

QUICK REFERENCE GUIDE

Updated November 1, 2019

Accounts Payable (AP) WorkCenter

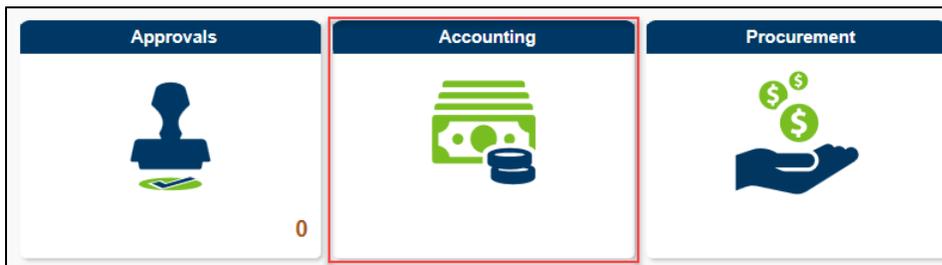
Most Accounts Payable work on vouchers can be done by navigating to the AP WorkCenter.

The AP WorkCenter is a one-stop shop with access to several pages in the AP module, including frequently used pages, queries, and reports. This Quick Reference Guide shows how to navigate to the AP WorkCenter as well as the AP WorkCenter layout.

Navigating to the AP WorkCenter

To open the AP WorkCenter, open the AP module and select the AP WorkCenter Tile.

1. From the *Homepage*, select the **Accounting** Tile.



2. Select the **Accounts Payable** Tile to open the *Accounts Payable* module.



3. Select the **AP WorkCenter** Tile.



AP WorkCenter layout

After opening the AP WorkCenter, the Left-Menu and the Work Area will display.

The Left-Menu allows you to select pages in folders, which are organized according to these categories:

- *My Work* (your work in progress)
 - *Links* (commonly used AP pages)
 - *Queries* (commonly used AP Queries)
 - *Reports/Processes* (AP reporting)
1. You can open or close these categories and the folders below them by pressing the arrow icons.
 2. Open a page by selecting it from the Left-Menu. After selecting a page, it will display in the Work Area to the right. (**Note:** The *Voucher Regular Entry* page will display by default when you first open the AP WorkCenter.)
 3. After opening a page, you can press the **Hide Menu** button to hide the Left-Menu.

