



Accounts Payable WorkCenter

The Accounts Payable WorkCenter is designed to be a navigational center for end users. The New Core-CT Fluid functionality provides new ways to organize and navigate to some of your most commonly used pages. The Accounts Payable WorkCenter features a revamped Fluid look which helps end users become more efficient by accessing frequently used pages and pagelets, based on their accounts payable security roles. This job aid walks users through the basic functionalities of the new fluid Accounts Payable WorkCenter.

***Important Note*:** *Users must have their Filters defined to see results in the **My Work** section. For more information on how to define **Filters**, refer to the [WorkCenter Personalization](#) job aid.*

Accounts Payable WorkCenter

Navigation:



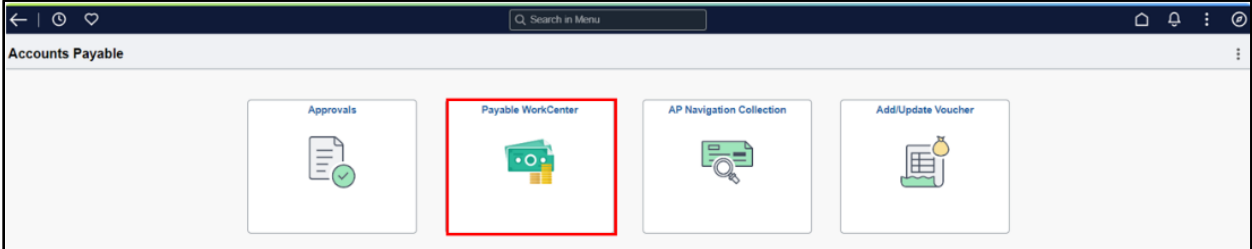
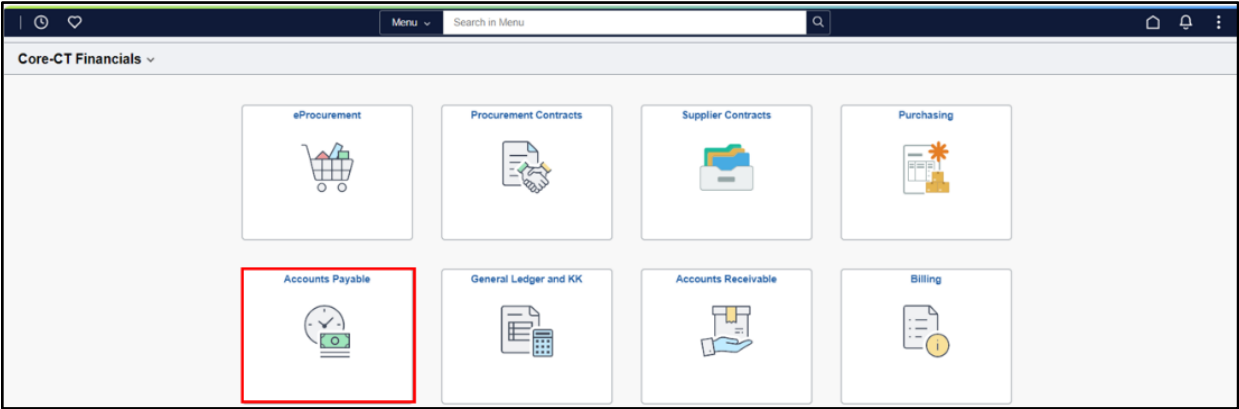
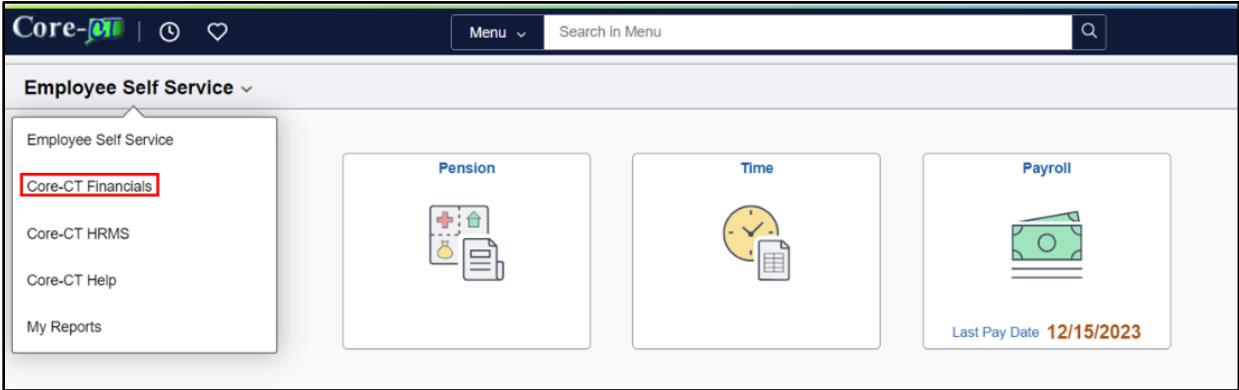
Nav Bar > Menu > Accounts Payable > Accounts Payable WorkCenter

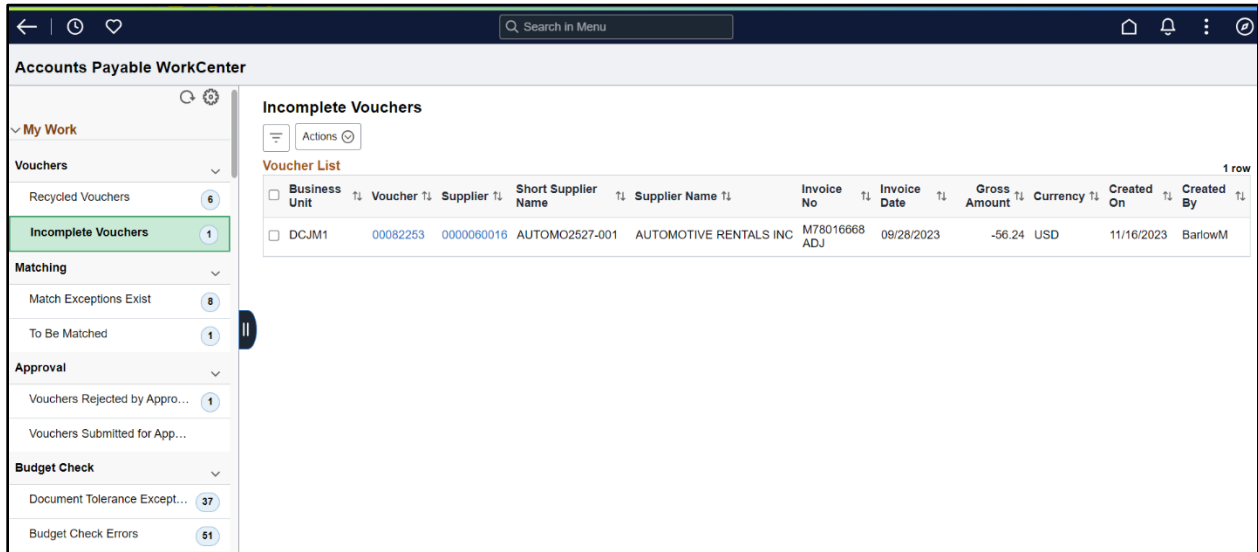
Or

Select Core-CT Financials

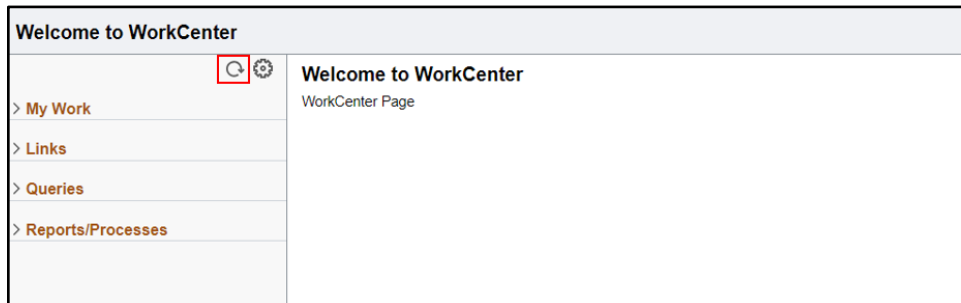
Select Accounts Payable Tile

Click Accounts Payable WorkCenter

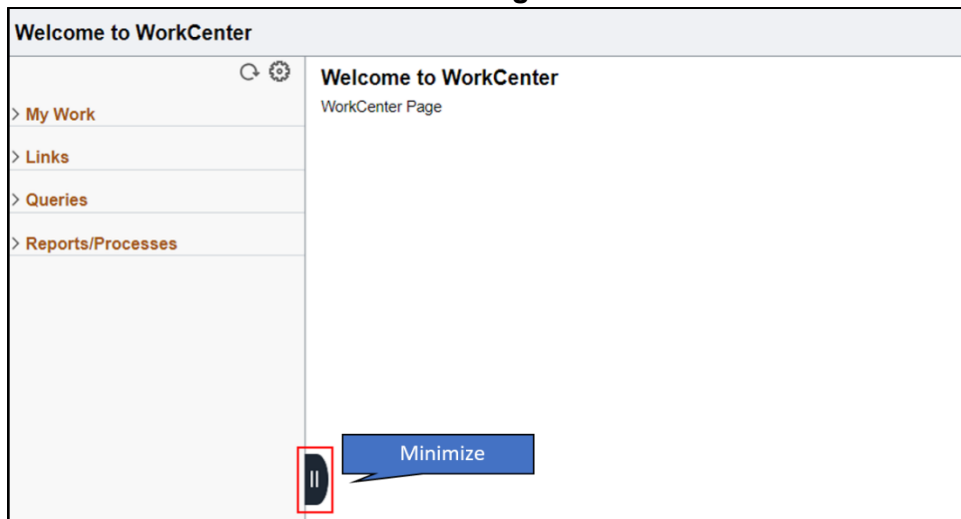




- **Using the Accounts Payable WorkCenter**
- To refresh the page, click the **Refresh** button located in the upper left-hand corner.



- To minimize the **Account Payable WorkCenter**, click the **Minimize** button located in the middle of the left-hand **Navigation Bar**.



➤ **My Work.**

The **My Work** dropdown includes links to pages that an end user would need to access daily with counts related to the number of documents for each. Additionally, it can include exceptions, where the user must take action.

➤ **Vouchers, Matching, Approval, Budget Check, and Payments.**

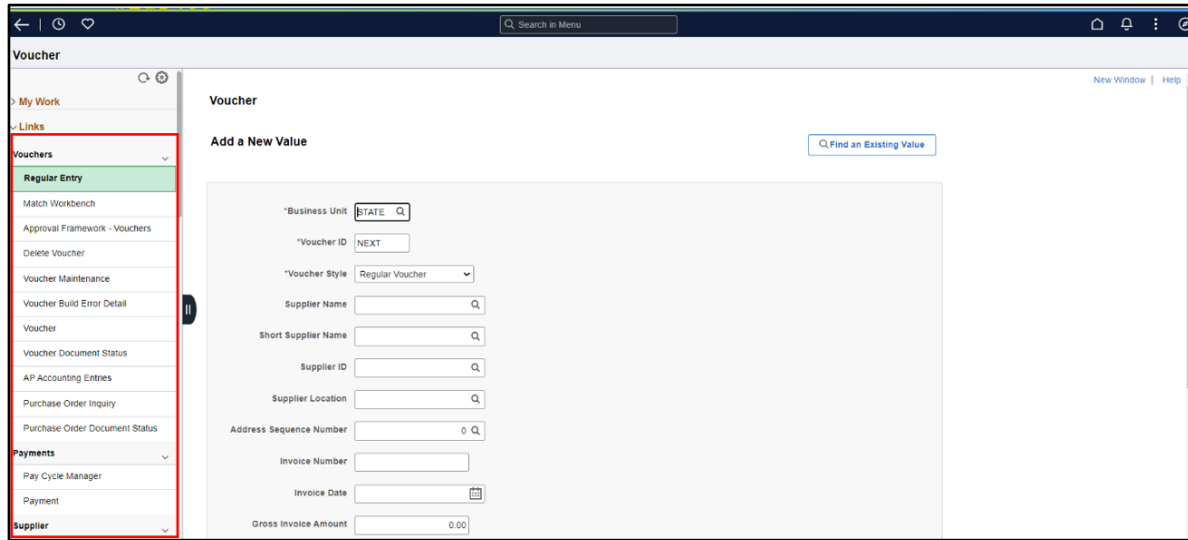
The screenshot shows the 'Accounts Payable WorkCenter' interface. On the left, a 'My Work' dropdown menu is expanded, showing several categories with counts: Recycled Vouchers (6), Incomplete Vouchers (1), Matching (8), Match Exceptions Exist (8), To Be Matched (1), Approval (1), Vouchers Rejected by Appro... (1), Vouchers Submitted for App..., Budget Check (37), Document Tolerance Except..., Budget Check Errors (51), Payments (127), Scheduled Payment on Hold, and Unpaid Voucher Status. The main area displays a 'Recycled Vouchers' table with columns: Business Unit, Voucher, Number Of Errors, Delete Voucher, Supplier, Short Supplier Name, Invoice No, Invoice Date, Gross Amount, Currency, Source, and Created On. The table contains six rows of data for various suppliers and vouchers.

Business Unit	Voucher	Number Of Errors	Delete Voucher	Supplier	Short Supplier Name	Invoice No	Invoice Date	Gross Amount	Currency	Source	Created On
MHAM1	00867786	1	[X]	0000220285	OTTONEB151-001	19-WY22561-022 Aug 23	11/21/2023	875.00	USD	Excel Upload (Payables)	11/22/2023
OSCIR	01030727	1	[X]	0001059401	ASHLEYJANE-001	ON_BJ84460	11/15/2023	80.00	USD	Quick Invoice	11/20/2023
OSCIR	01033343	1	[X]	0001102016	MICHAELDAV-005	ON_BM66466	03/22/2024	80.00	USD	Quick Invoice	04/03/2024
OSCIR	01033353	1	[X]	0001102026	JEFFREYEMC-001	ON_121FBT	03/22/2024	40.00	USD	Quick Invoice	04/03/2024
OSCIR	01033441	1	[X]	0001102114	TYZHONLENE-001	ON_BN43263	03/22/2024	80.00	USD	Quick Invoice	04/03/2024
OSCIR	01033551	1	[X]	0001102224	DAVIDPAULS-001	ON_9ADNUS	03/22/2024	80.00	USD	Quick Invoice	04/03/2024

➤ **Links.**

The **Links** dropdown includes additional links to pages, or other areas of interest, for the user.

➤ **Vouchers, Payments, and Supplier.**



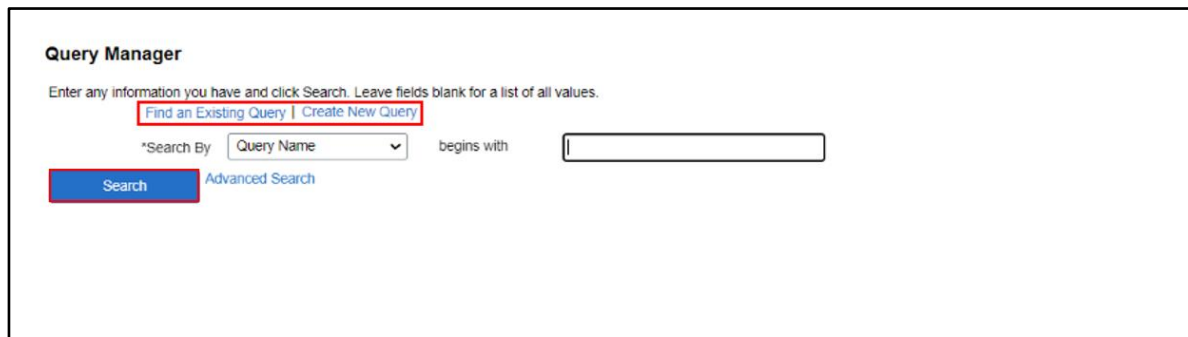
➤ **Queries.**

The **Queries** section includes links to **Query Manager**, public and private queries, and pivot grids.

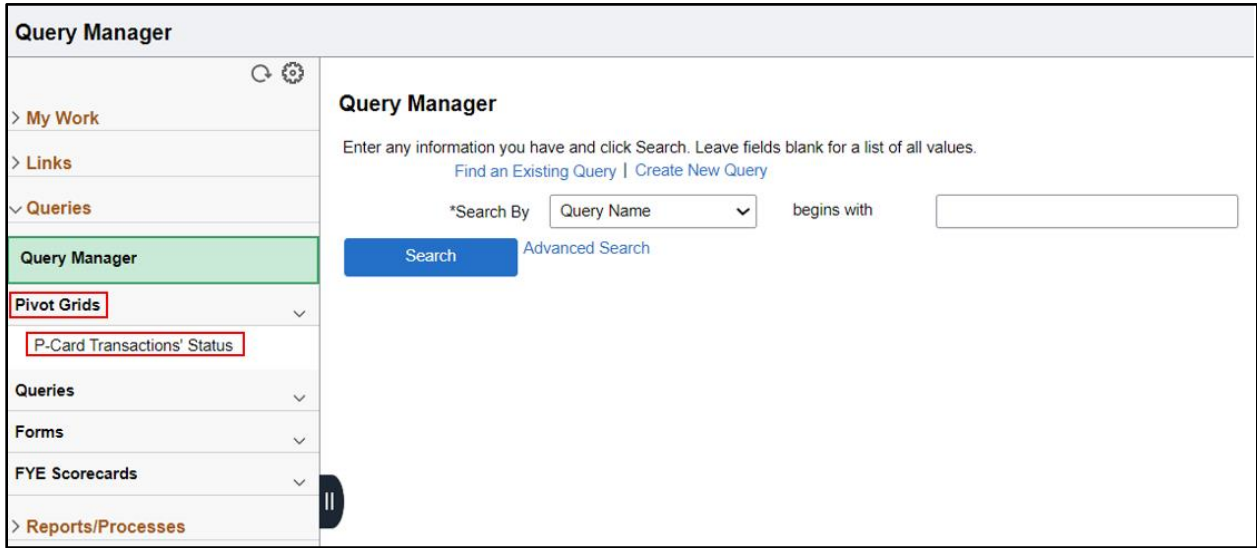
➤ Click **Query Manager**.

- Using the **Search** function, users can pull up existing queries.
- Users may also click the **Find an Existing Query** link.
 - **Note:** Only Central agency users can **Create New Query**. This functionality is NOT for EPM Queries.

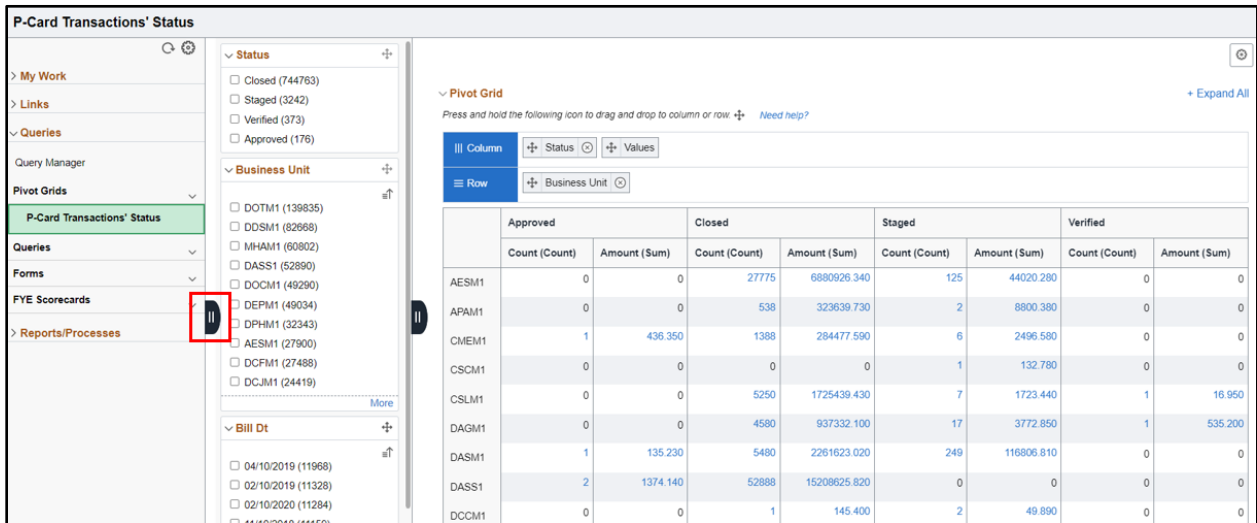
➤ Pivot Grids, Queries, Forms, FYE Scorecards



➤ Click **Pivot Grids**, then click **P-Card Transactions' Status**.



➤ Click the **Minimize** button.



Pivot grids are data visualization tools used to summarize, analyze, and present large datasets in a structured format. They allow users to dynamically rearrange and aggregate data along different dimensions, such as rows, columns, and layers, to gain insights and identify patterns within the dataset.

This **Pivot Grid** is demonstrating the status on P-Card Transactions Staged between various **Business Units**.

To change the values, drag and drop data values into the **Rows** and **Columns**.

➤ Delete **Business Unit** from rows.

Accounts Payable WorkCenter
 Accounts Payable
 Updated as of: July 29, 2024
 Core-CT Financials

Status

- Closed (744763)
- Staged (3242)
- Verified (373)
- Approved (176)

Business Unit

- DOTM1 (139835)
- DDSM1 (82668)
- MHAM1 (60802)
- DASS1 (52890)
- DDCM1 (49290)
- DEPM1 (49034)
- DPHM1 (32343)
- AESM1 (27900)
- DCFM1 (27488)
- DCJM1 (24419)

Pivot Grid

Press and hold the following icon to drag and drop to column or row. [Need help?](#)

Column: Status Values

Row: Business Unit

	Approved		Closed		Staged		Verified	
	Count (Count)	Amount (Sum)	Count (Count)	Amount (Sum)	Count (Count)	Amount (Sum)	Count (Count)	Amount (Sum)
AESM1	0	0	27775	6880926.340	125	44020.280	0	0
APAM1	0	0	538	323639.730	2	8800.380	0	0
CMEM1	1	436.350	1388	284477.590	6	2496.580	0	0
CSCM1	0	0	0	0	1	132.780	0	0
CSLM1	0	0	5250	1725439.430	7	1723.440	1	16.950

➤ Drag and drop **Bill Dt** into rows.

P-Card Transactions' Status

Status

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- DCJM1 (24419)

Pivot Grid

Press and hold the following icon to drag and drop to column or row. [Need help?](#)

Column: Status Values

Row: Bill Dt

	Approved		Closed		Staged		Verified	
	Count (Count)	Amount (Sum)	Count (Count)	Amount (Sum)	Count (Count)	Amount (Sum)	Count (Count)	Amount (Sum)
	176	32708.660	744763	227449731.860	3242	1222014.310	373	91422.980

Bill Dt

- 04/10/2019 (11968)
- 02/10/2019 (11328)
- 02/10/2020 (11284)
- 11/10/2018 (11159)
- 05/10/2018 (10921)
- 02/10/2021 (10886)

P-Card Transactions' Status

Status

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- DCFM1 (27488)
- DCJM1 (24419)

Pivot Grid

Press and hold the following icon to drag and drop to column or row. [Need help?](#)

Column: Status Values

Row: Bill Dt

	Approved		Closed		Staged		Verified	
	Count (Count)	Amount (Sum)	Count (Count)	Amount (Sum)	Count (Count)	Amount (Sum)	Count (Count)	Amount (Sum)
01/10/2018	0	0	9910	2424678.660	0	0	0	0
01/10/2019	0	0	9991	2665290.410	0	0	0	0
01/10/2020	0	0	10126	2713326.370	0	0	0	0
01/10/2021	0	0	8621	3283806.160	0	0	0	0
01/10/2022	0	0	7389	2082735.970	0	0	0	0
01/10/2023	0	0	8012	2679142.600	0	0	0	0
02/10/2018	0	0	10721	2790649.300	0	0	0	0
02/10/2019	0	0	11328	2940263.340	0	0	0	0
02/10/2020	0	0	11284	2905631.790	0	0	0	0
02/10/2021	0	0	10886	4446468.140	0	0	0	0

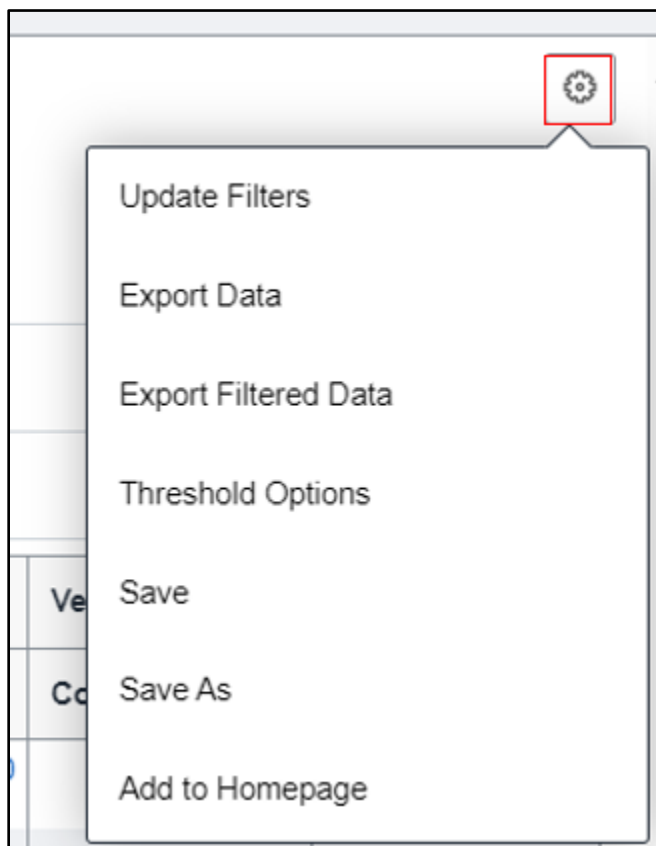
Bill Dt

- 04/10/2019 (11968)
- 02/10/2019 (11328)
- 02/10/2020 (11284)
- 11/10/2018 (11159)
- 05/10/2018 (10921)
- 02/10/2021 (10886)

Now the pivot grid demonstrates the status of the transactions depending on the date.

➤ Select settings to reveal additional menu options:

- **Update Filters**
- **Export Data**
- **Export Filtered Data**
- **Threshold Options**
- **Save**
- **Save as**
- **Add to Homepage**



➤ Expand the left-hand navigation pane.

P-Card Transactions' Status

Status
 Closed (744763)
 Staged (3242)
 Verified (373)
 Approved (176)

Business Unit
 DOTM1 (139835)
 DDSDM1 (82668)
 MHAM1 (60802)
 DASS1 (52890)
 DOOM1 (49290)
 DEPM1 (49034)
 DPHM1 (32343)
 AESM1 (27900)
 DCFM1 (27488)
 DCJM1 (24419)

Bill Dt
 04/10/2019 (11968)
 02/10/2019 (11328)
 02/10/2020 (11284)
 11/10/2018 (11159)
 05/10/2018 (10921)
 02/10/2021 (10886)
 11/10/2017 (10803)

Pivot Grid
 Press and hold the following icon to drag and drop to column or row. [Need help?](#)

Column: Status, Values
 Row: Bill Dt

	Approved		Closed		Staged		Verified
	Count (Count)	Amount (Sum)	Count (Count)	Amount (Sum)	Count (Count)	Amount (Sum)	Count (Count)
01/10/2018	0	0	9910	2424678.660	0	0	0
01/10/2019	0	0	9991	2665290.410	0	0	0
01/10/2020	0	0	10126	2713326.370	0	0	0
01/10/2021	0	0	8621	3283806.160	0	0	0
01/10/2022	0	0	7389	2082735.970	0	0	0
01/10/2023	0	0	8012	2679142.600	0	0	0
02/10/2018	0	0	10721	2790649.300	0	0	0
02/10/2019	0	0	11328	2940263.340	0	0	0
02/10/2020	0	0	11284	2905631.790	0	0	0
02/10/2021	0	0	10886	4446468.140	0	0	0
02/10/2022	0	0	9765	2871881.740	0	0	0

➤ **Expand Reports/Processes.**

The **Reports/Processes** dropdown stores different reports and processes users may need to perform daily. This includes the Process Monitor and the Report Manager links.

➤ **Monitor and Reports.**

Voucher Activity

My Work
 Links
 Queries
 Reports/Processes

Monitor
 Process Monitor
 Report Manager
 Voucher Activity
 Voucher Listing by Chartfield
 Match Exceptions
 Posted Voucher
 Payment Warrant Reports
 Payment History by Supplier
 Supplier Balance
 Payables Open Liability
 Supplier Liability Aging

Voucher Activity

Find an Existing Value [Add a New Value](#)

Search Criteria
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches
 Saved Searches

Run Control ID begins with

Show fewer options
 Case Sensitive

[Search](#) [Clear](#)

Nothing yet
 Your search results will appear here