

#	Questions	Answers
1	The date is the date the assets gets picked up and removed from the building, correct?	Your retire date will become the Trans Date on the transaction. Yes, this should always be the date you physically released the items. Accounting date must be in the open period.
2	Do you have to click the notifications one by one or can you click all to clear notifications?	You will only receive one notification for each for transaction in concern to disposals. You should clear these one by one in the drop down.
3	Will the interagency transfer forms still be required to fill out and have o	Yes. Filing a CO-64 is always an IUT Requirement. That is per the Property Control Manual overseen by the Central Accounts Payable, Security and Asset Management Unit.
4	When will the system go live?	November 25th is the target Go Live date
5	When will the job aids be available?	We are currently working on a new Training page for the Core-CT Website and will let every know when it's available.
6	The Asset Approver role seems redundant as all Asset staff are obligated to process disposals through DAS Surplus and obtain approvals prior to disposing through the Property Control Manual policy. Were employees within agencies not performing these duties and shouldn't this be handled at an APA level rather than adding another layer?	<p>a. We at Core-CT can only speak to the system functionality. It is not redundant for an approver to verify a transaction was submitted correctly with all necessary detail. That's what approvers do for all modules across the board. DAS has no oversight over Core-CT, and there are also disposal authorizations they are not involved in whatsoever (primary example being the CO-853 form). OSC Central Accounts Payable, Security and Asset Management (OSC.Assets@ct.gov) has jurisdiction over internal controls for the Asset Management module. As you said, PCM policy is to get disposal authorization first, and implementation of Approval Workflow reinforces that those PCM procedures are followed appropriately in the system by having a second employee verify and approve.</p> <p>b. The second sentence contains questions we at Core-CT Financials cannot answer. Please reach out to OSC.Assets@ct.gov.</p>
7	Will the new approval role be able to approve all asset transaction or just transfer and disposal?	Will the new approval role be able to approve all asset transaction or just transfer and disposal?
8	We currently do not utilize the disposal worksheet. Where do we locate this and is there a training video or worksheet for this?	<p>Part of this L200 training you're in covers how to access and use this page. Please rewatch this or the other recordings of the class at your own convenience.</p> <p>The Disposal Worksheet has always been on the Asset Management WorkCenter, and you can also use the NavBar to get to it (Main > Core-CT Financials > Asset Management > Financial Transactions > Asset Disposal > Disposal Worksheet). Reminder that only Financial Asset Processors can access this page.</p> <p>Yes, there is a job aid on the Core-CT Financials Asset Management webpage entitled 'Disposal Worksheet - for Financial Asset Processors.' This is for pre-upgrade use; it will be revised for the upgrade.</p>
9	Will comments and attachments be added to all or do they have to be entered individually?	There is no set-all for comments nor attachments on the disposal worksheet, so they will have to be entered individually. That being said, Physical Inventory Processors have the ability to do a mass comments update; submit a FootPrints ticket if you'd like guidance.

10	When is all this going into place?	The day of the system upgrade go-live, which is currently scheduled towards the end of November.
11	Also will this recording be available to us?	Yes, previous recordings of this are already posted online on the Core-CT Modernization page and this one will also become available to you.
12	Is there an acceptance for agencies/smaller agencies that do not have enough staff for the defined roles do to conflict etc.?	Functionally, no. An Asset Approver will be needed for all business units. Reminder that the only conflict with the new Asset Approver role is with the Financial Asset Processor, so you should have other members of your Asset Management team (Asset Processor, Physical Inventory Processor, Physical Inventory Scanner) that should be eligible for the role. You do not need to expand your team. Additional questions about role exceptions should be sent to OSC.Assets@ct.gov as they oversee role segregation of duties.
13	For In the past there were meetings held with AM key staff from each agency. Will there be future meetings to encompass insight from all agencies, to balance pro's and con's for future changes and concerns? It is integral to have good communication, for all, to pass on knowledge for unity throughout the State. "In person" forums annually or bi annually would be beneficial for all. ie: Profile ID Changes/CO-59 form changes, Asset Reports and needs for APA, Physical Inventory - opening	This is not relevant to this training. OSC.Assets@ct.gov should be emailed
14	When adding a cost to a property asset through integration, the description name is changed and an acid processor has to update the historical description once the payment is complete and the asset is	This is not relevant to this training.
15	Can someone explain why AM falls under AP?	Please reach out to OSC.Assets@ct.gov.
16	I have Financial Asset Processor role now...can I be an Approver?	No, not currently. The only conflict with the Approver role is with the Financial Asset Processor. If you remove the role, you should be eligible, but drastic role changes will be reviewed by OSC.Assets@ct.gov.
17	Will they get an email prompt for new transaction?	Yes, all steps of these approval transactions do send emails, but only for specific role users. For instance - submitted requests will send an email to the Approvers, and approved requests will send emails to the Financial Asset Processor who submitted the request.
18	What was the quantity and cost fields on the disposal sheet?	Yes, those fields are on the Disposal Worksheet. Note they shouldn't be changed otherwise you might conduct an improper transaction or partial retirement.
19	Will the disposal be viewable to users without the roll?	Yes, both Pending Approvals and current asset statuses can be viewed by anyone in your Business Unit with an Asset role. Specifically, you'll see the Pending Approval checkbox on the Review Cost and Search for an Asset pages.
20	Who enters the comment and attachments, the processor or approver?	There are two types of comments. The Financial Asset Processor enters Disposal Authorization and any other relevant information as an Asset Comment as they transact. The Approver enters Approval Comments when they take action, but those stay on the approval pages and don't get added to the asset's comments.

21	<p>What happens if the the disposal worksheet was not approve within the fiscal year. example it was submitted in the FY25 date, but was not approve until FY26?</p>	<p>Approval and loading of its interface must occur within the open period in which they are submitted, just like all current interface transactions. Expired disposal requests should be denied by the Approver, and if an interface was generated the Asset Processor will have to exclude it. The Financial Asset Processor will have to resubmit the request, but the Disposal Authorization will already be on the asset, so they shouldn't have to repeat that step in the process.</p>
22	<p>One of the requirements for the Asset Disposal Approver should be to see that there is a DAS authorization # given? Again nothing should be disposed in CORE unless the staff has a DAS authorization #. I understand this is the CORE details of the assets, but for my entire career in assets - Both DAS authorization and the asset CORE details were all needed to be able to dispose an asset.</p>	<p>Yes, that is still the requirement. One of the main steps in this process is that the Approver verifies the disposal authorization, which is most often the DAS surplus auction number. Failing to include disposal authorization when disposing assets goes directly against the PCM. Again, part of the goal in the design of this Approval Workflow is to prevent that failure from occurring by having the approver verify that information has been included.</p>
23	<p>What is the accounting period now?</p>	<p>At this time, it is October, which is the 4th period and we are in Fiscal Year 2025. The accounting period is the current month, and AM closes the previous period around the 10th of the following month.</p>
24	<p>Just to confirm, the accounting period closes on the 10th of each month?</p>	<p>Asset Management teams should be reviewing and processing all pending transactions daily, especially as month-end draws near. To be clear, transactions should be processed in the month they are created. AM month-close does usually occur on the 10th or 11th of the following month, but that can change based on how the workweek falls. Note that this is intended as a grace period for last-minute interfaces generated while other modules' close. Also, Asset Processors (and sometimes other team members) that have outstanding transactions are emailed monthly at the beginning of the new period. It should be every agency's goal to never receive that delinquent email as your transactions should be resolved on time.</p>
25	<p>What date can you request for the new role?</p>	<p>The day we go-live with the update. Your asset team and management should decide who will get the role now and inform your Financial Security Liaison so they are aware and ready for that day.</p>
26	<p>The role is available to assign now?</p>	<p>No – it will be available after go-live.</p>
27	<p>Once the transaction is loaded is it automatic or does it need to run overnight?</p>	<p>Batch is not involved in this process. Disposal Worksheet and IUT submittals are automatically sent to Approvers. Financial Asset Processors are immediately notified when one of their requests has been Approved or Denied. As always, interface transactions process immediately when the Asset Processor loads them.</p>
28	<p>Will we be able to query the disposal comments? Will CORE be creating a public query?</p>	<p>We are in development of a query or report.</p>
29	<p>Will the receiving unit get a notification once it is approved?</p>	<p>No, in order to receive notifications, they would need to be involved in the approval process in some way.</p>

30	Should the IUT be entered the day the actual asset is physically moved to the other business unit? or when?	If possible, yes; it is recommended to transact as close to the date. This provides benefit to agencies on both ends of the transaction. You can also back-date the Transaction Date if needed. You will not be able to back-date the accounting date beyond the current period.
31	So there is no restriction on the transaction date?	You can back date the Transaction Date, but it must be later than that of the asset's most recent cost entry. Again, your Transaction Date should be the date of final disposition per the PCM.