

# Financials Upgrade Newsletter



**July, 2006**

## Important Dates to Remember...

- July 13, 2006 – Deployment Meeting-
- Monday July 17<sup>th</sup>, 2006 – New 8.8 Database available. System availability will remain 7:00am to 7:00pm, Monday through Friday. See page 7 for the weekend availability schedule.

## Go Live Deployment Meeting Scheduled!

The State Accounting Office has scheduled three pre-go-live interactive sessions on Thursday, July 13<sup>th</sup> at the James (Sloppy) Floyd Building, room 1514, West Tower, 200 Piedmont Avenue, Atlanta, Georgia.

These interactive sessions will focus on:

- Reporting
- Reconciliation
- Trouble Shooting
- Tools

To register for this session, please contact your Agency Training Coordinator or [upgradefeedback@sao.ga.gov](mailto:upgradefeedback@sao.ga.gov) for one of the sessions no later than July 6<sup>th</sup>. Seating is limited so please register early.

See page 7 for the schedule of course sessions for this very informative meeting!



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## Spotlight on Labor Distribution Highlights



The PeopleSoft Labor Distribution (LD) application is a custom module that includes features that enable you to correct or distribute employee payroll data chartfields prior to the updating of the Accounts Payable (AP), Budget (KK) and the General Ledger (GL) modules. In addition, the LD module contains access to run reports and queries.

These features work in conjunction with information entered in the PeopleSoft HCM Commitment Accounting and Payroll for North America pages.

Labor Distribution enables you to:

- Correct employee payroll data including Account, Department ID, Fund, Product, Project/Grants, Program/Appropriation, Funding Source, Budget Reference and Special Purpose chartfields.
- Distribute employee payroll data to multiple Department ID, Fund, Product, Project/Grants, Program/Appropriation, Funding Source, Budget Reference and Special Purpose chartfields.
- Release labor expense to AP, Budget and GL.
- Produce reports/queries to assist in the monitoring of payroll expenses and comply with regulatory requirements.

The earnings, taxes (employee and employer fringes), deductions (employee and employer fringes) and net pay amounts are stored in the Labor Distribution Module. The earnings codes are the only data available for viewing/correcting and/or distributing. The employer fringe cost and net pay will be distributed to the same General Ledger chartfields as identified by the earnings codes. Employee tax and deduction withholding are processed through Clearing Accounts (196050 & 196051) and are not distributed.

Accounts Payable vouchers are generated during the Release Process for the payment of employer fringe cost such as Federal OASDI/Medicare taxes, retirement and health insurance amounts.



## **Spotlight on Labor Distribution Highlights (continued)**

**Three chartfields have been added and/or renamed with the upgrade to version 8.8. Fields that have been renamed include:**

- **Organization – known in version 8.8 as Dept**
- **Sub-Class – known in version 8.8 as Class**
- **Program – known in version 8.8 as Fund Source**

**New chartfields relating to version 8.8 include:**

- **Product**
- **Special Purpose**
- **Budget Reference**
- **Program (AOB Program)**

**Account values for processing Labor expenses have been changed as indicated below:**

**Regular Salaries is changing from account 510001 to account 501001**

**Annual Leave Pay is changing from account 510002 to account 502001**

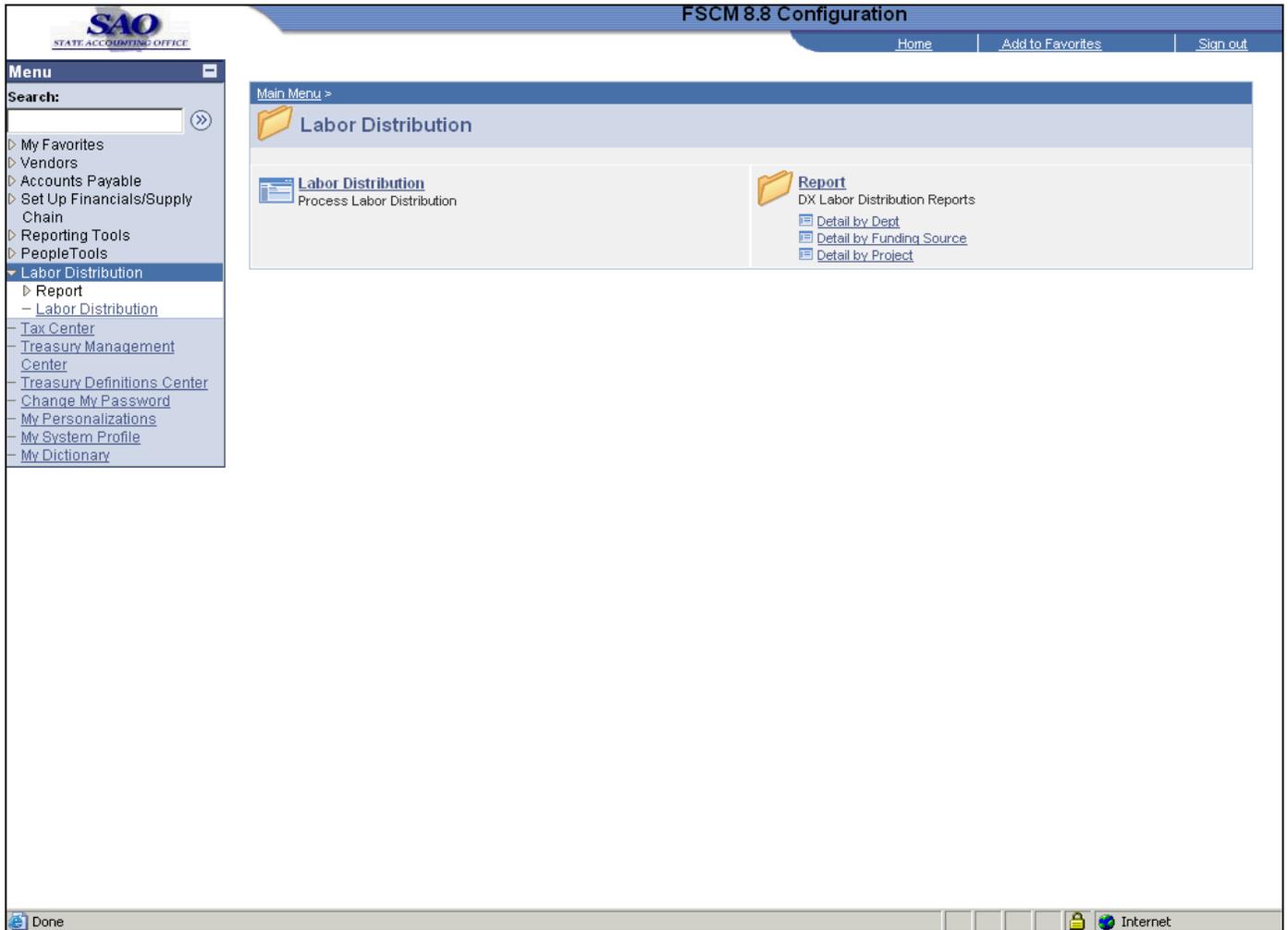
**Other Supplemental Pay is changing from account 510003 to account 503001**

**Labor expenses will continue to be distributed by Hours or by Percentage of time worked.**

**The release of Labor expenses will continue to be performed by State Accounting Office staff.**



Take a  at the Labor Distribution main page



SAO STATE ACCOUNTING OFFICE

FSCM 8.8 Configuration

Home Add to Favorites Sign out

Menu

Search:

- My Favorites
- Vendors
- Accounts Payable
- Set Up Financials/Supply Chain
- Reporting Tools
- PeopleTools
- Labor Distribution
  - Report
    - Labor Distribution
- Tax Center
- Treasury Management Center
- Treasury Definitions Center
- Change My Password
- My Personalizations
- My System Profile
- My Dictionary

Main Menu >

Labor Distribution

Labor Distribution Process Labor Distribution

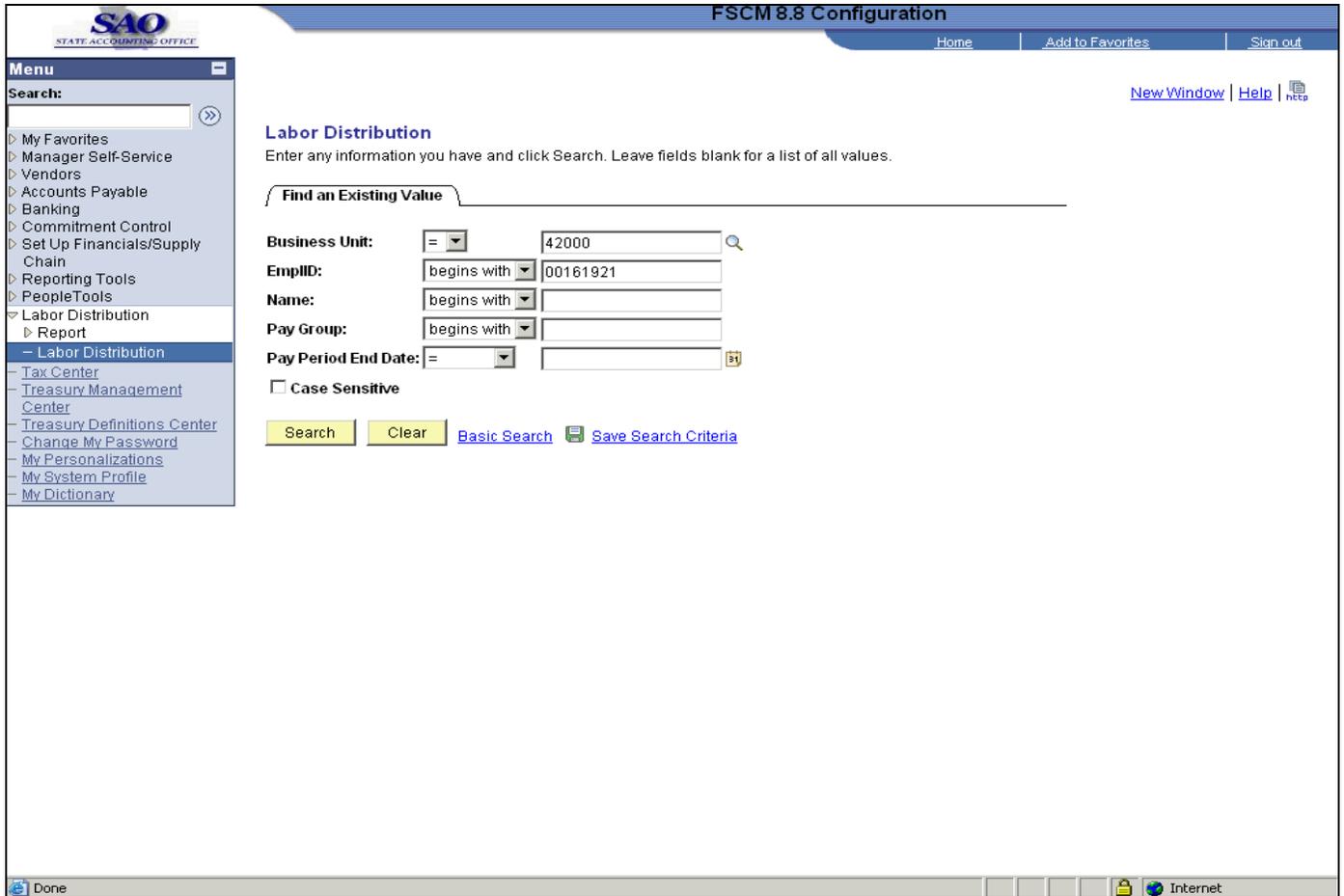
Report DX Labor Distribution Reports

- Detail by Dept
- Detail by Funding Source
- Detail by Project

Done Internet

This page represents the Labor Distribution **main** page

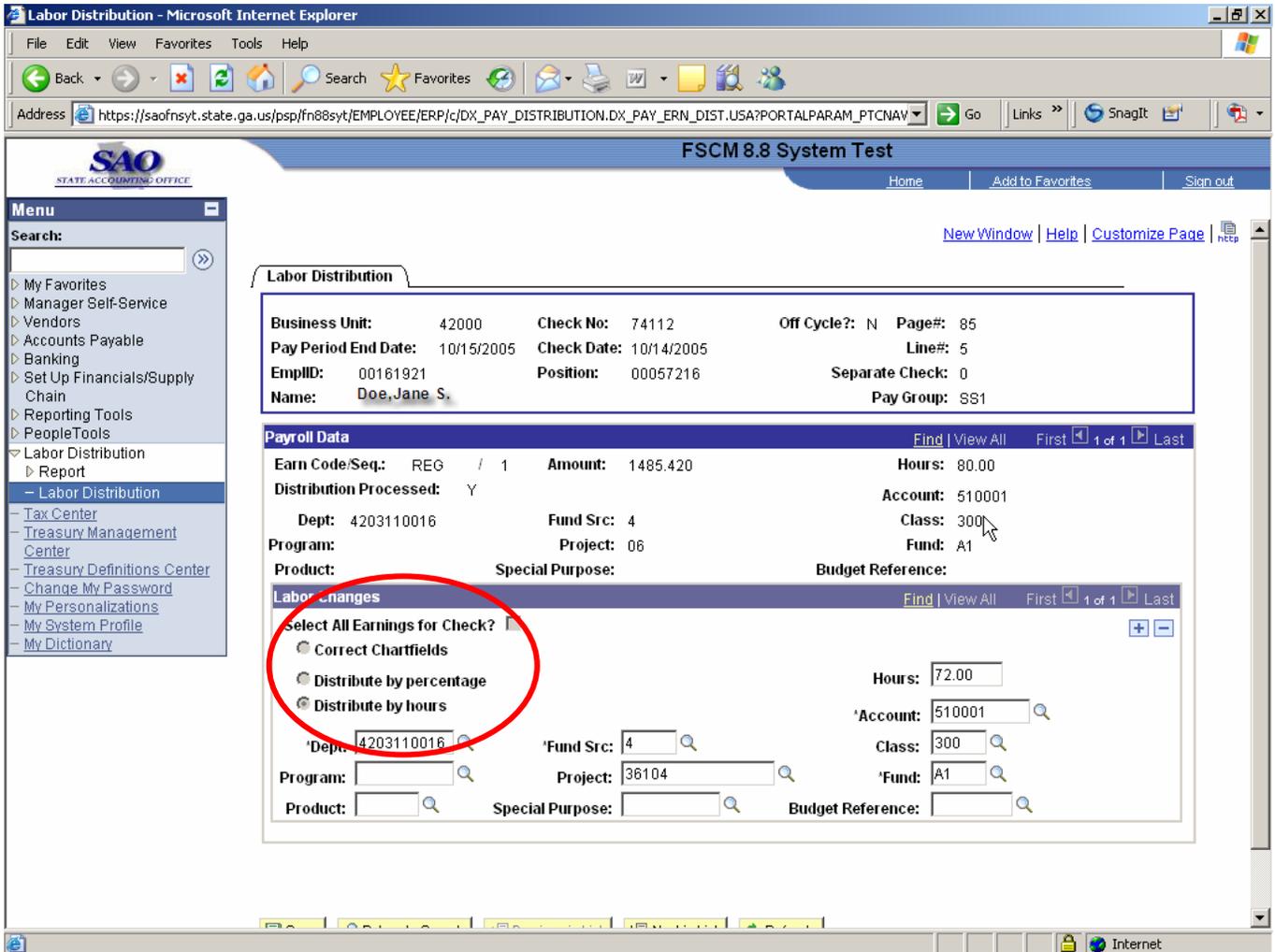
Take a  at the Labor Distribution search page



The screenshot shows the 'FSCM 8.8 Configuration' interface. On the left is a 'Menu' sidebar with a search box and a list of navigation items including 'My Favorites', 'Manager Self-Service', 'Vendors', 'Accounts Payable', 'Banking', 'Commitment Control', 'Set Up Financials/Supply Chain', 'Reporting Tools', 'PeopleTools', 'Labor Distribution', and 'Report'. The 'Labor Distribution' item is expanded to show sub-items like 'Tax Center', 'Treasury Management Center', 'Treasury Definitions Center', 'Change My Password', 'My Personalizations', 'My System Profile', and 'My Dictionary'. The main content area is titled 'Labor Distribution' and contains the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a section titled 'Find an Existing Value' with a search form. The form includes fields for 'Business Unit' (with a dropdown set to '=' and a text box containing '42000'), 'EmpID:' (with a dropdown set to 'begins with' and a text box containing '00161921'), 'Name:' (with a dropdown set to 'begins with' and an empty text box), and 'Pay Group:' (with a dropdown set to 'begins with' and an empty text box). There is also a 'Pay Period End Date:' field with a dropdown set to '=' and an empty text box. A 'Case Sensitive' checkbox is present and unchecked. At the bottom of the form are buttons for 'Search' and 'Clear', along with links for 'Basic Search' and 'Save Search Criteria'. The top right of the page has links for 'Home', 'Add to Favorites', 'Sign out', 'New Window', 'Help', and 'HELP'. The bottom of the browser window shows a 'Done' button and an 'Internet' icon.

This page represents the main **search** page for the Labor Distribution module and is used to access an individual's Labor record

Take a  at the Labor Dist changes/correction page:



**Business Unit:** 42000      **Check No:** 74112      **Off Cycle?:** N      **Page#:** 85  
**Pay Period End Date:** 10/15/2005      **Check Date:** 10/14/2005      **Line#:** 5  
**EmplID:** 00161921      **Position:** 00057216      **Separate Check:** 0  
**Name:** Doe, Jane S.      **Pay Group:** SS1

**Payroll Data**      Find | View All      First 1 of 1 Last

**Earn Code/Seq.:** REG / 1      **Amount:** 1485.420      **Hours:** 80.00  
**Distribution Processed:** Y      **Account:** 510001  
**Dept:** 4203110016      **Fund Src:** 4      **Class:** 300  
**Program:**      **Project:** 06      **Fund:** A1  
**Product:**      **Special Purpose:**      **Budget Reference:**

**Labor Changes**      Find | View All      First 1 of 1 Last

Select All Earnings for Check?

Correct Chartfields  
 Distribute by percentage  
 Distribute by hours

**Hours:** 72.00  
**'Account:** 510001  
**'Dept:** 4203110016      **'Fund Src:** 4      **Class:** 300  
**Program:**      **Project:** 36104      **'Fund:** A1  
**Product:**      **Special Purpose:**      **Budget Reference:**

On this page, Users may distribute salary expense by either percentage or by hours and correct chartfields as needed

**Schedule of Go Live Deployment Sessions  
July 13, 2006**

<b>Course #</b>	<b>Session #</b>	<b>Times</b>
<b>407FN22</b>	<b>0001</b>	<b>8:30 am – 10:30am</b>
<b>407FN22</b>	<b>0002</b>	<b>11:00am – 1:00pm</b>
<b>407FN22</b>	<b>0003</b>	<b>2:30pm – 4:30pm</b>

All sessions will be held in Room 1514, West Tower, Sloppy Floyd Building, 200 Piedmont Avenue, Atlanta, Georgia

There will not be a web cast for this interactive presentation so please be sure to make plans to attend.

Don't miss out on this important information! Register for one of these sessions by July 6<sup>th</sup>!

Note! Needed for registration: Employee ID #, Telephone # and Email Address.

*Weekend Availability of PeopleSoft 8.8 Financials*

<b>Day</b>	<b>Date</b>	<b>Times Available</b>
<b>Saturday</b>	<b>July 22</b>	<b>8:00am - Sunday</b>
<b>Sunday</b>	<b>July 23</b>	<b>Up until 3:00pm</b>
<b>Saturday</b>	<b>July 29</b>	<b>8:00 am - Sunday</b>
<b>Sunday</b>	<b>July 30</b>	<b>Up until 3:00pm</b>
<b>Saturday</b>	<b>August 5</b>	<b>Up until 3:00pm</b>
<b>Sunday</b>	<b>August 6</b>	<b>System Down</b>
<b>Saturday</b>	<b>August 12</b>	<b>8:00am – Sunday</b>
<b>Sunday</b>	<b>August 13</b>	<b>Up until 3:00pm</b>
<b>Saturday/Sunday</b>	<b>August 19 &amp; 20</b>	<b>Year End Processing</b>

## SAO Delta Training and User Acceptance Testing



Take a **Peek at one of the SAO Delta Training classes!**



**State Accounting Office staff have trained approximately 250 financial system users during the month of June 2006!**



Take a **peek at SAO User Acceptance Testing**



**Agencies took part in User Acceptance Testing**

## **PeopleSoft 8.8 User Productivity Kit**

The UPK is being used as the primary training instrument as it relates to Financials upgrade training. The tool is also to be used as the training facility for new **employees as they are hired.**

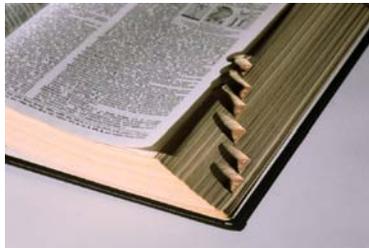
The UPK contains topics/exercises for every Financials module and is continuously being updated with new functionality or changes as they are made to the financials database.

The UPK is updated and is re-deployed to the SAO Financials UPK website (<http://saofnupk.state.ga.us>) every Friday. The UPK is considered to be a Pop Up so therefore the Pop Up Blocker software on your computer must be turned off in order to access the UPK. Users should enter the referenced URL into their browser address line and click Go. If there are no pop up blockers on the computer, the UPK should open in a separate window.

Information regarding the User Productivity Kit (UPK) may also be found on the State Accounting Office website, <http://sao.georgia.gov>. Go to PeopleSoft Upgrade>Training>User Productivity Kit.

## **Glossary of Terms**

- **Universal Navigation Header – Contains the Home, Add to Favorites and Sign Out links**
- **Pagebar – Contains the New Window, Help and HTTP links**
- **Help Link – On every page in PeopleSoft 8.8, there is a Help link located within the pagebar. If this link is clicked, the UPK “Do it” mode will open on top of the PeopleSoft production page. Users will receive detailed instructions on data entry immediately.**



## 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](mailto: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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