

# Adding/Updating Origins For Purchasing and Accounts Payable



**Note: Purchasing refers to requisitions and purchase orders**

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## Background

Each purchase order and voucher entered into Core-CT must use a valid 'Origin.' An origin identifies a specific entry point for online or uploaded (vouchers only), such as an agency, interface, or specific purpose. An origin identifies where a transaction originates and the workflow approval path. The origin also stores validation rules and default information, which provide additional entry controls. In Accounts Payable and Purchasing, each user ID is associated with a valid origin for entry and approval.

The main difference between Purchasing and Accounts Payable origins is that vouchers require different rules for vouchers entered online than those uploaded and built through an automated process. Likewise, our state employee payroll vouchers have a separate origin with an entirely different set of rules and controls. Much of this is accomplished through the use of origins.

## Origins to Direct Workflow

Origins will identify the users who will create, update, approve and process transactions in Core-CT. You are able to separate groups of users through the use of origins. If you are an approver for an agency, but cannot see the transactions of one of your staff, you might have different origins.

Purchasing and Accounts Payable are integrated to process purchase orders and vouchers for payment. Origin assignment between Purchasing and Accounts Payable must be orchestrated carefully so that they do not violate the segregation of duties, see step 10 of Procedures for clarification. The Accounts Payable Division at OSC ensures adherence to these rules.

## Code Values

Origins are 3-character representations of an Agency, Bureau, Division or Unit. Agencies determine the level that is represented. When submitting requests for new origins, you are not allowed to choose the 3-character values. Origins are assigned by Core-CT based on appropriateness and availability.

## Purpose

Whether requesting new Origins or updates to existing Origins for a module (i.e. Purchasing), *you must always consider and review the impact of the request on all other modules.*

The steps below provide guidance as to the steps that are followed when an agency requests the addition of a new origin or changes to an existing origin. Purchasing and Accounts Payable share the same origin tables and consequently share the responsibility for approving the addition or revision of those origins.

## Procedure

<b>ADDING NEW ORIGINS</b>	<b>UPDATING ORIGINS- New &amp; Existing Users</b>
<ol style="list-style-type: none"><li>All requests for new Origins must be received by logging a ticket through Footprints: <a href="http://footprints.ct.gov/footprints">http://footprints.ct.gov/footprints</a> The HelpDesk Team will share the request with both Purchasing and Accounts Payable.</li></ol>	<ol style="list-style-type: none"><li>All requests for revisions to existing Origins must be submitted to by the agency's security liaison using the Security Request CO-1092 online form and attaching the FIN Appendix Form.</li></ol>

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<p>2. Submit an explanation for:</p> <ul style="list-style-type: none"> <li>• The business rationale for the new Origin</li> <li>• An explanation (or diagram) of the existing Workflow</li> <li>• An explanation (or diagram) of the proposed Workflow</li> <li>• The number of new Origins requested</li> </ul>	<p>2. For more information please visit:</p> <p><a href="http://www.core-ct.state.ct.us/security/pdf/co1092_electronic_guide.pdf">http://www.core-ct.state.ct.us/security/pdf/co1092_electronic_guide.pdf</a></p> <p><a href="http://www.core-ct.state.ct.us/security/fin_sec.html">http://www.core-ct.state.ct.us/security/fin_sec.html</a></p>
<p>Go to Step 3</p>	<p>Go to Step 3</p>

1. The Accounts Payable and Purchasing groups will evaluate the request based on the provided explanation.
2. The module leads may ask for assistance from other teams, i.e., the Security Team. The origin request will be sent to OSC Accounts Payable Division for approval, or any other group that is required in the decision making process. They may also need to meet with the submitting agency to clarify any unanswered issues.
3. Once configured, the new origin value(s) will be sent to the submitting agency for use.
4. Agencies must submit the new origin value(s) on an Excel spreadsheet using the format described on the chart below.

COLUMN NAME	FIELD NAME	Comments/Valid Values
SETID	SetID	The State will have one SetID. The SetID value will be 'STATE'.
ORIGIN	Origin	Key Required: Provided by Core-CT Field Length 3 Type – Character Format – UPPER  Core-CT will define Origin code values Core-CT will ensure that the values are standardized and unique in Core-CT.
DESCR	Description	Alt. Key Required Field Length 30 Type – Character Format – Mixed  This field will begin with the agency acronym followed by the Origin name. (e.g. DAS – Procurement)
DESCRSHORT	Short Description	Required Field Length 10 Type – Character Format – Mixed  This field will be the first 10 characters of the Description.

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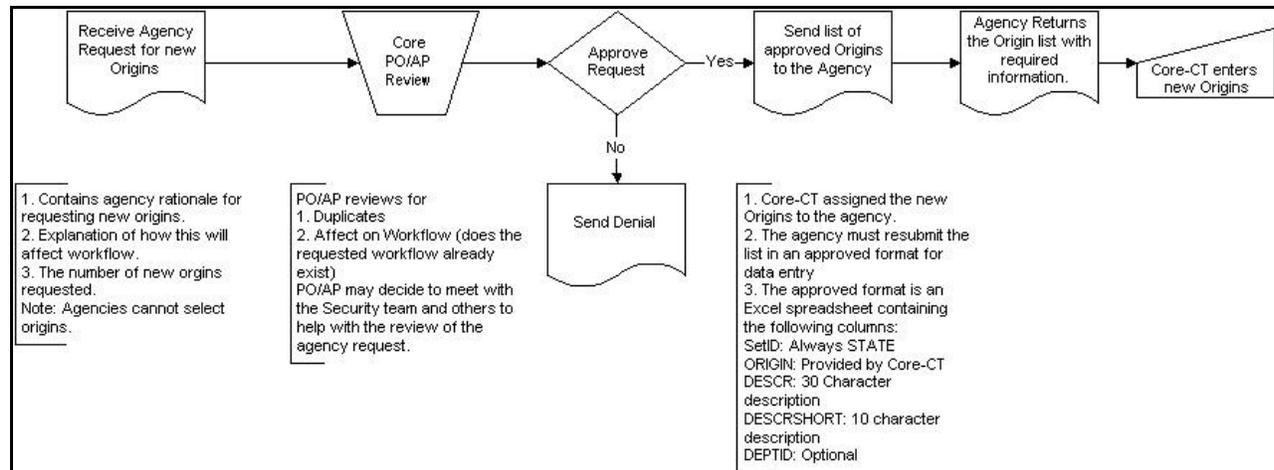
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COLUMN NAME	FIELD NAME	Comments/Valid Values
DEPTID	Department	Optional Field Length 10 Type – Character Format – UPPER Prompt – DEPT_TBL  The department that corresponds to the Origin code value will be configured in this field.



*Note that the image to the left is an imbedded file; please double click to open. The file should open in a new window. If asked to select, use Excel. This file can be used to enter Origin information for submission to Core-CT.*

- Use the spreadsheet in the file above to submit your Origin information.
- Once the spreadsheet is received, the origins will be entered to the ORIGIN\_PROCURE table. The ORIGIN\_PROCURE table is shared by Purchasing and Payables showing the details of each Origin.
- Once entered on the ORIGIN\_PROCURE table, origins must be activated by the Security Team at Core-CT. Once activated, the HelpDesk will notify the requesting agency that they can start assigning the new origins to their staff.



- Use the Segregation of Duties spreadsheet below to review your staff's duties as they compare to their Origins.



*Note that the image to the left is an imbedded file; please double click to open. The file should open in a new window. If asked to select, use Excel. This file is used to show how segregation of duties affects the roles that a person can or cannot have based on their job duties. This file is used by OSC to determine the appropriateness of role assignments.*

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Please direct any questions about origins to the Core-CT HelpDesk at 860-622-2300 or log a ticket through Footprints at; <http://footprints.ct.gov/footprints>.