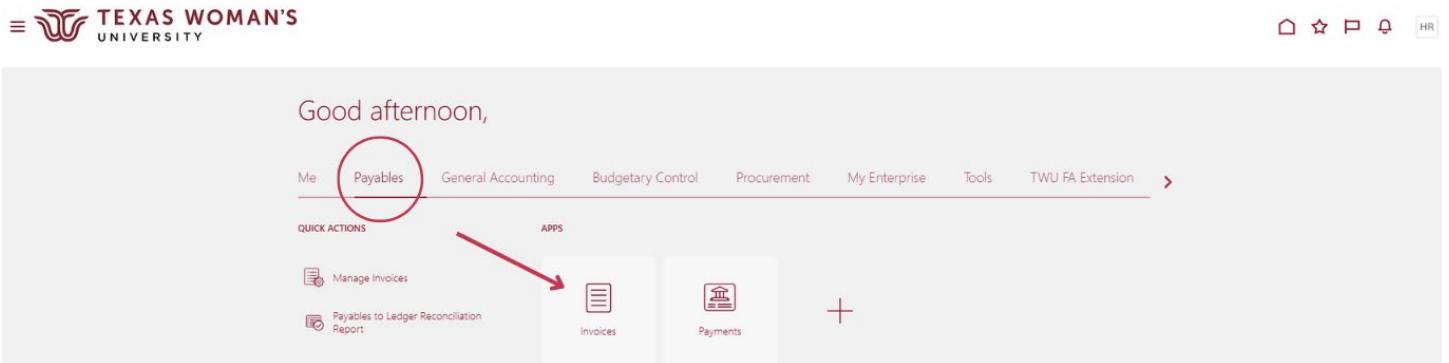


- Under the Payables tab, click on Invoices.



Good afternoon,

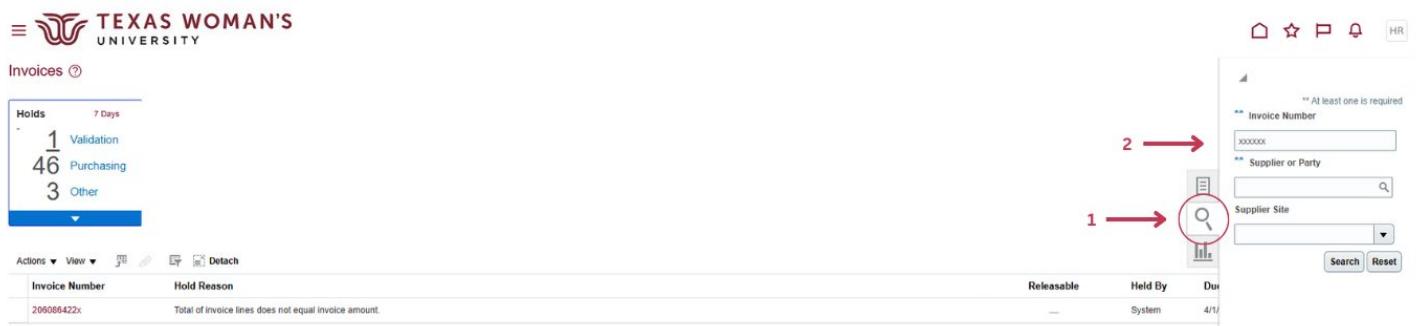
Me **Payables** General Accounting Budgetary Control Procurement My Enterprise Tools TWU FA Extension >

QUICK ACTIONS APPS

Manage Invoices Payables to Ledger Reconciliation Report

Invoices Payments +

- Locate the “Search” icon on the right side of the screen, enter the invoice number, and click search.



TEXAS WOMAN'S UNIVERSITY

Invoices ②

Holds 7 Days

- 1 Validation
- 46 Purchasing
- 3 Other

Actions ▾ View ▾ Detach

Invoice Number	Hold Reason	Releaseable	Held By	Due
206086422x	Total of invoice lines does not equal invoice amount.	—	System	4/1/

\*\* At least one is required

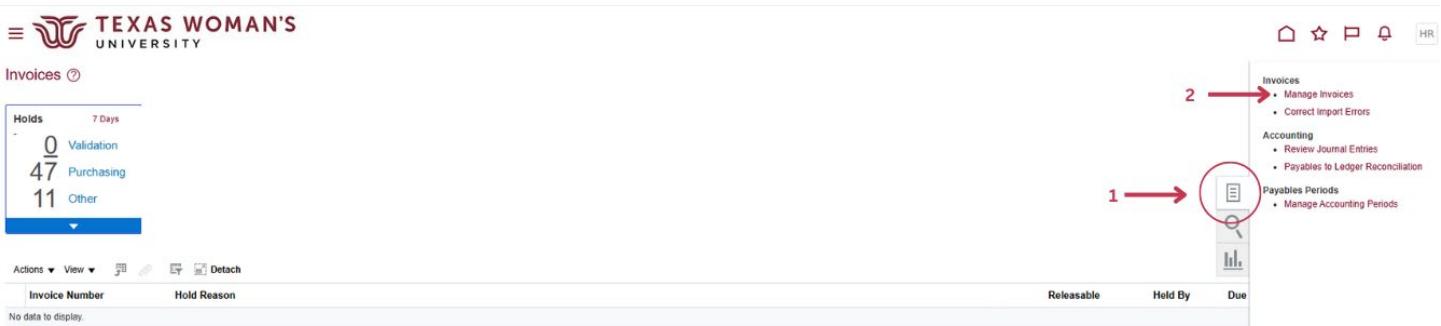
Invoice Number: X00000

Supplier or Party:

Supplier Site:

Search Reset

OR: Locate the “Task Manager” icon on the right side of the screen and click on Manage Invoices.



TEXAS WOMAN'S UNIVERSITY

Invoices ②

Holds 7 Days

- 0 Validation
- 47 Purchasing
- 11 Other

Actions ▾ View ▾ Detach

Invoice Number	Hold Reason	Releaseable	Held By	Due
No data to display.				

1  2 

Invoices
 

- Manage Invoices
- Correct Import Errors

Accounting
 

- Review Journal Entries
- Payables to Ledger Reconciliation

Payables Periods
 

- Manage Accounting Periods

3. Enter the invoice number and click on Search. You may also search by Supplier. If searching by Supplier, select “180+” as the number of days to search. Click Go.

Manage Invoices ?

Search Results

Search: Invoice

Business Unit

\*\* Invoice Number  1

Invoice Amount

\*\* Invoice Date  m/dyy

\*\* Supplier or Party

Supplier Number

Supplier Site

Taxpayer ID

\*\* Invoice Group

Advanced Saved Search All Invoices At least one is required

Actions ▾ View ▾           Search

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

No search conducted.

4. The search results will appear. The invoice amount as well as the paid status is shown. For explanations of paid status, review the “Payment Status Explanations” section.

Search: Invoice Advanced

Actions ▾ View ▾           Search

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	Paid Status	Details
RNJ999	11/26/24	12/2/24 11:27 AM	Tejas ...	PO Box 95230	0.00 USD	303.36 USD	0.00 USD	Standard		Validated	Not required	0	Fully paid	

5. Click on the Invoice Number to drill into more detail if needed.

#### Payment Status Explanations:

The “Validation Status” and “Paid Status” columns will need to be reviewed for more information regarding the status of the invoice.

- Validation Status: **Validated** with Paid Status: **Fully Paid**
  - This means the invoice has been paid per the supplier’s preferences (direct deposit or check).
- Validation Status: **Validated** with Paid Status: **Not Paid**
  - This means the invoice is in process and the payment is pending.
  - The payment will be processed when the payment terms of the invoice have been met.
  - No additional action is needed for payment to be processed for this invoice.
- Validation Status: **Needs Revalidation** with Paid Status: **Not Paid**
  - This means the invoice is on hold due to an issue. Please reach out to [TWUPayables@twu.edu](mailto:TWUPayables@twu.edu) for assistance.