ACCOUNTS PAYABLE DASHBOARD

AP users can view the dashboard on the **Accounts Payable** tab. The counts are updated each time you open the graphs. The counts are also updated when you click refresh or change the organization. Any other search selections do not update the graphs. Actions done on the invoices, for example if you resolve a dispute, do not change the counts in graphs.

The same invoice can appear in more than one queue because it can have many tasks in different statuses or exceptions.

When you click a status from the graphs, the invoices with the selected status are shown on the list. When you double-click a status, the invoices with the selected status are shown on the list and the graphs are closed. To see the status graphs again, click the pie chart icon under the user menu.


Received Queue

- **Valid:** PO and non-PO invoices that have been received into AP Pro and that have been completely validated. No action is needed from an AP user.
- **Invalid:** An invoice that has not been processed automatically and action must be taken to address the issue (for example mandatory data missing).
- **Draft:** An invoice that has been manually created by an AP user and the invoice has not been completed for processing.
- **Returned:** An invoice that has been returned to modify the data.
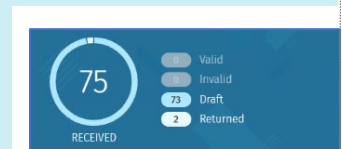
Matching Queue

- **In manual order matching:** A PO invoice that must be manually matched to a PO. This will happen when the PO invoice has not been created and/or not transmitted from the PO system. AP user must either manually allocate the PO to the invoice or reprocess the invoice again, after the PO is recognized within AP Pro.
- **Waiting for good receipts:** A PO invoice that is received, yet there has been no action taken to receive goods, to process the invoice.
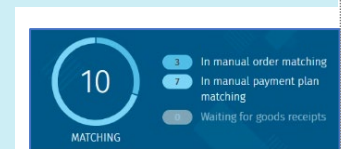
Workflow Queue

- **Pending task:** Tasks that must be addressed by all users. AP user does not have to address them as it is for visibility purposes for pending approval, review, etc.
- **Rejected:** Invoices that have been removed from the initial invoice workflow process and must be processed again.
- **Recipient missing:** An invoice that is in process and a recipient has not been assigned to route the invoice for review/approval.
- **Disputed:** An invoice that has been disputed (internally or with supplier), due to inaccurate data or information.
- **On hold:** Invoices that have been put on hold and will not be transmitted to ERP.
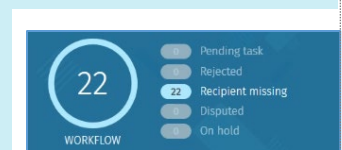
Transfer Queue

- **Transfer in progress**: Invoices that are being transmitted to the ERP and locked, until confirmation of success from ERP system. Invoice data cannot be updated/changed during the **Transfer in progress** phase. Successful invoices transmitted will have a voucher number ID. This status includes the invoices in manual transfer. To search for invoices in automatic transfer, select **In automatic process** from the **Status** drop-down menu in **Advanced search**.
- **Ready for transfer:** Invoices that have been completely approved and validated, invoices that are ready to be transferred to ERP system.
- **Incomplete for transfer:** Invoices that are missing data and/or validation (that is, no coding rows or missing mandatory data). These invoices cannot be processed for transfer until they are fixed.
- **Transfer failed:** Invoices that have been sent through the **Transfer in progress** phase and not successfully transmitted to the ERP system. An error message will tell the reason for the failed transfer in the **History** tab of the invoice.