SAO
STATE ACCOUNTING OFFICE
Fiscal Leadership for Georgia

Financials Upgrade Newsletter

Issue 4 **Fall, 2005**

Milestones to Date...

Phase 1 – Strategy & Planning - Completed!
- **Confirm Project Business Drivers**
- **Establish Management Procedures**
- **Complete Project Implementation Plan**

Phase 2 – System Design – Completed!
- **Fit Gap Sessions (Traditional and Delta)**
- **Confirm modifications for v8.8**
- **Security Analysis**
- **Upgrade Lab – Compare Reports**
- **End User Skills Assessment**

Phase 3 – Development – Underway!!!

INSIDE THIS ISSUE:

Chart of Account Analysis

Project Goals
- Leverage the new capabilities available in PeopleSoft version 8.8.
- Enable centralized reporting across Business Units and certain chartfields.
- Support and facilitate Program Budgeting.

Benefits include:
- Maximize capabilities available in PS 8.8 with minimal software modifications and adverse impact on State Agencies.
- Increased ability for agencies to capture desired data.
- Improved access to data facilitates better financial management.
- Consistent chartfield use increases comparability across agencies and fiscal periods.
- Creation of enterprise reporting standards increase the timeliness of mandated and external reporting.

Required Chartfields PeopleSoft version 7.02 include:
- GL Business Unit
- Fund
- Org/Dept ID
- Sub Class
- Account
- Program
- Project
- Budget Year

Required Chartfields in PeopleSoft version 8.8 include:
- GL Business Unit
- Fund
- Department (same as Org/Dept ID)
- Account
- Program
- Fund Source

Optional Chartfields in PeopleSoft version 8.8 include:
- Project
- Class (same as Sub Class)

New Chartfields in PeopleSoft version 8.8 include:
- Budget Reference (optional)
- Product (optional – for Agency use)
- Chartfield 2 – (optional – for Agency use)

See Page 3 for Chartfield Mapping and Highlights

Spotlight on Accounts Payable

New Functionality

Matching

- Turn on three-way matching for a small group of pilot agencies at go-live. Remaining agencies will have three-way matching turned off. After go-live, agencies will have the discretion to turn on three-way matching.

Link an Employee Vendor to the Personal Data Table

- When a vendor is classified as an employee, the employee id will be required before saving the vendor.

Asset Profiles – Voucher

- Soft warnings pertaining to Asset Profiles will be replaced by focused training and UPK content on the proper use of asset profiles.

Ability to Search for Vendor Based on the Name 2 Field

- This will be helpful in situations where there is one corporate name, but the local or doing business as (DBA) name can be identified.

Open Item Processing

- The open item field will be used for employee travel reimbursements and travel advance tracking. When the account that is set up as an open item account is used, the open item field will require a valid value. (It's validated against the HCM table.)
- Instead of using the SS#, the Employee Id will be used on the voucher.

Add an NIGP Code to the Voucher Line

- State Purchasing requested the item category field be added and required on the voucher line.

Prevent Inquiry Access to Employee Bank Information

- Because this is sensitive information, only the vendor maintenance group will be able to view employee bank account information. The bank account will still default to the voucher, but will be hidden or masked (only show the last 4 digits of the account number).

Enter USD on the Manual Payment Worksheet

- Users in 8.8 are asked to enter a currency code when entering a manual payment. This will be emphasized in UPK lessons and training.

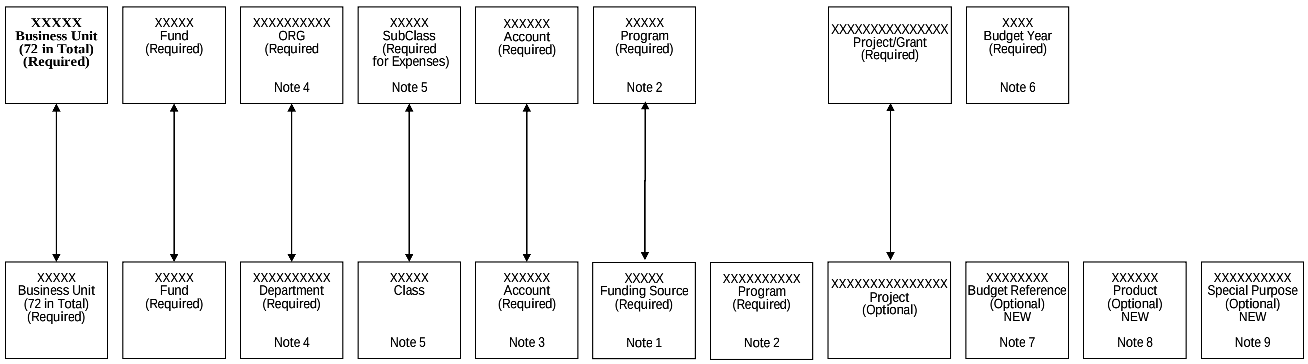
Prevent Chartfields from Being Changed on a Voucher Created From a PO

- Chartfields will continue to be grayed out when processing a PO Voucher as in version 7.02.

Continued from Page 1

ChartField Changes

7.02 ChartFields



8.8 ChartFields

ChartField Changes - Highlights

1. Program in 8.8 is Relabeled “Funding Source”
2. ChartField 1 will be labeled Program to reflect Program as used in Appropriations Act
3. Rollup Accounts will be designed to reflect Common Object Classes
4. Department in 8.8 is renamed from ORG in 7.02
5. Class in 8.8 is renamed from SubClass in 7.02
6. Budget Year is no longer a ChartField and is replaced by Budget Period. Budget Period is automatically placed on transactions based on Budget Date
7. Budget Reference is introduced in 8.8. Can be useful for Multi-Year Grants
8. Product ChartField is introduced in 8.8 for agency needs
9. “Special Purpose” ChartField is introduced in 8.8 for agency needs

Want to be *“In the Know”?*

One of the most common complaints expressed to the SAO Help Desk is that users do not receive notification of system availability, special processing instructions and other important communications. These “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” is to sign up for Listserv!

Don’t rely on others to pass along information to you.......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.

PeopleSoft Financials Go-Live

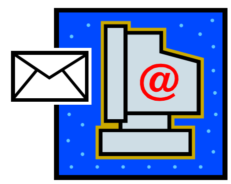
July 2006

Security Update

Don’t forget to mail or fax your new security applications for PeopleSoft Version 8.8.
(Address and phone number information can be found on page 7)

The deadline for submission is November 1, 2005

Contact Us



An e-mail address has been created especially for your use. Contact us at upgradefeedback@sao.ga.gov A project team member will personally respond to any questions you may have.

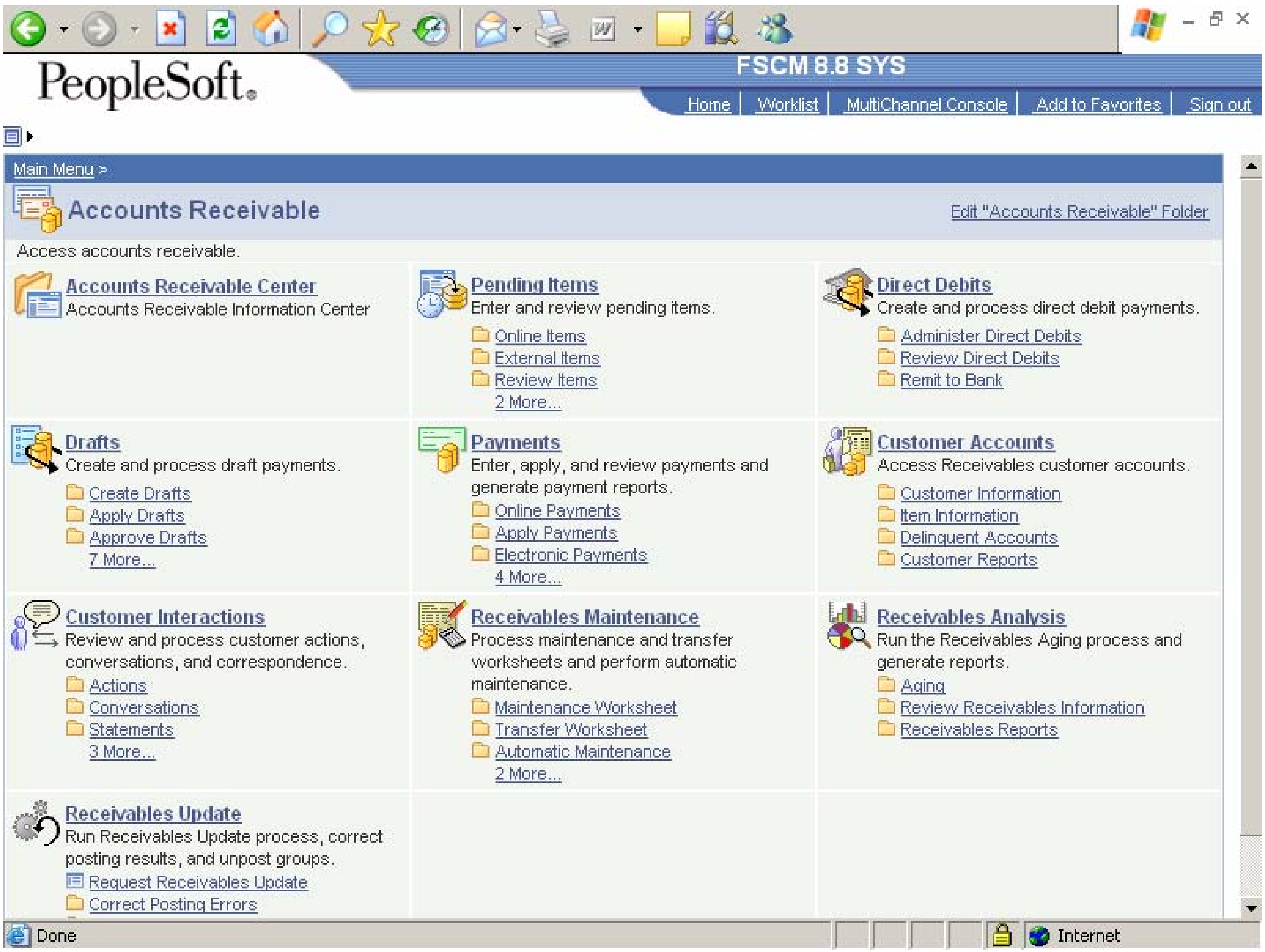
If there is anything you would like to see included in the newsletter, please don’t hesitate to contact the Communications Team with your ideas.

Additional information pertaining to the Upgrade Project can be found at the State Accounting Office Website:

http://sao.georgia.gov

New Functionality

Take a LOOK at the new Accounts Receivable Main Menu page:



This page is new to Accounts Receivable in version 8.8

Meet the SAO Financial Systems Production Team!

In each issue of the Financials Upgrade newsletter, we will feature SAO personnel that serve on our Production Support Team. These folks are our hero's! Without this staff maintaining the current production environment, the upgrade could not take place.

Pictured from Left: (Front row) Andre McManus, Cheryl Cottrell, and Rusk Roam
(Back row) Brian Hampton, Carla Faulk, Elizabeth Price, Deborah Cooper, Greg Downs, Dan Dollar
Not pictured: Toni Hill and Patty Laster

Financial Systems Productions Support Team

These individuals bring 125 years of experience to the State of Georgia!

Contact Production Support at
404-657-3956
Or 1-888-896-7771

acctspay@sao.ga.gov
finacctg@sao.ga.gov

Glossary

Look for this column in each newsletter to learn new terms and phrases utilized in the upgrade process and the new 8.8 system.

1. **Search** - Is no longer case sensitive in 8.8.
2. **Asterisk (*)** - Indicates where fields are required.
3. **Insert/Delete Rows** - Use **+** and **–** for inserting and deleting rows.
4. **Stalker Coding** - PeopleSoft 8 uses 'Stalker Coding' which means that in some cases, it will use the same criteria when moving from page to page until you click the clear button.

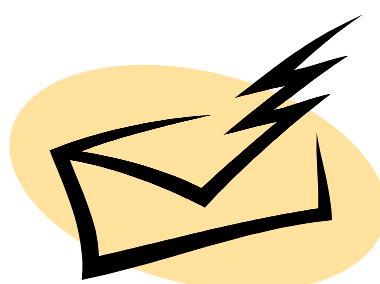
Training Update

As reported to you in our last newsletter, the SAO Functional Team were hard at work identifying the training curriculum to be developed in the UPK (User Productivity Kit). We're happy to report that this task is complete and the development phase for UPK content is underway. The team is currently in the process of creating "storyboards", which are basically scripts for step by step instructions on how to complete PeopleSoft transactions. Included in the storyboards will be very detailed concepts and important points pertaining to how a transaction should be done and how it may relate to other modules. Job aids, web site links and other related documentation will also be incorporated into the concepts. Once storyboards are complete for each topic, they will be utilized by a development staff to program the UPK. Our goal is to have all topics programmed and ready for use by early Spring, 2006.

The next major training task will be to prepare for rollout of the Train the Trainer program. More information on train the trainer will be reported in future publications.

Help us to help you!

Financial List Serv subscribers will soon be receiving an email requesting participation in an on-line survey. Should you receive this communication, please take a few moments of your time to click on the link that will take you to a brief series of questions related to your experience with the PeopleSoft system. Your feedback is very important and will assist the Upgrade Team identify opportunities for enhancements in training and communications.



For more information on the Financials Upgrade Project or Comments / questions about the Project Newsletter, contact the Communications Team at:

upgradefeedback@sao.ga.gov

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