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Run Control ID

A Run Control ID is an identification code that represents a set of selection criteria for a report or process. A Run Control ID is required to run most on-line reports. In selecting a run control ID, you may add a new value or select an existing value. Reports that you want to save and run frequently, users should assign a run control that will only be used for running that particular report.

You should design a run control naming convention that makes it easy for you to identify the corresponding report. For example, there are three Trial Balance reports that are run monthly to prepare agency's' CFSRs. One is for SID 10010, one is for SID 10020 and one is for the rest of the SIDs. Suggested run control IDs for these reports are Monthly_PS, Monthly_OE, and Monthly_SIDs respectively.

The screenshot below is an example of a Run Control ID page. The page contains two tabs: one for finding an existing run control ID, and one for adding a new value. The page also gives the user the ability to search for existing run control IDs. Once a user creates a new run control ID, it is added to a list of existing IDs that are specific to a Core-CT user ID and logon. Run control IDs can not be deleted, so it is important to establish a naming convention that can be easily identified and effectively managed.

Running Reports in Core-CT

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In general, running online reports can be broken down into three basic steps:

1. Enter a Run Control ID
2. Enter Report Parameters and Save
3. Run the Report (click the Run button)

Once the Run button is clicked, users should:

1. Ensure you have selected the correct report on the Process Scheduler page. Click OK
2. Click the Process Monitor link
3. Click the Refresh periodically until the report shows both Success and Posted
4. Click the Details link
5. Click the View/Log Trace link
6. Click the PDF link to open the report

Detailed instructions for running reports can be found on the Core-CT web site in a number of locations. The online reporting catalog has a section on running reports located at <http://www.core-ct.state.ct.us/reports/running.asp>. Additionally, there is a Reporting Job Aid located at http://www.core-ct.state.ct.us/docs/reporting_mstr.doc that links to detailed instructions for running reports in specific modules. This includes both Financial and HRMS reports.

Downloading Reports to Excel

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Many times users have the option of creating a report in formats other than PDF, and these alternate formats are designed to facilitate the manipulation and analysis of information in Excel. The most common alternate format type is the comma separated value (csv) format. Where a CSV report has been designed as an integral piece of the report design, it will be displayed on the View/Log Trace page as a file type along with the PDF report.

Users can also select CSV from the Process Scheduler page as the report delivery file type. Users should exercise caution when using this option since the report being delivered may look like the PDF report with the exception that it is in an Excel compatible format. Users may need to edit and format the retrieved information in order for it to be useful for analysis purposes.

Queries run in the EPM environment generally require being processed in Excel before further analysis can be done. EPM only provides data. When you create a query, you are generally looking to do one of two things: find a specific piece of information, or draw conclusions from a larger data set. A simple query might give you specific information. To analyze a larger data set, you will need to use a separate tool. See the Manager Guide for EPM for more information about preferred Excel knowledge. (<http://www.core-ct.state.ct.us/financials/mgr/epm.doc>)

Journal Source Types

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Entering online or spreadsheet journals can be a challenge, especially when it comes to selecting the proper Source type. There are thirty-two to choose from. Fortunately, most of these Source Types are either system generated or restricted to central users such as Comptroller's Budget and Finance unit.

For most users there are four Source Types you need to be aware of:

- ONL - Online
- PC - Payroll Correction
- DC - Deposit Correction
- SSJ – Spreadsheet journal

Additionally, there are three Source Types reserved for the Department of Transportation. They are:

- 160 - DOT 160 Additives
- 161 - DOT 161 Additives
- 162 - DOT Workers Comp Allocation

Entering Parameters

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A parameter is a restriction placed on a run control in order to limit the information returned on a query or in a report. Parameters allow the user to find the precise information they are looking for without having to sort through a lot of extraneous information.

For example, when reporting general ledger information users would indicate that they are interested in seeing one or more Department values. By specifying the Department values to be displayed, users are excluding all of the other Department values that are available to be queried. This means users able see information needed and not just information that is available to see.

In EPM, parameters are called criteria but they serve the same function to narrow your search for information.

Entering Chartfields

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Chartfields are the key data fields and values used on transactions to specify an accounting distribution. Each ChartField is used to record a specific type of financial data. A combination of ChartFields defines an account distribution used to create journal entries in the general and subsidiary ledgers. The ChartFields used in the accounting system are:

- Business Unit
- Fund
- Department
- SID
- Program
- Account
- Project
- ChartField 1
- ChartField 2
- Budget Reference

For information about Chartfields, their definitions and values, see the Chartfield section of the State Accounting Manual. <http://www.osc.state.ct.us/StateAcct/chartfields/chartfields.htm>

Periods in Core-CT

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Accounting Period is based on the month in the fiscal year. Connecticut uses a fiscal year that begins on July 1 and ends on June 30. This means that the first month of the fiscal year is July. In the Core-CT accounting system that is Accounting Period 1. Below is a chart that maps the month to the accounting period.

Month	Accounting Period
July	1
August	2
September	3
October	4
November	5
December	6
January	7
February	8
March	9
April	10
May	11
June	12

Adjustment period: In addition to the twelve accounting periods there is also an accounting period called 998, which is used by agencies to post adjusting entries at the end of the fiscal year. The Comptroller uses an additional two accounting periods for internal processing. They are listed below.

- Period 0 is used by the Comptroller's Office to roll forward continuing fund balances
- Period 998 is used for adjusting entries after the fiscal year has ended.
- Period 999 is used by the Comptroller's Office for the closing entries necessary to officially close the fiscal year.

Budget Period

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A budget period represents a time segment that the system uses to divide budgets. Core-CT uses budget period to define the state fiscal year. For example, budget period 2009 is used to define budgets for FY2009. Transactions processed in FY2009 will budget check against budgets with a 2009 budget period.

Ledgers in Core-CT

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There are two types of ledgers in Core-CT: Actual ledgers which are part of the general ledger; and Budget ledgers which are part of Commitment Control.

The General Ledger module is the 'book of record' for the State of Connecticut. The 'Actual' transactions are recorded in the general ledger. The other modules that make up Core-CT create accounting entries that are recorded in that source module and then passed to the general ledger for posting to the appropriate ledger (MOD_ACCRL, ACCRUAL, or MOD_CASH). From this posted accounting data, you can obtain both detail and summary accounting information and produce numerous financial reports for your agency.

The Commitment Control module is tightly integrated with General Ledger. Commitment Control is used for budgetary control. It refers to the process of defining and tracking the actual expenses incurred through each module. Commitment control limits spending by comparing the actual expense or expenditure against approved annual appropriations and includes pre-encumbrances (requisitions), encumbrances (purchase orders) and expenditures (vouchers).

For a more detailed description of the ledgers that are used in Core-CT see the General Ledger / Commitment Control manager guide.

http://www.core-ct.state.ct.us/financials/mgr/gl_comm_cntrl.doc

Pivot Tables in Excel

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A Pivot Table allows an Excel user to analyze large amounts of data very quickly. Excel does this by synthesizing the raw data and creating a table that summarizes that information. The table allows you see the contents of one or more variables at the same time using a drag and drop methodology so you can quickly get new views of the data. Additionally, by double clicking on a data element, you can drill down to the detail rows that make up the summary.

Three key reasons for organizing data into a Pivot Table are:

- To summarize the data contained in a lengthy list into a compact format
- To find relationships within the data that are otherwise hard to see because of the amount of detail
- To organize the data into a format that's easy to chart

The Pivot Table also allows you to include or exclude whatever list data you like. The only information that is displayed is the information you need for your analysis. Expanding the display can be done efficiently through the drag and drop feature.

You can easily chart the data organized into a Pivot Table. The Pivot Table simplifies the process because it obtains subtotals automatically and puts them in a range you can immediately use for charting.

For more information on creating and using Pivot tables please see the Microsoft website.

http://www.microsoft.com/dynamics/using/excel_pivot_tables_collins.mspix

Wildcards

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When entering the selection criteria in Core-CT, you may include wildcards. These wildcards assist you in finding the exact information you need. Unless you enter one of the following wildcards, General Ledger assumes that you want an exact match:

Wildcard	Description
% (Percent Sign)	Match one or more characters
_ (Underscore)	Match any single character
? (Question Mark)	Match any single character.
! (Exclamation Mark)	If first character, negate the user (not equal or not like).
~ (Tilde)	Represents a blank character—this should not be used with any other characters or wildcard symbols.
\ (Back Slash)	Escape character—don't treat the next character as a wildcard

For example, you can search for all Departments within an agency by typing the three letter agency acronym and then the % sign (e.g. MHA%).