Invoice Tracking Report

The Invoice Tracking Report program tracks invoice activity from creation to payment to the vendor. Invoices can be chosen based on the date the invoice was created, the department, the vendor number, and the status of the invoice (paid, unpaid, or both).

To create an invoice tracking report:

1. Click Define.

2. Complete the fields to create a set of invoice records matching your criteria.

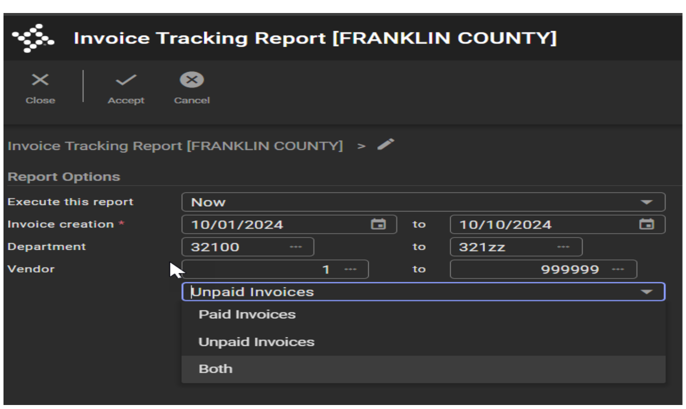
3. Click Accept.
   The program selects the records that match the defined criteria and indicates the number of invoices found in the status bar at the bottom of the screen.

4. Choose an output option to create the report.
   You can also click Excel to export the report to Microsoft® Excel. If you click Excel, the program displays the Export Filter screen for you to define the data columns to include in the export. After choosing the columns, click Accept to generate the export.

If the Invoice Type column is included in the export, regular invoices are type 1 and credit memos are type 2.

If the Payment Method column is included in the export, the following identifiers are used:

- C—Active Card Integration
- D—Direct Disbursement
- E—EFT
- M—P-Card Paid
- N—Normal/Check
- R—P-Card
- S—Single Check
- W—Wire Transfer



**Department --replace 21 in above image with your agency number to capture all within agency

**can also run for single department (single department would be from & to)

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td colspan="2">Report Options</td></tr>
<tr><td>Execute This Report</td><td>Determines when to generate the report when Enterprise ERP Scheduler is enabled:
Now—Creates the report immediately. This option does not use Scheduler; use the output options in the toolbar to view, print, or save the report.
In Background (Now)—Opens Scheduler to process the report one time using the event log and email notification features.
At a Scheduled Time—Uses Scheduler to establish a specific time to run the report.</td></tr>
<tr><td>Invoice Creation</td><td>Indicates the range of invoice creation dates to include on the report. Invoices that were created outside of the date range are excluded from the report. To limit results to one date, enter the same date in both fields.
This field is required.</td></tr>
<tr><td>Department</td><td>Identifies the range of department codes to include on the report. Department codes are established in the Purchasing Departments and System Department Codes programs.
Click the field help button to select the department codes from a browse list.</td></tr>
<tr><td>Vendor</td><td>Specifies the range of vendor numbers to include on the report. Vendors are established in the Vendors program. Leave the box blank to include all vendors.</td></tr>
<tr><td></td><td>Indicates the status of invoices to include on the report:
Paid Invoices—Includes only paid invoices on the report.
Unpaid Invoices—Includes only unpaid invoices on the report.
Both—Includes both paid and unpaid invoices on the report.</td></tr>
<tr><td>Include Workflow History</td><td>Directs the program to include workflow history in the report, when selected.</td></tr>
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