View PO’s for Invoicing Information

Chapter 10
Overview: View PO's for Invoicing Information

Section Objectives

At the end of this chapter, you should be able to:

- Find invoicing information when viewing a purchase order
Overview: View PO's for Invoicing Information

Invoice Inquiry

- Use the Invoice Overview window to view invoice details

- Invoice Overview is a view-only window

- This window is a summary of the following information:
  - Supplier Information
  - Invoice Status
  - Active Holds
  - Scheduled Payments
  - Actual Payments
View Invoices: Workscape Inc

Find invoicing information on the Purchase Order to *Workscape Inc* for office furniture.

1. Navigate to *Orders* window

![Image of Oracle Purchasing interface]

2. Search for the order by PO number

![Image of Oracle Purchasing interface with search criteria]

3. Noticed Invoiced Amount field

4. From the Select Order drop-down menu, select View Invoices and click Go.
5. The following information displays:

- Invoice Number
- Invoice Date
- Supplier
- Invoice Amount and Status
- Payment Status
- Payment Due Date
- PO Number

6. Click on the Invoice Number

7. View detailed Invoice, Payment, and PO line information
Find invoicing information on the Purchase Order to *Net Xperts LLC* for maintenance of a printer/copier.

1. What is the (PO) **Amount**?

2. What is the **Invoiced Amount**?

3. View the invoicing details (View Invoices, Go)

4. Click on the Invoice numbers to view detail
   - Why is the invoiced total less than the PO total?
   - Why are there multiple invoices?
   - Has either invoice been paid?
Lab 9: View Invoices

View invoices for the PO that was created from the requisition to Dormont Appliance. Begin by navigating to Requisition Summary.

- What is the PO #?
- Who is the buyer on the PO?
- What is the invoiced amount?
- What is the matched amount?
- Why would the matched amount be less than the invoiced amount?
- What is the check number and paid date?
Lab 9 Solutions: View Invoices

Find the Requisition

View the Order Number at the line level
Lab 9 Solutions: View Invoices

View Purchase Order

Buyer name displays at the PO line level
Lab 9 Solutions: View Invoices

- Invoiced amount - $713.00
- Matched amount - $698.00

  - The invoiced amount is the PO amount plus shipping charges. If the shipping charges are not included in the PO, they are not reflected in the matched amount, but are part of the invoiced amount.

- Check # - 2312630
- Paid Date – 08-DEC-2010