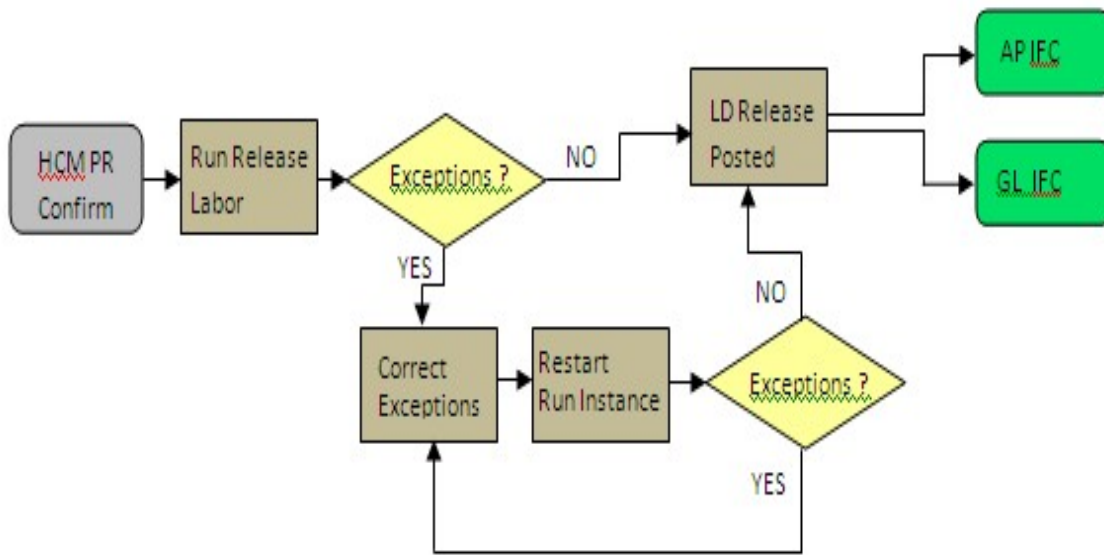


PeopleSoft  
FSCM Data  
Entry  
Process

# Labor Distribution Release



# LABOR DISTRIBUTION RELEASE



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

The screenshot shows the login interface for the Financial Systems. At the top left is the State of Georgia seal. The title 'Financial Systems' is centered in a blue banner. Below the banner, the text 'PeopleSoft FSCM' is visible. The login fields include 'User ID:' and 'Password:' with corresponding input boxes. A 'Sign In' button is located below the password field. A link for 'Forgot your password?' is also present. Below the login fields is an 'Important Notice' section with the following text:

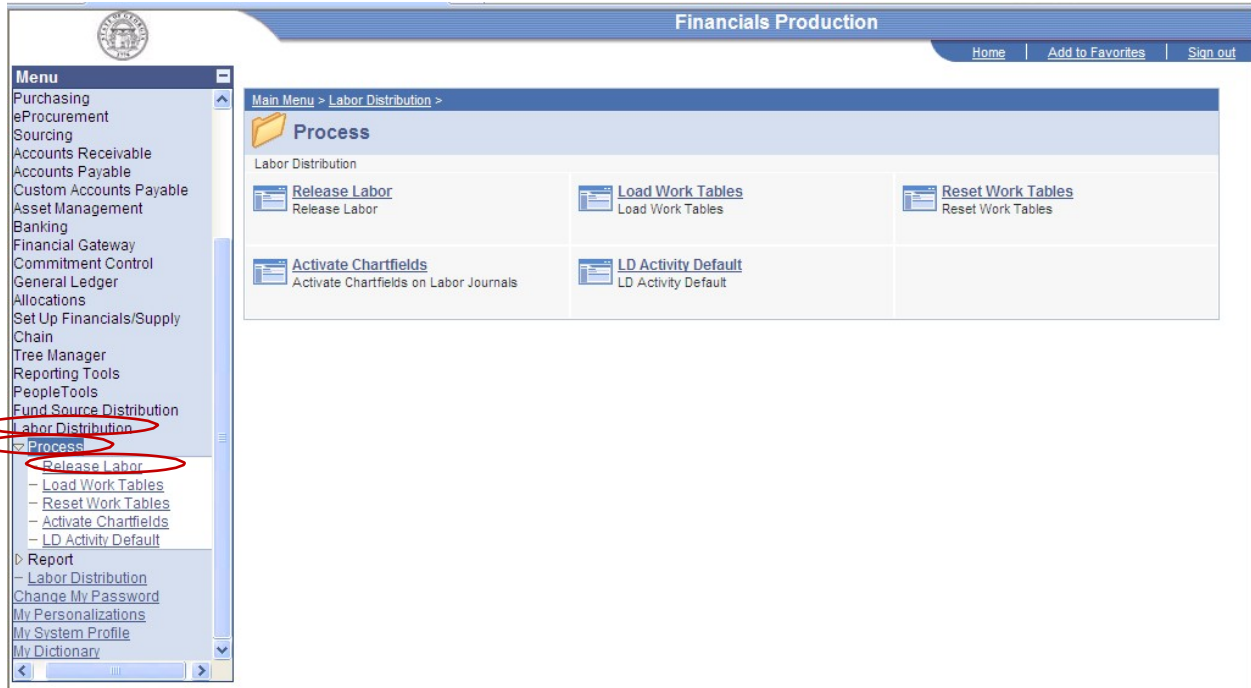
**Important Notice**

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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.**

The screenshot shows the 'Financials Production' application window. On the left is a 'Menu' sidebar with options like Purchasing, eProcurement, and Labor Distribution. The main area is titled 'Labor Release' and shows 'Run Control ID: 474'. Below this is the 'Process Request Parameters' box with the following fields:

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

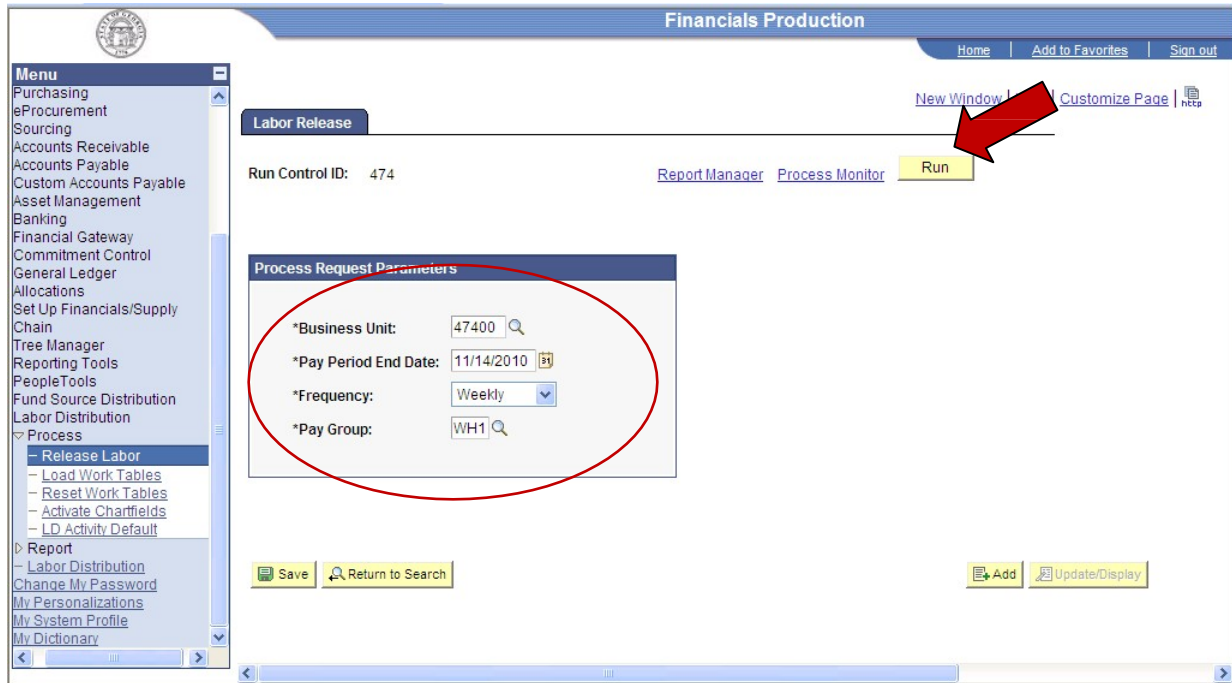
Buttons for 'Save', 'Return to Search', 'Add', and 'Update/Display' are visible at the bottom of the parameters box.

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

This screenshot shows the 'Look Up Pay Group' dialog box overlaid on the 'Process Request Parameters' box. The dialog has a 'Cancel' button and a 'Search Results' section. The search results show 'View 100 First 1-2 of 2 Last' and a list of pay groups: 'ALL' and 'WH1'. The 'Pay Group' field in the background parameters box is highlighted with a search icon.



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



Financials Production

Home | Add to Favorites | Sign out

New Window | Customize Page

Labor Release

Run Control ID: 474

Report Manager | Process Monitor | **Run**

**Process Request Parameters**

\*Business Unit: 47400

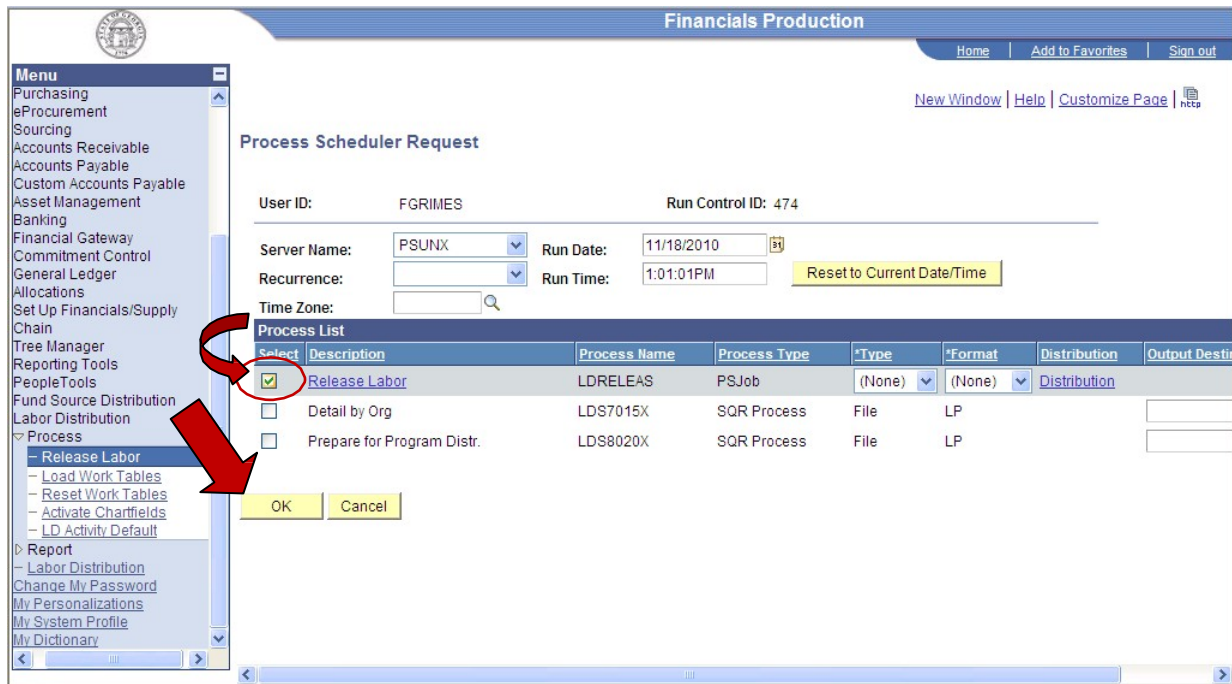
\*Pay Period End Date: 11/14/2010

\*Frequency: Weekly

\*Pay Group: WH1

Save | Return to Search | Add | Update/Display

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



Financials Production

Home | Add to Favorites | Sign out

New Window | Help | Customize Page

Process Scheduler Request

User ID: FGRIMES | Run Control ID: 474

Server Name: PSUNX | Run Date: 11/18/2010

Recurrence: | Run Time: 1:01:01PM | Reset to Current Date/Time

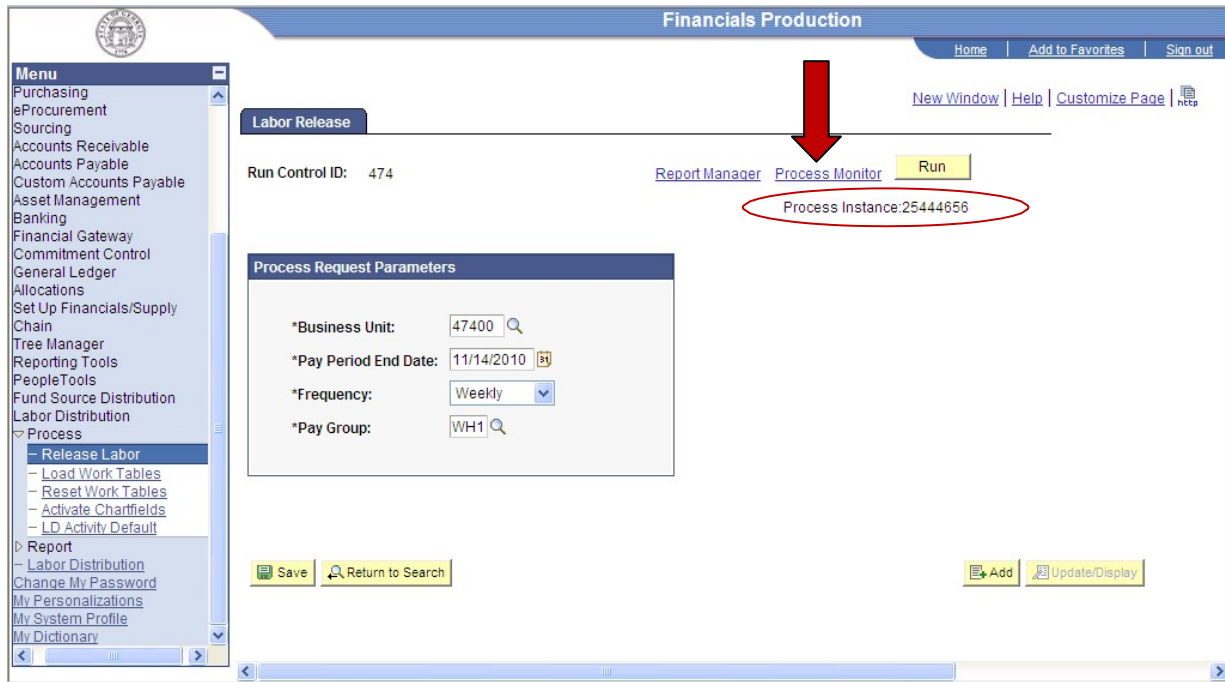
Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution	Output Desti
<input checked="" type="checkbox"/>	Release Labor	LDRELEAS	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		

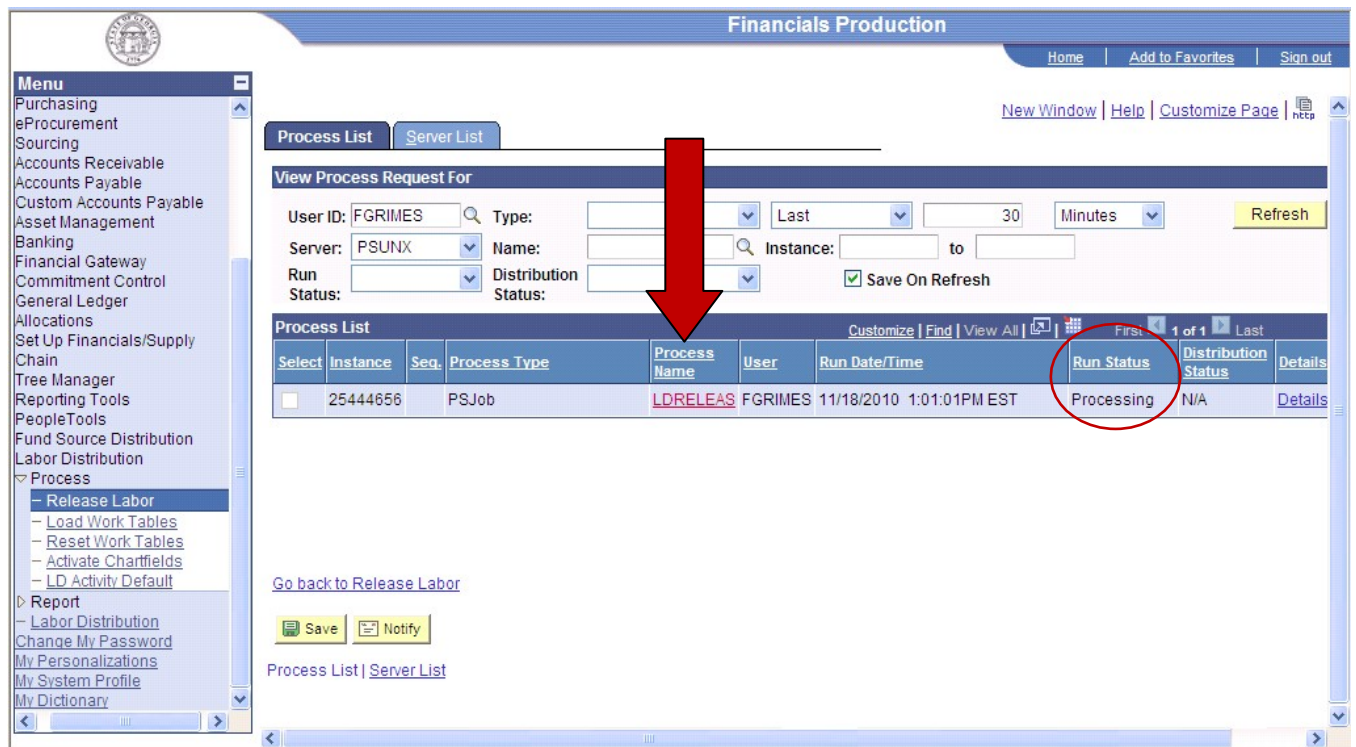
OK | Cancel



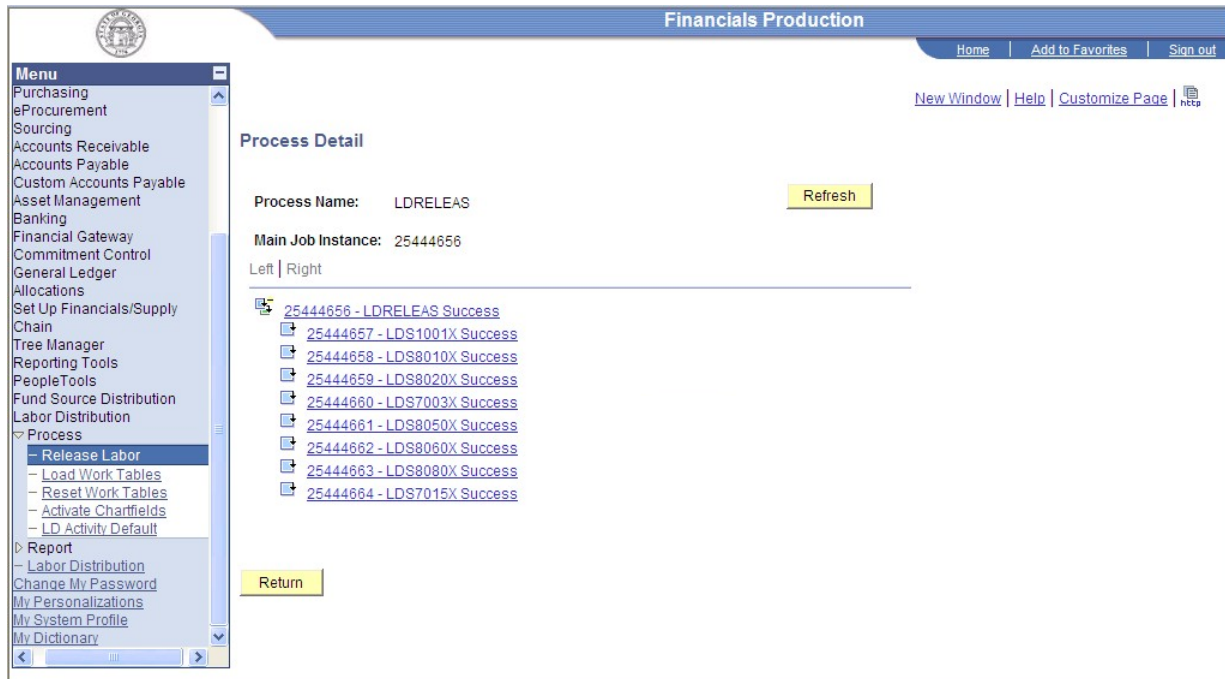
**Step 7:** A “Process Instance” number will be assigned for the Labor Release that is processing. This “Process Instance” number identifies this specific process run throughout the labor process. Print this screen for documentation and then click on **Process Monitor**.



**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 'Financials Production' interface. On the left is a 'Menu' with categories like Purchasing, eProcurement, Sourcing, Accounts Receivable, Accounts Payable, Custom 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, Process, Report, Change My Password, My Personalizations, My System Profile, and My Dictionary. The 'Process' category is expanded, showing sub-items: Release Labor, Load Work Tables, Reset Work Tables, Activate Chartfields, LD Activity Default, Labor Distribution, and Labor Distribution. The main content area is titled 'Process Detail' and displays the following information:

- Process Name: LDRELEAS (with a Refresh button)
- Main Job Instance: 25444656 (with a Return button)
- Left | Right
- A list of job instances, 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

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



This screenshot is identical to the one above, but with a red circle around the 'Return' button and a red arrow pointing to it from the right. The 'Return' button is located below the 'Main Job Instance' field.



**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. The main area shows the 'Process List' tab selected. Below it, there are search filters for 'View Process Request For' including 'User ID: FGRIMES', 'Server: PSUNX', and 'Run Status'. A table titled 'Process List' contains the following data:

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

Red arrows point to the 'Run Status' and 'Distribution Status' columns of the second row. A red oval highlights the second row. Below the table are buttons for 'Save' and 'Notify', and a link to 'Go back to Release Labor'.

**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.

The screenshot shows the 'Financials Production' system interface. The left sidebar contains a 'Menu' with various options, including 'Release Labor' and 'Labor Distribution'. The main content area is titled 'Process Detail' and shows the following information:

- Process Name: LDRELEASE
- Main Job Instance: 26475089
- Left | Right
- Process List:
  - 26475089 - LDRELEASE No Success
  - 26475090 - LDS1001X Success
  - 26475091 - LDS8010X Error (highlighted with a red circle)
  - 26475092 - LDS8020X Pending
  - 26475093 - LDS7003X Pending
  - 26475094 - LDS8050X Pending
  - 26475095 - LDS8060X Pending
  - 26475096 - LDS8080X Pending
  - 26475097 - LDS7015X Pending

Buttons for 'Refresh' and 'Return' are visible.

**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**

<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):

Business Unit:

Request ID:

Last Name:

Empl ID:

User ID:

Action:

Status:

Case Sensitive

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

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



## 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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