How To: Finding and Exporting Payment Details

Supplier Deduction & Claim Management Platform

How To:
Finding and Exporting Payment Details

Step One: Locate Payments Screen

Step Two: Search for Payment

Step Three: Select Payment Reference Number

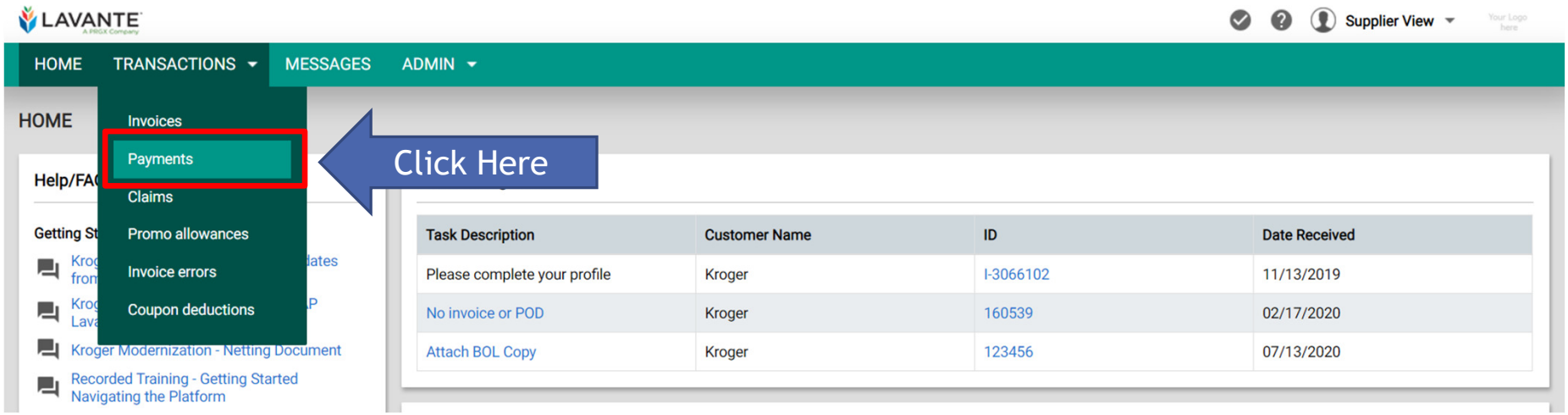
Step Four: View Payment Details

Step Five: Exporting Payment Details

LAVANTE
A PRGX Company

Supplier Deduction & Claim Management Platform

Step One: Locate Payments Screen

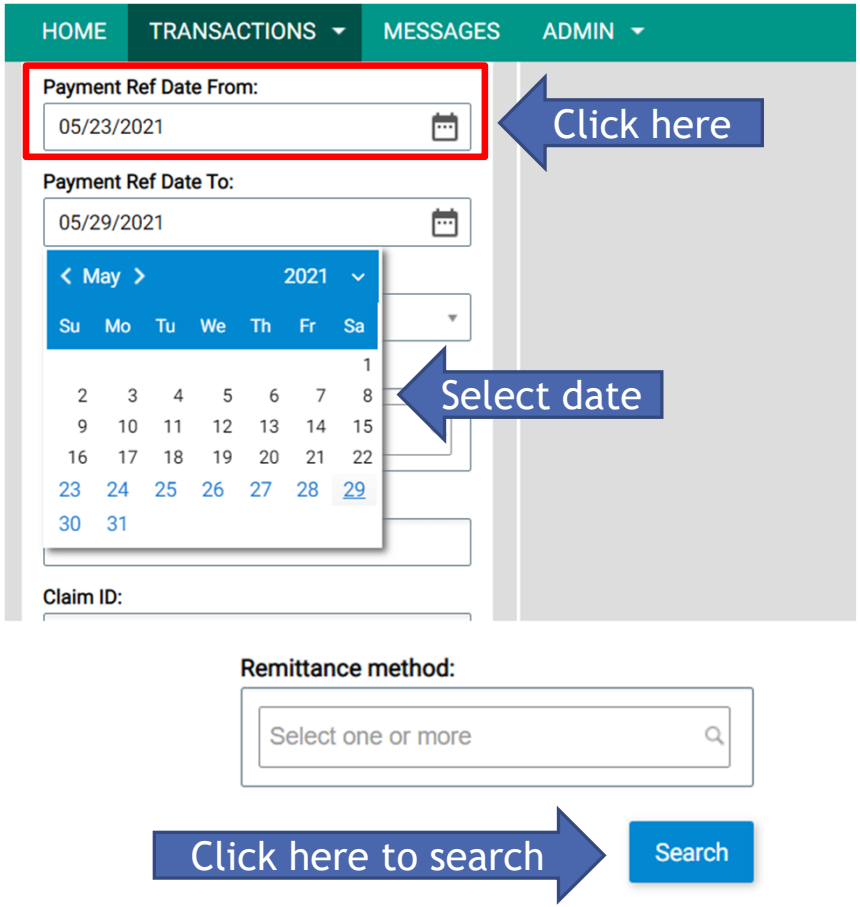


- Logged into Lavante, click the “Transaction” tab at the top of the page of your menu bar.

- Click on “Payments” to proceed.

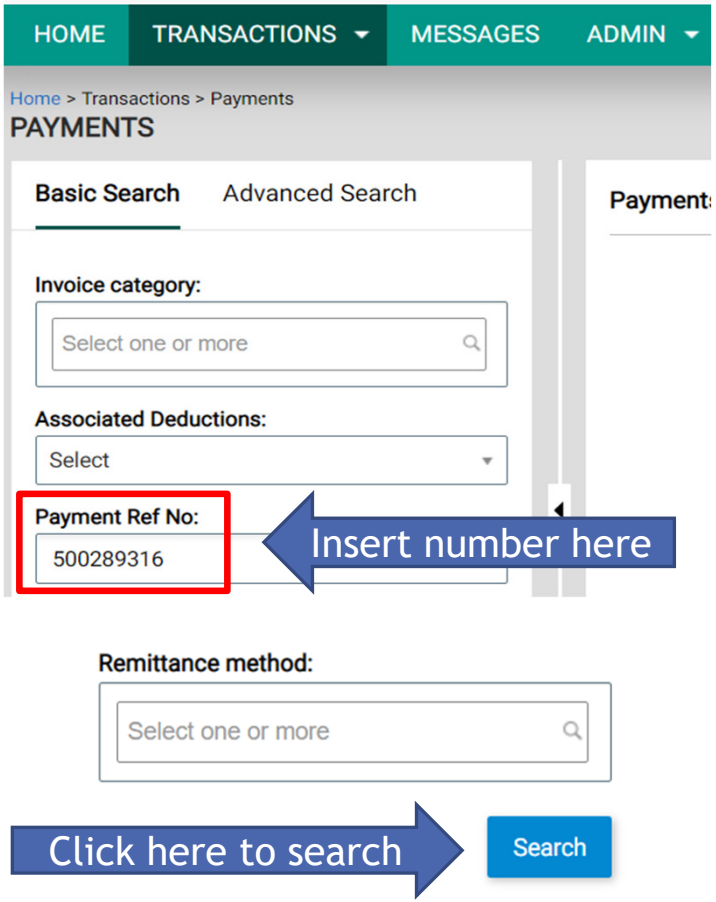
Step Two: Search for Payment

- <u>Option #1 – Search by Payment Date:</u>
  - From the “**Payments**” screen, select the date range in which the payment was made by clicking on the “**Payment Ref Date From:**” and “**Payment Ref Date To:**” fields. After selecting the appropriate date range, click on the blue “**Search**” button at the bottom of the screen.



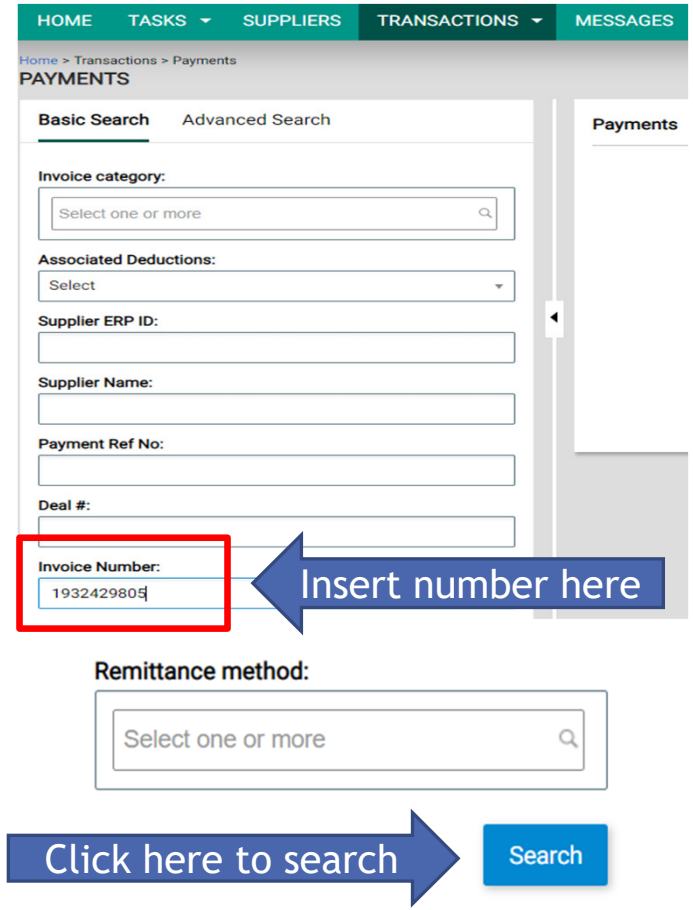
Step Two: Search for Payment (Continued)

- <u>Option #2 – Search by Payment Ref No:</u>
  - From the "**Payments**" screen, click on the "**Payment Ref No:**" field and type or paste the applicable payment reference number. Once the data has been filled-in, click on the blue "**Search**" button at the bottom of the screen.



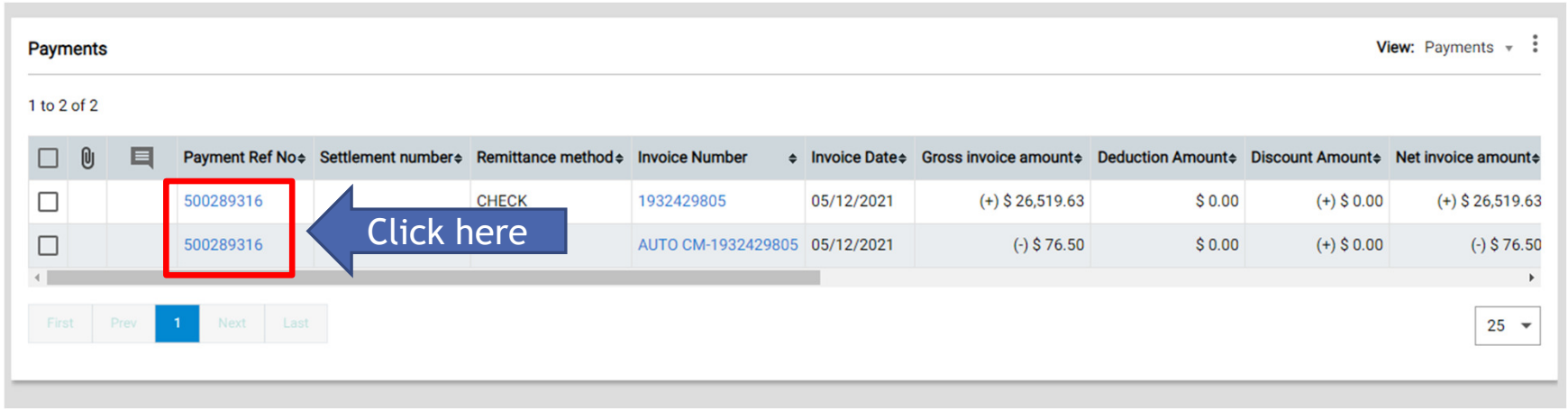
Step Two: Search for Payment (Continued)

- <u>Option #3 – Search by Invoice Number:</u>
  - From the "**Payments**" screen, click on the "**Invoice Number**" field and type or paste the applicable invoice number. Once the data has been filled-in, click on the blue "**Search**" button at the bottom of the screen.



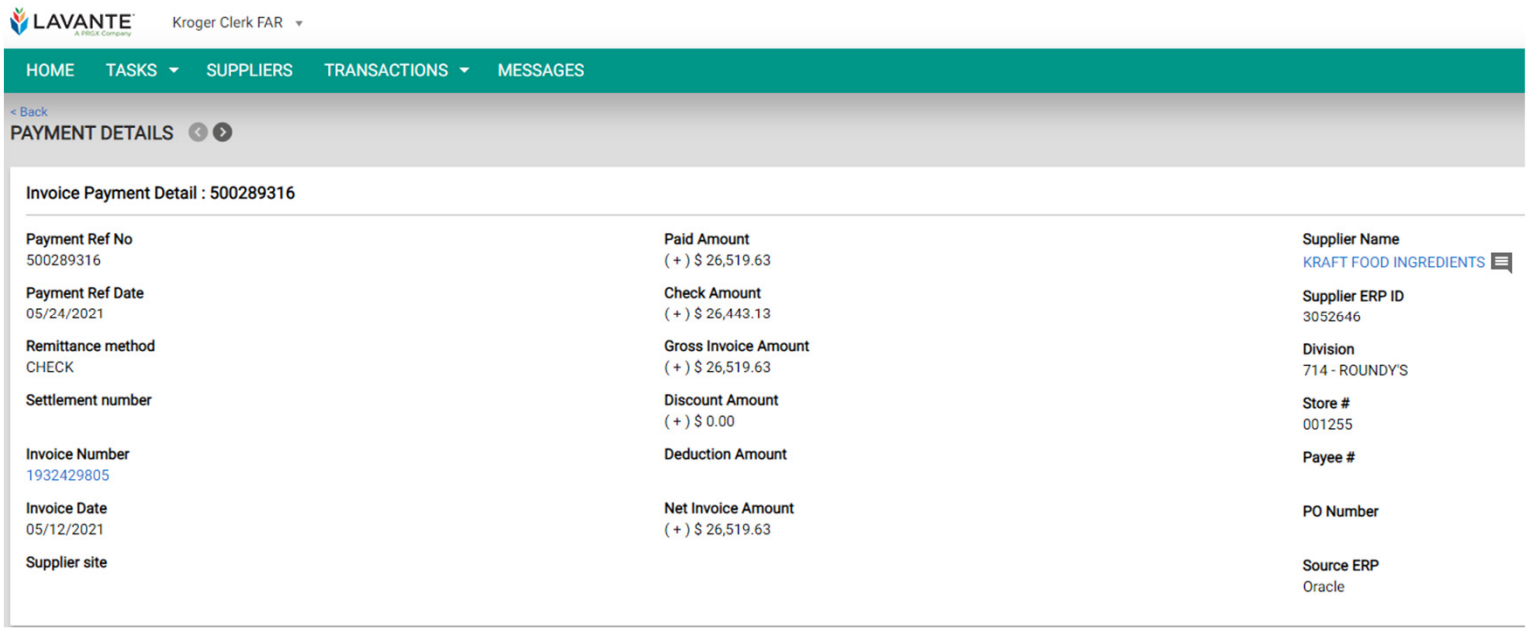
Step Three: Select Payment Reference Number

- After clicking on the blue "**Search**" button, the payments field on the right side of the screen will generate with the associated records. Click on the payment reference number in order to pull-up the "**Payment Details**" screen.



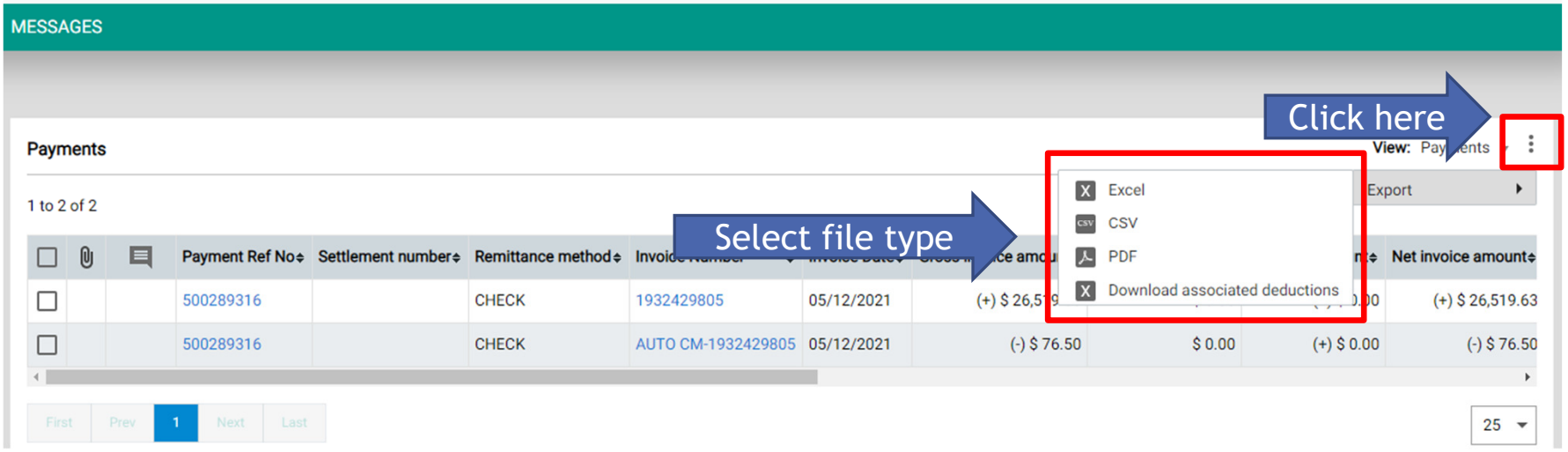
Step Four: View Payment Details

- After clicking on the payment reference number, you will be taken to the "**Payment Details**" screen where you can view all the data associated with the applicable payment.



Step Five: Exporting Payment Details

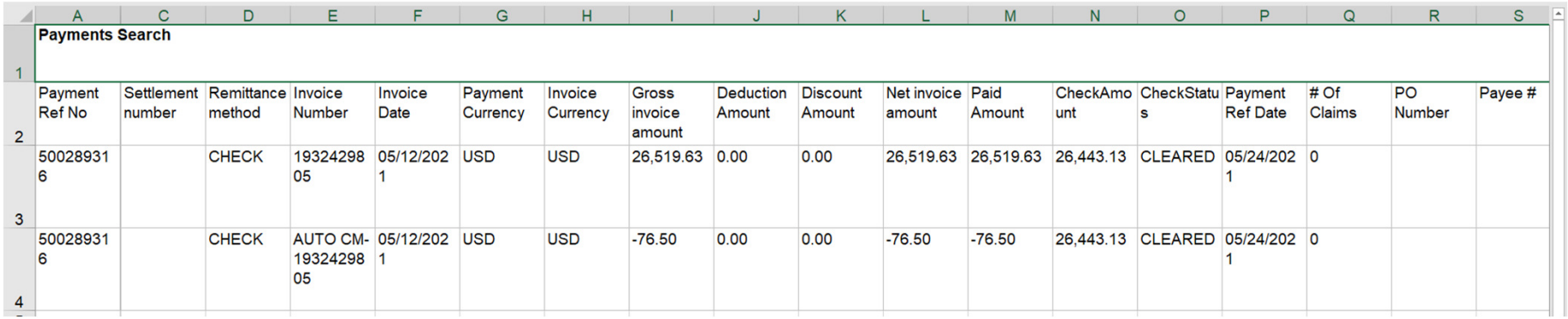
- After clicking the blue "**Search**" button on the "**Payments**" screen, the payment details generated can be exported from Lavante. In order to export payment details, simply click on the ellipsis in the top right corner of the screen and select the desired file type to be exported.



Step Five: Exporting Payment Details (Continued)

- Dependent upon the internet browser you are using, the exported file will either appear in the bottom left corner of the screen or in the "**Downloads**" folder. After clicking and opening the file, the following data will be presented.

- ***Note: If intending to <u>manipulate the data</u>, consider exporting as an <u>Excel file</u>. If intending to <u>import the data</u>, consider exporting as a <u>CSV file</u>.***



	A	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	**Payments Search**																	
2	Payment Ref No	Settlement number	Remittance method	Invoice Number	Invoice Date	Payment Currency	Invoice Currency	Gross invoice amount	Deduction Amount	Discount Amount	Net invoice amount	Paid Amount	CheckAmount	CheckStatus	Payment Ref Date	# Of Claims	PO Number	Payee #
3	500289316		CHECK	1932429805	05/12/2021	USD	USD	26,519.63	0.00	0.00	26,519.63	26,519.63	26,443.13	CLEARED	05/24/2021	0		
4	500289316		CHECK	AUTO CM-1932429805	05/12/2021	USD	USD	-76.50	0.00	0.00	-76.50	-76.50	26,443.13	CLEARED	05/24/2021	0		

Technical Use Support Information:

Lavante has replaced shared email addresses for research requests, however at times you may have a need for instructions submitting your claim or question.

All efforts should be made to utilize the training documents, such as this document before making contact with Technical Support.

The below contact is for technical use support **only**. Do not submit any other question or claim to this contact.

Email: lavantesupport@prgx.com

Lavante Technical Support will not provide: status on payments, review of your statement, provide you status on previously filed claims, policy exemption or review, grant user access, or answer questions that do not relate to technical use of the Lavante Platform.

Service Lavante Technical Support will provide: helping you navigate submitting your claim or help understanding an error message.

Lavante Technical Support should not be listed as your AP contact.