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Streamlined Banking  
Transition Session #5  
February 8<sup>th</sup>, 2007

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# Streamlined Banking Transition Session #5, 2/8/2007

## Housekeeping

- Please put cell phones on vibrate or turn off
- Bathrooms located down the hall
- Website address for handouts:
  - <http://www.sao.georgia.gov>
    - Streamlined Banking
      - Presentations
        - Transition Session 5 (February 8, 2007)

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# **Streamlined Banking Transition Session #5, 2/8/2007 Introductions**

## **Business Owners**

**Joyce Smith – Accounting Manager**

**Steve Caffarelli - OTFS Assistant Director**

**Sherrie Southern - State Accounting Office FS Director**

## **Project Sponsors**

**Lynn Vellinga – State Accounting Officer**

**Dan Ebersole – Director of Treasury**

## **Presenters**

**Joyce Smith – Functional Lead – Cash Management Team**

**Monica Bradshaw – AR Lead – Cash Management Team**

**Donna Harold – Change Management Lead - Accenture**

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# Streamlined Banking Transition Session #5, 2/8/2007

## Agenda

- Streamlined Banking Operational Relationships
- Streamlined Banking Support Structure
- Review of Allotments and the Agency Cash Account
- Pilot Deployment Schedule
- Agency Readiness
  - Readiness Assessment Checkpoint
  - Transition Task List Review
- Upcoming Sessions and Resources



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# Streamlined Banking Operational Relationships

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# Streamlined Banking Transition Session #5, 2/8/2007 SLB Operational Relationships



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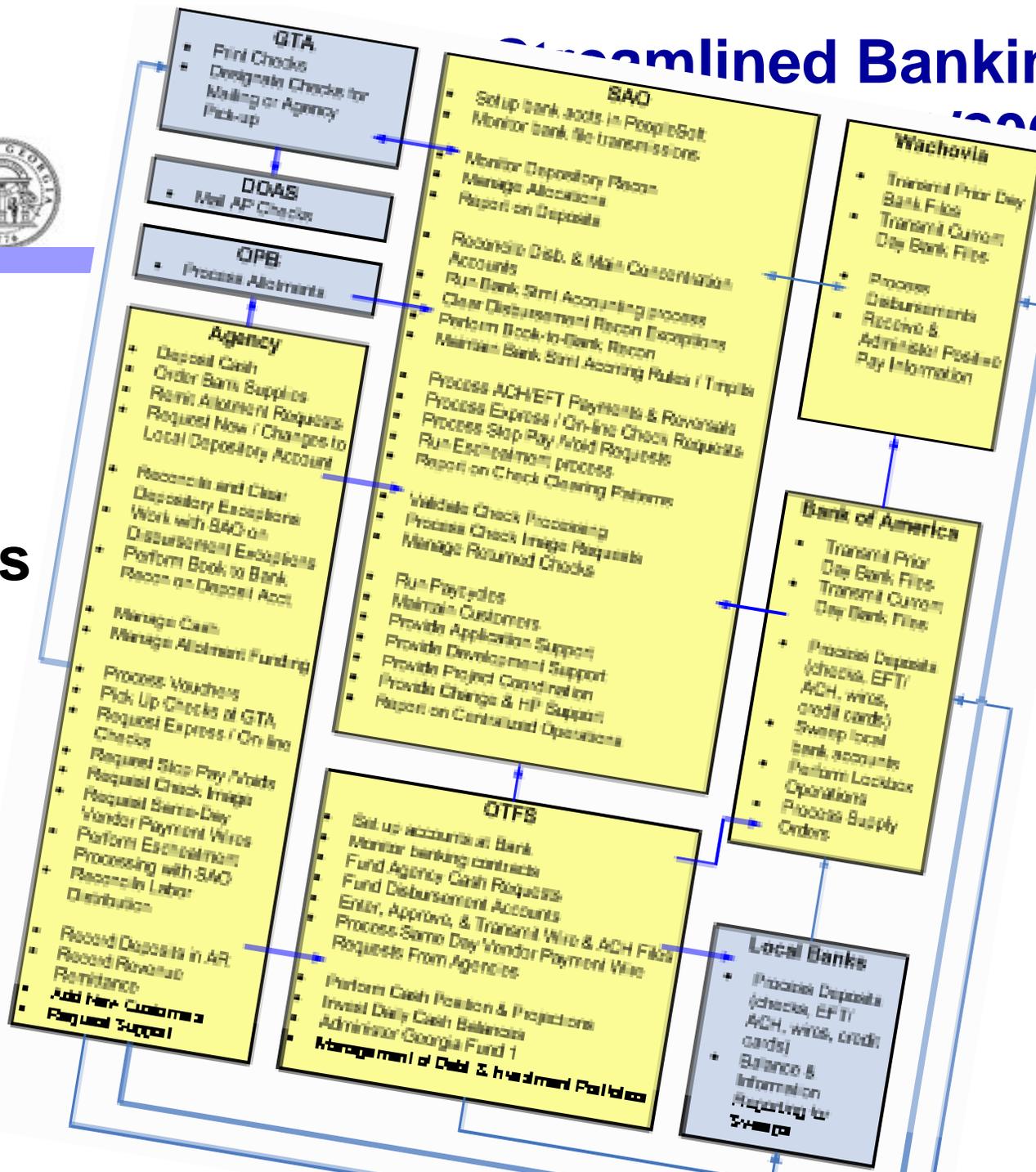
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PLANNING AND BUDGET



## How does it all fit together?



## Streamlined Banking Operational Relationships





## Streamlined Banking Transition Session #5, 2/8/2007 SLB Operational Relationships

### Agency with Bank of America, Local Bank

Agency Transaction	Bank of America 
Make Deposits at Bank	<ul style="list-style-type: none"> <li>Process agency deposits</li> <li>Transmit prior and same day bank files to SAO</li> </ul>
Order Bank Supplies	<ul style="list-style-type: none"> <li>Process supply orders for agencies</li> </ul>
Agency Transaction	Local Depository Bank 
All Transactions Relating to Local Depository Account	<ul style="list-style-type: none"> <li>All banking services related to local depository account</li> </ul>

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## Streamlined Banking Transition Session #5, 2/8/2007 SLB Operational Relationships

### Agency with GTA, OPB

Agency Transaction	GTA 
Pick-up Payroll and Special Handling AP Checks at GTA	<ul style="list-style-type: none"><li>▪ Print AP and payroll checks</li><li>▪ Make available payroll checks and AP checks with special handling codes for agency pick-up</li><li>▪ DOAS picks up and mails AP checks without special handling codes</li></ul>
Agency Transaction	OPB  OFFICE OF PLANNING AND BUDGET
Enter Allotment Requests in BudgetNet	<ul style="list-style-type: none"><li>▪ Process allotment requests</li><li>▪ Transmit BudgetNet file to SAO to interface to commitment control and general ledger</li></ul>

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# Streamlined Banking Transition Session #5, 2/8/2007 SLB Operational Relationships

## Agency with OTFS

Agency Transaction	OTFS 
Request Same Day Vendor Payment Wires	<ul style="list-style-type: none"><li>▪ Process same day vendor payment wire requests</li></ul>
Request Changes to Existing or New Local Depository Bank Accounts	<ul style="list-style-type: none"><li>▪ Review and approve requests</li><li>▪ Review changes and work with banks to make changes</li></ul>

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# Streamlined Banking Transition Session #5, 2/8/2007 SLB Operational Relationships

## Agency with SAO Cash Management Group

Agency Transaction	SAO CM Group 
Request Express / Online Checks	<ul style="list-style-type: none"> <li>Process express / online check requests</li> </ul>
Request Stop Pays / ACH Reversals / AP Voids	<ul style="list-style-type: none"> <li>Process stop pays / ACH reversals / AP void requests</li> </ul>
Request Check Image	<ul style="list-style-type: none"> <li>Process check image requests</li> </ul>
Request New or Change Set-up of Depository Bank Accounts in PeopleSoft	<ul style="list-style-type: none"> <li>Set up and maintain bank accounts in PeopleSoft</li> </ul>



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# Streamlined Banking Transition Session #5, 2/8/2007 SLB Operational Relationships

## Agency with SAO Cash Management Group - continued

Agency Transaction	SAO CM Group
Review and Perform Due Diligence on Checks Outstanding	<ul style="list-style-type: none"><li>▪ Run escheatment processes in PeopleSoft</li><li>▪ Support agency in escheatment processing</li></ul>
Provide Information on Disbursement Exceptions	<ul style="list-style-type: none"><li>▪ Reconcile main disbursement accounts</li><li>▪ Request information from agency when needed</li><li>▪ Clear disbursement exceptions</li></ul>
Request Business / Operational Support	<ul style="list-style-type: none"><li>▪ Provide business / operational support</li></ul>





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# Streamlined Banking Transition Session #5, 2/8/2007 SLB Operational Relationships

## Agency with SAO Financial Systems Area

Agency Transaction	SAO FS Area	
Add New Customers	<ul style="list-style-type: none"><li>▪ Approve new customers</li><li>▪ Maintain customer file</li></ul>	
Request PeopleSoft Application Support	<ul style="list-style-type: none"><li>▪ Provide PeopleSoft application support</li></ul>	



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# Streamlined Banking Support Structure



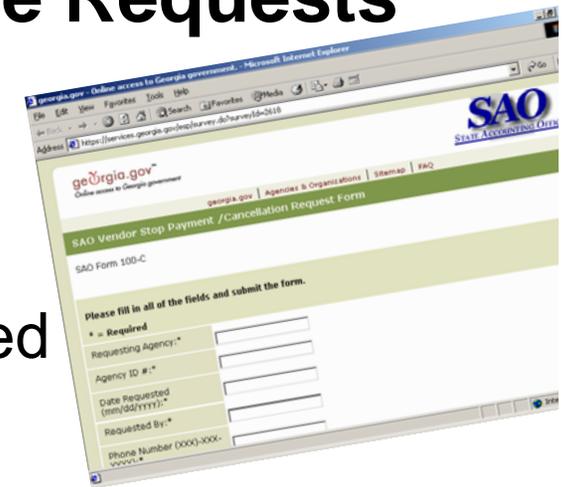
### Initiating Streamlined Banking Service Requests

#### ☐ Service Request Forms

- Use to request services from the Cash Management Group
- Electronic forms available on Streamlined Banking Web Site

#### ☐ Help Desk

- SAO help desk is accessible by a local or toll free number between the hours of 8am and 5pm
- New options will be added for the SAO Streamlined Banking Cash Management Group



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# Streamlined Banking Transition Session #5, 2/8/2007 SLB Support Structure

- ❑ Business / Operational Support from the Cash Management Group
  - For the Streamlined Banking functions and processes that have been centralized at the SAO Cash Management Group
- ❑ Application Support from the Financial Systems Area
  - For assistance with PeopleSoft system related questions or problems
  - For assistance with system access, security, and printing issues

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## Streamlined Banking Transition Session #5, 2/8/2007 Examples

### Business / Operational Support for Streamlined Banking

- Requesting a check image
- A stop payment was requested but the check was cashed
- Agency did not receive all AP checks that were marked with the return to agency special handling code

### Application Support for Financial Systems

- The control group register report does not appear in view direct
- When trying to clear a deposit exception on the semi-manual reconciliation page the user receives a PeopleSoft error
- User needs access to bank reconciliation page

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# Streamlined Banking Transition Session #5, 2/8/2007

## Service Requests Forms - OTFS

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Form	Purpose	Recipient Area
Banking Service	Request new or changes to local depository bank account	OTFS
Wire Transfer Request	Request same day vendor payment wire transfer	OTFS

**All forms are located on the  
Streamlined Banking Website under  
“Forms”**

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# Streamlined Banking Transition Session #5, 2/8/2007

## Service Requests Forms - SAO

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Form	Purpose	Recipient Area
New Bank Account	Once OTFS approves new bank account this form is used to request bank set up in PeopleSoft	SAO
Accounts Payable Express Check	Request an AP check for same day processing and printing	SAO
Vendor Stop Payment / Cancellation Request	Request a void and / or stop payment on an accounts payable check	SAO
Check Image	Request an image of an accounts payable or payroll check	SAO

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# Streamlined Banking Transition Session #5, 2/8/2007

## Service Requests Forms – SAO (continued)



Form	Purpose	Recipient Area
Payroll Same-Day Check	Request a payroll check for same day processing and printing	SAO
Payroll Stop Payment Request	Request stop payment on payroll check or ACH reversal	SAO
Revenue Collections Fund Source Code	Request a new Revenue Collections Fund Source Code	SAO

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# Streamlined Banking Transition Session #5, 2/8/2007

## Service Requests Forms – Bank of America



Form	Purpose	Recipient Area
SLB Deposit Supply Form	Order supplies for agency main deposit account at Bank of America	Bank of America



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# Review of Allotments and the Agency Cash Accounts



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# Review of Allotments and Agency Cash Account

## **Allotments**



### Allotment Request in BudgetNet

Current Status	Last	Total	Appropriated State Funds		Appropriated Federal & Other Funds	
		Funds	State General	Total	Other	Total
AOB/Amendments	FY07 AOB	15,776,297	6,802,841	6,802,841	8,973,456	8,973,456
YTD Allotments	10737	11,660,642	5,102,130	5,102,130	6,558,512	6,558,512
Funds Available for Allotment		4,115,655	1,700,711	1,700,711	2,414,944	2,414,944
Percent Available		26.09 %	25.00 %	25.00 %	26.91 %	26.91 %
Programs Requesting Allotment		Funds	State General	Total	Other	Total
6180100 - State Accounting Office						
AOB/Amendment		15,776,297	6,802,841	6,802,841	8,973,456	8,973,456
Allotments To Date \$		11,660,642	5,102,130	5,102,130	6,558,512	6,558,512
Allotments To Date %		73.91 %	75.00 %	75.00 %	73.09 %	73.09 %
Requested Amount		3,914,659	1,700,710	1,700,710	2,213,949	2,213,949
Allotment Request #: 241		3,914,659	1,700,710	1,700,710	2,213,949	2,213,949



## What the Allotment Entry Will Look Like in the GL

### BudgetNet File Sends

BU	Fund	Department	Account	Funding Source	Program	Amount
40700	10100	407ALLOT	101005	01	6180101	\$1,700,710
40700	10100	407ALLOT	401001	01	6180101	(\$1,700,710)

### Derive / Default in Interface Program



## Allotment Entry in General Ledger

- Request in BudgetNet Determines How entry is Created in the General Ledger
  - Entry created for each program at first sub-program level
  - Agency may re-allocate if needed to other sub-programs / Chartfields
- Control Point is in Commitment Control
  - At Program Level



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# Review of Allotments and Agency Cash Account

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## **Agency Cash Account**



## Streamlined Banking Transition Session #5, 2/8/2007 Deposits

**1. Collect \$400  
in Revenue**



**2. Deposit Cash  
in Bank**



**3. Cash is Swept to State Main  
Concentration Account**

Step	BOA Bank Accounts		Agency GL in PeopleSoft	
	Agency	State	102400	101005
1				
2	\$400			
3	-\$400	\$400		
<b>Total</b>	<b>\$0</b>	<b>\$400</b>	<b>\$0</b>	<b>\$0</b>



## Streamlined Banking Transition Session #5, 2/8/2007 Deposits - continued

### 4. Record Deposit in PeopleSoft



### 5. AR Update, Journal Generator, Edit, and Post Run in Batch Nightly

### 6. Nightly Allocation Moves Amounts from 102400 to 101005

Step	BOA Bank Accounts		Agency GL in PeopleSoft	
	Agency	State	102400	101005
4				
5			\$400	
6			-\$400	\$400
<b>Total</b>	<b>\$0</b>	<b>\$400</b>	<b>\$0</b>	<b>\$400</b>





## Streamlined Banking Transition Session #5, 2/8/2007 Deposits – Revenue Collections

**1. Revenue of \$300  
is Sent by EFT to  
Agency's Main  
Deposit Account**



**2. Cash is Swept to State  
Main Concentration  
Account**

Step	BOA Bank Accounts		Agency GL in PeopleSoft	
	Agency	State	102400	101005
1	\$300			
2	-\$300	\$300		
<b>Total</b>	<b>\$0</b>	<b>\$300</b>	<b>\$0</b>	<b>\$0</b>



**3. Deposit Recorded  
in PeopleSoft Using  
Fund Code 10200**



**4. AR Update,  
Journal Generator,  
Edit, and Post Run in  
Batch Nightly**

**5. Nightly Allocation Moves  
Amounts from 102400 to Treasury**

Step	BOA Bank Accounts		Agency GL in PeopleSoft	
	Agency	State	102400	101005
3				
4			\$300	
5			-\$300	\$0
<b>Total</b>	<b>\$0</b>	<b>\$300</b>	<b>\$0</b>	<b>\$0</b>





## Streamlined Banking Transition Session #5, 2/8/2007 Georgia Fund 1 (GF1)

**1. Agency  
Communicates to  
Treasury (IPAS)  
Transfer of \$250 to  
Agency's GF1 Account**

**2. Agency Creates  
Journal Entry to Move  
Funds to Their Cash  
Equivalent Investment  
Account**

Step	BOA Bank Accounts		Agency GL in PeopleSoft		
	Agency	State	102400	101005	106001
1					
2				-\$250	\$250
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>-\$250</b>	<b>\$250</b>





## Streamlined Banking Transition Session #5, 2/8/2007 Deposit to Local Depository Account

### 1. Agency Deposits \$1,500 in Local Depository Bank



### 2. Cash is Swept to BOA State Main Concentration Account – BAI File Creates Accounting Entries

Step	Agency Local Bank	BOA Bank Accounts		Agency GL in PeopleSoft		
		Agency	State	101060	102400	101005
1	\$1,500					
2	-\$1,500	\$1,500 -\$1,500	\$1,500		\$1,500 -\$1,500	
<b>Total</b>	<b>-\$1,500</b>	<b>\$0</b>	<b>\$1,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>



**3. Deposit Recorded  
in PeopleSoft To  
Local Depository  
Account (101060)**



**4. AR Update,  
Journal Generator,  
Edit, and Post Run  
in Batch Nightly**

**5. Nightly Allocation Moves  
Amounts from 101060 to 101005**

Step	Agency Local Bank	BOA Bank Accounts		Agency GL in PeopleSoft		
		Agency	State	101060	102400	101005
3						
4				\$1,500		
5				-\$1,500		\$1,500
<b>Total</b>	<b>-\$1,500</b>	<b>\$0</b>	<b>\$1,500</b>	<b>-\$1,500</b>	<b>\$0</b>	<b>\$1,500</b>



## Streamlined Banking Transition Session #5, 2/8/2007 Allotment

**1. \$5,000  
Allotment  
Requested  
in BudgetNet**



**2. BudgetNet Sends  
Files to PeopleSoft;  
Entry Created in  
Commitment Control**

**3. General Ledger Entry Automatically  
Created to Affect Agency Cash Account**

Step	BOA Bank Accounts		Agency GL in PeopleSoft	
	Agency	State	102400	101005
1				
2				
3				\$5,000
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,000</b>





## Streamlined Banking Transition Session #5, 2/8/2007 SB to SB Receipt

1. \$25 Interagency  
Receivable Entered  
in PeopleSoft AR  
(Account #141001)  
from a SB Agency  
Customer



2. SB Paying Agency Enters  
Voucher; Bilateral Netting and  
Paycycle Processed Clearing  
Receivable and Payable

3. Interunit Accounting Entry Affects  
Agency Cash Account

Step	Wachovia State Bank Accounts		Agency GL in PeopleSoft	
	Financials	HCM	102400	101005
1				
2				
3				\$25
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25</b>





## Streamlined Banking Transition Session #5, 2/8/2007 AP Disbursements

1. \$100 Voucher Entered in PeopleSoft Using State's Main Financials Disbursement Account

2. Paycycle Processed Against Financials Disbursement Account

3. Interunit Accounting Entry Affects Agency Cash Account

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Step	Wachovia State Bank Accounts		Agency GL in PeopleSoft	
	Financials	HCM	102400	101005
1				
2	-\$100			
3				-\$100
<b>Total</b>	<b>-\$100</b>	<b>\$0</b>	<b>\$0</b>	<b>-\$100</b>





## Streamlined Banking Transition Session #5, 2/8/2007 SB to SB Payment

1. \$75 Interagency Payment Entered in PeopleSoft AP to Pay a SB Agency (Account 231001)



2. Bilateral Netting and Paycycle Processed Clearing Payable

3. Interunit Accounting Entry Affects Agency Cash Account

Step	Wachovia State Bank Accounts		Agency GL in PeopleSoft	
	Financials	HCM	102400	101005
1				
2				
3				-\$75
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>-\$75</b>





## Streamlined Banking Transition Session #5, 2/8/2007 HCM Disbursements

1. \$50 Employee  
Pay Processed  
in HCM

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2. Payroll  
Processed Against  
Payroll  
Disbursement  
Account

3. HCM Creates Journal Entry to Affect  
Agency Cash Account

Step	Wachovia State Bank Accounts		Agency GL in PeopleSoft	
	Financials	HCM	102400	101005
1				
2		-\$50		
3				-\$50
<b>Total</b>	<b>\$0</b>	<b>-\$50</b>	<b>\$0</b>	<b>-\$50</b>







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# Pilot Deployment Schedule



## Streamlined Banking Transition Session #5, 2/8/2007 Pilot Deployment Schedule

Sun	Mon	Tue	Wed	Thur	Fri	Sat
Mar 11	Mar 12	Mar 13	Mar 14	Mar 15	Mar 16	Mar 17
<b>User Acceptance Testing</b>						
<b>Cutover Preparations</b>						
Mar 18	Mar 19	Mar 20	Mar 21	Mar 22	Mar 23	Mar 24
<b>Operations Test</b>						
<b>Cutover Preparations</b>						
Mar 25	Mar 26	Mar 27	Mar 28	Mar 29	Mar 30	Mar 31
<b>End-User Training</b>		◆ HCM Cutover				
		<b>Cutover Preparations</b>				
Apr 01	Apr 02	Apr 03	Apr 04	Apr 05	Apr 06	Apr 07
<b>Cutover</b>	★					



## User Acceptance Testing

- End users from each agency test the system using transactions from daily procedures

## Operations Test

- Project team and end users go through “A Day in the Life of Streamlined Banking”
- Tests procedures and system processes end-to-end



## Cutover Preparations

- Agencies
  - Updates in PeopleSoft
  - Non-PeopleSoft preparations (Agency Task List)
- Project Team
  - Verify agency updates in PeopleSoft
  - Prepare reconciliation queries
  - Customer consolidation go-live
  - Final system preparations
- 3<sup>rd</sup> Parties and External Systems
  - Banks, OPB, GTA, DOAS, ARIS, QED



# Streamlined Banking Transition Session #5, 2/8/2007

## Cutover

### Initial Cutover Tasks

- Final batch processing
- System back-up
- Run reconciliation queries

### Technical Tasks

- Migrations
- Conversions
- Set up
- Validation

### Functional Tasks

- Validate technical
- Configuration
- Reconciliations

### Agency Validation

- End user validation
- Batch processing
- Verify batch results
- System back-up



## Start Up at Go Live

### OTFS

- Send / verify initial files to banks
- Start daily processing

### SAO

- Send / verify initial files to banks
- Start daily processing

### Banks

- Receive / verify initial files

### Agencies

- Start daily processing
- Transfer funds to new BOA main deposit account

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# Streamlined Banking Transition Session #5, 2/8/2007 End User Training

Class	Topics	Dates
Accounts Payable	<ul style="list-style-type: none"> <li>•Entering Vouchers</li> <li>•Payments</li> <li>•Interagency Transactions</li> <li>•Escheatment</li> </ul>	March 20 <sup>th</sup> 8:30am – 12:30pm
Payroll and Labor Distribution	<ul style="list-style-type: none"> <li>•Payments</li> <li>•Escheatment</li> <li>•Reconciling Labor Distribution</li> </ul>	407SB01 0001
Banking and Cash Management	<ul style="list-style-type: none"> <li>•Bank Reconciliation</li> <li>•Managing Agency Cash</li> <li>•Allotments</li> </ul>	March 23 <sup>rd</sup> 8:30am – 12:30pm
Deposits and Accounts Receivable	<ul style="list-style-type: none"> <li>•Depositing Funds</li> <li>•Recording Deposits</li> </ul>	407SB02 0001



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# Agency Readiness



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# Agency Readiness

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## **Readiness Assessment Checkpoint**

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## Streamlined Banking Transition AGENCY READINESS ASSESSMENT

# Agency Readiness Assessment

Streamlined Banking AGENCY READINESS ASSESSMENT	
<b>Bank Accounts</b>	
1	Complete Streamlined Banking Questionnaire and all related tasks <input type="checkbox"/>
2	Become current on all bank reconciliations <input type="checkbox"/>
3	Preparations made to close old bank accounts <input type="checkbox"/>
4	Changes and preparations made for local accounts to remain open if needed <input type="checkbox"/>
<b>People Soft</b>	
5	Set up new charfield values and update fees <input type="checkbox"/>
6	Complete any clean-up in customer file <input type="checkbox"/>
7	Security forms submitted for affected users if needed <input type="checkbox"/>
<b>Training / Organization Readiness</b>	
8	Update forms used by agency to reflect any changes affected by Streamlined Banking <input type="checkbox"/>
9	Update internal processes and incorporate with staff <input type="checkbox"/>
10	All identified end users scheduled for training <input type="checkbox"/>
11	Attend or send representative to all Transition Sessions <input type="checkbox"/>
<b>Other</b>	
12	Make any changes to external billing / AR system if needed for new customer file <input type="checkbox"/>
13	Participate in testing <input type="checkbox"/>
14	Schedule staff for validation of system during go-live <input type="checkbox"/>

Agency: \_\_\_\_\_  
Name/Title: \_\_\_\_\_  
Signature: \_\_\_\_\_



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## Agency Readiness **Transition Task List Review**

- New Tasks (hi-lighted in orange on list)
  - #79 - 85
- Changed Tasks (hi-lighted in yellow on list)
  - #7, 47, 48, 53, 56, 62, 69, 71, 73
- Deleted Tasks (hi-lighted in pink and crossed out on list)
  - NONE



## Streamlined Banking Transition Session #5, 2/8/2007 Tasks 2/8/07 – 3/8/07

2/4	2/11	2/18	2/25	3/4
<p><b>Become Current on all Bank Reconciliations &amp; Resolve any Exceptions (Task #7)</b></p>				
<p><b>Update Internal Processes for Interagency, Deposit Reconciliations, Funds Monitoring, BudgetNet Interface (Tasks #30, 31, 32, 33)</b></p>				
<p><b>Complete &amp; Submit ARIS Change Form to OTFS to Remove SLB Agencies (Task #82)</b></p>				
<p><b>Enroll Students in End User Training (Task #43, 52)</b></p>				
<p><b>Complete Security Forms (if necessary) and Submit to SAO (Task #45)</b></p>				
<p><b>Update Employee Direct Deposit Forms with New Disbursement Account for Payroll (Task #79)</b></p>				



## Streamlined Banking Transition Session #5, 2/8/2007 Tasks 2/8/07 – 3/8/07

2/4	2/11	2/18	2/25	3/4
<b>Develop Agency Go-Live Contingency Plan and Procedures (Task #38)</b>				
<b>Preparations Made for Pre Go-Live Activities (queries, reports, processing) (Task #39)</b>				
<b>Update Forms (Data Entry, Expense, etc.) to Reflect Any Changes From Streamlined Banking (Task #40)</b>				
<b>Become Current on Labor Reconciliations and Post all Labor Journals (Task #72)</b>				
<b>Add Department XXXDISBIU and Project XXXDISBIU and Update Trees as Appropriate (Task #84)</b>				
<b>Balance Allotment Receivable (121001) to Allotment Statement (Task #73)</b>				



## Streamlined Banking Transition Session #5, 2/8/2007 Tasks 2/8/07 – 3/8/07

2/4	2/11	2/18	2/25	3/4
<b>Develop Agency Go-Live Contingency Plan and Procedures (Task #38)</b>				
Preparation of Pre Go-Live Activities (queries, reports, processing) (Task #39)				
...s From				
...ournals				
Balance Allotment Receivable (121001) to Allotment Statement Task #73)				

**In the unlikely event it is determined during cutover that we can not go live on Streamlined Banking we need to be ready to conduct business as before**



## Go-Live Contingency Planning – Areas to Focus On

- Processes
  - Use existing forms and processes not changed for Streamlined Banking
- 3<sup>rd</sup> Parties
  - Reverting back to existing accounts for receipts of electronic funds
  - Use existing bank accounts for deposits, disbursements
- Start discussions within your agency to identify other areas that may be affected
- Agencies are encouraged to document and communicate throughout their organization their specific Contingency Plan
  - Approach – what will you be doing to prepare?
  - Communications – who do you need to reach out to?
  - Specific activities for your agency



## Streamlined Banking Transition Session #5, 2/8/2007 Tasks 2/8/07 – 3/8/07

2/4	2/11	2/18	2/25	3/4
Develop Agency Go-Live Contingency Plan and Procedures (Task #38)				
<b>Preparations Made for Pre Go-Live Activities (queries, reports, processing) (Task #39)</b>				
Upd (Entry, Expense, etc.) to Reflect Any Changes From				

**Agency To Do:**

- Run 0AP022\_OUTST\_PAYMENTS query and follow up with vendors on aging payables
- Run Automatic Reconciliation Exceptions report and clear up any exceptions (if applicable)
- Make sure all manual payments (i.e. wires) are posted in AP prior to conversion



## Streamlined Banking Transition Session #5, 2/8/2007 Tasks 2/8/07 – 3/8/07

2/4	2/11	2/18	2/25	3/4
<p><b><u>Agency To Do:</u></b></p> <ul style="list-style-type: none"> <li>• Update forms and communicate to staff</li> <li>• Work on clearing up any labor reconciliation issues</li> <li>• Post all labor journals as soon as possible</li> </ul>				
<p>(Task #38)</p>				
<p>(Task #39)</p>				
<p><b>Update Forms (Data Entry, Expense, etc.) to Reflect Any Changes From Streamlined Banking (Task #40)</b></p>				
<p><b>Become Current on Labor Reconciliations and Post all Labor Journals (Task #72)</b></p>				
<p>Balance Allotment Receivable (121001) to Allotment Statement (Task #73)</p>				



## Streamlined Banking Transition Session #5, 2/8/2007 Tasks 2/8/07 – 3/8/07

2/4	2/11	2/18	2/25	3/4
Develop Agency Go-Live Contingency Plan and Procedures (Task #38)				
Prep (queries, reports, processing)				
Up (Reflect Any Changes From Task #40)				
Become Current on Labor Rec. and Post all Labor Journals (Task #72)				
<b>Add Department XXXDISBIU and Project XXXDISBIU and Update Trees as Appropriate (Task #84)</b>				
Balance Allotment Receivable (121001) to Allotment Statement (Task #73)				

**Agency To Do:**

- This is needed for the interunit accounting entry created in AP to post with a department and a project



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# Streamlined Banking Transition Session #5, 2/8/2007 AP Accounting Entries for Payments

## Accounting Entries

40300 Voucher ID: 00030394 Invoice Number: Test chartfields

View Option: Standard  Show Foreign Currency

02/01/2007 Vendor ID: 0000048149 Vendor Name: ACCENTURE LLP

### Information

Process: Payments GL Dist Status: None

	<u>Monetary Amount</u>	<u>Currency Code</u>	<u>Ledger</u>	<u>GL Unit</u>	<u>Tax Authority</u>	<u>Account</u>	<u>Fund</u>	<u>Dept</u>	<u>Fund Src</u>	<u>Program</u>	<u>Class</u>	<u>Project</u>
Payable	500.00	USD	ACTUALS	40300		200001	10100	4030201000	01R	0650101	301	01R
Bank-	-500.00	USD	ACTUALS	40300		101005	10100	403DISBIU	01R			403DISBIU
Contribution	-500.00	USD	ACTUALS	49900		103310	99999	49999	99999			499
Bank-	500.00	USD	ACTUALS	49900		101005	99999	49999	99999			499

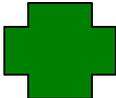
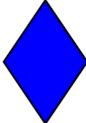


## Streamlined Banking Transition Session #5, 2/8/2007 Tasks 2/8/07 – 3/8/07

2/4	2/11	2/18	2/25	3/4
Develop Agency Go-Live Contingency Plan and Procedures (Task #38)				
<div data-bbox="344 639 1472 1029" data-label="Complex-Block"> <p><b><u>Agency To Do:</u></b></p> <ul style="list-style-type: none"> <li>• Make sure account 121001 matches allotment statement</li> <li>• Agencies will move balance to 101005 at go-live via journal entry</li> </ul> </div>				
Become Current on Labor Reconciliation and Post all Labor Journals (Task #72)				
<div data-bbox="365 1268 2003 1386" data-label="Complex-Block"> <p><b>Balance Allotment Receivable (121001) to Allotment Statement (Task #73)</b></p> </div>				



## Streamlined Banking Transition Session #5, 2/8/2007 Tasks 2/8/07 – 3/8/07

2/4	2/11	2/18	2/25	3/4	
		Receive Banking Supplies for New Main Deposit Account with BOA		(Task #51)	
		Participate in Test Pass 2 (Task #48)			
	Schedule Staff for User Acceptance Testing		(Task #47)		
		 Agency 1 on 1 (Task #78)			
	Assess Agency Readiness #2 & Send to SAO (Task #70)				
		Register & Attend March 8 <sup>th</sup> Transition Session (Task #80, 81)			



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## Upcoming Sessions and Resources

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# Streamlined Banking Transition Session #5, 2/8/2007 Upcoming Transition Session

Date	Topics	
Mar. 8 <sup>th</sup>	<ul style="list-style-type: none"><li>▪ Book to Bank Reconciliation</li><li>▪ Reporting</li><li>▪ Changes in Security</li><li>▪ Tips &amp; Troubleshooting</li></ul>	<ul style="list-style-type: none"><li>▪ Go-Live Support and Resources</li><li>▪ Readiness Assessment Checkpoint</li><li>▪ Agency Transition Task List Review</li></ul>



# Streamlined Banking Transition Session #5, 2/8/2007 Upgrade Information Sources

## Information Sources

- E-Mail
  - [SLBFeedback@sao.ga.gov](mailto:SLBFeedback@sao.ga.gov)
- Web Site
  - [www.sao.georgia.gov](http://www.sao.georgia.gov)
    - Click on Streamlined Banking

**SAO**

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# Streamlined Banking Transition Session #5, 2/8/2007



**Please Take Our Session Survey!**

**[https://services.georgia.gov/esp/survey.do?survey  
Id=2699](https://services.georgia.gov/esp/survey.do?surveyId=2699)**