Searching For Your Invoice
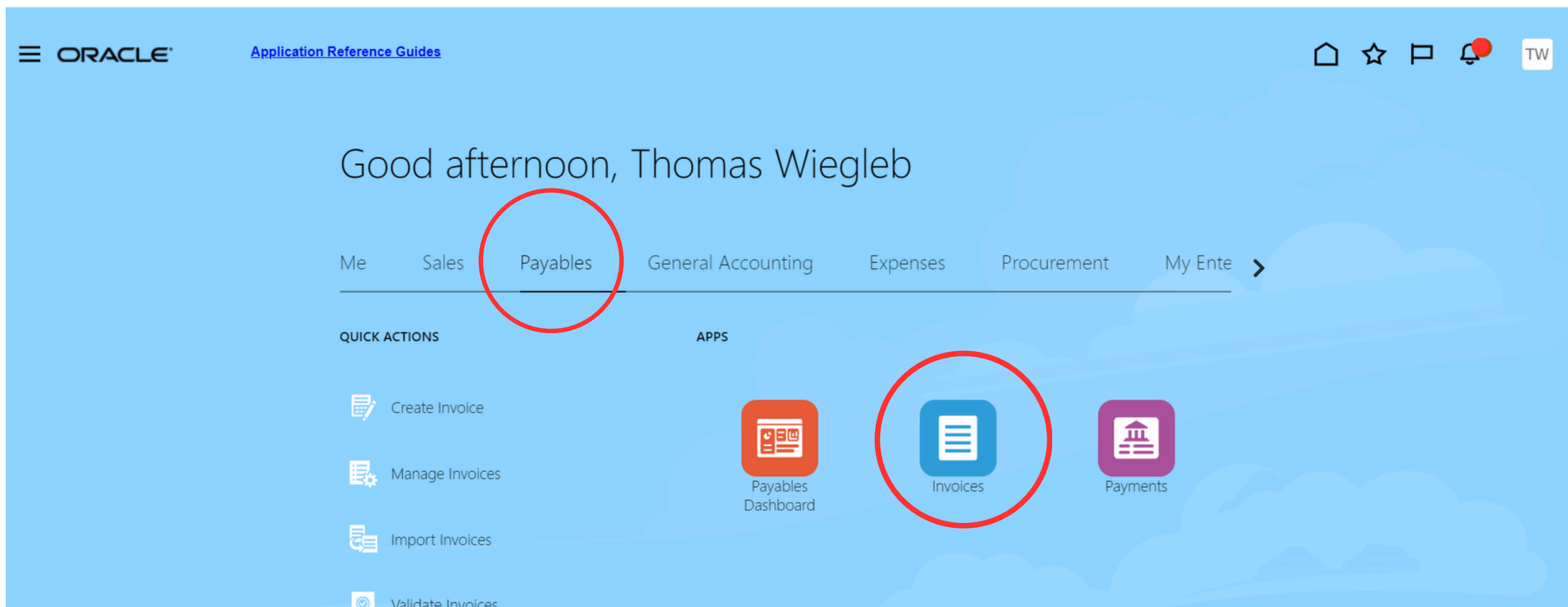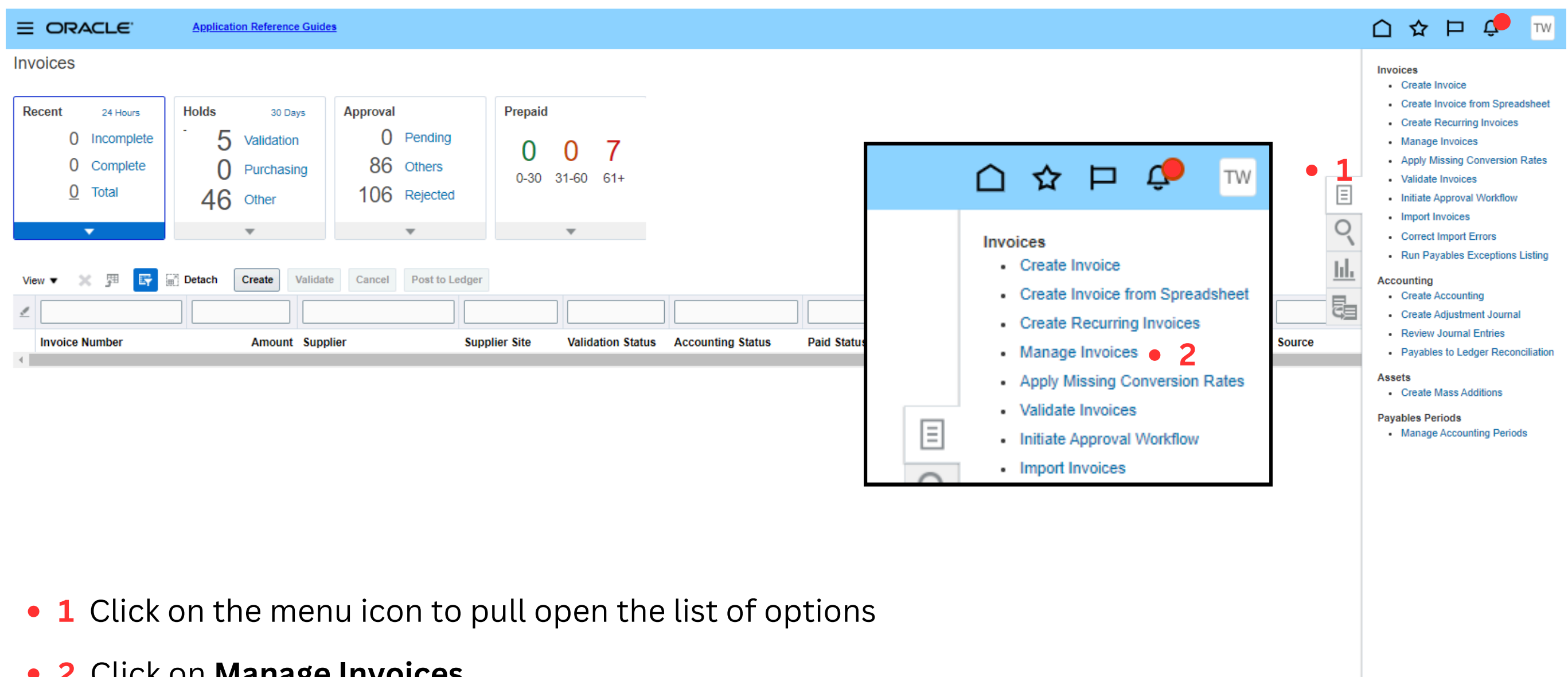
How to search for your invoice

◯ 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

- **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