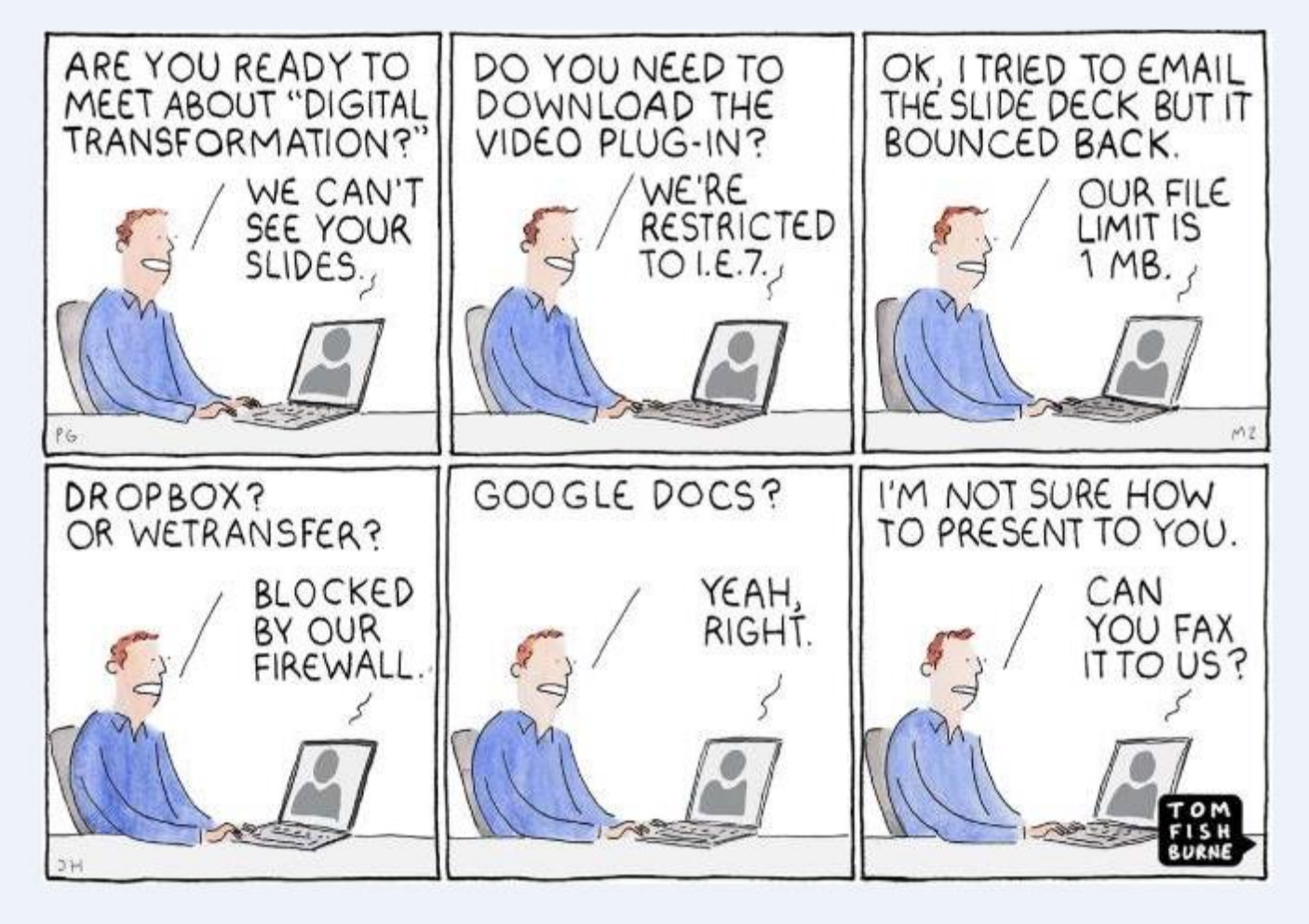
Core-CT

Financial User Group

April 2019

Welcome to the digital age…



Financials User Group

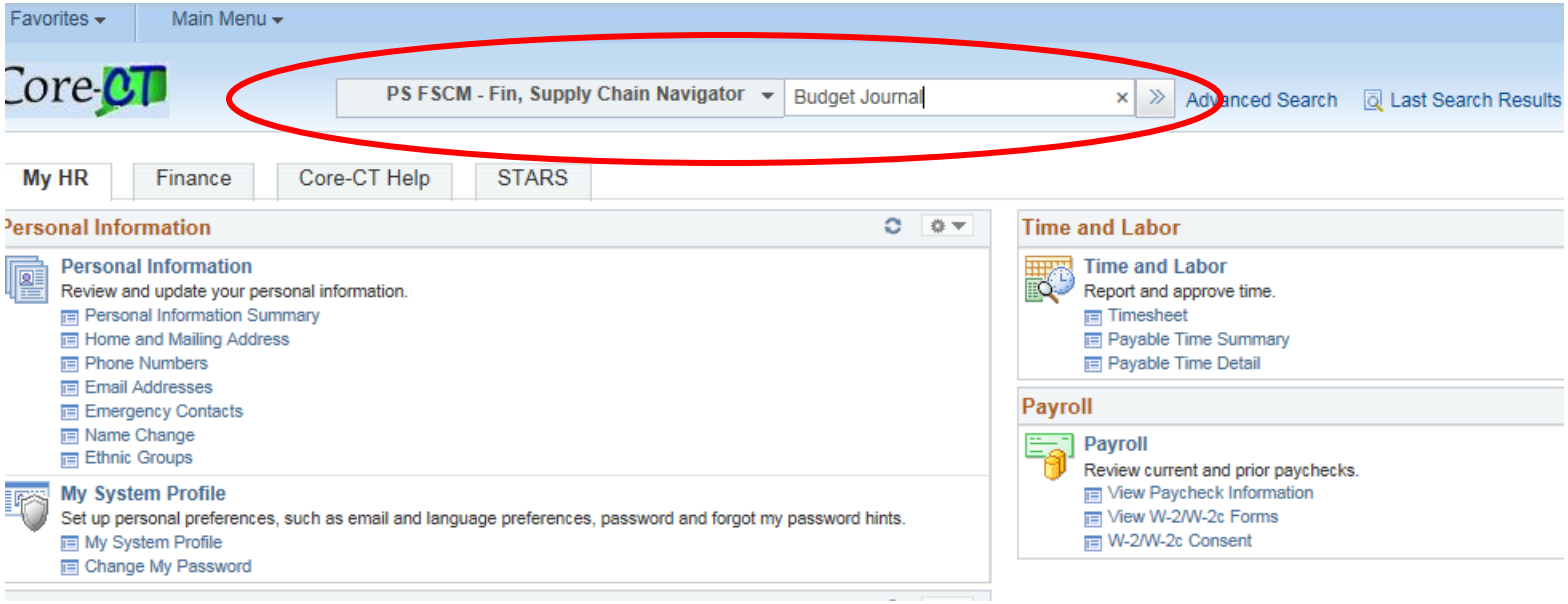
- Tools Upgrade
- PTools 8.56 Security
- EPM
- STARS
- eProcurement
- Accounts Payable
- OSC/APD
- Asset Management
- General Ledger/KK
- Accounts Receivable/Billing
- Cash Management/Banking
- What's ahead for Core-CT

Core-CT Tools Upgrade

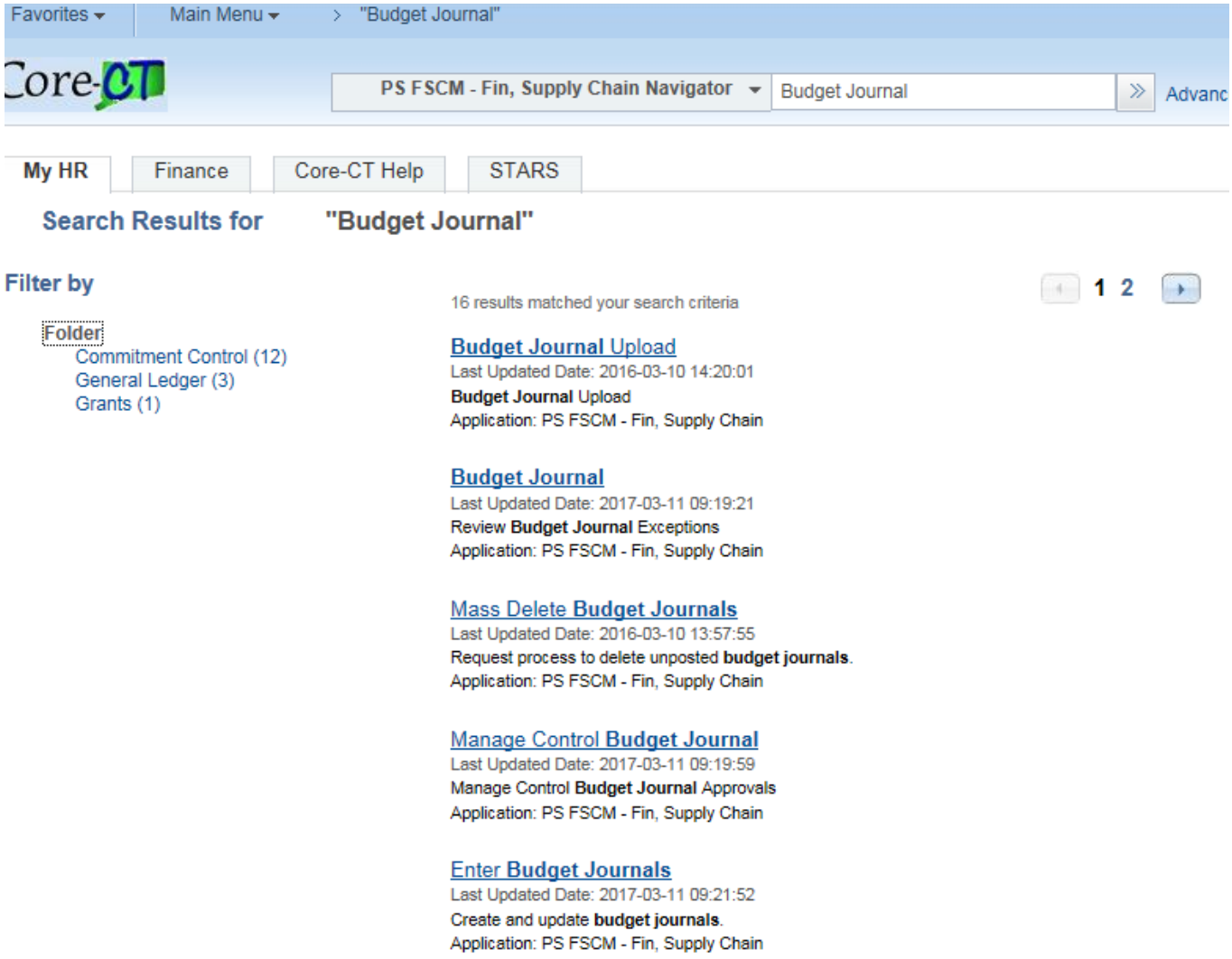
- Production GO-Live June 2019
- No major application changes
- Menu Search Capability

Core-CT Tools Upgrade

- Menu Search Capability



Core-CT Tools Upgrade



PTools 8.56 Security Update

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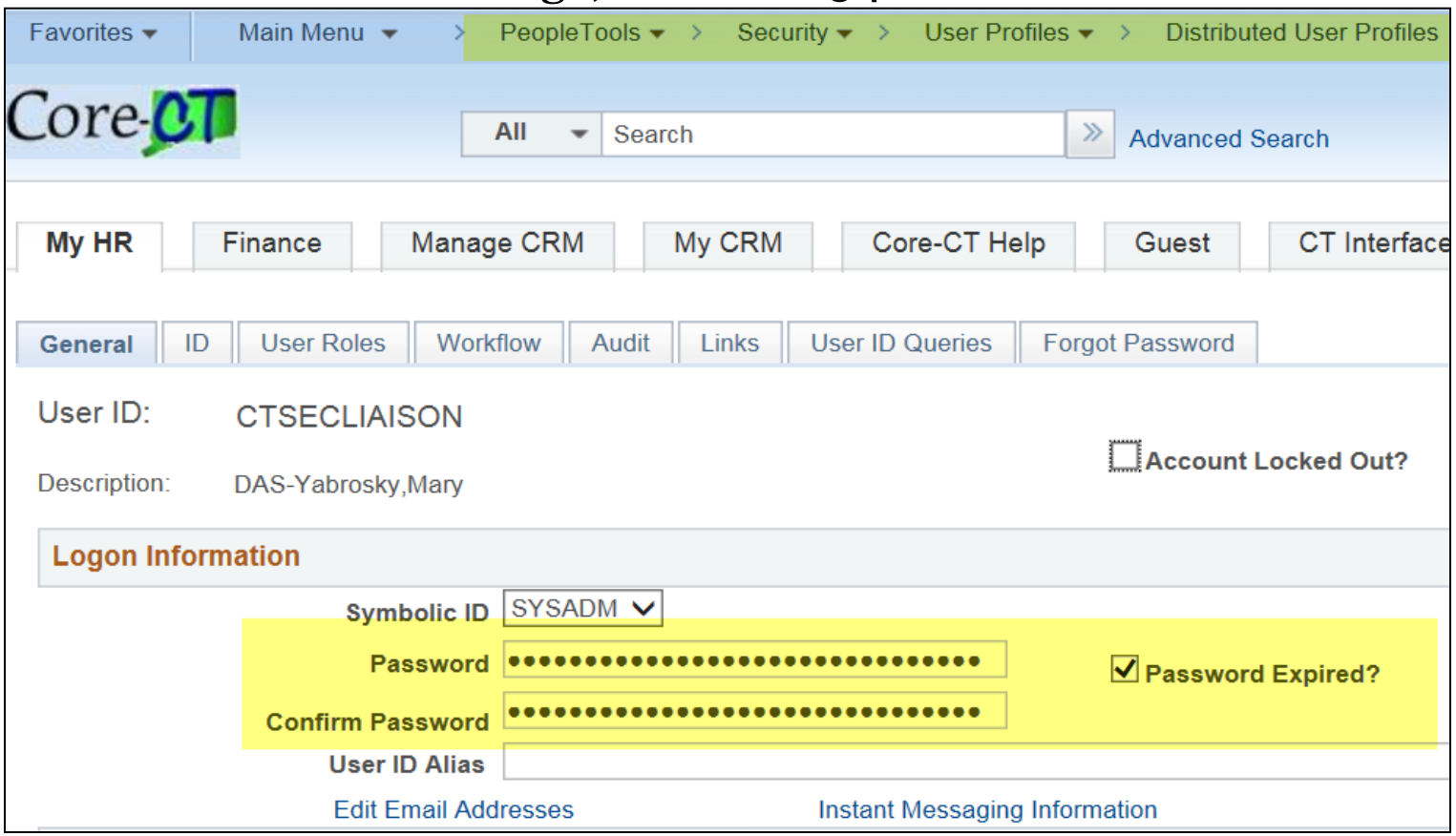
PTools 8.56 Security Update

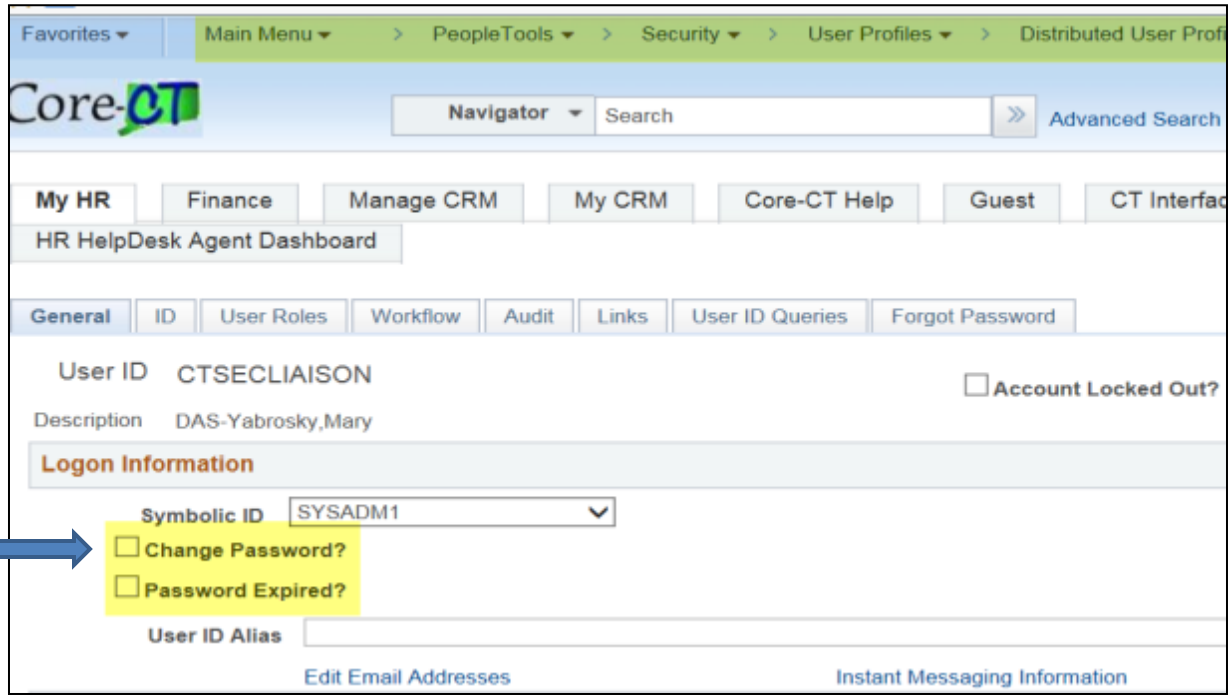
Distributed User Profile Page, PTools 8.54:

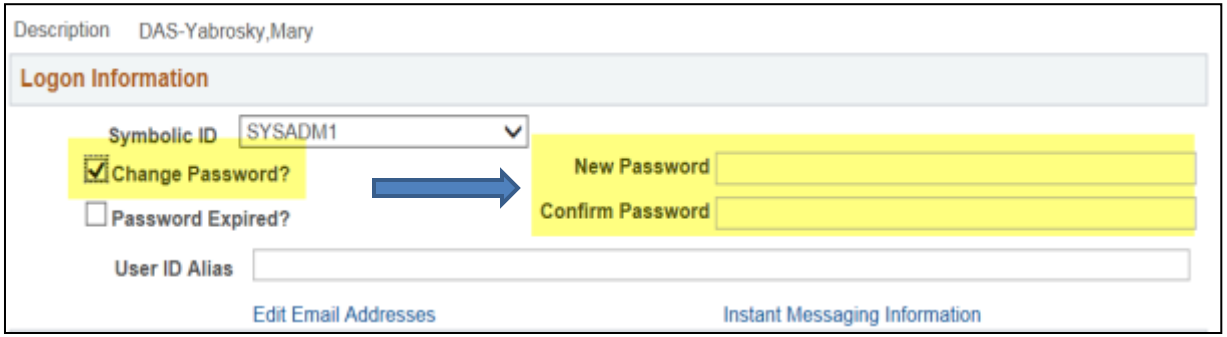


PTools 8.56 Security Update

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!

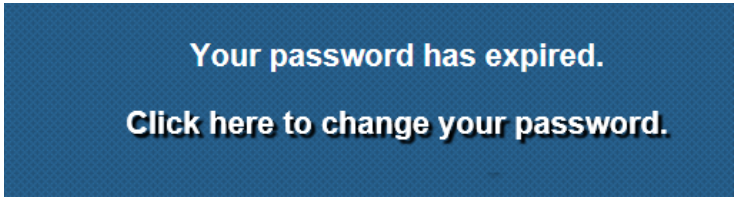
- LASTPSWDCHANGE field does not update when you change **and** expire the password in a single transaction

- 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

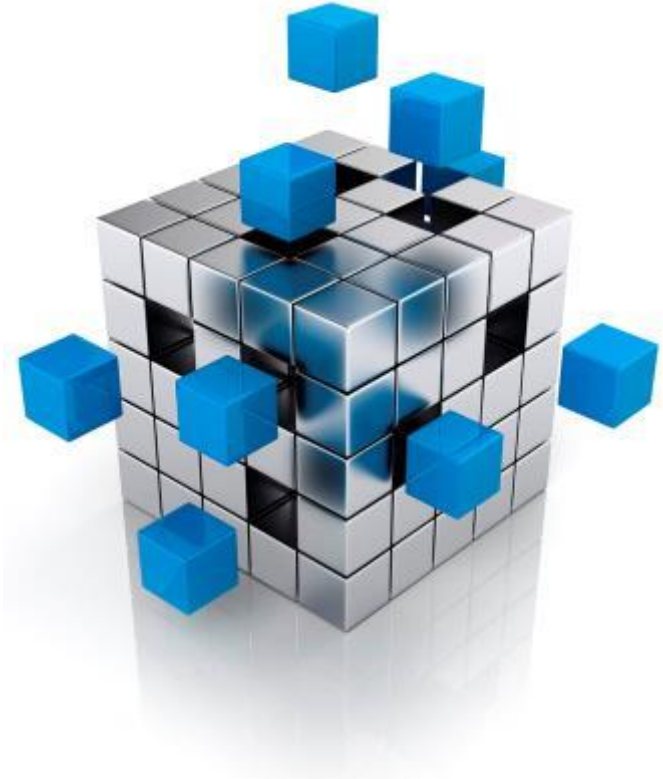
Attention Agency Security Password Reset Liaisons!

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



- 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



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EPM Agenda

- EPM Query Help
- Reminders

EPM Query Help

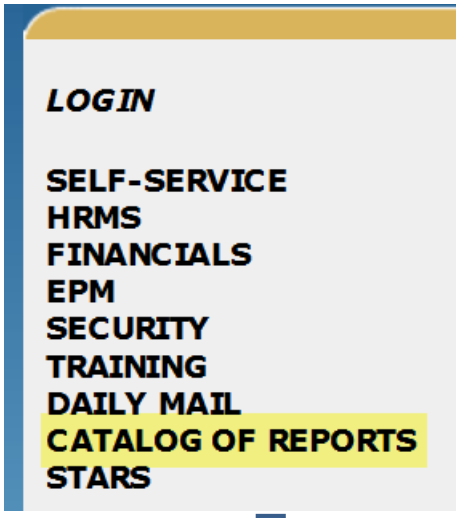
- On-Line Catalog of EPM Public Queries
  - https://www.core-ct.state.ct.us/reports/

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

- On-Line Data Dictionary
  - 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



EPM

EPM Queries
Choosing EPM Queries
EPM Query Summary
EPM Reporting Job Aids

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:

General Ledger	eProcurement
Accounts Payable	Purchasing
Help Desk	Pcard
Accounts Receivable	Asset Management
Inventory	Project Costing
Customer Contracts	
	Human Resource
Payroll	Time and Labor
Benefits	Workers Compensation
TAS Legacy	Retirement Payroll

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
  - Query will be cancelled (runtime > 30 minutes)
  - EPM can help resolve

- Subscribe to EPM Hot Topics
  - https://www.core-ct.state.ct.us/listserv/dailymail.html

Questions…

STARS- State Analytic Reporting System

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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


E-PROCUREMENT
PROCUREMENT
SERVICES
VENDORS
SECTOR
MANAGEMENT
PUBLIC
ELECTRONIC


Suburban
STATIONERS


telecom


REQUEST
RFP
FOR PROPOSALS

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 RequisitionTypes?

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.

Favorites | Main Menu > eProcurement > Manage Requisitions — Navigation

ORACLE — All | Search | Advanced Search — Home | Worklist — New Window

Manage Requisitions

Search Requisitions

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

Choose Denied

Business Unit: DOTM1 — Requisition Name:
Requisition ID: — Request State: Denied — Budget Status:
Date From: 03/13/2019 — Date To: 03/20/2019 — Requisition Type:
Requester: BacoteTra — Entered By: — PO ID:

Search | Clear — Show Advanced Search

Requisitions

To view the lifespan 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.

Click on Cancel

Req ID	Requisition Name	BU	Date	Request State	Budget	Total	
0000132490	Close Denied Requisitions	DOTM1	03/19/2019	Denied	Not Chk'd	2,879.68 USD	

Approvals
Cancel
Edit
View Cycle
View Print
[Select Action]
Go

Create New Requisition | Review Change Request | Review Change Tracking | Manage Receipts | Requisition Report

Cancel Denied Requisitions

Requisition Details for: DOT-Bacote, Tracey

Business Unit DOTM1
Requisition ID 0000132490
Requisition Name Close Denied Requisitions
Date 03/19/2019
Status Denied
Total 2,879.68 USD

Line Details

Line	Item Description	Status	Price		Qty	Total
1	Stout Recycled Content Trash Bags - 60 gal ...	Denied	41.43000	Carton	1.0000	41.43
2	Webster Reclaim Heavy-Duty Recyled Can Line...	Denied	53.85000	Carton	1.0000	53.85
3	Webster Reclaim Heavy-Duty Recyled Can Line...	Denied	90.32000	Carton	1.0000	90.32
4	Stout Recycled Content Trash Bags - 45 gal ...	Denied	38.09000	Carton	1.0000	38.09
5	Stout Recycled Content Trash Bags - 65 gal ...	Denied	51.46000	Carton	1.0000	51.46
6	Webster Reclaim Heavy-Duty Recyled Can Line...	Denied	81.51000	Carton	1.0000	81.51
7	Stout Insect Repellent Trash Bags - 55 gal ...	Denied	31.34000	Carton	1.0000	31.34
8	Genuine Joe 2-ply Puncture-resistant Liners...	Denied	10.43000	Carton	1.0000	10.43
9	Webster Reclaim Heavy-Duty Recyled Can Line...	Denied	35.57000	Carton	1.0000	35.57
10	Webster Drawstring Trash Liners - Medium Si...	Denied	73.36000	Carton	1.0000	73.36
11	Webster 13 Gallon Drawstring Trash Bags - S...	Denied	53.56000	Carton	1.0000	53.56
12	Webster Reclaim Heavy-Duty Recyled Can Line...	Denied	50.87000	Carton	1.0000	50.87
13	Genuine Joe White Flex Drawstring Trash Lin...	Denied	18.55000	Carton	1.0000	18.55
14	Webster Reclaim Heavy-Duty Recyled Can Line...	Denied	60.76000	Carton	1.0000	60.76
15	Genuine Joe Clear Trash Can Liners - Small ...	Denied	42.11000	Carton	1.0000	42.11

Click Cancel Requisition

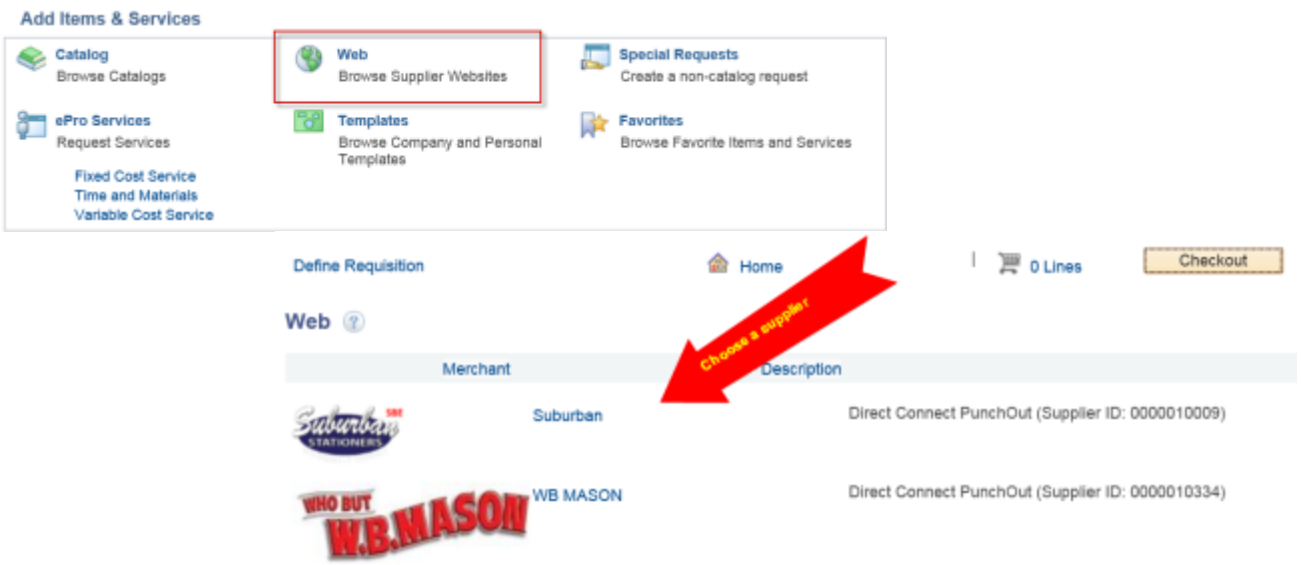
Cancel Requisition

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

Req ID	Requisition Name	BU	Date	Request State	Budget	Total
0000132490	Close Denied Requisitions	DOTM1	03/19/2019	Canceled	Valid	0.00

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

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

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Kimberly.Blaszko@ct.gov

Accounts Payable Agenda

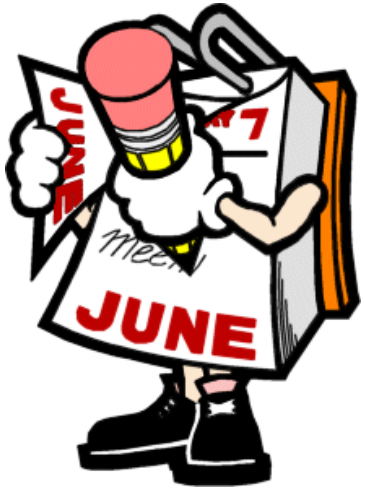
- Fiscal Year End Review
- Document Tolerance - Mini Training
- Accounts Payable Division
  - Open Checkbook
  - Core CT Supplier Update Requests
  - Core CT Supplier Update Requests
  - CO-1092 Financial Appendix Page

Fiscal Year End 2019

- https://www.core-ct.state.ct.us/financials/fye/2019fye.htm

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 – Mini Training

- Document Tolerance is a process that is apart of the voucher life cycle added with the 9.2 Upgrade.

Document Tolerance Checking

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:

Distribution

Personalize | Find | View All

Chartfields | Details/Tax | Asset Information | Req Detail | Statuses | Budget Information

Dist	Status	Percent	Merchandise Amount	Currency	*GL Unit	Fund	Dept	SID	Program	*Account
1	Open	29.0000	1,400.38	USD	STATE	11000	OTT14420	10020	14000	53755
2	Open	20.0000	965.78	USD	STATE	12060	OTT14310	35101	13016	53755
3	Open	28.0000	1,352.10	USD	STATE	12060	OTT14705	35105	13018	53755

Voucher Distribution:

Distribution Lines

Personalize | Find | View 1 | First 1-5 of 5 Last

GL Chart | Exchange Rate | Statistics | Assets

	Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Dept	Bud Ref	Program	ChartField 2	Cha
+ −	☐	1			1400.38	0.3629	STATE	53755	OTT14420		14000		
+ −	☐	2			965.78	0.2000	STATE	53755	OTT14310		13016		
+ −	☐	3			1,352.10	0.2071	STATE	53755	OTT14705		13018		

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:

Distribution

Personalize | Find | View All

Chartfields | Details/Tax | Asset Information | Req Detail | Statuses | Budget Information

Dist	Status	Percent	Merchandise Amount	Currency	*GL Unit	Fund	Dept	SID	Program	*Account
1	Open	29.0000	1,400.38	USD	STATE	11000	OTT14420	10020	14000	53755
2	Open	20.0000	965.78	USD	STATE	12060	OTT14310	35101	13016	53755
3	Open	28.0000	1,352.10	USD	STATE	12060	OTT14705	35105	13018	53755

≠

Voucher Distribution:

Distribution Lines

Personalize | Find | View 1 | First 1-5 of 5 Last

GL Chart | Exchange Rate | Statistics | Assets

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Dept	Bud Ref	Program	ChartField 2
☐	1			1,752.38	0.3629	STATE	53755	OTT14420		14000	
☐	2			965.78	0.2000	STATE	53755	OTT14310		13016	
☐	3			1,000.10	0.2071	STATE	53755	OTT14705		13018	

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

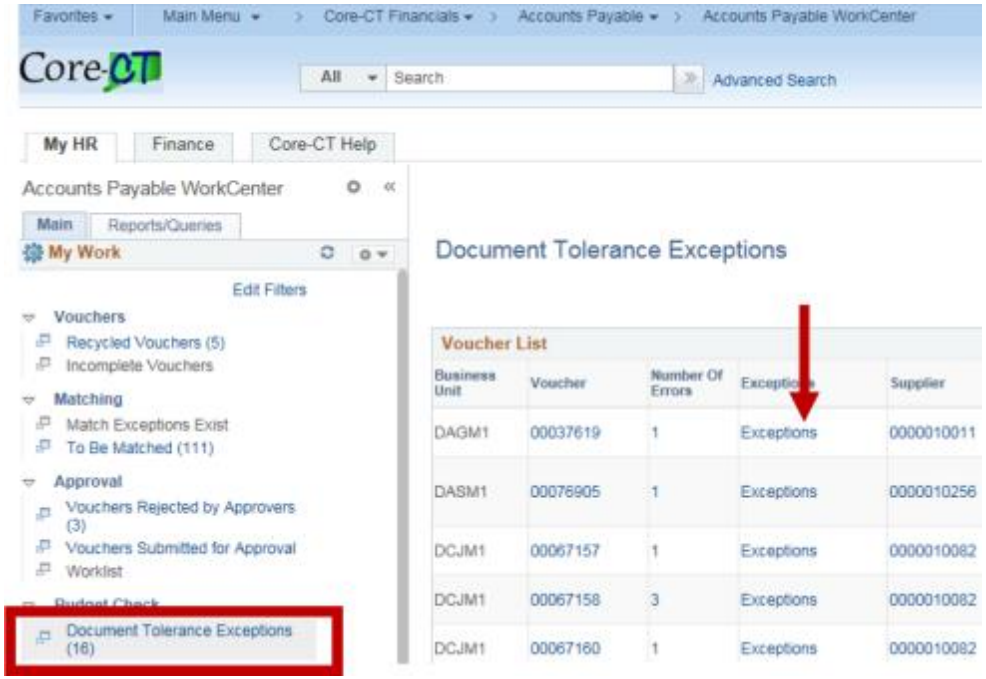
  E100: Document exceeds predecessor by more than allowable tolerance

  E200: Prior Document distribution line has been closed

  E300: Prior Document distribution line has been canceled

Document Tolerance - Mini Training

- 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:

Document Tolerance Exceptions

Business Unit DDSM1 **Document Type:** Voucher **ID** 00414365

Source line — Find | View All — First 1 of 1 Last

Line 1 **Sched** **Distrib** 1

Exceptions — Find | View All — First 1 of 1 Last

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

☐ Override

Details

Predecessor Business Unit	DDSM1	**Defined Tolerance Amount**	
Pred Doc ID	0000043415	**Defined Tolerance Percentage**	
Pred Line Nbr	2	**Calculated Doc Tol Amt Amount**	600.00
Pred Sched Nbr	1	**Calculated Doc Tol Percent Amt**	600.00
Pred Distln Num	1	**Source Doc Monetary Amt**	222.54
Pred Doc Amt	600.00	**Source Doc Converted Amt**	222.54
Life-to-Date Liquidated Amt	623.54	**Predecessor GL Base Currency**	USD
		Transaction Currency	USD

Document Tolerance - Mini Training

- Example of Exception:

Document Tolerance Exceptions

Business Unit CMEM1 Document Type: Voucher ID 00010616

Source line Find | View All First 1 of 1 Last

Line 1 Sched Distrib 1

Exceptions Find | View 1 First 1-2 of 2 Last

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

Override

Details

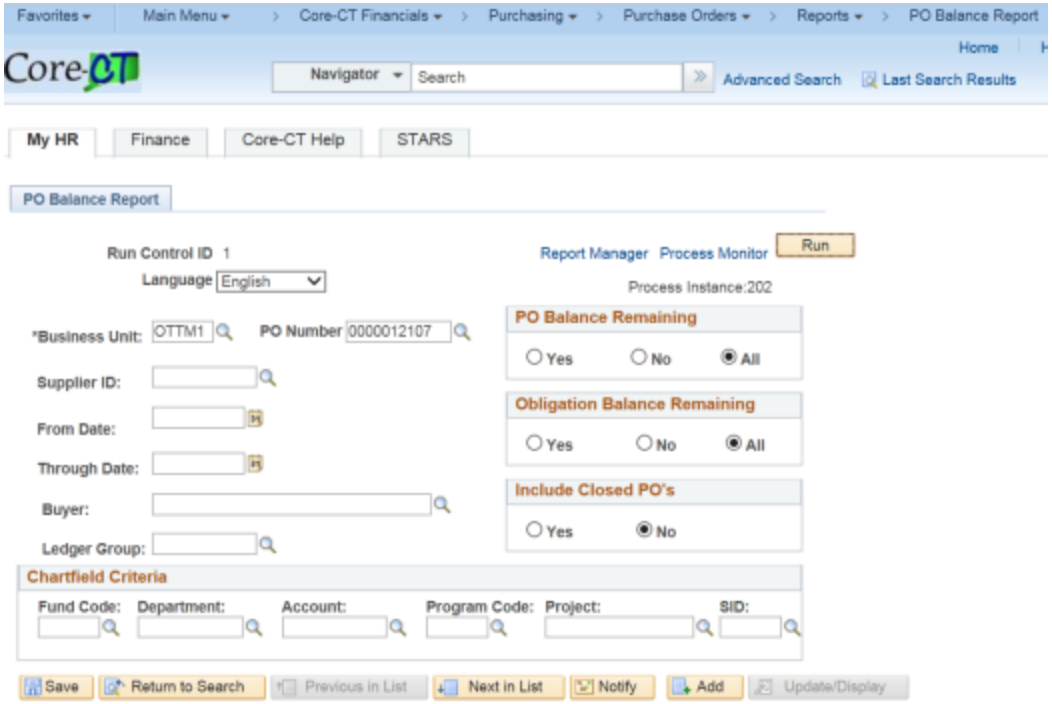
Predecessor Business Unit	CMEM1	Defined Tolerance Amount	
Pred Doc ID	0000003746	Defined Tolerance Percentage	
Pred Line Nbr	1	Calculated Doc Tol Amt Amount	71.26
Pred Sched Nbr	1	Calculated Doc Tol Percent Amt	71.26
Pred Distln Num	1	Source Doc Monetary Amt	-71.26
Pred Doc Amt	71.26	Source Doc Converted Amt	-71.26
Life-to-Date Liquidated Amt	0.00	Predecessor GL Base Currency	USD
		Transaction Currency	USD

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

Override

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

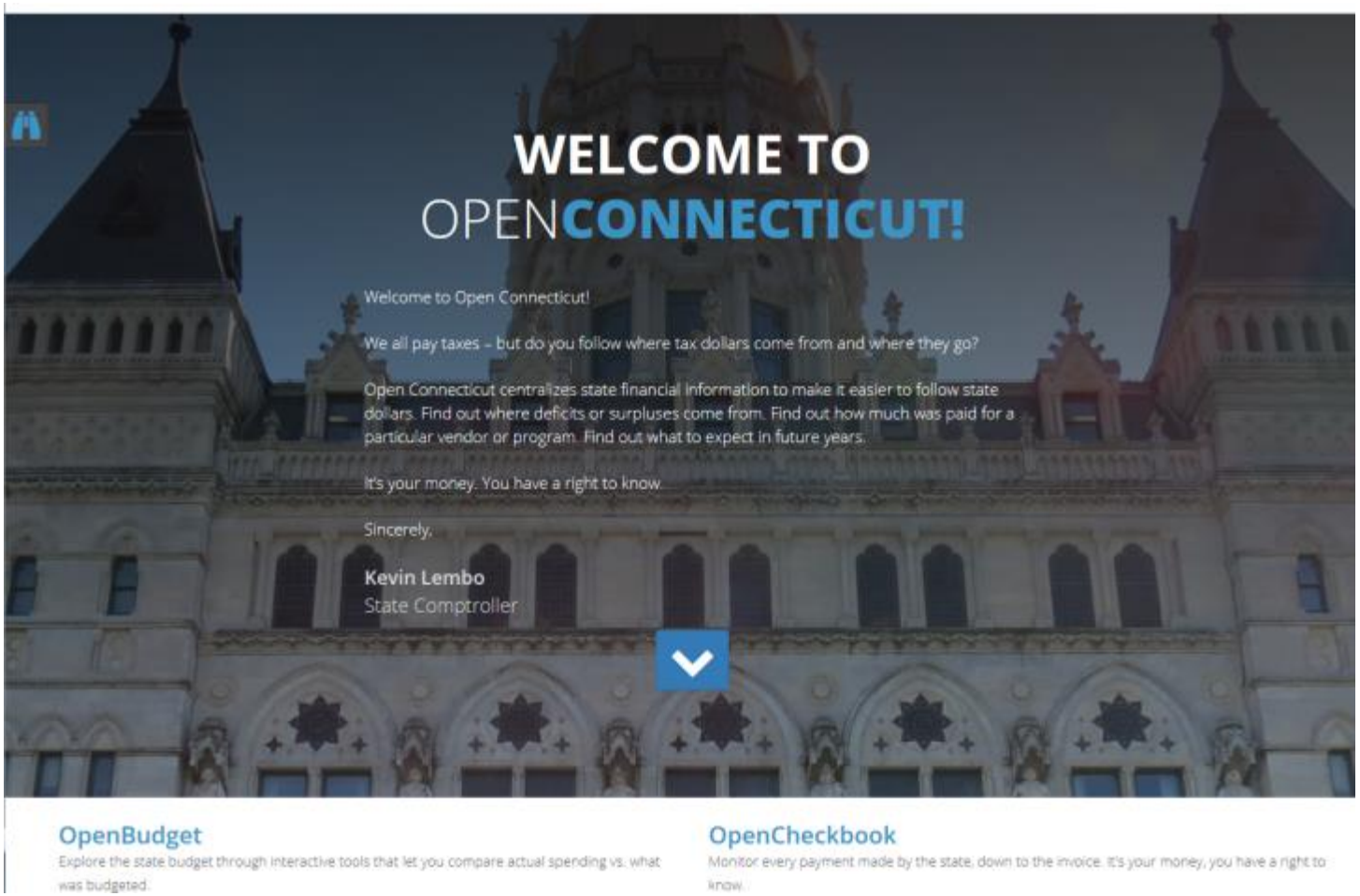
Accounts Payable Division Agenda

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

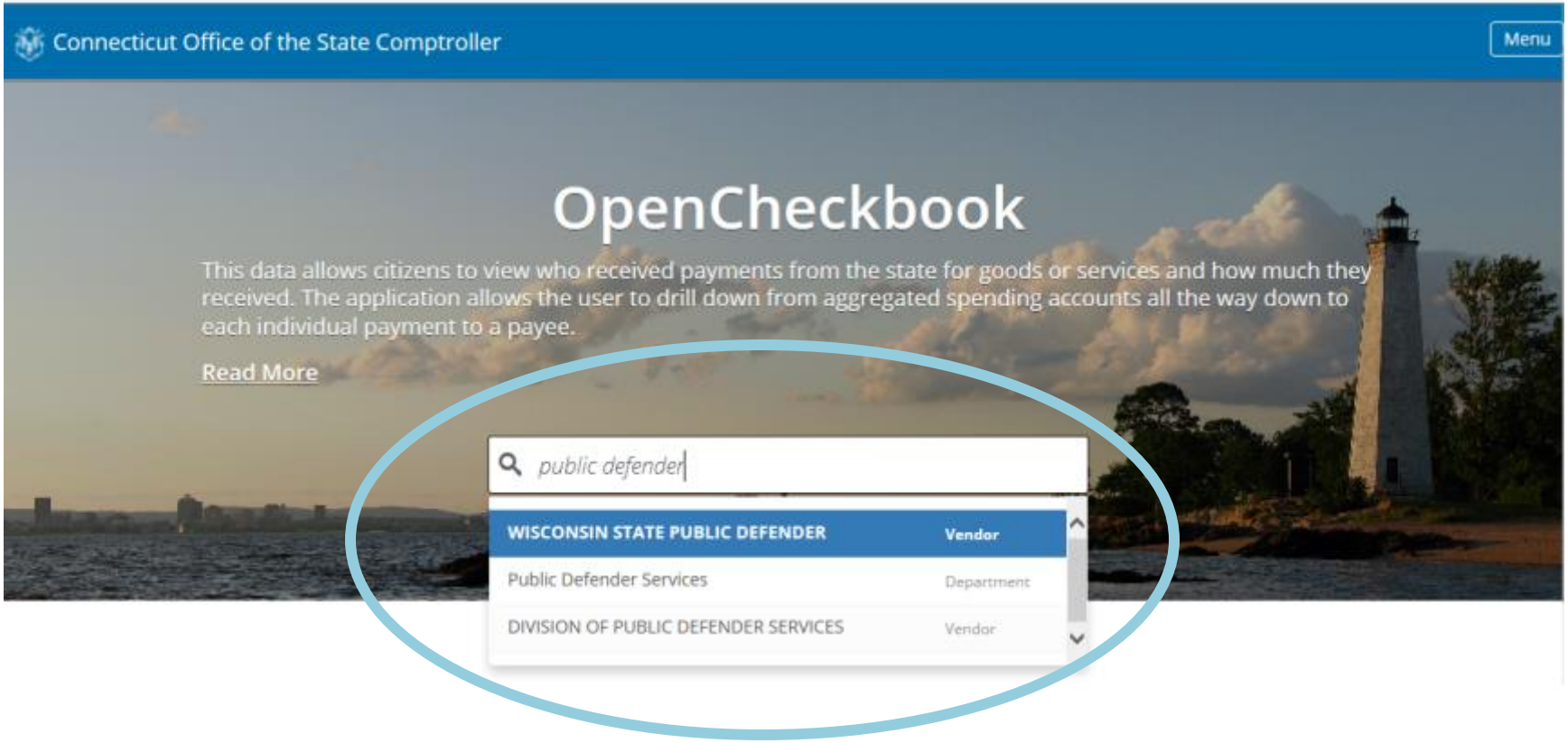
APD: Open Checkbook

- www.osc.ct.gov

APD: Open Checkbook



APD: Open Checkbook



APD: Open Checkbook

Connecticut Office of the State Comptroller

Menu

Open Expenditures

Entire Ledger
$20.28 Billion - 100.00% of all

Department
Public Defender Services
$20.47 Million - 0.10% of all

$20.47 Million Public Defender Services 2019

Spending Summary | Checkbook

Checkbook

Total $20,468,739.02 | Transactions 11,892 | Download

Invoice ID	Vendor	Vendor Type	Expense Category	Fund	Payment Status	Payment Date	Amount
PDSM100248331	JOURNAL TECHNOLOGIES INC	Corporation	IT Software Maint & Support	Capital Improvements & Other	Paid-Reconciled	Jan 17, 2019	$162,058
PDSM100242394	DELL MARKETING LP	Partnership	Controllable Property	Capital Equip Purchase Fund	Paid-Reconciled	Aug 2, 2018	$79,709.5
PDSM100249278	Undisclosed	LLC - Partnership	Attorney Fees	General Fund	Paid-Unreconciled	Feb 16, 2019	$78,152.0
PDSM100249273	Undisclosed	Individual - Sole Proprietor	Attorney Fees	General Fund	Paid-Unreconciled	Feb 16, 2019	$77,729.5
PDSM100248388	Undisclosed	LLC - Partnership	Attorney Fees	General Fund	Paid-Reconciled	Jan 19, 2019	$75,700.5

APD: Open Checkbook

fiscal_year	fiscal_year_period	service	department	program
2019	7	JUDICIAL	Public Defender Services	IT Capital Investment Program
2019	6	JUDICIAL	Public Defender Services	Capital Equip Purchase Fund
2019	2	JUDICIAL	Public Defender Services	Assigned Counsel-Criminal
2019	6	JUDICIAL	Public Defender Services	Assigned Counsel-Criminal
2019	1	JUDICIAL	Public Defender Services	Expert Witnesses

account	Expense Category	fund_code	fund	fund_type
53760	IT Software Maint & Support	17141	Capital Improvements & Other	CAPITAL_PROJECTS
54150	Controllable Property	12051	Capital Equip Purchase Fund	SPECIAL_REVENUE
51111	Attorney Fees	11000	General Fund	GENERAL
51111	Attorney Fees	11000	General Fund	GENERAL
51874	Printing & Binding	11000	General Fund	GENERAL

Vendor	vendor_id	payment_id	payment_method	payment_status
JOURNAL TECHNOLOGIES INC	160336	17018647	System Check	Paid-Reconciled
DELL MARKETING LP	10075	16992857	Automated Clearing House	Paid-Reconciled
Undisclosed	PDS9999999	16825835	Automated Clearing House	Paid-Reconciled
Undisclosed	PDS9999999	16995929	System Check	Paid-Reconciled
Undisclosed	PDS9999999	16793746	Automated Clearing House	Paid-Reconciled

Payment Date	invoice_id	invoice_date	vendor_type	Amount
2019-01-17T00:00:00.000	PDSM100248331	2019-01-15T00:00:00.000	Corporation	162058
2018-12-20T00:00:00.000	PDSM100247558	2018-12-18T00:00:00.000	Partnership	1628.14
2018-08-15T00:00:00.000	PDSM100242814	2018-08-03T00:00:00.000	LLC - Partnership	1400
2018-12-20T00:00:00.000	PDSM100247583	2018-12-18T00:00:00.000	LLC - Single Member	1000
2018-07-07T00:00:00.000	PDSM100241419	2018-07-05T00:00:00.000	Corporation	59.27

APD: Open Checkbook

- Agencies must review payments in Open Checkbook
  - verify if vendor names are properly disclosed or undisclosed
- Questions or concerns?
  - Contact us at OSC.APD@CT.GOV

APD: Core CT Supplier Requests

Main Menu > Core-CT Supplier Requests > Supplier Update Request Form

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.

Submitted By:* Melissa Samuel

Phone Number: ___ ___ ___ Ext:

Agency Name:* OSC

Email Address:* melissa.samuel@ct.gov

Confirm Email Address:* melissa.samuel@ct.gov

(Remove from Update)

G:\User Group PowerPoint\Address-Update.pc Browse...

Add Attachment

APD: Invoice/Receipt Dates Memo

KEVIN LEMBO
STATE COMPTROLLER

MARTHA CARLSON
DEPUTY COMPTROLLER

STATE OF CONNECTICUT
OFFICE *of the* STATE COMPTROLLER
55 Elm Street
Hartford, CT 06106

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.

Please refer to State Accounting Manual https://www.osc.ct.gov/apd/invrctdates/APdetermine080918.html for a guide to determining invoice and receipt dates for various types of transactions.

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

KEVIN LEMBO
STATE COMPTROLLER

APD: Invoice/Receipt Dates Memo

ACCOUNTS PAYABLE DIVISION
OFFICE *of the* 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. [illegible]ceipt, a vendor invoice should be date stamped "Received" or otherwise marked in some way with the date, and this date should be entered in [illegible]nvoice 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)

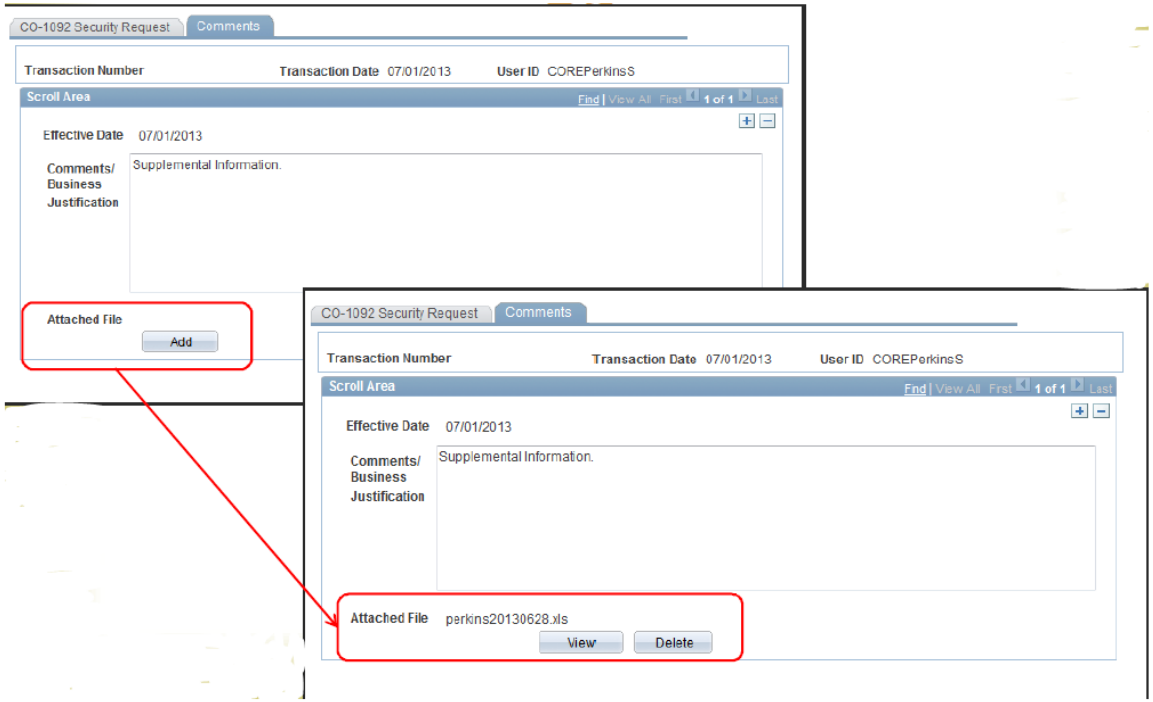
Send Reset

APD: CO-1092 Reminder

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

General or Program Buyer	Requisition Amount Approver 1,2,3,4	Voucher Maintenance Processor
Purchase Order Amount Approver 1,2	Requisition Budget Approver	Voucher Processor
Purchase Order Budget Approver	Requisition Purchasing Approver	Voucher Approver
Requester	Alternate Approver	PSA_POS Requester
Multi Requester	Adjustment Voucher Processor	CT Agy Service Approver
TSR Requester	Journal Voucher Processor	CT_F_A_PSA_POS Submitter
Catalog Viewer		CT OPM Budget Approver 1, 2

APD: Financials Appendix Page



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

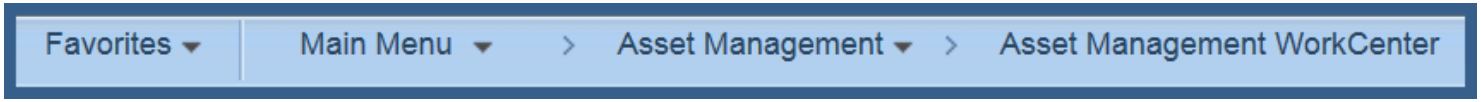
Agenda

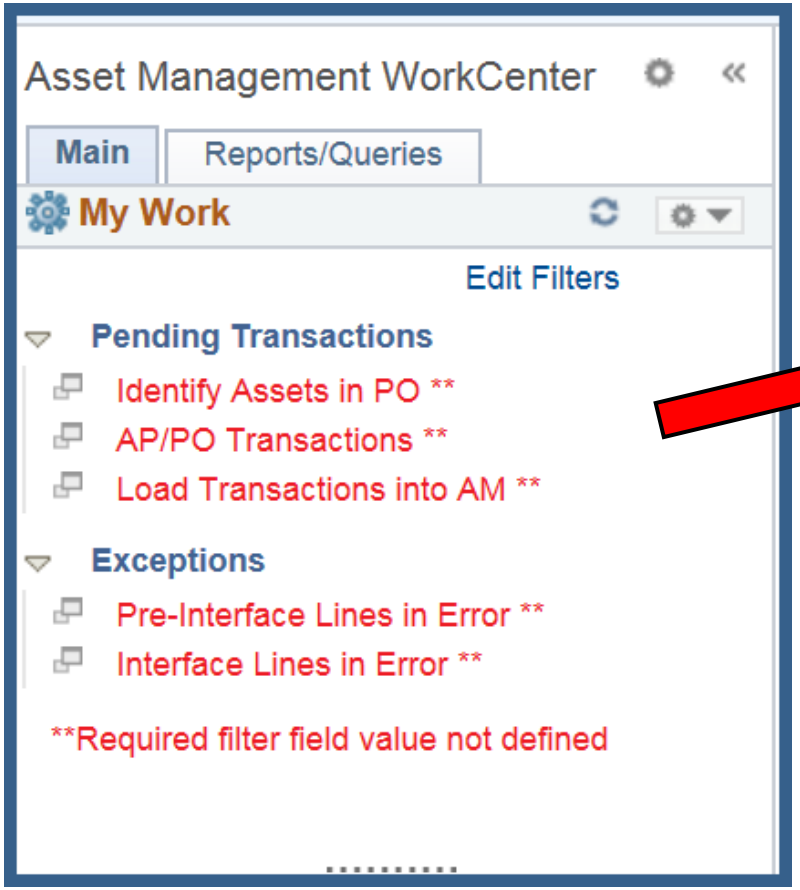
- Introduction
- Making the Most of your WorkCenter
- Capitalized Adjustments
- Physical Inventory Tips
- Fiscal Year End

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

New Window |

Edit Filters

Configuration ID AM Asset Management Workcenter

User ID CORETRAINER11

My Work Groups Find | View All First 1 of 2 Last

Group Label Pending Transactions

My Work Links Personalize | Find | First 1-3 of 3 Last

Link Label	Filter ID	Description	Edit Filter
Identify Assets in PO**	CT_AM_WC_I	Identify Assets in PO	
AP/PO Transactions**	AM_PREAM_P	PO/AP Transactions	
Load Transactions into AM**	AM_WC_INTF	Load Transaction into AM	

**Required filter field value not defined

Asset Management
Making The Most of Your WorkCenter

Filter Values

Help

Configure Filter Values

User ID COREBonolaD

Filter ID CT_AM_WC_I Identify Assets in PO

Business Unit	=	OSCM1
Account	=	
Department	=	
PO Number	=	
Purchase Order Date	=	
Asset Profile ID	=	
Receipt Status	in	N,O,P

OK Cancel Apply

Asset Management
Making The Most of Your WorkCenter

Favorites | Main Menu > Asset Management > Asset Management WorkCenter > Edit My Work Filters

Home | Worklist | Add to Fa

ORACLE

All | Search | Advanced Search

Asset Management WorkCenter

Main | Reports/Queries

My Work

Edit Filters

Pending Transactions

- Business Unit AP/PO Transactions
- Identify Assets in PO (1)
- Business Unit Transaction Loader (143)
- Load Transactions into AM (143)
- Pending Accounting Entry Creation (44)
- Pending Depreciation Calculation (15)
- Pending Depreciation Report (2251)

Links

Manage Assets

- Basic Add
- Cost Adjust/Transfer Asset
- Update Non-Capitalized Cost
- Retire/Reinstate Asset
- Retire/Reinstate Non-Fin Asset
- Disposal Worksheet
- Search for an Asset
- Print an Asset

Asset Review

- Review Cost

Message

Refresh the pagelet to see your changes. (7980,22)

OK

New Window | Help

Edit Filters

Configuration ID AM

Asset Management Workcenter

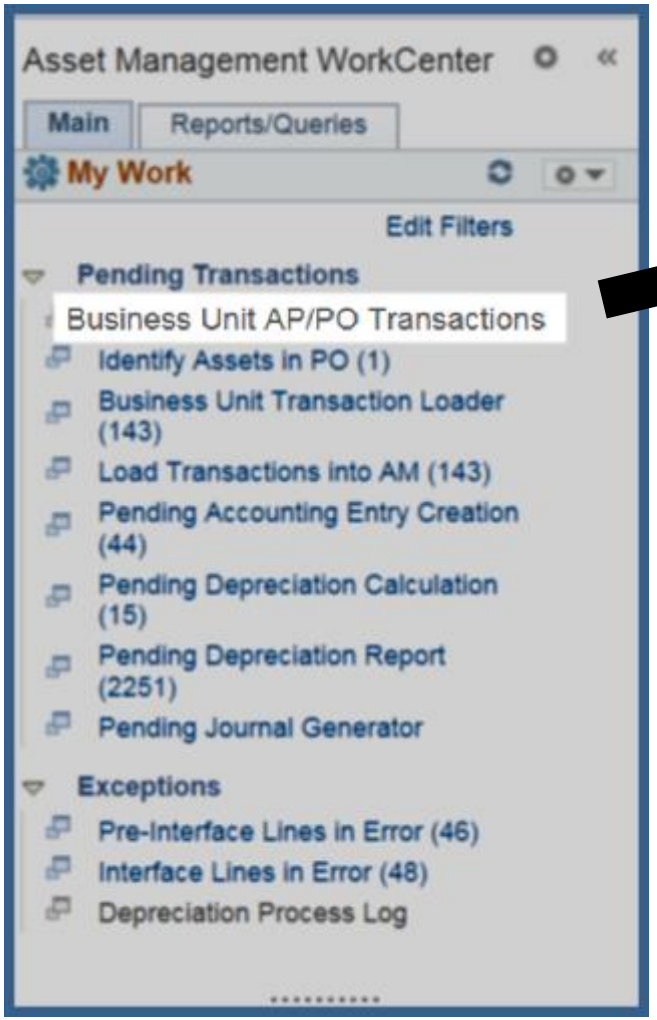
User ID COREBonolaD

Find | View All First 1 of 2 Last

Personalize | Find | First 1-8 of 8 Last

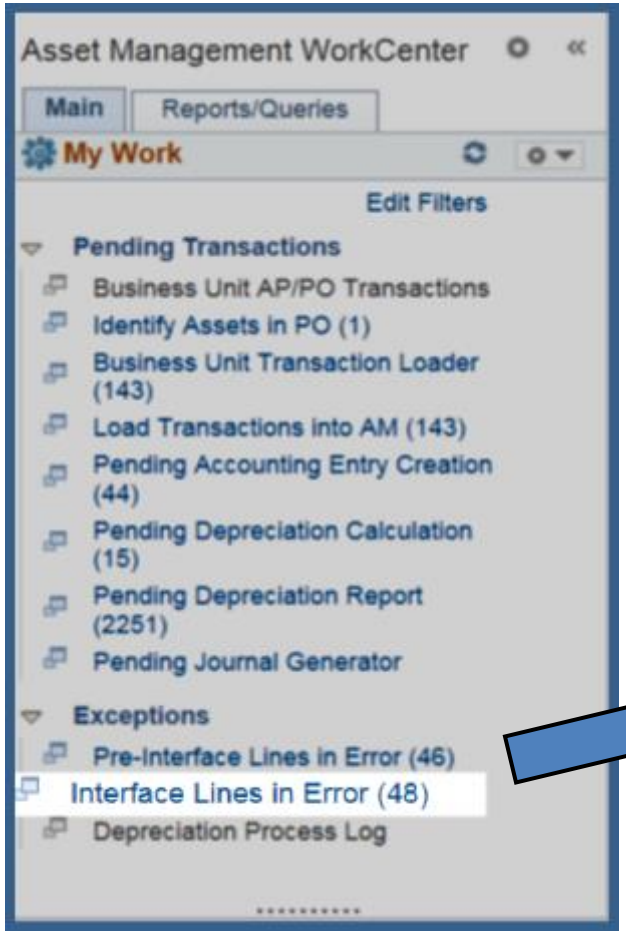
Filter ID	Description	Edit Filter
AM_PREAM_P	PO/AP Transactions	
CT_AM_WC_I	Identify Assets in PO	
AM_WC_INTF	Load Transaction into AM	
AM_WC_INTF	Load Transaction into AM	
AM_DPR_PND	Depreciation Calculation Pend	
AM_DPR_PND	Depreciation Calculation Pend	
AM_DPR_PND	Depreciation Calculation Pend	
AM_OPENTXN	Pending Open Transactions	

Asset Management
Making The Most of Your WorkCenter



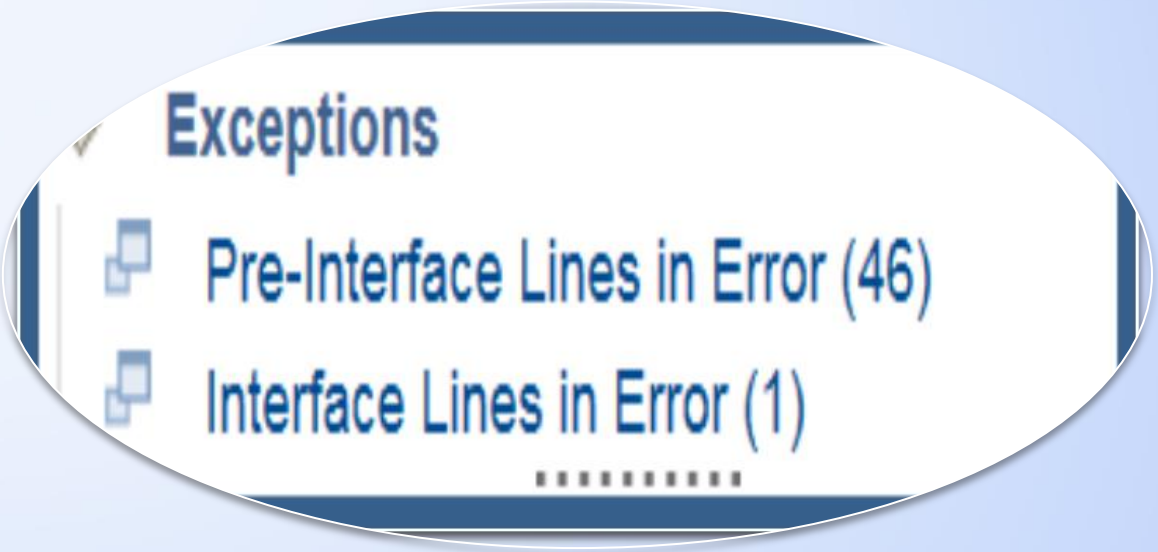
- No Action

Asset Management
Making The Most of Your WorkCenter



- Work Waiting

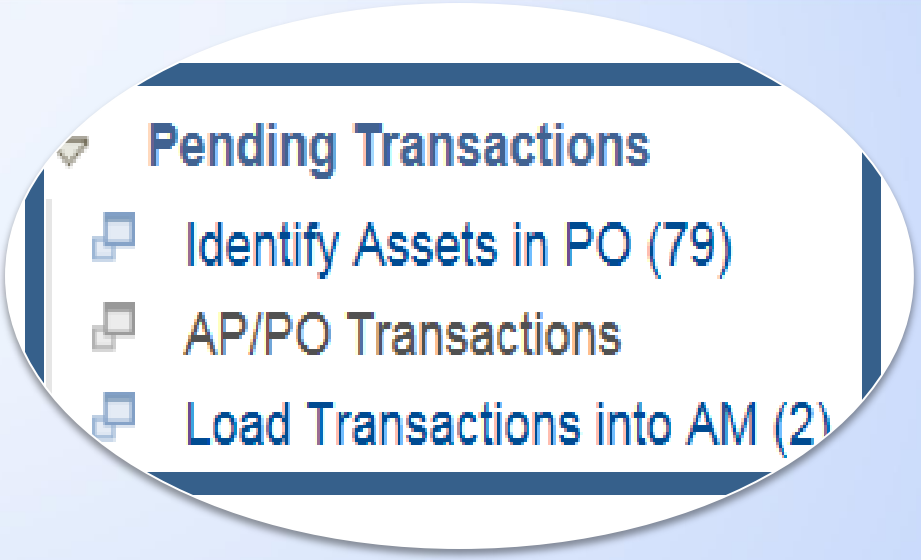
Asset Management
Making The Most of Your WorkCenter



- PO/AP Transactions Error
- Transaction Loader Error

1. Research/Update Status
2. Help Desk Ticket to EXCLUDE

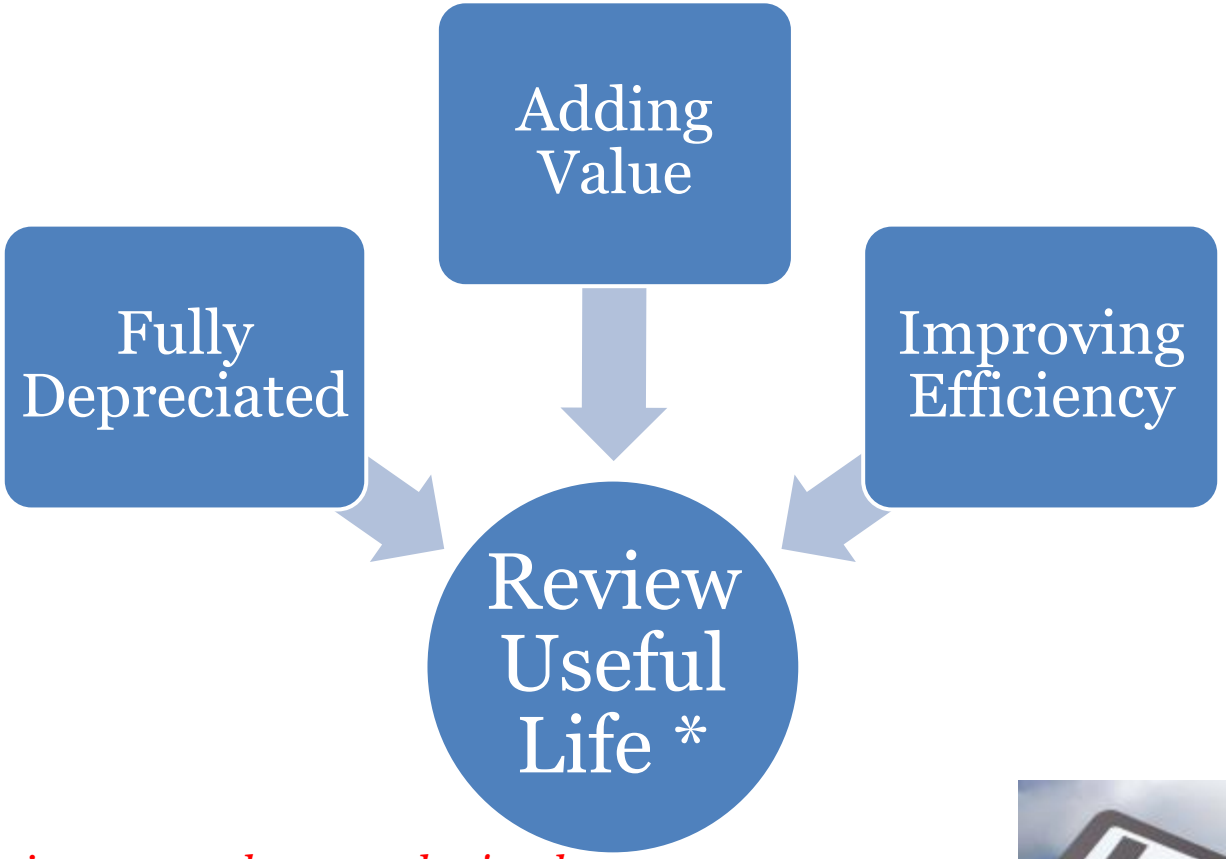
Asset Management
Making The Most of Your WorkCenter



- Assets Pending Receipt
- Load Transaction into AM

1. Review Purchase Orders
2. Pay Attention to Open Accounting Periods

Capitalized Adjustments



- *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	
Building (#OSC205) acquisition cost in 1960	$ 300,000
Depreciable Basis	$ 300,000
Annual depreciation ($300,000 / 40 years)	$ 7,500
Accumulated depreciation as of 2019 prior to purchase of upgrade ($7,500 per year for 40 years)	$ 300,000
NetBook Value (NBV)	$ -0-

Asset | Depreciation | Period Depreciation

Unit OSCM1 Asset ID OSC205 BUILDING (#OSC 205)

Book

Book Name GASB GASB34

Depreciation Attributes

Net Book Value

Cost	300,000.00
Salvage Value	0.00
Accum Depr	300,000.00
Net Book Value	0.00

Capitalized Adjustments

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

Asset | Depreciation | Period Depreciation

Unit OSCM1 Asset ID OSC205 BUILDING (#OSC 205)

Book

Book Name GASB GASB34

Depreciation Attributes

Net Book Value

Cost	1,800,000.00
Salvage Value	0.00
Accum Depr	1,800,000.00
Net Book Value	0.00

Capitalized Adjustments

Original Asset

Favorites | Main Menu | Asset Management | Asset Transactions | Asset Book Information | Define Tax/Depr Criteria

ORACLE | All | Search | Advanced Search | Last Search Results | Home

Book - Depreciation | Book - Tax

Unit OSCM1 | Asset ID OSC205 | BUILDING (#OSC 205) | Tag | In Service | Profile ID 1BUILDINGS

Trans Date 04/01/2019 | Accounting Date 04/01/2019

Depreciation Attributes | Find | View All | First 1 of 1 Last

*Book Name GASB | GASB34

Status Depreciable

Base Currency USD | Total Cost 300,000.00

In Service Date 04/01/1960 | Depreciate When In Service

Begin Depr Date 04/01/1960

Convention Actual Month End | Adjust Conv Actual Month End

Retire Conv Actual Month End | Retire Option Calculate Gain/Loss

*Method Straight Line | Calculation Type Remaining Value

Percent

Limit Pct | Low Limit | Monthly

Useful Life 480 | DB Pct | Low Value

Schedule | Method ID | Depr Pass Life

UOP ID | *Avg Option No Averaging

End Date | Future Depr Yrs

Special Depreciation | Special Terms

Revised Asset

Favorites | Main Menu | Asset Management | Asset Transactions | Asset Book Information | Define Tax/Depr Criteria

ORACLE | All | Search | Advanced Search | Last Search Results | Home

Book - Depreciation | Book - Tax

Unit OSCM1 | Asset ID OSC205 | BUILDING (#OSC 205) | Tag | In Service | Profile ID 1BUILDINGS

Trans Date 04/01/2019 | Accounting Date 04/01/2019

Depreciation Attributes | Find | View All | First 1 of 1 Last

*Book Name GASB | GASB34

Status Depreciable

Base Currency USD | Total Cost 300,000.00

In Service Date 04/01/2019 | Depreciate When In Service

Begin Depr Date

Convention Actual Month End | Adjust Conv Actual Month End

Retire Conv Actual Month End | Retire Option Calculate Gain/Loss

*Method Straight Line | Calculation Type Remaining Value

Percent

Limit Pct | Low Limit | Monthly

Useful Life 240 | DB Pct | Low Value

Schedule | Method ID | Depr Pass Life

UOP ID | *Avg Option No Averaging

End Date | Future Depr Yrs

Special Depreciation | Special Terms

Capitalized Adjustments

After Adjustment/Before Depreciation

Asset | Depreciation | Period Depreciation

Unit OSCM1 **Asset ID** OSC205 BUILDING (#OSC 205)

Book

Book Name GASB GASB34

Depreciation Attributes

Net Book Value

Cost	1,800,000.00
Salvage Value	0.00
Accum Depr	300,000.00
Net Book Value	1,500,000.00

This asset has pending depreciation of some transaction

Fiscal Year 2039/Fully Depreciated

Asset | Depreciation | Period Depreciation

Unit OSCM1 **Asset ID** OSC205 BUILDING (#OSC 205)

Book

Book Name GASB GASB34

Depreciation Attributes

Net Book Value

Cost	1,800,000.00
Salvage Value	0.00
Accum Depr	1,800,000.00
Net Book Value	0.00

Physical Inventory Tips

Define Occurrence

Start Date

End 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

Load/Match/Reconcile PI Info

Run Control

- Only Use for One PI ID

Load/Match/Reconcile PI Info

Extract Assets

- Must Complete Step #1 before Starting to Scan

Load/Match/Reconcile PI Info

Delete Data

- Only Use to Backup Steps
- Delete All is Default Setting

Main Menu > Asset Management > Physical Inventory > Load/Match/Reconcile PI Info

Physical Inventory Tips

Status of Assets in PI

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

Main Menu > Asset Management > Asset Management WorkCenter >

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

- https://www.core-ct.state.ct.us/financials/asset/pdf/AM%20FYE%20CO-59.pdf

Fiscal Year End

Favorites | Main Menu

Home | HRMS Worklist | FIN Worklist | Add to My Links | Sign out

All | Search | Advanced Search

My Links | Select One:

My HR | Finance | Core-CT Help | STARS

Personal Information

Personal Information
Review and update your personal information.
- Personal Information Summary
- Home and Mailing Address
- Phone Numbers
- Email Addresses
- Emergency Contacts
- Name Change
- Ethnic Groups

My System Profile
Set up personal preferences, such as email and language preferences, password and forgot my password hints.
- My System Profile
- Change My Password

Benefits

Benefits
Review health coverage and life insurance information. Review dependent personal information.
- Benefits Summary
- Health Care Summary
- Dependent/Beneficiary Coverage
- Benefits Enrollment
- Life Events

Pension

Pension
Self-Service Pension Links.
- Pension Estimates

Time and Labor

Time and Labor
Report and approve time.
- Timesheet
- Payable Time Summary
- Payable Time Detail

Payroll

Payroll
Review current and prior paychecks.
- View Paycheck Information
- View W-2/W-2c Forms
- W-2/W-2c Consent

Core-CT News

Employee News
- Payroll Insert: Give a Toy not a ticket
- Payroll Insert: Book of Mormon in Waterbury
- Payroll Insert: CSE Credit Union Auto Loans

More...

Finance News
- Charter Oak State College
- New Page Added - PO 360 View
- FYE18 Monthly PO Clean-Up & Training Reminder

More...

HR News
- Payroll Insert: Charter Oak State College

More...

Feed

View All Articles and Sections

My Reports

Report	Folder
AMDP2200	General
	2019-03-21-09.04.0

Report Manager

Fiscal Year End

Fixed Assets

Home | Catalog | Favorites | Das

Overview | Acquisition | Depreciation | Retirement | Asset Details

Business Unit	Ledger Name	Fiscal Year	As of Accounting Date
OSCM1	--Select Value--	2019	<=

Apply | Reset

Asset Balance

Asset Category

Asset Category ART

Asset Category	Prior Year Balance	Current Cost Adds	Current Cost Deletes	Current Period Balance	Accumulated Depreciation Adds	Accumulated Depreciation Deletes	Depreciation Total
ART	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CNTRL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DPEQP	23,974.72	0.00	0.00	23,974.72	2,564.48	0.00	2,564.48
EQUIP	5,024,438.19	5,047.10	(46,035.44)	4,983,449.85	333,541.92	0.00	333,541.92
LIMPR	563,951.00	0.00	0.00	563,951.00	0.00	0.00	0.00
LSOFT	6,542,092.27	0.00	0.00	6,542,092.27	18,490.16	0.00	18,490.16
SOFT	105,938,143.84	0.00	0.00	105,938,143.84	685,049.94	0.00	685,049.94
Grand Total	**118,092,600.02**	**5,047.10**	**(46,035.44)**	**118,051,611.68**	**1,039,646.50**	**0.00**	**1,039,646.50**

Current Period

Questions?

General Ledger
Commitment Control

Zakiah.Owusu@ct.gov

Agenda

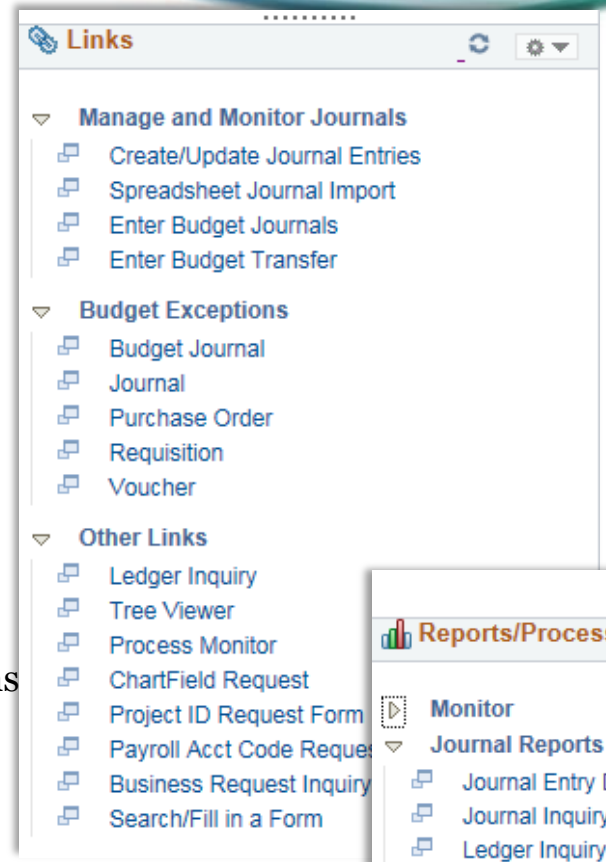
- Purchasing - PO Roll
- GL Workcenter
- ChartField Request – Search
- General Ledger Close - FYE
- HR Combo Codes

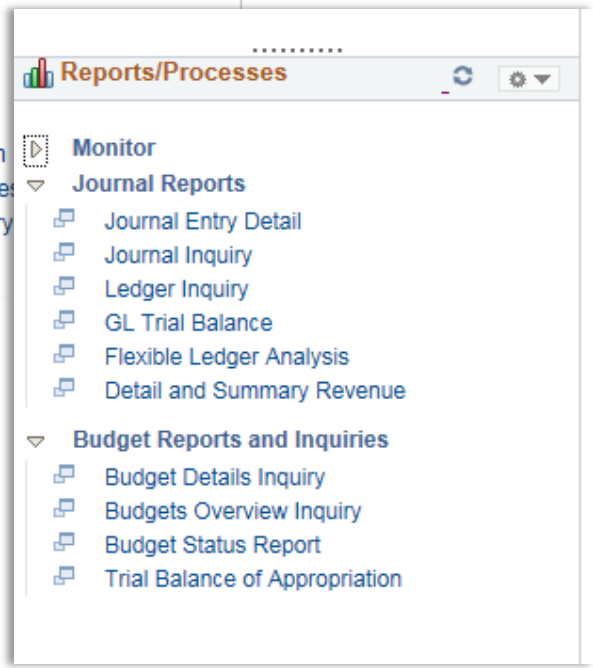
Purchasing – PO Roll

- Purchase Orders qualify to roll:
  - Encumbered funds remain on PO line(s)
  - PO Status: Dispatched
  - Budget Status: Valid
- PO Roll process: Monday, July 1st.
- Close POs not rolled

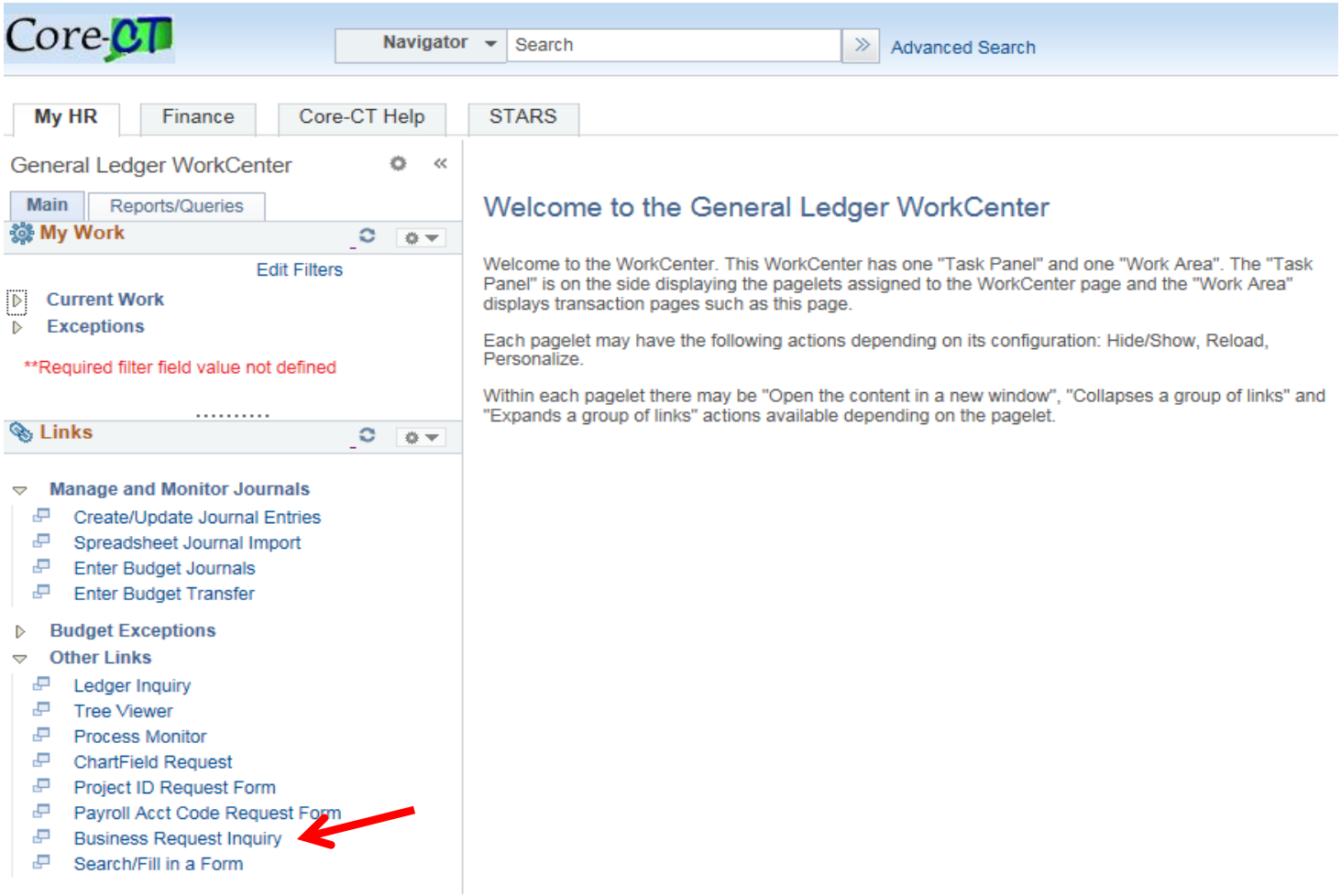
GL WorkCenter

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





ChartField Request – Inquiry



ChartField Request – Inquiry

Business Request Inquiry

Search Requests

Request ID	0000001024	Requester	
*SetID	STATE	Field Name	CLASS_FLD
Field Action		Field Value	
Request Status		Effective Date	
Approver		Functional Area	

☐ Show Blank Value Only

Search | Clear

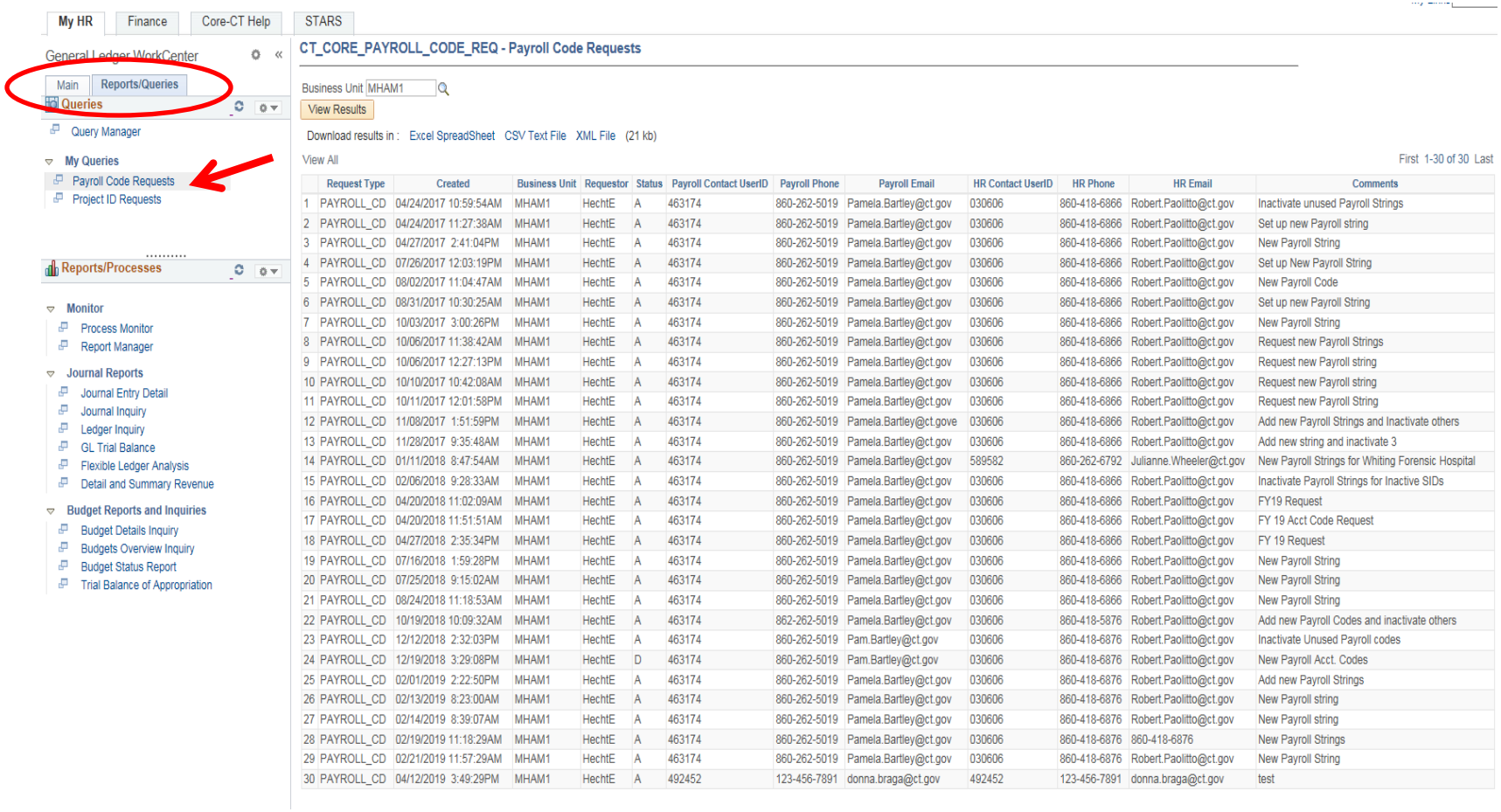
Business Requests

Personalize | Find | | First 1 of 1 Last

Request Details | More Details

Request ID	SetID	Field Name	Field Action	Field Value
0000001024	STATE	CLASS_FLD	Add	

Payroll Code /Project ID Request - Query



	Request Type	Created	Business Unit	Requestor	Status	Payroll Contact UserID	Payroll Phone	Payroll Email	HR Contact UserID	HR Phone	HR Email	Comments
1	PAYROLL_CD	04/24/2017 10:59:54AM	MHAM1	HechtE	A	463174	860-262-5019	Pamela.Bartley@ct.gov	030606	860-418-6866	Robert.Paolitto@ct.gov	Inactivate unused Payroll Strings
2	PAYROLL_CD	04/24/2017 11:27:38AM	MHAM1	HechtE	A	463174	860-262-5019	Pamela.Bartley@ct.gov	030606	860-418-6866	Robert.Paolitto@ct.gov	Set up new Payroll string
3	PAYROLL_CD	04/27/2017 2:41:04PM	MHAM1	HechtE	A	463174	860-262-5019	Pamela.Bartley@ct.gov	030606	860-418-6866	Robert.Paolitto@ct.gov	New Payroll String
4	PAYROLL_CD	07/26/2017 12:03:19PM	MHAM1	HechtE	A	463174	860-262-5019	Pamela.Bartley@ct.gov	030606	860-418-6866	Robert.Paolitto@ct.gov	Set up New Payroll String
5	PAYROLL_CD	08/02/2017 11:04:47AM	MHAM1	HechtE	A	463174	860-262-5019	Pamela.Bartley@ct.gov	030606	860-418-6866	Robert.Paolitto@ct.gov	New Payroll Code
6	PAYROLL_CD	08/31/2017 10:30:25AM	MHAM1	HechtE	A	463174	860-262-5019	Pamela.Bartley@ct.gov	030606	860-418-6866	Robert.Paolitto@ct.gov	Set up new Payroll String
7	PAYROLL_CD	10/03/2017 3:00:26PM	MHAM1	HechtE	A	463174	860-262-5019	Pamela.Bartley@ct.gov	030606	860-418-6866	Robert.Paolitto@ct.gov	New Payroll String
8	PAYROLL_CD	10/06/2017 11:38:42AM	MHAM1	HechtE	A	463174	860-262-5019	Pamela.Bartley@ct.gov	030606	860-418-6866	Robert.Paolitto@ct.gov	Request new Payroll Strings
9	PAYROLL_CD	10/06/2017 12:27:13PM	MHAM1	HechtE	A	463174	860-262-5019	Pamela.Bartley@ct.gov	030606	860-418-6866	Robert.Paolitto@ct.gov	Request new Payroll string
10	PAYROLL_CD	10/10/2017 10:42:08AM	MHAM1	HechtE	A	463174	860-262-5019	Pamela.Bartley@ct.gov	030606	860-418-6866	Robert.Paolitto@ct.gov	Request new Payroll string
11	PAYROLL_CD	10/11/2017 12:01:58PM	MHAM1	HechtE	A	463174	860-262-5019	Pamela.Bartley@ct.gov	030606	860-418-6866	Robert.Paolitto@ct.gov	Request new Payroll String
12	PAYROLL_CD	11/08/2017 1:51:59PM	MHAM1	HechtE	A	463174	860-262-5019	Pamela.Bartley@ct.gove	030606	860-418-6866	Robert.Paolitto@ct.gov	Add new Payroll Strings and Inactivate others
13	PAYROLL_CD	11/28/2017 9:35:48AM	MHAM1	HechtE	A	463174	860-262-5019	Pamela.Bartley@ct.gov	030606	860-418-6866	Robert.Paolitto@ct.gov	Add new string and inactivate 3
14	PAYROLL_CD	01/11/2018 8:47:54AM	MHAM1	HechtE	A	463174	860-262-5019	Pamela.Bartley@ct.gov	589582	860-262-6792	Julianne.Wheeler@ct.gov	New Payroll Strings for Whiting Forensic Hospital
15	PAYROLL_CD	02/06/2018 9:28:33AM	MHAM1	HechtE	A	463174	860-262-5019	Pamela.Bartley@ct.gov	030606	860-418-6866	Robert.Paolitto@ct.gov	Inactivate Payroll Strings for Inactive SIDs
16	PAYROLL_CD	04/20/2018 11:02:09AM	MHAM1	HechtE	A	463174	860-262-5019	Pamela.Bartley@ct.gov	030606	860-418-6866	Robert.Paolitto@ct.gov	FY19 Request
17	PAYROLL_CD	04/20/2018 11:51:51AM	MHAM1	HechtE	A	463174	860-262-5019	Pamela.Bartley@ct.gov	030606	860-418-6866	Robert.Paolitto@ct.gov	FY 19 Acct Code Request
18	PAYROLL_CD	04/27/2018 2:35:34PM	MHAM1	HechtE	A	463174	860-262-5019	Pamela.Bartley@ct.gov	030606	860-418-6866	Robert.Paolitto@ct.gov	FY 19 Request
19	PAYROLL_CD	07/16/2018 1:59:28PM	MHAM1	HechtE	A	463174	860-262-5019	Pamela.Bartley@ct.gov	030606	860-418-6866	Robert.Paolitto@ct.gov	New Payroll String
20	PAYROLL_CD	07/25/2018 9:15:02AM	MHAM1	HechtE	A	463174	860-262-5019	Pamela.Bartley@ct.gov	030606	860-418-6866	Robert.Paolitto@ct.gov	New Payroll String
21	PAYROLL_CD	08/24/2018 11:18:53AM	MHAM1	HechtE	A	463174	860-262-5019	Pamela.Bartley@ct.gov	030606	860-418-6866	Robert.Paolitto@ct.gov	New Payroll String
22	PAYROLL_CD	10/19/2018 10:09:32AM	MHAM1	HechtE	A	463174	862-262-5019	Pamela.Bartley@ct.gov	030606	860-418-5876	Robert.Paolitto@ct.gov	Add new Payroll Codes and inactivate others
23	PAYROLL_CD	12/12/2018 2:32:03PM	MHAM1	HechtE	A	463174	860-262-5019	Pam.Bartley@ct.gov	030606	860-418-6876	Robert.Paolitto@ct.gov	Inactivate Unused Payroll codes
24	PAYROLL_CD	12/19/2018 3:29:08PM	MHAM1	HechtE	D	463174	860-262-5019	Pam.Bartley@ct.gov	030606	860-418-6876	Robert.Paolitto@ct.gov	New Payroll Acct. Codes
25	PAYROLL_CD	02/01/2019 2:22:50PM	MHAM1	HechtE	A	463174	860-262-5019	Pamela.Bartley@ct.gov	030606	860-418-6876	Robert.Paolitto@ct.gov	Add new Payroll Strings
26	PAYROLL_CD	02/13/2019 8:23:00AM	MHAM1	HechtE	A	463174	860-262-5019	Pamela.Bartley@ct.gov	030606	860-418-6876	Robert.Paolitto@ct.gov	New Payroll string
27	PAYROLL_CD	02/14/2019 8:39:07AM	MHAM1	HechtE	A	463174	860-262-5019	Pamela.Bartley@ct.gov	030606	860-418-6876	Robert.Paolitto@ct.gov	New Payroll string
28	PAYROLL_CD	02/19/2019 11:18:29AM	MHAM1	HechtE	A	463174	860-262-5019	Pamela.Bartley@ct.gov	030606	860-418-6876	860-418-6876	New Payroll Strings
29	PAYROLL_CD	02/21/2019 11:57:29AM	MHAM1	HechtE	A	463174	860-262-5019	Pamela.Bartley@ct.gov	030606	860-418-6876	Robert.Paolitto@ct.gov	New Payroll String
30	PAYROLL_CD	04/12/2019 3:49:29PM	MHAM1	HechtE	A	492452	123-456-7891	donna.braga@ct.gov	492452	123-456-7891	donna.braga@ct.gov	test

Payroll Code /Project ID Request - Inquiry

Search/Fill a Form

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

Find an Existing Value | Add a New Value

Search Criteria

Sequence Number =
Subject begins with
Form begins with
Document Key String begins with
Priority =
Due Date =
Approval Status = Approved

☐ **Case Sensitive**

Limit the number of results to (up to 300): 300

Search | Clear | Basic Search | Save Search Criteria

Find an Existing Value | Add a New Value

Look Up Form

Help

Form =
Status =
Portal Name begins with
Portal Label begins with
Owner Id begins with

Look Up | Clear | Cancel | Basic Lookup

Search Results

View 100 First 1-2 of 2 Last

Form	Status	Portal Label
PAYROLL_CD	Activated	Payroll Acct Code Request Form
PROJECT_ID	Activated	Project ID Request Form

All
Approved
Cancelled
Denied
Initial
On Hold
Pending Approval

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

Billing WorkCenter

Main | Reports/Queries

My Work

Edit Filters

Current Work

- Invoices Not Finalized (44)
- Installment Invoices Not Generated
- Recurring Invoices Not Generated (28)
- Recurring Schedules Expiring
- Invoices Entered Today
- Recent Invoices
- Recent Credit and Rebill Invoices

Links

Bill Entry Group

- Standard Billing
- Copy Single Bill
- Adjust Entire Bill
- Adjust Selected Bill Lines
- Recurring Bill Schedules
- Installment Bill Schedules

Other Links

- Supporting Documentation
- Customer General Information
- Customer Contact Information

Review Billing Information

- Summary
- Details
- Installment Bill Schedule
- Recurring Bill Schedule
- Review Entries by Invoice
- Review Entries by Journal

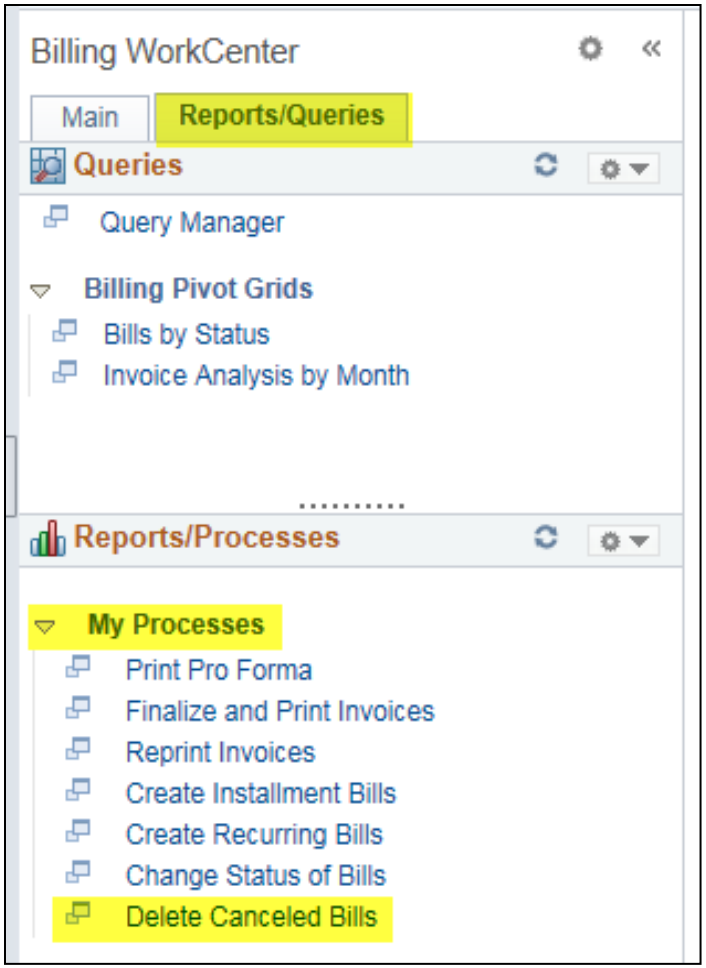
Welcome to the Billing WorkCenter

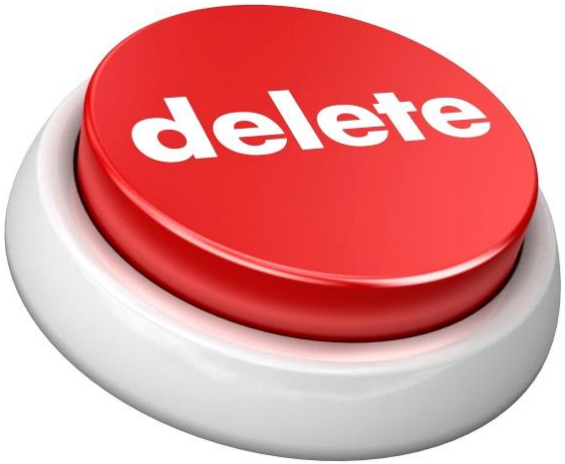
Welcome to the WorkCenter. This WorkCenter has one "Task Panel" and one "Work Area". The "Task Panel" is on the side displaying the pagelets assigned to the WorkCenter page and the "Work Area" displays transaction pages such as this page.

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

Delete Cancelled Bills

Favorites | Main Menu > Core-CT Financials > Billing > Billing WorkCenter > Delete Canceled Bills

All | Search | Advanced Search

My HR | Finance | Core-CT Help | STARS

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
- Reports
  - Invoice Register
  - Customers by SetID
  - Contacts by SetID
- Monitor
  - Process Monitor
  - Report Manager

Delete Canceled Bills

*Business Unit DPHM1

Canceled Bill Selection All

Search

Include Template Invoices

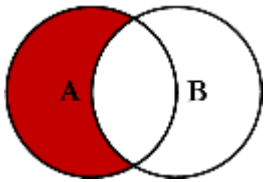
Canceled Bill Selection

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

Select Bill Checkbox	Date Time Added	Invoice	Invoice Type	Customer	Invoice Amount	Billing Currency	Template Invoice Flag
☐							

Select All Deselect All

Notify



Billing WorkCenter
Delete Cancelled Bills

Favorites | Main Menu | Billing > Billing WorkCenter > Delete Canceled Bills

ORACLE

All | Search | Advanced Search | Last Search Results

Billing WorkCenter

Main | Reports/Queries

Queries

- Query Manager
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  - Delete Canceled Bills
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  - Invoice Register
  - Customers by SetID
  - Contacts by SetID
- Monitor
  - Process Monitor
  - Report Manager

Delete Canceled Bills

*Business Unit DPHM1

Canceled Bill Selection: All / Customer / Date Added

1 2 3 4

Search

Canceled Bill Selection — Personalize | Find | View All | First 1 of 1 Last

Select Bill Checkbox	Date Time Added	Invoice	Invoice Type	Customer	Invoice Amount	Billing Currency	Template Invoice Flag
☑	05/31/2018 11:36AM	EXT10604	Regular Bill	1151179	560,681.10	USD	No

Select All | Deselect All

Notify

Billing WorkCenter
Supporting Documentation

Billing WorkCenter

Main | Reports/Queries

My Work

Edit Filters

Current Work

- Invoices Not Finalized (6)
- Installment Invoices Not Generated
- Recurring Invoices Not Generated
- Recurring Schedules Expiring
- Invoices Entered Today
- Recent Invoices
- Recent Credit and Rebill Invoices

.....

Links

Bill Entry Group

- Standard Billing
- Copy Single Bill
- Adjust Entire Bill
- Adjust Selected Bill Lines
- Recurring Bill Schedules
- Installment Bill Schedules

Other Links

- Supporting Documentation
- Customer General Information
- Customer Contact Information

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Billing WorkCenter
Supporting Documentation

Favorites | Main Menu > Billing > Billing WorkCenter > Supporting Documentation

ORACLE

All | Search | Advanced Search | Last Search Results

Billing WorkCenter

Main | Reports/Queries

My Work

Edit Filters

Current Work
- Invoices Not Finalized (44)
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Links

Bill Entry Group
- Standard Billing
- Copy Single Bill
- Adjust Entire Bill
- Adjust Selected Bill Lines
- Recurring Bill Schedules
- Installment Bill Schedules

Other Links
- Supporting Documentation
- Customer General Information

Header Documentation | Line Documentation

Business Unit DPHM1 Invoice WCR000000177

Invoice Documents — Personalize | Find | 1 of 1

Documents | Additional Info

Document Description	Attached File	Internal Only	Upload	View
Invoice Image	DPHM1WCR0000001770.pdf	☐	Upload	View

Save | Return to Search | Previous in List | Next in List | Notify

1

Header Documentation | Line Documentation

Billing WorkCenter
Supporting Documentation

Header Documentation | Line Documentation

Business Unit DPHM1 Invoice WCR000000177

Invoice Documents — Personalize | Find | 1-2 of 2

Documents | Additional Info

Document Description	Attached File	Internal Only	Upload	View
Invoice Image	DPHM1WCR0000001770.pdf	☐	Upload	View
		1 ☐	Upload 2	View

File Attachment — Help

3

C:\Users\larama\Desktop\Attach supporting documenta | Browse...

Upload | Cancel

4

Save | Return to Search | Previous in List | Next

Header Documentation | Line Documentation

Billing WorkCenter
Supporting Documentation

Header Documentation | Line Documentation

Business Unit DPHM1 **Invoice** WCR000000177

Invoice Documents Personalize | Find | 1-2 of 2

Documents | Additional Info

Document Description	Attached File	Internal Only	Upload	View
Invoice Image	DPHM1WCR0000001770.pdf	☐	Upload	View
Test	Attach_supporting_documentation_to_a_bill_1.doc	☐	Upload	View

Save | Return to Search | Previous in List | Next in List | Notify

Billing WorkCenter
Supporting Documentation

Reprint Invoices | Print Options

Run Control ID Reprint_Invoices Report Manager Process Monitor Run

Language English Specified Language Recipient's Language

Selection Parameters Find | View All First 1 of 1 Last

Seq Nbr 1

☐ Include Attached Bills

☐ Include Open Items Only

Range Selection

- All
- Bill Cycle
- Date Bill Added
- Range ID
- Public Voucher Number
- Invoice ID
- Cust ID
- Bill Type
- Bill Source

From Business Unit DPHM1

To Business Unit DPHM1

From Invoice WCR000000177

To Invoice WCR000000177

From Due Date

To Due Date

Process Scheduler Request

Help

User ID COREMarcheseChr Run Control ID Reprint_Invoices

Server Name PSUNX Run Date 04/09/2019

Recurrence Run Time 10:58:17AM Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	BI Reprint Processes - Detail	BIJOB19	PSJob	(None)	(None)	Distribution
☐	BI Reprint Processes - Summary	BIJOB19A	PSJob	(None)	(None)	Distribution

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 | DPHM1WCR0000001770.pdf (47 KB) | Attach_supporting_documentation_to_a_bill_1.doc (81 KB)

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

```
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:1080000001312
88,INDN:MIDDLESEX COUNTY EXTEN  CO ID:6469221406 CCD
```

How does Bank Statement Accounting Work?

- Accounting Template
  - Warehouses the ChartField Accounting, Debit & Credit logic

Accounting Templates

SetID STATE

Accounting Template ID UHCM1_44331

Source Type BSP

Description UHCM1 for 44331

☐ Requires Review

Status Active

*Journal Template TR_ENTRIES

VAT Defaults

Last Changed By ACC_PUVVULAS

Last Dttm 12/13/2017 1:06:19PM

Template Lines

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

Line Detail | Chartfields

Line	Fund	Dept	SID	Program	Account	Bud Ref	ChartField 1	ChartField 2	Project	Description	Stat	VAT Line
1												☐
2	12018	UHC72000	40001		44331					Recoveries-General		☐

How does Bank Statement Accounting Work?

- Bank Statement Accounting Rule Definition
  - Match the CT Agency Location Code to the Accounting Template

Bank Statement Accounting

Bank ID 011900571 Account # 1838644 Activity Type TRJRN

GL Business Unit STATE

*Description TR AUTO JOURNALS

*Active Status Active *Activity Default Template TRJRN_PEND

Test Rules

Rule ID Definition Find | View All First 13 of 18 Last

*Rule ID UCHM1A Rule Default Template UHCM1_44331

*Active Status Active

*Description UHCM1 For 44331

Positional Match Pattern Match Value Match

From To Rule Definition Help

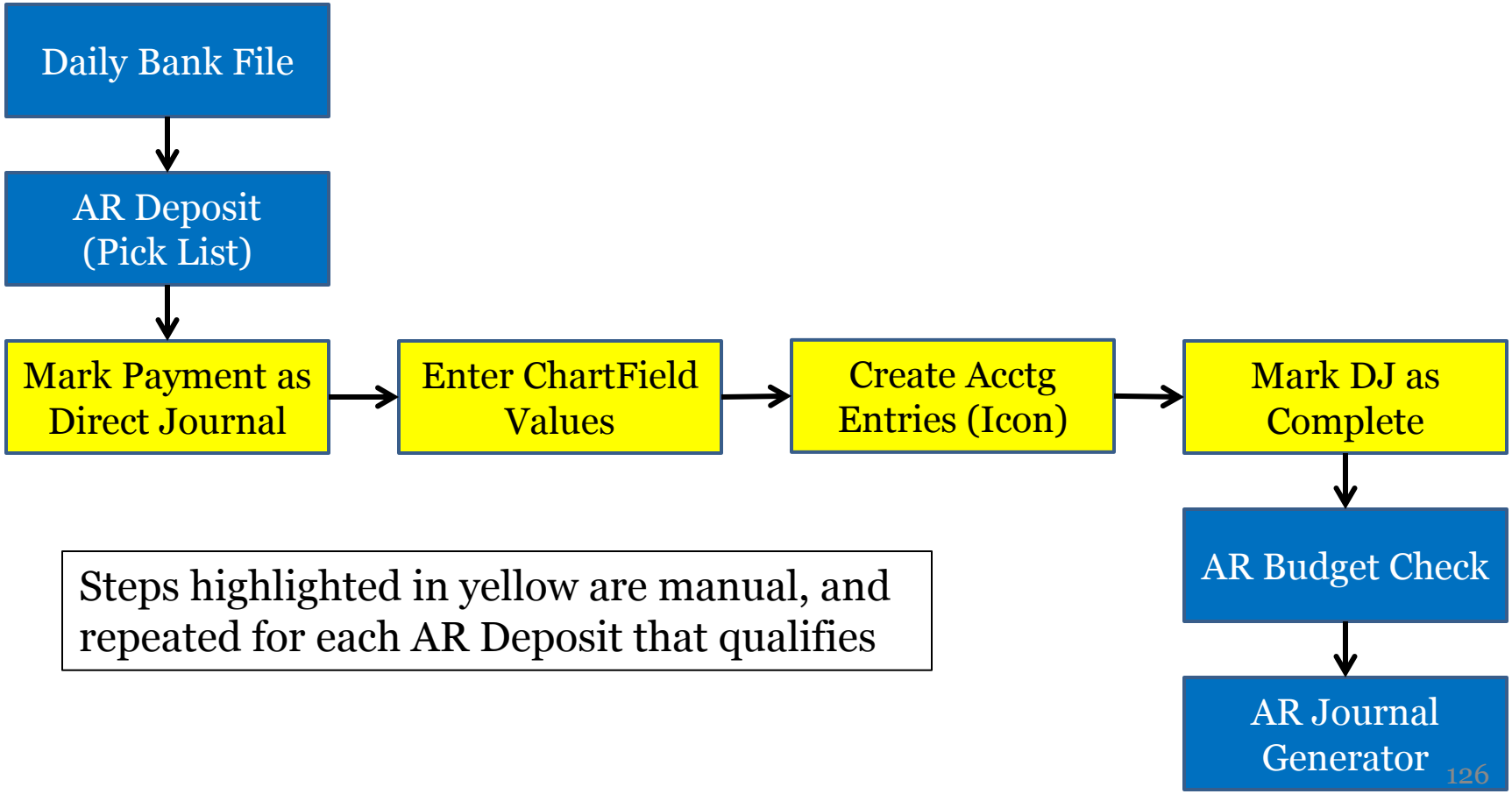
Pattern

Match Values Personalize | Find | View All | First 1-5 of 6 Last

	*Match Value	*Match Template	Description
1	CTALC_72000201	UHCM1_44331	UHCM1 for 44331
2	CTALC_72000301	UHCM1_44331	UHCM1 for 44331
3	CTALC_72000355	UHCM1_44331	UHCM1 for 44331

Direct Journal vs Bank Statement Accounting

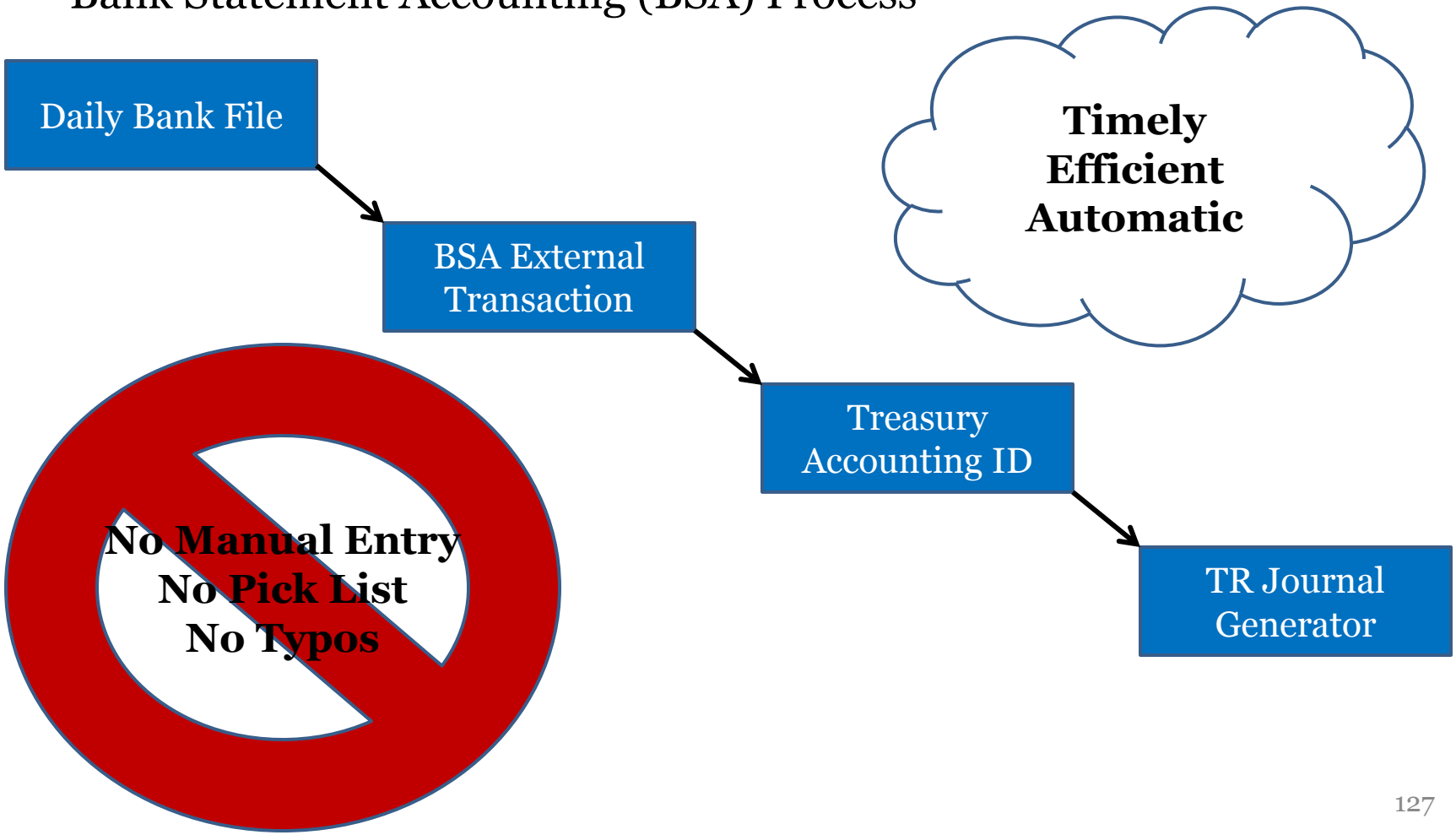
- Direct Journal Process



Steps highlighted in yellow are manual, and repeated for each AR Deposit that qualifies

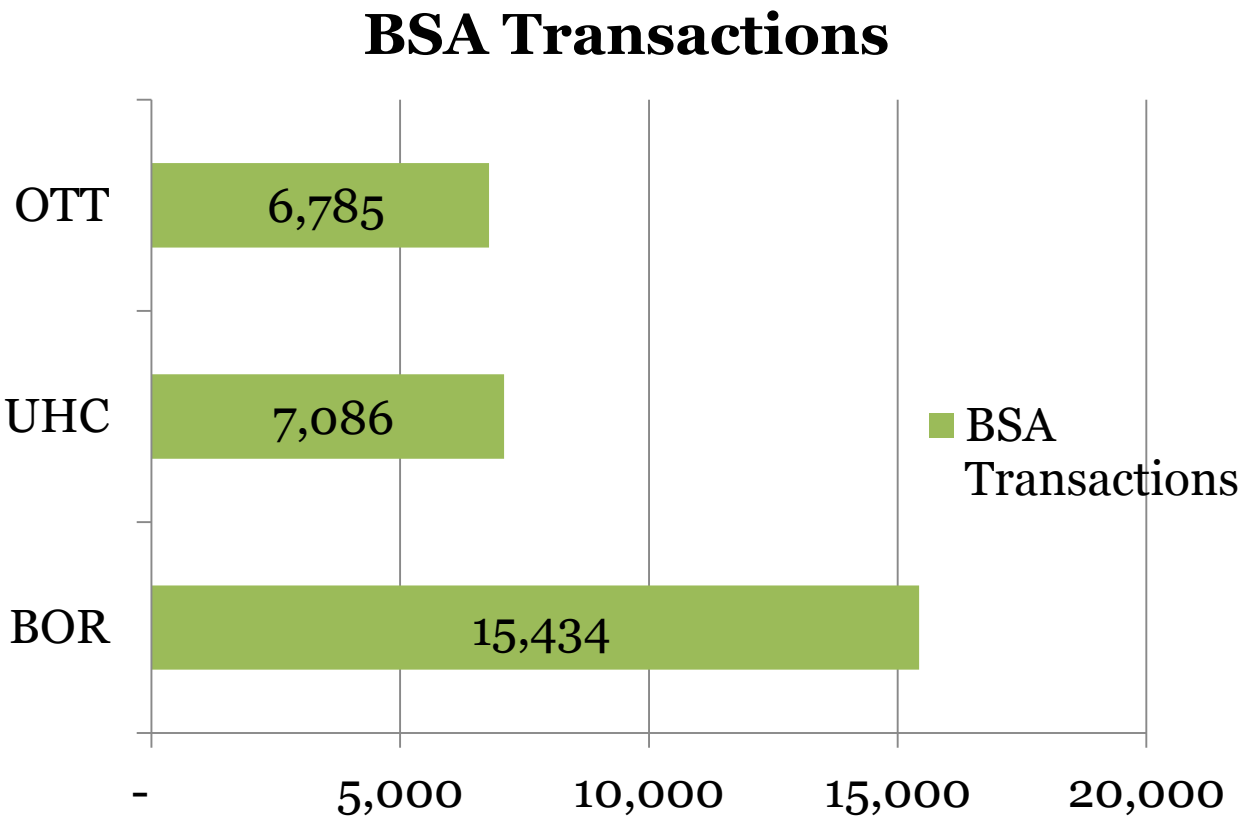
Direct Journal vs Bank Statement Accounting

- Bank Statement Accounting (BSA) Process



Real Production Data & Analysis

- From 4/1/2018 – 4/1/2019



What are the Benefits of BSA?

- Bank of America's Credit Card Account (CCA1)
  - CT Agency Location Code is provided on <u>all</u> transactions
  - Majority of transactions are miscellaneous, therefore, Directly Journalled

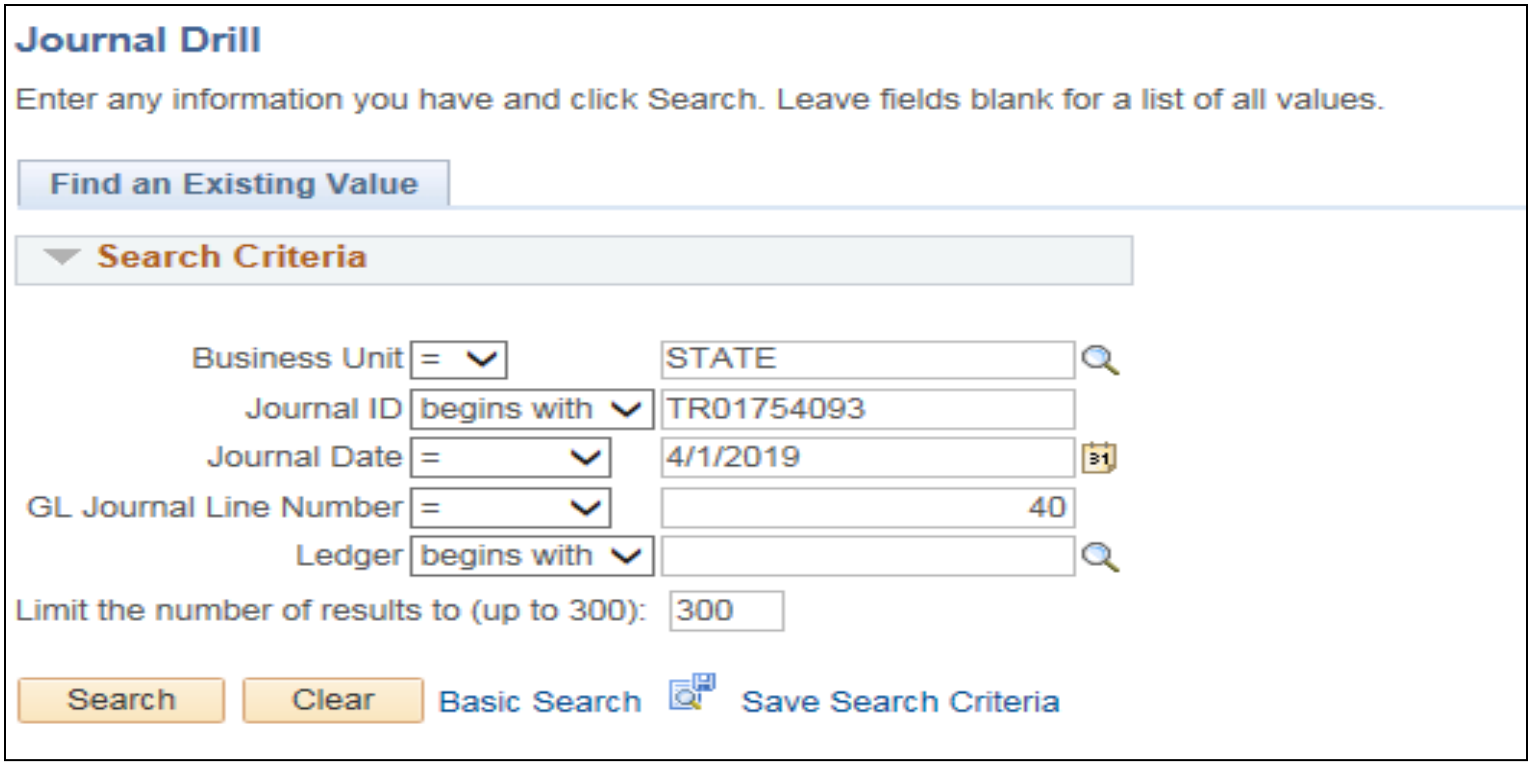
BORAA	DOTM1	PCAM1
BOR Comm. Colleges	DPHM1	SDEM1
CSLM1	DPSM1	SDRM1
DAGM1	DRSM1	SOSM1
DASM1	ETHM1	UHCM1
DCPM1	JUDM1	UOCM1
DEPM1	MILM1	
DOCM1	OECM1	
DOIM1	OLMM1	

New Security Role, Online Page, and EPM Reporting Record

- New Security Role
  - CT AGY BK VIEWER – Agency BK Viewer
    - Reviews Bank Statement Accounting Information for Agency Users
- New Page
  - Journal Drill
- New EPM Reporting Record
  - 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***



New Page: Journal Drill

- Accounting Entries Tab

Journal Drill

Journal ID

Business Unit STATE **Journal** TR01754093 **Date** 04/01/2019 GL Journal

Ledger MOD_ACCRL **Line** 40 **Line Descr** Treasury Journal Template

Chartfields

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

Fund Code	Department	SID	Program	Account	Budget Reference	ChartField 1	ChartField 2	PC Business Unit	Project	Activity	Analysis Type	Sou
12020	BOR78300	40001	81005	43513								

Base Currency USD **Base Amount** -37,552.07

Currency USD **Transaction Amount** -37,552.07

Statistics Code **Statistic Amount**

Accounting Entries

Personalize | Find | View All | First 1-10 of 12 Last

Accounting Entries | Chartfields | Additional Details

Unit	Accounting ID	Line	Acctg Date	Amount	Currency	Exchange Rate	Base Amount	Bas
STATE	TR00016085	2	04/01/2019	-622.00	USD	1.00000000	-622.00	USI
STATE	TR00016110	2	04/01/2019	-6,309.00	USD	1.00000000	-6,309.00	USI
STATE	TR00016128	2	04/01/2019	-987.00	USD	1.00000000	-987.00	USI

New Page: Journal Drill

- Additional Details Tab

Journal Drill

Journal ID

Business Unit	STATE	Journal	TR01754093	Date	04/01/2019		GL Journal
Ledger	MOD_ACCRL	Line	40	Line Descr	Treasury Journal Template		

Chartfields

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

Fund Code	Department	SID	Program	Account	Budget Reference	ChartField 1	ChartField 2	PC Business Unit	Project	Activity	Analysis Type	Sou
12020	BOR78300	40001	81005	43513								

Base Currency	USD	Base Amount	-37,552.07
Currency	USD	Transaction Amount	-37,552.07
Statistics Code		Statistic Amount	

Accounting Entries

Personalize | Find | View All | First 1-10 of 12 Last

Accounting Entries | Chartfields | Additional Details

Bank Account #	Transaction Reference ID	Description
1838644	BSP000000016082	Match Template-Rule ID=BORMB_1-Value=CTALC_78300327
1838644	BSP000000016107	Match Template-Rule ID=BORMB_1-Value=CTALC_78300904
1838644	BSP000000016125	Match Template-Rule ID=BORMB_1-Value=CTALC_78300904

Questions?

Looking Ahead

Donalynn.Black@ct.gov

Enhancements

- Two Factor Authentication
- Self-Service
- Mobile Devices
  - Approvals
  - Monitoring
- Chat Bots
- Up and Coming Changes

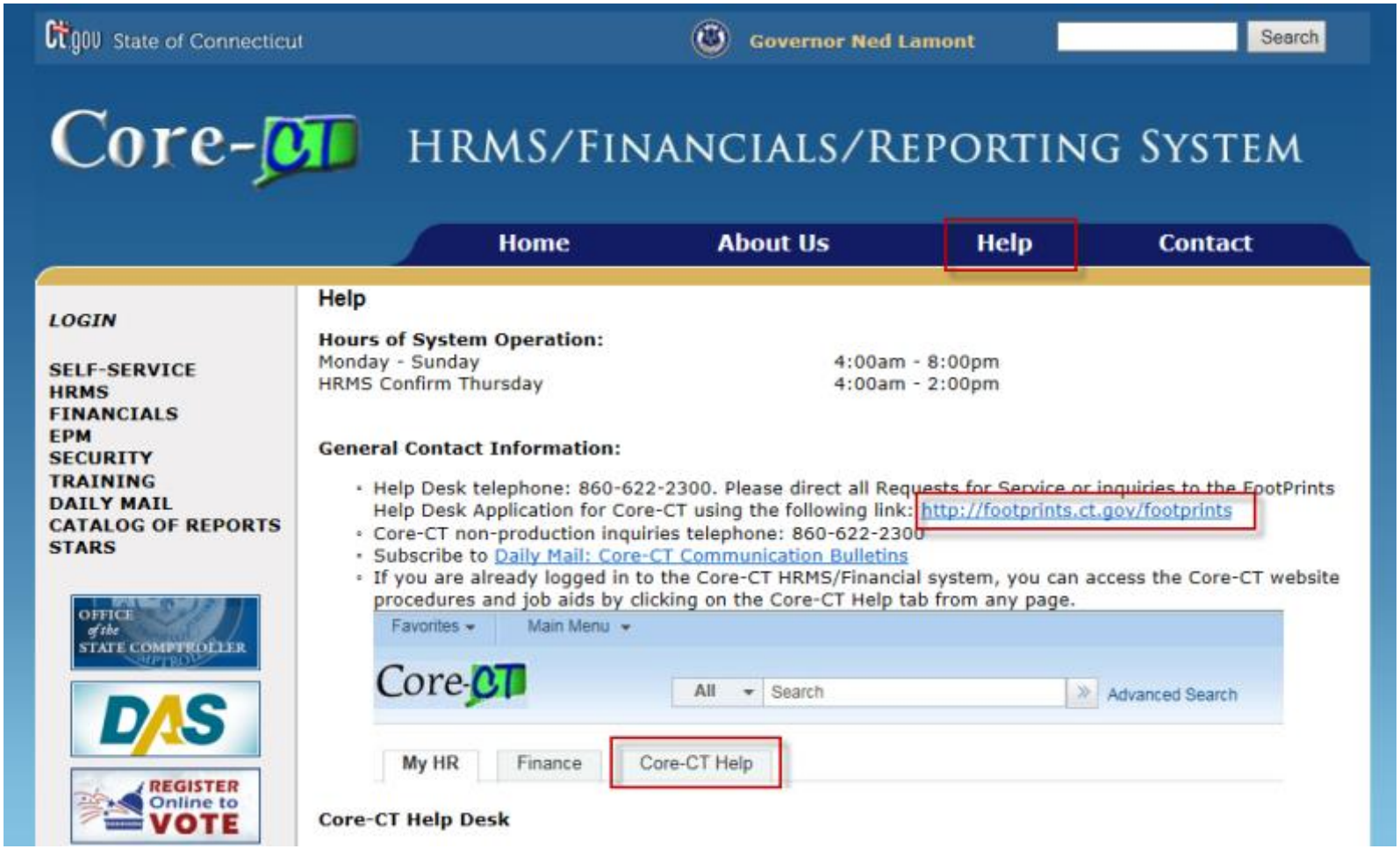
Pain Points

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

Core-CT is Moving

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

Help Desk


State of Connecticut
Governor Ned Lamont
Search
Core-CT HRMS/FINANCIALS/REPORTING SYSTEM
Home
About Us
Help
Contact
LOGIN
SELF-SERVICE
HRMS
FINANCIALS
EPM
SECURITY
TRAINING
DAILY MAIL
CATALOG OF REPORTS
STARS
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: 860-622-2300
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.
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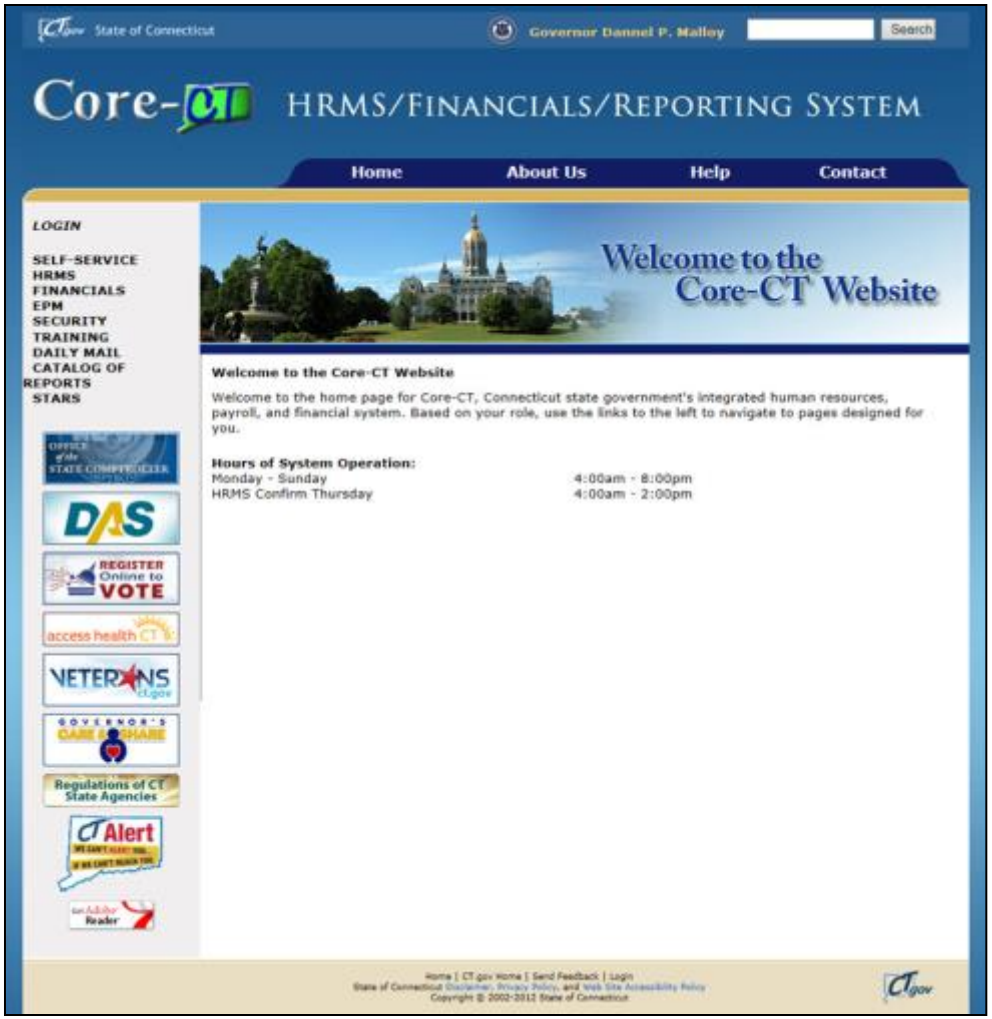
Help Desk

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