State of Connecticut

Core-CT

# Core-CT
# Finance User Group Meeting
# ePro/PO/AP/AM/(INV)

February 20, 21 & 22, 2013

Core-CT

# Agenda

## Topics

1. Welcome / Introductions / News
2. eProcurement Deltas
3. Purchasing Deltas
4. Accounts Payable Deltas
5. Asset Management Deltas
6. Training & Support for Go Live
7. Recap/Wrap Up
   - Questions & Discussion

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# Overall 9.1

- Postponement of the implementation of Pcard, eInvoicing and Direct Connect to Grainger
- System will not be available until Monday March 4, 2013 – a notification will be sent out
- Run Controls and My Links will be deleted
  - Recommend taking screenshots of current run controls in order to recreate new run controls
  - Reestablish My Links after upgrade
- Attachments
  - Highly recommend using MS Office standard file formats and .pdf – *remember* users that you want to see the attachment must have the software to open the attachment

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# Core-CT Inventory 9.1

- Auto Replenishment Pilot Program
  - Working with DOC for the pilot
  - Creates requisitions based upon minimum order quantities
  - Agency reviews and approves the requisitions created
  - Overall business process must be reviewed before implementing
  - Minimum Order Quantities (MOQs) must be realistic in order for auto replenishment to be efficient

  - Other than this pilot there are no changes to the Inventory module

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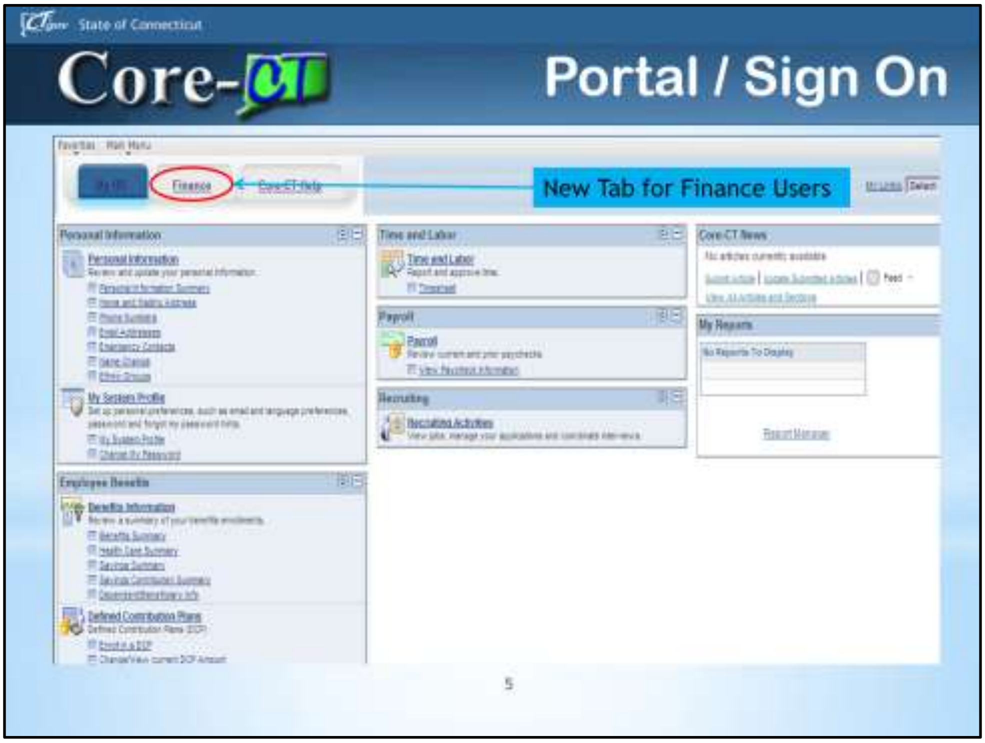
State of Connecticut
Core-CT
Portal / Sign On
New Tab for Finance Users
Finance
Personal Information
Time and Labor
Core-CT News
Payroll
Recruiting
My Reports
Employee Benefits
5


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Core-CT
Finance Tab
my HR
Finance
Recruiting
Core-CT Help
Expiring Vendor Contracts
Top Projects
My Reports
Budget Status Pagelet
Core-CT News
Finance Blog
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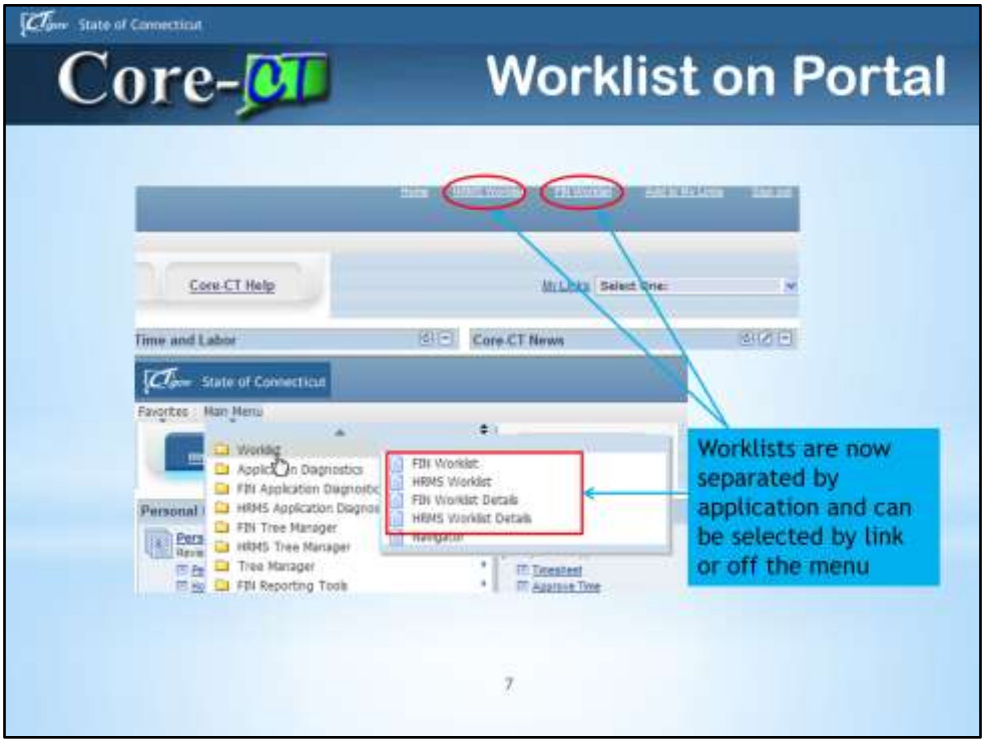


Work lists are specific to the application and work from the link or the menu.


Breadcrumbs are back and you can click on any of the items in the navigation and you will get to that page.

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# 9.1 ePro/Requisition Deltas

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Core-CT eProcurement

# eProcurement

1. Creating Requisitions
2. Core-10s
3. Requisition Obligation
4. Default Options
5. Adding Items & Services
6. Comments & Attachments
7. Templates & Favorites
8. Manage Requisitions
9. Requisition Approvals

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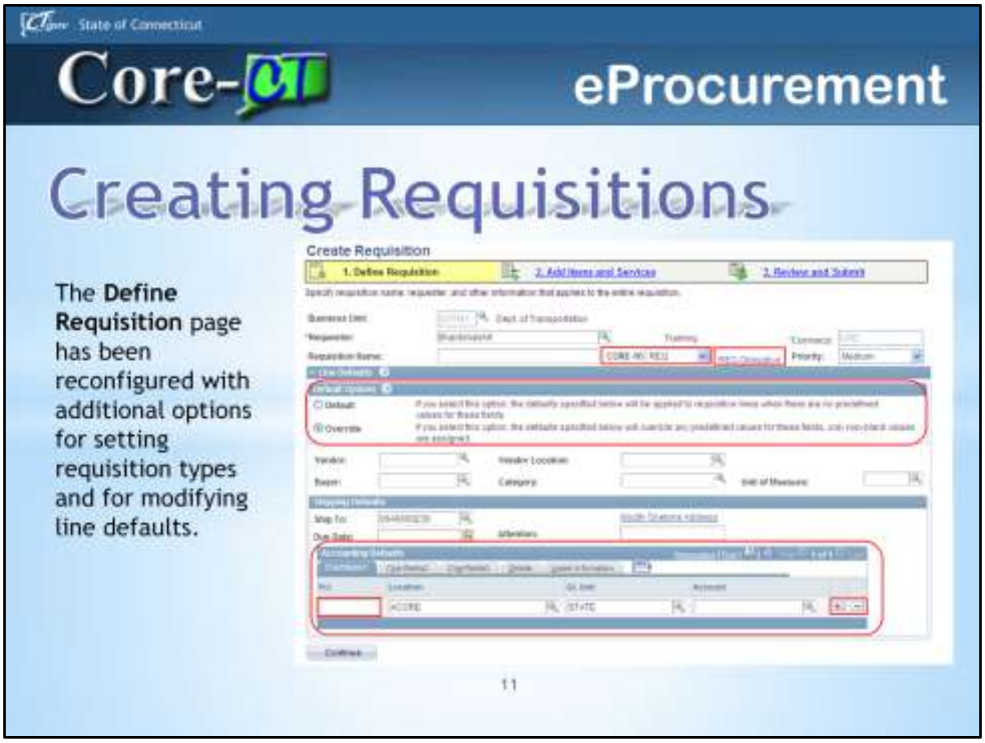
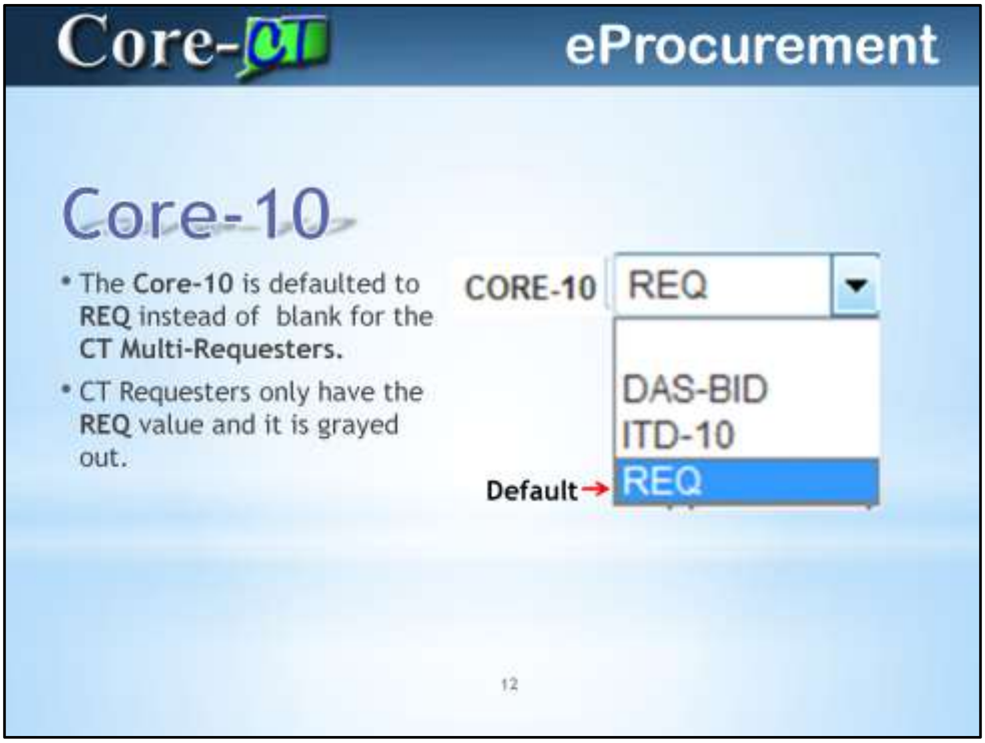
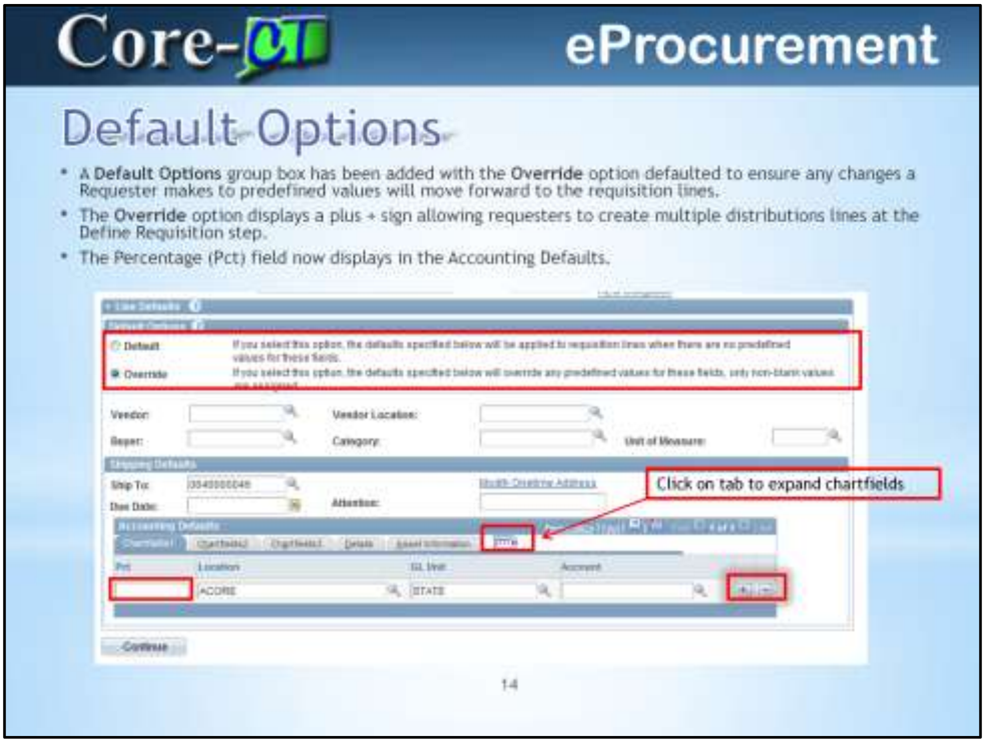



There have been several changes in the **eProcurement** module with the upgrade from Core-CT 8.9 to Core-CT 9.1. The navigation and components remain the same but the upgrade brings several enhancements that make it easier to use eProcurement requisitions.

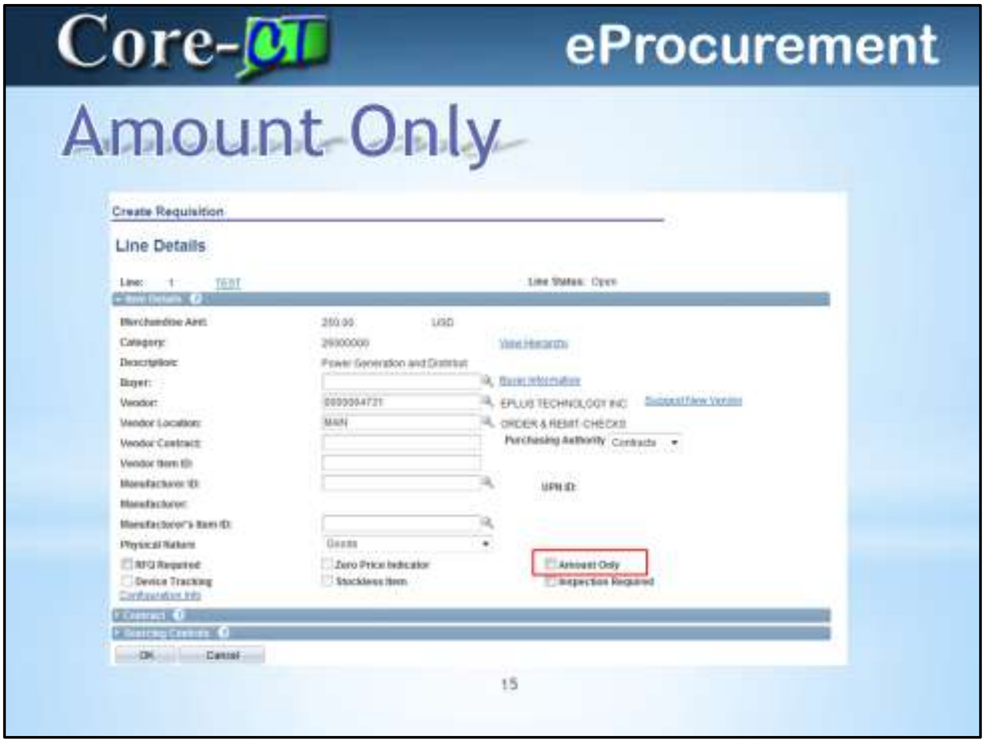



1. CT Multi-Requesters have access to all values as they did in 8.9; however instead of defaulting to the “Blank” value they system defaults to “REQ.”
2. CT Requesters are those users who only purchase non-IT goods and services. They will still only have access to create regular requisitions.
3. 8.9 CT Requesters could not view the Core-10 Link.
4. 9.1 CT Requesters view a grayed out Core-10 Link; but gives them full access to the Requisition Obligation Link.

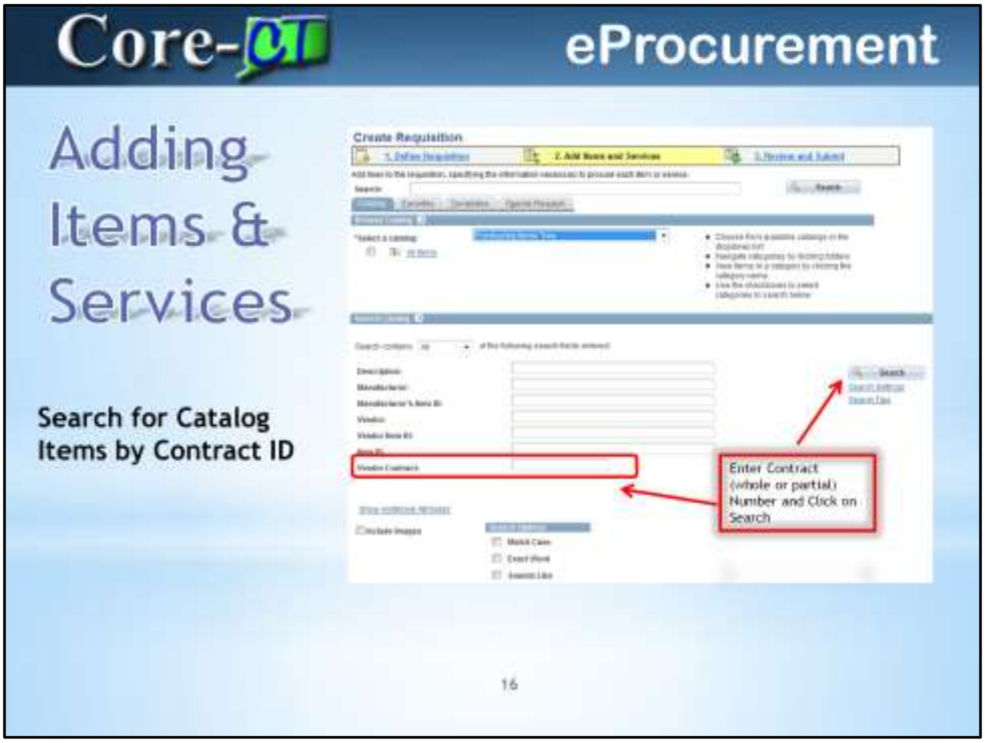

1. On a Regular requisition the Start Date will default to the requisition date. The End Date will default to the last day of the fiscal year and the Total Obligation Amount will be defaulted to the total amount of the requisition.
2. If a requisition is an ITD-10, users must enter the dates and the Total Obligation Amount. The requisition can not be saved until this information is entered.
3. A DAS-BID has the Core Attributes link so there is no Requisition Obligation link. It will be converted into a contract.



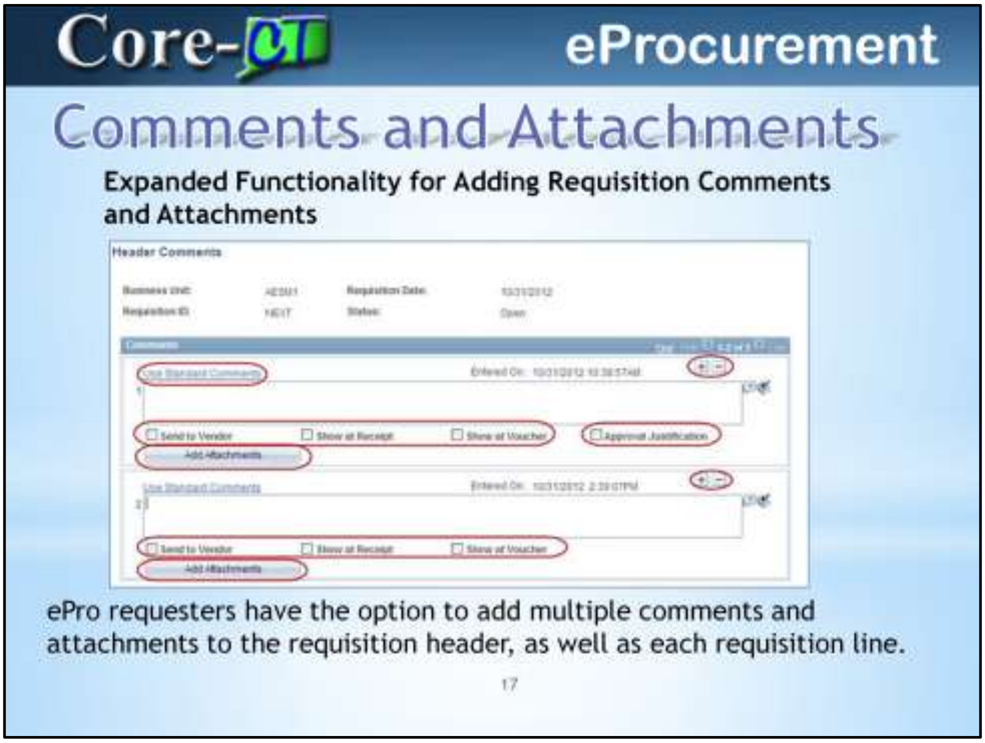

1. In 8.9 Users could not add multiple distributions lines on the Define Requisition page. The percentage field did not display because it defaulted to 100%.
2. 9.1 now offers the ability to add multiple distribution lines and assign percentages.
3. In 9.1 the accounting defaults are not expanded as they were in 8.9. Users will have to click on the arrow to expand the line.



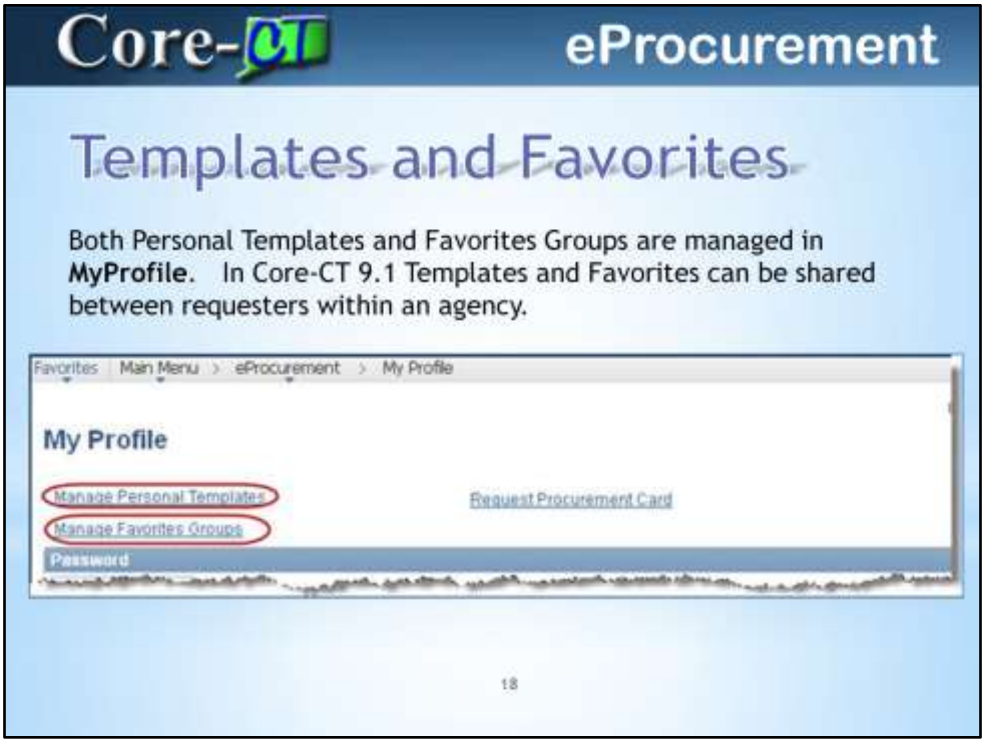

1. In 9.1 users can chose Amount Only on the requisition lines.



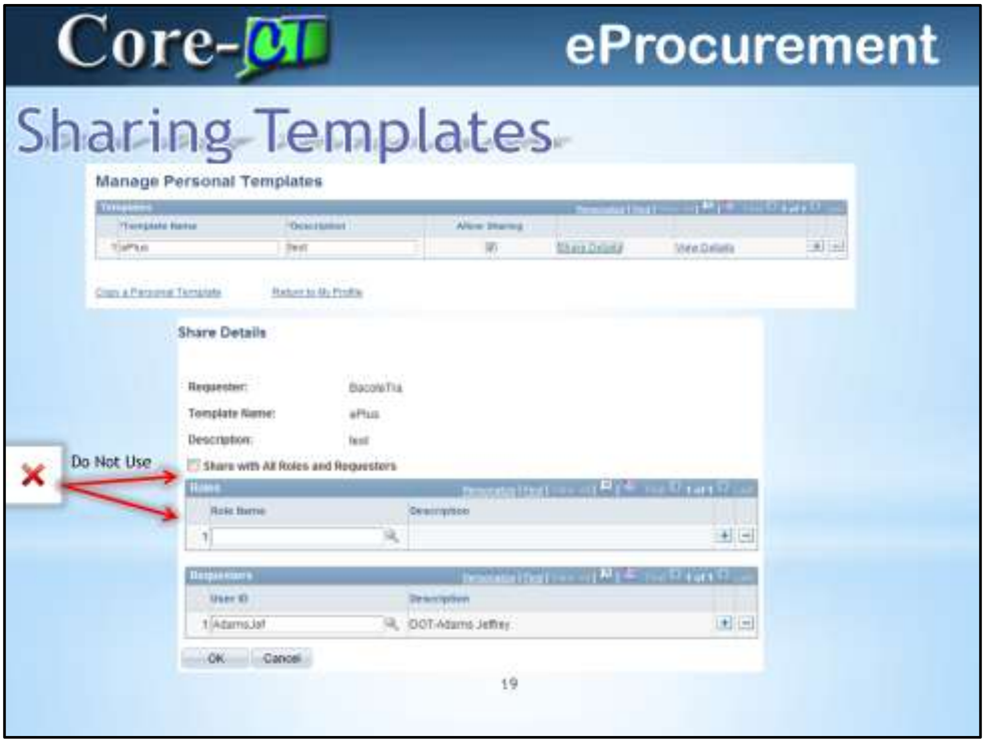

The **Create Requisition-Adding Items and Services** page has a new search field **Vendor Contract**



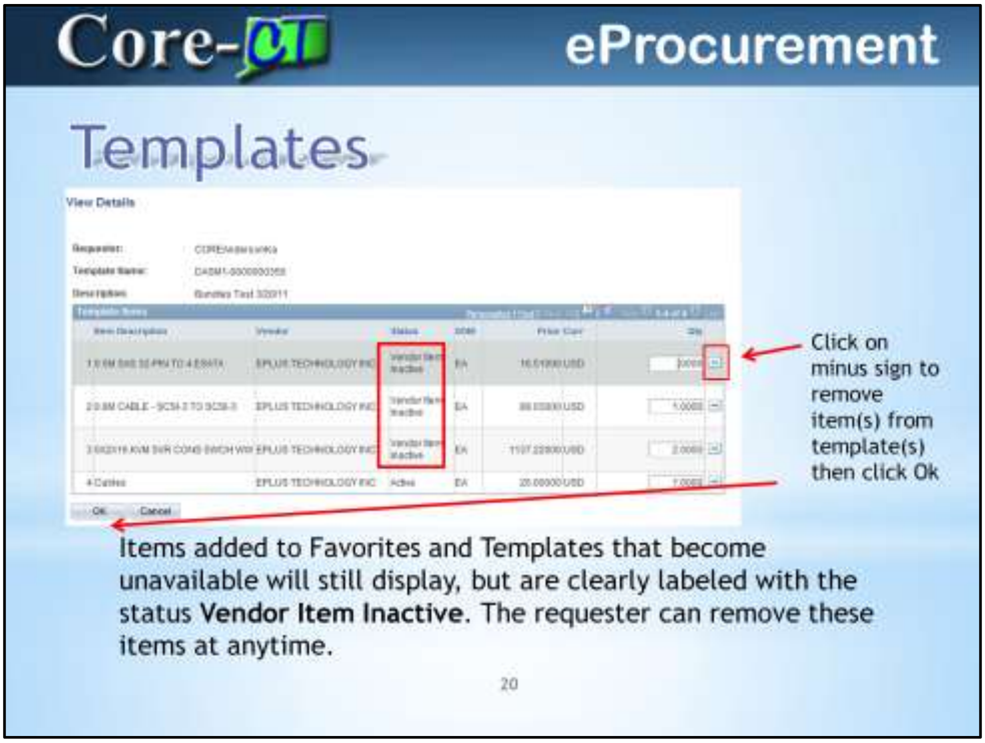

1. 8.9 Attachments could only be put at the Line Level.
2. 9.1 Attachment should now be added at the Header Level.
3. Each comment can be routed separately using a set of optional checkboxes.
4. Requesters select the **Approval Justification** option on the first header comment to have it display on the Approver's review page.
5. There is also the option to use **Standard Comments**.




Navigation: Main Menu>eProcurement>My Profile

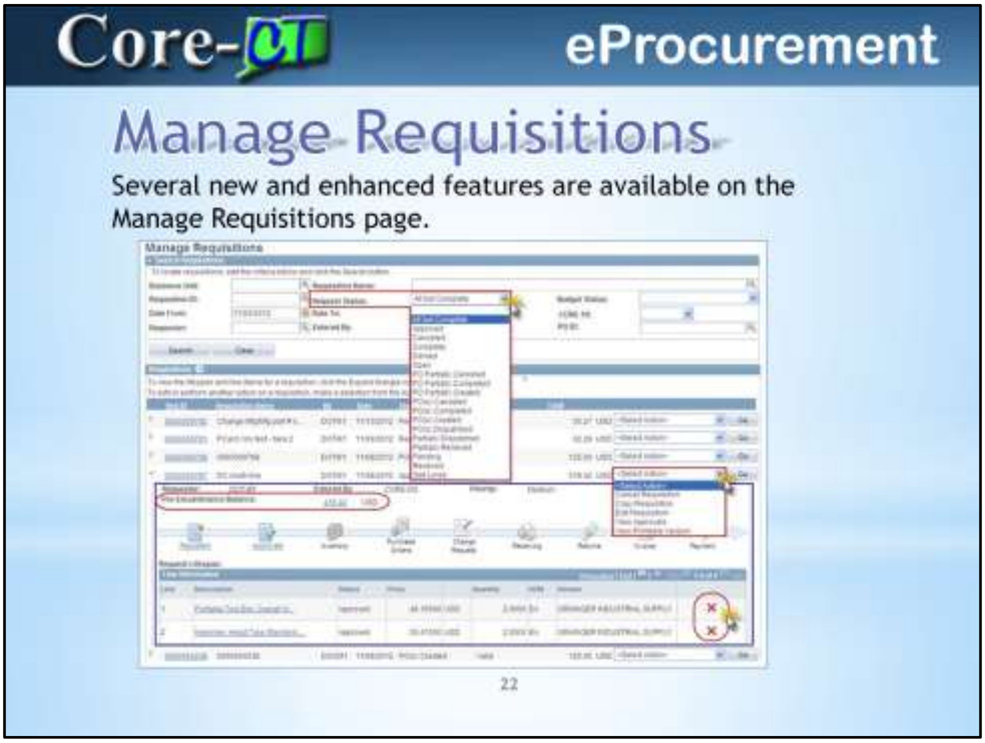



1. In 9.1 Users can share their personal templates with other users in their agencies. This can be a time saver so that a template can be created once and utilized by more than one person.
2. Do not use the “Share with all Roles and Requesters” functionality or every user with a Requester role will have access to your templates. Core is not supporting this functionality.

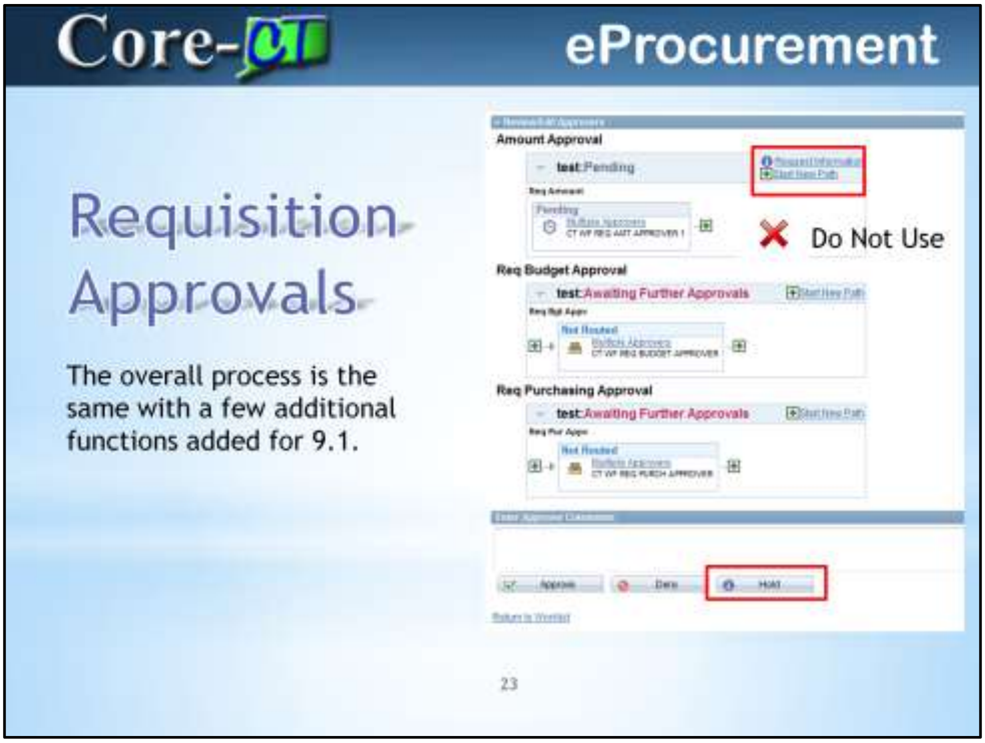



1. In 8.9 Items that we inactive at the vendor level were grayed out on a Personal Template.
2. 9.1 displays a status of all items.
3. Click on the minus sign to delete items from a template.

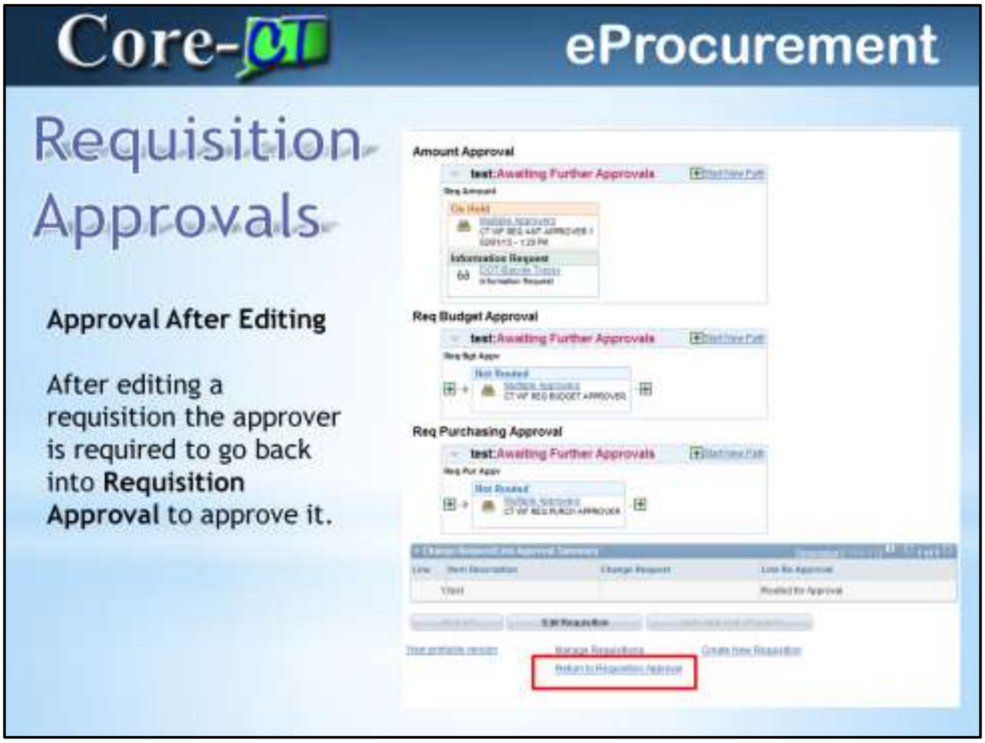

1. Items are still added as Favorites in the Create Requisition component of eProcurement. As before these items are easily added to requisitions from the Favorites tab.
2. In Core-CT 9.1 Favorite Items can be added to Favorite Groups and Templates.



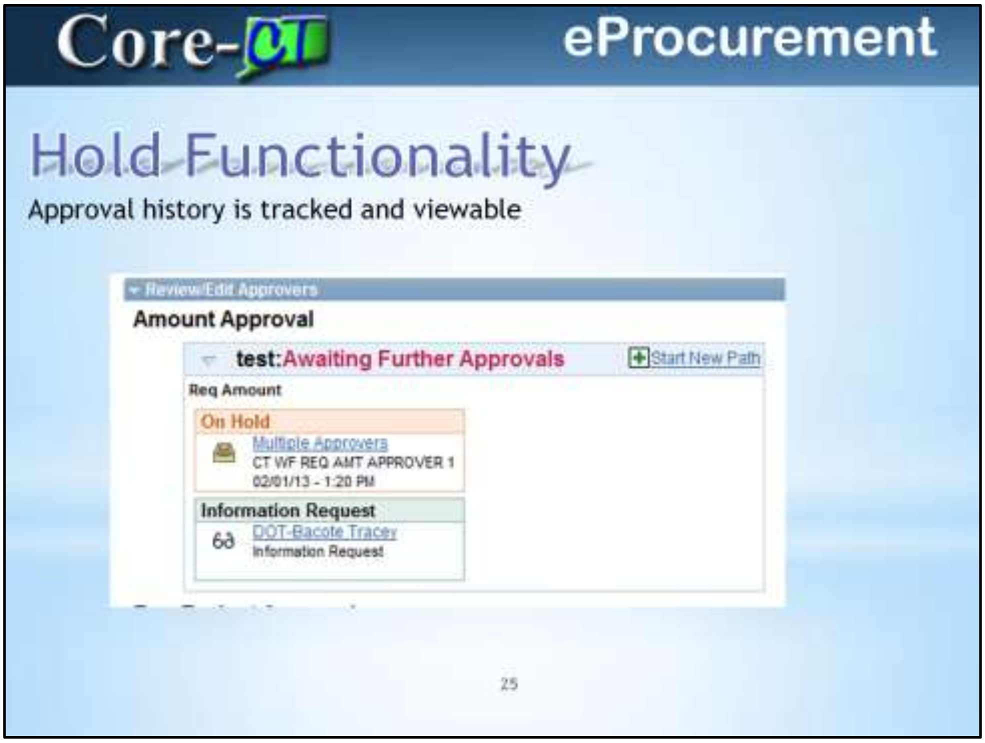

1. New **Request Status** options for searching for partially completed purchase orders.
2. The **Pre-Encumbrance Balance** is displayed after the requisition has been budget checked and prior to POs being dispatched to the vendor.
3. New action dropdown option: **Copy a Requisition** (Create a new requisition with all the same items and attributes of an existing requisition).
4. New action dropdown option: **View Printable Version** of a requisition (Showing Chartfields).
5. A requisition line can be canceled prior to being sourced to a PO by clicking the ( X) in the Line Information group box.




**Putting a Requisition on Approval Hold**
A **Hold** button allows the approver to hold the requisition while they are reviewing it. The requisition will not continue processing until the approver performs an appropriate action.
(Do Not Use the Request Information button or the Start new path +)




**Approval After Editing**
After editing a requisition, the approver is required to go back into **Requisition Approval** to approve it. There is a new link “return to Requisition Approval which will bring an approver back to the approval page.
**Viewable Approval and Comment History**
Approval history is tracked and viewable.




The requester will receive an email notification when an approver places a requisition on "Hold."


In 9.1 Users will now be able to view comments and history after a requisition has been Denied or Pushed Back.

# 9.1 Purchase Order Deltas

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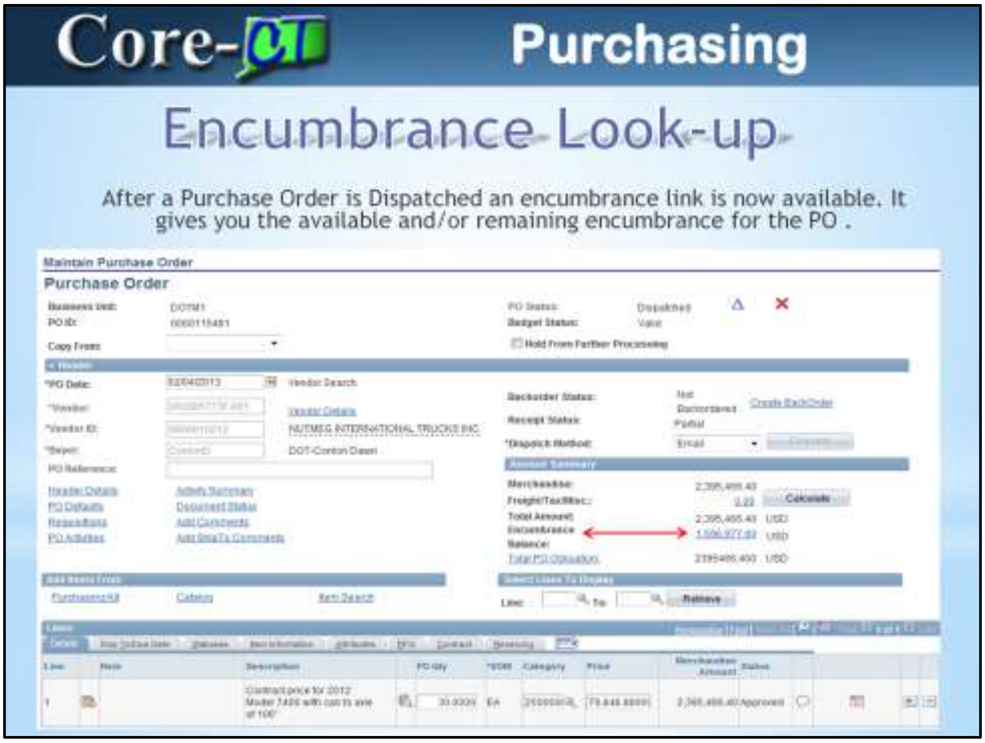
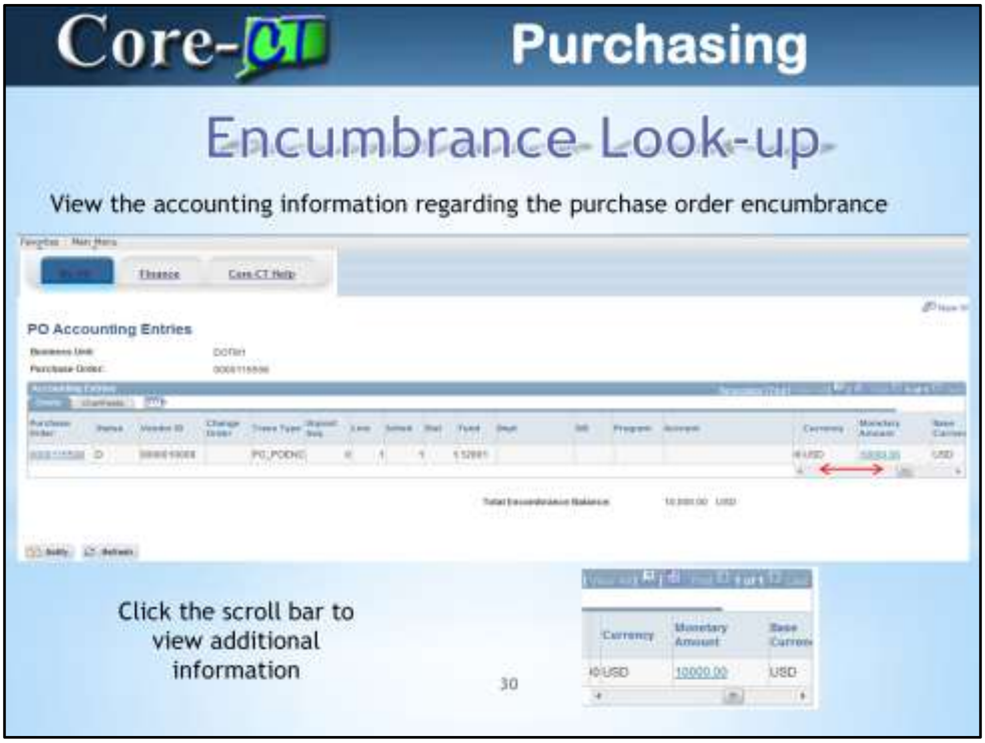
# Purchasing

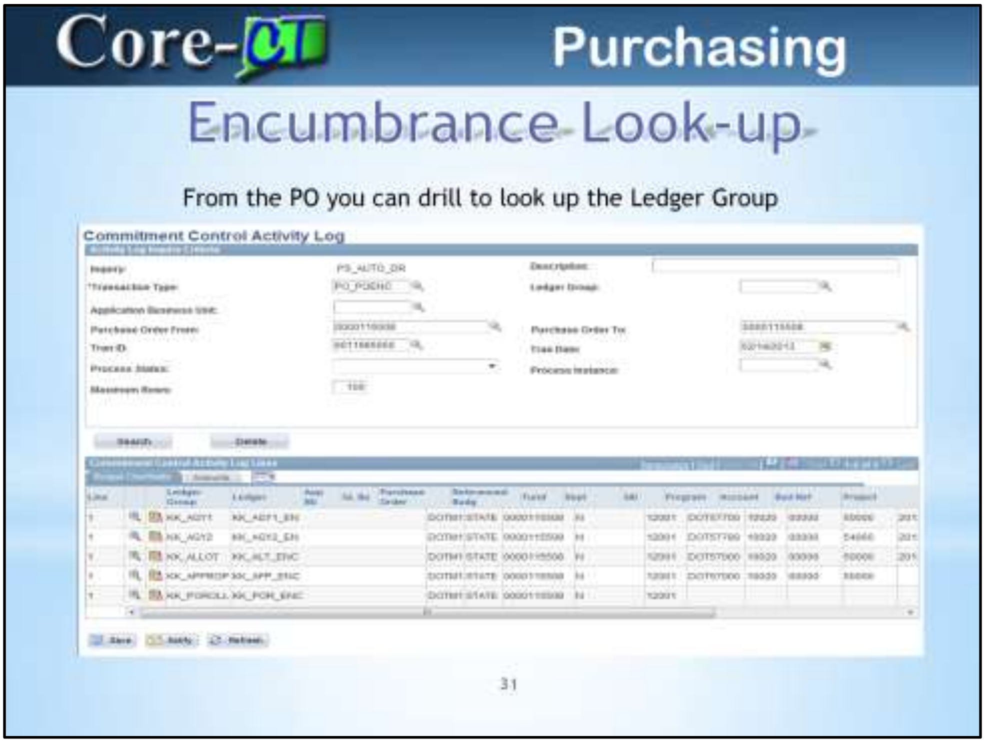
1. Encumbrance Look-Up
2. PO Obligation
3. PO Header Comments & Attachments
4. PO Lines Comments & Attachments
5. PO Contract Search
6. PO Approvals
7. Approve Purchase Orders
8. Contract Versioning
9. Contract Changes



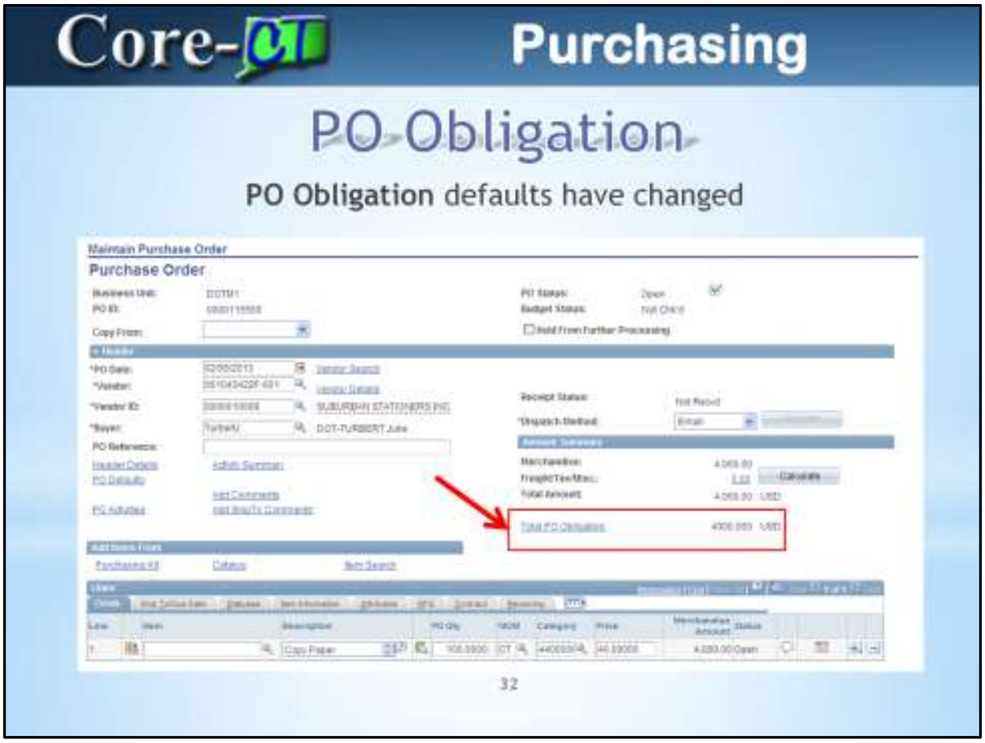

This is the balance of the total encumbrance
Click on dollar value to open screen




Any link that is high lighted you can drill to, click on the Monetary Amount




Click on the monetary amount and it drills down to the Commitment Control Activity log.




The first time an order is saved will trigger the default amount and dating

Core-CT **Purchasing**

# PO Obligation


**The PO Defaults when saved are:**

Start Date = PO Entered Date

End Date = Fiscal Year End Date

Obligation Amount = PO Amount

For tracking purposes you must add a new Obligation Box to change the Start/End Date, and the Obligation Amount.

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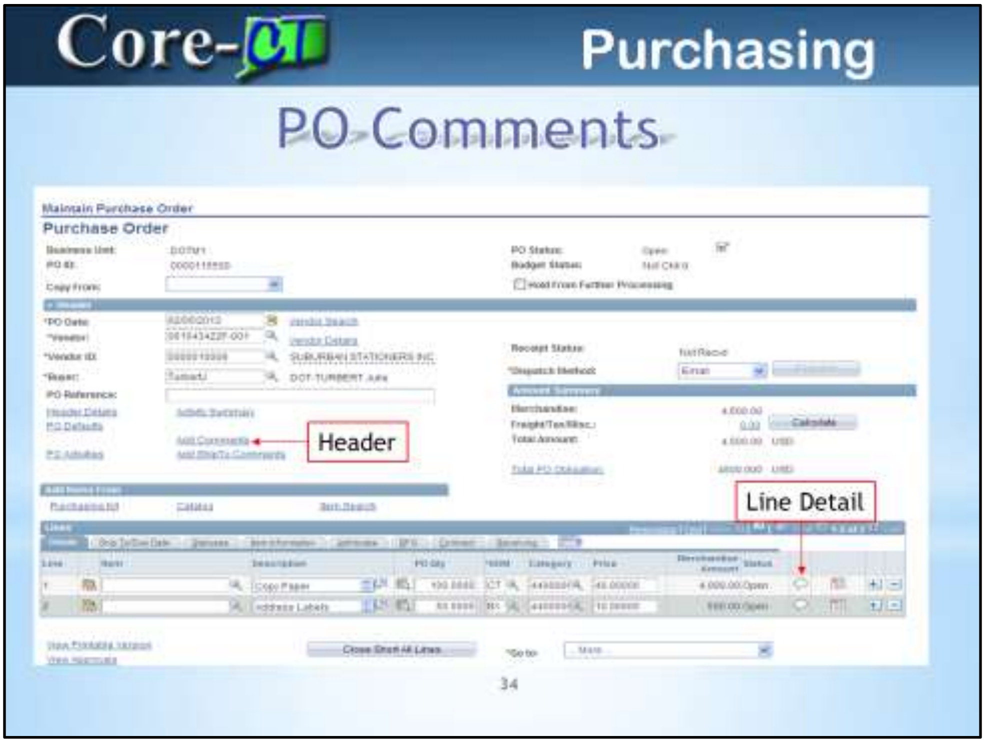
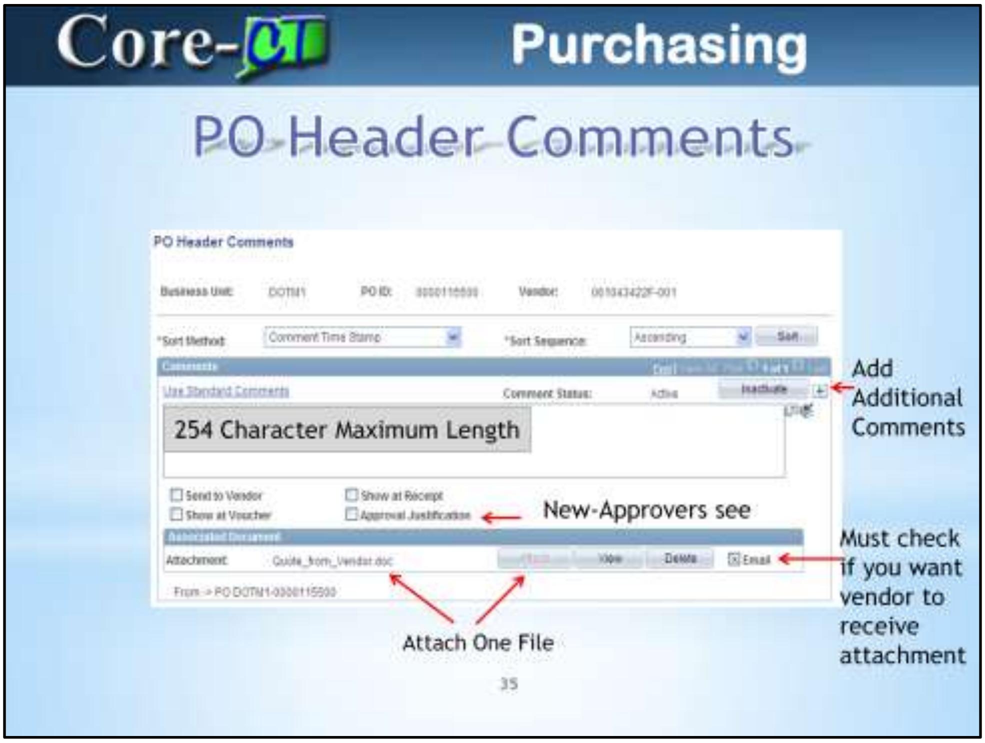
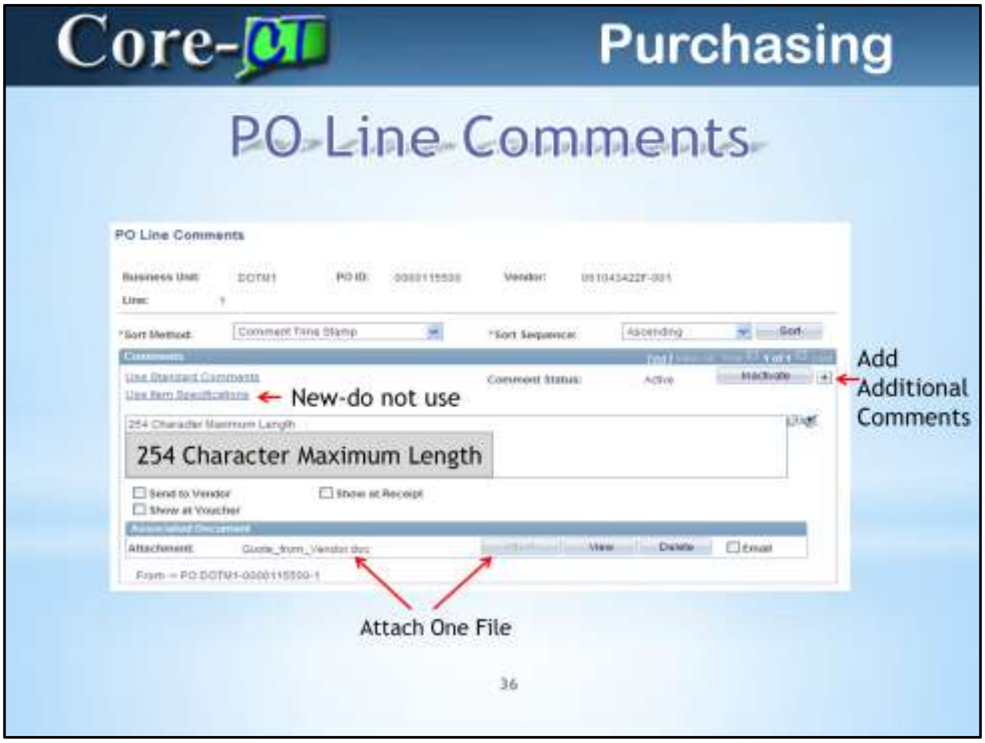


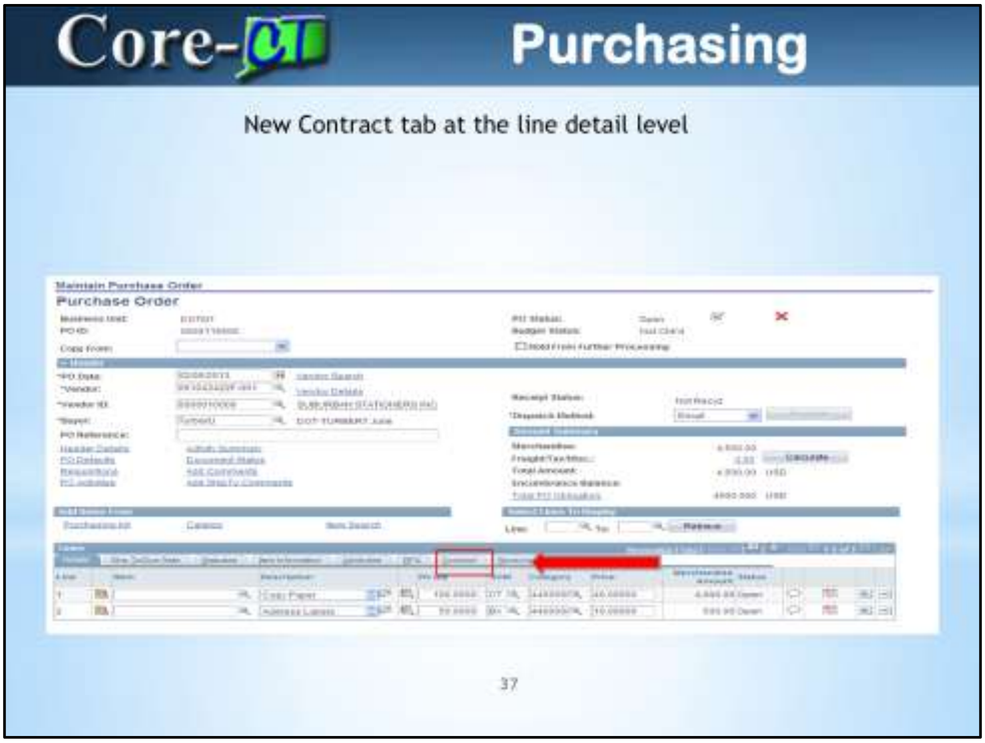

Comments can be added at the header lever or line detail level
Quotes should be attached at the header level



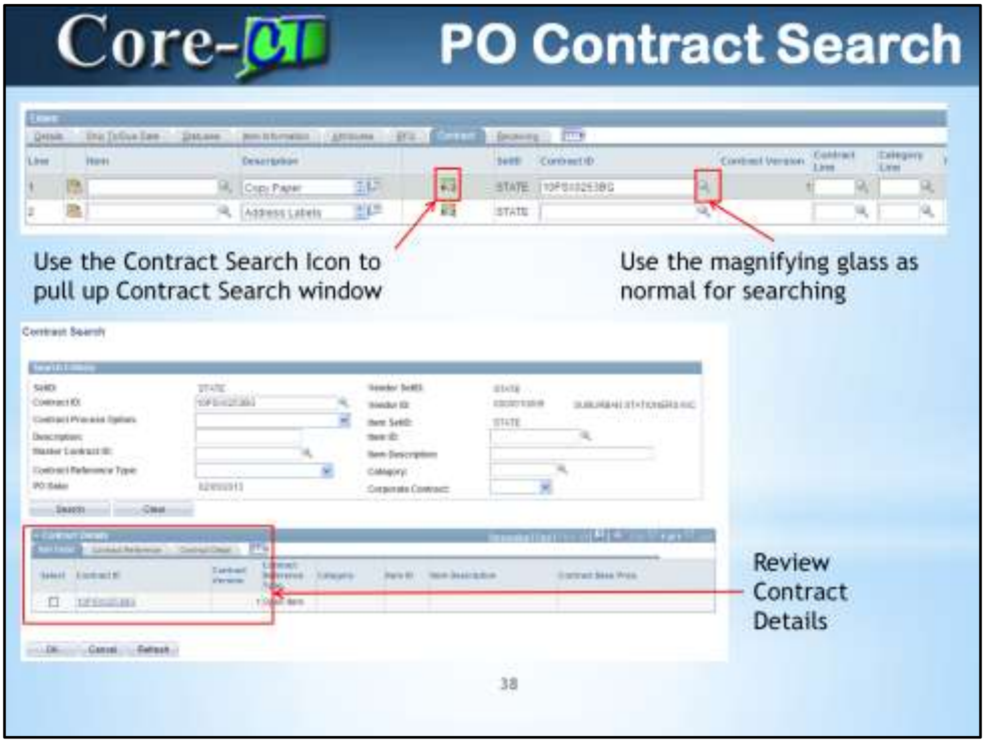

Add Comments will change to Edit Comments if something has been saved.
New: Approval Justification – must be entered at the header level and can only be added once
Approval Justification will show on Approval Page in separate box-Will see later in Approvals
You can attach one document per comment (either header or line), however if you want to send it to the vendor you must check the Email box



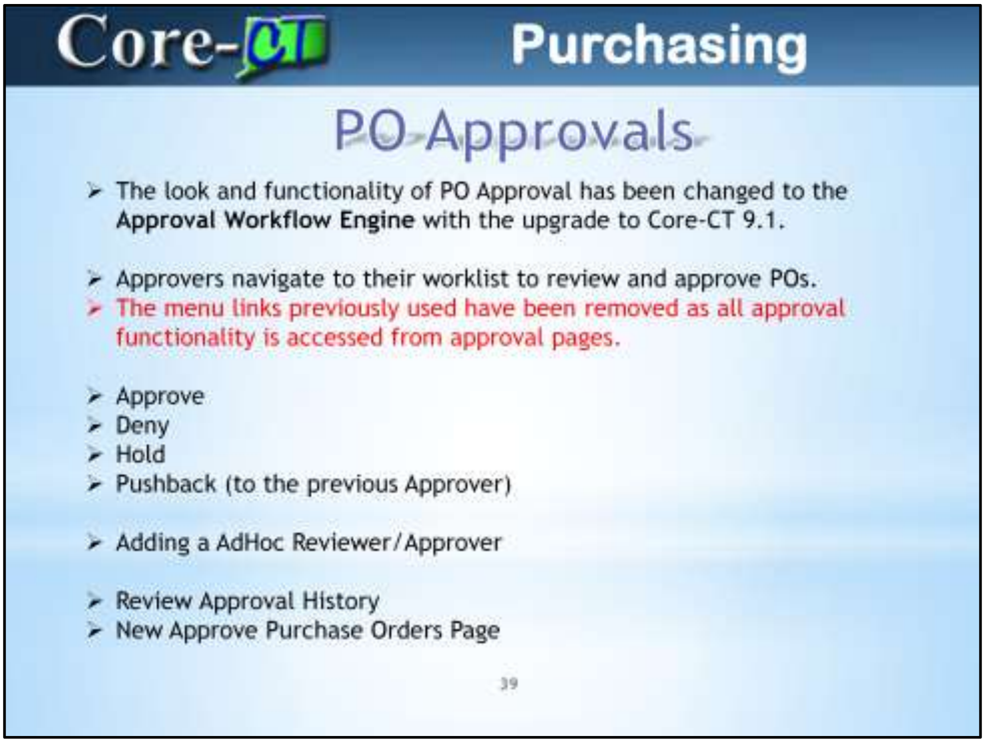

The Use Item Specifications is a new link that must not be used.
We have the same functionality to display the comments by using the checkboxes Send to Vendor, Show at Receipt and or Voucher.
And there also is new functionality to attach an associated document.




This is a new tab for 9.1, which will display contract information and search capabilities, most Buyers add the contract from the line details page.




You can still add the contract information under the line details
When creating contracts utilize the Item Description to differentiate between contracts, it will pre populate in the search fields.  Click Clear to clear out all values before searching.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Purchasing
PO Approvals
The look and functionality of PO Approval has been changed to the Approval Workflow Engine with the upgrade to Core-CT 9.1.
Approvers navigate to their worklist to review and approve POs.
The menu links previously used have been removed as all approval functionality is accessed from approval pages.
Approve
Deny
Hold
Pushback (to the previous Approver)
Adding a AdHoc Reviewer/Approver
Review Approval History
New Approve Purchase Orders Page
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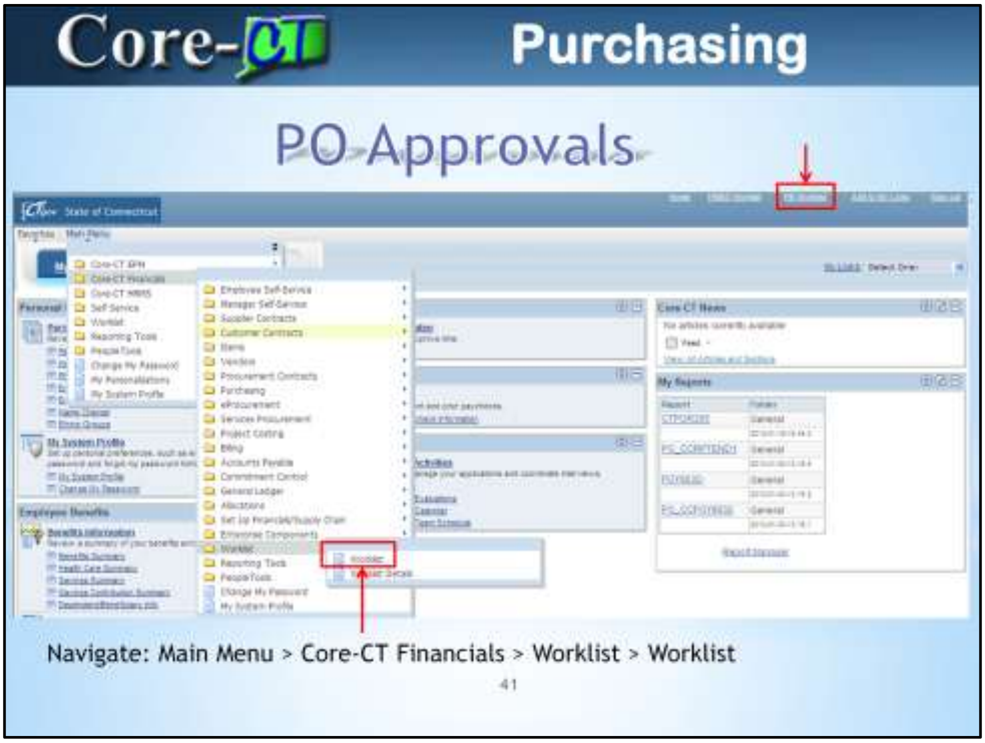
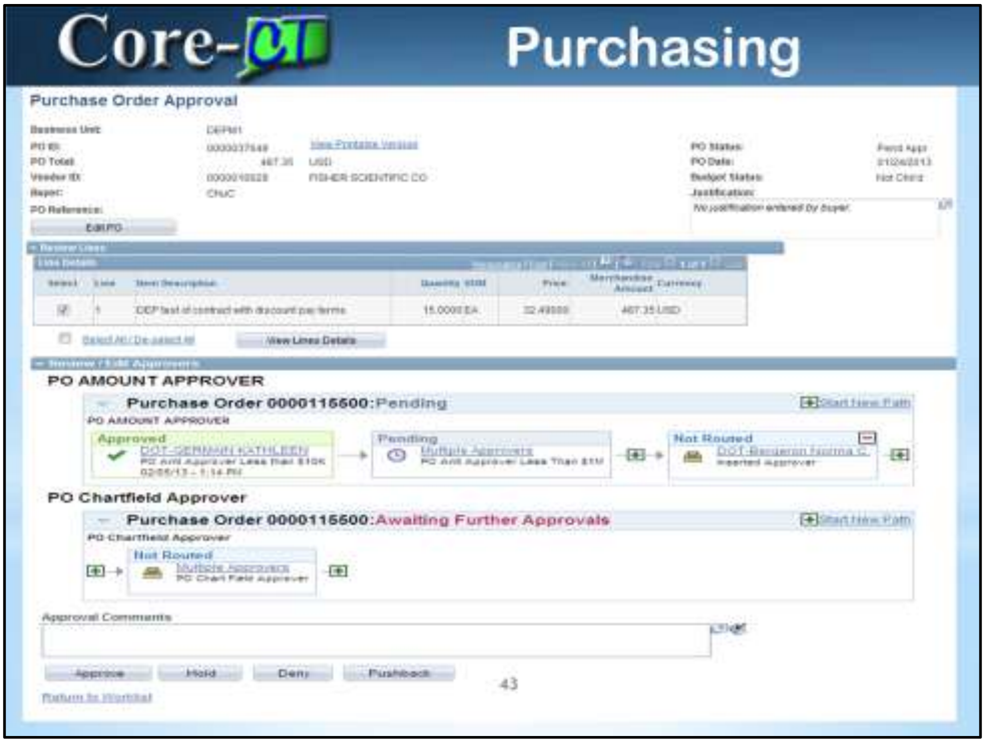
Approve Amounts and Approve Chartfields from the left hand navigation will not be available- The worklist is the only option to approve

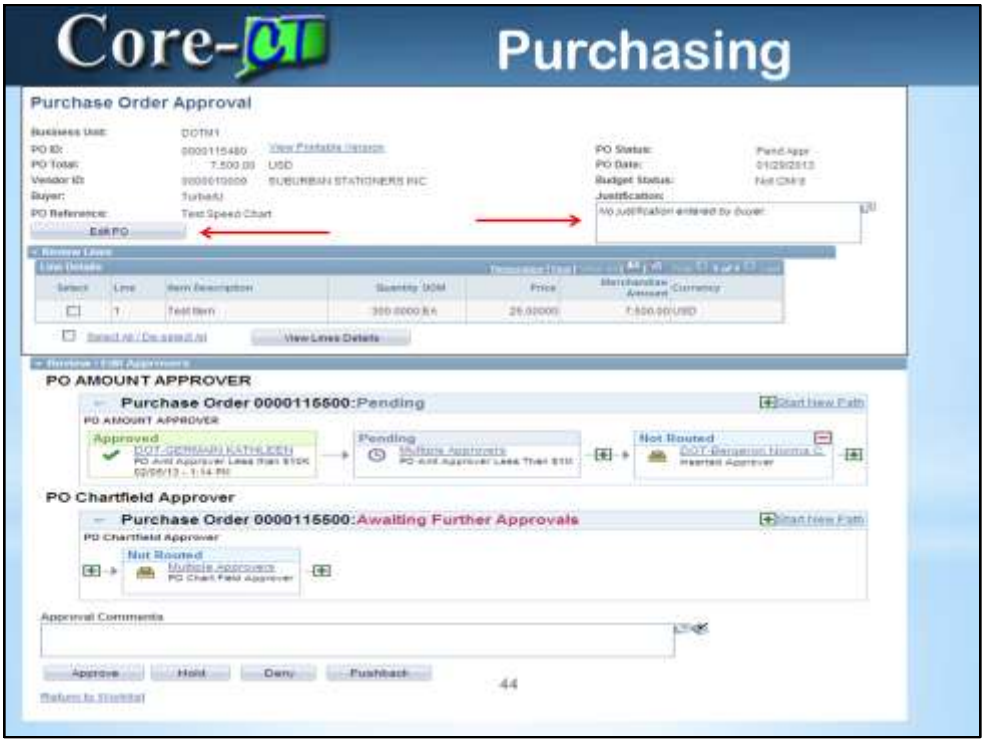



FN Worklist – New Navigationn
Main Menu > Core-CT Financials > Worklist > Worklist
If you had a favorite before the upgrade, it will not work


User can use Work List Filters to narrow down results and/or sort by underlined fields

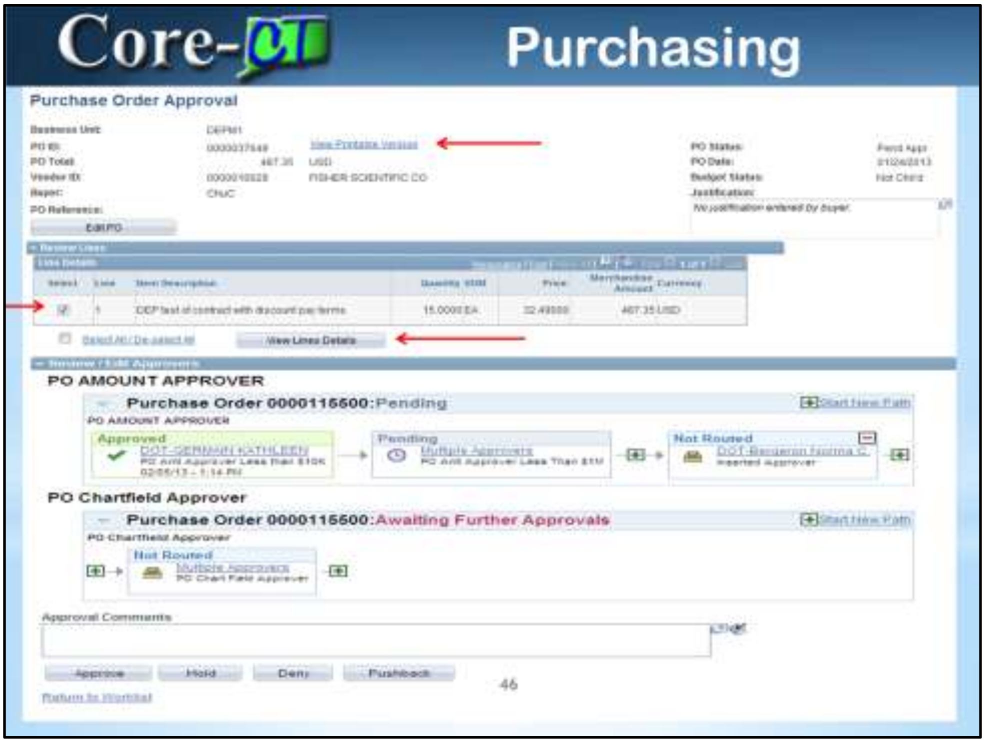



This is the main page of the approval screen

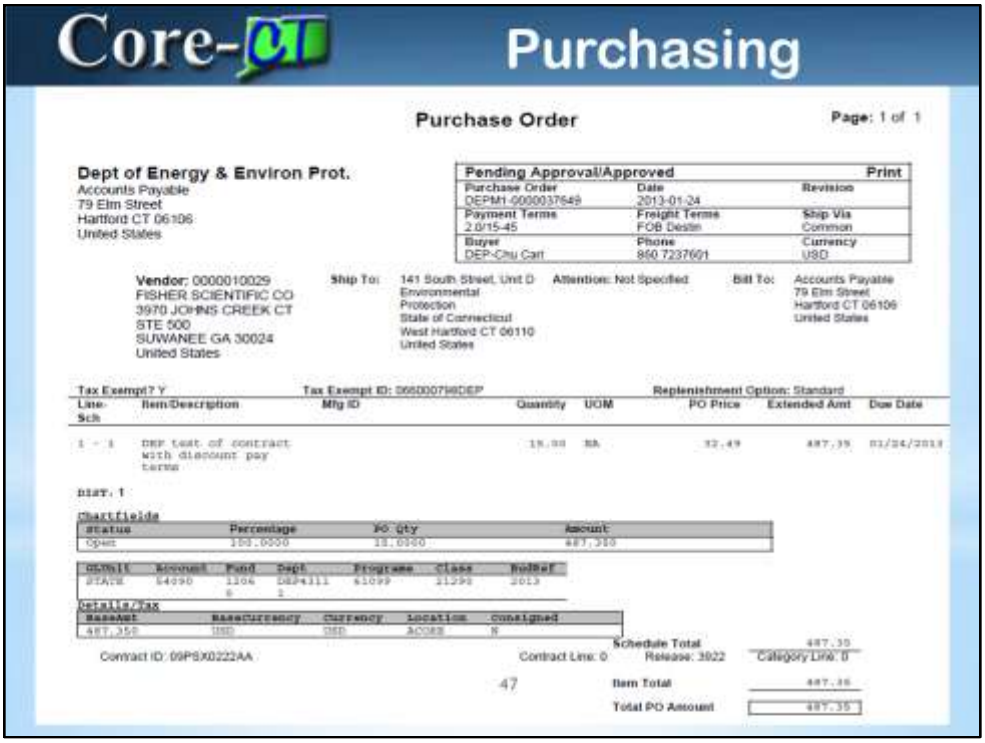



The Approver can see Justification notes created in the comments section of the PO here.
Edit PO brings you to the PO Main Page, next

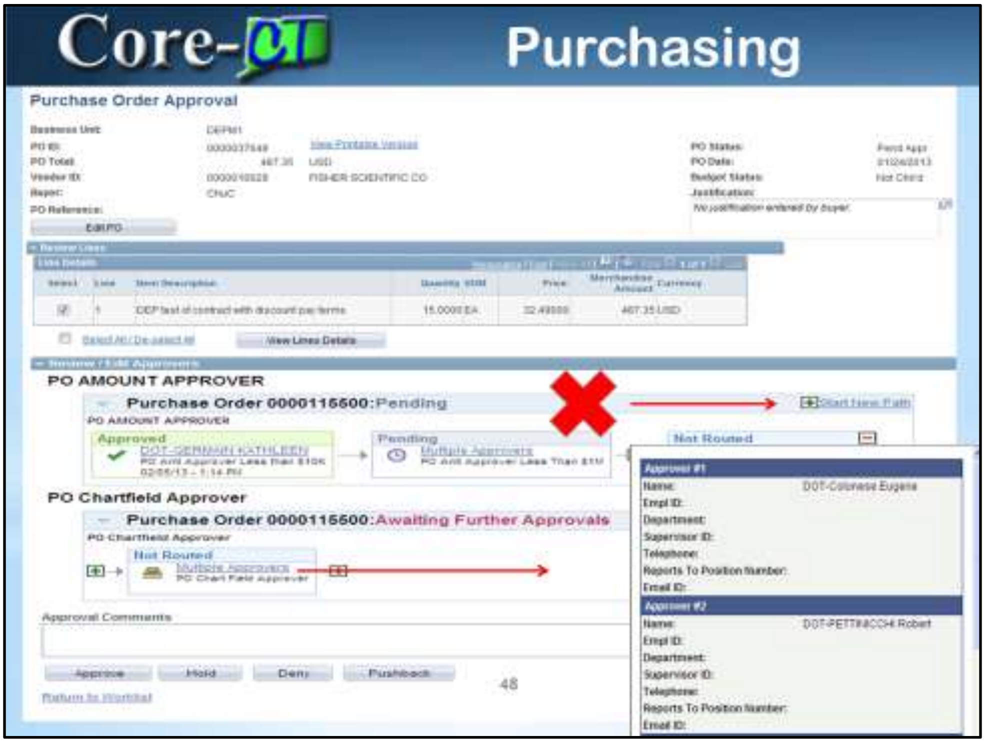

If you Edit the PO, you have left the approval workflow – You will need to click Worklist to get back in



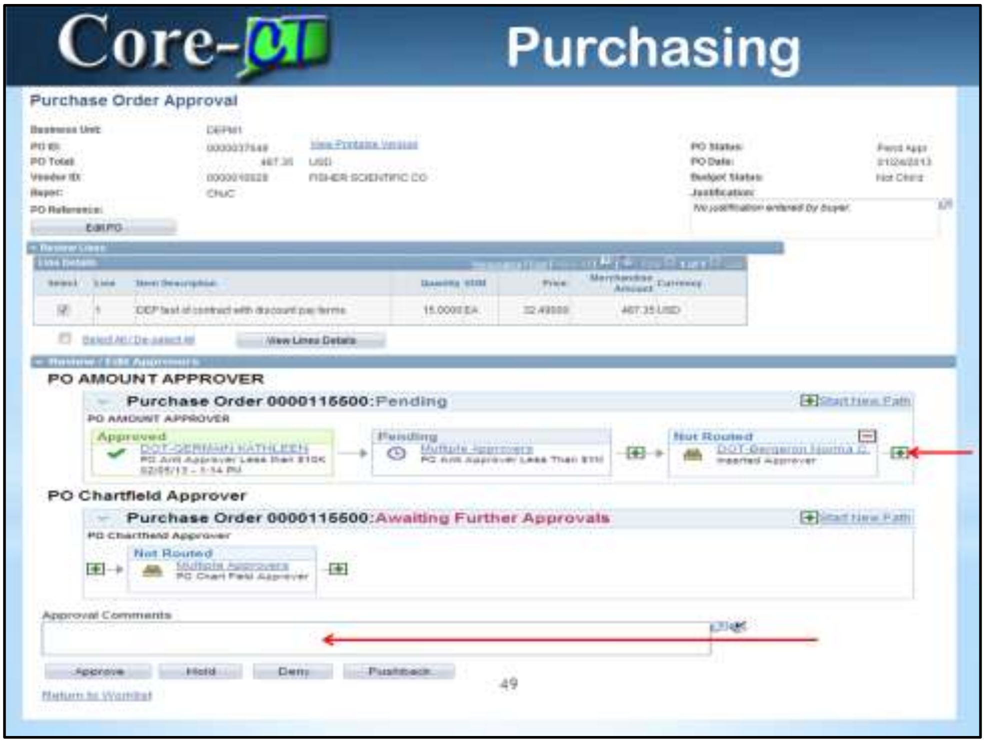

View Printable Version and View Lines Details will both bring up the PO for viewing. View Printable Version will ask you if you want to print the PO with Distributions, this is viewing only. When you dispatch the PO the distribution will not print.
Select all Lines that you would like to view and click on View Lines Details




If user prints with chartfield, it is for this viewing only, it will not show to the vendor.
Note: View lines details will not ask for chartfields, will show automatically



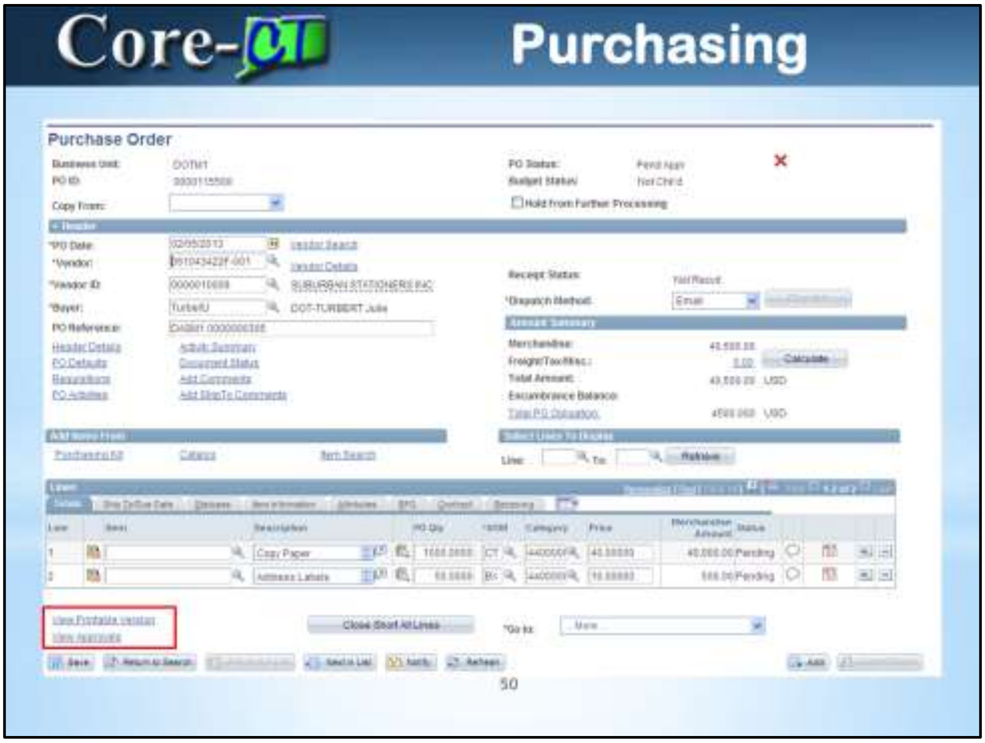

Never use the Start New Path.
Anyone one in the process can view the status of the purchase order.
Approvers can view authorized approvers



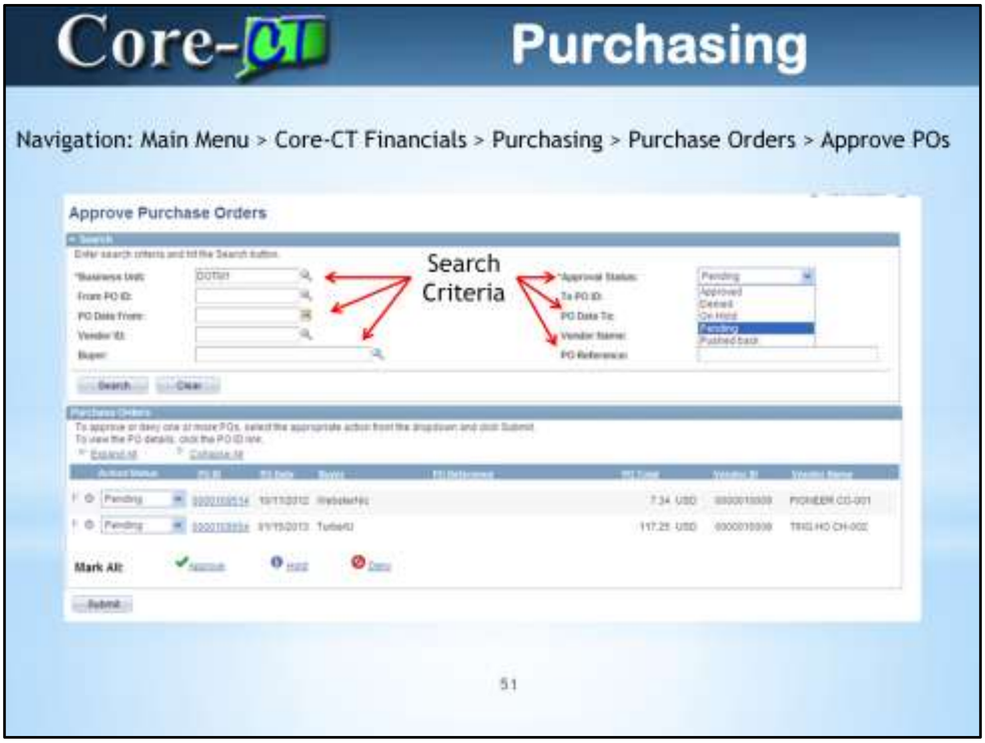

Ad Hoc Approver – will not proceed until order has been approved. Reviewer Approval process continues regardless of action by Reviewer.
Comments are mandatory for Hold, Deny, and Pushback. Hold and Deny will send an email back to the buyer. Pushback goes back one level only. Ex: PO Chartfield Approver pushback will go to the PO Amount Approver. If Amount Approver pushbacks it will go back to the Buyer.

Enter Comments and set the status for the Purchase Order

Approvals are time date stamped.




Navigation-Purchasing/Purchase Orders/Add-Update PO
Anyone can view a printable version. Only users who can change the PO can view the Approval process.




Alternate path to view purchase orders.  Can view Pending, Approved, Denied, On Hold, Pushed Back.
Approvals have been disabled on this page.  You can click on the blue hyperlink to open the PO

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# 9.1 Contracts Deltas

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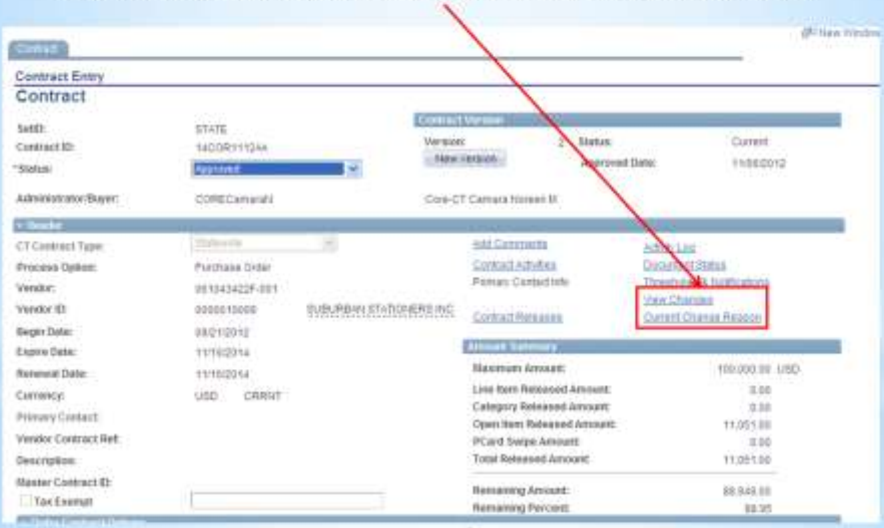
New Navigation for Contracts


Contract versioning is for changing expiration dates, you must add a new version yourself.
Use Open/Approve for changes to Maximum amount.
Either will require a reason code


Users do not have to go into view changes to see changes in expiration date.  They will show in Find an Existing value

# Core-CT Procurement Contracts

Easily track changes from the contract screen including reason codes

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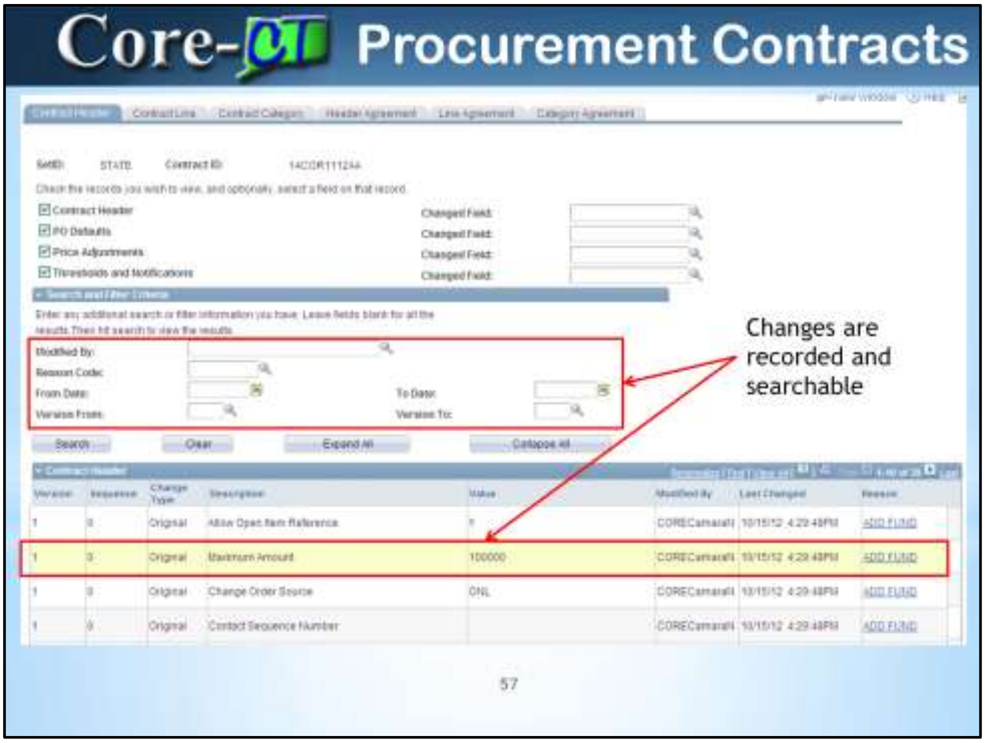


All changes regardless of Versioning or Open/Approve will show here


The reason code will show as the last one saved

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## 9.1 Purchasing

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# 9.1 Accounts Payable Deltas

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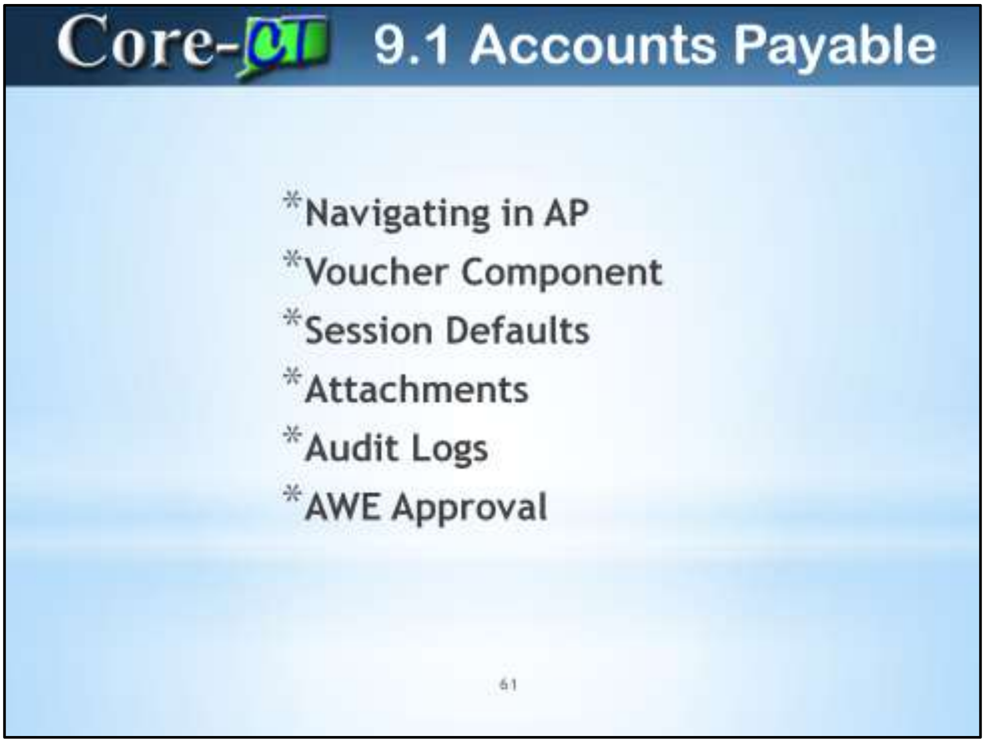
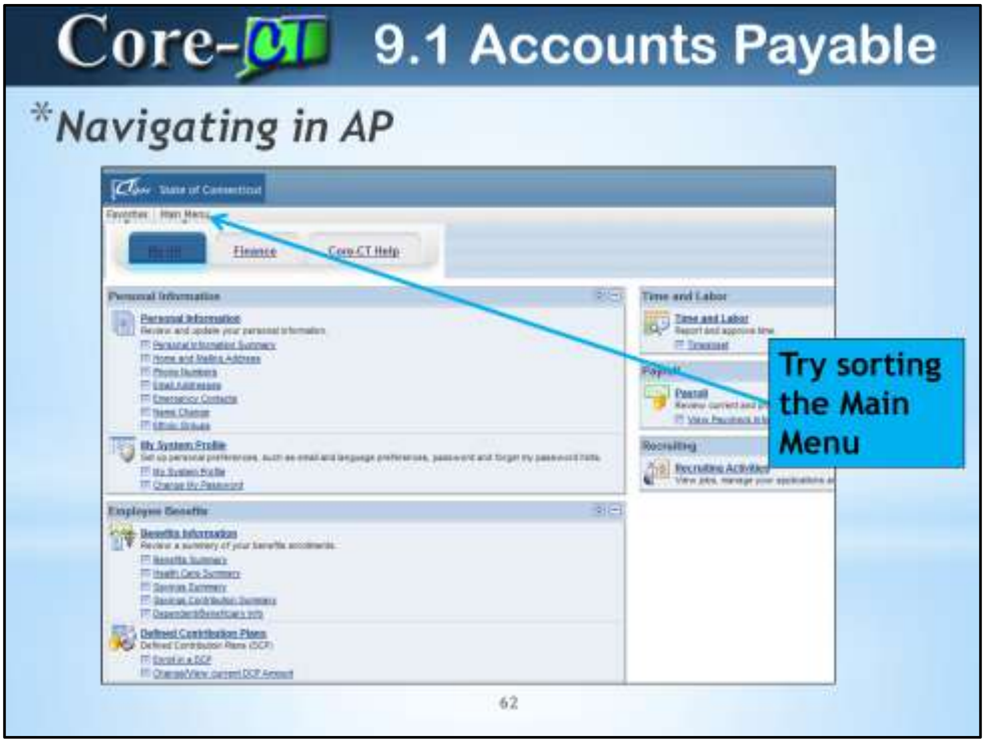


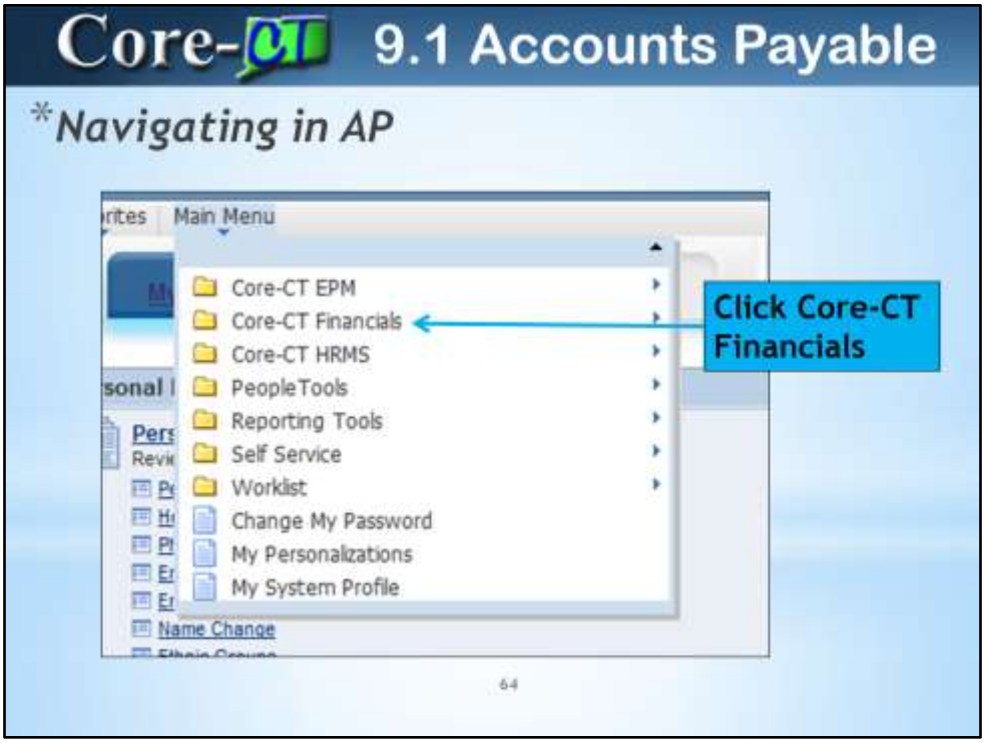

Note that all new AP functionality has corresponding UPKs.




The Home Page in 9.1 looks very different from the 8.9 version.

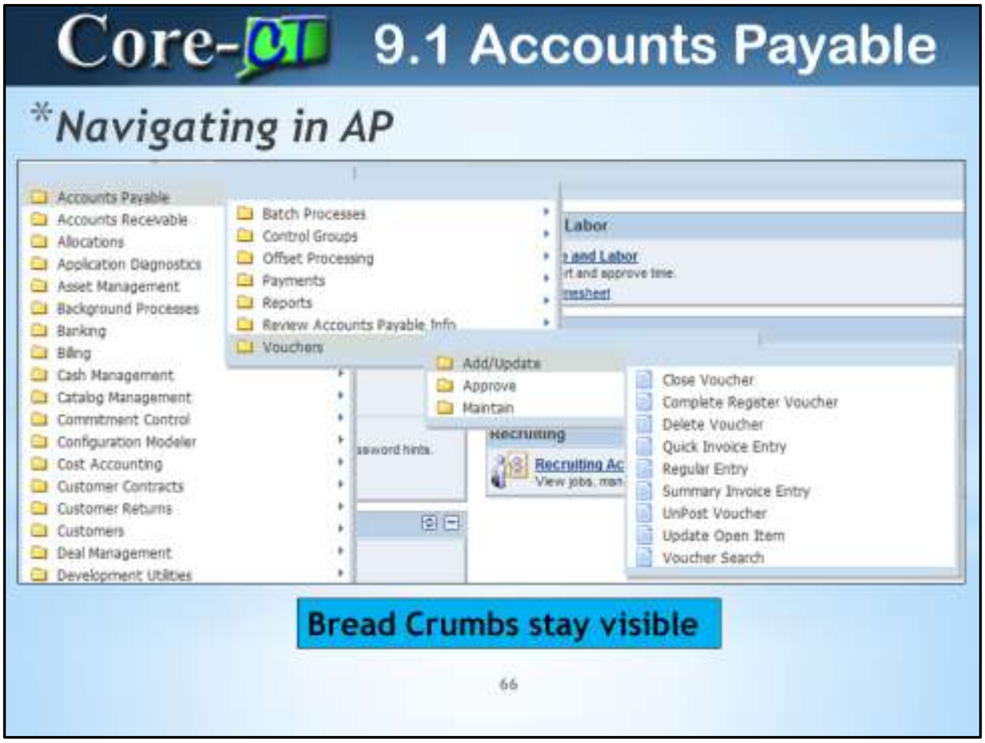
Sorting the Menu is advantageous to AP users


First sort the Main Menu alphabetically here. Use the Down-Arrow, click once.

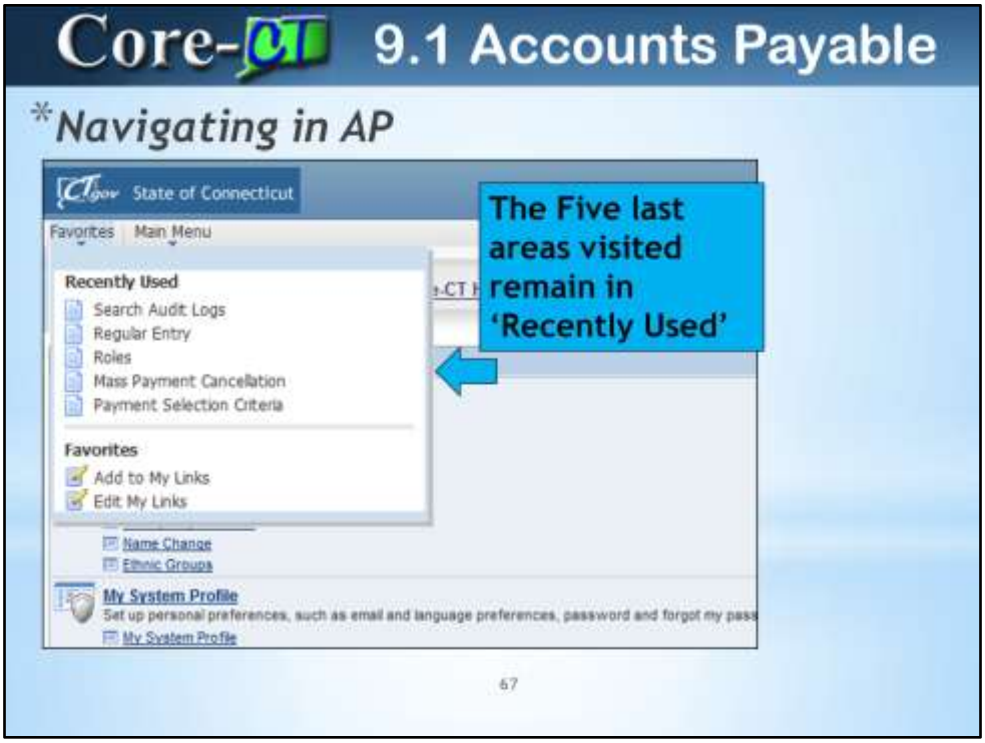



Select Core-CT Financials


Now your Financials menu is sorted alphabetically. Accounts Payable is first.

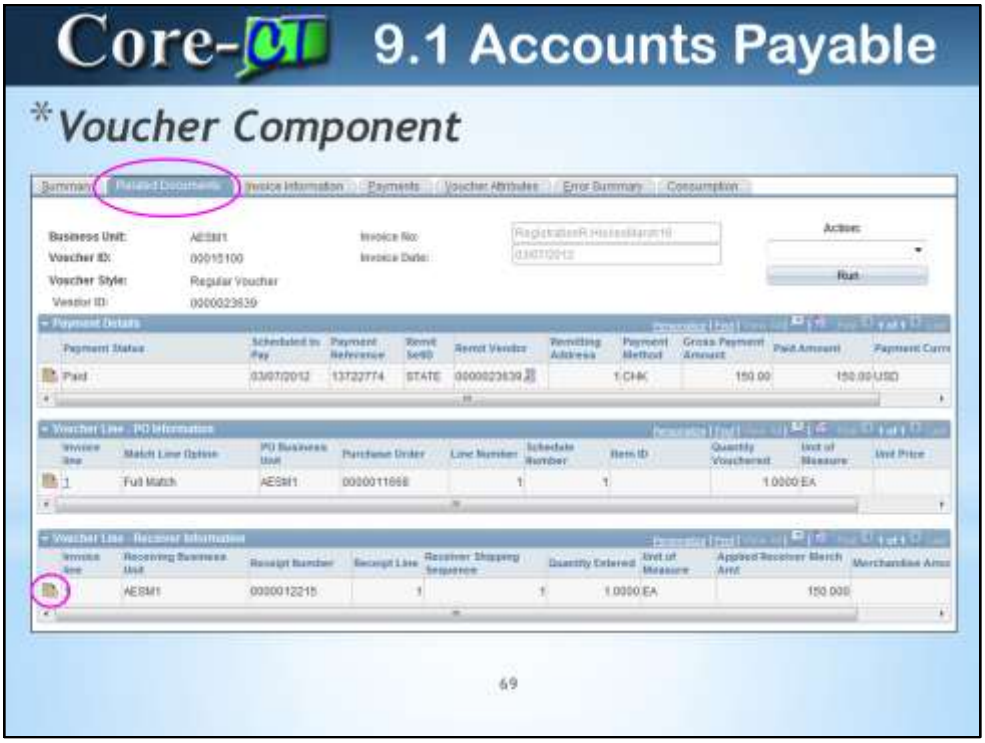



All sub-menus after that are also sorted alphabetically. Notice as you drill down, the ‘bread crumbs’ stay visible.




You have at your fingertips, the five most recent visited places in Core.


The voucher component has been rearranged on each tab (page). Fields are generally in the same area, but have moved around a bit.
The Summary page remains very similar to the 8.9 version. Notice the Audit Logs hyperlink. We'll discuss that later.




The Related Documents page is new in 9.1. Users should find this page very helpful for a quick glance at all transactions as they relate to this voucher. It includes PO, Receiver and payment information. You can navigate straight to details of each by using the icon at the far left.
NOTE: you still have the PO/Receiver link on the Invoice Information page.

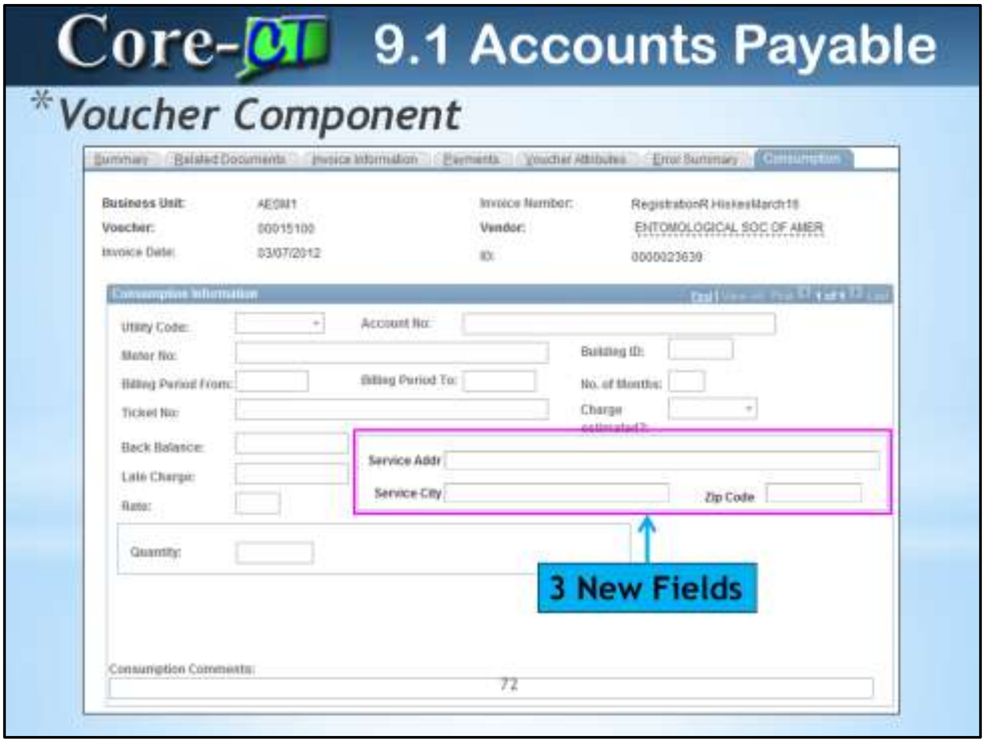

The Invoice Information page has been rearranged a lot. Take a minute to look for placement of key fields.

You’ll notice the Receipt Date now defaults to blank. This required field must be populated with an accurate date of receipt of goods or services.

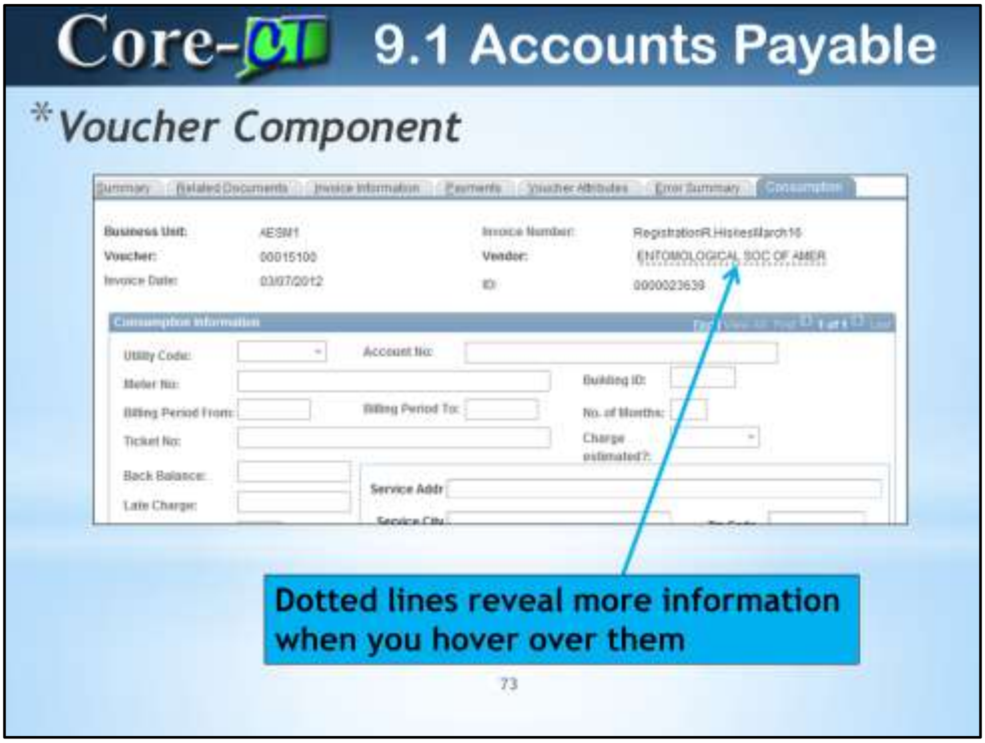
Notice some new hyperlinks at the right. Session Defaults, Attachments, and View Audit Logs.


The Payments page has a few updates…

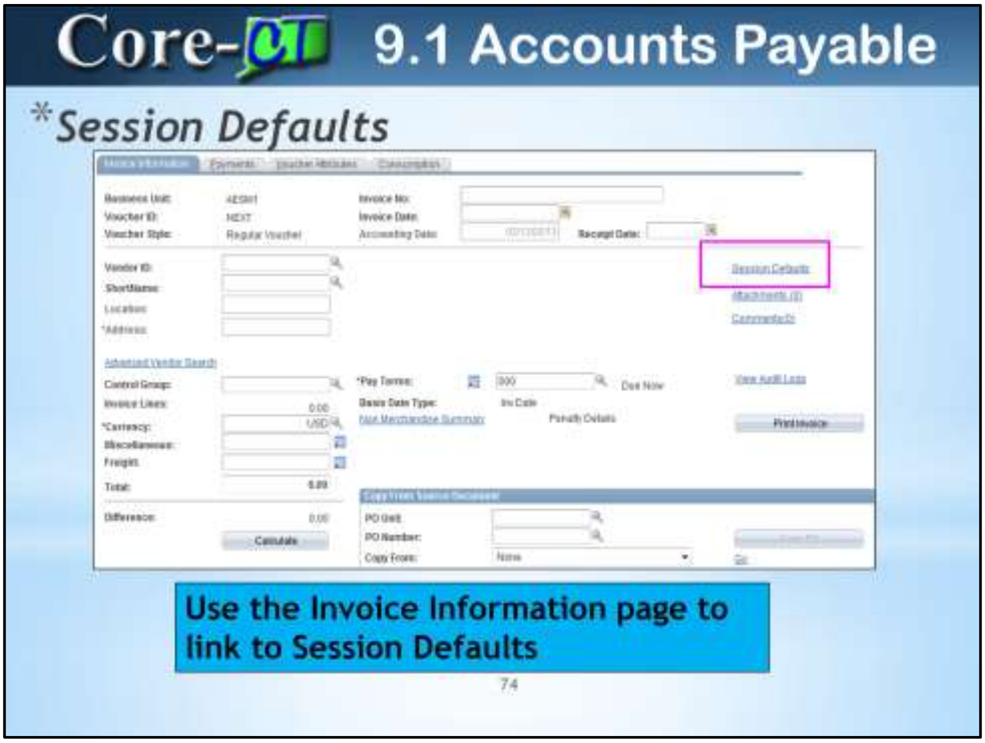
1. The Alternate Payee Name will appear after clicking the icon next to the Remit To field.
2. The 8.9 Payment Notes section is now a link called Payment Comments on the right side of the Payment Information section. Use this section to all payment-related notes. Don’t forget to use this link when requesting a voucher closure. This is the field OSCAPD uses to locate vouchers awaiting closure.




Skipping to the Consumption page, notice the three new fields. ‘Service Address, Service City and Zip Code should help those who try to include a physical location for that utility previously entered in the Consumption Comments area. This will help DEEP to identify the location.



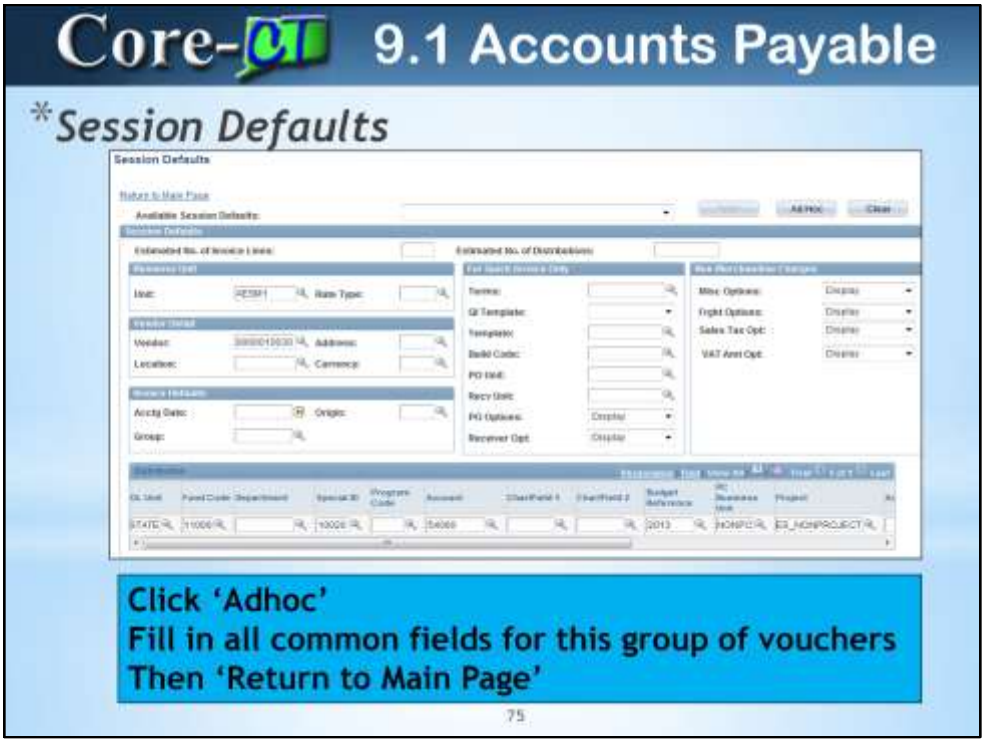

Notice the dotted line at the Vendor. Hovering on this line will reveal the default information for that Vendor. This type of line appears in other areas also, where there is limited space to show more vendor information.




Session Defaults allows a voucher processor to create many Non-PO vouchers with similar details at a sitting (session). A good example would be the need to create 20 Non-PO vouchers to a hospital. They might all have the same coding, and even the same vendor. This functionality is similar to creating a template voucher for reuse, but a session default is a temporary setting. Once the session is discontinued or the default is cleared, the session default expires. If you finish creating your vouchers with these details, and don't want to use it anymore, but don't want to end your session, you can Clear the session default, and it will be gone.

The basic steps are:

1. Navigate to Add/Update a new voucher.
2. Link to Session Defaults
3. Click 'Adhoc'
4. Fill in the desired details of the page. Whatever you put on this page will automatically appear on ANY vouchers you create going forward (until the session is over)
5. Navigate back to the voucher. You need to go back out and Add a voucher again.
6. Notice the Invoice Information page is now populated with the identified fields.
7. Quickly add other information and save the voucher.
8. Add a new voucher and repeat. Any information populated with the default information can be changed during voucher creation.
9. If you complete these vouchers and don't want to logout, navigate to Session Defaults and click 'Clear.' (there is no Save here)




BEWARE! Notice there is no ‘SAVE’ button here. This is evidenced in other areas also in 9.1 to save keystrokes. Look before you take actions.

# Core-CT 9.1 Accounts Payable

## *Session Defaults*


Notice the Vendor Information already appears

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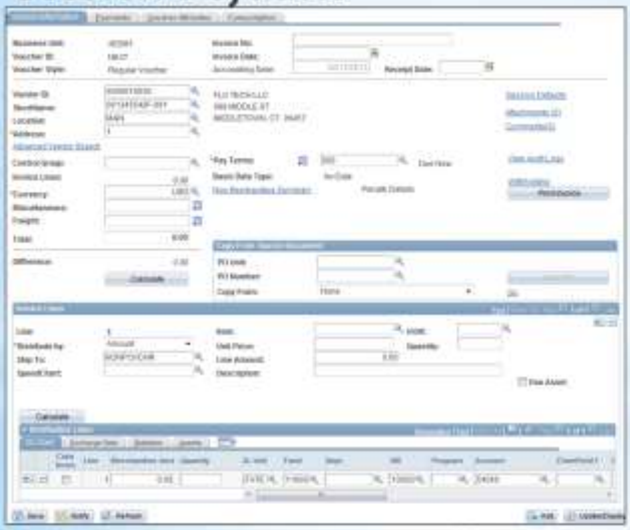
# Core-CT 9.1 Accounts Payable

## Session Defaults



All vouchers created now have those fields populated. Quickly complete the voucher and move on.

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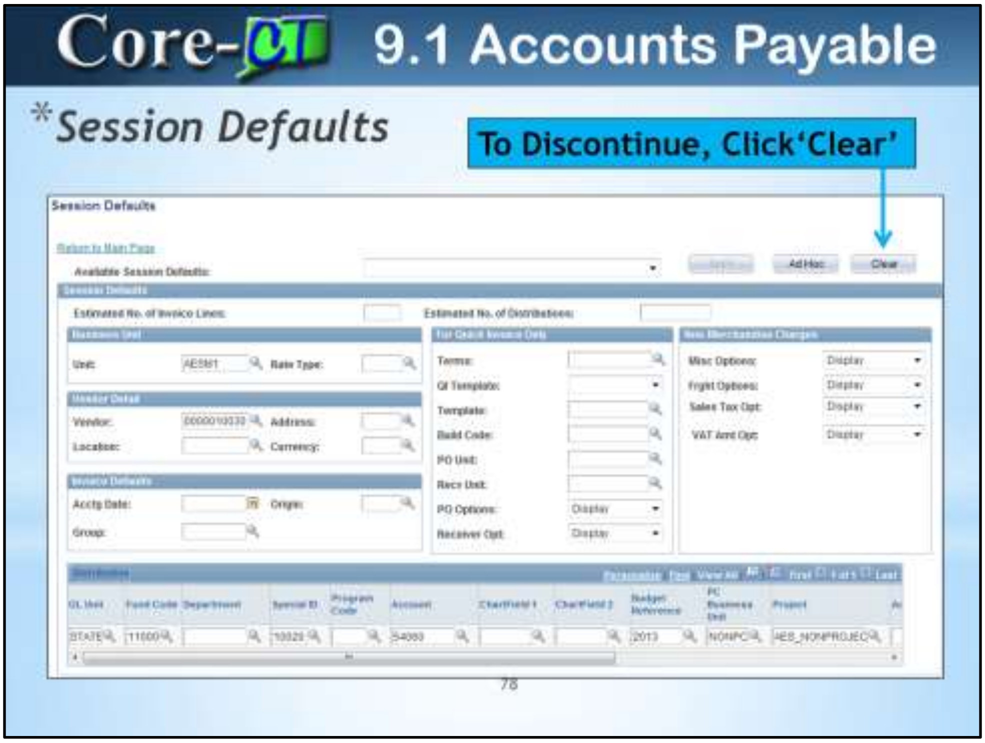
Core-CT 9.1 Accounts Payable
Session Defaults
To Discontinue, Click'Clear'
Session Defaults
Available Session Defaults:
Ad Hoc
Clear
Estimated No. of Invoice Lines:
Estimated No. of Distributions:
Unit:
Rate Type:
Vendor:
Address:
Location:
Currency:
Acctg Date:
Origin:
Group:
Terms:
Template:
PO Unit:
PO Options:
Misc Options:
Frght Options:
Sales Tax Opt:
VAT Amt Opt:
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Attachments link allows voucher processors to 'attach' a document to the voucher that would benefit a user (or auditor) to see when reviewing the voucher in the future.

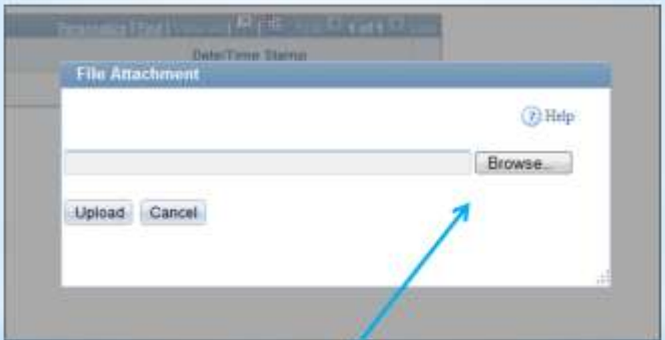
## Core-CT 9.1 Accounts Payable

# *Attachments


Add Attachment. Then follow instructions.

Core-CT 9.1 Accounts Payable

## Attachments




Locate your document

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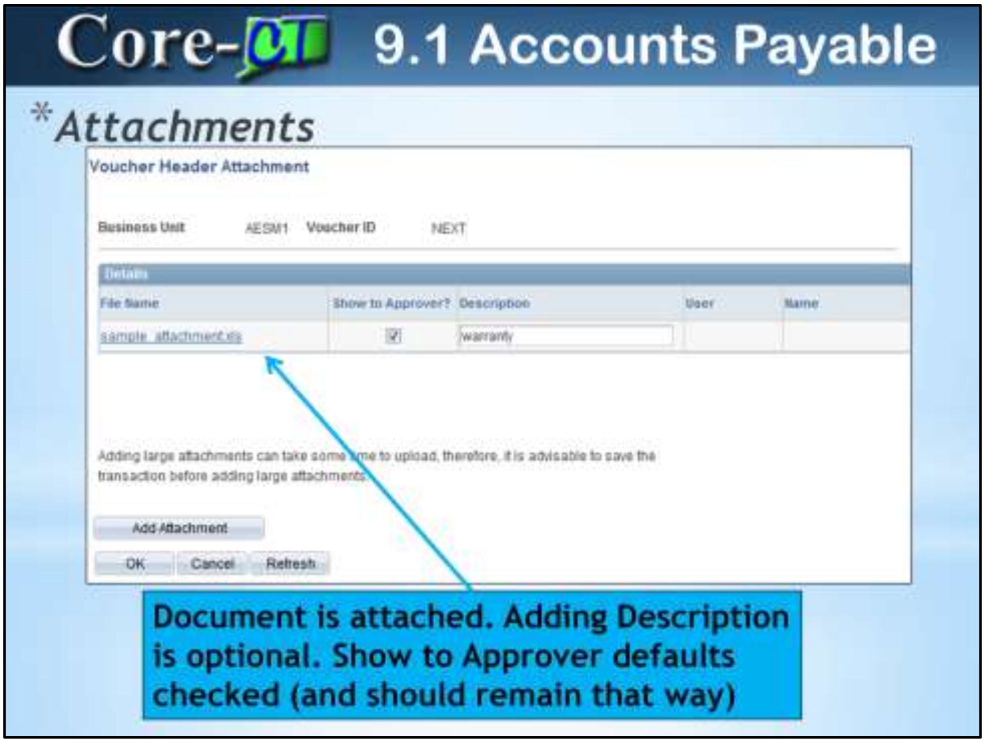
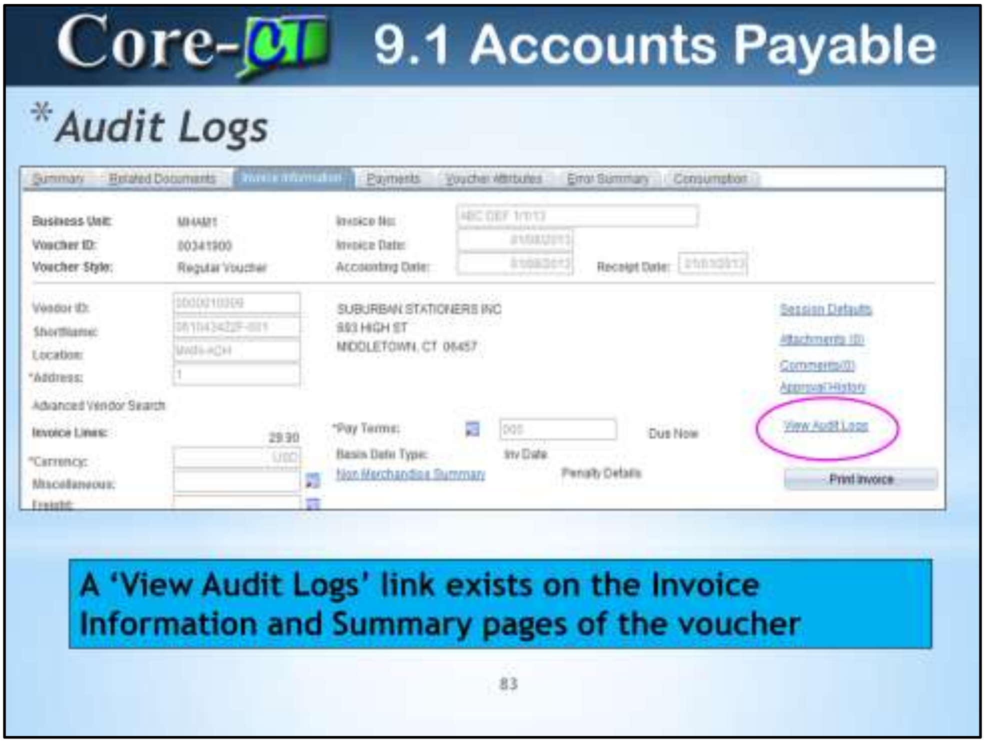



A word about attaching documents to vouchers…

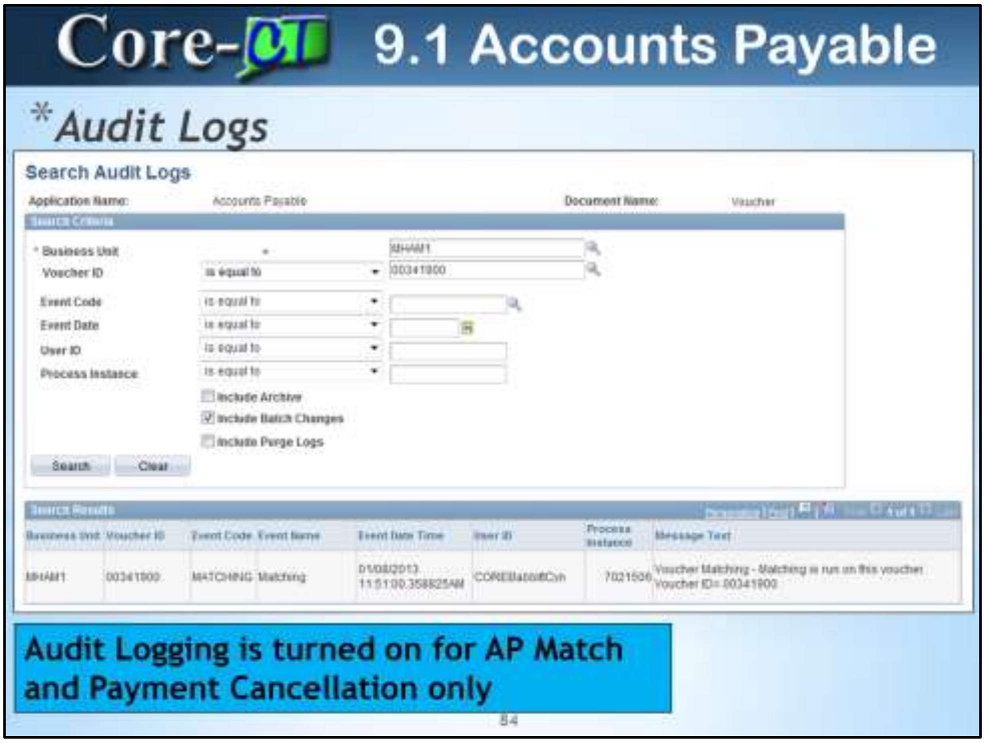
While there is no ruling on what can or should be uploaded using this hyperlink, agencies should decide on what is necessary. Some helpful hints are:

1. Upload only what would be beneficial to AP users
2. Upload only what is AP-specific. Don't attach PO-related documents. (contracts, contract amendments, etc.) PO has attachment capability also!
3. Watch the size of the file you are uploading – if it's a 500 pg manual with hundreds of pictures, don't do it!
4. Keep the file type within the Microsoft Office Suite.
5. If you are unsure about attaching a document, Call the HelpDesk for guidance.

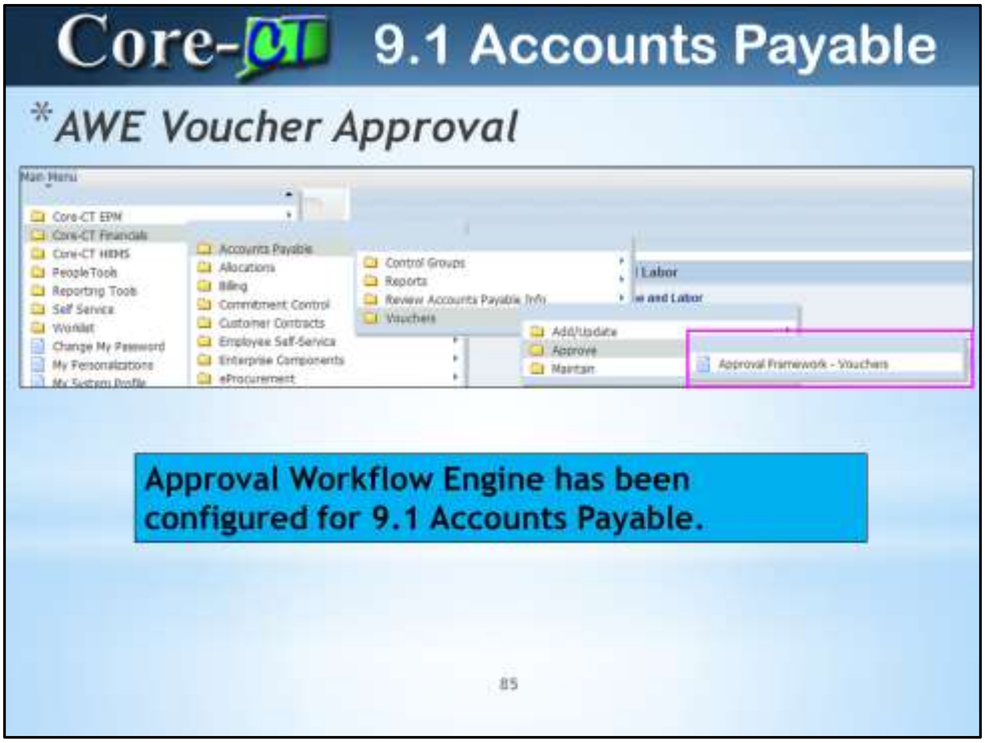



What is Audit Logging?

1. Audit Logging provides tracking of transactional processing
2. AL provides online views that allow audit logs to be searched
3. This functionality aids users and production support in identifying the specific date/time/by whom information for an AP 'event' (i.e. when did this voucher match?)
4. Audit Logging helps when troubleshooting the progress of a voucher through Accounts Payable and on through Payment and Payment Post.




**Audit Logging is ‘turned on’ centrally. It is currently turned on for AP MATCH and Payment Cancellation (two events that are difficult to obtain details on once they have occurred)**

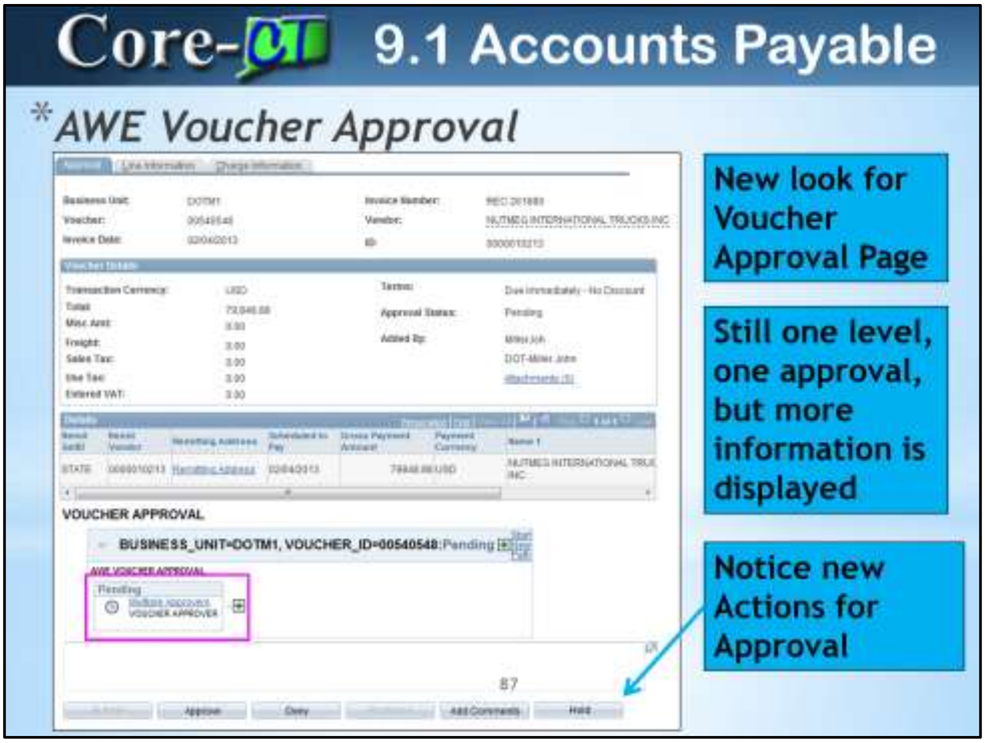



AWE has been configured for 9.1 Accounts Payable.

What is it?

1. Approval Framework is a user-configurable tool to create dynamic approval processes that fit the needs of each organization.
2. Approval Framework ***replaces Virtual Approver*** and puts most configuration control in the hands of the agencies. (this is why your 8.9 vouchers had to be complete through AP prior to 9.1 Go-Live)
3. AWE reveals more information during the approval process and keeps viewable history and comments as the voucher is reviewed/approved by the approver
4. While voucher approval for Core-CT continues to be one rule/one level, the possibility of expanding on this is now available for future considerations.

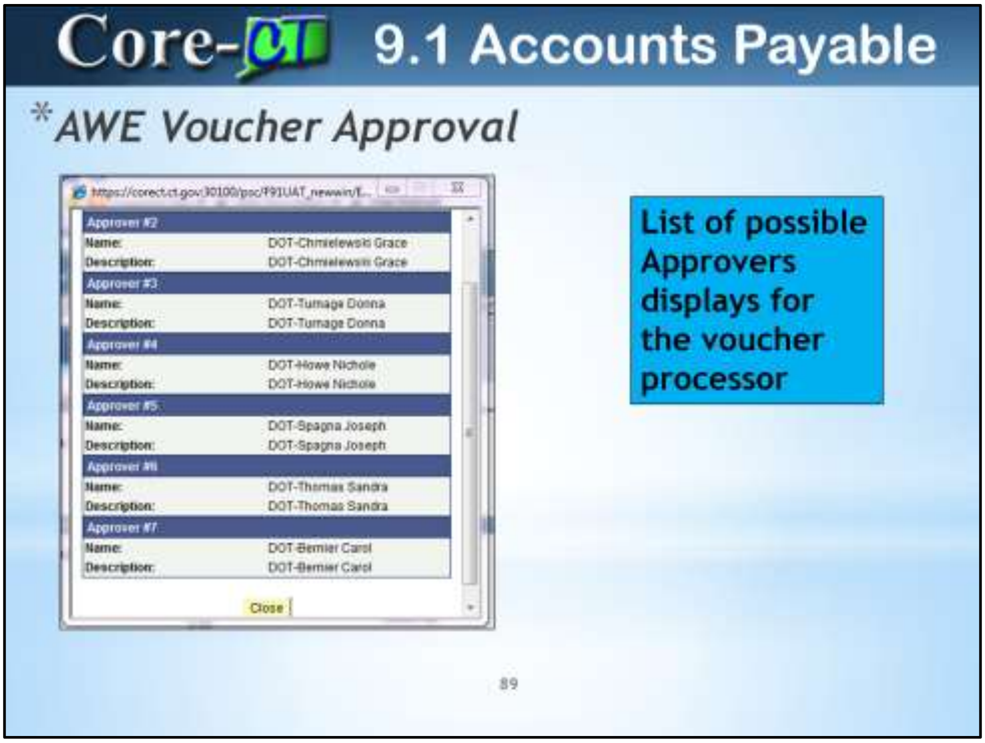

Use Pending approval status to isolate only those vouchers waiting for approval.




The old 8.9 approval options ‘Approve, Recycle & Deny’ should now be forgotten.

9.1 gives new meaning to these terms, plus a new ‘Hold’ option exists. We will discuss them all in the following slides.

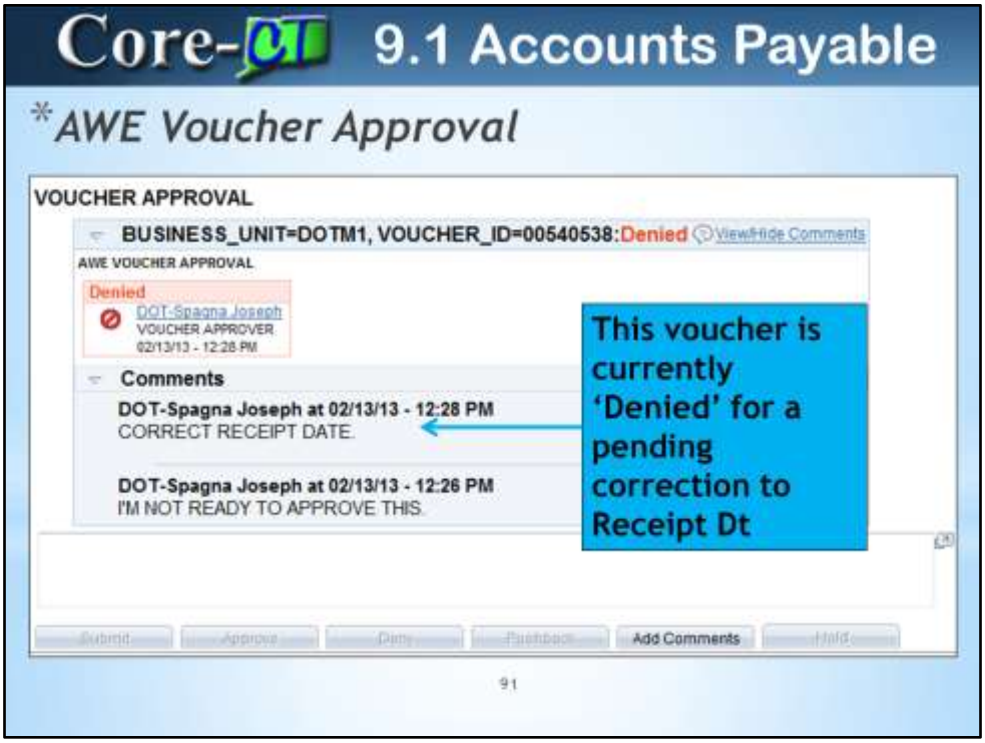

Use the Multiple Approvers Link…




This link helps the voucher processor to see all possible approvers for this voucher. This helps if a voucher seems to be held up.


There are Approval History links on the Summary and Invoice Information pages of the voucher. Below are the following possible Approval actions for a voucher.

1. Approval 'Hold': Use this action if you as the approver are not ready (for whatever reason) to move the voucher along in the approval process (to either approve or deny). ***REMEMBER: Approval 'Hold' is NOT payment Hold.***
2. Note that when a voucher is on Approval 'Hold,' it is still in Pending approval status. (Hold is not a status)




In 9.1, Denying a voucher means that you as the approver are requesting that the voucher processor correct something on the voucher that is inaccurate, or that you as the approver are prohibiting the voucher from processing in AP and want it deleted. So, basically Deny in 9.1 means either Deny or Recycle from 8.9. You will be forced to enter comments for both Hold or Deny.


Here the Receipt Date was corrected by the voucher processor and can now be approved by the Approver.

***BEWARE!*** Note the omission of a ‘Save’ button. Once you click an Action (Approve, Deny, Hold) it happens! This is evidenced in other areas in 9.1 to save keystrokes.


Questions?

Core-CT

# 9.1 Asset Management Deltas

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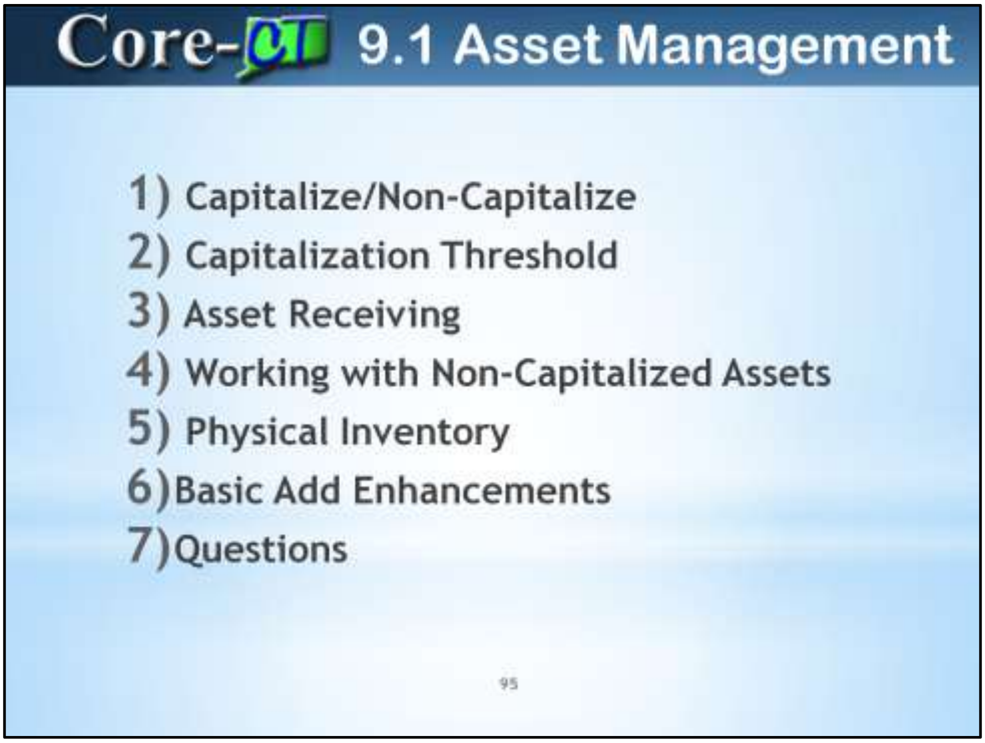


Agenda for Asset Management presentation

## Core-CT Capitalize/Non-Capitalize

# Statewide Capitalize Policy

| | |
|---|---|
| *Real Property* | *Land*<br>*Buildings*<br>*Site Improvements*<br>*Not subject to Cost Threshold* |
| *Personal Property* | *An asset is tangible in nature and complete*<br>*Multi-Year Life*<br>*Significant Value (Value or Cost $1,000 or more)* |

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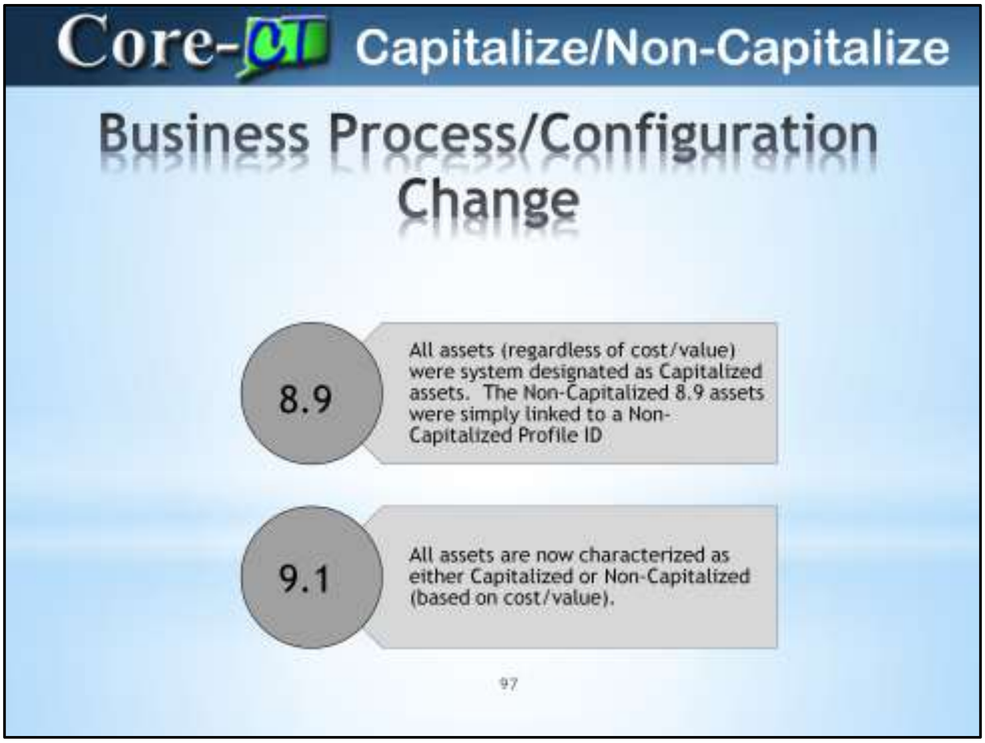
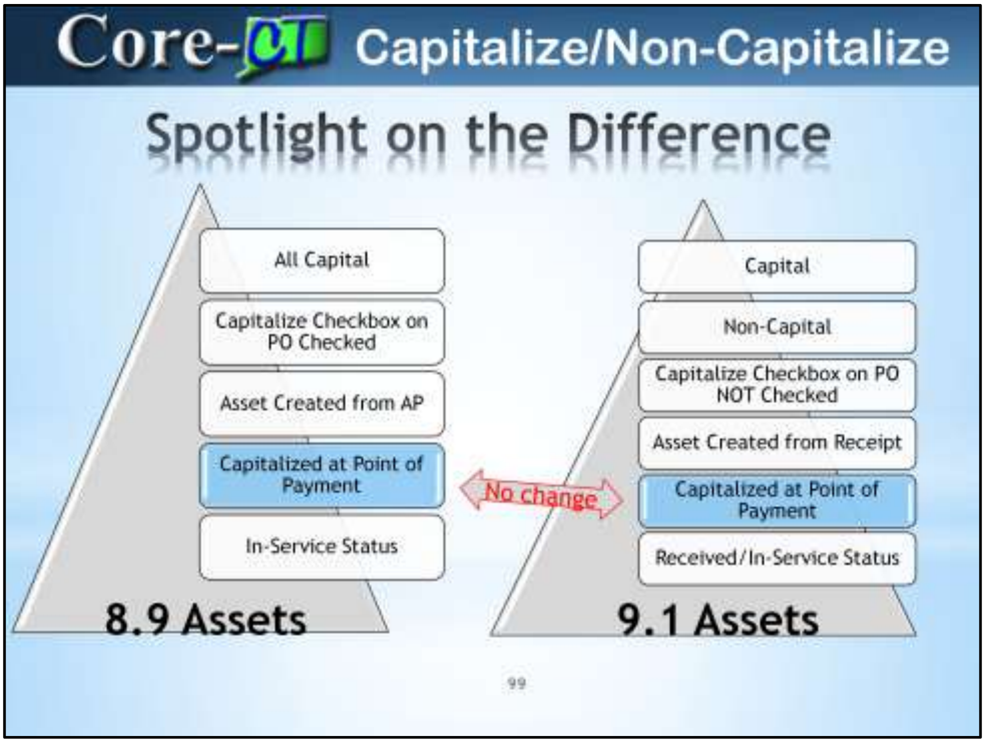
This a summary of the current Statewide Policy for the capitalization of assets controlled by agencies.

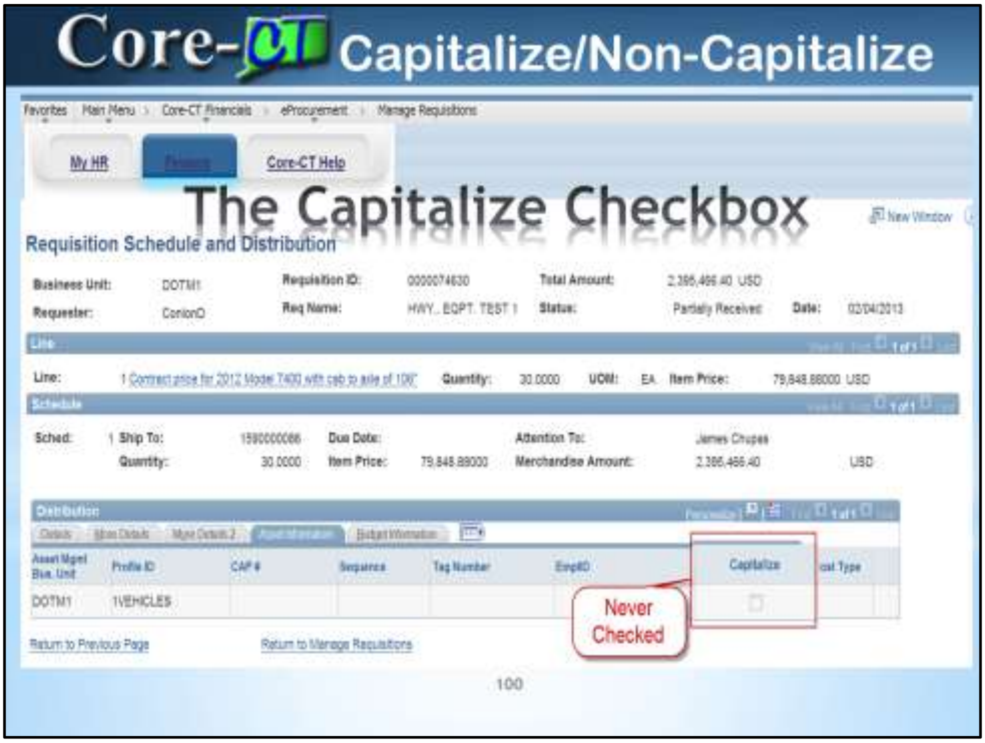



The Asset Management business process and configuration has been changed from 8.9 to 9.1 to accurately reflect the differences between Capitalized and Non-Capitalized assets.

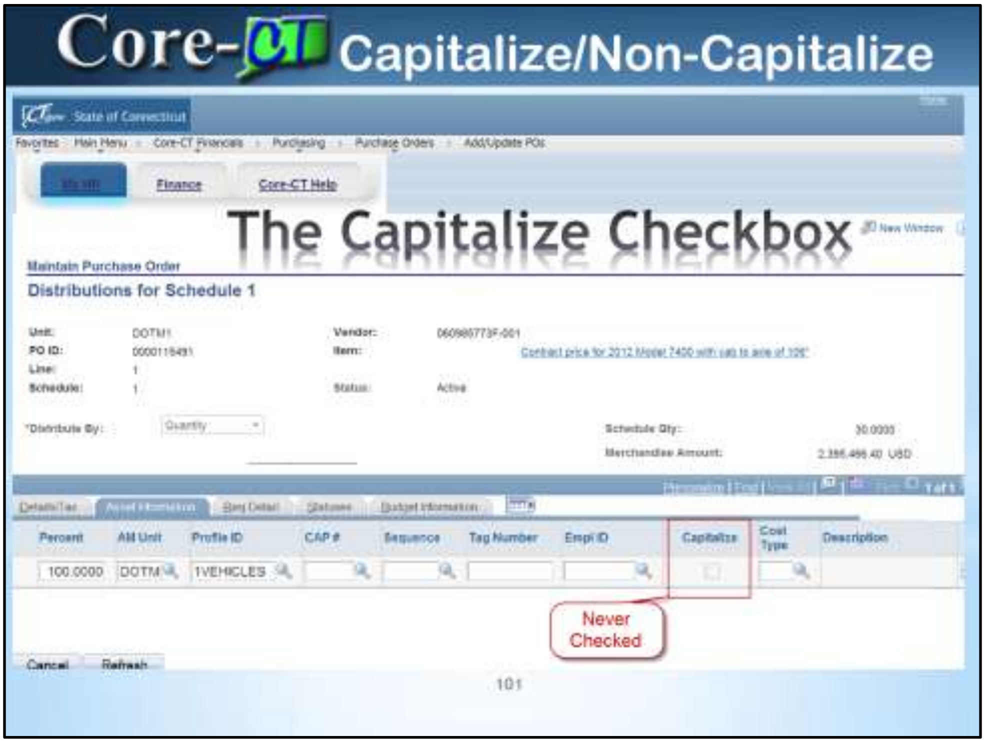

Capitalized and Non-Capitalized assets will now have distinct differences. These assets can now be identified by using these characteristics.




There are several important differences in the way that 9.1 assets are treated, from 8.9 assets. Helping to illustrate these differences, this chart also indicates that the Asset Payment is still the actual Capitalized point ( this is when depreciation would be recognized).

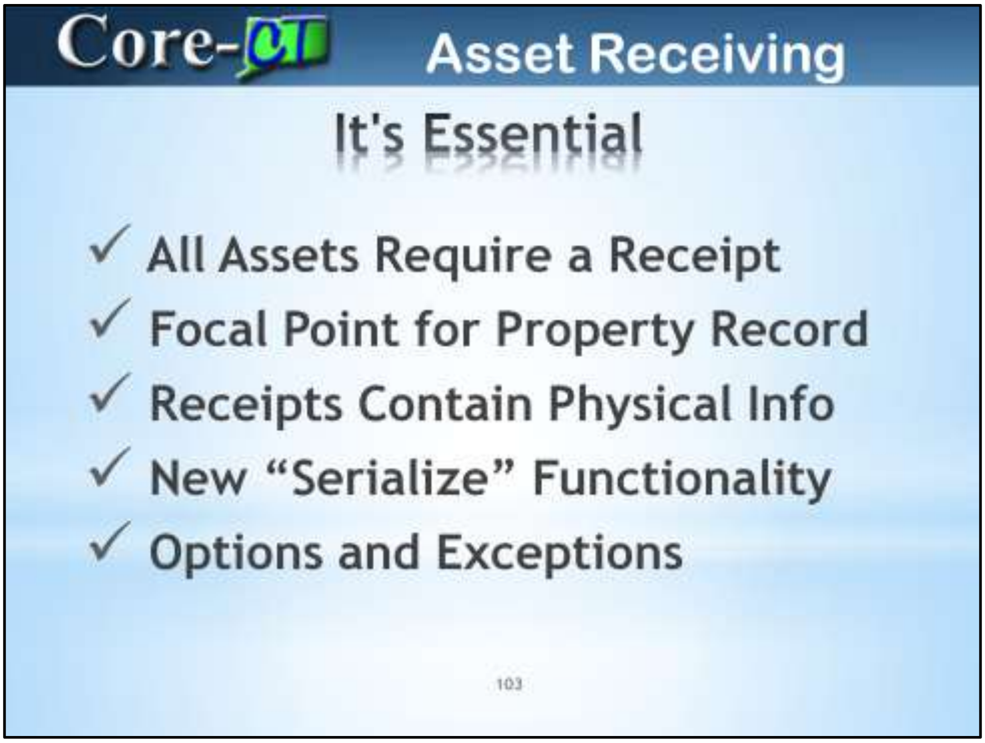



The Capitalize Checkbox on both the Requisition and Purchase Order will always be greyed out and NOT selected. This is a change from 8.9, where this box was always checked. Important, this checkbox does NOT indicate if an asset is Capitalized or not. It is only an indicator that determines when depreciation would start.



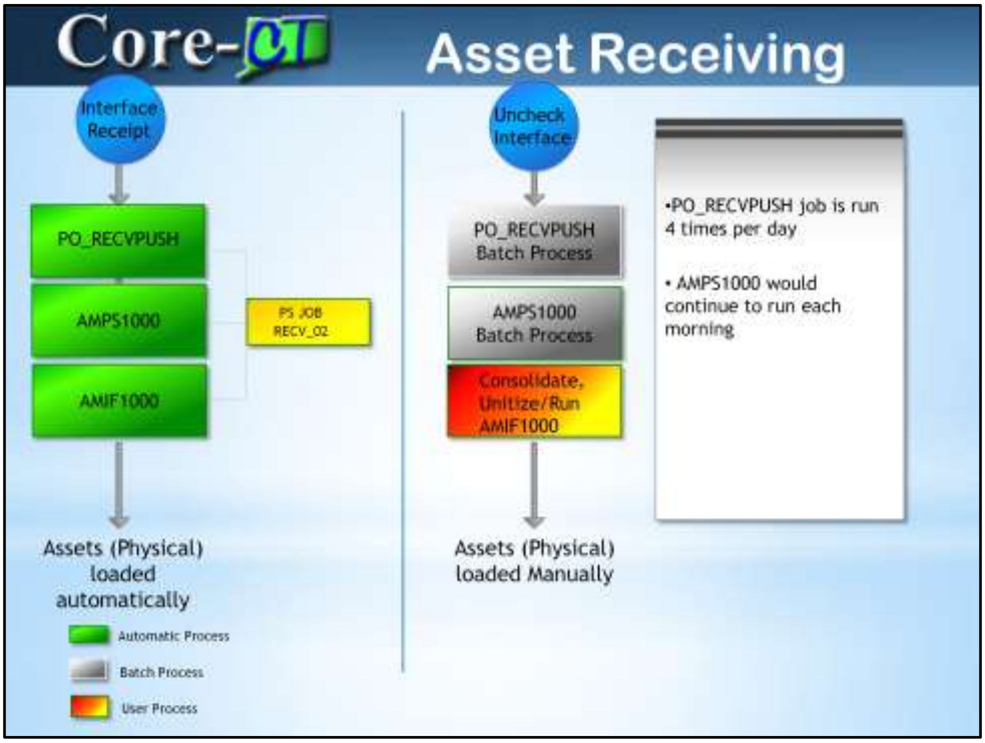

This example is the Purchase Order sourced from the Requisition on the previous slide. Note that the Capitalize Checkbox is still NOT selected. Additionally, note that the asset is a Capitalized vehicle.


*Asset Management will determine the capitalization status of an asset based on its cost. When adding new assets, either online (Basic Add) or through integration, the system automatically classifies them according to their cost into one of the following; Capital Assets or Non-Capital Assets.*



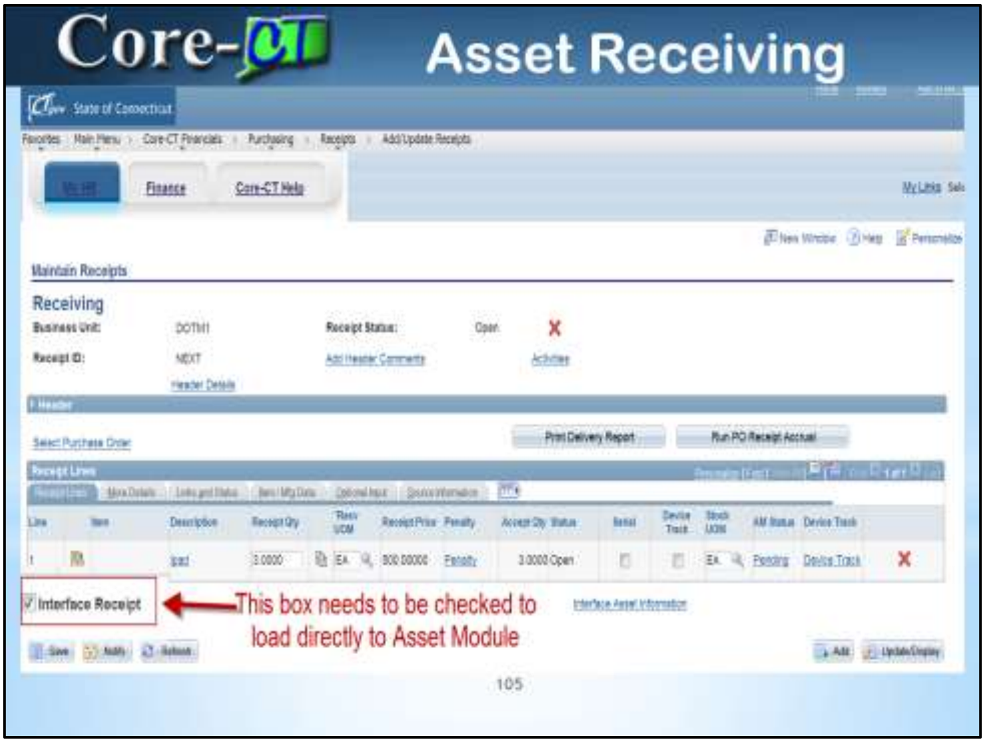

In 9.1, asset physical information can be directly pushed into the Asset Management module after an asset has been received. Financial information will be pushed into Asset Management staging tables after a voucher for an asset has been processed.

It is important that asset information on the receipt be as complete and accurate as possible. New functionality exists during the receipt process that allows for assigning Asset tags and information to multiple quantities. Occasionally, there are exceptions when asset lines will still need to be Unitized and Consolidated within the Asset Management module. In such cases, a Receiving Option is available to use.




This chart depicts the two different Receiving Processes that are available for Asset Management. The left side process loads assets automatically directly into the Asset Module with an Asset Status of Received. The Interface Receipt checkbox is selected.

The right side process stages the asset lines into the Asset Management Physical Interface table. The pending Interface lines would still need to be processed by Asset Management staff. The Interface Receipt checkbox is not selected.




The is the Receiver checkbox that will be defaulted to selected. If the receiver wants to stage the assets to the Asset Module, this checkbox would be NOT selected.


Serialize is a new option that allows the Receiver to unitize assets directly on the receipt. The system will create one new asset receiver row for each of the unitized assets. The action is initiated by selecting the Serial Checkbox.


After selecting the Serial Checkbox, the AM Status Pending link is used to assign required asset information.

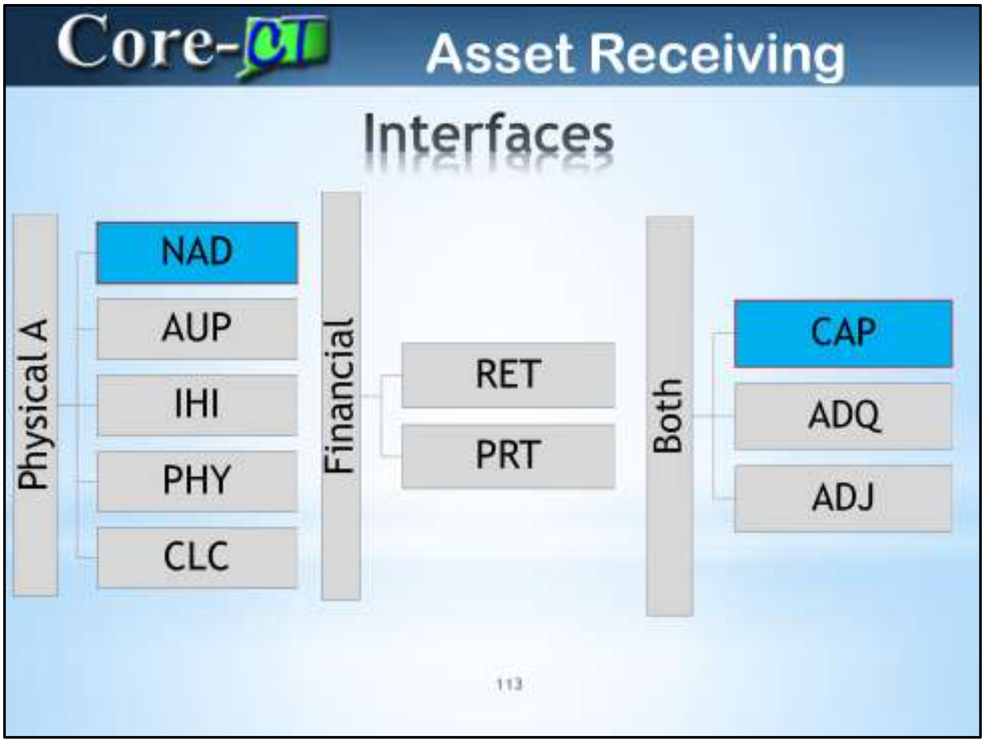

Notice that the Capitalize status is Non Cap. This is because the checkbox on the Purchase Order will never be selected. Asset will be Capitalized when they are paid for. There are now three asset detail distribution lines (one line corresponding for each received quantity). The receiver is now required to assign and populate Tag Numbers. This can be accomplished manually or automatically. It is a recommended practice to leave the Asset ID set to NEXT (this will allow the system to assign unique asset id's). Serial ID's should also be assigned in the same manner.


Additional optional asset information can be assigned by selecting the More Details tab.


Once the receipt is saved, the assets are immediately loaded into the asset module with an Asset Status of Received. An asset user can search for Received assets by using the Search for an Asset Utility (and filtering by Asset Status).


This is an example of a Received asset that has NOT yet been paid for.


Important, if the Interface Checkbox was NOT selected on the receipt, Consolidate and/or Unitize processes must be completed before payments are interfaced

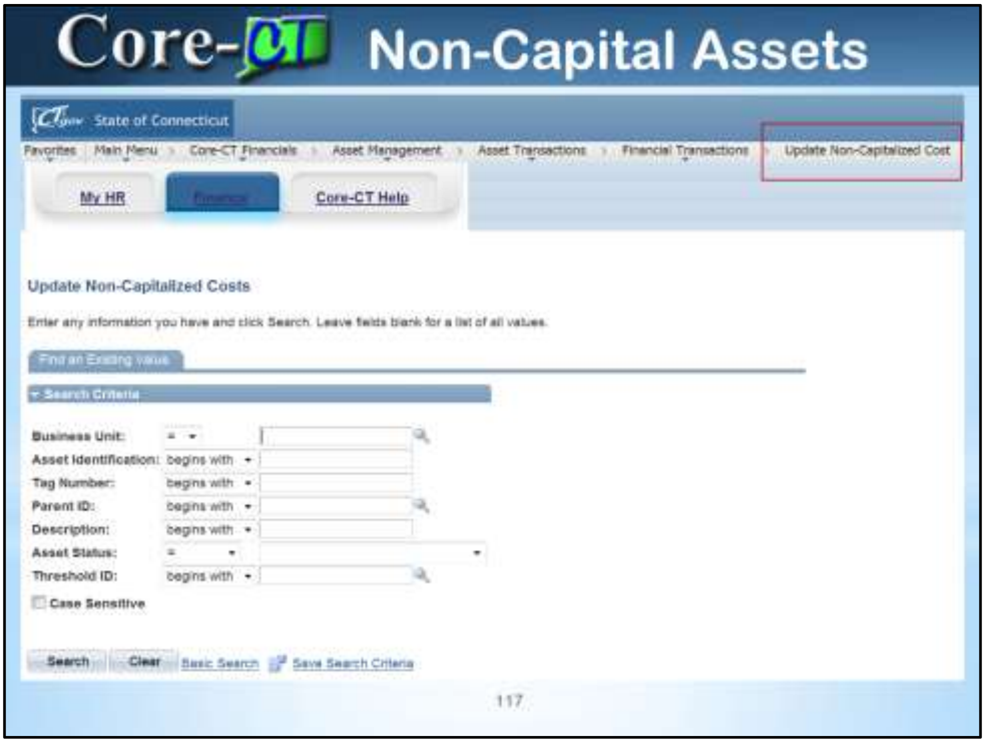



The Interface staging tables have two new Interface types (NAD – Non Financial Add), (CAP – Capitalize). The CAP interface relates to payments and will always populate both staging tables.
The Non-Financial adds will only populate the Physical staging table, and could load automatically from Receipt. Payments will always need to be loaded manually.


This is an example of a Pending Payment interface that would need to be loaded. It assumes that the original physical asset has already be loaded.


Once the payment is loaded, the asset status is automatically updated from Received to In Service.


Working with Non-Capitalized assets differs in several ways from working with Capital assets. There are new navigations for Adjustments, Retires, and Transfers. In addition. Physical Inventory setup has been modified to allow for the inventory of Non-Capitalized assets and assets that are Received but not yet paid for.

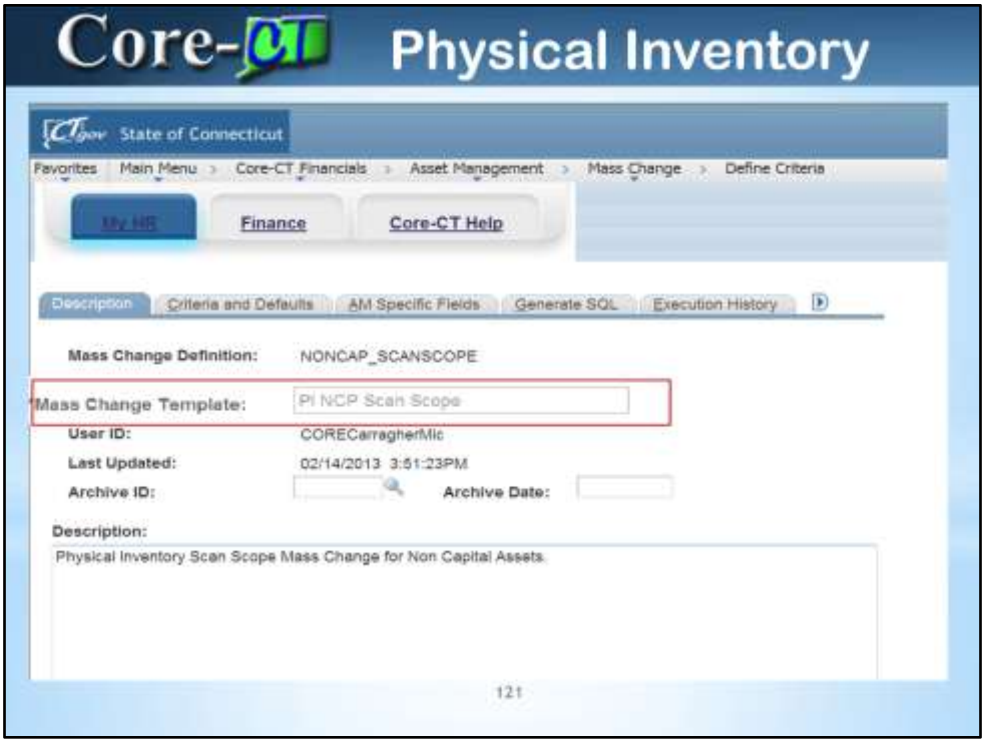



This is the new navigation to do a Non-Capitalized Cost adjustment.

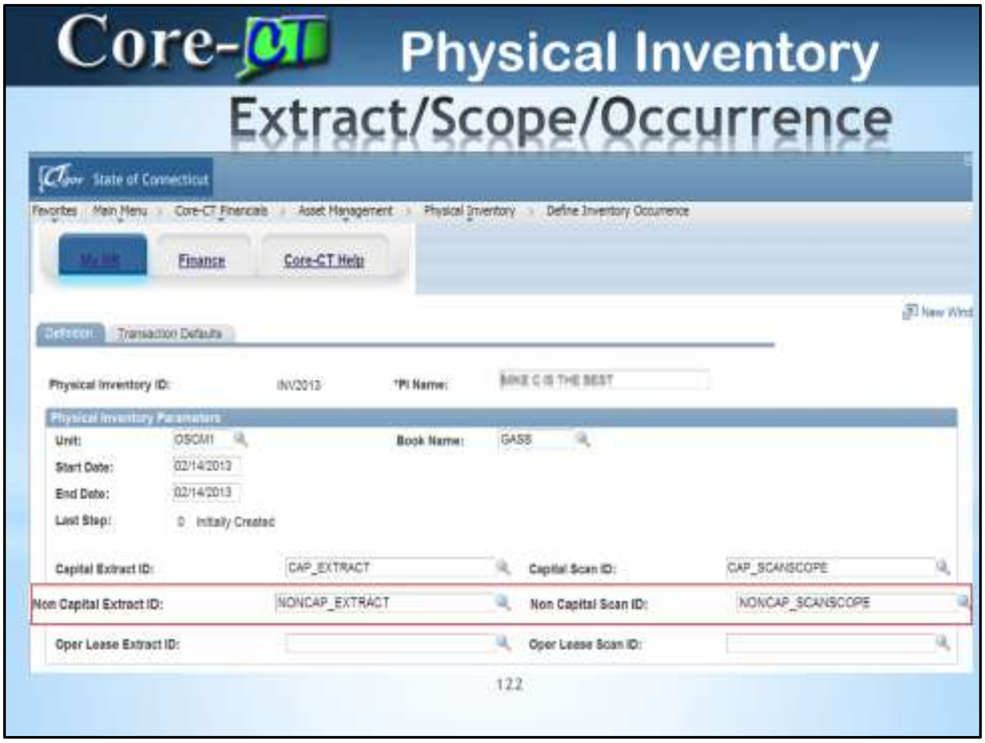

This is the new navigation to do a Non-Capitalized asset retirement.


When creating new Physical Inventories, the new 9.1 setup needs to take new asset statuses into account.

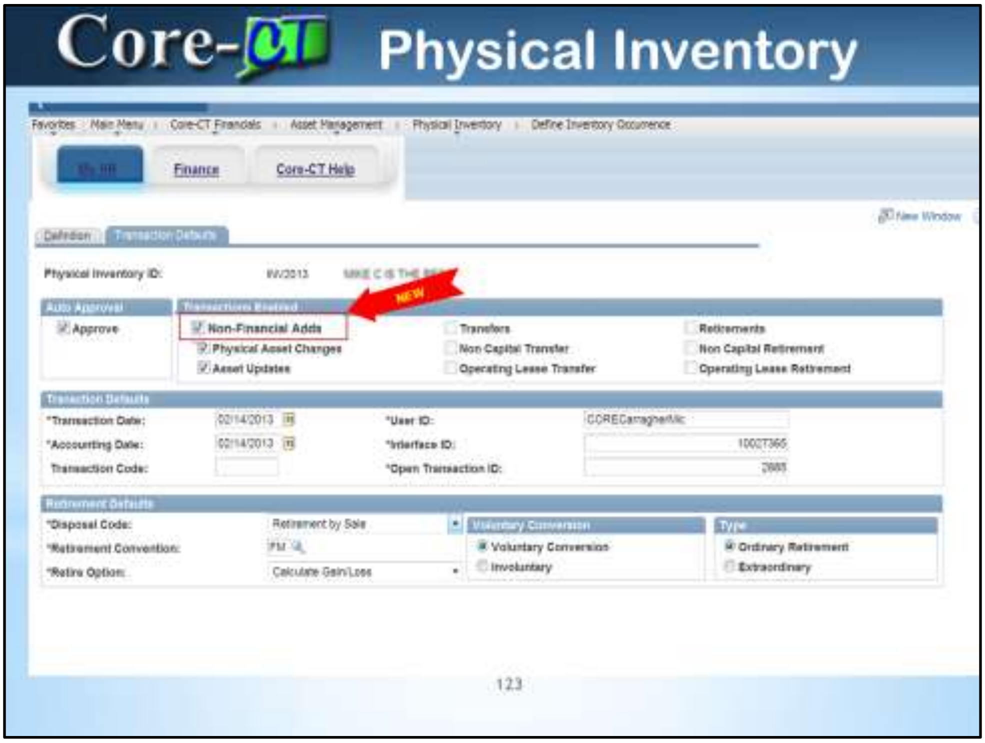

There is a new Non Capitalized Extract template that must be used for Non-Cap assets



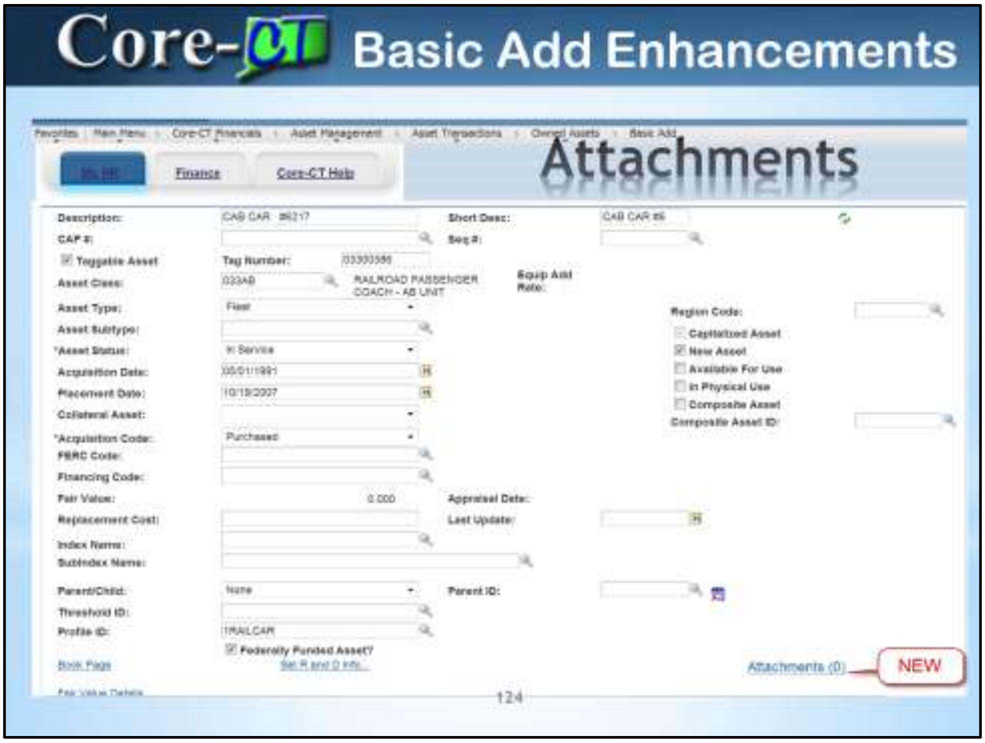

There is a new Non Capitalized Scan Scope template that must be used for Non-Cap assets




The Physical Inventory Occurrence can now be used to identify the Non Capital related mass changes.

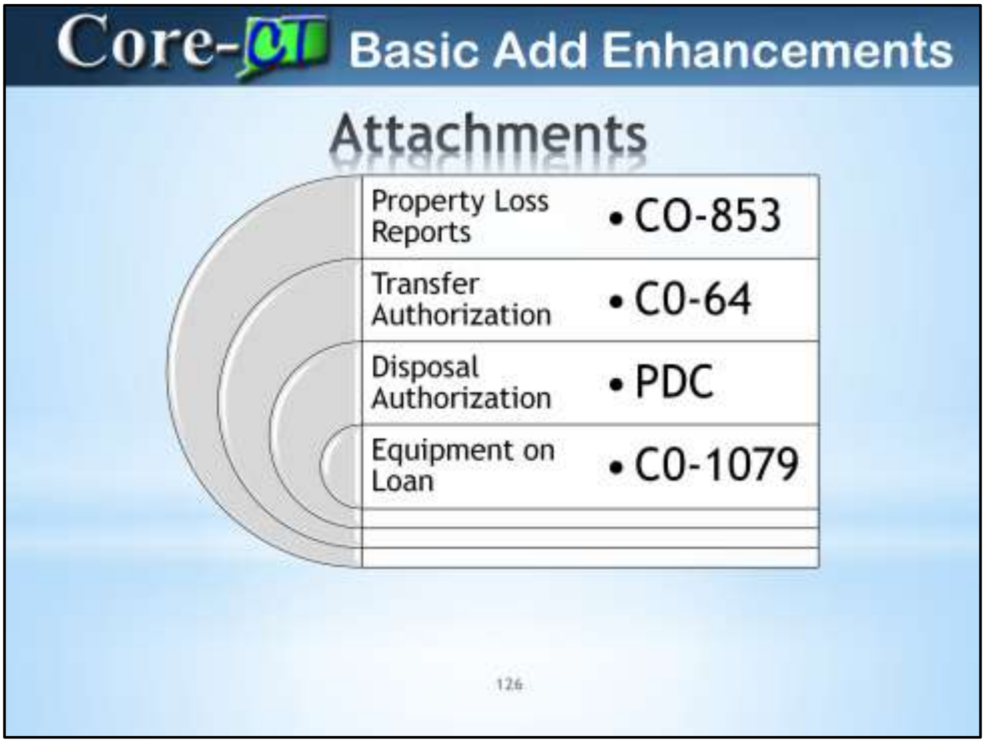



A new Physical Inventory feature is the ability to create new assets found during the inventory process. The newly established assets would be overs that create a Non-Financial Physical asset. This feature can be turned off and on by selecting the Transactions Enabled checkbox.

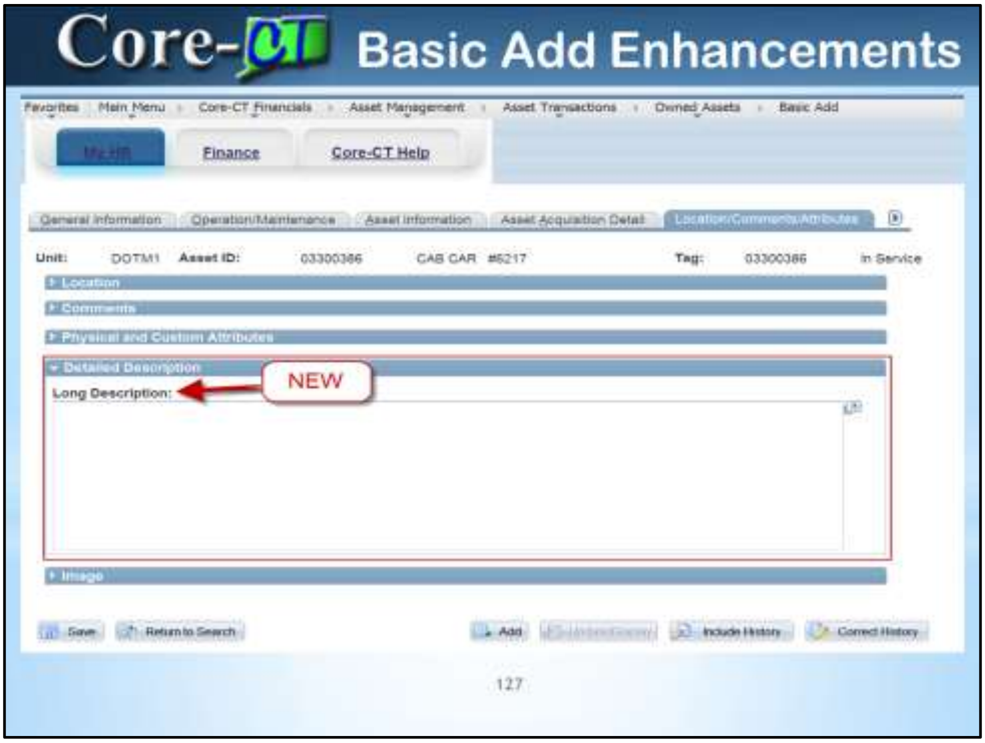



Users can now attach documents to an existing asset using the Attachmen.t's hyperlink on the General Information page in Basic Add


The attached file and all relevant audit information is included on the attachment page.

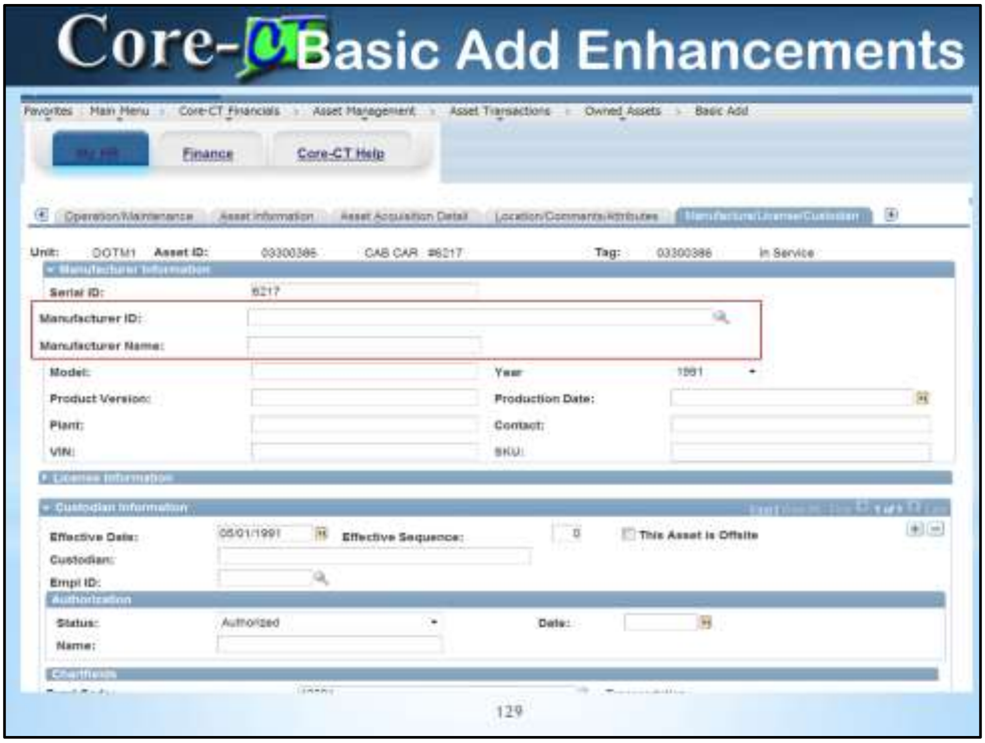



Here are several examples are relevant  Asset related documents that would be appropriate for attaching

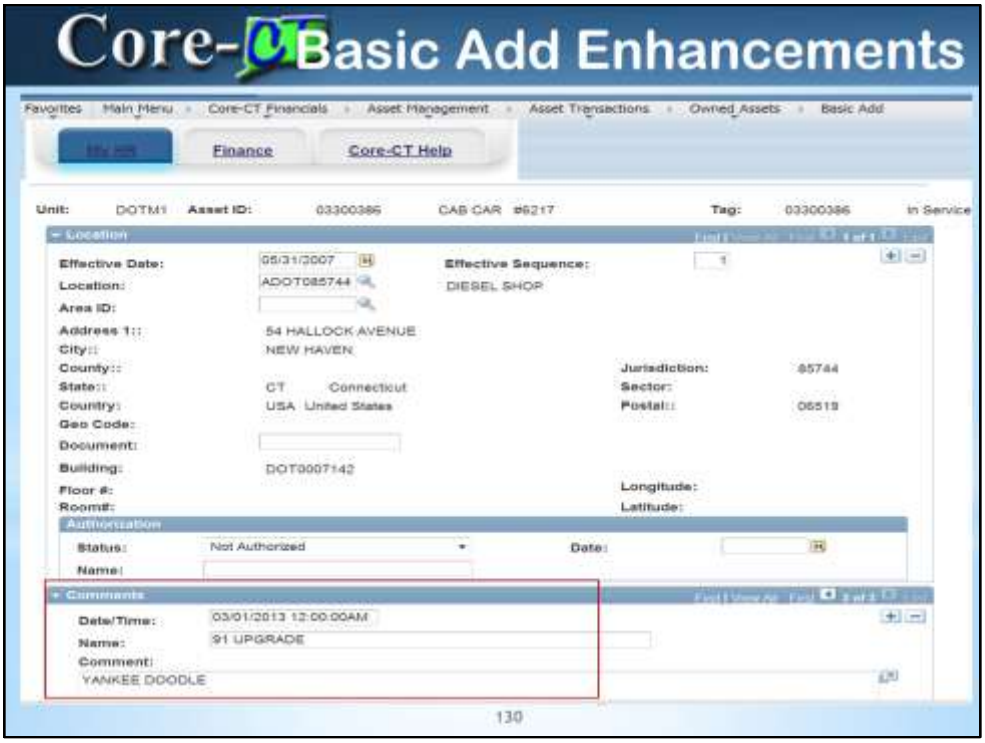



Here is a new Long Description field that you can use to add to the previous 30 character description.


The plain MAKE field is no longer available. There is a Manufacturer ID and related Manufacturer Name that can be used. 8.9 data that currently exists in this field has been copied and moved to the Comments section for user reference.




This is the new look without the MAKE field.




This is an example of the MAKE information from the MAKE FIELD (from the preceding example). It will indicate 91 UPGRADE in the name section.

Core-CT 9.1 Asset Management

# Core-CT Training and Support

- Delta UPKs
  - All deltas have been identified and will be posted as UPKs
  - UPKs can be linked to from the portal page
  - Each module has their own delta document
- Training
  - If you have personnel who have training needs, then please sign up for the wait list and training will be made available
- Security
  - Any updates for security due to the upgrade should be handled through your security liaison and the CO-1092 form
- Support
  - Any problems should be called into the Core-CT helpdesk (860) 622-2300, option 1, or email core.support@ct.gov

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# Questions

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