



Incomplete Invoices Report

This report highlights all sales transactions that are currently incomplete on the system. They will all require some further action by the Department. There are various reasons as to why they remain incomplete:

- Raised in error
- Awaiting approval and completion
- Copy transactions
- Duplicate transaction

How to run this report

Responsibility: AP Invoice Entry / Manager

Navigate: Requests → Run

- Ensure Single Request is selected and click **'OK'**.
- Click on the **'List of Values'** in the **Name** field and type in 'Incomplete' and this will take you to the parameters screen.
- Order By – Invoice.**
- Click **OK.**

The screenshot shows a 'Parameters' dialog box with the following fields and controls:

- Order By:** A dropdown menu with 'Invoice' selected and highlighted in yellow.
- Invoice Number Low:** A text input field with a three-dot menu icon to its right.
- Invoice Number High:** A text input field.
- Customer Name Low:** A text input field.
- Customer Name High:** A text input field.
- Customer Number Low:** A text input field.
- Customer Number High:** A text input field.
- Buttons:** 'OK', 'Cancel', 'Clear', and 'Help' are located at the bottom right of the dialog.

To print the report:

- Click on **Options.**
- Select the correct printer you wish to print to and enter the number of copies required.
- Click **OK.**

AR Detailed Procedure Incomplete Invoices Report

Submit Request

Run this Request...

Copy...

Name Incomplete Invoices Report

Operating Unit Cambridge University

Parameters Invoice.....

Language American English

Language Settings... Debug Options

At these Times...

Run the Job As Soon as Possible

Schedule...

Upon Completion...

Save all Output Files

Layout

Notify

Print to noprint

Options...

Help (H) Submit Cancel

Print the Output To:

Style Landscape

Printer	Copies	For Language
AG_PR005101	1	All languages

Help OK Cancel

- Click **Submit** -this will take you to the **Requests** screen. Occasionally click refresh until process has been completed.
- You will now either have a printed copy at your printer or click on **View Output** to view on screen.

If you are in a Central Department, this report will show all Incomplete Invoices across the entire University.

Action points from this report

Each Invoice on this report will have to be reviewed and one of the actions detailed below carried out.

Type	Question	Instructions/Comments
Void	Is the invoice no longer required?	Void and complete the invoice (refer to voiding transactions guidance).
	Does the void transaction need completing?	Complete in normal way – if you cannot complete it yourself refer it to someone who can or contact AR helpdesk.
Credit Memo	Was the credit memo not completed as it was raised in error or it had an error?	Yes, was raised in error – complete the transaction with a zero value and match to a debit memo or an invoice.
	Is the credit memo still required?	Yes - complete the remaining details on the credit memo and complete or send for completion.
Invoice	Was the invoice raised in error?	Void the transaction (refer to voiding a transaction guidance).
	Are you awaiting someone to complete the transaction?	Request a colleague who has the correct responsibility to complete the transaction.



Incomplete Invoices report

CAPSA Set of Books Report Date: 01-NOV-2013 09:14

Incomplete Invoices Report

Order By : Invoice

Customer Name : To

Customer Number : To

Invoice Number : To

CAPSA Set of Books Report Date: 01-NOV-2013 09:14

Order By: Invoice Page: 1 of 10

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-----Invoice-----				-----Customer-----		
Number	Type	Date	GL Date	Name		Number
3149	LF Internal Tra	07-APR-10	07-APR-10	APPLIED MATHEMATICS & THEORETICAL PHYSICS		1069
3178	AT Internal Tra	28-MAY-10	28-MAY-10	ENGINEERING		1077
3420	SR Internal Tra	22-NOV-10	22-NOV-10	CLINICAL NEUROSCIENCES		1114
34689	AM Internal Tra	14-AUG-01	14-AUG-01	MODERN AND MEDIEVAL LANGUAGES		1038
34728	AM Internal Tra	14-AUG-01	29-MAY-09	MODERN AND MEDIEVAL LANGUAGES		1038
3537	PK Internal Tra	27-JUL-11	27-JUL-11	Centre for Stem Cell Research		174386
3576	SR Internal Tra	03-NOV-11	03-NOV-11	PSYCHOLOGY		1090
3583	PR Internal Tra	28-NOV-11	28-NOV-11	SCHOOL OF THE BIOLOGICAL SCIENCES		1082

