UNIVERSITY OF CALIFORNIA
MERCED

Procurement

Oracle Procurement Step-by-Step Guide

View Supplier Invoice and Payment Status via Requisition Search (incl Life Cycle View)

February 5, 2021

FINAL

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View Invoice and Payment Status by Supplier

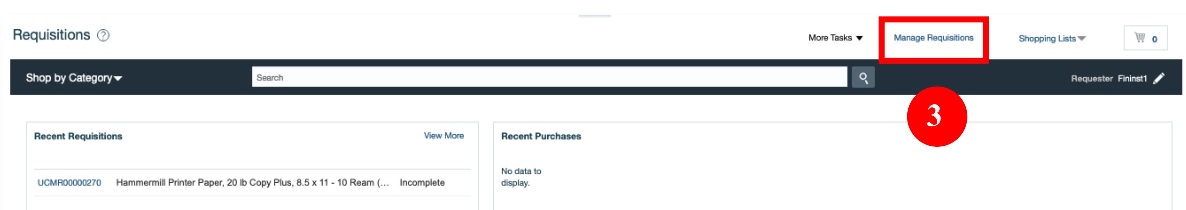
UC Merced employees will use these steps to view invoice and payment status for a specified supplier from the manage requisitions search

To perform this task, log into Oracle Cloud

System Steps:

1. Click the **Procurement** infolet
2. Click the **Purchase Requisitions** sub-infolet

3. In the **Requisitions** overview page, click the **Manage Requisitions** hyperlink to search for the supplier invoice using user specified search criteria.



4. In the **Search** section of the **Manage Requisitions** page, enter search criteria value(s) based on inquiry needs (enter at least one of the ** **required** data points):

Note: when looking for the status of invoices or payments by supplier through the requisitions view, it is recommended to use a combination of search criteria if the supplier doesn't have the exact PO number (**Order**) associated to the invoice they are looking for information on.

Since this search screen does not allow searching by Invoice Number, use **Supplier**, **Created** (Today, Last 7 days, Last 30 days, Last 60 days) and/ or **Order** (this value is the **PO** number) as search criteria to reduce the number of supplier records returned.

This should make it easier to identify which requisition record(s) to drill into to get the supplier requested invoice status information.

a. **Requisitioning Unit:** select from the drop-down menu

b. ****Entered By:** use the default value, or select the value using the search feature if needed

c. ****Requisition:** enter value if looking for a specific requisition

d. **Description:** enter value if it will serve as distinct criteria in the search

e. **Created:** select from the drop-down menu based on the supplier's response for when the requisition/ order (po) was created

f. **Status:** defaults to **All**, but select value from the drop-down menu if different status is desired

g. **Requester:** enter the desired value if you are not the original requester for the requisition/ data being searched for, or select the value using the search feature if needed

h. ****Supplier:** enter the supplier value, or select it using the search feature if needed

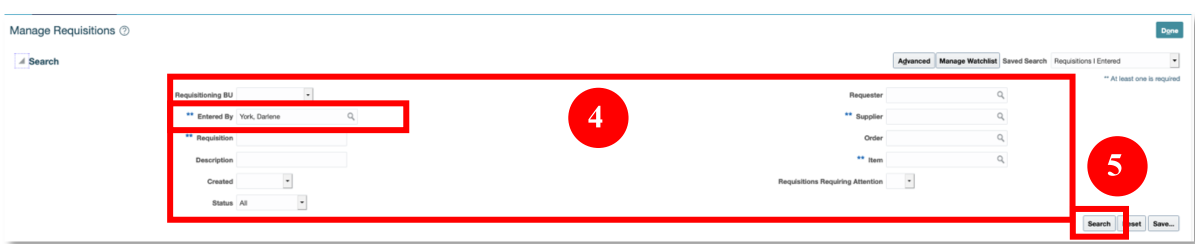
i. **Order:** enter the supplier provided value for **PO** number, or select the value using the search feature if needed

j. ****Item:** enter the desired value, or select the value using the search feature if needed.

Note: the ****Item** field will not be used at UCM to search for requisitions

k. **Requisitions Requiring Action:** select from the drop-down menu

5. Click the **Search** button



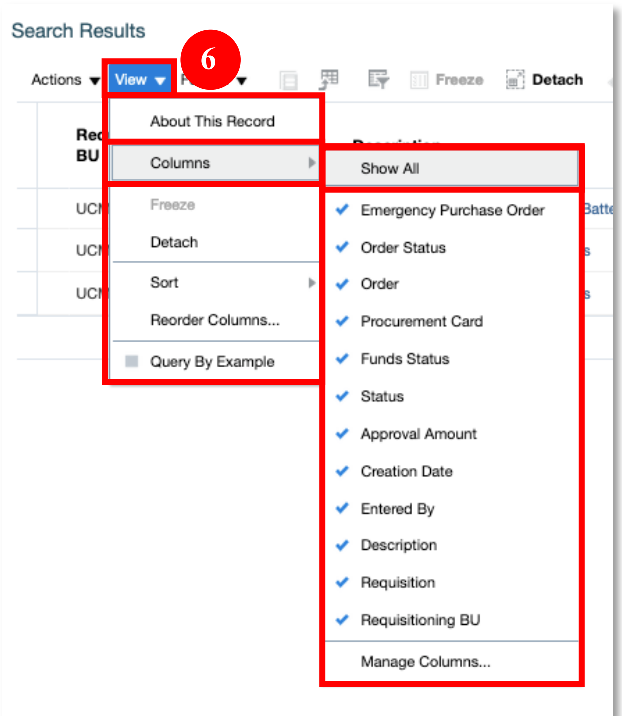
6. In the **Search Results** section of the **Manage Requisitions** page, update the search results layout by adding columns to include data columns related to corresponding PO information

    a. Click the **View** menu, click the **Columns** option and click the **Show All** to make sure **Order**, **Order Status** are brought into the results view

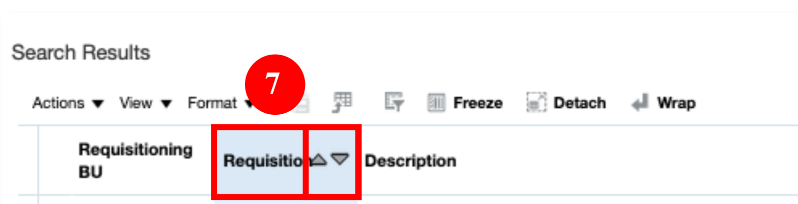
i. **Order:** this value is the **PO** number created from the approved Requisition. If the value displayed is **Multiple**, this means there was more than one **PO** created to fulfill the items needed on the corresponding requisition

ii. **Order Status:** this value is the current status of the **PO –**

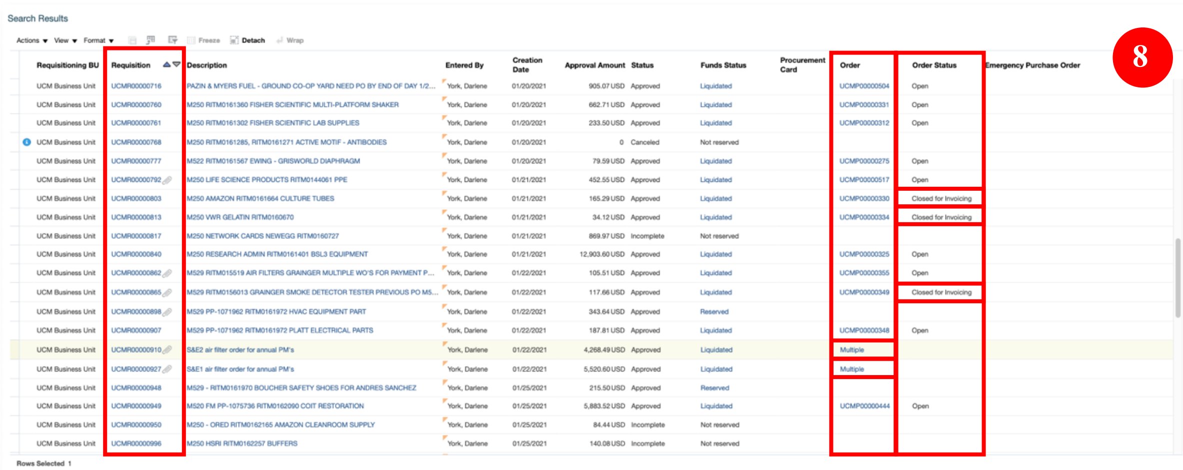
1. **Incomplete**: draft order has not been submitted for approval – this is the only status in which an order can be "deleted"
2. **Pending Approval:** the order is in the approval workflow, the order can be withdrawn and edited or cancelled if any change has to be made
3. **Pending Supplier Acknowledgement:** the order is approved and is waiting for supplier acknowledgment to be recorded for being in Open status
4. **Rejected:** the order was rejected by the approver or the supplier
5. **Withdrawn:** the order was withdrawn by the buyer which makes it available for editing and submission for approval again
6. **Pending Change Approval:** a change order was created and submitted for approval
7. **Open:** the PO was created
8. **Closed:** the order was closed and not available for fulfillment
9. **Closed for Invoicing:** one or more invoices are matched to the PO
10. **Closed for Receiving:** the order has been matched to an invoice and is not available for further invoice matching
11. **Canceled:** the order was cancelled and cannot be edited again
12. **On Hold:** the order is on hold, and is unavailable for receiving and/or invoice matching
13. **Finally Closed:** the order is finally closed and not available for processing



7. In the **Search Results** section of the **Manage Requisitions** page, update the search results to sort the data based on the what the user is looking for specifically
    a. One can select column **headers** and **hover their mouse in the right side of the column header** to click the **Sort** arrow to activate ascending or descending sorting of the displayed results.



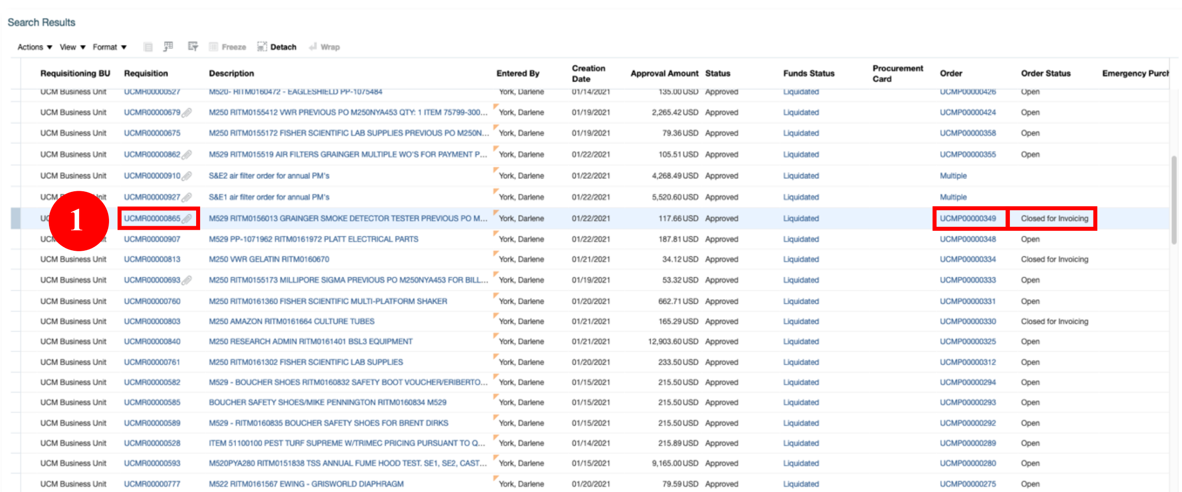
8. In the **Search Results** section of the **Manage Requisitions** page, review the results to determine which requisitions you want to open to review in more detail



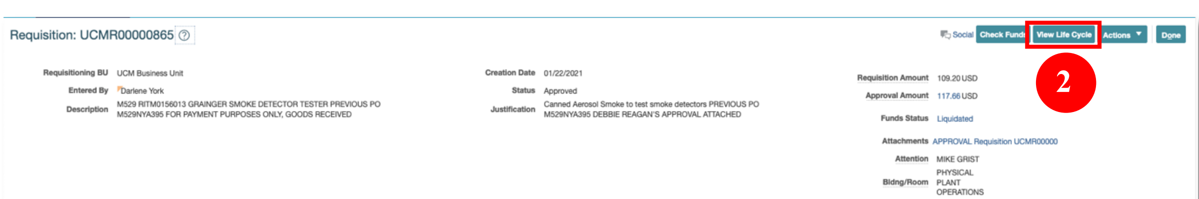
Only one PO created for a Requisition – View Invoice Status

Note: follow this sequence of steps to see the related invoice and payment status details

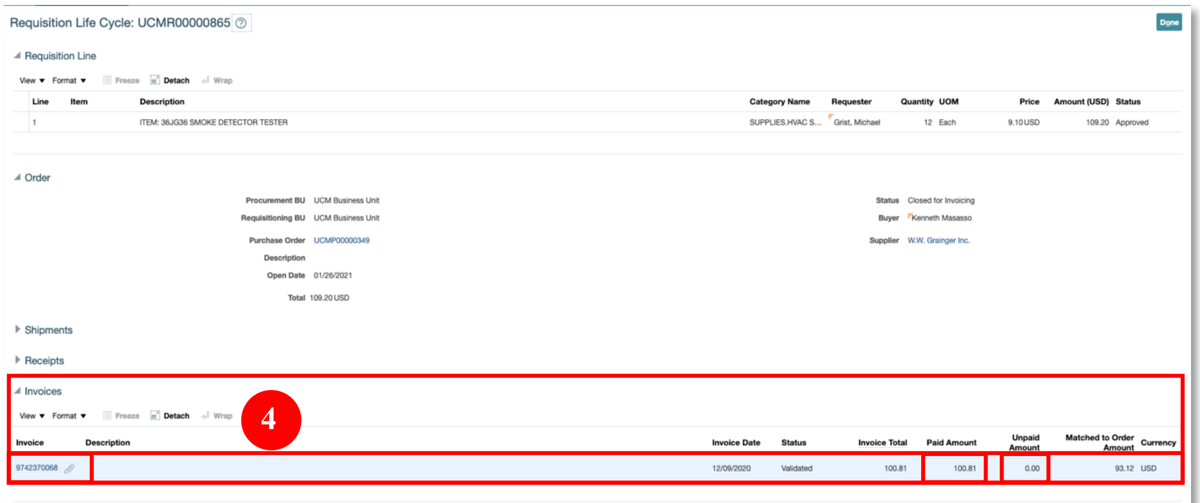
1. In the **Search Results** section of the **Manage Requisitions** page, click the **Requisition** hyperlink of the desired record to see more detail



2. If there was **only one PO created** for this requisition, in the **Requisition** page, click the **View Life Cycle** button

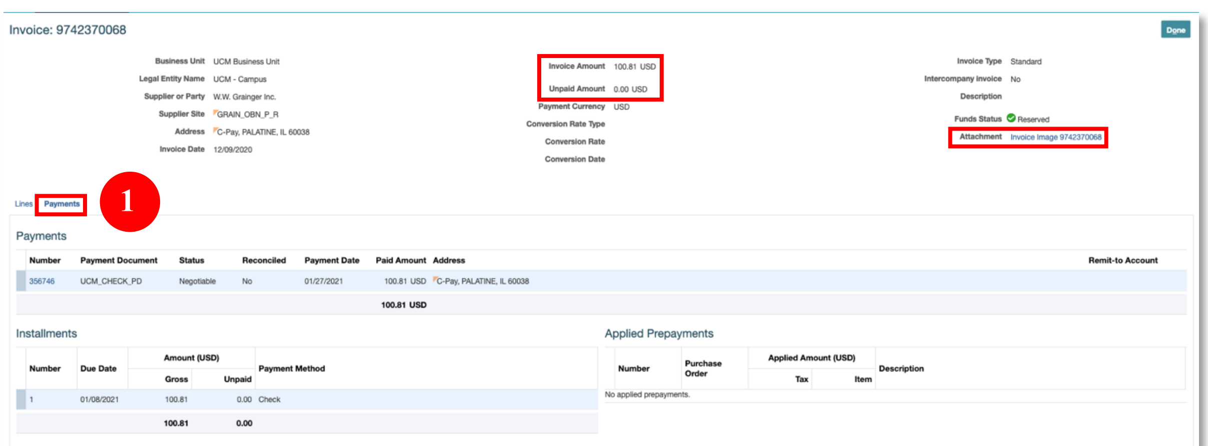


3. In the **Invoices** section of the **Requisition Life Cycle** page all of the invoices generated for that PO as of that date will be listed.
4. Click the desired **Invoice** hyperlink to access and review the invoice/ payment status based on the supplier's request

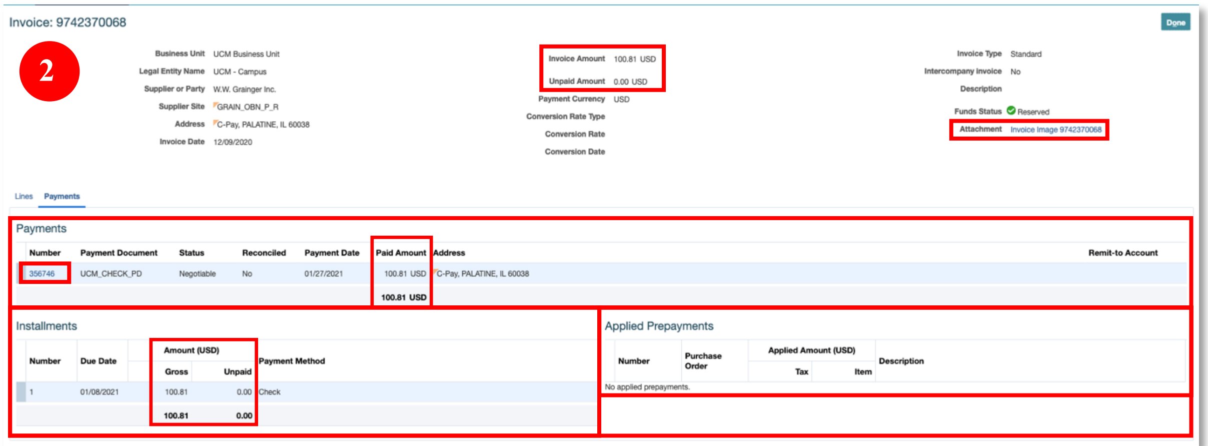


Only one PO created for a Requisition – View Payment Status for Corresponding Invoice

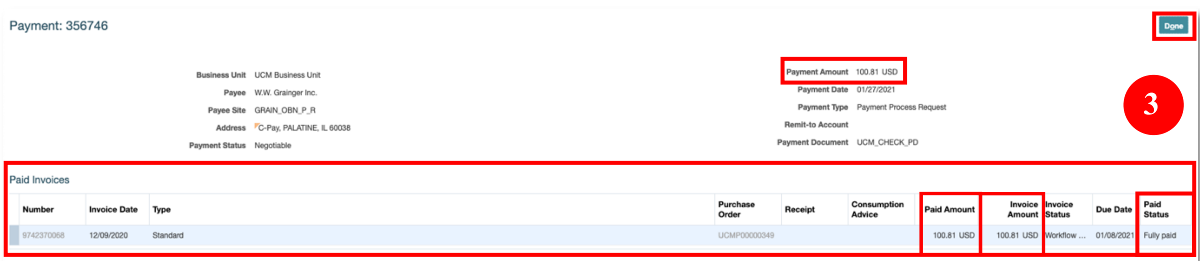
1. In the **Invoice** page, review the invoice details, then click the **Payments** tab hyperlink



2. In the **Payments** section of the **Invoice** page, review the Payment and/ or Installment details, then click the **Payment** hyperlink if applicable to access and review the payment status based on the supplier's request



3. In the **Payment** page, review the Payment details, then click the **Done** button



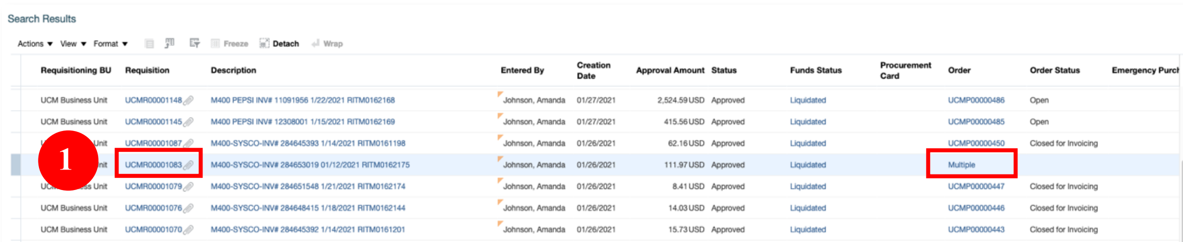
4. Back in the **Invoice** page, click the **Done** button
5. Back in the **Requisition Life Cycle** page, if applicable, click any other **Invoice** hyperlinks to access and review the invoice/ payment status based on the supplier's request, then click the **Done** button
6. Back in the **Requisition** page, click the **Done** button
7. Back in the **Manage Requisitions** page, click the **Done** button to complete this process

More than one PO created for a Requisition – View Invoice Status

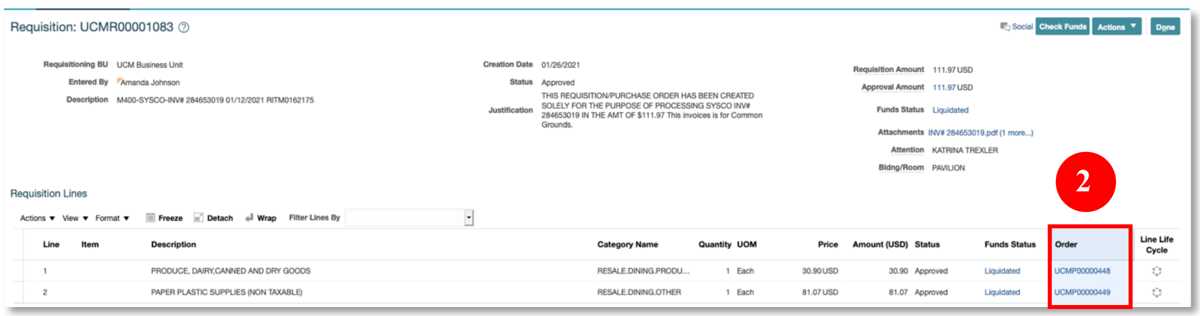
Note: Indicated where the value for **Order** is displayed as **Multiple**, this means there was more than one **PO** created to fulfill the items needed on the corresponding requisition

Note: follow this sequence of steps to see the related invoice and payment status details.

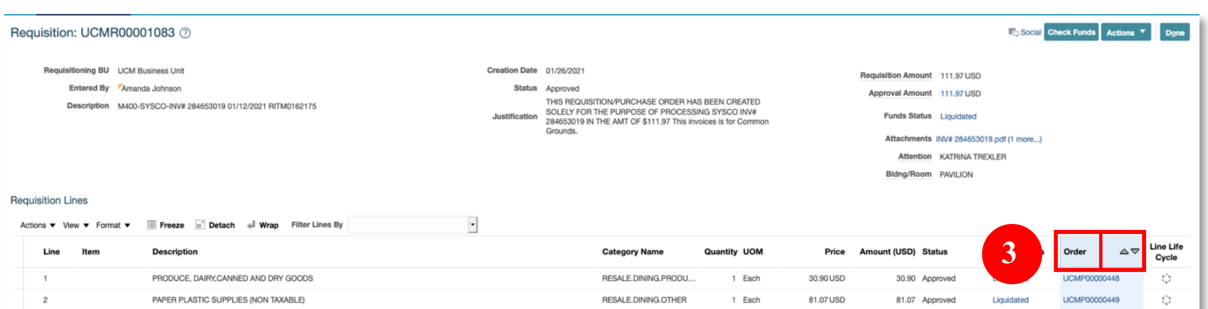
1. In the **Search Results** section of the **Manage Requisitions** page, click the **Requisition** hyperlink of the desired record to see more detail



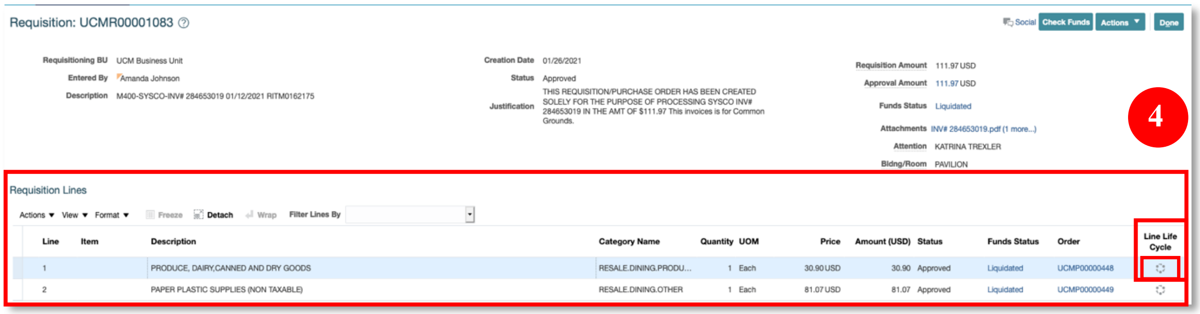
2. If there was **more than one PO** created for this requisition, in the **Requisition Lines** section of the **Requisition** page, select the **Order** column **header** and **hover your mouse in the right side of the column header** to display a double-sided arrow. Click and drag the right side of the column out a little bit so the entire value for **Order** is visible.



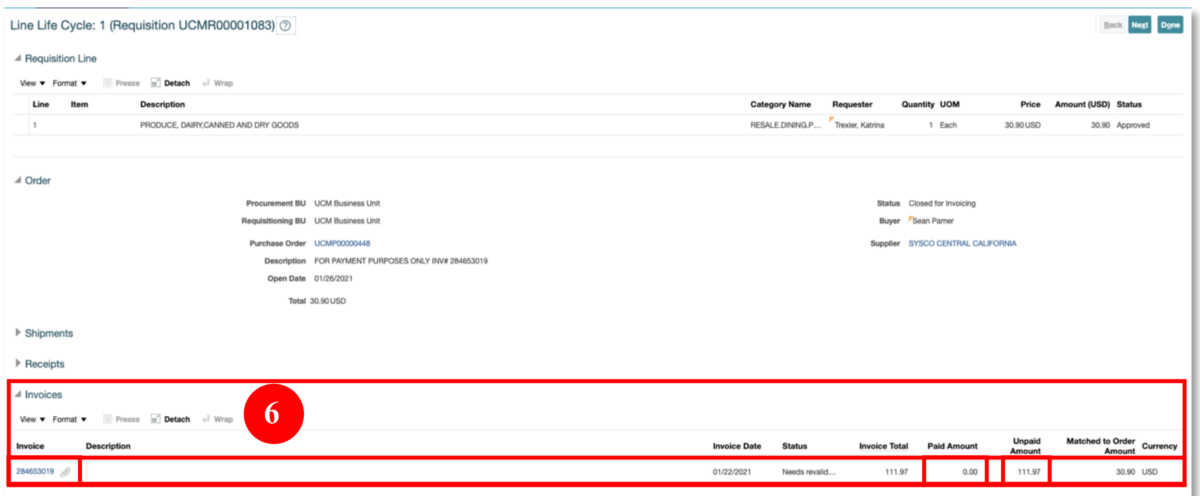
3. Sort the **Order** column values to get your data grouped for invoice and payment status review. Grouping will allow you to go in **Order** by **Order**, versus line by line (fewer keystrokes). To sort, select column **header** and **hover their mouse in the right side of the column header** to click the desired **Sort** arrow to activate ascending or descending sorting of the displayed results.



4. If there was **more than one PO** created for this requisition, in the **Requisition Lines** section of the **Requisition** page, click the **Line Life Cycle** icon corresponding to one of the **Orders** (POs) to review if the supplier doesn't know which PO the invoice their looking for is tied to.

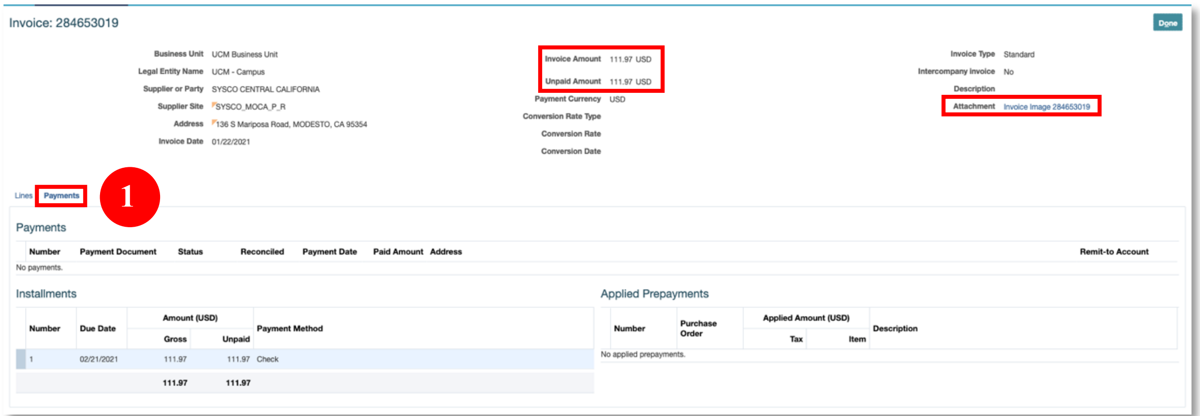


5. In the **Invoices** section of the **Line Life Cycle** page all of the invoices generated for that PO as of that date will be listed.
6. Click the desired **Invoice** hyperlink to access and review the invoice/ payment status based on the supplier's request



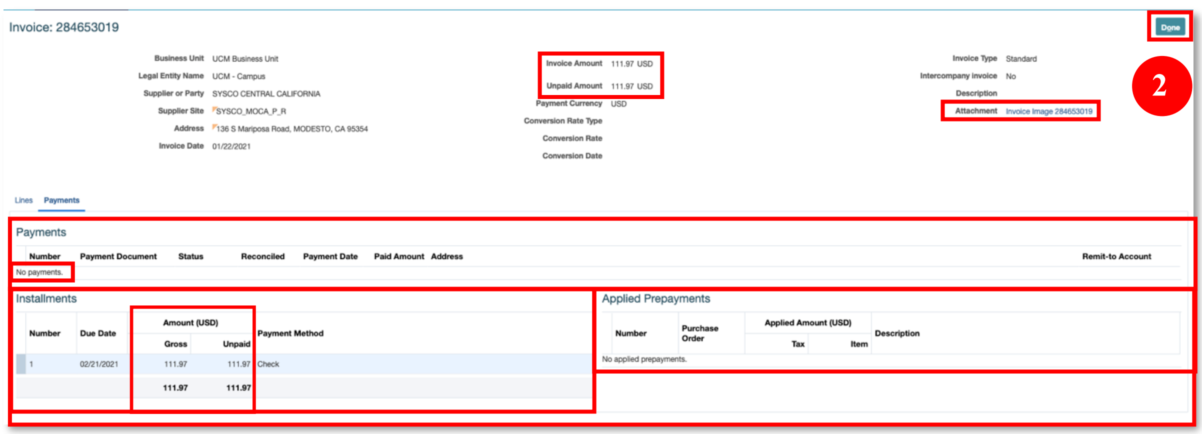
More than one PO created for a Requisition – View Payment Status for Corresponding Invoice

1. In the **Invoice** page, review the invoice details, then click the **Payments** tab hyperlink if applicable



2. In the **Payments** section of the **Invoice** page, review the Payment and/ or Installment details, then click the **Payment** hyperlink if applicable to access and review the payment status based on the supplier's request

Note: in the example below, the PO line was invoiced, but a payment has not yet been made – only an installment is in place for this invoice/ po line combination



3. If there was a **Payment** hyperlink on the **Invoice** page, and you clicked it to review the **Payment** details – from the **Payment** page, review the Payment details, then click the **Done** button
4. Back in the **Invoice** page, click the **Done** button
5. Back in the **Line Life Cycle** page, click the **Done** button
6. Back in the **Requisition** page, click the **Line Life Cycle** icon corresponding to another **Order** (PO) to review if the supplier doesn't know which PO the invoice their looking for is tied to.
    a. Follow steps above for **Line Life Cycle View** to review the **Invoices** and **Payments** for additional **Order**s as needed.

7. In the **Requisition** page, once all **Order**s' **Invoices** and **Payments** have been reviewed, click the **Done** button
8. Back in the **Manage Requisitions** page, click the **Done** button to complete this process

Lifecyle View for Requisitions

UC Merced employees will use these steps to review and understand the lifecycle view for requisitions. This view provides information on a Requisition related to the PO(s) created to fulfill it, the Invoice(s) for the corresponding PO(s), and finally the Payments for the corresponding Invoice(s) dependent on where the Requisition/ or PO are in the Request to Payment process.

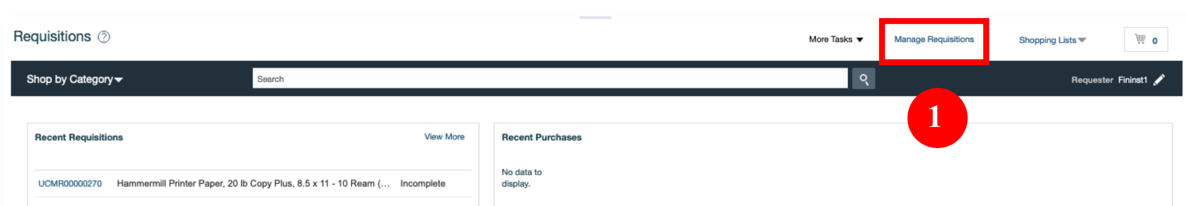
To perform this task, log into Oracle Cloud

System Steps:

1. Click the **Procurement** infolet
2. Click the **Purchase Requisitions** sub-infolet

Requisition Search

1. In the **Requisitions** overview page, click the **Manage Requisitions** hyperlink to search for requisitions using user specified search criteria



2. In the **Search** section of the **Manage Requisitions** page, enter search criteria value(s) based on inquiry needs (enter at least one of the ** **required** data points):

a. **Requisitioning Unit:** select from the drop-down menu

b. ****Entered By:** use the default value, or select the value using the search feature if needed

c. ****Requisition:** enter value if looking for a specific requisition

d. **Description** enter value if it will serve as distinct criteria in the search

e. **Created:** select from the drop-down menu

f. **Status:** defaults to **All**, but select value from the drop-down menu if different status is desired

g. **Requester:** enter the desired value if you are not the original requester for the requisition/ data being searched for, or select the value using the search feature if needed

h. ****Supplier:** enter the desired value, or select the value using the search feature if needed

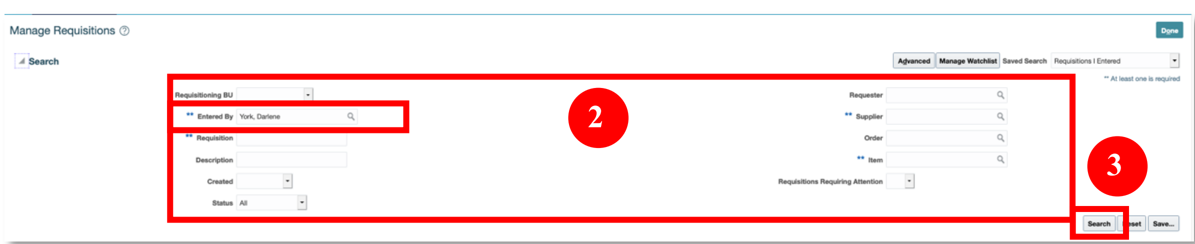
i. **Order:** enter the desired value for **PO** number, or select the value using the search feature if needed

j. ****Item:** enter the desired value, or select the value using the search feature if needed.

Note: the ****Item** field will not be used at UCM to search for requisitions

k. **Requisitions Requiring Action:** select from the drop-down menu

3. Click the **Search** button



4. In the **Search Results** section of the **Manage Requisitions** page, update the search results layout by adding columns to include data columns related to corresponding PO information

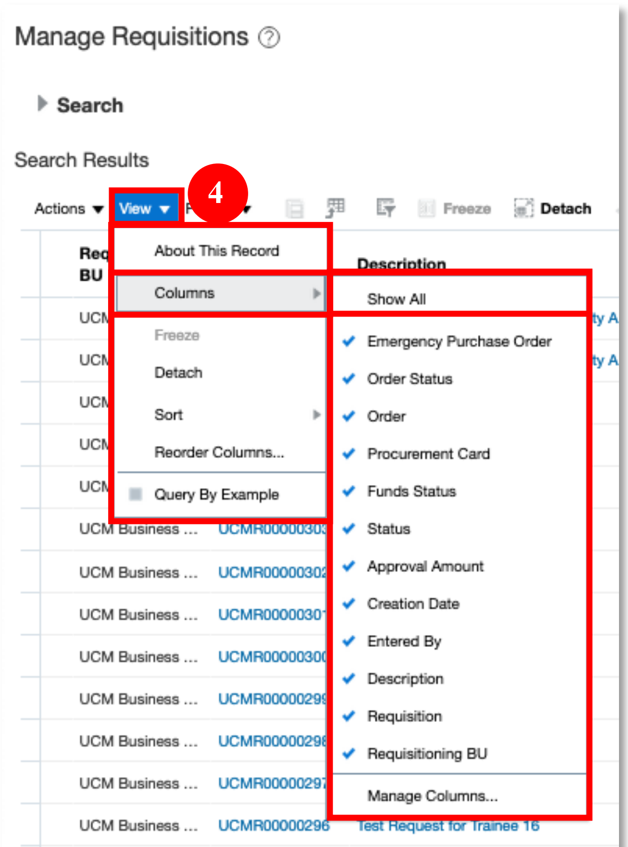
   a. Click the **View** menu, click the **Columns** option and click the **Show All** to make sure **Order**, **Order Status** are brought into the results view

      i. **Order:** this value is the **PO** number created from the approved Requisition. If the value displayed is **Multiple**, this means there was more than one **PO** created to fulfill the items needed on the corresponding requisition

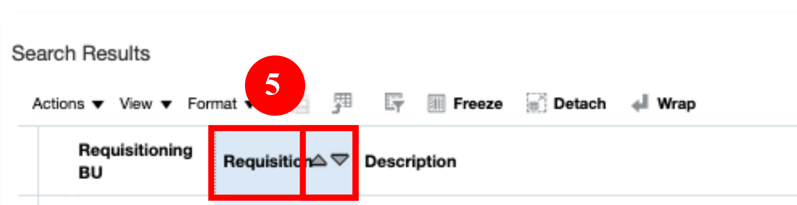
      ii. **Order Status:** this value is the current status of the **PO –**

         1. **Incomplete**: draft order has not been submitted for approval – this is the only status in which an order can be "deleted"

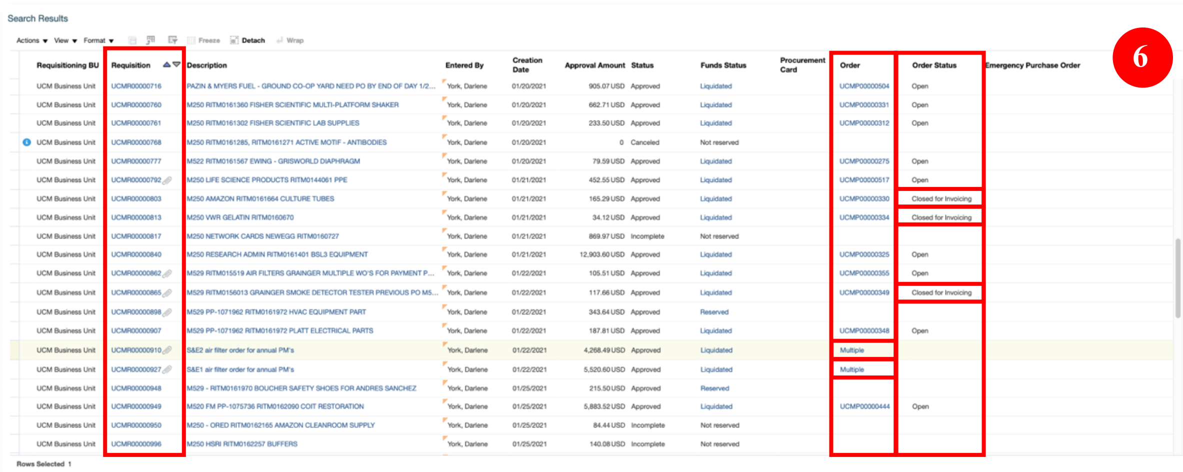
2. **Pending Approval:** the order is in the approval workflow, the order can be withdrawn and edited or cancelled if any change has to be made
3. **Pending Supplier Acknowledgement:** the order is approved and is waiting for supplier acknowledgment to be recorded for being in Open status
4. **Rejected:** the order was rejected by the approver or the supplier
5. **Withdrawn:** the order was withdrawn by the buyer which makes it available for editing and submission for approval again
6. **Pending Change Approval:** a change order was created and submitted for approval
7. **Open:** the PO was created
8. **Closed:** the order was closed and not available for fulfillment
9. **Closed for Invoicing:** one or more invoices are matched to the PO
10. **Closed for Receiving:** the order has been matched to an invoice and is not available for further invoice matching
11. **Canceled:** the order was cancelled and cannot be edited again
12. **On Hold:** the order is on hold, and is unavailable for receiving and/or invoice matching
13. **Finally Closed:** the order is finally closed and not available for processing



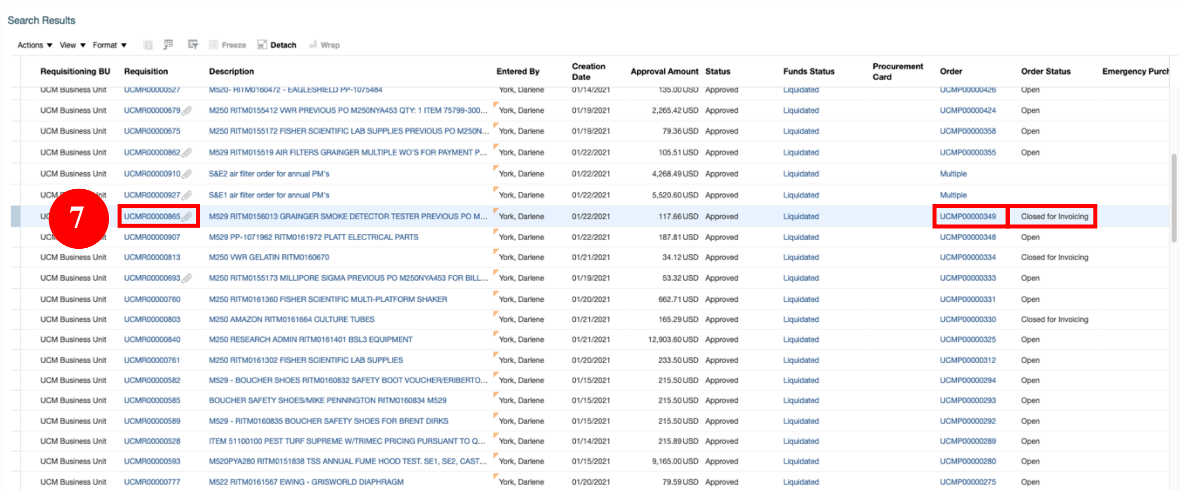
5. In the **Search Results** section of the **Manage Requisitions** page, update the search results to sort the data based on the what the user is looking for specifically
    a. One can select column **headers** and **hover their mouse in the right side of the column header** to click the **Sort** arrow to activate ascending or descending sorting of the displayed results.



6. In the **Search Results** section of the **Manage Requisitions** page, review the results to determine which requisitions you want to open to review in more detail

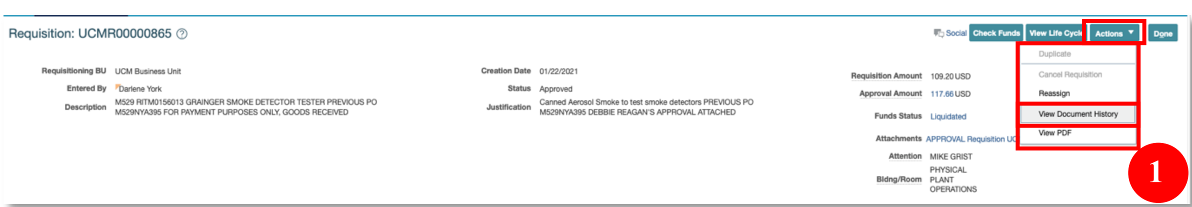


7. In the **Search Results** section of the **Manage Requisitions** page, click the **Requisition** hyperlink of the desired record to see more detail

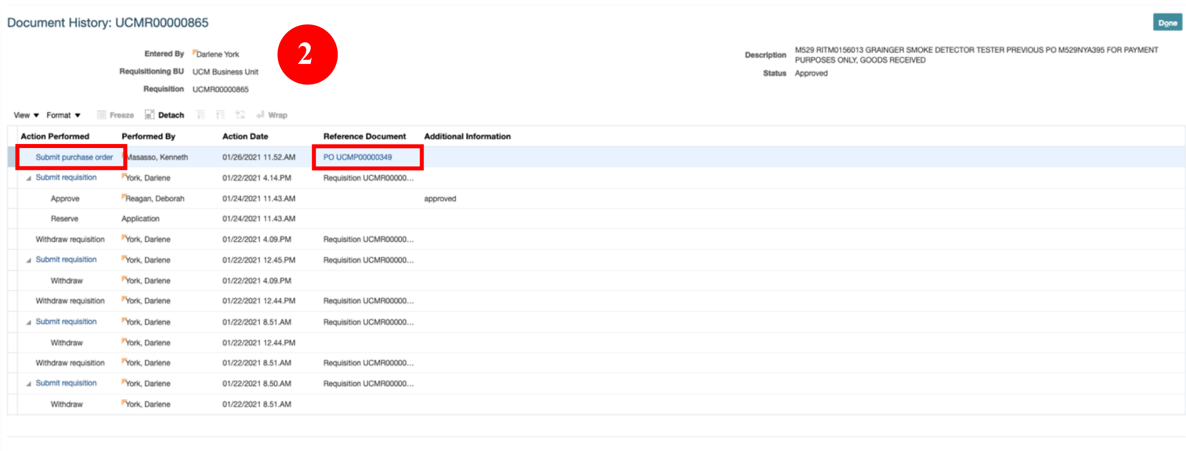


Requisitions: View Document History

1. In the **Requisition** page, review the requisition details and click the **Actions** menu and select the **View Document History** option to see the detail of the requisition to purchase order process



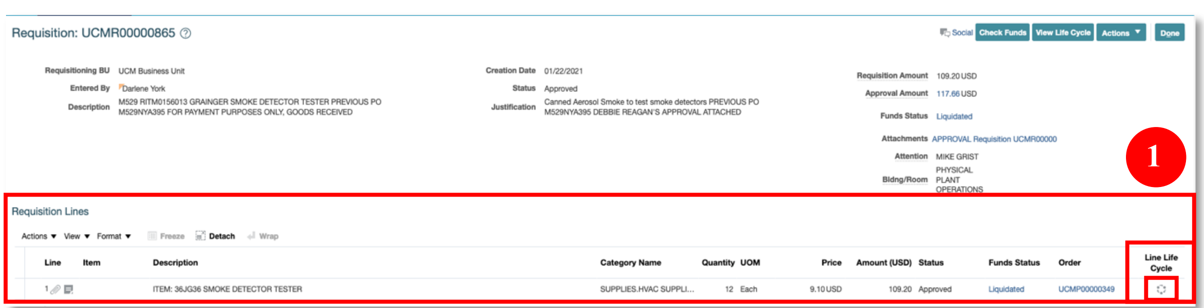
2. In the **Document History** page, review the information on approval history (if a requisition is not yet approved, the Requestor can see which is the approver who has to approve the document). Click into the available hyperlinks to review the **Action**s **Performed** and **Reference Document** information as needed.
    a. Click the desired hyperlink under the **Action Performed** header to review the workflow approval process



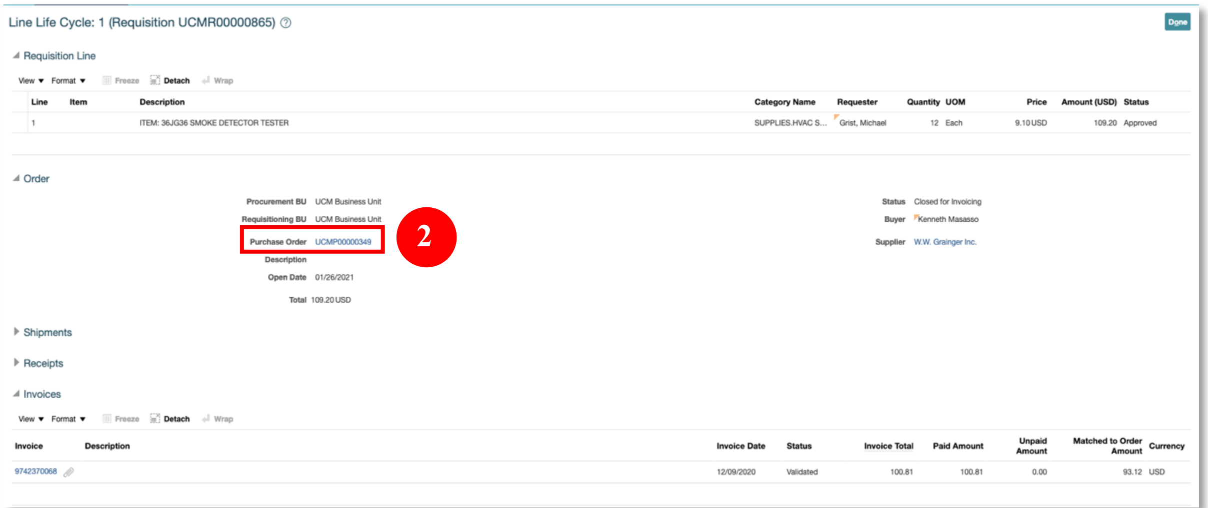
3. In the **Action Detail** page, review the workflow diagram to view where the requisition or purchase order are in the process flow, then click the **Done** button
4. Back in the **Document History** page, click the **Done** button to return to the **Requisition** page

Requisitions: Line Life Cycle View > Corresponding Purchase Order(s)

1. Back in the **Requisition** page, in the **Requisition Lines** section, click the **Line Life Cycle** icon

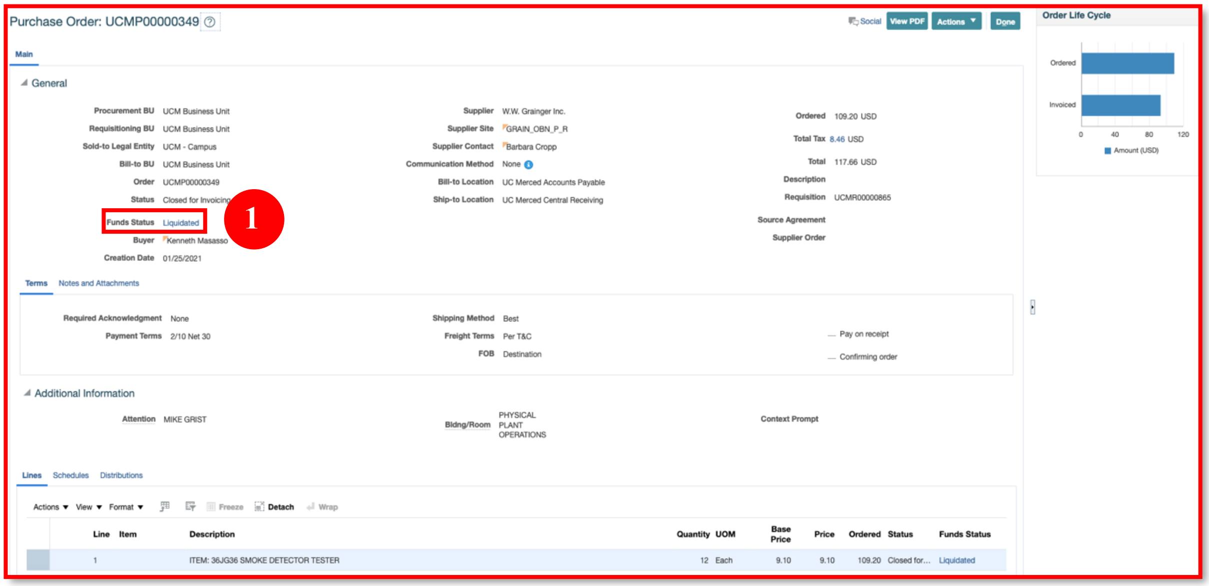


2. In the **Line Life Cycle** page, click the **Purchase Order** hyperlink if more detailed information is needed

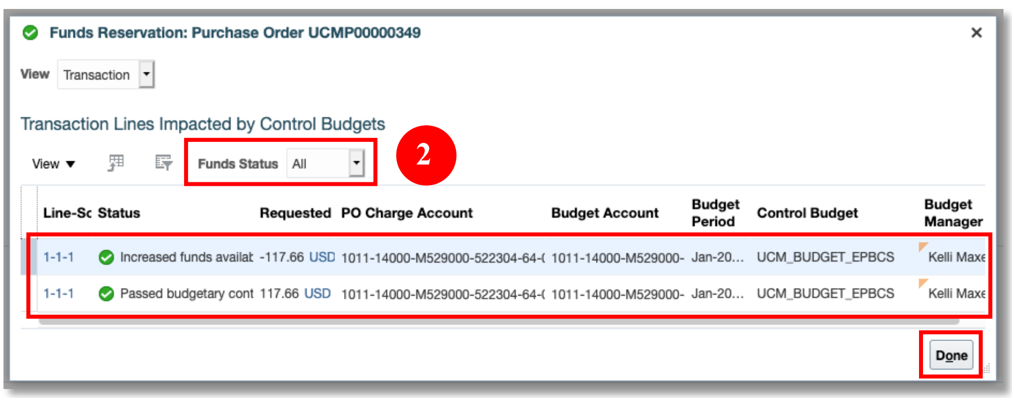


Requisitions: Line Life Cycle View > Corresponding Purchase Order(s) > Funds Status

1. In the **Purchase Order** page, review the Purchase Order details and click the **Funds Status** hyperlink. **Funds Status** definitions are listed below:
    a. **Not Applicable:** there's no budget/ fund to check for the CoA assigned to the transaction
    b. **Passed:** the Fund Check passed due to the transaction amount being under budget amount limit
    c. **Failed:** the Fund Check failed because the transaction amount will push the encumbrance above the budget amount including the tolerance and the **Budget Control is set to Absolute**
    d. **Warning:** when the transaction amount will push the encumbrance above the budget amount including the tolerance and the **Budget Control is set to Advisory**
    e. **Reserved:** the necessary fund is reserved for the transaction and is not available for other transactions
    f. **Partially Liquidated:** a part of the transaction amount of the reserved fund is transferred to the next transaction in the process (Requisition -> PO -> Invoice) – this is typical when a partial invoice is matched to a PO
    g. **Liquidated:** the reserved fund is transferred to the next transaction in the process (Requisition -> PO -> Invoice)

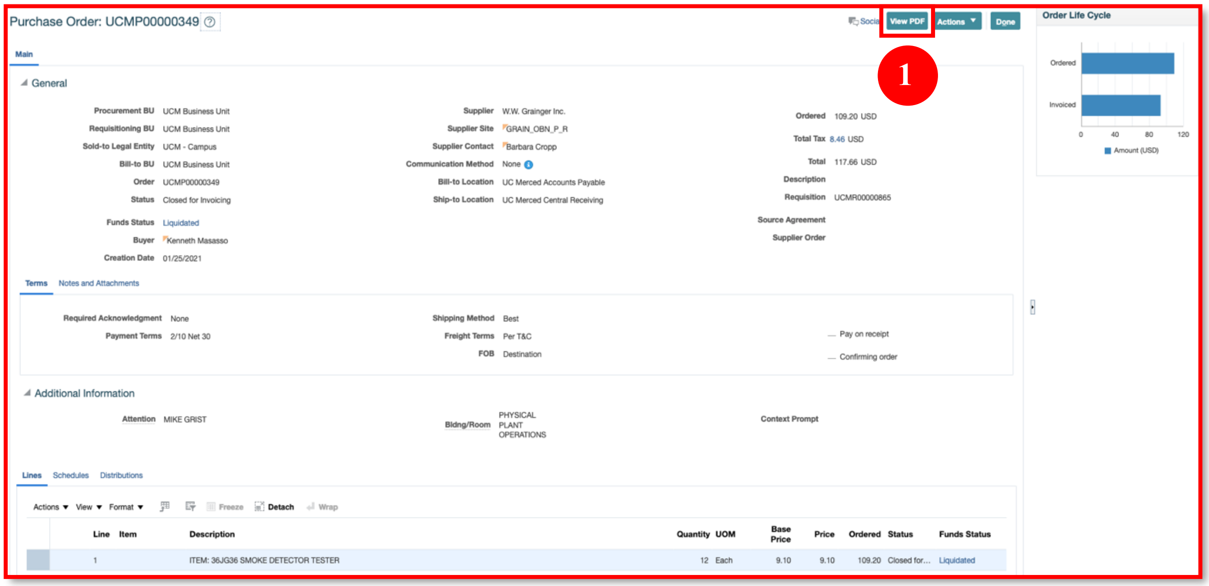


2. In the **Funds Reservation** pop-window, click the **Funds Status** drop-down menu and select **ALL**, then review the fund statuses for that PO line and click the **Done** button



Requisitions: Line Life Cycle View > Corresponding Purchase Order(s) > View PDF

1. Back in the **Purchase Order** page, click the **View PDF** button to open or save the file for viewing the PO in pdf format



2. View all pages as needed for the PDF copy view of the PO

2

Purchase Order UCMP00000349

Order	UCMP00000349
Order Date	JAN-26-2021
Change Order	0
Change Order Date	JAN-26-2021
Revision	0
Ordered Amount	109.20 USD

Sold To **UCM - Campus**
5200 North Lake Road
MERCED, CA 95343

Supplier **W.W. Grainger Inc.**
C-Pay
PALATINE, IL 60038

Bill To **UCM Business Unit**
Downtown Campus Center
PO Box 2749
MERCED, CA 95344
UNITED STATES

Ship To **Attn: PHYSICAL PLANT OPERATIONS**
Bldng/Room:
5200 NORTH LAKE RD
MERCED, CA 95343-5001
UNITED STATES

Notes:

Supplier Number	Payment Terms	Freight Terms	Shipping Method
11290	2/10 Net 30	Per T&C	Best

Buyer
Kenneth Masasso
Email kmasasso@ucmerced.edu
Phone 1-209-228-7178

Line	Item	Price	Quantity	UOM	Ordered	Taxable
1	ITEM: 36JG36 SMOKE DETECTOR TESTER **Notes** FOR PAYMENT PURPOSES ONLY, GOODS RECEIVED. GRAINGER PREVIOUS PO M529NYA395	9.10		Each		
	Promised 01/29/2021 **Requested** 01/29/2021		12	Each	109.20	☑

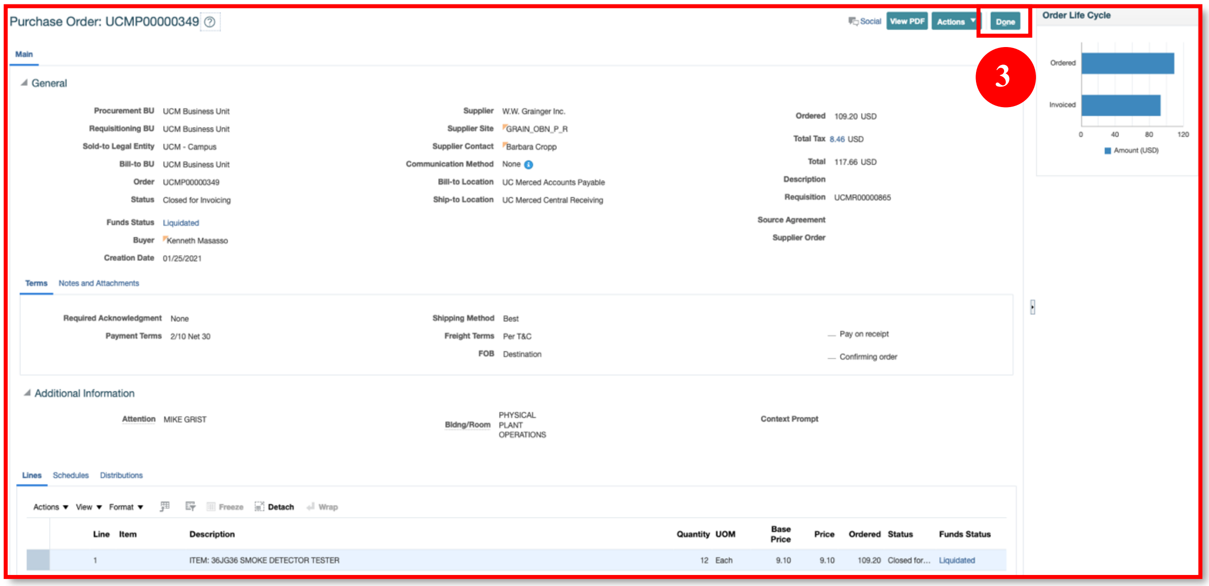
Requested and Promised Dates correspond to the date of arrival at the Ship-to Location.

Line Total **109.20**

Total **109.20 USD**

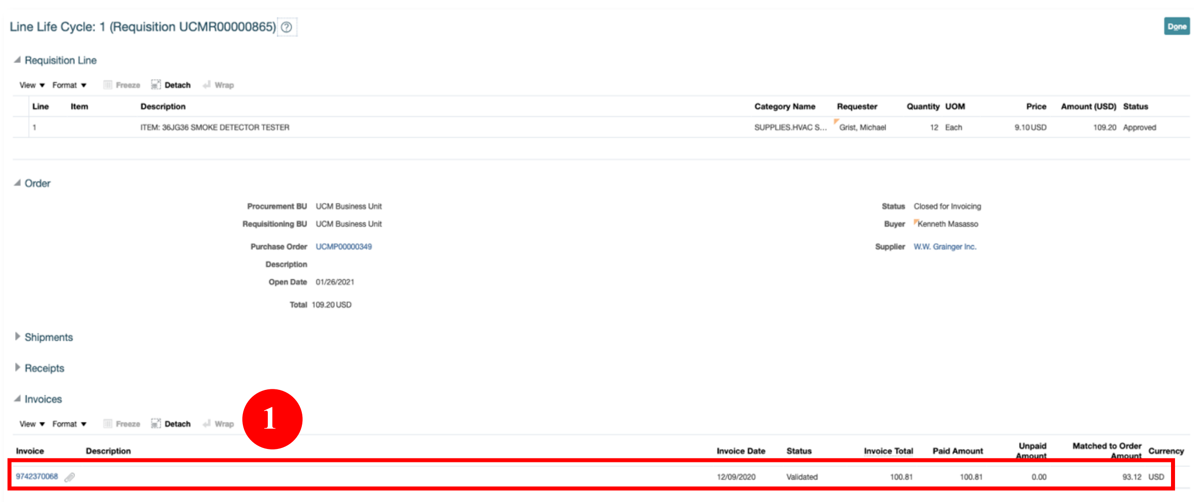
Proprietary and Confidential 1

3. Back in the **Purchase Order** page, review the Purchase Order details and click the **Done** button



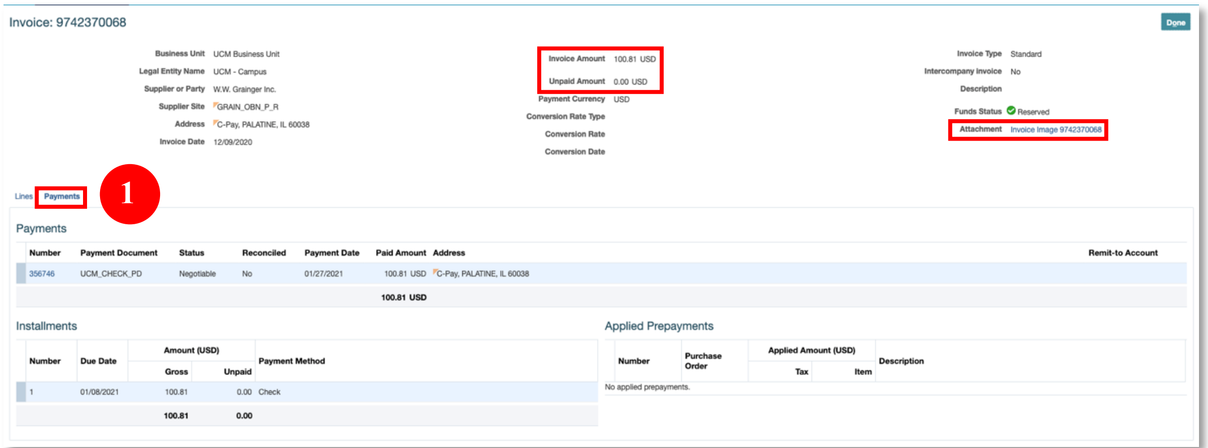
Requisitions: Line Life Cycle View > Corresponding Purchase Order(s) > Invoice(s)

1. Back in the **Line Life Cycle** page, in the **Invoices** section click the **Invoice** hyperlink

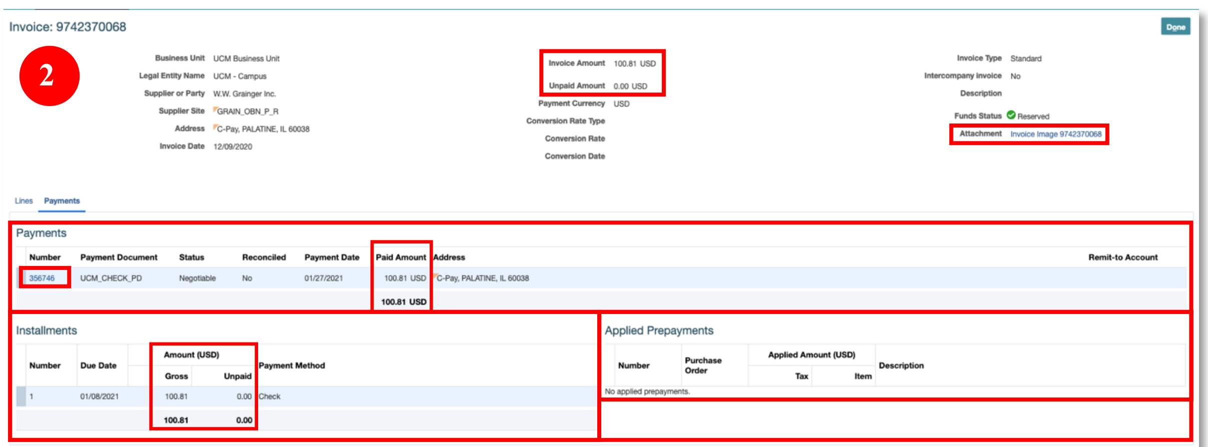


Requisitions: Line Life Cycle View > Corresponding Purchase Order(s) > Invoice(s) > Payment(s)

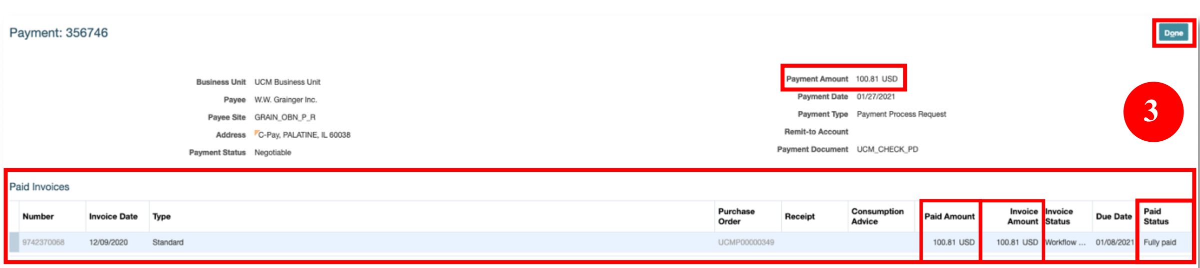
1. In the **Invoice** page, review the invoice details and click the **Payments** tab hyperlink



2. In the **Payments** section of the **Invoice** page, review the Payment and/ or Installment details, then click the **Payment** hyperlink if applicable to access and review the payment status based on the supplier's request



3. In the **Payment** page, review the Payment details, then click the **Done** button



4. Back in the **Invoice** page, click the **Done** button

5. Back in the **Line Life Cycle** page, if applicable, click any other **Invoice** hyperlinks to access and review the invoice/ payment status based on the supplier's request, then click the **Done** button
6. Back in the **Requisition** page, click the **Done** button
7. Back in the **Manage Requisitions** page, click the **Done** button to complete this process