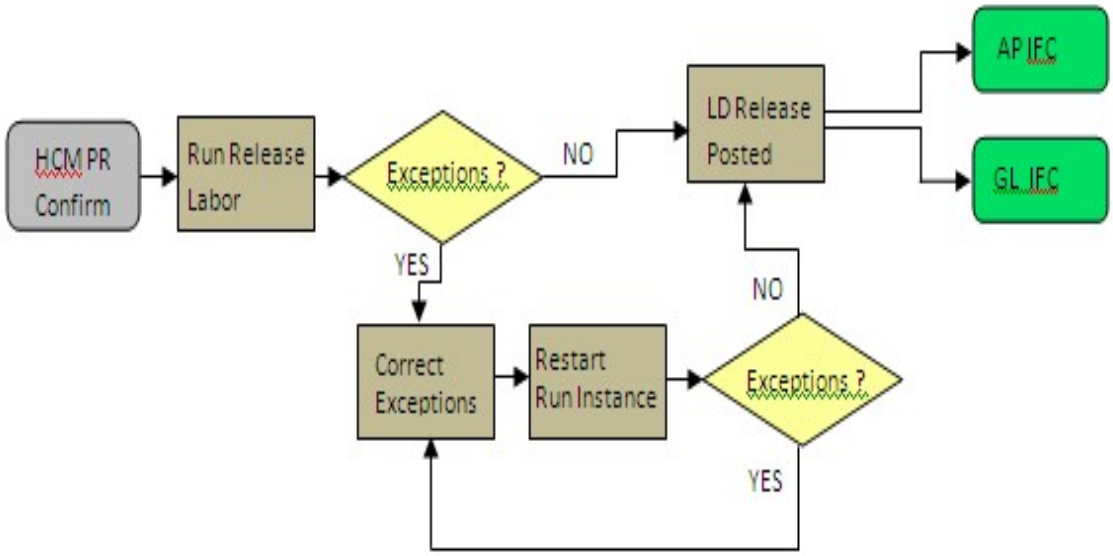
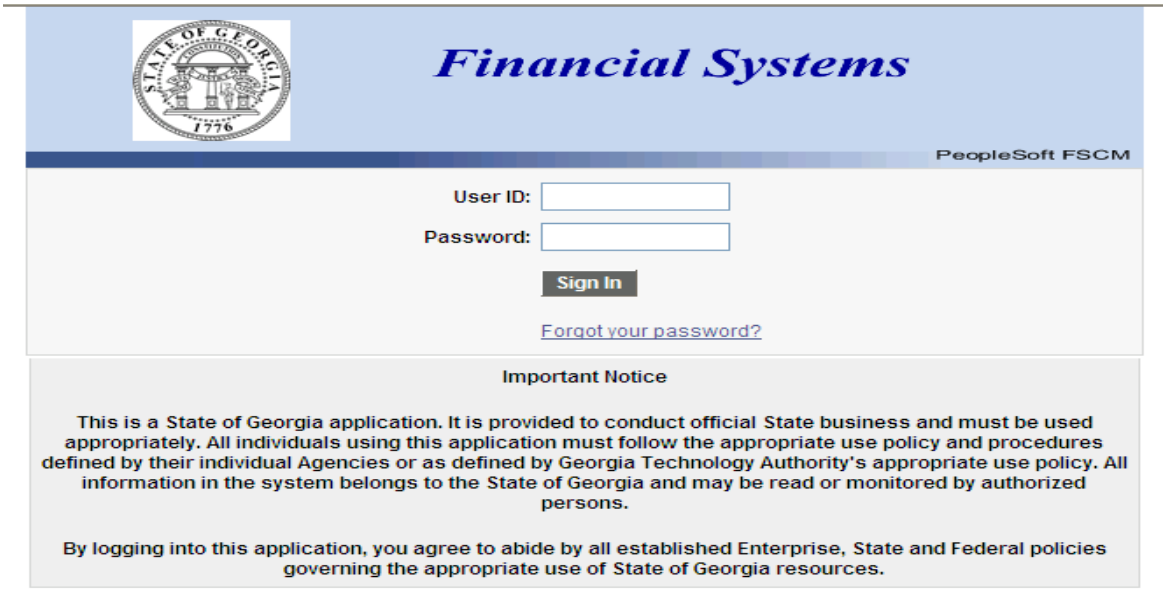
PeopleSoft FSCM Data Entry Process

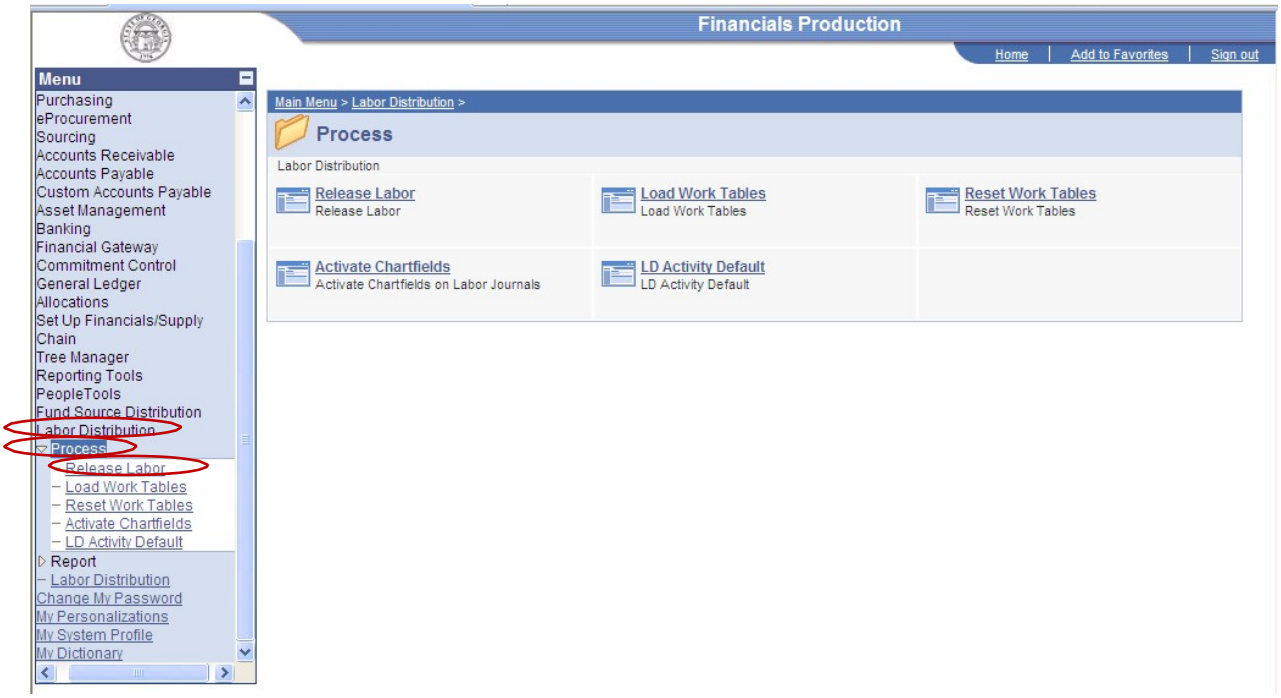
Labor Distribution Release



Step 1: Log in to the Financial Systems.



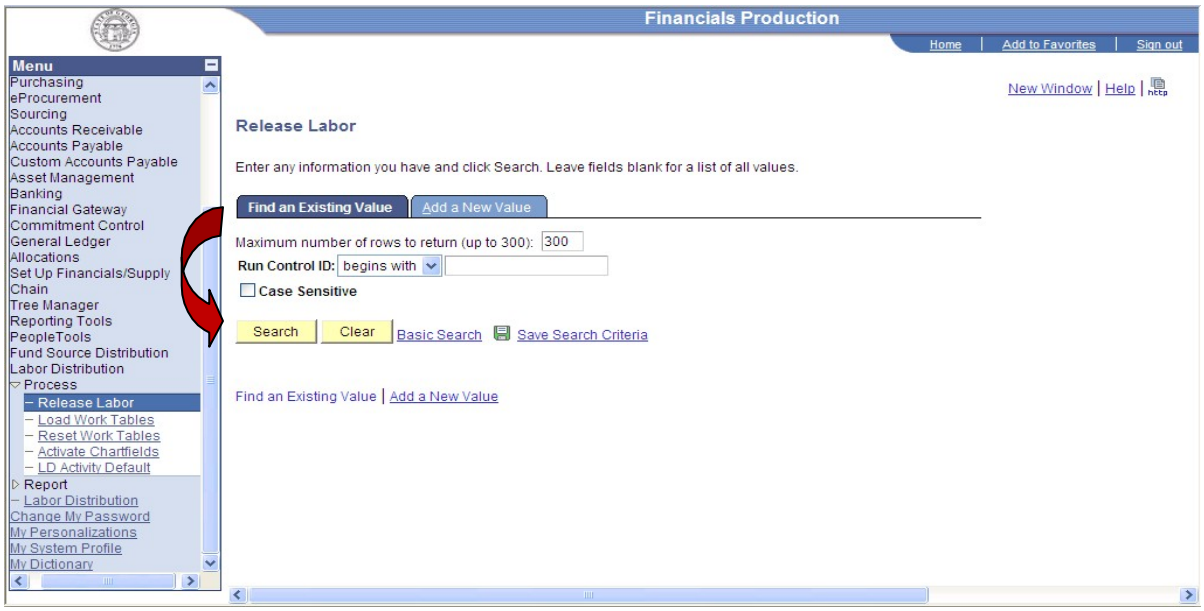
Step 2: Navigate to **Labor Distribution**. Select **Process** and then select **Release Labor** to display the ***Release Labor*** panel.



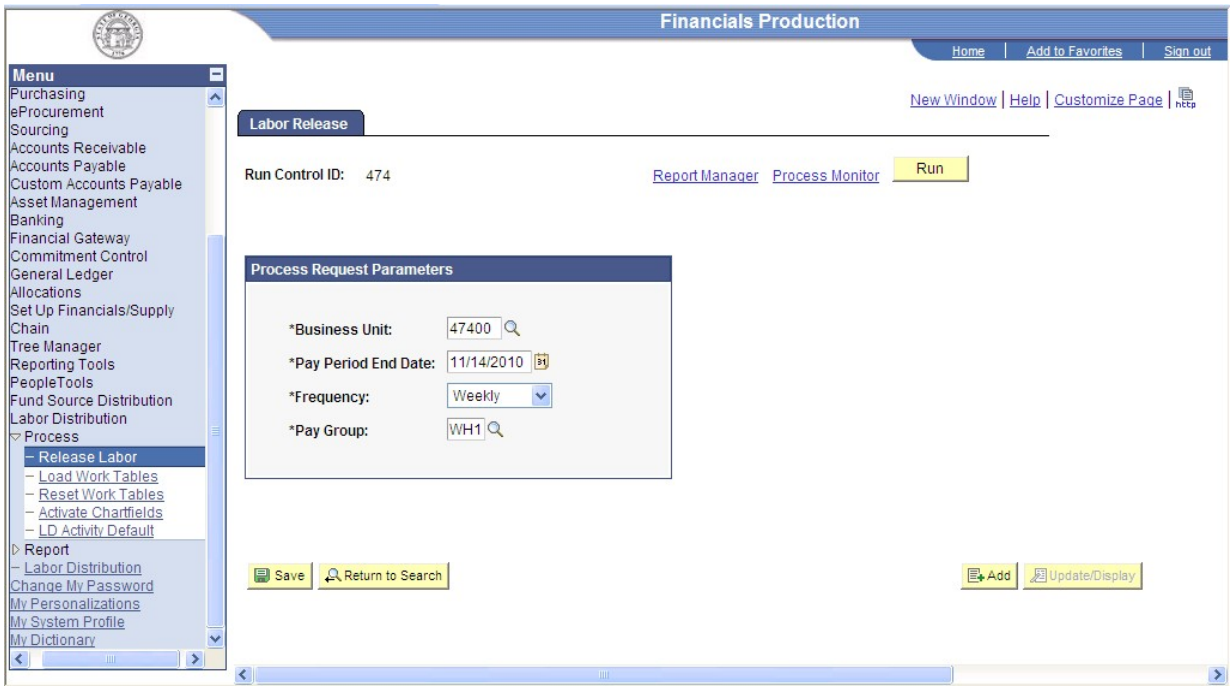
Step 3: Click Search to return a list of all available Run Control ID's. Select the appropriate **Run Control ID** from the search results.

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.

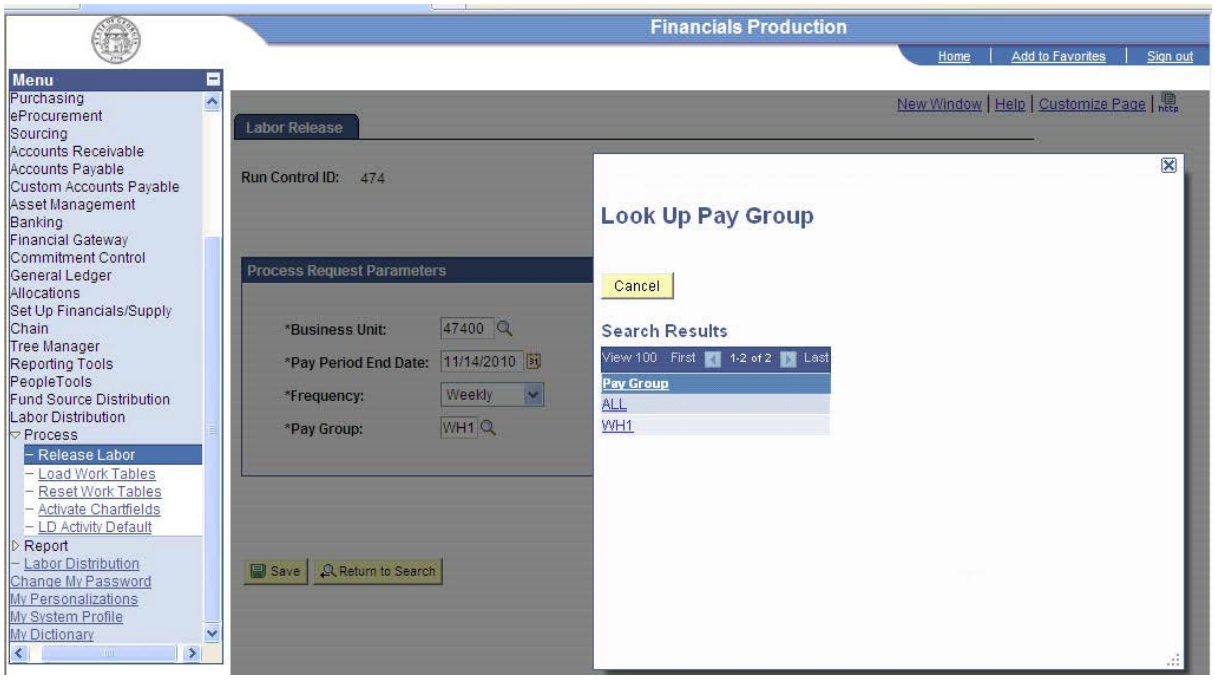
Example: State Accounting Office (SAO) = 407



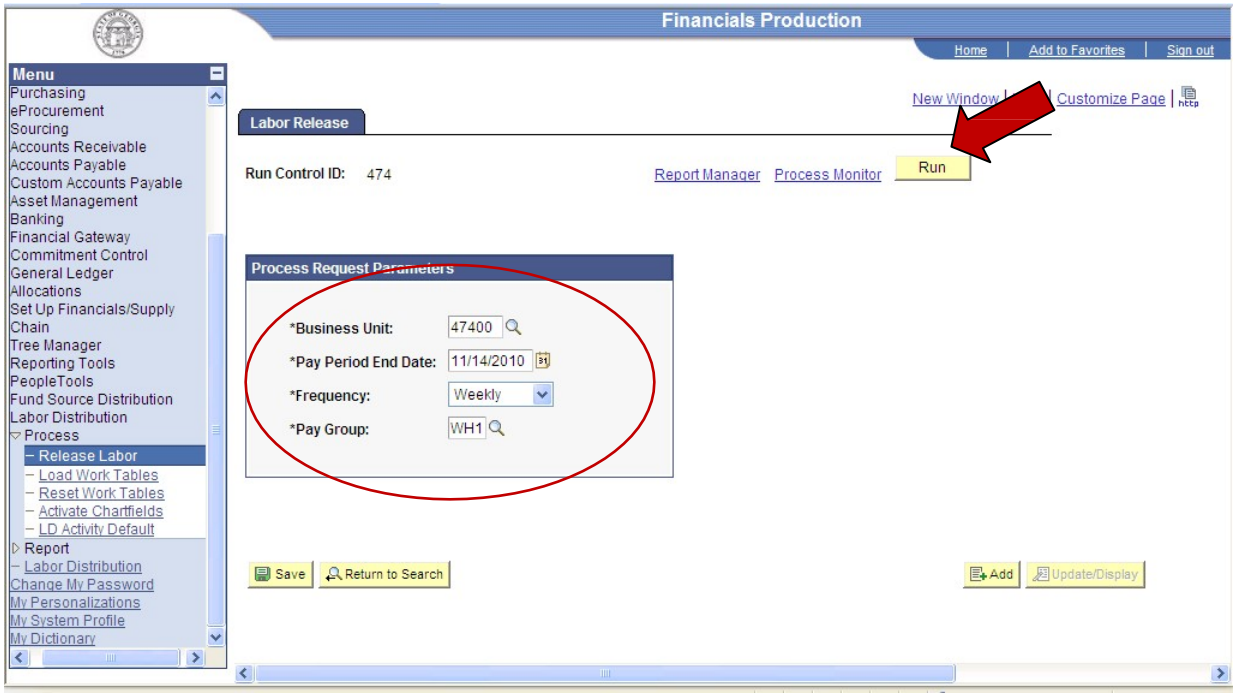
Step 4: Enter the required payroll information in the **Process Request Parameters** box: **Business Unit**, **Pay Period End Date**, **Frequency** and **Pay Group**.



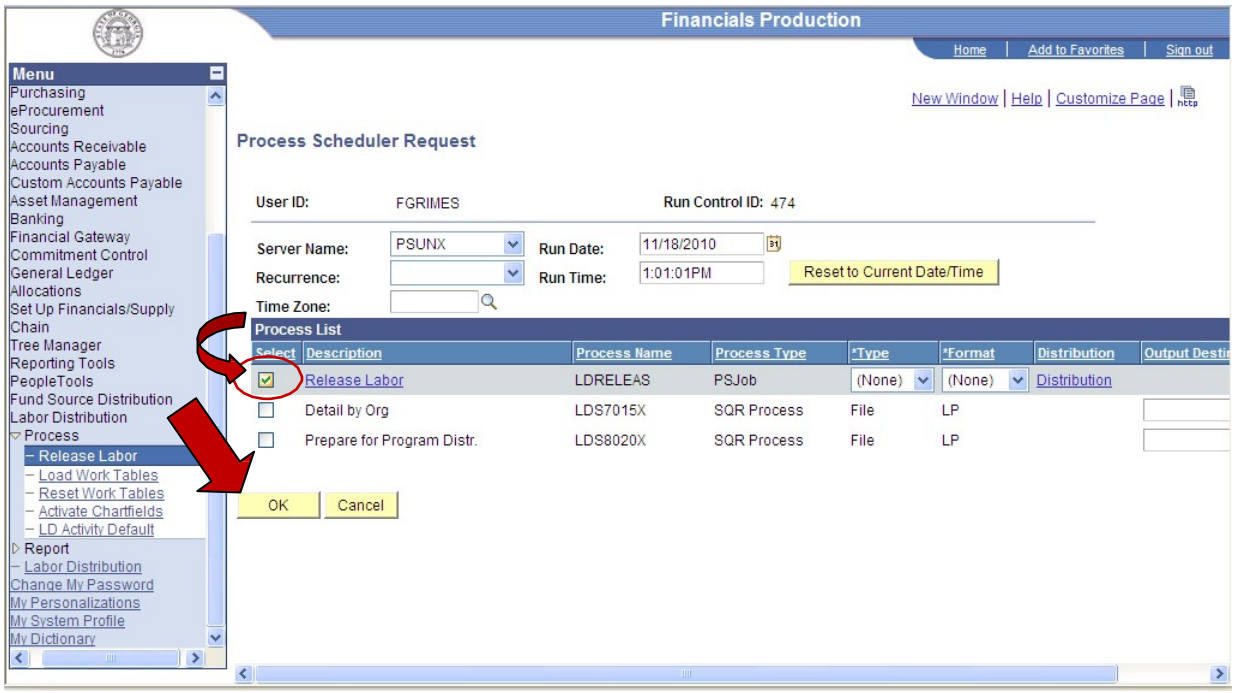
Note: Select and verify the available **Pay Group** to be released using the Look Up icon next to the Pay Group field.



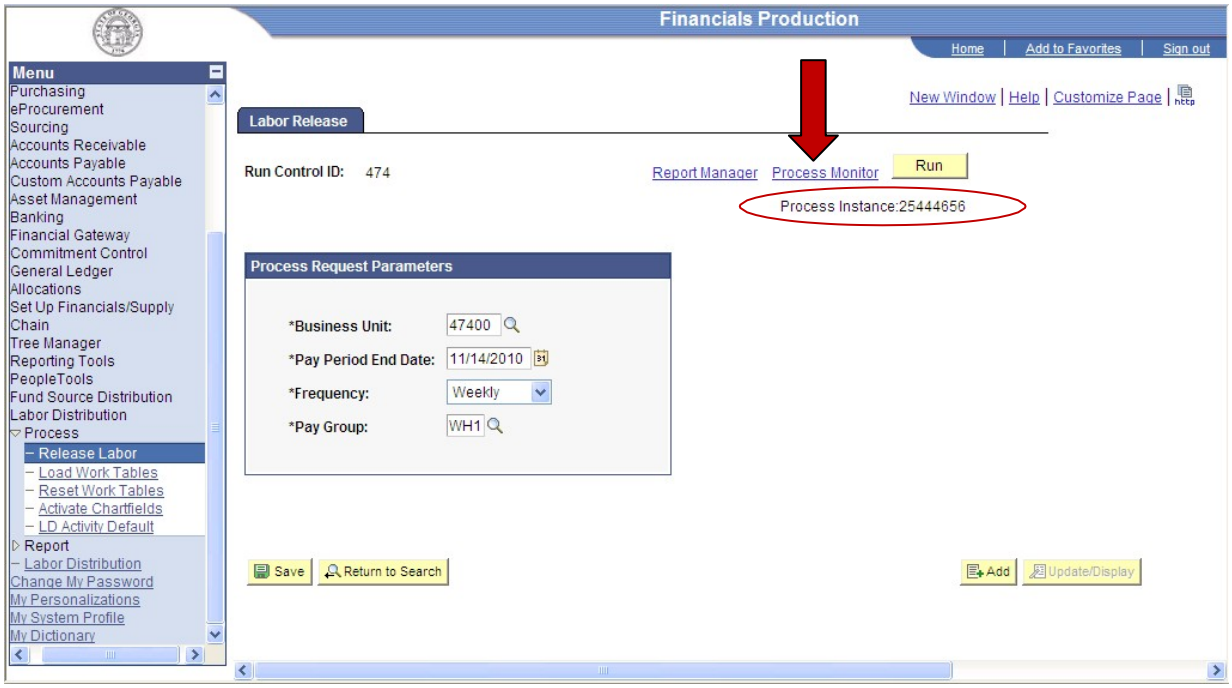
Step 5: Click the **Run** button.



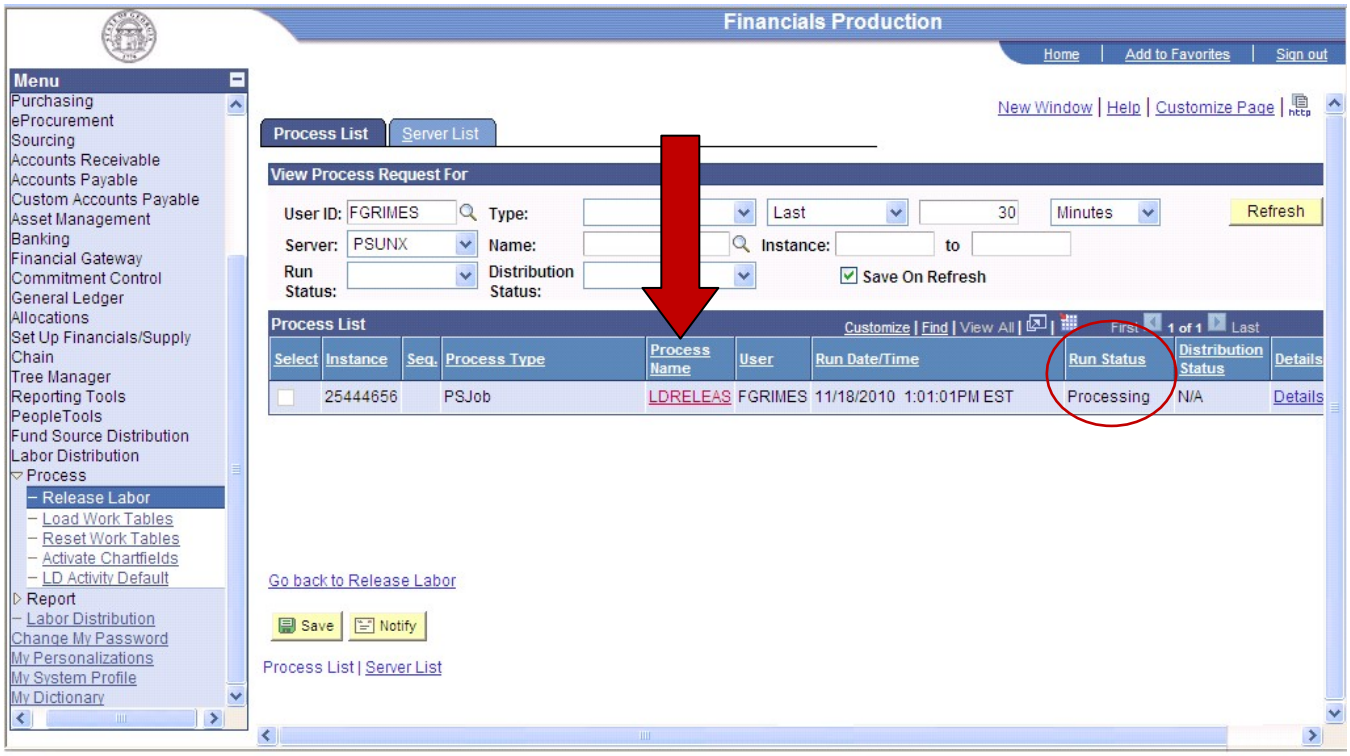
Step 6: Select the box next to **Release Labor** and click **OK**.



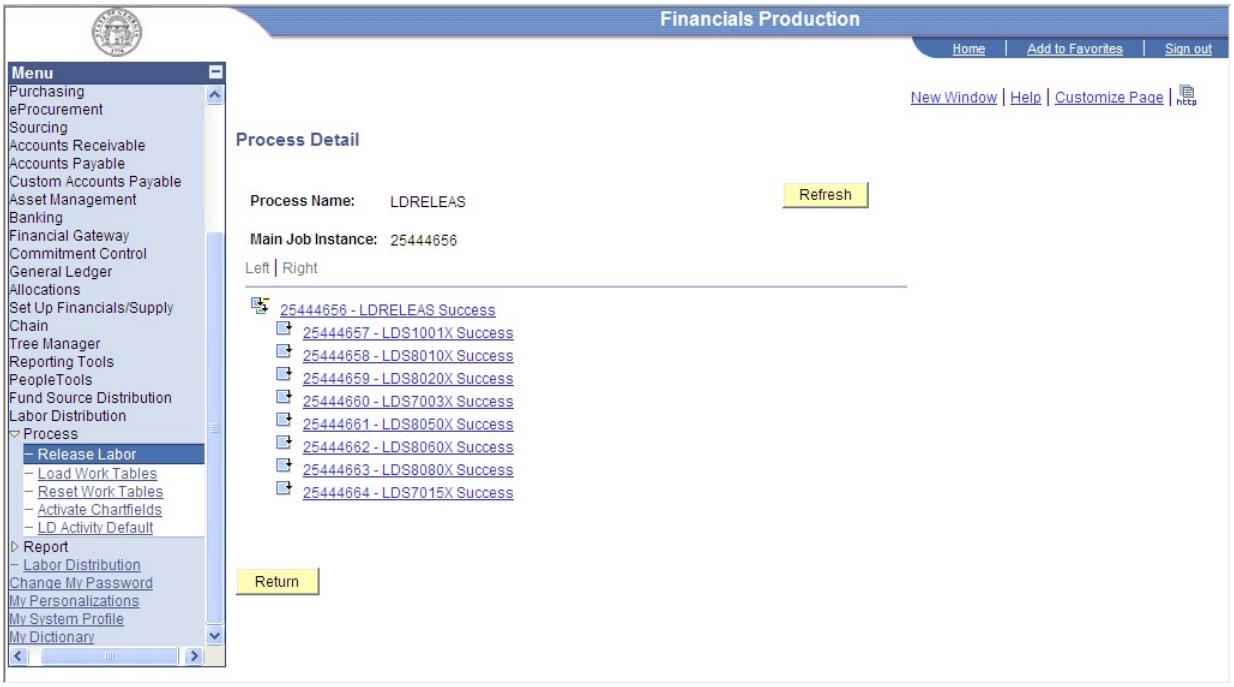
Step 7: A "Process Instance" number will be assigned for the Labor Release that is processing. This "Process Instance" number identifies this specific process run throughout the labor process. Print this screen for documentation and then click on **Process Monitor**.



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

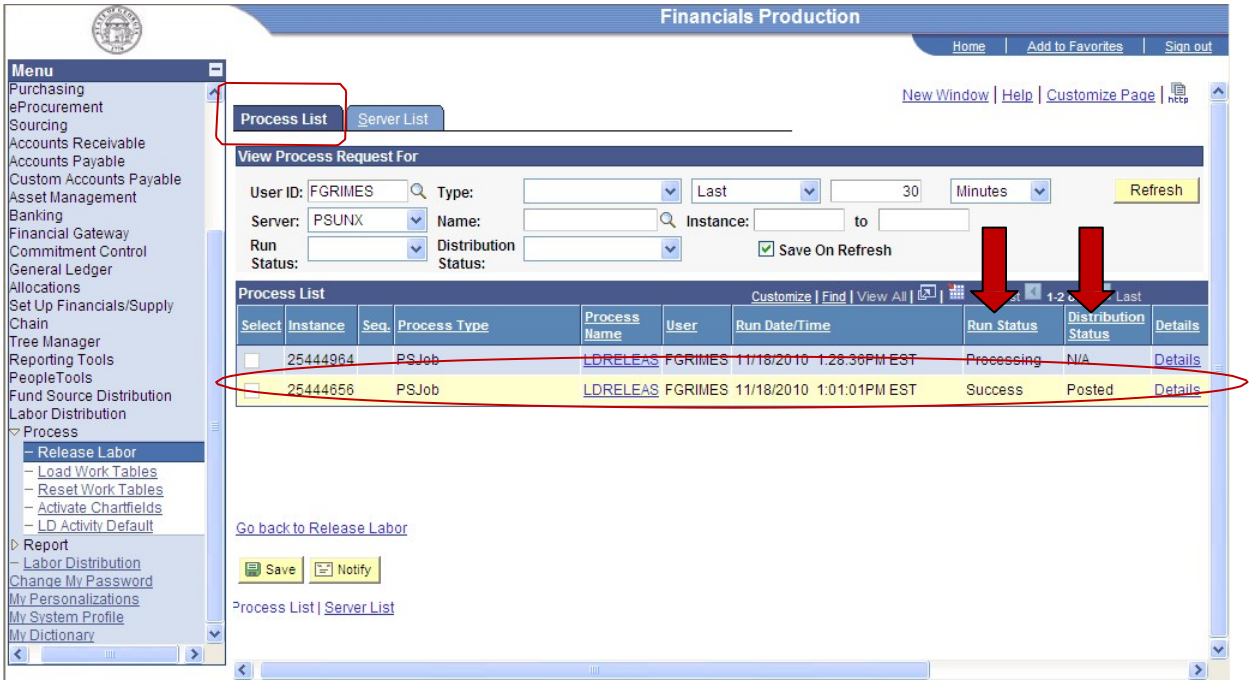


Step 9: The Process Detail page will display the status of each job. All jobs for **LDRELEAS** must be in Success status. Print this page for documentation.



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

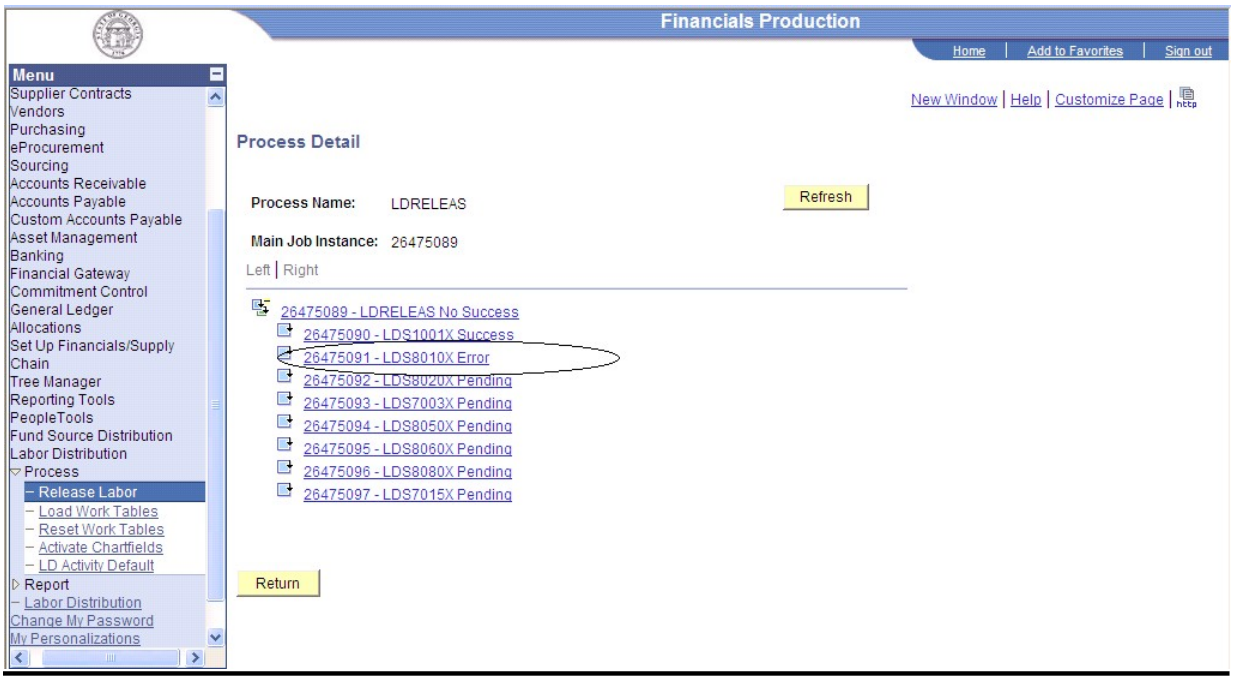
Step 11: Verify the run status is *Success* and in **Distribution Status** *Posted*.



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 page 3, step 2 and use the SAME run control to run the process from the beginning again. This will start a new process instance. Never delete a previously run process instance since this will be good information if the Customer Service Center must research and assist further.

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:

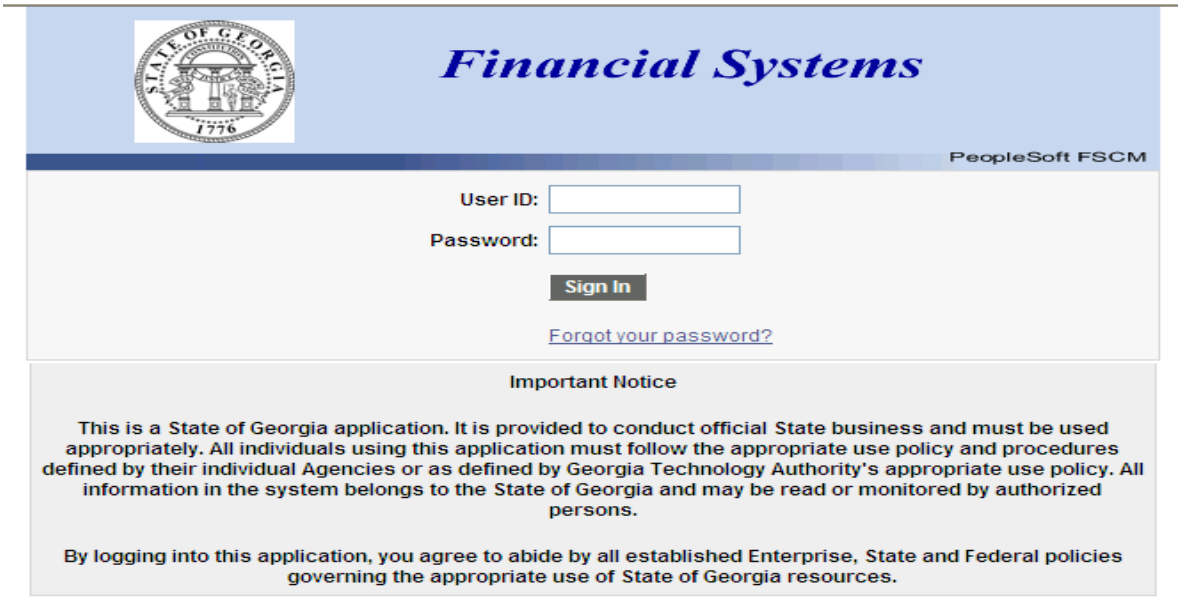
Job Process Detail Error List

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

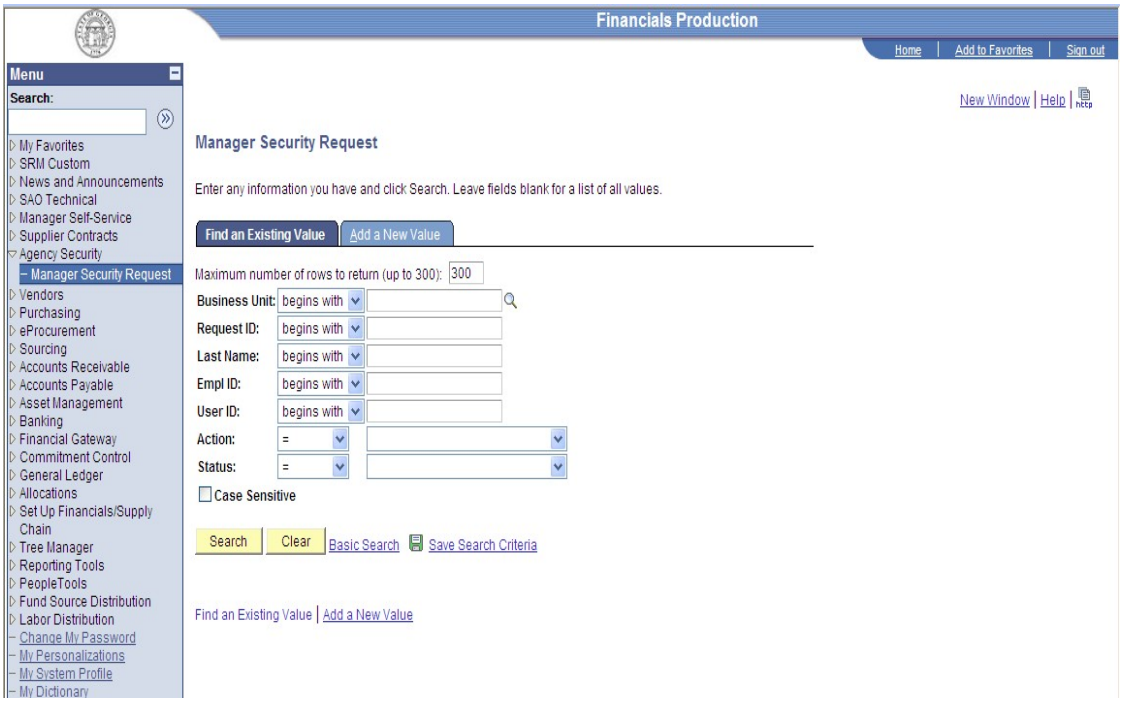
SECURITY ACCESS

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



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



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.

Authorized by: SAO
Created by: **SAO Training**
Last Edited By: SAO Training

Original Issue: [03/12/2012]
Current Version: [04/16/2012]
Last Edit Date: [04/16/2012]