

TTUHSC ACCOUNTS PAYABLE UPDATE

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