Invoice Register (UFS) report

Invoices Register (UFS) Report lists invoices not primary validated and therefore either require cancelling as the transaction has been entered in error or it is a valid transactions and requires completing and validating.

Responsibility: AP Invoice Entry or Manager
Navigate to Other > Requests > Run

Once you have navigated via the above path the Submit A New Request screen displays.

1. Click on OK to a Single Request.

2. The Submit Request screen displays, which is where you select the name of the report you wish to run.

3. Enter Inv in the Name field and press Tab. Select the Invoices Register (UFS) from the list and click OK.

4. Enter the required parameters, click OK.
5. Click on **Options** button and amend copies to **0** to run the report to the screen.

6. Click **OK**

7. Click **Submit**

8. On the **Requests** screen click **Refresh Data** until phase is completed.

9. Click **View Output**

An example output of the report.