

Using Session Defaults

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Using Session Defaults



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.

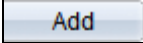
Procedure


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




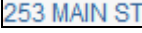
The screenshot shows the Oracle Core-CT interface for adding a voucher. The breadcrumb navigation is: Accounts Payable > Vouchers > Add/Update > Regular Entry. The form includes the following fields:

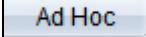
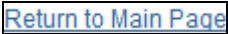
- Business Unit: AESM1
- Voucher ID: NEXT
- Voucher Style: Regular Voucher
- Short Vendor Name: (empty)
- Vendor ID: (empty)
- Vendor Location: (empty)
- Address Sequence Number: (empty)
- Invoice Number: (empty)
- Invoice Date: (empty)
- Gross Invoice Amount: 0.00
- Freight Amount: 0.00
- Misc Charge Amount: 0.00
- Estimated No. of Invoice Lines: 1

There is an "Add" button at the bottom of the form. At the bottom of the page, there are links for "Find an Existing Value" and "Add a New Value".

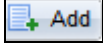
Step	Action
1.	<p>Accept the default values. Other values are not required to use the Sessions Defaults feature.</p> <p>Click the Add button.</p> 

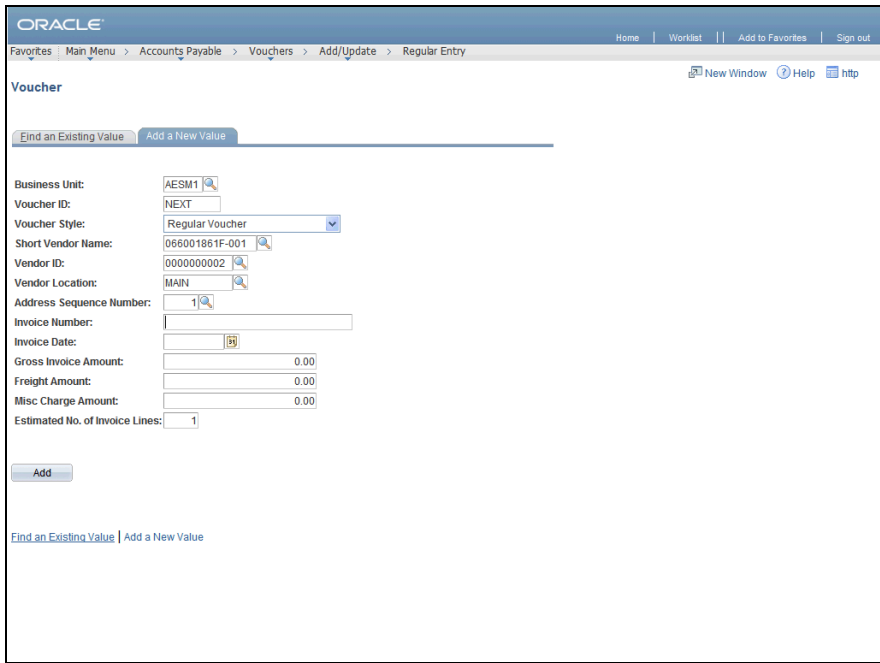
Step	Action
2.	<p>Click the Session Defaults link.</p> 

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. 
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.

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. 

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.

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



The screenshot shows the Oracle Voucher form with the following fields and values:

- 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: (empty)
- Invoice Date: (empty)
- Gross Invoice Amount: 0.00
- Freight Amount: 0.00
- Misc Charge Amount: 0.00
- Estimated No. of Invoice Lines: 1

An **Add** button is visible at the bottom of the form.

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 voucher 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 | Sign out

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Voucher New Window | Help | http

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: 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 New Value

Step	Action
28.	Click the Add button.

ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Invoice Information | Payments | Voucher Attributes | Consumption Related Content | New Window | Help | Personalize Page | http

Business Unit: AESM1 Invoice No: 2212456 Action:

Voucher ID: NEXT Invoice Date: 11/19/2012

Voucher Style: Regular Voucher Accounting Date: 11/19/2012 Receipt Date:

Vendor ID: 0000000002 CITY OF ANSONIA

Short Name: 066001861F-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 Penalty Details

Miscellaneous:

Freight:

Total: 100.00

Difference: 0.00

Copy From Source Document

PO Unit:

PO Number:

Copy From: None

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

Line: 1 Item: UOM:

*Distribute by: Amount Unit Price:

Ship To: NONPOVCHR Line Amount: 100.00 Quantity:

SpeedChart: Description:

One Asset

Distribution Lines Personalize | Find | View All | First | 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.

The screenshot displays the Oracle Accounts Payable Voucher entry screen. The interface includes a navigation bar at the top with 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. The main area is divided into several sections:

- Header:** Location: MAIN, 253 MAIN ST, ANSONIA, CT 06401. *Address: 1.
- Advanced Vendor Search:** Control Group, Invoice Lines: 0.00, *Currency: USD, Miscellaneous, Freight, Total: 100.00.
- Payment Information:** *Pay Terms: 000 Due Now, Basis Date Type: Inv Date, Non-Merchandise Summary, Penalty Details, Print Invoice button.
- Copy From Source Document:** PO Unit, PO Number, Copy From: None, Copy P.O. button.
- Invoice Lines:** Line: 1, *Distribute by: Amount, Ship To: NONPOVCHR, SpeedChart, Item, Unit Price, Line Amount: 100.00, Quantity, Description: Supplies, One Asset checkbox.
- Distribution Lines:** A grid with columns: Copy Down, Line, Merchandise Amt, Quantity, *GL Unit, Account, Fund, Dept, Program, SID, Bud Ref. The first row shows Line 1, Merchandise Amt 100.00, Quantity 1, *GL Unit STATE, Account 54060, Fund 11000, Dept AES48011, Program 00000, SID 10020, Bud Ref 2013.

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

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Home | Worklist | Add to Favorites | Sign out

Location: MAIN 253 MAIN ST
 *Address: 1 ANSONIA, CT 06401

Advanced Vendor Search

Control Group: *Pay Terms: 000 Due Now
 Invoice Lines: 0.00 Basis Date Type: Inv Date
 *Currency: USD Non Merchandise Summary Penalty Details
 Miscellaneous: Print Invoice
 Freight: Total: 100.00

Difference: 0.00 Calculate

Copy From Source Document
 PO Unit: PO Number: Copy P.O.
 Copy From: None Go

Invoice Lines
 Line: 1 Item: UOM: Quantity: 1
 *Distribute by: Amount Unit Price: 100.00
 Ship To: NONPOVCHR Line Amount: Supplies
 SpeedChart: Description: One Asset

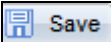
Calculate

Distribution Lines
 GL Chart Exchange Rate Statistics Assets
 Personalize | Find | View All | First | 1 of 1 | Last

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

Save | Notify | Refresh | Add | Update/Display

Invoice Information | Payments | Voucher Attributes | Consumption

Step	Action
35.	Click the Save button. 

ORACLE

Home | Worklist | Add to Favorites | Sign out

ShortName: 066001861F-001 TREASURER
 Location: MAIN 253 MAIN ST
 *Address: 1 ANSONIA, CT 06401

Advanced Vendor Search

Control Group: *Pay Terms: 000 Due Now
 Invoice Lines: 0.00 Basis Date Type: Inv Date
 *Currency: USD Non Merchandise Summary Penalty Details
 Miscellaneous: Print Invoice
 Freight: Total: 100.00

Difference: 0.00 Calculate

Copy From Source Document
 PO Unit: PO Number: Copy P.O.
 Copy From: None Go

Invoice Lines
 Line: 1 Item: UOM: Quantity: 1
 *Distribute by: Amount Unit Price: 100.00
 Ship To: NONPOVCHR Line Amount: Supplies
 SpeedChart: Description: One Asset

Calculate

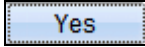
Distribution Lines
 GL Chart Exchange Rate Statistics Assets
 Personalize | Find | View All | First | 1 of 1 | Last

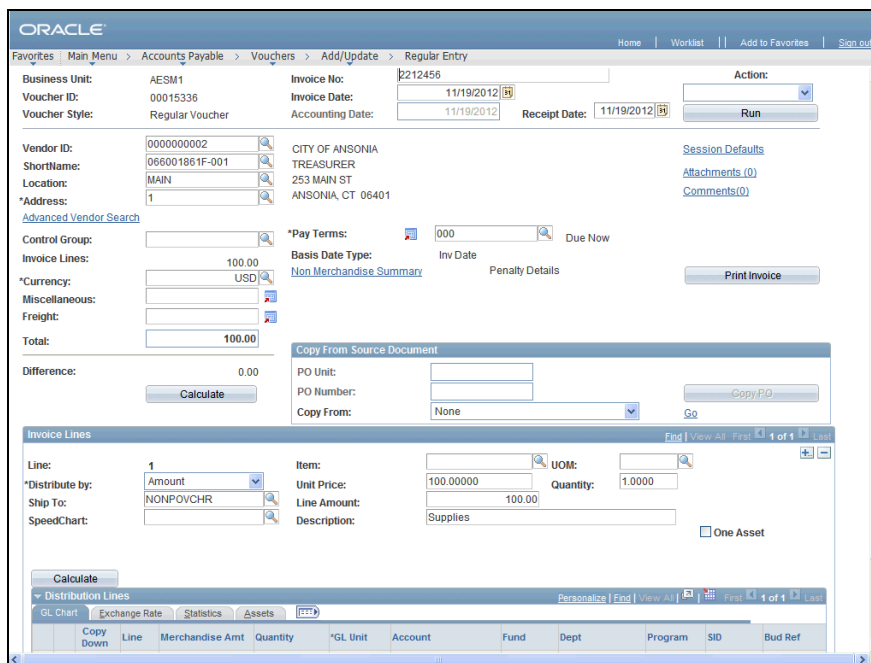
Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	SID	Bud Ref
	1	100.00	1	STATE	54060	11000	AES48011	00000	10020	2013


Save | Notify | Refresh | Add | Update/Display

Invoice Information | Payments | Voucher Attributes | Consumption

Message
 One or more Lines for this Voucher does not reference a PO. Do you wish to continue?
 (21210,25)
 Yes No

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



Step	Action
37.	<p>Core-CT auto generates a Voucher ID.</p> <p>The Non-PO voucher is ready for approval, budget check, and voucher posting. Non-PO vouchers do not go through the Match process.</p>
38.	<p>Click the Sign out link to end the current session.</p> 

ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

New Window | Help | http

Voucher

Find an Existing Value | **Add 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

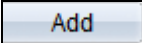
Misc Charge Amount: 0.00

Tax Exempt Flag:

Estimated No. of Invoice Lines: 1

Add

Find an Existing Value | Add a New Value

Step	Action
39.	<p>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.</p> <p>Click the Add button.</p> 

The screenshot shows the Oracle Accounts Payable Voucher interface. The 'Invoice Lines' section displays Line 1 with an amount of 0.00. The 'Distribution Lines' grid at the bottom is empty, with columns for Line, Merchandise Amt, Quantity, *GL Unit, Account, Fund, Dept, Program, SID, and Bud Ref. The interface includes various input fields for vendor information, invoice details, and payment terms.

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

The screenshot shows the Oracle Accounts Payable Voucher interface, focusing on the 'Distribution Lines' grid. The grid is empty, and the 'GL Unit' column shows 'STATE'. The interface includes various input fields for vendor information, invoice details, and payment terms.

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.