

Introduction to Accounts Payable

State of Connecticut
Core-CT
Continuing Education Initiative

Course Goals

- ✓ To give students a greater understanding of their place in Core-CT, an integrated financial system.
- ✓ To instruct students in the Core-CT recommended approach to Accounts Payable.
- ✓ To help students maximize the capabilities of Accounts Payable and use their work time efficiently.



Agenda

Core-CT Financials

Core-CT Overview

Core-CT Help Desk

Accounts Payable Overview

Voucher Life Cycle

Roles and Responsibilities

Voucher Styles

Creating Vouchers

Regular Voucher

Partial Payment Voucher

Non-PO Voucher

Adjustment Voucher

Journal Voucher

Reversal Voucher

Template Voucher

 Non-PO Voucher from Template

Agenda

Managing Vouchers

Approving Vouchers

Creating SpeedCharts

Deleting Vouchers

Understanding Match Exceptions

Understanding Budget Exceptions

Payments

Understanding Offsets

Inquiries and Reports

Voucher Activity Report

Voucher Inquiry

Payment Inquiry

PO/AP Interface Inquiry

Month End/Fiscal Year End Reporting

Core-CT Financials

Topics

- ” Core-CT Overview
- ” Core-CT Financials Integration
- ” Core-CT Help Desk

Core-CT is the State’s integrated financial and administrative computer system.

Core-CT Financials Overview

Core-CT Financials uses PeopleSoft version 9.1.

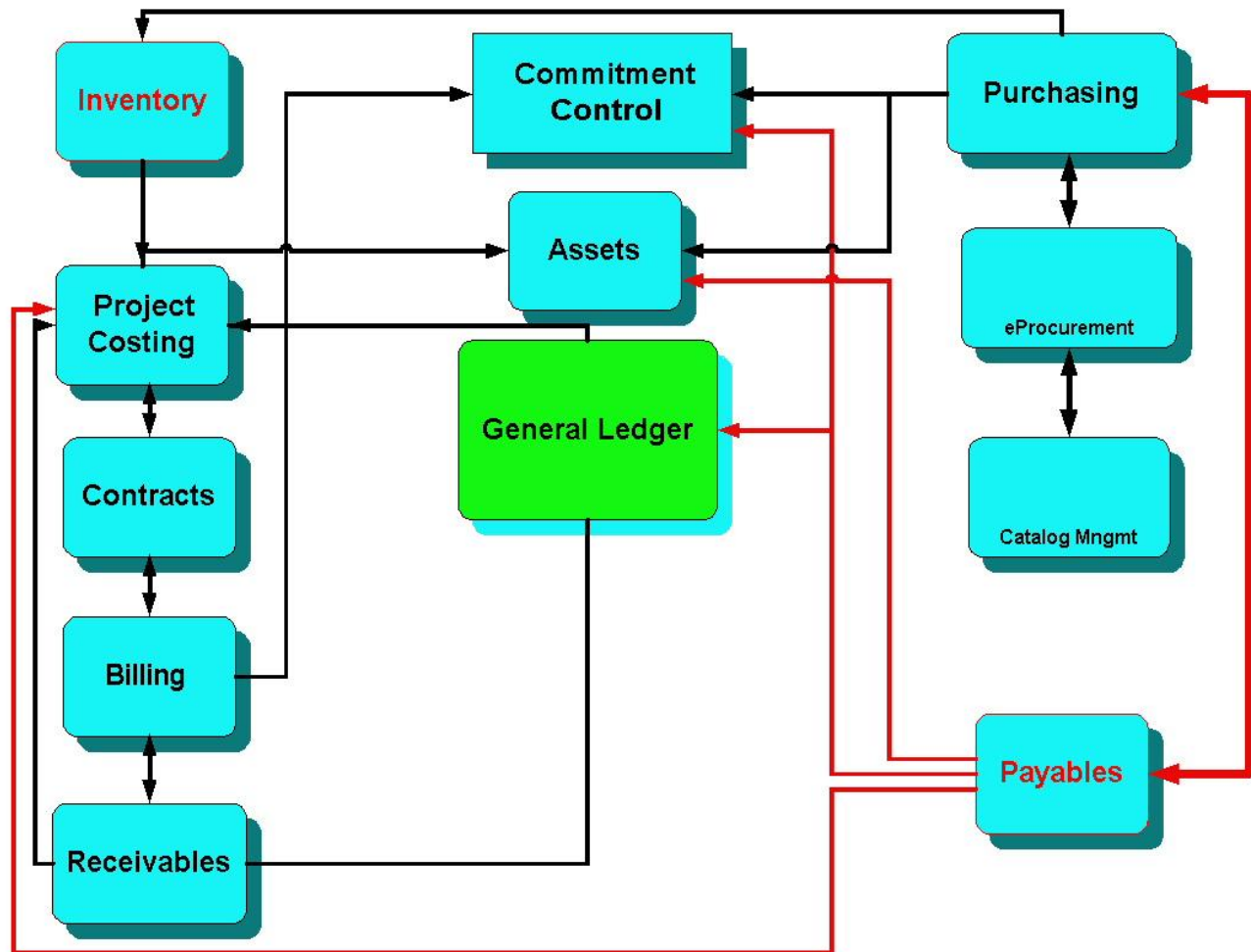
Financial Modules: General Ledger, Purchasing, eProcurement, Catalog Management, Accounts Payable, Accounts Receivables, Billing, Asset Management, Inventory, Project Costing and Customer Contracts.

Human Resource Management System (HRMS): modules for Payroll, Time and Labor, Human Resources and Benefits.

Enterprise Performance Management (EPM): Houses the data from both the Financial and HRMS modules for integration and reporting purposes.

Core-CT office is based in Hartford and managed by the Office of the State Comptroller and Department of Administrative Services.

Core-CT Financials Integration



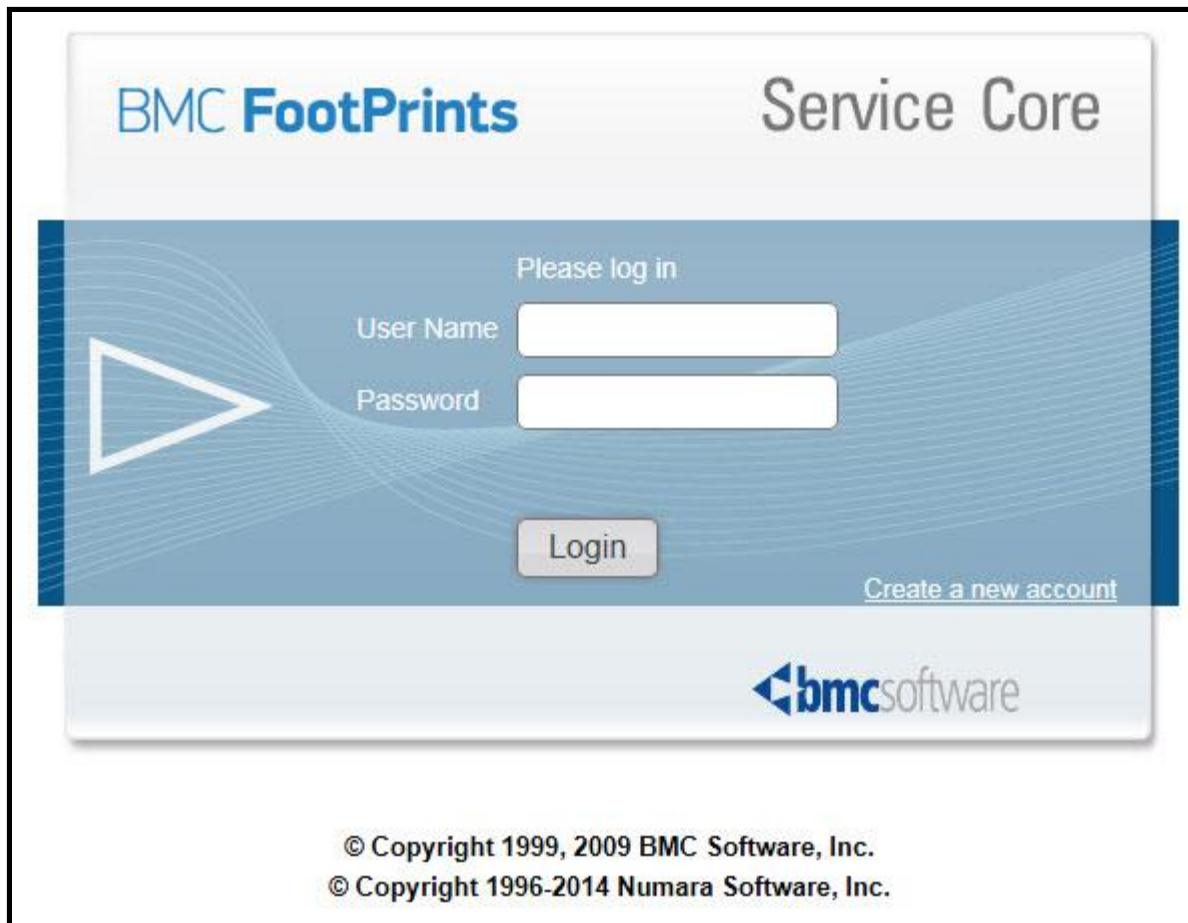
~ This diagram demonstrates the integration of the modules in Core-CT.

~ Connecticut is the only state (so far) that integrates its Human Resource Management System module with its Financial modules, and Enterprise Performance Management module.

~ There are other PeopleSoft clients that use more modules but none are completely integrated.

~ The modules are fully integrates, eProcurement works with Purchasing, Catalog Management, Accounts Payable ...

Core-CT Help Desk



The image shows a login page for BMC FootPrints Service Core. At the top left is the "BMC FootPrints" logo, and at the top right is "Service Core". The main area has a blue background with a white play button icon on the left. In the center, it says "Please log in" above two input fields for "User Name" and "Password". Below these is a "Login" button. To the right of the "Login" button is a link that says "Create a new account". At the bottom right is the "bmcsoftware" logo. At the bottom center, there are two lines of copyright text: "© Copyright 1999, 2009 BMC Software, Inc." and "© Copyright 1996-2014 Numara Software, Inc."

“ The Core-CT Help Desk assists Core-CT users with issues or problems that occur within financial modules.

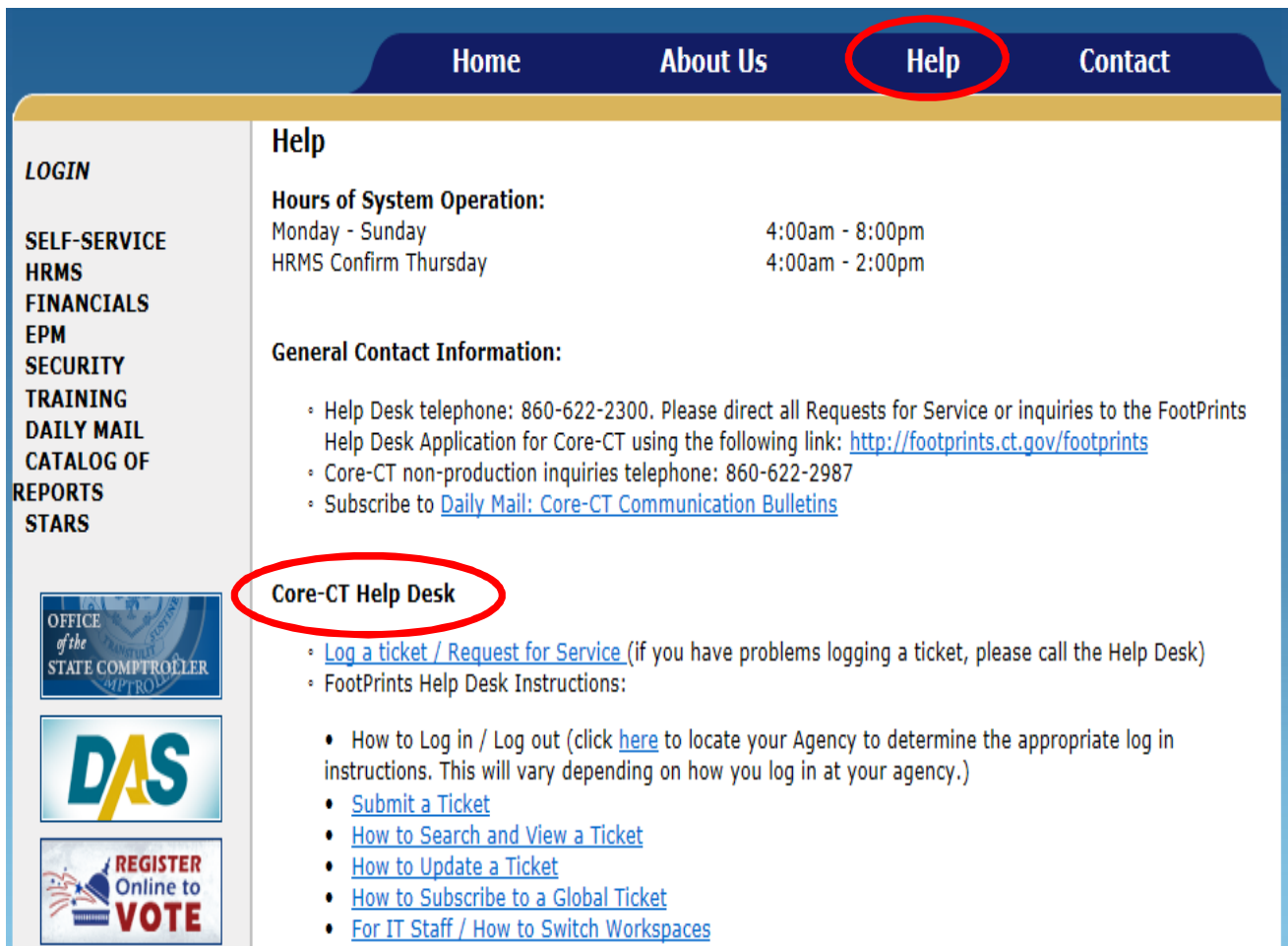
“ Core-CT user create tickets in FootPrints containing information related to the issue they are having.

“ Core-CT DOT users should email DOT.Core.support@ct.gov with Core-CT related issues. The DOT help desk will then create a ticket in FootPrints containing the information received in the email.

“ The Help Desk team uses the information in the ticket, to research the issue and give the best solution to finish the transaction.

“ FootPrints is the new Help Desk Application for Core-CT. Request for services or inquiries should be completed through the following link: <http://footprints.ct.gov/footprints>.

Core-CT Help Desk



Home **About Us** **Help** **Contact**

LOGIN

SELF-SERVICE
HRMS
FINANCIALS
EPM
SECURITY
TRAINING
DAILY MAIL
CATALOG OF
REPORTS
STARS

Help

Hours of System Operation:

Monday - Sunday	4:00am - 8:00pm
HRMS Confirm Thursday	4:00am - 2:00pm

General Contact Information:

- Help Desk telephone: 860-622-2300. Please direct all Requests for Service or inquiries to the FootPrints Help Desk Application for Core-CT using the following link: <http://footprints.ct.gov/footprints>
- Core-CT non-production inquiries telephone: 860-622-2987
- Subscribe to [Daily Mail: Core-CT Communication Bulletins](#)

Core-CT Help Desk

- [Log a ticket / Request for Service](#) (if you have problems logging a ticket, please call the Help Desk)
- FootPrints Help Desk Instructions:
 - How to Log in / Log out (click [here](#) to locate your Agency to determine the appropriate log in instructions. This will vary depending on how you log in at your agency.)
 - [Submit a Ticket](#)
 - [How to Search and View a Ticket](#)
 - [How to Update a Ticket](#)
 - [How to Subscribe to a Global Ticket](#)
 - [For IT Staff / How to Switch Workspaces](#)

OFFICE of the STATE COMPTROLLER

DAS

REGISTER Online to VOTE

“ The Help tab on the Core-CT website contains the FootPrints link.

“ The Core-CT Help Desk section contains instructions on how to log in based on the users agency and other relevant information. It also contains job aids on how to submit a ticket, search and view a ticket, and update a ticket.

Accounts Payable Overview

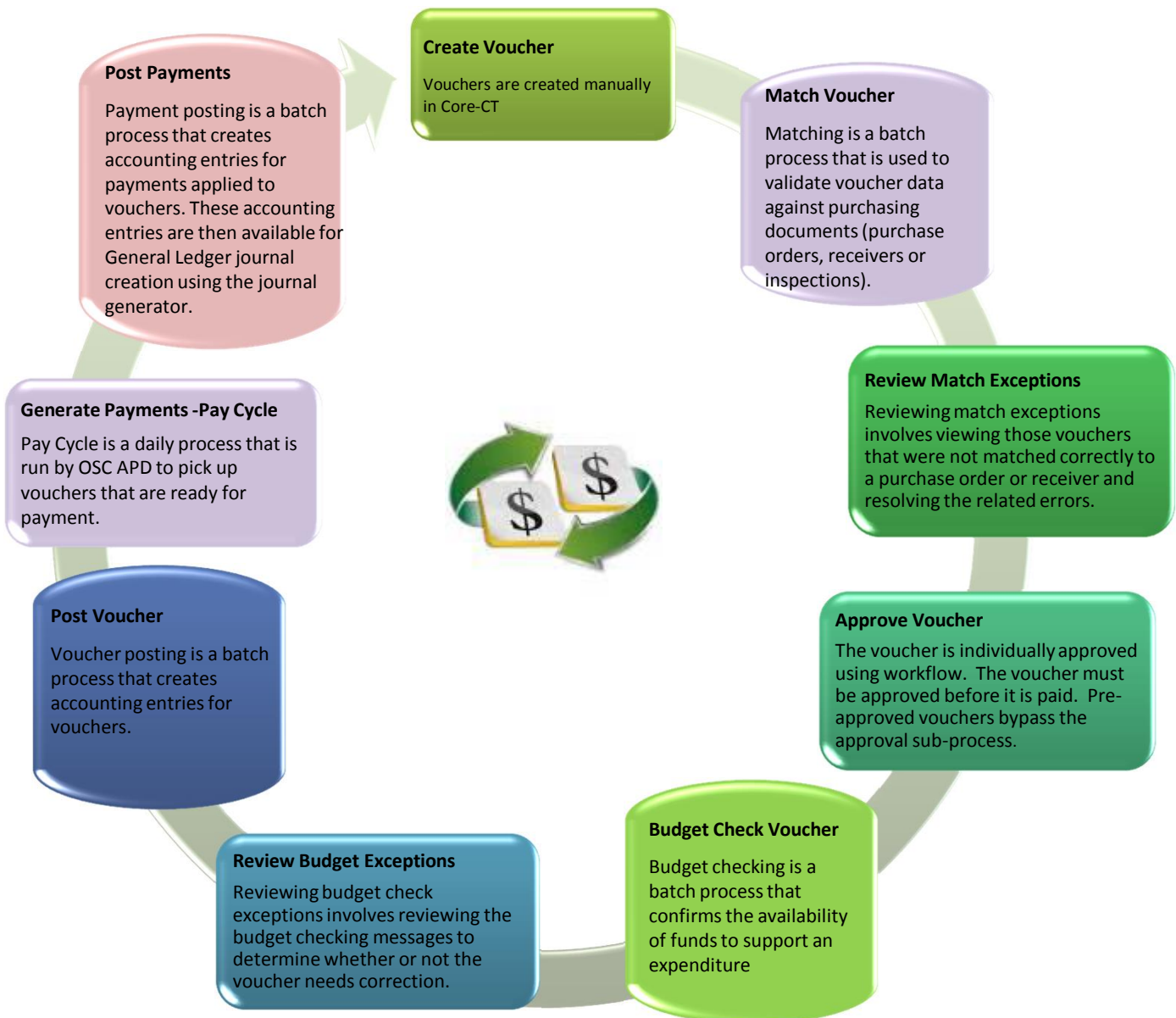
Topics

- “ Voucher Life Cycle
- “ Roles and Responsibilities
- “ Voucher Styles

Accounts Payable is the process of making payments to vendors and others who provide goods and services to an agency.

Vouchers are created online or through an 'AP Interface' to create payments.

Voucher Life Cycle



“ Batch processes run daily around 10:00 a.m., 12:00 p.m., 2:00 p.m., and overnight. Rectangles represent user activity. The Pay Cycle is a manual process done in Core-CT by OSC Accounts Payable Division.

Roles and Responsibilities

Accounts Payable: The process of making payments to vendors and others that provide goods and services to an agency.

Voucher Processor: This role is responsible for creating vouchers that pay vendors, departments, or other state agencies for goods and services. Tasks include: receives vendor invoices, copies receiver information from purchase order receipt, ensures correct payment method is selected, validates payment incentive, validates and enters asset information on voucher distribution line, resolves match exceptions from the match process, and resolves budget check errors from the budget check process.

Voucher Approver: This role is responsible for approving vouchers. Tasks include: approves, denies or holds from either voucher worklist or voucher framework, validates voucher invoice information, receipt date and voucher amounts, and ensures proper remittance information and processing options.

Voucher Viewer: This role has the ability to view voucher information.

Voucher Styles

Regular Vouchers: Used to pay vendors, employees, and state agencies, always for a positive amount.

Non-PO Vouchers: Used to pay postage, replenish petty cash funds, etc. Prior approval from OSC/APD Division is required.

Template Vouchers: Used to quickly populate vouchers that are created repeatedly (high volume, same information). Template vouchers never post or pay, and cannot be deleted or closed. Only used to create non-PO vouchers.

Adjustment Vouchers: Used to adjust a regular voucher after receiving debit or credit memos from vendors. Must relate to original voucher.

Reversal Vouchers: Used to reverse or “take back” a regular voucher that has been posted, but not paid, and cannot be deleted.

Journal Vouchers: Used to correct distribution coding errors on vouchers. Journal vouchers are zero dollars and never pay.

Creating Vouchers

Topics

- ” **Regular Voucher**
- ” Partial Payment Voucher
- ” Non-PO Voucher
- ” Adjustment Voucher
- ” Journal Voucher
- ” Reversal Voucher
- ” Template Voucher
 - . Non-PO Voucher from Template

A Regular Voucher is the most common voucher style used to pay vendors for goods and services.

Regular PO Vouchers are created by copying from a Purchase Order Receipt.

These vouchers should always have a positive dollar amount on the invoice lines, distribution lines and gross amount fields.

Example: An agency orders one printer from a vendor, later the agency receives one printer.

Regular Voucher

Navigation: Main Menu > Core-CT Financials > Accounts Payable > Vouchers > Add/Update > Regular Entry

Voucher

Find an Existing Value | **Add a New Value**

Business Unit: DASM1

Voucher ID: NEXT

Voucher Style: Regular Voucher

Short Vendor Name:

Vendor ID:

Vendor Location:

Address Sequence Number:

Invoice Number:

Invoice Date:

Gross Invoice Amount: 0.00

Freight Amount: 0.00

Misc Charge Amount: 0.00

Estimated No. of Invoice Lines: 1

Add

Find an Existing Value | Add a New Value

- The Add a New Value tab is used to create a new voucher. The Find an Existing Value tab is used to find an existing voucher.
- Validate that the correct Business Unit populates. The Voucher ID field defaults to NEXT. A Voucher ID will be generated by Core-CT upon saving.
- Information entered on the Add a New Value tab will carry over to the Invoice Information page on the voucher.
- Prepaid, Register, Single Payment, and Third Party vouchers are currently not being used by Core-CT.

Regular Voucher

Invoice Information | Payments | Voucher Attributes | Consumption

Business Unit: DASM1
 Voucher ID: NEXT
 Voucher Style: Regular Voucher

Invoice No: 9999Z0
 Invoice Date: 07/10/2014
 Accounting Date: 07/14/2014
 Receipt Date: 07/14/2014

Vendor ID:
 ShortName:
 Location:
 *Address:

[Session Defaults](#)
[Attachments \(0\)](#)
[Comments\(0\)](#)

[Advanced Vendor Search](#)

Control Group:
 Invoice Lines: 0.00
 *Currency: USD
 Miscellaneous:
 Freight:
 Total: 0.00
 Difference: 0.00

*Pay Terms: 000 Due Now
 Basis Date Type: Inv Date
[Non Merchandise Summary](#)
 Penalty Details

[View Audit Logs](#)
 Print Invoice

Copy From Source Document

PO Unit:
 PO Number:
 Copy From:
 Copy PO
 Go

Invoice Lines

Find | View All | First | 1 of 1 | Last

- To create a Regular Voucher from a PO Receipt, enter the Invoice Number, the Invoice Date, and the Receipt Date on the Invoice Information page. The Invoice Date is the date the agency receives an invoice from the vendor. The Invoice Date is not the vendor invoice date and it is not the date an agency prepares the invoice.
- Receipt Date refers to the date the goods or services were received or contractually due. For payments made in arrears for a period of time, enter the ending date of the period. For payments required prior to services enter the date the payment was due.
- For additional information on Invoice Dates and Receipt Dates see OSC Memorandum No. 2007-24.
- The Copy From Source Document drop down menu displays the voucher sources used to create a Regular Voucher.
- In this example, the PO Receipt will be selected in the Source Document drop down menu. This means the Purchase Order has been received in Core-CT.

Regular Voucher

Copy Worksheet

Business Unit: DASM1 Voucher ID: NEXT [Back to Invoice](#)

Receiver Lookup Criteria

PO Business Unit: PO Number:

*PO Date Option: No Date PO Date:

Ship To:

Receipt Unit: DASM1 **1**

Receipt Number From: 0000008917

*Recv Dt Opt: No Date

Receipt Number To:

Receiver Line From:

Receipt Date:

Pro Number:

Receiver Line To:

Carrier ID:

Packing Slip:

Bill of Lading:

Additional Search Criteria

Max Rows to Return: **2** **4**

☒ [Select All](#) ☐ [Clear All](#)

Select Receiver Lines [Find](#) [View All](#) First **1 of 1** Last

PO Business Unit: DASM1 PO Number: 0000009041 PO Date: 01/27/2014

Receipt Unit: DASM1 Receipt Number: 0000008917 Receipt Date: 01/28/2014

Ship To: 0640000035 Pro Number:

Carrier ID: Packing Slip:

Vendor ID: 0000010054 Bill of Lading:

CWPM LLC

Select Receiver Lines [Personalize](#) [Find](#) [View All](#) First **1 of 1** Last

Main Information **Contract Information**

Select	Receipt Line	Seq	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency	Unmatched Qty (VUOM)	UOM PO	Purchase Order Price	PO N
<input checked="" type="checkbox"/> 3		1	1	Identicard F-10 FAYMCKO Printe	1.0000	EA	157.00	157.00	USD	1.0000	EA	157.00	0000

☒ [Select All](#) ☐ [Clear All](#)

- After selecting PO Receipt, the Copy Worksheet page displays.
- (1) Enter the Receipt Business Unit and Receipt Number From in the Receiver Lookup Criteria group box.
- (2) Click Search.
- (3) The search results will display in the Select Receiver Lines group box. Select the appropriate line(s) checkbox.
- (4) Click the Copy Selected Lines button.
- **IMPORTANT:** Make sure any quantity/amount changes are made here before clicking the Copy Selected Lines button.

Regular Voucher

Invoice Information | Payments | Voucher Attributes | Consumption

Business Unit: DASM1 Invoice No: 9999ZO
 Voucher ID: NEXT Invoice Date: 01/14/2014
 Voucher Style: Regular Voucher Accounting Date: 01/28/2014 Receipt Date: 01/28/2014

Vendor ID: 0000010054 CWP LLC
 ShortName: 061600557F-001 25 NORTON PL
 Location: MAIN PO BOX 415
 *Address: 1 PLAINVILLE, CT 06062

Control Group: *Pay Terms: 000 Due Now
 Invoice Lines: 0.00 Basis Date Type: Inv Date
 *Currency: USD
 Miscellaneous: Non Merchandise Summary
 Freight: Penalty Details
 Total: 157.00

Difference: 0.00
 Calculate

Copy From Source Document
 PO Unit:
 PO Number:
 Copy From: None

Invoice Lines
 Line: 1 Item: UOM: EA
 *Distribute by: Quantity Unit Price: 157.00000 Quantity: 1.0000
 Ship To: 0640000035 Line Amount: 157.00
 SpeedChart: Description: Identicard F-10 FAYMCKO Printe

Calculate

Purchase Order & Receiver Info
 Associate Receiver(s)

Override PO Pct.
 Allocate by Pct.

Distribution Lines
 GL Chart Exchange Rate Statistics Assets

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Fund	Dept	SID	Program	Account
<input type="checkbox"/>	1	100.0000	100.0000	157.00	1.0000	STATE	11000	DAS23331	10020	13012	54060

Save Notify Refresh Add Update/Display

Invoice Information | Payments | Voucher Attributes | Consumption

“ After clicking the Copy Selected Lines button, the Purchase Order Receipt information will populate to the Invoice Information page.

“ Chartfield coding should never be changed on vouchers created from a Purchase Order Receipt. Changing Chartfield coding in the Distribution Lines cause Purchase Order and Budget issues.

“ Click the Payments tab.

Regular Voucher

Invoice Information | **Payments** | Voucher Attributes | Consumption

Business Unit: DASM1 Invoice No: 9999ZO
 Voucher ID: NEXT Invoice Date: 01/14/2014
 Voucher Style: Regular Voucher
 Total Amount: 0.00

*Pay Terms: 000 Due Now [Schedule Payments](#)

Payment Information Find | View All | First | 1 of 1 | Last

Payment: 1
 *Remit to: 0000010054 Gross Amount: 0.00 USD
 Location: MAIN-ACH Discount: 0.00 USD
 *Address: 1
 CWPM LLC
 25 NORTON PL
 PO BOX 415
 PLAINVILLE, CT 06062
 Scheduled Due:
 Net Due:
 Discount Due:
 Accounting Date:
[Payment Inquiry](#)
☐ Discount Denied
[Late Charge](#)
[Express Payment](#)
[Payment Comments\(0\)](#)
[Holiday/Currency](#)

Payment Options

*Bank: FLEE2 Pay Group:
 *Account: VEN1 *Handling: RE [Vendor Bank](#)
 *Method: ACH ACH *Netting: Not Applicable [Messages](#)
 L/C ID: [Layout](#)
 Message:
 Message will appear on remittance advice. ☐ Hold Payment
☐ Separate Payment

Schedule Payment

*Action: Schedule
 Pay:
 Payment Date:
 Reference:
[Add](#) [Update/Display](#)

Invoice Information | Payments | Voucher Attributes | Consumption

“ The State of Connecticut mandates ‘Due Now’ pay terms for all vouchers unless a voucher is created from a Purchase Order utilizing a Department of Administrative Service contract that has different pay terms.

“ Pay Terms will populate differently depending on the contract information related to the Purchase Order and Voucher.

- Voucher Processors and Voucher Approvers should make every effort to process the voucher through the Accounts Payable workflow to take advantage of Known Prompt Payment Incentives.

- If an incentive pay term is displayed, the Discount due will show the amount that will be deducted from the Gross Amount at the time of payment. The discount will only be awarded if the terms of the payment are met.

- Important: Regardless of whether the discount is awarded or lost at the time of payment, the discount amounts continue to display on the voucher’s Payments page.

Regular Voucher

Invoice Information | Payments | Voucher Attributes | Consumption

Business Unit: DASM1
 Voucher ID: NEXT
 Voucher Style: Regular Voucher

Invoice No: 9999ZO
Invoice Date: 01/14/2014
 Accounting Date: 01/28/2014
 Receipt Date: 01/28/2014

Vendor ID: 0000010054
 ShortName: 061600557F-001
 Location: MAIN
 *Address: 1

CWPM LLC
 25 NORTON PL
 PO BOX 415
 PLAINVILLE, CT 06062

[Session Defaults](#)
[Attachments \(0\)](#)
[Comments\(0\)](#)

[Advanced Vendor Search](#)

Control Group:
 Invoice Lines: 0.00
 *Currency: USD
 Miscellaneous:
 Freight:
 Total: 157.00

*Pay Terms: 000 Due Now
 Basis Date Type: Inv Date
[Non Merchandise Summary](#) [Penalty Details](#)

[View Audit Logs](#)
[Withholding](#)
[Print Invoice](#)

Difference: 0.00
[Calculate](#)

Copy From Source Document

PO Unit:
 PO Number:
 Copy From: None

[Copy PO](#)
[Go](#)

▼ Distribution Lines

GL Chart | Exchange Rate | Statistics | **Assets** | [Personalize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	Asset	Business Unit	Profile ID	Asset ID	Seq
+ -	1	100.0000	100.0000	157.00	1.0000	<input checked="" type="checkbox"/>	DASM1	1CNTRLITEM	NEXT	

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

[Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Consumption](#)

- The Invoice Date is important for Asset related vouchers. The Invoice Date on the voucher is the actual In-Service Date for the asset in the Asset Management module. This determines when asset depreciation starts.
- The Invoice Date also determines the scheduled due date for awarding pay term incentives.
- If an asset has not previously been identified on the Purchase Order or Receiver, the voucher is the last opportunity to integrate this information. Asset information can be added without updating the Purchase Order/Receiver on the Assets tab in the Distribution Lines group box.
- Select the Asset checkbox. Enter the AM Business Unit and Profile ID. The Asset ID should be left as NEXT

Regular Voucher

Invoice Information | Payments | Voucher Attributes | Consumption

Business Unit: DASM1 Invoice No: 9999ZO
 Voucher ID: NEXT Invoice Date: 01/14/2014
 Voucher Style: Regular Voucher Accounting Date: 01/28/2014 Receipt Date: 01/28/2014

Vendor ID: 0000010054 CWPM LLC
 ShortName: 061600557F-001 25 NORTON PL
 Location: MAIN PO BOX 415
 *Address: 1 PLAINVILLE, CT 06062

[Advanced Vendor Search](#) [Session Defaults](#)
[Attachments \(0\)](#)
[Comments\(0\)](#)

Control Group: *Pay Terms: 000 Due Now
 Invoice Lines: 0.00 Basis Date Type: Inv Date
 *Currency: USD [Non Merchandise Summary](#) [Penalty Details](#)
 Miscellaneous: [View Audit Logs](#)
 Freight: [Withholding](#)
 Total: 157.00 [Print Invoice](#)

Difference: 0.00 [Calculate](#)

Copy From Source Document
 PO Unit:
 PO Number:
 Copy From: None [Go](#) [Copy PO](#)

Withholding Information

[Back to Invoice](#)
 Business Unit: DASM1 Invoice Number: 9999ZO VAT Entity:
 Voucher ID: NEXT Vendor: 0000010054 CWPM LLC Invoice Date: 01/14/2014

Withholding Option
☐ Postpone Withholding

Invoice Line Withhold Information Find | View All | First | 1 of 1 | Last

Line: 1 Description: Identicard F-10 FAYMCKO Print
 Withholding Code: ☒ Withholding Applicable

*Entity	*Type	*Jurisdiction	*Class	Withholding Basis Amt Override	Contract Reference	Rule Override	Apply Withholding	Applicable
1 IRS	1099	FED	07				Withhold at Payment	<input checked="" type="checkbox"/>

- Every vendor in Core-CT includes details of the type of company it is. Depending on the type of goods or services rendered, the vendor may be identified as a 'Withholding' vendor.
- Annually, withholding vendors receive a Form 1099 from the State of Connecticut. The 1099 Form shows all payments made from the State of Connecticut to the vendor. Copies of all 1099s are then forwarded to the IRS.
- The Office of the State Comptroller, Accounts Payable Division oversees the withholding process, including the annual 1099 files sent to the IRS and all the vendors.
- Withholding is applied by line. If not applicable, uncheck the Applicable checkbox and the Withholding checkbox and the line will not be reported on the 1099.

Regular Voucher

Invoice Information | Payments | Voucher Attributes | Consumption

Business Unit: DASM1 Invoice No: 9999ZO
 Voucher ID: NEXT Invoice Date: 01/14/2014
 Voucher Style: Regular Voucher Accounting Date: 08/26/2014 Receipt Date: 01/28/2014

Vendor ID: 000010054 CWPM LLC
 ShortName: 061600557F-001 25 NORTON PL
 Location: MAIN PO BOX 415
 *Address: 1 PLAINVILLE, CT 06062

Control Group: *Pay Terms: 000 Due Now
 Invoice Lines: 0.00 Basis Date Type: Inv Date
 *Currency: USD Non Merchandise Summary
 Miscellaneous: Penalty Details
 Freight:
 Total: 157.00

Difference: 0.00 Calculate

Copy From Source Document
 PO Unit:
 PO Number:
 Copy From: None Go

Invoice Lines Find | View All First 1 of 1 Last
 Line: 1 Item: UOM:
 *Distribute by: Amount Unit Price: Quantity:
 Ship To: NONPOVCHR Line Amount: 157.00
 SpeedChart: Description: Identicard F-10 FAYMCKO Printe
☐ One Asset

Calculate

Distribution Lines Personalize | Find | View All First 1 of 1 Last
 GL Chart Exchange Rate Statistics Assets

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Fund	Dept	SID	Program	Account	ChartFi
<input type="checkbox"/>	1	157.00	1.0000	STATE	11000	DAS23331	10020	13012	54060	

Save Notify Refresh Add Update/Display

Invoice Information | Payments | Voucher Attributes | Consumption

Click the Save button.

Regular Voucher

Summary		Related Documents		Invoice Information		Payments		Voucher Attributes		Error Summary		Consumption	
Business Unit:	DASM1	Invoice Date:	01/14/2014										
Voucher ID:	00031756	Invoice No:	9999ZO										
Voucher Style:	Regular	Invoice Total:	157.00	USD									
Contract ID:		Receipt Date:	01/28/2014										
Vendor Name:	CWPM LLC 25 NORTON PL PO BOX 415 PLAINVILLE, CT 06062	Pay Terms:	Due Now										
		Voucher Source:	Online										
Entry Status:	Postable	Origin:	ZZZ										
Match Status:	Ready	Created:	01/28/2014										
Approval Status:	Pending	Created By:	CTSUPERUSER										
Post Status:	Unposted	Modified:	01/28/2014										
		Modified By:	CTSUPERUSER										
		ERS Type:	Not Applicable										
Budget Status:	Not Chk'd	Close Status:	Open										
Budget Misc Status:	Not	Audit Logs Go											
*View Related	Accounting Entries Inquiry Payment Inquiry Purchase Order Inquiry Voucher Document Status Voucher Inquiry												
<input type="button" value="Save"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/>		<input type="button" value="Add"/> <input type="button" value="Update/Display"/>											
Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary Consumption													

~ After the voucher is saved Core-CT will auto generate a Voucher ID and three additional tabs display: Summary, Related Documents and Error Summary.

~ The Summary page displays related voucher information and the status of the voucher.

~ The view related drop down menu displays voucher related pages available for viewing. Select an option, click the Go link and a new window will open.

~ The Related Documents page displays PO, Receipt and Payment details related to this voucher.

Regular Voucher

Summary		Related Documents		Invoice Information		Payments		Voucher Attributes		Error Summary		Consumption	
Business Unit:	DASM1	Invoice Number:	9999ZO										
Voucher ID:	00031756	Invoice Date:	01/14/2014										
Style:	Regular Voucher	Total:	157.00	USD									
This Voucher does not have any errors.													
Save		Notify		Refresh		Add		Update/Display					
Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary Consumption													

~ The Error Summary page displays voucher related error information and match exceptions that may occur (match exceptions will be discussed in detail later).



Creating Vouchers

Topics

- " Regular Voucher
- " **Partial Payment Voucher**
- " Non-PO Voucher
- " Adjustment Voucher
- " Journal Voucher
- " Reversal Voucher
- " Template Voucher
 - . Non-PO Voucher from Template

Partial Payment Vouchers are created when a vendor invoice is not for the full amount or quantity of the Purchase Order or Receipt.

Example: An agency orders janitorial cleaning supplies. The janitorial supplies received doesn't match the quantity ordered on the Purchase Order.

Partial Payment Voucher

Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry

Voucher

[Find an Existing Value](#) [Add a New Value](#)

Business Unit:

Voucher ID:

Voucher Style:

Regular Voucher ▼

Adjustments
Journal Voucher
Prepaid Voucher
Register Voucher
Regular Voucher
Reversal voucher
Single Payment Voucher
Template Voucher
Third Party Voucher

Short Vendor Name:

Vendor ID:

Vendor Location:

Address Sequence Number:

Invoice Number:

Invoice Date:

Gross Invoice Amount:

Freight Amount:

Misc Charge Amount:

Estimated No. of Invoice Lines:

[Find an Existing Value](#) | [Add a New Value](#)

“ Select Regular Voucher in the Voucher Style drop down menu.

“ Click the Add Button.

Partial Payment Voucher

Invoice Information

Business Unit: DASM1
 Voucher ID: NEXT
 Voucher Style: Regular Voucher

Invoice No: 1230ZO
 Invoice Date: 02/14/2014
 Accounting Date: 02/24/2014
 Receipt Date: 02/24/2014

Vendor ID:
 ShortName:
 Location:
 *Address:

[Session Defaults](#)
[Attachments \(0\)](#)
[Comments\(0\)](#)

[Advanced Vendor Search](#)

Control Group:
 Invoice Lines: 0.00
 *Currency: USD
 Miscellaneous:
 Freight:
 Total: 0.00

*Pay Terms: 000 Due Now
 Basis Date Type: Inv Date
[Non Merchandise Summary](#) [Penalty Details](#) [View Audit Logs](#)

[Print Invoice](#)

Difference: 0.00 [Calculate](#)

Copy From Source Document

PO Unit:
 PO Number:
 Copy From: PO Receipt
[Go](#)

Invoice Lines

Line: 1
 *Distribute by: Amount
 Ship To: NONPOVCHR
 SpeedChart:

Item:
 Unit Price:
 Line Amount: 0.00
 Description:

UOM:
 Quantity:

☐ One Asset

[Calculate](#)

Distribution Lines

[Personalize](#) [Find](#) [View All](#) [First](#) [1 of 1](#) [Last](#)

“ Enter the Invoice Number, the Invoice Date, and the Receipt Date on the Invoice Information page.

“ Select the PO Receipt from the Copy From Source Document dropdown menu.

“ Click the ‘Go’ link.

Partial Payment Voucher

Copy Worksheet

Business Unit: DASM1 Voucher ID: NEXT [Back to Invoice](#)

▼ Receiver Lookup Criteria

PO Business Unit: PO Number:

*PO Date Option: No Date ▼ PO Date:

Ship To:

Receipt Unit: DASM1

Receipt Number From: 0000008920

Receipt Number To:

*Recv Dt Opt: No Date ▼ Receipt Date:

Receiver Line From: Receiver Line To:

Pro Number: Packing Slip: [Reset](#)

Carrier ID: Bill of Lading:

▶ Additional Search Criteria

Max Rows to Return: [Search](#) [Copy Selected Lines](#)

☒ [Select All](#) ☐ [Clear All](#)

~ After clicking the Go link, the Copy Worksheet page displays.

~ Enter the Receipt Business Unit and Receipt Number From in the Receiver Lookup Criteria group box.

~ Click the search button.

Partial Payment Voucher

Max Rows to Return:

Search

Copy Selected Lines

3

☒ [Select All](#)
☐ [Clear All](#)

Select Receiver Lines
Find | View All | First 1 of 1 Last

PO Business Unit: DASM1
Receipt Unit: DASM1
Ship To: 0640000035
Carrier ID:
Vendor ID: 0000012872
C & C JANITORIAL SUPPLIES INC

PO Number: 0000009103
Receipt Number: 0000008920
Pro Number:
Packing Slip:
Bill of Lading:

PO Date: 02/21/2014
Receipt Date: 02/21/2014

Select Receiver Lines
Personalize | Find | View 1 | First 1-5 of 5 Last

Main Information

Contract Information

Select	Receipt Line	Seq	Item ID	Description	Quantity	JOM	Unit Price	Merchandise Amount	Currency	Unmatched Qty (VUOM)	UOM PO	Purch Order
<input checked="" type="checkbox"/>		1	1 CM_2157_4172921	12209 CLASSIC TOUCH GREEN CERT	5.0000	CA	39.58	197.90 USD		5.0000 CA		
<input checked="" type="checkbox"/>		2	1 CM_2157_4172953	2423-DS PURELL TFX FLOOR STAND	3.0000	EA	99.95	299.85 USD		3.0000 EA		
<input checked="" type="checkbox"/>		3	1 CM_2157_1761501	# 5 QUAT DISINFECTANT SPRAY BO	5.0000	EA	1.74	8.70 USD		5.0000 EA		
<input checked="" type="checkbox"/>		4	1 CM_2157_3901885	# 33 LOW ODOR NEUTRAL CLEANER	5.0000	EA	37.05	185.25 USD		5.0000 EA		
<input checked="" type="checkbox"/>		5	1 CM_2157_4550165	24X24 6 MICRON BLACK ROLL LINE	5.0000	CA	14.80	74.00 USD		5.0000 CA		

☒ [Select All](#)
☐ [Clear All](#)

2

~ The search results display in the Select Receiver Lines group box.

~ (1) Create a partial payment voucher by editing the Merchandise Amount or Quantity field on Select Receiver Line(s).

~ In the example above the quantity was changed on the lines. (2) Once the change has been made, click the Select All link to select all lines or Select the checkbox(es) only for the line(s) to be vouchered. (3) Click the Copy Selected Lines button.

~ IMPORTANT: Make any quantity/amount changes on the Copy Worksheet page before clicking the Copy Selected Lines button. If not, match exceptions may occur. It is possible that the PO line would have to be closed.

Partial Payment Voucher

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary	Consumption
Business Unit:		DASM1	Invoice No:		1230ZO	
Voucher ID:		00031766	Invoice Date:		02/14/2014	
Voucher Style:		Regular Voucher	Accounting Date:		02/21/2014	Receipt Date: 02/21/2014
Vendor ID:		0000012872	C & C JANITORIAL SUPPLIES INC		Session Defaults	
ShortName:		061398721F-001	665 NEW BRITAIN AVE		Attachments (0)	
Location:		MAIN	NEWINGTON, CT 06111		Comments(0)	
*Address:		3			View Audit Logs	
Advanced Vendor Search						
Control Group:			*Pay Terms:		1D153	1.0/15-30
Invoice Lines:		765.70	Basis Date Type:		Inv Date	
*Currency:		USD	Non Merchandise Summary		Penalty Details	Print Invoice
Miscellaneous:						
Freight:						
Total:		765.70				
Difference:		0.00				
Calculate						
Copy From Source Document						
PO Unit:						
PO Number:						
Copy From: None						
Go						

“ After the voucher is saved, Core-CT will auto generate a Voucher ID.

“ The voucher is now ready for further processing.

Creating Vouchers

Topics

- " Regular Voucher
- " Partial Payment Voucher
- " **Non-PO Voucher**
- " Adjustment Voucher
- " Journal Voucher
- " Reversal Voucher
- " Template Voucher
 - . Non-PO Voucher from Template

The Office of the State Comptroller/Accounts Payable Division allows agencies to create certain vouchers in Core-CT without creating a Purchase Order. However, if a contract exists between the state and vendor a Purchase Order is required with related contract information.

For additional information on Non-PO Vouchers see OSC Memorandum No. 2008-38.

Example: A Non-PO Voucher can be created when making payments to other State Agency.

Non-PO Voucher

Invoice Information | Payments | Voucher Attributes | Consumption

Business Unit: DASM1
 Voucher ID: NEXT
 Voucher Style: Regular Voucher

Invoice No: DOT1512012
 Invoice Date: 01/13/2016
 Accounting Date: 01/22/2016
 Receipt Date: 12/31/2015

Vendor ID: DOTM1
 ShortName: DOT-001
 Location: MAIN
 *Address: 1

DEPT OF TRANSPORTATION
 2800 BERLIN TURNPIKE
 NEWINGTON, CT 06111

Control Group:
 Invoice Lines: 0.00
 *Currency: USD
 Miscellaneous:
 Freight:
 Total: 0.00
 Difference: 0.00

*Pay Terms: 000 Due Now
 Basis Date Type: Inv Date
 Non Merchandise Summary
 Penalty Details

Session Defaults
 Attachments (0)
 Comments(0)
 View Audit Logs

Print Invoice

Copy From Source Document

PO Unit:
 PO Number:
 Copy From: None

Go

~ Navigate to Accounts Payable > Vouchers > Add/Update > Regular Entry. On the Add a New Value page validate the correct Business Unit populates. Select Regular Voucher on the Voucher Style drop down list. Click the Add button.

~ (1) To create a Non-PO Voucher, enter the Invoice Number, Invoice Date, and the Receipt Date on the Invoice Information page.

~ (2) Enter the Vendor ID or select a vendor by using the Vendor look up icon. The Vendor ID is a 10 digit Core-CT generated ID. Vendor files are maintained by OSC. Vouchers can not be saved without a valid Vendor ID.

Non-PO Voucher

Total:

Difference: 0.00

Copy From Source Document

PO Unit:
 PO Number:
 Copy From:

Invoice Lines Find | View All First 1 of 1 Last

Line: 1 Item: UOM:
 *Distribute by: Unit Price: Quantity:
 Ship To: Line Amount:
 SpeedChart: Description: ☐ One Asset

Distribution Lines Personalize | Find | View All | First 1-12 of 12 Last

GL Chart	Exchange Rate	Statistics	Assets										
				Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Fund	Dept	SID	Program	Account
				<input type="checkbox"/>	1	100		STATE					
				<input type="checkbox"/>	2	100		STATE					
				<input type="checkbox"/>	3	100		STATE					
				<input type="checkbox"/>	4	100		STATE					
				<input type="checkbox"/>	5	100		STATE					
				<input type="checkbox"/>	6	100		STATE					
				<input type="checkbox"/>	7	100		STATE					
				<input type="checkbox"/>	8	100		STATE					
				<input type="checkbox"/>	9	100		STATE					
				<input type="checkbox"/>	10	100		STATE					
				<input type="checkbox"/>	11	100		STATE					
				<input type="checkbox"/>	12	100		STATE					

“ Enter the Total on the Invoice Information page. The amount entered in the Total field populates in the Line Amount field in the Invoice Lines and the Merchandise Amount in the Distribution Lines.

“ Amount changes made to the Total, Line Amount, or Merchandise Amount must be manually corrected in all fields.

“ The voucher will not save unless the Total, the total of the Line Amounts and the total in the Merchandise Amounts are in balance.

Non-PO Voucher

Invoice Lines Find | View All First 1 of 1 Last

Line: 1 Item: UOM: Quantity: 1,200.00

*Distribute by: Amount Ship To: NONPOVCHR Line Amount: 1,200.00 Description: JAN-DECEMBER 2015 FUEL CHARGE

SpeedChart: One Asset

Calculate

Distribution Lines Personalize | Find | View All | 1-12 of 12 Last

GL Chart Exchange Rate Statistics Assets

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Fund	Dept	SID	Program	Account	Chart
<input type="checkbox"/>	1	100.00	1.0000	STATE	11000	DAS27633	10020	13052	53020	
<input type="checkbox"/>	2	100.00	1.0000	STATE	11000	DAS27661	10020	13033	53020	
<input type="checkbox"/>	3	100.00	1.0000	STATE	11000	DAS27681	10020	13052	53020	
<input type="checkbox"/>	4	100.00	1.0000	STATE	11000	DAS27711	10020	13052	53020	
<input type="checkbox"/>	5	100.00	1.0000	STATE	11000	DAS27713	10020	13052	53020	
<input type="checkbox"/>	6	100.00	1.0000	STATE	11000	DAS27714	10020	13052	53020	
<input type="checkbox"/>	7	100.00	1.0000	STATE	11000	DAS27715	10020	13052	53020	
<input type="checkbox"/>	8	100.00	1.0000	STATE	11000	DAS27716	10020	13052	53020	
<input type="checkbox"/>	9	100.00	1.0000	STATE	11000	DAS27731	10020	13052	53020	
<input type="checkbox"/>	10	100.00	1.0000	STATE	11000	DAS27732	10020	13052	53020	
<input type="checkbox"/>	11	100.00	1.0000	STATE	11000	DAS27734	10020	13052	53020	
<input type="checkbox"/>	12	100.00	1.0000	STATE	11000	DAS27734	10020	13052	53020	

Save Notify Refresh Add Update/Display

Invoice Information | Payments | Voucher Attributes | Consumption

~ Enter a description in the Description field in the Invoice Lines group box. The Description should describe the item/service being paid for.

~ OSC reviews Description fields on vouchers to ensure they relate to the item/service being paid for.

~ Enter Chartfield information: Quantity, Fund, Dept, Sid, Program and Account.

Non-PO Voucher

Invoice Lines Find | View All First 1 of 1 Last

Line: 1 Item: UOM: Quantity:

*Distribute by: Amount Unit Price: Line Amount: 1,200.00

Ship To: NONPOVCHR Description: JAN-DECEMBER 2015 FUEL CHARGE

SpeedChart: ☐ One Asset

Calculate

Distribution Lines Personalize | Find | View 1 | 1-12 of 12 Last

GL Chart	Exchange Rate	Statistics	Assets	Bud Ref	PC Bus Unit	Project	Activity	Source Type	Category
<input type="checkbox"/>				2016	NONPR	DAS_NONPR			
<input type="checkbox"/>				2016	NONPR	DAS_NONPR			
<input type="checkbox"/>				2016	NONPR	DAS_NONPR			
<input type="checkbox"/>				2016	NONPR	DAS_NONPR			
<input type="checkbox"/>				2016	NONPR	DAS_NONPR			
<input type="checkbox"/>				2016	NONPR	DAS_NONPR			
<input type="checkbox"/>				2016	NONPR	DAS_NONPR			
<input type="checkbox"/>				2016	NONPR	DAS_NONPR			
<input type="checkbox"/>				2016	NONPR	DAS_NONPR			
<input type="checkbox"/>				2016	NONPR	DAS_NONPR			
<input type="checkbox"/>				2016	NONPR	DAS_NONPR			
<input type="checkbox"/>				2016	NONPR	DAS_NONPR			

Save **Notify** **Refresh** **Add** **Update/Display**

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#) | [Consumption](#)

“ Ensure all chartfields for the distribution lines are entered.

Non-PO Voucher

Message

One or more Lines for this Voucher does not reference a PO. Do you wish to continue? (21210,25)

Message

A utility account code has been entered without a consumption utility code. Continue? (21210,31)

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary	Consumption
Business Unit: DASM1 Voucher ID: 00059119 Voucher Style: Regular Voucher		Invoice No: DOT1512012 Invoice Date: 01/13/2016 Accounting Date: 01/22/2016 Receipt Date: 12/31/2015				
Vendor ID: DOTM1 ShortName: DOT-001 Location: MAIN *Address: 1		DEPT OF TRANSPORTATION 2800 BERLIN TURNPIKE NEWINGTON, CT 06111			Session Defaults Attachments (0) Comments(0) Preview Approval View Audit Logs	
Advanced Vendor Search Control Group: <input type="text"/> Invoice Lines: 1200.00 *Currency: USD Miscellaneous: <input type="text"/> Freight: <input type="text"/> Total: 1,200.00 Difference: 0.00		*Pay Terms: 000 Due Now Basis Date Type: Inv Date Non Merchandise Summary		Penalty Details <input type="button" value="Print Invoice"/> <input type="button" value="Submit For Approval"/>		
Copy From Source Document PO Unit: <input type="text"/> PO Number: <input type="text"/> Copy From: None <input type="button" value="Go"/>						

“ When saving a Non-PO Voucher the above Message displays. Click the Yes button. Another message will display. Click the Yes button.

“ The voucher now has a Voucher ID

“ The Non-PO Voucher is ready for approval, budget check, and voucher posting. Non-PO Vouchers do not go through the match process.

Creating Vouchers

Topics

- “ Regular Voucher
- “ Partial Payment Voucher
- “ Non-PO Voucher
- “ **Adjustment Voucher**
- “ Journal Voucher
- “ Reversal Voucher
- “ Template Voucher
 - . Non-PO Voucher from Template

Adjustment Vouchers can be created at any time during the Voucher Life Cycle Process. Adjustment Vouchers are used to adjust a Regular Voucher when a credit or debit memo is received from a vendor.

Example: A agency over paid for one year of Rubbish Removal Services.

Adjustment Voucher

If the Regular Voucher has not been paid, place the voucher on payment hold until the Adjustment Voucher is created.

Once the Adjustment Voucher is created, place that voucher on payment hold.

The Regular Voucher and Adjustment Voucher should be taken off payment hold when both are ready for the Pay Cycle. This allows both vouchers to go through the Pay Cycle together and the vendor is paid the net amount of the regular voucher and adjustment voucher.

Important: Adjustment vouchers must go through the match process. If the original voucher was from a PO, the adjustment voucher must be within quantity/amount tolerance. The quantity/amount tolerance must be within 10% of the original voucher. Otherwise a change order is needed on the PO before additional quantities/amounts can be vouchered.

Adjustment Voucher

Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry

Summary		Related Documents		Invoice Information		Payments		Voucher Attributes		Error Summary		Consumption	
Business Unit:	DASM1	Invoice No:	846257										
Voucher ID:	00031772	Invoice Date:	02/19/2014										
Voucher Style:	Regular Voucher												
Total Amount:	300.00												
		*Pay Terms:	000		Due Now		Schedule Payments						

Payment Information				Find View All First 1 of 1 Last	
Payment:	1				
*Remit to:	0000010054	Gross Amount:	300.00	USD	Payment Inquiry <input type="checkbox"/> Discount Denied Late Charge Express Payment Payment Comments(0) Holiday/Currency
Location:	MAIN	Discount:	0.00	USD	
*Address:	1	Scheduled Due:	02/26/2014		
CWPM LLC		Net Due:	02/19/2014		
25 NORTON PL PO BOX 415 PLAINVILLE, CT 06062		Discount Due:			
		Accounting Date:			

Payment Options			
*Bank:	FLEE2	Pay Group:	
*Account:	VEN1	*Handling:	RE
*Method:	CHK	*Netting:	Not Applicable
L/C ID:		Hold Reason:	Revsrl or Adjustmnt Vchr Req'd
Message:		<input checked="" type="checkbox"/> Hold Payment <input type="checkbox"/> Separate Payment	
Message will appear on remittance advice.			

Schedule Payment			
*Action:	Schedule	Payment Date:	
Pay:		Reference:	

Save	Return to Search	Notify	Refresh	Add	Update/Display
------	------------------	--------	---------	-----	----------------

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary | Consumption

~ Navigating to the Find an Existing Value page and enter the Voucher ID. The next step is to put the Regular Voucher on payment hold.


~ Click the Payments tab. Select the Hold Payment checkbox. Select the appropriate Hold Reason. Once the voucher is on Hold it will not get picked up in the Pay Cycle.

~ Click Save.


Adjustment Voucher


Voucher


[Find an Existing Value](#) [Add a New Value](#)


Business Unit: DASM1 


Voucher ID: NEXT

Voucher Style: Adjustments 


Short Vendor Name: 

Vendor ID: 

Vendor Location: 

Address Sequence Number: 0 

Invoice Number:

Invoice Date: 

Add

[Find an Existing Value](#) | [Add a New Value](#)

“ On the Add a New Value page verify the correct Business Unit populates.

“ Select Adjustments in the Voucher Style drop down menu.

“ Click the Add button.

Adjustment Voucher

Invoice Information | Payments | Voucher Attributes | Consumption

Business Unit: DASM1
 Voucher ID: NEXT
 Voucher Style: Adjustments

Invoice No: 654123ADJ
 Invoice Date: 02/21/2014
 Accounting Date: 02/26/2014
 Receipt Date: 02/26/2014

Vendor ID: 0000010054
 ShortName: CWPM LLC
 Location: MAIN
 *Address: 1
 25 NORTON PL
 PO BOX 415
 PLAINVILLE, CT 06062

Advanced Vendor Search

Control Group:
 Invoice Lines: 0.00
 *Currency: USD
 Miscellaneous:
 Freight:
 Total: 0.00

Difference: 0.00
 Calculate

*Pay Terms: 000 Due Now
 Basis Date Type: Inv Date
 Non Merchandise Summary
 Penalty Details

Attachments (0)
 Comments (0)
 View Audit Logs
 Withholding
 Print Invoice

Copy From Source Document
 Voucher ID:
 Copy From Worksheet
 Copy to Voucher

Invoice Lines

Line: 1
 *Distribute by: Amount
 Ship To: NONPOVCHR
 SpeedChart:
 Related Voucher:

Item:
 Unit Price:
 Line Amount: 0.00
 Description:

UOM:
 Quantity:
☐ One Asset

Calculate

Distribution Lines

GL Chart | Exchange Rate | Statistics | Assets

Line	Merchandise Amt	Quantity	*GL Unit	Fund	Dept	SID	Program	Account	ChartField 1	ChartField
1	0.00		STATE							

Save | Notify | Refresh | Add | Update/Display

Invoice Information | Payments | Voucher Attributes | Consumption

“ Enter the original voucher Invoice Number and add ADJ to make it unique. Invoice numbers cannot be duplicated.

“ Enter the Invoice Date: the date the agency received the credit or debit memo from the vendor.

“ Enter the original voucher’s receipt date in the Receipt Date field. Enter the Vendor ID.

“ Click the Copy From Worksheet link.

Adjustment Voucher

Voucher Worksheet [Back to Invoice](#)

Voucher Lookup Criteria

Business Unit: DASM1 Voucher ID: NEXT

Vendor ID: 0000010054 CWPM LLC

Voucher ID: 00031772 1 Invoice Number: 846257

From Voucher Line: To Voucher Line:

Voucher Date Option: No Date Voucher Date:

Additional Search Criteria

Max Rows to Return: **Search** ☒ [Select All](#) ☐ [Clear All](#)

Voucher Information 2 [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Unit: DASM1 Voucher: 00031772 Invoice: 846257 Date: 02/19/2014

Vendor: 0000010054 CWPM LLC

Unpaid: 300.000 ☒ Reverse Qty/Amt

Select Voucher Lines [Personalize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Select	Line	Adjust Mtch Values/Encumbrance	PO Unit	PO Number	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency
<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	DASM1	0000009152		Rubbish Removal Service one ye	-3.0000	MO	100.00000	-300.00	USD

☒ [Select All](#) ☐ [Clear All](#) Gross Invoice Amount: 300.000 Lines Entered: 1

“(1) Enter the Voucher ID of the Regular Voucher that is being credited or debited.

“(2) Click the Search button.

“The Voucher information displays.

“Important: The Unpaid amount determines if the voucher has been paid.

Adjustment Voucher

Voucher Worksheet [Back to Invoice](#)

Voucher Lookup Criteria

Business Unit: DASM1 Voucher ID: NEXT

Vendor ID: 0000010054 CWPM LLC

Voucher ID: 00031772 Invoice Number: 846257

From Voucher Line: To Voucher Line:

Voucher Date Option: No Date Voucher Date:

Additional Search Criteria

Max Rows to Return: Search **Copy Selected Lines** Reset ☒ [Select All](#) ☐ [Clear All](#)

Voucher Information [Find](#) | [View All](#) | First 1 of 1 Last

Unit: DASM1 Voucher: 00031772 Invoice: 846257 Date: 02/19/2014

Vendor: 0000010054 CWPM LLC

Unpaid: 300.000 ☒ **Reverse Qty/Amt**

Select Voucher Lines [Personalize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

Select	Line	Adjust Mtch Values/Encumbrance	PO Unit	PO Number	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	DASM1	0000009152		Rubbish Removal Service one ye	-3.0000	MO	100.00000	-300.00	USD

☒ [Select All](#) ☐ [Clear All](#) Gross Invoice Amount: 300.000 Lines Entered: 1

“(1) Click the Select checkbox to select the voucher line. Click the Adjust Mtch Values/Encumbrances checkbox on the voucher line(s). This ensures that the money will return to the PO. More than one line can be adjusted at a time. This ensures that the money will return to the PO.

“(2) When making credit adjustments always select the Reverse Qty/Amount checkbox to create a negative amount. This will reverse the values to reflect a credit.

“Important: Do not select the Reverse Qty/Amount checkbox for debit adjustments.

“(3) Click the Copy Selected Lines button.

“The Adjust Match Values/Encumbrances and Reverse Qty/Amt must be checked in order to be able to re-use the adjustment voucher amount and quantities.

Adjustment Voucher

Invoice Information | Payments | Voucher Attributes | Consumption

Business Unit: DASM1 Invoice No: 654123ADJ
 Voucher ID: NEXT Invoice Date: 02/21/2014
 Voucher Style: Adjustments Accounting Date: 02/26/2014 Receipt Date: 02/26/2014

Vendor ID: 0000010054 CWPM LLC
 ShortName: 061600557F-001 25 NORTON PL
 Location: MAIN PO BOX 415
 *Address: 1 PLAINVILLE, CT 06062

Control Group: *Pay Terms: 000 Due Now
 Invoice Lines: 0.00 Basis Date Type: Inv Date
 *Currency: USD Non Merchandise Summary
 Miscellaneous: Penalty Details
 Freight: Withholding
 Total: -300.00 Print Invoice

Difference: 0.00 Calculate

Copy From Source Document
 Voucher ID: Copy From Worksheet

Invoice Lines

Line: 1 Item: UOM: MO
 *Distribute by: Quantity Unit Price: 100.00000
 Ship To: 0640000035 Line Amount: -300.00
 SpeedChart: Description: Rubbish Removal Service one ye
 Related Voucher: 00031772

Quantity: -3.0000

Calculate

Purchase Order & Receiver Info
 Associate Receiver(s)

Distribution Lines

Line	Merchandise Amt	Quantity	Adjust Mch Values/Encumbrance	*GL Unit	Fund	Dept	SID	Program	Account
1	-300.00	-3.0000	<input checked="" type="checkbox"/>	STATE	11000	DAS23331	10020	25002	53450

Save Notify Refresh Add Update/Display

Invoice Information | Payments | Voucher Attributes | Consumption

" The Total field and Quantity fields in the Invoice Lines and Distribution Lines populate with the amount of the entire voucher.

" Update the Total field and Quantity fields to reflect the adjustment.

" The Quantity fields are open because this is a quantity Purchase Order. On a amount only PO only the amounts would be open to edit.

" Click the Associate Receiver(s) link.

Adjustment Voucher

Associate Receiver

Unit: DASM1 Voucher: 00031773 Invoice: 654123ADJ

Invoice Line

Line: 1 Item:

Quantity: -1.0000 UOM: MO Unit Price: 100.00000 USD

PO Number

Unit: DASM1 PO No.: 0000009152 PO Line: 1 Sched Num: 1

Associated Receiver(s)

Recv BU	Receipt No	Line	Seq	Quantity to Match (PO UOM)	Voucher UOM	Unmatched Qty (VUOM)	Unit Price	Currency
DASM1	0000008921	1		-1.0000	MO	3.0000	100.00	USD

Personalize | Find | View All | First 1 of 1 Last

OK Cancel

~ Adjust the Quantity to Match (PO UOM) in the Associated Receiver(s) group box to reflect the credit/debit adjustment.

~ Click OK.

Adjustment Voucher

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary | Consumption

Business Unit: DASM1
Voucher ID: 00031773
 Voucher Style: Adjustments

Invoice No: 654123ADJ
 Invoice Date: 02/21/2014
 Accounting Date: 02/26/2014
 Receipt Date: 02/26/2014

Vendor ID: 0000010054
 ShortName: 061600557F-001
 Location: MAIN
 *Address: 1
 Control Group:
 Invoice Lines: -100.00
 *Currency: USD
 Miscellaneous:
 Freight:
 Total: -100.00

CWPM LLC
 25 NORTON PL
 PO BOX 415
 PLAINVILLE, CT 06062

*Pay Terms: 000 Due Now
 Basis Date Type: Inv Date
[Non Merchandise Summary](#)
[Penalty Details](#)

[Attachments \(0\)](#)
[Comments \(0\)](#)
[View Audit Logs](#)
[Withholding](#)
[Print Invoice](#)

Difference: 0.00
[Calculate](#)

Copy From Source Document
 Voucher ID:
[Copy From Worksheet](#)
[Copy to Voucher](#)

Invoice Lines

Line: 1
 *Distribute by: Quantity
 Ship To: 0640000035
 SpeedChart:
 Related Voucher: 00031772

Item:
 Unit Price: 100.00000
 Line Amount: -100.00
 Description: Rubbish Removal Service one ye

UOM: MO
 Quantity: -1.0000

☐ Force Price
☒ Adjust Mtch Values/Encumbrance
☐ One Asset

[Calculate](#)
[Purchase Order & Receiver Info](#)
[Associate Receiver\(s\)](#)

Distribution Lines

GL Chart	Exchange Rate	Statistics	Assets
Line	Merchandise Amt	Quantity	Adjust Mtch Values/Encumbrance
1	-100.00	-1.0000	<input checked="" type="checkbox"/>

*GL Unit: STATE
 Fund: 11000
 Dept: DAS23331
 SID: 10020
 Program: 25002
 Account: 53450

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary | Consumption

“ After saving Core-CT generates a Voucher ID.

“ Click the Payments Tab to put the Adjustment Voucher on hold.

Adjustment Voucher

Summary		Related Documents		Invoice Information		Payments		Voucher Attributes		Error Summary		Consumption	
Business Unit:	DASM1	Invoice No:	654123ADJ										
Voucher ID:	00031773	Invoice Date:	02/21/2014										
Voucher Style:	Adjustments												
Total Amount:	-100.00												
		*Pay Terms:	000		Due Now		Schedule Payments						

Payment Information				Find View All First 1 of 1 Last	
Payment:	1				
*Remit to:	0000010054	Gross Amount:	-100.00	USD	Payment Inquiry
Location:	MAIN	Discount:	0.00	USD	<input type="checkbox"/> Discount Denied
*Address:	1	Scheduled Due:	02/26/2014		Late Charge
CWPM LLC		Net Due:	02/21/2014		Express Payment
25 NORTON PL		Discount Due:			Payment Comments(0)
PO BOX 415		Accounting Date:			Holiday/Currency
PLAINVILLE, CT 06062					

Payment Options			
*Bank:	FLEE2	Pay Group:	
*Account:	VEN1	*Handling:	RE
*Method:	CHK	*Netting:	Not Applicable
L/C ID:		Hold Reason:	Revrs'l or Adjustmnt Vchr Req'd
Message:			
Message will appear on remittance advice.		<input checked="" type="checkbox"/> Hold Payment <input type="checkbox"/> Separate Payment	

~ Select the Hold Payment checkbox. Select the appropriate Hold Reason.

~ Save the Adjustment Voucher.

~ When both vouchers are all the way through voucher post, they both can then be taken off payment hold. This allows both vouchers to go through the Pay Cycle together and the vendor is paid the net amount of the regular voucher and adjustment voucher.

~ To take vouchers off payment hold simply navigate to the Payments tab and uncheck the Hold Payment checkbox.

Creating Vouchers

Topics

- " Regular Voucher
- " Partial Payment Voucher
- " Non-PO Voucher
- " Adjustment Voucher
- " **Journal Voucher**
- " Reversal Voucher
- " Template Voucher
 - . Non-PO Voucher from Template

Journal Vouchers are created to correct distribution coding errors on vouchers that have already been processed through Accounts Payable. Distribution coding on a voucher can be changed prior to the budget check process therefore a Journal Voucher is not required.

Journal Vouchers require Budget Check and Voucher Post but never pay, therefore there is no refund returned to the Purchase Order.

Example: A Journal Voucher can be created when a voucher has been budget checked and has distribution coding errors.

Journal Voucher

Navigation: Accounts Payable > Vouchers > Add/Update > Journal Voucher

Voucher

[Find an Existing Value](#) [Add a New Value](#)

Business Unit:

Voucher ID:

Voucher Style:

Regular Voucher

Adjustments

Journal Voucher

Prepaid Voucher

Register Voucher

Regular Voucher

Reversal Voucher

Single Payment Voucher

Template Voucher

Third Party Voucher

Short Vendor Name:

Vendor ID:

Vendor Location:

Address Sequence Number:

Invoice Number:

Invoice Date:

Gross Invoice Amount:

Freight Amount:

Misc Charge Amount:

Estimated No. of Invoice Lines:

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

~ Select Journal Voucher from the Voucher Style dropdown list.

~ Click the Add button.

Journal Voucher

Invoice Information | Payments | Voucher Attributes | Consumption

Business Unit: DASM1
 Voucher ID: NEXT
 Voucher Style: Journal Voucher

Invoice No: 12714ZOJV
 Invoice Date: 01/20/2014
 Accounting Date: 02/25/2014
 Receipt Date: 01/27/2014

Vendor ID: 0000010009
 ShortName: 061043422F-001
 Location: MAIN
 *Address: 1
 SUBURBAN STATIONERS INC
 693 HIGH ST
 MIDDLETOWN, CT 06457

Related Voucher: 00031755

Pay Terms: 000 Due Now
 Basis Date Type: Inv Date
 Penalty Details

Invoice Lines: 0.00
 *Currency: USD
 Total: 0.00
 Difference: 0.00

Calculate

Invoice Lines

Line: 1
 *Distribute by: Amount
 Ship To: NONPOVCHR
 SpeedChart:

Item: Unit Price: UOM: Quantity:
 Line Amount: 0.00
 Description:

One Asset

Calculate

Distribution Lines

GL Chart	Exchange Rate	Statistics	Assets
Copy Down	Line	Merchandise Amt	Quantity
1	0.00		
*GL Unit	Fund	Dept	SID
STATE			
Program	Account	ChartField 1	

Save | Notify | Refresh | Add | Update/Display

Invoice Information | Payments | Voucher Attributes | Consumption

“(1) Enter the Invoice Number from the voucher with coding errors and add JV to the end to make it unique. Enter the Invoice Date and Receipt Date.

“(2) Enter the Vendor ID.

“(3) In the Related Voucher field enter the Voucher ID with distribution coding errors.

Journal Voucher

Invoice Information | Payments | Voucher Attributes | Consumption

Business Unit: DASM1 Invoice No: 12714ZOJV
 Voucher ID: NEXT Invoice Date: 01/20/2014
 Voucher Style: Journal Voucher Accounting Date: 02/25/2014 Receipt Date: 01/27/2014

Vendor ID: 0000010009 SUBURBAN STATIONERS INC
 ShortName: 061043422F-001 693 HIGH ST
 Location: MAIN MIDDLETOWN, CT 06457
 *Address: 1
[Advanced Vendor Search](#) [Session Defaults](#) [Attachments \(0\)](#) [Comments\(0\)](#)

Control Group: Pay Terms: 000 Due Now
 Related Voucher: Basis Date Type: Inv Date
 Invoice Lines: 0.00 Penalty Details
 *Currency: USD
 Total: 0.00
 Difference: 0.00
[Calculate](#) [Print Invoice](#)

Invoice Lines [Find](#) | [View All](#) | First 1 of 1 Last

Line: 1 Item: UOM:
 *Distribute by: Amount Unit Price: Quantity:
 Ship To: NONPOVCHR Line Amount: 0.00
 SpeedChart: Description: NONSKID FINISH ECON PAPER CLI ☐ One Asset

[Calculate](#)

▼ Distribution Lines [Personalize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

GL Chart	Exchange Rate	Statistics	Assets											
				Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Fund	Dept	SID	Program	Account	ChartField 1
					1	-75.25	25.0000	STATE	11000	DAS23331	10020	00000	54060	

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

Invoice Information | [Payments](#) | [Voucher Attributes](#) | [Consumption](#)

" A Journal Voucher is the only voucher style that does not copy from a voucher. Information from the voucher with distribution coding errors must be entered manually.

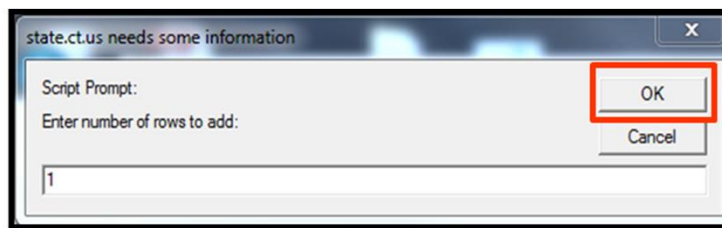
" Enter the Merchandise Amount from the voucher with the incorrect coding.

" Enter a Description in the Invoice Lines.

" Enter the incorrect coding from the voucher on the first line. This line must have a negative dollar amount.

" Click the plus sign to enter the correct coding on the 2nd line.

Journal Voucher



Invoice Lines

Find | View All | First 1 of 1 | Last

Line: 1 Item: UOM: Quantity: 0.00

*Distribute by: Amount Unit Price: Line Amount: 0.00

Ship To: NONPOVCHR Description: NONSKID FINISH ECON PAPER CLI

SpeedChart: One Asset

Calculate

▼ Distribution Lines Personalize | Find | View All | First 1-2 of 2 | Last

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Fund	Dept	SID	Program	Account	ChartField 1
	1	-75.25	25.0000	STATE	11000	DAS23331	10020	00000	54060	
	2	75.25	-25.0000	STATE	11000	DAS23210	10020	00000	54060	

Save Notify Refresh Add Update/Display

Invoice Information | Payments | Voucher Attributes | Consumption

- ~ Click OK to the script prompt message to add 1 row.
- ~ The new line inherits the Merchandise Amt, Quantity, and GL Unit fields
- ~ Enter the corrected values on the second line.
- ~ Edit the Chartfield(s) in the second line where corrections are necessary.
- ~ In this example, the Dept. field is corrected.
- ~ Click the Save button.

Journal Voucher

Message

One or more Lines for this Voucher does not reference a PO. Do you wish to continue? (21210,25)

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary | Consumption

Business Unit: DASM1 Invoice No: 12714ZOJV
Voucher ID: 00031771 Invoice Date: 01/20/2014
 Voucher Style: Journal Voucher Accounting Date: 02/25/2014 Receipt Date: 01/27/2014

Vendor ID: 0000010009 SUBURBAN STATIONERS INC
 ShortName: 061043422F-001 693 HIGH ST
 Location: MAIN MIDDLETOWN, CT 06457
 *Address: 1

[Advanced Vendor Search](#) [Session Defaults](#) [Attachments \(0\)](#) [Comments \(0\)](#) [Preview Approval](#)

Control Group: Pay Terms: 000 Due Now
 Related Voucher: Basis Date Type: Inv Date
 Invoice Lines: 0.00 Penalty Details
 *Currency: USD
 Total: 0.00
 Difference: 0.00

[View Audit Logs](#) [Print Invoice](#) [Submit For Approval](#)

[Calculate](#)

Invoice Lines Find | View All | First 1 of 1 Last

Line: 1 Item: UOM:
 *Distribute by: Amount Unit Price: Quantity:
 Ship To: NONPOVCHR Line Amount: 0.00
 SpeedChart: Description: NONSKID FINISH ECON PAPER CLI

☐ One Asset

[Calculate](#)

Distribution Lines Personalize | Find | View All | First 2 of 2 Last

GL Chart	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Fund	Dept	SID	Program	Account	ChartField 1
	<input type="checkbox"/>	2	75.25	-25.0000	STATE	11000	DAS23210	10020	00000	54060	

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary | Consumption

“ Answer Yes to the warning message.

“ Click the Save button to generate a new Voucher ID.

Creating Vouchers

Topics

- “ Regular Voucher
- “ Partial Payment Voucher
- “ Non-PO Voucher
- “ Adjustment Voucher
- “ Journal Voucher
- “ **Reversal Voucher**
- “ Template Voucher
 - . Non-PO Voucher from Template

A Reversal Voucher is created to ‘take back’ or reverse a voucher that should have never been created. A voucher can be reversed if it has been posted but not paid. Closing a voucher may be an alternative, but it can only be done by OSC/APD. When unsure which action is most appropriate, log a ticket with the Core-CT Help Desk FootPrints application.

Please Note that the voucher to ‘take back ’and the Reversal Voucher must be placed on Payment Hold until they’re both voucher posted and ready to pay together.

Example: Create a Reversal Voucher if a voucher was created in error and would result in a duplicate payment.

Reversal Voucher



Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry


Voucher

Find an Existing Value | **Add a New Value**

Business Unit:
Voucher ID:
Voucher Style:
Short Vendor Name:
Vendor ID:
Vendor Location:
Address Sequence Number:
Invoice Number:
Invoice Date:

Adjustments
Journal Voucher
Prepaid Voucher
Register Voucher
Regular Voucher
Reversal Voucher
Single Payment Voucher
Template Voucher
Third Party Voucher

Add

[Find an Existing Value](#) | [Add a New Value](#)

“ On the Add a New Value tab verify that the correct Business Unit populates.

“ Select Reversal Voucher on the Voucher Style drop down menu.

“ Click the Add button.

Reversal Voucher

Invoice Information		Payments	Voucher Attributes	Consumption
Business Unit:	DASM1	Invoice No:	52134RV	
Voucher ID:	NEXT	Invoice Date:	02/07/2014	
Voucher Style:	Reversal Voucher	Accounting Date:	02/07/2014	Receipt Date: 02/07/2014
Vendor ID:	0000052134	ADVANCED REPROGRAPHICS LLC		
ShortName:	061496846F-001	50 CORPORATE AVE		
Location:	MAIN	PLAINVILLE, CT 06062		
*Address:	1	Attachments (0) Comments (0)		
Advanced Vendor Search				
Control Group:		*Pay Terms:	000	Due Now
Invoice Lines:	0.00	Basis Date Type:	Inv Date	Penalty Details
*Currency:	USD	Withholding		
Miscellaneous:		Print Invoice		
Freight:				
Total:	0.00			
Difference:	0.00			
Calculate		<div>Copy From Source Document</div> <div>Voucher ID: 00031525 </div> <div><input checked="" type="checkbox"/> Reverse Voucher</div> <div>Copy to Voucher</div>		
Save Notify Refresh		Add Update/Display		
Invoice Information Payments Voucher Attributes Consumption				

“ Enter the voucher’s Invoice Number and add RV to make it unique. Invoice numbers cannot be duplicated.

“ Enter the Invoice Date and Receipt Date on the Invoice Information page. The Invoice Date and Receipt Date should be the same entered on the voucher to ‘take back’.

“ Enter the Vendor ID.

Reversal Voucher

Invoice Information		Payments	Voucher Attributes	Consumption
Business Unit:	DASM1	Invoice No:	52134RV	
Voucher ID:	NEXT	Invoice Date:	02/07/2014	
Voucher Style:	Reversal Voucher	Accounting Date:	02/07/2014	Receipt Date: 02/07/2014
Vendor ID:	0000052134	ADVANCED REPROGRAPHICS LLC		
ShortName:	061496846F-001	50 CORPORATE AVE		
Location:	MAIN	PLAINVILLE, CT 06062		
*Address:	1	Attachments (0) Comments (0)		
Advanced Vendor Search				
Control Group:		*Pay Terms:	000	Due Now
Invoice Lines:	0.00	Basis Date Type:	Inv Date	Penalty Details
*Currency:	USD	Withholding		
Miscellaneous:		Print Invoice		
Freight:				
Total:	0.00			
Difference:	0.00			
Calculate				
Copy From Source Document				
Voucher ID:		00031525		Copy to Voucher
		<input checked="" type="checkbox"/> Reverse Voucher		
Save Notify Refresh Add Update/Display				
Invoice Information Payments Voucher Attributes Consumption				

~ In the Copy from a Source Document group box enter the Voucher ID. Select the Reverse Voucher checkbox. Click the Copy to Voucher button.

~ Reversal vouchers should relate to the voucher to 'take back' in the Voucher ID field. Entering the Voucher ID allows the updating of: previously matched quantities or amounts, encumbrances on the Purchase Order, and vouchering against the receipt if needed.

Reversal Voucher

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary | Consumption

Business Unit: DASM1 Invoice No: 52134RV
Voucher ID: 00031761 Invoice Date: 02/07/2014
 Voucher Style: Reversal Voucher Accounting Date: 02/07/2014 Receipt Date: 02/07/2014

Vendor ID: 0000052134 ADVANCED REPROGRAPHICS LLC
 ShortName: 061496846F-001 50 CORPORATE AVE
 Location: MAIN PLAINVILLE, CT 06062
 *Address: 1

Control Group: *Pay Terms: 000 Due Now
 Invoice Lines: -4365.93 Basis Date Type: Inv Date
 *Currency: USD Non Merchandise Summary Penalty Details
 Miscellaneous: Withholding
 Freight: Print Invoice
 Total: -4,365.93
 Difference: 0.00
 Calculate

Invoice Lines Find | View All First 1 of 1 Last

Line: 1 Item: UOM: EA
 *Distribute by: Amount Unit Price: -4,365.93000 Quantity: 1.0000
 Ship To: 0640000035 Line Amount: -4,365.93
 Description: Blueprinting serv c/a 10PSX034
 Related Voucher: 00031525
☒ Adjust Mtch Values/Encumbrance
☐ One Asset

Calculate Purchase Order & Receiver Info Associate Receiver(s)

Distribution Lines Personalize | Find | View All First 1 of 1 Last

Line	Merchandise Amt	Quantity	Adjust Mtch Values/Encumbrance	*GL Unit	Fund	Dept	SID	Program	Account
1	-4,365.93	-1.0000	<input checked="" type="checkbox"/>	STATE	11000	DAS27681	10020	13052	51871

Save Notify Refresh Add Update/Display

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary | Consumption

“(1) Select the Adjust Match Values/Encumbrance checkboxes in the Invoice Lines group box and Distribution Lines. Selecting the checkboxes returns the full amount to the Purchase Order. If the checkboxes are not checked, the funds will not go back to the Purchase Order and will be unable to use in the future. If the Purchase Order is closed the checkbox will not display.

“(2) Click the Save button.

“A Voucher ID is generated.

Creating Vouchers

Topics

- " Regular Voucher
- " Partial Payment Voucher
- " Non-PO Voucher
- " Adjustment Voucher
- " Journal Voucher
- " Reversal Voucher
- " **Template Voucher**
 - . **Non-PO Voucher from Template**

Template Vouchers are useful for agencies that create a high volume of Non-PO Vouchers with the same chartfield information.

Template Vouchers never post or pay, and they cannot be deleted or closed. Non-PO vouchers must have prior approval from OSC/APD.

Example: Template Vouchers can be created if creating a voucher repeatedly with the same chartfield information that remains constant. The template voucher is then copied to the Non-PO Voucher.

Template Voucher

Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry

Voucher

Find an Existing Value | Add a New Value

Business Unit: DASM1

Voucher ID: NEXT

Voucher Style: Template Voucher

Short Vendor Name:

Vendor ID:

Vendor Location:

Address Sequence Number: 0

Invoice Number:

Invoice Date:

Gross Invoice Amount: 0.00

Freight Amount: 0.00

Misc Charge Amount: 0.00

Estimated No. of Invoice Lines: 1

Add

Find an Existing Value | Add a New Value

~ On the Add a New Value tab validate that the correct Business Unit populates. The Voucher ID field defaults to NEXT.

~ Select Template Voucher from the Voucher Style drop down menu.

~ Click the Add button.

Template Voucher

The screenshot shows the 'Template Voucher' form in the CoreCT system. The form is divided into several sections: 'Invoice Information', 'Payments', 'Voucher Attributes', and 'Consumption'. The 'Invoice Information' section is highlighted with a red box and labeled '1'. It contains fields for 'Invoice No' (012016Replenishment), 'Invoice Date' (01/22/2016), 'Accounting Date' (01/22/2016), and 'Receipt Date' (01/25/2016). The 'Vendor Information' section is highlighted with a red box and labeled '2'. It contains fields for 'Vendor ID' (DASM1), 'ShortName' (DAS 001), 'Location' (RPC), and 'Address' (2). The 'Template' section is highlighted with a red box and labeled '3'. It contains fields for 'Template ID' (Replenishment) and 'Description' (Petty Cash Replenishment), along with an 'Inactive' checkbox and a 'Save as a Template Voucher' checkbox. Other fields include 'Business Unit' (DASM1), 'Voucher ID' (NEXT), 'Voucher Style' (Template Voucher), 'Control Group', 'Invoice Lines' (0.00), 'Currency' (USD), 'Miscellaneous', 'Freight', 'Total' (0.00), 'Difference' (0.00), 'Pay Terms' (000), 'Basis Date Type' (Inv Date), 'Non Merchandise Summary', 'Penalty Details', 'Print Invoice', 'Copy From Source Document', 'PO Unit', 'PO Number', 'Copy From' (None), 'Go', 'Copy PO', and 'View Audit Logs'.

“(1) To create a Template Voucher, enter the Invoice Number, the Invoice Date, and the Receipt Date on the Invoice Information page.

“(2) Enter the Vendor ID.

“(3) Enter the Template ID and Description in the Template group box. When creating a template for utilities it is recommended to use the vendor’s account number for the Invoice Number and the Template ID. Anything other than utilities, the Template ID should be something descriptive that can easily be identified.

Template Voucher

Invoice Lines Find | View All First 1 of 1 Last

Line: 1 Item: UOM: Quantity: 0.00

*Distribute by: Amount Ship To: NONPOVCHR SpeedChart: Description: Replenishment ☐ One Asset

Calculate

▼ Distribution Lines Personalize | Find | View All | 1-2 of 2 Last

GL Chart Exchange Rate Statistics Assets

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Fund	Dept	SID	Program	Account	Chart
<input type="checkbox"/>	1	0.00		STATE	11000	DAS23920	10020	13004	50780	
<input type="checkbox"/>	2	0.00		STATE	11000	DAS23920	10020	13004	51873	

Save Notify Refresh Add Update/Display

Invoice Information | Payments | Voucher Attributes | Consumption

“ Enter a Description for the Invoice Lines.

“ Enter Chartfield Information that will be consistent when utilizing the template.

“ Click the Save button.

Template Voucher

Message

One or more Lines for this Voucher does not reference a PO. Do you wish to continue?
(21210,25)

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary	Consumption
Business Unit: DASM1 Voucher ID: 00059120 Voucher Style: Template Voucher		Invoice No: 012016Replenishment Invoice Date: 01/22/2016 Accounting Date: 01/22/2016 Receipt Date: 01/25/2016				
Vendor ID: DASM1 ShortName: DAS-001 Location: RPC *Address: 2 Advanced Vendor Search		DEPT OF ADMINISTRATIVE SERVICES 165 CAPITOL AVENUE HARTFORD, CT 06106		Session Defaults Attachments (0) Comments(0)		
Control Group: Invoice Lines: 0.00 *Currency: USD Miscellaneous: Freight: Total: 0.00 Difference: 0.00 <input type="button" value="Calculate"/>		*Pay Terms: 000 Due Now Basis Date Type: Inv Date Non Merchandise Summary		Penalty Details <input type="button" value="Print Invoice"/>		
Copy From Source Document						
PO Unit: PO Number: Copy From: None		<input type="button" value="Copy PO"/>				
Go						
Template						
Template ID: REPLENISHMENT Description: Petty Cash Replenishment <input type="checkbox"/> Inactive		<input checked="" type="checkbox"/> Save as a Template Voucher				

“ After clicking the Save button a Message box displays. Click the Yes button.

“ The Template ID and Voucher ID display. The Template ID is used to locate the template for future use.

“ Template Vouchers can be updated at any time. While they cannot be deleted or cancelled, they can be inactivated by checking the Inactive checkbox on the Invoice Information page and saving the template. The Inactive checkbox can be unchecked at any time to be re-activated.

“ Inactivating a Template Voucher removes it from the lookup when creating vouchers from a template.

Non-PO Voucher from Template

Navigation: Accounts Payable > Vouchers > Add/Update > Regular Voucher

Voucher

Find an Existing Value

Add a New Value

Business Unit:

DASM1

Voucher ID:

NEXT

Voucher Style:

Regular Voucher

Short Vendor Name:

Vendor ID:

Vendor Location:

Address Sequence Number:

0

Invoice Number:

Invoice Date:

Gross Invoice Amount:

0.00

Freight Amount:

0.00

Misc Charge Amount:

0.00

Estimated No. of Invoice Lines:

1

Add

Find an Existing Value

Add a New Value

~ To create a Non-PO Voucher from a template, select Regular Voucher from the Voucher Style drop down list.

Non-PO Voucher from Template

Invoice Information		Payments	Voucher Attributes	Consumption
Business Unit:	DASM1	Invoice No:		
Voucher ID:	NEXT	Invoice Date:		
Voucher Style:	Regular Voucher	Accounting Date:	01/22/2016	Receipt Date:
Vendor ID:	DASM1	DEPT OF ADMINISTRATIVE SERVICES		
ShortName:	DAS-001	165 CAPITOL AVENUE		
Location:	RPC	HARTFORD, CT 06106		
*Address:	2			
Advanced Vendor Search				
Control Group:		*Pay Terms:	000	Due Now
Invoice Lines:	0.00	Basis Date Type:	Inv Date	
*Currency:	USD	Non Merchandise Summary		Penalty Details
Miscellaneous:				
Freight:				
Total:	0.00			
Difference:	0.00			
Calculate				
Copy From Source Document				
PO Unit:				
PO Number:				
Copy From:	Template	Go		
Invoice Lines				
Line:	1	Item:		UOM:
*Distribute by:	Amount	Unit Price:		Quantity:
Ship To:	NONPOVCHR	Line Amount:	0.00	
SpeedChart:		Description:		
<input type="checkbox"/> One Asset				

“ Enter the Vendor ID on the Invoice Information page.

“ Select Template in the Copy From drop down menu.



“ Click the Go link.

Non-PO Voucher from Template

Voucher Template

Business Unit: DASM1 Invoice Number:
 Voucher ID: NEXT Vendor: DEPT OF ADMINISTRATIVE SERVICES
 Invoice Date: ID: DASM1

Select Template to Copy

Template ID: REPLENISHMENT x  Petty Cash Replenishment  3

[Back to Invoice](#)

Look Up Template ID

Business Unit: DASM1
 Vendor ID: DASM1
 Template ID: begins with
 Description: begins with

[Basic Lookup](#)

Search Results

View 100 First 1 of 1 Last

Template ID	Description	Short Vendor Name	Charged Business Unit	Voucher ID
REPLENISHMENT	Petty Cash Replenishment	DAS-001	DASM1	00059120

- “(1) On the Voucher Template page, click the Template look up icon to look up a Template.
- “(2) Select the Template ID from the Search Results.
- “(3) Click the Copy from template button.

Non-PO Voucher from Template

Invoice Information | Payments | Voucher Attributes | Consumption

Business Unit: DASM1
 Voucher ID: NEXT
 Voucher Style: Regular Voucher

Invoice No: 012016ReplenishmentZO
 Invoice Date: 01/22/2016
 Accounting Date: 01/22/2016
 Receipt Date: 01/25/2016

Vendor ID: DASM1
 ShortName: DAS-001
 Location: RPC
 *Address: 2

DEPT OF ADMINISTRATIVE SERVICES
 165 CAPITOL AVENUE
 HARTFORD, CT 06106

Control Group:
 Invoice Lines: 0.00
 *Currency: USD
 Miscellaneous:
 Freight:
 Total: 100.00

*Pay Terms: 000 Due Now
 Basis Date Type: Inv Date
 Non Merchandise Summary
 Penalty Details

Session Defaults
 Attachments (0)
 Comments(0)
 View Audit Logs
 Print Invoice

Difference: 0.00
 Calculate

Copy From Source Document
 PO Unit:
 PO Number:
 Copy From: Template
 Go
 Copy PO

Invoice Lines
 Find | View All | First | 1 of 1 | Last

Line: 1
 *Distribute by: Amount
 Ship To: NONPOVCHR
 SpeedChart:
 Item:
 Unit Price:
 Line Amount: 100.00
 Description: Replenishment
 UOM:
 Quantity:
☐ One Asset

Calculate

Distribution Lines
 Personalize | Find | View 1 | 1-2 of 2 | Last

GL Chart	Exchange Rate	Statistics	Assets	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Fund	Dept	SID	Program	Account	Chart
				<input type="checkbox"/>	1	50.00	1	STATE	11000	DAS23920	10020	13004	50780	
				<input type="checkbox"/>	2	50.00	1	STATE	11000	DAS23920	10020	13004	51873	

Save | Notify | Refresh | Add | Update/Display

Invoice Information | Payments | Voucher Attributes | Consumption

~ The Invoice Information page inherits the values from the template.

~ (1) Update the Invoice Number, Invoice Date and Receipt Date.

~ (2) Update the Total Amount, Line Amount, and Merchandise Amount and verify that the amounts are balanced.

~ (3) Click the Save button.

Non-PO Voucher from Template

Message

One or more Lines for this Voucher does not reference a PO. Do you wish to continue? (21210,25)

Summary		Related Documents		Invoice Information		Payments		Voucher Attributes		Error Summary		Consumption	
Business Unit:	DASM1	Invoice No:	012016ReplenishmentZO										
Voucher ID:	00059121	Invoice Date:	01/22/2016										
Voucher Style:	Regular Voucher	Accounting Date:	01/22/2016		Receipt Date:	01/25/2016							
Vendor ID:	DASM1	DEPT OF ADMINISTRATIVE SERVICES				Session Defaults							
ShortName:	DAS-001	165 CAPITOL AVENUE				Attachments (0)							
Location:	RPC	HARTFORD, CT 06106				Comments(0)							
*Address:	2					Preview Approval							
Advanced Vendor Search													
Control Group:		*Pay Terms:	000		Due Now		View Audit Logs						
Invoice Lines:	100.00	Basis Date Type:	Inv Date		Penalty Details		Print Invoice						
*Currency:	USD	Non Merchandise Summary	Submit For Approval										
Miscellaneous:													
Freight:													
Total:	100.00												
Difference:	0.00	Calculate											
Copy From Source Document													
PO Unit:													
PO Number:													
Copy From:	Template	Go											

Click Yes to the message that displays.

Core-CT generates a Voucher ID.

Managing Vouchers

Topics

- ” **Approving a Voucher**
- ” Creating SpeedCharts
- ” Deleting Vouchers
- ” Understanding Match Exceptions
- ” Understanding Budget Exceptions

Once the voucher has successfully matched, it must be approved. The voucher is then routed to the worklist of the Voucher Approver. The approver’s responsibility is to verify amounts, quantities, distribution coding, dates, and payment setup details.

Approving Vouchers

Navigation: Accounts Payable > Vouchers > Approve > Approval Framework-Vouchers

[Favorites](#) | [Main Menu](#) > [Accounts Payable](#) > [Vouchers](#) > [Approve](#) > [Approval Framework - Vouchers](#)

[Approval](#) | [Line Information](#) | [Charge Information](#)

Business Unit: DASM1 **Invoice Number:** rubbish removal service
Voucher: 00031745 **Vendor:** CWPM LLC
Invoice Date: 05/30/2013 **ID:** 0000010054

Voucher Details

Transaction Currency: USD **Terms:** Due Immediately - No Discount
Total: 150.00 **Approval Status:** Pending
Misc Amt: 0.00 **Added By:** CORETRAINER1
Freight: 0.00 CORE-CT TRAINING USER
Sales Tax: 0.00 ID 1
Use Tax: 0.00 [Attachments \(0\)](#)
Entered VAT: 0.00

Details [Personalize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Remit SetID	Remit Vendor	Remitting Address	Scheduled to Pay	Gross Payment Amount	Payment Currency	Name 1
STATE	0000010054	Remitting Address	10/29/2013	150.00	USD	CWPM LLC

[Approval](#) | [Line Information](#) | [Charge Information](#)

“ Voucher Processors can submit a voucher for approval on the Approval History page of the voucher. The voucher will then appear on the Voucher Approvers worklist.

“ Voucher Approvers can submit a voucher for approval on the Approval History page of the voucher and automatically approve the voucher. Automatic approval only occurs if the Voucher Processor did not submit the voucher for approval.

“ There are several ways to view Vouchers routed for approval after they are submitted:

- “ Click the FIN Worklist link on the upper right corner of the Home page.
- “ Navigate to Worklist > Worklist.
- “ Navigate to Accounts Payable > Vouchers > Approve > Approval Framework- Vouchers.

Approving Vouchers

The screenshot displays the 'Voucher Approver' interface. At the top, a header bar shows 'BUSINESS_UNIT=DASM1, VOUCHER_ID=00031745:Pending' with a green plus icon and a 'Start New Path' link. Below this, a 'Voucher Approver' section shows a 'Pending' status with a clock icon, a link to 'All Roles except NonState User', and the name 'Voucher Approver AWE'. A large empty text area is provided for comments. At the bottom, a row of buttons includes 'Submit', 'Approve', 'Deny', 'Pushback', 'Add Comments', and 'Hold'. The 'Approve', 'Deny', 'Pushback', 'Add Comments', and 'Hold' buttons are grouped within a red rectangular box. Below the buttons are links for 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'. At the very bottom, there are links for 'Approval', 'Line Information', and 'Charge Information'.

“ Voucher Approvers have the option to Approve, Deny, Add Comments or Hold a voucher.

“ Voucher Approvers are required to review the information on the voucher. If a correction is needed, the approver is to ‘Deny’ it and enter corrective instruction in the Comments area. The Voucher Processor will then make the necessary changes for review again by the approver.

Approving Vouchers

Voucher Approver

▸ BUSINESS_UNIT=DASM1, VOUCHER_ID=00031745: **Approved**

[Approval](#) | [Line Information](#) | [Charge Information](#)

“ Voucher Approvers may Approve, Deny, or Hold a voucher. If the voucher is denied or put on hold, the approver must enter comments.


“ Once the Voucher is approved, the voucher will be ready for the next step in the AP process: AP_Budget Check.

Approving Vouchers

Voucher Approver

BUSINESS_UNIT=DASM1, VOUCHER_ID=00031774 **Denied** [View/Hide Comments](#)

Voucher Approver

Denied
 [All Roles except NonState User](#)
Voucher Approver AWE
02/27/14 - 4:15 PM

Comments

All Roles except NonState User at 02/27/14 - 4:15 PM
duplicate PO / duplicate Voucher

[Approval](#) | [Line Information](#) | [Charge Information](#)

“ Voucher Approvers should choose ‘Deny’ if the voucher needs immediate correction or deletion.

“ If the voucher is denied, the approver must add a comment explaining why the voucher was denied. Voucher Processors receive email notification that the voucher was denied. The voucher status changes to Denied.

“ Voucher Processors can modify the voucher according to the comment provided by the voucher approver. Once the voucher is modified, the voucher will be re-routed to the approvers worklist.

Approving Vouchers

Voucher Approver

BUSINESS_UNIT=DASM1, VOUCHER_ID=00031775 **Awaiting Further Approvals** [View/Hide Comments](#) [Start New Path](#)

Voucher Approver

On Hold
[All Roles except NonState User](#)
Voucher Approver AWE
02/28/14 - 9:22 AM

Comments

All Roles except NonState User at 02/28/14 - 9:22 AM
Adjustment Voucher needed; wrong quantity ordered

- Approval “Hold” should be chosen if the approver does not plan to approve the voucher at the current time. This informs other possible approvers not to approve it also.
- A voucher placed on Hold will remain on the approvers’ worklist until it is approved or denied.
- Note: This step is not to be confused with the payment ‘Hold’ checkbox on the Payments page of the voucher. That hold prevents the voucher from being paid.

Managing Vouchers

Topics

- ” Approving Vouchers
- ” **Creating SpeedCharts**
- ” Deleting Vouchers
- ” Understanding Match Exceptions
- ” Understanding Budget Exceptions

SpeedCharts allow State agencies to set up chartfield coding, assign them a name, and use them repeatedly when entering chartfield information in Non-PO Vouchers. SpeedCharts save data entry time and reduce errors by saving chartfield coding.

The Agency's business office should verify valid chartfield combinations prior to creating Speed Charts.

SpeedCharts are also used by Purchase Order (PO) staff for faster PO entry. Accounts Payable users and PO users can share them as needed.

Example: SpeedCharts are created when a Non-PO Voucher is created repeatedly with the same chartfield information.

Creating SpeedCharts

Navigation: SetUp Financials/Supply Chain > Product Related > Procurement Options > Management > SpeedChart

The screenshot shows the 'SpeedChart' form with the following fields and values:

- SetID:** DASM1
- SpeedChart Key:** CER ASSIT2 (highlighted with a red box)
- User ID:** (empty)
- Primary Permission List:** (empty)
- Effective Date:** 07/01/2015
- Add button:** (highlighted with a red box)

At the top of the form, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. At the bottom, there are two links: 'Find an Existing Value' and 'Add a New Value'.

~ Enter the SpeedChart Key name. The SpeedChart Key name should be short, but easy to identify.

- Enter the Effective Date. The effective date determines when the SpeedChart will be available for use. Core-CT recommends entering the beginning of the fiscal year.

- Click the Add button.

Creating SpeedCharts

SpeedChart

SetID: DASM1 SpeedChart: CER ASSIT2 Eff Date: 01/22/2016 *Status: Active

Description: Certification Assistance Total Percent: 100.00

Security Option

☒ Universal (All Users) ☐ One User ☐ One Permission

Definition

☒ Enter Percentages ☐ Enter Weights

UOM:

Description:

Speed Charts

Percent	Weight	GL Unit	Fund	Dept	SID	Program	Account	ChartField 1	ChartField 2	Bud Ref
1	100.00	0.00000	state	11000	das23557	12016	13004	51620		2016

Save Notify Add Update/Display Include History Correct History

- (1) Enter a Description.
- (2) Verify Active is selected in the Status drop down list. Active must be selected in order to use the SpeedChart for voucher creation.
- (3) Select a Security Option. Selecting Universal (All Users), allows all users in the business unit to have access to the SpeedChart. Selecting One User allows only the creator to use the SpeedChart. Selecting One Permission allows those listed to use the SpeedChart.
- (4) Enter the appropriate chartfield information that will remain the same.
- (5) Click the Save button.

Creating SpeedCharts

Navigation: Accounts Payable > Vouchers > Add/Update > Regular Voucher

The screenshot shows the 'Invoice Information' tab of the CoreCT Voucher Add/Update form. Red boxes and numbers indicate the steps for creating SpeedCharts:

- 1**: A red box highlights the 'Invoice No.', 'Invoice Date', and 'Receipt Date' fields.
- 2**: A red box highlights the 'Vendor ID' field.
- 3**: A red box highlights the 'SpeedChart' field in the 'Invoice Lines' section.

Other visible fields include Business Unit (DASM1), Voucher ID (NEXT), Voucher Style (Regular Voucher), ShortName (DAS-001), Location (MAIN), *Address (3), Control Group, Invoice Lines (0.00), *Currency (USD), Miscellaneous, Freight, Total (0.00), Difference (0.00), *Pay Terms (000), Basis Date Type (Inv Date), Non Merchandise Summary, Penalty Details, Print Invoice, Copy From Source Document, PO Unit, PO Number, Copy From (None), Go, Invoice Lines (Find | View All | First | 1 of 1 | Last), Line (1), *Distribute by (Amount), Ship To (NONPOVCHR), Unit Price, Line Amount (0.00), UOM, Quantity, Description, and One Asset checkbox.

- SpeedCharts are only recommended for Non-PO vouchers. Do not use SpeedCharts when creating a Purchase Order Voucher because the voucher distribution is copied from the Purchase Order Receipt.
- (1) Enter the Invoice No, Invoice Date, and Receipt Date.
- (2) Enter the Vendor ID.
- (3) Enter the SpeedChart Key name or click the lookup icon to lookup the SpeedChart.

Creating SpeedCharts

Invoice Information | Payments | Voucher Attributes | Consumption

Business Unit: DASM1 Invoice No: 9987654
 Voucher ID: NEXT Invoice Date: 01/20/2016
 Voucher Style: Regular Voucher Accounting Date: 01/22/2016 Receipt Date: 01/25/2016

Vendor ID: DASM1 DEPT OF ADMINISTRATIVE SERVICES
 ShortName: DAS-001 FINANCIAL SERVICES CETNER RECOVERY UNIT
 Location: MAIN 165 CAPITOL AVE STE 5 NORTH
 *Address: 3 HARTFORD, CT 06106

Advanced Vendor Search

Control Group: *Pay Terms: 000 Due Now
 Invoice Lines: 0.00 Basis Date Type: Inv Date
 *Currency: USD Non Merchandise Summary
 Miscellaneous: Penalty Details
 Freight: Print Invoice

Total: 100.00

Difference: 0.00 Calculate

Copy From Source Document

PO Unit: PO Number: Copy PO
 Copy From: None Go

Invoice Lines Find | View All First 1 of 1 Last

Line: 1 Item: UOM: Quantity:
 *Distribute by: Amount
 Ship To: NONPOVCHR Line Amount: 100.00
 SpeedChart: CER ASSIT2 Description: One Asset

Calculate

Distribution Lines Personalize | Find | View All | First 1 of 1 Last

GL Chart	Exchange Rate	Statistics	Assets	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Fund	Dept	SID	Program	Account	Chart
						100.00		STATE	11000	DAS23557	12016	13004	51620	

Save Notify Refresh Add Update/Display

Invoice Information | Payments | Voucher Attributes | Consumption

- The Chartfield information from the SpeedChart has been copied to the voucher.
- Update the dollar amounts in the Total field, Line Amount field, and Distribution Line Merchandise Amount field.

Creating SpeedCharts

Summary | Related Documents | **Invoice Information** | Payments | Voucher Attributes | Error Summary | Consumption

Business Unit: DASM1 Invoice No: 9987654
Voucher ID: 00059122 Invoice Date: 01/20/2016
 Voucher Style: Regular Voucher Accounting Date: 01/22/2016 Receipt Date: 01/25/2016

Vendor ID: DASM1 DEPT OF ADMINISTRATIVE SERVICES
 ShortName: DAS-001 FINANCIAL SERVICES CETNER RECOVERY UNIT
 Location: MAIN 165 CAPITOL AVE STE 5 NORTH
 *Address: 3 HARTFORD, CT 06106

Advanced Vendor Search
 Control Group: *Pay Terms: 000 Due Now
 Invoice Lines: 100.00 Basis Date Type: Inv Date
 *Currency: USD Non Merchandise Summary Penalty Details
 Miscellaneous: Freight: Total: 100.00

Difference: 0.00 Calculate

Copy From Source Document
 PO Unit: PO Number: Copy PO
 Copy From: None Go

Invoice Lines Find | View All First 1 of 1 Last
 Line: 1 Item: UOM: Quantity: 100.00
 *Distribute by: Amount Unit Price: Line Amount: 100.00
 Ship To: NONPOVCHR Description:
 SpeedChart: CER ASSIT2

Calculate

Distribution Lines Personalize | Find | View All First 1 of 1 Last
 GL Chart Exchange Rate Statistics Assets

Copy Down	Line	Merchandise Amt	Quantity	Source Type	Category	Subcategory	Budget Date
<input type="checkbox"/>	1	100.00	1.0000				01/22/2016

Save Notify Refresh Add Update/Display

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary | Consumption

Continue creating the voucher. Click the Save button. Core-CT will generate a Voucher ID.

Managing Vouchers

Topics

- ” Approving a Voucher
- ” Creating SpeedCharts
- ” **Deleting Vouchers**
- ” Understanding Match Exceptions
- ” Understanding Budget Exceptions

Most times it is easier to delete a voucher and create a new voucher rather than to correct a voucher in error. A voucher can be deleted at any time prior to the voucher post process. In order to delete a voucher it first must be unmatched. The Match Workbench is the only way to unmatched a voucher.

Example: A voucher can be deleted if a voucher has multiple errors. Errors may include the wrong vendor, wrong quantity, or wrong amount.

Deleting Vouchers

Navigation: Accounts Payable > Review Accounts Payable Info > Vouchers > Match Workbench

Match Workbench

Use Saved Search: [Process Monitor](#)

Business Unit equal to DASM1 **1**

Match Status equal to Matched

Voucher ID equal to 00031700

Vendor SetID equal to STATE

Vendor ID All Values

Max Rows to Retrieve: **2** 300

Search Clear [Advanced Search](#) [Save Search Criteria](#) [Delete Saved Search](#) [Personalize Search](#)

Search Results for Match Inquiry Type: Matched

Select to perform an Action on a row. ☒ Select All ☐ Clear All

Personalize | Find | View All | First 1 of 1 Last

Undo Match	Match	Match Type	Business Unit	Vouchers	Vendor ID	Financial Sanctions Status	Invoice Number	Gross Amt	Currency
<input checked="" type="checkbox"/> 3	Matched	Auto - Matched	DASM1	00031700	0000010043	Valid	040-0010364-0286 07/03/2013	546.06	USD

☒ Select All ☐ Clear All

Action: Undo Matching **4** Run

“(1) On the Match Workbench page enter the Business Unit. Select Matched from the Match Status drop down list. Enter the Voucher ID.

- (2) Click Search. The search results will populate with the voucher details identified in the Voucher ID field.
- (3) Select the Undo Match checkbox.
- (4) Select Undo Matching from the Action menu and then click the Run button.

Deleting Vouchers

Navigation: Accounts Payable> Vouchers> Add/Update> Delete Voucher

Voucher Delete

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Business Unit:

= ▼

DASM1

Voucher ID:

begins with ▼

00031700

Entry Status:

= ▼

▼

Invoice Number:

begins with ▼

Short Vendor Name:

begins with ▼

Vendor ID:

begins with ▼

Name 1:

begins with ▼


☐ Case Sensitive

Limit the number of results to (up to 300):

Search

Clear

[Basic Search](#)

 [Save Search Criteria](#)

- The Voucher Delete page displays. On the Voucher Delete page verify the correct Business Unit populates.
- Enter the Voucher ID.
- Click the Search button.

Deleting Vouchers

Delete Voucher

Voucher Details

Business Unit:

DASM1

Voucher:

00031700

Vendor

Vendor:

0000010043

CONNECTICUT NATURAL GAS CORP

ShortName:

060383860F-001

Voucher Information

Invoice:

040-0010364-0286

07/03/2013

Origin:

109

Header Budget Status:

Not Chk'd

Date:

07/19/2013

Group:

Non-Prorated Budget Status:

Valid

Gross Amount:

546.06

USD

Entry Status:

Postable

Related Voucher

Delete

Save

Return to Search

Notify

Delete Voucher

Voucher Details

Message

Warning -- Delete Confirmation (7030,12)

Press OK to delete the voucher. Press Cancel if you do not want to delete the voucher.

OK

Cancel

~ Click the Delete button.

~ A warning message will display to confirm deletion of the voucher. Click the OK button.

Deleting Vouchers

[Delete Voucher](#) [Voucher Details](#)

Business Unit: DASM1 Voucher: 00031700

Vendor
Vendor: 0000010043 CONNECTICUT NATURAL GAS CORP
ShortName: 060383860F-001

Voucher Information

Invoice:	040-0010364-0286 07/03/2013	Origin:	109	Header Budget Status:	Not Chk'd
Date:	07/19/2013	Group:		Non-Prorated Budget Status:	Not Chk'd
Gross Amount:	546.06 USD			Entry Status:	Deleted
Related Voucher				Close Status:	Open

Delete

[Save](#) [Return to Search](#) [Notify](#)

[Delete Voucher](#) | [Voucher Details](#)

“ The Entry Status will display Deleted.

“ If the voucher has been budget checked a budget check process will automatically initiate to create reversing entries to delete the voucher.

Managing Vouchers

Topics

- ” Approving a Voucher
- ” Creating SpeedCharts
- ” Deleting Vouchers
- ” **Understanding Match Exceptions**
- ” Understanding Budget Exceptions

The Accounts Payable Match process ensures that what was purchased is in sync with what is being vouchered.

Troubleshooting is required to resolve match exceptions. A voucher cannot proceed through Accounts Payable to payment until it has been successfully matched.

Understanding Match Exceptions

Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry

Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary | Consumption

Business Unit:	DASM1	Invoice Date:	01/21/2014
Voucher ID:	00031757	Invoice No:	999ZO
Voucher Style:	Regular	Invoice Total:	157.00 USD
Contract ID:		Receipt Date:	01/28/2014
Vendor Name:	CWPM LLC 25 NORTON PL PO BOX 415 PLAINVILLE, CT 06062	Pay Terms:	Due Now
		Voucher Source:	Online
Entry Status:	Postable	Origin:	ZZZ
Match Status:	Matched	Created:	01/28/2014
Approval Status:	Approved	Created By:	CORETRAINER1
Post Status:	Unposted	Modified:	01/28/2014
		Modified By:	CTSUPERUSER
Budget Status:	Valid	ERS Type:	Not Applicable
Budget Misc Status:	Valid	Close Status:	Open
*View Related	Payment Inquiry		

Go

Save | Return to Search | Notify | Refresh | Add | Update/Display

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary | Consumption

There are several ways to view a Match Status of a voucher on the Regular Entry voucher pages: the Summary, Invoice Information, and Error Summary pages.

The Match Status of a voucher can also be viewed on the:

Voucher Inquiry page: Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher.

- Match Workbench Details page: Accounts Payable > Review Accounts Payable Info > Vouchers > Match Workbench.

- Match Exceptions Report: Accounts Payable > Reports > Vouchers > Match Exceptions.

Understanding Match Exceptions

[Favorites](#) | [Main Menu](#) > [Accounts Payable](#) > [Vouchers](#) > [Add/Update](#) > [Regular Entry](#)

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#) | [Consumption](#)

Business Unit:	DASM1	Invoice Date:	08/05/2013
Voucher ID:	00031718	Invoice No:	INV23793
Voucher Style:	Regular	Invoice Total:	470.91 USD
Contract ID:		Receipt Date:	07/27/2013
Vendor Name:	A & A OFFICE SYSTEMS INC 909 MIDDLE ST MIDDLETOWN, CT 06457	Pay Terms:	Due Now
		Voucher Source:	Online
Entry Status:	Postable	Origin:	109
Match Status:	Exceptions	Created:	08/06/2013
Approval Status:	Pending	Created By:	MitchellPA
Post Status:	Unposted	Modified:	08/06/2013
		Modified By:	MitchellPA
		ERS Type:	Not Applicable
Budget Status:	Not Chk'd	Close Status:	Open
Budget Misc Status:	Valid	Audit Logs	
*View Related	Payment Inquiry	Go	

[Save](#) | [Return to Search](#) | [Notify](#) | [Refresh](#) | [Add](#) | [Update/Display](#)

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#) | [Consumption](#)

~ Match Exceptions occur when vouchers do not match correctly to a purchase order, receipt, or inspection.

- Click the Match Status Exceptions link to go to the Match Workbench page.

Understanding Match Exceptions

Navigation: Accounts Payable > Review Accounts Payable Info > Vouchers > Match Workbench

Match Workbench

Use Saved Search: [Process Monitor](#)

Business Unit: equal to DASM1

Match Status: equal to **Match Exceptions Exist**

Voucher ID: All Values

Vendor SetID: equal to STATE

Vendor ID: All Values

Max Rows to Retrieve: 300

Search [Advanced Search](#) [Save Search Criteria](#) [Delete Saved Search](#) [Personalize Search](#)

Search Results for Match Inquiry Type: Match Exceptions Exist

Select to perform an Action on a row. ☒ [Select All](#) ☐ [Clear All](#)

[Personalize](#) [Find](#) [View All](#) [First](#) [1-5 of 5](#) [Last](#)

Select	Match	Business Unit	Vouchers	Vendor ID	Financial Sanctions Status	Invoice Number	Gross Amt	Currency
<input type="checkbox"/>	Match Exceptions Exist	DASM1	00031718	0000010011	Valid	INV23793	470.91	USD
<input type="checkbox"/>	Match Exceptions Exist	DASM1	00031740	0000010027	Valid	57420626053 6/10/13	1307.66	USD

“ The Business Unit should populate. If not enter your agency's business unit.

“ Select Match Exceptions Exist and click the Search button to display all vouchers that have match exceptions.

“ The Vendor SetID should always be STATE.

“ The Search Results will display all vouchers with match exceptions. Click the Match Exception Exist link to view match exceptions.

Understanding Match Exceptions

Match Rule:	RULE_V200	Match Level:	Standard
The sum of all quantity on Vouchers being matched and those already matched for the Purchase Order schedule is greater than PO schedule quantity plus the Receipt quantity percentage tolerance.			
Match Rule:	RULE_V400	Match Level:	Standard
The total of all Vouchers being matched and already matched is greater than the Purchase Order amount plus the amount of the extended percentage tolerance.			
Match Rule:	RULE_R600	Match Level:	Standard
Unmatched Receipts exist within the system but could not be matched to Voucher, or the Receipts have been assigned to another Voucher being matched in this same matching run control.			
Match Rule:	RULE_R900	Match Level:	Standard
The total received quantity of voucher line for same receiver is greater than the receiver accepted quantity, minus the quantity previously invoiced.			
Match Rule:	RULE_R950	Match Level:	Standard
Voucher line invoiced total quantity is not equal to the sum of all receiver accepted quantities that are associated with this voucher line.			

~ The Match Rule identifies the type of Match Exception. The letter before the number identifies where the matching error occurred. For example: Rule_V400, the V identifies the matching error occurred on the Voucher. RULE_R950, the R identifies that the matching error occurred on the Receipt.

~ Listed below are definitions of Common Match Exceptions.

~ RULE_V200: The quantity on the Voucher is more than the quantity on the Purchase Order/Receipt. The voucher quantity is more than the Purchasing/Receiving quantity tolerances.

~ RULE_V400: –The voucher is over the Purchase Order amount tolerance .

~ RULE_R600: – The voucher created does not match any receivers.

~ RULE_R900: – The voucher quantity is more than the quantity on the receipt, or the voucher is a duplicate.

~ RULE_R950: – The receipt is out of sync with the voucher. The Purchase Order line may have additional receivers.

Understanding Match Exceptions

Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary Consumption			
Business Unit:	DASM1	Invoice Number:	INV23793
Voucher ID:	00031718	Invoice Date:	08/05/2013
Style:	Regular Voucher	Total:	470.91 USD
Invoice Line Errors Personalize Find View All First 1 of 1 Last			
Line	Field Name	Message	
1	450	LTD vchr amt greater than rcv amt w rule amt tol	
Save Return to Search Notify Refresh Add Update/Display			
Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary Consumption			

Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary Consumption			
Business Unit:	DOCM1	Invoice Number:	TEST MATCHING LOCATION
Voucher ID:	00324447	Invoice Date:	04/23/2014
Style:	Regular Voucher	Total:	10.00 USD
Invoice Line Errors Personalize Find View All First 1 of 1 Last			
Line	Field Name	Message	
1	RULE_H200	PO Vendor/Location <=> Voucher Vendor/Location	
Save Return to Search Notify Refresh Add Update/Display			
Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary Consumption			

~ Rule_450: The voucher amount was changed after saving. Voucher Processors should delete the voucher, change the receipt to the appropriate amount, and create a new voucher.

~ Rule_H200: The Purchase Order and Voucher location and/or addresses are not in sync. Voucher Processors should change the Purchase Order according to the address on the voucher.

Managing Vouchers

Topics

- “ Approving a Voucher
- “ Creating SpeedCharts
- “ Deleting Vouchers
- “ Understanding Match Exceptions
- “ **Understanding Budget Exceptions**

Budget checking is a automated batch process that confirms the availability of funds to support an expenditure.

Budget Exceptions occurs when the wrong chartfield are entered or a budget has exceeded the funds available.

Understanding Budget Exceptions

Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry

Summary		Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary	Consumption
Business Unit:	DASM1	Invoice Date:	02/21/2014				
Voucher ID:	00031775	Invoice No:	12123434				
Voucher Style:	Regular	Invoice Total:	125.35	USD			
Contract ID:		Receipt Date:	02/28/2014				
Vendor Name:	SUBURBAN STATIONERS INC 693 HIGH ST MIDDLETOWN, CT 06457	Pay Terms:	Due Now				
		Voucher Source:	Online				
Entry Status:	Postable	Origin:	ZZZ				
Match Status:	Matched	Created:	02/28/2014				
Approval Status:	Approved	Created By:	CORETRAINER1				
Post Status:	Unposted	Modified:	02/28/2014				
		Modified By:	CTSUPERUSER				
		ERS Type:	Not Applicable				
Budget Status:	Valid	Close Status:	Open				
Budget Misc Status:	Valid	Audit Logs					
*View Related	Payment Inquiry	Go					
<div> Save Return to Search Notify Refresh Add Update/Display </div>							
Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary Consumption							

- After the voucher is Budget Checked the Budget Status displays on the Summary page of the voucher.

- The Budget Status of the voucher prior to Budget Check displays Not Checked. After the voucher is successfully Budget Checked the Budget Status will display 'Valid'.

“ Note Budget Misc Status will always display as 'Valid' and is not applicable to Core-CT.

Understanding Budget Exceptions

Summary		Related Documents		Invoice Information		Payments		Voucher Attributes		Error Summary		Consumption	
Business Unit:	DASM1	Invoice Date:	02/21/2014										
Voucher ID:	00031775	Invoice No:	12123434										
Voucher Style:	Regular	Invoice Total:	125.35	USD									
Contract ID:		Receipt Date:	02/28/2014										
Vendor Name:	SUBURBAN STATIONERS INC		Pay Terms:	Due Now									
	693 HIGH ST		Voucher Source:	Online									
	MIDDLETOWN, CT 06457		Origin:	ZZZ									
Entry Status:	Postable	Created:	02/28/2014										
Match Status:	Matched	Created By:	CORETRAINER1										
Approval Status:	Approved	Modified:	02/28/2014										
Post Status:	Unposted	Modified By:	CTSUPERUSER										
Budget Status:	Exceptions												
Budget Misc Status:	Valid	Audit Logs											
*View Related	Payment Inquiry		Go										
<div> Save Return to Search Notify Refresh Add Update/Display </div>													
Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary Consumption													

- If the voucher fails Budget Check the Budget Status will display Exceptions. Budget Check Exceptions must be resolved before the voucher is posted and paid.
- Click the Exceptions link on the Summary page of the voucher to go to the Budget Exceptions page.

Understanding Budget Exceptions

Navigation: Commitment Control > Review Budget Check Exceptions > Accounts Payable > Voucher

Voucher

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Commitment Control Tran ID: begins with

Commitment Control Tran Date: = 31


Business Unit: = DASM1

Voucher ID: begins with

Process Instance: =

Process Status: =

Limit the number of results to (up to 300): 300

[Basic Search](#)  [Save S](#)

Document in process
Errors Exist
No Errors or Warnings
Only Warnings Exist
Process Unsuccessful
Provisionally Valid
Unrecorded Errors Exist

~ On the Find an Existing Value page enter the Business Unit. Select Errors Exist on the Process Status drop down menu.

~ Click Search.

Understanding Budget Exceptions

Voucher Exceptions | **Line Exceptions**

Business Unit: DASM1 Voucher ID: 00009690

*Exception Type: **Error** ☐ Override Transaction ☐ More Budgets Exist

Maximum Rows: 100

[Search](#) [Advanced Budget Criteria](#)

Budgets with Exceptions [Personalize](#) [Find](#) [View All](#) [First](#) [1-3 of 3](#) [Last](#)

Budget Override **Budget Chartfields**

	Details	Business Unit	Ledger Group	Exception▼	More Detail▲	Override Budget	Budget Over Info	Transfer
1		STATE	KK_APPROP	No Budget Exists	More Detail	<input type="checkbox"/>		Go To ...
2		STATE	KK_PRJ1	No Budget Exists	More Detail	<input type="checkbox"/>		Go To ...
3		STATE	KK_ALLOT	No Budget Exists	More Detail	<input type="checkbox"/>		Go To ...

[Save](#) [Return to Search](#) [Notify](#)

[Voucher Exceptions](#) | [Line Exceptions](#)

“ A voucher copied from a Receipt rarely displays Budget Exceptions, because the funds have already been encumbered from the Purchase Order. The most common Budget Exceptions are from Non-PO Vouchers are:

“ No Budget Exists: No budget matches the coding entered. Voucher Processors should go back to the voucher, verify the coding, and make the necessary changes.

“ Exceeds Budget Tolerance: There is not enough money in the budget for the chartfield string entered. Funds must be added to the budget, or verify the chartfield coding on the voucher is correct.

“ Click the Go To... link to display more information on Budget Exception.

“ Once any corrections are made, save the voucher and it will get picked up in the next AP_Budget Check batch process.

Payments

Topics

“ **Understanding Offsets Payments**

The State of Connecticut has identified a list of collection authorities who connect with Core-CT to report vendors who owe them. The Internal Revenue Service, Department of Revenue Services, and Department of Labor are three collection authorities that report vendors in Core-CT.

These collection authorities receive money that a State agency would pay to a vendor. Until the debt owed to the State is fully satisfied, all payments to the vendor will continue to be 'Offset'.

Example: An agency created a voucher to pay a vendor. The vendor owes federal taxes to the Internal Revenue Service. IRS sent this information to Core-CT with details of the taxes owed by the vendor. When the State Pay Cycle runs, instead of creating a payment to the vendor from the agency, it is redirected and paid to the IRS. The vendor will receive a letter stating that the payment was 'Offset' to the IRS.

Understanding Offsets

Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry

The screenshot displays the 'Add/Update' voucher entry screen. The 'Summary' tab is active, showing the following details:

- Business Unit:** DDSM1
- Voucher ID:** 00217733
- Voucher Style:** Regular Voucher
- Total Amount:** 555.80 (highlighted with a red box)
- Invoice No:** 8189
- Invoice Date:** 07/22/2013
- *Pay Terms:** 000 Due Now

The 'Payment Information' section shows:

- Payment:** 1
- *Remit to:** 0000016730
- Location:** MAIN
- *Address:** 1
- DUCT CLEAN CORP**
- 230 STAGG ST**
- STRATFORD, CT 06615**
- Gross Amount:** 0.00 USD
- Discount:** 0.00 USD
- Scheduled Due:** 07/29/2013
- Net Due:** 07/22/2013
- Discount Due:**
- Accounting Date:** 07/31/2013

The 'Payment Options' section shows:

- *Bank:** FLEE2
- *Account:** VEN1
- *Method:** CHK Check
- L/C ID:**
- Message:** DDS-NORTH REGION, PODDSM1-0000030780
- Message will appear on remittance advice.**
- Pay Group:**
- *Handling:** OF
- *Netting:** Not Applicable
- Hold Reason:**
- Vendor Bank**
- Messages**
- ☐ Hold Payment
- ☐ Separate Payment

The 'Schedule Payment' section shows:

- *Action:** Schedule
- Payment Date:** 07/31/2013
- Pay:**
- Reference:** Z0014811531

At the bottom, there are buttons for Save, Return to Search, Notify, Refresh, Add, and Update/Display. The navigation bar at the bottom shows the current path: Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary | Consumption.

“ The Total Amount of the services rendered by this vendor is \$555.80.

“ If the vendor has an open lien that is pending, all or part of the payment will be redirected to the collecting authority. In this case you will see two Payment Information group boxes. This is a clue that an offset payment has occurred.

“ In Payment Information group box the Gross Amount is \$0. This is the amount paid to the vendor. The Handling code is “OF”, for Offset.

Understanding Offsets

Summary		Related Documents		Invoice Information		Payments		Voucher Attributes		Error Summary		Consumption	
Business Unit:	DDSM1	Invoice No:	8189										
Voucher ID:	00217733	Invoice Date:	07/22/2013										
Voucher Style:	Regular Voucher												
Total Amount:	555.80												
		*Pay Terms:	000		Due Now		Schedule Payments						
Payment Information													
Find View All First 1 of 2 Last													
Payment:	1												
*Remit to:	0000016730		Gross Amount:	0.00		USD		Payment Inquiry					
Location:	MAIN		Discount:	0.00		USD		<input type="checkbox"/> Discount Denied Late Charge Express Payment Payment Comments(0) Holiday/Currency					
*Address:	1		Scheduled Due:	07/29/2013									
DUCT CLEAN CORP			Net Due:	07/22/2013									
230 STAGG ST			Discount Due:										
STRATFORD, CT 06615			Accounting Date:	07/31/2013									
Payment Options													
*Bank:	FLEE2		Pay Group:			Vendor Bank							
*Account:	VEN1		*Handling:	OF		Messages							
*Method:	CHK Check		*Netting:	Not Applicable									
L/C ID:			Hold Reason:					<input type="checkbox"/> Hold Payment <input type="checkbox"/> Separate Payment					
Message:	DDS-NORTH REGION, PODDSM1-0000030780												
Message will appear on remittance advice.													
Schedule Payment													
*Action:	Schedule		Payment Date:	07/31/2013									
Pay:			Reference:	Z0014811531									
Save Return to Search Notify Refresh Add Update/Display													
Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary Consumption													

~ In the Scheduled Payment group box, the Payment Date and Reference information displays.

~ Click the next page button to view the second Payment Information group box.

Understanding Offsets

Payment Information		Find View All First 2 of 2 Last	
Payment:	2	Gross Amount:	555.80 USD
*Remit to:	DRSM1	Discount:	0.00 USD
Location:	MAIN	Scheduled Due:	07/29/2013
*Address:	1	Net Due:	07/22/2013
DEPT OF REVENUE SERVICES		Discount Due:	
25 SIGOURNEY STREET		Accounting Date:	07/31/2013
HARTFORD, CT 06106		Payment Inquiry <input type="checkbox"/> Discount Denied Late Charge Express Payment Payment Comments(0) Holiday/Currency	
Payment Options			
*Bank:	GIRO	Pay Group:	
*Account:	GIRO	*Handling:	OC
*Method:	IGE	*Netting:	Not Applicable
L/C ID:		Hold Reason:	
Message:		Vendor Bank Messages Layout <input type="checkbox"/> Hold Payment <input checked="" type="checkbox"/> Separate Payment	
DDS-NORTH REGION, PODDSM1-0000030780			
Message will appear on remittance advice.			
Schedule Payment			
*Action:	Schedule	Payment Date:	07/31/2013
Pay:		Reference:	121874
Save Return to Search Notify Refresh Add Update/Display			
Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary Consumption			

“ On the second Payment Information group box the Gross Amount displays \$555.80. DEPT OF REVENUE SERVICES will receive the Gross Amount of \$555.80.

“ The Handling code is “OC”, for Offset Complete. This means that the offset is complete for this payment. The Method is GIRO because DRS is another state agency.

“ Note: There are two payment references for this voucher. One is for \$0 to the vendor and one is for \$555.80 to the collection authority, DRS. Remember, even though the vendor’s payment was fully offset, there is a payment reference for \$0.

Inquiries and Reports

Topics

- “ Voucher Activity Report
- “ Voucher Inquiry
- “ Payment Inquiry
- “ PO/AP Interface Inquiry
- “ Month End/Fiscal Year End Reporting

Inquiries extract information in Core-CT modules for viewing purposes. Accounts Payable inquiries allow users to view vendor, voucher, payment and interface information.

Catalog of Online Reports are delivered or custom reports designed to provide real time access to financial data.

Enterprise Performance Management (EPM) is a data repository for Core-CT. Data stored in reporting tables are extracted by creating queries. EPM data is refreshed from the Core-CT system as of close of business the previous day. Therefore, EPM is not 'Real Time.' It will not include today's data.

Voucher Activity Report

Navigation: Accounts Payable > Reports > Vouchers > Voucher Activity

Voucher Activity Report

Run Control ID: Voucher_Activity [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Report Request Parameters

Business Unit: DASM1

Account:

Dept: DAS23110

Post Status: Posted

Due Date:

Budget Date From: 07/01/2013 Budget Date To: 06/27/2014

Report Request Parameters Personalize

Fund	SID	Program	ChartField 1	ChartField 2	Bud Ref	PC Bus Unit	Project	Activity	Source Type
11000									

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update/Display](#)

“ The Voucher Activity Report displays a detailed listing of posted or un-posted vouchers for specific date(s) or date range. The run control page is used to specify agency AP Business Unit, Account and Department.

“ In this example the Business Unit, Department, and Fund are entered as parameters.

Voucher Activity Report

CoreCT		Report ID: CT_APR149	State of Connecticut				Page No. 2		
			VOUCHER ACTIVITY				Run Date 06/24/2014		
							Run Time 9:39:38AM		
Business Unit:	DASM1	Account:	Department:	DAS23110	GL Business Unit:	STATE	Post Status:	P	
Fund Code:	11000	SID:	Program:		Project:		Activity:		
Budget Date:	07/01/2013 through 06/27/2014				Source Type:		Category:		
Business Unit	Voucher	Invoice	Budget Reference	Purchase Order	Vendor	Vendor Name	Budget Date	Expended Amt (By Criteria)	Total Paid Amt (All Codes)
DASM1	00035319	INV43030	2014	0000008046	0000010011	A & A Office Systems Inc	12/09/2013	115.00	115.00
DASM1	00035766	828547917	2014	0000008989	0000010037	West Group	12/23/2013	206.26	618.82
DASM1	00035878	Middletown Boarc	2014	0000009611	0000000083	Town Of Middletown	12/30/2013	255.00	255.00
DASM1	00036209	MEETING DEC 2	2014		0000072889	Leslie A Williamson Jr	01/09/2014	250.00	250.00
DASM1	00036211	MEETING DEC 2	2014		0000132960	Victor Schoen	01/09/2014	250.00	250.00
DASM1	00036212	MEETING DEC 2	2014		0000117230	Emanuel N Psarakis	01/09/2014	250.00	250.00
DASM1	00036283	MEETING DEC 2	2014		0000073089	Matthew Borrelli	01/10/2014	250.00	250.00
DASM1	00036286	INV47136	2014	0000008046	0000010011	A & A Office Systems Inc	01/10/2014	115.00	115.00
Total Expended Amount:								\$ 12,336.69	
Grand Expended Amount:								\$ 12,336.69	

“ The Voucher Activity Report is ideal for grouping vouchers by Business Unit, in a date range, or a fiscal year.

“ The Report displays an Expended Amount (By Criteria) and Total Paid Amount (All Codes) for each voucher.

“ The Report is used to investigate potential issues and problems when running summary level reports (e.g. Trial Balance).

Voucher Inquiry

Navigation: Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher

The screenshot shows the 'Voucher Inquiry' form. On the left is a list of search criteria. On the right are input fields for 'From' and 'To' business units, and a list of voucher statuses. Red arrows point from specific criteria to their corresponding status options.

Search Criteria	
Search Name	ALL
Business Unit	DASM1
Voucher ID	
Invoice Id	
Vendor SetID	STATE
Short Name	
Vendor Name 1	
Vendor Name 2	
Vendor ID	
Vendor Location	
Entry Status	
Accounting Dt	
Invoice Date	
Due Date	
Entered Date	
Origin Set ID	
Origin	
Control Group ID	
Contract ID	
Lease Number	
PO Business Unit	
Purchase Order	
Item ID	
*Amount Rule	Any
Amount	
Currency	
*Voucher Style	All Vouchers
Post Status	
Approval Status	
Voucher Balance	
Voucher Source	
User ID	
GL Business Unit	
Account	
Department	
VAT No	
Process Instance	
Match Status	
Sanctions Status	

From: DASM1 To: DASM1

Payment Not Applied
Posted
Unposted

Approved
Denied
Unapproved

Manually Overridden
Match Dispute
Match Exceptions Exist
Matched
Not Applicable
Overridden - Credit Note
To Be Matched

Max Rows: 300 Search Clear

" Voucher Inquiry is for users with a Voucher Reviewer role that do not have access to the Voucher entry page to view the matched, approved, and posting status of vouchers. Voucher processors and approvers use Voucher Inquiry as a tool for daily management, identifying vouchers that are not processing through to payment.

" The Business Unit must be entered in the From and To fields. Search criteria can be entered to narrow down the search results.

" Important: Enter a date range unless searching for a specific voucher, otherwise performance issues will occur.

Voucher Inquiry

Navigation: Accounts Payable > Review Accounts Payable Info > Payments > Payment

*Voucher Style: All Vouchers
 Post Status: Posted
 Approval Status: Approved
 Voucher Balance: No Balance Remains
 Voucher Source:
 User ID:
 GL Business Unit:
 Account:
 Department:
 VAT No:
 Process Instance:
 Match Status: Matched
 Sanctions Status:

Max Rows: 300 Search Clear

Sort Criteria

*Sort By: Voucher ID Sort Display

*Sort Asc/Desc: Ascending

Display Currency Criteria

Late Interest Analysis

Voucher Inquiry Results

Voucher Details Amounts More Details Vendor Details **Payment Information**

Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Entry Status	Accounting Entries	Match Status	Match WorkBench	Payment Information	Scheduled Payments	Short Vendor Name
DASM1	00037096	163275	02/04/2014	0000156335	Postable		Not Applicable				DASM1X1213-003
DASM1	00037061	TAXINTERCEPT01292014	02/03/2014	0000010089	Postable		Matched				061367424F-001
DASM1	00037063	TAXINTERCEPT01292014	02/03/2014	0000043905	Postable		Not Applicable				061157755F-001
DASM1	00037083	10667, 10690	02/03/2014	0000016698	Postable		Not Applicable				061200608F-001
DASM1	00037069	TAXINTERCEPT01292014	02/03/2014	0000010650	Postable		Not Applicable				060772160F-001
DASM1	00037105	8103658760	01/31/2014	0000010280	Postable		Matched				341270056F-001
DASM1	00037072	T477168	01/31/2014	0000118365	Postable		Not Applicable				421249917F-001

“ The search results display in the Voucher Inquiry Results group box.

“ A Payment Information icon will appear if the voucher has been paid.

Voucher Inquiry

[Back To Voucher Inquiry](#)

Business Unit:
DASM1
Voucher ID:
00037096
Invoice Number:
163275

Vendor Name:
STUART E PARKER
Vendor Location:
MAIN

Gross Invoice Amount:
1,189.00
Transaction Currency:
USD

Details
Personalize
Find
View All
1 of 1
Last

Bank SetID	Bank Code	Bank Account	Payment Reference ID	Applied Business Unit	Applied Voucher ID	Payment Date	Payment Amount	Payment Currency	Voucher Paid Amount	Payment Status
OTTM1	FLEE2	VEN1	14328916			02/07/2014	1,189.00	USD	1,189.00	Paid

~ After clicking the Payment Information icon, the payment details page displays.

~ In this example there is only one Payment Reference ID. The Payment Status displays Paid.

~ Click the Payment Reference ID.

Payment Inquiry

Navigation: Accounts Payable > Review Accounts Payable Info > Payments > Payment

Payment Inquiry [Back To Vo](#)

Search Criteria

Search Name: ALL

Vendor Name: From

*Amount Rule: Any

Amount: To

Currency:

Bank SetID: OTTM1

Bank Code: FLEE2

Bank Account: VEN1

Bank Account #: 14328916

Reference: 14328916

Payment Date:

Payment Method: System Check

Pay Cycle:

Seq Num:

Payment Status:

Remit SetID: STATE

Remit Vendor:

Settle By:

Settlement Status:

☐ Single Payment Vouchers

Max Rows: 300

☐ Show Chart *Chart Type: Bar Chart

Sorting Criteria

1st sort: Bank Account ☐ Descending

2nd sort: Payment Reference ID ☐ Descending

Payment Inquiry Result [Personalize](#) [Find](#) [View All](#) [First](#) [1 of 1](#) [Last](#)

[Payment Details](#) [Additional Info](#) [Vendor Details](#) [Financial Gateway](#) [\[...\]](#)

Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
VCHR	14328916	System Check	1,189.00	USD	02/06/2014	02/07/2014	Paid	Reconciled	05/02/2014

~ After clicking the Payment Reference ID, the Payment Inquiry page displays.

~ The Payment Inquiry is used to view: specific payment reference information, payments made to a vendor, and payments from a specific bank account, payment method, or handling code.

~ Important: The Bank SetID is always 'OTTM1' when searching for payments.

~ Clicking the Payment Reference ID will display further payment information.

PO/AP Interface Inquiry

Navigation: Accounts Payable > Review Accounts Payable Info > Interfaces > Purchase Order

PO Inquiry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit: = ▼ DASM1 🔍

PO Number: begins with ▼ 0000008124

Purchase Order Date: = ▼ 🔍

Vendor ID: begins with ▼ 🔍

Short Vendor Name: begins with ▼ 🔍

Limit the number of results to (up to 300): 300

Search Clear [Basic Search](#) 🔍 [Save Search Criteria](#)

“ The PO Inquiry page is used to view voucher and receiver information for each line of a purchase order.

“ Enter the PO Number.

“ Click the Search button.

PO/AP Interface Inquiry

Purchase Order

Business Unit: DASM1 PO No.: 000008124
 PO Date: 03/12/2013 Match Rule: STANDARD
 Vendor ID: 000010003 Location: MAIN CONNECTICUT LIGHT & POWER CO

PO Line

Line Number: 1 Sched Num: 1
 Item ID: Description: ELEC SVC; ACCT# 51530802081 FOR 30 TRINITY ST, HARTFORD, CT 06106-1634
 Merchandise Amt: 65237.74 USD
 PO Qty: 1.0000 Match Status PO: Partial

Invoice Details

AP Unit	Voucher	Line	Entry Status	Close Status	Match Status	Merchandise Amt	Currency	UOM	Quantity	BU Recv	Receipt No	Receipt Line	Retainage	Finalized Distribution
DASM1	00028090	1	Postable	Open	Matched	11705.76 USD	YR	1.0000	DASM1	000006290		1	N	
DASM1	00028727	1	Postable	Open	Matched	11231.38 USD	YR	1.0000	DASM1	000006697		1	N	
DASM1	00029325	1	Postable	Open	Matched	11089.69 USD	YR	1.0000	DASM1	000007117		1	N	

Receiver Details

BU Recv	Receipt No	Receipt Line	Retainage	Match Status	Amount	Currency	UOM	Recv Qty	Accept Qty
DASM1	000006290	1		Matched	11705.76 USD	YR	1.0000	1.0000	1.0000
DASM1	000006697	1		Matched	11231.38 USD	YR	1.0000	1.0000	1.0000
DASM1	000007117	1		Matched	11089.69 USD	YR	1.0000	1.0000	1.0000

RTV Details

BU RTV	RTV ID	RTV Line	Status	Return Action	Disposition	Reason Code	UOM	Return Qty	Ship Qty

Save
 Return to Search
 Notify

- The PO/AP Interface Inquiry displays all vouchers created against this PO along with receiver details.

PO/AP Interface Inquiry

Vendor Current Balances

Search Name:

Business Unit:

Vendor SetID:

Vendor ID:

Vendor Location:

Currency:

Max Rows:

Sort Criteria

*Sort By: *Sort Asc/Desc:

Display Currency Criteria

Vendor Current Balances							Personalize Find View All First 1 of 1 Last
Vendor ID	Short Vendor Name	Business Unit	Transaction Currency	Gross Amount	Unapplied Prepayments	Payable Balance	
0000000064	066001870F-001	DASM1	USD	215.00		215.00	

“ The Vendor Current Balance Inquiry displays the Gross Amount of that an agency owes to a vendor. In this example, the Gross Amount is 215.00 for Vendor 0000000064.

“ If the Gross Amount is negative, the vendor owes the agency for one or more credit amounts. The agency should ensure that all credits are applied to any voucher being created. If no future vouchers are to be created, the agency should demand a refund from the vendor.

Month End/Fiscal Year End Reporting



OSC and Core-CT Production Support periodically check for vouchers that are not progressing through to payment. Agencies should manage their vouchers on a monthly basis. This will prevent excessive cleanup at fiscal year-end.

The FY End Job Aid on the Core-CT website provides a checklist and corresponding reports and queries to help resolve voucher payment issues.

Month End/Fiscal Year End Reporting

Cleanup Checklist

<i>To Find Vouchers...</i>	
<input checked="" type="checkbox"/> NOT MATCHED	INQUIRY-Match Workbench or REPORT-Match Exceptions
<input checked="" type="checkbox"/> NOT APPROVED	INQUIRY-Voucher Inquiry or EPM QUERY- CT CORE FIN AP VCHRS UNAPPRVD
<input checked="" type="checkbox"/> NOT VALID (Budget Checked)	INQUIRY-Voucher Inquiry or Review Voucher Exceptions (in Commitment Control)
<input checked="" type="checkbox"/> ON HOLD	EPM QUERY- CT CORE FIN AP VCHRS ON HOLD
<input checked="" type="checkbox"/> NOT PAID	INQUIRY-Voucher Inquiry or EPM QUERY- CT CORE FIN AP VCHBUDCKD UNPD
<input checked="" type="checkbox"/> PAID BUT NOT POSTED	EPM QUERY- CT CORE FIN AP VCHRS PD UNPST
<input checked="" type="checkbox"/> VENDORS WITH A CREDIT BAL ON ACCT	EPM QUERY- CT CORE FIN AP VENDOR CREDIT
<ul style="list-style-type: none"> ➤ If you are using Control Groups, be sure they are not only paying, but posting. ➤ Be sure your Reversal Vouchers have reversed the vouchers they were intended to reverse. 	
<ul style="list-style-type: none"> ➤ Review any vendor with a credit balance on account. No vendor should have a negative balance at FYE. ➤ Be sure credit Adjustment Vouchers were taken. Otherwise, they must be deleted and will have to be re-entered next FY. 	

“Agencies should use this list to manage their vouchers on a monthly basis; this will prevent excessive cleanup at fiscal year end.

Questions?

More Information?



Contact: Zakiah Owusu

Email: Zakiah.Owusu@ct.gov

Want to Register for another class?

Contact your Training Registration Contact

[Agency Training Registration Contacts](#)