Department of Administrative Services

PROCUREMENT TRAINING 2014

Purchasing & Contracts

Core-CT

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Agenda

- PO Approval Tips
- Copying Contracts & Purchase Orders
- End Dates
- Reporting

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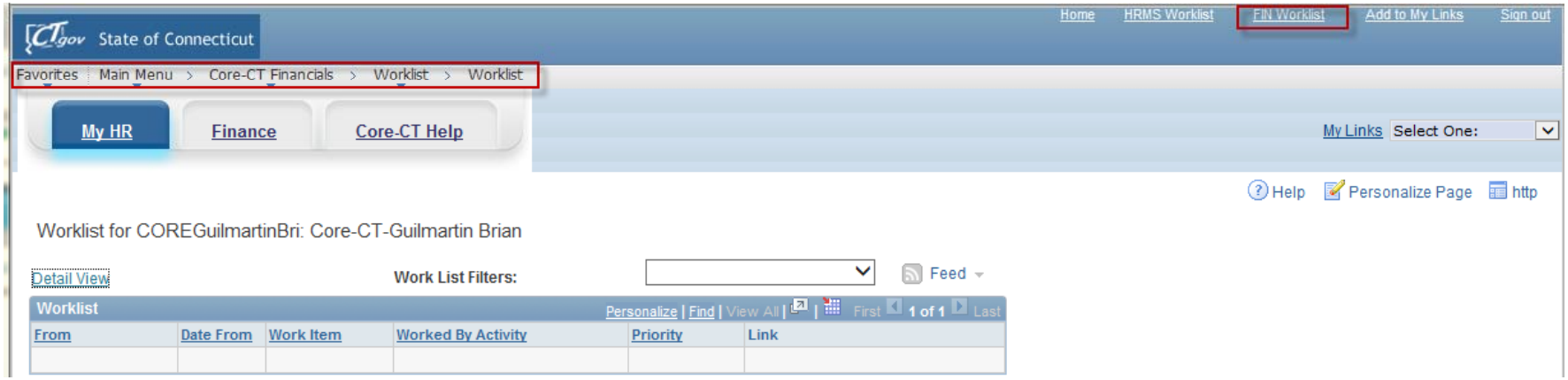
PO Approval Tips

- Always use your worklist to Approve PO's
- Navigate FIN Worklist
  Or
- Core-CT Financials > Worklist > Worklist



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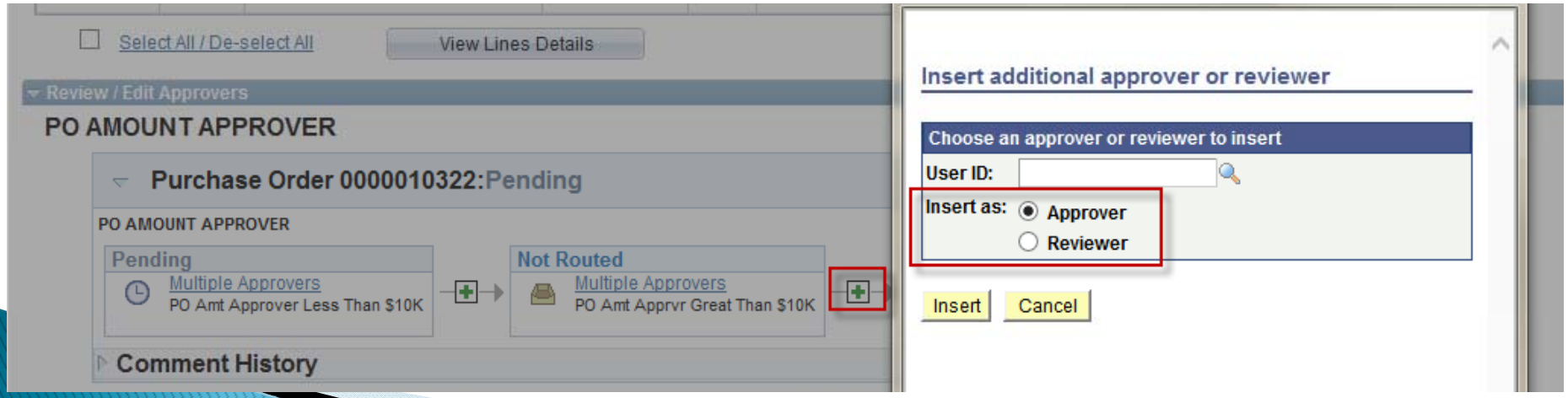
PO Approval Tips

- Additional Users can be added to the Workflow
- An inserted Approver must approve the PO before the next approver can take action
- An inserted Reviewer is for reference only, the next approver may approve without the reviewer taking any action



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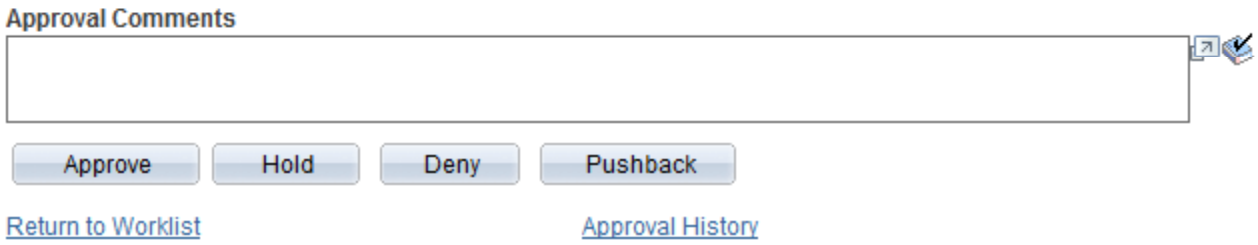
PO Approval Tips



- **Approve** – Click to Approve the Order
- **Hold** – Places the PO on hold – Only You can take it off Hold – No other user in the Worklist can take any action!
- **Deny** – Terminates the Workflow and sends the PO back to the Buyer's Worklist
- **Pushback** – Sends the PO one level Back

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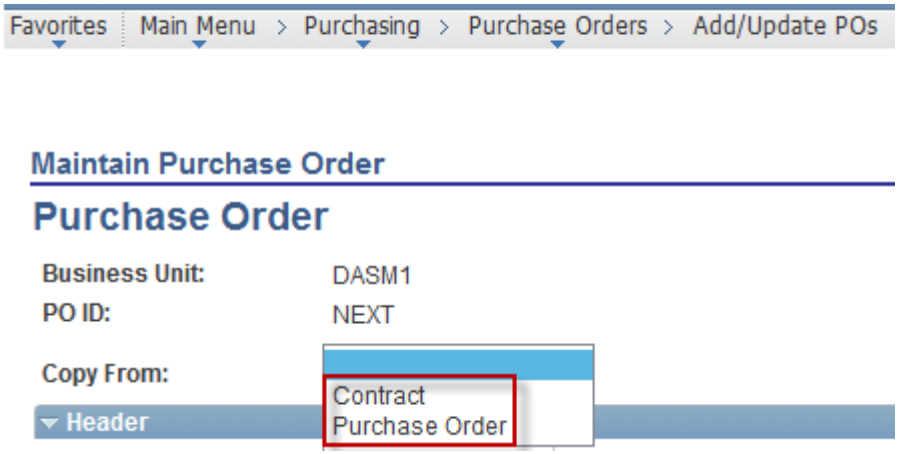
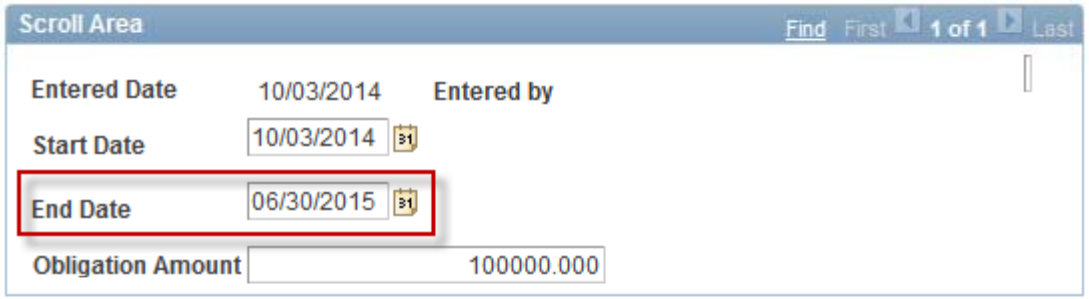
Using the Copy Feature



- Make life easier on yourself – Copy
- Non-Expired Contracts and PO's in any status may be copied
- Make sure you verify all the information and update the changes you need to make

Purchase Order End Dates



PO Obligation End Date

- The default value if nothing is entered is the end of the current fiscal year (06/30/2015)
- The End date represents the full term of the Purchase Order – if the PO will last longer than the fiscal year, it must be changed to reflect that date
- If the PO is associated to a Contract, the end date should match the end date of the Contract, when applicable, based on the purchase

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Procurement Contract End Dates

Contract Entry

Contract

SetID: STATE

Contract ID: 15COR0001

*Status: Approved

Administrator/Buyer:

Contract Version

Version: 1 New Version

Status: Current

Approved Date: 08/26/2014

Header

CT Contract Type: Grant

Process Option: Purchase Order

Vendor: 061084194F-001

Vendor ID: 0000010615 UNITED WAY OF CONNECTICUT INC

Begin Date: 08/26/2014

Expire Date: 06/30/2015

Add Comments

Contract Activities

Primary Contact Info

Contract Releases

Activity Log

Document Status

Thresholds & Notifications

Amount Summary

- Contract Expire Date
- If there is a change to the end date of a Contract, a new version of the contract must be created

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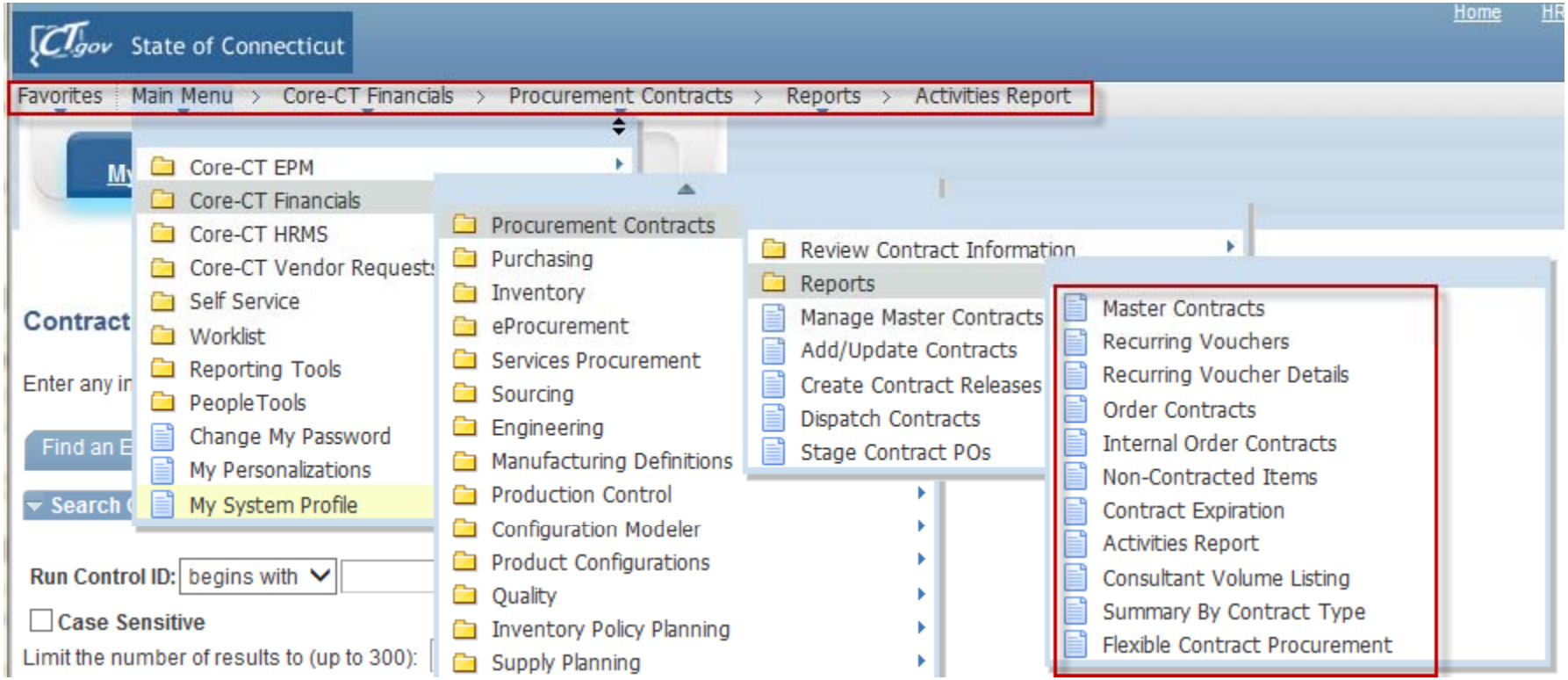
Reporting

- Procurement Contracts > Reports



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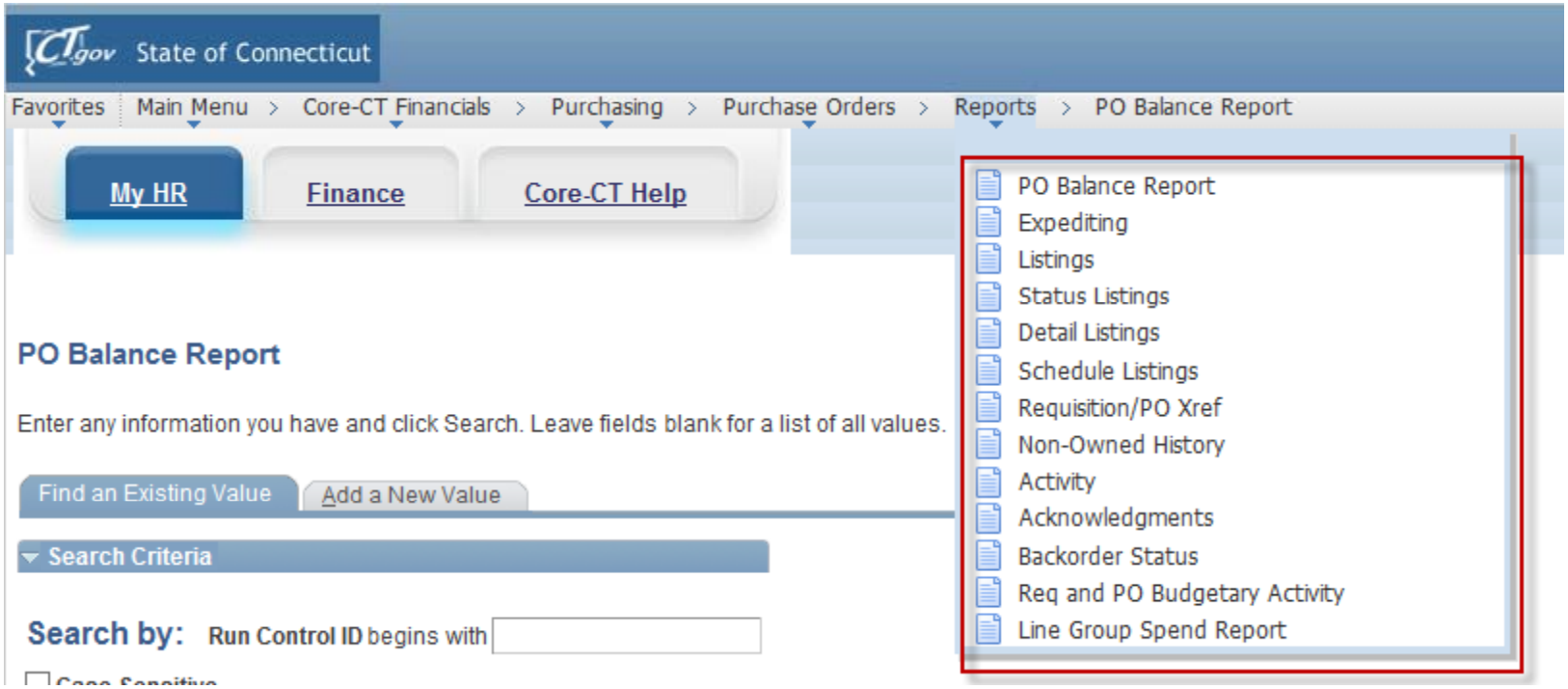
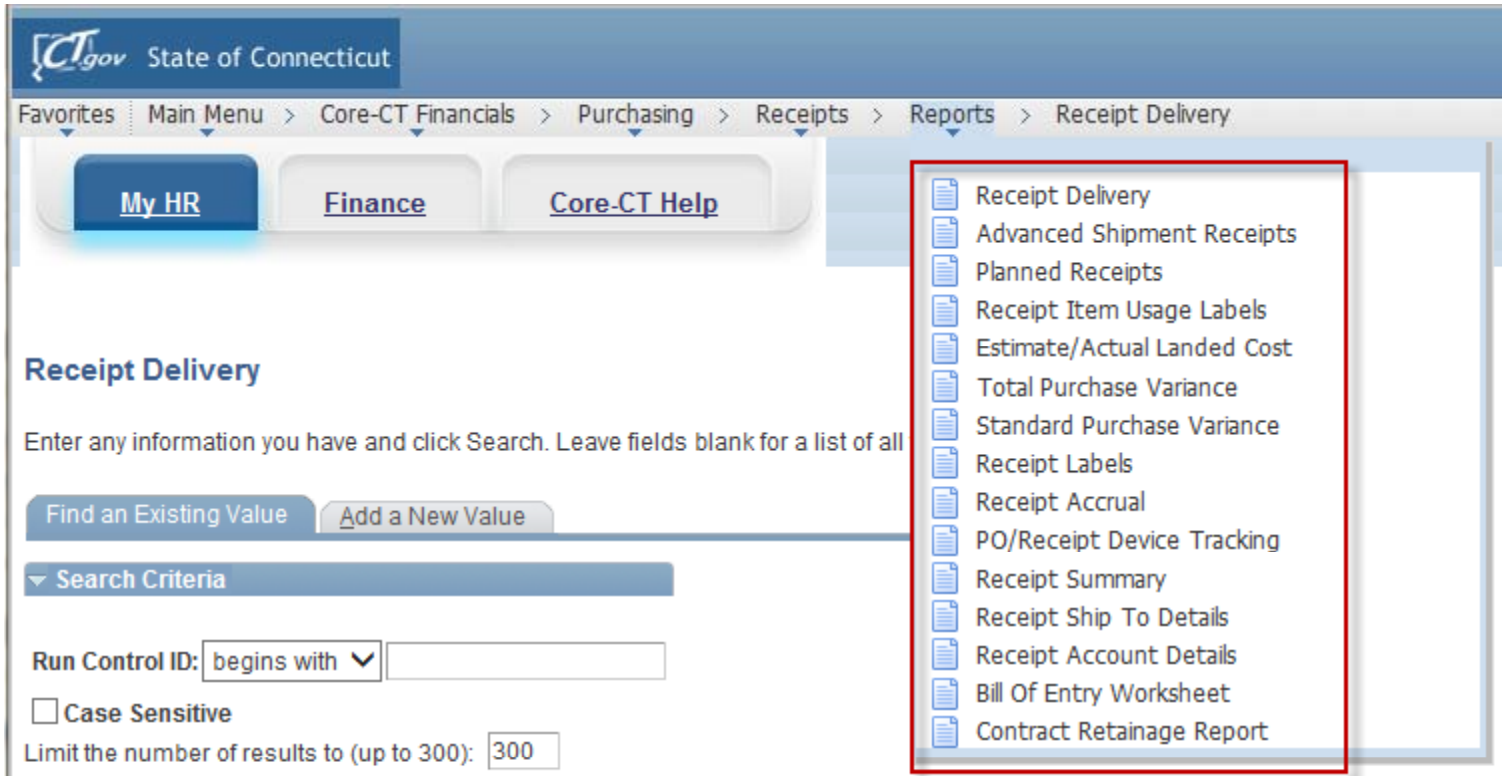
Reporting

- Purchasing > Purchase Orders > Reports



Reporting

- Purchasing > Receipts > Reports



Reporting

From the Core-CT website:
You can view a list of
Reports and EPM queries

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

From the Core-CT website: You can view a list of purchasing/contracting Reports

Click on the Hyperlink to open Instructions on how to run the report and a sample of what the data looks like.

When running reports it is better to use more limits to prevent excessively large reports that will bog down the system!

Catalog of Online Financial Reports

Choosing Reports in Core-CT

If you want to:	Then run this report:
Cross reference POs to requisitions	PO to Requisition XREF or Requisition to PO XREF
Determine which purchase orders may require expediting	Expediting Report by Buyer or Expediting Report by Due Date or Expediting Report by Vendor
Display a detail listing of all Purchase Orders sorted by buyer alphabetically	PO Detail Listing by Buyer
Display a detail listing of all Purchase Orders sorted by PO date in chronological order	PO Detail Listing by PO Date
Display a listing of Purchase Orders sorted by PO date in chronological order	PO Listing by PO Date
Display a listing of Purchase Orders sorted by vendor ID in ascending order	PO Listing by Vendor
Display PO Item Usage by Category or Vendor	PO Item Category Usage by Category or PO Item Category Usage by Vendor
Identify purchase orders generated from requisitions	PO Activity Summary
Monitor contractor or consultant usage	Consultant Volume Listing
Monitor purchase orders by PO status (approved, open, canceled)	PO Listing by PO Status
Review purchase orders by buyer	PO Listing by Buyer
Review purchase orders for a vendor	PO Detail Listing by Vendor ID
Review the activity of a purchase order	PO Balance
To find a detail listing of purchase orders by buyer	PO Detail Listing by Buyer
To find a listing of purchase orders by purchase order date	PO Listing by PO Date
To find a listing of purchase orders by vendor	PO Listing by Vendor
To reconcile contracts to purchase orders, requisitions, and vouchers	Flexible Contract Procurement
To see a detail purchase order listing by date	PO Detail Listing by PO Date

Reporting

- Procurement Contracts > Reports > Flexible Contract Procurement

Flexible Cont Proc

Flexible Contract Procurement Report

Run Control ID: test9.1 Report Manager Process Monitor Run

Language: English

*PO Business Unit: MHAM1 Mental Heath & Addiction Serv.

*PC Business Unit: NONPC Non Project BU

*Summary/Detail: Detail

Report Run Selection

- By Vendor
- By Contract Type
- By Project
- By Procurement Contract 11MHA2057AA

Values by ChartFields Find | View All First 1 of 1 Last

Field Name: Sequence Number: 1 *How Specified: Selected Detail Value

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

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Reporting

Max Cntrct Amount
4,886,916.00

State of Connecticut
FLEXIBLE PROCUREMENT REPORT

Report Id: CTS14967
Run ID: test9.1
Oprid: COREGuilmartinBri
User Name: Core-CT-Guilmartin Brian
Business Unit: MHAM1--Non Project BU
Summary/Detail: Detail

Contract Id	CS	Header Description	Start Date	End Date	Typ	Vendor Id	Vendor Name	Max Cntrct Amount
11MHA2057AA	A	11-2057	01-JUL-2011	30-JUN-2016	PON	0000013093	THE CT WOMENS CONSORTIUM INC	4,886,916.00

Line	LS	Line Description	Auth	Line Max Amount	Line Released Amt
1	O	Advocacy and Education FY12	CONT	968,588.00	968,588.00

PO BU	PO ID	PO Date	PS	Receivr Id	Recv Date	RS	Vchr Id	Vchr Date	VS	Payment Ref	Cntrct Dstrb Amt	Cntrct PO Amount	Cntrct Recv Amt	Cntrct Vchr Amt
MHAM1	0000054414	08-JUL-2011	C				00293442	12-JUL-2011	P	00474452	968,588.00	968,588.00		80,716.00
MHAM1	0000054414	08-JUL-2011	C				00296692	08-AUG-2011	P	00478441				80,716.00
MHAM1	0000054414	08-JUL-2011	C				00299647	07-SEP-2011	P	00482973				80,715.00
MHAM1	0000054414	08-JUL-2011	C				00301939	04-OCT-2011	P	00487916				322,863.00
MHAM1	0000054414	08-JUL-2011	C				00310442	05-JAN-2012	P	00504007				242,147.00
MHAM1	0000054414	08-JUL-2011	C				00325101	24-MAY-2012	P	00531663				161,431.00
Sub-Total for Contract: 11MHA2057AA Line: 1											968,588.00	968,588.00	0.00	968,588.00

Line
1

PO ID
0000054414
0000054414
0000054414
0000054414
0000054414
0000054414

Vchr Id	Vchr Date
00293442	12-JUL-2011
00296692	08-AUG-2011
00299647	07-SEP-2011
00301939	04-OCT-2011
00310442	05-JAN-2012
00325101	24-MAY-2012

Cntrct Vchr Amt
80,716.00
80,716.00
80,715.00
322,863.00
242,147.00
161,431.00

968,588.00

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Core-CT

Reporting

- Purchasing > Purchase Orders > Reports > Listings

Favorites | Main Menu > Purchasing > Purchase Orders > Reports > Listings

Listings

Run Control ID: report

Report Manager | Process Monitor | Run

Language: English

Report Request Parameters

Business Unit: DASM1

From Date: 08/01/2014 | Through Date: 08/31/2014

Vendor SetID: STATE

Vendor ID:

Buyer:

PO Status:

Save | Return to Search | Notify | Add | Update/Display

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Reporting

ORACLE

Report ID: POY4013
Run Control: report
User ID: COREGuilmartinBri User Name: Core-CT-Guilmartin Brian

PeopleSoft Purchasing
PO LISTING BY STATUS

Page No. 5
Run Date 10/3/2014
Run Time 2:08:23 PM

PO Dates Included: 8/1/2014 Thru: 8/31/2014
PO Status: Pend Appr

BU	PO ID	Contract ID	Rel	Change Order	PO Date	Vendor ID	Name	Buyer	Hold	Rcv	Ord Qty
DASM1	0000010318	20ITZ0021MA	239	0	8/13/2014	0000017635	FIBER TECHNOLOGIES NETWORKS LLC	DAS-Arute Frank E	N	N	1.00
DASM1	0000010322	10PSX0204AA	46017	0	8/21/2014	0000010008	GRAINGER INDUSTRIAL SUPPLY	DAS-Johnston Kimberly	N	N	1.00

Training

New users contact your agency training registration contact to place you on a training wait list

http://www.core-ct.state.ct.us/training/

Try the UPK training tool

Review the module's job aids

http://www.core-ct.state.ct.us/financials/

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Any Questions?

http://footprints.ct.gov/footprints

Help Desk telephone: 860-622-2300