Invoice List

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Displays all unposted invoices in all batches.

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

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

Delete: Deletes the selected invoice.

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.

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

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

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

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

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

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

Filter: Applies limiting filters to the displayed list.

> **Vendor Type:** Displays invoices for vendors of the selected type(s).
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> **Posted:** Displays unposted, posted, or all invoices.
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> **Period:** The period range of entered invoices to display.
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> **Search:** Display only invoice(s) that meet search criteria.

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

Reports: Print Detail, 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.

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 are to 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

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

Due before: Limits the displayed invoices those whose which are due prior to the stated date. If due dates are not activated in Approval Type setup this filter will not affect the displayed list.

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