

Display Invoice and Payment Details

Purpose

Use this procedure to view invoices that have been entered and matched in the AP system.

Trigger

You need to review additional invoice and payment details not available within Web Voucher invoice inquiry.

Prerequisites

Invoice has been entered and matched by AP.

User has access to HRVD^HUAP^AP Views and has selected this responsibility from the Oracle personal home page.

Navigator Path

Invoices Summary

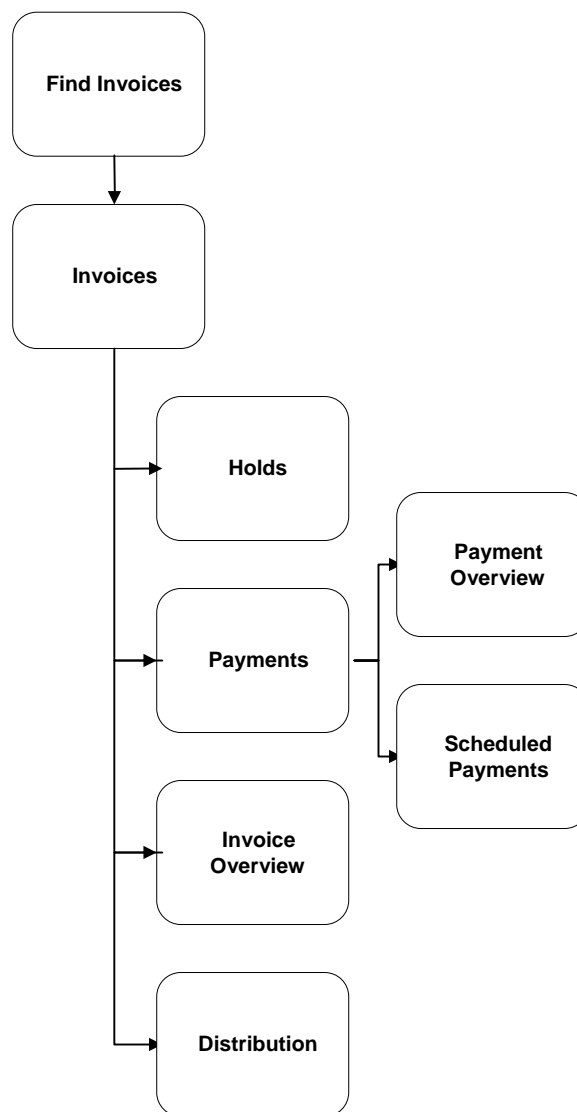
→ Find Invoices

→ Invoices

Helpful Hints

Select [invoice overview](#) or [payment overview](#) from the AP Views menu to go directly to overview information about a transaction that matched the criterion you define.

Screens to Use



Find Invoices

Supplier	
Name	YANG FANG HOU
Site	
PO Num	
PO Shipment:	
Number	

Invoice	
Number	
Type	
Amounts	
Dates	
Terms:	
Pay Group:	
Invoice Batch	
Currency	

Invoice Status	
Paid	
Accounted	
Status	

Voucher Audit	
Category	
Name	
Numbers	

Holds	
Status	
Name	
Reason	

Invoice Template	
Number	
Period Type	


Calculate Balance Owed... Clear New Find

Locate Invoice

[\(back to top\)](#)

1. Complete any of the fields in this screen to define a search criterion:

In This Field	Enter
Supplier Name	Name of vendor (from list of values), enter a partial value using the % as a wildcard if you are unsure how the vendor appears in the system.
Supplier Number	Vendor number assigned in Oracle
Supplier Site	Vendor pay site name (from list of values)
PO Number	Web voucher number
Invoice Number	Vendor invoice number
Invoice Amounts	A range of invoice amounts
Invoice Dates	A range of invoice dates

2. Click  to execute the search.

3. Perform one of the following:

If	Then
No records were retrieved	Go to Step 1 and modify the search criteria.
More than one record was retrieved	Go to Step 4 to view additional invoice information and select a specific invoice.
A specific invoice record was retrieved	Go to Step 6 to view additional invoice information.

Invoices (HARVARD University Operating Unit)

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
Standard	YANG FANC	285864	UNIVERS	01/AUG/2004	HOU01AUG04	USD	3,783.80
Standard	YANG FANC	285864	ALLSTO	12/OCT/2004	PAYMENT120	USD	906.00

Amount Paid		Holds	0	Distribution Total	3,783.80
USD	3,783.80	Status	Validated	Accounted	Yes
		Approval	Not Required	Desc	HEALTH INSURANCE AS

Select Invoice to Review

[\(back to top\)](#)

4. Select the invoice you need to view.







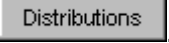
In the screen shown, invoice HOU01AUG004 for YANG FANG HOU has been selected.

5. Review the following fields:

This Field	Shows
Amount Paid	Amount paid on selected invoice
Holds	Number of holds associated with this invoice
Status	Validation status. Invoice Validation checks the matching and distribution information for invoices entered and automatically applies holds to any exception invoices.
Approval	Indicates whether the invoice requires approval before it can be paid.
Distribution Total	Total amount of distributions allocated to one or more general ledger expense or asset accounts.
Accounted	No or yes depending on whether payment has been posted to general ledger
Description	Header level description from the associated web voucher

View Additional information

6. Perform one of the following to view additional information:

If You Need To	Then	Go To
View hold information	Click 	Step 7
View payment information	Click 	Step 9
View scheduled payment information	Click 	Step 13
View invoice overview information	Click 	Step 15
View payment distribution information	Click 	Step 17

Invoice Holds – (HARVARD University Operating Unit) – HOU01AYG04, YANG FANG HOU

Hold Name	Hold Reason	Release Name	Release Reason	
Supplier	Hold all unvalidated invoice	Validated	Hold Released	

Purchase Order		Receipt		Current Record	
Number	<input type="text"/>	Number	<input type="text"/>	Hold Date	29/SEP/2004
Release	<input type="text"/>	Line	<input type="text"/>	Held By	System
Line	<input type="text"/>	Date	<input type="text"/>	Release Date	01/OCT/2004
Ship To	<input type="text"/>			Released By	90567659


View Holds Information

[\(back to top\)](#)

7. Review the following fields:

This Field	Shows
Hold Name	Name of hold placed on invoice
Hold Reason	Type of hold placed on invoice
Release Name	Name of release placed on invoice
Release Reason	Reason invoice was released for payment
Current Record Hold Date	Date hold was placed on invoice
Current Record Held By	How hold was placed on the invoice
Current Record Release Date	Date invoice was released for payment
Current Record Release By	Who, identified by user ID, released the invoice for payment

8. Perform one of the following:

If You Need To	Then
View additional information	Go to Step 6 .
View date payment is scheduled for	Click  and go to Step 13 .
Return to the navigator to perform another task	Select Action → Close Form .
Exit	Select Action → Exit Oracle Applications .

Payments (HARVARD University Operating Unit) – HUU01AYG04, YANG FANG HOU

Payment Method	Document Number	Payment Date	GL Date	Void	Payment Amount []
<input checked="" type="checkbox"/> Check	1288399	05/OCT/2004	05/OCT/2004	<input type="checkbox"/>	3,783.80
<input type="checkbox"/>				<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	

Discount Taken



View Payment Information

[\(back to top\)](#)

9. Review the following fields:

This Field	Shows
Payment Method	How payment was made to vendor
Document Number	Unique number associated with payment
Payment Date	Date payment was made to vendor
GL Date	Date payment was recorded in general ledger
Void	If selected, payment was voided
Payment amount	Amount of payment to vendor
Discount Taken	Percentage discount taken on invoice

10. Perform on of the following:

If You Need To	Then
View additional information	Go to Step 6 .
View date payment is scheduled	Click  and go to Step 13 .
View payment overview information	Click  and go to Step 11 . Note: If payment has not yet been made, you will be unable to access payment overview information.
Return to the navigator to perform another task	Select Action → Close Form .
Exit	Select Action → Exit Oracle Applications .



Payment Overview (HARVARD University Operating Unit) – HOU01AYG04, YANG FANG HOU

Payment Overview (Harvard University Operating Unit)

Number	1288399
Currency	USD
Amount	3,783.80
Date	05/OCT/2004
Batch	100504WUC01
Voucher	
Status	Reconciled Unaccounted
Cleared Amount	3,783.80
Cleared Date	18/OCT/2004
Void Date	
Maturity Date	

Supplier

Name	YANG FANG HOU		
Number	285864	Site	UNIVERSITY M
Address	OR UNIVERSITY HEALTH SERVICES 75 MT AUBURN STREET 1ST FLOOR		

Bank

Name	Bank Boston
Account	Harvard Checking
Payment Document	Harvard Checking
Payment Method	Check

Invoices

Number	Amount Paid	GL Date	Description
<input checked="" type="checkbox"/> HOU01AUG04	3,783.80	05/OCT/2004	HEALTH INSURANCE AS PART OF FELLOWSHI
<input type="checkbox"/>			
<input type="checkbox"/>			

Invoice Overview Bank Supplier Payments

View Payment Overview Information

[\(back to top\)](#)

11. Review the following fields:

This Field	Shows
Number	Document number
Supplier Name	Vendor name
Currency	Invoice currency
Amount	Total amount of check to vendor
Supplier Number	Vendor number assigned in Oracle
Supplier Site	Vendor pay site name
Date	Payment date
Address	Payment remit to address
Batch	Payment batch number
Cleared Amount	Amount of the payment that has been cleared
Name	Bank name associated with payables account
Clear Date	Date the payment was cleared through the bank
Account	Bank account name
Void Date	Date the payment was voided and is no longer valid
Document	Document type
Method	Method of payment
Number	Invoice number of selected invoice
Amount Paid	Amount paid on selected invoice
GL Date	Date invoice was recorded in the general ledger
Description	Header level description from the associated web voucher

12. Perform one of the following:

If You Need To	Then
View additional information	Go to Step 6 .
View Invoice Overview	Click <code>Invoice Overview</code> and go to Step 15 .
Return to the navigator to perform another task	Select Action → Close Form .
Exit	Select Action → Exit Oracle Applications .

Scheduled Payments (HARVARD University Operating Unit) – HUU01AYG04, YANG FANG HOU

Scheduled Payments (Harvard University Operating Unit) - HUU01AUG04, YANG FANG HOU

Payment Currency **USD** Invoice Amount **3,783.80**
Amount Paid **3,783.80** Gross Amount Total **3,783.80**

Due Date Second Discount Third Discount Remit-To Bank Account

Hold	Due Date	Payment Priority Gross Amount	Payment Method	Discount Date	Discount Amount
<input checked="" type="checkbox"/>	01/AUG/2004	3,783.80 99	Check		
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Amount Remaining **0.00**
Discount Amount Remaining **0.00**

Hglds Payments



View Scheduled Payment Information

[\(back to top\)](#)

13. Review the following fields:

This Field	Shows
Payment Currency	Currency associated with scheduled payment
Invoice Amount	Amount of invoice
Gross Amount Total	Gross amount of invoice
Hold	If selected, there is a hold on this invoice.
Due Date	Date payment is due according to payment terms
Gross Amount	Invoice total
Priority	Payment priority as defined by vendor file
Payment Method	How the payment will be made to vendor
Discount Date	When payment needs to be made for discount to apply
Discount Amount	Amount of discount available
Amount	Amount paid on invoice
Amount Remaining	Amount remaining to be paid on invoice
Discount Amount Remaining	Discount amount remaining on invoice

14. Perform one of the following:

If You Need To	Then
View additional information	Go to Step 6.
View hold information	Click  and go to Step 7 .
View payment information	Click  and go to Step 9 .
Return to the navigator to perform another task	Select Action → Close Form .
Exit	Select Action → Exit Oracle Applications .

Invoice Overview (HARVARD University Operating Unit) – HUU01AYG04, YANG FANG HOU

Supplier		YANG FANG HOU		Site		UNIVERSITY MAIL	
Supplier Num		285864		Type		Standard	
Invoice Num		HUU01AUG04		Date		01/AUG/2004	
Batch Name		092904JS19		Currency		USD	
Voucher				Amount		3,783.80	
PO Number		1739147		Unpaid		0.00	
Receipt Num				Release			
				Unapplied			
				Settlement Date			
Invoice Status				Description			
Paid		Yes		HEALTH INSURANCE AS PART OF FEI			
Accounted		Yes		Active Hold			
Status		Validated		Reason			
Approval		Not Required					
Scheduled Payments				Actual Payments			
Curr	Amount	Remaining	Due Date	Held	Paid By	Paid On	
<input checked="" type="checkbox"/> USD	3,783.80	0.00	01/AUG/2004	<input type="checkbox"/>	1288399 - Check	05/OCT/2004	
<input type="checkbox"/>				<input type="checkbox"/>			
<input type="checkbox"/>				<input type="checkbox"/>			

Payment Overview Supplier Invoices

View Invoice Overview

[\(back to top\)](#)

15. Review the following fields:

This Field	Shows
Supplier	Vendor name
Site	Vendor pay site name
Supplier Num	Vendor number assigned in Oracle
Invoice Num	Vendor invoice number
Type	Invoice type
Date	Invoice date
Batch Name	Name of invoice batch associated with invoice
Currency	Invoice currency
Amount	Invoice amount
Unpaid	Amount unpaid on selected invoice
PO Number	Web voucher number
Paid	No or yes depending on payment status
Accounted	No or yes depending on whether payment has been posted to general ledger
Status	Validation status. Invoice Validation checks the matching and distribution information for invoices entered and automatically applies holds to any exception invoices.
Approval	Approval status of invoice
Active Hold	Identifies any hold placed on invoice
Reason	Identifies the reason for hold
Scheduled Payment Curr	Currency associated with scheduled payment
Scheduled Payment Amount	Amount of scheduled payment
Scheduled Payment Remaining	Amount remaining on invoice after scheduled payment is made
Scheduled Payment Due Date	Date payment of invoice is scheduled
Held	If selected, there is an active hold on invoice.
Actual payments Paid By	Document number and payment method
Actual payments Paid On	Date payment was issued

Invoice Overview (HARVARD University Operating Unit) – HUU01AYG04, YANG FANG HOU

Supplier		YANG FANG HOU		Site		UNIVERSITY MAIL	
Supplier Num		285864		Type		Standard	
Invoice Num		HUU01AUG04		Date		01/AUG/2004	
Batch Name		092904JS19		Currency		USD	
Voucher				Amount		3,783.80	
PO Number		1739147		Unpaid		0.00	
Receipt Num				Release			
				Unapplied			
				Settlement Date			
Invoice Status				Description			
Paid		Yes		HEALTH INSURANCE AS PART OF FEI			
Accounted		Yes		Active Hold			
Status		Validated		Reason			
Approval		Not Required					
Scheduled Payments				Actual Payments			
Curr	Amount	Remaining	Due Date	Held	Paid By	Paid On	
<input checked="" type="checkbox"/> USD	3,783.80	0.00	01/AUG/2004	<input type="checkbox"/>	1288399 - Check	05/OCT/2004	
<input type="checkbox"/>				<input type="checkbox"/>			
<input type="checkbox"/>				<input type="checkbox"/>			

Payment Overview Supplier Invoices

View Invoice Overview (Cont.)

[\(back to top\)](#)

16. Perform one of the following:

If You Need To	Then
View additional information	Go to step 6
Return to the navigator to perform another task	Select Action → Close Form
Exit	Select Action → Exit Oracle Applications

Distributions (HARVARD University Operating Unit) – HOU01AYG04, YANG FANG HOU

Distributions (Harvard University Operating Unit) - HOU01AUG04, YANG FANG HOU

Invoice Total **3,783.80**
Distribution Total **3,783.80**

Num	Type	Amount	Tax Code	GL Date	Account
1	Item	3,783.80		29/SEP/2004	190.14230.7704.000001.529295
2	Withholding Tax	0.00	0 Percent	29/SEP/2004	640.58110.2076.000000.121251

Status **Validated** Accounted **Yes** PO Number **1739147**

Account Description **YEN^Yenching.YEN^Fellowship .Insurance Reimb.Unrestricted Un.YEN^ Vis Scf**

[View Receipt](#)

View Distribution Information

[\(back to top\)](#)

17. Review the most commonly used fields:

This Field	Shows
Num	Line number of distribution
Type	Commodity type
Amount	Amount of distribution line
Tax Code	Code associated with the percentage of tax withheld on the payment
GL Date	Date transaction posted to general ledger
Account	Account coding associated with distribution line
Status	Validation status. Invoice Validation checks the matching and distribution information for invoices entered and automatically applies holds to any exception invoices.
Accounted	No or yes depending on whether payment has been posted to general ledger
PO Number	Web voucher number
Account Description	Description values for account coding

18. Perform one of the following:

If You Need To	Then
View additional information	Go to Step 6 .
Return to the navigator to perform another task	Select Action → Close Form .
Exit	Select Action → Exit Oracle Applications .