

AP Worklist

Quick Reference Card

1) Getting Started

What is the AP Worklist?

The AP Worklist is an online tool for Yale business offices to electronically view, process and approve invoices on hold.

- Easy-to-use interface routes invoices on hold directly to the unit that is required to take action in order to release the hold.
 - Users take action on invoices including:
 - 1) Provide correct PTAE0
 - 2) Confirm receipt of goods/services
 - 3) Approve invoice.
 - These actions immediately update Oracle and eliminate Accounts Payable intervention improving invoice payment time to Yale suppliers!
- Most Valuable Features:
- Improved visibility/one location of holds
 - Immediate notification of holds
 - Immediate releasing of holds
 - Ability to view invoice images

Logging Into AP Worklist:



- From the Yale Administrative Menu System (YAMS), select **Financial, Procurement & HR Applications** under Categories
- Click on **Financial, Procurement & HR Applications** under Yale Application Links
- Click **OK** to agree to accept and agree to abide by all Yale University policies
- Login into Yale's Central Authentication System (CAS) by entering your **Yale NetID and Password**
- Click **Invoice Approval Worklist** from Oracle responsibilities list

NOTE: Business Managers will identify and arrange access to the Worklist and may grant access at any level of the Yale Hierarchy.

2) Understanding Your Worklist

- The Worklist screen gives you information about your invoice holds including: basic invoice information, invoice detail link, status, action(s) required and routing org.
- Invoices on the Worklist may be in one of the following statuses:
 - **New** – Submitter has not yet reviewed and submitted the invoice or the Approver has not yet approved the invoice.
 - **Submitted** – Submitter has reviewed and submitted the invoice perhaps having edited the PTAE0 or verified receipt/satisfaction of goods/services.

NOTE: Invoices may also have a status of *Approved* or *Rejected*. This label is only visible to Accounts Payable after the unit has taken action.

TIP: The Worklist provides visibility to payment terms. When users respond within a certain timeframe, a discount is applied against the Invoice Amount .

Consistent look and feel to other Oracle applications for procurement transactions enhances learning experience.

Worklist Date is the date the invoice is routed to Routing Org and placed on Worklist in descending order.

Status of an invoice appearing in the column can be "New" or "Submitted."

If a comment has been added to the invoice, this column identifies who entered the comment and the date that it was entered.

IMPORTANT: To review the details of an invoice, click on the Invoice Number link.

Worklist Date	Vendor Name	Invoice Number	Invoice Amount	Invoice Date	Payment Terms	Status	Action(s) Required	Routing Org	Purchase Order	Comments
21-MAY-2008	SYMPHONY DESIGNS	34507	\$5,722.85	21-MAY-2008	Net Cash	New	Approval, Receiving	FASCHM Chem Administration 621001	None	
21-MAY-2008	SYMPHONY DESIGNS	23456	\$97.35	21-MAY-2008	Net Cash	New	Approval, Receiving	FASCHM Chem Administration 621001	None	
21-MAY-2008	SERVICES		0	21-MAY-2008	Net Cash	New	Approval, Receiving	FASCHM Chem Administration 621001	None	
21-MAY-2008	SUMMIT CONSULTING SERVICES	12345	\$75.34	21-MAY-2008	Net Cash	New	Approval, PTAE0	FASCHM Chem Administration 621001	None	21-MAY-2008
21-MAY-2008	SUMMIT CONSULTING SERVICES	12345	\$45.32	21-MAY-2008	Net Cash	New	Approval, PTAE0	FASCHM Chem Administration 621001	None	
09-MAY-2008	WHITNEY ARTS CENTER LLC	34507	\$5,600.00	09-MAY-2008	Net Cash	New	Approval, Receiving	FASCHM Chem Administration 621001	None	
09-MAY-2008	WHITNEY ARTS CENTER LLC	12345	\$205.45	09-MAY-2008	Net Cash	New	Approval, PTAE0	FASCHM Chem Administration 621001	None	Test_Department_000660, NetID 12-MAY-2008
30-APR-2008	FISHER SCIENTIFIC COMPANY LLC	205626	\$1,...	31-OCT-2007	Net 30	New	Approval, PTAE0	FASCHM Chem Faculty 621002	None	McCalmon, Adolis 14-MAY-2008

3) Reviewing Your Invoice Details

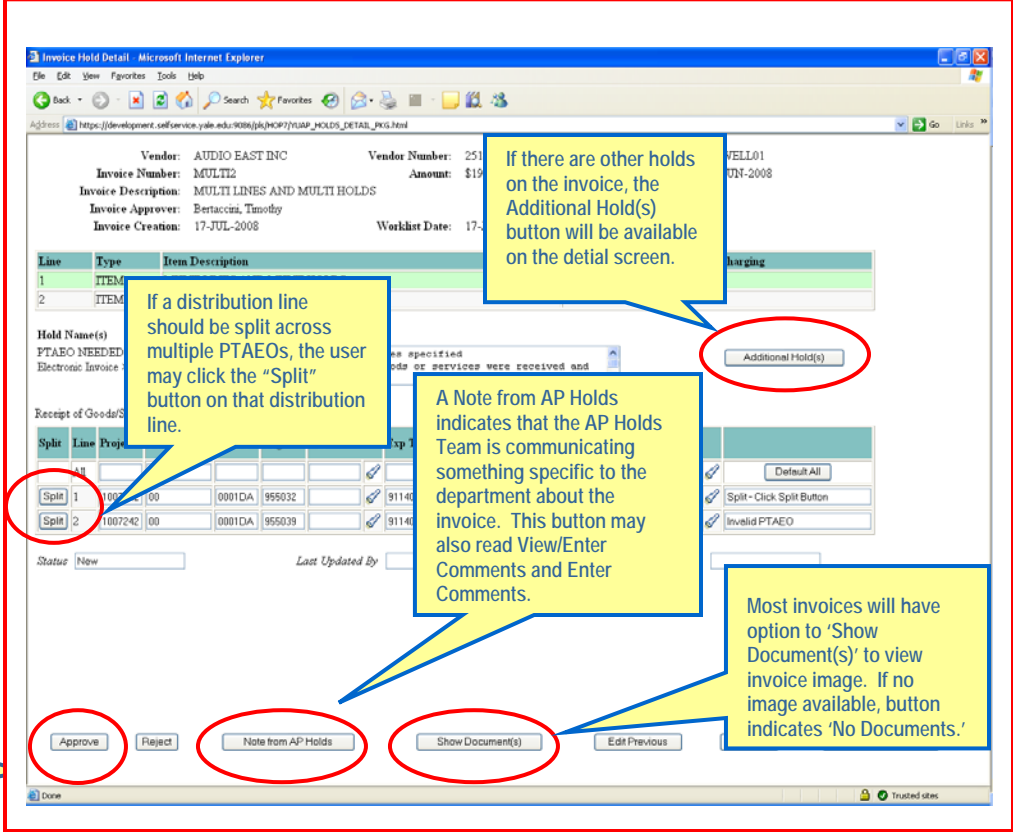
HEADER INFORMATION:
Detail screen shows basic invoice data at top of screen, including Vendor, Invoice Number, Invoice Date and Amount.

LINE INFORMATION: Center of screen shows active hold names and Actions(s) Required to relieve holds.

EDIT CHARGING INSTRUCTIONS: Update PTAE0 directly on invoice.

SPLIT CHARGES: The split windows allows the end user to enter up to (10) PTAE0s for distribution. Dollar amounts may be entered by a specific dollar amount or by a percentage.

If user is a Disbursement Approver in START, action button shows 'Approver.' If user is not a Disbursement Approver in START, action button shows 'Submit.' This updates Status to 'Submitted' pending approval by Disbursement Approver.



The Detail Screen provides you with basic information about the invoice and the ability to enter the necessary information to release the hold.

SUBMITTING/APPROVING

The **Submit/Approve** button is dynamic. If the user has the authority to approve invoices, the "Approve" button will be visible and the user will be considered an approver. If the user does not have such authority, the "Submit" button will be visible and the user will be considered a submitter.

Submitting Invoices for Approval

Submitter takes the actions:

- Reviews invoice
- Modifies PTAE0
- Click **Submit**. (presents invoice to organization's approver)

NOTE: Invoice stays on Worklist until approved/rejected.

Approving/Rejecting Invoices

Approver actions:

- Verifies that charging instructions are correct
- Identifies correct receiver
- Establishes that invoice is ready for payment
- Click **Approve**.
- If invoice is inappropriate to pay:
 - Click **Reject**.
- When prompted, **indicate reason for rejection**.
- Optional: To speed resolution by Accounts Payable, provide a detailed explanation of the issue.

NOTE: A department approver will become the approver of record for the invoice.

EDITING CHARGING INSTRUCTIONS

Unless the line is locked, you may edit a portion or all of the PTAE0 in one or more of the following ways:

- **Default All**
 - On the first line, identified as "All" in the line column, **enter one PTAE0 in the open fields** on that line.
 - Click **Default All** button to populate all unlocked distribution lines in the invoice with that PTAE0.
- **Text Boxes for PTAE0 Segments**
 - All other distribution lines appear on the detail screen as they do in Oracle. You may edit one or all of the PTAE0 segments.
- **VIP**
 - Click **flashlight** to the right of the VIP text box
 - Type **VIP number** to populate line with PTAE0
 - Click **Search** in the VIP text window (Alternatively, you may also enter the VIP number directly into the text box on the detail screen and click **Tab**.)
- **Exp Type**
 - Click **flashlight** to the right of the **Exp Type text box** to search for appropriate expenditure type.
- **Split Charge**

Users have the ability to split charges for a distribution line over multiple PTAE0s:

 - Click **Split** button.
 - Enter PTAE0s for the charge to be split among. AP will take the appropriate action per the charging instructions.

ACKNOWLEDGING RECEIPT OF GOODS/SERVICES

- Click **flashlight** next to Receipt of Goods/Services Verified by box.
- Search for the individual in one of the following ways:
 - **Full Name**. Enter the last name first using initial capital letters (e.g., Doe, Jane).
 - **NetID**. Enter NetID in all capital letters (e.g., AA123).
 - **Email**. Enter the email address in all lower case letters (e.g., jane.doe@yale.edu).

NEED HELP?

If you need help using the AP Worklist, please contact the ITS Help Desk at helpdesk@yale.edu, 785-3200 or 432-9000.

Additional resources including complete training guides and online training modules are located at <http://www.yale.edu/procurement>.