



SAO FINANCIALS UPGRADE

CUSTOMER FILE DATA ENTRY STANDARDS

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Date: 11/16/05

Version: 3.0

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REVISION HISTORY

REVISION NUMBER	DATE	COMMENT
V1.0	10/10/05	Original Document
V2.0	11/01/05	Revisions made after Face-To-Face Meeting on 11/1/05
V3.0	11/16/05	Revisions made after Fit-Gap Session

1.0 OVERVIEW

The scope of the Financials Upgrade project includes the upgrade of the State of Georgia's PeopleSoft Financials 7.02 system to release PeopleSoft Financials 8.8, the upgrade of the system architecture, additional activities that were added after the initial Statement of Work, and the inclusion of certain functions that support the State Accounting Office's mission and objectives.

Currently, there are approximately 72 Customer Files maintained under separate SetIDs in PS 7.02 and approximately 53,432 total customers across all SetIDs in PS 7.02. The consolidation refers to all agency customer files during upgrade.

This document shows the naming conventions and data entry standards to be utilized by the agencies for the PS 8.8 customer file clean-up. The agencies will clean-up the customer files in-place in PS 8.8 according to these Data Entry Standards.

2.0 PEOPLESOFT 8.8 SCREEN SHOTS & DATA ENTRY STANDARD FORMATS

NAVIGATION: CUSTOMERS>CUSTOMER INFORMATION>GENERAL INFORMATION

General Information - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://saofn.state.ga.us/psp/sao/EMPLOYEE/ERP/c/MAINTAIN_CUSTOMERS.CUSTOMER_GENERAL.GBL?FolderPath=PORTA Go Links >>

SAO STATE ACCOUNTING OFFICE **Financials Production** Home Add to Favorites Sign out

Menu

- Customers
 - Customer Information
 - General Information**
 - Conversations
 - Review Customer Information
 - Reports
 - Contact Information
 - Purchasing
 - Services Procurement
 - Billing
 - Accounts Receivable
 - Accounts Payable
 - Asset Management
 - Banking
 - Commitment Control
 - General Ledger
 - Allocations
 - Set Up Financials/Supply Chain
 - Tree Manager
 - Reporting Tools
 - PeopleTools
 - Fund Source Distribution
 - Change My Password

[New Window](#) | [Help](#) | [http](#)

General Information

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**

SetID: = 40000

Customer ID: begins with

Name 1: begins with

Telephone: begins with

City: begins with

State: begins with

Postal Code: begins with

Include History Correct History Case Sensitive

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

Start | 2 Microsoft Office ... | General Informat... | Customer Consolida... | Customer_Data Ent... | 9:42 AM

General Information - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://saofn.state.ga.us/psp/sao/EMPLOYEE/ERP/c/MAINTAIN_CUSTOMERS.CUSTOMER_GENERAL.GBL?FolderPath=PORTA

Financials Production Home Add to Favorites Sign out

General Info Bill To Options Ship To Options Sgld To Options Address Miscellaneous General Info

SetID: 40300 Customer: 47100

*Customer Status: Active Level: Regular

*Date Added: 01/01/1901 *Since: 01/01/1901 *Type: User 1

*Name 1: Georgia Bureau of Investigation *Short Name: GBI

Roles

<input checked="" type="checkbox"/> Bill To Customer Bill To Selection	<input checked="" type="checkbox"/> Correspondence Customer Correspondence Selection
<input checked="" type="checkbox"/> Ship To Customer Ship To Selection	<input checked="" type="checkbox"/> Remit From Customer Remit From Selection
<input checked="" type="checkbox"/> Sold To Customer Sold To Selection	<input checked="" type="checkbox"/> Corporate Customer Corporate Selection
<input type="checkbox"/> Broker Customer	<input type="checkbox"/> Consolidation Customer

Consolidation Business Unit:

Done Internet

Start 2 Microsoft Office ... General Informat... Customer Consolida... Customer_Data Ent... 9:51 AM

NAVIGATION: CUSTOMERS>CUSTOMER INFORMATION>GENERAL INFORMATION>ADDITIONAL GENERAL INFORMATION

General Information - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://saofn.state.ga.us/psp/sao/EMPLOYEE/ERP/c/MAINTAIN_CUSTOMERS.CUSTOMER_GENERAL.GBL?FolderPath=PORTA...

Financials Production

Home Add to Favorites Sign out

SAO
STATE ACCOUNTING OFFICE

Date Added: 01/01/2001 *Since: 01/01/2001 *Type: User

Name 1: Georgia Bureau of Investigation *Short Name: GBI

Roles

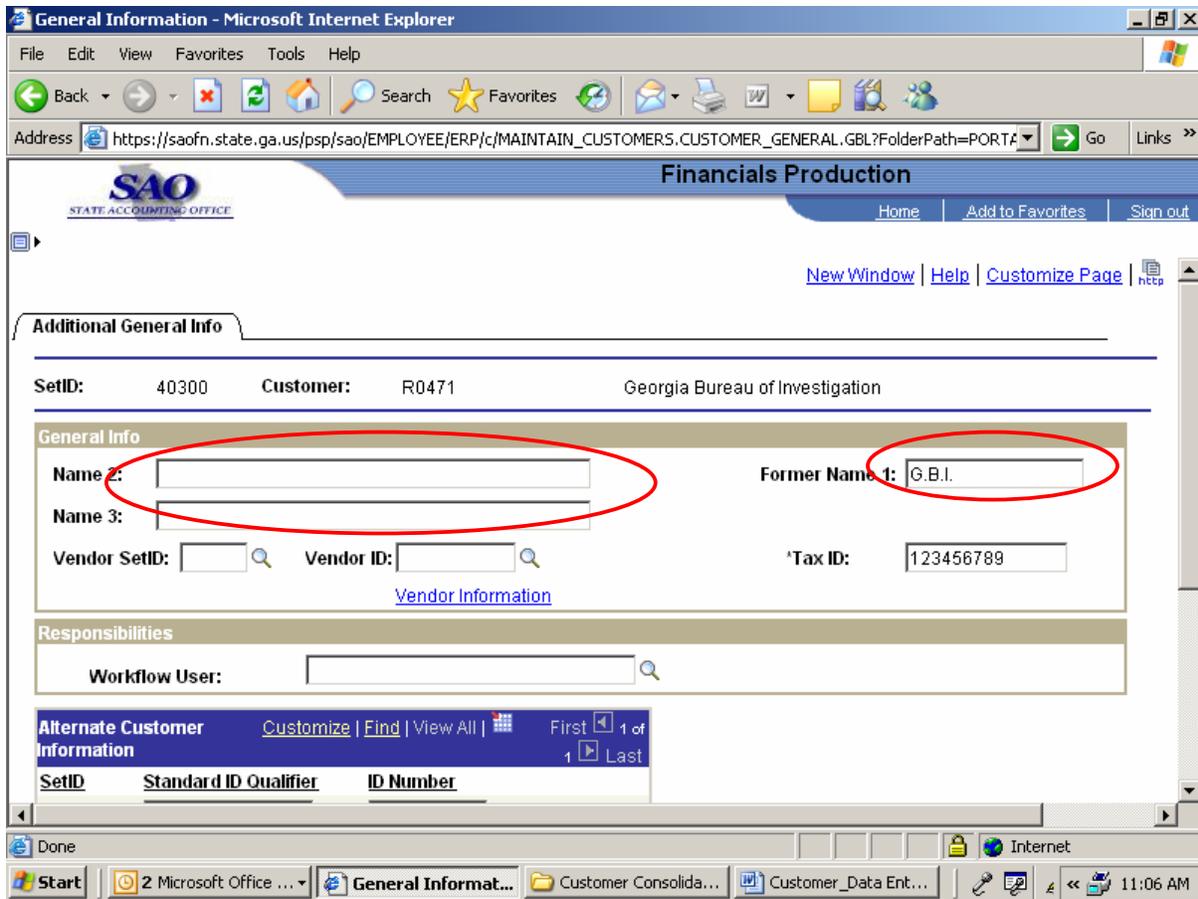
- Bill To Customer [Bill To Selection](#)
- Ship To Customer [Ship To Selection](#)
- Sold To Customer [Sold To Selection](#)
- Broker Customer
- Indirect Customer
- Correspondence Customer [Correspondence Selection](#)
- Remit From Customer [Remit From Selection](#)
- Corporate Customer [Corporate Selection](#)
- Consolidation Customer
- Federal Customer

Go to: ...More

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct

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

Start 2 Microsoft Office ... General Informat... Customer Consolida... Customer_Data Ent... 10:01 AM



Data Entry Field	Data Entry Standard Format
Name 1	e.g., Georgia Bureau of Investigation OR Dennis B Loughlin Jr whichever applies.
Name 2	e.g., Finance Office, this is the overflow from Name 1 field otherwise leave blank.
Name 3	e.g., Fiscal Management Department, this is the overflow from Name 2 field otherwise leave blank.
Short Name	e.g., GBI
Former Name 1	e.g., GBI Accounts Office
Former Name 2	e.g., GBI Financials Office, only enter this field if it applies otherwise leave blank.

NAME 1 field

- This field is 40 characters long and can use a mix of upper/lower case letters.

- It is a required field.
- Enter either one of the following: Organization OR Customer name whichever one applies.
- MAKE SURE YOU REFER TO ENTITY CODE LISTING (APPENDIX A) FOR NAMING CONVENTIONS WHEN ENTERING EITHER ORGANIZATION NAME.

Legal Name -

- The NAME 1 field will list the customer legal name.
- Be Consistent. Use capital letter for first letters only and small caps for rest.

Individual's Names

- All names of individuals are listed in the format First, MI, Last. (Dennis B Loughlin Jr)
- No punctuation should appear in an individual's name except for hyphens (-) used in an individual's last name. (Andrew Scribner-McClain)
- Be Consistent. Use capital letter for first letters only and small caps for rest.

Abbreviations -

- Abbreviate only the middle initial of the name.

Titles (Jr., Dr.) -

- Use any titles that are part of a customer legal name. (i.e., Jr, Sr, Co, Inc, Pc, Ltd, etc.)
- Don't use honor titles (i.e., Mr, Mrs, Ms, President, Sir, Judge, Dr, MD, PhD, Atrny, Esq, etc.)

Use of "The" - "A" and symbols -

- The words "THE" or "A" may be used at the beginning of a customer name (e.g. The Boston Globe, A Touch of Class). Please refer to Entity Code List naming convention standards (APPENDIX A).

NAME 2 Field

- If a customer OR organization name doesn't fit into the NAME 1 field, place the overflow from NAME 1 field into NAME 2 field.

NAME3 Field

- This field needs to be left blank.

SHORT NAME Field

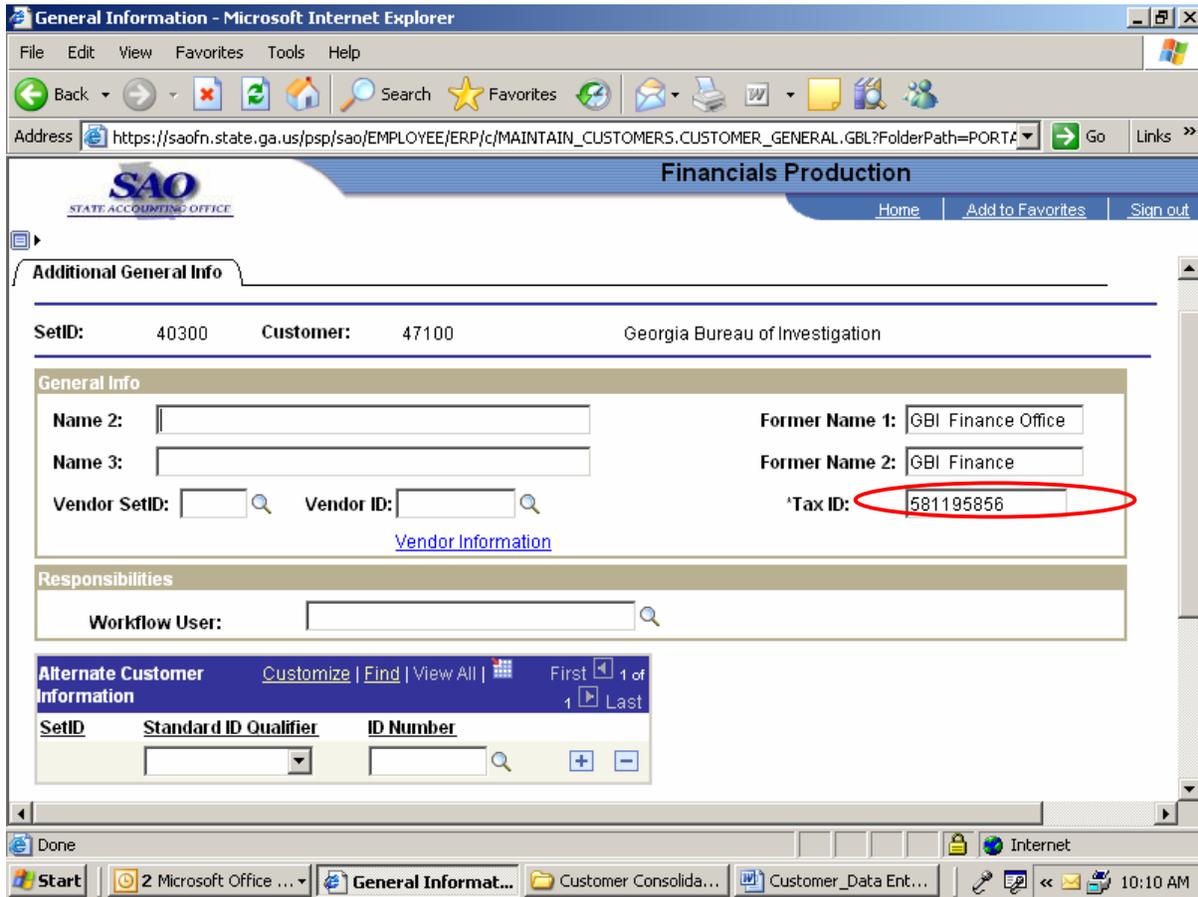
- This field is 10 characters long and uses a mix of upper/lower case letters.
- It is a required field.
- If using an individual's name up to 10 characters maximum can be inputted. (e.g., Andrew Scribner-McClain can be listed as: Andrew Scr)
- Do not use a person's initials as their short name.
- Can use abbreviations for organizations but do not leave spaces between the initials. (e.g., Georgia Bureau of Investigation can be listed as GBI)
- Leading words such as 'A' and 'THE' should be dropped from the customer short name.

FORMER NAME 1/NAME 2 Field

PKAs (Previously Known As) -

- These two fields are not required.
- PKA name changes are listed in the FORMER NAME 1/FORMER NAME 2 fields. Use First, Last is it's a customer name OR organization name, whichever applies. Please enter the former names starting with the latest one first, only if it applies otherwise leave these two fields blank. (e.g., If Georgia Bureau of Investigation Finance Office used to be GBI Accounts Office and was GBI Financials Office prior to that, then FORMER NAME 1 is GBI Accounts Office and FORMER NAME 2 would be GBI Financials Office)

NAVIGATION: CUSTOMERS>CUSTOMER INFORMATION>GENERAL INFORMATION>ADDITIONAL GENERAL INFORMATION



Data Entry Field	Data Entry Standard Format
Taxpayer ID	e.g., 125487859

TAXPAYER ID Field

- This field is 9 characters long.
- This is a required field.
- Enter ID using characters in the following format: XXXXXXXXXX without dashes or spaces.

NAVIGATION: CUSTOMERS>CUSTOMER INFORMATION>GENERAL INFORMATION>ADDRESS

The screenshot shows a web browser window titled "General Information - Microsoft Internet Explorer" displaying the SAO Financials Production application. The address bar shows the URL: https://saofn.state.ga.us/psp/sao/EMPLOYEE/ERP/c/MAINTAIN_CUSTOMERS.CUSTOMER_GENERAL.GBL?FolderPath=PORTA... The application header includes the SAO logo and "Financials Production" with navigation links for Home, Add to Favorites, and Sign out. The main content area has several tabs: General Info, Bill To Options, Ship To Options, Sgld To Options, Address (selected), and Miscellaneous General Info. Below the tabs, the following information is displayed: SetID: 40300, Customer: 47100, and Georgia Bureau of Investigation. The "Address Locations" section shows a table with one entry: Location: 1, Description: Accounts Payable Department. It includes checkboxes for Bill To (checked), Primary (checked), Broker (unchecked), Ship To (unchecked), Sold To (unchecked), Indirect (unchecked), and Correspondence Address (checked). Below this is the "Address Details" section with fields for Effective Date (01/09/2006), Status (Active), Language Code (English), Tax Code, Physical Nature, and Where Performed. The Country is set to USA (United States), and Address 1 is 3121 Panthersville Road. An "Alternate Names" section is also present but empty. The Windows taskbar at the bottom shows the Start button, two Microsoft Office applications, and the current application window, with the system clock showing 10:25 AM.

The screenshot shows a Microsoft Internet Explorer browser window displaying a web application titled "Financials Production". The browser's address bar shows the URL: https://saofn.state.ga.us/psp/sao/EMPLOYEE/ERP/c/MAINTAIN_CUSTOMERS.CUSTOMER_GENERAL.GBL?FolderPath=PORTA. The page features a header with the SAO logo and navigation links for Home, Add to Favorites, and Sign out. The main content area contains a form with the following fields and values:

- Address 1: 3121 Panthersville Road
- Address 2: (empty)
- Address 3: John Padgett
- City: Decatur
- County: DEKALB
- State: GA (with a search icon for Georgia)
- Postal: 30037-0808
- In City Limit

Below the form, there is a row of buttons: Save, Return to Search, Previous in List, Next in List, Notify, Add, Update/Display, Include History, and Cor. A navigation menu below the buttons includes links for General Info, Bill To Options, Ship To Options, Sold To Options, Address, and Miscellaneous General Info.

Data Entry Field	Data Entry Standard Format
Location	e.g., 1
Description	e.g., GBI Atlanta Location
Address 1	e.g., 200 Piedmont Ave SE, Suite 1604
Address 2	e.g., Department of Corrections
Address 3	e.g., Andrew Scribner-McClain
City	e.g., Decatur
County	e.g., DEKALB
Postal	e.g., 30037-0054
Phone	e.g., 678-415-7894
Ext	e.g., 2415
Fax	e.g., 678-444-5550
Alternative Name 1	e.g., GBI Finance Office

Alternative Name 2	Leave blank
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LOCATION Field

- This field is up to 3 numerical characters long.
- This is a required field.
- The maximum number of locations you can enter is 999.

DESCRIPTION Field

- This field is 30 characters long and uses both upper and lower case letters.
- This is not a required field.
- Be very descriptive in this field.

ADDRESS Fields

- The user will start at ADDRESS 1 and work down, populating any additional address lines as necessary. Keep in mind that the Post Office reads addresses from the bottom up. The most important part of the address should be as close to the bottom as possible. For instance, if you are listing both the PO Box # and the street address, but want the mail delivered to the PO Box #, you would list the street address in the ADDRESS 1 field and the PO Box # in the ADDRESS 2 field.
 - **Abbreviations -**
 - It is usually better to spell words out completely. If it is necessary to abbreviate, use the standard Post Office Business Abbreviations and abbreviate words as necessary going from the right to the left of the name.
 - **Punctuation -**
 - Only use punctuation that is absolutely necessary. Do not put periods after words like ST or PO BOX, 33RD ST, etc.
 - **Directions -**
 - It is usually better to spell out directions unless you need to abbreviate them so that the address will fit on the address line. If necessary to abbreviate, use the standard abbreviations for directions.

Address 1 -

- This field is 35 characters long and uses a mix of upper/lower case letters.
- This is a required field.
- Enter Complete Address including Suite#, Apartment#, Building#, Floor#, Room #, etc...
- Be Consistent. Use capital letter for first letters only and small caps for rest.

Address 2 -

- This field is 35 characters long and uses a mix of upper/lower case letters.
- This is not a required field.

- Enter the Department/Division name if it applies.
- Be Consistent. Use capital letter for first letters only and small caps for rest.
- MAKE SURE YOU REFER TO ENTITY CODE LISTING (APPENDIX A) FOR NAMING CONVENTIONS WHEN ENTERING DEPARTMENT/DIVISION NAME.

Address 3 -

- This field is 35 characters long and uses a mix of upper/lower case letters.
- This is not a required field.
- Enter the Attn to name if it applies.
- Be Consistent. Use capital letter for first letters only and small caps for rest.

CITY Field

- This field is 30 characters long and uses a mix of upper/lower case letters.
- This is a required field.

COUNTY Field

- This field is 30 characters long and uses uppercase letters.
- This is not a required field.

POSTAL Field

- This field is 12 characters long and must be in Zip Code format.
- This is a required field.
- Use Zip +4 when available.

ALTERNATIVE NAME 1/NAME 2 Fields

AKAs (Also Known As) and Aliases -

- This is not a required field.
- The DBAs (Doing Business As) is listed in the ALTERNATIVE NAME 1 fields.
- Generally accepted name such as the mnemonic name (IBM, GBI, etc.) and the name a company may be known as (Federal Express - FedEx) can be listed in the NAME 1 field. If it's a customer name use the following format: First, Last.
- ALTERNATIVE NAME 2 should be left blank.

NAVIGATION: CUSTOMERS>CUSTOMER INFORMATION>GENERAL INFORMATION>ADDRESS>VIEW PHONE LIST

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'General Information' page for a customer. The browser's address bar shows the URL: https://saofn.state.ga.us/psp/sao/EMPLOYEE/ERP/c/MAINTAIN_CUSTOMERS.CUSTOMER_GENERAL.GBL?FolderPath=PORTA... The page header includes the SAO logo and the text 'Financials Production'. The main content area contains several sections:

- Location:** 1
- Description:** Accounts Payable Department
- Checkboxes:** Bill To, Primary, Broker, Ship To, Indirect, Sold To, Correspondence Address
- Links:** [VAT Default](#), [VAT Service Treatment Setup](#)
- Address Details:**
 - Effective Date: 01/09/2006
 - Status: Active
 - Language Code: English
 - Tax Code: [empty]
 - Physical Nature: [empty]
 - Where Performed: [empty]
- Country:** USA United States
- Address 1:** 3121 Panthersville Road
- Address 2:** [empty]
- Address 3:** John Padget
- City:** Decatur
- ZIP:** 30037-0808
- Alternate Names:** [empty table]
- Link:** [View Phone Information](#) (circled in red)
- Checkbox:** In City Limit

The browser's taskbar at the bottom shows the Start button, two Microsoft Office applications, and the current browser window titled 'General Informat...'. The system clock shows 10:33 AM.

The screenshot shows a web browser window with the following details:

- Browser Title:** General Information - Microsoft Internet Explorer
- Address Bar:** https://saofn.state.ga.us/psp/sao/EMPLOYEE/ERP/c/MAINTAIN_CUSTOMERS.CUSTOMER_GENERAL.GBL?FolderPath=PORTA
- Page Header:** SAO STATE ACCOUNTING OFFICE, Financials Production, Home, Add to Favorites, Sign out
- Form Section:** Phone Information
- Form Fields:** Prefix, Phone, Ext, Fax (each with an input box)
- Buttons:** OK, Cancel
- Taskbar:** Shows Start button, Microsoft Office applications, and system tray with time 10:41 AM.

PHONE Field

- This field is 24 characters long.
- This is not a required field.
- The area code and full phone number should be entered in this field. Enter the 9 digit phone number using characters in the following format and do not use parenthesis: XXX-XXX-XXXX.

EXTENSION Field

- This field is up to 6 characters long.
- This is not a required field.
- Enter the extension, if applicable.

FAX Field

- This field is 24 characters long.
- This is not a required field.

- The area code and full phone number should be entered in this field. Enter the 9 digit phone number using characters in the following format and no parenthesis: XXX-XXX-XXXX.

*****IMPORTANT NOTES*****

1. Questions can also be emailed to finacctg@sao.ga.gov.
2. Going forward Social Security numbers may NOT be used for any fields.
3. Customer ID field has a maximum length of 15 alpha-numeric characters.

APPENDIX A: ENTITY CODE LISTING FOR STAE OF GA

STATE OF GA REPORTING ENTITY

ORGANIZATION

Department of Administrative Services
Agricultural Exposition Authority
Agricultural Commodity Commission – Apples
Agricultural Commodity Commission – Canola
Agricultural Commodity Commission – Cotton
Agricultural Commodity Commission – Eggs
Agricultural Commodity Commission – Milk
Agricultural Commodity Commission – Pecans
Agricultural Commodity Commission- Peanuts
Agricultural Commodity Commission – Tobacco
Department of Agriculture
Agrirama Development Authority
Department of Audits and Accounts
Department of Banking and Finance
Boll Weevil Eradication Foundation of Georgia

Georgia Building Authority
Hospital Authority
Georgia Class Nine Fire Department Pension Fund
College and University Foundations
University of Georgia Athletic Association, Incorporated
Kennesaw State University Foundation, Incorporated
West Georgia Tech Foundation
Department of Community Affairs
Department of Community Health
Correctional Industries
Department of Corrections
Department of Defense
Georgia Development Authority
Department of Early Care and Learning
Department of Economic Development
Department of Education
Employees' Retirement System of Georgia
Regular
Environmental Facilities Authority
Financing and Investment Commission
Firefighter's Pension Fund
State Forestry Commission
State Games Commission
Georgia General Assembly
Golf Hall of Fame Authority
Golf Hall of Fame Board
Higher Education Assistance Corporation
Department of Human Resources
Department of Insurance
Georgia Bureau of Investigation
Jekyll Island State Park Authority
Judicial Branch
Department of Juvenile Justice
Department of Labor
Lake Lanier Islands Development Authority
Department of Law
Georgia Lottery Corporation
Department of Motor Vehicle Safety
Georgia Music Hall of Fame Authority
Department of Natural Resources
North Georgia Mountains Authority
Oconee River Greenway Authority
One Georgia Authority
State Board of Pardons and Paroles
State – Merit System of Personnel Admin. Personnel Board
Georgia Ports Authority
Department of Public Safety
Public Service Commission
Public Telecommunications Commission

Georgia Rail Passenger Authority
Board of Regents of the University System of Georgia

Research Universities
Georgia Institute of Technology
Georgia State University
Medical College of Georgia
University of Georgia

Regional Universities
Georgia Southern University
Valdosta State University

State Universities
Albany State University
Armstrong Atlantic State University
Augusta State University
Clayton State University
Columbus State University
Fort Valley State University
Georgia College and State University
Georgia Southwestern State University
Kennesaw State University
North Georgia College and State University
Savannah State University
Southern Polytechnic State University
University of West Georgia

State Colleges
Dalton College
Macon State College

Two-Year Colleges
Abraham Baldwin Agricultural College
Atlanta Metropolitan College
Bainbridge College
Coastal Georgia Community College
Darton College
East Georgia College
Gainesville College
Georgia Highlands (formerly, Floyd) College
Georgia Perimeter College
Gordon College
Middle Georgia College
South Georgia College
Waycross College

Other
Georgia Military College
Skidaway Institute of Oceanography

Regional Educational Service Agencies
Central Savannah River Area RESA
Chattahoochee-Flint RESA
Coastal Plains RESA
First District RESA
Griffin RESA
Heart of Georgia School Systems RESA

Metropolitan RESA
Middle Georgia RESA
North Georgia RESA
Northeast Georgia RESA
Northwest Georgia RESA
Oconee RESA
Okfenokee RESA
Pioneer RESA
Southwest Georgia RESA
West Georgia RESA
Georgia Regional Transportation Authority
Agency for Removal of Hazardous Materials
Department of Revenue
State Road and Tollway Authority
Sapelo Island Heritage Authority
Secretary of State
Georgia Seed Development Commission
Sheriffs' Retirement Fund of Georgia
State Soil and Water Conservation Commission
Southwest GA RR Excursion Authority
Sports Hall of Fame Authority
Stone Mountain Memorial Association
Georgia Student Finance Authority
Georgia Student Finance Commission
Subsequent Injury Trust Fund Board of Trustees
Superior Court Clerks' Cooperative Authority
Teachers Retirement System of Georgia
Department of Technical and Adult Education

Technical Colleges
Albany Technical College
Altamaha Technical College
Appalachian Technical College
Athens Technical College
Atlanta Technical College
Augusta Technical College
Central Georgia Technical College
Chattahoochee Technical College
Columbus Technical College
Coosa Valley Technical College
DeKalb Technical College
East Central Technical College
Flint River Technical College
Georgia Aviation Technical College
Griffin Technical College
Gwinnett Technical College
Heart of Georgia Technical College
Lanier Technical College
Middle Georgia Technical College
Moultrie Technical College
North Georgia Technical College

North Metro Technical College
Northwestern Technical College
Ogeechee Technical College
Okefenokee Technical College
Sandersville Technical College
Savannah Technical College
South Georgia Technical College
Southeastern Technical College
Southwest Georgia Technical College
Swainsboro Technical College
Valdosta Technical College
West Central Technical College
West Georgia Technical College
Georgia Technology Authority
Department of Transportation
Office of Treasury and Fiscal Services
State Department of Veterans Service
State Board of Workers' Compensation
World Congress Center Authority

Judicial Branch also includes the following:

436 - Superior Courts
437- Prosecuting Attorneys Council
432 - Court of Appeals
438 - Supreme Court