

## QUICK START: Financial Management - AP Invoice Listing

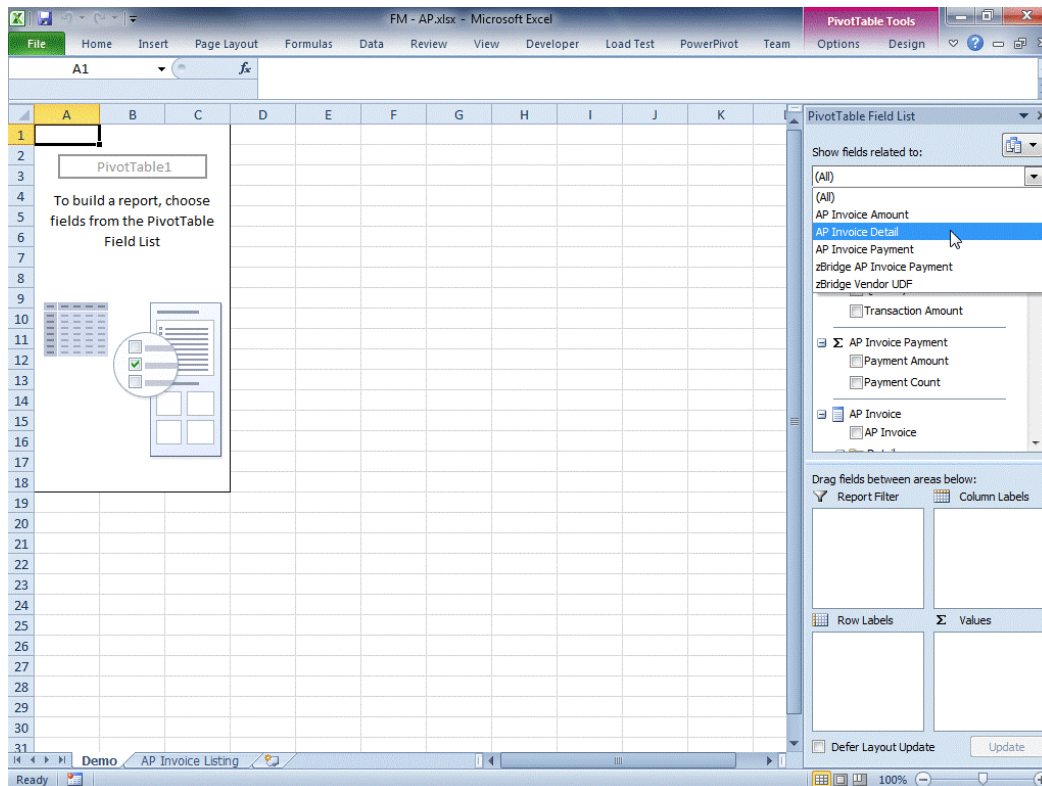
### Description

In this example we want to create a listing of all Accounts Payable invoices for a particular vendor, along with the items on that invoice and the check number used to pay the invoice. We'll extract this information into a pivot table, and then reformat that pivot table into a format that is more conducive for displaying lists of information.

### Walkthrough

Open the **FMAPInvoiceListing.xlsx** template. Change the data source to the General Ledger cube as outlined in the Changing a Template's Data Source Quick Start.

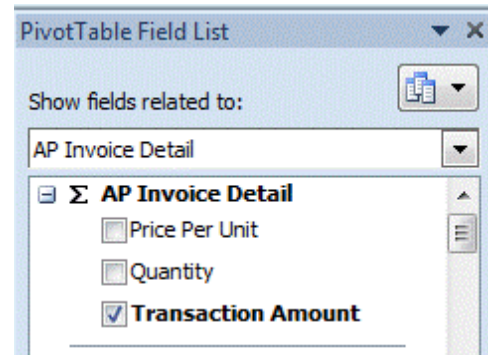
Select **AP Invoice Detail** from the **Show fields related to:** drop-down list. You should see the pivot table below:.



From the measure group, select Transaction Amount.

Next, filter the resulting data down to the slice you want to analyze.

- From the **Invoice Date** dimension, drag the **Invoice Date.Fiscal** hierarchy into the Report Filter area.
- From the **AP Invoice Entry Details** dimension, drag the **Transaction Type** to the Report Filter area.
- From the **Vendor** dimension, add the **Vendor** attribute to the Report Filter area.

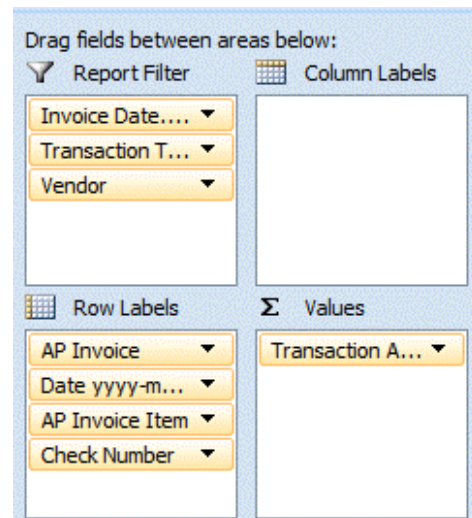


Change the filter options to match the following:

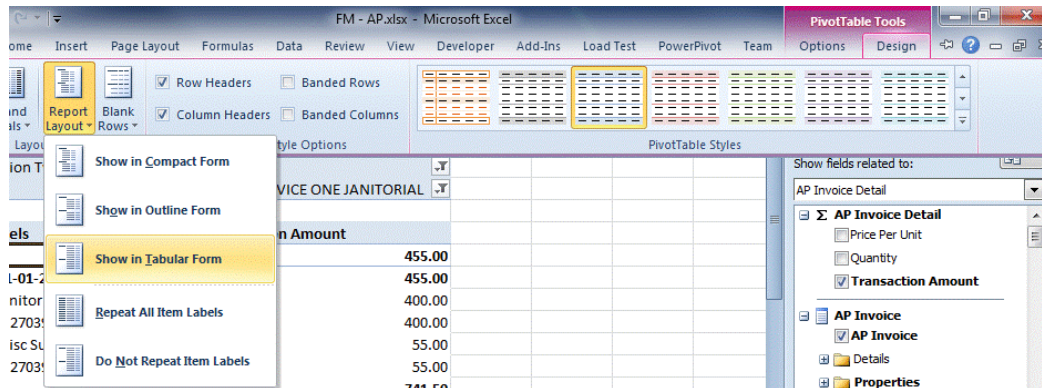
Invoice Date.Fiscal	Fiscal Calendar 2011	▼
Transaction Type	Invoice	▼
Vendor	1027 - SERVICE ONE JANITORIAL	▼

Next, add the following fields to the pivot table:

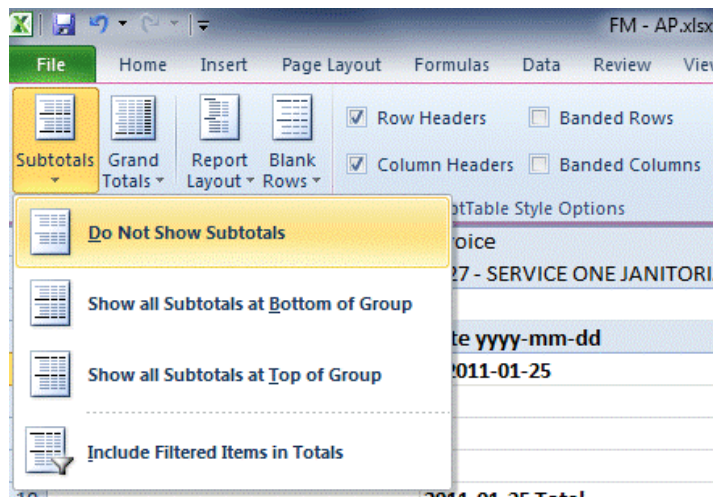
- Under the **AP Invoice** dimension, drag the **AP Invoice** attribute to the Row Labels area.
- Under the **Invoice Date** dimension, under the **Formatted** folder, drag the **Date yyy-mm-dd** to the Row Labels area.
- Under the **AP Invoice Item** dimension, drag the **AP Invoice Item** attribute to the Row Labels area.
- Under the **Payment** dimension, drag the **Check Number** attribute to the Row Labels area.



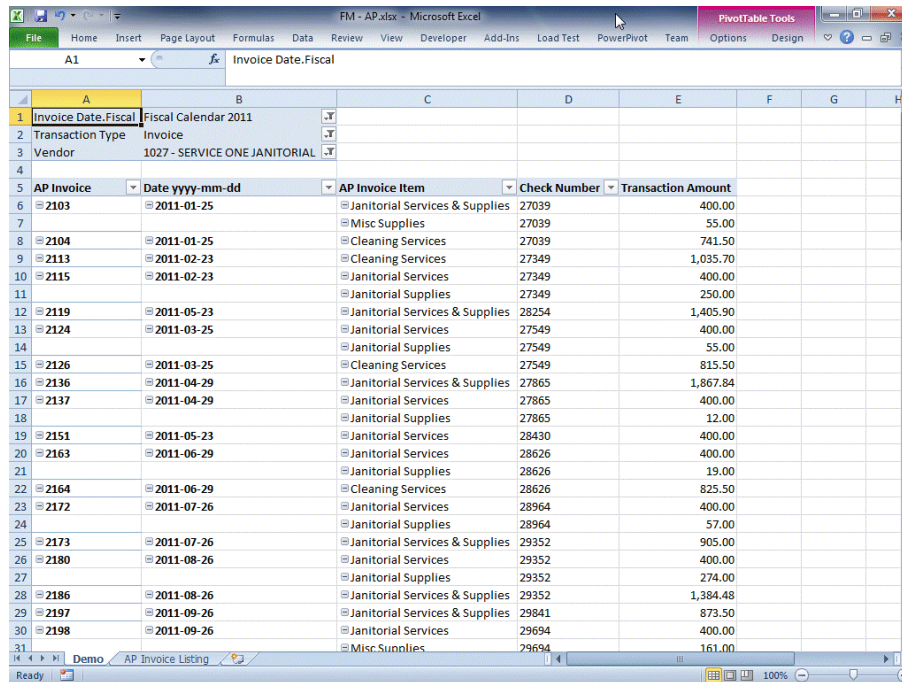
Since we're interested in a listing, we are going to change the layout of the pivot table. While the pivot table is selected, select **Design** from the **Pivot Table Tools** menu. On the left, select **Report Layout** and choose the **Show in Tabular Form** option.



To clean up the listing, we'll remove the subtotals. From the same **PivotTableTools** menu, select **Subtotals** and choose the **Do Not Show Subtotals** option.



The result will be a listing of A/P invoices for a specific vendor with all items and checks listed.



AP Invoice	Date yyyy-mm-dd	AP Invoice Item	Check Number	Transaction Amount
2103	2011-01-25	Janitorial Services & Supplies	27039	400.00
2104	2011-01-25	Misc Supplies	27039	55.00
2113	2011-02-23	Cleaning Services	27039	741.50
2115	2011-02-23	Cleaning Services	27349	1,035.70
2119	2011-02-23	Janitorial Services	27349	400.00
2124	2011-02-23	Janitorial Supplies	27349	250.00
2126	2011-05-23	Janitorial Services & Supplies	28254	1,405.90
2136	2011-03-25	Janitorial Services	27549	400.00
2137	2011-03-25	Janitorial Supplies	27549	55.00
2151	2011-03-25	Cleaning Services	27549	815.50
2163	2011-04-29	Janitorial Services & Supplies	27865	1,867.84
2164	2011-04-29	Janitorial Services	27865	400.00
2172	2011-04-29	Janitorial Supplies	27865	12.00
2180	2011-05-23	Janitorial Services	28430	400.00
2186	2011-06-29	Janitorial Services	28626	400.00
2197	2011-06-29	Janitorial Supplies	28626	19.00
2198	2011-06-29	Cleaning Services	28626	825.50
	2011-07-26	Janitorial Services	28964	400.00
	2011-07-26	Janitorial Supplies	28964	57.00
	2011-07-26	Janitorial Services & Supplies	29352	905.00
	2011-08-26	Janitorial Services	29352	400.00
	2011-08-26	Janitorial Supplies	29352	274.00
	2011-08-26	Janitorial Services & Supplies	29352	1,384.48
	2011-09-26	Janitorial Services & Supplies	29841	873.50
	2011-09-26	Janitorial Services	29694	400.00
	2011-09-26	Misc Supplies	29694	161.00