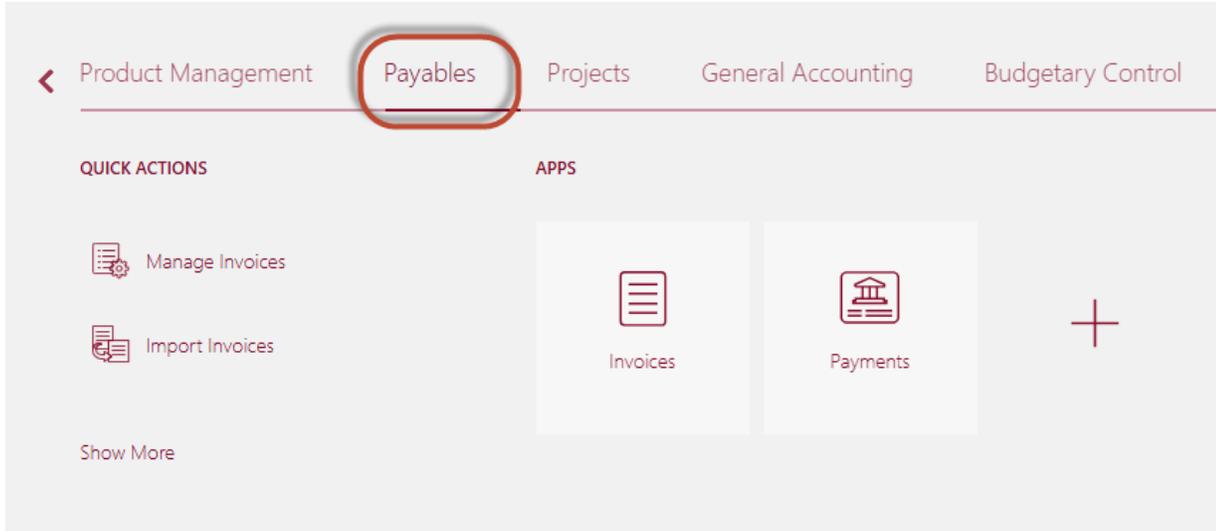


How to Check Payment Status in Oracle – Employee Reimbursements

These are easy steps to check an employee’s reimbursement payment status in Oracle.

Verify Access:

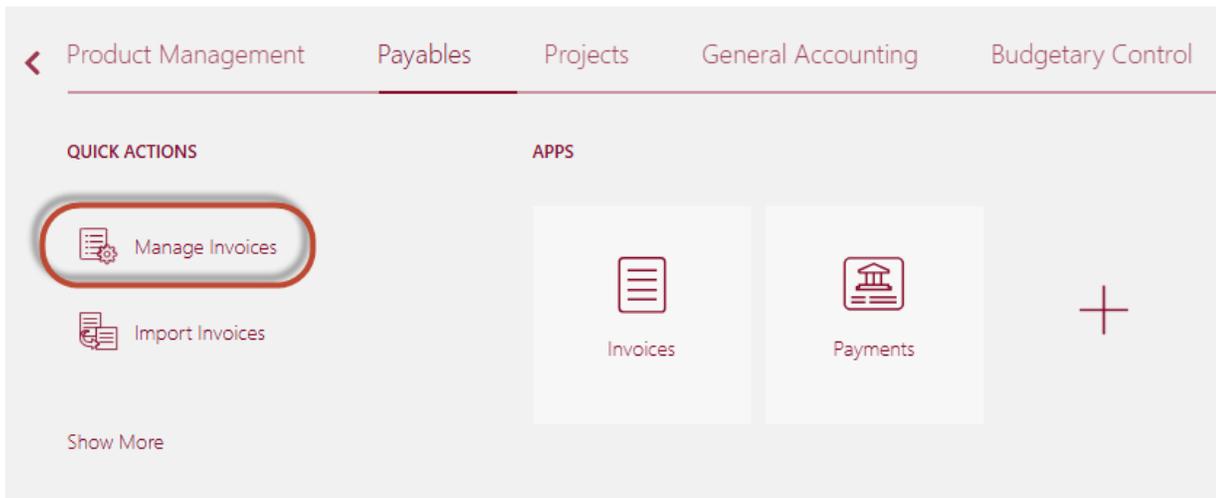
1. To verify access to the Payables Module in Oracle, go to the Oracle Home Page and check for the Payables module.



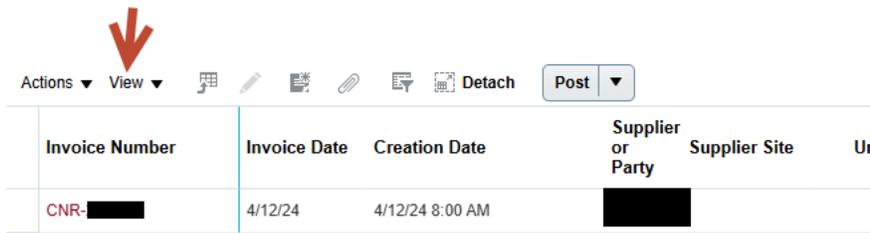
2. If the Payables module is not shown, submit an [Oracle Cloud ticket](#) and request the “TWU AP Inquiry” role.

Check Payment Status:

1. Go to the Payables module and click on Manage Invoices.



7. The columns of search results may be adjusted based on preference. To adjust the columns, go to the View dropdown menu and choose which columns to see in the search results by checking or unchecking the options under the Columns section.



Invoice Number	Invoice Date	Creation Date	Supplier or Party	Supplier Site	Un
CNR- [REDACTED]	4/12/24	4/12/24 8:00 AM	[REDACTED]		

Payment Status Explanations:

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

- Validation Status: **Validated** with Paid Status: **Fully Paid**
 - This means the employee’s reimbursement has been paid per the employee’s preferences (direct deposit or check).
- Validation Status: **Validated** with Paid Status: **Not Paid**
 - This means the employee’s reimbursement is in process and the payment is pending.
 - Please allow 2 business days for employee reimbursements to process from the Validated with Not Paid status to Fully Paid.
- Validation Status: **Needs Revalidation** with Paid Status: **Not Paid**
 - This means the employee’s reimbursement is on hold due to an issue. Please submit a [Credit Card Services Ticket](#) for assistance.