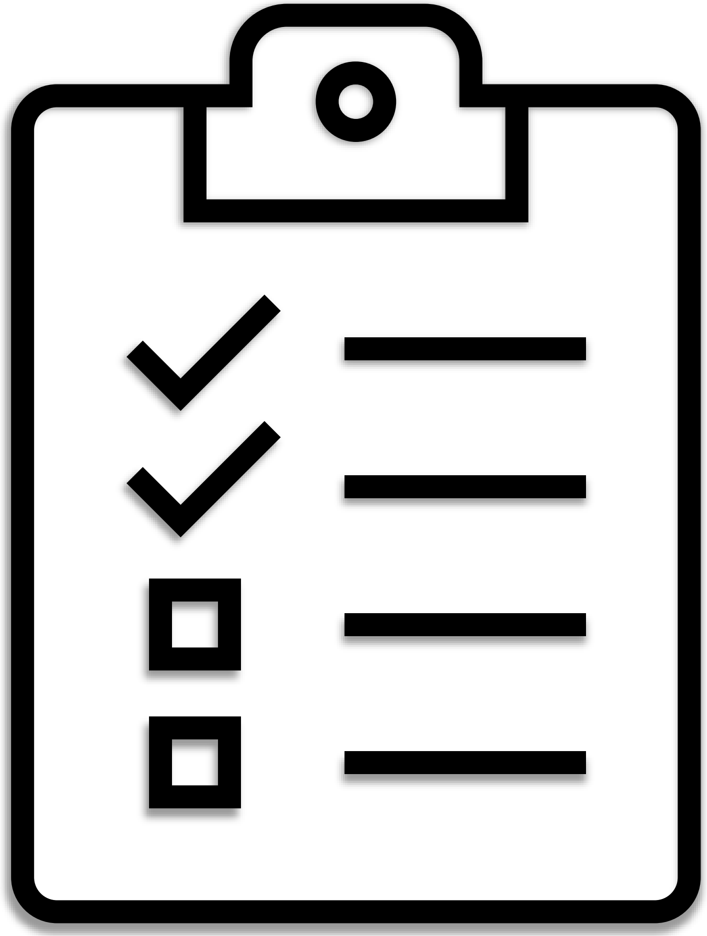
Core-CT Financials UAT Kickoff

August 13, 2024

Agenda

- Welcome
- Timeline
- UAT Logging In / Passwords
- Test Scenarios/Reporting Results
- Batch Schedule/System Availability
- Navigation
  - Approvals
  - Collections
  - Notifications / Approvals
  - Other Changes (SIT Tracker)
- Reporting Issues via FootPrints
- UAT Support
- Reminders / Questions



UAT Welcome

Welcome:

Thank you for volunteering to participate in our Financials Core-CT's User Acceptance Testing for the 2024 Fluid Upgrade! We appreciate your time and effort! When you log you will see a new look and feel, new fluid Homepages, Tiles, Approval Workflow and much more! This is why we are very pleased you have accepted this challenge to test the database at your own pace.

Thank You

Core-CT

Change

UAT Start and End Dates

UAT Testing is set to begin on…
August 13, 2024
and be completed on
September 13, 2024

Logging In / Password Reset

You will be logging in with your user
id and the password provided in the email
along with the welcome spreadsheet.
The password will need to be changed upon sign in.

Your Role / Purpose

Your Role/Purpose:

1. To test routine transactions and reports that occur in Core-CT modules. Specific transactions or scenarios are listed on the tab that corresponds to your Business Unit.
2. You will use your user id to log in to UAT, the first login will require a password reset.
3. Only test those types of transactions/reports that you use during your NORMAL COURSE OF BUSINESS in Core-CT.
4. To test routine queries and reports in EPM as well as reviewing the test transactions entered during this test.
5. The goal is to ensure that everything is functioning just as it does TODAY in the Live Production version of Core-CT.
6. To identify any issues log a footprints ticket. (Please see Kickoff Meeting Slide deck for specific instructions on how to log a UAT Help Ticket.)

https://footprints.ct.gov/footprints

7. Re-test scenarios on an as needed basis
8. Please complete your testing within a 10 business day period if possible.
9. FIN BATCH will run at 9am, 10am, 2pm & Overnight

* Note - All testing is done in the UAT test environment, the Orange Banner at top will identify this. Transactions done here will **NOT** impact business in the Live Core-CT environment.

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UAT Scenarios PUM 2024

[UAT Business Unit Scenarios]

Testing Notes:

1. Please clear cache and use a different Browser application for accessing the test environment other than the one you use for Core-CT daily.

Click here for insturctions to Clear Browser Cache https://www.core-ct.state.ct.us/pdfs/Clr_Browser-Cache-23.docx

2. Data in this environment is as of **07/19/2024**, so you will only see transactions through that date.

3. EPM will be refreshed each night, so you can log in the next day to run and test EPM reports.

4. STARS is not within scope for testing at this time.

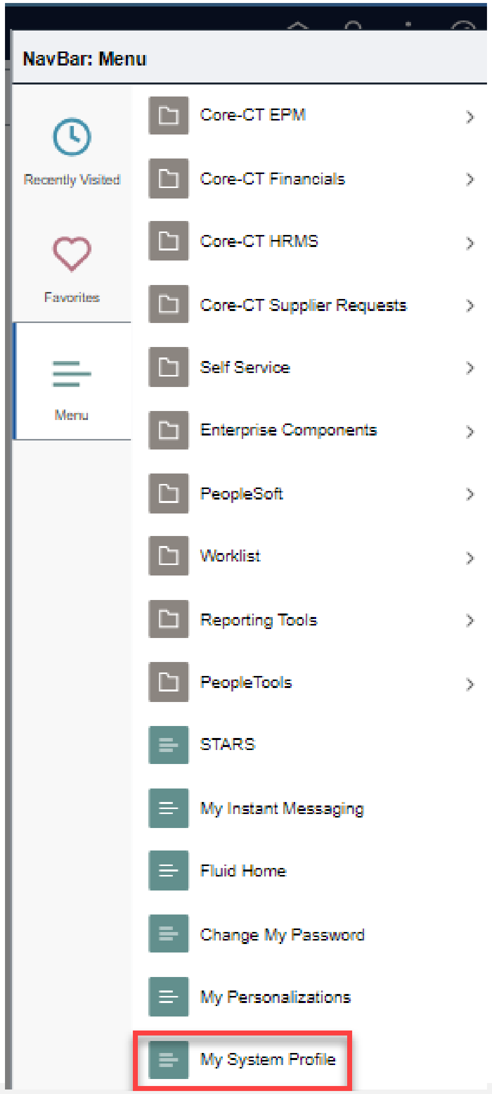
5. Only 3 months of existing attachments will be accessible in this environment. However, you may attach new documents and retrieve them for testing.

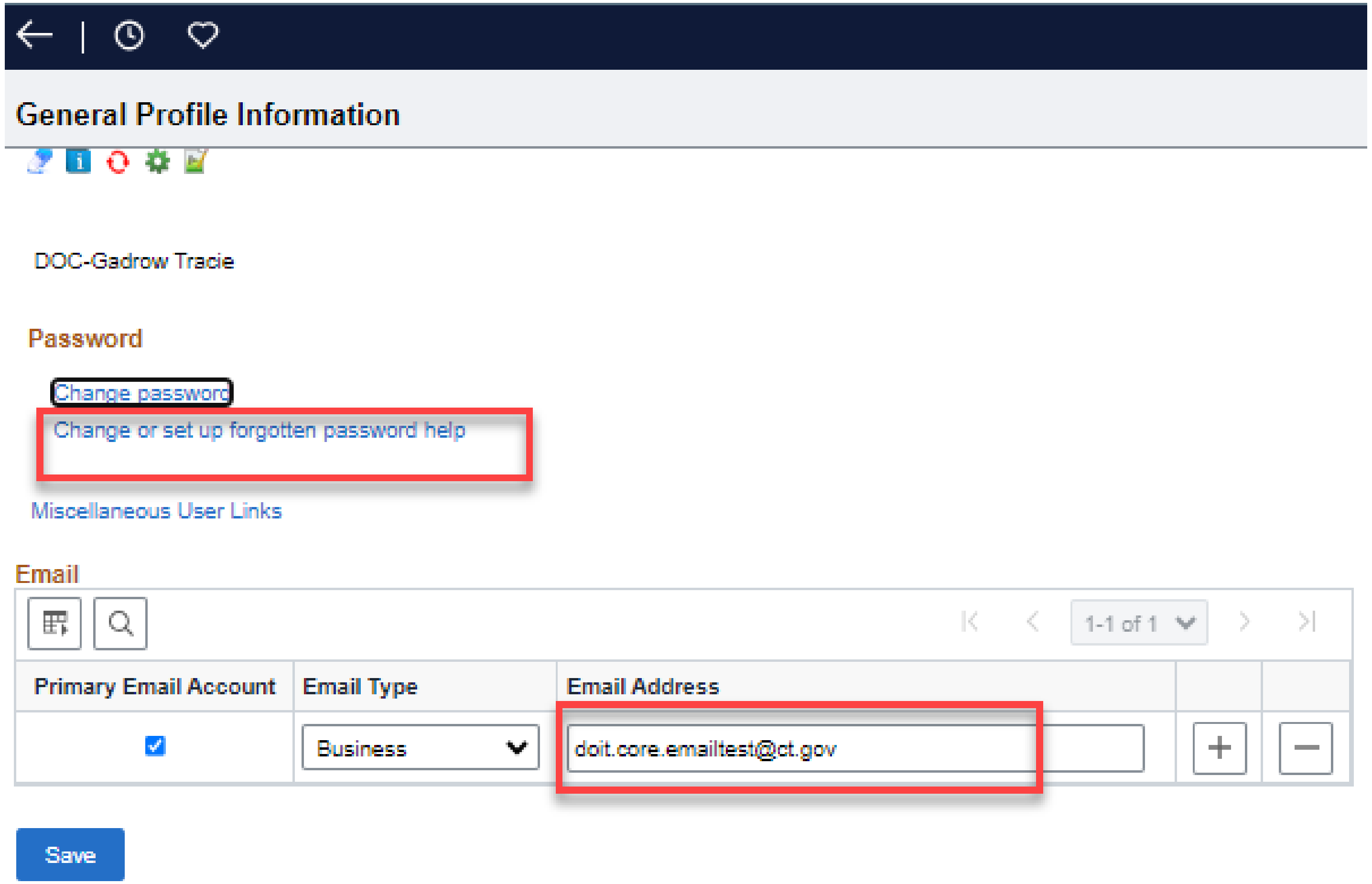
6. Please **update your Business Email Address** using My System Profile on the Main Menu, in order to enable the Forgotten Password feature.

Email Address/Forgotten Password

- Navigate:
  My System Profile
- Change or setup your forgotten password
- Change your email address

**Note: you will be getting notifications from the test environment





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Batch Schedule & System Availability

- **Batches will run on a schedule:**

  9 am, 10 am, noon, 2 pm

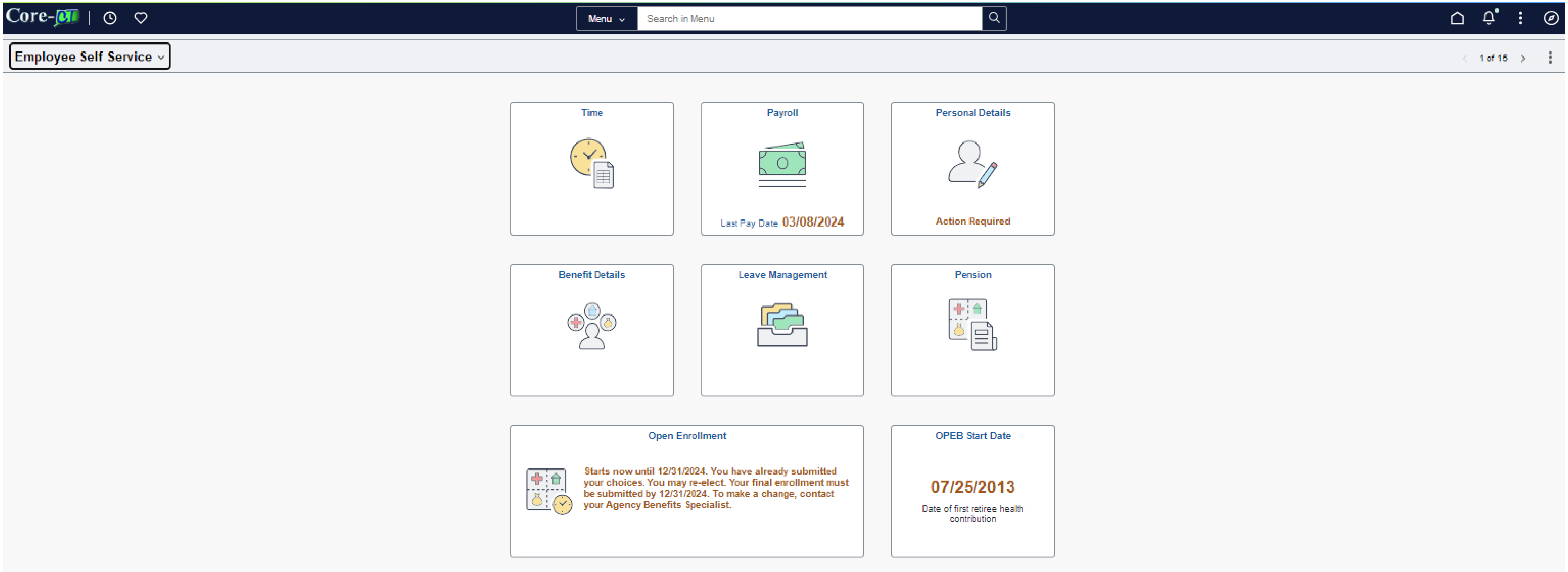
- **Environment Status:**

  Financials – Available 7:00AM – 7:00PM

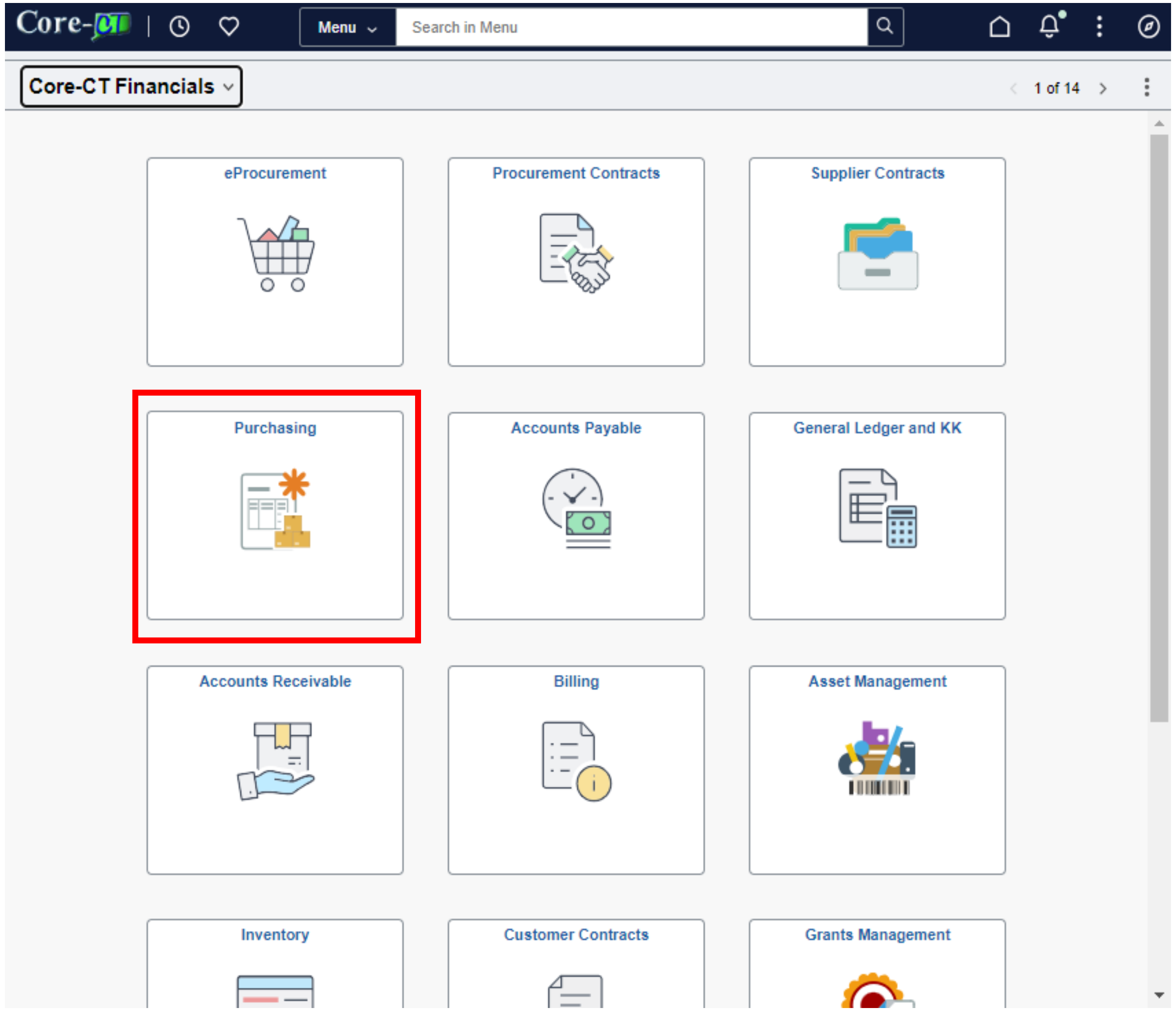
  EPM – Available 7:00AM – 4:00PM

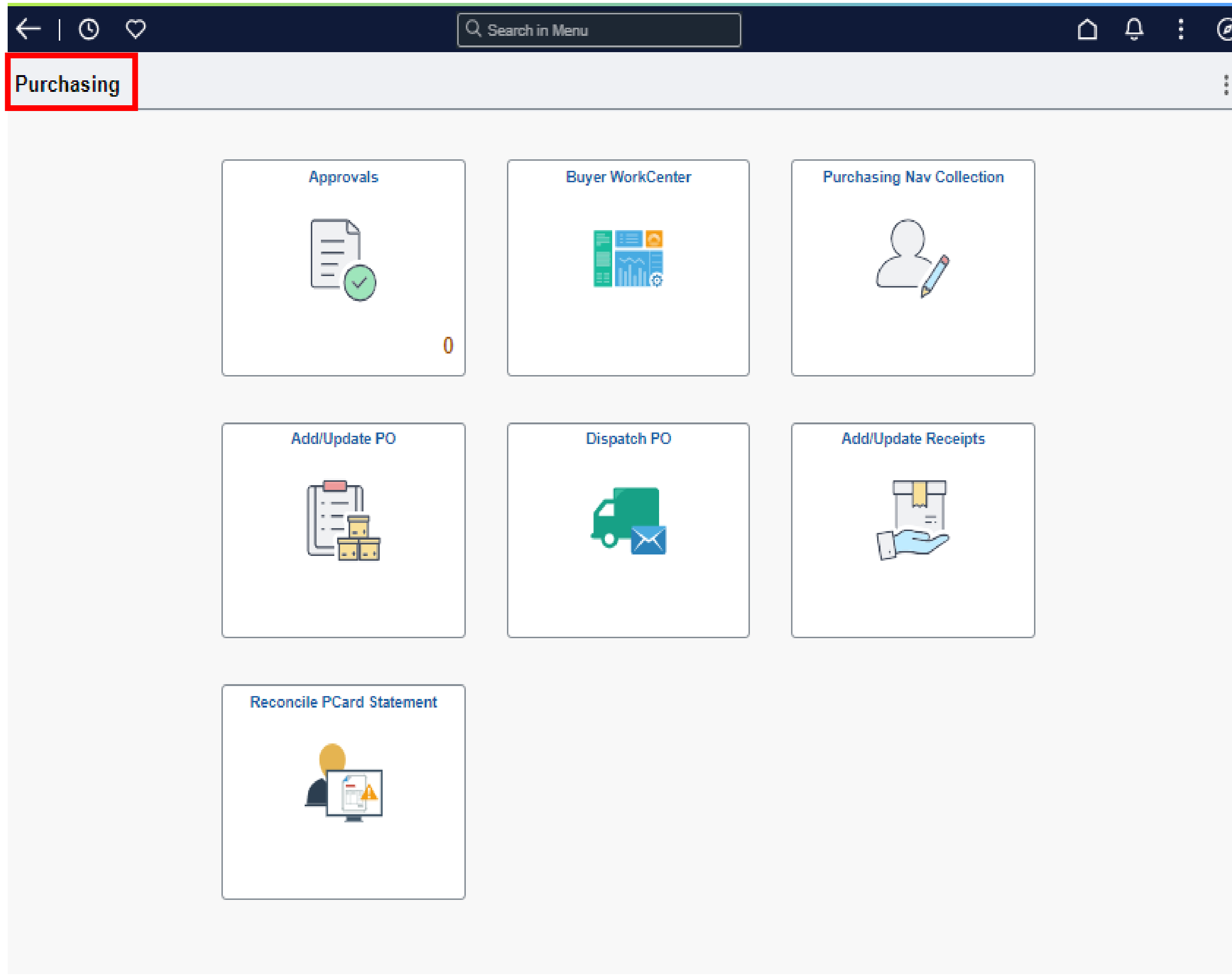
  STARS – will not be available for testing at this time

Navigation – Home Page

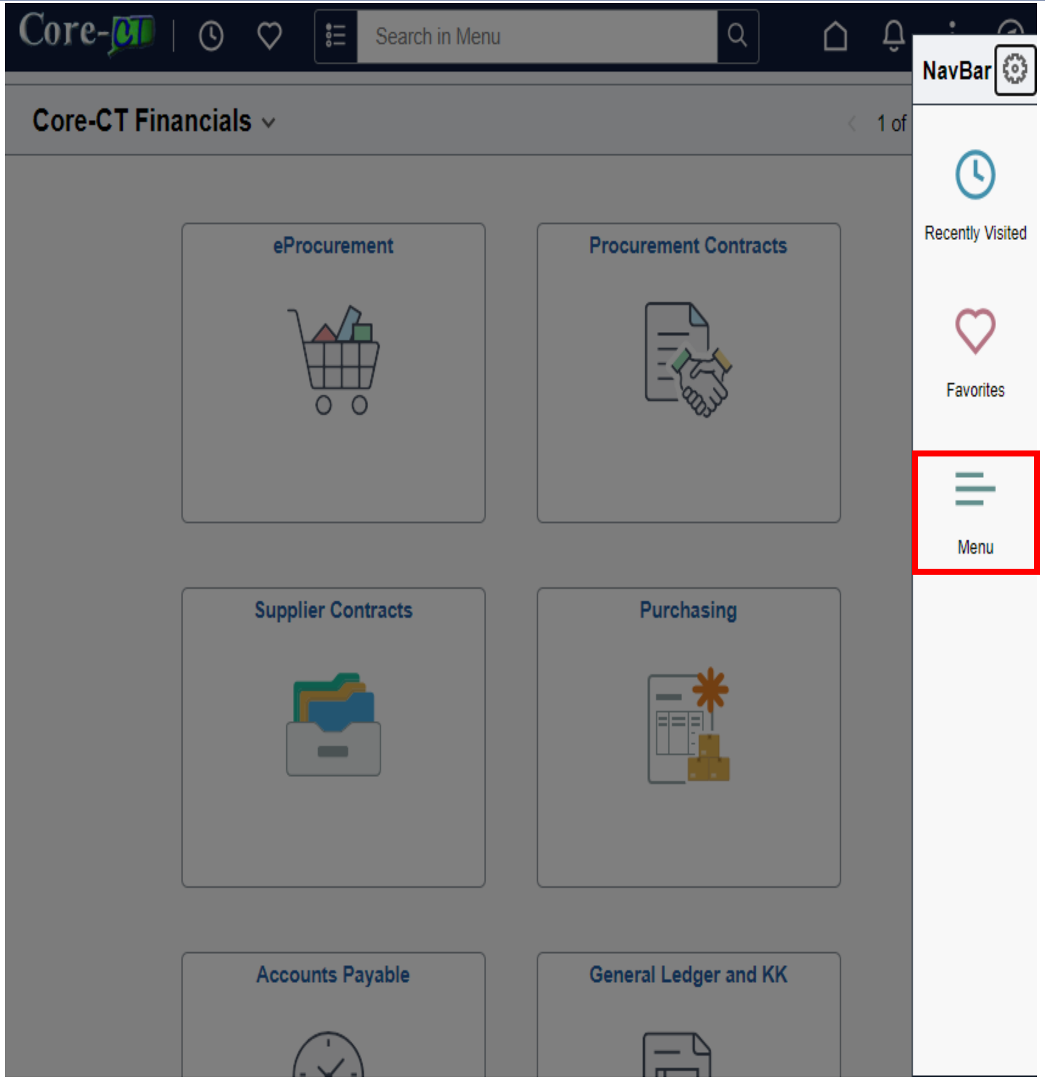


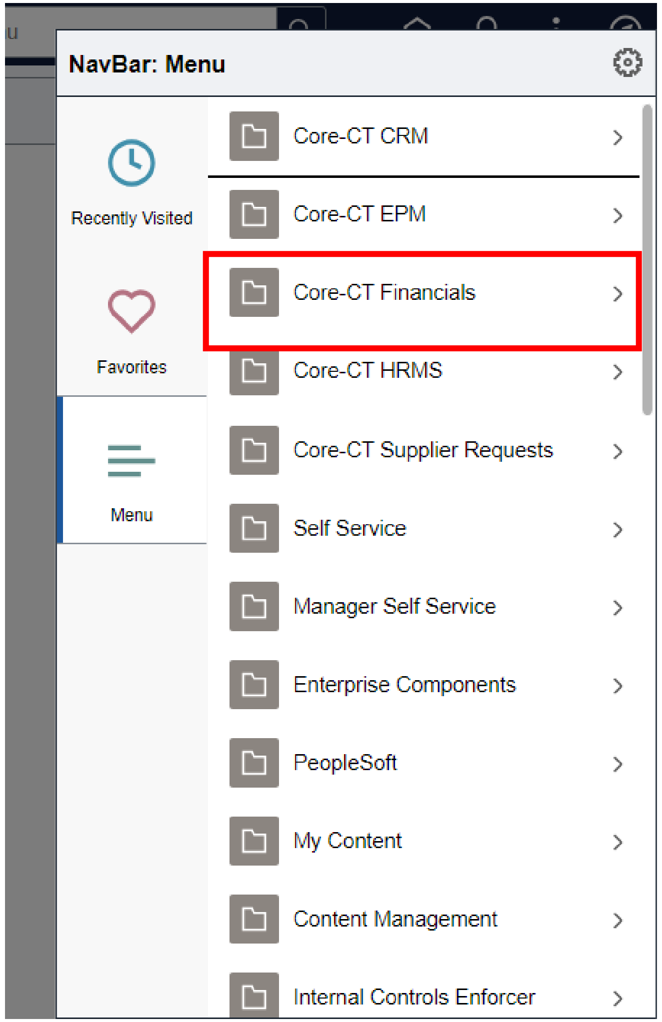
Tiles

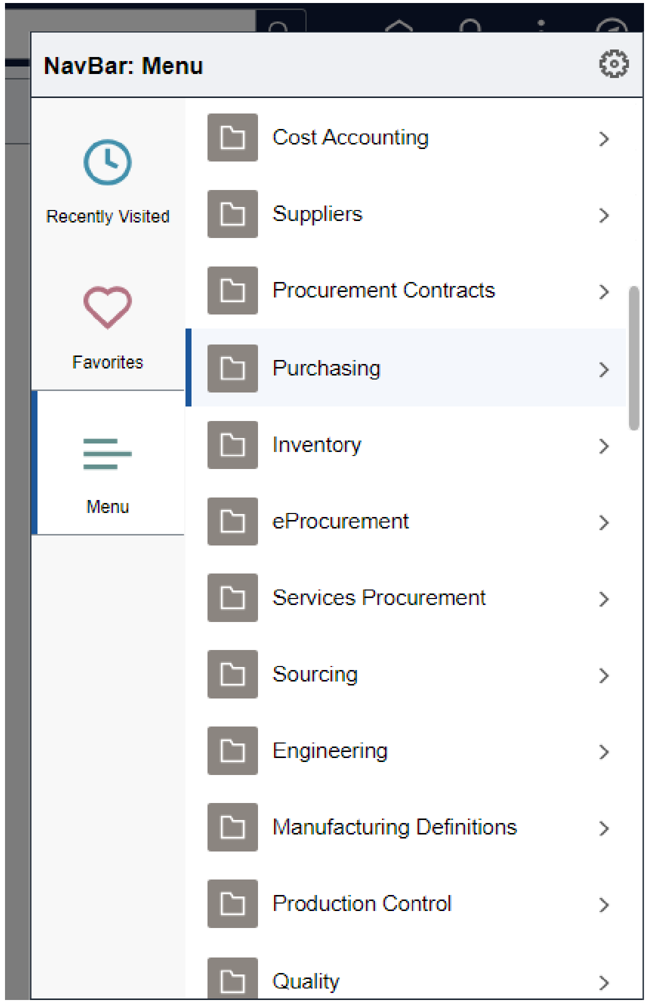

Core-CT
Menu
Search in Menu
Core-CT Financials
1 of 14
eProcurement
Procurement Contracts
Supplier Contracts
Purchasing
Accounts Payable
General Ledger and KK
Accounts Receivable
Billing
Asset Management
Inventory
Customer Contracts
Grants Management


Search in Menu
Purchasing
Approvals
0
Buyer WorkCenter
Purchasing Nav Collection
Add/Update PO
Dispatch PO
Add/Update Receipts
Reconcile PCard Statement

Navigation - Menu

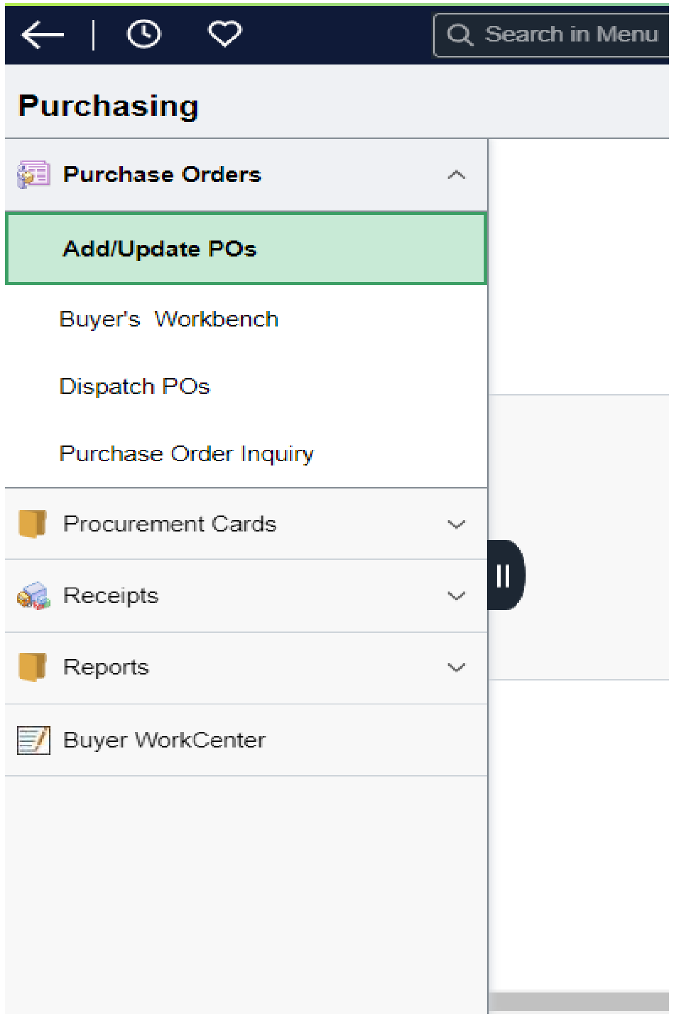






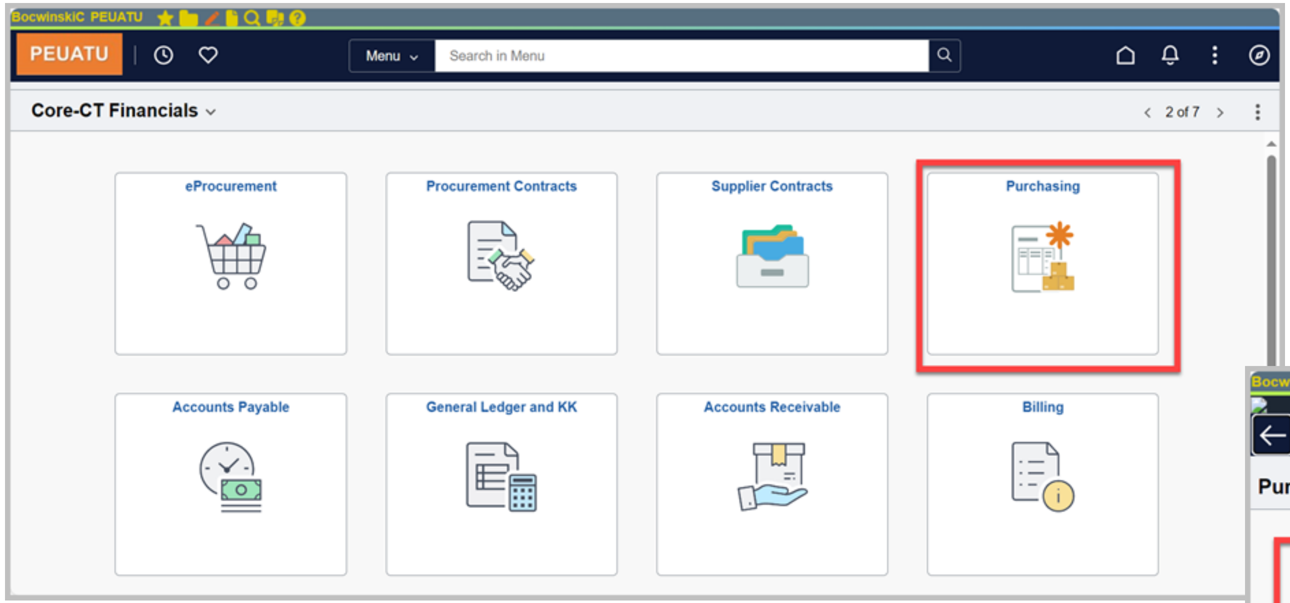
Collections

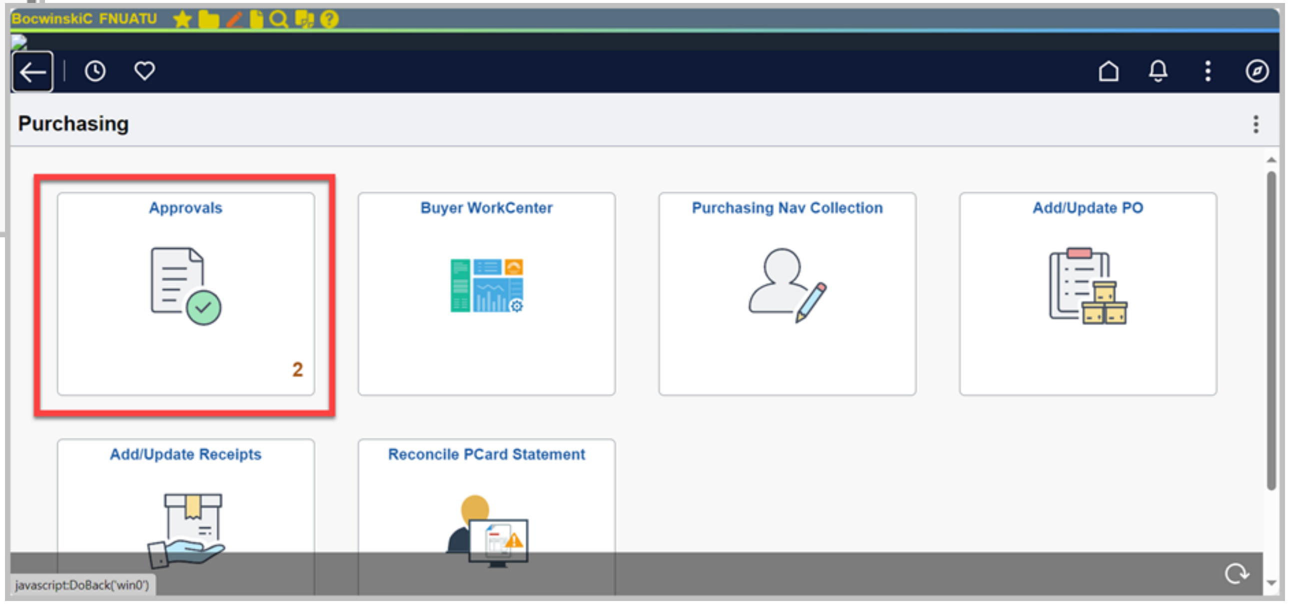
- Collections is another way of navigating.
- The Collection menu lists the most used functions in a particular module.
- Collections is compared to the currently used workcenters.



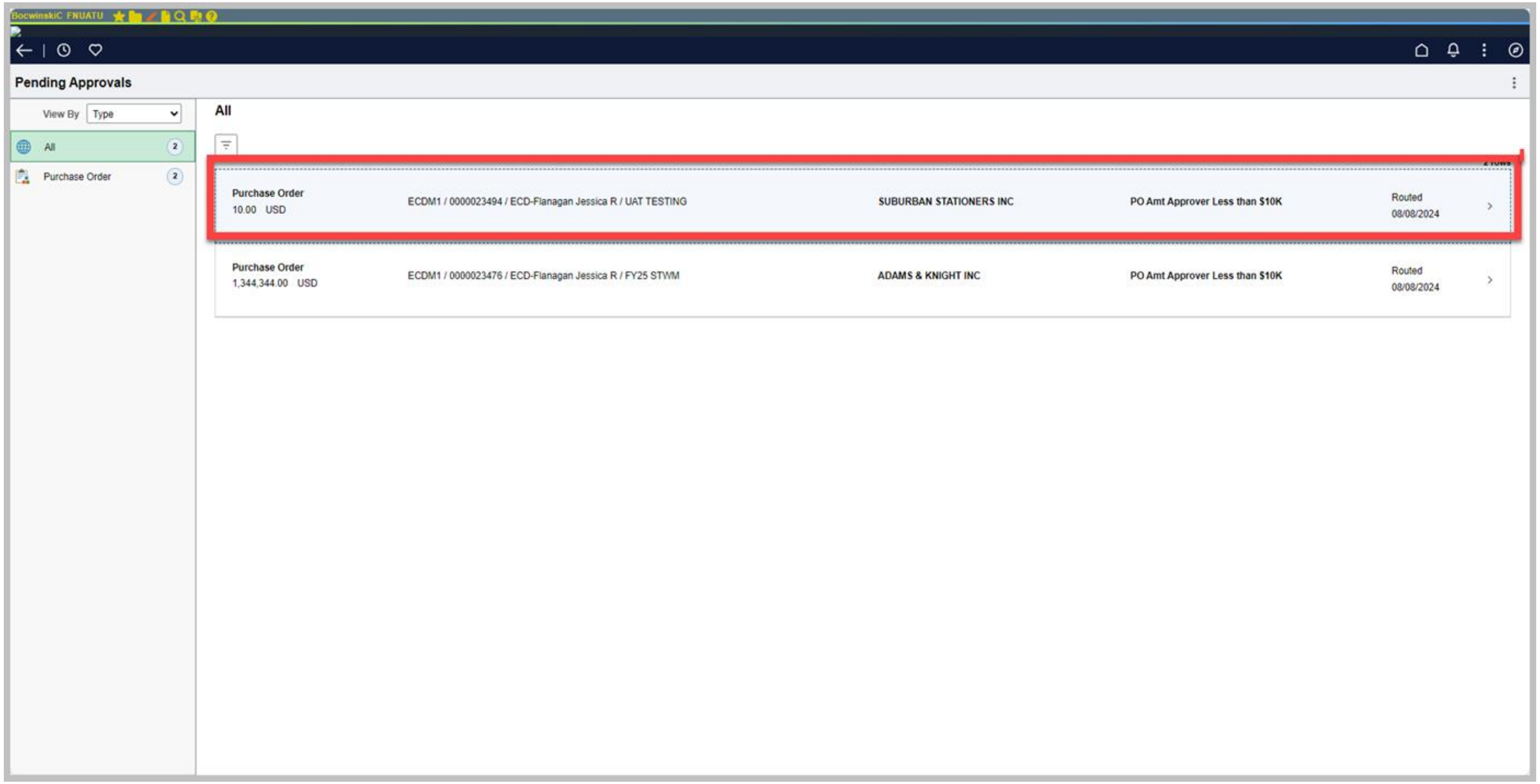
Approvals – Fluid

- Approvals are now through the Fluid Approval Tile





Approvals – Fluid



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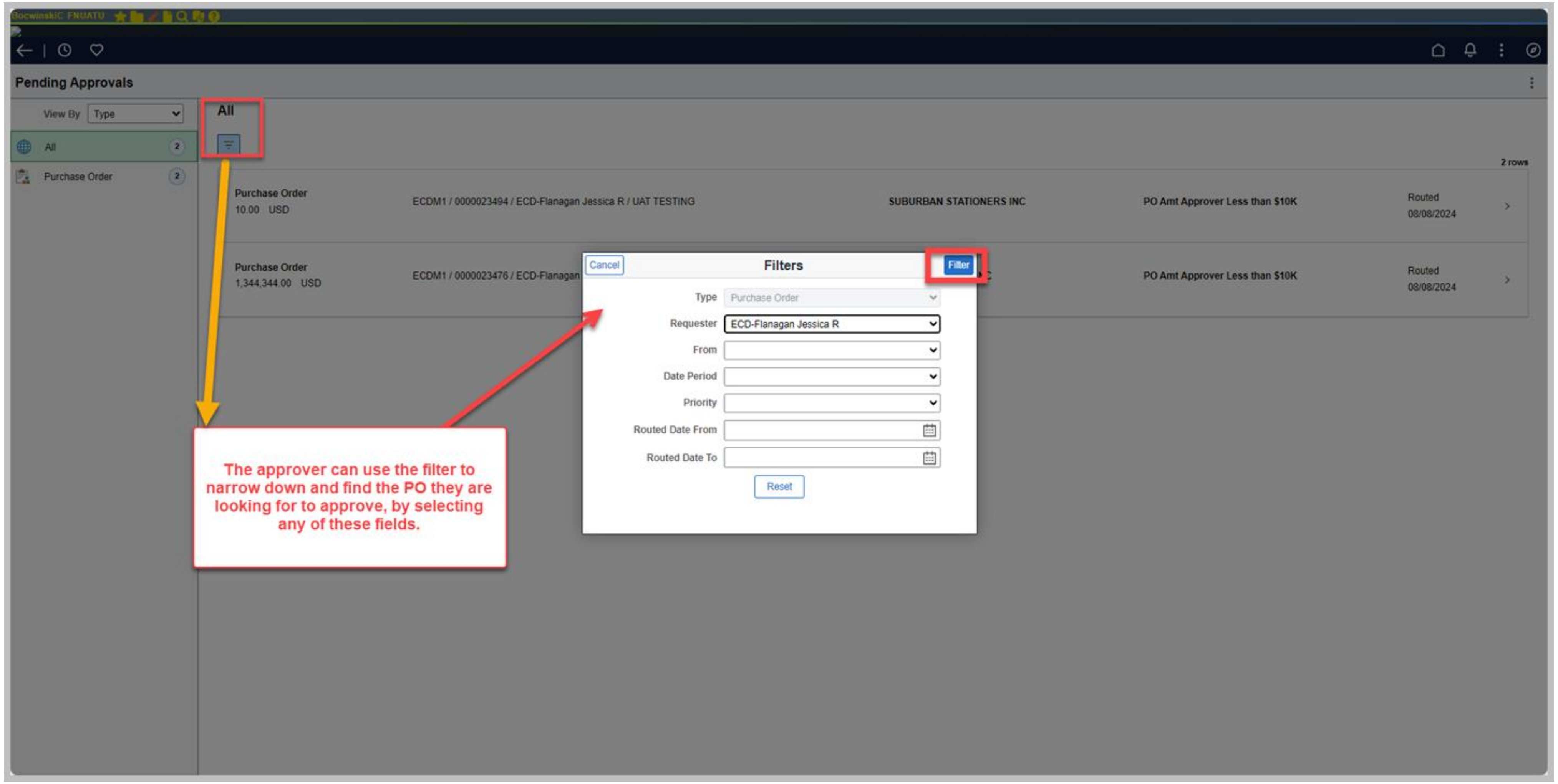
Approvals – Fluid

- Approvers may now use the filter options to narrow down this list when looking for a transaction they are need to approve.



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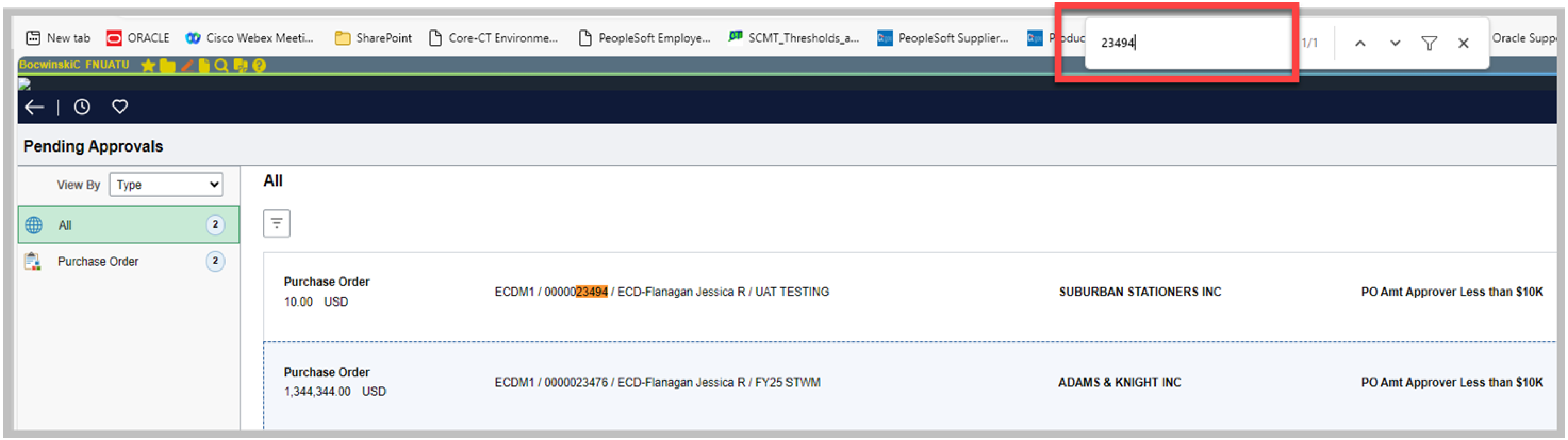
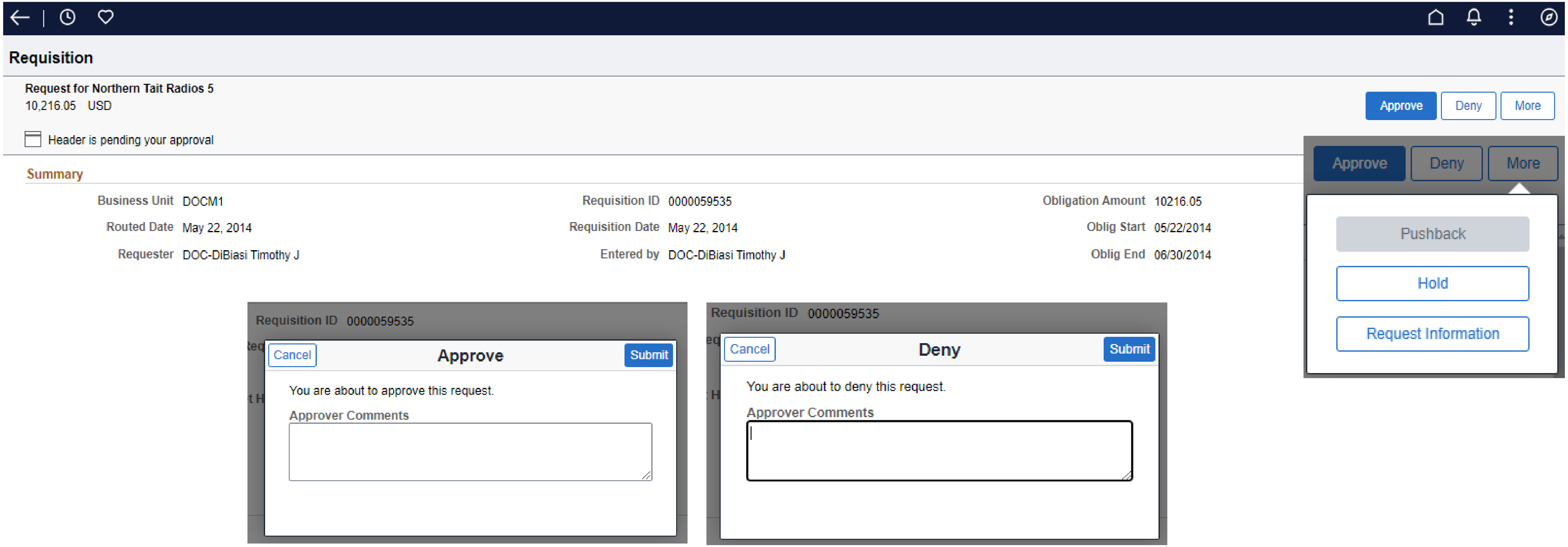
Approvals – Fluid

- A great tip is the you can click CTRL + F and search on a specific item number.
- The results with highlight in orange.



Approvals – Fluid

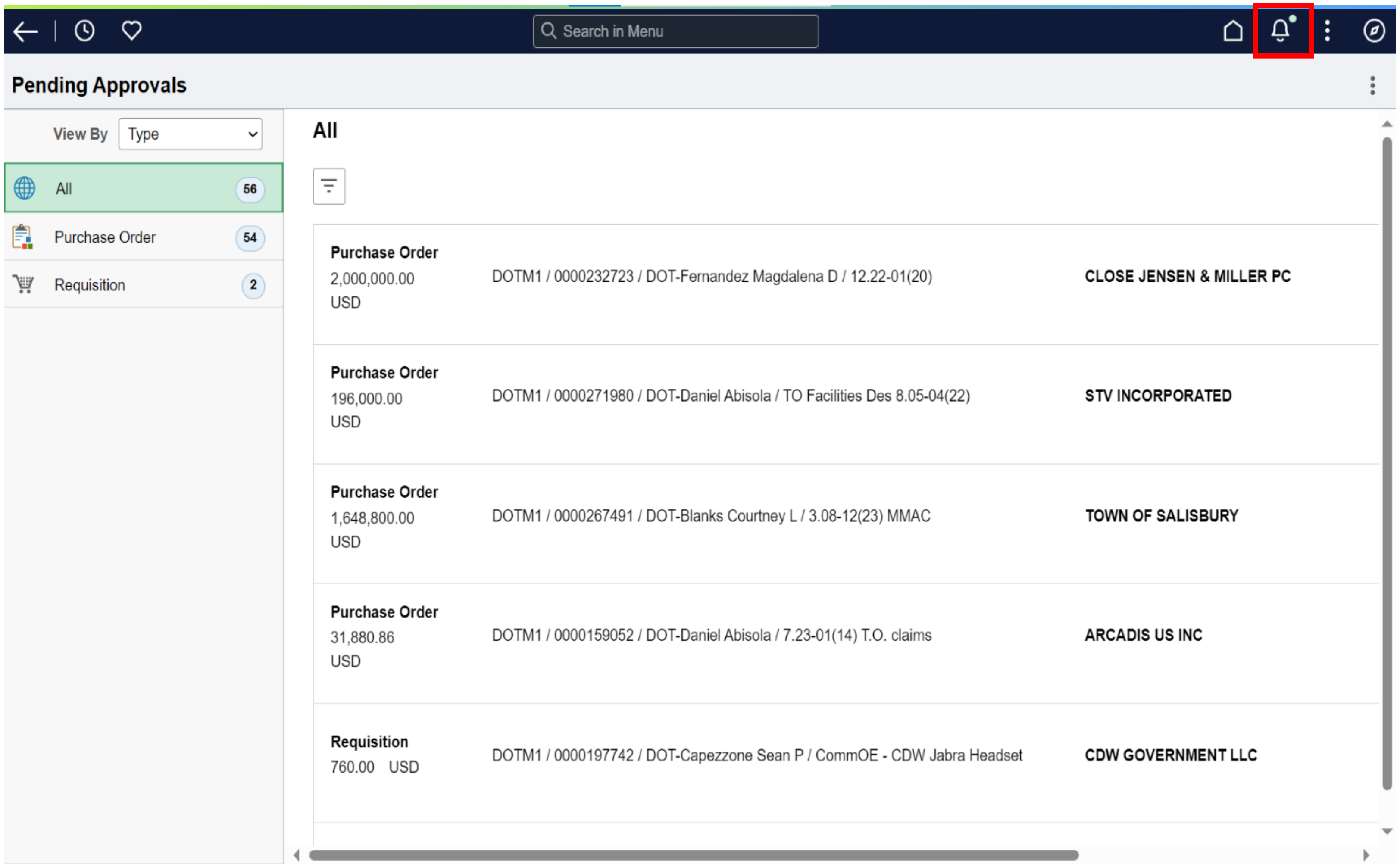
- Once a transaction is selected, you have 3 options...Approve, Deny, Pushback, Hold, Request Information
- Once the approve button is clicked you have the option to add Approver Comments you also have the option to add comments when

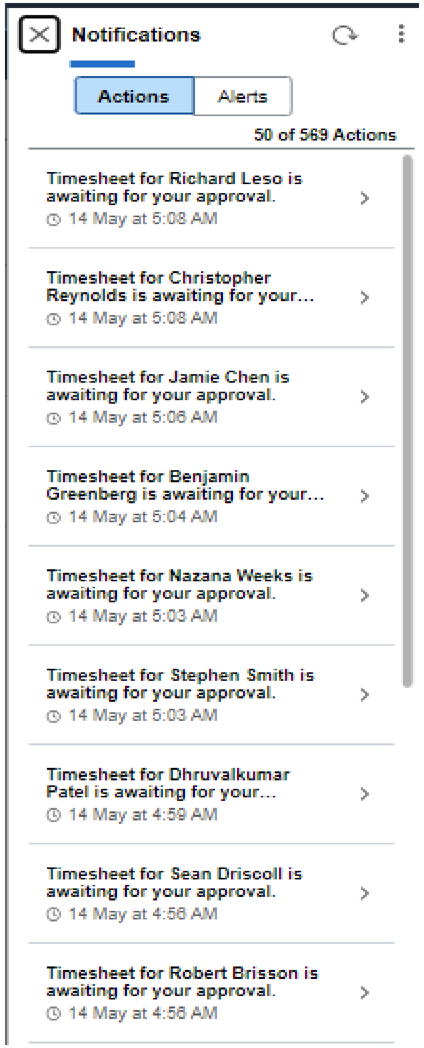


Notification Actions

Approvals can also be managed via the Notification Actions…

which can be accessed via the Notification Icon





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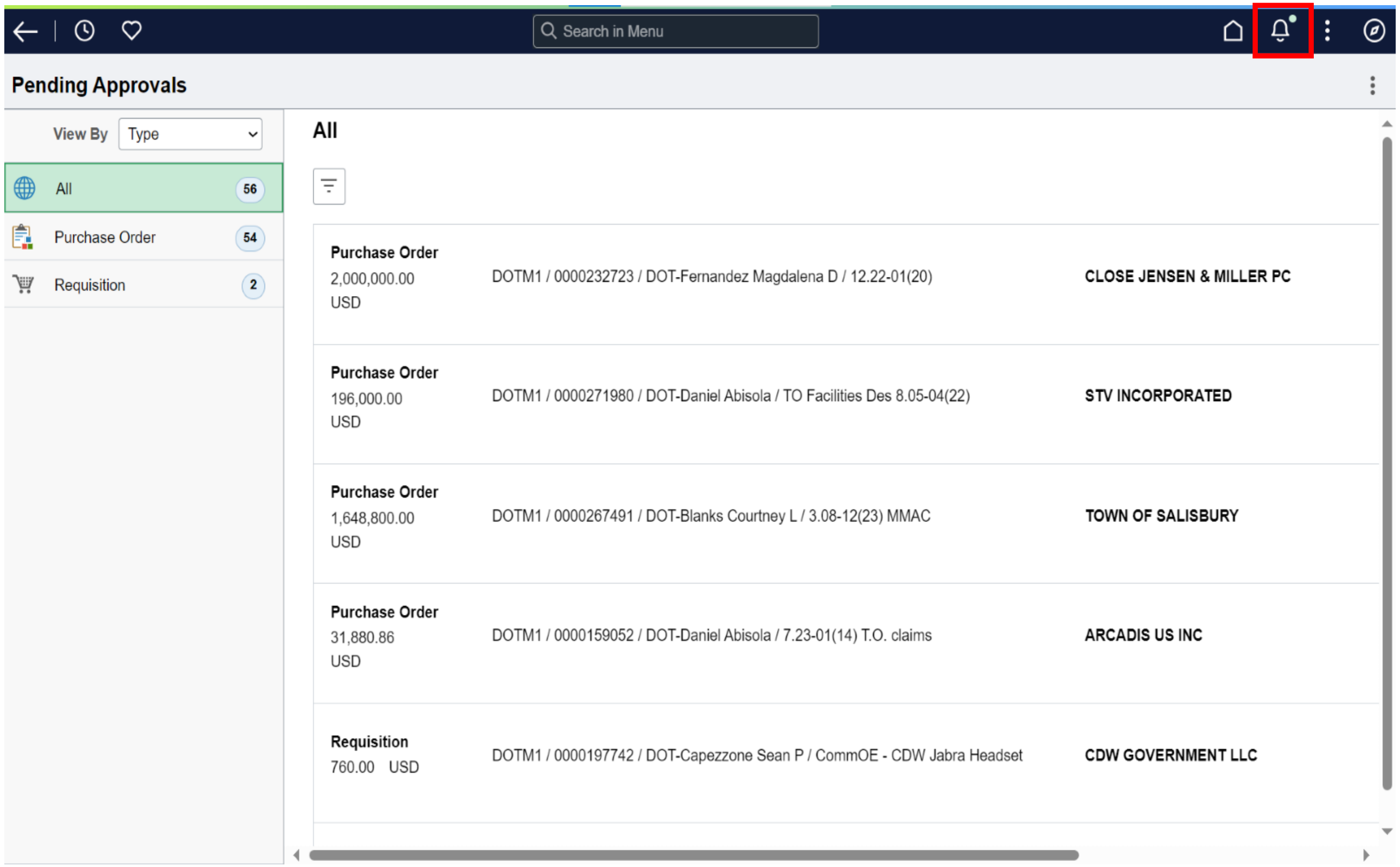
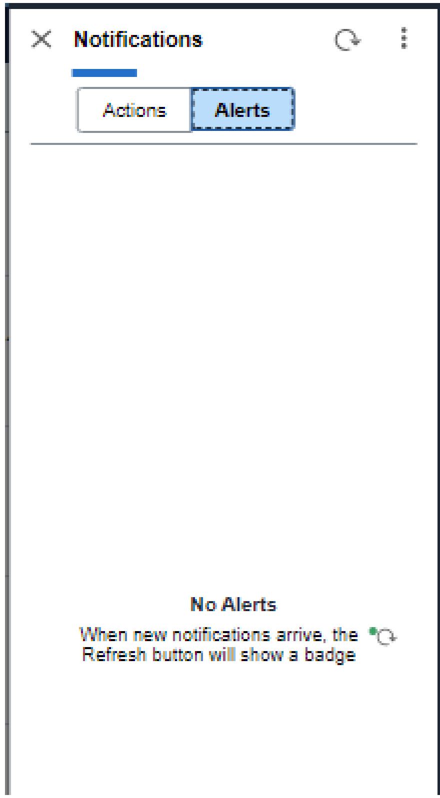
Notification Alerts

Approvals can also be managed via the Notification Alerts...

which can be accessed via the Notification Icon

For exmaple: alert when approved

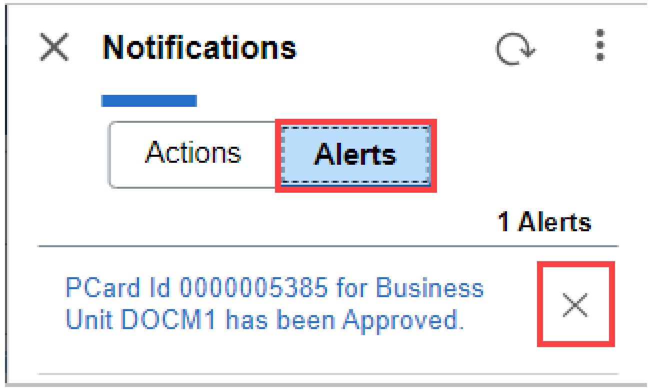




Notification Actions/Alerts

- Depending on the module and transaction type, a notification Action or Alert will be created.
- Clicking on either will take the user to the specific transaction.
- The key difference is that after a user processes the transaction (e.g. approve) a Notification Action will be cleared from the list.

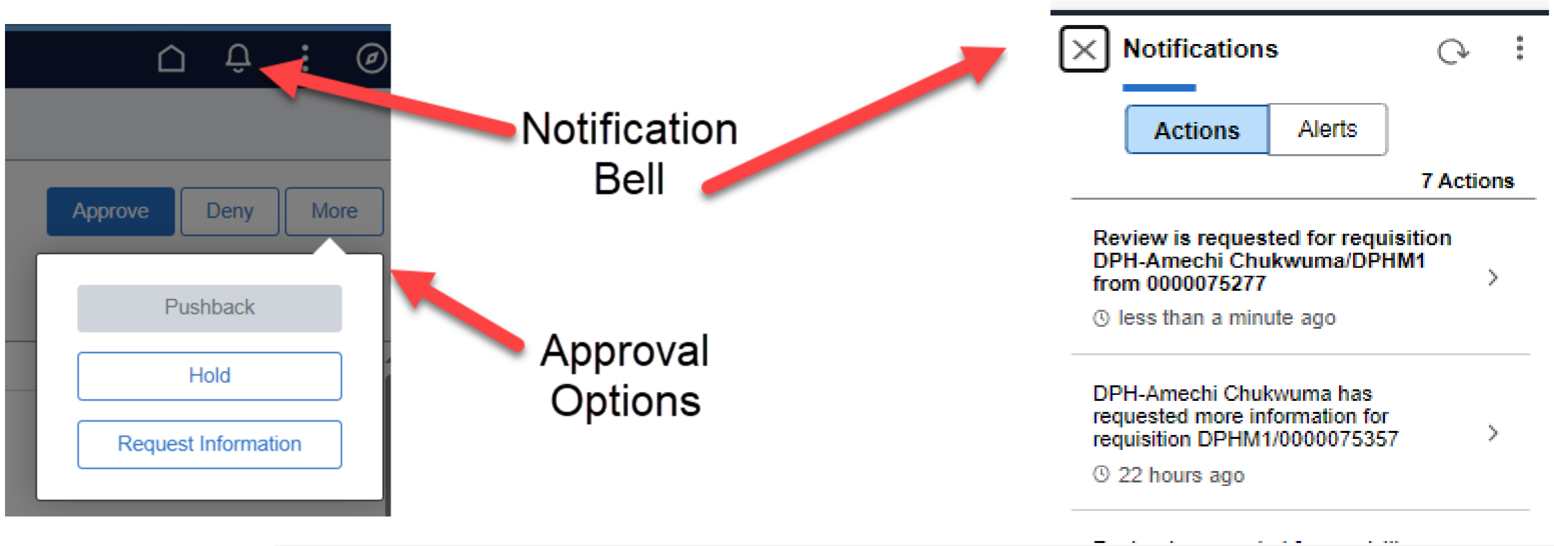
- Alerts are maintained by the users. To remove one from the list, click the X.



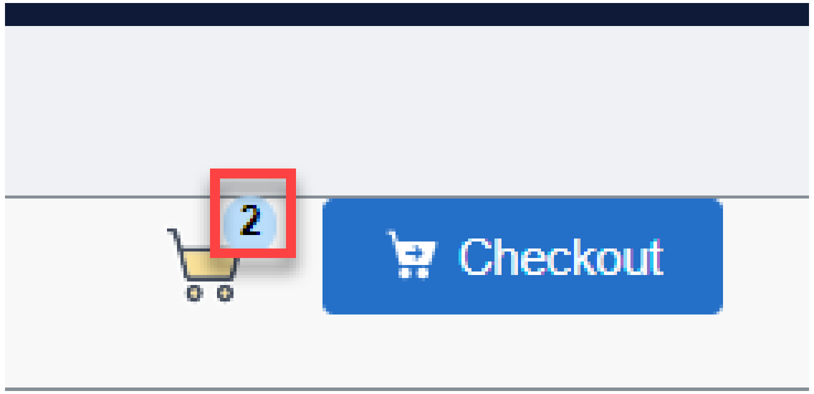
eProcurement

Other Changes - eProcurement

- ***Request Information*** is new in ePro. it will display along with *Pushback* and *Hold* when clicking the *More* approval options button.
- The Notifications Bell opens to two panels when clicked: Actions and Alerts.
- When the Approver selects the *Request for Information* button from the Approval Options, the Requester will receive an email and an ***Action*** Notification on the Notifications Bell.
- Selecting the *Hold* button will place the requisition on hold, which will remain on the approver's list, and the requester will receive an email and an ***Action*** notification on the Notifications Bell.



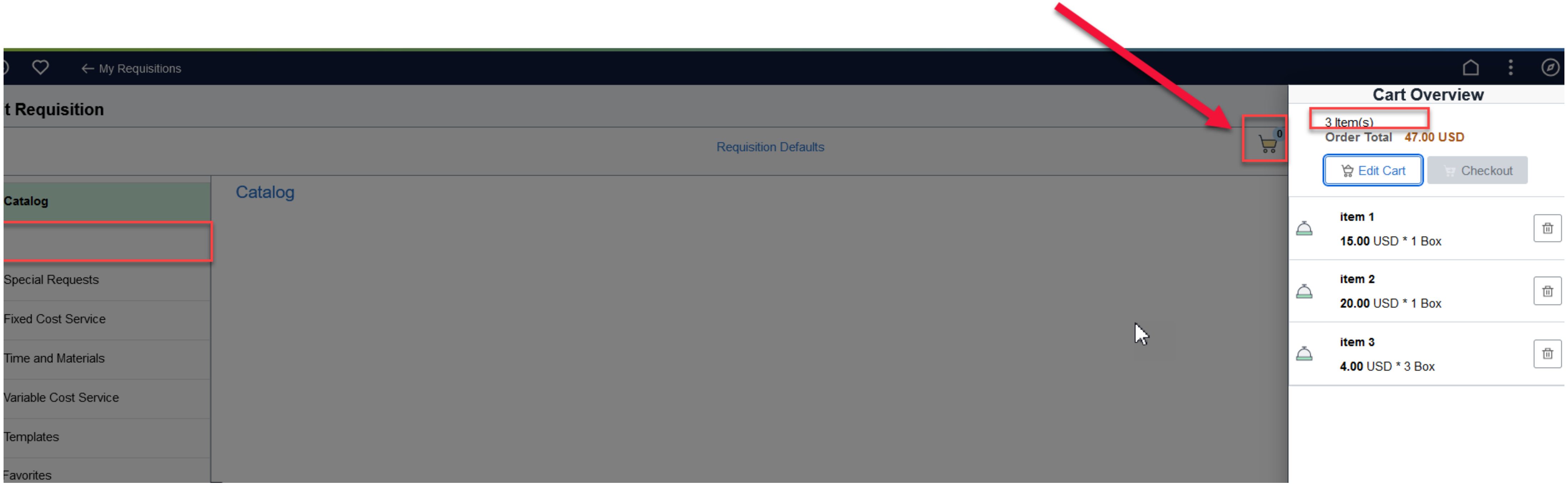
- Another new feature in ePro is the persistent cart. This enhancement allows the cart to keep items in it from a previous unfinished session (i.e. You have to switch priorities and don't have time to save or submit the requisition. The next time you access eProcurement> Create requisition, those items will still be available in the cart).



Other Changes – eProcurement

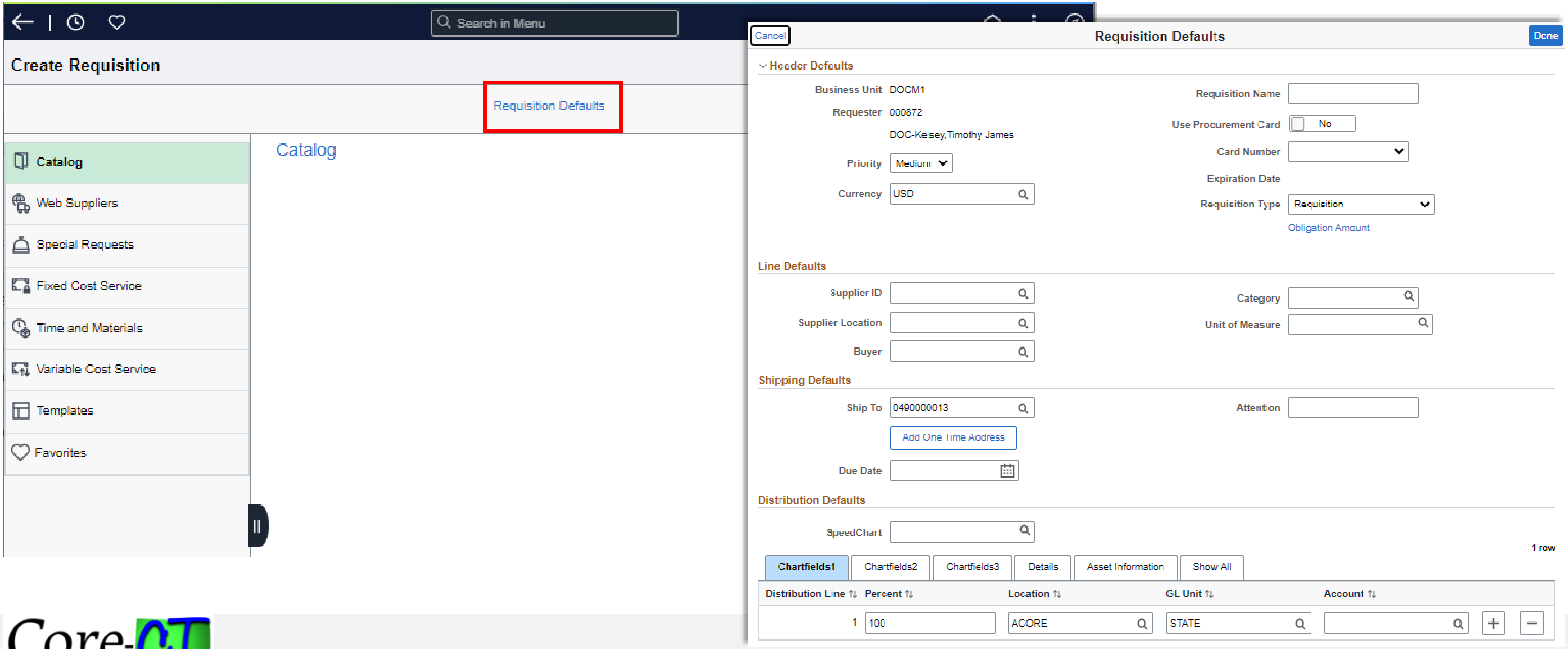
NOTE: The Web Suppliers link does not display if there are items already in the cart from a previous session. To correct:

Click the cart icon even if it shows zero (0) items. Click Checkout, and select the lines, then click Delete. To get back to Requisition, click Continue Shopping. The Web Suppliers link and logos will display.



Other Changes – eProcurement

- Define Requisitions is now called Requisition Defaults



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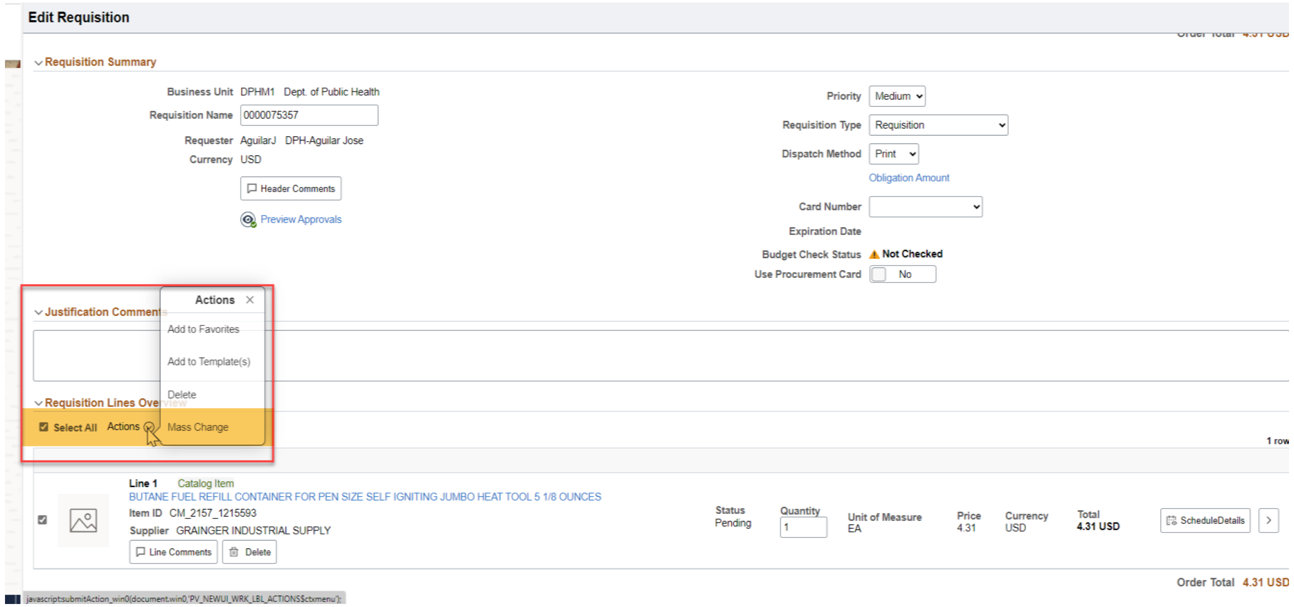
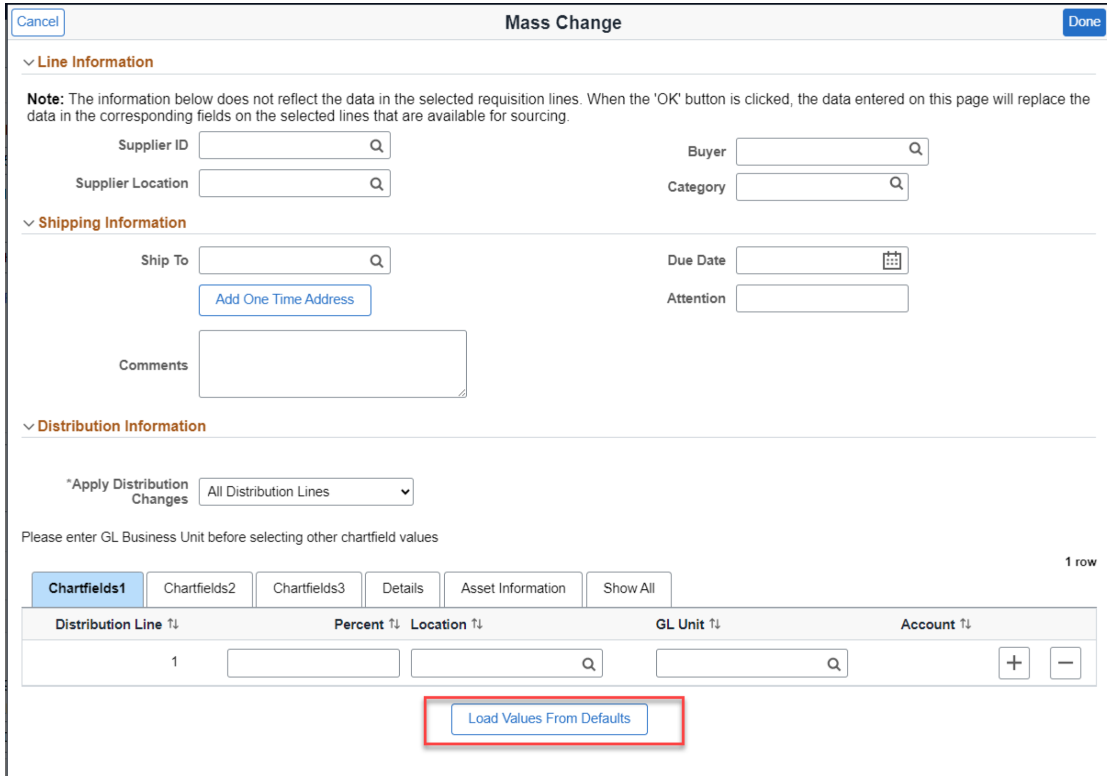
Other Changes – eProcurement

The *Override* radio button on Req defaults is replaced by the Mass Change action.

If changes are made on the Requisition Defaults page, those changes will apply to the lines when the Mass Change feature is applied to the selected lines by clicking the *Load Values from Defaults* button.





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Purchasing

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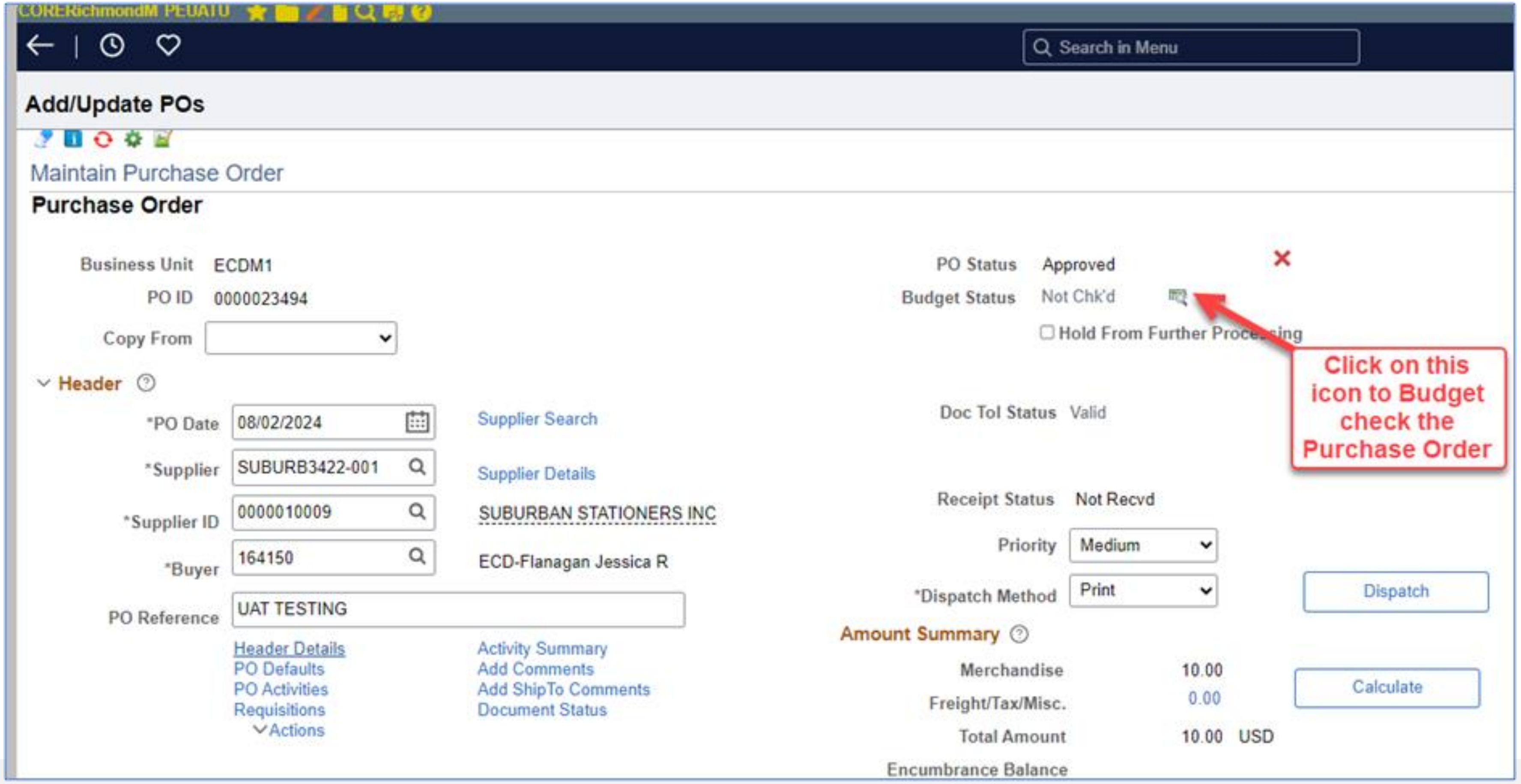
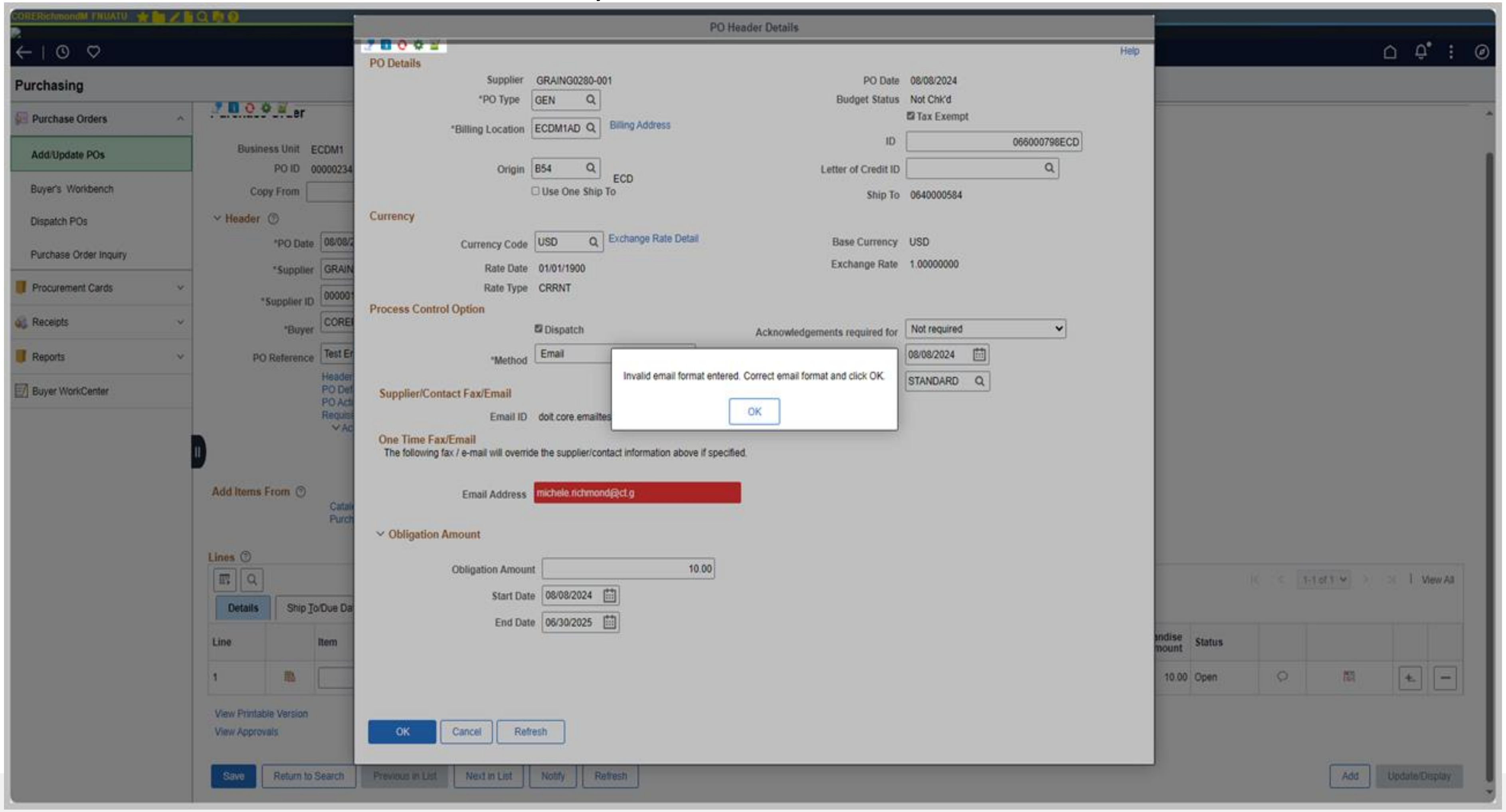
Other Changes – Purchasing

- Budget check is now on the PO Header
  - Users will now be able to go to the PO header and click the icon to budget check the purchase order. This feature will only be available to individual POs. Agencies ***will not*** have access to Budget check a batch of POs.



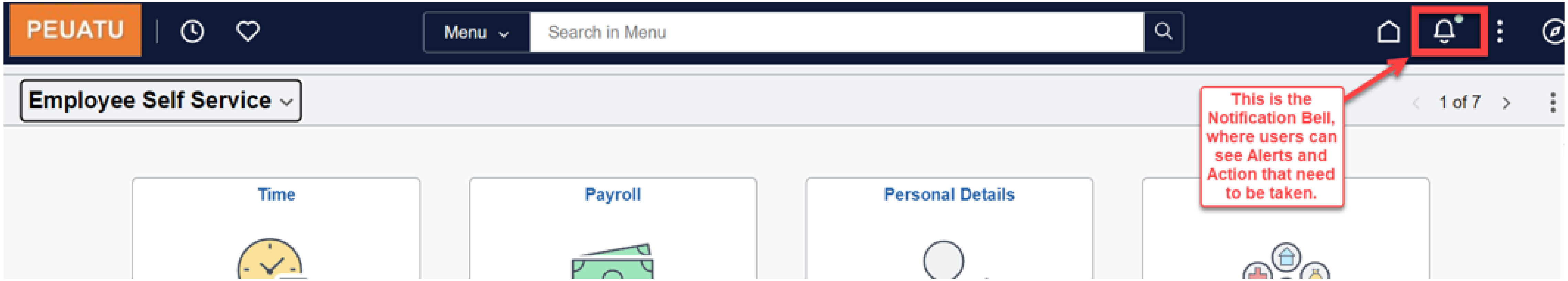
Other Changes – Purchasing

- Email Validation has been added to Purchase orders
  - When a PO is created and a onetime address is entered, the system will validate that the email address is in valid email format.



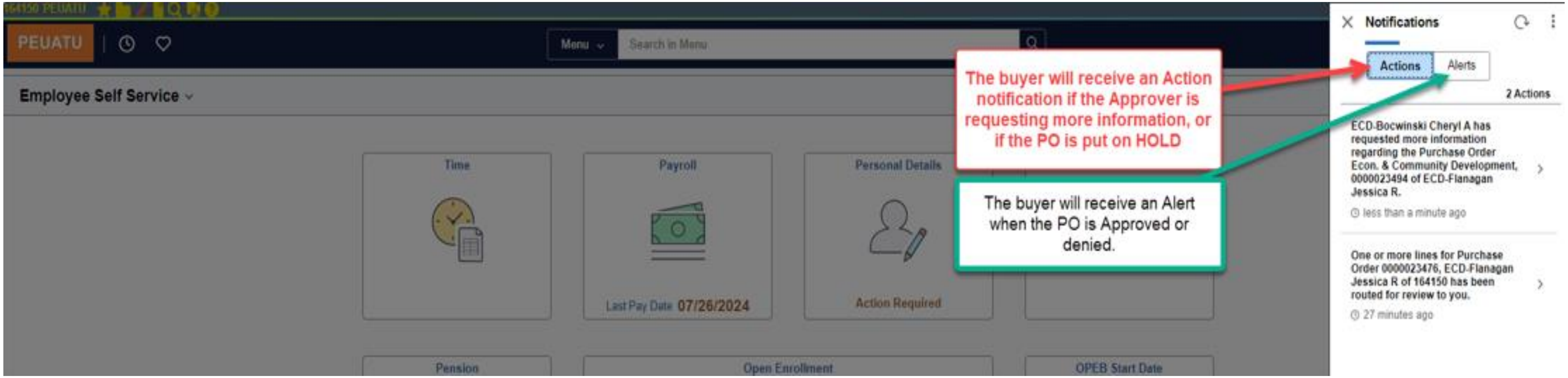
Other Changes – Purchasing

- Buyers workflow will ***NOT*** use Fluid Approvals, instead the Notification Bell will be used
  - The notification bell is used for Alerts and Actions for the user



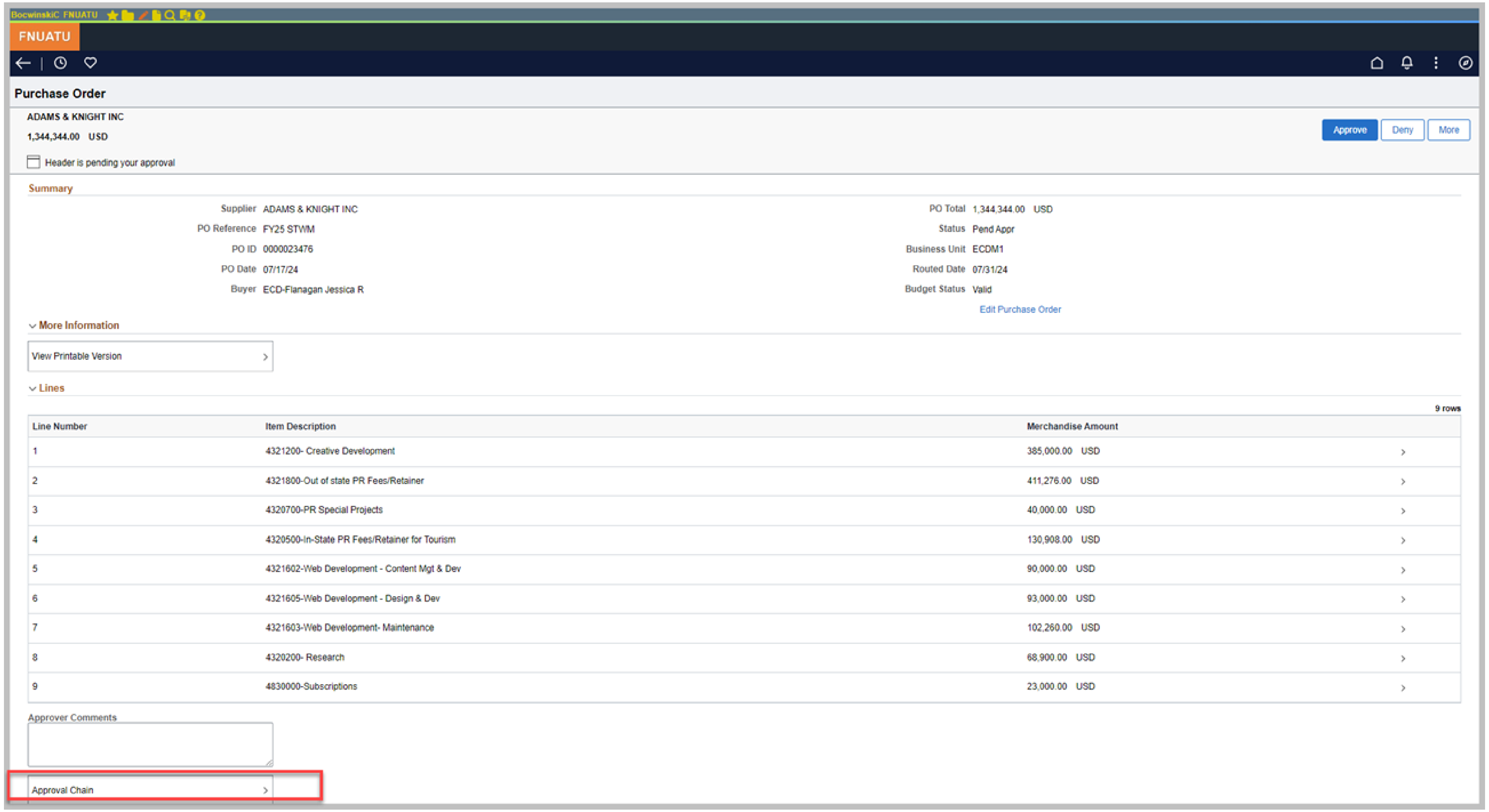
Other Changes – Purchasing

- The buyer will receive and ACTION notification if the Approver is requesting more information, or if the PO is put on HOLD
- The buyer will receive an ALERT notification when the PO is approved or denied.



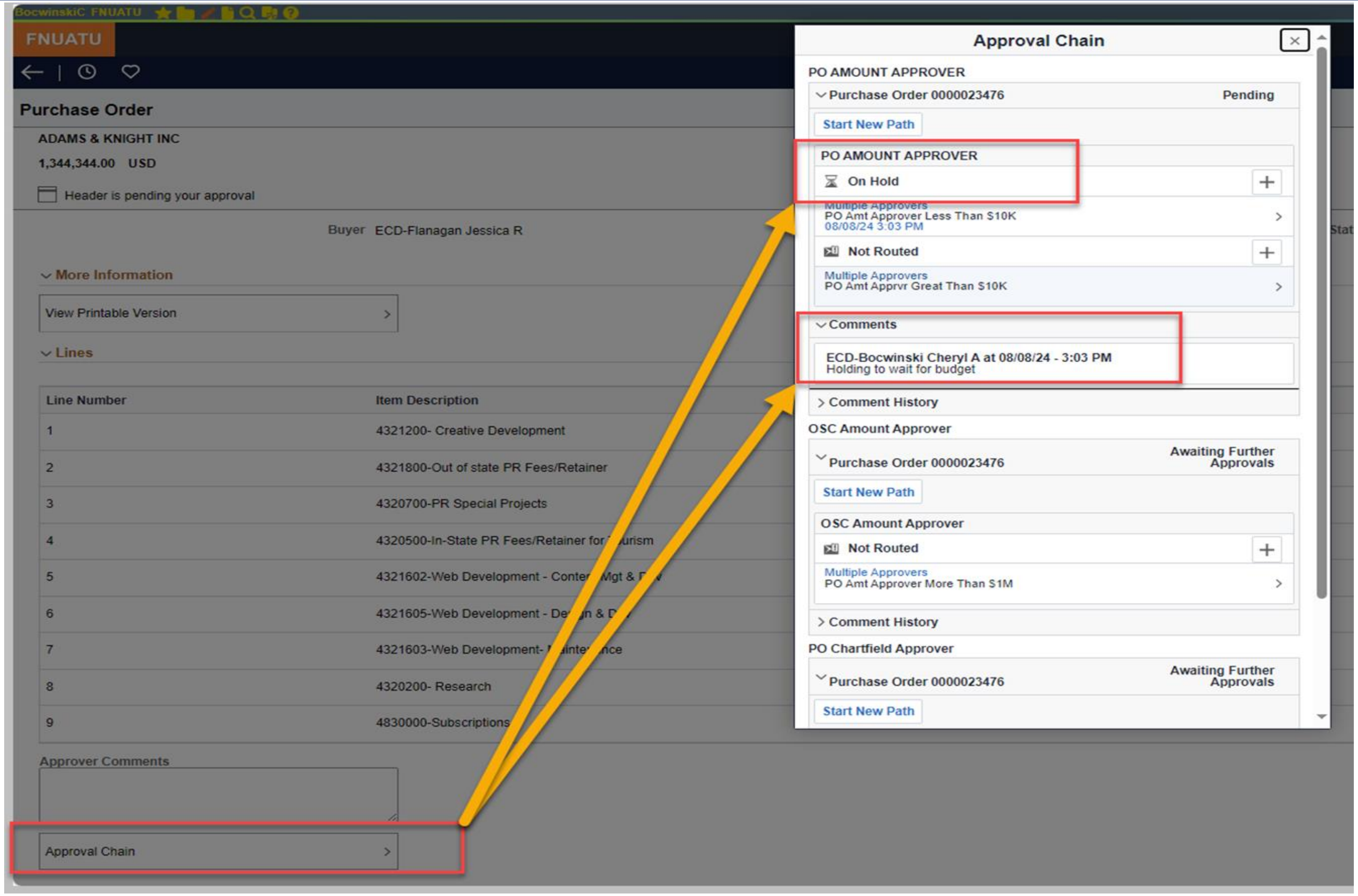
Other Changes – Purchasing

- The approval page on a Purchase Order will no longer shows previous approver comments or if the PO is on HOLD. The approver will be required to click on Approval Chain to see comments and status of the pending PO.



Other Changes – Purchasing

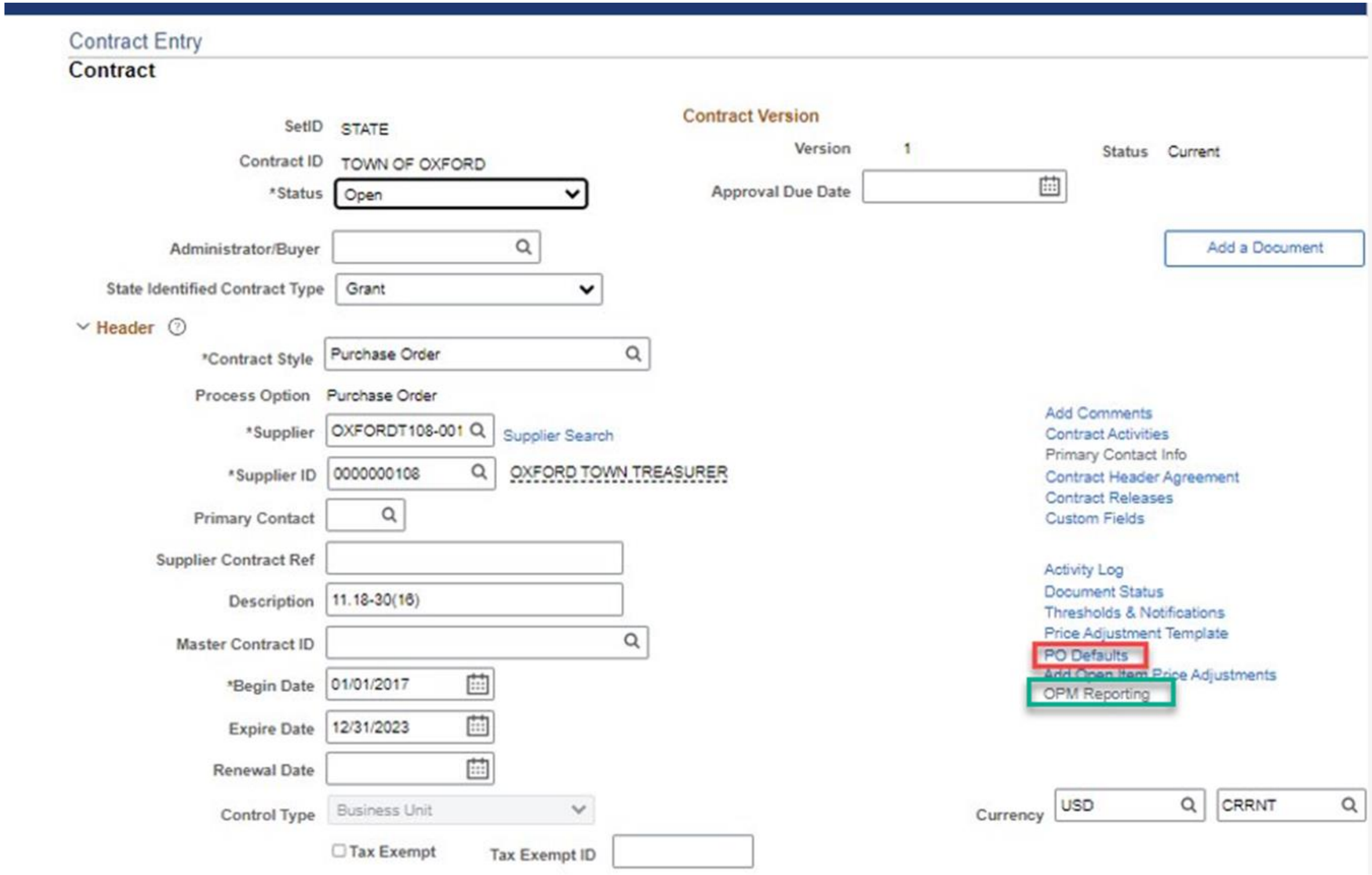
Approval Comments



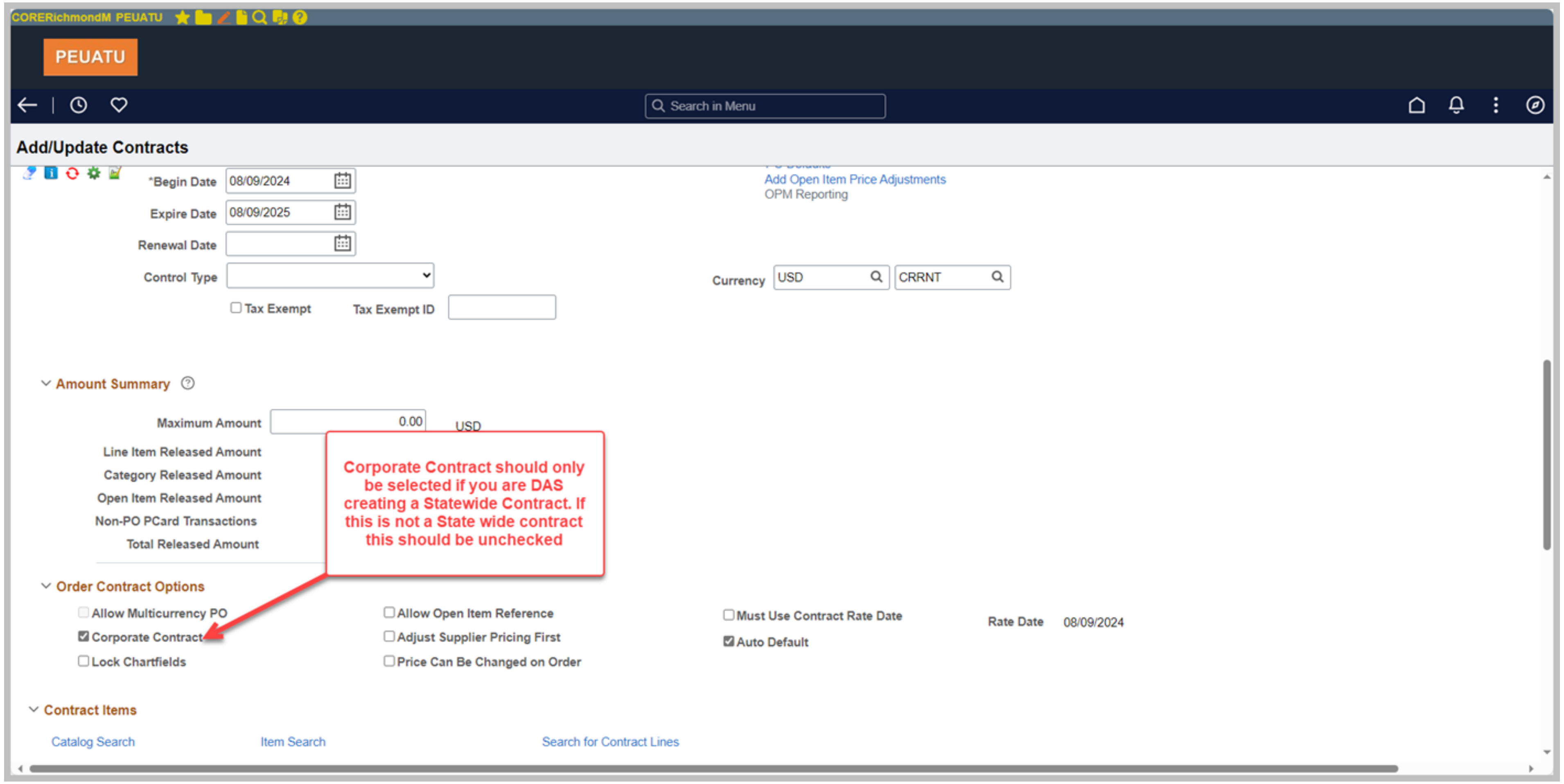
Procurement Contracts

Other Changes – Procurement Contracts

PO Default & OPM Reporting link have moved to another location on the Procurement Contract



Other Changes – Procurement Contracts



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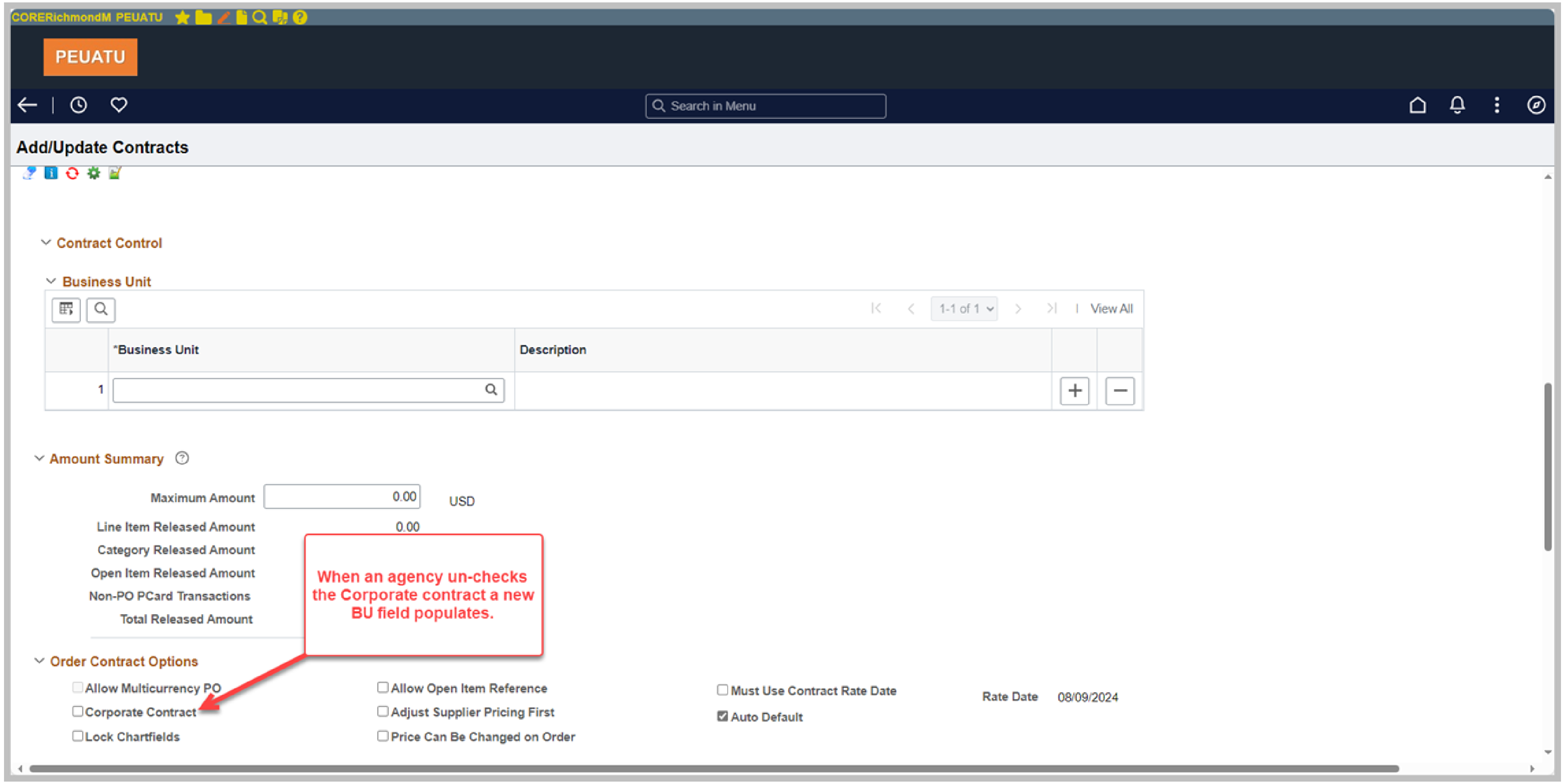
Other Changes – Procurement Contracts

- Always Remember: Corporate Contract check box should always be unchecked when creating a contract for your agency



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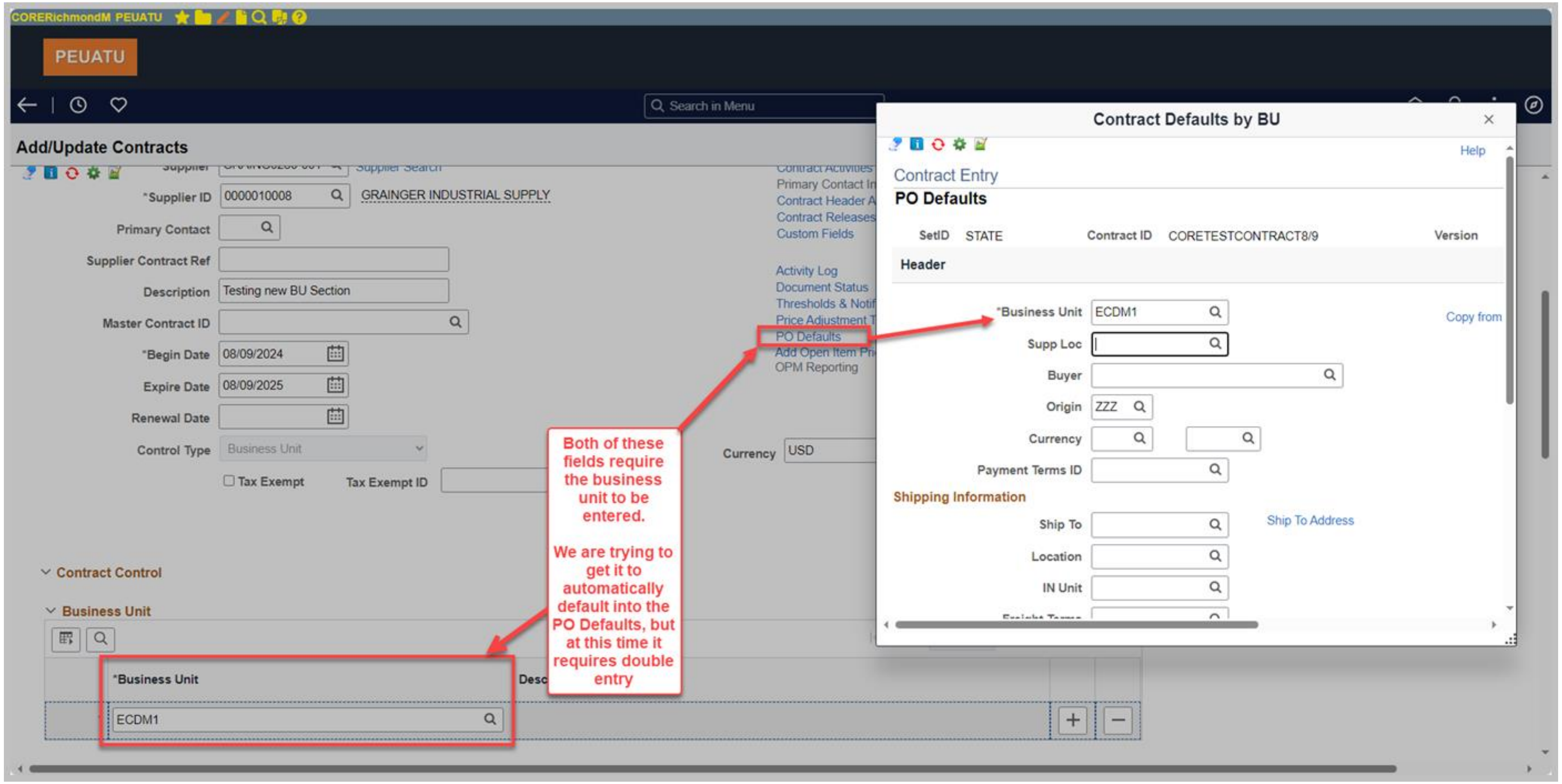
Other Changes – Procurement Contracts



Procurement Card

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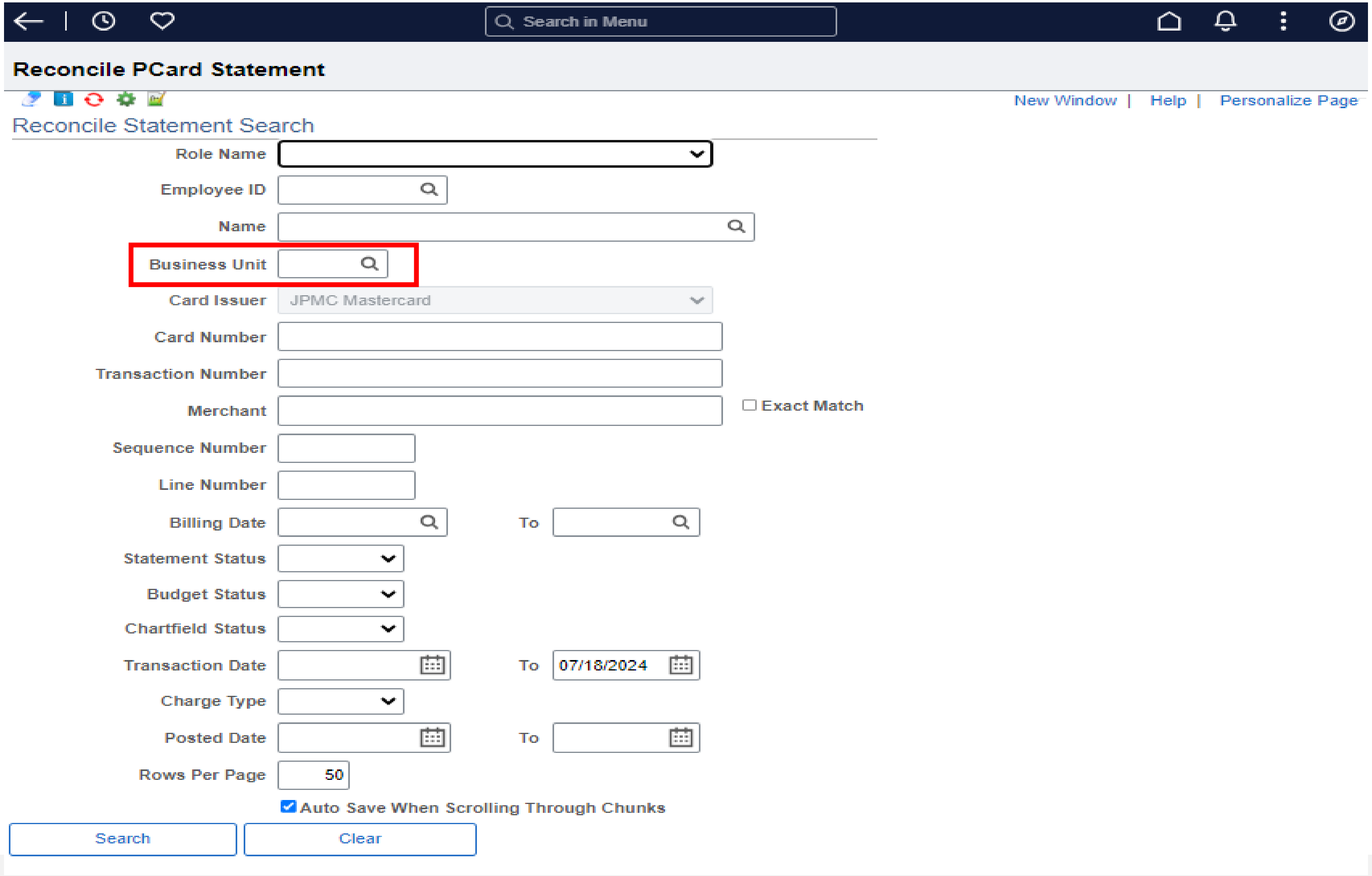
Other Changes – Procurement Card

There has been a new field added to the Pcard reconcile statement search.

Business Unit



Other Changes – Procurement Card

Here are a couple other changes to PCard

Navigation Name for the pages below have changed – highlighted is new

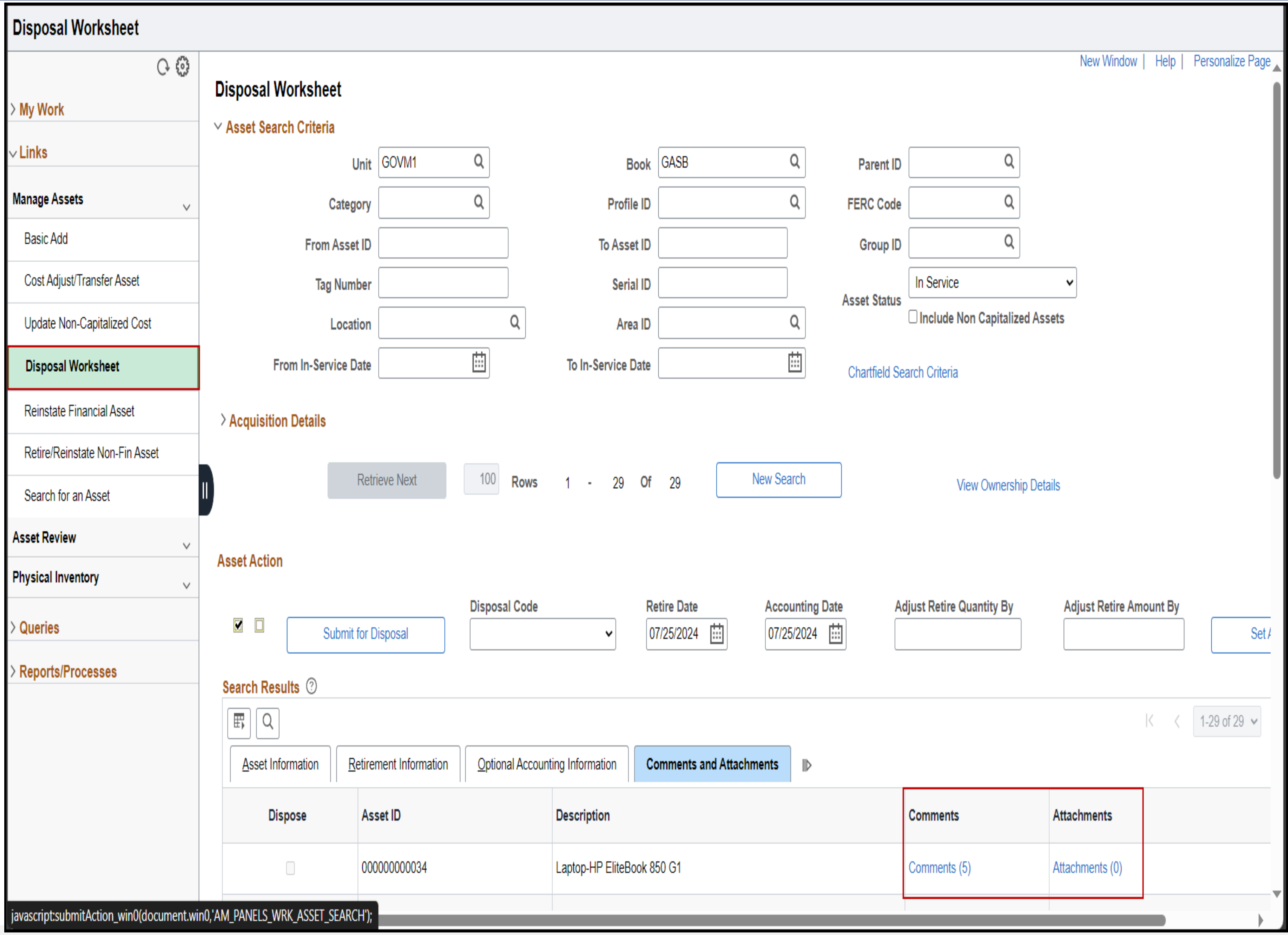
- Purchasing > Procurement Cards > Reconcile > Reconcile PCard Statement (used to be Reconcile Statement)
- Purchasing > Procurement Cards > Security > Assign Proxies to PCard (used to be Assign Proxies)
- Pcard workflow will not use Fluid Approvals, instead Notifications will be used

Asset Management

Other Changes – Asset Management

Asset Disposal Approvals

- New asset approving role **CT_F_A_ASSET_APPR** has been created; no current segregations of duties w/ role
- All Capital/Financial Asset retirements are now transacted on the **Disposal Worksheet** page
- Financial Asset Processors still use the Disposal Worksheet, however now the submitted assets get routed to agency Asset Approvers for review
- Asset Attachments and Comments can now be viewed on the Disposal Worksheet page



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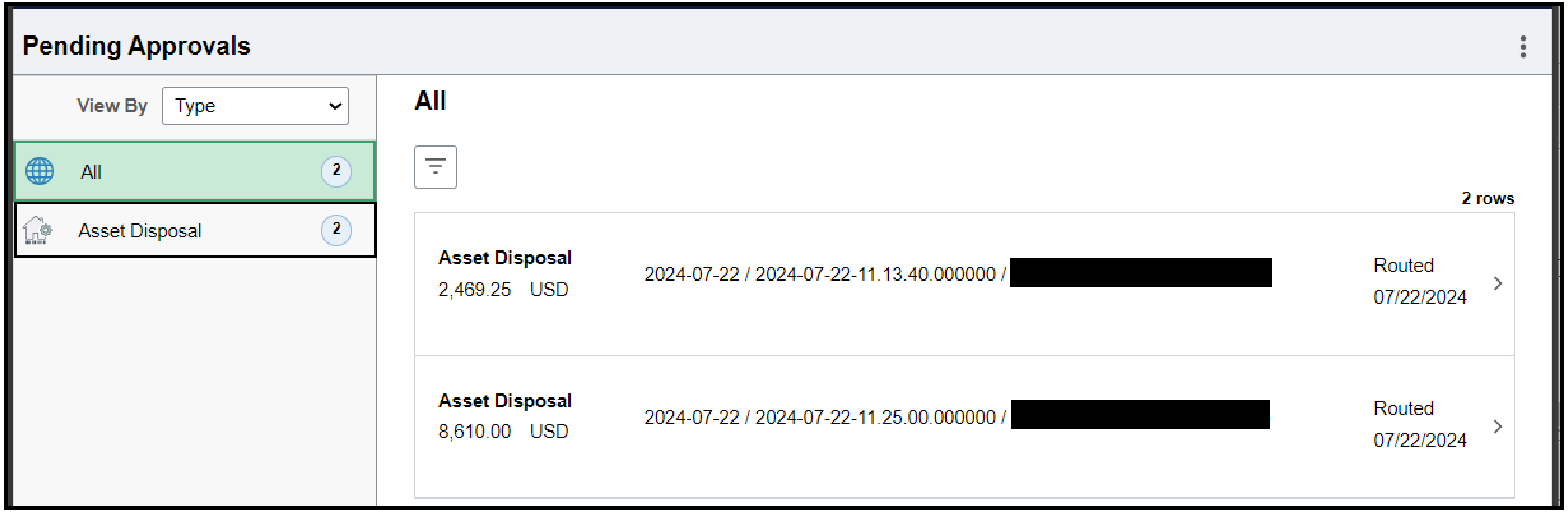
Other Changes – Asset Management

- Users with the Asset Approver role will access their pending requests on the same **Approvals** Tile as all other requests



Other Changes – Asset Management

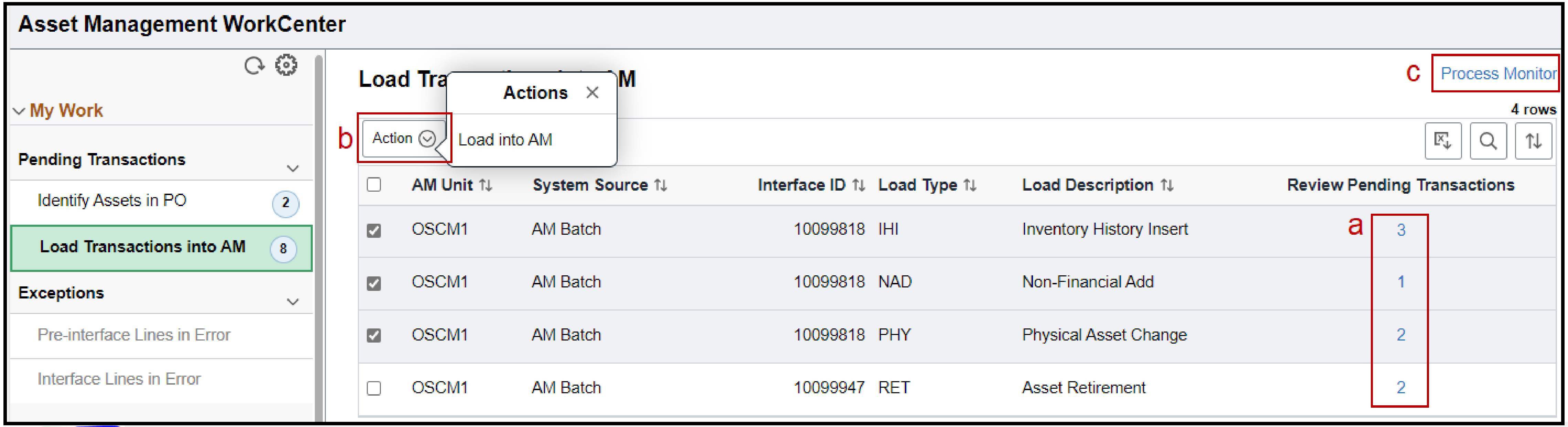
Interface changes to Asset Management WorkCenter

- Review Interface Transactions link change: Now accessed through numbered hyperlink on right of each interface row

- New **Action** button location for Asset Processors to **Load into AM**

  Note: Multi-line transactions of the same Interface ID no longer toggle together and must all be manually selected before using the Action button

- New link to **Process Monitor**



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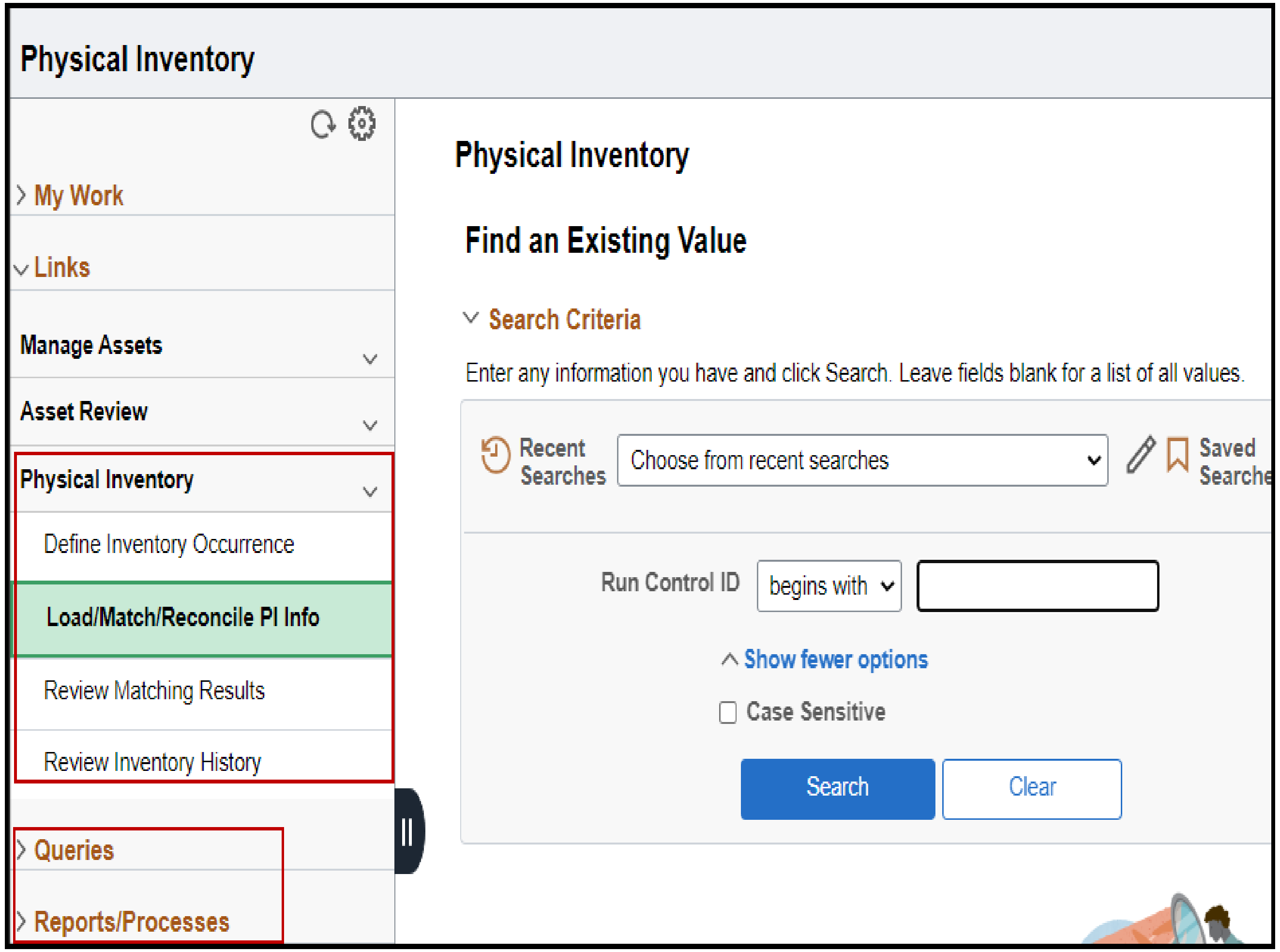
Other Changes – Asset Management

Asset Management WorkCenter Menu changes

- New **Physical Inventory** section added for the Physical Inventory Processor to quickly access high-use pages

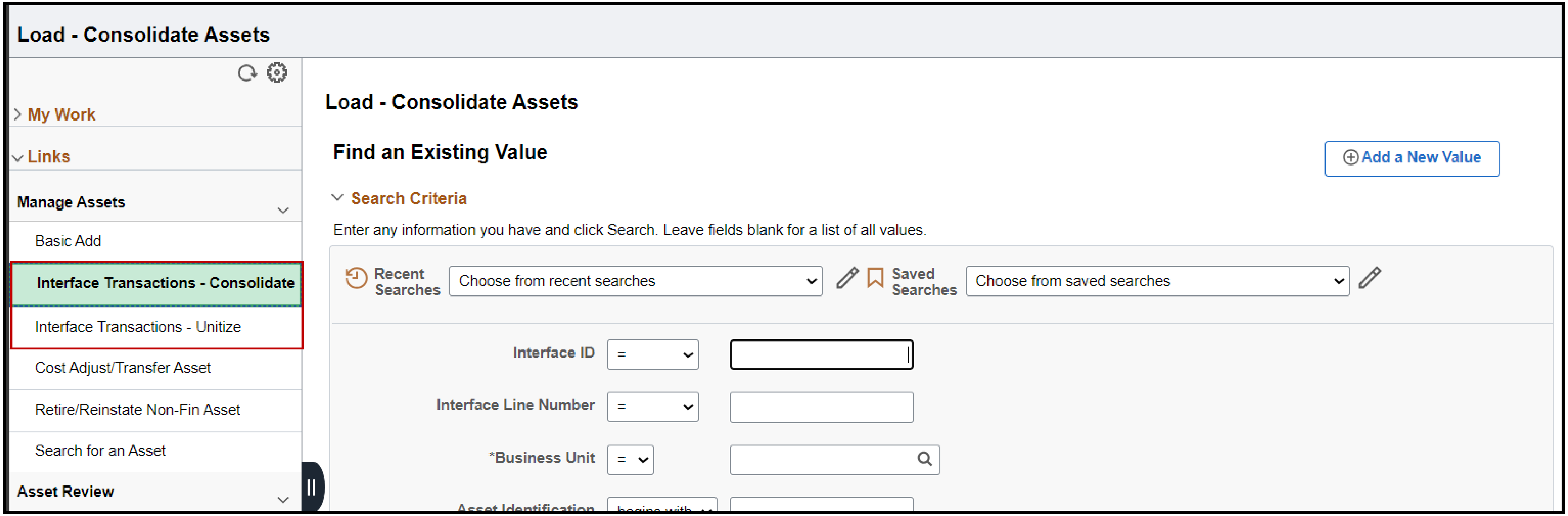
- The **Queries** and **Reports/Processes** menu sections are now found on the main menu page

  Note: These three sections come collapsed when a user first visits the WorkCenter



Other Changes – Asset Management

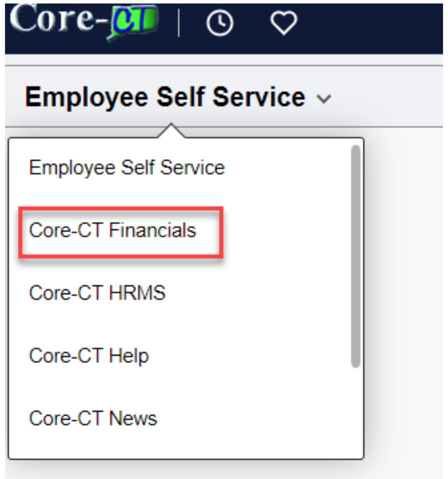
Users with the Asset Processor role can now access the **Consolidate** and **Unitize** pages from the WorkCenter

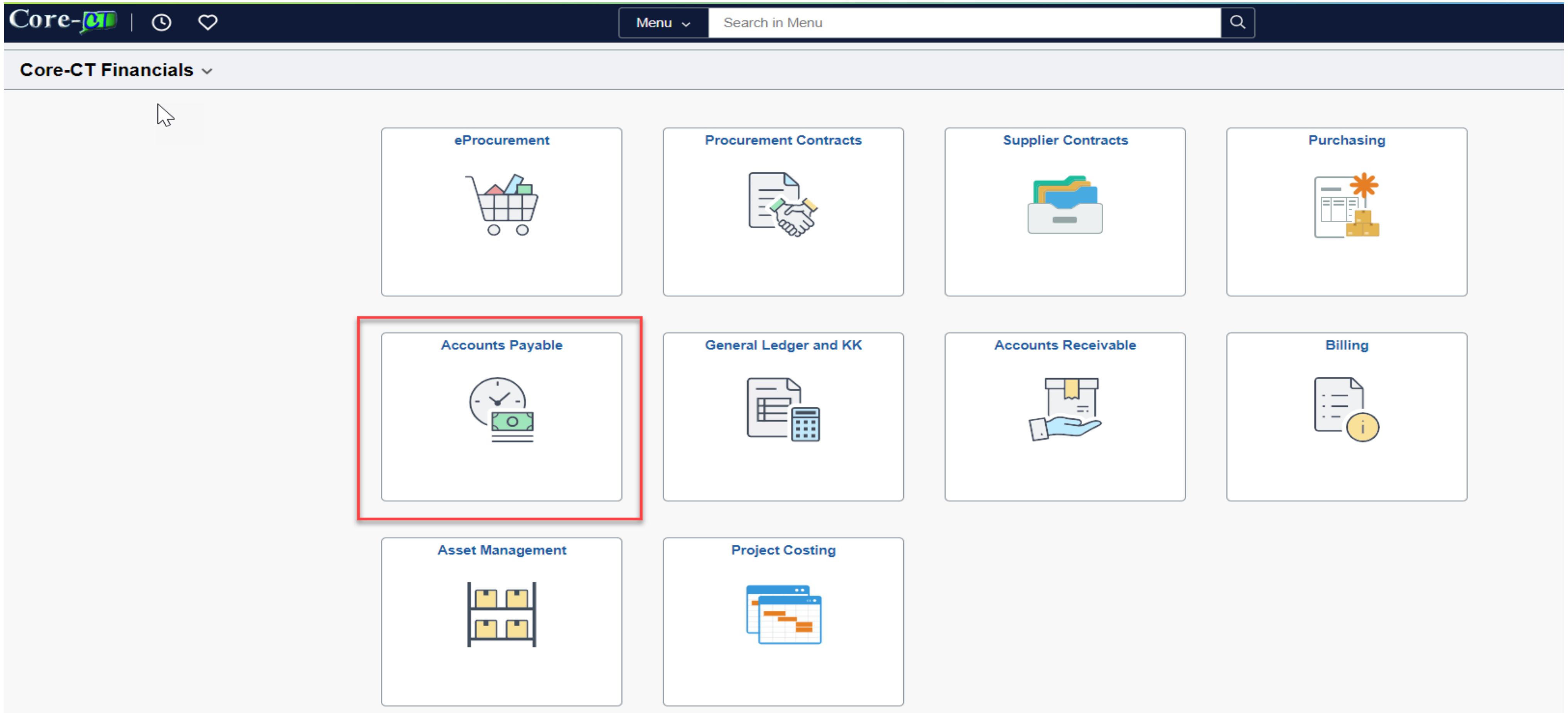


Accounts Payable

Other Changes – Accounts Payable

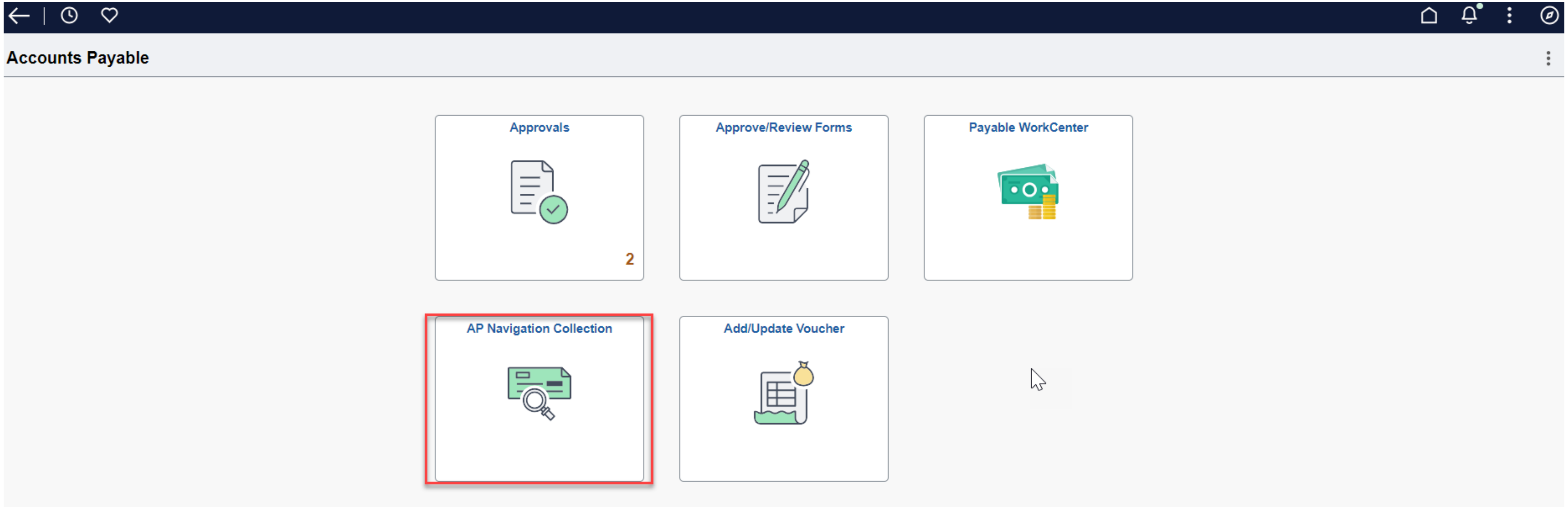
Navigation Collections are a new feature in this upgrade. To access the AP Navigation Collection navigate from the Financials menu drop down to the Accounts Payable Tile.



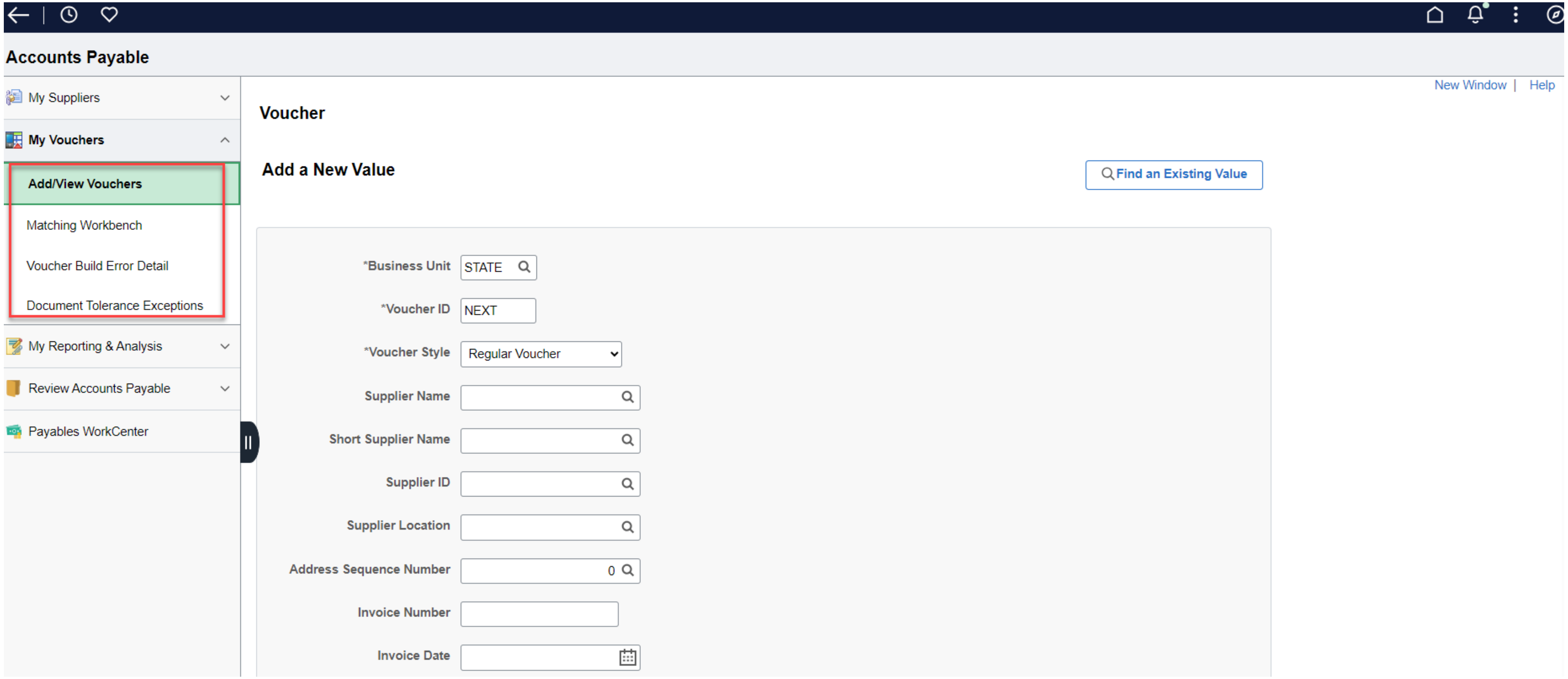


Other Changes – Accounts Payable

Once a user has drilled down to the AP tiles they will see the AP Navigation Collection Tile.

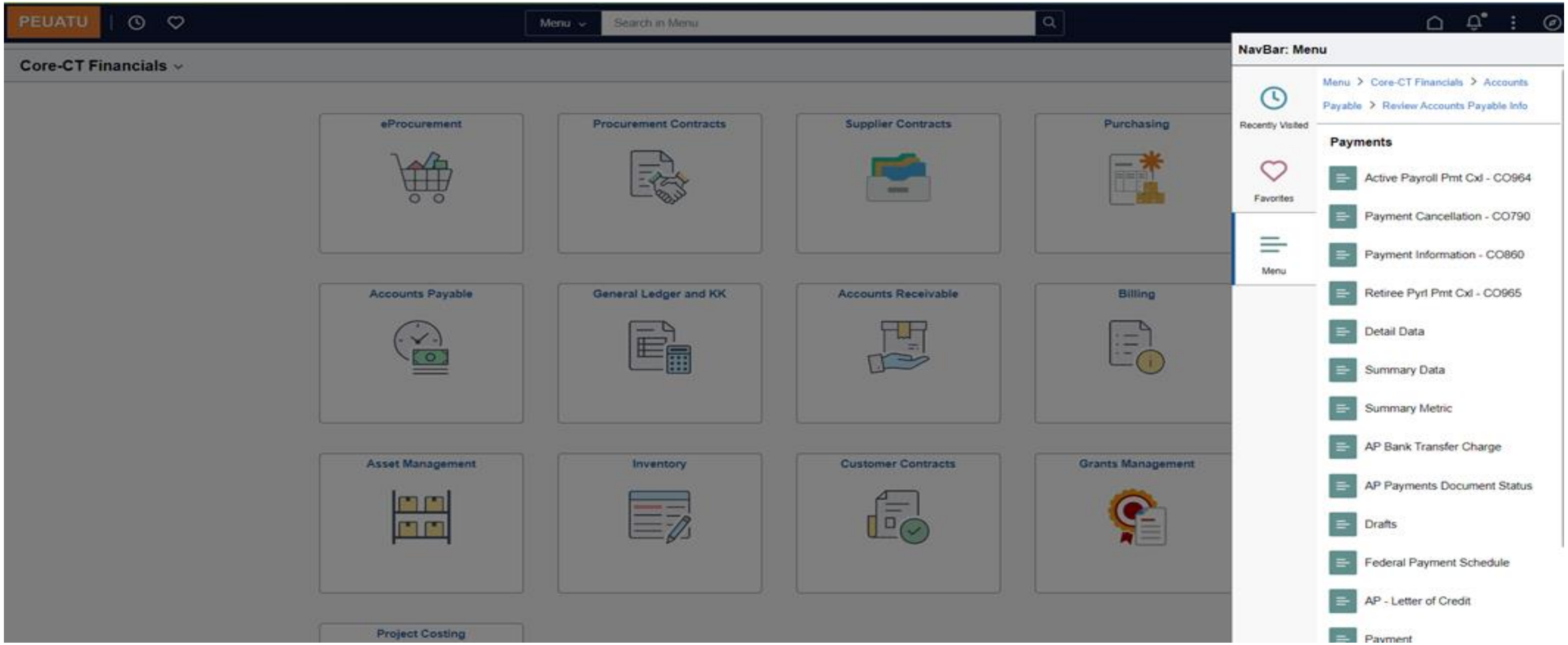


- Within the AP Navigation Collection Tile there are various high action items available on the left side of the screen. The Navigation Collection provides easy access to regularly used items within the AP module.



Other Changes – Accounts Payable

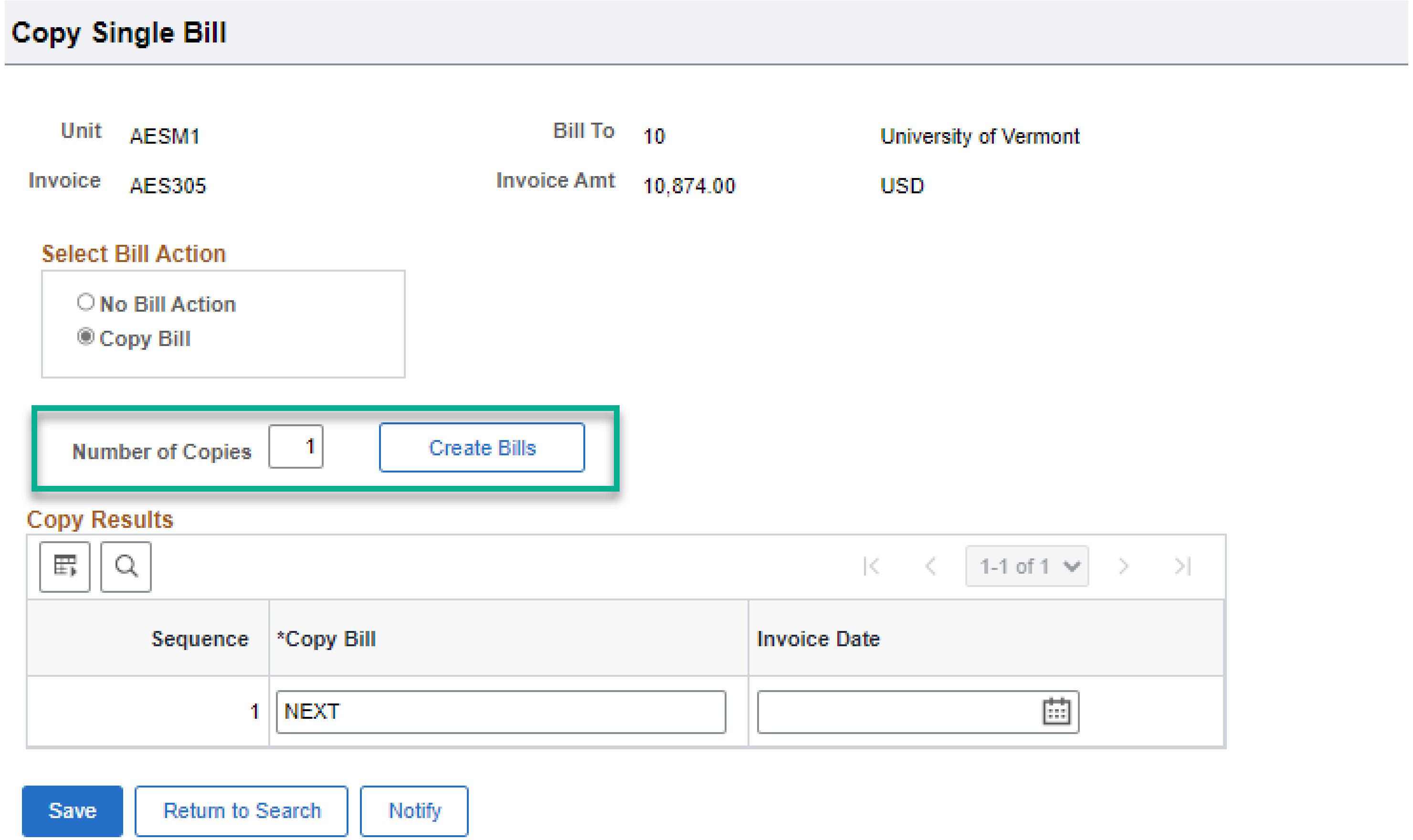
Many high action items are accessible in multiple ways either by the AP tiles, the AP Navigation Collection or the NavBar menu. The AP tiles and AP Navigation Collection do not contain all items in the NavBar menu for the module. One example of an item that is only accessible via the NavBar menu are the AP forms. Other modules have similar configurations where the high action items are available in the module tiles and module navigation collections.



Billing

Other Changes – Billing

Copy Single Invoice – functionality that allows Users to create more than one copy of the bill.

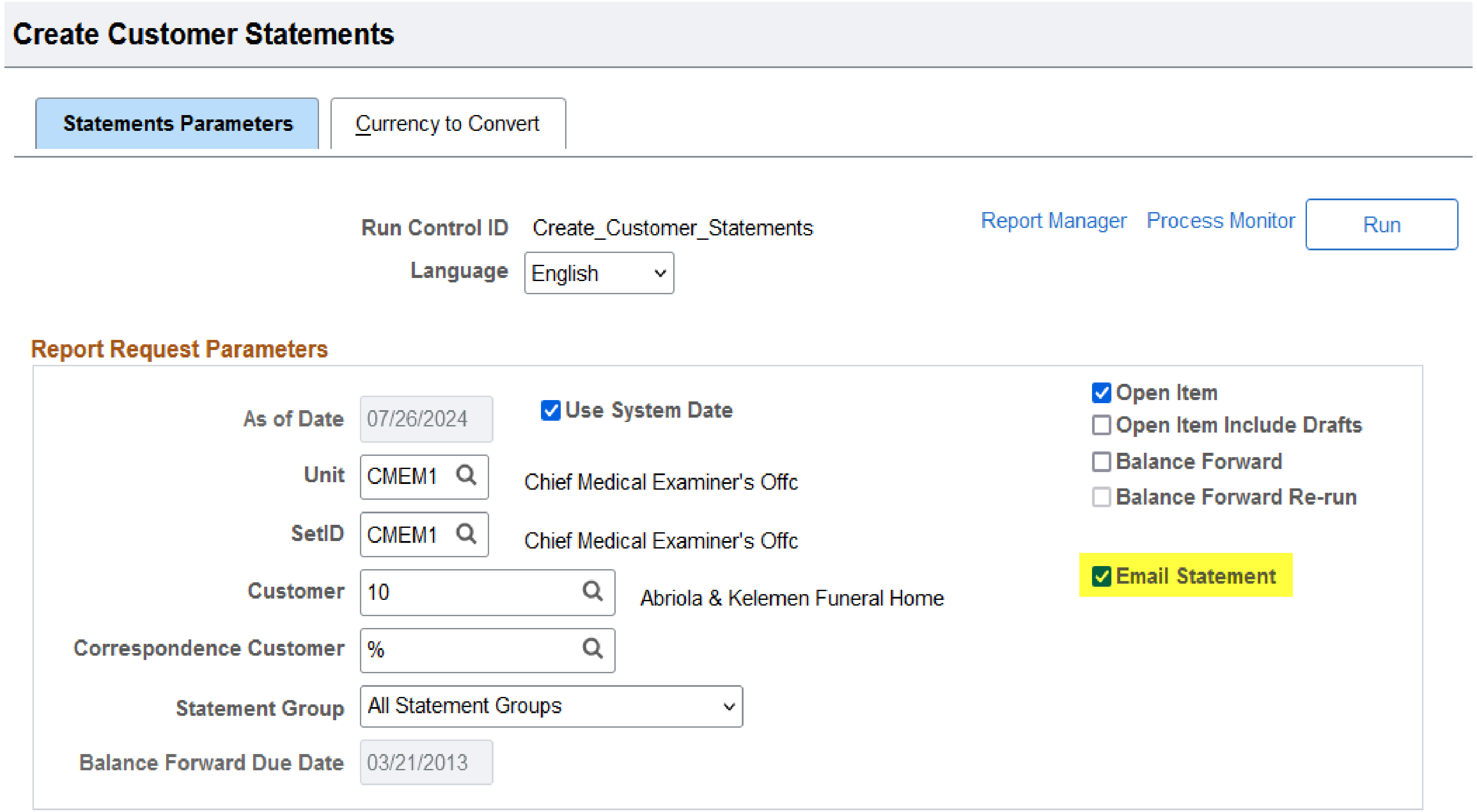


Core-CT

Accounts Receivable

Other Changes – Accounts Receivable

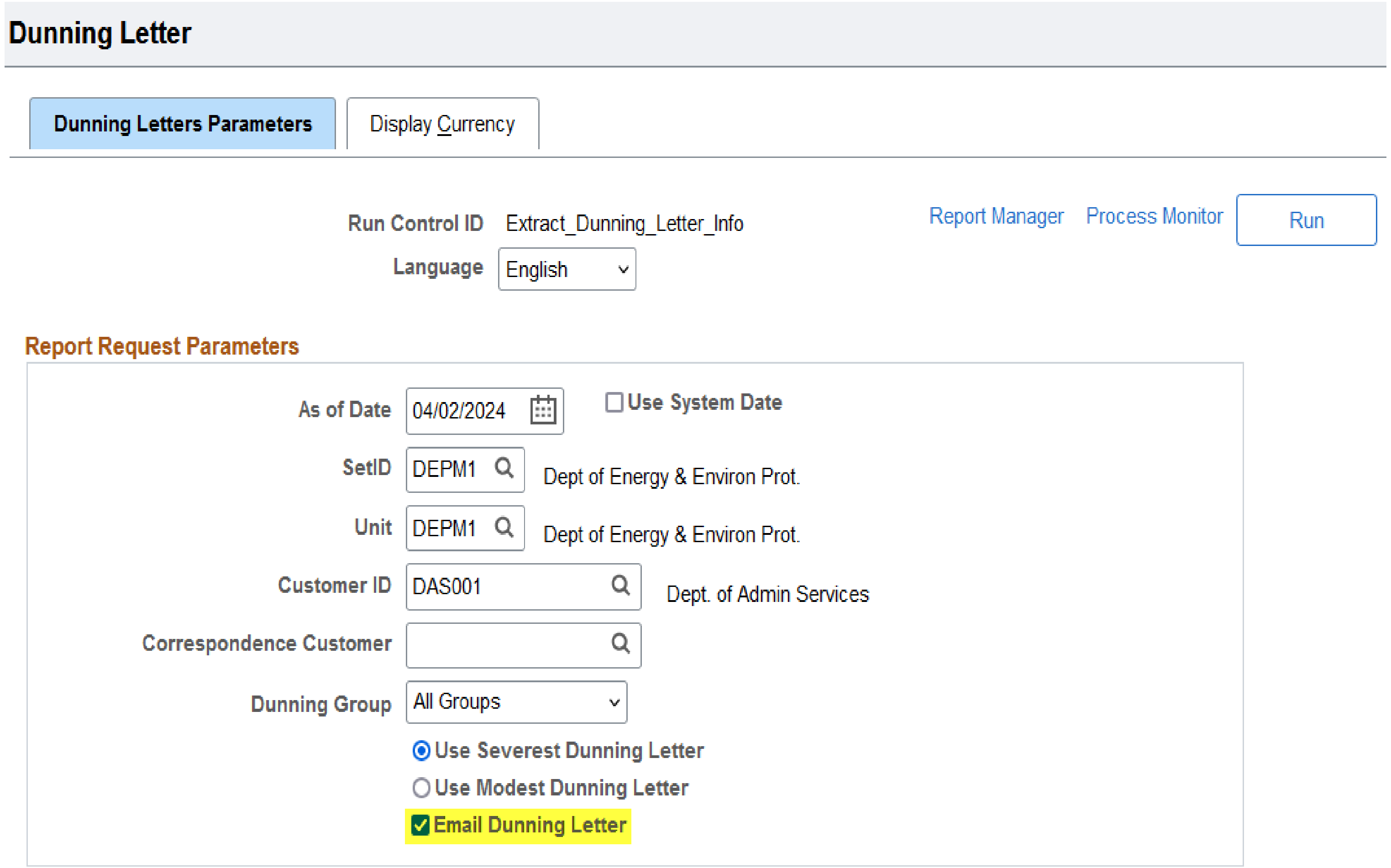
Customer Statements: Ability to Email Statements (if Customer Contact is configured for emailing)



Core-CT

Other Changes – Accounts Receivable

Ability to Email Dunning Letters (if Customer Contact is configured for emailing)



Other Changes – Accounts Receivable

We are going to combine the three new features to enhance both Billing & AR.

Additionally, emailing the Customer Statements & Dunning Letters require the related Customer Contact to be configured for emailing invoices as well, we also want to "remind" users about this configuration feature as well (even though it already exists) so you can take advantage of the new features in AR.

GENERAL LEDGER

ACCOUNT: **CHECKING** ACCOUNT NO. **1100**

				DEBIT	CREDIT		

General Ledger

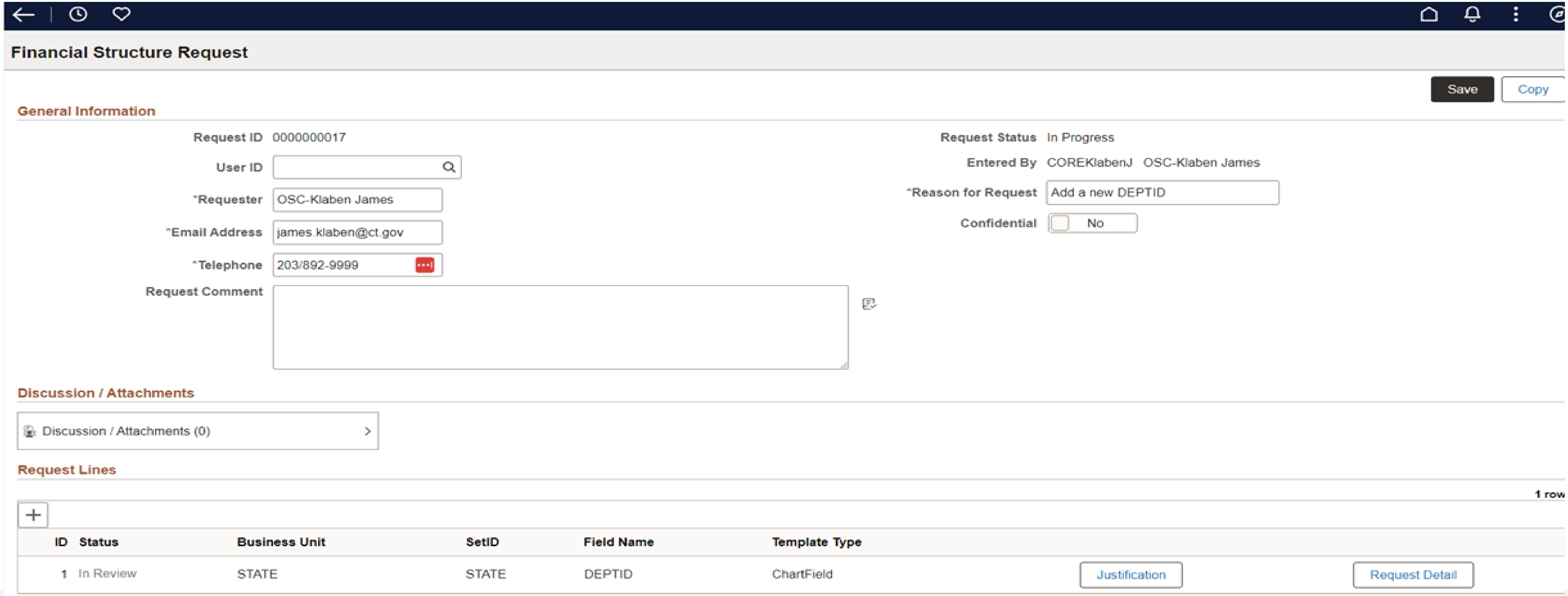
GENERAL LEDGER

ACCOUNT: **CHECKING** ACCOUNT NO. **1100**

				DEBIT	CREDIT		

Other Changes - General Ledger

- GL Workcenter - Chartfield Request is now Structure Request
- Users will now use Structure Request to request new chartfields. This is the same business process with new pages.



Financial Structure Request

Save Copy

General Information

Request ID 0000000017

User ID

*Requester OSC-Klaben James

*Email Address james.klaben@ct.gov

*Telephone 203/892-9999

Request Comment

Request Status In Progress

Entered By COREKlabenJ OSC-Klaben James

*Reason for Request Add a new DEPTID

Confidential No

Discussion / Attachments

Discussion / Attachments (0)

Request Lines

1 row

ID	Status	Business Unit	SetID	Field Name	Template Type		
1	In Review	STATE	STATE	DEPTID	ChartField	Justification	Request Detail

Other Changes - General Ledger

New Chartfield called Chartfield 3

Chartfield 3 will be used for reporting purposes with central agencies for major events such as storms, major projects, etc.

Advanced Configuration

Configure Chartfields

1-21 of 21

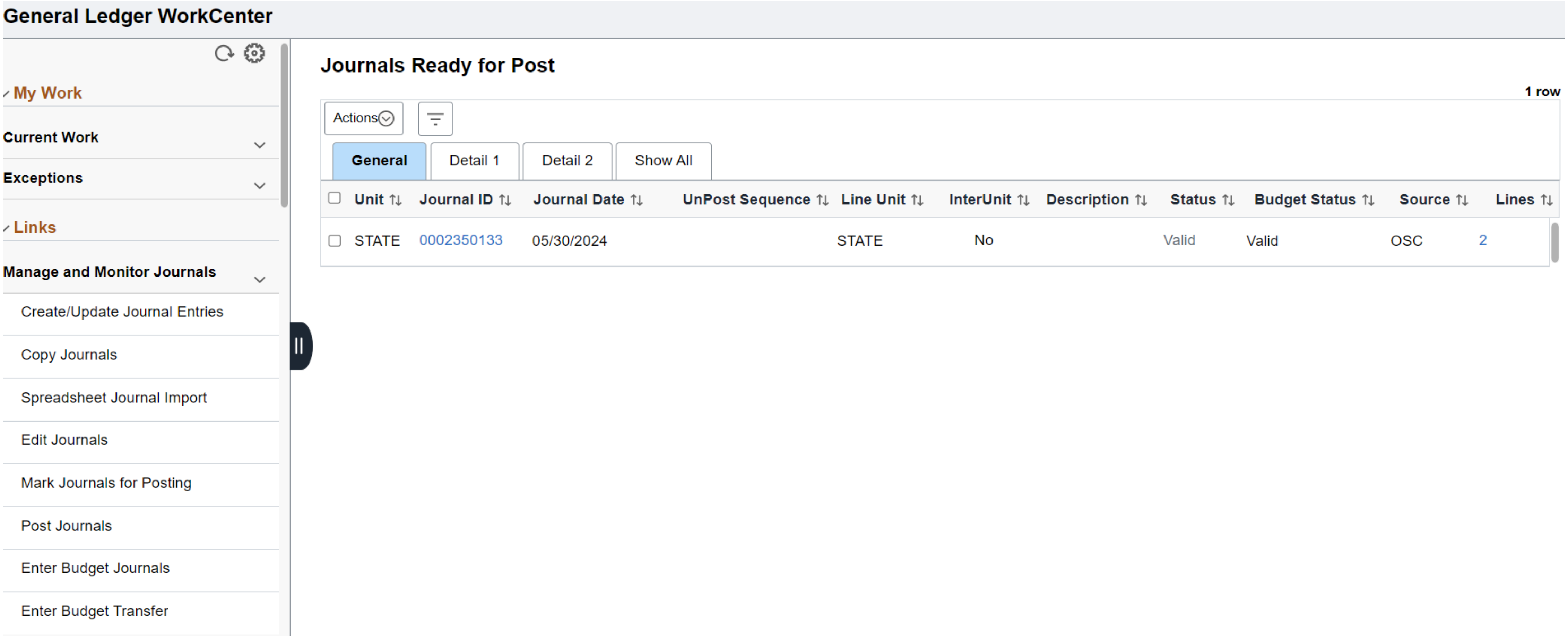
Advanced Configuration | Standard Configuration

	Status	Order	ChartField	Field Long Name	Field Length	
☐	Active ChartField	1	FUND_CODE	Fund Code	5	Change Name
☐	Active ChartField	2	DEPTID	Department	10	
☐	Active ChartField	3	CLASS_FLD	Special ID	5	Change Name
☐	Active ChartField	4	PROGRAM_CODE	Program Code	5	Change Name
☐	Active ChartField	5	ACCOUNT	Account	10	
☐	Active ChartField	6	BUDGET_REF	Budget Reference	8	Change Name
☐	Active ChartField	7	CHARTFIELD1	ChartField 1	10	Change Name
☐	Active ChartField	8	CHARTFIELD2	ChartField 2	10	Change Name
☑	Active ChartField	9	CHARTFIELD3	ChartField 3	10	Change Name
☐	Active ChartField	10	BUSINESS_UNIT_PC	PC Business Unit	5	
☐	Active ChartField	11	PROJECT_ID	Project	15	
☐	Active ChartField	12	ACTIVITY_ID	Activity	15	
☐	Active ChartField	13	RESOURCE_TYPE	Source Type	5	
☐	Active ChartField	14	RESOURCE_CATEGORY	Category	5	
☐	Active ChartField	15	RESOURCE_SUB_CAT	Subcategory	5	

Activate | Inactivate | Delete | Add New ChartField | Preview | Configure

Other Changes - General Ledger

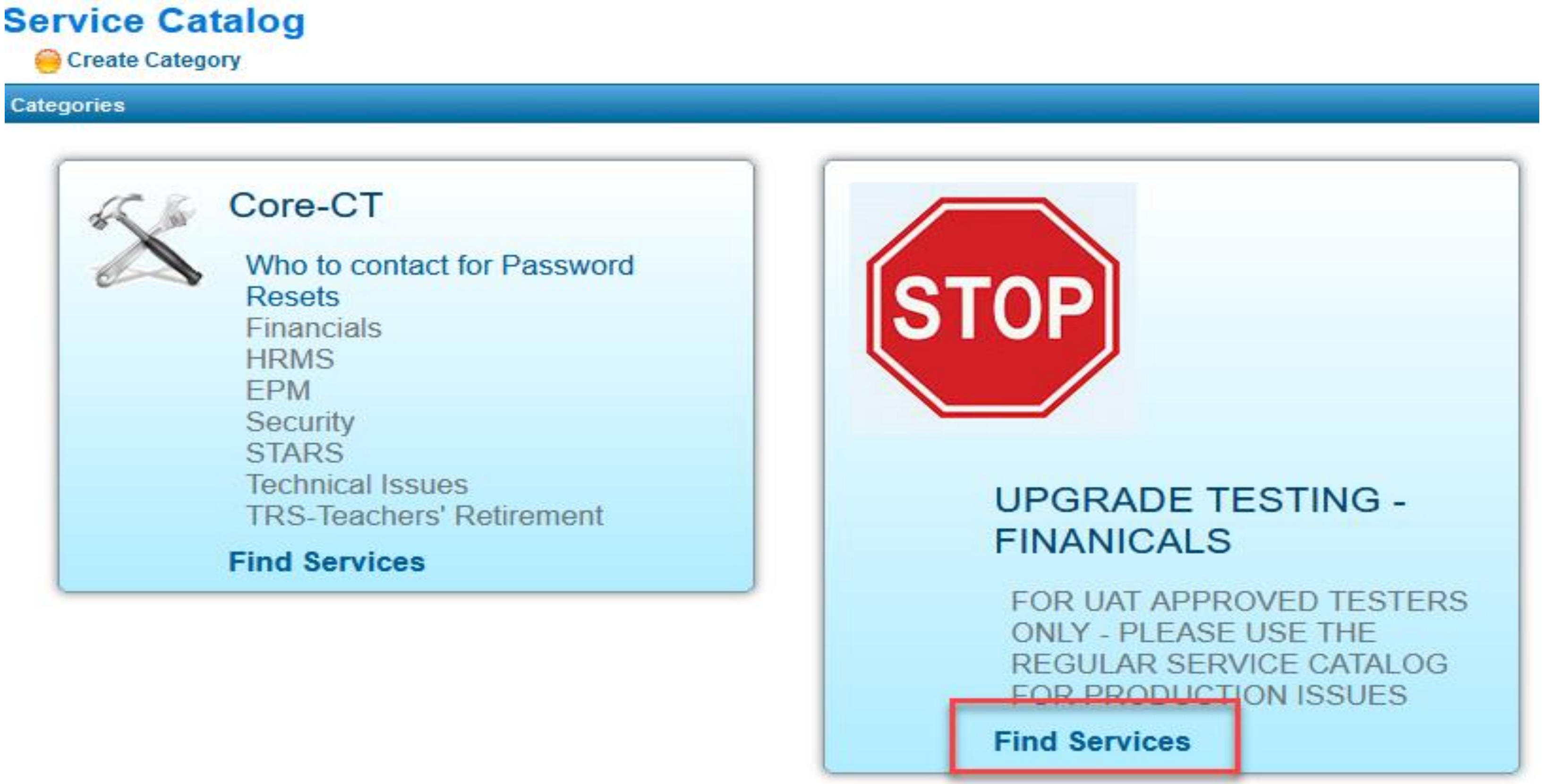
New Fluid General Ledger WorkCenter. The new WorkCenter replaces the classic WorkCenter with updated visuals.



Strategic Sourcing

Reporting Issues / Contact Information

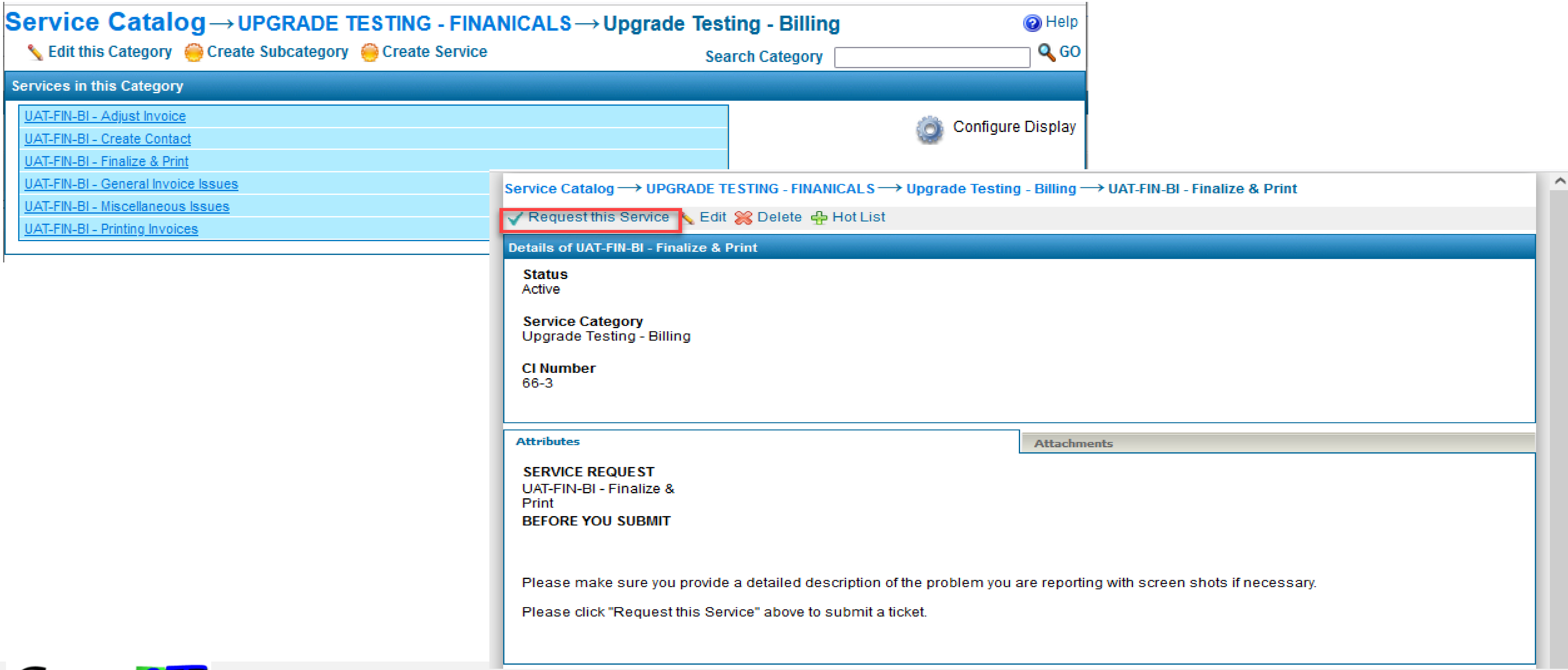
- Create a FootPrints Ticket https://footprints.ct.gov/footprints
- FootPrints Access – Contact Readiness@ct.gov



Reporting Issues / Contact Information

Core-CT

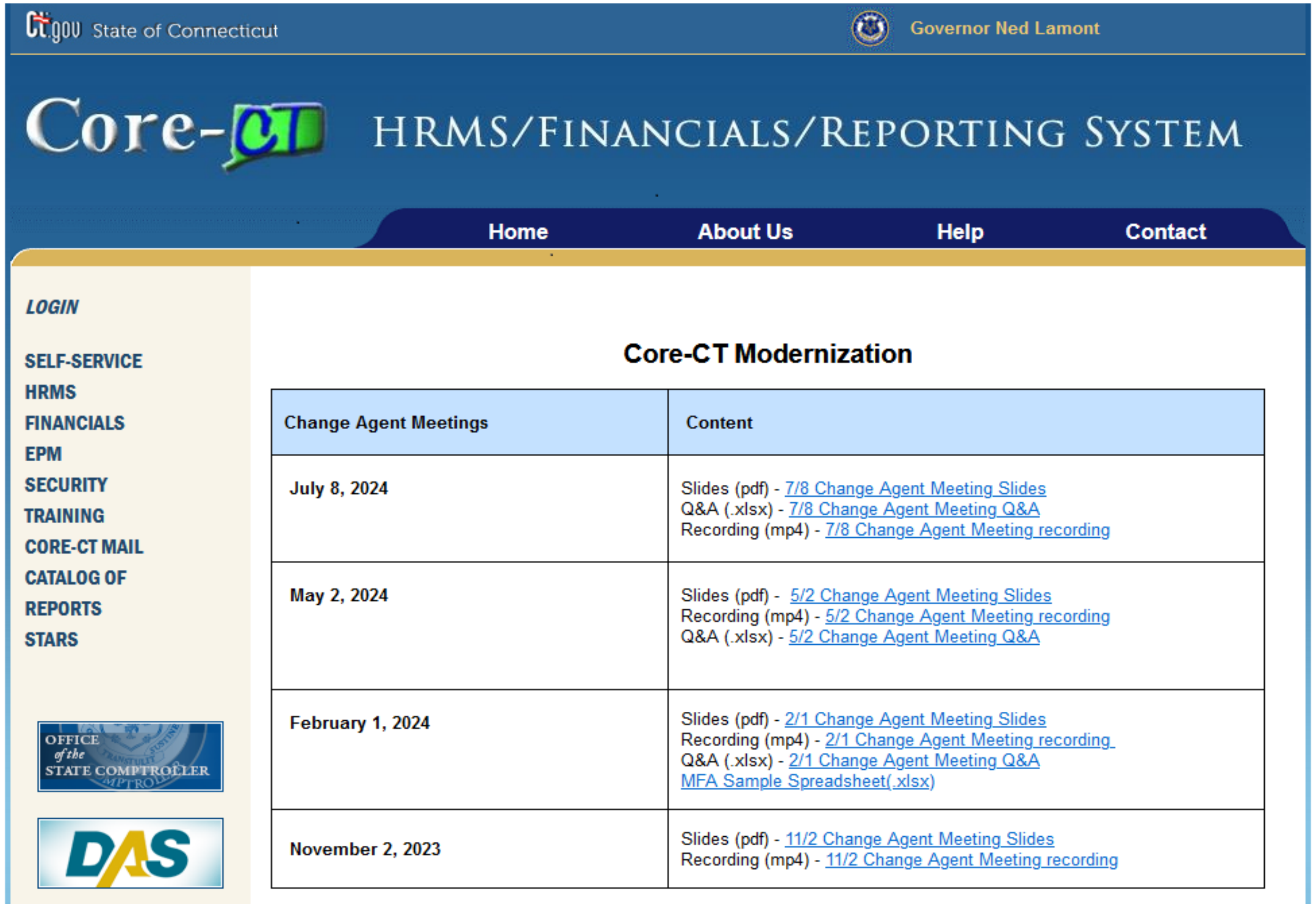
Reporting Issues / Contact Information



UAT Support

https://www.core-ct.state.ct.us/ModernizationProject.html

The Core-CT Modernization page will be updated to display materials that change agents can use for reference about system upgrades and modernization efforts.



ct.gov State of Connecticut

Governor Ned Lamont

Core-CT HRMS/FINANCIALS/REPORTING SYSTEM

Home | About Us | Help | Contact

LOGIN

SELF-SERVICE
HRMS
FINANCIALS
EPM
SECURITY
TRAINING
CORE-CT MAIL
CATALOG OF REPORTS
STARS

OFFICE of the STATE COMPTROLLER

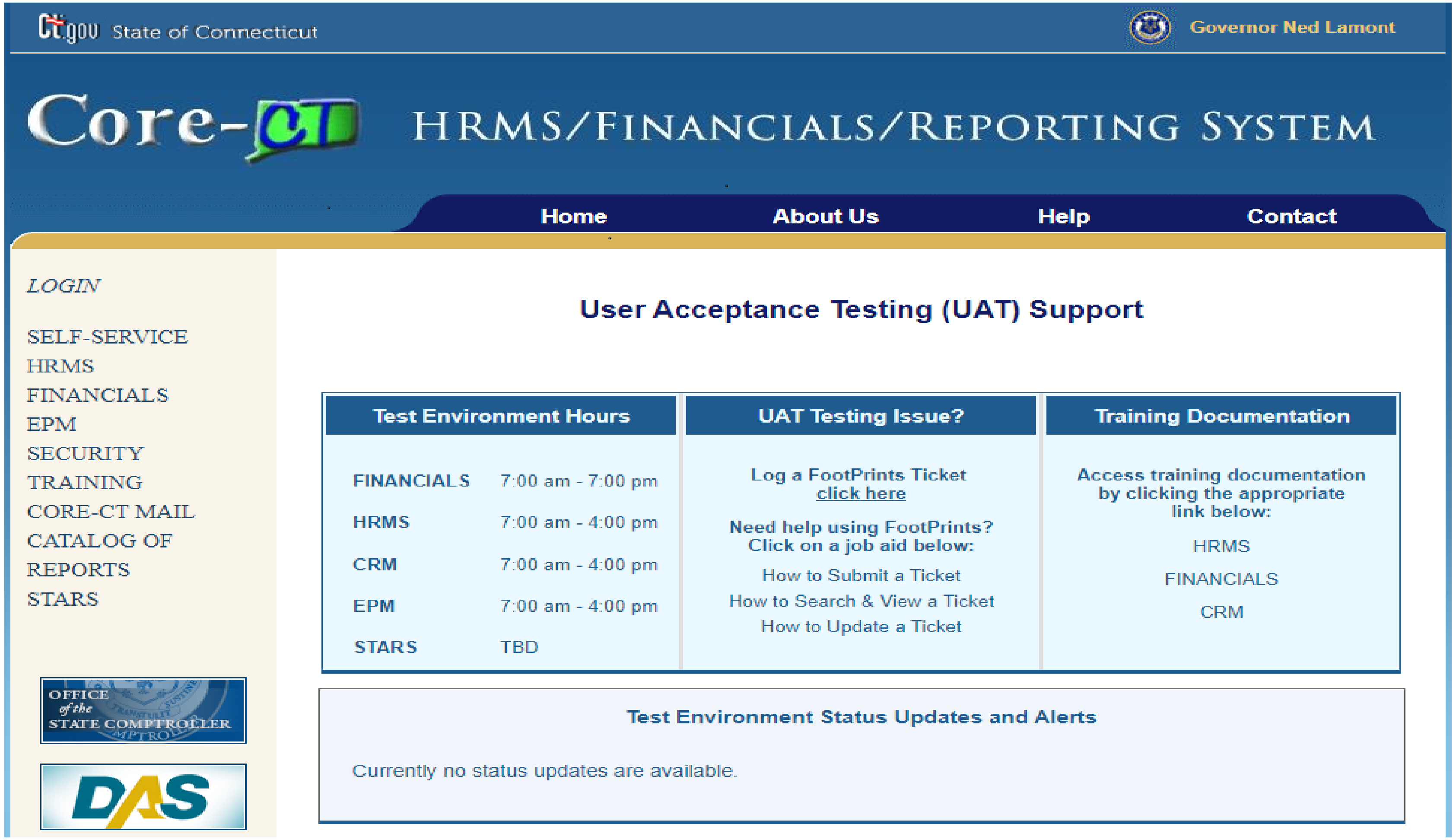
DAS

Core-CT Modernization

Change Agent Meetings	Content
July 8, 2024	Slides (pdf) - 7/8 Change Agent Meeting Slides Q&A (.xlsx) - 7/8 Change Agent Meeting Q&A Recording (mp4) - 7/8 Change Agent Meeting recording
May 2, 2024	Slides (pdf) - 5/2 Change Agent Meeting Slides Recording (mp4) - 5/2 Change Agent Meeting recording Q&A (.xlsx) - 5/2 Change Agent Meeting Q&A
February 1, 2024	Slides (pdf) - 2/1 Change Agent Meeting Slides Recording (mp4) - 2/1 Change Agent Meeting recording Q&A (.xlsx) - 2/1 Change Agent Meeting Q&A MFA Sample Spreadsheet(.xlsx)
November 2, 2023	Slides (pdf) - 11/2 Change Agent Meeting Slides Recording (mp4) - 11/2 Change Agent Meeting recording

UAT Support

https://www.core-ct.state.ct.us/2024-08-09-FILES/CP-UAT-Main.aspx



Core-CT

UAT Support – Clearing Cache/Browser Info

- Clear your Cache   https://www.core-ct.state.ct.us/help.html
- Please use a separate/different browser to keep environments separate
- And/or use a new window with In Cognito browsing for the test environment
- And/or use a new In Private window in Edge

Questions

Glossary of Fluid Terms

APPLIES TO HR AND FIN

- **Homepages:** Homepages are the starting point for navigation in fluid. The Employee Self-service (ESS) is the default homepage that displays after login; users will use the homepage drop down to navigate to different homepages, based on their roles.
- **Dashboard:** a dashboard is a specific module page, that organizes functionality, which can be accessed via a tile.
- **Tiles:** tiles are buttons found on fluid homepages and dashboards, when clicked they link to common business transactions and high action functionality.
- **Notifications Panel:** users can access the notification panel, to view Actions and Alerts, which replaces the Worklist. Users can also adjust settings, refresh the notification window, open a transaction, mark an action complete, or dismiss an alert.

- **Global Search:** global search can be accessed, to perform keyword-based searches.
- **Fluid Pages:** Fluid Pages are a new interface that adds tiles to homepages for navigation instead of cascading pagelets or menus. Fluid is a responsive user interface that works on desktops, tablets, and phones
- **Fluid Banner**: a standard banner, appears at the top of every fluid page, the fluid banner provides access to buttons such as favorites, home, and other standard buttons.
- **NavBar:** the navigation bar, also referred to as the navbar can be found on the fluid banner and provides access to the classic, non-fluid navigation.
- **Fluid:** fluid is a standard user interface, that provides users with the ability to access applications in a variety of ways, including smartphones, tablets, desktops and laptops.

FIN ONLY

- **Navigation Collection:** the navigation collections. Collection of content menu items and content reference folders in one centralized location by module.