



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

Parameters

Order By **Invoice**

Invoice Number Low

Invoice Number High

Customer Name Low

Customer Name High

Customer Number Low

Customer Number High

OK Cancel Clear Help

Example report output

CAPSA Set of Books		Incomplete Invoices Report				Report Date: 22-MAR-2016 13:28	
Order By	:	Invoice					
Customer Name	:			To			
Customer Number	:			To			
Invoice Number	:			To			
CAPSA Set of Books		Incomplete Invoices Report				Report Date: 22-MAR-2016 13:28	
Order By:	Invoice				Page:	1 of 1	
Number	Type	Date	GL Date	Name	Customer	Number	
905231	zz Invoice	17-FEB-16	17-FEB-16	UNIVERSITY OF BRISTOL		8657	

Action Required

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 If no longer valid, then void it.