

# Options to Determine Payment Status

Search Method	Required Documentation
Transaction Summary Report	PO #
Requisition Search	Requisition # or PO #
AP Views	Invoice #

Each of these methods require [Oracle Access](#), please contact your manager or department administrator for authorization.

If you believe you should have access and don't please contact:  
Ben Clark | (617) 384-9703 | [ben\\_clark@harvard.edu](mailto:ben_clark@harvard.edu)

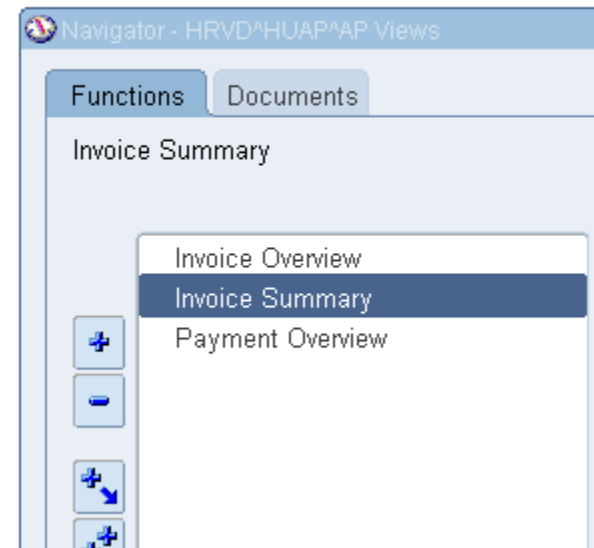
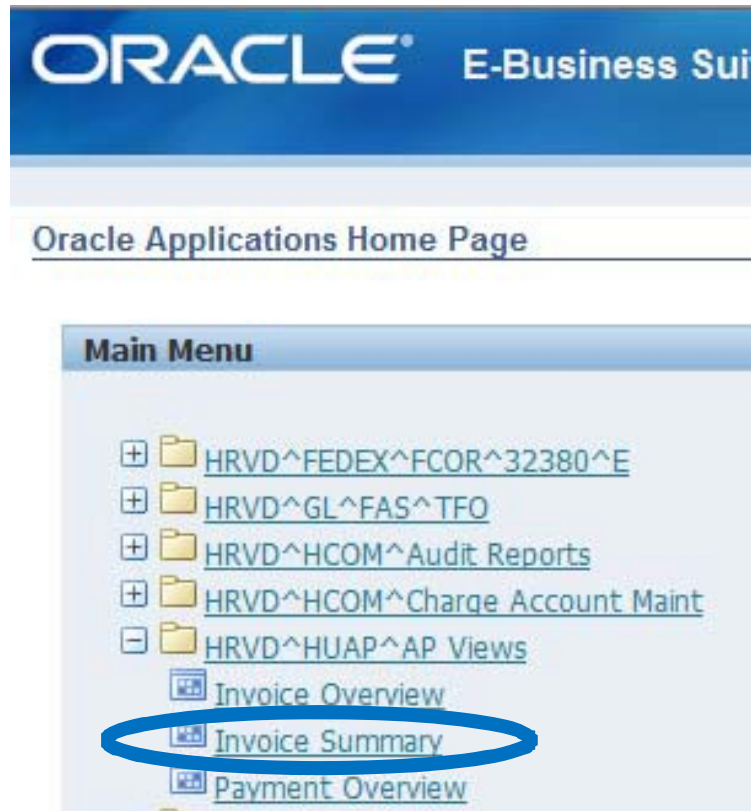
If you need further assistance with determining payment status please contact:  
Campus Services A/P | [foodproapteam@calists.harvard.edu](mailto:foodproapteam@calists.harvard.edu)



# 1. AP Views

Using: AP View

Requires: Invoice Number and Vendor Name



# AP Views- Invoice Summary

**Trading Partner**

Name  Supplier Number   
Supplier Site  Taxpayer ID   
PO Num  PO Shipment:

**Invoice**

Number  Terms:   
Type  Pay Group:   
Amounts  -  Invoice Batch   
Dates  -  Currency

**Invoice Status**

Status   
Approval

**Voucher Audit**

Category   
Name   
Numbers  Reason

Calculate Balance Owed... Clear New Find

1. Enter Name of Vendor using the dropdown menu, it will appear when box is clicked on
2. Enter Invoice number
3. Click "Find"



# AP Views – Invoice Summary options

The screenshot shows the 'Invoice Workbench (HRVD^HUAP^AP Views)' window. At the top, there are fields for 'Batch Control Total' and 'Batch Actual Total'. Below this is a table with columns: Operating Unit, Customer Taxpayer ID, Type, PO Number, Trading Pa, Supplier Num, Supplier Site, Invoice Date, Invoice Num, and Invoice I. The first row contains data for Harvard University Op, Standard, 7000018496, MICRO VID, 108416, 01\_PRIMAR, 06-DEC-201, 00066760, and USD.

Below the table is a navigation bar with tabs: 1 General, 2 Lines, 3 Holds, 4 View Payments (circled in blue), 5 Scheduled Payments, and 6 View Prepayment Applications. A yellow callout box with the text '4. Click View Payments' is overlaid on the '4 View Payments' tab.

The main area is divided into a 'Summary' section on the left and a 'Status' section on the right. The 'Summary' section includes fields for Items, Retainage, Prepayments Applied, Withholding, Subtotal (9,976.00), Tax, Freight, Miscellaneous, and Total (9,976.00). The 'Status' section includes fields for Status (Validated), Accounted (Yes), Approval (Not Required), Holds (0), and Scheduled Payment Holds (0). Below the status section is a 'Description' field containing 'IProcurement PO'.

At the bottom of the window are three buttons: 'Calculate Tax', 'Tax Details', and 'All Distributions'.



# AP Views – View Payments

Invoice Workbench (HRVD\*HUAP\*AP Views)

Batch Control Total  Batch Actual Total

Operating Unit	Customer Taxpayer ID	Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice I
Harvard University Op		Standard	7000018498	MICRO VIC	108416	01_PRIMAR	06-DEC-201	00066760	USD

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

**5. Click "Payment Overview"**

Payment Method	Document Num	Payment Date	GL Date	Void	Payment Amount	Discount Taken	[ ]
Check	1000000210735	10-JAN-2012	10-JAN-2012	<input type="checkbox"/>	9,976.00		
				<input type="checkbox"/>			
				<input type="checkbox"/>			
				<input type="checkbox"/>			
				<input type="checkbox"/>			
				<input type="checkbox"/>			

Payment Overview



# AP Views – Payment Overview

Payment Overview (HRVD^HUAP^AP Views)

Operating Unit	Harvard University Operati
Number	1000000210735
Currency	USD
Amount	10,266.50
Date	10-JAN-2012
Payment Process Request	011012WUC01
Voucher	
Status	Cleared but Unaccoun
Cleared Amount	
Cleared Date	11-JAN-2012
Void Date	
Maturity Date	

**Payee**

Paid To Name	MICRO VIDEO INSTRUMENTS INC
Taxpayer ID	043138589
Supplier Number	105416 Site 01_PRIMARY
Address	PO BOX 518 AVON, MA 02322

**Bank**

Name	Fleet Bank
Account	ACH
Payment Document	
Payment Method	Check
Payment Process Profile	

**Invoices**

Number	Amount Paid	GL Date	Description
00066707	290.50	10-JAN-2012	IProcurement PO
00066760	9,976.00	10-JAN-2012	IProcurement PO

Invoice Overview    Bank    Supplier    Payments



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