



Streamlined Banking Newsletter

August 2007
Issue 12

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Important Dates to Remember

Next Streamlined Banking Deployment Group - 7 Agencies
– August 6

Stabilization Calls – See the schedule on page 6

Spotlight: Summer Deployment

Over the summer, the Georgia Public Defender Standards Council became a separate business unit (BU 49200) and moved its financial processing to SAO PeopleSoft. They were deployed to the Streamlined Banking business model and are currently in the stabilization stage.

Many thanks to the following dedicated and enthusiastic employees from GPDSC:

Name	Area
Marques Smith	Budget, Funding, Receivables Security Officer
Laurie Olney	AP
Sarah Haskin	Deputy Director
Joan Nalls	HR
Twanda Horton	Payroll

We are excited to have GPDSC as our latest Streamlined Banking agency. Welcome Aboard!

*See Approved Policy
Review on page 4*

Approved Policy – Check Image Request

<u>Policy Number</u>	<u>Section Name</u>	<u>Policy Name</u>	<u>Effective Date</u>
CM-100010	Cash Management	Check Imaging Request	February 28, 2007

I. Purpose

The purpose of this policy is to define the procedures for agencies on Streamlined Banking to request check images of Accounts Payable and Payroll cleared checks by SAO from the two main disbursement accounts.

II. Background

Under the Streamlined Banking structure, the SAO Cash Management Group will be the centralized location to access the online system of Wachovia Connection or access the check image CD to retrieve check images upon agency request.

III. Policy

- A. Agencies on Streamline Banking will request check images through SAO.
- B. SAO will retain check image CD's for 7 years.

IV. Procedures for Streamlined Banking Agencies

1. The agency should use PeopleSoft AP Payment Inquiry or the Payment Activity Report to identify if the check has cleared the bank or navigate to the Review Paycheck Status Screen in HCM for a payroll check.
2. If a check image is needed, the agency must submit the online [Check Image Request Form](#) to SAO.
3. SAO Cash Management Group will access Wachovia Connection and run a search by check number and check date for the check image or access CD ROMs retained for check images.
4. SAO Cash Management Group will view the results for the cleared check and email the check image to the agency by the end of the business day, if the request is received by 2:00 P.M.

Approved Policy – Check Image Request

VI. Definitions

Check Image- An electronic or digital image of an original check that is created by a depositor, a bank or other participant in the check collection process.

See Also:

- CM- A/P Disbursement
- CM- Payroll Disbursement
- CM- NSF Policy

For more information on this policy, visit the Streamlined Banking website @ http://sao.georgia.gov/00/channel_createdate/0,2095,39779022_59931115.00.html



First Deployment – Thank You!

The first deployment and stabilization of Streamlined Banking agencies was implemented on June 13th. The pilot agencies have been working on Financials and the HCM system using the Streamlined Banking business model for two months. We would like to send out a big **THANK YOU** to all of our pilot agencies and their staffs. These agencies have been very instrumental to the success of the Streamlined Banking Project!

PILOT AGENCIES

State Accounting Office (SAO)
 Office of Treasury and Fiscal Services (OTFS)
 Department of Administrative Services (DOAS)
 State Board of Pardons and Paroles (P&P)
 Department of Audits and Accounts (DOAA)
 Department of Banking and Finance (DBA)

Next Deployment – New Agencies to Streamlined Banking!

Next Deployment Phase of Agencies onto Streamlined Banking

The State Accounting Office and the Office of Treasury and Fiscal Services are excited to announce the agencies that will be participants in the next phase of deployment which is scheduled to begin on August 6, 2007. The agencies that have been confirmed are:

Streamlined Banking Deployment Group August – December 2007	
41400	Department of Education
42000	Forestry Commission
42900	GA Department of Economic Development
46900	Department of Early Care and Learning
48800	Department of Veteran's Services
48900	Subsequent Injury Trust Fund

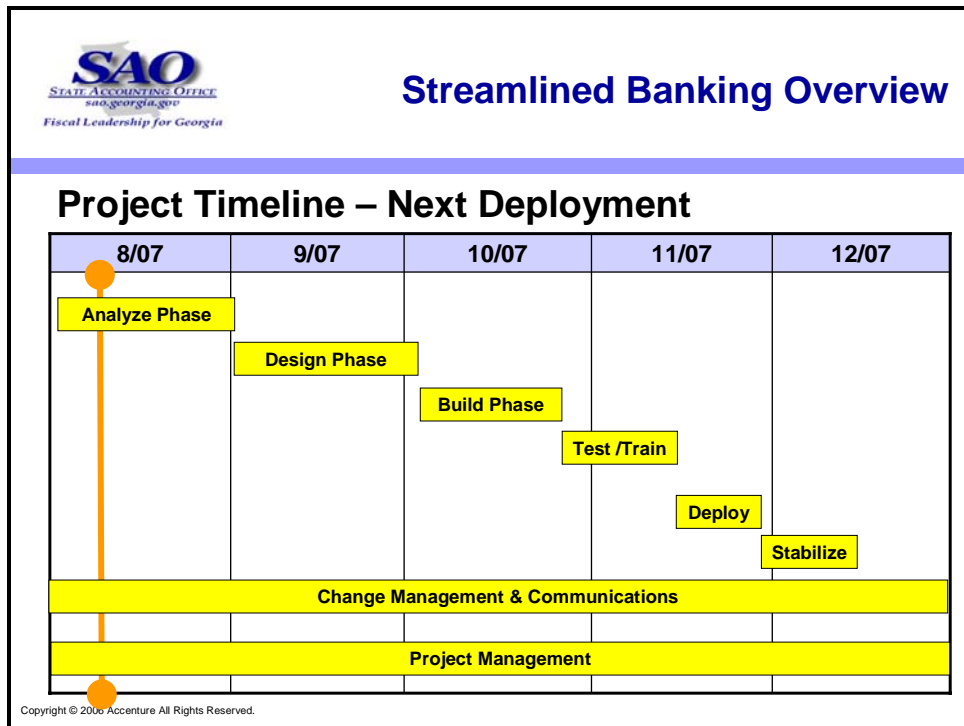
The Streamlined Banking team will begin an analysis phase with the Department of Revenue beginning in August 2007. A go-live date for this agency has not been projected.

Streamlined Banking Deployment Group – Start August 2007	
47400	Department of Revenue

GPDCS Stabilization Check-In Sessions

Dates	Logistics
Week 1: 6/27 (HCM only) Week 2: 7/3, 7/6 Week 3: 7/9, 7/10, 7/11, 7/12, 7/13 Week 4: 7/16, 7/17, 7/18, 7/19 Week 5: 7/23, 7/25, 7/27 Week 6: 7/31, 8/2 Week 7: 8/8 Week 8: 8/15	<ul style="list-style-type: none"> • 11am - 12pm Meeting in 1004 Training Room Call In: 1-866-899-5399 Room #: *7293148* (must enter * before and after room number)

Project Timeline



Streamlined Banking Help Desk Options

404-657-3956 or 888-896-7771 Monday – Friday 8am – 5pm

Option 5 – Streamlined Banking Operational Support

- 1 – Streamlined Banking for Payroll
- 2 – Streamlined Banking for Accounts Receivable
- 3 – Streamlined Banking for Accounts Payable
- 4 – Streamlined Banking for Bank Administration
- 5 – Streamlined Banking for Check Reconciliation

This Help Desk option should be used for Streamlined Banking functions and processes that have been centralized at the SAO Cash Management Group.

Want to be “In the Know”?

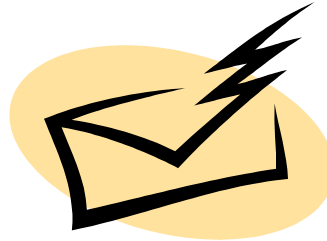
“SLB Official Communications” are e-mailed on a regular basis to users who have subscribed to the Listserv system. One way to be “in the know” and receive these communications is to sign up for a Listserv!

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: Financials -AP, AR, AM, GL, PC, Labor, Budget, and PO
HCM – Human Resources, HR Budget, Payroll and CSB’s**

Visit the [SAO Website](#) and click Financial Systems > Related Links > ListServ and **subscribe today!**



For more information on the Streamlined Banking Project or comments/questions about the Project Newsletter, contact the communications team at:

SLBFeedback@sao.ga.gov

Additional information can also be found at the SAO Website by clicking on the Streamlined Banking link:

<http://sao.georgia.gov>

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