

4 Ways to find Payment Status

1. Transaction Summary Report – HCOM (PO #)
2. Requisition Search – HCOM (Req # or PO #)
3. AP Views – Oracle (Invoice #)
4. WV Reimbursement – Oracle (Invoice #)

Calling AP Customer Service
is the LAST option to
consider

1. Transaction Summary Report - HCOM

(You need the PO number)

Invoice Details

Invoice Number	Invoice Date	Invoice Amount	Amount Due	Due Date	Hold Status	Payment Status
1410690	23-SEP-2011	336.42	0.00	23-OCT-2011		Yes



Payment Details

Payment Number	Payment Status	Payment Amount	Payment Date	Cleared Date	Bank	Payment Method
1000000202480	Cleared but Unaccounted	160744.71	20-OCT-2011	21-OCT-2011	ACH	Check

Includes invoices paid from that PO and the University check information for that payment.

2. Requisition Search

(You know the vendor name, req #, PO #, preparer etc.)

ORACLE® iProcurement

Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving Pay

Requisitions Notifications Approvals

Requisitions: Requisitions >

Requisitions Search

Enter search criteria and press the Go button to find the requisitions. Views

Requisition Created By Requisition Status

Requisition Created Requisition Description

Requisition Number Supplier

Order Number

Requester

Select	Requisition	Supplier	Description	Total (USD)	Creation Date	Status	Order	PO
<input type="radio"/>	4978258	RULE BROADCAST SYSTEMS INC	short pay form pro discount error on 7		13:56	Approved	PR000538621	PDF

1. Requisitions Tab
– Search for the
PO/Requisition

2. Click on the PO
Number "Order"

2. Requisition Search (cont.)

3. Under Summary
Click on Payment
Status for more
information



Summary		
Total	874.61	
Received	0.00	
Invoiced	874.61	
Payment Status	Paid	

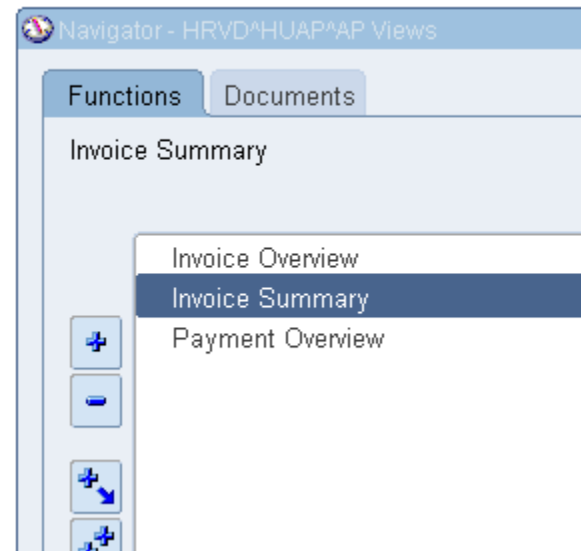
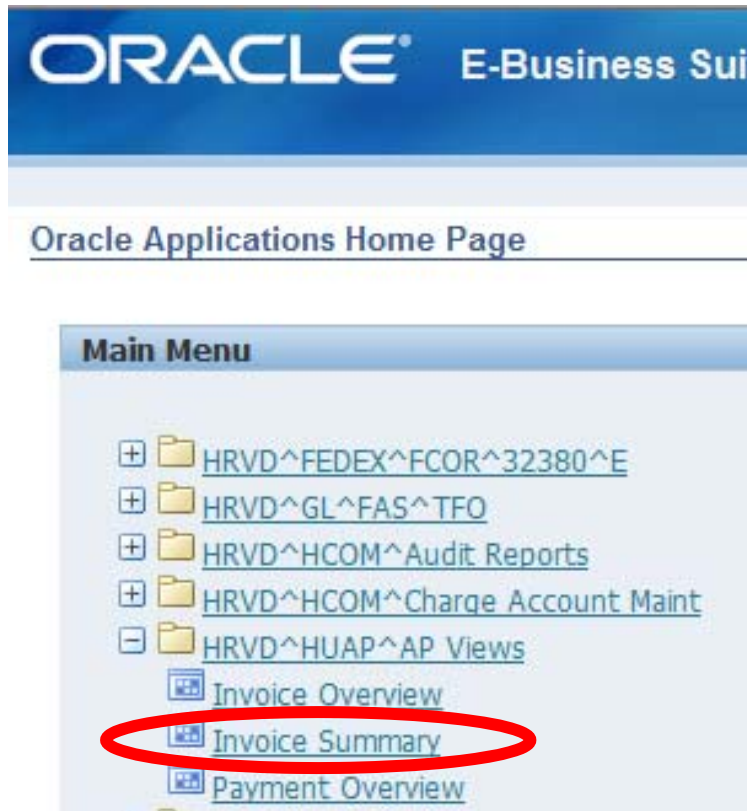
4. Invoice and
Payment Status

Payments for Standard Purchase Order: PR000538621

											Export
Payment	Payment Date ▼	Currency	Amount	Account	Method	Status	Status Date	Invoice	PO Number	Supplier	Supplier Site
2642253	06-Nov-2012	USD	2,680.33	Harvard Checking	Check	Reconciled Unaccounted	09-Nov-2012	Multiple	Multiple	RULE BROADCAST SYSTEMS INC	BOSTON

3. AP Views

(when all you have is an invoice number)



AP Views – Invoice Summary

Find Invoices

Trading Partner

Name Supplier Number
Supplier Site Taxpayer ID
PO Num PO Shipment:

Invoice

Number Terms:
Type Pay Group:
Amounts - Invoice Batch
Dates - Currency

Invoice Status

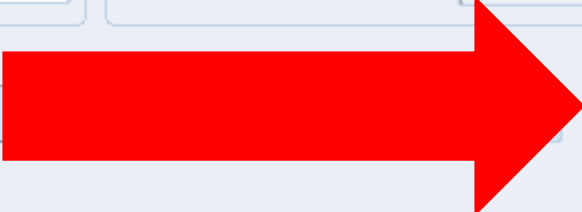
Status Accounting
Approval Payment

Voucher Audit

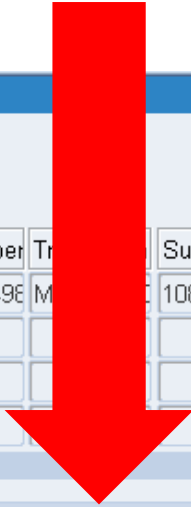
Category
Name
Numbers

Holds

Status
Name
Reason

Calculate Balance Owed...  Find

AP Views – Invoice Summary options



Invoice Workbench (HRVD*HUAP*AP Views)

Batch Control Total Batch Actual Total

Operating Unit	Customer Taxpayer ID	Type	PO Number	Tr	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice
Harvard University Op		Standard	7000018498	M	108416	01_PRIMAR	06-DEC-201	00066760	USD

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items	9,976.00
Retainage	
Prepayments Applied	
Withholding	
Subtotal	9,976.00
Tax	
Freight	
Miscellaneous	
Total	9,976.00

Amount Paid

USD	9,976.00
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Status

Status	Validated
Accounted	Yes
Approval	Not Required
Holds	0
Scheduled Payment Holds	0

Description


IProcurement PO

Calculate Tax Tax Details All Distributions

AP Views – View Payments

Invoice Workbench (HRVD*HUAP*AP Views)

Batch Control Total Batch Actual Total

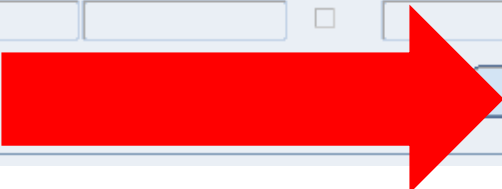


Operating Unit	Customer Taxpayer ID	Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice
Harvard University Op		Standard	7000018498	MICRO VID	108416	01_PRIMAR	06-DEC-201	00066760	USD

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

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Payment Method	Document Num	Payment Date	GL Date	Void	Payment Amount	Discount Taken	[]
Check	1000000210735	10-JAN-2012	10-JAN-2012	<input type="checkbox"/>	9,976.00		
				<input type="checkbox"/>			
				<input type="checkbox"/>			
				<input type="checkbox"/>			
				<input type="checkbox"/>			
				<input type="checkbox"/>			
				<input type="checkbox"/>			

 Payment Overview

AP Views – Payment Overview

Payment Overview (HRVD^HUAP^AP Views)

Operating Unit	Harvard University Operati	Payee	
Number	1000000210735	Paid To Name	MICRO VIDEO INSTRUMENTS INC
Currency	USD	Taxpayer ID	043138589
Amount	10,266.50	Supplier Number	108416 Site 01 PRIMARY
Date	10-JAN-2012	Address	PO BOX 518 AVON, MA 0232200
Payment Process Request	011012WUC01		
Voucher		Bank	
Status	Cleared but Unaccoun	Name	Fleet Bank
Cleared Amount		Account	ACH
Cleared Date	11-JAN-2012	Payment Document	
Void Date		Payment Method	Check
Maturity Date		Payment Process Profile	

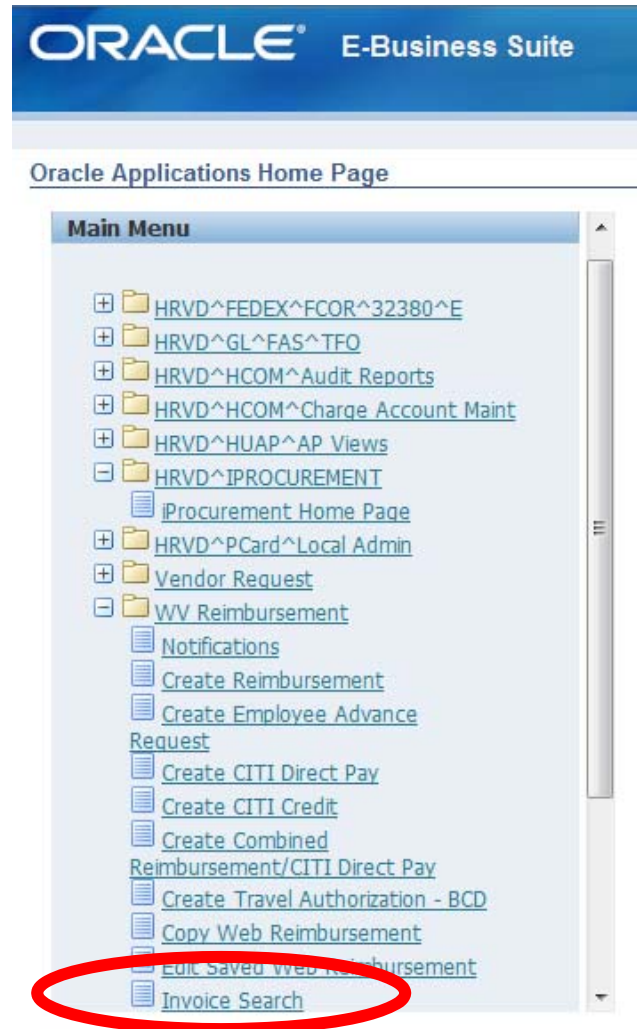
Invoices

Number	Amount Paid	GL Date	Description
00066707	290.50	10-JAN-2012	IProcurement PO
00066760	9,976.00	10-JAN-2012	IProcurement PO

Invoice Overview Bank Supplier Payments

4. WV Reimbursement Invoice Search

(when all you have is an invoice number)



4. WV Reimbursement Invoice Search (Cont.)

Search: Invoices

(Search results **only** include invoices dated Jan 1, 2007 and greater.)

Invoice Number ▼ starts with ▼ 00066760 Search Reset Advanced Search

Invoice Number	Date	Due Date	Currency	Gross Amount	Amount Due	Discount Date	Available Discount	PO Number	Payment Number	Description	Vendor Name
00066760	06-DEC-2011	05-JAN-2012	USD	9,976.00	0.00			70000184980	1000000210735 - Check	IProcurement PO	MICRO VIDEO INSTRUMENTS INC