 OSHKOSH™

View Invoice & Payment

Introduction

Suppliers will reference this job aid to view Invoice & Payment reports. These read only reports are generated in Oshkosh's ERP and the data is made visible in JAGGAER via integration.

View Invoice & Payment

1. To view invoices, click on the **Reports** tab on the navigation bar and select **Invoice Report.**	
2. All invoice lines will display. 3. To create a filter, click the 🔻 icon. 4. Enter or select filter criteria, then click the 🔻 Filter icon to apply the filter. 5. Click the 🔲 Excel icon to export filtered invoice data.	

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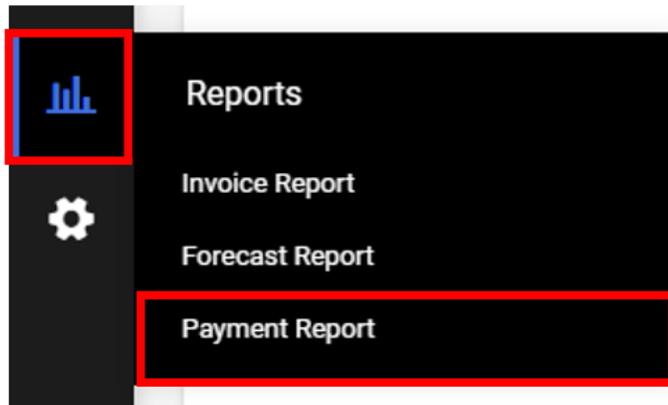
6. To view Payments, click on the **Reports** tab and select **Payment Report.**	
7. All payments will display. 8. To create a filter, click the ▽ icon. 9. Enter or select filter criteria, then click the ▽ Filter icon to apply the filter. 10. Click the Excel icon to export filtered payment data.	