD	ACH	RP	Paid
0000025609	10/30/2023	0912399	2,340.22	USD	ACH	RP	Paid

Viewing & Downloading Remittance Details

1. To view details for a specific payment, click the payment number link in the **Reference** column under the **Payment History** section.

Payment History Personalize | Find | View All | | First ◀ 1 of 1 ▶ Last

Supplier ID	Payment Date	Reference	Payment Amount	Curr	Payment Method	Pay Group Code	Payment Status
0000128316	11/07/2023	2076750	151.30	USD	CHK	RP	Paid

- 2. The **Payment Details** page will display.
- 3. If the **Payment Method** is CHK, the **Remit Address** is the address where the check was sent. The **Reconcile Date** is the date the check was cashed.



Payment Details

Supplier ID 0000025609

Supplier Name SHRED-IT

Remit Address 2355 WAUKEGAN RD
BANNOCKBURN IL 60015 USA

Payment Amount 75.650 USD

Payment Method **CHK**

Pymnt Ref ID 0565001

Payment Date 11/30/2021

Reconcile Date 12/14/2021

Pay Group Code RP

Payment Status Paid

4. The **Details** section will display a list of all invoices and credits that are included on the payment, along with any Payment Messages related to the invoice or credit.

Details

1-6 of 6 | View All

Business Unit	Invoice Date	Invoice Number	Gross Paid Amount	Paid Amount	Currency	Payment Message
AH Ministry Service Center	07/31/2023	8004443758	317.80	317.80	USD	
AH Ministry Service Center	03/31/2023	8003677300	389.40	389.40	USD	
AH Ministry Service Center	09/25/2023	8004759284	94.72	94.72	USD	
AH Ministry Service Center	02/25/2023	8003419714	751.80	751.80	USD	
AH Ministry Service Center	01/25/2023	8003213234	237.95	237.95	USD	
AH Ministry Service Center	09/30/2023	8004913105	76.00	76.00	USD	

5. To download the remittance details for the payment, click the action icon and select **Download Details Table to Excel**. You will be prompted to save the Excel file to your computer.

Details

Personalize

Zoom Details

Download Details Table to Excel

Invoice Number	Gross Paid Amount	Paid Amount	Currency
8005102336	171.33	171.33	USD

6. If you have questions or need more information about a payment, please submit a self-service case to the Ascension Accounts Payable team and include the payment number, payment amount, and payment date in the details of your request.



Payment Methods

To determine how a payment was issued, look at the combination of the “Payment Method” and “Pay Group Code.” Please see below for details.

Payment Method	Pay Group Code	Description
ACH	GH	GHX ACH or virtual card
ACH	WC	Wells Fargo virtual card
ACH	RP	ACH direct deposit
CHK	RP	Paper check

This information can be seen in two places:

1. **View Payments** page under **Payment History**:

Payment History							
Supplier ID	Payment Date	Reference	Payment Amount	Curr	Payment Method	Pay Group Code	Payment Status
0000025609	11/09/2023	0924848	3,603.39	USD	ACH	RP	Paid

2. **Payment Details** page:

Payment Details							
Supplier ID 0000128316				Pymnt Ref ID 0913964			
Supplier Name STERICYCLE INC				Payment Date 10/31/2023			
Remit Address PO BOX 6575 CAROL STREAM IL 60197 USA				Reconcile Date			
Payment Amount 2,931.860 USD				Pay Group Code RP			
				Payment Status Paid			
				Payment Method ACH			

Cancelled Payments

1. If the Payment Status indicates “Void” this means the payment was cancelled.

Payment History							
Supplier ID	Payment Date	Reference	Payment Amount	Curr	Payment Method	Pay Group Code	Payment Status
0000128316	09/04/2023	0861512	2,029.26	USD	ACH	RP	Void



2. If the payment has been reissued, there will be a link on the **Payment Details** screen to the reissued payment.

Payment Details			
		Pymnt Ref ID	0861512
		Payment Date	09/04/2023
		Reconcile Date	
		Pay Group Code	RP
		Payment Status	Void
Supplier ID	0000128316		
Supplier Name	STERICYCLE INC		
Remit Address	28883 NETWORK PL CHICAGO IL 60673-1288 USA		
Payment Amount	2,029.260	USD	Payment Method ACH
			Reissued Payment Ref: 0862498

7. If the payment has not been reissued or you need more information about a cancelled payment, please submit a self-service case to the Ascension Accounts Payable team and include the payment number, payment amount, and payment date in the details of your request.