

Core-CT

Accounts Payable

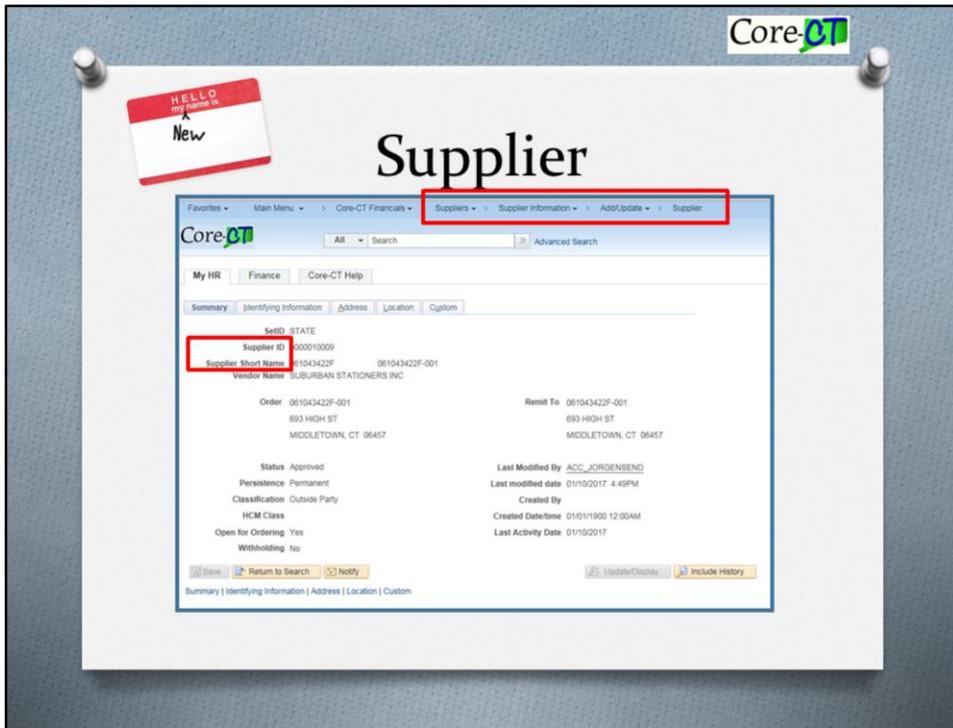
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Agenda

- o Supplier
- o Financial Sanctions
- o WorkCenters
- o Document Tolerance
- o Look and Feel – Voucher Save, Inquiry, Submit
- o Approval Link
- o 9.2 Upgrade





Update: Vendor has been replaced with Supplier.

Financial Sanctions

- Compares suppliers to a list of people/organizations that the federal government has sanctions against
- Vouchers can be created against suppliers that are flagged but they will not be paid until the supplier is cleared by APD



A new functionality in 9.2 is Financial Sanctions for Suppliers. For U.S.-based companies and their foreign subsidiaries, a federal regulation from the Office of Foreign Assets Control (OFAC) requires that suppliers be validated against a Specially Designated Nationals (SDN) list prior to payment. SDNs are organizations and individuals such as terrorists and narcotics traffickers whose assets are blocked. The U.S. Department of the Treasury releases an SDN list periodically (also referred to as the OFAC file). The file can be accessed by anyone at any time. This list will be loaded into Core-CT on a yearly basis and updated weekly. This list will compare our supplier names and addresses to the SDN list, if a match is discovered it will mark the supplier as blocked or for review and this will impact creating vouchers.

Financial Sanctions

The screenshot displays a software interface for creating a voucher. The main window is titled "Invoice Information" and contains several tabs: "Payments", "Voucher Attributes", and "Consumption". The "Invoice Information" tab is active, showing fields for Business Unit (DOTM1), Voucher ID (NEXT), Voucher Style (Regular Voucher), Invoice Date, Receipt Date, Supplier ID (DANIEL BELL), ShortName (049726705-001), Location (MAIN), and Address 1. The "Invoice Total" section shows Line Total (0.00), Currency (USD), Miscellaneous, Freight, and Total (0.00). A message box is overlaid on the screen, containing the text: "The Invoicing Supplier is under review or blocked for Financial Sanctions. (7030,703) The Invoicing Supplier is under review or blocked for Financial Sanctions It must be reviewed with the appropriate authorities to determine if this supplier is on a financial sanctions listing." The message box has an "OK" button.

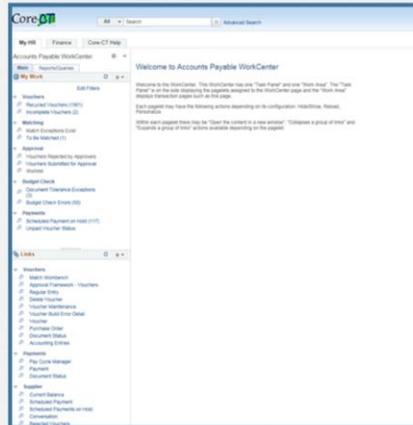
"The Invoicing Supplier is under Review or Blocked for Financial Sanctions"

When you create a voucher, a message will appear if the supplier is in review or blocked. If you have questions please contact the Accounts Payable Division.

WorkCenters

Navigation: Core-CT Financials>Accounts Payable>Accounts Payable WorkCenter

- Centralized access to data
- Reduced need to navigate
- Personalized view of workload
- Improved efficiency

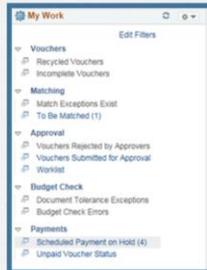


The WorkCenter is a central area for users to access their work related to the roles they have in a specific module. They enable users to access various pages and perform daily tasks without leaving the WorkCenter, which reduces the time used when navigating through menus.

For Accounts Payable users, you will be able to review vouchers ready for approval, any exceptions, and vouchers ready for payment.

WorkCenters

My Work



Links



Reports/Processes



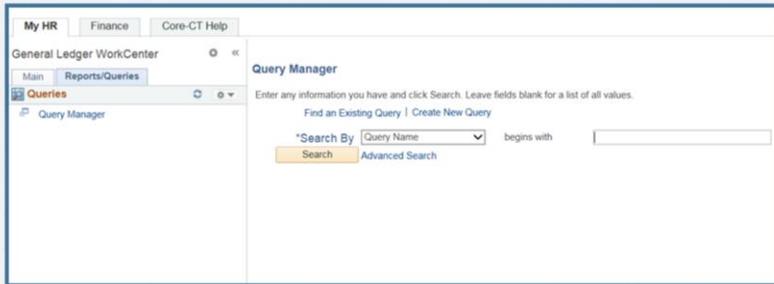
AP Work Center

Users must also set filters for each of the pagelets in the My Work section. Filters can be changed at any time to display useful information. – As presented earlier by Donalynn

WorkCenters

o Queries: Central agency Financials queries

***This is Not for EPM queries

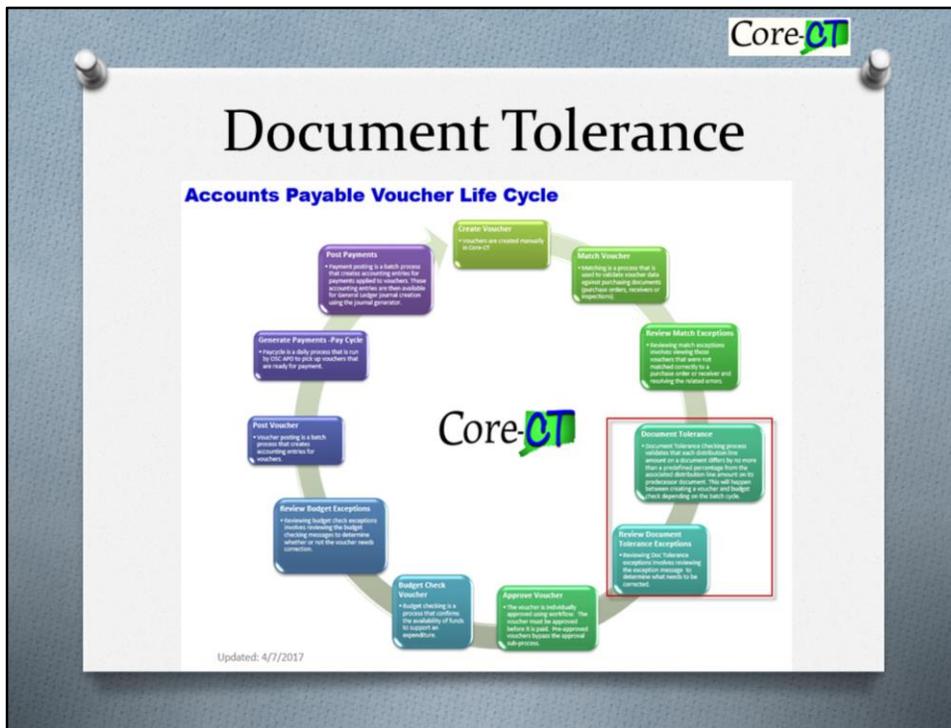


WorkCenters

- Central agency users can add their favorite queries to their Query Manager

The screenshot shows the Accounts Payable WorkCenter interface. The 'Query Manager' section is highlighted with a red box. It includes a search area with a dropdown menu set to 'Query Name' and a 'Search' button. Below the search area is a table titled 'My Favorite Queries' with columns for Query Name, Descr, and Owner. The table lists three queries: CT_AP_PAYMENT_WARRANT, CT_AP_SORTED_PAYMENT, and CT_AP_VCHR_ACCT_LINE. A 'Clear Favorites List' button is located at the bottom of the table.

Query Name	Descr	Owner
CT_AP_PAYMENT_WARRANT	Payment Warrant Report	Public
CT_AP_SORTED_PAYMENT	Payment Warrant Report	Public
CT_AP_VCHR_ACCT_LINE	VOUCHER ACCT LINE	Public



Document Tolerance Checking (FS_DOC_TOL) is a new process in the Voucher Life Cycle for PO vouchers. It will be processed by BATCH between creating the voucher and budget check depending on the progress of the Batch cycle. If there are exceptions they will need to be corrected before it will process through Budget Check.

The Document Tolerance Checking process checks for differences between purchase orders and vouchers. The Document Tolerance Checking process validates that the dollar amount on a voucher distribution line does not differ from the associated PO/Receipt distribution line. It does this by the fund code. *That is, if a user only changes the department or account on a voucher, the voucher will pass document tolerance checking. If the user changes the fund or increases the dollar amount on the distribution line, then the voucher will have exceptions.*

The Document Tolerance Checking Application Engine process (FS_DOC_TOL) enables you to edit tolerances between predecessor documents and successor documents—that is, between requisitions and purchase orders in PeopleSoft Purchasing and between purchase orders and vouchers in PeopleSoft Payables—before you run the Commitment Control Budget Processor Application Engine process (FS_BP). The Document Tolerance Checking process validates that each distribution line amount on a document differs by no more than a predefined percentage (or fixed amount, depending on the setup) from the associated distribution line amount on its

predecessor document.

Document Tolerance

Copy from PO Receipt with multiple distributions

Distribution Lines

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Fund	Dept	SID	Program	Account	CharField 1
<input type="checkbox"/>	1	25.0000	25.0000	2,500.00	25.0000	STATE	11000	DOC89201	10020	00000	54071	
<input type="checkbox"/>	2	25.0000	25.0000	2,500.00	25.0000	STATE	11000	DOC89201	10020	00000	54060	
<input type="checkbox"/>	3	25.0000	25.0000	2,500.00	25.0000	STATE	11000	DOC89201	10020	00000	54130	
<input type="checkbox"/>	4	25.0000	25.0000	2,500.00	25.0000	STATE	11000	DOC89201	10020	00000	54140	

Save Save For Later

Distribution Lines

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Fund	Dept	SID	Program	Account	CharField 1
<input type="checkbox"/>	1	25.0000	30.0000	3,000.00	30.0000	STATE	11000	DOC89201	10020	00000	54071	
<input type="checkbox"/>	2	25.0000	40.0000	4,000.00	40.0000	STATE	11000	DOC89201	10020	00000	54060	
<input type="checkbox"/>	3	25.0000	15.0000	1,500.00	15.0000	STATE	11000	DOC89201	10020	00000	54130	
<input type="checkbox"/>	4	25.0000	15.0000	1,500.00	15.0000	STATE	11000	DOC89201	10020	00000	54140	

Save

Return to Search notify Refresh Add Update/Cancel

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

Prior to 9.2 users were able to change distribution amounts between lines.

Document Tolerance

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#)

Short Description
 Business Unit DDCM1
 Voucher ID 00391480
 Voucher Style Regular

Supplier Name GRANGER INDUSTRIAL SUPPLY
 75 MAXIM RD
 HARTFORD, CT 06114

Entry Status Postable
 Match Status Matched
 Approval Status Approved
 Post Status Unposted

Doc Tol Status Exceptions
 Budget Status Not Ch'd

Budget Misc Status Valid
 *View Related [Payment Inquiry](#)

[Return to Search](#) [Notify](#) [Refresh](#)

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher](#)

Document Tolerance Exceptions

Business Unit: DDCM1 Document Type: Voucher ID: 00391480

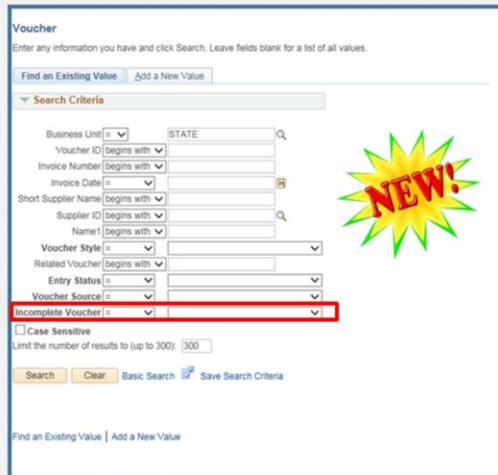
Line	Sched	Details	1	Find (View All)	Print (R, 1 of 1)	Go Last
Rule ID: 6100 Description: Document exceeds predecessor by more than allowed tolerance						
Details						
Predecessor Business Unit: DDCM1		Defined Tolerance Amount				
Preced Doc ID: 0000153415		Defined Tolerance Percentage				
Preced Line Num:	1	Calculated Doc Tot Amt Amount: 2000.00				
Preced Sched Num:	1	Calculated Doc Tot Percent Amt: 2000.00				
Preced Doc Num:	1	Source Doc Monetary Amt: 4000.00				
Preced Doc Amt:	2000.00	Source Doc Computed Amt: 8000.00				
Life to Date Liquidated Amt:	8000.00	Predecessor Gt. Base Currency: USD				
Transaction Currency: USD						

Line	Sched	Details	2	Find (View All)	Print (R, 1 of 1)	Go Last
Rule ID: 6100 Description: Document exceeds predecessor by more than allowed tolerance						
Details						
Predecessor Business Unit: DDCM1		Defined Tolerance Amount				
Preced Doc ID: 0000153415		Defined Tolerance Percentage				
Preced Line Num:	1	Calculated Doc Tot Amt Amount: 2000.00				
Preced Sched Num:	1	Calculated Doc Tot Percent Amt: 4000.00				
Preced Doc Num:	2	Source Doc Monetary Amt: 4000.00				
Preced Doc Amt:	2000.00	Source Doc Computed Amt: 4000.00				
Life to Date Liquidated Amt:	4000.00	Predecessor Gt. Base Currency: USD				
Transaction Currency: USD						

[Return to Search](#) [Notify](#)

There will be certain instances that an exception will have to be over-riden. If you need to do so, you will have to log a Core-CT Footprint ticket.

Look and Feel



Voucher
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) | [Add a New Value](#)

Search Criteria

Business Unit	=	STATE	Q
Voucher ID	begins with		
Invoice Number	begins with		
Invoice Date	=		Q
Short Supplier Name	begins with		
Supplier ID	begins with		Q
Name1	begins with		
Voucher Style	=		
Related Voucher	begins with		
Entry Status	=		
Voucher Source	=		
Incomplete Voucher	=		

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

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

NEW!

There is new search criteria that has been added to the 'Find an Existing' Value page.

Incomplete Voucher is used when you want to look for the vouchers you selected 'SAVE FOR LATER' (Which is also new functionality for 9.2) –the voucher is saved and assigned a voucher ID but will not be picked up by any batch processes until it is saved with the Save button.

Look and Feel

The screenshot displays a software interface for managing purchase orders. A yellow arrow points from a field in the main form to a pop-up window titled "Purchase Order".

Purchase Order

DOTM1|0000171679|111
Associate Receiver(s)

Force Price

Adjust PO Percentage

Allocate by Percentage

There is now a link that shows the PO Number, Line and Schedule Number on the Voucher Identify Information page.

This is useful because you can identify the PO you are using and not have to link into the old PO Receiver link.



Look and Feel

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

Business Unit: 007571 Invoice No: 50RCENTER TEST
 Voucher ID: 00514714 Accounting Date: 01/15/2017
 Voucher Type: Regular Voucher *Pay Taxes: 000 *Due Now
 Invoice Date: 01/15/2017 *Back Date Type: Inv Date
 Receipt Date: 01/15/2017

Supplier ID: 00001000
 ShortName: 011043422F-001
 Location: 0000
 Address: 1

Invoice Total
 Line Total: 1,982.00
 *Currency: 1.000
 Merchandise: 1,982.00
 Freight: 0.00
 Total: 1,982.00
 Difference: 0.00

Non Merchandise Summary
 Session Defaults
 Comments (0)
 Attachments (0)
 View Audit Log
 Advanced Supplier Search
 Previous Approval

Save Calculate Post **Submit Approval**

Copy From Invoice Document

PO Unit: PO Number: Copy PO: Copy From/To: Go

Invoice Lines: Find | View All | Find: 1 of 1 | Last

Line #	Copy Down	SpeedChart	Map To NONPOCHAR
1	<input type="checkbox"/>		

*Distribute by Amount
 Item: Description:
 Quantity: Packing Slip:
 UOM:
 Unit Price: 1,982.00
 Line Amount: 1,982.00

Calculate

Distribution Lines: Personalize | Find | View All | Find: 1 of 1 | Last

GL Chart	Exchange Rate	Quantity	Unit	Fund	Dept	SG	Program	Account	ChartField 1	ChartField 2	Start Bal
01		1		STATE	10001	00757571	10000	54000			

Save

Return to Search | Notify | Refresh

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

Submit for Approval is Back! – Voucher Processors are now able to click the submit button from the Invoice information page.

There are two SAVE buttons on the page – they both do the same thing



Voucher Approval Link

Summary | Detailed Documents | Invoice Information | Payments | Voucher Attributes | Error Summary | Consumption

Business Unit: AESM1 Invoice No: EY-Test01
Voucher ID: 00017020 Invoice Date: 10/05/2016
Voucher Style: Regular Voucher
Total Amount: 1.10 *Pay Terms: 000 Due Now [Schedule Payments](#)

Payment Information Find | View All First 1 of 1 Last

Payment 1
*Remit to: 0000062471 Gross Amount: 1.10 USD Scheduled Due: 10/05/2016
Location: MAIN Discount: 0.00 USD Net Due: 10/05/2016
*Address: 1
NANTIC TOOL, INC
32 INDUSTRIAL PK RD
PO BOX 205
EAST LYME, CT 06333

Payment Inquiry
 Discount Desired
Late Charge
Express Payment
Payment Comments(0)
Holiday/Currency

[View Approvals](#)

Payment Options *Bank: 21.FFZ Day: 0/0000 *Holidays: Not Available (0) [Supplier Bank](#)

New Go To approval link on the payment page.

Voucher Approval Link

The screenshot displays the CoreCT Voucher Approval Process interface. The main window is titled "Voucher Approval Process" and contains several sections:

- Approval Information:** Includes Business Unit (00754), Voucher (001436), Service Number (TEST APPROVAL), Supplier (BUSINESS STATIONERS INC), and Voucher Date (20240217).
- Voucher Details:** Lists Transaction Currency (USD), Total (1,000.00), Max Amt (0.00), Freight (0.00), Sales Tax (0.00), and Net Tot (0.00).
- Details:** Shows Vendor (BUSINESS STATIONERS INC), Vendor Address (100 WASHINGTON ST BRANTFORD ONTARIO), and Vendor Phone (519-754-1234).
- Voucher Approver:** Displays the approver's name (BUSINESS_UNIT00754, VOUCHER_ID=001436) and the voucher status (Pending).
- Actions:** A red box highlights the "Approve" button, which is used to approve the voucher.

From the voucher page, the View Approvals link on the Payment tab opens a pop-up window of the voucher approval framework page. From here, the voucher can be approved (if they have authority to do so). This is to save the approver an extra navigation step.

Voucher Approval

Approval	Line Information	Charge Information				
Business Unit AESM1	Voucher 00017020	Invoice Number EY-Test01				
Invoice Date 10/05/2016		Supplier NIAN TIC TOOL INC ID 0000062471				
Voucher Details						
Transaction Currency USD	Total 1.10	Terms Due Immediately - No Discount				
Misc Amt 0.00	Freight 0.00	Approval Status Pending				
Sales Tax 0.00	Use Tax 0.00	Added By KaczenskiL				
Entered VAT 0.00		AES-Kaczenski Lisa				
		Attachments (0)				
View Vouchers						
Details						
Personalize Find View All First 1 of 1 Last						
Remit SetID	Remit Supplier	Remitting Address	Scheduled to Pay	Gross Amt	Currency	Supplier Na
STATE	0000062471	Remitting Address	10/05/2016		1.10 USD	NIANTIC T

Similarly, from the voucher approval page, the View Vouchers link can be used to see the voucher details.

Voucher Approval

The screenshot displays the Oracle Voucher Entry interface. The main window is titled 'Voucher Entry' and contains several tabs: Summary, Related Documents, Invoice Information, Payments, Voucher Attributes, Error Summary, and Consumption. The 'Summary' tab is active, showing the following details:

- Business Unit:** AESSM1
- Voucher ID:** 00017020
- Invoice Date:** 10/05/2016
- Voucher Style:** Regular
- Invoice Total:** 1.10 USD
- Receipt Date:** 10/05/2016
- Supplier Name:** NANTIG TOOL INC, 32 INDUSTRIAL PK RD, PO BOX 205, EAST LYME, CT 06333
- Entry Status:** Postable
- Match Status:** No Match
- Approval Status:** Pending
- Post Status:** Unposted
- Doc Tot Status:** Valid
- Budget Misc Status:** Valid
- Invoice No:** 01-7-0001
- Play Terms:** Due Now
- Voucher Source:** Online
- Origin:** 003
- Created On:** 10/05/2016 10:09PM
- Created By:** EACZEM86
- Last Update:** 10/05/2016 10:12PM
- Modified By:** EACZEM86
- ERS Type:** Not Applicable
- Close Status:** Open

At the bottom of the window, there is a 'Preview Approval' button and a 'Refresh' button. The interface also includes a navigation pane on the left with sections for 'Approval', 'Line Information', 'Change', 'Voucher Details', and 'Details'.

From the approval page, a pop-up window shows the voucher page. The approver can look at all of the details of the voucher and then close the pop-up before making the approval decision.

9.2 Upgrade

- o Lockout will begin at 10am on March 9th, 2017
- o All Vouchers Must Be
 - ✓ Matched
 - ✓ Approved
 - ✓ Budget Check Valid
 - ✓ Voucher Posted
 - ✓ Paid
- **All others need to be deleted or closed**

9.2 Upgrade AP Closing Guidelines

Vouchers for Inter-agency transfers should be approved and budget checked by close of business Friday, March 3rd, 2017.

The last day Interfaced vouchers can be loaded is Monday March 6th, 2017.

All vouchers to create payments on the last day must be approved prior to the 9:00 am budget check process on Thursday, March 9th, 2017.

This includes:

- o Interfaced Vouchers
- o PO Vouchers
- o Non-PO Vouchers
- o Adjustment Vouchers
- o Town Payments

The Comptroller's last "STATE" Pay Cycle before the 9.2 Financials Upgrade will be processed on Thursday, March 9th, 2017 after the 9:00 am budget check.

All vouchers with a remaining balance after the last State Pay Cycle, (except those targeted for the ZERO pay cycle) will be DELETED or CLOSED.

- Access to vouchers will be removed by 10:00 am on March 9, 2017. All Accounts Payable roles will be removed at that time.

Questions

