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Fiscal Leadership for Georgia

End to End Transition Session



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- **Housekeeping**
- Please put cell phones on vibrate or turn off
- Bathrooms down the hall
- Please hold questions for Q&A blocks
- Website address for handouts:
 - **<http://www.sao.georgia.gov>**

Project Sponsors

Lynn Vellinga – State Accounting Officer
Dan Ebersole – Director of Treasury

Business Owners

Bill McCleary- Director of Statewide Accounting
Joyce Smith – Project Functional Lead
Jarnice Anderson – Director Financial Systems
Steve Caffarelli - OTFS Assistant Director
Donna Bowman – OTFS Accounting Director

Presenters

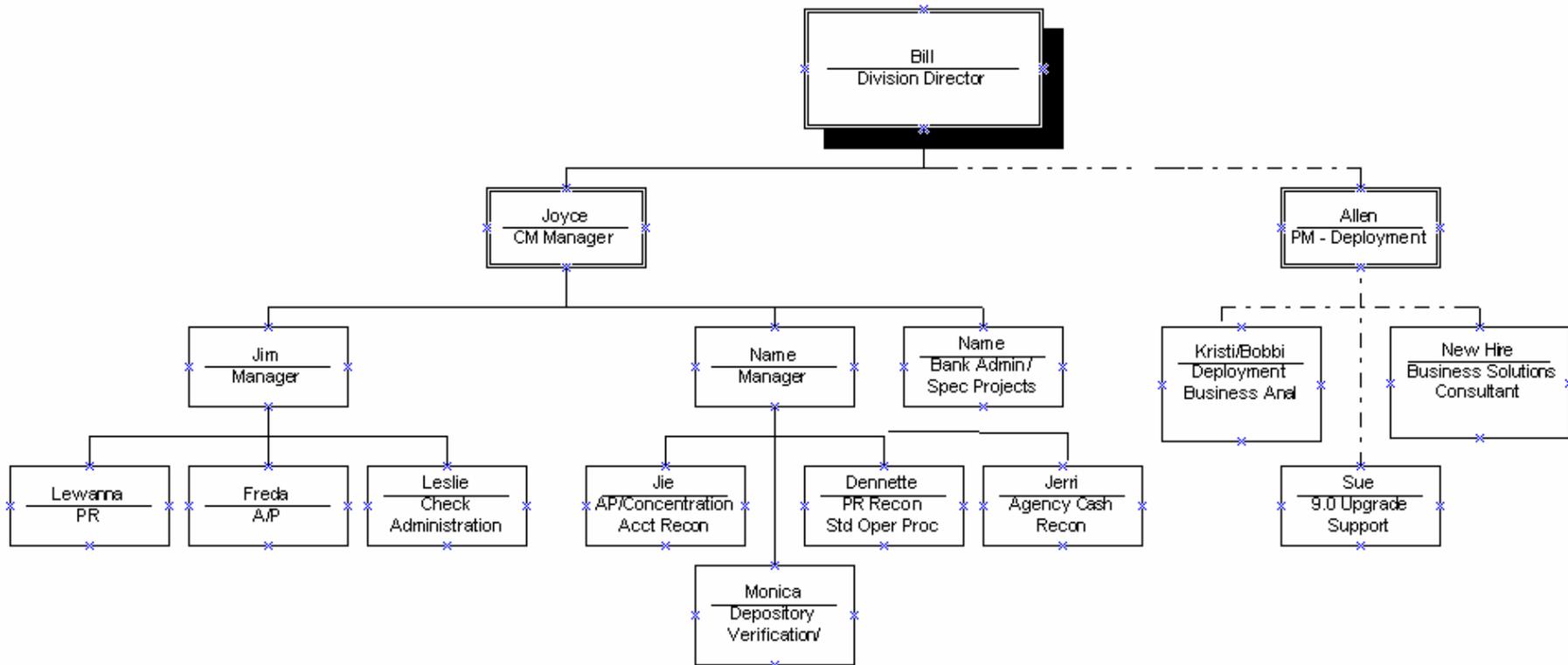
Deployment Analyst – Kristi Rayford
GL Lead – Jerri Darnell
AR Lead- Monica Bradshaw
AP Lead – Jim Cooper



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SLB Organizational Chart



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Agenda

- ❑ **Streamlined Banking Overview**
- ❑ **Module Review**
 - Business Process Flows
 - Transactional Data
 - Exception Processing
 - Reports/Queries
 - UPK Updates
- ❑ **Agency Cash Reconciliation**
- ❑ **Internal Controls**
 - Accounts Payable Control Groups
 - Web Forms
 - Check Stub Review
 - Reconciliations
 - Express Check Approvals
 - Cash Controlled Accounts

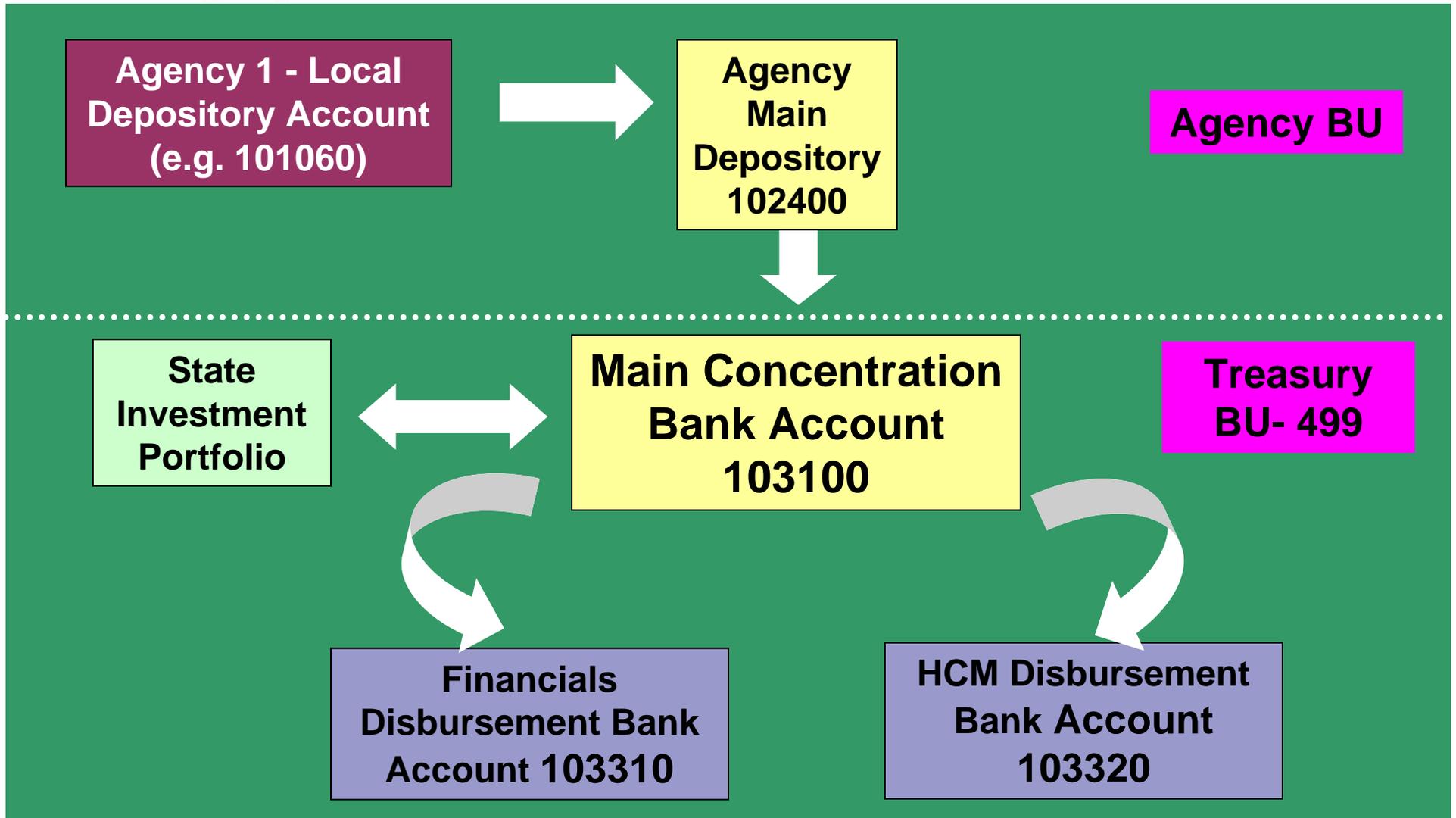




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Physical Cash Flow

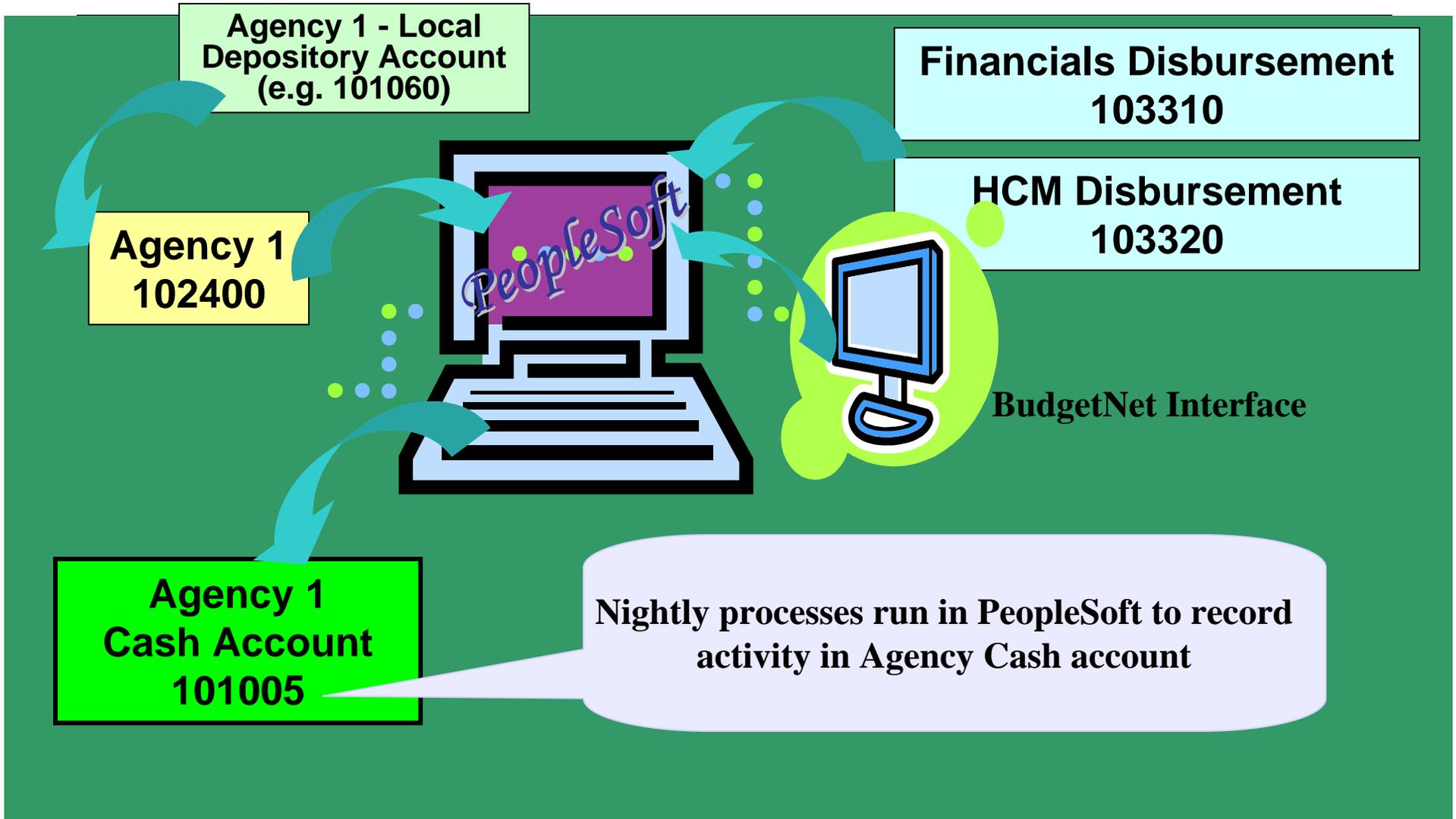


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Agency GL Cash Accounting Flow

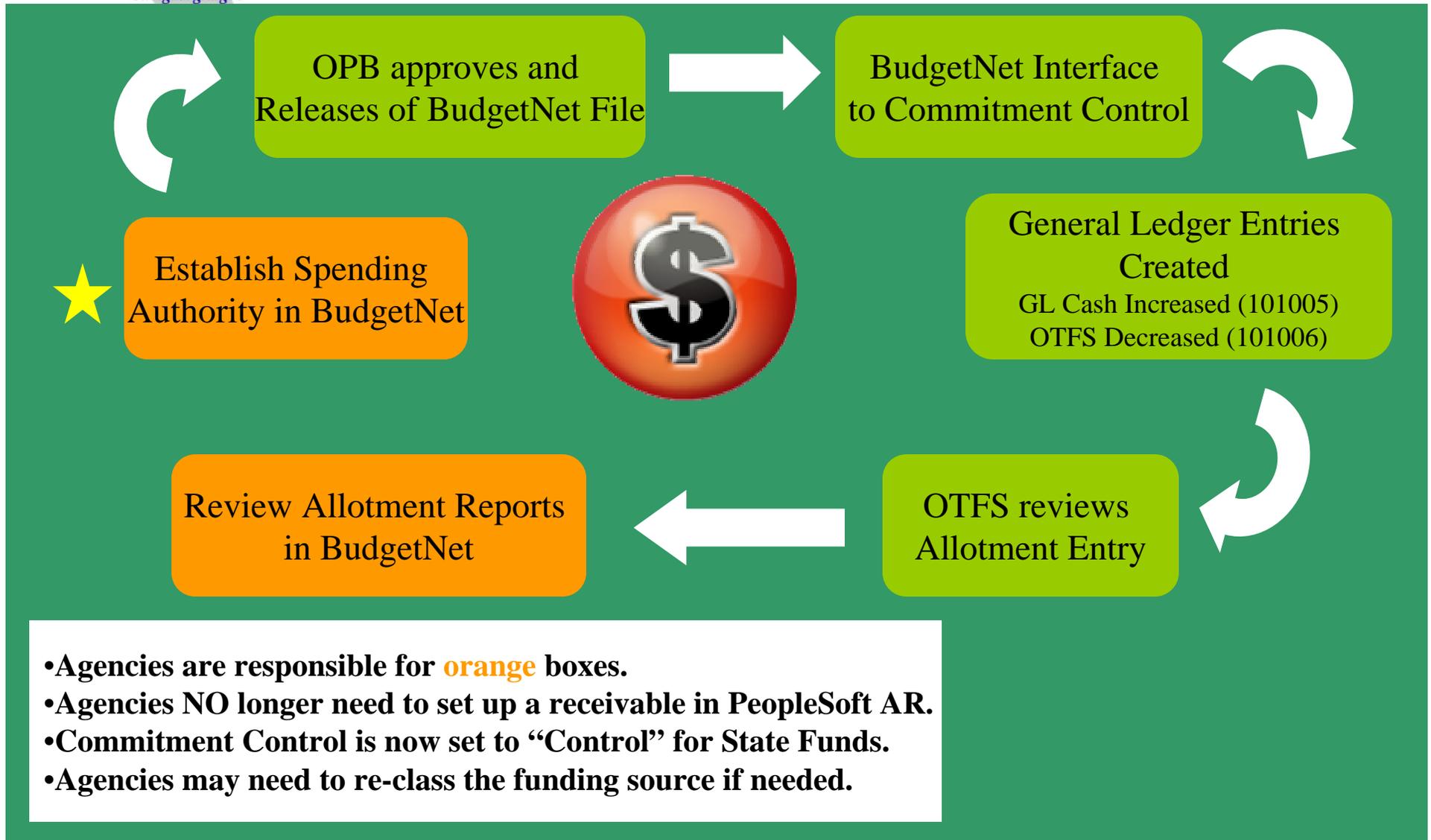




Allotments



SLB - State Funds Allotment Process



Current Allotment GL Entry

BudgetNet File Sends

BU	Fund	Department	Account	Funding Source	Program	Amount
40700	10100	407ALLOT	101005	01	6180101	\$1,801,479
40700	10100	407ALLOT	401001	01	6180101	(\$1,801,479)

Derive / Default in Interface Program



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Program Budget Comparison Report

State Of Georgia
State Accounting Office
Program Budget Comparison Summary Report
General Ledger Report
Program Level
Budget Period/Fiscal Year: 2008

Report ID:
Print Date: 01/08/2008
Page 1
PS Id: GLS4008X

Business Unit: 40700 State Accounting Office
Program Code: 6180100 - State Accounting Office

Funding Source	Original AOB	Adjusted AOB	Outstanding Encumbrances	Expenses	YTD Obligations	% of Adjusted AOB	Remaining Adjusted AOB	Revenue Estimate Recognized	Revenue Unrecognized	Revenue Estimate Collected
OISGP Other Intra-State Gov Pay - PL	8,855,794.00	9,258,772.00	585,222.43	4,134,940.39	44,720,162.82	50.98	4,538,609.18	5,014,346.30	4,244,425.70	4,996,946.30
OTH2 Other - Program Ledger	117,662.00	0.00	0.00	409,086.93	409,086.93	0.00	-409,086.93	730,894.85	-730,894.85	400,246.00
ST2 State - Program Ledger	7,205,916.00	7,205,916.00	8,111.20	2,196,124.02	22,204,235.22	30.59	5,001,680.78	5,404,582.90	1,801,333.10	5,404,582.90
Total Funds	16,179,372.00	16,464,688.00	593,333.63	6,740,151.34	77,333,484.97	44.54	9,131,203.03	11,149,824.05	5,314,863.95	10,801,775.20

*** End Of Report ***



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Commitment Control

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SetID: STATE

Source: begins with

Look Up Clear Cancel [Basic Lookup](#)

Search Results

View All First ◀ 1-23 of 23 ▶ Last

Source	Description
ALB	Allocations Budchk Override
ALO	Allocation Process
AM	Asset Management
AP	Accounts Payable
AR	Accounts Receivable
ARS	ARIS Interface
BN	BudgetNet Interface
BUD	Budget Journals
CNV	Conversion Data
CON	Consolidation Process
ENC	Encumbrance Journal Entries
FED	Fed Ledger Only Manual JV's
GAP	GAAP Only Manual JV Entries



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Commitment Control

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Header | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

Unit: 40700 Journal ID: BN04695347 Date: 09/21/2007

Long Description: ST ALLOT BUDGETNET INTERFACE

*Ledger Group: ACTUALS Auto Generate Lines

Ledger: Adjusting Entry: Non-Adjusting Entry

*Source: BN Fiscal Year: 2008

Reference Number: Period: 3

SJE Type: ADB Date: 09/21/2007

Journal Class: Save Journal Incomplete Status

Transaction Code: DEFAULT

[Currency Defaults: USD // 1](#)

[Reversal: Do Not Generate Reversal](#) [Commitment Control](#)



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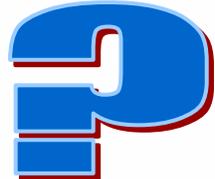
Date: 09/21/2007 *Process: [] Process

Errors Only [] [] Line: 10 [] []

Account	Fund	Dept	Fund Src	Program	Class	Project	Amount	Budget Date	Open
401001	10100	407ALLOT	01	6180101		40701	-1,801,479.00	09/21/2007	
101005	10100	407ALLOT	01	6180101		40701	1,801,479.00	09/21/2007	

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

Total Credits	Journal Status	Budget Status
1,801,479.00	P	V





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Expenditure Exceeds State Allotted Funds

Example:

A Streamlined Banking agency enters multiple vouchers which exceed the State allotted funds.



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Budget Exception Report

State Of Georgia											Report ID:	AP4060401	
Banking and Finance, Dept of											Print Date:	01/08/2008	
Budget Exceptions Report											Page:	1	
Accounts Payable											PS ID:	APS4001X	
Business unit 40600													
VCHR													
VCHR DIST													
FUNDING													
VCHR	LINE	LINE	PO ID	ACCOUNT	FUND	DEPARTMENT	SOURCE	CLASS	BY	PROJECT	PROGRAM	AMOUNT	Tran Type
LINE	STATUS		USERID										
00022803	1	1		640001	10100	4060103	01	301	2008	01	0910401	\$ 282.27	AP_VOUCHER
Exceeds Budget Tolerance ALEXANJ4													
00022804	1	1		640001	10100	4060103	01	301	2008	01	0910401	\$ 23.28	AP_VOUCHER
Exceeds Budget Tolerance ALEXANJ4													



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Budget Inquiry Query

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Query Manager

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Query | [Create New Query](#)

*Search By: begins with

[Advanced Search](#)

Search Results

*Folder View:

*Action:

Query	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Schedule
<input checked="" type="checkbox"/> 0BD010A_BUDGET_INQUIRY	w/ Org and Project Descr	Public		Edit	HTML	Excel	Schedule
<input type="checkbox"/> 0BD010A_BUDGET_INQUIRY_FY	w/ Org and Project Descr by FY	Public		Edit	HTML	Excel	Schedule
<input type="checkbox"/> 0BD010C_BUDGET_INQUIRY	w/ Account Descr	Public		Edit	HTML	Excel	Schedule
<input type="checkbox"/> 0BD010C_BUDGET_INQUIRY_FY	w/ Account Descr by Fiscal Yr	Public		Edit	HTML	Excel	Schedule
<input type="checkbox"/> 0BD010D_BUDGET_INQUIRY	w/ Account Descr and ORG like	Public		Edit	HTML	Excel	Schedule
<input type="checkbox"/> 0BD010D_BUDGET_INQUIRY_FY	w/ Acct Descr & ORG like by FY	Public		Edit	HTML	Excel	Schedule
<input type="checkbox"/> 0BD010E_BUDGET_INQUIRY	Prompt for Period	Public		Edit	HTML	Excel	Schedule



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Budget Inquiry Query (0BD010A)

Class	Dept.	Descp.	Project	Descp.	Fund	Prog.	Budget Year	Sum Total	Unit
301	406B01	Banking	01	State	All	0910401	2008	(97,138.00)	40600
301	406B01	Banking	01	State	All	0910401	2008	97,443.55	40600

Total Amount of Budget Exceeded

\$305.55





GL Queries/Reports





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GL Inquiry Page

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Summarization Details

Ledger Inquiry

Ledger Criteria

Inquiry	Unit	Ledger	Year	From	To	Currency	Stat
INQUIRY	40700	ACTUALS	2008	3	3		

[ChartField Criteria](#)

Include Balance Forward Include Adjustment Period(s)
 Include Closing Adjustments

Go To: [Inquiry Criteria](#) Query Results:

[Find](#) | [View All](#) First 1 of 1 Last

Ledger Amount by Currency						
Period	Activity	Detail	Account	Transaction Amt	Currency	Base Amount Base Currency
3	Activity	Detail	401001	-1,801,479.00	USD	-1,801,479.00 USD

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Cash Controlled Report

State Of Georgia
 Streamlined Banking
 Cash Controlled Report
 General Ledger Report
 From 09/01/2007 to 09/30/2007

Bus Unit: 40700
 Ledger: ACTUALS
 Fiscal Yr: 2008
 Period: 3
 Account: 101005 Cash in Bank - Treasury Bank

Report ID: GL4070483
 Print Date: 10/09/2007
 Page: 1
 PS ID: GLS4083X

 Business Unit: 40700 - State Accounting Office

Funding Source	Description	Beginning Balance	Debits	Credits	Ending Balance
01	State Funds	4,826,551.06	1,801,479.00	547,683.38-	6,080,341.68
40700	State Accounting Office	4,826,551.06	1,801,479.00	547,683.38-	6,080,341.68





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Trial Balance by Funding Source

State Of Georgia
State Accounting Office
Trial Balance by Funding Source Detail
From 2007-09-01 To 2007-09-30
General Ledger Report

Report
Print
Page
PS Ic

Bus Unit: 40700
Ledger: ACTUALS
Fiscal Yr 2008 From Period 003 To 003
Funding S 01 STATE FUNDS

Acct Descr Src YYYYMM Jrnl	Beginning Balance w/o Encumbrance	Transactions Debit	Transactions Credit	Ending Balance w/o Encumbrance	Encumbrance Balance
101001 CASH OP WACHOVIA 1	2,887,022.55	0.00	0.00	2,887,022.55	0.00
TOTAL: 101001					
101005 CASH IN BANK - TREASURY BANK	4,826,551.06	1,801,479.00	512,697.85	6,080,341.68	0.00
AP		0.00	0.00		
BN		1,801,479.00	34,990.53		
LD		0.00	547,688.38		
TOTAL: 101005					
121001 STATE APPROPRIATION RECEIVABLE	881,800.60	0.00	0.00	881,800.60	0.00
TOTAL: 121001					
141001 DF STATE GOV-STR BANK ONLY	102,262.14	0.00	0.00	102,262.14	0.00
TOTAL: 141001					
196031 CLEARING ACCOUNT - CASH	4,160.67	0.00	0.00	4,160.67	0.00
TOTAL: 196031					



Accounts Receivable



Bank of America

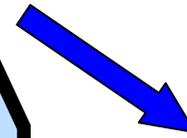
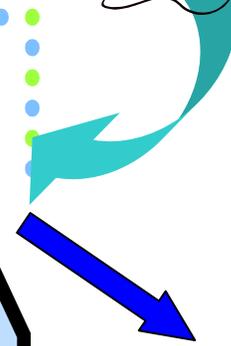
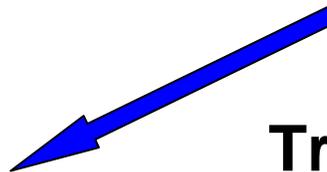


**Daily BAI File
Sends Transactions
Recorded At Bank**



**PeopleSoft Displays
Transactions
Recorded At Bank**

**Deposits and Other
Transactions Recorded
by Agencies in
PeopleSoft Affecting
Account 102400**



Reconciling Deposits – a Daily Process

- ❖ Bank Statement files from Bank of America for the main depository accounts are received daily and automatically loaded into PeopleSoft
- ❖ Automatic reconciliation is run daily to match the system deposits (those recorded in PeopleSoft) to the bank statement deposits
- ❖ Agencies will resolve any deposit exceptions daily using semi-manual reconciliation (and correcting entries if needed)

Reconciliation Manager



Financials Production

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Reconciliation Manager

*Show Statements for:

[Add/Update Accounts](#)

Bank ID	987654321	Bank of America	
▷ Bank Account #:	123456789	OTFS Op	Automatic Reconciliation
▷ Bank Account #:	123456789	SOG P&P	Automatic Reconciliation
▷ Bank Account #:	123456789	Audits	Automatic Reconciliation
▷ Bank Account #:	123456789	SOG Acctng	Automatic Reconciliation
▷ Bank Account #:	123456789	SOG OTFS	Automatic Reconciliation
▼ Expand Bank Account #:	123456789	SOG Adm Sv	Automatic Reconciliation

Statement ID	As Of Date	Load Date and Time	Trans Loaded	Reconciled	Cycle Status	
2313	12/06/2007	12/07/2007 7:03:49AM	7	1	Ready	Exceptions
2302	12/05/2007	12/06/2007 7:03:21AM	3	3	Complete	
2291	12/04/2007	12/05/2007 7:03:45AM	5	3	Ready	Exceptions
2280	12/03/2007	12/04/2007 7:03:50AM	5	5	Complete	
2269	11/30/2007	12/03/2007 7:03:42AM	3	2	Ready	Exceptions

▷ Bank Account #:	123456789	SOG B&F	Automatic Reconciliation
--------------------------	-----------	---------	--



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Reconciliation of Daily Transactions

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 - Select Book To Bank Statements
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- ▷ Account Analysis
- ▷ Facilities
- ▷ Letters of Credit
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- ▷ Deal Management
- ▷ Risk Management

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Semi Manual Reconciliation

Search Criteria

Bank ID: 123456789 Account #: 987654321 Statement ID: % Currency: USD

From Date: Thru Date: 'Recon Status: Unreconciled

From Amount: To Amount: [Advanced Search](#)

Bank Transactions

System Transactions

Select	Reference	Bank Date	Tran Amt Type	Select	Reference	Tran Date	Tran Amt Type	Source
<input type="checkbox"/>	52	02/22/2006	934.00 D	<input type="checkbox"/>	54	02/22/2006	333.00 D	AR
<input type="checkbox"/>	53	02/22/2006	300.00 D	<input type="checkbox"/>	53	02/22/2006	250.00 D	AR
<input type="checkbox"/>	54	02/22/2006	333.00 EFT	<input type="checkbox"/>	52	02/21/2006	934.00 D	AR
<input type="checkbox"/>	CORR2	02/21/2006	-120.00 D	<input type="checkbox"/>	37	02/16/2006	12,000.00 D	AR
<input type="checkbox"/>	CORRECTION	02/18/2006	-5.00 D	<input type="checkbox"/>	35	02/15/2006	12,000.00 D	AR
<input type="checkbox"/>	TESTDEP2	02/17/2006	125.00 D	<input type="checkbox"/>	49	02/10/2006	25.00 D	AR
<input type="checkbox"/>	TEST	02/10/2006	475.00 D	<input type="checkbox"/>	48	02/10/2006	450.00 D	AR
				<input type="checkbox"/>	1	01/24/2006	100.00 D	AR

Reconciliation of Monthly Balance

Book

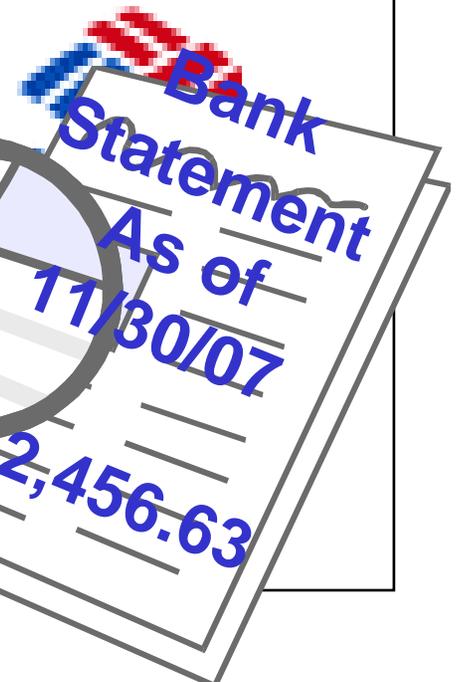


GL Trial Balance
102400
As of 11/30/07
\$00.00

Bank



Bank of America



Book to Bank Reconciliation – At Month End

- ❖ Before performing book to bank reconciliation:
 - All subsystem transactions should be posted to the general ledger
 - All deposit exceptions should be resolved
 - Reconciliation status for all daily reconciliation should be set to ‘complete’
- ❖ Agencies perform book to bank reconciliation for their main depository account (102400) in PeopleSoft at calendar month end

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Select Book to Bank Statements

Bank ID: Account #:

From Date: Through Date:

Business Unit: 40300 Base Currency: USD

Ledger: ACTUALS Bank Currency: USD

Always ensure the last day of the month is selected

Available Accounting Periods								Customize	Find	View All	First	1-18 of 18	Last
Select	Fiscal Year	Accounting Period	Statement ID	Statement Date	Load Date and Time	Cycle Status							
<input checked="" type="checkbox"/>	2007	11	863	05/31/2007	06/01/07 7:05:35AM	Complete							
<input checked="" type="checkbox"/>	2007	11	856	05/30/2007	05/31/07 10:31:32AM	Complete							
<input checked="" type="checkbox"/>	2007	11	848	05/29/2007	05/30/07 2:57:49PM	Complete							
<input checked="" type="checkbox"/>	2007	11	828	05/25/2007	05/28/07 7:01:47AM	Complete							
<input checked="" type="checkbox"/>	2007	11	815	05/24/2007	05/25/07 7:02:39AM	Complete							
<input checked="" type="checkbox"/>	2007	11	806	05/23/2007	05/24/07 7:52:32AM	Complete							
<input checked="" type="checkbox"/>	2007	11	795	05/22/2007	05/23/07 8:04:55AM	Complete							
<input checked="" type="checkbox"/>	2007	11	785	05/21/2007	05/22/07 2:06:41PM	Complete							
<input checked="" type="checkbox"/>	2007	11	774	05/18/2007	05/21/07 7:04:47AM	Complete							
<input checked="" type="checkbox"/>	2007	11	762	05/17/2007	05/18/07 9:31:55AM	Complete							
<input checked="" type="checkbox"/>	2007	11	752	05/16/2007	05/17/07 7:08:24AM	Complete							
<input checked="" type="checkbox"/>	2007	11	741	05/15/2007	05/16/07 7:16:16AM	Complete							
<input checked="" type="checkbox"/>	2007	11	730	05/14/2007	05/15/07 7:04:04AM	Complete							

Select Book to Bank Statements

Bank ID: 

Account #: 

From Date: 

Through Date: 

Business Unit: 40300

Base Currency: USD

Ledger: ACTUALS

Bank Currency: USD

Available Accounting Periods

[Customize](#) | [Find](#) | [View All](#) |  First  1-18 of 18  Last

Select	Fiscal Year	Accounting Period	Statement ID	Statement Date	Load Date and Time	Cycle Status
<input checked="" type="checkbox"/>	2007	11	863	05/31/2007	06/01/07 7:05:35AM	Complete
<input checked="" type="checkbox"/>	2007	11	856	05/30/2007	05/31/07 10:31:32AM	Complete
<input checked="" type="checkbox"/>	2007	11	848	05/29/2007	05/30/07 2:57:49PM	Complete
<input checked="" type="checkbox"/>	2007	11	828	05/25/2007	05/28/07 7:01:47AM	Complete
<input checked="" type="checkbox"/>	2007	11	815	05/24/2007	05/25/07 7:02:39AM	Complete
<input checked="" type="checkbox"/>	2007	11	806	05/23/2007	05/24/07 7:52:32AM	Complete
<input checked="" type="checkbox"/>	2007	11	795	05/22/2007	05/23/07 8:04:55AM	Complete
<input checked="" type="checkbox"/>	2007	11	785	05/21/2007	05/22/07 2:06:41PM	Complete
<input checked="" type="checkbox"/>	2007	11	774	05/18/2007	05/21/07 7:04:47AM	Complete
<input checked="" type="checkbox"/>	2007	11	762	05/17/2007	05/18/07 9:31:55AM	Complete
<input checked="" type="checkbox"/>	2007	11	752	05/16/2007	05/17/07 7:08:24AM	Complete
<input checked="" type="checkbox"/>	2007	11	675	05/07/2007	05/08/07 8:43:48AM	Complete

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Book to Bank Reconciliation

Search Parameters

*External Bank ID	*Bank Account #	Bank Currency	Business Unit	Base Currency
<input type="text" value="123456789"/>	<input type="text" value="987654321"/>	USD	40300	USD
Primary Ledger	Fiscal Year	Accounting Period		
ACTUALS	<input type="text"/>	<input type="text"/>	<input type="button" value="Search"/>	

Available Accounting Periods

[Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

<u>Fiscal Year</u>	<u>Accounting Period</u>	<u>*Statement ID</u>	<u>Statement Date</u>	<u>Status</u>	<u>User ID</u>	<u>DateTime</u>	<u>Recalculate</u>	<u>Details</u>
2007	11	<input type="text" value="863"/>	05/31/2007	New	MBRADSHA	12/04/2007 10:56AM	Recalculate	

Book to Bank Reconciliation Details

Reconciliation Parameters

External Bank ID	Bank Account #	Bank Currency	Business Unit	Base Currency	Statement ID
123456789	987654321	USD	40300	USD	863
Primary Ledger	Fiscal Year	Accounting Period	Begin Date	End Date	Statement Date
ACTUALS	2007	11	05/01/2007	05/31/2007	05/31/2007

Reconciliation Data

Bank Statement Balance:	0.00		Ledger Balance:	0.00	
Payments in Transit:	0.00		Unbooked Fees and Interest:	0.00	
Deposits in Transit:	0.00		Unbooked Payments:	0.00	
GL Adjustments:	0.00		Unbooked Deposits:	296,731.24	
			Bank Adjustments:	0.00	
Bank Adjustments Subtotal:	0.00		GL Adjustments Subtotal:	296,731.24	
Total Adjusted Bank Balance:	0.00		Total Adjusted Ledger Balance:	296,731.24	
Book to Bank Difference:	-296,731.24				

[Return to previous page](#)

Book To Bank Status

Status: In progress

User ID: MBRADSHA

DateTime: 12/04/2007 10:56AM

Unbooked Deposits

Reconciliation Parameters

External Bank ID	Bank Account #	Bank Currency	Business Unit	Base Currency	Statement ID
123456789	987654321	USD	40300	USD	863
Primary Ledger	Fiscal Year	Accounting Period	Begin Date	End Date	Statement Date
ACTUALS	2007	11	05/01/2007	05/31/2007	05/31/2007

Transaction Details

[Customize](#) | [Find](#) | [View All](#) | 

 First  1-32 of 32  Last

Select	Statement ID	Tran Date	Description	Reference	Transaction Code	Base Amount
<input checked="" type="checkbox"/>	686	05/08/2007	Reconciled and posted to GL	004030100334	Deposits	450.00
<input checked="" type="checkbox"/>	697	05/09/2007	Reconciled and posted to GL	004030100567	Deposits	36,187.00
<input checked="" type="checkbox"/>	708	05/10/2007	Reconciled and posted to GL	000000000000	Deposits	11,677.65
<input checked="" type="checkbox"/>	719	05/11/2007	Reconciled and posted to GL	000000000000	Deposits	3,018.25
<input checked="" type="checkbox"/>	741	05/15/2007	Reconciled and posted to GL	004030100335	Deposits	400.00
<input checked="" type="checkbox"/>	741	05/15/2007	Reconciled and posted to GL	004030100568	Deposits	30,039.00
<input checked="" type="checkbox"/>	741	05/15/2007	Reconciled and posted to GL	004030100601	Deposits	20,247.29
<input checked="" type="checkbox"/>	752	05/16/2007	Reconciled and posted to GL	000000000000	Deposits	10,112.59
<input checked="" type="checkbox"/>	856	05/30/2007	Reconciled and posted to GL	000000000000	Deposits	4,720.00
<input checked="" type="checkbox"/>	856	05/30/2007	Reconciled and posted to GL	004030100573	Deposits	30,363.15

[Select All](#)
 [Clear All](#)

Total amount selected:

296,731.24

Currency Code: USD

Change: Comments are Required

[Home](#)

[Add to Favorites](#)

[New Window](#) | [Help](#) | [Customize](#)

Book to Bank Notes

Reconciliation Parameters

External Bank ID	Bank Account #	Bank Currency	Business Unit	Base Currency	Statement ID
123456789	987654321	USD	40300	USD	863
Primary Ledger	Fiscal Year	Accounting Period	Begin Date	End Date	Statement Date
ACTUALS	2007	11	05/01/2007	05/31/2007	05/31/2007

Comments:

12/06/2007- MMB Unbooked Deposits of 296,731.24 were all deposited in period 12 and will clear the next month.

OK

Cancel

Refresh

BOOK TO BANK RECONCILIATION DETAILS

Saved

Reconciliation Parameters

External Bank ID	Bank Account #	Bank Currency	Business Unit	Base Currency	Statement ID
123456789	987654321	USD	40300	USD	863
Primary Ledger	Fiscal Year	Accounting Period	Begin Date	End Date	Statement Date
ACTUALS	2007	11	05/01/2007	05/31/2007	05/31/2007

Reconciliation Data

Bank Statement Balance:	0.00		Ledger Balance:	0.00	
Payments in Transit:	0.00		Unbooked Fees and Interest:	0.00	
Deposits in Transit:	0.00		Unbooked Payments:	0.00	
GL Adjustments:	0.00		Unbooked Deposits:	296,731.24	
			Bank Adjustments:	0.00	
Bank Adjustments Subtotal:	0.00		GL Adjustments Subtotal:	296,731.24	
Total Adjusted Bank Balance:	0.00		Total Adjusted Ledger Balance:	296,731.24	
Book to Bank Difference:	-296,731.24		<input type="button" value="Confirm"/>	<input type="button" value="Report"/>	Return to previous page

Book To Bank Status

Status: In progress

User ID: MBRADSHA

DateTime: 12/04/2007 1:09PM

BOOK TO BANK RECONCILIATION DETAILS

Reconciliation Parameters

External Bank ID	Bank Account #	Bank Currency	Business Unit	Base Currency	Statement ID
123456789	987654321	USD	40300	USD	863
Primary Ledger	Fiscal Year	Accounting Period	Begin Date	End Date	Statement Date
ACTUALS	2007	11	05/01/2007	05/31/2007	05/31/2007

Reconciliation Data

Bank Statement Balance:	0.00	Ledger Balance:	0.00
Payments in Transit:	0.00	Unbooked Fees and Interest:	0.00
Deposits in Transit:	0.00	Unbooked Payments:	0.00
GL Adjustments:	0.00	Unbooked Deposits:	296,731.24
		Bank Adjustments:	0.00
Bank Adjustments Subtotal:		Adjustments Subtotal:	296,731.24
Total Adjusted Bank Balance:		Adjusted Ledger Balance:	296,731.24

Book to Bank Difference:

[Return to previous page](#)

Users are **REQUIRED** to enter comments that explain the book to bank balance before confirming

Book To Bank Status

Status: Confirmed

User ID: MBRADSHA

DateTime: 12/04/2007 1:09PM

Book to Bank Reconciliation Tips

- ❖ **Semi Manual** page: can be used to search for reconciled transactions to ensure reconciliation has taken place for the correct transactions.
 - Semi Manual is also a place where transactions can be unreconciled to correct an error
- ❖ **External transactions:** For transactions entered in error, corrections can be made. There is not a method to delete transactions. The new information will be saved over the old information and the old transaction will be replaced with new data.

Book to Bank Reconciliation Tips

□ Bank Transactions

Transaction Types:

P = Payment, indicates the sweep from the agency's depository account to main concentration account

D = Deposit, a regular deposit into the agency's depository account 102400

ACH = Electronic payment cleared through the Automated Clearing House

U = Automatic credit from concentration account to fund a return deposit in the agency's depository account

□ System Transactions

Transaction Source:

AR = Transactions entered in the AR sub-module, payment of items, direct journals etc.

XT = External transaction entered without accounting to reconcile against a bank statement transaction line.

Book to Bank Reconciliation

Naming Convention for Processing External Transactions

00XXX1219071

- 00 – Always begin with “00”
- XXX – Agency’s Business Unit
- MMDDYY – Processing Date of external transaction
- 1 – A sequential numbering scheme

*This reference number can only be used **ONCE!** Agencies must maintain a manual log to track reference numbers.*



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Account Receivable Reports



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Offline Post/Unpost Journal Report

Report ID: GL4030424
Print Date: 01/05/2008
Page: 1
PS ID: GLS4024X

State Of Georgia
Administrative Services, Dept
Offline Post/Unpost Journal Report
General Ledger

Business Unit: 40300
Ledger Group: ACTUALS
Ledger: ACTUALS
Fiscal Year: 2008
Accounting Period: 7
Source: ALO

Line Number	Acct	Fund Code	Program	Dept	Fund Srce	Budget Class	Period	Project/Grant	Jrnl Ln Reference	Special Purpose	Monetary Amount
Journal ID: SBAL000001 Journal Date: 01/05/2008 Posted Date: 01/05/2008 Journal Header Ref:											
Reversal: N Header Status: P Auto Gen: N											
1	101005	10100	0650101		4030201000	60103			01		-7.00
3	101005	40110	0650501		4030304200	90201			01		-8,633.73
5	101005	40110	0650501		4030304300	90201			01		-2,044.55
7	101005	10100	0651001		4030403100	60103			01		30.00
9	101005	10100	0651001		4030403100	60104			01		-23,513.19
11	101005	10100	0651001		4030312010	60103			01		2,911.05
13	101005	40150	0651101		4030312020	60103			01		7,370.00
15	101005	40150	0651101		4030312030	60103			01		-3,370.00
17	101005	40150	0651102		4030312040	60103			01		1,057.00
19	101005	40160	0651102		4030313020	60103			01		-35.00
21	101005	40160	0651102		4030313030	60103			01		-7,680.00
23	101005	40160	0651102		4030313040	60103			01		-303.00
25	101005	10102	5570101		4035100000	90201			01		-71,152.50
27	101005	60513	NONE01		4030206100	90201			01		-26,927.87
29	101005	40110	0650501		4030304200	90201			01		-218.87
31	101005	40110	0650501		4030304300	90201			01		-7,268.96
33	102400	10100	0650101		4030201000	60103			01		7.00
35	102400	40110	0650501		4030304200	90201			01		8,633.73
37	102400	40110	0650501		4030304300	90201			01		2,044.55
39	102400	10100	0651001		4030403100	60103			01		-30.00
41	102400	10100	0651001		4030403100	60104			01		23,513.19
43	102400	40150	0651101		4030312010	60103			01		-2,911.05
45	102400	40150	0651101		4030312020	60103			01		-7,370.00
47	102400	40150	0651101		4030312030	60103			01		3,370.00
49	102400	40150	0651101		4030312040	60103			01		-1,057.00
51	102400	40160	0651102		4030313020	60103			01		35.00

Agency can look at Allocation Entries



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Offline Journal Edit Errors Report

State Of Georgia
Administrative Services, Dept
Offline Journal Edit Errors
General Ledger

Report ID: GL4030425
Print Date: 01/01/2008
Page: 1
PS ID: GLS4025X

Business Unit: 40300
Operator ID: FSCMUSER
Ledger Group: ACTUALS - Actuals Ledger Group
Fiscal Year: 2008

Source: ALL Journal ID: ALL Journal Date: ALL Ledger Group: ALL

PD	Journal ID	Jrnl Date	Src Ref No	Err TYP	Line No	Line Descr	Field Name	Error Message
5	SBALP00001	11/01/2007	ALO				JOURNAL_DATE	The journal date is not in an open period for this ledger. (5860/47)
7	SBALP00001	01/01/2008	ALO				JOURNAL_DATE	The journal date is not in an open period for this ledger. (5860/47)

Header

Header

***** End of Report *****

Agency can review any errors to allocation entries



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Account Receivable Form

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Return Deposit Item Processing Form

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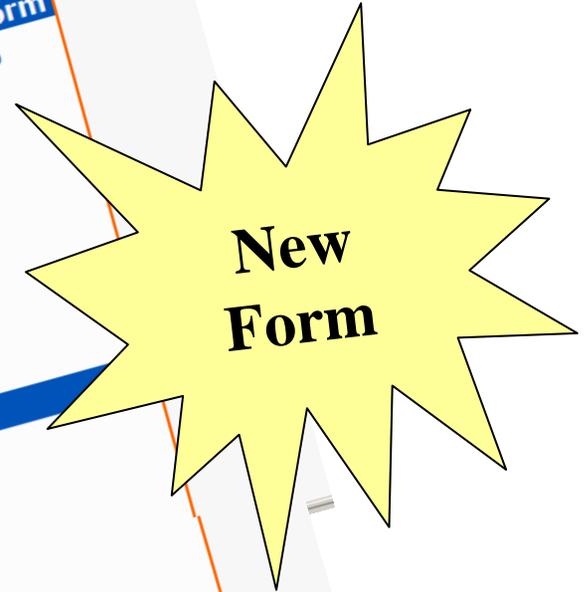
Accounts Receivable Return Deposit Item Processing Form
200 Piedmont Avenue, Suite 1604 West Tower, Atlanta, GA 30334 Phone (404) 463-1993, Fax (404) 463-5089

* Requesting Agency Name: * Agency PeopleSoft Business Unit:
* Date Requested: * Requested by:
* Phone Number: * Requestor's Email Address:

TRANSACTION INFORMATION

* Statement Code: * Statement ID:
* Transaction Amount: Bank Date:
Brief Description of Reconciling Entry:

Authorized Approver * By selecting this box, I certify I am authorized approver, on behalf of my agency, to submit this Accounts Receivable Return Deposit



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UPK Revisions

The screenshot displays the SAO software interface. On the left, an 'Outline' pane lists various modules and lessons, including 'Module 1 - Introduction to PeopleSoft Financials' through 'Module 18 - Streamlined Banking', and 'Lesson 18.1 - Banking' and 'Lesson 18.2 - Cash Management'. The main content area shows 'Lesson 18.5 Accounts Receivable Delta' under the heading 'Concept'. The lesson text reads: 'Agencies will enter deposit transactions into the PeopleSoft AR module with the actual bank deposit. Agencies will select the agency main account and the local deposit account exist (unless an approved local deposit account exists). A nightly allocation process will move funds from the agency main account to the local deposit ledger - no actual money movement will occur. In this delta lesson, you will see all of the changes to the AR module and the new functionality of the PeopleSoft AR module.' The interface includes a top navigation bar with 'Playback Mode', 'See It!', 'Try It!', 'Know It?', and 'Do It!' buttons, and a 'Preferences | Help | Close' menu. A large pink starburst graphic is overlaid on the lesson content with the text 'Currently Being Updated'. A large blue 'E' logo is in the bottom right corner.



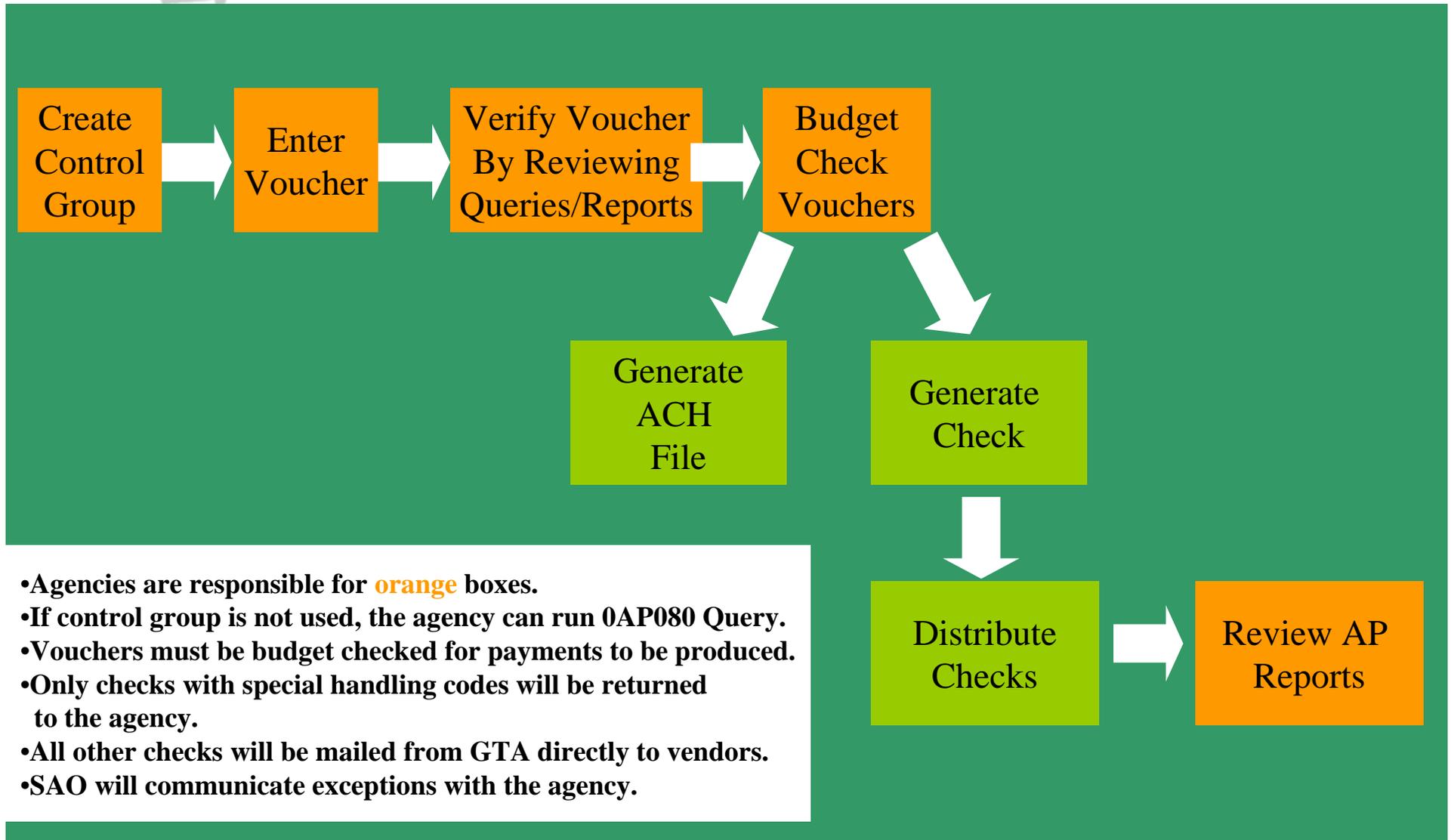
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Accounts Payable

Accounts Payable (AP) Disbursement





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Wire Payments



The Agency create a voucher in AP with a payment method of Wire. Agencies must budget check the voucher to ensure the availability of funds.

The Agency will submit the OTFS Wire Transfer Request form located on the SAO website.

OTFS will either select the wire template to create a wire or create a new wire template and have it approved before entering the wire into Wachovia Connection.

OTFS will review and approve the payment request.

When the payment has been processed, SAO Cash Management group will notify the agency that the wire was successfully processed by a payment notification form.

- Agencies are responsible for orange boxes.
- Agencies should be recording the Wire in PeopleSoft as soon as possible.

Pre-authorized Withdrawals

**Enter AP
Voucher with
WIR Payment
Method**

The Agency create a voucher in AP with a payment method of Wire. Agencies must budget check the voucher to ensure the availability of funds.

**Funds are
withdrawn
from
Wachovia**

Pre-authorized withdrawals are disbursed from the Disbursement Account.

**Record
Payment**

When the payment has been processed, SAO Cash Management group will notify the agency that the wire was successfully processed by a payment notification form.

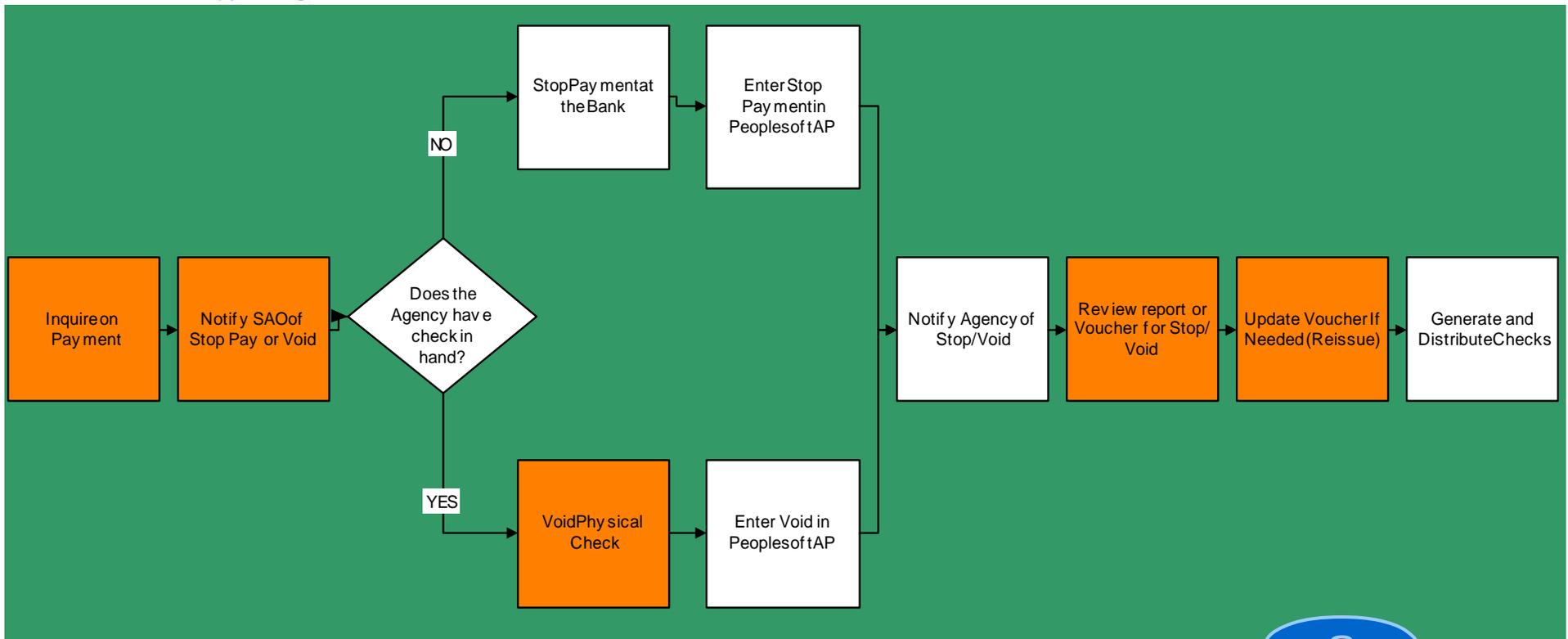
- Agencies are responsible for **orange** boxes.
- Agencies should be recording the Wire in PeopleSoft as soon as possible.
- An Example of Pre-authorized withdrawals include the P-card Payment.



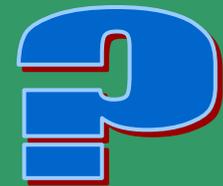
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Stop Pay/Void Process



- Agencies are responsible for **orange** boxes.
- The Agency must complete the Stop Payment/Void Form and submit to Cash Management Group.
- All checks should be forwarded to the Cash Management Group.
- SAO will wait two days after placing a stop payment at the bank before processing the cancellation in PeopleSoft.





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Interagency Settlements

Inter-Agency Settlements SLB - SLB Flow

- **Due-To** receiving SLB agency:
 - Creates a receivable in AR using new distribution codes containing account 141001
 - Runs AR update (nightly batch process)
- **Due-From** paying SLB agency:
 - Creates a voucher in AP choosing the **Due-To** receiving agency as the vendor
 - Uses the item ID as the invoice number and matches the dollar amount
 - Chooses the **SBACCTPAY** accounting template on the voucher attributes page which uses account 231001
 - Uses payment method “WIR”
 - Selects General Funds Bank 99999 and the General Funds Transfer Bank Account 9XXX (where XXX is the agency’s BU)
 - Saves and budget checks voucher

Inter-Agency Settlements SLB - SLB Flow

- **Due-From** paying SLB agency:
 - Once voucher is budget checked successfully selects payment action of “Record” and enters a payment reference number
 - Communicates by e-mail to receiving agency that invoice has been paid and attaches the 0AP057B Inter-unit Payables query to list payments
- No physical money movement occurs between bank accounts
- **Due-To** receiving agency records the deposit and applies the payment in AR

Inter- Agency Transaction: (SLB to SLB)

Example: *DOAS*, a SLB agency, performs \$25 of mail services for *Pardons and Paroles*, a SLB agency

1. DOAS (receiving SLB agency) records the revenue and enters the receivable
2. DOAS sends the bill to P&P (the SLB paying agency)
3. P&P (the SLB paying agency) enters a manual voucher in PeopleSoft Accounts Payable matching the dollar amount, using the item ID as the invoice number, using “WIRE” as payment type.
4. DOAS (receiving agency) receives funds in their Agency cash account. The receipt of funds are recorded in PeopleSoft Accounts Receivable.

Interagency: Recap (SLB – SLB)

Accounting Entry – Net Effect from an Agency Perspective (AR)

Transaction Type	Acctg Entry	Module	Amount	BU	Fund	GL Account	Account Description
Inter-agency Transaction - SB to SB Receivable							
AR Receivable	Debit	AR	25	40300	10100	141001	Due From SLB Agency
AR Receivable	Credit	AR	(25)	40300	10100	441343	Mail Service Revenue
AR Deposit	Debit	AR	25	40300	10100	101005	Agency Cash Account
AR Deposit	Credit	AR	(25)	40300	10100	141001	Due From SLB Agency

Increase Cash

Increase Revenue

Net Effect for DOAS



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Interagency: Recap (SLB – SLB)

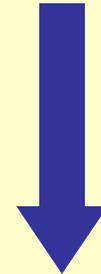
Accounting Entry – Net Effect from an Agency Perspective (AP)

Transaction Type	Acctg Entry	Module	Amount	BU	Fund	GL Account	Account Description
Inter-agency Transaction - SB to SB Payment							
AP Accrual	Debit	AP	25	46500	10100	614011	S & M - Postage Mail/Exp
AP Accrual	Credit	AP	(25)	46500	10100	231001	Due To SLB Agency
AP Payment	Debit	AP	25	46500	10100	231001	Due To SLB Agency
AP Payment	Credit	AP	(25)	46500	10100	101005	Agency Cash Account

**Increase
Expense**

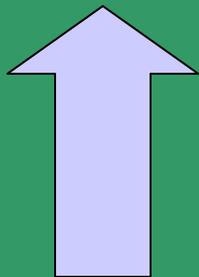
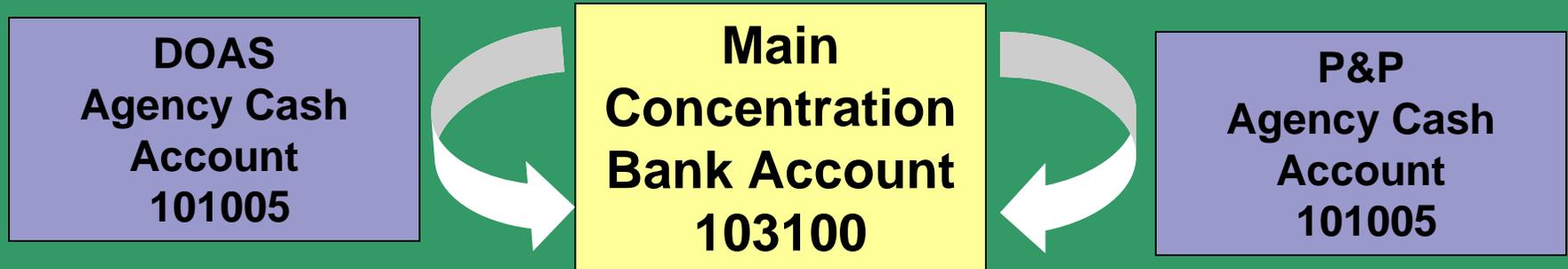


**Decrease
Cash**



Net Effect for P&P

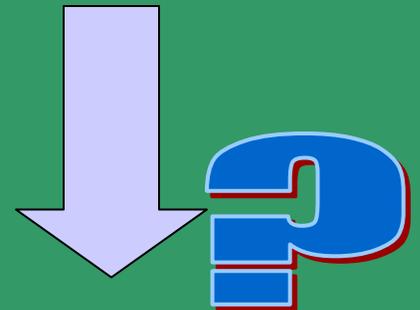
Interagency: Recap (SLB – SLB)



\$25

Main Concentration
Bank Account balance
remains unchanged

Net Effect \$0



(\$25)

Inter-Agency Settlements SLB - Non-SLB Flow

- **Due-To** receiving Non-SLB agency sets up a receivable in AR
- **Due-From** paying SLB agency
 - Creates a voucher in AP choosing the **Due-To** receiving agency as the vendor
 - Uses the item ID as the invoice number and matches the dollar amount
 - Payment type of “ACH/EFT” is chosen and funds are distributed from SAO Wachovia Operating Account
 - Payments for GTA, GBA, FLEX, and Revenue are processed by “Wire”, funds are transferred through ARIS
 - Agencies will chose new General Funds Transfer bank “99999” for payments for GTA. GBA, FLEX and Revenue
- Funds are distributed
 - Wire - OTFS distributes
 - ACH/EFT - PeopleSoft AP creates ACH/EFT file for bank settlement
- **Due-To** receiving agency records the deposit in AR (or a transfer in an external system)

Inter- Agency Transaction: (SLB to Non SLB)

Example: **DNR**, a non SLB agency, performs \$700 of services for **DOAS**, a SLB agency

1. DNR (receiving Non-SLB agency) records the revenue and enters the receivable
2. DNR sends the bill to DOAS (the SLB paying agency)
3. DOAS (the SLB paying agency) enters a manual voucher in PeopleSoft Accounts Payable matching the dollar amount, using the item ID as the invoice number, and choosing ACH/EFT as payment type.
4. An ACH/EFT payment is created and distributed from SAO Wachovia Disbursement Account.
5. DNR (Non-SLB receiving agency) receives funds in their Proprietary Cash Account. The receipt of funds are recorded in PeopleSoft Accounts Receivable.

Interagency: Recap (SLB – NonSLB)

Accounting Entry – Net Effect from an Non- SLB Agency Perspective (AR)

Transaction Type	Acctg Entry	Module	Amount	BU	Fund	GL Account	Account Description
Interagency Transaction - SB to NonSB - ACH							
AR Receivable	Debit	AR	700	46200	10100	140001	Due From Other Funds
AR Receivable	Credit	AR	(700)	46200	10100	111017	Sales & Service Revenue
AR Deposit	Debit	AR	700	46200	10100	101161	Proprietary Cash
AR Deposit	Credit	AR	(700)	46200	10100	140001	Due From Other Funds

Increase Cash



Increase Revenue



Net Effect for DNR



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Interagency: Recap (SLB – NonSLB)

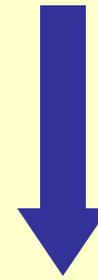
Accounting Entry – Net Effect from SLB Agency Perspective (AP)

Transaction Type	Acctg Entry	Module	Amount	BU	Fund	GL Account	Account Description
Interagency Transaction - SB to NonSB - ACH							
AP Accrual	Debit	AP	700	40300	10100	614003	Expense
AP Accrual	Credit	AP	(700)	40300	10100	230001	Due to Other Funds
AP Payment	Debit	AP	700	40300	10100	230001	Due to Other Funds
AP Payment	Credit	AP	(700)	49900	10100	103310	CIB - Treasury Disb Acct - OP
Interunit	Debit	AP	700	49900	10100	101005	Agency Cash
Interunit	Credit	AP	(700)	40300	10100	101005	Agency Cash

Increase
Expense

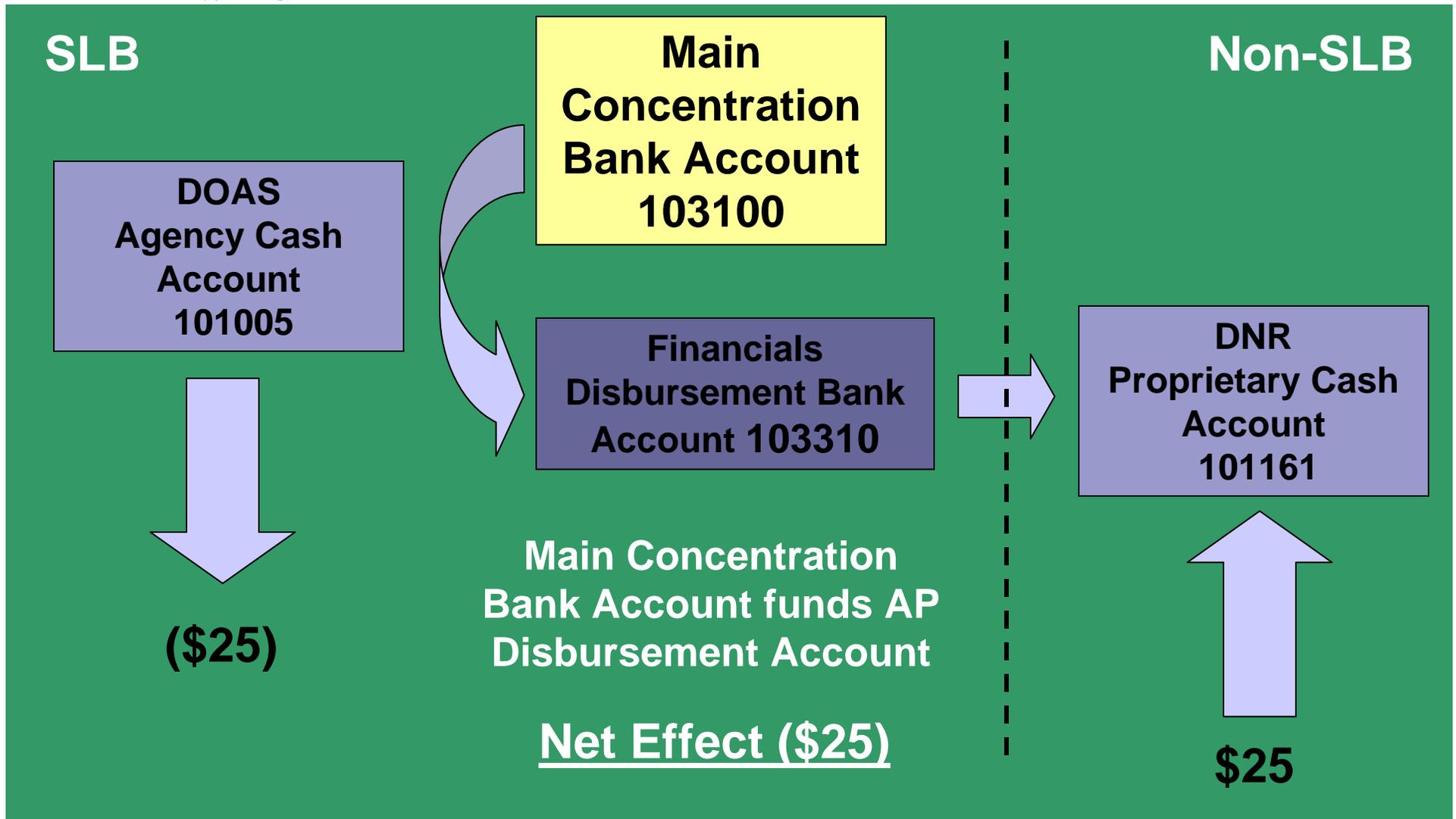


Decrease Cash



Net Effect for DOAS

Interagency: Recap (SLB – Non-SLB)





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Interagency Reference Matrix

Transaction Type	Payment Method	Use ARIS	Physical Cash Movement	Bank
SLB to SLB	WIRE	No	None	General Funds Transfer
SLB to Non-SLB	EFT/ACH	No	PeopleSoft Generated ACH/EFT	Wachovia
SLB to Non-SLB for GTA/GBA/FLEX/DOR	WIRE	Yes	Treasury Transfer	General Funds Transfer





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AP Exception Processing



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Withholding Tax Payments



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Financials Production Home Add to Favorites Sign out

Menu

- ▷ Bank Statements
- ▽ Reconcile Statements
 - Reconciliation Manager
 - Process Reconciliation
 - Process Statement Accounting
 - Automatic Reconciliation
 - Semi-Manual Reconciliation
 - Manual Reconciliation
 - External Transactions
 - Select Book To Bank Statements
 - Book to Bank Reconciliation
- ▷ Analyze Exceptions
- ▷ Administer Reconciliation
- ▷ Administer Bank Statements
- ▷ Reports
- ▷ Cash Management
- ▷ Commitment Control
- ▷ General Ledger
- ▷ Allocations
- ▷ Set Up Financials/Supply Chain
- ▷ Tree Manager
- ▷ Reporting Tools
- ▷ PeopleTools
- ▷ Fund Source Distribution
- ▷ Labor Distribution
- Change My Password
- My Personalizations
- My System Profile

Search Criteria

Bank ID: 123456789 Account #: 987654321 Statement ID: % Currency USD
 From Date: Thru Date: *Recon Status: Unreconciled
 From Amount: To Amount: Search Advanced Search

Bank Transactions				System Transactions			
Select	Reference	Bank Date	Tran Amt Type	Select	Reference	Tran Date	Tran Amt Type
<input type="checkbox"/>	00000000000	01/07/2008	214,215.50 D	<input type="checkbox"/>	0000004499	01/09/2008	798.68 EFT
<input type="checkbox"/>	09043000300	01/03/2008	50.00 EFT	<input type="checkbox"/>	0000113007	11/29/2007	0.06 WIR
<input type="checkbox"/>	03001190310	12/26/2007	7,016.22 EFT	<input type="checkbox"/>	0IRS 11/30	11/30/2007	296,910.15 WIR
<input type="checkbox"/>	03001190310	12/12/2007	19,812.40 EFT	<input type="checkbox"/>	0IRS 12/15	12/14/2007	283,295.71 WIR
<input type="checkbox"/>	03387702000	11/30/2007	296,910.55 EFT	<input type="checkbox"/>	8000000967	06/05/2007	16.00 CHK
				<input type="checkbox"/>	8000001361	06/19/2007	20.00 CHK
				<input type="checkbox"/>	8000001471	06/20/2007	15.00 CHK
				<input type="checkbox"/>	8000002152	07/09/2007	375.00 CHK
				<input type="checkbox"/>	8000002319	07/10/2007	552.67 CHK
				<input type="checkbox"/>	8000002387	07/10/2007	76.63 CHK
				<input type="checkbox"/>	8000002449	07/10/2007	1,834.00
				<input type="checkbox"/>	8000002520	07/10/2007	
				<input type="checkbox"/>	8000002610	07/12/2007	
				<input type="checkbox"/>	8000003028	07/18/2007	0.53 CHK





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Notifications on Wachovia Account



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Notice of Change Accounts Payable

NO DETAIL ITEMS FOUND			
ACH FINAL DEBITS NO DETAIL ITEMS FOUND			
ACH RE-PRESENTMENT DEBITS NO DETAIL ITEMS FOUND			
ACH NOC CREDITS			
Item Value Date	Original Effective Date Std Entry Class Trans Code/Description Changed Reason Code/Description Changed Data	Company ID Company Name Original Entry TR Number Original Company Trace Number Individual ID Individual Name	Receiver FI TR Number Receiver FI Account Number Receiver FI Name Original Deposit Bank/Account Company Entry Description
1	12/31/2007 COR 21 - DDA CREDIT C02 - INCORRECT T/R NO 001173110	4 ADMINISTRATIVE S 00000197 00000000007997 0000004328 N, MARVIN	000000977 00001004518 ING DIRECT WBGA 00000000003793 EFTDVMT
** TOTAL ACH NOC CREDIT ITEMS			
ACH NOC DEBITS NO DETAIL ITEMS FOUND			
INTL ACH CREDITS NO DETAIL ITEMS FOUND			
INTL ACH DEBITS NO DETAIL ITEMS FOUND			



Once a **NOC** is received the **agency must:**

- ✓ Verify routing number
- ✓ Verify account number
- ✓ Make necessary corrections



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Pre-Note Return Payroll Account

WACHOVIA CONNECTION PLUS WACHOVIA

Main Menu SIGN OFF USER INFORMATION NOTIFY CONTACT US HELP

SELECTED FOR: ALL [Cancel]

November 29, 2007 - November 30, 2007

All dates are presented in the following format (MM/DD/YYYY)

ACCOUNT GROUP: A - Group defined by system

ACCOUNT NUMBER: WBGA 207990043700 ACCOUNT NAME: ST OF GA PAYROLL ACCT
CURRENCY: USD

ACH FINAL CREDITS

Item Value Date	Original Effective Date Std Entry Class Trans Code/Description Return Reason Code Return Reason Description Return Trace ID	Company ID Company Name Time Return Item Amount/Currency Code Original Company Trace Number Individual ID Individual Name
1 11/30/2007	11/30/2007 PPD 31 - SAVINGS CR R13 NON-PARTICIPATING DFI 266	1000000000 DOAS 05:18 (AM) 0918 WILLS,DC

*** TOTAL ACH FINAL CREDIT ITEMS
*** TOTAL ACH FINAL CREDIT AMOUNT

ACH FINAL DEBITS
NO DETAIL ITEMS FOUND

Done

Once a **Pre-note Return (Payroll Only)** is received the **agency must:**

- ✓ Verify routing number
- ✓ Verify account number
- ✓ Make corrections in HCM record
- ✓ Process another Prenote for the next pay period
- ✓ Inform employee the next payment will be by paper check



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ACH Final Credits on Wachovia Account

WACHOVIA CONNECTION PLUS WACHOVIA

Main Menu SIGN OFF USER INFORMATION NOTIFY CONTACT US HELP [Cancel]

All dates are presented in the following format (MM/DD/YYYY)

ACCOUNT GROUP: A - Group defined by system

ACCOUNT NUMBER: WBGA 780 ACCOUNT NAME: ST OF GA PAYROLL ACCT
CURRENCY: USD

ACH FINAL CREDITS

Item Value Date	Original Effective Date Std Entry Class Trans Code/Description Return Reason Code Return Reason Description Return Trace ID	Company ID Company Name Time Return Item Amount/Currency Code Original Company Trace Number Individual ID Individual Name	Receiver FI TR Number Receiver FI Account Number Receiver FI Name Original Deposit Bank/Account Company Entry Description
1 12/14/2007	12/14/2007 PPD 31 - SAVINGS CR R13 NON-PARTICIPATING DFI 06600000077830	1581125844 DOAS 05:17 (AM) 189.98 (USD) 00692 00932308 WILL	070000200 070000500762 UNKNOWN BANK NAME WBGAJ780 SALARY CK
** TOTAL ACH FINAL CREDIT ITEMS			1
** TOTAL ACH FINAL CREDIT AMOUNT			189.98

ACH FINAL DEBITS
NO DETAIL ITEMS FOUND

ACH RE-PRESENTMENT DEBITS
NO DETAIL ITEMS FOUND

Done

Internet

Start 2 Microsoft Offic... 2 Microsoft Offic... WAMJ - Windows I... Wachovia Conne... 10:22 AM

Agencies **MUST** validate account information with employee/or vendor





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New AP Queries/Report



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Query 0AP063

https://saorn.state.ga.us/psc/sao_1/EMPLOYEE/ERP/...

0AP063_HANDLING_CODES_SB - SB_CHECK_HANDLING_CODES

Business Unit:

Accting Date From:

Acctg Date To:

NEW!!!
Shows all Agency
payments by
handling code

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) (30 kb)

View All

1-49 of 49

	Unit	SetID	Bank Code	Account	Reference	Name	Vendor ID	Method	Payment Date	Paymnt Amount	Current Pay Status	Post Status	Cancelled	Created	Act Settle Date	Acctg Date	Fiscal Year	Accounting Period	Handling
1	40400	STATE	1100	1101	0000015564	SEVY, ANDREA KAY	0000373809	System Check	12/05/2007	0.00	Paid	Posted		12/05/2007		12/05/2007	2008	6	RP
2	40400	STATE	1100	1101	0000016144	SEVY, ANDREA KAY	0000373809	System Check	12/12/2007	0.00	Paid	Posted		12/12/2007		12/12/2007	2008	6	RP
3	40400	STATE	1100	1101	8000010636	AT & T	0000009827	System Check	12/05/2007	315.73	Paid	Posted		12/05/2007	12/13/2007	12/05/2007	2008	6	AG
4	40400	STATE	1100	1101	8000010637	CANON BUSINESS SOLUTIONS EAST INC	0000182108	System Check	12/05/2007	280.60	Paid	Posted		12/05/2007	12/11/2007	12/05/2007	2008	6	AG
5	40400	STATE	1100	1101	8000010638	CDW GOVERNMENT INC	0000008436	System Check	12/05/2007	5656.91	Paid	Posted		12/05/2007	12/13/2007	12/05/2007	2008	6	AG
6	40400	STATE	1100	1101	8000010639	PERRY, JANICE L	0000132563	System Check	12/05/2007	325.00	Paid	Posted		12/05/2007	12/18/2007	12/05/2007	2008	6	AG
7	40400	STATE	1100	1101	8000010640	PITNEY BOWES INC	0000004274	System Check	12/05/2007	1864.25	Paid	Posted		12/05/2007	12/11/2007	12/05/2007	2008	6	AG



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Special Handling Codes for Streamlined Banking

Code	Description
RP	Regular Payment (default) – check will automatically be mailed by SAO
WH	Payroll Withholding Payments
TP	Travel Payments
JS	Jail Subsidy Payments
UT	Utility Payments
LB	Labor
AG	All Other Checks to be Returned to Agency



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Verify Cash Disbursements Query 0AP004NB

Agency must enter "STATE" as Bank SetID

0AP004NB_VERIFY_CASH_DISB_NEW - Streamlined Banking

Bank SetID:

Bank Code:

Bank Account:

Accounting Period:

Fiscal Year:

Business Unit:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) (21 kb)

View All First 1-28 of 28 Last

	SetID	Unit	Bank Code	Account	Reference	Name	Vendor ID	Method	Payment Date	Paymnt Amount	Current Pay Status	Post Status	Cancelled	Created	Act Settle Date	Acctg Date	Fiscal Year	Recon Type	User ID	Recon Status
1	STATE	40700	1100	1101	0000003843	GRTA	0000274990	Electronic Funds Transfer	12/06/2007	210.00	Paid	Posted		12/04/2007	12/06/2007	12/04/2007	2008	Semi Manual	JCHANG	REC
2	STATE	40700	1100	1101	0000003844	TEACHER'S RETIREMENT SYSTEM	0000000695	Electronic Funds Transfer	12/06/2007	724.78	Paid	Posted		12/04/2007	12/06/2007	12/04/2007	2008	Semi Manual	JCHANG	REC
3	STATE	40700	1100	1101	0000003845	TEACHER'S RETIREMENT SYSTEM	0000000695	Electronic Funds Transfer	12/06/2007	1345.20	Paid	Posted		12/04/2007	12/06/2007	12/04/2007	2008	Semi Manual	JCHANG	REC
4	STATE	40700	1100	1101	0000003980	EMPLOYEES RETIREMENT SYSTEM	0000000684	Electronic Funds Transfer	12/12/2007	8866.74	Paid	Posted		12/10/2007	12/12/2007	12/10/2007	2008	Semi Manual	JCHANG	REC



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Aging Disbursement Report

Report ID: AP4030430
Print Date: 01/08/2008
Page: 1
PS ID: APS4030X

Business Unit: 40300
Sorted by: Vendor Id, Pymnt RefId, Vchr Id
State Of Georgia
Administrative Services, Dept
Payment Aging Disbursement Report
Accounts Payable

Vendor Name / Vendor Id	Type	Pymt Dt	Days	30 - 90 days	91 - 120 days	121 - 180 days	Over 180 days
***** PETTY CASH-WILL SMITH 0000000061 *****							
8000011300 00036158 PTY-SPW-12/13/OCHK		12/17/07	22	0.00	0.00	0.00	0.00
TOTAL: PETTY CASH-WILL SMITH 0000000061				0.00	0.00	0.00	0.00
***** FULTON COUNTY-TG900 0000000201 *****							
8000007771 00035125 GARNSHW00168498CHK		10/11/07	89	234.32			
8000011605 00036281 GARNSHW00173368CHK		12/27/07	12		0.00		
TOTAL: FULTON COUNTY-TG900 0000000201				234.32	0.00		
***** PHILADELPHIA SERVICE CENTER 0000000453 *****							
8000011616 00036278 GARNSHL00173369CHK		12/27/07	12	0.00	0.00	0.00	0.00
TOTAL: PHILADELPHIA SERVICE CENTER 0000000453				0.00	0.00	0.00	0.00
***** EMPLOYEES RETIREMENT SYSTEM 0000000684 *****							

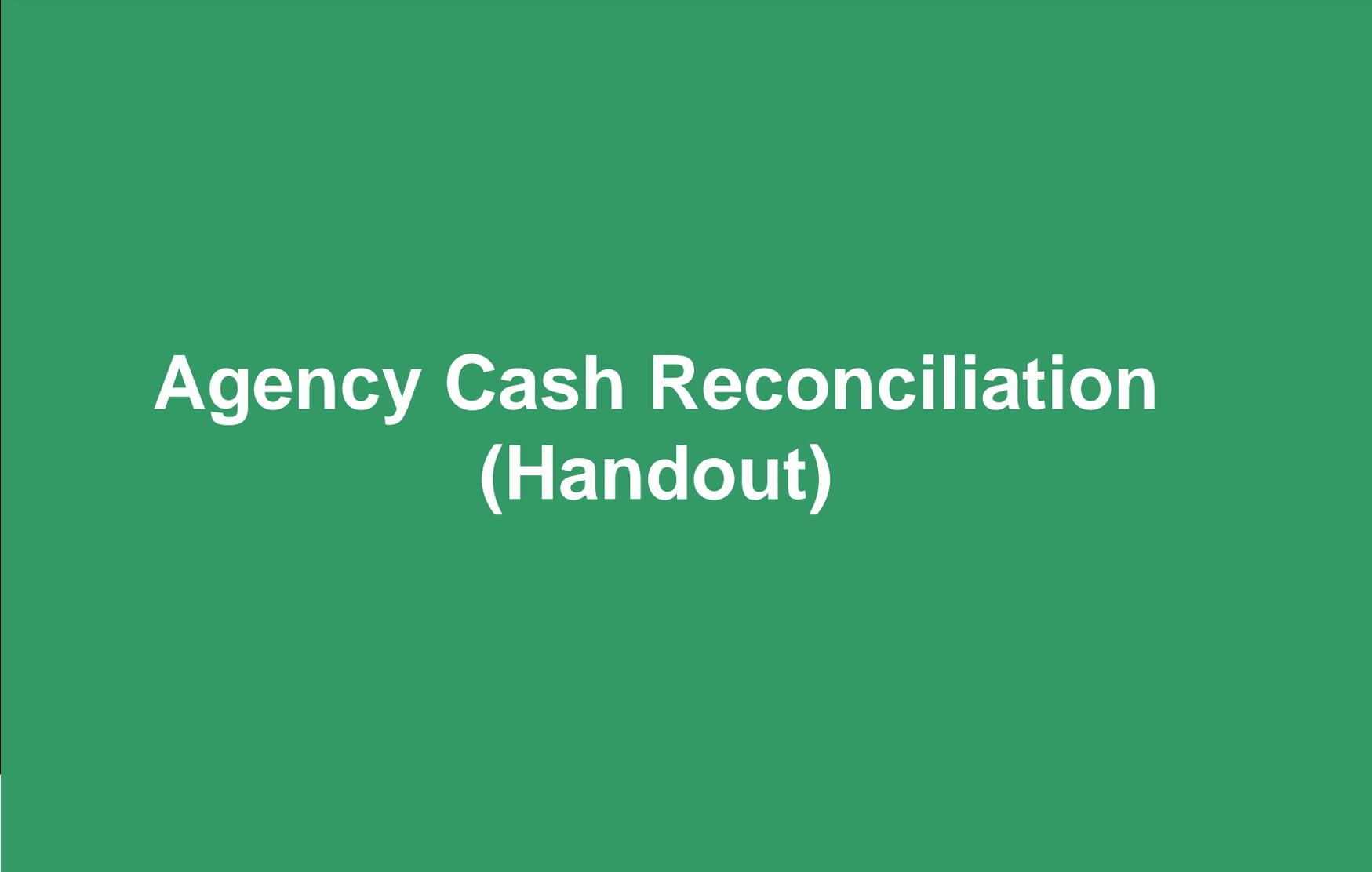


New!!
Shows Voucher
Detail Information





Agency Cash Reconciliation (Handout)





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Internal Controls

- Accounts Payable Control Groups
 - Verification of vouchers entered
- Security Enhancements to Web Forms
 - Requester name checked against new signature authority list
 - Confirmation Email sent from SAO Cash Mgmt for verification
- Separation of Duties

- Standardization of Invoice Format
 - Utilities, Telephone, Contracts, Rent, Duplicate Invoice Numbers
- Bank and Balance Sheet Reconciliations
 - AP and Payroll Disbursement Accounts
 - Monthly Book to Bank
 - Agency Cash 101005
 - Agency Depository Verification



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Express Check Approval Levels

•Maximum Express Check amount \$25,000

Express Check Amount	SAO Reviewers	SAO Signatures Required	Agency Supporting Documentation Required
\$2,000 or Less	Cash Management Operations Manager and AP Technician	Cash Management Operations Manager	Express Check Request Form
\$2,001 - \$10,000	Cash Management Accounting Manager, Cash Management Operations Manager and AP Technician	Cash Management Accounting Manager	Express Check Request Form and Faxed or scanned invoice copy with Accounting Manager signature
\$10,001 - \$25,000	Director of Statewide Accounting Operations, Cash Management Accounting Manager, Cash Management Operations Manager, and AP Technician	Director of Statewide Accounting Operations	Express Check Request Form and Faxed or scanned invoice copy with Division Director signature



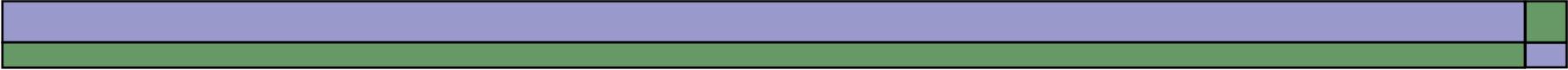


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Upcoming Events


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Upcoming Sessions

Date	Topics
Jan. 15 th	Book to Bank Stabilization Session
Jan. 22 nd	Debriefing Session



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- Web Site
 - www.sao.georgia.gov
 - Click on Streamlined Banking

