

Interfacing Vouchers

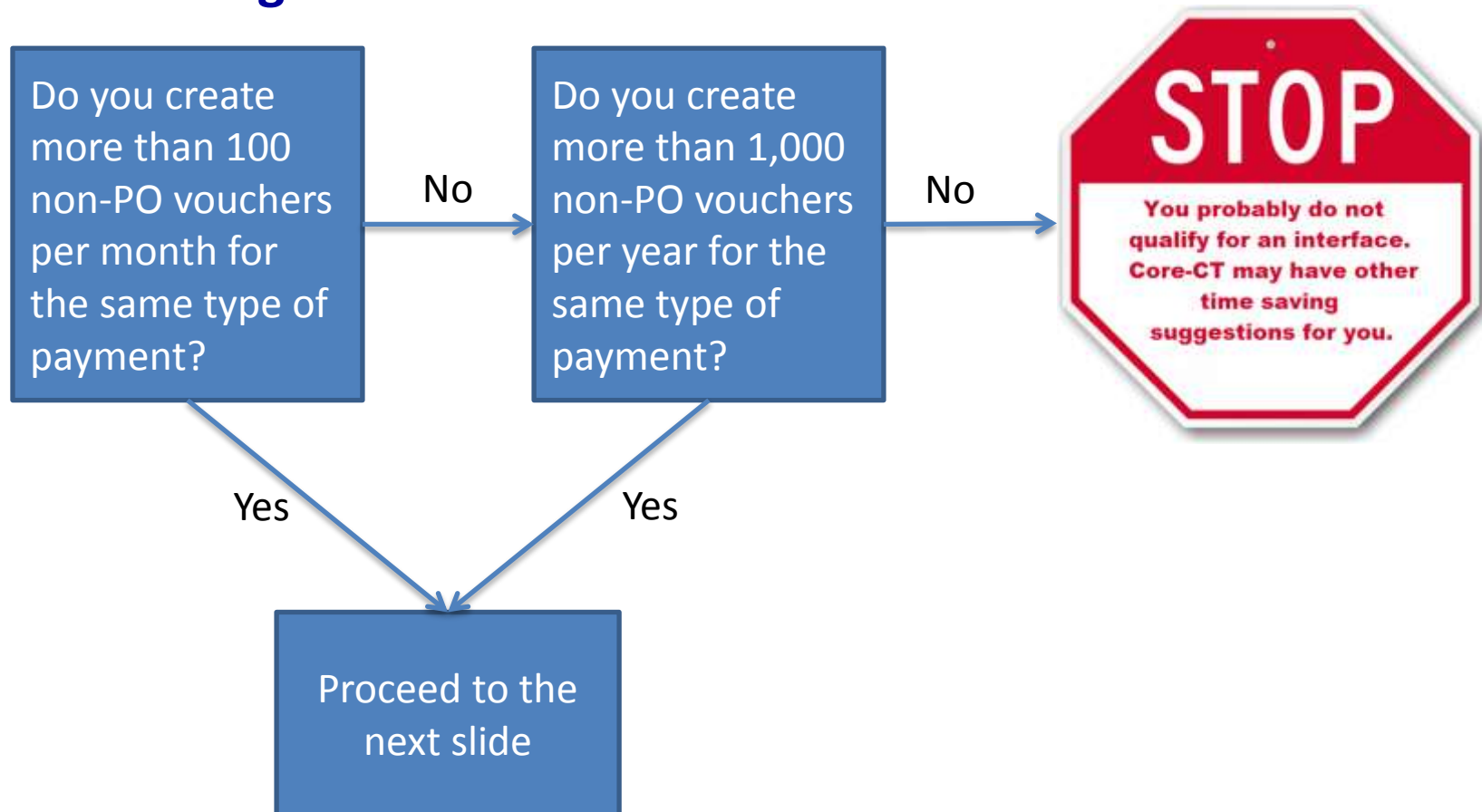
Overview

While the majority of Core-CT vouchers are entered online, there may be alternative entry methods for high volume, same style voucher entry. Some online functionality that may streamline your voucher entry is speedcharts, template vouchers, or custom sessions. If these options are not sufficient you may consider an interface.

- **One-Time Interface** – This is a system to system interface that may be used for non withholding, non service payments such as refunds . This interface requires an agency to have technical staff to support the XML interface process. A separate origin and user ID may be required. Vouchers will require approval and budget check in Core-CT after upload.
- **Ongoing Interface** – This is a system to system Interface which creates vouchers to State vendors, towns, clients, etc. This interface requires an agency to have technical staff to support the XML interface process. A separate origin may be required. Vouchers will require approval and budget check in Core-CT and must comply with accounts payable business practices.
- **Excel Upload** – This interface requires a manual upload of an Excel spreadsheet to Core-CT. The spreadsheet is utilized to create vouchers to State vendors, towns, clients, etc. Vouchers will require approval and budget check in Core-CT and must comply with accounts payable business practices.

Interfacing Vouchers

Considering an interface



Interfacing Vouchers

Applying for an AP Interface

Contact OSC, Central Accounts Payable Division Director, and Core-CT Financials Manager with a request for consideration of an AP Interface.

elizabeth.macha@ct.gov; donalynn.black@ct.gov

Include the following information

1. Monthly/yearly volume
2. Type of payments
3. Sample voucher/payment
4. Brief description of system and/or procedures that will be used to prepare interface transactions
5. Financial and technical staff contact information

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Applying for an AP Interface—Next Steps

OSC/Core-CT will review your request and respond to you with a recommended option.

If an interface is recommended, OSC will request a detailed description of the system/procedure used to prepare the voucher information which clearly describes the internal controls. This document will be used to determine approval. Once approved, OSC/Core-CT will then work closely with your agency to implement.

If an interface is not recommended please contact Core-CT via Footprints for assistance in exploring other functionality.

Interfacing Vouchers

Rules and Guidelines for Managing AP Interfaces

XML AP Interfaces

1. Agency must comply with OSC requirements for managing vouchers, including the verification of withholding information.
2. Agency is responsible for notifying OSC and Core-CT of any changes to the systems/procedures used to produce the interface file.
3. Agency must have technical staff versed in XML file creation & maintenance
4. Agency staff will work with development staff at Core-CT to create the file and be the technical contact for file issues
5. A functional contact must be identified for issues once the vouchers are built

Excel Upload Interfaces

1. Agency must comply with OSC requirements for managing vouchers, including the verification of withholding information.
2. Agency is responsible for notifying OSC and Core-CT of any changes to the systems/procedures used to produce the interface file.
3. Agency must have fiscal staff versed in Excel spreadsheets
4. Agency staff must attend Excel Upload training at Core-CT
5. A functional contact must be identified for issues once the vouchers are built

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Rules and Guidelines for Managing AP Interfaces

For information on managing spreadsheets, files and vouchers built from either interface method please see the following job aid:

http://www.core-ct.state.ct.us/financials/ap/doc/interface_voucher.doc

Interfacing Vouchers

Contact us for help with:

- Approval of interface use, rules and guidelines
 - OSC APD Division Director, Elizabeth Macha, elizabeth.macha@ct.gov
 - Core-CT Financial Manager, Donalynn Black, donalynn.black@ct.gov
- Training on Excel Upload process, spreadsheet templates, roles for interfaces
 - Log a ticket with 'Footprints'
- File errors from XML AP Interfaces
 - Core-CT will contact you, please inform Core-CT of changes to contact people
- Voucher errors from XML AP Interfaces or Excel Upload process
 - Core-CT will contact you
- OR... if you are unsure, go to 'Footprints' and staff will help you.