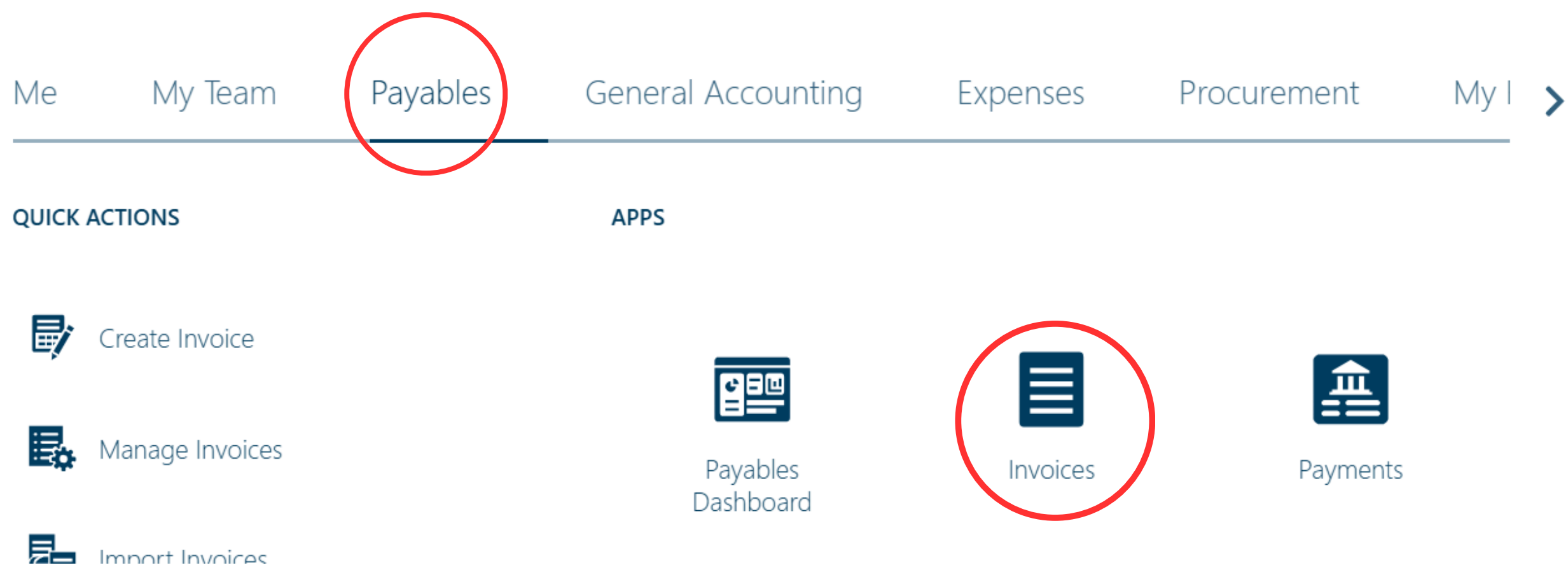


# Searching For Your Invoice

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**

The screenshot shows the Champlain College Invoices page. The top left has the Champlain College logo and 'Invoices ?'. The top right has navigation icons and a 'TW' button. Below the header are four summary cards: 'Recent' (7 Days), 'Holds' (7 Days), 'Approval', and 'Prepaid'. The 'Recent' card shows 1 Incomplete, 0 Complete, and 1 Total. The 'Holds' card shows 0 Validation, 0 Purchasing, and 0 Other. The 'Approval' card shows 0 Pending, 2 Others, and 0 Rejected. The 'Prepaid' card shows 0. Below the cards are buttons: View, Detach, Create, Validate, Cancel, and Post to Ledger. A table below shows one invoice with columns: Invoice Number, Amount, Supplier, Supplier Site, and Validation Status. The table row shows: How to edit an invoice, 1,234.56 USD, Test McTester-Testington III, Esq, Springfield-1, Needs revalidation. On the right, a dropdown menu is open, showing a list of options. A red '1' points to the menu icon, and a red '2' points to the 'Manage Invoices' option.

Invoice Number	Amount	Supplier	Supplier Site	Validation Status
How to edit an invoice	1,234.56 USD	Test McTester-Testington III, Esq	Springfield-1	Needs revalidation

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

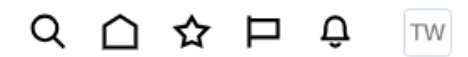
# Searching For Your Invoice

How to search for your invoice

Page 2 of 2



Manage Invoices



Done

Search Results

Search: Invoice

Advanced Saved Search All Invoices

\*\* At least one is required

Business Unit

\*\* Invoice Number

Invoice Amount

\*\* Invoice Date

\*\* Supplier or Party

\*\* Supplier Number

Supplier Site

Taxpayer ID

\*\* Invoice Group

5

Search Reset Save...

Actions View Validate Pay in Full Approval Post

6

Invoice Number	Invoice Date	Creation Date	Supplier or Party	Supplier Site	Unpaid Amount	Invoice Amount	Applied Prepayments	Invoice Type	Notes	Validation Status	Approval Status	Hold	Details
<a href="#">How to edit an invoice</a>	03-18-2025	03-18-2025 0...	Test McTester-Testin...	Springfield-1	1,234.56 USD	1,234.56 USD	0.00 USD	Standard		Needs revalidation	Withdrawn	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**