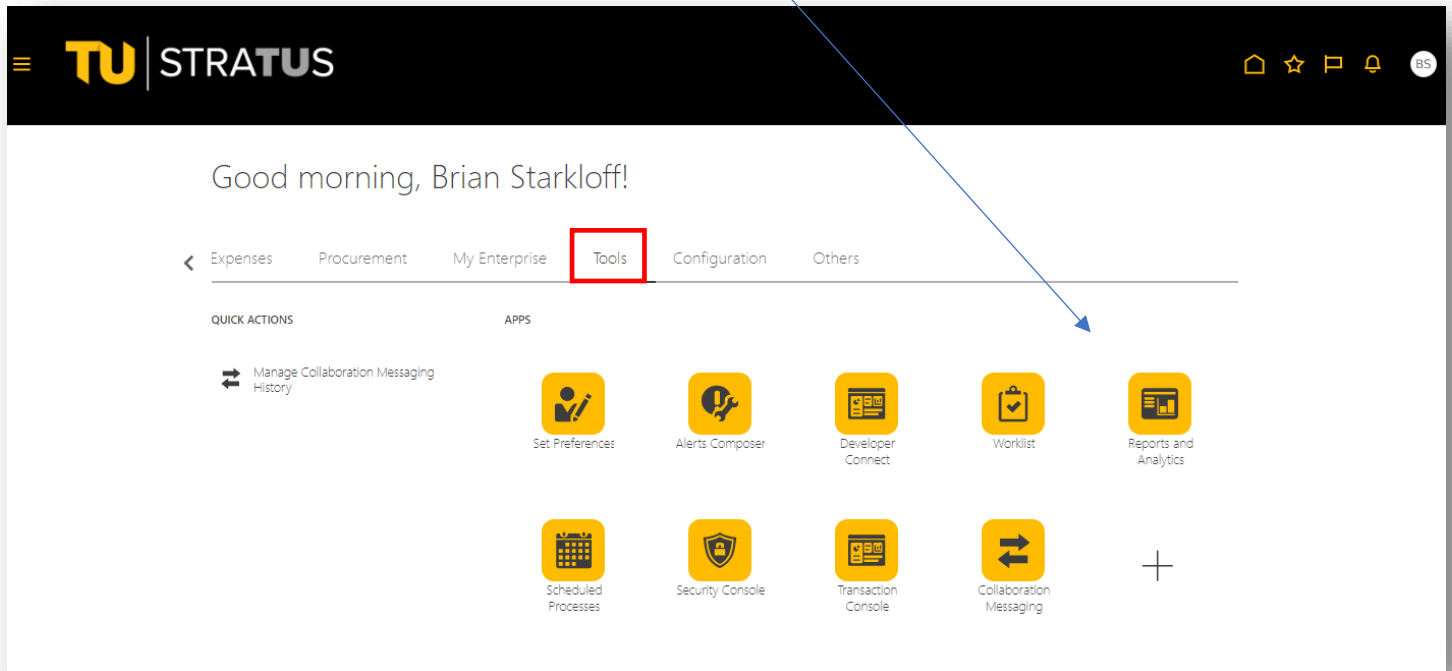


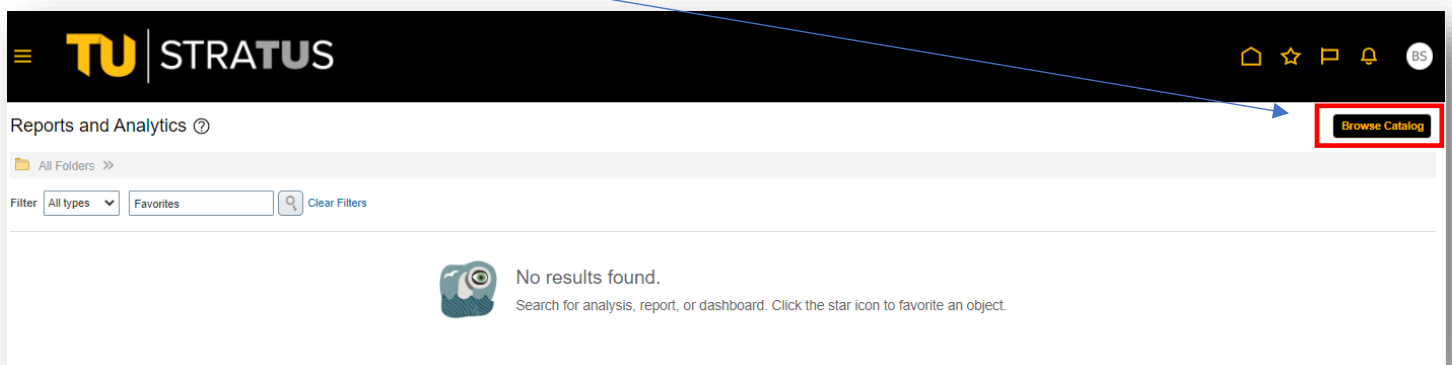
# How to run the AP Completed Invoice & Expense Report

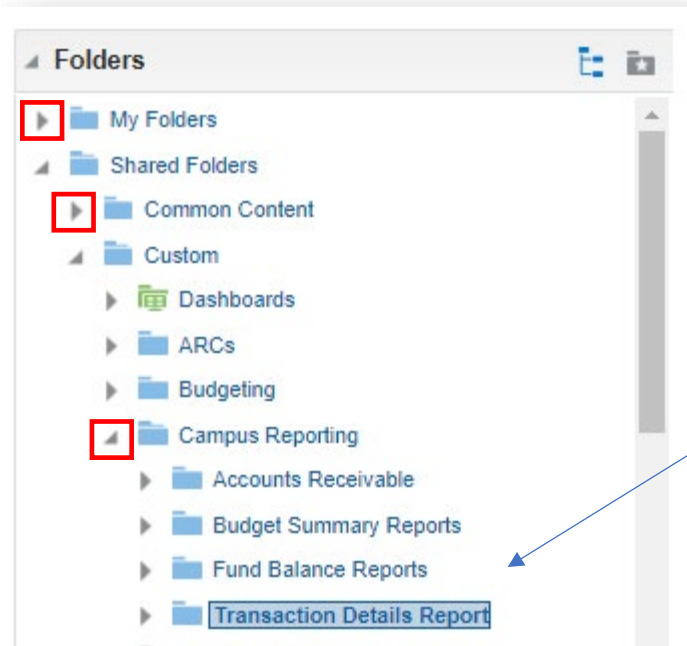
**The TU\_BC\_Invoice\_Expense\_List report will show you AP invoices and Expense reports, Individual Completed/approved invoices, Supplier/employee and invoice number Details, RStars payment data when available.**  
**Note: Pcard expense reports only have the employee/card holder name and description, but no merchant or purchase information is available. Can be run by Cost Center and/or Invoice number and/or Supplier.**

Navigate to Tools, and select the tile for Reports and Analytics



Select Browse Catalog





Under Folders, select Shared Folders > Custom > Campus Reporting

Click on Transaction Details Report

Select [Open](#) on the TU\_BC\_DAT\_Invoice\_Expense\_List report

	<b>PCard expense reports</b>   Last Modified 3/1/2023 7:59:02 PM   Owner Gina Peach <a href="#">Expand</a> <a href="#">More</a> ▼
	<b>Requisition Reports</b>   Last Modified 12/12/2023 2:57:04 PM   Owner Gina Peach <a href="#">Expand</a> <a href="#">More</a> ▼
	<b>Travel Expense reports</b>   Last Modified 7/20/2022 9:11:51 PM   Owner Gina Peach <a href="#">Expand</a> <a href="#">More</a> ▼
	<b>Shortcut to TU_BC_Budget_Adjustments</b>   Last Modified 2/28/2024 4:26:01 PM   Owner Heather Tolson <a href="#">Open</a> <a href="#">More</a> ▼
	<b>Shortcut to TU_BC_DAT_Invoice_Expense_List</b>   Last Modified 3/21/2024 12:07:00 PM   Owner Brenda Smith <a href="#">Open</a> <a href="#">More</a> ▼
	<b>TU_BC_Budget_Adjustments</b>   Last Modified 9/21/2022 5:00:02 PM   Owner Gina Peach listing of budget transactions for a cost center/grant <a href="#">Open</a> <a href="#">Edit</a> <a href="#">More</a> ▼
	<b>TU_BC_DAT_Invoice_Expense_List</b>   Last Modified 3/7/2024 5:52:13 PM   Owner Gina Peach AP invoices and Expense reports * Individual Completed/approved invoices. * Supplier/employee and invoice number Details * RStars payment data when available. * Note: Pcard expense reports only have the employee/card holder name, and description but no merchant or purchase information is available. * Can be run by Cost Center and/or Invoice number and/or Supplier. <a href="#">Open</a> <a href="#">Edit</a> <a href="#">More</a> ▼
	<b>TU_BC_DAT_Invoices_Pending</b>   Last Modified 5/22/2023 7:34:32 PM   Owner Gina Peach * This report lists all pending AP invoices along with account coding, hold and workflow related details. * You can filter the report by cost center, invoice number, supplier, various statuses etc. * This report will list the entire workflow history of the invoice with latest updates listed first. <a href="#">Open</a> <a href="#">Edit</a> <a href="#">More</a> ▼

Enter your Accounting Date and Cost Center Code. You can also search by account code, invoice number, or supplier.

Click OK.

TU\_BC\_DAT\_Invoice\_Expense\_List

\* Accounting Date Between  -

\* Cost Center Code

Account Code

Invoice Number

Supplier

Edit - Refresh - Copy

Here you can view a list of all the invoice and expense information including invoice amounts:

TU\_BC\_DAT\_Invoice\_Expense\_List
Home Catalog Favorites

TU\_BC\_DAT\_Invoice\_Expense\_List

Accounting Year	Accounting Period Number	Accounting Period Name	Accounting Date	Balancing Segment Code	Cost Center Code	Cost Center Description	Account Code	Account Description	Initiative Segment Value	Journal Sequence Number	Journal Name	Journal Line Number	Journal Total Accounted Debit	Journal Total Accounted Credit	Inv/Exp DB Amt	Inv/Exp CR Amount
2023	1	Jul-22	7/31/2022	1020	20830	Financial Systems and Technology	608224	Services-Other Non Auxiliary	00000	1000000220	Jul-22 Purchase Invoices	15.0	2.00	1.00		
2023	1	Jul-22	7/31/2022	1020	20830	Financial Systems and Technology	608224	Services-Other Non Auxiliary	00000	1000000220	Jul-22 Purchase Invoices	15.0	2.00	1.00		
2023	1	Jul-22	7/31/2022	1020	20830	Financial Systems and Technology	608224	Services-Other Non Auxiliary	00000	1000000220	Jul-22 Purchase Invoices	16.0	2.00		1.00	
2023	1	Jul-22	7/31/2022	1020	20830	Financial Systems and Technology	608224	Services-Other Non Auxiliary	00000	1000000220	Jul-22 Purchase Invoices	16.0	2.00		1.00	
2023	1	Jul-22	7/31/2022	1020	20830	Financial Systems and Technology	608224	Services-Other Non Auxiliary	00000	1000000243	Jul-22 Purchase Invoices	16.0	16.00	10.00		
2023	1	Jul-22	7/31/2022	1020	20830	Financial Systems and Technology	608224	Services-Other Non Auxiliary	00000	1000000243	Jul-22 Purchase Invoices	16.0	16.00	6.00		
2023	1	Jul-22	7/31/2022	1020	20830	Financial Systems and Technology	608224	Services-Other Non Auxiliary	00000	1000000243	Jul-22 Purchase Invoices	17.0	16.00		10.00	
2023	1	Jul-22	7/31/2022	1020	20830	Financial Systems and Technology	608224	Services-Other Non Auxiliary	00000	1000000243	Jul-22 Purchase Invoices	17.0	16.00		6.00	

Scroll out to the right to see the invoice number, description, supplier info and if applicable PO number etc. Also when we get the payment file on invoices back from the State of MD state check number and dates will also be displayed on this report.

Journal Total Accounted Credit	Inv/Exp DB Amt	Inv/Exp CR Amount	Journal Line Description	Invoice Number	Invoice Date	Invoice Description	Supplier or Party Name	Supplier Number	Identifying PO	Pay Group	Payment Method	Receipt Date	Receipt Number	Voucher Document Sequence	State Check Date	State Check Num	State Docume Num
2.00	1.00		Journal Import Created	917424457	6/23/22		BSN Sports, LLC	0000035975		Standard	86			2			
2.00	1.00		Journal Import Created	AJ09733737	6/22/22		Apple Computer Inc	0000002143		Standard	86			1			
2.00	1.00		Journal Import Created	917424457	6/23/22		BSN Sports, LLC	0000035975		Standard	86			2			
2.00	1.00		Journal Import Created	AJ09733737	6/22/22		Apple Computer Inc	0000002143		Standard	86			1			
16.00	10.00		Journal Import Created	Smoke Test Rec'ing	7/6/22		Colossal Contractors Inc	0000001592	TOW0000001	Standard	00			3			
16.00	6.00		Journal Import Created	Smoke Test Rec'ing	7/6/22		Colossal Contractors Inc	0000001592	TOW0000001	Standard	00			4			
16.00	10.00		Journal Import Created	Smoke Test Rec'ing	7/6/22		Colossal Contractors Inc	0000001592	TOW0000001	Standard	00			3			

Below are definitions for the Column Headings:

Source – the four-digit funding source tied to the cost center.

Cost Center – the five-digit cost center number where the expenditure is to be charged.

Description – Cost Center Description

Account – the six-digit account number that classifies the type of expense.

Description – Account Description

Initiative Segment Value – the five-digit initiative number used to track expenses related to a specific activity within a department.

Inv/ Exp DB Amt – Invoice or Expense Debit amount.

Inv/EXP CR Amount- Invoice or Expense Credit amount.

Invoice Number – Invoice number on the invoice or expense.

Invoice Date – Date on the invoice or expense.

Invoice Description – Description on the invoice or expense, if applicable.

Supplier or Party Name – Payee name on the invoice or expense.

Supplier Number – Unique supplier number associated with the Payee.

Identifying PO- Purchase Order number on the invoice or expense, if applicable.

Pay Group – Name of a grouping of transactions for payment.

Payment Method- The method of payment used.

- Some common types of payment methods are:

- 00 – 1<sup>st</sup> class mail (paper check)
- 80 – ACH for employee expense accounts (Direct Deposit)
- 86 – Statewide ACH (EFT for vendors)
- 91 – Fed Wire (Foreign or Domestic)

Receipt Date- Date a receipt was created on a Purchase Order, if applicable.

Receipt Number – Unique number assigned to a Purchase Order receipt, if applicable.

Voucher Document Sequence – Unique document number assigned to each transaction.

State Check Date – Date the check, DD, or EFT was issued.

State Check Num – Unique payment number of the check, DD, or EFT.

State Document Num – Unique document number used to track payments.