



# iProcurement

## User's Reference Guide

### Invoice & Payments

ORACLE® iProcurement

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Use links as shortcuts to the section you are wanting training on:

[Finding an Invoice](#)

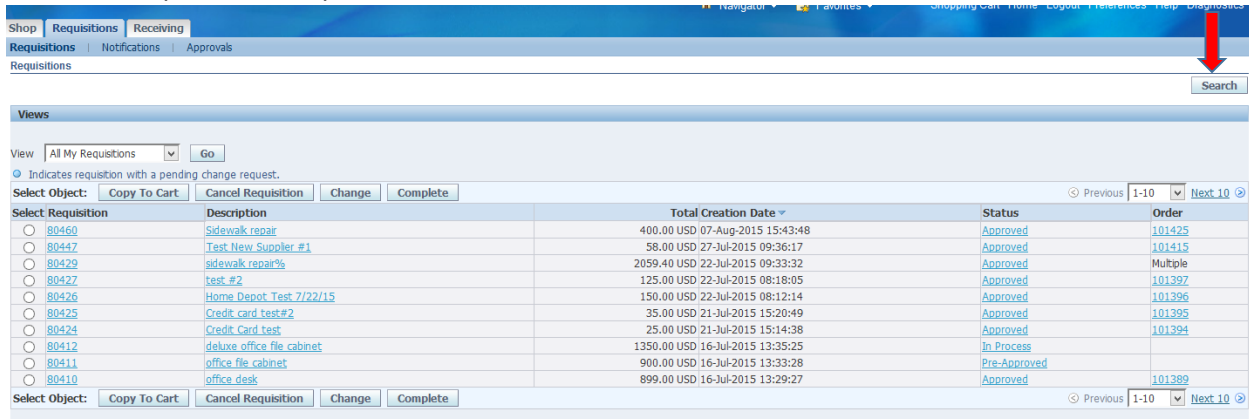
[Finding a Payment](#)

By clicking on **HOME** (at the end of each training) you will return to the Table of Contents

## Finding an Invoice in iProcurement

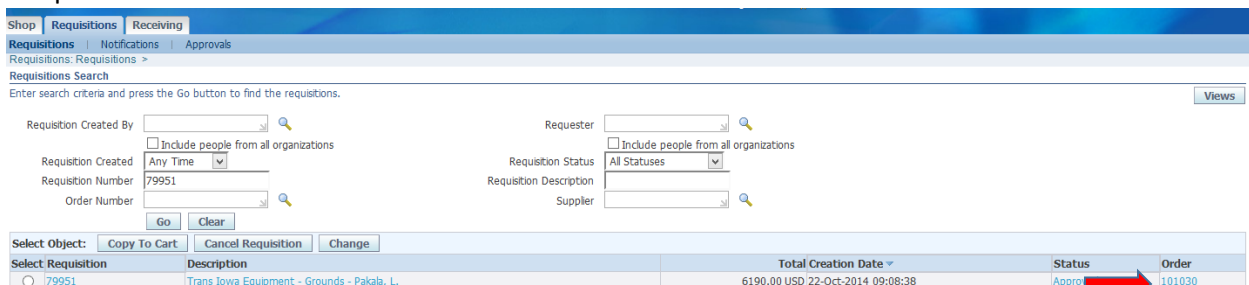
To find an invoice for a requisition that you have created you may search by the req number. For this example we will search for req #79951.

From the Requisitions tab please use the “Search” button to start the search.



The screenshot shows the iProcurement interface with the 'Requisitions' tab selected. A red arrow points to the 'Search' button in the top right corner. Below the navigation bar, there are tabs for 'Requisitions', 'Notifications', and 'Approvals'. The main content area shows a table of requisitions with columns for 'Select Requisition', 'Description', 'Total Creation Date', 'Status', and 'Order'. The table contains several rows of requisition data.

Clear the search criteria and enter your req number and hit “Go”. Your searched requisition will appear on the screen. The PO number (Order number) will be on the right hand side. Click on the PO (Order #) to open the PO.



The screenshot shows the 'Requisitions Search' page. The search criteria are: Requisition Created By (empty), Requisition Status (All Statuses), Requisition Number (79951), and Order Number (empty). The 'Go' button is highlighted. Below the search criteria, there is a table showing the search results. The first row shows requisition 79951 with a description 'Trans Iowa Equipment - Grounds - Pakala, L.', a total creation date of 6190.00 USD 22-Oct-2014 09:08:38, a status of 'Approved', and an order number of 101030. A red arrow points to the order number 101030.

After clicking on the number you will see the PO screen. You are able to view invoices from this screen by several methods. You may click on the Actions drop down box to reveal the “View Invoices” option, select “View Invoice” and hit “Go”

Shop | Requisitions | Receiving

Requisitions | Notifications | Approvals

Requisitions: Requisitions > Requisitions Search >

Standard Purchase Order: 101030, 0 (Total USD 6190.00)

Currency=USD

Actions | View Receipts | Go | Ok

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**Order Information**

<p><b>General</b></p> <p>Total <b>6190.00</b></p> <p>Supplier <b>Trans Iowa Equipment Inc</b></p> <p>Supplier Site <b>ANKENY</b></p> <p>Address <b>4607 SE Rio Ct</b> <b>Ankeny, IA 50021</b></p> <p>Buyer <a href="#">Schwanz, Kathleen M</a></p> <p>Order Date <b>22-Oct-2014 13:24:38</b></p> <p>Description</p> <p>Status <b>Approved</b></p> <p>Note to Supplier</p> <p>Operating Unit <b>University of Northern Iowa</b></p> <p>Supplier Order Number</p> <p>Attachments <b>None</b></p>	<p><b>Terms and Conditions</b></p> <p>Payment Terms <b>Net 30</b></p> <p>Carrier <b>Best Way</b></p> <p>FOB <b>Destination</b></p> <p>Freight Terms <b>Prepaid</b></p> <p>Shipping Control</p> <p><b>Ship-To Address</b></p> <p>Address <b>University of Northern Iowa</b> <b>Physical Plant Room</b> <b>0189</b> <b>Cedar Falls, IA 50614</b></p> <p><b>Bill-To Address</b></p> <p>Address <b>University of Northern Iowa</b> <b>Accounts Payable</b> <b>GIL 103 0008</b> <b>Cedar Falls, IA 50614</b></p>	<p><b>Summary</b></p> <table border="1"> <tr><td>Total</td><td><b>6190.00</b></td></tr> <tr><td>Received</td><td><a href="#">6190.00</a></td></tr> <tr><td>Invoiced</td><td><a href="#">6190.00</a></td></tr> <tr><td>Payment Status</td><td><a href="#">Paid</a></td></tr> </table>	Total	<b>6190.00</b>	Received	<a href="#">6190.00</a>	Invoiced	<a href="#">6190.00</a>	Payment Status	<a href="#">Paid</a>
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Received	<a href="#">6190.00</a>									
Invoiced	<a href="#">6190.00</a>									
Payment Status	<a href="#">Paid</a>									

**PO Details**

OR

You can view the Invoice by clicking on the invoiced amount in the "Summary" box in blue on the page.

Shop | Requisitions | Receiving

Requisitions | Notifications | Approvals

Requisitions: Requisitions > Requisitions Search >

Standard Purchase Order: 101030, 0 (Total USD 6190.00)

Currency=USD

Actions | View Invoices | Go | Ok

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**Order Information**

<p><b>General</b></p> <p>Total <b>6190.00</b></p> <p>Supplier <b>Trans Iowa Equipment Inc</b></p> <p>Supplier Site <b>ANKENY</b></p> <p>Address <b>4607 SE Rio Ct</b> <b>Ankeny, IA 50021</b></p> <p>Buyer <a href="#">Schwanz, Kathleen M</a></p> <p>Order Date <b>22-Oct-2014 13:24:38</b></p> <p>Description</p> <p>Status <b>Approved</b></p> <p>Note to Supplier</p> <p>Operating Unit <b>University of Northern Iowa</b></p> <p>Supplier Order Number</p> <p>Attachments <b>None</b></p>	<p><b>Terms and Conditions</b></p> <p>Payment Terms <b>Net 30</b></p> <p>Carrier <b>Best Way</b></p> <p>FOB <b>Destination</b></p> <p>Freight Terms <b>Prepaid</b></p> <p>Shipping Control</p> <p><b>Ship-To Address</b></p> <p>Address <b>University of Northern Iowa</b> <b>Physical Plant Room</b> <b>0189</b> <b>Cedar Falls, IA 50614</b></p> <p><b>Bill-To Address</b></p> <p>Address <b>University of Northern Iowa</b> <b>Accounts Payable</b> <b>GIL 103 0008</b> <b>Cedar Falls, IA 50614</b></p>	<p><b>Summary</b></p> <table border="1"> <tr><td>Total</td><td><b>6190.00</b></td></tr> <tr><td>Received</td><td><a href="#">6190.00</a></td></tr> <tr><td>Invoiced</td><td><a href="#">6190.00</a></td></tr> <tr><td>Payment Status</td><td><a href="#">Paid</a></td></tr> </table>	Total	<b>6190.00</b>	Received	<a href="#">6190.00</a>	Invoiced	<a href="#">6190.00</a>	Payment Status	<a href="#">Paid</a>
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**PO Details**

The Invoice will be similar to this view:

Shop | Requisitions | Receiving

Requisitions | Notifications | Approvals

Requisitions: Requisitions > Requisitions Search > View Order Details >

Invoices for Standard Purchase Order: 101030

[Export](#)

Invoice	Invoice Date	Type	Supplier	Supplier Site	Currency	Amount Due	Status	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	Payment PO Number	Receipt	Attachments
<a href="#">6140159</a>	19-Nov-2014	Standard	Trans Iowa Equipment Inc	ST PAUL002	USD	6190.00	0.00	Approved	Paid			19-DEC-2014	749012	<a href="#">101030</a>	

[Return to View Order Details](#)

[Export](#)

Shop | Requisitions | Receiving | Shopping Cart | Home | Logout | Preferences | Diagnostics

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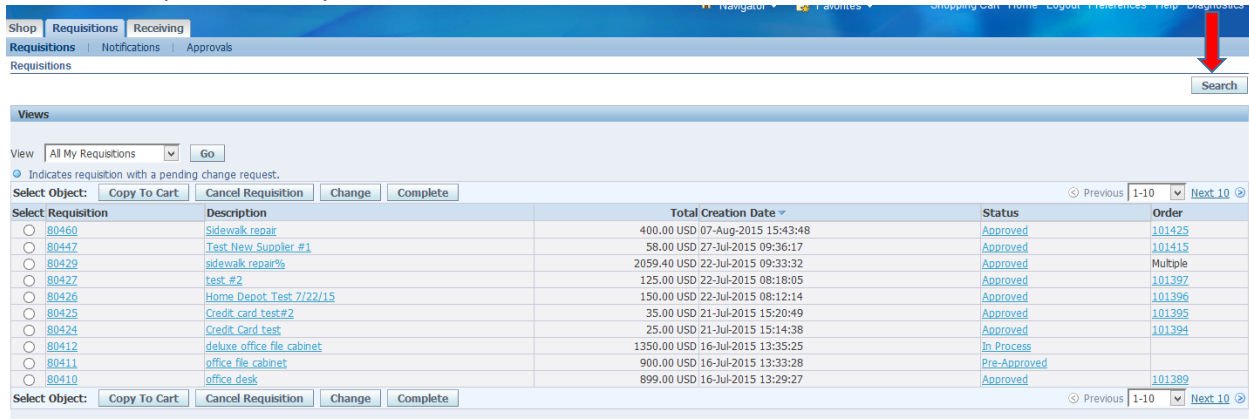
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## Finding an Payment in iProcurement

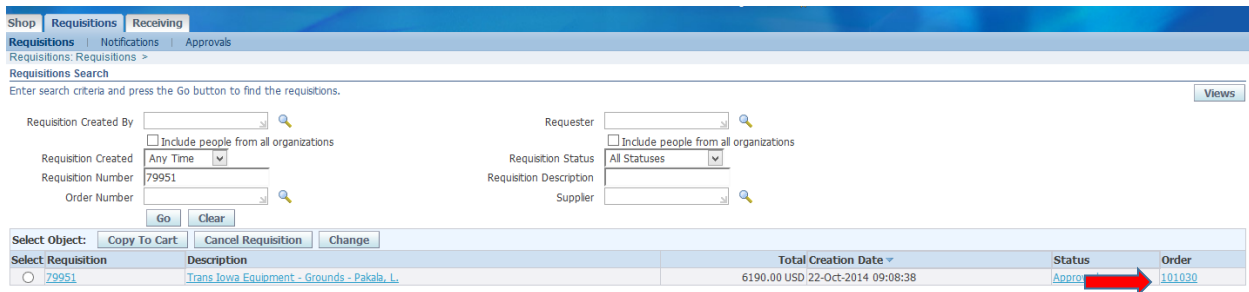
To find an payment for a requisition that you have created you may search by the req number. For this example we will search for req #79951.

From the Requisitions tab please use the “Search” button to start the search.



The screenshot shows the 'Requisitions' tab selected in the top navigation bar. A red arrow points to the 'Search' button in the top right corner. Below the navigation bar, there is a 'Views' section with a dropdown menu set to 'All My Requisitions' and a 'Go' button. A table of requisitions is displayed with columns for 'Select Requisition', 'Description', 'Total Creation Date', 'Status', and 'Order'. The table contains 10 rows of data, including requisitions for sidewalk repair, test items, and office equipment. A 'Search' button is located in the top right corner of the table area.

Clear the search criteria and enter your req number and hit “Go”. Your searched requisition will appear on the screen. The PO number (Order number) will be on the right hand side. Click on the PO (Order #) to open the PO.



The screenshot shows the 'Requisitions Search' page. The search criteria '79951' is entered in the 'Requisition Number' field. The search results show a single requisition with a red arrow pointing to the 'Order' number '101030'.

Select Requisition	Description	Total Creation Date	Status	Order
<input type="radio"/> 79951	Trans Iowa Equipment - Grounds - Pakab, L.	6190.00 USD 22-Oct-2014 09:08:38	Approved	101030

After clicking on the number you will see the PO screen. You are able to view invoices from this screen by several methods. You may click on the Actions drop down box to reveal the “View Payments” option, select “View Payments” and hit “Go”

Shop Requisitions Receiving

Requisitions | Notifications | Approvals

Requisitions: Requisitions > Requisitions Search >

Standard Purchase Order: 101030, 0 (Total USD 6190.00)

Currency=USD

Actions View Receipts Go Ok

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**Order Information**

<p><b>General</b></p> <p>Total <b>6190.00</b></p> <p>Supplier <b>Trans Iowa Equipment Inc</b></p> <p>Supplier Site <b>ANKENY</b></p> <p>Address <b>4607 SE Rio Ct</b> <b>Ankeny, IA 50021</b></p> <p>Buyer <a href="#">Schwanz, Kathleen M</a></p> <p>Order Date <b>22-Oct-2014 13:24:38</b></p> <p>Description</p> <p>Status <b>Approved</b></p> <p>Note to Supplier</p> <p>Operating Unit <b>University of Northern Iowa</b></p> <p>Supplier Order Number</p> <p>Attachments <b>None</b></p>	<p><b>Terms and Conditions</b></p> <p>Payment Terms <b>Net 30</b></p> <p>Carrier <b>Best Way</b></p> <p>FOB <b>Destination</b></p> <p>Freight Terms <b>Prepaid</b></p> <p>Shipping Control</p> <p><b>Ship-To Address</b></p> <p>Address <b>University of Northern Iowa</b> <b>Physical Plant Room</b> <b>0189</b> <b>Cedar Falls, IA 50614</b></p> <p><b>Bill-To Address</b></p> <p>Address <b>University of Northern Iowa</b> <b>Accounts Payable</b> <b>GIL 103 0008</b> <b>Cedar Falls, IA 50614</b></p>	<p><b>Summary</b></p> <table border="1"> <tr><td>Total</td><td><b>6190.00</b></td></tr> <tr><td>Received</td><td><a href="#">6190.00</a></td></tr> <tr><td>Invoiced</td><td><a href="#">6190.00</a></td></tr> <tr><td>Payment Status</td><td><a href="#">Paid</a></td></tr> </table>	Total	<b>6190.00</b>	Received	<a href="#">6190.00</a>	Invoiced	<a href="#">6190.00</a>	Payment Status	<a href="#">Paid</a>
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**PO Details**

OR

You can view the Payment by clicking on the word "Paid" in the "Summary" box in blue on the page.

Shop Requisitions Receiving

Requisitions | Notifications | Approvals

Requisitions: Requisitions > Requisitions Search >

Standard Purchase Order: 101030, 0 (Total USD 6190.00)

Currency=USD

Actions View Invoices Go Ok

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**PO Details**

The Payment view will be similar to this view:

Shop Requisitions Receiving

Requisitions | Notifications | Approvals

Requisitions: Requisitions > Requisitions Search > View Order Details >

Payments for Standard Purchase Order: 101030

Export

Payment	Remit-to Supplier	Remit-to Supplier Site	Payment Date	Currency	Amount	Account	Method	Status	Status Date	Invoice	PO Number	Supplier	Supplier Site
749012	Trans Iowa Equipment Inc	ST PAUL002	10-Dec-2014	USD	6190.00	Bank 07	UNI Disbursement Check	Reconciled	16-Dec-2014	6140159	101030	Trans Iowa Equipment Inc	ST PAUL002

Return to View Order Details

Export

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