

## **Session Defaults**

Session Defaults is a Core-CT 9.1 tool that allows users to quickly populate fields on a group of similar, NON-PO vouchers only. To set up a Session Default, users must go into the voucher component, **Invoice Information** page.

The **Session Defaults** page in the **Regular Entry** component allows users to set values that will be applied to all Non-PO vouchers that they enter while signed in to Core-CT 9.1. These defaults are not saved when users end the session by signing out of Core-CT. Session Defaults will have to be reset for a new session.

## **Navigation**

Accounts Payable > Vouchers > Add/Update > Regular Entry

oucher ID:					
a service and there is a service of the service of	NEXT	Invoice Date:	B		*
oucher Style:	Regular Voucher	Accounting Date:	02/05/2013 Receipt Date:	E	Run
endor ID:	9.				Session Defaults
hortName:	٩,				Attactoments (0)
ocation:					Construction (197
ddress:					Comments(0)
tvanced Vendor Sea	csh i				
ontrol Group:	Q.	*Pay Terms:	000 Q Due N	ow	View Audit Loos
voice Lines:	0.00	Basis Date Type:	Inv Date		
urrency:	USD 🔍	Non Merchandise Summari	Penalty Details		Print Invoice
iscellaneous:	2				
eight:					
otal:	0.00	Copy From Source Docum	ent		
fference:	0.00	PO Unit:	a,		
	Calculate	PO Number:	Q.		Gopy P.D
		Copy From:	None	*	<u>Go</u>
nvoice Lines				E	nal View All Frist 🖸 1 of 1 🖸 Li
.ine:	1	item:	Q UOM:	0	<u>a</u>
Distribute by:	Amount 💌	Unit Price:	Quantity:		
	NONPOVCHR Q	Line Amount	0.00		

Click the Session Defaults link.

The Session Defaults page displays.

e Lines:							
	-	Estimated N	o. of Distribution	15:		1	
i a record		For Quick	Invoice Only		Non	Merchandise 0	Charges
ESM1 Rate Type:	1	Terms:			R Me	sc Options:	Display
	1	QI Templa	atec		Prg Frg	nt Options:	Display
1011	A	Template	ę		Sa Sa	les Tax Opt:	Display
Address:		Build Cod	lec -	-	N VI	T Amt Opt:	Display
Currency:		PO Unit:			A	1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 -	
		Recy Unit	£		(a)		
B Origin:		PO Option	15:	Display	~		
12		Receiver	Opt	Display	~		
			wpo-		- 101		The second second
Department Special ID	Program	Account	ChartField 1	ChartField 2	Budget	PC	Project
	Code				Reference	Unit	
12 12	19.	9	A 10	A.		2 9	8
	ESM1 Rate Type: R Address: Currency: Currency: Congin: Special ID R Special ID	ESM1 Address: Address: Currency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Corrency: Cor	ESM1 Address: Address	ESM1 Rate Type: Terms: Gi Terms: Gi Template: Template: Template: Emplate:	ESM1 Rate Type: Terms: GI Terms: GI Terms: GI Terms: GI Termsite: CI Template: CI Template: Display: Currency: Curre	ESM1       Rate Type:       Terms:       Mit         Qi Template:       Qi Template:       Pic       Frg         Qi Address:       Pic       Build Code:       Pic       Vi         Qi Currency:       Pic       Pic       Pic       Vi         Po Unit:       Recv Unit:       Pisplay       Vi         Po Origin:       Pisplay       Pisplay       Vi         Po Options:       Display       Pisplay       Vi         Department       Special ID       Program       Account       ChartField 1       ChartField 2       Budget Reference	ESM1       Rate Type:       Terms:       Misc Options:         GI Template:       Implate:       Implate:       Implate:       Implate:         Address:       Implate:       Impl

Use the Session Default page to set default values for **Vendor Details**, **Invoice Defaults**, and **Distribution**. The **Business Unit** field on the **Sessions Defaults** page should default based on User ID.

Use the Ad Hoc button to set defaults for the current session.

Use the **Clear** Button to clear the **Session Defaults** page. Once cleared new defaults can be entered. Several sets of **Session Defaults** can be used within a single session.

To use Session Defaults

• Navigate to the **Session Defaults** Page

Available !	Session De	faults:						•	selv	Ad Hoc Clear
snion Defi	No. of Invol	ice Lines:			Estimated I	lo, of Distribution	0.87			
Jusiness (	hit.	Ce cines.		_	For Quick	Invoice Only	10.	Non M	erchandise Cl	harpes
Unit	1	AESM1	Rate Type:		Terms:		[	A Misc	Options:	Display
			and a second second		QI Templ	ate:		Frght	Options:	Display
rendor De	121	Contraction (A)		100000	Template	£		Sales	Tax Opt	Display
Vendor:		000000002	Address:		Build Cod	le:		TAV VAT	Amt Opt:	Display
Location:		MAN PA	Currency:	I	PO Unit:			19		L BOOK DANG
Invoice Del	laults				Recy Uni			19		
Acctg Date	к	B	Origin:		PO Optio	ns:	Display	~		
Group:					Receiver	Opt	Display	~		
Protection data									ALC: MARK	
SL Unit	Fund	Department	Special ID	Program	Account	ChartField 1	ChartField 2	Budget	PC Business	Project
	Code			Code				Heterence	Unit	

- Enter **Default** values
- Click the Ad Hoc button
  Click the Return to Main Page link

Business Unit:	AESM1	Invoice No:	line in		Action:
/oucher ID:	NEXT	Invoice Date:	E		*
/oucher Style:	Regular Voucher	Accounting Date:	11/21/2012 Receipt Date:	13	Run
/endor ID:					Session Defaulto
bortNamer	2				CONSIGNING CONSIGNING
ocalion.					Attachments (0)
ocanon.					Comments(0)
iddress:	1				
dvanced Vendor Sea	irch				
Control Group:	2	"Pay Terms:	000 Que Now		
invoice Lines:	0.00	Basis Date Type:	Inv Date		
Currency:	USD	Non Merchandise Summary	Penalty Details		Print Invoice
Miscellaneous:					
Freight					
Total:	0.00	-			
	0.9920	Copy From Source Docum			
Atterence:	0.00	PO Unit:	1		
	Calculate	PO Number:	1	0000	9991F2
		Copy From:	None	~	Go
Invoice Lines				6	West Fat D toft D Las
Line:	1	item:	UOM:		8
Distribute by:	Amount 💌	Unit Price:	Quantity:		
Ship To:	NONPOVCHR	Line Amount:	0.00		
SpeedChart:	1	Description:			
					One Asset
Calculate					
- Distribution Line	5	in the second	Personalize I	Eind   View All	[M] € Tet D tot 1 D Let
Excha	ange Rate Statistics Assets		New York Washington	14	and the second s
Down	Line Merchandise Amt Qua	ntity "GL Unit Account	nt Fund Dept	Progr	am SID Bud Ref
	1 0.00	STATE R		9	

- Click the Add button on the Invoice Information page
  The Voucher Add a New Value Page opens

Eind an Existing Value	ld a New Value
Business Unit:	AESM1
Voucher ID:	NEXT
Voucher Style:	Regular Voucher 💌
Short Vendor Name:	066001861F-001
Vendor ID:	000000002
Vendor Location:	MAIN
Address Sequence Number:	1
Invoice Number:	1232456
Invoice Date:	11/21/2012 🛐
Gross Invoice Amount:	100
Freight Amount:	0.00
Misc Charge Amount:	0.00
Estimated No. of Invoice Lines	s: 1

- Enter invoice vendor and invoice information
- Click Add
- The Invoice Information page displays

nvoice information	Payments Youcher Attribute	s Consumption									
Rusiness Unit:	40.0414	Invoice Nor	12324	156					Actio	m:	
Joucher ID:	NEXT	Invoice Date:		11/21/2012	10					*	
/oucher Style:	Regular Voucher	Accounting Date:	Ĩ.,	11/21/2012	Receip	ot Date:		8	Run	1	
202020	[000000002 10.]	Constant of the owner of			and the second			8453	New York Control of Co		6
/endor ID:	0660018615-001	CITY OF ANSONIA						Ses	sion Default	a.	
ShortName:	MAIN DO	263 MAIN ST						Atta	chments (0)		
location:	1	ANSONIA CT 0540	1					Cor	nments(0)		
Address:	1. 15		80 								
Solution of Sea	(ch	*Pay Terms:		000	19.						
control Group:	14	Danie Data Turre	377	In Date		Due Now					
nvoice Lines:	0.00	easis bate type:	umm ber	IN Date	naity Detail						
Currency:	USD	CONTINUED DISCRESS	ACCOUNTRY.	re	riveriti metas	2			Print In	voice	
discellaneous:											
reight											
(ala)	100.00										
lotac	100.00	Copy From Source	Docume	ent:							
Difference:	0.00	PO Unit:		1	12	1					
	Calculate	PO Number:		1	1						
	Garculate	ComeErom		None	1.1		0				
Construction of the Advancement		copy river.	_	Linna			NM	922		Concession of the	
Invoice Links								Endly	INC. INC.	tort 1	
Line	3	Bom			12	IIOM-	-	19		( <del>)</del>	=
Distribute for	Amount	Hait Date to				Outoffic	-				
Chie Ter	NONPOVCHR	Unit Price:			100.00	country:	L				
Ship To:		Line Amount:			190.00						
SpeedChart	194	Description:							One Assa	t	
Calculate											- Maria
Calculate - Distribution Line	5	and the second				Personalize I	End I -	ew it	S COLUMN	1 of 1 D La	
Calculate - Distribution Line GL Chart Docha	nge RateStatisticsAssets					Personalize I	End I -	ew All JR	Sec. El	1 of 1 🗆 La	
Calculate - Distribution Line GL Chart Excha Copy Down	nge Rate Statistics Assets Line Merchandise Amt Quant	ity GL Unit	Account	t.	Fund	Bernsteinice   Dept	Find I	Program	SID	Bud Ref	
Calculate - Exstribution Liner GL Chart Ducha Copy Bown L 	nge Rate Statistics Assets Line Merchandise Amt Graam	ITTY GL Unit	Accourt 54060	1	Fund	Dept	Fed I	Program	SID	Bud Ref	
Calculate Castribution Liner GL Charl Dacha Copy L Bown L Copy L	nge Rate Statistics Assets Line Merchandise Amt Quant 1 100.00	ity GL Unit	Account 54060	193	Fund 11000	Dept	Fed1	Program 00000  9,	SID	Bud Ref	

- The default values set on the **Session Default** page display on the new voucher
- Complete the voucher and click **Save**.
- Click the Add button to add a new voucher with the same set of session defaults
- Follow steps above to continue adding vouchers using the session defaults
- To use a new set of session defaults navigate to the **Session Defaults** page for a new voucher

Available	Session De	faults:						M	DESIGNATION NEED		-
ession Det	foults							-			
Estimated	d No. of Invoi	ce Lines:			Estimated No	o. of Distribution	15;				
Business	Unit				For Quick	Invoice Only		Non-M	erchandise (1	harges	
Unit		STATE 9	Rate Type:		Terms:			A Misc	Options:	Display	٠
20424		in S			QI Templa	be:		Y Frght	Options:	Display	۷
Vendor De	etail	- 10			Templates		0	Sales	Tax Opt:	Display	~
Vendor:		<u>M</u>	Address:		Build Code	00		VAT.	Amt Opt:	Display	¥
Location		19,	Currency:		PO Unit:			10	S. 1		
Invoice De	daults				Recy limit		-	Ka			
Acctg Dat	lé:	1	Origin:				Dicalar				
-		13			PO Opbon	nc.	Display	100			
Group:					Receiver	Opt:	Display	M			
Distributo	200 V.						Person	alize   First   Vies	WAR 10 10	First T Lat 1 T Last	
GL Unit	Fund Code	Department	Special ID	Program Code	Account	ChartField 1	ChartField 2	Budget Reference	PC Business Unit	Project	
2	2	1	N R	1	190	R	P.	1	R	1	
0										5	

- Click the **Clear** button. Enter new session defaults
- Click Ad Hoc. Click the Return to Main Page link
- Click the **Add** button and complete steps to enter a new voucher. The new session defaults will display on the voucher.

## Adding Attachments to a Voucher

Core-CT allows users to add attachments to a Voucher on the **Invoice Information** page in the **Regular Entry** component using the **Attachments (0)** link. The types of files that can be attached include:

- doc & docx
- xls & xlsx
- txt
- pdf
- jpeg

The number in the parentheses () in the **Attachment** link indicates the number of attachments associated with a payment. For example **Attachments (0)** indicates that no files are attached; **Attachments (1)** indicates 1 file is attached.

A word about attaching documents to vouchers...

While there is no ruling on what can or should be uploaded using this hyperlink, agencies should decide on what is necessary. Some helpful hints are:

- 1. Upload only what would be beneficial to AP users
- 2. Upload only what is AP-specific. Don't attach PO-related documents. (contracts, contract amendments, etc.) PO has attachment capability also!

- 3. Watch the size of the file you are uploading if it's a 500 pg manual with hundreds of pictures, don't do it!
- 4. Keep the file type within the Microsoft Office Suite.

If you are unsure about attaching a document, Call the HelpDesk for guidance.

To add a pdf from the **Invoice Information** page:

• Click the Attachments (0) link.

Business Unit:	AESM1		Invoice No:	12324	156				Actio	n:
Voucher ID:	NEXT		Invoice Date:		11/21/2012					*
Voucher Style:	Regular Voucher		Accounting Date:		11/21/2012	Receipt	Date:		Rur	
Vendor ID: ShortName: Location:	000000002 066001861F-001 MAIN	000	CITY OF ANSONIA TREASURER 253 MAIN ST ANSONIA, CT 06401					Se Att	ssion Default achments (0) mments(0)	
Advanced Vendor Search		1.5								
Control Group:		Q	*Pay Terms:	1	000	12	Due Now			
Invoice Lines: Currency:	0	00	Basis Date Type: Non Merchandise Sur	mmary	Inv Date Pena	ity Details			Print In	voice
Miscellaneous: Freight:	1									
Totab	100	00								
Totas	1	-	Copy From Source D	locume	nt				_	
Difference:	0	00	PO Unit:			12				
	Calculate		PO Number:			19			Copy	P.O.
			Copy From:	_	None		2	Go	2	
Invoice Lines								End   \	Into Ad Fast	toft D La
Line: *Distribute by: Ship To:	1 Amount NONPOVCHR	~ 0.	Item: Unit Price: Line Amount:		10	QL 00.00	om:			(±.) (=
SpeedChart		14	Description:	3					One Asse	e.
Calculate		_		_		-	and the second second second	1		And a Design
OL Chart Exchange	Rate Statistica	Assets					WINDOWER FEED	NUMBER OF	1 m 1 1 1 1 1	10(1 10 100)
Copy Line	Merchandise Amt	Quant	sty "GL Unit	Accoun	t Fu	nd (	Dept	Program	SID	Bud Ref
Down										
E C	1 100.00		STATE A	54060	A. 11	000	AES48011 🎴	00000	10020	2013

• The Voucher Header Attachment page displays. Click Add Attachment.

Details				Personalized Final View Aug Party and Distance Distance
ile Nome	Description	User	Name	Date/Time Stamp
lew.				1

• The File Attachment dialog box displays. Click the Browse... button.

Details		Company Line ( ) and ( ) and ( ) and ( ) and ( )
Re Bame Description	Uner Name	Date/Time Mamp
hew -		
oding Large altachments can take some time to ansaction before adding large altachments Add Attachment	upload, therefore, it is achisable to save the	
dding large attachments can take some lime b ansaction before adding large attachments Add Attachment OK Cancel Refresh	upload, therefore. It is advisable to save the	(O Rep.
oding targe attachments can take some time to ansaction before adding targe attachments. Add Attachment OK Cancel Retrest	upload, therefore, it is achisable to save the	() Hop
odding large attachments can take some time to ransaction before adding large attachments Add Attachment OK Cancel Refresh	upload, therefore. It is advisable to save the	() Help Browse

• The Choose File to Upload dialog box displays. Select the file to upload. Click Open.

Vendor Wi	noows intern	et Explorer	_		-			
Choose File to	Upload			1	? 🔀 🗛	INTAIN_VENDORS.VN	CR_3D.GBL1FolderPat	H-PORTAL ROOT_OBJECT.I
Look in: My Recent Documents Desktop My Documents	PDF sample	ançies Rie	. 01	•				
My Computer My Network Places	File name: Files of type:	PDF sample file At Files (".")		Ope     Can	m cel			Date/Time Star
				File Attachm	ent			
Adding large al transaction bef	Itachments can fore adding larg	take some time to upload, ie attachments.	therefore, it is advi					() Help
Add Attac	cancel			Upload Can	icel			rowse

• The name of the selected file displays in the **File Attachment** dialog box. Click **Upload** to attach the file.

Artanis.					11
in Name	Description	User	Marrie		Date/Time Stamp
ew.					
Sing large is action ( Add At	attachments can take some time to before adding large attachments.	upload therefore, it is advisable	to save the		
ang large na action I Add At OK	attachments can take some time to sefore adding large attachments. actiment Cancel Refresh	upload, therefore, it is advisable	to save the	Эн	5dp

• The Vendor Attachments page displays. The name of the uploaded file displays in the **File Name** field. Enter a brief description of the uploaded file in the **Description** field.

Business Unit AE	SM1 Voucher ID NEXT		
Details			
File Name	Description	User	Name
PDF sample file.pdf	Sample File		
Adding large attachments o	can take some time to upload, therefore, it	is advisable to save the	
Adding large attachments o ransaction before adding l	can take some time to upload, therefore, it arge attachments.	is advisable to save the	
Adding large attachments o ransaction before adding l	can take some time to upload, therefore, it arge attachments.	is advisable to save the	
Adding large attachments o ransaction before adding l Add Attachment	can take some time to upload, therefore, it arge attachments.	is advisable to save the	

• Use the Add Attachment button to add another attachment. Use the OK button to return to the Identifying Information page and save the attachment. Use the Cancel button to return to the Identifying Information page without saving the attachment.

Business Unit: Voucher ID: Voucher Style:	AESM1 NEXT Regular Voucher	Invoice No: Invoice Date: Accounting Date:	12324	56 11/21/2012 11/21/2012	Receipt Date:	Ð		Action:
Vendor ID: ShortNames Location: Address: Advanced Vendor Search Control Group: Invoice Lines: Currency: Miscellaneous: Freight:	000000002	CITY OF ANSONIA TREASURER 253 MAIN ST ANSONIA, CT 06401 *Pay Terms: Basis Date Type: Non Merchandise Sur	7 nmaty	000 Inv Date Penal	Due Now ty Details		Sessio Attachm Comm	n Defaulta tents (1) ents(0) Print Invoice
Total:	100.00	Copy From Source D	locume	ut.				
Total: Difference:	0.00 Calculate	Copy From Source E PO Unit: PO Number: Copy From:	kicume	None	2	8	Gq	Copy P.O
Total: Difference: Invoice Lines	0.00 Calculate	Copy From Source D Pô Unit: Pô Number: Copy From:	Nourne	el None	22	<b>×</b>	Gq Gq	Copy PO

• The Attachments (1) link now displays (1). This indicates that one attachment has been added to the voucher.

## **Receipt Dates**

The **Receipt Date** field is a required field in Core-CT 9.1. It does not default to the current system date. Users must enter a value in this field in order to save a voucher.

Core-CT issues the following error message if the **Receipt Date** field is not entered upon saving.

1	Message
c	You must enter a receipt date. (99999,999)
	OK