JORDAN SCHOOL DISTRICT
Anthony Godfrey, Ed.D., Superintendent of Schools
West Jordan, Utah

Intradistrict Communication

Date: November 11, 2026

To: All Administrators
All Administrative Assistants

From: John Larsen, Business Administrator
Daniel Ellis, Director of Accounting and Audits

Subject: **Qmlativ Invoice Filter**

Recently changes were made within Qmlativ to allow departments and schools to see supporting documents and transactions posted within your accounts. As a result, there are more items appearing on your Invoice List screens related to other locations. In order to reduce the number of items seen please refer to the attached instructions to create a list view filter to reduce the items. These instructions can also be found on Information System's website under Documentation – Accounting - Qmlativ, or at the following link https://drive.google.com/drive/folders/1oecraPUzAqiR_3NqOJw6hY5AfAkPqsbb.

If you have any questions, please contact Dan Ellis at (801)-567-8389.