

The logo for Core-CT, featuring the word "Core" in a black serif font and "CT" in a green sans-serif font with a blue underline.

**Supply Chain
Management
-and-
Financials
User Group Meeting**

June 2014

Meeting Agenda

- Welcome
- Help Desk
- EPM
- Security
- Inventory
- eProcurement
- Purchasing
- Accounts Payable
- Asset Management
- Closing



Welcome

- Core-CT has moved to 55 Farmington Ave.
- Refresher training per agency
- Training
- Review Fiscal Year End Instructions at
 - <http://www.osc.ct.gov/2014memos/fiscalyearend/fyeinstructions.htm>
- Footprints
- Training



Training

- Core-CT “Refresher” Training (In addition to regular training classes)
 - Different approach:
 - Agency specific
 - Lab-like
 - Small group
 - Contact Core-CT Financials Training if you are adding new users or implementing a project (e.g. expanding eProcurement use)
- tom.vaughan@ct.gov (860) 622-2164

Help Desk



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Shanon.Reutter@ct.gov

Help Desk Agenda

- FootPrints
 - New Core-CT Help Desk Software

FootPrints

- Log into a Service Catalog as of May 27, 2014
- URL: <http://footprints.ct.gov/footprints>
- Create a Ticket/Request for Service
- Routes Directly to Team



Log in Screen

BMC FootPrints Service Core

Please log in

User Name

Password

Login

[Create a new account](#)



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Service Catalog

Welcome to the Core-CT Help Desk! Please select the **'Find Services'** link in the Service Catalog box to access helpful information, job aids and if needed, submit a ticket for further assistance.

Service Catalog

Search Services [GO](#)

Categories

Core-CT

- Financials
- HRMS
- EPM
- Security
- Technical Issues
- After Hours & Holidays

[Find Services](#)

Featured Services

Additional Core-CT Resources to Assist Users

The Core-CT website, www.core-ct.state.ct.gov, contains a wealth of information designed to assist users in not only how to process transactions in Core-CT but also state policies and procedures, navigating the Core-CT application as well as other technical information.

Likewise within the Core-CT application, User Productivity Kit (UPK) exercises have been deployed to acquaint and provide step-by-step instruction to Financials, HRMS and EPM users. To access the UPK exercises, log into Core-CT and select the Core-CT Help tab.

Service Catalog

Core-CT SEARCH Advanced Welcome, TomMar [Signout](#) [Help](#)
[Home](#) [Globe](#) [Service Catalog](#) You are in the Core-CT Help Desk workspace

Service Catalog → Core-CT Search Category: GO

Subcategories

Financials AM AP AR BI CM ePro GL INV PC PD Find Services	HRMS Benefits Human Resources Payroll Time/Labor SFE Training Registration Find Services
EPM Find Services	More Core-CT Services After Hours & Holidays Security Technical Issues Find Services

Core-CT Help Tab

State of Connecticut Governor Dannel P. Malloy

Core-CT HRMS/FINANCIALS/REPORTING SYSTEM

Home About Help Contact

LOGIN

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

OFFICE OF THE STATE COMPTROLLER

DAS

REGISTER ONLINE TO VOTE

access health CT

VETERANS In.gov

Connecticut Recovers

Regulations of CT State Agencies

Help

Hours of System Operation:

Monday - Sunday	4:00am - 8:00pm
HRMS Confirm Thursday	4:00am - 2:00pm

General Contact Information:

- Help Desk telephone: 860-622-2300. Please direct all Requests for Service or inquiries to the ~~Footprints Help Desk Application~~ for Core-CT using the following link: <http://footprints.ct.gov/footprints>
- Core-CT non-production inquiries telephone: 860-622-2987
- Subscribe to [Daily Mail - Core-CT Communication Bulletins](#)

Core-CT Help Desk

- Log a ticket / Request for Service (if you have problems logging a ticket, please call the Help Desk)
- FootPrints Help Desk Instructions:
 - How to Log in / Log out (click [here](#) to locate your Agency to determine the appropriate log in instructions. This will vary depending on how you log in at your agency.)
 - [Submit a Ticket](#)
 - [How to Search and View a Ticket](#)
 - [How to Update a Ticket](#)
 - [How to Subscribe to a Global Ticket](#)
 - [For IT Staff / How to Switch Workspaces](#)

Questions



EPM



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EPM Agenda

- Procurement Contract Comments/Attachments
- New Catalog Management Reporting Table
- Training

EPM - Procurement Contracts

- New EPM Reporting Table

CTW_CNTRCTCMNTS - Contract Comments Rpt
Contract comments and attachment flag

- Public Query

CT_CORE_FIN_PO_CNTRCT_COMMENTS

EPM - Catalog Management

- New EPM Reporting Table

CTW_CATALOG_MGMT - Catalog Management Reporting
Contains catalog item number, manufacturer and vendor information.

- Public Query

CT_CORE_FN_PROCURE_CATALOG

EPM Training

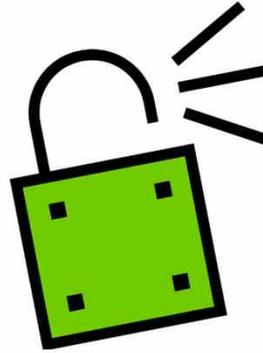
- Sign up using the course waiting list
 - FRP101/102-Introductory classes
 - FRP151-Joining tables
 - FRP200/201-Advanced



Questions



Security



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Security Agenda

- CO-1092 Reminders and Updates
- New Security Training
- Q&A

CO-1092 Reminders & Updates

- OSC denial of Conflicting Roles
 - No exceptions will be made
- Use of Comments page
 - Approvers will include explanation if deleting roles
 - Justification or Reference attachments
 - Provide further instructions for Liaisons

CO-1092 Reminders & Updates

- Use of Financial Appendix
 - Requests will be denied if FIN Appendix is not attached when necessary
 - Always complete FIN Appendix when adding Roles requiring Origins and Business Units
 - When adding Business Units or Origins to approval roles, add respective roles to invoke workflow (only).
 - OSC approval is not needed when only changing Ship To locations or Departments for Buyers or Requesters

CO-1092 Reminders & Updates

- Issues
 - Duplicate Transaction IDs
 - Timely removal of Transactional Roles for terminations

New Security Training – SEC 101

- Understanding Core-CT Application Security
- Security Liaison Roles & Responsibilities
- New Hires
- Password Reset (Employee)
- Distributed User Profile
- Application Security Request (CO-1092)
Processing
- Running EPM Audit Queries

New Security Training – SEC 101

- Course Code SEC101 in Core-CT Enterprise Learning
- 7 Classes scheduled in June
- Liaisons that never received training should attend
- Roll out additional classes as needed

Questions



Inventory



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Inventory- Agenda

- Welcome two new customers to the Inventory module - Dept. of Public Health & Dept. of Correction's Uniform warehouse.
- Introduce new functionality in 9.1- Auto Replenishment & advancements in the Demand Fulfillment process.
- Introduce enhancement of employee name & ID on stock requests.
- New and improved reporting capabilities.
- Customer support is available upon request

Department of Public Health – Pharmacy

- Department of Public Health implemented the Inventory module in July 2013 to record the distribution of medicines to clinics statewide.
- Worked hand in hand with DAS Procurement and DPH business office to establish 50 item id numbers.

Department of Corrections Uniform Warehouse

- DOC 's business requirement is to track the distribution of uniforms to over 6,000 employees.
- Established 500 item id numbers to support Supply Chain Management.
- Converted data from legacy system into Core-CT and trained staff.
- Worked collaboratively to develop customized business process.

Auto Replenishment Pilot Program – New in 9.1.

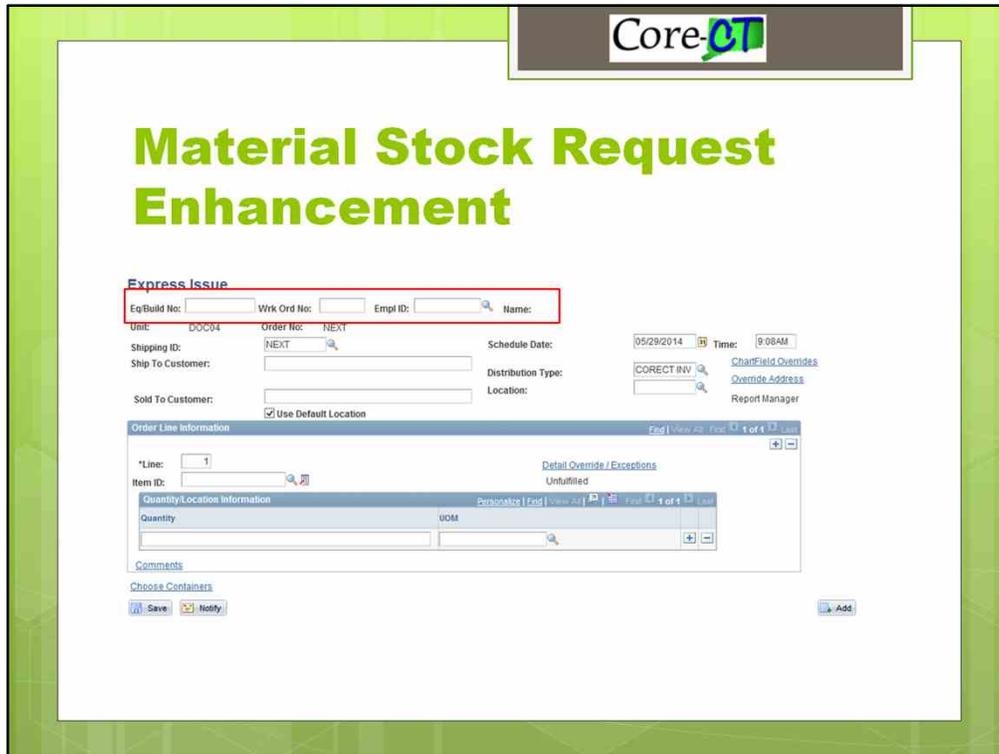
- DOC conducted a pilot program designed to provide efficiencies based on predetermined inventory levels and lowest price.
- The process is flexible and the system generated requisition can be edited prior to the requisition approval process.
- Auto Replenishment is intended to maximize the delivered Supply Chain Management integration.

Advancements in Demand Fulfillment process

- Agencies using the demand fulfillment process have realized an efficiency while reserving allocated items.
- The ability to create pick plans earlier in the process eliminating two steps.
- Core-CT staff has the ability to revert a stock request to a previous fulfillment state.

Material Stock Request Enhancement

- At the request of Department of Correction, Core-CT has added two new fields (Empl ID & Name) to the stock request.
- Two other custom fields were added previously to aid agencies with their stock requests, EQ/Build No & Wrk Ord No.
- Both are used primarily for reporting purposes.



The Empl ID and Name are used the department of Corrections as they must track the number of uniforms issued to the employees.

The Equipment/Building No and Wrk Ord No. are used by the department of Transportation so they can track expenses related to their buildings and equipment.

New Reporting and EPM Capabilities

- Core-CT teamed up with DOT to calculate item usage and provide the ability to auto adjust min/max levels. The process can be found by navigating to: Inventory>Manage Inventory>Reports> Core Inventory Min/Max

The Core Inventory Min/Max report will calculate an agencies item usage and provide agencies the process option to auto adjust based on desired turn rates.

New Reporting and EPM Capabilities

Inventory MinMax

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

Language: English

*Business Unit: DOT88

*Qty MAX Percent: 1.00

*Qty MIN Percent: 1.00

Report or Process: Report

Item ID: %

Item Group: %

Family: %

Item Description: %

Transaction History Period Selection

Prior Fiscal Year Accounting Date Range

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

New Reporting and EPM Capabilities

- Core-CT is working with EPM to establish a concise list of inventory items required to support the operational needs of agencies.
- New EPM query name is
CT_CORE_FIN_INV_REQUIREMENT

The CT_CORE_FIN_INV_REQUIREMENTS leverages the information that is already saved in the system and creates your agencies inventory business requirements.

Customer Support

- Identify new business requirements
- Review current business practices
- Recommend efficiencies
- Review reporting needs
- Resource to manage the item ID load process.

Conclusion

- Implementing 2 new business units while upgrading to 9.1 & applying bundles allowed us to get back to, and focus on, the fundamentals.

Questions



eProcurement



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eProcurement- Agenda

- Workflow
- Comments
- Attachments
- Multiple – Distributions
- Inactive Items
- Goods & Services
- New Purchasing Authority



Workflow

- Prior to Bundles any user could make any change and workflow would not reinitiate.
- Post Bundles, users who make changes that are not within their authority will reinitiate workflow.
- Workflow will not reinitiate when reducing the quantity or dollar value.

Example: If a requisition has been approved by the Req. Amount Approver and the Requester increases the dollar amount, the requisition will reinitiate and the Req. Amount Approver will have to reapprove.

Prior to Bundles when any user made a change workflow would not reinitiate.

Comments

- Comments will display on the Requisition Approval page from the work lists only when the Approval Justification box is checked.

This is a time sensitive purchase.

Rush

Edit Requisition

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

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: Dept of Administrative Svcs *Currency:
Requester: DAS-Kawada Blanche Priority:
Requisition Name: CORE-10 [REQ Obligation](#)

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	test	EPLUS TECHNOLOGY INC	3.0000	Each	100.00000	300.00 USD

Total Amount: 300.00 USD

Comments

Do you see the comments?

Send to Vendor Show at Receipt Shown at Voucher Approval Justification [More Comments](#)

Box is checked

Where do I attach things and who will have access to view them?

Comments (cont'd)

Requisition Approval

Business Unit: DASM1
Requisition ID: 000002361
Requisition Name: TEST COMMENTS AT HEADER
Requester: DAS,Kuwapda Blanche
Entered on: 05/19/2014
Status: Pending
Priority: Medium
Budget Status: Not Checked
Total Amount: 300.00 USD
[REQ Obligation](#)

Requester's Justification:
 Do you see the comments?

Comments show at the header level on the Requisition Approval page only when the Approval Justification Checkbox is checked.

[Edit Requisition](#)

[View printable version](#)

Line information

Line	Item Description	Vendor Name	Quantity	UOM	Price	USD
<input checked="" type="checkbox"/>	1 test	541904151F-001	3.0000	EA	100.00000	USD

Select All / Deselect All
[View Line Details](#)

To ensure Requisition Approvers can view the header comments on a requisition on the Requisition Approval page; check the Approval Justification box.

Attachments

- To view attachments on the Requisition Approval page, users must attach them at the line level in the Comments Icon.

Edit Requisition

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

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: Dept. of Transportation *Currency:
 Requester: DOT-Bal, Charlesina P Priority:
 Requisition Name: CORE-10 REQ Obligation

Requisition Lines

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	cable	EPLUS TECHNOLOGY INC	2.0000	Each	1,000.00000	2,000.00
Total Amount:						2,000.00 USD

Select All / Deselect All

Comments

Attachment 2

Send to Vendor Show at Receipt Shown at Voucher Approval Justification [More Comments](#)

Click on the Comments icon

Attachments (cont'd)

Line Comments

Business Unit: DOTM1 Requisition Date: 05/21/2014
Requisition ID: 0000092287 Status: Pending Line: 1

Comments Find First 1 of 1 Last

Use Standard Comments Entered On: 05/21/2014 2:00:39PM

1 See Attached

Send to Vendor Show at Receipt Show at Voucher

Add Attachments

Attached File	User/Date Time	View	Send to Vendor
1 Resource_1.doc	ConnorsF2014-05-21-14 31.04.520	View	<input type="checkbox"/>

OK Cancel



Attachments (cont'd)

- Header attachments can only be accessed from an Approver's work list by editing the requisition on the Requisition Approval page.

Requisition Approval

Business Unit: DOTM1
 Requisition ID: 000092287
 Requisition Name: Attachments
 Requester: [DOT-Ball, Charlesina P.](#)
 Entered on: 05/21/2014
 Status: Pending
 Priority: Medium
 Budget Status: Not Checked

Total Amount: 2,000.00 USD
[REQ Overview](#)

Requester's Justification:
 Attachment 2

[Edit Requisition](#) Click Edit Requisition [View printable version](#)

Line Information

Line	Item Description	Vendor Name	Quantity	UOM	Price	Requester's Comments
<input type="checkbox"/>	1 cable	541904151F-001	2.0000	EA	1000.00000	USD

Select All / Deselect All
[View Line Details](#)

Attachments (cont'd)

Edit Requisition

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

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: Dept. of Transportation
 Requester: DOT-Ball, Charlesina P
*Currency:
 Requisition Name: CORE-10 [REQ Obligation](#)
Priority:

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	cable	EPLUS TECHNOLOGY INC	2.0000	Each	1,000.00000	2,000.00
Total Amount:						2,000.00 USD

Select All / Deselect All

Comments

Send to Vendor
 Show at Receipt
 Shown at Voucher
 Approval Justification
 [More Comments](#)

Attachments (cont'd)

Header Comments

Business Unit: DOTM1 Requisition Date: 05/21/2014
Requisition ID: 0000092287 Status: Pending

Comments Fnd Fnd 1 of 1 Last

[Use Standard Comments](#) Entered On: 05/21/2014 1:55:46PM + -

Attachment 2

Send to Vendor Show at Receipt Show at Voucher Approval Justification

[Add Attachments](#) [Click View](#)

Attached File	User/Date/Time	View	Send to Vendor
1 Resource_1.doc	COREBonolaKa2014-05-21-14.01.21.277	View	<input type="checkbox"/>

OK Cancel

Multiple Distributions

- Users are now able to add multiple distributions when copying a requisition.

Navigation: eProcurement>Manage Requisition

P	0000002362	TEST Vendor	DASM1	05/20/2014	Approved	Not Chk'd	300.00	USD	<Select Action>	Go
P	0000002361	TEST COMMENTS AT HEADER	DASM1	05/19/2014	Pending	Not Chk'd	300.00	USD	<Select Action> Cancel Requisition Copy Requisition	Go



Prior to bundles users could not add multiple distributions when copying an existing requisition.

Multiple Distributions (cont'd)

Consolidate with other Reqs Override Suggested Vendor

Shipping Line: 1 Due Date: Quantity: 3.0000 Price: 100.00000

Status: Active *Ship To: 0640000046 [Modify Onetime Address](#)
[Add Shipto Comments](#)

Attention To: CoreCT-Bonola Kathleen M (DAS)

*Distribute By: City SpeedChart:

Line	Status	Dist Type	*Location	Quantity	Percent	Merchandise Amt	GL Unit
1	Open		ACORE	1.5000	50.0000	150.00	STATE
2	Open		ACORE	1.5000	50.0000	150.00	STATE

Select All / Deselect All Total Amount: 300.00 USD

[Add to Favorites](#) [Add to Template\(s\)](#) [Modify Line / Shipping / Accounting](#) [Delete](#)

Comments: Send to Vendor Show at Receipt Shown at Voucher Approval Justification [More Comments](#)

[Save & submit](#) [Save & preview approvals](#) [Cancel Changes](#) [Find more items](#)

By clicking on the plus sign at the end of the distribution line, users can add multiple distributions to a copied requisition.

Inactive Items



- When copying requisitions, inactive items will not transfer to new requisitions.

Manage Requisitions

Search Requisitions

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

Business Unit: DOTM1 Request Name:

Request ID: 000002281 Request Status: All but Complete Budget Status:

Date From: Date To: 05/14/2014 CORE-ID:

Requester: Entered By: PO ID:

Search Clear

Requisitions

To view the WBSpan and line items for a requisition, click the Expand triangle icon.
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Request	Amount	Total	Action
P 000002281	Suburban Stations	DOTM1	05/14/2014	Pending	Net Chkd	300.05	USD	<input type="text" value="Select Action"/> <input type="text" value="Select Action"/> <input type="text" value="Cancel Requisition"/> <input type="text" value="Copy Requisition"/> <input type="text" value="Edit Requisition"/> <input type="text" value="View Approvals"/> <input type="text" value="View Printable Version"/>

Copy an existing requisition to a new requisition.

Create New Requisition Renew Change Request Renew Change Tracking Manage Receipts Requisition Report

Prior to Bundles inactive items were copying to new requisitions and causing the lines to get stuck in the sourcing workbench. This will no longer be an issue.



Inactive Items (cont'd)

Create Requisition

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

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: EOTM Dept. of Transportation **Message**

Requester: CORES/MSK

Requisition Name:

Requisition Lines:

Line	Description	Vendor Name	Quantity	Unit	Price	Amount	Unit Price
1	SIDE-APPLY CORRECTION TAPE - SUBURBAN STATIONERS INC	SUBURBAN STATIONERS INC	1,000	Each	4.00	4,000.00	4.00
2	DESK HIGHLIGHTER - CHSEL TP - SUBURBAN STATIONERS INC	SUBURBAN STATIONERS INC	1,000	Package	8.82	8,820.00	8.82
3	POST-IT FLAGS VALUE PACK ASSOC - SUBURBAN STATIONERS INC	SUBURBAN STATIONERS INC	1,000	Package	8.82	8,820.00	8.82

The original Requisition has 10 line(s) and only 8 line(s) have been copied into the Req. (10100,141)
The copied from Requisition may have discontinued or unavailable line items, or inactive item categories, or canceled lines, or invalid vendors.

OK

Inactive items do not copy into a new requisition.

In addition to inactive items, cancelled lines or invalid vendors will not copy to a new requisition.

Goods & Services



- To help with Reporting & Freedom of Information requests, please remember to properly identify each line on a Requisition as a **good** or **service**.



Core-CT Help

Create Requisition

Line Details

Line: 1 Date: Line Status: Open

Item Details

Manufacturer Amt: 500.00 USD

Category: 21000000 [View Hierarchy](#)

Description: Tools and General Machinery

Buyer: [Buyer Information](#)

Vendor: 000004721 EPLUS TECHNOLOGY INC [Request New Vendor](#)

Vendor Location: MAN ORDER & REMIT-CHECKS

Vendor's Catalog: Purchasing Authority: Contracts

Manufacturer ID: UFN ID:

Manufacturer's Item ID:

Physical Nature: **Goods**

RFQ Required Amount Only

Device Tracking Inspection Required

Construction

OK Cancel

Note: The physical nature field defaults to Goods. This needs to be updated when a service is being ordered.

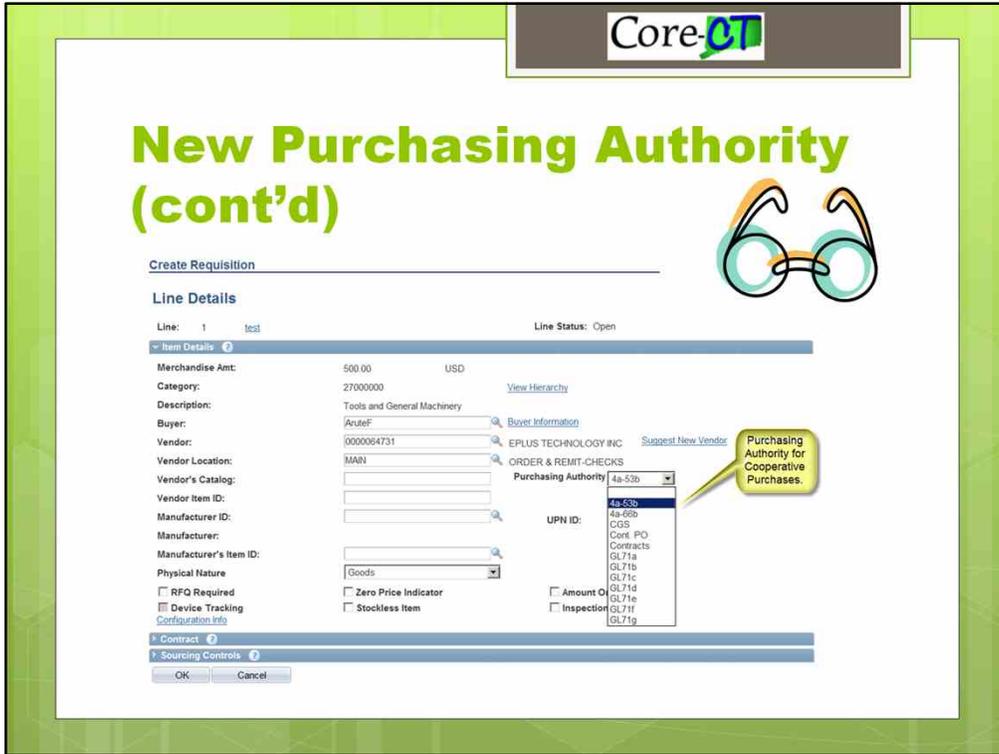
It is important for users to navigate to the Line Details of a requisition when ordering “Services”. The physical nature field is defaulted to “Goods.” The more accurate the data is on a transaction the easier it is to fulfill Freedom of Information requests and other required reports.



Coming Soon... New Purchasing Authority

- CGS 4a-53(b) Agency use of cooperative contracts.
- The Department of Administrative Services Procurement Division and Core-CT will provide instructions for use of this new Authority.

DAS Procurement and Core-CT will be sending out instructions on when to use this purchasing authority.



DAS Procurement and Core-CT to disseminate instructions on use of this new Purchasing Authority.

Questions



Purchasing



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Purchasing- Agenda

- Fiscal Year End 2014
- New Purchasing Authority – 4a-53b
- FOI – Descriptions – Goods/Services
- Purchasing Attachments do's and don'ts
- PO Balance Report
- Adjusting Receipts
- Procurement Contracts Document Status

Fiscal Year End 2014

Closing

- Close all POs that are completed as soon as possible.
- If the purchase order has a remaining balance and no further payments are necessary to complete the business transaction, a "Change Order" should be created to bring the PO amount to the amount expended.
- The purchase order must then be closed.

Agencies must close all POs that should not roll into fiscal year 2015 through 4:00 p.m. on June 27, 2014.

A PO must have a PO Status of "Dispatched" or "Canceled" to qualify for closing. Each distribution line must have a Distribution Line Status of "Open", "Processed", or "Canceled" to qualify for closing.

The benefits of creating a "change order" are:

The PO Balance Report displays the actual expenditures.

Unexpended funds are returned from the PO to the contract.

Contracts reflect actual expenditures and allow the unexpended balances to be re-committed on another PO.

Unexpended funds are made available in the agency budgets.

Do not reduce the PO amounts below what has been ordered through June 30, 2014.

It is the agency's responsibility to clean up POs that do not qualify to roll, POs in Open, Pending Approval, Approved, Pending Canceled, Canceled, or POs with a budget status of Error, prior to the June 27 deadline.

Core-CT has kept the close days at zero for this fiscal year.

Fiscal Year End 2014

PO Roll Process

- In order for a purchase order to qualify to Roll,
 - Encumbered funds must remain on the PO line(s)
 - The PO status must be dispatched
 - The Budget status must be Valid,
 - The Line(s) must not be in a Fully Matched status.

- After POs roll do **NOT** change the Accounting or Budget dates

The Core-CT team will begin the PO Roll process for all qualifying POs on Tuesday, July 1, 2014.

Should the Core-CT team encounter a problem with a PO that was left in an agency's business unit to roll or the PO does not qualify to roll, the Core-CT team close that PO.

POs that were closed by the Core-CT team will be posted on the Core-CT website for agencies to recreate in the 2015 fiscal year.

Core-CT will begin to roll POs on the morning of July 1, 2014 and hope to finish by July 4th, 2014.

After PO Roll – do not change the Accounting Date or Budget Date – If you change either of these dates you can inadvertently try to draw funds against a closed period

Fiscal Year End 2014

- Visit the CORE-CT webpage for links, instructions, and job aids
- <http://www.core-ct.state.ct.us/>



<http://www.core-ct.state.ct.us/>

Navigate: Financials > Other Links
 Contains Links for FYE 2014 Information
 User Group Information
 Modules – Purchasing

Fiscal Year End 2014

- Click on “Will my PO qualify for closing”
- <http://www.core-ct.state.ct.us/>



<http://www.core-ct.state.ct.us/>

Navigate: Financials > Purchasing > Will my PO qualify for closing?

Links for Purchasing/Receipts/Contracts are here.

Purchasing Authority 4a-53b

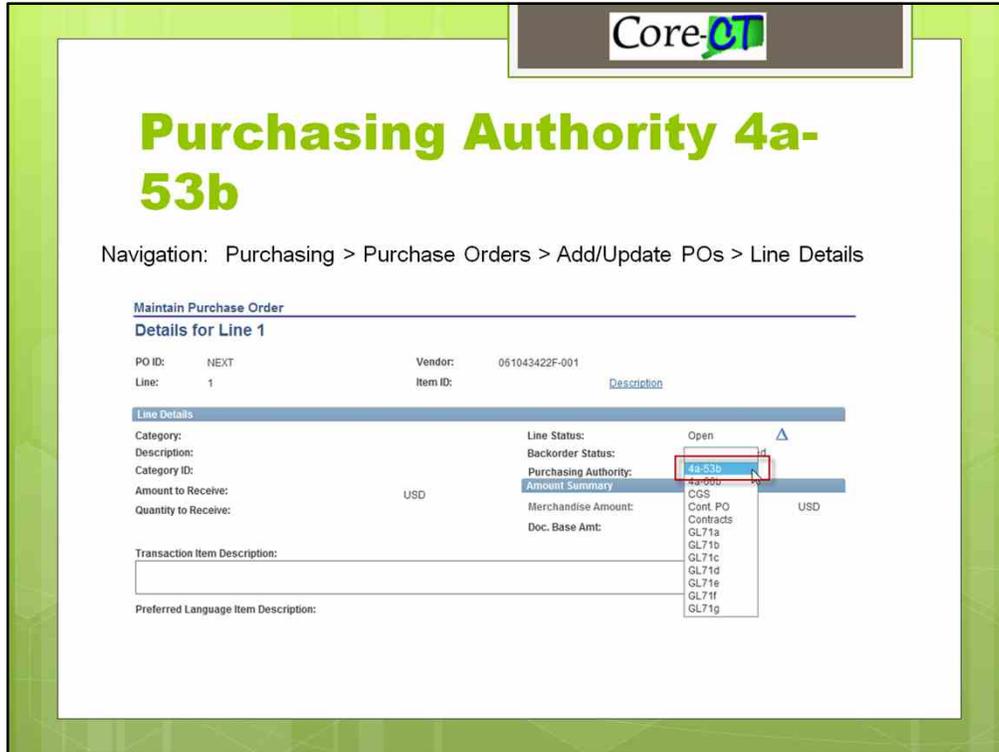
- CGS 4a-53(b) Agency use of **cooperative contracts**.
- The Department of Administrative Services Procurement Division and Core-CT will provide instructions for use of this new Authority

In certain circumstances, the Department of Administrative Services/Procurement Division (“DAS”), through CGS 4a-53(b) can approve agency use of certain cooperative contracts. In making such requests to DAS, the agency must provide written details about the cooperative contract they are interested in utilizing (i.e. Contract #, description, Vendor, costs, etc.), the justification and benefits of utilizing the cooperative contract, the rationale for not utilizing a state contract (if one exists) or the rationale for not bidding the needs separately (if a state contract doesn’t exist), and any savings or other benefits that would be achieved.

This information along with any pertinent attachments/documentation should be sent via email to: Carol Wilson Director of Strategic Procurement, carol.wilson@ct.gov. DAS will respond in writing to the agency with rejection or approval of the request.

Please note, for Information Technology or Telecommunications products or services (“IT”), the process is the same; however, after receiving approval from DAS/Procurement the agency must submit an ITD_10 requisition through Core-CT (e-Pro) as IT procurements always require input from the DAS/Bureau of Enterprise Systems and Technology (“BEST”) IT Architecture and Standards area. Upon their review and approval, the Core-10 requisition will be routed to the DAS IT procurement staff for final approval, and the agencies can create the purchase

order.



When approval for use of a cooperative contract is granted by DAS, the in Core-CT the new translate value 4a-53b is located in the line details page for e-Pro Requisitions and on line Purchase Orders.

Navigation: Purchasing > Purchase Orders > Add/Update POs > Line Details

Agencies should then follow the Core-CT purchase methodology, for all purchases against a cooperative contract this includes purchases valued under \$1,000.00.

In the event that the approved purchase needs to be increased in quantity or services to be provided, additional documentation must be submitted to DAS for approval prior to the agency giving authorization to the vendor to provide such increased goods/services.

FOI - Descriptions

- From OSC Memorandum 2010-28

It is important to recognize that financial transactions in Core-CT are subject to disclosure under the State's Freedom of Information Act (FOIA).

Each agency is responsible for ensuring to its employees, customers, clients, vendors, etc. that their personal information is handled with an appropriate level of care and used only for its intended purpose.

For the entire memorandum: <http://www.osc.ct.gov/2010memos/numbered/201028.htm>

Evaluating PO data from a recent FOI request revealed that PO descriptions contained sensitive data which should have not been placed in the PO description. This also applies to the requisition description. When in doubt seek guidance from your supervisor.

FOI – Goods / Services

- To help with Freedom of Information requests, please remember to properly identify each line on a Purchase order as a good or service.
- By filling out as many fields as possible with the correct information, Core-CT can provide detailed information efficiently.



FOI – Goods/Services

Navigation: Purchasing > Purchase Orders > Add/Update POs > Line Details

Maintain Purchase Order
Details for Line 1

PO ID: NEXT Vendor: 091043422F-001
Line: 1 Item ID: [Description](#)

Line Details

Category:	Line Status:	Open	<input type="button" value="Δ"/>
Description:	Backorder Status:	Not Backordered	
Category ID:	Purchasing Authority:	Contracts	▼
Amount to Receive:	Amount Summary		
Quantity to Receive:	USD	Merchandise Amount:	USD
		Doc. Base Amt:	

Transaction Item Description:

Preferred Language Item Description:

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

Item Information

Attributes

Physical Nature:	Goods	<input type="checkbox"/> Amount Only
Price Qty:	Services	
Price Date:	NY	

Navigation: Purchasing > Purchase Orders > Add/Update POs > Line Details

Attachments do's and don'ts

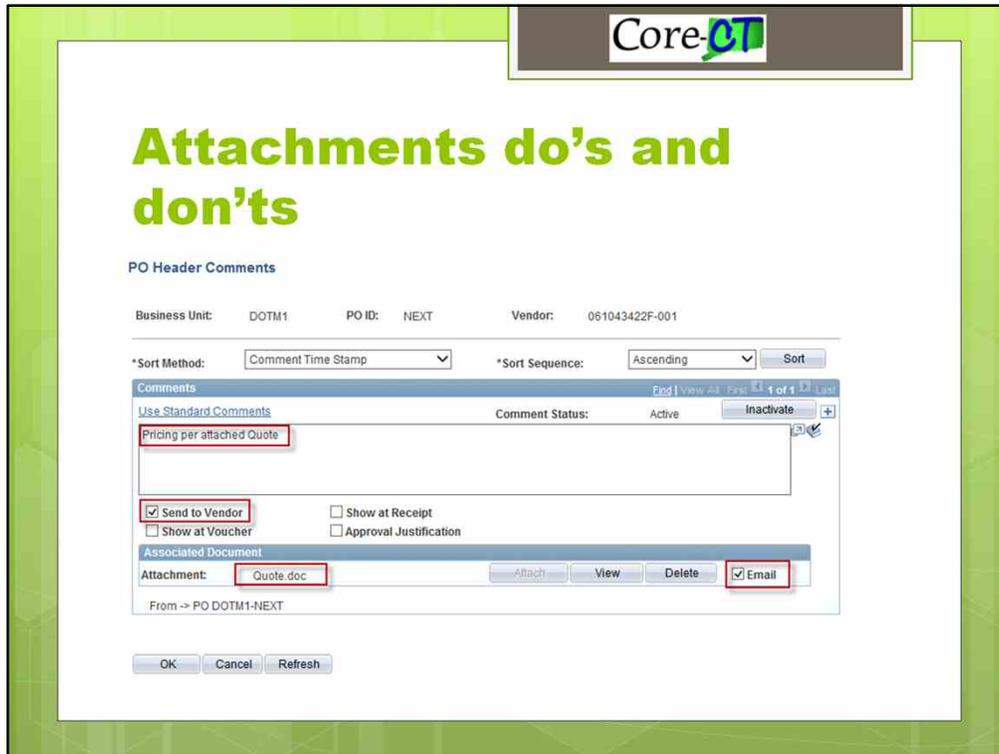
- Do keep the name as small as possible (under 20 Characters)
- Do check BOTH Send to Vendor and Email if the attachment will be sent to the Vendor
- Do not add special characters to the file name (!@#\$%^&*()+-)
- Do not attach excessively large files

Comments do not have to be added to add an attachment

Only one attachment may be added per comment

Comments and Attachments may be added to both the header and the line(s)

Attachments are not be used to replace item descriptions (i.e. You cannot use 'See Attached List')



Comments do not have to be added to add an attachment
Only one attachment may be added per comment
Comments and Attachments may be added to both the header and the line(s)

Attachments are not be used to replace item descriptions (i.e. You cannot use 'See Attached List')

PO Balance Report

Navigation: Purchasing > Purchase Orders > Reports > PO Balance Report

- Changed Heading from Vouchered Amount to Paid Amount to reflect actual amount paid

Original Heading	Merch Amount	Vchrd Amount	Po Balance
	\$ 16.40	\$ 16.40	\$ 0.00
Updated Heading	Merch Amount	Paid Amount	Po Balance
	\$ 250.00	\$ 49.87	\$ 200.00

We made three changes for the PO Balance Report

1st change was to the label for Vchrd Amount – We changed it to Paid Amount and updated the field to show the true amount paid (minus any discount taken)

PO Balance Report

Navigation: Purchasing > Purchase Orders > Reports > PO Balance Report

- Modified the GL configuration (as of 4/11/14 bundles) so that prompt payment discounts are automatically returned to the budget.
- Prior to bundles users must close the PO to remove the encumbrance, a change order can't put the funds back to the budget.
- Note: The paid amount and the expended amount will now show different amounts when a prompt payment discount has been taken.

Prior to bundles POs with prompt payment discounts taken must be closed to get the funds returned to the budget. The encumbrance balance on the PO is not available and a change order will not return the funds to the budget.

PO Balance Report

Navigation: Purchasing > Purchase Orders > Reports > PO Balance Report

Before the Update – The discount is still encumbered

Merch Amount	Vchrd Amount	Po Balance	Encumbered	Expended	UnLiquidated
\$ 573.80	\$ 562.32	\$ 11.48	\$ 573.80	\$ 562.32	\$ 11.48

After the Update – The discount has been returned to the budget

Merch Amount	Paid Amount	Po Balance	Encumbered	Expended	UnLiquidated
\$ 573.80	\$ 562.32	\$ 0.00	\$ 573.80	\$ 573.80	\$ 0.00

The 2nd change was to update configuration so that when a discount is taken on a PO, the funds are returned directly to the budget and to update the display of this change on the PO Balance Report

The Voucher was for \$573.80 (\$562.32 paid - \$11.48 prompt payment discount taken)

Before – The PO was still encumbering the \$11.48 and would not release the funds until the PO was closed

After – The PO is no longer encumbering the discounted amount. The Paid Amount is \$11.48 less than the Expended Amount to show that a prompt payment discount has been taken.

PO Balance Report

Navigation: Purchasing > Purchase Orders > Reports > PO Balance Report

- Modified Buyer to show the Username versus the User ID
- To prevent numeric values from showing

Before

Req 0000088653 BUYER 054748
Beg DT: 06-JAN-2014 End DT: 30-JUN-2014

After

BUYER DOT-Turbert, Julie C
Beg DT: 11-FEB-2014 End DT: 30-JUN-2014

The 3rd change was to update the PO Balance Report to display the User Name versus the User ID

This will be fixed in other areas of PO also.

Adjusting Receipts

- Receipts
 - Issue with receiving multiple distribution quantity Purchase Orders.
 - Working with PeopleSoft (Oracle) to fix the problem

Prior to *6/11/2013* – The default option for Allocation Type was Prorate (distribute by percentage). This option would grey out the merchandise distribution amounts so the amounts could not be changed on the receipt. If the receipt has this allocation type, select Specify to open the amounts up to change them.

Adjusting Receipts

- The Purchase Order was created with a quantity of 50 on two distributions lines

Maintain Purchase Order

Distributions for Schedule 1

Unit: DOTM1 Vendor: 061043422F-001
 PO ID: 0000138852 Item: [Controlable Asset](#)
 Line: 1
 Schedule: 1 Status: Active

*Distribute By: Schedule Qty: 50.0000
 Merchandise Amount: 7,500.00 USD
 Doc. Base Amount: 7,500.00 USD

SpeedChart:

Dist	Status	Percent	PO Qty	Merchandise Amount	Currency	GL Unit	Fund	Dept	SD	Program	Account	ChartField 1
1	Open	70.0000	35.0000	5,250.00 USD		STATE	12001	DOT57781	10020	00000	54150	
2	Open	30.0000	15.0000	2,250.00 USD		STATE	12062	DOT57757	21102	00000	54150	

OK Cancel Refresh

Sample Receipt to show methods of adjusting distribution

Adjusting Receipts

- Create a Receipt for 1

Maintain Receipts

Receiving

Business Unit: DOTM1 Receipt Status: Open ✖
 Receipt ID: NEST [Add Header Comments](#) [Adjusts](#)

Header

Select Purchase Order [Print Delivery Report](#) [View PDP Receipt Adjust](#)

Receipt Lines

Line	Item	Description	Receipt Qty	Receipt UOM	Receipt Price	Penalty	Accept Qty	Status	Category	Serial	Device Track	Stock UOM	AM Status	Device Track
1		Controlblade Asset	1.0000	EA	150.00000	Penalty	1.0000	Open			<input type="checkbox"/>	EA	Penalty	<input checked="" type="checkbox"/>

Interface Receipt [Interface Asset Information](#)

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

Navigation to distributions – Click Links and Status Tab then click Distrib Icon (Left of Comments Bubble)

Adjusting Receipts

- The default Allocation is Specify
- The Quantities are for the Original Amount!

Maintain Receipts

Receipt Distributions for Line 1

Business Unit: DOTM1 Status: Open
 Receipt ID: NEXT Amount Only
 Receipt Line: 1 *Allocation Type: Specify
 Line Quantity Received: 1.0000 Line Cost Received: 150.00

Line	Status	*Location	Qty. Std UOM	Qty. VMD IOM	Merchandise Amt	Merch Amt Base	IN Unit	Attention To	Consigned	Non-Or
1		ACORE	35.0000	35.0000	5,250.00 USD	5,250.00 USD			<input type="checkbox"/>	<input type="checkbox"/>
2		ACORE	15.0000	15.0000	2,250.00 USD	2,250.00 USD			<input type="checkbox"/>	<input type="checkbox"/>

OK Cancel Refresh

NOTE: The CORE-CT default value for receiving is Specify.

Specify means the original distribution values of the PO are copied into the receipt which the user can then modify based upon the desired allocation.

In this example, the original PO was for 50, but we only received one, however the total amount of 50 is brought into the Receipt.

Adjusting Receipts

- Option 1 – Adjust the amounts manually

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

My HR Finance Core-CT Help

Maintain Receipts

Receipt Distributions for Line 1

Business Unit: DOTM1 Status: Open
 Receipt ID: NEXT Amount Only
 Receipt Line: 1 *Allocation Type: Specify
 Line Quantity Received: 1.0000 Line Cost Received: 150.00

Distribution Information

Line	Status	Location	Qty Std	Qty VND	Merchandise Amt	Merch Amt Base	W Unit	Attention To	Consigned	Box On
1	Open	ACORE	0.7000	0.7000	105.00 USD	105.00 USD			<input type="checkbox"/>	
2	Open	ACORE	0.3000	0.3000	45.00 USD	45.00 USD			<input type="checkbox"/>	

OK Cancel Refresh

Option # 1 - The Quantity values can be adjusted to the correct amounts manually. Navigate back to the Links and Status tab and click on the distributions Icon

In this example, we are receiving one unit, and the desired distribution is 70/30 so we enter the values as a decimal. (.7 and .3)

Adjusting Receipts

- Option 2 – Switch the receiving method on the Receipt from Specify to Prorate

Maintain Receipts

Receipt Distributions for Line 1

Business Unit: DOTM1 Status: Open
 Receipt ID: NEXT Amount Only
 Receipt Line: 1 *Allocation Type: **Prorate** 
 Line Quantity Received: 1.0000 Line Cost Received: 150.00

Distribution Information

Line	Status	*Location	Qty Std Used	Qty VND Used	Merchandise Amt	Merch Amt Base	U Unit	Attention To	Consigned	Non-Ow
1		ACORE	0.7000	0.7000	105.00 USD	105.00 USD			<input type="checkbox"/>	<input type="checkbox"/>
2		ACORE	0.3000	0.3000	45.00 USD	45.00 USD			<input type="checkbox"/>	<input type="checkbox"/>

OK Cancel Refresh

*Option #2 – Switch the receiving method on the Receipt from Specify to Prorate and allow the system to recalculate the distribution.

Navigate the Links and Status tab and click on the distributions Icon

The system will adjust the distribution based upon the receipt quantity

Document Status

Navigation: Procurement Contracts > Review Contract Information > Document Status

- This feature allows users to see all documents associated to a Contract:
 - Requisitions
 - Purchase Orders
 - Receipts
 - Vouchers
- Each document is hyperlinked so a user can drill to view details.
- This is not to be used for large state wide PSX contracts. You will have time out issue's.

Navigation: Procurement Contracts > Review Contract Information > Document Status

Document Status

SetID: STATE Contract: [14COR0001AA](#)
Document Date: 01/09/2013 Status: Approved
Currency: USD Document Type: Contract
Buyer: Released Amount: 14,000.00
Short Vendor Name: 061043422F-001

Associated Document Personalize | Fast View 4 | Print | 1-40 of 40 | List

SetID	Business Unit	Document Type	Match Workbench	Accounting Entries
OTTM1		Payment		
	DOTM1	Receipt		
	DOTM1	Receipt		
	DOTM1	Receipt		
	DOTM1	Voucher	Match Workbench	
	DOTM1	Voucher	Match Workbench	
	DOTM1	Voucher	Match Workbench	
	DOTM1	Purchase Order		
	DOTM1	Purchase Order		Accounting Entries
	DOTM1	Purchase Order		
	DOTM1	Voucher	Match Workbench	Accounting Entries
	DOTM1	Receipt		
	DOTM1	Receipt		
	DOTM1	Voucher	Match Workbench	Accounting Entries
	DOTM1	Voucher	Match Workbench	Accounting Entries

[Return to Search](#) [Previous in List](#) [Next in List](#)

Hyperlinks available to Match Workbench and Accounting Entries where applicable

Questions



Accounts Payable



Cynthia.Babbitt@ct.gov

Brianne.McKenna@ct.gov

Accounts Payable - Agenda

- Fiscal Year End
- Changes from Recent Bundles
- Bud Ref 2016
- Reminders
- Accounts Payable Division Topics

Fiscal Year End 2014

- Interagency Vouchers s/b Valid by June 6 (EOD)
- Payment Cancellations in by June 19 (5pm)
- Last AP Interfaces loaded by June 24 (pm)
- JV's Valid by June 25 (3:30pm)
- Voucher Closure requests sent by June 25 (3:30pm)
- Last STATE Pay Cycle is June 26
- Access to all Voucher styles removed June 26 (4pm)
- ZERO Pay Cycle is June 27
- AP Closes FY 2014 on June 27 (pm)

- “ The sooner you process your interagency vouchers, the sooner the Creditor agency can spend that money and vice versa.
- “ Remember – you must leave time for approving and successful budget checking for these files.
- “ Make sure staff is available at the end of June to troubleshoot not only regular vouchers for payment, but JVs. Someone also must be available to delete the vouchers that didn't make it through the last STATE pay cycle.
- “ All voucher access – this is done automatically – there is no holding up this step.

Suggestions:

- “ Plan your last pay cycle date for the day before (June 25), and leave the 26th for the last-minute payments.
- “ Be sure you have at least one voucher processor and one approver for the last day.
- “ Contact the HelpDesk EARLY if a voucher isn't paying and you can't resolve the problem.

Changes from Bundles

- Expanded Audit Logs
- Submit for Approval
- Voucher Inquiry by Account

- “ During the recent bundles, we expanded the Audit Log functionality to include deleted vouchers and closed vouchers. These will show when you ‘Search Audit Log.’ Audit Logging also reveals details about payment cancellations and AP Match.
- “ Prior to the recent bundles, voucher approvers could ‘Submit’ for Approval on the voucher Payments page – which would skip the second step ‘Approve.’ Thus the voucher would be approved in one step. Application of the bundles has changed this procedure – both steps are now required to approve the voucher regardless of where it’s done and who does it. We are currently working with Oracle on this problem.
- “ Voucher Inquiry including ‘Account’ reveals lines on a voucher correctly, but only shows the total voucher amount. We are working with Oracle to make the results meaningful when line amounts matter.



Budget Reference Optional

- Proposed for FY2016
- Budgeted Funds will no longer use a Budget Reference
- Agencies/Funds that currently 'consolidate budget reference' will no longer need to use budget reference
- Those that wish to use Bud Ref still can

Why?

Budget Reference Optional

- Now available due to recent upgrade
- For budgeted Funds and consolidating funds, Budget Ref is always the same as Fiscal Year and carries no additional value.
- Agencies/Funds that still need to track/control by Bud Ref still can
- Combo Codes
- SpeedCharts
- Greatly simplify Budget Close/Carry-forward

How?

Budget Reference Optional

- Budgeted Funds will no longer use a Bud Ref on any transactions.
- Funds with a Bud Ref will simply carry it forward.
- Agencies will still need to inform OSC of Funds that will no longer use Bud Ref so they can post appropriations and allotments.

How?

Budget Reference Optional

- Budget Journals will either be posted with a Bud Ref or Bud Ref will be left blank.
- Report Run Controls will need to be updated with new or blank Bud Ref.
- Transactions such as GL Journals, Bills, Deposits, Purchase Orders, and Vouchers will also have a blank Bud Ref for those Funds.

Reminders

- Consolidations results in new AP Staff
- Billing/AP Module Upcoming Project

With agency reorganizations and consolidations comes change in staff. If you have new AP staff, don't hesitate to ask for either help with a specific AP task, or general AP training. We have a training team here that can bring you through the basics, and an AP Module Team that can help you resolve any issues.

The Billing Module is beginning a project that will increase integration with AP. Stay tuned...

Questions



State Comptroller Accounts Payable Division (APD)



Accounts Payable Division

- Direct Deposit / ACH
 - Vendor Notices
 - Vendor ID Conversion for Agencies
- Vendor Self Serve(VSS)
- Coming Soon!!
 - New Vendor Online Update Webpage
- Audit
 - Pre-Audit of POs over \$1M
 - Post Audit Selection
 - PO Obligation

Outline Topics for discussion –

APD now hosts a separate unit for ACH specific issues in the Vendor File. Area Supervisor – Sarah Caron, Unit Supervisor – Keith Petit, with Shawn Samuels and Daisy Laboy assisted by the Helpdesk staff Linda Arn and Carol Karnilowicz.

Vendor Self Serve – First introduced at the 2010 User Group meeting will be recapped and introduced to anyone recently coming to the AP side.

Online Updates – Area Supervisor Sarah Caron, Unit Supervisor – Zenaida Diaz, with Telah Johnson and Theresa Palmieri. Upgraded Website, Attachable documents, in short – “Just FUN”

Audit Unit will be discussing new processes beginning July 1st and going over some points from frequent Audit findings.

New Vendor File Setup

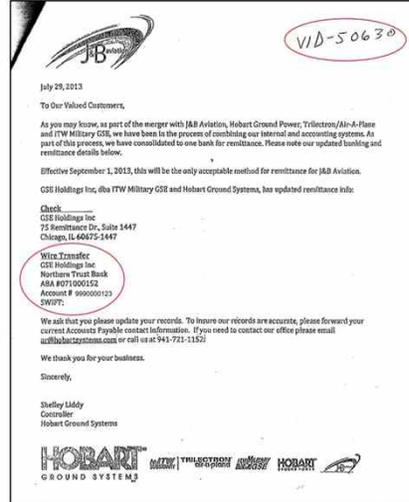
- VF/ACH Supervisor
 - Sarah Caron, Sarah.Caron@ct.gov (860)702-3410
- Vendor File:
 - osc.apdvf@ct.gov
 - Zenaida Diaz, Zenaida.Diaz@ct.gov (860)702-3402
 - Telah Johnson, Telah.Johnson@ct.gov (860)702-3414
 - Theresa Palmieri, Theresa.Palmieri@ct.gov (860)702-3408
- ACH :
 - osc.apd@ct.gov
 - Keith Petit, Keith.Petit@ct.gov (860)702-3409
 - Shawn Samuels, Shawn.Samuels@ct.gov (860)702-3397
 - Daisy Laboy, Daisy.Laboy@ct.gov (860)702-3406

Vendor File - Area Supervisor Sarah Caron, Unit Supervisor – Zenaida Diaz, with Telah Johnson and Theresa Palmieri.

APD now hosts a separate unit for ACH specific issues in the Vendor File. Area Supervisor – Sarah Caron, Unit Supervisor – Keith Petit, with Shawn Samuels and Daisy Laboy assisted by the Helpdesk staff Linda Arn and Carol Karnilowicz.

Vendor Notices with ACH Info

- Generally come in two forms
 - Notification of Change
 - Invoice with Remittance
- Notification of Change
 - Always be submitted to OSC APD
 - May Need Online Updates
 - Fax (860)702-3419
 - email- osc.apdvf@ct.gov



Solicitation isn't easy. Our unit is assisted by the agencies who have firsthand knowledge of their vendors. Nod to PDSM1 and DDSM1 for continued efforts with their contracted vendors. Anytime a vendor issues a notification of change it should be sent to the VF for possible action. If it has ACH or Wire info on it please check to see if they are ACH, or scan and email to our unit. The APD Unit will handle solicitation from there.

Invoices with ACH Info

Invoice With Remittance Information

- When entering voucher see if it defaults to ACH on the Payments tab.
- If Default is CHK submit invoice to OSC APD
 - Fax (860)702-3419
 - Email osc.apdvf@ct.gov

Payment Information			
Payment:	1	Gross Amount:	
*Remit to:	0000149439	Discount:	
Location:	MAR-ACH	Scheduled Date:	09/12/2013
*Address:	1	Net Due:	09/12/2013
FORENSIC TECHNOLOGY WAJ INC		Discount Date:	
5757 CAVENDISH BLVD STE 200		Accounting Date:	09/14/2013
COTE ST LUC GC HAW 2WS CAN			
Payment Options			
*Bank:	FLEED	Play Group:	
*Account:	VEN1	*Handling:	RC
*Method:	ACH	*Netting:	Not Applicable

INVOICE

INVOICE NO: W000009

State of Connecticut

USA

Your Purchase Order:

# Item	Description	Quantity	Unit Price	Total Price in USD
1	8KAGSTMAX-02 & 8KATCPQONT- Training 8KAGSTMAX-02 & 8KATCPQONT- Training Division of Emergency Services Order: Week of Aug 27 - 31, 2013	1	8,200.00	8,200.00

Total: 8,200.00

Please remit payment, by wire transfer to:

HISB BANK (MABA) Hawthorne Office 600 Park St Hawthorne, NJ 07095 USA Routing # Swift #	PAID VOUCHER # DATE: AUG 30 2013 AMOUNT: 8,200.00 ENTERED BY: J225UG
---	--

1-727-826-7235
John
* John.Malinara@contactfx.com
Checked 9/1/13

Another way of finding ACH vendors. If you are paying an invoice and it has ACH info on it but your voucher says CHK. We need to know! Any helpful information please scribble down for us. APD will solicit from there.

ACH Everyone is Doing It!!!

- 4,801 Vendors have signed up for direct deposit, and for 4,166 of them it is their primary payment method.
- 99 Towns have it as their primary payment method.
- New forms were published July 2013.
 - Company, Individual, Town on the web. www.osc.ct.gov/vendor
 - Water, TEPF are available by emailing us osc.apdvf@ct.gov
 - Project Vendors
 - From Vendor to Agency to OSC
 - Send OSC the project details when you send the vendor the forms
- Multiple accounts
 - Take a second to check the locations
 - Invoice vs Payment tab
 - Ricoh Invoices – Let us know
 - Does not show in VSS but they receive email notices

Payment information

Payment: 1

*Remit to: 0000000109

Location: REMIT-CNP

*Address: 3

PLAINFIELD PUBLIC SCHOOLS

Look Up Location

SetID: STATE

Remit Vendor: 0000000109

*Vendor Location: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View: 109	First	1-8 of 8	List
Vendor Location	Description		
MAIN	ORDER & REMIT-CHECKS		
MAIN-ACH	ORDER & REMIT-ACH		
REMIT-CNP	ACH TEST - DO NOT SELECT		
REMIT-EDUC	ACH TEST - DO NOT SELECT		
REMIT-SCFP	DCH USE ONLY - SMALL QTIES		
REMIT-TEPF	TEPF-SRL AGGR W/NOTCT		
REMIT-WTS	WT-NOTIFY TREASURER		
REMIT-WATER	CLEAN WATER QTY USE ONLY		

Vendor ID Conversion for Agencies

- If your agency currently has a numeric Vendor ID that they use for checks it will be rolled under your Agency Acronym. Ex. OSCM1
- Email from Carol Karnilowicz
 - ACH forms
 - Submit to Carol and CC - osc.apdvf@ct.gov
 - Addresses
 - New Locations
 - GIROs will still be default, using MAIN.
 - Descriptions of use MAIN-ACH vs REMIT-xxxx
 - 4 character name, 30 character description.

New project – agencies are no longer to be using numeric vendor IDs. The allowance of multiple accounts/locations allows us to roll agency needs under their acronym. When paying an agency default is GIRO. If you are doing anything else click the magnifying glass to get the list of accounts.

If the agency has one account that is their usually destination it will get named MAIN-ACH. Specialty accounts will receive REMIT locations with descriptions for use. APD can move over any essential addresses and create new locations as necessary.

Carol will be in contact with ALL agencies that have numeric vendor IDs to help facilitate the conversion. Please let us know your agencies needs for deposits. Contact Carol Karnilowicz, Sarah Caron, or Keith Petit.

Vendor Self Serve (VSS)

- Website has moved since inception
 - www.osc.ct.gov/vendor
 - Website background is now Blue not White.
 - All STATE vendors are eligible to view.
 - Alleviates some agency AP calls
 - OSC helpdesk handles vendor training/website issues
 - Will refer invoice/payment specific issues to agency
 - Payment Message field on vouchers

The old site has been turned off. Please now use the new site with the blue state background. Get your vendors to sign up. Even check vendors can use it. Once otherwise reluctant vendors have experienced the VSS site they are more likely to be open to direct deposit. OSC is here to help.

PAYMENT MESSAGE FIELDS!!!! PLEASE USE AND BE DESCRIPTIVE. APD will refer vendors who habitually have a problem matching remittance items to the agency to discuss how to effectively communicate using the invoice and payment message fields.

Vendor Self Serve(VSS)

Payment Message Field – Oh So Important

- Vendors only see
- Payment Details
 - Payment Message
 - Invoice ID
- Invoice Details
 - PO ID#
 - Item Info

Review Payments
Payment Details

TOWN OF ANDOVER 000000001
 00594790

Invoice Number: CALL 850-702-3499 VERIFY RECPT Payment Date: 05/10/2014
 Method: ACH Pay Status: Paid
 Amount: \$0.01 Currency: USD
 Paid To: TOWN OF ANDOVER
 TEPF 3100-15-0001

Country: USA United States
 Address 1: TOWN HALL
 Address 2: 17 SCHOOL RD
 Address 3:

City: ANDOVER Postal: 06232
 County: CT Connecticut
 State:

From: BANK OF AMERICA

Invoice	Gross Amount	Discount	Discount Share	Paid Amount	Payment Message
CALL 850-702-3499 VERIFY RECPT	0.01	0.00	0.00	0.01	

[Return to Payments Made](#)

This is what the vendor sees. Please be descriptive!!!! There is one other screen, INVOICE DETAILS, which shows PO number and Catalog item information but only for PO vouchers.

Coming Soon!! New Online Updates

Office of the State Comptroller
Accounts Payable Division
Core-CT Vendor File Updates

* Required Field

Current Vendor Information (As it appears in Core-CT)

Core-CT Vendor Number: Name 1:
FEN 551 (Vendor Shortname): Name 2:
Entity Type (Select from List): Withholding: YES NO

• Identifying Information (Requested Changes)

• Address Information (Requested Changes)

• Location Information (Requested Changes)

• 1099/Withholding Information (Requested Changes)

Backup Documentation must be sent to the Comptroller's Office in one of the following ways:
Backup Documentation can be attached to this form to facilitate faster completion of your request.
If you can not attach a backup file the documents must be faxed to (860)702-3419 with your confirmation email as a cover sheet.
Updates submitted by fax without an email cover sheet, and any updates submitted without backup documents will not be processed.
You will receive a confirmation email within an hour of submission. If you do not receive an email we did not receive your update.

Submitted By: (highlight to delete file)
Phone Number: Ext:
Agency Name:
Email Address:
Confirm Email Address:

Choose File

updated 3/1/14

New sleeker look!
All previous pages on one screen.
Allows attachments!

Coming Soon!! New Online Updates

- o Corrections to a single vendor on one page
 - o Expand and collapse sections to make multiple updates to the same vendor
- o Guidance on backup documents
 - o Pop up boxes give info on what is required to make a change

The screenshot shows a web form titled "Current Vendor Inform...". It includes fields for "Core-CT Vendor Number:", "FEIN/SSN (Vendor Shortname):", and "Entity Type (Select from List)". A section titled "Identifying Information (Requested Changes)" is expanded, showing fields for "Name 1:", "Name 2:", "FEIN/SSN (Vendor Shortname):", and "Entity Type (Select from List)". There are also checkboxes for "Spelling Error", "Archive Vendor", and "Entity Type Change", each with a help icon (?). A "Withholding:" section has a radio button for "YES". A "Comments:" field is also present. At the bottom, there are expandable sections for "Address Information", "Location Information", and "1099/Withholding Info". A pop-up window is overlaid on the form, titled "The page at https://corect.ct.gov says:", containing text: "For corrections to business entities, confirm with vendor the correct entity and attach an accurate IRS Form W-9." and "For updates resulting from business changes provide documentation from vendor describing the reason for the change. Additional documentation may be required under certain circumstances. Please provide vendor contact information whenever available." An "OK" button is at the bottom of the pop-up.

Use the + and – to open sections. Use the help buttons to get more info.

Coming Soon!! New Online Updates

* Required Field

Current Vendor Information (As it appears in Core-CT)

Core-CT Vendor Number:*	<input type="text"/>	Name 1:*	<input type="text"/>
FEIN/SSN (Vendor Shortname):*	<input type="text"/>	Name 2:	<input type="text"/>
Entity Type (Select from List):	<input type="text"/>	Withholding:*	<input type="radio"/> YES <input type="radio"/> NO

- Identifying Information (Requested Changes)

Requested Change:	Reason for change (Please select at least one). Click on the ? to view backup documentation requirements.
Name 1: <input type="text"/>	<input type="checkbox"/> Spelling Error <input type="button" value="?"/> <input type="checkbox"/> Name Change <input type="button" value="?"/>
Name 2: <input type="text"/>	<input type="checkbox"/> Archive Vendor <input type="button" value="?"/> <input type="checkbox"/> FEIN/SSN Change <input type="button" value="?"/>
FEIN/SSN (Vendor Shortname): <input type="text"/>	<input type="checkbox"/> Entity Type Change <input type="button" value="?"/> <input type="checkbox"/> Reactivate Vendor <input type="button" value="?"/>
Entity Type (Select from List): <input type="text"/>	
Withholding: <input type="radio"/> YES <input type="radio"/> NO	
Comments: <input type="text"/>	

Identifying information page



Coming Soon!! New Online Updates

+ Identifying Information (Requested Changes)

- Address Information (Requested Changes)

Add an Address
 Change an Existing Address
 Address #:
 Current Description:

Requested Change:

Address Type:

Address 1:

Address 2:

Address 3:

City:
 State/Prov:
 Zip:

Country:
 Vendor Email:

Update Phone Numbers:

Type	Country Code/Prefix	Phone	Ext
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

Reason for Address Change:
(Please select at least one)
 Click the ? for backup documentation requirements.

Vendor Moved ?

Spelling Correction ?

Additional Address ?

PO Dispatch Change ?

Phone Update ?

Alt Payee Change ?

Foreign Vendors - Please enter Address in comments section

Check Payable to Alternate Name:

(See Backup Requirements) ?

Alternate Payee Line 1:

Alternate Payee Line 2:

Comment:

+ Location Information (Requested Changes)

+ 1099/Withholding Information (Requested Changes)

Address update page

Core-CT

Coming Soon!! New Online Updates

Address Information (Requested Changes)

Location Information (Requested Changes)

Modify Existing Location **Location Defaults**

Add a New Location PO Dispatch Email:

PO Dispatch FAX: Ext.

Location Name: Remitting Address Default:

Location description: Other Address Default:

Reason for Change:

1099/Withholding Information (Requested Changes)

Add Withholding Modify Existing 1099 classes Remove All Withholding

Current Setup:

Default Class: Class: Class: Class: Class:

Setup After Change:

Default Class: Class: Class: Class: Class:

1099 Address number in Core-CT:

Taxpayer Identification number: --Select--

Reason for Change:

Backup Documentation must be sent to the Comptroller's Office in one of the following ways:

Location and Withholding pages. Allows agencies to show how the vendor is currently set up and how they should be changed. All updates to these pages will need to be thoroughly explained because they affect multiple agencies and IRS reporting. APD will not make changes without excellent backup documentation.

Coming Soon!! New Online Updates

- Attach scanned backup documents to your submission
 - Click Choose File to search
 - Once selected, Add Attachment will appear
 - Click Add Attachment to move file to form
 - Clicking the file in the box will automatically remove it

in. If you do not receive an email we did not receive your update.

(highlight to delete file)

(highlight to delete file)

ITWinvoice.jpg

Choose File ITWinvoice.jpg

Add Attachment

Choose File No file chosen

Show how to attach. Choose file. Add Attachment. File instantly disappears when clicked in the window. BE CAREFUL!

Coming Soon!! New Online Updates

- Agency training to begin shortly
 - Website immediately available to trained agencies
 - Webpage to be accessed from within Core-CT
- Paper Savers! Osc.apdvf@ct.gov
 - Scan Backup Documents for Updates
 - Update Backup - #10 digit VID#
 - Submit Vendor Adds by email
 - Vendor Add - #Name of Vendor#

The website will be available for immediate use after agency training begins. The website will be accessible from Core-CT for authorized users.

\$1M and over Approval Process

- Effective July 1, 2014
 - Requisitions and Purchase Orders that require pre-approval will include OSC APD in workflow



Requisitions and Purchase Orders of \$1 Million or More require pre-audit and approval by OSC APD in accordance with Memorandum 2004-06. This includes requisitions, purchase orders and change orders where the encumbered and/or obligated amount equal or exceed \$1million. Effective July 1, 2014 Core-CT workflow will automatically route to APD for approval, Requisitions, purchase orders and change orders where the encumbered amounts => \$1 million.

APD auditors are the third group of approvers for Purchase Orders and fifth group of approvers for Requisitions.

\$1M and over Approval Process

- Purchase Orders/Change Orders with an obligated amount of \$1 million or more where encumbered amounts are less than \$1M will not route to OSC APD workflow for approval.
- It is the agencies' responsibility to provide these purchase orders and change orders to OSC APD prior to transacting against them.
 - Email osc.apdpa@ct.gov
- You will receive written notification of the approval from OSC APD or notification of required changes within 1 business day.
 - Please do not email specific employees because this may cause a delay in the processing of your request.

If you have a particular urgent need for approval of a PO please contact APD and we will work with you to get it done in accordance with your time schedule whenever possible.

\$1M and over Approval Process

Change Orders

Change Orders where encumbered amount is \$1M or more will route to the OSC Group for approval

- Pre-Audit Required
 - Time Period
 - Change to Obligated Amount
 - Vendor Name Change

- Pre-Audit Not Required
 - Future Funds
 - Coding

The screenshot displays the 'PO AMOUNT APPROVER' interface for Purchase Order 0000062250. It shows a flow from 'Purchase Order 0000062250:Approved' through 'PO AMOUNT APPROVER' to 'PO Chartfield Approver'. The 'PO AMOUNT APPROVER' section includes 'Auto Approved' and 'Approved' status indicators for different PO Amt ranges (Less Than \$10k, Great Than \$1M, More Than \$1M). A red circle highlights the 'Comments' section, which contains the text: 'OSC-Thomas Lavern at 05/21/14 - 3:20 PM Pre-audit not required'. Below this, another comment reads: 'MHA-Sweetland Mary at 05/21/14 - 3:16 PM Coding changes'.

Documentation is required to facilitate all Pre-Audits

- Agency Contracts attach documents to contract in Core-CT
- Give a detailed description of all changes to the PO
- OSC will determine if Pre-Audit is/not required

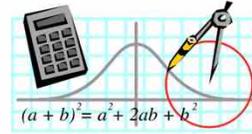
OSC APD auditors will only pre-audit Change Orders where the terms and/or conditions of the original Purchase order were amended, such as the time period, increase/decrease to the obligated amount, vendor name change etc.

For Change Orders where an agency is encumbering the funds for future payments and/or coding changes, these will be approved with the comment on the approval page “Pre-audit not required.” It will be helpful if the agencies add the reason for the changes in this situation, “coding changes”

Footnotes

Agencies should ensure that the required supporting documents are provided to facilitate for a complete audit of the Purchase Orders of \$1 million or more. If the purchasing authority is a DAS contract award no additional documentation is required. If purchasing authority is a business unit contract, then the contract document should be uploaded and attached to the Core-CT contract per Core-CT Daily mail dated 10/9/2013.

Post Audit Selection



In Fiscal Year 15 OSC will implement a revised process for post audit document selection. The selection is based on the following criteria:

- Overall statistical sample size.
- Volume of processed transactions.
- Percentage of audit findings (error rate).

The process will result in a request for 10, 15 or 20 vouchers for post audit.

Beginning July 01, 2014 the Accounts Payable Division will implement a new procedure for selecting documents for Post Audit. The number of documents selected will be based on the following criteria:

Overall statistical sample size.
Volume of processed transactions.
Percentage of audit findings (error rate).

Based on these criteria, The Accounts Payable Division will request 10, 15 or 20 documents from an agency at the beginning of the month.

Each agency that is audited once per quarter may be subject to additional audits should the error rate remain at an unacceptable level.

Post Audit Selection

What is staying the same?

- The documents requested are selected randomly
- Agencies have five business days to submit the documents with the required original supporting documents
- Contracts should be uploaded and attached to the Core-CT contract
- Comments regarding the post audit findings are welcome and should be sent to osc.apdpa@ct.gov
- Comptroller's Memorandum to be issued prior to July 1st with more instructions

The post audit reports we send contain valuable information regarding state purchasing and payables requirements. We encourage you to review them and contact us with any questions.

Post Audit Findings

Total Obligation/Time Period

What is the PO Total obligation and Time Period?



The PO obligation is the full amount of the State's obligation over the life of the purchase order.

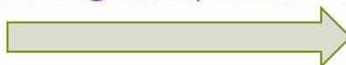
The PO time period is the full term of the purchase order.

In a review of our post audit findings for the year we have seen several audit findings coming up very frequently. One of those items is the use of total obligation time period field. The PO Obligation is the full amount of the State's obligation and the time period is the full term of the purchase order.

Post Audit Findings



Total Obligation/Time Period



Replacement Purchase Orders

- The PO obligation on the replacement purchase order should be the remaining amount.
- The PO time period remains the full term of the purchase order.
- Training Classes are available upon request
 - Lavern Thomas, Lavern.Thomas@ct.gov (860)702-3393

Questions



Asset Management



David.Bonola@ct.gov
Michael.Carragher@ct.gov

Asset Management - Agenda

- Asset Receipts
- Capitalization Threshold Feature
- Retire/Transfer Non-Cap Assets
- Transaction Loader Status Updates
- Financial Add Asset Location

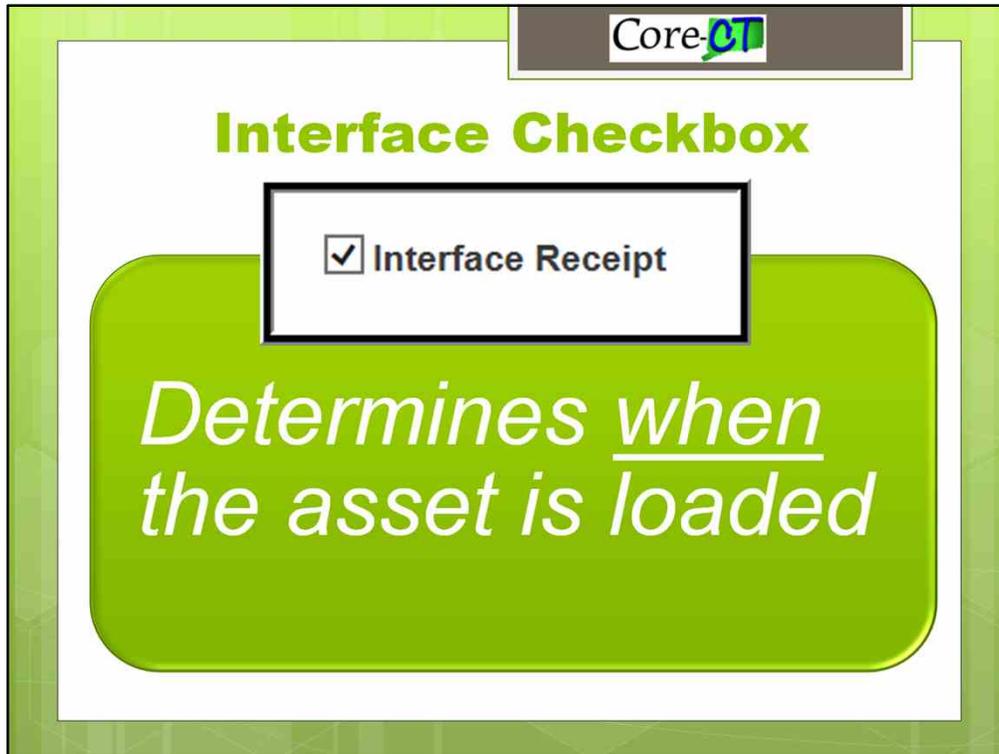


Asset Receipts

- **Interface Checkbox**

- Cancelling
- Split Distributions
- Serialize/Open Receipts





The Interface Checkbox determines when the asset is created. It is always defaulted to “checked”. The user must deselect the checkbox to keep the asset from immediately loading.

Interface Checkbox (cont...)

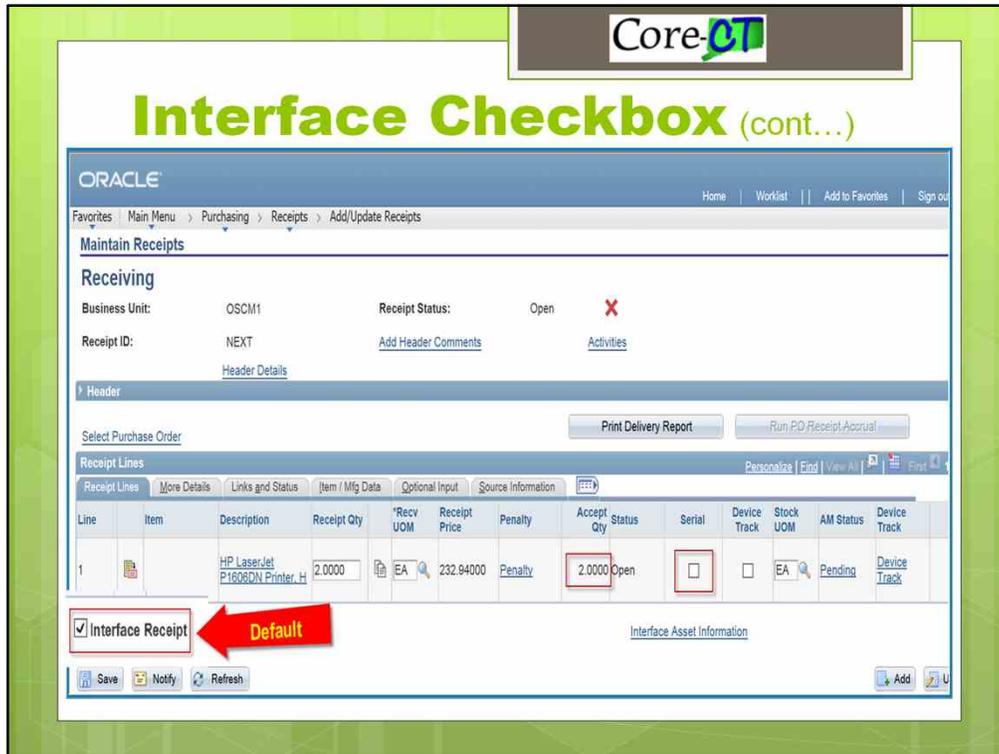
1. Defaults Checked

2. Deselect to Stage Assets

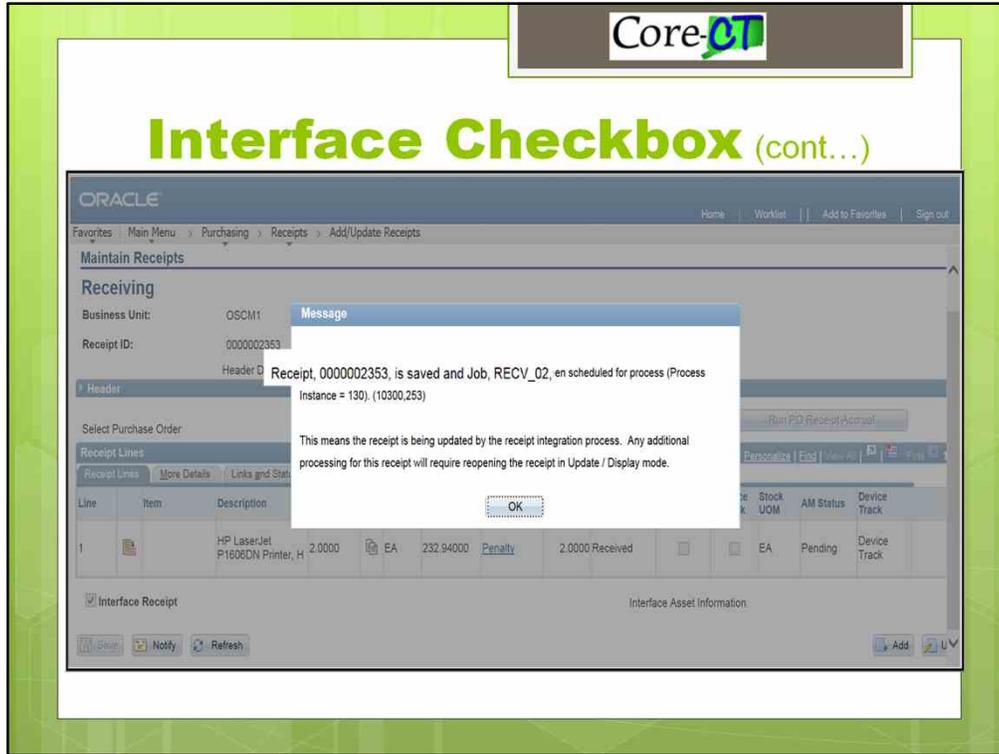
3. Monitor Process

These are the three important things to remember about the checkbox;

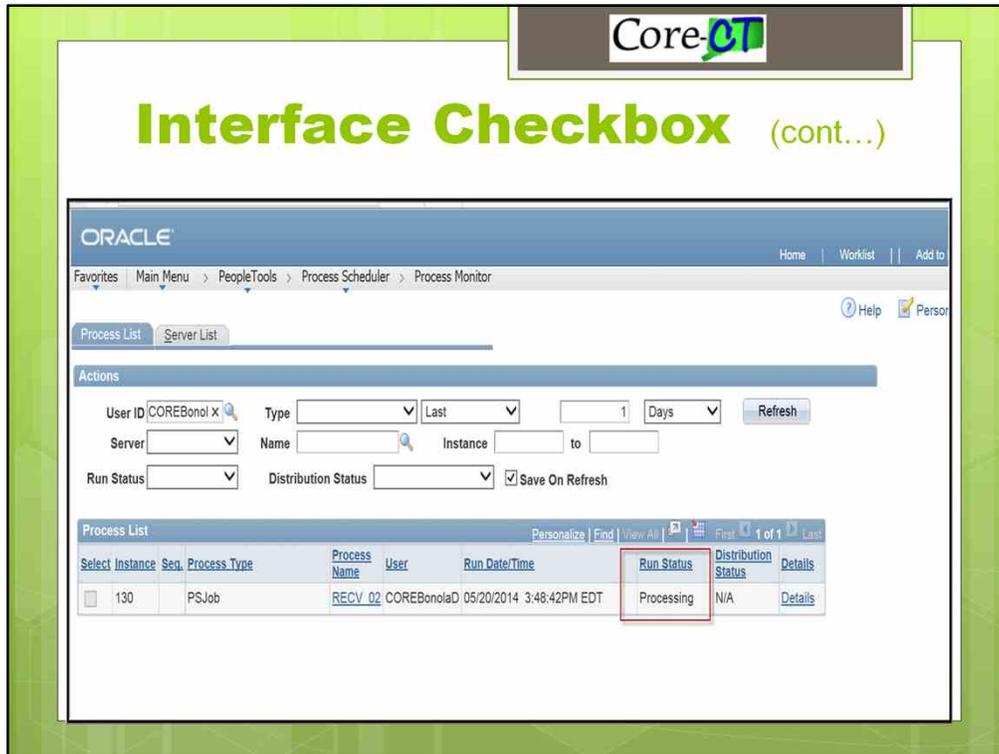
1. Defaults to Checked
2. Must deselect to stage the assets
3. User can monitor the status



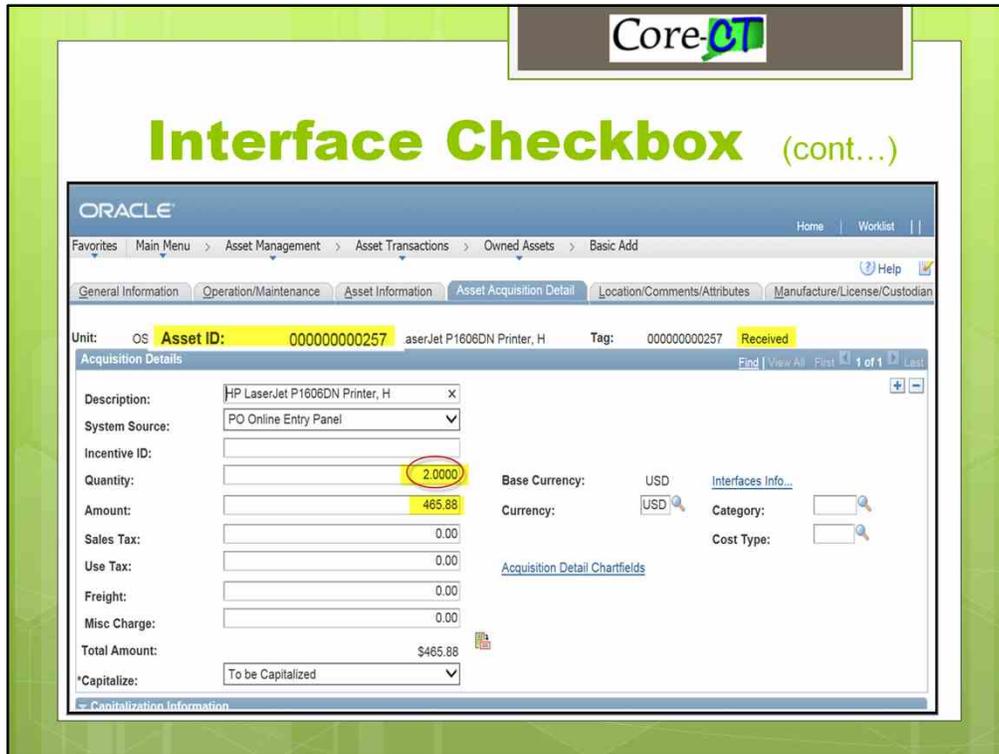
Here is an example of a new receipt where the user leaves the checkbox selected (as defaulted). Notice that the quantity is 2 and the Serial box was NOT checked. This is a common mistake which will result in one asset being mistakenly created with wrong quantity and cost.



When the Receipt is saved, the process begins to load the asset(s). A message does appear that will give you the Process Instance number that the user can monitor. It is a good idea to monitor the process to ensure successful loading of the asset(s).



Here is the process monitor displaying the run status of the saved receipt. The run status should be "Success" in order to create the asset.



Here is the result of the interfaced receipt creating one asset with a quantity of two. The asset status is Received, but there is only one asset created with a total cost equal to both of the assets. At this point, the asset should either be Retired or, if planning to reuse the asset id, a Help Desk ticket should be created. Core-CT staff would have to delete this asset.

Asset Receipts

- Interface Checkbox
- **Cancelling**
- Split Distributions
- Serialize/Open Receipts

The cancelling of an asset related receipt should only be done after careful consideration.

Cancelling

*Use Caution when
reassigning Asset
ID*

It is important to pay attention to the asset id being used and reassigned. Once an asset id has been used, the system will not allow the same asset id to be used again. It is essential that the user does not cancel a receipt while the original receipt is still processing.

Cancelling (cont...)

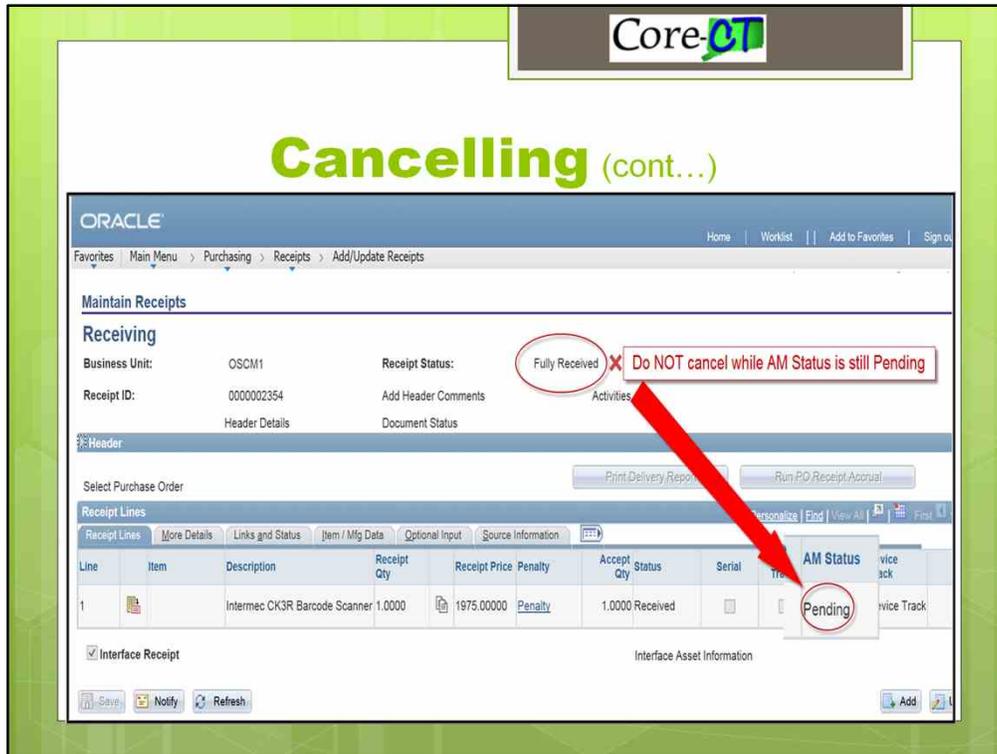
1. Check Previous Process

2. Assign NEW Asset ID

3. Communicate w/Asset Processor

Three important considerations when cancelling;

1. Check the status of the previous receipt
2. Remember to assign a NEW Asset ID
3. Communicate with your Asset Processor



Here is an example of a Receipt that has been fully received, but the AM Status is still pending. This means that the original saved receipt job has not yet run to success. This will create issues if the receipt is cancelled at this time.

Do not cancel until this AM Status is MOVED.

Cancelling (cont...)

ORACLE

Favorites | Main Menu > Purchasing > Receipts > Add/Update Receipts

Home | Worklist | Add to Favorites

Asset Management Information for Line 1

Business Unit: OSCM1 Status: Received
 Receipt ID: 0000002354 Item: [Intermec CK3R Barcode Scanner](#)
 Receipt Line: 1 Standard UOM: EA

[Next Asset ID](#)

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

Distribution Line: 1 Capitalize: Non Cap
 Business Unit: OSCM1 CAP Sequence:
 Profile ID: 1EQUIPMENT Employee ID:
 CAP #: Distributed Quantity: 1.0000
 Cost Type: Merchandise Amount: 1975.00

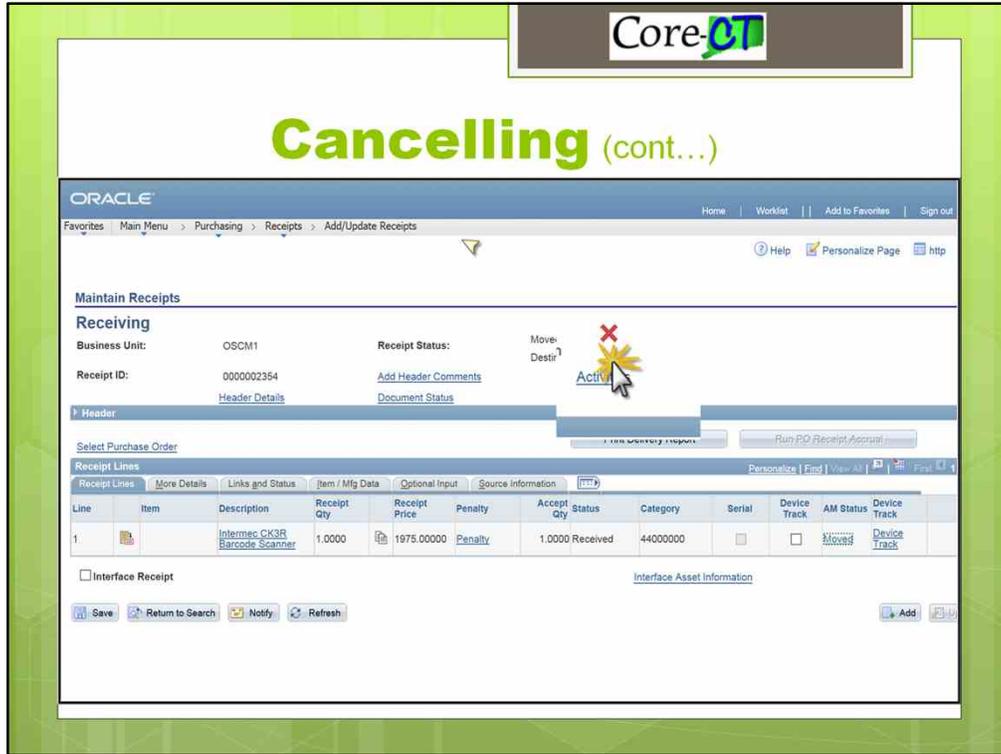
Apply to Details

Select Action: Assign Tag Ids Multiplier: 1
 Enter Starting Number: *Start Row: 1
 Overwrite existing numbers [Apply](#)

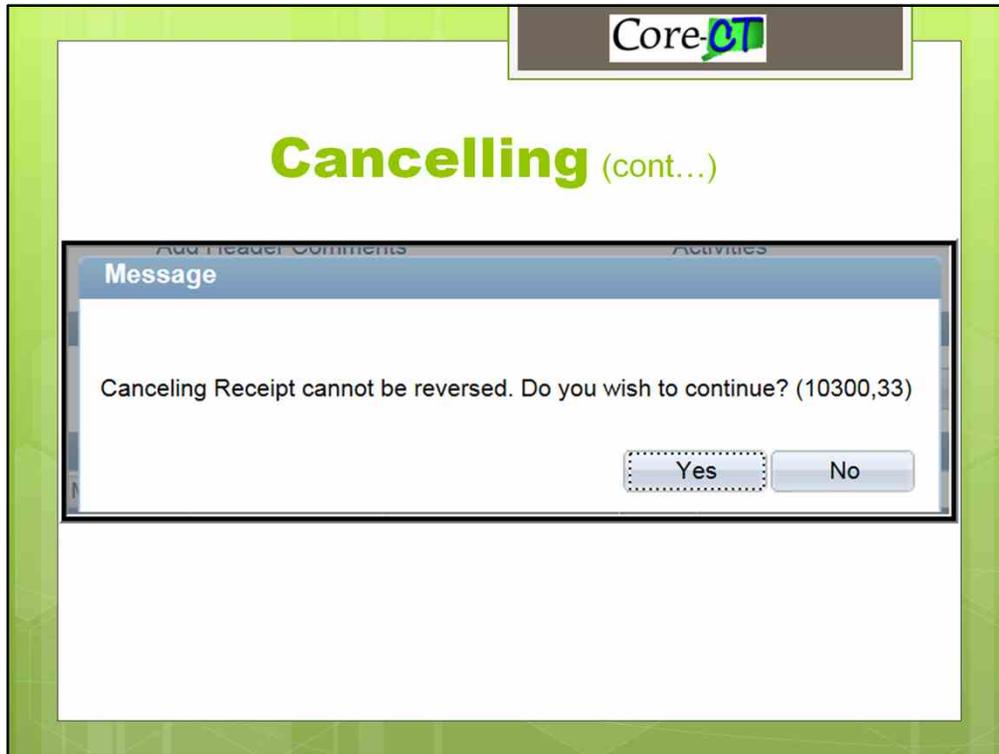
Asset Details Personalize | Find | View All | First 1 of 1 | Last

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next sset ID	Number	Profile ID
1	OSCM1	Moved	1.0000	OSC55		OSC55			1EQUIPMENT

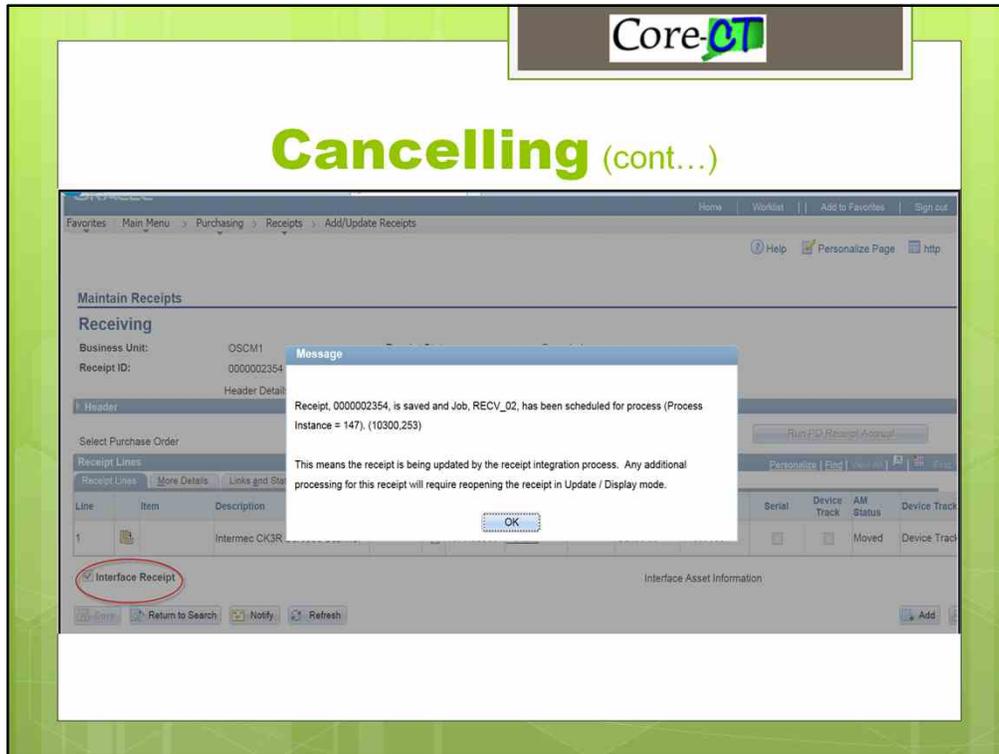
On this receipt, the user assigned Asset ID OSC55.



Notice that the AM Status is now MOVED. This means that the original receipt was successfully saved and the asset was created. The user can now select the red X to cancel this receipt.



A message will display the lets the user know that canceling the receipt can NOT be reversed. This is that last chance for the user to abort the process.



You must ensure that the Interface Checkbox is still selected for the canceled receipt. Once saved, the receipt integration process will begin again.

Cancelling (cont...)

ORACLE

Home | Worklist

Favorites | Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add

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

Unit: OSCM1 Asset ID: OSC55 Intermec CK3R Barcode Scanner Tag: OSC55 **Disposed**

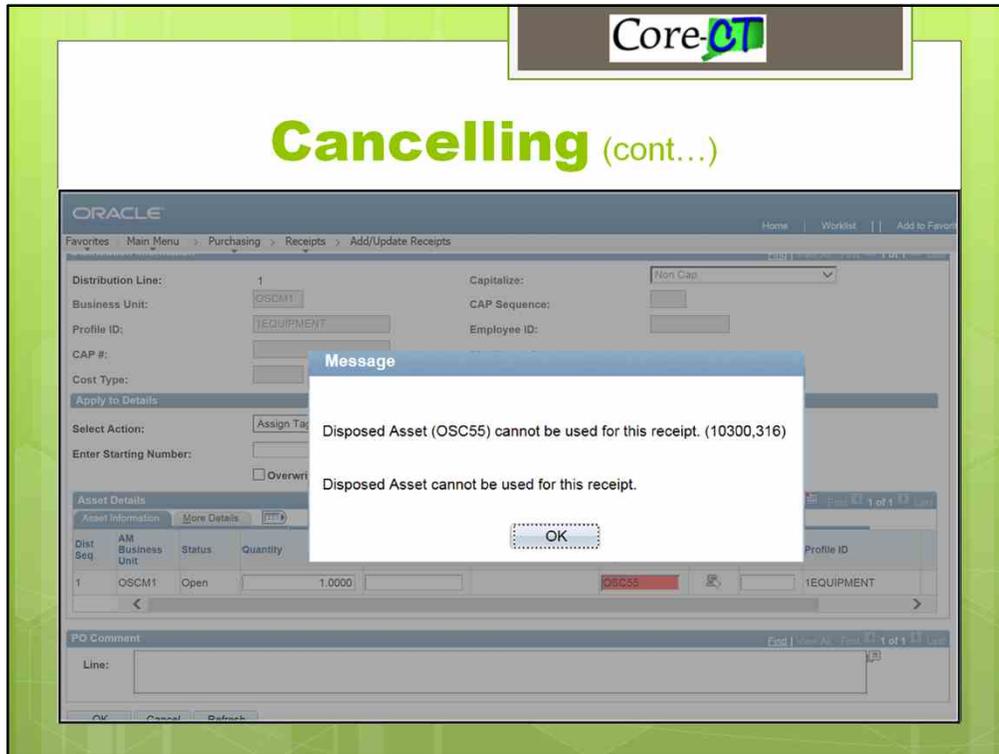
Acquisition Details

Description:	Intermec CK3R Barcode Scanner	Base Currency:	USD	Interfaces Info...
System Source:	PO Online Entry Panel	Currency:	USD	Category:
Incentive ID:				Cost Type:
Quantity:	1.0000	Acquisition Detail Chartfields		
Amount:	1,975.00			
Sales Tax:	0.00			
Use Tax:	0.00			
Freight:	0.00			
Misc Charge:	0.00			
Total Amount:	\$1,975.00			
*Capitalize:	To be Capitalized			

Description:	Intermec CK3R Barcode Scanner	Base Currency:	USD	Interfaces Info...
System Source:	PO Online Entry Panel	Currency:	USD	Category:
Incentive ID:				
Quantity:	-1.0000			
Amount:	-1,975.00			

Once the cancelled receipt has been successful processed, the original asset (OSC55), will be automatically disposed. Note that a new Acquisition Detail credit row is created to offset the original receipt.

Cancelling (cont...)



If the user now attempts to create another receipt and reuse the original Asset ID (OSC55), an error message will display. The user will not be able to save this receipt. You must assign a new Asset ID in order to continue.

Asset Receipts

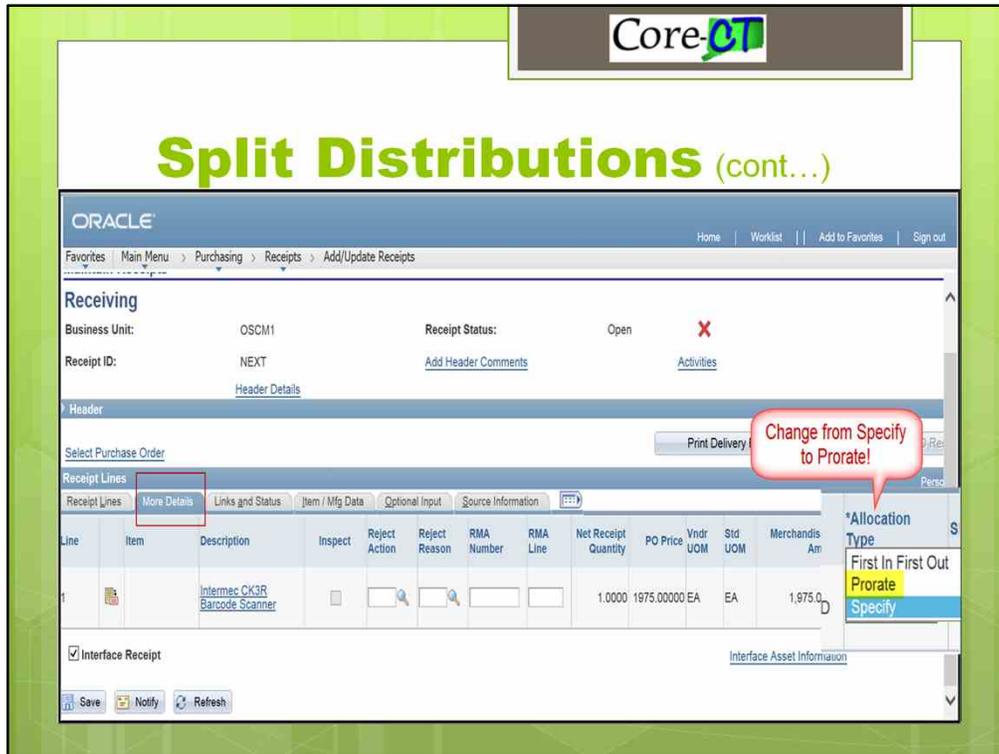
- Interface Checkbox
- Cancelling
- **Split Distributions**
- Serialize/Open Receipts

Asset Receipts that have asset lines with split distribution require special attention.

Split Distributions

*Must change
Allocation Type*

The Allocation Type for all asset related split distribution receipts must be updated.



Because the Allocation Type is defaulted to Specify, the user must update the Type to Prorate. This can be easily updated through the More Details tab (located on the Receipt Line).

Remember, this only applies to Asset Related receipts with multiple distribution lines.

Asset Receipts

- Interface Checkbox
- Cancelling
- Split Distributions
- **Serialize/Open Receipts**

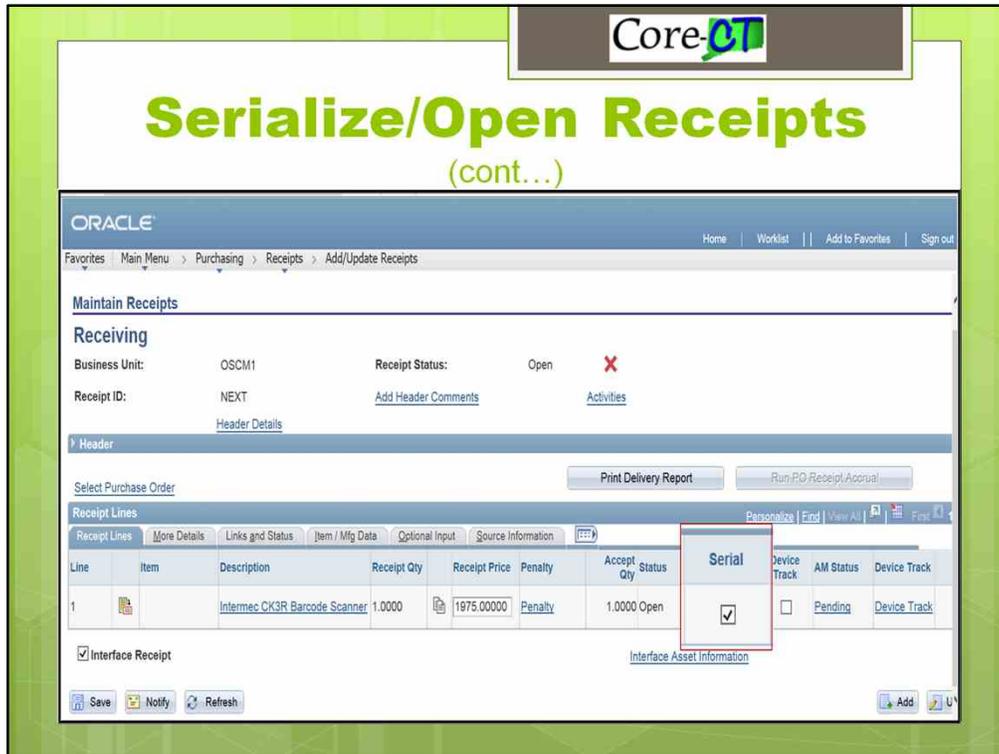
Open Receipts caused by missing serial numbers creates several issues;

1. The physical asset is never loaded
2. The Financial asset (FAD) is missing important information

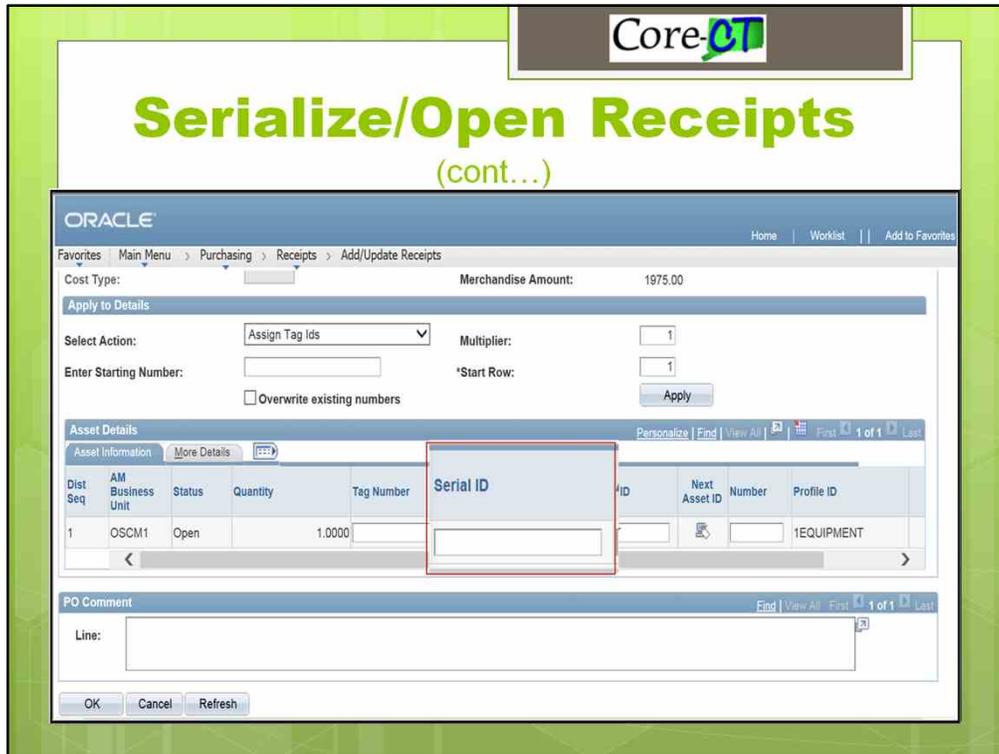
Serialize/Open Receipts

*Serialize = Serial
Numbers*

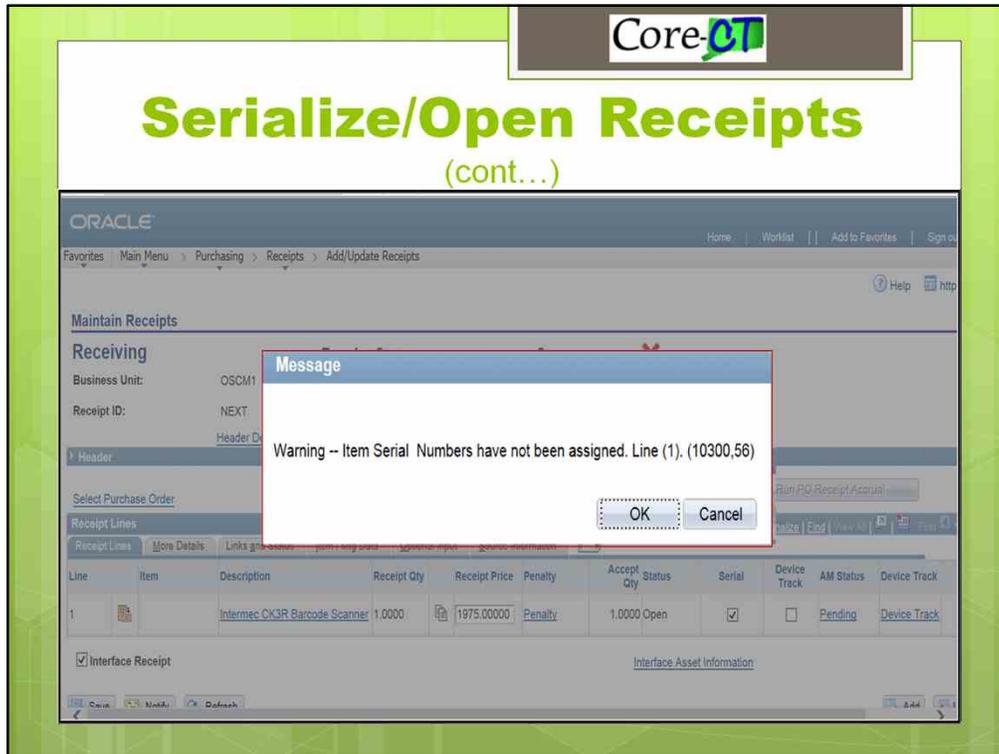
All Serialized Receipt MUST have the serial number populated.



Serializing a receipt line allows you to Unitize directly on the receipt. This is accomplished by selecting the Serial Checkbox. If this box is selected, the serial number for that line must be populated on the next screen.



If there is no legitimate serial number, a dummy temporary serial number should be used. This is the only way to properly Serialize and ensure the receipt is not left open.



If the serial number is left blank, the user will receive this warning message (serial numbers have not been assigned). This is not an error, but simply a warning that does allow you to continue.

Core CT

Serialize/Open Receipts (cont...)

ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Purchasing > Receipts > Add/Update Receipts

Maintain Receipts

Receiving

Business Unit: OSCM1 **Receipt Status:** Open

Receipt ID: 0000002355

Header Details Document Status

Select Purchase Order Print Delivery Report Run PO Receipt Accrual

Receipt Lines Personalize | Find | View All | First

Line	Item	Description	Receipt Qty	Receipt Price	Penalty	Accept Qty	Status	Serial	Device Track	AM Status	Device Track
1		Intermec CK3R Barcode Scanner	1.0000	1975.00000	Penalty	1.0000	Open	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pending	Device Track

Interface Receipt Interface Asset Information

Save Notify Refresh Add

Notice in this example that the receipt has successfully been saved and assigned a new Receipt ID. The Receipt Status is OPEN. The asset will not be created. The user can update the Receipt by populating the Serial Number (but this must be done before a voucher is created from this receipt).

Capital Threshold Feature

*System automatic
Validation Process*

There is an automatic validation process that monitors the cost basis of assets. If the cost of an asset is adjusted over the Capitalized Threshold, then the process will create an interface to move the cost from Non-Capitalized to Capitalized.

Capital Threshold Feature (cont...)

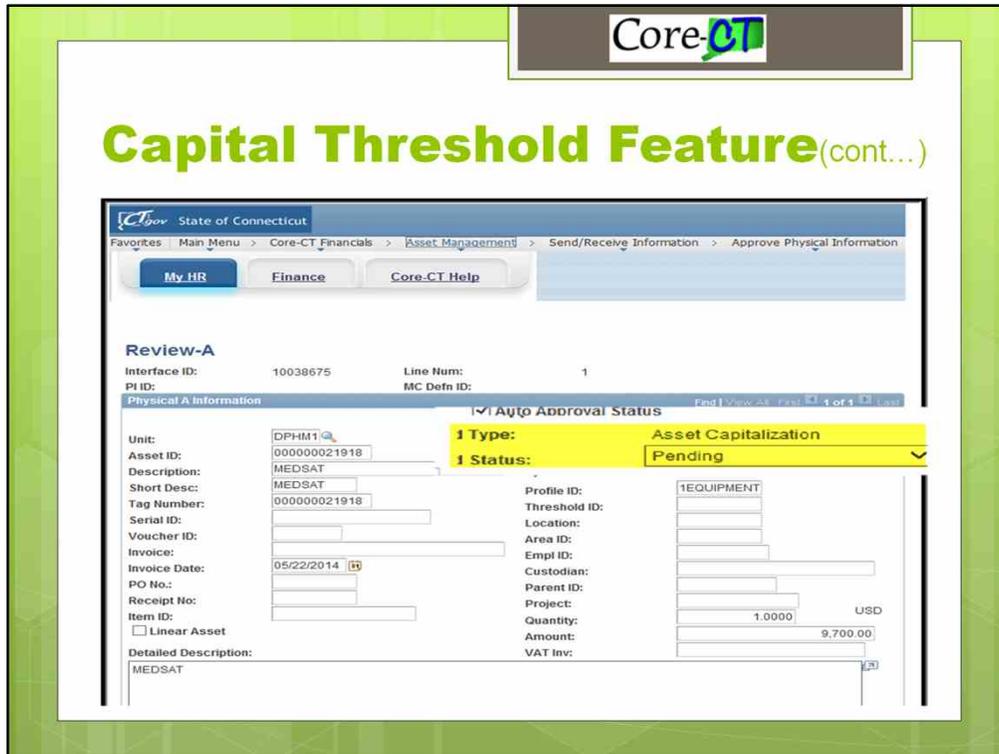
1. Looks at Adjustments

2. Evaluates Cost

3. Creates Pending Interface

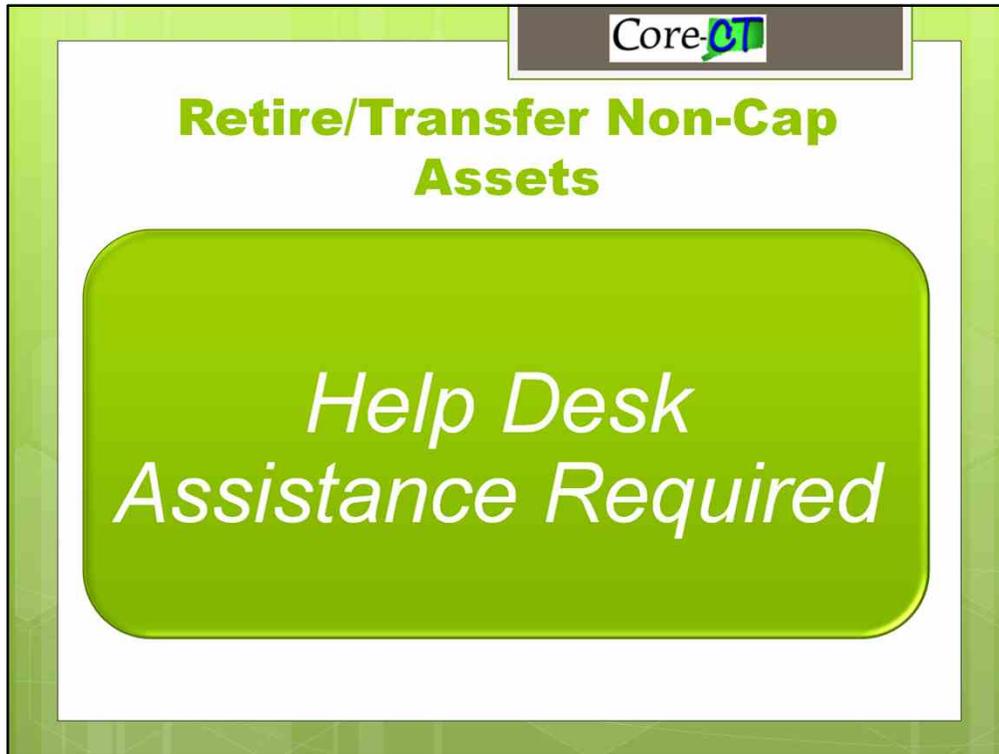
The automatic process will ;

1. Look at any cost adjustments
2. Evaluate the cost to determine if the asset should now be considered Capitalized
3. Create a new pending interface for the user to load



Here is an example of an asset interface that was created by the validation process. The asset Cap line would need to be loaded by the user in the current Open Accounting Period.

This transaction would be included in the monthly reminder sent to all asset processors at the end of each month.



There are limitations for retiring and transferring non-Capital assets (Controllable). Currently a user can Retire Non-Cap assets only on an individual basis. The Inter-Unit Transfer of non-Cap assets is not allowed (they must be retired and manually added by the Receiving Business Unit).

These limitations make processing large quantities of Non-Cap assets labor intensive. An option would be to submit a Help Desk ticket for Core-CT assistance.

Retire/Transfer Non-Cap Assets (cont...)

1. Mass Updates

2. Case by Case Basis

3. Must Create Help Desk Ticket

Core-CT can assist with Non-Cap Mass transfers and Retirements;

1. Large Quantities
2. Need specific information
3. Help Desk ticket required

Transaction Loader Status Updates

New Edit Option for Interface Tables

There is a new edit option for updating the status on Interface Tables. You no longer have to update interfaces on both the Physical side and the Financial side individually. This was both time consuming and error prone. These interfaces must always be in sync.

The new process allows the user to make the update on one side only and the system will automatically sync the other side.

Transaction Loader Status Updates (cont...)

1. Interface Status Changes

2. Physical Side Automatically Reflected on Financial Side

3. Financial Side Automatically Reflected on Physical Side

Transaction Loader Status Updates (cont...)

Physical Information

Financial Information

The screenshot displays two side-by-side Oracle web forms. The left form is titled 'Review-A' and is under the 'Physical Information' tab. It shows fields for 'Unit: OSCM1', 'Asset ID: 0989', and 'Load Status: On Hold'. The right form is titled 'Review' and is under the 'Financial Information' tab. It shows fields for 'Unit: OSCM1', 'Asset ID: 0989', and 'Trans Code: On Hold'. Two red arrows originate from the center, one pointing to the 'Load Status' field on the left and the other pointing to the 'Trans Code' field on the right.

The user can change the Load Status on either side.

**Financial Add Asset
Location**

*Invalid Asset
Location*

Asset Processors need to be aware of invalid Asset Locations and how they are being populated.

Financial Add Asset Location (cont...)

1. Financial Adds (FAD)
2. Interface with Ship to Location
3. Need to Update to Asset Location

If an Asset Processor loads a FAD interface, the asset location will always have a Ship To location populate in the Asset Location. This Ship To location overrides the asset location staged on the asset receipt. The asset Processor must update the Location in Basic Add after the asset has been loaded.

This is another good reason to load Physical Assets on time. A Physical Asset will always have the correct Asset Location identified on the Receipt.

Core CT

Financial Add Asset Location (cont...)

Favorites | Main Menu > Asset Management > Send/Receive Information > Approve Physical Information > Review-A

Review-A

Interface ID: 10038287 Line Num: 1
 PI ID: MC Defn ID:

Physical A Information Find | View All First 1 of 1 Last

Auto Approval Status

Unit:	DASM1	Load Type:	Financial & Physical Add
Asset ID:	FINADD1	Load Status:	Pending
Description:	APC Smart UPS X3000VA Rack/Tow	System Source:	AP Online Entry Page
Short Desc:	APC Smart	Profile ID:	ISDPEQP4
Tag Number:		Threshold ID:	
Serial ID:		Location:	043000023
Voucher ID:	00040357	Area ID:	
Invoice:	V1605489	Empl ID:	
Invoice Date:	04/25/2014	Custodian:	
PO No.:	000009923	Parent ID:	
Receipt No.:	000015143	Project:	DASBST14001
Item ID:		Quantity:	13.0000 USD
<input type="checkbox"/> Linear Asset		Amount:	15,473.25
Detailed Description:	APC Smart UPS X3000VA Rack/Tow		
		VAT Inv:	

Here is an example of an FAD asset Interface that is pending. The Physical Asset was not loaded on time and the FAD was created by the voucher. The location is now the Ship To Location. This Location will have to be updated after the FAD is loaded.

Questions



Closing

Thank You for your participation today
We hope this information proved helpful.

Look for this presentation on the
Core-CT website www.core-ct.state.ct.us



Please share this information with your co-workers. As a reminder please feel free to contact us for “refresher” training.