

AP Worklist Update – January 2008

Project status:

- Thanks to the early participation of 46 units, campus-wide implementation of the AP Worklist solution is nearly 65% complete!
- In January, approximately 40-50 additional units plan to come on board. If your unit would like to go live now, please contact your BOLT leader or Elizabeth Strawn (Procurement's coordinator of the AP Worklist deployment) at 432-8379 or elizabeth.strawn@yale.edu.
- Version 1.1, released in mid-December incorporated two important new features as a result of pilot user feedback:
 - E-mail notifications to alert users of invoices awaiting action with a convenient profile option to specify desired frequency of notifications
 - Ability to view Purchase Order details

For details, visit http://www.yale.edu/procurement/ap_worklist/APWorklistversion1.1.html

Next steps:

- Redesign the reports departments generate to view all their invoices on hold
- Develop a new report that will analyze invoice holds data and enable departments to better prevent holds
- Create online training and an informational web site for AP Worklist