



Important Dates to Remember...

- **May 30, 2006 End User Training begins for Non-Train the Trainer agencies!**
- **June 8, 2006 Change Champion Meeting to be held at the Capitol Education Center**

Change Management Sessions Update

April 12, 2006 – Change Champion Session was held at the Capitol Education Center. Topics included:

- Agency Upgrade Activities List
- Cleaning up transactions in 7.02
- FY2006 June close
- FY2006 Year End Close
- Conducting Business during system downtime
- Preparing subsystems for Go-Live
- Go-Live Contingency Plan

April 27, 2006 – Agency Educational Session. This session was cancelled and combined with the May 15th and June 8th Change Champion Session. Inter-Unit functionality was discussed at the Change Champion Session on May 15, 2006 and Open Item functionality will be discussed at the Change Champion Session scheduled for June 8, 2006. Don't miss out on this new functionality! Sign up for this session today!

Course # 407FN17 – June 8, 2006

The April 12th Change Champion session was web cast live during the morning session. An archived broadcast of the web cast will be available soon on the State Accounting Office website @ www.sao.georgia.gov . Look under the PeopleSoft Upgrade>Presentations link.

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Spotlight on Reports/Queries Highlights



The Report and Queries functionality in PeopleSoft version 8.8 is still undergoing construction. A variety of Reports and Queries will be made available in PeopleSoft version 8.8. New “review” functionality available in version 8.8 will substitute for several reports and/or queries that were available in PeopleSoft version 7.02.

Several Financials modules have “Report” manuals located on the SAO website (www.sao.georgia.gov) which will be updated and made available to the Financials User community. Report manuals will be available for the following financials modules: Accounts Payable, Accounts Receivable, Asset Management, and General Ledger. The Purchasing module contains only “Crystal” reports and does not have a ‘report’ manual available. However, listings of all available reports and queries will be made available for each module via a link from the UPK tool.

Reports retrieve data to aid agencies with data validation, reconciliation and preparation of other reports.

Report Highlights in version 8.8

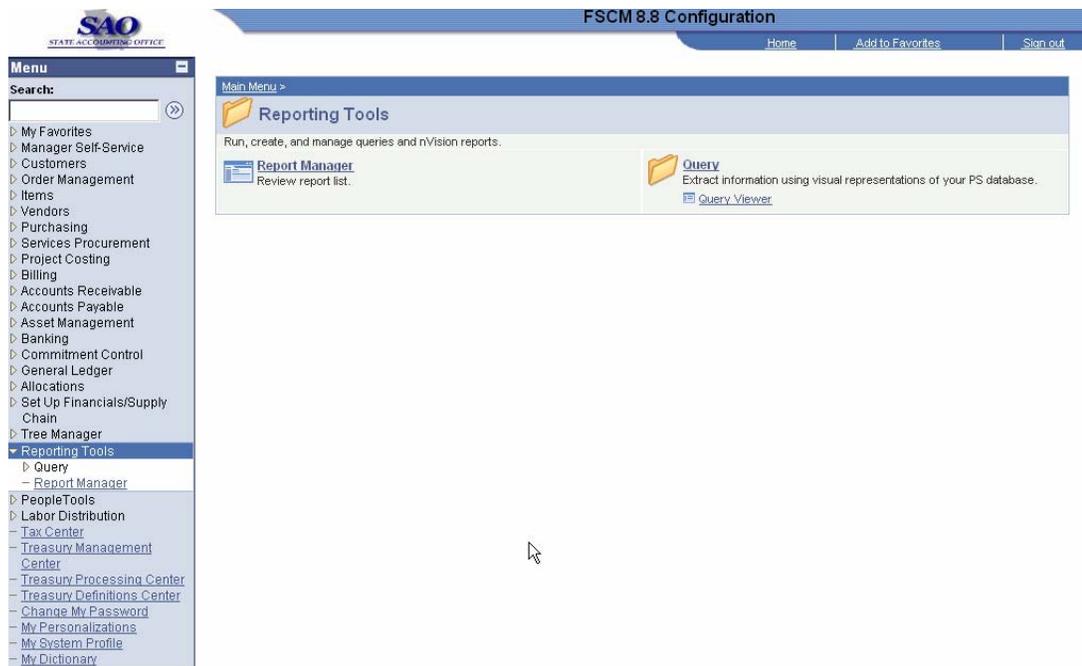
- Since most reports will be available as PDF documents and may be printed locally, there is no need for a “PeopleSoft Printer ID”. There is no need for a printer to be associated to the PeopleSoft system in order to print reports. Example: Purchase Orders will now be viewed as PDF documents and may be printed at your desk.
- Some reports will be available for viewing immediately and printed to a local printer.
- Overnight processing will continue to provide daily reports as in version 7.02 and will continue to be viewed using Document Direct.
- Some reports may be ‘run’ to Excel and manipulated using Excel functionality.
- Version 8.8 will continue to use Run Control technology in order to ‘run’ a financials report. Run Controls previously set up in version 7.02 will continue to be used in version 8.8.
- Users will continue to use the Process Scheduler and Process Monitor to enter report parameters.
- Financials Users will be able to use the “Details” link to view message logs as they pertain to error messages.
- Crystal Reports will continue to be used in version 8.8. They may be run as PDF documents and stored on your hard drive to be viewed and/or printed later.
- “Sparky” has been replaced by the “REFRESH” button.

Spotlight on Reports/Queries (continued)

Query Highlights in version 8.8

- Query access in PeopleSoft version 8.8 will be determined by security roles. Users must be assigned the “role” of XXQUERY (where XX = Module Name) in each module that they use in their job duties.
- Query Manager will be used to list all available queries in a drop down listing to be selected by the user.
- Query results may be run to an Excel spreadsheet and manipulated using Excel functionality.
- Often used Queries may be saved as “Favorites” in query viewer.
- Query results may also be run to your desktop as in version 7.02.

Take a  at the new Reporting Tools page:



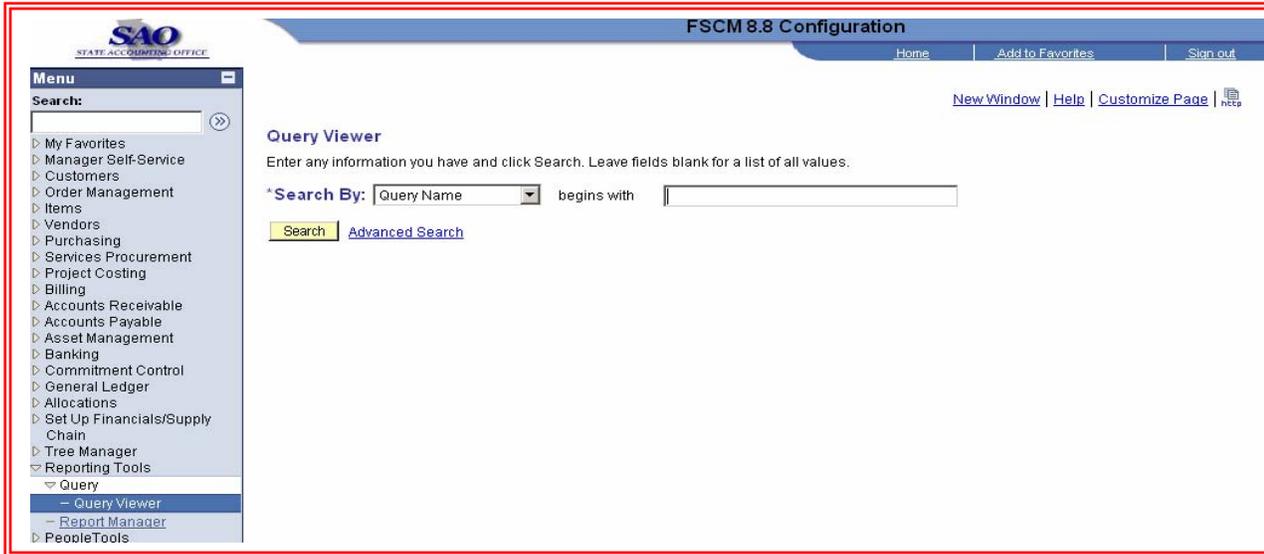
The screenshot displays the PeopleSoft interface for the Reporting Tools page. At the top, the header reads "FSCM 8.8 Configuration" with links for "Home", "Add to Favorites", and "Sign out". On the left is a "Menu" sidebar with a search field and a list of navigation options, including "Reporting Tools" which is currently selected. The main content area features a "Main Menu" with a "Reporting Tools" folder icon and the text "Run, create, and manage queries and nVision reports." Below this, there are two primary options: "Report Manager" (with a sub-link "Review report list.") and "Query" (with a sub-link "Query Viewer" and the description "Extract information using visual representations of your PS database.").

This page will be used to run Queries and Mange Reports in PeopleSoft version 8.8

Take a  at the new Query Viewer page:

This page will be used to view a listing of all available queries

By leaving the 'begins with' field blank, all available FN queries will be listed when the Search button is clicked



FSCM 8.8 Configuration

Home | Add to Favorites | Sign out

New Window | Help | Customize Page | 

Menu

Search:

- My Favorites
- Manager Self-Service
- Customers
- Order Management
- Items
- Vendors
- Purchasing
- Services Procurement
- Project Costing
- Billing
- Accounts Receivable
- Accounts Payable
- Asset Management
- Banking
- Commitment Control
- General Ledger
- Allocations
- Set Up Financials/Supply Chain
- Tree Manager
- Reporting Tools
 - Query
 - Query Viewer
 - Report Manager
- PeopleTools

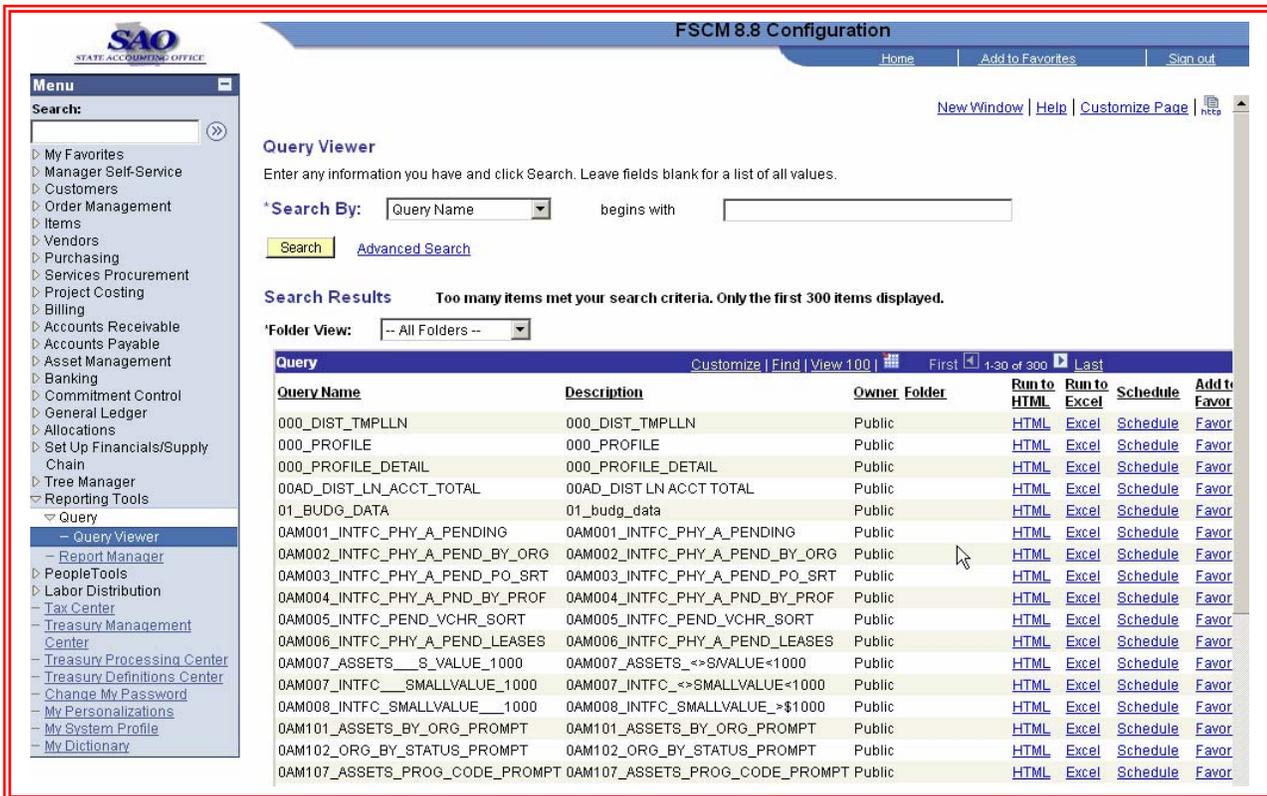
Query Viewer

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

*Search By: Query Name begins with

[Search](#) [Advanced Search](#)

After the Search button is clicked, the available Queries are listed and are available for selection.
 Note: This query search contains sample data.



FSCM 8.8 Configuration

Home | Add to Favorites | Sign out

New Window | Help | Customize Page | 

Query Viewer

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

*Search By: Query Name begins with

[Search](#) [Advanced Search](#)

Search Results Too many items met your search criteria. Only the first 300 items displayed.

Folder View: -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favor
000_DIST_TMPLLN	000_DIST_TMPLLN	Public		HTML	Excel	Schedule	Favor
000_PROFILE	000_PROFILE	Public		HTML	Excel	Schedule	Favor
000_PROFILE_DETAIL	000_PROFILE_DETAIL	Public		HTML	Excel	Schedule	Favor
00AD_DIST_LN_ACCT_TOTAL	00AD_DIST_LN ACCT TOTAL	Public		HTML	Excel	Schedule	Favor
01_BUDG_DATA	01_budg_data	Public		HTML	Excel	Schedule	Favor
0AM001_INTFC_PHY_A_PENDING	0AM001_INTFC_PHY_A_PENDING	Public		HTML	Excel	Schedule	Favor
0AM002_INTFC_PHY_A_PEND_BY_ORG	0AM002_INTFC_PHY_A_PEND_BY_ORG	Public		HTML	Excel	Schedule	Favor
0AM003_INTFC_PHY_A_PEND_PO_SRT	0AM003_INTFC_PHY_A_PEND_PO_SRT	Public		HTML	Excel	Schedule	Favor
0AM004_INTFC_PHY_A_PND_BY_PROF	0AM004_INTFC_PHY_A_PND_BY_PROF	Public		HTML	Excel	Schedule	Favor
0AM005_INTFC_PEND_VCHR_SORT	0AM005_INTFC_PEND_VCHR_SORT	Public		HTML	Excel	Schedule	Favor
0AM006_INTFC_PHY_A_PEND_LEASES	0AM006_INTFC_PHY_A_PEND_LEASES	Public		HTML	Excel	Schedule	Favor
0AM007_ASSETS__S_VALUE_1000	0AM007_ASSETS_<=>SVALUE<1000	Public		HTML	Excel	Schedule	Favor
0AM007_INTFC__SMALLVALUE_1000	0AM007_INTFC_<=>SMALLVALUE<1000	Public		HTML	Excel	Schedule	Favor
0AM008_INTFC_SMALLVALUE__1000	0AM008_INTFC_SMALLVALUE_>\$1000	Public		HTML	Excel	Schedule	Favor
0AM101_ASSETS_BY_ORG_PROMPT	0AM101_ASSETS_BY_ORG_PROMPT	Public		HTML	Excel	Schedule	Favor
0AM102_ORG_BY_STATUS_PROMPT	0AM102_ORG_BY_STATUS_PROMPT	Public		HTML	Excel	Schedule	Favor
0AM107_ASSETS_PROG_CODE_PROMPT	0AM107_ASSETS_PROG_CODE_PROMPT	Public		HTML	Excel	Schedule	Favor

Upcoming Events!

Change Champion Sessions

The last of the Change Champion Sessions is listed below. These sessions will disseminate important information to agency personnel concerning the PeopleSoft upgrade. The June 8, 2006 session will include Open Item Accounting.

Schedule of Upcoming Change Champion Meetings

Date	Example Topics	Course #	Session #	Times
June 8, 2006	Upgrade Activities List Review Open Item Accounting	407FN17	0001 0002	9:00 – 11:00 1:00 – 3:00

Have your Agency Training Coordinator sign you up today! If your agency has no training coordinator or the session is full, please email upgradefeedback@sao.ga.gov and someone will register you for the session. Please be sure to have your employee ID number ready.

Training Update

The Train the Trainer sessions have concluded and the agency trainers are now working to train their respective employees.

Three Train the Trainer sessions were held during April & the first week in May and most all participants gave very positive reviews on the sessions.

Each financials module “Delta” lesson was presented by the SAO Subject Matter Experts over a period of 2 days. Participation on the part of the agency trainers was incredible! Questions were answered and concerns addressed.

*We want to send out a **Really BIG Thank You** to our trainer partners. We really appreciate your help!*

End User Training (Non-Train the Trainer Agencies)

Any end users working in agencies not participating in Train the Trainer should register for SAO End User Training. If you work in a Train the Trainer agency, please do not register for the SAO classes. Your agency trainer will schedule your training internally. If you are unsure as to whether your agency is participating in Train the Trainer, please visit the [SAO Website](#), click on PeopleSoft Upgrade > Training > Schedules. A listing of participating agencies is shown.

Course Name	Time	Session #	Day	Date
407DL01 <u>Modules Covered:</u> Purchasing Accounts Payable Vendors Asset Management	9:00 am to 3:00 pm	0001	Tuesday	May 30
		0002	Thursday	June 1
		0003	Tuesday	June 6
		0004	Monday	June 12
		0005	Tuesday	June 13
		0006	Thursday	June 15
		0007	Monday	June 19
		0008	Tuesday	June 20
		0009	Thursday	June 22
		0010	Tuesday	June 27
		0011	Thursday	June 29

Course Name	Time	Session #	Day	Date
407DL02 <u>Modules Covered:</u> Customers Accounts Receivable Commitment Control (Budget) General Ledger Labor Distribution	9:00 am to 12:30 pm	0001	Wednesday	May 31
		0002	Wednesday	June 7
		0003	Wednesday	June 14
		0004	Wednesday	June 21
		0005	Wednesday	June 28

**All Classes will be held in the SAO Training Room
 1616 - W. Floyd Tower – Atlanta
 All Classes will begin promptly at 9:00am**

Have your Agency Training Coordinator sign you up today! If your agency has no training coordinator or the session is full, please email upgrafeedback@sao.ga.gov and someone will register you for the session. Please be sure to have your Employee ID number ready!

We will miss you!

In case you haven't heard the news, Betsy Prior is leaving state government after nearly 10 years. Betsy's last day with the State Accounting Office is May 12. Most of you know Betsy as the SAO Change Management team lead.

Betsy began her career with state government in 1996 as a consultant and trainer on the SPIN (procurement) system for DOAS. She has since worked on the PeopleSoft 7.02 implementation team and then in the SAO Business Strategy group to assist in the Statewide Financials study. Betsy has been an integral part of the Communications & Training team for SAO and we will miss her very much! We wish her the best of luck in her future endeavors.

Good Bye Betsy!

Want to be *"In the Know"*?

"FS Official Communications" are e-mailed on a regular basis to users who have subscribed to the Listserv system. One way to be "in the know" and receive these communications is to sign up for a Listserv!

Put yourself in the "LOOP"! There is no cost to subscribe and it's easy to do! You can also unsubscribe at any time. Please be aware, however, that the more elists (modules) that you sign up for, the more emails you will receive in your inbox. We recommend only signing up for the lists applicable to your job duties.

Listserv is one of the most effective ways for you to obtain information and communications relative to your PeopleSoft system. If you have not already done so, sign up now.

Available lists include: *AP, AR, AM, GL, PC, Labor, Budget, and PO.*

Visit the [SAO Website](#) and click Financial Systems > Related Links > *ListServ* and **subscribe today!**



**For more information on the Financials Upgrade Project or
Comments / questions about the Project Newsletter, contact the Communications
Team at:**

upgradefeedback@sao.ga.gov

Additional information can also be found at the State Accounting Office Website:

<http://sao.georgia.gov> > News > PeopleSoft Upgrade

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