

Financials Upgrade Newsletter



August, 2006

Important Dates to Remember...

- **Stabilization Sessions:** See page 6 for a listing of the dates!
- **System availability on Weekends.** See page 6 for a calendar of dates!
- **Close Schedule –** See page 6 for June & July close schedule!

THANK YOU!

A big **THANK YOU!** goes out to our upgrade partners including, Agency Change Champions, Agency Testers, Agency Validation Testers, Train the Trainer personnel, and Accenture personnel.

We could not have accomplished so much without **YOU!**



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Coming Soon!

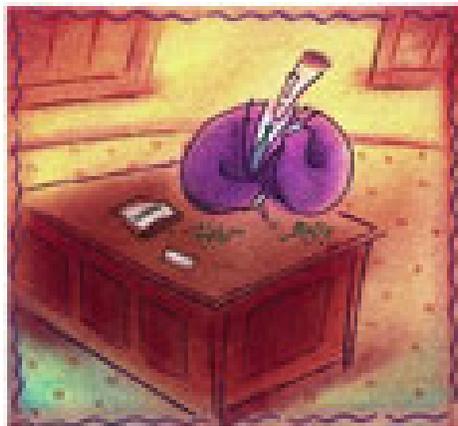
- Billing
- Cash Management
- Streamlined Banking

Keep an eye out for continuing information concerning these important additions to the PeopleSoft system!

Spotlight on Open Item Accounting Highlights



- The Regular Voucher style enables users to process travel advances, travel expense vouchers, third party payment vouchers and Per Diem and Fee vouchers, in the PeopleSoft Payables Module. In order to record an Advance or Travel expense, the employee must be set-up as a vendor.
- When a voucher is entered to an employee and charged against a travel advance account or travel expense account a field called Open Item on the distribution line will default the employee id number from the vendor number. The Employee ID will be linked to the HCM job data table. Users will only be allowed to search on an employee in their Business Unit unless they are processing a payment for an employee working on behalf of another state agency.
- Social Security numbers are no longer available in PeopleSoft for employees, unless the employee is working as a consultant for another state agency.
- When account numbers for Per Diem and Fees are used such as 651xxx- the Open Item field will require a valid vendor number.
- Travel and Per Diem and Fees will be tracked by the Open Item field on the voucher and will post to the GL module. The Open Item field will be required in Account Payables, Account Receivables, and General Ledger whenever travel advance, travel expense and per diem accounts are used.



Miscellaneous Items of Interest

New Queries are available in Accounts Payable!

There are several new queries available in the Accounts Payable module to assist our users with InterUnit Accounting and some of the budget errors which are occurring on vouchers for both Budget Years 2006 & 2007.

- Query “0AP057_INTERUNIT_PAYABLES” – this query provides a list of all interunit receivables set up for the business unit. This query will list the AR Item/AP Invoice #, amount and date of the transaction. These three items must match between the AR and AP modules in order to pay other state agencies that have a receivable in PeopleSoft.
- Query “0AP058_INVALID_FUNDS_2007” – this query provides a listing of all vouchers which have FY2006 Fund codes with a 2007 budget date (July or later).
- Query “0AP059_INVALID_FUNDS_2006” – this query provides a listing of all vouchers which have FY2007 Fund values with a 2006 budget date (June or earlier)

Update Speed Charts & Speed Types

Budget errors are appearing on documents because previously used speed charts and speed types have not been updated for the new chartfield values for FY2007. Be sure to update your values prior to using them on AP, AR and GL documents! New/different chartfield values include Program, Product, and Special Purpose.

Changing dates on Purchase Orders

When two accounting periods are open, always verify that the accounting date (Purchase Order and Requisition Header) and the budget date (on PO & Requisition distributions) are correct.

At year end, users must backdate to a June Accounting date and Budget Date for 2006 transactions. For July 2007 transactions, users should backdate to a July Accounting date and Budget date.

Do not mix fiscal and/or budget years on any Purchase Orders or Requisitions.

Vendor ID change for Office of Treasury & Fiscal Services

Some agencies are encountering problems when attempting to post transactions for the transmittal of revenue collections to the Office of Treasury and Fiscal Services (OTFS). In the past, agencies used “location 22” under the DOAS vendor number to post transfers of revenue collections to OTFS. This “location” has been de-activated and a new vendor number has been established for OTFS that is excluded from inter-unit processing. The new vendor number is 0000377564.

When agencies set up the receivable for state appropriations from OTFS, the common practice has been to use the DOAS customer number. This should continue until further notice. The DOAS customer number will create an inter-unit transaction, however it will be cleared when the funds are drawn and will not prohibit any payable transactions from posting.

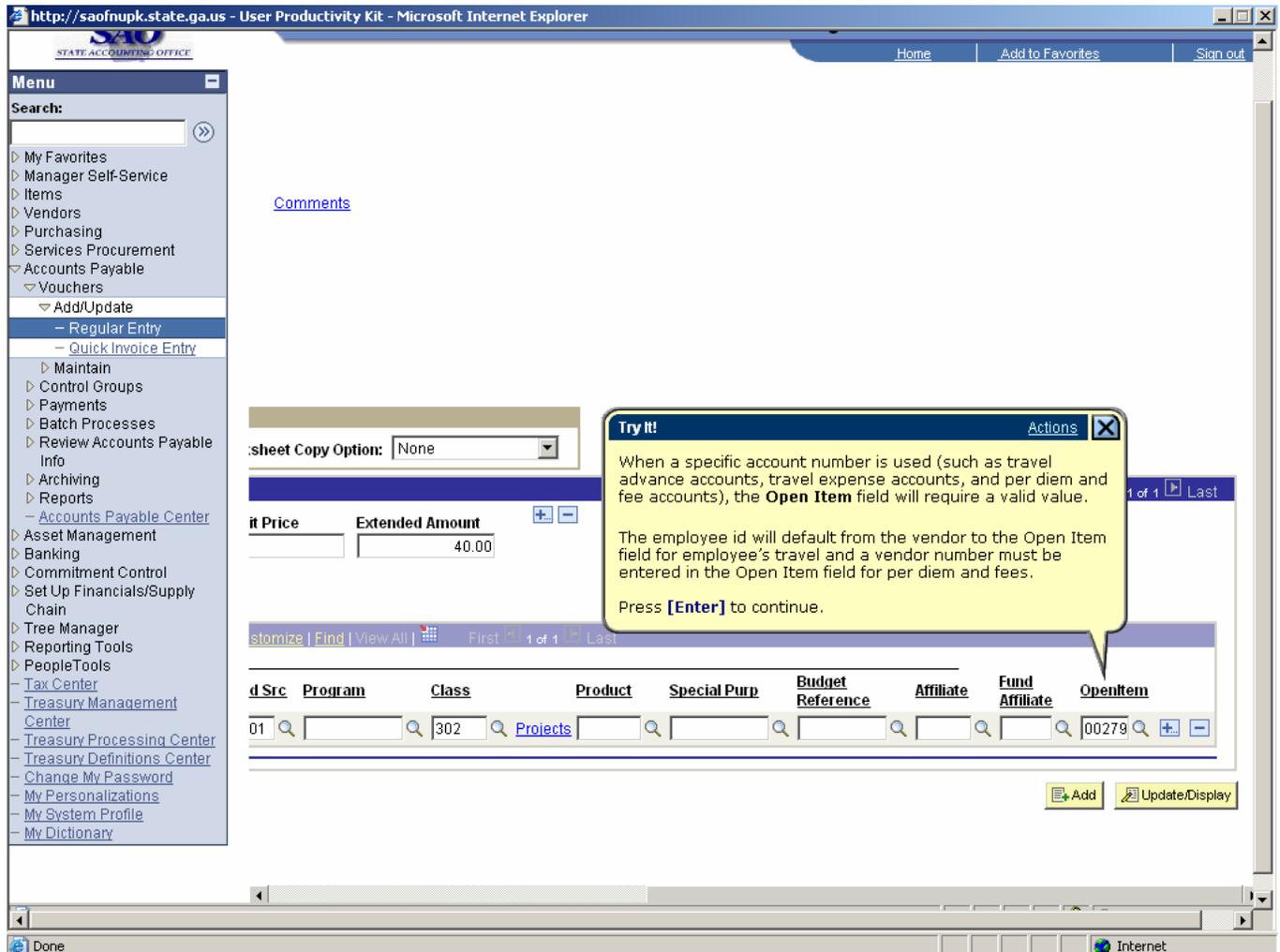
Accounts exempt from InterUnit Accounting

There are several accounts which have been exempted from InterUnit Accounting. By using these account numbers, the system will not require the match between AP & AR documents. The accounts which have exempt status include:

Account	Description
200012	State Sales Tax
215000 – 215999	Retirement
515000 – 515999	Retirement
441007	S&S – Other Services
441014	S&S – Video Production Fees
441093	Sales Tax – Vendor Compensation
441270	S&S - DNR – Regular Park Receipts
441273	S&S – DNR Park Passes
441274	S&S – DNR – Central Reservations
441275	S&S – DNR-Golf Course Receipts
441276	S&S – DNR-Concession Receipts
441284	S&S – DNR-WR Park Activities
441285	S&S –DNR-SW GA RR Excursion Authority
441286	S&S –DNR-NGMA Park Lodges
441287	S&S – DNR Public Website Receipt
441359	DOAS – Surplus Sales – Pass through
466002	Contribution & Donations – Restricted
466090	Contribution & Donations – DNR Non-Game Contributions
468001	Other Revenue
612008	Motor Vehicle Expense – Tags & Titles
627003	Other Operating Expense – Registration
707010	Grants – Colleges & Universities
707013	Grants - Others



Take a at the Voucher Open Item field



SAO STATE ACCOUNTING OFFICE

Menu

Search: []

- My Favorites
- Manager Self-Service
- Items
- Vendors
- Purchasing
- Services Procurement
- Accounts Payable
 - Vouchers
 - Add/Update
 - Regular Entry
 - Quick Invoice Entry
- Maintain
- Control Groups
- Payments
- Batch Processes
- Review Accounts Payable Info
- Archiving
- Reports
 - Accounts Payable Center
- Asset Management
- Banking
- Commitment Control
- Set Up Financials/Supply Chain
- Tree Manager
- Reporting Tools
- PeopleTools
 - Tax Center
 - Treasury Management Center
 - Treasury Processing Center
 - Treasury Definitions Center
 - Change My Password
 - My Personalizations
 - My System Profile
 - My Dictionary

Comments

Sheet Copy Option: None

Unit Price	Extended Amount
	40.00

1 of 1 | Last

Customize | Find | View All | First | 1 of 1 | Last

d Src	Program	Class	Product	Special Purp	Budget Reference	Affiliate	Fund Affiliate	Open Item
01		302	Projects					00279

[Add] [Update/Display]

Done Internet

Try It! Actions X

When a specific account number is used (such as travel advance accounts, travel expense accounts, and per diem and fee accounts), the **Open Item** field will require a valid value.

The employee id will default from the vendor to the Open Item field for employee's travel and a vendor number must be entered in the Open Item field for per diem and fees.

Press **[Enter]** to continue.

In order to access the Open Item field, users must use the bottom scroll bar and scroll all the way to the right of the page

Weekend Availability of PeopleSoft 8.8 Financials

Day	Date	Times Available
Saturday	August 5	System Down
Sunday	August 6	System Down
Saturday	August 12	System Down
Sunday	August 13	System Down
Saturday	August 19	TBD
Sunday	August 20	TBD
Saturday	August 26	System Down
Sunday	August 27	System Down

Stabilization Sessions

The Stabilization Check In Meeting is open to all interested parties. The actual sessions are being held in the SAO Training Room (Floyd Building West Tower, room 1616) from 11:00am – 12:00pm on the following dates in August:

August 14 – August 18

August 21

August 23

August 30

The Bridge line number is: 1-866-899-5399; Room #: *7293148*

Daily Agenda includes:

- **System Availability**
- **Status of Batch Processing**
- **Critical Issues and SIR's Review**
- **Fixes Now in Production**
- **FAQ's and Feedback**

SAO Agency Validation Testing Participants



Take a **Peek at Agency Validation Testing participants!**



Take another **peek at Agency Validation Testing participants**



SAO Personnel is shown assisting Agency Validation Testers

Our Thanks go out to all agency personnel that helped validate the system prior to Go-Live!

Fiscal Year End Close Schedule

- August 18, 2006 @ 7:00pm - Close period 12 of FY 2006
- August 21, 2006 @ 7:00am - Open Period 998 of FY 2006
- August 25, 2006 @ 7:00pm - Close FY 2006 and Period 1 of FY 2007
- August 28, 2006 @ 7:00am - Open Period 2 of FY 2007 (August)
- TBD - Close Period 2 of FY 2007

Tips & Troubleshooting Guide

SAO has assembled a **Tips & Troubleshooting Guide** in relation to PeopleSoft 8.8. The guide is divided into sections by Financials module. Tips and/or troubleshooting help is available for those common problems which have been reported to SAO Help Desk personnel.

If you have a problem with the system and can't decide the best course of action to take, check out the guide! It may help you to ascertain the best approach to correction of your particular problem.

The guide is located in the Financials Upgrade section of the SAO website. Go to <http://sao.georgia.gov> . Select Financials Upgrade link>Agency Upgrade Tools.

The guide is updated as new information is collected. Check it often for new items of interest!

Tip: The Table of Contents is interactive. In order to go to a particular module's tips, press the Control key along with a left click of your mouse.

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

Additional information can also be found at the State Accounting Office Website:

<http://sao.georgia.gov> > **News** > **PeopleSoft Upgrade**

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