

Core-CT User Group Meeting

Accounts Receivable

Billing

General Ledger

EPM

January 2010

Room 1002



Agenda

- ❄ **Welcome**

- ❄ Donalynn Black



- ❄ **Billing**

- ❄ Chris Marchese

- ❄ **Accounts Receivable**

- ❄ Lynn Sheldon

- ❄ Tony Torcia

- ❄ **General Ledger**

- ❄ Joan Skripol

- ❄ Donna Braga

- ❄ **EPM**

- ❄ Barbara Jacius

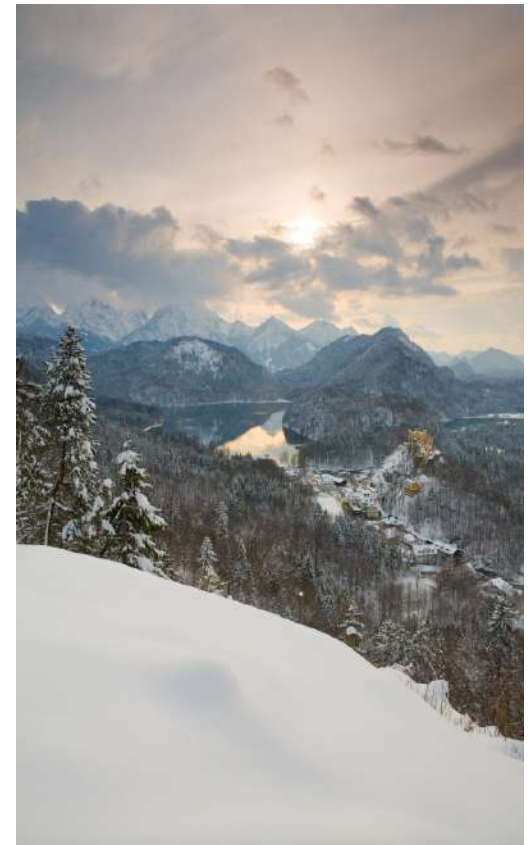
- ❄ **Closing**



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

State of Connecticut



Production

- Production Login Page (All Users)
- Help Desk Information
- HRMS User Support
- Financials User Support
- EPM User Support
- User Training
- Security

Quick Facts

- Core-CT Staff Directories
- Fact Sheet
- User Introduction

Core-CT News

- Core-CT Daily Mails and Hot Topics
- Document Library
- Presentation Library
- Core-CT Calendar
- News Archives

Site Navigation

- How to Use This Site
- Site Map
- Search this Site
- Back to Home Page

Welcome to the Core-CT Web Site

Welcome to the home page for Core-CT, Connecticut state government's integrated financial, human resources and payroll system. Based on your role, use the links on the right to navigate to pages designed for you.

Core-CT System Status

Core-CT [availability](#) is normal.

Help Desk

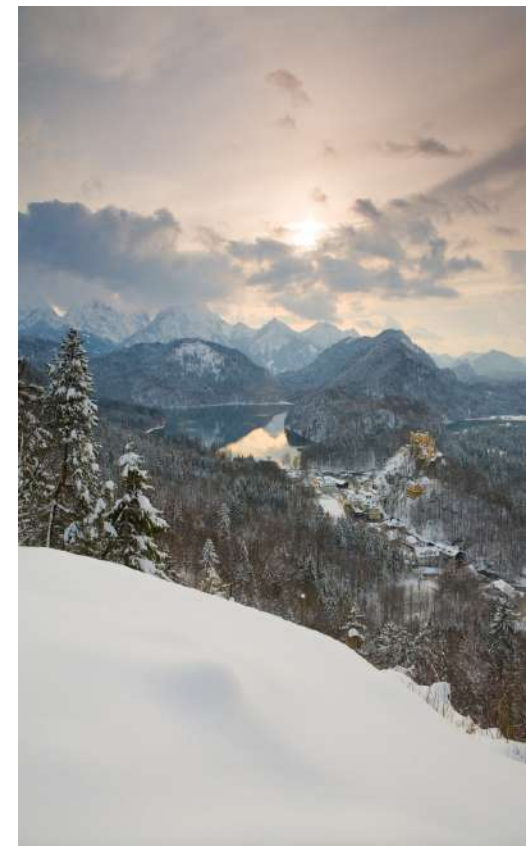
[Hours and Information](#)
Inquiries:
[Report a Problem](#)
Phone: 860.622.2300
email: core.support@ct.gov

Your Role

Financials User
HRMS User
EPM User
State Employee
Agency Security Liaison
Training Registration Contact
SFE/Atlas User

New and/or Useful

[Core-CT New Extra Fall 2009](#) 
[Catalog of Online Financial Reports and EPM Queries \(New! HRMS Queries Added\)](#)
[Web-Based Learning Assistant for Financials](#)
[User Productivity Kit \(UPK\)](#) (Interactive, animated online training for eight FIN modules)
[DOT Material Stock Request Training Video](#) 
[Introducing the Core-10](#) 
[Core-CT HRMS Daily Mail, Financials Daily Mail](#) and [EPM Hot Topics](#) are searchable.
[Clearing Your Cache and Cookies](#) 



Core-CT

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- ❄ **Closing**



Core-CT

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

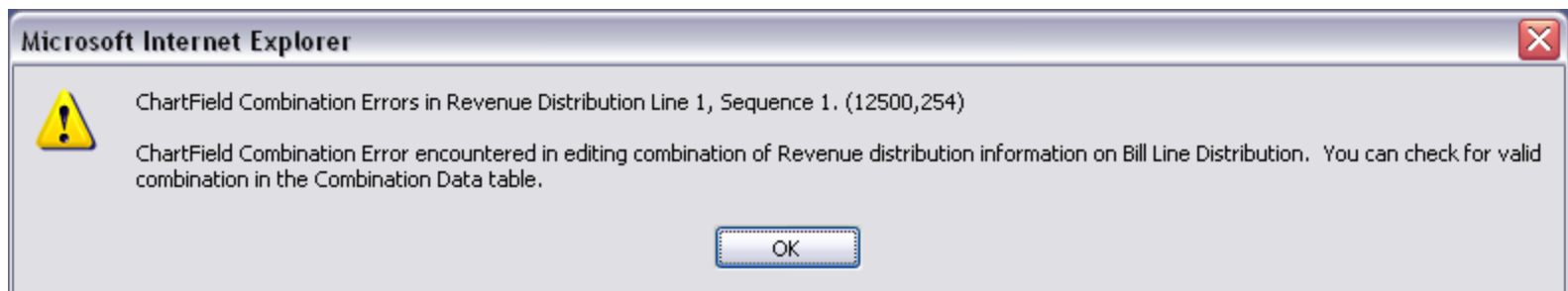
Grant Combo Edit

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
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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

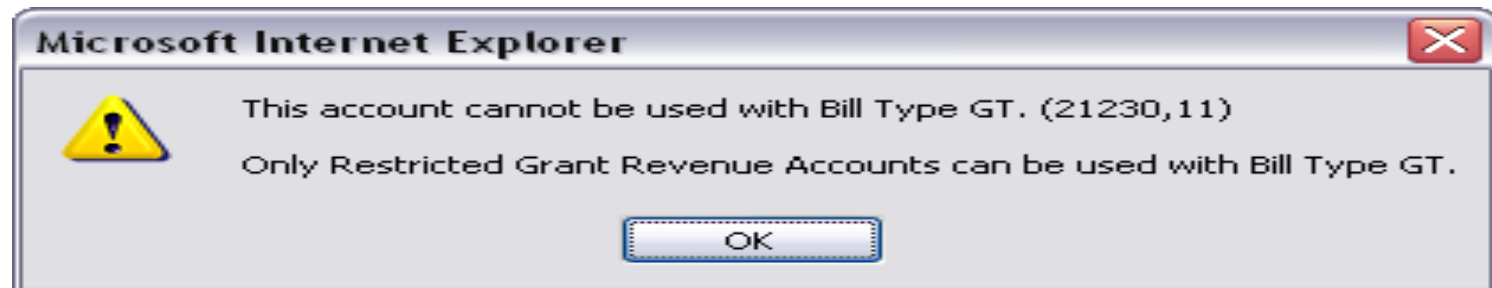
Bill Type GT Hard Edit



- **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											
<div>Customize Find View All  First  1 of 1  Last</div>											
<div>Acctg Information Reference Information </div>											
		Code	Fund	Dept	SID	Program	Account	ChartField 1	ChartField 2	Bud Ref	Project
		<input type="text"/>	<input type="text" value="12060"/>	<input type="text" value="AES48051"/>	<input type="text" value="30007"/>	<input type="text"/>	<input type="text" value="45500"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="2010"/>	<input type="text"/>
Percent:		100.00		Amount:		50.00		Gross Extended:		50.00	



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



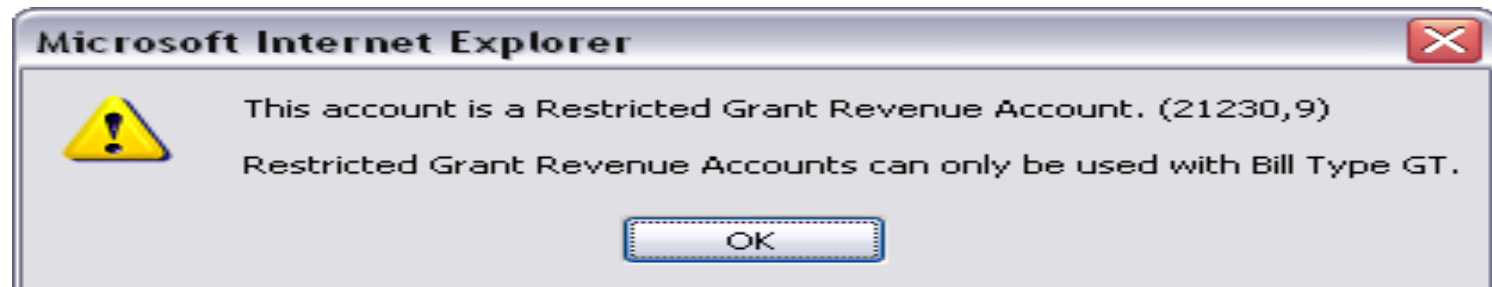
Restricted Grant Revenue Accounts Hard Edit

Seq	Line	Identifier	Description	Net Extended
1			Accounts 47100/47200 Hard Edit	200.00

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	47100			2010	

Percent:	100.00	Amount:	200.00	Gross Extended:	200.00
----------	--------	---------	--------	-----------------	--------



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 Expenditure Accounts

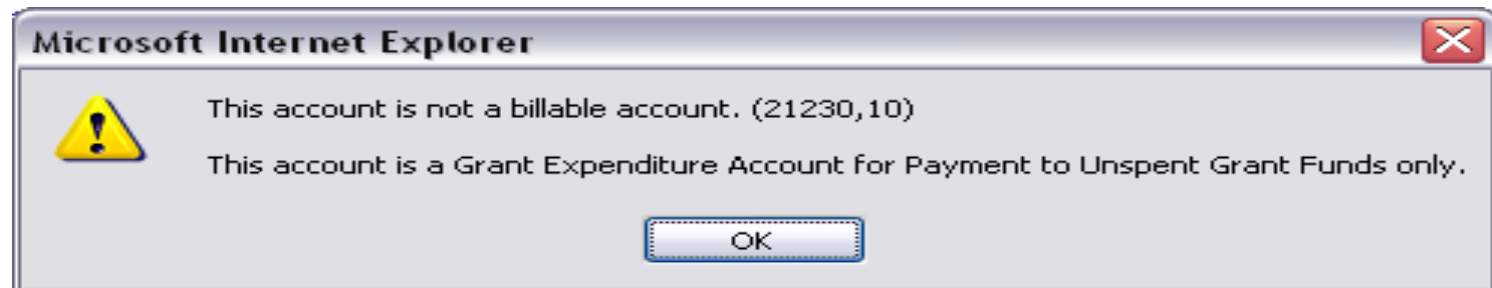
Hard Edit

- **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
		<input type="text"/>	<input type="text" value="12060"/>	<input type="text" value="AES48011"/>	<input type="text" value="20100"/>	<input type="text" value="00000"/>	<input type="text" value="55040"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="2010"/>	<input type="text" value="AES_NONPROJECT"/>
Percent:		100.00	Amount:		75.00	Gross Extended:		75.00			



Billing Topics



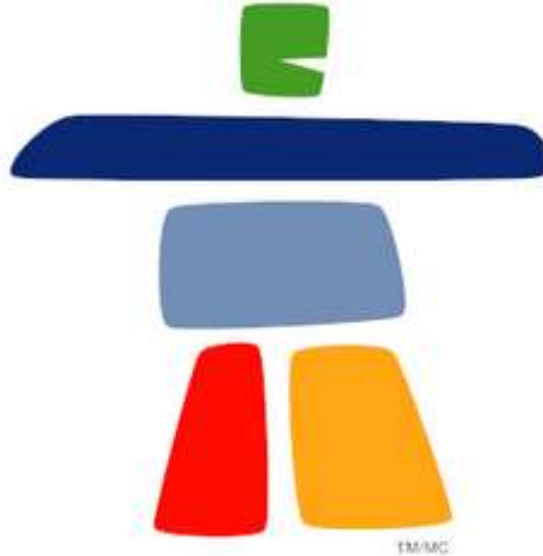
- **Hot Topics**
 - Customers and Bill Types
- **Core-CT Edits for Grant Related Accounting (*per OSC Memo*)**
 - Combo Edit and Hard Edits
- **UPK (*User Productivity Kit*)**
 - Benefits of UPK

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**



Any
Questions?



vancouver 2010



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Core-CT

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.



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

CONTRACT SUPPLEMENT
SP-37 Rev. 7/08
Prev. Rev. 4/08

Linda LoSchiavo
Contract Specialist
(860)713-5078
Telephone Number

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.

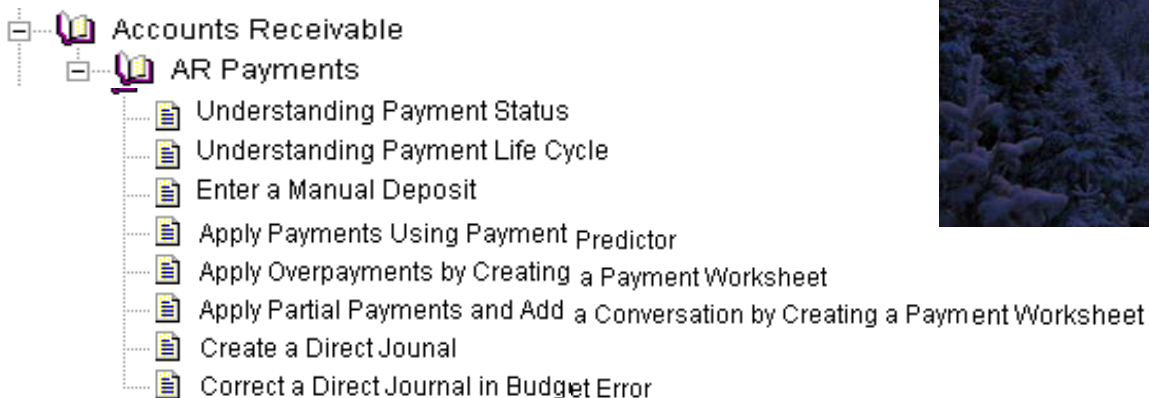
PLEASE NOTE:

- 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



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



New Job Aids



Deposit Problems – What to Do?

Direct Journal - Budget Errors

- EPM Query - CT_CORE_AR_DIR_JRNL_BDGT_ERROR

Month End Closing

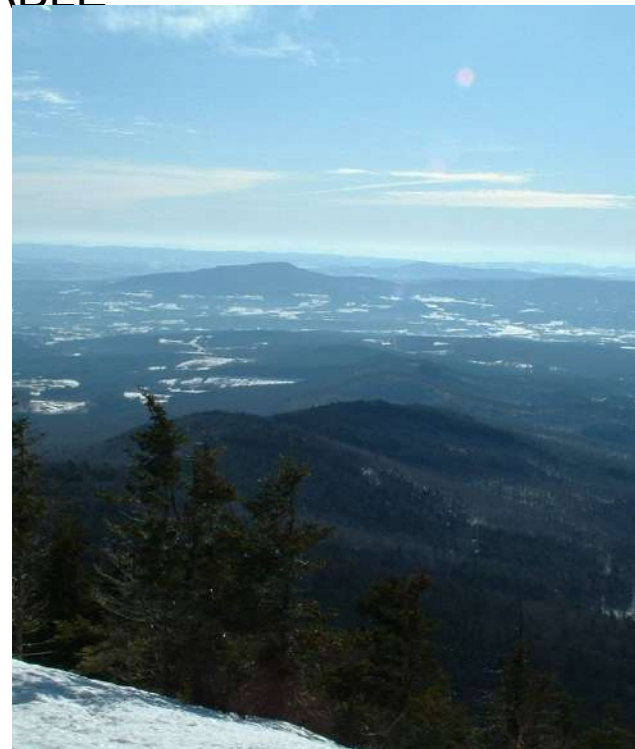
MONTH END CLOSING FOR ACCOUNTS RECEIVABLE

- ❁ 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).

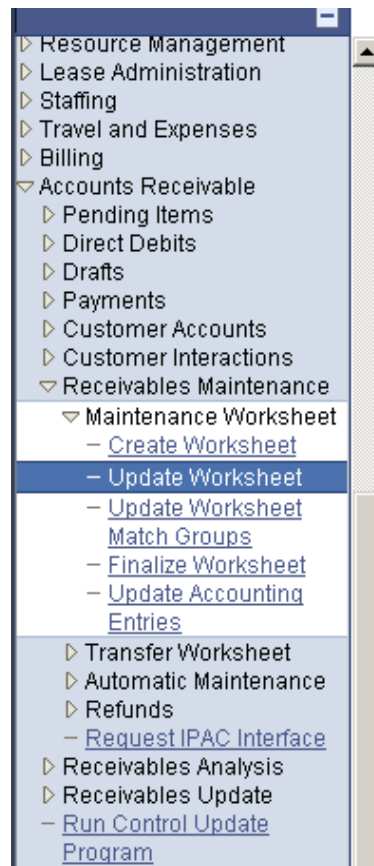
- ❁ Month End email sent out to let Users know which day AR will be closing. Normally, four business days are given, must be done before the 10AM Batch.

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



Core-CT

Month End Closing



Update Worksheet

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

Find an Existing Value

Worksheet Business Unit:

Worksheet ID: 48

User ID:

☐ Case Sensitive

Search

Clear

[Basic Search](#)

[Save Search Criteria](#)


Search Results








View All First 1 of 1 Last




Worksheet Business Unit	Worksheet ID	User ID	Assigned Operator ID	Entered Date
CATM1	48	BATCH	BATCH	12/14/2009











Month End Closing

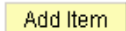
Worksheet Application

Unit: CATM1 Worksheet ID: 48 Currency: USD Accounting Date: 12/14/2009 Reason Code:  [Anchor Information](#)

Item Action			Row Selection			Display Control		
Entry Type:	Offset an Item 	Reason: <input type="text"/> 	Choice:	Select Range 	Range: <input type="text"/> 	Display:	All Items   	


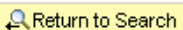
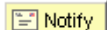
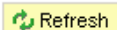
Item List Customize | Find | View All |  First  1-2 of 2  Last

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	<input type="checkbox"/>	2,060.00	USD	GT03333	1	MT 	<input type="text"/> 	CATM1	DPW001		
	2	<input type="checkbox"/>	-2,060.00	USD	GT03350	1	MT 	<input type="text"/> 	CATM1	DPW001		

 [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](#)

Month End Closing

- Accounts Receivable
 - Pending Items
 - Direct Debits
 - Drafts
 - Payments
 - Customer Accounts
 - Customer Information
 - Item Information
 - Item List
 - View/Update Item Details**
 - Item Split
 - Mass Change Process
 - Item Billing Data
 - Item Activity From a Group
 - Item Activity From a Payment
 - Item Activity From a Draft
 - Match Group Activities
 - Item Activity Summary
 - Update Reference Reason
 - Update Delinquency Information
 - EE Journal Entries
 - Memo Status Change Report
 - Delinquent Accounts
 - Customer Reports
 - Customer Interactions
 - Receivables Maintenance
 - Receivables Analysis
 - Receivables Update
 - Run Control Update

View/Update Item Details

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

Find an Existing Value

Business Unit:	=	CATM1	
Customer ID:	begins with		
Item ID:	begins with	GT03333	
Item Line:	=		
Item Status:	=		
Credit Analyst:	begins with		
Collector:	begins with		
Purchase Order Reference:	begins with		
Document ID:	begins with		
Bill of Lading:	begins with		
<input type="checkbox"/> Case Sensitive			

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

View All First 1 of 1 Last

Business Unit	Customer ID	Item ID	Item Line	Item Status	Credit Analyst	Collector	Purchase Order Reference	Document ID	Bill of Lading
CATM1	DPW001	GT03333	1	<u>Closed</u>	ANALYST1	CORECT	(blank)	(blank)	(blank)

Month End Closing

Detail 1	Detail 2	Detail 3	Item Activity	Item Accounting Entries	Item Audit History
----------	----------	----------	----------------------	-------------------------	--------------------

Unit: CATM1 **Customer:** [DPW001](#) Dept. of Public Works
Item ID: GT03333 **Line:** 1 **Days Late:** 13 **Status:** Closed





Balance: 0.00 USD

Item Activities						Find View All	First	1-2 of 2	Last
Sequence:	1	Accounting Date:	12/04/2009	Posted Date:	12/04/2009				
Entry Type	IN	Reason:	STATE	Voucher ID:					
Document:				Amount:	2,060.00	USD			
Group Unit:	CATM1	Group ID:	46	Billing					

Sequence:	2	Accounting Date:	12/17/2009	Posted Date:	12/17/2009				
Entry Type	MT	Reason:	003	Worksheet Reason:					
Document:				Voucher ID:					
Group Unit:	CATM1	Group ID:	52	Maint	Match Group ID:	99999	Amount:	-2,060.00	USD

[Split](#)

[Add A Conversation](#)

 Save  Return to Search  Notify  Refresh

[Detail 1](#) | [Detail 2](#) | [Detail 3](#) | [Item Activity](#) | [Item Accounting Entries](#) | [Item Audit History](#)

Month End Closing

Worksheet Action

Unit: CATM1 Worksheet ID: 48

Accounting Date: 12/14/2009

Status: Do Not Post

Worksheet Action

Delete Worksheet

Delete Maintenance Group

Posting Action

Action: Do Not Post

OK

Accounting Entry Action

Create/Review Entries

[Worksheet Selection](#) [Worksheet Application](#) Worksheet Action

Save

Return to Search

Notify

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

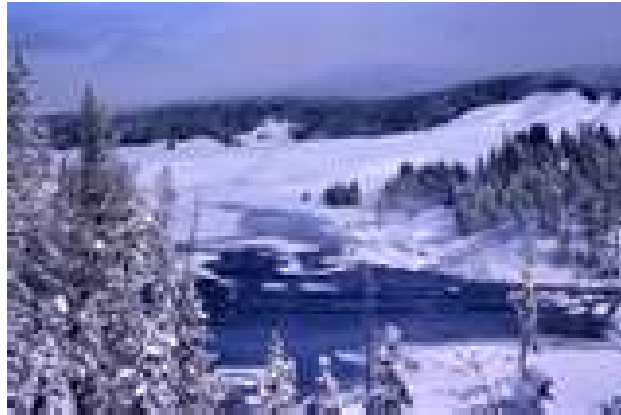
Are you sure that you want the current worksheet to be deleted?

Yes

No

Accounts Receivable

Any Questions?



Break



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



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

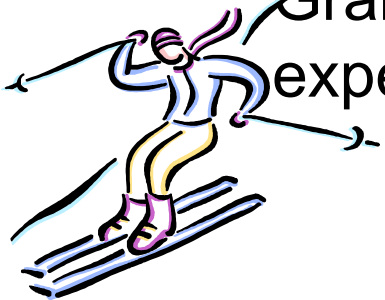
- The billing agency creates Bill type “ET” for Unspent Remainder and codes to Account 55110 to deposit return of grant funds
- The paying agency issues Voucher using Account 55040- “Grant Funds Returned/Grant Refunds” to return unspent grant funds



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



Return of Unspent Funds (non GT)

Grant payment **NOT** from/to 12060/12062

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”



Grant Transfer Coding

VALID GRANT TRANSFER CODING

- “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

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



Core-CT

Grant Transfer Coding



Comptroller's Memorandum

Grant Coding

Any Questions?



Agenda

- ❄ **Welcome**

- ❄ Donalynn Black

- ❄ **Billing**

- ❄ Chris Marchese

- ❄ **Accounts Receivable**

- ❄ Lynn Sheldon

- ❄ Tony Torcia

- ❄ **General Ledger**

- ❄ Joan Skripol

- ❄ Donna Braga



- ❄ **EPM**

- ❄ Barbara Jacius

- ❄ **Closing**



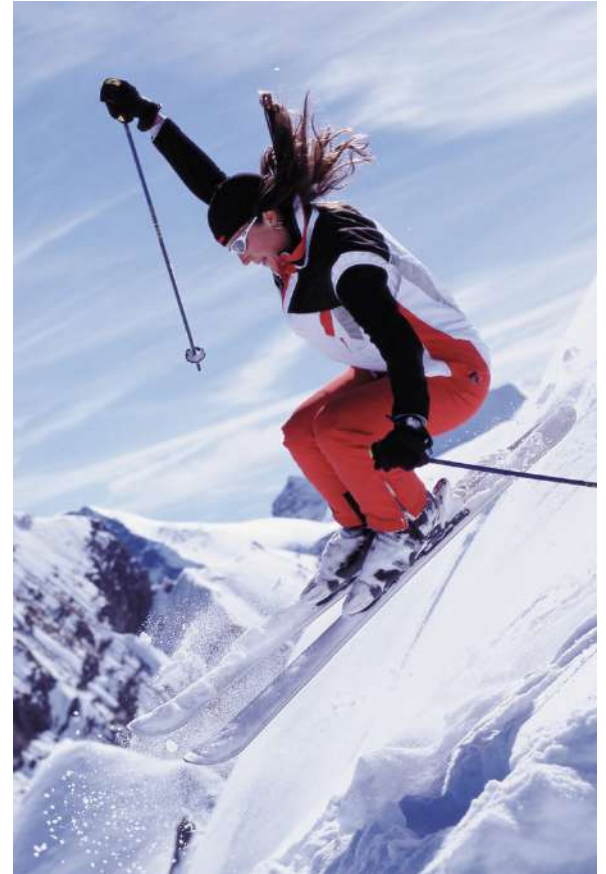
Core-CT

GL Agenda

General Ledger

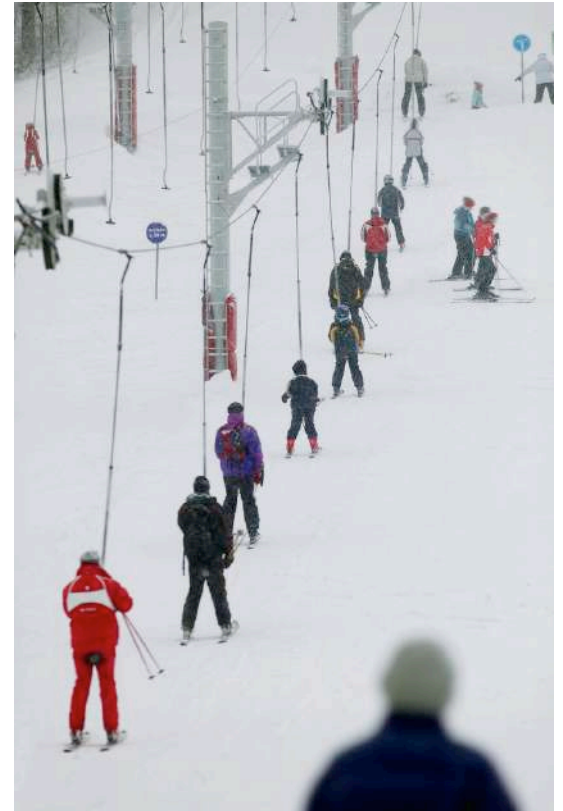


- ❁ Reminders
- ❁ User Productivity Kit (UPK)
- ❁ Original vs. Adjustment Jrnls
- ❁ GL Reporting



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



GL Manager's Guide

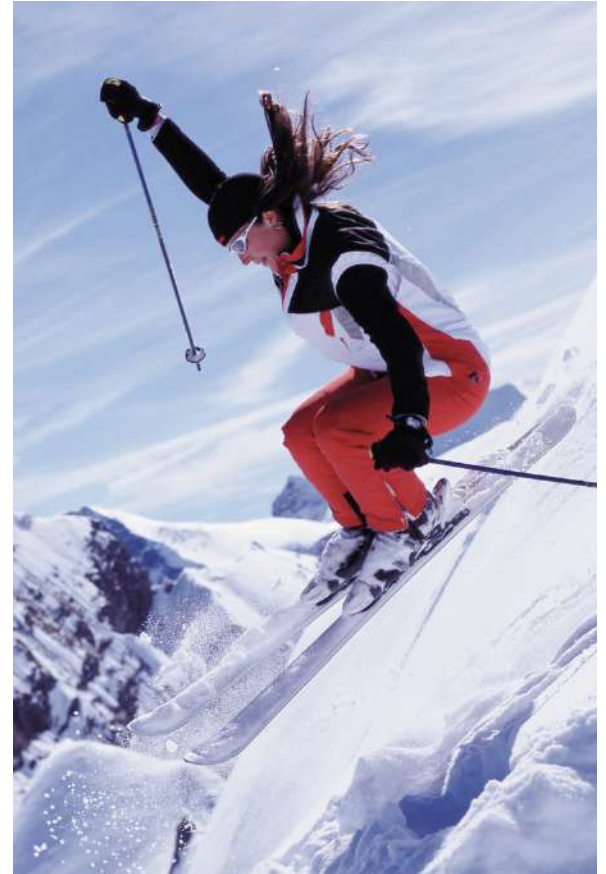
Core-CT Website > General Ledger Manager's Guide



GL Agenda

General Ledger

- ✿ Reminders
- ✿ User Productivity Kit (UPK) ✓
- ✿ Original vs. Adjustment Jrnls
- ✿ GL Reporting

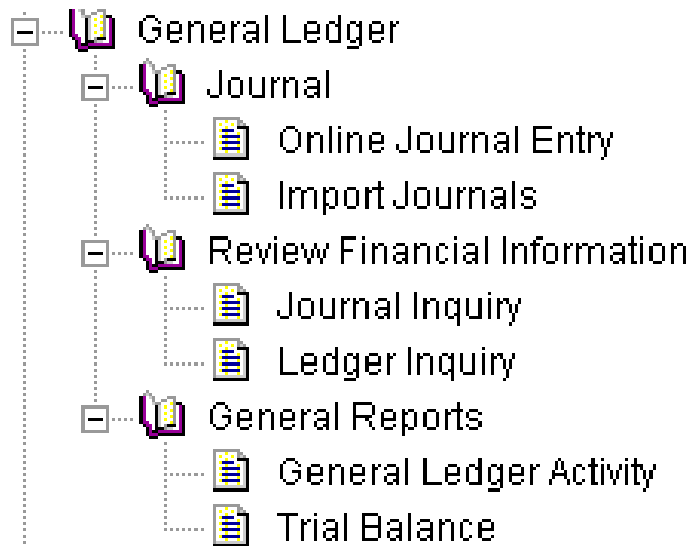


Core-CT

UPK

UPK: User Productivity Kit

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



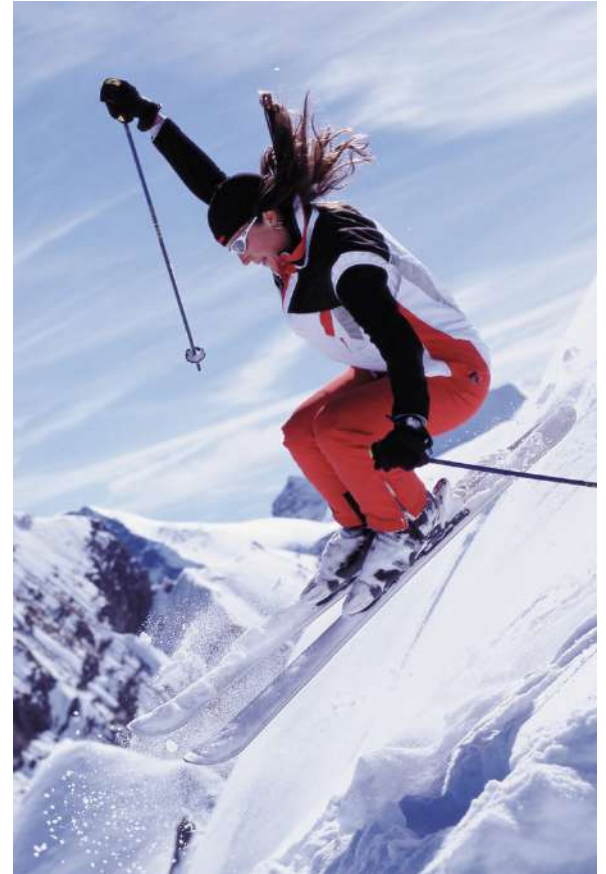
Questions?



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

Fiscal Year: 2010 Period: 7

Control ChartField: Project

*Currency: USD

Budget Header Status: None

Rate Type: CRRNT

*Budget Entry Type: Adjustment

Exchange Rate: 1.00000000

Cur Effdt: 01/11/2010

Budget Type: Expense

Parent Budget Options

☐ Generate Parent Budget(s)

☐ Use Default Entry Event

Parent Budget Entry Type:

Long Description:

Original vs. Adjustment

Save

Notify

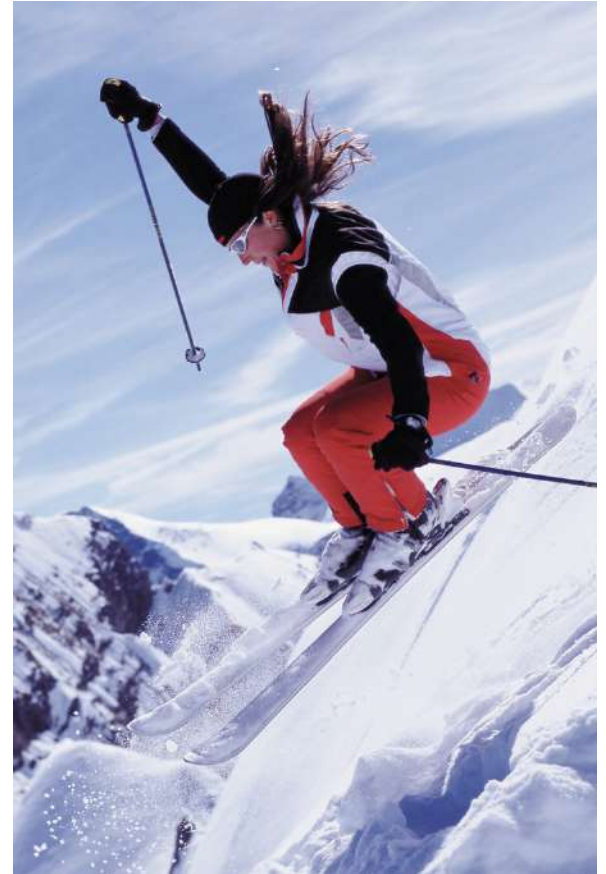
Refresh

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



GL Reporting

Commitment Control> Budget Reports> Trended Fund Analysis Report

Trended Fund Analy

Trended Fund Analysis Report

Run Control ID: TREND_FUND

[Report Manager](#)

[Process Monitor](#)

Run

Language:

English

*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

Values by ChartFields Find | View 1 First 1-3 of 3 Last

Field Name: Fund Code **Sequence Number:** 1 ***How Specified:** Range of Values ☐ + ☐ -

Subtotal ☒ **ShowDescr** ☐

	*Select Value	To Value		
1	13014	13019	+ -	



Field Name: Special ID **Sequence Number:** 2 ***How Specified:** Selected Detail Value ☐ + ☐ -

Subtotal ☒ **ShowDescr** ☐

	*Select Value		
1	41239	+ -	

Field Name: Department **Sequence Number:** 3 ***How Specified:** Selected Tree Nodes ☐ + ☐ -

Tree Name: CT_DEPT **Tree EFFDT:** 07/01/2009 **Tree Level:** LEVEL 2

Subtotal ☐ **ShowDescr** ☐ **Prt Details** ☐

	*Select Value		
1	DEP43000	+ -	

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

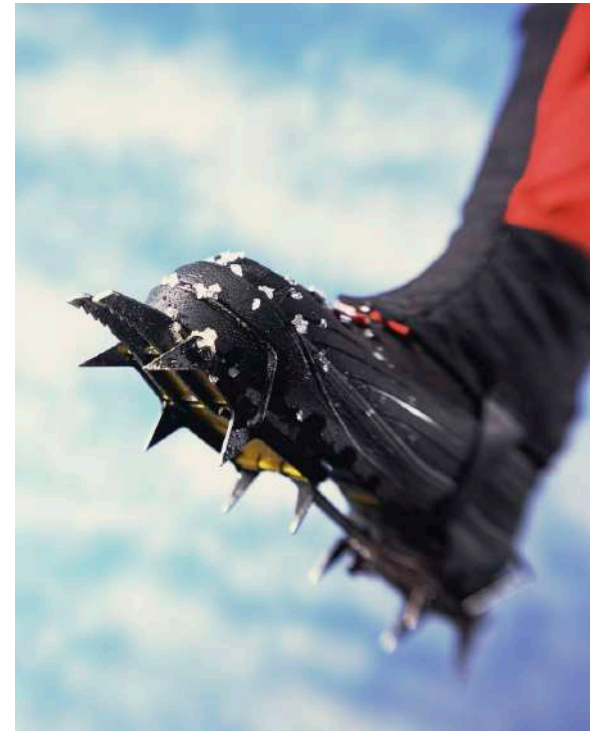


GL Reporting

❁ 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

[Report Manager](#)

[Process Monitor](#)

Run

Language:

English

Report Parameters

Business Unit STATE

*Budget Period 2010

*Ledger Group KK_AGY1

*Budget Reference 2010

Chartfield Criteria

*Account 50000

*Fund Code 11000

*Department DOC88100

*Special ID 10020



Save

Notify

Add

Questions?



Core-CT

Agenda

- ❄ **Welcome**

- ❄ Donalynn Black

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- ❄ **Accounts Receivable**

- ❄ Lynn Sheldon

- ❄ Tony Torcia

- ❄ **General Ledger**

- ❄ Donna Braga

- ❄ Joan Skripol

- ❄ **EPM**

- ❄ Barbara Jacius

- ❄ **Closing**



Core-CT

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



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.

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.

Core-CT

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*

State of Connecticut



General

- Types of Reports
- Tips and Tricks
- Core-CT Glossary
- Reporting Job Aids

Financial

- Financial Reports
- Choosing Financial Reports
- Running Online Financial Reports
- Financial Reports Summary

EPM

- EPM Queries**
- Choosing EPM Queries
- EPM Query Summary

Catalog Home

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	Purchasing
Accounts Payable	Help Desk
Asset Management	Accounts Receivable
Inventory	Project Costing
Customer Contracts	-
Human Resource	Payroll
Time and Labor	Benefits
Workers Compensation	

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

Types of Reports

Tips and Tricks

Core-CT Glossary

Reporting Job Aids

Financial

Financial Reports

Choosing Financial Reports

Running Online Financial Reports

Financial Reports Summary

EPM

EPM Queries

Choosing EPM Queries

EPM Query Summary

Catalog Home

EPM Queries

General Ledger

Report Number	Report Name	Last Updated
ct_core_budget_status_report	GLS8020 (Budget Status)	6/1/2009
ct_core_fin_gl_activity	GL Activity by Acctg Period	6/1/2009
ct_core_fin_gl_agy_jrnl_errors	Agency Journal Error Report	6/1/2009
ct_core_fin_gl_agy_valid_jrnls	Agency Valid Journal Report	6/1/2009
ct_core_fin_gl_agyjrnl_err_all	Agency ALL Journal Errors Report	6/1/2009
ct_core_fin_gl_bd_jrnl_errors	Budget Journal not posted	6/1/2009
ct_core_fin_gl_bud_carryfrwd	Budget Lapse and Carry-Forward	6/1/2009
ct_core_fin_gl_bud_ref_err	Budget Ref not equal to FY	6/1/2009
ct_core_fin_gl_budg_det_inq	Budget Details Inquiry	6/1/2009
ct_core_fin_gl_by_exp	GL Expenditures by FY	6/1/2009
ct_core_fin_gl_details	GL Expenditure by Acctg Period	6/1/2009
ct_core_fin_gl_expend_by_obj	Expenditures by Object	6/1/2009
ct_core_fin_gl_jrnls_by_pychck	FIN Accounting Entries by Pay Check #	6/1/2009
ct_core_fin_gl_modaccr_modcash	Mod Accrual and Mod Cash period report	6/1/2009
ct_core_fin_gl_other_dept_ps	PS charges from other Deptids	6/1/2009

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](#)

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	Check Date		
End Date	End 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

State of Connecticut

Core-CT

General

- Types of Reports
- Tips and Tricks
- Core-CT Glossary
- Reporting Job Aids

Financial

- Financial Reports
- Choosing Financial Reports
- Running Online Financial Reports
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EPM

- EPM Queries
- Choosing EPM Queries**
- EPM Query Summary

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EPM Queries

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Customer Contracts	-
Human Resource	Payroll
Time and Labor	Benefits
Workers Compensation	

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

State of Connecticut

Core-CT

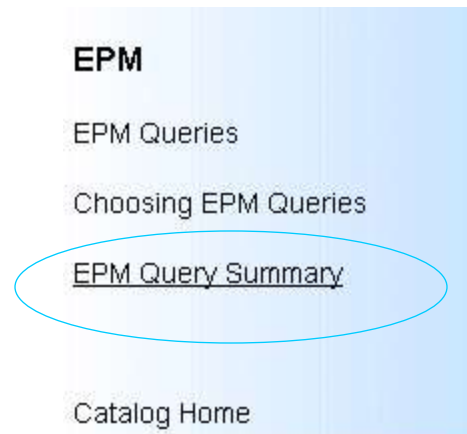
General	Catalog of Online Financial Reports
Types of Reports	Choosing Queries in Core-CT
Tips and Tricks	Accounts Receivable
Core-CT Glossary	If you want to:
Reporting Job Aids	To find a list of bills that have been entered during a specified
Financial	To find accounts receivable items that are open by business unit and date range
Financial Reports	To find all direct journal entries in the status of Budget Error
Choosing Financial Reports	To find billed but unpaid expenditures
Running Online Financial Reports	To find billing invoice information by customer
Financial Reports Summary	To find billing pending items
EPM	To find customer conversations
EPM Queries	To find deposit IDs by fund, SID, fiscal year
Choosing EPM Queries	To find detailed accounts receivable transaction that have been processed by fiscal year and date range
EPM Query Summary	To find detailed accounts receivable transactions that have been processed by chartfield and date range
Catalog Home	To find journal IDs that associated with direct journal deposits based on chartfield values and date range
	To find open and partial payments received by a business unit
	To find refunds of expenditures based on a date range
	To find refunds of expenditures by period and chartfield

Then run this report:

- [Bill Account Entry](#)
- [AR open items](#)
- [Direct Journals in Budget Error](#)
- [billed, unpaid expenditures](#)
- [Billing Invoice](#)
- [Billing AR Pending Item](#)
- [Customer conversations](#)
- [Deposit IDs by Fund SID, Fiscal Year and Date](#)
- [Detail Revenue Query](#)
- [Detail Revenue Query](#)
- [Direct Journal ID, SID, Deposit](#)
- [Partial payments, open invoice](#)
- [AR Distribution for 50000 Accounts Only](#)
- [Refunds of expenditures](#)

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.



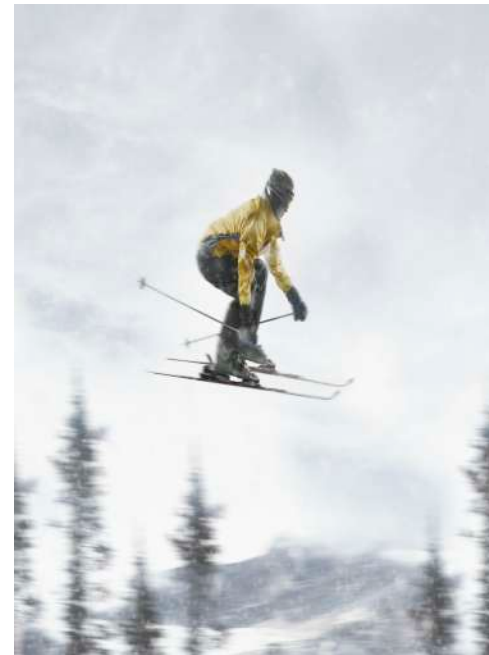
Catalog of EPM Queries					Core-CT
majorCat	Category	Query Name	Short Description	Long Description	Comments
EPM	General Ledger	ct_core_budget_status_report	GLS8020 (Budget Status)	Query will return Fund, SID, Ledger information for the accounting period, fund code and department id user prompts on.	June 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



EPM Training

User Productivity Kit (UPK) Tool

- Online interactive training Tool
- Self Service
- EPM Introduction Concepts & Steps

In Progress

Agenda

- ❄ **Welcome**

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- ❄ **General Ledger**

- ❄ Donna Braga

- ❄ 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



Core-CT