Core-CT User Group Meeting

Accounts Receivable
Billing
General Ledger
EPM

January 2010

Room 1002

Core-CT

Agenda

- **Welcome**
  - Donalynn Black
- Billing
  - Chris Marchese
- Accounts Receivable
  - Lynn Sheldon
  - Tony Torcia
- General Ledger
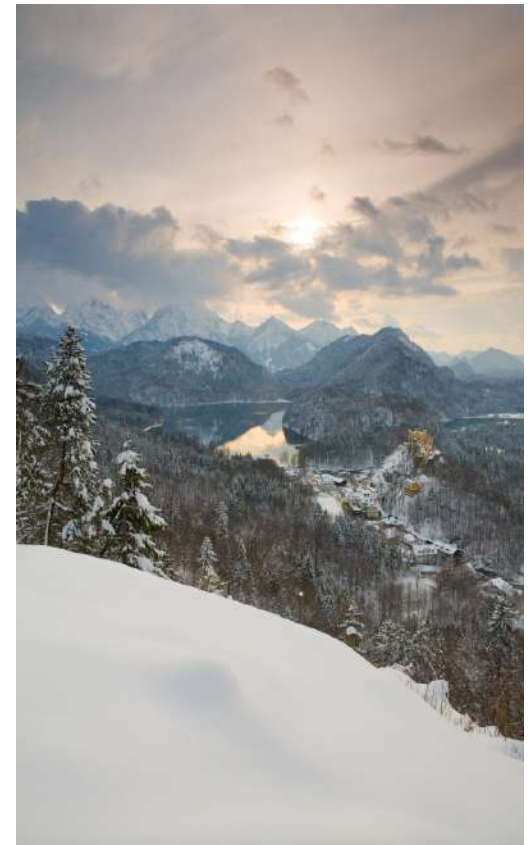 - Joan Skripol
  - Donna Braga
- EPM
  - Barbara Jacius
- Closing

Core-CT

Welcome

- **GRID Architecture**
  - **Processing 40% faster**
- **Security Reminder**
  - **New employees**
  - **Transferring employees**
  - **Employees with new duties**
- **UPK – User Productivity Kit**
  - **What is this?**
  - **Where is it?**

UPK – Training on the Fly

Agenda

❅ **Welcome**
  ❅ Donalynn Black
❅ Billing
  ❅ Chris Marchese
❅ Accounts Receivable
  ❅ Lynn Sheldon
  ❅ Tony Torcia
❅ General Ledger
  ❅ Donna Braga
  ❅ Joan Skripol
❅ EPM
  ❅ Barbara Jacius
❅ Closing

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Billing Topics

- **Hot Topics**
  - Customers and Bill Types

- **Core-CT Edits for Grant Related Accounting (*per OSC Memo 2009-39*)**
  - Combo Edit and Hard Edits

- **UPK (*User Productivity Kit*)**
  - Benefits of UPK

Hot Topics

- **Customers**
  - State
  - Federal
  - External

- **Bill Types**
  - ET, ST & GT
  - FED
  - EXT
  - Other

Customers

- **State Customers**
  - Maintained and entered by Core-CT
    - Example: AES001 - Agriculture Experiment Station

- **Federal Customers**
  - Maintained and entered by Core-CT
    - Example: FED001 - Department of Aging

- **External Customers**
  - Maintained and entered by Agency
  - Unique Customer ID's
    - System Generated or Manually Entered

Hot Topics

– **Customers**
  - State
  - Federal
  - External

– **Bill Types**
  - ET, ST & GT
  - FED
  - EXT
  - Other

Bill Types

- **ET, ST & GT**
  - State Customers Only

- **FED**
  - Federal Customers Only

- **EXT**
  - External Customers Only

- **Other Bill Types**
  - Created upon request of Agency

Billing Topics

– **Hot Topics**
  - Customers and Bill Types

– **Core-CT Edits for Grant Related Accounting (*per OSC Memo 2009-39*)**
  - Combo Edit and Hard Edits

– **UPK (*User Productivity Kit*)**
  - Benefits of UPK

Core-CT Edits for Grant Related Accounting (per OSC Memo)

- Grant Combo Edit
- Bill Type GT Hard Edit
- Restricted Grant Revenue Accounts Hard Edit
- Grant Expenditure Accounts Hard Edit

Grant Combo Edit

– **To ensure Fund Code with Grant Accounts**

- **Fund Codes**
  - 12060: Federal & Other Restricted Act
  - 12062: Transportatn Gr & Restrct Acct

- **Account Codes**
  - 47100: Grant Transfer Fed Grant-Restr
    - » SID's in the 2xxxx Range
  - 47200: Grant Transfer Non-Fed-Restr
    - » SID's in the 3xxxx/9xxxx Range
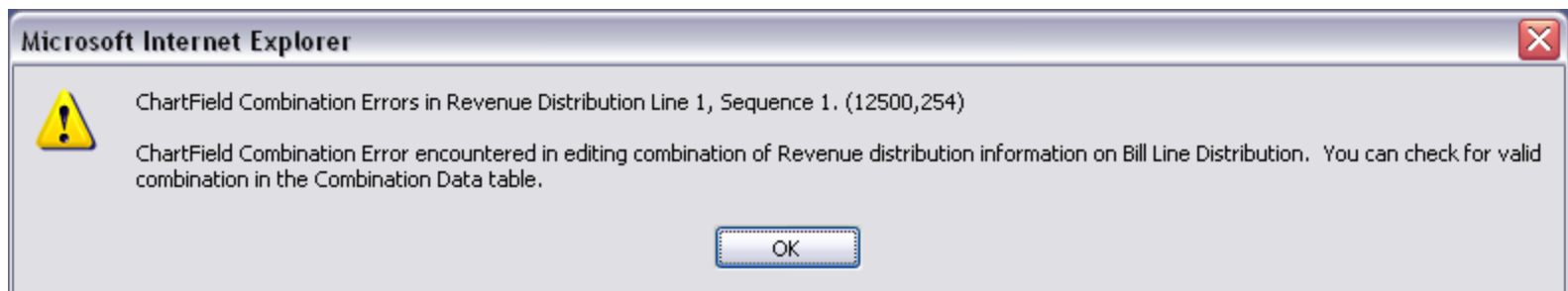 - 55110: Transfer-Grant-State Agencies

Grant Combo Edit

Bill Line

Seq	Line	Identifier	Description	Net Extended
1			GRANT_ACCT Combo Edit	25.00

BI Creates GL Acct Entries

Bill Line Distribution - Revenue   Customize | Find | View All | ▦   First ◄ 1 of 1 ► Last

Acctg Information | Reference Information | ▦

	Code	Fund	Dept	SID	Program	Account	ChartField 1	ChartField 2	Bud Ref	Project
+ −		13007	DEP43111	30001		47200			2010	

Percent: 100.00   **Amount:** 25.00   **Gross Extended:** 25.00

Microsoft Internet Explorer   ⚠ ✕

⚠ ChartField Combination Errors in Revenue Distribution Line 1, Sequence 1. (12500,254)

ChartField Combination Error encountered in editing combination of Revenue distribution information on Bill Line Distribution. You can check for valid combination in the Combination Data table.

[OK]

Core-CT Edits for Grant Related Accounting (per OSC Memo)

- Grant Combo Edit
- **Bill Type GT Hard Edit**
- Restricted Grant Revenue Accounts Hard Edit
- Grant Expenditure Accounts Hard Edit

Bill Type GT Hard Edit

- **GT Charge Codes**
  - GT_47100
  - GT_47200

- **Restricted Grant Revenue Accounts Only**
  - 47100
  - 47200

Bill Type GT Hard Edit

Search Results

View All				First ◄ 1-2 of 2 ► Last	
Identifier	**Effective Date**	**Description**	**Unit of Measure**	**List Price**	**Distribution Code**
GT_47100	01/01/2005	CFDA#	EA	0	GT_47100
GT_47200	01/01/2005	(blank)	EA	0	GT_47200

Bill Line

Seq	Line	Table	Identifier	Description
1		ID 🔍	GT_47100 🔍	CFDA# 10.200

Bill Line

Seq	Line	Identifier	Description	Net Extended
1		GT_47100	CFDA# 10.200	0.00

BI Creates GL Acct Entries

Bill Line Distribution - Revenue   Customize | Find | View All | 🎞   First ◄ 1 of 1 ► Last

Acctg Information | Reference Information | 🖼️

		Code	**Fund**	**Dept**	**SID**	**Program**	**Account**	**ChartField 1**	**ChartField 2**	**Bud Ref**	**Project**
➕	➖	GT_47100	🔍	🔍	🔍	🔍	47100	🔍	🔍	🔍	🔍

Percent: 100.00   **Amount:** 0.00   **Gross Extended:** 0.00
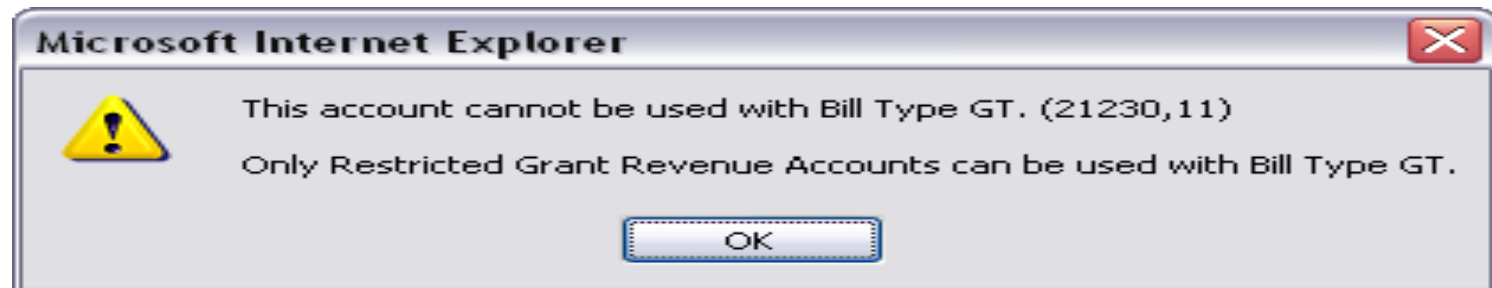
Bill Type GT Hard Edit

- **GT Charge Codes**
  - GT_47100
  - GT_47200

- **Restricted Grant Revenue Accounts Only**
  - 47100
  - 47200

Bill Type GT Hard Edit

Bill Line

Seq	Line	Identifier	Description	Net Extended
1			Bill Type GT Hard Edit	50.00

BI Creates GL Acct Entries

Bill Line Distribution - Revenue   Customize | Find | View All | ⬛   First ◀ 1 of 1 ▶ Last

Acctg Information | Reference Information | ⬛

		Code	Fund	Dept	SID	Program	Account	ChartField 1	ChartField 2	Bud Ref	Project
➕	➖		12060	AES48051	30007		45500			2010	

Percent: 100.00   **Amount:** 50.00   **Gross Extended:** 50.00

Microsoft Internet Explorer

⚠️ This account cannot be used with Bill Type GT. (21230,11)

Only Restricted Grant Revenue Accounts can be used with Bill Type GT.

OK

Core-CT Edits for Grant Related Accounting (per OSC Memo)

- Grant Combo Edit
- Bill Type GT Hard Edit
- Restricted Grant Revenue Accounts Hard Edit
- Grant Expenditure Accounts Hard Edit

Restricted Grant Revenue Accounts Hard Edit

- **Accounts 47100/47200 are Restricted Grant Revenue Accounts**
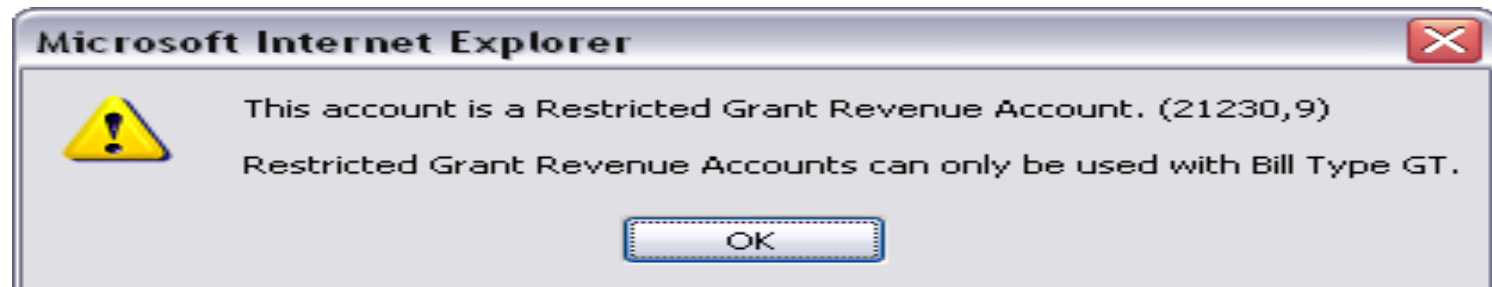 - GT Bill Type Only

Restricted Grant Revenue Accounts Hard Edit

Core-CT Edits for Grant Related Accounting (per OSC Memo)

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- Grant Expenditure Accounts Hard Edit
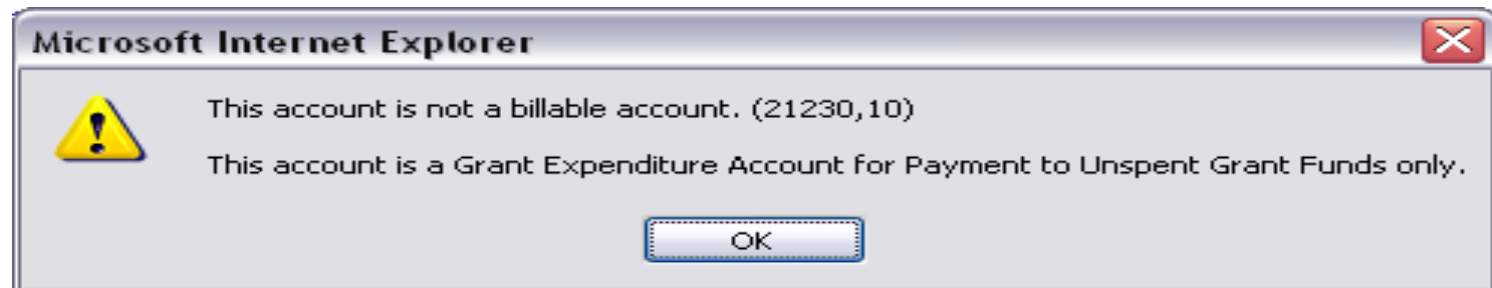
Grant Expenditure Accounts Hard Edit

- **Accounts 55040/55080 are Grant Expenditure Accounts**
    - Primary use is to voucher back unspent Grant money
    - These Accounts are Not Billable

Grant Expenditure Accounts Hard Edit

Bill Line					
Seq	**Line**	**Identifier**	**Description**	**Net Extended**
1			Accounts 55040/55080 Hard Edit	75.00
BI Creates GL Acct Entries				

Bill Line Distribution - Revenue　　　　　Customize | Find | View All |　First ◀ 1 of 1 ▶ Last

Acctg Information　Reference Information

		Code	**Fund**	**Dept**	**SID**	**Program**	**Account**	**ChartField 1**	**ChartField 2**	**Bud Ref**	**Project**
+	−		12060	AES48011	20100	00000	55040			2010	AES_NONPROJECT

Percent: 100.00　**Amount:** 75.00　**Gross Extended:** 75.00

Microsoft Internet Explorer ✕

⚠ This account is not a billable account. (21230,10)

This account is a Grant Expenditure Account for Payment to Unspent Grant Funds only.

[OK]

Billing Topics

- **Hot Topics**
  - Customers and Bill Types

- **Core-CT Edits for Grant Related Accounting (*per OSC Memo*)**
  - Combo Edit and Hard Edits

- **UPK (*User Productivity Kit*)**
  - Benefits of UPK

UPK (User Productivity Kit)

- **UPK Navigation:**
  - Core-CT Homepage → User Productivity Kit (UPK) → UPK Exercises → Billing

- **Will replace existing WLA**

- **Different Modes**
  - See It ✓
  - Try It ✓
  - Know It ✓

- **Links to a printable Job Aid for your records**

Agenda
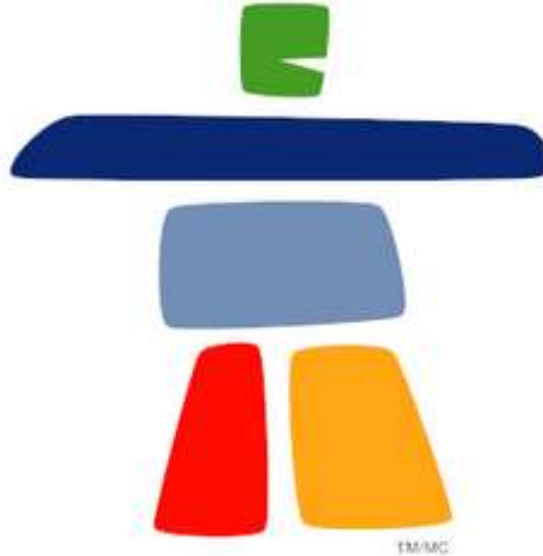
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AR Topics

- **Reminders**

- **Collection Procedures**

- **UPK**

- **New Procedure**

- **New Job Aids**

- **Month End Closing**

- **Grant Coding-Comptroller's Memo 2009-39**
  - **Tony Torcia**

Reminders

❄Close out all OA's as soon as you create them. Don't let them sit until month end.

❄Do not correct coding or previous deposit errors on a Direct Journal. Use GL journals (online or SSJ) with a source of "DC" (for Deposit Correction).

❄Debtor agencies need to communicate with their creditor agencies if they are short paying a bill. The creditor needs to know if the funds will be coming in the future, or if there is a dispute. Use Conversations.

❄When running Dunning, do not use STATE as the SetID on the run control, it must be your Business Unit. Set up specific run controls for each process.

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Collection Procedures

Review Open Items Older than One Year

Follow the Procedures for Collection and Write Off - Core-CT AR Job Aid- How to Write Off a Bill Using a Credit

http://www.core-ct.state.ct.us/user/finjobaids/docs/write_off_bill.doc

Comptroller's Memo 2000-15

http://www.osc.state.ct.us

OPM Policy for Uncollectible Accounts

http://www.ct.gov/opm

DAS Collections-Kathy Sobieski

860-713-5459

Debt Collection DAS Procurement Contract

04PSX0061

Collection Procedures

STATE OF CONNECTICUT
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT DIVISION
165 Capitol Avenue, 5th Floor South
HARTFORD, CT 06106-1659

CONTRACT AWARD NO.:	04PSX0061
Contract Award Date:	22 April 2004
Bid Due Date:	25 March 2004
SUPPLEMENT DATE:	30 September 2009

CONTRACT AWARD SUPPLEMENT #5
IMPORTANT: THIS IS **NOT** A PURCHASE ORDER. DO **NOT** PRODUCE OR SHIP WITHOUT AN AGENCY PURCHASE ORDER.

DESCRIPTION:

Debt Collection Services

FOR:

**All Using State Agencies,
Political Subdivisions and
Not-for-Profit Organizations**

TERM OF CONTRACT / DELIVERY DATE REQUIRED:

**May 1, 2004 through April 30, 2009
Extended through October 31, 2010**

AGENCY REQUISITION NUMBER: 00014034

CHANGE TO IN STATE (NON-SB) CONTRACT VALUE	CHANGE TO DAS-CERTIFIED SMALL BUSINESS CONTRACT VALUE	CHANGE TO OUT OF STATE CONTRACT VALUE	CHANGE TO TOTAL CONTRACT AWARD VALUE
-	-	$500,000.00	$500,000.00 – Est. Increase*

NOTICE TO CONTRACTORS: This notice is not an order to ship. Purchase Orders against contracts will be furnished by the using agency or agencies on whose behalf the contract is made.
INVOICE SHALL BE RENDERED DIRECT TO THE ORDERING AGENCY.
*NOTE: Dollar amounts listed next to each contractor are possible award amounts, however, they do not reflect any expected purchase amounts (actual or implied). They are for CHRO use only.
NOTICE TO AGENCIES: A complete explanatory report shall be furnished promptly to the Procurement Manager concerning items delivered and/or services rendered on orders placed against awards listed herein which are found not to comply with the specifications or which are otherwise unsatisfactory from the agency's viewpoint, as well as failure of the contractor to deliver within a reasonable period of time specified. Please issue orders and process invoices promptly.
CASH DISCOUNTS: Cash discounts, if any, shall be given SPECIAL ATTENTION, but such cash discount shall not be taken unless payment is made within the discount period.
PRICE BASIS: Unless otherwise noted, prices include delivery and transportation charges fully prepaid f.o.b. agency. No extra charge is to be made for packing or packages.
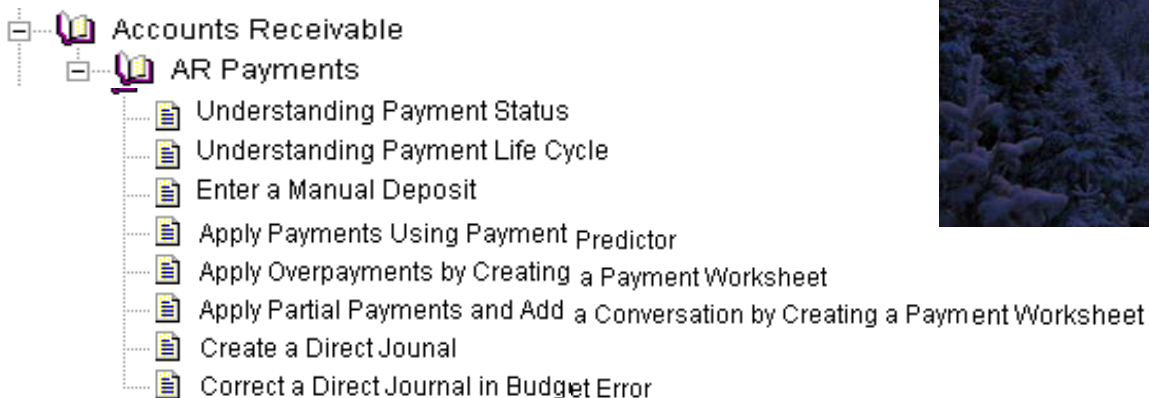
PLEASE NOTE:

• **This contract has hereby been extended through October 31, 2010.**

UPK

UPK: User Productivity Kit

- Now available for Accounts Receivable on the Core-CT website


```
⊟ 📖 Accounts Receivable
   ⊟ 📖 AR Payments
        📄 Understanding Payment Status
        📄 Understanding Payment Life Cycle
        📄 Enter a Manual Deposit
        📄 Apply Payments Using Payment Predictor
        📄 Apply Overpayments by Creating a Payment Worksheet
        📄 Apply Partial Payments and Add a Conversation by Creating a Payment Worksheet
        📄 Create a Direct Jounal
        📄 Correct a Direct Journal in Budget Error
```

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New Procedure

❋ New Expenditure Code for Unrecovered Deductions from Employees' Paychecks

❋ Account Code 50230

❋ Questions about deductions- call Mark Bissoni at 860-702-3451

❋ OSC-BFA created GL journals to reclassify

❋ Accounting questions- call Julie Wilson or Tony Torcia at OSC-BFA

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New Job Aids

State of Connecticut

Core-CT

Core-CT Financials

Accounts Receivable Job Aids

Deposit Problems – What to Do?

Direct Journal - Budget Errors

 - EPM Query - CT_CORE_AR_DIR_JRNL_BDGT_ERROR

Month End Closing

MONTH END CLOSING FOR ACCOUNTS RECEIVABLE

❄ Complete All Deposits with an **Accounting Date** in the closing month. Any deposits not processed by the close will be put into Pending Receipts by OSC.

❄ Process all On-Account Payments (OA's).

❄ Month End email sent out to let Users know which day AR will be closing. Normally, four business days are given, must be done before the 10AM Batch.

❄ Complete all Maintenance Worksheets with **Accounting Date** in the closing month.

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Month End Closing

Month End Closing
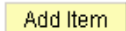
Worksheet Application

Unit: CATM1   **Worksheet ID:** 48   **Currency:** USD   **Accounting Date:** 12/14/2009   **Reason Code:** ⬚ 🔍   Anchor Information

Item Action
Entry Type: Offset an Item ▼   **Reason:** ⬚ 🔍

Row Selection
Choice: Select Range ▼   **Range:** ⬚ Go

Display Control
Display: All Items ▼ Go 🔄

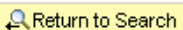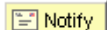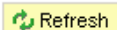### Item List

Customize | Find | View All | 🎟   First ◀ 1-2 of 2 ▶ Last

| Detail 1 | Detail 2 | Detail 3 | Detail 4 | Detail 5 | Detail 6 |

	Seq Nbr	Sel	Item Balance	Currency	Item ID	Line	Type	Reason	Unit	Customer		
📋	1	☐	2,060.00	USD	GT03333	1	MT 🔍	⬚ 🔍	CATM1	DPW001	➕	➖
📋	2	☐	-2,060.00	USD	GT03350	1	MT 🔍	⬚ 🔍	CATM1	DPW001	➕	➖

Add Item   Group View   Revenue Distribution

Balance
Dr: 0.00   **Cr:** 0.00   **Adj:** 0.00   **Net:** 0.00   **WO:** 0.00   **Ref:** 0.00

Worksheet Selection   Worksheet Application   Worksheet Action

💾 Save   🔍 Return to Search   📧 Notify   🔄 Refresh

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Month End Closing

Month End Closing

Month End Closing

Worksheet Action

Unit: CATM1   **Worksheet ID:** 48   **Accounting Date:** 12/14/2009

Status: Do Not Post

Worksheet Action	Posting Action	Accounting Entry Action
Delete Worksheet	Action: Do Not Post ▼ OK	Create/Review Entries
Delete Maintenance Group		

Worksheet Selection   Worksheet Application   Worksheet Action

💾 Save   🔍 Return to Search   ✉ Notify

Delete worksheet CATM1, 48: Are you sure? (6050,33)

Are you sure that you want the current worksheet to be deleted?

Yes   No

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Accounts Receivable

Any Questions?
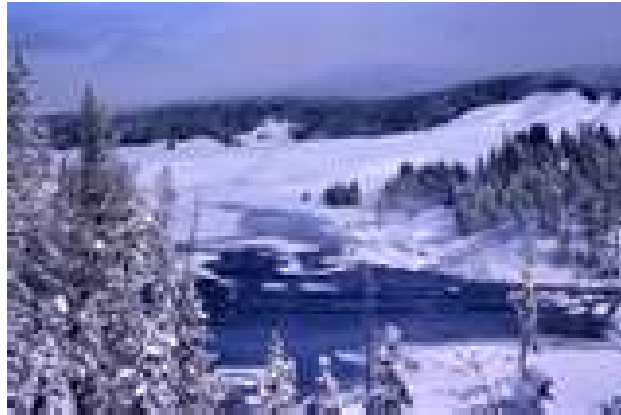
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Break

Core-CT

Grant Transfer Coding
Comptrollers Memo 2009-39

☺ What is a Grant Transfer

☺ Edits in Core to assist users

☺ Examples of Correct Coding

☺ Examples of Incorrect Coding

☺ Returning Unspent Funds

☺ Correct GT Coding through spreadsheet journals

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Grant Transfer Procedures

- Comptroller's Memorandum 2009-39 – Published December 8, 2009

- For Central Accounting purposes, **only intra-agency transfers within fund 12060 or 12062 are true "Grant Transfers"**

- For example, if there is a statutory transfer from the   General Fund to fund 12060, it is not a "Grant Transfer" for Central Accounting purposes

- **Grant transfers can only occur within fund 12060 or fund 12062**

What is Grant Transfer Coding

Grant Transfers – State Agencies intra fund 12060/12062

- The Creditor Agency (deposit side) creates a bill type (GT) and codes to Account 47100 for (Federal) or 47200 for (Non-Federal)

- The Debtor Agency (payment side) issues voucher for the payment using Account 55110- "Transfer Grant-State Agency". The Invoice Id must be the same as the "GT" bill

Grant Transfers – Unspent, Return of Funds

- The billing agency creates Bill type "ET" for Unspent Remainder and codes to Account 55110 to deposit return of grant funds

- The paying agency issues Voucher using Account 55040- "Grant Funds Returned/Grant Refunds" to return unspent grant funds

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Examples of Non GT Coding

Grant Transfers, NOT from/to fund 12060 & 12062

- Grantee on the deposit side uses bill type "ST" account 47300- "Grant Transfer Other" for "FA" and "NA" funding type grants

- Higher ED agency grantee uses bill type "ST" and 47300 or other appropriate revenue account

- Grantor on the payment side uses 55120- "Transfer Grant Expend. State Agency" or other appropriate expenditure account

Core-CT
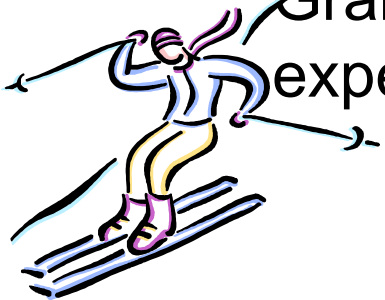
Return of Unspent Funds (non GT)

Grant payment NOT from/to12060/12062

Return of Unspent Funds - Non GT

– On the payment side use account 55080- "State Aid Grant State Agency"

– On deposit side credit account 55120- "Transfer Expend State Agency" or a more specific account if more appropriate

– The bill type is "ET"

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Grant Transfer Coding

<u>VALID GRANT TRANSFER CODING</u>

– "GT" bill is ONLY allowed for funds 12060 and 12062

– Accounts 55110, 47100 & 47200 are ONLY used for intra-fund transfers

– Rules have been put in place for VALID accounts and funds combinations entered in all modules

Grant Transfer Coding

– INCORRECT Coding : Transfers

BU	Amount	Account	Voucher	Fund	SID	Inv. Id	Pay. ID	Side
DEPM1	$ 21,901	55110	00084391	12060	21729	ST23210	078562	Payment
UOCM1	$ -21,901	45610		12022	40001	ST23210	078562	Deposit
CSUM2	$242,000	51620	00003005	12019	40001	GT03259	078679	Payment
DPWM1	-$242,000	47200		12060	40001	GT03259	078679	Deposit

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Grant Transfer Coding

– CORRECT Coding : Transfers

BU	Amount	Account	Voucher	Fund	SID	Inv. Id	Pay. ID	Side
DEPM1	$ 21,901	**55120**	00084391	12060	21729	ST23210	078562	Payment
UOCM1	$ -21,901	45610		12022	40001	ST23210	078562	Deposit
CSUM2	$242,000	51620	00003005	12019	40001	GT03259	078679	Payment
DPWM1	-$242,000	**47300**		12060	90267	GT03259	078679	Deposit

Grant Coding

– CORRECT Coding : Return of unspent funds

BU	Amount	Account	Voucher	Fund	SID	Inv. Id	Pay. ID	Side
DCFM1	$ 400	55040	00073452	12060	20651	ET23619	079145	Payment
SDEM1	$ -400	55110		12060	20742	ET23619	079145	Deposit
DHEM1	$7,500	55080	00012427	11000	12214	ET23900	079150	Payment
DPWM1	$ -7,500	55120		12060	90267	ET23900	079150	Deposit

Grant Transfer Coding

Corrections and Other Comments

❖ Correct grant transfer coding errors via spreadsheet journal only

❖ Communication is essential between the AR and AP business units for correct GT coding billing. The agencies need to know if the monies transferred are between the restricted funds.

❖ Monitoring will be performed by OSC and Auditors

❖ Questions, Contact OSC-BFA:
  ❖ Julie Wilson at 860-702-3377
  ❖ Tony Torcia at 860-702-3354

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Grant Transfer Coding

Comptroller's Memorandum

Grant Coding

Any Questions?

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Agenda

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❄ Closing

GL Agenda

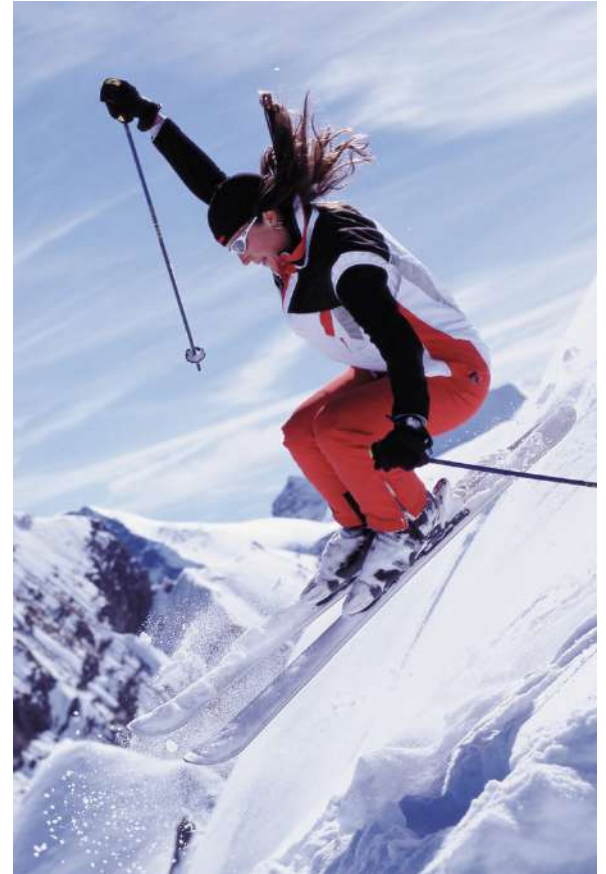**General Ledger** ✓

❄ Reminders

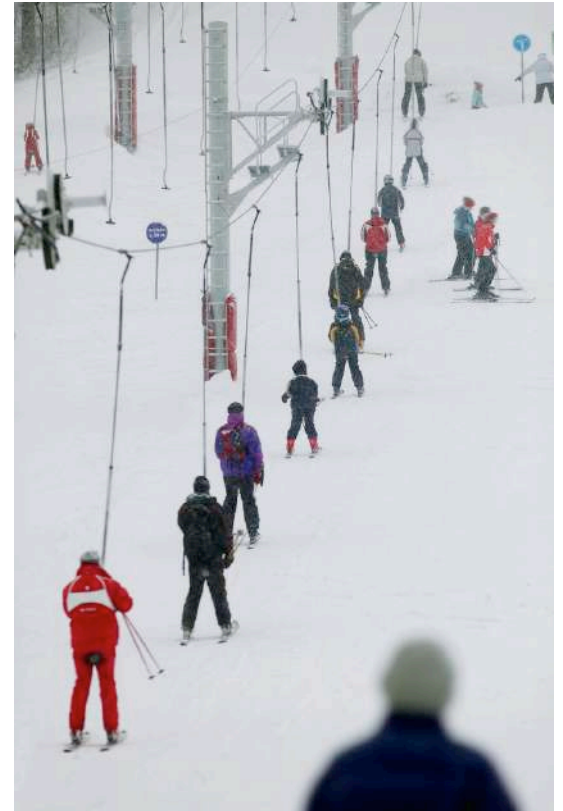❄ User Productivity Kit (UPK)

❄ Original vs. Adjustment Jrnls

❄ GL Reporting

Core-CT

Reminders
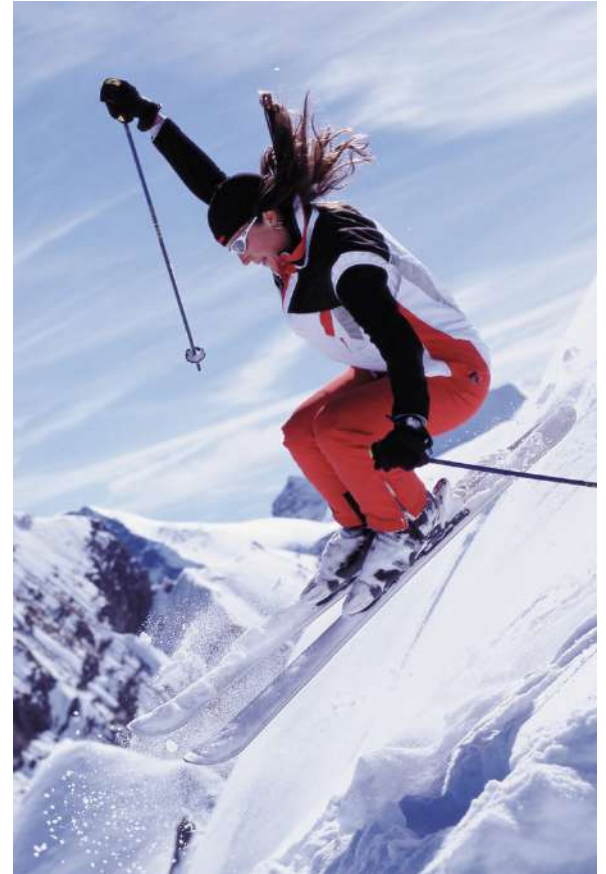

❄ CFSRs are now the only automatically distributed reports

❄ General Ledger Close 15th of the month

❄ Please cancel long running reports

❄ GL Manager's Guide

❄ Reconciliation

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GL Manager's Guide

Core-CT Website > General Ledger Manager's Guide

GL Agenda

General Ledger

❄ Reminders

❄ User Productivity Kit (UPK)

❄ Original vs. Adjustment Jrnls

❄ GL Reporting

UPK
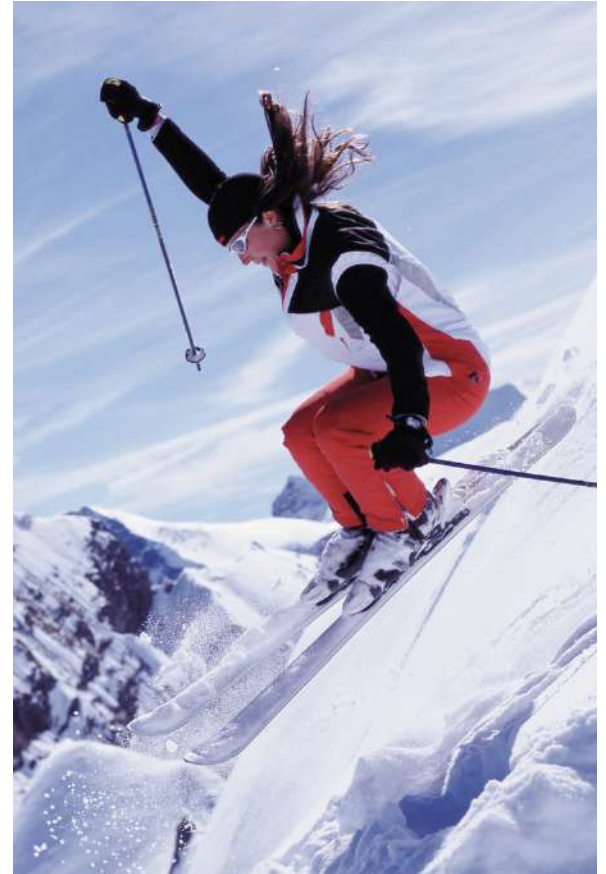
UPK: User Productivity Kit

- Now available for General Ledger on the Core-CT website
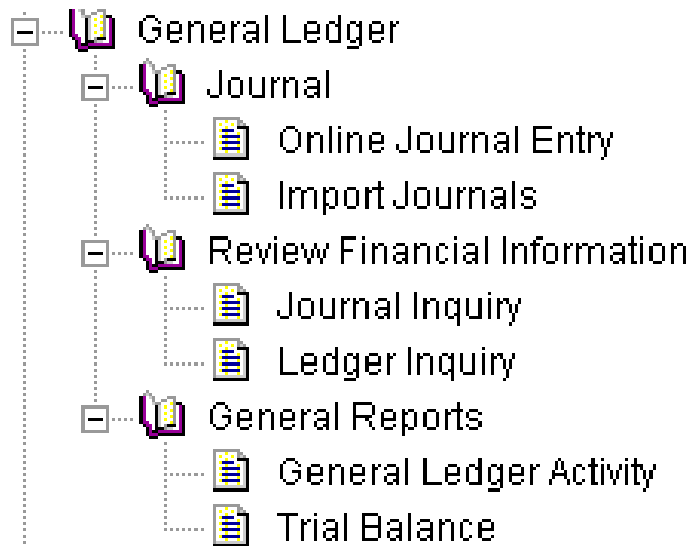
Questions?

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GL Agenda

General Ledger

❄ Reminders

❄ User Productivity Kit (UPK)

❄ Original vs. Adjustment Jrnls

❄ GL Reporting

Core-CT

Budget Journals

Budget Header | Budget Lines | Budget Errors

Unit: STATE **Journal ID:** NEXT **Date:** 01/11/2010

*Ledger Group: KK_AGY1

Control ChartField: Project

Budget Header Status: None

*Budget Entry Type: Adjustment

Parent Budget Options

☐ **Generate Parent Budget(s)**
☐ **Use Default Entry Event**
Parent Budget Entry Type:

Fiscal Year: 2010 **Period:** 7

*Currency: USD

Rate Type: CRRNT

Exchange Rate: 1.00000000

Cur Effdt: 01/11/2010

Budget Type: Expense

Long Description:

Original vs. Adjustment

💾 Save ✉ Notify 🔁 Refresh 📋 Add

GL Agenda

General Ledger

❄ Reminders

❄ User Productivity Kit (UPK)

❄ Original vs. Adjustment Jrnls
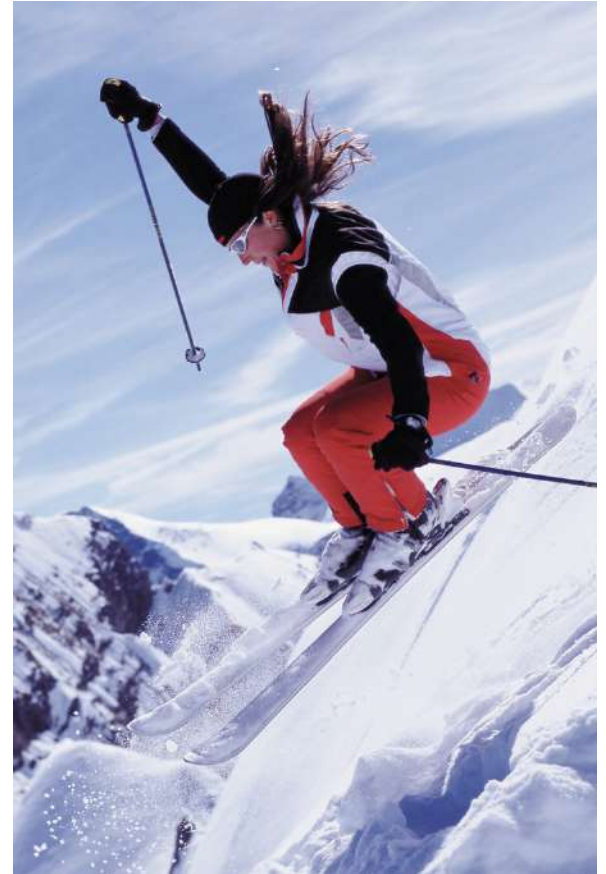
❄ GL Reporting ✓

Core-CT

GL Reporting

❋ **New Reports**

   ❋ Trended Fund Analysis

   ❋ Budget Lapse and Carry Forward

Core-CT

GL Reporting

Commitment Control> Budget Reports> Trended Fund Analysis Report

Trended Fund Analy

Trended Fund Analysis Report

Run Control ID: TRENDED_FUND

Language: English

Report Manager   Process Monitor   Run

*Business Unit: STATE 🔍 State of Connecticut

Budget Type Selection

⦿ Bond Authorization   ○ Appropriation

Period Selection

○ By Budget Year   ⦿ As of Period Each Year

*Fiscal Year From: 2005   ***To:** 2010

As of Accounting Period: 12

Core-CT

GL Reporting

GL Reporting

Sample Trended Fund Analysis Report

GL Reporting

Commitment Control> Budget Reports> Budget Lapse and Carry Forward Report

Budget Lapse and Carry Forward

Run Control ID: BUDGET_LAPSE   Report Manager   Process Monitor   [Run]

*Business Unit: STATE

*Ledger Group: KK_APPROP

*Fiscal Year: 2009   *New Fiscal Year: 2010

[Save] [Return to Search] [Previous in List] [Next in List] [Notify]   [Add] [Upd

Core-CT

GL Reporting

Budget Lapse and Carry Forward Report

GL Reporting

❋ **Coming Soon**

   ❋ Pre-Enc - Encumbrance Report

      ❋ Summary vs. Detail
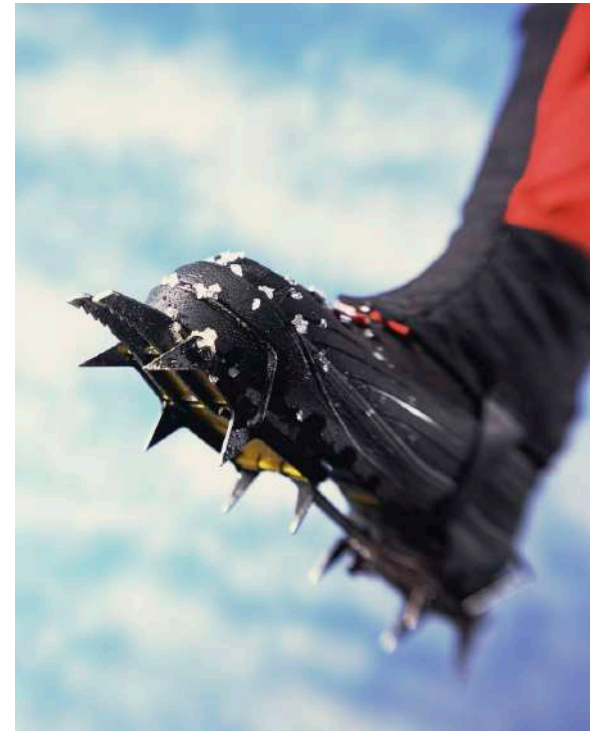
Core-CT

GL Reporting

New Coke vs. Old Coke?

GL Reporting

Pre-Enc/Encumbrance Detail Report – Encumbrance by Distribution Line

Pre-Enc / Enc Detail Report

Run Control ID: DETAIL_ENC   Report Manager   Process Monitor   Run

Language: English

Report Parameters

Business Unit: STATE   ***Budget Period** 2010

*Ledger Group: KK_PC2   ***Budget Reference:** 2010

Chartfield Criteria

*Account: 50000   ***Fund Code:** 12062

*Department: DOT57000   ***Special ID:** 29014

*PC Business Unit DOTM1   **Project** DOT00030109CN

Save   Notify   Add

GL Reporting

Pre-Enc/Encumbrance Summary Report – Encumbrance by Req/PO

Pre-Enc / Enc Summary Report

Run Control ID: SUMMARY_ENC

Language: English

Report Manager   Process Monitor   Run

Report Parameters

Business Unit STATE

*Ledger Group KK_AGY1

*Budget Period 2010

*Budget Reference 2010

Chartfield Criteria

*Account 50000

*Department DOC88100

*Fund Code 11000

*Special ID 10020

Save   Notify   Add

Questions?

Agenda

❄ **Welcome**
  ❄ Donalynn Black
❄ Billing
  ❄ Chris Marchese
❄ Accounts Receivable
  ❄ Lynn Sheldon
  ❄ Tony Torcia
❄ General Ledger
  ❄ Donna Braga
  ❄ Joan Skripol
❄ EPM
  ❄ Barbara Jacius
❄ Closing

EPM/Security Enhancement

New EPM-Only Reporting Role

CT_E_HR_BUDGET_REPORTING

- Gives Fiscal/Budget staff access to relevant HRMS and Payroll Data in EPM for Budget Reporting purposes
- No HRMS access is granted with this role

Core-CT

EPM AR Updates

New Reporting Table

CTW_CUST_CONVER

- This new reporting table includes all accounts receivable customer conversations for a specific business unit. Users will query this table to document all conversations recorded relating to an item or the series of conversations related to a customer.

EPM AR Updates

New Queries

CT_CORE_FIN_AR_CUST_CONVR

- This query returns customer conversations with and without associated item numbers. The user must populate the Qualifier field with an 'I' for Item and the Reference ID of the Item, on the References Tab in Conversations, for item numbers to be associated with a conversation.

EPM AR Updates

New Queries

CT_CORE_AR_DIR_JRNL_BDGT_ERROR

- Assist users in identifying any direct journal deposits that are in the status of Budget Error. Generally, this query would return 0 rows and you would only get results when errors exist. This query should be used as an audit tool and be run daily by agencies to check any errors for correction in Core-CT.

EPM GL Updates

CT_CORE_FIN_GL_OTHER_DEPT_PS (Payroll Reconciliation Query)

- The query identifies personal services (50000 Account) journal entries in the HR Acctg Line table charged by other departments where the journal line reference (paycheck number) does not exist on the agency's corresponding payroll data for that pay period.

EPM GL Updates

New Queries

CT_CORE_FIN_GL_BUD_CARRYFRWRD

Budget Lapse and Carry-Forward query. This query provides the closing and carry-forward balances for an agency by Fiscal Year and Commitment Control Ledger group.

Core-CT

EPM GL Updates

New Queries

CT_CORE_FIN_GL_BUDG_DET_INQ

Budget Details Inquiry - Replicates FN production report, Budget Details Inquiry. Query prompts on Ledger Group, Budget Period, Fiscal Year and a range of Department ID, Account, Fund, and SID. This query uses the EPM reporting table, CTW_LEDG_KK_BAL.

EPM GL Updates

New Queries

CT_CORE_FIN_GL_EXPEND_BY_OBJ

- Expenditures by Object-Query replicates FN GL report, Expenditure Report by Object. Prompts on ranges for Department, Fund, SID, Account and by ledger, fiscal year and accounting period.

EPM Job Aids Update

New

- Catalog of Online Financial Reports and EPM Queries
- EPM Queries added

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

Core-CT

EPM Job Aids Update

Using the Catalog of Online Financial Reports and EPM Queries

- On the On-line page, click *EPM Queries > General Ledger*

EPM Job Aids Update

All Core-CT public queries in the GL Folder will be listed that you can choose to review

- Click the *ct_core_fin_gl_other_dept_ps link*

EPM Job Aids Update

The Public Query detailed Design becomes available.

- At the bottom of the page, click the link below to return to the On-Line Catalog of Reports:

Back to Catalog of Online Reports: EPM Queries

Core-CT

CT_CORE_FIN_GL_OTHER_DEPT_PS

Purpose of Query

PS charges from other Deptids - This query identifies personal services (50000 Account) journal entries in the HR Accounting Line table charged by other departments where the journal line reference (or paycheck number) does not exist on the agency's corresponding Payroll data for a particular pay period. This query prompts for a Deptid, Journal Date (check date) and corresponding Pay End Date.

HRMS Payroll Calendar	
Pay Period End Date	Check Date
1/1	1/16
1/15	1/30
1/29	2/13
2/12	2/27

The Pay Period End Date (Thursday)

The Journal Date is the Check Date (4 weeks later on Friday)

Note: This query prompts for both the journal (paycheck) date and the payroll end date. The journal date and the pay end date will always be four weeks apart.

Folder

GL

Tables

A CTW_HR_ACCTG_LN - HR Accounting Line Rpt
Subquery - B CTW_DET_PAYROLL - Detailed Payroll Rpt

Note: A subquery is a query whose results are used by another query. The main query uses the subquery's result set as a comparison value for a selection criterion.

Prompts

JOURNAL_DATE - Journal Date (Check Date) – (Equal To)

EPM Job Aids Update

- Click the link 'Choosing EPM Queries'

- Click on the Accounts Receivable link

EPM Job Aids Update

- Review explanations provided under the "If you want to:' heading to help you find a general purpose of the query's use.

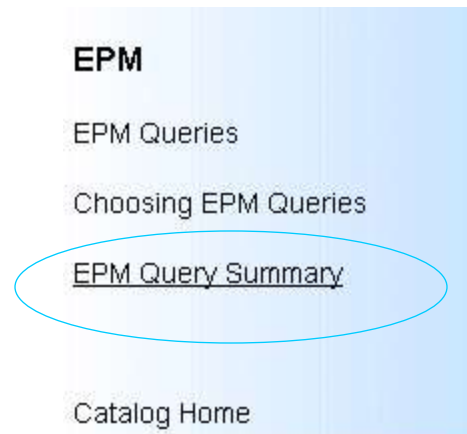- Click on the link to the right to view the query description

EPM Job Aids Update

Click on the EPM Query Summary Link to open a complete spreadsheet of all Core-CT public queries in the On-Line Catalog.

EPM

EPM Queries

Choosing EPM Queries

EPM Query Summary

Catalog Home

Catalog of EPM Queries

Core-CT

majorCat	Category	Query Name	Short Description	Long Description	Comments
EPM	General Ledger	ct_core_budget_status_report	GLS8020 (Budget Status)	Query will return Fund, SID, Ledger information for the accounting period, fund code and department id user prompts on.	June 1, 2009
EPM	General Ledger	ct_core_fin_gl_activity	GL Activity by Acctg Period	EPM version that emulates the GL Activity report. This is a good report to use with a pivot table	June 1, 2009
EPM	General Ledger	ct_core_fin_gl_agy_jrnl_errors	Agency Journal Error Report	Public query for Fin Team of the Journal Transaction Table where Source is (DC, ONL, PC, SSJ) and Journal Header Status in (E,I,T) OR Budget Header Status = E by Deptid and Fiscal Year.	June 1, 2009

EPM Training

Spring 2010!

EPM Intermediate Level Classes

- **FRP 151** AP/PO: Understanding Reporting Table Relationships and Table Joins

Core-CT
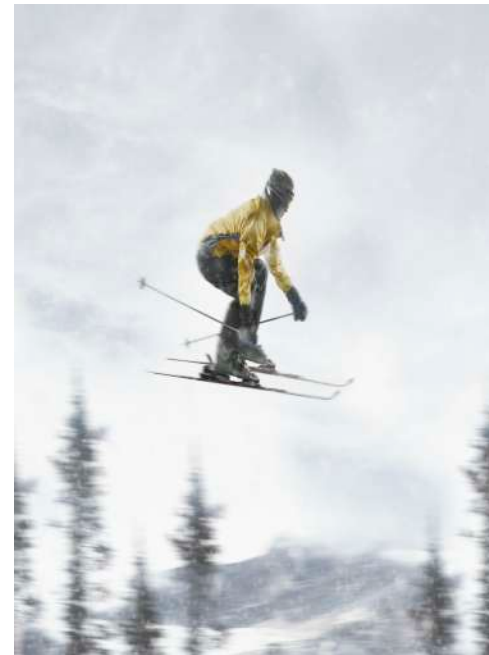
EPM Training

User Productivity Kit (UPK) Tool

- **Online interactive training Tool**

- **Self Service**

- **EPM Introduction Concepts & Steps**

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    ❄Joan Skripol
❄ EPM
    ❄Barbara Jacius
❄ Closing

Core-CT

Closing

Thank you **for your participation today**

We hope this information proved helpful

• Look for this presentation and meeting Q & A's on the Core-CT website

www.core-ct.state.ct.us

• Upcoming User Groups AP/PO/AM 02/23/10 and 2/25/10