

AP Center: Your One-Stop Shop for All Things AP!

Processing AP has never been easier!

Follow the full life of an AP Invoice from Document Upload through Payment Creation, all from one central place!

At-A-Glance Summary

Summary for each step of the process

Create New Invoices

Create new Invoices at any time

Documents Queue

Upload, review, edit, delete, and merge Documents

Payment Runs

Review and approve Payment Runs or create Payments

The screenshot displays the AP Center interface. At the top, a summary bar shows "\$1,399 Payments Sent" for the last 14 days, with a breakdown: Check \$0, ACH \$1,399, and vCard \$0. Below this, a status overview shows: Unapproved Invoices (0), Ready for Payment (144), Unapproved Payments (1), Approved Payments (1), and Payments Created (\$0). The main section is divided into four filters: "Docs to Process DOCUMENTS QUEUE" (9 To Process, 1 NEW), "Invoices AWAITING APPROVAL" (\$0.00), "Invoices READY FOR PAYMENT" (\$186,803.02, 1 DUE IN 7 DAYS), and "Payments PAYMENT RUNS" (\$5,310.00, 2 IN PROCESS). Below the filters is a table of documents with columns for Priority, File Name, Assigned To, Created On, Pages, Location, Issues, and Actions. The table lists several documents, including "8754856 Loc 200.pdf", "198583442-234563224-245...", "RearrangedDTPArchive (2).p", "160205.pdf", "854851-89523-1119.pdf", and "Merne-Electric Company Inv.". Each row has a "CREATE" button and a trash icon. At the bottom, it shows "1 - 9 of 9 Items" and navigation arrows.

Awaiting Approval

Review and approve Invoices

Ready for Payment

Unapprove or group Invoices into Payment Runs

Document Queue

To Process Summary

See how many Documents need to be processed

Upload Documents

Quickly Upload new Documents

Preview Documents

Review uploaded Documents, add Issues, and create new Invoices

The screenshot displays the 'DOCUMENTS QUEUE' interface. At the top, there are four summary cards: 'Docs to Process' (9 To Process, 1 NEW), 'Invoices AWAITING APPROVAL' (\$0.00), 'Invoices READY FOR PAYMENT' (\$186,803.02, 1 DUE IN 7 DAYS), and 'Payments PAYMENT RUNS' (\$5,310.00, 2 IN PROCESS). Below these is a search bar and an 'UPLOAD DOCUMENT' button. The main area is a table with columns: Priority, File Name, Assigned To, Created On, Pages, and Location. Two items are selected, highlighted in blue. A blue toolbar at the bottom of the table shows '2 Items Selected' and icons for edit, delete, merge, and archive. To the right, a preview of an 'Electric Company' bill is shown, including account details, account balance, and a summary of current charges.

Priority	File Name	Assigned To	Created On	Pages	Location
<input type="checkbox"/>	8754856 Loc 200.pdf	Assigne...	6/13/2022	1	
<input checked="" type="checkbox"/>	198583442-234563224-...	Assigne...	3/12/2020	1	Location 1
<input type="checkbox"/>	↑ RearrangedDTP.Archive (...)	Assigne...	3/19/2020	1	Location 3
<input checked="" type="checkbox"/>	160205.pdf	Assigne...	3/11/2020	2	Location 1
<input type="checkbox"/>	854851-89523-1119.pdf	Assigne...	9/02/2020	1	Location 1

Set Priorities

Mark uploaded Documents as high priority

Bulk Edit

Edit, delete, merge, or archive Documents in Bulk

Awaiting Approval

Workflow Summary

See how many approvals are assigned to you

Docs to Process
DOCUMENTS QUEUE
9 To Process **1 NEW**

Invoices
AWAITING APPROVAL
\$1,504.82 **5 ASSIGNED TO YOU**

Invoices
READY FOR PAYMENT
\$186,803.02 **1 DUE IN 7 DAYS**

Payments
PAYMENT RUNS
\$5,310.00 **2 IN PROCESS**

ALL INVOICES MY LIST

Search **REMINDE APPROVERS** Filter **APPROVE** **DENY** 1.png

Status	Vendor	Amount	Current Approver
<input checked="" type="checkbox"/> Work Needed	Utility Vendor	126.54	R365 User
<input checked="" type="checkbox"/> Work Needed	Music & Entertai...	300.00	R365 User
<input type="checkbox"/> Work Needed	EDI Vendor	650.02	R365 User
<input type="checkbox"/> Unapproved	Costco Wholesale	150.00	R365 User
<input type="checkbox"/> Pending Approval	Electric Company	100.00	R365 User
<input type="checkbox"/> Pending Approval	Gas Vendor	178.26	R365 User

2 Items Selected **APPROVE** X

INVOICE LOGO

East Repair Inc.
1912 Hammet Lane
New York, NY 12219

BILL TO: John Smith
2 East Square
New York, NY 12219

SHIP TO: John Smith
258 Fremont Drive
Cambridge, MA 02110

INVOICE # US-001
INVOICE DATE 11/03/2019
P.E.# 20100019
DUE DATE 06/03/2019

QTY	DESCRIPTION	UNIT PRICE	AMOUNT
1	Front and rear brake cables	100.00	100.00
2	Rear set of parking arms	15.00	30.00
3	Labor 2hrs	5.00	15.00
	Subtotal		145.00
	Rates Tax @ 2.0%		9.95
	TOTAL		\$154.95

Thank you **TERMS & CONDITIONS**
Payment is due within 15 days
Please make checks payable to: East Repair Inc.

Bulk Approve

Approve Invoices in bulk

Review & Approve

Review attached Documents,
then approve or deny the Invoice

Ready for Payment

Due in 7 days Summary

Quickly see how many Invoices are due in the next 7 days

Create Payment Runs

Group Invoices and create Payment Runs

Docs to Process
DOCUMENTS QUEUE
9 To Process **1 NEW**

Invoices
AWAITING APPROVAL
\$1,504.82 **5 ASSIGNED TO YOU**

Invoices
READY FOR PAYMENT
\$186,803.02 **1 DUE IN 7 DAYS**

Payments
PAYMENT RUNS
\$5,310.00 **2 IN PROCESS**

Search

+ CREATE PAYMENT RUN UNAPPROVE Filter Refresh

Vendor	Total	Invoice #	Due Date	Priority	Payment Type	Location
<input checked="" type="checkbox"/> Music & Entertainment ...	\$10	8935869	02/15/2019	N/a	Auto-Direct Debit	Location 1
<input checked="" type="checkbox"/> Rent Vendor	\$2,000	564631351	10/03/2018	N/a	ACH	Location 1
<input type="checkbox"/> Rent Vendor	\$2,000	564631351	10/03/2017	N/a	ACH	Location 1
<input type="checkbox"/> Rent Vendor	\$2,000	564631351	09/03/2017	N/a	ACH	Location 1
<input type="checkbox"/> Rent Vendor	\$2,000	564631351	09/03/2018	N/a	ACH	Location 1
<input type="checkbox"/> Rent Vendor	\$2,000	564631351	11/03/2016	N/a	ACH	Location 1

2 Items Selected: \$2,010 Total 1 - 144 of 144 Items

Unapprove in Bulk

Select multiple Invoices and unapprove in bulk

Payment Runs

In Process Summary

Quickly see how many Payment Runs are in process

Status ↑	Payment Run	Payment Date ↑	Total Amount	Bank Account	Action
Unapproved	1021 - Checking 2 - 6/13/2022 - PR20...	06/13/22	\$3,300.00	1021 - Checking 2	APPROVE
Approved	1020 - Checking 1 - 6/13/2022 - PR20...	06/13/22	\$2,010.00	1020 - Checking 1	CREATE PAYMENTS

Payment Run Details

Review and edit Payment Run details

Payment Run
1021 - Checking 2 - 6/13/2022 - PR20220613225798277 - R365 User

Unapproved [SAVE](#) [APPROVE](#) [CREATE PAYMENTS](#) [×](#)

Invoices	2	Payment Run Total	Balance Before	1021 - Checking 2
Payments	0		-\$335.00	Location 2
Excluded	0	\$3,300.00	Balance After	6/13/2022
			-\$3,635.00	Add a note to this payment run

Invoices by Vendor

Vendors: 2

Filtered Total: \$3,300.00

Legal Vendor (1)	Total: \$1,300.00
485214562	Due:7/30/2017 Pmt:6/13/2022 Location: Location 2 \$1,300.00 Check
Rent Vendor (1)	Total: \$2,000.00
564631351	Due:11/3/2017 Pmt:6/13/2022 Location: Location 1 \$2,000.00 ACH

Approve & Create Payments

Easily approve Payment Runs or create Payments directly in the tab or sidesheet

Additional Resources

Learn more about how to maximize all the AP Center features by checking out the supporting documentation available through the R365 Support Center or by clicking the link below

[View Support Documents](#)