



Financial System Upgrade

Agency Change Champion Deployment Session

May 15th, 2006

Agency Change Champion Deployment Session May 15th, 2006

Housekeeping

- Please put cell phones on vibrate or turn off
- No food or drink in auditorium
- Bathrooms on lower level
- Please hold questions for Q&A blocks
- Website address for handouts:
 - <http://www.sao.georgia.gov>
 - PeopleSoft Upgrade
 - Presentations
 - Change Champion Session (May 15, 2006)

Introductions

Bart Haberbosch
Financial Upgrade Business Project Manager

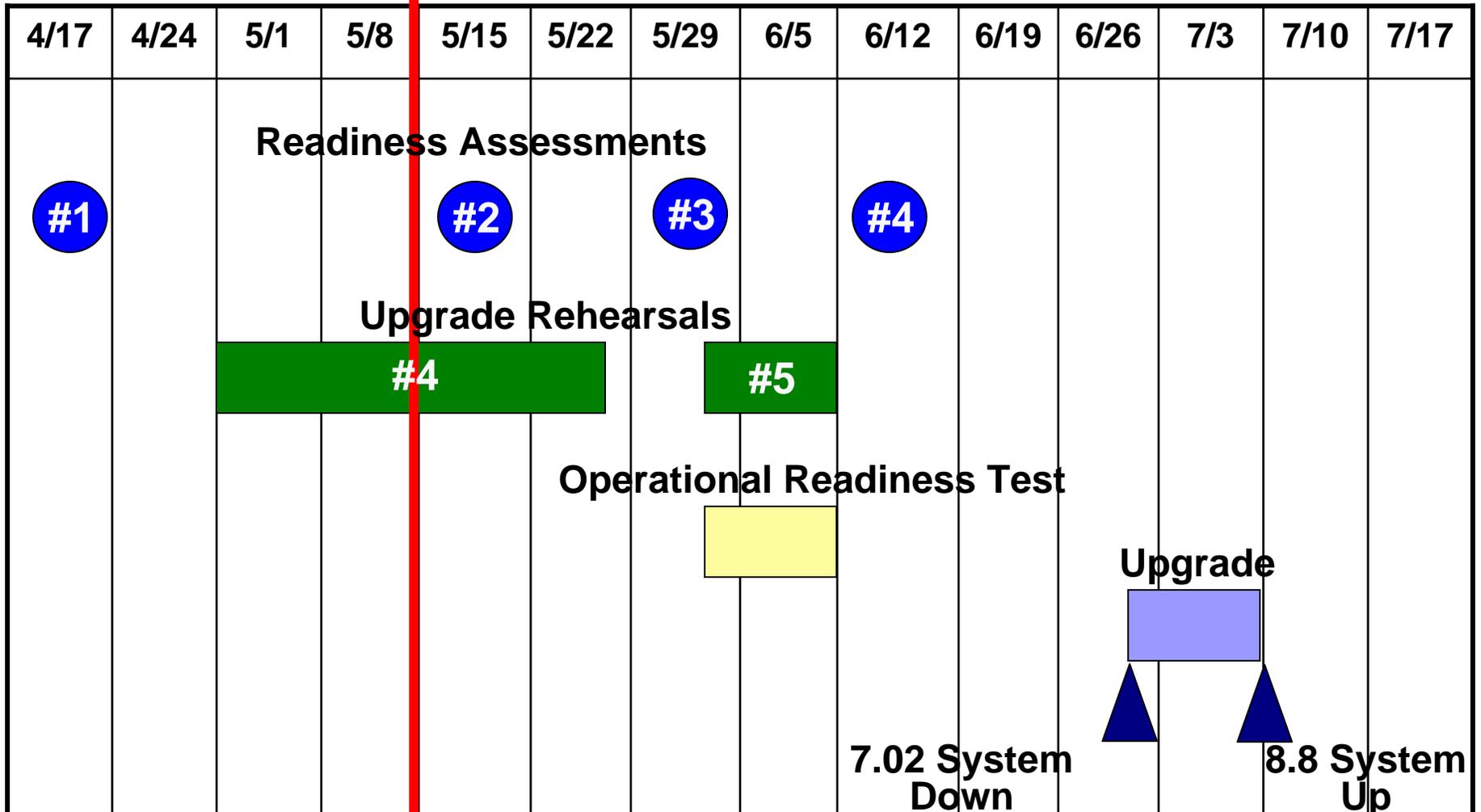
Donna Harold
Financial Upgrade Organizational Readiness Lead

Agency Change Champion Deployment Session May 15th, 2006

Agenda

- Agency Upgrade Activities Tasks Completed
- Agency Upgrade Activities Upcoming Tasks
 - Budget Tasks
 - Functional Tasks
 - Technical Tasks
 - Training Tasks
 - Testing Tasks
- Interunit Accounting in PeopleSoft 8.8
- Upcoming Sessions and Resources

Agency Change Champion Deployment Session May 15th, 2006 Deployment Timeline by Weeks



Denial

Agency Change Champion Session May 15th, 2006 Business Assessment

SAO Financials Upgrade AGENCY READINESS ASSESSMENT

Budget	
1	FY07 fees submitted and validated <input type="checkbox"/>
2	FY07 ORIG budget is submitted and validated <input type="checkbox"/>
3	FY07 Program budget is entered and approved in Budget.Mel <input type="checkbox"/>
4	FY07 Q1 Allocation request is entered and approved <input type="checkbox"/>
Functional	
5	Preparations made for T.O2 fees as dates and down line <input type="checkbox"/>
6	Develop Agency Go-Live Contingency Plan and Procedures <input type="checkbox"/>
7	Prepare and validate new HCM Account Codes in HCM test database <input type="checkbox"/>
8	Update forms used by Agency to reflect new Fund, Class, Account, Program values and structure <input type="checkbox"/>
Security	
9	All security forms for users submitted and name of agency security officer validated with SAO <input type="checkbox"/>
Technical	
10	Interface files successfully tested and accepted <input type="checkbox"/>
11	Subsystem prepared for new Char fields and values <input type="checkbox"/>
12	Connectivity to PeopleSoft tested <input type="checkbox"/>
Training	
13	All Key Users trained for training scheduled to be complete by 6/23/06 <input type="checkbox"/>
14	At least 85% End-Users trained <input type="checkbox"/>

Agency: _____
Name/Title: _____

Status:

- SAO has received several Agency readiness assessments

Agency To Do:

- Please submit if you have not already



Agency Upgrade Activities Tasks Completed

Agency Change Champion Deployment Session May 15th, 2006 Tasks Completed

Task #	Task Description	Start Date	End Date
2	Interface test files sent to upgradefeedback@sao.ga.gov for testing for inbound interfaces to PeopleSoft	11/15/05	2/22/06

Status:

- SAO began testing files in the system the week of April 10th
 - 13 files have passed system testing
 - 13 files are still in the testing process
- Chartfield strings are not being validated
- Values not yet defined in PeopleSoft for Product and Special Purpose

Agency To Do:

- Work with SAO on any issues identified with your files
- Begin connectivity testing 6/1 – 6/30

Agency Change Champion Deployment Session May 15th, 2006 Tasks Completed

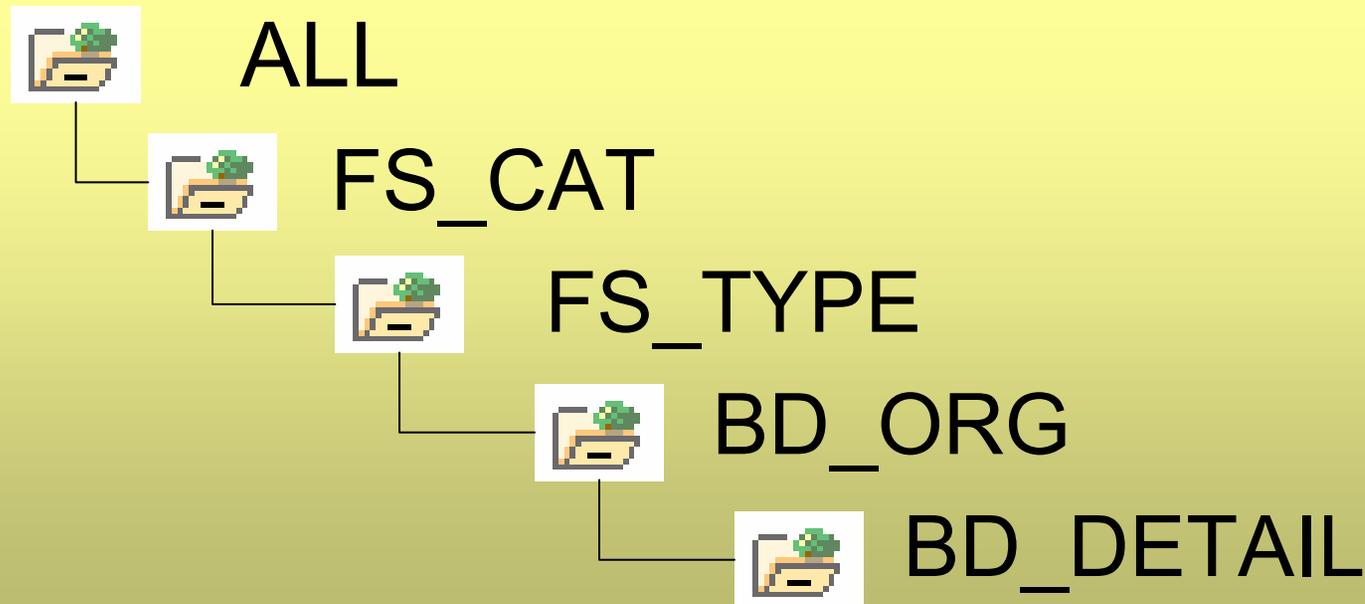
Task #	Task Description	Start Date	End Date
13	Identify 'Key Users' for your agency on spreadsheet template provided and submit to upgradefeedback@sao.ga.gov (TTT Agencies)	3/21	3/31
22	Schedule EUT (Delta End-User Training) Session(s) for your agency with SAO if non-TTT Agency	4/3	5/15
23	Set up Training Session(s) for your agency for EUT (If TTT agency)	3/21	5/10

Agency To Do:

- Register all end-users for training

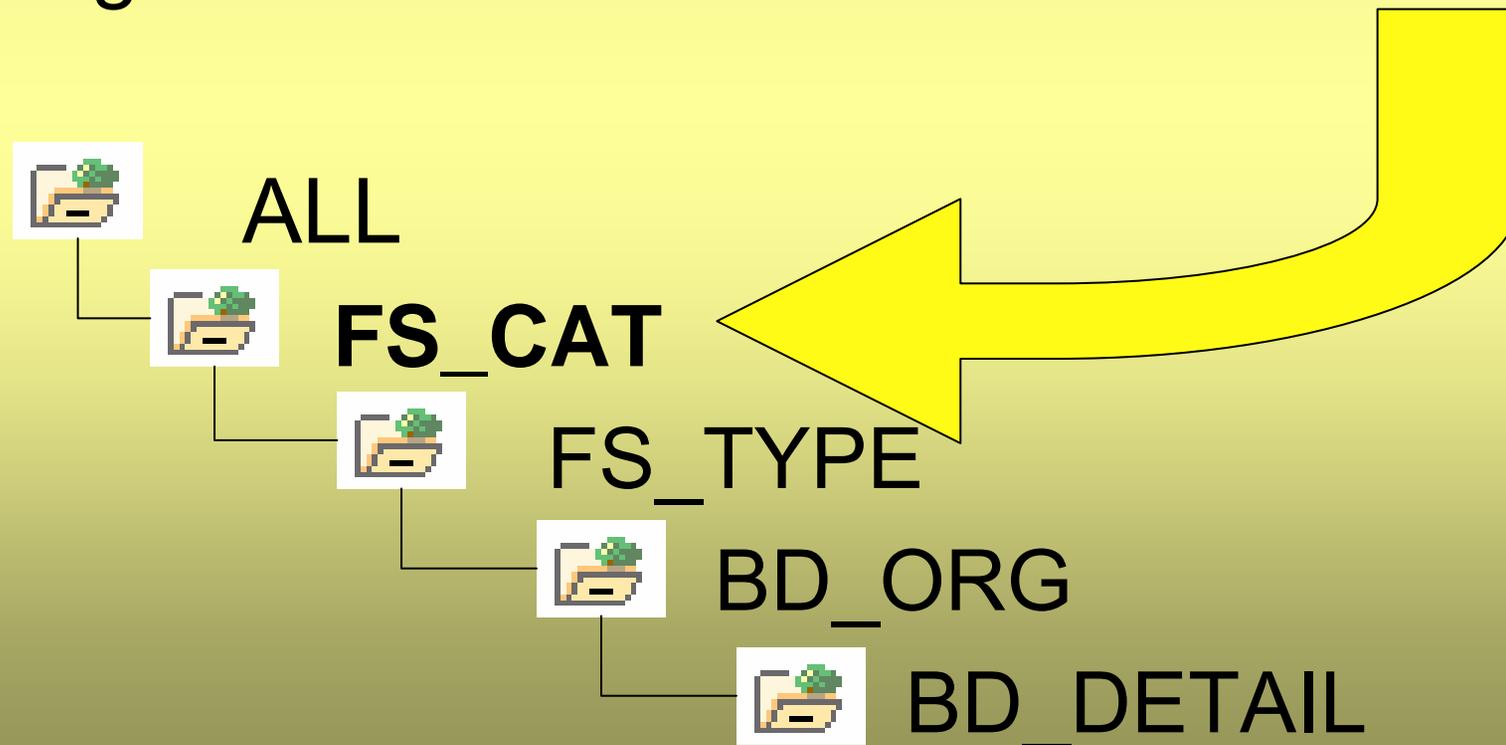
Tree Tips - Update

Your Current BCM_PROGRAM tree will be renamed BCM_FUND_SOURCE in 8.8 and will have these 5 levels:



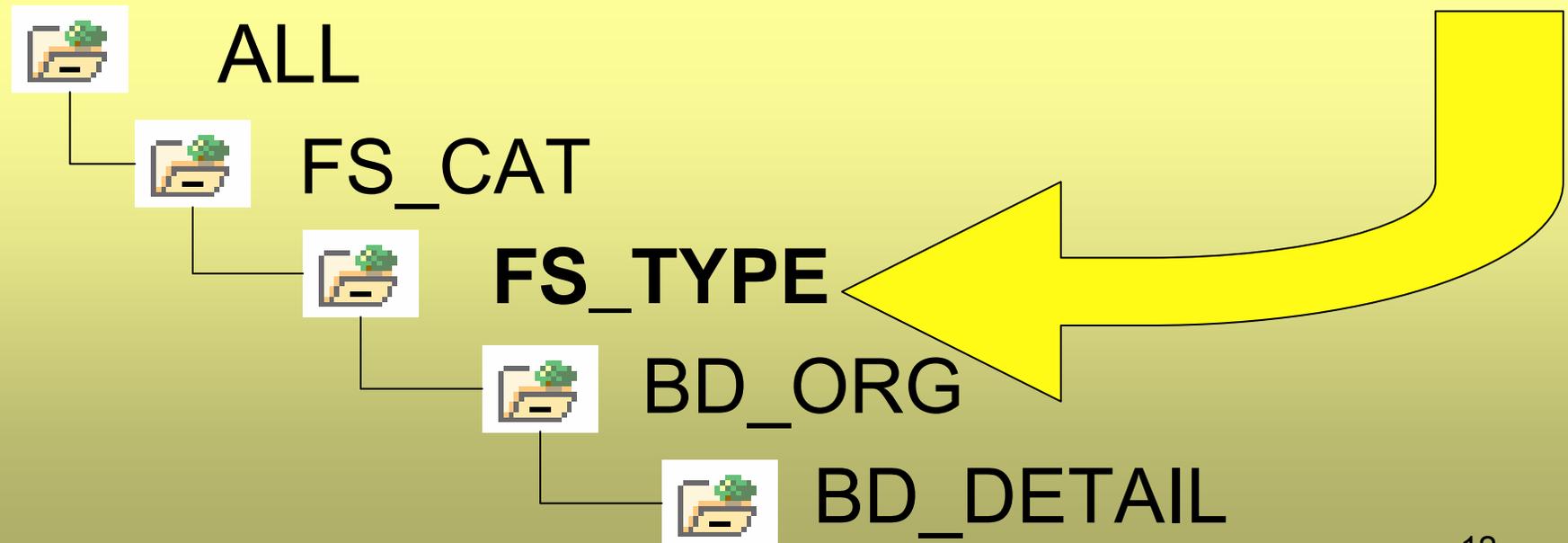
Tree Tips - Update

FS_CAT level is used for the Allotment Ledger:

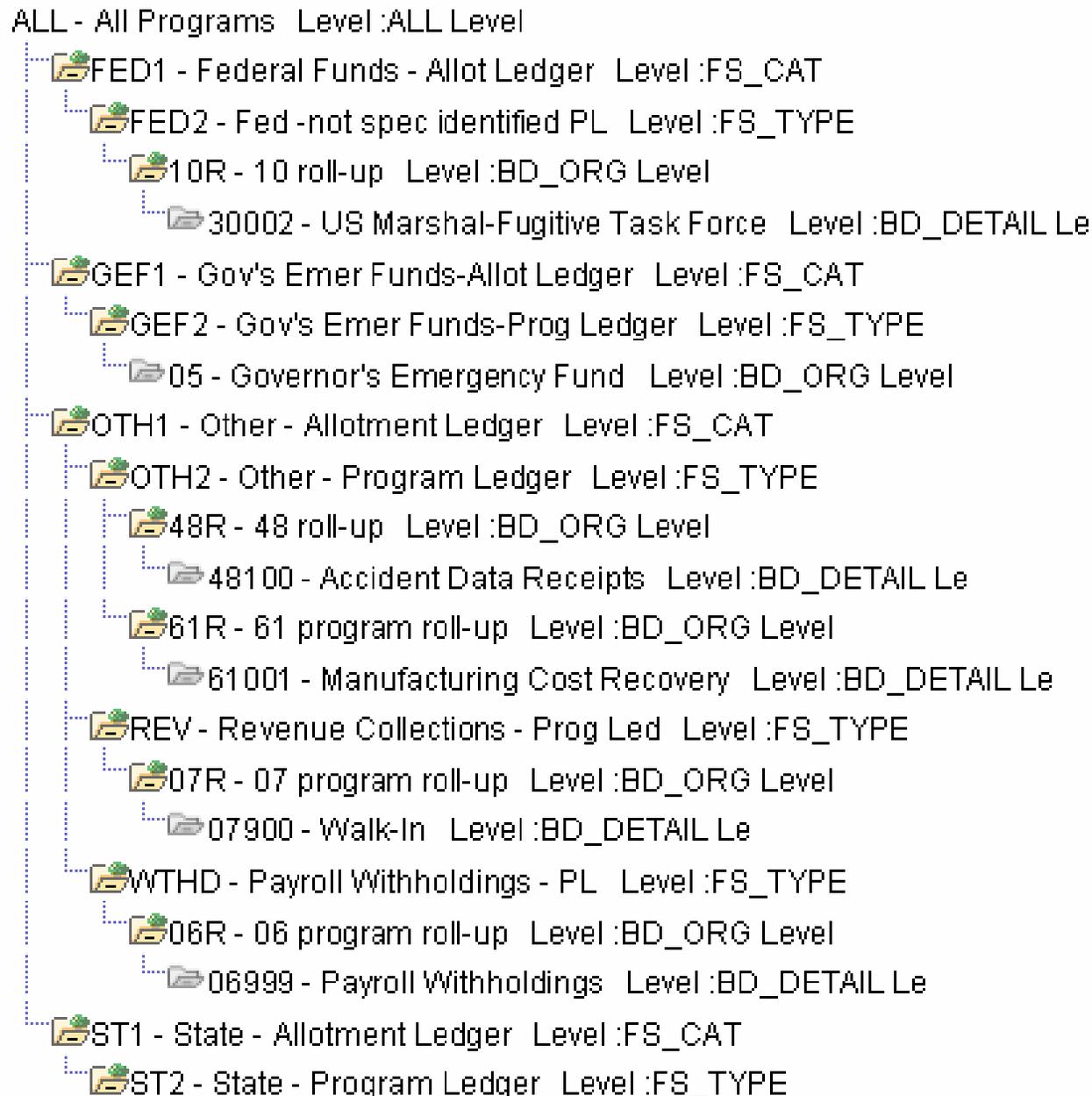


Tree Tips - Update

FS_TYPE level is used for the Program Ledger:



Tree Tips – Example Funding Source Tree



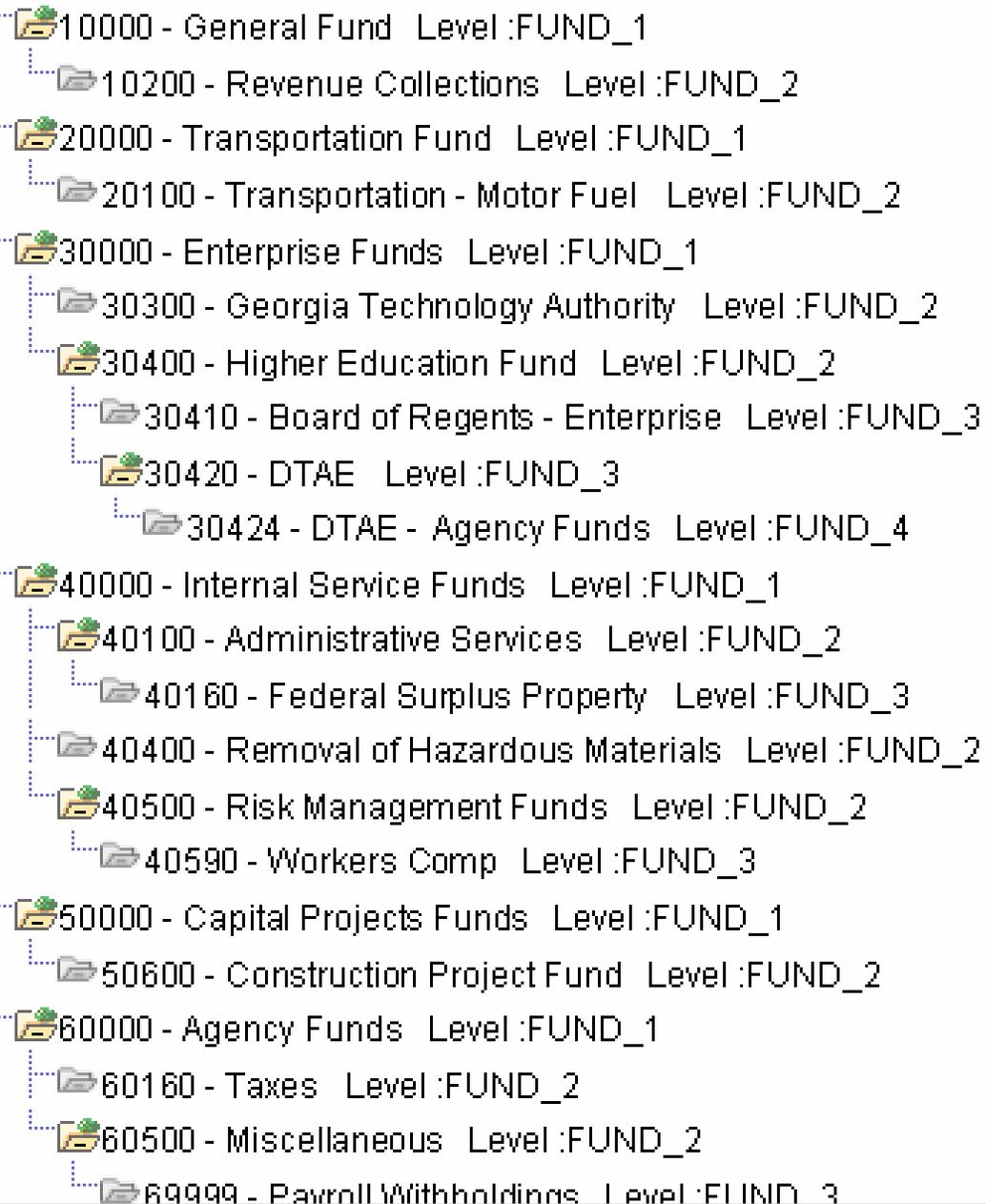
Tree Tips – Example Fund - BCM Tree

ALL - ALL Programs Level :ALL Accounts

- └─ 10100 - Operations Level :BD_UNIT
- └─ 10200 - Revenue Collections Level :BD_UNIT
- └─ 20100 - Transportation - Motor Fuel Level :BD_UNIT
- └─ 30424 - DTAE - Agency Funds Level :BD_UNIT
- └─ 40110 - Mail and Courier Level :BD_UNIT
- └─ 40540 - SEAD Level :BD_UNIT
- └─ 50500 - GEA (University) Level :BD_UNIT
- └─ 50600 - Construction Project Fund Level :BD_UNIT
- └─ 60100 - Child Support Recovery Program Level :BD_UNIT
- └─ 69999 - Payroll Withholdings Level :BD_UNIT
- └─ 70110 - Pupils Trust Fund Level :BD_UNIT
- └─ 70200 - Debt Service Fund Level :BD_UNIT
- └─ 80110 - Class Nine Fire Department Pen Level :BD_UNIT
- └─ 80330 - Subsequent Injury Trust Fund Level :BD_UNIT
- └─ 90101 - Enterprise Fund Level :BD_UNIT
- └─ 90273 - Capital Projects Fund Level :BD_UNIT
- └─ 90274 - Permanent Fund Level :BD_UNIT
- └─ 90351 - Enterprise Fund Level :BD_UNIT
- └─ 90821 - Enterprise Fund Level :BD_UNIT

Tree Tips – Example Fund - Report Tree

ALL - ALL Programs Level :ALL Accounts



Agency Change Champion Deployment Session May 15th, 2006 Tasks Completed

Task #	Task Description	Start Date	End Date
9	Communicate approach for FY07 ORG structure (keep existing or re-structure) to upgradefeedback@sao.ga.gov	3/16	4/3
14	Submit FY07 BCM Trees in 7.02 format	4/3	4/21
15	Submit FY07 BCM Trees in 8.8 format	4/3	4/21

Status:

- Most agencies have not changed their ORG structure
- BCM trees are still being submitted
- **Please be sure to send in any outstanding trees ASAP – they are needed to load your budgets**



Agency Upgrade Activities Upcoming Tasks

Agency Change Champion Deployment Session May 15th, 2006 Budget Tasks 5/15 – 6/12

5/15	5/22	5/29	6/5	6/12
	Load & Validate FY07 Budgets in 7.02 Production (Task #28 & #52)			
	Load & Validate FY07 Budgets in 8.8 Test Environment (Task #29 & #53)			
Enter FY07 AOB (Program Budgets) in BudgetNet (Task #32)				
			Submit FY07 Q1 Allotment Requests to OPB (Task #33)	

Agency Change Champion Deployment Session May 15th, 2006 Budget Tasks 5/15 – 6/12

5/15	5/22	5/29	6/5	6/12
	Load & Validate FY07 Budgets in 7.02 Production (Task #28 & #52)			
	Load & Validate FY07 Budgets in 8.8 Test Environment (Task #29 & #53)			

Status:

- 7.02 budgets are being loaded / entered by agencies

Agency To Do:

- Enter your budgets in 7.02 – you will use your completed 7.02 budget to prepare your 8.8 budget
- Contact SAO to schedule entering 8.8 budgets

Agency Change Champion Deployment Session May 15th, 2006

Fiscal Leadership for Georgia

Line #	Journal	Ln_Nbr	Ledger	Account	Fund	Code	Deptid	Program	Code	Appropriation	Budget_Year	Project_Id	Jobcode	Scenario	Currency
11	400AOB07	1	CONTROL	614000	A		400B111	ALL	301		2007	01		AOB2007	USD
12	400AOB07	2	CONTROL	000001	A		400B111	01000			2007	01		AOB2007	USD

**7.02
 Budget
 Load File**

Line #	Unit	Journal	Date	Description
4	40000	AOB2007	7/1/2006	

Line #	Unit	Ledger	Account	Dept ID	Fund	Class	Funding Src	Program	Project	Bud Period
12	AOB2007		614000	400B111	10000	301	ALL	0850201	01	2007
13	AOB2007		000001	400B111	10000		01000	0850201	01	2007

**8.8
 Budget
 Load File**

Agency Change Champion Deployment Session May 15th, 2006

Fiscal Leadership for Georgia

7.02 Budget Load File

Line #	Ledger	Account	Fund	Org	Program	Sub-Cls	BY	Prj/Grt	Job	Scenario	Curre
11	400AOB07	CONTROL 614000	A	400B111	ALL	301	2007	01		AOB2007	USD
12	400AOB07	CONTROL 000001	A	400B111	01000		2007	01		AOB2007	USD

8.8 Budget Load File

Line #	Unit	Ledger	Account	Dept ID	Fund	Class	Funding Src	Program	Project	Bud Period
12	AOB2007		614000	400B111	10000	301	ALL	0850201	01	2007
13	AOB2007		000001	400B111	10000		01000	0850201	01	2007

Agency Change Champion Deployment Session May 15th, 2006 Budget Load Values for 7.02 vs. 8.8

Chartfield	7.02	8.8
Account	New Values	New Values
Fund Source	Same (BD_ORG Level)	Same (BD_ORG Level)
Fund	Old Values	New Values
Program (OPB)	N/A	New Values
Project	Same	Same
Department (ORG)	Same	Same

Agency Change Champion Deployment Session May 15th, 2006 Budget Tasks 5/15 – 6/12

5/15	5/22	<p>Status:</p> <ul style="list-style-type: none"> • Program Budgets – BudgetNet will be open through May • Allotment Requests - Training end of May (more info to come) - allotment request process open starting June 1st <p>Agency To Do:</p> <ul style="list-style-type: none"> • Agency AOBs are due May 31st • Request 1st quarter allotment as soon as AOB approved
<div data-bbox="96 570 380 721" style="background-color: #ADD8E6; width: 100%; height: 100%;"></div>	<div data-bbox="512 781 869 954" style="background-color: #ADD8E6; width: 100%; height: 100%; text-align: center; color: #808080;"> Load & V Env </div>	
Enter FY07 AOB (Program Budgets) in BudgetNet (Task #32)		<div data-bbox="1119 1247 2003 1435" style="background-color: #00B0F0; color: white; text-align: center; padding: 5px;"> Submit FY07 Q1 Allotment Requests to OPB (Task #33) </div>

Allotment Training

Agency Change Champion Deployment Session May 15th, 2006 Functional Tasks 5/15 – 6/12

5/15	5/22	5/29	6/5	6/12
Clean Up transactions in 7.02 (Task #57, #58)				
Preparations made for pre go-live activities and 7.02 Cut Off dates (Task #35, #49)				
Update forms to reflect new Chartfield values and structure (Task #62)				
Preparations made for FY06 close (Task #63)				
CONTINGENCY: Develop Contingency Plan (Task #37)				
Prepare new HCM account codes in spreadsheet template (Task #31)				
Validate HCM account codes (Task #47)				

Agency Change Champion Deployment Session May 15th, 2006 Functional Tasks 5/15 – 6/12

5/15	5/22	5/29	6/5	6/12
<p><u>Status:</u></p> <ul style="list-style-type: none"> • 36 out of 82 agencies have submitted their spreadsheets • Testing of uploads is progressing • Uploads to staging database and agency validations occurs May 15th – June 15th <p><u>Agency To Do:</u></p> <ul style="list-style-type: none"> • Send in HCM account code spreadsheets • Work with SAO to correct any problems and to validate 				
<p>Prepare new HCM account codes in spreadsheet template (Task #31)</p>				
<p>Validate HCM account codes (Task #47)</p>				

Agency Change Champion Deployment Session May 15th, 2006 Functional Tasks 5/15 – 6/12

5/15	5/22	5/29	6/5	6/12
Preparations made for down time (Task #50)				
Identify private queries to set up after go-live (Select Agencies Task #67)				
Preparations made for initiation of system and first transactions (Task #66)				
Test connectivity to PeopleSoft Financials (Task #48)				
Enter and validate FY07 purchasing contracts in 8.8 (State Purchasing Task #65)				

Agency Change Champion Deployment Session May 15th, 2006 FY06 Close Calendar

Sun	Mon	Tue	Wed	Thur	Fri	Sat
27	26 7.02	27 12FY06	28	29	30	1
2	3	4 Upgrade – HCM Still Up	5	6	7	8
9	10	11 8.8	12 12FY06 & 1FY07	13	14	15
16	17 12FY06 & 1FY07	18	19	20	21	22 998 & 1FY07
23	24	25 998 & 1FY07	26	27	28	29
30	31 998 & 1FY07	1	2	3	4	5 2FY07

Preparations Made for Down Time (Task #50)

- Interface files - hold
- Back-log transactions
- HCM feeds (SAO will hold until 7/10)
- Purchase orders
- Manual checks
- Color-code transactions by fiscal year
- Batch documents by fiscal year

Agency Change Champion Deployment Session May 15th, 2006 Functional Tasks 5/15 – 6/12

5/15	5/22	5/29	6/5	6/12
Preparations made for down time (Task #50)				
Identify private queries to set up after go-live (Select Agencies Task #67)				
Preparations made for initiation of system and first transactions (Task #66)				
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><u>Agency:</u></p> <ul style="list-style-type: none"> • Release interface files • Enter back-logged transactions • Run reports • Agency specific tasks </div> <div style="width: 45%;"> <p><u>SAO:</u></p> <ul style="list-style-type: none"> • Begin processing HCM feeds before opening up system on 7/10 • Start up batch processing night of 7/10 </div> </div>				

tracts

Agency Change Champion Deployment Session May 15th, 2006 Functional Tasks 5/15 – 6/12

5/15	5/22	5/29	6/5	6/12
<div data-bbox="296 639 718 698"><u>Agency To Do:</u></div> <div data-bbox="296 708 1707 889"> <ul style="list-style-type: none"> • When you receive the communication from FS Communications follow the instructions to test your access to the PeopleSoft 8.8 Financials system </div>				
<div data-bbox="716 1024 1688 1133"> Test connectivity to PeopleSoft Financials (Task #48) </div>				
<div data-bbox="997 1237 1990 1403"> Enter and validate FY07 purchasing contracts in 8.8 (State Purchasing Task #65) </div>				

Agency Change Champion Deployment Session May 15th, 2006 Technical Tasks 5/15 – 6/12

5/15	5/22	5/29	6/5	6/12
<p>Load new Fund, Account, Class & Program Values into agency subsystems or interface programs (Task #34)</p>				
<p>Configure source and target systems for interfaces to and from PeopleSoft 8.8 for new Chartfield structure and layout changes (Task #36)</p>				
<p>CONTINGENCY: Develop rollback plan to revert source/target systems back to old structure (Task #38)</p>				
			<p>Test access to SAO FTP server for Offline Interface Files (Task #45)</p>	

Agency Change Champion Deployment Session May 15th, 2006 End User Training Tasks 5/15 – 6/12

5/15	5/22	5/29	6/5	6/12
Enroll students for sessions for your agency (Task #30)				
Ensure all end users for your agency are registered for training (Task #46)				
	Submit agency training spreadsheets (If TTT) (Task #39)			
Ensure all end users for your agency take mandatory UPK training (Task #64)				

Agency Change Champion Deployment Session May 15th, 2006 End User Delta Training Schedule at SAO

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

Agency Change Champion Deployment Session May 15th, 2006 End User Delta Training Schedule at SAO

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

Distribution

Agency Change Champion Deployment Session May 15th, 2006 Other Training Tasks 5/15 – 6/12

5/15	5/22	5/29	6/5	6/12
<p style="text-align: center;">Register for Billing Lab (DOAS) (Task #18)</p>	<p style="text-align: center;">Attend (Task #21)</p>			
		<p style="text-align: center;">Register for June 8th Change Champion Deployment Session (Task #41)</p>	<p style="text-align: center;">Attend (Task #42)</p>	
	<p style="text-align: center;">Purchasing Contracts Training / Knowledge Transfer (State Purchasing) (Task #27)</p>			

Agency Change Champion Deployment Session May 15th, 2006 Testing Tasks 5/15 – 6/12

5/15	5/22	5/29	6/5	6/12
<p>Schedule Agency staff for User Acceptance Testing (Select Agencies) (Task #40)</p>				<p>Agency staff participate in User Acceptance Testing (Select Agencies) (Task #54)</p>
<p>Agency staff participate in Test Pass 2 Testing (Select Agencies) (Task #43)</p>				
<p>Schedule Agency staff to validate 8.8 production environment (Select Agencies) (Task #51)</p>				

Agency Change Champion Deployment Session May 15th, 2006

00:00

Break

Please return in 15 minutes



Interunit Accounting in PeopleSoft 8.8

Agency Change Champion Deployment Session May 15th, 2006 Interunit Accounting Overview

- 'Interunit' is PeopleSoft's terminology and method for identifying and processing transactions between balancing Chartfields that require settlement between each other
 - Funds
 - Business Units

Interunit vs. Intraunit Transactions

- Interunit*** transactions take place between two different State Business Units
- Intraunit*** transactions take place within the same State Business Unit
 - These transactions can be between the same Fund or different Funds

Interfund vs. Intrafund Transactions

- ❑ **Interfund** transactions take place between two different GAAP funds
- ❑ **Intrafund** transactions take place within the same GAAP fund
 - These transactions can be between State organizations or within a State organization

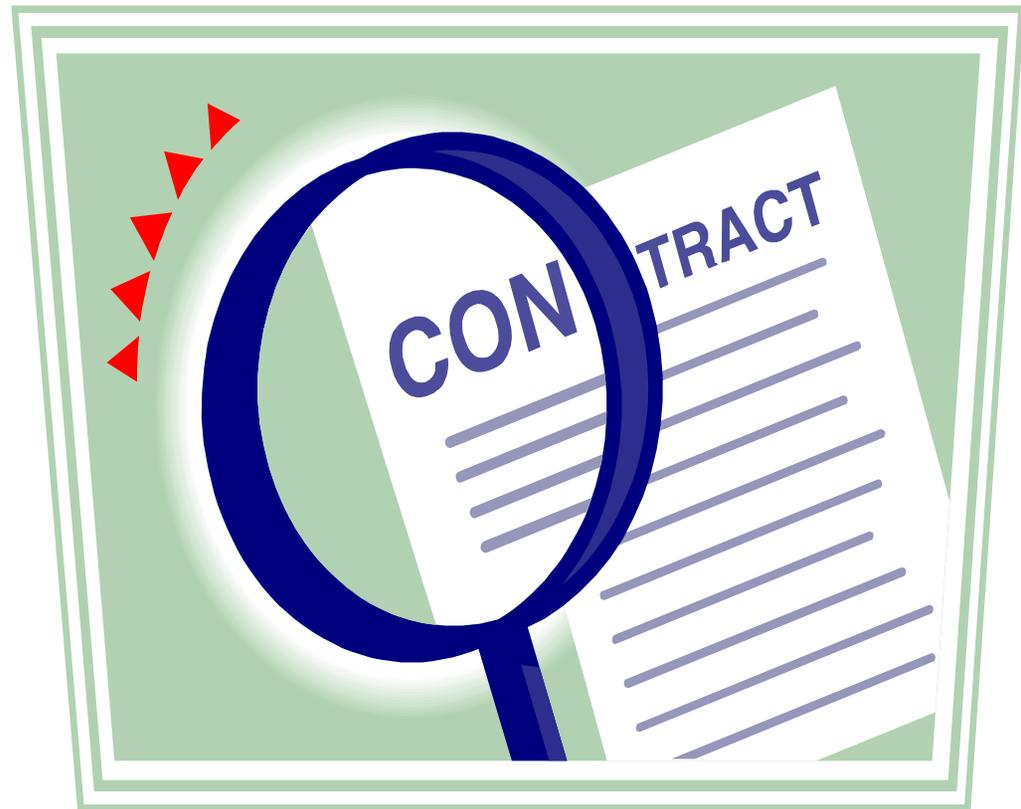
The Main Purpose of Interunit

- Capture and link both sides of a transaction in order to determine proper accounting according to GAAP



Interunit Example – Current Process

The Department of Law provides legal services for the Department of Transportation by reviewing a contract



Agency Change Champion Deployment Session May 15th, 2006 Current Process

Department of Law



Department of Transportation



**Law sends DOT a
bill of \$150 for
services rendered**

Agency Change Champion Deployment Session May 15th, 2006 Current Process

Department of Law



Department of Transportation



DOT sends Law partial payment for the service

Disadvantages of Current Process

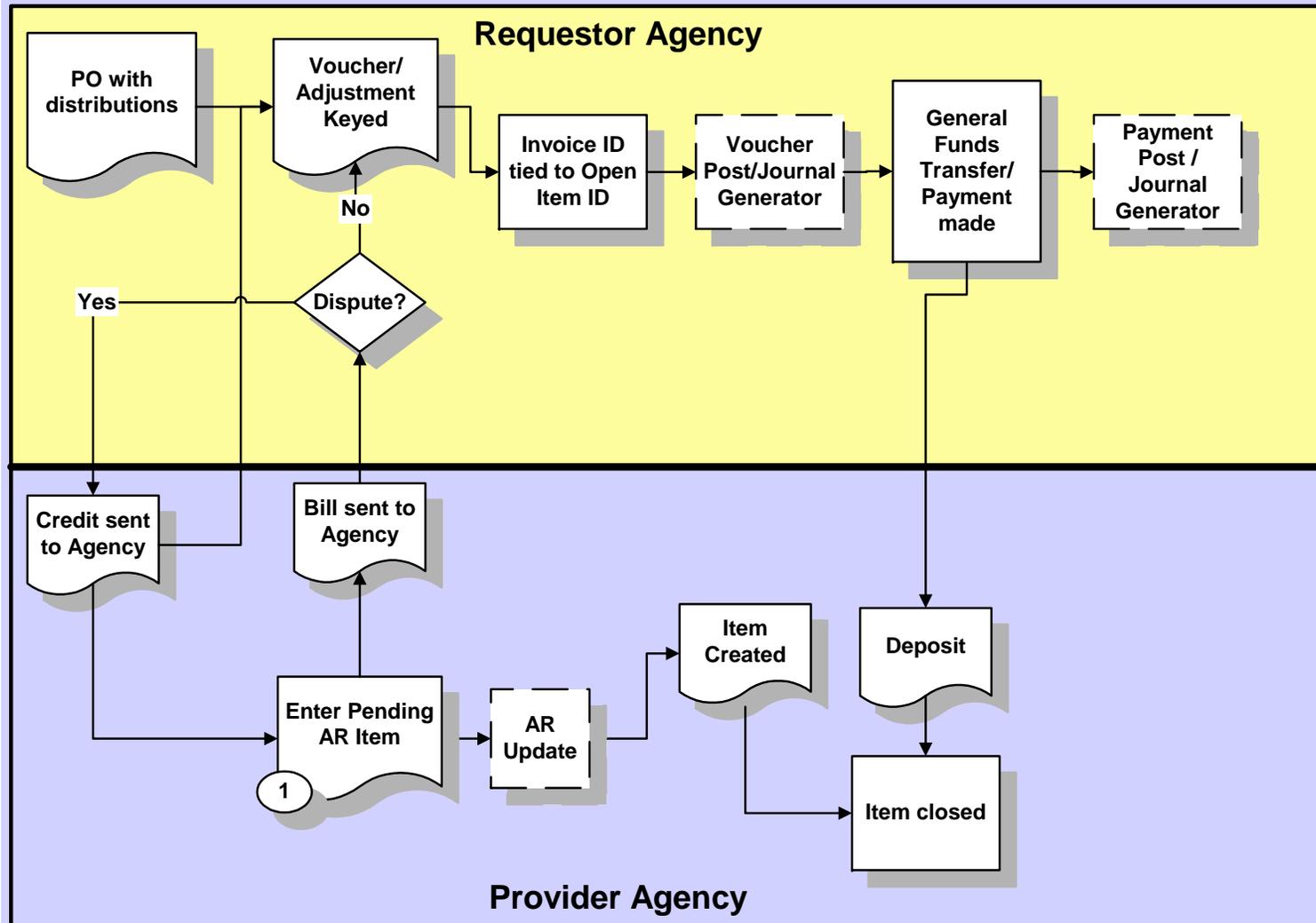
- Billing and settling of inter-organization charges uncoordinated
- Partial payment of invoices
 - Receivable and payable not tied in the system
- Manual reconciliation effort
 - Charges to and settling of made on different dates and sometimes different amounts
 - Differences inhibit financial reconciliation process

Agency Change Champion Deployment Session May 15th, 2006 Future Process in PeopleSoft 8.8

Goals and Benefits

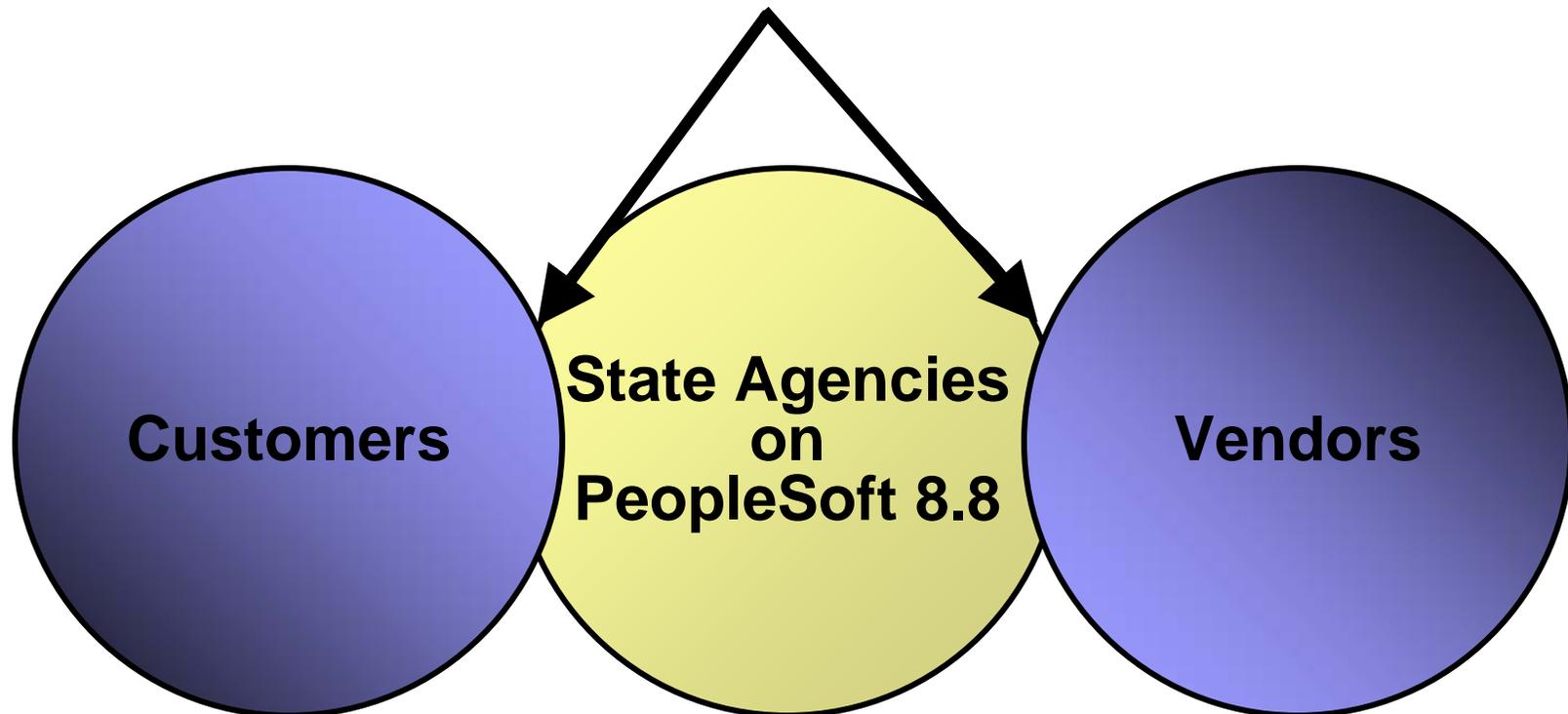
- Automate process to identify transactions between business units and funds
- Availability of on-line settlement vs. writing checks
- Improved accountability
- Enhanced ability to obtain information for reporting
- Best Managed State

Agency Change Champion Deployment Session May 15th, 2006 Interunit without the Billing Process



Agency Change Champion Deployment Session May 15th, 2006

Interunit



Agency Change Champion Deployment Session May 15th, 2006

Agency	SAO PeopleSoft	Other
Department of Law		
Georgia Building Authority		
Georgia Technology Authority		
Department of Labor		
Department of Transportation		
Office Depot		

Interunit Example – Process in 8.8

The Department of Law provides legal services for the Department of Transportation by reviewing a contract



Agency Change Champion Deployment Session May 15th, 2006 Process in 8.8

Department of Law



Law sets up a
receivable of \$150 for
services rendered to
DOT

Customer = DOT
Business Unit = 48400

Agency Change Champion Deployment Session May 15th, 2006

Select Interunit Customer on pending item entry

[Group Control](#) | [Pending Item 1](#) | [Pending Item 2](#) | [Pending Item 3](#) | [Accounting Entries](#) | [Group Action](#)

Group Unit: 44200 Group ID: NEXT

Pending Item Entry Find | View All First 1 of 1 Last

*Acctg Date: 04/14/2006 *As Of Date: 04/14/2006 Sequence: 1

*Item ID: IUT-12345 Line: 1 Copy Line Posted

*Bus. Unit: 44200 *Customer: 484000 SubCust1: DEFAULT SubCust2: DEFAULT TRANSPORTA

*Amount: 150.00 Currency: USD Entry Type: IN Reason: 41018

Rate Type: AR Dist: ARBILLS06 Exch Rt: 1.00000000 Revalue Flg [Projects](#)

Payment Terms

Terms: NET30 Due Date: Due Days: Disc Amt: Disc Date: Disc Days: Disc Amt 1: Disc Date 1: Always Allow Discount

Reference Information

PO Ref: PO Line: BOL: Order No: Document: Line Item: Contract: L/C ID:

Save Notify

Add Update/Display

[Group Control](#) | [Pending Item 1](#) | [Pending Item 2](#) | [Pending Item 3](#) | [Accounting Entries](#) | [Group Action](#)

- To enable the Interunit functionality state agencies have been asked to populate the TIN (Tax ID Number) for all state customers
- During the upgrade all state customers on PeopleSoft will be marked as Interunit

Agency Change Champion Deployment Session May 15th, 2006 Accounting Entries

[Group Control](#) | [Pending Item 1](#) | [Pending Item 2](#) | [Pending Item 3](#) | **Accounting Entries** | [Group Action](#)

Group Unit: 44200 Group ID: 14253

Accounting Entries

Bus. Unit: 44200 Customer: 484000 SubCust1: DEFAULT SubCust2: DEFAULT
 Item ID: IUT-12345 Line: 1 Amount: 150.00 Currency: USD
 Entry Type: IN Reason: 41018

Complete

Display Totals:

Entry



Distribution Lines

ChartFields | [More ChartFields](#) | [Currency Details](#) | [Additional Details](#) | [Journal Reference Information](#)

Line	GL Unit	Amount	Account	Fund	Dept	Fund Src	Program	Class	Project	Product
2	44200	-150.00	441018	A1		6413				
102	44200	150.00	144001	A1		6413				

Lines: 2 DR: 150.00 Currency: USD CR: 150.00 Currency: USD Net:

| |

[Group Control](#) | [Pending Item 1](#) | [Pending Item 2](#) | [Pending Item 3](#) | [Accounting Entries](#) | [Group Action](#)

Agency Change Champion Deployment Session May 15th, 2006

Chartfields displayed on accounting entries related to item

Accounting Entries [Group Action](#)

Find | View All First 1 of 1 Last

FAULT SubCust2: DEFAULT
 Amount: 150.00 Currency: USD

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

Reference Information

Fund Src	Program	Class	Project	Product	Special Purp	Bud Ref	Affiliate	Fund Affil		
113							48400	A1	+	-
113							48400	A1	+	-

1.00 Currency: USD Net: 0.000

[Add](#) [Update/Display](#)

The Affiliate Chartfields are used to identify the opposing side of a transaction

Affiliate

- The Chartfield that identifies the opposing Business Unit on a balancing transaction line

Fund Affiliate (Affiliate_Intra1)

- The Chartfield that identifies the opposing Fund on a balancing transaction line

Agency Change Champion Deployment Session May 15th, 2006 Customer - Tax ID Field

Additional General Info

SetID: 44200 **Customer:** 484000 DEPT. OF TRANSPORTATION

General Info

Name 2:

Name 3:

Vendor SetID:

Vendor ID:

[Vendor Information](#)

***Tax ID:**

Responsibilities

Workflow User:

Alternate Customer Information

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

SetID	Standard ID Qualifier	ID Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

Go To: [General Info](#) [Bill To Options](#) [Ship To Options](#) [Sold To Options](#) [Gen Misc Info](#)

[Return to Customers](#)

Save Return to Search Notify

Add Update/Display Include History Correct History

Agency Change Champion Deployment Session May 15th, 2006 Interunit Customer – Interunit Billing

[General Info](#) | [Bill To Options](#) | [Ship To Options](#) | [Sgld To Options](#) | [Address](#) | [Miscellaneous General Info](#)

SetID: 44200 Customer: 484000 DEPT. OF TRANSPORTATION

Customer Bill To Options Find | View All First 1 of 1 Last

*Effective Date: 01/01/1900 *Status: Active

Responsibilities
 Credit Analyst: DEFAULT Collector: DEFAULT AR Specialist:
 Bill Inquiry Phone: Billing Specialist: Billing Authority:

Billing Options
 Direct Invoicing Prompt for Billing Currency
 *Freight Bill Type: Shipping Bill Type:
 Billing Cycle Identifier:
 Invoice Form:
 Bill By Identifier:
 AR Distribution Code:

Billing Consolidation Data
 Consolidation Key:
 Setid: Customer ID:

Purchasing Option
 Purchase Order Required

Blanket Purchase Orders
 PO Number:
 Start Date:
 End Date:

InterUnit Billing
 IU Customer GL BU: 48400 Primary Fund: A1

[General Info](#) [Bill To Selection](#) [Payment Options](#) [Write-Off Info](#)
[Return to Customers](#)

Agency Change Champion Deployment Session May 15th, 2006

Chartfields displayed on accounting entries related to item

Accounting Entries

Group Action

Find | View All First 1 of 1 Last

FAULT SubCust2: DEFAULT
 amount: 150.00 Currency: USD

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

Additional Reference Information

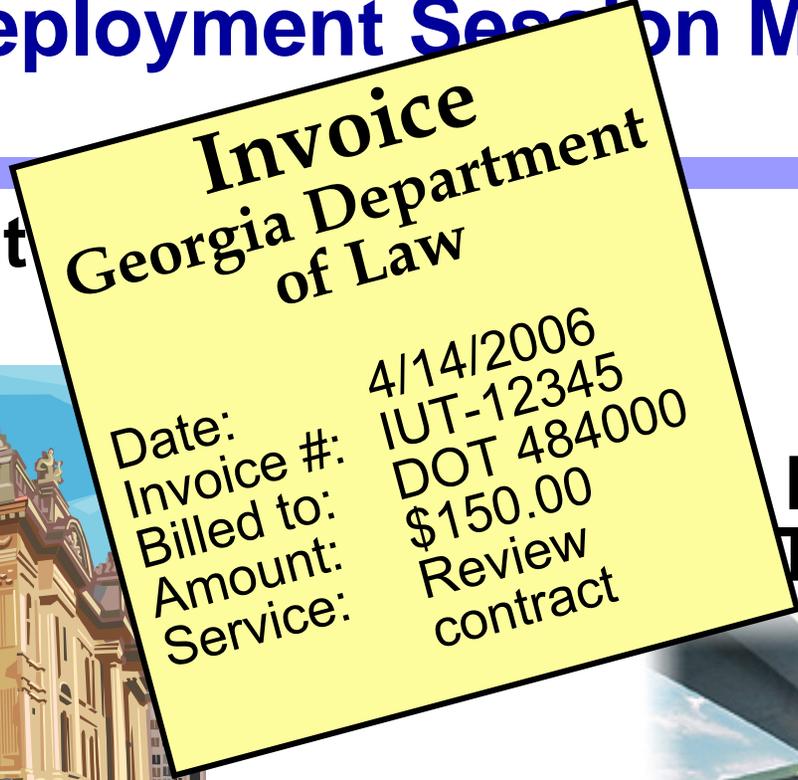
Fund Src	Program	Class	Project	Product	Special Purp	Bud Ref	Affiliate	Fund Affil		
113							48400	A1	+	-
113							48400	A1	+	-

1.00 Currency: USD Net: 0.000

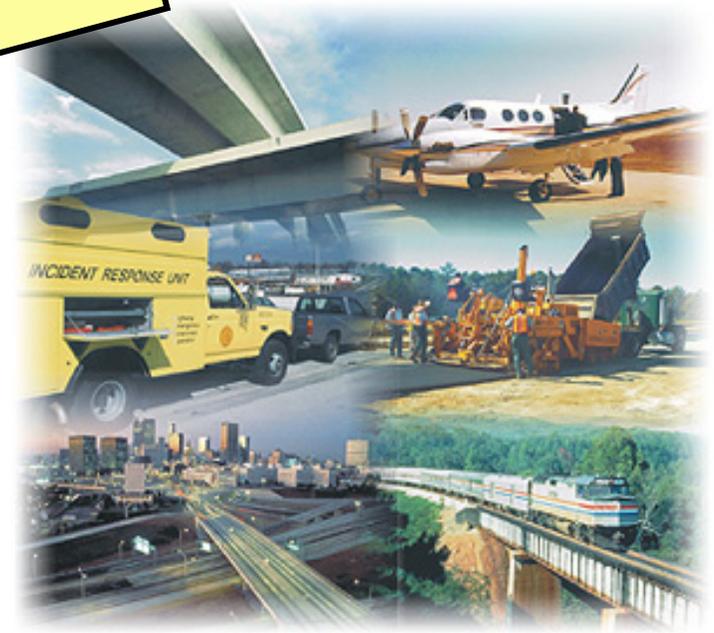
Add Update/Display

Agency Change Champion Deployment Section on May 15th, 2006 Process in 8.8

**Department
of Law**



**Department of
Transportation**



**Law sends DOT a
bill for services
rendered**

Agency Change Champion Deployment Session May 15th, 2006

Department of
Transportation
receives invoice and
sets up a payable to
the Department of Law

Vendor = Law
Business Unit = 44200



Interunit Payables

- Vouchers to other state agencies must be tied to an open receivable
- Interunit vouchers must have the same **amount, date, and invoice ID** as the open receivable in PeopleSoft AR
- No partial vouchers can be entered against an open receivable
- Settlement should be paid via a general funds transfer

Guidelines for Interunit Transactions

- If an agency receives a service that agency should pay for that service
 - Budget management
 - Recording of all transactions
 - PeopleSoft will help control
- Agencies still perform end of year clean-up
 - Collection process should be monitored

Agency Change Champion Deployment Session May 15th, 2006 Interunit Voucher

Summary	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit: 48400	Invoice Number: IUT-12345			
Voucher ID: 00404392	Invoice Date: 04/14/2006			
Voucher Style: Regular				
Vendor: 0000014748	Misc. Amount: <input type="text"/>			Non Merch
Name: GADEPTLAW-001	Freight Amount: <input type="text"/>			
Location: 000001				
Address: 1	Total: 150.00			
GA DEPT OF LAW	Balance: 0.00			
40 CAPITOL SQUARE SW				
				Comments
ATLANTA, GA 30334-1300				
Advanced Vendor Search				
Pay Terms: Net 30	Accounting Date: 04/14/2006			Action: <input type="text"/>
Control Group: <input type="text"/>	Currency: USD			

Agency Change Champion Deployment Session May 15th, 2006 Chartfield Distribution Line on Interunit Voucher

[Advanced Vendor Search](#)

'Pay Terms:  Accounting Date:  Action:

'Currency: 

Control Group: 

Copy from a Source Document

PO Unit: Purchase Order: Worksheet Copy Option:

Invoice Lines

Line	'Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount	<input type="text"/>	Supplies	<input type="text"/>	<input type="text"/>	<input type="text"/>	150.00

Ship To:  Category ID:  SpeedChart:  Use One Asset ID

Distribution Lines

Amount	Quantity	'GL Unit	'Account	'Fund	'Department	'Fund Src	Program	Class	Pr
150.00	<input type="text"/>	48400 	614001 	A1 	4841530000 	60244 	<input type="text"/>	301 	Projects

Agency Change Champion Deployment Session May 15th, 2006 Chartfield Distribution Line on Interunit Voucher

Action:

Print Copy Option:

Find | View All First 1 of 1 Last

Price	Extended Amount
	150.00

Find | View All First 1 of 1 Last

Agency	Program	Class	Product	Special Purp	Budget Reference	Affiliate	Fund Affiliate	Open Item
		301	Projects			44200	A1	

Agency Change Champion Deployment Session May 15th, 2006 Interunit Vendor

Summary | **Identifying Information** | **Address** | **Contacts** | **Location**

SetID: STATE Check for Duplicate

Vendor ID: 0000014748

*Vendor Short Name: GADEPTLAW GADEPTLAW-001

*Vendor Name 1: GA DEPT OF LAW

Vendor Name 2:

*Status: Approved Classification: State Agency - PeopleSoft

*Persistence: Regular HCM Class:

Withholding Expand All

Open For Ordering

Vendor Relationships

Corporate Vendor InterUnit Vendor

Corporate Vendor ID: InterUnit Vendor ID: 44200

Last Updated By: HDADAMS Henrietta Adams External Update Type:

▶ Additional ID Numbers
▶ Duplicate Invoice Settings
▶ Government Classifications
▶ Std Industry Codes

Agency Change Champion Deployment Session May 15th, 2006 Chartfield Distribution Line on Interunit Voucher

Action:

Print Copy Option:

Find | View All First 1 of 1 Last

Price Extended Amount

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

Agency	Program	Class	Product	Special Purp	Budget Reference	Affiliate	Fund Affiliate	Open Item
<input type="text"/>	<input type="text"/>	<input type="text" value="301"/>	<input type="text" value="Projects"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="44200"/>	<input type="text" value="A1"/>	<input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/>

Exceptions to the Interunit Rules

- Excluded from tying to an open item:
 - Transactions within a Business Unit
 - Zero dollar vouchers
 - Conference Account (627003)
- Payments made to technical colleges for student related services should use a non-interunit vendor

Grant Payment and Contracts Between Agencies

- Accounts Receivable should reflect actuals on a GAAP basis
- Use General Ledger accruals to track total grant or contract availability and / or budget basis revenues

Agency Change Champion Deployment Session May 15th, 2006 Grant Payment and Contracts Between Agencies

	General Ledger				AR System	
	191	291	A/R 122	Rev 43X	A/R	Rev
Beginning entry	100	(100)				
Bill for \$25					25	(25)
AR posts to GL			25	(25)		
Adjust GL	(25)	25				
Bill for \$25					25	(25)
AR posts to GL			25	(25)		
Adjust GL	(25)	25				
Collect \$25					(25)	
AR posts to GL			(25)			
Balance:	50	(50)	25	(50)	25	(50)

Agency Change Champion Deployment Session May 15th, 2006 Grant Payment and Contracts Between Agencies

	General Ledger				AR System	
	191	291	A/R 122	Rev 43X	A/R	Rev
Beginning entry	100	(100)				
Bill for \$25						(25)
AR posts to GL						
Adjust GL						
Bill for \$25						
AR posts to GL						
Adjust GL						
Collect \$25					(25)	
AR posts to GL			(25)			
Adj GL EOY Enc			43	(43)		
Balance:	50	(50)	68	(93)	25	(50)

• Encumbrances analyzed at end of year and determined to be \$43 for this grant
 • Accrued revenue for the encumbrances for budgetary reporting purposes
 • This is a reversing entry that will reverse at the beginning of the next fiscal year

Closing Thoughts on Interunit

- ❑ Interunit accounting “ties” together the two sides of an accounting transaction between two state organizations and/or funds on PeopleSoft
- ❑ Automates elimination entries needed to produce the Comprehensive Annual Financial Report (CAFR)
- ❑ Interunit accounting relies on both the customer and vendor being identified as Interunit



Upcoming Sessions and Resources

Agency Change Champion Deployment Session May 15th, 2006

Change Champion Deployment Meetings

- Bring signed hard-copy of Agency Readiness Assessment Form

June 8th

- Project Status Update
- Agency Upgrade Activities List Review
- Agencies Submit Readiness Assessment
- Open Item Accounting for Travel and Per Diem
- End User Training Checkpoint
- Go-Live Help Desk
- Stabilization Sessions

Agency Change Champion Deployment Session May 15th, 2006 After Go Live

Stabilization Check-In Sessions

Dates	Attendees	Agenda	Logistics
Week 1: 7/12, 7/13, 7/14	Agency Change Champions and other interested parties	• System Availability	11am – 12pm
Week 2: 7/17, 7/18, 7/19, 7/20, 7/21		• Batch Results	Meeting in SAO Training Room
Week 3: 7/24, 7/26, 7/28		• Migrations	
Week 4: 7/31, 8/2, 8/4		• Urgent SIRs	Bridge Line available for Agency Call-Ins
Week 5: 8/7, 8/9		• Review	
Week 6: 8/14, 8/16		• FAQ's	
Week 7: 8/23		• Feedback	
Week 8: 8/30			

Information Sources

- E-Mail
 - upgradefeedback@sao.ga.gov
- Web Site
 - www.sao.georgia.gov
- Evaluations
 - <http://services.georgia.gov:80/esp/survey.do?surveyId=2567>
 - “SAO InterUnit & Activities List”

Agency Change Champion Deployment Session May 15th, 2006

