Quick Reference Guide: Determining PO Payment Status

The Oracle Cloud Procurement module allows a Procurement Requester to determine the status of a PO payment through the View Life Cycle feature within each requisition. Additional questions and/or detailed invoice inquiries should be directed to the Payment Services team by email at vupaymentservices@vanderbilt.edu or by phone at (615)322-2911.

1. Open Purchase Requisitions from the Navigator or your Springboard.
2. Then locate your requisition within the My Requisitions list or alternatively, search for the requisition under Manage Requisitions.
3. Click the Requisition hyperlink to open your requisition.
4. Then within the requisition, click View Life Cycle at the top right corner of the page.
5. In the Requisition Life Cycle scroll to the Invoices section at the bottom of the page. The Paid and Unpaid Amounts are displayed for each invoice that has been received.
6. Additional invoice details are available via the Invoice hyperlink (6):
   - Click the Payments tab to view all payments for the invoice.
   - Click the Payment Number hyperlink to see additional payment confirmation.

Last updated: 04/03/2018

In collaboration with: Amber Miller, College of Arts & Science