

To: Business Managers (Central and Medical)
From: Yale University Procurement
Re: AP Worklist Overview and Online Training

With the completion of the campus-wide rollout of the AP Worklist, Procurement is now offering both an overview of the application and easy-to-use online training.

What new and recent enhancements have been delivered?

- **NEW! AP Worklist @ A Glance**, gives an overview of the application that highlights the various functionalities of the tool. To learn more, [click here!](#)
- **NEW! AP Worklist Basics** is a new self-paced training module that offers users a way to learn the fundamentals of navigating the system and approving invoices. To learn more [click here!](#)
- **NEW! Split Charging** is a new self-paced training module that offers users a step-by-step tutorial on how to split charges. To learn more [click here!](#)
- **NEW! Classroom Training**, to register for AP Worklist training through the Learning Center, [click here!](#)

What additional enhancements are being prepared for deployment?

- **Split Charge Enhancement**
 - A new Split Charge capability, similar in functionality to Web Invoice Payment (WIP), will be available to the Yale community in August. This new feature allows the split charging data to be housed on the Invoice Hold Detail screen, along with the ability to validate those PTAEs prior to submission to AP.

If you have any questions about the application, contact the ITS Help Desk at 785-3200 or 432-9000, or via e-mail at helpdesk@yale.edu!