

Hello and welcome to our Oracle Procurement Video Guide series. This video on checking invoice status will cover checking PO payment status, how to view invoices in Oracle, and how to view invoices in Payment Compass.

Let's start by navigating to the Oracle homepage.

Once on the homepage, open the Invoices module. Select the list icon located on the right hand side, then choose manage invoices from the available menu. Under Saved Search, select Purchase Order from the drop down menu to widen your search criteria via PO number, supplier invoice number and supplier name. At least one search criteria is required.

You can view invoice status at a glance; most importantly, you can quickly see if an invoice has any holds or if payment was issued.

- An invoice that has the validation status of Needs Revalidation and the Approval Status of Required will have a hold noted in the Holds and Approval tab.
- An invoice that has the validation status of Validated and the Approval Status of Initiated or Required is in progress, pending approvals.
- An invoice that has the validation status of Not Validated and the Approval Status of Required is also in progress and pending initial review.
- An invoice that has the validation status Validated and the Approval Status Workflow Approved is paid or has payment scheduled.

For detailed information click the invoice number next to the invoice you're investigating to view payment status.

There are two tabs for invoice processing:

- The first is Holds and Approvals. If your invoice has a hold noted there will be a note indicating what the hold is. If the invoice is not fully approved, a list of all approvers will display.
- The Payments tab will provide payment information, including if an invoice payment was canceled, voided or reissued. If this is a check payment, then the 'cleared' status will indicate when the check has been cashed.
- If there are no holds and the invoice has been fully approved but no payment information is listed, select the Validated link on the top right of the page to view the scheduled payment date.

If you do not see your invoice listed in Oracle, then the receipt status of any invoice can be found on Payment Compass.

You can access Payment Compass by going to paymentcompass.ucsd.edu where you will be able to log in via Single Sign-On.

In the main search bar, you can search via the supplier invoice number, supplier name or PO.

Searching with any of these criteria will direct you to the supplier's list of invoices. Once on this page, you can filter the results by searching for key terms like the UCSD Document Number, your invoice number, PO number or the dates of an event or trip. If an invoice isn't listed here, then it hasn't been received by UCSD. The following information will be displayed for each transaction:

The Invoice Number will display in the **UCSD Document Number** field as well as the method by which the invoice was submitted.

- The **Transaction Reference** field will display additional information about the transaction such as the PO Number, Supplier's Invoice number or the Concur descriptions.
- The **amount** field shows the total amount of the payment the supplier will receive. Please note that this number may differ from the invoice amount as multiple invoices may be paid by the same transaction. You can click the hyperlink to view payment details.
- For information on when the last time the document was updated, see the **Doc. Last Updated On** field. This can also serve as an indicator of how long something has been in a particular status.
- This field shows the **Status** of the transactions.

You can hover over your particular status to view an explanation. For next steps or explanations of other statuses, you can click on the question mark here.

Thank you for taking the time to watch our video guide – we hope this information has been helpful. If you have any further questions, please reach out to us by submitting a case through [Services & Support](#) or by calling us at 858.534.9494.