

A/P Worklist Update – May 2008

**What is AP Worklist?**

AP Worklist is an online tool for Yale department business offices to electronically manage and approve invoices on hold.

**When will my department have access to AP Worklist?**

As of March 31, 2008, the campus-wide deployment of the tool is complete.

**How do I manage training and access to AP Worklist for my department?**

If a department needs to make an access change or provide additional training, please contact Elizabeth Strawn at 432-8379 or [elizabeth.strawn@yale.edu](mailto:elizabeth.strawn@yale.edu).

**What additional enhancements are planned for the AP Worklist?**

- New Annotation Support - This enhancement will provide departmental AP Worklist users and Accounts Payable staff with the ability to communicate status and other information on a particular invoice. Annotations will also allow departments to enter comments about the invoice for their internal use.
- Better Split Charging Support – This enhancement will provide improved support for departments entering split charging instructions. This new functionality will replace the current spread sheet upload approach for providing split charging.

For more information about invoice holds and the AP Worklist, please visit our website at <http://www.yale.edu/procurement/apworklist/index.html>