

A/P Worklist Gets Better and Better!

On Monday, September 8th, the AP Worklist system was upgraded to version 1.3. Here's what's new:

Improved Split Charging:

- With the click of a new **Split** button located next to each available distribution line, users can now efficiently enter split charging instructions via a new **Split Distribution** window when splitting charges across multiple charging instructions (rather than use an Excel-based template.)
- This new feature conveniently validates the PTAEOs and calculates the remaining amount to be split.
- To learn how to use the new Split Charging feature, click either the video or print icon for the Split Charging module on the AP Worklist Self-Paced Training page at <http://learn.med.yale.edu/procurement/apworklist/courses.asp>

Additional Holds:

- To improve transparency, clicking the **Additional Hold(s)** button reveals any additional hold(s) that have been applied to the invoice as well as who is required to take the next action (e.g. AP, Grants & Contracts, Department, AP Director and Controller).

Who do I contact with questions or concerns?

Contact the ITS Help Desk at 785-3200 or 432-9000, or via e-mail at helpdesk@yale.edu.