



## Interfacing Vouchers

Use of this functionality is for entry of high volume non-po vouchers with the same or similar details that are created repeatedly. Using this functionality helps to lessen the load of creating online vouchers individually. This document coordinates with the .ppt document, 'Interfacing Vouchers.' Please read that entire document before using this Job Aid.

**IMPORTANT:** Approval for use of any interface must first be given by the Central Accounts Payable Division Director.

### XML AP Interfaces

#### Restrictions:

XML AP Interfaced files must:

- Use Regular style vouchers only, with positive dollar amounts
- Use Non-PO vouchers
- Use a standard XML file format provided to the agency by Core-CT
- The agency must have technical staff versed in XML file creation/maintenance
- The agency must have fiscal staff to resolve voucher errors, once they are built through the interface

#### Prerequisites:

- Use of this functionality must be approved by OSC, Central Accounts Payable Division Director
- The agency technical contact must submit security forms requesting access to Core-CT in order to send XML uploads to Core
- The agency will be expected to adhere to the schedule of sending the files and then quickly resolving file/voucher errors

**Who Does What?** The following steps will successfully interface vouchers using an XML file:

1. Agency technical staff sends Core-CT the XML file through a Secure Server sFTP by 3PM Daily.
2. Core-CT BATCH receives the XML file nightly in a BATCH process.
3. Core-CT contacts technical staff the next morning for any file issues.
4. Agency technical staff resolve file issues promptly.
5. Core-CT BATCH process builds vouchers from 'Quick Invoice' source.
6. Core-CT contacts functional staff the next morning for any voucher pre-edit errors or post build errors.
7. Agency reviews and resolves voucher build errors, if any.
  - a. Resolves Pre-Edit errors
  - b. Resolves Build errors
8. Core-CT Voucher Build BATCH process runs midday to rebuild any errored vouchers that were corrected and needed rebuilding.
9. Agency verifies the voucher count, confirming that all vouchers were built successfully.
10. Agency processes the vouchers through Accounts Payable to payment.

The example below is a portion of the header record in the XML file for the AP Interface. There is more than one file template, and you will be given the appropriate template for your interface.

**The setup must NOT be altered.**

```
<CTAPI006A>
  <CT_AP006_HDR>
    <BUSINESS_UNIT>DASIT</BUSINESS_UNIT>
    <VOUCHER_ID>DAS1</VOUCHER_ID>
    <CT_VCHR_INTFC_SRCE>ITD</CT_VCHR_INTFC_SRCE>
    <ORIGIN>ITD</ORIGIN>
    <INVOICE_ID>Partner May 2014 Payment</INVOICE_ID>
    <INVOICE_DT>05/01/2014</INVOICE_DT>
    <ACCOUNTING_DT>06/19/2014</ACCOUNTING_DT>
    <VENDOR_SETID>STATE</VENDOR_SETID>
    <VENDOR_ID>0000141536</VENDOR_ID>
    <VNDR_LOC>MAIN</VNDR_LOC>
    <ADDRESS_SEQ_NUM>002</ADDRESS_SEQ_NUM>
    <REMIT_ADDR_SEQ_NUM>002</REMIT_ADDR_SEQ_NUM>
    <OPRID>GolbaR</OPRID>
    <CT_RECEIPT_DT>06/19/2014</CT_RECEIPT_DT>
    <GROSS_AMT>13684.720</GROSS_AMT>
```

In the case of a file error, you will be contacted by Core-CT.

Resolving voucher pre-edit and voucher build errors is the same for both methods of interfacing. Please go directly to, [Agency Reviews and Resolves Errors](#).

## Building the vouchers in Core-CT

Once the XML file has been successfully executed, they are now ready for Voucher Build which is a scheduled BATCH process in Core-CT.

The agency is made aware of the build schedule, and then knows when to expect the vouchers to exist in Core-CT. Once the voucher build process has run, either the vouchers have been created and are awaiting approval, or the vouchers are in error.

The Agency can confirm that the BATCH process for voucher build has completed successfully.

**Navigation:** *Accounts Payable>Batch Processes>Vouchers>Voucher Build*

The screenshot shows the Core-CT Voucher Build process monitor interface. The breadcrumb navigation is: Core-CT Financials > Accounts Payable > Batch Processes > Vouchers > Voucher Build > Process Monitor. The page title is "Process Monitor". The breadcrumb navigation is: Core-CT Financials > Accounts Payable > Batch Processes > Vouchers > Voucher Build > Process Monitor. The page title is "Process Monitor". The breadcrumb navigation is: Core-CT Financials > Accounts Payable > Batch Processes > Vouchers > Voucher Build > Process Monitor. The page title is "Process Monitor".

The interface includes a search bar with "All" selected and a search button. There are links for "Advanced Search" and "Last Search Results". A "My Links" dropdown menu is set to "Select One". The "Finance" tab is active, and "Core-CT Help" is visible. There are links for "Process List" and "Server List".

The "View Process Request For" section contains the following fields:

- User ID: ACC\_SEMIENA
- Type: Last
- Days: 1
- Server: [Dropdown]
- Name: [Text]
- Instance: [Text]
- Run Status: [Dropdown]
- Distribution Status: [Dropdown]
- Save On Refresh:

The "Process List" table shows the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2103		Application Engine	AP_VCHRBLD	ACC_SEMIENA	02/09/2017 9:51:00AM EST	Success	Posted	Details

At the bottom, there are links for "Go back to Voucher Build Request", "Save", "Notify", "Process List", and "Server List".

## Agency Reviews and Resolves Errors

After every file is uploaded and vouchers are built, it is the responsibility of the agency to validate the success of the process and verify not only the count of the vouchers built, but the details of the vouchers built. All errors should be resolved promptly.

Note that until these errors are resolved, the vouchers **CANNOT PROCEED** through Accounts Payable, as they do not have a 'Postable' Entry Status.

There are two kinds of voucher build errors that prevent XML vouchers from processing through payables.

- Pre-Edit Errors : Corrected in Quick Invoice
- Recycled Voucher Errors : Corrected on Voucher Component

**Pre-Edit Errors** are errors that created a voucher ID but prevented the voucher from uploading to Core-CT. The status of the voucher is 'Error'. The error needs to be corrected in the quick invoice entry and the 'Build Status' needs to be set back: 'To Build.' A common Pre-Edit error is an invalid address on the supplier.

**IMPORTANT NOTE:** These voucher IDs will NOT be included in any inquiries/reports until the error is resolved.

**Recycled Voucher Errors** are errors that created a voucher ID and uploaded to Core-CT but are preventing the voucher from processing through AP. The entry status of the voucher is 'Recycled.' The error must be corrected on the voucher component; once the error(s) is fixed the entry status will be set to 'Postable.' The voucher will then be ready for approval. A common error that causes a voucher to be in 'Recycle' Entry Status is a duplicate invoice.

To lookup and correct Voucher Build Errors, **navigate to:** *Accounts Payable > Voucher > Maintain > Voucher Build Error Detail*

The transaction currency column provides a quick way to look at what type of error there is.

- A (blank) description means that the voucher was not brought into Core-CT therefore it is a Pre-Edit Error.
- A (USD) description means the voucher is in 'Recycle' status.

Find an Existing Value

Search Criteria

Business Unit	=	DDSM1	Q
Voucher ID	begins with	<input type="text"/>	
TSE Run ID	=	<input type="text"/>	
Origin	begins with	<input type="text"/>	
Control Group ID	begins with	<input type="text"/>	
Supplier ID	begins with	<input type="text"/>	
Buying Agreement ID	begins with	<input type="text"/>	
Invoice Number	begins with	<input type="text"/>	
Invoice Date	=	<input type="text"/>	B3
Voucher Source	=	<input type="text"/>	

Case Sensitive

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

Search
Clear
Basic Search
🔖
Save Search Criteria

**Search Results**

View All First 1-100 of 139 Last

Business Unit	Voucher ID	TSE Run ID	Origin	Control Group ID	Supplier ID	Buying Agreement ID	Invoice Number	Invoice Date	Gross Invoice Amount	Transaction Currency	Voucher Source
DDSM1	00347811	2105	393	(blank)	165588	(blank)	TEST OSCIS SCH PAY 123	12/15/2016	100	(blank)	XML
DDSM1	00347812	2105	393	(blank)	10009	(blank)	TEST OSCIS SCH PAY 123	12/15/2016	100	(blank)	XML
DDSM1	00347813	2105	393	(blank)	10009	(blank)	TEST OSCIS SCH PAY 123	12/16/2016	100	(blank)	XML
DDSM1	00347814	2105	393	(blank)	10009	(blank)	TEST OSCIS SCH PAY 123	12/17/2016	100	(blank)	XML
DDSM1	00347815	2105	393	(blank)	10009	(blank)	TEST OSCIS SCH PAY 123	12/16/2016	100	(blank)	XML
DDSM1	00347816	2105	393	(blank)	10009	(blank)	TEST OSCIS SCH PAY 123	12/17/2016	100	(blank)	XML
DDSM1	00347817	2105	393	(blank)	10009	(blank)	TEST OSCIS SCH PAY 123	12/18/2016	100	(blank)	XML
DDSM1	00347818	2105	393	(blank)	10009	(blank)	TEST OSCIS SCH PAY 123	12/17/2016	100	(blank)	XML
DDSM1	00347819	2105	393	(blank)	10009	(blank)	TEST OSCIS SCH PAY 123	12/18/2016	100	(blank)	XML

## Fix a Pre-Edit Error

1. Select the voucher in pre-edit error, signified by **(blank)**.

Search Results

View All First 1-100 of 139 Last

Business Unit	Voucher ID	TSE Run ID	Origin	Control Group ID	Supplier ID	Buying Agreement ID	Invoice Number	Invoice Date	Gross Invoice Amount	Transaction Currency	Voucher Source
DDSM1	00347811	2105	393	(blank)	165588	(blank)	TEST OSCIS SCH PAY 123	12/15/2016	100	(blank)	XML
DDSM1	00347812	2105	393	(blank)	10009	(blank)	TEST OSCIS SCH PAY 123	12/15/2016	100	(blank)	XML
DDSM1	00347813	2105	393	(blank)	10009	(blank)	TEST OSCIS SCH PAY 123	12/16/2016	100	(blank)	XML
DDSM1	00347814	2105	393	(blank)	10009	(blank)	TEST OSCIS SCH PAY 123	12/17/2016	100	(blank)	XML
DDSM1	00347815	2105	393	(blank)	10009	(blank)	TEST OSCIS SCH PAY 123	12/16/2016	100	(blank)	XML
DDSM1	00347816	2105	393	(blank)	10009	(blank)	TEST OSCIS SCH PAY 123	12/17/2016	100	(blank)	XML
DDSM1	00347817	2105	393	(blank)	10009	(blank)	TEST OSCIS SCH PAY 123	12/18/2016	100	(blank)	XML
DDSM1	00347818	2105	393	(blank)	10009	(blank)	TEST OSCIS SCH PAY 123	12/17/2016	100	(blank)	XML
DDSM1	00347819	2105	393	(blank)	10009	(blank)	TEST OSCIS SCH PAY 123	12/18/2016	100	(blank)	XML

2. The errored voucher displays, click the **Correct Errors** link.

Voucher Build Error Detail

Business Unit DDSM1      Voucher ID 00347811      [Correct Errors](#)

**Header Errors** Personalize | Find | View All | First 1-3

Field Name	Message
Address Sequence Number	TSE Prompt table edit; value not found in prompt table.
Supplier ID	TSE Prompt table edit; value not found in prompt table.
Supplier Location	TSE Prompt table edit; value not found in prompt table.

**Invoice Line Errors** Personalize | Find | View All | First 1 of 1 Last

Line	Field Name	Message

[Return to Search](#)  
 [Previous in List](#)  
 [Next in List](#)  
 [Notify](#)

3. On the Quick Invoice Page, notice the **Build Status** is Pre-Edit Error.

**Quick Invoice**

Business Unit DDSM1      \*Invoice Number TEST OSCIS SCH PAY 123      Calculate  
 Voucher 00347811      \*Invoice Date 12/15/2016      Print Invoice  
 Voucher Style Regular      Accounting Date 12/15/2016      Edit Combinations  
 \*Build Status Pre-Edit Error      Prepaid Ref       Auto Apply

---

Supplier 165588      Invoice Address 1      Attachments (0)  
 Location MAIN      Remitting Addr 1      Comments(0)

---

Line Amount 100.00      Control Group      Session Defaults  
 Misc Amt 0.00      Terms 000      Override Session Default  
 Freight 0.00      Currency USD      Review Errors  
 Total 100.00

Difference 0.00

**Fetch Voucher Lines**

From Voucher Line 1      Line Details  
 To Voucher Line 1      Add lines

► Copy From Source Document

► Voucher Build Association

Save    Return to Search    Notify    Refresh      Add    Update/Display

4. Once the supplier error is corrected, change the **Build Status** to Build Voucher.

5. Click the **Save** button. If the error was successfully corrected it is ready to be picked up again in the next voucher build process.

**Quick Invoice**

Business Unit DDSM1      \*Invoice Number TEST OSCIS SCH PAY 123      Calculate  
 Voucher 00347811      \*Invoice Date 12/15/2016      Print Invoice  
 Voucher Style **Build Voucher**      Accounting Date 12/15/2016      Edit Combinations  
 \*Build Status Pre-Edit Error      Prepaid Ref       Auto Apply

---

Supplier 165588      Invoice Address 1      Attachments (0)  
 Location MAIN      Remitting Addr 1      Comments(0)

---

Line Amount 100.00      Control Group      Session Defaults  
 Misc Amt 0.00      Terms 000      Override Session Default  
 Freight 0.00      Currency USD      Review Errors  
 Total 100.00

Difference 0.00

**Fetch Voucher Lines**

From Voucher Line 1      Line Details  
 To Voucher Line 1      Add lines

► Copy From Source Document

► Voucher Build Association

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

## Fix Recycle Errors

1. Select the voucher that is Recycled, signified by an **Entry Status** of Recycle.

Search Results

View All First 1 of 1 Last

Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Payment Amount	Invoice Date	Short Supplier Name	Supplier ID	Supplier Name	Voucher Style	Related Voucher	Entry Status	Voucher Source	Incomplete Voucher
AESM1	00017296	0000000000001	100	100	02/08/2017	061043422F-001	0000010009	SUBURBAN STATIONERS INC	Regular	(blank)	Recycle	XML	Complete

2. Select the **Correct Errors** link.

Voucher Build Error Detail

Business Unit AESM1      Voucher ID 00017296      [Correct Errors](#)

**Header Errors** Personalize |

Field Name	Message

**Invoice Line Errors** Personalize | Find | View All | First 1 of 1 Last

Line	Field Name	Message
1	Withholding Applicable	Voucher Line marked as withholding for a Supplier with incomplete withholding setup.

**Distribution Line Errors** Personalize | Find | View All | First 1 of 1 Last

Line	Distribution Line	Field Name	Message
1		1 Fund Code	Combo error for fields Fund/SID in group FUND_SID.

[Return to Search](#)   [Notify](#)

3. The voucher component displays, notice the **Entry Status** is Recycle.
4. Make correction the appropriate corrections, then **Save** the voucher.

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

Short Description

Business Unit AESM1	Invoice Date 02/08/2017
Voucher ID 00017296	Invoice No 0000000000001
Voucher Style Regular	Invoice Total 100.00 USD
Supplier Name SUBURBAN STATIONERS INC	Receipt Date 02/08/2017
693 HIGH ST	Pay Terms Due Now
MIDDLETOWN, CT 06457	Voucher Source XML Invoices
<b>Entry Status Recycle</b>	Origin 393
Match Status No Match	Created On 02/09/2017 12:48PM
Approval Status Pending	Created By 128381
Post Status Unposted	Last Update 02/09/2017 12:51PM
Doc Tol Status Valid	Modified By ACC_SEMIENA
Budget Status Not Chk'd	ERS Type Not Applicable
	Close Status Open
	<a href="#">Audit Logs</a>

Budget Misc Status Valid

\*View Related  [Go](#)

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



5. Once the correction is made the **Entry Status** becomes to Postable, making the voucher ready for approval.

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary	Consumption
<b>Short Description</b>						
Business Unit	AESM1	Invoice Date	02/07/2017			
Voucher ID	00017296	Invoice No	0000000000002			
Voucher Style	Regular	Invoice Total	100.00	USD		
		Receipt Date	02/08/2017			
Supplier Name	SUBURBAN STATIONERS INC		Pay Terms	Due Now		
	693 HIGH ST		Voucher Source	XML Invoices		
	MIDDLETOWN, CT 06457		Origin	393		
Entry Status	Postable	Created On	02/09/2017 12:48PM			
		Created By	128381			
Match Status	No Match	Last Update	02/09/2017 12:56PM			
Approval Status	Pending	Modified By	KaczenskiL			
Post Status	Unposted	ERS Type	Not Applicable			
Doc Tol Status	Valid	Close Status	Open			
Budget Status	Not Chk'd					
Budget Misc Status	Valid	Audit Logs				
*View Related	Payment Inquiry	Go				
Return to Search	Notify	Refresh	Add	Update/Display		
<a href="#">Summary</a>   <a href="#">Related Documents</a>   <a href="#">Invoice Information</a>   <a href="#">Payments</a>   <a href="#">Voucher Attributes</a>   <a href="#">Error Summary</a>   <a href="#">Consumption</a>						

## Confirm that the Corrected Vouchers have no Errors

Then verify your voucher count for this file.

**Navigation:** *Accounts Payable > Vouchers > Maintain > Voucher Build Error Detail*

1. Enter the appropriate search criteria.
2. Click the **Search** button.

### Voucher Build Error Detail

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

Voucher ID

TSE Run ID

Origin

Control Group ID

Supplier ID

Buying Agreement ID

Invoice Number

Invoice Date

Voucher Source

Case Sensitive

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

[Basic Search](#)

No matching values were found.

# Validate the Vouchers Built from your Interface

**Navigation:** *Accounts Payable > Review AP Information > Vouchers > Voucher*



Enter criteria that will result in the vouchers built only from your latest file. We suggest BU From/To, Accounting Date From/To, and your voucher source is 'QUCK.'

If your interface produced a high count of vouchers, blank out the Max Row field.

1. Scroll to the bottom of the page, and click the **Search** button.

The screenshot shows the 'Voucher Inquiry' search criteria form. It features a 'Search Criteria' section with a 'Search Name' field set to 'ALL'. Below this, there are two columns of search criteria: 'From' and 'To'. The 'From' column includes fields for Business Unit (DDSM1), Voucher ID, Invoice Number, Supplier SetID, Supplier Short Name, Supplier Name, Additional Name, Supplier ID, Supplier Location, Entry Status, Incomplete Voucher, Accounting Date (12/15/2015), Invoice Date, Due Date, Entered Date, Origin Set ID, Control Group, Contract ID, Lease Number, PO Business Unit, PO ID, and Item ID. The 'To' column includes fields for Business Unit (DDSM1), Voucher ID, Invoice Number, Supplier Short Name, Supplier Name, Additional Name, Supplier ID, Supplier Location, Accounting Date (12/15/2015), Invoice Date, Due Date, Entered Date, Origin Set ID, Control Group, Contract ID, Lease Number, PO Business Unit, PO ID, and Item ID. At the bottom, there is an '\*Amount Rule' dropdown set to 'Any'. The form also includes 'Help' and 'Personalize Page' links in the top right corner.

The total of the vouchers built are revealed in the results. Count can be verified at the far right. Use the Download icon if you want to manipulate or sort/filter the results. Note that these results will include vouchers built in 'Recycle' Entry status. Remember, it will NOT include those in Pre-Edit error.

Voucher Inquiry Results									
Personalize   Find   View 100    First 1-100 of 189									
Voucher Details   Amounts   More Details   Supplier Details 									
Actions	Business Unit	Voucher ID	Invoice Number	Invoice Date	Supplier ID	Entry Status	Incomplete	Match Status	Short Supplier Name
<a href="#">Actions</a>	DDSM1	00310363	J511523-IN	12/10/2015	0000010004	Postable	<input type="checkbox"/>	Matched	060998831F-001
<a href="#">Actions</a>	DDSM1	00310364	39301	12/10/2015	0000010028	Postable	<input type="checkbox"/>	Matched	454111778F-001
<a href="#">Actions</a>	DDSM1	00310365	S-RS FY16 Jan CRS	12/14/2015	0000165647	Postable	<input type="checkbox"/>	Not Applicable	046860382S-001
<a href="#">Actions</a>	DDSM1	00310366	S-RS FY16 Jan CRS	12/14/2015	0000106523	Postable	<input type="checkbox"/>	Not Applicable	048584851S-001
<a href="#">Actions</a>	DDSM1	00310367	S-RS FY16 Jan CRS	12/14/2015	0000074990	Postable	<input type="checkbox"/>	Not Applicable	044821236S-001
<a href="#">Actions</a>	DDSM1	00310368	S-RS FY16 Jan CRS	12/14/2015	0000041527	Postable	<input type="checkbox"/>	Not Applicable	047604584S-001
<a href="#">Actions</a>	DDSM1	00310369	S-RS FY16 Jan CRS	12/14/2015	0000159113	Postable	<input type="checkbox"/>	Not Applicable	048908050S-001
<a href="#">Actions</a>	DDSM1	00310370	FI1605A	12/10/2015	0000010061	Postable	<input type="checkbox"/>	Matched	061314151F-001
<a href="#">Actions</a>	DDSM1	00310371	S-RS FY16 Jan CRS	12/14/2015	0000160988	Postable	<input type="checkbox"/>	Not Applicable	049785410S-001
<a href="#">Actions</a>	DDSM1	00310372	S-RS FY16 Jan CRS	12/14/2015	0000159115	Postable	<input type="checkbox"/>	Not Applicable	421335239S-001
<a href="#">Actions</a>	DDSM1	00310373	FI1605B	12/10/2015	0000010061	Postable	<input type="checkbox"/>	Matched	061314151F-001
<a href="#">Actions</a>	DDSM1	00310374	57506125079 - 12/9/15	12/11/2015	0000010027	Postable	<input type="checkbox"/>	Matched	060835504F-001
<a href="#">Actions</a>	DDSM1	00310375	S-RS FY16 Jan CRS	12/14/2015	0000022795	Postable	<input type="checkbox"/>	Not Applicable	049604820S-001

## Process Vouchers through Accounts Payable

Once errors are resolved, voucher count and details are confirmed, the agency staff processes them through Accounts Payable in the typical manner.

### **HELPFUL HINTS with both methods of AP Interfaces:**

1. Follow rules and guidelines for file or spreadsheet validation that have been given by OSC, Central Accounts Payable Division Director.
2. Do not enter any special characters in the invoice like '@,^,#' this will prevent successful processing.
3. Know the count of vouchers and total dollar amount to be staged/built from your file BEFORE you generate or send the file.
4. Save your Excel spreadsheet before you generate the XML file.
5. Create a folder specifically for your Excel template, your spreadsheets and XML files; keep them in a place where all staff responsible for running this process can access them.
6. At times, files will be received on the first day of the month. They usually contain Accounting Dates that reflect the end of the previous month. Once uploaded, these vouchers have an Accounting Date in a 'closed' period and will be in a recycled entry status. These vouchers must be reviewed for updating the Accounting Date to the new month (open period), or deleted. If you have a problem with Accounting Dates, contact the Core-CT HelpDesk for guidance.