



This is an overview of the enhancements related to the Accounts Payable Module resulting from the upgrade from Core-CT 8.9 to Core-CT 9.1. Each of the enhancements described in this overview is covered in additional detail in the remaining sections of this course.

Vendors

In Core-CT 9.1 changes to vendor names are effective dated and can be viewed using a new component, **Vendor Name History Inquiry**. Users can add a future effective dated row using the **Vendor Name History** component. This feature enables users to record changes to a vendor name that will take place in the future. The new name will become effective in Core-CT 9.1 once the effective date is reached. Until then the old name will be the effective name for the vendor.

Core-CT provides enhanced duplicate vendor checking. This enhancement reduces the possibility of duplicate vendors being added to Core-CT. Duplicate vendor checking works for both active and inactive vendors.

Additionally, users can add attachments to vendor information using an **Attachment (0)** link on the **Identifying Information** page.

Vouchers

Core-CT 9.1 provides a **Session Defaults** page in the **Regular Entry** component. This page allows a user to set default values for Vendor ID, Address, Location, Accounting Date, chartfields, etc. for all vouchers entered during the current session. The session defaults are not saved when a user signs out of Core-CT. Session defaults must be set again the next time the user signs in to Core-CT.

Users can add attachments to vouchers using the **Attachments (0)** link that appears on the **Invoice Information** page of the **Regular Entry** component.

The **Receipt Date** field on the Invoice Information page of the **Regular Entry** component does not default to the current date as it did in Core-CT 8.9. This is a required field. Users must enter or select a date in this field in order to save a voucher. Core-CT 9.1 generates an error message when saving if the **Receipt Date** field is open.

Audit Logs

Core-CT 9.1 provides a set of audit logs that track voucher matching and payment cancellation. Users can access these logs using the Search Audit Log component or through the **View Audit Log** link that appears on voucher pages.

XML Reports

In Core-CT 9.1 many Accounts Payable reports are available in XML format alongside the Crystal format that was used in Core-CT 8.9. Users can select to run either version of a report when both versions are available. XML reports cannot be viewed from the **View Log/Trace** page. They must be viewed from **Report Manager**.

Voucher Approvals

The voucher approval process in Core-CT 9.1 is very similar to that used in Core-CT 8.9. The approval business rules, roles, and routings in Core-CT 9.1 are the same as in Core-CT 8.9. Approvals in Core-CT

9.1 use a different page from that used in Core-CT 8.9 with a different navigation. In Core-CT 9.1 approvers can either approve or deny a voucher. They cannot, as was the case in Core-CT 8.9, recycle or pushback a voucher. This functionality is incorporated into the deny functionality in Core-CT 9.1. Approvers are able to add comments to a voucher approval and must do so if a voucher is denied.

Changes Affecting Central Accounts Payable Users

Several of the new features/enhancement from Core-CT 8.9 to Core-CT 9.1 affect central users, not agency users. These changes include:

- The ability to set up pre-notifications for ACH payments to vendors
- A **Selective Payment Update** component that enables users to change the Hold status for payments on vouchers with a large number of distributions
- A **Voucher Mass Maintenance** component that enables users to make changes to large groups of vouchers en masse, including updating fields and closing vouchers
- A **Mass Payment Cancellation** component that allows a user to cancel a large number of vouchers en masse.