

L200AM003 - Asset Manager Approvals-20241022_090405-Meeting Recording

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1h 23m 10s



Przygocki, Scott 0:07

Welcome everyone to the asset management approvals L200 training session.

This training is designed to provide asset teams with the necessary knowledge and skills to manage asset management approvals effectively.

Specifically, this is geared towards users with the financial asset processors and asset approval roles.

My name is Scott Pergaki.

You're muted, Juan.



Diaz, Juan 0:32

Hey, my name is Juan Diaz.



Przygocki, Scott 0:34

Together, we oversee the asset management module within core CT financials with me as the team lead.

We're also joined by our course facilitator, Sean from the core CT help desk.

In this course, we'll cover navigating the new fluid interface for asset management approvals, as well as submitting and approving asset disposals and interunit transfer requests.

A few important guidelines for today's session.

Please set your cell phones to silent to minimize distractions.

Feel free to ask questions throughout the session by typing in the meeting Q&A and Sean will bring them to our attention periodically. We'd like to clarify any confusion and promote a comfortable learning environment as much as possible.

The Q&A can be accessed from the three dot more menu at the top of your team screen and it's directly below the chat.

It also might be, depending on the size of your browser, it actually might just be in the heading.

You'll see AQ and a right next to the chat.

We will highlight the system upgrades and changes that are relevant to your roles.

These guidelines into enhance your learning experience and ensure effective communication.

We also want to take a brief second to give you a rundown of who is in this training. We have Juan and I, who are the trainers, and we'll be reading the are leading the course, doing most of the speaking. Sean is our facilitator.

Who will bring your questions to our attention and will be guiding us through the presentation as a whole.

Then we have most of you, our participants with this webinar.

You won't be able to speak, so we do ask that you get your questions in that Q&A section as soon as you think of them at any point in time and we'll address them periodically.

Now let's get started with the training.

As we mentioned, this class is geared towards 2 roles that will be involved in the new asset approval process. All agencies already have financial asset processors who will become the requesters.

They submit the asset transactions and there are two types of transactions that they are already familiar with that will now root for approval, disposals and inter unit transfers.

The new asset approver role will need to be assigned to an employee within your agency who will review and ultimately approve or deny the requests. This role currently has only one conflict and it's with the financial asset processor role.

You can't be a requester and an approver.

Anyone else in your agency can get the asset approver role and your financial security liaison should have plans to assign it on the day we go live with the upgrade. Financial asset processor should hold off on these transactions until their asset approval has been confirmed to have the role.

So the big question, why is this being implemented now when you've never had any issues with these transactions?

Well, a financial security concern was identified with individuals removing assets unchecked.

The other supply chain modules were were looked at and approval workflow proved effective at providing them with similar checks and balances. The state security and Asset Management Division found resolution in having core CT.

Assets also implemented.

This is the least intrusive way of getting adequate internal controls applied.

Financial asset removal.

Now our objective with this course is that by the end, participants will be able to navigate through asset management approval fluid pages effectively.

Grasp the new asset management approval process.

Submit view and manage pending approvals with ease and verify transactions completed as expected.

We're going to cover the following scenario walkthroughs, disposal worksheets and interunit transfers going forward, only disposal worksheets will be used to retire assets.

Now financial asset processors are already familiar with both of these transactions. And their pages, however, instead of immediately generating a retirement interface or immediately becoming another agency's asset, these transactions will now first root for approval.

This course aims to ensure users are effectively can effectively navigate the new fluid user interface to access all components of the approval process. Existing asset management users have the benefit of already having experience with fluid navigation, as we've been using it since 2017, though only on mobile.

Devices and for only a few tiles that have to do mostly with physical inventory tracking, we're going to focus on how to submit requests.

Within the asset management work Center and utilize the pending approval style to manage those requests.

Here we have a breakdown of the courses agenda.

Today's session could take up to two hours, but in general it's probably gonna be about half that.

Depending on questions, we will review key units related to the training material. We'll have a recap of what we learned and you can see we have plenty of periodic breaks throughout to address any questions you might have. We'll have two main units, which will be our example scenarios for the two different transaction types. The structure is designed to maximize your.

Understanding and engagement with this new process.

And user interface.

This is a list of key terms that are relevant to this training. Understanding. These terms will enhance comprehension and facility effective communication as they will be referenced during the session. We'll take a moment to go over these to help you get familiarized with them.

Please pay close attention as these concepts will be integral to our discussion and will also help you with the new core CT in general Fluid pages. This is this new sort of bubbly look. Many pages of corset are switching to this implementation is to make the system more.

Accessible over a wide array.

Of Devices Home page starting pages where you can quickly access main system content areas and are selectable in the top left drop down when first logging into core CT. In this training we're only going to be covering the financials.

Home page dashboard.

Very similar to home pages, dashboards are specific to modules and are used to quickly access an array of their pages. In this session, we're only going to be covering the asset management dashboard.

Ours is simple.

We only have 3 tiles and we're going to access only.

Two of those today, tile tiles are a large button like navigation tools with icons that we will use to access pages and dashboards work centre. All users should already be familiar with this term.

Work centres are module specific and host a variety of tools and pages in a centralized, quickly navigational section. However, many modules, including asset management, have switched and enabled.

The Fluid Work Center, they're still very similar to their classic counterparts, but again they have that new look.

And make them that make them more accessible over two smaller devices.

OK.

So we're going to briefly pause here to see if anyone has any questions.

I do see some chat messages coming up.

Sean, do we have anything?

Sean, you're muted.

BS **Bucchere, Shaun** 8:00

Sorry. So somebody said that the asset approval 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.

Where employees within agencies not performing these duties.

And shouldn't this be handled at an APA level rather than adding another layer?



Przygocki, Scott 8:29

It's a good observation, but ultimately DAS has no control over your modules in core CT. Anyone can log in to core CT in your agency and just do you know whatever they want to your agency. If they have the right roles. Das has no oversight over this that. Why the central accounts payable? Asset Security System team decided that you need to have somebody else.

Looking over your work for disposals.

Understand that you think that it's redundant, but they, but ultimately like I said, DAS has no control or oversight over anything other than their own modules in core CT well over there other than their own business units within core CT.

Is there anything else in the chat?



Bucchere, Shaun 9:25

Nothing else at this time.



Przygocki, Scott 9:28

So we're still gonna give a brief pause right now just to give it a minute or two to see if anyone else has any questions.

And we'll continue on after about a minute.



Bucchere, Shaun 10:13

So there was a question.

Can someone explain why am falls under AP?



Przygocki, Scott 10:20

It's not our division.

We are core CT team, but the central accounts payable, asset insecurity, asset management and security unit that is who's in charge of the property control manual.



Bucchere, Shaun 10:44

The new approval will be able to approve all asset transactions or just transfers and disposals.



Przygocki, Scott 10:53

Two transactions that are implemented for routing for approval. Right now our disposals and interunit transfer.

So that is all of them. There is no current plans to implement any more approvals within asset management for any other part of the process for any other types of transactions.

OK.

Well, if anyone else has any other questions about overview or anything else that we've covered already or that you can just think of for that, we can answer in the future, go ahead and get them in the chat too.

But we're going to continue on for now. Juan's going to take the reins and cover the first unit.

Disposal worksheet approvals.



Diaz, Juan 11:39

Awesome. Thank you, Scott.

So hello again and in this first unit we're gonna cover disposals, also known as retirements, all of which will now be routed for approval.

This is going to be done using the existing disposal worksheets that financial asset processors already have access to, and they'll be and they can efficiently submit multiple assets for retirement with one transaction.

So what's new is that approvals will then approve?

Or temporarily hold disposal transactions.

The excuse me?

The new fluid navigation will allow quick and clear access throughout core CT whenever a user needs to do something related to assets, they'll start off by going to the core CT financials homepage where they can click on the asset management tile to get to the AM dashboard requ.

And Approvers will also be able to review some request details through notifications.

So here we see some key asset tiles like previously mentioned, the asset management tile itself will be on the core CT financials home page and it will take users to the asset dashboard where all other asset related tiles are.

The asset Management Work Center is a central source for managing assets therein.

Financial asset processor specifically will have a link to disposal worksheet page to

submit all these requests.

Asset Management dashboard will also have an approvals tile once they receive a disposal request.

Approvers navigate to this tile to manage the request.

As seen on the right.

Now we'll dive into an example that guides you through submitting a disposal worksheet request.

In the following scenarios, we'll learn how to navigate through fluid to related pages effectively and show a step by step instructions on how to submit a disposal worksheet transaction.

Our objective by the end of this section is that you feel comfortable with this new approval process.

1st we need to submit a disposal transaction like. Up until now this was done by the financial asset processor and they'll be doing so using the disposal worksheet page. They're already familiar with.

Here we show a comprehensive navigation to get to that page.

The path is core CT financials, asset management, asset management, work center disposal worksheet, which is in the managed asset section.

Again, only financial asset processors can see this page.

Here you can see an expanded version of the Asset Work Center menu on the left.

Once you click on the disposal worksheet, simply enter the search criteria for the assets you want to dispose.

You can narrow down a specific asset or pull up a range based on how you populate this section.

The only required fields are the business unit and insert asset in service asset status.

Though we do want to point out to include non capitalized assets.

The check box is located by #3.

This needs to be toggled if any of the assets that you're trying to dispose are non capital, otherwise known as controllable. Once your criteria is in click the retrieve button.

List of assets will be shown based on your search criteria.

You'll also see the action section, which is where transactional information will be entered.

Choose a disposal codes from a drop down.

This usually retirement by sale or scrapped assets and set the retire date equal to the

day your agency physically release the assets. Choosing the calling date in the current open period.

And click the set all button to quickly apply this information to all the below assets. Then refer to the Asset Information tab to identify the assets you want to dispose and toggle their check box in the dispose column. You can review additional details on the other tabs, but for now we'll just continue to the comments and attachments tab to include additional submissions for.

Information.

So a new feature for the disposal worksheet is direct asset access to asset comments and attachment links right on this tab. These were previously only available on basic ad. These links are crucial for complying with the central account payable security and asset management's new policy regarding disp.

Authorizations.

Previously, those authorizations were entered in the reference code field, which is not available on the disposal worksheet.

Will now be entered on a new asset comment line which can be accessed right here.

As you see in Image 8.

After clicking the comments link a pop up window will appear with the assets comment history.

Click the plus sign to add a new role and input the disposal authorization.

This is typically the auction number supplied by the DAS procurement surplus system.

This allows for clear quick access for documentation on these assets.

You can add any other comments as you see fit. Once complete, click the OK button to close the pop up.

After entering the disposal authorization, we'll move forward with the transaction process review tabs. It feels to ensure accuracy and finalize the sections once certain click the click. The submit for disposal button.

I have to clicking submit a warning box will appear on your screen. If you want to double check anything, click cancel to go back to the last step. Otherwise click OK to finalize the submission.

Once the disposal worksheet is submitted, the approver will receive an e-mail that indicates they have a pending request waiting approval.

It provides some key information like who submitted the request when it was submitted for what business unit, and the list of assets.

Now that's it for submitting a disposal request.

Next, we'll take a look at the approvers process, but for now, let's take a minute to review any chats.

Any questions in the chat?

 **Bucchere, Shaun** 19:17

Now there are no new questions at this time.

 **Przygocki, Scott** 19:21

Actually, I do see one. Linda's got one in the chat.

 **Bucchere, Shaun** 19:21

Step.

 **Przygocki, Scott** 19:23

So again guys, if you can start using the the Q&A.

 **Bucchere, Shaun** 19:25

OK.

 **Przygocki, Scott** 19:29

But yeah, sorry, that's why so Linda Guild will comments be.

Will comments and attachments be added to all or do they have to be in entered individually?

You do have to enter them individually.

They are attached to that specific asset on that row.

So when you go and you click on to it, you are only looking at that comments for the comments or attachments for that specific asset.

 **Bucchere, Shaun** 20:01

OK.

And there was another kind of comments be applied to all disposals or does it have to be entered 1 by 1?

 **Przygocki, Scott** 20:08

They do have to be entered all by one at this point in time.

We'll give it another.

We'll give it another minute or two for additional questions.

 **Bucchere, Shaun** 20:35

There was a question somebody says they have the financial asset processor role now. Can they be an approver?

 **Przygocki, Scott** 20:44

Financial asset processor the only conflict with the asset approval role is the financial asset processor.

So no, you have to choose somebody else on your asset team or somebody else that's not involved with your asset team currently.

So you have the option, sorry.

 **Bucchere, Shaun** 21:00

Go ahead. Sorry.

 **Przygocki, Scott** 21:02

So you have the option to either keep your acid team the same size you know and sign it to one of your other team members such as your.

Asset processor your physical or your physical inventory scanner, your physical inventory processor.

Get them more involved with the day-to-day.

So you can either assign it to somebody else, anyone other than the financial asset processor, or you can expand your team. Maybe you have an asset viewer that's a manager that meets with you every so often to talk about assets or.

You guys have like a schedule to to meet and talk about your transactions and load your transactions once a month or once a week.

So in that case you might wanna make that manager an approver and give them a little bit more buying with the process.

There's also just, you know, general people that just approve other types of transactions in core CT like vouchers and POS.

Maybe you just wanna sign it to them because they're used to approvals already.

It's it's really up to you guys.

On the one requirement or the one restriction is you can't make the financial asset processor an approver.

 **Bucchere, Shaun** 22:11

Another question we currently do not utilize the disposal worksheet.
Where do we locate this and is there a training video or worksheet for this?

 **Przygocki, Scott** 22:20

Disposal worksheet is on your work center right now in core CT. If you're a financial asset processor, only financial asset processors have access to the disposal worksheet.

It will still be on the new work centre. I think we might have had a slide where we show it.

Shawn, would you be able to navigate back to that just to show?

I think it's slide 14.

14.

So right there you can see by pointing up image .1 there on the left.

That's what the new fluid workcentre going to look like as far as a menu, you're going to have a left menu on the side, just just like you do in classic.

It's just going to look different and right there underneath my links in manage assets.

If you are a financial asset processor, you can see the disposal worksheet.

 **Bucchere, Shaun** 23:15

OK.

We had a comment saying having a select all for disposal comments will be very helpful, especially when retiring 500 computers.

 **Przygocki, Scott** 23:25

I agree, yeah.

It's something we can we can request and look into, but it's it's just not available at this point in time, but we will explore that functionality.

 **Bucchere, Shaun** 23:40

Another question, will they get an e-mail prompt for new transaction?



Przygocki, Scott 23:48

On your role, if you're an approver, you will get an e-mail.

Yes. And we're going to be covering all the notifications and everything as the presentation goes on about the comments and attachments, don't forget that up until now, you'd have to go into basic add 1 by 1, load the basic add page, navigate to the locations comments, and then.

You know, enter your comments there.

So the fact that the comments and attachments are easily accessible on the disposal worksheet now definitely does streamline the process.

And I know it can definitely be streamlined a little bit further if you can set a standard one and we will look into that.



Bucchere, Shaun 24:28

One more question, more the quantity and cost fields on the disposal sheet.



Przygocki, Scott 24:36

Yes, the quantity and cost fields are on the disposal worksheet.

We don't show the tab because you really shouldn't be adjusting those for the most part. When you're disposing an asset, unless if you're doing a partial retirement, which is a special circumstance.

But it does happen.

And yeah, there is the section of one of the tabs of the disposal worksheet.

Sean, if you can scroll, let's see.



Diaz, Juan 25:04

Is it 15?



Przygocki, Scott 25:04

It's hidden, of course, in this it's hidden by the drop down menu, but it's right behind that that disposal code drop down menu.

It's go to the next screen, Sean, if you don't mind.

Optional accounting information should be there.

Or it's actually it is on the retirement information.

But yeah, the cost and the quantity are there. But in general, if you wanna fully retire

your asset, you shouldn't be messing with that at all.
Otherwise, you're gonna keep it in service.
Anyone else out? Go on John.

 **Bucchere, Shaun** 25:41

Well, yeah. Will the disposal be viewable to users without the role?

 **Przygocki, Scott** 25:52

The request or the after it's completed.

So yes, it's going to be available to users without the role if there's a pending disposal request on an asset that has been submitted like this, this first unit scenario that we just that Juan just covered, if that's been submitted, if you go to either search for an.

Asset or to review cost and look up the asset, you can see the well.

Let me back up just a little bit. If you go to review costs and look up the asset, it's going to have an indicator saying that it's pending approval.

If you go to search for an asset, there is a toggle in search for an asset that we do cover later in this training that you can toggle to find all of your pending approval assets or you know, narrow it down from there too. If you wanted to.

So so anyone can see a pending approval asset. There is also once it gets disposed of course anyone with any asset role can go and view.

Any asset status including these disposed assets as well.

 **Bucchere, Shaun** 27:03

Yeah, it looks like we have one more who enters the comment in attachments, the processor or the approver.

 **Przygocki, Scott** 27:12

The financial asset processor, when they're transacting their disposal, they can enter the comments right there. If you wanna change up the process and maybe have somebody else go in one of your asset processors, go in and enter a comment in basic add or any of the other P.

Where comments and attachments are now located 'cause, they are available on additional pages. Now if you wanted to make that your process and then just have the financial asset processor double check that it's, it's up to you. But you have to get

the.

Disposal authorization code onto the asset to meet the new.

Security and asset management requirements. Previously you know the disposal authorization was entered as the reference code on the retirement on their retirement pages for single retirements. That's no longer available on the disposal worksheet. You will still be able to access those pages in that old information in that Section by going to the reinstate.

Financial or non financial asset pages.

But that's why they're now going to be put into the comment section.

Because that reference code section is no longer available, so it's up to you if it's up to your process. But as you submit.


A disposal request.

You should have the disposal authorization included therein, and just so everyone knows you know, nine times out of 10, your dispose authorization is your DAS supplied surplus number, which is often the auction number in this, at least for now.

 **Bucchere, Shaun** 28:50

Hey, that looks to be it.

Let me go back to where we were.

 **Przygocki, Scott** 28:55

Side 21 now.

 **Bucchere, Shaun** 28:56

21, OK.

 **Diaz, Juan** 28:58

Not a good questions.

 **Przygocki, Scott** 29:00

Yeah, great.

Yeah. And guys, if you have, like I said, send them.

Keep on sending them in the chat as you think of them at any point in time and we'll we'll take those breaks and we'll address them, even if it's a question on something that we've already covered in a previous section, OK?



Diaz, Juan 29:21

Thank you, Scott and Sean.

Alright, so in this next scenario we'll again learn how to navigate through fluid through approval pages.

But this time we'll show how to act on disposal request.

Our objective by the end of this section is that you feel comfortable with your new role as a asset approver.

So in this section. So this section is for asset approvers and it covers the main new portion of this whole new process.

You can consider this part two of three for completing disposal transactions.

Once the approvers know they have a pending request, they have two ways of accessing it.

1st through standard fluid tile navigation, start by selecting core CT financials from the home page drop down followed by the asset management tile which will bring you to the asset dashboard.

There they can access the approvals tiles.

Note that the tile has a number showing the sum of all their pending approvals.

Next Approvers can use the notification panels.

And new requests will be indicated by a green dot next to the Bell icon.

Clicking the bell shows the notifications panel.

Approvers will see all pending disposal request in the Actions tab until they are resolved. These links can also be clicked to instantly bring the approver to the pending approvals page.

This is the pending approvals page. From here you can review all pending approval requests that are waiting your action and do so in one place for easy management.

You'll also see a side menu where you can quickly focus on the type of request.

Here you can see we've already selected to view all the disposal asset disposals.

Moving on to the data section of this page, the first column includes the type of request.

Since we've clicked on asset disposals in the menu, we're only going to see asset disposals here.

Below we have a some cost of all assets submitted in the transaction. The second column includes additional key transaction information separated by slash marks. We have the business unit followed by the count of assets on the request.

And the earliest accounting date.

And finally, the financial asset processors name, who submitted the request.

These fields can be used to quickly gauge out how much time the request will take to review.

Accounting date is important here as the request needs to be fully completed before the accounting period closes.

Remember that this is a Step 2 out of 3.

The third column simply gives the date the request was made.

Excuse me.

Yep, that the request was made.

Click anywhere on the line to continue.

After selecting a request, you'll be brought to the header page, which is what we see on this slide now.

Disposals are probably the most unique approval request for core CT in that they include line level authorization.

What that means is individual assets can be acted on at different times, not the entire header.

The header shows key asset details like whether their capital or non capital and if their capital is shows their category.

The final column also has a approval status of each line. We can click anywhere on any row to proceed to its line level.

Now this is the line detail page which shows more detailed information about the specific asset we clicked into.

You'll also find the asset attachments box towards the bottom of the page.

Approvers will click on this box to review both comments and attachments for that asset.

This allows quick access to verify that disposal authorization was added by the financial asset processor.

Thoroughly reviewing comments and attachment helps ensure informed decision making.

Use his face to gather all necessary information before acting on the approval request. Once reviewed, click on the back to the header link and review the other asset lines as necessary.

With the asset details verified, the approval request can now be managed back on the header page.

They can improve the dye or hold lines either individually or together.

By image #5 toward the lower left of the page, there are check boxes for each asset line.

Approvals will select the specific check box that they want to take action on, preceded by one of the buttons up by image #6.

They can also use the select all checkbox above the selected column to quickly toggle all lines if they will receive the same action.

If all details of the request are satisfied, they can approve and move the transaction onto its final step.

They can also deny lines if anything is incorrect or does not meet disposal requirements.

This completely cancels the disposal for those selected assets.

The third choice is to place lines on hold.

This isn't actually a status, but rather it locks the lines down so that no other approval can act on them.

The line is kept pending only for the only for this one approver to approve or deny later.

Once in approver.

Makes one of the action buttons in approval comment window will pop up, deny and hold.

Both require comments to be entered while they are optional for approve.

Follow your agency procedures for entering these.

The comments are only for the approvals reference and will not be visible to the requester.

Click the submit button to complete processing for selected lines.

If only some lines were processed, the disposal transaction will remain on the pending approvals page.

Approvers can simply return to the header to take further action on the remaining pending lines. They can also see the status of previously processed lines by using the All tab.

Note the previously processed lines have grayed out check boxes.

Once in approval processes a request, the financial asset processor who submitted it will receive a notification.

Approved or denied request will appear on the alerts tab of the Notification panel.

These will have to be manually cleared by clicking the X to the right of the

notification. Hubs will appear as an action for the financial asset processor. This doesn't mean they have any system action to take, but it does let them know that the approver is locking it down and may require additional details. Now the actions stay until resolved. However, disposal notifications as a whole have a caveat. Since notifications are at the header level and not the line level, each full request can only have one notification. Only the most recent approval action for action taken for an entire request will appear.

As a notification because of this.

We recommend if holding lines, do so last.

Now the request and financial asset processor will also receive an e-mail with every action the approver takes. These emails include a comprehensive list of the most recent approval statuses for all assets in the request.

Will be a vital tool for the financial asset processors as they don't have access to the approval pages.

Here you can see a list of a list of all approved deny and still pending assets for the one transaction.

Now that's a rundown for the approvers portion of this process.

Disclaimer that the assets are not yet disposed though.

1st we like to take another pause to address any questions in the chat. Sean.

 **Bucchere, Shaun** 38:47

OK.

So we've got.

A question what happens if the disposal worksheet was not approved within the fiscal year example it was submitted in FY25 but it was not approved until FY 26.

 **Przygocki, Scott** 39:01

So that won't transact.

You will still generate a interface transaction, but when you're asked to, your asset processor attempts to run it.

It's going to error out and we will not be removing that from it.

We will only discard that error.

You'd have to put in the footprints to get to get rid of it, and you'd have to resubmit the request. That's not just for fiscal year end.

That is monthly too.

So you do have to approve them within the same accounting period and also load the transactions within the same accounting period.

That's how it acts today.

Just so you know too, if a financial asset processor uses the disposal worksheet and the asset processor doesn't transact that interface before the accounting period closes, then it will also error out.

So that's exactly how it works today.

 **Bucchere, Shaun** 39:58

OK.

So there's another one. One of the requirements for the asset disposal approver should be to see that there is ADAS authorization number given.

Again, nothing should be disposed in core unless the staff has ADAS authorization number.

I understand that this is the core details of the asset, but for my entire career in assets, both DAS authorization and the core, the asset core details were all needed to be able to dispose an asset.

 **Przygocki, Scott** 40:30

I agree.

That's why we have that as one of the requirements. The disposal authorization is the DAS surplus code.

That's what the point of this is that the approvers are verifying that that code is on those assets.

 **Bucchere, Shaun** 40:47

OK. And another question, what is the accounting period now?

 **Przygocki, Scott** 40:53

His accounting period is October.

So we close out am, you know, once a month for the previous month, if you have a pending transaction, you will be on our so to speak naughty list and you'd have to load those transactions.

This is a day-to-day thing that the asset processors do and it's their primary duty for loading asset transactions.

They should be looking at that every single day and resolving their assets as soon as possible their asset transactions. So this just.

Adds more to their transactions to review every day too.

 **Bucchere, Shaun** 41:32

Confirm the accounting period closes on the 10th of each month.

 **Przygocki, Scott** 41:36

Typically that's our goal.

Might be a couple days later.

We do usually give you guys at least five business days to resolve any pending transactions and it is typically for those pending transactions that we try to give you guys that time to do.

And if you do have any pending transactions, you will be on the e-mail list. If you have an asset roll.

For your agencies, of course.

 **Bucchere, Shaun** 42:13

Hey, I don't see anything else.

 **Przygocki, Scott** 42:18

OK, we can go ahead and move along then.

 **Diaz, Juan** 42:25

Awesome. Thank you guys.

So like we touched on before, disposal worksheet approvers are really a three-step process submitting approve and load just like previously submitting disposal worksheets doesn't immediately transact the asset retirement.

Instead, they create an interface transaction that the asset team reviews and the asset team and the asset processor loads as you know.

Only users with the asset processor role can load asset interfaces some of you.

Some of you Approvers might also be asked.

Assessors. But we didn't include users with the role itself in this training because loading interface is a daily task for them.

We're still including it for the approver's benefit, and as it's the final step of the

disposal transaction, the goal is to get you familiar with understanding pending interfaces.

Reminder that anyone with an asset role can review pending interface transactions for their business units on the asset work center, you just have to make sure you have your work center filter set up, which we have a job a posted for and should take only a minute or.

Two to set up.

We'll start off by covering the fluid navigation again. Once you log in, we'll select the core C TS financials from the home page drop down.

Then select the AM tile, followed by the AM work center tile.

Then finally, we'll click the load transactions into am from the side menu in your work center.

So for people who are new to asset management, again the low transactions link is on the left menu under the my work and pending transaction section.

The image to the right shows that the page typically looks like and will briefly cover some aspects of it now, especially since it looks, especially since it's look has changed a bit, you'll have rows separated out by business unit, interface ID, and low type transactions come from a.

Several modules.

Or system sources which are indicated in that second column.

What's new in this upgrade?

Is that right? Most column review pending transactions.

The number represents the number of transactions lined and the numbers themselves are also hyperlinks that will take you to review its information.

Reviewing used to be a drop down on the left.

There's also the action button towards the top left.

This will only appear for asset processors.

So we're looking for retirement interfaces.

And because there are are two types of assets, capital and non capital will have two different retirement transaction types.

Ret and RNA respect.

Now I want to draw your attention to that big number.

And the two lines it covers, we see both of these load types here and that they have the same interface.

ID this is the interface for the transaction we just approved.

We can click into the right columns, two or three to review it.

Pop up appears with a prepopulated search criteria.

All you should excuse me.

All you should have to do is press the search button.

And the transactions lines appear below the criteria.

We can click anywhere on the line to proceed to review the page.

And here we have access to the asset and transaction detail for review and functionally important field.

Here is the accounting date.

These transactions must be loaded within the current open period, which is why this date matters.

Mentioned earlier.

You can continue to review additional information on this page, or you can use the next and previous in the list buttons towards the bottom of the page to review other interface lines.

Once review is complete, click the X at the top of the window to close the review pop up.

So only the asset processor can loan interfaces and this is one of their main daily duties with interface review done, they can select the transaction lines followed by the action button and finally click the load into AM action, a message confirming the process has launched should appear that.

They can simply click OK and proceed.

Now, as whenever running a system process, we will visit the process monitor to ensure the low complete successfully.

A new link has been added to the top of the load transactions into am page for quick access as you see here in image #9.

This is the process monitor page. We simply click the refresh button until the run in distribution status is changed to success and post it.

Any errors should be reported via footprints and that's it guys.

It's step three of three is complete and the disposals should be transacted.

We'll cover confirming that in just a minute, but for now, we just want to take.

We just want to pause for a second and see if we have any questions in the chat, Sean.

BS **Bucchere, Shaun** 48:52

I'm not seeing any new questions.

 **Przygocki, Scott** 48:56

Just give it a quick minute because there might be users here that aren't familiar with reviewing interface transactions like Juan already mentioned, though you know this is for the asset processors that aren't necessarily in this training unless if you decide to make your asset approval the OR.

Your asset processor, the new approver.

So.

We'll give it another minute or two to see if anyone has any questions on this section.

BS **Bucchere, Shaun** 49:37

On the chat, when is this all going into place?

 **Przygocki, Scott** 49:44

With goal level of the upgrade which is targeted right now for late November.

Deadly.

So, so an important thing to decide now, at this point in time is that which Member of your business unit is going to be getting this approval role, right, 'cause the day of go live your financial asset, secure your financial security liaison. Rather should be assigning that appro.

Role to somebody?

B.

This recording is going to be available to us, David, yeah.

The actually some of the other trainings are already posted as well.

You guys can as well along with their Q and as I will say that this one, I really appreciate you guys. 'cause last class had no questions I think.

And the first one had a couple and we do have a compile list of all the Q and as I really appreciate star and everyone.

Adding questions here so that we can, yeah, add those.



Diaz, Juan 50:50

Yes.



Bucchere, Shaun 50:58

Is there an acceptance for agencies that do not have enough staff?

For the define roles.

To conflict that do conflict.



Przygocki, Scott 51:12

No, you need to have an asset approver.

There's no acceptance if if you wanted to reach out to the security and asset management division, which is, you know, osc.assets@ct.gov, which we're not a member of, you guys can reach out to them, but functionally speaking.

That you need to have an approval role assigned to one of your employees.

Otherwise you won't be able to to complete these two transaction types.

Again, you don't have to expand your acid team, your acid processor, your physical inventory processor, your physical inventory scanner, 3 eligible people that can get the role.

Lot of people actually.

I know of some people that are making their acid scanners the approver just because they're the ones that typically do the physical stuff and they're the ones that actually do the DAS surplus auctions, right?

So then they come in and verify that the financial asset processor has.

Right in the disposal authorization that they supplied them.

Just an idea.



Bucchere, Shaun 52:24

OK.

So two questions regarding the role.

Is it available to assign now and to kinda go along with that?

What date can you request a new role?



Przygocki, Scott 52:32

Fortunately, no, it's not available yet.

Now it won't be available until go live with the upgrade, which is targeted for mid to late November and the first day of Go live as soon everyone's going to be aware. Trust me of the new environment, as soon as you try to log into corset, even if you miss a Daily Mail somehow, which will be going out, of course you will see the change in core. It's going to be very evident that because it looks so different, right? That day.

The day I go live is the day that your financial asset security liaison can't assign. That, and the central accounts payable asset or security and asset management division is going to be furiously.

Accepting and reviewing, well reviewing and accepting this new role.

Request you know 'cause, they're the last step in in approving role assignments to individuals after reviewing their current roles, right?

So they're going to be.

Ready to approve all of that that day.

 **Bucchere, Shaun** 53:41

Once a transaction is loaded, is it automatic or does it need to run overnight?

 **Przygocki, Scott** 53:47

Automatic media.

Disposal worksheets.

Yeah, as soon as that asset processor loads it, that's a asset record.

To get to them, certain other processes in core sometimes take an overnight and get processed in batch.

Specifically, you know when a receipt is saved or a voucher is saved that those are the types of things that.

Need batch to run and to generate a asset interface, but in this case the approver approving immediately generates the interface.

 **Bucchere, Shaun** 54:32

OK.

I don't see anything else.

 **Przygocki, Scott** 54:37

OK.

Let's continue on.



Diaz, Juan 54:44

Awesome. Thank you guys.

Now we'll verify the assets have been disposed.

There's a few places we can check, but for the best page to do so instead of review cost page.

It's good practice to visit this page after any asset transaction.

Only our goal here is to help you confidently look up an assets current status.

Is the fluent navigation.

Hopefully this has already become a familiar to you just within this presentation. This process is also accessible for all asset user roles.

Select core CT financials from the homepage drop down, then the AM tile, and then click the AM work center tile. Once on the work center, we'll look for the review cost page link from the left menu.

The review cost will put in some search criteria for the assets we just disposed and click the search button.

Don't forget you can include rain asset ranges here if your assets are sequential and their asset ID or tag number. This will allow an even faster navigation between assets on the next pages.

Pretend we remove that eight at the end of the asset ID for the next page.

Next, we'll Scroll down to the search results and look for the desired asset.

We can click anywhere on this slide to proceed to its cost page, but we do want to point out you can also review its status right here in the search results. As you can see in the asset status column it says receive, we have dispose and we have.

In service assets.

And here we have the capital assets cost summary. We can verify the status of the asset as disposed at the top right of the screen.

Where where the number 4 is.


Now we know that this is a capital asset because they receive transactions when they are retired. Our total cost should be 0 for disposed capital assets, which we can see by image #5 know that this is not the same for non capital assets.

As they don't get these balancing roles when they're retired.

Now that's just a now. That's a complete rundown of the new disposal approval

process.

We'll start to review if there's any questions in this in the chat at this time.

 **Bucchere, Shaun** 57:45
Nothing new at this time.

 **Przygocki, Scott** 57:50

OK.

So we'll give it another, say, 2 minutes for any questions of the overview or you know anything to do with submitting disposals, approving disposals, loading transactions, if you if you want to, since we did cover it very briefly here, reviewing transactions or reviewing an asset's current status.

Especially one that you just transacted on?

 **Bucchere, Shaun** 58:15

And so we do have a question.

Will we be able to query the disposal comments?

Will core be creating a public query?

 **Przygocki, Scott** 58:24

We can look into that.

Don't have anything yet, but we will look into that.

There, that query will be very long depending on how many assets are or how many comments are on an asset. Just so you know.

But yeah, we can.

We can definitely look into that.

Get back to you, will we?

Should be doable.

You might wanna put it actually, if you don't mind putting in a footprints request for that too.

 **Bucchere, Shaun** 59:08

OK.

Nothing else in the chat or the Q&A.



Diaz, Juan 59:13

Alright. Well that's it guys.

Alright, back to you Scott.



Przygocki, Scott 59:19

This one.

Thank you for covering that first unit. We're going to move on to Unit 2 now.

Unit 2 inter unit transfers.

These transactions move capital assets from one business unit to another and are very typical for financial asset processors.

They will continue to transact these and will do so on the same page they've been using.

No new page here.

The main difference now is that they that we're requiring approvals is that where they don't process instantly when their transaction page is saved, instead they will root for approval, just like with the disposal worksheet transactions.

Unlike the disposal worksheets, these there is no interface step. The transactions process upon approval, which of course is where the asset approvers come in, and they'll use the same navigation methods we've already covered to manage requests. Here we'll begin with Scenario 5, submitting inter unit transfers or iuts. We'll cover navigation again and approvers will be going to the same pending approvals page as we visited previously.

Iut transactions are still submitted on the Assets Work Center. We hope that by the end of the section, financial asset processors will feel comfortable sending these IUT requests effectively within the system.

Financial asset processor should be familiar with this page, but we'll go over the new navigation from the homepage drop down. You can select core CT financials.

Then you'll go to the asset management tile and from there you'll be on the asset management.

You can access the asset management work center tile to be brought to the main page for managing assets.

Darren, we're going to choose the cost adjust transfer asset page.

Only financial asset processors can utilize this page.

Here we have the search criteria page where we'll input the assets that we want to be

transferred and click search. We can only transact these one at a time but you can choose to search for a range if you have more than one sequentially that you'd like to.

Complete a transaction, then choose next in list and continue on from there.

After clicking search, the results will appear below.

Select anywhere on the line to proceed to the transaction page.

On the transaction page, we're going to start off only seeing one tab.

Here you would enter the date the asset was physically given to the other business unit as the transaction date. You must choose a date in the currently open period for the accounting date.

We'll look down to .5 in the action box.

Click the dropdown and choose Inter unit transfer. Not to be confused with transfer, there's another option that's just transfer. That's for transferring chart field costs between chart fields and those aren't intra unit transfers.

Just so you all know, there is that other transfer type, but we're going to be focusing on inter unit transfers to change the business unit in these cases with all the transactional data entered, we'll go, we can click the GO button.

The cost Information tab will appear, which is the page we used to put in the assets new business unit information.

You'll enter the new business unit itself by image number six and its new chart fields down by image 7. If the new BU has an assigned asset ID, you can enter it too, though we heavily recommend keeping it defaulted to next and new enhancement to this page is.

Quick access to the asset, comments and attachments which we have expanded by. Image #8 here.

You should click into the comments link to enter your disposal authorization or your you know which is most often your DAS surplus code and you'll enter it as a new line comment just like we did on the disposal worksheet.

You can even conveniently attach the Co 64 now using the attachments link right here.

That's just our suggestion, but the dispose authorization is a requirement from the CAP team.

After all, new business unit and disposal information has been added to the page.

We are clear to click save.

A green saving banner will appear until the save completes, and once it does, the

asset ID will populate. If you had defaulted to next, this used to be the end of the transaction, but now it will root for approval so it's still in service with you guys at this point.

Once the Inter unit transfer request is submitted, the approver will receive an e-mail notification.

This e-mail indicates that there is a pending request awaiting approval.

Included is the main relevant information, the from to business units and the from to asset I DS along with the name of the financial asset processor who sent the request.

Approvers will also receive a notification in corset that will cover in just a few moments.

That's it for submitting an inter unit transfer request exactly the same process for transacting the financial asset.

That financial asset processors are already used to, except now we have the comments and attachments.

Page enhancement and the fact that they that the transfer doesn't process immediately upon page save before we switch gears back to the approvers process, do we have any chat questions or Q&A questions?

 **Bucchere, Shaun** 1:05:06

No new questions at the moment.

 **Przygocki, Scott** 1:05:09

We will give it just one minute cuz it is something that financial processors are already highly familiar with.

But just in case anyone has any questions, we'll give it some time.

OK, we're gonna go ahead and move on.

So approving interunit transfer requests, we'll go over the information that you receive fluid navigation and how to take action on your pending requests.

These are a little bit simpler in that you can only approve or deny inter unit transfers.

There's no holding.

Our objective is that you'll be equipped to manage capital intra unit transfer approvals effectively within the system.

Again, this scenario is geared towards asset approvers who will be receiving these inter unit transfer requests, exactly like disposal worksheets.

We have a few options on how to get there.

We can use the tile navigation from any home page. We can use the homepage drop down to select core CT financials.

We'll then proceed to the to the asset management tile and to be taken to the AM dashboard. From there, the first tile on the page will be the approvals tile.

Approvers will also receive new action type notifications when an IoT is routed to them.

Because these requests are only for single assets, the header information can be displayed right on these notifications.

So we can see the from BU and the assets tag number. This notification is also a hyperlink to the pending approvals page.

After navigating we can see the pending approvals page.

Again, you can see we've used the side menu to focus in on just the pending asset inter unit transfer requests. The first column again lists the type of transaction we're looking at. The middle column includes a number of key transaction details separated by slashes to help the appro.

Quickly identify the transaction we have the from business unit, the from asset ID, the asset description, the assets total capital cost.

The name of the financial asset processor that submitted the request.

And finally, the new or two business unit in the third column, we have the date, the request is routed.

We've highlighted the arrow at image #2 to proceed here, but you can click anywhere on the line to proceed to the approver header page.

This slide shows two different pages. Both the header and line level, with the header being on the left of the screen. It contains the key information the approver should review, including asset ID, accounting date, what business unit it's being transferred to and what its new asset ID will.

Be they also have quick access to the asset attachments, buying their where they can review disposal authorization and other comments history.

The line details page on the right simply shows the from business units chart field information.

After reviewing necessary details, the approver will simply click approve or deny here on the header.

Again, an approval comment box will appear optional for approved required for denied.

Follow your agency's procedures. These approval comments do not get seen by the

requester.

Finally, click the submit button on the window to finalize both the approval and the transaction as a whole.

The asset is now inactive in the original business unit.

And in service in the new business unit, interunit transfers don't have that interfacing step.

Once action is taken by the approver, the financial asset processor will receive an alert notification in the system.

These alerts do include the original BU and asset tag number since they are header level requests, users will have to click the X to clear these notifications.

They will also receive an e-mail with the from to asset I DS approver's task is now complete and the financial asset processor has been notified.

Are there any questions about approving iuts or interunit transfers?

 **Bucchere, Shaun** 1:09:54

Don't say anything yet.

We'll give it a minute.

Well, the receiving unit get a notification once it is approved.

 **Przygocki, Scott** 1:10:09

No, because they don't have access to the original business unit.

There's no functionality currently in the system for that.

It's something that we would like to explore, but currently they do not.

 **Bucchere, Shaun** 1:10:42

Comment that it can be done in SharePoint.

 **Przygocki, Scott** 1:10:45

You can track. Yeah, you can communicate through SharePoint. Part of the problem it was thinking about that is that who which role do you want to get that notification right.

There's no select role that can be on the receiving side unless if you wanted to go into maybe your whole team.

Or maybe, you know, maybe the asset manager, who, or not even an asset manager, maybe a management member is the one that signed the Co 64 and doesn't even

have access other than viewing to an asset to the asset module for a business unit because there's no.

Flow in that transfer, it's tough to decide who would get a notification.

OK.

If there's no other questions, we can move on.

And we've reached our final scenario. Verifying the asset was transferred by checking its status again. The most synced place to achieve this is on the review cost page, and we'll cover how to get there by the end of this.

We hope that you'll have confidence checking the status of your asset inter unit transfers.

All asset users can check the status of assets in your business unit.

This is the last time we're covering navigation in this section, so session, so hopefully you've got the pathing memorized before we go live. After logging in, we'll select core CT financials from the home page, drop down, look through the financial modules, and select the asset management tile from.

There, we'll click on the am workcentre tile on the workcentre we can find the review cost page under the links.

Assets review section.

We'll put in our asset criteria on the search page and click the search button.

Then we'll select the desired asset from the returned row.

And were brought to the assets cost history page at the top right. You can see the asset does have transferred status as expected.

We've also clicked on the second tab, which is the capital cost detail and we've gone to the last transaction, which in this case is row two of two.

This is because we have a useful section on this page, the inter unit transfer information box.

You can see the assets new business unit and asset ID there.

This confirms the transaction has completed successfully.

You can notify the receiving business units, employees to let them know the asset is now there.

Now we wanna cover a few other housekeeping tips for approvals. Assets with a pending approval will be locked for further transactions until the APPROVERS can act on them.

A field will appear on the review cost page, indicating assets that have a pending approval.

We touched on this earlier. You can see it on the top right image right underneath the business unit field.

That will be invisible if there's no pending approval.

Just so everyone knows.

.3 approvals must be completed.

In the open period expired inter unit transfers can only be denied.

You can see in an example message of the system blocking the approval of an expired interunit transfer on the lower right of the slide. Expired disposals will still generate an interface, but the interface will error when the asset processor attempts to load it.

They'll have to exclude any expired interfaces. Financial asset processors will have to resubmix expired transactions.

Finally, the search for an asset page has a field that you can toggle to quickly find all assets currently pending approval.

Reminder that the review cost and search for an asset pages are accessible to all asset Royal users.

And with that, we've reached our course review.

We've shown how to navigate through the new fluid interface to get to your transactions and approval pages efficiently.

Financial asset processors should now know what types of transactions will be rooted for approval, and they should be aware of the adjustments to the process.

Key differences are transactions now process after being approved going forward.

Only the disposal worksheet will be used for all retirements.

Comments and attachments are directly accessible on transaction pages and disposal.

Authorization should be added as a new asset comment.

Approvers have been shown how to get their new pages. How to look up transaction detail as well as how to act on the approvals and finally how to validate the status of our assets after the transactions complete.

We hope you feel confident in being able to fulfill whatever role you have in this new process.


We want to take some time now to answer any questions you might have about this entire course. If you're having difficulty typing in the meeting Q&A.


Or just think of questions later. We're still available to assist you. Simply log a footprints ticket if you're having trouble accessing footprints. Remember you can.


You have to do that on a state network for starters.


But if you're still having trouble getting onto footprints, you can e-mail readiness@ct.gov with a subject footprints access to gain access.


Employees without act.gov e-mail won't be able to access footprints and they, but they can simply send their questions directly to that readiness e-mail.


 **Bucchere, Shaun** 1:16:47
We do have a new question.

 **Przygocki, Scott** 1:16:47
Are two.

 **Bucchere, Shaun** 1:16:49
Oh, sorry Scott.

 **Przygocki, Scott** 1:16:51
How are you?

 **Bucchere, Shaun** 1:16:52
OK.
Should the IoT be entered the day the actual asset is physically moved to the other business unit or when?

 **Przygocki, Scott** 1:17:01
For transaction date should be the date it's physically given.
Yes, you should be conducting your transactions the days that you do them.
By that, it's not always the case.
So your transaction date could be any date really as long the one requirement is that your accounting date needs to be in the active period. It's not gonna become theirs until you actually finalize this. And so if they're waiting for you to send them that transaction.
That's a problem, right?
You should be doing it the day that you give it to them. If not, they just communicate with that other business unit.

Understand. And you can just back date the transaction date to the date that you did physically give it to them.

BS **Bucchere, Shaun** 1:17:48

Paying in the chat in the past or meetings held with AM key staff from each agency, will there be future meetings to encompass insight from all agencies, to balance pros and cons for future changes and concerns is integral to have good communication for all to pass on know.

For unity throughout the state in person forums annually or biannually would be beneficial for all.

 **Przygocki, Scott** 1:18:17

I agree.

That's not our unit, unfortunately.

We're just the core CT Financial's team functional team.

That question should be directed towards OSC capital.

Sorry, the CAP team's security and asset management division, if you'd like to ask them for an open forum to talk about everything going on with the requirements.

BS **Bucchere, Shaun** 1:18:43

I'm going back to the transaction date so there is no restriction on the transaction date.

 **Przygocki, Scott** 1:18:50

Restriction on transaction dates.

There is a restriction that your transaction date or your accounting date can't be before your transaction date. But no you can back date your transaction date.

But again, you should be doing it pretty much around the time that you physically hand off something.

But that does represent the day that it was physically released.

Again, your accounting date must be in an open period. Current open period is fiscal year 2025 October, which is period 4 as of today's date.

BS **Bucchere, Shaun** 1:19:25

When adding a cost to a property asset through integration, description is changed

in an asset processor has to update the historical description once the payment is complete and the asset is loaded.

Has this changed in this upgrade?

 **Przygocki, Scott** 1:19:42

A question that doesn't have to do with his training at all depends on the status of that asset.

If you're loading an interface transaction, it really depends on what you're adding it to and what you're adding to it.

So there's no change in that process at all.

So just make sure that your description is accurate. If you're adding interface lines to an existing asset, again, that has nothing to do with the approval workflow, but it's good question about assets.

 **Bucchere, Shaun** 1:20:33

As a follow up to that, there's a comment saying that it changed it prior.

 **Przygocki, Scott** 1:20:38

Depends on. Like I said, this current asset status, whether or not it's capital or non capital.

And what's being added to it in general, if you have a capital asset getting additional cost assigned to it, nothing gets overrun.

Right.

 **Bucchere, Shaun** 1:21:34

I don't see any further questions. I did put a link to our course survey in the chat.

If you could please fill that out, that would be very helpful to us.

 **Przygocki, Scott** 1:21:47

And don't forget to log a footprints ticket if you have additional questions or e-mail readiness@ct.gov as well.

OK, everyone.

Yeah.

So congratulations everyone.

We really appreciate you spending time with us this morning. If you can come, please

complete that training evaluation. As Sean just mentioned, we'll make the covered material available to all participants for future review and will provide a link to you all as well. That's includes a running Q.

And a of all sessions and recordings of previous sessions and a session at some point in time.

Don't forget to visit the core CT modernization web page to find more information about our upgraded system.

And about the new features that it has there, we look forward to hearing about your experience after go live.

Have a wonderful day everyone.



Diaz, Juan 1:22:44

Thank you all.



Przygocki, Scott 1:22:51

At this point, we're going to stop the the transcript and the recording, but we will remain here for a couple minutes in case anyone does have a last minute question. We'll also try to give a typed reply to most questions if we can in the chat in the. Q&A as well.



Bucchere, Shaun stopped transcription