Welcome to the digital age...

ARE YOU READY TO MEET ABOUT “DIGITAL TRANSFORMATION?”
WE CAN’T SEE YOUR SLIDES.

DO YOU NEED TO DOWNLOAD THE VIDEO PLUG-IN?
WE’re RESTRICTED TO I.E.7.

OK, I TRIED TO EMAIL THE SLIDE DECK BUT IT BOUNCED BACK.
OUR FILE LIMIT IS 1 MB.

DROPBOX? OR WETRANSFER?
BLOCKED BY OUR FIREWALL.

GOOGLE DOCS?
YEAH, RIGHT.

I’M NOT SURE HOW TO PRESENT TO YOU.
CAN YOU FAX IT TO US?

TOM FISH BURNE
Financials User Group

- Tools Upgrade
- PTools 8.56 Security
- EPM
- STARS
- eProcurement
- Accounts Payable
- OSC/APD
- Asset Management
- General Ledger/KK
- Accounts Receivable/Billing
- Cash Management/Banking
- What’s ahead for Core-CT
Core-CT Tools Upgrade

• Production GO-Live June 2019
• No major application changes
• Menu Search Capability
Core-CT Tools Upgrade

- Menu Search Capability
Core-CT Tools Upgrade

Search Results for "Budget Journal"

Filter by

- Folder
  - Commitment Control (12)
  - General Ledger (3)
  - Grants (1)

16 results matched your search criteria

- **Budget Journal Upload**
  Last Updated Date: 2016-05-10 14:20:01
  Application: PS FSCM - Fin, Supply Chain

- **Budget Journal**
  Last Updated Date: 2017-03-11 09:19:21
  Review Budget Journal Exceptions
  Application: PS FSCM - Fin, Supply Chain

- **Mass Delete Budget Journals**
  Last Updated Date: 2016-05-10 13:57:55
  Request process to delete unposted budget journals.
  Application: PS FSCM - Fin, Supply Chain

- **Manage Control Budget Journal**
  Last Updated Date: 2017-03-11 09:19:59
  Manage Control Budget Journal Approvals
  Application: PS FSCM - Fin, Supply Chain

- **Enter Budget Journals**
  Last Updated Date: 2017-03-11 09:21:52
  Create and update budget journals.
  Application: PS FSCM - Fin, Supply Chain
PTools 8.56 Security Update

Mary.Yabrosky@ct.gov
PTools 8.56 Security Update

Distributed User Profile Page, PTools 8.54:
PTools 8.56 Security Update

Distributed User Profile Page

Ptools 8.56:

Checking the ‘Change Password’ Checkbox will render the ‘New/Confirm’ Password Fields
PTools 8.56 Security Update

Attention Agency Security Password Reset Liaisons!

• LASTPSWDCHANGE field does not update when you change and expire the password in a single transaction

• When we check the change password and expire password check boxes at the same time in user profile and then change the password and save. The lastpswdchange field in User Profile does not update properly. It saves system date so the password does not really expire.
PTools 8.56 Security Update

Attention Agency Security Password Reset Liaisons!

• Liaisons need to ensure a user is prompted to reset their password after a reset:

  Your password has expired.
  Click here to change your password.

• The recommended steps are to change the password and save the User Profile, and after this, set the password to expired and save the User Profile again. This will ensure the temporary password will be reset by the user.
EPM

Mary.Yabrosky@ct.gov
EPM Agenda

- EPM Query Help
- Reminders
EPM Query Help

• On-Line Catalog of EPM Public Queries
  o [https://www.core-ct.state.ct.us/reports/](https://www.core-ct.state.ct.us/reports/)

• On-Line Advanced Search Capability
  o Folder (Module): AP, PO, AM, IN, AR, BI, GL, KK

• On-Line Data Dictionary
  o Navigation: Core-CT EPM > Reporting Tools > Data Dictionary
EPM Catalog of On-Line Public Queries

https://www.core-ct.state.ct.us/reports/epm.asp

Catalog of Online Reports

EPM Queries

Welcome to the EPM Queries section of the Core-CT Catalog of Reports and Queries. Queries in this section are available through the Core-CT EPM Reporting Application. EPM Queries are custom queries created by Core-CT Financial, HR and EPM Team members with the help of agency Financial and HR specialists to help fulfill common ad-hoc reporting requirements. These public queries are available in EPM according to a user's security profiles and roles. Please follow the relevant link for a listing of queries by module.

The EPM Queries section contains information to help you locate, execute and interpret reports, including:

- Brief description of the query and its intended use
- EPM folder where the query is stored
- Reporting table(s) utilized
- Data, criteria and prompts specified
- Example of the query output (report)

The EPM Queries entries are grouped according to the following report categories:

<table>
<thead>
<tr>
<th>General Ledger</th>
<th>eProcurement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable</td>
<td>Purchasing</td>
</tr>
<tr>
<td>Help Desk</td>
<td>Pcard</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>Asset Management</td>
</tr>
<tr>
<td>Inventory</td>
<td>Project Costing</td>
</tr>
<tr>
<td>Customer Contracts</td>
<td></td>
</tr>
<tr>
<td>-</td>
<td>Human Resource</td>
</tr>
<tr>
<td>Payroll</td>
<td>Time and Labor</td>
</tr>
<tr>
<td>Benefits</td>
<td>Workers' Compensation</td>
</tr>
<tr>
<td>TAS Legacy</td>
<td>Retirement Payroll</td>
</tr>
</tbody>
</table>
EPM Query Help

• EPM Training

• EPM Job Aids
  - https://www.core-ct.state.ct.us/epm/jobaids/Default.htm
Reminders

• Long Running Query Email Notifications
  o Query will be cancelled (runtime > 30 minutes)
  o EPM can help resolve

• Subscribe to EPM Hot Topics
  o https://www.core-ct.state.ct.us/listserv/dailymail.html
Questions...
STARS- State Analytic Reporting System

Dinesh.gupta@ct.gov
STARS Provides...

• Highly interactive reports to support analytical decision-making
• Facilitates trend analysis for tracking business performance over time
• Supports a variety of presentation formats
• Allows users to dynamically move from a summarized view to a more detailed view
STARS Dashboards

- Accounts Payable
- Accounts Receivable
- Commitment Control/Budgets
- Fixed Assets
- General Ledger
- Human Capital Management
- Inventory
- Payroll
- Procurement
- Projects
- Time and Labor
Questions...

For STARS support please send email to:

CTStarsReportingTeam@ct.gov
eProcurement

Kathleen.Bonola@ct.gov
eProcurement Agenda

• Using eProcurement Requisitions
• Denied Requisitions
• Punch-Out
• Fiscal Year End
Why should we use ePro Requisitions?

- ePro requisitions are set up with specific workflow requirements for each requisition type.

- ePro eliminates paper requisition processes and/or using alternative requisition systems outside of Core-CT. Being paperless saves money, time & trees.

- All accompanying documentation can be uploaded to an ePro Requisition as an attachment at the header or line level. No need for paper copies and redundant processes.

- ePro Requisitions are created in a streamlined 3 step process and are sourced to POs in an approved status. They are then dispatched to the supplier.

- ePro “Point & Click” functionality offers Punch-Out and State Catalog item purchasing with accurate pricing & contract details. Less need for costly change orders and unnecessary data keying.

- ePro offers the ability to Create, Save & Share templates.

- P-Cards can be used on ePro requisitions.
...but we always did it this way!!!
When to use an ePro Requisition

Use an ePro requisition…

- When purchasing items from the State Catalog for Inventory
- When purchasing office supplies through Punch-Out
- When entering an ITD-10, DAS-BID, TSR, PSA/POS or PSU requisition type
- To replace any manual/non-Core-CT requisitioning process and streamline purchasing & approvals
What are Requisition Types?

Requisition Types were created to manage the approval workflow of specific purchasing requirements per state statutes/regulations and agency business processes. There are 8 requisition types in eProcurement.
Requisition Types

1. A Regular Requisition is created for all Items & Services that are not IT related.
2. The DAS-BID is chosen to initiate BIDs/RFPs/RFIs & Standardization Transactions.
3. The ITD-10 requisition is required for all IT Purchases for Items & Services.
4. Product Schedule Update (PSU) – Initiates a Product Schedule Update for Contracts and Master Agreements.
5. The Telecom Equipment TSR is for purchasing new equipment.
6. The Telecom MACR TSR is for Moves, Adds, Changes & Removal of telecom equipment & services.
7. The POS requisition type initiates a request for a Purchase of Service contract or amendment.
8. The PSA requisition type initiates a request for a Personal Service.
Denied Requisitions

Navigation: eProcurement > Manage Requisitions

Please cancel denied requisitions so they get picked up for requisition reconciliation (Req. Recon) to close on Fridays.
Cancel Denied Requisitions

End result is a header status of Canceled and budget status of Valid

<table>
<thead>
<tr>
<th>Req ID</th>
<th>Requisition Name</th>
<th>BU</th>
<th>Date</th>
<th>Request State</th>
<th>Budget</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000132490</td>
<td>Close Denied Requisitions</td>
<td>DOTM1</td>
<td>03/19/2019</td>
<td>Canceled</td>
<td>Valid</td>
<td>0.00</td>
</tr>
</tbody>
</table>
Punch-Out

• Punch-Out is functionality within the eProcurement module that is similar to purchasing items on-line.

• Click on the WEB link under Add Items & Services and choose either Suburban or W.B. Mason to purchase state contracted office supplies.

• All items on the supplier’s websites have state negotiated pricing.
Fiscal Year End
eProcurement Requisitions

April 17
Req. Recon
Twice Weekly

May 15
Daily Req. Recon

June 25
Close Reqs

June 26
Access Removed
eProcurement Job Aids

Job aids are on the Core-CT Website at:

https://www.core-ct.state.ct.us/financials/epro/Default.htm
Questions...
Accounts Payable

Brianne.McKenna@ct.gov
Kimberly.Blaszko@ct.gov
Accounts Payable Agenda

- Fiscal Year End Review
- Document Tolerance - Mini Training
- Accounts Payable Division
  - Open Checkbook
  - Core CT Supplier Update Requests
  - Core CT Supplier Update Requests
  - CO-1092 Financial Appendix Page
Fiscal Year End 2019

- [https://www.core-ct.state.ct.us/financials/fye/2019fye.htm](https://www.core-ct.state.ct.us/financials/fye/2019fye.htm)
Fiscal Year End 2019

- Agency Staff must be available
- Last Day to get vouchers paid is June 27
- Users will not have access to Core-CT after 12pm on June 27
- Accounts Payable module will be closed on Friday, June 28, 2019.
Document Tolerance is a process that is apart of the voucher life cycle added with the 9.2 Upgrade.
Document Tolerance – Mini Training

- The Document Tolerance process checks for monetary differences between the purchase order distribution lines and vouchers distribution lines.

**Purchase Order Distribution:**

<table>
<thead>
<tr>
<th>Dist</th>
<th>Status</th>
<th>Percent</th>
<th>Merchandise Amount</th>
<th>*GL Unit</th>
<th>Fund</th>
<th>Dept</th>
<th>SID</th>
<th>Program</th>
<th>&quot;Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Open</td>
<td>29.0</td>
<td>1,400.38 USD</td>
<td>STATE</td>
<td>11000</td>
<td>OTT14420</td>
<td>10020</td>
<td>14000</td>
<td>53755</td>
</tr>
<tr>
<td>2</td>
<td>Open</td>
<td>20.0</td>
<td>966.78 USD</td>
<td>STATE</td>
<td>12060</td>
<td>OTT14310</td>
<td>35101</td>
<td>13016</td>
<td>53755</td>
</tr>
<tr>
<td>3</td>
<td>Open</td>
<td>28.0</td>
<td>1,352.10 USD</td>
<td>STATE</td>
<td>12060</td>
<td>OTT14705</td>
<td>35105</td>
<td>13018</td>
<td>53755</td>
</tr>
</tbody>
</table>

**Voucher Distribution:**

<table>
<thead>
<tr>
<th>Copy Down</th>
<th>Line</th>
<th>PO Percent</th>
<th>Percent</th>
<th>Merchandise Amt</th>
<th>Quantity</th>
<th>*GL Unit</th>
<th>Account</th>
<th>Dept</th>
<th>Bud Ref</th>
<th>Program</th>
<th>ChartField</th>
<th>ChartField2</th>
<th>ChartField3</th>
<th>ChartField4</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td></td>
<td></td>
<td>1400.38 USD</td>
<td>0.3629</td>
<td>STATE</td>
<td>53755</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>2</td>
<td></td>
<td></td>
<td>966.78 USD</td>
<td>0.2000</td>
<td>STATE</td>
<td>53755</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td></td>
<td></td>
<td>1,352.10 USD</td>
<td>0.0271</td>
<td>STATE</td>
<td>53755</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Document Tolerance – Mini Training

• Do **NOT** change amounts between the purchase order distribution lines and vouchers distribution lines, or else there will be a document tolerance exception.

**Purchase Order Distribution:**

<table>
<thead>
<tr>
<th>Dist</th>
<th>Status</th>
<th>Percent</th>
<th>Merchandise Amount</th>
<th>Currency</th>
<th>*GL Unit</th>
<th>Fund</th>
<th>Dept</th>
<th>SID</th>
<th>Program</th>
<th>*Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Open</td>
<td>29.0000</td>
<td>1,400.38 USD</td>
<td>STATE</td>
<td>11000</td>
<td>10020</td>
<td>14000</td>
<td>53755</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Open</td>
<td>20.0000</td>
<td>965.76 USD</td>
<td>STATE</td>
<td>12080</td>
<td>OTT14310</td>
<td>35101</td>
<td>13016</td>
<td>53755</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Open</td>
<td>28.0000</td>
<td>1,362.10 USD</td>
<td>STATE</td>
<td>12080</td>
<td>OTT14705</td>
<td>35105</td>
<td>13018</td>
<td>53755</td>
<td></td>
</tr>
</tbody>
</table>

**Voucher Distribution:**

- Do NOT change amounts between the purchase order distribution lines and vouchers distribution lines, or else there will be a document tolerance exception.
Document Tolerance - Mini Training

- Common Exceptions:
  - S300: Prior Document is on hold
  - S400: Source Document is not approved
  - S500: PO is in Roll-Over State
  - E100: Document exceeds predecessor by more than allowable tolerance
  - E200: Prior Document distribution line has been closed
  - E300: Prior Document distribution line has been canceled
Viewing Exceptions:

- Users should navigate to the AP WorkCenter daily to check for any exceptions, including document tolerance.
- Click on Document Tolerance Exceptions link, under My Work
- Select the ‘Exceptions’ Link for the Voucher.
Document Tolerance - Mini Training

- Example of Exception:

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>DDSM1</th>
<th>Document Type: Voucher</th>
<th>ID</th>
<th>00414365</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source line</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Line</td>
<td>1</td>
<td>Sched</td>
<td>Distrib</td>
<td>1</td>
</tr>
</tbody>
</table>

**Exceptions**

- **Rule ID**: E100
- **Description**: Document exceeds predecessor by more than allowable tolerance.

**Details**

<table>
<thead>
<tr>
<th>Predecessor Business Unit</th>
<th>DDSM1</th>
<th>Defined Tolerance Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pred Doc ID</td>
<td>0000043415</td>
<td>Calculated Doc Tol Amt Amount: 600.00</td>
</tr>
<tr>
<td>Pred Line Nbr</td>
<td>2</td>
<td>Calculated Doc Tol Percent Amt: 600.00</td>
</tr>
<tr>
<td>Pred Sched Nbr</td>
<td>1</td>
<td>Source Doc Monetary Amt: 222.54</td>
</tr>
<tr>
<td>Pred Distin Num</td>
<td>1</td>
<td>Source Doc Converted Amt: 222.54</td>
</tr>
<tr>
<td>Pred Doc Amt</td>
<td>600.00</td>
<td>Predecessor GL Base Currency: USD</td>
</tr>
<tr>
<td>Life-to-Date Liquidated Amt</td>
<td>623.54</td>
<td>Transaction Currency: USD</td>
</tr>
</tbody>
</table>
Document Tolerance - Mini Training

• Example of Exception:

![Document Tolerance Exceptions]

Rule ID: E200  Description: Prior document distribution line has been closed.

Rule ID: E400  Description: Prior document distribution line has been finalized.
Document Tolerance

• Helpful Hint:
  ○ A good tool for helping to resolve exceptions is the PO Balance Report. Using this will help you to see the current balances on all of your PO lines.
Document Tolerance
Accounts Payable Division

Jessica.Silva@ct.gov
Accounts Payable Division Agenda

• Open Checkbook
• Core CT Supplier Update Requests
• OSC invoice/receipt date memo
• CO-1092 Financial Appendix Page
APD: Open Checkbook

- www.osc.ct.gov
APD: Open Checkbook

Welcome to Open Connecticut!

We all pay taxes – but do you follow where tax dollars come from and where they go? Open Connecticut centralizes state financial information to make it easier to follow state dollars. Find out where deficits or surpluses come from. Find out how much was paid for a particular vendor or program. Find out what to expect in future years.

It’s your money. You have a right to know.

Sincerely,

Kevin Lembo
State Comptroller

OpenBudget
Explore the state budget through interactive tools that let you compare actual spending vs. what was budgeted.

OpenCheckbook
Monitor every payment made by the state, down to the invoice. It’s your money; you have a right to know.
APD: Open Checkbook

OpenCheckbook

This data allows citizens to view who received payments from the state for goods or services and how much they received. The application allows the user to drill down from aggregated spending accounts all the way down to each individual payment to a payee.

Read More

Search

public defender

Vendor

WISCONSIN STATE PUBLIC DEFENDER

Public Defender Services

Department

DIVISION OF PUBLIC DEFENDER SERVICES

Vendor
APD: Open Checkbook

![Checkbook Image]

- **Public Defender Services 2019**
- **Checkbook**
- **Open Expenditures**
- **Department:** Public Defender Services
- **Total:** $20,468,739.02
- **Transactions:** 11,892

<table>
<thead>
<tr>
<th>Invoice ID</th>
<th>Vendor</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDSM100248331</td>
<td>JOURNAL TECHNOLOGIES INC</td>
<td>$162,058</td>
</tr>
<tr>
<td>PDSM100242394</td>
<td>DELL MARKETING LP</td>
<td>$79,709.5</td>
</tr>
<tr>
<td>PDSM100249278</td>
<td>Undisclosed</td>
<td>$78,152.0</td>
</tr>
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<td>PDSM100249275</td>
<td>Undisclosed</td>
<td>$77,729.5</td>
</tr>
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<td>PDSM100248388</td>
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<td>$75,700.5</td>
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</table>

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### APD: Open Checkbook

<table>
<thead>
<tr>
<th>fiscal_year</th>
<th>fiscal_year_period</th>
<th>service</th>
<th>department</th>
<th>program</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>7</td>
<td>Judicial</td>
<td>Public Defender Services</td>
<td>IT Capital Investment Program</td>
</tr>
<tr>
<td>2019</td>
<td>6</td>
<td>Judicial</td>
<td>Public Defender Services</td>
<td>Capital Equip Purchase Fund</td>
</tr>
<tr>
<td>2019</td>
<td>2</td>
<td>Judicial</td>
<td>Public Defender Services</td>
<td>Assigned Counsel-Criminal</td>
</tr>
<tr>
<td>2019</td>
<td>6</td>
<td>Judicial</td>
<td>Public Defender Services</td>
<td>Assigned Counsel-Criminal</td>
</tr>
<tr>
<td>2019</td>
<td>1</td>
<td>Judicial</td>
<td>Public Defender Services</td>
<td>Expert Witnesses</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>account</th>
<th>Expense Category</th>
<th>fund_code</th>
<th>fund</th>
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</thead>
<tbody>
<tr>
<td>53760</td>
<td>IT Software Maint &amp; Support</td>
<td>17141</td>
<td>Capital Improvements &amp; Other</td>
<td>CAPITAL_PROJECTS</td>
</tr>
<tr>
<td>54150</td>
<td>Controllable Property</td>
<td>12051</td>
<td>Capital Equip Purchase Fund</td>
<td>SPECIAL_REVENUE</td>
</tr>
<tr>
<td>51111</td>
<td>Attorney Fees</td>
<td>11000</td>
<td>General Fund</td>
<td>GENERAL</td>
</tr>
<tr>
<td>51111</td>
<td>Attorney Fees</td>
<td>11000</td>
<td>General Fund</td>
<td>GENERAL</td>
</tr>
<tr>
<td>51874</td>
<td>Printing &amp; Binding</td>
<td>11000</td>
<td>General Fund</td>
<td>GENERAL</td>
</tr>
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</table>

<table>
<thead>
<tr>
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<th>payment_id</th>
<th>payment_method</th>
<th>payment_status</th>
</tr>
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<tbody>
<tr>
<td>JOURNAL TECHNOLOGIES INC</td>
<td>160336</td>
<td>17018647</td>
<td>System Check</td>
<td>Paid-Reconciled</td>
</tr>
<tr>
<td>DELL MARKETING LP</td>
<td>10075</td>
<td>16992857</td>
<td>Automated Clearing House</td>
<td>Paid-Reconciled</td>
</tr>
<tr>
<td>Undisclosed</td>
<td>PDS9999999</td>
<td>16825835</td>
<td>Automated Clearing House</td>
<td>Paid-Reconciled</td>
</tr>
<tr>
<td>Undisclosed</td>
<td>PDS9999999</td>
<td>16995929</td>
<td>System Check</td>
<td>Paid-Reconciled</td>
</tr>
<tr>
<td>Undisclosed</td>
<td>PDS9999999</td>
<td>16793746</td>
<td>Automated Clearing House</td>
<td>Paid-Reconciled</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Payment Date</th>
<th>invoice_id</th>
<th>invoice_date</th>
<th>vendor_type</th>
<th>Amount</th>
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<tbody>
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<td>2019-01-15T00:00:00.000</td>
<td>Corporation</td>
<td>162058</td>
</tr>
<tr>
<td>2018-12-20T00:00:00.000</td>
<td>PDSM100247558</td>
<td>2018-12-18T00:00:00.000</td>
<td>Partnership</td>
<td>1628.14</td>
</tr>
<tr>
<td>2018-08-15T00:00:00.000</td>
<td>PDSM100242814</td>
<td>2018-08-03T00:00:00.000</td>
<td>LLC - Partnership</td>
<td>1400</td>
</tr>
<tr>
<td>2018-12-20T00:00:00.000</td>
<td>PDSM100247583</td>
<td>2018-12-18T00:00:00.000</td>
<td>LLC - Single Member</td>
<td>1000</td>
</tr>
<tr>
<td>2018-07-07T00:00:00.000</td>
<td>PDSM100241419</td>
<td>2018-07-05T00:00:00.000</td>
<td>Corporation</td>
<td>59.27</td>
</tr>
</tbody>
</table>
APD: Open Checkbook

• Agencies must review payments in Open Checkbook
  o verify if vendor names are properly disclosed or undisclosed

• Questions or concerns?
  o Contact us at OSC.APD@CT.GOV
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) 772-1727 with your confirmation email as a cover sheet.

Updates submitted by fax without an email cover sheet and any update 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.
APD: Invoice/Receipt Dates Memo

MEMORANDUM NO. 2018-23

October 9, 2018

TO THE HEADS OF ALL STATE AGENCIES

Attention: Chief Administrative and Fiscal Officers, Business Managers, and Accounts Payable Offices

Subject: Guidance on Determining Voucher Invoice and Receipt Dates

This memorandum supersedes Comptroller’s Memorandum 2007-24.

Accurate completion of the invoice and receipt dates on the Core-CT voucher is important since those dates are used to determine payment due dates for discounts, establish interest accrual dates and calculate vendor accounts payable for inclusion in year-end GAAP reporting.

Invoice date is the date the agency receives an invoice from the vendor through any state location.

Upon receipt, a vendor invoice should be date stamped “Received” or otherwise marked in some way with the date, and this date should be entered in the invoice date field on the Core-CT voucher. The invoice date is usually not the date when the voucher is created in Core-CT or the date on the vendor’s invoice. For invoices received via email, the invoice date is the received date on the email, not the date first read or printed. If the invoice is generated internally, the invoice date should be the date the invoice was prepared and approved.

Receipt date refers to the date goods or services were received or contractually due. If multiple dates or billing periods are included on a single invoice, use the latest date.


Questions should be addressed to the Accounts Payable Division at osc_apdp@ct.gov.

KEVIN LEMBO
STATE COMPTROLLER
DETERMINING INVOICE AND RECEIPT DATES

Valid as of - April 02, 2019 check website periodically for updates.

IF
Your browser is Internet Explorer 8 or older
-OR-
You use a screen reader
PLEASE CLICK HERE

For a printable, condensed version of this document
PLEASE CLICK HERE.

Invoice date is the date the agency receives an invoice from the vendor through any State location. For receipt, a vendor invoice should be date stamped “Received” or otherwise marked in some way with the date, and this date should be entered in the invoice date field on the Core-CT voucher. The invoice date is usually not the date when the voucher is created in Core-CT or the date on the vendor's invoice. For invoices received via email, the invoice date is the received date on the email, not the date first read or printed. If the invoice is generated internally, the invoice date should be the date the invoice was prepared and approved.

Receipt date refers to the date goods or services were received or contractually due. If multiple dates or billing periods are included on a single invoice, use the latest date.

See below for examples of invoice and receipt dates by transaction type.
APD: Invoice/Receipt Dates Memo

TRANSACTION TYPE

* * * * GENERAL SERVICES * * * *

The invoice date is the date the agency received the invoice through any State location. The receipt date is the date the services were received or contractually due.

**Arbitration Services**

**INVOICE DATE:**
Enter the date the agency received the invoice through any State location.

**RECEIPT DATE:**
Enter the latest date of service noted on the invoice.

**Construction Services**
APD: Invoice/Receipt Dates Memo

For specific questions not covered in this document please contact the Accounts Payable Division, Office of the State Comptroller using the form below.

Enter Email Address
Your email

Confirm Email Address
Your email

Agency
Your Agency

Question(s)

Send  Reset
APD: CO-1092 Reminder

When preparing CO-1092 Requests with the below roles, a Financial Appendix Page is Required.

- General or Program Buyer
- Purchase Order Amount Approver 1,2
- Purchase Order Budget Approver
- Requester
- Multi Requester
- TSR Requester
- Catalog Viewer
- Requisition Amount Approver 1,2,3,4
- Requisition Budget Approver
- Requisition Purchasing Approver
- Alternate Approver
- Adjustment Voucher Processor
- Journal Voucher Processor
- Voucher Maintenance Processor
- Voucher Processor
- Voucher Approver
- PSA_POS Requester
- CT Agy Service Approver
- CT_F_A_POS_POS Requester
- CT OPM Budget Approver 1, 2
For more information, see the below link to the job aid.

www.core-ct.state.ct.us/security/pdf/automated_co1092.pdf
Questions?
Break

Please return by
Asset Management

Dave.Bonola@ct.gov
Michael.Carragher@ct.gov
Agenda

• Introduction
• Making the Most of your WorkCenter
• Capitalized Adjustments
• Physical Inventory Tips
• Fiscal Year End
Asset Management
Making The Most of Your WorkCenter

- RED • Edit Filters
- BLACK • No Action
- BLUE • Work Waiting
Asset Management
Making The Most of Your WorkCenter

- Edit Filters
Asset Management
Making The Most of Your WorkCenter

Edit Filters

### Configuration ID AM
Asset Management Workcenter
User ID CORETRAINER11

#### My Work Groups

<table>
<thead>
<tr>
<th>Group Label</th>
<th>Pending Transactions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>My Work Links</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Link Label</th>
<th>Filter ID</th>
<th>Description</th>
<th>Edit Filter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify Assets in PO**</td>
<td>CT_AM_WC_I</td>
<td>Identify Assets in PO</td>
<td></td>
</tr>
<tr>
<td>AP/PO Transactions**</td>
<td>AM_PREAM_P</td>
<td>PO/AP Transactions</td>
<td></td>
</tr>
<tr>
<td>Load Transactions into AM**</td>
<td>AM_WC_INTF</td>
<td>Load Transaction into AM</td>
<td></td>
</tr>
</tbody>
</table>

**Required filter field value not defined
Asset Management
Making The Most of Your WorkCenter
Asset Management
Making The Most of Your WorkCenter
Asset Management
Making The Most of Your WorkCenter

- No Action
Asset Management
Making The Most of Your WorkCenter

- Work Waiting
Asset Management
Making The Most of Your WorkCenter

- PO/AP Transactions Error
- Transaction Loader Error

1. Research/Update Status
2. Help Desk Ticket to EXCLUDE
Asset Management  
Making The Most of Your WorkCenter

- Assets Pending Receipt
- Load Transaction into AM

1. Review Purchase Orders
2. Pay Attention to Open Accounting Periods
The date is important, because that's when you reset the useful life "clock" - stop the previous depreciation schedule, recalculate value, and start the new depreciation schedule.
Capitalized Adjustments

Original Asset

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building (#OSC205) acquisition cost in 1960</td>
<td>$300,000</td>
</tr>
<tr>
<td>Depreciable Basis</td>
<td>$300,000</td>
</tr>
</tbody>
</table>
| Annual depreciation                     | $7,500  
  ($300,000 / 40 years)                   |
| Accumulated depreciation as of 2019 prior to purchase of upgrade ($7,500 per year for 40 years) | $300,000 |
| Net Book Value (NBV)                    | $0      |

Net Book Value:
- Cost: $300,000
- Salvage Value: $0
- Accumulated Depreciation: $300,000
- Net Book Value: $0
Capitalized Adjustments

Revised Asset

Building (#OSC 205)
Acquisition Cost in 1960 $ 300,000
ADJ: New Building Renovation $ 1,500,000
Improvements 2019

New acquisition cost basis $ 1,800,000

Accumulated depreciation as of
2019 prior to purchase of upgrade $ 300,000
Add: New Period Depreciation
($1,500,000/20 Years) $ 6,250

New accumulated depreciation by 2039 $ 1,800,000

The Service Life and In-Service Date of asset needs to be changed in Core-CT
Capitalized Adjustments

Original Asset

Revised Asset
### Capitalized Adjustments

**After Adjustment/Before Depreciation**

<table>
<thead>
<tr>
<th>Unit</th>
<th>Asset ID</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>OSCM1</td>
<td>OSC205</td>
<td>BUILDING (#OSC 205)</td>
</tr>
</tbody>
</table>

#### Depreciation Attributes

<table>
<thead>
<tr>
<th>Net Book Value</th>
<th>Cost</th>
<th>1,800,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salvage Value</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Accum Depr</td>
<td>300,000.00</td>
<td></td>
</tr>
<tr>
<td>Net Book Value</td>
<td>1,500,000.00</td>
<td></td>
</tr>
</tbody>
</table>

This asset has pending depreciation of some transaction

### Fiscal Year 2039/Fully Depreciated

<table>
<thead>
<tr>
<th>Unit</th>
<th>Asset ID</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>OSCM1</td>
<td>OSC205</td>
<td>BUILDING (#OSC 205)</td>
</tr>
</tbody>
</table>

#### Depreciation Attributes

<table>
<thead>
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<th>Cost</th>
<th>1,800,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salvage Value</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Accum Depr</td>
<td>1,800,000.00</td>
<td></td>
</tr>
<tr>
<td>Net Book Value</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>
Physical Inventory Tips

- **Define Occurrence Start Date**
  - Represents Acquisition Dates of Asset to be Inventoried

- **Define Occurrence Enable Mobile Inventory**
  - Select Checkbox to Use Handheld Device

- **Define Occurrence Location Code**
  - Leave Blank to Retrieve All Assets in Agency

- **Define Occurrence Physical Inventory ID**
  - Must Be Unique One Time Use
  - Identify Fiscal Year

---

Main Menu ➔ Asset Management ➔ Physical Inventory ➔ Define Inventory Occurrence
Physical Inventory Tips

Run Control
- Only Use for One PI ID

Extract Assets
- Must Complete Step #1 before Starting to Scan

Delete Data
- Only Use to Backup Steps
- Delete All is Default Setting
Physical Inventory Tips

CT_AM_PI_SCAN_LIST

- Access via WorkCenter Asset Queries
- View Real Time Scanning Data
- Allows you to View what has been Scanned or Missed
Fiscal Year End

May 1
- Asset Transfers From Inactivated Chartfields

July 10
- Last Day for FY19 Asset Transactions

July 11
- Asset Close

October 1
- CO-59 Due
Fiscal Year End

CO-59 Using STARS

- New for Fiscal Year 2019 reporting, CO-59 detail/summary information can be obtained directly from The Statewide Analytical Reporting System (STARS)
Fiscal Year End

CO-59 Job Aid

Fiscal Year End
Fiscal Year End
Questions?
General Ledger
Commitment Control

Zakiah.Owusu@ct.gov
Agenda

• Purchasing - PO Roll
• GL Workcenter
• ChartField Request – Search
• General Ledger Close - FYE
• HR Combo Codes
Purchasing – PO Roll

• Purchase Orders qualify to roll:
  o Encumbered funds remain on PO line(s)
  o PO Status: Dispatched
  o Budget Status: Valid

• PO Roll process: Monday, July 1st.

• Close POs not rolled
GL WorkCenter

• ‘One-Stop Shopping’ for GL & Budget
• Commonly Accessed Pages
  o Create & Import Journals
  o Budget Exceptions
  o Tree Viewer
  o ChartField/Payroll Account Code Request Forms
• Commonly Used Reports/Inquiries
  o Journal Inquiries
  o Ledger Reports
  o Budget Reports & Inquiries
ChartField Request – Inquiry
ChartField Request – Inquiry

![Business Request Inquiry](image)

<table>
<thead>
<tr>
<th>Request ID</th>
<th>SetID</th>
<th>Field Name</th>
<th>Field Action</th>
<th>Field Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000001024</td>
<td>STATE</td>
<td>CLASS_FLD</td>
<td>Add</td>
<td></td>
</tr>
</tbody>
</table>
Payroll Code /Project ID Request - Query
Payroll Code /Project ID Request - Inquiry
Core-CT Module WorkCenters

- Billing
- Accounts Receivable
- Accounts Payable
- Asset Management
- Contracts
- Projects
- Buyer WorkCenter
- Supply/Demand WorkCenter
General Ledger Close – FYE 2019

- 1st Qtr. Allotments
  - OSC
    - July 1, 2019
- PO Encumbrances Rolled
  - July 3, 2019
- Last day to submit GL Journal Corrections
  - July 11, 2019
- Carry-Fwd Funds Available
  - July 15, 2019
HR Combo Codes

- Financials and HR removing old combo codes as part of Annual Maintenance
- Result: alleviate incorrect coding errors for Payroll
- Over 2,000 positions corrected for coding
Questions?
Accounts Receivable/Billing

Maty.Bello-Persson@ct.gov
Billing/Accounts Receivable

Billing WorkCenter

• Delete Cancelled Bills - NEW
• Supporting Documentation

Billing/AR Close - FYE
Billing WorkCenter

Welcome to the Billing WorkCenter

Welcome to the WorkCenter. This WorkCenter has one "Task Panel" and one "Work Area". The "Task Panel" is on the side displaying the pagelets assigned to the WorkCenter page and the "Work Area" displays transaction pages such as this page.

Each pagelet may have the following actions depending on its configuration: Hide/Show, Reload, Personalize.

Within each pagelet there may be "Open the content in a new window", "Collapses a group of links" and "Expands a group of links" actions available depending on the pagelet.
Billing WorkCenter
Delete Cancelled Bills

Billing WorkCenter

Main
Reports/Queries

Queries
- Query Manager
- Billing Pivot Grids
  - Bills by Status
  - Invoice Analysis by Month

Reports/Processes

My Processes
- Print Pro Forma
- Finalize and Print Invoices
- Reprint Invoices
- Create Installment Bills
- Create Recurring Bills
- Change Status of Bills
- Delete Canceled Bills
Billing WorkCenter
Delete Cancelled Bills
Billing WorkCenter
Delete Cancelled Bills

1. Select Business Unit
2. Search Canceled Bills
3. Check Select Bill Checkbox
4. Delete Canceled Bills
Billing WorkCenter
Supporting Documentation

Welcome to the Billing WorkCenter

Welcome to the WorkCenter. This WorkCenter has one "Task Panel" and one "Work Area". The "Task Panel" is on the side displaying the pagelets assigned to the WorkCenter page and the "Work Area" displays transaction pages such as this page.

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Billing WorkCenter
Supporting Documentation
Billing WorkCenter  
Supporting Documentation

![Billing WorkCenter Supporting Documentation](image_url)
Billings WorkCenter
Supporting Documentation

<table>
<thead>
<tr>
<th>Invoice Documents</th>
<th>Attached File</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice Image</td>
<td>DPHM1WCR000001770.pdf</td>
</tr>
<tr>
<td>Test</td>
<td>Attach_supporting_documentation_to_a_bill_1.doc</td>
</tr>
</tbody>
</table>

Save | Return to Search | Previous in List | Next in List | Notify
Billing WorkCenter
Supporting Documentation

[Screen capture showing the Bill Pay Reprint Invoices tool with User ID and Run Control ID fields filled out, along with a list of process types including BI Reprint Processes - Detail and BI Reprint Processes - Summary.]
Billing WorkCenter
Supporting Documentation

Invoice WCR000000177 has been generated for your review.

Marchese, Chris
Sent: Tue 4/9/2019 11:39 AM
To: Marchese, Chris

Message

A reprint of invoice WCR000000177 is attached for your review. If payment was sent, please ignore this email.
Billing/AR Close
Fiscal Year End

• Billing
  ○ All Business Units close on Friday, June 28th
  
  • Exceptions: DASS1 & DOCS1 Close on July 5

• Accounts Receivable
  ○ All Business Units close on Friday, July 5th
  ○ Complete **ALL** Deposits by Wednesday, July 3rd so you can take Friday off
Cash Management/Banking

Chris.Marchese@ct.gov
Accounts Receivable
Cash Management/Banking

Bank Statement Accounting

• What is Bank Statement Accounting?
• How does Bank Statement Accounting Work?
• Direct Journal vs Bank Statement Accounting
• Real Production Data & Analysis
• Who Can Benefit with Bank Statement Accounting?
• New Security Role, Online Page, and EPM Reporting Record
What is Bank Statement Accounting?

• Also Known As...
  ○ BSA, Automated Accounting, Treasury Accounting

• New Feature within Financials 9.2 Cash Management Module

• Integrates with the Bank Reconciliation Process; creates GL Entries

• All Processing, from Start-to-Finish, is Automatic
How does Bank Statement Accounting Work?

- Daily Bank File
  - CT Agency Location Code drives the BSA Process
  
    - Must be present on the incoming daily Bank File

```plaintext
16,165,15000,Z,902391016277772,000072000301/
88,AMERICAN EXPRESS DES:SETTLEMENT ID:2062246301
88,INDN:UCONN HEALTH2062246301 CO ID:1134992250 CCD
16,165,15000,Z,902391012335833,000067000312/
88,GLOBAL PAYMENTS DES:GLOBAL DEP ID:10800000001312
88,INDN:MIDDLESEX COUNTY EXTEMN CO ID:6469221406 CCD
```
How does Bank Statement Accounting Work?

- Accounting Template
  - Warehouses the ChartField Accounting, Debit & Credit logic
How does Bank Statement Accounting Work?

- Bank Statement Accounting Rule Definition
  - Match the CT Agency Location Code to the Accounting Template
Direct Journal vs Bank Statement Accounting
• Direct Journal Process

Steps highlighted in yellow are manual, and repeated for each AR Deposit that qualifies
Direct Journal vs Bank Statement Accounting

• Bank Statement Accounting (BSA) Process

- Daily Bank File
- BSA External Transaction
- Timely Efficient Automatic
- No Manual Entry
- No Pick List
- No Typos
- Treasury Accounting ID
- TR Journal Generator
Real Production Data & Analysis

- From 4/1/2018 – 4/1/2019

**BSA Transactions**

<table>
<thead>
<tr>
<th></th>
<th>BSA Transactions</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTT</td>
<td>6,785</td>
</tr>
<tr>
<td>UHC</td>
<td>7,086</td>
</tr>
<tr>
<td>BOR</td>
<td>15,434</td>
</tr>
</tbody>
</table>
What are the Benefits of BSA?

• Bank of America’s Credit Card Account (CCA1)
  - CT Agency Location Code is provided on all transactions
  - Majority of transactions are miscellaneous, therefore, Directly Journalled

  BORAA  DOTM1  PCAM1
  BOR Comm. Colleges  DPHM1  SDEM1
  CSLM1  DPSM1  SDRM1
  DAGM1  DRSM1  SOSM1
  DASM1  ETHM1  UHCM1
  DCPM1  JUDM1  UOCM1
  DEPM1  MILM1
  DOCM1  OECM1
  DOIM1  OLMM1
New Security Role, Online Page, and EPM Reporting Record

• New Security Role
  o CT AGY BK VIEWER – Agency BK Viewer
    • Reviews Bank Statement Accounting Information for Agency Users

• New Page
  o Journal Drill

• New EPM Reporting Record
  o CTW_TRAACCT_RPT
    • Includes Bank Statement, TR Accounting, and GL Data
New Page: Journal Drill

- Cash Management > Treasury Accounting > Journal Drill
  - General Ledger > Review Financial Information > Journals

![Journal Drill Form](image-url)
New Page: Journal Drill

- Accounting Entries Tab
New Page: Journal Drill

- Additional Details Tab
Questions?
Looking Ahead

Donalynn.Black@ct.gov
Enhancements

• Two Factor Authentication

• Self-Service

• Mobile Devices
  o Approvals
  o Monitoring

• Chat Bots

• Up and Coming Changes
Pain Points

• Daily Issues
• Largest Stumbling Blocks
• Functionality
• Email Core-CT.Core-CTChange@ct.gov
  o What are you struggling with in Core-CT?
  o What do you like about Core-CT?
Core-CT is Moving

- 165 Capitol Avenue - January 2020
- Conference and Training Facilities
Help Desk

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](http://footprints.ct.gov/footprints)
- Core-CT non-production inquiries telephone: 860-622-2300
- Subscribe to Daily Mail: Core-CT Communication Bulletins
- If you are already logged in to the Core-CT HRMS/Financial system, you can access the Core-CT website procedures and job aids by clicking on the Core-CT Help tab from any page.

Core-CT Help Desk
Help Desk

http://footprints.ct.gov/footprints

FootPrints is the Help Desk Application for Core-CT. Request for services or inquiries should be completed through FootPrints.
Core-CT Website

http://www.core-ct.state.ct.us
Questions?
The end