

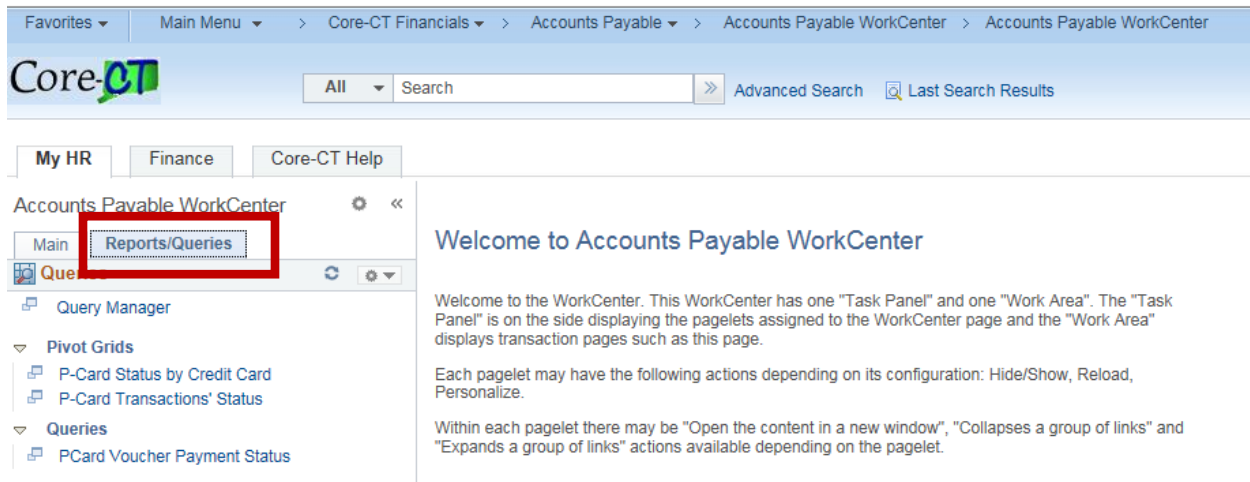
Reviewing PCard Voucher Payment Status

Note: Before using this query, your WorkCenter must be configured. Click the link below to view the JobAid to set it up.

http://www.corect.state.ct.us/financials/ap/pdf/Reviewing_Exceptions_thru_AP_WorkCenter.pdf

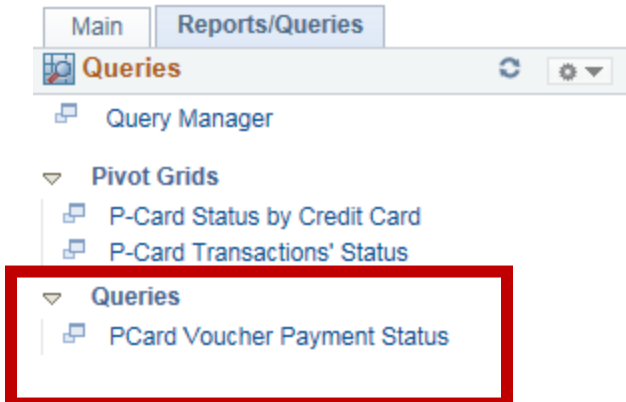
Once your WorkCenter is configured, navigate to Accounts Payable>Accounts Payable WorkCenter

1. Click Queries Tab



The screenshot shows the Core-CT Accounts Payable WorkCenter interface. The breadcrumb trail at the top reads: Favorites > Main Menu > Core-CT Financials > Accounts Payable > Accounts Payable WorkCenter > Accounts Payable WorkCenter. The 'Reports/Queries' tab is highlighted with a red box. The main content area displays a welcome message: "Welcome to Accounts Payable WorkCenter". Below the welcome message, there is a "Query Manager" section with a list of queries, including "PCard Voucher Payment Status".

2. Select 'PCard Voucher Payment Status'



The screenshot shows the Core-CT Accounts Payable WorkCenter interface with the 'Queries' section expanded. The 'PCard Voucher Payment Status' query is highlighted with a red box. The breadcrumb trail at the top reads: Main > Reports/Queries > Queries > PCard Voucher Payment Status.

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Accounts Payable Updated As Of: June 22, 2017**

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3. Enter 'Business Unit' and Click lookup on the Invoice Date. Select Invoice Date to view all vouchers and the status. Then click the 'View Results' button.


Note: Invoice Date = PCard Billing Date

The screenshot shows a web application interface for "PCARD_VOUCHER_PAYMENT_STATUS". At the top, there are two search fields: "Business Unit" with the value "DVAM1" and "Invoice Date". Below these fields is a "View Results" button. A table header is visible with columns: Business Unit, Voucher ID, Invoice Number, Invoice Date, Budget Status, Document Tolerance Status, and Close Status. A "Query" dialog box is open, showing "Search by: Billing Date=" with a search button. Below the dialog, "Search Results" are displayed, showing a table with the column "Billing Date" and three rows of dates: 04/10/2017, 05/10/2017, and 06/10/2017. The dialog also includes "Look Up", "Cancel", and "Advanced Lookup" buttons, and pagination controls for "View 100", "First", "1-3 of 3", and "Last".

4. A listing of payments for the billing date will be available.

In order for vouchers to get paid they must have :

- ✓ Document Tolerance Status = Valid
- ✓ Budget Header Status = Valid
- ✓ Post Status = Posted
- ✓ Entry Status = Postable
- ✓ Close Status = Open

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Notice the Voucher that does not have a 'Payment Date' because it has a Document Tolerance Error. This is defined by the letter 'E' in the Document Tolerance Status Column. It will not be paid until the error is corrected. For more help on how to resolve document tolerance issues please review the Job Aid on Core-CT Website :

http://www.core-ct.state.ct.us/financials/ap/pdf/Resolve_Doc_Tolerance_Exceptions.pdf

PCARD_VOUCHER_PAYMENT_STATUS - PCARD_VOUCHER_PAYMENT_STATUS

Business Unit 

Invoice Date 

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(1 kb\)](#)

View All

First 1-8 of 8 Last

	Business Unit	Voucher ID	Invoice Number	Invoice Date	Budget Status	Document Tolerance Status	Close Status	Entry Status	Post Status	Paid Amount	Payment Date
1	DVAM1	00078663	5405017900030515_1706127081530	06/10/2017	V	V	O	P	P	29.320	06/14/2017
2	DVAM1	00078664	5405017900030515_1706127081318	06/10/2017	V	V	O	P	P	280.000	06/14/2017
3	DVAM1	00078696	5405017900030515_1706137040052	06/10/2017	N	E	O	P	U	0.000	
4	DVAM1	00078759	5405017900030515_1706203810357	06/10/2017	V	V	O	P	P	1800.000	06/22/2017
5	DVAM1	00078760	5405017900030515_1706203810236	06/10/2017	V	V	O	P	P	131.710	06/22/2017
6	DVAM1	00078761	5405017900030515_1706203810012	06/10/2017	V	V	O	P	P	179.220	06/22/2017