

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.

Requisition	Status	Creation Date	Approval Amount	Requisitioning BU	Order
R18008599	Approved	01/24/2018	2,779.23 USD	Vanderbilt BU	P18009293

In the **Requisition Life Cycle** scroll to the **Invoices** section at the bottom of the page.

5 The **Paid** and **Unpaid Amounts** are displayed for each invoice that has been received.

6 Click the **Invoice hyperlink** to view details.

Invoice	Description	Invoice Date	Status	Invoice Total	Paid Amount	Unpaid Amount	Matched to Order Amount	Currency
P18009293032...	Travel Reimbur...	03/23/2018	Validated	2,779.23	2,779.23	0.00	2,779.23	USD

Additional invoice details are available via the **Invoice hyperlink (6)**:

7 Click the **Payments** tab to view all payments for the invoice.

8 Click the **Payment Number hyperlink** to see additional payment confirmation.

Number	Payment Document	Status	Reconciled	Payment Date	Paid Amount	Address	Remit-to Account
1304978	SUNTRUST-AP-DAILY-E...	Negotiable	No	03/23/2018	2,779.23 USD	2201 University Ave, Nashville, TN	

Number	Invoice Date	Type	Purchase Order	Receipt	Consumption Advice	Paid Amount	Invoice Amount	Invoice Status	Due Date	Paid Status
P1800929303...	03/23/2018	Standard	P18009293			2,779.23 USD	2,779.23 USD	Workflow ...	03/23/2018	Fully paid