Procurement

Oracle Procurement Step-by-Step Guide

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

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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 details.

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

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**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

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**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 they’re looking for is tied to.

   a. Follow steps above for **Line Life Cycle View** to review the **Invoices** and **Payments** for additional **Orders** as needed.
7. In the Requisition page, once all Orders’ 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 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 **Actions Performed** and **Reference Document** information as needed.

   a. Click the desired hyperlink under the **Action Performed** header to review the workflow approval process

   ![Document History Example](image)

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

   ![Requisition Example](image)

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 -&gt; PO -&gt; 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 -&gt; PO -&gt; 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
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