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

Overall 9.1

- Postponement of the implementation of Pcard, eInvoicing and Direct Connect to Grainger

- System will not be available until Monday March 4, 2013 – a notification will be sent out

- Run Controls and My Links will be deleted
  - Recommend taking screenshots of current run controls in order to recreate new run controls
  - Reestablish My Links after upgrade

- Attachments
  - Highly recommend using MS Office standard file formats and .pdf – _remember_ users that you want to see the attachment must have the software to open the attachment

Inventory 9.1

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

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

Portal / Sign On

New Tab for Finance Users

Finance Tab

Worklist on Portal

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

Breadcrumbs

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.

Core-10

- The **Core-10** is defaulted to **REQ** instead of blank for the **CT Multi-Requesters.**

- CT Requesters only have the **REQ** value and it is grayed out.

CORE-10 | REQ ▼

DAS-BID
ITD-10
Default → REQ
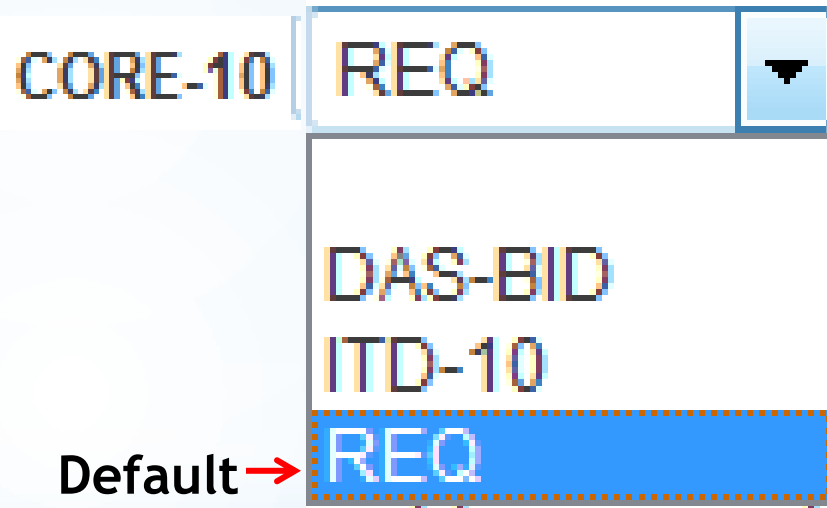
Requisition Obligation

REQ Obligation

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

Start Date

End Date

Total Obligation Amount

OK   Cancel

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.

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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: [   ] 🔍 Buyer Information

Vendor: [0000064731] 🔍 EPLUS TECHNOLOGY INC   Suggest New Vendor

Vendor Location: [MAIN] 🔍 ORDER & REMIT-CHECKS

Vendor Contract: [   ]   **Purchasing Authority** [Contracts ▼]

Vendor Item ID: [   ]

Manufacturer ID: [   ] 🔍   **UPN ID:**

Manufacturer:

Manufacturer's Item ID: [   ] 🔍

Physical Nature [Goods ▼]

☐ RFQ Required   ☐ Zero Price Indicator   ☐ Amount Only
☐ Device Tracking   ☐ Stockless Item   ☐ Inspection Required
Configuration Info

▶ **Contract** ❓

▶ **Sourcing Controls** ❓

[OK]   [Cancel]

Adding Items & Services

Search for Catalog Items by Contract ID

Comments and Attachments

Expanded Functionality for Adding Requisition Comments and 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.

Favorites | Main Menu > eProcurement > My Profile

My Profile

Manage Personal Templates   Request Procurement Card

Manage Favorites Groups

Password
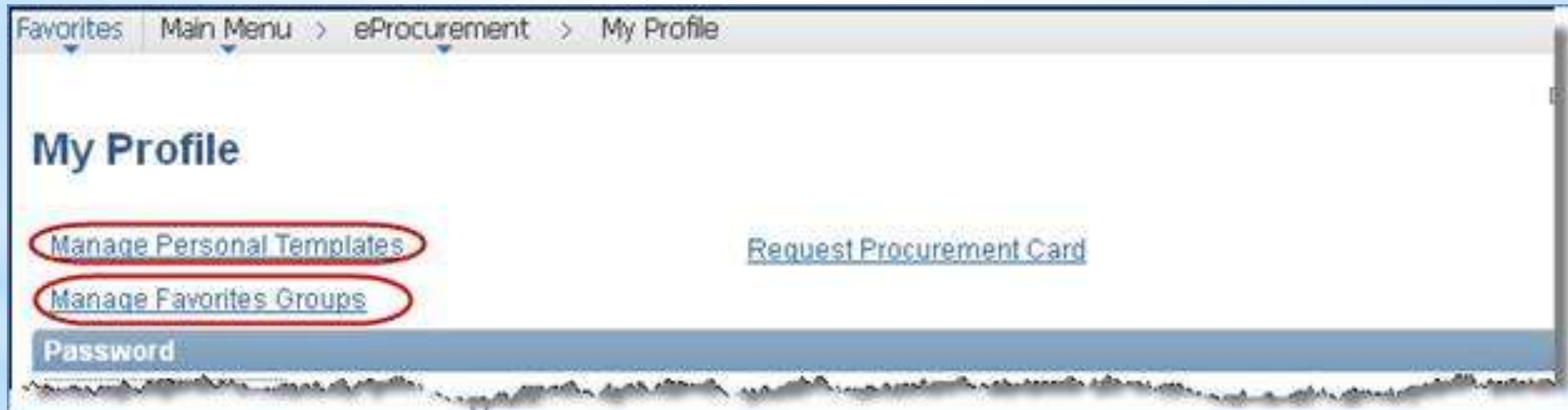
Sharing Templates

Manage Personal Templates

Templates — Personalize | Find | View All | First ◄ 1 of 1 ► Last

	*Template Name	*Description	Allow Sharing				
1	ePlus	test	☑	Share Details	View Details	+	−

Copy a Personal Template   Return to My Profile

Share Details

Requester: BacoteTra

Template Name: ePlus

Description: test

Do Not Use

☐ Share with All Roles and Requesters

Roles — Personalize | Find | View All | First ◄ 1 of 1 ► Last

	Role Name	Description		
1			+	−

Requesters — Personalize | Find | View All | First ◄ 1 of 1 ► Last

	User ID	Description		
1	AdamsJef	DOT-Adams Jeffrey	+	−

OK   Cancel

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Templates

View Details

Requester:	COREAndersonKa
Template Name:	DASM1-0000000350
Description:	Bundles Test 3/20/11

Template Items Personalize | Find | View All | 🗗 | 🏢 First ◄ 1-4 of 4 ► Last

	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	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	−

OK   Cancel

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

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

Favorites

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

eProcurement

Manage Requisitions

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

Requisition Approvals

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

Do Not Use

Requisition Approvals

Approval After Editing

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

Hold Functionality

Approval history is tracked and viewable

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

View the accounting information regarding the purchase order encumbrance

Click the scroll bar to view additional information

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Encumbrance Look-up

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

Core-CT

PO Obligation

PO Obligation defaults have changed

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.

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PO Header Comments

PO Header Comments

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

*Sort Method: Comment Time Stamp *Sort Sequence: Ascending Sort

Comments Find | View All First 1 of 1 Last

Use Standard Comments Comment Status: Active Inactivate + ← Add Additional Comments

254 Character Maximum Length

☐ Send to Vendor ☐ Show at Receipt
☐ Show at Voucher ☐ Approval Justification ← New-Approvers see

Associated Document

Attachment: Quote_from_Vendor.doc Attach View Delete ☒ Email ← Must check if you want vendor to receive attachment

From -> PO DOTM1-0000115500

Attach One File

PO Line Comments

PO Line Comments

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

*Sort Method: Comment Time Stamp   *Sort Sequence: Ascending   Sort

Comments   Find | View All   First ◄ **1 of 1** ► Last

Use Standard Comments   Comment Status: Active   Inactivate   +   ← Add Additional Comments

Use Item Specifications ← **New-do not use**

254 Character Maximum Length

254 Character Maximum Length

☐ Send to Vendor   ☐ Show at Receipt
☐ Show at Voucher

Associated Document

Attachment: Quote_from_Vendor.doc   Attach   View   Delete   ☐ Email

From -> PO DOTM1-0000115500-1

Attach One File

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New Contract tab at the line detail level

Use the Contract Search Icon to pull up Contract Search window

Use the magnifying glass as normal for searching

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

Purchasing

PO Approvals

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

Purchasing

PO Approvals

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

Purchase Order Approval

Business Unit:	DOTM1		PO Status:	Pend Appr
PO ID:	0000115480	View Printable Version	PO Date:	01/29/2013
PO Total:	7,500.00 USD		Budget Status:	Not Chk'd
Vendor ID:	0000010009	SUBURBAN STATIONERS INC	Justification:	
Buyer:	TurbertJ			
PO Reference:	Test Speed Chart			

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
☐	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

▽ **Purchase Order 0000115500:Pending**   ➕ Start New Path

PO AMOUNT APPROVER

Approved	Pending	Not Routed
✔ DOT-GERMAIN KATHLEEN PO Amt Approver Less than $10K 02/05/13 - 1:14 PM	🕐 Multiple Approvers PO Amt Approver Less Than $1M	📭 DOT-Bergeron Norma C. Inserted Approver

PO Chartfield Approver

▽ **Purchase Order 0000115500:Awaiting Further Approvals**   ➕ Start New Path

PO Chartfield Approver

Not Routed
📭 Multiple Approvers
PO Chart Field Approver

Approval Comments

Approve   **Hold**   **Deny**   **Pushback**

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Return to Worklist

Purchasing

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

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

Attention: Not Specified

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

Tax Exempt? Y   Tax Exempt ID: 066000798DEP   Replenishment Option: Standard

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

DIST: 1

Chartfields

Status	Percentage	PO Qty	Amount
Open	100.0000	15.0000	487.350

GLUnit	Account	Fund	Dept	Programe	Class	BudRef
STATE	54090	12060	DEP43111	61099	21290	2013

Details/Tax

BaseAmt	BaseCurrency	Currency	Location	Consigned
487.350	USD	USD	ACORE	N

Contract ID: 09PSX0222AA

Contract Line: 0   Release: 3922

Schedule Total	487.35
Category Line: 0	
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

Line Details   Personalize | Find | View All | 🔲 | 🎞 First ◄ **1 of 1** ► Last

Select	Line	Item Description	Quantity	UOM	Price	Merchandise Amount	Currency
☑	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

Purchase Order 0000115500:Pending   ❌   ➕ Start New Path

PO AMOUNT APPROVER

Approved
✔ DOT-GERMAIN KATHLEEN
PO Amt Approver Less than $10K
02/05/13 - 1:14 PM

→ **Pending**
🕐 Multiple Approvers
PO Amt Approver Less Than $1M

Not Routed ➖

PO Chartfield Approver

Purchase Order 0000115500:Awaiting Further Approvals

PO Chartfield Approver

Not Routed
➕ → 🖨 Multiple Approvers
PO Chart Field Approver   ➕ →
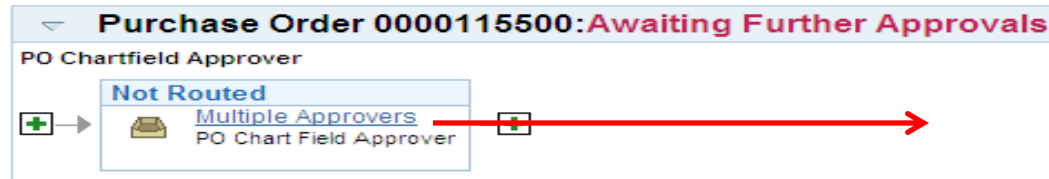
Approval Comments

Approve   Hold   Deny   Pushback   **48**

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:	

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

9.1 Contracts Deltas

Core-CT Procurement Contracts

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

Contract Version

Contract versions must be created for changes in expiration date

Contract Version

Change Reason

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

SetID: STATE   Contract ID: 14COR1112AA

Reason Code: ADD FUND

Comment: Add Funding to Contract

☐ Use Same Reason Code

OK   Cancel   Refresh

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

Try sorting the Main Menu

Core-CT

Navigating in AP

Click the Down-Arrow once
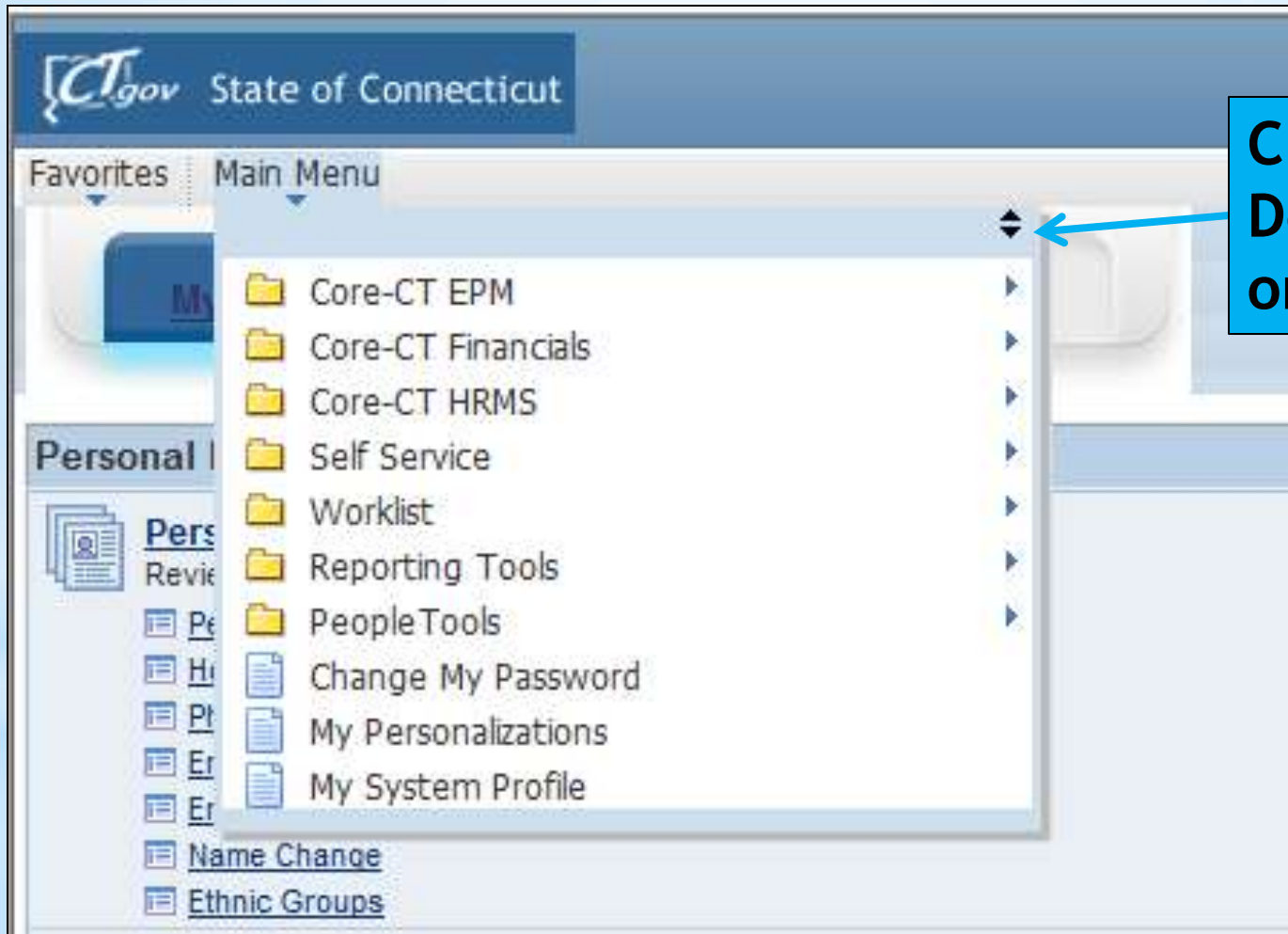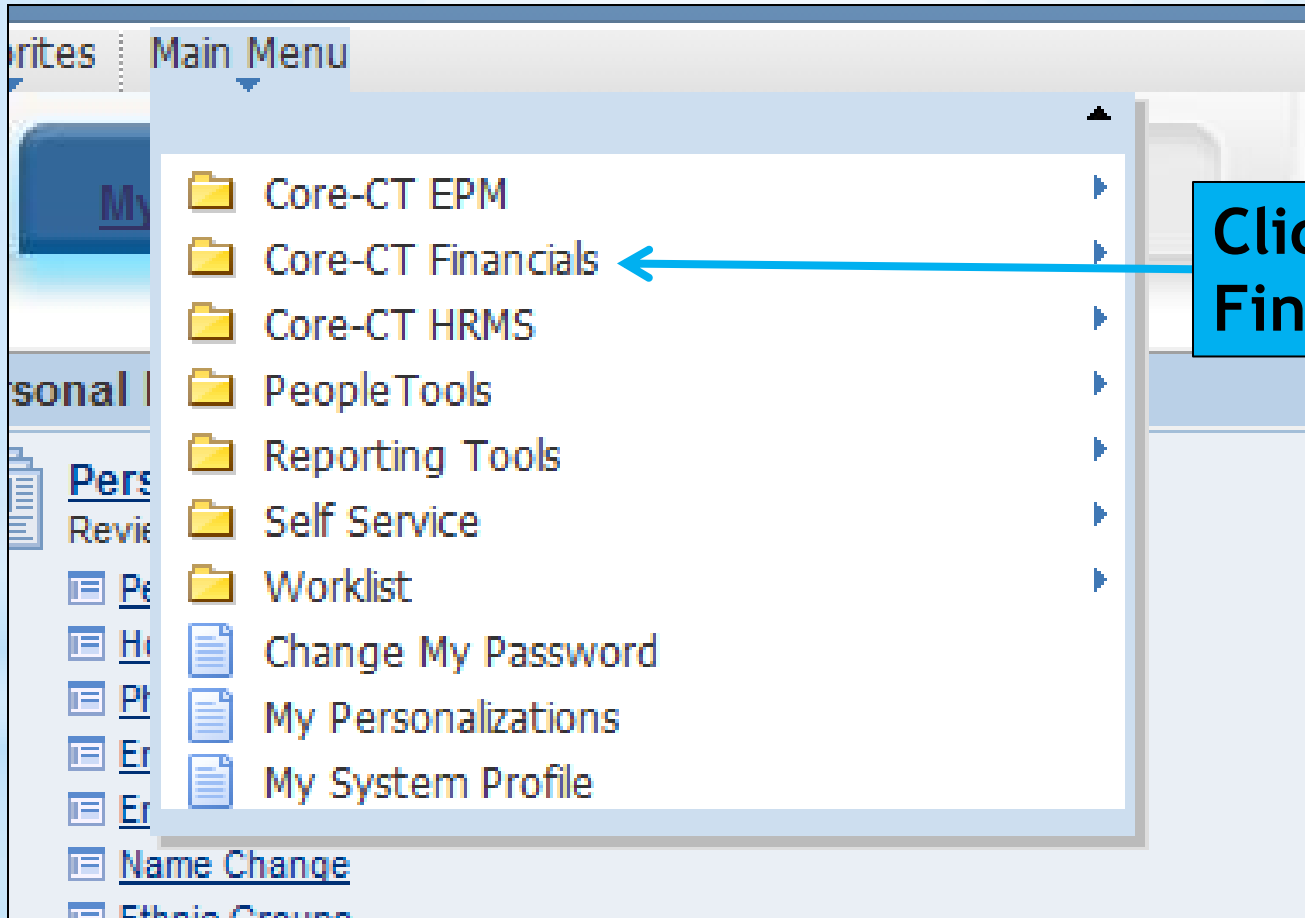
*Navigating in AP

Click Core-CT Financials

Navigating in AP
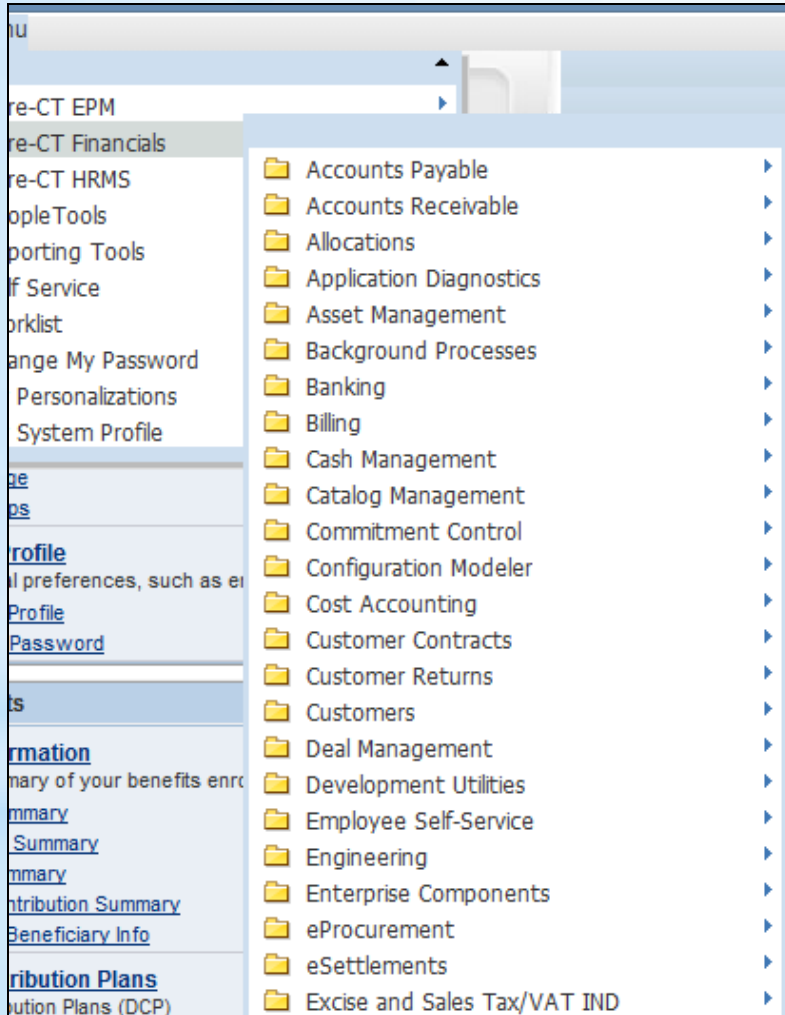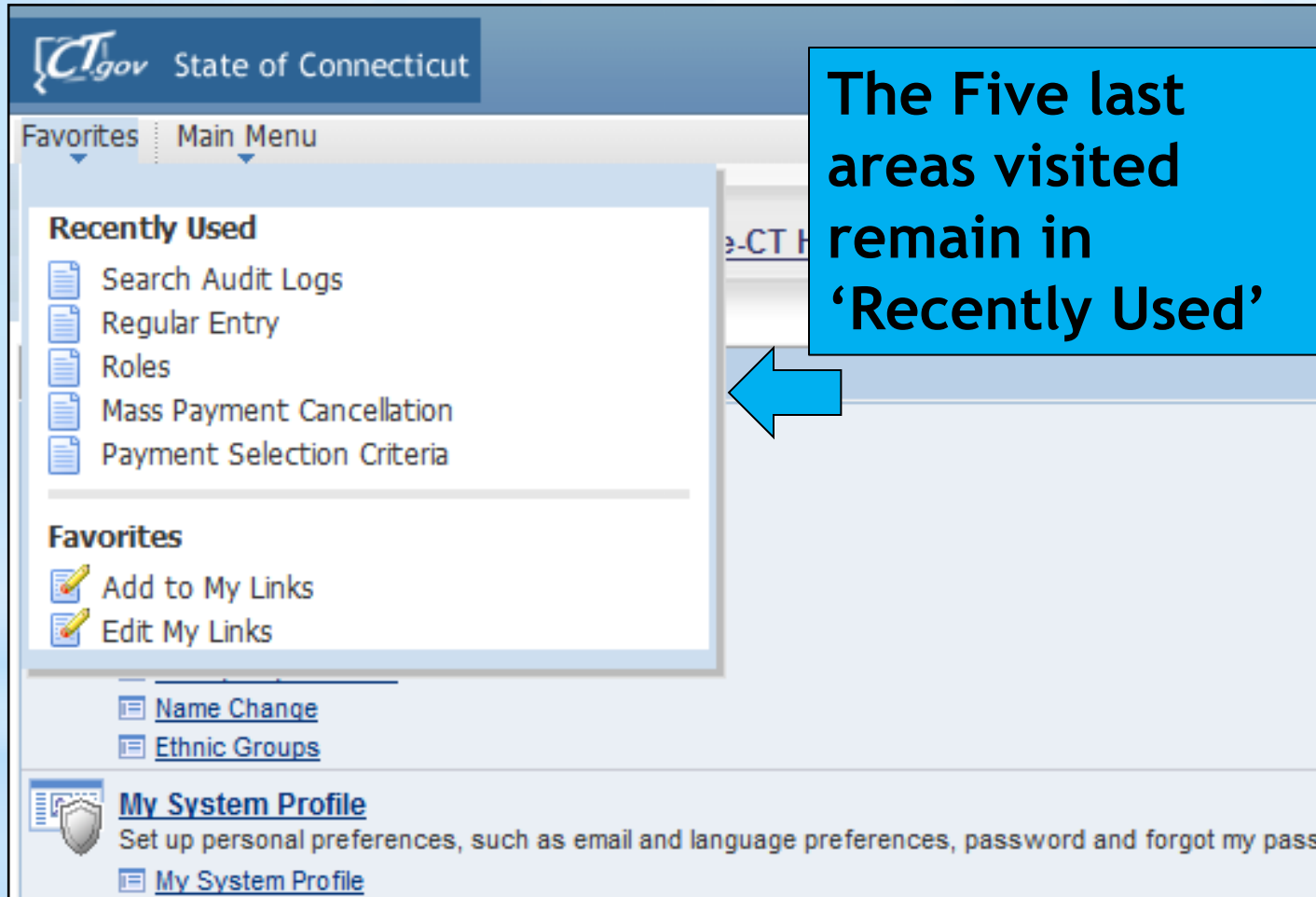
You just sorted your menu alphabetically

*Navigating in AP

Bread Crumbs stay visible

Navigating in AP

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

Save   Return to Search   Notify   Refresh   Add   Update/Display

Voucher Component

Core-CT

*Voucher Component

*# *Voucher Component*

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: [▼]   **Account No:** [ ]

Meter No: [ ]   **Building ID:** [ ]

Billing Period From: [ ]   **Billing Period To:** [ ]   **No. of Months:** [ ]

Ticket No: [ ]   **Charge estimated?:** [▼]

Back Balance: [ ]   **Service Addr** [ ]

Late Charge: [ ]   **Service City** [ ]   **Zip Code** [ ]

Rate: [ ]

Quantity: [ ]

3 New Fields

Consumption Comments:

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[ ]

Core-CT

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: **Account No:**

Meter No: **Building ID:**

Billing Period From: **Billing Period To:**   **No. of Months:**

Ticket No: **Charge estimated?:**

Back Balance: **Service Addr**

Late Charge: **Service City**   Zip Code

Dotted lines reveal more information when you hover over them

Session Defaults

Use the Invoice Information page to link to Session Defaults

*Session Defaults

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

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: [dropdown]   [Apply] [Ad Hoc] [Clear]

Session Defaults

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

Business Unit

Unit: AESM1   Rate Type: [   ]

Vendor Detail

Vendor: 0000010030   Address: [   ]

Location: [   ]   Currency: [   ]

Invoice Defaults

Acctg Date: [   ]   Origin: [   ]

Group: [   ]

For Quick Invoice Only

Terms: [   ]

QI Template: [dropdown]

Template: [   ]

Build Code: [   ]

PO Unit: [   ]

Recv Unit: [   ]

PO Options: Display

Receiver Opt: Display

Non-Merchandise Charges

Misc Options: Display

Frght Options: Display

Sales Tax Opt: Display

VAT Amt Opt: 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	

Core-CT

Attachments

Attachments

Locate your document

*Attachments
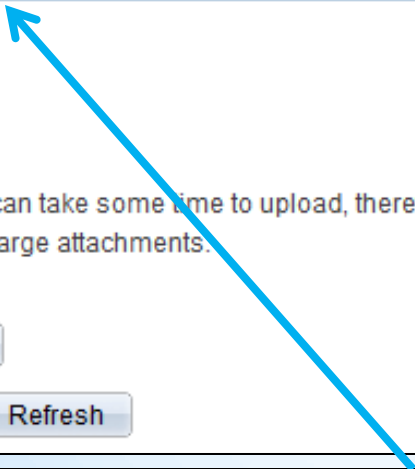
Voucher Header Attachment

Business Unit	AESM1	**Voucher ID**	NEXT

Details				
File Name	**Show to Approver?**	**Description**	**User**	**Name**
sample_attachment.xls	☑	warranty		

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

[Add Attachment]

[OK] [Cancel] [Refresh]

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

Audit Logs

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

Core-CT

*Audit Logs

Search Audit Logs

| Application Name: | Accounts Payable | Document Name: | Voucher |

Search Criteria

* Business Unit	=	MHAM1 🔍
Voucher ID	is equal to ▼	00341900 🔍
Event Code	is equal to ▼	🔍
Event Date	is equal to ▼	📅
User ID	is equal to ▼	
Process Instance	is equal to ▼	

☐ Include 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
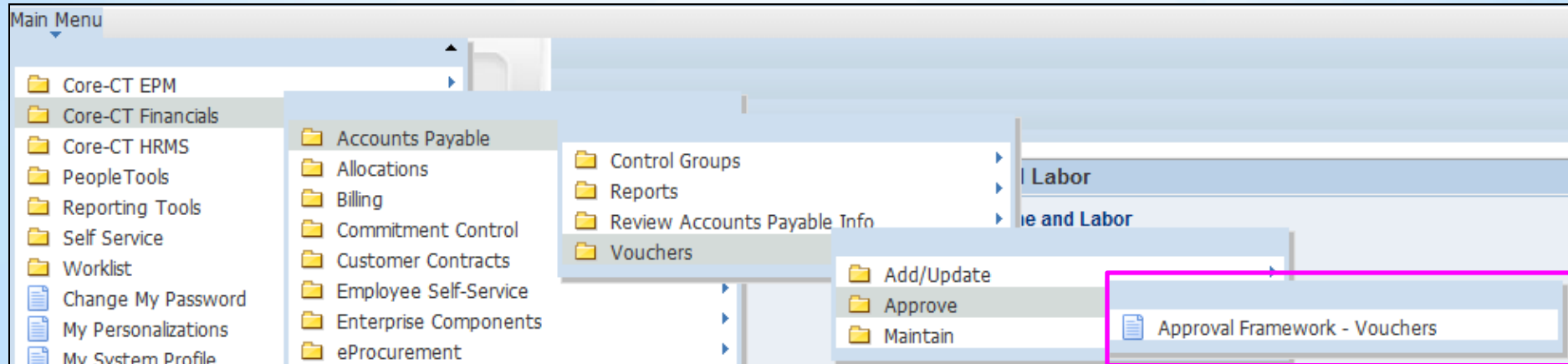
Approval Workflow Engine has been configured for 9.1 Accounts Payable.

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*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:	= ▼	DOTM1 🔍
Voucher ID:	begins with ▼	
Invoice Number:	begins with ▼	
Short Vendor Name:	begins with ▼	
Vendor ID:	begins with ▼	🔍
Name 1:	begins with ▼	
Approval Status:	= ▼	Pending ▼

Enter Pending

☐ **Case Sensitive**

[Search] [Clear] Basic Search 📰 Save Search Criteria

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

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AWE Voucher Approval

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		
Freight:	0.00	**Added By:**	MillerJoh
Sales Tax:	0.00		DOT-Miller John
Use Tax:	0.00		Attachments (0)
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

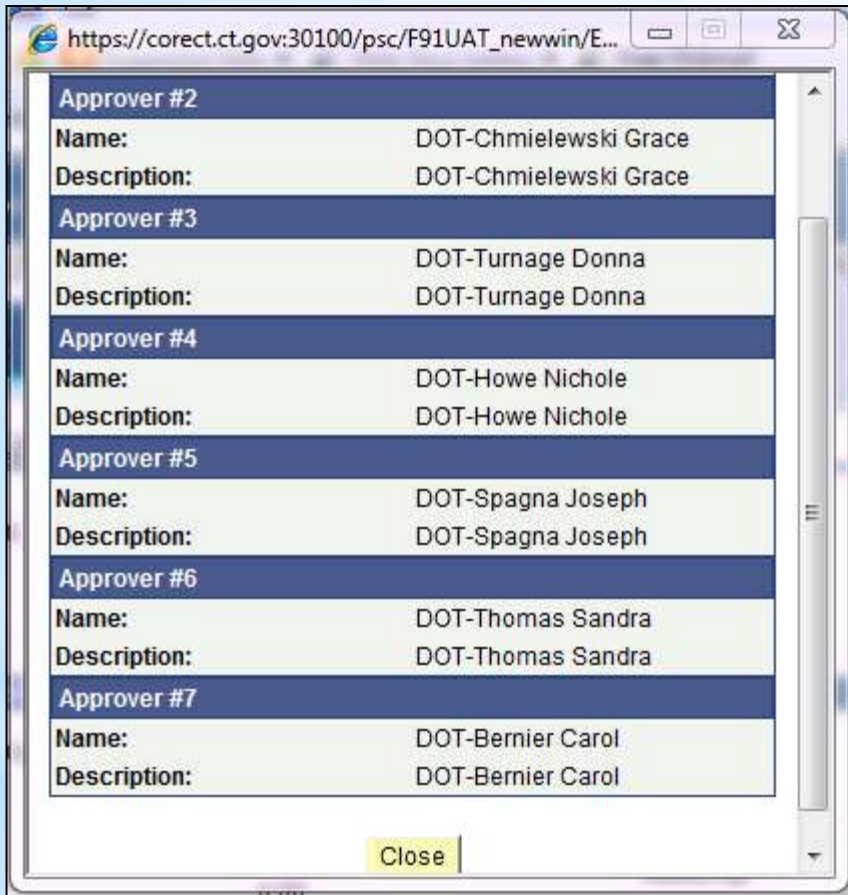**Link to Multiple Approvers**

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| Submit | Approve | Deny | Pushback | Add Comments | Hold |

*AWE Voucher Approval

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	**Pay Terms:**	
	693 HIGH ST	**Voucher Source:**	
	MIDDLETOWN, CT 06457		
Entry Status:	Postable	**Origin:**	
Match Status:	No Match Approval History	**Created:**	
Approval Status:	Pending	**Created By:**	
Post Status:	Unposted	**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

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

9.1 Asset Management Deltas

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)

Core-CT

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
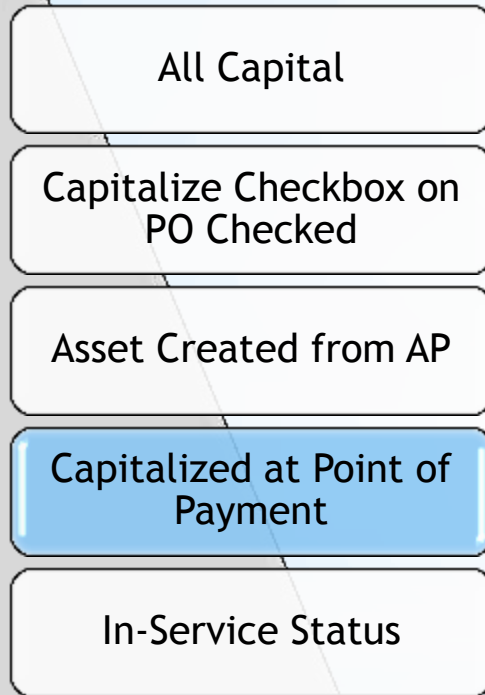
9.1

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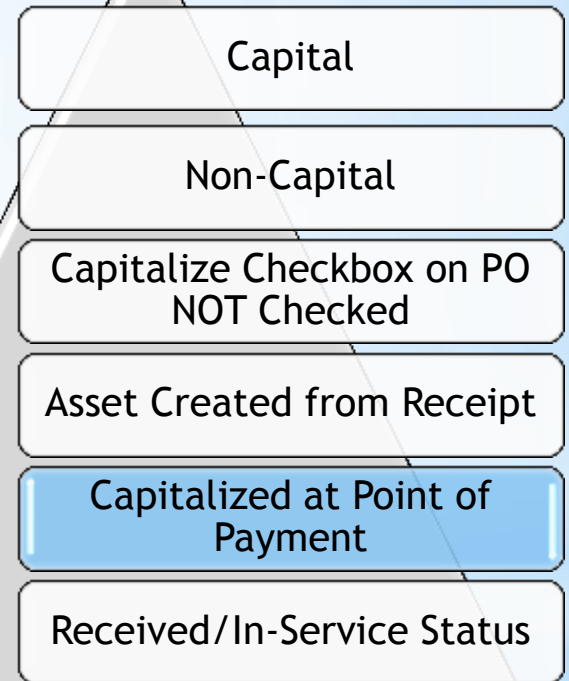
Capitalize vs. Non-Capitalize

Capitalized Characteristics	Non-Capitalized Characteristics
Cost/Value > $999.99	Cost/Value < $1,000.00
Financial Info in Cost Table	Financial Info in Cap-Non Cost Table
Has Book Record	No Book Record
Can be Depreciated	Can NOT be Depreciated
Has Accounting Entries	No Accounting Entries
Capital Asset = Financial Asset	Non-Capital = Non-Financial = Controllable = Physical Asset

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Spotlight on the Difference

8.9 Assets

- All Capital
- Capitalize Checkbox on PO Checked
- Asset Created from AP
- Capitalized at Point of Payment
- In-Service Status

← No change →

9.1 Assets

- Capital
- Non-Capital
- Capitalize Checkbox on PO NOT Checked
- Asset Created from Receipt
- Capitalized at Point of Payment
- Received/In-Service Status

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					☐	

Never Checked

Return to Previous Page | Return to Manage Requisitions

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Basic Add

Purchasing

Cost
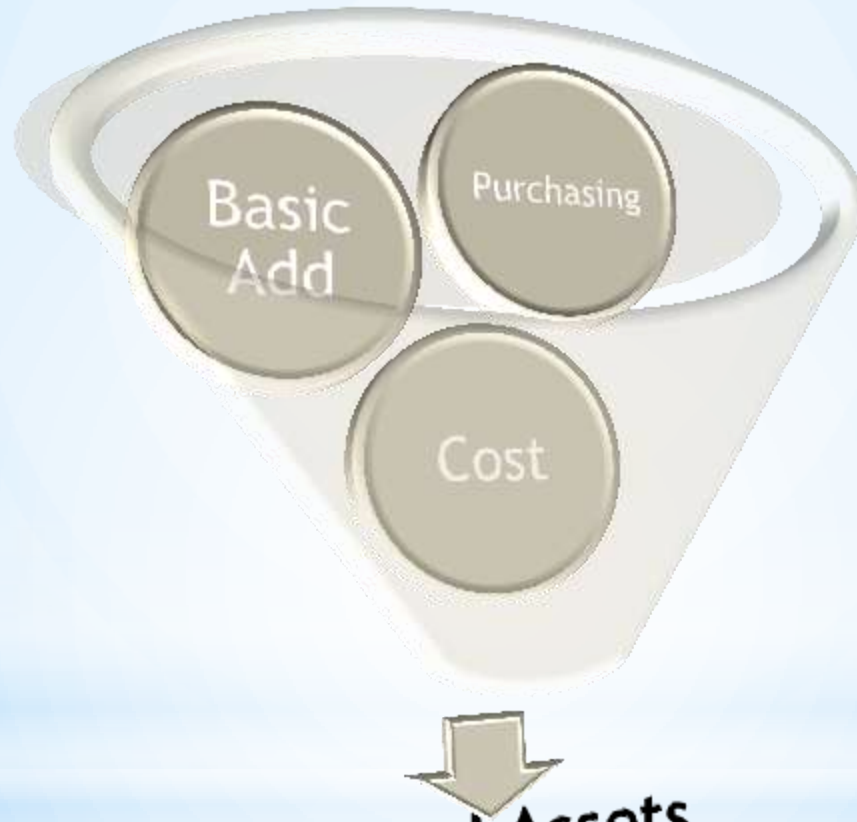
Capital Assets

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**

Asset Receiving

Core-CT

Interface Receipt

PO_RECVPUSH

AMPS1000

AMIF1000

PS JOB RECV_02

Assets (Physical) loaded automatically

Uncheck Interface

PO_RECVPUSH Batch Process

AMPS1000 Batch Process

Consolidate, Unitize/Run AMIF1000

Assets (Physical) loaded Manually
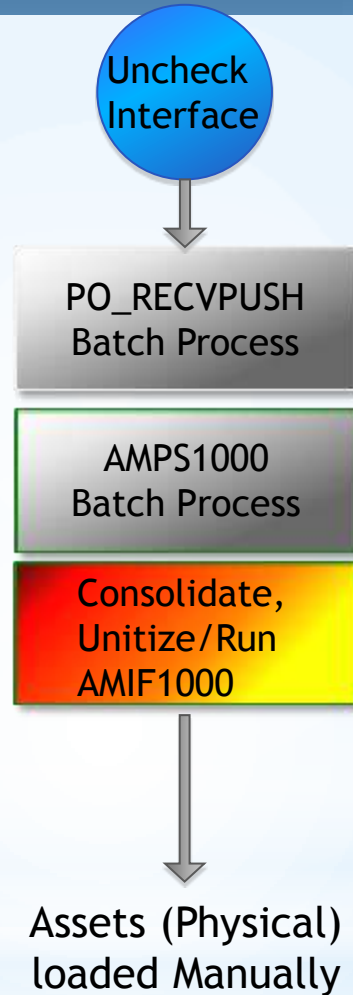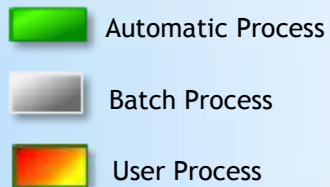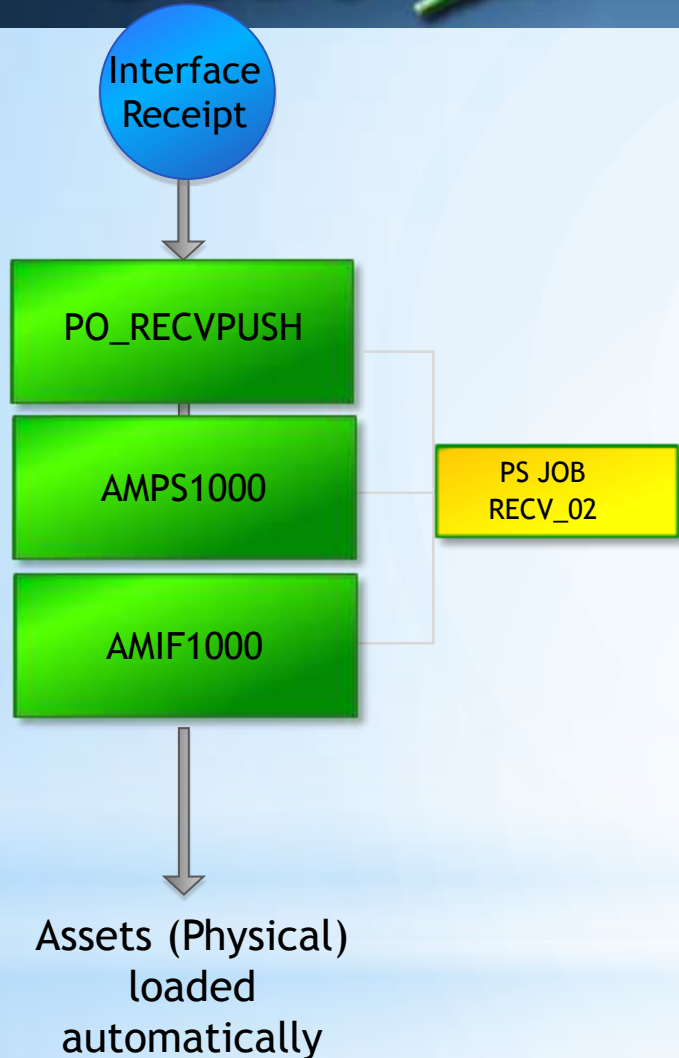
• PO_RECVPUSH job is run 4 times per day

• AMPS1000 would continue to run each morning

Automatic Process

Batch Process

User Process

Asset Receiving

Serialize

Asset Receiving

State of Connecticut

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

My HR | Finance | Core-CT Help

Serialize

New Window | Help

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

Personalize | Find | View All | First

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	Stock UOM	AM Status	Dice Track
1	🖧	ipad	3.0000	EA 🔍	500.00000	Penalty	3.0000	Open	☑	☐	EA 🔍	Pending	Dice Track

☑ Interface Receipt

Interface Asset Information

[Save] [Notify] [Refresh] [Add]

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Asset Receiving

Interfaces

Assets from Receipt

- Loaded Automatically

Payments

- Staged as Pending (Daily)

Consolidated/Unitized

- Manual Load before Payment

Interfaces

Physical A
- NAD
- AUP
- IHI
- PHY
- CLC

Financial
- RET
- PRT

Both
- CAP
- ADQ
- ADJ

Asset Receiving

Asset Receiving

Working with Non-Capital Assets

Cost Adjustments

Retire/Reinstate

Inter-Unit Transfers

Inventory

Non-Capital Assets

Extract/Scope/Occurrence

Physical Inventory Extract/Scope/Occurrence

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_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.

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Core-CT

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: PI NCP Scan Scope

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.

Physical Inventory
Extract/Scope/Occurrence

Physical Inventory

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:			☑ Capitalized Asset
*Asset Status:	In Service ▼		☑ New Asset
Acquisition Date:	05/01/1991		☐ Available For Use
Placement Date:	10/19/2007		☐ 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:	
Threshold ID:			
Profile ID:	1RAILCAR		

☑ Federally Funded Asset?

Book Page   Set R and D Info...

Attachments (0) — **NEW**

Fair Value Details

Attachments

Asset Management

Attachments

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

Details						Personalize | Find | View All | 🗗 | 🎛 First 🔄 1 of 1 🔽 Last
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.
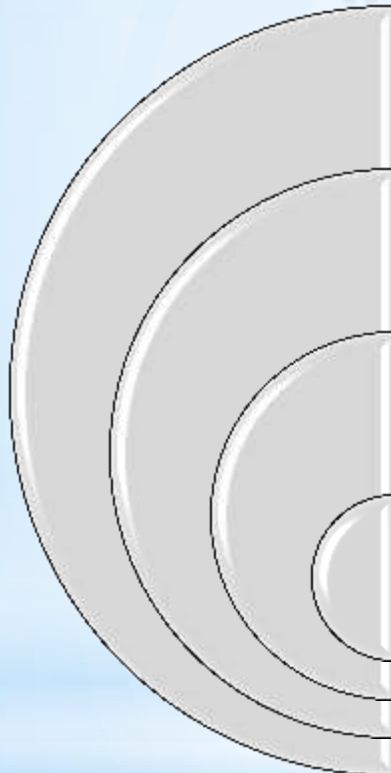
Add Attachment

OK   Cancel   Attachments

Attachments

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

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: 6217

Manufacturer ID:

Manufacturer Name: **Make:** YANKEE DOODLE

Field NO Longer available

Model: Year: 1991

Product Version: **Production Date:**

Plant: **Contact:**

VIN: SKU:

▶ **License Information**

▼ **Custodian Information**   Find | View All   First ◀ 1 of 1 ▶ Last

Effective Date: 05/01/1991   **Effective Sequence:** 0   ☐ **This Asset is Offsite**   ➕ ➖

Custodian:

- 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