



Process

Documentation

Department:

Customer Support

Last Updated:

10/14/2025 7:44 AM

NAME OF PROCESS

Generating the Invoice Register Report

Use Case / Objectives

This option gives you a listing of A/P invoices. You can run it for one vendor or all vendors. You can run it for Paid invoice, Open invoices, or both.

Configuration, Training, and Reporting

This document assumes you know how to perform basic Search functionality to find information in the system (i.e., F4 search). The steps for this are not included within this document.

Field definitions for applicable tasks are available in the Reference Glossary. To view these definitions either click on the screen name in the task or scroll to the end of the documentation to view the Glossary.

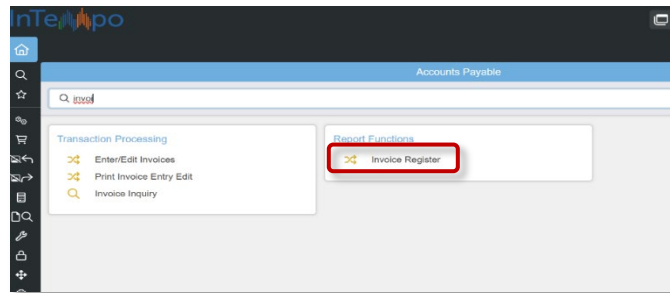
Menu options to access:

[Accounts Payable Menu](#), [Invoice Register](#)

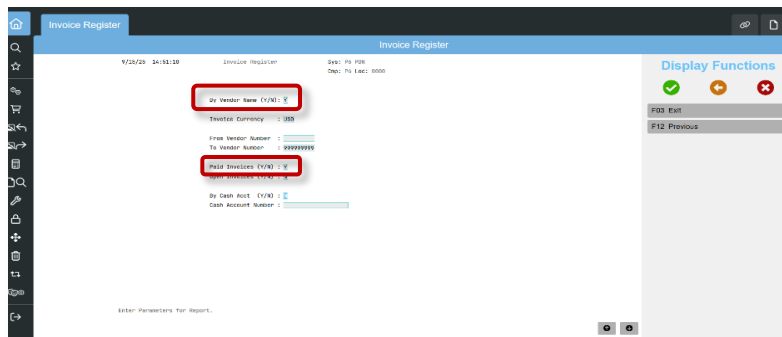
Generate a Report for All AP Invoices

Process Steps

1. Log into the [Roleplay Environment](#) using your credentials.
2. Select the **Accounts Payable** menu option from the left toolbar.
3. In the **Report Functions** section, click on the **Invoice Register** option.



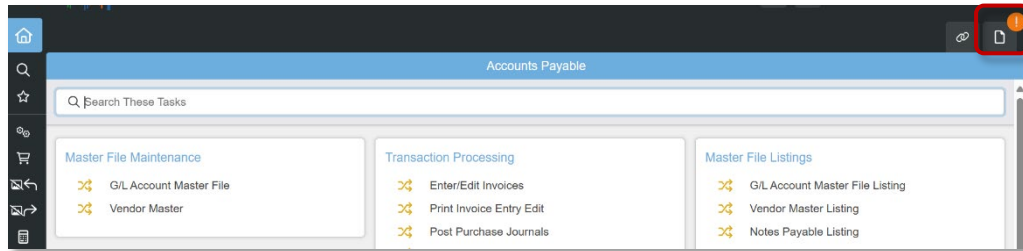
- a. The **Invoice Register** screen opens.



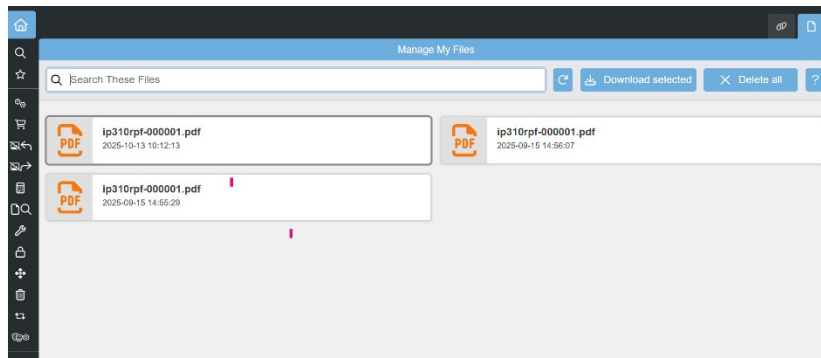
4. To run the report for all vendors and just a list of the paid invoices, type **Y** in **Vendor Name** field and type **N** in the **Open Invoices**.
5. Press **Enter**.
 - a. The **Submit Print Job** screen opens.



6. Type in the *Locations* to either include (I) or omit (O) on the report. **NOTE:** To run the report for *all* locations, type O in the *Omit/Include* field and delete any value(s) in the *Locations* field.
7. Press Enter to generate the report.
8. Your report has generated when the **ORANGE** indicator icon displays in the top right corner by the **Manage My Files** icon.
9. Click on the paper icon top right of your screen.



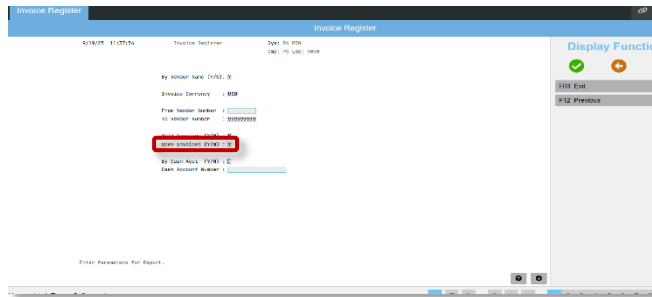
10. The **Manage My Files** screen opens displaying any reports that you have generated in PDF form.
11. Double click on your report to open the file.



12. The report opens displaying all vendors' and their paid invoices. **NOTE:** The image below is a *sample* of the **Invoice Register Report**.

9/05/23 15:48:06		WYNNE SYSTEMS, LLC		IP310R		Page: 1					
		Invoice Register				Cmpy: RM					
		WG123DC				Loc.: LGB					
Currency: USD											
Asgn.#	Vendor/ Assignee Name	Invoice #	P.O.#	Descp	Inv.Date	Gross Amt.	Disc. Amt.	Check Amt.	Check #	Check Date	INV TYP
000000168	A-1 AUTO PAR	12812398908	7584	7584/D	6/16/23	3,500.00	.00	.00			I
Total :						3,500.00	.00	.00			
000000049	ACTEK, CORP F584			ACTEK,	6/02/18	10.00	.00	.00			I
000000049	ACTEK, CORP JJIO			000000	11/28/22	41.67	.00	.00			N
000000049	ACTEK, CORP JJIO			000000	12/28/22	.00	.00	.00			N
000000049	ACTEK, CORP JJIO			000000	1/28/23	.00	.00	.00			N
000000049	ACTEK, CORP TESTIJD			000000	12/01/22	41.67	.00	.00			N
000000049	ACTEK, CORP TESTIOJD2			000000	11/01/22	41.67	.00	.00			N
000000049	ACTEK, CORP TRYIO			000000	11/28/22	41.67	.00	.00			N
000000049	ACTEK, CORP TRYIO2			000000	11/28/22	41.67	.00	.00			N
000000049	ACTEK, CORP TRYIO3			000000	11/28/22	41.67	.00	.00			N
000000049	ACTEK, CORP TRYIO3			000000	12/28/22	.00	.00	.00			N
000000049	ACTEK, CORP TRYIO3			000000	1/28/23	.00	.00	.00			N
000000049	ACTEK, CORP TRYIO4			000000	11/28/22	41.67	.00	.00			N
000000049	ACTEK, CORP TRYIO4			000000	12/28/22	.00	.00	.00			N
000000049	ACTEK, CORP TSTIO			000000	11/01/22	41.67	.00	.00			N
000000049	ACTEK, CORP TSTIO2			000000	11/01/22	41.67	.00	.00			N
000000049	ACTEK, CORP TTIO			000000	11/01/22	41.67	.00	.00			N
000000049	ACTEK, CORP 0608182			ACTEK,	6/08/18	2,457.98	.00	.00			I
000000049	ACTEK, CORP 0608186			ACTEK,	6/08/18	48.67	.00	.00			I
000000049	ACTEK, CORP 10000			000000	1/28/22	41.67	.00	.00			N
000000049	ACTEK, CORP 123123			000000	1/02/22	1,910.11	.00	.00			N
000000049	ACTEK, CORP 1231234			000000	1/02/22	1,910.00	.00	.00			N
000000049	ACTEK, CORP 1231236			000000	1/02/22	1,900.22	.00	.00			N
000000049	ACTEK, CORP 1234567			ACTEK,	4/18/18	10.00	.00	.00			T

- If you would like to run the report for all vendors and open invoices, change the value in the *Open Invoices* to Y.



- Press Enter; select the location(s) you want to run the report for.



- Press Enter to generate the report. **NOTE:** See Step 9 above for assistance in viewing the report.
- The report opens displaying all vendors' and their unpaid invoices. There will not be a *Disc Amt* since no checks have been cut and there will not be a *Check Amt*, *Check #* or *Check Date* since the invoice has not been paid. **NOTE:** The image below is a *sample* of the Invoice Register Report.

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9/05/23 15:48:06                WYNNE SYSTEMS, LLC                IP310R                Page: 1
                                Invoice Register                               Cmpy: RM
                                WG123DC                                   Loc.: LGB

Currency: USD
Vend./ Vendor/
Asgn.#  Assignee Name  ----- Invoice # ----- P.O.#  Descp  Inv.Date  Gross Amt.  Disc. Amt.  Check Amt.  Check #  Check Date  INV
000000168 A-1 AUTO FAR 12812398908                7584  7584/D  6/16/23                3,500.00                .00                .00                .00                .00                .00                I
                                Total :                3,500.00                .00                .00

000000049 ACTEK, CORP F584                ACTEK,  6/02/18                10.00                .00                .00                .00                .00                I
000000049 ACTEK, CORP JJIO                000000 11/28/22                41.67                .00                .00                .00                .00                N
000000049 ACTEK, CORP JJIO                000000 12/28/22                .00                .00                .00                .00                .00                N
000000049 ACTEK, CORP JJIO                000000 1/28/23                .00                .00                .00                .00                .00                N
000000049 ACTEK, CORP TEST1JD                000000 12/01/22                41.67                .00                .00                .00                .00                N
000000049 ACTEK, CORP TEST1OJD2                000000 11/01/22                41.67                .00                .00                .00                .00                N
000000049 ACTEK, CORP TRYIO                000000 11/28/22                41.67                .00                .00                .00                .00                N
000000049 ACTEK, CORP TRYIO2                000000 11/28/22                41.67                .00                .00                .00                .00                N
000000049 ACTEK, CORP TRYIO3                000000 11/28/22                41.67                .00                .00                .00                .00                N
000000049 ACTEK, CORP TRYIO3                000000 12/28/22                .00                .00                .00                .00                .00                N
000000049 ACTEK, CORP TRYIO3                000000 1/28/23                .00                .00                .00                .00                .00                N
000000049 ACTEK, CORP TRYIO4                000000 11/28/22                41.67                .00                .00                .00                .00                N
000000049 ACTEK, CORP TRYIO4                000000 12/28/22                .00                .00                .00                .00                .00                N
000000049 ACTEK, CORP TSIO                000000 11/01/22                41.67                .00                .00                .00                .00                N
000000049 ACTEK, CORP TSIO2                000000 11/01/22                41.67                .00                .00                .00                .00                N
000000049 ACTEK, CORP TIO                000000 11/01/22                41.67                .00                .00                .00                .00                N
000000049 ACTEK, CORP 0608182                ACTEK,  6/08/18                2,457.98                .00                .00                .00                .00                I
000000049 ACTEK, CORP 0608186                ACTEK,  6/08/18                48.67                .00                .00                .00                .00                I
000000049 ACTEK, CORP 10000                000000 11/28/22                41.67                .00                .00                .00                .00                N
000000049 ACTEK, CORP 123123                000000 1/02/22                1,910.11                .00                .00                .00                .00                N
000000049 ACTEK, CORP 1231234                000000 1/02/22                1,910.00                .00                .00                .00                .00                N
000000049 ACTEK, CORP 1231236                000000 1/02/22                1,900.22                .00                .00                .00                .00                N
000000049 ACTEK, CORP 1234567                ACTEK,  4/18/18                10.00                .00                .00                .00                .00                Y
    
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