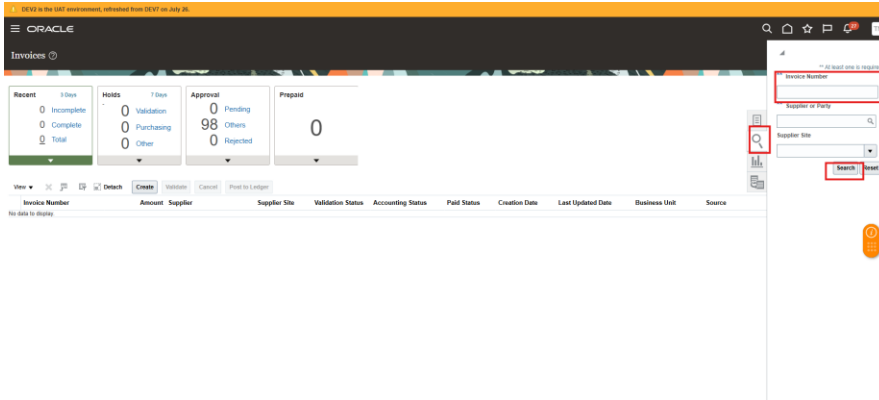


## Finding an Invoice Previously Entered

In DASH, go to Payables and Invoices

Click on the Magnifying Glass to enter the invoice number that is in question and click search.



The invoice is pulled up in search results. Select the Invoice Number hyperlink to go into the invoice and review rejection information, make corrections, etc.

### Search Results

► Search: Invoice

Actions View Detach

Invoice Number	Invoice Date	Creation Date	Sup
<a href="#">Butler-RAISE-Feb25</a>	1/23/2025	1/23/2025 11:...	Tayl

Rejection reasons can be found under Holds and Approvals. You may need to scroll through the approval list to find the rejection or current workflow step.

Lines Holds and Approvals Payments Installments

### Approval and Notification History

View Detach

Workflow Type	Line	Action	Action Date	Approver	Reviewed Amount	Comments
Invoice approval		Assigned to	1/23/2025 11:30 ...	Chasity Butler		
Invoice approval		Assigned to	1/23/2025 11:30 ...	Teresa Pickens		
Invoice approval		Acquired by	1/24/2025 3:04 PM	Teresa Pickens		
Invoice approval		Comments ...	1/24/2025 3:04 PM	Teresa Pickens		
Invoice approval		Rejected	1/24/2025 3:04 PM	Teresa Pickens	2,222.22 USD	

To see rejection comments, click the gray comment box.

## Comments

► Search

Actions ▾ View ▾ Sort By Date descending ▾ Date All ▾ Type All ▾

	Creation Date ▲ ▾	Author	Type	Visibility	Note Text
►	1/24/2025 3:04 PM	Teresa Ann Pic...	Invoice appr...	Internal	RETURNED FOR THE FOLLOWING REASON: THIS SHOULD NOT BE ON A TRAVEL GL

Withdraw the invoice in the Invoice Actions menu.

Initiate	Manage Holds
<b>Withdraw</b>	Approval
	View Approval and Notification History
	Cancel Invoice

Select the Actions drop-down menu to edit the invoice.

Validated Actions ▾ Save Save a

business Unit Edit

Make required corrections, then click **'Save'**

Validated Actions ▾ Save Save and Close Cancel

Business Unit UT Knoxville Campus BU

ment Business Unit UT Knoxville Campus BU

Select the Actions drop-down and select **'Validate'**

Actions ▾ Save Save

Edit

Check Funds

Validate

Select the Actions drop-down and select **'Approval'** and **'Resubmit'**

Initiate	Manage Holds
Withdraw	<b>Approval</b>
Hold	View Approval and Notification History
Force Approve	Cancel Invoice
<b>Resubmit</b>	Delete Invoice
	Pay in Full