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**Subject:** APEX FY23 Enhancements  
**Date:** Thursday, September 22, 2022 9:19:00 AM  
**Attachments:** [image002.png](#)  
[image005.png](#)  
[image006.png](#)  
[image001.png](#)

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**The following message is being sent on behalf of Mike Popko in the Disbursements office of the Office of the Comptroller:**

Hi Everyone,

As mentioned at several of our group meetings, the planned APEX enhancements are now in production. You can access APEX through BEN as a PO Manager. See a summary of the changes below.

**New Metrics:**

1. PO Invoice Holds on 5 Funds  
This metric was added to the main dashboard and provides aged 5 Fund PO invoices on hold. This metric was added to provide specific focus on these holds and help close the gap between when these invoices are paid and when Penn receives funds from the federal government. We also added a new 5 Fund tile in the PO Invoice Hold reporting capability (left panel on the home page).
2. New Spend Dashboard (left panel on the home page)
  - a. Monthly PO, Non-PO and PCard spend bar graph metrics and a combined FYTD pie chart
  - b. A monthly Diversity spend bar graph metric
  - c. A monthly Local spend bar graph metric
3. My PO reporting (left panel on the home page)  
This reporting provides details of your POs including spend, status, requisitioner, etc.

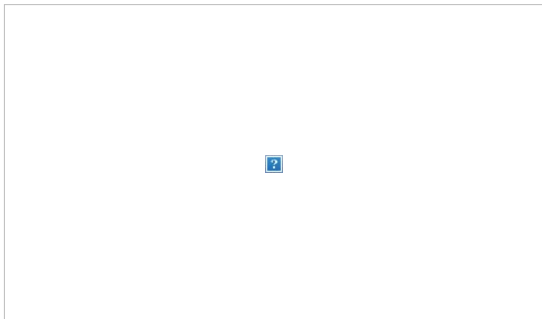
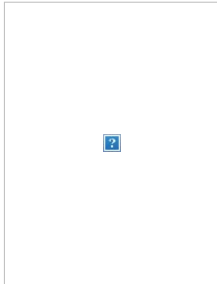
**Maintained Metrics:**

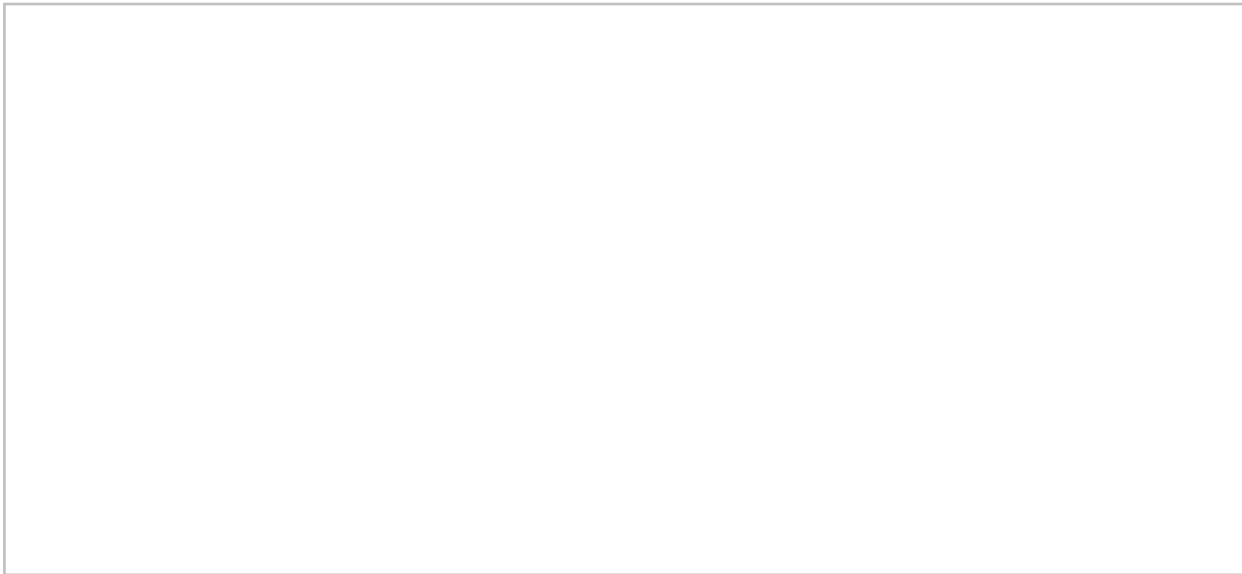
1. My PO Invoice holds button
2. PO Invoice Holds (edited to exclude the 5 Funds)
3. Over Procurement of POs
4. POs after the Fact/Invoice Date

**Removed Metric:**

1. PO Invoice Source  
This metric helped identify how Disbursements was receiving PO invoices (electronically, email, intramural and US mail). We are now paper-less (July 2022) and felt we could remove this metric. Disbursements and Procurement Services will continue to look for opportunities to move suppliers from email to electronic.

All dashboard graphs include drill-down capability. Here are few snippets to peak your interest.





All reports provide the ability to filter, edit columns, save custom reports, export out to Excel and email.



We are excited about these enhancements and hope they will assist you with P2P exceptions and provide access to your specific spend. Hope you come to APEX soon!

Shout out to Ravi Avvari (ISC) for all his assistance in launching these enhancements.

Regards,

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