



## Invoice Status and Statement Reconciliation Portal

# USER'S GUIDE

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# Simple Inquiry

## What is a simple inquiry & how do I execute it?

A simple inquiry occurs only when you need to look up a single invoice inquiry.

Exhibit A

- 01** Enter three of the available fields under **Search by Invoice**. **A**
- 02** Click **Search**. **B**
- 03** Results of search will display. **C**
- 04** Once you have successfully received at least one valid response **C** during the session, you may use date ranges if desired. **D**

PO Number	Invoice number	Invoice date	Invoice amount	Invoice status	Reject reason	Payment method	Payment amount	Payment number	Payment date
PO000000000024719	W02736449	10-Jun-2021	\$662.56	PAID		EPayment	\$656.28	EPAY003631	01-Jul-2021
PO000000000024719	W02736449	10-Jun-2021	\$662.56	PAID		Credit Memo	\$6.28	R80111458	01-Jul-2021

# Payments

I received a payment but don't know what it is for.

If you received a payment and want to research what invoices were covered under that payment see below.

Exhibit B

- 01** Enter three of the available fields under **Search by Payment Received** (A).
- 02** Click **Search**. (B)
- 03** Results of invoices included in the payment will display. (C)

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Welcome to Wellpath's Invoice Status and Statement Reconciliation Portal

Please complete three of the fields below to access invoice and payment statuses  
Authentication Successful! You may now use date ranges if desired.

**Search by Invoice**

Invoice Number:

PO Number:

Invoice Amount:

Invoice Date:

**Search by Payment Received**

Payment Reference:

Payment Amount:

Payment Date:

Sort Report by: -Select a Column- Ascending

**B** Search Reset

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Welcome to Wellpath's Invoice Status and Statement Reconciliation Portal

Please complete three of the fields below to access invoice and payment statuses  
Authentication Successful! You may now use date ranges if desired.

**Search by Invoice**

Invoice Number:

Vendor Number:

PO Number:

Invoice Amount:

Invoice Date:  TO  [Date Range Search](#) [Clear Dates](#)

**Search by Payment Received**

Payment Reference:

Payment Amount:

Payment Date:  TO  [Date Range Search](#) [Clear Dates](#)

Sort Report by: -Select a Column- Ascending

Search Reset

Download Results in CSV Format

PO Number	Invoice number	Invoice date	Invoice amount	Invoice status	Reject reason	Payment method	Payment amount	Payment number	Payment date
PO000000000024719	<input checked="" type="checkbox"/> W02736449	10-Jun-2021	\$662.56	PAID		EPayment	\$656.28	EPAY003631	01-Jul-2021
PO000000000024719	<input checked="" type="checkbox"/> W02736449	10-Jun-2021	\$662.56	PAID		Credit Memo	\$6.28	R80111458	01-Jul-2021

**C**

# No Data Found

I received a “No Data Found” message. What should I do?

**01** If you receive the **No Data Found** <sup>A</sup> message, your invoice may not have been received. Try to search using different criteria before assuming it is missing.

**02** Once you are certain it is missing, click on **Contact Us** and fill out the form. See **Exhibit C-2**.

**IMPORTANT:** Clearly state that you have already checked **Wellpath's Invoice Status & Statement Reconciliation Portal**.

Exhibit C

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Welcome to Wellpath's Invoice Status and Statement Reconciliation Portal

Please complete three of the fields below to access invoice and payment statuses

Authentication Successful! You may now use date ranges if desired.

**Search by Invoice**

Invoice Number:

PO Number:

Invoice Amount:

Invoice Date:

**Search by Payment Received**

Payment Reference:

Payment Amount:

Payment Date:

Sort Report by: -Select a Column- Ascending

<sup>A</sup> No Data Found (1)

Exhibit C-2

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Contact Form

Please Fill Out the Information Below:

Your email address:

Select csv, txt, pdf, xls, doc or image only

Message: (Enter Your Question Below)

InvoiceNumber: W02736449  
VendorID: 1000BU001  
ABS(AmountBilled): ABS(662.56)  
InvoiceDate: 10-Jun-2021

I'm not a robot

# Multi-Invoice Inquiry

## What is a multi-invoice inquiry & how do I execute it?

If you are interested in inquiring about invoices for a range of dates, you must first perform the simple inquiry.

Exhibit D

**01** Follow the steps outlined to execute a simple inquiry. [See [Exhibit A](#) on page 2.]

**02** Upon successful completion of a simple inquiry, the date range option will be displayed **A**. Enter the **From** and **To** dates. **B**

**03** Click on **Date Range Search** button. **C**

**04** Results of search will display. **D**

**05** If you would like to download the results of the search to an Excel spreadsheet, click **Download Results in CSV Format**. **E**

The screenshot shows the Wellpath portal interface. At the top, it says "Welcome to Wellpath's Invoice Status and Statement Reconciliation Portal". Below this, there are navigation links: Invoice Search, How to Use This Portal, Statement Reconciliation, Doing Business with Accounts Payable, and Contact Us. The main content area prompts the user to complete three fields for invoice and payment statuses. It shows a successful authentication message and search filters for Invoice Number (W02736449), Vendor Number (1000BU001), PO Number, Invoice Amount (662.56), Invoice Date (10-June-2021), and Payment Date (10-January-2022). There are buttons for "Date Range Search" and "Clear Dates". Below the filters, there are sections for "Search by Payment Received" and "Sort Report by" (set to Ascending). A "Download Results in CSV Format" button is visible. At the bottom, a table displays search results.

PO Number	Invoice number	Invoice date	Invoice amount	Invoice status	Reject reason	Payment method	Payment amount	Payment number	Payment date
PO000000000024719	<input checked="" type="checkbox"/> W02736449	10-Jun-2021	\$662.56	PAID		EPayment	\$656.28	EPAY003631	01-Jul-2021
PO000000000024719	<input checked="" type="checkbox"/> W02736449	10-Jun-2021	\$662.56	PAID		Credit Memo	\$6.28	R80111458	01-Jul-2021

# Statement Reconciliation

## How do I perform a Statement Reconciliation?

Please follow the directions below.

**01** Click on **Statement Reconciliation** in the left-hand menu. **A**

**02** Enter and confirm your email address. **B**

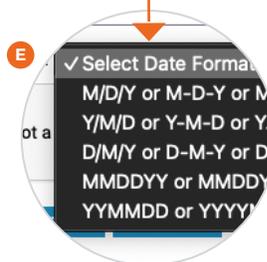
**03** Enter your vendor ID **C**  
[If you do not know your vendor ID See **Exhibit I** on page 9 for instructions.]

**04** Paste or attach a statement. **D**  
**If you attach a statement**, it must be in xlsx, xls, txt or csv format. Column 1 must contain the invoice number, column 2 the invoice date, and column 3 the invoice amount.  
**If you paste a statement**, put invoice numbers in column 1, invoice dates in column 2 and invoice amounts in column 3. [See **Exhibit F** on page 7 for example.]

**05** From the drop-down menu, select the invoice date format. **E**

**06** Click **Submit Statement**. **F**  
You will receive an email with the statement reconciliation results [see **Exhibit G** on page 8] after submitting a statement.

Exhibit E



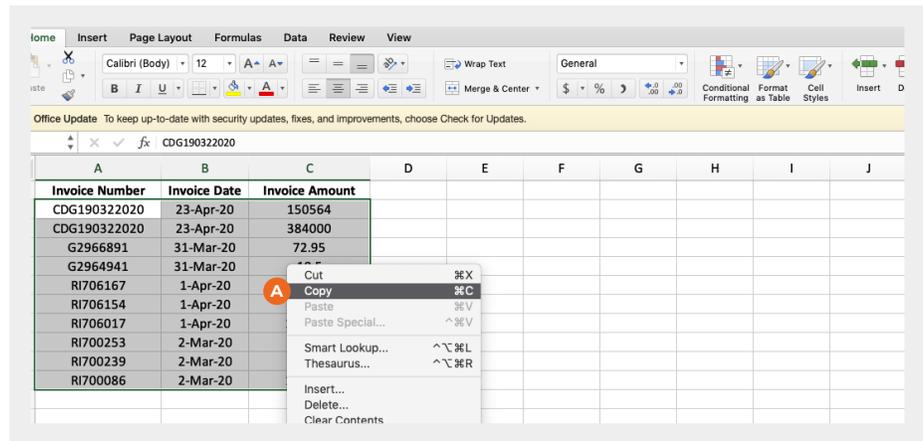
After clicking on "Submit Statement" you'll receive an on-screen confirmation of your submission

# Statement Reconciliation

## Instructions to Copy and Paste

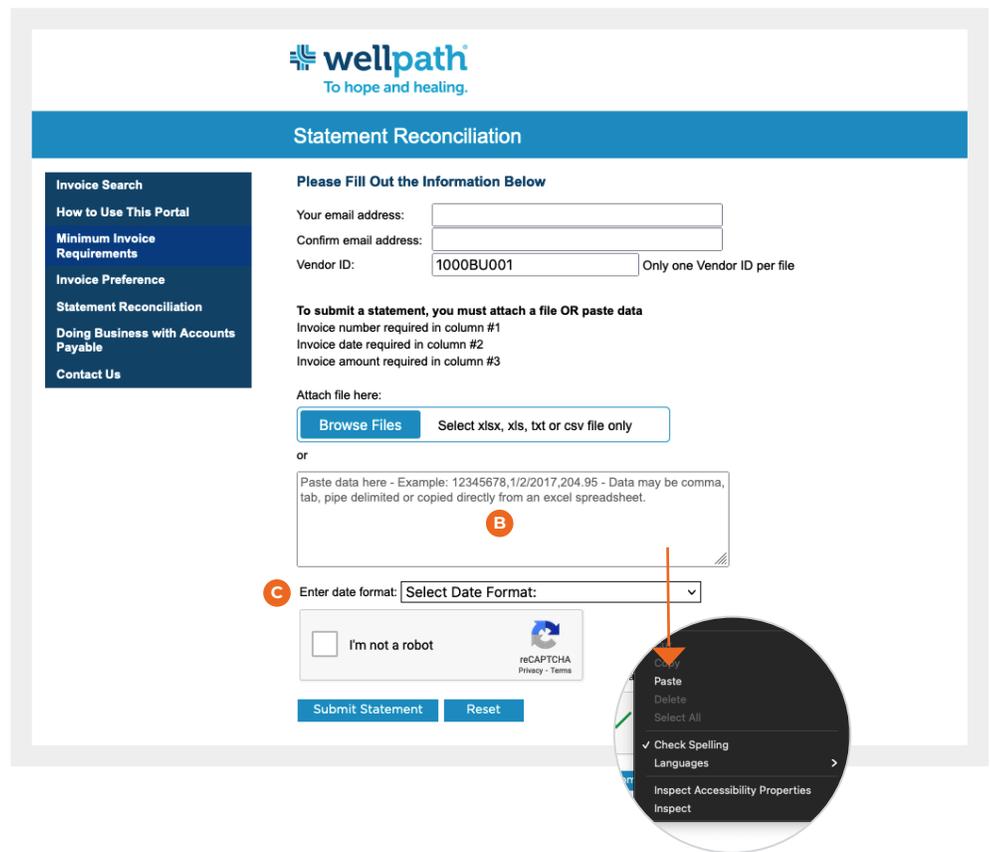
Exhibit F

**01** Select the data you want to submit, right-click with your mouse and click **Copy**. **A**



**02** To paste the data, click in the box, right-click with your mouse and click **Paste**. **B**

**03** After pasting the data, click the down arrow and select the date format. **C**





# Vendor ID Inquiry

Don't know your vendor ID? Find it with a simple inquiry.

Exhibit I

- 01** Enter three of the five available fields under **Search by Invoice** A
- 02** Click **Search** B
- 03** Vendor number displays C

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Welcome to Wellpath's Invoice Status and Statement Reconciliation Portal

Please complete three of the fields below to access invoice and payment statuses  
Authentication Successful! You may now use date ranges if desired.

**Search by Invoice**

Invoice Number:

PO Number:

Invoice Amount:

Invoice Date:

**Search by Payment Received**

Payment Reference:

Payment Amount:

Payment Date:

Sort Report by: -Select a Column- Ascending

B

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Welcome to Wellpath's Invoice Status and Statement Reconciliation Portal

Please complete three of the fields below to access invoice and payment statuses  
Authentication Successful! You may now use date ranges if desired.

**Search by Invoice**

Invoice Number:

Vendor Number: C

PO Number:

Invoice Amount:

Invoice Date:  TO

**Search by Payment Received**

Payment Reference:

Payment Amount:

Payment Date:  TO

Sort Report by: -Select a Column- Ascending

Download Results in CSV Format