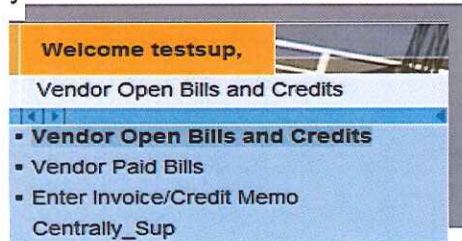


Birmingham City Council Supplier Portal Quick Reference Card - Vendor Paid Bills

Once you have logged onto the Supplier Portal you will be presented with the following menu options dependant upon your access:-



The **Vendor Paid Bills** option gives you access to view information about payments Birmingham City Council have made to you.

This can be used as a replacement remittance advice should the original have gone astray in order to help you allocate payments received to the correct invoices.

It can also be used to identify what payments particular invoices were included in.

When you select the **Vendor Paid Bills** option you are presented with this further selection screen.

Please note these date represent the dates BCC would have paid you - not your invoice date.

Vendor No: 1000001963

Date: 01.05.2013 to 30.07.2013

Please Enter Date in DD.MM.YYYY Format !

Execute

Simply enter the selection dates required and select **Execute**. Once executed the report is displayed and can be exported if required. The list displayed will include all invoices where payment was made during the dates selected.

Vendor Name: PISCES Back

Vendor Invoice No.	Invoice Amount	Document Type	Cr/Dr	Doc Number	Doc Inv Date	Clearing Doc No.	Clearing Date	Payment Date	Payment Meth
END TO END TEST	43.50	RE	Cr	3001008419	19.06.2013	3832358638	19.06.2013	19.06.2013	B
18.06.13 INV	47.00	RE	Cr	3001008418	18.06.2013	3832358638	19.06.2013	19.06.2013	B
321	120.00	RE	Dr	3001008417	18.06.2013	3832358638	19.06.2013	19.06.2013	B
1010	120.00	RE	Cr	3001008416	18.06.2013	3832358638	19.06.2013	19.06.2013	B
TEST 18062013	54.00	RE	Cr	3001008415	18.06.2013	3832358638	19.06.2013	19.06.2013	B

Some of the fields/buttons explained:-

Download - You can download the report to your chosen location

Back - takes you back to selection screen.

Vendor Invoice No. - Your invoice number

Invoice Amount - Gross amount of payment made against your invoice

Clearing Doc No. - All items with the same clearing document number will be included in the same payment.

Payment Date - Date payment made

Payment Method - B = Bacs payment made through the bank
C = Cheque payment

- Sort columns in ascending/descending order. Simply select the column heading and hit one of the selections.

- Find can be used to find your invoice to determine when payment was made and what it was included with. Simply select the Vendor Invoice number column and then select . Add the invoice number you are looking for into the Search Term: field and tick Find only entire word or value and . The item you are looking for will be highlighted in a different colour.

- Filter can be used to select all items with the same reference eg Clearing Document Number – simply click on the clearing document number column heading select filter and enter the clearing document number you want to filter on.

- Change layout can be used to insert/delete columns or change the layout of the report.

Hints & Tips

Use find to locate your invoice payment. Using the clearing document number against that invoice you can total all the documents with the same number to determine the overall payment amount which you will have been sent through your bank or by cheque i.e. can be a replacement remittance advice.