October 8, 2009

REMINDER

INVOICES SENT DIRECTLY TO DEPARTMENTS FROM A VENDOR

Invoices must be date stamped on the date received.
The following information should be listed on the invoice before submitting the invoice to Accounts Payable:

- PO #
- Statement specifying approval to pay
- Date the product was received or services completed
- Complete signature of person submitting/approving invoice to pay

HELPFUL TOOLS

Vendor Payment Site (View Payment Information)
https://www.fiscal.ttuhs.edu/vendorpayments/payments/Search.aspx

Cognos Reports- (Detailed Information on Paid Invoices)

Public Folders > HSC Business Affairs > Departmental Reports > Transaction Queries – Department > Invoice Commodity Description
Or
Public Folders > HSC Business Affairs > Departmental Reports > Transaction Queries > Operating Transactions Grouped By Fund

Please send all questions or suggestions to Accounts.Payable@ttuhsc.edu