

User Group Meeting

Supply Chain & Financials

**(ePro, Purchasing, Accounts Payable, Asset
Management and Inventory)**

February 2011

Agenda

✧ Welcome Donalynn Black

✧ ePro Kathleen Anderson

✧ Inv Steven Beaulieu

✧ PO Noreen Camara

Wilson

✧ AP Cynthia Babbitt

✧ AM David Bonola

✧ EPM Barbara Jacius

✧ Security Tracy Douglas

✧ Closing Donalynn Black

Carol



Welcome

- ❖ GAAP Reporting
- ❖ Consolidation of Agencies (BU)
- ❖ OFA Searchable Database & FOIs
 - ❖ Each module will touch on where this can appear
 - ❖ EPM is the source
- ❖ Bundles 30-38
- ❖ Grant Coding – explanation and hand out
- ❖ UPK – online help when you need it



Grant Coding

❖ 55110/55120 Coding

- ❖ 55110 used only if the invoice is from another state agency, and it must be a GT.
 - ❖ Send it back to AR if it isn't correct, the invoice needs to start with GT or coded differently
- ❖ Invoices received from UOC, UHC, CCC and CSU will be an ST or ET and the voucher should be coded to an expenditure account other than 55110.
- ❖ Grants being transferred to UOC, UHC, CCC and CSU should use 55120.
- ❖ DO NOT CODE Purchases of services or goods to account 55110.

❖ 55050 Coding

- ❖ Account to be used for pass through to external entities.
- ❖ This account is used to report pass through funds provided to sub-recipients to the federal government. Incorrectly coded will impact SEFA (Schedule of Expenditures of Federal Awards).
- ❖ DO NOT CODE purchases of goods and services to account 55050.

- ❖ OSC Monitors and reconciles grant coding on a monthly basis. If you are incorrect, you must correct the coding within the month it occurred, or the immediate open period. These corrections should be posted ASAP.

UPK - Online Help

The UPK will pop up in a new box without taking you out of Core-CT

New Window | Help

The screenshot displays the Core-CT web application interface. On the left, a vertical navigation menu lists various modules: Requests, Orders, Information, Access, Fields, Functions, Test, Reports, W, IOM PO, Systems, Content, and Applications. The main content area is titled 'Purchase Order' and includes buttons for 'Find an Existing Value' and 'Add a New Value'. Below these, there are input fields for 'Business Unit' (containing 'DASM1') and 'PO ID' (containing 'NEXT'). A red callout box points to the 'New Window' and 'Help' links in the top right corner of the application. The bottom of the screen shows a list of modules: Inventory Policy Planning, Supply Planning, and Grants. The UPK help window is open, showing the 'Core-CT' logo and a search bar. The 'My Roles' section lists several modules: Accounts Payable, Accounts Receivable, Asset Management, Billing, Customer Contracts, and eProcurement. The main text area of the help window describes the Accounts Payable Module, stating it is fully integrated with other financial modules and used to pay vendors and other state agencies for goods or services rendered. It details the process of creating a voucher from a vendor's invoice, processing it through stages in AP, and finally picking it up in the 'State' Pay Cycle, which is run daily by the Office of the State Comptroller, Central Accounts Payable Division. The Pay Cycle creates payments as paper.

UPK – Where are they?

Employee-facing registry content

Core-CT [Home](#) [Worklist](#)

Personalize [Content](#) [Layout](#)

Enterprise Menu

- ▷ Supplier Contracts
- ▷ Benefits
- ▷ Enterprise Learning
- ▷ Customers
- ▷ Partners
- ▷ Products
- ▷ Catalog Management
- ▷ Promotions
- ▷ Customer Contracts
- ▷ Order Management
- ▷ Pricing Configuration
- ▷ Customer Returns
- ▷ Items
- ▷ Cost Accounting
- ▷ Vendors
- ▷ Purchasing
- ▷ Inventory
- ▷ eProcurement
- ▷ Services Procurement
- ▷ Sourcing
- ▷ Engineering
- ▷ Manufacturing Definitions
- ▷ Production Control
- ▷ Configuration Modeler
- ▷ Product Configurations
- ▷ Quality
- ▷ Demand Planning
- ▷ Inventory Policy Planning
- ▷ Supply Planning
- ▷ Grants

My Reports

No Reports To Display

[Report Manager](#)

Core-CT Links

[Core-CT User Information](#)

- [Financial UPK Exercises](#)
- [HRMS UPK Exercises](#)
- [EPM User Support](#)
- [Core-CT EPM Hot Topics](#)
- [Core-CT FIN Daily Mail](#)
- [Core-CT HR Daily Mail](#)
- [More...](#)

[View All Articles and Sections](#)

UPK – Print It

The screenshot displays the Core-CT UPK - Financials web application. The interface includes a top navigation bar with the Core-CT logo and a search bar. A left sidebar menu shows a tree structure under 'Accounts Payable' with 'Creating Vouchers' expanded, listing options like 'Creating a Regular Non-PO Voucher' (which is highlighted). A central toolbar contains five buttons: 'See It!', 'Try It!', 'Know It?', 'Do It!', and 'Print It!'. The 'Print It!' button, featuring a document icon, is highlighted with a red rectangular box. Below the toolbar, the Core-CT logo is repeated, and a text block states: 'Non-PO Vouchers do not copy from a purchase order or PO receipt. The use of Non-PO voucher Division.'

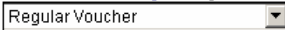

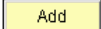
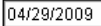
UPK - Printed

_peprd_UPK_pub_doc...

1 2 3 4 5 6 7

CoreCT Job Aid

Creating a Regular Non-PO Voucher

Step	Action
1.	Click Voucher Style drop down list. 
2.	Select Regular Voucher . 
3.	Click the Add button. 
4.	Enter 875961 in the Invoice Number field.
5.	<p>The Invoice Date is the date the agency receives the vendor's invoice at the agency. It is usually date-stamped when received. This date is critical for timing of payments, as it is the basis for determining the payment due date. The Invoice Date is not the vendor's invoice date or the date the agency processes the invoice.</p> <p>The Receipt Date is the actual date the goods or services were received or were contractually due. For payments made in arrears for a period of time, enter the ending date of the period. Because the receipt date defaults to the current date, it is important to remember to overwrite it with the actual receipt date.</p>
6.	Enter 04/29/2009 in the Invoice Date field.
7.	Click in the Receipt Date field to delete the defaulted date. 

Agenda

✧ Welcome Donalynn Black

✧ ePro **Kathleen Anderson**

✧ Inv Steven Beaulieu

✧ PO Noreen Camara Carol
Wilson

✧ AP Cynthia Babbitt

✧ AM David Bonola

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✧ Security Tracy Douglas

✧ Closing Donalynn Black



ePro Agenda

eProcurement

- ❖ Define Requisitions
- ❖ Sourcing Workbench
- ❖ Catalog Search Tips
- ❖ Tiered Pricing
- ❖ Database
- ❖ Reminders





ePro – Define Requisitions



Create Requisition

 **1. Define Requisition**  [2. Add Items and Services](#)  [3. Review and Submit](#)

Specify requisition name, requester, and other information that applies to the entire requisition.

Business Unit:  Dept of Administrative Svcs



***Requester:**  CT- Anderson Kathleen M.(FIN) ***Currency:**




Requisition  [Core10 Attribute](#) **Priority:** 

Name: 10

Line Defaults

Note: The defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

Vendor:  **Vendor Location:** 

Buyer:  **Category:**  **Unit of Measure:** 

Shipping Defaults

Ship To:  [Modify Shipping Address](#)

Due Date:  **Attention:**

Accounting Defaults

[Chartfields1](#) [Details](#) [Asset Information](#) 

Location	GL Unit	Fund	Dept	SID	Program	Account	ChartField 1	ChartField 2	Bud Ref	PC Bus Unit	Project	Activity	Source Type
ACORE	STATE		DAS23										

ePro – Define Requisitions

Purchasing Attributes

Purchasing Controls

Item Vendor

SetID: STATE Item ID: CM_2157_44495 Standard Unit of Measure: EA

Description: APPOINTMENT BOOK - TELEPHONE/ADDRESS - 3.75 X 6 - BK WEEKLY

PO Available Date: 07/28/2003

Date:

Unavailable:

Standard Price: 6.51000 EA

Last PO Price: 2.70000

*Currency: USD Dollar

Lead Time Days: 1

*Item Descr: APPOINTMENT BOOK - TELEPH APPOINTM

Category: 44000000

Model:

Asset Profile ID:

Ultimate Use

Code:

Physical Nature: Goods

Primary Buyer:

*Long Description:

APPOINTMENT BOOK - TELEPHONE/ADDRESS - 3.75 X 6 -
BK WEEKLY APPOINTMENT BOOK - JANUARY -
DECEMBER - 8AM - 5PM - 2PPV - 3-3/4 INCH X 6 INCH -
BLACK

Associated Picture

File Name:

File

Extension:

ePro – Sourcing Workbench

Purchasing > Purchase Orders > Stage and Source requests > Sourcing Workbench

Sourcing Workbench

Sourcing Details

[Return to Sourcing Page](#)

Process 5661659

Instance:

Business Unit:

Line: 2

Schedule: 1

Item ID: [CM 2157 44495](#)

[DAYMINDER - APPOINTMENT BOOK -](#)

PO Stg Type: Requisitr

PO Stage ID: 0000026176

[Expand All](#)

[Collapse All](#)

▼ Staging Information

*Stage Status:

Staged Vendor: 061043422F-001

Vendor Loc:

☐ Let POCalc Override Vendor?

PO Process: AutoSelect

System Source: eProcure

Sourcing Method: Basic

[Vendor Details](#)

[Eligible Vendors](#)

[Pricing Information](#)

[Schedule Details](#)

PO ID: UNASSIGNED

Message: Calculated PO Price is greater than the requested price plus the percentage of unit price tolerance

► Source Transaction Information

► Requested Price



ePro – Sourcing Workbench

Create Requisition

[1. Define Requisition](#) [2. Add Items and Services](#) [3. Review and Submit](#)

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search:

[Catalog](#) [Favorites](#) [Templates](#) [Special Request](#)

Special Item

*Item Description: Cisco Routers
*Price: 150.00000 *Currency: USD
*Quantity: 3.0000 *Unit of Measure: EA
*Category: 43000000
Vendor ID: [Suggest New Vendor](#)
Vendor Item ID:
Mfg ID:
Mfg Item ID:

Additional Information

☐ Send to Vendor ☐ Show at Receipt ☐ Show at Voucher

[Add Item](#) [Cancel](#) [Add or Start New Type](#)

Create Requisition

[1. Define Requisition](#) [2. Add Items and Services](#) [3. Review and Submit](#)

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

Business Unit: DASM1 Dept of Administrative Svcs
*Requester: COREAndersonKa CT- Anderson Kathleen M.(FIN) *Currency: USD
Requisition: CORE- [Core10 Attrib](#) Priority: Medium
Name: 10

Requisition Lines

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Cisco Routers		3.000	Each	150.000	450.00
<input type="checkbox"/> Select All / Deselect All						
Total Amount:						450.00 USD

Add to favorites Modify Line / Shipping / Account Delete

Justification/Comments

☐ Send to Vendor ☐ Show at Receipt ☐ Show at Voucher

☐ Save as Template

[Save & submit](#) [Save & preview appri](#) [Cancel requisition](#)

[Find more items](#)

ePro – Sourcing Workbench

▼ Staging Information

Select a different vendor here to change the vendor that will be used on the purchase order. Then, change the Stage Status to 'Recycle' and run the PO Calculate and PO Create processes.

'Stage Status:

Error

PO Process:

AutoSelect

Staged Vendor:

[Vendor Search](#)

System Source:

eProcure

Vendor Loc:

MAIN

Sourcing Method:

Basic

☒ Let POCalc Override Vendor?

[Eligible Vendors](#)

[Pricing Information](#)

PO ID:

UNASSIGNED




[Schedule Details](#)


Message:

No vendor was found for order by description item. Either (1) Purge and enter a vendor on the transaction or (2) Recycle and navigate to Items > Define Controls > Item Categories, and enter a vendor for this item's category. PO Calculate will look for a vendor set up at the category for items ordered by description and, if found, will create the PO using this vendor.

▶ Source Transaction Information

▶ Requested Price

 Save  Notify  Refresh

 Related Links

ePro – Sourcing Workbench

Navigation: Purchasing > Purchase Order > Stage and Source Request > Sourcing Workbench

Reset and Purging a Requisition in Error

▼ Staging Information	
*Stage Status:	Reset/P
Staged Vendor:	061463355F-001
Vendor Loc:	Error
<input type="checkbox"/> Let POCalc O	Inv Demand
PO ID:	Pending
Message:	TH
	Recycle
	Reset/Purg
	Staged
	Warning

PO Process: AutoSelect
System Source: eProcure
Sourcing Method: Basic

[Vendor Details](#)
[Eligible Vendors](#)
[Pricing Information](#)
[Schedule Details](#)

ecified on the transaction is not valid at this time. It is most likely that the Contract is status, or the vendor on the transaction does not match that of the contract, or the PO nge of the contract begin or expire date, or the contract maximums have already been

Click on the Pricing Info page to verify the contract ID, Purge this transaction, and view the contract to verify its content.

▶ Source Transaction Information
▶ Requested Price

Save Notify Refresh Related Link

ePro - Catalog Search Tips

Navigation – eProcurement > Create Requisition > Add Items and Services > Catalog

Catalog Favorites Templates Special Request

Browse Catalog

*Select a catalog: Purchasing Items Tree

☐ Left | Right [All Items](#)

- Choose from available catalogs in the dropdown list
- Navigate categories by clicking folders
- View items in a category by clicking the category name
- Use the checkboxes to select categories to search below

Search Catalog

Search contains **All** of the following search fields entered:

Description:

Manufacturer:

Manufacturer's Item ID:

Vendor:

Vendor Item ID:

Item ID:

Model:

UPN ID:

Price Range: From To *In **US**

[Search Settings](#)

[Search Tips](#)

Click on the Search Tips link to display

ePro – Catalog Search Tips

Search Tips

Any Words

Use an OR between words to include any of the words.
For Example: [pen or paper](#)

All Words

Use an AND between words to include all of the words.
For Example: [long and shirt](#)

Phrases

Enter the words as a phrase or use quotes around them.
For Example: [white paint](#) or ["white paint"](#)

Find Within Words

Use an * to find text anywhere in a word for wildcard search.
For Example: [pen*](#)

Exclude Words

Use a NOT before a word to exclude it.
For Example: [paint not white](#)

Other Examples

[white paint or blue pen](#)
[\(bike and cycle\) or ski](#)

[Return](#)

Search Catalog

Search contains

All

of the following search fields entered:

Description:

*tiered pricing

Manufacturer:

Manufacturer's

Item ID:

Vendor:

Vendor Item ID:

Item ID:

Model:

UPN ID:

Price Range: From To *In

[Search Settings](#)
[Search Tips](#)

Search Catalog

Search contains

All

of the following search fields entered:

Description:

Red AND Shirt

Manufacturer:

Manufacturer's

Item ID:

Vendor:

Vendor Item ID:

Item ID:

Model:

UPN ID:

Price Range: From To *In

[Search Settings](#)
[Search Tips](#)

ePro - Catalog Search Tips

Search Catalog

Search contains All of the following search fields entered:

Description:

Manufacturer:

Manufacturer's Item ID:

Vendor:

Vendor Item ID:

Item ID:

Model:

UPN ID:

Price Range: From To *In US

[Search](#)

[Search Settings](#)

[Search Tips](#)

[Show Additional Attributes](#)

☐ Include Images ☐ Match Case
☐ Exact Word

ePro – Tiered Pricing

An item(s) is loaded into the catalog with price breaks for different quantities purchased.

For example, quantities for:

- ❖ 1 – 100 will cost \$100/box**
- ❖ 101 – 500 will cost \$85/box**
- ❖ 501 – 5000 will cost \$70/box**



ePro - Tiered Pricing

Search Catalog

Search contains All of the following search fields entered:

Description: [Search Settings](#) [Search Tips](#)

Manufacturer:

Manufacturer's Item ID:

Vendor:

Vendor Item ID:

Item ID:

Model:

UPN ID:

Price Range: From To *In US

[Show Additional Attributes](#)

☐ Include Images ☐ Match Case ☐ Exact Word

14 Results

Sort Items: Item Description ***Show Items from:** All Vendors [Show Images](#)

First 1 - 14 of 14 Last

Details		Item IDs								
Item Description	Vendor			Mfg Name	Price	Curr	UOM		Quantity	
<input type="checkbox"/> DERBY MATTRESS W/PILLOW FIBER FILLED PART #C453075F 4 1/2"X	DERBY INDUSTRIES			DERBYINDUS	149.500	USD	Each	<input type="text" value="1.000"/>		

Search for an item and once it displays click on the Item Description link.

ePro Tiered Pricing

Click on the Blue



Create Requisition

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

DERBY MATTRESS W/PILLOW FIBER FILLED PART #C453075P 4 1/2"X

No image for
this item

Item ID: CM_2157_2478954
Standard Price: 149.50000
Category: Furniture and Furnishings
Catalog ID: ALL_CT_ITEMS
Unit of Measure: EA
Long Description: FIRE SAFETY CODES ALSO MEETS ASTM

E662-02, INVOLVES TIERED PRICING, ITEM
#12 ON CONTRACT-1/EA

Vendor Options More Details							
Vendor	Location	Vnd Itm ID	Price	Unit	Manufacturer	Mfg Itm ID	Add Item
DERBY INDUSTRIES	ORDER & REMIT-CHECKS	DERC453075PEA1	149.50000	USD Each	DERBYINDUS	C453075P	

Inventory Availability

Ship To Location:

064000004E

There are no items available to this shipping location from inventory.

Item Attributes

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

Attribute Name	Value	UOM
UOM_STD	EA	

[Return to Previous Page](#)

ePro – Tiered Pricing

Vendor Price Breaks

Quantity	UOM	Price	Currency
1	EA	149.5	USD
4	EA	147.9	USD
10	EA	146.9	USD

OK

Price breaks will then display and users can see what the corresponding price for the item is.

ePro – Tiered Pricing

Create Requisition


 [1. Define Requisition](#)

 [2. Add Items and Services](#)

 [3. Review and Submit](#)

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

Business Unit: Dept of Administrative Svcs

***Requester:**  CT- Anderson Kathleen M.(FIN) ***Currency:**

Requisition **Priority:**

Name: 10 [Core10 Attrib](#)


Requisition Lines


Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	DERBY MATTRESS W/PILLOW FI	DERBY INDUSTRIES	1.0000	Each	149.500	149.50
<input type="checkbox"/> Select All / Deselect All						Total Amount: 149.50 USD
<div> Add to favorites  Modify Line / Shipping / Account  Delete</div>						


Justification/Comments

☐ [Send to Vendor](#) ☐ [Show at Receipt](#) ☐ [Show at Voucher](#)

☐ [Save as Template](#)

 [Save & submit](#)

 [Save & preview approval](#)

 [Cancel requisition](#)

[Find more items](#)

ePro – Tiered Pricing

Create Requisition


 [1. Define Requisition](#)

 [2. Add Items and Services](#)





 [3. Review and Submit](#)

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

Business Unit: Dept of Administrative Svcs

***Requester:**  CT- Anderson Kathleen M.(FIN) ***Currency:**


Requisition Name: [Core10 Attrib](#) **Priority:**


Requisition Lines						
Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	DERBY MATTRESS W/PILLOW FI	DERBY INDUSTRIES	4.000	Each	147.900	591.60 
<input type="checkbox"/> Select All / Deselect All						Total Amount: 591.60 USD
<div> Add to favorites  Modify Line / Shipping / Account  Delete</div>						


Justification/Comments

☐ Send to Vendor ☐ Show at Receipt ☐ Show at Voucher

☐ Save as Template

 Save & submit

 Save & preview approval

 Cancel requisition

[Find more items](#)

ePro – Tiered Pricing

Create Requisition


 [1. Define Requisition](#)

 [2. Add Items and Services](#)

 [3. Review and Submit](#)




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

Business Unit: Dept of Administrative Svcs

***Requester:**  CT- Anderson Kathleen M.(FIN) ***Currency:**

Requisition **CORE-** [Core10 Attrib](#) **Priority:**


Name:


Requisition Lines						
Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	DERBY MATTRESS W/PILLOW FI	DERBY INDUSTRIES	10.00	Each	146.900	1,469.00 
<input type="checkbox"/> Select All / Deselect All						Total Amount: 1,469.00 USD
<div> Add to favorites  Modify Line / Shipping / Account  Delete</div>						


Justification/Comments

☐ **Send to Vendor** ☐ **Show at Receipt** ☐ **Show at Voucher**

☐ **Save as Template**

 [Save & submit](#)

 [Save & preview approval](#)

 [Cancel requisition](#)

[Find more items](#)

ePro – Tiered Pricing

BIDDER NOTE: FOR ALL ENVELOPES LISTED IN BID

WHITE WOVE Substance 24

BROWN KRAFT - Sub 28

PRICE SCHEDULE

EXHIBIT B

Bid No.: 10PSX0262

Item #	Trade Designation	Size	Plain or Printed	Regular/ Window	5M	10M	15M	20M	25M	50M	100M	200M	300M	400M		
13	#10 Official Rounded Flap	4 1/8 x 9 1/2	Plain	Regular												
					Andrew Graphics	\$ 51.46	\$ 46.87	\$ 44.57	\$ 42.27	\$ 39.07	\$ 37.67	\$ 36.51	\$ 33.64	\$ 32.49	\$ 31.34	
					Colonial Business	\$ 31.66	\$ 31.66	\$ 31.66	\$ 31.66	\$ 31.66	\$ 31.66	\$ 31.66	\$ 31.66	\$ 31.66	\$ 31.66	
					Fleet Business Products	\$ 40.05	\$ 34.00	\$ 32.35	\$ 31.85	\$ 31.35	\$ 30.00	\$ 29.39	\$ 28.00	\$ 27.00	\$ 26.85	
					Budget Printers	\$ 19.00	\$ 19.00	\$ 19.00	\$ 19.00	\$ 19.00	\$ 18.00	\$ 17.00	\$ 14.75	\$ 14.70	\$ 14.65	
					Suburban Stationers	\$ 18.28	\$ 17.85	\$ 17.64	\$ 17.43	\$ 17.23	\$ 17.03	\$ 16.94	\$ 16.84	\$ 16.84	\$ 16.84	
					The John W. Gross Company	\$ 23.10	\$ 21.10	\$ 20.43	\$ 20.10	\$ 19.03	\$ 17.81	\$ 17.17	\$ 14.99	\$ 14.96	\$ 14.94	
			Printed	Regular												
					Andrew Graphics	\$ 73.55	\$ 63.20	\$ 58.60	\$ 55.15	\$ 51.70	\$ 45.43	\$ 39.68	\$ 37.38	\$ 33.93	\$ 32.78	
					Colonial Business	\$ 46.87	\$ 45.50	\$ 45.50	\$ 42.12	\$ 38.74	\$ 37.70	\$ 32.89	\$ 32.89	\$ 32.83	\$ 32.83	
					Fleet Business Products	\$ 52.00	\$ 45.00	\$ 43.01	\$ 40.00	\$ 38.89	\$ 35.00	\$ 30.39	\$ 29.39	\$ 28.29	\$ 27.79	
					Budget Printers	\$ 28.25	\$ 25.80	\$ 23.93	\$ 22.99	\$ 21.85	\$ 20.55	\$ 18.75	\$ 17.55	\$ 17.50	\$ 16.80	
					Suburban Stationers	\$ 32.62	\$ 27.98	\$ 24.61	\$ 23.62	\$ 22.70	\$ 20.81	\$ 20.34	\$ 19.94	\$ 19.66	\$ 19.38	
					The John W. Gross Company	\$ 27.78	\$ 25.33	\$ 22.73	\$ 22.46	\$ 21.35	\$ 19.97	\$ 18.80	\$ 17.25	\$ 17.15	\$ 16.29	
NOTE: Item No. 13 must be composed of a minimum of 50% recovered (recycled) materials of which 30% must be post consumer waste.																

**Contract #
10PSX0262
Displayed on DAS
portal**

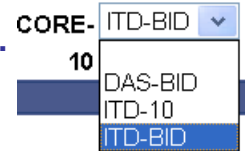
Quantity	UOM	Price	Currency
5	TH	73.55	USD
10	TH	63.2	USD
15	TH	58.6	USD
20	TH	55.15	USD
25	TH	51.7	USD
50	TH	45.43	USD
100	TH	39.68	USD
200	TH	37.38	USD
300	TH	33.93	USD
400	TH	32.78	USD

**Price breaks
displayed in
Core-CT**

OK

ePro – Sensitive Data

- ❖ When creating requisitions, especially special requests, users should ensure that **SENSITIVE DATA** is not added in the description and/or comments fields. i.e., names, phone numbers, DOBs, social security numbers...etc.
- ❖ Any attachments added to CORE-10s should be thoroughly reviewed and edited if necessary prior to attaching to a requisition.



Create Requisition

1. Define Requisition 2. Add Items and Services 3. Review

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search:

Catalog Favorites Templates **Special Request**

Variable Cost Service

*Service: Roof repair - John Adams - SS 042-54-5664

Description:

*# of Units of Work: *Unit of Work:

*Rate: *Currency Code:

*Category:

Vendor ID: [New Vendor](#)

Quote Number: Quote Date:

Beginning Date: Date of Completion:



Line Comments

Line	Description	Quantity	Unit	Price
3	INMATE UNIFORMS SHORT SLEEV	1.0000	Each	9.530 USD

☐ Send to Vendor ☐ Show at Receipt ☐ Show at Vendor



ePro – Reminders

❖ The vendor name in Core-CT for DOCS1 Inventory has been updated to Correctional Enterprises of Connecticut. This change makes it much easier for users to search in the State Catalog on the updated vendor name to return all of Correctional Enterprises' loaded items.

Search Catalog

Search contains All of the following search fields entered:

Description:

Manufacturer:

Manufacturer's Item ID:

Vendor:

Vendor Item ID:

Item ID:

Model:

UPN ID:

Price Range: From To *In US

[Search Settings](#)

[Search Tips](#)

[Show Additional Attributes](#)

☐ Include Images

☐ Match Case

☐ Exact Word


ePro – Reminders

❖ Items loaded to Vendor Number 9999910002 Correctional Enterprises of Connecticut (CEC)

1177 Results

Sort Items: ***Show Items from:** [Show Images](#)

Item Description ▼ All Vendors ▼ First ◀ 1 - 25 of 1177 ▶ Last

Details **Item IDs** 

	Item Description	Vendor		Mfg Name	Price	Curr	UOM	Quantity
<input type="checkbox"/>	2 INCH T BRACKET WITH DOUBLE SIDED NAME PLATE	CORRECTIONAL ENTERPRISES OF CONNECTICUT		State of Connecticut	24.720	USD	Each	1.000
<input type="checkbox"/>	2 INCH X 10 INCH NAME PLATE WITH SLOTTED WOOD BASE	CORRECTIONAL ENTERPRISES OF CONNECTICUT		State of Connecticut	30.900	USD	Each	1.000
<input type="checkbox"/>	2 INCH X 10 INCH WALL PLATE HOLDER WITH NAME	CORRECTIONAL ENTERPRISES OF CONNECTICUT		State of Connecticut	24.720	USD	Each	1.000
<input type="checkbox"/>	2 INCH X 10 INCH WOOD DESK BLOCK WITH BRASS PLATE	CORRECTIONAL ENTERPRISES OF CONNECTICUT		State of Connecticut	24.720	USD	Each	1.000
<input type="checkbox"/>	2 INCH X 8 INCH WOOD DESK BLOCK WITH BRASS PLATE	CORRECTIONAL ENTERPRISES OF CONNECTICUT		State of Connecticut	18.540	USD	Each	1.000

ePro – Reminders

- ❖ Users should call in a Core-CT Help Desk ticket for any RFIs initiated with a CORE-10 that need to be closed.
- ❖ Core-CT only supports one vendor on each requisition. If there is an issue with a requisition and there is more than one vendor it is more difficult to rectify.



ePro



Agenda

✧ Welcome Donalynn Black

✧ ePro Kathleen Anderson

✧ Inv **Steven Beaulieu**

✧ PO Noreen Camara Carol
Wilson

✧ AP Cynthia Babbitt

✧ AM David Bonola

✧ EPM Barbara Jacius

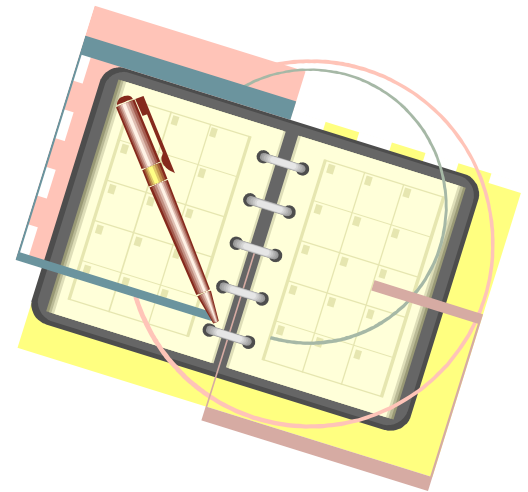
✧ Security Tracy Douglas

✧ Closing Donalynn Black



Inventory Agenda

Communication
Integration with other modules
Catalog Management item IDs
Units of Measure
Developed EPM queries
World Café



Communication

- ❖ **Communication is KEY – share the knowledge you gain today with your co-workers. They will appreciate it.**
- ❖ **Participate in user groups, user acceptance testing (UAT), and future procurement forums.**
- ❖ **Please communicate your agencies business requirements.**

Inventory Statistics

- ❖ Inventory module is one of the Supply Chain modules.
- ❖ Almost 900 people currently use the Inventory Module with great success.
- ❖ 25 active Business Units within 8 agencies.
- ❖ Inventory transactions recorded annually:
 - ❖ 216,000 in 2008
 - ❖ 221,903 in 2009
 - ❖ 216,892 in 2010
- ❖ Recorded on-hand value at the end of 2010 was over \$23 million



Inventory Integration

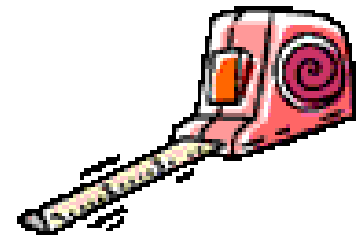
- ❖ Items maintained in warehouses or stockrooms must have Catalog Management item IDs.
- ❖ Item IDs contain specific detailed information used throughout the procurement-to-pay process.
- ❖ Item IDs reduce unnecessary key strokes during the procurement process. It's simply point and click.
- ❖ Using an item ID allows the system to move the item quantity on a PO directly into the Inventory module.

Advantages of an Item ID

- ❖ An association to a specific contract and specific vendor or vendors.
- ❖ Contains purchasing attributes such as Manufacturer, Manufacturer Part Number, Price & Unit of Measure.
- ❖ One of the best identifiers to capture & analyze proper spend.
- ❖ Used to negotiate better contracts.
- ❖ Several EPM queries have been developed based on the use of item IDs.

Units of Measure

- ❖ Within Core-CT there are Units of Measure which are specific to the applicable modules – Purchasing Unit of Measure and Standard Unit of Measure.
- ❖ When requesting Catalog Management item IDs, be cognizant of the fact vendors may supply product with one UOM when the agency itself issues it out at using a different UOM.
 - ❖ Ex. A case of glass cleaner is purchased through ePro but the business unit issues it out per can.
- ❖ Please contact our help desk (core.support@ct.gov) if current Catalog Management item IDs have units of measure that do not support your operation. We will work with you to meet your needs.



Developed EPM Queries

- ❖ Here are a few of the public queries that have been developed based on agency specific needs:
- ❖ CT_DAS_ALL_ITEMS_W_WO_BU
- ❖ Identifies active catalog items associated with a contract or vendor and if items are active in the BU
- ❖ CT_DAS_CATALOG_ITMS_BY_CNTRCT
- ❖ Displays all items associated with a contract
- ❖ CT_DAS_INV_ITEMS_BY_CONTRACT
- ❖ Displays all Inventory items associated with a contract
- ❖ CT_DOC_INV_USAGE_INFO_ITEM_ID
- ❖ provides item usage, shipping and accounting info
- ❖ DOTOTH_11_STORES_CATALOG
- ❖ List of items and item info by BU

World Café

- ❖ A meeting involving agency staff, DAS Procurement and Core-CT together to discuss “How can we do better?”
- ❖ Participants were from Department of Corrections, Department of Environmental Protection, Department of Developmental Services, Department of Mental Health & Addiction Services, Department of Children and Families, Department of Transportation
- ❖ Outcome: a new World Café Group is being formed and we have common themes to begin to work on

INV



Agenda

✧ Welcome Donalynn Black

✧ ePro Kathleen Anderson

✧ Inv Steven Beaulieu

✧ PO **Noreen Camara**
Wilson

✧ AP Cynthia Babbitt

✧ AM David Bonola

✧ EPM Barbara Jacius

✧ Security Tracy Douglas

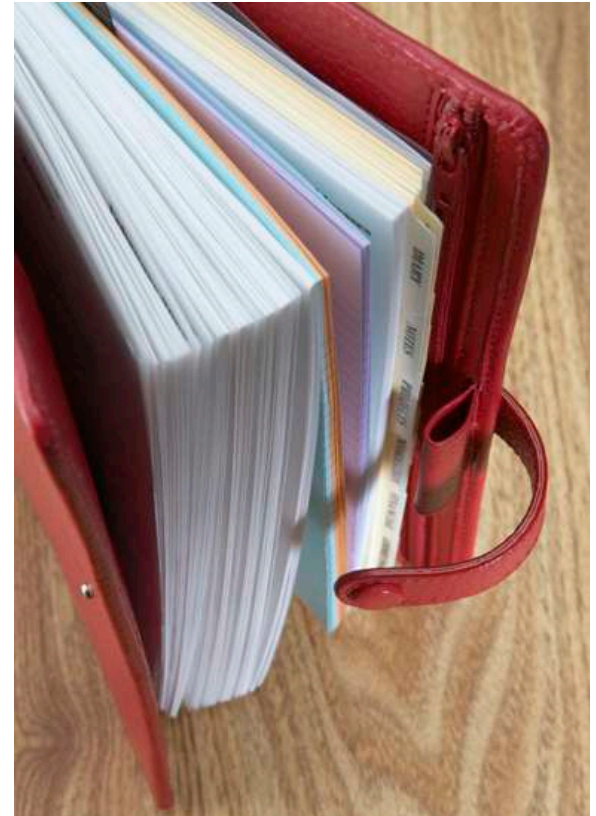
✧ Closing Donalynn Black

Carol



PO Agenda

- ❖ **OFA-Sensitive Data**
- ❖ **Hot Topics**
- ❖ **Critical Contract Reminders**
- ❖ **PO Workflow and Approvals**
- ❖ **Over expended distribution lines**
- ❖ **Fiscal Year End Reminders**



Sensitive Data

Sensitive Information such as:

- ❖ **Social Security Numbers**
- ❖ **Employee/Client Names**
- ❖ **Employee Address**

**Should never be entered in the description and/or comment
section of the Purchase Order**

PO Hot Topics

❖ Bundles 2011



❖ Applying Bundles #30 – 38

❖ They will be applied to the Production environment in March 2011

❖ Volunteers will be needed for testing. Please email: noreen.camara@ct.gov

Contract Critical Reminders

- ❖ **Do not dispatch Contracts**
- ❖ **All contracts must have Max Amounts**
- ❖ **Once a Contract has been created and saved, you should never make changes to the “Allow for Open Item Reference” checkbox. Changing the checkbox causes the contract to calculate incorrectly, which will cause negative amounts.**
- ❖ **Agency established contracts should never have the Corporate Contract checkbox selected**

Contract Critical Reminders

❖ Once a contract is created, NEVER change 'Allow Open Item Reference'

Navigation: Purchasing > Procurement Contracts>Add/Update Contracts

Contract		Create Releases	Review Releases	Contract Justify	
SetID:	STATE	*Status:		Approved	
Contract ID:	03DMR1070AD				
▼ Header					
CT Contract Type:	BU Award				
Process Option:	Purchase Order	Add Comments		Activity Log	
Vendor:	061546792F-001	Contract Activities		Document Status	
Vendor ID:	0000027091	P R O S	Primary Contact Info		
Begin Date:	10/01/2003	Thresholds & Notifications			
Expire Date:	09/30/2008				
Currency:	USD	CRRNT			
Primary Contact:					
Vendor Contract Ref:					
Description:	STS OSHA MEDICAL EVALUATIONS				
Master Contract ID:					
<input type="checkbox"/> Tax Exempt					
Amount Summary					
Maximum Amount:		42,890.00	USD	1	
Total Line Released Amount:		19,049.00		2	
Open Item Amount Released:		36,519.00		2	
Total Released Amount:		55,568.00			
Remaining Amount:		-12,678.00		3	
Remaining Percent:		0.00			
▼ Order Contract Options					
<input type="checkbox"/> Allow Multicurrency PO	<input checked="" type="checkbox"/> Allow Open Item Reference	<input type="checkbox"/> Must Use Contract Rate Date			
<input type="checkbox"/> Corporate Contract	<input type="checkbox"/> Adjust Vendor Pricing First	Rate Date: 09/04/2003			
<input type="checkbox"/> Lock Chartfields	<input checked="" type="checkbox"/> Price Can Be Changed on Order	*Dispatch Method: Print Dispatch			
PO Defaults	OPM Reporting	PO Open Item Pricing	4		
Add Items From					
Catalog Item Search					
Lines					
Customize Find View All First					
Details Order By Amount Item Information Default Schedule Release Amount Release Quantities					
Line	Item	Description	UOM	Category	Include for Release
1		STS MEDICAL EVALUATIONS	EA	85000000	<input checked="" type="checkbox"/>

Contract Critical Reminders

Contract Entry

Details for Line 1

Contract ID:	03DMR1070AD	Vendor:	061546792F-001
Line:	1	Item ID:	STS MEDICAL EVALUATIONS
Line Details			
Category:	85000000	Status:	Active
Category Desc:	Healthcare Services		
Category ID:	00017	Physical Nature:	Goods
Transaction Item Description:			
STS MEDICAL EVALUATIONS			

[Expand All](#)[Collapse All](#)

Item Information

Vendor's Catalog:**Vendor Item ID:****Manufacturer ID:****Manufacturer's Item ID:****UPN ID:**☐ **Device Tracking**

Release Amounts / Quantities

Minimum Line Amount:		Minimum Line Quantity:	1.00
Maximum Line Amount:		Maximum Line Quantity:	
Total Line Released Amount:	19,049.00	Total Line Released Quantity:	12.00
Remaining Amount:	0.00 USD	Remaining Quantity:	0.0000 EA
Remaining Amount %:	0.00	Remaining Quantity %:	0.00

Pricing Information

Contract Critical Reminders

Navigation: Purchasing > Procurement Contracts>Add/Update Contracts

Contract | Create Releases | Review Releases | Cntrct Justify

SetID: STATE *Status: Approved

Contract ID: 04DPW0166AA

Header

CT Contract Type: PSC Comp

Process Option: Purchase Order

Vendor: 060925036F-001

Vendor ID: 0000010192 SERVUS MANAGEMENT CORPORATION

Begin Date: 09/01/2004

Expire Date: 08/31/2009

Currency: USD CRRNT

Primary Contact:

Vendor Contract Ref:

Description: Prpty Mgt - 79 Elm & 10 Clinto

Master Contract ID:

☐ Tax Exempt

[Add Comments](#) [Activity Log](#)
[Contract Activities](#) [Document Status](#)
[Primary Contact Info](#) [Thresholds & Notifications](#)

Amount Summary

Maximum Amount:	7,800,000.00 USD
Total Line Released Amount:	2,791,997.75
Open Item Amount Released:	8,107,369.03
<hr/>	
Total Released Amount:	10,899,366.78
Remaining Amount:	-3,099,366.78
Remaining Percent:	0.00

Order Contract Options

☐ Allow Multicurrency PO ☐ Allow Open Item Reference ☐ Must Use Contract Rate Date

☐ Corporate Contract ☐ Adjust Vendor Pricing First

☐ Lock Chartfields ☒ Price Can Be Changed on Order

Rate Date: 08/23/2004

*Dispatch Method: Print Dispatch

[PO Defaults](#) [OPM Reporting](#) [PO Open Item Pricing](#)

Add Items From

[Catalog](#) [Item Search](#)

Lines

Line	Item	Description	UOM	Category	Include for Release
1		Provide property mgt for 79 Elm St. & 10 Clinton St	EA	80000000	<input checked="" type="checkbox"/>

[View Category Hierarchy](#) [Category Search](#)

1

2

3

4

Contract Critical Reminders

Contract

Create Releases

Review Releases

Contract Justify

SetID: STATE
*Status: Approved

Contract ID: 09PSX0011AA

Header

CT Contract Type: BU Award

Process Option: Purchase Order

Vendor: 061202453F-001

Vendor ID: 0000011565 THE STONE CONSTRUCTION CO

Begin Date: 02/01/2009

Expire Date: 01/31/2013

Currency: USD CRRNT

Primary Contact:

Vendor Contract Ref:

Description:

Master Contract ID:

☒ Tax Exempt 06600079813

Add Comments
Contract Activities
Primary Contact Info
Activity Log
Document Status
Thresholds & Notifications

Amount Summary

Maximum Amount: 20,000,000.00 USD
Total Line Released Amount: 0.00
Open Item Amount Released: 28,115.01

Total Released Amount: 28,115.01
Remaining Amount: 19,971,884.99
Remaining Percent: 99.86

Order Contract Options

☐ Allow Multicurrency PO
☒ Allow Open Item Reference
☒ Must Use Contract Rate Date

☐ Corporate Contract
☐ Adjust Vendor Pricing First
Rate Date: 01/29/2009

☐ Lock Chartfields
☒ Price Can Be Changed on Order

PO Defaults OPM Reporting PO Open Item Pricing

*Dispatch Method: Print Dispatch

Add Items From

Catalog Item Search

Lines

Details Order By Amount Item Information Default Schedule Release Amounts Release Quantities

Line Item Description UOM Category Include for Release

1 51

1

2

3

PO Workflow and Approvals

Workflow runs every 30 minutes

Menu

Search:

- Employee Self-Service
- Manager Self-Service
- Supplier Contracts
- Items
- Vendors
- Purchasing
 - Requisitions
 - Request for Quotes
 - Procurement Contracts
- Purchase Orders
 - Stage/Source Requests
 - Manage Change Orders
 - Reconcile POs
 - Review PO Information
 - Reports
 - Budget Year End Processing
 - [Add/Update Express POs](#)
 - [Add/Update POs](#)
 - [Approve Amounts](#)
 - [Approve ChartFields](#)
 - [Reserve PO IDs](#)
 - [Maintain Distributions](#)
 - [Dispatch POs](#)
- Receipts
- Return To Vendor
- Payment Cards

Purchase Order Amount Approval

Unit: DOCM1 PO ID: 0000061221 Vendor: 0000010009 Change Order: 1

*Approval Action:

Approval Status: Initial

[View Printable PO](#)

Comment

PO Amount

Buyer: DAS-Camara Noreen

PO Reference:

PO Date: 03/26/2007

Merchandise Total Amount: 218.40 USD Merchandise Total Base: 218.40 USD

PO Total Value: 218.40 PO Total Base: 218.40

Lines

[Save](#) [Return to Search](#) [Notify](#)

PO Workflow and Approvals

Purchase Order Amount Approval

Unit: DASM1 PO ID: 0000004607 Vendor: 0000045146

*Approval Action: Approval Status: **In Process** [View Printable PO](#)

Comment

PO Amount

Buyer: DAS-Saczawa Brian

PO Reference: Suburbans

PO Date: 03/27/2007

Merchandise Total Amount: 3.00 USD Merchandise Total Base: 3.00 USD

PO Total Value: 3.00 PO Total Base: 3.00

Lines

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

PO Workflow and Approvals

Menu


Search: 

- Employee Self-Service
- Manager Self-Service
- Supplier Contracts
- Items
- Vendors
- Purchasing
 - Requisitions
 - Request for Quotes
 - Procurement Contracts
- Purchase Orders
 - Stage/Source Requests
 - Manage Change Orders
 - Reconcile POs
 - Review PO Information
 - Reports
 - Budget Year End Processing
 - [Add/Update Express POs](#)
 - [Add/Update POs](#)
 - [Approve Amounts](#)
 - [Approve ChartFields](#)
 - [Reserve PO IDs](#)
 - [Maintain Distributions](#)
 - [Dispatch POs](#)
- Receipts
- Return To Vendor
- Procurement Cards

Purchase Order Amount Approval

Unit: DOCM1 **PO ID:** 0000059260 **Vendor:** 0000025947 **Change Order:** 1

***Approval Action:**

Approve 

Approval Status:

Complete

[View Printable PO](#)

Comment

PO Amount

Buyer: DOC-Giansanti Barbara

PO Reference:

PO Date: 10/11/2006


Merchandise Total Amount: 1,113.25 USD


Merchandise Total Base: 1,113.25 USD


PO Total Value: 1,113.25

PO Total Base: 1,113.25

Lines


 Save

 Return to Search

 Notify

PO Workflow and Approvals

Menu

Search: 

- ▷ Employee Self-Service
- ▷ Manager Self-Service
- ▷ Supplier Contracts
- ▷ Items
- ▷ Vendors
- ▼ Purchasing
 - ▷ Requisitions
 - ▷ Request for Quotes
 - ▷ Procurement Contracts
- ▼ Purchase Orders
 - ▷ Stage/Source Requests
 - ▷ Manage Change Orders
 - ▷ Reconcile POs
 - ▷ Review PO Information
 - ▷ Reports
 - ▷ Budget Year End Processing
 - Add/Update Express POs
 - Add/Update POs
 - Approve Amounts
 - Approve ChartFields
 - Reserve PO IDs
 - Maintain Distributions

Purchase Order ChartField Approval

Unit: DOCM1 **PO ID:** 0000061207 **Vendor:** 0000010281

***Approval Action:**

Approval Status: Initial


[View Printable PO](#)


Comment


Distributions

Line	Sched	Distrib	GL Unit	Amount	Currency	Fund	Dept	SID	Program	Account
1	1	1	STATE	500.00	USD	11000	DOC88251	10020	25002	54060

Lines

 Save

 Return to Search

 Notify

PO Workflow and Approvals

- ▼ Purchase Orders
 - ▷ Stage/Source Requests
 - ▷ Acknowledgements
 - ▷ Manage Change Orders
 - ▷ Reconcile POs
 - ▷ Review PO Information
 - ▷ Reports
 - ▷ Budget Year End Processing
 - Add/Update Express POs
 - Add/Update POs
 - Approve Amounts
 - Approve ChartFields
 - Reserve PO IDs
 - Maintain Distributions
 - Dispatch POs
 - Verify Document Tolerance
 - Budget Check
 - Entry Event Request
 - Create Backorders
 - Approval Workflow
 - Effective Dated UOM PO Update
- ▷ Receipts
- ▷ Return To Vendor
- ▷ Procurement Cards

Purchase Order ChartField Approval

Unit: DASM1 **PO ID:** 0000004607 **Vendor:** 0000045146

***Approval Action:** Approve **Approval Status:** In Process View Printable PO

Comment

Distributions

Line	Sched	Distrib	GL Unit	Amount	Currency	Fund	Dept	SID	Program	Account
1	1	1	STATE	1.00	USD	22003	DAS23320	40001	13003	55640
2	1	1	STATE	2.00	USD	22003	DAS23320	40001	13003	55640

▶ **Lines**

Save
Return to Search
Previous in List
Next in List
Notify

PO Workflow and Approvals

Menu

Search:

- Employee Self-Service
- Manager Self-Service
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 - Review PO Information
 - Reports
 - Budget Year End Processing
 - Add/Update Express POs
 - Add/Update POs
 - Approve Amounts
 - Approve ChartFields**
 - Reserve PO IDs
 - Maintain Distributions
 - Dispatch POs
- Receipts
- Return To Vendor
- Procurement Cards

Purchase Order ChartField Approval

Unit: DOCM1 PO ID: 0000056966 Vendor: 0000011300 Change Order: 1

*Approval Action:

Approval Status: Complete

[View Printable PO](#)

Comment

Distributions

Line	Sched	Distrib	GL Unit	Amount	Currency	Fund	Dept	SID	Program	Account	Char
1	1	1	STATE		USD	11000	DOC88251	10020	25002	52541	
2	1	1	STATE		USD	11000	DOC88251	10020	25002	52541	
3	1	1	STATE		USD	11000	DOC88251	10020	25002	52541	
4	1	1	STATE		USD	11000	DOC88251	10020	25002	52541	

Lines

PO Reminders

Although you can now add funds to fully matched lines, please note:

- ❖ **Never add funds to an over expended line – as always, do a change order to your PO prior to creating a voucher so that encumbrances will be properly reflected. Over Expending a line takes funds directly from the unencumbered funds WITHOUT creating PO accounting entries.**
- ❖ **You must have funds available on each distribution that you intend to roll – fully matched lines do not qualify to roll.**

PO Reminders

How can I tell if my PO is fully expended?

- ❖ **PO Activity Summary-** Navigation/Purchasing/Purchase Orders/ Review Purchasing Information/ Activity Summary
- ❖ **PO Balance Report-** Navigation/Purchasing/Purchase Orders/Reports/PO Balance Report
- ❖ **PO/AP Interface-** Navigation/Accounts Payable/Review Accounts Payable Information/ Purchase Orders/Interfaces



Fiscal Year End Reminders

The following are examples of POs that must be closed prior to PO roll as they do not qualify to roll:

- ❖ Fully reversed POs (aka fully matched)
- ❖ Pending Approval, Pending Cancel and Open POs
- ❖ POs in Budget Error

Make a Fiscal New Year Resolution:

- ❖ CLOSE POs EARLY (don't wait until year end)
- ❖ CLOSE OFTEN (run PO Reconciliation at least once a month)

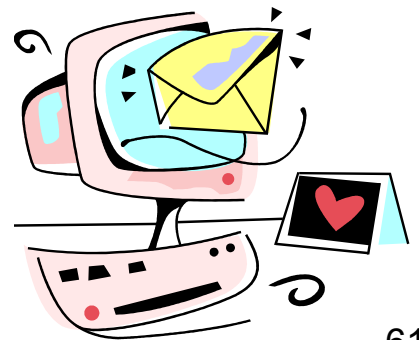
Fiscal Year End Reminders

- ❖ PO, Accounting and Budget dates should be identical on new POs; rolled POs will have a PO date from a previous FY the Accounting Date and Budget Date on rolled distribution will change to the first day of the new fiscal year
- ❖ You can no longer delete Distribution Lines Created By the Roll Process – these lines have already gone through budget check. Reduce or cancel lines.
- ❖ E-mail Core-CT PO Team to bring your close days down to 0.

amanda.starbala@ct.gov

noreen.camara@ct.gov

joann.bellamo@ct.gov



PO



Agenda

✧ Welcome Donalynn Black

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✧ PO
Wilson Noreen Camara

✧ AP Cynthia Babbitt

✧ AM David Bonola

✧ EPM Barbara Jacius

✧ Security Tracy Douglas

✧ Closing Donalynn Black

Carol



PO and Pay Tips from DAS/Procurement Agenda

- ❖ Taking Advantage of Prompt Payment Discounts
- ❖ Invoice Discrepancies
- ❖ Contract Maximum Amounts
- ❖ Importance of Selecting Correct Contract # on Purchase Orders
- ❖ Buylines



Prompt Payment Discounts

- ❖ Review Contract Award Document to identify prompt payment discounts (i.e., 3%10/net 45) Could vary by Vendor.
- ❖ Upon Receipt of Invoice, if accurate, work to make payment within discount timeframes.
- ❖ Huge Opportunity for Savings!



Invoice Discrepancies

- ❖ **Prior to Making a Purchase – Review Contract to ensure correct contract Price is utilized on PO**
- ❖ **If Invoice is less than PO amount, pay the lower amount;**
- ❖ **If Invoice is more than PO amount, research before making payment, contact Core-CT Helpdesk to validate pricing and advise of Vendor Invoice breach.**
- ❖ **Catalog Contracts – May need to get help desk involved to ensure it's not user error when creating the requisition.**

Contract Maximum Amounts

- ❖ Agency Users should not change Contract Maximum Amounts on any DAS Contracts Ex:10PSX1234
- ❖ Call DAS Procurement Hotline 860-713-5095 when amount is nearing limit or has reached limit.
- ❖ DAS staff will fix immediately. DAS will be monitoring max amount reports/changes.

Importance of Selecting Correct Contract # on Purchase Orders

- ❖ **When establishing PO, it's critical to select correct contract #.**
- ❖ **When this isn't done – misapplies purchase information; DAS has inaccurate information on spend when negotiating contracts;**
- ❖ **Review Contract first prior to establishing PO to ensure accurate Contract #.**

Buylines

- ❖ Bi-monthly Newsletter for Agency Purchasers
- ❖ Electronic
- ❖ Free
- ❖ Updates on new contracts
- ❖ Tips on State Contracting Portal and Other Contract topics.
- ❖ Link to subscribe to Buylines:
- ❖ <http://www.das.state.ct.us/cr1.aspx?page=164>



PO





Break



Agenda

✧ Welcome Donalynn Black

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Wilson

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✧ AM David Bonola

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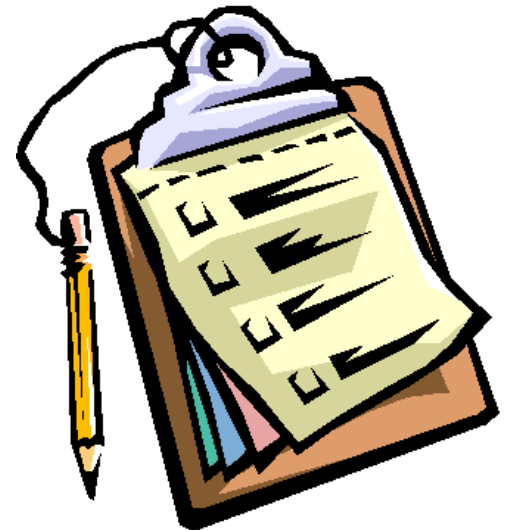
✧ Closing Donalynn Black

Carol



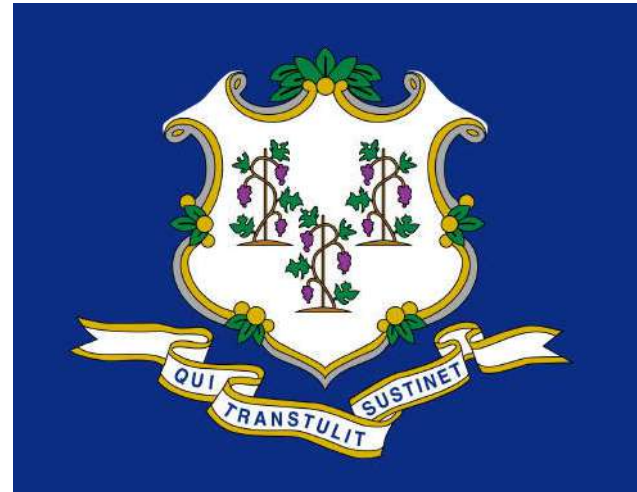
AP Agenda

- ❖ Hot Topics
- ❖ Reminders
- ❖ Updates to Voucher Activity Report
- ❖ Managing Vouchers



AP Hot Topics

- ❖ **Voucher Comments –**
 - ❖ *When to write them, when it isn't necessary*
- ❖ **Closing Vouchers –**
 - ❖ *When, Why, Who and How*
- ❖ **Voucher Activity Report –**
 - ❖ *Report redesigned*
- ❖ **Bundles 2011 –**
 - ❖ *Applying Bundles #30 - 38*



AP Reminders



- ❖ **Use of 'Sensitive' Information**

- ❖ *SS#s, Client #s, Names, etc.*

- ❖ **Discounts -**

- ❖ *Ensure Prompt Payment Discounts are awarded*

- ❖ **Journal Vouchers -**

- ❖ *Always insert related Voucher ID*

- ❖ **Vendor Self Serve –**

- ❖ *Program is expanding*

- ❖ **APD Audit Training –**

- ❖ *To review repeating errors*

AP-Voucher Activity Rpt

Report Redesign:

- ❖ Now includes PO & Non-PO vouchers
- ❖ New 'Budget Date From & To'
- ❖ Removal of 'Accounting Date From & To'
- ❖ Results can now include multiple Budget Ref Years



AP-Voucher Activity Rpt

Navigation: Accounts Payable>Reports>Vouchers> Voucher Activity

Voucher Activity Report

Run Control ID: CINDYBABB

[Report Manager](#)

[Process Monitor](#)

Run

Language: English

Report Request Parameters

Business Unit: CATM1

Account:

Department: CAT45241

*Post Status: Posted

Due Date:

*Budget Date From: 07/01/2010

*Budget Date To: 10/01/2010

<u>Fund</u>	<u>SID</u>	<u>Program</u>	<u>ChartField 1</u>	<u>ChartField 2</u>	<u>Budget Reference</u>	<u>PC Business Unit</u>	<u>Project</u>
12060							

AP-Voucher Activity Rpt

Report ID: CT_APR149

**Budget Date
Range**

State of Connecticut
VOUCHER ACTIVITY

Page No. 1
Run Date: 01/11/2011
Run Time: 1:38:35PM

Business Unit: CATM1 Account: Department: CAT45241 GL Business Unit: STATE Post Status: P
Fund Code: 12060 SID: Program: Project: Activity:
Budget Date: 07/01/2010 through 10/01/2010 Source Type: Category:

Business Unit	Voucher	Invoice	Budget Reference	Purchase Order	Vendor	Vendor Name	Budget Date	Expended Amt (By Criteria)	Total Paid Amt (All Codes)
CATM1	00016106	INV-4013	2010	0000003473	0000019690	Pita Communications LLC	07/19/2010	15,250.00	15,250.00
CATM1	00016108	CT10-10 6/14-7%	2010		0000130654	Whitney Nicole Boyers	07/20/2010	2,500.00	2,500.00
CATM1	00016122	CT09-39	2009		0000000128	Town Of Simsbury	07/22/2010	30,000.00	30,000.00

**Includes Multiple
Bud Refs**

**Includes PO &
Non PO Vchrs**

AP – Managing Payments

- ❖ Understanding Payment Terms
- ❖ Reviewing Vouchers for Discounts
- ❖ Analyzing Your Discounted Payments



AP – Managing Payments

❖ Reviewing Vouchers for Discounts

Summary | **Invoice Information** | **Payments** | **Voucher Attributes** | **Error Summary** | **Consumption**

Business Unit: XXXM1
Voucher ID: 00237204
Voucher Style: Regular

Vendor: C & C JANITORIAL SUPPLIES INC
665 NEW BRITAIN AVE
NEWINGTON, CT 06111

Invoice Date: 9/15/2010

Pay Terms: 1.0/10-30

Payment Information

Scheduled Payment: 1

***Remit to:** 0000012872
Location: MAIN
***Address:** 3
C & C JANITORIAL SUPPLIES INC
665 NEW BRITAIN AVE
NEWINGTON, CT 06111

Gross Amount: 379.62
Discount: 3.80

Scheduled Due: 10/04/2010
Discount Due: 9/25/2010

Payment Method

***Bank:** FLEE2
***Account:** VEN1
***Method:** ACH ACH
Message: INV#2398903,PO#109077,PH#30 692 7863.

Pay Group:
***Handling:** RE
***Netting:** N

Schedule Payment

***Action:** Schedule
Pay: **Reference:** 00423881

Payment Options

Hold Payment: ☐ **Separate Payment:** ☐
Hold Reason:
Letter of Credit:

Payment Date: 10/06/2010

[Payment Inquiry](#) | [Holiday/Currency Options](#) | [Express Payment](#) | [Vendor Bank Account](#)

AP – Managing Payments

❖ Reviewing Vouchers for Discounts

**Discount was
Lost Here**

Cus								
<u>Business Unit</u>	<u>Voucher ID</u>	<u>Advice Seq</u>	<u>Advice Date</u>	<u>Invoice Number</u>	<u>Gross Paid Amount</u>	<u>Paid Amount</u>	<u>Currency</u>	<u>Discount Taken</u>
XXXM1	00237204	1	09/15/2010	2398903	379.62	379.62	USD	
XXXM1	00237181	1	09/30/2010	241028	7,424.56	7,350.31	USD	74.25


**Discount was
Awarded Here**

AP – Managing Payments

❖ Reviewing Vouchers for Discounts

Navigation: Accounts Payable>Vouchers>Add/Update

Summary	Invoice Information	Payments	Voucher Attributes	Error Summary	Consumption
Business Unit:	XXXM1				
Voucher ID:	00237181				
Voucher Style:	Regular				
Contract ID:					
Vendor Name:	C & C JANITORIAL SUPPLIES INC 665 NEW BRITAIN AVE NEWINGTON, CT 06111				
Entry Status:	Postable				
Match Status:	Matched				
Approval Status:	Approved				
Post Status:	Posted				
Budget Status:	Valid				
Budget Misc Status:	Valid				
Invoice Date:	09/30/2010				
Invoice No:	241028				
Invoice Total:	7,424.56				USD
Receipt Date:	09/27/2010				
Pay Terms:	1.0/10-30				
Voucher Source:	Online				
Origin:	549				
Created:	10/04/2010				
Created By:	MonroeMar				
Modified:	10/04/2010				
Modified By:	DiMaggioJ				
ERS Type:	Not Applicable				
Close Status:	Open				
*View Related	Accounting Entries Inquiry				



[Go](#)

AP – Managing Payments

❖ Reviewing Vouchers for Discounts

Posting Process: Payments GL Dist Status: Distributed

Customize | Find | View All | First 1-6 of 6 Last

Description	Monetary Amount DR	Monetary Amount CR	Currency Code	Ledger	GL Unit
Accounts Payable	1,600.56		USD	MOD_ACCRL	STATE
Cash Distribution		1,584.55	USD	MOD_ACCRL	STATE
Discount Earned		16.01	USD	MOD_ACCRL	STATE
Accounts Payable	5,824.00		USD	MOD_ACCRL	STATE
Cash Distribution		5,765.76	USD	MOD_ACCRL	STATE
Discount Earned		58.24	USD	MOD_ACCRL	STATE



AP – Managing Payments

❖ Analyzing Your Discounted Payments

☒ CT_CORE_FIN_AP_VCHR_DT_COMPARE Invoice Date vs Entrd/Pmt Dts

Compares Vouchers for Invoice Dt to Entered Dt and to Payment Dt

☒ CT_CORE_FIN_AP_PYMNT_TERMS Contract vs Voucher Pay Terms

Shows vouchers that don't agree with Contract Pay Terms



AP - OSC Classes

Course Title

- ❖ *FAP901--Withholding/1099Reporting*
- ❖ *FAP902--Understanding the Vendor File*
- ❖ *FAP905--Payment Cancellations Forms & Process*



AP



Agenda

✧ Welcome Donalynn Black

✧ ePro Kathleen Anderson

✧ Inv Steven Beaulieu

✧ PO Noreen Camara

Wilson

✧ AP Cynthia Babbitt

✧ AM **David Bonola**

✧ EPM Barbara Jacius

✧ Security Tracy Douglas

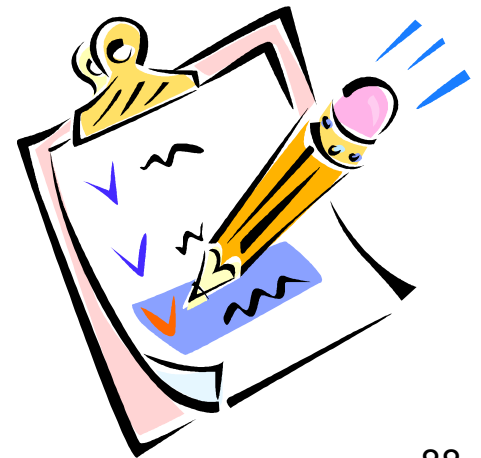
✧ Closing Donalynn Black

Carol



AM Agenda

- ❖ **Software Licenses**
- ❖ **Physical Inventory “Unders”**
- ❖ **Accounting Dates and Loading**
- ❖ **Adjustments and Transaction Dates**
- ❖ **Sensitive Data**



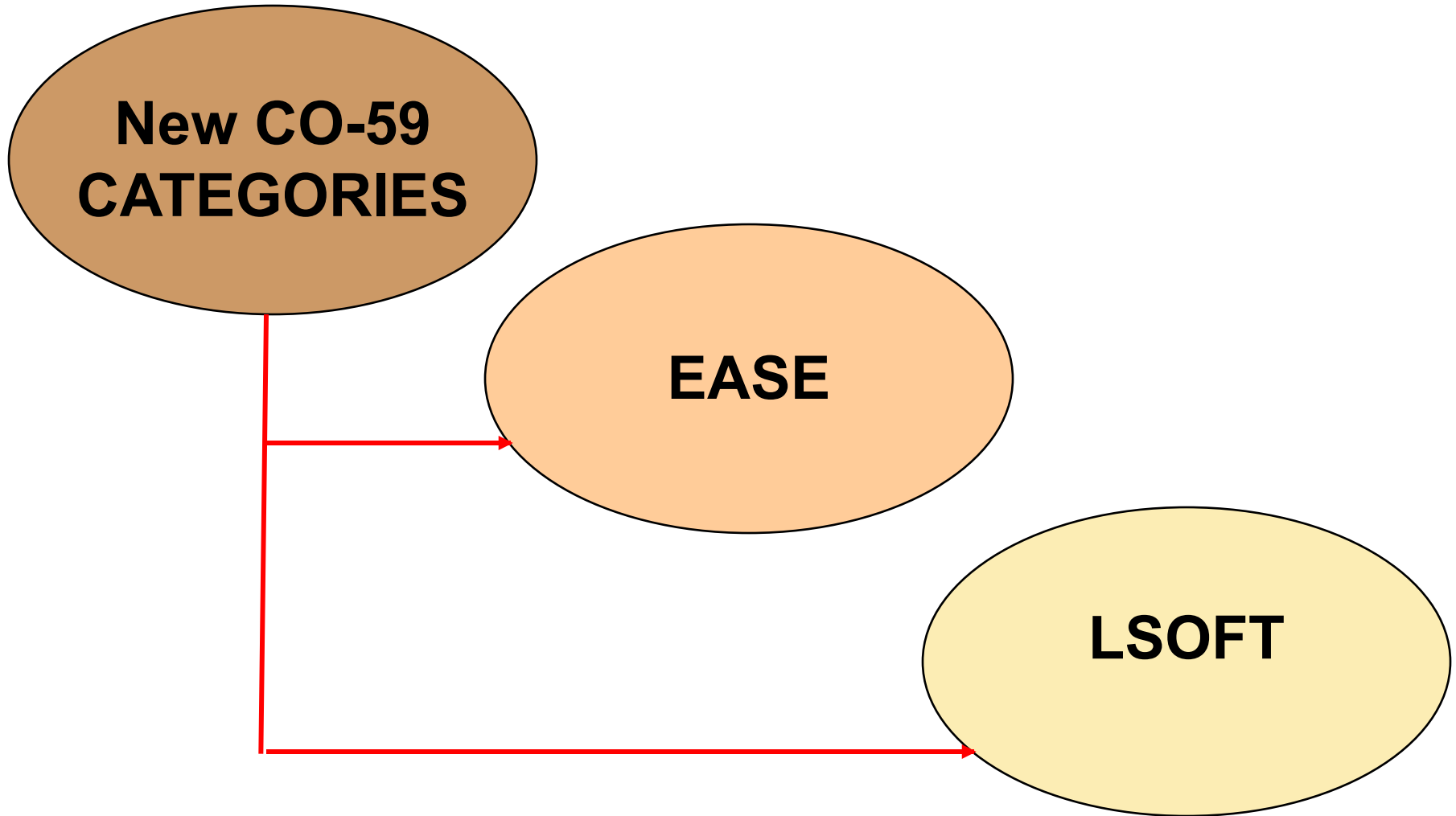
AM Software Licenses

– GASB 51 Intangible Assets

- ❖ Licensed Software Capitalized
- ❖ Permanent Land Easements
- ❖ Summary Reporting FY 2005-2010
- ❖ Detail Reporting FY2011 and beyond



AM Software Licenses



AM Software Licenses

EASE



**Profile ID
1EASEMENTS**

LSOFT



**Profile ID
LSOFTWARE**

AM Software Licenses

Profile ID 1EASEMENTS

*Permanent Land
Easements Acquired
Regardless of Cost*

Profile ID LSOFTWARE

*Licensed Software
Acquired Meeting
the Capitalization
Threshold of
\$1000.00 Dollars*

OF FISCAL YEAR. DATA GENERATED FROM THE EPM QUERIES CAN BE REPLICATED AND IF THE VALUES RECORDED ON THE CO-58 DO NOT RECONCILE WITH CORE-CT, AGENCY MUST PROVIDE A WRITTEN EXPLANATION OF DISCREPANCY IN AN ATTACHMENT.

AGENCY ACRONYM [REDACTED]	AGENCY NAME AND ADDRESS [REDACTED]	DATE OF PHYSICAL INVENTORY [REDACTED]
------------------------------	---------------------------------------	------------------------------------------

1 ASSET CATEGORY	2 ITEMS OF PROPERTY	COST DATA OR FAIR MARKET VALUE				CURRENT VALUE
		3 LAST YEAR'S BALANCE 06/30/ [REDACTED]	4 ADDITIONS	5 DELETIONS	6 CURRENT BALANCE 06/30/ [REDACTED]	7 PRESENT VALUE THIS YEAR
LAND	LAND NO. OF ACRES - [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
IMPRO	SITE IMPROVEMENTS [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
BUILD	BUILDINGS TOTAL NUMBER [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
LIMPR	LEASED PROPERTY (IMPROVEMENTS)	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
CONST	CONSTRUCTION IN PROGRESS	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
EASE	EASEMENTS	0	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
TOTAL REAL PROPERTY		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
EQUIP	EQUIPMENT	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
LEQUIP	LEASED EQUIPMENT (CAPITALIZED)	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
SOFT	SOFTWARE (CAPITALIZED) OWNED BY STATE	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
INFRA- STRUCTURE (DOT ONLY)	ROADS, BRIDGES, RAILWAYS, AIRPORT LANDING AREAS	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
LSOFT	LICENSED SOFTWARE	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
GAAP GROUP PERSONAL PROPERTY SUB- TOTAL		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
ART	FINEART	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
INVENTORY MODULE	MATERIALS AND GOODS- IN-PROCESS	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
	STORES & SUPPLIES	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
OTHER PROPERTY OWNED WITH		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

AM Software Licenses

- ❖ Annual Renewal Fees should be Expensed
- ❖ Maintenance Costs should be Expensed
- ❖ Upgrades to Existing Software should be Capitalized
- ❖ Old Versions should be Retired as Deletions
- ❖ Internally Generated Software is NOT a License

Frequently Asked Questions

AM Software Licenses

❖ Non-Reportable Software

Defined as: *Individual Licenses' Costing Less than \$1000.00 dollars*

OSC will be contacting select Agencies to obtain feedback for development of a Statewide standard for Non-Reportable Software

AM PI Unders



AM PI Unders

Asset Management > Physical Inventory > Review Matching Results

Results Details

Physical Inventory PRINCECHGHPRINCECHGH
ID:

Asset ID: 000000047

PI Match Status: Under

Scanned By:

Results Notification

☐ Send Email Description:

☐ Send Worklist User ID:

Message Text:

Description:

Save

Return to Search

Previous in Lis

Next in Lis

Notify

Results | Details

The Match Status is now
Greyed Out

AM PI Unders

Asset Management> Physical Inventory> Load/Match/Reconcile Info

Physical Inventory

Run Control
ID: pi

[Report Manager](#)
[Process Monitor](#)

Run

PI ID:

PRINCECHGH

Export / Import

CSV File

View/Download

File Name: scn_COREBo.txt

Last PI Step Executed:

4

PI Results Generated

Extract

=>

Gen Extr Fil

=>

Load Scan File

=>

Gen Results

=>

Gen Trans

Delete Ext

<=

=====

Delete Scan

<=

Delete Res

<=

Del Trans

Request Information

Save

Return to Search

Previous in List

Next in List

Notify

AM PI Unders

Asset Management> Physical Inventory> Load/Match/Reconcile Info

Physical Inventory

Run Control
ID:

pi

[Report Manager](#)

[Process Monitor](#)

Run

PI ID:

PRINCECHGH

[View/Download](#)

Export / Import

CSV File

File Name:

scn_COREBo.txt

Last PI Step Executed:

3

Scan File Loaded

Extract

=>

Gen Extr Fil

=>

Load Scan File

=>

Gen Results

=>

Gen Trans

Delete Ext

<=

Delete Scan

<=

Delete Res

<=

Del Trans

Request Information

Save

Return to Search

Previous in Lis

Next in Lis

Notify

AM Accounting Dates

Critical Date = *Accounting Date*

- ❖ Accounting Date = Voucher Accounting Date
- ❖ Current Open Financial Period
- ❖ Interfaces **MUST** be Loaded in Open Period
- ❖ Many Reports and Queries Driven by Accounting Date

AM Accounting Dates

Asset Management > Send Receive Information > Approve Financial Information > Review

Financial Transactions	
Interface ID: 10018332	Interface Line Number: 24
PI ID:	Mass Change Definition:
Financial Information Find View All First 1 of 1 Last	
Unit: FPCM	Trans Code: []
*Asset ID: NEXT	Load: FAD
Book: []	Type/Status: Pending
Name: []	Trans Date: 04/05/2011
Category: []	Acctg Date: 04/23/2011
Cost Type: []	Cost: 32,945.28 USD
Fund Code: 12060	Base Cost: 32,945.28 USD
Department: FPC36531	Quantity: 2.0000
Special ID: 35192	Depr Amt: []
Program Code: 00000	Proceeds: []
ChartField 1: []	Removal Cost: []
ChartField 2: []	
Budget Reference: 2010	
Project: FPC_NONPROJEC	
Error Message: []	
Save Return to Search Notify	

AM Accounting Dates

Search Results *Asset Management> Send/Receive Information> Approve Physical Information> Review A*

View All First ◀ 1 of 1 ▶ Last

<u>Interface ID</u>	<u>Interface Line Number</u>	<u>Business Unit</u>	<u>Trans Load Type</u>	<u>System Source</u>	<u>Mass Change Definition</u>	<u>Physical Inventory ID</u>	<u>Auto Approval Status</u>	<u>Location</u>	<u>Asset Identification</u>	<u>Date/Time Stamp</u>
10018332	24	FPCM1	Fin.Add	AP Page	(blank)	(blank)				04/28/2010 7:02:19AM

The Date Stamp on the pending display is **NOT** the Accounting Date

AM Accounting Dates

-Accounting Date

- ❖ Accounting Dates will NOT be updated
- ❖ Closes on the 10th of the Month
(for preceding month)
- ❖ Reminders E-Mailed every Month
- ❖ Dictates when Depreciation is Accounted for



AM Adjustment Transaction Dates

- *Transaction Date*

- ❖ Transaction Date = Date Event Took Place
- ❖ Date should be entered to reflect retroactive changes



AM Adjustment Transaction Dates

Cost History List		Cost History Detail		Non Cap History List		Non Cap History Detail	
Unit:	OSCM1	Asset ID:	0150	HP DC5100 Computer		Tag:	0150
						In Service	
<div>Book</div> <div>Find View All First 1 of 1 Last</div>							
Book Name:	GASB	GASB34	Base Currency:	USD			
<div>Cost</div> <div>Find View All First 1 of 1 Last</div>							
Acctg Date:	10/13/2006	Trans Date:	09/20/2006	Date/Time Stamp:	10/23/2006 3:59:19PM		
Trans Type:	ADD	Asset Addition					
Trans Code:							
Cost:				805.19	USD		
Base Cost:				805.19	USD		
Salvage:							
Quantity:				1.0000			
Convention:	AM						
User ID:	LugliJ						
Category:	CNTRL Controllable Personal Property						
Cost Type:							
Fund Code:	17051	Capital Improvements&Purposes					
Department:	OSC15250	Information Technology					
Special ID:	42739	Core Financial System					
Program Code:	13012	Information & Technology					
ChartField 1:							
ChartField 2:							
Budget Reference:	2006	2006 BUDGET					
Project:	OSC_NONPROJECT	OSC Non Project					

Interunit Transfer Information

Unit:

Asset ID:

Book:

Exchange Rate

Rate Type:

Rate Effdt: 09/20/2006


Exchange Rate: 1.00000000


AM Adjustment Transaction Dates


Asset Management > Asset Transactions > Financial Transactions > Cost Adjust/Transfer Asset [New V](#)


Main Transaction [Asset Cost Wrk](#) [Asset Cost 01 Wrk](#) [Asset Cost Wrk2](#) [Asset Book Wrk1](#) [Asset Cos](#)

Unit: OSCM1 Asset ID: 0150 HP DC5100 Computer Tag: 0150 In Service


Transaction Date: 01/13/2011  ☒ Copy Changes to Other Books


Accounting Date: 01/13/2011 


Transaction Code: 


Rate Type: CRRN 


Copy to Other Books Options


Transfer Other Books Amount 



by: Amount 

Adjust Other Books Amount 

By: Amount 

Include Convention: Exclude 

Action: -- Select Action --  **GO!**

  -- Select Action --

- Addition
- Adjustment
- Fixed Price Markup
- InterUnit Transfer
- Recategorize
- Revaluation
- Transfer

[Update/Displ](#) [Include History](#)

Main Transaction | [01 Wrk](#) | [Asset Cost Wrk2](#) | [Asset Book Wrk1](#) | [Asset Cost Wrk3](#) | [Depr R](#)

AM Sensitive Data

- ❖ Data elements that might be considered sensitive.



AM Sensitive Data

Location/Comments/Attributes | **Manufacture/License/Custodian** | Asset Entry Work | Asset Entry Work

Unit: DASS1 Asset ID: .34087 2007 Chevrolet Impala LS as pe Tag: 34087 Disposed

Manufacturer Information

Serial ID:
Manufacturer ID:
Manufacturer Name: Make:
Model: Year:
Product Version: Production Date:
Plant: Contact:
VIN: SKU:

License Information Find | View All First **1 of 1** Last

Supporting Doc Type: License
Agency ID:
Vendor ID:
Reg #: *Suppressed License Plates*
Issue Date: 01/13/201 Expiration Date:
Renewal Date:
Reg. Name:
Address:
Comment:

AM Sensitive Data

Location/Comments/Attributes | **Manufacture/License/Custodian** | Asset Entry Work | Asset Entry Work

Unit: DASS1 Asset ID: .34087 2007 Chevrolet Impala LS as pe Tag: 34087 Disposed

Manufacturer Information

Serial ID:
Manufacturer ID:
Manufacturer Name: Make:
Model: Year:
Product Version: Production Date:
Plant: Contact:
VIN: SKU:

License Information Find | View All First 1 of 1 Last

Supporting Doc: License
Type:
Agency ID:
Vendor ID:
Reg #: **Software Key Code**
Issue Date: 01/13/201 Expiration Date:
Renewal Date:
Reg. Name:
Address:
Comment:

AM



Agenda

✧ Welcome Donalynn Black

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Wilson

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✧ AM David Bonola

✧ EPM **Barbara Jacius**

✧ Security Tracy Douglas

✧ Closing Donalynn Black

Carol



EPM

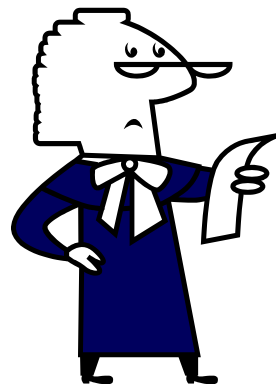
Public Act No. 10-155: AN ACT REQUIRING THE ESTABLISHMENT OF A SEARCHABLE DATABASE FOR STATE EXPENDITURES

- ❖ Approved June 7, 2010
- ❖ To increase transparency in state spending
- ❖ Core-CT Teams are assisting OFA in populating this dbase

EPM

P.A. 10-155 (a)

❖ On or before July 1, 2011, the legislative Office of Fiscal Analysis shall establish and maintain searchable electronic databases on the Internet and located on said office's Internet web site for purposes of posting state expenditures, including state contracts and grants.



EPM

P.A. 10-155 (e)

❖ Nothing in this section shall be construed to require a state agency to: (1) Create unavailable financial or management data or an information technology system that does not exist, or (2) disclose consumer, client, patient or student information otherwise protected by law from disclosure.



EPM

Searchable Database will include:

- ❖ Payroll Detail
- ❖ Purchase orders/Contracts Detail
- ❖ Voucher Detail
- ❖ Ledger Summary Data



EPM

Payroll Detail

- ❖ Includes: Employee ID, Name, Agency, Compensation
- ❖ Excludes Sensitive data: Employee address and any monetary entry NOT associated with a state accounting string



EPM

Purchase orders/Contracts Detail

- ❖ **Includes:** Purchase Order Number, Contract Number, Vendor name, PO Merchandise Amount, Maximum Contract Amount, Contract Line description, Vendor Name
- ❖ Agencies need to ensure Contract Line description, Vendor Name fields do not include any sensitive data



EPM

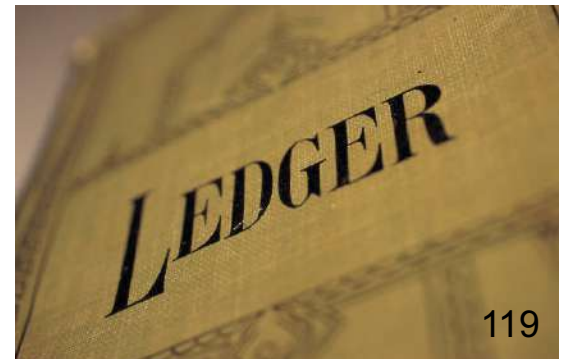
Voucher Detail

- ❖ Includes: Vendor ID, Name, Voucher, Voucher Line Description, Issuing Business Unit, Monetary Amount
- ❖ Agencies need to ensure that Voucher Line Descriptions do not include any sensitive data

EPM

Ledger Summary

- ❖ No exclusions necessary
- ❖ All data is at a summary level



EPM

OSC MEMORANDUM NO. 2010-28, October 4, 2010: Use of Personal Information in the Financial Modules of Core-CT

❖ State agencies shall not use the personal taxpayer identification number (TIN) including SSN, FEIN, or ITIN for anything other than federal and state tax withholding and/or reporting purposes.

❖ <http://www.osc.state.ct.us/2010memos/numbered/201028.htm>

EPM

OSC MEMORANDUM NO. 2010-28, cont.

...Therefore, the TIN should not be recorded in ANY financial transaction, including the Comments, Conversations, Descriptions, Invoice Numbers, Messages, Notes, or any other field not specifically reserved for this purpose.

EPM

Asset Management

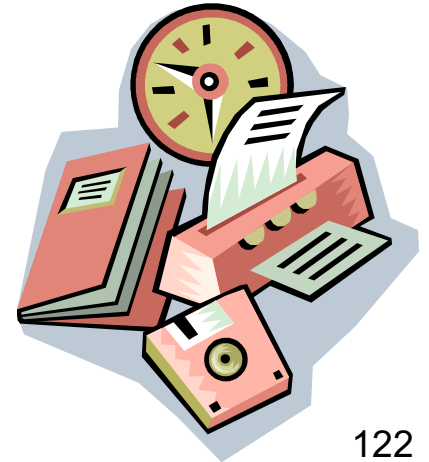
New Reporting Table:

CTW_ASSET_NBV

❖ Net book value of in service assets

New Supporting Public Query:

CT_CORE_FIN_AM_ASSET_NBV



EPM

Asset Management

New AM Public Queries:

CT_CORE_FIN_AM_DUP_SERIAL_NBRS

- ❖ Audit for duplicate serial numbers

CT_CORE_FIN_AM_ASSET_LIST

- ❖ Asset/Physical Inventory information

CT_CORE_FN_AM_ASSETS_BY_FY

- ❖ Replicates AMAS2000; Fiscal year & Accounting period

EPM

Inventory

New Reporting Table:

CTW_EVENT_INV

- ❖ Inventory Counting Event Reporting

New Supporting Public Query:

CT_CORE_FN_IN_COUNTNG_EVENT

- ❖ Assist staff in performance of physical Inventory

EPM

Inventory

Enhanced Reporting Table:

CTW_IN_ITEM

❖ Now includes all inventory items associated with an inventory business unit whether or not the item is physically put away in the inventory business unit; for example, a timing scenario where an item is purchased but not put away.

EPM

Purchasing

New PO Public Query:

CT_CORE_FIN_PO_CNTRCT_PRC_CMPR

❖ List of purchase orders and related vouchers where the purchase order unit price is more than the catalog item contract unit price. Results produced from this query are intended to be a preliminary list necessitating further in-depth research.

EPM

Accounts Payable

New Reporting Table:

CTW_VCHR_PO_VW - Voucher Purchase Order View

- ❖ Combines voucher and purchase order information where the agency is the same but the business units differ.
- ❖ Designed for agency Internal Service Business Unit reporting
- ❖ DAS, DOC and ITD

EPM

Accounts Payable

Supporting Query:

CT_CORE_FIN_AP_M1_S1_RPT

EPM only role required:

CT_E_APBUS1REPORTING

Pre-requisite: Access to both M1 and S1 Business Units

EPM

Job Aid Enhancements

- ❖ **General Ledger/Payroll Reconciliation**
- ❖ **Query Design Analytical Tool**
- ❖ **Query Quick Reference Job Aid**

<http://www.core-ct.state.ct.us/epm/jobaid/Default.htm>

EPM



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✧ Closing Donalynn Black

Carol



Security Update

New Security Functionality

Automated Forgotten Password Reset Feature in Core-CT

- Agency users must first update their System profile in Core-CT.
- Users must have a state email address and be able to receive external emails in their agencies.
- Users without a state email address must continue to contact their Agency Security Liaison for a password reset.
- Users are NOT to contact the Core-CT Help Desk for password resets.

My System Profile

Navigation Menu:

- FIN Worklist
- HRMS Worklist
- Worklist
- Application Diagnostics
- EPM Application Diagnostics
- FIN Application Diagnostics
- HRMS Application Diagnostics
- EPM Tree Manager
- FIN Tree Manager
- HRMS Tree Manager
- Tree Manager
- ARRA File Upload
- ARRA Crystal Reports
- EPM Reporting Tools
- FIN Reporting Tools
- HRMS Reporting Tools
- Reporting Tools
- EPM PeopleTools
- FIN PeopleTools
- HRMS PeopleTools
- PeopleTools
- Development Utilities
- [Tax Center](#)
- [FileMover TSM Log Location](#)
- [Payroll Text Validation](#)
- [PYV470](#)
- [Treasury Management Center](#)
- [Treasury Processing Center](#)
- [Treasury Definitions Center](#)
- [Careers](#)
- [FileMover Upload-Download](#)
- [FileMover Interface/Part Setup](#)
- [My Account Sign On](#)
- [Change My Password](#)
- [My Personalizations](#)
- My System Profile**
- [Dictionary](#)

Password

[Change password](#)

[Change or set up forgotten password help](#)

Personalizations

My preferred language for PIA web pages is: English

My preferred language for reports and email is: English

Currency Code:

Default Mobile Page:

Alternate User

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID:

From Date: (example: 12/31/2000)

To Date: (example: 12/31/2000)

Workflow Attributes

☒ Email User ☒ Worklist User



[Miscellaneous User Links](#)


Email

Primary Email Account	Email Type	Email Address
<input checked="" type="checkbox"/>	Business	tracy.douglas@po.state.ct.us

[Save](#)

Security Update





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
- News Archives

Site Navigation

- How to Use This Site
- Site Map
- Search this Site

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.

New and/or Useful

- [September HRMS User Group Presentation](#)
- [Password Reset Instructions](#)
- [Catalog of Online Financial Reports and EPM Queries \(HRMS Queries Added\)](#)
- EPM is [now available 8 a.m. to 4 p.m. Saturdays](#)
- [Core-CT New Extra \(May 2010\)](#)
- [Customer Contracts/Project Costing Reporting Forum Presentation](#)
- [User Productivity Kit \(UPK\)](#) (Interactive, animated online training for both FIN and HRMS processes)

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](#)
- [ARRA User](#)

Security Update

State of Connecticut



Core-CT

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Core-CT Agency Security Liaisons Support Web Site

This site is for those designated by their agencies as Agency Security Liaisons. On this page you can see job aids and other documents and links to help with transactions for [Financials](#), [HRMS](#), and [EPM](#) users.

General Security Procedures, Guidelines and Information

[Password Reset FAQ](#)  (Updated July 15, 2010)

[EPM Public Queries for Security Liaison Reporting](#) 

[Mass Agency Updates](#) 

[May 29, 2009 Security Liaison User Group Meeting Presentation](#) 

[User Group Online Evaluation Form](#)

[Security Liaison Guide](#) 

[Security Bulletins](#)

[Agency Security Liaisons List](#) 

Security



Agenda

✧ Welcome Donalynn Black

✧ ePro Kathleen Anderson

✧ Inv Steven Beaulieu

✧ PO Noreen Camara

Wilson

Carol

✧ AP Cynthia Babbitt

✧ AM David Bonola

✧ EPM Barbara Jacius

✧ Security Tracy Douglas

✧ Closing **Donalynn Black**



Closing

Thank you for your
participation today
We hope this information
proved helpful

Reminder – Grant Coding handout

- Look for this presentation on the
Core-CT website www.core-ct.state.ct.us

