

REVIEWING INVOICES

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 invoices.

Logging Into the eSupplier Portal



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

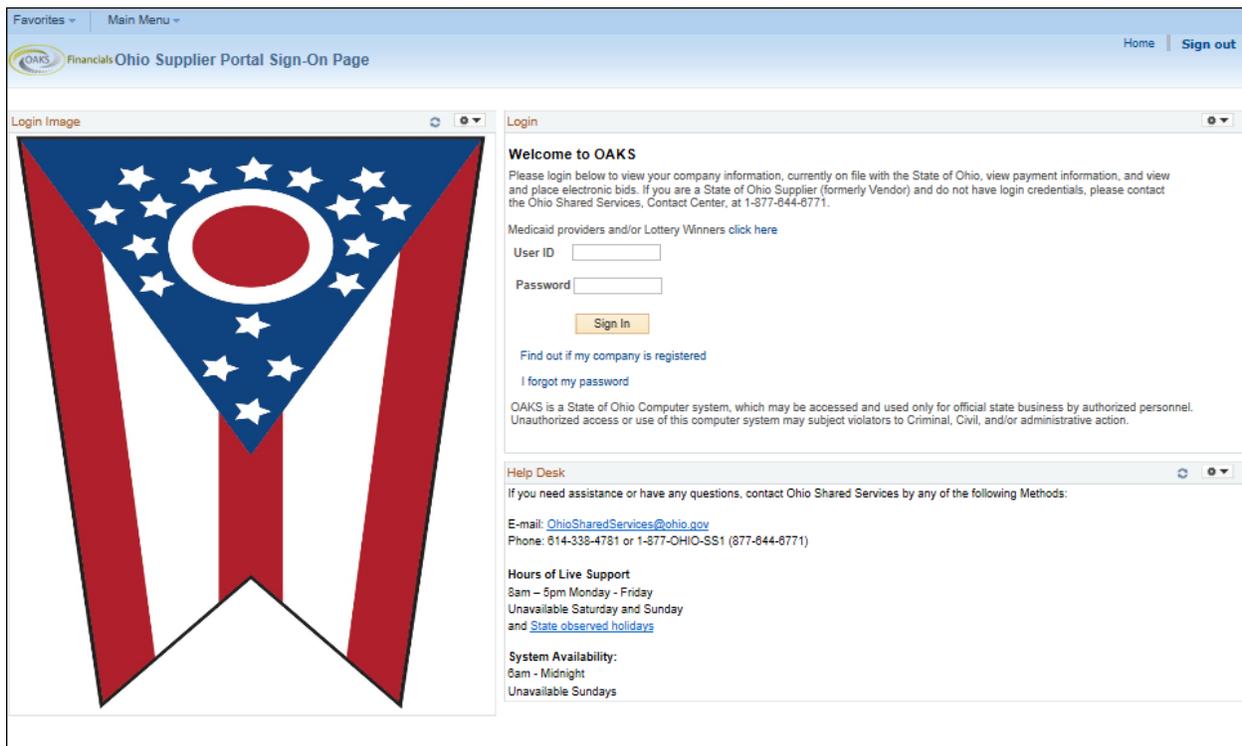


The screenshot shows the Ohio Supplier Portal homepage. At the top left is the Ohio state flag logo. To its right is the text "Ohio Supplier Portal" in a large, bold, red font. In the top right corner, there is a navigation bar with "Ohio.gov" and "State Agencies | Online Services". Below the header, a paragraph of text explains the site's purpose and includes a link: "Click here to go straight to the Ohio Supplier Portal Sign-On Page." Underneath this 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 button for "Training / Instructional Guide". At the bottom, there is a box containing a small image of a document and a link labeled "About eSupplier".

REVIEWING INVOICES

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

The Ohio Supplier Portal Sign-On Page displays.



Note 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 INVOICES

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

The **Main Menu** displays.

The screenshot shows the 'Main Menu' of the OAKS Financials system. At the top, there are navigation tabs for 'Favorites' and 'Main Menu'. The header includes the OAKS Financials logo, a 'Home' button, a 'Worklist' button, an 'Add to Favorites' button, and a 'Sign out' button. Below the header, there are links for 'Personalize Content | Layout' and a 'Help' icon. The main menu area features a 'Menu' section with a search bar and a list of menu items, each preceded by a right-pointing arrow. The items are: 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.

REVIEWING INVOICES

Review Invoices

Suppliers can search for all invoices they have submitted to the state for payment from the **Review Invoices** page.



OAKS FIN > Main Menu > Review Payment Information

1. Select the **Invoices** link to view invoice information.

REVIEWING INVOICES

The **Review Invoices Filter Options** page displays.

Review Invoices
Filter Options

John Doe & Associates

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria

From Invoice Number

To Invoice Number

Item ID

Supplier Item ID

From Date (example: 01/31/2000)

To Date (example: 01/31/2000)

From Amount

To Amount

Approval Status

2. Enter identifying information in the **Search Criteria** section to search for the correct invoice.



Use the **From Date** and **To Date** fields to search by the invoice date.



Do not use the **Item ID** Field.

From Invoice Number

To Invoice Number

Item ID

Supplier Item ID

From Date (example: 01/31/2000)

To Date (example: 01/31/2000)

From Amount

To Amount

Approval Status

3. Click **Search**.

To Amount

Approval Status

REVIEWING INVOICES

The **Invoice List** page displays the search results.



All invoices are shown when no date search parameters are set.

Review Invoices

Invoice List

ABC COMPANY

Set filter options

Invoice List

Invoice Number	Invoice Date	Gross Amt	Approval Status	Due Date	Voucher
7V778712	09/14/2011	\$2,018.80 USD	Approved	09/14/2011	00758288
7V550212	08/03/2011	\$2,539.61 USD	Approved	08/03/2011	00748715
7V428112	07/07/2011	\$1,316.15 USD	Approved	07/07/2011	00739521
7V283111	06/08/2011	\$1,083.94 USD	Approved	06/08/2011	00731730
7U982711	05/11/2011	\$717.80 USD	Approved	05/11/2011	00718054
7U753811	04/13/2011	\$916.22 USD	Approved	04/13/2011	00705115
7U284411	03/16/2011	\$574.78 USD	Approved	03/16/2011	00691044
7T778811	02/02/2011	\$471.04 USD	Approved	02/02/2011	00658902
7T635011	01/19/2011	\$428.42 USD	Approved	01/19/2011	00650917
7T169011	12/08/2010	\$711.68 USD	Approved	12/08/2010	00617580
7T015011	11/17/2010	\$588.52 USD	Approved	11/17/2010	00609588
7S487811	10/08/2010	\$587.02 USD	Approved	10/08/2010	00588726
7S124811	07/28/2010	\$89.22 USD	Approved	07/28/2010	00549602
7R977811	07/02/2010	\$841.70 USD	Approved	07/02/2010	00541456
7R467810	05/06/2010	\$489.66 USD	Approved	05/06/2010	00516245

1. **Invoice Number:** The number assigned to the invoice when it is entered into OAKS FIN.
2. **Invoice Date:** The date an invoice is created in OAKS FIN.
3. **Gross Amt:** Invoice amount minus fee/tax exceptions.
4. **Approval Status:** Status of Invoice Approval.
5. **Due Date:** The date the payment is due to the supplier.
6. **Voucher:** The voucher number for supplier reference.

4. Click an **Invoice Number**.

Invoice Number	Invoice Date	Gross Amt	Approval Status	Due Date	Voucher
7V778712	09/14/2011	\$2,018.80 USD	Approved	09/14/2011	00758288

REVIEWING INVOICES

The **Review Invoices Invoice Details** page displays.

[Favorites](#) | [Main Menu](#) > [Review Payment Information](#) > [Invoices](#)

[Home](#) | [Add to Favorites](#) | [Sign out](#)



[New Window](#) | [Personalize Page](#)

Review Invoices

Invoice Details

ABC COMPANY

<p> Invoice Number TV778712 Invoice Date 09/14/2011 Due Date 09/14/2011 Discount End Date Approval Status Approved for Payment Payment Status Paid in Full Terms </p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Invoice Total</th> </tr> </thead> <tbody> <tr> <td>Gross Amount</td> <td style="text-align: right;">\$2,018.80 USD</td> </tr> <tr> <td>Discount</td> <td style="text-align: right;">\$0.00 USD</td> </tr> <tr> <td>Net Amount</td> <td style="text-align: right;">\$2,018.80 USD</td> </tr> </tbody> </table>	Invoice Total		Gross Amount	\$2,018.80 USD	Discount	\$0.00 USD	Net Amount	\$2,018.80 USD
Invoice Total									
Gross Amount	\$2,018.80 USD								
Discount	\$0.00 USD								
Net Amount	\$2,018.80 USD								

▼ Invoice Line Details

[Personalize](#) | [Find](#) | [View All](#) | |

Item ID	Description	Statistic Amount	UOM	Unit Price	Merchandise Amt
				0.00000	\$1,923.35 USD
				0.00000	\$95.45 USD

▼ Payment Schedule

[Personalize](#) | [Find](#) | [View All](#) | |

Scheduled to Pay	Payment Number	Gross Amt	Discount	Method	Status	On Hold	Withd Hold
09/21/2011	0018304674	\$2,018.80 USD	\$0.00 USD	Check	Paid	No	No

▼ Payments Made

[Personalize](#) | [Find](#) | [View All](#) | |

Reference	Date	Amount
0018297862	09/26/2011	\$2,018.80 USD

▼ Purchase Orders

[Personalize](#) | [Find](#) | [View All](#) | |

Purchase Order	PO Date	Status
No Purchase Orders Found		

▼ Receipts

[Personalize](#) | [Find](#) | [View All](#) | |

Received Date	Receipt Number	Bill of Lading	Packing Slip
No Receipts Found			

[Return to Invoice List](#)



See the following pages for field-level descriptions.

REVIEWING INVOICES

Review Invoices

Invoice Details

ABC COMPANY

1 Invoice Number TV778712

2 Invoice Date 09/14/2011

3 Due Date 09/14/2011

4 Discount End Date

Approval Status Approved for Payment 5

6 Payment Status Paid in Full

7 Terms

Invoice Total	
8 Gross Amount	\$2,018.80 USD
9 Discount	\$0.00 USD
10 Net Amount	\$2,018.80 USD

Item ID 11	Description 12	Statistic Amount 13	UOM 14	Unit Price 15	Merchandise Amt 16
				0.00000	\$1,823.35 USD
				0.00000	\$95.45 USD

1. **Invoice Number:** A number assigned to the invoice when it is entered into OAKS FIN.
2. **Invoice Date:** The date an invoice is created in OAKS FIN.
3. **Due Date:** The date the payment is due to the supplier.
4. **Discount End Date:** Date to be paid by in order to receive discount.
5. **Approval Status:** Status of Invoice approval.
6. **Payment Status:** Status of Invoice payment.
7. **Terms:** Payment term code for the transaction.
8. **Gross Amount:** Invoice amount minus fee/tax exceptions
9. **Discount:** Amount of discount.
10. **Net Amount:** The Net Amount is the Gross Amount minus the Discount.
11. **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.
12. **Description:** Item ID description.
13. **Statistic Amount:** N/A
14. **UOM:** How the item is packaged, commonly each, dozen, box, etc.
15. **Unit Price:** Unit Price of the Item.
16. **Merchandise Amt:** The product of the quantity times the unit price.

REVIEWING INVOICES

1 Payment Schedule		Personalize Find View All [Print] [Calendar] 7 First 1 of 1 Last						
Scheduled to Pay	2 Payment Number	3 Gross Amt	4 Discount	5 Method	6 Status	7 On Hold	8 Wthd Hold	
09/21/2011	0018304674	\$2,018.80 USD	\$0.00 USD	Check	Paid	No	No	

Payments Made		Personalize Find View All [Print] [Calendar] First 1 of 1 Last		
9 Reference	10 Date			11 Amount
0018297862	09/26/2011			\$2,018.80 USD

Purchase Orders		Personalize Find View All [Print] [Calendar] First 1 of 1 Last		
12 Purchase Order	13 PO Date			14 Status
No Purchase Orders Found				

Receipts				Personalize Find View All [Print] [Calendar] First 1 of 1 Last	
15 Received Date	16 Receipt Number	17 Bill of Lading	18 Packing Slip		
No Receipts Found					

[Return to Invoice List](#)

1. **Scheduled to Pay:** Two business days before actual pay date.
2. **Payment Number:** A number associated with the payment.
3. **Gross Amt:** Invoice amount minus fee/tax exceptions.
4. **Discount:** Amount of discount.
5. **Method:** The payment method, either EFT or Check.
6. **Status:** The current status of the payment (real-time).
7. **On Hold:** Indicates a payment is on hold. Supplier will need to call for additional information when on hold.
8. **With Hold:** N/A
9. **Reference (Number):** A number assigned to the payment.
10. **Date:** Actually payment date.
11. **Amount:** The total amount of the payment.
12. **Purchase Order (Number):** A number assigned to the purchase order.
13. **PO Date:** The date the purchase order was created.
14. **Status:** The status of the Purchase Order (real-time).
15. **Received Date:** The date the item was received.
16. **Receipt Number:** Date of the receipt document.
17. **Bill of Lading:** N/A
18. **Packing Slip:** N/A

REVIEWING INVOICES



The Review Invoice section at the top of the page gives a real-time status of the invoice such as the **Due Date**, **Approval Status** and **Payment Status**.

<p>Invoice Number 7V778712</p> <p>Invoice Date 09/14/2011</p> <p>Due Date 09/14/2011</p> <p>Discount End Date</p> <p>Approval Status Approved for Payment</p> <p>Payment Status Paid in Full</p> <p>Terms</p>	<table border="1"> <thead> <tr> <th colspan="2">Invoice Total</th> </tr> </thead> <tbody> <tr> <td>Gross Amount</td> <td>\$2,018.80 USD</td> </tr> <tr> <td>Discount</td> <td>\$0.00 USD</td> </tr> <tr> <td>Net Amount</td> <td>\$2,018.80 USD</td> </tr> </tbody> </table>	Invoice Total		Gross Amount	\$2,018.80 USD	Discount	\$0.00 USD	Net Amount	\$2,018.80 USD
Invoice Total									
Gross Amount	\$2,018.80 USD								
Discount	\$0.00 USD								
Net Amount	\$2,018.80 USD								

<p>5. Review the Payments Made section to view payments that have been applied to the invoice.</p>	<table border="1"> <thead> <tr> <th colspan="3">Payment Schedule</th> </tr> <tr> <th>Scheduled to Pay</th> <th>Payment Number</th> <th>Gross Amt</th> </tr> </thead> <tbody> <tr> <td>09/21/2011</td> <td>0018304674</td> <td>\$2,018.80 USD</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">Payments Made</th> </tr> <tr> <th>Reference</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>0018297862</td> <td>09/26/2011</td> </tr> </tbody> </table>	Payment Schedule			Scheduled to Pay	Payment Number	Gross Amt	09/21/2011	0018304674	\$2,018.80 USD	Payments Made		Reference	Date	0018297862	09/26/2011
Payment Schedule																
Scheduled to Pay	Payment Number	Gross Amt														
09/21/2011	0018304674	\$2,018.80 USD														
Payments Made																
Reference	Date															
0018297862	09/26/2011															
<p>6. Click the Payment Reference link to view detailed information on the payment made.</p> <p> Every payment will have a reference number associated with it.</p>	<table border="1"> <thead> <tr> <th colspan="2">Payments Made</th> </tr> <tr> <th>Reference</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>0018297862</td> <td>09/26/2011</td> </tr> </tbody> </table>	Payments Made		Reference	Date	0018297862	09/26/2011									
Payments Made																
Reference	Date															
0018297862	09/26/2011															

REVIEWING INVOICES

The **Review Payments** page displays.

Review Payments
Payment Details
ABC COMPANY
0018297862

1 Invoice Number 7V776712
2 Method Check
Amount \$2,018.80 3
Paid To ABC COMPANY 4

5 Payment Date 09/26/2011
6 Pay Status Paid
Currency USD 7

Country USA United States
Address 1 7536 JENKINS DR
Address 2
Address 3

City CANAL WINCHESTER
County FRANKLIN Postal 43110
State OH Ohio

From TREASURER OF STATE

8 Invoice	9 Gross Amount	10 Discount	11 Discount Taken	12 Paid Amount
7V776712	2,018.80 USD	0.00 USD	0.00 USD	2,018.80 USD
7V776712	0.00 USD	0.00 USD	0.00 USD	0.00 USD
7V776712	0.00 USD	0.00 USD	0.00 USD	0.00 USD
7V776712	0.00 USD	0.00 USD	0.00 USD	0.00 USD

Return to Payments Made

1. **Invoice Number:** Number assigned to an invoice when entered into OAKS FIN.
2. **Method:** Payment Method, either EFT or Check.
3. **Amount:** The total amount of the payment.
4. **Paid To:** The supplier receiving the payment.
5. **Payment Date:** Actual payment date.
6. **Pay Status:** Status of the payment.
7. **Currency:** Currency used. USD only.
8. **Invoice:** Number assigned to the invoice when it is entered into OAKS FIN.
9. **Gross Amount:** Total amount minus fee/tax exceptions.
10. **Discount:** Amount of discount available based on pay terms.
11. **Discount Taken:** Amount of discount taken. Only displays if the state pays in time for discount.
12. **Paid Amount:** The total amount paid to the Supplier.