

## AP Information Management Indexing Activity

### Indexing Activity:

By now, you know that indexing is a crucial step in AP automation. Below is a list of commonly used AP index values. Circle the values that your organization would use when automating AP processes.

Invoice Number	Tax Amount	Order Time	Unit Quantity
Invoice Date	Freight Number	Account Number	File Type
Invoice Amount	Doc. Create Date	Unit Amount	Account Name
Vendor Name	Import Date	Line Total	Invoice Approved
Vendor Number	Completion Date	Line Item	Invoice Complete
Quantity	Receiving Number	Vendor Address	Invoice Incomplete
Purchase Order	Approval Required	Vendor Phone	Weekly Amount
Check Number	Manager	Vendor City	Monthly Amount
Check Date	Workflow Status	Vendor State	Yearly Amount
Document Type	Send to Email	Vendor Zip	Quarterly Amount
Payment Method	Part Number	Labor Cost	Credit Card
Description	Unit Cost	Service Fee Total	Company
Credit Amount	Debit Amount	Discount Total	Labor Hours