INSTITUTING A NEW BUSINESS UNIT (BU) CHECKLIST
FINANCIALS

Overall –

- ☐ How will the new BU operate, centralized or decentralized, workflows, SmART, APO, etc.? The rest of the questions are dependent upon this answer.
- ☐ If the new agency has an MOU with an existing agency to transact in Core-CT on their behalf, then the MOU must be made available to Core-CT and OSC-APD.
- ☐ Security roles must be determined for each module and segregation of duties must be taken into consideration for security set up and CO-1092 forms submitted.
- ☐ Training will be required for newly hired personnel and personnel that are changing job responsibilities. These persons should be placed upon the Core-CT training wait list and classes will be formed to accommodate these training needs. If personnel cannot attend classes, then the UPK exercises training and the Manager's Guides on the Core-CT website are available for online training and knowledge immediately.

Contacts

- ☐ There should be a main contact for the new BU to work with Core-CT to institute these changes.
- ☐ To begin working with Core-CT please call in a help desk ticket with the contact names.

General Ledger, Budgets and Chart fields (Project Costing) –

- ☐ Budget definitions will need to be determined.
- ☐ Chart fields will need to be established for accounts, SIDs, department IDs, programs, chartfield1, chartfield2 and/or project IDs, or will existing chart fields be used?
- ☐ Will the new BU need to control or report on a budget by department/division, or by project ID?
- ☐ Will the new BU want to report on expenses by detail department ID or detail expense account?
- ☐ Are there continuing funds/budgets that need to be carried-forward into the new BU?
- ☐ Will the new BU be a project costing agency? The new BU should consider specialized project costing training for transactional processes and reporting.
- ☐ Does the BU need to track grants, project costs, more detailed expenditures?

Purchasing (Contracts, ePro and Purchase Orders) –

- ☐ Buyers, Requesters, Chart field Approvers and Amount Approvers for a complete Approval process will need to be set up and CO-1092 forms submitted.
- ☐ Origins will need to be set up. https://www.core-ct.state.ct.us/financials/ap/doc/origins.doc
- ☐ Contracts business process will need to be determined.
- ☐ Agency contracts may need to be newly created in the new BU.
- ☐ Ship to Locations will need to be set up.
- ☐ Will the new BU use catalogs for their requisitions?
- ☐ Will the Core-10 process be used by the new BU?

- ☐ Will the new BU use a purchasing card (P-Card)?

Accounts Payable –

- ☐ Origins and a workflow process will need to be set up.
- ☐ Voucher processors and voucher approvers access will need to be set up, while ensuring that there is segregation of duties.
- ☐ Template vouchers will need to be newly created for agency users.
- ☐ Will this new BU use voucher interfaces?
- ☐ Will this new BU use speedcharts?
- ☐ Complete and submit to OSC-SPD an SP26NB – Agency Vendor Form to create the new BU as a vendor. http://www.das.state.ct.us/Purchase/Info/Vendor_Profile_Form_(SP-26NB).pdf
- ☐ Is Petty Cash required?
- ☐ New Claims Authorization Cards (CO-512) is on file at OSC-APD before any transacting takes place. https://www.osc.ct.gov/agencies/forms/excel/CO-512Rev04-2006.xls

Billing and Accounts Receivable –

- ☐ The new agency will need to be set up as a Customer.
- ☐ The new agency will need to set up their Customer IDs for billing.
- ☐ Agency locations must be set up for deposits.
- ☐ Will this new BU use the billing interface?
- ☐ Will this new BU use speedtypes?

Assets –

- ☐ Asset locations will need to be established for the new BU.
- ☐ A Controllable Asset policy needs to be established.
- ☐ Is there a need to account for federally funded assets?
- ☐ Will there be assets transferring from other agencies or added manually?
- ☐ Will the new agency be using bar code scanners to do physical inventory?

Inventory -

- ☐ Does the new BU maintain an inventory of product or will this be done by Just-in-Time purchasing?

Final Note: This checklist is meant to guide the user through the process of creating or consolidating a BU through Core-CT. The establishment or consolidation of BU may have implications that go beyond Core-CT. The user of this checklist is advised to consult with other cognizant agencies to properly complete the creation or consolidation task.

Other Resources

Department of Administrative Services http://das.ct.gov/
State Procurement Marketplace http://das.ct.gov/Director.aspx?page=8
Small Agency Resource Team http://das.ct.gov/Director.aspx?page=5
OSC State Agency Resources http://www.osc.ct.gov/agencies.htm