Overview of Accounts Payable 9.2

This is an overview of the enhancements related to the Accounts Payable Module resulting from the upgrade from Core-CT 9.1 to Core-CT 9.2.

Suppliers

"Vendor" in Core-CT 9.1 will now be known as "supplier" in Core-CT 9.2.

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.

Procurement Card (P-Card) integration

Core-CT 9.2 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 Accounts Payable Workcenter, or navigate to Purchasing > Purchase Orders > Review PO Information > Document Status."

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

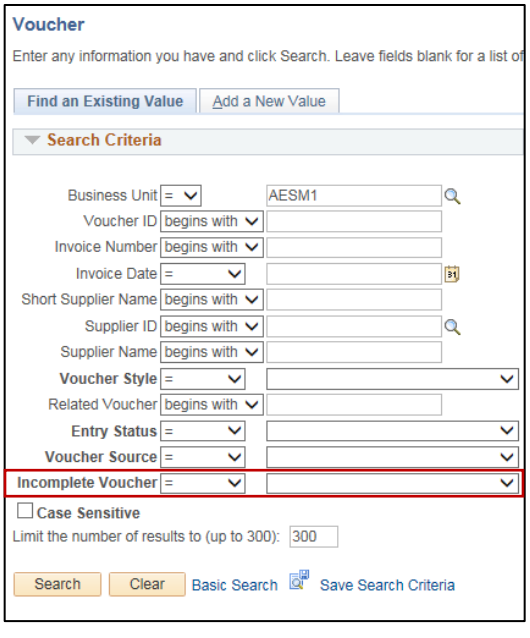
Users must also set filters for each of the pagelets in the My Work section. Filters can be changed at any time to display useful information to each user.

Note: Central agency users can add their favorite queries to their Query manager. This functionality is *NOT* for EPM Queries.

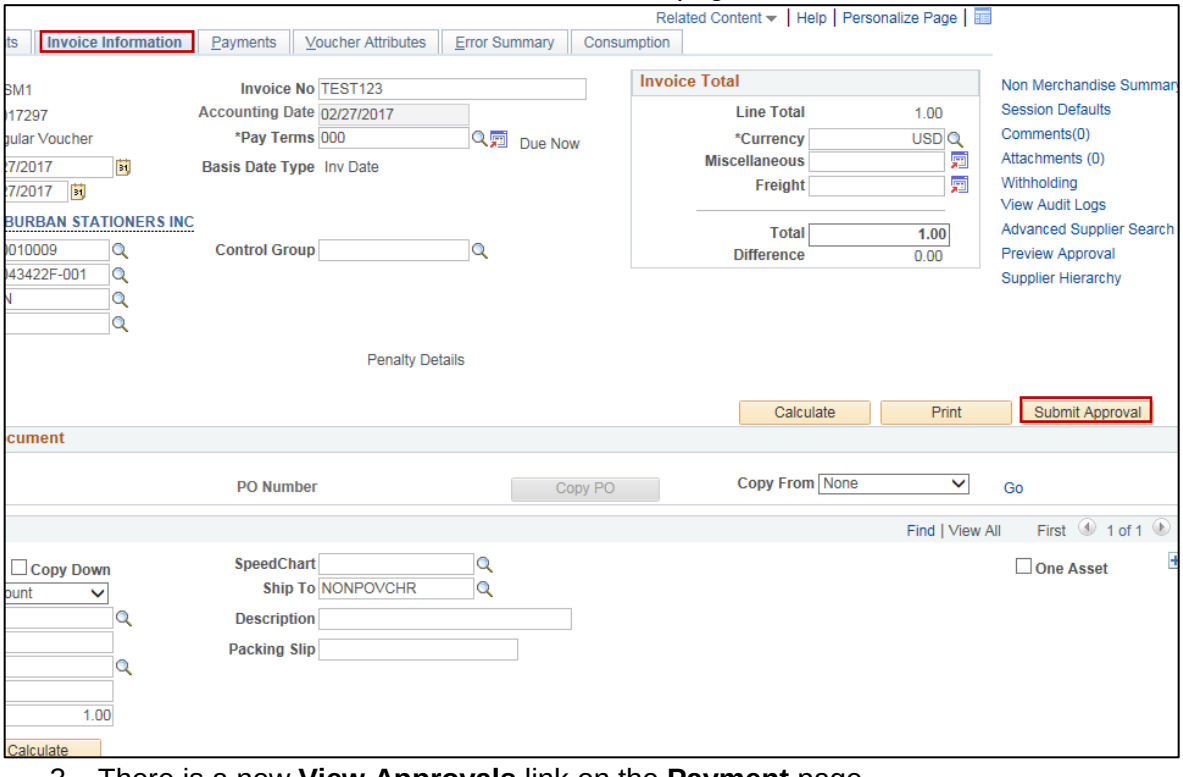
Vouchers

Core-CT 9.2 has a new **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**.
Also note that there are two **Save** buttons on the voucher regular entry page: one at the header and one at the bottom of the page. Both buttons do the same thing and fully save the voucher.

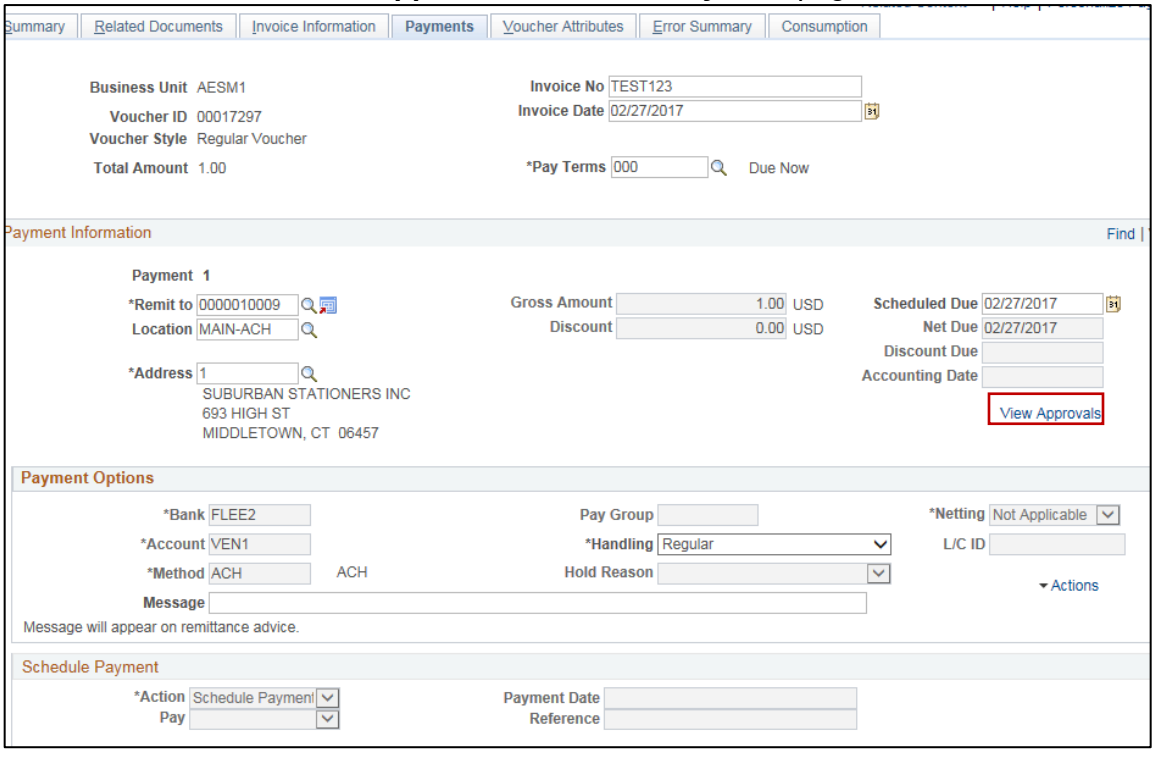
1. There are new search criteria that have been added to the **Find an Existing Value** page.



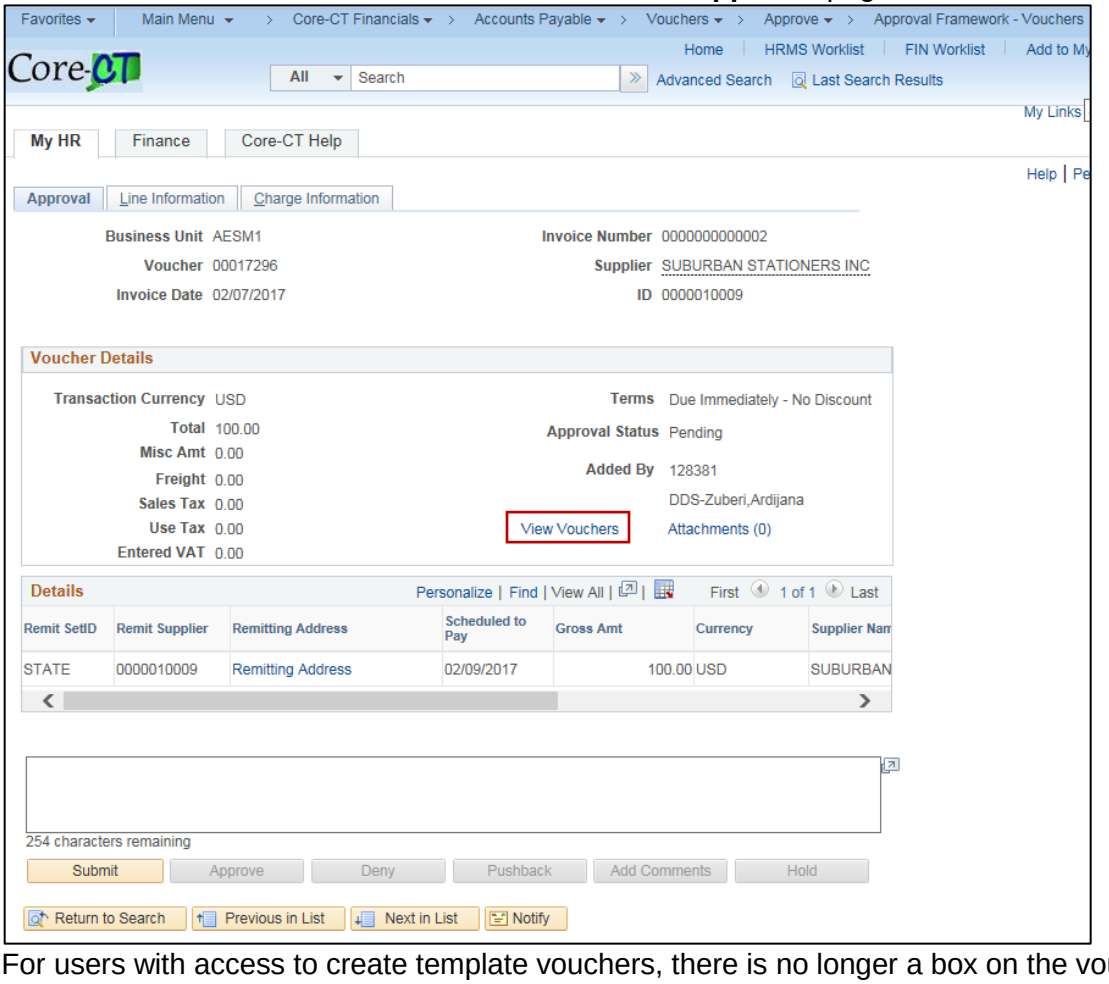
2. The **Submit for Approval** button has returned – Voucher Processors are now able to click the submit button from the **Invoice Information** page.



3. There is a new **View Approvals** link on the **Payment** page.



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



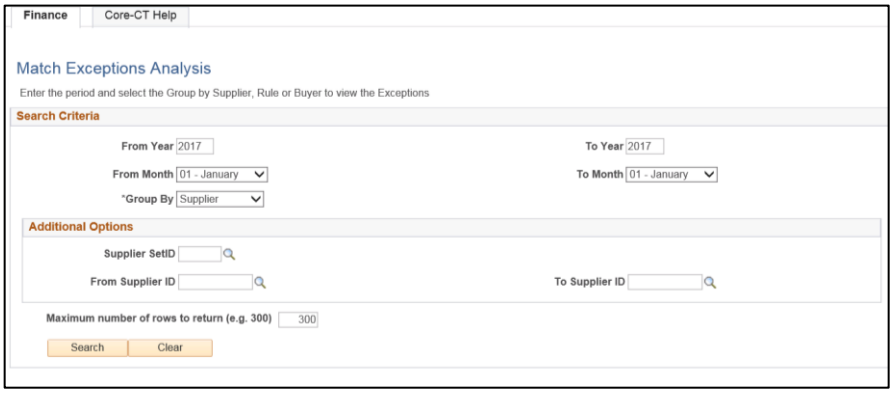
For users with access to create template vouchers, there is no longer a box on the voucher entry page for templates. Instead, it is a **Template** link on the upper right hand side of the voucher entry page.

Document Tolerance Checking (FS_DOC_TOL) is a new 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 > Review Accounts Payable Info > Vouchers > Match Exception Analysis



Financial Sanctions

The sanctions function will work to prevent payments to barred suppliers. This process initiates prior to issuing a payment for any posted voucher of any status. Sanctions are supported by a new Secure Enterprise Search (SES) search tool that ***replaces*** "Verify" and allows for real time referencing against the barred vendors list. When a voucher is created, it is automatically checked against the list of suppliers subject to financial sanctions. If an AP user creates a voucher against a supplier that is under review, they will receive a warning when the voucher is saved.

Note: Vouchers will not be paid until the supplier is cleared by APD.

Supplier Audit

The Core-CT team will configure a new Supplier Audit Template for ADP. This template will indicate fields will be audited. Central users will be able to access a Supplier Audit Log Report that summarizes changes. In some cases, the audit will be used to track changes instead of Supplier Conversations. Refer to guidelines from APD for more detail.