

**Core-CT
Finance User Group Meeting
GL/BI/AR**

February 25-26, 2013

Topics

- I. Welcome / Introductions / News
- II. General Ledger Deltas
- III. Billing Deltas
- IV. Accounts Receivable Deltas
- V. Training & Support for Go Live
- VI. Agency Readiness Tasks
- VII. 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
 - Recommend highly MS Office standard file formats and .pdf - *remember* users that you want to see the attachment must have the software to open the attachment

Home Finance Core-CT Help

New Tab for Finance Users

Personal Information

- Personal Information Review and update your personal information.
 - Personal Information Summary
 - Work and Salary History
 - Phone Numbers
 - Email Addresses
 - Emergency Contacts
 - Home Details
 - Other Details
- My System Profile Set up personal preferences, such as email and language preferences, password and forgot my password info.
 - My System Profile
 - Change My Password
- Employee Benefits
 - Benefits Information Review a summary of your benefit enrollments.
 - Benefits Summary
 - Health Care Summary
 - Retirement Summary
 - Spousal Contributions Summary
 - Domestic Partnership Info
 - Defined Contribution Plans Defined Contribution Plans (DCP)
 - Rollout of DCP
 - Change/View current DCP Account

Time and Labor

- Time and Labor Request and approve time.
 - Download

Payroll

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

Recruiting

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

Core-CT News

No articles currently available

Recent articles | Latest Available articles | Feed

[View All Articles and Sections](#)

My Reports

No Reports To Display

[Report Manager](#)

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State of Connecticut

my BI Finance Bookkeeping Core-CT Help 11/15/11 Select Date

Expiring Vendor Contracts

ID#	Contract	Status	Issue	Terms (M)	Term End
STATE_1190912186	Agreement	Active	03/15/10	12	03/15/11
STATE_1191002764	GUTRI	Active	03/08/10	12	03/08/11

My Reports

Report	Folder
SOCI_OPFLEX	Operative
SOCI_COUNS	General
FINANCIAL	General
STATE_FUNDING	General
STATE_FUNDING	General
STATE_FUNDING	General
STATE_FUNDING	General

Exp Projects

Project	Cost Amount	Budget	Start
001000000000	1,173,652	1,176,203,652	
001000000000	1,886,111	2,240,521,683	
001000000000	480,911	480,213,000	
001000000000	88,833	155,870,482	

*No Resources

Budget Status Report

Entity	Fund	Proj	Sub	Request	Prd	Period	YTD Actual	Balance
01	11100	11000	00200	00348000	2011	J	-4831.96	
01	11100	11000	00200	00348000	2011		0	
01	11100	11000	00200	00348000	2011	J	0	
01	11100	11000	00200	00348000	2011		0	
01	11100	11000	00200	00348000	2011	J	0	
01	11100	11000	00200	00348000	2011		0	
01	11100	11000	00200	00348000	2011	J	-2346	

Core-CT News

No articles currently available.

[Admin Dashboard](#) | [Feed](#)

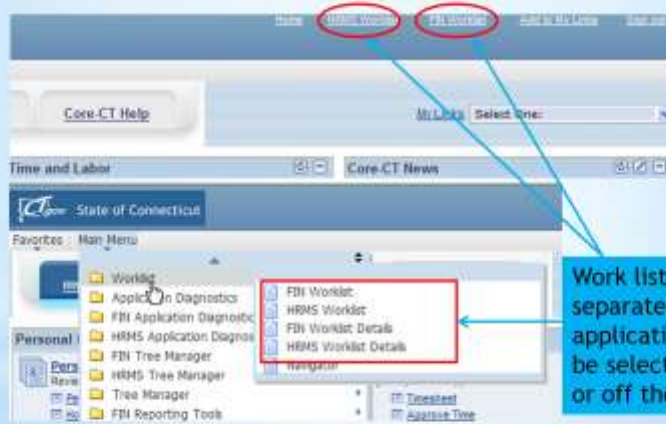
[View All Activity and Content](#)

Finance Blog

No postings available.

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Core-CT State of Connecticut

Core-CT Breadcrumbs

Home > Main Menu > Core-CT Previous > Purchasing > Purchase Orders > Add/Update PO

My HR **Finance** Core-CT Help

Maintain Purchase Order

Purchase Order

Business Unit: 48301 PO Status: Disapproved

PO ID: 000011718 Budget Status: Void

Copy From:

Hold From Further Processing

PO Details

*PO Date: 05/14/2012 Vendor Search

*Vendor: 00241021F-001 Vendor Details

*Vendor ID: 000014234 W.B. MASON COMPANY INC

*Buyer: 000000000 AED-KAZEMALI LEA

PO Reference:

Header Details [Add/Update](#) [Print](#)

PO Defaults [Document Status](#)

Revisions [Add Comments](#)

PO Activities [Add New To Comments](#)

Amount Summary

Merchandise:	38,340.00	
Freight/Tax/Inv:	0.00	Calculate
Total Amount:	38,340.00	USD
Encumbrance:	28,800.00	USD
Balance:		
Total PO Obligation:	34240.000	USD

Document Status

Recorder Status: Not [Record](#) [Cancel Main Order](#)

Receipt Status: Not Recd

*Dispatch Method: Print [Calculate](#)

Print [Retrieve](#)

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

9.1 Upgrade General Ledger & Commitment Control Deltas

- Run Controls & Data Cleanup
- ChartFields and SpeedTypes
- Journal Attachments
- Spreadsheet Journal Upload
- Accrual Journal Approvals
- XML Reports

- Budget Journals
- Budgets Overview (Chart)
- Budget Status of Bypass
- Budget Pagelet

- Run Controls & Data Cleanup

State of Connecticut

Core-CT

Run Controls

- ALL Run Core-CT run controls will be deleted as part of the Core-CT Upgrade to 9.1.

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All Core-CT Run Controls will be deleted as part of the data upgrade from Core-CT 8.9 to Core-CT 9.1.

If you have complicated Run Controls, Flexible Ledger Analysis Report is a good example, you will want to take screen shots PRIOR to the end of February. That will make it much easier to re-create them after Upgrade Go-Live.

This is an opportunity for a FRESH START. We recommend that you create and name your Run Controls so that they are useful to you. We DO NOT RECOMMEND using your INITIALS or NAME or DATE. These will not help you identify the parameters saved for your report.

- Processes on a recurring schedule will be deleted.

PID	Name	Type	Instance	User	Run Date/Time	Run Status	Delete
716790	Application Engine	PSQUERT	0000013 5:00 PM EST	DKS\SvcUserC	0000013 5:00 PM EST	Quoted	Y/N
716798	Application Engine	CT_TRC_MCH	PT	0000013 1:00 PM EST	0000013 1:00 PM EST	Quoted	N/A
716798	PSQL	0000013	PT	0000013 8:00 PM EST	0000013 8:00 PM EST	Quoted	N/A
716798	Application Engine	PSQUERT	0000013 5:00 PM EST	DKS\SvcUserC	0000013 5:00 PM EST	Quoted	N/A

- Any General Ledger journals not posted will be deleted.
- Any Budget Journals not posted will be deleted.

- Run Controls & Data Cleanup
- ChartFields and SpeedTypes

State of Connecticut
Core-CT Chart field Long Description

Chartfields will have the option of a Long Description.

The screenshot displays a software interface for managing fund codes. At the top, it shows 'Fund Code' with fields for 'SetID' (STATE), 'Fund Code' (12010), and 'Effective Date' (03/01/2008). Below this is a table with columns: 'Effective Date', 'Status', 'Description', 'Short Description', 'Budgetary Only', 'Attributes', and 'Long Description'. The first row shows '03/01/2008', 'Active', 'Roc & Natural Heritage Trust', 'Roc/NatHerTr', a checked box, 'Roc/NatHerTr', and a 'Long Description' field. Below the table is a 'Long Description' dialog box with fields for 'SetID' (STATE), 'Fund Code' (12010), and 'Effective Date' (03/01/2008). It contains a large text area for the description and 'OK' and 'Cancel' buttons.

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In Core-CT 9.1 the Long Description field on a ChartField definition is effective dated and allows for extended descriptions.

This description field is not readily available on any reports as of yet, due to it's size and the real estate available on existing reports. However, it may serve as online documentation.

It has VERY limited use.




In Core-CT 9.1 SpeedTypes can contain Project Costing ChartFields.
 Currently only Project ID exists.

Version 9.1 is adding PC Business Unit, Activity, Source Type, Category, and Subcategory.

Core-CT will be updating any existing SpeedTypes with a 'NonProject' Project ID, with the NONPC Business Unit, as a courtesy to users.

- Run Controls & Data Cleanup
- ChartFields and SpeedTypes
- Journal Attachments



State of Connecticut

GL Journal Attachments

- Core-CT 9.1 allows End Users to add attachments to General Ledger Journal headers.
- The following file types can be attached:
 - doc & docx
 - xls & xlsx
 - txt
 - pdf
 - jpeg
 - csv

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Core-CT 9.1 enables end Users to attach documents to General Ledger journals headers using an Attachment link.

Adding attachments to Journal headers is similar to add attachments to an email. This new feature of Core-CT is available in other modules, in addition to the General Ledger module.

The following file types can be attached:

- Microsoft Word Documents
- Microsoft Excel Files
- JPEG
- PDF
- CSV


State of Connecticut

GL Journal Attachments

• General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Home | Users | Totals | Errors | Approval

Unit: STATE Journal ID: AGIT: Date: 02052013

Long Description:

*Ledger Group: Adjusting Entry: Non-Adjusting Entry:

Ledger: Fiscal Year: 2013

*Source: Period:

Reference Number: ADJ Date: 02052013

Journal Class:

Transaction Code:

S/LR Type:

Payroll Related (ADD CORRECT) /

Backups (B) Constitution Control

General Use (not generate Journal)

Auto Generate Lines Save Journal Incomplete Status

AutoBalance on 0 Amount Line

Home | Users | Totals | Errors | Approval

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Some examples of attachments maybe a scanned copy of a deposit slip for a Deposit Correction journal (DC).

Or backup for a Payroll Correction or for a COP9 related entry.

Journal Entry Attachments

Attachments

LINE: STATE: Journal ID: NEXT: Date: 02/05/2012

Details						Refresh	Close	Print	Help	Exit
File Name	Show to Applicant?	Description	User	Size	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

OK Cancel Refresh

State of Connecticut
Core-CT **GL Journal Attachments**

- Be sure to select the option to Show to Approver for Accrual Journals

Journal Entry Attachments

Attachments

ENR: STATC Journal ID: NCIT Date: 00050913

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

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

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Although only ACCRUAL Ledger journal entries require approval, please leave this box checked – as a rule of thumb.

Journal Entry Attachments

Attachments

OBJ STATE Journal ID INDT Date: 02/02/2012

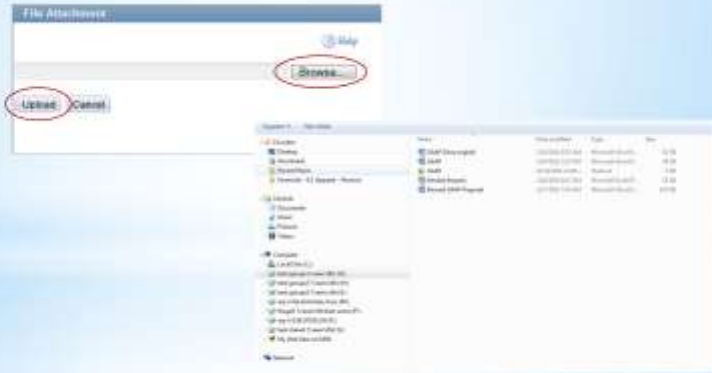
File Name	View to Approve?	Description	Year	Name	Date/Time Stamp
View	<input type="checkbox"/>				

Adding large attachments can take some time to upload. Therefore, it is advisable to save the file to your desktop before adding large attachments.

Add Attachment

OK Cancel Return

- Browse to select a file
- Click Upload to attach the file





You can also add MULTIPLE attachments.

You can also DELETE attachments.



The number in the parentheses () in the Attachment link indicates the number of attachments associated with a payment. For example Attachments (0) indicates that no files are attached; Attachments (1) indicates 1 file is attached.

This is the same navigation for users that want to VIEW attachments.

- Run Controls & Data Cleanup
- ChartFields and SpeedTypes
- Journal Attachments
- Spreadsheet Journal Upload

New Spreadsheet Journal Upload Tool



State of Connecticut Governor Donald P. MaBay Search

Core-CT HRMS/FINANCIALS/REPORTING SYSTEM

Home About Us Help Contact

LOGIN
SELF-SERVICE
FINANCIALS
Cost
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TRAINING
DAILY MAIL
CATALOG OF REPORTS
9.1 UPGRADE

OFFICE OF THE STATE COMPTROLLER
DAS
VETERANS
STORM SANDY

Welcome to the Core-CT Website

Welcome to the home page for Core-CT, Connecticut state government's integrated human resources, payroll, and financial system. Based on your role, use the links to the left to navigate to pages designed for you.

News

Core-CT has upgraded its HRMS, EPM, and Portal software from PeopleSoft 8.8 to PeopleSoft 9.1. The Financials software is currently being upgraded to version 9.1 with Go-Live scheduled for March 2013. More information about this upgrade can be found in the 9.1 Upgrade link on the left.

The link to Pre and Post Upgrade Purchasing Instructions has been moved to the the 9.1 Upgrade Home Page.

State of Connecticut Governor Daniel P. Malloy Search

Core-CT HRMS/FINANCIALS/REPORTING SYSTEM

Home About Us Help Contact

Financials

This site supports Core-CT users working on Core-CT Financials transactions.

Modules

- [Asset Management](#)
- [Accounts Payable](#)
- [Accounts Receivable](#)
- [Billing](#)
- [Customer Contracts](#)
- [eProcurement](#)
- [General Ledger/Commitment Control](#)
- [Inventory](#)
- [Project Catalog](#)
- [Purchasing](#)

LOGIN
SELF-SERVICE
HRMS
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9.1 UPGRADE

OFFICE OF THE STATE COMPTROLLER
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9.1 UPGRADE



General Ledger

[General Ledger Spreadsheet Journal Upload Tool](#)

[Ledgers](#)

[Budget Structures & Budget Journal Upload Tool](#)

[Payroll Corrections that Impact Fringe Benefits](#)

[Budget Spreadsheet Journal Entry](#)

[Payroll Corrections with No Fringe Benefit Impact](#)

[Charfield Maintenance Instructions and Forms](#)

[Payroll Reconciliation](#)

[Billing Coding Chart \(BSC\)](#)

[Reconciling Grant Expenditures for SEFA](#)

[Federal Program Appropriations Report \(CTGA022\)](#)

[Sample Reimbursable Cost Recovery Report](#)

[General Ledger/Payroll Reconciliation](#)

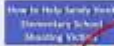
[Spreadsheet Journal Entry](#)

[How to Run the Comprehensive Financial Status Report \(CFSS\)](#)

[Valid Fund/SID Combinations](#)

LOGOUT

- SELF-SERVICE
- HRMS
- FINANCIALS
- EPM
- SECURITY
- TRAINING
- DAILY MAIL
- CATALOG OF REPORTS
- N.I. UPGRADE



General Ledger Spreadsheet Journal Upload Tool

Purpose

Use this instruction document in order to download the Spreadsheet Journal Tool.

Procedure

1. Please note: Both the Spreadsheet Journal Upload Template and the Macro **must be stored in the same file location. It is suggested you create a special folder for these documents.**
2. To begin the download process, right click on the Spreadsheet Journal Upload Tool hyperlink (Below) and choose **Save Target As**. You will receive a **SAVE AS** window. Please specify where you would like to save the file in the **Save In** box at the top of the window. Be sure the file name ends in **.xls** and the file type is **Microsoft Excel**. Click **SAVE**.
3. To download the corresponding macro (jmlmacro4), right click on the Spreadsheet Journal Upload Tool Macro hyperlink and choose **Save Target As**. Once again, you will receive a **SAVE AS** window. Please specify the same location that you used to save the Excel file in the **Save In** box at the top of the window. When saving the macro, you **MUST** add the file extension of **.xla** to the macro File Name with a file type of **MS Files**. Click **SAVE**.
4. Before opening the Spreadsheet Journal Upload Tool, change the macro security settings in Excel by navigating to the following path on the Tool bar: (Tools > Macro > Security). The Security Box will appear. Select the **Medium** security level and click **OK**. If you open the spreadsheet and the home page displays, but the buttons don't do anything that means the security is set to **High** and must be lowered to **Medium**.
5. Open the Spreadsheet Journal Upload Tool by double clicking the **spreadsheet_journal_upload** Excel file in Windows Explorer. By opening the tool, you will automatically enable the functionality stored in the macro. Therefore, **DO NOT open the macro** during this process. It is suggested you create a shortcut for the Excel file to your desktop so that you do not open the wrong file by mistake. **IF YOU EXPERIENCE COMPLETE ERRORS, PLEASE CALL THE HELP DESK.**

If you have any problems please contact the help desk.

[Spreadsheet Journal Upload Tool](#)

[Spreadsheet Journal Upload Tool Macro](#)

- * Remember to save both the Excel Worksheet and Macro in the Same Folder.
- * Remember to right-click and use the 'Save-As' option to save the macro as .xla
- * The old tool may work. However, we are supporting the NEW tool.

State of Connecticut
Core-CT Spreadsheet Journal Upload

- Automatically generate Journal IDs using the NEXT value.
 - (Users should following agency conventions in creating Journal IDs.)

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The Spreadsheet Journal Upload Tool is used to create journal entries to be uploaded to Core-CT. The steps to create spreadsheet journals are mostly the same in Core-CT 9.1 as they are in Core-CT 8.9 with two differences. In Core-CT 9.1 users can:

- Automatically generate Journal IDs using the NEXT value. (Users should following agency conventions in creating Journal IDs.)
- Enter a SpeedType code in the journal lines section. Core-CT 9.1 will create the distribution coding for the line based on the SpeedType code entered in the Spreadsheet Journal Upload Tool.

State of Connecticut
Core-CT Spreadsheet Journal Upload

- Enter a SpeedType code in the journal lines section.

Spreadsheet Journal Import										
Journal Header		Sys ID	Journal ID	Date	Description					
1027 STATE NEXT			41312							
Journal Lines										
Sys ID	Journal ID	Line #	Vint	Ledger	Speed Type	Fund	Dept ID	SID	Program	Account
Select fields to copy from previous line by marking the checkboxes under each field.										
1027	STATE	NEXT			DOT_TF					

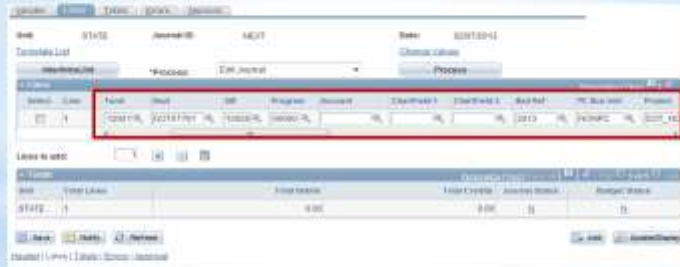
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Enter a SpeedType code in the journal lines section. Core-CT 9.1 will create the distribution coding for the line based on the Speed Type code entered in the Spreadsheet Journal Upload Tool.

You may leave some Chartfields blank in your SpeedTypes, such as Account for example. You would then have to enter it directly into the spreadsheet.

If you think SpeedTypes will benefit you, then you may want to create a reference document/sheet for your commonly used SpeedTypes.

- Core-CT 9.1 will create the distribution coding for the line based on the SpeedType code entered in the Spreadsheet Journal Upload Tool.



- Run Controls & Data Cleanup
- ChartFields and SpeedTypes
- Journal Attachments
- Spreadsheet Journal Upload
- Accrual Journal Approvals

State of Connecticut
Core-CT ACCRL Journal Approvals

- General Ledger > Journals > Journal Entry > Create/Update Journal Entries

The screenshot shows the 'Approval' tab selected in the top navigation bar. The 'Ledger Group' dropdown menu is highlighted with a red rectangle and contains the value 'ACCRL'. The 'Approval' tab is also highlighted with a red circle. The form contains various fields for journal entry creation and approval, including 'User', 'Journal ID', 'Date', 'Long Description', 'Adjusting Entry', 'Fiscal Year', 'Period', 'ADB Date', 'Transaction Code', and 'SJE Type'. There are also checkboxes for 'Auto Generate Lines', 'Save Journal Incomplete Status', and 'Auto Balance on 0 Amount Line'.

Only journal entries for the ACCRL ledger require approval. These journals must be submitted for approval when they are created using the **Approval** tab on in the **Create/Update Journal Entries** component.

- Only journal entries for the ACCRL ledger require approval.

Journal | Lines | Items | Dates | Approve

Doc: STATE Journal ID: 0001002423 Date: 02/07/2013 **Submit**

Approval Status

Doc: STATE

Approval Check Active: Y

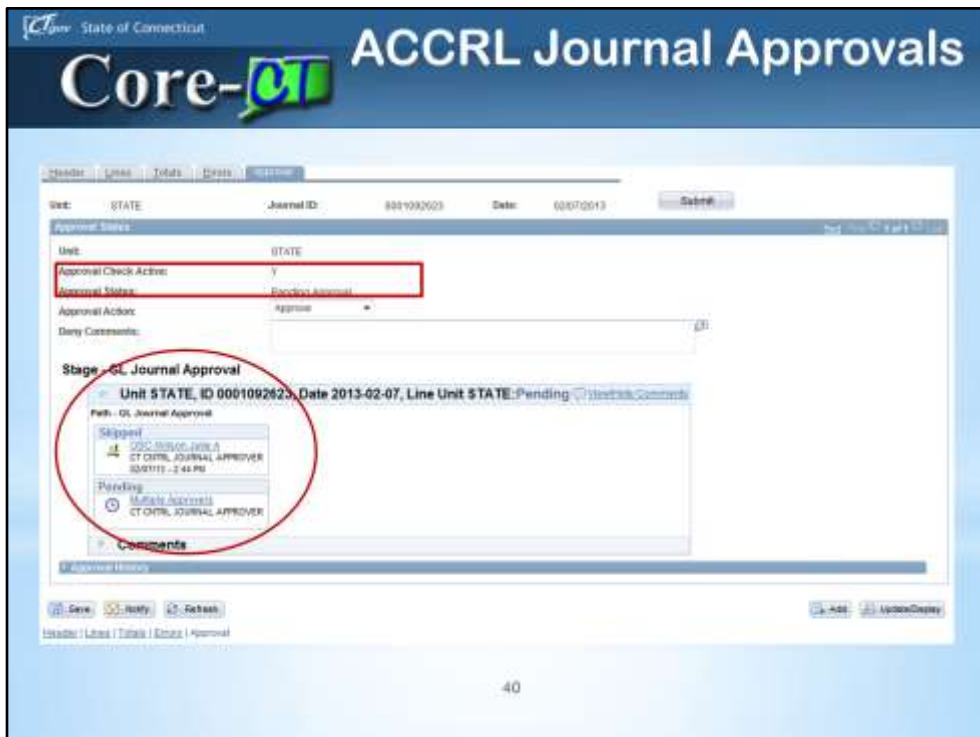
Approval Status: None

Approval Action: Approve

Entry Comments:

Approved History

Save Apply Refresh Add Delete/Cancel



Journals requiring approval are routed to an approver's **Worklist**. Journals can also be approved or denied using the **Manage Journal Approval** page.

Comments are required for any journal that is denied.

All approvals are managed by OSC.

There are no 'self-approvals' allowed. In this example, Julie Wilson entered the journal. Therefore she is 'skipped' as an approver.

- Run Controls & Data Cleanup
- ChartFields and SpeedTypes
- Journal Attachments
- Spreadsheet Journal Upload
- Accrual Journal Approvals
- XML Reports

The slide features a dark blue header with the 'Core-CT' logo on the left and the title 'XML Reports' on the right. The main content area has a light blue gradient background and contains two bullet points. At the bottom center, the number '42' is displayed.

State of Connecticut

Core-CT

XML Reports

- Users can run many General Ledger Reports in Core-CT 9.1 in XML format as well as Crystal format.
- XML reports cannot be viewed from the **View Log/Trace** page. They must be viewed from **Report Manager**.

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Users can run many General Ledger Reports in Core-CT 9.1 in XML format as well as Crystal format.

XML reports cannot be viewed from the **View Log/Trace** page. They must be viewed from **Report Manager**.

In this example a user runs the XML version of the **Journal Entry Detail** report.

- Navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Journal ID: 0001992240 Date: 01/10/2012 Errors Only

Process: Post Journal (MPL)

Select	Line	MW	Ledger	Amount Type	Fund	Dept	BR	Program	Account	Chart/Inst	Chart/Field	De
<input type="checkbox"/>	1	STATE	BOD_ACORL		12036	BOD46440	4025	00000	50110			20
<input type="checkbox"/>	2	STATE	BOD_ACORL		12036	BOD46440	4025	00000	10440			20

MW	Total Lines	Total Debits	Total Credits	Unsettled Status	Budget Status
STATE	2	500.00	500.00	0	0

- Click the Report Manager link (Administration tab)

[List](#) | [Explorer](#) | [Administration](#) | [Archives](#)

View Reports For

User ID: Type: Days

Status: Folder: Instance: In:

Select	Report ID	File Instance	Description	Basecat Date/Time	Format	Status	Details
<input type="checkbox"/>	5686971	7029234	GLX7591 - GLX7591.pdf	02/13/2013 11:00:23AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	5686951	7029215	Comm. Contr. Budget Processor	02/13/2013 10:02:33AM	(None)	Posted	Details
<input type="checkbox"/>	5686941	7029205	Comm. Contr. Budget Processor	02/13/2013 9:59:57AM	(None)	Posted	Details
<input type="checkbox"/>	5686939	7029203	PS/QL Journal Edit	02/13/2013 9:59:57AM	(None)	Posted	Details

Select All Deselect All

Click the delete button to delete the selected report(s)



Journal Entry Detail Report



Report Definition: GLX7501

State of CT Financials
Journal Entry Detail Report

Page: 1 of 2
Run Date: 2/13/13
Run Time: 11:50:12 AM

Unit:	STATE	Ledger Group:	MOD_ACCRL	Foreign Currency:	USD
Journal ID:	00010502342	Source:	OSC	Rate Type:	CRRNT
Journal Date:	1/10/13	Reversal:	None	Effective Date:	1/10/13
Description:	TEST	Reversal Date:		Exchange Rate:	1.00000000

Unit: STATE Ledger: MOD_ACCRL UnitPost Sequence: 0

	Fund / Dept	SD / Program	Account / Bud Ref	FC Bus Unit / Project		
1						
Description:	Transfer-Grant-State				Amount:	500.00 USD
Agency:	12835	40228	50110	NONPC	Base Amount:	500.00 USD
Reference:	---	ECD4940	0000	2013	Rate Type:	CRRNT
Open Item:	---			ECD_NONPROJECT	Rate:	1.00000000
2						
Description:	Transfer-Grant-State				Amount:	-500.00 USD
Agency:	12835	40228	10440	---	Base Amount:	-500.00 USD
Reference:	---	ECD4940	0000	2013	Rate Type:	CRRNT
Open Item:	---				Rate:	1.00000000

- Budget Journals
- Budgets Overview (Chart)
- Budget Status of Bypass
- Budget Pagelet

- An **Alternate Description** field on the Budget Header page
- Ability to enter a SpeedType code directly rather than using the lookup button
- Attachments can be added to the header of a budget journal

- Up to 150 characters in length

The screenshot shows a web-based form for entering budget journal information. The form is titled "Budget Journal" and includes several sections for data entry. A red rectangular box highlights the "Alternate Description" field, which is a text input area with a character count of 150. Above this field is the "Long Description" field, also with a 150-character limit. The form includes various dropdown menus and checkboxes for configuring the budget journal, such as "Ledger Group", "Control Chartfield", "Budget Header Status", and "Budget Entry Type".

This field allows users to add an alternate description of a budget journal. This field supplements the Long Description field and can be up to 150 characters in length.

SpeedType Entry

- Users can type a SpeedType code directly in the **SpeedType** field or use the Lookup button to select a speedtype from a prompt list.
- Core-CT 9.1 automatically populates the appropriate ChartField values after an end user enters a valid SpeedType code in the **SpeedType** field and clicks, or tabs, away from the field.



- Core-CT 9.1 allows users to add attachments to Budget Journal headers.
- The file types that can be attached include:
 - doc & docx
 - xls & xlsx
 - txt
 - pdf
 - jpeg
 - csv

State of Connecticut

Core-CT Budget Journal Attachments

- Commitment Control > Budget Journals > Enter Budget Journals

The screenshot shows a web form for entering budget journals. At the top, there are tabs for 'Attachments', 'Budget Lines', and 'Substitutions'. The form contains several sections:

- Job Information:** Job (0172), Journal (1621), Fiscal Year (2013), Fiscal Period (8).
- Control Chart/Head:** Project.
- Budget Header Status:** Active.
- Budget Entry Type:** Adjustment.
- Exchange Rate:** 1.00000000.
- Budget Type:** Expense.
- Attachments (0):** A link to view attachments, which is circled in red.

 At the bottom of the form, there are buttons for 'Save', 'Add', and 'Refresh', and a 'Print Header' link.

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Navigate to the **Budget Header** page and click the **Attachments (0)** link.

- Save the journal prior to adding attachments

Journal Entry Attachments

Attachments

Business Line: STATE Journal ID: AECT Journal Date: 02/13/2013

File Name	Show to Approver?	Description	Size	Notes	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.

- Save the journal prior to adding attachments

Journal Entry Attachments

Attachments

Business Line: STATE Journal ID: AECT Journal Date: 02/13/2013

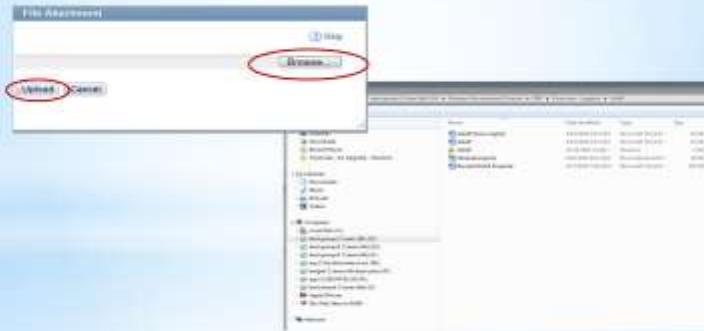
File Name	Show to Approver?	Description	Size	Notes	Date/Time Stamp
View	<input type="checkbox"/>				

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

Add Attachment

OK Cancel Refresh

- Browse to select a file
- Click Upload to attach the file



State of Connecticut
Core-CT Budget Journal Attachments

Journal Entry Attachments

Attachments

Business Unit: STATE Journal ID: NEXT Journal Date: 02/22/2012

File Name	Show to Attachment	Description	Date	Name	Date/Time Stamp
BUDGET_SHIYE_SHR_10_journal.pdf	NO	Setup			

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

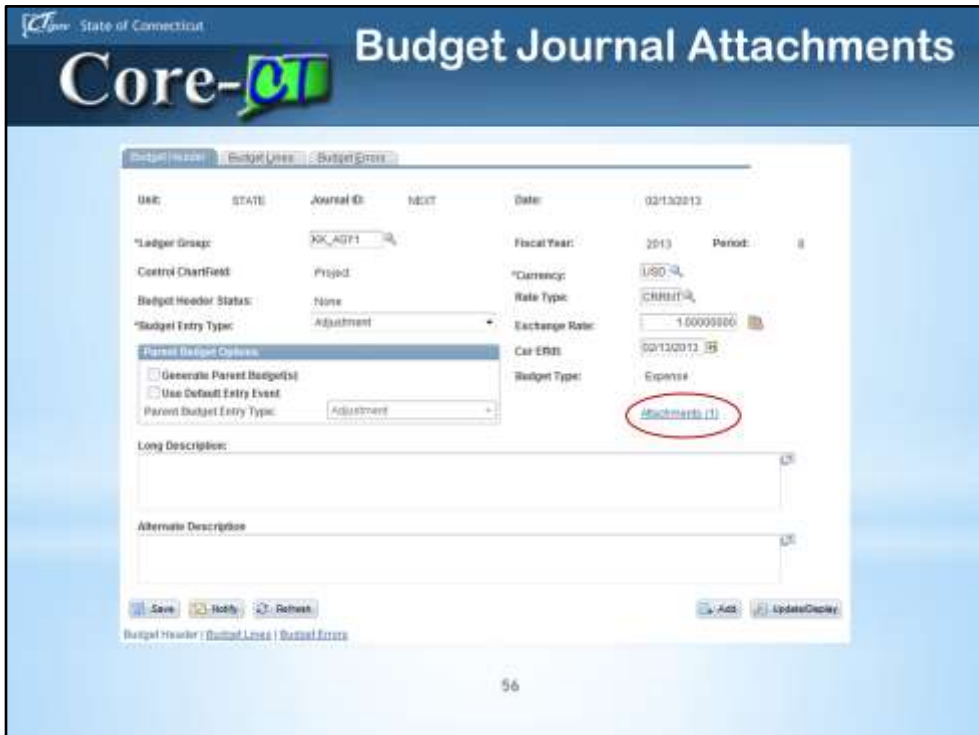
Add Attachment

BOOK Cancel Refresh

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You can also add MULTIPLE attachments.

You can also DELETE attachments.



The number in the parentheses () in the Attachment link indicates the number of attachments associated with a payment. For example Attachments (0) indicates that no files are attached; Attachments (1) indicates 1 file is attached.

This is also the same navigation for users that want to VIEW the attachment.

- Budget Journals
- Budgets Overview (Chart)

State of Connecticut
Core-CT Budgets Overview (Chart)

- Commitment Control > Review Budget Activities > Budgets Overview

The screenshot shows the 'Budget Overview (Chart)' interface. At the top, it displays 'State of Connecticut' and 'Core-CT'. The main title is 'Budgets Overview (Chart)'. Below this, there is a navigation path: '• Commitment Control > Review Budget Activities > Budgets Overview'. The interface includes a 'Budget Inquiry Criteria' section with 'Agency: AD11' and 'Description: 0071'. There are buttons for 'Display Chart' (selected) and 'Display Grid'. Below this, there are sections for 'Types of Columns' and 'Display Grid'. The 'Display Grid' section contains a table with columns for 'Fund', 'Account', 'Dept', 'Fund', 'Fund', 'Program', 'Sub Fund', and 'Project'. The table has several rows of data. At the bottom of the screenshot, the number '58' is displayed.

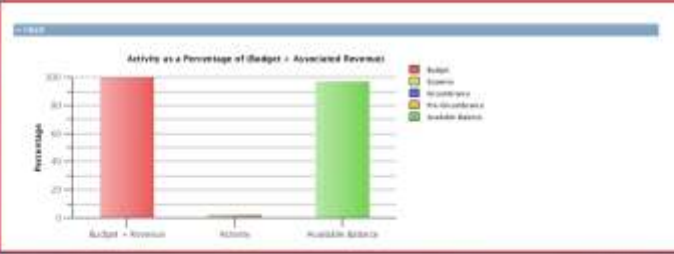
Users can choose to display Budget Overview information on a bar chart, as well as in a grid, by selecting the Display Chart option on the Budget Overview page.

Budgets Overview (Chart)

Legality Results

Document ID:	07478
Ledger Code:	04_4071 Agency Budget Subtotal
Type of Calendar:	Direct Budget Period
Account in Base Currency:	USD
Revenue Association:	<input type="checkbox"/>

Item	Max Value	Value	Excess	Shortfall
Budget	200,719,469.71			
Expenses	5,907,127.94			9.99
Capitalization	2,012,892.78			
Pre-Encumbrance	3,020,267.85			
Budget Balance	200,719,469.71			
Accounted Revenue	0.00			
Available Budget	200,719,469.71			



- Budget Journals
- Budgets Overview (Chart)
- Budget Status of Bypass

- General Ledger > Journals > Process Journals > Review Journal Status

The screenshot shows a software interface for reviewing journal status. At the top, it displays 'Journal Header' and 'Journal Lines'. Below this, there are fields for 'Jnl', 'STAFF', 'Journal ID', 'PCN00000', 'Journal Date', and '99010012'. A 'Transactions List' section contains a table with the following columns: 'Type', 'Subtype', 'Type', 'Category', 'Subcategory', 'Book Code', 'Budget Date', 'Amount', 'Budget Status', 'B', 'W', 'DR', 'CR', 'Line Desc'. A red box highlights the 'Budget Status' column, which contains the letter 'B' for all entries. The entries in the table are as follows:

Type	Subtype	Type	Category	Subcategory	Book Code	Budget Date	Amount	Budget Status	B	W	DR	CR	Line Desc
90190						99010012	640,000.00 USD	B					CAFC Rev
90215						99010012	1,305.44 USD	B					CAFC Rev
90190						99010012	1,888.82 USD	B					CAFC Rev
90002						99010012	20,490.20 USD	B					CAFC Rev
90025						99010012	99.77 USD	B					CAFC Rev
90009						99010012	3,229.88 USD	B					CAFC Rev
94110						99010012	8,810.83 USD	B					CAFC Rev
90392						99010012	48,545.97 USD	B					CAFC Rev
90499						99010012	6.90 USD	B					CAFC Rev
90005						99010012	1,708.48 USD	B					CAFC Rev

Transactions that do not qualify for budget checking against an expenditure budget will show a Budget Status of B on some Line Level Inquiries, such as the one shown above. These transactions include those coded to balance sheet and/or some revenue accounts.

State of Connecticut
Core-CT Budget Status of Bypass

• Purchasing > Purchase Orders > Review PO Information > Purchase Orders

Purchase Order Inquiry
 Distributions for Schedule 1

PO ID: 000000236 Line: 1 Sched: 1 Item: W346FLOR 15/STEN
 Status: Active Sched Qty: 2.0000
 Distribute By: Quarterly Merchandise Amount: \$3.33 USD
 Doc. Base Amount: \$3.33 USD

Item	Status	Period	Budget Status	Budget Date	Encumbrance Balance	Encumbrance Balance	Current	Unencumbered Base Balance	Base Current	Unexpended To Date	Contract/Order Control
1	Open	100.0000	Bypass	10/17/2012	0.0000	0.0000	USD	8.88 USD		9.30	<input type="checkbox"/>

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Transactions that do not qualify for budget checking against an expenditure budget will show a Budget Status of B on some Line Level Inquiries, such as the one shown above. These transactions include those coded to balance sheet and/or some revenue accounts.

State of Connecticut **Core-CT** Budget Status of Bypass

- Accounts Payable > Review Accounts Payable Info > Vouchers Accounting Entries

Voucher Accounting Entries

Business Unit: 000014 Invoice Number: 00000000000000000000
 Accounting Line View Option: Standard Show Foreign Currency: Search: Report:

Invoice Date: 11/08/2012 Vendor ID: 000000001 Vendor Name: TOWN OF HAVEN

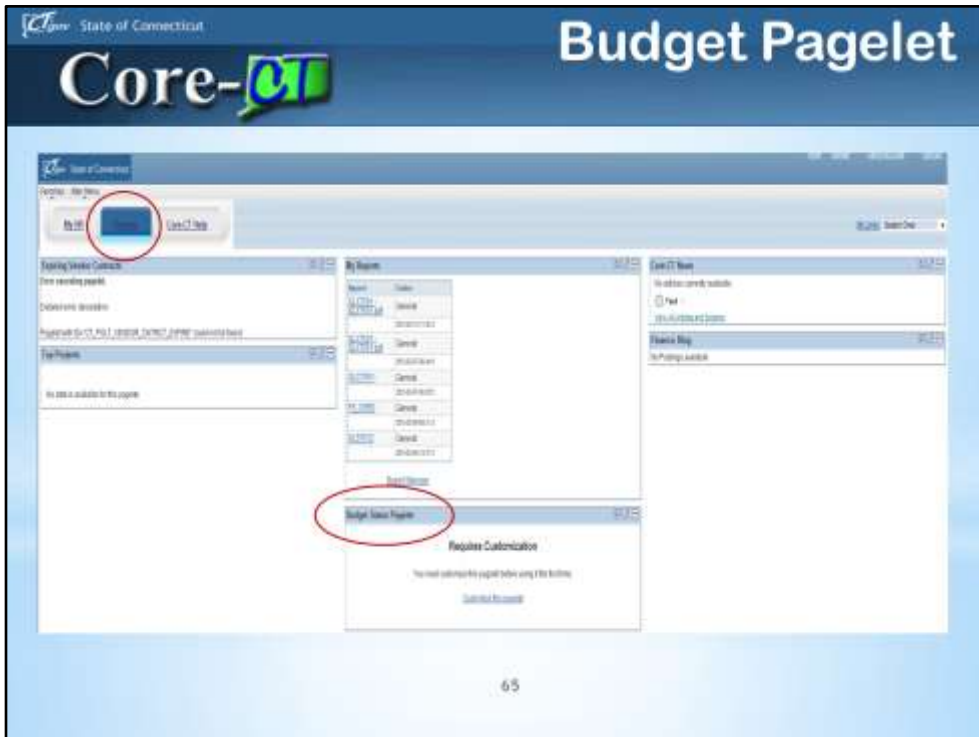
Posting Process: AP APACSL GL List Status: None

Line	Account Code	Doc Type	Doc Length	Doc Seq Num	Budget Date	Budget Status	Priority	Accounting Desc
					11/08/2012	Y		11000010
					11/08/2012	B		11000010

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Transactions that do not qualify for budget checking against an expenditure budget will show a Budget Status of B on some Line Level Inquiries, such as the one shown above. These transactions include those coded to balance sheet and/or some revenue accounts.

- Budget Journals
- Budgets Overview (Chart)
- Budget Status of Bypass
- Budget Pagelet



There will be a new Finance Homepage on the Core-CT Home Page.
On this page Budget Users will have the option to have Budget Status data automatically populated.
This pagelet is still under construction.

- Available for Fiscal Admin Reviewers and GL Approvers, Reviewers and System Tech Resources
- Requires users to customize the pagelet for their appropriate budget chartfields.



Customize pagelet to your Agency specs

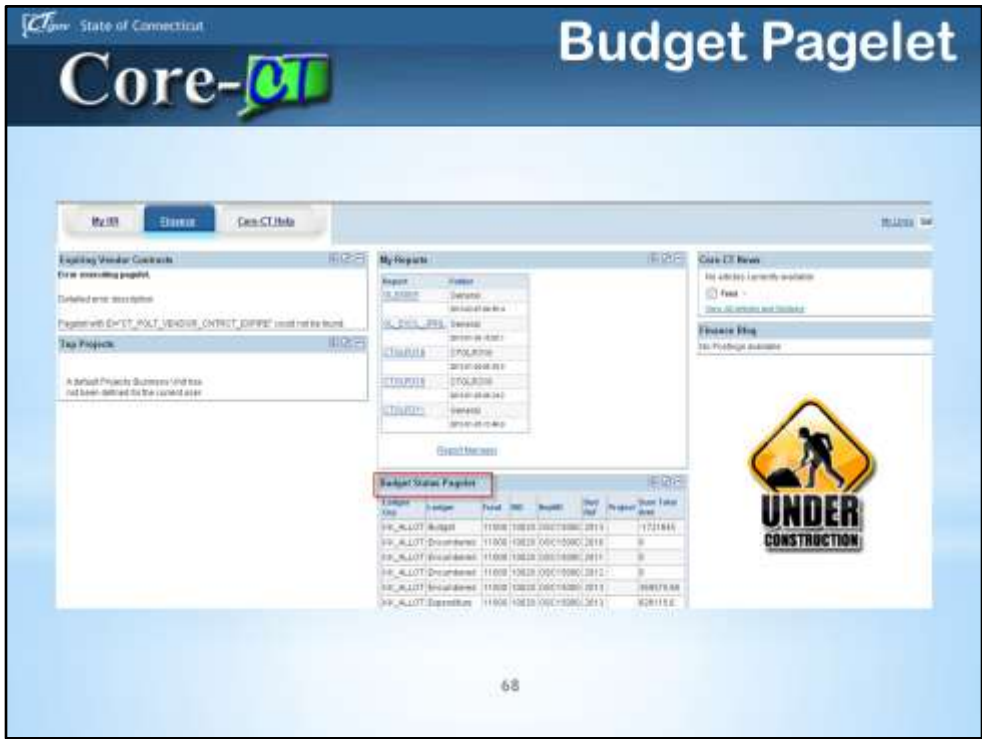
Personalize Budget Status Pagelet

Select from the available option(s) to personalize the display of this pagelet.

*Fiscal Year -	2013
*Accounting Period From	1
*Accounting Period To	999
*Ledger Gp -	99_ALL07
*Fund -	11000
*SID -	10020
*Depth like %	05C%
*Max Rows	10

Reset to Defaults

Save Return to Home



Modifications are still taking place in this subsection.



Take a bow!

9.1 Upgrade Billing Deltas

- I. Page & Navigation Changes**
- II. User Friendly Features**
- III. Improved Processes**
- IV. New Functionality**
- V. Up and Coming**
- VI. Questions & Discussion**

Billing Agenda

- Add a New Bill
- Installment/Recurring Schedule Icons
- Credit Bill Adjustments
- Report Manager



State of Connecticut
Core-CT

8.9

9.1

Add a New Bill
 Billing > Maintain Bills > Standard Billing

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Invoice Date & Accounting Date do not have to be populated; they will act in the same ways as in 8.9.

- Add a New Bill
- **Installment/Recurring Schedule Icons**
- Credit Bill Adjustments
- Report Manager



State of Connecticut
Core-CT

8.9 **9.1**

This screenshot shows a form with various fields. A red circle highlights a blue icon with the text 'Installment Bill Schedule' next to it.

This screenshot shows a form with various fields. A red circle highlights a blue icon with the text 'Recurring Bill Schedule' next to it.

Installment/Recurring Schedule Icons
 Billing > Maintain Bills > Standard Billing

75

Installment Bill Schedule & Recurring Bill Schedule Hyperlinks have been replaced by Icons. The left icon is the Installment Bill Schedule Icon, and the right icon is the Recurring Bill Schedule Icon. You can also hover over the icons to figure out which one is what.

- Add a New Bill
- Installment/Recurring Schedule Icons
- **Credit Bill Adjustments**
- Report Manager



State of Connecticut
Core-CT

8.9

The screenshot shows the 'Adjust Entire Bill' form with a red box around the 'Adjustment Reason' field at the bottom.

9.1

The screenshot shows the 'Adjust Selected Bill Lines' form with a red box around the 'Adjustment Reason' field at the bottom.

Credit Bill Adjustments
 Billing > Maintain Bills > Adjust Entire Bill
 Billing > Maintain Bills > Adjust Selected Bill Lines

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The Adjustment Reason Code is a new, required field for all adjustments. More on this as we continue.

- Add a New Bill
- Installment/Recurring Schedule Icons
- Credit Bill Adjustments
- **Report Manager**





Report Manager

New Navigation where Billing Pro-Forma's, Invoices, and Reprints can be saved and/or printed. We are using new software, XML Publisher, which is the reason for the change in navigation. XML Publisher allows for some useful, and user friendly features that 9.1 brings.

I. Page & Navigation Changes

II. User Friendly Features

III. Improved Processes

IV. New Functionality

V. Up and Coming

VI. Questions & Discussion

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BI Agenda

- Audit Logging
- Enhanced Combo Edit Error Message
- Render Pro-Forma Online
- View Invoice Image



User Friendly Features

Audit Logging

- Turned on for Copied Bills and Adjusted Bills
- Used for Problem Solving



Tracks who created a Copied or Adjustment Bill; Used for Problem Solving (i.e. Bill created from an old bill with outdated coding)

Audit Logging

Billing > Review Billing Information > Summary

Code	Company	Amount	SP/CP/Other	Account Name	SP/CP/Other		
Utility Extended Services		20.00		Chubbings		TX	Security Transport
Total Extended Services		0.00		Whitcomb Twp		2218 001	
Total Bill Charges		9.91		Bill Types		641	Accountancy Billing
				Bill Number		0000	Accountancy
Total T&E Amount		0.00		Bill Month		041	
Total Taxes		0.00		Company		101	
Total Revenue Demand		14.91		Contract		100	
Financial Fee		0.00		Bill No			
Plant Amount		0.00		Invoice Month		From Copy	
Total Due		20.00	2000	Bill Date		2000-04-15	2000-04-15 00:00:00
				Enter Bill Number			
CA #	0000000000			0000000000		0000	
Bill Number	0000000000			0000000000		0000	

OR

How to view Audit Logs.

Audit Logging

Set Up Financials/Supply Chain > Common Definitions > Audit Logging > Search Audit Logs

The screenshot displays the 'Search Audit Logs' interface. On the left is a 'Search Filter' panel with dropdown menus for 'Application' (set to 'SIS'), 'Account' (set to 'SIS'), and 'Transaction' (set to 'SIS'). The main area contains search criteria: 'Application Name' (SIS), 'Account' (SIS), 'Account Code' (SIS), 'Transaction' (SIS), and 'Transaction Code' (SIS). Below these are checkboxes for 'Check for errors', 'Show only errors', and 'Show only errors'. A table below shows the results of the search:

Seq	Account	Code	Description	Quantity	Unit	Amount	Description
4354	111100	1111	111100	111100	111100	111100	111100
4355	111100	1111	111100	111100	111100	111100	111100
4356	111100	1111	111100	111100	111100	111100	111100

How to view Audit Logs.


- Audit Logging
- **Enhanced Combo Edit Error Message**
- Render Pro-Forma Online
- View Invoice Image



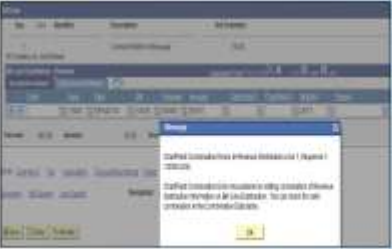
User Friendly Features

State of Connecticut
Core-CT

This



Not That



Enhanced Combo Edit Error Message

- System-Wide Enhancement
- Displays Specific Combo Edit Violation

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Combo Edit Error Message is much more specific.

- Audit Logging
- Enhanced Combo Edit Error Message
- **Render Pro-Forma Online**
- View Invoice Image



User Friendly Features

State of Connecticut
Core-CT

Render Pro-Forma Online

Automatic

PRO FORMA

Invoice No: DP524662
 Invoice Date: 2/15/13
 Page: 1 of 1

Please Remit To:
 State of Connecticut
 Dept of Emergency & Public Prot.
 1111 Coxsack Club Road
 Middletown CT 06457-5214
 United States

Customer Number: 53
Payment Terms: Net 30
Due Date: 3/15/13
PO Ref:
AMOUNT DUE: 50.00 USD

Bill To:
 Greater Torrington
 Attn: Accounts Payable
 1500 Washington Avenue South
 Torrington MA 01462
 United States

Amount Requested

For billing questions, please call: (800) 855-6295

Line	Identifier	Description	Quantity	UOM	Unit Price	Original Net Amount
1		Render Pro-Forma Online	1.00	EA	50.00	50.00
Subtotal:						50.00
Amount Due:						50.00

STATE REMITTANCE PAYABLE TO: STATE OF CONNECTICUT, DEPT. OF EMERGENCY SERVICES AND PUBLIC PROTECTION



By clicking the Render Pro-Forma Online Icon, a Pro-Forma will open in a new window as a PDF in just a few seconds; there is not a Run Control to set up or processing time to wait for.

- Audit Logging
- Enhanced Combo Edit Error Message
- Render Pro-Forma Online
- **View Invoice Image**



User Friendly Features

State of Connecticut
Core-CT

View Invoice Image

- Automatic, Process-less
- Pulls Up the Original Invoice

Billing > Review Billing Data
Summary

Item	Quantity	Invoice	Invoice Date	Invoice Date	Invoice Date
State Emergency Services	100.00				
Total Due	100.00				

Invoice Number	Invoice Date	Invoice Amount
10012345	03/15/10	100.00

INVOICE
Invoice No: 10012345
Invoice Date: 03/15/10
Page: 1 of 1

Please Remit To:
State of Connecticut
Dept of Emergency Services
1000 Washington Avenue South
Middletown, CT 06457-0308
United States

Customer Number: 10
Agreement Terms: Net 30
Due Date: 3/15/10
PO Ref:

AMOUNT DUE: 100.00 USD

Bill To:
Becker Transport
4800 Westmore Park
1000 Washington Avenue South
Middletown, CT 06457
United States

Amount Paid:

For billing questions, please call (800) 955-8226

Line	Quantity	Description	Units	Unit Price	Net Amount	Original Net Amount
1	1.00	View Invoice Image	EA	100.00	100.00	100.00

Amount Due: 100.00

STATE PRINTING IS AVAILABLE TO: STATE OF CONNECTICUT, DEPT. OF EMERGENCY SERVICES AND PUBLIC PROTECTION

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A copy of the Original Invoice is attached to the bill when it is Finalized; this feature is for bills finalized in 9.1. There are two navigation paths to View the Invoice Image.

State of Connecticut
Core-CT

View Invoice Image

- Automatic, Process-less
- Pulls Up the Original Invoice

Billing > Review Billing Details

Item	Uplift	Weeks	UPID/UPID	Invoice Date
Invoice	641		Invoice Date:	02/12/13
Rate	641		Invoice	641
Contract	11		641/641	
Invoice Details				
Invoice From:	0100-0000	Invoice To:		
Accounting Date:	02/12/13	Bill Month:		02/13
Phone No:	860-437	Bank Account:		0100
Name:	0100-0000	Bill Request From:	0100-0000	
Location:	01	Location:	0001-0000	
Officer:	0100-0000	Officer Authority:	0100-0000	
Unit:	0100-0000	Unit:	0100-0000	
Unit Type:	0100-0000	Unit Type:	0100-0000	
Unit Status:	0100-0000	Unit Status:	0100-0000	

INVOICE
 Invoice No: 01000000
 Invoice Date: 02/13/13
 Page: 1 of 1

Please Remit To:
 State of Connecticut
 Dept of Emergency Services & Public Protection
 1075 Country Club Road
 Middletown, CT 06457-6208
 United States

Customer Number: 01
Payment Terms: Net 30
Due Date: 3/15/13
PO Ref:

AMOUNT DUE: 100.00 USD

Amount Remitted

For billing questions, please call (860) 655-2234

Line	Quantity	Description	Units	Unit Price	Net Amount	Original
1		View Invoice Image	1.00	100.00	100.00	
Subtotal:					100.00	
Amount Due:					100.00	

STATE PRINTING IS AVAILABLE TO STATE OF CONNECTICUT, DEPT. OF EMERGENCY SERVICES AND PUBLIC PROTECTION

A copy of the Original Invoice is attached to the bill when it is Finalized; this feature is for bills finalized in 9.1. There are two navigation paths to View the Invoice Image.

- I. Page & Navigation Changes**
- II. User Friendly Features**
- III. Improved Processes**
- IV. New Functionality**
- V. Up and Coming**
- VI. Questions & Discussion**

BI Agenda

- Finalize & Print - Icon
- Finalize & Print Process
- Reprint Invoice Process



Improved Processes

Finalize & Print - Icon

Billing > Maintain Bills > Standard Billing

- Automatically starts the Finalize & Print Invoice Process
- No Run Control Needed



Icon automatically starts the Finalize & Print Process. Have to navigate to the Report Manager to save and/or print the invoice.

- Finalize & Print - Icon
- **Finalize & Print Process**
- Reprint Invoice Process



Improved Processes

State of Connecticut
Core-CT

Finalize & Print Process

PeopleTools > Process Scheduler > Process Monitor

- BIJOB03K runs the same processes as BIJOB01

8.9

Process Detail

Process Name: BIJOB01 Refresh

Main Job Instance: 720657

List | Refresh

- 720657 - BIJOB01 Success
- 720658 - BIJOB01 Success
- 720659 - BIJOB01 Success
- 720660 - BIJOB01 Success
- 720661 - BIJOB01 Success

9.1

Process Detail

Process Name: BIJOB03K Refresh

Main Job Instance: 679971

List | Refresh

- 679971 - BIJOB03K Success
- 679972 - BIJOB03K Success
- 679973 - BIJOB03K Success
- 679974 - BIJOB03K Success
- 679975 - BIJOB03K Success
- 679976 - BIJOB03K Success

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Two Finalize and Print Jobs (BIJOB03K and BIJOB01); both run the same processes. Notice the three new 9.1 processes.

Finalize & Print Process

PeopleTools > Process Scheduler > Process Monitor

BIXCLSUM

- Creates Summarized Invoice for Invoices with a Summarization Template (Project/Contract Agencies)

BI_PRNXPNO1

- Creates Detailed Invoice

BI_XMLPBURST

- Attaches Image to Invoice
- Emails Invoice (Configuration Required)

Process Detail

Process Name: BIJOB01

Max Job Instance: 170201

List | Print

- BIJOB01 - BIJOB01 Business
- BIJOB02 - BIJOB02 Business
- BIJOB03 - BIJOB03 Business
- BIJOB04 - BIJOB04 Business
- BIJOB05 - BIJOB05 Business
- BIJOB06 - BIJOB06 Business
- BIJOB07 - BIJOB07 Business

New 9.1 Processes

- Finalize & Print - Icon
- Finalize & Print Process
- **Reprint Invoice Process**



Improved Processes

Reprint Invoice Process

Billing > Generate Invoices > Non-Consolidated > Reprint Invoices

- Communicates to the Customer that the Invoice is a Reprint

Process Detail

Process Name: 010010

State Job Instance: 579052

Let | Right

- 010010 - 010010 Invoice
- 010010 - 010010 Invoice
- 010010 - 010010 Invoice
- 010010 - 010010 Invoice
- 010010 - 010010 Invoice

010010
Invoice No: 010010
Page: 1 of 1

Please Bill To:
City of Middletown
100 State Street
Middletown, CT 06455

Customer Account:
Request Number: 010010
Tax Code: 010010
PS Ref: 010010

Amount Due: \$0.00

Line	Address	Description	Unit	Rate	Qty	Amount
1		Invoice				\$0.00

Amount Due: \$0.00

State Agency Agency of State of Connecticut Dept. of Administrative Services

Reprint Invoice Job processes produce a final Invoice with a REPRINT Watermark.

- I. Page & Navigation Changes
- II. User Friendly Features
- III. Improved Processes
- IV. New Functionality**
- V. Up and Coming
- VI. Questions & Discussion

BI Agenda

- Emailing Invoices - Final Product
- Establishing Customer Contacts
- Agency by Agency Configurable Options
- Verify Before You Process



New Functionality – Email Invoices

State of Connecticut

Core-CT

Emailing Invoices

Final Product

- Finalize and Print Process
- Reprint Process

Invoice ST37759 has been generated for your review.

DOIT.CORE.Test@post.state.ct.us
 Fri 05/19/10 9:55 AM
 To: Nathan, Chris
 Message: [SPMSU377759.pdf \(4 KB\)](#)

A new invoice ST37759 has been generated and is attached for your review and payment.

Invoice ST37759 has been generated for your review.

DOIT.CORE.Test@post.state.ct.us
 Fri 05/20/10 9:55 AM
 To: Nathan, Chris
 Message: [SPMSU377759.pdf \(4 KB\)](#)

A reprint of invoice ST37759 is attached for your review. If payment was sent, please ignore this email.

INVOICE

Invoice No: ST37759
 Invoice Date: 05/19/10
 Page: 1 of 1

Please Send To:
 State of Connecticut
 Dept of Energy & Public Works
 270 Parkville Road
 Middletown, CT 06457-0001
 United States

Customer Number: 471001
 Payment Terms: Net/30
 Due Date: 05/19/10
 Bill Date: 05/19/10

Amount Due: \$1,000.00

Line	Description	Quantity	Unit	Amount
1	State Invoice	1.00	EA	1000.00
Total				1000.00

Amount Due: \$1,000.00

For billing questions, please call (860) 486-2310

This is a Billable Invoice. This invoice has not been covered by this agency's appropriations process and no amount has been allocated for this invoice. Payment by the invoicee.

Final Product of the Finalize & Print Process vs the Reprint Process. We are encouraging agencies to email invoices, rather than print and mail, for interagency billings.

- Emailing Invoices - Final Product
- **Establishing Customer Contacts**
- Agency by Agency Configurable Options
- Verify Before You Process



New Functionality – Email Invoices

State of Connecticut
Core-CT

Establishing Customer Contacts

Customers > Contact Information

- State Customer Contacts Maintained by Core-CT

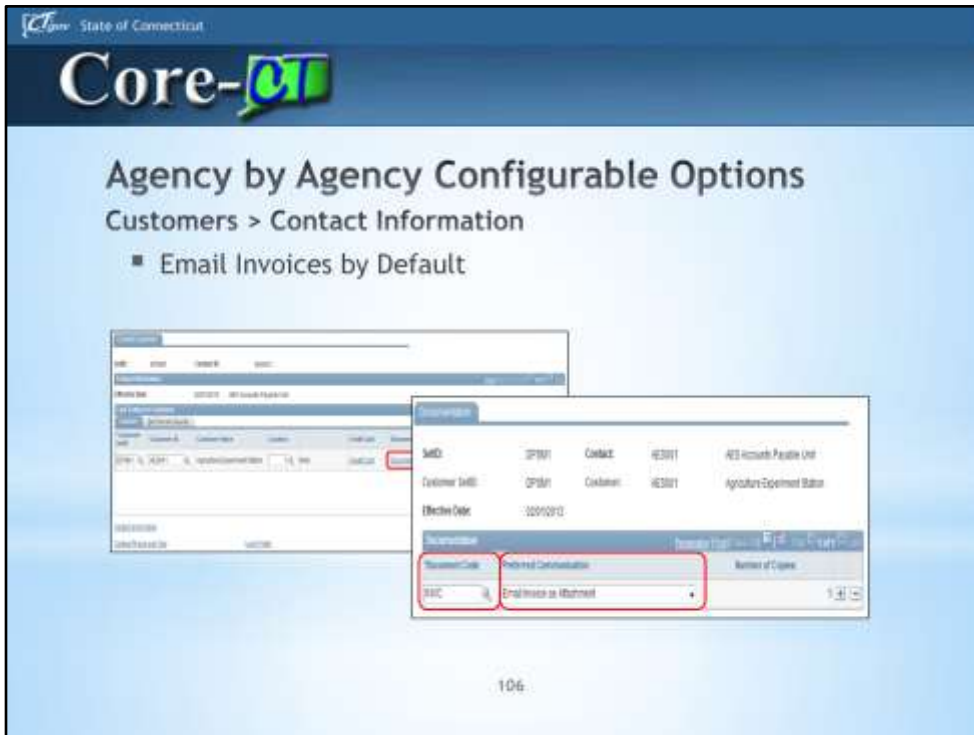
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A Customer must be established prior to creating a Contact ID for that Customer.

- Emailing Invoices - Final Product
- Establishing Customer Contacts
- Agency by Agency Configurable Options
- Verify Before You Process



New Functionality – Email Invoices



Recommend a Single Approach for all State Customer Contacts; Train as a Business Practice or Business Procedure.

Agency by Agency Configurable Options

Billing > Maintain Bills > Standard Billing

- Update the Invoice Media Option on the Address Info Page



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Invoice Media on the Address Info Page controls the output of the finalized bill; Do NOT select Federal Highway File or EDI.

- Emailing Invoices - Final Product
- Establishing Customer Contacts
- Agency by Agency Configurable Options
- **Verify Before You Process**



New Functionality – Email Invoices

State of Connecticut
Core-CT

Verify Before You Process

Billing > Generate Invoices > Non-Consolidated > Finalize and Print Invoice

- Check the Bills To Be Processed page

The screenshot displays the 'Bills To Be Processed' interface. On the left, there are navigation menus for 'Processing Info' and 'Bill Information'. The main area contains a table with the following data:

Bill ID	Invoice	Status	Customer	Inv Layout	Layout Type	Bill To Media
DP5M1	072711	PDF	HE300	XMLPUB	X	Print Copy
DP5M1	072712	PDF	HE301	XMLPUB	X	Email Invoice as Attachment

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The Bill To Media value on the Bills To Be Processed page identifies if the bill is Print Copy or Email Invoice as Attachment.

- I. Page & Navigation Changes
- II. User Friendly Features
- III. Improved Processes
- IV. New Functionality
- V. Up and Coming
- VI. Questions & Discussion

BI Agenda

State of Connecticut

Core-CT

Up and Coming Credit Bill Workflow

- Credit Bill Workflow Overview
- 'Other' Adjustments
- 'Write-Off' Adjustments
- Supporting Documentation



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Up and Coming – Credit Bill Workflow

State of Connecticut

Core-CT

Credit Bill Workflow Overview

Billing > Maintain Bills > Adjust Entire Bill

Billing > Maintain Bills > Adjust Selected Bill Lines

- Adjustment Reason Code is Required
- Enable Workflow 07/01/2013
 - Specific Write-Off Related Codes TBD
- Accountability, Efficiency, and Reportable

Adjust Entire Bill

Unit: DP001 Bill to: 40001 Agency/Department: State

Invoice: 071110 Invoice Amt: 10.00 USD

Select Adjustment Action	Adjustment Reason
<input checked="" type="radio"/> No Action	Credit Bill: <input type="text" value="NEXT"/>
<input type="radio"/> Credit Entire Bill	Rest Bill: <input type="text" value="NEXT"/> <small>Master Bill 1</small>
<input type="radio"/> Credit & Rest	

Adjustment Reason:

Look Up Adjustment Reason

Reason Code:

Description:

Search Results

Reason Code	Description
01	Other Adjustment
02	Write Off

What you will notice right away is that an Adjustment Reason Code is required. The two immediate choices will be OTHER (Other Adjustment) and WO (Write-Off).


Credit Bill Workflow schedule to go live 07/01/2013.

State of Connecticut

Core-CT

Up and Coming Credit Bill Workflow

- Credit Bill Workflow Overview
- 'Other' Adjustments
- 'Write-Off' Adjustments
- Supporting Documentation



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Up and Coming – Credit Bill Workflow

State of Connecticut
Core-CT

'Other' Adjustments

- Identifies Adjustments NOT Related to Write-Off's
- BI Processor can Self-Approve

The screenshot displays three overlapping windows from the Core-CT system. The top window, titled 'Adjust Entire Bill', shows a form with fields for 'Bill ID' (07081) and 'Invoice' (372791). It includes a 'Select Bill Adjustment Type' section with radio buttons for 'No Bill Action', 'Credit Entire Bill', and 'Credit & Bill'. The 'Adjustment Reason' field is highlighted with a red box. The middle window, titled 'Approvals', shows a 'Business Unit' section with 'Protex Answer' and 'Approval Status' fields. The 'Submit for Approval' button is highlighted with a red box. The bottom window shows a 'Reason' dialog box with a text area containing 'The selected bill cannot be adjusted.' and a 'Submit' button.

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'Other' Adjustments are all NON Write-Off Related Adjustments; these will be self-approved by the Billing Processor.

- Credit Bill Workflow Overview
- 'Other' Adjustments
- **'Write-Off' Adjustments**
- Supporting Documentation



Up and Coming – Credit Bill Workflow

State of Connecticut
Core-CT

'Write-Off' Adjustments

- Identifies Adjustments Related to Write-Off's
- BI Processor Submits for Approval
 - Pending Approvals will show in Upper Management's Worklist
 - Agency Head Approval Required on Customer Account Balances Less Than \$1,000
 - OPM Approval Required on Customer Account Balances Greater Than \$1,000
- Final Approval Required Prior to Finalization

Worklist for BrookesC. DPS-Brooks Carve

Work List Filters: [Dropdown] [Feed]

Item	Date From	Work Item	Worked By Activity	Priority	Link	Mass Delete	Reassign
DPS-Brooks Richard	03/15/2013	Approval Reading	Approval Workflow	>Low	Write-Off Adjustments Pending Approval		

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BI Processor cannot self-approve; security and configuration in place to route credit bills accordingly.

- Credit Bill Workflow Overview
- 'Other' Adjustments
- 'Write-Off' Adjustments
- **Supporting Documentation**



Up and Coming – Credit Bill Workflow

State of Connecticut
Core-CT

Supporting Documentation

Billing > Maintain Bills > Supporting Documentation

- Attach Documents to Invoices
 - Single, More Efficient Write-Off Request Form
 - Ability to View, Save, and Send Electronically
 - Essential to Streamline the Write-Off Workflow Process

Header Documentation | Line Documentation

Business Unit: DPSM1 Invoice: DPS24990

Invoice Documents Page 1 of 2

Document Description	Attached File	Internal Only	Upload	View
Invoice Image	DPSM1DPS249900.pdf	<input type="checkbox"/>	Upload	View
Aging Report	WO_DPS_13_Samples_Aging_Rpt.pdf	<input checked="" type="checkbox"/>	Upload	View
Write-Off Request Form	WO-DPSM1-13_Sample.xls	<input checked="" type="checkbox"/>	Upload	View

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9.1 gives the ability to attach documents to an Invoice.

Core-CT/OPM in process of creating a single write-off request form.

- I. Page & Navigation Changes**
- II. User Friendly Features**
- III. Improved Processes**
- IV. New Functionality**
- V. Up and Coming**
- VI. Questions & Discussion**

BI Agenda

Any Questions?



Questions and Discussion

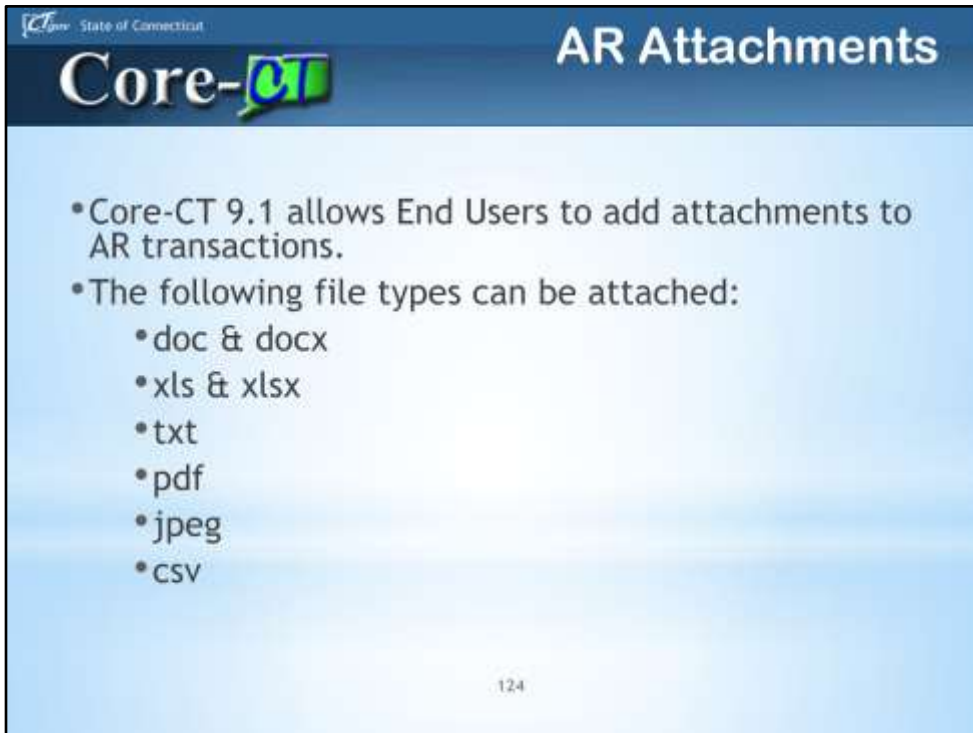


Accounts Receivable hasn't changed dramatically. We will go over the enhancements and changes in this presentation.

One change you will notice immediately - there is a different look and feel to the pages. The navigation is on the top of the page, rather than the side of the page.

- Attachments
- Audit Logging
- Combo Edit Message
- Dispute Reason Code on Payment Worksheet
- Mouse Hover Over
- Spell Check for Conversations
- XML Reports
- Run Controls
- Questions

AR ATTACHMENTS



The image shows a presentation slide titled "AR Attachments" from the "Core-CT" system. The slide is set against a light blue background with a dark blue header. The header contains the "Core-CT" logo on the left and the title "AR Attachments" on the right. The logo includes the text "State of Connecticut" above "Core-CT". The main content of the slide is a bulleted list of information regarding file attachments to AR transactions. At the bottom center of the slide, the number "124" is displayed.

State of Connecticut
Core-CT

AR Attachments

- Core-CT 9.1 allows End Users to add attachments to AR transactions.
- The following file types can be attached:
 - doc & docx
 - xls & xlsx
 - txt
 - pdf
 - jpeg
 - csv

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Core-CT 9.1 enables end Users to attach documents to AR transactions using an Attachment link.

Adding attachments to AR transactions is similar to adding attachments to an email. This new feature of Core-CT is available in other modules, in addition to the AR module.

The file types that can be attached are:

Microsoft Word- DOC and DOCX

Microsoft Excel- XLS and XLSX

TXT

PDF

JPEG

CSV



Attachments can be added on various pages throughout the Accounts Receivable Module. This example is illustrated on the Payments page of the Regular Deposit. Other places you can add attachments are: Items, Payments, Payment and Maintenance Worksheets.

If you have payments in dispute or collections, you should add any correspondence as an attachment. Anyone looking at the item and history will be able to see the information online, rather than having to go to a paper file.

Save emails and files that you would like to put on as an attachment in a folder on one of your drives or desktop. Do this just like you would if putting a piece of paper in a file cabinet.

If you have access to a printer that scans, you can save correspondence and information received in the mail onto your AR payment or item. It is much easier to go directly to the document on your computer and have the information at your fingertips, rather than having to dig through paper files. Auditors and supervisors would also have easier access to see what is going on if there are problems.

The screenshot shows the 'Core-CT AR Attachments' page. At the top, there is a header with the 'Core-CT' logo and the text 'AR Attachments'. Below the header, there is a section titled 'Attachments' with a table containing columns for 'File Name', 'Description', 'User', 'Date', and 'Attachment Status'. Below the table, there is a warning message: 'Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.' Below the warning, there are three callout boxes with red borders and arrows pointing to specific buttons: 1. The first callout points to the 'Add Attachment' button. 2. The second callout points to the 'Browse...' button in a file selection dialog box. 3. The third callout points to the 'Upload' button in a file upload dialog box. To the right of the main interface, there are three text annotations: 'Click on the Add Attachment button', 'Click on the Browse button', and 'Click on the Upload button'. At the bottom center of the screenshot, the number '126' is visible.

Always save you document before you attach in case the attachment is too large. You don't want to have to re-enter all the work again.

You can add more than one attachment. You can delete attachments by clicking on the minus button.

Attachments

Add a description and click OK.

Be Sure to SAVE on the Payments Page. Now there is 1 attachment on this page.

Click on the Attachments link.



Core-CT AR Attachments

Attachments

File Name	Description	User	Bank	Attachment Date	Attachment Status
EPN_0001_Budget_Errors	Bill Paid Direct J	0146/Shepherd	Carroll Shepley	06/18/11 2:58:58M	

Click on the file name link.

Direct Journal - Budget Errors

If a Direct Journal does not pass budget check, it goes into error status. We have just created an EPM query which will show agencies when they have direct journals in budget error. The name of the query is: CT_CORE_AR_010_2001_2007_ERRORS.

This is a public query and it will show any deposits an agency may have that are in budget error. Agencies should run this report daily to see if they have any problems. The actual context on this report will be to get no matching values. This will verify that the agency has no direct journals in budget error. If you get a direct journal that is in budget error, you will need to take the following steps to correct the journal.

Navigation: Accounts Receivable > Payments > Direct Journal Payments > Modify Accounting Entries

Search on the deposit that shows up in the query.

The attached file is displayed.

If you place an attachment on a deposit and it clears from your picklist, you will be able to see the attachment when you go to review the payment navigation.
Accounts Receivable > Payment > Review Payment > All Payments

Attachments made to worksheets can be found on the Item or the Payment once the worksheet processes.

AUDIT LOGGING

State of Connecticut
Core-CT **Audit Logging**

Click on the View Audit Logs link.

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Audit Logging is used to see any changes to AR transactions. In 9.1 there are Audit Logging links on most of the pages we use in AR. Audit Logging is on: Deposits, Payment Worksheets, Maintenance Worksheets, Items, Pending Items, and Unpost Items. This new feature allows a user to see who previously worked on the payment or item, and which processes it has been through.

State of Connecticut

Core-CT Audit Logging

Search Audit Logs

Application Name: Accounts Receivable Document Name: All Payment

Search Criteria

* Deposit Item: [OCM1] [X]

Deposit ID: [8422] [X]

Payment Sequence: [1] [X]

Payment ID: [1500001] [X]

Event Code: [0] [X]

Event Date: [0] [X]

User ID: [0] [X]

Process Instance: [0] [X]

Include Archive
 Include Batch Changes
 Include Purge Logs

Search **Clear**

Click on the search button.

Search Results

Deposit Item	Deposit ID	Payment Sequence	Payment ID	Event Code	Event Name	Event Date Time	User ID	Process Instance	Message Text
OCM1	8422	1	1500001	DIRECT.PAY	Directly Journalized Payment	02/07/2013 3:37:50.000000PM	CORESheltonC		Direct Journal Payment
OCM1	8422	1	1500001	WORKSHEET	Credit Worksheet	02/07/2013 3:43:38.000000PM	CORESheltonC		Payment worksheet created
OCM1	8422	1	1500001	APPLIED	Payment Applied	02/07/2013 3:44:08.000000PM	CORESheltonC		Payment applied
OCM1	8422	1	1500001	APPLIED	Payment Applied	02/07/2013 3:44:50.000000PM	CORESheltonC		Payment applied

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The audit logs will show any transactions to the payment, item, or worksheet. In this example we clicked the audit logging link on the payment tab of an incomplete deposit. While you still have the deposit incomplete in your pick list, you will be able to click on the audit log link on the payment tab of the deposit and see anything that has taken place on the deposit. Once the deposit processes to completed, you need to go to the audit logging navigation to see the information.

State of Connecticut

Core-CT Audit Logging

Main Menu>Core-CT Financials>Set Up Financials/Supply Chain>Common Definitions>Audit Logging>Search Audit Logs

Search Audit Logs

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

Find an Existing Value

Search Criteria

Application Name: Accounts Receivable

Document Code: begins with

Document Name: begins with

Case Sensitive

Search Clear Basic Search Advanced Search Criteria

Search Results

Item No	Item Description	Document Code	Document Name
Receivable	AR_CUSTO	AR_Custord	
Receivable	AR_CUSTO	AR_Custord	
Receivable	AR_CUSTO	AR_Custord	
Receivable	AR_CUSTO	AR_Custord	
Receivable	AR_CUSTO	AR_Custord	
Receivable	AR_CUSTO	AR_Custord	
Receivable	AR_CUSTO	AR_Custord	
Receivable	AR_CUSTO	AR_Custord	
Receivable	AR_CUSTO	AR_Custord	
Receivable	AR_CUSTO	AR_Custord	

Enter Accounts Receivable in the Application Name. Click on Search. Audit Logging can be found on the Deposit, Item, Pending Item and Payment. Logging for Worksheets will be found on Items, or Payments.

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You can also access the Audit Logging feature by using the Navigation. In this example, we will use AR PYMNT.

State of Connecticut

Core-CT Audit Logging

Application Name: Accounts Receivable Document Name: AR Payment

Search Criteria

Deposit Code = 00001
 Deposit ID = 8422
 Payment Sequence =
 Payment ID =

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 Force Logs

Search Clear

Click the Search box.

Deposit ID	Invoice ID	Payment Sequence	Payment ID	Event Code	Event Name	Event Date Time	Event ID	Process Instance	Message Text
00001	8422	1	1000001	DIRECTROL	Direct Unreversed Payment	02/07/013 1:17:50.900000PM	CORESheltonC		Direct Journal Payment
00001	8422	1	1000001	WORKSHEET	Create Worksheet	02/07/013 1:43:38.000000PM	CORESheltonC		Payment worksheet created.
00001	8422	1	1000001	APPLIED	Payment Applied	02/07/013 1:44:55.900000PM	CORESheltonC		Payment applied
00001	8422	1	1000001	APPLIED	Payment Applied	02/07/013 1:44:52.000000PM	CORESheltonC		Payment applied
00001	8422	1	1000001	POST	Post Payment	02/13/013 2:58:15.700019PM	CORESheltonC	7028276	Payment posted - AR_POSTING

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These search results show everything that has happened to this Payment, right through the AR Update posting of the deposit.

COMBO EDIT MESSAGE

State of Connecticut

Core-CT Combo Edit Message

A direct journal is created with a Fund of 12060, SID of 18010 and Budget Reference left blank. Click on the Complete box.

The screenshot shows the 'Accounting Entries' screen in Core-CT. At the top, there are navigation buttons: 'Accounting Entries', 'Deposit Control', and 'Create Accounting Entries'. Below this, there are fields for 'Unit: OSCA1', 'Deposit ID: 9410', 'Payment: 1500000', and 'Seq: 1'. The 'Amount' is 386.77 USD. A 'Complete' checkbox is highlighted with a red box. Below the 'Complete' checkbox is a 'Entry Event' field. The main part of the screen is a table with columns: 'Description', 'Current Date', 'Budget', 'Journal Reference', 'Transaction', 'FFS', 'Sequence', 'Dr Cr', 'Debit Type', 'Line Amount', 'Currency', 'Fund', 'Sub', 'YS', 'Program', 'Account', and 'ChartField Y'. There are two lines of data:

Sequence	Dr Cr	Debit Type	Line Amount	Currency	Fund	Sub	YS	Program	Account	ChartField Y
1	1 STATE	Accounting Entry	-386.77 USD	USD	0000	OSCH100	1800	8000	4400	
2	2 STATE	Accounting Entry	386.77 USD	USD	0000	OSCH100	1800		1000	

At the bottom of the table, there is a 'Total' section with the following values:

Lines:	2	Total Debits:	386.77	Currency:	USD	Total Credits:	386.77	Currency:	USD	Net:	0.00
--------	---	---------------	--------	-----------	-----	----------------	--------	-----------	-----	------	------

At the bottom of the screen, there are buttons: 'Back', 'Return to Search', 'Print', 'Search List', 'Help', and 'Refresh'. The page number '135' is displayed at the bottom center.

When processing a direct journal and creating the accounting entries in 8.9, there was no explanation about chartfield combination errors. If there was a chartfield combination error, all you would see is a field on the line that states you have an error.

In this example, a direct journal is created with a Fund of 12060, SID of 18010 and Budget Reference left blank. This FUND and SID do not go together, and leaving a budget reference blank is also an error.

Message

Warning - The accounting lines contain an invalid Chartfield combination. Contact your comptroller. (09463091)
 For more detail go to the Chartfield Combo Error list in the Distribution Lines grid. Modify the Chartfield values or modify the Combination Editing rules and save the page.

Accounting Entries | **Display Details**

Unit: OSCF | Document ID: 0410 | Payment: 1000004 | Reg: Y

Amount: 385.77 USD

Complete | Entry Event: []

Distribution Lines

Line	Account	Budget	Fund	Class	Fund	Class	Fund	Class
1	8000		12060	100	18010	100	12060	100
2	8000		12060	100	18010	100	12060	100

Lines: 0 Total Debits: 385.77 Currency: USD Total Credits: 385.77 Currency: USD Net: 0.00

A message appears indicating that a Combo Edit Rule has been violated. Click on the OK button, then go to the Chartfield Comb Error tab.

In 9.1, you click on the new tab, Chartfield Comb Error, and there is message text that tells you where the error is. In 8.9, you were only advised that there was an error. Now, the Combo Edit Error is visible and detailed information will tell what the error is due to and which rule was violated.

In this example, there was no budget reference added, so there was an error between the account and budget reference. Note that the error documents that the Combo Edit Rule of ACCOUNT/BUDGET_REF in group ACCT_BDREF is being violated. Since the BUDGET REF value was left as "blank" and the rule indicates that Accounts must have a BUD REF, the error occurred. The second error happened between the Fund and the SID- Fund 12060 does not go with SID 18010.

DISPUTE REASON CODE

State of Connecticut

Core-CT Dispute Reason Code

A Dispute Reason, Dispute Date, and Dispute Amount can now be added while working in a Payment Worksheet. Click on the Detail 5 tab and enter the information.

The screenshot shows the 'Payment Worksheet Application' interface. At the top, there are fields for 'Deposit ID', 'Deposit ID', 'Disputed ID', and 'SACID'. Below this, there are sections for 'Bank Account', 'Check Type', and 'Check Number'. The main part of the interface is a table with columns for 'Item ID', 'Item Name', 'Pay Amt', 'Dispute Reason', 'Dispute Date', 'Dispute Amount', 'Color', 'Class', 'Priority', 'Work', and 'Dispute Reason'. The 'Dispute Reason', 'Dispute Date', and 'Dispute Amount' columns are highlighted with red boxes. Below the table, there are sections for 'Business Distribution' and 'Letter of Credit ID'.

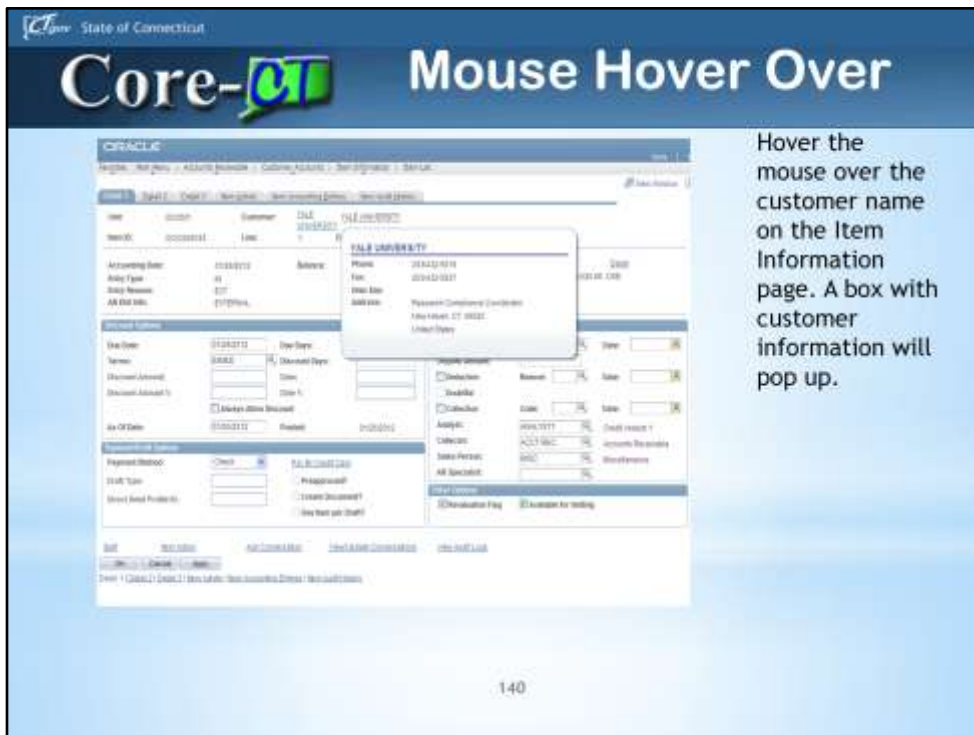
If you are in a payment worksheet, you can go to the Detail 5 tab and directly add the Dispute Reason, Date, and Amount. In 8.9 you needed to leave the payment worksheet page and go to the Item Information page to enter these fields.

Once you are on the Payment Worksheet Application page, go to the Detail 5 tab in the Item List section.

Since the amount of the Payment was less than the amount of the Item, a second row is created for the offset amount.

As a rule, if Dispute data is entered on an Item for which there are two rows on the Payment Worksheet, then all the rows that are like need to have the Dispute data assigned. A warning message will be received if it is not populated.

MOUSE HOVER OVER



Hover the mouse over the customer name on the Item Information page. A box with customer information will pop up.

The mouse hover over feature allows a user to see some customer information while on the item information page.

When you see a dotted line on a page, move the mouse indicator over the field. You will see a box pop up with additional information (phone number and address). In 8.9 you previously had to click on the customer link, which would take you to Customer General Information in a new window. This doesn't give you all the information you would see for the Customer, but it is a quick and easy way to get the address and phone number.

SPELL CHECK FOR CONVERSATIONS

State of Connecticut

Core-CT Spell Check

Spell Check for Conversations

Notice there is a new icon next to the comments box. Click on it to utilize the new spellcheck function.

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This new feature will check the spelling in the Comments section of the conversation. In this example, collections is spelled incorrectly.

State of Connecticut

Core-CT

Spell Check

Spell Check

File Label: Comments

Spell Check Text: This bill is being assigned to the **collocat** dept.

Change To: collections

Alternatives:

- collections
- collocations
- collocatens
- collection's
- collection

Ignore Change Add

OK Cancel

A new window appears, highlighting the error with alternatives to the misspelled word.

Click on the Change button then the OK button.

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Chose the correct alternative to the misspelled word.

Spell Check

Field Label:

Comments:

Spell Check Text: This bill is being assigned to the collections dept.

The spelling check is complete.

The correction is made,
click on the OK button

Suffix: 00011 Reference: 00011 Database: 00011 Office of State Comptroller
 Status: New Description: Test
 Subject: STATE PROPERTY Sub Topic: COLLECTION

Process of Payment

Author: <input type="text"/> Revised Date: <input type="text"/> User ID: <input type="text"/> <input type="checkbox"/> Show <input type="checkbox"/> Supervisor Review	Author ID: <input type="text"/> <input type="checkbox"/> Show User ID: <input type="text"/> <input type="checkbox"/> Show Label: <input type="text"/> Date: <input type="text"/>	Advanced Table: Amount: <input type="text"/> 0.00 Currency: <input type="text"/> USD Priority Date: <input type="text"/>
--	--	---

Substation: 00110 + 10PM Mail: CORECTIVE Visible Telephone: Extension:

Comments: This bill is being assigned to the collection dept.

The screen returns to the Conversations page. Click the Apply and OK button. The spelling corrections are saved.

XML REPORTS

Core-CT XML Reports

Click on the DUNNING Process

Any report that begins with ARX is an XML report. The ones that only begin with AR, are the Crystal reports. Click on the ARX33003 link.

In this example, we will be using a Dunning Letter.

Any AR Reports that were in Crystal format, are now also created in the XML format. The XML report cannot be accessed from the process monitor. It is in the Report Manager. You need to go to a new window to bring it up.

The Crystals in AR are the Statement, Dunning and Finance Charge reports. Also Point in time reports-Group Control, Pending Item, Item Detail, Deposit Control, Payment Detail and Payment Summary. All the other AR reports are SQR reports and they will not change.

In this release of 9.1, you are able to access both reports, Crystal and XML. In future updates, Crystal reporting will be going away and XML will be the only choice.

Process Detail

Process		Type: B Publisher	
Instance: 7029435	Name: 4000003	Description: Local Three Calling Letter	
Run Status: Success	Distribution Status: Failed		
Job		Control Process	
Bus Control ID: CLM0002	Lockfile: None	<input type="checkbox"/> Hold Request <input type="checkbox"/> Queue Request <input type="checkbox"/> Cancel Request <input type="checkbox"/> Delete Request <input type="checkbox"/> Restart Request	
Server: PSW2	Recurrence:		
Job Time		Actions	
Request Created On: 02/15/2013 9:13:02AM EST	Created On: 02/15/2013 9:13:02AM EST	Transfer:	
Job Acquired After: 02/15/2013 9:12:59AM EST	Started On: 02/15/2013 9:17:25AM EST	View Log:	
Request Processed At: 02/15/2013 9:17:25AM EST	Failed On: 02/15/2013 9:17:27AM EST	View Log/Trace	

OK Cancel

Job ID	Job Name	Job Status	Job Description
4000003_7029435	379	02/15/2013 9:17:27:79624348 EST	
4000003_7029435	377	02/15/2013 9:17:37:79624348 EST	

Instance ID	Instance Name
7029435	4000003
User	CORE\MARINO

Click on the View Log/Trace link.

Notice there is no PDF link. You must open a new window for Report Manager.

Core-CT Financials > Reporting Tools > Report Manager

Report Code	Report #	Form	Description	Default	Printed	Status	Details
	6887176	7029442	ARX33003 - ARX33003.pdf	02/10/2013 9:19:29AM	Account ("pdf")	Printed	Details
	6887177	7029443	ARX33002 - ARX33002.pdf	02/10/2013 9:19:29AM	Account ("pdf")	Printed	Details
	6887178	7029438	ARX33001 - ARX33001.pdf	02/10/2013 9:19:29AM	Account ("pdf")	Printed	Details
	6887175	7029435	ARX33004 - ARX33004.pdf	02/10/2013 9:17:30AM	Account ("pdf")	Printed	Details
	6887174	7029434	ARX33005 - ARX33005.pdf	02/10/2013 9:16:22AM	Account ("pdf")	Printed	Details
	6887173	7029432	ARX33006 - ARX33006.pdf	02/10/2013 9:15:33AM	Account ("pdf")	Printed	Details
	6887170	7029441	Level Three Dunning Notice	02/10/2013 9:10:16AM	Account ("pdf")	Printed	Details
	6887168	7029439	Level Two Dunning Notice	02/10/2013 9:10:16AM	Account ("pdf")	Printed	Details
	6887166	7029437	Level One Dunning Notice	02/10/2013 9:10:16AM	Account ("pdf")	Printed	Details
	6887164	7029435	Level Three Dunning Letter	02/10/2013 9:10:16AM	Account ("pdf")	Printed	Details
	6887162	7029433	Level Two Dunning Letter	02/10/2013 9:10:16AM	Account ("pdf")	Printed	Details
	6887160	7029431	Level One Dunning Letter	02/10/2013 9:10:16AM	Account ("pdf")	Printed	Details
	6887158	7029430	AR Dunning	02/10/2013 9:10:16AM	Text File ("xls")	Printed	Details

Click on the Administration tab.

Click on the ARX33003.pdf for the XML report.

If you click on the Level Three Dunning Letter, you will get the Crystal format.



9230013
 Dept. of Energy Soc. & Public Affs.
 24 Palmetum Road
 Westport Locks, CT 06896

Dear Valued Customer

Please be advised that we have not received any correspondence from you with regard to your delinquent account. This is our second notification. Please remit payment as soon as possible. Please call if you have any questions regarding your account.

Business Unit Sequence	DOCST Item	Customer Line	DPICST Only Type/Reason	Dept. of P. Balance	Override Charges	Due Date	Accounting Date	Days Late
7	DOOC819842	1	RI STATE	25.00 USD	0.00	8/17/2012	8/15/2012	129
7	DOOC819842	2	RI STATE	25.00 USD	0.00	8/17/2012	8/15/2012	129

The level 3 Dunning Letter is displayed in the XML format.

Core-CT XML Reports

Deposit Control - Point in Time

Run Control ID: 482P Search Status: Process Name: **Run**

Language: English

Point in Time Type: All From Date: 9/15/2013 To Date: 9/30/2013

Deposit Date: 09/30/13 State: Connecticut's Office

Amount Type: Basic Cash

User ID: 75

Deposit Type: 75

Bank Code: 75 Bank Accounts: 75

Floating Status: All

Process Scheduler Request

User ID: CORE38466C Run Control ID: 482P

Report Name: Run Date: 09/30/13

Report Code: Run Type: 0:27:24:00 Reset to Current Calendar

Time Zone: OK Cancel

Report	Process Name	Process Type	Class	Control	Accession
Point in Time Deposit Control	4820001P	Control	Web	PTP	CUST0000
Point in Time Deposit Control	4820001P	BI Publisher	Web	PTP	CUST0000

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Run a Deposit Control-Point in Time report. Fill in the run control information and click the Run button.

Select the report process type for BI Publisher which is the XML report and click the OK button.

Another example is the Deposit Control – Point in Time report.

State of Connecticut

Core-CT XML Reports

Go to the Report Manager page and click on the pdf link.

View Reports For

User ID: Core-CT Admin Type: List Days: Refresh

Status: Folder: Instance: ix

Report ID	Report ID	Desc	Report Name	Report Date/Time	Doc Ext	Status	Details
ARX20001P	5687226	7094462	ARX20001P_5687226.pdf	02/15/2013 10:05:41AM	Acrobat (.pdf)	Printed	Details

Core-CT Report ID: ARX20001P State of Connecticut Receivables Page No: 1

Deposits Control Run Date: 10-Feb-2011

Range from 01-Jan-2013 to 20-Jan-2013 Run Time: 00:04:38 AM

Business Unit: ODCM

Report on Base Currency: USD

Operator: ALL

Deposit Type: ALL

Bank Account: ALL

Print Status: All

Deposit Date	Entry Date	Deposit ID	Operator	Assigned Operator	Deposit Type	Bank Code	Bank Acct	Balance Status	Deposit Status	Control Amount	Entered Amount	Printed Total	Journalized Amount
01-Jan-2013		9621	BATCH	BATCH	9621	FLSDP	44407	Yes	Not Posted	304,540.48	304,540.48	0.00	0.00 USD
01-Jan-2013		9622	CORE-CT	ODCM	9622	FLSDP	44407	Yes	Complete	6,943.07	6,943.07	6,943.07	0.00 USD
01-Jan-2013		9623	CORE-CT	ODCM	9623	FLSDP	44407	Yes	Not Posted	370.00	370.00	0.00	0.00 USD
01-Jan-2013		9624	BATCH	BATCH	9624	FLSDP	44407	Yes	Not Posted	1,198,090.00	1,198,090.00	0.00	0.00 USD
Base Currency:									USD	2,207,943.55	2,207,943.55	6,943.07	0.00
Total Amount by Entry Date:									01-Jan-2013	2,207,943.55	2,207,943.55	6,943.07	0.00 USD

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This is the ARX20001P report for Deposit Control- Point in Time in XML format.

RUN CONTROLS

Core-CT Run Controls

AGING REPORTS

Aging Detail By Unit

Run Control ID: AGING Report Manager Process Manager **Run**

Language: English

Report Request Parameters

As of Date: 02/15/2013 Business Unit: STATE

SetID: STATE State of Connecticut Credit Analyst:

Aging ID: 110 Standard Aging Sales Person:

Amort Type: Basis Cur

Note Type:

Customer ID:

*Display Option: Include All

154

Business Unit is your agency.

The SetID must be STATE because it controls the Aging ID.

This is different from other run controls which require the Business Unit and SETID to be the same.

All Run Controls will be deleted from 8.9. You will have to enter all new run controls for processes, such as Aging Reports, Statement, Dunning Letters and Overdue Charges. Name your new run controls by the process they are creating. Don't name a report with a date or with your name. Name it something useful to you- Such as Aging, being very generic. If you want a specific run control, you could name it AGING_CREDIT_ANALYST, or AGING_SALES_PERSON, or AGING_CUSTOMER.

STATEMENTS

Statements Parameters | [Default to Default](#)

Run Control ID: STATEMENT [Reset Defaults](#) [Process Defaults](#) [Run](#)

Language: English

Recent Entered Parameters

As of Date:	8/30/2013	<input checked="" type="checkbox"/> Open Item
Unit:	DOCE1	<input type="checkbox"/> Open Item Include Credits
SETID:	DOCE1	<input type="checkbox"/> Balance Forward
	DOE - Conditional Industries	<input type="checkbox"/> Balance Forward No-yes
	DOE - Conditional Industries	

Cardpoint: %

Correspondence Customer: %

Statement Group: All Statement Groups

Balance Forward Date: 8/1/2013

[Save](#) [Return to Search](#) [Previous Page](#) [Next Page](#) [Help](#) [Refresh](#) [Print](#) [Close](#)

Statements Parameters | [Default to Default](#)

For Statements, the UNIT and SETID must be your Business Unit.

Only use the OPEN ITEM selection for Statements.

DUNNING LETTERS

Dunning Letters Parameters | Dunning Letters

Run Control ID: DUNNING | Report Manager | Process Monitor | Risk

Language: 07/01/2013

Dunning Letters Parameters

As of Date: 8/12/2013

SETID:	DOCB1/A	DOC - Conditional Industries
UNIT:	DOCB1/A	DOC - Conditional Industries

Customer ID: % | %

Correspondence Customer: % | %

Dunning Group: All Groups

Use Standard Dunning Letter

Use Modest Dunning Letter

Back | Parameters | Previous Page | Next Page | Help | Network | Add | Comments

Dunning Letters Parameters | Display Grid/Stop

The SETID and UNIT on Dunning Letters must also be your Business Unit.



As always, there will be UPK exercises you can refer to that highlight the new changes for 9.1.

If you have any problems at go live, please log a ticket with the CORE Helpdesk at 860-622-2300 and we will get right back to you.



Training and Support

- Delta UPKs
 - All deltas have been identified and 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

- Paper less billing
 - All agencies must have a generic email box to receive invoices and backup from other agencies
 - The list of emails for each agency will be posted to the website
 - Contact Chris Marchese (chris.marchese@ct.gov) or Maty Lara (Maty.Lara@ct.gov)



As always, there will be UPK exercises you can refer to that highlight the new changes for 9.1.

If you have any problems at go live, please log a ticket with the CORE Helpdesk at 860-622-2300 and we will get right back to you.