

Reviewing Exceptions through WorkCenter
Accounts Payable Updated As Of: March 2024
Core-CT Financials 9.2



AP WorkCenter and Reviewing Exceptions

The AP WorkCenter is new functionality for 9.2. It is a useful tool to locate your vouchers at any point in the voucher life cycle. In addition you can see any exceptions that your voucher may have without having to run reports.

Document Tolerance Exceptions are new in 9.2, and need to be addressed like any other exception. Please check all exceptions daily. Most document tolerance exceptions need to be fixed on the purchase order or the receipt.

If you have a document tolerance exception for PCARD – **DO NOT DELETE THE VOUCHER**. Log a footprints ticket. <http://footprints.ct.gov/MRcgi/MRentrancePage.pl>

Before you begin you will need to add the filters to your workcenter. If your links appear red that means they have not been set up yet.

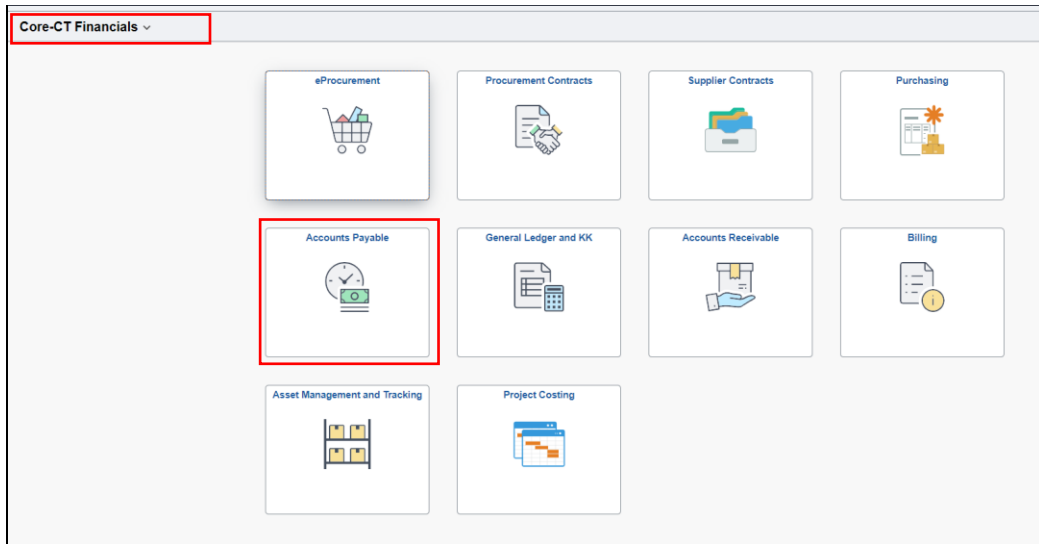


Nav Bar

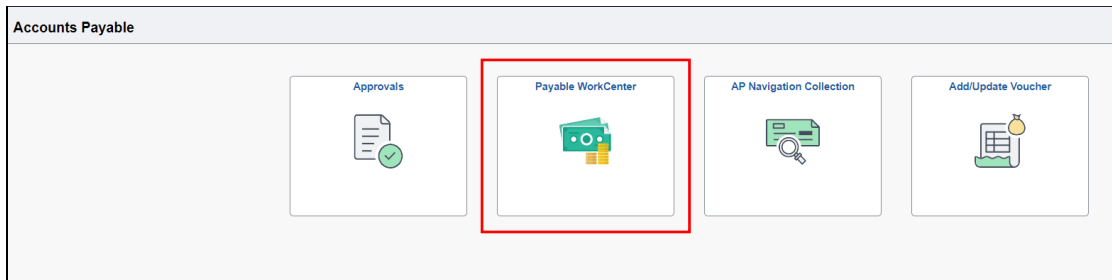
Navigations: *Nav Bar > Menu > Core-CT Financials > Accounts Payable > Payables Workcenter*

OR

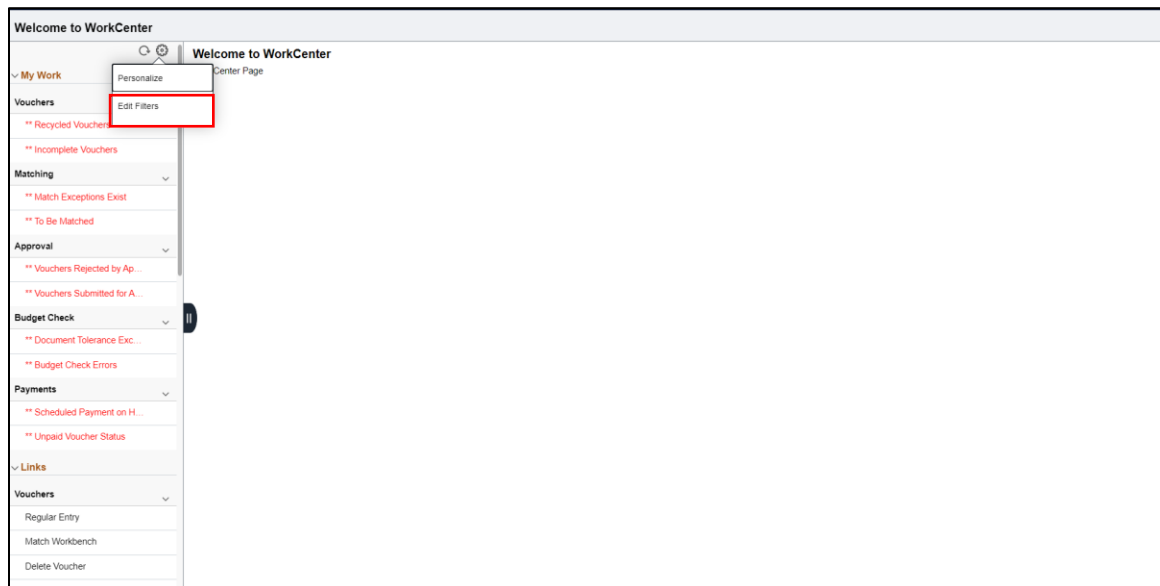
Select **Core-CT Financials**
Click the **Accounts Payable** Tile



Select **Payable Workcenter** Tile



1. Select 'Edit Filters'.



2. Select the drop down arrow to display the items in each section

The screenshot shows the 'Edit Filters Personalize' dialog box. The 'Vouchers' section is expanded, showing a table with 2 rows. The table has columns for 'Link Label', 'Filter ID', and 'Description'. Below the table are expandable sections for 'Matching', 'Approval', 'Budget Check', and 'Payments'.

Link Label	Filter ID	Description
Recycled Vouchers	AP_VRCYCL	Recycled Vouchers
Incomplete Vouchers	AP_INCVCHR	Incomplete Voucher

3. Select the drop down to expand the list. Select the item to apply filters.

The screenshot shows the 'Edit Filters Personalize' dialog box with all sections expanded. The 'Vouchers' section is expanded, showing a table with 2 rows. The 'Matching' section is expanded, showing a table with 2 rows. The 'Budget Check' section is expanded, showing a table with 2 rows. The 'Payments' section is expanded, showing a table with 2 rows.

Link Label	Filter ID	Description
Recycled Vouchers	AP_VRCYCL	Recycled Vouchers
Incomplete Vouchers	AP_INCVCHR	Incomplete Voucher

Link Label	Filter ID	Description
Match Exceptions Exist	AP_WB_E	Match Exceptions Exist
To Be Matched	AP_WB_T	To Be Matched

Link Label	Filter ID	Description
Document Tolerance Exceptions	AP_DOC_TOL	Document Tolerance Exceptions
Budget Check Errors	AP_BDGT_ER	Budget Check Errors

Link Label	Filter ID	Description
Scheduled Payment on Hold	AP_PMINT	Scheduled Payment on Hold
Unpaid Voucher Status	AP_UNPVCHR	Unpaid Voucher Status

4. Enter filter values – It is recommended to use a date then select 'Done'.

Note: If you have to enter more than one BU change the '=' sign on the Business Unit to 'in' and select the corresponding BU.

Cancel **Configure Filter Values** Done

Filter ID AP_WB_E Match Exceptions Exist

*Business Unit = [v] DOTM1 [Q]

Voucher ID = [v] [Q]

Supplier SetID = [v] [Q]

Supplier ID = [v] [Q]

5. Select 'Done' to return to the WorkCenter Page.

Cancel **Edit Filters Personalize** Done

▼ Vouchers

Link Label ¹	Filter ID ¹	Description ¹	2 rows
Recycled Vouchers	AP_VRCYCL	Recycled Vouchers	>
Incomplete Vouchers	AP_INCVCHR	Incomplete Voucher	>

> Matching

> Budget Check

> Payments

6. Once all the filters have been set click the refresh icon on the 'My Work' section of the page.

Note: Once the filters are applied the red text will adjust to gray.

Welcome to WorkCenter

Search in Menu

Welcome to WorkCenter
WorkCenter Page

▼ My Work

Vouchers

- Recycled Vouchers
- Incomplete Vouchers

Matching

- Match Exceptions Exist

**** To Be Matched**

Budget Check

- ** Document Tolerance Exc...
- ** Budget Check Errors

Payments

- ** Scheduled Payment on H...
- ** Unpaid Voucher Status

Text has shifted to gray due to added filters

7. You can now begin reviewing exceptions. If the link is not blue there are not vouchers to be reviewed.

The screenshot displays the Match Workbench interface. On the left is a sidebar with navigation options under 'My Work', 'Vouchers', 'Matching', 'Budget Check', 'Payments', and 'Links'. The 'Match Exceptions Exist' option is highlighted in green. The main area shows search results for 'Match Exceptions Exist' with a table of 8 items. Each row includes an 'Actions' link, a 'Select' checkbox, a 'Match' status, a 'Business Unit', 'Vouchers', 'Supplier ID', 'Financial Sanctions Status', 'Invoice Number', 'Gross Amt', and 'Currency'.

Actions	Select	Match	Business Unit	Vouchers	Supplier ID	Financial Sanctions Status	Invoice Number	Gross Amt	Currency
Actions	<input type="checkbox"/>	Match Exceptions Exist	DOTM1	01318058	0000010229	Valid	23052-003	409,602.71	USD
Actions	<input type="checkbox"/>	Match Exceptions Exist	DOTM1	01323236	0000043384	Valid	3573422	741.00	USD
Actions	<input type="checkbox"/>	Match Exceptions Exist	DOTM1	01323337	0000010455	Valid	1220155074	79.96	USD
Actions	<input type="checkbox"/>	Match Exceptions Exist	DOTM1	01324793	0000010139	Valid	149430	77.80	USD
Actions	<input type="checkbox"/>	Match Exceptions Exist	DOTM1	01324799	0000010139	Valid	572405	77.80	USD
Actions	<input type="checkbox"/>	Match Exceptions Exist	DOTM1	01325138	0000030491	Valid	18397A	539.63	USD
Actions	<input type="checkbox"/>	Match Exceptions Exist	DOTM1	01325305	0000000151	Valid	9302023	16,364.59	USD