



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

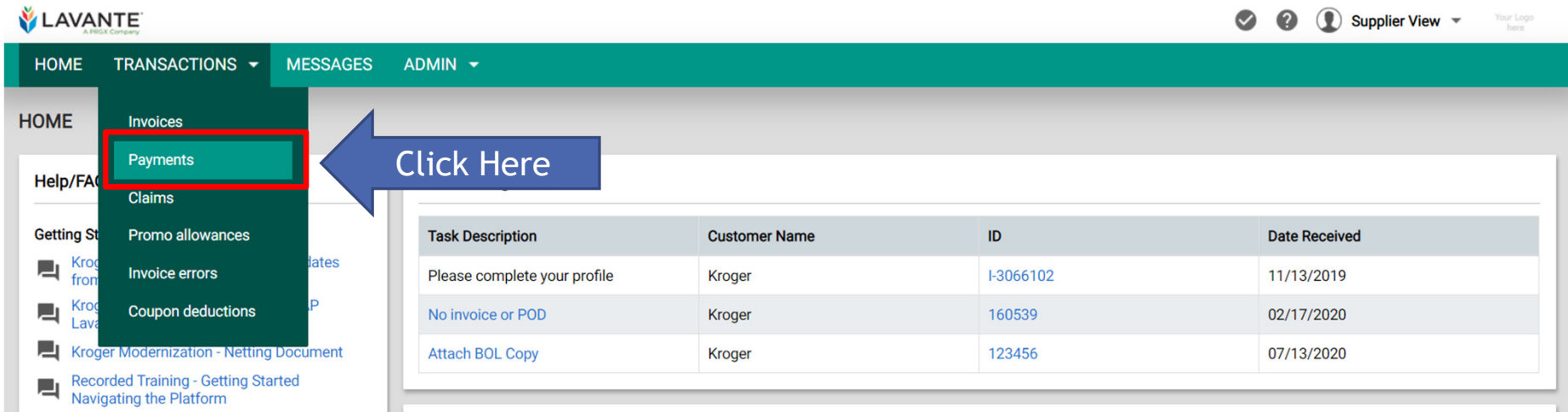
Step Four: View Payment Details

Step Five: Exporting Payment Details



Supplier Deduction & Claim Management Platform

Step One: Locate Payments Screen



The screenshot shows the Lavante web application interface. At the top, there is a navigation bar with tabs: HOME, TRANSACTIONS, MESSAGES, and ADMIN. The TRANSACTIONS tab is selected, and a dropdown menu is open, showing options: Invoices, Payments, Claims, Promo allowances, Invoice errors, and Coupon deductions. The 'Payments' option is highlighted with a red box. A blue arrow points to this option with the text 'Click Here'. Below the dropdown menu, there is a table with the following data:

Task Description	Customer Name	ID	Date Received
Please complete your profile	Kroger	I-3066102	11/13/2019
No invoice or POD	Kroger	160539	02/17/2020
Attach BOL Copy	Kroger	123456	07/13/2020

- 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

- Option #1 - Search by Payment Date:
 - 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.

The screenshot shows the 'Payments' screen with a navigation bar at the top containing 'HOME', 'TRANSACTIONS', 'MESSAGES', and 'ADMIN'. Below the navigation bar, there are two date selection fields: 'Payment Ref Date From:' and 'Payment Ref Date To:'. The 'From' field is highlighted with a red box and contains the date '05/23/2021'. A blue arrow points to this field with the text 'Click here'. Below the 'To' field, a calendar for May 2021 is displayed. A blue arrow points to the date '29' in the calendar with the text 'Select date'. Below the calendar, there is a 'Claim ID:' field. At the bottom of the screen, there is a 'Remittance method:' section with a dropdown menu showing 'Select one or more' and a magnifying glass icon. A blue arrow points to this section with the text 'Click here to search'. To the right of the dropdown menu is a blue 'Search' button.

HOME TRANSACTIONS MESSAGES ADMIN

Payment Ref Date From:
05/23/2021

Payment Ref Date To:
05/29/2021

< May > 2021

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Claim ID:

Remittance method:
Select one or more

Click here to search Search

Step Two: Search for Payment (Continued)

- Option #2 - Search by Payment Ref No:
 - 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.

The screenshot shows a web application interface for searching payments. At the top is a navigation bar with 'HOME', 'TRANSACTIONS' (selected), 'MESSAGES', and 'ADMIN'. Below this is a breadcrumb trail: 'Home > Transactions > Payments'. The main heading is 'PAYMENTS'. There are two tabs: 'Basic Search' (active) and 'Advanced Search'. On the right side, there is a 'Payment:' section. The 'Basic Search' form includes three fields: 'Invoice category:' with a dropdown menu showing 'Select one or more'; 'Associated Deductions:' with a dropdown menu showing 'Select'; and 'Payment Ref No:' with a text input field containing '500289316'. A red rectangle highlights the 'Payment Ref No:' field. A blue arrow points from the text 'Insert number here' to this field. Below these fields is the 'Remittance method:' section with a dropdown menu showing 'Select one or more'. At the bottom, there is a blue arrow pointing from the text 'Click here to search' to a blue 'Search' button.

Step Two: Search for Payment (Continued)

- Option #3 - Search by Invoice Number:
 - 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.

The screenshot shows the 'PAYMENTS' search interface. At the top, there is a navigation bar with 'HOME', 'TASKS', 'SUPPLIERS', 'TRANSACTIONS', and 'MESSAGES'. Below this, the breadcrumb 'Home > Transactions > Payments' is visible. The main section is titled 'PAYMENTS' and has two tabs: 'Basic Search' and 'Advanced Search'. The 'Basic Search' tab is active. It contains several input fields: 'Invoice category:' (a dropdown menu with 'Select one or more'), 'Associated Deductions:' (a dropdown menu with 'Select'), 'Supplier ERP ID:', 'Supplier Name:', 'Payment Ref No:', and 'Deal #:'. The 'Invoice Number:' field is highlighted with a red rectangle and contains the text '1932429805'. A blue arrow points to this field with the text 'Insert number here'. Below these fields is the 'Remittance method:' dropdown menu with 'Select one or more'. At the bottom, there is a blue arrow pointing to the right with the text 'Click here to search', and a blue 'Search' button.

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.

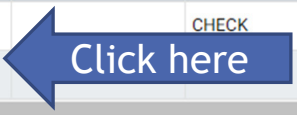
Payments View: Payments ▾

1 to 2 of 2

<input type="checkbox"/>			Payment Ref No⇅	Settlement number⇅	Remittance method⇅	Invoice Number ⇅	Invoice Date⇅	Gross invoice amount⇅	Deduction Amount⇅	Discount Amount⇅	Net invoice amount⇅
<input type="checkbox"/>			500289316		CHECK	1932429805	05/12/2021	(+) \$ 26,519.63	\$ 0.00	(+) \$ 0.00	(+) \$ 26,519.63
<input type="checkbox"/>			500289316			AUTO CM-1932429805	05/12/2021	(-) \$ 76.50	\$ 0.00	(+) \$ 0.00	(-) \$ 76.50


First Prev **1** Next Last

25 ▾



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.

 Kroger Clerk FAR

HOME TASKS SUPPLIERS TRANSACTIONS MESSAGES

< Back

PAYMENT DETAILS

Invoice Payment Detail : 500289316

Payment Ref No 500289316	Paid Amount (+) \$ 26,519.63	Supplier Name KRAFT FOOD INGREDIENTS
Payment Ref Date 05/24/2021	Check Amount (+) \$ 26,443.13	Supplier ERP ID 3052646
Remittance method CHECK	Gross Invoice Amount (+) \$ 26,519.63	Division 714 - ROUNDY'S
Settlement number	Discount Amount (+) \$ 0.00	Store # 001255
Invoice Number 1932429805	Deduction Amount	Payee #
Invoice Date 05/12/2021	Net Invoice Amount (+) \$ 26,519.63	PO Number
Supplier site		Source ERP Oracle

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.

The screenshot shows the 'Payments' screen in the Lavante system. At the top, there is a teal header bar labeled 'MESSAGES'. Below it, the 'Payments' section is visible. A table lists payment details with columns: Payment Ref No, Settlement number, Remittance method, Invoice Number, Invoice Date, Gross invoice amount, and Net invoice amount. Two payment entries are shown. In the top right corner, there is a 'View: Payments' dropdown and an ellipsis menu icon. A red box highlights the ellipsis menu, and a blue arrow points to it with the text 'Click here'. Another blue arrow points to the export menu with the text 'Select file type'. The export menu is open, showing options: Excel, CSV, PDF, and Download associated deductions. The 'Download associated deductions' option is selected.

Payment Ref No	Settlement number	Remittance method	Invoice Number	Invoice Date	Gross invoice amount	Net invoice amount
500289316		CHECK	1932429805	05/12/2021	(+) \$ 26,519.63	(+) \$ 26,519.63
500289316		CHECK	AUTO CM-1932429805	05/12/2021	(-) \$ 76.50	(-) \$ 76.50

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 manipulate the data, consider exporting as an Excel file. If intending to import the data, consider exporting as a CSV file.***

	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.