



# FileNet Accounts Payable Processing Agency View

## AGENCY DESKTOP

Click the Arrow

▶ next to the application to expand the Agency worklist

Agencies will have access to 3 queues, each related to a specific standard work step in the process

The screenshot shows the 'BSC Workflow Agency Desktop' interface. The top navigation bar includes the title 'BSC Workflow Agency Desktop', a user profile 'OER AP Agency Review', and the IBM logo. The main content area is titled 'Preferences' and contains a navigation tree. The tree is expanded to show 'AP OER01', which is highlighted with a red box and labeled 'Agency Worklist'. Under 'AP OER01', three sub-items are listed: 'AP OER01 Processed', 'AP OER01 Active', and 'AP OER01 Agency Review'. These sub-items are grouped by a red box and labeled 'Agency Queues'. A blue arrow icon is visible next to the 'AP OER01' item. At the bottom of the interface, a status bar displays the text '3/10/2014, 11:10 AM - 3 in-baskets were found.'





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Individual Work items can be opened either by use of the **ACTION** drop-down box, or by clicking on the icon to the left of the item

The screenshot shows the 'BSC Workflow Agency Desktop' interface. The left sidebar contains a navigation tree with 'AP' expanded to 'AP DHS01', which includes 'AP DHS01 Agency Review'. The main content area shows a table of work items under the 'AP DHS01 Agency Review' tab. The table has columns for 'BSCDateReceived', 'InvoiceNumber', 'Status', 'BusinessUnit', 'UnitCode', 'InvoiceType', and 'In'. Two rows are visible, both dated 3/13/2014. The first row has an invoice number 287255904201X01282C and a status of 'Agency Review'. The second row has an invoice number 8084 and a status of 'Agency Review'. A red box highlights the 'Actions' dropdown menu in the top right, which has 'Open' selected. A red circle highlights the icon to the left of the first row. A red box at the bottom center contains the text 'Opening individual Work items' with two red arrows pointing to the icon and the 'Open' button.

	BSCDateReceived	InvoiceNumber	Status	BusinessUnit	UnitCode	InvoiceType	In
	3/13/2014, 1:00 AM	287255904201X01282C	Agency Review	DHS01		Utility	12
	3/13/2014, 1:00 AM	8084	Agency Review	DHS01		Contract	10