



Interfacing Vouchers

Use of this functionality is for entry of high volume 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.
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](#).

Excel Spreadsheet Uploads

Restrictions:

The Excel Upload functionality must:

- Use Regular style vouchers only, with positive dollar amounts
- Use Non-PO vouchers
- Use a standard Excel template provided to the agency by Core-CT. **You must NOT alter the setup of this template.**

Prerequisites:

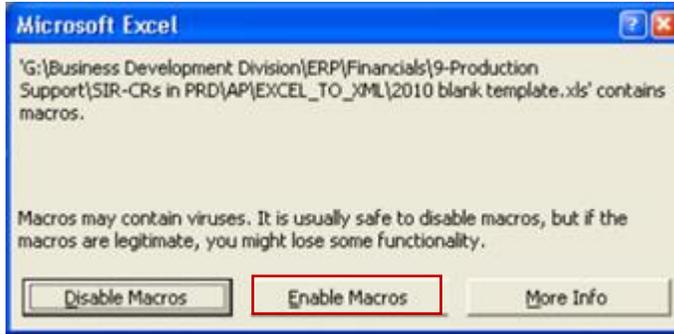
- Use of this functionality must be approved by OSC, Central Accounts Payable Division Director
- The agency must submit security forms requesting access to the role CT_F_A_XML_LINK in order to process Excel to XML uploads
- Agency staff must coordinate the timing/frequency of Excel to XML uploads with the Core-CT staff
- The agency will be expected to adhere to procedural guidelines for validating the Excel spreadsheet and vouchers created from the upload process

Who Does What? The following steps will successfully load vouchers using an Excel spreadsheet:

1. Agency enters information into the fields of the datasheet tab of the excel spreadsheet provided by Core-CT. Each row represents a voucher line.
2. Agency generates the XML file creation from the template.
3. Agency uploads the XML file to Core-CT, which stages the vouchers for build.
4. Core-CT BATCH process builds vouchers from 'XML Invoice' source.
5. Agency - Reviews and resolves voucher build errors, if any.
 - a. Resolves Pre-Edit errors
 - b. Resolves Build errors
6. Agency verifies the voucher count, confirming that all vouchers were built successfully.
7. Agency processes the vouchers through Accounts Payable.

The example shown below will build three NON-PO vouchers in Core-CT with one distribution each. It is important to know the voucher count before starting this process.

1. Open Excel spreadsheet
2. Click 'Enable' Macros.



3. Enter information into the Excel spreadsheet provided to you by Core-CT (the example below includes only a sampling of the columns in the spreadsheet).

IMPORTANT!

- Voucher Approver Flag Column **MUST** be populated with 'S'
- Payment Message Section 'bright yellow section' of spreadsheet **MUST** have the 'Business Unit', 'Payments' and 'Payment Amount' entered into the columns even if there will not be a payment message. The number '1' must always be entered into the 'Payments' column.

Columns of the Excel Spreadsheet:

- Blue shaded columns are voucher header data
- Light yellow shaded columns are voucher line data
- Purple shaded columns are distribution data
- Bright green shaded columns are for payment message information

Header data columns (Blue)

DO NOT USE
‘Generate XML
and Post’
button.

C	F	G	H	I
Generate XML and Post	Generate XML			
000	000	000	000	000
Business Unit	Invoice Number	Invoice Date	Vendor ID	Vendor Location
DOTM1	TOWN AID ROADS 073120131b	2013-07-31	0000000001	MAIN
DOTM1	TOWN AID ROADS 073120132b	2013-07-31	0000000002	MAIN
DOTM1	TOWN AID ROADS 073120133b	2013-07-31	0000000003	MAIN

Voucher Line data columns (Light Yellow)

CW	CX	CZ	DA	DB	DC	DD	DE
000	001	001	001	001	001	001	001
Header User Field	Business Unit	Voucher Line Number	PO Business Unit	PO Number	Line Number	Schedule Number	Description
	DOTM1					1	1 TOWN AID ROADS
	DOTM1					1	1 TOWN AID ROADS
	DOTM1					1	1 TOWN AID ROADS
	DOTM1					1	1 TOWN AID ROADS

Distribution data columns (Purple)

GI	GJ	GK	GL	GM	GN	GO	GP	GQ	GR
001	002	002	002	002	002	002	002	002	002
Category ID	Business Unit	Voucher ID	Voucher Line Number	Line	GL Business Unit	Account	Alternate Account	Department	Statistics Code
	DOTM1			1	STATE	55050		DOT57131	
	DOTM1			1	STATE	55050		DOT57131	
	DOTM1			1	STATE	55050		DOT57131	
	DOTM1			1	STATE	55050		DOT57131	

Payment message columns (Bright Green)

IL	IM	IN	IO	IP	IQ	IR	IS	IT	IU
002	003	003	003	003	003	003	003	003	003
Open Item Key	Business Unit	Pymnt Count	Bank Code	Bank Account	Payment Method	Message	Payment Handling	Payment Gross Amount	Scheduled Pay Date
	DOTM1	1				TEST MESS			
	DOTM1	1				TEST MESS			
	DOTM1	1				TEST MESS			

After entering the data and saving the spreadsheet, complete steps to validate all data. When the XML file is generated it will need to be saved to a path that can be remembered, so the file can be uploaded at a later step.

4. Click the 'Generate XML' button.

C	F	G	H
Generate XML and Post	Generate XML		
000	000	000	000
Business Unit	Invoice Number	Invoice Date	Vendor ID
DOTM1	TOWN AID ROADS 073120131b	2013-07-31	0000000001
DOTM1	TOWN AID ROADS 073120132b	2013-07-31	0000000002
DOTM1	TOWN AID ROADS 073120133b	2013-07-31	0000000003

Sample portion of XML file generated:

Look for the Voucher Build row that indicates the file is ready for the build step, this is found at the end of the XML file.

```

</USER_VCHR_DEC>0</USER_VCHR_DEC>
  <USER_VCHR_NUM1>0</USER_VCHR_NUM1>
  </VCHR_DIST_STG>
</VCHR_LINE_STG>
</VCHR_HDR_STG>
- <PSCAMA class="R">
  <LANGUAGE_CD>ENG</LANGUAGE_CD>
  <AUDIT_ACTN>A</AUDIT_ACTN>
  <BASE_LANGUAGE_CD>ENG</BASE_LANGUAGE_CD>
  <MSG_SEQ_FLG />
  <PROCESS_INSTANCE>0</PROCESS_INSTANCE>
  <PUBLISH_RULE_ID />
  <MSGNODENAME />
</PSCAMA>
</Transaction>
</MsgData>
</VOUCHER_BUILD>

```

Upload the XML file into Core-CT

Navigation: Core-CT Financials > PeopleTools > Integration Broker > CT Upload XML to Message

1. On the Handler Tester Search VOUCHER_BUILD will populate the Service and Service Operation fields.
2. Click the **Search** button.

Finance | Core-CT Help

Handler Tester Search

Service:

Service Operation:

3. Select Service Operation **VOUCHER_BUILD**.

Handler Tester Search

Service:

Service Operation:

Service Operation	Version	Default Version	Service	OType	Status
VOUCHER_BUILD	VERSION_3	Y	VOUCHER_BUILD	Asynchronous - One Way	Active

4. Select Handler Type **On Notify**.
5. Select Handler Name **VOUCHER_BUILD**.
6. Click the **Provide XML** button.

Event Tester

CORECT - XML Upload

Service Operation: VOUCHER_BUILD OType: Asynchronous - One Way

Default Version: VERSION_3 Service: VOUCHER_BUILD

Handler Type:

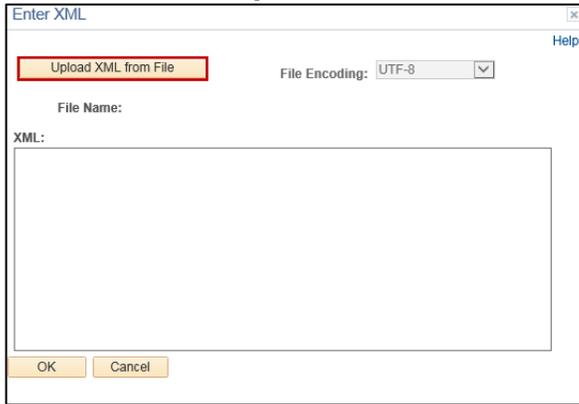
Handler Name:

Message: VOUCHER_BUILD Message Version: VERSION_3

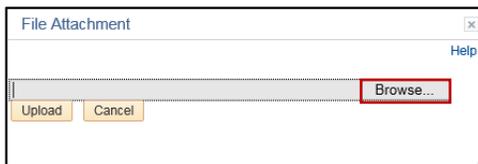
[Return to Search](#)

Input Message Returned Message/Result

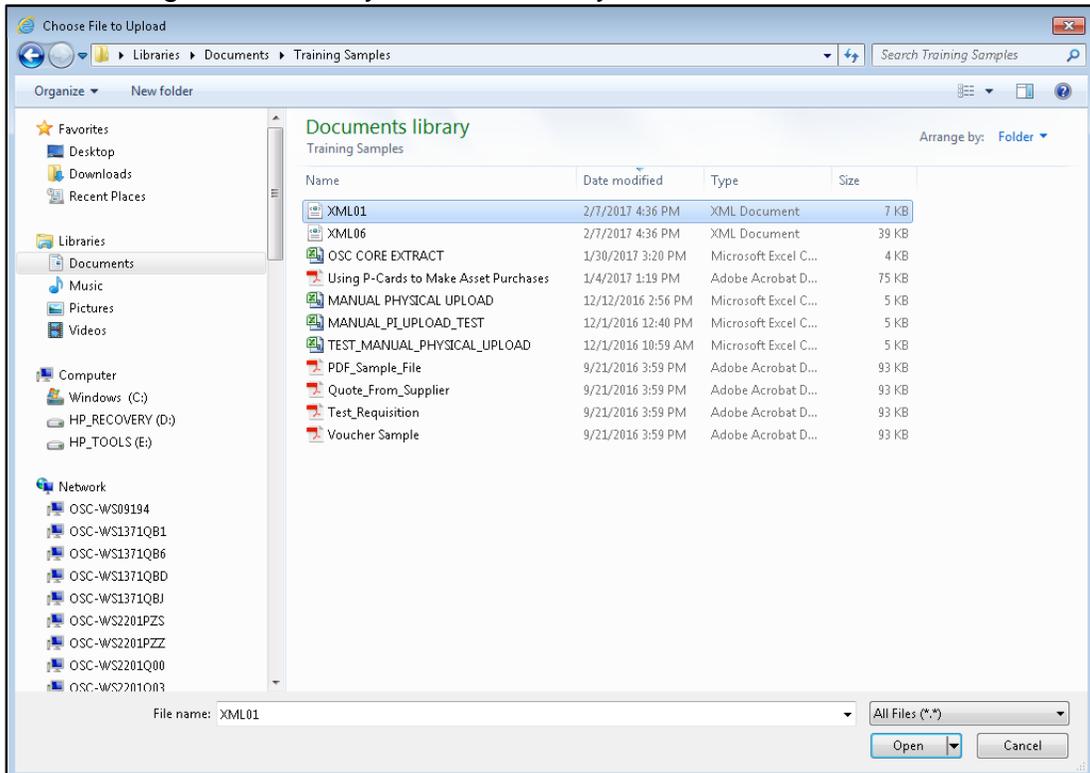
7. Click the **Upload XML from File** button.



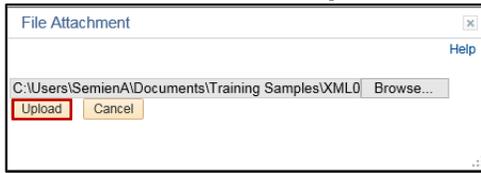
8. Click the **Browse** button.



9. Navigate to where you have saved your XML file.

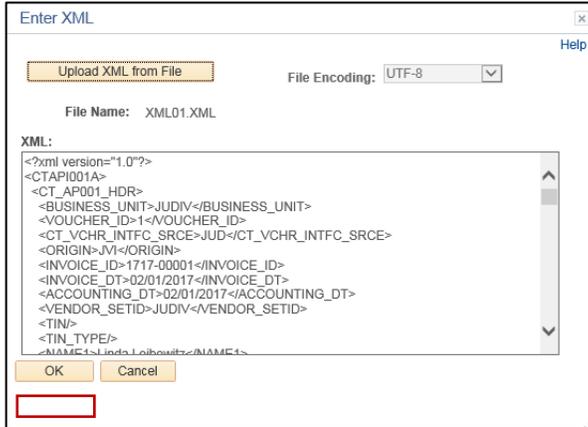


10. Then click the **Upload** button.

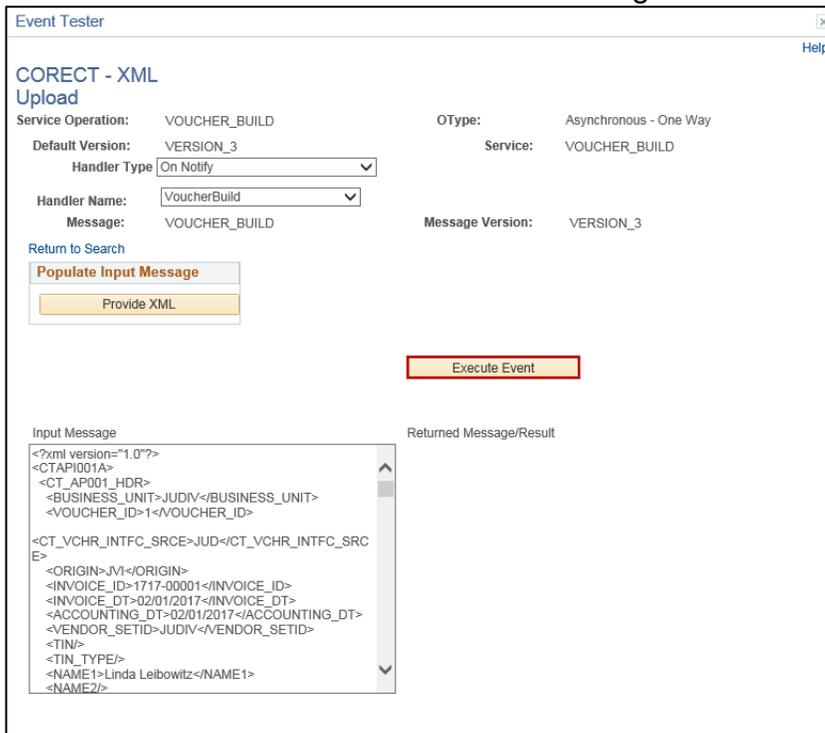


11. The XML file created populates

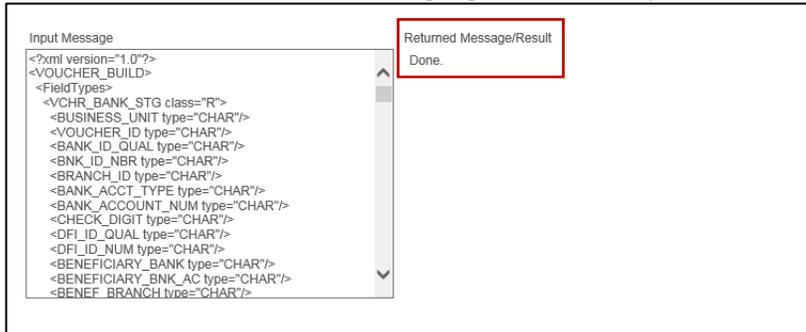
12. Click the **Okay** button.



13. Click the **Execute Event** button to stage the vouchers in Core-CT.



14. Once processing is complete, the results will appear, now the vouchers are in the staging tables ready to be built.



If there is an error, please contact the CORE-CT help desk at 'Footprints.'

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 'Process Monitor' page for 'Voucher Build' in Core-CT. The breadcrumb trail is: Core-CT Financials > Accounts Payable > Batch Processes > Vouchers > Voucher Build > Process Monitor. The page includes a search bar, navigation tabs for 'Process List' and 'Server List', and a 'View Process Request For' section with filters for User ID (ACC_SEMIENA), Type, Last, 1 Days, and a Refresh button. Below this is a table with 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 buttons for 'Save' and 'Notify', and a link to 'Go back to Voucher Build Request'.

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

TSE Run ID =

Origin begins with

Control Group ID begins with

Supplier ID begins with

Buying Agreement ID begins with

Invoice Number begins with

Invoice Date = B3

Voucher Source =

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

Search
Clear
Basic Search
Save Search Criteria

Search Results

First 1-100 of 130 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
Entry Status Recycle	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
Budget Misc Status Valid	Close Status Open
*View Related <input type="text" value="Payment Inquiry"/> Go	Audit Logs

[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
Short Description						
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			
		Close Status	Open			
Doc Tol Status	Valid	Audit Logs				
Budget Status	Not Chk'd					
Budget Misc Status	Valid					
		*View Related <input type="text" value="Payment Inquiry"/> <input type="button" value="Go"/>				
<input type="button" value="Return to Search"/>		<input type="button" value="Notify"/>		<input type="button" value="Refresh"/>		<input type="button" value="Add"/> <input type="button" value="Update/Display"/>
Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary Consumption						

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 begins with

TSE Run ID =

Origin begins with

Control Group ID begins with

Supplier ID begins with

Buying Agreement ID begins with

Invoice Number begins with

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. Voucher source for Excel Spreadsheet uploads is 'XML,' source for XML AP Interfaces is 'QUICK.'

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. At the top right, there are links for 'Help' and 'Personalize Page'. Below the title is a 'Search Criteria' section with a dropdown arrow. The form is divided into two columns: 'From' and 'To'. Each column contains various search fields with search icons. 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 has corresponding empty fields for each of these criteria. At the bottom, there is an '*Amount Rule' dropdown menu set to 'Any'.

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
▼ Actions	DDSM1	00310363	J511523-IN	12/10/2015	0000010004	Postable	<input type="checkbox"/>	Matched	060998831F-001
▼ Actions	DDSM1	00310364	39301	12/10/2015	0000010028	Postable	<input type="checkbox"/>	Matched	454111778F-001
▼ Actions	DDSM1	00310365	S-RS FY16 Jan CRS	12/14/2015	0000165647	Postable	<input type="checkbox"/>	Not Applicable	046860382S-001
▼ Actions	DDSM1	00310366	S-RS FY16 Jan CRS	12/14/2015	0000106523	Postable	<input type="checkbox"/>	Not Applicable	048584851S-001
▼ Actions	DDSM1	00310367	S-RS FY16 Jan CRS	12/14/2015	0000074990	Postable	<input type="checkbox"/>	Not Applicable	044821236S-001
▼ Actions	DDSM1	00310368	S-RS FY16 Jan CRS	12/14/2015	0000041527	Postable	<input type="checkbox"/>	Not Applicable	047604584S-001
▼ Actions	DDSM1	00310369	S-RS FY16 Jan CRS	12/14/2015	0000159113	Postable	<input type="checkbox"/>	Not Applicable	048908050S-001
▼ Actions	DDSM1	00310370	FI1605A	12/10/2015	0000010061	Postable	<input type="checkbox"/>	Matched	061314151F-001
▼ Actions	DDSM1	00310371	S-RS FY16 Jan CRS	12/14/2015	0000160988	Postable	<input type="checkbox"/>	Not Applicable	049785410S-001
▼ Actions	DDSM1	00310372	S-RS FY16 Jan CRS	12/14/2015	0000159115	Postable	<input type="checkbox"/>	Not Applicable	421335239S-001
▼ Actions	DDSM1	00310373	FI1605B	12/10/2015	0000010061	Postable	<input type="checkbox"/>	Matched	061314151F-001
▼ Actions	DDSM1	00310374	57506125079 - 12/9/15	12/11/2015	0000010027	Postable	<input type="checkbox"/>	Matched	060835504F-001
▼ Actions	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.