University of Connecticut

APPROVE CORE-CT PAYMENTS (BANK 20) ACCOUNTS PAYABLE 1. Log into Core-CT: <u>https://corect.ct.gov/psp/PEPRD/?cmd=login&languageCd=ENG&</u>



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

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



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

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

5. Click on Remitting Address

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

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7. Click on the Charge Information tab

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

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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

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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

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