



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 <u>three</u> of the available fields under <b>Search by</b> <b>Invoice</b> .		To hope and hear	aling. ellpath's Invoice Status and Statement Reconciliation Portal
02	Click Search B	Invoice Search How to Use This Portal Statement Reconciliation	Please complete three Authentication Succe Search by Invoice	e of the fields below to access invoice and payment statuses ssfull You may now use date ranges if desired.
03	Results of search will display. C	Payable Submess with Accounts Contact Us	Invoice Number: PO Number: Invoice Amount: Invoice Date:	W02736449 662.56 10-June-2021
04	Once you have successfully received at least one valid response C during the session, you may use date ranges if desired.		Search by Payment Rece Payment Reference: Payment Amount: Payment Date: Sort Report by	-Select a Column- × Ascending ×
				1.1

		To hop	pe and healing	L 1.					
		Welcom	e to Wellp	ath's Invoic	e Status a	and Stateme	nt Reconcilia	tion Portal	
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Contact Us		Vendor Numb PO Number:	oer: 10	000BU001		]			
	D	Invoice Amou Invoice Date:	nt: 6	62.56 0-June-2021		το 10-January	-2020	Date Range Search	Clear Dates
		Search by Pa Payment Refe	ayment Received			1			
		Payment Amo	ount:			То	D	Date Range Search	Clear Dates
		Sort Report b	у -1	Select a Column-	<ul> <li>Ascending</li> </ul>	v			
20 Number I	pyoice number	Invoice date	Invoice amount	Search	Reset	Payment method	Payment amount	Payment number	Payment date
000000000024719	W02736449	10-Jun-2021	\$662.5	6 PAID	Reject reason	EPayment	\$656.28	EPAY003631	01-Jul-2021
000000000024719	W02736449	10-Jun-2021	\$662.5	6 PAID		Credit Memo	\$6.28	R80111458	01-Jul-2021

### **Payments**

*invoice*info

### 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.

01	Enter <u>three</u> of the available fields under <b>Search by</b> <b>Payment Received</b> (A).			<b>Well</b> To hope a	pat and heali	h ng.					
				Welcome	to Well	path's Invo	ice Status	and Statem	ent Recond	iliation Port	tal
02	Click Search. B	Invoice Search How to Use This Portal Statement Reconciliati	l on	Please comple Authentication Search by Invoic	te three Success	of the fields bel sful! You may no	ow to access	<b>nvoice and payı</b> ges if desired.	ment statuses		
03	Results of invoices included in the payment will display. C	Poyable Contact Us		Invoice Number: PO Number: Invoice Amount: Invoice Date:		W02736449 662.56 10-June-2021					
				Search by Paymer Payment Referen Payment Amount	ent Receiv ce:	red					
			l	Sort Report by	B	-Select a Column Search	- v Ascendin Reset	g ~			
		-		Welcome to	pat) nd healin o Wellp	<mark>ໍ</mark> <sup>g.</sup> path's Invoid	e Status a	nd Stateme	nt Reconcili	ation Portal	
		Invoice Search How to Use This Portal Statement Reconciliatio Doing Ruciages with A	on	To hope at Nelcome to Please complet Authentication Search by Invoice	pati b Wellp e three o Successi	ng, path's Invoid f the fields belor full You may now	e Status a w to access in r use date rang	nd Stateme voice and payme es if desired.	nt Reconcili	ation Portal	
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		Invoice Search How to Use This Portal Statement Reconciliati Doing Business with Ar Payable Contact Us	on ccounts	Welcome to Neese complet Authentication Search by Invoice Invoice Number: PO Number: Invoice Amount: Invoice Date: Payment Reference	Dation D Welling e three of Successf [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [	g. path's Invoid f the fields belo full You may now w02736449 w002736449 m000BU001 662.56 10-June-2021 d	ve Status a w to access in use date rang	nd Stateme voice and payme as if desired.	nt Reconcili ant statuses y-2020	ation Portal	Clear Dates
		Invoice Search How to Use This Portal Statement Reconciliatio Doing Business with Ac Payable Contact Us	on ccounts	Welcome to Velcome to Please complet Authentication Search by Invoice Invoice Number: PO Number: Invoice Amount: Invoice Date: Payment Reference Payment Amount: Payment Date:	pati o Wellp s b Wellp Success	1 9. 9. 9 the fields belo full You may now W02736449 10000BU001 662.56 10-June-2021 d	ve Status a w to access in use date rang	nd Stateme voice and payme es if desired. To 10-Januar	nt Reconcili ant statuses y-2020	ation Portal Date Range Search	Clear Dates
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### **No Data Found**

*invoice*info

#### I received a "No Data Found" message. What should I do?

Exhibit C

01					
	- (		E	1	
		9			

If you receive the **No Data** Found A 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.

	To hope and h	realing.
Invoice Search How to Use This Portal Statement Reconciliation Doing Business with Accounts Payable Contact Us	Welcome to W Please complete the Authentication Succ Search by Invoice Invoice Number: PO Number: Invoice Amount: Invoice Date: Search by Payment Reference: Payment Reference: Payment Amount: Payment Date: Sort Report by	Vellpath's Invoice Status and Statement Reconciliation Portal ree of the fields below to access invoice and payment statuses cessfull You may now use date ranges if desired.          W02736449         662.56         10-June-2021

#### Exhibit C-2



Format.

## **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 <b>Exhibit A</b> on page 2.]		wellpat	h ng.					
			Welcome to Well	path's Invo	bice Statu	s and Stater	nent Recon	ciliation Por	al
02	Upon successful completion of a simple inquiry, the date range option will be displayed A. Enter the <b>From</b> and <b>To</b> dates. B	Invoice Search How to Use This Portal Statement Reconciliation Doing Business with Accounts Payable Contact Us	Please complete three of Authentication Success Search by Invoice Invoice Number: Vendor Number: PO Number:	of the fields be sfull You may n W02736449 1000BU001	Now to access	s invoice and pa anges if desired.	yment statuses		
03	Click on Date Range Search button. C	۵	Invoice Amount: Invoice Date: B Search by Payment Receiv Payment Reference:	662.56 10-June-2021 ed	1	то 10-Jani	uary-2022	Date Range Search	Clear Dates
04	Results of search will display. 🕑		Payment Calcum. Payment Date: Sort Report by	-Select a Colum Search ownload Results	n- v Ascenc Reset s in CSV Forma	ting ~		Date Range Search	Clear Dates
05	If you would like to download the results of the search to an Excel spreadsheet, click <b>Download Results in CSV</b>	PO Number         Invoice number           P0000000024719         ©         W02736449           P00000000024719         ©         W02736449	Invoice date         Invoice amount           10-Jun-2021         \$662.           10-Jun-2021         \$662.	Invoice status PAID 56 PAID 56 PAID	Reject reason	Payment method EPayment Credit Memo	Payment amount \$656. \$6.	Payment number           28         EPAY003631           28         R80111458	Payment date           01-Jul-2021           01-Jul-2021

### **Statement Reconciliation**

#### How do I perform a Statement Reconciliation?

Please follow the directions below.

		Exhibit E
01	Click on <b>Statement</b> <b>Reconciliation</b> in the left-hand menu.	To hope and healing.
02	Enter and confirm your email address. B	Invoice Search       Please Fill Out the Information Below         How to Use This Portal       Pour email address:         Minimum Invoice       Confirm email address:         Confirm email address:       Confirm email address:
03	Enter your vendor ID [If you do not know your vendor ID See <b>Exhibit I</b> on page 9 for instructions.]	Invoice Preference         Statement Reconciliation         Doing Business with Accounts         Payable         Contact Us             Attach file here:    Browse Files Select xisx, xis, bt or csv file only
04	Paste or attach a statement. D	or Paste data here - Example: 12345678,1/2/2017,204.95 - Data may be comma,
	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.	tab, pipe delimited or copied directly from an excel spreadsheet.         Image: Select Date Format:         Image: Image: Select Date Format:         Image: I
	invoice dates in column 2 and invoice amounts in column 3. [See <b>Exhibit F</b> on page 7 for example.]	E ✓ Select Date Format M/D/Y or M-D-Y or M Y/M/D or Y-M-D or Y.I D/M/Y or D-M-Y or D.
05	From the drop-down menu, select the invoice date format.	MMDDYY or MMDDY YYMMDD or YYYY
06	Click Submit Statement. 🕞	
	You will receive an email with the statement reconciliation results [see <b>Exhibit G</b> on page 8] after submitting a statement.	After clicking on "Submit Statement" you'll receive an on-screen confirmation of your submission

### **Statement Reconciliation**

#### Instructions to Copy and Paste

01

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

#### Exhibit F



02

03

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

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

	<b>Wellpath</b> To hope and healing.
	Statement Reconciliation
Invoice Search How to Use This Portal Minimum Invoice Requirements Invoice Preference Statement Reconciliation Doing Business with Accounts Payable Contact Us	Please Fill Out the Information Below     Youre mail address:   Confirm email address:   Yendro ID:   1000BU001   Only one Vendor ID per file   To submit a statement, you must attach a file OR paste data   Invoice aute required in column #1   Invoice aute required in column #2   Invoice aute forme:   Select xlsx, xls, txt or csv file only   Implement in Select Date Format:   Implement in colum   Implement in colum <tr< th=""></tr<>
	Languages > Inf Inspect Accessibility Properties Inspect

### **Statement Reconciliation**

#### Statement Reconciliation Results Email

	E	xhibit G
01 The stater results are attachmer	nent reconciliation e sent as an nt. 🛆	NR No Reply 1 Statement Reconciliation Results  597481_3003445_20180423_162650_Test1.xisx_output_255.csv
02 The summ will be in t email.	hary of the results he body of the B	Statement Reconciliation Result File Attached Your reconciliation file was submitted on 2018-05-19 15:38:49 With the following results: Records submitted = 8 Records matched = 4 Records unmatched = 1 Data Parameters: Invoice = 1, InvDate = 2(m-d-y), InvAmt = 3
		If you have questions about your results, please click on the following link: https://627489.invoiceinfo.com/contact.html PLEASE DO NOT REPLY TO THIS EMAIL To request a rematch of this file, click on the link below: https://627489.invoiceinfo.com/match.php?rq=2018-05-19 15:38:49&s=999999

03

The Match Status column will indicate if there is an All Match, Partial Match or No Match. C

#### /6 NO Match D P Q R S CHECK CHECK CHECK INVOICE MEHT PAYMENT PAYMENT PAMMENT TE OF\_PYNT NUMBER AMOUNT 18 ACH CCD 30032340 2450.78 1450.78 A B C D Query Query Query Vendor Invoice InvDate 3003445 21821796 11/1/2017 Query InvAmt 2450.78 ALL Match. Vend <sup>2</sup>283456 PARTIAL Match - Vendor, 3003445 21005382 12/15/2017 1576 NO 3003445 21543018 1/15/2018 183456 ARTIAL Match - Vendor er, Date 3003445 480004026 ACH CCD 30032580 183456 183456 3003445 21123477 1/20/2018 5678 3003445 480004026 6789.45 PARTIAL Match - Vendor, IrACH CCD 56789.45 56789.45 30032661 3003445 21898794 1/26/2018 1235 3003445 480004026 ACH CCD 30032644 123556.18 123556.18 ACH CCD 3003445 21854362 2/1/2018 1876 3003445 4800040362 2556.18 PARTIAL Match - Vendor, 48 ACH CCD 18765.89 18765.89 3003445 21987620 2/5/2018 25890.65 3003445 4800040459 219 r-18 ACH CCD 25890.65 25890.65 1 ALL Match - Vendor 20 21 22 23 24 25 26 27 597481\_3003445\_20180423\_162650\_



### **Vendor ID Inquiry**

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

01	Enter <u>three</u> of the five available fields under	Exhibit I	
	Search by Invoice 🔺		<b>Wellpath</b> To hope and healing.
02	Click Search B	Invoice Search	Welcome to Wellpath's Invoice Status and Statement Reconciliation Portal Please complete three of the fields below to access invoice and payment statuses
03	Vendor number displays ဝ	Statement Reconciliation Doing Business with Accounts Payable Contact Us	Authentication Successfull You may now use date ranges if desired. Search by Invoice Invoice Number: W02736449 PO Number: Invoice Amount: 662.56
		l	Invoice Date: 10-June-2021 Search by Payment Received
			Payment Reference: Payment Amount: Payment Date:
			Sort Report by -Select a Column- × Ascending × B Search Reset

	To hope and healing.	
	Welcome to Wellpath's Invoice Status and Statement Reconciliation Portal	
Invoice Search How to Use This Portal Statement Reconciliation Doing Business with Accounts Payable Contact Us	Please complete three of the fields below to access invoice and payment statuses         Authentication Successfull You may now use date ranges if desired.         Search by Invoice         Invoice Number:       W02736449         Vendor Number:       1000BU001         PO Number:       1000BU001         PO Number:       1000BU001         Invoice Amount:       662.56         Invoice Date:       10-June-2021       TO         Search by Payment Received       Payment Reference:	