CCTM Supplier

CCTM Invoice Report

You can run the Invoice Reconciliation Report to view a CCTM Invoice, which shows the time card details for time cards that were paid on the invoice.

1.	Click AMCCTM Supplier Reports Users and then click CCTM Reports.	Navigator AMCCTM Supplier Rate Card User AMCCTM Supplier Reports Users AMCCTM Supplier Time Card User AMPOS iSupplier Portal Full Access
2.	Click the Flashlight to the right of the <i>Program Name</i> field.	CCTM Reports CCTM View Requests
3.	Click the Go button in the Search window that opens.	Name Parameters Layout Review Schedule Request: Name
4.	Click the Quick Select icon to the left of AMCCTM Invoice Reconciliation Report.	
5.	Click the Next button.	Cancel Step 1 of 4 Negt
6.	Click the Flashlight icon to the right of the <i>PO Number</i> field. In the search window that opens, click GO and then click the Quick Select icon by the correct PO number.	Schedule Request: Parameters * Indicates required field Program Name AMCCTM Invoice Reconciliation Report Request Name * Supplier Name CCTM SUPPLIER 10, INC. * PO Number 4/2009
7.	Click the Flashlight icon to the right of the <i>Invoice Number</i> field. In the search window that opens, click GO and then click the Quick Select icon by the correct invoice number.	* Invoice Number CCTM-423009-438642
8.	Enter Yes in the <i>Show Details</i> field if you want to view the time card details on the invoice. Otherwise, enter No .	
9.	Click the Next button.	
10.	Select the desired Report Format (Excel, PDF, HTML, or RTF) from the drop-down list.	Schedule Request: Layout Program Name AMCCTM Invoice Reconciliation Report Request Name Cancel Back
11.	Click the Next button.	Template Name AMCCTM Invoice Reconciliation Report Template
12.	Click the Submit button on the Schedule Request: Review page.	Format PDF Preview
13.	Click OK on the Information message page.	(Cancel)(Back) Step 3 of 4 Negt)
14.	Click the Go button until the <i>Output</i> icon appears.	Requests View Last 24 hours Go
15.	Click the Output icon to view, print or save the Invoice Report.	Status Name Phase Scheduled Date Details Output Request ID Republish AMCCTM Invoice Reconciliation Report Completed 10/01/2007 09:39:46

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