



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

- 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



Portal / Sign On

Favorites Main Menu

[My HR](#) [Finance](#) [Core-CT Help](#) [My Links](#) Select

New Tab for Finance Users

Personal Information

- Personal Information**
Review and update your personal information.
 - [Personal Information Summary](#)
 - [Home and Mailing Address](#)
 - [Phone Numbers](#)
 - [Email Addresses](#)
 - [Emergency Contacts](#)
 - [Name Change](#)
 - [Ethnic Groups](#)
- My System Profile**
Set up personal preferences, such as email and language preferences, password and forgot my password hints.
 - [My System Profile](#)
 - [Change My Password](#)

Employee Benefits

- Benefits Information**
Review a summary of your benefits enrollments.
 - [Benefits Summary](#)
 - [Health Care Summary](#)
 - [Savings Summary](#)
 - [Savings Contribution Summary](#)
 - [Dependent/Beneficiary Info](#)
- Defined Contribution Plans**
Defined Contribution Plans (DCP)
 - [Enroll in a DCP](#)
 - [Change/View current DCP Amount](#)

Time and Labor

- Time and Labor**
Report and approve time.
 - [Timesheet](#)

Payroll

- Payroll**
Review current and prior paychecks.
 - [View Paycheck Information](#)

Recruiting

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

Core-CT News

No articles currently available

[Submit Article](#) | [Update Submitted Articles](#) | [Feed](#)

[View All Articles and Sections](#)

My Reports

No Reports To Display

[Report Manager](#)



Finance Tab

CT.gov State of Connecticut
Home HRMS Worklist FIN Worklist Add to My Links Sign out

Favorites Main Menu

my HR
Finance
Recruiting
Core-CT Help

[My Links](#)

Expiring Vendor Contracts

SetID	Contract	Status	Descr	Expire Dt	Gross Amt
STATE	10DPW1218AA	A	Agricultural Station BI-P-84	2012-05-25	293315
STATE	11PSX0056AA	A	DOTM1 0000052575	2012-05-01	20000000

My Reports

Report	Folder
SCRTY_OPRCLS	General 2013-02-06-10.09.0
SCRTY_CLSUPD	General 2013-02-06-10.08.1
PORTAL_CSS	General 2013-01-28-13.53.5
PTPP_SCSYNC	General 2013-01-28-13.53.3
WL_REPLICATE	General 2013-01-28-10.20.1

[Report Manager](#)

Core-CT News

No articles currently available

[Update Submitted Articles](#) | [Feed](#)

[View All Articles and Sections](#)

Finance Blog

No Postings available

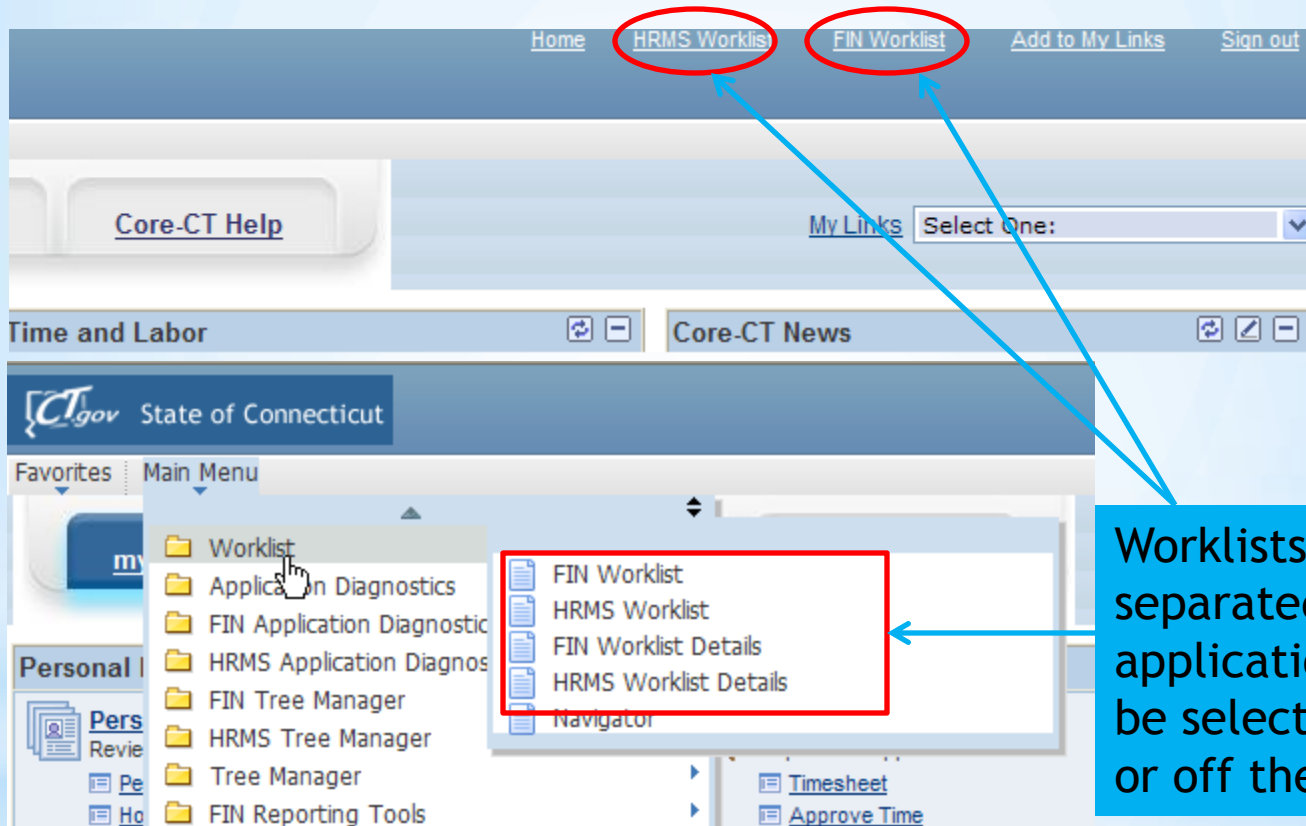
Top Projects

Project	Cost Amount*	Budget Total*	Curr
DOT00050109CN	3,773.53	3,916.20 USD	
DOT00020123CN	2,556.01	2,848.02 USD	
DOT00010104CN	480.51	493.21 USD	
DOT00040124CN	65.93	150.00 USD	

*in thousands

Budget Status Pagelet

Ledger Grp	Ledger	Fund	SID	DeptID	Bud Ref	Project	Sum Total Amt
KK_ALLOT	Budget	11000	10020	AES48000	2012		-900136
KK_ALLOT	Encumbered	11000	10020	AES48000	2011		0
KK_ALLOT	Encumbered	11000	10020	AES48000	2012		0
KK_ALLOT	Expenditure	11000	10020	AES48000	2012		899601.4
KK_ALLOT	Summarized Total	11000	10020	AES48000	2011		0
KK_ALLOT	Summarized Total	11000	10020	AES48000	2012		-534.6



Worklists are now separated by application and can be selected by link or off the menu



Breadcrumbs

CT.gov State of Connecticut Home

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

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

Maintain Purchase Order

Purchase Order

Business Unit: AESM1 PO Status: Dispatched ▲ ✖
 PO ID: 0000011718 Budget Status: Valid
 Copy From: Hold From Further Processing

▼ Header

*PO Date:	<input type="text" value="06/04/2012"/>	Vendor Search	Backorder Status:	Not Backordered	Create BackOrder
*Vendor:	<input type="text" value="042455641F-001"/>	Vendor Details	Receipt Status:	Not Recvd	
*Vendor ID:	<input type="text" value="0000010334"/>	W B MASON COMPANY INC	*Dispatch Method:	<input type="text" value="Print"/> <input type="button" value="Dispatch"/>	
*Buyer:	<input type="text" value="KaczenskiL"/>	AES-Kaczenski Lisa	Amount Summary		
PO Reference:	<input type="text"/>		Merchandise:	38,240.00	
Header Details	Activity Summary		Freight/Tax/Misc.:	0.00	<input type="button" value="Calculate"/>
PO Defaults	Document Status		Total Amount:	38,240.00	USD
Requisitions	Add Comments		Encumbrance	24,800.00	USD
PO Activities	Add ShipTo Comments		Balance:		
			Total PO Obligation:	38240.000	USD

Add Items From

[Purchasing Kit](#) [Catalog](#) [Item Search](#)

Select Lines To Display

Line: To:



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

Creating Requisitions

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

Create Requisition

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

Specify requisition name, requester, and other information that applies to the entire requisition.

Business Unit: Dept. of Transportation

*Requester: Training *Currency:

Requisition Name: **CORE-10 REQ** **REQ Obligation** Priority:

Line Defaults

Default Options

Default If you select this option, the defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

Override If you select this option, the defaults specified below will override any predefined values for these fields, only non-blank values are assigned.

Vendor: Vendor Location:

Buyer: Category: Unit of Measure:

Shipping Defaults

Ship To: [Modify Onetime Address](#)

Due Date: Attention:

Accounting Defaults

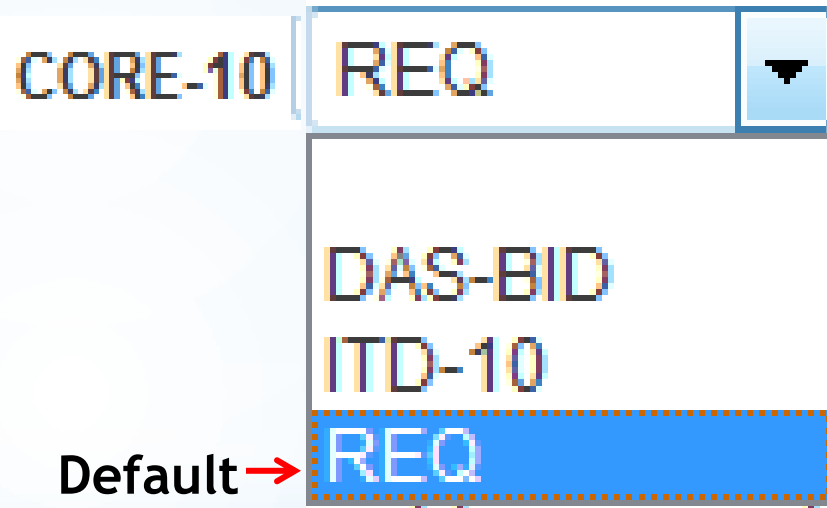
Personalize | Find | First 1 of 1 Last

Pct	Location	GL Unit	Account
<input type="text"/>	<input type="text" value="ACORE"/>	<input type="text" value="STATE"/>	<input type="text"/>

Continue

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.



Requisition 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.

REQ Obligation

Start Date	<input type="text"/>	
End Date	<input type="text"/>	
Total Obligation Amount	<input type="text"/>	

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.

Line Defaults ?

Default Options ?

Default If you select this option, the defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

Override If you select this option, the defaults specified below will override any predefined values for these fields, only non-blank values are assigned.

Vendor: Vendor Location:

Buyer: Category: Unit of Measure:

Shipping Defaults

Ship To: 0640000046 [Modify Onetime Address](#)

Due Date: Attention:

Accounting Defaults

Personalize | Find | First 1 of 1 Last

Chartfields1 Chartfields2 Chartfields3 Details Asset Information

Pct	Location	GL Unit	Account
<input type="text"/>	ACORE	STATE	<input type="text"/>

Continue

Amount Only

Create Requisition

Line Details

Line: 1 [TEST](#) Line Status: Open

▼ Item Details ?

Merchandise Amt:	250.00	USD	
Category:	26000000	View Hierarchy	
Description:	Power Generation and Distribut		
Buyer:	<input type="text"/>	Buyer Information	
Vendor:	0000064731	EPLUS TECHNOLOGY INC	Suggest New Vendor
Vendor Location:	MAIN	ORDER & REMIT-CHECKS	
Vendor Contract:	<input type="text"/>	Purchasing Authority	Contracts ▼
Vendor Item ID:	<input type="text"/>		
Manufacturer ID:	<input type="text"/>	UPN ID:	
Manufacturer:	<input type="text"/>		
Manufacturer's Item ID:	<input type="text"/>		
Physical Nature	Goods		
<input type="checkbox"/> RFQ Required	<input type="checkbox"/> Zero Price Indicator	<input type="checkbox"/> Amount Only	
<input type="checkbox"/> Device Tracking	<input type="checkbox"/> Stockless Item	<input type="checkbox"/> Inspection Required	

[Configuration Info](#)

▶ Contract ?

▶ Sourcing Controls ?

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 lines to the requisition, specifying the information necessary to procure each item or service.

Search:

Catalog | Favorites | Templates | Special Request

Browse Catalog

*Select a catalog:

- Choose from available catalogs in the dropdown list
- Navigate categories by clicking folders
- View items in a category by clicking the category name
- Use the checkboxes to select categories to search below

Search Catalog

Search contains All of the following search fields entered:

Description:

Manufacturer:

Manufacturer's Item ID:

Vendor:

Vendor Item ID:

Item ID:

Vendor Contract:

[Search Settings](#) [Search Tips](#)

[Show Additional Attributes](#)

Include Images

Search Options

- Match Case
- Exact Word
- Sounds Like

Enter Contract (whole or partial) Number and Click on Search

Comments and Attachments

Expanded Functionality for Adding Requisition Comments and Attachments

Header Comments

Business Unit: AESM1 Requisition Date: 10/31/2012
Requisition ID: NEXT Status: Open

Comments Find First 1-2 of 2 Last

1 [Use Standard Comments](#) Entered On: 10/31/2012 10:38:57AM + -

Send to Vendor Show at Receipt Show at Voucher Approval Justification

[Add Attachments](#)

2 [Use Standard Comments](#) Entered On: 10/31/2012 2:39:07PM + -

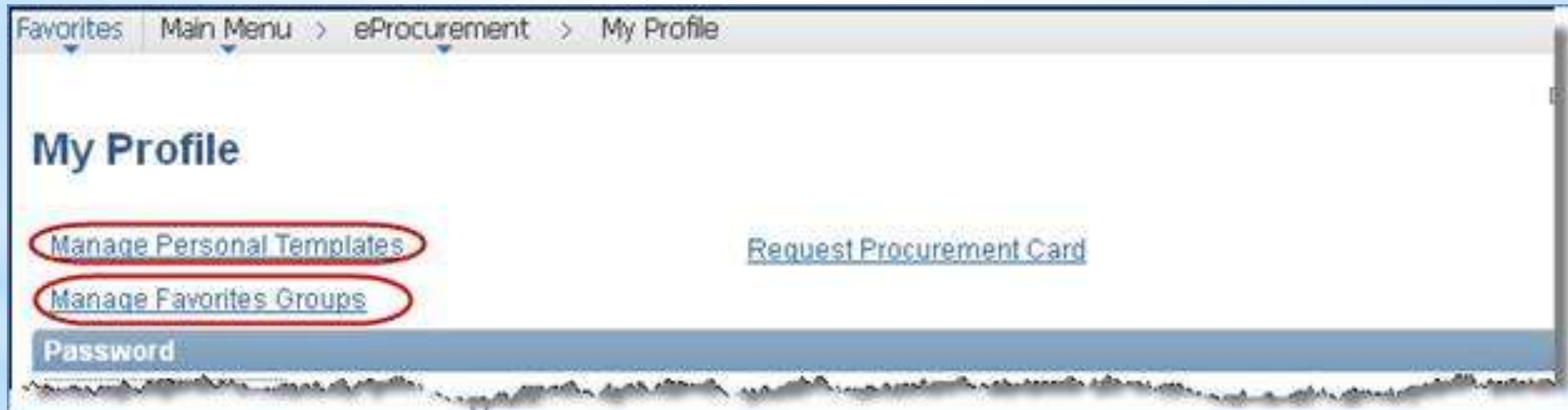
Send to Vendor Show at Receipt Show at Voucher

[Add Attachments](#)

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

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.



Sharing Templates

Manage Personal Templates

Templates						Personalize	Find	View All	First	1 of 1	Last
	*Template Name	*Description	Allow Sharing								
1	ePlus	test	<input checked="" type="checkbox"/>	Share Details	View Details					+	-

[Copy a Personal Template](#)

[Return to My Profile](#)

Share Details

Requester: BacoteTra

Template Name: ePlus

Description: test

Share with All Roles and Requesters

Roles						Personalize	Find	View All	First	1 of 1	Last	
	Role Name	Description										
1	<input type="text"/>										+	-

Requesters						Personalize	Find	View All	First	1 of 1	Last	
	User ID	Description										
1	AdamsJef	DOT-Adams Jeffrey									+	-



Do Not Use

Templates

View Details

Requester: COREAndersonKa

Template Name: DASM1-0000000350

Description: Bundles Test 3/20/11

Template Items							
Item Description	Vendor	Status	UOM	Price	Curr	Qty	
1 0.5M SAS 32-PIN TO 4 ESATA	EPLUS TECHNOLOGY INC	Vendor Item Inactive	EA	16.51000	USD	1.0000	-
2 0.8M CABLE - SCSI-3 TO SCSI-3	EPLUS TECHNOLOGY INC	Vendor Item Inactive	EA	89.03000	USD	1.0000	-
3 0X2X16 KVM SVR CONS SWCH WW	EPLUS TECHNOLOGY INC	Vendor Item Inactive	EA	1137.22000	USD	2.0000	-
4 Cables	EPLUS TECHNOLOGY INC	Active	EA	20.00000	USD	1.0000	-

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

OK Cancel

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.

Favorites

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

Favorite Items can be organized into Favorite Groups

Type	Description	Vendor Name	Status	Price	UOM	Quantity
<input type="checkbox"/>	A.I. RETRACTABLE GEL PEN - BLUE	SUBURBAN STATIONERS INC	Active	13.03000	USD DZ	1.0000
<input type="checkbox"/>	A.I. RETRACTABLE GEL PEN - BLACK	SUBURBAN STATIONERS INC	Active	13.03000	USD DZ	1.0000

Buttons: Add, Add to Favorites Group(s), Delete from Favorites, Add to Template(s)

Manage Requisitions

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

Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: Requestion Name:

Requestion ID: Request Status:

Date From: 11/06/2012 Date To:

Requester: Entered By:

Search Clear

Requisitions 2

To view the lifespan and line-items for a requisition, click the Expand triangle icon. To edit or perform another action on a requisition, make a selection from the Actions column.

Req ID	Requisition Name	BU	Date	Status	Total	Actions
0000069792	Change Mfg/Mfg part # o...	DOTM1	11/13/2012	Pa...	55.27 USD	<Select Action> Go
0000069791	P-Card / Inv test - take 2	DOTM1	11/09/2012	Re...	82.29 USD	<Select Action> Go
0000069788	0000069788	DOTM1	11/08/2012	PO	125.00 USD	<Select Action> Go
0000069787	DC multi-line	DOTM1	11/08/2012	App...	418.42 USD	<Select Action> Go

Requester: DOT-BT Entered By: CORE-DG Priority: Medium

Pre-Encumbrance Balance: 418.42 USD

Request Lifespan:

Request Workflow: Requisition → Approvals → Inventory → Purchase Orders → Change Request → Receiving → Returns → Invoice → Payment

Line Information

Line	Description	Status	Price	Quantity	UOM	Vendor	Actions
1	Portable Tool Box, Overall W...	Approved	48.15000 USD	2.0000	EA	GRANGER INDUSTRIAL SUPPLY	✖
2	Hammer, Head Type, Standard...	Approved	30.41000 USD	2.0000	EA	GRANGER INDUSTRIAL SUPPLY	✖

0000054238 0000054238 DDCM1 11/06/2012 PO(s) Created Valid 125.00 USD <Select Action> Go

Requisition Approvals

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

Review/Edit Approvers

Amount Approval

test:Pending Request Information Start New Path

Req Amount

Pending

Multiple Approvers
CT WF REQ AMT APPROVER 1

Do Not Use

Req Budget Approval

test:Awaiting Further Approvals Start New Path

Req Bgt Appv

Not Routed

Multiple Approvers
CT WF REQ BUDGET APPROVER

Req Purchasing Approval

test:Awaiting Further Approvals Start New Path

Req Pur Appv

Not Routed

Multiple Approvers
CT WF REQ PURCH APPROVER

Enter Approver Comments

Approve Deny **Hold**

[Return to Worklist](#)

Requisition Approvals

Approval After Editing

After editing a requisition the approver is required to go back into **Requisition Approval** to approve it.

Amount Approval

test: **Awaiting Further Approvals** [+ Start New Path](#)

Req Amount

On Hold

[Multiple Approvers](#)
CT WF REQ AMT APPROVER 1
02/01/13 - 1:20 PM

Information Request

[DOT-Bacote Tracey](#)
Information Request

Req Budget Approval

test: **Awaiting Further Approvals** [+ Start New Path](#)

Req Bgt Appv

Not Routed

[Multiple Approvers](#)
CT WF REQ BUDGET APPROVER

Req Purchasing Approval

test: **Awaiting Further Approvals** [+ Start New Path](#)

Req Pur Appv

Not Routed

[Multiple Approvers](#)
CT WF REQ PURCH APPROVER

Change Request/Line Approval Summary Personalize | View All | 1 of 1

Line	Item Description	Change Request	Line Re-Approval
1	test		Routed for Approval

[View printable version](#)
[Manage Requisitions](#)
[Create New Requisition](#)

[Return to Requisition Approval](#)

Hold Functionality

Approval history is tracked and viewable

Review/Edit Approvers

Amount Approval

test:Awaiting Further Approvals [+ Start New Path](#)

Req Amount

On Hold

 [Multiple Approvers](#)
CT WF REQ AMT APPROVER 1
02/01/13 - 1:20 PM

Information Request

 [DOT-Bacote Tracey](#)
Information Request

View History

Amount Approval

Requisition 0000074575: Pending [View/Hide Comments](#) [Start New Path](#)

Req Amount

Pending [Multiple Approvers](#) CT WF REQ AMT APPROVER 1 → [Not Routed](#) [Multiple Approvers](#) CT WF REQ AMT APPROVER 2

Comment History
DOT-BALL CHARLESINA at 02/14/13 - 10:09 AM
[View History](#)

Req Budget Approval

Requisition 0000074575: Awaiting Further Approvals [View/Hide Comments](#) [Start New Path](#)

Req Bgt Appv

[Not Routed](#) [Multiple Approvers](#) CT WF REQ BUDGET APPROVER

Comment History

Req Purchasing Approval

Requisition 0000074575: Awaiting Further Approvals [View/Hide Comments](#) [Start New Path](#)

Req Pur Appv

[Not Routed](#) [Multiple Approvers](#) CT WF REQ PURCH APPROVER

Comment History

Approval History

Approval Process: Requisition

Definition ID: STATE

Business Unit: DOTM1

Requisition ID: 0000074575

Amount Approval

Requisition 0000074575: Denied [View/Hide Comments](#)

Req Amount

Approved
✓ [DOT-Snyder Janice](#)
CT WF REQ AMT APPROVER 1
12/20/12 - 2:10 PM

Comments

Req Budget Approval

Requisition 0000074575: Denied [View/Hide Comments](#)

Req Bgt Appv

Approved
✓ [DOT-Torcia Mario](#)
CT WF REQ BUDGET APPROVER
12/20/12 - 2:12 PM

Comments

Req Purchasing Approval

Requisition 0000074575: Denied [View/Hide Comments](#)

Req Pur Appv

Denied
✗ [DOT-GERMAIN KATHLEEN](#)
CT WF REQ PURCH APPROVER
12/20/12 - 2:20 PM

Comments

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



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: DOTM1
 PO ID: 0000115491
 Copy From:

PO Status: Dispatched  
 Budget Status: Valid
 Hold From Further Processing


▼ Header

*PO Date:  Vendor Search
 *Vendor: [Vendor Details](#)
 *Vendor ID: NUTMEG INTERNATIONAL TRUCKS INC
 *Buyer: DOT-Conlon Dawn
 PO Reference:

Backorder Status: Not Backordered [Create BackOrder](#)
 Receipt Status: Partial
 *Dispatch Method:

[Header Details](#) [Activity Summary](#)
[PO Defaults](#) [Document Status](#)
[Requisitions](#) [Add Comments](#)
[PO Activities](#) [Add ShipTo Comments](#)

Amount Summary

Merchandise: 2,395,466.40
 Freight/Tax/Misc.: 0.00
 Total Amount: 2,395,466.40 USD
Encumbrance  **1,596,977.60** USD
 Balance:
 Total PO Obligation: 2395466.400 USD


Add Items From






[Purchasing Kit](#) [Catalog](#) [Item Search](#)

Select Lines To Display

Line:  To: 

Lines

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

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status			
1		Contract price for 2012 Model 7400 with cab to axle of 106"	<input type="text" value="30.0000"/>	EA	<input type="text" value="250000"/>	<input type="text" value="79,848.8800"/>	2,395,466.40	Approved			 

Encumbrance Look-up

View the accounting information regarding the purchase order encumbrance

Favorites Main Menu

My HR Finance Core-CT Help

PO Accounting Entries

Business Unit: DOTM1
Purchase Order: 0000115508

Accounting Entries

Purchase Order	Status	Vendor ID	Change Order	Trans Type	Unpost Seq	Line	Sched	Dist	Fund	Dept	SID	Program	Account	Currency	Monetary Amount	Base Currency
0000115508	D	0000010009		PO_POENC	0	1	1	1	12001					USD	10000.00	USD

Total Encumbrance Balance: 10,000.00 USD

Notify Refresh

Click the scroll bar to view additional information

Currency	Monetary Amount	Base Currency
USD	10000.00	USD

Encumbrance Look-up

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

Commitment Control Activity Log

Activity Log Inquiry Criteria

Inquiry:	PS_AUTO_DR	Description:	<input type="text"/>
*Transaction Type:	PO_POENC	Ledger Group:	<input type="text"/>
Application Business Unit:	<input type="text"/>		
Purchase Order From:	0000115508	Purchase Order To:	0000115508
Tran ID:	0011985050	Tran Date:	02/14/2013
Process Status:	<input type="text"/>	Process Instance:	<input type="text"/>
Maximum Rows:	100		

Search

Delete

Commitment Control Activity Log Lines

Personalize | Find | View All | | First 1-5 of 5 Last

Budget Chartfields		Amounts														
Line		Ledger Group	Ledger	App BU	GL Bu	Purchase Order	Referenced Budg	Fund	Dept	SID	Program	Account	Bud Ref	Project		
1		KK_AGY1	KK_AGY1_EN				DOTM1 STATE	0000115508	N		12001	DOT57700	10020	00000	50000	2013
1		KK_AGY2	KK_AGY2_EN				DOTM1 STATE	0000115508	N		12001	DOT57780	10020	00000	54060	2013
1		KK_ALLOT	KK_ALT_ENC				DOTM1 STATE	0000115508	N		12001	DOT57000	10020	00000	50000	2013
1		KK_APPROP	KK_APP_ENC				DOTM1 STATE	0000115508	N		12001	DOT57000	10020	00000	50000	
1		KK_POROLL	KK_POR_ENC				DOTM1 STATE	0000115508	N		12001					

Save Notify Refresh

PO Obligation

PO Obligation defaults have changed

Maintain Purchase Order

Purchase Order

Business Unit: DOTM1
 PO ID: 0000115500
 Copy From:

PO Status: Open
 Budget Status: Not Chk'd
 Hold From Further Processing

Header

*PO Date: 02/05/2013 [Vendor Search](#)
 *Vendor: 061043422F-001 [Vendor Details](#)
 *Vendor ID: 0000010009 SUBURBAN STATIONERS INC
 *Buyer: TurbertJ DOT-TURBERT Julie

PO Reference:

[Header Details](#) [Activity Summary](#)
[PO Defaults](#)
[PO Activities](#) [Add Comments](#) [Add ShipTo Comments](#)

Receipt Status: Not Recvd
 *Dispatch Method: Email

Amount Summary

Merchandise: 4,000.00
 Freight/Tax/Misc.: 0.00
 Total Amount: 4,000.00 USD

Total PO Obligation: 4000.000 USD

Add Items From

[Purchasing Kit](#) [Catalog](#) [Item Search](#)

Lines Personalize | Find | View All | First 1 of 1 Last

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	<input type="text"/>	Copy Paper	100.0000	CT	4400000	40.00000	4,000.00	Open

PO Obligation

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

My HR Finance Core-CT Help

Unit: DOTM1 Vendor: 061043422F-001
 PO ID: 0000115508 PO Date: 02/14/2013

Scroll Area Find First 1 of 1 Last

Entered Date 02/14/2013 Entered by TurbertJ

Start Date 02/14/2013

End Date 06/30/2013

Obligation Amount 10000.000

OK Cancel Refresh

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.

PO Comments

Maintain Purchase Order

Purchase Order

Business Unit: DOTM1
 PO ID: 0000115500
 Copy From:

PO Status: Open
 Budget Status: Not Chk'd
 Hold From Further Processing

Header

*PO Date: 02/05/2013 [Vendor Search](#)
 *Vendor: 061043422F-001 [Vendor Details](#)
 *Vendor ID: 0000010009 [SUBURBAN STATIONERS INC](#)
 *Buyer: TurbertJ [DOT-TURBERT Julie](#)

Receipt Status: Not Recvd
 *Dispatch Method: Email

PO Reference:

[Header Details](#)
[PO Defaults](#)

[Activity Summary](#)

[Add Comments](#)
[Add ShipTo Comments](#)

Header

Amount Summary

Merchandise: 4,500.00
 Freight/Tax/Misc.: 0.00
 Total Amount: 4,500.00 USD
 Total PO Obligation: 4500.000 USD

Add Items From

[Purchasing Kit](#) [Catalog](#) [Item Search](#)

Line Detail

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status	
1		Copy Paper	100.0000	CT	440000	40.00000	4,000.00	Open	
2		Address Labels	50.0000	BX	440000	10.00000	500.00	Open	

[View Printable Version](#)
[View Approvals](#)

*Go to:

PO Header Comments

PO Header Comments

Business Unit: DOTM1 PO ID: 0000115500 Vendor: 061043422F-001

*Sort Method: *Sort Sequence:

Comments Find | View All First 1 of 1 Last

[Use Standard Comments](#) Comment Status: Active +

254 Character Maximum Length

Send to Vendor Show at Receipt
 Show at Voucher Approval Justification

Associated Document

Attachment: Quote_from_Vendor.doc Email

From -> PO DOTM1-0000115500

Add Additional Comments

New-Approvers see

Must check if you want vendor to receive attachment

Attach One File

PO Line Comments

PO Line Comments

Business Unit: DOTM1 PO ID: 0000115500 Vendor: 061043422F-001
Line: 1

*Sort Method: *Sort Sequence:

Comments Find | View All First Last

[Use Standard Comments](#) Comment Status: Active

[Use Item Specifications](#) ← New-do not use

254 Character Maximum Length

Send to Vendor Show at Receipt
 Show at Voucher

Associated Document

Attachment: Quote_from_Vendor.doc Email

From -> PO DOTM1-0000115500-1

Add
Additional
Comments

Attach One File

New Contract tab at the line detail level

Maintain Purchase Order

Purchase Order

Business Unit: DOTM1
 PO ID: 0000115500
 Copy From:

PO Status: Open
 Budget Status: Not Chk'd
 Hold From Further Processing

Receipt Status: Not Recvd
 *Dispatch Method: Email

*PO Date: 02/05/2013
 *Vendor: 051043422F-001
 *Vendor ID: 0000010009
 *Buyer: TurbertJ
 PO Reference:

[Header Details](#) [Activity Summary](#)
[PO Defaults](#) [Document Status](#)
[Requisitions](#) [Add Comments](#)
[PO Activities](#) [Add Ship To Comments](#)

Add Items From
[Purchasing Kit](#) [Catalog](#) [Item Search](#)

Amount Summary
 Merchandise: 4,500.00
 Freight/Tax/Misc.: 0.00
 Total Amount: 4,500.00 USD
 Encumbrance Balance:
 Total PO Obligation: 4500.000 USD

Select Lines To Display
 Line: To:

Lines Personalize | Find | View All | First 1 of 2 | Last

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status				
1		Copy Paper	100.0000	CT	4400000	40.00000	4,000.00	Open	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>
2		Address Labels	50.0000	BX	4400000	10.00000	500.00	Open	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>

Note: A red box highlights the 'Contract' tab in the 'Lines' section, and a red arrow points to it from the right.

Line	Item	Description		SetID	Contract ID	Contract Version	Contract Line	Category Line
1		Copy Paper		STATE	10PSX0253BG	1		
2		Address Labels		STATE				

Use the Contract Search Icon to pull up Contract Search window

Use the magnifying glass as normal for searching

Contract Search

Search Criteria

SetID:	STATE	Vendor SetID:	STATE
Contract ID:	10PSX0253BG	Vendor ID:	0000010009 SUBURBAN STATIONERS INC
Contract Process Option:		Item SetID:	STATE
Description:		Item ID:	
Master Contract ID:		Item Description:	
Contract Reference Type:		Category:	
PO Date:	02/06/2013	Corporate Contract:	

Search Clear

Contract Details

Select	Contract ID	Contract Version	Contract Reference Type	Category	Item ID	Item Description	Contract Base Price
<input type="checkbox"/>	10PSX0253BG		1 Open Item				

OK Cancel Refresh

Review Contract Details

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

PO Approvals

The screenshot displays the Core-CT Portal interface for the State of Connecticut. The main navigation menu is open, showing a hierarchical structure of folders. The 'Purchase Orders' folder is expanded, revealing a sub-menu with the following items:

- Requisitions
- Request for Quotes
- Vendor Rebates
- Vendor Rebates
- Purchase Orders
- Receipts
- Return To Vendor
- Procurement Cards
- Supplier Schedules
- Analyze Procurement
- GPO Contracts

Within the 'Purchase Orders' sub-menu, two items are highlighted in red text: 'Approve Amounts' and 'Approve Chartfields'. The main menu also includes other categories such as 'Employee Self-Service', 'Manager Self-Service', 'Supplier Contracts', 'Customers', 'Partners', 'Products', 'Catalog Management', 'Promotions', 'Customer Contracts', 'Order Management', 'Pricing Configuration', 'Customer Returns', 'Items', 'Cost Accounting', 'Vendors', 'Procurement Contracts', 'Inventory', 'eProcurement', 'Services Procurement', 'Sourcing', 'Engineering', 'Manufacturing Definitions', 'Production Control', 'Configuration Modeler', 'Product Configurations', 'Quality', 'Inventory Policy Planning', 'Supply Planning', 'Grants', 'Program Management', 'Project Costing', and 'Proposal Management'. The top of the page features the 'Core-CT Portal' logo and the 'State of Connecticut' branding.

PO Approvals

Home HRMS Worklist **FIN Worklist** Add to My Links Sign out

My Links Select One: ▾

Core-CT EPM
Core-CT Financials
Core-CT HRMS
Self Service
Worklist
Reporting Tools
PeopleTools
Change My Password
My Personalizations
My System Profile

Employee Self-Service
Manager Self-Service
Supplier Contracts
Customer Contracts
Items
Vendors
Procurement Contracts
Purchasing
eProcurement
Services Procurement
Project Costing
Billing
Accounts Payable
Commitment Control
General Ledger
Allocations
Set Up Financials/Supply Chain
Enterprise Components
Worklist
Reporting Tools
PeopleTools
Change My Password
My System Profile

Worklist
Worklist Details

Core-CT News
No articles currently available
Feed ▾
[View All Articles and Sections](#)

My Reports

Report	Folder
CTPOR305	General 2013-01-16-16.44.3
PO_CCRPTEND1	General 2013-01-03-13.16.4
POY8032-	General 2013-01-03-13.16.2
PO_CCPOY8032	General 2013-01-03-13.16.1

[Report Manager](#)

Navigate: Main Menu > Core-CT Financials > Worklist > Worklist

PO Approvals

Favorites | Main Menu > Core-CT Financials > Worklist > Worklist

My HR | Finance | Core-CT Help

New Window ? H

Worklist for GermainK: DOT-GERMAIN KATHLEEN

Detail View | Work List Filters: [] | Feed

From	Date From	Work Item	Worked By Activity	Priority	Link		
DOT-TURBERT Julie	01/29/2013	Approval Routing	Approval Workflow	2-Medium	PurchaseOrder. 981. STATE. 1901-01-01. N. 0. BUSINESS_UNIT.DOTM1 PO ID:0000115480	Mark Worked	Reassign
DOT-TURBERT Julie	01/30/2013	Approval Routing	Approval Workflow	2-Medium	PurchaseOrder. 1011. STATE. 1901-01-01. N. 0. BUSINESS_UNIT.DOTM1 PO ID:0000115483	Mark Worked	Reassign
DOT-TURBERT Julie	01/30/2013	Approval Routing	Approval Workflow	2-Medium	PurchaseOrder. 1031. STATE. 1901-01-01. N. 0. BUSINESS_UNIT.DOTM1 PO ID:0000115484	Mark Worked	Reassign
DOT-TURBERT Julie	01/30/2013	Approval Routing	Approval Workflow	2-Medium	PurchaseOrder. 1052. STATE. 1901-01-01. N. 0. BUSINESS_UNIT.DOTM1 PO ID:0000115485	Mark Worked	Reassign
DOT-TURBERT Julie	01/30/2013	Approval Routing	Approval Workflow	2-Medium	PurchaseOrder. 1061. STATE. 1901-01-01. N. 0. BUSINESS_UNIT.DOTM1 PO ID:0000115399	Mark Worked	Reassign
DOT-TURBERT Julie	01/31/2013	Approval Routing	Approval Workflow	2-Medium	PurchaseOrder. 1071. STATE. 1901-01-01. N. 0. BUSINESS_UNIT.DOTM1 PO ID:0000115486	Mark Worked	Reassign
DOT-Falcone Eugene V Jr	02/04/2013	Approval Routing	Approval Workflow	2-Medium	Requisition. 1620411. STATE. 1907-01-01. N. 0. BUSINESS_UNIT.DOTM1 REQ ID:0000074588	Mark Worked	Reassign
DOT-TURBERT Julie	02/04/2013	Approval Routing	Approval Workflow	2-Medium	PurchaseOrder. 1101. STATE. 1901-01-01. N. 0. BUSINESS_UNIT.DOTM1 PO ID:0000115490	Mark Worked	Reassign

Refresh

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

Purchase Order Approval

Business Unit: DEPM1
 PO ID: 0000037649 [View Printable Version](#)
 PO Total: 487.35 USD
 Vendor ID: 0000010029 FISHER SCIENTIFIC CO
 Buyer: ChuC
 PO Reference:

PO Status: Pend Appr
 PO Date: 01/24/2013
 Budget Status: Not Chk'd

Justification:
 No justification entered by buyer.

[Edit PO](#)

Review Lines

Line Details							Personalize	Find	View All	First	1 of 1	Last
Select	Line	Item Description	Quantity	UOM	Price	Merchandise Amount	Currency					
<input checked="" type="checkbox"/>	1	DEP test of contract with discount pay terms	15.0000	EA	32.49000	487.35	USD					

[Select All / De-select All](#)

[View Lines Details](#)

Review / Edit Approvers

PO AMOUNT APPROVER



PO Chartfield Approver



Approval Comments

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

[Return to Worklist](#)

Purchase Order Approval

Business Unit: DOTM1
 PO ID: 0000115480 [View Printable Version](#)
 PO Total: 7,500.00 USD
 Vendor ID: 0000010009 SUBURBAN STATIONERS INC
 Buyer: TurbertJ
 PO Reference: Test Speed Chart

PO Status: Pend Appr
 PO Date: 01/29/2013
 Budget Status: Not Chk'd

Justification:
 No justification entered by buyer.

[Edit PO](#)

Review Lines

Line Details							
Select	Line	Item Description	Quantity	UOM	Price	Merchandise Amount	Currency
<input type="checkbox"/>	1	Test Item	300.0000	EA	25.00000	7,500.00	USD

[Select All / De-select All](#)

[View Lines Details](#)

Review / Edit Approvers

PO AMOUNT APPROVER



PO Chartfield Approver



Approval Comments

[Approve](#)

[Hold](#)

[Deny](#)

[Pushback](#)

[Return to Worklist](#)

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

[Favorites](#) | [Main Menu](#) > [Core-CT Financials](#) > [Worklist](#) > [Worklist](#)

[My HR](#) | [Finance](#) | [Core-CT Help](#)

Maintain Purchase Order

Purchase Order

Business Unit: DEPM1
PO ID: 0000037649
Copy From:

PO Status: Pend Appr ✘
Budget Status: Not Chk'd
 Hold From Further Processing

Header

***PO Date:** 01/24/2013 [Vendor Search](#)
***Vendor:** 232942737F-001 [Vendor Details](#)
***Vendor ID:** 0000010029 FISHER SCIENTIFIC CO
***Buyer:** ChuC DEP-Chu Carl

PO Reference:

[Header Details](#) | [Activity Summary](#)
[PO Defaults](#) | [Document Status](#)
[Requisitions](#) | [Add Comments](#)
[PO Activities](#) | [Add ShipTo Comments](#)

Receipt Status: Not Recvd
***Dispatch Method:** Print [Dispatch](#)

Amount Summary

Merchandise: 487.35
Freight/Tax/Misc.: 0.00 [Calculate](#)
Total Amount: 487.35 USD
Encumbrance Balance:
Total PO Obligation: 487.350 USD

Add Items From

[Purchasing Kit](#) | [Catalog](#) | [Item Search](#)

Select Lines To Display

Line: [Retrieve](#)

Lines

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

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status			
1	<input type="text"/>	DEP test of contract	15.0000	EA	100000	32.49000	487.35	Pending	<input type="text"/>	<input type="text"/>	<input type="text"/>

[View Printable Version](#) | [Purchase Order Approval](#)

[Close Short All Lines](#) | ***Go to:** [More](#)

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

45

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

Purchase Order Approval

Business Unit: DEPM1
 PO ID: 0000037649 [View Printable Version](#)
 PO Total: 487.35 USD
 Vendor ID: 0000010029 FISHER SCIENTIFIC CO
 Buyer: ChuC
 PO Reference:

PO Status: Pend Appr
 PO Date: 01/24/2013
 Budget Status: Not Chk'd

Justification:
 No justification entered by buyer.

[Edit PO](#)

Review Lines

Select	Line	Item Description	Quantity	UOM	Price	Merchandise Amount	Currency
<input checked="" type="checkbox"/>	1	DEP test of contract with discount pay terms	15.0000	EA	32.49000	487.35	USD

[Select All / De-select All](#)

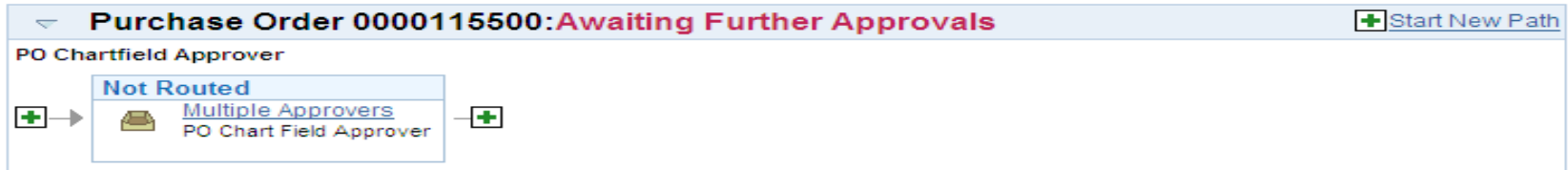
[View Lines Details](#)

Review / Edit Approvers

PO AMOUNT APPROVER



PO Chartfield Approver



Approval Comments

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

[Return to Worklist](#)

Purchase Order

Dept of Energy & Environ Prot.

Accounts Payable
79 Elm Street
Hartford CT 06106
United States

Pending Approval/Approved		Print
Purchase Order DEPM1-0000037649	Date 2013-01-24	Revision
Payment Terms 2.0/15-45	Freight Terms FOB Destin	Ship Via Common
Buyer DEP-Chu Carl	Phone 860 7237601	Currency 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

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

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1 - 1	DEP test of contract with discount pay terms		15.00	EA	32.49	487.35	01/24/2013

Tax Exempt? Y Tax Exempt ID: 066000798DEP

Replenishment Option: Standard

DIST: 1

Chartfields

Status	Percentage	PO Qty	Amount
Open	100.0000	15.0000	487.350

GLUnit	Account	Fund	Dept	Program	Class	BudRef
STATE	54090	1206	DEP4311	61099	21290	2013
		0	1			

Details/Tax

BaseAmt	BaseCurrency	Currency	Location	Consigned
487.350	USD	USD	ACORE	N

Contract ID: 09PSX0222AA

Contract Line: 0 Schedule Total 487.35
Release: 3922 Category Line: 0

47

Item Total 487.35

Total PO Amount 487.35

Purchase Order Approval

Business Unit: DEPM1
 PO ID: 0000037649 [View Printable Version](#)
 PO Total: 487.35 USD
 Vendor ID: 0000010029 FISHER SCIENTIFIC CO
 Buyer: ChuC
 PO Reference:

PO Status: Pend Appr
 PO Date: 01/24/2013
 Budget Status: Not Chk'd

Justification:
 No justification entered by buyer.

[Edit PO](#)

Review Lines

Select	Line	Item Description	Quantity	UOM	Price	Merchandise Amount	Currency
<input checked="" type="checkbox"/>	1	DEP test of contract with discount pay terms	15.0000	EA	32.49000	487.35	USD

[Select All / De-select All](#)

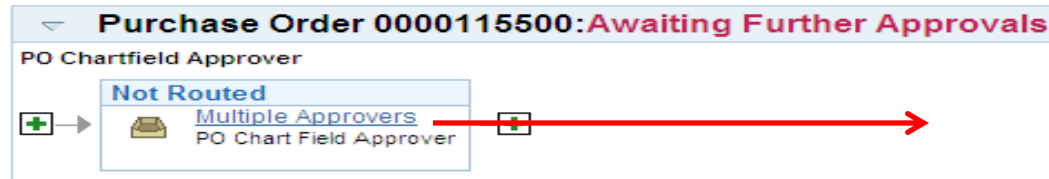
[View Lines Details](#)

Review / Edit Approvers

PO AMOUNT APPROVER



PO Chartfield Approver



Approval Comments

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

[Return to Worklist](#)

Approver #1

Name: DOT-Colonese Eugene
 Empl ID:
 Department:
 Supervisor ID:
 Telephone:
 Reports To Position Number:
 Email ID:

Approver #2

Name: DOT-PETTINICCHI Robert
 Empl ID:
 Department:
 Supervisor ID:
 Telephone:
 Reports To Position Number:
 Email ID:

Purchase Order Approval

Business Unit: DEPM1
 PO ID: 0000037649 [View Printable Version](#)
 PO Total: 487.35 USD
 Vendor ID: 0000010029 FISHER SCIENTIFIC CO
 Buyer: ChuC
 PO Reference:

PO Status: Pend Appr
 PO Date: 01/24/2013
 Budget Status: Not Chk'd

Justification:
 No justification entered by buyer.

[Edit PO](#)

Review Lines

Line Details							Personalize	Find	View All	First	1 of 1	Last
Select	Line	Item Description	Quantity	UOM	Price	Merchandise Amount	Currency					
<input checked="" type="checkbox"/>	1	DEP test of contract with discount pay terms	15.0000	EA	32.49000	487.35	USD					

[Select All / De-select All](#)

[View Lines Details](#)

Review / Edit Approvers

PO AMOUNT APPROVER



PO Chartfield Approver



Approval Comments



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

[Return to Worklist](#)

Purchase Order

Business Unit: DOTM1
 PO ID: 0000115500
 Copy From:

PO Status: Pend Appr ✘
 Budget Status: Not Chk'd
 Hold From Further Processing

▼ Header

*PO Date: 02/05/2013 [Vendor Search](#)
 *Vendor: 061043422F-001 [Vendor Details](#)
 *Vendor ID: 0000010009 SUBURBAN STATIONERS INC
 *Buyer: TurbertJ DOT-TURBERT Julie
 PO Reference: DASM1 0000000305

[Header Details](#) [Activity Summary](#)
[PO Defaults](#) [Document Status](#)
[Requisitions](#) [Add Comments](#)
[PO Activities](#) [Add Ship To Comments](#)

Receipt Status: Not Recvd
 *Dispatch Method: Email

Amount Summary

Merchandise: 40,500.00
 Freight/Tax/Misc.: 0.00
 Total Amount: 40,500.00 USD
 Encumbrance Balance:
 Total PO Obligation: 4500.0000 USD

Add Items From

[Purchasing Kit](#) [Catalog](#) [Item Search](#)

Select Lines To Display

Line: To:

Lines

Personalize | Find | View All | First 1-2 of 2 Last

Details	Ship To/Due Date	Statuses	Item Information	Attributes	RFQ	Contract	Receiving					
Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status				
1		Copy Paper	1000.0000	CT	440000	40.00000	40,000.00	Pending				
2		Address Labels	50.0000	BX	440000	10.00000	500.00	Pending				

[View Printable Version](#)

[View Approvals](#)

*Go to:

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:

Search Criteria

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.

[Expand All](#) [Collapse All](#)

Action/Status	PO ID	PO Date	Buyer	PO Reference	PO Total	Vendor ID	Vendor Name
<input type="radio"/> <input type="text" value="Pending"/>	0000109514	10/11/2012	WebsterNic		7.34 USD	0000010009	PIONEER CO-001
<input type="radio"/> <input type="text" value="Pending"/>	0000109654	01/15/2013	TurberU		117.25 USD	0000010008	TING HO CH-002

Mark All: [Approve](#) [Hold](#) [Deny](#)

9.1 Contracts Deltas

Core-CT Procurement Contracts

New navigation - Main Menu > Core-CT Financials > Procurement Contracts

The screenshot shows the Core-CT Main Menu navigation structure. The path highlighted is: Main Menu > Core-CT Financials > Procurement Contracts > Review Contract Information. The 'Review Contract Information' option is highlighted in yellow and enclosed in a red box.

- Core-CT EPM
- Core-CT Financials
 - Employee Self-Service
 - Supplier Contracts
 - Customers
 - Customer Contracts
 - Items
 - Vendors
 - Procurement Contracts**
 - Review Contract Information**
 - Reports
 - Manage Master Contracts
 - Add/Update Contracts
 - Dispatch Contracts
 - Stage Contract POs
 - Purchasing
 - eProcurement
 - Services Procurement
 - Project Costing
 - Billing
 - Accounts Receivable
 - Accounts Payable
 - Commitment Control
 - General Ledger
 - Allocations
 - Set Up Financials/Supply Chain
 - Enterprise Components
 - Worklist
 - Reporting Tools
 - PeopleTools
 - Change My Password
 - My System Profile
- Core-CT HRMS
- Self Service
- Worklist
- Reporting Tools
- PeopleTools
- Change My Password
- My Personalizations
- My System Profile

Personal Information

- Personal Information
 - Review
 - Change My Password
 - My Personalizations
 - My System Profile
- Name Change
- Ethnic Groups

My System Profile

Set up personal preferences, such as email address, password and forgot my password hints

- My System Profile
- Change My Password

Employee Benefits

Benefits Information

Review a summary of your benefits enrollment

- Benefits Summary
- Health Care Summary
- Savings Summary
- Savings Contribution Summary
- Dependent/Beneficiary Info

Defined Contribution Plans

Defined Contribution Plans (DCP)

Core-CT Procurement Contracts

Contract Version

Contract versions must be created for changes in expiration date

[New Window](#)

Contract

Contract Entry

Contract

SetID:	STATE
Contract ID:	14COR1112AA
*Status:	<input type="button" value="Approved"/>
Administrator/Buyer:	CORECamaraN

Contract Version

Version:	2	Status:	Current
<input type="button" value="New Version"/>		Approved Date:	11/06/2012

Core-CT Camara Noreen M

Header

CT Contract Type:	<input type="button" value="Statewide"/>	Add Comments	Activity Log
Process Option:	Purchase Order	Contract Activities	Document Status
Vendor:	061043422F-001	Primary Contact Info	Thresholds & Notifications
Vendor ID:	0000010009	Contract Releases	View Changes
Begin Date:	09/21/2012		Current Change Reason
Expire Date:	11/16/2014		
Renewal Date:	11/16/2014		
Currency:	USD CRRNT		
Primary Contact:			
Vendor Contract Ref:			
Description:			
Master Contract ID:			
<input type="checkbox"/> Tax Exempt			

Amount Summary

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

Order Contract Options

Core-CT 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

SetID: = [v] STATE

Contract ID: begins with [v] 14COR1112AA

Contract Version: = [v] 2

Version Status: = [v]

Contract Process Option: = [v]

Short Vendor Name: begins with [v]

Vendor Name: begins with [v]

Master Contract ID: begins with [v]

Correct History Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

Search Results

View All

SetID	Contract ID	Contract Version	State Identified Contract Type	Version Status	Contract Process Option	Vendor ID	Short Vendor Name	Vendor Name	Expire Date	Contract Status	Master Contract ID
STATE	14COR1112AA	2	Statewide	Current	Order	0000010009	061043422F-001	SUBURBAN STATIONERS INC	11/16/2014	Approved	(blank)
STATE	14COR1112AA	1	Statewide	History	Order	0000010009	061043422F-001	SUBURBAN STATIONERS INC	09/21/2013	Approved	(blank)

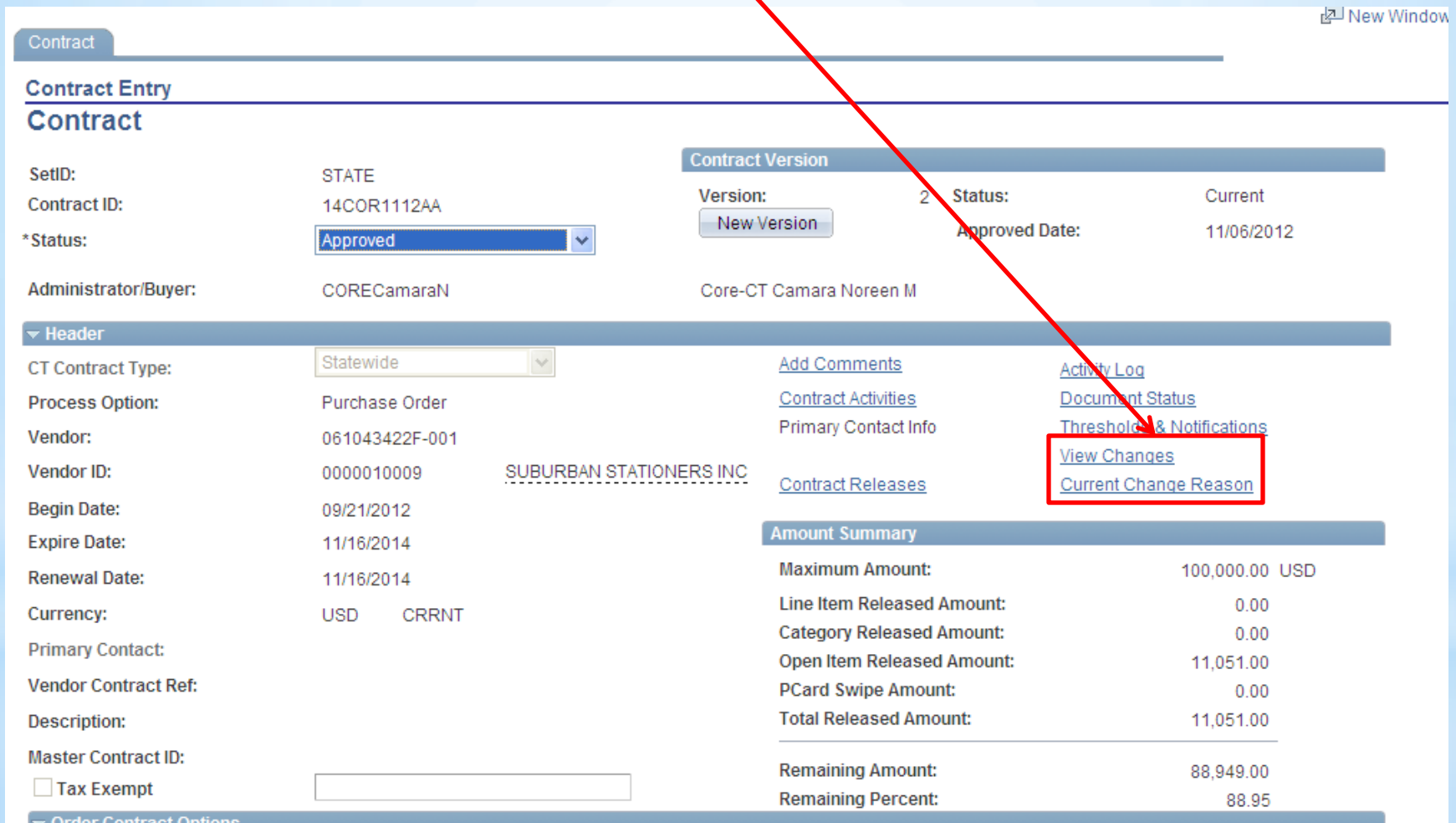
First 1-2 of 2 Last

Versions will
searchable
and
traceable

Find an Existing Value | Add a New Value

Core-CT Procurement Contracts

Easily track changes from the contract screen including reason codes



Contract New Window

Contract Entry
Contract

SetID:	STATE	Contract Version	
Contract ID:	14COR1112AA	Version:	2
*Status:	Approved	Status:	Current
Administrator/Buyer:	CORECamaraN	Approved Date:	11/06/2012
		New Version	

Header

CT Contract Type:	Statewide	Add Comments	Activity Log
Process Option:	Purchase Order	Contract Activities	Document Status
Vendor:	061043422F-001	Primary Contact Info	Thresholds & Notifications
Vendor ID:	0000010009	Contract Releases	View Changes
Begin Date:	09/21/2012		Current Change Reason
Expire Date:	11/16/2014		
Renewal Date:	11/16/2014		
Currency:	USD CRRNT		
Primary Contact:			
Vendor Contract Ref:			
Description:			
Master Contract ID:			
<input type="checkbox"/> Tax Exempt			

Amount Summary

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	

Order Contract Options

SetID: STATE Contract ID: 14COR1112AA

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

- Contract Header
- PO Defaults
- Price Adjustments
- Thresholds and Notifications

Changed Field:

Changed Field:

Changed Field:

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:

Reason Code:

From Date: To Date:

Version From: Version To:

Search Clear Expand All Collapse All

Changes are recorded and searchable

Contract Header						Personalize	Find	View All	First	1-10 of 39	Last
Version	Sequence	Change Type	Description	Value	Modified By	Last Changed	Reason				
1	0	Original	Allow Open Item Reference	Y	CORECamaraN	10/15/12 4:29:48PM	ADD FUND				
1	0	Original	Maximum Amount	100000	CORECamaraN	10/15/12 4:29:48PM	ADD FUND				
1	0	Original	Change Order Source	ONL	CORECamaraN	10/15/12 4:29:48PM	ADD FUND				
1	0	Original	Contact Sequence Number		CORECamaraN	10/15/12 4:29:48PM	ADD FUND				

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

Users must provide comments for changing the contract

1	0	Original	Allow Open Item Reference	Y	CORECamaraN	10/15/12 4:29:48PM	ADD FUND
1	0	Original	Maximum Amount	100000	CORECamaraN	10/15/12 4:29:48PM	ADD FUND
1	0	Original	Change Order Source	ONL	CORECamaraN	10/15/12 4:29:48PM	ADD FUND
1	0	Original	Contact Sequence Number		CORECamaraN	10/15/12 4:29:48PM	ADD FUND



9.1 Accounts Payable Deltas

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

*Navigating in AP

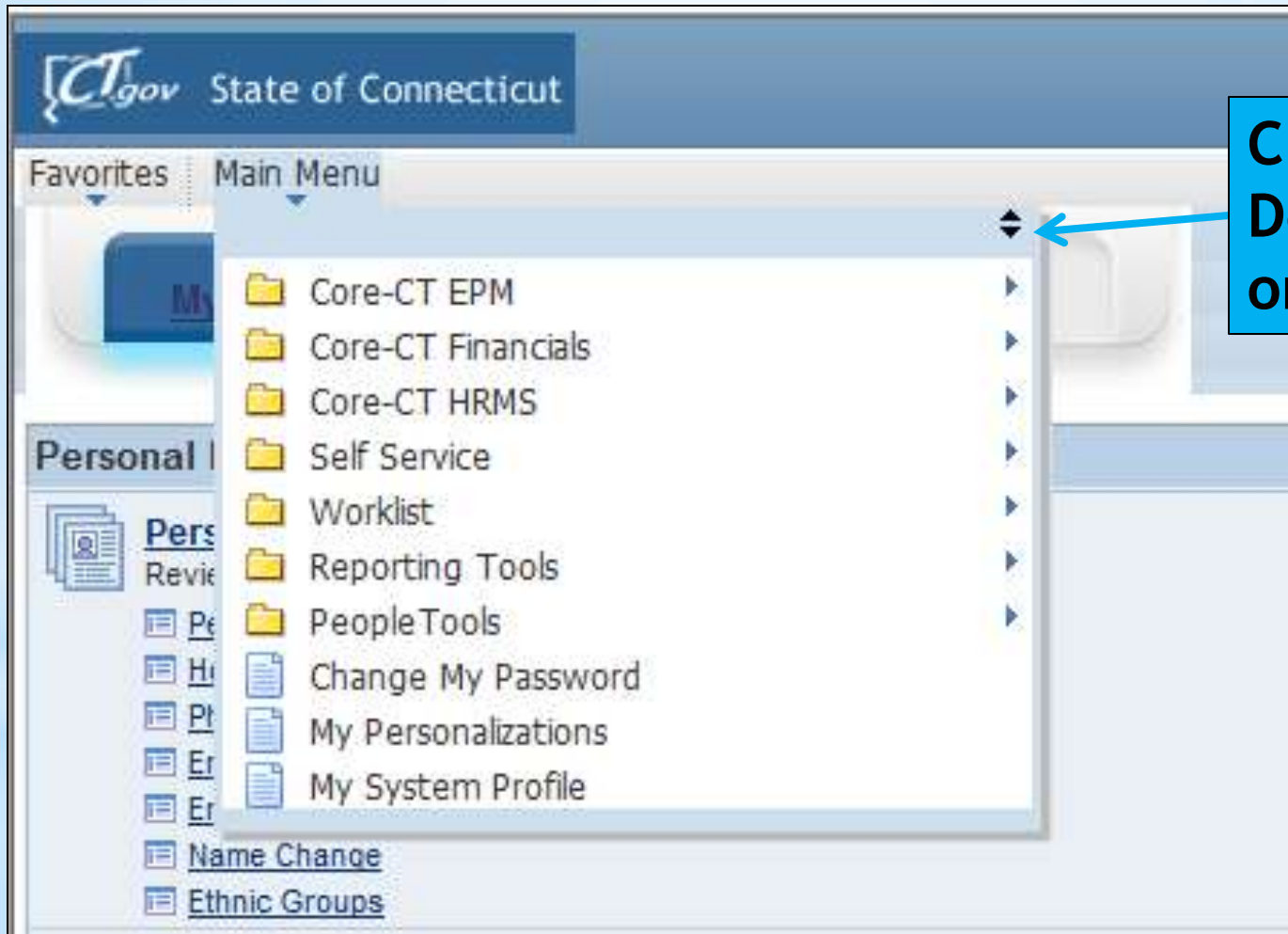
The screenshot displays the Core-CT State of Connecticut portal interface. At the top, the logo 'CT.gov State of Connecticut' is visible. Below the logo, there are two tabs: 'Favorites' and 'Main Menu'. The 'Main Menu' tab is selected, and a blue arrow points to it. Under the 'Main Menu' tab, there are three buttons: 'My HR', 'Finance', and 'Core-CT Help'. The 'My HR' button is highlighted with a blue glow. Below the navigation bar, the main content area is divided into several sections:

- Personal Information:** Includes links for 'Personal Information Summary', 'Home and Mailing Address', 'Phone Numbers', 'Email Addresses', 'Emergency Contacts', 'Name Change', and 'Ethnic Groups'.
- My System Profile:** Includes links for 'My System Profile' and 'Change My Password'.
- Employee Benefits:** Includes links for 'Benefits Summary', 'Health Care Summary', 'Savings Summary', 'Savings Contribution Summary', and 'Dependent/Beneficiary Info'.
- Defined Contribution Plans:** Includes links for 'Enroll in a DCP' and 'Change/View current DCP Amount'.
- Time and Labor:** Includes links for 'Time and Labor' and 'Timesheet'.
- Payroll:** Includes links for 'Payroll' and 'View Paycheck Info'.
- Recruiting:** Includes a link for 'Recruiting Activities'.

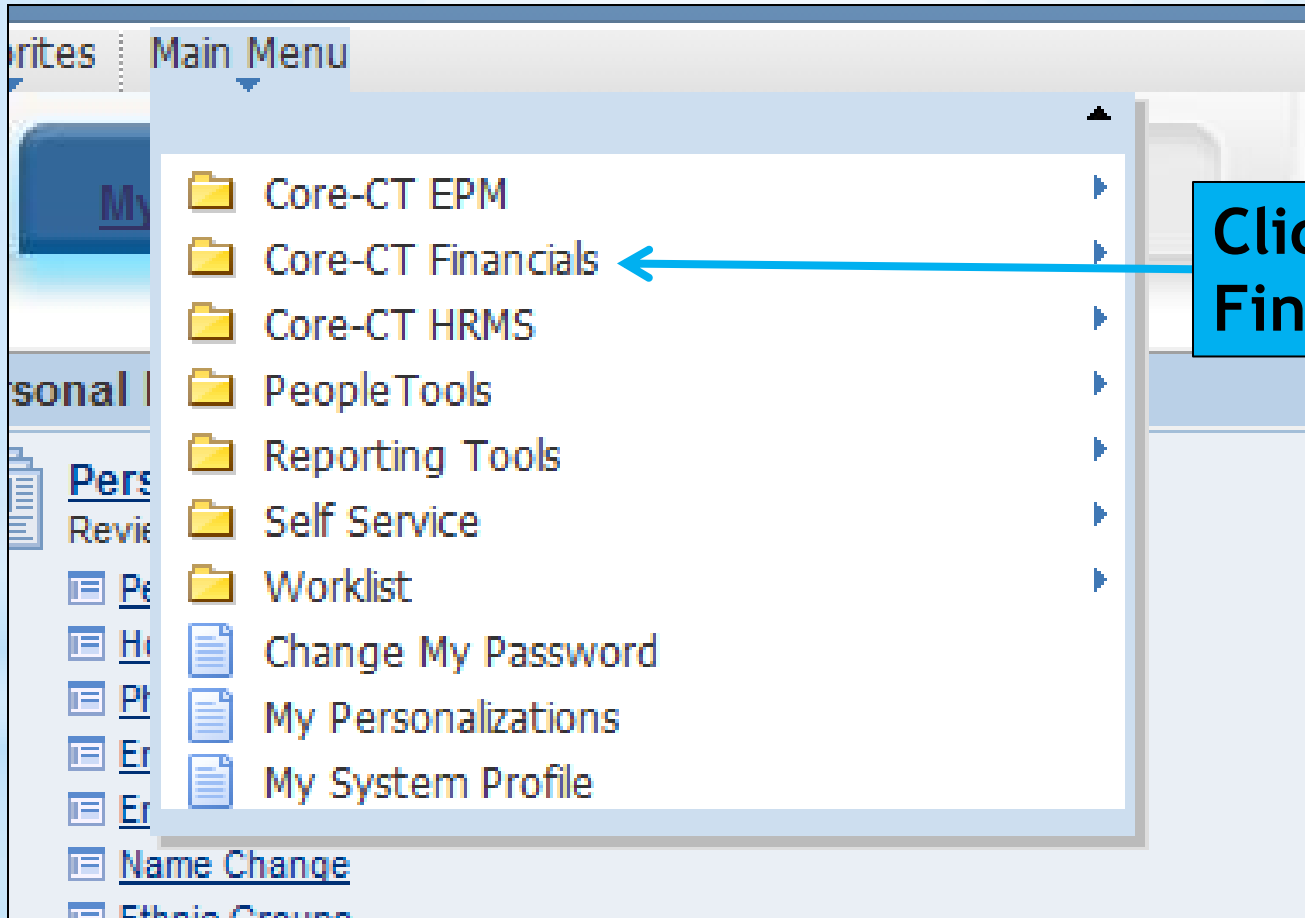
Try sorting the Main Menu

Core-CT 9.1 Accounts Payable

**Navigating in AP*

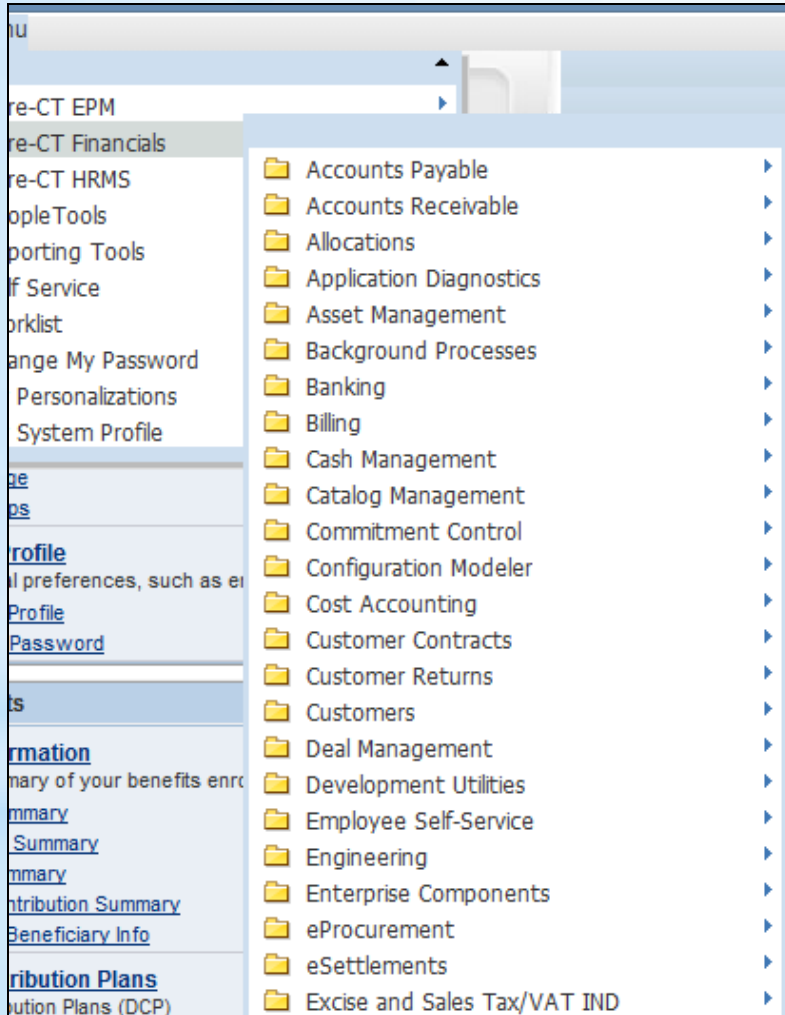


**Navigating in AP*



**Click Core-CT
Financials**

*Navigating in AP



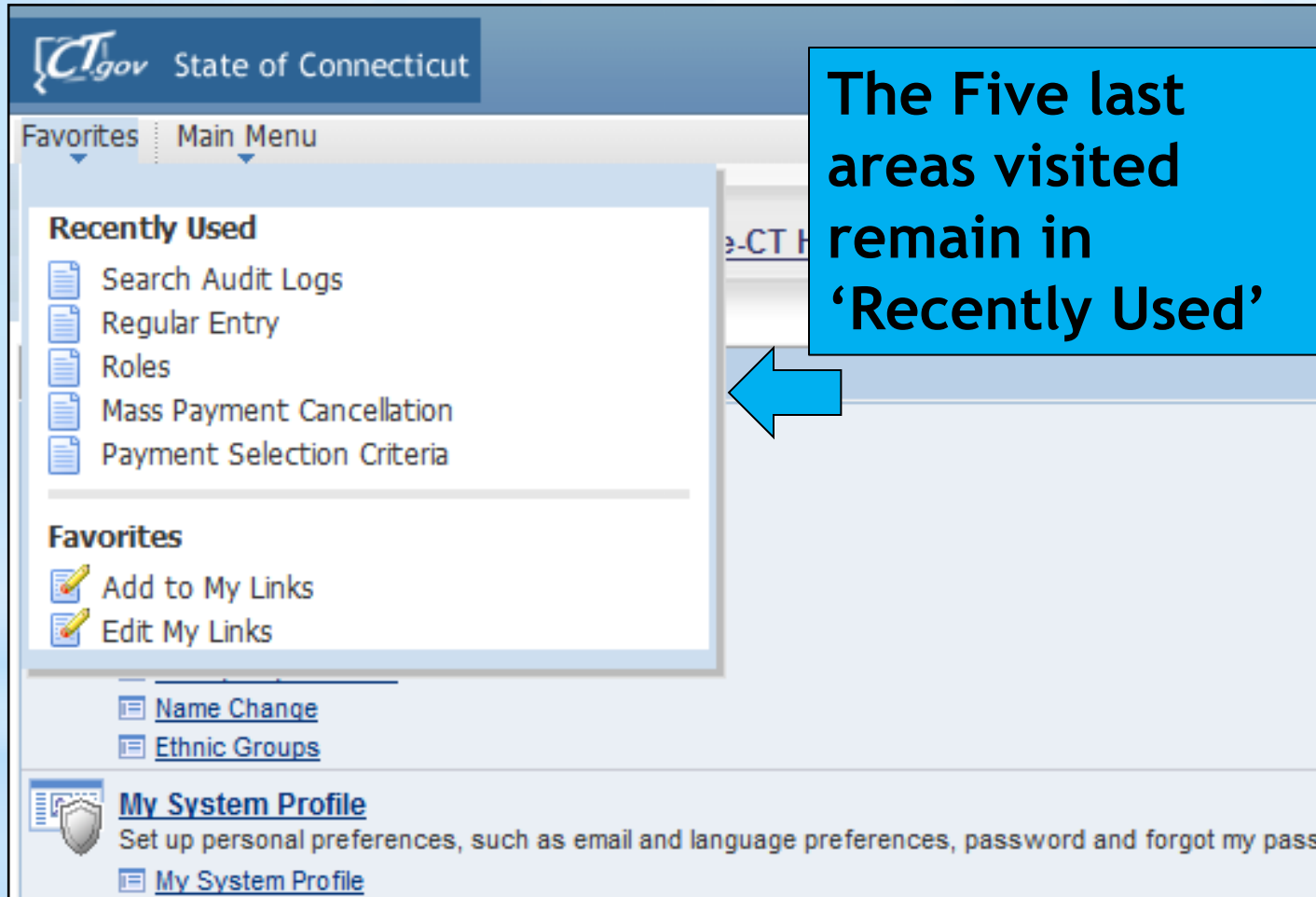
You just sorted your menu alphabetically

* Navigating in AP

The screenshot displays a software interface with a navigation tree on the left. The tree includes folders such as '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'. The 'Accounts Payable' folder is selected. A sub-menu is open for 'Vouchers', showing options: 'Add/Update', 'Approve', and 'Maintain'. A further sub-menu is open for 'Add/Update', listing actions: 'Close Voucher', 'Complete Register Voucher', 'Delete Voucher', 'Quick Invoice Entry', 'Regular Entry', 'Summary Invoice Entry', 'UnPost Voucher', 'Update Open Item', and 'Voucher Search'. The main menu on the right includes 'Labor' and 'Recruiting'.

Bread Crumbs stay visible

**Navigating in AP*



The screenshot shows the Core-CT website interface for the State of Connecticut. At the top left, there is a logo for 'CT.gov State of Connecticut'. Below the logo, there are two tabs: 'Favorites' and 'Main Menu'. The 'Favorites' tab is active, displaying a list of 'Recently Used' links and a 'Favorites' section. The 'Recently Used' section contains five items: 'Search Audit Logs', 'Regular Entry', 'Roles', 'Mass Payment Cancellation', and 'Payment Selection Criteria'. Below this, the 'Favorites' section contains 'Add to My Links' and 'Edit My Links'. At the bottom of the page, there is a 'My System Profile' section with a shield icon and a description: 'Set up personal preferences, such as email and language preferences, password and forgot my pass'. Below this, there is a link for 'My System Profile'. A blue callout box with a white border is positioned on the right side of the page, containing the text: 'The Five last areas visited remain in 'Recently Used''. A blue arrow points from the callout box to the 'Recently Used' list.

The Five last areas visited remain in 'Recently Used'

* Voucher Component

Summary		Related Documents		Invoice Information		Payments		Voucher Attributes		Error Summary		Consumption		
Business Unit:	AESM1	Invoice Date:	03/07/2012		Invoice No:	RegistrationR.HiskesMarch16		Invoice Total:	150.00	USD	Receipt Date:	03/12/2012		
Voucher ID:	00015100	Pay Terms:	Due Now		Voucher Source:	Online		Origin:	003		Created:	03/07/2012		
Voucher Style:	Regular	Created By:	SoleskiK		Modified:	03/07/2012		Modified By:	SoleskiK		ERS Type:	Not Applicable		
Contract ID:		Close Status:	Open		Audit Logs			Go						
Vendor Name:	ENTOMOLOGICAL SOC OF AMER C/O WACHOVIA BANK LOCKBOX # 758954 BALTIMORE, MD 21275													
Entry Status:	Postable													
Match Status:	Matched													
Approval Status:	Approved													
Post Status:	Posted													
Budget Status:	Valid													
Budget Misc Status:	Valid													
*View Related	Payment Inquiry													

* Voucher Component

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

Business Unit: AESM1 **Invoice No:** RegistrationR.HiskesMarch16 **Action:**
Voucher ID: 00015100 **Invoice Date:** 03/07/2012
Voucher Style: Regular Voucher **Run**
Vendor ID: 0000023639

Payment Details Personalize Find View All First 1 of 1 Last

Payment Status	Scheduled to Pay	Payment Reference	Remit SetID	Remit Vendor	Remitting Address	Payment Method	Gross Payment Amount	Paid Amount	Payment Currency
Paid	03/07/2012	13722774	STATE	0000023639		1 CHK	150.00	150.00	USD

Voucher Line - PO Information Personalize Find View All First 1 of 1 Last

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	0000011668	1		1	1.0000	EA	

Voucher Line - Receiver Information Personalize Find View All First 1 of 1 Last

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	0000012215	1		1.0000	EA	150.000	

* Voucher Component

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

Business Unit: AESM1 **Invoice No.:** RegistrationR.HiskesMarch16
Voucher ID: 00015100 **Invoice Date:** 03/07/2012
Voucher Style: Regular Voucher **Accounting Date:** 03/07/2012 **Receipt Date:** 03/12/2012

Vendor ID: 0000023639 **ENTOMOLOGICAL SOC OF AMER**
ShortName: 520622480F-001 **C/O WACHOVIA BANK**
Location: MAIN **LOCKBOX # 758954**
***Address:** 1 **BALTIMORE, MD 21275**

Invoice Lines: 150.00
***Currency:** USD
Miscellaneous:
Freight:
Total: 150.00
Difference: 0.00

***Pay Terms:** 000 Due Now
Basis Date Type: Inv Date
Non Merchandise Summary **Penalty Details**

Copy From Source Document
PO Unit:
PO Number:
Copy From: None **Go**

Invoice Lines
Line: 1 **Item:** **UOM:** EA
***Distribute by:** Quantity **Unit Price:** 150.00000 **Quantity:** 1.0000
Ship To: 0930000001 **Line Amount:** 150.00 **Force Price**
SpeedChart: **Description:** Registration fee for Rose Hisk **One Asset**

Calculate **Purchase Order & Receiver Info**
Associate Receiver(s)

Distribution Lines
GL Chart | Exchange Rate | Statistics | Assets

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Fund	Dept	SID	Program	Account	ChartField 1	ChartField 2	Bud I
<input type="checkbox"/>	1	150.00	1.0000	STATE	12060	AES48036	70	22344	00000	50780		2012

* Voucher Component


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

Business Unit: AESM1 **Invoice No.:** RegistrationR.HiskesMarch16
Voucher ID: 00015100 **Invoice Date:** 03/07/2012
Voucher Style: Regular Voucher
Total Amount: 150.00
Vendor Name: ENTOMOLOGICAL SOC OF AMER ***Pay Terms:** 000 Due Now

Action: [Dropdown] [Run] [Schedule Payments]

Payment Information Find | View All | First | 1 of 1 | Last


Payment: 1

***Remit to:** 0000023639  **Gross Amount:** 150.00 USD
Location: MAIN **Discount:** 0.00 USD
***Address:** 1
ENTOMOLOGICAL SOC OF AMER
C/O WACHOVIA BANK
LOCKBOX # 758954
BALTIMORE, MD 21275

Scheduled Due: 03/07/2012
Net Due: 03/07/2012
Discount Due: [Empty]
Accounting Date: 03/09/2012

[Payment Inquiry](#)
 Discount Denied
[Late Charge](#)
Express Payment
Payment Comments(1)
[Holiday/Currency](#)

Payment Options

***Bank:** FLEE2 **Pay Group:** [Dropdown] [Vendor Bank](#)
***Account:** VEN1 ***Handling:** RA [Messages](#)
***Method:** CHK Check ***Netting:** Not Applicable
L/C ID: [Empty]  **Hold Reason:** [Dropdown]
Message: [Text Area]
 Hold Payment
 Separate Payment

Message will appear on remittance advice.

Schedule Payment

***Action:** Schedule **Payment Date:** 03/09/2012
Pay: [Dropdown] **Reference:** 71 13722774

* Voucher Component

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary	Consumption
Business Unit:	AESM1	Invoice Number:	RegistrationR.HiskesMarch16			
Voucher:	00015100	Vendor:	ENTOMOLOGICAL SOC OF AMER			
Invoice Date:	03/07/2012	ID:	0000023639			

Consumption Information						Find View All First 1 of 1 Last
Utility Code:	<input type="text"/>	Account No:	<input type="text"/>			
Meter No:	<input type="text"/>	Building ID:	<input type="text"/>			
Billing Period From:	<input type="text"/>	Billing Period To:	<input type="text"/>	No. of Months:	<input type="text"/>	
Ticket No:	<input type="text"/>	Charge	<input type="text"/>			
Back Balance:	<input type="text"/>	estimated?:	<input type="text"/>			
Late Charge:	<input type="text"/>	Service Addr	<input type="text"/>			
Rate:	<input type="text"/>	Service City	<input type="text"/>	Zip Code	<input type="text"/>	
Quantity:	<input type="text"/>					

3 New Fields

Consumption Comments:

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* Voucher Component

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary	Consumption
Business Unit:	AESM1	Invoice Number:	RegistrationR.HiskesMarch16			
Voucher:	00015100	Vendor:	ENTOMOLOGICAL SOC OF AMER			
Invoice Date:	03/07/2012	ID:	0000023639			
Consumption Information						Find View All First 1 of 1 Last
Utility Code:	<input type="text"/>	Account No:	<input type="text"/>			
Meter No:	<input type="text"/>	Building ID:	<input type="text"/>			
Billing Period From:	<input type="text"/>	Billing Period To:	<input type="text"/>	No. of Months:	<input type="text"/>	
Ticket No:	<input type="text"/>	Charge estimated?:	<input type="text"/>			
Back Balance:	<input type="text"/>	Service Addr	<input type="text"/>			
Late Charge:	<input type="text"/>	Service City	<input type="text"/>	Zip Code	<input type="text"/>	

Dotted lines reveal more information when you hover over them

*Session Defaults

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:	<input type="text" value="02/13/2013"/>	Receipt Date: <input type="text"/>
Vendor ID:	<input type="text"/>	Session Defaults Attachments (0) Comments (0)		
ShortName:	<input type="text"/>			
Location:	<input type="text"/>			
*Address:	<input type="text"/>			
Advanced Vendor Search				
Control Group:	<input type="text"/>	*Pay Terms:	<input type="text" value="000"/>	Due Now
Invoice Lines:	0.00	Basis Date Type:	Inv Date	View Audit Logs
*Currency:	USD	Non Merchandise Summary	Penalty Details	<input type="button" value="Print Invoice"/>
Miscellaneous:	<input type="text"/>			
Freight:	<input type="text"/>			
Total:	0.00			
Difference:	0.00			
<input type="button" value="Calculate"/>				
Copy From Source Document				
PO Unit:	<input type="text"/>			
PO Number:	<input type="text"/>	<input type="button" value="Copy PO"/>		
Copy From:	None	<input type="button" value="Go"/>		

Use the Invoice Information page to link to Session Defaults

*Session Defaults

Session Defaults

[Return to Main Page](#)

Available Session Defaults:

Session Defaults

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

Business Unit	For Quick Invoice Only	Non-Merchandise Charges
Unit: <input type="text" value="AESM1"/> Rate Type: <input type="text"/>	Terms: <input type="text"/>	Misc Options: <input type="text" value="Display"/>
Vendor: <input type="text" value="0000010030"/> Address: <input type="text"/>	QI Template: <input type="text"/>	Frght Options: <input type="text" value="Display"/>
Location: <input type="text"/> Currency: <input type="text"/>	Template: <input type="text"/>	Sales Tax Opt: <input type="text" value="Display"/>
Acctg Date: <input type="text"/> Origin: <input type="text"/>	Build Code: <input type="text"/>	VAT Amt Opt: <input type="text" value="Display"/>
Group: <input type="text"/>	PO Unit: <input type="text"/>	
	Recv Unit: <input type="text"/>	
	PO Options: <input type="text" value="Display"/>	
	Receiver Opt: <input type="text" value="Display"/>	

Distribution Personalize Find View All First 1 of 1 Last

GL Unit	Fund Code	Department	Special ID	Program Code	Account	ChartField 1	ChartField 2	Budget Reference	PC Business Unit	Project
STATE	11000		10020		54060			2013	NONPC	ES_NONPROJECT

Click 'Adhoc'

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

*Session Defaults

Voucher

Find an Existing Value Add a New Value

Business Unit: AESM1

Voucher ID: NEXT

Voucher Style: Regular Voucher

Short Vendor Name: 061345542F-001

Vendor ID: 0000010030

Vendor Location:

Address Sequence Number: 0

Invoice Number:

Invoice Date:

Gross Invoice Amount: 0.00

Freight Amount: 0.00

Misc Charge Amount: 0.00

Estimated No. of Invoice Lines: 1

Add

Notice the Vendor Information already appears

*Session Defaults

The screenshot displays the 'Invoice Information' tab of the Core-CT Accounts Payable system. The interface is populated with default values for various fields:

- Business Unit:** AEGM1
- Voucher ID:** NEXT
- Voucher Style:** Regular Voucher
- Invoice No.:** (Empty)
- Invoice Date:** (Empty)
- Accounting Date:** 02/13/2013
- Receipt Date:** (Empty)
- Vendor ID:** 0000010030
- ShortName:** 061345542F-001
- Location:** MAIN
- *Address:** 1
- Vendor Name:** FLO TECH LLC
- Vendor Address:** 699 MIDDLE ST, MIDDLETOWN, CT 06457
- *Pay Terms:** 000 Due Now
- Basis Date Type:** Inv Date
- *Currency:** USD
- Total:** 0.00
- Difference:** 0.00
- Control Group:** (Empty)
- Invoice Lines:** 0.00
- *Merchant Summary:** (Empty)
- Penalty Details:** (Empty)
- Copy From:** None
- PO Unit:** (Empty)
- PO Number:** (Empty)
- Copy From:** None
- Line:** 1
- *Distribute by:** Amount
- Ship To:** NONPOVCHR
- SpeedChart:** (Empty)
- Item:** (Empty)
- Unit Price:** (Empty)
- Line Amount:** 0.00
- Description:** (Empty)
- UOM:** (Empty)
- Quantity:** (Empty)
- One Asset:** (Checked)
- Distribution Lines Table:**

Copy Down	Line	Merchandise Amt	Quantity	GL Unit	Fund	Dept	SID	Program	Account	Chartfield 1
+	1	0.00		STATE	11000		10020		54060	

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

*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	For Quick Invoice Only	Non-Merchandise Charges
Unit: <input type="text" value="AESM1"/> Rate Type: <input type="text"/>	Terms: <input type="text"/>	Misc Options: <input type="text" value="Display"/>
Vendor Detail Vendor: <input type="text" value="0000010030"/> Address: <input type="text"/>	QI Template: <input type="text"/>	Frght Options: <input type="text" value="Display"/>
Location: <input type="text"/> Currency: <input type="text"/>	Template: <input type="text"/>	Sales Tax Opt: <input type="text" value="Display"/>
Invoice Defaults Acctg Date: <input type="text"/> Origin: <input type="text"/>	Build Code: <input type="text"/>	VAT Amt Opt: <input type="text" value="Display"/>
Group: <input type="text"/>	PO Unit: <input type="text"/>	
	Recv Unit: <input type="text"/>	
	PO Options: <input type="text" value="Display"/>	
	Receiver Opt: <input type="text" value="Display"/>	

Distribution

Personalize Find View All First 1 of 1 Last

GL Unit	Fund Code	Department	Special ID	Program Code	Account	ChartField 1	ChartField 2	Budget Reference	PC Business Unit	Project	Ac
STATE	11000		10020		54060			2013	NONPC	AES_NONPROJEC	

*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:	<input type="text" value="02/13/2013"/>	Receipt Date: <input type="text"/>
Vendor ID:	<input type="text" value="0000010030"/>	FLO TECH LLC	Session Defaults	
ShortName:	<input type="text" value="061345542F-001"/>	699 MIDDLE ST	Attachments (0)	
Location:	<input type="text" value="MAIN"/>	MIDDLETOWN, CT 06457	Comments(0)	
*Address:	<input type="text" value="1"/>			
Advanced Vendor Search				
Control Group:	<input type="text"/>	*Pay Terms:	<input type="text" value="000"/>	Due Now
Invoice Lines:	0.00	Basis Date Type:	Inv Date	View Audit Logs
*Currency:	USD	Non Merchandise Summary	Penalty Details	Withholding
Miscellaneous:	<input type="text"/>			
Freight:	<input type="text"/>			
Total:	0.00	Print Invoice		

*Attachments

Voucher Header Attachment

Business Unit AESM1 Voucher ID NEXT

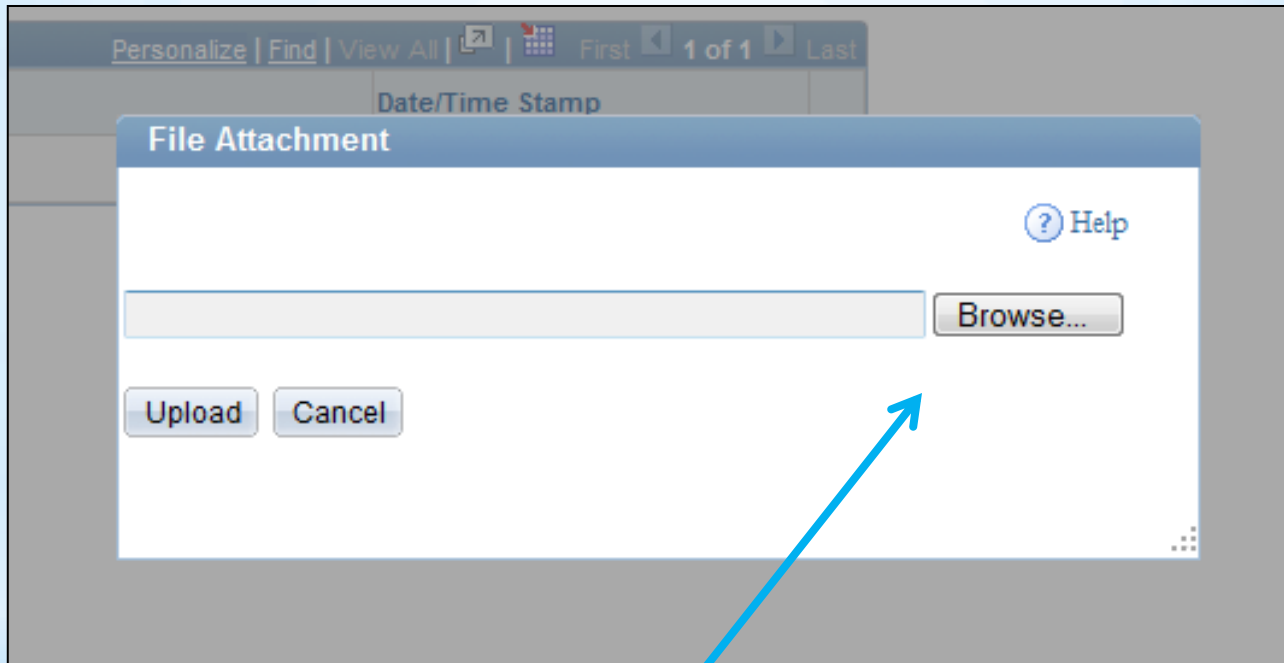
Details Personalize | Find | View All | First 1 of 1 Last

File Name	Show to Approver?	Description	User	Name	Date/Time Stamp
View	<input checked="" type="checkbox"/>				

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.

*Attachments



Locate your document

*Attachments

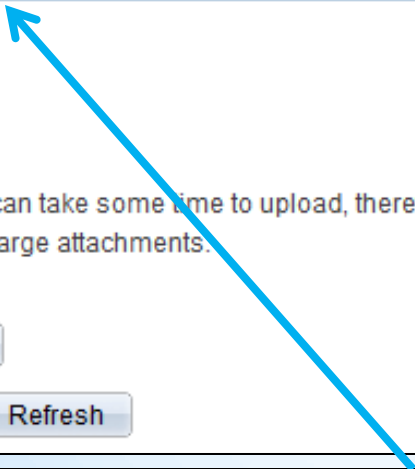
Voucher Header Attachment

Business Unit AESM1 Voucher ID NEXT

Details

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

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



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

*Audit Logs

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary	Consumption
Business Unit:	MHAM1	Invoice No:	ABC DEF 1/1/13			
Voucher ID:	00341900	Invoice Date:	01/08/2013			
Voucher Style:	Regular Voucher	Accounting Date:	01/08/2013		Receipt Date:	01/01/2013
Vendor ID:	0000010009	SUBURBAN STATIONERS INC			Session Defaults	
ShortName:	061043422F-001	693 HIGH ST			Attachments (0)	
Location:	MAIN-ACH	MIDDLETOWN, CT 06457			Comments(0)	
*Address:	1				Approval History	
Advanced Vendor Search						
Invoice Lines:		29.90	*Pay Terms:	000	Due Now	View Audit Logs
*Currency:	USD		Basis Date Type:	Inv Date		
Miscellaneous:			Non Merchandise Summary	Penalty Details		<input type="button" value="Print Invoice"/>
Freight:						

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

* Audit Logs

Search Audit Logs

Application Name:

Accounts Payable

Document Name:

Voucher

Search Criteria

* Business Unit =

Voucher ID is equal to

Event Code is equal to

Event Date is equal to

User ID is equal to

Process Instance is equal to

Include Archive

Include Batch Changes

Include Purge Logs

Search

Clear

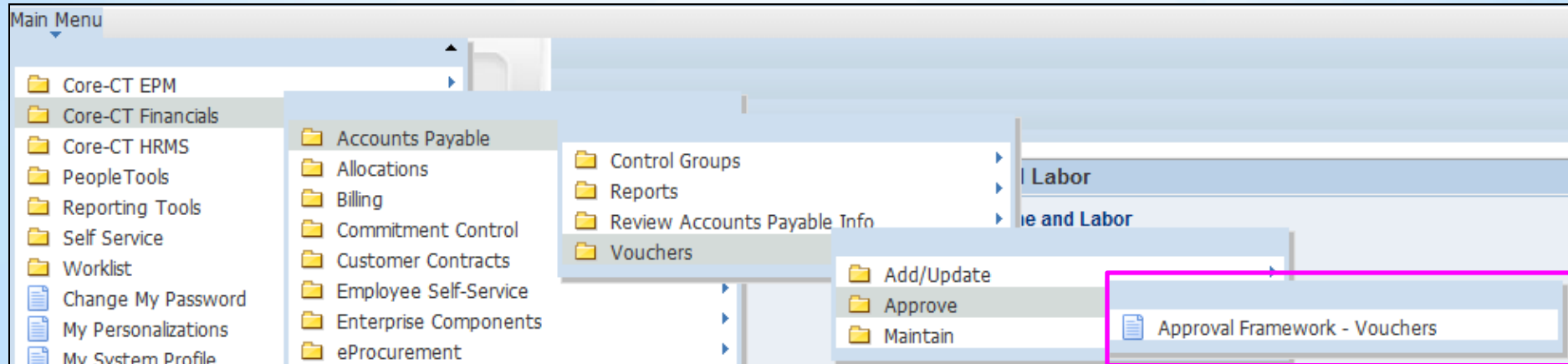
Search Results

Personalize | Find | First 1 of 1 Last

Business Unit	Voucher ID	Event Code	Event Name	Event Date Time	User ID	Process Instance	Message Text
MHAM1	00341900	MATCHING	Matching	01/08/2013 11:51:00.358825AM	COREBabbittCyn	7021506	Voucher Matching - Matching is run on this voucher. Voucher ID= 00341900.

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

* *AWE Voucher Approval*



Approval Workflow Engine has been configured for 9.1 Accounts Payable.

*AWE Voucher Approval

Voucher Approval AF

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

Find an Existing Value

Search Criteria

Business Unit: = 🔍

Voucher ID: begins with

Invoice Number: begins with

Short Vendor Name: begins with

Vendor ID: begins with 🔍

Name 1: begins with

Approval Status: =

Case Sensitive

Enter Pending



[Basic Search](#)

Search Results

View All First 1-13 of 13

Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Invoice Date	Short Vendor Name	Vendor ID	Name 1	Approval
DOTM1	00540548	REC 261880	79848.88	02/04/2013	060985773F-001	0000010213	NUTMEG INTERNATIONAL TRUCKS INC	Pending
DOTM1	00540538	TEST NON PO	500	01/22/2013	061043422F-001	0000010009	SUBURBAN STATIONERS INC	Pending
DOTM1	00540535	002755690061388, 121212	15	01/22/2013	066002114F-001	0000000148	TOWN OF WALLINGFORD	Pending

*AWE Voucher Approval

Approval | Line Information | Charge Information

Business Unit: DOTM1 Invoice Number: REC 261880
 Voucher: 00540548 Vendor: NUTMEG INTERNATIONAL TRUCKS INC
 Invoice Date: 02/04/2013 ID: 0000010213

Voucher Details

Transaction Currency: USD Terms: Due Immediately - No Discount
 Total: 79,848.88 Approval Status: Pending
 Misc Amt: 0.00 Added By: MillerJoh
 Freight: 0.00 DOT-Miller John
 Sales Tax: 0.00 [Attachments \(0\)](#)
 Use Tax: 0.00
 Entered VAT: 0.00

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

Remit SetID	Remit Vendor	Remitting Address	Scheduled to Pay	Gross Payment Amount	Payment Currency	Name 1
STATE	0000010213	Remitting Address	02/04/2013	79848.88	USD	NUTMEG INTERNATIONAL TRUC INC

VOUCHER APPROVAL

BUSINESS_UNIT=DOTM1, VOUCHER_ID=00540548:Pending [Start New Path](#)

AWE VOUCHER APPROVAL

Pending [Multiple Approvers](#) [+](#)
 VOUCHER APPROVER [+](#)

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Submit Approve Deny Pushback Add Comments Hold

New look for Voucher Approval Page

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

Notice new Actions for Approval

*AWE Voucher Approval

Approval | Line Information | Charge Information

Business Unit: DOTM1 Invoice Number: REC 261880
 Voucher: 00540548 Vendor: NUTMEG INTERNATIONAL TRUCKS INC
 Invoice Date: 02/04/2013 ID: 0000010213

Voucher Details

Transaction Currency: USD Terms: Due Immediately - No Discount
 Total: 79,848.88 Approval Status: Pending
 Misc Amt: 0.00 Added By: MillerJoh
 Freight: 0.00 DOT-Miller John
 Sales Tax: 0.00 [Attachments \(0\)](#)
 Use Tax: 0.00
 Entered VAT: 0.00

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

Remit SetID	Remit Vendor	Remitting Address	Scheduled to Pay	Gross Payment Amount	Payment Currency	Name 1
STATE	0000010213	Remitting Address	02/04/2013	79848.88	USD	NUTMEG INTERNATIONAL TRUC INC

VOUCHER APPROVAL

Business Unit: DOTM1, Voucher ID: 00540548: Pending [Start New Path](#)

AWE VOUCHER APPROVAL

Pending [Multiple Approvers](#) [+](#)
 VOUCHER APPROVER

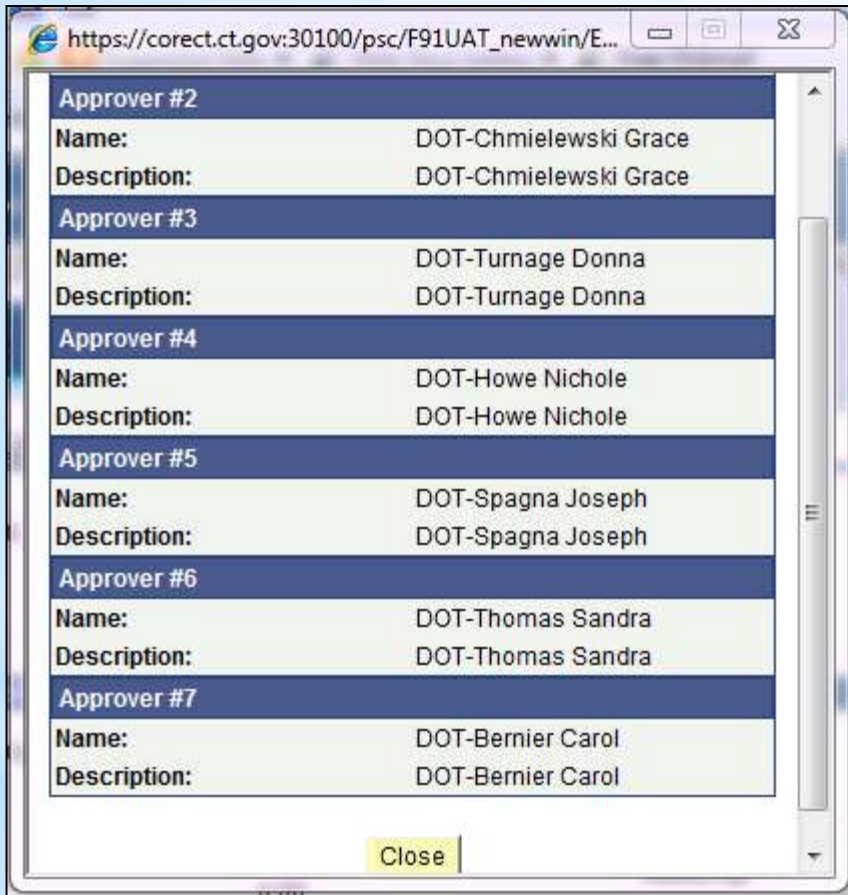
88

Submit Approve Deny Pushback Add Comments Hold

Link to Multiple Approvers

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/E.... The browser displays a list of seven approvers, each with a unique identifier and their name and description.

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

A "Close" button is visible at the bottom of the browser window.

List of possible
Approvers
displays for
the voucher
processor

*AWE Voucher Approval

Summary		Related Documents	Invoice Information	Payments	Voucher Attributes
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](#)
[View/Hide Comments](#)
[Start New Path](#)

AWE VOUCHER APPROVAL

On Hold


[Multiple Approvers](#)
 VOUCHER APPROVER
 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'


*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

Pushback

Add Comments

Hold

*AWE Voucher Approval

Approval | Line Information | Charge Information

Business Unit: DOTM1 Invoice Number: TEST NON PO
 Voucher: 00540538 Vendor: SUBURBAN STATIONERS INC
 Invoice Date: 01/22/2013 ID: 0000010009

Voucher Details

Transaction Currency: USD Terms: Due Immediately - No Discount
 Total: 500.00 Approval Status: Approved
 Misc Amt: 0.00 Added By: MillerJoh
 Freight: 0.00 DOT-Miller John
 Sales Tax: 0.00 Attachments (0)
 Use Tax: 0.00
 Entered VAT: 0.00

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

Remit SetID	Remit Vendor	Remitting Address	Scheduled to Pay	Gross Payment Amount	Payment Currency	Name 1
STATE	0000010009	Remitting Address	01/22/2013	500.00	USD	SUBURBAN STATIONERS INC

VOUCHER APPROVAL

Business Unit=DOTM1, VOUCHER_ID=00540538: **Approved** [View/Hide Comments](#)

AWE VOUCHER APPROVAL

Approved
 ✓ DOT-Spagna Joseph
 VOUCHER APPROVER
 02/13/13 - 12:30 PM

Comment History

DOT-Spagna Joseph at 02/13/13 - 12:29 PM
[View History](#)

Submit Approve Deny Pushback Add Comments Hold

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

Core-CT 9.1 Accounts Payable



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

Statewide Capitalize Policy

Real Property

Land

Buildings

Site Improvements

Not subject to Cost Threshold

Personal Property

An asset is tangible in nature and complete

Multi-Year Life

Significant Value (Value or Cost \$1,000 or more)

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

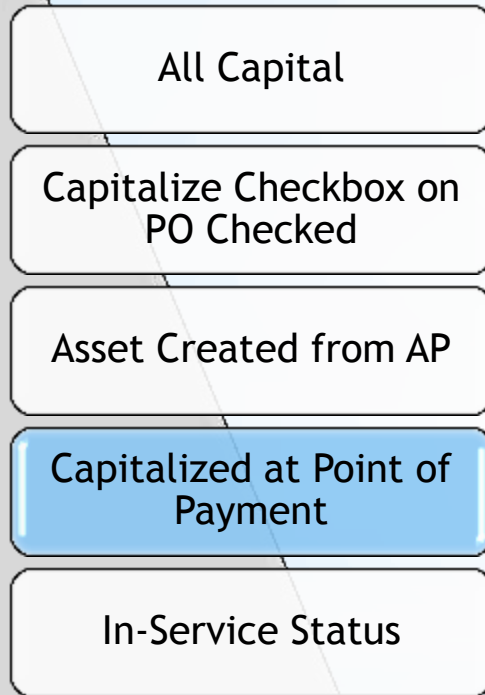
9.1

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

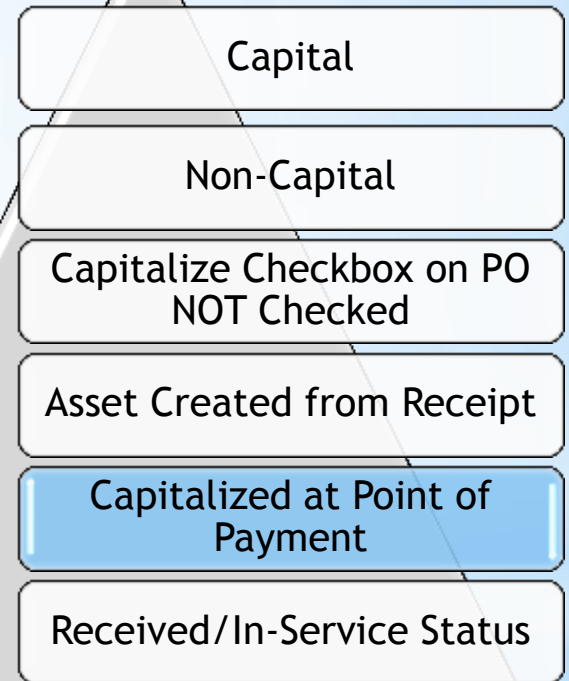
Capitalize vs. Non-Capitalize



Spotlight on the Difference



8.9 Assets



9.1 Assets

Core-CT Capitalize/Non-Capitalize

Favorites Main Menu > Core-CT Financials > eProcurement > Manage Requisitions

[My HR](#)

Finance

[Core-CT Help](#)

The Capitalize Checkbox

[New Window](#)

Requisition Schedule and Distribution

Business Unit: DOTM1 **Requisition ID:** 0000074630 **Total Amount:** 2,395,466.40 USD
Requester: ConlonD **Req Name:** HWY., EQPT. TEST 1 **Status:** Partially Received **Date:** 02/04/2013

Line

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

Line: 1 [Contract price for 2012 Model 7400 with cab to axle of 106"](#) **Quantity:** 30.0000 **UOM:** EA **Item Price:** 79,848.88000 USD

Schedule

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

Sched: 1 **Ship To:** 1590000086 **Due Date:** **Attention To:** James Chupas
Quantity: 30.0000 **Item Price:** 79,848.88000 **Merchandise Amount:** 2,395,466.40 USD

Distribution

[Personalize](#) [First](#) 1 of 1 [Last](#)

[Details](#) [More Details](#) [More Details 2](#) [Asset Information](#) [Budget Information](#)

Asset Mgmt Bus. Unit	Profile ID	CAP #	Sequence	Tag Number	EmplID	Capitalize	Cost Type
DOTM1	1VEHICLES					<input type="checkbox"/>	

Never Checked

[Return to Previous Page](#)

[Return to Manage Requisitions](#)

Core-CT Capitalize/Non-Capitalize

CT.gov State of Connecticut Home

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

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

The Capitalize Checkbox

Maintain Purchase Order

Distributions for Schedule 1

Unit: DOTM1 Vendor: 060985773F-001
PO ID: 0000115491 Item: [Contract price for 2012 Model 7400 with cab to axle of 106"](#)
Line: 1
Schedule: 1 Status: Active

*Distribute By: Schedule Qty: 30.0000
Merchandise Amount: 2,395,466.40 USD

Personalize | Find | View All | First 1 of 1

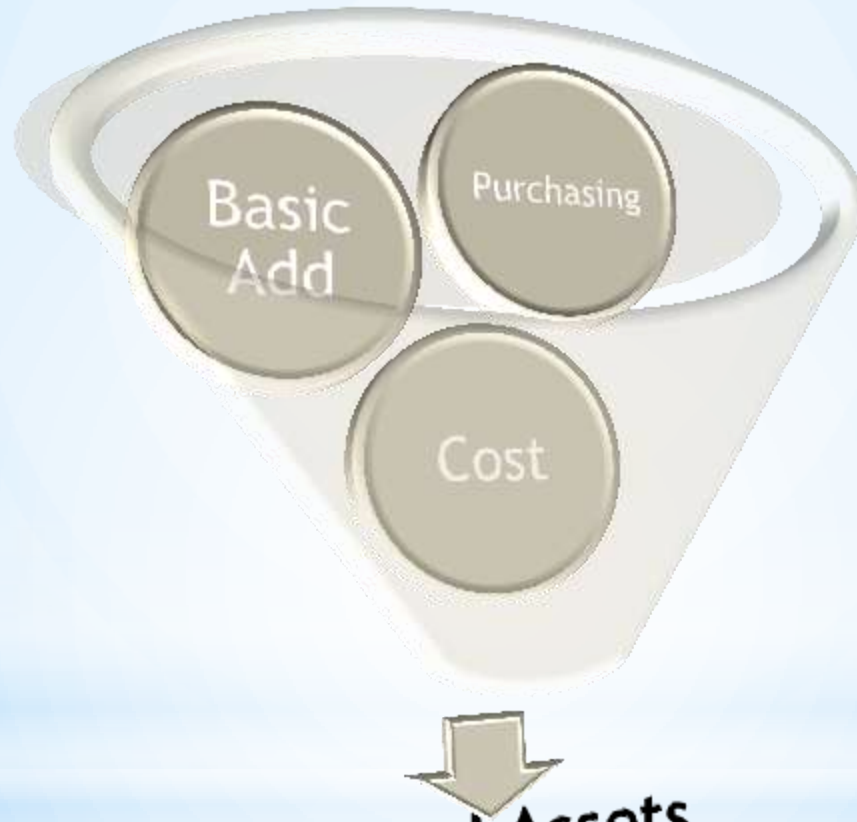
Details/Tax Asset Information **Req Detail** Statuses Budget Information

Percent	AM Unit	Profile ID	CAP #	Sequence	Tag Number	Empl ID	Capitalize	Cost Type	Description
100.0000	DOTM	1VEHICLES					<input type="checkbox"/>		

Never Checked

Cancel Refresh

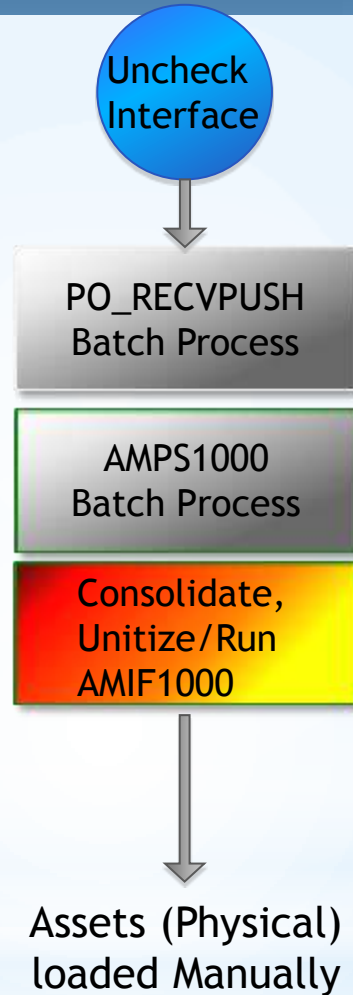
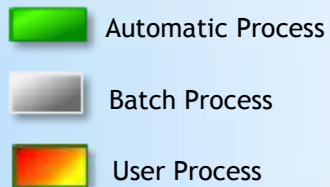
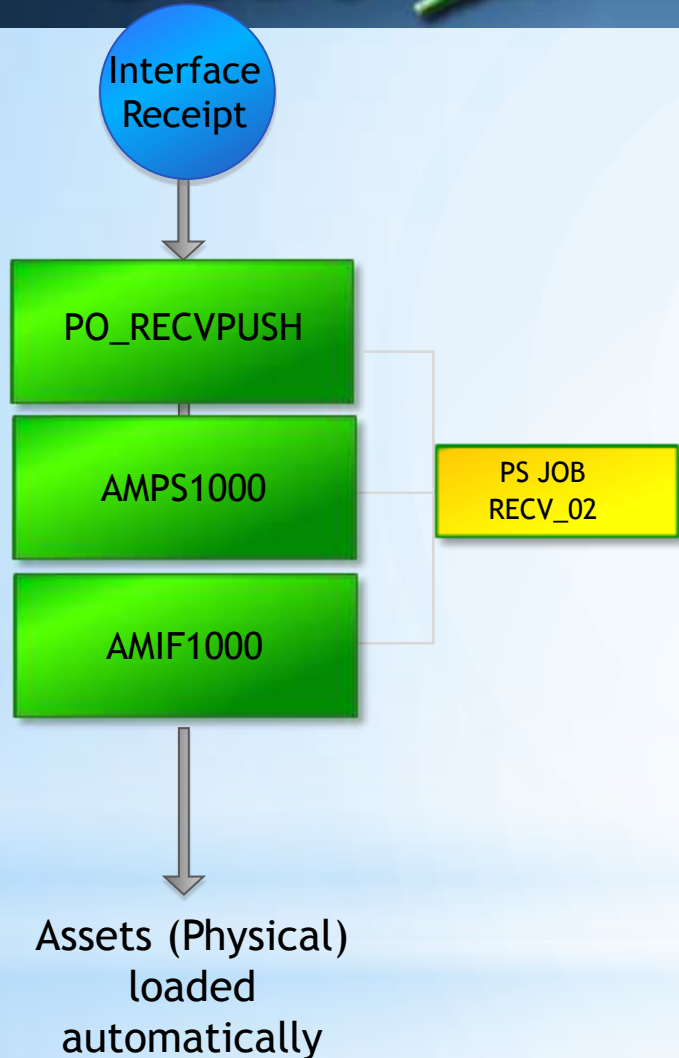
Core-CT Capitalization Threshold



Capital Assets
Non-Capital Assets

It's Essential

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



- PO_RECVPUSH job is run 4 times per day
- AMPS1000 would continue to run each morning

My HR

Finance

Core-CT Help

My Links Sel

New Window Help Personalize

Maintain Receipts

Receiving

Business Unit: DOTM1 Receipt Status: Open **X**
Receipt ID: NEXT Add Header Comments Activities
[Header Details](#)

Header

Select Purchase Order

Print Delivery Report

Run PO Receipt Accrual

Receipt Lines

Personalize Find View All First 1 of 1 Last

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Penalty	Accept Qty	Status	Serial	Device Track	Stock UOM	AM Status	Device Track
1		ipad	3.0000	EA	500.00000	Penalty	3.0000	Open			EA	Pending	Device Track X

Interface Receipt

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

[Interface Asset Information](#)

Save Notify Refresh

Add Update/Display

CT.gov State of Connecticut Home Wo

Favorites Main Menu > Core-CT Financials > Purchasing > Receipts > Add/Update Receipts

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

Serialize

New Window ? H

Maintain Receipts

Receiving

Business Unit: DOTM1 **Receipt Status:** Open ✖
Receipt ID: NEXT [Add Header Comments](#) [Activities](#)
[Header Details](#)

[Select Purchase Order](#)

[Print Delivery Report](#)
[Run PO Receipt Accrual](#)

Receipt Lines Personalize | Find | View All | First

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Penalty	Accept Qty	Status	Serial	Price	Stock UOM	AM Status	Device Track
1		ipad	3.0000	EA	500.00000	Penalt	3.0000	Open	<input checked="" type="checkbox"/>		EA	Pending	Device Track

Interface Receipt [Interface Asset Information](#)

[Save](#)
[Notify](#)
[Refresh](#)
[Add](#)

Serialize

Maintain Receipts

Receiving

Business Unit: DOTM1 Receipt Status: Open ✖
 Receipt ID: NEXT [Add Header Comments](#) [Activities](#)
[Header Details](#)

Header

Select Purchase Order

Print Delivery Report

Run PO Receipt Accrual

Receipt Lines

Receipt Lines	More Details	Links and Status	Item / Mfg Data	Optional Input	Source Information										
Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Penalty	Accept Qty	Status	Serial	Device Track	Stocl UOM	AM Status	Device Track	Device Track	Device Track
1	ipad	ipad	3.0000	EA	500.00000	Penalty	3.0000	Open	☑	☐	EA	Pending	☐	☐	☐

Interface Receipt

[Interface Asset Information](#)

Save Notify Refresh

Add

Serialize

CT.gov State of Connecticut

Favorites Main Menu > Core-CT Financials > Purchasing > Receipts > Add/Update Receipts

My HR Finance Core-CT Help

Business Unit: DOTM1 Status: Open
 Receipt ID: NEXT Item: [ipad](#)
 Receipt Line: 1 Standard UOM: EA

Distribution Information Find | View All First 1 of 1

Distribution Line: 1 Capitalize: Non Cap ✓
 Business Unit: DOTM1 CAP Sequence:
 Profile ID: 1CNTRLITEM Employee ID:
 CAP #: Distributed Quantity: 3.0000
 Cost Type: Merchandise Amount: 1500.00

Apply to Details

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

Asset Details Personalize Find | View All First 1-3 of 3 Last

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID	
1	DOTM1	Open	1.0000	<input type="text"/>	<input type="text"/>	NEXT		<input type="text"/>	1CNTRLITEM	✗
2	DOTM1	Open	1.0000	<input type="text"/>	<input type="text"/>	NEXT		<input type="text"/>	1CNTRLITEM	✗
3	DOTM1	Open	1.0000	<input type="text"/>	<input type="text"/>	NEXT		<input type="text"/>	1CNTRLITEM	✗

Physical Information

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

Select Action: Assign | ag lds
Multiplier: 1
Enter Starting Number:
*Start Row: 1
 Overwrite existing numbers

Asset Details Personalize | Find | View All | First 1-3 of 3 Last

Asset Information [More Details](#)

Dist Seq	Custodian	Location	Mfg ID
1	<input type="text"/>	ACORE	<input type="text"/>
2	<input type="text"/>	ACORE	<input type="text"/>
3	<input type="text"/>	ACORE	<input type="text"/>

PO Comment Find | View All | First 1 of 1 Last

Line:

1	<input type="text"/>		<input type="text"/>		N
2	<input type="text"/>		<input type="text"/>		N
3	<input type="text"/>		<input type="text"/>		N

CT.gov State of Connecticut

Favorites Main Menu > Core-CT Financials > Asset Management > Search for an Asset

My HR Finance Core-CT Help

New Window

Search for an Asset

Asset Search Criteria

Unit: DOTM1 Book: Location: Parent ID: Area ID: Group ID:

Category: Asset ID: Tag Number: Serial ID: Asset Status: Received (Not in Service) Profile ID: Threshold ID:

Additional Search Criteria Chartfield Search Criteria

Acquisition Details

PO Unit: Receipt Unit: AP Unit: PC Bus Unit: PO No: Receipt No: Voucher: Project ID:

Retrieve

Cost Information Acquisition Information Location Non Capital Asset Custodian Lease [Hint](#)

Search Clear Drill-Down To: --- Select Component --- GO!

Asset Cost Information Acquisition Details Owner/Custodian Work Maintenance Work Maintenance 2 More...

Asset ID	Description	Asset Type	Asset Subtype	Tag Number	Serial ID	Status
000000058	CAP RECIEVED INTEGRATION	Equipment		00000000058		Received (Not in S
000000059	NCP RECEIVED INTEGRATION	Equipment		00000000059		Received (Not in S
000000075	ASSET CHANGED TO	Equipment		00000000075		Received (Not in S

Unit: DOTM1 Asset ID: 000000000058 CAP RECIEVED INTEGRATION Tag: 000000000058 **Received**

Asset Information

Description: CAP RECIEVED INTEGRATION

Short Desc: test

CAP #:

Seq #:

Taggable Asset Tag Number: 000000000058

Asset Class:

Equip Add Rate:

Asset Type: Equipment

Region Code:

Asset Subtype:

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

Capitalized Asset

New Asset

Acquisition Date: 01/28/2013

Available For Use

Placement Date: 01/28/2013

In Physical Use

Collateral Asset:

Composite Asset

*Acquisition Code: Purchased

Composite Asset ID:

FERC Code:

Financing Code:

Fair Value: 0.000

Appraisal Date:

Replacement Cost:

Last Update:

Index Name:

SubIndex Name:

Parent/Child: None

Parent ID:

Interfaces

Assets from Receipt

- Loaded Automatically

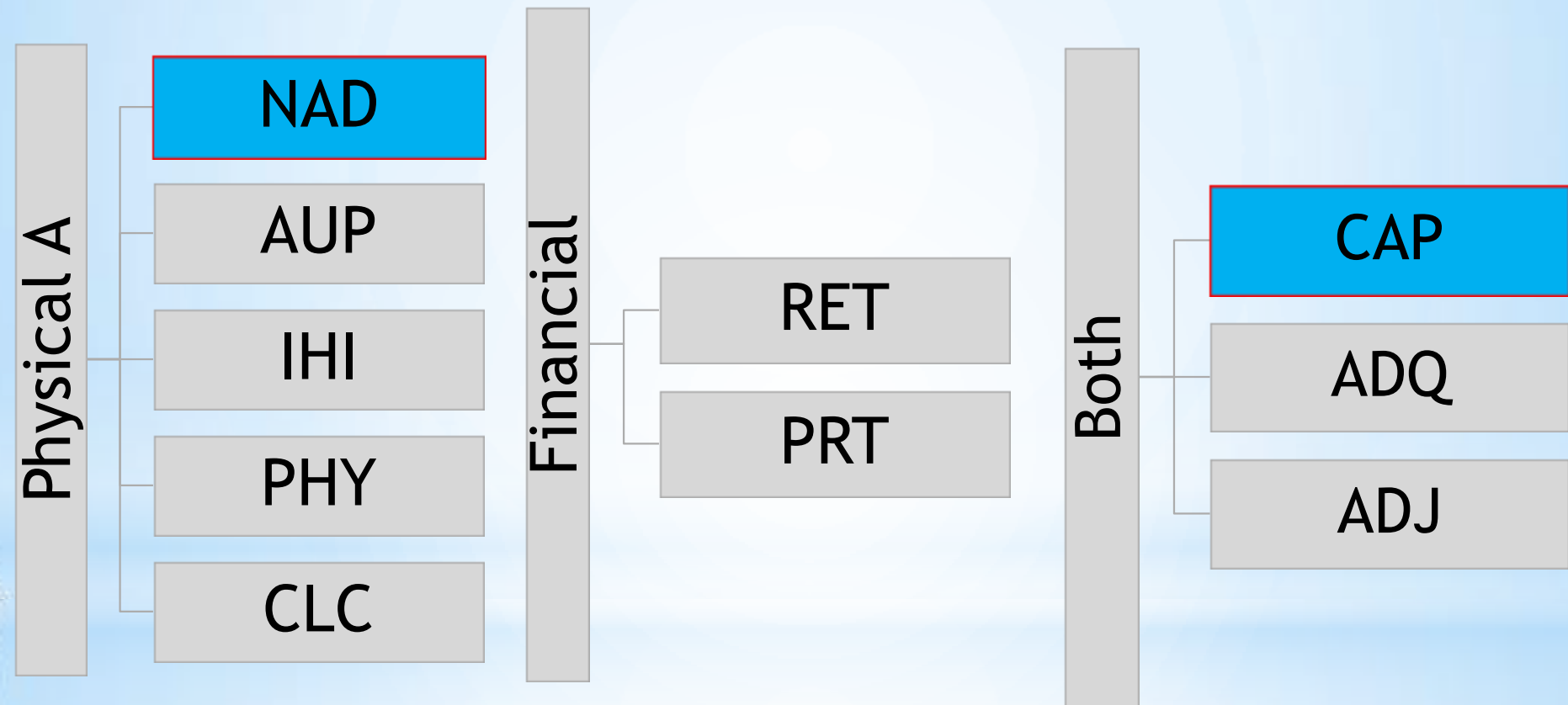
Payments

- Staged as Pending (Daily)

Consolidated/Unitized

- Manual Load before Payment

Interfaces



[My HR](#)

Finance

[Core-CT Help](#)

Review-A

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

Physical A Information		Find View All First 1 of 1 Last	
<input checked="" type="checkbox"/> 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 Online Entry Page
Short Desc:	Standard p	Profile ID:	1VEHICLES
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		

CT.gov State of Connecticut Home

Favorites Main Menu > Core-CT Financials > Asset Management > Asset Transactions > Owned Assets > Basic Add

My HR Finance Core-CT Help

New Window

General Information Operation/Maintenance Asset Information Asset Acquisition Detail Location/Comments/Attributes Manufacture/License/Custodian

Unit: DOTM1 Asset ID: 000000000092 DUMP TRUCK Tag: 00312354 **In Service**

Asset Information

Description: DUMP TRUCK Short Desc: TRUCK

CAP #: Seq #:

Taggable Asset Tag Number: 00312354

Asset Class: Equip Add Rate:

Asset Type: Fleet

Asset Subtype: Region Code:

*Asset Status: In Service Capitalized Asset New Asset

Acquisition Date: 02/04/2013 Available For Use

Placement Date: In Physical Use

Collateral Asset: Composite Asset

*Acquisition Code: Purchased Composite Asset ID:

FERC Code: Fair Value: 0.000 Appraisal Date:

Financing Code: Last Update:

Replacement Cost: Index Name:

PAID

In Service

Working with Non-Capital Assets

Cost Adjustments

Retire/Reinstate

Inter-Unit Transfers

Inventory

[My HR](#)

[Finance](#)




[Core-CT Help](#)

Update Non-Capitalized Costs

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

Find an Existing Value

Search Criteria

Business Unit:	=	<input type="text"/>	
Asset Identification:	begins with	<input type="text"/>	
Tag Number:	begins with	<input type="text"/>	
Parent ID:	begins with	<input type="text"/>	
Description:	begins with	<input type="text"/>	
Asset Status:	=	<input type="text"/>	
Threshold ID:	begins with	<input type="text"/>	

Case Sensitive

Search

Clear

[Basic Search](#)



[Save Search Criteria](#)

[My HR](#)

Finance





[Core-CT Help](#)

Non-Financial Asset Retire

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

Find an Existing Value

Search Criteria

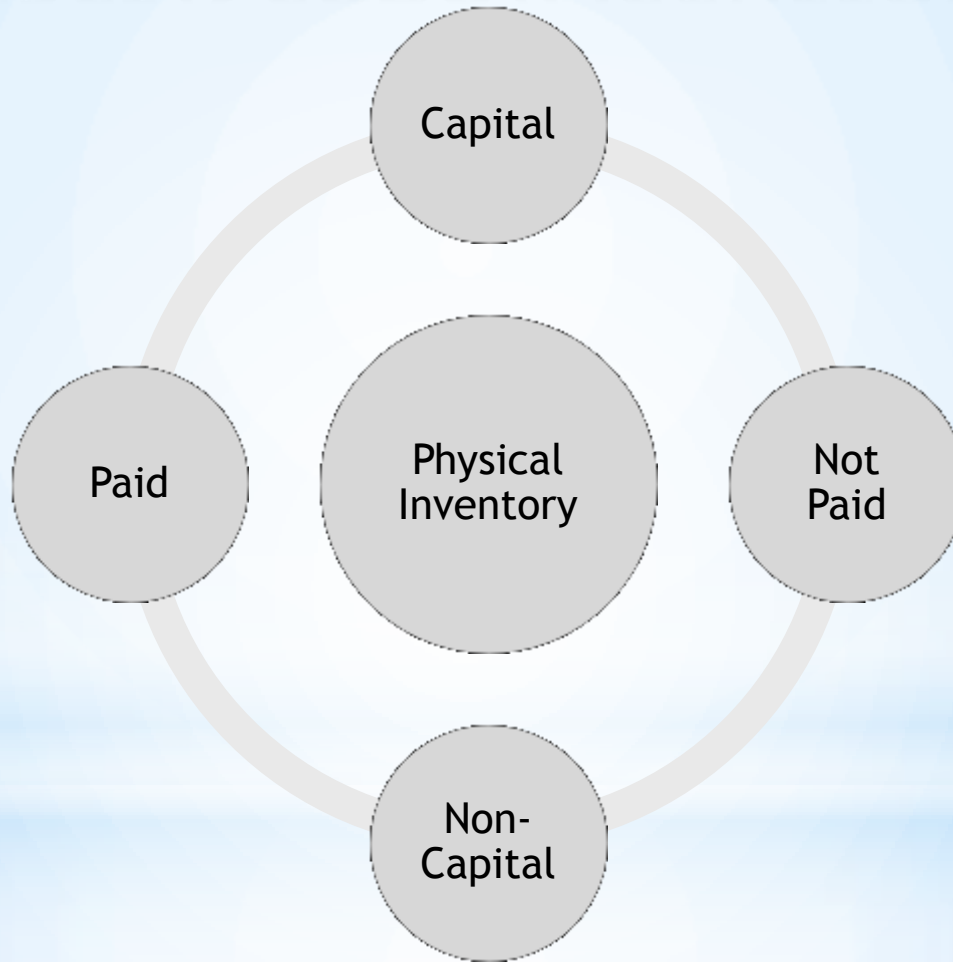
Business Unit:	=	<input type="text"/>	
Asset Identification:	begins with	<input type="text"/>	
Parent ID:	begins with	<input type="text"/>	
Tag Number:	begins with	<input type="text"/>	
Description:	begins with	<input type="text"/>	
Composite Asset		<input type="checkbox"/>	
Composite Asset ID:	begins with	<input type="text"/>	
FERC Code:	begins with	<input type="text"/>	
<input type="checkbox"/> Case Sensitive			

Search

Clear

Basic Search  [Save Search Criteria](#)

Extract/Scope/Occurrence



Extract/Scope/Occurrence

[My HR](#)

[Finance](#)

[Core-CT Help](#)

Description

Criteria and Defaults

AM Specific Fields

Generate SQL

Execution History



Mass Change Definition: NONCAP_EXTRACT

Mass Change Template:

PI NCP Extract

User ID: CORECarragherMic

Last Updated: 02/14/2013 3:47:34PM

Archive ID:



Archive Date:

Description:

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.

CT.gov State of Connecticut

Favorites Main Menu > Core-CT Financials > Asset Management > Mass Change > Define Criteria

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

Description Criteria and Defaults AM Specific Fields Generate SQL Execution History

Mass Change Definition: NONCAP_SCANSCOPE

Mass Change Template:

User ID: CORECarragherMic

Last Updated: 02/14/2013 3:51:23PM

Archive ID: Archive Date:

Description:
Physical Inventory Scan Scope Mass Change for Non Capital Assets.

Extract/Scope/Occurrence

CT.gov State of Connecticut

Favorites | Main Menu > Core-CT Financials > Asset Management > Physical Inventory > Define Inventory Occurrence

My HR | Finance | Core-CT Help

Definition | Transaction Defaults

Physical Inventory ID: INV2013 *PI Name: MIKE C IS THE BEST

Physical Inventory Parameters

Unit: OSCM1 Book Name: GASB

Start Date: 02/14/2013

End Date: 02/14/2013

Last Step: 0 Initially Created

Capital Extract ID: CAP_EXTRACT Capital Scan ID: CAP_SCANSCOPE

Non Capital Extract ID: NONCAP_EXTRACT Non Capital Scan ID: NONCAP_SCANSCOPE

Oper Lease Extract ID: Oper Lease Scan ID:

[My HR](#)

[Finance](#)

[Core-CT Help](#)

New Window

Definition | Transaction Defaults

Physical Inventory ID:

INV2013

MIKE C IS THE BEST

NEW

Auto Approval

Approve

Transactions Enabled

Non-Financial Adds

Physical Asset Changes

Asset Updates

Transfers

Non Capital Transfer

Operating Lease Transfer

Retirements

Non Capital Retirement

Operating Lease Retirement

Transaction Defaults

*Transaction Date:

02/14/2013

*User ID:

CORECarragherMic

*Accounting Date:

02/14/2013

*Interface ID:

10027365

Transaction Code:

*Open Transaction ID:

2885

Retirement Defaults

*Disposal Code:

Retirement by Sale

Voluntary Conversion

Type

*Retirement Convention:

FM

Voluntary Conversion

Ordinary Retirement

*Retire Option:

Calculate Gain/Loss


Involuntary



Extraordinary

Attachments


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



[My HR](#) | [Finance](#) | [Core-CT Help](#)


Description: CAB CAR #6217 **Short Desc:** CAB CAR #6 


CAP #:  **Seq #:** 


Taggable Asset **Tag Number:** 03300386


Asset Class: 033AB  RAILROAD PASSENGER COACH - AB UNIT **Equip Add Rate:**


Asset Type: Fleet  **Region Code:** 


Asset Subtype: 


***Asset Status:** In Service 


Acquisition Date: 05/01/1991 

Placement Date: 10/19/2007 


Collateral Asset: 


***Acquisition Code:** Purchased 


FERC Code: 




Financing Code: 


Fair Value: 0.000 **Appraisal Date:**


Replacement Cost: **Last Update:** 

Index Name: 

Subindex Name: 

Parent/Child: None  **Parent ID:**  

Threshold ID: 

Profile ID: 1RAILCAR 

Federally Funded Asset?

[Book Page](#) [Set R and D Info...](#)

[Attachments \(0\)](#) NEW

Attachments

Asset Management

Attachments

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

Details					
File Name	Description	User	Name	Date/Time Stamp	
non_cap_retirement.doc	retirement documentation	COREBonolaD	David Bonola	02/15/2013 9:49:28AM	-

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

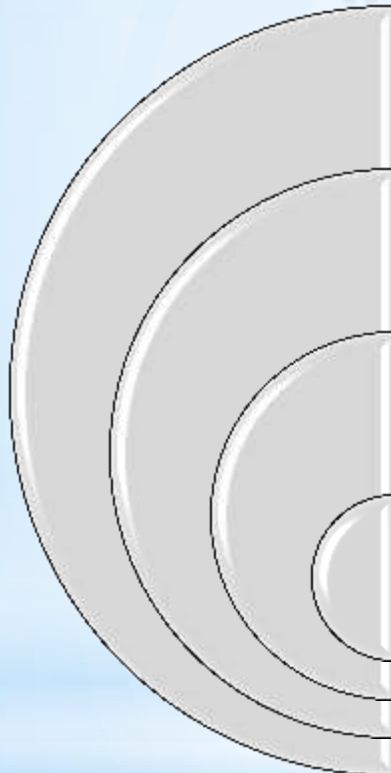
Add Attachment

OK

Cancel

Attachments

Attachments



Property Loss Reports	• C0-853
Transfer Authorization	• C0-64
Disposal Authorization	• PDC
Equipment on Loan	• C0-1079

[My HR](#)

[Finance](#)

[Core-CT Help](#)

General Information

Operation/Maintenance

Asset Information

Asset Acquisition Detail

Location/Comments/Attributes

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

▶ Location

▶ Comments

▶ Physical and Custom Attributes


▼ Detailed Description

Long Description:

NEW


▶ Image


 Save

 Return to Search

 Add

 Update/Display

 Include History

 Correct History

ORACLE



Asset Information1

Asset Information2

Asset Acquisition Detail

Location/Comments/Attributes

Manufacture/License/Custodian



Unit: DOTM1 Asset ID: 03300386

CAB CAR #6217

Tag: 03300386

In Service

Manufacturer Information

Serial ID:

Manufacturer ID:

Manufacturer Name:

Model:

Product Version:

Plant:

VIN:

Make:

Year:

Production Date:

Contact:

SKU:

Field NO Longer available

License Information

Custodian Information

Find | View All

First 1 of 1 Last

Effective Date: Effective Sequence:

This Asset is Offsite



Custodian:

Core-CT Basic Add Enhancements

Favorites | Main Menu > Core-CT Financials > Asset Management > Asset Transactions > Owned Assets > Basic Add

My HR

Finance

Core-CT Help

Operation/Maintenance

Asset Information

Asset Acquisition Detail

Location/Comments/Attributes

Manufacture/License/Custodian

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

Manufacturer Information

Serial ID:	<input type="text" value="6217"/>		
Manufacturer ID:	<input type="text"/>		
Manufacturer Name:	<input type="text"/>		
Model:	<input type="text"/>	Year	<input type="text" value="1991"/>
Product Version:	<input type="text"/>	Production Date:	<input type="text"/>
Plant:	<input type="text"/>	Contact:	<input type="text"/>
VIN:	<input type="text"/>	SKU:	<input type="text"/>

License Information

Custodian Information

Effective Date:	<input type="text" value="05/01/1991"/>	Effective Sequence:	<input type="text" value="0"/>	<input type="checkbox"/> This Asset is Offsite
Custodian:	<input type="text"/>			
Empl ID:	<input type="text"/>			

Authorization

Status:	<input type="text" value="Authorized"/>	Date:	<input type="text"/>
Name:	<input type="text"/>		

Chartfields

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

Location

Find | View All First 1 of 1 Last

Effective Date:	05/31/2007	Effective Sequence:	1
Location:	ADOT085744	DIESEL SHOP	
Area ID:			
Address 1::	54 HALLOCK AVENUE		
City::	NEW HAVEN		
County::		Jurisdiction:	85744
State::	CT Connecticut	Sector:	
Country:	USA United States	Postal::	06519
Geo Code:			
Document:			
Building:	DOT0007142		
Floor #:		Longitude:	
Room#:		Latitude:	

Authorization

Status:	Not Authorized	Date:	
Name:			

Comments

Find | View All First 3 of 3 Last

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



- 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

