Has payment been processed for my order?

1. In the PI Dashboard, select the Tracking Purchases tab.

2. By expanding each section, you can search for information by:
   a. **Vendor Invoices by Award/Project/Task** - this will result in a listing of all invoices that have been processed for all the awards you have access to during the posted date* period. You may want to narrow down this list by indicating the specific award/project/task.

   *Posted Date is the date the invoice was processed in Oracle, not the invoice date.

   ![Vendor Invoices by Award/Project/Task]

   b. **Vendor Invoice Summary** – will result in a list of all vendor payments to the identified vendor sorted by award.

   ![Vendor Invoice Summary]
Has payment been processed for my order?

By clicking on the Supplier Invoice Amount...

It will give you payment information for each invoice.

c. Open Purchase Orders – will result in a list of open purchase order for any indicated award/project/task.
Has payment been processed for my order?

d. **PO Summary by Award/Project/Task** – provides a list of activity dependent on the search criteria you indicate. Searches can be done by Vendor name, PO Number, Project Number, etc.

3. To check the available balance on a particular award, refer to the **Direct Available Balance** column.

Please note the amount shown is the direct cost balance. This amount reflects the funds that are available to spend in direct relation to your project.