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

1. Requisitions Tab – Search for the PO/Requisition

Shop | Requisitions | Receiving | Pay
Requisitions | Notifications | Approv
Requisitions: Requisitions >

Requisitions Search

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

Views

Requisition Created By		Requisition Status	All Statuses
Requisition Created	Any Time	Requisition Description	
Requisition Number	4978258	Supplier	
Order Number			
Requester			

Go | Clear

Select	Requisition	Supplier	Description	Total (USD)	Creation Date ▼	Status	Order	PO
○	4978258	RULE BROADCAST SYSTEMS INC	short pay form pro... discount error on 7...		3:56	Approved	PR000538621	PDF

2. Click on the PO Number "Order"

2. Requisition Search (cont.)

3. Under Summary Click on Payment Status for more information

Summary

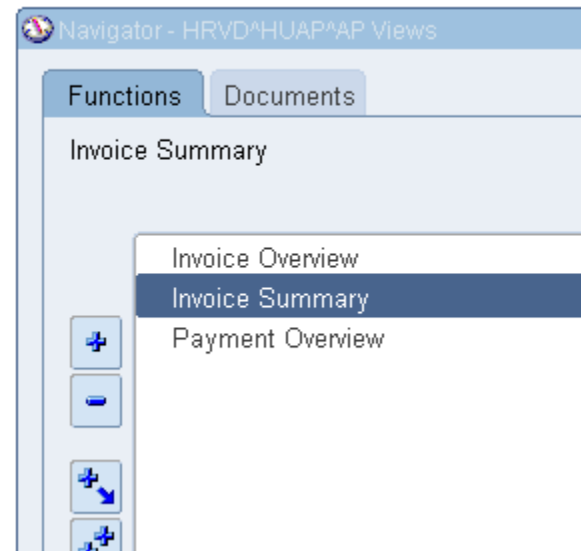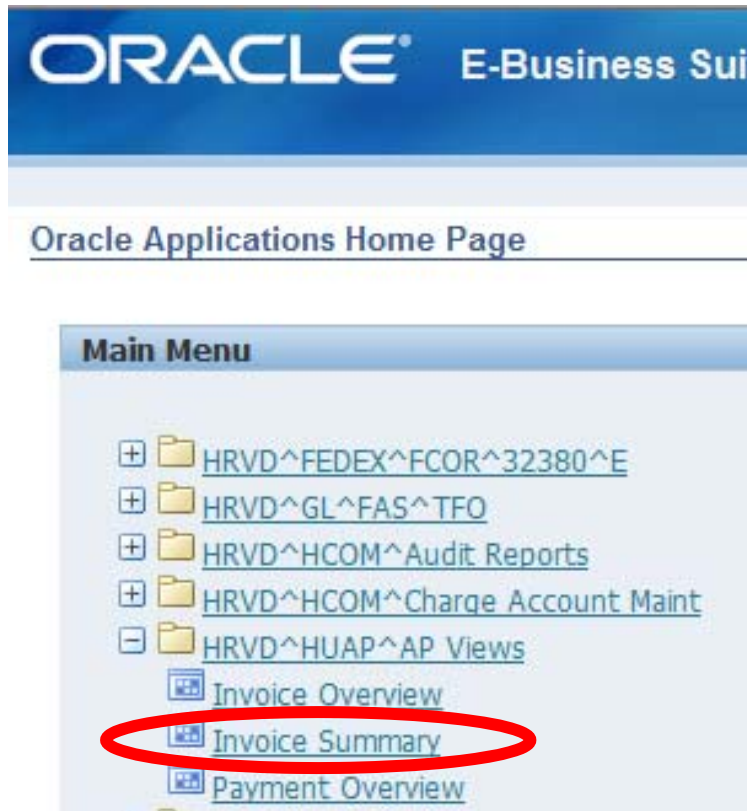|	
Total	**874.61**
Received	**0.00**
Invoiced	874.61
Payment Status	Paid

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
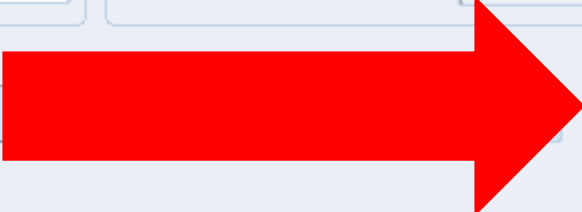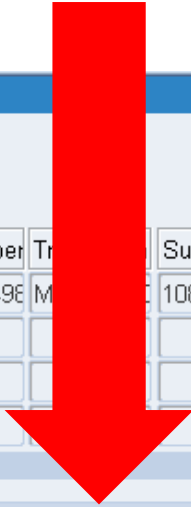
AP Views – Invoice Summary options

AP Views – View Payments

AP Views – Payment Overview

4. WV Reimbursement Invoice Search
(when all you have is an invoice number)
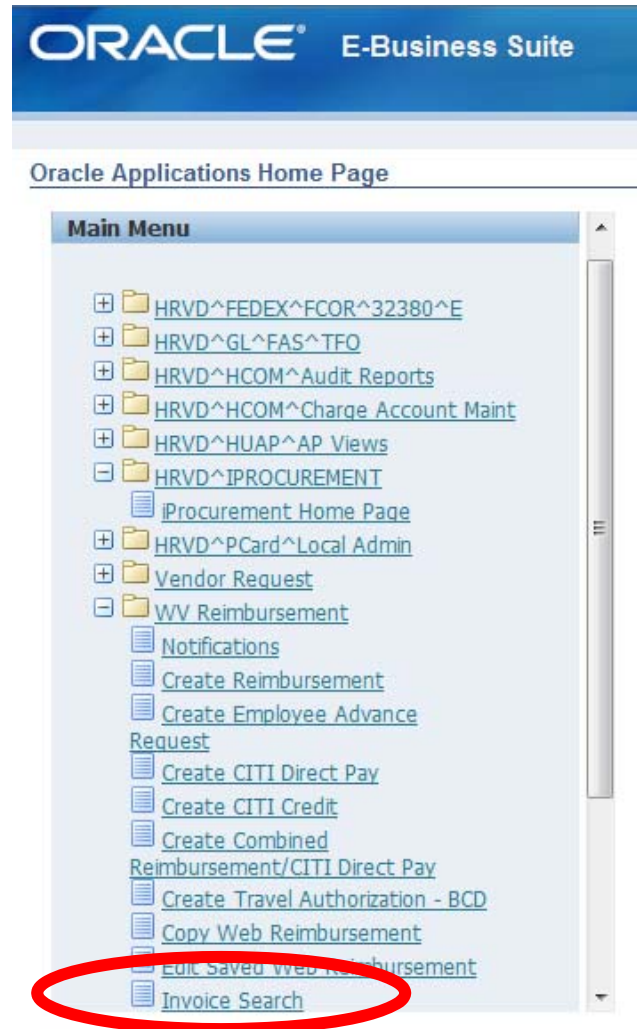
4. WV Reimbursement Invoice Search (Cont.)

Search: Invoices

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

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