Carnegie Mellon University
Finance Division

AP Invoice Portal Status Descriptions and Status Flow

Invoice Status	Invoice Status Definition
Initial Review	Invoice has been submitted and is awaiting initial review by AP staff.
Duplicate Invoice	Has been identified as a potential duplicate and is under review by AP Staff. Multiple invoice submissions will delay processing.
Review of PO Needed	Please review your PO to ensure it is approved and fully funded and that the PO number is included on the invoice. Only invoices that have a fully funded and approved PO with a PO number can be processed.
Supplier Withholding Tax Review	Invoice is being reviewed to determine tax withholding requirements.
Supplier Site Maintenance	The supplier is being reviewed for changes made to remittance information.
Invoice in Process	Invoice is currently being reviewed by AP staff.
AP Management Review	Under review with AP Management due to the amount of invoice.
Oracle Import in Progress	The invoice is awaiting import to Oracle.
Oracle Integration Review	The invoice has been validated but an unexpected error has occurred upon import. AP Management is working to resolve this.
Invoice Invalid	The invoice submission has been removed from the workflow. It was identified as a duplicate or AP was advised to remove it from the workflow. Please contact the AP Helpdesk (ap-help@andrew.cmu.edu) if you have questions.
Invoice Processing Complete	Your invoice has been imported into Oracle and will be paid according to the established payment terms.

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AP INVOICE STATUS FLOW

STAGE	STAGE	STAGE	STAGE	STAGE
START: INVOICE SUBMISSION REVIEW	INVOICE PROCESSING: STAGE 1	INVOICE PROCESSING: STAGE 2	ORACLE IMPORT	INVOICE PROCESSING COMPLETE
STATUS	**STATUS**	**STATUS**	**STATUS**	**STATUS**
Awaiting initial review by AP staff	Supplier Withholding Tax Review	Invoice in Process	Oracle Import in Progress	Invoice Processing Complete
	Supplier Site Maintenance	AP Management Review	Oracle Integration Review	Invoice Invalid
	Duplicate Invoice			
	Review of PO Needed			

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