Review Supplier Invoices and Payments in the MSupplier Portal

Navigation

Introduction
This job aid describes how the supplier locates and reviews invoices and payments that have been paid and/or are scheduled for payment.

Important Information
You can only view transactions for your Supplier ID.

Review Invoices

1. In the From Invoice Number and To Invoice Number boxes, type a range of invoice numbers to query.
2. In the Vendor Item ID box, type the vendor item ID from your invoice file.

Note: Item ID queries can only be used for orders generated through the M-Pathways Inventory system
3. In the From Date and To Date boxes, type a date range to query an invoice.
4. In the From Amount and To Amount boxes, type a range of invoice amounts to query.
5. From the Approval Status drop-down list, select a specific payment voucher status: Approved, Denied, or Pending.
6. Click Search.

Invoice List Results

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.

7. To change the criteria, click on the Set filter options link.
8. To see specific invoice details, in the Invoice Number column, click the invoice number link.

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

Invoice Details
9. In the **Payment Status** field, the invoice payment status is the same as on the payment voucher.

10. Under **Invoice Line Details**, the invoice information displayed is what is on the payment voucher.

11. In the **Item ID** column, the vendor item ID number displays.

12. Scroll down to view the **Payment Schedule**.

13. Under **Payments Made**, the **Reference** number or check number indicates that a payment has been made. Click the **Reference** number link to view additional payment information.

14. 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.

15. 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.

16. Click the **Return to Invoice Details** link to return to the **Invoice Line Details** table.

17. To review payments, navigate to **Review Payment Information > Payments** from the main menu.

18. You can 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.

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

20. In the **Reference** column, click the payment number link to view payment details.

Note: The method of payment and the supplier that was paid display here.

21. In the **Payment Advice** table, a list of each invoice with the applied credit memo and the individual amount paid displays.

Note: If an invoice was short paid, refer to the Invoices Status Report email that was sent to the PR EM SUPPLIER USERS in your company.