



# Oracle Fusion: Check Invoice Status

## Supplier Standard Operating Guide

Comprehensive step-by-step instructions designed to support accurate and efficient task completion within Oracle Fusion Cloud Application Software.

If the Oracle homepage isn't displayed, click the home icon on the top-right corner.



## Step 3

If you know the invoice number, you can type it in.

You must enter information in at least one of the fields with asterisks (\*\*) before pressing "Search".

View Invoices

Search

Advanced Saved Search All Invoices

\*\* Invoice Number

\*\* Supplier

Supplier Site

\*\* Purchase Order

Consumption Advice

Invoice Status

Paid Status

Payment Number

Search Reset Save...

Search Results

View  Detach

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status
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## Step 4

View the current status in the Invoice Status column.

View Invoices

Search

Advanced Saved Search All Invoices

\*\* Invoice Number

\*\* Supplier

Supplier Site

\*\* Purchase Order

Consumption Advice

Invoice Status

Paid Status

Payment Number

Search Reset Save...

Search Results

View  Detach

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status
GCRA0001	11/04/2024	Retainage...		ABC 123 Supplies	ATLANTA	2,068.00 USD	2,068.00 USD	Approved
220180	09/23/2024	Standard	220180	ABC 123 Supplies	ATLANTA	USD	0.00 USD	Incomplete
220180-2	09/17/2024	Standard	220180	ABC 123 Supplies	ATLANTA	10,050.00 USD	10,050.00 USD	In process
OGL1	09/11/2024	Standard	220179	ABC 123 Supplies	ATLANTA	259.60 USD	259.60 USD	In process
JP-0904-01	09/04/2024	Standard		ABC 123 Supplies	ATLANTA	100.00 USD	100.00 USD	Approved
220180-1	08/30/2024	Standard	220180	ABC 123 Supplies	ATLANTA	8,000.00 USD	8,000.00 USD	In process
AP-220181	08/27/2024	Standard	220181	ABC 123 Supplies	ATLANTA	10,050.00 USD	10,050.00 USD	Approved
Test Inv1_82024	08/20/2024	Standard	220179	ABC 123 Supplies	ATLANTA	10,050.00 USD	10,050.00 USD	Approved
AP-220177	08/19/2024	Standard	220177	ABC 123 Supplies	ATLANTA	18,050.00 USD	18,050.00 USD	Approved
AP-220178	08/19/2024	Standard	220178	ABC 123 Supplies	ATLANTA	10,050.00 USD	10,050.00 USD	Approved
test	08/16/2024	Standard		ABC 123 Supplies	ATLANTA	10.00 USD	10.00 USD	In process
AP-81124	08/13/2024	Standard		ABC 123 Supplies	ATLANTA	750.00 USD	750.00 USD	Approved
CreditMemoTest	08/13/2024	Credit memo		ABC 123 Supplies	ATLANTA	-50.00 USD	-50.00 USD	Approved
MultiLinesCheck	08/13/2024	Standard		ABC 123 Supplies	ATLANTA	0.00 USD	1,000.00 USD	Approved
SpreadsheetTest	08/13/2024	Standard		ABC 123 Supplies	ATLANTA	300.00 USD	300.00 USD	Approved

# Common Invoice Statuses

## **Approved**

The invoice passed validation and approvals.

## **Rejected**

The invoice was rejected by the payables department or approver.

## **Canceled**

The invoice was canceled by the supplier, approver, or payables department.

## **Pending Import**

The invoice is pending further processing in Oracle.

## **In Process**

The invoice was recently submitted and is pending further processing in Oracle.

## **On Hold**

The invoice is on hold for reasons like price or quantity variance.

## **Incomplete**

The invoice was not fully submitted on the Supplier Portal.

# Common On Hold Reasons

## **Amount billed exceeds amount ordered**

The hold indicates the invoice total amount is higher than the total amount authorized in the Purchase Order.

## **Amount billed exceeds amount received**

This hold indicates the Purchase Order line has not been received by the requester.

## **Billed quantity exceeds ordered quantity**

This hold indicates the Invoice billed quantity is higher than the quantity authorized in the Purchase Order.

## **Billed quantity exceeds received quantity**

This hold indicates the Invoice billed quantity is higher than the received quantity authorized in the Purchase Order

## **Invoice price exceeds PO price for PO or receipt**

The hold indicates the invoice line amount is higher than the line amount authorized in the Purchase Order

## **Total of invoice distributions does not equal invoice amount**

This hold indicates the total amount of the line distributions does not equal the total amount of the invoice.

## Step 5

Click the invoice number to view more details.

### Search Results

View   Detach

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status
GCRA0001	11/04/2024	Retainage...		ABC 123 Supplies	ATLANTA	2,068.00 USD	2,068.00 USD	Approved
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OGL1	09/11/2024	Standard	220179	ABC 123 Supplies	ATLANTA	259.60 USD	259.60 USD	In process
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220180-1	08/30/2024	Standard	220180	ABC 123 Supplies	ATLANTA	8,000.00 USD	8,000.00 USD	In process
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Test Inv 1_82024	08/20/2024	Standard	220179	ABC 123 Supplies	ATLANTA	10,050.00 USD	10,050.00 USD	Approved
AP-220177	08/19/2024	Standard	220177	ABC 123 Supplies	ATLANTA	18,050.00 USD	18,050.00 USD	Approved
AP-220178	08/19/2024	Standard	220178	ABC 123 Supplies	ATLANTA	10,050.00 USD	10,050.00 USD	Approved
test	08/16/2024	Standard		ABC 123 Supplies	ATLANTA	10.00 USD	10.00 USD	In process
91324	08/13/2024	Standard		ABC 123 Supplies	ATLANTA	750.00 USD	750.00 USD	Approved

## Step 6

Click lines to view details about each line item.

You can click the number to be taken directly to details about the associated PO.

Invoice: OGL1 Done

Legal Entity Name	Guinnell County Board of Commissioners	Invoice Amount	259.60 USD
Supplier or Party	ABC 123 Supplies	Unpaid Amount	259.60 USD
Supplier Site	ATLANTA	Invoice Type	Standard
Address	3787 Morehead Ave, Atlanta, GA Fulton30307	Description	
Invoice Date	09/11/2024	Attachment	Doc1.docx
		Tax Control Amount	

**Lines** Payments

Items

Line	Amount	Description	Quantity	Unit Price	UOM	Purchase Order	Receipt	Consumption Advice	Tax Determinants		
					Name	Number	Line	Schedule	Number	Line	Ship-to Location
2	259.60	Drill brushes and cleaning kit	10	25.96	Bundle	220023	1	1			DWR CENTRAL WAREHO...

Summary Tax Lines Shipping and Handling

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Line	Type	Amount
No shipping and handling.									

Totals

Tax charges summary

Inclusive Tax	0.00	Items	259.60
Self-Assessed Tax	0.00	Freight	0.00
		Miscellaneous	0.00
		Tax	0.00
		Subtotal	259.60

## Step 7

Click “Payments” to view due date information.

You can also review recorded payment methods.

Supplier Site ATLANTA  
Address 3707 Morehead Ave, Atlanta, GA  
Fulton30307  
Invoice Date 09/11/2024

Payment Currency USD  
Tax Control Amount

Description  
Attachment Doc1.docx

Lines **Payments**

Payments

Number	Payment Document	Status	Reconciled	Payment Date	Paid Amount	Address	Remit-to Account
No payments.							
USD							

Installments

Number	Due Date	Amount (USD)		Payment Method
		Gross	Unpaid	
1	10/11/2024	259.60	259.60	Check
		259.60	259.60	

Applied Prepayments

Number	Purchase Order	Applied Amount (USD)		Description
		Tax	Item	
No applied prepayments.				

## Step 8

When you are finished, click “Done” to exit and return the invoice search results page.

Gwinnett

Invoice: OGL1

Business Unit GC BU  
Legal Entity Name Gwinnett County Board of Commissioners  
Supplier or Party ABC 123 Supplies  
Supplier Site ATLANTA  
Address 3707 Morehead Ave, Atlanta, GA  
Fulton30307  
Invoice Date 09/11/2024

Invoice Amount 259.60 USD  
Unpaid Amount 259.60 USD  
Payment Currency USD  
Tax Control Amount

Invoice Type Standard  
Description  
Attachment Doc1.docx

Done

Lines **Payments**

Payments

Number	Payment Document	Status	Reconciled	Payment Date	Paid Amount	Address	Remit-to Account
No payments.							
USD							

Installments

Number	Due Date	Amount (USD)		Payment Method
		Gross	Unpaid	
1	10/11/2024	259.60	259.60	Check
		259.60	259.60	

Applied Prepayments

Number	Purchase Order	Applied Amount (USD)		Description
		Tax	Item	
No applied prepayments.				