

University of Iowa – Review Invoices and Payments

Link to Online Application: [eSupplier Connection Supplier Portal](#)

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Introduction:

Thank you for doing business with the University of Iowa. This script will help you review submitted invoices and related payments. Should you have any questions or comments, please email the **Supplier Relations** team at purchasing-vendor@uiowa.edu.

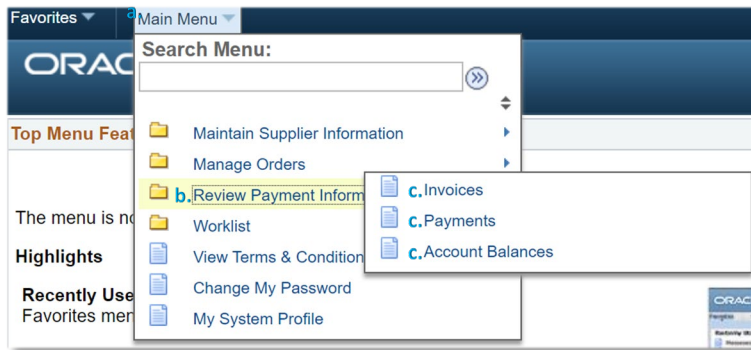
NOTE: We recommend that you use one of the following browsers: Google Chrome, Mozilla Firefox, Safari and Microsoft Edge. **For security purposes while logged in, anytime you are not actively using the system for approximately 20 minutes you will timeout from the system. Any unsaved work will need to be entered again from the beginning.** To guard against this, we recommend actively using the system while logged in and logging out fully once you are done using the system

Step 1 – Login



- a. Enter your **User ID** which begins with 'ES-'. **User ID** is case sensitive, be sure to use the same case from the email you received with your login credentials.
- b. Enter your **Password** which is case sensitive, be sure to use the same case you originally entered for your password. If it is the first time you are logging in, you will be asked to change your password and to set your forgotten password reminder.
- c. Select the **Sign In** button to continue to **Step 2**.

Step 2 – Navigate



- a. Select the **Main Menu** at the top of the webpage on the top left of eSupplier Connection.
- b. Select the **Review Payment Information** menu group.
- c. Select the **Invoices**, **Payments**, or **Account Balances** menu item and continue to **Step 3**, **Step 4**, or **Step 5**, respectively.

Step 3 – Invoices

The screenshot shows the 'Review Invoices' page in the Oracle eSupplier Connection interface. The breadcrumb trail at the top reads 'Main Menu > Review Payment Information > Invoices'. Below the Oracle logo, the page title is 'Review Invoices'. There's a 'Filter Options' section with a 'Company Name Here' field and a search instruction. Below this, a section labeled 'a. Search Criteria' contains several input fields: 'From Invoice Number', 'To Invoice Number', 'Item ID' (with a magnifying glass icon), 'Supplier Item ID' (with a magnifying glass icon), 'From Date' (with a calendar icon and example '01/31/2000'), 'To Date' (with a calendar icon and example '01/31/2000'), 'From Amount', 'To Amount', and 'Approval Status' (a dropdown menu). A 'b.' label is next to the 'From Date' and 'To Date' fields. At the bottom left, there's a 'c. Search' button.

- a. Enter the **Search Criteria** for the invoices you would like to review.
- b. Make sure the **From Date** and the **To Date** include the invoices you are searching for.
- c. Select the **Search** button to see all POs matching the **Search Criteria** entered.

Favorites ▾ Main Menu ▾ > Review Payment Information ▾ > Invoices

ORACLE

Review Invoices

Invoice List

Company Name Here

d. Set filter options

Invoice List Personalize Find | [?] [] First 1-126 of 126 Last

Invoice Number	Invoice Date	Gross Amt		Approval Status	Due Date	Voucher
e. 2262707	10/31/2019	\$35.75	USD	Approved	11/30/2019	83355112
2266423	10/31/2019	\$268.45	USD	Approved	11/30/2019	83355111
2 922707	10/30/2019	\$35.75	USD	Approved	11/29/2019	83355112
2166423	10/30/2019	\$268.45	USD	Approved	11/29/2019	83355111
2162707	10/30/2019	\$35.75	USD	Approved	11/29/2019	83355112
2166423	10/30/2019	\$268.45	USD	Approved	11/29/2019	83355111
CM2922707	10/29/2019	\$-44.78	USD	Approved	10/29/2019	83355112
2056423	10/29/2019	\$268.45	USD	Approved	11/28/2019	83355111
2052707	10/29/2019	\$35.75	USD	Approved	11/28/2019	83355112
2056423	10/29/2019	\$268.45	USD	Approved	11/28/2019	83355111
2052707	10/29/2019	\$35.75	USD	Approved	11/28/2019	83355112
2056423	10/29/2019	\$268.45	USD	Approved	11/28/2019	83355111
1922707	10/28/2019	\$35.75	USD	Approved	11/27/2019	83355112
1926423	10/28/2019	\$268.45	USD	Approved	11/27/2019	83355111
1922707	10/28/2019	\$35.75	USD	Approved	11/27/2019	83355112

- d. Select the **Set filter options** hyperlink to return to update Search Criteria and review another group of invoices.
- e. Select the hyperlink on the **Invoice Number** to see details for a given invoice.

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

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Review Invoices

Invoice Details

Company Name Here

Invoice Number 22662266

Invoice Date 10/31/2019

Due Date 11/30/2019

Discount End Date

Approval Status Approved

Payment Status Paid in Full

Terms Net 30 Days

Invoice Total

Gross Amount	\$161 USD
Discount	\$0.00 USD
Net Amount	\$161 USD

f. Invoice Line Details [Personalize](#) | [Find](#) | [View All](#) | [First](#) | [1-5 of 5](#) | [Last](#)

Item ID	Description	Statistic Amount	UOM	Unit Price	Merchandise Amt
5008500	Dimethyl		EA	12.22000	\$0.00 USD
A162500	Lactic		EA	1.01000	\$1.01 USD
I5000310	Ponceau		EA	12.22000	\$0.00 USD
02963BB	Bottle		CS	1.01000	\$1.11 USD
5000090	Tissue		CS	12.22000	\$0.00 USD

g. Payment Schedule [Personalize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Scheduled to Pay	Payment Number	Gross Amt	Discount	Method	Status	On Hold	Withd Hold
11/27/2019	0000690000	\$0.00 USD	\$0.00 USD	ACH	Paid	No	No

h. Payments Made [Personalize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Reference	Date	Amount
690000	12/17/2019	\$0.00 USD

i. Purchase Orders [Personalize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Purchase Order	PO Date	Status
1002690000	10/30/2019	Dispatched

j. Receipts [Personalize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Received Date	Receipt Number	Bill of Lading	Packing Slip

No Receipts Found

k. Return to Invoice List

- f. The **Invoice Line Details** section includes a list of the lines that were included on the invoice received by the University.
- g. The **Payment Schedule** section includes information about the scheduled payment.
- h. The **Payments Made** section includes information about any payments made against the invoice being reviewed.
- i. The **Purchase Orders** (POs) section includes the PO(s) associated with the supplier invoice.
- j. The **Receipts** section includes the receipt(s) entered by the University department once goods have been received.
- k. Select the **Return to Invoice List** hyperlink to review other invoices received by the University for payment.

Step 4 – Payments

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

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Review Payments

Filter Options

Company Name Here

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

b. Search Criteria

Invoice Number

Payment Reference

c. From Payment Date (example: 12/31/2000)

To Payment Date (example: 12/31/2000)

d. Search

- Navigate to the **Payments** menu item in the **Review Payment Information** menu group.
- Enter the **Search Criteria** for the payments you would like to review.
- Make sure the **From Date** and the **To Date** include the payments you are searching for.
- Select the **Search** button to see all payments matching the **Search Criteria** entered.

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

ORACLE

Review Payments

Payments Made

Company Name Here

e. Set filter options

Payments Made		Personalize	Find	First	1-11 of 11	Last
Reference	Invoice Number	Payment Date	Amount			
f. 681619	4004393	10/02/2019	\$14,719.18 USD			
681619	4004517	10/02/2019	\$14,719.18 USD			
681619	4004603	10/02/2019	\$14,719.18 USD			
681619	4004604	10/02/2019	\$14,719.18 USD			
681619	4004616	10/02/2019	\$14,719.18 USD			
681619	4159446	10/02/2019	\$14,719.18 USD			
681619	4159447	10/02/2019	\$14,719.18 USD			
681619	4159480	10/02/2019	\$14,719.18 USD			
681619	4159487	10/02/2019	\$14,719.18 USD			
681619	4159598	10/02/2019	\$14,719.18 USD			
681619	4159641	10/02/2019	\$14,719.18 USD			

- Select the **Set filter options** hyperlink to search for other payments.
- Select the hyperlink in the **Reference** (payment number) column to access information for a specific payment.

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

ORACLE

Review Payments

Payment Details

191619

Invoice Number 4004400 Payment Date 10/02/2019
 Method ACH Pay Status Paid
 Amount \$14.18 Currency USD
 Paid To

Country USA United States
 Address 1
 Address 2
 Address 3
 Address 4:
 City
 County Postal
 State IL Illinois

From US Bank

[g. Payment Advice](#) [Personalize](#) | [Find](#) | [1-11 of 11](#) | [First](#) | [Last](#)

Invoice	Gross Amount	Discount	Discount Taken	Paid Amount
4009400	79.96 USD	0.00 USD	0.00 USD	79.96 USD
4009400	231.00 USD	0.00 USD	0.00 USD	231.00 USD
4009400	79.96 USD	0.00 USD	0.00 USD	79.96 USD
4009400	231.00 USD	0.00 USD	0.00 USD	231.00 USD
4009400	79.96 USD	0.00 USD	0.00 USD	79.96 USD
4009400	231.00 USD	0.00 USD	0.00 USD	231.00 USD
4004400	79.96 USD	0.00 USD	0.00 USD	79.96 USD
4004400	231.00 USD	0.00 USD	0.00 USD	231.00 USD
4004400	79.96 USD	0.00 USD	0.00 USD	79.96 USD
4004400	231.00 USD	0.00 USD	0.00 USD	231.00 USD
4004400	79.96 USD	0.00 USD	0.00 USD	79.96 USD

[h. Return to Payments Made](#)

- g. The **Payment Advice** section includes information about the invoices being paid on a given payment.
- h. Select the **Return to Payments Made** hyperlink to review other payments made by the University to your firm.

Step 5 – Account Balances

Account Balances

Invoice List

Company Name Here

Amount \$117.62 USD

b. Invoice List Personalize | Find | | First 1-16 of 16 Last

Invoice Number	Invoice Date	Amount	Due Date	Status	Voucher
MA_7742216294	04/30/2020	\$706.04 USD	05/30/2020	Approved	38663866
MA_1002216302	04/30/2020	\$500.00 USD	05/30/2020	Approved	21159211
MA_7742216293	04/30/2020	\$706.04 USD	05/30/2020	Approved	38663866
9990	04/09/2020	\$500.00 USD	04/09/2020	Approved	21159211
7746774	10/31/2019	\$706.04 USD	11/30/2019	Approved	38663866
9909990	10/28/2019	\$500.00 USD	11/27/2019	Approved	21159211
7745774	10/25/2019	\$706.04 USD	11/24/2019	Approved	38663866
9909990	10/24/2019	\$500.00 USD	11/23/2019	Approved	21159211
7741774	10/14/2019	\$706.04 USD	11/13/2019	Approved	38663866
9909990	10/10/2019	\$500.00 USD	11/09/2019	Approved	21159211
7748774	10/09/2019	\$706.04 USD	11/08/2019	Approved	38663866
9909990	10/07/2019	\$500.00 USD	11/06/2019	Approved	21159211
7746774	10/01/2019	\$706.04 USD	10/31/2019	Approved	38663866
9909990	09/30/2019	\$500.00 USD	10/30/2019	Approved	21159211
7749774	09/30/2019	\$706.04 USD	10/30/2019	Approved	38663866

- Navigate to the **Account Balances** menu item in the **Review Payment Information** menu group.
- The **Invoice List** section includes the invoices from your firm scheduled for payment.
- Select the hyperlink on the **Invoice Number** to see details for a given invoice received by the University for payment.

Account Balances

Invoice Details

Company Name Here

Invoice Number 42366423 Invoice Date 10/31/2019

Gross Invoice Amount \$9.00 Due Date 11/30/2019

d. Invoice Lines Personalize | Find | View All | | First 1 of 1 Last

Item ID	Description	Statistic Amount	Unit Price	Merchandise Amount
	TDE	EA	9.00000	\$9.00 USD

e. Payment Schedule Personalize | Find | View All | | First 1 of 1 Last

Scheduled to Pay	Payment	Amount	Discount	Method	Status	On Hold	Withd Hold
11/27/2019		\$9.00 USD	\$0.00	ACH	Unselected	No	No

f. Return to Invoice List

- The **Invoice Lines** section includes details about the lines included on the invoice.
- The **Payment Schedule** section includes details about the schedule for payment.
- Select the **Return to Invoice List** hyperlink to review other invoices scheduled for payment.