

Using the Accounts Payable WorkCenter

Version 1.0 | March 7, 2014

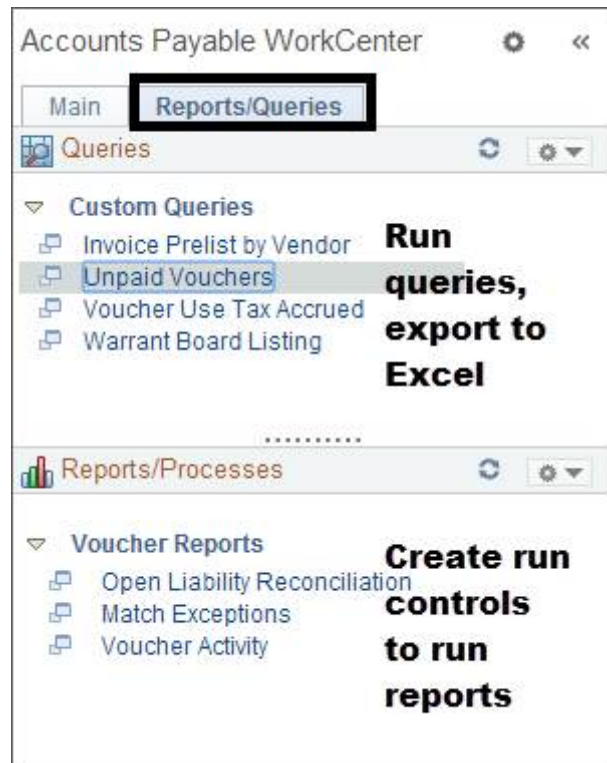
Overview

The Accounts Payable WorkCenter at **Main Menu > Accounts Payable > Accounts Payable WorkCenter** is a one-stop shop for viewing vouchers, creating/deleting vouchers, accessing suppliers, and running reports and queries.

Features

Main tab: In the top half of the pane, view vouchers (unpaid, incomplete, and so on). In the bottom half of the pane, create vouchers, access suppliers, and review information. When you click any link, information appears on the right side of the screen.

Reports/Queries tab: In the top half of the pane, run queries (unpaid vouchers, for example) which you can view as HTML or export to Excel for filtering. In the bottom half of the pane, run reports using your own run controls.



One-Time Setup

Prior to using the AP WorkCenter for the first time, click **Edit Filters** and do a one-time setup.



In the window that appears, click each **Edit Filter** red pencil icon, set your business unit, click **Apply**, and click **OK**. Do this for each link label, like *Unpaid Voucher Status*, *Incomplete Vouchers*, and so on.