



*Office of Treasury
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Agency Streamlined Banking Process Model

June 13, 2007



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Agency Streamlined Banking Process Model

Banking



Deposit Funds

With Streamlined Banking, there will be changes to the process for entering deposits.

Current Task Description	Degree of Change	Description of Change/Key Impacts from SLB	Action Items
<ul style="list-style-type: none"> •Deposits are made in local deposit accounts and banks 	High	<ul style="list-style-type: none"> •Deposit all funds in new agency main deposit account at Bank of America 	<ul style="list-style-type: none"> •Update internal processes for daily deposits to the new Bank of America deposit account
<ul style="list-style-type: none"> •Select local deposit account code when recording deposits 	Low	<ul style="list-style-type: none"> •Select the new agency main deposit account code (102400) when recording deposits (unless an approved local deposit account exists) 	<ul style="list-style-type: none"> •Update internal processes to reflect the new agency main deposit code
<ul style="list-style-type: none"> •Contact the bank to get any banking supplies that are needed 	Low	<ul style="list-style-type: none"> •Complete the SAO Banking Supplies Request Form and fax to the Bank of America when banking supplies are needed for the new agency main deposit account 	<ul style="list-style-type: none"> •Order deposit slips and other banking supplies as needed •Become familiar with and know the location of new cash management forms

Refer to Policy #CM-100009 – Cash Receipts for additional information



Reconcile Bank Accounts- Deposits

With Streamlined Banking, there will be changes to the Bank Reconciliation process for deposits.

Current Task Description	Degree of Change	Description of Change/Key Impacts from SLB	Action Items
<ul style="list-style-type: none"> Receive monthly bank reconciliation files loaded into PeopleSoft by SAO 	Low	<ul style="list-style-type: none"> View electronic bank statement in PeopleSoft for the Main Depository account Refer to the Check Reconciliation report for activity with the disbursement banks 	<ul style="list-style-type: none"> Update internal processes to view all reports
<ul style="list-style-type: none"> Manually reconcile all depository transactions on a monthly basis 	Medium	<ul style="list-style-type: none"> SAO loads prior day bank files in PeopleSoft daily The reconciliation process for the agency main depository account and main concentration account will be run in batch, daily 	<ul style="list-style-type: none"> Become current on bank reconciliations for existing bank accounts Resolve any reconciliation issues
<ul style="list-style-type: none"> Resolve and clear deposit reconciliation exceptions manually on a monthly basis 	High	<ul style="list-style-type: none"> Reconcile main depository bank account at Bank of America automatically and clear exceptions 	<ul style="list-style-type: none"> Become current on bank reconciliations for existing bank accounts Resolve any reconciliation issues

Refer to Policy #CM-100008 – Bank Reconciliation for additional information



Reconcile Bank Accounts- Disbursements

With Streamlined Banking, there will be changes to the Bank Reconciliation process for disbursements.

Current Task Description	Degree of Change	Description of Change/Key Impacts from SLB	Action Items
<ul style="list-style-type: none"> Reconcile all AP and HCM disbursement accounts automatically through PeopleSoft (or manually) on a monthly basis 	Medium	<ul style="list-style-type: none"> SAO will load the prior day bank files into PeopleSoft daily The reconciliation process for the AP and HCM disbursement accounts will be run in batch daily 	<ul style="list-style-type: none"> Become current on bank reconciliations for existing bank accounts Resolve any reconciliation issues
<ul style="list-style-type: none"> Resolve and clear disbursement reconciliation exceptions, manually, on a monthly basis 	Medium	<ul style="list-style-type: none"> SAO works with the agencies to resolve all disbursement exceptions on the Reconciliation Exception report daily SAO clears exceptions using PeopleSoft 	<ul style="list-style-type: none"> Update internal processes for reconciliation procedures for disbursements and working with SAO on disbursement exceptions

Refer to Policy #CM-100008 – Bank Reconciliations for additional information



Reconcile Bank Accounts- Book to Bank

With Streamlined Banking, there will be changes to the Book to Bank Reconciliation process.

Current Task Description	Degree of Change	Description of Change/Key Impacts from SLB	Action Items
<ul style="list-style-type: none"> Manually perform book to bank reconciliation on a monthly basis Record journal entries for bank transactions that do not originate in AP 	Medium	<ul style="list-style-type: none"> SAO runs the bank statement accounting process in PeopleSoft daily that will create accounting entries for the main concentration account, the main disbursement accounts, and the main agency depository account SAO performs automatic book to bank reconciliation daily for the main concentration account and the AP and HCM disbursement accounts monthly Perform automatically in PeopleSoft the book to bank reconciliation process for the main agency depository account against the GL balance monthly Perform manually the book to bank reconciliation process for local depository accounts monthly 	<ul style="list-style-type: none"> Update internal processes for monthly book to bank reconciliation

Refer to Policy #CM-100008 – Bank Reconciliation for additional information



Bank Administration

With Streamlined Banking, there will be changes to the bank administration process. SAO and OTFS will share the responsibility of handling all bank administrative tasks.

Current Task Description	Degree of Change	Description of Change/Key Impacts from SLB	Action Items
<ul style="list-style-type: none"> •Set up all new accounts with the banks •Maintain several operating and payroll accounts •Manually maintain banking relationships and information on banks, branch, accounts, and contacts 	<ul style="list-style-type: none"> •High 	<ul style="list-style-type: none"> •OTFS sets up agency's depository account with Bank of America •SAO enters banking information in PeopleSoft and maintains information on banks, contacts •The agency will have one main depository account with Bank of America that is a sub-account to the State's main concentration account •All HCM and Financials disbursements are made from the State's two main disbursement accounts at Wachovia 	<ul style="list-style-type: none"> • Prepare and deliver a standard letter to local banks to close accounts effective 90 days after go-live

Refer to Policy #CM-100002 – Bank Administration for additional information



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Cash Management



Manage Cash

With Streamlined Banking, there will be changes to the cash management process.

Current Task Description	Degree of Change	Description of Change/Key Impacts from SLB	Action Items
<ul style="list-style-type: none"> Receive bank account information via the bank proprietary software, paper statements, and payroll cleared check files loaded into PeopleSoft by SAO 	Low	<ul style="list-style-type: none"> SAO receives daily bank files and loads them into PeopleSoft View electronic bank statement in PeopleSoft for the Main Depository account 	<ul style="list-style-type: none"> Update internal processes for daily available funds monitoring using PeopleSoft pages and reports
<ul style="list-style-type: none"> Determine funds available based on the cash balance at the proprietary bank 	High	<ul style="list-style-type: none"> Run the Agency Cash Balance report and / or view the agency cash account GL Balance 101005 to determine available funds 	<ul style="list-style-type: none"> Update internal processes for daily available funds monitoring using PeopleSoft pages and reports
<ul style="list-style-type: none"> Calculate cash position based on the bank account balance, information from AR, HCM, and AP 	Medium	<ul style="list-style-type: none"> Agencies use PeopleSoft General Ledger to manage their cash 	<ul style="list-style-type: none"> Update internal processes for daily available funds monitoring using PeopleSoft pages and reports
<ul style="list-style-type: none"> Manage allotment funding by cash balance - commitment control allotment ledger is set to "track" 	Medium	<ul style="list-style-type: none"> Manage allotment funding by available funds commitment control allotment ledger is set to "control" 	<ul style="list-style-type: none"> Update internal processes to manage state funds by allotment ledger



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Agency Streamlined Banking Process Model

Accounts Payable



Enter Vouchers

Agencies will use control groups when entering vouchers. This will allow errors to be seen and corrected on the voucher before payment is processed. Agencies will select the main accounts payable disbursement account at Wachovia when entering vouchers.

Current Task Description	Degree of Change	Description of Change/Key Impacts from SLB	Action Items
<ul style="list-style-type: none"> •Review AP checks for accuracy •Prior to distributing the checks, some agencies match the check to the invoice to ensure all items are correct 	Medium	<ul style="list-style-type: none"> •Use control groups when entering vouchers •Use the Control Group or Payables Due Proof report to review vouchers and payments for accuracy before paycycle is run 	<ul style="list-style-type: none"> •Update internal processes for AP processing with control groups, approvals
<ul style="list-style-type: none"> •Select local operating account when entering vouchers 	Low	<ul style="list-style-type: none"> •Select the main accounts payable disbursement account (Bank # 1100, Account #1101) when entering vouchers 	<ul style="list-style-type: none"> •Update internal processes to reflect the new disbursement account

Refer to Policy #CM-100004 – Accounts Payable Disbursement for additional information



Enter Vouchers – Interagency Current Task Description

Streamlined Banking agencies will process interagency transactions differently on Streamlined Banking.

Current Task Description	Degree of Change
<ul style="list-style-type: none"> • Due-To receiving agency (the agency that delivered the goods or services) <ul style="list-style-type: none"> • Sets up a receivable in AR • Due-From paying agency (the agency that received the goods or services) <ul style="list-style-type: none"> • 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 • “Applies a wire” or creates a payment • Requests an interagency transfer in ARIS • OTFS or agency distributes the funds • Due-To receiving agency records the deposit in AR (or a transfer in an external system) 	<p>Medium</p>



Enter Vouchers – Interagency Streamlined to Streamlined

Streamlined Banking agencies will process interagency transactions differently on Streamlined Banking.

Current Task Description	Action Items
<ul style="list-style-type: none"> • Due-To receiving SB agency: <ul style="list-style-type: none"> • Creates a receivable in AR using new distribution codes containing account 141001 • Runs AR update (nightly batch process) • Due-From paying SB agency <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Add distribution codes with account #141001 in AR for billing other Streamlined Banking agencies, if needed.



Enter Vouchers – Interagency Streamlined to Streamlined

Streamlined Banking agencies will use the Bilateral Netting functionality in PS for interagency transactions when both agencies are on Streamlined Banking.

Description of Change/Key Impacts from SLB	Action Items
<ul style="list-style-type: none"> • Due-From paying SB agency: <ul style="list-style-type: none"> • 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 OAP057 – 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 	<ul style="list-style-type: none"> • Update internal processes for interagency settlements affected by Streamlined Banking



Enter Vouchers – Interagency Streamlined to Non-Streamlined

An ACH or wire payment will be used for agencies on Streamlined Banking who are paying Non-Streamlined Banking agencies for inter-agency transactions.

Description of Change/Key Impacts from SLB	Action Items
<ul style="list-style-type: none"> • Due-To receiving Non-SB agency sets up a receivable in AR • Due-From paying SB agency <ul style="list-style-type: none"> • 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 • “Applies a wire” and requests an interagency transfer in ARIS for GTA, GBA, and FLEX payments • “ACH” for all other payments • Funds are distributed <ul style="list-style-type: none"> • Wire - OTFS distributes • ACH - PeopleSoft AP creates ACH file for bank settlement • Due-To receiving agency records the deposit in AR (or a transfer in an external system) 	<ul style="list-style-type: none"> • Update internal processes for interagency settlements affected by SB - specifically interim processing with non-SB agencies



Enter Vouchers – Interagency Non-Streamlined to Streamlined

A wire payment will be used for agencies on Non-Streamlined Banking who are paying Streamlined Banking agencies for inter-agency transactions.

Description of Change/Key Impacts from SLB	Action Items
<ul style="list-style-type: none"> • Due-To receiving SB agency sets up a receivable in AR • Due-From paying Non-SB agency <ul style="list-style-type: none"> • 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 • “Applies a wire” and requests an interagency transfer in ARIS OR • Creates a payment and chooses “ACH” as the payment type • Funds are distributed by OTFS OR EFT • Due-To receiving agency records the deposit in AR 	<ul style="list-style-type: none"> • Update internal processes for interagency settlements affected by SB - specifically interim processing with non-SB agencies • If your agency does not use ARIS request that non-SB paying agencies remit payments to you by EFT (ACH)



Manage AP Payments – Payroll Deductions

The payment type for payments such as fringes, Federal or State tax will be interfaced from HCM to FS as a wire. Streamlined Banking agencies will not go into the system to place the check on hold, but will change the payment type when ready to release payment.

Current Task Description	Degree of Change	Description of Change/Key Impacts from SLB	Action Items
<ul style="list-style-type: none"> •Make payments such as fringes, Federal or State Tax by wire •An AP voucher is created by the HCM Interface which sets the payment type as a check •Enter the system to place the check on hold and change payment type to wire 	Low	<ul style="list-style-type: none"> •AP voucher will be created as a wire by the HCM Interface •Change payment type “Wire” to “EFT” •Make Federal tax payments through the federal website where a voucher will be entered in PeopleSoft and a wire applied 	<ul style="list-style-type: none"> •Update internal processes for indicating payment method for HCM fringes, taxes, etc.

Refer to Policy #CM-100005 – Payroll Disbursement for additional information



Manage AP Payments – Paycycles and Check Distribution

With Streamlined Banking, AP checks will be automatically mailed to vendors. Only AP checks with special handling codes will be available for agency pick up and distribution.

Current Task Description	Degree of Change	Description of Change/Key Impacts from SLB	Action Items
<ul style="list-style-type: none"> •Set up and schedule pay cycles 	Low	<ul style="list-style-type: none"> •SAO sets up and schedules a pay cycle to run nightly for all Streamlined Banking agencies 	<ul style="list-style-type: none"> •Update internal processes for AP pay cycles
<ul style="list-style-type: none"> •SAO processes AP Pay cycles •GTA prints checks and check copies •All checks are picked up by the agency for mailing and distribution 	Medium	<ul style="list-style-type: none"> •Use EFT/ACH payments to reduce the number of paper checks •Use a special handling code on an exception basis if an AP check must be picked up at GTA by the agency for mailing and distribution •SAO coordinates the printing of checks at GTA and the mailing of AP checks without special handling codes to the vendor •Check copies will no longer be printed 	<ul style="list-style-type: none"> •Start using EFT/ACH as preferred method of payment •Update internal processes for AP handling codes and reduced manual distribution •Shred remaining AP check stock

Refer to Policy #CM-100004 – Accounts Payable Disbursement for additional information



Manage AP Payments – Express Checks and Wires

Streamlined Banking agencies should use EFT or regular checks for AP payments. Agencies will contact SAO to request express checks and OTFS for wires.

Current Task Description	Degree of Change	Description of Change/Key Impacts from SLB	Action Items
<ul style="list-style-type: none"> Agencies write manual checks and process express checks from their disbursement accounts 	Medium	<ul style="list-style-type: none"> Use EFT or regular checks for AP disbursements If absolutely necessary, submit a SAO Accounts Payable Express Check Form by 2pm to SAO to request an express AP check for same day processing SAO generates the express check and returns to agency or have available for pick up Manual checks will no longer be written Satellite check printing locations will be established to assist with the express check functionality 	<ul style="list-style-type: none"> Update internal processes for AP disbursement methods (using ACH payments or regular checks instead of manual or express checks) Become familiar with and know the location of new cash management forms
<ul style="list-style-type: none"> Agencies contact the bank to issue wires for payments 	Low	<ul style="list-style-type: none"> Use EFT or regular checks for AP disbursements There will not be access to the bank proprietary system If a same day wire is absolutely necessary, enter the item in AP, select "wire" as payment type, and budget check Complete a Wire Request Form and submit to OTFS by 11am for same day processing 	<ul style="list-style-type: none"> Update internal processes for AP disbursement methods (using ACH payments and checks instead of wires) Become familiar with and know the location of new cash management forms

Refer to Policy #CM-100004 – Accounts Payable Disbursement and #CM-100007 Bank Settlement for additional information



Manage AP Payments – Payment Cancellation

The ownership of issuing Stop pays/Voids/Reissues and ACH Reversals will change with Streamlined Banking. SAO will be responsible for administering the stop void/reissue of the payment.

Current Task Description	Degree of Change	Description of Change/Key Impacts from SLB	Action Items
<ul style="list-style-type: none"> Process stop pays/voids/reissues using PeopleSoft and the local banks 	Medium	<ul style="list-style-type: none"> Submit a SAO Vendor Stop Payment/Cancellation Request Form to SAO by 2pm for same day processing SAO processes the stop payment/void/reissue 	<ul style="list-style-type: none"> Update internal processes for AP voids and stop pays Become familiar with and know the location of new cash management forms
<ul style="list-style-type: none"> Process ACH Reversals using PeopleSoft and the local banks 	Low	<ul style="list-style-type: none"> Submit a SAO Vendor Stop Payment/Cancellation Request Form to SAO by 2pm for same day processing SAO processes the ACH Reversal 	<ul style="list-style-type: none"> Update internal processes for AP disbursement methods (using ACH payments and checks, instead of same-day wires and express checks) Become familiar with and know the location of new cash management forms

Refer to Policy #CM-100003 – Payment Cancellation for additional information



Manage AP Payments – Check Images

Agencies will use pages in PeopleSoft to determine if a check has cleared. If necessary they will contact SAO to obtain an image of a check.

Current Task Description	Degree of Change	Description of Change/Key Impacts from SLB	Action Items
<ul style="list-style-type: none"> •Receive an electronic or paper copy of a check from the local bank •Retain on file for 2 or more years •Request copies of cleared checks using the bank proprietary system 	Low	<ul style="list-style-type: none"> •Use the Payment Inquiry page in PeopleSoft to view whether or not a check has cleared •If a check image is needed, submit a SAO Check Image Request Form to SAO by 2pm for same day processing •SAO uses the bank proprietary software or monthly CD ROM to obtain check image and e-mails to agency •SAO keeps the check images for 7 years 	<ul style="list-style-type: none"> •Update internal processes for verifying check clearing and AP check image requests •Become familiar with and know the location of new cash management forms

Refer to Policy #CM-100010 – Check Image for additional information



Manage AP Payments - Escheatment

The escheatment process for Accounts Payable will be standardized with the implementation of Streamlined Banking. SAO will administer a process for all Streamlined Banking activity in PeopleSoft.

Current Task Description	Degree of Change	Description of Change/Key Impacts from SLB	Action Items
<ul style="list-style-type: none"> •Escheat any AP stale dated checks •Remit the funds for stale dated checks to DOR after 5 years 	Medium	<ul style="list-style-type: none"> •Remit outstanding AP checks to DOR (Department of Revenue) after 5 years •Perform due diligence to notify payees of all outstanding checks over the amount of \$50 before remitting to DOR •Prepare the Holders Report Form, Owners Report, create a voucher, and remit to DOR •The escheatment process should be followed instead of voiding checks 	<ul style="list-style-type: none"> •Update internal processes for AP Escheatment according to policies issued by SAO

Refer to Policy #CM-100006 – Check Escheatment for additional information



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Agency Streamlined Banking Process Model

Accounts Receivable



Record Receivables and Deposits

With Streamlined Banking, there will be changes to both the recording of deposits and the allotment process.

Current Task Description	Degree of Change	Description of Change/Key Impacts from SLB	Action Items
<ul style="list-style-type: none"> •Deposits are not consistently recorded in PeopleSoft Accounts Receivable at the time the deposit is made at the bank 	High	<ul style="list-style-type: none"> •Enter deposit transactions into PeopleSoft AR as deposits are made at Bank of America in agency main deposit account 	<ul style="list-style-type: none"> •Update internal processes for recording deposit in PeopleSoft as deposit is made at bank
<ul style="list-style-type: none"> •Request allotments through BudgetNet, OTFS initiates a physical wire to send to the agency with the funds •Record accounting transactions by setting up a receivable in AR •BudgetNet interfaces only with the Commitment Control Ledger 	Low	<ul style="list-style-type: none"> •OTFS no longer initiates a wire to move actual funds •BudgetNet will send the appropriate accounting entries for allotments to PeopleSoft general ledger to move the funds from the Treasury cash account to the agency's cash account 	<ul style="list-style-type: none"> •Set up new department XXXAllot (where XXX is their business unit) •Update internal processes for allotment processing and accounting

Refer to Policy #CM-100009 – Cash Receipts for additional information



Revenue Remittance and Revenue Fund Source Codes

With Streamlined Banking, SAO will determine the new Revenue Collection Fund Source Codes for the agencies.

Current Task Description	Degree of Change	Description of Change/Key Impacts from SLB	Action Items
<ul style="list-style-type: none"> •Determine and set up in PeopleSoft the Revenue Collection Funding Source Codes the agency will need •Process a wire to remit revenue to the treasury 	Low	<ul style="list-style-type: none"> •SAO Cash Management group, in conjunction with OTFS, assigns State Revenue Collection Funding Source Codes per needs of the agency •Contact SAO when there is a need to establish a new State Revenue Collections (07) Funding Source code. •Set up assigned Revenue Funding Source Codes in PeopleSoft •When entering deposits in PeopleSoft that are to be remitted to the treasury use Fund Code 10200 	<ul style="list-style-type: none"> •Review revenue collection funding source code listing to determine if established codes will work for your purpose •If revenue collection funding source code listing is inadequate for your agency, fill out a SAO Revenue Collections Fund Source Code form and submit to SAO •Once funding source code form is submitted, receive all new codes from SAO

Refer to Policy #CM-100013 – Revenue Collection for additional information



Add New Customers

Customer data will now be maintained under a single SetID. SAO will take ownership of the customer file.

Current Task Description	Degree of Change	Description of Change/Key Impacts from SLB	Action Items
<ul style="list-style-type: none"> Agencies enter and maintain customer data under their individual SetID in PeopleSoft 	Low	<ul style="list-style-type: none"> Agencies enter new customer records with an "Inactive" status SAO approves and activates customer records and updates customer information based on requests that are submitted by the agencies 	<ul style="list-style-type: none"> Complete any Customer File clean-up needed, add tax ID's to customer file Make changes to external billing / AR systems and programs for Customer File Conversion if needed Update internal processes for entering new customers and working with SAO for approval and maintenance



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Agency Streamlined Banking Model

Payroll



Manage Payroll Payments

Streamlined Banking agencies should increase use of direct deposit for Payroll. Online express checks will only be requested on an exception basis. Satellite check printing locations will be established to assist with the online check functionality.

Current Task Description	Degree of Change	Description of Change/Key Impacts from SLB	Action Items
<ul style="list-style-type: none"> Request blank checks in HCM and on payroll accounts 	Low	<ul style="list-style-type: none"> Blank checks for the HCM disbursement account will no longer be available 	
<ul style="list-style-type: none"> Write manual checks from disbursement accounts 	Medium	<ul style="list-style-type: none"> Agencies are encouraged to use direct deposit for all employees If an online check in HCM is necessary, submit a SAO Payroll Online Check Form to SAO by 2pm for same day processing SAO generates the on-line check and returns to the agency or have available for pick up as directed by agency 	<ul style="list-style-type: none"> Increase usage of direct deposit Become familiar with and know the location of new cash management forms

Refer to Policy #CM-100005 – Payroll Disbursement for additional information



Manage Payroll Payments – Stop Pays

The ownership of contacting the bank for payroll stop pays and ACH Reversals will change with Streamlined Banking. SAO will be responsible for communicating with the bank.

Current Task Description	Degree of Change	Description of Change/Key Impacts from SLB	Action Items
<ul style="list-style-type: none"> Communicate to the bank payroll stop pays 	Low	<ul style="list-style-type: none"> Submit a SAO Payroll Stop Payment Request/ACH Reversal Form to SAO for stop pays by 2pm for same day processing SAO communicates with the banks and sends confirmation to the agency once completed Process the voids/reissues in PeopleSoft HCM for payroll 	<ul style="list-style-type: none"> Update internal processes for HCM stop pays Become familiar with and know the location of new cash management forms
<ul style="list-style-type: none"> Process ACH Reversals using PeopleSoft and the local banks 	Low	<ul style="list-style-type: none"> Submit a Payroll Stop Payment Request Form to SAO SAO will process ACH Reversals 	<ul style="list-style-type: none"> Update internal processes for HCM ACH reversals Become familiar with and know the location of new cash management forms

Refer to Policy #CM-100003 – Payment Cancellation for additional information



Manage Payroll Payments – Check Images

Agencies will use pages in PeopleSoft to determine if a check has cleared. If necessary they will contact SAO to obtain an image of a check.

Current Task Description	Degree of Change	Description of Change/Key Impacts from SLB	Action Items
<ul style="list-style-type: none"> •Receive electronic or paper copy of cleared check from the local bank •Retain check copy on file for 2 or more years •Request copies of cleared checks using the bank proprietary system 	Low	<ul style="list-style-type: none"> •Run the Check Reconciliation Report to verify whether or not a check has cleared •If a check image is needed, submit a Check Image Request form to SAO •SAO uses the bank proprietary software or monthly CD ROM to obtain check image and e-mails to agency •SAO keeps the check images for 7 years 	<ul style="list-style-type: none"> •Update internal processes for verifying HCM check clearing and image requests •Become familiar with and know the location of new cash management forms

Refer to Policy #CM-100010 – Check Image for additional information



Manage Payroll Payments - Escheatment

The responsibility of escheating stale dated checks to DOR will reside with SAO. Agencies will manage their outstanding checks and continue to notify employees of any outstanding checks based on PeopleSoft reports.

Current Task Description	Degree of Change	Description of Change/Key Impacts from SLB	Action Items
<ul style="list-style-type: none"> •Escheat any Payroll stale dated checks •Remit the stale dated check to DOR after 1 year •Generate and remit the Standard Holder's Report to DOR along with the escheated funds 	Medium	<ul style="list-style-type: none"> •Escheat outstanding Payroll checks to DOR (Department of Revenue) after 1 year •Perform due diligence to notify payees of all outstanding checks over the amount of \$50 before escheating to DOR •SAO escheats the stale dated checks in PeopleSoft each year during the fiscal year end process •SAO creates the Standard Holders Report and Owners Report, and remits funds to DOR 	<ul style="list-style-type: none"> •Update internal processes for payroll check escheatment according to policies issued by SAO

Refer to Policy #CM-100006 – Check Escheatment for additional information



Reconcile Labor Distribution

The Labor Distribution process will be modified to include checks without earnings. This will allow FS to be in balance with HCM.

Current Task Description	Degree of Change	Description of Change/Key Impacts from SLB	Action Items
<ul style="list-style-type: none"> Manually reconcile checks without earnings before reconciling Labor Distribution balances in FS to balances in HCM 	Low	<ul style="list-style-type: none"> The Labor Distribution load process will be modified to include checks without earnings (including employee and employer deductions) which will allow FS to be in balance with HCM 	<ul style="list-style-type: none"> Update internal processes for changes to the HCM-to-FS reconciliation procedures Become current on labor reconciliation Keep current on posting labor journals



Links to Resources

Use the links below or go to sao.georgia.gov and click on Streamlined Banking

Resource (Link)	What You Will Find	Where on SLB Web Site
<u>Agency Transition Task List</u>	<ul style="list-style-type: none"> A list of tasks that will help the agency prepare for Streamlined Banking 	<ul style="list-style-type: none"> Agency Tools <ul style="list-style-type: none"> Agency Transition Task List
<u>SLB Policies and Procedures</u>	<ul style="list-style-type: none"> Approved Policies and Procedures relating to cash management, disbursements, and other processes affected by Streamlined Banking 	<ul style="list-style-type: none"> Policies and Procedures
<u>SLB Forms</u>	<ul style="list-style-type: none"> Forms to be used by Streamlined Banking agencies 	<ul style="list-style-type: none"> Forms
<u>Transition Session Presentations</u>	<ul style="list-style-type: none"> Links to all Transition Session Presentations 	<ul style="list-style-type: none"> Presentations
<u>Tips and Troubleshooting</u>	<ul style="list-style-type: none"> A guide containing information pertaining to issues and useful tips to get acclimated to Streamlined Banking 	<ul style="list-style-type: none"> Agency Tools <ul style="list-style-type: none"> Streamlined Banking Tips and Troubleshooting