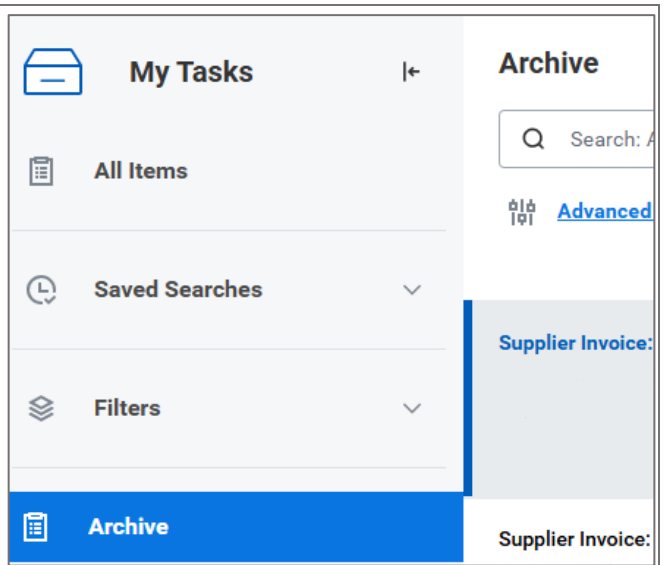
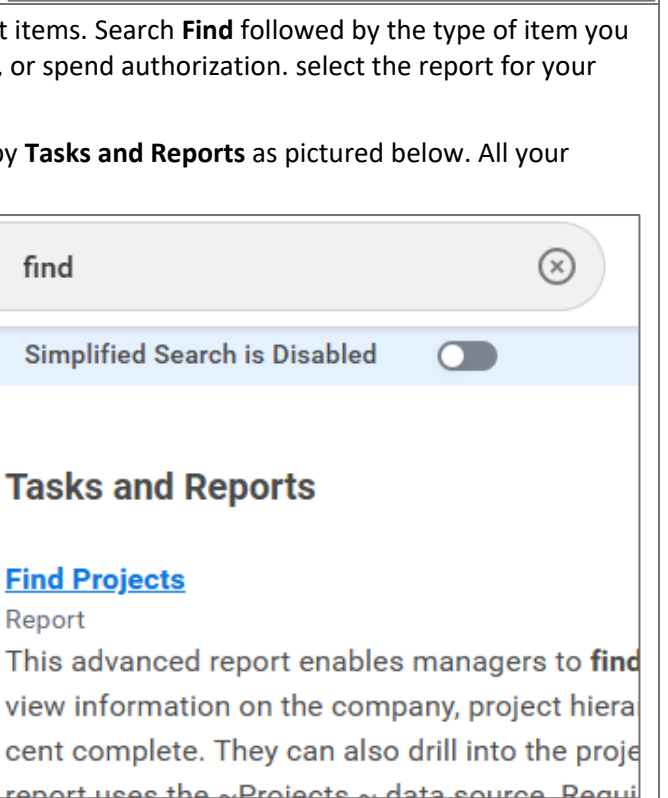


Audience / Role	Any user who drafts requisitions, invoices, and more.
Description	This job aid will help you locate requisitions, invoices, and other documents and projects you have drafted but not yet submitted.

Using Find Reports

1	If you have already submitted an item (like an invoice) for approval, the item will appear in your My Tasks archive. You'll be able to track the item's progress through each step of its designated processing. If you begin a draft but haven't submitted it yet, you'll be able to locate it using a report instead.	
2	You can use reports with the Find term to locate your draft items. Search Find followed by the type of item you are searching for, such as supplier invoice, purchase order, or spend authorization. select the report for your item type from the search results. To browse a list of Find reports, search for Find and filter by Tasks and Reports as pictured below. All your available report types will display in your search results.	
3	When you click the report type you would like to generate, a pop-up window will appear. Complete all required fields for your report type and apply any other filters you prefer. Click OK to generate your report.	

4

In the report, you'll find the option to sort or filter each column. Click the **Status** column on your report. You can use the **Filter Condition** dropdown to select **contains** then type **draft** into the **Value** field to display only draft items on the report. With a status filter in place, you'll be able to find any unfinished draft you need.

Status	Approval Date	Spend Autho
↑ Sort Ascending		
↓ Sort Descending		
Filter Condition *		
contains		
Value *		
draft		
Filter		Remove Filter