Using Session Defaults Created on 2/21/2013 7:30:00 AM

Table of Contents

Using Session Defaults

Core-

Session Defaults enable users to apply the same set of values to vouchers entered during a Core-CT session. These defaults are set on the **Sessions Default** page and will apply to all vouchers entered by a user while signed in to Core-CT. The defaults are not saved when users sign out of Core-CT. Session Defaults must be reset.

Session Defaults are particularly useful when users have a large number of vouchers to enter that contain identical information, e.g., vendor and distribution. Core-CT automatically enters the defaults for each voucher.

Procedure

vorites Main Menu > Acc	ounts Payable > Vouchers > Add/Update > Regular Entry	
	· · ·	🖉 New Window 🕜 Help 🔤 http
oucher		
Eind an Existing Value	d a New Value	_
usiness Unit:	AESM1 🔍	
oucher ID:	NEXT	
oucher Style:	Regular Voucher 🗸	
hort Vendor Name:		
endor ID:		
endor Location:		
ddress Sequence Number:		
woice Number:		
voice Date:		
ross Invoice Amount:	0.00	
reight Amount:	0.00	
lisc Charge Amount:	0.00	
stimated No. of Invoice Lines	к <u>1</u>	
Add		
nd an Existing Value Add a N	lew Value	

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

Step	Action
1.	Accept the default values. Other values are not required to use the Sessions Defaults feature.
	Click the Add button.

CRACLE: None Workst 1 Add to Feverhes Segned avgrtes Man Menu Accounts Payable Vouchers > Add/Update > Regular Entry Invoice Information Business Unit: AcESM1 Invoice No: Invoice No: Action: Invoice No: Action: Invoice No: Invo: Invoice No: Invoice N					
workes Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry Inside Information Payments Youcher Attributes Consumption Business Unit: AESM1 Invoice No: Action: Voucher ID: NEXT Invoice No: Action: Voucher Style: Regular Voucher Accounting Date: 11/19/2012 Recelpt Date: Bit Run Voucher ID: OTY OF ANSONIA Session Defaults Atlachments (0) Comments (0) ShortName: Otto C1TY OF ANSONIA Session Defaults Address: Assonia Strate Atlachments (0) Comments (0) Address: 0.00 Due Now Basis Date Type: Invoice Nincote Lines: 0.00 Oue Now Basis Date Type: Invoice Total: 0.00 Oue Now Copy From Source Document Copy From Source Document Difference: 0.00 Copy From Source Document Copy From Source Document Copy From Source Document Difference: 1 term: Unit Proce: Quantity: Copy From Source Document	ORACLE [®]				
Related Content Personalize Page Business Unit: AESM1 NEXT Invoice Date: Youcher Style: Regular Voucher Action: Voucher Style: Regular Voucher Attributes Consumption Business Unit: NEXT Invoice Date: 111/19/2012 Receipt Date:	Favorites Main Menu >	Accounts Pavable > Vouch	ers > Add/Update >	Home Worklist Add to Favorites Regular Entry	Sign out
Invoice Information Payments Quarter Attributes Consumption Business Unit: AESM1 Invoice No: Action: Youcher ID: NEXT Invoice Date: Iff Youcher Style: Regular Voucher Action: Invoice Date: Iff Youcher Style: Regular Voucher Action: Invoice Date: Iff Run Vendor ID: Invoice Date: Iff Run Session Defaults ShortName: Invoice Date: Iff Run Session Defaults Advanced Vendor Search Ontrol Group: Pay Terms: 000 Due Now Invoice Lines: 0.00 Due Now Basis Date Type: Inv Date Nonder Search Ontrol Group: Pay Terms: 000 Due Now Invoice Lines: 0.00 Oot Due Now Basis Date Type: Inv Date Penalty Details Print Invoice Total: 0.00 Copy From Source Document Po Unit: Oot Oot Po Number: 0.00 Copy From: None Oot Oot Oot Oot	• •	• • •	· •	Related Content Rew Window (2) Help Reconcilize Page	btto 🖉
Business Unit: AESM1 Invoice No: Action: Action: Action: Voucher IS: NEXT Invoice Date: 11/192012 Receipt Date: IB Run Voucher IS: Regular Voucher Accounting Date: 11/192012 Receipt Date: IB Run Vendor ID: CortY OF ANSONA Season 225 MMN ST Action 225 MMN ST Address: ANSONA CT 06401 Advanced Vendor Search Control Group: Pay Terms: 000 Ue Now Invoice Lines: 000 Control Group: Pay Terms: Inv Date Invoice Monte Search Control Group: CortY Form Source Document Difference: 000 Cogy From Source Document Difference: 1 there: None Cogy From Source Document Difference: 1 there: Unit Po Number: Cogy From Source Document Difference: 1 there: Unit Po Search Cogy From Source Document Difference: 1 there: Unit Po Search Cogy From Source Document Difference: 1 there: Unit Po Search Cogy From Source Document Difference: 1 there: Unit Po Search Cogy From Source Document Difference: 000 Cogy From Source Document Difference: 1 there: Unit Po Search Cogy From Source Document Difference: 1 there: Unit Po Search Cogy From Source Document Difference: 000 Cogy From Source Document Difference: 000 Cogy From Source Document Difference: 1 there: Unit Po Search Cogy From Source Document Difference: 1 there: Unit Po Search Cogy From Source Document Difference: 1 there: Unit Po Search Cogy From Source Document Difference: 1 there: Unit Proce: Cogy From Source Document Difference: 1 there: Unit Proce: Cogy From Source Document Difference: 1 there: Cogy From Source Document D	Invoice Information	avments Voucher Attributes	Consumption	Enter Content	and the second
Business Unit: AESM1 invoice No: Action: Action: Voucher 10: NEXT invoice Date: 11/19/2012 Receipt Date: Receipt Date: Receipt Date: Run Action: Actio					
Voucher ID: NEXT www.ce Date: IIII92012 Receipt Date: IIII92012 Vender ID: IIII92012 Receipt Date: IIII92012 Receipt Date: IIIII92012 Vender ID: IIIII92012 IIIII92012 Receipt Date: IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	Business Unit:	AESM1	Invoice No:	Action:	
Voucher Style: Regular Voucher Accounting Date: 11/19/20/2 Recipt Date: Image: Comparison of the compari	Voucher ID:	NEXT	Invoice Date:		
Vendor ID: CITY OF ANSONIA Session Defaults ShortName: TEASURER Attachments (0) Location: 253 MAN 8T Comments (0) Address: ANSONIA (CT 06401 Comments (0) Address: ANSONIA (CT 06401 Comments (0) Address: Onto of Group: Pay Terms: 000 Location: 000 Due Now Invoice Lines: 000 Due Now Miscellaneous: Invoice Invoice Total: 0.00 Calculate Ofference: 0.00 Calculate Orono Ount Po Unit: PO Unit: Po Unit: Po Unit: One One Asset One	Voucher Style:	Regular Voucher	Accounting Date:	11/19/2012 Receipt Date: Run	
ShortName: Control Group: Address: Address: Address: Control Group: Pay Terms: OOO Control Group: Copy From Source Oocument Copy From Source Oocument Difference: OOO Calculate Copy From Source Oocument Difference: OOO Calculate Involce Ines: Involce Ines: Involce Ines: Involce Ines: Involce Ines: Involce Ines: Involce Ines: Involce Ines: Involce Ines: Involce Ines: Involce Ines: Involce Ines: Involce Ines: Involce Ines: Involce Ines: Invol	Vendor ID:		CITY OF ANSONIA	Session Defaults	
Location: Address: Address: Address: Address: Anscolutedor Search Control Group: Invoice Lines: 0.00 Carrency: Mosellaneous: Freight: Tota: 0.00 Calculate Copy from Source Document PO Init: PO Init:	ShortName:		TREASURER	Attachmente (0)	
*Address: ANISONIA, CT 06401 Commentation Advanced Vendor Search Pay Terms: 000 Due Now Invoice Lines: 0.00 Non Merchandise Summary Due Now Basis Date Type: Inv Date Penalty Details Print Invoice Viurnency: USSQ Inv Date Penalty Details Print Invoice Totat 0.00 Copy From Source Document PO Unit: Copy From Source Document Difference: 0.00 Copy From Source Document Copy From Source Document Copy From Source Document Difference: 0.00 Calculate Copy From Source Document Copy From Source Document Inne: 1 Item: Quantity: Copy From Source Document Copy From Source Document Difference: 0.00 Calculate Copy From: None Copy From Source Document Difference: 1 Item: Quantity: Item: Copy From Source Document Ship To: NONPOVCHR Unit Price: Quantity: Copy From Source Document Copy From Source Document Ship To: NONPOVCHR Description: One Asset Con	Location:		253 MAIN ST	Cammenta(0)	
Advanced Vendor Search Control Group: Per Terms: Dother Search Basis Date Type: Inv Date Basis Date Type: Inv Date Non Merchandise Summary Penalty Details Print Invoice Miscellaneous: Freight: Dother Copy From Source Document Difference: Dother Double Dother: Dother Copy From Source Document Dother: Dother Copy From Source Document Dother: Dother Copy From Source Document Difference: Document Di	*Address:		ANSONIA, CT 06401	commentator	
Control Group: Invoice Lines: 0.00 Currency: USD Non Merchandise Summary Penalty Details Print Invoice Non Calculate Copy From Source Document PO Unit: PO UNIT Unit Picc: Unit Picc: Description: PO One Asset PO UNIT PO UNIT PO UN	Advanced Vendor Search				
Invoice Lines: 000 Currency: USO Freight: 000 Copy From Source Document PO Unit: 000 Calculate Copy From Source Document PO Unit: 000 Calculate Copy From: None 20 Copy From: 000 Calculate Copy From: 000 Calculate Copy From: 000 Copy From:	Control Group:		*Pay Terms:	Due Now	
Von Merchandise Summary Penalty Details Print Invoice Miscellaneous: Image: Summary Penalty Details Print Invoice Total: 0.00 Copy From Source Document Image: Summary Point: Difference: 0.00 Copy From Source Document Image: Summary Point: Image: Summary Point: Difference: 0.00 Calculate Point: Image: Summary I	Invoice Lines:	0.00	Basis Date Type:	Inv Date	
Miscellaneous: Freight: Total: Difference: 0.00 Calculate PO Unit: PO	*Currency:	USD	Non Merchandise Sumr	nary Penalty Details Print Invoice	
Freight:	Miscellaneous:				
Total: 0.00 Difference: 0.00 Calculate PO Unit: PO Number: Copy From: Copy From: None Copy From: None Copy From: Copy From: Invoice Lines End Very All From \$1 of 1 \$2 user Line: 1 Invoice Lines End Very All From \$1 of 1 \$2 user Unit Price: Quantity: Unit Price: Quantity: Ship To: NONPOVCHR SpeedChart: Description: One Asset	Freight:	1			
Total: Copy From Source Document Difference: 0.00 PO Unit: PO Unit: Imode Lines Engl Voux All Fail 1 of 1 1 Los Unit: Unit: Uni	Totalı	0.00			
Difference: 0.00 PO Unit: PO Number: Copy From			Copy From Source Do	cument	
Calculate PO Number: Copy From: Copy From: Copy PO Invoice Lines Employed From: See Invoice Lines Employed From: See Invoice Lines Line: 1 Item: Utotk: Item:	Difference:	0.00	PO Unit:		
Copy From: None Co Invoice Lines End Verw All From [] 1 of 1 2] user Line: 1 Herm: UUML: Unit Price: Quantity: Ship To: NONPOVCHR SpeedChart: Description: Calculate One Asset Description: Description Lines Description Lines Description: Description: Description: 		Calculate	PO Number:	Copy PO	
Imvolce Lines Engl Vew All Fred 1 of 1 2 Les Line: 1 • Distributo by: Amount • Distributo by: NoNPOVCHR • Distributo by: One Asset • Distributo Lines Description:			Copy From:	None 👻 Go	
Line: 1 Item: Utility: Amount Unit Price: Quantity: Ship To: NONPOVCHR Utility: Line Amount: 0.00 Description: One Asset	Invoice Lines			Find View All First 🚺 1 of 1 🖸 Las	t
Link. Image: Calculate by: Amount Unit Price: Quantity: Ship To: NONPOVCHR Line Amount: 0.00 SpeedChart: Description: One Asset Calculate	Linou		Itom	(LION)	
Unit Price: Quantity: Qua	Line.	1 Amount	item.		_
SpeedChart: Concerning	Ship To:	NONPOVCHR	Unit Price:	0.00	
Speedchart: □ One Asset Calculate ▼ Distribution Lines Personalize End View Art Art H Here Calculate	Ship To:		Line Amount:	0.00	
Calculate	speedchart:		Description:	One Asset	
Calculate - Distribution Lines Personalize End Very Ail P H Frest Kill 1 of 1 D Lines					
valuate ▼ Distribution Lines Personalize End View Ai 🚈 Herst 🚺 1 of 1 🖸 Last	Calculate				
Personalize Find View Al C III: First I 1 of 1 II Last	- Distribution Lines			Descent Genel Start 1 Start at 11 🛛 1 🐂 💷 🖓 Anne A 🗍	
	<			Personanze [End View All - Hit First - 1 of 1 - Last	>

Step	Action
2.	Click the Session Defaults link.
	Session Defaults

ORACLE	
Favorites :: Main Menu > Accounts Pavable > Vouchers > Add/Update > Regular Entry	Home Worklist Add to Favorites Sign out
	(2) Help
	0
Session Defaults	
Return to Main Page	Annie Adline Olean
Available Session Defaults:	Ad Hoc Clear
Session Defaults	
Estimated No. of Invoice Lines: Estimated No. of Distributions:	
Business Unit For Quick Invoice Only	Non-Merchandise Charges
Unit: AESM1 🔍 Rate Type:	Misc Options: Display
QI Template:	Frght Options: Display
Vendor Detail	Sales Tax Opt: Display
Vendor: Address: Reid Cada	MAT And Ont
Location: Currency: Suild Code:	VAI Amt Opt:
PO Unit:	
Invoice Defaults Recv Unit:	
Acctg Date: Origin: OD Options: Display	
Group: Q Receiver Opt: Display V	
Distribution	Find View All 💷 🛗 First 🗳 1 of 1 🖸 Last
GL Unit Fund Department Special ID Program Account ChartField 1 ChartField 2 Budg Refe	get PC Business Project
	<u>×</u>
<	3

Step	Action
3.	Use the Session Defaults page to enter values that will default on all vouchers entered during the current session.
	The values will not be saved after the user has signed out of Core-CT.
4.	Enter 000000002 into the Vendor field.
5.	Click the Look up Location button.
6.	Click the MAIN link.
7.	Click the Look up Address button.
8.	Click the 253 MAIN ST link. 253 MAIN ST
9.	Enter STATE into the GL Unit field.
10.	Enter 11000 into the Fund Code field.
11.	Enter AES48011 into the Department field.
12.	Enter 10020 into the Special ID field.
13.	Enter 00000 into the Program Code field.
14.	Enter 54060 into the Account field.
15.	Enter 2013 into the Budget Reference field.
16.	Enter NONPC into the PC Business Unit field.
17.	Enter AES_NONPROJECT into the Project field.

Far	ORACL vorites Mair	L€ Menu →	Accounts Payable	> Voucher	rs > Add∕ų	Jpdate	> Regula	r Entry		Н	iome	Worklist	Add to Favorites	s Sign out
Si E	ession Def Return to Mair	Taults	aults:							*	Ap	ply	Ad Hoc	Clear
	Session Defa	aults	duitor											
	Estimated	No. of Invoi	ce Lines:			F	stimated No	o. of Distribution	IS:					
	Business (Jnit					For Quick	Invoice Only			Non-Me	erchandise (Charges	
	Unit:		AESM1 🔍	Rate Type:			Terms:				Misc (Options:	Display	~
	Vendor De	tail					QI Templa	te:		~	Frght	Options:	Display	~
	Vendor:		000000002 🔍 .	Address:		1	Template:				Sales Tax Opt: Disp			~
	Location		MAIN	Currency			Build Code	e:			VAT A	amt Opt:	Display	~
	Looddon			ourronoji			PO Unit:							
	Invoice De	faults					Recv Unit:			9				
	Acctg Date	: :	51	Origin:			PO Option	IS:	Display	~				
	Group:						Receiver	Opt:	Display	~				
	Distributio	n							Person	alize Fi	nd Viev	/ All 🖾 🕌	First 🕅 1 of 1 🗎	Last
	GL Unit	Fund Code	Department	Special ID	Program Code	Accou	nt	ChartField 1	ChartField 2	Budget Refere	t nce	PC Business Unit	Project	
1	STATE 🔍	11000	AES48011	10020 🔍	00000 🔍	5406) 🔍	Q	Q	2013	9	NONPC	ES_NONPROJE	CT
	<													>

Step	Action
18.	Click the Ad Hoc button to save the default values for the current session.
19.	Users can use the the Clear button to clear session defaults and then then enter a new set of defaults.
20.	Click the Return to Main Page link. Return to Main Page

Invoice Information	Payments Voucher Attribute	s Consumption				
Business Unit: Voucher ID: Voucher Style:	AESM1 NEXT Regular Voucher	Invoice No: Invoice Date: Accounting Date:	11/19/2012 Receipt Date:	Ħ	Action:	
Vendor ID: ShortName: Location: Address:	Q Q Q Q	CITY OF ANSONIA TREASURER 253 MAIN ST ANSONIA, CT 06401			Session Defaults Attachments (0) Comments(0)	-
Advanced Vendor Sear Control Group: Invoice Lines: Currency: Miscellaneous: Freight:	ch 0.00 USD 30 70 70 70	*Pay Terms:	000 Que Now Inv Date Penalty Details		Print Invoice)
Total: Difference:	0.00 0.00 Calculate	Copy From Source Docum PO Unit: PO Number: Copy From:	ent	~	Copy PO Go	
Invoice Lines Line: *Distribute by:	1 Amount	Item: Unit Price:	Quantity:	Finc	LI View Alt First 🗹 1 of 1 🗈 L	ast
	NONPOVCHR	Line Amount:	0.00			

Step	Action
21.	The default values will not apply to the current voucher. They will apply the next set of vouchers that are added during the current session.
22.	Click the scrollbar to move to the bottom of the page.

ORACLE												
Favorites Main Menu >	Accounts Payable >	Vouchers >	Add/Update	Regu	lar Entry			ноте	vvorkiist		to Favorites	Sign out
Location:	MAIN	2531	MAIN ST						Allac	nments (u	1	
*Address:	1	ANSO	DNIA, CT 06401						Com	iments(0)		
Advanced Vendor Search												
Control Group:		*Pay	Ferms:	1	000	9	Due Now					
Invoice Lines:		Basis	s Date Type:		Inv Date							
*Currency:	US	D 🔍 Non	Merchandise Su	mmary		Penalty Detail	S			Print Ir	nvoice	
Miscellaneous:		1										
Freight:		F										
Total:	0.0	0										
		Сор	y From Source	Docume	nt							
Difference:	0.0	00 PO	Unit:			<u></u>						
	Calculate	PO	Number:			<u></u>				Copy	PO	
		Сор	y From:		None			*	<u>Go</u>			
Invoice Lines									Find Vie	w All First	K 1 of 1 D Last	
Line	1	lterr				Q 1	IOM:		Q		+	
*Distribute by:	Amount	✓ Unit	Price:				Quantity:					
Ship To:	NONPOVCHR	Line	Amount:			0.00	quantity					
SpeedChart:		🔍 Des	cription:							_		
									L	One Ass	et	
Calculate												
- Distribution Lines							Personalize	Find Vi	ew Al 🛃	First 🗹	1 of 1 🖸 Last	
GL Chart Exchange	Rate Statistics A	ssets	9									
Copy Down Line	e Merchandise Amt	Quantity	*GL Unit	Accoun	t	Fund	Dept		Program	SID	Bud Ref	
± = _	1 0.00		STATE 🔍								R	
			<								>	
	Ol. Defeet										In the data of the	-
Save 🔛 Notify	Retresh									La Add	2 Update/Disp	ay
Invoice Information Paym	ents Voucher Attributes	Consumptio	in									
<												>

Step	Action
23.	Click the Add button to add a new voucher.
	Add

1		
ORACLE		
Favorites Main Menu > Acco	ounts Payable > Vouchers > Add/Update > Regular Entry	
• • •	• • •	🗷 New Window 🔇 Help 🔲 http
Voucher		5 Ot 2t
	d - New Meter	
Eind an Existing Value Ad	o 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:		
Invoice Date:	1	
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 N	lew Value	
1		

Step	Action
24.	The Short Vendor Name , Vendor ID , Vendor Location , and Address Sequence Number fields populate with the values selected on the Session Defaults page.
	These values will populate for every volucier entered during the current session.
25.	Enter 2212456 into the Invoice Number field.
26.	Enter 11/19/2012 into the Invoice Date field.
27.	Enter 100 into the Gross Invoice Amount field.

ORACLE		- Home Worklist Add to Favorites Sion out
Favorites Main Menu > Acco	ounts Payable > Vouchers > Add/Update > Regular Entry	
• • •	• • •	🗷 New Window 🕜 Help 🔲 http
Voucher		
Find an Existing Value	d a blow Value	
Enio an Existing 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:	2212456	
Invoice Date:	11/19/2012 🛐	
Gross Invoice Amount:	100	
Freight Amount:	0.00	
Misc Charge Amount:	0.00	
Estimated No. of Invoice Lines	: 1	
Add		
Find an Existing Value Add a N	lew Value	

Step	Action
28.	Click the Add button.

ORACLE					
Enverting Main Manu - Assessments Deverting - Maus	an Add/Undate Des	ula Fala	Home Worklist	Add to Favorites	Sign out
Pavonces Main Menu > Accounts Payable > Vouc	iers > Auu/Opuale > Reg	uarenuy	~		_
		Related Content	w Window 🕜 Help	🗹 Personalize Page	📰 http 🗠
Invoice Information (Payments) Voucher Attribut	es Consumption				
Business Unit: AESM1 Voucher ID: NEXT	Invoice No: 2212 Invoice Date:	11/19/2012		Action:	
Voucher Style: Regular Voucher	Accounting Date:	11/19/2012 Receipt Date:		Run	
Vendor ID: 000000002 Q ShortName: 066001861F-001 Q Location: MAIN Q *Address: 1 Q Advanced vendor Search Control Group: Q	CITY OF ANSONIA TREASURER 253 MAIN ST ANSONIA, CT 06401 *Pay Terms:	000 Q Due Now	<u>Sessir</u> Attachi Comm	on Defaults ments (0) nents(0)	
Invoice Lines: 0.00	Basis Date Type:	Inv Date			
*Currency: USD Miscellaneous: Freight: 10000	Non Merchandise Summan	Penalty Details		Print Invoice	
Total.	Copy From Source Docum	ent			
Difference: 0.00 Calculate	PO Unit: PO Number: Copy From:	None	♥ <u>Go</u>	Сору Р.О	
Invoice Lines			Find View	All First 🔣 1 of 1 🖸 Las	at in the second se
Line: 1 Vistribute by: Amount Vistribute by: NONPOVCHR Vistribute by:	Item: Unit Price: Line Amount: Description:	Quantity:		+ = One Asset	
Calculate		Personalize	<u>Find</u> View Al 🗖	First C 1 of 1 Last	~

Step	Action
29.	The Receipt Date field does not default to the current date and must be entered in order to save the voucher. Enter 11/19/2012 into the Receipt Date field.
30.	Enter Supplies into the Description field.
31.	Click the scrollbar.

ORACLE												
Favorites Main Menu >	Accounts Pavable	Vouchers	> Add/Update	Rea	ılar Entry			Home	Worklist	Add	to Favorites	Sign out
Location:	MAIN	2	53 MAIN ST		,				Allac	imenis (u)		^
Locution.	1	A	NSONIA, CT 06401						Com	ments(0)		
Advanced Vendor Search												
Control Group:		▲ *p	ay Terms:	F	000		Due Now					
Invoice Lines:	0.0	0 B	asis Date Type:		Inv Date							
*Currency:	USI		Ion Merchandise Su	mmary		Penalty Details	5			Print In	voice	
Miscellaneous:		3 11										
Freight:		_										
Total:	100.0	0										
			Copy From Source I	Docume	ent							
Difference:	0.0	10 I	PO Unit:			9						
	Calculate) I	PO Number:							Сору	PO)	
			Copy From:		None			~	Go			
Invoice Lines									Find View	v All First	🛾 1 of 1 🗈 Last	
Line			tom								+	
Distribute but	Amount	~	lleit Driess				JOM.					
Shin To:	NONPOVCHR		Unit Price:			100.00	audnuty:					
SneedChart:			Description:		Supplies							-
Specuciara			Description.							One Asse	et	-
Calculate												
- Distribution Lines							Personalize f	ind Vie	w Al 🗖 🛛	First 🗹	1 of 1 Last	
GL Chart Exchange	Rate <u>Statistics A</u>	ssets										
Copy Down Line	e Merchandise Amt	Quantity	*GL Unit	Accour	t	Fund	Dept	P	rogram	SID	Bud Ref	
	1 100.00		STATE Q	54060		11000	AES48011		0000	10020	2013	
			<	10.000							10	
										_		
📄 Save 🔛 Notify	C Refresh									Add 🛃	Update/Displ	ay
Invoice Information Payme	ents <u>Voucher Attributes</u>	Consum	nption									_
<												>

Step	Action
32.	The chartfields in the Distribution Lines grid populate with the chartfield values entered for the Session Defaults .
33.	Enter 1 into the Quantity field in the Invoice Lines group box.
34.	Enter 1 into the Quantity field in the Distribution Lines group box.

ORACLE								Home	Worklist	Ad	dd to Favorites	Sign out
Favorites Main Menu > A Location: *Address:	.ccounts Payable > ' MAIN 1	Voucher:	s > Add/Update > 253 MAIN ST ANSONIA, CT 06401	Regu	ılar Entry				Allac	iments (c	ц ц	8
Advanced Vendor Search Control Group: [Invoice Lines: *Currency: [Miscellaneous: Freight:	0.0 USI		'Pay Terms: Basis Date Type: Non Merchandise Surr	💭	000 Inv Date	Penalty Details	Due Now			Print	Invoice	
Total:	100.04	0	Copy From Source D	ocum	ent					_		
Difference:	0.0 Calculate	0	PO Unit: PO Number: Copy From:		None			~	Go	Сор	у РО	
Invoice Lines									Find Vie	w All First	K 1 of 1 D Last	
Line: *Distribute by: Ship To: SpeedChart:	1 Amount NONPOVCHR		Item: Unit Price: Line Amount: Description:		Supplies	100.00	JOM: Quantity:	1			+	
									L	One As	set	
Calculate - Distribution Lines GL Chart Exchange F	Rate Statistics A	ssets					Personalize	<u>Find</u> ∨	iew Al 🖄	First	1 of 1 🖸 Last	
Copy Down Line	Merchandise Amt	Quantit	y *GL Unit /	Accour	nt	Fund	Dept		Program	SID	Bud Ref	
* E 🗆	1 100.00		1 STATE	54060	0	11000	AES48011	Q	00000 🔍	10020	2013	
			<								>	
Save Notify	Refresh	Consu	umption							📑 Add	Update/Disp	lay

Step	Action
35.	Click the Save button.

ORACLE								Home	Worklist	Add	to Favorites	Sign
ShortName:	066001861F-001	TREAS	BURER								-	
Location:	MAIN	🔍 253 M	AIN ST						Attac	ments (0)		
Address:	1	ANSO	NIA, CT 06401						Com	iments(0)		
Advanced Vendor Search												
Control Group:		*Pay Te	erms:	F	00		Due Now					
Invoice Lines:		Basis	Date Type:	1	nv Date							
Currency	US	SD Non M	erchandise Sun	<u>mmary</u>	Pe	enalty Details				Print Inv	voice	
Miscellaneous:												
reight:												
	4004											
otal:	100.1	Сору	From Source D	ocument								
)ifference:						12						
	Calculate	essage										
	Calculate								Co			
	Or	ne or more Lines	for this Vouche	er does no	reference a	PO. Do you	wish to contir	nue?	00			
Invoice Lines	(2	1210,25)							<u>ind</u> Vie	w All First -	1 of 1 💷 La	
Line:	1						/00	No				
*Distribute by:	Amount						es j	INU				
Ship To:	NONPOVCHR	Line J	Amount:			100.00						
SpeedChart:		Desc	ription:	Su	pplies							
									0	One Asse	et	
Calculate												
- Distribution Lines							Personalize F	ind I View		First Cl	1 of 1 🖸 Last	
GL Chart Exchange	Rate Statistics	Assets 📖										
Copy	Merchandise Amt	Quantity	*GL Unit	Account		Fund	Dept	Pr	ogram	SID	Bud Ref	
Down												
	1 100.00	1	STATE	54060	<u> </u>	11000	AES48011		0000	10020	2013	
			<								>	
Save 📔 Notify	C Refresh									Add	Update/D	splay
unice Information I Dourne	anto Li Vouchor Attributo											
voice information Payme	ents voucrier Attribute:	s consumption										

Step	Action
36.	This message will display when a Non-PO Voucher is created.
	Click the Yes button.

ORACLE								
Enveries Main Manu	Assessments Describile and Messele	Add/Undate	Regular Cates		Home V	Vorklist Add	to Favorites	<u>Sign out</u>
ravonces Main Menu >	Accounts Payable > Vouche	ers > Add/Opdate :	> Regular Entry					
Business Unit:	AESM1	Invoice No:	K212450			ACUC	m:	-
Voucher ID:	00015336	Invoice Date:	11/19/2012				~	
Voucher Style:	Regular Voucher	Accounting Date:	11/19/2012	Receipt Date:	11/19/2012	Ru	ı	
	000000000							
Vendor ID:	000000002	CITY OF ANSONIA				Session Default	s	
ShortName:	066001861F-001	TREASURER				Attachments (0)		
Location:	MAIN	253 MAIN ST ANRONIA CT 06404				Comments(0)		
*Address:	1	AN30NIA, CT 00401						
Advanced Vendor Search			_	10				
Control Group:	Q.	*Pay Terms:	000	Due N	ow			
Invoice Lines:	100.00	Basis Date Type:	Inv Date					
*Curronev:	USD	Non Merchandise Su	mmary P	enalty Details		Print In	voice	
Miscollanoous:								
Eroight:								
Treight.	×							
Total:	100.00	Conv From Source [Document					=
Differences	0.00	DO U-3						
Difference:	0.00	PO Unit:						
	Calculate	PO Number:				Copy	PO	
		Copy From:	None		~	Go		
Invoice Lines					Eir	d View All First	🛾 1 of 1 🗖 Last	
							+	
Line:	1	Item:		UOM:				
*Distribute by:	Amount 🗸	Unit Price:	100.00000	Quantity:	1.0000			
Ship To:	NONPOVCHR	Line Amount:		100.00				
SpeedChart:	٩	Description:	Supplies			_		
						One Asse	et	
Calculate								
 Distribution Lines 				Personali	ze Find View All	I 🗖 I 🐂 First K	1 of 1	
GL Chart Exchange	Rate Statistics Assets			<u>rersonan</u>	The set of	1.1.51	CONT CONT	
Copy Line	e Merchandise Amt Quanti	ty *GL Unit	Account	Fund Dept	Progra	am SID	Bud Ref	
Down								~
·								1

Step	Action
37.	Core-CT auto generates 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.
38.	Click the Sign out link to end the current session.

ORACLE		Home Worklist Add to Favorites Sign out
Favorites Main Menu > Acco	ounts Payable > Vouchers > Add/Update > Regular Entry	
		🖉 New Window 🕜 Help 🔤 http
Voucher		
roudilei		
Eind an Existing Value Ad	d a New Value	
Business Unit:	AESM1	
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	
Sales Tax Amount:	0.00	
Entered VAT Amount:	0.00	
Misc Charge Amount:	0.00	
Tax Exempt Flag		
Estimated No. of Invoice Lines	: 1	
Add		
Find an Evisting Value Add a N	ew Value	
Tind on Existing Value Add a N		

Step	Action
39.	The user has signed in to Core-CT again, beginning a new session, and has navigated to the Voucher Add a New Value page. The Short Vendor Name , Vendor ID , Vendor Location , and Address Sequence Number fields are not populated. The previously created Session Defaults do not carry over the new session.
	Click the Add button.

ORACLE [.]				Home	Worklist Add to Favorites	Sign ou
vorites Main Menu >	Accounts Payable > Vou	chers > Add/Update > Reg	ular Entry			
			Related Content P Ne	w Window	Help Personalize Page	je 📰 http
nvoice Information	Payments Voucher Attribu	tes Consumption				
Rusinoss Unit	AESM1	Invoice No:		1	Action:	
Voucher ID:	NEXT	Invoice Date:	8		~	1
Voucher Style:	Regular Voucher	Accounting Date:	11/19/2012 Receipt Date:	1	Run	
/ 1D-						
vendor ID:					Session Defaults	
ShortName:					Attachments (0)	
Location:					Comments(0)	
Address:						
Advanced Vendor Searc	<u>h</u>					
Control Group:		*Pay Terms: 🗾 🛒	000 Que Nov	/		
Invoice Lines:	0.00	Basis Date Type:	Inv Date			
Currency:	USD	Non Merchandise Summary	Penalty Details		Print Invoice	
Miscellaneous:	×	-				
Freight:						
Total	0.00					
- otan		Copy From Source Docum	ent			
Difference:	0.00	PO Unit:				
	Calculate	PO Number:			Copy PO	
		Copy From:	None	*	Go	
Invoice Lines					Find View All First 🚺 1 of 1 🗈	Last
Line:	1	Item:	Q UOM-		- <u>-</u>	_
*Distribute by:	Amount 🗸	Unit Price	Quantity			
Ship To:	NONPOVCHR	Line Amount:	0.00			
SpeedChart:	(Description:				
					One Asset	
Calculate						

Step	Action
40.	Click the scrollbar to move to the bottom of the page.

ORACLE								Connect
Favorites Main Menu >	Accounts Payable > Vouc	ners > Add/Update > R	legular Entry		Home	WORKISL	Add to Pavonies	Sigit out
th difference		•				Comment	<u>s(U)</u>	^
"Address:								
Advanced Vendor Search								
Control Group:		*Pay Terms: 🛛 📮	000	Q Due No	N			
Invoice Lines:	0.00	Basis Date Type:	Inv Date					
*Currency:	USD	Non Merchandise Summa	ary	Penalty Details		F	rint Invoice	
Miscellaneous:								
Freight:								
Total:	0.00	C F						
Differences		Copy From Source Docu	intent					
Difference:	0.00	PO Unit:						
	Calculate	PO Number:	News	<u> </u>			Copy PO	
		Copy From:	None		~	Go		
Invoice Lines						Find View All	First K 1 of 1 La	st
Line:	1	Item:		Q UOM:				1
*Distribute by:	Amount 🗸	Unit Price:		Quantity:				
Ship To:	NONPOVCHR	Line Amount:		0.00				
SpeedChart:		Description:						=
							eAsset	
Calculate						_		
Distribution Lines				Personalize	Eind View	V AI 🖆 📶 F	irst 🗳 1 of 1 🚨 Last	
GL Chant Exchange	Rate Statistics Assets						_	
Down Line	Merchandise Amt Quar	tity *GL Unit Acco	ount	Fund Dept	Pr	ogram SID	Bud Ref	
± = _	1 0.00	STATE 🔍	Q					
		<					>	
Save 🔛 Notify	C Refresh					B.	Add 🖉 Update/Di	solav
	ate live of a thick to a 1 Oct						and a post of the	
invoice information Payme	ents voucher Attributes Cor	sumption						~
<								>

Step	Action
41.	The chartfields in the Distribution Line grid are empty. The default values established in the previous session have not carried over to the new session.

Step	Action
42.	
	End of Procedure.