



Oracle Fusion: Check Invoice Status

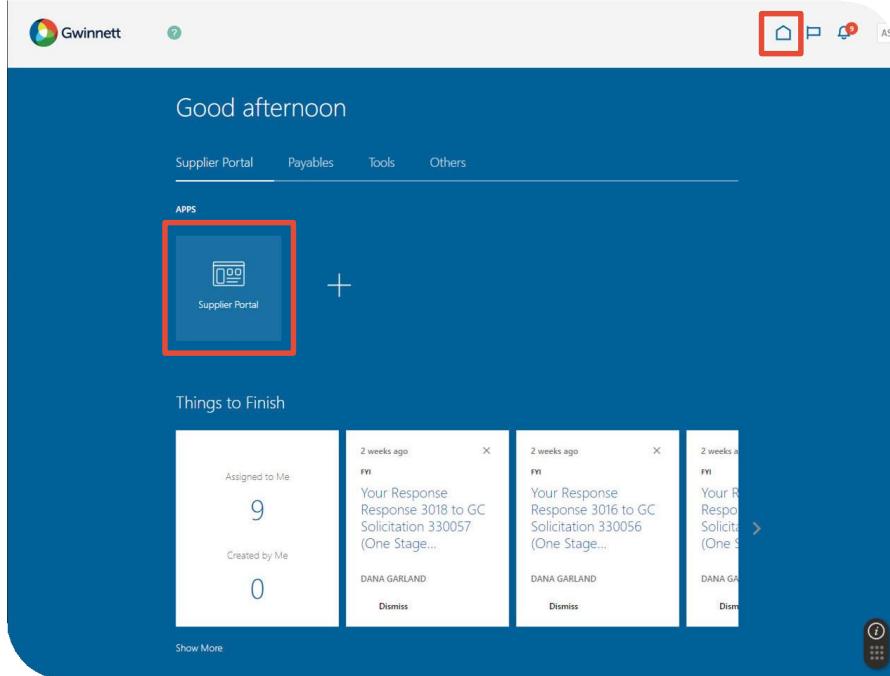
Supplier Standard Operating Guide

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

Step 1

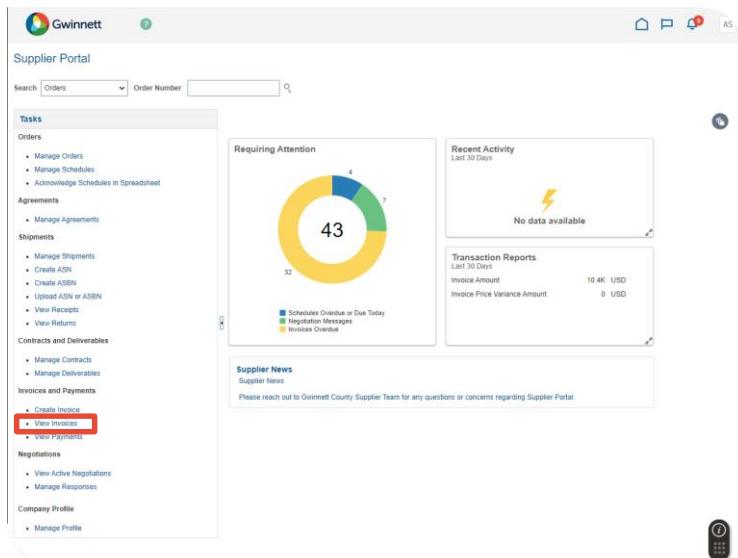
From the Oracle homepage, click Supplier Portal.

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



Step 2

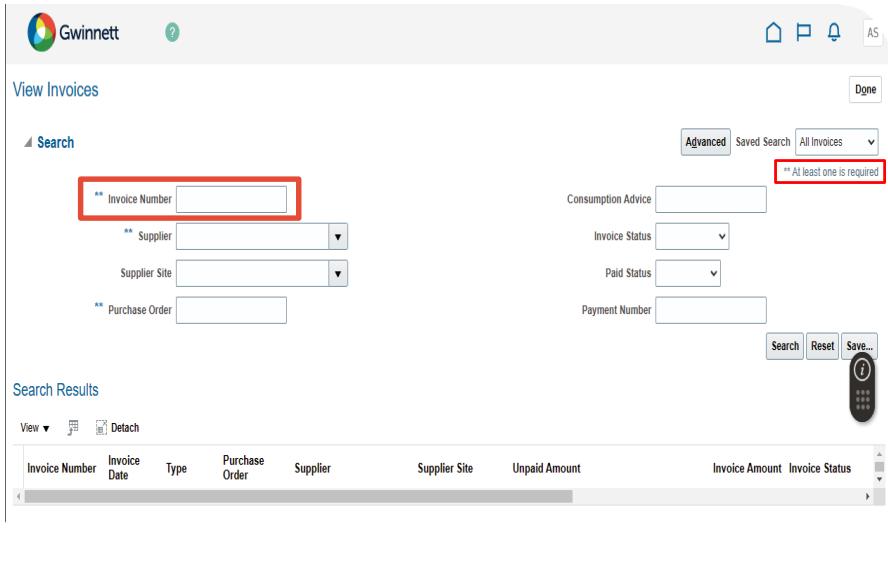
From the tasks list, click "View Invoices".



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

Advanced Saved Search All Invoices

** Invoice Number

** Supplier

Supplier Site

** Purchase Order

Consumption Advice

Invoice Status

Paid Status

Payment Number

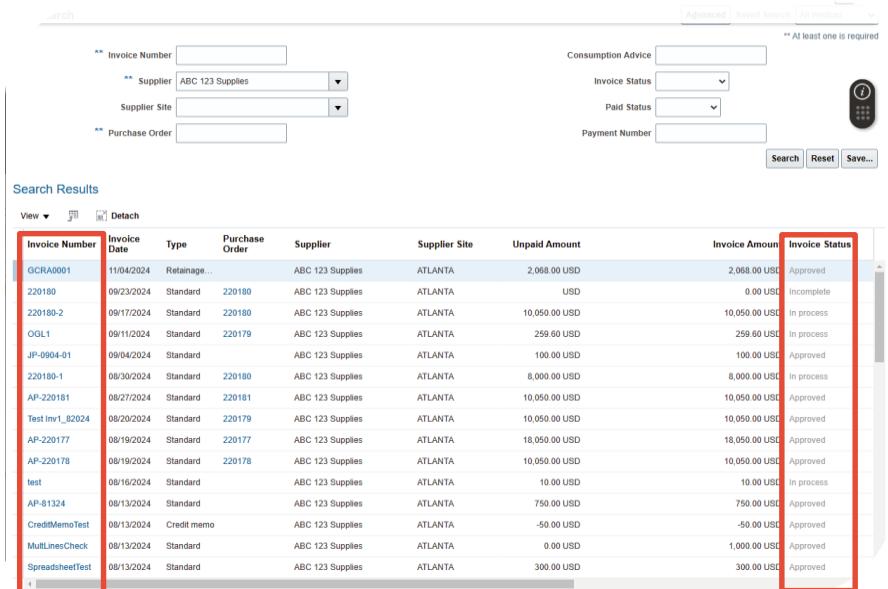
Search Reset Save... 

Search Results

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status

Step 4

View the current status in the Invoice Status column.



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

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 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
AP-81324	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
MultLinesCheck	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

This 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

This 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

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
^ 1324	08/13/2024	Standard		ARC 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

Lines Payments

Items

Summary Tax Lines

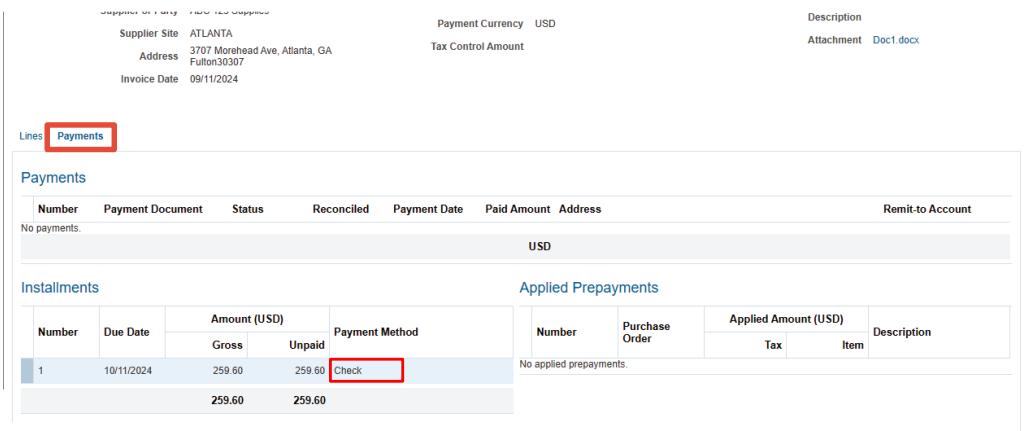
Totals

4

Step 7

Click “Payments” to view due date information.

You can also review recorded payment methods.



Supplier Info: Supplier ID: 123456789 Supplier Name: ABC 123 Supplies
Supplier Site: ATLANTA
Address: 3707 Morehead Ave, Atlanta, GA
Invoice Date: 09/11/2024

Payment Currency: USD
Tax Control Amount
Description
Attachment: Doc1.docx

Payments

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

USD

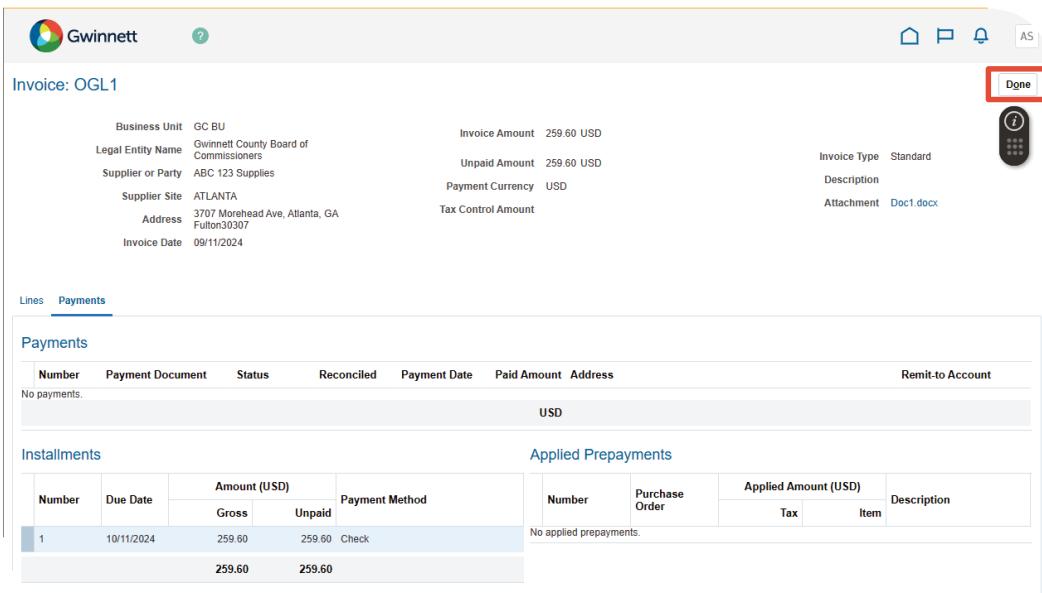
Installments

Applied Prepayments

Number	Due Date	Amount (USD)		Payment Method	Number	Purchase Order	Applied Amount (USD)		Description
		Gross	Unpaid				Tax	Item	
1	10/11/2024	259.60	259.60	Check					No applied prepayments.
		259.60	259.60						

Step 8

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



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
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

Payments

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

USD

Installments

Applied Prepayments

Number	Due Date	Amount (USD)		Payment Method	Number	Purchase Order	Applied Amount (USD)		Description
		Gross	Unpaid				Tax	Item	
1	10/11/2024	259.60	259.60	Check					No applied prepayments.
		259.60	259.60						