



Overview Accounts Payable Changes

Suppliers

Users will have the ability to attach a document at both the supplier header level and the supplier location level.

When opening a supplier, users may see a warning stating “If updates are made, the audit settings will be modified based on the current configuration”. Users should simply click OK if they see this message.

AP WorkCenter

Users will have access to a WorkCenter that compiles all of the necessary links and pagelets necessary to carry out transactions, but with less navigation.

➤ Navigation:

- Select **Core-CT Financials**
- Click **Accounts Payable** Tile

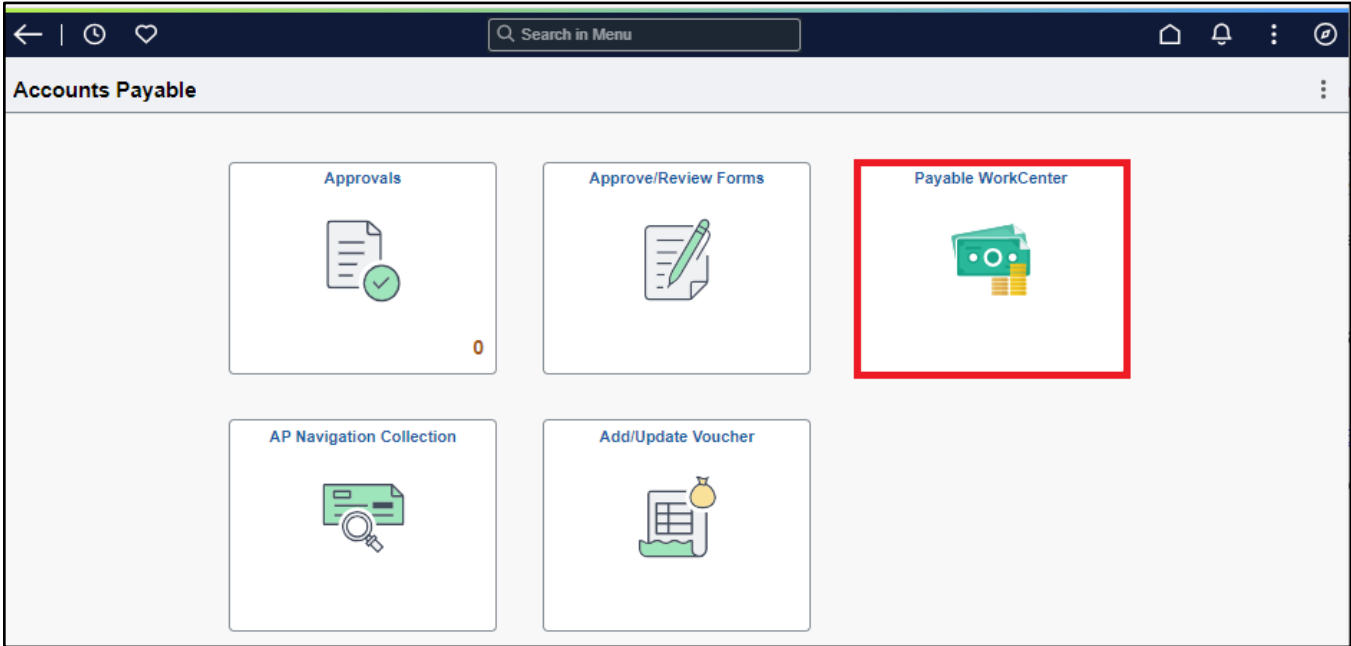


The screenshot shows the Core-CT Financials dashboard. At the top, there is a navigation bar with the Core-CT logo, a search bar labeled "Search in Menu", and several utility icons. Below the navigation bar, the main content area is titled "Core-CT Financials" and contains a grid of nine functional tiles. The "Accounts Payable" tile is highlighted with a red border. The tiles are arranged as follows:

- Top Row: eProcurement (shopping cart icon), Procurement Contracts (handshake icon), Supplier Contracts (folder icon)
- Middle Row: Purchasing (calendar icon), Accounts Payable (clock and money icon), General Ledger and KK (calculator icon)
- Bottom Row: Accounts Receivable (hand holding box icon), Billing (document icon), Asset Management and Tracking (shelf icon)



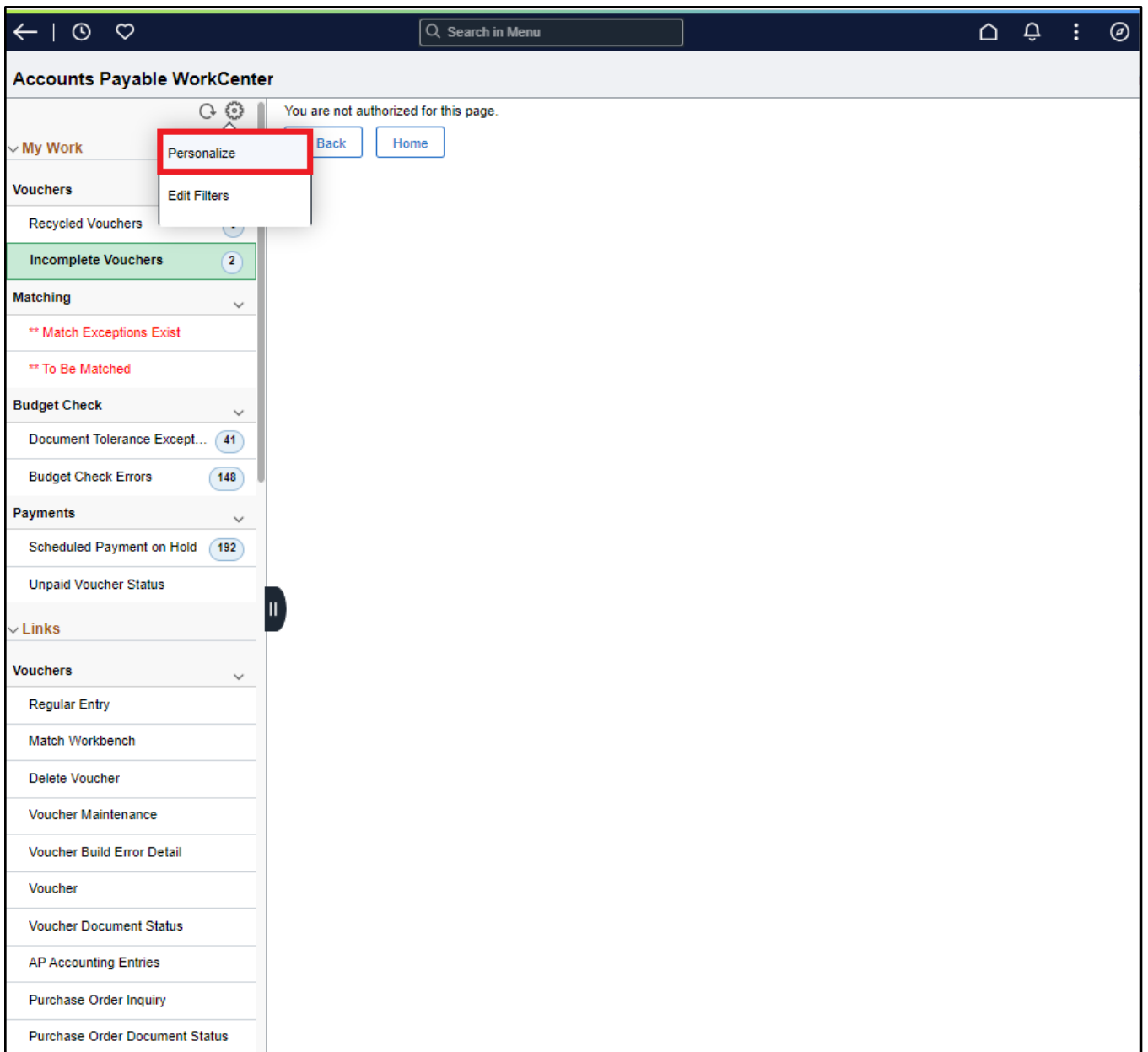
- Click **Payable WorkCenter** Tile





Each user will be able to personalize his or her own WorkCenter through the addition of favorites.

- Click 
- Select **Personalize**





- Select your preferences to personalize your **Payable WorkCenter**.
- Once you have completed your selections, Click **Done**.
- Click **Reset** to start over.

Cancel
Personalize
Done

My Work

Links

Queries

Reports/Processes

Start My Work Grouplet Collapsed

Group Label **Vouchers**

Start Group Collapsed 2 rows

Link Label	Show Count	Starting Page
= Recycled Vouchers	☑	☐
= Incomplete Vouchers	☑	☐

Group Label **Matching**

Start Group Collapsed 2 rows

Link Label	Show Count	Starting Page
= Match Exceptions Exist	☑	☐
= To Be Matched	☑	☐

Group Label **Budget Check**

Start Group Collapsed 2 rows

Link Label	Show Count	Starting Page
= Document Tolerance Exceptions	☑	☐
= Budget Check Errors	☑	☐

Group Label **Payments**

Start Group Collapsed 2 rows

Link Label	Show Count	Starting Page
= Scheduled Payment on Hold	☑	☐
= Unpaid Voucher Status	☐	☐



Personalize Done

My Work **Links** Queries Reports/Processes

Start Links Grouplet Collapsed Reorder Group

Group Label **Vouchers**

Start Group Collapsed 10 rows

Reorder	Link Label	Link Type	Show Link	Open in New Window	Starting Page
=	Regular Entry	Menu Item	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
=	Match Workbench	Menu Item	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
=	Delete Voucher	Menu Item	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
=	Voucher Maintenance	Menu Item	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
=	Voucher Build Error Detail	Menu Item	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
=	Voucher	Menu Item	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
=	Voucher Document Status	Menu Item	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
=	AP Accounting Entries	Menu Item	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
=	Purchase Order Inquiry	Menu Item	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
=	Purchase Order Document Status	Menu Item	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Group Label **Payments**

Start Group Collapsed 2 rows

Reorder	Link Label	Link Type	Show Link	Open in New Window	Starting Page
=	Pay Cycle Manager	Menu Item	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
=	Payment	Menu Item	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Group Label **Supplier**

Start Group Collapsed 5 rows

Reorder	Link Label	Link Type	Show Link	Open in New Window	Starting Page
=	Current Supplier Balance	Menu Item	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
=	Scheduled Payment	Menu Item	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Cancel Done

My Work Links **Queries** Reports/Processes

Start Queries Grouplet Collapsed Reorder Group

Group Label **Pivot Grids**

Start Group Collapsed 1 row

Reorder	Owner	Type	Name	Description	Show Link	Starting Page
=	Public Owner	Pivot Grid	PCARD_STATUS	P-Card Transactions' Status	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Group Label **Queries**

Start Group Collapsed 4 rows

Reorder	Owner	Type	Name	Description	Show Link	Starting Page
=	Public Owner	Query	CT_SUPPLIER_USER_LOOKUP	eSupplier User Information	<input checked="" type="checkbox"/>	<input type="checkbox"/>
=	Public Owner	Query	CT_PCARD_SUMM_TRANS	PCard Transaction Summary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
=	Public Owner	Query	PCARD_VOUCHER_PAYMENT_STATUS	PCard Voucher Payment Stal	<input checked="" type="checkbox"/>	<input type="checkbox"/>
=	Public Owner	Query	CT_SUPPLIER_USER_SCHOOL	eSupplier User Information -	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Group Label **Forms**

Start Group Collapsed 4 rows

Reorder	Owner	Type	Name	Description	Show Link	Starting Page
=	Public Owner	Query	CT_CORE_ACT_PAYROLL_CXL_CO964	CO-964 Active Payroll Cance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
=	Public Owner	Query	CT_CORE_PAY_CANCEL_CO790_BY_BU	CO-790 Payment Cancellatio	<input checked="" type="checkbox"/>	<input type="checkbox"/>
=	Public Owner	Query	CT_CORE_PAY_INFO_CO860	CO-860 Payment Information	<input checked="" type="checkbox"/>	<input type="checkbox"/>
=	Public Owner	Query	CT_OTT_AP_PYMNT_CANCEL_BY_DATE	CO-790 OTT Payment Inform	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Group Label **FYE Scorecards**

Start Group Collapsed 8 rows

Reorder	Owner	Type	Name	Description	Show Link	Starting Page
=	Public Owner	Query	AP_FUTURE_DATED_FYE	Future Dated Vouchers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
=	Public Owner	Query	AP_NOT_APPROVED_FYE	Vouchers Not Approved	<input checked="" type="checkbox"/>	<input type="checkbox"/>
=	Public Owner	Query	AP_NOT_MATCHED_FYE	Vouchers Not Matched	<input checked="" type="checkbox"/>	<input type="checkbox"/>



Cancel
Personalize
Done

My Work

Links

Queries

Reports/Processes

Start Reports/Processes Grouplet Collapsed

Group Label **Monitor**

 Start Group Collapsed

Reorder	Link Type	Link Label	Run Control ID	Show Link	New window	Starting Page
=	Menu Item	Process Monitor	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
=	Menu Item	Report Manager	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2 rows

Group Label **Reports**

 Start Group Collapsed

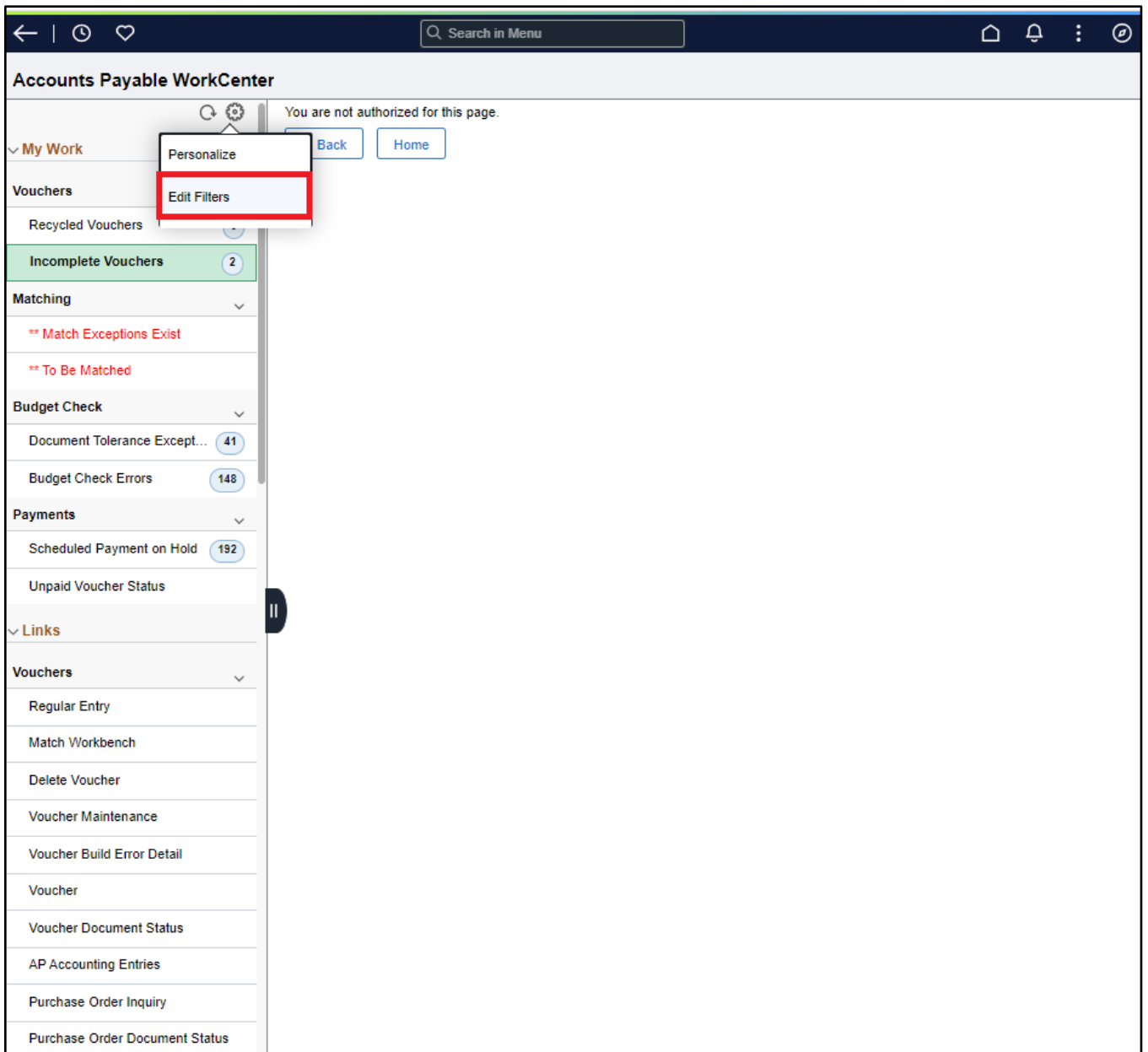
Reorder	Link Type	Link Label	Run Control ID	Show Link	New window	Starting Page
=	Menu Item	Supplier Balance	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
=	Menu Item	Supplier Liability Aging	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
=	Menu Item	Payables Open Liability	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
=	Menu Item	Voucher Activity	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
=	Menu Item	Payment History by Supplier	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
=	Menu Item	Payment Warrant Reports	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
=	Menu Item	Posted Voucher	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
=	Menu Item	Match Exceptions	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
=	Menu Item	Voucher Listing by Chartfield	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9 rows



Users must also set filters for each of the pagelets in the My Work section. Filters can be changed at any time to display useful information to each user.

- Click 
- Select **Edit Filters**





- Click arrows on the right to Configure Filter Values.

Cancel		Edit Filters Personalize		Done
✓ Vouchers 2 rows				
Link Label ↕	Filter ID ↕	Description ↕		
Recycled Vouchers	AP_VRCYCL	Recycled Vouchers	>	
Incomplete Vouchers	AP_INCVCHR	Incomplete Voucher	>	
✓ Matching 2 rows				
Link Label ↕	Filter ID ↕	Description ↕		
Match Exceptions Exist	AP_WB_E	Match Exceptions Exist	>	
To Be Matched	AP_WB_T	To Be Matched	>	
✓ Budget Check 2 rows				
Link Label ↕	Filter ID ↕	Description ↕		
Document Tolerance Exceptions	AP_DOC_TOL	Document Tolerance Exceptions	>	
Budget Check Errors	AP_BDGT_ER	Budget Check Errors	>	
✓ Payments 2 rows				
Link Label ↕	Filter ID ↕	Description ↕		
Scheduled Payment on Hold	AP_PMNT	Scheduled Payment on Hold	>	
Unpaid Voucher Status	AP_UNPVCHR	Unpaid Voucher Status	>	



- Enter required ***Business Units**.
- Enter any other desired filter values.
- Click

Filter ID	AP_VRCYCL	Recycled Vouchers
*Business Unit	in	AESM1, APAM1, APCM1, APTD1, APTM1, BAAM1, BSM1, BSM1, BSM1
Voucher ID	=	
Supplier ID	=	
Invoice Date	=	
Gross Invoice Amount	=	
Transaction Currency	=	
Created On	=	
Created By	=	
Last User to Update	=	
Origin	=	
Voucher Style	=	
Voucher Source	=	

Note: Central agency users can add their favorite queries to their Query manager. This functionality is



NOT for EPM Queries.

Procurement Card (P-Card) integration

Core-CT will include procurement card functionality on the purchasing side. For the Buyer to create a Requisition / Purchase Order with the payment type of P-Card, the supplier must first be marked as "Accepts P-Card". This will be added to APD's supplier change form.

P-Card transactions will not settle through AP. An AP user will not be able to copy from a PO into a voucher if the PO has a payment type of P-Card. However, the payment to the credit card provider, JP Morgan, will be built as AP vouchers with the voucher source of "Procurement Card" and voucher origin "PCD". P-Card vouchers will be pre-approved and will not require any user intervention unless there are exceptions (such as failed budget check).

P-Card vouchers, which pay JP Morgan, will have the associated PO on each voucher line. However, no receipt will be associated with the voucher lines. To view all vouchers and receipts associated with a particular PO, use the PO Document Status page. There is a link to this in the Links section of the **Payable WorkCenter**.



The image shows a mobile application interface for the Accounts Payable WorkCenter. At the top, there is a navigation bar with a back arrow, a clock icon, and a heart icon. Below this is the title "Accounts Payable WorkCenter" and a search and settings icon. The main content is organized into sections: "My Work" (with a dropdown arrow), "Vouchers" (with a dropdown arrow), "Matching" (with a dropdown arrow), "Budget Check" (with a dropdown arrow), "Payments" (with a dropdown arrow), "Links" (with a dropdown arrow), "Payments" (with a dropdown arrow), and "Supplier" (with a dropdown arrow). Under "My Work", there are two items: "Recycled Vouchers" with a count of 6 and "Incomplete Vouchers" with a count of 2. Under "Links", there are several items: "Regular Entry", "Match Workbench", "Delete Voucher", "Voucher Maintenance", "Voucher Build Error Detail", "Voucher", "Voucher Document Status", "AP Accounting Entries", "Purchase Order Inquiry", and "Purchase Order Document Status" (highlighted with a red box). Under "Payments", there are "Pay Cycle Manager" and "Payment". Under "Supplier", there are "Current Supplier Balance", "Scheduled Payment", "Scheduled Payments on Hold", and "Supplier Conversation".



Vouchers

Core-CT has a **Save for Later** feature where users may prevent vouchers from running through the budget checking or approval process. The voucher is saved and assigned a voucher ID but will not be picked up by any batch processes until it is saved with the **Save** button. The status of Incomplete will be assigned to any vouchers that have only been saved using **Save for Later**.

Regular Entry

Summary | Related Documents | **Invoice Information** | Payments | Voucher Attributes | Error Summary | Consumption

Business Unit: DOCM1 Invoice No: TEST12345

Voucher ID: 00608095 Accounting Date: 05/21/2024

Voucher Style: Regular Voucher *Pay Terms: 000 Due Now

Invoice Date: 04/01/2024 Basis Date Type: Inv Date: **Invoice Total**

Receipt Date: 04/05/2024

Supplier ID: 0000177662 UNCLE SAMS CONTRACTORS LLC Line Total: 0.00

ShortName: UNCLES0723-001 *Currency: USD

Location: MAIN Miscellaneous: Total: 0.00

*Address: 1 Incomplete Voucher Freight: Difference: 0.00

Penalty Details

Save **Save For Later** Calculate Print Submit Approval

[Non Merchandise Summary](#)
[Session Defaults](#)
[Comments\(0\)](#)
[Attachments\(0\)](#)
[Withholding](#)
[View Audit Logs](#)
[Advanced Supplier Search](#)



- There are new search criteria that have been added to the **Find an Existing Value** page.

The screenshot shows a web application interface for finding vouchers. At the top, there is a navigation bar with a search menu and utility icons. Below this is a header for the "Voucher" section, including "New Window" and "Help" links. The main heading is "Find an Existing Value", with an "Add a New Value" button. Underneath, there is a "Search Criteria" section with a dropdown arrow and a brief instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." Two dropdown menus allow users to select from "Recent Searches" or "Saved Searches". The search criteria are organized into two columns. The left column includes: Business Unit (with an equals sign dropdown and a search icon), Voucher ID (with a "begins with" dropdown), Invoice Number (with a "begins with" dropdown), Invoice Date (with an equals sign dropdown and a calendar icon), Short Supplier Name (with a "begins with" dropdown), Supplier ID (with a "begins with" dropdown and a search icon), Supplier Name (with a "begins with" dropdown), Voucher Style (with an equals sign dropdown and a dropdown menu), Related Voucher (with a "begins with" dropdown), Entry Status (with an equals sign dropdown and a dropdown menu), Voucher Source (with an equals sign dropdown and a dropdown menu), and Incomplete Voucher (with an equals sign dropdown and a dropdown menu). The right column contains empty input fields corresponding to each criterion. At the bottom of the search criteria section, there is a "Show fewer options" link and a "Case Sensitive" checkbox. Finally, there are "Search" and "Clear" buttons.



- The **Submit for Approval** button has returned – Voucher Processors are now able to click the submit button from the **Invoice Information** page.

Regular Entry

Summary | Related Documents | **Invoice Information** | Payments | Voucher Attributes | Error Summary | Consumption

Business Unit: AESM1 Invoice No: 11234 Invoice Total: Line Total 1,000.00
 Voucher ID: 00022493 Accounting Date: 03/01/2024 *Currency: USD
 Voucher Style: Regular Voucher *Pay Terms: 000 Due Now Miscellaneous: Freight: Total: 1,000.00
 Invoice Date: 01/30/2024 Basis Date Type: Inv Date
 Receipt Date: 01/31/2024
 Supplier: CITY OF ANSONIA Supplier ID: 0000000002
 ShortName: ANSONIA002-001
 Location: MAIN *Address: 1
 Penalty Details

Save Calculate Print **Submit Approval**

Copy From Source Document

PO Unit PO Number Copy PO Copy From: None Go

Invoice Lines

Line 1 Copy Down SpeedChart Ship To: NONPOVCHR One Asset
 *Distribute by: Amount Item: CM_2157_100 Description: 104-03 EMPLOYEE TIME SHEET-LC Calculate
 Quantity: 1.0000 UOM: 1 Packing Slip: Unit Price: 1,000.00000
 Line Amount: 1,000.00

Distribution Lines



- Use the **View Vouchers** link on the **Voucher Approval** page to see voucher details.

The screenshot shows a web interface for a Voucher Approval page. At the top, it displays "Voucher" and the amount "1,000.00 USD". There are buttons for "Approve", "Deny", and "More". Below this is a "Summary" section with two columns of information:

Business Unit: AESM1	Voucher ID: 00022495
Invoice Number: 643	Created By: TPRJU Test User
Supplier Name: TOWN OF AVON	Modified By: OSC
Due Date: 02/01/24	Invoice Date: 02/01/24
Voucher Source: Online	Voucher Style: Regular Voucher

Below the summary is a "Line Details" table:

Voucher Line	Item	Description	Quantity	UOM	Unit Price	Amount
1	CM_2157_100	104-93 EMPLOYEE TIME SHEET-LO	1	1	1,000.00 USD	1,000.00 USD

Below the table are several interactive elements: a "View Printable Version" link, an "Approver Comments" text area, and an "Approval Chain" dropdown menu. A red box highlights the "View Voucher" link in the "Voucher Style" field of the summary section.

For users with access to create template vouchers, Click **Voucher Style** drop down box to Select **Template Voucher**.

A screenshot of a mobile application interface for creating a voucher. The form is titled "Voucher" and has a sub-header "Add a New Value". At the top right, there is a button labeled "Find an Existing Value". The form contains several input fields: "*Business Unit" (AESM1), "*Voucher ID" (NEXT), "*Voucher Style" (a dropdown menu with "Template Voucher" selected and highlighted in blue), "Supplier Name", "Short Supplier Name", "Supplier ID", and "Supplier Location" (all with search icons). Below these are "Address Sequence Number" (0), "Invoice Number", "Invoice Date" (with a calendar icon), "Gross Invoice Amount" (0.00), "Freight Amount" (0.00), "Misc Charge Amount" (0.00), and "Estimated No. of Invoice Lines" (1). An "Add" button is at the bottom left.

Document Tolerance Checking (FS_DOC_TOL) is a process in the Voucher Life Cycle for PO vouchers. It will be processed by BATCH after the voucher is approved, and before Budget Check. If there are exceptions, they will need to be corrected before it will process through Budget Check.

The Document Tolerance Checking process checks for differences between purchase orders and vouchers. The Document Tolerance Checking process validates that the dollar amount on a voucher distribution line does not differ from the associated PO/Receipt distribution line. It does this by the fund code. ***That is, if a user only changes the department or account on a voucher, the voucher will pass document tolerance checking. If the user changes the fund or increases the dollar amount on the distribution line, then the voucher will have exceptions.***

Users will have access to Matching Exceptions Analysis to streamline the invoice-to-payment process. Matching Exceptions Analysis provides visibility into invoice matching history that allows for improved supplier, buyer, and rules analysis.



➤ Navigation:

Accounts Payable > Payable WorkCenter > Vouchers > Match Workbench

