Financials Upgrade Newsletter

Issue 8

April, 2006

Important Dates to Remember…

- **March 31 - Train the Trainer Key User Spreadsheets Due**
- **April 10 – Deadline for Train the Trainer Session Registration (Participating agencies only)**
- **April 12 -Change Champion Meeting**
- **April 12th and 13th – Commitment Control Budget Lab for registered participants (4 sessions)**
- **April 12 – Agency Tester Kick-off**
- **April 18-20–Train the Trainer Session 1**
- **April 25-27–Train the Trainer Session 2**
- **April 27 – InterUnit & Open Item Accounting Meeting**
- **April 21 – BCM Tree Spreadsheets Due in both 7.02 and 8.8 Formats**
- **May 1-3 – Train the Trainer Session 3**

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Change Management Sessions

The last few months have been very productive with the introduction of the Agency Educational Sessions and Change Champion Sessions. Shown below is a recap of what has been offered to date:

- February 17, 2006 – Agency Upgrade Kickoff Meeting was held in the Capitol Education Center located at 180 Central Avenue, Atlanta, Georgia. The agenda included:
  - ✓ Chart of Accounts
  - ✓ Commitment Control (KK)
  - ✓ Streamlined Banking
  - ✓ Allotment Process to Compliment Streamlined Banking
  - ✓ Interunit Transactions
  - ✓ Open Item Accounting
  - ✓ Preparations for Go-Live
- March 2, 2006 – The first Agency Educational Meeting was also held in the Capitol Education Center. The agenda for this meeting included:
  - ✓ Chartfield Structure
  - ✓ Chart of Accounts Values and Uses
  - ✓ HCM Account Code Changes
  - ✓ Upcoming Sessions
- March 16, 2006 – The first Agency Change Champion Meeting was held in the Capitol Education Center. The agenda for this meeting included:
  - ✓ Deployment Overview
  - ✓ Roles & Responsibilities
  - ✓ Agency Upgrade Activities List
  - ✓ Agency Readiness Assessment
  - ✓ Interface Update
  - ✓ Training Overview
  - ✓ Information Resources
- March 23, 2006 – The second Agency Educational Meeting was held in the Capitol Education Center. The agenda for this meeting included:
  - ✓ Program Budgeting and Allotments

All of the above sessions were web cast live during the morning session. Archived broadcast of the web casts may be seen on the State Accounting Office website @ www.sao.georgia.gov . Look for the PeopleSoft Upgrade>Presentations link!

Spotlight on Purchasing Highlights

The Purchasing module allows processing and tracking of Purchase Orders, Requisitions, Request for Quotes (RFQ's), Receipts, Open Contracts (Statewide & Agency) and Releases against these contracts.

The Purchasing Module exists to facilitate the business process of procurement, capture related data for analysis and tracking purposes, capture financial data concerning encumbrances and pre-encumbrances for preparation of official Financial Statements, and facilitate accurate processing of payables associated with Purchase Orders.

Following are some of the major differences in the new version of PeopleSoft:

- PO Edit no longer exists. Users will no longer have to run this process from the button on the PO Header
- PO Post no longer exists. This process ran in batch flow and populated the PO_LINE_ACCTG table that fed the GL module. This table was also used in many queries including the 0PO025, 0PO013GL & 0PO014GL.
- PO_LINE_ACCTG no longer exists and encumbrance and pre-encumbrance related accounting entries will no longer be written to the General (Actuals) Ledger.
- Financial data related to encumbrances and pre-encumbrances are instead captured in the Commitment Control Module only in a new set of PeopleSoft records. The Trial Balance report will be modified to pull this information from its new location.
- A new process called Document Tolerance will also run when a Purchase Order is budget checked. Although now a separate process, this is comparable to the BCM "over-liquidated" error from the current version of PeopleSoft. An additional "Doc Tolerance Status" field now also appears on the PO Header. POs or Vouchers with Document tolerance errors will not budget check, so this new status will be "Error" and the "Budget Checking Status" will remain "not checked" until the Document Tolerance error is resolved.
- Receiving is required on all Purchase Orders before vouchering. PO Vouchers will be created by copying from the "Receiver" rather than copying from the Purchase Order.
- PO Description is now 254 characters instead of 30 characters.
- The big red "X" on the PO Header is now the "Cancel" icon. Currently, the red "X" allows the user to exit the transaction without saving (to start over). This icon is not available until the PO is saved, but clicking on it will now cancel the Purchase Order in its entirety. A warning message is displayed to confirm the cancellation.
- PO Cancel/Close: Purchase Order and Requisition cancellation will not be allowed by the system if activity has occurred against the document (receipts, vouchers, RFQ's, etc.). To close these transactions early, a PO or Requisition Reconciliation Workbench will be used (similar to the current PO Workbench) and the "Close" button will be used in lieu of the "Cancel" button.
- Zero Price Indicator: A new checkbox on Requisition Line used with the "Open Contract" flag to indicate that requisition is requesting the establishment of an "Open Contract" and therefore does not pre-encumber any funds (each line amount is for zero dollars).
- Defaults Page: Both Requisitions and Purchase Orders Header default pages now allows split distributions to be entered at the header level for default to all ones.

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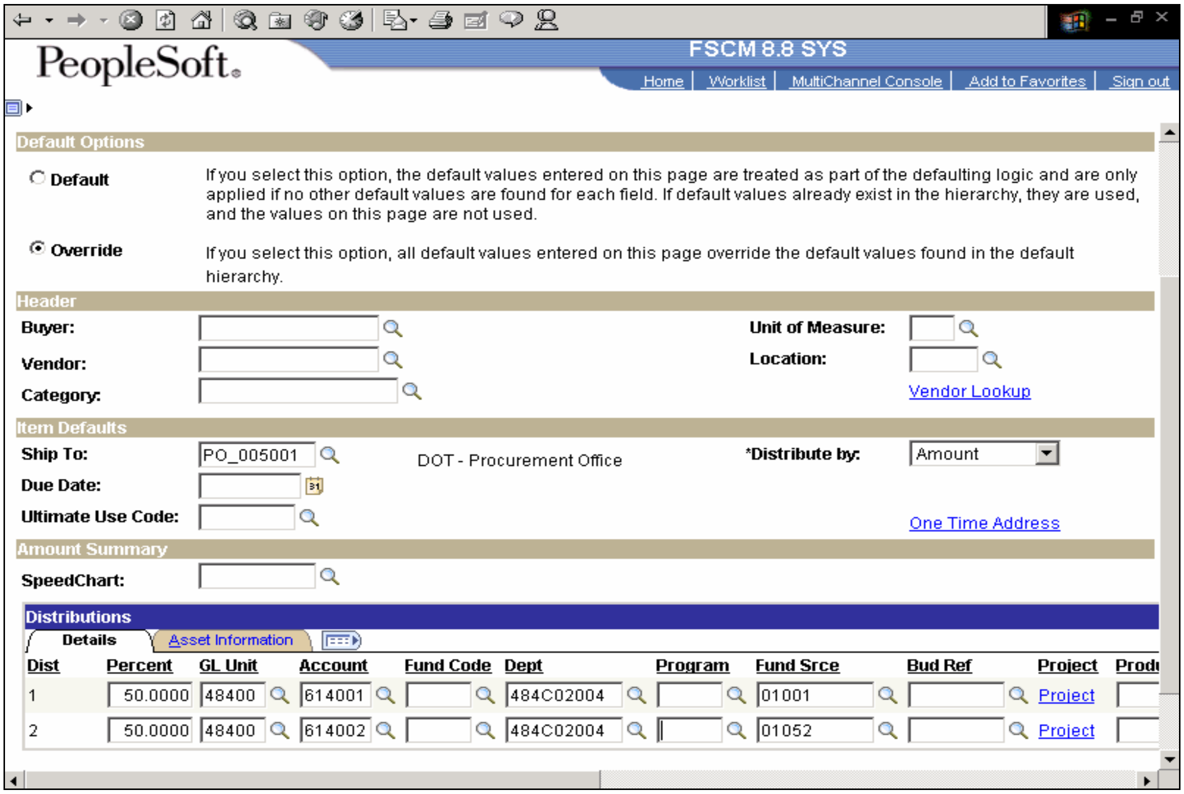
Spotlight on PO (continued)

- Retrofit Page: Used with “Defaults” page to change values on existing PO or Requisition lines, schedules, or distributions up until the point that vouchers exist.
- Finalize/Un-Finalize: Icons available on the PO and Voucher Header and distribution pages that allow user to immediately liquidate any remaining pre-encumbrance (for PO’s sourced from Requisitions) or encumbrances (for PO Vouchers). This is similar to “Final Reference” in version 7.02, but allows the remaining balances to be immediately liquidated rather than having to wait for the PO to close.
- Amount Only: Checkbox available on PO line used to specify that the line will be for a quantity of “1”, charged by amount, for a net dollar value. Receipts and vouchers are then processed and matched by dollar amount rather than quantity, allowing partial payments against “1 lot” type PO lines without causing match exceptions.
- Report Manager: New PeopleSoft component which allows a user to review and print reports that they have processed. This will be used to print or access .pdf versions of Purchase Orders, RFQs, Requisitions, and Receivers to the local Windows printer. It will no longer be necessary to have dedicated printers identified to Unix and PeopleSoft in order to print these documents.
- Item numbers (10 digit NIGP codes) will be required on all Purchase Orders with a PO Type of ‘CON’ (Statewide Contract Release). New Item Search functionality exists within the Purchase Order pages allowing search by Item Description, Item Group (will correlate with Statewide Contracts), or Item Category (5 digit NIGP).
- A new Open Contract Module will allow entry of Statewide and Agency Contracts into the system. Formerly, the Statewide Contracts only existed as Item Catalogs. Total release activity can then be tracked against these contracts. These contracts can be manually entered in the Contract Module, or can begin as an RFQ and be created as a part of the RFQ award process.
- Statewide Contract numbers will default to each PO line based upon the Item Number entered, thus automatically tracking PO releases against the Statewide Contracts without requiring manual entry of the Contract Number on each PO line.
- Asset fields will now be displayed on the PO Chartfield Approval page so that the agency “Chartfield Approver” can verify correct Asset Profiles are used in addition to verifying the chartfields.
- PO’s can now be dispatched from a button on the main PO Entry page.

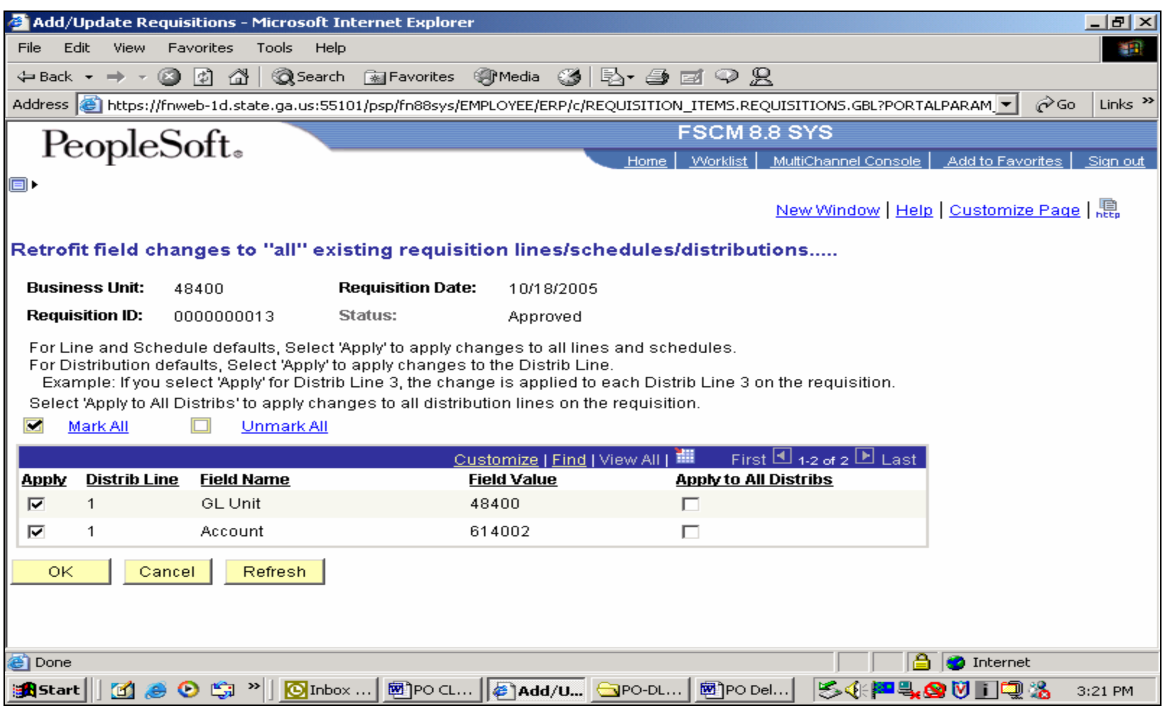
READY FOR MORE ON PO?
KEEP READING!

Take a LooK at some of the new Purchasing pages:

The new Defaults page

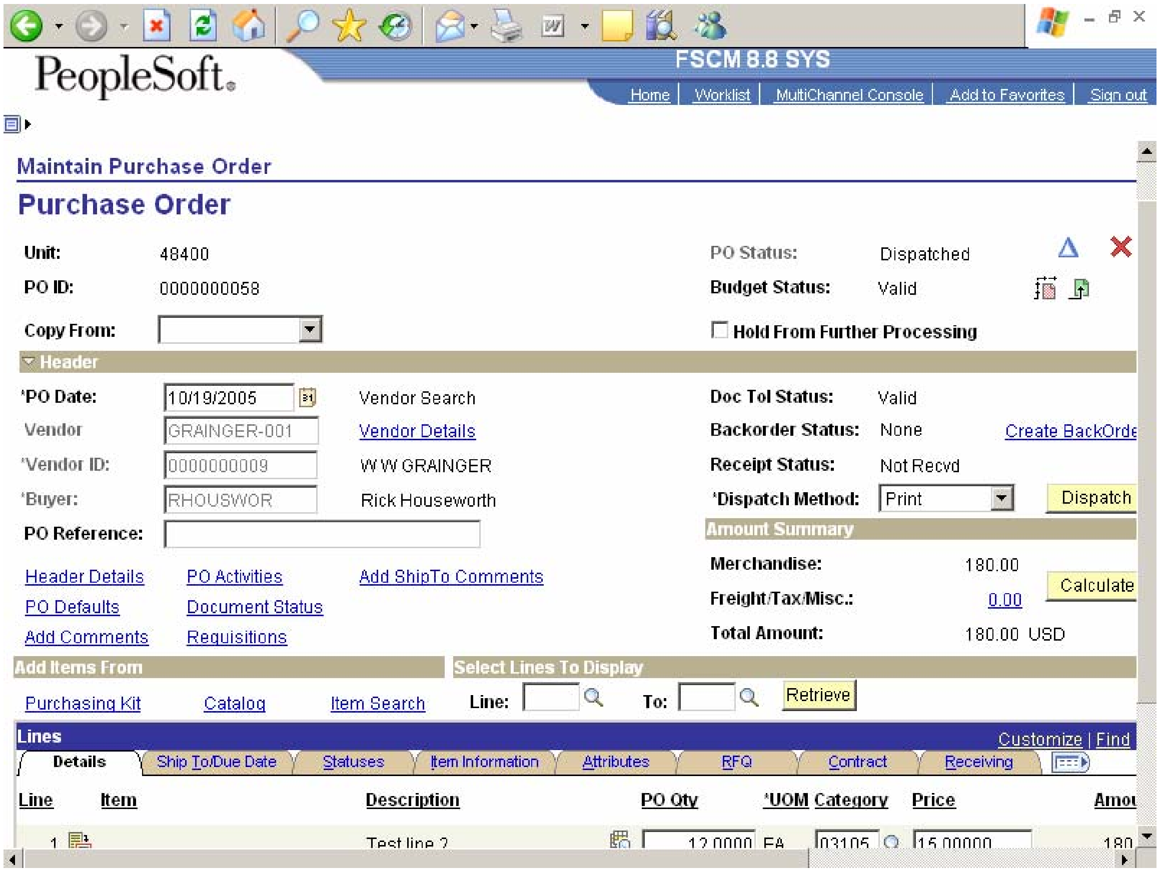


The new Retrofit Page

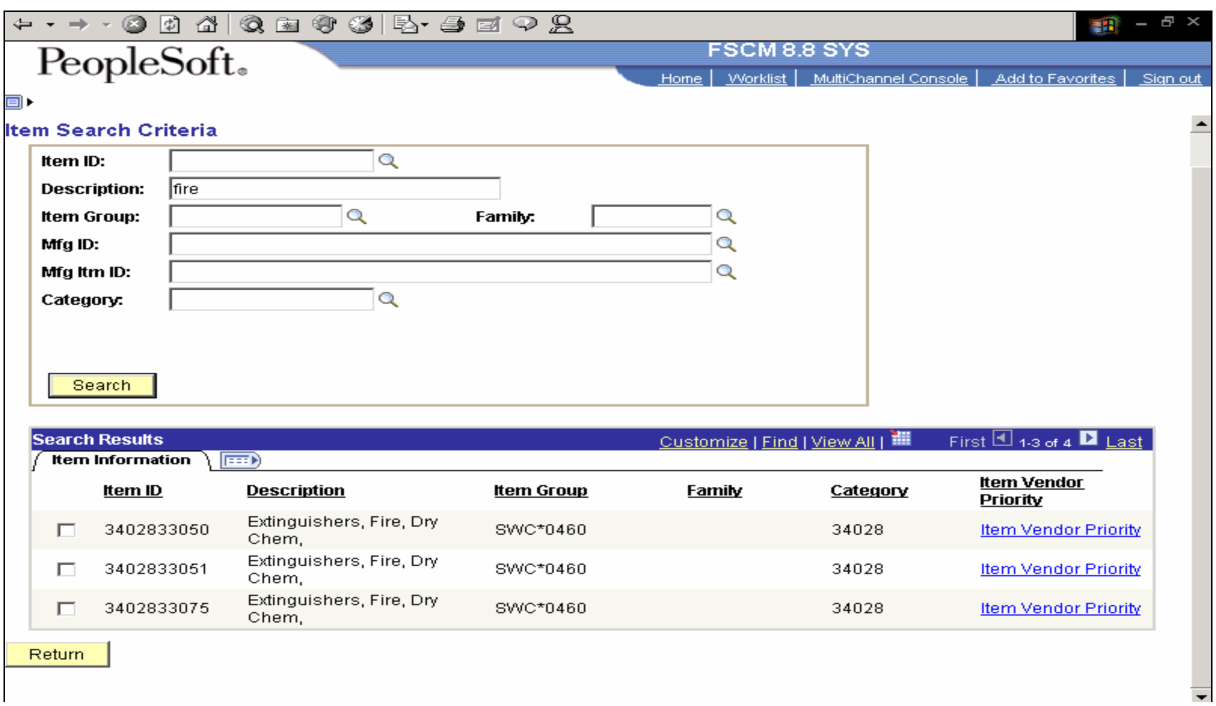


New Purchasing pages (continued)

Main PO Entry page



PO Item Search page



Upcoming Events!

The State Accounting Office is offering Educational and Change Champion sessions over the next several months to communicate the major changes being made to the PeopleSoft system during the upgrade to version 8.8. Both the Educational Meetings and the Change Champion Sessions are open to all financials users and are to be web cast for those users that are unable to attend the live broadcast during these sessions.

Educational Meetings

The final Educational meeting will be held on April 27, 2006. This meeting will be held to discuss InterUnit and Open Item Accounting for Travel and Per Diem. This meeting will be web cast for those users that can't attend the live broadcast.

The PowerPoint presentation and the distributed handouts will be available on the State Accounting Office website at www.sao.georgia.gov . The archived web cast will be available soon for those users that didn't have a chance to view the live broadcast. Don't miss out; plan to attend the Educational Session today! An SAO Official Communication will announce the meeting. Keep an eye out for that communication!

Registration Information for Educational Meetings

Date	Example Topics	Course #	Session #	Times
April 27, 2006	Interunit & Open Item Accounting	407FN15	0001 0002	9:00 – 11:00 1:00 – 3:00

Change Champion Sessions

A Change Champion is an Agency's Primary person responsible for insuring a successful PeopleSoft upgrade for their Agency. The State Accounting Office is holding several "Change Champion" sessions which will disseminate important information to agency personnel concerning the PeopleSoft upgrade. These sessions are designed for these identified Change Champions, but are not closed. Any interested individuals may attend.

Schedule of Upcoming Change Champion Meetings

Date	Example Topics	Course #	Session #	Times
April 12, 2006	FY06 Close	407FN14	0001 0002	9:00 – 11:00 1:00 – 3:00
May 15, 2006	Agency Readiness	407FN16	0001 0002	9:00 – 11:00 1:00 – 3:00
June 8, 2006	Upgrade Activities List Review	407FN17	0001 0002	9:00 – 11:00 1:00 – 3:00

Have your Agency Training Coordinator sign you up today! If your agency has no training coordinator or the session is full, please email upgradefeedback@sao.ga.gov and someone will register you for the session. Please be sure to have your employee ID number ready.

Training Update

*The **Train the Trainer** kickoff meeting was held on March 20, 2006 in the SAO Training Room, Suite 1616 of the West Tower in the Sloppy Floyd Building.*

We have over 100 agency trainers that will participate in the Train the Trainer program. The new training approach using the User Productivity Kit (UPK) was discussed in relation to navigation and changes made to the financials modules.

*The **Goal** of the Train the Trainer program is to "Ensure that the end users are self-sufficient in the operation and maintenance of the PeopleSoft software by training on new functionality, process changes, new navigation and use of the UPK tool".*

*The **Long Term Vision** of the Train the Trainer program is "To provide State Employees web based training and problem solving resources whether on the work site or teleworking at any hour, on any day."*

*The **Requirements** of the Train the Trainer program is to train 100% of all identified Key Users and to Train at least 85% of all other users.*

***Expectations** of the Train the Trainer program include:*

- *Agency Trainers*
    - *Commitment to the program*
    - *Advise SAO of Training Schedule*
    - *Verify Completion of Training*

- *State Accounting Office*
    - *Provide Delta Training on 8.8 Application*
    - *Provide Training on the UPK*
    - *Instruction on Use of Enterprise Learning Module*

Next Steps: **Trainers only** will register for one of three sessions:
April 18-20th, April 25-27th, or May 1-5th

We look forward to working with our Train the Trainer program participants! Many thanks for your help!

Non Train the Trainer Agency Training

Any end users working in agencies not participating in Train the Trainer will register for SAO End User Training scheduled to begin the last week of May. Keep an eye out for upcoming communications regarding the training schedule. If you work in a Train the Trainer agency, please do not register for any of the SAO classes. Your agency trainer will schedule your training internally.

Want to be *"In the Know"?*

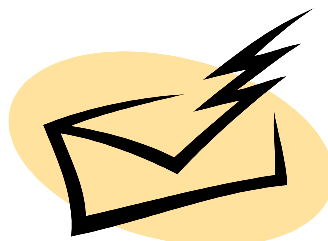
"FS Official Communications" are e-mailed on a regular basis to users who have subscribed to the Listserv system. One way to be "in the know" and receive these communications is to sign up for a Listserv!

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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