ENB Oracle Supplier Portal: View Payments

Learning Guide

Contents

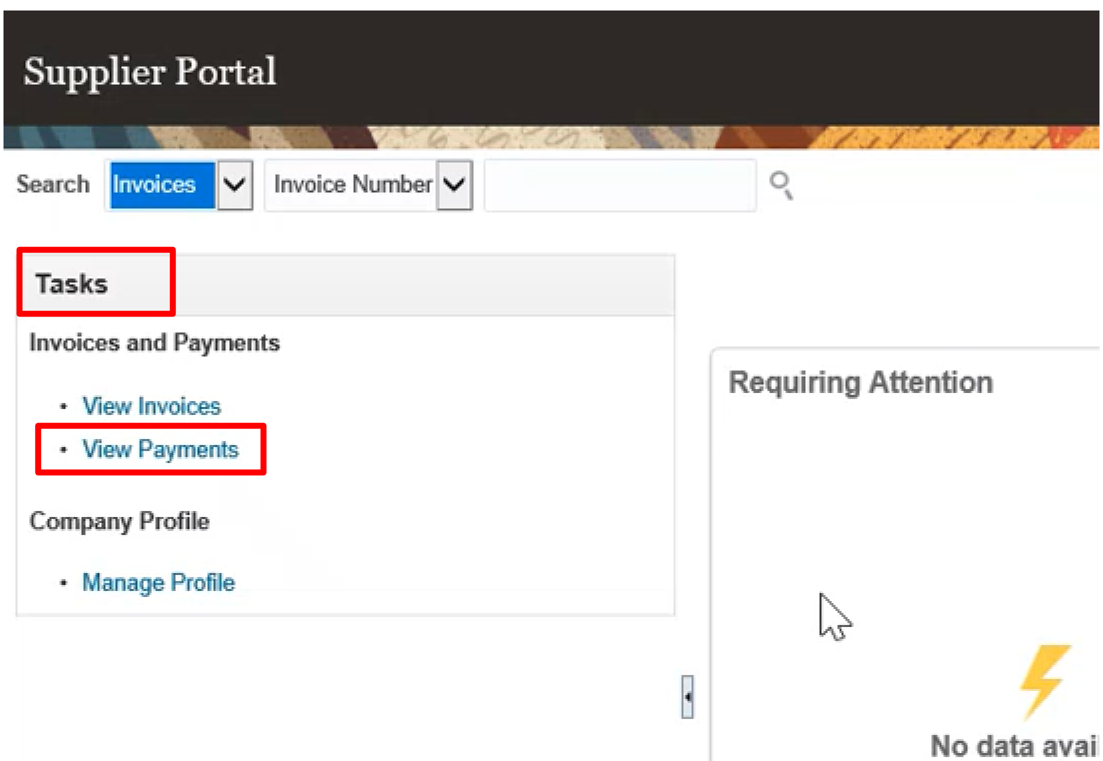
View Payments

Purpose	This learning guide provides you with instructions on how to view invoice payments within the Oracle Supplier Portal

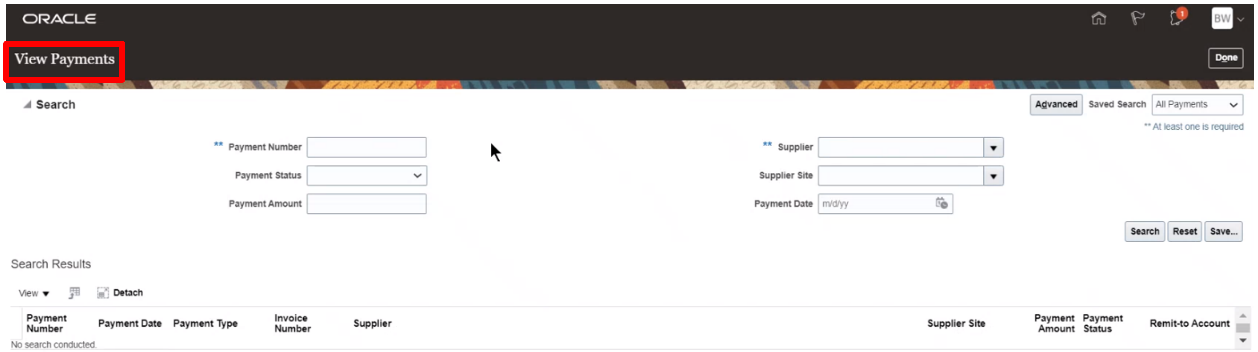
View Payments

1. Log in to your Oracle Home page and navigate to the **Supplier Portal** application tile under the **Supplier Portal** menu.

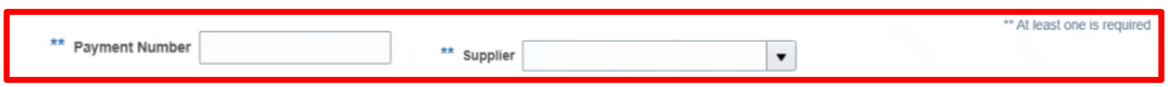
2. The **Supplier Portal** home page will display. Navigate to the task menu on the left side of the screen. Under the **Invoices and Payments** task, click on the sub task: **View Payments.**



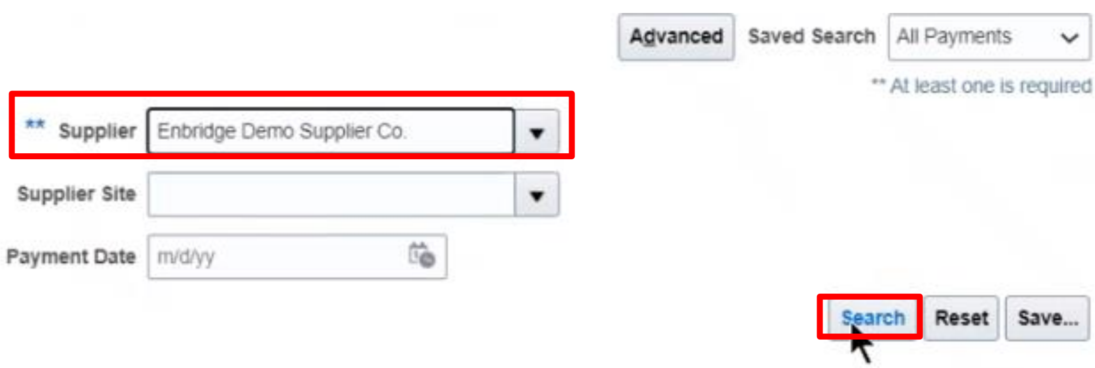
3. The View **Payments** work area display.



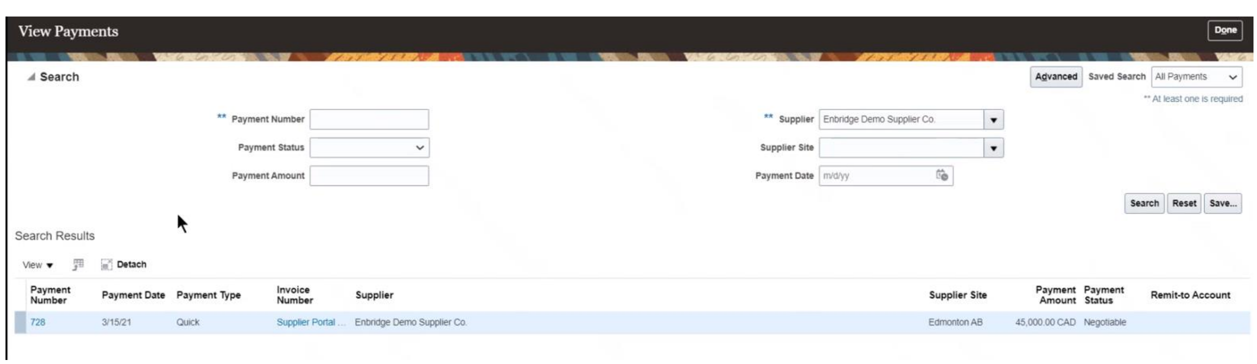
4. Notice that both the **Payment Number** field and the **Supplier** field have a double asterisk. This means that at least one of these fields is required in order to return search results.



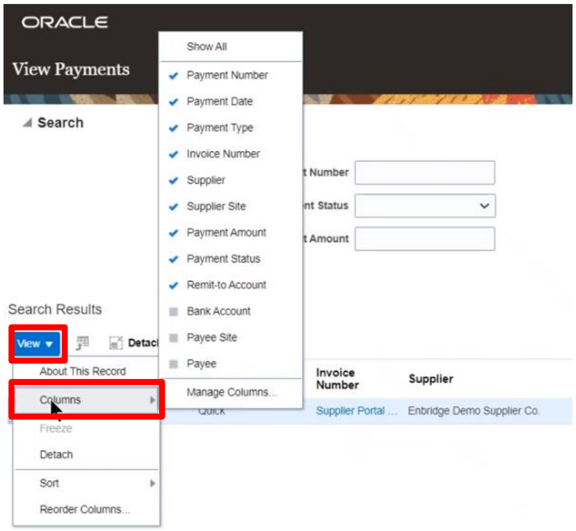
5. For this example, we will enter the Supplier Name into the **Supplier** field and then click **Search.**



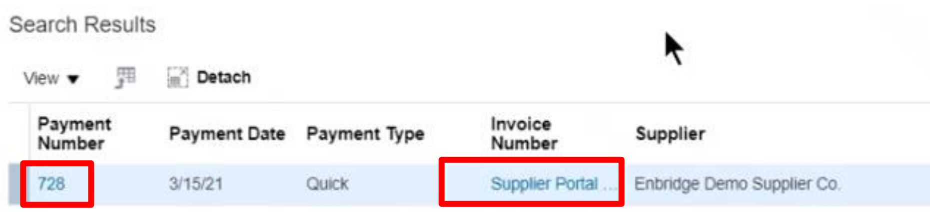
6. Search results will display in the middle of the screen within the **Search Results** section of the page.



7. You can customize the visible columns within the **Search Results** section. Click on the **View** button dropdown arrow and select the **Columns** menu option to view a list of available columns to display. Select or deselect the columns within the list that you wish to display your **Search Results**.

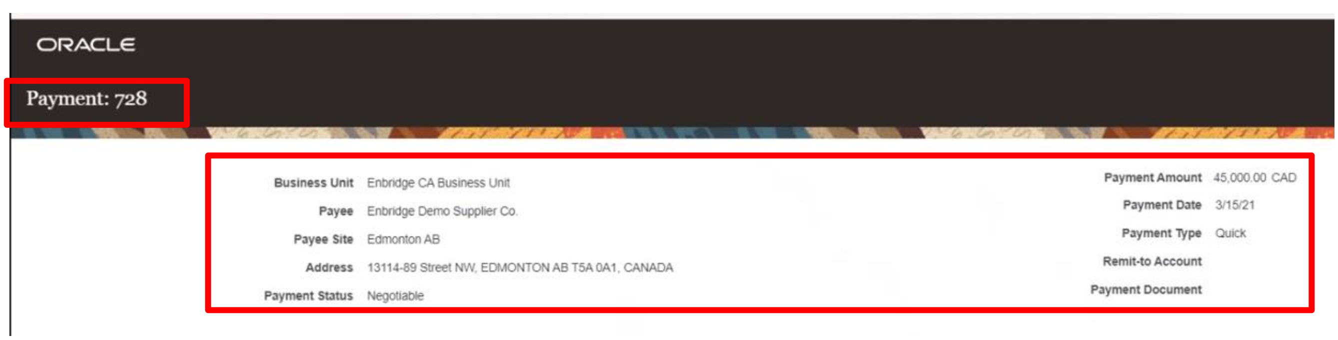


8. Notice both the **Payment Number** and **Invoice Number** columns display results with blue hyperlink text. Select the payment line you would like to view and click the **Payment Number** hyperlink to access more payment information. Click the **Invoice Number** hyperlink to access the invoice details related to the payment.



Payment Number

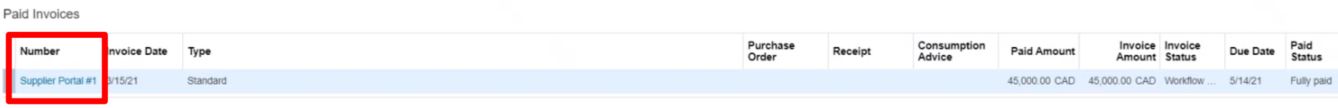
9. Click the **Payment Number** hyperlink to display the work area. Payment details are shown in the header part of the page for the payment number selected.



Please Note: The payment number is the Oracle Generated Payment Number. It is not an ACH, EFT or Check/Cheque Number.

10. Underneath the header section of the **Payments Number** work area is the **Paid Invoices** display area. This section will list the invoices paid for the payment number selected.

    Notice the invoice number displays as a blue hyperlink. To access additional invoice details related to this payment, click the blue hyperlink under the **Number** column.



Invoice Number

11. Select the **Invoice Number** hyperlink either from the **Search Results** section of the **View Payments** work area, as noted above in step 8 (image 1, below), or from the **Paid Invoices** display within the **Payment Number** work area, as noted above in step 10 (image 2, below).

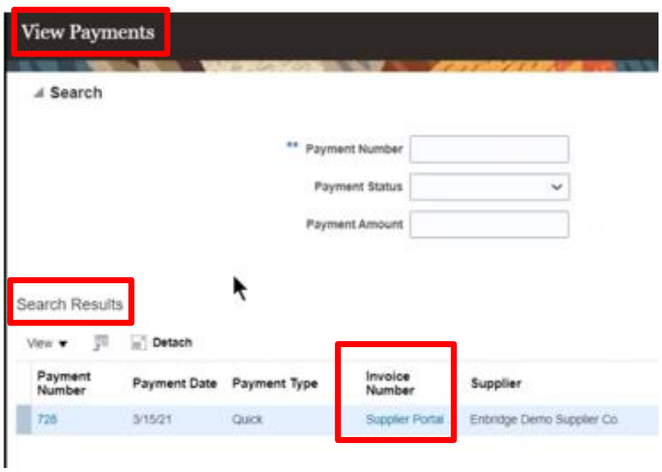


Image 1

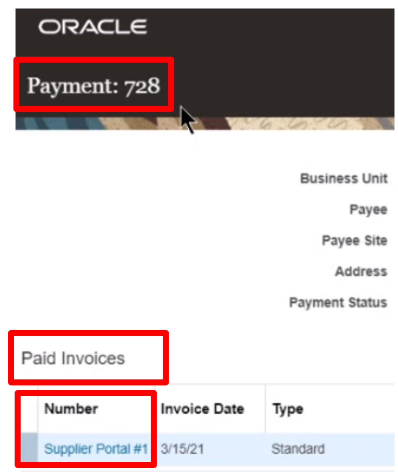
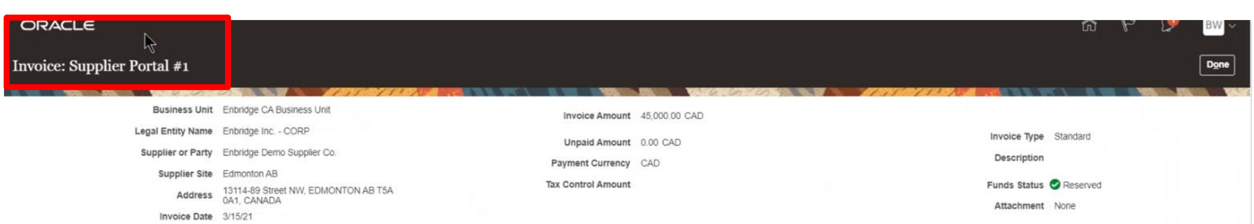
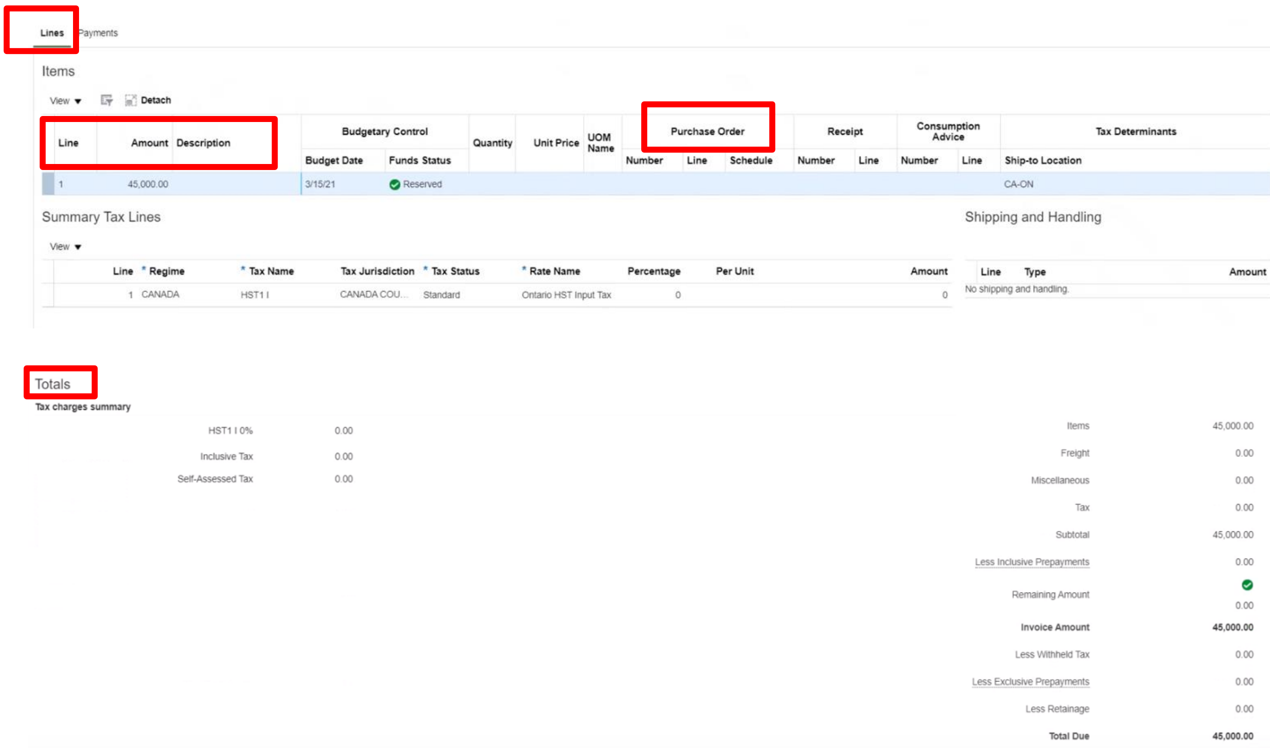


Image 2

12. The **Invoice** work area will display. The Invoice Number will appear in the black bar at the top of the screen. Details of the invoice header will appear at the top of the work area. Header details include Supplier Name, Invoice amount, and Invoice Date.



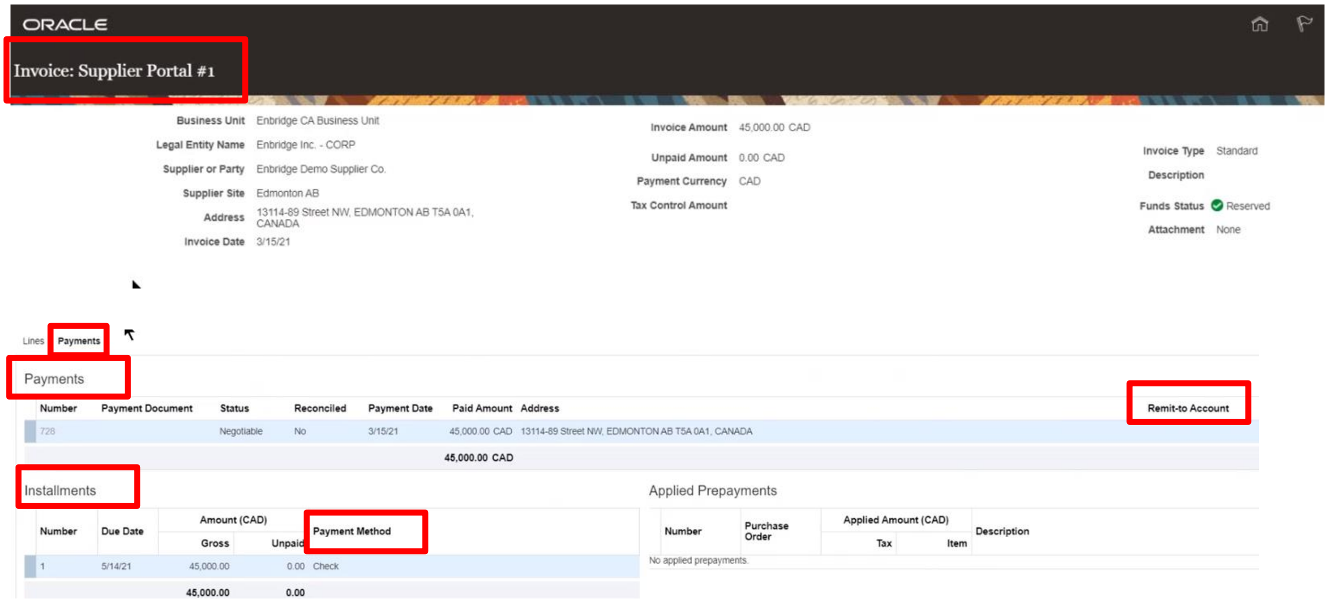
13. Beneath the invoice header information, you can view invoice line detail. You can view details such as **Line, Amount** and **Description**. If the invoice was matched to a purchase order, you will also be able to view purchase order details, as they apply to the invoice. Below the **Line** details section you are able to scroll to view a **Totals** section that provides a breakdown of the total amount due.



14. Within the middle of the **Invoice** screen, you can link to a **Payments** sub tab to view additional details of the payment, including payment method. Click on the **Payments** sub tab.

15. The **Payments** sub tab will display. The invoice header details remain unchanged as the **Payments** sub tab is still within the **Invoice** work area.

    Within the **Payments** sub tab there is a **Payments section** where details such as payment number, payment date, paid amount and remit-to account information can be viewed. There is also an **Installments** section where details such as invoice due date and payment method can be viewed.



16. After you have finished reviewing the invoice details, navigate to the top right corner of the screen and click **Done** to return to the previous work area. Continue to click **Done** until you have been returned to the Supplier Portal Dashboard.