

## REVIEWING ACCOUNT BALANCES

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eSupplier is a self-service module that provides suppliers access to view the real-time status on payment information that exists between the supplier and the agency they are doing business with. This job aid provides step-by-step instructions on how to log into the eSupplier portal and review account balances.

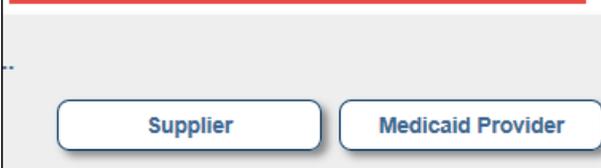
### Logging Into the eSupplier Portal



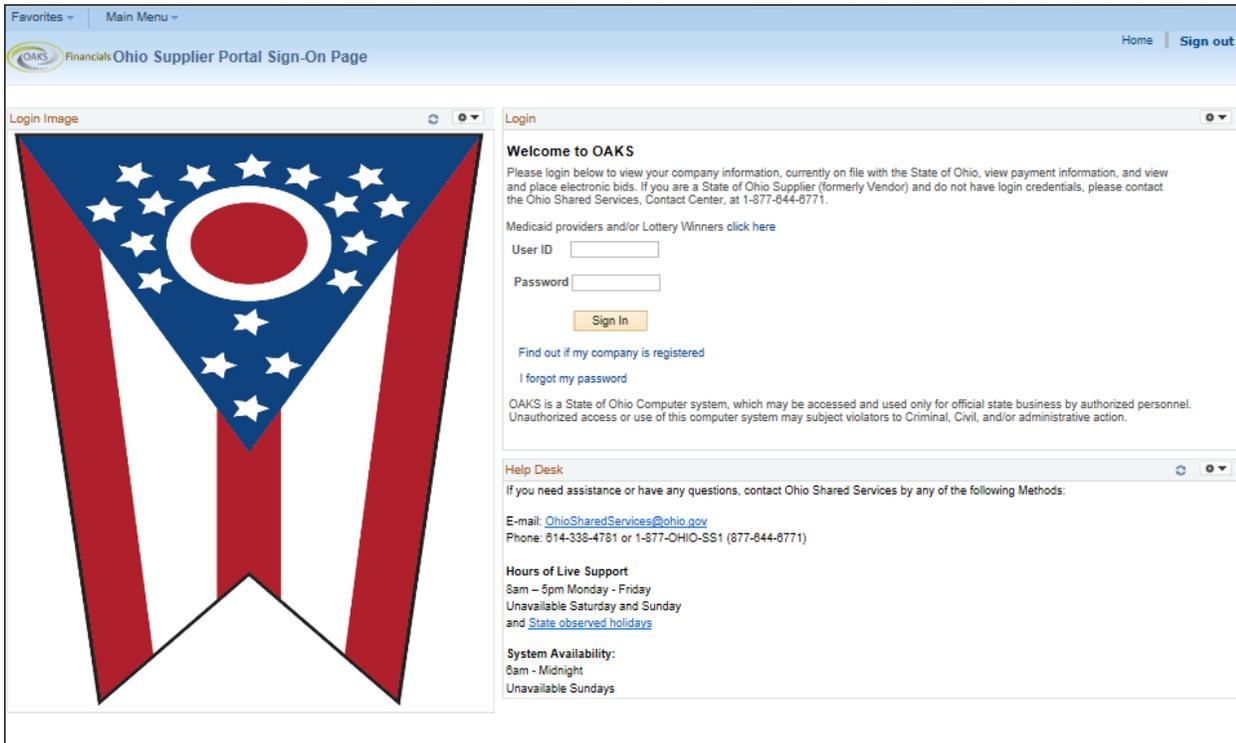
Before beginning the steps below, navigate to <http://www.obm.ohio.gov/supplier/>.

The screenshot shows the Ohio Supplier Portal homepage. At the top left is the Ohio state flag logo. To its right is the text "Ohio Supplier Portal" in a large, bold, red font. In the top right corner, there is a navigation bar with "Ohio.gov" and "State Agencies | Online Services". Below the header, a paragraph of text explains the portal's purpose and includes a link to the sign-on page. Underneath, there is a section titled "Are you a..." with three buttons: "Supplier", "Medicaid Provider", and "Lottery Winner". Below that is a "Need Help?" section with a "Training / Instructional Guide" button. At the bottom, there is a small image of a tablet displaying the portal interface and a link to "About eSupplier".

# REVIEWING ACCOUNT BALANCES

Step-by-Step	Screen
1. Click the <b>Click here to go straight to the Ohio Supplier Portal Sign-On Page</b> link.	<p>ent information, as well as placing bids and viewing address and contact <a href="#">Click here to go straight to the Ohio Supplier Portal Sign-On Page.</a></p> 

The **Ohio Supplier Portal Sign-On Page** displays.



If you have not received your login credentials, contact the OSS Contact Center to gain access to the Ohio Supplier Portal.

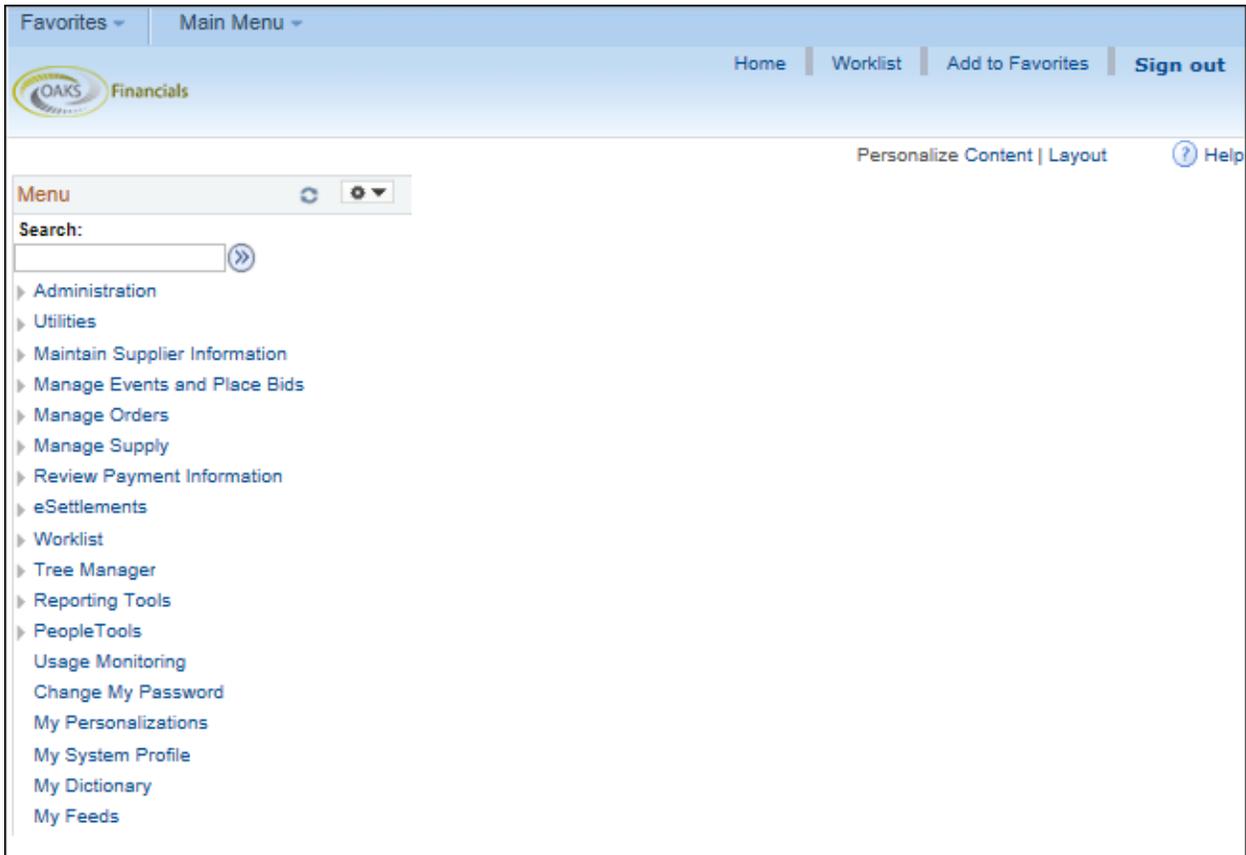
- Phone: 614-338-4781 or 1-877-OHIO-SS1 (877-644-6771)

## REVIEWING ACCOUNT BALANCES

<p>2. Enter <b>User ID</b>.</p>	<p>Login</p> <p><b>Welcome to OAKS</b></p> <p>Please login below to view your company information, currently o and place electronic bids. If you are a State of Ohio Supplier (for the Ohio Shared Services, Contact Center, at 1-877-644-6771.</p> <p><a href="#">Medicaid providers and/or Lottery Winners click here</a></p> <p>User ID <input type="text"/></p> <p>Password <input type="password"/></p> <p><input type="button" value="Sign In"/></p>
<p>3. Enter <b>Password</b>.</p>	<p><b>Welcome to OAKS</b></p> <p>The Ohio Supplier Portal page is where suppliers can do m information, electronic bidding, and access eSettlements to</p> <p><a href="#">Medicaid providers and/or Lottery Winners click here</a></p> <p>User ID <input type="text" value="ADMIN123"/></p> <p>Password <input type="password"/></p>
<p>4. Click <b>Sign In</b>.</p>	<p><a href="#">Medicaid providers and/or Lottery Winners click here</a></p> <p>User ID <input type="text" value="ADMIN123"/></p> <p>Password <input type="password" value="*****"/></p> <p><input type="button" value="Sign In"/></p>

# REVIEWING ACCOUNT BALANCES

The **Main Menu** displays.



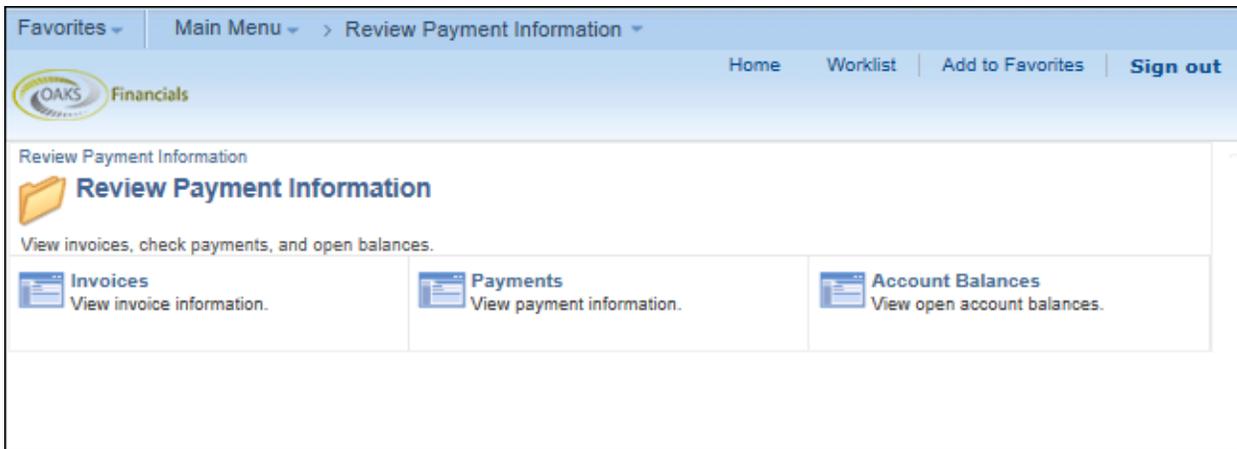
The screenshot shows the OAKS Financials Main Menu. At the top, there are navigation links for 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below this is a search bar and a list of menu items including Administration, Utilities, Maintain Supplier Information, Manage Events and Place Bids, Manage Orders, Manage Supply, Review Payment Information, eSettlements, Worklist, Tree Manager, Reporting Tools, PeopleTools, Usage Monitoring, Change My Password, My Personalizations, My System Profile, My Dictionary, and My Feeds.

## Review Account Balances

Suppliers can view the details of pending payments that have not been made by the state from the **Account Balances Invoice Details** page.



### OAKS FIN > Main Menu > Review Payment Information



The screenshot shows the OAKS Financials Review Payment Information page. The page title is 'Review Payment Information' and it includes a sub-header 'Review Payment Information' with a folder icon. Below this, there is a description: 'View invoices, check payments, and open balances.' The page is divided into three main sections: 'Invoices' (View invoice information.), 'Payments' (View payment information.), and 'Account Balances' (View open account balances.).

# REVIEWING ACCOUNT BALANCES

1. Select the **Account Balances** link to view account balances.

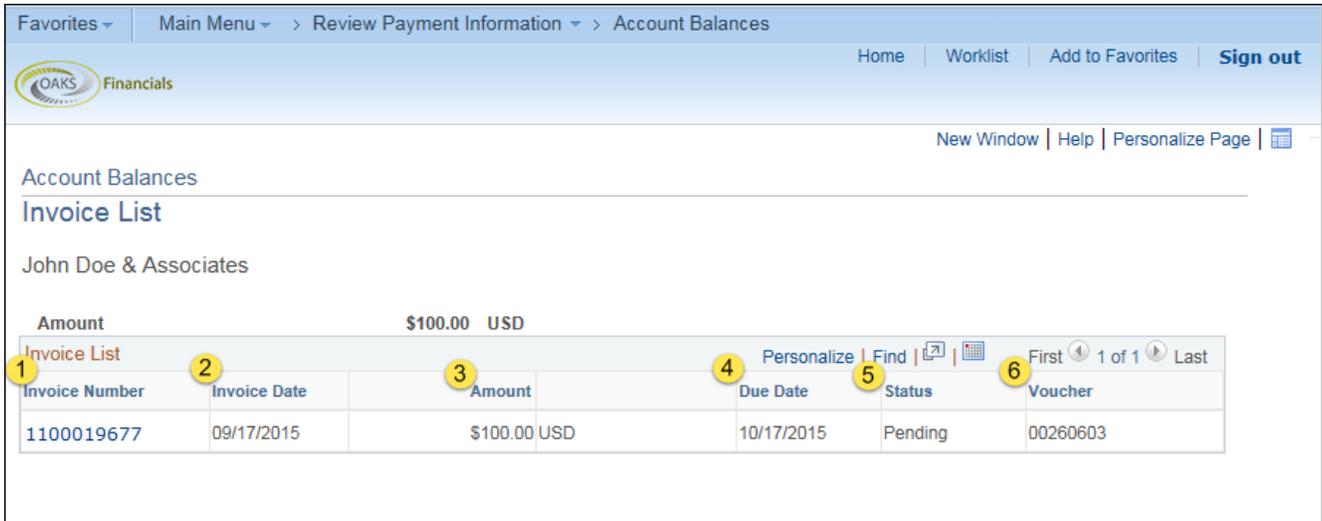


**Account Balances**  
View open account balances.

The **Account Balances Invoice List** page displays.



The **Amount** field displays the total amount due to the supplier.

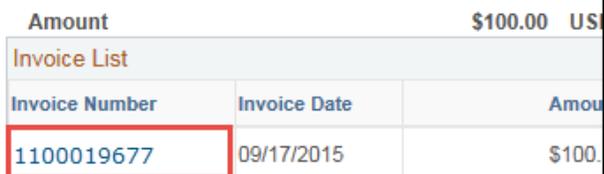


The screenshot shows the 'Account Balances Invoice List' page for John Doe & Associates. The total amount is \$100.00 USD. The table below lists the invoice details:

Invoice Number	Invoice Date	Amount	Due Date	Status	Voucher
1100019677	09/17/2015	\$100.00 USD	10/17/2015	Pending	00260603

1. **Invoice Number:** A number assigned to the invoice.
2. **Invoice Date:** The date the invoice was created.
3. **Amount:** The total amount due to the Supplier.
4. **Due Date:** The payment due date.
5. **Status:** The payment status.
6. **Voucher:** The voucher number for supplier reference.

2. Click the correct **Invoice Number**.



The close-up shows the 'Invoice List' table with the first row highlighted in red:

Invoice Number	Invoice Date	Amount
1100019677	09/17/2015	\$100.00

# REVIEWING ACCOUNT BALANCES

The **Account Balances Invoice Details** page displays.



The information displayed on the **Account Balances Invoice Details** page can be useful in recognizing past due payments.

Account Balances  
Invoice Details

John Doe & Associates

1 Invoice Number 123      3 Invoice Date 09/17/2015  
2 Gross Invoice Amount \$100.00      4 Due Date 10/17/2015

5 Invoice Lines

Item ID	Description	Statistic Amount	Unit Price	Merchandise Amount
			0.00000	\$100.00 USD

10 Payment Schedule

Scheduled to Pay	Payment	Amount	Discount Method	Status	On Hold	With Hold
10/16/2015		\$100.00 USD	\$0.00 Check	Unselected	No	No

[Return to Invoice List](#)

1. **Invoice Number:** A number assigned to the invoice.
2. **Gross Invoice Amount:** Invoice amount minus fee/tax exceptions.
3. **Invoice Date:** The date the Invoice was entered into OAKS FIN.
4. **Due Date:** The payment due date.
5. **Item ID:** An ID associated with each item. If a purchase order is associated with the invoice and an item ID is populated on the purchase order, this is the item ID from purchase order.
6. **Description:** Item ID description
7. **Statistic Amount:** N/A
8. **Unit Price:** The price per unit (if multiple units exist).
9. **Merchandise Amount:** The total line item cost.
10. **Scheduled to Pay:** Two business days before actual pay date.
11. **Payment:** A number associated with the payment.
12. **Amount:** The total amount of the payment due to the Supplier.
13. **Discount:** Amount of discount
14. **Method:** The payment method.
15. **Status:** The payment status.
16. **On Hold:** Indicates a payment is on hold. Supplier will need to call for additional information when on hold.
17. **With Hold:** N/A