Web UFS – How to Use the UIPS (TMC) Invoice Not Posted Report

REFERENCE:

Below are rules for using the UIPS (TMC) Invoice Not Posted Report

- To access the report, log into UFS > Expenses > Accounts Payable > Reports > UIPS Not Posted Report
- 2.) If AP invoices do not load to UFS but have been approved in TMC:
 - a. There are 4 reasons that AP invoices do not post to the report (see 2nd screen shot)
 - There are 5 report attributes to be aware of when looking at the report (see 2nd screen shot)
 - c. The 1st screen shot shows a couple of different scenarios why invoices did not post to UFS



