

# University of Connecticut

APPROVE CORE-CT PAYMENTS (BANK 20)  
ACCOUNTS PAYABLE

1. Log into Core-CT: <https://corect.ct.gov/psp/PEPRD/?cmd=login&languageCd=ENG&>



**Log Into Core-CT**

User Id

Password

[I Forgot My Password!](#)  
[I Cannot Log In.](#)

Welcome to the home page for Core-CT, Connecticut's state government integrated human resources, payroll, financial and reporting system. Once you have logged into Core-CT, use the links in the portal to navigate to the pages based on your security.

**Hours of System Operation:**

Monday - Sunday 4:00am - 8:00pm  
HRMS Confirm Thursday 4:00am - 2:00pm



You are accessing a computer owned by the State of Connecticut. This system contains Government information that is restricted to authorized users ONLY. Unauthorized access or misuse of the data contained herein is prohibited and may subject the individual to criminal and civil penalties.

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2. Click Main Menu/Core-CT Financials/Accounts Payable/Vouchers/Approve/Approval Framework-Vouchers

The screenshot shows the Core-CT web application interface. The navigation menu is open, showing the path: Main Menu > Core-CT Financials > Accounts Payable > Vouchers > Approve > Approval Framework - Vouchers. The interface includes a top navigation bar with links for Home, HRMS Worklist, FIN Worklist, Add to My Links, and Sign out. The main content area displays a sidebar with 'My HR' and 'Personal Information' sections, a central menu tree, and a right-hand pane with 'Core-CT News' and 'My Reports' sections. The 'My Reports' section shows a table with columns for Report and Folder, listing reports like CTTLR385 and CTTLB103.

3. In the Voucher ID field, enter the voucher number based on the paperwork provided and click search

**Core-CT**

Favorites ▾ Main Menu ▾ > Core-CT Financials ▾ > Accounts Payable ▾ > Vouchers ▾ > Approve

My HR Finance Core-CT Help

### Voucher Approval AF

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

[Find an Existing Value](#)

▼ **Search Criteria**

Business Unit: ▾ UOCM1 🔍

Voucher ID: begins with ▾ 00000733 x 🔍

Invoice Number: begins with ▾

Short Vendor Name: begins with ▾

Vendor ID: begins with ▾ 🔍

Name 1: begins with ▾

Approval Status: = ▾

Case Sensitive

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

- On the Approval Tab, review the Vendor Name, Invoice Date, Invoice Number and Total for accuracy based on the CO17 and Invoice

Core-CT

Home | HRMS Work

Favorites | Main Menu | Core-CT Financials | Accounts Payable | Vouchers | Approve | Approval Framework - Vouchers

My HR | Finance | Core-CT Help

Approval | Line Information | Charge Information

Business Unit: UOCM1 Invoice Number: 002-2017  
 Voucher: 00000733 Vendor: UNIVERSITY OF CONNECTICUT  
 Invoice Date: 07/21/2016 ID: 0000010650

**Voucher Details**

Transaction Currency: USD Terms: Due Immediately - No Discount  
 Total: 40,000,000.00 Approval Status: Pending  
 Misc Amt: 0.00 Added By: 149075  
 Freight: 0.00 Sales Tax: 0.00 UOC-LeBlanc,Diane  
 Use Tax: 0.00 Go To Voucher Attachments (1)  
 Entered VAT: 0.00

**Details** Personalize | Find | View All | First | 1 of 1 | Last

Remit SetID	Remit Vendor	Remitting Address	Scheduled to Pay	Gross Payment Amount	Payment Currency	Name 1
STATE	0000010650	Remitting Address	07/21/2016	40000000.00	USD	UNIVERSITY OF CONNECTICUT

**Voucher Approver**

BUSINESS\_UNIT=UOCM1, VOUCHER\_ID=00000733:Pending

Voucher Approver

Pending

Multiple Approvers

Voucher Approver AWE

Submit Approve Deny Pushback Add Comments Hold

Return to Search Notify

Approval | Line Information | Charge Information

Note: To view the invoice and other related documents, click Attachments

5. Click on Remitting Address

Core-CT

Favorites Main Menu Core-CT Financials Accounts Payable Vouchers Approve Approval Framework

My HR Finance Core-CT Help

Approval Line Information Charge Information

Business Unit: UOCM1 Invoice Number: 002-2017  
Voucher: 00000733 Vendor: UNIVERSITY OF CONNECTICUT  
Invoice Date: 07/21/2016 ID: 0000010650

**Voucher Details**

Transaction Currency:	USD	Terms:	Due Immediately - No Discount
Total:	40,000,000.00	Approval Status:	Pending
Misc Amt:	0.00	Added By:	149075
Freight:	0.00		UOC-LeBlanc,Diane
Sales Tax:	0.00	Go To Voucher	Attachments (1)
Use Tax:	0.00		
Entered VAT:	0.00		

**Details** Personalize Find View All First 1 of 1 Last

Remit SetID	Remit Vendor	Remitting Address	Scheduled to Pay	Gross Payment Amount	Payment Currency	Name 1
STATE	0000010650	Remitting Address		40000000.00	USD	UNIVERSITY OF CONNECTICUT

**Voucher Approver**

BUSINESS\_UNIT=UOCM1, VOUCHER\_ID=00000733:Pending Start New Path

Voucher Approver

Pending Multiple Approvers

6. Verify that the correct remit address was selected based on the invoice and click OK

Core-CT

Favorites Main Menu Core-CT Financials Accounts Payable Vouchers Approve

My HR Finance Core-CT Help

**Remit Vendor Address**

Country: USA United States  
343 MANSFIELD RD Postal Search

STORRS 06269

CT Connecticut

OK

7. Click on the Charge Information tab

The screenshot shows the Core-CT interface with the 'Charge Information' tab highlighted by a red arrow. The page displays voucher details for Business Unit UOCM1, Invoice Number 002-2017, and Vendor UNIVERSITY OF CONNECTICUT. Below this, a 'Details' section shows Voucher Line 1 with a Quantity of 0.0000 and a Merchandise Amt of 40,000,000.00. An 'Accounting Charge Information' table is visible, showing columns for Merchandise Amt, GL Unit, Fund Code, Department, Special ID, Program Code, and Account. The table contains one row with values: 40000000.00, STATE, 12017, UOC67000, 40001, 81005, and 54810. Navigation buttons like 'Return to Search' and 'Notify' are at the bottom.

8. Verify the Fund Code, Department, Special ID (SID), Program Code and Account are correct based on the CO17

This screenshot is similar to the previous one but includes five red arrows pointing to the 'Fund Code', 'Department', 'Special ID', 'Program Code', and 'Account' columns of the 'Accounting Charge Information' table. The values in these columns are 12017, UOC67000, 40001, 81005, and 54810 respectively. The rest of the interface, including the breadcrumb trail and navigation buttons, remains the same.

9. Use the scroll bar to scroll to the right to verify the Project based on the CO17. Once all fields have been verified, click Return to Search

The screenshot displays the Core-CT system interface. At the top, there is a navigation bar with 'Home' and 'HRMS' links. Below this is a breadcrumb trail: 'Core-CT Financials > Accounts Payable > Vouchers > Approve > Approval Framework - Vouchers'. The main content area is divided into tabs: 'Approval', 'Line Information', and 'Charge Information'. The 'Charge Information' tab is active, showing the following details:

- Business Unit: UOCM1
- Invoice Number: 002-2017
- Voucher: 00000733
- Vendor: UNIVERSITY OF CONNECTICUT
- Invoice Date: 07/21/2016
- ID: 0000010650

Below these details is a 'Line Number From' field with '1' in the input box, followed by 'To', '1', 'Of', '1', and a 'Fetch' button. The 'Details' section shows 'Voucher Line: 1' and 'Quantity: 0.0000'. The 'Description' is 'Funds Transfer' and 'Merchandise Amt' is '40,000,000.00'. The 'Accounting Charge Information' section includes a 'GL Chart' and a table with the following data:

Field 1	ChartField 2	Budget Reference	PC Business Unit	Project	Activity	Source Type	Ci
			NONPC	UOC_NONPROJECT			

At the bottom of the interface, there is a 'Return to Search' button and a scroll bar. Two red arrows point to the 'Return to Search' button and the scroll bar, respectively.

Note: If this is a funds transfer, verify the fund code, Department, Special ID (SID), Program Code, Account and Project based on page 26 of the Core-CT Training manual

10. If all fields are correct, click on the Approval Tab and click Approve. Print this screen. Return all paperwork to the processor

**Core-CT** Home HRMS W

Favorites Main Menu Core-CT Financials Accounts Payable Vouchers Approve Approval Framework - Vouchers

My HR Finance Core-CT Help

Approval **Li** Information Charge Information

Business Unit: UOCM1 Invoice Number: 002-2017  
Voucher: 00000733 Vendor: UNIVERSITY OF CONNECTICUT  
Invoice Date: 07/21/2016 ID: 0000010650

**Voucher Details**

Transaction Currency:	USD	Terms:	Due Immediately - No Discount
Total:	40,000,000.00	Approval Status:	Pending
Misc Amt:	0.00	Added By:	149075
Freight:	0.00		UOC-LeBlanc,Diane
Sales Tax:	0.00	Go To Voucher	<a href="#">Attachments (1)</a>
Use Tax:	0.00		
Entered VAT:	0.00		

**Details** Personalize Find View All First 1 of 1 Last

Remit SetID	Remit Vendor	Remitting Address	Scheduled to Pay	Gross Payment Amount	Payment Currency	Name 1
STATE	0000010650	Remitting Address	07/21/2016	40000000.00	USD	UNIVERSITY OF CONNECTICUT

**Voucher Approver**

BUSINESS\_UNIT=UOCM1, VOUCHER\_ID=00000733:Pending Start New Path

Voucher Approver

Pending

Multiple Approvers Voucher Approver AWE

Submit Approve **Pay** Pushback Add Comments Hold

Return to Search Notify

11. If an error was found, return the paperwork to the processor for correction