

How to Handle Penalties in Core-CT, Receipt and Voucher Creation Purchasing

Following are the steps on how to enter penalties onto a Receiver in Core-CT:

1. Navigate to the Receiving page: **Purchasing > Receipts > Add/Update Receipts**
2. Add a new receipt if it doesn't already exist, or search for the Receipt number on which penalties need to be assessed.
3. On the Receiving page, click on the blue Penalty link associated with the appropriate line item on the receipt.

Maintain Receipts

Receiving

Business Unit: DOTM1 **Receipt Status:** Open ✘

Receipt ID: NEXT [Add Comments](#) [Activities](#)

[Header Details](#)

▶ Header

[Select Purchase Order](#)

Receipt Lines Customize | Find | View All | First 1-7 of 7 Last

Line	Item	Description	Price	Penalty	Receipt Qty	*Recv UOM	Accept Qty	Status	Device Track	Stock UOM	Device Track
1		MACHINE LAID CLASS 1 (501-5000)	47.00000	Penalty	452.8000	TN	452.8000	Open	<input type="checkbox"/>	TN	Device Track ✘
2		LEVELING CLASS 2 (501-5000)	50.00000	Penalty	120.4200	TN	120.4200	Open	<input type="checkbox"/>	TN	Device Track ✘
3		TRAFFIC CONTROL (501-5000)	1.50000	Penalty	573.2200	TN	573.2200	Open	<input type="checkbox"/>	TN	Device Track ✘
4		CLASS 2 HANDSPREAD	95.00000	Penalty	8.4000	TN	8.4000	Open	<input type="checkbox"/>	TN	Device Track ✘
5		TRAFFIC CONTROL-HANDSPREAD	10.00000	Penalty	8.4000	TN	8.4000	Open	<input type="checkbox"/>	TN	Device Track ✘
6		TACK COAT	4.50000	Penalty	425.0000	GL	425.0000	Open	<input type="checkbox"/>	GL	Device Track ✘
7		SUPERPAVE LEVEL 2	0.75000	Penalty	573.2200	TN	573.2200	Open	<input type="checkbox"/>	TN	Device Track ✘

Interface Receipt [Print Delivery Report](#) [Run PO Receipt Accrual](#)

[Save](#) [Notify](#) [Refresh](#) [Add](#)

Click here to open the penalty page

How to Handle Penalties in Core-CT, Receipt and Voucher Creation

4. On the Receiving Penalty page (**Pnlty Details for Recv Line**), populate the fields as follows:
 - **Vendor Reference:** Enter the total quantity of material received for the day
 - **Lab Number:** Enter the Inspection Lab Number for the test (if you do not know the lab number when creating the receipt this field can be filled in later)
 - **Penalty Details:** Enter explanation as to why the penalty was assessed (if you do not know the reason for the penalty when creating the receipt this field can be filled in later)
 - **Penalty Amount:** Enter the amount of the penalty that needs to be applied to the line item (if you do not know the amount of the penalty this field can be filled in later) **Reminder you must enter the penalty details prior to entering a penalty amount.**

For example:

Pnlty Details for Recv Line

Unit: DOTM1 Receipt No: NEXT Receipt Line: 1 Status: 0

Item: Accept Quantity: 452.8000

Penalty Lines					
Penalty Line	Vendor Reference	Lab Number	Penalty Details		Penalty Amount
1	452.80	0064	compaction		100.00

Total Penalty Amount: 100.00

OK Cancel Refresh

5. Click to return to the Receiving page.
6. If you need to add penalty information for another line on the receipt, repeat steps 3 through 5.
7. Click to save the receipt.

How to Handle Penalties in Core-CT, Receipt and Voucher Creation Accounts Payable

Following are the steps on how to record penalty information on voucher:

1. Navigate to the voucher entry page: **Accounts Payable > Vouchers > Entry > Regular Entry**
2. Add a new voucher and copy PO Receipt onto voucher as usual.
3. If the Receipt copied contains penalty information, the **Retainage Penalty Details** link will become active.
4. Click the **Retainage Penalty Details** link.

Invoice Information | Payments | Voucher Attributes | Energy Consumption

Business Unit: DOTM1 Invoice Number: 123456987
 Voucher ID: NEXT Invoice Date: [] Receipt Date: 10/22/2007 []
 Voucher Style: Regular Action: [] Run

Copy from a Source Document
 PO Unit: [] Purchase Order: [] Copy PO Worksheet Copy Option: None

Vendor: 0000011884 *Pay Terms: Due Now Basis Dt Type: Inv Date
 Name: 061476845F-001 Control Group: [] Comments
 Location: MAIN Accounting Date: 10/22/2007
 *Address: 1 Advanced Vendor Search *Currency: USD Non-merchandise Summary
 AMERICAN INDUSTRIES INC Total: 31,386.85 Calculate Retainage Penalty Details
 630 PLAINFIELD RD
 JEWETT CITY, CT 06351 Packing Slip: []

Invoice Lines

Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount						
1	Quantity	[]	MACHINE LAID CLASS 1	452.8000	TN	47.00000	21,281.60						
Ship To		SpeedChart											
10400000		[]											
		<input type="checkbox"/> Use One Asset ID	<input type="checkbox"/> Force Price	Calculate									
Purchase Order & Receiver Info Associate Receiver(s)													
Distribution Lines													
GL Chart Exchange Rate Statistics Assets													
Customize Find View All First 1 of 1 Last													
Line	Amount	Quantity	*GL Unit	Fund	Dept	SID	Program	Account	ChartField 1	ChartField 2	Bud Ref	PC Bus Unit	Project
1	21,281.60	452.800	STATE	12001	DOT57261	12293	34006	51891	[]	[]	2008	DOTM1	DOT0170120

Line 2: *Distribute by: Quantity, Item: [], Description: LEVELING CLASS 2 (501-), Quantity: 120.4200, UOM: TN, Unit Price: 50.00000, Extended Amount: 6,021.00
 Ship To: 10400000, SpeedChart: []
 Use One Asset ID Force Price Calculate
 Maintenance WO Unit: [] Maintenance Work Order: [] Task Number: [] Resource Type: [] Resource Line No.: []

How to Handle Penalties in Core-CT, Receipt and Voucher Creation

[Back to Invoice](#)

Unit: DOTM1 **Invoice:** 123456987 **Vendor:** 0000011884 AMERICAN INDUSTRIES INC **Retainage Release**

VAT Entity: **Voucher:** NEXT **Date:**

Retainage and Penalty Details										
Select	Vchr Line	Contract SetID	Retainage Contract ID	Reten Pet	Original Vchr Line Amt	Recv Penalty Amt	Vchr Line Amt Net of Pnity	Calc Retainage Amt	Net Voucher Line Amount	Receipt Number
<input type="checkbox"/>	1				21,281.600	100.00	21,181.60	0.00	21,181.60	0000033270
<input type="checkbox"/>	2				6,021.000	25.00	5,996.00	0.00	5,996.00	0000033270
<input type="checkbox"/>	3				859.830	0.00	859.83	0.00	859.83	0000033270
<input type="checkbox"/>	4				798.000	0.00	798.00	0.00	798.00	0000033270
<input type="checkbox"/>	5				84.000	0.00	84.00	0.00	84.00	0000033270
<input type="checkbox"/>	6				1,912.500	0.00	1,912.50	0.00	1,912.50	0000033270
<input type="checkbox"/>	7				429.920	0.00	429.92	0.00	429.92	0000033270

Select All Deselect All

TOTALS: 31,386.850 125.00 31,261.85 0.00 31,261.85

Refresh

- Note the **Net Voucher Line Amount** and **Net Total Amount** after the penalty is assessed.
- Click **Back to Invoice** link to return to the Invoice Information page.
- Update the **Total** amount on the voucher to match the **Net Total Amount** after penalty noted on Step 4.
- On every line that receives penalty, if the **Dist By** is "Qty" change **Dist By** to "Amt", and then update both the voucher line extended amount and distribution line amount to match the **Net Voucher Line Amount** after penalty noted on Step 4. If the original **Dist By** is "Amt" you do not have do change the **Dist By**, and you can skip step 9.
- After the line amount is updated, change the **Dist By** option back to "Qty",

How to Handle Penalties in Core-CT, Receipt and Voucher Creation

Invoice Information | Payments | Voucher Attributes | Energy Consumption

Business Unit: DOTM1 **Invoice Number:** 123456987
Voucher ID: NEXT **Invoice Date:** [] **Receipt Date:** 10/22/2007 [B1]
Voucher Style: Regular **Action:** [] **Run**

Copy from a Source Document

PO Unit: [] **Purchase Order:** [] **Copy PO** **Worksheet Copy Option:** None []

Vendor: 0000011884 [] ***Pay Terms:** Due Now [] **Basis Dt Type:** Inv Date
Name: 061476845F-001 [] **Control Group:** [] **Comments**
Location: MAIN [] **Accounting Date:** 10/22/2007
***Address:** 1 [] [Advanced Vendor Search](#) ***Currency:** USD [] [Non Merchandise Summary](#)
 AMERICAN INDUSTRIES INC **Total:** 31,261.85 **Calculate** [Retainage Penalty Details](#)
 630 PLAINFIELD RD
 JEWETT CITY, CT 06351 **Packing Slip:** []

Invoice Lines

Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount []	[]	MACHINE LAID CLASS 1 (452.8000	TN []	47.00000	21,181.60
Ship To 10400000 []		SpeedChart					
<input type="checkbox"/> Use One Asset ID <input type="checkbox"/> Force Price Calculate							

[Purchase Order & Receiver Info](#) [Associate Receiver\(s\)](#)

Distribution Lines [Customize](#) | [Find](#) | [View All](#) |

GL Chart	Exchange Rate	Statistics	Assets	Amount	Quantity	*GL Unit	Fund	Dept	SID	Program	Account	ChartField
				21,181.60	452.800	STATE []	12001 []	DOT57261 []	12293 []	34006 []	51891 []	

Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
2	Quantity []	[]	LEVELING CLASS 2 (501-	120.4200	TN []	50.00000	6,021.00
Ship To 10400000 []		SpeedChart					
<input type="checkbox"/> Use One Asset ID <input type="checkbox"/> Force Price Calculate							

Maintenance WO Unit **Maintenance Work Order** **Task Number** **Resource Type** **Resource Line No.**
 [] [] [] [] []

Change Dist by to "Amt". Once the amount is updated, change this back to "Qty".

- Repeat these steps for each line that a penalty was taken.
- Click **Payments** tab.


How to Handle Penalties in Core-CT, Receipt and Voucher Creation

12. On the Payments page, in the **Payment Method Box** in the **Message** field enter a payment message to explain why the payment amount is less than the amount billed by the vendor. This message will appear on the payment advice sent to the vendor.

Invoice Information	Payments	Voucher Attributes	Energy Consumption
Business Unit: DOTM1	Invoice Number: 123456987	Invoice Date: <input type="text"/>	Receipt Date: 10/22/2007
Voucher ID: NEXT	Action: <input type="button" value="Run"/>	Total: 31,261.85	
Voucher Style: Regular	*Pay Terms: Due Now <input type="button" value="Schedule Payments"/>	Vendor: AMERICAN INDUSTRIES INC 630 PLAINFIELD RD JEWETT CITY, CT 06351	

Payment Information		Find View All	First	1 of 1	Last
Scheduled Payment: 1	*Remit to: 0000011884	Gross Amount: 0.00 USD			
Location: MAIN	*Address: 1	Discount: 0.00 USD	<input type="checkbox"/> Discount Denied		
AMERICAN INDUSTRIES INC		Scheduled Due: <input type="text"/>	Late Charge		
630 PLAINFIELD RD		Net Due: <input type="text"/>			
JEWETT CITY, CT 06351		Discount Due: <input type="text"/>			
		Accounting Date: <input type="text"/>	Go to Voucher Approvals Page		

Payment Method	
*Bank: FLEE2	Pay Group: <input type="text"/>
*Account: VEN1	*Handling: RE
*Method: CHK Check	*Netting: N
Message: \$125.00 Penalty taken for lines 1 and 2 material dd not meet spec	Messages
Message will appear on remittance advice.	

13. Click on the **Invoice Information** link to return to the **Invoice Information** page.
14. Click  to save the voucher.
15. You will receive a **Warning Message** prior to the voucher being saved, please read the message and answer the question with the appropriate response.