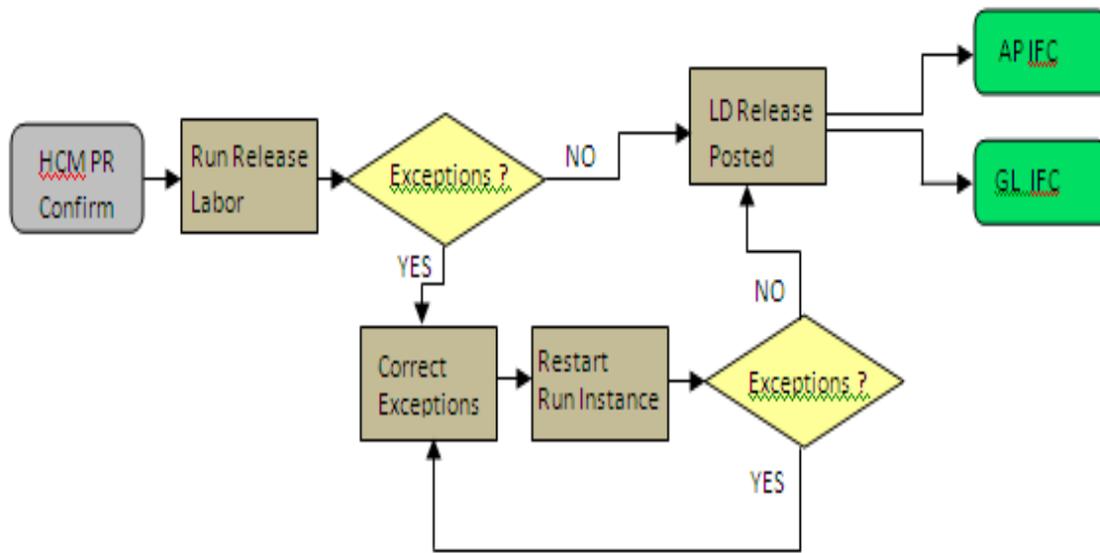


PeopleSoft  
FSCM  
Data Entry  
Process

# Labor Distribution Release



## LABOR DISTRIBUTION RELEASE



**Step 1:** Log in to the Financial Systems.



### *Financial Systems*

PeopleSoft FSCM

User ID:

Password:

Sign In

[Forgot your password?](#)

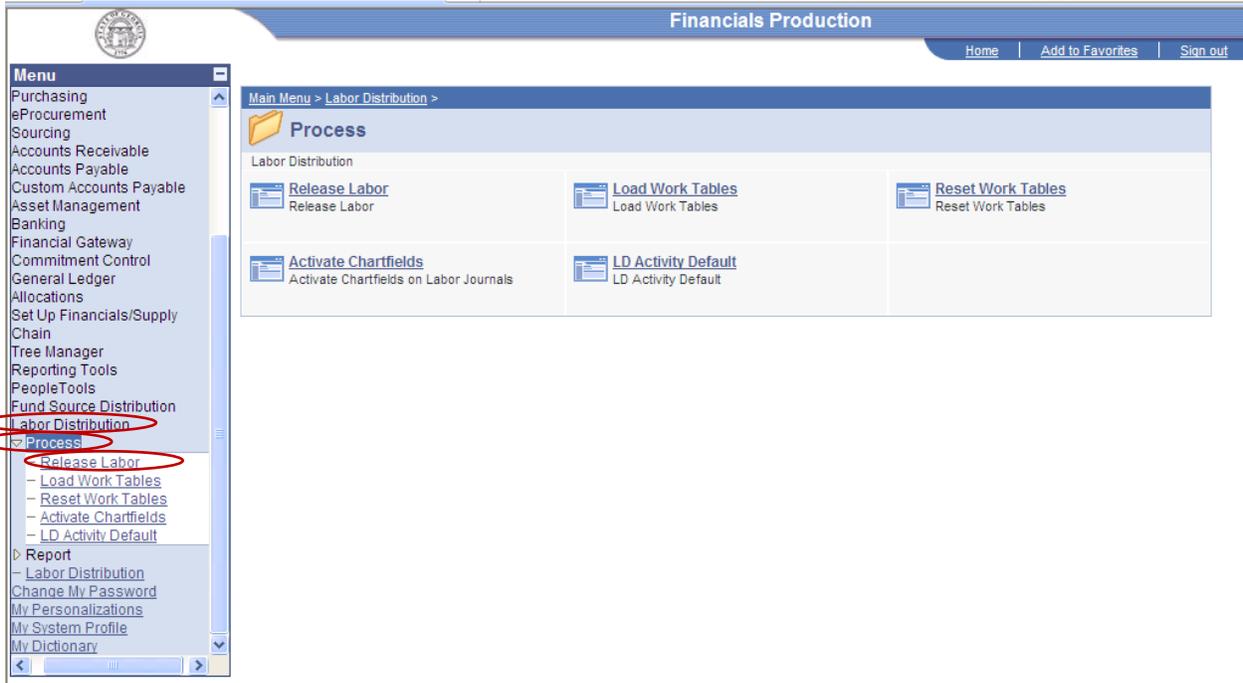
**Important Notice**

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By logging into this application, you agree to abide by all established Enterprise, State and Federal policies governing the appropriate use of State of Georgia resources.



**Step 2:** Navigate to **Labor Distribution**. Select **Process** and then select **Release Labor** to display the **Release Labor** panel.



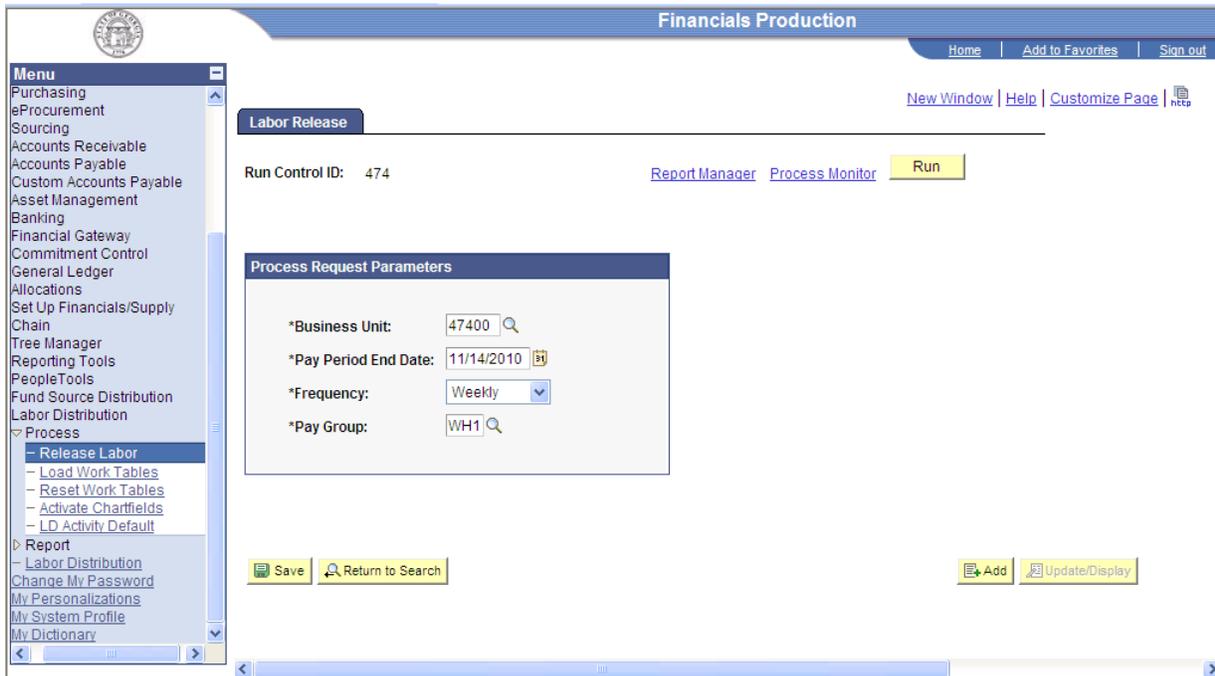
**Step 3:** Click Search to return a list of all available Run Control ID's. Select the appropriate **Run Control ID** from the search results.

**Note:** If you need to create a new Run Control ID, select the **Add a New Value** tab and follow the prompts. The Run Control ID should be the first three numbers of the Agency number.

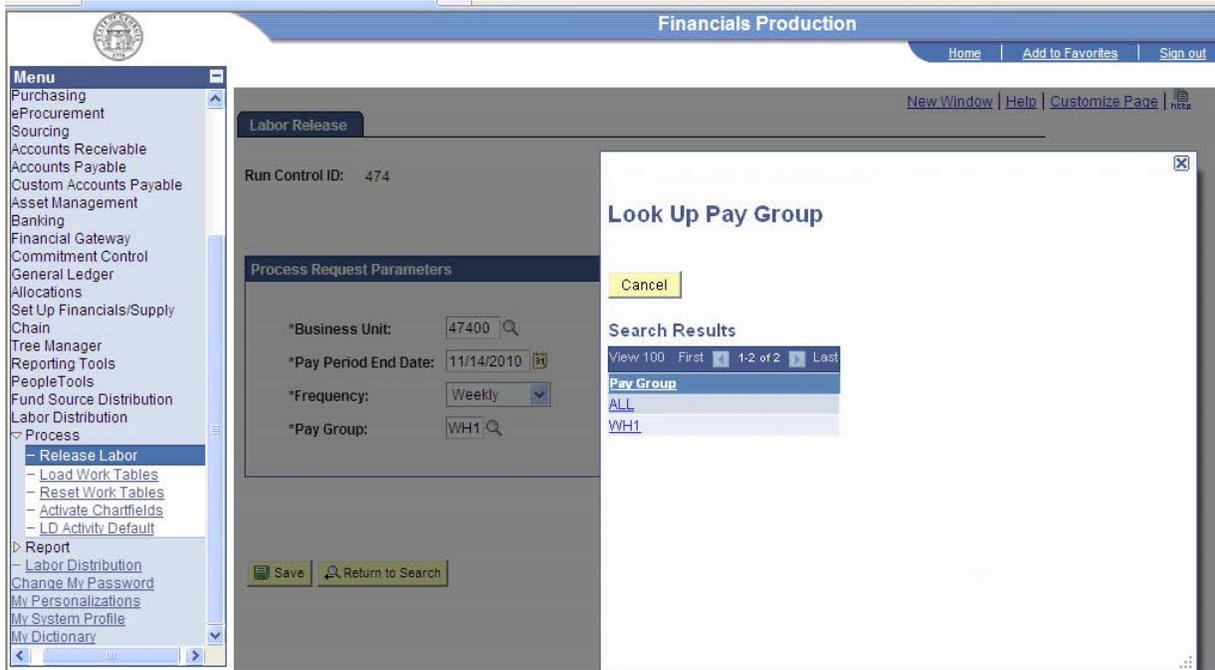
**Example:** State Accounting Office (SAO) = 407



**Step 4:** Enter the required payroll information in the **Process Request Parameters** box:  
**Business Unit, Pay Period End Date, Frequency and Pay Group.**



**Note:** Select and verify the available **Pay Group** to be released using the Look Up icon next to the Pay Group field.



**Step 5:** Click the **Run** button.

The screenshot shows the 'Financials Production' application window. On the left is a 'Menu' sidebar with various options. The main area is titled 'Labor Release' and shows 'Run Control ID: 474'. There are links for 'Report Manager', 'Process Monitor', and a yellow 'Run' button. Below this is a 'Process Request Parameters' section with the following fields:

- \*Business Unit: 47400
- \*Pay Period End Date: 11/14/2010
- \*Frequency: Weekly
- \*Pay Group: WH1

Buttons for 'Save', 'Return to Search', 'Add', and 'Update/Display' are visible at the bottom.

**Step 6:** Select the box next to **Release Labor** and click **OK**.

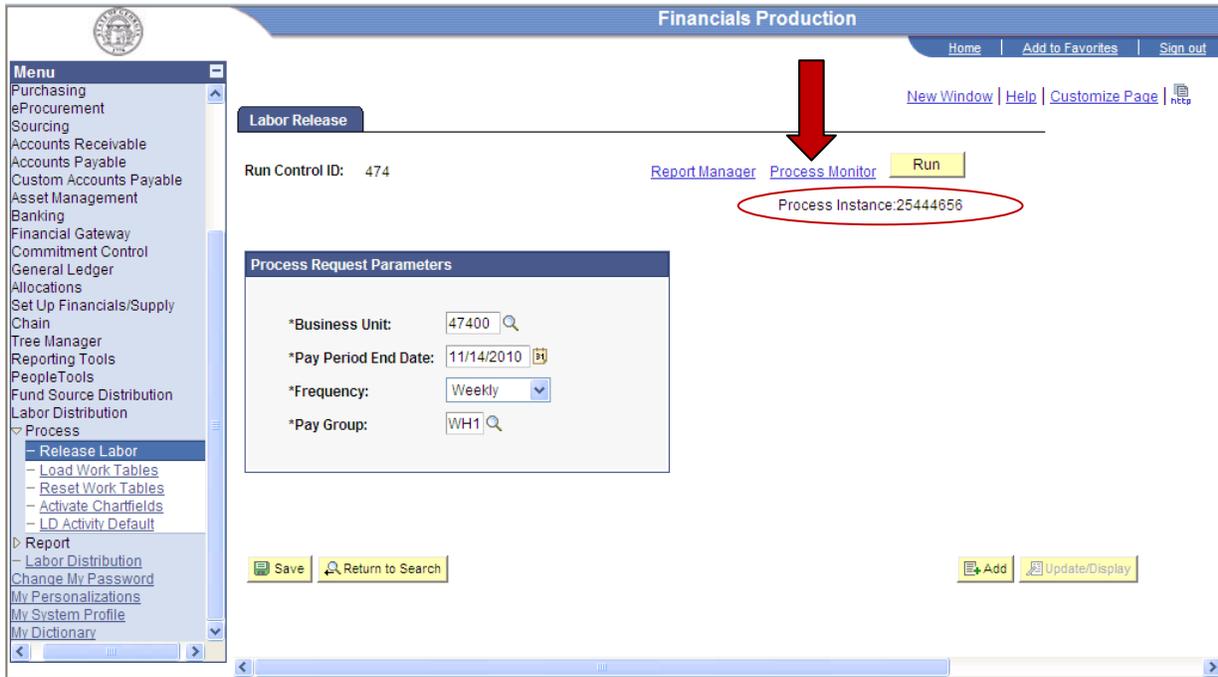
The screenshot shows the 'Process Scheduler Request' configuration window. It displays 'User ID: FGRIMES' and 'Run Control ID: 474'. Fields for 'Server Name' (PSUNX), 'Run Date' (11/18/2010), 'Recurrence', and 'Run Time' (1:01:01PM) are visible. A 'Reset to Current Date/Time' button is present. Below is a 'Process List' table:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution	Output Desti
<input checked="" type="checkbox"/>	Release Labor	LDRELEASE	PSJob	(None)	(None)	Distribution	
<input type="checkbox"/>	Detail by Org	LDS7015X	SQR Process	File	LP		
<input type="checkbox"/>	Prepare for Program Distr.	LDS8020X	SQR Process	File	LP		

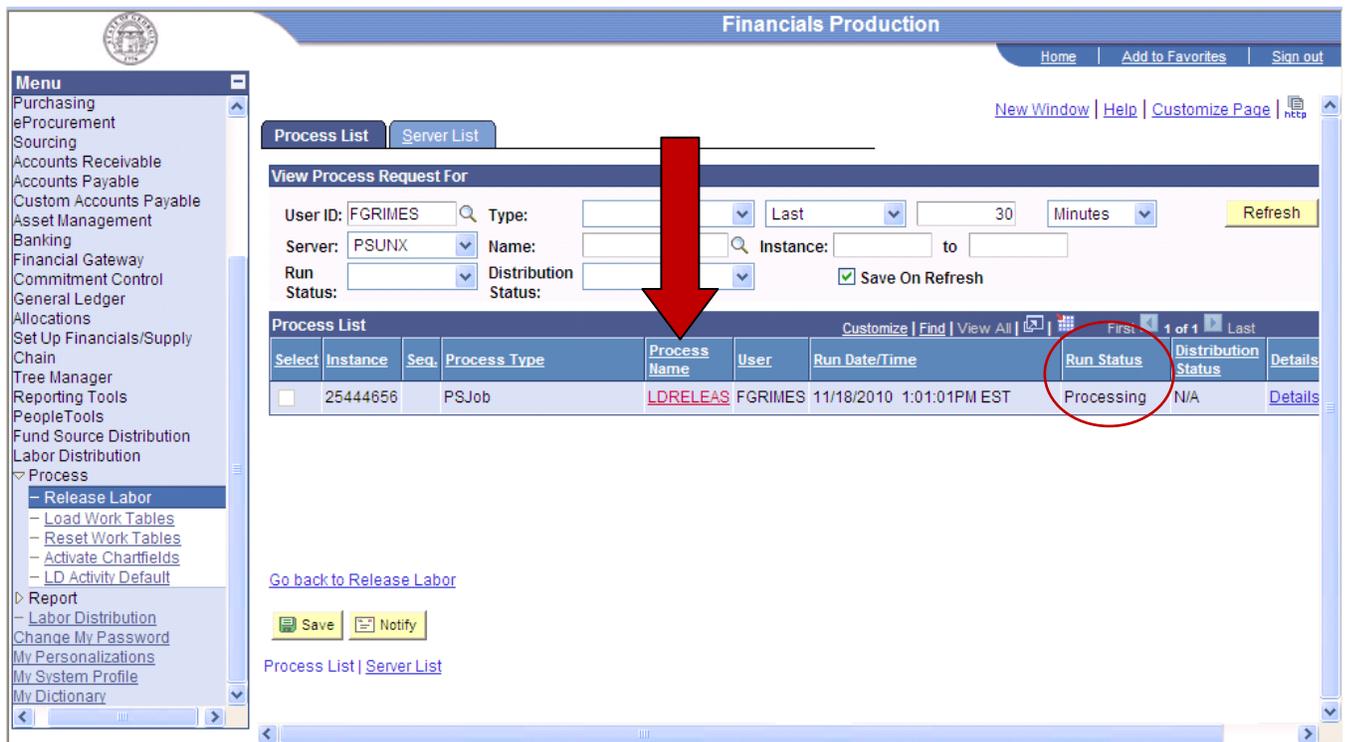
Buttons for 'OK' and 'Cancel' are at the bottom. A red arrow points to the 'OK' button.



**Step 7:** A “Process Instance” number will be assigned for the Labor Release that is processing. This “Process Instance” number identifies this specific process run throughout the labor process. Print this screen for documentation and then click on **Process Monitor**.



**Step 8:** The Process Monitor panel will show the run status of the process. Click on the process name **LDRELEAS**.



**Step 9:** The Process Detail page will display the status of each job. All jobs for **LDRELEAS** must be in Success status. Print this page for documentation.

The screenshot shows the 'Process Detail' page for 'LDRELEAS'. The page header includes 'Financials Production' and navigation links like 'Home', 'Add to Favorites', and 'Sign out'. A menu on the left is expanded to 'Process' > 'Release Labor'. The main content area displays the following information:

- Process Name: LDRELEAS (with a Refresh button)
- Main Job Instance: 25444656
- Left | Right
- A list of jobs, all with a status of 'Success':
  - 25444656 - LDRELEAS Success
  - 25444657 - LDS1001X Success
  - 25444658 - LDS8010X Success
  - 25444659 - LDS8020X Success
  - 25444660 - LDS7003X Success
  - 25444661 - LDS8050X Success
  - 25444662 - LDS8060X Success
  - 25444663 - LDS8080X Success
  - 25444664 - LDS7015X Success
- A 'Return' button is located at the bottom left of the job list.

**Step 10:** Click **Return** to go back to Process Monitor screen.

This screenshot is identical to the previous one, showing the 'Process Detail' page for 'LDRELEAS'. A red arrow points to the 'Return' button at the bottom left of the job list.



**Step 11:** Verify the run status is *Success* and in **Distribution Status Posted**.

The screenshot displays the 'Financials Production' interface. On the left is a 'Menu' with various options like 'Purchasing', 'eProcurement', and 'Labor Distribution'. The main area is titled 'Process List' and 'Server List'. Below this is a 'View Process Request For' section with search filters for User ID (FGRIMES), Server (PSUNX), and Run Status. A table below shows the process list with columns: Select, Instance, Seq, Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. Two rows are visible: one for instance 25444964 (LDRELEASE) in 'Processing' status, and another for instance 25444656 (LDRELEASE) in 'Success' status with 'Posted' distribution status. Red arrows point to the 'Run Status' and 'Distribution Status' columns, and a red oval highlights the second row.

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	25444964		PSJob	LDRELEASE	FGRIMES	11/18/2010 1:28:30PM EST	Processing	N/A	Details
<input type="checkbox"/>	25444656		PSJob	LDRELEASE	FGRIMES	11/18/2010 1:01:01PM EST	Success	Posted	Details

**Note:** Labor Distribution will interface with General Ledger (GL) overnight.



## CORRECTING LABOR DISTRIBUTION PROCESS ERRORS

The most common Labor Distribution error occurs on the LDS8010=Chartfield Validation.

**Step 1:** The agency should go to **Document Direct** and retrieve the **LDxxx05-Labor Distribution Messages** report.

**Step 2:** Review the **LDxxx05-Labor Distribution Messages** report and correct the errors.

**Step 3:** When the corrections have been made go back to the **Process List** panel.

**Step 4:** Click on **Details** for the appropriate Process Instance that is in error.

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	26475089		PSJob	LDRELEAS	FGRIMES	04/12/2011 10:57:28AM EDT	No Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	26474989		PSJob	LDRELEAS	FGRIMES	04/12/2011 10:50:44AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	26474863		PSJob	LDRELEAS	FGRIMES	04/12/2011 10:44:25AM EDT	Success	Posted	<a href="#">Details</a>



**Step 5:** Click **Restart Request** and click **OK**.

**Process Detail**

Process	
Instance:	26475089
Type:	PSJob
Name:	LDRELEAS
Description:	Release Labor
Run Status:	Success
Distribution Status:	Posted

Run	Update Process
Run Control ID: 480	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server:	<input type="radio"/> Cancel Request
Recurrence:	<input checked="" type="radio"/> <b>Restart Request</b>

Date/Time	Actions
Request Created On: 02/29/2012 2:33:46PM EST	Parameters Transfer
Run Anytime After: 02/29/2012 2:33:42PM EST	<a href="#">Message Log</a>
Began Process At: 02/29/2012 2:33:57PM EST	Batch Timings
End Process At: 02/29/2012 2:37:18PM EST	View Log/Trace

OK Cancel

**Step 6:** Monitor the **LDRELEAS** process on the Process List panel. All jobs should be in **SUCCESS** status if corrections were made properly by the Agency.

**Process Detail**

Process Name: LDRELEAS Refresh

Main Job Instance: 25444656

Left | Right

- 25444656 - LDRELEAS Success
- 25444657 - LDS1001X Success
- 25444658 - LDS8010X Success
- 25444659 - LDS8020X Success
- 25444660 - LDS7003X Success
- 25444661 - LDS8050X Success
- 25444662 - LDS8060X Success
- 25444663 - LDS8080X Success
- 25444664 - LDS7015X Success

Return



Report all other ERRORS to the **Customer Service Center (CSC)** for assistance. You will need the “Process Instance” number when reporting the issue to the CSC representative.

- **SAO Customer Service Center** - (404) 657-3956 or (888) 896-7771.

Below is a list of the Job Process Detail and the meaning of each process:

### **Job Process Detail Error List**

<b>LDRELEASES</b>	=	Release
<b>LDS1001x</b>	=	LD Change Report
<b>LDS8010x</b>	=	Chartfield Validation (See Report - LDxxx005 LD Messages)
<b>LDS8020x</b>	=	Prep. for Program Distribution
<b>LDS7003x</b>	=	LD Expense Summary (See Report - LDxxx003 Labor Distribution Summary)
<b>LDS8050x</b>	=	Create GL Journal Files
<b>LDS8060x</b>	=	Create AP Interface Fringe Records
<b>LDS8080x</b>	=	Load LD History and Reset (Clear) Work Tables
<b>LDS7015x</b>	=	LD Expense Org Detail Release (See Report – LDxxx210 by Period)



## SECURITY ACCESS

Agencies that need the security access for Labor Distribution will need to submit a Security Form no later than April 16, 2012. Select **GA\_LD\_RELEASE** as the Security Role for Labor Distribution. Once your security access is approved you will be able to Release Labor.

### Step 1: Log into Financials

**Financial Systems**  
PeopleSoft FSCM

User ID:   
Password:

**Sign In**

[Forgot your password?](#)

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### Step 2: Go to Agency Security, select Manager Security Request (for Agency Managers)

Financials Production

Home | Add to Favorites | Sign out

New Window | Help

**Manager Security Request**

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

**Find an Existing Value** **Add a New Value**

Maximum number of rows to return (up to 300): 300

Business Unit: begins with

Request ID: begins with

Last Name: begins with

Empl ID: begins with

User ID: begins with

Action: =

Status: =

Case Sensitive

**Search** **Clear** [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) [Add a New Value](#)

**Menu**

Search:

- My Favorites
- SRM Custom
- News and Announcements
- SAO Technical
- Manager Self-Service
- Supplier Contracts
- Agency Security
  - Manager Security Request**
- Vendors
- Purchasing
- eProcurement
- Sourcing
- Accounts Receivable
- Accounts Payable
- Asset Management
- Banking
- Financial Gateway
- Commitment Control
- General Ledger
- Allocations
- Set Up Financials/Supply Chain
- Tree Manager
- Reporting Tools
- PeopleTools
- Fund Source Distribution
- Labor Distribution
- [Change My Password](#)
- [My Personalizations](#)
- [My System Profile](#)
- [My Dictionary](#)



## Document History:

Document Revision Date	Version	Description
03/12/2012	V1	Initial Document
03/14/2012	V1.1	Document edited by FSCM
03/16/2012	V1.2	Process Flow Diagram Added by SAO
03/27/2012	V1.3	SAO Updated footer and added Document History
04/16/2012	V1.4	Added role name to security.

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Current Version: [04/16/2012]  
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