

Process Name: Look-up Invoice Payment on a PO

STEP	DETAIL
1	Sign in to Oracle Cloud through TCNJ Today app bar Click Company Single Sign-On Username: TCNJ login Password: your password Click Home button in upper Right corner
2	
3	
4	
5	

5 In the Search results page, click the requisition number to open.

Search Results

Actions ▾ View ▾ Format ▾ Freeze Detach

Requisition	Description	Entered By	Creation Date	Approval Amount	Status	Funds Status	Order
REQTC0000067	ERP-7008-Req against CPA	Kapur, Anup	10/25/2019	5,000.00 USD	Approved	Liquidated	TCNJ00000039

Rows Selected 1 Columns Hidden 4

6 Click **View Life Cycle**

ORACLE

Requisition: REQTC0000067

Check Funds View Life Cycle Actions Done

Requisitioning BU: TCNJ
Entered By: Anup Kapur
Description: ERP-7008-Req against CPA

Creation Date: 10/25/2019
Status: Approved
Justification:

Requisition Amount: 5,000.00 USD
Approval Amount: 5,000.00 USD
Funds Status: Liquidated
Attachments: None

Requisition Lines

Actions ▾ View ▾ Format ▾ Freeze Detach Wrap

Line	Item	Description	Category Name	Quantity	UOM	Price	Amount (USD)	Status	Funds Status	Order	Order Status	Line Life Cycle
1		ERP-7008-Req against CPA	Professional Services				5,000.00	Approved	Liquidated	TCNJ00000039	Closed for Rec...	

Rows Selected 1 Columns Hidden 12

7 Click on the **Invoice #**

Shipments

View ▾ Format ▾ Freeze Detach Wrap

Shipment	Shipped Date	Expected Receipt Date	Ship to Location	Carrier	Tracking Number
No data to display.					

Receipts

View ▾ Format ▾ Freeze Detach Wrap

Receipt	Receipt Date	Received By	Shipment	Packing Slip	Waybill	Bill of Lading	Notes
100032	10/25/2019	Kapur, Anup					

Invoices

View ▾ Format ▾ Freeze Detach Wrap

Invoice	Description	Invoice Date	Status	Invoice Total	Paid Amount	Unpaid Amount	Matched to Order Amount	Currency
7129857	Consulting	09/13/2019	Validated	2,000.00		2,000.00	2,000.00	USD

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Click **Payments** on the Invoice screen

Invoice: 7129857 Done

Business Unit: TCNJ	Invoice Amount: 2,000.00 USD	Invoice Type: Standard
Legal Entity Name: The College of New Jersey	Unpaid Amount: 2,000.00 USD	Intercompany Invoice: No
Supplier or Party: Huron Consulting Services, LLC.	Payment Currency: USD	Description: Consulting
Supplier Site: P.O. Box 71223	Conversion Rate Type	Funds Status: ✔ Reserved
Address: P.O. Box 71223, CHICAGO, IL 60694-1223	Conversion Rate	Attachment: None
Invoice Date: 09/13/2019	Conversion Date	

Lines: **Payments**

Items

View ▼ Detach

Line	Amount	Description	Budgetary Control		Quantity	Unit Price	UOM Name	Purchase Order			Receipt		Consumption Advice		Tax Determinants
			Budget Date	Funds Status				Number	Line	Schedule	Number	Line	Number	Line	
1	2,000.00	ERP-7005-Req against CPA	10/20/2019	✔ Reserved			TCHJ0008...	1	1						Human Resources - Admin Servs Bldg

Summary Tax Lines Shipping and Handling

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Payment information will be displayed

Invoice: 7129857 Done

Business Unit: TCNJ	Invoice Amount: 2,000.00 USD	Invoice Type: Standard
Legal Entity Name: The College of New Jersey	Unpaid Amount: 2,000.00 USD	Intercompany Invoice: No
Supplier or Party: Huron Consulting Services, LLC.	Payment Currency: USD	Description: Consulting
Supplier Site: P.O. Box 71223	Conversion Rate Type	Funds Status: ✔ Reserved
Address: P.O. Box 71223, CHICAGO, IL 60694-1223	Conversion Rate	Attachment: None
Invoice Date: 09/13/2019	Conversion Date	

Lines: **Payments**

Payments

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

Installments

Number	Due Date	Amount (USD)		Payment Method
		Gross	Unpaid	
1	11/24/2019	2,000.00	2,000.00	Electronic
		2,000.00	2,000.00	

Applied Prepayments

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