INFORMS Users,
Please see the latest status update.

- **New AP Query: AP Summary w.Drilldown**

We are happy to share this new Accounts Payable (AP) query with you which can help identify transactions by each status/queue - In Progress and Completed. This query can also be used for accruals if the 'Distribution' is available in INFORMS.

This report has two drilldown links used as noted below.

1. INV_ID Count   - Takes you to invoice detail listing
2. 'Distribution' – Takes you to invoice detail listing with Chart field information.

Please use the legend below as a guide on what population of transaction is included in each number.

Summary						
Transaction Identifier	**Busi**	**Amount**	**INV_ID**	**'Distribution'**	**Transaction Population Included**	**Comments**
1. Captiva Scan In PR Queue	CU	186794.440	19	Distribution	Invoice from Captiva that has not been access and saved by a user as Payment Request.	No Distribution available at this level
2. Quick Invoice Unvouchered	CU	68132.880	70	Distribution	Invoice from Captiva that are in the Quick Invoice Entry page with the following status: Pre-edit Error (has not been associated to a receipt/PO or error) and Voucher Build (ready for Matching, budget check and voucher generation and submittal to approval path).	Distribution available only if receipt has been associated to a QIE.
3. PR Unvouchered New/Denied	CU	30034.750	2	Distribution	Invoice processed via Payment Request. PR has been saved for later or submitted and denied (rejected) by approver.	Distribution available at this level if Payment Requestor has entered the Chatfield.
4. PR Unvouchered Pending Appr	CU	8988.110	2	Distribution	Payment Request submitted for approval pending final approval (Department and Central Finance).	
5. PR Unvouchered Approved	CU	1747.620	3	Distribution	Payment Request approved and is awaiting Voucher Build.	
6. Unpaid Voucher Recycle	CU	3802.430	14	Distribution	Voucher in error and is awaiting further action from a user. This also includes Single Payment Vouchers, Journal Vouchers and Adjustment Vouchers.	Distribution available at this level if Chatfield are present.
7. Unpaid Voucher Pending Appr	CU	1144.110	5	Distribution	Voucher awaiting approval (Department and/or Central Finance -Threshold and/or Trust Fund). This also includes Single Payment Vouchers, Journal Vouchers and Adjustment Vouchers.	
8. Unpaid Voucher Approved	CU	219305.990	22	Distribution	Voucher approved and awaiting posting and/or payment issuance. This also includes Single Payment Vouchers, Journal Vouchers and Adjustment Vouchers.	
9. Paid Voucher	CU	###########	1223	Distribution	All vouchers (Invoices) that have been paid.	Refer to the Payment Query for distribution details.

The report can be found in the AP WorkCenter > Queries > Public> AP Summary w.Drilldown - see image below.

Thank you,
INFORMS Team

For the fastest response to any issues, questions or concerns that you have relating to our go-live of INFORMS Rollout 1 (Finance / Supply Chain), please contact the ITD Service Desk at 305.596-HELP (4357) or via the self-service portal at: http://myit.miamidade.gov.