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Invoice List

Daily > A/P Invoice List

Displays all unposted invoices in all batches.

From here, you can add invoices to an existing invoice batch, edit invoices, or delete invoices. Once an invoice has been posted, if user permissions allow, anything except the account and amount may be changed.

New Batch: Click this button to enter invoices in a new batch.

Digital Invoice Capture: click this button to navigate to your file's location and upload your image file.

Import: Allows you to import invoices from outside systems. This is especially helpful when importing credit card invoices. Contact SGA for assistance in setting up the import specs. Click here for more details about importing.

Add to Batch: Opens the invoice entry screen to add a new invoice to the batch of the selected invoice.

Edit: Opens the invoice edit screen for the selected invoice.

Delete: Deletes the selected invoice.

Post: Post the selected invoice(s) to the GL.

Submit (if invoice approval is activated): Submit the selected invoice approval.

Send to reviewer (if invoice approval activated): Allows the invoice to be assigned to a system user for review before Submit. Reviewer may change any/all invoice information as needed.

Approval Table: Displays the approval table for the selected invoice.

Approval Menu/Log: Lists all approval activity for the selected invoice (Submitted by, assigned to a reviewer, approved by, etc.).

Transfer Attachments: Moves all attachments from the selected invoice to a specified invoice in the same batch. All attachments are moved from one invoice to the other, and the original invoice is deleted.

Attachments: All attachments associated with the selected invoice.

Links: User-created linkages to other system entries, system screens, and/or custom URLs.

Forms: Print, Preview, or Export to Word selected invoice(s).

Refresh: Reloads the current view or screen, allowing it to display updates or new information, such as newly created batches. This comes in handy if another user is entering invoices at the same time

Reports: Print Details, Print, or Export all displayed invoice rows to Excel. Print Detail opens the A/P Invoice Batch by Vendor detail report for the batch of the selected invoice.

Advanced Filters: Applies limiting filters to the displayed list.

Vendor Type: Displays invoices for vendors of the selected type(s).

Posted: Displays unposted, posted, or all invoices.

Period: The period range of entered invoices to display.

Due before: Limits the invoices displayed for those whose due dates are earlier than the specified date. If due dates are not activated in the Approval Type setup, this filter will not affect the displayed list.

Timeframe: Controls invoices displayed on the screen by the timeframe of invoice dates.

Search: Display only invoice(s) that meet search criteria.

Show Mine: Limits the invoices displayed to only those created by the user or for which the user is an approver.

View: Allows you to customize the columns and save your settings as a view. To hide or unhide columns, click the customize columns button and check which columns will be displayed. To order columns, you can either click the customize columns button or just drag columns where you want them by dragging the column header. Save a view by clicking the save view button. You must have proper permissions to save or delete views.

Group: Select the Approval Group if you wish to view invoices for just that Approval Group, or select All to view purchase orders for all Approval Groups.

Approval Table: The dropdown to the right of Approval Group is a selection of Approval Table(s) for the selected Approval Group

Send Email to Reviewer: Sends the selected Invoice to a specified user for review/edit prior to approval submissions.

Use same body for all checked entries: Check this box if you choose to send the same message to all selected.

Status: Limits the displayed invoices to those having the selected approval status(es).