

Customer Center

Paying an invoice

You can pay invoices from the **Invoice & Payments** page and navigating to the **Pay Bills** subtab.

Step 1: Navigate to Invoice & Payments page

1. Click **Invoice & Payment** from the left navigation tab.
2. Select the account you would like to work on
3. **Pay Bills** shows all open invoices and credits on the account
4. **Pending Payments** shows all payments in process
5. **Statements** include all available account statements **History** shows all invoice and credit activity for the account you are working on
6. **Payment History** shows all completed payments

McKesson WEBUSER01

Invoices & Payments > Home

Working on Account: 000000004 [Co.Code: 8525] Demo Company
One Post, ANCHORAGE, AK, 99508

Enhancements now available: We've made several improvements to the Invoice & Payments function, including better visibility into available credit memos, the ability to use large credits on smaller invoices, and much more. Review the [release notes](#).

Total Debit Balance (See details) **\$91,581.43**

Past Due Balance **\$71,392.56**

Total Credits Available **\$131,470.50**

Due Date Distribution:

- \$0.00: 1-30 days over
- \$42,702.08: 31-60 days over
- \$21,420.48: 61-90 days over
- \$7,270.00: 91+ days over

Subtabs: **Pay Bills** Pending Payments Statements

Note: To View all Invoices & Credits, navigate to the 'Billing History' under INVOICE & PAYMENTS menu.

Filter Invoices by due date: From [] To [] **Apply** Clear

Invoices: 0 Net Amount: **\$0.00** **Review & Pay**

Invoices (20 Found) [Export Excel](#)

BILL#	SOLD TO SITE	BILL DATE	DUE DATE	STATUS	BILL AMT	OPEN AMT	ACTION
0307341587	000000004	May 22, 2017	Oct 08, 2017	Due in 29 days	\$718.26	\$718.26	
0307341959	000000004	Jun 16, 2017	Oct 08, 2017	Due in 29 days	\$4,121.70	\$4,121.70	
0307341383	000000004	Apr 25, 2017	Sep 20, 2017	Due in 11 days	\$1,030.00	\$1,030.00	
0800006407	000000004	Apr 13, 2017	Sep 20, 2017	Due in 11 days	\$4.00	\$4.00	
0307342537	000000004	Sep 07, 2017	Sep 09, 2017	Due now	\$2,727.32	\$2,727.32	
0307341453	000000004	May 03, 2017	May 23, 2017	+91 days overdue	\$7,270.00	\$7,270.00	

Credits (2 Found) **Note:** Please select credit(s) to use for payment on the next page after clicking Review & Pay [Export Excel](#)

BILL#	SOLD TO SITE	DESCRIPTION	VALID FROM	AMOUNT	ACTION
0307342372	000000004	Credit memo 0307342372 of 08/31/2017	Aug 31, 2017	(\$11,880.00)	
0307342373	000000004	Credit memo 0307342373 of 08/31/2017	Aug 31, 2017	(\$119,590.50)	

Invoices: 0 Net Amount: **\$0.00** **Review & Pay**

© 2017 McKesson Corporation. About McKesson Specialty Health McKesson.com McKesson Medical-Surgical Contact Us Privacy Policy

Customer Center | Paying an invoice

Step 2: Begin the payment process

There are two ways to add invoices or credits to the payment cart.

- **Option 1:** Add individual, multiple or all open invoices to the payment cart by selecting from the **Pay Bills** subtab, then click **Review & Pay**.
 - *Note: 'Review & Pay' button is enabled only if at least one invoice is selected for payment.*
- **Option 2:** Invoice details can be viewed by clicking the invoice number in the **Pay Bills** subtab, which opens the invoice detail screen and includes the option to add to the payment cart.

Option 1: Select invoices and credits

- Click **checkboxes** to select individual invoices or click the **double checkbox header** to select all invoices
 - The **Net Amount** updates automatically as you select or unselect invoices / credits
- Click **Review & Pay**

Pay Bills Pending Payments Statements

Note: To View all Invoices & Credits, navigate to the 'Billing History' under INVOICE & PAYMENTS menu.

Filter Invoices by due date: From To **Apply** **Clear**

Invoices: 2 Net Amount: \$5,286.90 **Review & Pay**

Export Excel

INVOICES (24 Found)	BILL#	SOLD TO SITE	BILL DATE	DUE DATE	STATUS	BILL AMT	OPEN AMT	ACTION
<input checked="" type="checkbox"/>	0307341585	0000000004	May 21, 2017	Oct 08, 2017	Due in 29 days	\$1,040.30	\$1,040.30	
<input type="checkbox"/>	0307341587	0000000004	May 22, 2017	Oct 08, 2017	Due in 29 days	\$718.26	\$718.26	
<input type="checkbox"/>	0307341959	0000000004	Jun 16, 2017	Oct 08, 2017	Due in 29 days	\$4,121.70	\$4,121.70	
<input type="checkbox"/>	0307341383	0000000004	Apr 25, 2017	Sep 20, 2017	Due in 11 days	\$1,030.00	\$1,030.00	
<input checked="" type="checkbox"/>	0307342197	0000000004	Jul 27, 2017	Sep 20, 2017	Due in 11 days	\$4,246.60	\$4,246.60	
<input type="checkbox"/>	0800006407	0000000004	Apr 13, 2017	Sep 20, 2017	Due in 11 days	\$4.00	\$4.00	

Option 2: Select invoice detail

1. Click the **Invoice** to open invoice details
2. Click **Review & Pay** to add the invoice to the payment cart

Pay Bills Pending Payments Statements

Note: To View all Invoices & Credits, navigate to the 'Billing History' under INVOICE & PAYMENTS menu.

Filter Invoices by due date: From To **Apply** **Clear**

1 Invoice 0 Credits Net Amount: \$978.51 **Review & Pay**

Invoices (7 Found) Export Excel

INVOICE #	SOLD TO SITE	INVOICE DATE	DUE DATE	STATUS	BILL AMT	OPEN AMT	ACTION
0307338112	000000102	07/05/2016	09/05/2016	33 days overdue	\$2,417.75	\$2,417.75	
<input checked="" type="checkbox"/>	0307338550	000000102	08/15/2016				
<input checked="" type="checkbox"/>	0307338581	000000102	08/16/2016				
<input checked="" type="checkbox"/>	0307338582	000000102	08/16/2016				
<input checked="" type="checkbox"/>	0307338583	000000102	08/16/2016				
<input checked="" type="checkbox"/>	0307338703	000000102	09/01/2016				
<input checked="" type="checkbox"/>	0307338704	000000102	09/01/2016				

Invoice #0307338701

McKesson Specialty Care Distribution | 401 Mason Road, La Vergne, TN, US, 37096

ISE: 0307338701 | Reference: 0307338701 | POW: CC_DA Test 0901_03

Amount Due: **\$581.16** Due Date: **Sep 20, 2016**

Taxes: \$2.00

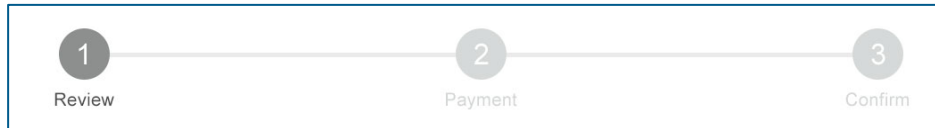
Review & Pay

ITEM	PRODUCT DESCRIPTION	PRODUCT #	REFERENCE DOC	QTY	UNIT	NET PRICE	GROSS PRICE
10	ALMA 103AG SDV PWOEL LEA	000251	020462278	1	EA	\$581.16	\$581.16

Customer Center | **Paying an invoice**

Review & Pay

The process for paying bills has been streamlined into a three (3) step process: **Review, Payment, and Confirm.**



Review

Review the selected invoices and select payment amount, credits to be applied, payment date, and payment method. After reviewing the data, click **'Preview Payment'** to continue the payment process.

Account
0000000004 - Demo Company One Post, ANCHORAGE, AK, 99508

Invoices Selected for Payment

BILL#	SOLD TO SITE	DESCRIPTION	DUE DATE	BILL AMT	OPEN AMT	PAYMENT AMT
0307342449	0000000004	Invoice 0307342449 of 09/09/2017	Sep 11, 2017	\$5,454.63	\$5,454.63	\$5,454.63
0307342478	0000000004	Invoice 0307342478 of 09/10/2017	Sep 12, 2017	\$2,727.32	\$2,727.32	\$2,727.32
0307342197	0000000004	Invoice 0307342197 of 07/27/2017	Sep 20, 2017	\$4,246.60	\$4,246.60	\$4,246.60
0307341585	0000000004	Invoice 0307341585 of 05/21/2017	Oct 08, 2017	\$1,040.30	\$1,040.30	\$1,040.30

4 Invoice(s), Amount to be paid: **\$13,468.85**

Credits Available

BILL#	SOLD TO SITE	DESCRIPTION	VALID FROM	AMOUNT
<input type="checkbox"/> 0307342372	0000000004	Credit memo 0307342372 of 08/31/2017	Aug 31, 2017	(\$11,880.00)
<input type="checkbox"/> 0307342373	0000000004	Credit memo 0307342373 of 08/31/2017	Aug 31, 2017	(\$119,590.50)

Total credit amount: **\$0.00**

Payment Method
--Select--
Amount to be charged to your Payment account: **\$13,468.85**

Payment Date

Pay Today
Once submitted, the payment will be processed immediately and no further changes can be made. (Note: Payments submitted after 4:30 PM CT will be processed the next business day.)

Pay on Due Date
Once submitted, you have the option to cancel the payment until 4:00 PM CT on the due date of the earliest invoice.


Pay on a Specific Date
Once submitted, you have until 4:00 PM CT to cancel your payment on the day prior to the scheduled date.

[Cancel Payment](#)

Payment Feature Overview

1. Review selected **Invoices**
2. Enter **Payment Amount**
3. Select **Credits** to apply
4. Select **Payment Method**
5. Select **Payment Date**
6. Select **Preview Payment** to continue


Customer Center | Paying an invoice**Additional payment feature details**

1. Review selected **Invoices**
 - Click  to remove an invoice
 - Click Cancel Payment to remove all invoices and credits
 - Click Back to return to select additional invoices
2. Enter **Payment Amount**
 - The Payment Amount defaults to the open amount remaining
 - **New!** Enter the amount you would like to pay (Note: if you'd like to pay a partial amount, payment must be applied immediately and only the Pay Today option will be available.)
3. Select **Credits** to apply
 - **New!** Credit memos can now be applied to any open invoice, even if the credit memo you select is larger than the invoice you'd like to pay, you can process your payment online and use your remaining credit at a later date.
4. Select **Payment Method**
5. Select **Payment Date**
 - **Note:** Your payment date options will change depending on the invoice, payment amount, credits, and payment methods you choose.
6. Select **Preview Payment** to continue


Payment

During the **Payment** step, confirm the invoices / credits, payment method, payment date and click Pay to complete the payment process.


1. Click **Cancel Payment** to return to the Pay Bills subtab
2. Click **Edit Payment** to return to the previous step
3. Click **Pay** to complete the payment process





Review



Payment



Confirm

 | 

Account

0000000004 - Demo Company One Post, ANCHORAGE, AK, 99508

Payment Summary

Schedule option	Net amount to be charged	Payment method
Pay on Due Date	\$1,588.85	3973 - JPMORGAN CHASE BANK, NA

Invoices Selected for Payment


BILL#	SOLD TO SITE	DESCRIPTION	DUE DATE	BILL AMT	OPEN AMT	PAYMENT AMT
0307342449	0000000004	Invoice 0307342449 of 09/09/2017	Sep 11, 2017	\$5,454.63	\$5,454.63	\$5,454.63
0307342478	0000000004	Invoice 0307342478 of 09/10/2017	Sep 12, 2017	\$2,727.32	\$2,727.32	\$2,727.32
0307342197	0000000004	Invoice 0307342197 of 07/27/2017	Sep 20, 2017	\$4,246.60	\$4,246.60	\$4,246.60
0307341585	0000000004	Invoice 0307341585 of 05/21/2017	Oct 08, 2017	\$1,040.30	\$1,040.30	\$1,040.30

4 Invoice(s), Amount to be paid: **\$13,468.85**


Credits Applied

BILL#	SOLD TO SITE	DESCRIPTION	VALID FROM	AMOUNT
0307342372	0000000004	Credit memo 0307342372 of 08/31/2017	Aug 31, 2017	(\$11,880.00)


1 Credit(s), Total Credit Amount : **(\$11,880.00)**



[Cancel Payment](#)



Edit Payment



Pay

Confirmation

The confirmation step shows the confirmation number, invoices that were paid, credits applied, expected payment date, payment method, invoice date, due date, sold to site, and the invoice amounts. **Note:** Credit Card payments are applied the same day.

1. Click the **Download** icon to download the Payment confirmation in Excel format
2. Click the **Printer** icon to print the Payment confirmation
3. Click **Close** to return to the Pay Bills subtab

✔ **Completed**
 Thank you for your payment.

1
2

McKesson Confirmation #:	WEB4001310AD
Payment Initiated Date:	Sep 09, 2017
Expected Payment Date:	On Invoice Due Date
Pay On:	Pay on Due Date
Payment Method:	3973 - JPMORGAN CHASE BANK, NA
Account:	0000000004 - Demo Company One Post, ANCHORAGE, AK, 99508

Invoices

BILL#	SOLD TO SITE	BILL DATE	DUE DATE	BILL AMT	OPEN AMT	PAYMENT AMT
0307341585	0000000004	May 21, 2017	Oct 08, 2017	\$1,040.30	\$1,040.30	\$1,040.30
0307342197	0000000004	Jul 27, 2017	Sep 20, 2017	\$4,246.60	\$4,246.60	\$4,246.60
0307342449	0000000004	Sep 09, 2017	Sep 11, 2017	\$5,454.63	\$5,454.63	\$5,454.63
0307342478	0000000004	Sep 10, 2017	Sep 12, 2017	\$2,727.32	\$2,727.32	\$2,727.32

Credits

BILL#	SOLD TO SITE	DESCRIPTION	VALID FROM	AMOUNT
0307342372	0000000004	Credit memo 0307342372 of 08/31/2017	Aug 31, 2017	(\$11,880.00)

Amount: \$ 13,468.85
 Total Credit Amount Applied : (\$11,880.00)
Amount Paid: \$ 1,588.85

Note : You have option to cancel the payment until 2:00pm PST on due date of the invoice. Once processed, this payment cannot be stopped or reversed

3
Close