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

<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Invoice Date</th>
<th>Invoice Amount</th>
<th>Amount Due</th>
<th>Due Date</th>
<th>Hold Status</th>
<th>Payment Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1410690</td>
<td>23-SEP-2011</td>
<td>336.42</td>
<td>0.00</td>
<td>23-OCT-2011</td>
<td>Red</td>
<td>Yes</td>
</tr>
</tbody>
</table>

## Payment Details

<table>
<thead>
<tr>
<th>Payment Number</th>
<th>Payment Status</th>
<th>Payment Amount</th>
<th>Payment Date</th>
<th>Cleared Date</th>
<th>Bank</th>
<th>Payment Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000000202480</td>
<td>Cleared but Unaccounted</td>
<td>160744.71</td>
<td>20-OCT-2011</td>
<td>21-OCT-2011</td>
<td>ACH</td>
<td>Check</td>
</tr>
</tbody>
</table>

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.)

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

4. Invoice and Payment Status
3. AP Views

(when all you have is an invoice number)
AP Views – Invoice Summary

Find Invoices

Trading Partner
- Name
- Supplier Site
- PO Num

Supplier Number
- Taxpayer ID
- PO Shipment:

Invoice
- Number: 00066760
- Type
- Amounts
- Dates

Terms:
- Pay Group:
- Invoice Batch
- Currency

Invoice Status
- Status
- Approval

Accounting
- Payment

Voucher Audit
- Category
- Name
- Numbers

Holds
- Status
- Name
- Reason

Calculate Balance Owed...
Find
AP Views – Invoice Summary options
AP Views – View Payments
AP Views – Payment Overview
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.)

<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Date</th>
<th>Due Date</th>
<th>Currency</th>
<th>Gross Amount</th>
<th>Amount Due</th>
<th>Discount Date</th>
<th>Available Discount</th>
<th>PO Number</th>
<th>Payment Number</th>
<th>Description</th>
<th>Vendor Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>00066760</td>
<td>06-DEC-2011</td>
<td>05-JAN-2012</td>
<td>USD</td>
<td>9,976.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td>700000181080</td>
<td>10000000210735 - Check</td>
<td>IPProcurement PO</td>
<td>MICRO VIDEO INSTRUMENTS INC</td>
</tr>
</tbody>
</table>