



**STATE OF CONNECTICUT**  
**Core-CT Project**

**Financials User Group Meeting**

**PO / AP**

***February/March 2004***

# Agenda

## Updates

Replenishments to Petty Cash

Budget Check glitch

UNSPSC searching

Catalog Management

Extra help

Using Messages on Vouchers

Withholding Vendors

## ***BREAK***

Return to Vendor

Popular Match Exceptions

Adjustment, Journal & Reversal Vouchers


Paying Transfer Invoices

New Reports & Queries

# Updates

- Replenishments to Petty Cash
- Budget Check glitch
- UNSPSC searching
- Catalog Management
- Extra help
- Using Messages on Vouchers
- Withholding Vendors

# Payroll Cost Recoveries



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- Inventory
- ▶ eProcurement
- ▶ Sourcing
- ▶ Engineering
- ▶ Manufacturing Definitions
- ▶ Production Control
- ▶ Configuration Modeler
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- ▶ Quality
- ▶ Grants
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- ▶ Engagement Planning
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  - ▶ Asset Management
  - ▶ Banking

Find an Existing Value
Add a New Value

**Deposit Unit:** [=]

**Deposit ID:** [begins with]

**Agency Location Code:** [begins with]

**Control Total:** [=]

**User ID:** [begins with]

**Assigned Operator ID:** [begins with]

☐ Case Sensitive

[Basic Search](#)

### Search Results

View All
First  1-35 of 35  Last

Deposit Unit	Agency Location Code	Deposit ID	Control Total	User ID	Assigned Operator ID	Bank Code	Bank Account #	Deposit Balance	Entered Date	Accounting Date
<a href="#">DMRMC</a>	<a href="#">DMRMC</a>	<a href="#">125</a>	<a href="#">300.63</a>	<a href="#">BATCH</a>	<a href="#">BATCH</a>	<a href="#">GIRO</a>	<a href="#">99999999</a>	<a href="#">Yes</a>	<a href="#">08/26/2003</a>	<a href="#">08/23/2003</a>
<a href="#">DMRMC</a>	<a href="#">OSCIP</a>	<a href="#">331</a>	<a href="#">664.9</a>	<a href="#">BATCH</a>	<a href="#">BATCH</a>	<a href="#">GIRO</a>	<a href="#">99999999</a>	<a href="#">Yes</a>	<a href="#">11/13/2003</a>	<a href="#">11/14/2003</a>
<a href="#">DMRMC</a>	<a href="#">OSCIP</a>	<a href="#">362</a>	<a href="#">604.26</a>	<a href="#">BATCH</a>	<a href="#">BATCH</a>	<a href="#">GIRO</a>	<a href="#">99999999</a>	<a href="#">Yes</a>	<a href="#">11/25/2003</a>	<a href="#">11/28/2003</a>
<a href="#">DMRMC</a>	<a href="#">ITDS1</a>	<a href="#">366</a>	<a href="#">1030.44</a>	<a href="#">BATCH</a>	<a href="#">BATCH</a>	<a href="#">GIRO</a>	<a href="#">99999999</a>	<a href="#">Yes</a>	<a href="#">11/26/2003</a>	<a href="#">11/27/2003</a>
<a href="#">DMRMC</a>	<a href="#">DMRR1</a>	<a href="#">380</a>	<a href="#">168.4</a>	<a href="#">BATCH</a>	<a href="#">BATCH</a>	<a href="#">GIRO</a>	<a href="#">99999999</a>	<a href="#">Yes</a>	<a href="#">12/02/2003</a>	<a href="#">12/03/2003</a>
<a href="#">DMRMC</a>	<a href="#">OSCIP</a>	<a href="#">406</a>	<a href="#">5668.88</a>	<a href="#">BATCH</a>	<a href="#">BATCH</a>	<a href="#">GIRO</a>	<a href="#">99999999</a>	<a href="#">Yes</a>	<a href="#">12/10/2003</a>	<a href="#">12/12/2003</a>
<a href="#">DMRMC</a>	<a href="#">OSCIP</a>	<a href="#">442</a>	<a href="#">2836.02</a>	<a href="#">BATCH</a>	<a href="#">BATCH</a>	<a href="#">GIRO</a>	<a href="#">99999999</a>	<a href="#">Yes</a>	<a href="#">12/22/2003</a>	<a href="#">12/26/2003</a>
<a href="#">DMRMC</a>	<a href="#">DASS1</a>	<a href="#">453</a>	<a href="#">663</a>	<a href="#">BATCH</a>	<a href="#">BATCH</a>	<a href="#">GIRO</a>	<a href="#">99999999</a>	<a href="#">Yes</a>	<a href="#">12/29/2003</a>	<a href="#">12/30/2003</a>
<a href="#">DMRMC</a>	<a href="#">OSCIP</a>	<a href="#">471</a>	<a href="#">587.49</a>	<a href="#">BATCH</a>	<a href="#">BATCH</a>	<a href="#">GIRO</a>	<a href="#">99999999</a>	<a href="#">Yes</a>	<a href="#">01/07/2004</a>	<a href="#">01/09/2004</a>
<a href="#">DMRMC</a>	<a href="#">OSCM1</a>	<a href="#">485</a>	<a href="#">53580</a>	<a href="#">BATCH</a>	<a href="#">BATCH</a>	<a href="#">GIRO</a>	<a href="#">99999999</a>	<a href="#">Yes</a>	<a href="#">01/09/2004</a>	<a href="#">01/10/2004</a>
<a href="#">DMRMC</a>	<a href="#">52000001</a>	<a href="#">518</a>	<a href="#">500</a>	<a href="#">BATCH</a>	<a href="#">BATCH</a>	<a href="#">FLEET</a>	<a href="#">54763</a>	<a href="#">Yes</a>	<a href="#">01/26/2004</a>	<a href="#">01/23/2004</a>
<a href="#">DMRMC</a>	<a href="#">50000003</a>	<a href="#">533</a>	<a href="#">1943.36</a>	<a href="#">BATCH</a>	<a href="#">BATCH</a>	<a href="#">FLEET</a>	<a href="#">444407</a>	<a href="#">Yes</a>	<a href="#">02/02/2004</a>	<a href="#">01/30/2004</a>
<a href="#">DMRMC</a>	<a href="#">OSCIP</a>	<a href="#">537</a>	<a href="#">1121.4</a>	<a href="#">BATCH</a>	<a href="#">BATCH</a>	<a href="#">GIRO</a>	<a href="#">99999999</a>	<a href="#">Yes</a>	<a href="#">02/02/2004</a>	<a href="#">02/06/2004</a>
<a href="#">DMRMC</a>	<a href="#">50000003</a>	<a href="#">539</a>	<a href="#">3623.25</a>	<a href="#">BATCH</a>	<a href="#">BATCH</a>	<a href="#">FLEET</a>	<a href="#">444407</a>	<a href="#">Yes</a>	<a href="#">02/03/2004</a>	<a href="#">02/02/2004</a>
<a href="#">DMRMC</a>	<a href="#">50000003</a>	<a href="#">544</a>	<a href="#">6962.12</a>	<a href="#">BATCH</a>	<a href="#">BATCH</a>	<a href="#">FLEET</a>	<a href="#">444407</a>	<a href="#">Yes</a>	<a href="#">02/04/2004</a>	<a href="#">02/03/2004</a>
<a href="#">DMRMC</a>	<a href="#">51000001</a>	<a href="#">551</a>	<a href="#">-198.24</a>	<a href="#">BATCH</a>	<a href="#">BATCH</a>	<a href="#">FLEET</a>	<a href="#">1130477</a>	<a href="#">Yes</a>	<a href="#">02/04/2004</a>	<a href="#">02/03/2004</a>
<a href="#">DMRMC</a>	<a href="#">50000003</a>	<a href="#">553</a>	<a href="#">8682.08</a>	<a href="#">BATCH</a>	<a href="#">BATCH</a>	<a href="#">FLEET</a>	<a href="#">444407</a>	<a href="#">Yes</a>	<a href="#">02/05/2004</a>	<a href="#">02/04/2004</a>

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# Payroll Cost Recoveries

▼ Accounts Receivable

- ▶ Pending items
- ▶ Direct Debits
- ▶ Drafts

▼ Payments

- ▶ Electronic Payments
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  - Regular Deposit
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- ▶ Update Receivables
- ▶ Deductions
  - Accounts Receivable
- Home
- ▶ Accounts Payable

TotalsPayments

Unit: DMRMC Deposit ID: 471\*Location: OSCIPDelete Deposit

\*Acctg Date: 01/09/2004

\*Bank Code: GIROGIRO

\*Bank Account: GIRO99999999

\*Deposit Type: S STI

Control Currency: USD

Format Currency: USD

Rate Type: CRRNT

Exch Rt: 1.00000000

Totals

Control Total Amt:	587.49	*Count:	1
Entered Total Amt:	587.49	Count:	1
Difference Amt:	0.00	Count:	0
Posted Total Amt:	0.00	Count:	0
Journalled Total Amt:	0.00	Count:	0

Control Data

\*Received: 01/07/2004

\*Entered: 01/07/2004

Posted:

Assign To: BATCH

User: BATCH

SaveReturn to SearchNext in ListPrevious in ListNotifyRefreshAddUpdate/Display

# Payroll Cost Recoveries

**Totals** **Payments**

**Unit:** DMRMC **Deposit ID:** 471 **Date:** 01/07/2004 **Balance:** Balanced

---

**Payment Information** Find First 1 of 1 Last

Seq	*Payment ID	*Acctg Date	Amount	Currency	Rate Type	Exch Rt
1	003185	01/09/2004	587.49	USD		1.00000000

☐ Payment Predictor ☐ Journal Directly ☐ Range of References

---

**Customer Information** Find First 1 of 1 Last

Cust ID: Business Unit:  
SubCustomer 1: SubCustomer 2:  
Name:  
Remit From: Remit From SetID:  
Corporate: Corporate SetID:  
MICR ID: Link MICR

---

**Reference Information** Customize Find View All First 1-2 of 5 Last

Qual Code	Ref Value	To Ref Value
1	P0119344	
2	P0121331	

[Detail References](#)

# Payroll Cost Recoveries

Core-CT

[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

▼ Accounts Receivable

▶ Pending items

▼ Payments

▶ Online Payments

▶ Apply Payments

▼ Direct Journal Payments

- Create Accounting Entries

- Modify Accounting Entries

▶ Review Payments

▶ Reports

▶ Maintenance

▶ Collections

▶ Update Receivables

- Accounts Receivable Home

▶ Accounts Payable

▶ Banking

▶ Commitment Control

▶ General Ledger

▶ Allocations

▶ Statutory Reports

▶ Set Up Financials/Supply Chain

▶ Define Integration Rules FDM

▶ Browse Content

▶ Manage Content

▶ PeopleSoft

▶ Fin Worklist

▶ Worklist

▶ Application Diagnostics

▶ Fin Tree Manager

▶ Tree Manager

▶ EPM Reporting Tools

▶ Fin Reporting Tools

▶ Reporting Tools

▶ EPM PeopleTools

▶ Fin PeopleTools

- Change My Password

- My System Profile

Totals

Payments

Unit: DMRMC Deposit ID: 471 Date: 01/07/2004 Balance: Balanced

Payment Information

Find First 1 of 1 Last

Seq	*Payment ID	*Acctg Date	Amount	Currency	Rate Type	Exch Rt		
1	003185	01/09/2004	587.49	USD		1.00000000	+	-

☒ Payment Predictor ☐ Journal Directly ☐ Range of References

Customer Information

Find First 1 of 1 Last

Cust ID: Business Unit:

SubCustomer 1: SubCustomer 2:

Name:

Remit From: Remit From SetID:

Corporate: Corporate SetID:

MICR ID: [Link MICR](#)

Reference Information

Customize | Find | View All | First 1 of 1 Last

Qual Code	Ref Value	To Ref Value		
1			+	-

[Detail References](#)

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

[Totals](#) | [Payments](#)

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# Payroll Cost Recoveries

Core-CT

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▼ Accounts Receivable

▶ Pending items

▼ Payments

▶ Online Payments

▶ Apply Payments

▼ Direct Journal Payments

■ Create Accounting Entries

■ Modify Accounting Entries

▶ Review Payments

▶ Reports

▶ Maintenance

▶ Collections

▶ Update Receivables

■ Accounts Receivable Home

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▶ Worklist

▶ Application Diagnostics

▶ Fin Tree Manager

▶ Tree Manager

▶ EPM Reporting Tools

▶ Fin Reporting Tools

▶ Reporting Tools

▶ EPM PeopleTools

▶ Fin PeopleTools

■ Change My Password

Accounting Entries

Payment Misc Wrk

Deposit Control

Unit: DMRMC





Deposit ID: 471

Location: OSCIP

Payment: 003185


Seq: 1

Amount: 587.49 USD



☐ Complete

Budget Status:

Customize | Find | View All |  First 1 of 1 Last


Chartfields

More Chartfields

Currency Details

Misc

Budget



	*GL Unit	Speed Type	*Account	Fund Code	Dept	Program Code	Line Amount	Currency	
1 1	STATE	Speed Type	20920					USD	<div><div>+</div><div>-</div></div>

0 Lines


Total Debits: 0.000


Currency:


Total Credits: 0.000


Currency:

Net 0.000

 Save

 Return to Search

 Notify

 Refresh

[Accounting Entries](#) | [Payment Misc Wrk](#) | [Deposit Control](#)

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# Replenishments to Petty Cash

Core-CT

[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

▶ Purchasing

▶ eProcurement

▶ Accounts Receivable

▼ Accounts Payable

▼ Vouchers

▼ Entry

- Regular Entry

▶ Review and Correction

▶ Approvals

▶ Maintenance

▶ Control Groups

▶ Payments

▶ Batch Processes

▶ Review

▶ Administration

▶ Offset Processing

▶ Reports

▶ Banking

▶ Commitment Control

▶ General Ledger

▶ Allocations

▶ Statutory Reports

▶ Set Up Financials/Supply Chain

▶ Define Integration Rules FDM

▶ Browse Content

▶ Manage Content

▶ PeopleSoft

▶ Fin Worklist

▶ Worklist

▶ Application Diagnostics

▶ Fin Tree Manager

Voucher

Find an Existing Value

Add a New Value

Business Unit:

DMRR1

🔍

Voucher ID:

NEXT

Voucher Style:

Regular Voucher

▼

Control Group ID:

🔍

Short Vendor Name:

DMR-WEST-001

🔍

Vendor ID:

DMRR1

🔍

Vendor Location:

RPC

🔍

Address Sequence Number:

2

🔍

Invoice Number:

Invoice Date:

📅

Gross Invoice Amount:

0.00

Total Voucher Lines:

1

Add

[Find an Existing Value](#)

[Add a New Value](#)

[New Window](#)

[Help](#)

# Replenishments to Petty Cash

**Invoice Information** Payments Voucher Attributes Accounting Information Energy Consumption

Style: Regular Entry Status: Open [Comments](#)  
Unit: DMRR1 Voucher ID: NEXT Budget Status: Not Chk'd Post Status: Unposted

Copy from a Source Document  
PO Unit:  Purchase Order:  **Copy PO** Worksheet Copy Option:

**Vendor**  
[Advanced Vendor Search](#)  
Vendor:    
Name:    
Location:    
\*Address:    
DEPT OF MENTAL RETARDATION  
PO BOX 872  
SOUTHBURY, CT 06488

**Invoice**  
Invoice No:  Doc Date:   
Invoice Date:  Acctg Date:   
\*Pay Terms:    
Misc Amt:    
Frgh Amt:    
Retainage Penalty Details  
[Non Merchandise Summary](#)  
Total:  587.49 \*Curr:  USD Balance: 0.00

**Invoice Lines** Find | View All First 1 of 1 Last  
1 \*Dist by:  Amt  SpeedChart   

Item	Description	Quantity	UOM	Unit Price	Extended Amt
<input type="text"/>	<input type="text"/> Payroll Cost Recovery	<input type="text"/>	<input type="text"/>	<input type="text"/>	587.49

**Distribution Lines** Customize | Find | View All | First 1 of 1 Last  
**ChartFields** Exchange Rate Statistics Assets  

Amount	Quantity	*GL Unit	Budget Date	*Account	Fund	Department	Program	SID	Bud Ref	Project
1	587.49	<input type="text"/> STATE	<input type="text"/> 02/23/2004	<input type="text"/> 20920	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

# UNSPSC Searching

Address <http://www.unspsc.com>

[UNSPSC HOME](#) | [FAQS](#) | [SEARCH THE CODE](#) | [MEMBERSHIP](#) | [NEWS](#) | [ARCHIVE](#) | [DOCUMENTATION](#)

**unspsc®**

**Search the Code**

Title:  **go**

Code:  **go**

**Features**

[Member Login](#)

[Become a Member](#)

[Member Forum](#)

[News & Press Releases](#)


[FAQ](#)

*Welcome to the United Nations Standard Products and Services Code (UNSPSC®) Home Page!*

The sales manager monitors sales channels and distribution all the way to the store shelf or end user – across the world. The procurement manager keeps an eye on how much is spent on technology across an entire, global company.

The marketing manager is able to quickly gather field data for real-time research, product development and sales analysis. And it all starts with a single, global identification system.

The United Nations Standard Products and Services Code (UNSPSC®), managed by the Uniform Code Council, is an open, flexible global system of standards for efficient, accurate classification and identification of commodities. The UNSPSC was



# UNSPSC Searching

The screenshot displays the UNSPSC website in a web browser. The address bar shows the URL: <http://www.unspsc.com/PagesForDownload.asp?pageid=4>. The website header includes the UNSPSC logo and a navigation menu with links: [UNSPSC HOME](#), [FAQS](#), [SEARCH THE CODE](#), [MEMBERSHIP](#), [NEWS](#), [ARCHIVE](#), and [DOCUMENTATION](#).

On the left side, there is a "Search the Code" section with input fields for "Title:" and "Code:", each followed by a "go" button. Below this is a "Features" section with links: [Member Login](#), [Become a Member](#), [Member Forum](#), [News & Press Releases](#), and [FAQ](#).

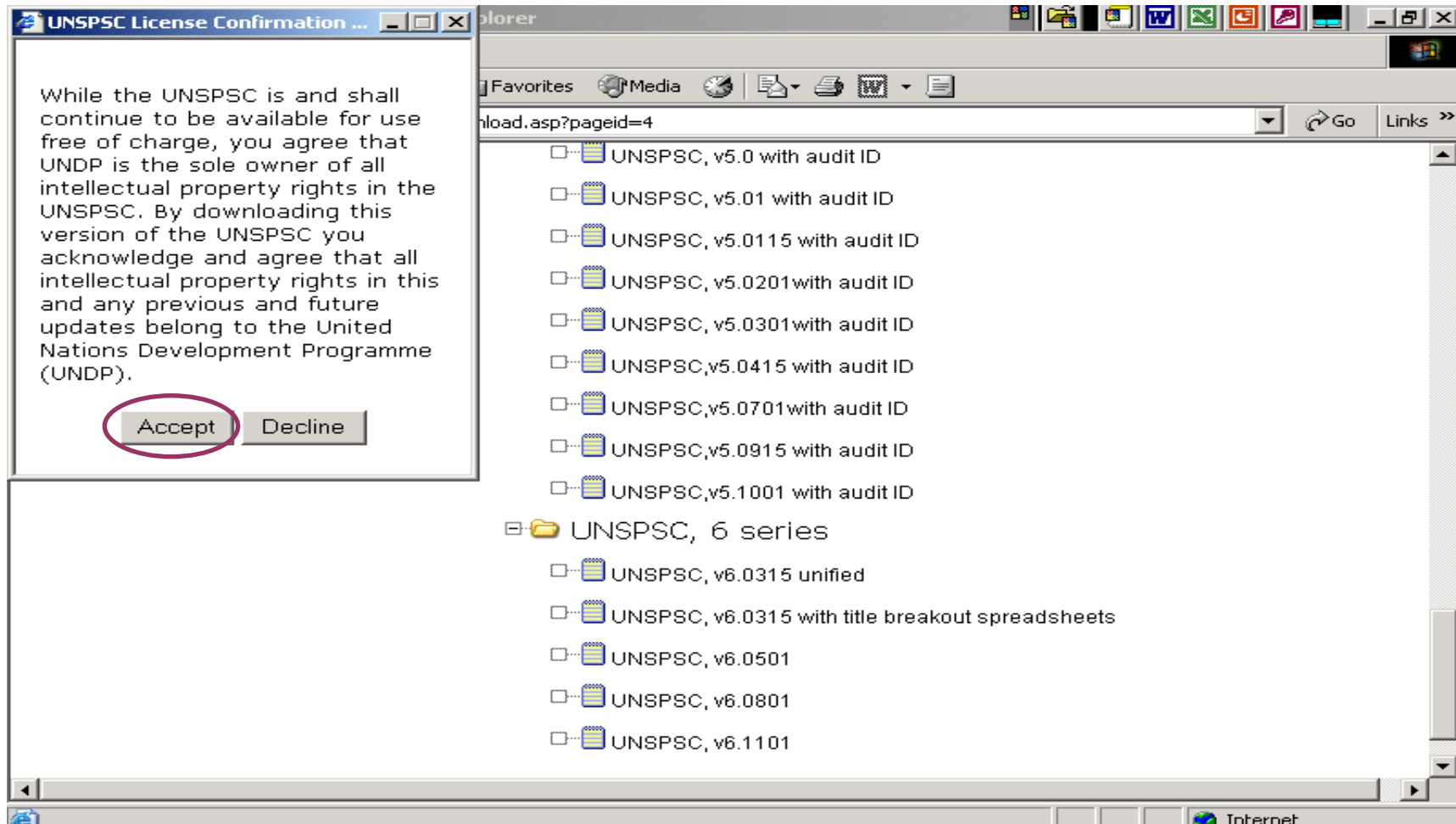
The main content area is titled "United Nations Standard Products and Services Code (UNSPSC)" and "Archives". It lists several language-specific archives:

- Spanish
  - UNSPSC, v5.0301
- Japanese
  - UNSPSC, v5.0301
- Italian
  - UNSPSC, v5.0301
- German

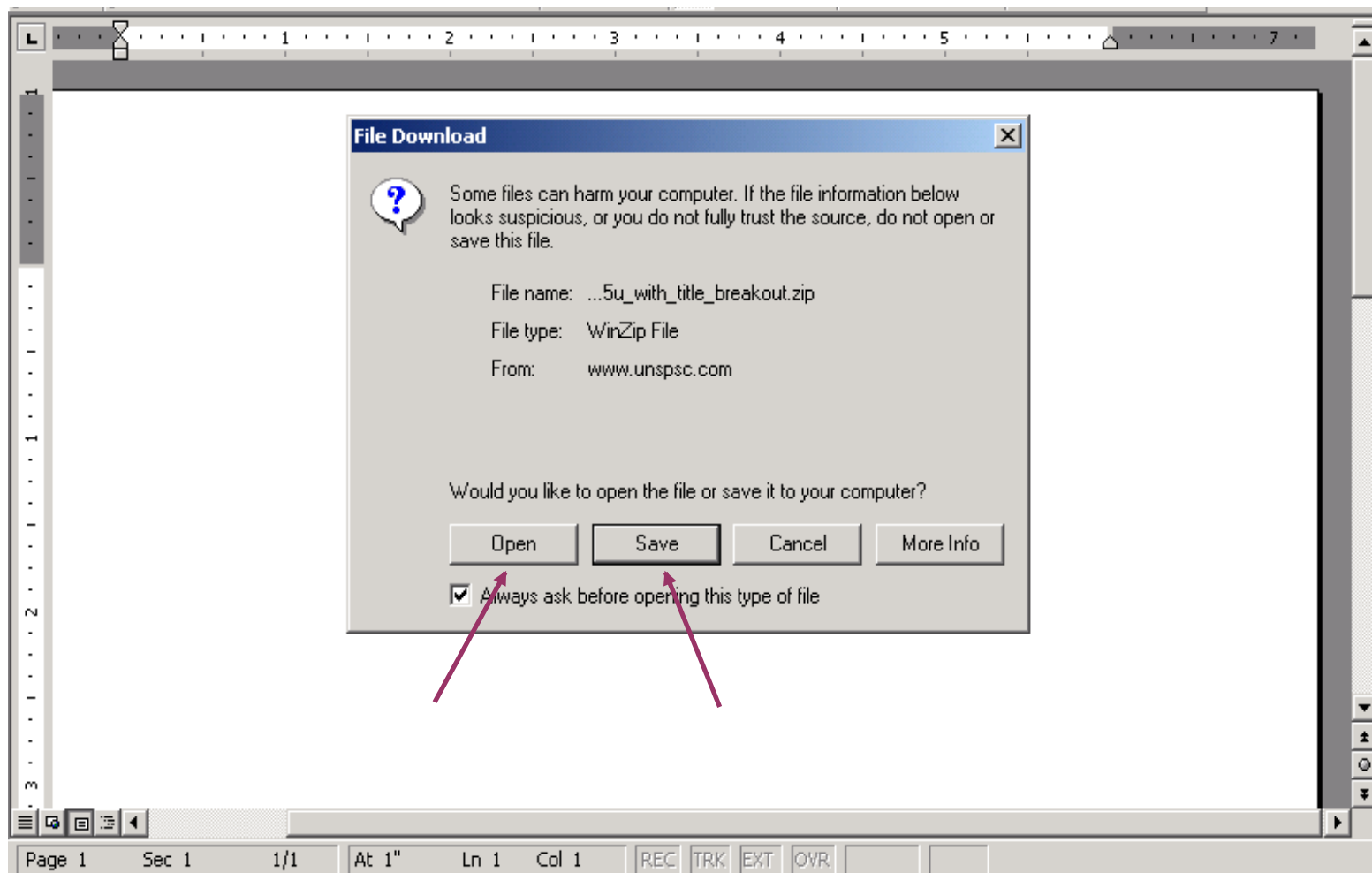
The bottom screenshot shows a detailed list of UNSPSC versions and audit IDs, with a red circle highlighting the "UNSPSC, 6 series" folder. A red arrow points to the "UNSPSC, v6.0315 with title breakout spreadsheets" item.

- UNSPSC, v5.0 with audit ID
- UNSPSC, v5.01 with audit ID
- UNSPSC, v5.0115 with audit ID
- UNSPSC, v5.0201 with audit ID
- UNSPSC, v5.0301 with audit ID
- UNSPSC, v5.0415 with audit ID
- UNSPSC, v5.0701 with audit ID
- UNSPSC, v5.0915 with audit ID
- UNSPSC, v5.1001 with audit ID
- UNSPSC, 6 series**
  - UNSPSC, v6.0315 unified
  - UNSPSC, v6.0315 with title breakout spreadsheets
- UNSPSC, v6.0501
- UNSPSC, v6.0801
- UNSPSC, v6.1101

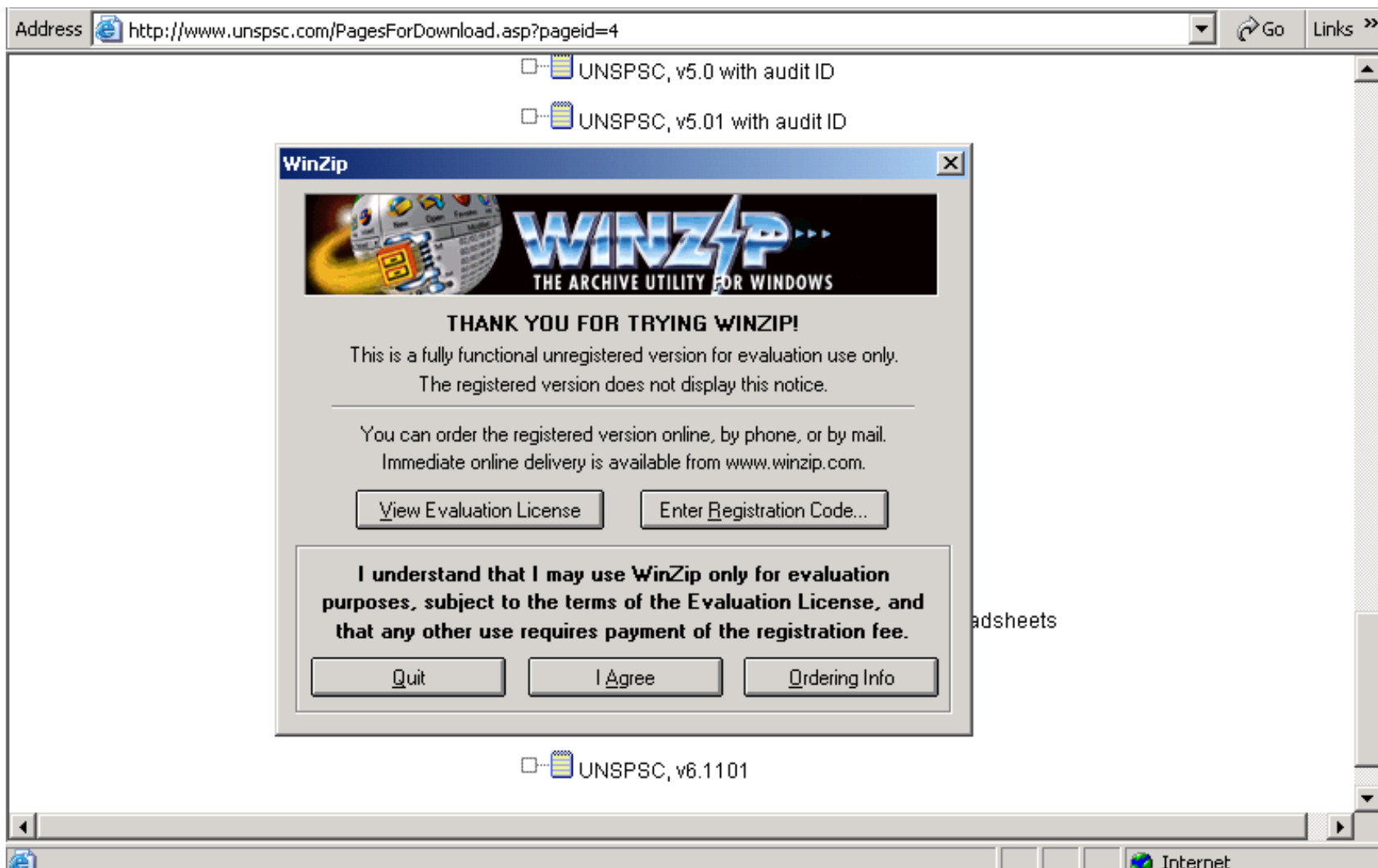
# UNSPSC Searching



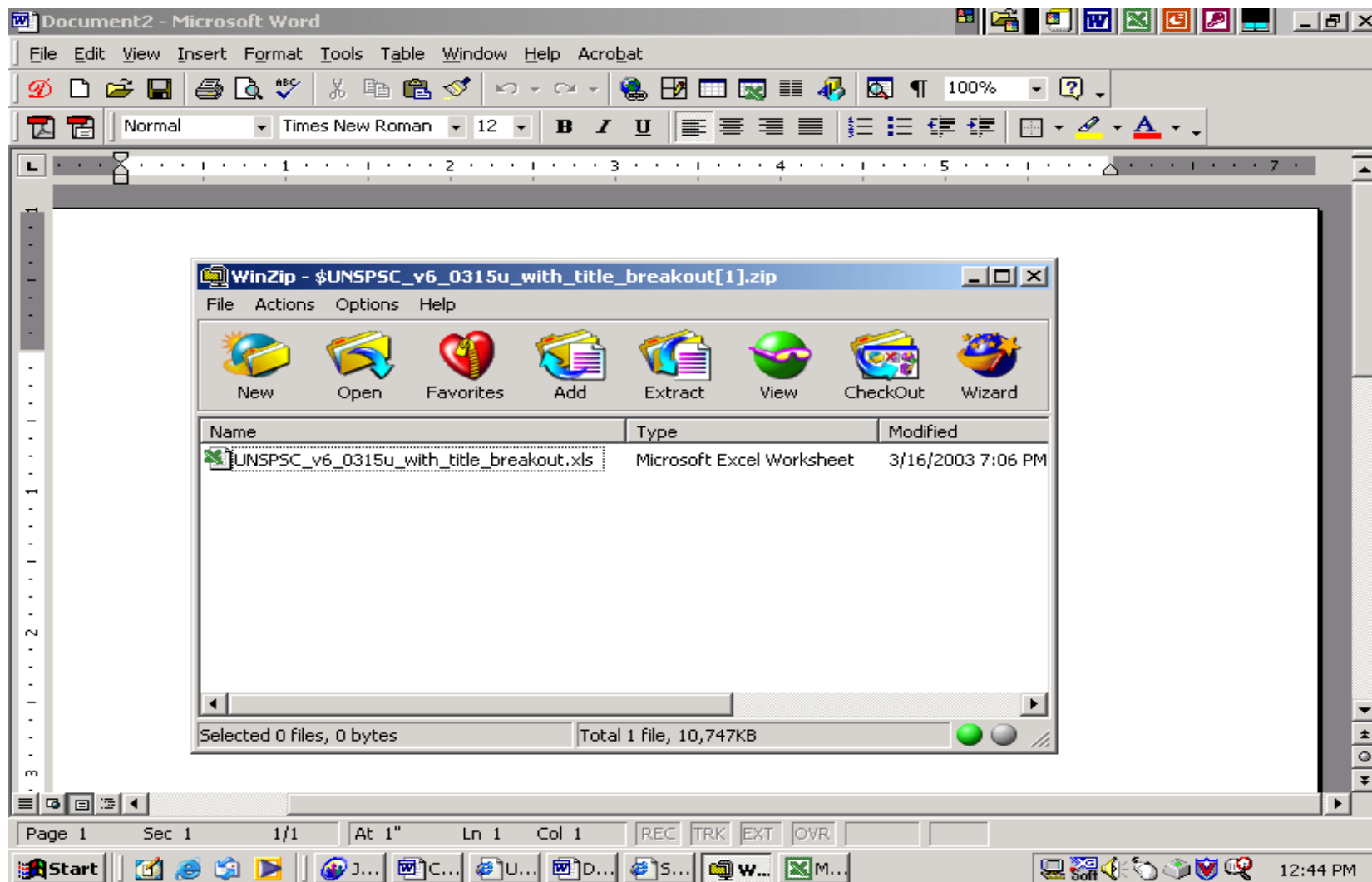
# UNSPSC Searching



# UNSPSC Searching



# UNSPSC Searching





# UNSPSC Searching

Microsoft Excel - UNSPSC\_v6\_0315u\_with\_title\_breakout

File Edit View Insert Format Tools Data Window Help Acrobat

A1 = key\_v6\_0315u

	A	B	C	D	E	F	G
1	key_v6_0315u	code_v6_0315u	title_v6_0315u				
2	100001	10000000	Live Plant and Animal Material and Accessories and Supplies				
3	100002	10100000	Live animals				
4	100003	10101500	Livestock				
5	100004	10101501	Cats				
6	100005	10101502	Dogs				
7	100006	10101504	Mink				
8	100007	10101505	Rats				
9	100008	10101506	Horses				
10	100009	10101507	Sheep				
11	100010	10101508	Goats				
12	100011	10101509	Asses				
13	100012	10101510	Mice				
14	100013	10101511	Swine				
15	100014	10101512	Rabbits				
16	100015	10101513	Guinea pigs				
17	100016	10101514	Primates				
18	100017	10101515	Armadillos				
19	100018	10101516	Cattle				
20	111393	10101517	Camels				
21	100019	10101600	Birds and fowl				
22	100020	10101601	Live chickens				
23	100021	10101602	Live ducks				

library\_v6\_0315u / segment / family / class / commodity /

Ready CAPS NUM

Start J... D... U... D... S... W... M.. 11:55 AM

# UNSPSC Searching

Microsoft Excel - UNSPSC\_v6\_0315u\_with\_title\_breakout

File Edit View Insert Format Tools Data Window Help Acrobat

Find what: addiction

Search: By Rows Match case Find entire cells only

Look in: Formulas

Find Next Close Replace...

	A	R	C	D	E	F
1						
18856						
18857						
18858						
18859						
18860						
18861						
18862						
18863						
18864	109253	85111615	Diarrheal diseases prevention or control services			
18865	109254	85111616	Alcoholism prevention or control services			
18866	109255	85111617	Drug addiction prevention or control services			
18867	109256	85111700	Disease vectors management and control			
18868	109257	85111701	Ticks management or control services			
18869	109258	85111702	Tsetse flies management or control services			
18870	109259	85111703	Bacteria management or control services			
18871	109260	85111704	Mosquito management or control services			
18872	107408	85120000	Medical practice			
18873	109261	85121500	Primary care practitioners services			
18874	109262	85121501	Primary care physicians home visits services			
18875	109263	85121502	Primary care physicians consultation services			
18876	109264	85121503	Primary care physicians control services			
18877	109265	85121504	Primary care physicians emergency medical services			

library\_v6\_0315u / segment / family / class / commodity /

Ready

NUM

Start

Joa... Doc... UN... Doc... Sta... Win... Mic... 12:21 PM

# Using Messages on Vouchers

[Invoice Information](#)
[Payments](#)
[Voucher Attributes](#)
[Accounting Information](#)
[Energy Consumption](#)

Unit:  Voucher ID: 00013956 \*Pay Terms:  [Schedule Payment](#)

[Payment Inquiry](#)
[Holiday/Currency Options](#)
[Express Payment](#)
[Vendor Banks](#)
[Late Charge](#)
[Messages](#)
[Drafts](#)

Comments

Payee

\*Remit to:  PETTY CASH CUSTODIAN 24 WOLCOTT HILL ROAD  
 DEPT OF CORRECTIONS  
 Location:  \*Addr:  WETHERSFIELD, CT 06109

Payment Method	Payment Details	Payment Options
*Bank: <input type="text" value="FLEE2"/> *Account: <input type="text" value="VEN1"/> *Method: <input type="text" value="ACH"/> ACH Pay Group: <input type="text"/> *Handling: <input type="text" value="RE"/> *Netting: <input type="text" value="N"/> Hold Payment <input type="checkbox"/> Hold Reason: <input type="text"/> Separate Payment <input type="checkbox"/>	Gross Amt: <input type="text" value="1,489.42"/> USD Discount: <input type="text" value="0.00"/> USD Net Due: <input type="text" value="01/09/2004"/> Discount Due: <input type="text"/> Discount Denied <input type="checkbox"/> Scheduled Due: <input type="text" value="01/13/2004"/> Acctg Date: <input type="text" value="01/20/2004"/>	*Action: <input type="text" value="Schedule"/> Pay: <input type="text"/> Reference: <input type="text" value="00020506"/> L/C ID: <input type="text"/> Paymt Date: <input type="text" value="01/21/2004"/>  <a href="#">Go to Voucher Approvals page</a>

# Using Messages on Vouchers

## Payment Message

Payment Message:

Petty cash reimbursement for 11/10-12/21/03

Additional Message

[Customize](#)

[Find](#)

[View All](#)



First



1 of 1



Last

Message

Description

Order-By

1

1



OK

Cancel

Refresh

# Review Withholding on Vouchers

## Voucher Invoice Information page

**Invoice Information** | [Payments](#) | [Voucher Attributes](#) | [Accounting Information](#) | [Energy Consumption](#)

**Style:** Regular    **Entry Status:** Postable    [Match Manager](#) [Withholding](#) [Comments](#)

**Unit:** DCFM1    **Voucher ID:** 00001976    **Group:**     **Budget Status:** Valid    **Post Status:** Posted

**Copy from a Source Document**

**PO Unit:** DCFM1    **Purchase Order:** 0000001884    [Copy PO](#)    **Worksheet Copy Option:** None

**Vendor**

Advanced Vendor Search

**Vendor:** 0000010708

**Name:** 061373883F-001

**Location:** MAIN

**\*Address:** 1

KENNEDY DRIVE ENTERPRISES  
C/O REALTY GROUP  
WATERBURY, CT 06078

**Invoice**

**Invoice No:** WATERBURY PARKING LO

**Invoice Date:** 10/21/2003

**\*Pay Terms:** Monthly

**Misc Amt:**

**Frght Amt:**

**Total:** 2,000.00    **\*Curr:** USD    **Balance:** 0.00

**Doc Date:** 10/21/2003

**Acctg Date:** 10/31/2003

Retainage Penalty Details  
[Non Merchandise Summary](#)

**Invoice Lines**    [Find](#) | [View All](#)    First 1 of 1 Last

1    \*Dist by: Amt    [SpeedChart](#)    [View PO/Receiver](#)    [Associate Receiver\(s\)](#)

Item	Description	Quantity	UOM	Unit Price	Extended Amt
	WTBY PARKING-OCT	1.0000	MO	2000.00000	2,000.00

**Distribution Lines**    [Customize](#) | [Find](#) | [View All](#)    First 1 of 1 Last

[ChartFields](#) | [Exchange Rate](#) | [Statistics](#) | [Assets](#) |

Amount	Quantity	*GL Unit	Budget Date	Account	OpenItem	Fund	Department	Program	SID	Bud Ref
1	2,000.00	STATE	10/21/2003	53312		11000	DCF92921	28220	10020	2004

# Review Withholding on Vouchers

## Voucher Withholding link

[Back to Invoice](#)

**Unit:** DCFM1      **Invoice:** WATERBURY PARKING LOT      **Vendor:** KENNEDY DRIVE ENTERPRISES  
**Voucher:** NEXT      **Date:** 10/21/2003      **ID:** 0000010708

### Prepayment Options

Postpone Withholding? ☐

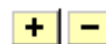
Find | View All    First ◀ 1 of 1 ▶ Last

Line    Descr

1

Withholding Code Withholding Applicable

🔍



Customize | Find | View All |    First ◀ 1 of 1 ▶ Last

	*Entity	*Type	*Jurisdiction	*Class	Withholding Basis Amt Override	Rule Ovr	Applicable		
1	IRS 🔍	1099 🔍	FED 🔍	01 🔍	<input type="text"/>	<input type="text"/> 🔍	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

### Search Results

View All    First ◀ 1-11 of 11 ▶ Last

#### Withholding Class Description

<a href="#">01</a>	<a href="#">Rents</a>
<a href="#">02</a>	<a href="#">Royalties</a>
<a href="#">03</a>	<a href="#">Prizes, Awards, etc.</a>
<a href="#">04</a>	<a href="#">Federal Income Tax Withheld</a>
<a href="#">05</a>	<a href="#">Fishing Boat Proceeds</a>
<a href="#">06</a>	<a href="#">Medical and Health Care Pymnts</a>
<a href="#">07</a>	<a href="#">Non-Employee Compensation</a>
<a href="#">08</a>	<a href="#">Substitute Payments</a>
<a href="#">10</a>	<a href="#">Crop Insurance Proceeds</a>
<a href="#">13</a>	<a href="#">Excess Golden Parachute Pymnts</a>
<a href="#">14</a>	<a href="#">Gross Attorney Proceeds</a>

# Review Withholding on Vouchers

## Fed. Form 1099 Misc

OFFICE OF THE STATE COMPTROLLER 06-6000798  
 ACCOUNTS PAYABLE DIVISION  
 55 ELM ST  
 HARTFORD, CT 06106  
 PHONE (860) 702-3403, (860) 702-3404



Type of print  
 PAYER'S name,  
 address, ZIP  
 code, and  
 Federal  
 identifying  
 number

Statement for  
 Recipients of  
**Miscellaneous  
 Income**

**2003**  
 For Recipient  
**Copy B**

Recipient's identifying number  123456789	1 Rents  \$2,000.00	2 Royalties	3 Other income	4 Federal income tax withheld
5 Fishing boat proceeds	6 Medical and health care payments	7 Nonemployee compensation		
KENNEDY DRIVE ENTERPRISES				
MAIN ST				
HARTFORD CT 06106		<p><u>See instructions below</u></p> <p>This is important tax information and is being furnished to the Internal Revenue Service. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.</p>		

Form **1099 Misc**

Department of the Treasury - Internal Revenue Service

# Review Withholding on Vouchers

## Voucher Withholding link

[Back to Invoice](#)

**Unit:** DCFM1      **Invoice:** WATERBURY PARKING LOT      **Vendor:** KENNEDY DRIVE ENTERPRISES  
**Voucher:** NEXT      **Date:** 10/21/2003      **ID:** 0000010708

### Prepayment Options

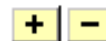
Postpone Withholding? ☐

[Find](#) | [View All](#)    First ◀ 1 of 1 ▶ Last

Line      Descr

1

Withholding Code Withholding Applicable



🔍



[Customize](#) | [Find](#) | [View All](#) |    First ◀ 1 of 1 ▶ Last

	*Entity	*Type	*Jurisdiction	*Class	Withholding Basis Amt Override	Rule Ovr	Applicable		
1	IRS 🔍	1099 🔍	FED 🔍	01 🔍	<input type="text"/>	<input type="text"/> 🔍	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>

### Search Results

[View All](#)    First ◀ 1-11 of 11 ▶ Last

#### Withholding Class Description

<a href="#">01</a>	<a href="#">Rents</a>
<a href="#">02</a>	<a href="#">Royalties</a>
<a href="#">03</a>	<a href="#">Prizes, Awards, etc.</a>
<a href="#">04</a>	<a href="#">Federal Income Tax Withheld</a>
<a href="#">05</a>	<a href="#">Fishing Boat Proceeds</a>
<a href="#">06</a>	<a href="#">Medical and Health Care Pymnts</a>
<a href="#">07</a>	<a href="#">Non-Employee Compensation</a>
<a href="#">08</a>	<a href="#">Substitute Payments</a>
<a href="#">10</a>	<a href="#">Crop Insurance Proceeds</a>
<a href="#">13</a>	<a href="#">Excess Golden Parachute Pymnts</a>
<a href="#">14</a>	<a href="#">Gross Attorney Proceeds</a>



# Review Withholding on Vouchers

## Vendor File Identifying Information page

### Identifying Information

[Address](#)[Location](#)[Contacts](#)[1099](#)

SetID: STATE Vendor: 0000010708

### Vendor Name

\*Name 1: KENNEDY DRIVE ENTERPRISES

Name 2:

\*ShortName: 061373883F 061373883F-001

### Vendor Classification

\*Classification: Supplier

HR Class:

Entity Type: Partnership

\*Status: Approved

☐ VAT Registration [Details...](#)

W-9 Code: 43231

\*Persistence: Regular

☒ Withholding

☒ Open For Ordering

Offset Status: Never

### Vendor Relationships

☐ Corporate Vendor

☐ InterUnit Vendor

# Review Withholding on Vouchers

## Vendor File 1099 page

[Identifying Information](#)[Address](#)[Location](#)[Contacts](#)**1099**

SetID: STATE Vendor: 0000010708 KENNEDY DRIVE ENTERPRISES

**Vendor Location**[Find](#) | [View All](#) First ◀ 1 of 1 ▶ Last**Location:** MAIN**Description:** ORDER & REMIT-CHECKS**Location 1099 Detail**[Find](#) | [View All](#) First ◀ 1 of 1 ▶ Last**Effective Date:** 01/01/1900 Active**1099 Information**[Customize](#) | [Find](#) | [View All](#) | First ◀ 1-2 of 2 ▶ Last**Main Information**[Overrides](#)[Remit](#)

*Entity	*Type	*Jurisdiction	Default Jurisdiction	*Default Class	*1099 Status
IRS	1099	FED	<input checked="" type="checkbox"/>	01	RPT Reporting Only
IRS	1099	FED	<input type="checkbox"/>	07	RPT Reporting Only

**1099 Reporting Information**[Customize](#) | [Find](#) | [View All](#) | First ◀ 1 of 1 ▶ Last

*Entity	*Address	TIN Type	Taxpayer Identification Number	IRS Notified Twice of Invalid
IRS	2	F	061373883	<input type="checkbox"/>

**10 minute  
BREAK**

## Return to Vendor – Basic Steps

- Determine the Source PO or Receipt to associate with RTV
- Create RTV using RTV and related pages
- Ship goods to vendor, close RTV transaction (use RTV Reconciliation Process)
- Run Voucher Build to stage Adjustment Voucher (credit memo)
- AP staff completes Adjustment Voucher processing (Approval, BCM)

# Rejecting Items

Conditions for Rejecting	Required Actions
At time of delivery	<ul style="list-style-type: none"><li>Reject for credit (notify Purchasing staff to reduce PO Qty to actual Qty rec'd)</li></ul>
	<ol style="list-style-type: none"><li>Reject for Replacement (receipt stays open for receipt of replacement items)</li></ol>

*\*Note: This is **NOT** RTV*

# Rejecting Items (not RTV)

**Receiving**

**Business Unit:** DOTM1    **Receipt No:** 0000000022    **Receipt Status:** Received

**Receive Source:** On-line    [Cancel Receipt](#)    [Cancel Line](#)       ☒ **PO Receipt**

**Receipt Lines**    [Customize](#) | [Find](#) | [View All](#) |    First 1-3 of 3 Last

**Receipt lines**    [Reject and Inspect](#)    [Optional Input](#)

Sel	Line	Item	Description	Receipt Qty	Recv UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	DT Details	Inspect
<input checked="" type="checkbox"/>	1		<a href="#">Hand Work Class #4 Super</a>	100.0000	TON	75.0000	R	<input type="checkbox"/>	<input type="checkbox"/>	TON	<a href="#">DT Details</a>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	2		<a href="#">Leveling Class 2</a>	100.0000	TON	100.0000	R	<input type="checkbox"/>	<input type="checkbox"/>	TON	<a href="#">DT Details</a>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	3		<a href="#">Leveling Class 4</a>	75.0000	TON	50.0000	R	<input type="checkbox"/>	<input type="checkbox"/>	TON	<a href="#">DT Details</a>	<input checked="" type="checkbox"/>

**Go to:** [Select Purchase Order](#)    [Header Details](#)    [PO Header Comments](#)    [PO Ship To Comments](#)  
 Insert non PO line    [Receipt Defaults](#)    [PO Line Comment](#)   

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

# Rejecting Items (not RTV)

**Receiving**

**Business Unit:** DOTM1      **Receipt No:** 0000000022      **Receipt Status:** Received

**Receive Source:** On-line      [Cancel Receipt](#)      [Cancel Line](#)           ☒ **PO Receipt**

**Receipt Lines**      [Customize](#) | [Find](#) | [View All](#) |      First 1-3 of 3 Last

[Receipt lines](#)      **Reject and Inspect**      [Optional Input](#)

Sel	Line	Insp Qty	Reject Qty	Reject Action	Reject Reason	RMA Number	RMA Line	Net Recv	Vndr UOM	Recv Alloc	Ship To
<input checked="" type="checkbox"/>	1		25.0000	C	FAL			75.0000	TON	FIFO	1190000020
<input type="checkbox"/>	2							100.0000	TON	FIFO	1190000020
<input type="checkbox"/>	3		25.0000	R	NTS			50.0000	TON	FIFO	1190000020

**Go to:** [Select Purchase Order](#)      [Header Details](#)      [PO Header Comments](#)      [PO Ship To Comments](#)  
 Insert non PO line      [Receipt Defaults](#)      [PO Line Comment](#)      [...more...](#)

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

# Returning Items

Conditions for Returning	Required Actions
<ul style="list-style-type: none"><li>•After receipt has been made</li><li>•During the inspection process</li><li>•May occur for a closed PO</li></ul>	1. Return for credit return items to vendor. Do not request replacement (you can elect to have system “build” the adjustment voucher)
	2. Return for Replacement (used when the same item is being replaced for the damaged item)

*\*Note: This **IS** RTV*



# Returning Items (RTV)

- ▼ Shipments
  - ▶ Review Shipment Information
  - ▶ **Reports**
    - [Load Receipts](#)
    - [Maintain Receipts](#)
    - [Process Receipts](#)
  - **Inspect Shipments**
    - [Receipt Delivery](#)
    - [Receipt Activity and Comments](#)
    - [Receipt ChartFields](#)
    - [Close Backorders](#)
    - [Close Landed Costs](#)
    - [Accrue Receipts](#)
    - [Budget Check](#)
    - [Receipt Accrual Acctg Entry](#)
    - [Entry Event Request](#)
    - [Close Receipts](#)
    - [Generate Journals](#)
    - [ASN History](#)
  - ▶ Return To Vendor
  - ▶ Analyze Procurement
  - ▶ Inventory
  - ▶ eProcurement
  - ▶ Sourcing

[New Window](#)

**Inspection**

Ship To Location: 
Business Unit:

**Receipt Lines**

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

First 1-6 of 6 Last

**Receipt lines**

[More Line Data](#)

	Item	Description	Insp Qty	Recv UOM	Status	Recv Qty	Reject Qty	Return Qty	Sample%
<input type="checkbox"/>		<a href="#">Class 2 Bituminous</a>	60.0000	TON	Complete	60.0000		30.0000	100.00
<input type="checkbox"/>		<a href="#">Class #4 Super Bituminous</a>	250.0000	TON	Complete	250.0000		100.0000	100.00
<input checked="" type="checkbox"/>		<a href="#">Hand Work Class 2</a>	100.0000	TON	Complete	100.0000		100.0000	100.00
<input type="checkbox"/>		<a href="#">Hand Work Class 4</a>	100.0000	TON	Complete	100.0000			100.00
<input type="checkbox"/>		<a href="#">Hand Work Class #4 Super</a>	200.0000	TON	Complete	200.0000			100.00
<input type="checkbox"/>		<a href="#">Leveling Class 2</a>	100.0000	TON	Complete	100.0000			100.00

[Select Receipt](#)  
[View Detail](#)

[Inspect Instructions](#)  
[RTV Setup](#)

Inspection Putaway Information  
Transfer to Quality

Manual Bin to Bin Transfer

Save

Notify

33

# Returning Items (RTV)

- Shipments
- Review Shipment Information
- Reports
  - Load Receipts
  - Maintain Receipts**
  - Process Receipts
  - Inspect Shipments
  - Receipt Delivery
  - Receipt Activity and Comments
  - Receipt ChartFields
  - Close Backorders
  - Close Landed Costs
  - Accrue Receipts
  - Budget Check
  - Receipt Accrual Acctg Entry
  - Entry Event Request
  - Close Receipts
  - Generate Journals
  - ASN History
- Return To Vendor
- Analyze Procurement
- Inventory
- eProcurement
- Sourcing
- Engineering
- Manufacturing Definitions
- Production Control

[New Window](#) | [Help](#)

Receiving

Business Unit: DOTM1

Receipt No: 0000000023

Receipt Status: Received

Receive Source: On-line

[Cancel Receipt](#)
[Cancel Line](#)

☒ PO Receipt

Receipt Lines

[Customize](#) | [Find](#) | [View 5](#) |

Receipt Lines

Reject and Inspect

Optional Input

Sel	Line	Insp Qty	Reject Qty	Reject Action	Reject Reason	RMA Number	RMA Line	Net Recv	Vndr UOM	Recv Alloc	Ship To
<input checked="" type="checkbox"/>	1	60.0000		C	NTS			60.0000	TON	FIFO	1190000020
<input type="checkbox"/>	2	250.0000		R	NTS			150.0000	TON	FIFO	1190000020
<input type="checkbox"/>	3	100.0000		R	FAL				TON	FIFO	1190000020
<input type="checkbox"/>	4	100.0000						100.0000	TON	FIFO	1190000020
<input type="checkbox"/>	5	200.0000						200.0000	TON	FIFO	1190000020
<input type="checkbox"/>	6	100.0000						100.0000	TON	FIFO	1190000020

Go to: [Select Purchase Order](#)

[Header Details](#)

[PO Header Comments](#)

[PO Ship To Comments](#)

Insert non PO line

[Receipt Defaults](#)




[PO Line Comment](#)

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


[Add](#)
[Update/Dis](#)


# Returning Items (RTV)




RTV

Unit: DOTM1      RTV ID: 0000000001      Status: Open  
ShortName: 061035087F-001      \*Vendor: 0000010046      Location: MAIN   
\*Buyer: CTGENBUYER  CT GENERAL BUYER      Cancel RTV  Cancel Line





RTV Lines


Customize | Find | View All |  First 1-3 of 3 Last

RTV Lines    Optional Input    Return Quantities    Source Information    

Sel	Line	*Action	*Disposition	*Reason	RMA Number	RMA Line	Item ID	Description		
<input type="checkbox"/>	1	Credit	Ship	NTS 				<a href="#">Class 2 Bituminous</a>	<span>+...</span>	<span>-</span>
<input type="checkbox"/>	2	Replace	Ship	NTS 				<a href="#">Class #4 Super Bituminous</a>	<span>+...</span>	<span>-</span>
<input type="checkbox"/>	3	Replace	Ship	FAL 				<a href="#">Hand Work Class 2</a>	<span>+...</span>	<span>-</span>

[Select Receipt](#)    [RTV Defaults](#)    [Override Vendor Address](#)    [Select Source Details](#)    [RTV Details](#)    [RTV Fees](#)  
[Select PO](#)    [Header Details](#)    [Header Comment](#)    [Line Comment](#)    [RTV Pro Numbers](#)    [Document Status](#)

 Save     Return to Search     Notify     Refresh

 Add

# Returning Items (RTV)

## Return to Vendor

### Dept. of Transportation

Accounts Payable  
PO Box 317546  
Newington CT 06131-7546  
United States

Vendor: 0000010046  
TILCON CONNECTICUT INC  
642 BLACK ROCK AVE  
NEW BRITAIN CT 06050  
United States

### OPEN

### Dispatch via Print

RTV ID	Date	Page
DOTNL-0000000001	02/19/2004	1
Buyer	Freight Terms	
CT GENERAL BUYER		

Line Item	Description	Return Qty	UM	Action	Dispose	Reason	PO ID
1	Class 2 Bituminous	30		TOW Credit	Ship	Not to Specific	0000000015
	Ship Via:						
2	Class #4 Super Bituminous	100		TOW Replace	Ship	Not to Specific	0000000015
	Ship Via:						
3	Hand Work Class 2	100		TOW Replace	Ship	Failed Inspect	0000000015
	Ship Via:						

# Popular Match Exceptions

**Match Rule:** RULE\_V200 **Match Level:** Standard

The sum of all quantity on Vouchers being matched and those already matched for the Purchase Order schedule is greater than PO schedule quantity plus the Receipt quantity percentage tolerance.

**Match Rule:** RULE\_V400 **Match Level:** Standard

The total of all Vouchers being matched and already matched is greater than the Purchase Order amount plus the amount of the extended percentage tolerance.

**Match Rule:** RULE\_R600 **Match Level:** Standard

Unmatched Receipts exist within the system but could not be matched to Voucher, or the Receipts have been assigned to another Voucher being matched in this same matching run control.

**Match Rule:** RULE\_R900 **Match Level:** Standard

The total received quantity of voucher line for same receiver is greater than the receiver accepted quantity, minus the quantity previously invoiced.

**Match Rule:** RULE\_R950 **Match Level:** Standard

Voucher line invoiced total quantity is not equal to the sum of all receiver accepted quantities that are associated with this voucher line.

# Popular Match Exceptions

## Search Criteria

<b>From Business Unit:</b> <input type="text" value="DOCM1"/>	<b>To Business Unit:</b> <input type="text" value="DOCM1"/>	<b>From Voucher ID:</b> <input type="text"/>	<b>To Voucher ID:</b> <input type="text"/>	<b>*Voucher Style:</b> <input type="text" value="All Vouchers"/>
<b>From Invoice Number:</b> <input type="text"/>	<b>To Invoice Number:</b> <input type="text"/>	<b>*Match Status:</b> <input type="text" value="Exceptions"/>	<b>Buyer:</b> <input type="text"/>	

<b>SetID:</b> <input type="text" value="STATE"/>	<b>From Vendor Name:</b> <input type="text"/>	<b>To Vendor Name:</b> <input type="text"/>
<b>From Vendor ID:</b> <input type="text"/>	<b>To Vendor ID:</b> <input type="text"/>	<b>Vendor Location:</b> <input type="text"/>

<b>Voucher Date Type:</b> <input type="text"/>
<b>From Date:</b> <input type="text" value="02/17/2004"/> <input type="button" value="B1"/> <b>To Date:</b> <input type="text" value="02/17/2004"/> <input type="button" value="B1"/>

## Search Results

Customize | Find | View 3 | First 1-100 of 227 Last

Voucher Info

Unmatch Info



Un-Match	Business Unit	Voucher ID	Match Status	Vendor ID	Invoice Number	Gross Amt	Currency	Purchase Orders	Receipts	Exceptions Log
<input type="checkbox"/>	DOCM1	<a href="#">00000654</a>	Exceptions	0000010942	29104	4669.82	USD	<a href="#">i</a>		<a href="#">i</a>
<input type="checkbox"/>	DOCM1	<a href="#">00001220</a>	Exceptions	0000010005	21207523	1388.32	USD	<a href="#">i</a>	<a href="#">i</a>	<a href="#">i</a>
<input type="checkbox"/>	DOCM1	<a href="#">00003770</a>	Exceptions	0000010002	46156254	2200.83	USD	<a href="#">i</a>	<a href="#">i</a>	<a href="#">i</a>

# Popular Match Exceptions

## Match Exception Override

**Unit:** DOCM1      **Voucher:** 00001220      **Group:**      **Origin:** 541  
**Vendor:** 0000010005      US FOODSERVICE  
**Invoice:** 21207523      **Invoice Date:** 08/05/2003      **Gross Amt:** 1,388.32      USD  
**Due:** 08/05/2003      **Disc due:**      **Dscnt Amt:**

[View Purchase Order](#)   [View Receipt](#)

### Match Status

☐ Rejected    ☐ Overridden    ☒ Exceptions

[Apply](#)

### Voucher Post Status

Unposted

### Details

[Find](#) [View All](#)    First ◀ 1 of 36 ▶ [Last](#)

**Voucher Line Number:** 2

### Match Exceptions

[Find](#) [View All](#)    First ◀ 1 of 2 ▶ [Last](#)

**Match Control:** STANDARD    Standard Match Rules

**Match Rule:** RULE\_R950    **Match Level:** Standard

Voucher line invoiced total quantity is not equal to the sum of all receiver accepted quantities that are associated with this voucher line.

☐ **Override**

# Popular Match Exceptions

## Match Exception Voucher / Purchase Order

Business Unit: DOCM1 Voucher: 00001220

Details Find | View All First 1 of 36 Last

### Voucher Line

Line: 2  
Terms: 000  
Vendor: STATE 0000010005 MAIN  
Item: STATE CM\_2157\_38146  
Quantity: 30.8000 LB  
Quantity Cnvt: 30.8000 LB  
Unit Price: 1.71 USD  
Unit Price Cnvt: 1.71 USD  
Merch Amt: 52.67  
Merch Amt Cnvt: 52.670

### PO Line

PO Unit: DOCM1 PO ID: 0000001164  
PO Line: 2 Sched: 1  
PO Terms: 000  
Vendor: STATE 0000010005 MAIN  
Item: STATE CM\_2157\_38146  
Description: BF TOP RND-22# AV-COST PLUS  
PO Qty: 22.0000 LB  
PO Price: 2.52 USD  
Merch Amt: 55.44 Amt Only: N

### Additional PO Information

PO Date: 08/01/2003 Ship To: 1590000043 Match Control: STANDARD  
Buyer: Sanchezlr DOC-Sanchez Iris  
Inspect Reqd: N Inspect Status: Complete Recv Reqd: Y

### Match Controls

	Upper	Lower
Unit Price:	9999999.99000	9999999.99000
% Unit Price:	100.00	100.00
Ext Price:	9999999.99000	9999999.99000
% Ext Price:	10.00	100.00



# Popular Match Exceptions

## PO Inquiry

▼ Accounts Payable

▶ Vouchers

▶ Control Groups

▶ Payments

▶ Batch Processes

▼ Review

▶ Vouchers

▼ Interfaces

- [Landed Cost Extract](#)

[Exceptions](#)

- [Voucher EIP Messages](#)

- [Purchase Order Inquiry](#)

▶ Pay Cycle

▶ Payments

▶ Vendor

▶ Administration

▶ Offset Processing

▶ Reports

- [Accounts Payable Home Page](#)

▶ eSettlements

▶ Asset Management

### PO Inquiry

**Business Unit:** DOCM1      **PO:** 0000001164      **PO Date:** 08/01/2003      **Match Rule:** STANDARD

**Vendor ID:** 0000010005      **Location:** MAIN      US FOODSERVICE

### PO Line

[Find](#) | [View All](#) | First

**Line Number:** 1    **Sched Num:** 1    **Item ID:** CM\_2157\_41686    BF GND BULK-10#-FIXED PRICE

**Amount:** 45.780    **PO Qty:** 2.0000    **Match Status PO:** Unmatched

### PO Voucher Lines

[Customize](#) | [Find](#) | [View All](#) | First

<u>AP Unit</u>	<u>Voucher</u>	<u>Line</u>	<u>Entry Status</u>	<u>Match Status</u>	<u>Amount</u>	<u>UOM</u>	<u>Quantity</u>	<u>BU Recv</u>	<u>Receipt No</u>	<u>Receipt L</u>
DOCM1	00001220	1	Postable	Exceptions	45.780 CA		2.0000			

### PO Receiver Lines

[Customize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

<u>BU Recv</u>	<u>Receipt No</u>	<u>Receipt Line</u>	<u>Match Status</u>	<u>Amount</u>	<u>UOM</u>	<u>Recv Qty</u>	<u>Accept Qty</u>
DOCM1	0000012617	1	To Match	45.780 CA		2.0000	2.0000

# Popular Match Exceptions

## Activity Summary

- ▼ Purchasing
  - ▷ Requisitions
  - ▷ Request for Quotes
  - ▷ Procurement Contracts
- ▼ Purchase Orders
  - ▷ Build / Source POs
  - ▷ Change Orders
  - ▷ Reconcile POs
- ▼ Review PO Information
  - [Purchase Orders](#)
  - **[Activity Summary](#)**
  - [PO Accounting Entries](#)
  - [Document Tolerance Exceptions](#)
  - [Doc Tolerance Override History](#)
  - [Print POs](#)
  - [Document Status](#)
- ▷ Reports
- ▷ Budget Year End Processing
  - [Express POs](#)
  - [Maintain Purchase Orders](#)
  - [Approve Amounts](#)

**Activity summary**

**Unit:** DOCM1
**PO:** 0000007231
**Vendor:** US FOODSERVICE
**PO Status:** Dispatched

Details							<a href="#">Customize</a>   <a href="#">Find</a>   <a href="#">View All</a>
							First ◀ 12-17 of 19 ▶ Last
Line	Item	Item Description	UOM	Order Qty	Amount Ordered	Amount Only	
<input type="checkbox"/>	12	<a href="#">464747 Chix Patty, Mickey D's</a>	CA	7.0000	351.470		<input type="checkbox"/>
<input type="checkbox"/>	13	<a href="#">590847 Pizza Shell</a>	CA	28.0000	391.440		<input type="checkbox"/>
<input type="checkbox"/>	14 CM_2157_44075	<a href="#">POLLOCK P/CK-56-3Z-FIXED PRIC</a>	CA	28.0000	470.120		<input type="checkbox"/>
<input type="checkbox"/>	15 CM_2157_41337	<a href="#">SAUSAGE HOT RED GA-5#-FIXED P</a>	CA	63.0000	548.730		<input type="checkbox"/>
<input type="checkbox"/>	16 CM_2157_44103	<a href="#">SHERBET ORANGE CUP-24-3Z-COST</a>	CA	52.0000	141.440		<input type="checkbox"/>
<input checked="" type="checkbox"/>	17	<a href="#">581229 Calzone, cheese</a>	CA	31.0000	675.490		<input type="checkbox"/>

**Receipt**  
 Qty Rcvd: 29.0000  
 Qty Acctd: 29.0000

**Invoice**  
 Qty Invcd: 31.00  
 Amt Invcd: 675.490

**Matched**  
 Qty Mtchd: 0.0000  
 Amt Mtchd: 0.000

[Receipt](#)
[Invoice](#)
Matching
**Open Qty:** 2.0000
**Open Amt:** 43.580

# Adjustment Vouchers

- Used for Credit Memos
- Reduces next payment to Vendor
- References original Voucher

# Adjustment Vouchers

**Invoice Information** | [Payments](#) | [Voucher Attributes](#) | [Accounting Information](#) | [Energy Consumption](#)

**Style:** Adjustment **Entry Status:** Postable [Match Manager](#) [Comments](#)

**Unit:** DOCM1 **Voucher ID:** 00005664 **Group:**  **Budget Status:** Valid **Post Status:** Posted

**Copy from a Source Document**

**Voucher ID:**  [Copy to Voucher](#) [Copy From Worksheet](#)

**Vendor**

**Vendor:** 0000014372  
**Name:** 050342263F-001  
**Location:** MAIN  
**\*Address:** 2  
 TWIN CITY SUPPLY COMPANY  
 233 HARRIS AVE  
 PROVIDENCE, RI 02903

**Invoice**

**Invoice No:** 0283665 **Doc Date:** 09/05/2003   
**Invoice Date:** 08/20/2003 **Acctg Date:** 10/16/2003  
**\*Pay Terms:** Due Now   
**Misc Amt:**    
**Frght Amt:**    
 Retainage Penalty Details  
[Non Merchandise Summary](#)

**Total:** -1,539.48 **Curr:** USD **Balance:** 0.00

**Invoice Lines** [Find](#) | [View All](#) [First](#) 1 of 11 [Last](#)

1 \*Dist by: Qty  SpeedChart ☐  [View PO/Receiver](#) [Associate Receiver\(s\)](#)

Item	Description	Quantity	UOM	Unit Price	Extended Amt	<input type="checkbox"/> Force Price
	#3949238, LID SWITCH	-12.000	EA	6.93000	-83.16	<input type="checkbox"/> Related Voucher: 00005472

☒ Adjust Mtch Values/Encumbrance

**Distribution Lines** [Customize](#) | [Find](#) | [View All](#) [First](#) 1 of 1 [Last](#)

[ChartFields](#) | [Exchange Rate](#) | [Statistics](#) | [Assets](#)

Amount	Quantity	Adjust Mtch Values/Encumbrance	*GL Unit	Budget Date	Account	OpenItem	Fund	Department
-83.16	12.0000	<input checked="" type="checkbox"/>	STATE	10/16/2003	53402		11000	DOC89152

# Reversal Vouchers

- Always for negative \$ amount
- Reverses one voucher
- Distribution must be same as original voucher
- Used when you cannot delete a voucher
- Put original voucher on “hold” until Reversal is ready for Pay Cycle selection

# Reversal Vouchers

Invoice Information		Payments	Voucher Attributes	Accounting Information	Energy Consumption
<b>Style:</b> Reversal	<b>Entry Status:</b> Open	<a href="#">Comments</a>			
<b>Unit:</b> DOCM1	<b>Voucher ID:</b> NEXT	<b>Budget Status:</b> Not Chk'd		<b>Post Status:</b> Unposted	
<b>Copy from a Source Document</b>					
<b>Voucher To Be Reversed:</b> <input type="text"/>		<b>Copy to Voucher</b>		<input type="checkbox"/> <b>Reverse Remaining Vchr Balance</b>	
<b>Vendor</b>		<b>Invoice</b>			
<a href="#">Advanced Vendor Search</a>					
<b>Vendor:</b> <input type="text"/>		<b>Invoice No:</b> <input type="text"/>	<b>Doc Date:</b> <input type="text" value="02/13/2004"/>		
<b>Name:</b> <input type="text"/>		<b>Invoice Date:</b> <input type="text"/>	<b>Acctg Date:</b> <input type="text" value="02/13/2004"/>		
<b>Location:</b> <input type="text"/>		<b>*Pay Terms:</b> <input type="text"/>			
<b>*Address:</b> <input type="text"/>		<b>Misc Amt:</b> <input type="text"/>			
		<b>Frght Amt:</b> <input type="text"/>			
		Retainage Penalty Details			
		<b>Total:</b> <input type="text" value="0.00"/>	<b>*Curr:</b> <input type="text" value="USD"/>	<b>Balance:</b>	<input type="text" value="0.00"/>
Save		Notify		Refresh	
				Add  Update/Display	

# Reversal Vouchers

## Invoice Information

## Payments

## Voucher Attributes

## Accounting Information

## Energy Consumption

**Style:** Reversal

**Entry Status:** Postable

[Match Manager](#)
[Comments](#)

**Unit:** DOCM1

**Voucher ID:** 00015331

**Group:** 
**Budget Status:** Valid

**Post Status:** Posted

### Vendor

**Vendor:** 0000056207

**Name:** 382418430F-001

**Location:** 
**\*Address:** 

CONCEPT FABRICS INC

335 COMMERCE PL

ASHEBORO, NC 27203

### Invoice

**Invoice No:** 
**Doc Date:** 
**Invoice Date:** 
**Acctg Date:** 
**\*Pay Terms:** 
**Misc Amt:** 
**Frght Amt:** 

Retainage Penalty Details

[Non Merchandise Summary](#)
**Total:**  \*Curr: 
**Balance:** 0.00

## Invoice Lines

 Find | [View 1](#) First 1-2 of 2 Last

 1 \*Dist by:  ☐ SpeedChart ☐ 
[View PO/Receiver](#)
[Associate Receiver\(s\)](#)

Item	Description	Quantity	UOM	Unit Price	Extended Amt
<input type="text"/>	#250034 - Chenille - Ton	<input type="text" value="-20.000"/>	<input type="text" value="YD"/>	<input type="text" value="13.85000"/>	<input type="text" value="-277.00"/>

☐ Force Price

 Related Voucher: 
☒ Adjust Mtch Values/Encumbrance

# Reversal Vouchers

Invoice Lines Find | View 1 First 1-2 of 2 Last

1 \*Dist by: Qty SpeedChart ☐ View PO/Receiver Associate Receiver(s)

Item Description Quantity UOM Unit Price Extended Amt

#250034 - Chenille - Ton -20.000 YD 13.85000 -277.00

☐ Force Price  
Related Voucher: 00009484  
☒ Adjust Mch Values/Encumbrance

▼ Distribution Lines Customize | Find | View All First 1 of 1 Last

ChartFields Exchange Rate Statistics Assets

Amount	Quantity	Adjust Mch Values/Encumbrance	*GL Unit	Budget Date	Account	OpenItem	Fund	Department	Program	SID	Bud Ref	Project	Chartfield 1	Chartfield 2
-277.00	-20.0000	<input checked="" type="checkbox"/>	STATE	01/29/2004	54030		22001	DOC89301	25008	40001	2004	DOC_NONPROJECT		

2 \*Dist by: Amt SpeedChart ☐ View PO/Receiver Associate Receiver(s)

Item Description Quantity UOM Unit Price Extended Amt

Estimate shipping chrg -1.0000 EA 9.58000 -9.58

☐ Force Price  
Related Voucher: 00009484  
☒ Adjust Mch Values/Encumbrance

▼ Distribution Lines Customize | Find | View All First 1 of 1 Last

ChartFields Exchange Rate Statistics Assets

Amount	Quantity	Adjust Mch Values/Encumbrance	*GL Unit	Budget Date	Account	OpenItem	Fund	Department	Program	SID	Bud Ref	Project	Chartfield 1	Chartfield 2
-9.58	-1.0000	<input checked="" type="checkbox"/>	STATE	01/29/2004	54030		22001	DOC89301	25008	40001	2004	DOC_NONPROJECT		



# Journal Vouchers

- Nets to \$0
- Corrects distribution after the fact
- References original voucher

# Journal Vouchers

**Invoice Information** | [Payments](#) | [Voucher Attributes](#) | [Accounting Information](#) | [Energy Consumption](#)

**Style:** Journal    **Entry Status:** Postable    [Comments](#)

**Unit:** DOCM1    **Voucher ID:** 00014447    **Group:**     **Budget Status:** Not Chk'd    **Post Status:** Unposted

---

**Vendor**    [Advanced Vendor Search](#)

**Vendor:**

**Name:**

**Location:**

**\*Address:**

THE DAY PUBLISHING COMPANY  
47 EUGENE O'NEIL DR  
NEW LONDON, CT 06320

**Invoice**

**Invoice No:**

**Invoice Date:**

**Pay Terms:** Due Now

**Doc Date:**

**Acctg Date:**

**Related Voucher:**       
Retainage Penalty Details

**Total:**     **Curr:**     **Balance:** 0.00

---

**Invoice Lines**    [Find](#) | [View All](#)    First 1 of 1 Last

1    \*Dist by:     **SpeedChart** ☐

Item	Description	Quantity	UOM	Unit Price	Extended Amt
					0.00

---

**Distribution Lines**    [Customize](#) | [Find](#) | [View 1](#)    First 1-2 of 2 Last

[ChartFields](#) | [Exchange Rate](#) | [Statistics](#) | [Assets](#)

	Amount	Quantity	*GL Unit	Budget Date	*Account	OpenItem	Fund	Department	Program	SID	Bud Ref	Project	Chartfield 1	Chartfield 2
1	-206.70		STATE	01/21/2004	51675		12060	DOC88504	25003	35137	2003	DOC_NONPROJEC		
2	206.70		STATE	01/21/2004	51675		12060	DOC88507	25003	35137	2003	DOC_NONPROJEC		

# Core-CT

# Paying Transfer Invoices

Core-CT

Core-CT

[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

Transfer  
Invoice#

[New Window](#) | [Help](#)

[Group Control](#) | [Pending Item 1](#) | [Pending Item 2](#) | [Pending Item 3](#) | [Accounting Entries](#) | [Group Action](#)

Group Unit: DOCM1 Group ID: NEXT

## Pending Item Entry

[Find](#) | [View All](#) First 1 of 1 Last

*Acctg Date:	01/13/2004	*As Of Date:	01/13/2004	Sequence:	1
*Item ID:	123456	Line:		<input type="checkbox"/> Posted	
*Bus. Unit:	DOCS1	*Customer:		SubCust1:	
Amount:		*Currency:		*Entry Type:	
Base Amt:		Currency:	USD	Reason:	
Rate Type:		AR Dist:		Exch Rt:	
				<input checked="" type="checkbox"/> Revalue Flg	

## Payment Terms

Terms:		Due Date:		Due Days:	
Disc Amt:		Disc Date:		Disc Days:	
Disc Amt 1:		Disc Date 1:		<input type="checkbox"/> Always Allow Discount	

## Reference Information

PO Ref:		PO Line:		BOL:		Order No:	
Document:		Line Item:		Contract:		L/C ID:	

[Save](#) | [Notify](#)

[Add](#) | [Update/Display](#)

# Paying Transfer Invoices

## Invoice Information

## Payments

## Voucher Attributes

## Accounting Information

## Energy Consumption

Style: Regular

Entry Status: Postable

[Comments](#)



Unit: DOCM1

Voucher ID: 00017353

Group:



Budget Status: Not Chk'd

Post Status: Unposted

## Copy from a Source Document

PO Unit:

Purchase Order:

[Copy PO](#)

Worksheet Copy Option:

## Vendor

[Advanced Vendor Search](#)

Vendor:

Name:

Location:

\*Address:

DEPT OF CORRECTIONS

24 WOLCOTT HILL RD

WETHERSFIELD, CT 06109

## Invoice

Invoice No: **DOC0000123456**

Invoice Date:

\*Pay Terms:

Misc Amt:

Frght Amt:

Doc Date:

Acctg Date:

Retainage Penalty Details

[Non Merchandise Summary](#)

Total:  99.72 \*Curr:  Balance:  0.00

## Invoice Lines

[Find](#) | [View All](#)

First  1 of 1  Last

1 \*Dist by:  SpeedChart ☐

[View PO/Receiver](#)

[Associate Receiver\(s\)](#)



☐ Force Price

Item	Description	Quantity	UOM	Unit Price	Extended Amt
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	LETTERHEAD	2000.00	EA	0.04986	99.72

# Paying Transfer Invoices

Invoice Information

Payments

Voucher Attributes

Accounting Information

Energy Consumption

Unit: DOCM1

Voucher ID: 00017353

\*Pay Terms:

Due Now

Schedule Payment

## Payment Information

Find | View All

First

1 of 1

Last

Payment Inquiry

[Holiday/Currency Options](#)

[Express Payment](#)

[Vendor Banks](#)

[Late Charge](#)

[Messages](#)

Drafts

[Comments](#)

## Payee

\*Remit to:

DOCS1

DEPT OF CORRECTIONS

24 WOLCOTT HILL RD

Location:

M/

\*Addr:

1

WETHERSFIELD, CT 06109

## Payment Method

\*Bank:

GIRO

\*Account:

GIRO

\*Method:

GE

Giro-EFT

Pay Group:

\*Handling:

RE

\*Netting:

N

Hold Payment

Hold Reason:

Separate Payment

## Payment Details

Gross Amt:

99.72

USD

Discount:

0.00

USD

Net Due:

01/15/2004

Discount Due:

Discount Denied

Scheduled Due:

02/13/2004

Acctg Date:

## Payment Options

\*Action:

Schedule

Pay:

Reference:

L/C ID:

Paymt Date:

[Go to Voucher Approvals page](#)

# New Reports & Queries

Query		<a href="#">Customize</a>   <a href="#">Find</a>
<a href="#">FIN AR OPEN ITEMS</a>	AR Open Items	
<a href="#">FIN CHECK BY FEIN</a>	Vendor Check Number by FEIN	
<a href="#">FIN CHECK BY VENDOR NAME</a>	Check Number by Vendor Name	
<a href="#">FIN CHK VNDR</a>	Chk Nbr by Vendor - No Acctg	
<a href="#">FIN ENERGY</a>	Energy Usage Query	
<a href="#">FIN LEDGER PERIOD</a>	Ledger Balance by Period	
★ <a href="#">FIN LEDG KK BAL</a>	Ledger Balance (CFSR)	
<a href="#">FIN PO BALANCE DETAIL</a>	Remaining PO Balance Detail	
<a href="#">FIN PO BALANCE SUMMARY</a>	Remaining PO Balance Summary	
<a href="#">FIN PO BAL FUND SID</a>	Remaining PO Bal by Fund/SID	
<a href="#">FIN PO BAL SUM BY PO</a>	Remaining PO Bal Sum by PO	
★ <a href="#">FIN PO FROM REQ</a>	PO Origins	
★ <a href="#">FIN PO RECV REQ</a>	PO with receiving required	
★ <a href="#">FIN REQUISITION STATUS</a>	Status and Approvals	
★ <a href="#">FIN REQ STATUS BY REQ</a>	Status and Approvals	
<a href="#">FIN SAAAS OPTION 16 5 8</a>	SAAAS Option 16, 5-8	
<a href="#">FIN VOUCHER NOT ACCT 50000</a>	Pd vchrs from other accounts	
<a href="#">FIN VOUCHER PO DETAIL</a>	Vouchers by PO (detail)	
<a href="#">FIN VOUCHER PO SUMMARY</a>	Vouchers by PO (Summary)	
<a href="#">FIN VOUCHER SID FUND</a>	Vendor Payments by SID-Fund	

**ANY QUESTIONS?**





## Closing

***Thank You*** for your participation today.  
We hope this information proved helpful...

**\*Note:** *No User Group Meetings are scheduled for March 22 or 29.  
(The Business Support Team is testing Service Pack 1 at that time.)*

- Look for this presentation and meeting Q & A's on the Core-CT Website (<http://www.core-ct.state.ct.us/>)
- Overflow Meeting – **March 1, 2004**  
101 E. River Drive, Room 1002 A&B  
AP/PO/AR Overflow
- GL/Reporting Meeting – **April 26, 2004**  
101 E. River Drive, Room 1002 A&B - GL/ Reporting