

Agency One on Ones Frequently Asked Questions

Q: What is the difference between wire payments and ACH's?

A: Wire payments are a same day process through the Cash Management module. ACH payments are batched overnight and processed through AP.

Q: How are checks sent to the vendor handled that need to have an attachment with it?

A: Agencies will use new handling codes. It is recommended that these new handling codes be used when there is a business need that can not be met with other alternatives. The goal is to send all AP vendor checks directly to the vendor.

Q: What agency name and business unit appears on the checks?

A: The checks will have State of Georgia on them along with the Treasurer's signature. The agencies' name will appear on the front of the check but the exact location has not been determined.

Q: If the agency name is to appear on the check advice, is this something extra that operators need to key into the system?

A: The agency name and business unit will appear on the check remittance. This information will be system generated.

Q: Will there still be Positive Pay?

A: Yes, agencies will have an enhanced Positive Pay and Positive Payee. These will be sent in a nightly batch to the bank.

Q: Will agencies be able to pay vendors for multiple invoices?

A: Consolidated payments to vendors are not being consolidated at this time.

Q: How will deposits be processed?

A: Agencies will have their own depository account with Bank of America. The agency depository account will Zero Balance Out (ZBA) to the State Main Concentration account daily. Agencies will reconcile their depository account daily. SAO will reconcile the main concentration and disbursement accounts daily.

Q: Will SAO void AP checks?

A: Yes, agencies will send a form to SAO and SAO will process the void and notify the agency when the void is completed.

Q: Is the state eventually going to go to one State Tax ID?

A: Yes, however, it is deferred at this time.

Q: If an agency has a small staff for entering deposits, it may be hard to enter daily. Why is this important?

A: If deposits are made at the bank and not posted daily in PeopleSoft, the agency general ledger cash account will not reflect the deposits and that account will not represent an accurate picture of available cash.

Q: Are entries that occur for allocations included in the End User Training?

A: Yes, all entries will be covered in detail.

Q: Will there be training in addition to the UPK?

A: Yes, there will be End User Training before conversion to Streamlined Banking.

Q: *When information on the bank account changes, who will update the information in the system?*

A: All bank administration is handled by SAO and OTFS for the main agency depository accounts at Bank of America.

Q: *How do agencies handle vendors that want the remittance advice with their payment?*

A: SAO strongly encourages vendors to accept EFT payments. Remittance information can also be sent electronically. If vendors insist on some sort of stub to be sent back to them (i.e. Georgia Power) a special handling code can be used that will route the check back to the agency for mailing.

Q: *Will agencies continue to book the receivable for allotment revenue?*

A: Agencies will enter allotment requests in BudgetNet. That interface will send the GL entries over to PeopleSoft to move the funds. A receivable will no longer need to be booked.

Q: *Is SAO considering electronic travel voucher reimbursement?*

A: Not at this time. However, this will be the standard operating procedure in the future.

Q: *Will EFT be mandatory for travel payments?*

A: No, not at this time. However, agencies should strongly encourage employees to accept EFTs.

Q: *Will the system do bilateral netting right away for Streamlined Banking agencies?*

A: Yes, inter-agency payments for agencies on Streamlined Banking will be accomplished using bilateral netting.

Q: *What other set up will agencies need to do other than the Revenue Codes?*

A: Agencies will be kept informed of what needs to be set up, how and when through the agency task list and transition sessions.

Q: *How will payments for Federal taxes, health insurance, ERS, Deferred Comp, Flex, Savings Bonds, etc. work?*

A: Agencies will continue to monitor these vouchers and record the payments, as they do today. SAO will not interfere in processing payroll vouchers other than ensuring that payments are made from the correct bank account and setting up selected vendors for EFT payments.

Most inter-agency benefit payments will be made using EFT technology until all agencies are on Streamlined Banking. Once all affected agencies are on Streamlined Banking, bilateral netting will be used to process payroll-related payments. For payments that are sent via EFT, an entry in ARIS will no longer be required. An exception to this exists for payments to GBA, GTA, Flexible Benefits and the Dept. of Revenue (State Tax Payments), which will continue to require an ARIS entry until these agencies have converted to Streamlined Banking. Agencies who do not have access to ARIS will continue to make these payments via paper check or using EFT.

Federal tax payments will be processed using the federal EFTPS system, an ACH debit. If an agency is not enrolled in this service, it will need to enroll prior to converting to Streamlined Banking.

Savings Bonds will continue to be handled as they are today. As long as an agency has its own FEIN, they will continue to receive tapes and forward information to the Federal Reserve Bank.

Q: How will agencies get the information needed to set up their agencies for EFTPS payments using the new Payroll Disbursement Account and/or make changes to existing EFTPS accounts?

A: If an agency is not currently registered to use EFTPS, they may register on-line at www.eftps.gov. SAO will provide the disbursement account number and the agency will use this information to establish an EFTPS profile (based on the agency's own federal identification number). If the agency is already registered with EFTPS, they will need to add the new disbursement account number to the existing profile. After conversion to SLB, they can begin using the new disbursement account and delete the old account profile. It is recommended that if you have an existing EFTPS ID, you should allow a 6 week lead time for establishing and testing the new account profile. If you do not currently have an EFTPS account, you should allow a minimum of two months to establish and test the new account.

Q: Who will provide pre-coded deposit slips?

A: SAO will provide pre-encoded deposit slips.

Q: HCM is supposed to have the capability for electronic child support payments. Is there a plan to use this feature in the future?

A: HCM 8.8 has the capability for electronic payments but this feature is not currently used. It requires that we use the AP interface processing in the standard delivered format and we are currently using a customized process. The Federal and State governments desire for all employers to use electronic child support but they have not established a deadline.

Q: What is the process to allow an end user to void an item from a different calendar year? (i.e. 2005) Please verify and communicate the process.

A: The process will not change from the current practice. When reversing a check, the accounting entry is made to the calendar year in which the check was issued. However, the check is attached to the current pay period. The reversal will become a reconciling item for purposes of W2's and year-end salary reporting.

Q: With Streamlined Banking will there still be a pre-note process? How often is the file sent and how long is the wait to know if the date is okay?

A: The pre-note process will work exactly as it does today. The file is sent along with the payroll confirm file for verification by the bank. Depending on bank processes and timing issues, it may take three to five days before we know of any pre-note errors. SAO will receive notification from the bank via the Wachovia Connection website and notify agencies when a pre-note rejects. Pre- notes are only transmitted in conjunction with a payroll confirm.

Q: Will required budget check on Payroll items cause a problem?

A: Budget check is a known feature in PeopleSoft and is not something new to Streamlined Banking. Budget checking for payroll happens after the interface in Financials- not in HCM.

Q: Should Allotments be recorded on a Program, Sub-Program, or Department Level? Which is the preferred method?

A: Transactions are currently recorded by Program and Funding Source on the Allotment Ledger. Programs are recorded at the PROGRAM level of the KK_PROGRAM tree and

Funding Sources are recorded at the FS_CAT level of the BCM_FUND_SRC tree. This is the preferred method.

Q: Will agencies still be able to receive ACH's to their operating account?

A: Each agency will still be able to have incoming ACH funds into their Depository account. Agencies will have to notify their vendors of their new bank account number/routing information to the Main Depository account. However, SAO/OTFS will not allow ACH debits to the Main Depository Account.

Q: Who will the NSF check be returned to?

A: The check will be returned to the agency that was the depositor. They agency will have a deposit stamp that will allow the bank to identify who the depositor was and return it to that specific agency.

Q: Is there a limit to the number of times a special handling code can be used?

A: There is not necessarily a limit on the number of times an agency can use a special handling code, but these codes should only be used if needed. Utilities and travel payments will require the use of special handling code. Training information paperwork can be sent separately from payment.

Q: At times, money has to be refunded, sometimes 20 times a month. How do agencies handle paperwork that needs to go with the refunds?

A: Additional paperwork needs to be sent out separately from payments where possible. Agencies will use the new special handling code "AG" on an exception basis if an AP check must be returned to the agency to include additional information.