



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

The screenshot shows the 'Invoice Information' page in Core-CT 9.1. The page is divided into several sections: 'Invoice Information' (Business Unit: AESM1, Voucher ID: NEXT, Voucher Style: Regular Voucher), 'Advanced Vendor Search' (Control Group, Invoice Lines, Currency, etc.), 'Copy From Source Document' (PO Unit, PO Number, Copy From), and 'Invoice Lines' (Line 1, Distribute by: Amount, Ship To: NONPOVCHR). The 'Session Defaults' link is highlighted with a red box in the right-hand navigation area. Other links include Attachments (0), Comments (0), View Audit Logs, and Print Invoice.

Click the **Session Defaults** link.

The **Session Defaults** page displays.

Session Defaults

[Return to Main Page](#)

Available Session Defaults:

Session Defaults

Estimated No. of Invoice Lines: Estimated No. of Distributions:

Business Unit
 Unit: Rate Type:

Vendor Detail
 Vendor: Address:
 Location: Currency:

Invoice Defaults
 Acctg Date: Origin:
 Group:

For Quick Invoice Only
 Terms:
 GI Template:
 Template:
 Build Code:
 PO Unit:
 Recv Unit:
 PO Options:
 Receiver Opt:

Non-Merchandise Charges
 Misc Options:
 Freight Options:
 Sales Tax Opt:
 VAT Amt Opt:

Distribution

GL Unit	Fund Code	Department	Special ID	Program Code	Account	ChartField 1	ChartField 2	Budget Reference	PC Business Unit	Project
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Session Defaults

[Return to Main Page](#)

Available Session Defaults:

Session Defaults

Estimated No. of Invoice Lines: Estimated No. of Distributions:

Business Unit

Unit: Rate Type:

Vendor Detail

Vendor: Address:
 Location: Currency:

Invoice Defaults

Acctg Date: Origin:
 Group:

For Quick Invoice Only

Terms:
 QI Template:
 Template:
 Build Code:
 PO Unit:
 Recv Unit:
 PO Options:
 Receiver Opt:

Non-Merchandise Charges

Misc Options:
 Frght Options:
 Sales Tax Opt:
 VAT Amt Opt:

Distributions

GL Unit	Fund Code	Department	Special ID	Program Code	Account	ChartField 1	ChartField 2	Budget Reference	PC Business Unit	Project
STATE	11000	AES48011	10020	00000	54060			2013	NONPC	ES_NONPROJECT

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

Invoice Information Payments Voucher Attributes Consumption

Business Unit: AESM1 Invoice No: Action:

Voucher ID: NEXT Invoice Date: Receipt Date:

Voucher Style: Regular Voucher Accounting Date: 11/21/2012

Vendor ID: [Session Defaults](#)

ShortName: [Attachments \(0\)](#)

Location: [Comments \(0\)](#)

*Address:

[Advanced Vendor Search](#)

Control Group: *Pay Terms: 000 Due Now

Invoice Lines: 0.00 Basis Date Type: Inv Date [Non Merchandise Summary](#) [Penalty Details](#)

*Currency: USD

Miscellaneous:

Freight:

Total: 0.00

Difference: 0.00

[Copy From Source Document](#)

PO Unit:

PO Number:

Copy From: None

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

Line: 1 Item: UOM:

*Distribute by: Amount Unit Price:

Ship To: NONPOVCHR Line Amount: 0.00 Quantity:

SpeedChart: Description: One Asset

[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	Account	Fund	Dept	Program	SID	Bud Ref
<input type="checkbox"/>	1	0.00	<input type="text"/>	STATE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Voucher

Find an Existing Value

Add a New Value

Business Unit:	AESM1
Voucher ID:	NEXT
Voucher Style:	Regular Voucher
Short Vendor Name:	066001861F-001
Vendor ID:	0000000002
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:	1

Add

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

Invoice information | Payments | Voucher Attributes | Consumption

Business Unit: AESM1 Invoice No: 1232456 Action: [Run]

Voucher ID: NEXT Invoice Date: 11/21/2012

Voucher Style: Regular Voucher Accounting Date: 11/21/2012 Receipt Date: []

Vendor ID: 000000002 CITY OF ANSONIA

ShortName: 066001961F-001 TREASURER

Location: MAIN 253 MAIN ST

*Address: 1 ANSONIA, CT 06401

Control Group: [] *Pay Terms: 000 Due Now

Invoice Lines: 0.00 Basis Date Type: Inv Date

*Currency: USD Non-Merchandise Summary

Miscellaneous: [] Freight: [] Total: 100.00

Difference: 0.00

Copy From Source Document

PO Unit: [] PO Number: [] Copy From: None

Invoice Lines

Line: 1 Item: [] UOM: []

*Distribute by: Amount Unit Price: [] Quantity: []

Ship To: NONPOVCHR Line Amount: 100.00

SpeedChart: [] Description: []

Calculate

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	SID	Bud Ref
[+]	1	100.00	[]	STATE	54060	11000	AES48011	00000	10020	2013

Save | Notify | Refresh | Add | Update/Display

- 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

- 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.

The screenshot displays the 'Invoice Information' page with the following details:

- Business Unit:** AESM1, **Invoice No.:** 1232456, **Invoice Date:** 11/21/2012, **Accounting Date:** 11/21/2012, **Receipt Date:** (empty)
- Voucher ID:** NEXT, **Voucher Style:** Regular Voucher
- Vendor ID:** 000000002, **ShortName:** 066001851F-001, **Location:** MAIN, ***Address:** 1
- Vendor Name:** CITY OF ANSONIA, **TREASURER:** 253 MAIN ST, **ANSONIA, CT 06401**
- *Pay Terms:** 000, **Basis Date Type:** Inv Date, ***Currency:** USD
- Total:** 100.00, **Difference:** 0.00
- Attachments (0)** link is highlighted with a red box.

The **Invoice Lines** section shows:

- Line:** 1, **Item:** (empty), **UOM:** (empty), **Quantity:** 100.00
- *Distribute by:** Amount, **Ship To:** NONPOVCHR, **SpeedChart:** (empty)
- Description:** (empty)

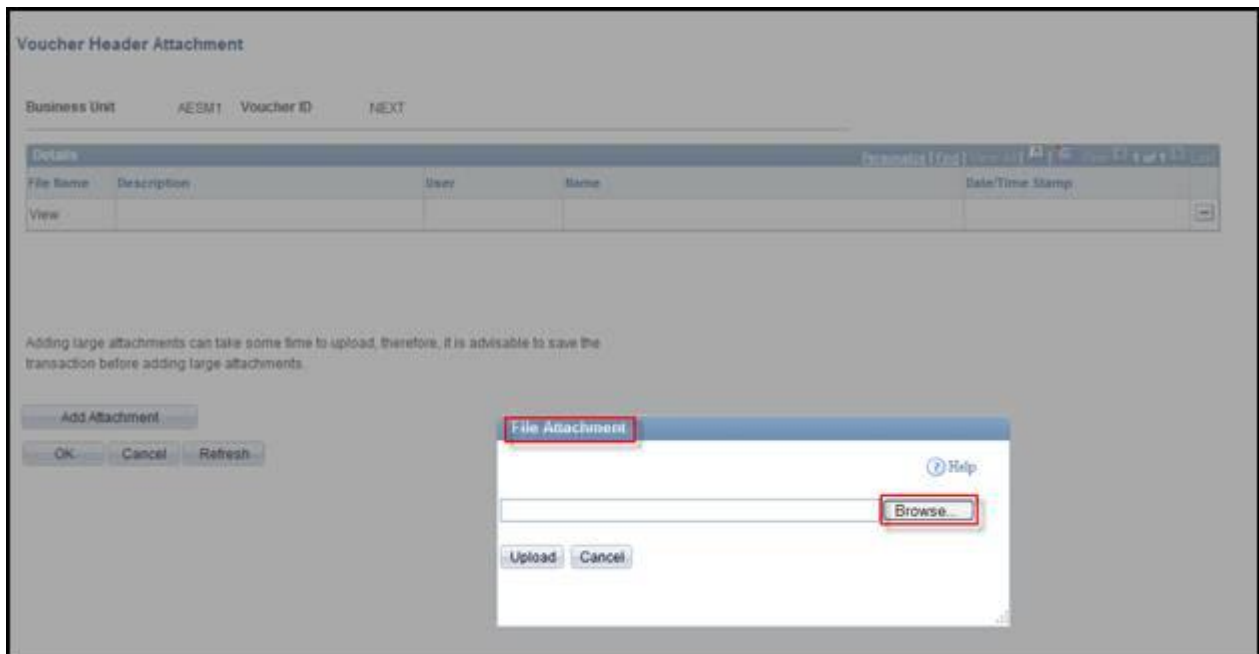
The **Distribution Lines** table is as follows:

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	SID	Bud Ref
<input type="checkbox"/>	1	100.00		STATE	54050	11000	AES48011	00000	10020	2013

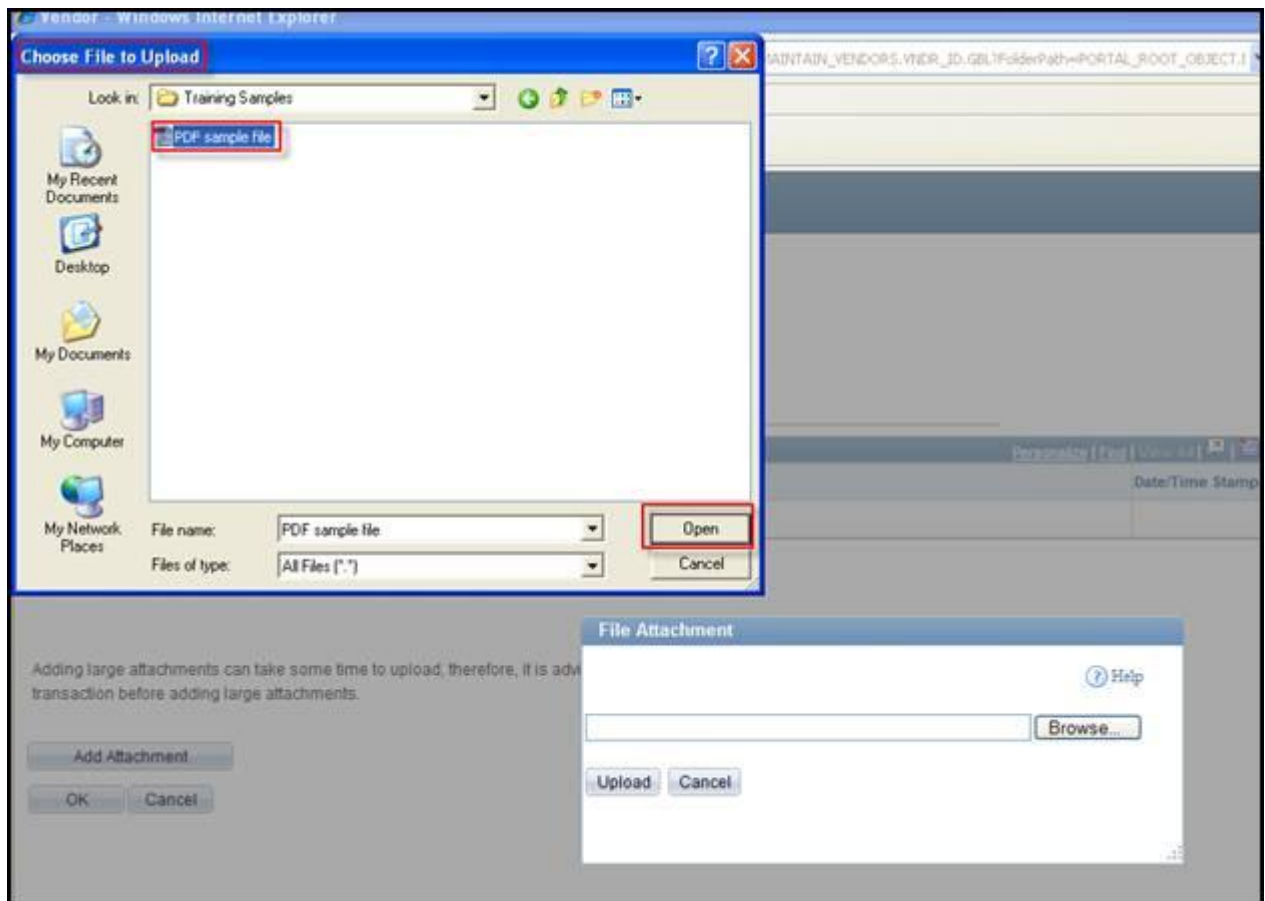
- The **Voucher Header Attachment** page displays. Click **Add Attachment**.



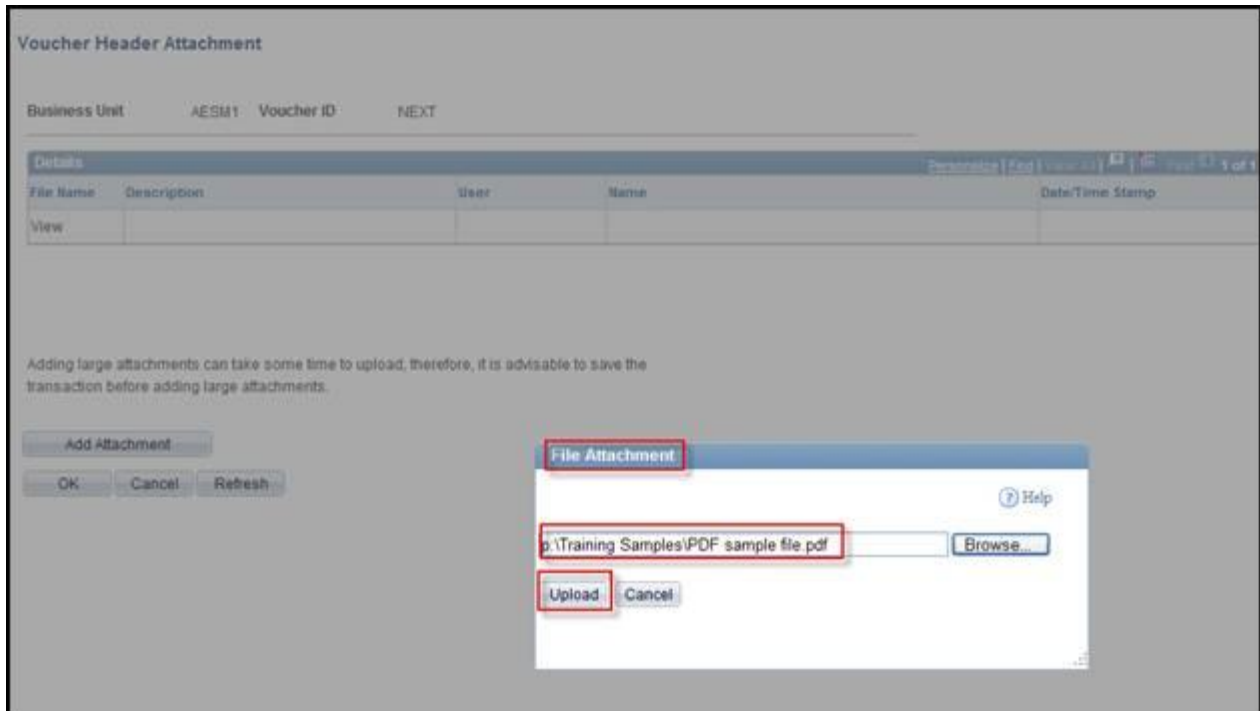
- The **File Attachment** dialog box displays. Click the **Browse...** button.



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



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



- 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.



- 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.

The screenshot shows the 'Add/Update Regular Entry' form. The 'Attachments (1)' link is highlighted with a red box. The form contains the following data:

Business Unit:	AESM1	Invoice No:	1232456	Action:	
Voucher ID:	NEXT	Invoice Date:	11/21/2012	Run	
Voucher Style:	Regular Voucher	Accounting Date:	11/21/2012	Receipt Date:	
Vendor ID:	000000002	CITY OF ANSONIA		Session Defaults	
ShortName:	066001861F-001	TREASURER		Attachments (1)	
Location:	MAIN	253 MAIN ST		Comments(0)	
*Address:	1	ANSONIA, CT 06401			
Control Group:		*Pay Terms:	000	Due Now	
Invoice Lines:	0.00	Basis Date Type:	Inv Date	Penalty Details	Print Invoice
*Currency:	USD	Non Merchandise Summary			
Miscellaneous:					
Freight:					
Total:	100.00				
Difference:	0.00				
Calculate					
Copy From Source Document					
PO Unit:					Copy PO
PO Number:					
Copy From:	None			Go	
Invoice Lines					
Line:	1	Item:		UOM:	
*Distribute by:	Amount	Unit Price:		Quantity:	
Ship To:	NONPOVCHR	Line Amount:	100.00		
SpeedChart:		Description:			
					<input type="checkbox"/> One Asset

- 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.

The error message dialog box contains the following text:

You must enter a receipt date. (99999,999)

OK