Accounts Payable: Tools – The AP Worklist

**Key Features:**

- **AP Worklist** is an online tool for Yale Business Offices to electronically view, update, approve or reject transactions on hold.
- Transactions are routed to AP Worklist when an action needs to be taken by the department.
- AP Worklist will list up to 50 transactions on hold.
- Review transaction on hold.
- Types of actions include: No charging instructions (PTAEO or invalid PTAEO), Approval Required, Confirmation of receipt of goods/services.
- Ability to view invoice images and reason for hold.
- Once department takes action and submits, there is an immediate release of the hold.
  - Immediate update in Oracle
  - No Accounts Payable Intervention
How to Work the Hold on the AP Worklist

- Once you click on the specific transaction that is on hold it will navigate to the “Detail Screen” where you can add/edit information in the following fields
  - Action Required is listed
  - Update PTAEO
  - Verify Receipt of Goods/Services
  - In the “Comment” field, review if there are any notifications from Accounts Payable
  - Include Initiator
  - Approve/Reject and Enter Comments for Rejection
    - If rejected, hold is routed back to AP to follow up.
- Please remember when providing “split charges” the AP Worklist has a limit of 10 lines.

Note: If further detailed training is needed, please go to The AP Worklist Quick Guide at http://yss.yale.edu