



Viewing 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

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Logging In

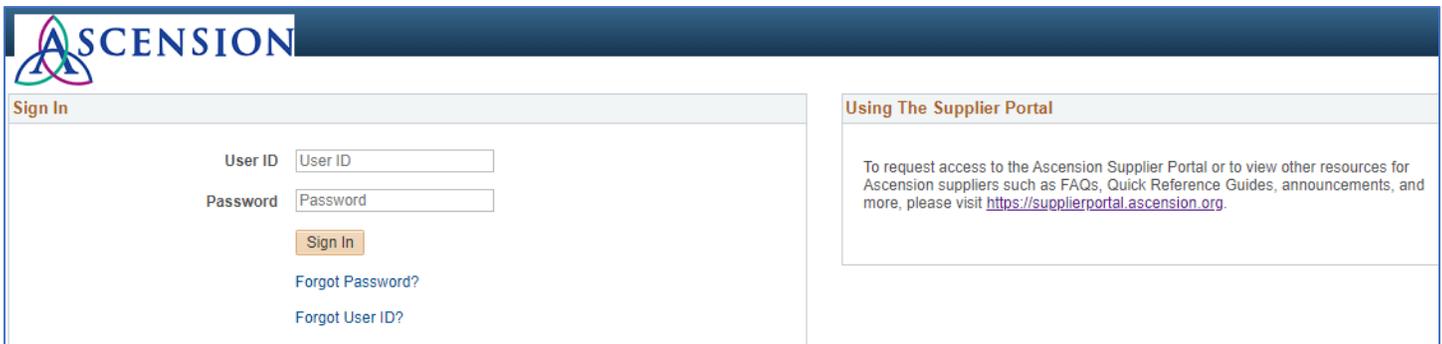
There are two ways to log in at <https://supplierportal.ascension.org> to view a payment.

Option 1:

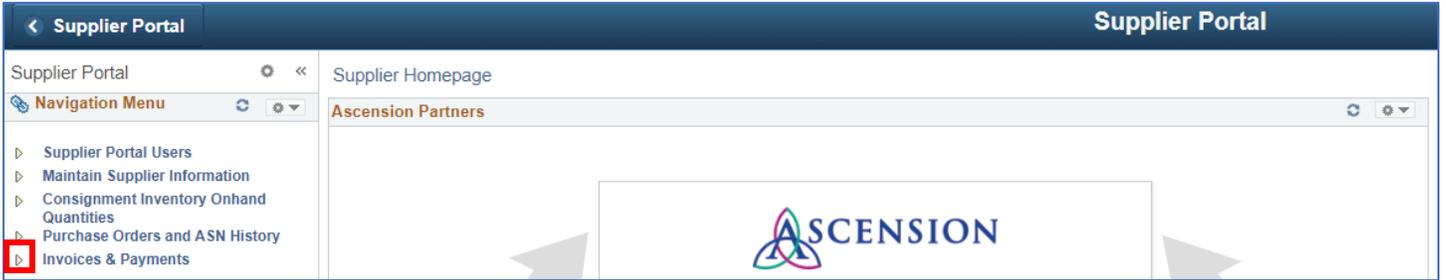
1. Click the **Sign In** button at the top right.



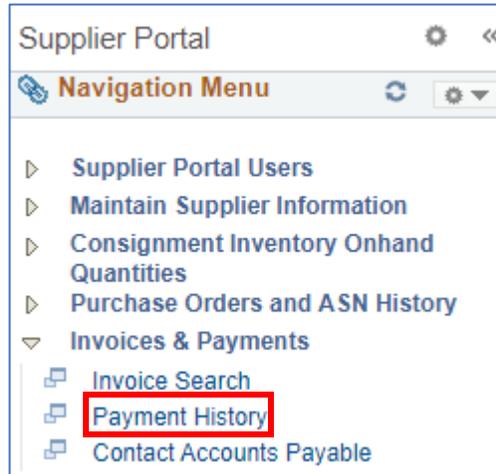
2. A new browser tab will open. Enter your user ID and Password and click the **Sign In** button. If you cannot remember your user ID and/or password, use the [Forgot Password?](#) or [Forgot User ID?](#) links.



3. On the left-hand navigation, click the arrow next to **Invoices & Payments** to expand the menu options.

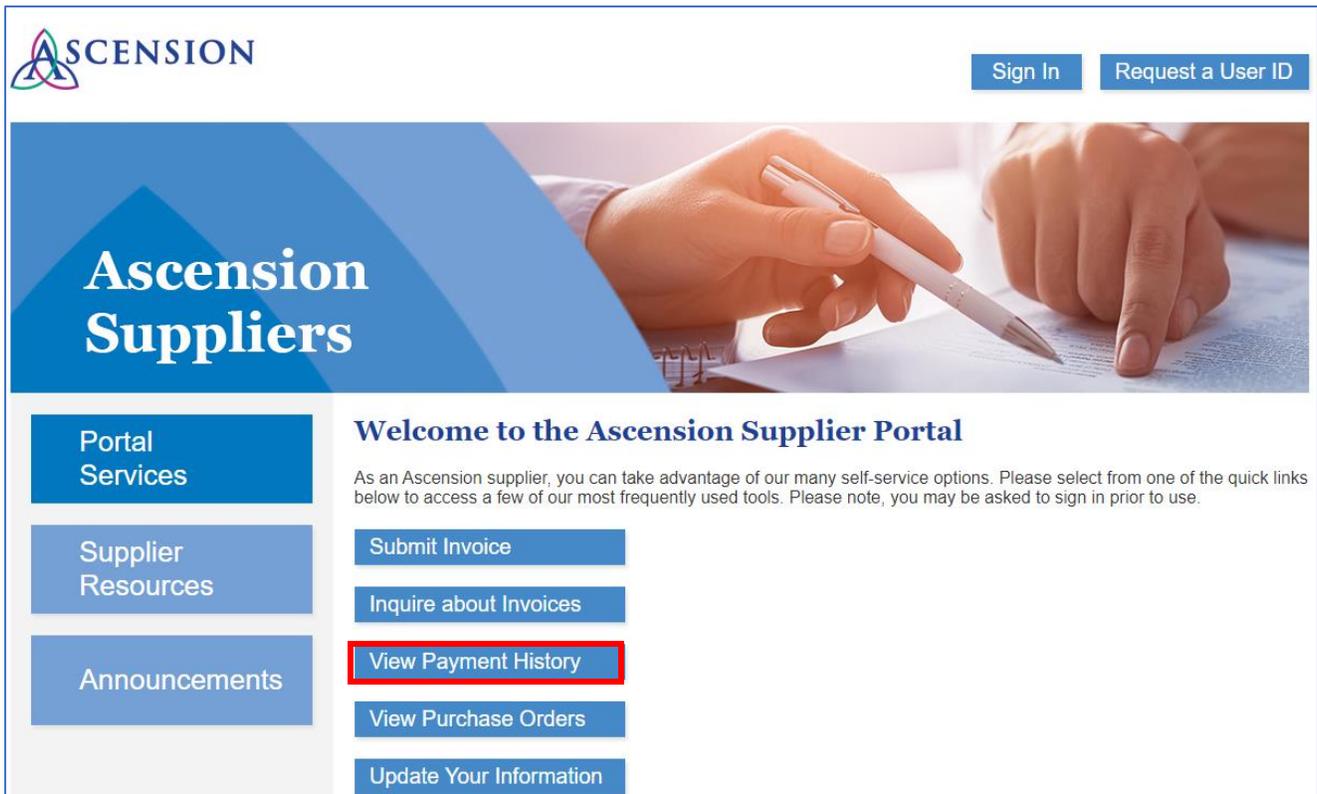


4. Click **Payment History**.



Option 2:

1. Click the **View Payment History** button.





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

Viewing Payment Details

1. The **View Payment** page will display your full payment history. You can click the arrows to page through your payment history.
2. The Supplier ID, Payment Date, Payment Reference number, Payment Amount, and Payment Method will display for all payments. If the payment was made via ACH direct deposit, the Beneficiary Bank, Bank ID, and last four of the Account # will also display.

Payment History									Personalize	Find	View 100	First	51-60 of 1585	Last	
Supplier ID	Payment Date	Reference	Beneficiary Bank	Bank ID	Account #	Payment Amount	Curr	Payment Method							
0000001557	10/08/2020	081108				11,607.00	USD	EFT							
0000001557	10/08/2020	081109				7,649.00	USD	EFT							

3. You can also search for a specific payment. Please note that you only need to enter relevant search criteria – the less criteria entered, the wider the results.
 - 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, you can enter the **Payment Amount** and click the **Search** button.
 - c. If you do not know the payment number, 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.



View Payment

Suppliers

Select All

Deselect All

Find | | | First ◀ 1-2 of 2 ▶ Last

Supplier ID	Suppliers
0000001557	<input type="checkbox"/>
0000061869	<input type="checkbox"/>

From Date

To Date

Payment Ref

Payment Amount

Search

- Click the **Search** button to search using the criteria you selected. Search results will display in the **Payment History** section.
- To export the list of payments displayed in the Payment History, click the download icon. You will be prompted to save the Excel file to your computer.

Payment History									Personalize	Find	View 100			First	◀	51-60 of 1585	▶	Last
Supplier ID	Payment Date	Reference	Beneficiary Bank	Bank ID	Account #	Payment Amount	Curr	Payment Method										
0000001557	10/08/2020	081108				11,607.00	USD	EFT										

- To view details of a payment, click the payment number link in the **Reference** column.
- The **Payment Details** page will open.

Payment Details

Pymnt Ref ID 0058996

Payment Date 10/08/2020

Reconcile Date

Bank Account # xxx-

Supplier ID 0000061869

Supplier Name ADVANCE INPATIENT MEDICINE

Remit Address C/O PROFESSIONAL BUSINESS CONSULTANTS

903 COMMERCE DR STE 333

OAK BROOK IL 60523- USA

8723

Payment Amount 56,399.91 USD

Payment Method ACH

Description

Details								Personalize	Find	View All			First	◀	1 of 1	▶	Last
Business Unit	Invoice Date	Invoice Number	Gross Paid Amount	Paid Amount	Currency	Discount Taken	Late Charge										
Adventist AP Non PO	10/05/2020	00084379	56,399.91	56,399.91	USD												

[Return](#)

- If the **Payment Method** is ACH the **Bank Account #** will show the last 4 digits of the bank account number that the deposit was sent to.



Payment Details

Pymnt Ref ID 3438459

Bank Account # xxx6170

Payment Date 10/02/2020

Reconcile Date 10/16/2020

Supplier ID 0000001557

Supplier Name ACUMED INC

**Remit Address 5885 NW CORNELIUS PASS RD
HILLSBORO OR 97124 USA**

Payment Amount 507.00 USD

Payment Method CHK

Description

Details								Personalize	Find	View All	Download	First	1 of 1	Last
Business Unit	Invoice Date	Invoice Number	Gross Paid Amount	Paid Amount	Currency	Discount Taken	Late Charge							
NYAMS DIVEST St Marys Hospital	08/25/2020	91062387	507.00	507.00	USD									

[Return](#)

- 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.
- The **Details** section will display a list of all invoices and credits that are included on the payment. To export this list, click the download icon. You will be prompted to save the Excel file to your computer.

Details								Personalize	Find	View All	Download	First	1-3 of 3	Last
Business Unit	Invoice Date	Invoice Number	Gross Paid Amount	Paid Amount	Currency	Discount Taken	Late Charge							
AH Ministry Service Center	10/07/2020	91073909	1,730.00	1,730.00	USD									
AH Ministry Service Center	10/09/2020	91074797	583.60	583.60	USD									
AH Ministry Service Center	10/08/2020	91074444	1,805.00	1,805.00	USD									

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