1. In this dashboard you can view a list of All vendors which had invoices created as OK2Pay. The Vendor list can be filtered to show Vendors who are in SciQuest or not in SciQuest via the filter in the top right . This is helpful to find high volume vendors which could be added to SciQuest for future POs.

2. The colors represent different best practices based on Expense Type used on each OK2Pay Invoice and can be found by hovering over the legend key info. This is an ongoing process of categorizing ETs based on best practice determined by Procurement. We understand there are special business needs that may not adhere to our best practice recommendation.

**Expense Types grouped into best practice categories**
- OK2Pay invoices may **Remain OK2Pay** based on the ET used
- OK2Pay invoices **Should have a PO** created for them based on the ET used
- OK2Pay invoices **Should be P-Card** transaction based on the ET used
- **Should be PO (Other & Misc)** - Expense Types that are not yet categorized or based on the ET (Misc) can not be categorized. Please work to avoid using a Miscellaneous ET

✓ Keep Only   ✕ Exclude

3. If you click on a vendor you will presented with invoice detail below.
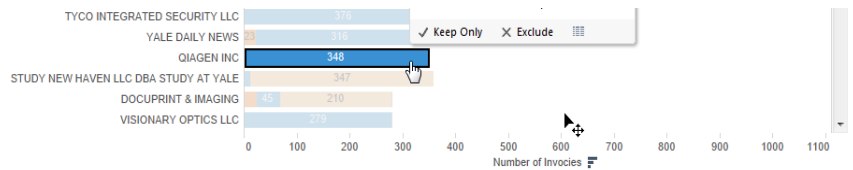
Should be PO Invoices from Vendor: QIAGEN INC

DEPARTMENT NAME	ORGANIZATION UNIT # & NAME	OPS MANAGER	EXP TYPE & EXP TYPE NAME	INVOICE NUMBER	INV TOTAL
			103601 - Other Materials & Supplies	96381822	$4,710.70
				96385438	$793.05
				96385439	$2,321.30
				96387476	$298.20
				96390968	$28.30
				96390969	$383.35