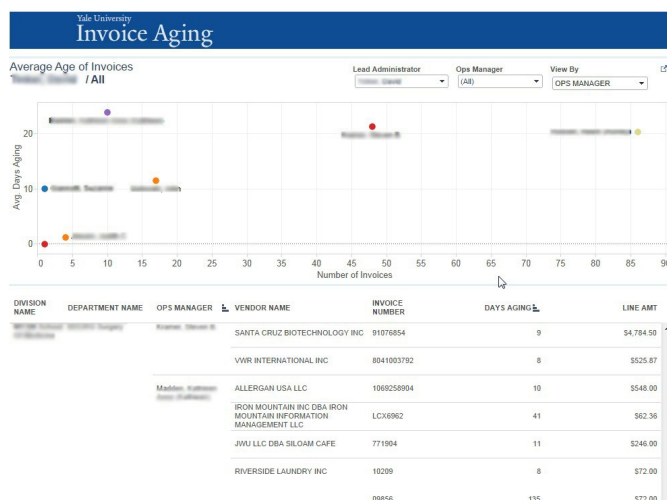


1. At the top of the page you'll find the Average Age of Invoices chart, which as the name implies, provides the average age of all "On Hold" invoices from the units included in your filter results.

- By default, this chart displays data grouped by Ops Manager, but you can view it grouped by Ops Department or Org Unit Number and Name using the "View By" drop down menus at the top right of the page

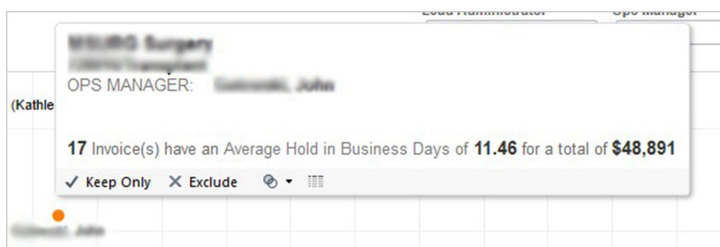
Lead Administrator: Ops Manager: View By:

OPS MANAGER
DEPARTMENT NAME
ORGANIZATION UNIT #/NAME



2. Each unit in your filter results is represented on the chart by a colored bubble. The location of the bubble will provide both the average days aging (the Y Axis value) as well as the distinct count of "On Hold" invoices (the X axis value) for the unit in question

- For example, in the screen shot below, the unit represented by the orange bubble has 17 invoices (X axis value) which are on hold and average about 11.46 days (approximate value from Y axis.)



3. At the bottom of the page you will see a table which displays details about the invoices displayed in the top chart. These details include vendor name, invoice number, days aging, and line amount.