

Reviewing Exceptions through WorkCenter Accounts Payable Updated As Of: May 1, 2017 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.

1. Select 'Edit Filters'

Accounts Payable WorkCenter

Welcome to Accounts Payable WorkCenter

Within each pagelet there may be "Open the content in a new window", "Collapses a group of links" and "Expands a group of links" actions available depending on the pagelet.

2. Select 'View All'

The screenshot shows the Oracle Accounts Payable WorkCenter interface. The breadcrumb trail is: Favorites > Main Menu > Accounts Payable > Accounts Payable WorkCenter > Edit My Work Filters. The left sidebar contains a navigation menu with categories like Vouchers, Matching, Approval, Budget Check, and Payments. The main content area is titled 'Edit Filters' and shows configuration details for 'AP' and 'Accounts Payable WorkCenter'. A table titled 'My Work Groups' is displayed with columns for Group Label and Vouchers. The 'View All' button in the top right of this table is highlighted with a red box. Below the table, a red message states: '**Required filter field value not defined'.

3. Click red pencil to add criteria to filter

This screenshot shows the 'Edit Filters' page with the 'View 1' button highlighted in the 'My Work Groups' section. Below it, a table lists filters for 'Vouchers' and 'Matching'. The 'Edit Filter' button (red pencil icon) for the 'Recycled Vouchers**' filter is highlighted with a red box. The table below shows filters for 'Matching'.

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

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

4. Enter filter values – It is recommended to use a date.

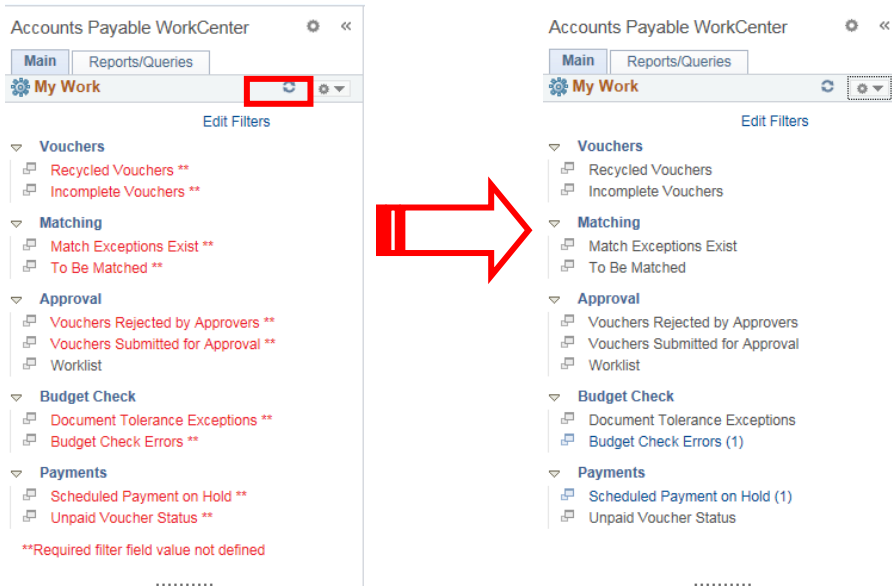
Note- If you have to enter more than one BU change the ‘=’ sign on the Business Unit to ‘in’ and select the corresponding BU.

The screenshot shows a 'Filter Values' dialog box with the following fields and values:

- User ID: HechtE
- Filter ID: AP_VRCYCL
- Business Unit: = IMHAM1
- Voucher ID: =
- Supplier ID: =
- Invoice Date: >= 07/01/2016
- Gross Invoice Amount: =
- Transaction Currency: =
- Created On: =
- Created By: =
- Last User to Update: =
- Origin: =
- Voucher Style: =
- Voucher Source: =

Buttons at the bottom: OK, Cancel, Apply.

5. Once all the filters have been set click the refresh icon on the ‘My Work’ section of the page.



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