

Introduction to Core-CT Financials



Welcome

- Instructor Introduction
- Training Facility Orientation
- Ground Rules
- Participant Introduction



Agenda

- History of Core-CT
- Modules
- Navigation
- Security
- Workflow
- Training
- Help Desk
- Reporting
- WorkCenters 9.2
- Website



History of Core-CT



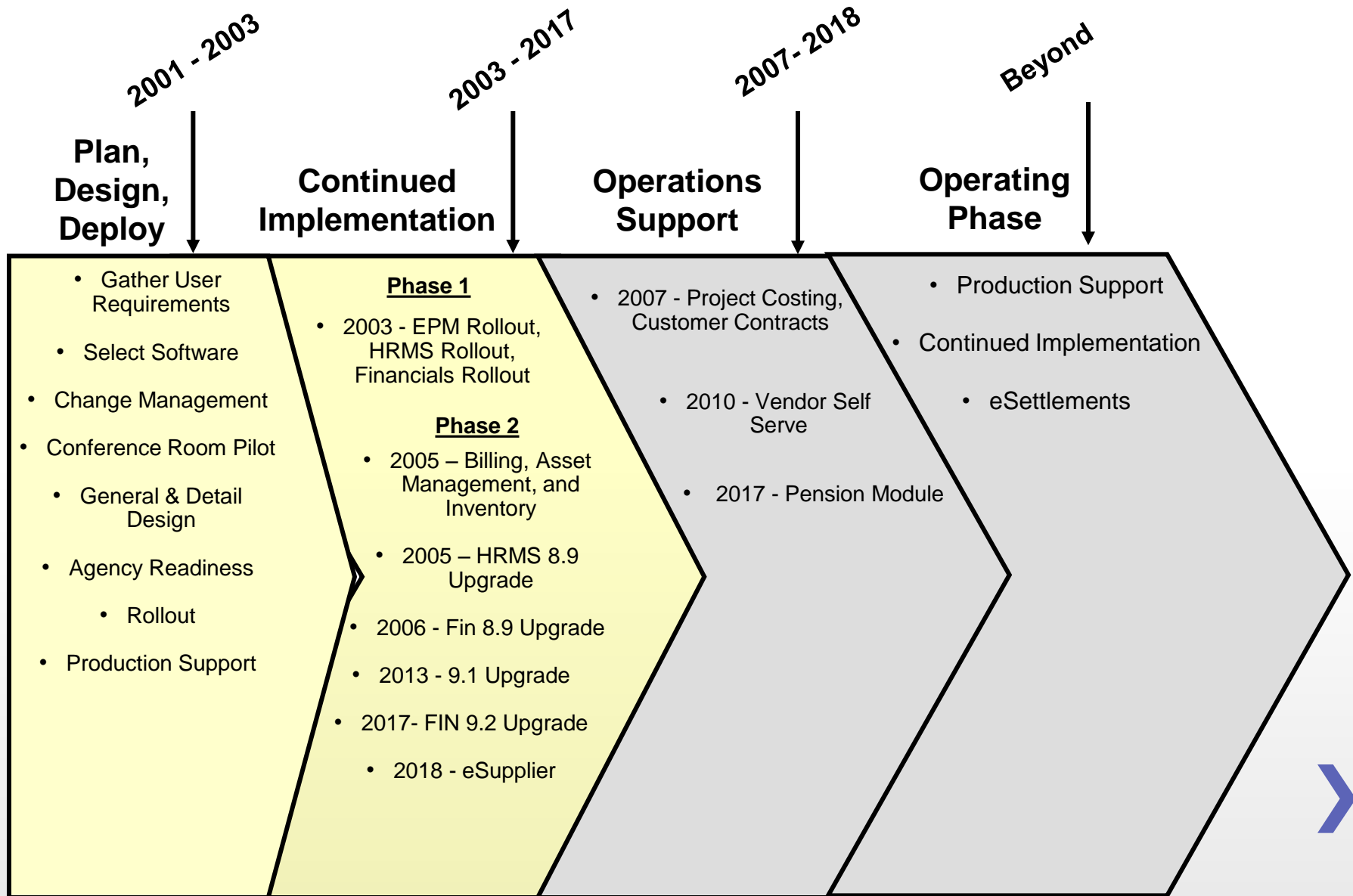
Overview

- Core-CT is the State's central financial and administrative computer system.
- Core-CT Financials uses PeopleSoft version 9.2.
- Financial Modules: General Ledger, Purchasing, eProcurement, Catalog Management, Accounts Payable, Accounts Receivable, Billing, Asset Management, Inventory, Project Costing, Customer Contracts, Supplier Contract Management, eSupplier, Strategic Sourcing.
- Human Resource Management System (HRMS) Modules: Payroll, Time and Labor, Human Resources, and Benefits.
- EPM: Houses the data from both the Financial and HRMS modules for integration and reporting purposes.
- Core-CT office is based in Hartford and managed by the Office of State Comptroller and Department of Administrative Services.

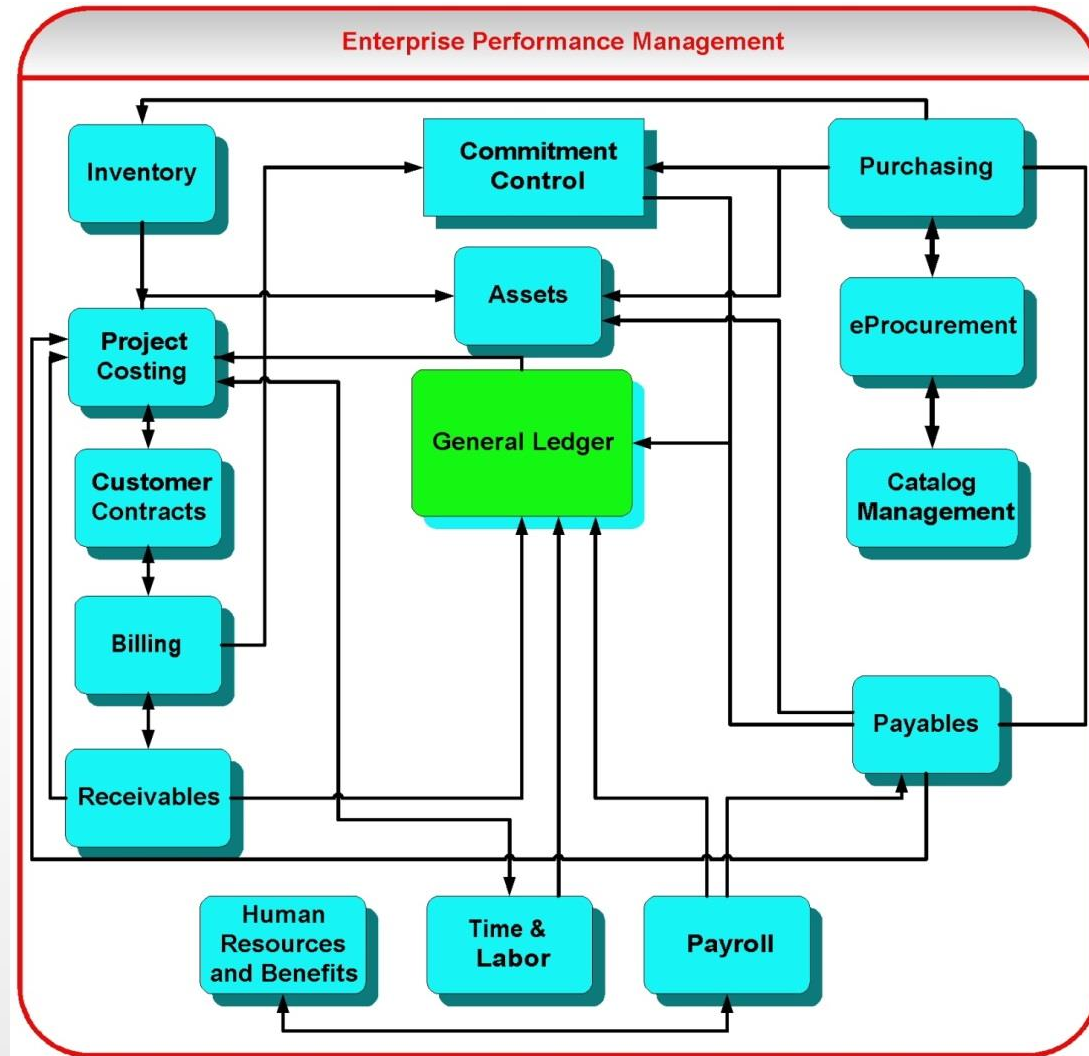
Core-CT Benefits

- Single point of entry for HR, payroll, and financial data
- Improved ability to analyze fiscal and HR information
- Eliminated redundant systems
- Ability to track statewide expenditures on a programmatic basis
- Continuous improvement in Core-CT system functionality

Project Status Timeline



Core-CT Integration



Core-CT By the Numbers

➤ Number of Core-CT Users

- 5000 Financial users
- 3000 HRMS users
- 3500 EPM users
- 7000 Self Service Time Entry users

➤ Transaction Volumes

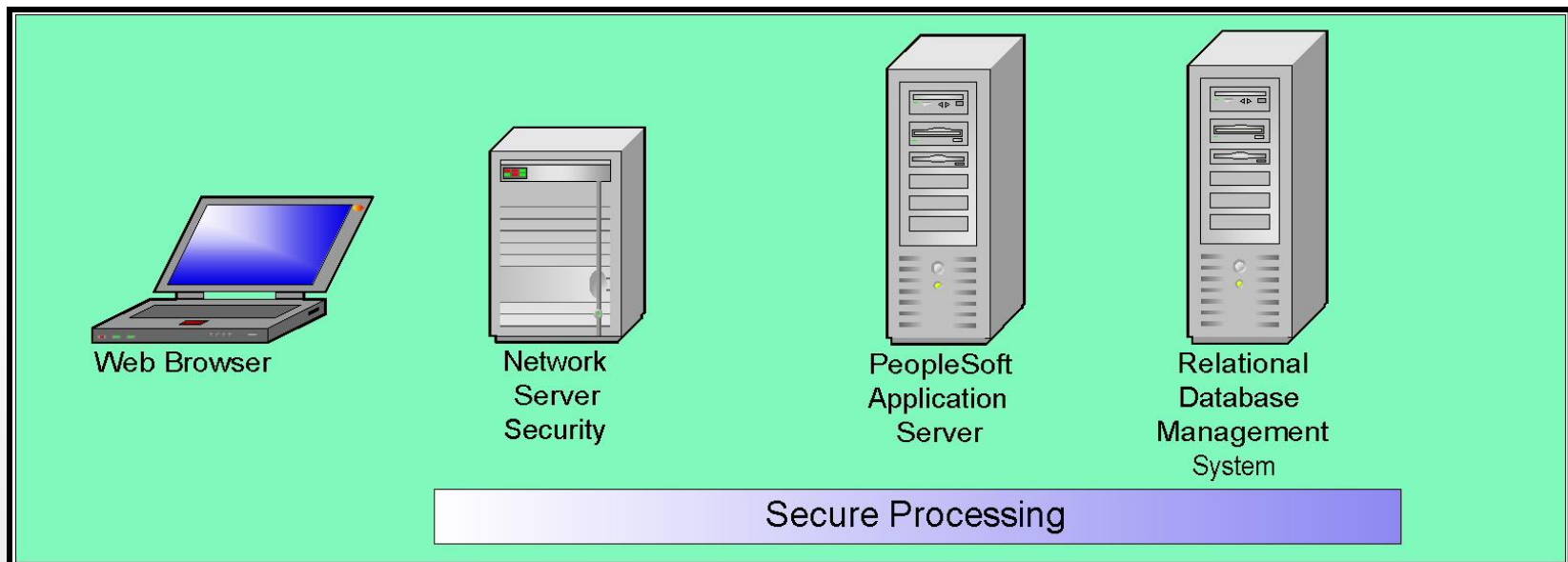
- 4000 eProcurement Requisitions per month
- 11000 Purchase Orders per month
- 2500 Vendor Payments per month
- 70000 Paychecks/Advices per cycle



Database

➤ Four components

- **Web browser**
- **Network Security server**
- **Application server**
- **Database server**

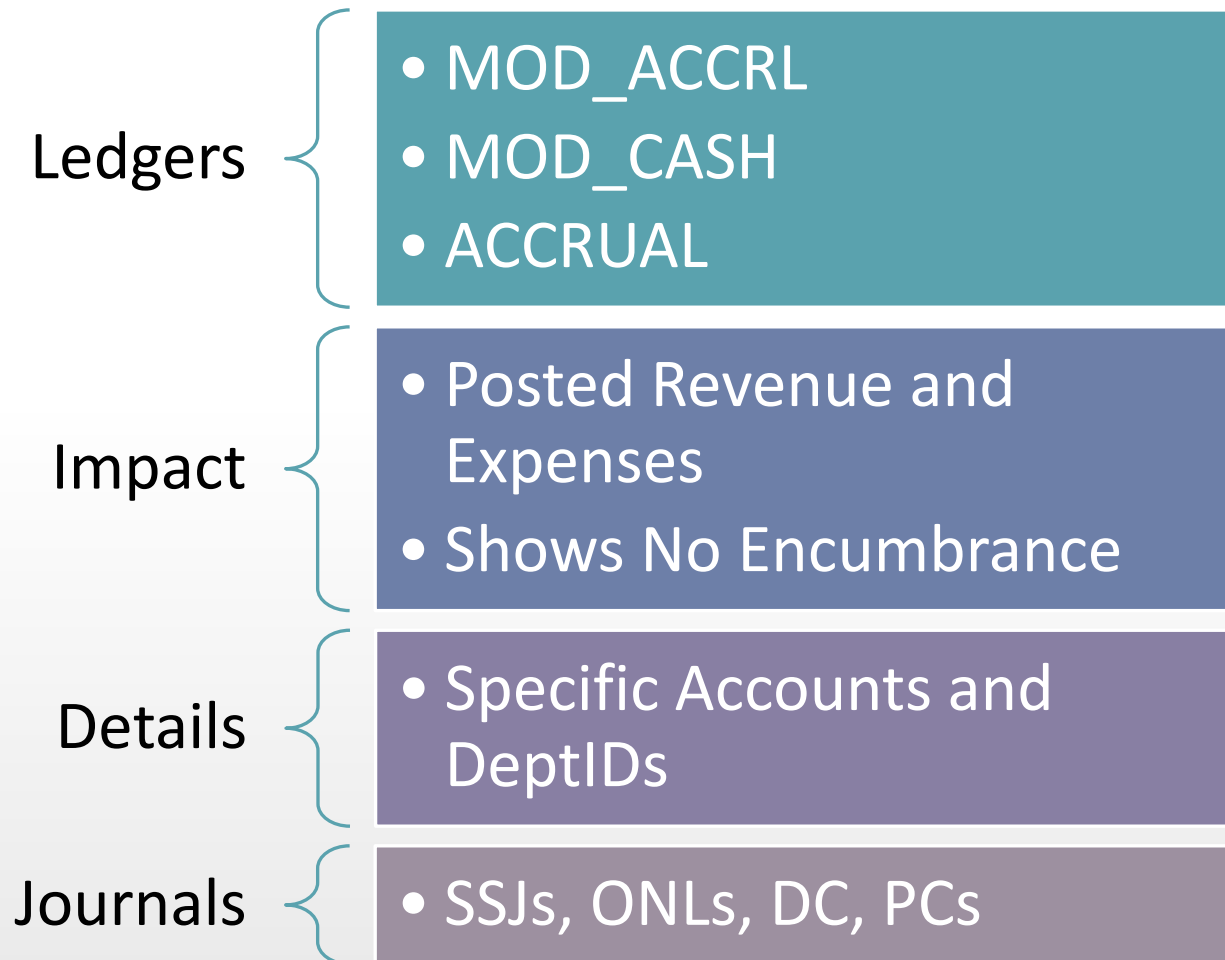


HRMS

- **Human Resource Management System:** All things “employee-related” are administered from the day you are hired to the day you leave state service.
- The **Human Resource** module tracks career changes with the state
- **Benefits** contains and maintains all deductions
- **Payroll** ensures you receive a check or deposit advisory
- **Time and Labor** maintains attendance

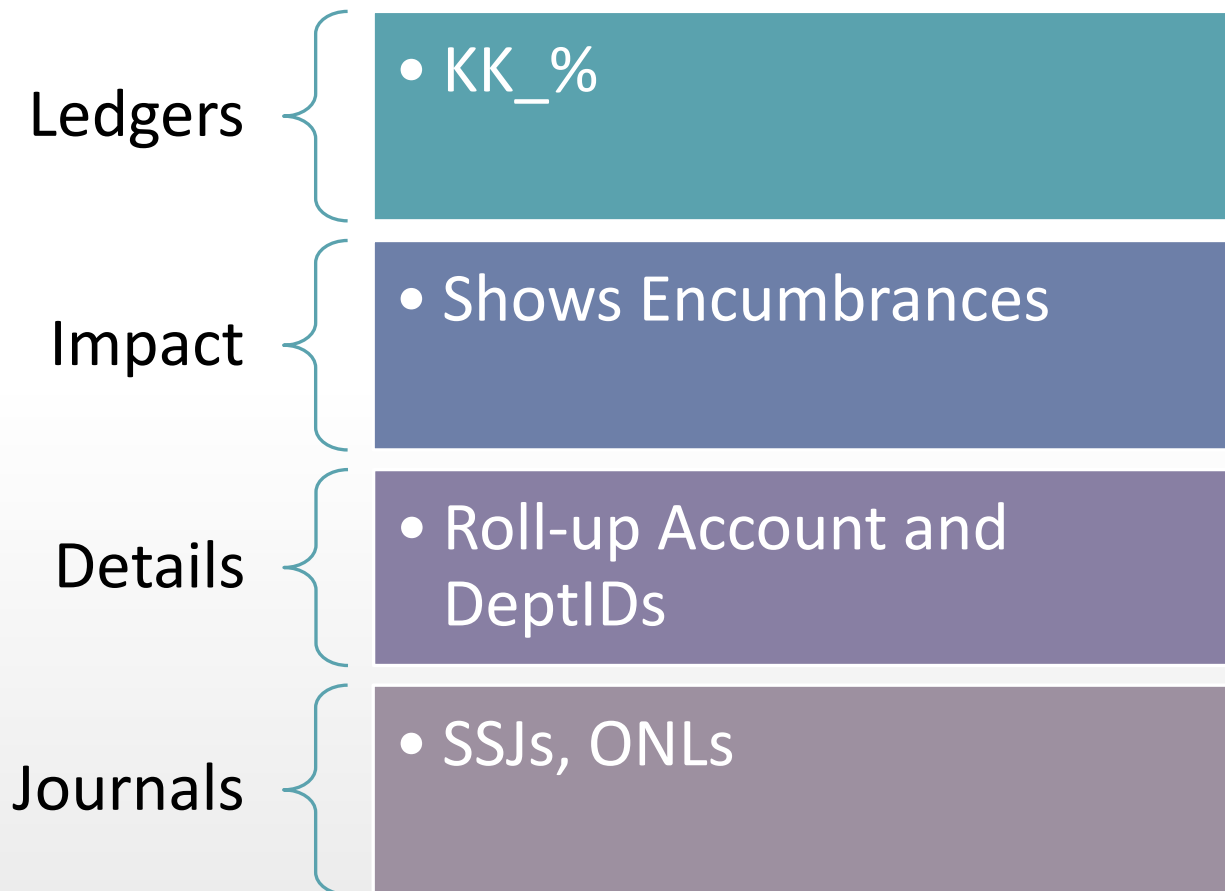
Financial Modules

- The General Ledger: is the “book of record” for the State of Connecticut. It only contains actual transactions.



Financial Modules

- Commitment Control: checks the availability of funds and allows the State to monitor multiple budget levels.



Financial Modules

- Catalog Management: Loads the vendor catalogs used in eProcurement.

Data File received from Vendor

File Loaded

Each Item assigned a CM Number

Item available in ePro Catalog

Supplier's UOM and Pricing Information

SetID STATE Item ID CM_2157_1 OPM ALLOTMENT/APPROPRIATION AD

Supplier 0000010026 VANGUARD DIRECT INC Location MAIN

Unit Of Measure Find | View All First 1 of 1 Last

*UOM PK Package ☒ Default Packing Details Effective Dated UOM Update PO

Minimum Quantity 1.0000

Maximum Quantity 0.0000 Order Quantity Multiple 1

Conversion to Item Base UOM

*Rate Type Standard *Qty Precision Decimal Rounding Rule

Std UOM Rate Get Std Rate ☒ Natural Round ☐ Round Up

UOM Price Attributes Find | View All First 1 of 1 Last

*Effective Date 08/31/2004 *Currency Code USD

*Status Inactive Supplier Price 3.96000

*Minimum Quantity 1.0000 Standard Price Update Status No Update

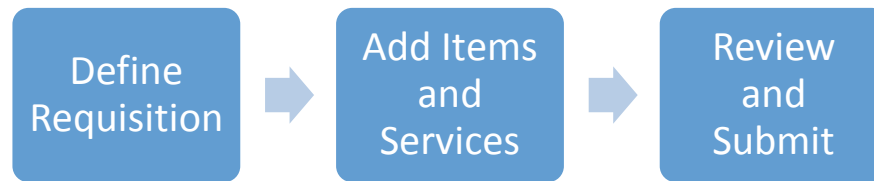
Qty Rcvd Tolerance % 0.00 BU Price Update Status No Update

Matching Controls

OK Cancel

Financial Modules

- » eProcurement: used primarily to purchase contract items from vendor catalogs.



Define Requisition

Home

0 Lines

Add Items & Services

Catalog
Browse Catalogs

Web
Browse Supplier Websites

Special Requests
Create a non-catalog request

ePro Services
Request Services

Fixed Cost Service
Time and Materials
Variable Cost Service

Templates
Browse Company and Personal
Templates

Favorites
Browse Favorite Items and Services

Financial Modules

- Purchasing: authorizes a vendor to ship goods and provide services through a purchase order.

Maintain Purchase Order

Purchase Order

Business Unit DOTM1
PO ID NEXT
Copy From

PO Status Initial
Budget Status Not Chk'd
☐ Hold From Further Processing

▼ Header ?

*PO Date 04/07/2017 Supplier Search
*Supplier Supplier Details
*Supplier ID
*Buyer SkorenkiN DOT-Skorenki, Nancy L
PO Reference

Doc Tol Status Valid

Receipt Status Not Recvd
*Dispatch Method

Amount Summary ?

Merchandise	0.00	USD
Freight/Tax/Misc.	0.00	<input type="button" value="Calculate"/>
Total Amount	0.00	
Obligation Amount	0.00	

Header Details
PO Defaults
PO Activities
▼ Actions

Activity Summary
Add Comments
Add ShipTo Comments

▼ Actions

Add Items From ?

Catalog
Purchasing Kit

Item Search

Lines ?

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

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0.000	Open

View Printable Version
View Approvals

*Go to ... More ...



Financial Modules

- Accounts Payable: the process of making payments to vendors and others that provide goods and services.

Invoice Information | Payments | Voucher Attributes | Consumption

Business Unit DDSM1 Invoice No. Accounting Date 04/07/2017 Invoice Total
 Voucher ID NEXT *Pay Terms 000 Due Now Line Total 0.00
 Voucher Style Regular Voucher Basis Date Type Inv Date *Currency USD
 Invoice Date Receipt Date Miscellaneous Freight
 Total 0.00
 Difference 0.00

Supplier ID ShortName Location *Address Control Group Incomplete Voucher

Penalty Details

Save Save For Later Calculate Print

▼ Copy From Source Document

PO Unit PO Number Copy PO Copy From None Go

Invoice Lines ? Find | View All First 1 of 1 Last

Line 1 ☐ Copy Down SpeedChart Ship To NONPOVCHR
 *Distribute by Amount Description
 Item Quantity Packing Slip
 UOM Unit Price
 Line Amount 0.00
 Calculate

▼ Distribution Lines Personalize | Find | View All First 1 of 1 Last

GL Chart	Exchange Rate	Statistics	Assets	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Fund	Dept	SID	Program	Account	ChartField 1	ChartField 2	Bud Ref
				<input type="checkbox"/>	1	0.00		STATE								

Save Save For Later

Notify Refresh Add Update/Display

Invoice Information | Payments | Voucher Attributes | Consumption



Financial Modules

- Asset Management: accurately records and tracks the state's investment in infrastructure, capital purchases, historically significant items, and valuable donations.

Oracle Asset Management Interface

Unit: CSLM1 Asset ID: 000000000001 POWEREDGE 2950, DUAL CORE XEON Tag: 000000000001 Disposed

General Information | Operation/Maintenance | Asset Acquisition Detail | Location/Comments/Attributes | Manufacture/License/Custodian | Asset Supplemental Data

Asset Information

Description: POWEREDGE 2950, DUAL CORE XEON Short Desc: POWEREDGE

CAP #: Seq #: Tag Number: 000000000001

☒ Taggable Asset

Asset Class: Asset Type: Equipment *Asset Status: Disposed

Acquisition Date: 04/26/2007 ☒ Capitalized Asset

Placement Date: 04/26/2007 ☒ New Asset

Collateral Asset: ☐ Available For Use

*Acquisition Code: Purchased ☐ In Physical Use

FERC Code: Appraisal Date: Last Update: Parent ID: Region Code: Composite Asset ID:

Financing Code: Fair Value: 0.000 Index Name: SubIndex Name: Parent/Child: None Profile ID: EQUIPMENT Threshold ID: CT_001

☐ Federally Funded Asset? ☐ Composite Asset

Book Page Set R and D Info... Attachments (0) Audit Logs

Fair Value Details

Save Return to Search Previous in List Next in List Add Update/Display Include History Correct History

General Information | Operation/Maintenance | Asset Acquisition Detail | Location/Comments/Attributes | Manufacture/License/Custodian | Asset Supplemental Data



Financial Modules

- Billing: process for creating and recording customer bills. Latest feature: Paperless Billing.

[Favorites](#) > [Main Menu](#) > [Billing](#) > [Maintain Bills](#) > [Bill Summary](#) > [Lines Not Invoiced](#) > [Standard Billing](#)
[Home](#)

ORACLE

[Header - Info 1](#) | [Line - Info 1](#) | [Revenue Distribution](#)

Unit DASM1 Bill To UHC001 Pretax Amt 4,184.64 USD
 Invoice ST44882 UConn Health Center Max Rows 1000

Bill Line [Find](#) | [View All](#) First 1 of 1 Last

Seq 1 Line 1 Net Extended 4,184.64
 Identifier CEN INTERNET ACCES Description CEN Internet Access

BI Creates GL Acct Entries

Bill Line Distribution - Revenue [Personalize](#) | [Find](#) | [View All](#) First 1 of 1 Last

[Acctg Information](#) | [Reference Information](#)

	Code	Fund	Department	SID	Program	Account	ChartField 1	ChartField 2	Bud Ref	Project
	CEN STATE	12060	DAS25587	35264	13012	47300		DAS99001	2014	DAS_NC

Percent 100.00 Amount 4,184.64 Gross Extended 4,184.64

Go to: Line Info 2 Tax Accounting Discount/Surcharge
 Notes Express Entry
 Summary Bill Search Line Search Navigation [Acctg - Rev Distribution](#)

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

[Header - Info 1](#) | [Line - Info 1](#) | [Revenue Distribution](#)



Financial Modules

- Accounts Receivable: the processing of payments made to an agency.

[Favorites](#) > [Main Menu](#) > [Accounts Receivable](#) > [Payments](#) > [Online Payments](#) > [Regular Deposit](#)

ORACLE

[Totals](#) | [Payments](#)

Unit **OSCM1** Deposit ID **11446** *Location **15000003** [Delete Deposit](#)

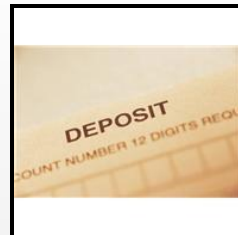
[View Audit Logs](#)

*Accounting Date **03/08/2017** Control Currency **USD**
 *Bank Code **FLEET** FLEET Format Currency **USD**
 *Bank Account **DEP2** 444407 Rate Type **CRRNT**
 *Deposit Type **M** Misc Exchange Rate **1.00000000**

Control Totals				Control Data	
Control Total Amount	82.35	*Count	1	*Received	03/09/2017
Entered Total Amount	82.35	Count	1	*Entered	03/09/2017
Difference Amount	0.00	Count	0	Posted	
Posted Total Amount	0.00	Count	0	Assigned	BATCH
Journalled Total Amount	0.00	Count	0	User	BATCH

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

Totals | Payments



Financial Modules

- Inventory (Optional): used to track warehouse stock utilized in the day to day operation of an agency.

Core-CT Financials > Inventory > Fulfill Stock Orders > Stock Requests > Create/Update Stock Request

Home | HRMS Worklist | FIN Worklist | Add to My Links | Sign out

All Search Advanced Search Last Search Results

My Links Select One

My HR Finance Core-CT Help

Help | Personalize Page

Create/Update Stock Request

Stock Request Summary

Unit DCFM1 In Process No

Order No FM110001 Increment Demand Line Order Line ☐ Partial Orders Can Ship

Line Defaults

Name

Ship Cust DCF 505 Hudson Street

Location 0640000272 [Override Address](#) EQ/Build No: Wrk Ord No

Load ID [Detail](#) Empl ID Name

Carrier ID

Distrib. Type

Load Schedule

Schedule Date 09/29/2009 10:33AM

Ship Via

[Pre-Allocate](#) [Override ChartFields](#) [Request Kit](#) [Copy to Existing Demand Lines](#)

Demand Lines Personalize | Find | View All | First 1 of 1 Last

Line	Schedule	Demand	Item ID	Description	Qty Requested	UOM	Schedule Date	Schedule Time
1	1	1	CM_2157_2757408	PAPER - MULTIPURPOSE - WHITE - 20 LB. - 92 BRIGHT - 8-1/2 IN	7.0000	RM	09/29/2009	10:33AM

Line Menu

Summary Quantity / Date Detail

Shipment Detail Accounting / IUT Detail

Reservation / Backorder Rules Comments Custom

Go To: Manage Loads Stock Requests Report Manager

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Financial Modules

- Customer Contracts (Optional): used to represent an agreement between a State agency and the customer they are billing.

[Favorites](#) > [Main Menu](#) > [Core-CT Financials](#) > [Customer Contracts](#) > [Create and Amend](#) > [General Information](#)

[Home](#) | [HRMS Worklist](#) | [FIN Worklist](#) | [Add to My Links](#) | [Sign out](#)

Core-CT [Advanced Search](#) [Last Search Results](#)

[My HR](#) | [Finance](#) | [Core-CT Help](#)

[General](#) | [Lines](#) | [Amendments](#)

[Related Content](#) | [Help](#) | [Personalize Page](#)

Contract Number 07-DG-11422004-022
 Amendment Number 000000001

Sold To Customer Department of Agriculture
 *Contract Status ACTIVE

[Amend Contract](#) [Add to My Contracts](#)

Description FY07 VFA
 Contract Admin Federal Receivables & Reimbursemen
 Region Code
 Contract Type FED_REIMBURSE
 Currency Code USD
 Exchange Rate Type CRRNT
 Contract Signed 05/01/2007
 Contract Role
 Revenue Profile

Processing Status Active
 Amendment Status Complete
 Business Unit Dept of Energy & Environ Prot.
 Contract Classification Government
 Last Amended 11/20/2007
 Start Date 05/01/2007
 End Date 10/31/2008
 Last Update Date/Time 11/20/2007 3:23:58PM
 Last Update User ID MichaelsonR
 Separate Fixed Billing and Revenue: ☐
 Separate As Incurred Billing and Revenue: ☐

[Other Information](#)

[Summary of Amounts](#)

[Billing Plans](#) [Revenue Plans](#) [Milestones](#) [Supplemental Data](#) [Go To](#)

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

[General](#) | [Lines](#) | [Amendments](#)

Financial Modules

- Project Costing (Optional): A project represents an agency product or service which can be monitored by cost collections and status.

Core-CT Financials > Project Costing > Project Costing Center > Project and Activity > Project Definitions > General Information

Home | HRMS Worklist | FIN Worklist | Add to My Links | Sign out

My Links Select One: ▼

My HR | Finance | Core-CT Help

General Information | Project Costing Definition | Manager | Location | Phases | Approval | Justification | User Fields | Rates | Attachments | ▶

Project APT0000000000AA Add to My Projects

*Description ☐ Program Processing Status Active
Project Status: OPEN

*Integration Airport Authority -Operations

Project Type

Percent Complete As Of

Project Health As Of

Project Schedule ?

*Start Date *End Date Additional Dates

Description Find | View All First 1 of 1 Last

Date/Time Stamp 04/10/17 1:36:08PM User ID COREowusuZ

Description:

254 characters remaining

Long Description:

Save as Template Copy Project

My Projects | Project Valuation | Project Team | Project Activities | Go To More ▼

Return to Project and Activity

Save Return to Search Previous in List Next in List Refresh Add Update/Display Include History Correct History



EPM

- » Enterprise Performance Management (EPM) is the data warehouse for Core-CT.
- » Allows users access to query information entered into Core-CT for reporting and inquiry purposes.
- » The EPM database is refreshed daily from the production tables and enables users to query without impacting transactional processing.



Favorites ▾

Main Menu ▾

>

Core-CT EPM ▾

>

Reporting Tools ▾

>

Query ▾

>

Query Manager

Core-CT

All ▾

Search

>>

Advanced Search

Last Search Results

Home

My HR

Finance

Core-CT Help

Query Manager

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Query](#) | [Create New Query](#)

*Search By Query Name ▾ begins with CORE_FIN_AM

Search Advanced Search

Search Results

*Folder View -- All Folders -- ▾

Check All Uncheck All

*Action -- Choose -- ▾ Go

Query	Personalize	Find	View All	First	1-3 of 3	Last			
Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule
<input type="checkbox"/>	CORE_FIN_AM_ASSET_DESCR_LOC	Assets w/ descr by location	Public	AM	Edit	HTML	Excel	XML	Schedule
<input type="checkbox"/>	CORE_FIN_AM_ASSET_LIST	Asset Inventory Information	Public	AM	Edit	HTML	Excel	XML	Schedule
<input type="checkbox"/>	CORE_FIN_AM_LIST_W_COST1	In service assets w/cost	Public	AM	Edit	HTML	Excel	XML	Schedule

CORE_FIN_AM_ASSET_LIST - Asset Inventory Information

Business Unit:- DASM1

View Results

Tag Number	Asset ID	Asset Descr	Model	Serial #/VIN	Sum TotalCost	PI ID	Performed	Inv. Date	Fund	SID	Profile ID	Category	Class	Status
------------	----------	-------------	-------	--------------	---------------	-------	-----------	-----------	------	-----	------------	----------	-------	--------

Asset Inventory	5267													
Tag Number	Asset ID	Asset Descr	Model	Serial #/VIN	Sum TotalCost	PI ID								
	000002500365	Refurbish Steelcase Workstatio		GF1029		2019.000	DASBEST12							
	000002500366	Refurbish Steelcase Workstatio		GF1030		2019.000	DASBEST12							
	000002500367	Refurbish Steelcase Workstatio		GF1031		2019.000	DASBEST12							
	000002500368	Refurbish Steelcase Workstatio		GF1032		2019.000	DASBEST12							
	000002500369	Refurbish Steelcase Workstatio		GF1033		2019.000	DASBEST12							
	000002500370	Refurbish Steelcase Workstatio		GF1034		2019.000	DASBEST12							
	000002500371	Refurbish Steelcase Workstatio		GF1035		2019.000	DASBEST12							
	000002500372	Refurbish Steelcase Workstatio		GF1036		2019.000	DASBEST12							
	000002500373	Refurbish Steelcase Workstatio		GF1037		2019.000	DASBEST12							
	000002500374	Refurbish Steelcase Workstatio		GF1038		2019.000	DASBEST12							

Navigation



Log-In

Core-CT HRMS/FINANCIALS/REPORTING SYSTEM

Home About Us Help Contact

LOGIN

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

OFFICE of the STATE COMPTROLLER

DAS

REGISTER Online to VOTE

access health CT

VETERANS ct.gov

Ebola Update
What You Need to Know about Ebola

Welcome to the Core-CT Website

Welcome to the home page for Core-CT, Connecticut state government's integrated human resources, payroll, and financial system. Based on your role, use the links to the left to navigate to pages designed for you.

Hours of System Operation:

Monday - Sunday	4:00am - 8:00pm
HRMS Confirm Thursday	4:00am - 2:00pm

Core-CT

[Core-CT Home Page](#) | [Core-CT Agency Security Liaisons Support Website](#) | [Contact Core-CT](#) | [HELP!](#)

Log Into Core-CT

User Id

Password

[I Forgot My Password!](#)
[I Cannot Log In.](#)

Welcome to the home page for Core-CT, Connecticut's state government integrated human resources, payroll, financial and reporting system. Once you have logged into Core-CT, use the links in the portal to navigate to the pages based on your security.

Hours of System Operation:

Monday - Sunday	4:00am - 8:00pm
HRMS Confirm Thursday	4:00am - 2:00pm

○ ● ● ● ●

You are accessing a computer owned by the State of Connecticut. This system contains Government information that is restricted to authorized users ONLY. Unauthorized access or misuse of the data contained herein is prohibited and may subject the individual to criminal and civil penalties.

Copyright © 2000, 2014, Oracle and/or its affiliates. All rights reserved.

<http://www.core-ct.state.ct.us>

Portal Page

The screenshot shows the Core-CT Portal Page interface. At the top left, the 'Core-CT' logo is displayed. To its right is a search bar with a magnifying glass icon and the text 'Advanced Search'. Above the search bar, there are two dropdown menus: 'Favorites' and 'Main Menu'. A red box highlights the 'Main Menu' dropdown. A pink cloud-shaped callout with the word 'Navigation' points to the search bar area. In the top right corner, there are links for 'Home', 'HRMS Worklist', 'FIN Worklist', 'Add to My Links', and 'Sign out'. Below these links, there is a 'My Links' section with a dropdown menu labeled 'Select One:'. A red box highlights this dropdown menu. The main content area is divided into three columns: 'Personal Information', 'Time and Labor', and 'Core-CT News'. The 'Personal Information' column includes a link to 'Personal Information Summary' and 'Home and Mailing Address'. The 'Time and Labor' column includes a link to 'Timesheet' and 'Payable Time Summary'. The 'Core-CT News' column includes a link to 'Employee News' and a list of news items: 'Payroll Insert: Crime Victims' Rights', 'Payroll Insert: CSE Visa Debit Card', and 'Payroll Insert: Problem Gambling Awareness Month'.

Navigation

My Links Select One: ▼

Personal Information

- Review and update your personal information.
- Personal Information Summary
- Home and Mailing Address

Time and Labor

- Report and approve time.
- Timesheet
- Payable Time Summary

Core-CT News

Employee News

- Payroll Insert: Crime Victims' Rights
- Payroll Insert: CSE Visa Debit Card
- Payroll Insert: Problem Gambling Awareness Month

Portal Page

The screenshot displays the Core-CT Portal Page. At the top, there are navigation tabs for 'Favorites' and 'Main Menu'. The 'Core-CT' logo is on the left, and a 'Home' link is on the right. A search bar with a dropdown menu set to 'All' and a 'Search' button is present, along with a link to 'Advanced Search'. Below the navigation bar, there are three tabs: 'My HR' (highlighted with a red box), 'Finance', and 'Core-CT Help'. The main content area is divided into three sections:

- Personal Information**: Includes a 'Personal Information' icon and text 'Review and update your personal information.' with links to 'Personal Information Summary', 'Home and Mailing Address', 'Phone Numbers', 'Email Addresses', 'Emergency Contacts', 'Name Change', and 'Ethnic Groups'. It also includes a 'My System Profile' icon and text 'Set up personal preferences, such as email and language preferences, password and forgot my password hints.' with links to 'My System Profile' and 'Change My Password'.
- Time and Labor**: Includes a 'Time and Labor' icon and text 'Report and approve time.' with links to 'Timesheet', 'Payable Time Summary', and 'Payable Time Detail'.
- Payroll**: Includes a 'Payroll' icon and text 'Review current and prior paychecks.' with links to 'View Paycheck Information', 'View W-2/W-2c Forms', and 'W-2/W-2c Consent'.

Portal Page

The screenshot displays the Core-CT Portal Page. At the top, there is a navigation bar with 'Favorites' and 'Main Menu' dropdowns. The Core-CT logo is on the left, and a search bar with 'All' and 'Advanced Search' options is in the center. On the right, there are links for 'Home', 'HRMS Worklist', 'FIN Worklist', 'Add to My Links', and 'Sign out'. Below the navigation bar, there are three tabs: 'My HR', 'Finance', and 'Core-CT Help', with the latter highlighted by a red rectangle. To the right of the tabs is a 'My Links' section with a 'Select One:' dropdown menu. The main content area is divided into two columns. The left column, titled 'HR Help and Reference', contains four links: 'EPM Job Aids and Query Development Tool', 'Human Resources Job Aids', 'Time and Labor Job Aids', and 'HRMS Cross Module Job Aids'. The right column, titled 'UPK (User Productivity Kit)', contains four links: 'Financials UPK', 'EPM UPK', 'HCM UPK', and 'STARS UPK'. Both columns have a 'Feed' icon at the bottom right.

Core-CT

Home | HRMS Worklist | FIN Worklist | Add to My Links | Sign out

All Search >> Advanced Search

My Links Select One: ▼

My HR Finance **Core-CT Help**

HR Help and Reference

- EPM Job Aids and Query Development Tool
- Human Resources Job Aids
- Time and Labor Job Aids
- HRMS Cross Module Job Aids

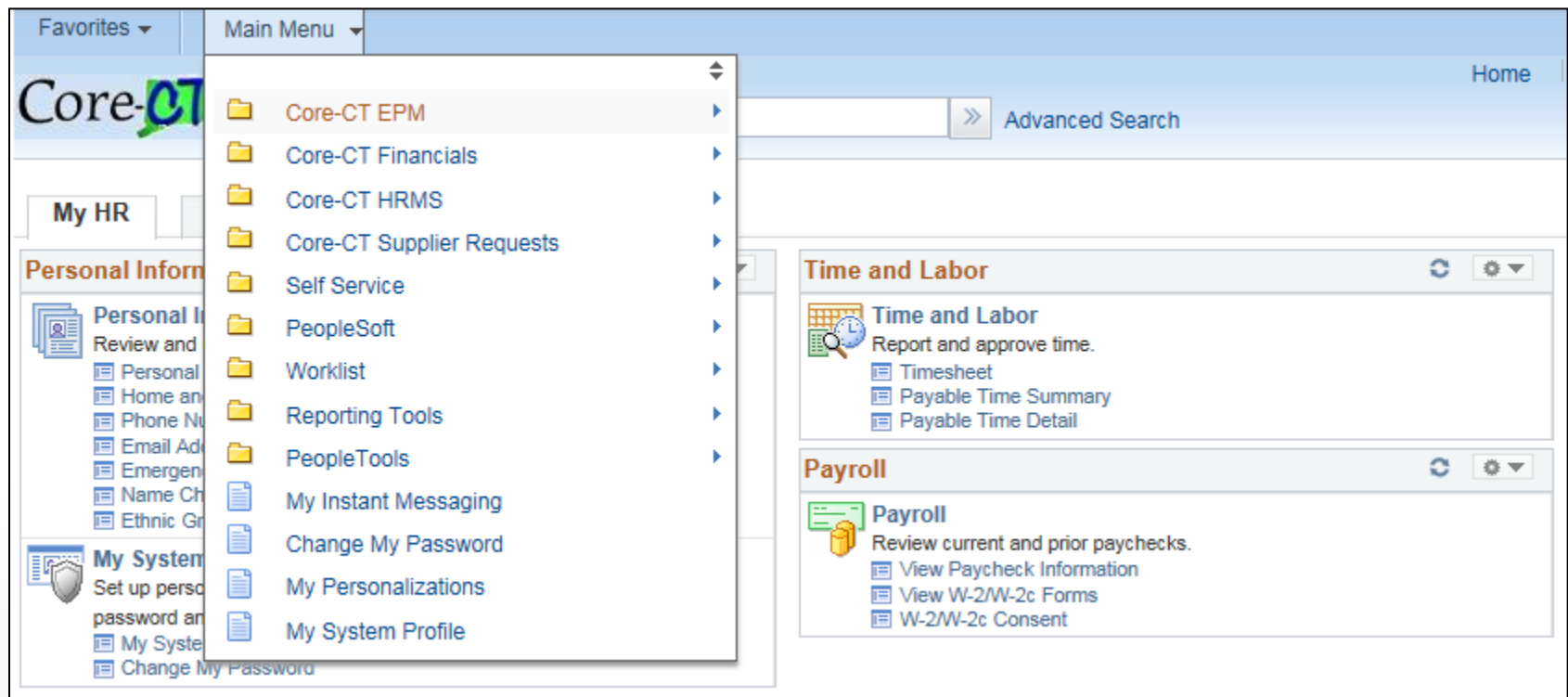
Feed ▼

UPK (User Productivity Kit)

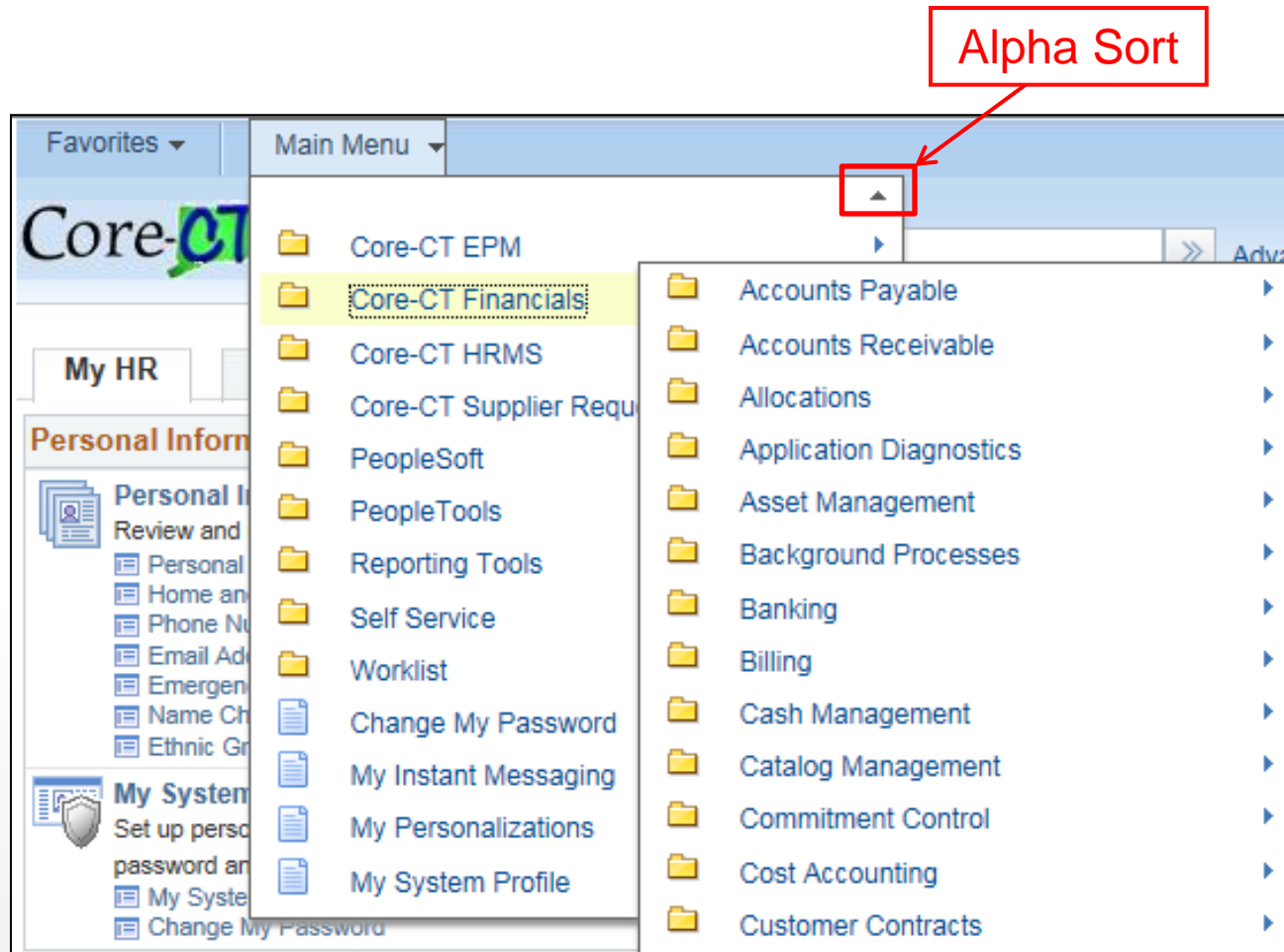
- Financials UPK
- EPM UPK
- HCM UPK
- STARS UPK
- UCONN UPK

Feed ▼

Navigation




Navigating




Add a New Value


Voucher


[Find an Existing Value](#) [Add a New Value](#)


Business Unit 


Voucher ID


Voucher Style 

Supplier Name 


Short Supplier Name 

Supplier ID 

Supplier Location 

Address Sequence Number 

Invoice Number

Invoice Date 

Gross Invoice Amount

Freight Amount

Misc Charge Amount

Estimated No. of Invoice Lines

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

Find an Existing Value

Voucher

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Search Criteria

Business Unit =

Voucher ID contains

Invoice Number begins with

Invoice Date =

Short Supplier Name begins with

Supplier ID begins with

Supplier Name begins with

Voucher Style =

Related Voucher begins with

Entry Status =

Voucher Source =

Incomplete Voucher =

☐ Case Sensitive

Limit the number of results to (up to 300):

[Basic Search](#) [Save Search Criteria](#)

Search Results

View All

Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Payment Amount	Invoice Date	Short Supplier Name	Supplier ID	Supplier Name	Voucher Style	Related Voucher	Entry Status	Voucher Source	Incomplete Voucher
DMVM1	00080545	3061693014	253.43	253.43	02/16/2017	232787917F-001	0000010059	AMERIGAS	Regular	(blank)	Postable	Online	Complete
DMVM1	00079545	112773	329.45	329.45	12/01/2016	454568358F-001	0000145162	GPS ON AIR INC	Regular	(blank)	Postable	Online	Complete
DMVM1	00078545	3266578	122.8	122.8	08/31/2016	330865305F-001	0000149994	TOSHIBA AMERICA BUSINESS SOLUTIONS	Regular	(blank)	Postable	Online	Complete
DMVM1	00077545	3221442	78.7	78.7	07/05/2016	330865305F-001	0000149994	TOSHIBA AMERICA BUSINESS SOLUTIONS	Regular	(blank)	Postable	Online	Complete
DMVM1	00076545	DOCCEC28057	255.84	255.84	05/12/2016	DOC-ISF-001	DOCS1	DEPT OF CORRECTIONS	Regular	(blank)	Postable	Online	Complete

Parts of a Page

Invoice Information | Payments | Voucher Attributes | Consumption

Business Unit DOTM1
Voucher ID NEXT
Voucher Style Regular Voucher
Invoice Date
Receipt Date

Invoice No
Accounting Date 04/12/2017
***Pay Terms** 000 Due Now
Basis Date Type Inv Date

Supplier ID
ShortName
Location
***Address**

Control Group
☐ Incomplete Voucher

Invoice Total

Line Total	0.00
*Currency	USD
Miscellaneous	<input type="text"/>
Freight	<input type="text"/>
Total	0.00
Difference	0.00

[Non Merchandise Summary](#)
[Session Defaults](#)
[Comments\(0\)](#)
[Attachments \(0\)](#)
[View Audit Logs](#)
[Advanced Supplier Search](#)

Penalty Details

*** Required Field**

Copy From Source Document

PO Unit **PO Number** **Copy From** None

Invoice Lines Find | View All First 1 of 1 Last

Line 1 ☐ Copy Down
***Distribute by** Amount
Item
Quantity
UOM
Unit Price
Line Amount 0.00

SpeedChart
Ship To NONPOVCHR
Description
Packing Slip

☐ One Asset




Distribution Lines Personalize | Find | View All First 1 of 1 Last

GL Chart	Exchange Rate	Statistics	Assets		Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Fund	Dept	SID	Program	Account	ChartField 1	ChartField 2	Bud Ref
		<input type="checkbox"/>		1	0.00		STATE										

Invoice Information | Payments | Voucher Attributes | Consumption

Parts of a Page

Invoice Information | Payments | Voucher Attributes | Consumption

Business Unit DOTM1
 Voucher ID NEXT
 Voucher Style Regular Voucher
 Invoice Date  
 Receipt Date 
 Supplier ID
 ShortName
 Location
 *Address

Accounting Date 04/12/2017
 *Pay Terms 000 Due Now
 Basis Date Type Inv Date

Calendar

April 2017

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Current Date

Invoice Total

Line Total 0.00
 *Currency USD
 Miscellaneous
 Freight
 Total 0.00
 Difference 0.00

Non Merchandise Summary
 Session Defaults
 Comments(0)
 Attachments (0)
 View Audit Logs
 Advanced Supplier Search

Save Save For Later Calculate Print

▼ Copy From Source Document

PO Unit PO Number Copy PO Copy From None Go


Invoice Lines Find | View All First 1 of 1 Last


Line 1 ☐ Copy Down
 *Distribute by Amount
 Item
 Quantity
 UOM
 Unit Price
 Line Amount 0.00


SpeedChart
 Ship To NONPOVCHR
 Description
 Packing Slip


Calculate

One Asset

Distribution Lines Personalize | Find | View All  First 1 of 1 Last

GL Chart Exchange Rate Statistics Asset 

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Fund	Dept	SID	Program	Account	ChartField 1	ChartField 2	Bud Ref
	1	0.00										



Parts of a Page

Look Up Supplier ID

SetID STATE

Supplier ID begins with

Short Supplier Name contains

Look Up Basic Lookup

Search Results

View 100 First 1-3 of 3 Last

Supplier ID	Short Supplier Name	Supplier Name	Additional Name	Our Customer Number	Old Supplier ID
DCFM1	DCF-CO-0	CHILDREN AND FAMILIES	(blank)	(blank)	(blank)
MCOM1	MCO-001	HEALTHCARE ADVOCATE	(blank)	(blank)	(blank)
MHAM1	MHA-CO-001	DEPT OF MENTAL HEALTH AND ADDICTION SVCS	CENTRAL OFFICE	(blank)	(blank)

Drop down box

Look-up icon

Distributions

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

Chartfields Asset Information

Dist	Percent	GL Unit	Fund	Dept	SID	Program	Account	ChartField 1	ChartField 2	Buc
1		STATE		DOT57263						

OK Cancel Refresh

Security



Roles

- **Within Core-CT, all security is defined through the use of User Profiles, Roles, and Permission Lists.**

User Profiles	A set of attributes common to all Core-CT users including user ID and Password.
Roles	Assigned to User Profiles to allow access to complete assigned Core-CT functions, e.g. Requestor to create ePro Requisitions.
Permission Lists	Assigned to Role to define specific Core-CT page access.

Permission List

OSC-Accounts Payable Division Segregation of Duties

Purchasing

	Buyer	PO Amt Approvers 1-2	PO Budget Approver
1		✓	✓
2	✓		

Password Reset

My HR Finance Core-CT Help

Personal Information

Personal Information
Review and update your personal information.

- Personal Information Summary
- Home and Mailing Address
- Phone Numbers
- Email Addresses
- Emergency Contacts
- Name Change
- Ethnic Groups

My System Profile
Set up personal preferences, such as email and language preferences, password and forgot my password hints.

- My System Profile
- Change My Password**

Favorites Main Menu > My System Profile

Core-CT

All Search Advanced Search

My HR Finance Core-CT Help

General Profile Information

OSC-Owusu Zakiah

Password

Change password

Change or set up forgotten password help

Miscellaneous User Links

Email Personalize Find First 1 of 1 Last

Primary Email Account	Email Type	Email Address
<input checked="" type="checkbox"/>	Business	Zakiah.Owusu@ct.gov

IM Information Personalize Find First 1 of 1 Last

Protocol	XMPP Domain	UserID	Password
XMPP			

Save

Password Reset

Favorites ▾ Main Menu ▾ > My System Profile

Core-CT

All ▾ Search >> Advanced Search

My HR Finance Core-CT Help

Change or set up forgotten password help

If you forget your password, you can reset it by answering a question that we have on file for you.

Enter a question:

Question:

- In what city or town was your first job?
- What is your mother's maiden name?
- What was the name of your first pet?
- Who is your favorite author?
- Who was your childhood best friend?

Response:

OK Cancel

Core-CT

[Core-CT Home Page](#) | [Core-CT Agency Security Liaisons Support Website](#) | [Contact Core-CT](#) | [HELP!](#)

Log Into Core-CT

User Id

149466

Password


Sign In

[I Forgot My Password!](#)

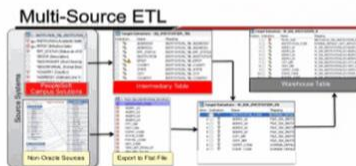
[I Cannot Log In.](#)

EPM

Enterprise Performance Management and Ad Hoc Reporting.



Multi-Source ETL



Source Systems: Non-Oracle Sources, Oracle Sources

Intermediate Table: Intermediate Table

Target Systems: Oracle Targets, Non-Oracle Targets

Export to Flat File

..O..

You are accessing a computer owned by the State of Connecticut. This system contains Government information that is restricted to authorized users ONLY. Unauthorized access or misuse of the data contained herein is prohibited and may subject the individual to criminal and civil penalties.

Copyright © 2000, 2014, Oracle and/or its affiliates. All rights reserved.

Password Reset

Forgot My Password

If you have forgotten your password, or your password has expired, you can have a new password emailed to you.

Enter your User ID below. This will be used to find your profile, in order to authenticate you.

User ID:

Continue

 Refresh

Forgot My Password

User ID: 149466

Email ID: zakiah.owusu@ct.gov

Please answer the following question below for user validation.

Question: What was the name of your first pet?

Response:

Email New Password



corect@po.state.ct.us

3:20 PM



User ID Password

Password Reset



[Core-CT Home Page](#) | [Core-CT Agency Security Liaisons Support Website](#) | [Contact Core-CT](#) | [HELP!](#)

Log Into Core-CT

User Id

Password

[I Forgot My Password!](#)

[I Cannot Log In.](#)

Finance

General Ledger
Vendors
Catalog Management
eProcurement
Purchasing
Accounts Payable
Inventory
Billing
Accounts Receivable
Asset Management
Project Costing
Customer Contracts



• ○ • • •



Your password has expired.

[Click here to change your password.](#)

Password Reset

Change Password

User ID: COREOwusuZ

Description: OSC-Owusu Zakiah

*Current Password:

*New Password:

*Confirm Password:

PASSWORD REQUIREMENTS

Password minimum length = 8 characters

Password must include a minimum of 3 numbers

Passwords are case sensitive

Last 6 passwords cannot be reused

[Change Password](#)

[For Help contact](#)

[core.support](#)

[@ct.gov](#)

ORACLE

Password Saved



Your password has successfully been changed.

[OK](#)

[Notify](#)

Workflow Terminology

- Origin – Identifies where transaction originates and the workflow approval chain.
- Workflow – Automated method that pushes transactions through the approval chain.
- Routing – The movement of a transaction to a particular user through the approval chain.

Approvals

Home

HRMS Worklist

FIN Worklist

Add to My Links

Sign out

Detail View

Worklist Filters

Feed

Worklist Items

Personalize

From	Date From	Work Item	Worked By Activity	Priority	Link
Accenture-Rebecca Glazer	02/09/2017	Approval Routing	Approval Workflow	1-High	GLJournalApproval, 6564, GL Journal Approval, 1900-01-01, N, 0, BUSINESS UNIT:STATE JOURNAL ID:0001563416 JOURNAL DATE:2017-02-09 BUSINESS UNIT LN:STATE RDC:RA,0,A
DAS-Frazier Jennifer	01/31/2017	Approval Routing	Approval Workflow		FieldRequestApproval, 24, CoreCT CF Approval, 1902-01-01, N, 0, FLD_REQUEST ID:00000000000000000000000000000015 RDC:RA,0,A
DPS-Duberek Joseph	02/01/2017	Approval Routing	Approval Workflow		FieldRequestApproval, 30, CoreCT CF Approval, 1902-01-01, N, 0, FLD_REQUEST ID:00000000000000000000000000000025 RDC:RA,0,A

Stage - GL Journal Approval

Unit STATE, ID 0001563416, Date 2017-02-09, Line Unit STATE:Pending Start New Path

Path GL journal Approval

Pending

Multiple Approvers
CT CNTRL JOURNAL APPROVER +

To add comments to the journal's approval process, enter and select any one of the four approval action buttons. Then the comments can be viewed from the Approval Flow Graphic Display.



254 characters remaining

Approve

Deny

Hold

Pushback

Add Comments

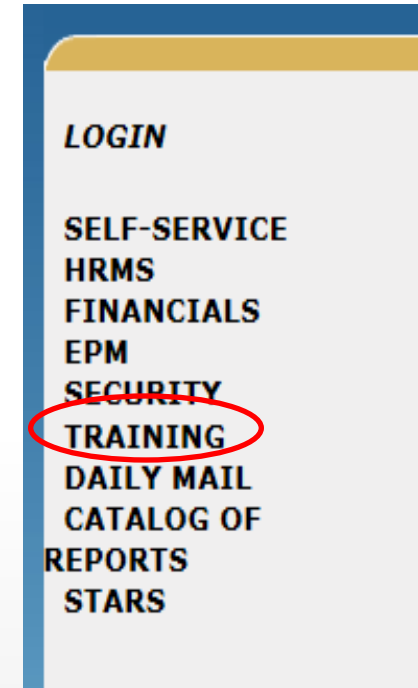
Journal Lines

Training



Training Classes

- » Waitlist
 - > Course Waitlist
 - > Agency Training Registration Contact
- » Currently
 - > Standard Course Offerings
- » New courses being developed
 - > Training for each Financial Module
- » Ongoing education initiative
 - > Trained over 3000 people



Computer Based Training Classes

- « Delivered by a knowledgeable instructor
- « Separate training environment
- « Prepared exercises
- « Constantly evolving



Training - User Groups and User Labs

« User Groups

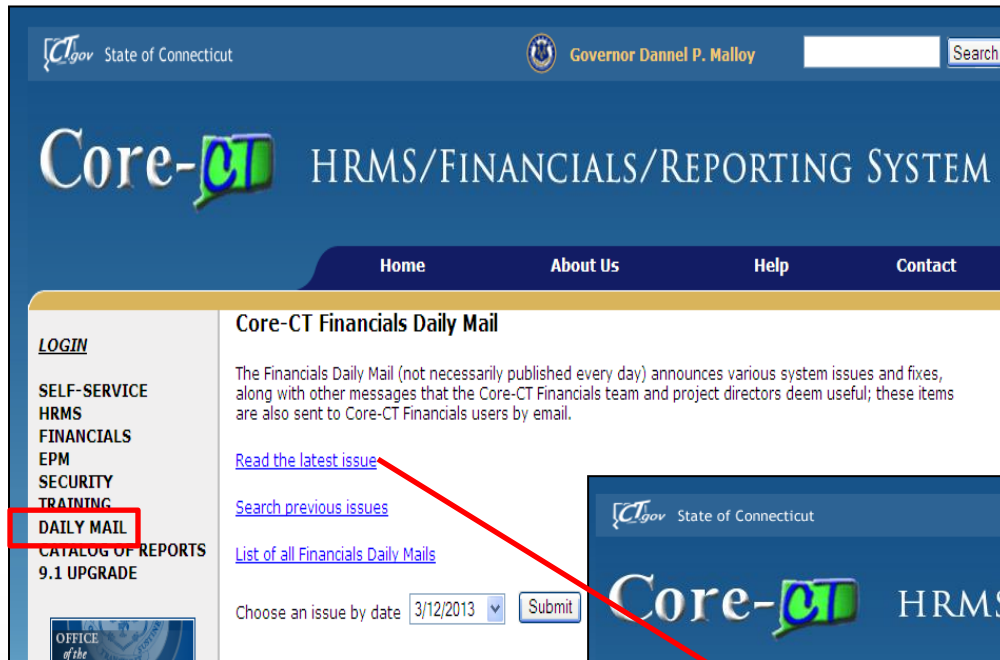
- « Scheduled as needed
 - « PO/ePro/AP/AM/IN
 - « AR/BI/GL
- « Recaps changes made to Core-CT since the last user group
 - « Daily mail
 - « Fixes
 - « Processing tips

« User Labs

- « Module Lab
 - « Bring your work
- « Fiscal Year End (FYE) labs



Training – Daily Mail



CT.gov State of Connecticut Governor Dannel P. Malloy Search

Core-CT HRMS/FINANCIALS/REPORTING SYSTEM

Home About Us Help Contact

LOGIN

SELF-SERVICE
HRMS
FINANCIALS
EPM
SECURITY
TRAINING
DAILY MAIL
CATALOG OF REPORTS
9.1 UPGRADE

OFFICE of the STATE COMPTROLLER

Core-CT Financials Daily Mail

The Financials Daily Mail (not necessarily published every day) announces various system issues and fixes, along with other messages that the Core-CT Financials team and project directors deem useful; these items are also sent to Core-CT Financials users by email.

[Read the latest issue](#)

[Search previous issues](#)

[List of all Financials Daily Mails](#)

Choose an issue by date: 3/12/2013 Submit



CT.gov State of Connecticut Governor Dannel P. Malloy Search

Core-CT HRMS/FINANCIALS/REPORTING SYSTEM

Home About Us Help Contact

LOGIN

SELF-SERVICE
HRMS
FINANCIALS
EPM
SECURITY
TRAINING
DAILY MAIL
CATALOG OF REPORTS
9.1 UPGRADE

OFFICE of the STATE COMPTROLLER

DAS

VETERANS ct.gov

Latest Issue of Core-CT Financials Daily Mail

Date: 3/12/2013

PO Module Reviewing and Approving Pos

The view printable version hyperlink was removed from the PO Main page, when using this hyperlink it was changing the dispatch status of the PO to approved, thus making purchase orders available for re-dispatching to the vendor. We are awaiting a fix from Oracle/PeopleSoft and will re-establish the link once the fix is received, tested, and applied to the production environment. Please do not call in helpdesk tickets for this issue.

When reviewing the PO, use the Edit PO button on the View Approvals Page. This will take you to the PO and you can review all information related to the line(s), schedule(s), and distribution(s). All hyperlinks are also available for review.

Please note that if you have copied an old PO into a new PO and the original PO had a Physical Nature of Services in the Line Details page, this field will copy over as Goods. Make sure that you update this field to Services if needed, and also check the Distribute By on the distributions page to ensure that the correct Distribute By value has defaulted in.

Once you have reviewed the PO and are ready to approve it, click on the Return to Worklist hyperlink, which will return you to the Purchase Order Approval page. To review the PO Approval job aid please use [this link](#).

Return to [Core-CT Financials Daily Mail Home Page](#)

Core-CT Job Aids

LOGIN

SELF-SERVICE

HRMS
FINANCIALS

EFM
SECURITY
TRAINING
DAILY MAIL
CATALOG OF REPORTS
9.1 UPGRADE



Financials

This site supports Core-CT users working on Core-CT Financials transactions.

Modules

[Asset Management](#)

[eProcurement](#)

[Accounts Payable](#)

[General Ledger/Commitment Control](#)

[Accounts Receivable](#)

[Inventory](#)

[Billing](#)

[Project Costing](#)

[Catalog Management](#)

[Purchasing](#)

[Customer Contracts](#)

Other Links

[2013 Fiscal Year-End Job Aids and Information](#)

[State Accounting Manual](#)

[Records Retention Schedules for State Agencies](#)

[Financials Glossary](#)

[Manager's Guides](#)

[Origins: Requesting and Revising](#)

New and Consolidating Agencies

[Forms and other Documentation](#)

[Instituting a New Business Unit](#)

[Consolidation Checklist](#)

[Transfer Procedures for Consolidating Agencies](#)

Purchasing

[2014 DAS Procurement Training Materials](#)

[Buyer WorkCenter](#)

[WorkCenter Personalization](#)

[Category and Associated \(Default\) Account Code](#)

[Contract Type/PO Type Purchasing Authority](#)

[Create Receipts](#)

[Fields that trigger a PO change order](#)

[Purchase Orders, Create](#)

[PO with a Future Date, Create](#)

[Purchase Order Approvals Overview](#)

[Purchase Order, Approving](#)

[Purchase Order, Deny Approval](#)

[Purchase Order, Edit in Approval](#)

[Purchase Order, Place on Hold](#)

Core-CT Job Aids

PURCHASING

[Purchasing Upgrade Overview](#)

[Add an Adhoc Approver/Reviewer](#)

[Add a Contract to a PO Line](#)

[Add Multiple Comments and Attachments](#)

[Search for Approved Purchase Orders](#)

[Approving a Purchase Order](#)

[Deny Approval on a Purchase Order](#)

[Edit a Purchase Order in Approval](#)

[Place a Purchase Order on Hold](#)

[Purchase Order Approval Overview](#)

[Push Back PO to a Previous Approver](#)

[View Encumbered Balances](#)

[View Purchase Order Approval History](#)

Job Aids Updated from 8.9

[Close PO Lines through the Workbench](#)

[Contract Type/PO Type Purchasing Authority](#)

[Contract Version Changes](#)

[Create Contracts](#)

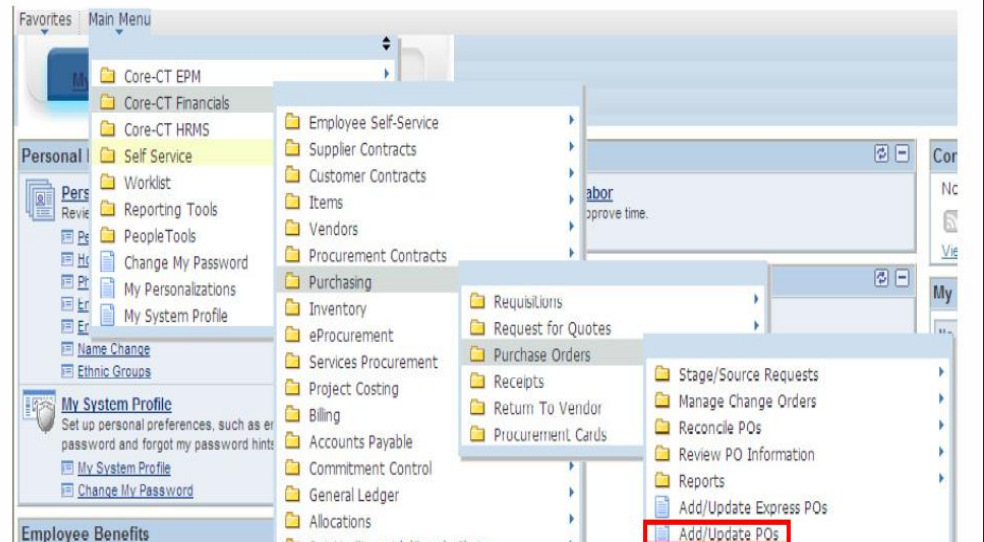
[Create Purchase Orders](#)



Creating Purchase Orders in Core-CT

Creating an Online Purchase Order in Core-CT

Navigation: Main Menu > Core-CT Financial > Purchasing > Purchase Orders > Add/Update POs



UPK (User Productivity Kit)

The screenshot displays the Core-CT HRMS interface. At the top, there is a navigation bar with the Core-CT logo, a 'Favorites' dropdown, a 'Main Menu' dropdown, and links for 'Home', 'HRMS Worklist', 'FIN Worklist', 'Add to My Links', and 'Sign out'. Below the navigation bar, there is a 'My Links' section with a 'Select One:' dropdown. On the left side, there is a 'My HR' section with a 'Core-CT Help' link highlighted by a red box. The main content area is divided into two columns. The left column is titled 'HR Help and Reference' and contains four links: 'EPM Job Aids and Query Development Tool', 'Human Resources Job Aids', 'Time and Labor Job Aids', and 'HRMS Cross Module Job Aids'. The right column is titled 'UPK (User Productivity Kit)' and contains five links: 'Financials UPK', 'EPM UPK', 'HCM UPK', 'STARS UPK', and 'UConn UPK'. The 'Financials UPK' link is highlighted by a red box. At the bottom right of the 'UPK (User Productivity Kit)' section, there is a 'Feed' button.

Core-CT

Home | HRMS Worklist | FIN Worklist | Add to My Links | Sign out

My Links Select One: ▼

My HR Core-CT Help

HR Help and Reference

- EPM Job Aids and Query Development Tool
- Human Resources Job Aids
- Time and Labor Job Aids
- HRMS Cross Module Job Aids

UPK (User Productivity Kit)






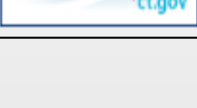
- Financials UPK
- EPM UPK
- HCM UPK
- STARS UPK
- UConn UPK

Feed

57

Training – Manager Guides

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

Modules

[Asset Management](#)

[Accounts Payable](#)

[Vendors](#)

[Accounts Receivable](#)

[Billing](#)

[Catalog Management](#)

[Customer Contracts](#)

Other Links

[2014 Fiscal Year-End Job Aids and Information](#)

[State Accounting Manual](#)

[Records Retention Schedules for State Agencies](#)

[Financials Glossary](#)

[Manager's Guides](#)

Welcome to the Manager's Guide to Core-CT Financials Web Site

Manager/Supervisor Guides

The Manager Guide series had been designed to fill the knowledge gap that managers and supervisors may have concerning their role in the Core-CT financial system. The intended users of these guides are supervisors and managers who, generally, do not have day-to-day responsibility for completing work but who supervise those individuals who do complete work. These individuals generally have reconciliation and review responsibility.

The question has been raised about what a supervisor or manager should be looking at: What should they be doing; what reports are available, what information is available? The manager Guides attempt to answer these questions by providing the manager or supervisor with concise information about those items that are most important to a manager.

Core-CT also offers customized, personal instruction for managers and supervisors who have specific training needs and or a desire to learn more about how Core-CT can help with day-to-day operations through reporting and queries. If you are a manager or supervisor, contact the Help Desk (860-622-2300, Ext 1) to have Core-CT professionals develop targeted, specific plans to help you get the most information in the most efficient manner out of Core-CT. Core-CT staff will offer individual or group instruction to complete manager's business plan objectives.

Each guide is made up of:

- An **Overview** -- a brief description of the module
- A **diagram** showing how the subject module fits in with the rest of Core-CT
- A **Management/Supervisor checklist** -- a bulleted list of manager/supervisor tasks as they relate to the Core-CT module
- A **report list** from the catalog of Online Financial Reports -- This section provides a description of the module reports that are available including a link to more detailed information.
- **Frequently Used Job Aids** -- a resource showing where more detailed module information is available
- Other relevant information

While the guides are not considered training, they should help the manager or supervisor pinpoint areas where he or she may want to study further or help identify areas where staff might benefit from additional training.

[Manager Guide to Accounts Payable](#)

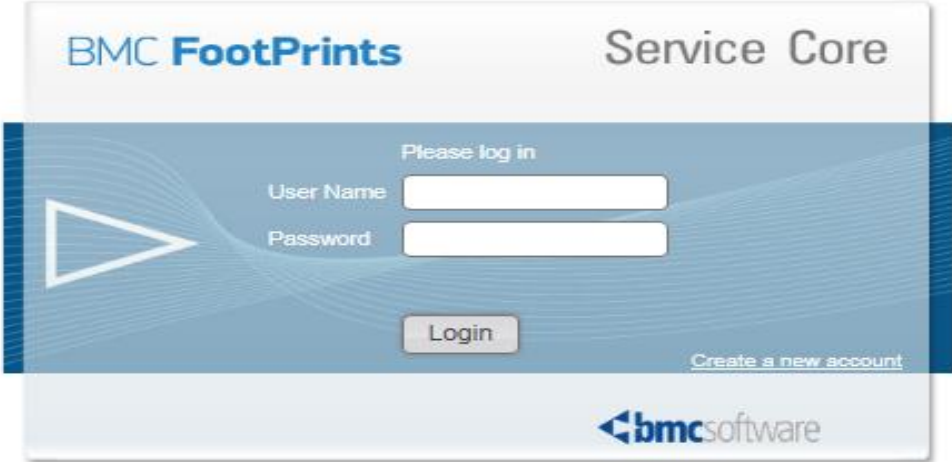
[Manager Guide to Accounts Receivable](#)

Help Desk



Help Desk

<http://footprints.ct.gov/footprints>



The screenshot shows the BMC FootPrints Service Core login interface. At the top, the text "BMC FootPrints" is on the left and "Service Core" is on the right. Below this, a blue banner contains a large white play button icon on the left. To the right of the icon, the text "Please log in" is above two input fields: "User Name" and "Password". Below these fields is a "Login" button. To the right of the "Login" button is a link that says "Create a new account". At the bottom of the banner is the "bmcsoftware" logo. Below the banner, there is copyright information: "© Copyright 1999, 2009 BMC Software, Inc." and "© Copyright 1996-2014 Numara Software, Inc."

- « FootPrints is the new Help Desk Application for Core-CT. Request for services or inquiries should be completed through FootPrints.

Help Desk

[Home](#)
[About Us](#)
[Help](#)
[Contact](#)

LOGIN

SELF-SERVICE

HRMS

FINANCIALS

EPM






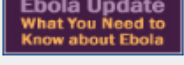



SECURITY

TRAINING

DAILY MAIL

CATALOG OF REPORTS

STARS

Help

Hours of System Operation:

Monday - Sunday	4:00am - 8:00pm
HRMS Confirm Thursday	4:00am - 2:00pm

General Contact Information:

- Help Desk telephone: 860-622-2300. Please direct all requests for service or inquiries to the FootPrints Help Desk Application for Core-CT using the following link: <http://footprints.ct.gov/footprints>
- Core-CT non-production inquiries telephone: 860-622-2387
- Subscribe to [Daily Mail: Core-CT Communication Bulletins](#)

Core-CT Help Desk

- [Log a ticket / Request for Service](#) (if you have problems logging a ticket, please call the Help Desk)
- [FootPrints Help Desk Instructions:](#)
 - How to Log in / Log out (click [here](#) to locate your Agency to determine the appropriate log in instructions. This will vary depending on how you log in at your agency.)
 - [Submit a ticket](#)
 - [How to Search and View a Ticket](#)
 - [How to Update a Ticket](#)
 - [How to Subscribe to a Global Ticket](#)
 - [For IT Staff / How to Switch Workspaces](#)


Password Information:

- [Who to Contact for Password Resets](#)
This link will open an Excel spreadsheet listing all agency liaisons. Self-Service Users: Your HRMS Security Liaison is the point of contact for password resets. Once the spreadsheet is open, select HRMS. Locate your agency in the left column. Your liaison will be listed to the right.
- [Setup the Automated Password Reset Instructions](#)
- [Core-CT Password Criteria](#)

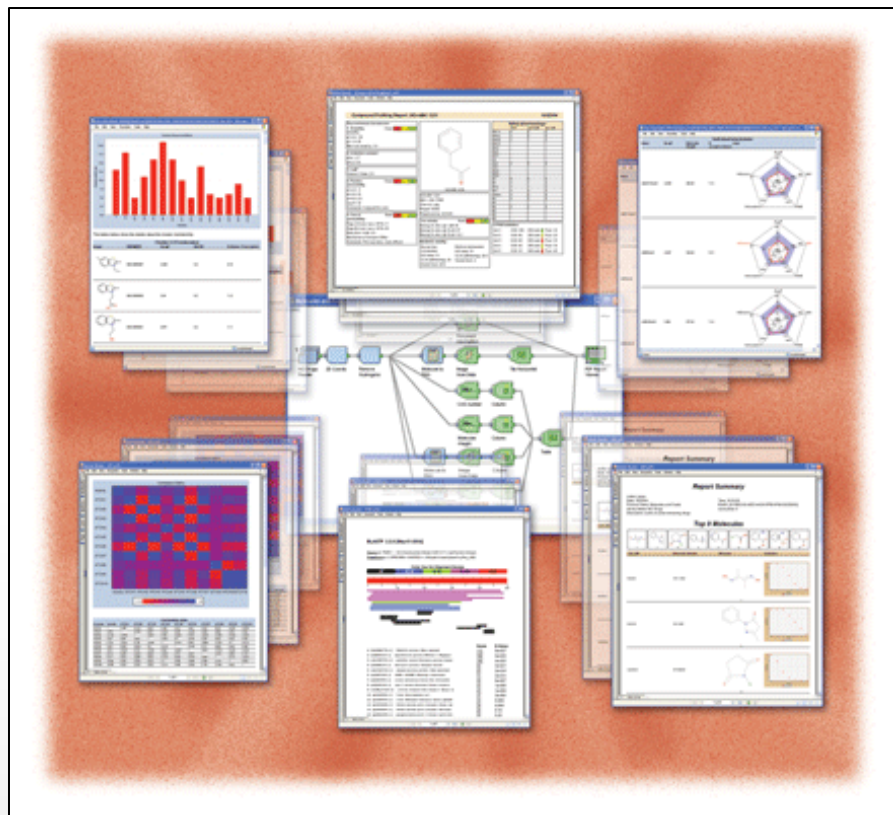
Browser Information:

- [Optimize Your IE Browser Settings](#)
- [IE11 Compatibility Issues](#)
- [IE10 Compatibility Issues](#)
- [Clearing Your Cache and Cookies - Internet Explorer](#)
- [Clearing Your Cache and Cookies - Firefox](#)
- [How to Manage Pop-up Blockers](#)
- [Browsers Supported by Core-CT](#)
- [Open an Additional Window in Internet Explorer](#)

Home | [CT.gov Home](#) | [Send Feedback](#) | [Login](#)
[State of Connecticut Disclaimer](#), [Privacy Policy](#), and [Web Site Accessibility Policy](#)
 Copyright © 2002-2012 State of Connecticut



Reporting



Reporting - Catalog



Core-CT HRMS/FINANCIALS/REPORTING SYSTEM

Home About Us Help Contact

LOGIN

SELF-SERVICE
HRMS
FINANCIALS
EPM
SECURITY
TRAINING
DAILY MAIL
CATALOG OF REPORTS
9.1 UPGRADE

OFFICE of the STATE COMPTROLLER

DAS

VETERANS

Core-CT Catalog of Reports and Queries

The Core-CT Catalog of Reports and Queries is a repository of information that describes reports and queries that have been developed for users and are supported by the Core-CT HRMS, Financial and EPM teams.

HRMS

- [Human Resources Job Aids](#)
- [Payroll Job Aids](#)
- [Time and Labor Job Aids](#)
- [Benefits Job Aids](#)

Financial

- [Financial Reports](#)
- [Choosing Financial Reports](#)
- [Financial Report Summary](#)
- [Running Online Financial Reports](#)
- [Core-CT FIN Glossary](#)

EPM

- [EPM Queries](#)
- [Choosing EPM Queries](#)
- [EPM Query Summary](#)
- [EPM Reporting Job Aids](#)

General Information

- [Reporting Job Aids Master List](#)
- [Tips and Tricks](#)
- [Types of Reports](#)

Reporting

[Home](#)
[About Us](#)
[Help](#)
[Contact](#)

LOGIN

SELF-SERVICE

HRMS

FINANCIALS

EPM







SECURITY

TRAINING

DAILY MAIL

CATALOG OF REPORTS

9.1 UPGRADE

Catalog of Online Reports

Online Financial Reports

Welcome to the Online Financial Reports section of the Core-CT Catalog of Reports and Queries. Reports in this section are available through the Core-CT Financial System within modules according to user security profiles and roles.

The Online Financial Reports section contains information to help users execute and interpret reports. Each report guide is divided into three sections:

Section 1. Introduction

- Brief description of the report and its intended use
- Type of report
- Legacy CAS/SAAAS reports
- Role(s) needed to access the report
- Navigation path to the report
- Suggested run times

Section 2. Report Request Parameters

- List of recommended input parameters
- Chartfield selection (if applicable)
- Helpful hints

Section 3. Example(s) Of Report Output

- Format - Portable Document Format (PDF) and/or CSV (MS Excel)

The Online Financial Reports entries are grouped according to the following report categories:

Financial Reports

General Ledger	Purchasing
Commitment Control	Accounts Payable
Chart of Accounts	Asset Management
Accounts Receivable	Inventory
Billing	Project Costing
Customer Contracts	
Choosing Financial Reports	

Catalog of Online Financial Reports

Choosing Reports in Core-CT

If you want to:

A list of accounts receivable aging detail items by business unit

A list of your Customers, their Phone Numbers, Fax Numbers, and their Business Category

Determine the number of Deposits Payment Predictor was unable to match

Determine the specific Deposits Payment Predictor was unable to match

Display a list of accounts receivable aged open balances for every item

Display a list of aged open balances for every customer

Display an alphabetical listing of all customers and customer addresses within a specified SetID

Display an alphabetical listing of contact information for customers within a specified business unit

List accounting entries by date and business unit

List all of the Groups posted at any point in time - Billing, Payments, Unposts, Maintenance, Transfers

List all of the Groups posted at any point in time - Billing, Payments, Unposts, Maintenance, Transfers

Monitor and review customer data

Review pending items by date range

Review the aging of receivables

See the deposit or deposits you've processed in a given date range

See the open and closed receivables for a customer or customers

See the open receivables for a customer or customers

See the open receivables summary for a customer or customers

See the payment activity from a deposit or deposits in a given date range

See the specific items that a deposit or deposits in a given date range were applied to

To review customers for an account receivable setID (business unit)

Then run this report:

[Contacts by SetID](#)

[Customers by Unit](#)

[Payment Predictor Summary](#)

[Payment Predictor Detail Report](#)

[Aging Detail by Business Unit](#)

[Aging Summary by Unit](#)

[Customers by SetID](#)

[Contacts by Unit](#)

[Accounting Entries](#)

[Business Unit Activity](#)

[Group Control by Entry Date](#)

[Customers by SetID](#)

[Pending Item by Entry Date](#)

[Aging Detail by Business Unit](#)
or [Aging Summary by Unit](#)

[Deposit Control by Entry Date](#)

[Receivables Activity](#)

[Aging by Chartfield](#)

[Aging Summary by Unit](#)

[Payment Summary](#)


[Payment Detail](#)

[Customers by SetID](#)

Reporting – Job Aid Shortcuts

[Home](#)
[About Us](#)
[Help](#)
[Contact](#)

LOGIN
SELF-SERVICE
HRMS
FINANCIALS
EPM
SECURITY
TRAINING
DAILY MAIL
CATALOG OF REPORTS
9.1 UPGRADE




Core-CT Catalog of Reports and Queries

The Core-CT Catalog of Reports and Queries is a repository of information that describes reports and queries that have been developed for users and are supported by the Core-CT HRMS, Financial and EPM teams.

HRMS
[Human Resources Job Aids](#)
[Payroll Job Aids](#)
[Time and Labor Job Aids](#)
[Benefits Job Aids](#)

Financial
[Financial Reports](#)
[Choosing Financial Reports](#)
[Financial Report Summary](#)
[Running Online Financial Reports](#)
[Core-CT FIN Glossary](#)

EPM
[EPM Queries](#)
[Choosing EPM Queries](#)
[EPM Query Summary](#)
[EPM Reporting Job Aids](#)

Shortcuts for Reporting Job Aids

Attention Financials Users: A major effort to simplify reporting is reflected in the Catalog of Online Financial Reports at <http://www.core-ct.state.ct.us/reports/>

Topic/Title	Web Address
HRMS	
Time and Labor Reports	http://www.core-ct.state.ct.us/hr/time_and_labor/xls/time_and_labor_reports.xls
Payroll Reports	http://www.core-ct.state.ct.us/hr/payroll/xls/payroll_reports.xls
Human Resources Reports	http://www.core-ct.state.ct.us/hr/human_resources/xls/hr_reports.xls
Benefits Reports	http://www.core-ct.state.ct.us/hr/benefits/xls/benefits_reports.xls
Saving Reports	http://www.core-ct.state.ct.us/hr/cross_module/doc/svg_rpts.doc
Financials	
AP Report, How to Run	http://www.core-ct.state.ct.us/financials/ap/doc/run_ap_rpt.doc
AP Reports, List of	http://www.core-ct.state.ct.us/financials/ap/doc/accounts_payable_reports.doc
AR Report, How to Run	http://www.core-ct.state.ct.us/financials/ar/doc/how_to_run_an_ar_report.doc
AR Reports, List of	http://www.core-ct.state.ct.us/financials/ar/doc/ar_reports.doc
AR Report, Run an Aging by Chartfield Report	http://www.core-ct.state.ct.us/financials/ar/doc/aqng_by_chrtfld.doc
Asset Management Report, How to Run	http://www.core-ct.state.ct.us/financials/asset/doc/run_asst_mgt_rpt.doc
Asset Management Reports, List of	http://www.core-ct.state.ct.us/financials/asset/doc/asst_mgt_rpts.doc
Billing Report, How to Run	http://www.core-ct.state.ct.us/financials/bi/doc/hw_to_m_a_bi_rpt.doc
Billing Reports, List of	http://www.core-ct.state.ct.us/financials/bi/doc/bi_rpts.doc
Core-CT Catalog of Reports and Queries	http://www.core-ct.state.ct.us/reports/
List of Financial Reports	http://www.core-ct.state.ct.us/reports/financial.asp
Comprehensive Financial Status Report, How to Run	http://www.core-ct.state.ct.us/financials/ql/doc/how_to_run_cfsr.doc

Reporting – How to Run Reports

Navigation: Favorites ▾ Main Menu ▾ > Core-CT Financials ▾ > Purchasing ▾ > Purchase Orders ▾ > Reports ▾ > PO Balance Report

Core-CT All ▾ Search >> Advanced Search Home

My HR Finance Core-CT Help

PO Balance Report

Run Control ID: PO_BALANCE_RPT Report Manager Process Monitor **Run**

Language: English ▾

*Business Unit: DASM1 PO Number: 0000013303

Supplier ID:

From Date:

Through Date:

Buyer:

Ledger Group:

PO Balance Remaining

☐ Yes ☐ No ☒ All

Obligation Balance Remaining

☐ Yes ☐ No ☒ All

Include Closed PO's

☐ Yes ☒ No

Chartfield Criteria

Fund Code: Department: Account: Program Code: Project: SID:

Save Notify Add Update/Display

Reporting – How to Run Reports

Process Scheduler Request

User ID HunterP Run Control ID PO_BALANCE_RPT

Server Name Run Date 04/13/2017

Recurrence Run Time 9:38:49AM

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Purchase Order Balance Report	POBALANC	SQR Report	Web <input type="text"/>	PDF <input type="text"/>	Distribution

Reporting – How to Run Reports

PO Balance Report

Run Control ID: PO_BALANCE_RPT Report Manager: **Process Monitor** Run

Language: English Process Instance: 3586

*Business Unit: DASM1 PO Number: 0000013303

Supplier ID:

From Date: 31

Through Date: 31

Buyer:

Ledger Group:

PO Balance Remaining

☐ Yes ☐ No ☒ All

Obligation Balance Remaining

☐ Yes ☐ No ☒ All

Include Closed PO's

☐ Yes ☒ No

Chartfield Criteria


Fund Code: Department: Account: Program Code: Project: SID:


Save Notify Add Update/Display

Reporting – How to Run Reports





[Process List](#) | [Server List](#)

View Process Request For

User ID  Type Last 1 Days [Refresh](#)



Server Name  Instance to

Run Status Distribution Status ☒ Save On Refresh

Process List [Personalize](#) | [Find](#) | [View All](#) |   First  1 of 1  Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	3586		SQR Report	POBALANC	HunterP	04/13/2017 9:38:49AM EDT	Success	Posted	Details

[Go back to PO Balance Report](#)

 Save  Notify

[Process List](#) | [Server List](#)

Reporting – How to Run Reports

PO Balance Report

Run Control ID: PO_BALANCE_RPT

Language: English

Report Manager Process Monitor Run

*Business Unit: DASM1 PO Number: 0000013303

Supplier ID:

From Date:

Through Date:

Buyer:

Ledger Group:

PO Balance Remaining

☐ Yes ☐ No ☒ All

Obligation Balance Remaining

☐ Yes ☐ No ☒ All

Include Closed PO's

☐ Yes ☒ No

Chartfield Criteria

Fund Code: Department: Account: Program Code: Project: SID:

Save Return to Search Notify Add Update/Display

Reporting – How to Run Reports

[List](#) | [Explorer](#) | [Administration](#) | [Archives](#)

View Reports For

Folder Instance to [Refresh](#)

Name Created On Last 1 Days

Reports [Personalize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
POBALANC	PURCHASE ORDER BALANCE REPORT	General	04/13/17 9:40AM	3110	3586

Report

Report ID 3110 Process Instance 3586 [Message Log](#)
 Name POBALANC Process Type SQR Report
 Run Status Success

Purchase Order Balance Report

Distribution Details

Distribution Node PRODRPTFTP Expiration Date 05/13/2017

File List

Name	File Size (bytes)	Datetime Created
POBALANC_3586.PDF	5,721	04/13/2017 9:40:46.140617AM EDT
POBALANC_3586.out	31,258	04/13/2017 9:40:46.140617AM EDT
POBALANC_CSV_Layout.csv	110,044	04/13/2017 9:40:46.140617AM EDT
SQR_POBALANC_3586.log	1,843	04/13/2017 9:40:46.140617AM EDT

Distribute To

Distribution ID Type	*Distribution ID
User	HunterP

Reporting – How to Run Reports

Report ID: POBALANC
 Run Control: PO BALANCE RPT
 Bus Unit: DASM1 Po Id: 0000013303
 Vendor Id: ALL
 Date From: To:
 PO Balance Remaining: All
 Obligation Balance Remaining: All
 Chartfield Selections: None Ledger Group: KK_APPROP, KK_RD_AUTH
 PO Status Included: Approved and Dispatched
 Buyer ID: ALL

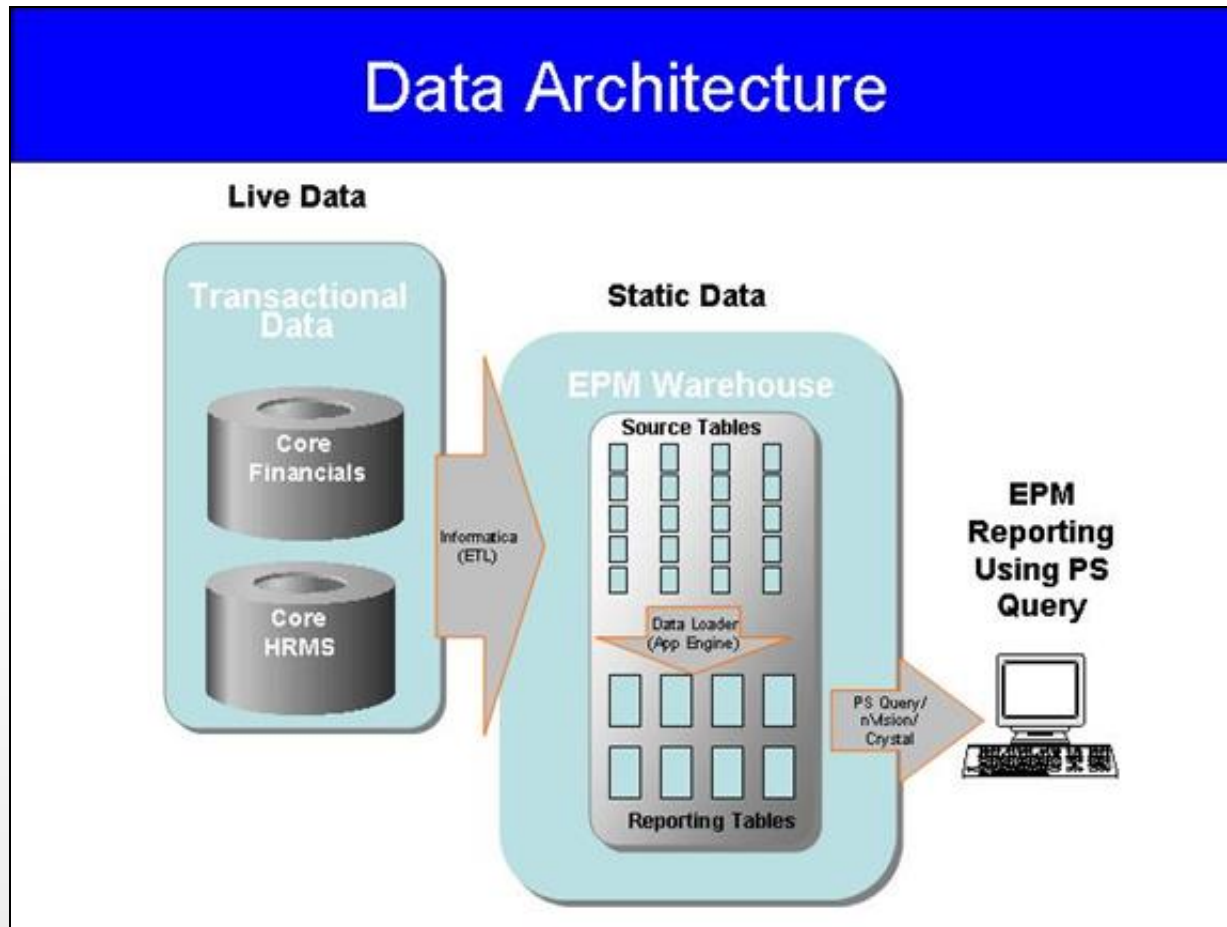
State of Connecticut
 PURCHASE ORDER BALANCE REPORT

Page No. 1
 Run Date 04/13/2017
 Run Time 09:40:33

PO BU DASM1 PO Number 0000013303 PO Date 02/22/2017 Vendor 0000010082 Name GOODYEAR TIRE & RUBBER COMPANY Req BUYER DAS-Abadom Cathy PCard Flag Y
 PO Enc Amt: \$ 14,603.77 PO Exp Amt: \$ 5,493.66 PO Unliq Amt: \$ 9,110.11 Total Oblig: \$ 0.00 Remain Oblig: \$ -14,603.77 Beg DT: End DT: PO Stat: D PO Bud Status: V

Ln/Sch/D1/BdSt	Fund Dept	SID	Program	Account	Project	Original Quantity	Quantity Remain	Merch Amount	Paid Amount	Po Balance	Encumbered	Expended	Unliquidated	Vchr/Ln/D1/BdSt
1/1/1/V	22003 DAS23364	40001 13006	53015	DAS_NONPROJECT		1.00	0.00	\$ 1,698.33	\$ 1,799.73	\$ -101.40	\$ 1,698.33	\$ 0.00	\$ 1,698.33	00073281/1/1/N
Description	GOODYEAR AUTO													
2/1/1/V	22003 DAS23364	40001 13006	53015	DAS_NONPROJECT		1.00	0.00	\$ 2,860.20	\$ 3,030.98	\$ -170.78	\$ 2,860.20	\$ 0.00	\$ 2,860.20	00073281/2/1/N
Description	GOODYEAR AUTO													
3/1/1/V	22003 DAS23364	40001 13006	53015	DAS_NONPROJECT		1.00	0.00	\$ 625.60	\$ 662.95	\$ -37.35	\$ 625.60	\$ 0.00	\$ 625.60	00073281/3/1/N
Description	GOODYEAR AUTO													
4/1/1/V	22003 DAS23364	40001 13006	53015	DAS_NONPROJECT		1.00	0.00	\$ 2,801.49	\$ 0.00	\$ 2,801.49	\$ 2,801.49	\$ 0.00	\$ 2,801.49	
Description	GOODYEAR AUTO													
5/1/1/V	22003 DAS23364	40001 13006	53015	DAS_NONPROJECT		1.00	0.00	\$ 370.00	\$ 0.00	\$ 370.00	\$ 370.00	\$ 0.00	\$ 370.00	
Description	GOODYEAR AUTO													
6/1/1/V	22003 DAS23364	40001 13006	53015	DAS_NONPROJECT		1.00	0.00	\$ 2,168.01	\$ 0.00	\$ 2,168.01	\$ 2,168.01	\$ 0.00	\$ 2,168.01	
Description	GOODYEAR AUTO													
7/1/1/V	22003 DAS23364	40001 13006	53015	DAS_NONPROJECT		1.00	0.00	\$ -325.84	\$ 0.00	\$ -325.84	\$ -325.84	\$ 0.00	\$ -325.84	
Description	GOODYEAR AUTO													
8/1/1/V	22003 DAS23364	40001 13006	53015	DAS_NONPROJECT		1.00	0.00	\$ 4,405.98	\$ 0.00	\$ 4,405.98	\$ 4,405.98	\$ 0.00	\$ 4,405.98	
Description	GOODYEAR AUTO													
PO DISTRIB TOTAL:								\$ 14,603.77	\$ 5,493.66	\$ 9,110.11	\$ 14,603.77	\$ 0.00	\$ 14,603.77	
REPORT TOTAL:								\$ 14,603.77	\$ 5,493.66	\$ 9,110.11				
REPORT TOTAL OBLIGATION:										\$ 0.00				
REPORT TOTAL REMAINING OBLIGATION:										\$ -14,603.77				

Enterprise Performance Management (EPM)



EPM Report

Query Manager

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Query](#) | [Create New Query](#)

Query Name
 Description AR OPEN ITEMS
 Uses Record Name
 Uses Field Name
 Access Group Name
 Folder Name
 Owner =

When using the IN or BETWEEN operators, enter comma separated values without quotes. i.e. JOB,EMPLOYEE,JRNL_LN.

[Basic Search](#)

Search Results

*Folder View

*Action

Query	Personalize	Find	View All	First	1-12 of 12	Last			
<input type="checkbox"/> CCC_AR_OPEN_ITEMS_FY07 <input checked="" type="checkbox"/> CT_AR_OPEN_ITEMS_07012006 <input type="checkbox"/> CT_AR_OPEN_ITEMS_07012009 <input type="checkbox"/> CT_AR_OPEN_ITEMS_07012011 <input type="checkbox"/> CT_AR_OPEN_ITEMS_CODED_TO_CASH	Descr AR OPEN ITEMS AR Open Items with Balances AR Open Items with Balances AR Open Items with Balances AR Open Items Coded to Cash	Owner Public Public Public Public	Folder AR AR AR AR	Edit Edit Edit Edit Edit	Run to HTML HTML HTML HTML HTML	Run to Excel Excel Excel Excel Excel	Run to XML XML XML XML XML	Schedule Schedule Schedule Schedule Schedule	Definitional References Lookup References Lookup References Lookup References Lookup References

AR Open Item 39										
Unit	Custom	Item ID	Line	Item Balance	Last Activ Dt	Orig Item Amt	Acctg Date	Conversation	Status	
DPSM1	42	DPS809	6	1.000	9/20/2006	3.000	5/23/2005	N	O	
DPSM1	42	1772-39-047328	3	35.870	2/1/2005	35.870	2/1/2005	N	O	
DPSM1	42	1772-39-047402	1	38.090	2/1/2005	38.090	2/1/2005	N	O	
DPSM1	39	2312-39-046532	1	261.900	2/1/2005	261.900	2/1/2005	N	O	
DPSM1	39	2312-39-046532	2	7.600	2/1/2005	7.600	2/1/2005	N	O	
DPSM1	39	2312-39-047188	2	15.900	2/1/2005	15.900	2/1/2005	N	O	
DPSM1	42	1772-39-047402	2	0.850	2/1/2005	0.850	2/1/2005	N	O	
DPSM1	39	2312-39-046412	2	5.650	2/1/2005	5.650	2/1/2005	N	O	

Reporting On-Line Inquiry

PO Inquiry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Business Unit =

PO Number contains

Purchase Order Date between

and

Supplier ID begins with

Short Supplier Name begins with

Limit the number of results to (up to 300):

Search

Clear

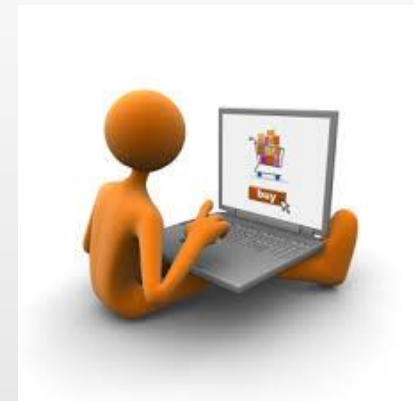
Basic Search



Save Search Criteria

Search Results

View All	First 1-3 of 3 Last			
Business Unit	PO Number	Purchase Order Date	Supplier ID	Short Supplier Name
DASM1	0000013482	04/12/2017	0000059169	134994650F-001
DASM1	0000013481	04/07/2017	0000010009	061043422F-001
DASM1	0000013480	04/07/2017	0000010009	061043422F-001



Reporting On-Line Inquiry

Purchase Order

Business Unit DASM1 PO No. 0000013482
 PO Date 04/12/2017 Match Rule STANDARD
 Supplier ID 0000059169 Location REMIT-ACH JP MORGAN CHASE BANK

PO Line

Find | View All First 1 of 4 Last

Line Number 1 Sched Num 1
 Item ID Description Line 1

Merchandise Amt 1000.00 USD

PO Qty 1.0000 Match Status PO Unmatched

Invoice Details

Personalize | Find | View All First 1-3 of 3 Last

AP Unit	Voucher	Line	Entry Status	Close Status	Match Status	Merchandise Amt	Currency	UOM	Quantity	BU Recv	Receipt No	Retainage	Finalized Distribution
DASM1	00075265	1	Postable	Open	No Match	744.17 USD	EA		1.0000				N
DASM1	00075265	2	Postable	Open	No Match	694.01 USD	EA		1.0000				N
DASM1	00075265	3	Postable	Open	No Match	-744.17 USD	EA		1.0000				N

Receiver Details

Personalize | Find | View All First 1-2 of 2 Last

BU Recv	Receipt No	Receipt Line	Retainage	Match Status	Amount	Currency	UOM	Recv Qty	Accept Qty
DASM1	0000040083	1		To Match	500.00 USD	EA		1.0000	1.0000
DASM1	0000040084	1		To Match	500.00 USD	EA		1.0000	1.0000

RTV Details

Personalize | Find | View All First 1 of 1 Last

BU RTV	RTV ID	RTV Line	Status	Return Action	Disposition	Reason Code	UOM	Return Qty	Ship Qty

Save Return to Search Notify

Website

<http://www.core-ct.state.ct.us>

The screenshot shows the homepage of the Core-CT website. At the top, there is a header with the 'CT.gov' logo, 'State of Connecticut', the Governor's name 'Governor Dannel P. Malloy', and a search bar. Below this is the main title 'Core-CT HRMS/FINANCIALS/REPORTING SYSTEM'. A navigation bar contains links for 'Home', 'About Us', 'Help', and 'Contact'. The left sidebar features a 'LOGIN' section, a 'SELF-SERVICE' menu with links to HRMS, FINANCIALS, EPM, SECURITY, TRAINING, DAILY MAIL, CATALOG OF REPORTS, and STARS, and a vertical list of logos for various state services including the Office of the State Comptroller, DAS, Register Online to VOTE, access health CT, VETERANS ct.gov, Ebola Update, Regulations of CT State Agencies, CT Alert, and Get Adobe Reader. The main content area has a large banner image of the Connecticut State Capitol with the text 'Welcome to the Core-CT Website'. Below the banner, there is a 'Welcome to the Core-CT Website' section with a paragraph of text and a table of 'Hours of System Operation'. The footer contains links for 'Home', 'CT.gov Home', 'Send Feedback', 'Login', and a copyright notice for 2002-2012.

CT.gov State of Connecticut Governor Dannel P. Malloy Search

Core-CT HRMS/FINANCIALS/REPORTING SYSTEM

Home About Us Help Contact

LOGIN

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

OFFICE of the STATE COMPTROLLER
DAS
REGISTER Online to VOTE
access health CT
VETERANS ct.gov
Ebola Update What You Need to Know about Ebola
Regulations of CT State Agencies
CT Alert
Get Adobe Reader

Welcome to the Core-CT Website

Welcome to the home page for Core-CT, Connecticut state government's integrated human resources, payroll, and financial system. Based on your role, use the links to the left to navigate to pages designed for you.

Hours of System Operation:

Monday - Sunday	4:00am - 8:00pm
HRMS Confirm Thursday	4:00am - 2:00pm

Home | CT.gov Home | Send Feedback | Login
State of Connecticut Disclaimer, Privacy Policy, and Web Site Accessibility Policy
Copyright © 2002-2012 State of Connecticut

WorkCenters 9.2

WorkCenters are a new feature in PeopleSoft 9.2. These enable user to access various pages and perform daily tasks without leaving the WorkCenter, which reduces the time used when navigating through menus.

A WorkCenter is used to increase the productivity of a specific role by streamlining and simplifying their work in a central place.

WorkCenters 9.2

» Module WorkCenters

- > Centralized access to relevant data
- > Reduced need to navigate
- > Personalized view of workload
- > Configurable
- > Improved efficiency

WorkCenters 9.2

» WorkCenters are comprised of two tabs and each tab has two sections:

1. Main Tab

- a) My Work – pending or errored transactions
- b) Links – information related to user

2. Reports/Queries

- a) Queries – limited to access of the user
- b) Reports and Processes

Each Module WorkCenter is configured based upon what is available in that module and the access based upon a user's role.

Thanks for attending ...

INTRODUCTION TO CORE-CT FINANCIALS



Questions?

More Information?

Contact: Zakiah Owusu

Email: Zakiah.Owusu@ct.gov

Want to Register for another class?

Contact your Training Registration Contact

[Agency Training Registration Contacts](#)