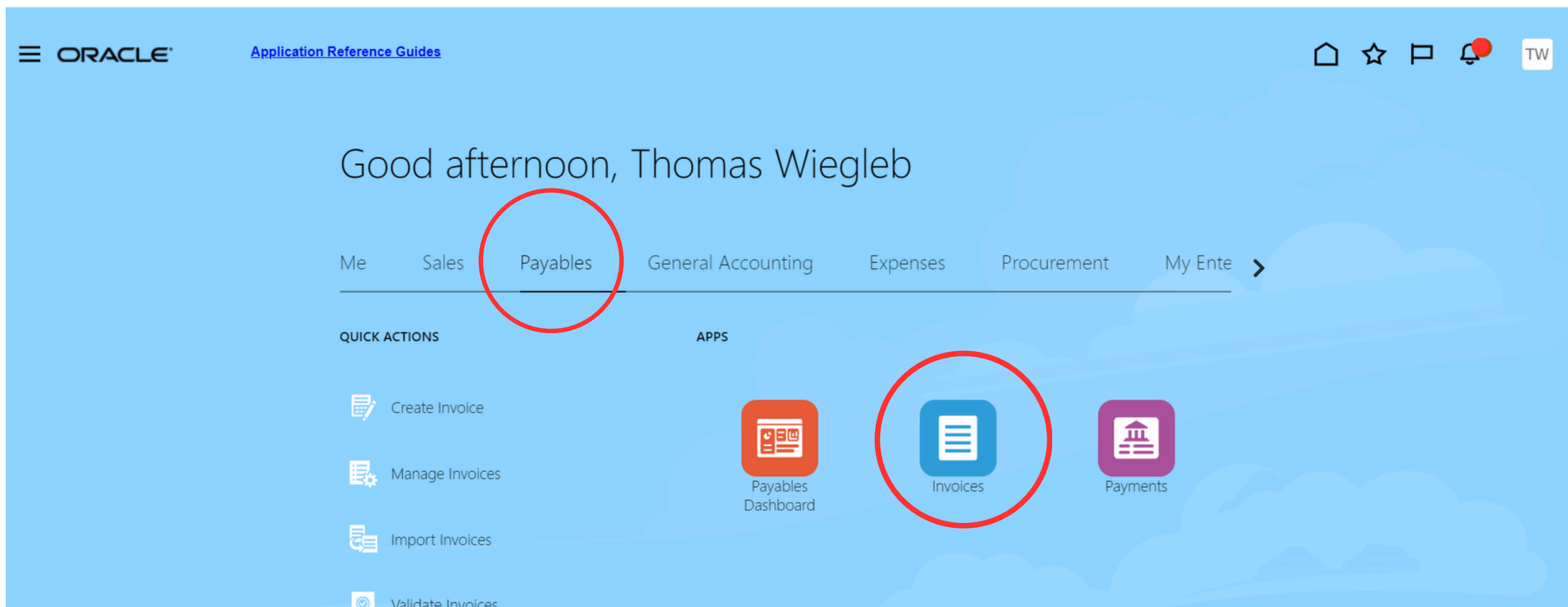


Searching For Your Invoice

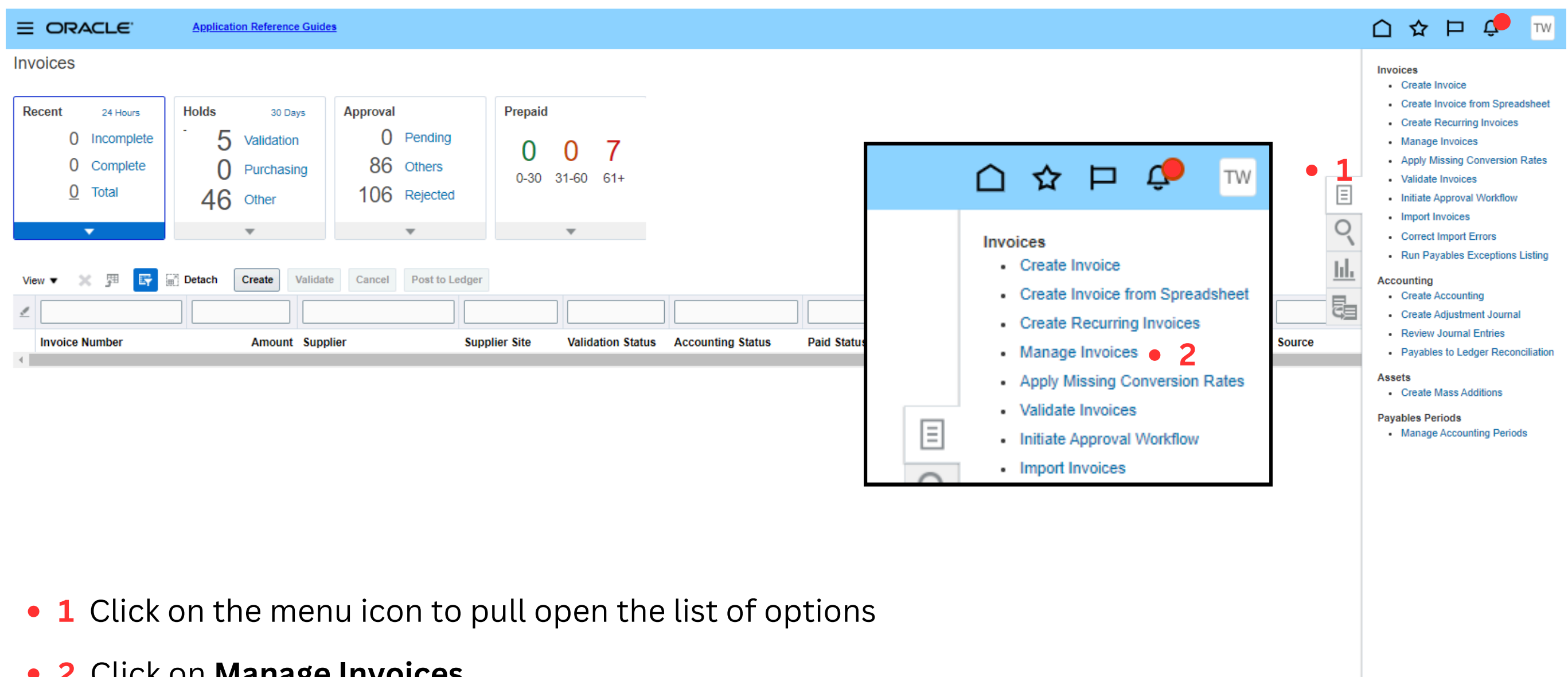
How to search for your invoice

Page 1 of 2



○ To access Invoices click on the **Payables** tab.

○ In the **Payables** tab click on **Invoices**



• **1** Click on the menu icon to pull open the list of options

• **2** Click on **Manage Invoices**

Searching For Your Invoice

How to search for your invoice

Page 2 of 2

Manage Invoices

Search Results

Search: Invoice

Advanced Saved Search All Invoices

** At least one is required

Business Unit GMHEC BU

** Invoice Number **3**

Invoice Amount

** Invoice Date dd-mm-yy

** Supplier or Party Oracle America, Inc. **4**

** Supplier Number 14292

Supplier Site

Taxpayer ID

** Invoice Group

5 Search Reset Save...

Actions View [Icons] Detach Validate Pay in Full Approval Post **6**

Invoice Number	Invoice Date	Creation Date	Supplier or Party	Sup Site	Unpaid Amount	Invoice Amount	Applied Prepayments	Invoice Type	Attachments	Source	No Validation Status	Approval Status	Ho Employ Numbe
100060353	21-Sep-2021	05-Jan-2022 9:41 AM	Oracle America, Inc.	...	0.00 USD	1,784.03 USD	0.00 USD	Standard	100060353_1.pdf	Manual Invoice Entry	Validated	Workflow approved	0
100060354	22-Aug-2021	05-Jan-2022 9:03 AM	Oracle America, Inc.	...	0.00 USD	204,004.93 USD	0.00 USD	Standard	100060354.pdf	Manual Invoice Entry	Validated	Workflow approved	0

- **3** You can search by invoice number
- **4** You can also search by supplier name
- **5** Once you have entered your search criteria click search
- **6** Your search results will appear in the field below

**If you have any questions or need any assistance,
please contact Accounts Payable at:
ap@gmhec.org**