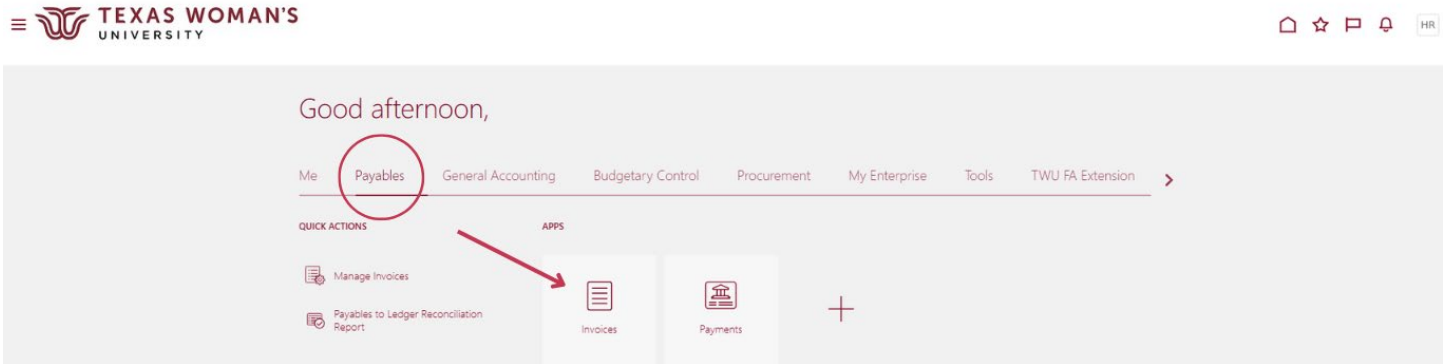
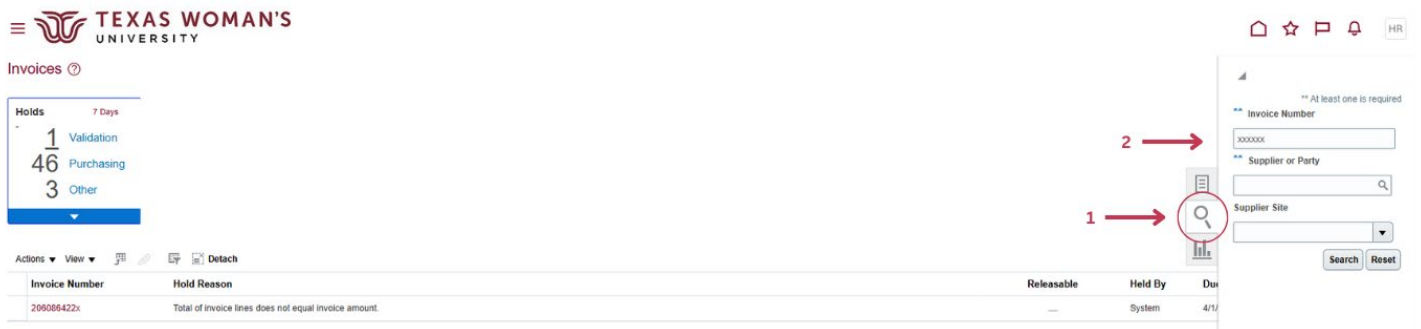


## How to Check Invoice Payment Status in Oracle Cloud

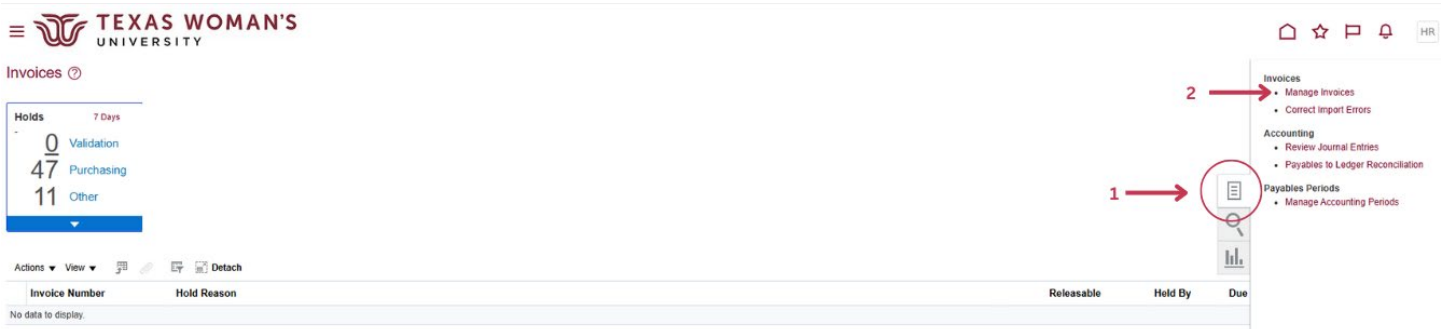
1. Under the Payables tab, click on Invoices.



2. Locate the “Search” icon on the right side of the screen, enter the invoice number, and click search.



OR: Locate the “Task Manager” icon on the right side of the screen and click on Manage Invoices.



- Enter the invoice number and click on Search. You may also search by Supplier. If searching by Supplier, select “180+” as the number of days to search. Click Go.

Manage Invoices ⓘ

Search Results

Search: Invoice

Business Unit

\*\* Invoice Number  ← 1

Invoice Amount

\*\* Invoice Date

\*\* Supplier or Party

\*\* Supplier Number

Supplier Site

Taxpayer ID

\*\* Invoice Group

Advanced Saved Search All Invoices

At least one is required

2 → Search Reset Save...

Actions View [Icons] Detach

Invoice Number	Invoice Date	Creation Date	Supplier or Party	Supplier Site	Unpaid Amount	Invoice Amount	Applied Prepayments	Invoice Type	Notes	Validation Status	Approval Status	Holds	Details
No search conducted.													

- The search results will appear. The invoice amount as well as the paid status is shown. For explanations of paid status, review the “Payment Status Explanations” section.

Search: Invoice Advanced

Actions View [Icons] Detach Validate Pay in Full Approval Post

Invoice Number	Invoice Date	Creation Date	Supplier or Party	Supplier Site	Unpaid Amount	Invoice Amount	Applied Prepayments	Invoice Type	Notes	Validation Status	Approval Status	Holds	Paid Status	Details
RNJ999	11/26/24	12/2/24 11:27 AM	Tejas ...	PO Box 95230	0.00 USD	303.36 USD	0.00 USD	Standard		Validated	Not required	0	Fully paid	[Icon]

- Click on the Invoice Number to drill into more detail if needed.

### Payment Status Explanations:

The “Validation Status” and “Paid Status” columns will need to be reviewed for more information regarding the status of the invoice.

- Validation Status: **Validated** with Paid Status: **Fully Paid**
  - This means the invoice has been paid per the supplier’s preferences (direct deposit or check).
- Validation Status: **Validated** with Paid Status: **Not Paid**
  - This means the invoice is in process and the payment is pending.
  - The payment will be processed when the payment terms of the invoice have been met.
  - No additional action is needed for payment to be processed for this invoice.
- Validation Status: **Needs Revalidation** with Paid Status: **Not Paid**
  - This means the invoice is on hold due to an issue. Please reach out to [TWUPayables@twu.edu](mailto:TWUPayables@twu.edu) for assistance.