

Searching For Your Invoice

How to search for your invoice

Page 1 of 2

Me My Team **Payables** General Accounting Expenses Proc

QUICK ACTIONS

Create Invoice

Manage Invoices

Import Invoices

APPS



Payables
Dashboard



Invoices

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

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

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Invoices

Recent	Holds	Approval	Prepaid
0 Incomplete	0 Validation	0 Pending	0
1 Complete	0 Purchasing	13 Others	
1 Total	0 Other	1 Rejected	

View [x] [y] [z] Detach Create Validate Cancel Post to Ledger

Invoice Number	Amount	Supplier	Supplier Site	Validation Status	Accounting Status	Paid Status	Creation Date	Last Updated Date	Source	Description
How to Create an Invoice	567.89 USD	Fisher Scientific	SM Boston-1	Validated	Unaccounted	Not paid	18-Mar-2025 03:28 ...	18-Mar-2025 04:12 PM	Manual invoice entry	This text appears on tr

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

Invoices

- Create Invoice
- Create Invoice from Spreadsheet
- Create Recurring Invoices
- Manage Invoices • **2**
- Apply Missing Conversion Rates
- Validate Invoices
- Initiate Approval Workflow
- Import Invoices
- Correct Import Errors

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Manage Invoices

Search Results

Search: Invoice

Advanced Saved Search All Invoices

** At least one is required

Business Unit SMC BU • 3

** Invoice Number

Invoice Amount

** Invoice Date dd-mmm-yyyy

** Supplier or Party Fisher Scientific • 4

** Supplier Number 11330

Supplier Site

Taxpayer ID

** Invoice Group

• 5 Search Reset Save...

Actions View Detach 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	Holds	Details
How to Create an Invoice	18-Mar-2025	18-Mar-2025 ...	Fisher Scientific	SM Boston-1	567.89 USD	567.89 USD	0.00 USD	Standard		Validated	Required	0	
sbtest5	01-Dec-2024	18-Feb-2025 ...	Fisher Scientific	SM Boston-1	2,500.00 USD	2,500.00 USD	0.00 USD	Standard		Validated	Rejected	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