



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



Portal / Sign On

Favorites Main Menu

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

New Tab for Finance Users

Personal Information

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

Employee Benefits

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

Time and Labor

- Time and Labor**
Report and approve time.
 - Timesheet

Payroll

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

Recruiting

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

Core-CT News

No articles currently available

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

[View All Articles and Sections](#)

My Reports

No Reports To Display

[Report Manager](#)



Finance Tab

CT.gov State of Connecticut

Home HRMS Worklist FIN Worklist Add to My Links Sign out

Favorites Main Menu

my HR **Finance** Recruiting Core-CT Help

My Links Select One: [v]

Expiring Vendor Contracts

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

My Reports

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

[Report Manager](#)

Core-CT News

No articles currently available

[Update Submitted Articles](#) | Feed ▾

[View All Articles and Sections](#)

Finance Blog

No Postings available

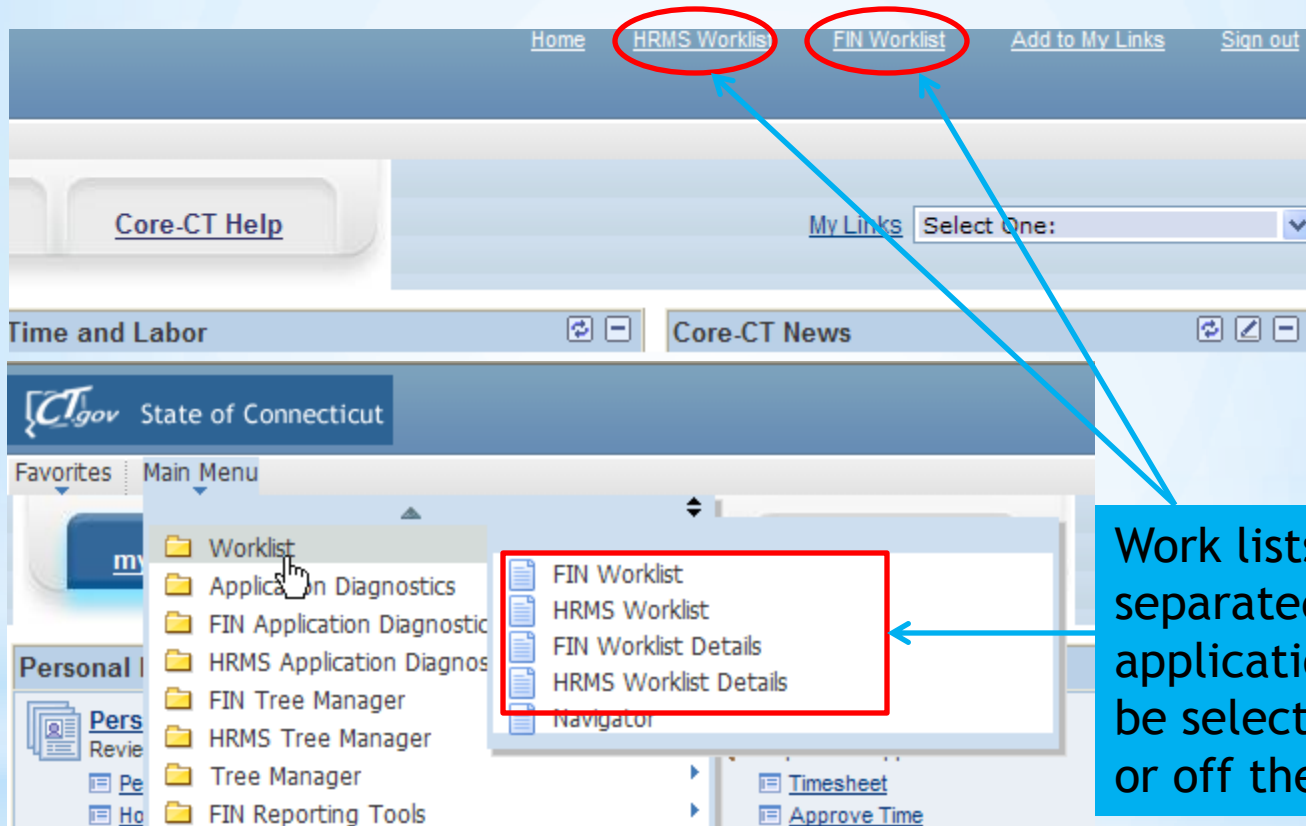
Top Projects

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

*in thousands

Budget Status Pagelet

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





Breadcrumbs

CT.gov State of Connecticut Home

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

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

Maintain Purchase Order

Purchase Order

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

▼ Header

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

Add Items From

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

Select Lines To Display

Line: To:

9.1 Upgrade General Ledger & Commitment Control Deltas

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

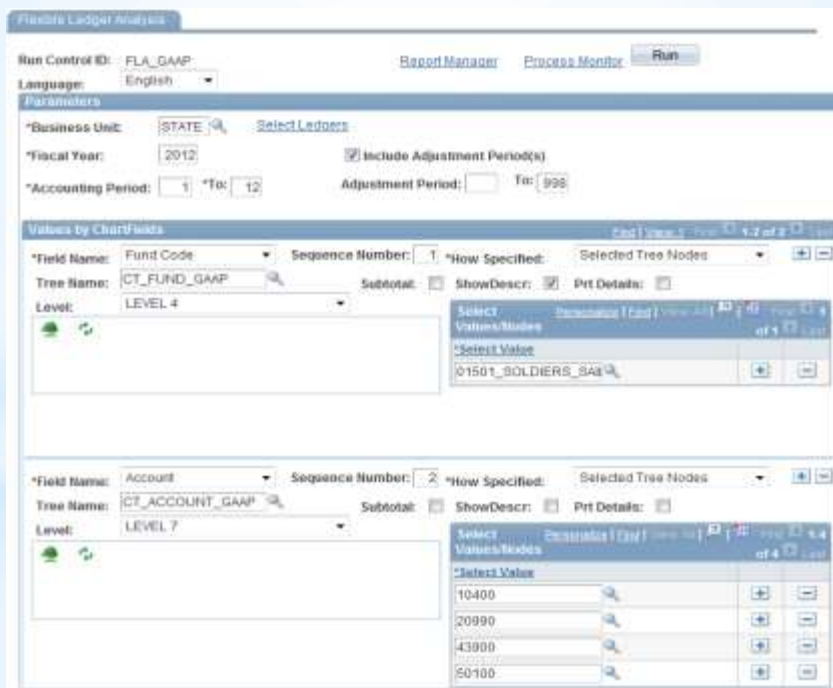
- Budget Journals
- Budgets Overview (Chart)
- Budget Status of ByPass
- Budget Pagelet

- Run Controls & Data Cleanup



Run Controls

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



- Processes on a recurring schedule will be deleted.

Process List **Server List**

View Process Request For

User ID: Type: Last 2 Days

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Process List Customize | Find | View All First 1-4 of 4 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	7167805		Application Engine	PSQUERY	CORESheldonC	02/06/2013 7:00:00AM EST	Queued	N/A	Details
<input type="checkbox"/>	7167799		Application Engine	CT_TRC_ARCH	VP1	02/06/2013 1:00:00AM EST	Queued	N/A	Details
<input type="checkbox"/>	7167796		PSJob	CTDEL RPT	VP1	02/05/2013 8:00:00PM EST	Queued	N/A	Details
<input type="checkbox"/>	7167786		Application Engine	PSQUERY	COREPerkinsS	02/05/2013 5:00:00PM EST	Queued	N/A	Details

[Select All](#) [Deselect All](#)

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

- Run Controls & Data Cleanup
- ChartFields and SpeedTypes



Chart field Long Description

Chartfields will have the option of a Long Description.

Fund Code

SetID: STATE Fund Code: 12016

Effective Date							Personalize Find View All First 1 of 1 Last	
*Effective Date	Status	Description	Short Description	Budgetary Only	Attributes	Long Description		
01/01/1900	Active	Rec & Natural Heritage Trust	RecNIHerTr	<input type="checkbox"/>	Attributes	Long Description	<input type="button" value="+"/>	<input type="button" value="-"/>

Long Description

SetID: STATE Effective Date: 01/01/1900

Fund Code: 12016

Description:



SpeedTypes

Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > SpeedTypes

SpeedType

SetID: STATE

SpeedType Key: 40A

Type of SpeedType: Universal (All Users)

Description: MOTOR CARRIER REG. LICENSE

Fund Code: 12001 Transportation

Department: DRS16442 Deposit

Special ID: 18010 Revenue Deposits

Program Code: 13035 Revenue Services Operations

Account: 42588 Motor Carrier Reg Licenses-Gen

ChartField 1:

ChartField 2: DRS10000 Non-Accrual Revenue

Budget Reference:

PC Business Unit: NONPC Non Project BU

Project: DRS_NONPROJECT DRS Non Project

Activity:

Source Type:

Category:

Subcategory:

Currency Code:

Save Return to Search Notify Refresh

- Run Controls & Data Cleanup
- ChartFields and SpeedTypes
- 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



GL Journal Attachments

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

Header
Lines
Totals
Errors
Approval

Unit: STATE	Journal ID: NEXT	Date: 02/05/2013	
Long Description:	<input style="width: 100%;" type="text"/>		
*Ledger Group:	<input type="text" value="MOD_ACCRL"/>	Adjusting Entry:	<input type="text" value="Non-Adjusting Entry"/>
Ledger:	<input type="text"/>	Fiscal Year:	2013
*Source:	<input type="text" value="OSC"/>	Period:	<input type="text" value="8"/>
Reference Number:	<input type="text"/>	ADB Date:	<input type="text" value="02/05/2013"/>
Journal Class:	<input type="text"/>		
Transaction Code:	<input type="text" value="GENERAL"/>	<input type="checkbox"/> Auto Generate Lines <input type="checkbox"/> Save Journal Incomplete Status <input type="checkbox"/> Autobalance on 0 Amount Line	
SJE Type:			
Currency Defaults: USD / CRRNT / 1			
Attachments (0)		Commitment Control	
Reversal: Do Not Generate Reversal			
<input type="button" value="Save"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/>		<input type="button" value="Add"/> <input type="button" value="Update/Display"/>	

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)



GL Journal Attachments

Journal Entry Attachments

Attachments

Unit: STATE Journal ID: NEXT Date: 02/05/2013

Details						Personalize	Find	View All	First	1 of 1	Last
File Name	Show to Approver?	Description	User	Name	Date/Time Stamp						
View	<input checked="" type="checkbox"/>										

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

Add Attachment

OK Cancel Refresh



GL Journal Attachments

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

Journal Entry Attachments

Attachments

Unit: STATE Journal ID: NEXT Date: 02/05/2013

Details						Personalize	Find	View All	First	1 of 1	Last
File Name	Show to Approver?	Description	User	Name	Date/Time Stamp						
View	<input checked="" type="checkbox"/>										

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

Add Attachment

OK Cancel Refresh



GL Journal Attachments

Journal Entry Attachments

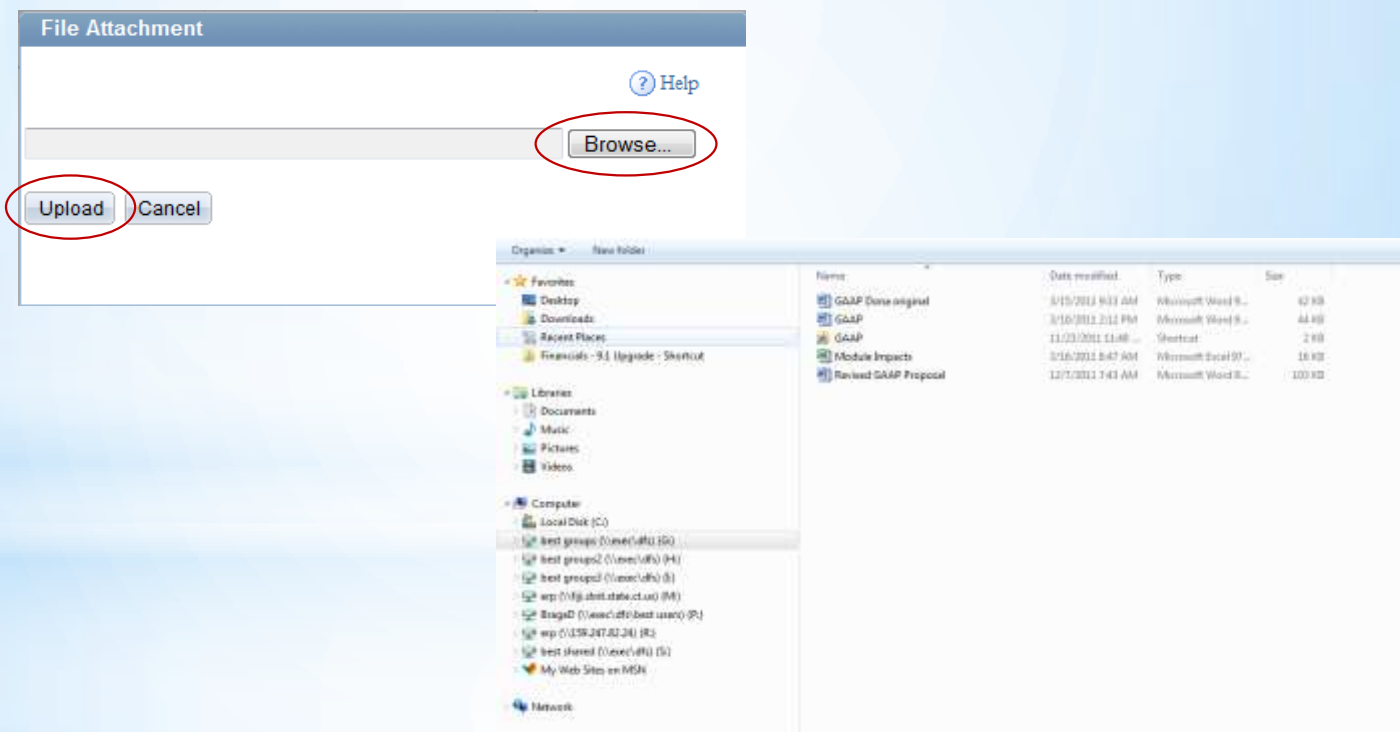
Attachments

Unit: STATE Journal ID: NEXT Date: 02/05/2013

Details						Personalize	Find	View All	First	1 of 1	Last
File Name	Show to Approver?	Description	User	Name	Date/Time Stamp						
View	<input checked="" type="checkbox"/>										

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

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





Journal Entry Attachments

Attachments

Unit: STATE Journal ID: 0001092338 Date: 01/10/2013

Details						Personalize	Find	View All	First	1 of 1	Last
File Name	Show to Approver?	Description	User	Name	Date/Time Stamp						
lab1.xls	<input checked="" type="checkbox"/>	Deposit Slip	LacariaJ	Joann Lacaria	01/10/2013 9:25:54AM						

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



GL Journal Attachments

Header | Lines | Totals | Errors | Approval

Unit: STATE Journal ID: NEXT Date: 02/05/2013

Long Description:

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

Ledger: Fiscal Year: 2013

*Source: OSC Period:

Reference Number: ADB Date: 02/05/2013

Journal Class:

Transaction Code: GENERAL Auto Generate Lines

SJE Type: Save Journal Incomplete Status

[Currency Defaults: USD / CRRNT / 1](#) Autobalance on 0 Amount Line

[Attachments \(1\)](#) [Commitment Control](#)

[Reversal: Do Not Generate Reversal](#)

Save Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

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



New Spreadsheet Journal Upload Tool



Spreadsheet Journal Upload



Search



HRMS/FINANCIALS/REPORTING SYSTEM

[Home](#)

[About Us](#)

[Help](#)

[Contact](#)

LOGIN

[SELF-SERVICE](#)

[HRMS](#)

[FINANCIALS](#)

[EPM](#)

[SECURITY](#)

[TRAINING](#)

[DAILY MAIL](#)

[CATALOG OF REPORTS](#)

[9.1 UPGRADE](#)



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 8.9 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.



Spreadsheet Journal Upload


CT.gov State of Connecticut  Governor Dannel P. Malloy Search

Core-CT HRMS/FINANCIALS/REPORTING SYSTEM

[Home](#) [About Us](#) [Help](#) [Contact](#)

LOGIN

SELF-SERVICE
HRMS
FINANCIALS
EPM
SECURITY
TRAINING
DAILY MAIL
CATALOG OF REPORTS
9.1 UPGRADE



Financials

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

Modules

Asset Management	eProcurement
Accounts Payable	General Ledger/Commitment Control
Accounts Receivable	Inventory
Billing	Project Costing
Customer Contracts	Purchasing



Spreadsheet Journal Upload

CT.gov State of Connecticut Governor Dannel P. Malloy Search

Core-CT HRMS/FINANCIALS/REPORTING SYSTEM

Home About Us Help Contact

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](#)

[Chartfield Maintenance Instructions and Forms](#) [Payroll Reconciliation](#)

[Billing Coding Chart \(OSC\)](#) [Reconciling Grant Expenditures for SEFA](#)

[Federal Program Appropriations Report \(CTGLR122\)](#) [Sample Reimbursable Cost Recovery Report](#)

[General Ledger/Payroll Reconciliation](#) [Spreadsheet Journal Entry](#)

[How to Run the Comprehensive Financial Status Report \(CFSR\)](#) [Valid Fund/SID Combinations](#)

LOGIN

SELF-SERVICE

HRMS
FINANCIALS
EPM
SECURITY
TRAINING
DAILY MAIL
CATALOG OF REPORTS
9.1 UPGRADE

OFFICE of the STATE COMPTROLLER

DAS

LOGIN

SELF-SERVICE

HRMS

FINANCIALS

EPM

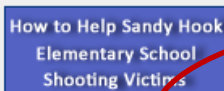
SECURITY

TRAINING

DAILY MAIL

CATALOG OF REPORTS

9.1 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 (jrnlmcro4), 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 **All 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 COMPILE 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.



Spreadsheet Journal Upload

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

New Journal Header

System ID: _____

Unit: STATE

Journal ID: NEXT

Journal Date: 2/7/2013

Reference Number: _____

Ledger Group: MOD_ACCRL

Ledger: _____

Source: _____

User ID: _____

Journal Class: _____

Transaction Code: _____

Description: _____

AutoGen Lines

Adjusting Entry

Document Type: _____

Doc Sequence: _____

Adjustment Type: _____

Commitment Control Amount Type: Actuals, Recognize and Collect

Agency Location Code: _____

OK **Cancel**

Currency Information

Foreign Currency: _____

Effective Date: 2/7/2013

Rate Type: _____

Exchange Rate: _____

Reversal

None

Beginning of Next Period

End of Next Period

Next Day

Specified Date

- Enter a SpeedType code in the journal lines section.

Journal Header	Sys ID	Unit	Journal ID	Date	Description						
	1027	STATE	NEXT	41312							
Journal Lines	Sys ID	Journal ID	Line #	Unit	Ledger	Speed Type	Fund	Dept Id	SID	Program	Account
				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Select fields to copy from a previous line by marking the checkboxes under each field.											
	1027	NEXT	1	STATE	MOD_ACCR	DOT_TF					



Spreadsheet Journal Upload

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

Header | Lines | Totals | Errors | Approval

Unit: STATE Journal ID: NEXT Date: 02/07/2013

[Template List](#) [Change Values](#)

Inter/IntraUnit *Process: Edit Journal Process

Select	Line	Fund	Dept	SID	Program	Account	ChartField 1	ChartField 2	Bud Ref	PC Bus Unit	Project
<input type="checkbox"/>	1	12001	DOT57781	10020	00000				2013	NONPC	DOT_NO

Lines to add: + -

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
STATE	1	0.00	0.00	N	N

Save Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

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



ACCRL Journal Approvals

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

Header | **Approval** | Lines | Totals | Errors

Unit: STATE Journal ID: OSCJL0001 Date: 02/22/2013

Long Description:

***Ledger Group:** ACCRL

Ledger:

*Source: OSC

Reference Number:

Journal Class:

Transaction Code: GENERAL

Adjusting Entry: Non-Adjusting Entry

Fiscal Year: 2013

Period: 8

ADB Date: 02/22/2013

Auto Generate Lines
 Save Journal Incomplete Status
 Autobalance on 0 Amount Line

SJE Type:

[Currency Defaults: USD / CRRNT / 1](#)

[Attachments \(0\)](#)

[Reversal: Do Not Generate Reversal](#)

[Commitment Control](#)

Save Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

- Only journal entries for the ACCRL ledger require approval.

Header | Lines | Totals | Errors | Approval

Unit: STATE **Journal ID:** 0001092623 **Date:** 02/07/2013

Approval Status
Find First 1 of 1 Last

Unit: STATE

Approval Check Active: Y

Approval Status: None

Approval Action: Approve

Deny Comments:

▶ Approval History

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)



ACCRL Journal Approvals

Header | Lines | Totals | Errors | **Approval**

Unit: STATE Journal ID: 0001092623 Date: 02/07/2013

Approval Status Find First 1 of 1 Last

Unit: STATE

Approval Check Active: Y

Approval Status: Pending Approval

Approval Action:

Deny Comments:

Stage - GL Journal Approval

Unit STATE, ID 0001092623, Date 2013-02-07, Line Unit STATE: Pending [View/Hide Comments](#)

Path - GL Journal Approval

Skipped

[OSC-Wilson Julie A](#)
CT CNTRL JOURNAL APPROVER
02/07/13 - 2:44 PM

Pending

[Multiple Approvers](#)
CT CNTRL JOURNAL APPROVER

Comments

[Approval History](#)

Header | Lines | Totals | Errors | Approval

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



Journal Entry Detail Report

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

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

Unit: STATE **Journal ID:** 0001092342 **Date:** 01/10/2013 Errors Only

[Template List](#) [Search Criteria](#)

***Process:** Print Journal (XMLP)

[Report Manager](#) [Process Monitor](#)

Line: 10

▼ Lines												
Select	Line	Unit	Ledger	SpeedType	Fund	Dept	SID	Program	Account	ChartField 1	ChartField 2	Bu
<input type="checkbox"/>	1	STATE	MOD_ACCRL		12035	ECD46440	40226	00000	50110			20
<input type="checkbox"/>	2	STATE	MOD_ACCRL		12035	ECD46440	40226	00000	10446			20

▼ Totals						
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status	
STATE	2	-500.00	-500.00	P	Y	

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)



Journal Entry Detail Report

- Click the Report Manager link (Administration tab)

View Reports For

User ID:
 Type:
 Last Days

Status:
 Folder:
 Instance: to:

Report List Personalize | Find | View All | First 1-4 of 4 Last

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	5686971	7029234	GLX7501 - GLX7501.pdf	02/13/2013 11:00:23AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	5686951	7029215	Comm. Cntrl. Budget Processor	02/13/2013 10:02:33AM	(None)	Posted	Details
<input type="checkbox"/>	5686941	7029205	Comm. Cntrl. Budget Processor	02/13/2013 9:59:57AM	(None)	Posted	Details
<input type="checkbox"/>	5686939	7029203	PS/GL 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: 11:00:12 AM

Unit	STATE	Ledger Group:	MOD_ACRL	Foreign Currency:	USD
Journal ID:	0001092342	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_ACRL UnPost Sequence: 0

	Fund / Dept	SID / Program	Account / Bud Ref	PC Bus Unit / Project		
1 Description: Transfer-Grant-State Agencies Reference: ---- Open Item: ----	12035 ECD46440	40226 00000	50110 2013	NONPC ECD_NONPROJECT	Amount: Base Amount:	500.00 USD 500.00 USD
					Rate Type: Rate:	CRRNT 1.00000000
2 Description: Transfer-Grant-State Agencies Reference: ---- Open Item: ----	12035 ECD46440	40226 00000	10446 2013	---- ----	Amount: Base Amount:	-500.00 USD -500.00 USD
					Rate Type: Rate:	CRRNT 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



Alternate Description

- Up to 150 characters in length

Budget Header
Budget Lines
Budget Errors

Unit:	STATE	Journal ID:	NEXT	Date:	02/13/2013
*Ledger Group:	<input type="text" value="KK_PRJ1"/>	Fiscal Year:	2013	Period:	8
Control ChartField:	Project	*Currency:	<input type="text" value="USD"/>	Rate Type:	<input type="text" value="CRRNT"/>
Budget Header Status:	None	Exchange Rate:	<input type="text" value="1.00000000"/>	Cur Effdt:	<input type="text" value="02/13/2013"/>
*Budget Entry Type:	<input type="text" value="Transfer Adjustment"/>	Budget Type:	Expense	Attachments (0)	

Parent Budget Options

 Generate Parent Budget(s)
 Use Default Entry Event
 Parent Budget Entry Type:

Long Description:

Alternate Description

Save
Notify
Refresh
Add
Update/Display

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#)

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.

Delete	Line	Ledger	Budget Period	SpeedType	Fund	Dept	SID	Program	Account	Bud Ref	Project
<input type="checkbox"/>	1	KK_PRJ1_BD	<input type="text"/>	DOT_TF	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Budget Journal Attachments

- 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



Budget Journal Attachments

- Commitment Control > Budget Journals > Enter Budget Journals

Budget Header
Budget Lines
Budget Errors

Unit:	STATE	Journal ID:	NEXT	Date:	02/13/2013
*Ledger Group:	<input type="text" value="KK_AGY1"/>	Fiscal Year:	2013	Period:	8
Control ChartField:	Project	*Currency:	<input type="text" value="USD"/>	Rate Type:	<input type="text" value="CRRNT"/>
Budget Header Status:	None	Exchange Rate:	<input type="text" value="1.00000000"/>	Cur Effdt:	<input type="text" value="02/13/2013"/>
*Budget Entry Type:	<input type="text" value="Adjustment"/>	Budget Type:	Expense	Attachments (0)	

Parent Budget Options

Generate Parent Budget(s)
 Use Default Entry Event
 Parent Budget Entry Type:

Long Description:
 Alternate Description:

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#)



Budget Journal Attachments

- Save the journal prior to adding attachments

Journal Entry Attachments

Attachments

Business Unit: STATE Journal ID: NEXT Journal Date: 02/13/2013

Details							Personalize	Find	View All	First	1 of 1	Last
File Name	Show to Approver?	Description	User	Name	Date/Time Stamp							
View	<input checked="" type="checkbox"/>											

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



Budget Journal Attachments

- Save the journal prior to adding attachments

Journal Entry Attachments

Attachments

Business Unit: STATE Journal ID: NEXT Journal Date: 02/13/2013

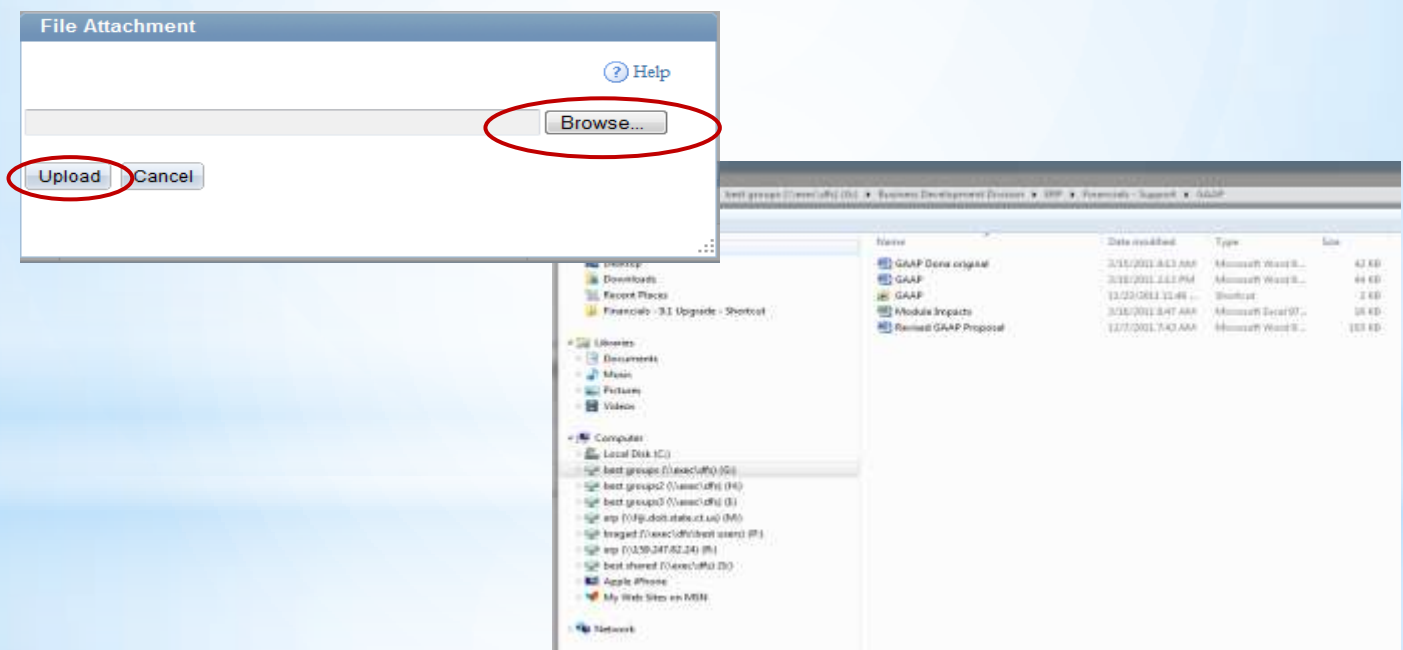
Details						Personalize	Find	View All	First	1 of 1	Last
File Name	Show to Approver?	Description	User	Name	Date/Time Stamp						
View	<input checked="" type="checkbox"/>										

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

Add Attachment

OK Cancel Refresh

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





Budget Journal Attachments

Journal Entry Attachments

Attachments

Business Unit: STATE

Journal ID: NEXT

Journal Date: 02/22/2013

Details							Personalize	Find	View All	First	1 of 1	Last
File Name	Show to Approver?	Description	User	Name	Date/Time Stamp							
BUDGET STATUS prior to reversal.pdf	<input checked="" type="checkbox"/>	Backup										

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



Budget Journal Attachments

Budget Header | Budget Lines | Budget Errors

Unit:	STATE	Journal ID:	NEXT	Date:	02/13/2013
*Ledger Group:	KK_AGY1	Fiscal Year:	2013	Period:	8
Control ChartField:	Project	*Currency:	USD	Rate Type:	CRRNT
Budget Header Status:	None	Exchange Rate:	1.00000000	Cur Effdt:	02/13/2013
*Budget Entry Type:	Adjustment	Budget Type:	Expense		

Parent Budget Options

- Generate Parent Budget(s)
- Use Default Entry Event
- Parent Budget Entry Type: Adjustment

Long Description:

Alternate Description:

Attachments (1)

Save | Notify | Refresh | Add | Update/Display

Budget Header | Budget Lines | Budget Errors



- Budget Journals
- Budgets Overview (Chart)



Budgets Overview (Chart)

- Commitment Control > Review Budget Activities > Budgets Overview

Budget Inquiry Criteria
Budget Overview

Inquiry: AGY1 Description: AGY1

Amount Criteria Search Clear Reset

Budget Type

*Business Unit: STATE Ledger Group/Set: Ledger Group Ledger Group: KK_AGY1

Show State Code Budgets Agency 1 Budget Definition

Display Chart ⓘ

Time Span

*Type of Calendar: Detail Budget Period

Budget Criteria

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	KK_AGY1	AN	2013	2013	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField Criteria

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	%	%	ⓘ		Update/Add
Dept	DOT57700	DOT57700	ⓘ		Update/Add
Fund	12001	12001	ⓘ		Update/Add
SID	10020	10020	ⓘ		Update/Add
Program	%	%	ⓘ		Update/Add
Bud Ref	%	%	ⓘ		Update/Add
Project	%	%	ⓘ		Update/Add

Budget Status

Open

Closed

Hold

Save Return to Search Print Next in List Notify Refresh Add Update/Cancel



Budgets Overview (Chart)

Inquiry Results

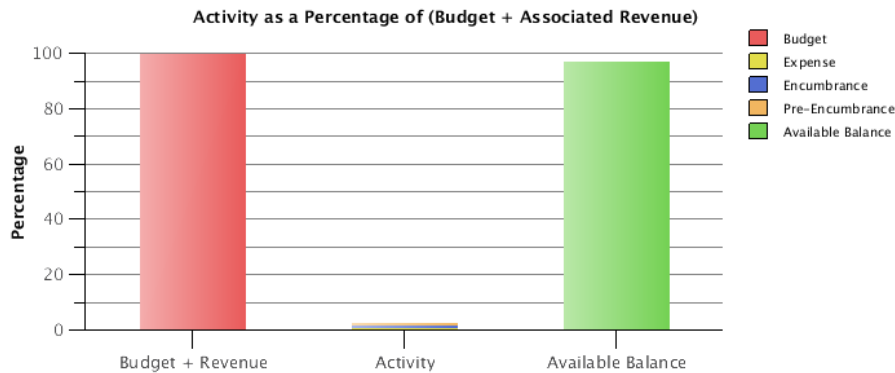
Business Unit: STATE
 Ledger Group: KK_AGY1 Agency 1 Budget Definition
 Type of Calendar: Detail Budget Period
 Amounts in Base Currency: USD
 Revenue Associated:

[Return to Criteria](#) Max Rows: [Display Options](#)

Ledger Totals (1 Rows)

		Net Transfers:	
Budget:	300,769,562.00		0.00
Expense:	2,387,127.64		
Encumbrance:	2,912,882.79		
Pre-Encumbrance:	2,850,061.80		
Budget Balance:	292,619,489.77		
Associate Revenue:	0.00		
Available Budget:	292,619,489.77		

Chart



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



Budget Status of Bypass

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

Journal Header | Journal Lines

Unit: STATE Journal ID: PCR1000809 Journal Date: 06/01/2012

Template List Line: 100

Journal Line Data										
Type	Source Type	Category	Subcategory	Book Code	Budget Date	Amount	Budget Status	Ref	N/R	Line Descr
	0Q100				06/01/2012	640,000.00 USD	B	PCREV	N	CA/PC Rev
	0LQC0				06/01/2012	1,705.48 USD	B	PCREV	N	CA/PC Rev
	0Q100				06/01/2012	1,000.52 USD	B	PCREV	N	CA/PC Rev
	0LQC0				06/01/2012	20,490.28 USD	B	PCREV	N	CA/PC Rev
	0LQC0				06/01/2012	95.77 USD	B	PCREV	N	CA/PC Rev
	0LQC0				06/01/2012	3,229.98 USD	B	PCREV	N	CA/PC Rev
	0H110				06/01/2012	8,910.03 USD	B	PCREV	N	CA/PC Rev
	0L56E				06/01/2012	48,543.57 USD	B	PCREV	N	CA/PC Rev
	0L400				06/01/2012	0.00 USD	B	PCREV	N	CA/PC Rev
	0LQC0				06/01/2012	-1,705.48 USD	V	PCREV	N	CA/PC Rev

Save Return to Search Notify

Journal Header | Journal Lines



Budget Status of Bypass

- Purchasing > Purchase Orders > Review PO Information > Purchase Orders

Purchase Order Inquiry

Distributions for Schedule 1

PO ID: 0000000234 Line: 1 Sched: 1 Item: WORKFLOW TESTIN

Status: Active Sched Qty: 2.0000

Distribute By: Quantity Merchandise Amount: 50.00 USD

Doc. Base Amount: 50.00 USD

Distributions											
Dist	Status	Percent	Budget Status	Budget Date	Encumbrance Balance	Encumbrance Balance	Currency	Encumbered Base Balance	Base Currency	Expensed To Date	Commitment Control Close Flag
1	Open	100.0000	Bypass	10/17/2012	0.000	0.00	USD	0.00	USD	0.00	<input type="checkbox"/>

Return



Budget Status of Bypass

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

Voucher Accounting Entries

*Business Unit: Voucher ID: Invoice Number:

*Accounting Line View Option: Show Foreign Currency

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

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

Posting Process: AP Accrual GL Dist Status: None

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

Line	Journal Date	Doc Type	DocSeqNb	Doc Seq Date	Budget Date	Budget Status	Primary	Accounting Date
					11/08/2012	V	Y	11/08/2012
					11/08/2012	B	Y	11/08/2012

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

State of Connecticut

Favorites : Main Menu

My HR **Finance** Core-CT Help

Mr Links Select One: ▾

Expiring Vendor Contracts

Error executing pagelet.

Detailed error description:

Pagelet with ID='CT_PGLT_VENDOR_CONTRCT_EXPIRE' could not be found.

Top Projects

No data is available for this pagelet.

My Reports

Report	Folder
GL07501-GL07501.pdf	General
	2013-02-13-11.00.3
GL07501-GL07501.pdf	General
	2013-02-07-08.44.5
GL07501-	General
	2013-02-07-08.38.5
FS_CEOB	General
	2013-02-08-08.31.3
GL57012	General
	2013-02-05-13.37.3

[Report Manager](#)

Budget Status Pagelet

Requires Customization

You must customize this pagelet before using it the first time.

[Customize this pagelet](#)

Core-CT News

No articles currently available.

[Feed](#)

[View All Articles and Sections](#)

Finance Blog

No Postings available.



- 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=	<input type="text" value="2013"/>
*Accounting Period From	<input type="text" value="1"/>
*Accounting Period To	<input type="text" value="998"/>
*Ledger Grp =	<input type="text" value="KK_ALLOT"/>
*Fund =	<input type="text" value="11000"/>
*SID =	<input type="text" value="10020"/>
*DeptID like %	<input type="text" value="OSC%"/>
*Max Rows	<input type="text" value="10"/>

[Reset to Defaults](#)

[Save](#)

[Return to Home](#)

[My HR](#)

Finance

[Core-CT Help](#)

[My Links](#) [Sel](#)

Expiring Vendor Contracts

Error executing pagelet.

Detailed error description:

Pagelet with ID="CT_PGLT_VENDOR_CNTRCT_EXPIRE" could not be found.

Top Projects

A default Projects Business Unit has not been defined for the current user.

My Reports

Report	Folder
GLS8005	General 2013-02-07-09.50.4
GL_EXCL_JRNL	General 2013-01-28-15.05.1
CTGLR316	CTGLR316 2013-01-28-08.39.5
CTGLR316	CTGLR316 2013-01-28-08.34.2
CTGLR311	General 2013-01-25-13.49.0

[Report Manager](#)

Budget Status Pagelet

Ledger Grp	Ledger	Fund	SID	DeptID	Bud Ref	Project	Sum Total Amt
KK_ALLOT	Budget	11000	10020	OSC15000	2013		-1721645
KK_ALLOT	Encumbered	11000	10020	OSC15000	2010		0
KK_ALLOT	Encumbered	11000	10020	OSC15000	2011		0
KK_ALLOT	Encumbered	11000	10020	OSC15000	2012		0
KK_ALLOT	Encumbered	11000	10020	OSC15000	2013		369575.68
KK_ALLOT	Expenditure	11000	10020	OSC15000	2013		826115.6

Core-CT News

No articles currently available

[Feed](#) ▾

[View All Articles and Sections](#)

Finance Blog

No Postings available



9.1 General Ledger





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



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





8.9

Bill Entry

Find an Existing Value Add a New Value

Business Unit:

Invoice:

Bill Type Identifier:

Bill Source:

Customer:

Add

9.1

Bill Entry

Find an Existing Value Add a New Value

Business Unit:

Invoice:

Bill Type Identifier:

Bill Source:

Customer:

Invoice Date:

Accounting Date:

Add

Add a New Bill
Billing > Maintain Bills > Standard Billing

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



8.9

Unit: DPSM1 Invoice: DPS2413 Pretax Amt: 1,212.00 USD

Status: Invoice Date: Curr: USD

*Type: Source: *Frequency: [Installment Bill Schedule](#)
[Recurring Bill Schedule](#)

*Customer: [Address](#)

SubCust1:
SubCust2:

Hardford Capital Region MDT

Cycle ID: *Invoice Form: From Date: To Date:

Pay Terms: Pay Method: Remit To: Bank Account:

Accounting Date: Account: [AR Distribution](#)

Sales: Bill Inquiry Phone:

Credit: Collect: Biller: Billing Authority:

Go to: [Header Info 2](#) [Address](#) [Covr Address](#) [Notes](#) [Express Entry](#)

[Summary](#) [Bill Search](#) [Line Search](#) Navigation: Header - Info 1

9.1

Unit: DPSM1 Invoice: NEXT Pretax Amt: 0.00 USD

Status: Invoice Date: Cycle ID:

*Type: Source: *Frequency:

*Customer: SubCust: SubCust2:

*Invoice Form: From Date: To Date:

Accounting Date: Pay Terms: Pay Method:

Remit To: Bank Account:

Sales: Bill Inquiry Phone:

Credit: Collector:

Biller: Billing Authority:

Go to: [Header Info 2](#) [Address](#) [Covr Address](#)

[Notes](#) [Express Entry](#)

Installment/Recurring Schedule Icons

Billing > Maintain Bills > Standard Billing

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





8.9

Adjust Entire Bill

Unit: DPSM1 Bill To: 130 Invoice Amt: 1,043.60 USD
 Invoice: DPS16766 Torslien Inc.

Select Bill Adjustment Action	Adjustment Results
<input checked="" type="radio"/> No Bill Action <input type="radio"/> Credit Entire Bill <input type="radio"/> Credit & Rebill	*Credit Bill: <input type="text" value="NEXT"/> Rebill Bill: <input type="text" value="NEXT"/> Header Info 1

9.1

Adjust Entire Bill

Unit: DPSM1 Bill To: 130 Torslien Inc.
 Invoice: DPS16766 Invoice Amt: 1,043.60 USD

Select Bill Adjustment Action	Adjustment Results
<input checked="" type="radio"/> No Bill Action <input type="radio"/> Credit Entire Bill <input type="radio"/> Credit & Rebill	*Credit Bill: <input type="text" value="NEXT"/> Rebill Bill: <input type="text" value="NEXT"/> Header Info 1

Adjustment Reason:

Credit Bill Adjustments

Billing > Maintain Bills > Adjust Entire Bill

Billing > Maintain Bills > Adjust Selected Bill Lines



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





8.9

9.1

Process De

Process D

View

Rep

Run

Run

Print

Dist

Dis

File

Dist

Use

Please Remit To:

State of Conne

Dept of Burg &

1111 Country Cl

Middletown CT 0

United States

Bill To:

Snader Transport

Attn: Accounts

7409 Washington

Edinda MN 55433

United States

For billing questions, please call (860) 685-8235

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

Line Adj Identifier Description

1 Report M

SUBTOTAL:

TOTAL AMOUNT D

Process De

List

Rep

Run

Dis

File

Dist

User

INVOICE

Invoice No: DPS24996

Invoice Date: 2/14/13

Page: 1 of 1

Please Remit To:

State of Connecticut
Dept of Emerg Svc & Public Prot.
1111 Country Club Road
Middletown CT 06457-0294
United States

Customer Number: 13

Payment Terms: Net 30

Due Date: 3/18/13

PO Ref :

Bill To:

Snader Transport
Attn: Accounts Payable
7409 Washington Avenue South
Edinda MN 55439
United States

AMOUNT DUE: 25.00 USD

Amount Remitted

For billing questions, please call (860) 685-8235

Line	Identifier	Description	Quantity	UDM	Unit Amt	Original Net Amount
1		Report Manager	1.00	EA	25.00	25.00
Subtotal:						25.00
Amount Due:						25.00

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

Report Manager Reporting Tools > Report Manager



I. Page & Navigation Changes

II. User Friendly Features

III. Improved Processes

IV. New Functionality

V. Up and Coming

VI. Questions & Discussion

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





Audit Logging

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

Search Audit Logs

Application Name: Billing Document Name: Billing Invoice

Search Criteria

* Business Unit: AESM1

* Invoice: is not equal to %

Event Code: is equal to

Event Date: is equal to

User ID: is equal to COREMarcheseChr Core-CT-Marchese Chris F

Process Instance: is equal to

Include Archive
 Include Batch Changes
 Include Purge Logs

Search Clear

Search Results

Business Unit	Invoice	Event Code	Event Name	Event Date Time	User ID	Process Instance	Message Text
AESM1	ST37606	COPY	Copy Billing Invoice	10/02/2012 10:23:36.000000AM	COREMarcheseChr		Invoice ST37606 has been copied to invoice ST37607.
AESM1	ST37607	COPY	Copy Billing Invoice	10/02/2012 10:23:36.000000AM	COREMarcheseChr		Invoice ST37607 has been created from a copy of invoice ST37606.
AESM1	GT04079	ADJUST	Adjust Billing Invoice	10/02/2012 10:24:30.000000AM	COREMarcheseChr		Invoice GT04079 has been credited on invoice GT04048.



Audit Logging

Billing > Review Billing Information > Summary

Bill Summary Info		Bill Summary Info 2	
Unit:	DPSM1	Invoice:	DPS24989
		Invoice Date:	02/04/2013
Gross Extended Amount:	-20.00	Customer:	13 Snader Transport
Total Discounts:	0.00	Invoice Type:	Cred Bill
Total Surcharges:	0.00	Bill Type:	MIS Miscellaneous Billings
		Bill Source:	MISC Miscellaneous
Total VAT Amount:	0.00	Bill Status:	INV
Total Taxes:	0.00	Template:	No
Total Invoice Amount:	-20.00	Consol Hdr:	No
Forward Bal:	0.00	Bill By ID:	
Paid Amount:	0.00	Invoice Media:	Print Copy
Total Due:	-20.00 USD	Due Date:	03/06/2013
		Date Bill Added:	02/04/2013 10:50AM
Go to:	Header Info 1	Address	View Invoice Image
Bill Search	Line Search	View Audit Logs	Copy Address
			Notes

OR



Audit Logging

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 values.

[Find an Existing Value](#)

Search Criteria

Application Name:

Document Code:

Document Name:

Case Sensitive

[Search](#) [Clear](#) [Back Search](#) [Save Search Criteria](#)

Search Audit Logs

Application Name: Document Name:

Search Criteria

Business Unit:

Invoice:

Event Code:

Event Date:

User ID: Core-CT-Marchese Chris F

Process Instance:

Include Archive
 Include Batch Changes
 Include Purge Logs

[Search](#) [Clear](#)

Search Results

Business Unit	Invoice	Event Code	Event Name	Event Date Time	User ID	Process Instance	Message Text
AESM1	ST37606	COPY	Copy Billing Invoice	10/02/2012 10:23:36.000000AM	COREMarcheseChr		Invoice ST37606 has been copied to invoice ST37607.
AESM1	ST37607	COPY	Copy Billing Invoice	10/02/2012 10:23:36.000000AM	COREMarcheseChr		Invoice ST37607 has been created from a copy of invoice ST37606.
AESM1	GT04679	ADJUST	Adjust Billing Invoice	10/02/2012 10:24:36.000000AM	COREMarcheseChr		Invoice GT04679 has been credited on invoice GT04648.

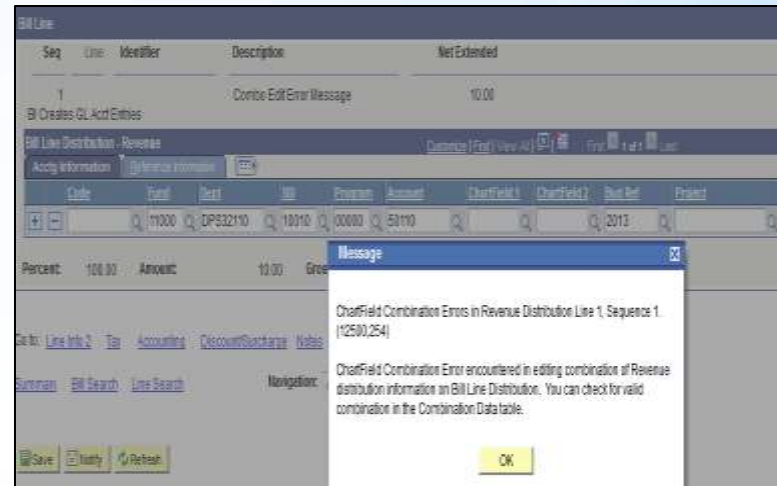
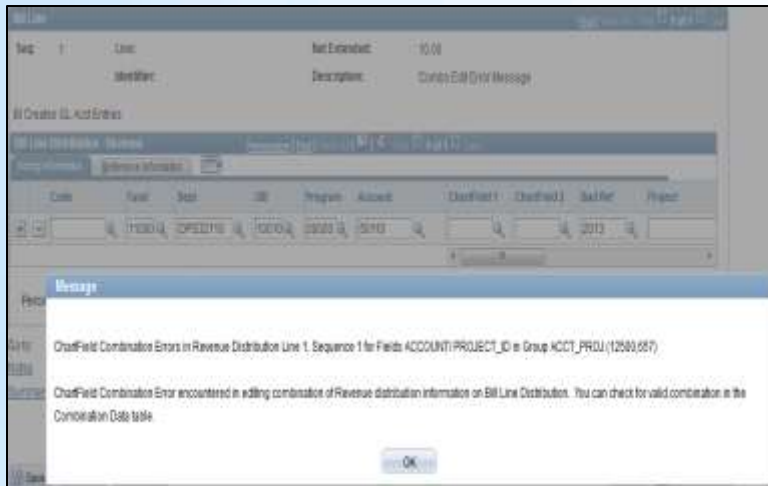
- Audit Logging
- **Enhanced Combo Edit Error Message**
- Render Pro-Forma Online
- View Invoice Image





This

Not That



Enhanced Combo Edit Error Message

- System-Wide Enhancement
- Displays Specific Combo Edit Violation

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





Render Pro-Forma Online

- Automatic

Header - Info 1 Line - Info 1

Unit	DPSM1	Invoice:	DPS24992	Prod
Status:	<input type="text" value="NEW"/>	Invoice Date:		
*Type:	<input type="text" value="MS"/>	Source:		
*Customer:	<input type="text" value="13"/>	SubCust1:		
Snader Transport				
*Invoice Form:	<input type="text" value="STANDARD"/>	From Date:		
Accounting Date:	<input type="text"/>	Pay Terms:		
Remit To:	<input type="text" value="REMIT"/>	Bank Account:		
Sales:	<input type="text" value="OPAREC"/>	Bill Inquiry Phone:		
Credit:	<input type="text" value="RB"/>	Collector:		
Bill:	<input type="text" value="RBROCHU"/>	Billing Authority:		
Go to:	Header Info 2	Address		
Notes:	Express Entry			
Summary:	Bill Search	Line Search		



PRO FORMA
Invoice No: DPS24992
Invoice Date: 2/13/13
Page: 1 of 1

Please Remit To:
 State of Connecticut
 Dept of Emrg Svc & Public Prot.
 1111 Country Club Road
 Middletown CT 06457-9294
 United States

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

Bill To:
 Snader Transport
 Attn: Accounts Payable
 7409 Washington Avenue South
 Edina MN 55439
 United States

AMOUNT DUE: 50.00 USD

Amount Remitted

For billing questions, please call (860) 685-8235

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

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

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





View Invoice Image

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


Billing > Review Billing Details Summary

Bill Summary info | Bill Summary info 2

Unit: DPSM1 Invoice: DPS24993 Invoice Date: 02/13/2013

Gross Extended Amount:	100.00	Customer:	
Total Discounts:	0.00	Invoice Type:	
Total Surcharges:	0.00	Bill Type:	
<hr/>		Bill Source:	
Total VAT Amount:	0.00	Bill Status:	
Total Taxes:	0.00	Template:	
<hr/>		Consol Hdr:	
Total Invoice Amount:	100.00	Bill By ID:	
Forward Bal:	0.00	Invoice Media:	
Paid Amount:	0.00	Due Date:	
<hr/>		Date Bill Added:	
Total Due:	100.00 USD		

Go to: [Header Info 1](#) [Address](#) [View Audit Logs](#)
[Bill Search](#) [Line Search](#) [View Audit Logs](#)



INVOICE
 Invoice No: DPS24993
 Invoice Date: 2/13/13
 Page: 1 of 1

<p>Please Remit To: State of Connecticut Dept of Emrg Svc & Public Prot 1111 Country Club Road Middletown CT 06457-0294 United States</p>	<p>Customer Number: 13 Payment Terms: Net 30 Due Date: 3/15/13 PO Ref :</p>
---	--

<p>Bill To: Snader Transport Attn: Accounts Payable 7409 Washington Avenue South Edina MN 55439 United States</p>	<p>AMOUNT DUE: 100.00 USD</p>
---	--------------------------------------

Amount Remitted

For billing questions, please call (860) 685-8235

Line	Identifier	Description	Quantity	UOM	Unit Amt	Original Net Amount
1		View Invoice Image	1.00	EA	100.00	100.00
Subtotal:						100.00
Amount Due:						100.00

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




View Invoice Image

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

Billing > Review Billing Details

Unit:	DPSM1	Invoice:	DPS24993	Invoice Amt:
Status:	INV	Invoice Date:	02/13/2013	
Type:	MIS	Source:	MISC	
Customer:	13	SubCust1:		
Snader Transport				
Invoice Form:	STANDARD	From Date:		
Accounting Date:	02/13/2013	Pay Terms:	NET30	
Remit To:	REMIT	Bank Account:	DPS1	
Sales:	OPAREC	Bill Inquiry Phone:	(860) 685-8235	
Credit:	RB	Collect:	ACCT REC	
Bill:	RBROCHU	Billing Authority:		
Go to	Header Info 2	Address	Copy Address	
Summary	Commit Ctrl			
Bill Search	Line Search		Header - Info 1	



INVOICE
 Invoice No: DPS24993
 Invoice Date: 2/13/13
 Page: 1 of 1

Please Remit To:
 State of Connecticut
 Dept of Emrg Svc & Public Prot
 1111 Country Club Road
 Middletown CT 06457-0294
 United States

Bill To:
 Snader Transport
 Attn: Accounts Payable
 7409 Washington Avenue South
 Edina MN 55439
 United States

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

AMOUNT DUE: 100.00 USD

Amount Remitted

For billing questions, please call (860) 685-8235

Line	Identifier	Description	Quantity	UOM	Unit Amt	Original Net Amount
1		View Invoice Image	1.00	EA	100.00	100.00
Subtotal:						100.00
Amount Due:						100.00

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



I. Page & Navigation Changes

II. User Friendly Features

III. Improved Processes

IV. New Functionality

V. Up and Coming

VI. Questions & Discussion

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

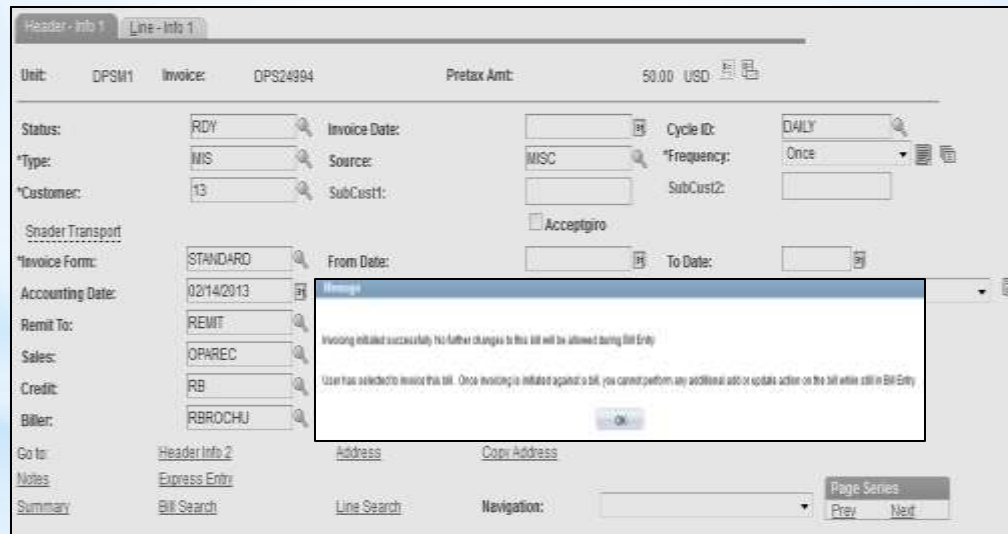




Finalize & Print - Icon

Billing > Maintain Bills > Standard Billing

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



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





Finalize & Print Process

PeopleTools > Process Scheduler > Process Monitor

- BIJOB03K runs the same processes as BIJOB01



8.9

9.1

Process Detail

Process Name: BIJOB01 Refresh

Main Job Instance: 7206557

Left | Right

- [7206557 - BIJOB01 Success](#)
- [7206558 - BIIVC000 Success](#)
- [7206559 - BI_IVCEXT Success](#)
- [7206560 - BISLSUM Success](#)
- [7206561 - BIIVCPN Success](#)

Process Detail

Process Name: BIJOB03K Refresh

Main Job Instance: 6798571

Left | Right

- [6798571 - BIJOB03K Success](#)
- [6798572 - BIIVC000 Success](#)
- [6798573 - BI_IVCEXT Success](#)
- [6798574 - BIXCLSUM Success](#)
- [6798575 - BI_PRNXP01 Success](#)
- [6798576 - BI_XMLPBURST Success](#)



Finalize & Print Process

PeopleTools > Process Scheduler > Process Monitor

BIXCLSUM

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

BI_PRNXP01

- Creates Detailed Invoice

BI_XMLPBURST


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


Process Detail


Process Name: BIJOB03K Refresh


Main Job Instance: 6798571


Left | Right


 [6798571 - BIJOB03K Success](#)

 [6798572 - BIIVC00 Success](#)

 [6798573 - BI IVCEXT Success](#)

 [6798574 - BIXCLSUM Success](#)

 [6798575 - BI PRNXP01 Success](#)

 [6798576 - BI XMLPBURST Success](#)

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





Reprint Invoice Process

Billing > Generate Invoices > Non-Consolidated > Reprint Invoices

- Communicates to the Customer that the Invoice is a Reprint

Process Detail

Process Name: BIJOB19 Refresh

Main Job Instance: 6798632

Left | Right

- [6798632 - BIJOB19 Success](#)
- [6798633 - CT BI IVCEXT Success](#)
- [6798634 - BIXCLSUM Success](#)
- [6798635 - BI PRNXPN02 Success](#)
- [6798636 - CTBIXMLBURPT Success](#)



INVOICE
 Invoice No: DPS24995
 Invoice Date: 2/14/13
 Page: 1 of 1

Please Remit To:
 State of Connecticut
 Dept of Emergency Serv & Public Prot.
 1111 Country Club Road
 Middletown CT 06457-5294
 United States

Customer Number: 13
Payment Terms: Net 30
Due Date: 3/16/13
PO Ref:

Bill To:
 Greater Transport
 Attn: Accounts Payable
 7429 Worthington Avenue South
 Collinsville MN 55439
 United States

AMOUNT DUE: 25.00 USD

Amount Remitted

For billing questions, please call (800) 685-8235

Line	Identifier	Description	Quantity	UOM	Unit Price	Original Net Amount
1		Report Manager	1.00	EA	25.00	25.00
Subtotal:						25.00
Amount Due:						25.00

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



I. Page & Navigation Changes

II. User Friendly Features

III. Improved Processes

IV. New Functionality

V. Up and Coming

VI. Questions & Discussion

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





Emailing Invoices

Final Product

- Finalize and Print Process
- Reprint Process

Invoice ST37759 has been generated for your review.

DOIT.CORE.Test@po.state.ct.us

Sent: Fri 2/15/2013 9:55 AM

To: Marchese, Chris

Message DPSM1ST377590.pdf (41 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@po.state.ct.us


Sent: Fri 2/15/2013 9:59 AM

To: Marchese, Chris

Message DPSM1ST377590.pdf (41 KB)

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

INVOICE



INVOICE
 Invoice No: ST37759
 Invoice Date: 2/15/13
 Page: 1 of 1

Please Remit To:
 State of Connecticut
 Dept of Enrgy Svc & Public Prot
 1111 Country Club Road
 Middletown CT 06457-9294
 United States

Customer Number: AES001
Payment Terms: Immediate
Due Date: 2/15/13
PO Ref:

Bill To:
 Agriculture Experiment Station
 AES Accounts Payable Unit
 123 Huntington St
 P.O. Box 1100
 New Haven CT 06504-1100
 United States

AMOUNT DUE: 10.00 USD

Amount Remitted

For billing questions, please call (800) 885-8235

Line	Identifier	Description	Quantity	UOM	Unit Amt	Original Net Amount
1		Email Invoice	1.00	EA	10.00	10.00
Subtotal:						10.00
Amount Due:						10.00

This is a State Transfer Invoice. Please select the DPSPM Vendor ID and enter the exact Invoice No. printed on this invoice in the Invoice No. field when creating the Voucher in Accounts Payable for this Invoice.

This is a creating t

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





Establishing Customer Contacts

Customers > Contact Information

- State Customer Contacts Maintained by Core-CT

SetID: DPSM1 Contact ID: AES001

Effective Date: 02/01/2013 *Status:

Name: AES Accounts Payable Unit *Contact Flag:

Email ID: dhris.marchose@ct.gov

*Preferred Communication: E-mail & Print

Language Code: English

Person ID:

[Contact Customer Information](#) [Contact Phone and Text](#)

[User Profile](#)

SetID: DPSM1 Contact ID: AES001

Effective Date: 02/01/2013 AES Accounts Payable Unit

Link Contact to Customer

Customer SetID	Customer ID	Customer Name	Location	Credit Card	Documentation	Primary Bill To	Primary Ship To	Primary Bill To	
DPSM1	AES001	Agriculture Equipment Station	10	Mail	Credit Card	Documentation	(X)	(X)	(X)

[Contact Information](#) [Contact Phone and Text](#) [User Profile](#)

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





Agency by Agency Configurable Options

Customers > Contact Information

- Email Invoices by Default

Contact Customer

SetID: DPSM1 Contact ID: AES001

Contact Information

Effective Date: 02/01/2013 AES Accounts Payable Unit

Link Contact to Customer

Customer: Self Service Security

*Customer SetID	*Customer ID	Customer Name	Location	Credit Card	Debit Card
DPSM1	AES001	Agriculture Experiment Station	1-0, Main	Credit Card	Debit Card

Contact Information

Contact Phone and Fax User Profile

Documentation

SetID: DPSM1 Contact: AES001 AES Accounts Payable Unit

Customer SetID: DPSM1 Customer: AES001 Agriculture Experiment Station

Effective Date: 02/01/2013

Documentation

*Document Code	Preferred Communication	Number of Copies
INVC	Email Invoice as Attachment	1



Agency by Agency Configurable Options

Billing > Maintain Bills > Standard Billing

- Update the Invoice Media Option on the Address Info Page

The screenshot displays the 'Address Info' page for an invoice. The 'Invoice Media' dropdown menu is open, showing the following options: 'Email Invoice as Attachment', 'EDI', 'Email Invoice as Attachment', 'Federal Highway File', and 'Print Copy'. The 'Print Copy' option is highlighted in blue. A red box highlights the dropdown menu area.

Unit	DPSM1	Invoice:	ST37759	Pretax Amt:	10.00 USD
Status:	PCY	Invoice Date:		Cycle ID:	DAILY
*Type:	BT	Source:	MIGC		
*Customer:	AES001	SubCust:			
Agriculture Experiment Station					
*Invoice Form:	STANDARD	From Date:			
Accounting Date:	02152013	Pay Terms:	IMED		
Remit To:	REMIT	Bank Account:	DPS1		
Sales:	STPW	Bill Inquiry Phone:	(860) 685-9235		
Credit:	RB	Collector:	ACCT REC		
Bill:	HBROCHU	Billing Authority:			
Go to:	Header Info 2	Address:			
Print:	Express Entry				
Summary:	Bill Search	Line Search			

Unit	DPSM1	Bill To:	AES001	Pretax Amt:	10.00 USD
Invoice:	ST37759	Agriculture Experiment Station			
Attention To:	1	Contact Name:	AES Accounts Payable Unit		
*Location:	1	Number of Copies:	1		
Language Code:	ENG	*Invoice Media:	Email Invoice as Attachment EDI Email Invoice as Attachment Federal Highway File Print Copy		
Country:	USA	United States			
Address 1:	123 Huntington St				
Address 2:	P.O. Box 1106				
City:	New Haven				
County:		Postal:	06504-1106		
State:	CT	Connecticut			

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





Verify Before You Process

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

- Check the Bills To Be Processed page

Finalize and Print **Print Options**

Run Control ID: FINALIZE_PRINT [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English Specified Recipient's

Selection Parameters [End](#) [View All](#) [Print](#) [Start](#) [Last](#)

Seq Mbr: 1

Invoice Date Option

Processing Date

User Defined

Range Selection

All Invoice ID

Bill Cycle Cust ID

Date Bill Added Bill Type

Range ID Bill Source

Public Voucher Number

From Business Unit:

To Business Unit:

From Invoice:

To Invoice:

Bills To Be Processed

[Personalize](#) [Find](#) [View All](#) [Print](#) 1-2 of 2 [Last](#)

BI Unit	Invoice	Status	Customer	Inv Layout	Layout Type	Bill To Media
DPSM1	ST37761	RDY	AES001	XMLPUB	X	Print Copy
DPSM1	ST37762	RDY	AES001	XMLPUB	X	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

Up and Coming Credit Bill Workflow

- Credit Bill Workflow Overview
- ‘Other’ Adjustments
- ‘Write-Off’ Adjustments
- Supporting Documentation





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: DPSM1 Bill To: AES001 Agriculture Experiment Station
 Invoice: ST37762 Invoice Amt: 10.00 USD

Select Bill Adjustment Action	Adjustment Results
<input checked="" type="radio"/> No Bill Action <input type="radio"/> Credit Entire Bill <input type="radio"/> Credit & Rebill	*Credit Bill: <input type="text" value="NEXT"/> Rebill Bill: <input type="text" value="NEXT"/> Header Info 1

Adjustment Reason:

Look Up Adjustment Reason ? Help

SetID: STATE

Reason Code: begins with

Description: begins with

[Basic Lookup](#)

Search Results

View 100 First 1-2 of 2 Last

Reason Code	Description
OTHER	Other Adjustment
WO	Write-Off

Up and Coming Credit Bill Workflow

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



'Other' Adjustments

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

Adjust Entire Bill

Unit: DPSM1
Invoice: ST37761

Select Bill Adjustment Action

- No Bill Action
- Credit Entire Bill
- Credit & Rebill

Adjustment Reason:

Business Unit:
Invoice:
Pretax Amount:
Approval Status:
Comment:

[View Supporting Documents](#)

Submit for Approval

OK Cancel

Approvals

The invoice has been submitted for approval (12506,10)

OK

Up and Coming Credit Bill Workflow

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





'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 BrooksC: DPS-Brooks Carrie

[Detail View](#) Work List Filters: Feed ▾

Worklist						Personalize Find View All First 1 of 1 Last
From	Date From	Work Item	Worked By Activity	Priority	Link	
DPS-Brochu Richard	02/15/2013	Approval Routing	Approval Workflow	3-Low ▾	Credit Invoice, 781, Credit Invoice Approval, 1909-01-01, N, 0, BUSINESS_UNIT:DP5M1 INVOICE:ST37765 RDC:RA.0.A	<input type="button" value="Mark Worked"/> <input type="button" value="Reassign"/>

Up and Coming Credit Bill Workflow

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





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		Personalize Find 1-3 of 3			
Documents		Additional Info			
Document Description	Attached File	Internal Only	Upload	View	
Invoice Image	DPSM1DPS249900.pdf	<input type="checkbox"/>	Upload	View	+ -
Aging Report	WO_DPS_13_Sample_Aging_Rpt.pdf	<input checked="" type="checkbox"/>	Upload	View	+ -
Write-Off Request Form	WO-DPSM1-13_Sample.xls	<input checked="" type="checkbox"/>	Upload	View	+ -



I. Page & Navigation Changes

II. User Friendly Features

III. Improved Processes

IV. New Functionality

V. Up and Coming

VI. Questions & Discussion

Any Questions?



9.1 Upgrade Accounts Receivable Deltas

- 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

- 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



AR Attachments

Favorites Main Menu > Core-CT Financials > Accounts Receivable > Payments > Online Payments > Regular Deposit

My AR Finance Core-CT Help

Totals Payments

Unit: DRSM1 Deposit ID: 43148 Date: 11/08/2012 *Location: 16000003 Balance: Balanced

Payment Information

Payment Seq: 1 *Payment ID: 16000003 *Accounting Date: 11/07/2012

Amount: -3,746.00 Currency: USD

Rate Type: CRRHT Exchange Rate: 1.00000000

Payment Predictor Journal Directly Range of References

Payment Method: Check **Attachments (0)** [View Audit Logs](#)

Customer Information

Customer ID: Business Unit:

Remit From: Remit SetID:

Name: Corporate: Corporate SetID:

SubCust1: SubCust2:

MICR ID: LINK MICR

Detail References

Qual Code	Reference	To Reference
1		

Save Return to Search Notify Refresh Add

Click on the Attachments link.



AR Attachments

Attachments

Unit: DRSM1 Deposit ID: 43148 Seq: 1 Payment ID: 16000003

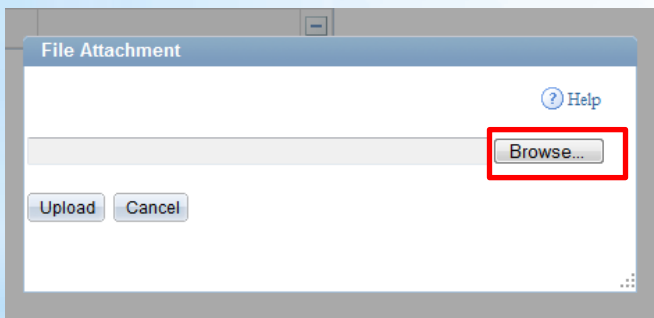
Details				
File Name	Description	User	Name	Date/Time Stamp
View				

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

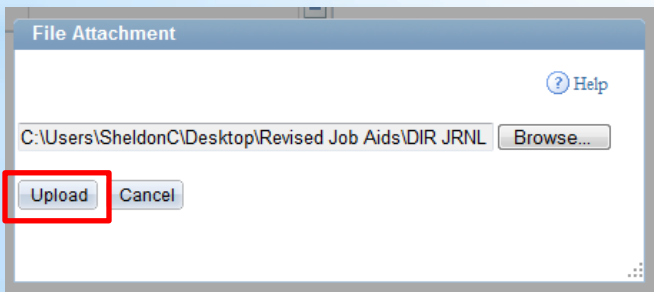
Add Attachment

OK Cancel Refresh

Click on the Add Attachment button



Click on the Browse button



Click on the Upload button



AR Attachments

Attachments

Unit: DRSM1 Deposit ID: 43148 Seq: 1 Payment ID: 16000003

File Name	Description	User	Name	Date/Time Stamp
DIR_JRNL_Budget_Errors.doc	Bill Paid Short- \$50			

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

Add a description and click OK.

Total: Payments

Unit: DRSM1 Deposit ID: 43148 Date: 11/09/2012 *Location: 16000003 Balance: Balanced

Payment Information

Payment Seq: 1 *Payment ID: 16000003 *Accounting Date: 11/07/2012

Amount: 3,740.00 Currency: USD

Rate Type: CURRENT Exchange Rate: 1.00000000

Payment Method: **Attachments (1)** Payment Predictor Journal Directly Range of References

Customer Information

Customer ID: Business Unit:

Remit From: Remit SetID:

Name: Corporate: Corporate SetID:

SubCost1: SubCost2:

SICR ID: Link MCR:

Detail Reference [Add Conversion](#)

Qual Code	Reference	To Reference
1		

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

Click on the Attachments link.



AR Attachments

Attachments

Unit: DRSM1 Deposit ID: 43148 Seq: 1 Payment ID: 16000003

Details					
File Name	Description	User	Name	Date/Time Stamp	
DIR_JRNL_Budget_Errors.doc	Bill Paid Short- \$50	CORESheldonC	Carole Sheldon	02/01/2013 2:59:55PM	-

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

Click on the file name link.

Direct Journal – Budget Errors

PeopleSoft Financials
Version 9.9



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_DIR_JRNL_BDGT_ERROR.

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 normal return 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.

AUDIT LOGGING



Audit Logging

Click on the View Audit Logs link.

Totals Payments

Unit: OSCM1 Deposit ID: 8422 Date: 01/03/2013 *Location: 15000001 Balance: Balanced

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

Payment Seq: 1 *Payment ID: 15000001 *Accounting Date: 12/31/2012

Amount: 5,943.57 Currency: USD

Rate Type: CRRNT Exchange Rate: 1.00000000

Payment Predictor Journal Directly Range of References

Payment Method: Check Attachments (0) [View Audit Logs](#)

Customer Information Find | First 1 of 1 | Last

Customer ID: Business Unit:

Remit From: Remit SetID:

Name:

Corporate: Corporate SetID:

SubCust1: SubCust2:

MICR ID: Link MICR

Detail References

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

Qual Code	Reference	To Reference
1		

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display



Audit Logging

Click on the search button.

Search Audit Logs

Application Name: Accounts Receivable Document Name: AR Payment

Search Criteria

* Deposit Unit =

Deposit ID =

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 Purge Logs

Search Clear

Search Results									
Deposit Unit	Deposit ID	Payment Sequence	Payment ID	Event Code	Event Name	Event Date Time	User ID	Process Instance	Message Text
OSCM1	8422	1	15000001	DIRECTJRNL	Directly Journalled Payment	02/07/2013 3:37:55.000000PM	CORESheldonC		Direct Journal Payment
OSCM1	8422	1	15000001	WORKSHEET	Create Worksheet	02/07/2013 3:43:38.000000PM	CORESheldonC		Payment worksheet created
OSCM1	8422	1	15000001	APPLIED	Payment Applied	02/07/2013 3:44:06.000000PM	CORESheldonC		Payment applied
OSCM1	8422	1	15000001	APPLIED	Payment Applied	02/07/2013 3:44:50.000000PM	CORESheldonC		Payment applied



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 values.

Find an Existing Value

▼ Search Criteria

Application Name: = Accounts Receivable

Document Code: begins with

Document Name: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-5 of 5 Last

Application Name	Document Code	Document Name
Receivable	AR_DEPOS	AR Deposit
Receivable	AR_DRAFT	AR Customer Draft
Receivable	AR_ITEM	AR Item
Receivable	AR_PITEM	AR Pending Item
Receivable	AR_PYMNT	AR Payment

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.



Audit Logging

Search Audit Logs

Application Name: Accounts Receivable Document Name: AR Payment

Search Criteria

* Deposit Unit =

Deposit ID =

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 Purge Logs

Click the Search box.

Search Results									
Deposit Unit	Deposit ID	Payment Sequence	Payment ID	Event Code	Event Name	Event Date Time	User ID	Process Instance	Message Text
OSCM1	8422	1	15000001	DIRECTJRNL	Directly Journalled Payment	02/07/2013 3:37:55.000000PM	CORESheldonC		Direct Journal Payment
OSCM1	8422	1	15000001	WORKSHEET	Create Worksheet	02/07/2013 3:43:38.000000PM	CORESheldonC		Payment worksheet created
OSCM1	8422	1	15000001	APPLIED	Payment Applied	02/07/2013 3:44:06.000000PM	CORESheldonC		Payment applied
OSCM1	8422	1	15000001	APPLIED	Payment Applied	02/07/2013 3:44:50.000000PM	CORESheldonC		Payment applied
OSCM1	8422	1	15000001	POST	Post Payment	02/13/2013 2:08:16.728701PM	CORESheldonC	7029279	Payment posted - AR_POSTING



COMBO EDIT MESSAGE



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.

[Favorites](#) | [Main Menu](#) | [Core-CT Financials](#) > [Accounts Receivable](#) > [Payments](#) > [Direct Journal Payments](#) > [Create Accounting Entries](#)

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

Accounting Entries | **Deposit Control**

Unit: OSCM1 **Deposit ID:** 8418 **Payment:** 15000004 **Seq:** 1

Amount: 386.77 USD

Complete **Entry Event:**

Budget Status:

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

ChartFields | Currency Details | Budget | Journal Reference Information

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Fund	Dept	SID	Program	Account	ChartField 1
1	1 STATE	Speed Type	-386.77	USD	12060	OSC15100	18010	00000	44410	
2	2 STATE	Speed Type	386.77	USD	12060	OSC15100	18010		10405	

Total

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

[Save](#) | [Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Notify](#) | [Refresh](#)



Combo Edit Message

Message

Warning -- The accounting lines contain an invalid ChartField combination. Cannot mark complete. (6040,801)

For more detail goto the ChartField Comb Error tab in the Distribution Lines grid. Modify the Chartfield values or modify the Combination Editing rules and save the page.

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.

Accounting Entries | Deposit Control

Unit: OSCM1 Deposit ID: 8418 Payment: 15000004 Seq: 1

Amount: 386.77 USD

Complete Entry Event:

Budget Status:

Distribution Lines

ChartFields Currency Details Budget Journal Reference Information **ChartField Comb Error**

Message Set	Message Nbr	Message Text
1	9600	31 Combo error for fields ACCOUNT/ BUDGET_REF in group ACCT_BDREF.
2	9600	31 Combo error for fields FUND_CODE/ CLASS_FLD in group FUND_SID.

Total

Lines: 0 Total Debits: 386.77 Currency: USD Total Credits: 386.77 Currency: USD Net: 0.00



DISPUTE REASON CODE



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.

Payment Worksheet Application

Deposit Unit: OSCM1 Deposit ID: 8436 Payment ID: TEST Payment Sequence: 1
 Payment Accounting Date: 02/14/2013 Payment Currency: USD

Item Action: Entry Type: Pay An Item Reason:

Item Display Control: Display: All Items Go

Row Selection: Choice: Select Range of Items Range: Go

Row Sorting: Sort All By: Item Go

Item List: Personalize | Find | View All | First | 1-2 of 2 | Last

Detail 1 Detail 2 Detail 3 Detail 4 **Detail 5** Detail 6

View Detail	Remit Seq	Sel	Pay Amt	Cur	Item ID	Deduction Reason	Deduction Date	Dispute Reason	Dispute Date	Dispute Amount	Claim Number	Claim Date	Promotion Code	Merch Type	Reference Reason
	1	<input checked="" type="checkbox"/>	350.00	USD	ET40537			PRI	02/14/20	26.00					STATE
		<input type="checkbox"/>	26.00	USD	ET40537			PRI	02/14/20	26.00					STATE

Add with Detail Revenue Distribution Add Conversation Letter of Credit ID:

Balance					
Amount:	350.00	Remaining:	0.00	Unearned:	0.00
Selected:	350.00	Discount:	0.00	Earned:	0.00
Adjusted:	0.00	Write Off:	0.00		

Worksheet Selection Worksheet Application Worksheet Action Attachments (0) View Audit Logs

Save Return to Search Previous in List Next in List Refresh



MOUSE HOVER OVER



Mouse Hover Over

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

ORACLE

Home

Favorites Main Menu > Accounts Receivable > Customer Accounts > Item Information > Item List

New Window

Detail 1 | Detail 2 | Detail 3 | Item Activity | Item Accounting Entries | Item Audit History

Unit: DOCM1 Customer: YALE UNIVERSITY YALE UNIVERSITY

Item ID: DOC000033 Line: 1

Accounting Date: 01/26/2012 Balance: 1,026.65 USD

Entry Type: IN

Entry Reason: EXT

AR Dist Info: EXTERNAL

YALE UNIVERSITY

Phone: 203/432-5019

Fax: 203/432-5837

Web Site:

Address: Research Compliance Coordinator
New Haven, CT 06520
United States

Discount Options

Due Date: 01/26/2012 Due Days:

Terms: IMMED Discount Days:

Discount Amount:

Discount Amount 1:

Always Allow Discount

As Of Date: 01/26/2012 Posted: 01/26/2012

Payment Draft Options

Payment Method: Check

Draft Type: Preapproved?

Direct Debit Profile ID: Create Document?

One Item per Draft?

Dispute Amount:

Deduction Reason: Date:

Doubtful

Collection Code: Date:

Analyst: ANALYST1 Credit Analyst 1

Collector: ACCT REC Accounts Receivable

Sales Person: MISC Miscellaneous

AR Specialist:

Other Options

Revaluation Flag Available for Netting

Split Item Action Add Conversation View/Update Conversations View Audit Logs

OK Cancel Apply

Detail 1 | Detail 2 | Detail 3 | Item Activity | Item Accounting Entries | Item Audit History

SPELL CHECK FOR COVERSATIONS



Spell Check

Spell Check for Conversations

Conversations | References | Attachments

SetID: OSCM1 Business Unit: OSCM1 Customer: OSC001 Office of State Comptroller
 *Status: New Description: Test
 Subject: STATE PAYMENT Sub-Topic: COLLECTION

Promise of Payment

Review Date: <input type="text"/> <input type="button" value="Bx"/> Review Days: <input type="text"/> User ID: <input type="text"/> <input type="checkbox"/> Done <input type="checkbox"/> Supervisor Review	Follow Up Action: <input type="text"/> <input type="button" value="Bx"/> User ID: <input type="text"/> <input type="checkbox"/> Done Letter: <input type="text"/> Date: <input type="text"/>	Reference Totals Amount: <input type="text"/> 0.00 Currency: USD <input type="button" value="Bx"/> Promise Date: <input type="text"/> <input type="button" value="Bx"/>
--	--	---

Keywords

Keyword1: Keyword2: Keyword3:

Conversation Entries Find | View All First 1 of 1 Last

DateTime: 02/13/13 4:15PM User: CORESheldonC Visible

Contact ID: Telephone: Extension:

*Comments: This bill is being assigned to the collections dept.

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



Spell Check

Help

Spell Check

Field Label: Comments

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

Change To: collections

- Alternatives:
- collections
 - colocations
 - collocations
 - collection's
 - collection

Ignore Ignore All Change Change All 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.



Spell Check

Spell Check

Field Label: Comments

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

The spelling check is complete.

OK

Cancel

The correction is made,
click on the OK button



Spell Check

Conversations | **References** | Attachments

SetID: OSCM1 Business Unit: OSCM1 Customer: OSC001 Office of State Comptroller
 *Status: New Description: Test
 Subject: STATE PAYMENT Sub-Topic: COLLECTION

Promise of Payment

Review Date: <input type="text"/> ^{BY} Review Days: <input type="text"/> User ID: <input type="text"/> <input type="checkbox"/> Done <input type="checkbox"/> Supervisor Review	Follow Up Action: <input type="text"/> User ID: <input type="text"/> <input type="checkbox"/> Done Letter: <input type="text"/> Date: <input type="text"/>	Reference Totals Amount: <input type="text"/> 0.00 Currency: <input type="text"/> USD Promise Date: <input type="text"/> ^{BY}
--	--	--

Keywords

Keyword1: Keyword2: Keyword3:

Conversation Entries Find | View All | First | 1 of 1 | Last

DateTime: 02/13/13 4:15PM User: CORESheldonC Visible

Contact ID: Telephone: Extension:

*Comments:

This bill is being assigned to the collections dept.

Conversations | [References](#) | [Attachments](#)

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

XML REPORTS



XML Reports

Process List **Server List**

Actions

User ID: CORESheldon Type: [] Last: [] 8 Days Refresh

Server: [] Name: [] Instance: [] to: []

Run Status: [] Distribution Status: [] Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	7029429		PSJob	DUNNING	CORESheldonC	02/15/2013 9:12:55AM EST	Success	Posted	Details

Click on the DUNNING Process

Process Detail

Process Name: DUNNING Refresh

Main Job Instance: 7029429

Left | Right

- 7029429 - DUNNING Success
- 7029430 - AR_DUNNING Success
- 7029431 - AR33001- Success
- 7029432 - ARX33001 Success**
- 7029433 - AR33002- Success
- 7029434 - ARX33002 Success**
- 7029435 - AR33003- Success
- 7029436 - ARX33003 Success** ←
- 7029437 - AR33A01- Success
- 7029438 - ARX33A01 Success
- 7029439 - AR33A02- Success
- 7029440 - ARX33A02 Success
- 7029441 - AR33A03- Success
- 7029442 - ARX33A03 Success

Return

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.



XML Reports

Process Detail

Process	
Instance	7029436
Type	BI Publisher
Name	ARX33003
Description	Level Three Dunning Letter
Run Status	Success
Distribution Status	Posted

Run	Update Process
Run Control ID	DUNNING
Location	Server
Server	PSNT2
Recurrence	
	<input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input type="radio"/> Delete Request <input type="radio"/> Restart Request

Date/Time	Actions
Request Created On	02/15/2013 9:13:02AM EST
Run Anytime After	02/15/2013 9:12:55AM EST
Began Process At	02/15/2013 9:17:25AM EST
Ended Process At	02/15/2013 9:17:37AM EST
	Parameters Transfer Message Log View Locks Batch Timings View Log/Trace

OK Cancel

File List		
Name	File Size (bytes)	Datetime Created
AE_ARX33003_7029436.loq	379	02/15/2013 9:17:37.798243AM EST
AE_ARX33003_7029436.trc	3,778	02/15/2013 9:17:37.798243AM EST

Distribute To	
Distribution ID Type	*Distribution ID
User	CORESheldonC

Click on the View Log/Trace link.

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



XML Reports

Core-CT Financials>Reporting Tools>Report Manager

List Explorer **Administration** Archives

View Reports For
 User ID: CORESheldonC Type: [dropdown] Last [dropdown] 1 Days [dropdown] Refresh
 Status: [dropdown] Folder: [dropdown] Instance: [input] to: [input]

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	5687178	7029442	ARX33A03 - ARX33A03.pdf	02/15/2013 9:19:22AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	5687177	7029440	ARX33A02 - ARX33A02.pdf	02/15/2013 9:18:49AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	5687176	7029438	ARX33A01 - ARX33A01.pdf	02/15/2013 9:18:21AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	5687175	7029436	ARX33003 - ARX33003.pdf	02/15/2013 9:17:30AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	5687174	7029434	ARX33002 - ARX33002.pdf	02/15/2013 9:16:22AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	5687173	7029432	ARX33001 - ARX33001.pdf	02/15/2013 9:15:13AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	5687170	7029441	Level Three Dunning w/Aqrio	02/15/2013 9:13:01AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	5687168	7029439	Level Two Dunning w/Aqiro	02/15/2013 9:13:01AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	5687166	7029437	Level One Dunning w/Aqiro	02/15/2013 9:13:01AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	5687164	7029435	Level Three Dunning Letter	02/15/2013 9:13:01AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	5687162	7029433	Level Two Dunning Letter	02/15/2013 9:13:01AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	5687160	7029431	Level One Dunning Letter	02/15/2013 9:13:01AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	5687159	7029430	AR Dunning	02/15/2013 9:13:01AM	Text Files (*.txt)	Posted	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.



XML Reports



1/23/2013

Dept. of Emrg Svc & Public Prot
 34 Perimeter Road
 Windsor Locks, CT 06096

Dear Valued Customer

Please be advised that we have not received any correspondence from you with respect 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	DOCS1 Item	Customer Line	DPS004 Entry Type/Reason	Dept. of P Balance	Overdue Charges	Due Date	Accounting Date	Days Late
7	DOCCEC18942	1	IN STATE	28.00 USD	0.00	9/17/2012	9/17/2012	128
7	DOCCEC18942	2	IN STATE	28.00 USD	0.00	9/17/2012	9/17/2012	128

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



XML Reports

Deposit Control - Point in Time

Run Control ID: NEW [Report Manager](#) [Process Monitor](#)

Language: English

Report Request Parameters

Point in Time Type: Range From Date: 01/01/2013 To Date: 01/20/2013

Deposit Unit: OSCM1 State Comptroller's Office

Amount Type: Base Curr

User ID: %

Deposit Type: %

Bank Code: % Bank Account: %

Posting Status: All

Save Return to Search Previous in List Next in List Notify Add Update/Display

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

Process Scheduler Request

User ID: CORESheldonC Run Control ID: NEW

Server Name: Run Date: 02/15/2013

Recurrence: Run Time: 9:57:21AM

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Point in Time Deposit Control	AR20001P	Crystal	Web	PDF	Distribution
<input checked="" type="checkbox"/>	Point in Time Deposit Control	ARX20001P	BI Publisher	Web	PDF	Distribution

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



XML Reports

List Explorer **Administration** Archives

View Reports For

User ID: CORESheldonC Type: [Dropdown] Last [Dropdown] 1 Days [Dropdown] Refresh

Status: [Dropdown] Folder: [Dropdown] Instance: [Dropdown] to: [Dropdown]

Report List

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	5687226	7029492	ARX20001P - ARX20001P.pdf	02/15/2013 10:05:41AM	Acrobat (*.pdf)	Posted	Details

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

Core-CT Report ID: ARX20001P

State of Connecticut Receivables

Deposit Control

Range from 01.Jan.2013 to 20.Jan.2013

Page No. 1

Run Date 15.Feb.2013

Run Time 10:05:38 AM

Business Unit: OSCM1
 Report on Base Currency: USD
 Operator: ALL
 Deposit Type: ALL
 Bank Account: ALL
 Post Status: All

Deposit Unit	Entry Date	Deposit ID	Operator	Assigned Operator	Deposit Type	Bank Code	Bank Acct	Balance Status	Deposit Status	Control Amount	Entered Amount	Posted Total	Journalled Amount
	03.Jan.2013	8421	BATCH	BATCH	Misc	FLEET	444407	Yes	Not Posted	304,546.48	304,546.48	0.00	0.00 USD
	03.Jan.2013	8422	CORESheldonC	CORESheldonC	Misc	FLEET	444407	Yes	Complete	5,943.57	5,943.57	5,943.57	0.00 USD
	03.Jan.2013	8423	CORESheldonC	CORESheldonC	Misc	FLEET	444407	Yes	Not Posted	370.92	370.92	0.00	0.00 USD
	03.Jan.2013	8424	BATCH	BATCH	Misc	FLEET	444407	Yes	Not Posted	1,766,896.82	1,766,896.82	0.00	0.00 USD
Base Currency:									USD	2,077,757.79	2,077,757.79	5,943.57	0.00
Total Amount by Entry Date:									03.Jan.2013	2,077,757.79	2,077,757.79	5,943.57	0.00 USD



RUN CONTROLS



Run Controls

AGING REPORTS

Aging Detail By Unit

Run Control ID: AGING

[Report Manager](#)

[Process Monitor](#)

Run

Language: English

Report Request Parameters

As of Date:	02/15/2013	Business Unit	BAAM1	Credit Analyst:	
SetID:	STATE	State of Connecticut		Sales Person:	
Aging ID:	STD	Standard Aging			
Amount Type:	Base Curr				
Rate Type:					
Customer ID:					
*Display Option:	Include All				

Save Return to Search Previous in List Next in List Notify Add Update/Display

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.



Run Controls

STATEMENTS

Statements Parameters Currency to Convert

Run Control ID: STATEMENT Report Manager Process Monitor Run

Language: English

Report Request Parameters

As of Date: 01/22/2013

Unit: DOCS1 DOC - Correctional Industries

SetID: DOCS1 DOC - Correctional Industries

Customer: %

Correspondence Customer: %

Statement Group: All Statement Groups

Balance Forward Due Date: 01/22/2013

Open Item

Open Item Include Drafts

Balance Forward

Balance Forward Re-run

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Statements Parameters | Currency to Convert

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

Only use the OPEN ITEM selection for Statements.



Run Controls

DUNNING LETTERS

Dunning Letters Parameters Display Currency

Run Control ID: DUNNING Report Manager Process Monitor Run

Language: English

Report Request Parameters

As of Date: 01/23/2013

SetID: DOCS1 DOC - Correctional Industries

Unit: DOCS1 DOC - Correctional Industries

Customer ID: %

Correspondence Customer:

Dunning Group: All Groups

Use Severest Dunning Letter

Use Modest Dunning Letter

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Dunning Letters Parameters | [Display Currency](#)

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

9.1 Accounts Receivable





- 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)

