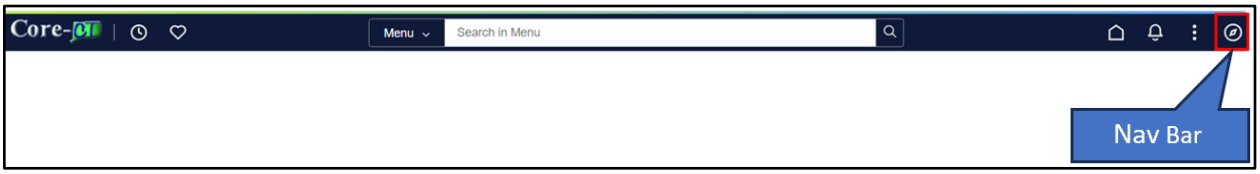
Accounts Payable WorkCenter

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:



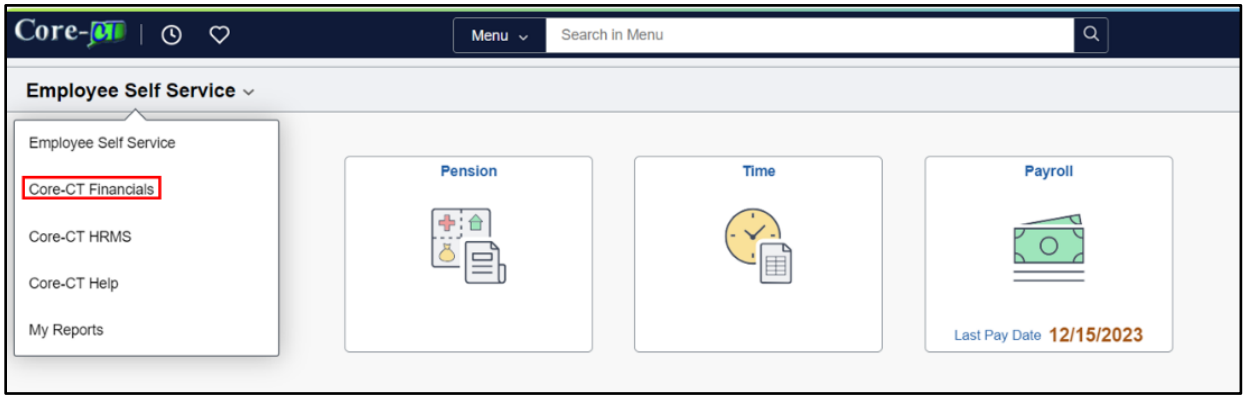
Nav Bar > Menu > Accounts Payable > Accounts Payable WorkCenter

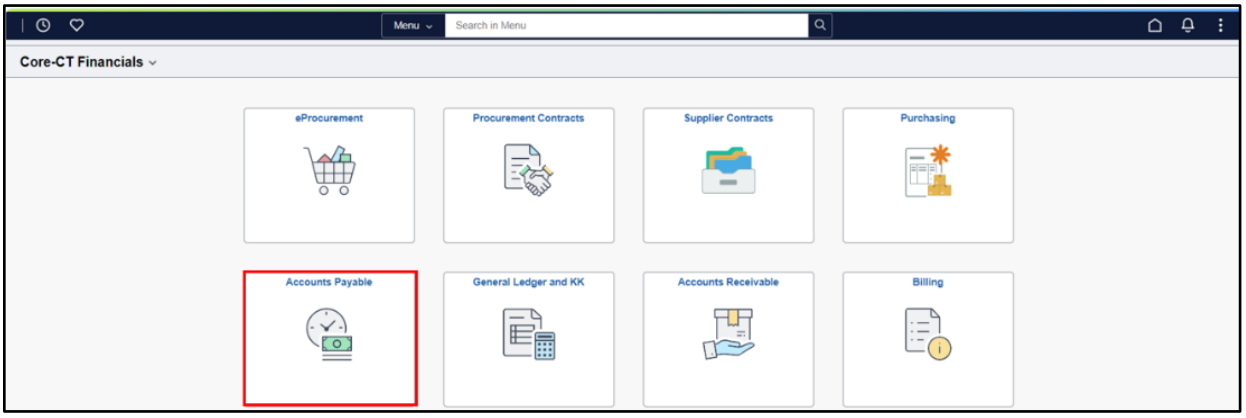
Or

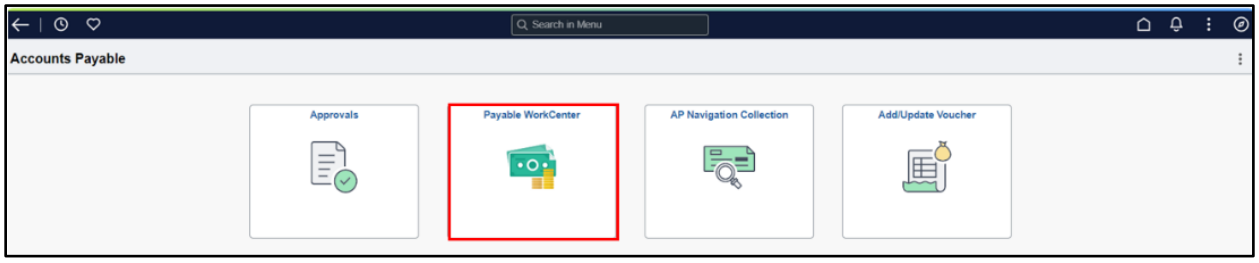
Select ***Core-CT Financials***

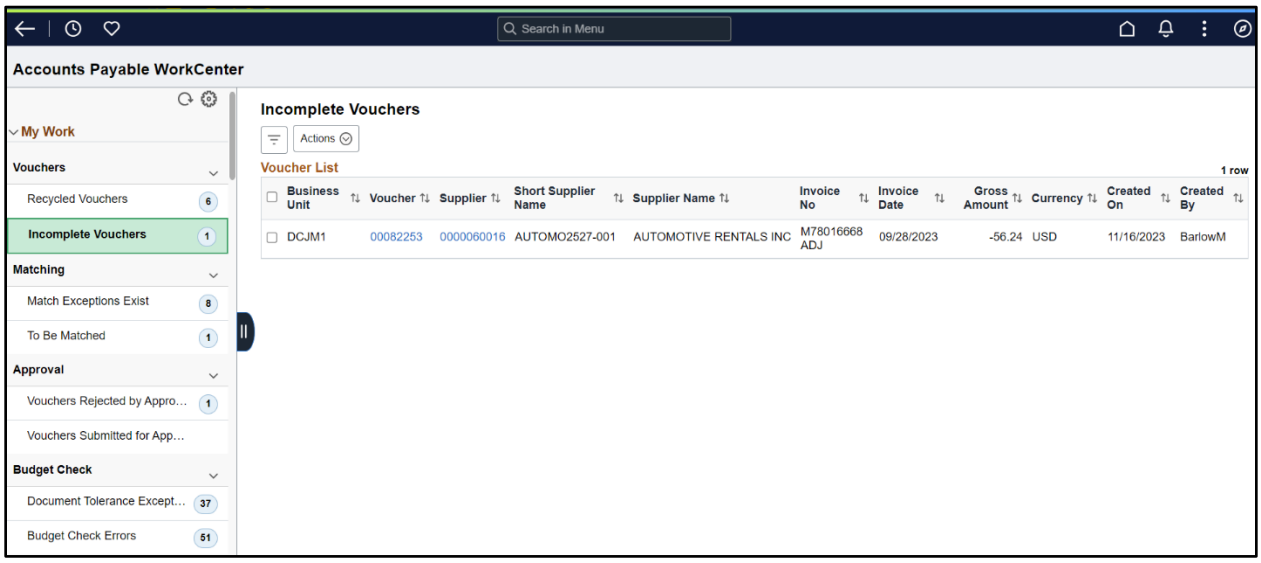
Select ***Accounts Payable*** *Tile*

Click ***Accounts Payable WorkCenter***

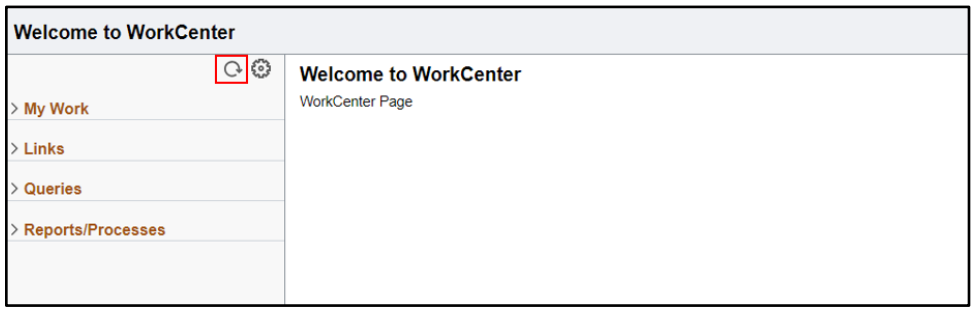

Core-CT
Menu
Search in Menu
Employee Self Service
Employee Self Service
Core-CT Financials
Core-CT HRMS
Core-CT Help
My Reports
Pension
Time
Payroll
Last Pay Date 12/15/2023


Menu
Search in Menu
Core-CT Financials
eProcurement
Procurement Contracts
Supplier Contracts
Purchasing
Accounts Payable
General Ledger and KK
Accounts Receivable
Billing

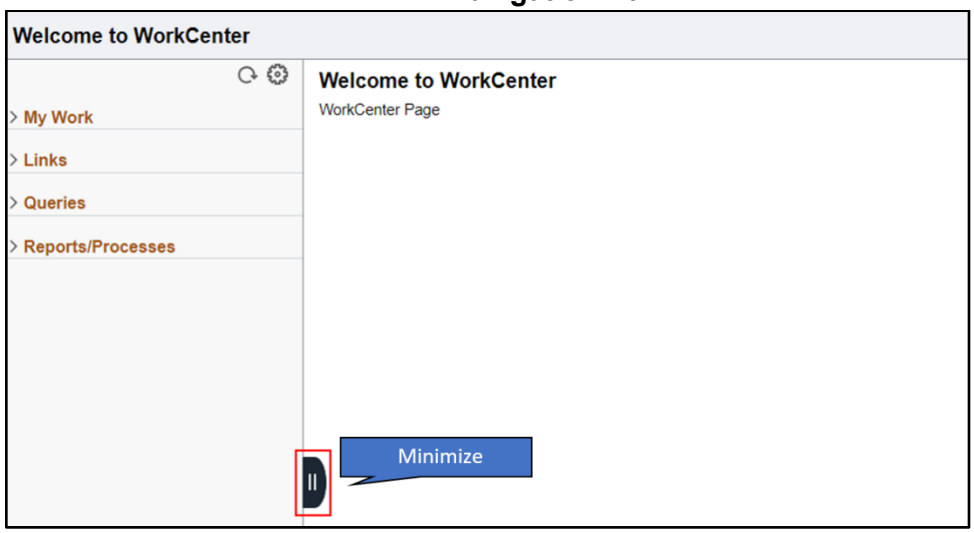

Search in Menu
Accounts Payable
Approvals
Payable WorkCenter
AP Navigation Collection
Add/Update Voucher



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



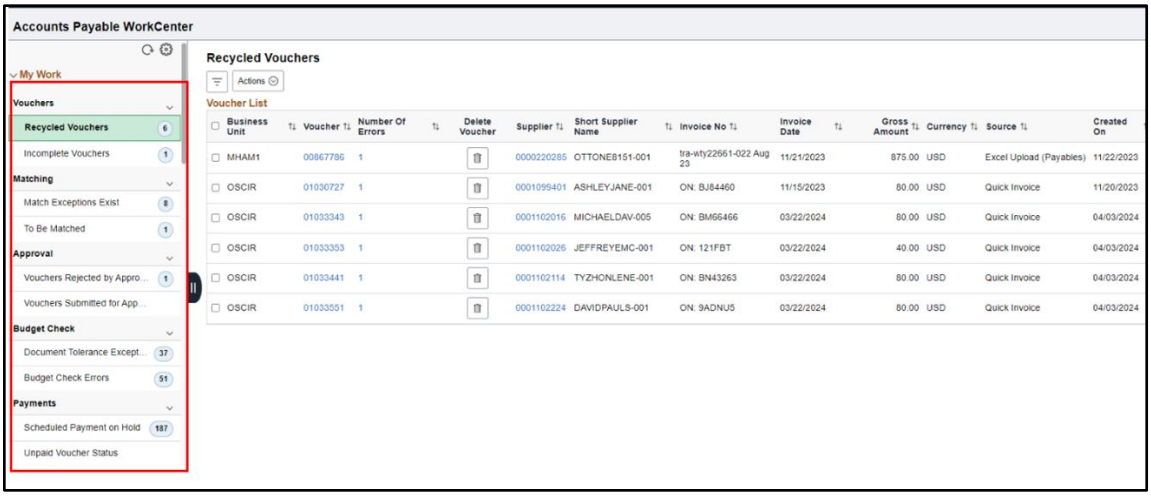
- To minimize the **Account Payable WorkCenter**, click the **Minimize** button located in the middle of the left-hand **Navigation Bar**.



- **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.

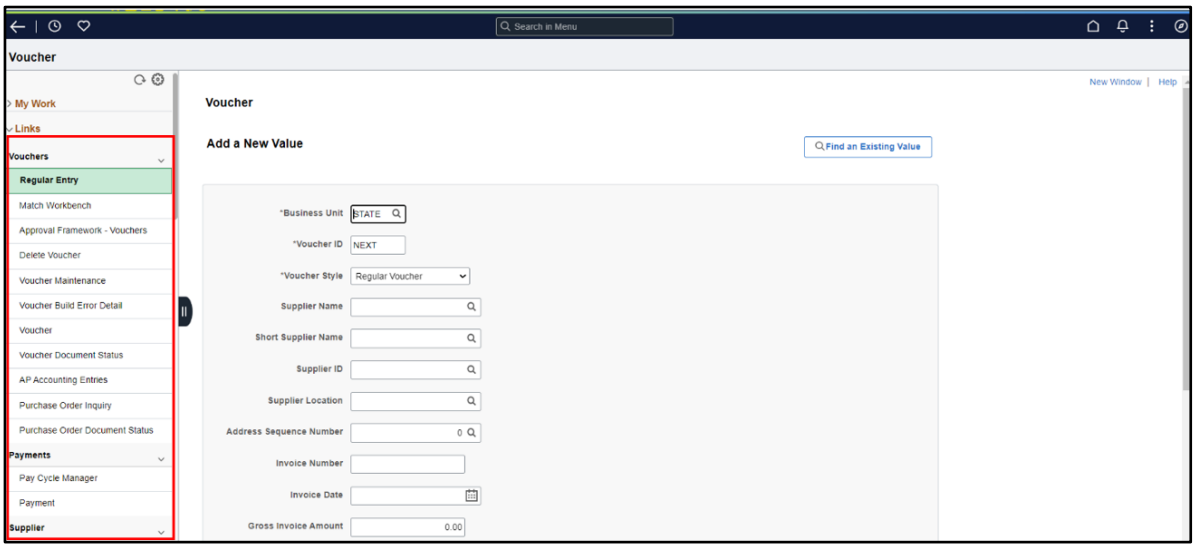
- **Vouchers**, **Matching, Approval, Budget Check,** and **Payments**.



- **Links**.

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

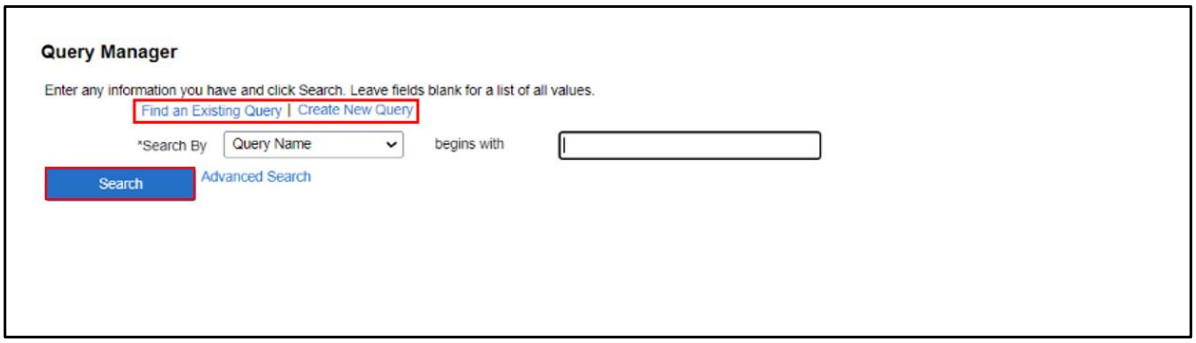
- **Vouchers**, **Payments**, and **Supplier.**



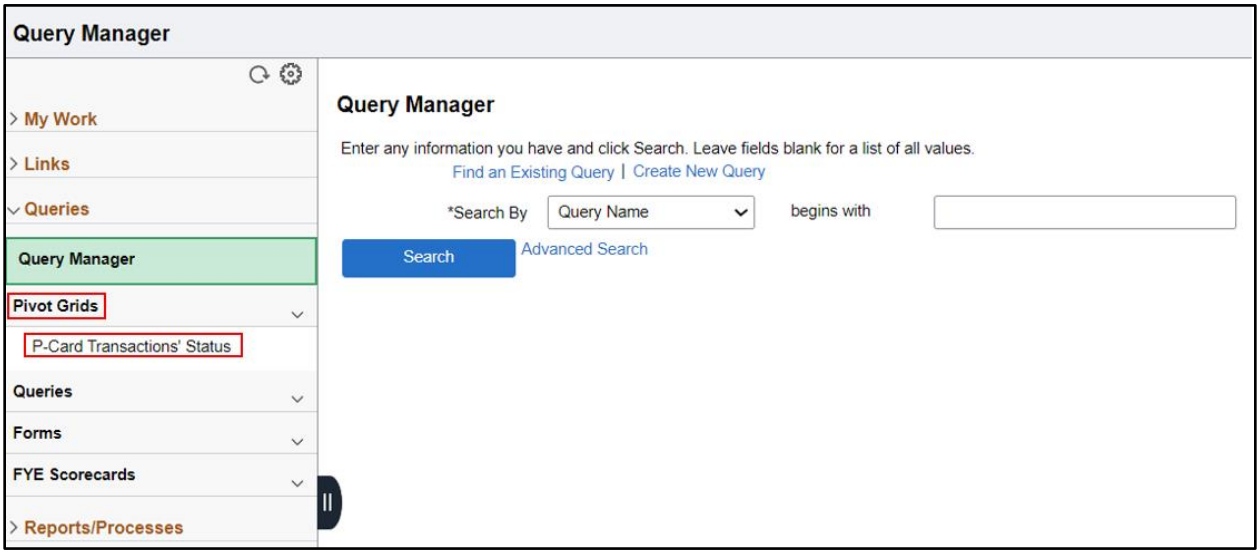
- **Queries**.

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

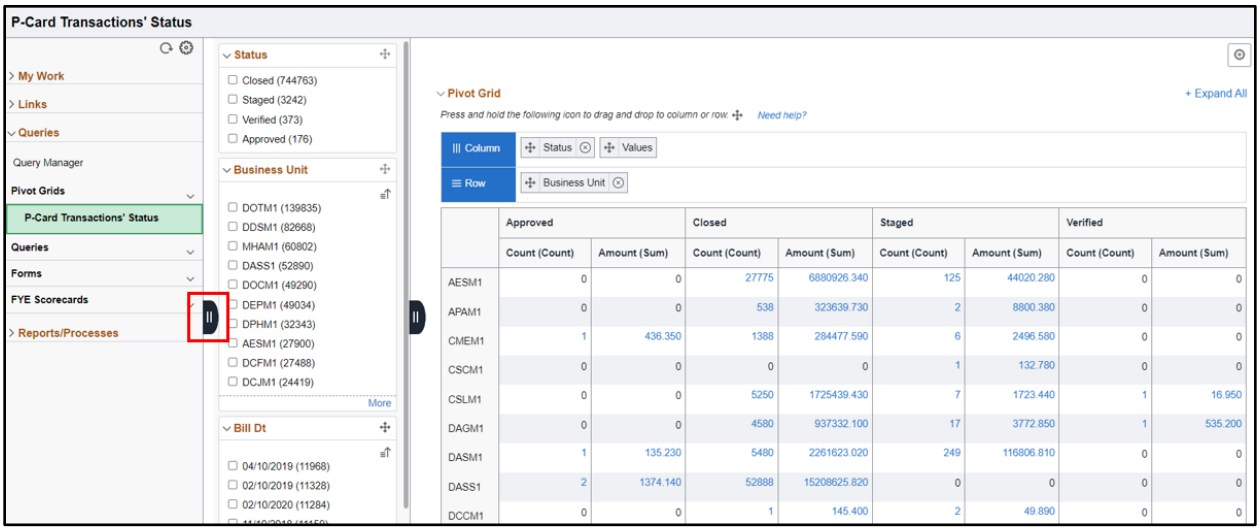
- Click **Query Manager**.
  - Using the **Search** function, users can pull up existing queries.
  - Users may also click the F**ind an Existing Query** link.
    - **Note:** Only Central agency users can **Create New** Query. This functionality is NOT for EPM Queries.
- Pivot Grids, Queries, Forms, FYE Scorecards



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



- Click the **Minimize** button.

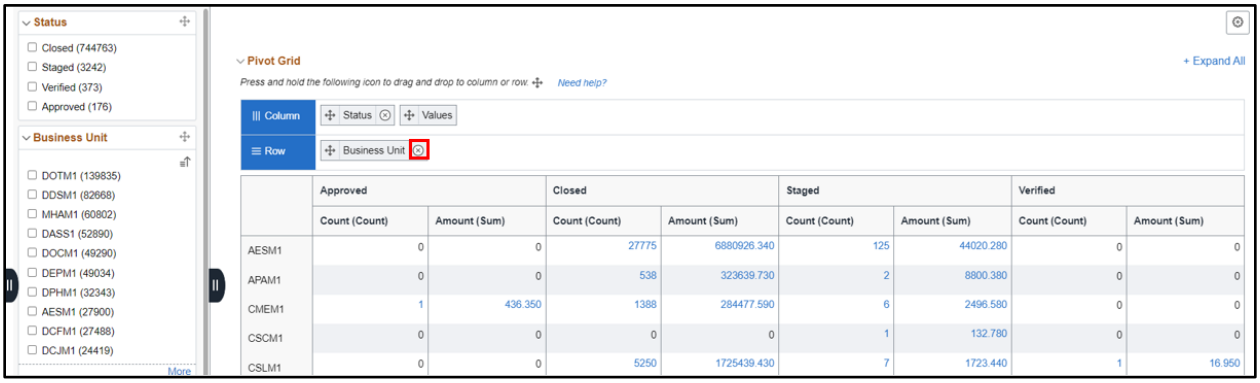


Pivot grids are data visualization tools used to summarize, analyze, and present large datasets in a structured format. They allow users to dynamically rearrange and aggregate data along different dimensions, such as rows, columns, and layers, to gain insights and identify patterns within the dataset.

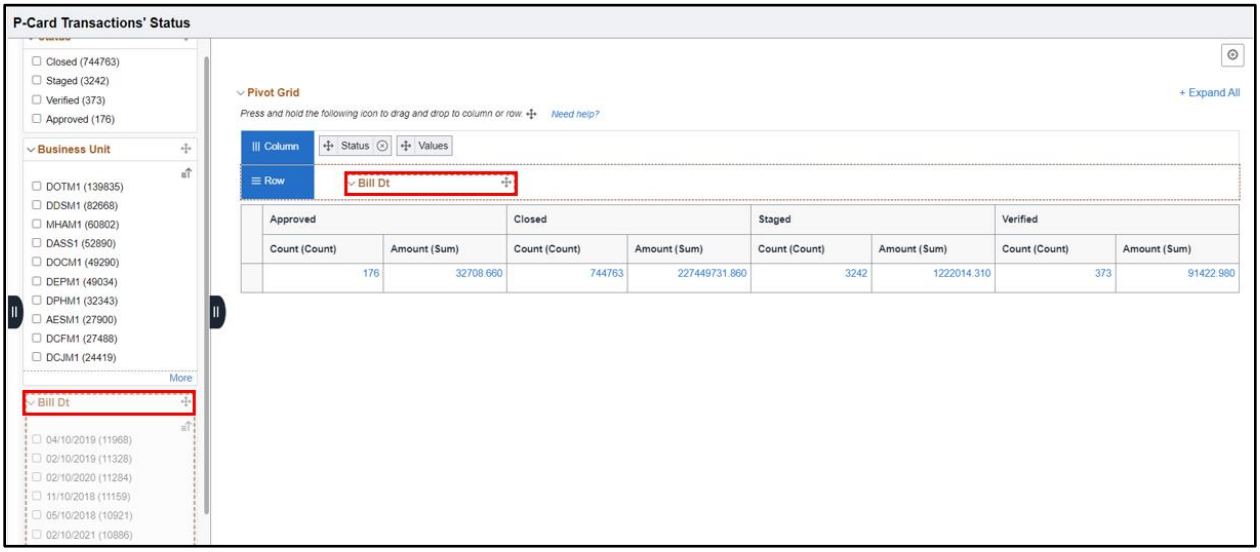
This **Pivot Grid** is demonstrating the status on P-Card Transactions between various **Business Units**.

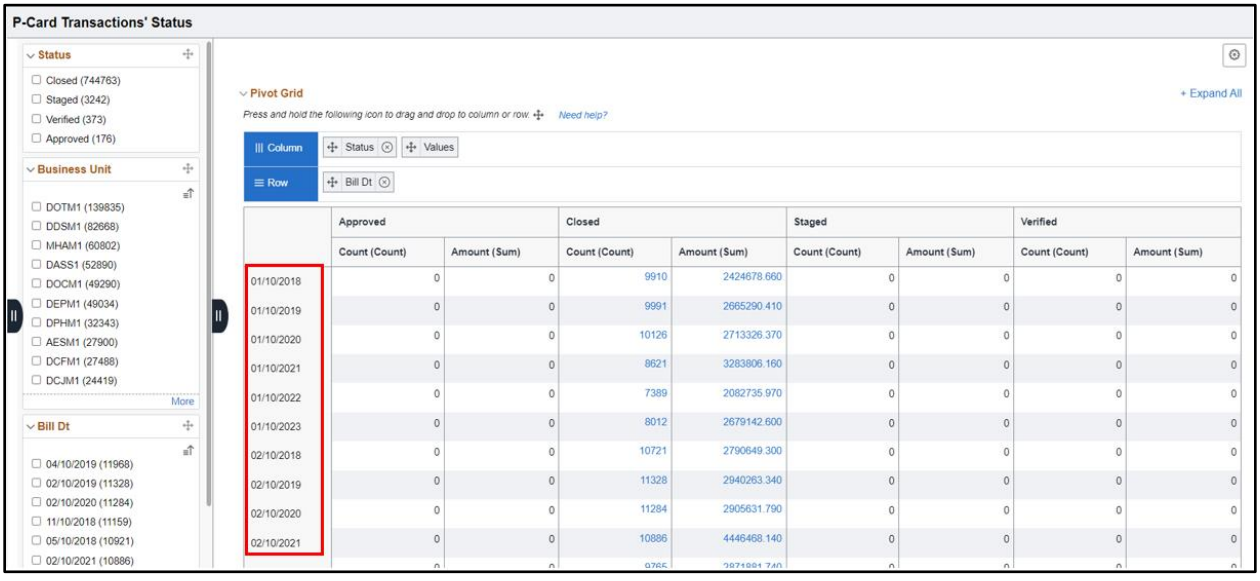
To change the values, drag and drop data values into the **Rows** and **Columns**.

- Delete **Business Unit** from rows.



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

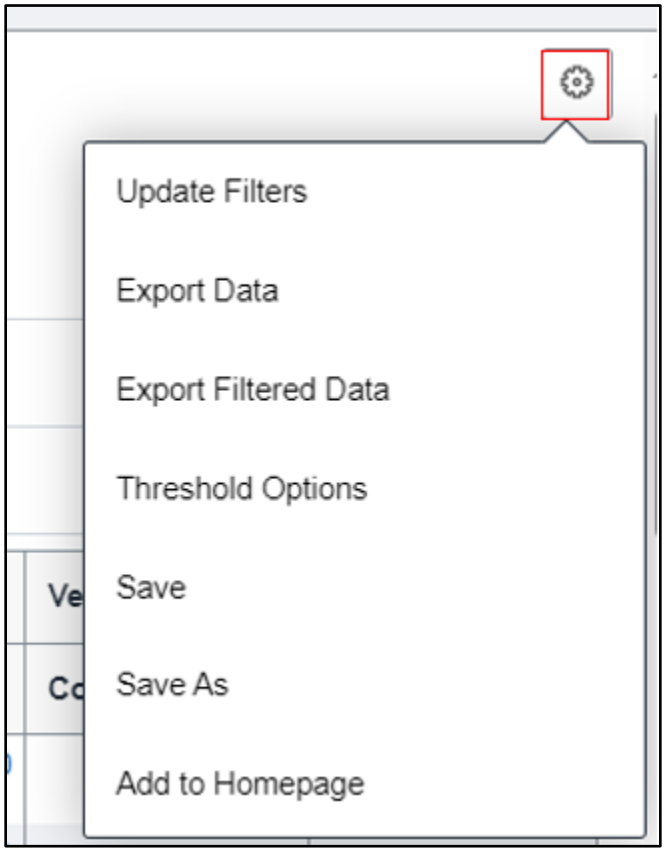




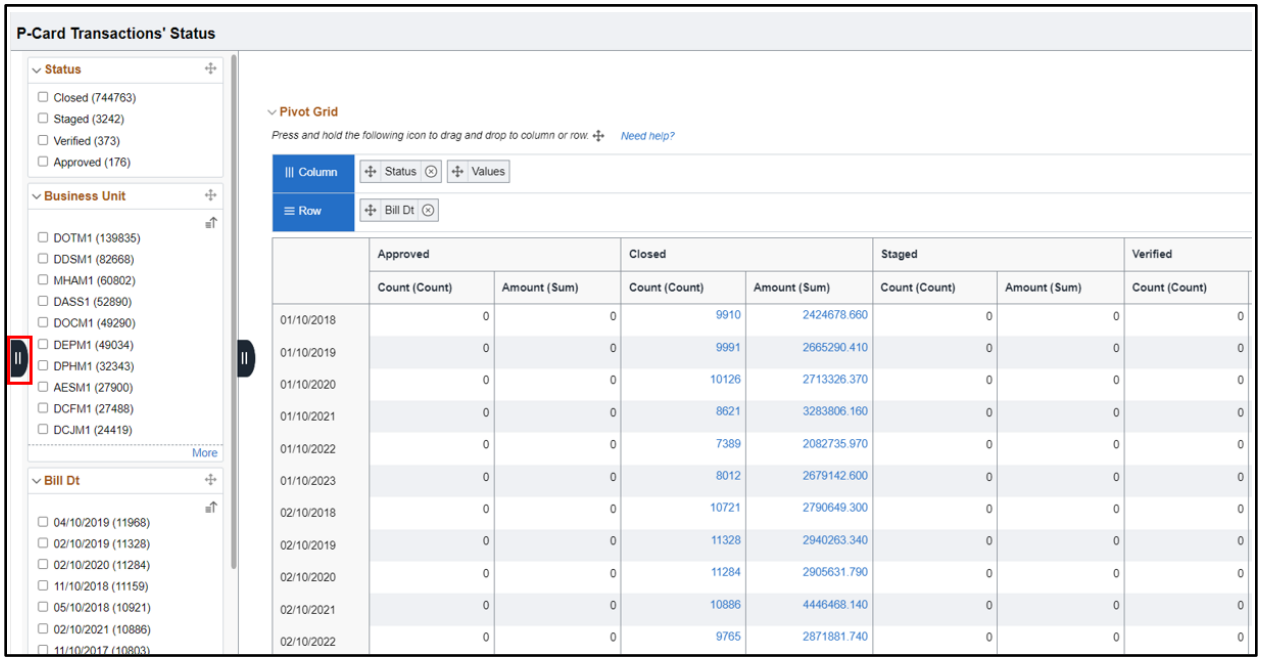
Now the pivot grid demonstrates the status of the transactions depending on the date.

➢ Select settings to reveal additional menu options:

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

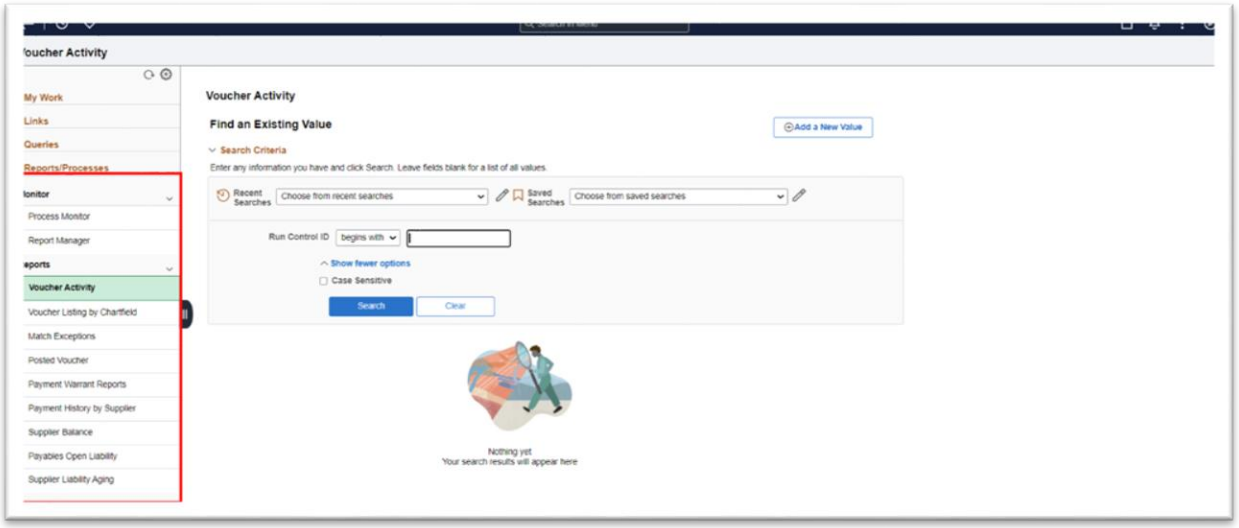


➢ Expand the left-hand navigation pane.



	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**.