Subcontract invoices are approved for payment through the Receiving Process. The steps below describe how to build, save and run an invoice report for subcontract invoices pending approval.

1. Select the Orders & Documents icon, then Document Search, Search Documents.

2. Select the Advanced Search link.

3. Select the Invoices document type.

4. Under Matching Status, select Unmatched.

5. Under Custom Fields, Account Code, enter 77600. Add another account code and enter 77610.

6. Go.

7. To run this report in the future, select Save Search.

8. Name the search and select the destination folder. Save. Close.

9. Select the first Invoice No.

10. Review the Matching Summary within the PO line item(s) detail. If the Net Invoiced amount exceeds the Received Amount, refer to the “Receiving Subcontract Invoices Quick Guide” for steps on reviewing and approving the invoice. (The example below indicates receiving/approval is needed to pay an invoice).

11. Select the Orders & Documents icon, then Document Search, View Saved Searches to run future reports with the same criteria. Select Go next to the applicable search.