

Invoiced Not Received by Requisitioner

Navigation Tab

- Click on Report Profiles
- Click Accounts Payable
- Click AP
- Click on the report - Invoiced Not Received by Requisitioner
- Enter parameters
- Click Request Report
- Click Okay
- Click on the Report Queue – upper left hand corner
- Under the Status column – the Report will either be “In Progress” or “Complete”
- Once the report status is Complete – Complete is hyperlinked
- Click on Complete

You will be able to view the report

Save or Print the report