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
Work lists are now separated by application and can be selected by link or off the menu.
Breadcrumbs are back and you can click on any of the items in the navigation and you will get to that page.
9.1 Upgrade General Ledger & Commitment Control Deltas
• Run Controls & Data Cleanup
• ChartFields and SpeedTypes
• Journal Attachments
• Spreadsheet Journal Upload
• Accrual Journal Approvals
• XML Reports
• Budget Journals
• Budgets Overview (Chart)
• Budget Status of ByPass
• Budget Pagelet
• Run Controls & Data Cleanup
All Core-CT Run Controls will be deleted as part of the data upgrade from Core-CT 8.9 to Core-CT 9.1.

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

This is an opportunity for a FRESH START. We recommend that you create and name your Run Controls so that they are useful to you. We DO NOT RECOMMEND using your INITIALS or NAME or DATE. These will not help you identify the parameters saved for your report.
• Processes on a recurring schedule will be deleted.
• Any General Ledger journals not posted will be deleted.
• Any Budget Journals not posted will be deleted.
GL Agenda

• Run Controls & Data Cleanup
• ChartFields and SpeedTypes
In Core-CT 9.1 the Long Description field on a ChartField definition is effective dated and allows for extended descriptions.

This description field is not readily available on any reports as of yet, due to its size and the real estate available on existing reports. However, it may serve as online documentation.
It has VERY limited use.
In Core-CT 9.1 SpeedTypes can contain Project Costing ChartFields. Currently only Project ID exists. Version 9.1 is adding PC Business Unit, Activity, Source Type, Category, and Subcategory.

Core-CT will be updating any existing SpeedTypes with a ‘NonProject’ Project ID, with the NONPC Business Unit, as a courtesy to users.
• Run Controls & Data Cleanup
• ChartFields and SpeedTypes
• Journal Attachments
Core-CT 9.1 enables end Users to attach documents to General Ledger journals headers using an Attachment link.

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

The following file types can be attached:
- Microsoft Word Documents
- Microsoft Excel Files
- JPEG
- PDF
- CSV
Some examples of attachments maybe a scanned copy of a deposit slip for a Deposit Correction journal (DC).

Or backup for a Payroll Correction or for a COP9 related entry.
Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.
Although only ACCRUAL Ledger journal entries require approval, please leave this box checked – as a rule of thumb.
Adding large attachments can take some time to upload, therefore, it is advisable to save the form intact before adding large attachments.
• Browse to select a file
• Click Upload to attach the file
You can also add MULTIPLE attachments.

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

This is the same navigation for users that want to VIEW attachments.
• Run Controls & Data Cleanup
• ChartFields and SpeedTypes
• Journal Attachments
• Spreadsheet Journal Upload
New Spreadsheet Journal Upload Tool
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 (.vb6), right click on the Spreadsheet Journal Upload Tool Macro hyperlink and choose Save Target As. Click Save. 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 .vb6 to the macro file name with a file type of .VB6. 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 do not 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.

If you have any problems please contact the help desk.

spreadsheet.journal_upload
spreadsheet.journal_upload.vb6
* 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.
The Spreadsheet Journal Upload Tool is used to create journal entries to be uploaded to Core-CT. The steps to create spreadsheet journals are mostly the same in Core-CT 9.1 as they are in Core-CT 8.9 with two differences. In Core-CT 9.1 users can:

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

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

If you think SpeedTypes will benefit you, then you may want to create a reference document/sheet for your commonly used SpeedTypes.
Core-CT 9.1 will create the distribution coding for the line based on the SpeedType code entered in the Spreadsheet Journal Upload Tool.
• Run Controls & Data Cleanup
• ChartFields and SpeedTypes
• Journal Attachments
• Spreadsheet Journal Upload
• Accrual Journal Approvals
Only journal entries for the ACCRL ledger require approval. These journals must be submitted for approval when they are created using the Approval tab on in the Create/Update Journal Entries component.
• Only journal entries for the ACCRL ledger require approval.
Journals requiring approval are routed to an approver’s Worklist. Journals can also be approved or denied using the Manage Journal Approval page.

Comments are required for any journal that is denied.

All approvals are managed by OSC.

There are no ‘self-approvals’ allowed. In this example, Julie Wilson entered the journal. Therefore she is ‘skipped’ as an approver.
Run Controls & Data Cleanup
ChartFields and SpeedTypes
Journal Attachments
Spreadsheet Journal Upload
Accrual Journal Approvals
XML Reports
Users can run many General Ledger Reports in Core-CT 9.1 in XML format as well as Crystal format.

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

In this example a user runs the XML version of the Journal Entry Detail report.
• Click the Report Manager link (Administration tab)
• 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
This field allows users to add an alternate description of a budget journal. This field supplements the Long Description field and can be up to 150 characters in length.
• Users can type a SpeedType code directly in the **SpeedType** field or use the Lookup button to select a speedtype from a prompt list.

• Core-CT 9.1 automatically populates the appropriate ChartField values after an end user enters a valid SpeedType code in the **SpeedType** field and clicks, or tabs, away from the field.
• Core-CT 9.1 allows users to add attachments to Budget Journal headers.
• The file types that can be attached include:
  • doc & docx
  • xls & xlsx
  • txt
  • pdf
  • jpeg
  • csv
Navigate to the **Budget Header** page and click the **Attachments (0) link.**
• Save the journal prior to adding attachments

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

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

This is also the same navigation for users that want to VIEW the attachment.
• Budget Journals
• Budgets Overview (Chart)
Users can choose to display Budget Overview information on a bar chart, as well as in a grid, by selecting the Display Chart option on the Budget Overview page.
• Budget Journals
• Budgets Overview (Chart)
• Budget Status of ByPass
Transactions that do not qualify for budget checking against an expenditure budget will show a Budget Status of B on some Line Level Inquiries, such as the one shown above. These transactions include those coded to balance sheet and/or some revenue accounts.
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• Budget Journals
• Budgets Overview (Chart)
• Budget Status of ByPass
• Budget Pagelet
There will be a new Finance Homepage on the Core-CT Home Page. On this page Budget Users will have the option to have Budget Status data automatically populated. This pagelet is still under construction.
• Available for Fiscal Admin Reviewers and GL Approvers, Reviewers and System Tech Resources
• Requires users to customize the pagelet for their appropriate budget chartfields.
Customize pagelet to your Agency specs

Personalize Budget Status Pagelet

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

- Fiscal Year: 2013
- Accounting Period From: 1
- Accounting Period To: 999
- Ledger Grp: 99_ALLOT
- Fund: 11000
- SD: 00020
- Depth: like % 080C%
- Max Rows: 50

Reset to Defaults
Save
Return to Home
Modifications are still taking place in this subsection.
Take a bow!
9.1 Upgrade Billing Deltas
Billing Agenda
Page & Navigation Changes

- Add a New Bill
- Installment/Recurring Schedule icons
- Credit Bill Adjustments
- Report Manager
Invoice Date & Accounting Date do not have to be populated; they will act in the same ways as in 8.9.
Page & Navigation Changes

- Add a New Bill
- Installment/Recurring Schedule Icons
- Credit Bill Adjustments
- Report Manager
Installment Bill Schedule & Recurring Bill Schedule Hyperlinks have been replaced by Icons. The left icon is the Installment Bill Schedule Icon, and the right icon is the Recurring Bill Schedule Icon. You can also hover over the icons to figure out which one is what.
Page & Navigation Changes

- Add a New Bill
- Installment/Recurring Schedule Icons
- Credit Bill Adjustments
- Report Manager
The Adjustment Reason Code is a new, required field for all adjustments. More on this as we continue.
Page & Navigation Changes

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

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

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

- Audit Logging
- Enhanced Combo Edit Error Message
- Render Pro-Forma Online
- View Invoice Image
Tracks who created a Copied or Adjustment Bill; Used for Problem Solving (i.e. Bill created from an old bill with outdated coding)
How to view Audit Logs.
How to view Audit Logs.
User Friendly Features

- Audit Logging
- Enhanced Combo Edit Error Message
- Render Pro-Forma Online
- View Invoice Image
Combo Edit Error Message is much more specific.
User Friendly Features

- Audit Logging
- Enhanced Combo Edit Error Message
- Render Pro-Forma Online
- View Invoice Image
By clicking the Render Pro-Forma Online Icon, a Pro-Forma will open in a new window as a PDF in just a few seconds; there is not a Run Control to set up or processing time to wait for.
User Friendly Features

- Audit Logging
- Enhanced Combo Edit Error Message
- Render Pro-Forma Online
- View Invoice Image
A copy of the Original Invoice is attached to the bill when it is Finalized; this feature is for bills finalized in 9.1. There are two navigation paths to View the Invoice Image.
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BI Agenda

I. Page & Navigation Changes
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Improved Processes

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

- Finalize & Print - Icon
- Finalize & Print Process
- Reprint Invoice Process
Two Finalize and Print Jobs (BIJOB03K and BIJOB01); both run the same processes. Notice the three new 9.1 processes.
New 9.1 Processes
Improved Processes

- Finalize & Print - Icon
- Finalize & Print Process
- Reprint Invoice Process
Reprint Invoice Job processes produce a final Invoice with a REPRINT Watermark.
BI Agenda

I. Page & Navigation Changes

II. User Friendly Features

III. Improved Processes

IV. New Functionality

V. Up and Coming

VI. Questions & Discussion
New Functionality – Email Invoices

- Emailing Invoices - Final Product
- Establishing Customer Contacts
- Agency by Agency Configurable Options
- Verify Before You Process
Final Product of the Finalize & Print Process vs the Reprint Process. We are encouraging agencies to email invoices, rather than print and mail, for interagency billings.
New Functionality – Email Invoices

- Emailing Invoices - Final Product
- Establishing Customer Contacts
- Agency by Agency Configurable Options
- Verify Before You Process
A Customer must be established prior to creating a Contact ID for that Customer.
New Functionality – Email Invoices
Recommend a Single Approach for all State Customer Contacts; Train as a Business Practice or Business Procedure.
Invoice Media on the Address Info Page controls the output of the finalized bill; Do NOT select Federal Highway File or EDI.
New Functionality – Email Invoices
The Bill To Media value on the Bills To Be Processed page identifies if the bill is Print Copy or Email Invoice as Attachment.
BI Agenda

I. Page & Navigation Changes
II. User Friendly Features
III. Improved Processes
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VI. Questions & Discussion
Up and Coming – Credit Bill Workflow
What you will notice right away is that an Adjustment Reason Code is required. The two immediate choices will be OTHER (Other Adjustment) and WO (Write-Off).

Credit Bill Workflow schedule to go live 07/01/2013.
Up and Coming – Credit Bill Workflow

- Credit Bill Workflow Overview
- ‘Other’ Adjustments
- ‘Write-Off’ Adjustments
- Supporting Documentation
‘Other’ Adjustments are all NON Write-Off Related Adjustments; these will be self-approved by the Billing Processor.
Up and Coming – Credit Bill Workflow

- Credit Bill Workflow Overview
- ‘Other’ Adjustments
- ‘Write-Off’ Adjustments
- Supporting Documentation
BI Processor cannot self-approve; security and configuration in place to route credit bills accordingly.
Up and Coming – Credit Bill Workflow
9.1 gives the ability to attach documents to an Invoice.

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

I. Page & Navigation Changes
II. User Friendly Features
III. Improved Processes
IV. New Functionality
V. Up and Coming
VI. Questions & Discussion
Questions and Discussion
Accounts Receivable hasn’t changed dramatically. We will go over the enhancements and changes in this presentation.

One change you will notice immediately - there is a different look and feel to the pages. The navigation is on the top of the page, rather than the side of the page.
Attachments
Audit Logging
Combo Edit Message
Dispute Reason Code on Payment Worksheet
Mouse Hover Over
Spell Check for Conversations
XML Reports
Run Controls
Questions
Core-CT 9.1 enables end Users to attach documents to AR transactions using an Attachment link.

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

The file types that can be attached are:
Microsoft Word- DOC and DOCX
Microsoft Excel- XLS and XLSX
TXT
PDF
JPEG
CSV
Attachments can be added on various pages throughout the Accounts Receivable Module. This example is illustrated on the Payments page of the Regular Deposit. Other places you can add attachments are: Items, Payments, Payment and Maintenance Worksheets.

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

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

If you have access to a printer that scans, you can save correspondence and information received in the mail onto your AR payment or item. It is much easier to go directly to the document on your computer and have the information at your fingertips, rather than having to dig through paper files. Auditors and supervisors would also have easier access to see what is going on if there are problems.
Always save your document before you attach in case the attachment is too large. You don’t want to have to re-enter all the work again.

You can add more than one attachment. You can delete attachments by clicking on the minus button.
Add a description and click OK.

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

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

Attachments made to worksheets can be found on the Item or the Payment once the worksheet processes.
Audit Logging is used to see any changes to AR transactions. In 9.1 there are Audit Logging links on most of the pages we use in AR. Audit Logging is on: Deposits, Payment Worksheets, Maintenance Worksheets, Items, Pending Items, and Unpost Items. This new feature allows a user to see who previously worked on the payment or item, and which processes it has been through.
The audit logs will show any transactions to the payment, item, or worksheet. In this example we clicked the audit logging link on the payment tab of an incomplete deposit. While you still have the deposit incomplete in your pick list, you will be able to click on the audit log link on the payment tab of the deposit and see anything that has taken place on the deposit. Once the deposit processes to completed, you need to go to the audit logging navigation to see the information.
You can also access the Audit Logging feature by using the Navigation. In this example, we will use AR PYMNT.
These search results show everything that has happened to this Payment, right through the AR Update posting of the deposit.
COMBO EDIT MESSAGE
When processing a direct journal and creating the accounting entries in 8.9, there was no explanation about chartfield combination errors. If there was a chartfield combination error, all you would see is a field on the line that states you have an error.

In this example, a direct journal is created with a Fund of 12060, SID of 18010 and Budget Reference left blank. This FUND and SID do not go together, and leaving a budget reference blank is also an error.
In 9.1, you click on the new tab, Chartfield Comb Error, and there is message text that tells you where the error is. In 8.9, you were only advised that there was an error. Now, the Combo Edit Error is visible and detailed information will tell what the error is due to and which rule was violated.

In this example, there was no budget reference added, so there was an error between the account and budget reference. Note that the error documents that the Combo Edit Rule of ACCOUNT/BUDGET_REF in group ACCT_BDREF is being violated. Since the BUDGET REF value was left as “blank” and the rule indicates that Accounts must have a BUD REF, the error occurred. The second error happened between the Fund and the SID- Fund 12060 does not go with SID 18010.
If you are in a payment worksheet, you can go to the Detail 5 tab and directly add the Dispute Reason, Date, and Amount. In 8.9 you needed to leave the payment worksheet page and go to the Item Information page to enter these fields.

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

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

As a rule, if Dispute data is entered on an Item for which there are two rows on the Payment Worksheet, then all the rows that are like need to have the Dispute data assigned. A warning message will be received if it is not populated.
The mouse hover over feature allows a user to see some customer information while on the item information page.

When you see a dotted line on a page, move the mouse indicator over the field. You will see a box pop up with additional information (phone number and address). In 8.9 you previously had to click on the customer link, which would take you to Customer General Information in a new window. This doesn’t give you all the information you would see for the Customer, but it is a quick and easy way to get the address and phone number.
SPELL CHECK FOR CONVERSATIONS
This new feature will check the spelling in the Comments section of the conversation. In this example, collections is spelled incorrectly.
Chose the correct alternative to the misspelled word.
Spell Check

The correction is made, click on the OK button
The screen returns to the Conversations page. Click the Apply and OK button. The spelling corrections are saved.
In this example, we will be using a Dunning Letter.

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

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

In this release of 9.1, you are able to access both reports, Crystal and XML. In future updates, Crystal reporting will be going away and XML will be the only choice.
Click on the View Log/Trace link.

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

<table>
<thead>
<tr>
<th>Business Unit Sequential</th>
<th>DOCE1 Item</th>
<th>Customer Line</th>
<th>OPJ/302 ORIGIN Type/Phase</th>
<th>Dept of</th>
<th>Balance</th>
<th>Overdue Charges</th>
<th>Due Date</th>
<th>Accounting Date</th>
<th>Days Late</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>DOOCORE19942</td>
<td>1</td>
<td>86</td>
<td>STA/58</td>
<td>20.00</td>
<td>USD</td>
<td>0.00</td>
<td>W3/08/13</td>
<td>9/17/13</td>
</tr>
<tr>
<td>1</td>
<td>DOOCORE19942</td>
<td>2</td>
<td>86</td>
<td>STA/58</td>
<td>20.00</td>
<td>USD</td>
<td>0.00</td>
<td>W3/08/13</td>
<td>9/17/13</td>
</tr>
</tbody>
</table>

The level 3 Dunning Letter is displayed in the XML format.
Another example is the Deposit Control – Point in Time report.
This is the ARX20001P report for Deposit Control- Point in Time in XML format.
RUN CONTROLS
All Run Controls will be deleted from 8.9. You will have to enter all new run controls for processes, such as Aging Reports, Statement, Dunning Letters and Overdue Charges. Name your new run controls by the process they are creating. Don’t name a report with a date or with your name. Name it something useful to you—such as Aging, being very generic. If you want a specific run control, you could name it AGING_CREDIT_ANALYST, or AGING_SALES_PERSON, or AGING_CUSTOMER.
For Statements, the UNIT and SETID must be your Business Unit.

Only use the OPEN ITEM selection for Statements.
The SETID and UNIT on Dunning Letters must also be your Business Unit.
As always, there will be UPK exercises you can refer to that highlight the new changes for 9.1.
If you have any problems at go live, please log a ticket with the CORE Helpdesk at 860-622-2300 and we will get right back to you.
Training and Support

- Delta UPKs
  - All deltas have been identified and posted as UPKs
  - UPKs can be linked to from the portal page
  - Each module has their own delta document
- Training
  - If you have personnel who have training needs, then please sign up for the wait list and training will be made available
- Security
  - Any updates for security due to the upgrade should be handled through your security liaison and the CO-1092 form
- Support
  - Any problems should be called into the Core-CT helpdesk (860) 622-2300, option 1, or email core.support@ct.gov
• Paper less billing
  • All agencies must have a generic email box to receive
    invoices and backup from other agencies
  • The list of emails for each agency will be posted to the
    website
  • Contact Chris Marchese (chris.marchese@ct.gov) or Maty Lara
    (Maty.Lara@ct.gov)
As always, there will be UPK exercises you can refer to that highlight the new changes for 9.1.
If you have any problems at go live, please log a ticket with the CORE Helpdesk at 860-622-2300 and we will get right back to you.