

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

February 20, 21 & 22, 2013

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

- Postponement of the implementation of Pcard, invoicing 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

- 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

Favorites: Mail Menu

Home Finance Core-CT Help

New Tab for Finance Users [Add] [Refresh]

Personal Information

- Personal Information: Review and update your personal information.
 - Personal Information Summary
 - Work and Salary History
 - Phone Numbers
 - Email Addresses
 - Emergency Contacts
 - Home Details
 - Other Details
- My System Profile: Set up personal preferences, such as email and language preferences, password and forgot my password info.
 - My System Profile
 - Change My Password

Employee Benefits

- Benefits Information: Review a summary of your benefit enrollments.
 - Benefits Summary
 - Health Care Summary
 - Retirement Summary
 - Spousal Contributions Summary
 - Domestic Partnership Info
- Defined Contribution Plans: Defined Contribution Plans (DCP)
 - Rollout a DCP
 - Change/View current DCP Account

Time and Labor

- Time and Labor: Request and approve time.
 - Download

Payroll

- Payroll: Review current and prior paychecks.
 - View Payroll Information

Recruiting

- Recruiting Activities: View jobs, manage your applications and coordinate interviews.

Core-CT News

No articles currently available

Recent articles | Update Summary articles | Feed

[View All Articles and Feeds](#)

My Reports

No Reports To Display

[Report Manager](#)

Expiring Vendor Contracts

Vendor	Contract	Status	Issue	Expiry (M)	Expiry (Year)
STATE	1000012186	0	Agreement Tobacco R.F.P.04	01-13	2013
STATE	1000000766	0	DOTM1 200802079	02-01	2008

Exp Projects

Project	Line	Budget	Start
Project	Amount	Type	Year
1000001000	1,173,000	100%	2014
1000001000	1,000,000	100%	2014
1000001000	400,000	100%	2014
1000001000	80,000	100%	2014

My Reports

Report	Folder
STATE OFFICE	Operate
STATE CLERK	Operate
GENERAL LED	Operate
STATE OFFICE	Operate
STATE OFFICE	Operate
STATE OFFICE	Operate
STATE OFFICE	Operate

Budget Status Report

Account	Balance	Encum	Revised	Final	Actual	Var
01-ALLOT	11000	10000	10000	10000	10000	0
01-ALLOT	11000	10000	10000	10000	10000	0
01-ALLOT	11000	10000	10000	10000	10000	0
01-ALLOT	11000	10000	10000	10000	10000	0
01-ALLOT	11000	10000	10000	10000	10000	0
01-ALLOT	11000	10000	10000	10000	10000	0
01-ALLOT	11000	10000	10000	10000	10000	0
01-ALLOT	11000	10000	10000	10000	10000	0

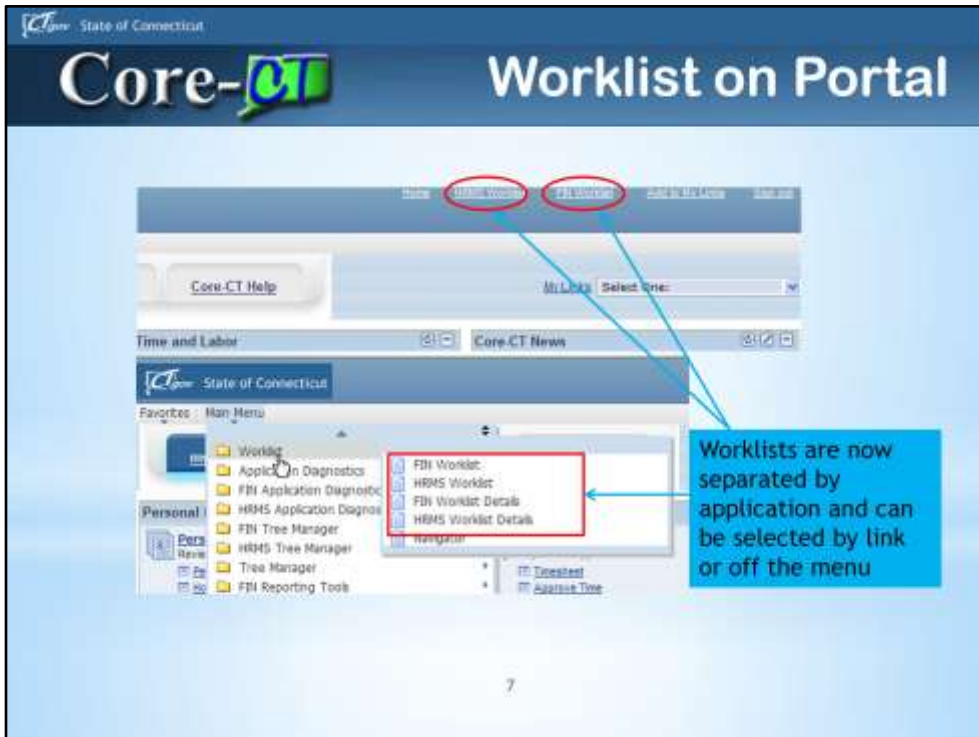
Core-CT News

No articles currently available.

[View Archived News](#) | [Feed](#)

Finance Blog

The Postings are empty.



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

The screenshot displays the 'Core-CT' web application interface for the State of Connecticut. At the top, the breadcrumb trail is highlighted in a red box: **Home > Main Menu > Core-CT Previous > Purchasing > Purchase Orders > Add/Update PO**. Below the breadcrumb, there are navigation tabs for 'My HR', 'Finance', and 'Core-CT Help'. The main content area is titled 'Maintain Purchase Order' and includes the following sections:

- Purchase Order Header:** Business Unit: 48301, PO ID: 000011718, PO Status: Disapproved, Budget Status: Void, and a checkbox for 'Hold from Further Processing'.
- PO Details:** PO Date: 06/14/2012, Vendor: W.B. WATSON COMPANY INC, Vendor ID: 000014234, Buyer: ADJ-CANTON, and PO Reference: A23-KAZANSKI LISA.
- Header Details:** Links for 'Add/Update', 'Document Status', 'Add Comments', and 'Add Why To Comments'.
- Amount Summary Table:**

Amount Summary	Amount	Unit
Merchandise	28,240.00	
Freight/Tax/Inv.	0.00	
Total Amount	28,240.00	USD
Encumbrance	28,240.00	USD
Balance	0.00	USD
Total P.O. Obligation	28240.000	USD

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

9.1 ePro/Requisition Deltas

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

State of Connecticut

Core-CT eProcurement

Creating Requisitions

The **Define Requisition** page has been reconfigured with additional options for setting requisition types and for modifying line defaults.

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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.

Core-CT eProcurement

Core-10

- The Core-10 is defaulted to REQ instead of blank for the CT Multi-Requesters.
- CT Requesters only have the REQ value and it is grayed out.

CORE-10 REQ

DAS-BID
ITD-10
REQ

Default →

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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.

Core-CT eProcurement

Requisition Obligation

REQ Obligation

- A new REQ Obligation link allows Requesters to capture the full extent of a fiscal obligation of a purchase when it extends over multiple requisitions and fiscal periods. This information is reviewable by approvers and will display on POs created from the requisition.



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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.

Default Options

- A **Default Options** group box has been added with the **Override** option defaulted to ensure any changes a Requester makes to predefined values will move forward to the requisition lines.
- The **Override** option displays a plus + sign allowing requesters to create multiple distributions lines at the Define Requisition step.
- The **Percentage (Pct)** field now displays in the Accounting Defaults.

The screenshot displays the 'Define Requisition' page in the Core-CT eProcurement system. At the top, there is a 'Default Options' group box with two radio buttons: 'Default' and 'Override'. The 'Override' option is selected. Below this are fields for Vendor, Vendor Location, Report, Category, and Unit of Measure. The 'Shipping Defaults' section includes Ship To, Date Date, Attention, and a 'Click on tab to expand chartfields' callout pointing to the 'Chartfields' tab. The 'Accounting Defaults' section is expanded, showing a table with columns for Pct, Location, GL Line, and Account. The 'Pct' field is highlighted with a red box, and the 'Account' field is also highlighted with a red box. A 'Continue' button is at the bottom left.

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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.

Core-CI eProcurement

Adding Items & Services

Search for Catalog Items by Contract ID

Create Requisition

1. Define Requisition | 2. Add Items and Services | 3. Review and Submit

ADD ITEM TO THE REQUISITION, SPECIFYING THE INFORMATION NECESSARY TO PROVIDE AEST PART OR SERVICE.

Search:

Selected Contract:

Select a Contract:

- Check a Part's previous listings in the REQUISITION LIST
- Navigate accordingly to correct listing
- Use Part's ID or Contract ID to correct the listing's listing
- Use the CONTRACTS to search (Applicable to a PART's listing)

Search: of the following search fields entered

Description	Manufacturer	Manufacturer's Part ID	Vendor	Vendor Item ID

Vendor Contract:

Include Images

Include Links

Make Call

Email Print

Insert Link

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

Comments and Attachments

Expanded Functionality for Adding Requisition Comments and Attachments

The screenshot displays the 'Header Comments' section of a requisition. At the top, it shows the Business Unit (ADM1), Requisition ID (167), Requisition Date (10/10/12), and Status (Open). Below this is a 'Comments' table with two rows. The first row is for 'Standard Comments' and the second for 'Use Standard Comments'. Each row includes an 'Entered On' timestamp and a 'Send to Vendor' checkbox. The first row also has checkboxes for 'Show of Receipt', 'Show of Voucher', and 'Approval Justification'. An 'Add Attachments' button is present below each comment row. Red circles highlight the 'Standard Comments' and 'Use Standard Comments' buttons, the 'Send to Vendor' checkbox, and the 'Add Attachments' button in both rows.

ePro requesters have the option to add multiple comments and attachments to the requisition header, as well as each requisition line.

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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**.

Templates and Favorites

Both Personal Templates and Favorites Groups are managed in **MyProfile**. In Core-CT 9.1 Templates and Favorites can be shared between requesters within an agency.



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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.

Core-CT eProcurement

Templates

View Details

Requestor: CORECAM SIKING
 Template Name: CASH1-0000000058
 Description: Bundle Test 32011

Item Description	Vendor	Status	Unit	Price Unit	Qty
1 6M SMD 16 PIN TO 4 SATA	EPLUS TECHNOLOGY INC	Vendor Item Inactive	EA	16.51900 USD	1000
20.8M CABLE - 9CS-2 TO 9CS-3	EPLUS TECHNOLOGY INC	Vendor Item Inactive	EA	38.83800 USD	5,000
3 80216 KVM SWR COMB SWCH W/	EPLUS TECHNOLOGY INC	Vendor Item Inactive	EA	1107.22800 USD	2,000
4 Cables	EPLUS TECHNOLOGY INC	Active	EA	20.00000 USD	1,000

Click on minus sign to remove item(s) from template(s) then click Ok

Items added to Favorites and Templates that become unavailable will still display, but are clearly labeled with the status **Vendor Item Inactive**. The requester can remove these items at anytime.

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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.

Favorites

The requisition Favorites and Templates functions have been enhanced in Core-CT 9.1.

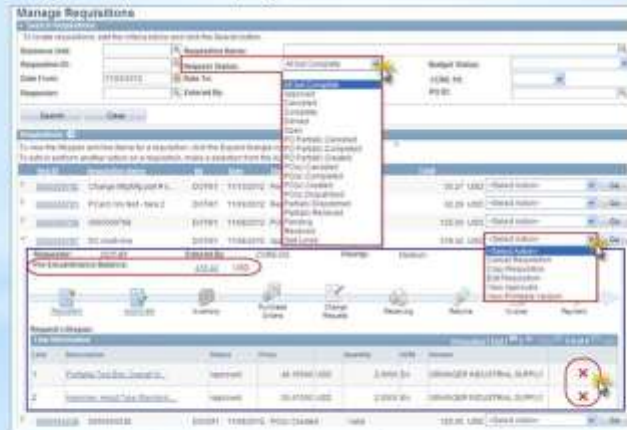


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1. Items are still added as Favorites in the Create Requisition component of eProcurement. As before these items are easily added to requisitions from the Favorites tab.
2. In Core-CT 9.1 Favorite Items can be added to Favorite Groups and Templates.

Manage Requisitions

Several new and enhanced features are available on the Manage Requisitions page.



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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.

Core-CT
eProcurement

Requisition Approvals

The overall process is the same with a few additional functions added for 9.1.

The screenshot displays the 'Requisition Approvals' interface. It features three main sections for different approval types: 'Amount Approval' (status: Pending), 'Req Budget Approval' (status: Awaiting Further Approvals), and 'Req Purchasing Approval' (status: Awaiting Further Approvals). Each section includes a 'Request Information' button and a 'Start New Path' button. A 'Do Not Use' warning is present next to the 'Request Information' button in the Amount Approval section. At the bottom of the interface, a 'Hold' button is highlighted with a red box, indicating its function in putting a requisition on approval hold.

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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 +)

Hold Functionality

Approval history is tracked and viewable

The screenshot displays a web interface for reviewing and editing approvers. The main heading is 'Amount Approval'. Below this, the status is 'test: Awaiting Further Approvals' with a '+ Start New Path' button. The 'Req Amount' section contains two items:

- On Hold**: Multiple Approvers, CT WF REQ AMT APPROVER 1, 02/01/13 - 1:20 PM
- Information Request**: 63 DOT-Bacote Tracey, Information Request

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

Core-CT eProcurement

View History

Approval History
 Approval Process: Requisition Definition ID: STATE
 Business Unit: DOTM1 Requisition ID: 000074575

Amount Approval
 Requisition 000074575: Pending
 Req Amount: Multiple Approvals
 Comment History: DOT-BALL CHARLESBIA at 12/14/12 - 10:26 AM

Req Budget Approval
 Requisition 000074575: Awaiting Further Approvals
 Req Bgt Appr: Approved
 Comment History: DOT-TOCJA MARI at 12/20/12 - 2:12 PM

Req Purchasing Approval
 Requisition 000074575: Awaiting Further Approvals
 Req Pur Appr: Denied
 Comment History: DOT-GERMAN KATHLEEN at 12/20/12 - 2:20 PM

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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

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

Core-CM Purchasing

Encumbrance Look-up

After a Purchase Order is Dispatched an encumbrance link is now available. It gives you the available and/or remaining encumbrance for the PO .

Maintain Purchase Order

Purchase Order

Business Unit: 0091 PO Status: Dispatched
 PO ID: 000115481 Budget Status: Voted
 Copy From: [Dropdown] Hold From Further Processing

PO Date: 02/04/2013 Vendor Search

Vendor: 0000110212 Vendor Details
 Vendor ID: 0000110212 NUMEG INTERNATIONAL TRUCKS INC
 Buyer: Controllor DOT-Controllor
 PO Reference: [Field]

Backorder Status: Not Documented
 Receipt Status: Partial
 Dispatch Method: Email

Summary

Merchandise: 2,395,495.43
 Freight/Tax/Fee: 0.00
 Total Amount: 2,395,495.43 USD
 Encumbrance: 1,556,977.89 USD
 Balance: 838,517.54 USD

Table

Line	Item	Description	PO Qty	Unit	Category	Price	Encumbrance Amount	Status
1		Contract price for 2012 Model 7400 with cam 75 axle of 100	30,000	EA	25500000	79,848.8800	2,395,495.40	Approved

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

Core-CT Purchasing

Encumbrance Look-up

View the accounting information regarding the purchase order encumbrance

Search:

PO Accounting Entries

Business Unit: DOT01
Purchase Order: 000115500

Purchase Order	Item	Vendor ID	Change Order	Order Type	Request No	Line	Amount	Bal	Fund	Dept	Job	Program	Account	Currency	Monetary Amount	Base Currency
000115500		000010000		PO_POOR		0	1	1	15200					USD	10,000.00	USD

Total Encumbrance Balance: 10,000.00 USD

Click the scroll bar to view additional information

Currency	Monetary Amount	Base Currency
USD	10,000.00	USD

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

Encumbrance Look-up

From the PO you can drill to look up the Ledger Group

Commitment Control Activity Log

Activity Log Header Details

Inquiry: PS_AUTO_DR Description:
 Transaction Type: PO_PDCNC Ledger Group:
 Application Business Unit:
 Purchase Order From: 000015500 Purchase Order To: 000015500
 Item ID: 00155000 Task Date: 02/16/21
 Process Status: Process Instance:
 Message Row: 100

SEARCH DELETE

Line	Ledger Group	Ledger	Acct No	GL No	Purchase Order	Subcontract Body	Fund	App	SA	Program	Account	Order	Project	
1	KK_A011	KK_A011_SH				DOTM STATE	000015500	01		12001	DOTM700	0000	0000	0000
1	KK_A012	KK_A012_SH				DOTM STATE	000015500	01		12001	DOTM700	0000	0000	0000
1	KK_ALLOT	KK_ALLOT_ENC				DOTM STATE	000015500	01		12001	DOTM700	0000	0000	0000
1	KK_APPROP	KK_APP_ENC				DOTM STATE	000015500	01		12001	DOTM700	0000	0000	0000
1	KK_F0RCLL	KK_F0RCLL_ENC				DOTM STATE	000015500	01		12001				

Back Refresh Refresh

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

Core-CT Purchasing

PO Obligation

PO Obligation defaults have changed

Maintain Purchase Order

Purchase Order:

Business Unit: 02011
 PO #: 00011555
 PO Status: Open
 Budget Status: Not Chk'd
 Hold from Further Processing

Copy From: [Field]

PO Header:

*PO Date: 12/02/11
 *Vendor: 00104342P-001
 *Vendor ID: 00001000
 *Buyer: TAYLOR, DOT-TURBEST, Jobe

PO Reference: [Field]
 Header Details: [Field]
 PO Details: [Field]
 PO Actions: [Field]

Receipt Status: Not Rec'd
 *Receipt Method: [Field]

Amount Summary:

Manpower:	4,000.00
Freight/Tax/Misc:	0.00
Total Amount:	4,000.00 USD
Total PO Obligation:	400,000 USD

Item Table:

Item	Description	PO Qty	Unit	Category	Price	Measurement	Status
1	Copy Paper	100,000	CT	4400000A	40,000.00	4,000.00	Open

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

PO Obligation

Favorites Main Menu > Core-CT Financials > Purchasing > Purchase Orders > Add/Update POs

[My POs](#) [Finance](#) [Core-CT Help](#)

Unit: DOTM1 Vendor: 001043422F-001
PO ID: 0000110000 PO Date: 02/14/2013

Scroll Area View PO # 110000

Entered Date	02/14/2013	Entered by	Turbett
Start Date	<input type="text" value="02/14/2013"/>		
End Date	<input type="text" value="06/30/2013"/>		
Obligation Amount	<input type="text" value="10000.00"/>		

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.

Core-CT Purchasing
PO Comments

Maintain Purchase Order

Purchase Order

Business Unit: 00701
 PO #: 000018880
 Copy From: [Dropdown]

PO Status: Open
 Budget Status: Not Ctr'd
 Wood From Further Processing

PO Date: 02062013
 Vendor: 00114142ZF-001
 Vendor ID: 000010000
 Vendor: SUBURBAN STATIONERS INC.
 Vendor: Ramatuj DOT-TURNERT AKA

Receipt Status: Not Rec'd
 Dispatch Method: Email

Amount Summary

Merchandise: 4,000.00
 Freight/Ten/Rec.: 0.00
 Total Amount: 4,000.00 USD
 Total PO Obligation: 4000.000 USD

PO Reference: Add Comments
 Header Details: Add Site To Comments
 PO Details: Add Comments
 PO Activities: Add Site To Comments

Header

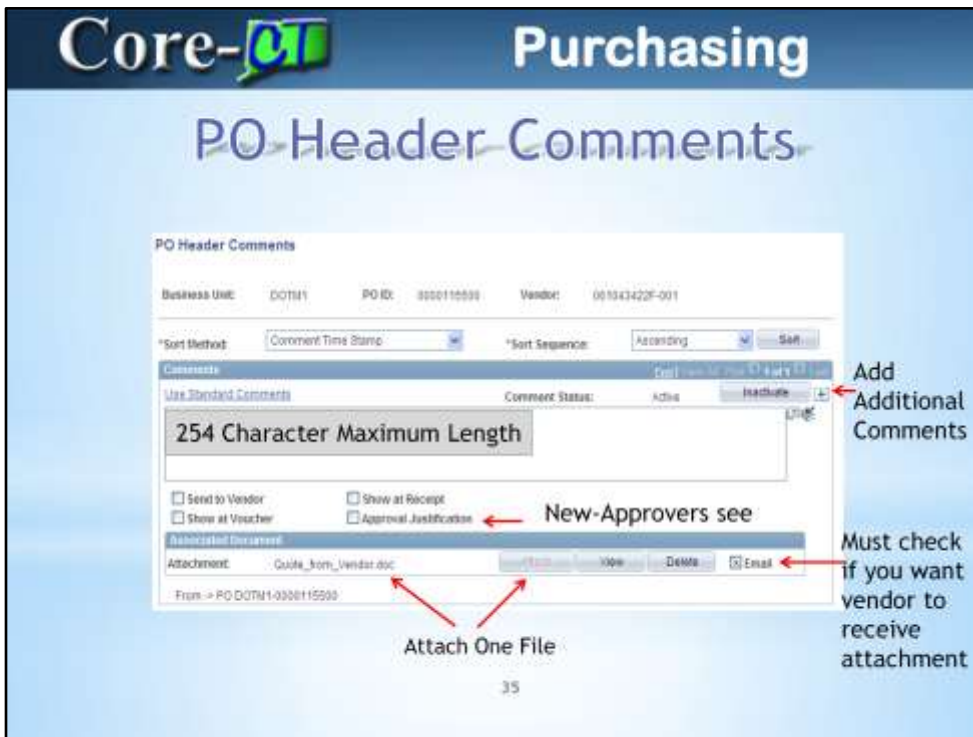
Add Items From: Purchase Order: 000000000
 Catalog: 000000000
 Site: 000000000

Line Detail

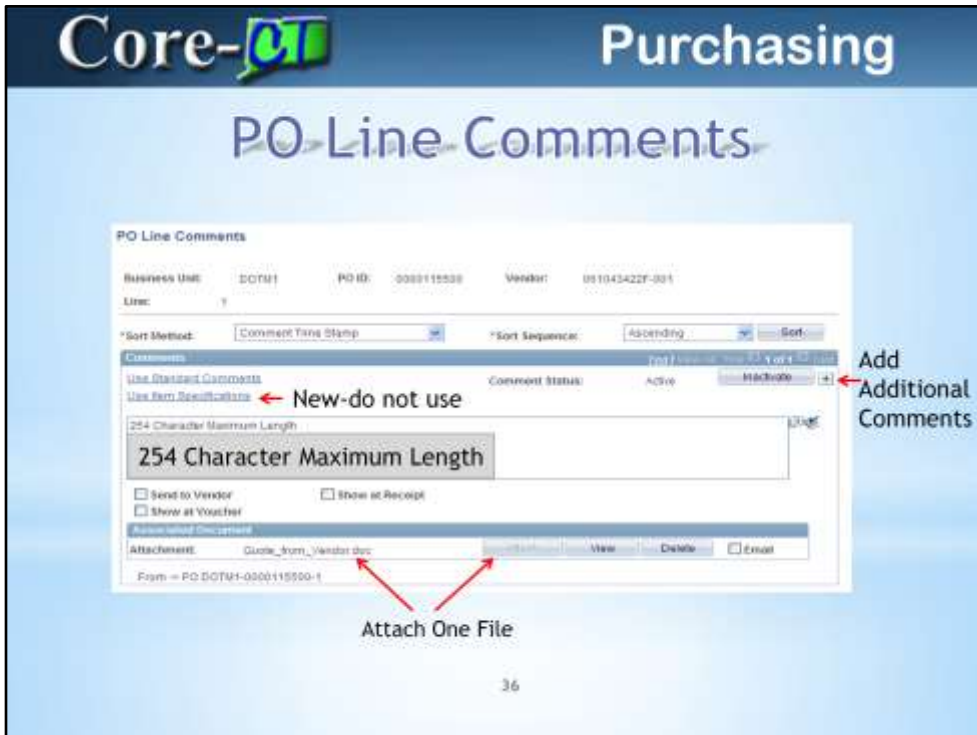
Line	Item	Description	PO Qty	Unit	Category	Price	Extension Amount	Status
1		Copy Paper	4000	CT	44000000	40.00000	4,000.00	Open
2		Address Labels	10000	DL	44000000	0.00000	0.00	Open

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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.

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.

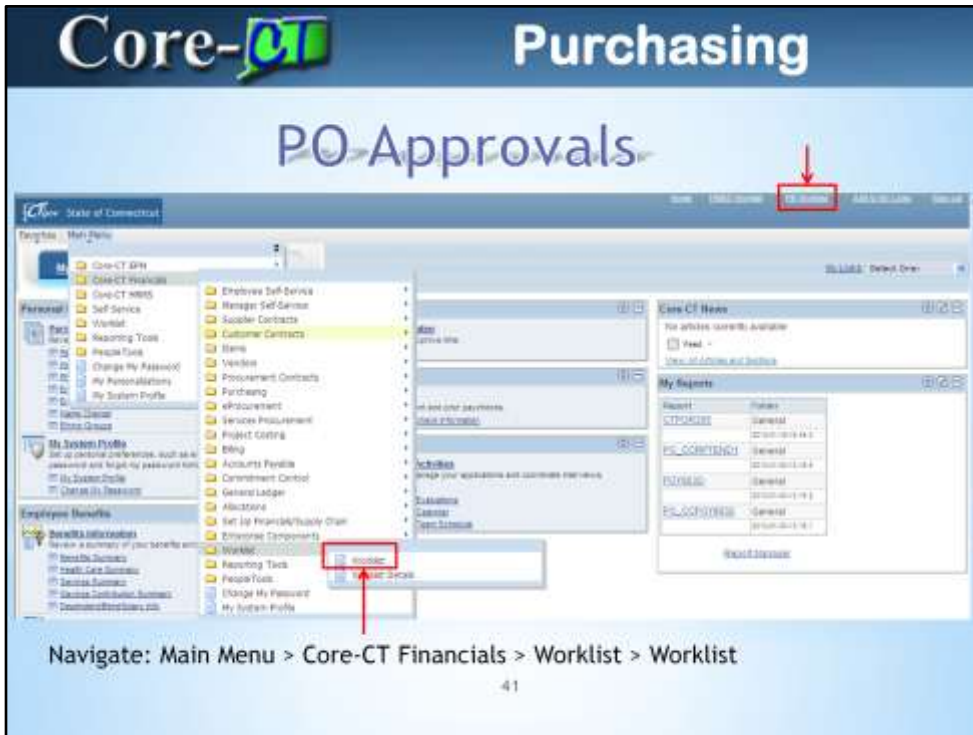
- Approve
- Deny
- Hold
- Pushback (to the previous Approver)

- Adding a AdHoc Reviewer / Approver

- Review Approval History
- New Approve Purchase Orders Page



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 Navigation

Main Menu > Core-CT Financials > Worklist > Worklist

If you had a favorite before the upgrade, it will not work

PO Approvals

Date	Doc. Type	Status	Approval Routing	Approval Workflow	Details
02/17/2011	0200011	Approval Pending	Approval Workflow	Approval Workflow	Purchase Order 001-0200011-1901
02/17/2011	0200011	Approval Pending	Approval Workflow	Approval Workflow	Purchase Order 001-0200011-1901
02/17/2011	0200011	Approval Pending	Approval Workflow	Approval Workflow	Purchase Order 001-0200011-1901
02/17/2011	0200011	Approval Pending	Approval Workflow	Approval Workflow	Purchase Order 001-0200011-1901
02/17/2011	0200011	Approval Pending	Approval Workflow	Approval Workflow	Purchase Order 001-0200011-1901
02/17/2011	0200011	Approval Pending	Approval Workflow	Approval Workflow	Purchase Order 001-0200011-1901
02/17/2011	0200011	Approval Pending	Approval Workflow	Approval Workflow	Purchase Order 001-0200011-1901
02/17/2011	0200011	Approval Pending	Approval Workflow	Approval Workflow	Purchase Order 001-0200011-1901
02/17/2011	0200011	Approval Pending	Approval Workflow	Approval Workflow	Purchase Order 001-0200011-1901
02/17/2011	0200011	Approval Pending	Approval Workflow	Approval Workflow	Purchase Order 001-0200011-1901

Approvers will navigate to their worklist to see POs they need to approve

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

Core-CT Purchasing

Purchase Order Approval

Business Unit: DEPM1
 PO ID: 000017648 [View Printable Version](#)
 PO Total: 487.35 USD
 Vendor ID: 000010828 RSI-ER SCIENTIFIC CO
 Buyer: CHUC
 PO Reference: 081PO

PO Status: Post App
 PO Date: 8/26/2013
 Budget Status: Not Clear
 Justification: No justification entered by buyer.

Review Lines

Select	Line	Item Description	Quantity	Unit	Price	Merchandise Amount	Currency
<input checked="" type="checkbox"/>	1	DCP last 10 contract with discount per terms	15.0000	EA	32.49000	487.35	USD

Select PO/De-select All

Review Final Approvals

PO AMOUNT APPROVER
 Purchase Order 0000116500: Pending [Start New Path](#)

PO AMOUNT APPROVER

Approved PO1-GERMANY PATH DEY
 PO Amt Approver Less Than \$10K
 02/05/13 - 1:14 PM

Pending Multiple Approvals
 PO Amt Approver Less Than \$10K

Not Routed Dr. J. Roussert, Justin W. Hester Approver

PO Chartfield Approver
 Purchase Order 0000116500: Awaiting Further Approvals [Start New Path](#)

PO Chartfield Approver

Not Routed Multiple Approvals
 PO Chartfield Approver

Approval Comments

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This is the main page of the approval screen

Core-UI Purchasing

Purchase Order Approval

Business Unit: D01M1
 PO ID: 0000115480 [View Purchase History](#)
 PO Total: 7,500.00 USD
 Vendor ID: 0000010000 SUBURBAN STATIONERS INC
 Buyer: SubBAJ
 PO Reference: Test Speed Chart

PO Status: Pend.Appr
 PO Date: 01/29/2013
 Budget Status: Not CMF
 Justification: No justification entered by Buyer

[Edit PO](#)

Review Lines

Select	Line	Item Description	Quantity	UOM	Price	Merchandise Amount	Commodity
<input type="checkbox"/>	T	Test Item	300.0000	EA	25.00000	7,500.00/USD	

[View Lines Details](#)

PO AMOUNT APPROVER

Purchase Order 0000115500: Pending

PO AMOUNT APPROVER

Approved: PO Chartfield V.Stine PCH
 PO Amt Approval Less Than \$10K
 02/05/13 - 1:14 PM

Pending: PO Amt Approval Less Than \$10K

Not Routed: PO Chartfield V.Stine PCH
 PO Amt Approval Less Than \$10K
 02/05/13 - 1:14 PM

PO Chartfield Approver

Purchase Order 0000115500: Awaiting Further Approvals

PO Chartfield Approver

Not Routed: PO Chartfield V.Stine PCH
 PO Amt Approval Less Than \$10K
 02/05/13 - 1:14 PM

Approval Comments

[Approve](#) [Hold](#) [Deny](#) [Pushback](#)

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[Return to Details](#)

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

Core-CT Purchasing

Edit PO brings you to the PO main page, any changes can be made here

Worklist

Maintain Purchase Order

Purchase Order

Business Unit: 00001
 PO ID: 000027648
 PO Status: Purch Appr
 Budget Status: Not Chngd

Copy From: [Dropdown]

PO Details

*PO Date: 31/06/2013
 *Vendor: 00002727F-441
 *Vendor ID: 0000010028
 *Buyer: ChuC
 PO Reference: [Text Box]

Receipt Status

*Receipt Status: Not Recvd
 *Dispatch Method: Prod

Amount Summary

Marketplace: 487.36
 Freight/Tax/Inc: 0.00
 Total Amount: 487.36 USD
 Discrepancy Balance: 487.360 USD

Line	Item	Description	PO Qty	Unit	Category	Price	Reservation	Status
1		DEP test of contract	1	EA	71000000	0048000		487.36 Pending

45

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

Core-CT Purchasing

Purchase Order Approval

Business Unit: DEPM1
 PO ID: 000017648 [View Printable Version](#)
 PO Total: 487.35 USD
 Vendor ID: 000010828 FISHER SCIENTIFIC CO
 Buyer: CHUC
 PO Reference: C81PO

PO Status: Print App
 PO Date: 2/26/2013
 Budget Status: Not Clear
 Justification: No justification entered by buyer.

Review Lines

Item	Line	Item Description	Quantity	Unit	Price	Merchandise Amount	Currency
1	1	DCP last 10 contract with discount per terms	15.0000	EA	32.49000	487.35	USD

[View Lines Details](#)

Approval Comments

Purchase Order 0000116500: Pending

PO AMOUNT APPROVER

Approved: PO AMOUNT APPROVER (PO AMOUNT APPROVER, PO Amt Approver Less Than \$10K, 02/25/13 - 1:14 PM)

Pending: Multiple Approvals (Multiple Approvals, PO Amt Approver Less Than \$10K)

Not Routed: Not Routed (Not Routed, PO Chartfield Approver, PO Chartfield Approver)

Purchase Order 0000116500: Awaiting Further Approvals

PO Chartfield Approver

Not Routed: Not Routed (Not Routed, PO Chartfield Approver, PO Chartfield Approver)

Approval Comments

Approve Hold Deny Pushback

Return to Workflow 46

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

Purchase Order

Page: 1 of 1

Dept of Energy & Environ Prot.

Accounts Payable
79 Elm Street
Hartford CT 06106
United States

Pending Approval/Approved		Print
Purchase Order	Date	Revision
DEPMH-0000037549	2013-01-24	
Payment Terms	Freight Terms	Ship Via
2/015-45	FOB Destin	Common
Buyer	Phone	Currency
DEP-Chu Carl	860.7237601	USD

Vendor: 0000010029
FISHER SCIENTIFIC CO
3970 JOHNS CREEK CT
STE 500
SUWANEE GA 30024
United States

Ship To: 141 South Street, Unit D
Environmental
Protection
State of Connecticut
West Hartford CT 06110
United States

Attention: Not Specified

Bill To: Accounts Payable
79 Elm Street
Hartford CT 06106
United States

Line	Item Description	Qty	UOM	PO Price	Extended Amt	Due Date
1 - 3	DEP test of contract with discount pay terms	18.00	EA	52.49	944.82	01/24/2013

Chartfield

Status	Percentage	PO Qty	Amount
Open	100.0000	18.0000	944.820

DEPT	Account	Fund	Dept	Program	Class	Fiscal
STATE	64090	1104	DEP4311	61099	11290	2013

Details/Fax

BaseUnit	BaseCurrency	Quantity	Location	Assigned
487.350	USD	18.00	AC002	N

Contract ID: 09PSX0222AA

Contract Line: 0

Schedule Total Release: 3622

487.35

Category Line: 0

47

Item Total 487.35

Total PO Amount 487.35

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

Core-CT Purchasing

Purchase Order Approval

Business Unit: DCPM1
 PO ID: 0000116500 [View Printable Version](#)
 PO Total: 467.35 USD
 Vendor ID: 000010328 FISHER SCIENTIFIC CO
 Buyer: CHUC
 PO Reference: 0000116500

PO Status: Pending
 PO Date: 8/12/2013
 Budget Status: Not Clear
 Justification: No justification entered by buyer.

Review Lines

Item	Line	Item Description	Quantity	Unit	Price	Merchandise Amount	Currency
1	1	DCP last id contract with discount per terms	15.0000	EA	32.49000	487.35	USD

Review Final Approvals

PO AMOUNT APPROVER
 Purchase Order 0000116500: Pending

Approved: DOT-GERMARI HATHI DEE
 PO Amt Approver Less Than \$10K
 02/05/13 - 11:14 PM

Pending: Multiple Approvals
 PO Amt Approver Less Than \$10K

PO Chartfield Approver
 Purchase Order 0000116500: Awaiting Further Approvals

Not Routed: Multiple Approvals
 PO Chartfield Approver

Approval Comments

Approve Hold Deny Pushback 48

Approver #1
 Name: DOT-Colonese Eugene
 Empl ID:
 Department:
 Supervisor ID:
 Telephone:
 Reports To Position number:
 Email ID:

Approver #2
 Name: DOT-PETTR@CCH Robert
 Empl ID:
 Department:
 Supervisor ID:
 Telephone:
 Reports To Position number:
 Email ID:

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.

Core-CM Purchasing

Purchase Order

Business Unit: DOTHY
 PO ID: 000115558
 PO Status: Pending
 Fund App: Not CH'd
 Subject Status: X
 Hold from Further Processing

Copy From:

Header

PO Date: 02/05/2013
 Vendor: 01043422F-001
 Vendor Alt: 000010488
 Buyer: Turburi
 PO Reference: Dallas 000000188
 Receipt Status: Not Rec'd
 Dispatch Method: Email
 Amount Summary:
 Merchandise: 40,000.00
 Freight/Tax/Fee: 0.00
 Total Amount: 40,000.00 USD
 Escrow/Balance: 400,000.00 USD

Line Items

Line	Item	Description	PO Qty	Unit	Category	Price	Merchandise Amount	Status
1	Copy Paper	1000.0000	CT	44000004	40,000.00	40,000.00	Pending	
2	Address Labels	60.0000	BC	44000004	60.00	60.00	Pending	

Buttons: Save, Print, Close Short All Lines, Go to: Item

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.

Navigation: Main Menu > Core-CT Financials > Purchasing > Purchase Orders > Approve POs

Approve Purchase Orders

Search
Enter search criteria and hit the Search button.

*Business Unit:

From PO ID:

PO Date From:

Vendor ID:

Buyer:

Approval Status:

To PO ID:

PO Date To:

Vendor Name:

PO Reference:

Purchase Orders
To approve or deny one or more POs, select the appropriate action from the dropdown and click Submit.
To view the PO details, click the PO ID link.

	Approval Status	PO ID	PO Date	Buyer	PO Reference	PO Total	Vendor ID	Vendor Name
1	Pending	0000110114	10/11/2012	Hydeker/H		7.34 USD	000018000	PIONEER CO-001
1	Pending	0000110114	09/19/2013	Turber/H		117.25 USD	0000010000	TRGLHO CH-002

Mark All:

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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

9.1 Contracts Deltas



New Navigation for Contracts

Core-CT Procurement Contracts

Contract Version

Contract versions must be created for changes in expiration date

Contract Entry

Contract

SetID: STATE

Contract ID: 1400R111246

Status: Open/Approve

Administrator/Buyer: CORE/Carroll

CT Contract Type: Purchase Order

Process Option: Purchase Order

Vendor: 001343422F-001

Vendor ID: 0000010000

Begin Date: 08/21/2013

Expire Date: 11/14/2014

Renewal Date: 11/16/2014

Currency: USD CRRIT

Primary Contact:

Vendor Contract Ref:

Description:

Master Contract ID:

Tax Exempt

Contract Version

Version: 2 Status: Current

[New Release](#) Approved Date: 1/18/2012

Core-CT Camera System II

Submitter: SUB/PB/STATIONERS INC

Maximum Amount: 100,000.00 USD

Line Item Released Amount: 0.00

Category Released Amount: 0.00

Open Item Released Amount: 11,051.00

PCard Swipe Amount: 0.00

Total Released Amount: 11,051.00

Remaining Amount: 88,949.00

Remaining Percent: 88.95

54

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

Core-CI Procurement Contracts

Contract Version

Contract Entry

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

Find an Existing Value Add a New Value

Search Criteria

SWID: STATE

Contract ID: begins with 14COR1120A

Contract Version: = 2

Version Status: 2

Contract Process Option: =

Short Vendor Name: begins with

Vendor Name: begins with

Master Contract ID: begins with

Correct History Case Sensitive

Search Clear Basic Search Show Search Criteria

Search Results

SWID	Contract ID	Contract Version	Name Searchable Contract Type	Version Status	Contract	Version ID	Short Vendor Name	Vendor Name	Contract ID	Master Contract ID
STATE 14COR1120A	2	Networks	History	Done	880010008 8830412F-001	BLU-AR-011 ST-1010-ERS-01	11100214	Contract	State	
STATE 14COR1120A	1	Networks	History	Done	880010008 8830412F-001	BLU-AR-011 ST-1010-ERS-01	00240113	Contract	State	

Find an Existing Value | 88212304,3308

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Versions will be searchable and traceable

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

The screenshot displays the 'Contract Entry' screen for a specific contract. The interface is organized into several sections:

- Contract Entry:** Shows the contract ID (1400R111246), status (Approved), and administrator (CORE-Camara M).
- Contract Version:** Displays version 2, status 'Current', and an approved date of 1/18/2012.
- Contract Details:** Includes contract type (Purchase Order), process option, vendor (SUBURBAN STATIONERS INC), begin and expire dates, renewal date, and currency (USD).
- Contract Changes:** A section with links for 'Add Comments', 'Contract Activities', 'Contract Releases', 'Join Changes', and 'Current Change Reason'. The 'Join Changes' link is highlighted with a red box and a red arrow.
- Amount Summary:** A table showing financial metrics such as Maximum Amount (100,000.00 USD), Live Item Released Amount (0.00), and Remaining Amount (88,942.00).

Core-CI Procurement Contracts

gr field 000008 10/15/12

Contract Header Contract Line Contract Category Header Agreement Line Agreement Category Agreement

SMB#: STATE Contract ID: 14COR111244

Check the records you wish to view, and optionally, select a field on that record.

Contract Header Changed Field:

PO Defaults Changed Field:

Price Adjustments Changed Field:

Thresholds and Notifications Changed Field:

Search and Filter Criteria

Enter any additional search or filter information you have. Leave fields blank for all the results. Then hit search to view the results.

Modified By:

Business Code:

From Date: To Date:

Version From: Version To:

Version	Sequence	Change Type	Description	Status	Modified By	Last Changed	Reason
1	0	Original	Allow Open Item Reference	F	CORECamara@ci	10/15/12 4:29:48PM	ADD FLIAG
1	0	Original	Maximum Amount	100000	CORECamara@ci	10/15/12 4:29:48PM	ADD FLIAG
1	0	Original	Change Order Source	ONL	CORECamara@ci	10/15/12 4:29:48PM	ADD FLIAG
1	0	Original	Contact Sequence Number		CORECamara@ci	10/15/12 4:29:48PM	ADD FLIAG

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Changes are recorded and searchable

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

Core-CI Procurement Contracts

Change Reason
Enter a reason code and comment for making changes that are being tracked.

SetID: STATE Contract ID: 14COR1112AA

Reason Code:

Comment:

Use Same Reason Code

1	0	Original	Allow Open Item Reference	F	CORECamazoti	10/15/12 4:29:48PM	ADD FUND
1	0	Original	Maximum Amount	100000	CORECamazoti	10/15/12 4:29:48PM	ADD FUND
1	0	Original	Change Order Number	0000	CORECamazoti	10/15/12 4:29:48PM	ADD FUND
1	0	Original	Contract Sequence Number		CORECamazoti	10/15/12 4:29:48PM	ADD FUND

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Users must provide comments for changing the contract

The reason code will show as the last one saved



9.1 Accounts Payable Deltas

Core-CT 9.1 Accounts Payable

- * Navigating in AP
- * Voucher Component
- * Session Defaults
- * Attachments
- * Audit Logs
- * AWE Approval

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Note that all new AP functionality has corresponding UPKs.

Core-CT 9.1 Accounts Payable

* Navigating in AP

The screenshot shows the Core-CT 9.1 Accounts Payable home page. At the top, there is a navigation bar with buttons for 'Home', 'Elements', and 'Core-CT Help'. Below this, the page is divided into three main sections: 'Personal Information', 'Employee Benefits', and 'Time and Labor'. A blue callout box with the text 'Try sorting the Main Menu' has an arrow pointing to the 'Home' button.

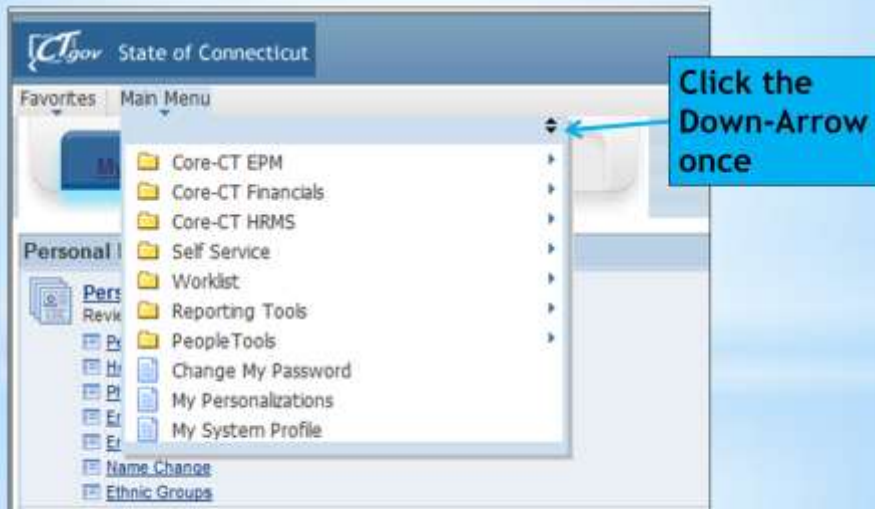
62

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

Sorting the Menu is advantageous to AP users

Core-CT 9.1 Accounts Payable

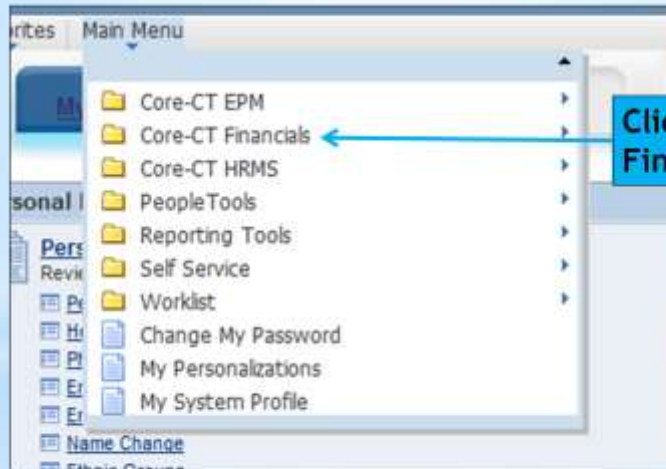
* Navigating in AP



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

Core-CT 9.1 Accounts Payable

* Navigating in AP



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Select Core-CT Financials

Core-CT 9.1 Accounts Payable

* Navigating in AP



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

Core-CT 9.1 Accounts Payable

* Navigating in AP

The screenshot displays a navigation tree for 'Accounts Payable'. The tree includes categories like 'Accounts Payable', 'Accounts Receivable', 'Allocations', 'Application Diagnostics', 'Asset Management', 'Background Processes', 'Banking', 'Billing', 'Cash Management', 'Catalog Management', 'Commitment Control', 'Configuration Modeler', 'Cost Accounting', 'Customer Contracts', 'Customer Returns', 'Customers', 'Deal Management', and 'Development Utilities'. A sub-menu for 'Vouchers' is expanded, showing 'Add/Update', 'Approve', and 'Maintain'. The 'Recruiting' sub-menu is also expanded, listing actions such as 'Close Voucher', 'Complete Register Voucher', 'Delete Voucher', 'Quick Invoice Entry', 'Regular Entry', 'Summary Invoice Entry', 'UnPost Voucher', 'Update Open Item', and 'Voucher Search'. A blue box at the bottom of the screenshot contains the text 'Bread Crumbs stay visible'.

Bread Crumbs stay visible

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

Core-CT 9.1 Accounts Payable

* Navigating in AP

The screenshot shows the navigation menu for Core-CT 9.1 Accounts Payable. The menu is organized into several sections:

- Recently Used:** Search Audit Logs, Regular Entry, Roles, Mass Payment Cancellation, Payment Selection Criteria.
- Favorites:** Add to My Links, Edit My Links.
- Other Links:** Name Change, Ethnic Groups.
- My System Profile:** Set up personal preferences, such as email and language preferences, password and forgot my pass, My System Profile.

A blue callout box with the text "The Five last areas visited remain in 'Recently Used'" and a blue arrow pointing to the "Recently Used" section.

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

Core-CT 9.1 Accounts Payable

* Voucher Component

Summary		Related Documents		Invoice Information		Payments		Voucher Attributes		Error Summary		Consumption	
Business Unit:	AESM1	Invoice Date:	03/07/2012	Invoice No.:	RegistrationR HikesMarch10	Invoice Total:	150.00 USD	Receipt Date:	03/12/2012	Pay Terms:	Due Now	Voucher Source:	Online
Voucher ID:	00015100	Invoice No.:	RegistrationR HikesMarch10	Invoice Total:	150.00 USD	Receipt Date:	03/12/2012	Pay Terms:	Due Now	Voucher Source:	Online	Origin:	003
Voucher Style:	Regular	Invoice No.:	RegistrationR HikesMarch10	Invoice Total:	150.00 USD	Receipt Date:	03/12/2012	Pay Terms:	Due Now	Voucher Source:	Online	Created:	03/07/2012
Contract ID:		Invoice No.:	RegistrationR HikesMarch10	Invoice Total:	150.00 USD	Receipt Date:	03/12/2012	Pay Terms:	Due Now	Voucher Source:	Online	Created By:	SoteskiK
Vendor name:	ENTOMOLOGICAL SOC OF AMER C/O WACHOVIA BANK LOCKBOX # 758954 BALTIMORE, MD 21275	Invoice No.:	RegistrationR HikesMarch10	Invoice Total:	150.00 USD	Receipt Date:	03/12/2012	Pay Terms:	Due Now	Voucher Source:	Online	Modified:	03/07/2012
Entry Status:	Postable	Invoice No.:	RegistrationR HikesMarch10	Invoice Total:	150.00 USD	Receipt Date:	03/12/2012	Pay Terms:	Due Now	Voucher Source:	Online	Modified By:	SoteskiK
Match Status:	Matched	Invoice No.:	RegistrationR HikesMarch10	Invoice Total:	150.00 USD	Receipt Date:	03/12/2012	Pay Terms:	Due Now	Voucher Source:	Online	ERS Type:	Not Applicable
Approval Status:	Approved	Invoice No.:	RegistrationR HikesMarch10	Invoice Total:	150.00 USD	Receipt Date:	03/12/2012	Pay Terms:	Due Now	Voucher Source:	Online	Close Status:	Open
Post Status:	Posted	Invoice No.:	RegistrationR HikesMarch10	Invoice Total:	150.00 USD	Receipt Date:	03/12/2012	Pay Terms:	Due Now	Voucher Source:	Online	Close Status:	Open
Budget Status:	Valid	Invoice No.:	RegistrationR HikesMarch10	Invoice Total:	150.00 USD	Receipt Date:	03/12/2012	Pay Terms:	Due Now	Voucher Source:	Online	Close Status:	Open
Budget Misc Status:	Valid	Invoice No.:	RegistrationR HikesMarch10	Invoice Total:	150.00 USD	Receipt Date:	03/12/2012	Pay Terms:	Due Now	Voucher Source:	Online	Close Status:	Open
*View Related	Payment Inquiry	Invoice No.:	RegistrationR HikesMarch10	Invoice Total:	150.00 USD	Receipt Date:	03/12/2012	Pay Terms:	Due Now	Voucher Source:	Online	Close Status:	Open

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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.

Core-CT 9.1 Accounts Payable

* Voucher Component

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

Business Unit: AESM1 **Invoice No:** **Action:**

Voucher ID: 00010100 **Invoice Date:**

Voucher Style: Regular Voucher

Vendor ID: 000023839

Payment Details

Payment Status	Scheduled to Pay	Payment Reference	Split Code	Vendor Voucher	Shipping Address	Payment Method	Gross Payment Amount	Net Amount	Payment Currency
Paid	03/07/2012	1372774	STATE	000023839		CHEK	150.00	150.00	USD

Voucher Line - PO Information

Invoice Line	Match Line Option	PO Business Unit	Purchase Order	Line Number	Schedule Number	Item ID	Quantity Vouchered	Unit of Measure	Unit Price
1	Full Match	AESM1	000011668	1	1		1.0000	EA	

Voucher Line - Receiver Information

Invoice Line	Receiving Business Unit	Receipt Number	Receipt Line	Receiver Shipping Sequence	Quantity Entered	Unit of Measure	Applied Receiver Merch Amt	Merchandise Amount
1	AESM1	000012215	1	1	1.0000	EA	150.000	

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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.

Core-CT 9.1 Accounts Payable

* Voucher Component

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | **Payments** | [Invoice Details](#) | [Order Summary](#) | [Cancellation](#)

Business Unit: AEMT	Invoice No: 843000001000001010		Action: <input type="button" value="Print"/>
Voucher ID: 0001000	Invoice Date: 03/07/2010		
Voucher Style: Regular Voucher			
Total Amount: 100.00	Qty Terms: 000	Due Date:	
Voucher Name: ENTOMOLOGICAL SOC OF AMER			

Payment Information

Payment: 1 *Remit To: ENTOMOLOGICAL SOC OF AMER Location: 0000 *Address: ENTOMOLOGICAL SOC OF AMER CO BACHOVA 899K LOCKBOX # 759054 BALTIMORE, MD 21278	Gross Amount: 100.00 USD Discount: 0.00 USD Scheduled Date: 04/02/10 Net Date: 03/02/10 Invoiced Date: 03/02/10 Accounting Date: 03/02/10	Payment Type: <input type="checkbox"/> Discount Debit <input type="checkbox"/> Late Charge <input checked="" type="checkbox"/> Express Payment <input type="checkbox"/> Payment Comments(1) <input type="checkbox"/> Invoice Closure
---	--	---

Payment Options

*Bank: FLEET *Account: 9811 *Method: CHK <input type="checkbox"/> Check *Currency: USD	Pay Group: *Handling: PA *Billing: PAY APPROVAL *Hold Reason:	<input type="checkbox"/> Split Bill <input type="checkbox"/> Message <input type="checkbox"/> Hold Payment <input type="checkbox"/> Separate Payment
---	--	---

Message will appear on remittance advice.

Schedule Payment

*Action: Schedule *Pay Date: 03/02/10 *Pay: 100.00 *Reference: 00000000	
--	--

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.

Core-CI 9.1 Accounts Payable
*** Voucher Component**

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

Business Unit: AEDM1 Invoice Number: RegistrarR HiskesMarch18
 Voucher: 00015100 Vendor: ENTOMOLOGICAL SOC OF AMER
 Invoice Date: 03/07/2012 ID: 0000023639

Consumption Information Print | View in Pop Out | Full Screen

Utility Code: Account No:
 Meter No: Building ID:
 Billing Period From: Billing Period To: No. of Months:
 Ticket No: Charge estimated?
 Back Balance:
 Late Charge:
 Rate:
 Quantity:

Service Addr
Service City **Zip Code**

3 New Fields

Consumption Comments: 72

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.

Core-CT 9.1 Accounts Payable

* Voucher Component

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

Business Unit: AESM1 Invoice Number: RegistrationR HistoriesMarch16
Voucher: 00015100 Vendor: ENTOMOLOGICAL SOC OF AMER
Invoice Date: 03/07/2012 ID: 0000023639

Consumption Information

Utility Code: [] Account No: []
Meter No: [] Building ID: []
Billing Period From: [] Billing Period To: [] No. of Months: []
Ticket No: [] Charge estimated?: []
Back Balance: [] Service Addr: []
Late Charge: [] Service City: []

Dotted lines reveal more information when you hover over them

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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.

Core-CT 9.1 Accounts Payable

*Session Defaults

Use the Invoice Information page to link to Session Defaults

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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)

Core-CT 9.1 Accounts Payable

*Session Defaults

Return to Main Page

Available Session Defaults:

Session Defaults

Estimated No. of Invoice Lines: <input type="text"/>	Estimated No. of Distributions: <input type="text"/>	Use Print Session Defaults
Estimated Opt	For Each Invoice Line	Misc Options: <input type="text" value="Display"/>
Item: <input type="text" value="255M"/> Rate Type: <input type="text"/>	Term: <input type="text"/>	Print Options: <input type="text" value="Display"/>
Vendor Detail	QI Template: <input type="text"/>	Sales Tax Opt: <input type="text" value="Display"/>
Vendor: <input type="text" value="300001000"/> Address: <input type="text"/>	Template: <input type="text"/>	VAT Amt Opt: <input type="text" value="Display"/>
Location: <input type="text"/> Currency: <input type="text"/>	Build Code: <input type="text"/>	
Invoice Details	PO Date: <input type="text"/>	
Acctg Date: <input type="text"/> Origin: <input type="text"/>	Recy Date: <input type="text"/>	
Group: <input type="text"/>	PO Options: <input type="text" value="Display"/>	
	Receiver Opt: <input type="text" value="Display"/>	

Print Session Defaults

GL Code	Fund Code	Department	Special ID	Program Code	Account	CheckField 1	CheckField 2	Budget Reference	NC Reference	Project
STATE	1000			1000				2013	NONFPO	ES_NONPROJECT

Click 'Adhoc'
Fill in all common fields for this group of vouchers
Then 'Return to Main Page'

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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

Voucher

Business Unit:

Voucher ID:

Voucher Style:

Short Vendor Name:

Vendor ID:

Vendor Location:

Address Sequence Number:

Invoice Number:

Invoice Date:

Gross Invoice Amount: 0.00

Freight Amount: 0.00

Misc Charge Amount: 0.00

Estimated No. of Invoice Lines:

Notice the Vendor Information already appears

Core-CT 9.1 Accounts Payable

*Session Defaults

The screenshot displays the 'Accounts Payable' voucher entry screen. The form is organized into several sections:

- Header:** Includes fields for 'Voucher ID' (1817), 'Voucher Date' (01/22/2014), and 'Voucher Type' (Regular Voucher).
- Vendor Information:** Fields for 'Vendor ID' (400018000), 'Vendor Name' (HJ TECH LLC), 'Location' (3441), and 'Address' (1).
- Terms and Dates:** 'Key Terms' (Net 30), 'Due Date' (02/21/2014), and 'Invoice Date' (01/22/2014).
- Amounts:** 'Total' (6000) and 'Difference' (0.00).
- Payment Information:** 'Pay To' (SONOCHA), 'Bank' (SONOCHA), and 'Check Number' (1).
- Table:** A table with columns: 'Date', 'Line', 'Description', 'Quantity', 'Unit Price', 'Total', 'Stop', 'MR', 'Program', 'Account', and 'Checkfield'. It contains one entry for '1/22/14' with a quantity of '1' and a total of '6000.00'.

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

Core-CIT 9.1 Accounts Payable

*Session Defaults

To Discontinue, Click 'Clear'

Session Defaults

[Return to Main Page](#)

Available Session Defaults:

Session Defaults

Estimated No. of Invoice Lines: Estimated No. of Distributions:

Business Unit		Tax Code & Invoice Date		New Distribution Changes	
Unit:	AESBT	Rate Type:		Terms:	
Vendor:	E000010320	Address:		Q1 Template:	
Location:		Currency:		Template:	
Acctg Date:		Origin:		Build Code:	
Group:		PO Unit:		PO Unit:	
		Recv Unit:		Recv Unit:	
		PO Options:	Display	PO Options:	Display
		Receiver Opt:	Display	Receiver Opt:	Display
				Mac Options:	Display
				Frght Options:	Display
				Sales Tax Opt:	Display
				VAT Amt Opt:	Display

Distributions

GL Unit	Fund Code	Department	Special ID	Program Code	Account	Chartfield 1	Chartfield 2	Budget Reference	PC Business Unit	Project	Ac
STATE	11600		10020		54000			2013	NONPC	AES_NONPROJEC	

Core-CT 9.1 Accounts Payable

*Attachments

Invoice Information		Payments		Voucher Attributes		Consumption	
Business Unit:	AESM1	Invoice No:	<input type="text"/>				
Voucher ID:	NEXT	Invoice Date:	<input type="text"/>				
Voucher Style:	Regular Voucher	Accounting Date:	04/22/12	Receipt Date:	<input type="text"/>		
Vendor ID:	0000010030	Vendor Name:	FLO TECH LLC	Session Details			
ShortName:	061345542F-001	Address:	699 MIDDLE ST	Attachments (0)			
Location:	MAIN	City/State:	MIDDLETOWN, CT 06457	Comments (0)			
*Address:	1			View Audit Log			
Advanced Vendor Search		*Pay Terms:	000	Due Now	Withdrawal		
Control Group:	<input type="text"/>	Basis Date Type:	Inv Date	Penalty Details		Print Invoice	
Invoice Lines:	0.00	Non Merchandise Summary					
*Currency:	USD						
Miscellaneous:	<input type="text"/>						
Freight:	<input type="text"/>						
Total:	0.00						

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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

Voucher Header Attachment

Business Unit AEM1 Voucher ID NEXT

Details

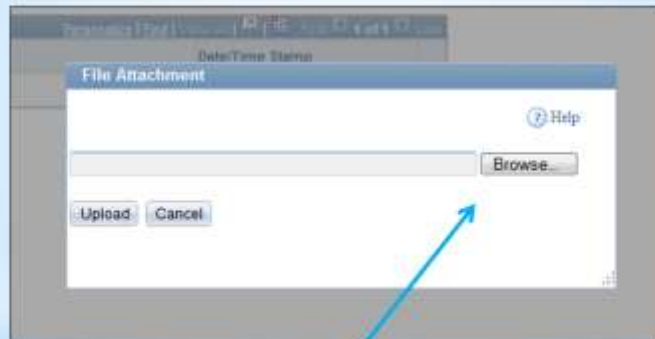
File Name	Show to Approver?	Description	User	Rate	Download Icon	Print Icon	Delete Icon
type	☑						

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment. Then follow instructions.

Core-CT 9.1 Accounts Payable

*Attachments



Locate your document

Core-CT 9.1 Accounts Payable

* Attachments

Voucher Header Attachment

Business Unit: AESM1 Voucher ID: NEXT

File Name	Show to Approver?	Description	User	Name
sample_attachment.xls	<input checked="" type="checkbox"/>	warranty		

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment

OK Cancel Refresh

Document is attached. Adding Description is optional. Show to Approver defaults checked (and should remain that way)

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.

Core-CT 9.1 Accounts Payable

* Audit Logs

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

Business Unit: MHART Invoice No: ABC DEF 1234
 Voucher ID: 00341900 Invoice Date: 01/08/2013
 Voucher Style: Regular Voucher Accounting Date: 01/08/2013 Receipt Date: 01/08/2013

Vendor ID: 0000010009 SUBURBAN STATIONERS INC
 ShortName: 051043422F-001 883 HIGH ST
 Location: UNIV-RCH MIDDLETOWN, CT 06457
 *Address: 1

Advanced Vendor Search

Invoice Lines: 29 90 *Pay Terms: 002 Due Now
 *Currency: USD Basis Date Type: Inv Date Penalty Details
 Miscellaneous: Non-Merchandise Summary [View Audit Logs](#)
 Freight:

[Session Details](#)
[Attachments \(0\)](#)
[Comments \(0\)](#)
[Approval History](#)

A 'View Audit Logs' link exists on the Invoice Information and Summary pages of the voucher

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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.

Core-CT 9.1 Accounts Payable

* Audit Logs

Search Audit Logs

Application Name: Accounts Payable Document Name: Voucher

Search Criteria

* Business Unit: * BHAM1

Voucher ID: is equal to 00341900

Event Code: is equal to

Event Date: is equal to

User ID: is equal to

Process Instance: is equal to

include Archived
 include Batch Changes
 include Purge Logs

Search Clear

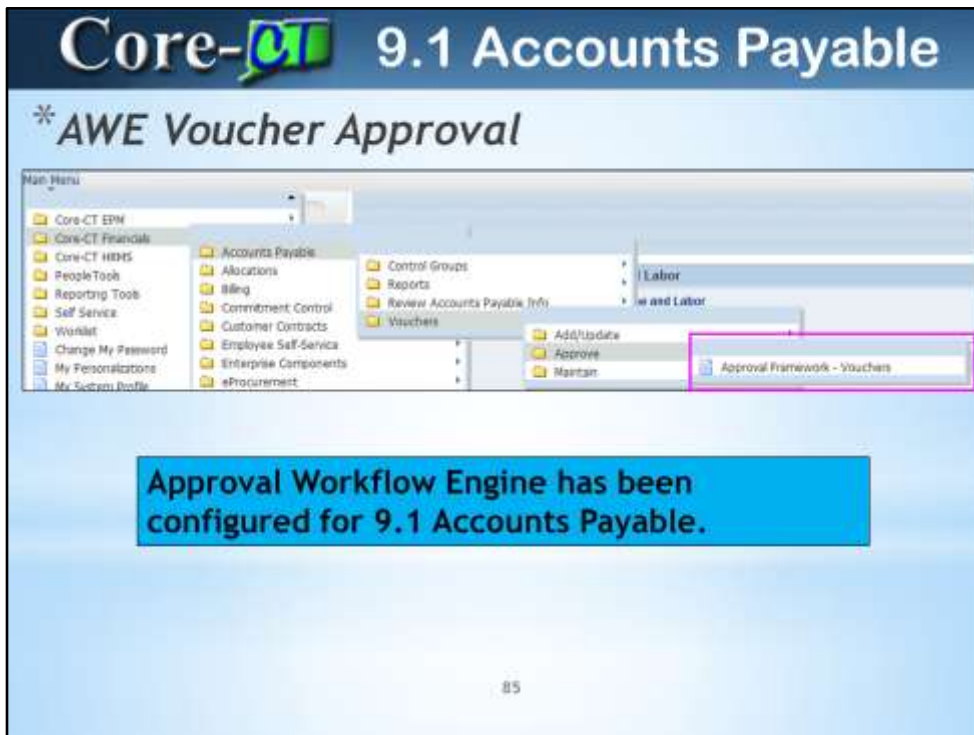
Search Results Processing 1 row(s) 4 of 4

Business Unit	Voucher ID	Event Code	Event Name	Event Date Time	User ID	Process Instance	Message Text
BHAM1	00341900	MATCHING	Matching	01/08/2013 11:51:00.358825AM	COREBazellCyn	7021506	Voucher Matching - Matching is run on this voucher. Voucher ID= 00341900

Audit Logging is turned on for AP Match and Payment Cancellation only

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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.

Core-CT 9.1 Accounts Payable

* AWE Voucher Approval

Voucher Approval AP

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

Filtering/Sorting/View

Search Criteria

Business Unit:

Voucher ID:

Invoice Number:

Short Vendor Name:

Vendor ID:

Name 1:

Approval Status:

Case Sensitive

Search Results

Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Invoice Date	Short Vendor Name	Vendor ID	Name 1	Approval
D07M1	00240240	TRC 201880	29348.88	00000013	000000772F-001	0000010013	TRC	Pending
D07M1	00240238	TC0710241P4	508	01000013	0000004420F-001	0000010039	State House	Pending
D07M1	00240235	002705699001388	123212.15	01000013	000000114E-001	0000000148	TOWNS OF WALLINGFORD	Pending

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

Core-CT 9.1 Accounts Payable

* AWE Voucher Approval

Business Unit: DOTM1 **Invoice Number:** REC021889
Voucher: 00540548 **Vendor:** MULTIMEDIA INTERNATIONAL TRUCKS, INC
Invoice Date: 02042013 **ID:** 000013213

Voucher Details

Transaction Currency: USD	Terms: Due Immediately - No Discount
Total: 72,048.88	Approval Status: Pending
Misc Amt: 0.00	Added To: Misc Job
Freight: 0.00	DIOT-Misc Job: DIOT-Misc Job
Sales Tax: 0.00	Backorder(s): Backorder(s)
Site Tax: 0.00	
Entered VAT: 0.00	

Invoice	Vendor	Posting Address	Scheduled to Pay	Invoice Payment Account	Payment Currency	Name 1
000010713	MULTIMEDIA	00840913		79448 RE USD		MULTIMEDIA INTERNATIONAL TRUCKS, INC

VOUCHER APPROVAL

BUSINESS_UNIT=DOTM1, VOUCHER_ID=00540548: Pending

AWE VOUCHER APPROVAL

Pending

Business Accounts VOUCHER APPROVAL

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New look for Voucher Approval Page

Still one level, one approval, but more information is displayed

Notice new Actions 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.

Core-CT 9.1 Accounts Payable

* AWE Voucher Approval

Business Unit: DOTM1 **Invoice Number:** REC01889
Voucher: 00540548 **Vendor:** MULTIMEDIA INTERNATIONAL TRUCKS, INC
Invoice Date: 02062013 **ID:** 000013213

Voucher Details

Transaction Currency: USD	Terms: Due Immediately - No Discount
Date: 7/2/08/08	Approval Status: Pending
Misc. Amt: 0.00	Added To: Misc Job
Freight: 0.00	DOT-Misc Job:
Sales Tax: 0.00	Backorder ID:
Site Tax: 0.00	
Entered VAT: 0.00	

Item	Item	Vendor	Receiving Address	Scheduled to Pay	Invoice Payment Account	Payment Currency	Name 1
STATE	000010713	MULTIMEDIA	00640113	79488	REUSD		MULTIMEDIA INTERNATIONAL TRUCKS, INC

VOUCHER APPROVAL

BUSINESS_UNIT=DOTM1, VOUCHER_ID=00540548: Pending

AWE VOUCHER APPROVAL

Pending

[Multiple Approvers](#)

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Approve Deny Add Comments Help

Link to Multiple Approvers

Use the Multiple Approvers Link...

Core-CT 9.1 Accounts Payable

* AWE Voucher Approval



The screenshot shows a web browser window with the URL https://corect.ct.gov/30100/psc/F91UAT_newwin/f.... The window displays a list of approvers for a voucher processor. The list is organized into seven rows, each representing an approver. Each row contains a header for the approver number, followed by the name and description of the approver.

Approver #2	Name:	Description:
	DOT-Chrislewis Grace	DOT-Chrislewis Grace
Approver #3	Name:	Description:
	DOT-Turnage Donna	DOT-Turnage Donna
Approver #4	Name:	Description:
	DOT-Howe Nichole	DOT-Howe Nichole
Approver #5	Name:	Description:
	DOT-Spagna Joseph	DOT-Spagna Joseph
Approver #6	Name:	Description:
	DOT-Thomas Sandra	DOT-Thomas Sandra
Approver #7	Name:	Description:
	DOT-Bernier Carol	DOT-Bernier Carol

At the bottom of the window, there is a "Close" button.

List of possible
Approvers
displays for
the voucher
processor

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

Core-CT 9.1 Accounts Payable

* AWE Voucher Approval

Summary		
Business Unit:	DOTM1	Invoice Date:
Voucher ID:	00540538	Invoice No:
Voucher Style:	Regular	Invoice Total:
Contract ID:		Receipt Date:
Vendor Name:	SUBURBAN STATIONERS INC 693 HIGH ST MIDDLETOWN, CT 06457	Pay Terms:
Entry Status:	Postable	Voucher Source:
Match Status:	No Match	Origin:
Approval Status:	Pending	Created:
Post Status:	Unposted	Created By:
	Approval History	Modified:

Link to Approval History from Summary and Invoice Info pages of voucher

VOUCHER APPROVAL

BUSINESS_UNIT=DOTM1, VOUCHER_ID=00540538:Awaiting Further Approvals

AWE VOUCHER APPROVAL

On Hold

[Multiple Approvals](#)

VOUCHER APPROVAL
02/13/13 - 12:26 PM

Comments

DOT-Spagna Joseph at 02/13/13 - 12:26 PM
I'M NOT READY TO APPROVE THIS

This voucher is currently on approval 'Hold'

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)

Core-CT 9.1 Accounts Payable

* AWE Voucher Approval

VOUCHER APPROVAL

BUSINESS_UNIT=DOTM1, VOUCHER_ID=00540538: Denied [View/Hide Comments](#)

AWE VOUCHER APPROVAL

Denied

✘ DOT-Spagna Joseph
VOUCHER APPROVER
02/13/13 - 12:28 PM

Comments

DOT-Spagna Joseph at 02/13/13 - 12:28 PM
CORRECT RECEIPT DATE. ←

DOT-Spagna Joseph at 02/13/13 - 12:26 PM
I'M NOT READY TO APPROVE THIS.

This voucher is currently 'Denied' for a pending correction to Receipt Dt

Submit Approve Deny Postback Add Comments Hold

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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.

Core-CT 9.1 Accounts Payable

* AWE Voucher Approval

Business Unit: DOTM1		Invoice Number: TEST 1001 PD	
Voucher: 90540538		Vendor: BLUEBERRY STATIONERS INC.	
Invoice Date: 01/20/13		EB: 90000039	

Transaction Category: 1001	Terms: Dis. 1/10/10 - No Discount
Total: 800.00	Approval Status: Approved
Ship Amt: 8.00	APPRD By: MHAJAN
Freight: 8.00	DOT MHAJAN:
Sales Tax: 8.00	90000039:
Use Fee: 8.00	
Entered W/T: 8.00	

State	Head	Receiving Address	Auto Bill to	Invoice Payment	Payment	Comments	Notes
State	Vendor	Receiving Address	Pay	Approved	Entered		
STATE	900001000	Receiving Address	91020010	90030030			BLUEBERRY STATIONERS INC.

VOUCHER APPROVAL

BUSINESS_UNIT=DOTM1, VOUCHER_ID=90540538: Approved [View History](#)

ARE VOUCHER APPROVAL

Approved

 01/20/2013 12:28 PM
VOUCHER APPROVER

Comment History

DOT-Spagna-Joseph at 01/20/13 - 12:28 PM
[View History](#)

Receipt Dt was corrected, and voucher is now Approved. Comment History remains

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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.

Core-CT 9.1 Accounts Payable



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Questions?

9.1 Asset Management Deltas

Core-CT 9.1 Asset Management

- 1) Capitalize/Non-Capitalize
- 2) Capitalization Threshold
- 3) Asset Receiving
- 4) Working with Non-Capitalized Assets
- 5) Physical Inventory
- 6) Basic Add Enhancements
- 7) Questions

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Agenda for Asset Management presentation

Core-CT Capitalize/Non-Capitalize

Statewide Capitalize Policy

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

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

The slide features a dark blue header with the text "Core-CM Capitalize/Non-Capitalize" in white. Below the header, the title "Business Process/Configuration Change" is displayed in a large, bold, black font with a reflection effect. The main content area has a light blue background and contains two callout boxes. The first callout box, labeled "8.9", contains the text: "All assets (regardless of cost/value) were system designated as Capitalized assets. The Non-Capitalized 8.9 assets were simply linked to a Non-Capitalized Profile ID". The second callout box, labeled "9.1", contains the text: "All assets are now characterized as either Capitalized or Non-Capitalized (based on cost/value)". At the bottom center of the slide, the number "97" is visible.

Core-CM Capitalize/Non-Capitalize

Business Process/Configuration Change

8.9 All assets (regardless of cost/value) were system designated as Capitalized assets. The Non-Capitalized 8.9 assets were simply linked to a Non-Capitalized Profile ID

9.1 All assets are now characterized as either Capitalized or Non-Capitalized (based on cost/value).

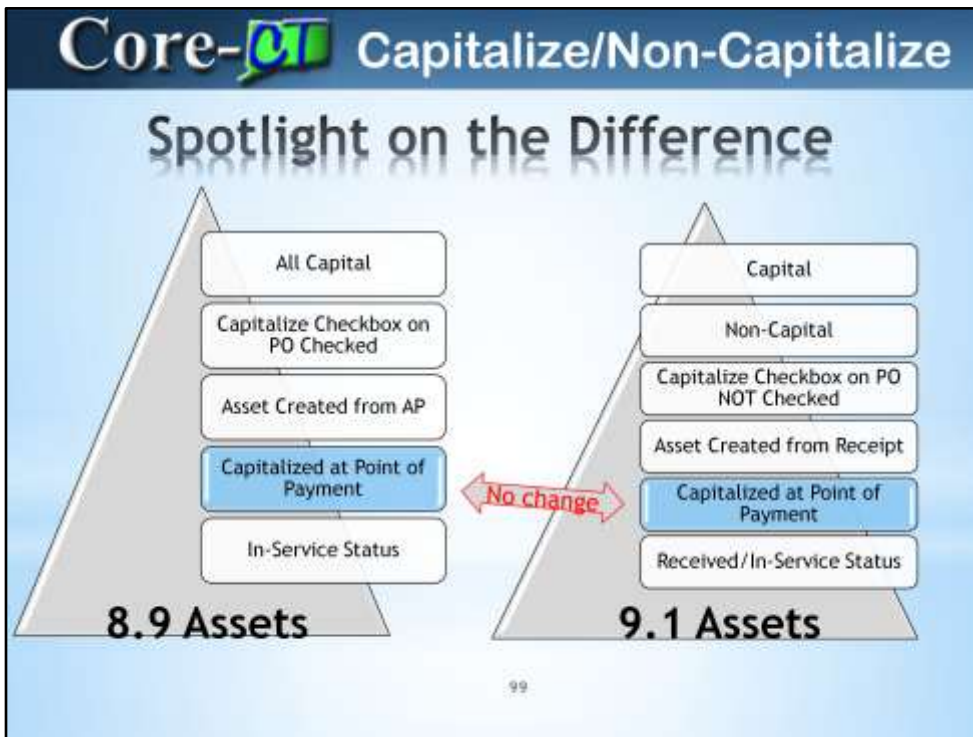
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The Asset Management business process and configuration has been changed from 8.9 to 9.1 to accurately reflect the differences between Capitalized and Non-Capitalized assets.

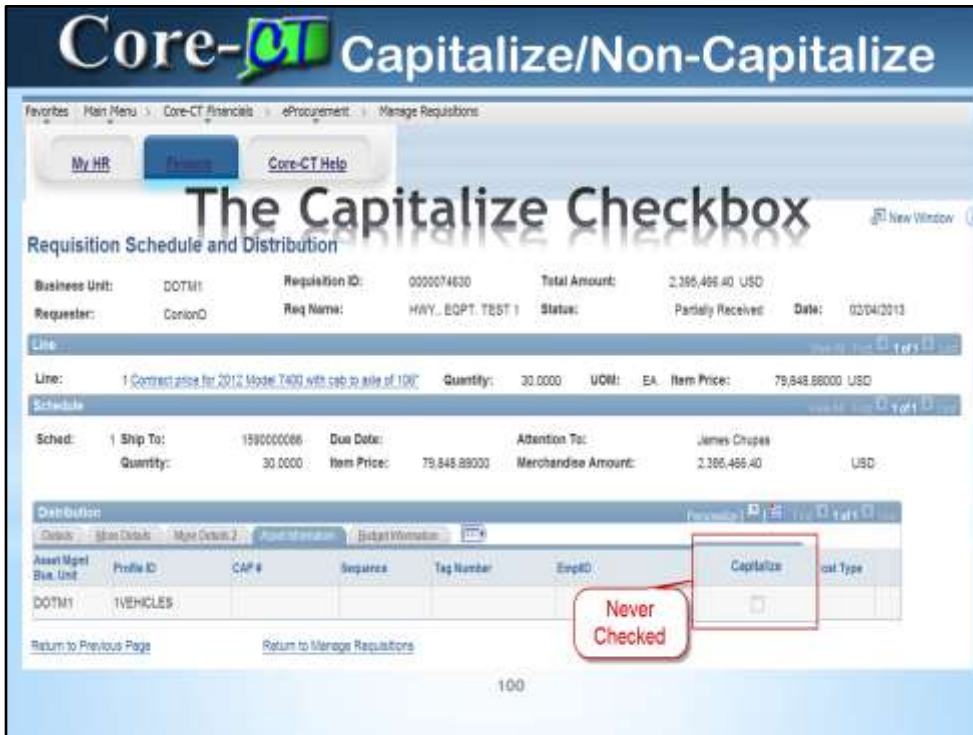
Capitalize vs. Non-Capitalize



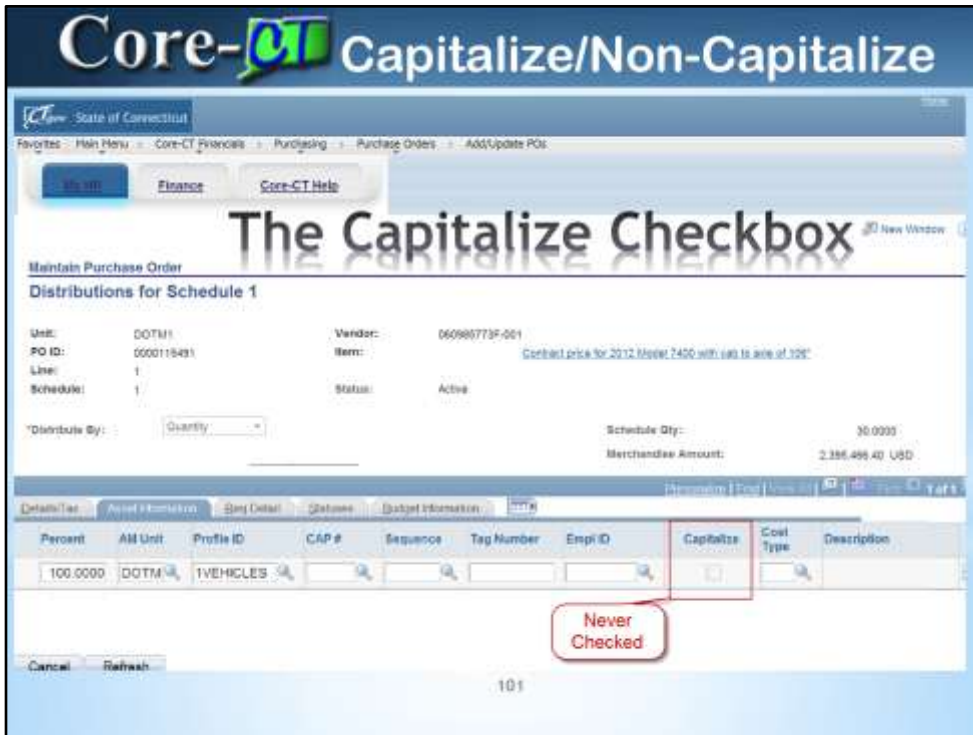
Capitalized and Non-Capitalized assets will now have distinct differences. These assets can now be identified by using these characteristics.



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).



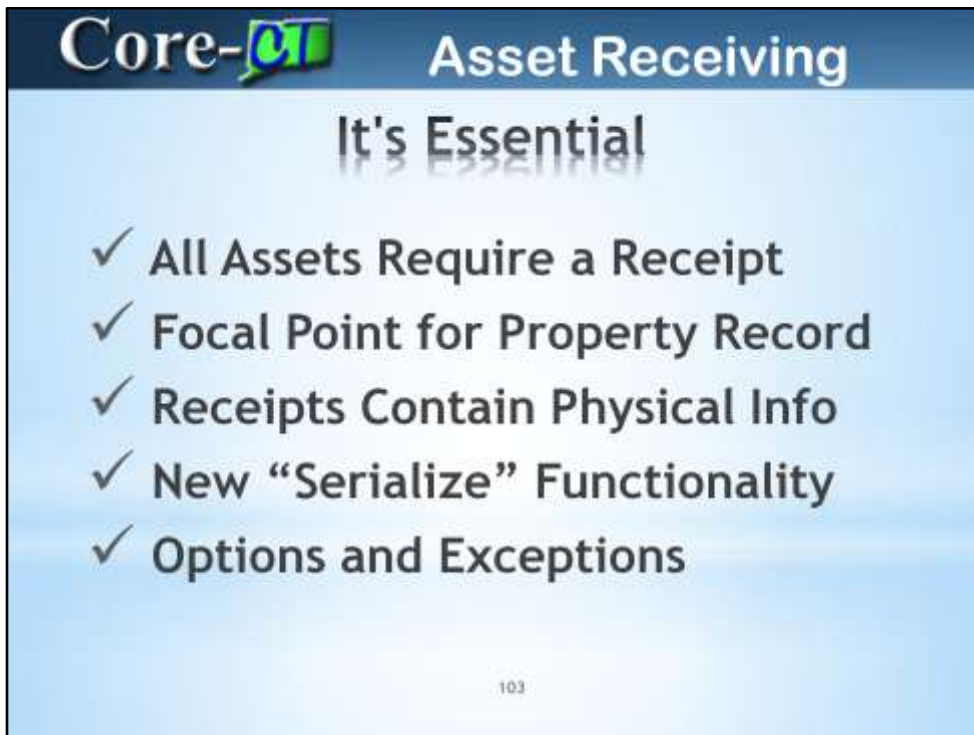
The Capitalize Checkbox on both the Requisition and Purchase Order will always be greyed out and NOT selected. This is a change from 8.9, where this box was always checked. Important, this checkbox does NOT indicate if an asset is Capitalized or not. It is only an indicator that determines when depreciation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



Core-CT Asset Receiving

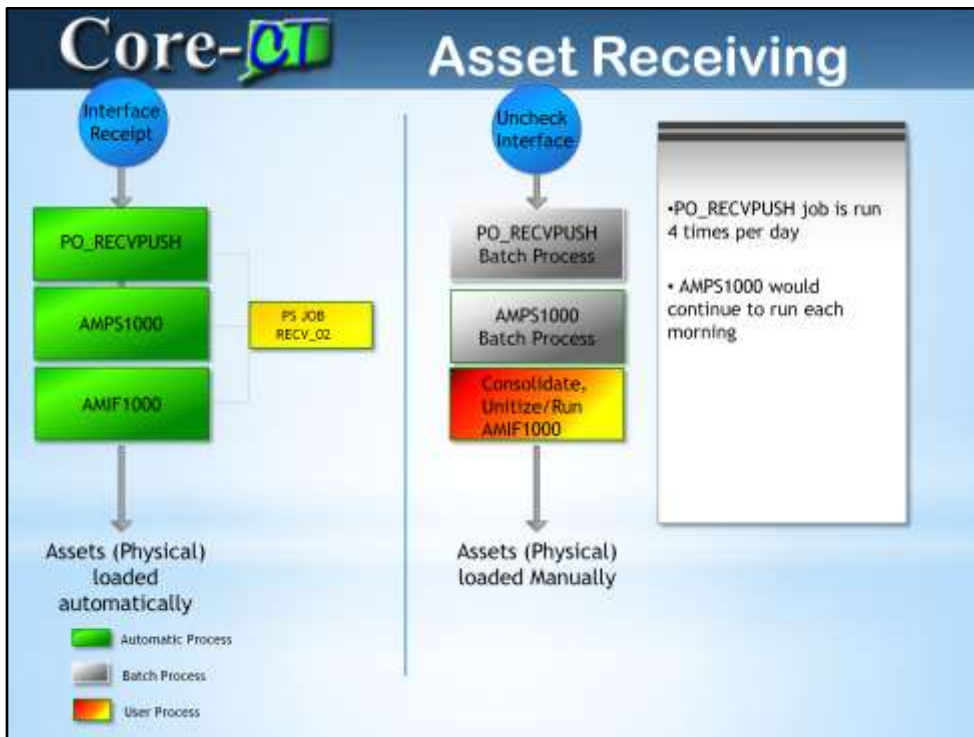
It's Essential

- ✓ All Assets Require a Receipt
- ✓ Focal Point for Property Record
- ✓ Receipts Contain Physical Info
- ✓ New “Serialize” Functionality
- ✓ Options and Exceptions

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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.

Core-CT Asset Receiving

State of Connecticut

Home > State of Connecticut > Core-CT > Purchasing > Receipts > Add/Update Receipts

My Links: Sel

Home Window Help Personalize

Maintain Receipts

Receiving

Business Unit: DOTM Receipt Status: Open X

Receipt ID: NEXT Add Header Comments Activities

Header Details

Select Purchase Order: Print Delivery Report Run PO Receipt Actual

Receipt Lines

Line	Item	Description	Receipt Qty	Trans UOM	Receipt Price	Penalty	Accept Qty	Status	Behav	Device Track	Stock UOM	AM Status	Device Task
1		part	3.0000	EA	900.00000	Penalty	3.0000	Open		EA	Posting	Device Track	X

Interface Receipt [Interface Asset Information](#)

Save Add Refresh Add Update/Display

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This box needs to be checked to load directly to Asset Module

This 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.

Core-CT Asset Receiving

Serialize

Business Unit: DOTM Status: Open
 Receipt ID: NEXT Item: 100
 Receipt Line: 1 Standard UOM: EA

Distribution Information

Distribution Line: 1 Capitalize: Non Cap ✓
 Business Unit: DOTM CAP Sequence:
 Profile ID: ICNTRITEM Employee ID:
 CAP #: Distributed Quantity: 3,000
 Cost Type: Merchandise Amount: 1800.00

Apply to Details

Select Action: Assign Tag Its * Multiplier: 1
 Enter Starting Number: *Start Row:
 Overwrite existing numbers

Asset Details

Dist Seq	Bus Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID
1	DOTM	Open	1,000			NEXT			ICNTRITEM
2	DOTM	Open	1,000			NEXT			ICNTRITEM
3	DOTM	Open	1,000			NEXT			ICNTRITEM

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).

Core-CT Asset Receiving

State of Connecticut

Asset Information

UNIT: DOTM Asset ID: 000000000558 CAP RECEIVED INTEGRATION Tag: 000000000558 Received

Asset Information

Description: CAP RECEIVED INTEGRATION Short Desc: test

CAP #: Tag Number: 000000000558 Seq #:

Asset Class: Equipment Equip Add Rate:

Asset Type: Asset Subtype: Received (Not in Service) Region Code:

*Asset Status: Received (Not in Service) Capitalized Asset

Acquisition Date: 01/28/2012 New Asset

Placement Date: 01/28/2012 Available For Use

Collateral Asset: *Acquisition Code: Purchased In Physical Use


FERC Code: Financing Code: Composite Asset

Fair Value: 0.000 Appraisal Date: Composite Asset ID:

Replacement Cost: Last Update:

Index Name: SubIndex Name: Parent/Child: none Parent ID: 111

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



The slide features a dark blue header with the 'Core-CT' logo on the left and the text 'Asset Receiving' on the right. Below the header, the word 'Interfaces' is centered in a large, bold, black font. Underneath, there are three light gray rounded rectangular boxes, each containing a title and a bulleted list item. The first box is titled 'Assets from Receipt' and contains the bullet point '• Loaded Automatically'. The second box is titled 'Payments' and contains the bullet point '• Staged as Pending (Daily)'. The third box is titled 'Consolidated/Unitized' and contains the bullet point '• Manual Load before Payment'. At the bottom center of the slide, the number '112' is displayed.

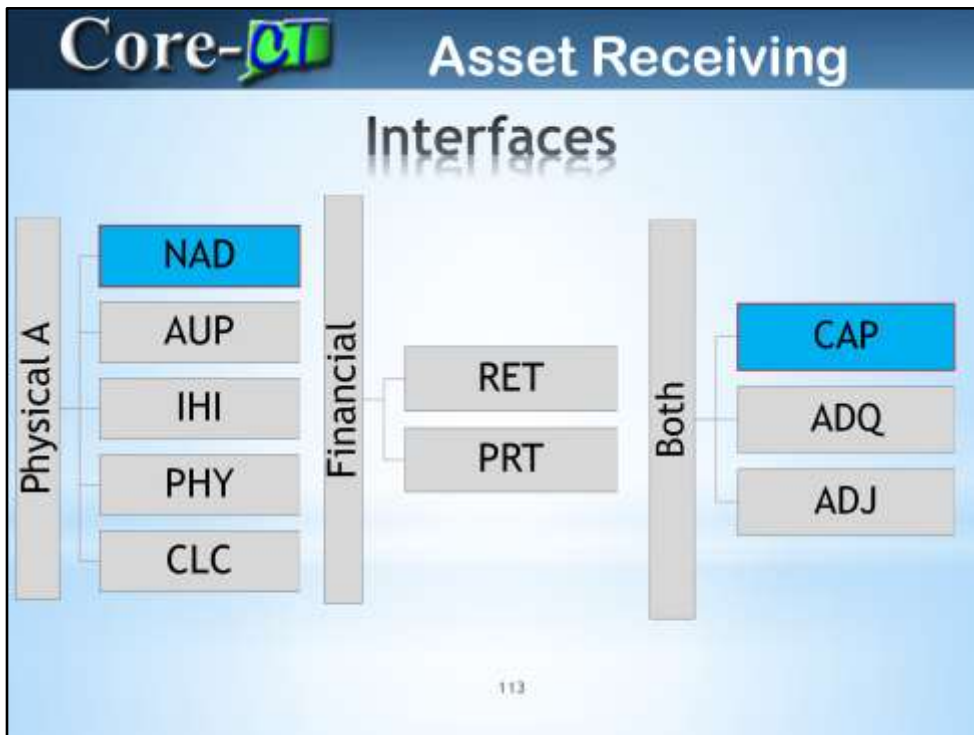
Core-CT Asset Receiving

Interfaces

- Assets from Receipt**
 - Loaded Automatically
- Payments**
 - Staged as Pending (Daily)
- Consolidated/Unitized**
 - Manual Load before Payment

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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.

Core-CT Asset Receiving

State of Connecticut

Navigation: Favorites | Main Menu | Core-CT Financials | Asset Management | Send/Receive Information | **Approve Physical Information** | Review-A

Buttons: My HR | **Finance** | Core-CT Help

Review-A

Interface ID: 10027268 Line Num: 50
 PI ID: MC Defn ID:

Physical & Information

Auto Approval Status

Unit:	DOTM1	Load Type:	Asset Capitalization
Asset ID:	00000000092	Load Status:	Pending
Description:	Standard poly pre-wet pump enc	System Source:	AP Line entry page
Short Desc:	Standard p	Profile ID:	VEHICLES
Tag Number:	00000000092	Threshold ID:	CT_001
Serial ID:		Location:	
Voucher ID:	00540545	Area ID:	
Invoice:	REC 261876	Empl ID:	
Invoice Date:	02/04/2013	Custodian:	
PO No.:	0000115493	Parent ID:	
Receipt No.:	0000261876	Project:	DOT_NONPROJECT
Item ID:		Quantity:	1,0000 USD
<input type="checkbox"/> Linear Asset		Amount:	300.00
Detailed Description:	Standard poly pre-wet pump enc		

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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.

The screenshot shows the 'Core-CT Non-Capital Assets' web application. At the top, there is a navigation bar with the 'State of Connecticut' logo and a breadcrumb trail: 'Favorites > Main Menu > Core-CT Financials > Asset Management > Asset Transactions > Financial Transactions > Update Non-Capitalized Cost'. Below the breadcrumb trail are three buttons: 'My HR', 'Finance', and 'Core-CT Help'. The 'Update Non-Capitalized Cost' link in the breadcrumb trail is highlighted with a red box. The main content area is titled 'Update Non-Capitalized Costs' and includes the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a search criteria form with the following fields: 'Business Unit' (dropdown), 'Asset Identification: begins with' (text input), 'Tag Number: begins with' (text input), 'Parent ID: begins with' (text input), 'Description: begins with' (text input), 'Asset Status' (dropdown), and 'Threshold ID: begins with' (text input). There is also a 'Case Sensitive' checkbox. At the bottom of the form are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. The page number '117' is displayed at the bottom center.

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

The screenshot shows the 'Core-CT Non-Capital Assets' web application. At the top, there is a navigation bar with the 'Core-CT' logo and the title 'Non-Capital Assets'. Below this, a breadcrumb trail reads: 'State of Connecticut' > 'Favorites' > 'Main Menu' > 'Core-CT Financials' > 'Asset Management' > 'Asset Transactions' > 'Asset Disposal' > 'Retire/Reinstate Non-Fin Asset'. A secondary navigation bar contains buttons for 'My HR', 'Financials', and 'Core-CT Help'. The main content area is titled 'Non-Financial Asset Retire' and includes the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a search section with a 'Find an Existing Value' header and a 'Search Criteria' dropdown menu. The search criteria include: 'Business Unit' (dropdown), 'Asset Identification' (dropdown: 'begins with'), 'Parent ID' (dropdown: 'begins with'), 'Tag Number' (dropdown: 'begins with'), 'Description' (dropdown: 'begins with'), 'Composite Asset' (checkbox), 'Composite Asset ID' (dropdown: 'begins with'), and 'FERC Code' (dropdown: 'begins with'). There is also a 'Case Sensitive' checkbox. At the bottom of the search section are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. The page number '118' is visible in the bottom right corner of the application window.

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.

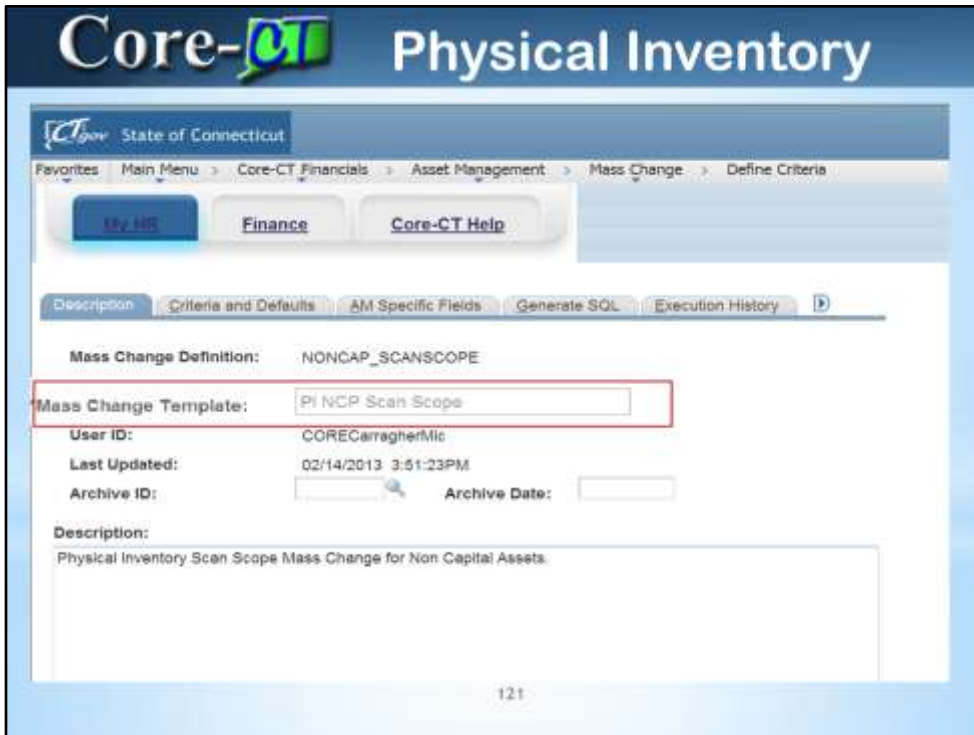
The screenshot shows the Core-CT Physical Inventory Extract/Scope/Occurrence web application. The header includes the Core-CT logo and the text "Physical Inventory Extract/Scope/Occurrence". Below the header, there is a navigation menu with "Favorites", "Main Menu", "Core-CT Financials", "Asset Management", "Mass Change", and "Define Criteria". A secondary menu contains "My HR", "Finance", and "Core-CT Help". The main content area has tabs for "Description", "Criteria and Defaults", "AM Specific Fields", "Generate SQL", and "Execution History". The "Description" tab is active, showing the following details:

- Mass Change Definition: NONCAP_EXTRACT
- Mass Change Template: PI NCP Extract (highlighted with a red box)
- User ID: CORECarragherMic
- Last Updated: 02/14/2013 3:47:34PM
- Archive ID: Archive Date:

The description text reads: "Extracts asset data from multiple Asset Management tables pertaining to Non Capital assets into one physical inventory extract table. This PI extract data may be reviewed before downloading to a bar code scanner file."

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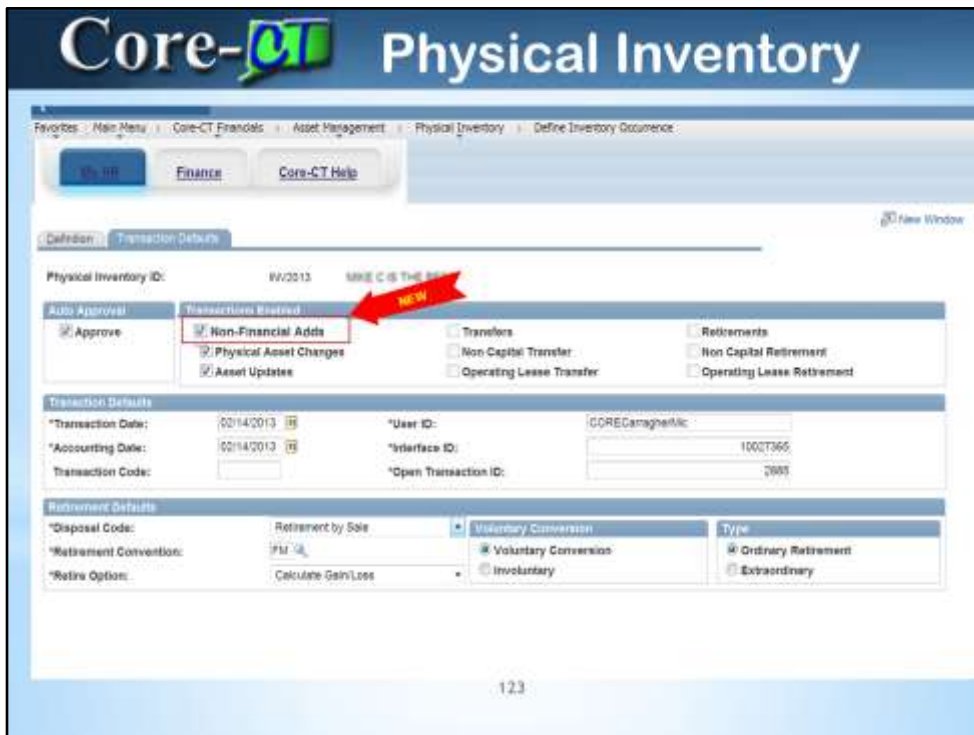
There is a new Non Capitalized Extract template that must be used for Non-Cap assets



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 over those 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 Attachments hyperlink on the General Information page in Basic Add

Core-CI Basic Add Enhancements

Attachments

Asset Management

Attachments:

Unit: DOT11 Asset ID: 03300386 CAB CAR: #6217 Tag Number: 03300386 In Service

File Name	Description	User	Name	Date/Time Stamp
font_cas_attachment.doc	Attachment documentation	COREBondaC	Devo Bonda	02/15/2013 9:49:38AM

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

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

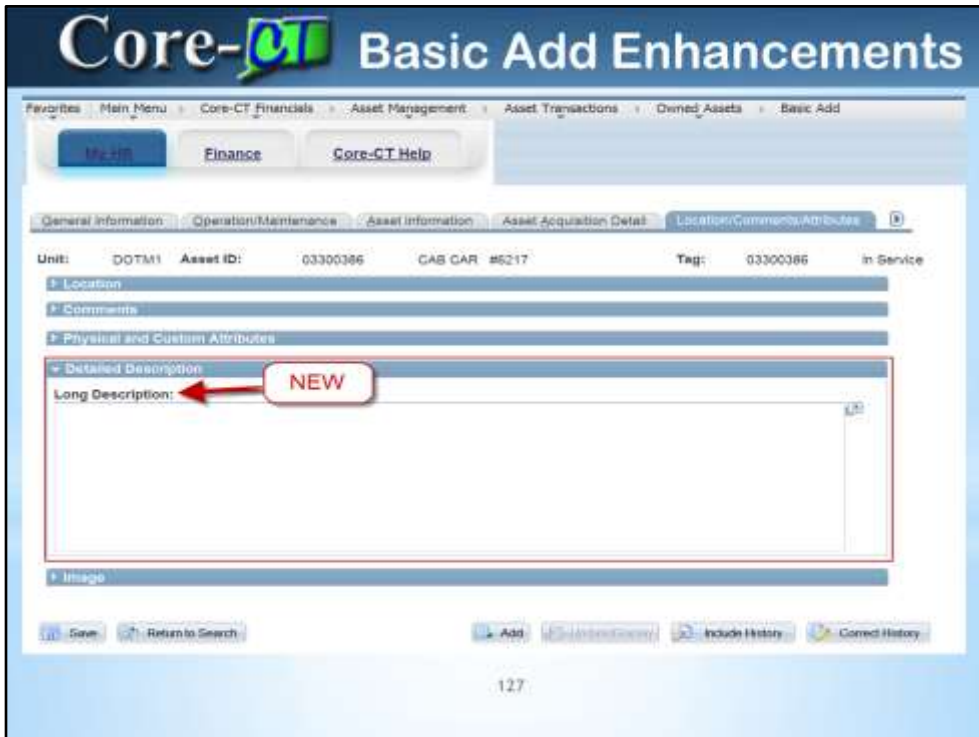
Core-CT Basic Add Enhancements

Attachments

Property Loss Reports	• CO-853
Transfer Authorization	• CO-64
Disposal Authorization	• PDC
Equipment on Loan	• CO-1079

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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.

Core-CT Basic Add Enhancements

[Home](#) | [Finance](#) | [Core-CT Help](#)

[Operation/Maintenance](#) | [Asset Information](#) | [Asset Acquisition Detail](#) | [Location/Comments/Attributes](#) | [Manufactured/License/Custodian](#)

Unit: DOTM1 Asset ID: 03300385 CAB CAR #6217 Tag: 03300386 In Service

Manufactured Information

Serial ID: 6217

Manufacturer ID:

Manufacturer Name:

Model: Year: 1991

Product Version: Production Date:

Plant: Contact:

VIN: SKU:

License Information

Custodian Information

Effective Date: 05/01/1991 Effective Sequence: 0 This Asset is Offline

Custodian:

EmpID:

Authorization

Status: Authorized Date:

Name:

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This is the new look without the MAKE field.

Core-CT Basic Add Enhancements

[Favorites](#) | [Main Menu](#) | [Core-CT Financials](#) | [Asset Management](#) | [Asset Transactions](#) | [Owned Assets](#) | [Basic Add](#)

[Home](#) | [Finance](#) | [Core-CT Help](#)

Unit: DOTM1 Asset ID: 03300386 CAB CAR #6217 Tag: 03300386 In Service

Location

Effective Date: 05/31/2007 Effective Sequence: 1
 Location: ADOOT085744 DIESEL SHOP
 Area ID:
 Address 1: 54 HALLOCK AVENUE
 City: NEW HAVEN
 Country: USA - United States Jurisdiction: 05744
 State: CT - Connecticut Sector: 06519
 Geo Code: Postal:
 Document:
 Building: DOT0007142
 Floor #: Longitude:
 Room#: Latitude:

Authorization

Status: Not Authorized Date:
 Name:

Comments

Date/Time: 03/01/2013 12:00:00AM
 Name: 91 UPGRADE
 Comment: YANKEE DOODLE

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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



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- 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

