Meeting Agenda

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

- Core-CT has moved to 55 Farmington Ave.
- Refresher training per agency
- Training
- Review Fiscal Year End Instructions at
- Footprints
- Training
Training

- Core-CT “Refresher” Training (In addition to regular training classes)
  - Different approach:
    - Agency specific
    - Lab-like
    - Small group

- Contact Core-CT Financials Training if you are adding new users or implementing a project (e.g. expanding eProcurement use)

- tom.vaughan@ct.gov (860) 622-2164
Help Desk

Tom Vaughan@ct.gov
Shanon Reutter@ct.gov
Help Desk Agenda

- FootPrints
- New Core-CT Help Desk Software
FootPrints

- Log into a Service Catalog as of May 27, 2014
- URL: [http://footprints.ct.gov/footprints](http://footprints.ct.gov/footprints)
- Create a Ticket/Request for Service
- Routes Directly to Team
Log in Screen

BMC FootPrints Service Core

Please log in
User Name
Password
Login

Create a new account

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Core-CT Help Tab

Help

Hours of System Operation:
Monday - Sunday 4:00am - 8:00pm
HRMS Confirm Thursday 11:00am - 2:00pm

General Contact Information:
- Help Desk telephone: 800-622-3200. Please direct all Requests for Service or inquiries to the Help Desk using the following link: http://poisnotes.ct.gov/.
- Core-CT portal: https://core.ct.gov/support
- Subscribe to Daily Mail: Core-CT Communication Bulletin

Core-CT Help Desk
- Log a ticket / Request for Service (if you have problems logging a ticket, please call the Help Desk)
- Portal Help Desk Instructions:
  - How to Log in / Log out (Merk talk to locate your Agency to determine the appropriate log in instructions. This will vary depending on how you log in at your level of access)
  - Submit a Ticket
  - How to Search and View a Ticket
  - How to Update a Ticket
  - How to Subscribe to a Global Ticket
  - For IT Staff / How to Switch Workspaces
Questions
EPM

Barbara.Jacius@ct.gov
EPM Agenda

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

- New EPM Reporting Table

**CTW_CNTRCTCMNTS** - Contract Comments Rpt
Contract comments and attachment flag

- Public Query

**CT_CORE_FIN_PO_CNTRCT_COMMENTS**
EPM - Catalog Management

- New EPM Reporting Table

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

- Public Query

CT_CORE_FN_PROCURE_CATALOG
EPM Training

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

Mary Yabrosky@ct.gov
Security Agenda

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

- OSC denial of Conflicting Roles
  - No exceptions will be made
- Use of Comments page
  - Approvers will include explanation if deleting roles
  - Justification or Reference attachments
  - Provide further instructions for Liaisons
CO-1092 Reminders & Updates

- Use of Financial Appendix
  - Requests will be denied if FIN Appendix is not attached when necessary
  - Always complete FIN Appendix when adding Roles requiring Origins and Business Units
  - When adding Business Units or Origins to approval roles, add respective roles to invoke workflow (only).
  - OSC approval is not needed when only changing Ship To locations or Departments for Buyers or Requesters
CO-1092 Reminders & Updates

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

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

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

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

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

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

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

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

- At the request of Department of Correction, Core-CT has added two new fields (Empl ID & Name) to the stock request.
- Two other custom fields were added previously to aid agencies with their stock requests, EQ/Build No & Wrk Ord No.
- Both are used primarily for reporting purposes.
The Empl ID and Name are used by the department of Corrections as they must track the number of uniforms issued to the employees.
The Equipment/Building No and Wrk Ord No. are used by the department of Transportation so they can track expenses related to their buildings and equipment.
New Reporting and EPM Capabilities

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

The Core Inventory Min/Max report will calculate an agencies item usage and provide agencies the process option to auto adjust based on desired turn rates.
New Reporting and EPM Capabilities
The CT_CORE_FIN_INV_REQUIRMENTS leverages the information that is already saved in the system and creates your agencies inventory business requirements.
Customer Support

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

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

Kathleen.Bonola@ct.gov
eProcurement- Agenda

- Workflow
- Comments
- Attachments
- Multiple – Distributions
- Inactive Items
- Goods & Services
- New Purchasing Authority
Prior to Bundles any user could make any change and workflow would not reinitiate.

Post Bundles, users who make changes that are not within their authority will reinitiate workflow.

Workflow will not reinitiate when reducing the quantity or dollar value.

Example: If a requisition has been approved by the Req. Amount Approver and the Requester increases the dollar amount, the requisition will reinitiate and the Req. Amount Approver will have to reapprove.
Where do I attach things and who will have access to view them?
To ensure Requisition Approvers can view the header comments on a requisition on the Requisition Approval page; check the Approval Justification box.
Attachments

- To view attachments on the Requisition Approval page, users must attach them at the line level in the Comments Icon.
Attachments (cont’d)

Line Comments

Business Unit: DOTM1  Requisition Date: 05/21/2014
Requisition ID: 00000000287  Status: Pending
Line: 1

<table>
<thead>
<tr>
<th>Comments</th>
<th>Entered On: 05/21/2014 2:00:38PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>See Attached:</td>
<td></td>
</tr>
<tr>
<td>Send to Vendor</td>
<td>Show at Receipt</td>
</tr>
<tr>
<td>Add Attachments:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Attachments</th>
<th>View</th>
<th>Send To Vendor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resource_1 doc</td>
<td>Comma...21-14.31.04.020</td>
<td>View</td>
</tr>
</tbody>
</table>

Click on the View Button
Attachments (cont’d)

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

![Requisition Approval screenshot](image)

- Click Edit Requisition

![Line Information screenshot](image)

- Select Requisition Line
- View Line Details
Attachments (cont’d)

Edit Requisition

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

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

<table>
<thead>
<tr>
<th>Business Unit: DOT-Bul. Choline</th>
<th>Requestor: Dept. of Transportation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requestor Name: Bob Kyle</td>
<td>Priority: Medium</td>
</tr>
<tr>
<td>Requestor Name: Attachments CORE-10</td>
<td>Request:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Requisition Lines</th>
<th>Description</th>
<th>Work Order</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Test Item</td>
<td>1,000</td>
<td>2,000</td>
</tr>
</tbody>
</table>

Click on More Comments

<table>
<thead>
<tr>
<th>Comments</th>
<th>Attachment 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Send to Vendor</td>
<td>Show at Receipt</td>
</tr>
</tbody>
</table>

Click on More Comments
Attachments (cont’d)

Header Comments

Business Unit: DOTM
Requisition ID: 0000000267

Requisition Date: 05/21/2014
Status: Pending

Click View

Attachments

<table>
<thead>
<tr>
<th>Attached File</th>
<th>UserDate Time</th>
<th>View</th>
<th>Send to Vendor</th>
</tr>
</thead>
</table>
Prior to bundles users could not add multiple distributions when copying an existing requisition.
By clicking on the plus sign at the end of the distribution line, users can add multiple distributions to a copied requisition.
Prior to Bundles inactive items were copying to new requisitions and causing the lines to get stuck in the sourcing workbench. This will no longer be an issue.
In addition to inactive items, cancelled lines or invalid vendors will not copy to a new requisition.
It is important for users to navigate to the Line Details of a requisition when ordering “Services”. The physical nature field is defaulted to “Goods.” The more accurate the data is on a transaction the easier it is to fulfill Freedom of Information requests and other required reports.
DAS Procurement and Core-CT will be sending out instructions on when to use this purchasing authority.

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

Noreen.Camara@ct.gov
Brian.Guilartin@ct.gov
Purchasing- Agenda

- Fiscal Year End 2014
- New Purchasing Authority – 4a-53b
- FOI – Descriptions – Goods/Services
- Purchasing Attachments do’s and don’ts
- PO Balance Report
- Adjusting Receipts
- Procurement Contracts Document Status
Agencies must close all POs that should not roll into fiscal year 2015 through 4:00 p.m. on June 27, 2014. A PO must have a PO Status of "Dispatched" or "Canceled" to qualify for closing. Each distribution line must have a Distribution Line Status of "Open", "Processed", or "Canceled" to qualify for closing.

The benefits of creating a "change order" are:
- The PO Balance Report displays the actual expenditures.
- Unexpended funds are returned from the PO to the contract.
- Contracts reflect actual expenditures and allow the unexpended balances to be re-committed on another PO.
- Unexpended funds are made available in the agency budgets.

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

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

Core-CT has kept the close days at zero for this fiscal year.
The Core-CT team will begin the PO Roll process for all qualifying POs on Tuesday, July 1, 2014.

Should the Core-CT team encounter a problem with a PO that was left in an agency’s business unit to roll or the PO does not qualify to roll, the Core-CT team close that PO. POs that were closed by the Core-CT team will be posted on the Core-CT website for agencies to recreate in the 2015 fiscal year.

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

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

---

**Fiscal Year End 2014**

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

- After POs roll do **NOT** change the Accounting or Budget dates
Fiscal Year End 2014

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

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

Navigate: Financials > Other Links
Contains: Link s for FYE 2014 Information
User Group Information
Modules – Purchasing
Click on “Will my PO qualify for closing”

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

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

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

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

Please note, for Information Technology or Telecommunications products or services (“IT”), the process is the same; however, after receiving approval from DAS/Procurement the agency must submit an ITD_10 requisition through Core-CT (e-Pro) as IT procurements always require input from the DAS/Bureau of Enterprise Systems and Technology (“BEST”) IT Architecture and Standards area. Upon their review and approval, the Core-10 requisition will be routed to the DAS IT procurement staff for final approval, and the agencies can create the purchase
order.
When approval for use of a cooperative contract is granted by DAS, the in Core-CT the new translate value 4a-53b is located in the line details page for e-Pro Requisitions and on line Purchase Orders.

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

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

In the event that the approved purchase needs to be increased in quantity or services to be provided, additional documentation must be submitted to DAS for approval prior to the agency giving authorization to the vendor to provide such increased goods/services.
Evaluating PO data from a recent FOI request revealed that PO descriptions contained sensitive data which should not have been placed in the PO description. This also applies to the requisition description. When in doubt seek guidance from your supervisor.
FOI – Goods / Services

- To help with Freedom of Information requests, please remember to properly identify each line on a Purchase order as a good or service.

- By filling out as many fields as possible with the correct information, Core-CT can provide detailed information efficiently.
Navigation: Purchasing > Purchase Orders > Add/Update POs > Line Details
Attachments do’s and don’ts

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

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

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

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We made three changes for the PO Balance Report

1st change was to the label for Vchrd Amount – We changed it to Paid Amount and updated the field to show the true amount paid (minus any discount taken)
Prior to bundles POs with prompt payment discounts taken must be closed to get the funds returned to the budget. The encumbrance balance on the PO is not available and a change order will not return the funds to the budget.
The 2nd change was to update configuration so that when a discount is taken on a PO, the funds are returned directly to the budget and to update the display of this change on the PO Balance Report.

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

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

After – The PO is no longer encumbering the discounted amount. The Paid Amount is $11.48 less than the Expended Amount to show that a prompt payment discount has been taken.
The 3rd change was to update the PO Balance Report to display the User Name versus the User ID

This will be fixed in other areas of PO also.
Prior to 6/11/2013 – The default option for Allocation Type was Prorate (distribute by percentage). This option would grey out the merchandise distribution amounts so the amounts could not be changed on the receipt. If the receipt has this allocation type, select Specify to open the amounts up to change them.
Sample Receipt to show methods of adjusting distribution
Navigation to distributions – Click Links and Status Tab then click Distrib Icon (Left of Comments Bubble)
**NOTE: The CORE-CT default value for receiving is Specify.**
Specify means the original distribution values of the PO are copied into the receipt which the user can then modify based upon the desired allocation.

In this example, the original PO was for 50, but we only received one, however the total amount of 50 is brought into the Receipt.
Option # 1 - The Quantity values can be adjusted to the correct amounts manually. Navigate back to the Links and Status tab and click on the distributions Icon

In this example, we are receiving one unit, and the desired distribution is 70/30 so we enter the values as a decimal (.7 and .3)
*Option #2 – Switch the receiving method on the Receipt from Specify to Prorate and allow the system to recalculate the distribution.

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

The system will adjust the distribution based upon the receipt quantity
Document Status


- This feature allows users to see all documents associated to a Contract:
  - Requisitions
  - Purchase Orders
  - Receipts
  - Vouchers

- Each document is hyperlinked so a user can drill to view details.
- This is not to be used for large state wide PSX contracts. You will have time out issue’s.
Important Fields:

- Document Type
- DOC ID (Hyperlink to document)
- Status of Document
- Document Date
Hyperlinks available to Match Workbench and Accounting Entries where applicable
Questions
Accounts Payable

Cynthia Rabbitt@ct.gov
Brianne McKenna@ct.gov
Accounts Payable - Agenda

- Fiscal Year End
- Changes from Recent Bundles
- Bud Ref 2016
- Reminders
- Accounts Payable Division Topics
The sooner you process your interagency vouchers, the sooner the Creditor agency can spend that money and vice versa.

Remember – you must leave time for approving and successful budget checking for these files.

Make sure staff is available at the end of June to troubleshoot not only regular vouchers for payment, but JVs. Someone also must be available to delete the vouchers that didn’t make it through the last STATE pay cycle.

All voucher access – this is done automatically – there is no holding up this step.

Suggestions:

Plan your last pay cycle date for the day before (June 25), and leave the 26th for the last-minute payments.

Be sure you have at least one voucher processor and one approver for the last day.

Contact the HelpDesk EARLY if a voucher isn’t paying and you can’t resolve the problem.
Changes from Bundles

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

During the recent bundles, we expanded the Audit Log functionality to include deleted vouchers and closed vouchers. These will show when you ‘Search Audit Log.’ Audit Logging also reveals details about payment cancellations and AP Match.

Prior to the recent bundles, voucher approvers could ‘Submit’ for Approval on the voucher Payments page – which would skip the second step ‘Approve.’ Thus the voucher would be approved in one step. Application of the bundles has changed this procedure – both steps are now required to approve the voucher regardless of where it’s done and who does it. We are currently working with Oracle on this problem.

Voucher Inquiry including ‘Account’ reveals lines on a voucher correctly, but only shows the total voucher amount. We are working with Oracle to make the results meaningful when line amounts matter.
Budget Reference Optional

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

Budget Reference Optional

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

**Budget Reference Optional**

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

Budget Reference Optional

- Budget Journals will either be posted with a Bud Ref or Bud Ref will be left blank.
- Report Run Controls will need to be updated with new or blank Bud Ref.
- Transactions such as GL Journals, Bills, Deposits, Purchase Orders, and Vouchers will also have a blank Bud Ref for those Funds.
With agency reorganizations and consolidations comes change in staff. If you have new AP staff, don’t hesitate to ask for either help with a specific AP task, or general AP training. We have a training team here that can bring you through the basics, and an AP Module Team that can help you resolve any issues.

The Billing Module is beginning a project that will increase integration with AP. Stay tuned...
Questions
State Comptroller Accounts Payable Division (APD)
Outline Topics for discussion –
APD now hosts a separate unit for ACH specific issues in the Vendor File. Area Supervisor – Sarah Caron, Unit Supervisor – Keith Petit, with Shawn Samuels and Daisy Laboy assisted by the Helpdesk staff Linda Arn and Carol Karnilowicz.
Vendor Self Serve – First introduced at the 2010 User Group meeting will be recapped and introduced to anyone recently coming to the AP side.
Online Updates – Area Supervisor Sarah Caron, Unit Supervisor – Zenaida Diaz, with Telah Johnson and Theresa Palmieri. Upgraded Website, Attachable documents, in short – “Just FUN”
Audit Unit will be discussing new processes beginning July 1st and going over some points from frequent Audit findings.
Vendor File - Area Supervisor Sarah Caron, Unit Supervisor – Zenaida Diaz, with Telah Johnson and Theresa Palmieri.

APD now hosts a separate unit for ACH specific issues in the Vendor File. Area Supervisor – Sarah Caron, Unit Supervisor – Keith Petit, with Shawn Samuels and Daisy Laboy assisted by the Helpdesk staff Linda Arn and Carol Karnilowicz.
Solicitation isn’t easy. Our unit is assisted by the agencies who have firsthand knowledge of their vendors. Nod to PDSM1 and DDSM1 for continued efforts with their contracted vendors. Anytime a vendor issues a notification of change it should be sent to the VF for possible action. If it has ACH or Wire info on it please check to see if they are ACH, or scan and email to our unit. The APD Unit will handle solicitation from there.
Another way of finding ACH vendors. If you are paying an invoice and it has ACH info on it but your voucher says CHK. We need to know! Any helpful information please scribble down for us. APD will solicit from there.
ACH
Everyone is Doing It!!!

- 4,801 Vendors have signed up for direct deposit, and for 4,166 of them it is their primary payment method.
- 99 Towns have it as their primary payment method.
- New forms were published July 2013.
  - Water, TEPF are available by emailing us [osc.admin@ct.gov](mailto:osc.admin@ct.gov)
  - Project Vendors:
    - From Vendor to Agency to OSC
    - Send OSC the project details when you send the vendor the forms
- Multiple accounts:
  - Take a second to check the locations
  - Invoice vs Payment tab
  - Ricoh Invoices – Let us know
  - Does not show in VSS but they receive email notices
New project – agencies are no longer to be using numeric vendor IDs. The allowance of multiple accounts/locations allows us to roll agency needs under their acronym. When paying an agency default is GIRO. If you are doing anything else click the magnifying glass to get the list of accounts.

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

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

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

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

PAYMENT MESSAGE FIELDS!!!!! PLEASE USE AND BE DESCRIPTIVE. APD will refer vendors who habitually have a problem matching remittance items to the agency to discuss how to effectively communicate using the invoice and payment message fields.
This is what the vendor sees. Please be descriptive!!!! There is one other screen, INVOICE DETAILS, which shows PO number and Catalog item information but only for PO vouchers.
New Sleeker look!
All previous pages on one screen.
Allows attachments!
Coming Soon!!
New Online Updates

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

Use the + and – to open sections. Use the help buttons to get more info.
Identifying information page
Address update page
Location and Withholding pages. Allows agencies to show how the vendor is currently set up and how they should be changed. All updates to these pages will need to be thoroughly explained because they affect multiple agencies and IRS reporting. APD will not make changes without excellent backup documentation.
Show how to attach. Choose file. Add Attachment. File instantly disappears when clicked in the window. BE CAREFUL!
The website will be available for immediate use after agency training begins. The website will be accessible from Core-CT for authorized users.

Coming Soon!!
New Online Updates

- Agency training to begin shortly
  - Website immediately available to trained agencies
  - Webpage to be accessed from within Core-CT
- Paper Savers! Osc.apdvf@ct.gov
  - Scan Backup Documents for Updates
    - Update Backup - #10 digit VID#
  - Submit Vendor Adds by email
    - Vendor Add - #Name of Vendor#
Requisitions and Purchase Orders of $1 Million or More require pre-audit and approval by OSC APD in accordance with Memorandum 2004-06. This includes requisitions, purchase orders and change orders where the encumbered and/or obligated amount equal or exceed $1 million. Effective July 1, 2014 Core-CT workflow will automatically route to APD for approval, Requisitions, purchase orders and change orders where the encumbered amounts => $1 million.

APD auditors are the third group of approvers for Purchase Orders and fifth group of approvers for Requisitions.
If you have a particular urgent need for approval of a PO please contact APD and we will work with you to get it done in accordance with your time schedule whenever possible.
OSC APD auditors will only pre-audit Change Orders where the terms and/or conditions of the original Purchase order were amended, such as the time period, increase/decrease to the obligated amount, vendor name change etc.

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

Footnotes
Agencies should ensure that the required supporting documents are provided to facilitate for a complete audit of the Purchase Orders of $1 million or more. If the purchasing authority is a DAS contract award no additional documentation is required. If purchasing authority is a business unit contract, then the contract document should be uploaded and attached to the Core-CT contract per Core-CT Daily mail dated 10/9/2013.
Beginning July 01, 2014 the Accounts Payable Division will implement a new procedure for selecting documents for Post Audit. The number of documents selected will be based on the following criteria:

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

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

Each agency that is audited once per quarter may be subject to additional audits should the error rate remain at an unacceptable level.
The post audit reports we send contain valuable information regarding state purchasing and payables requirements. We encourage you to review them and contact us with any questions.

Post Audit Selection

What is staying the same?

- The documents requested are selected randomly
- Agencies have five business days to submit the documents with the required original supporting documents
- Contracts should be uploaded and attached to the Core-CT contract
- Comments regarding the post audit findings are welcome and should be sent to ose.apdpag@ct.gov
- Comptroller’s Memorandum to be issued prior to July 1st with more instructions
In a review of our post audit findings for the year we have seen several audit findings coming up very frequently. One of those items is the use of total obligation time period field. The PO Obligation is the full amount of the State’s obligation and the time period is the full term of the purchase order.
Post Audit Findings

Total Obligation/Time Period

Replacement Purchase Orders

• The PO obligation on the replacement purchase order should be the remaining amount.

• The PO time period remains the full term of the purchase order.

• Training Classes are available upon request
  • Lavern Thomas, Lavern.Thomas@ct.gov (860)702-3393
Questions
Asset Management

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Asset Management - Agenda

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

- Interface Checkbox
- Cancelling
- Split Distributions
- Serialize/Open Receipts
The Interface Checkbox determines when the asset is created. It is always defaulted to “checked”. The user must deselect the checkbox to keep the asset from immediately loading.
These are the three important things to remember about the checkbox;
1. Defaults to Checked
2. Must deselect to stage the assets
3. User can monitor the status
Here is an example of a new receipt where the user leaves the checkbox selected (as defaulted). Notice that the quantity is 2 and the Serial box was NOT checked. This is a common mistake which will result in one asset being mistakenly created with wrong quantity and cost.
When the Receipt is saved, the process begins to load the asset(s). A message does appear that will give you the Process Instance number that the user can monitor. It is a good idea to monitor the process to ensure successful loading of the asset(s).
Here is the process monitor displaying the run status of the saved receipt. The run status should be “Success” in order to create the asset.
Here is the result of the interfaced receipt creating one asset with a quantity of two. The asset status is Received, but there is only one asset created with a total cost equal to both of the assets. At this point, the asset should either be Retired or, if planning to reuse the asset id, a Help Desk ticket should be created. Core-CT staff would have to delete this asset.
The cancelling of an asset related receipt should only be done after careful consideration.
It is important to pay attention to the asset id being used and reassigned. Once an asset id has been used, the system will not allow the same asset id to be used again. It is essential that the user does not cancel a receipt while the original receipt is still processing.
Three important considerations when cancelling;

1. Check the status of the previous receipt
2. Remember to assign a NEW Asset ID
3. Communicate with your Asset Processor
Here is an example of a Receipt that has been fully received, but the AM Status is still pending. This means that the original saved receipt job has not yet run to success. This will create issues if the receipt is cancelled at this time.

Do not cancel until this AM Status is MOVED.
On this receipt, the user assigned Asset ID OSC55.
Notice that the AM Status is now MOVED. This means that the original receipt was successfully saved and the asset was created. The user can now select the red X to cancel this receipt.
A message will display the lets the user know that canceling the receipt can NOT be reversed. This is the last chance for the user to abort the process.
You must ensure that the Interface Checkbox is still selected for the canceled receipt. Once saved, the receipt integration process will begin again.
Once the cancelled receipt has been successful processed, the original asset (OSC55), will be automatically disposed. Note that a new Acquisition Detail credit row is created to offset the original receipt.
If the user now attempts to create another receipt and reuse the original Asset ID (OSC55), an error message will display. The user will not be able to save this receipt. You must assign a new Asset ID in order to continue.
Asset Receipts

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

Asset Receipts that have asset lines with split distribution require special attention.
The Allocation Type for all asset related split distribution receipts must be updated.
Because the Allocation Type is defaulted to Specify, the user must update the Type to Prorate. This can be easily updated through the More Details tab (located on the Receipt Line).

Remember, this only applies to Asset Related receipts with multiple distribution lines.
Open Receipts caused by missing serial numbers creates several issues;

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

Serialize = Serial Numbers

All Serialized Receipt MUST have the serial number populated.
Serializing a receipt line allows you to Unitize directly on the receipt. This is accomplished by selecting the Serial Checkbox. If this box is selected, the serial number for that line must be populated on the next screen.
If there is no legitimate serial number, a dummy temporary serial number should be used. This is the only way to properly Serialize and ensure the receipt is not left open.
If the serial number is left blank, the user will receive this warning message (serial numbers have not been assigned). This is not an error, but simply a warning that does allow you to continue.
Notice in this example that the receipt has successfully been saved and assigned a new Receipt ID. The Receipt Status is OPEN. The asset will not be created. The user can update the Receipt by populating the Serial Number (but this must be done before a voucher is created from this receipt).
There is an automatic validation process that monitors the cost basis of assets. If the cost of an asset is adjusted over the Capitalized Threshold, then the process will create an interface to move the cost from Non-Capitalized to Capitalized.
Capital Threshold Feature (cont...)

1. Looks at Adjustments
2. Evaluates Cost
3. Creates Pending Interface

The automatic process will;
1. Look at any cost adjustments
2. Evaluate the cost to determine if the asset should now be considered Capitalized
3. Create a new pending interface for the user to load
Here is an example of an asset interface that was created by the validation process. The asset Cap line would need to be loaded by the user in the current Open Accounting Period.

This transaction would be included in the monthly reminder sent to all asset processors at the end of each month.
There are limitations for retiring and transferring non-Capital assets (Controllable). Currently a user can Retire Non-Cap assets only on an individual basis. The Inter-Unit Transfer of non-Cap assets is not allowed (they must be retired and manually added by the Receiving Business Unit).

These limitations make processing large quantities of Non-Cap assets labor intensive. An option would be to submit a Help Desk ticket for Core-CT assistance.
Core-CT can assist with Non-Cap Mass transfers and Retirements;
1. Large Quantities
2. Need specific information
3. Help Desk ticket required
There is a new edit option for updating the status on Interface Tables. You no longer have to update interfaces on both the Physical side and the Financial side individually. This was both time consuming and error prone. These interfaces must always be in sync.

The new process allows the user to make the update on one side only and the system will automatically sync the other side.
Transaction Loader Status Updates (cont...)

1. Interface Status Changes
2. Physical Side Automatically Reflected on Financial Side
3. Financial Side Automatically Reflected on Physical Side
The user can change the Load Status on either side.
Asset Processors need to be aware of invalid Asset Locations and how they are being populated.
If an Asset Processor loads a FAD interface, the asset location will always have a Ship To location populate in the Asset Location. This Ship To location overrides the asset location staged on the asset receipt. The asset Processor must update the Location in Basic Add after the asset has been loaded.

This is another good reason to load Physical Assets on time. A Physical Asset will always have the correct Asset Location identified on the Receipt.
Here is an example of an FAD asset Interface that is pending. The Physical Asset was not loaded on time and the FAD was created by the voucher. The location is now the Ship To Location. This Location will have to be updated after the FAD is loaded.
In order to update the location, a new location row must be inserted in Basic Add. If the Location is not updated, the Asset Physical Inventory extract will be inaccurate.
Questions
Please share this information with your co-workers. As a reminder please feel free to contact us for “refresher” training.