Incomplete Invoices Report

This **UFS, Accounts Receivable** report lists all sale transactions that are not completed in UFS and require further action by the department.

**Responsibility**  
AR User, AR Supervisor, AR Manager or AR Enquiry

**Navigate**  
Requests > Run

**Report parameters**

### Example report output

```
CAPSA Set of Books
Incomplete Invoices Report

Order By:  Invoice
Customer Name: To
Customer Number: To
Invoice Number: To

905231  22 Invoice  17-FEB-16  17-FEB-16  UNIVERSITY OF BRISTOL 5637
```

**Action Required**

- Find the sales invoice
- If a valid sales invoice then complete it. If no longer valid, then void it.