



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**.

Submit a New Request

What type of request do you want to run?

Single Request
This allows you to submit an individual request.

Request Set
This allows you to submit a pre-defined set of requests.

OK Cancel

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**.

Run this Request...

Name INV

Operating Unit

Parameters

Language

Find(INV%)

Name	Applic
Invoice On Hold Report (UFS) - XML Publisher	CAPSA
Invoice Register (UFS)	CAPSA
Invalid PO Supplier Notif	Payable
Invoice Aging Report	Payable
Invoice Audit by Voucher Number	Payable
Invoice History Report	Payable
Invoice Register	Payable
Invoice Validation	Payable

At these Times... Run the Job As S

Upon Completion... Save

Help (C) End OK Cancel

4. Enter the required parameters, click **OK**.

Parameters

Batch (skip for All)

Entered By (skip for All)

First Entered Date

Last Entered Date

Accounting Period

Cancelled Invoices Only? No

Unapproved Invoices Only? Yes

Invoice Type (skip for All)

OK Cancel Clear

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.

CAPSA Set of Books							Unapproved Invoice Register (UFS)			Report Date: 22-MAR-2016 10:28	
										Page: 1	
Currency: GBP		Data Entry Person:		Entered Date From:		Accounting Period:					
Batch: ZZ/ALS/16/02/16-2				Entered Date to:							
Supplier Name	Invoice Number	Invoice Date	Original Amount	Amount Remaining	Description	Invoice Type					

Type	Line	Expense Accounting Flex	Liability Accounting Flex	Amount	Description	Accounting Date	Tax Type	Tax Post			

CHUBB FIRE & SECURITY LTD T/A CHUBB FIRE	5642456	08-FEB-16	174.48	174.48	WORK TO SECURITY ALAR	Standard					
.....		U.00.0000.0000.VBAA.0000			05/02/16						
Total for CHUBB FIRE & SECURITY LTD T/A CHUB:			174.48	174.48							
Total for PD/ALS/16/02/16-2:			174.48	174.48							
							Unapproved Invoice Register (UFS)			Report Date: 22-MAR-2016 10:28	
										Page: 2	
Currency: GBP		Data Entry Person:		Entered Date From:		Accounting Period:					
Batch: ZZ/RAD/24/02/16/01				Entered Date to:							
Supplier Name	Invoice Number	Invoice Date	Original Amount	Amount Remaining	Description	Invoice Type					

Type	Line	Expense Accounting Flex	Liability Accounting Flex	Amount	Description	Accounting Date	Tax Type	Tax Post			

OFFICE TEAM LTD	2251382	24-FEB-16	39.67	39.67	VARIOUS	Standard					
Item	6	U.ZZ.ZZAG.MABB.EZZC.0000	U.00.0000.0000.VBAA.0000	5.83	MOVED FROM	24-FEB-16	No				
Tax	7	U.00.0000.0000.VCBA.0000	U.00.0000.0000.VBAA.0000	0.00	MOVED FROM	24-FEB-16	No				
Tax	7	U.ZZ.ZZAG.MABB.EZZC.0000	U.00.0000.0000.VBAA.0000	1.17	MOVED FROM	24-FEB-16	No				
Total for OFFICE TEAM LTD:			39.67	39.67							