## **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**

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Invoices					Invoices  Create Invoice
Recent 24 Hours	Holds 30 Days	Approval	Prepaid		Create Invoice from Spreadsh     Create Recurring Invoices

0 Incomplete 0 Complete <u>0</u> Total	5 Validation 0 Purchasing 46 Other	86 Others 106 Rejected	0 0 7 0-30 31-60 61+			• 1	<ul> <li>Manage Invoices</li> <li>Apply Missing Conversion Rates</li> <li>Validate Invoices</li> <li>Initiate Approval Workflow</li> </ul>
View - X P F	Detach Create Validate Amount Suppl	e Cancel Post to Ledger	Validation Status Accounting Status	Paid Status	Invoices  Create Invoice Create Invoice from Spreadsheet Create Recurring Invoices Manage Invoices Apply Missing Conversion Rates Validate Invoices Initiate Approval Workflow Import Invoices	Q     III.     E   Source	<ul> <li>Import Invoices</li> <li>Correct Import Errors</li> <li>Run Payables Exceptions Listing</li> <li>Accounting <ul> <li>Create Accounting</li> <li>Create Adjustment Journal</li> <li>Review Journal Entries</li> <li>Payables to Ledger Reconciliation</li> </ul> </li> <li>Assets <ul> <li>Create Mass Additions</li> </ul> </li> <li>Payables Periods <ul> <li>Manage Accounting Periods</li> </ul> </li> </ul>

- 1 Click on the menu icon to pull open the list of options
- 2 Click on Manage Invoices

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Manage Invoices											Done
Search Results											
Search: Invoice									Advanced	Saved Search All Inv	oices 🗸
	Business Unit	GMHEC BU	•				** Supplier Number	14292		** At le	ast one is required
	** Invoice Number		• 3				Supplier Site		•		
	Invoice Amount						Taxpayer ID				
	** Invoice Date	dd-mmm-yyyy	Ċ				** Invoice Group				
	** Supplier or Party	Oracle America, Inc.	€ 4							• 5	
										Search	Reset Save
					6						
Actions 🔻 View 👻 🎵 🥒	) 📑 🥔 🖙 🗟 Deta	ch Validate Pay	in Full Approval	Post	• 6						
Invoice Number	Invoice Date	Creation Date	Supplier or Party	Sup Unpaid Site 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