



Financial System Upgrade

Agency Change Champion Deployment Session

June 8th, 2006

Agency Change Champion Deployment Session June 8th, 2006

Housekeeping

- Please put cell phones on vibrate or turn off
- No food or drink in auditorium
- Bathrooms on lower level
- Please hold questions for Q&A blocks
- Website address for handouts:
 - <http://www.sao.georgia.gov>
 - PeopleSoft Upgrade
 - Presentations
 - Change Champion Session (June 8, 2006)

Agency Change Champion Deployment Session June 8th, 2006

Introductions

Bart Haberbosch
Financial Upgrade Business Project Manager

Donna Harold
Financial Upgrade Organizational Readiness Lead

Agenda

- Change in Upgrade Schedule
- Agency Upgrade Activities Tasks Completed
- Agency Upgrade Activities Current and Upcoming Tasks
- Open Item Accounting in PeopleSoft 8.8
- Upcoming Sessions and Resources



Change in Upgrade Schedule

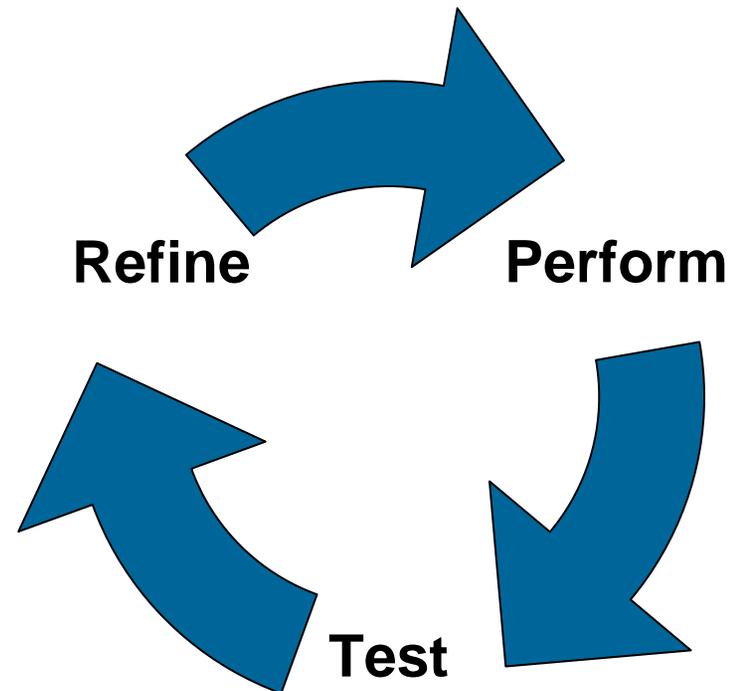
The Upgrade Process – Parallel paths but each equally important

- Technical
 - Upgrading the database (Test Moves to Production)
- Functional tasks
 - Testing
 - Making the necessary modifications
 - Training
 - Organizational readiness

Agency Change Champion Deployment Session June 8th, 2006

Steps for a Test Move to Production

1. Take a snap shot of the 7.02 production database
2. Upgrade from 7.02 to 7.5
3. Upgrade from 7.5 to 8.8
4. Functional validation and testing
5. Repeat!



Test Moves to Production

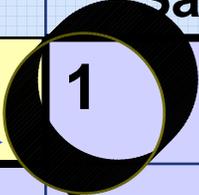
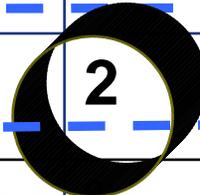
- To date, we've performed 4 test moves
- We will perform at least 5 test moves
- The final move to production will happen between July 1st and July 17th

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Why can't we delay the upgrade until after year end?

- The new budget structure for FY07 uses the new Program Chartfield
- Until we go live on 8.8 agencies cannot transact in FY07
 - Large agencies are unable to hold processing (or perform manually) for the time needed to perform upgrade after year end
 - Timing of payments for certain payroll deductions (childcare payments) have legal stipulations on them

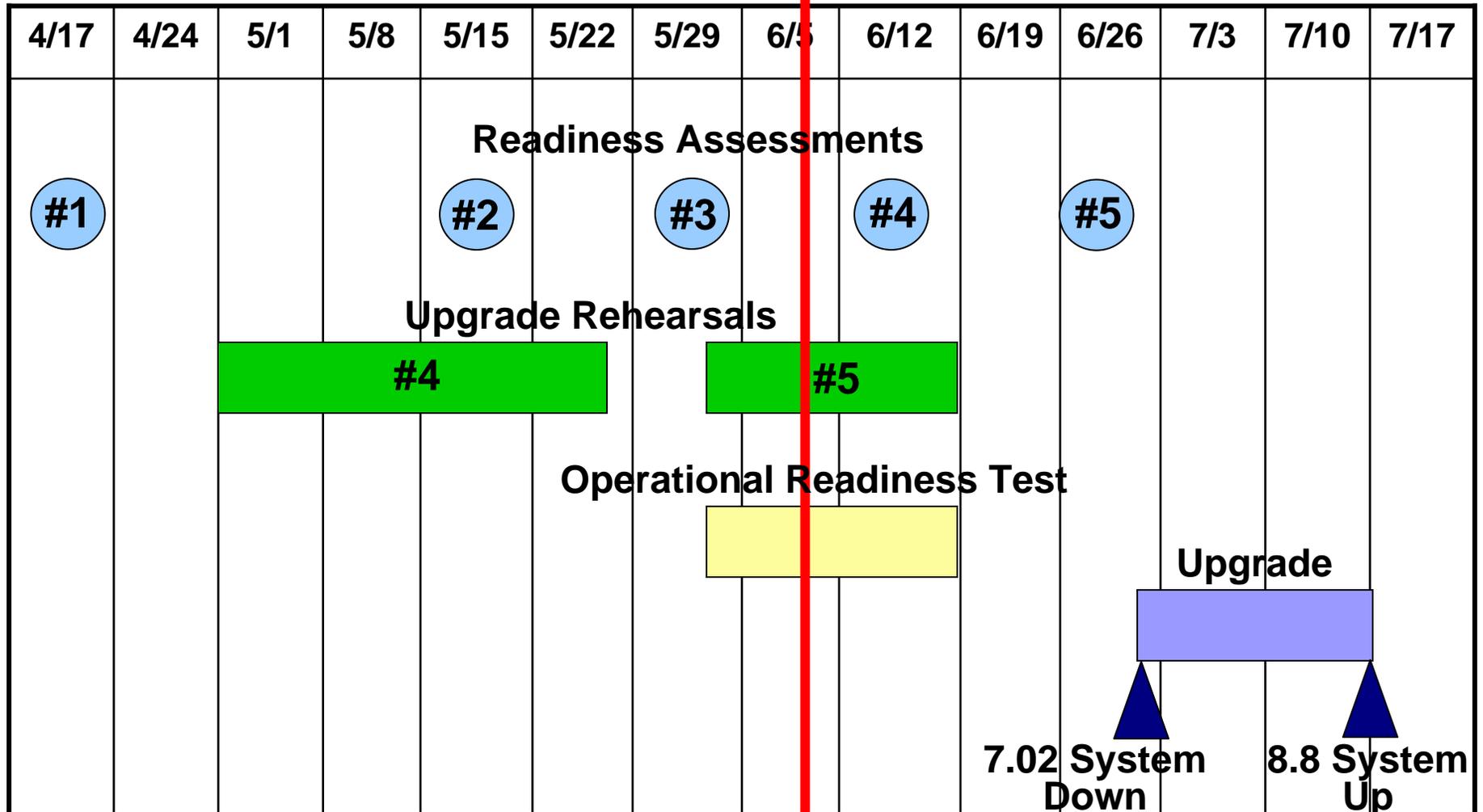
Agency Change Champion Deployment Session June 8th, 2006 FY06 Close Calendar

Sun	Mon	Tue	Wed	Thur	Fri	Sat
25 	26	27 7.02	28 12FY06	29	30	1 
2	3	Upgrade – HCM Still Up			7	8
9	10	11	12	13	14	15
16	17 	18	19 8.8	20 12FY06 & 1FY07	21	22 
23 	24	25	26 12FY06 & 1FY07	27	28	29 
30 	31	1 12FY06 & 1FY07	2 	3	4 998 & 1FY07	5 
6 	7	8	9 998 & 1FY07	10	11	12 
13 	14	15 998 & 1FY07	16	17	18 	19 2FY07

Agency Change Champion Deployment Session June 8th, 2006 Updates to Important Dates

Event	Date / Time
Interfaces – Cut off transmission to SAO in 7.02	Tuesday, 6/27/06 6pm
Labor Distribution – Cut off processing in 7.02	Thursday, 6/29/06 6pm
On-line transactions in 7.02 Financials	Friday, 6/30/06 7pm
8.8 Financials system available – 12FY06 and 1FY07 open	Monday, 7/17/06 7am
Close 12FY06	Wednesday, 8/2/06 7pm
Open period 998 FY06	Thursday, 8/3/06 7am
Close 998 FY06 and 1FY07	Friday, 8/18/06 7pm
Open 2FY07	Monday, 8/21/06 7am

Agency Change Champion Deployment Session June 8th, 2006 Deployment Timeline by Weeks





Agency Upgrade Activities Tasks Completed

Agency Change Champion Session June 8th, 2006 Business Assessment

SAO Financials Upgrade AGENCY READINESS ASSESSMENT

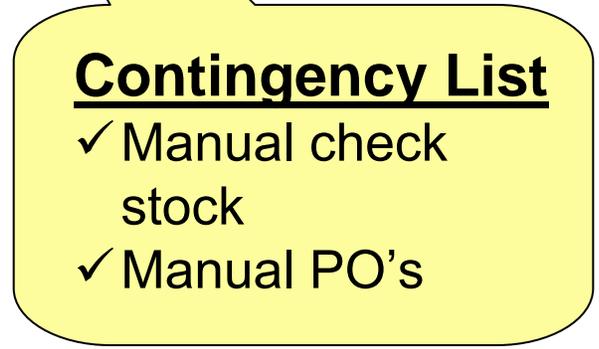
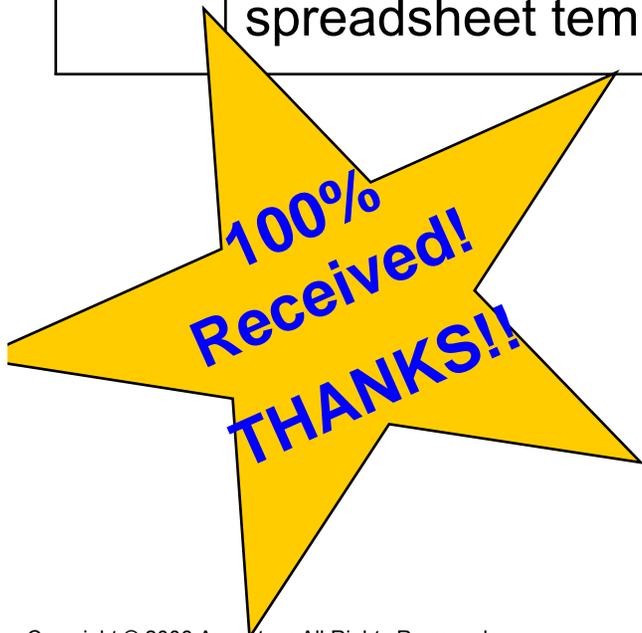
Category	Item	Completion Status
Budget	1 FY07 fees submitted and validated	<input type="checkbox"/>
	2 FY07 ORIG budget is submitted and validated	<input type="checkbox"/>
	3 FY07 Program budget is entered and approved in Budget.Mel	<input type="checkbox"/>
	4 FY07 Q1 Allocation request is entered and approved	<input type="checkbox"/>
Functional	5 Preparations made for T.O2 fee schedule and down time	<input type="checkbox"/>
	6 Develop Agency Go-Live Contingency Plan and Procedures	<input type="checkbox"/>
	7 Prepare and validate new HCM Account Codes in HCM test database	<input type="checkbox"/>
	8 Update forms used by Agency to reflect new Fund, Class, Account, Program values and structure	<input type="checkbox"/>
Security	9 All security forms for users submitted and name of agency security officer validated with SAO	<input type="checkbox"/>
Technical	10 Interface files successfully tested and accepted	<input type="checkbox"/>
	11 Subsystem prepared for new char fields and values	<input type="checkbox"/>
	12 Connectivity to PeopleSoft tested	<input type="checkbox"/>
Training	13 All Key Users trained for training scheduled to be complete by 6/23/06	<input type="checkbox"/>
	14 At least 85% End-Users trained	<input type="checkbox"/>

Agency: _____
Name/Title: _____

- Please hand in today – box at front of auditorium
- For those listening to the Web Cast – please e-mail to upgradefeedback

Agency Change Champion Deployment Session June 8th, 2006 Functional Tasks Completed

Task #	Task Description	Start Date	End Date
37	Develop agency Go-Live Contingency Plan and Procedures	4/13/06	6/1/06
31	Prepare new HCM Account Codes in spreadsheet template	4/30/06	5/31/06





Agency Upgrade Activities Current and Upcoming Tasks

Agency Change Champion Deployment Session June 8th, 2006 Budget Tasks 6/5 – 6/30

6/5	6/12	6/19	6/26
Load & Validate FY07 Budgets in 7.02 Production (Task #28 & #52)			
Load & Validate FY07 Budgets in 8.8 Test Environment (Task #29 & #53)			
Submit FY07 Q1 Allotment Requests to OPB (Task #33)		Verify Program Budgets and Q1 Allotment Requests (Task #70 & #71)	

Agency Change Champion Deployment Session June 8th, 2006 OPB and SAO Budget Dates

Submit To	Due Date	Activity	System
OPB	May 31	FY07 Annual Operating Budget Due	BudgetNet
OPB	June 12	FY06 HB 1026 Amendment Due	BudgetNet
SAO	June 15	Complete FY07 Organizational Budget load version 7.02	PeopleSoft
OPB	June 15	FY06 and FY07 Fiscal Affairs Budget Amendments Due	BudgetNet
OPB	June 15	FY07 First Quarter Allotment Due	BudgetNet
SAO	June 23	Complete FY07 Organizational Budget load version 8.8	PeopleSoft

Agency Change Champion Deployment Session June 8th, 2006 OPB and SAO Budget Dates (continued)

Submit To	Due Date	Activity	System
SAO	June 27	Complete FY06 Fiscal Affairs Budget Amendments load version 7.02	PeopleSoft
SAO	June 30, 7pm	PeopleSoft 7.02 on-line financial transactions closed	PeopleSoft
SAO	July 17	PeopleSoft 8.8 available	PeopleSoft
SAO	July 17	FY07 Fiscal Affairs Budget Amendments to the Organizational Budget can be entered in version 8.8	PeopleSoft
OPB	July 28	FY06 Close-out Amendment due	BudgetNet
SAO	August 11	FY06 Final Budgets loaded in PeopleSoft 8.8	PeopleSoft

Agency Change Champion Deployment Session June 8th, 2006

- If you do not have your budgets loaded and validated by these dates we cannot guarantee they will be available at go-live*

- Please keep us aware of your progress
- When the 8.8 system is available you will be able to load any outstanding budgets and amendments

More on Chartfields

Project

- ❑ Append Business Unit to front of all new Projects
 - Example – New project 789 for Business Unit 420: 420789
- ❑ All current Project values in 7.02 will be brought forward into 8.8

More on Chartfields

Product and Special Purpose

- These new Chartfields work similar to Project – you must add valid values before using on transactions
- Not free-form fields
- Agencies will set up through “Design Chartfields” after go-live

Agency Change Champion Deployment Session June 8th, 2006 Functional Tasks 6/5 – 6/30

6/5	6/12	6/19	6/26
Validate HCM account codes (Task #47)			
Test connectivity to PeopleSoft Financials (Task #48)			
Preparations made for 7.02 Cut Off dates (Task #49)			
Preparations made for down time and pre go-live activities (reports, queries, pay cycles) (Task #35 & #50)			
Update forms to reflect new Chartfield values and structure (Task #62)			
Preparations made for FY06 close (Task #63)			
Clean Up transactions in 7.02 (Task #57, #58)			

Agency Change Champion Deployment Session June 8th, 2006 Functional Tasks 6/5 – 6/30

6/5	6/12	6/19	6/26
<p>Validate HCM account codes (Task #47)</p>			
<p>Test connectivity to Financial</p>			
<p><u>Agency To Do:</u></p> <ul style="list-style-type: none"> • Work with SAO to correct any problems and to validate 			
<p>Clean Up transactions in 7.02 (Task #57, #58)</p>			
<p>Update forms to reflect new Chartfield values and structure (Task #62)</p>			
<p>Preparations made for FY06 close (Task #63)</p>			

Agency Change Champion Deployment Session June 8th, 2006 Functional Tasks 6/5 – 6/30

6/5	6/12	6/19	6/26
Validate HCM account codes (Task #47)			
Test connectivity to PeopleSoft Financials (Task #48)			
Preparations made for Off dates (Task #49)			
<p>Status:</p> <ul style="list-style-type: none"> • 43 agencies / 120 users have successfully tested connectivity <p>Agency To Do:</p> <ul style="list-style-type: none"> • Test connectivity if you have not done so 			
Preparations made for FY06 close (Task #63)			

Agency Change Champion Deployment Session June 8th, 2006 Functional Tasks 6/5 – 6/30

6/5	6/12	6/19	6/26
Validate HCM account codes (Task #47)			
Test connectivity to PeopleSoft Financials (Task #48)			
Preparations made for 7.02 Cut Off dates (Task #49)			
Preparations made for down time and pre go-live activities (reports, queries, pay cycles) (Task #35 & #50)			
<ul style="list-style-type: none"> • SAO will run month-end reports in 7.02 on June 30th • Our plan is to run another month-end report run in 8.8 prior to bringing the system up on July 17th 			

Agency Change Champion Deployment Session June 8th, 2006 Functional Tasks 6/5 – 6/30

6/5	6/12	6/19	6/26
Validate HCM account codes (Task #47)			
<div data-bbox="170 683 1929 1230" style="background-color: yellow; border: 1px solid black; border-radius: 20px; padding: 10px;"> <ul style="list-style-type: none"> ▪ For the upgrade to run efficiently all transactions should be finalized (i.e., either posted or deleted) <ul style="list-style-type: none"> ▪ All processes should be complete (budget checking, journals posted, etc.) ▪ All suspense items resolved (budget exceptions, recycled journals / vouchers, transactions in error) </div>			
Transactions made for FY06 close (Task #63)			
Clean Up transactions in 7.02 (Task #57, #58)			

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SAO will delete or cancel all remaining transactions that are in budget checking or edit error after the batch run on 6/30

- Agencies will be provided a list by module of deleted or canceled transactions

Purchase orders

- Not budget checked
- In budget error
- Not posted – future accounting date

AR direct journals in budget error

AP vouchers in budget error

GL journals in budget error

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Stop up
 front for list
 by agency of
 PO budget
 problems

Specific Clean-Up by Module

Module	Item	How
PO	Correct Requisitions with budget checking errors	0P0041
PO	Correct Purchase Orders with budget checking errors	0P0040
AP	Correct Vouchers with budget checking errors	AP401
AR	Correct Direct Journals with budget checking errors	AR001
GL	Correct Journals with budget checking errors	GL001

Agency Change Champion Deployment Session June 8th, 2006 Functional Tasks 6/5 – 7/17

6/5	6/12	6/19	6/26	7/3	7/10
Preparations made for initiation of system and first transactions (Task #66)					
<div data-bbox="163 800 705 1425" style="background-color: #FFFF00; border: 1px solid black; border-radius: 50%; padding: 10px;"> <p><u>Agency To Do:</u></p> <ul style="list-style-type: none"> • Receive open PO's in 7.02 – this will allow you to set up payment as soon as 8.8 system is available </div>		<div data-bbox="766 646 1119 979" style="background-color: #FFDAB9; border: 1px solid black; padding: 5px;"> <p>Submit final 7.02 interface & offline files (Task #55 & #56)</p> </div>	<div data-bbox="915 1154 1335 1438" style="background-color: #FFDAB9; border: 1px solid black; padding: 5px;"> <p>Enter final on-line journals & sub-module transactions (Task #59 & #60)</p> </div>	<div data-bbox="1194 948 1346 1097" style="text-align: center;">  </div>	<p>New user IDs & sign-on received (Task #61)</p>

Agency Change Champion Deployment Session June 8th, 2006 Technical Tasks 6/5 – 7/17

6/5	6/12	6/19	6/26	7/3	7/10
<p>Test Access to SAO FTP server for Offline interface files (Task #45)</p>			<p>Store interface files in 8.8 and 7.02 format during down-time. (Task #68)</p>		
			<p>Submit backlogged interface files (Task #69) </p>		

Agency Change Champion Deployment Session June 8th, 2006 End User Training Tasks 6/5 – 6/30

6/5	6/12	6/19	6/26
<p>Ensure all end users for your agency are registered for training (Task #46)</p>			
<p>Ensure all end users for your agency take mandatory UPK training (Task #64)</p>			
<p>Preliminary (Task #39)</p>	<p>Submit agency training spreadsheets (if TTT agency)</p>		<p>Final (Task #74)</p>

Agency Change Champion Deployment Session June 8th, 2006 End User Delta Training Schedule at SAO

Course Name	Time	Session #	Day	Date
407DL01 <u>Modules Covered:</u> <ul style="list-style-type: none"> • Purchasing • Accounts Payable • Vendors • Asset Management 	9:00 am to 3:00 pm	0001	Tuesday	May 30
		0002	Thursday	June 1
		0003	Tuesday	June 6
		0004	Monday	June 12
		0005	Tuesday	June 13
		0006	Thursday	June 15
		0007	Monday	June 19
		0008	Tuesday	June 20
		0009	Thursday	June 22
		0010	Tuesday	June 27
		0011	Thursday	June 29

Agency Change Champion Deployment Session June 8th, 2006 End User Delta Training Schedule at SAO

Course Name	Time	Session#	Day	Date
407DL02 <u>Modules Covered:</u> <ul style="list-style-type: none"> • Customers • Accounts Receivable • Commitment Control (Budget) • General Ledger • Labor Distribution 	9:00 am to 12:30 pm	0001	Wednesday	May 31
		0002	Wednesday	June 7
		0003	Wednesday	June 14
		0004	Wednesday	June 21
		0005	Wednesday	June 28

Agency Change Champion Deployment Session June 8th, 2006 Testing Tasks 6/5 – 7/17

6/5	6/12	6/19	6/26	7/3	7/10	
Agency staff participate in User Acceptance Testing (Select Agencies) (Task #54)		<div style="border: 1px solid black; background-color: #90EE90; width: 100px; height: 40px; margin: 0 auto;"></div>				
	<div style="border: 1px solid black; background-color: #90EE90; padding: 5px; margin: 0 auto; width: 80%;"> Schedule Agency staff to validate 8.8 production environment (Select Agencies) (Task #51) </div>					
	Agency staff participate in end user validation of 8.8 production environment (Select Agencies) (Task #75)					<div style="border: 1px solid black; background-color: #90EE90; width: 40px; height: 40px; margin: 0 auto;"></div>

Exceptions to the Interunit Rules Update

- Excluded from tying to an open item:
 - Transactions within a Business Unit
 - Zero dollar vouchers
 - Conference Account (627003)
 - **Payroll Accounts 515XXX (retirement), 516XXX (health Insurance), 215XXX (accrued payroll withholdings and employer's share)**
 - **Sales Tax Account (in progress)**
- Payments made to technical colleges for student related services should use a non-interunit vendor

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00:00

Break

Please return in 15 minutes



Open Item Accounting in PeopleSoft 8.8 for Travel and Per Diem

Current Process - Step 1

- William Steiner* submits a travel advance for \$275.00.
- A voucher is created in Accounts Payable for Mr. Steiner for \$275.00 and coded to account 125004.

Current Process - Step 2

- The travel statement is received from Mr. Steiner for \$200.00 along with a check for the difference of \$75.00. His expenses were less than the advance amount received and, therefore, he must return the difference of \$75.00.
- To clear the advance, record the expense, and record the additional receivable for the employee, create a regular voucher with a zero gross amount.

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Enter Voucher Information - Use - Adjustment

File Edit View Go Favorites Use Process Inquire Report Help

Adjustment Information | Line Information and Charges | Schedule Payment | Record Payment | Approvals and Matching | Accounting

Unit: 42000 Voucher ID: NEXT Balance: 0.00

3rd Party Payment Distribute by: Amt

Amount	Item ID	Description	Quantity	UOM	Unit Price
0.00		TRAVEL FOR JULY			

Amount	Quantity	Account	Fund	Drg	Program Code
200.00		640001	A1	4203100	01
Sub-Cls: 302 BY: 2000 Project: 20208					

SpeedChart Asset Stat Proj GL Unit: 42000 Rate: OpenItem:

Amount	Quantity	Account	Fund	Drg	Program Code
75.00		196099	A1	4203100	01
Sub-Cls: 302 BY: 2000 Project: 20208					

Asset Stat Proj GL Unit: 42000 Rate: OpenItem:



Scroll Down

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Enter Voucher Information - Use - Adjustment

File Edit View Go Favorites Use Process Inquire Report Help

Adjustment Information Line Information and Charges Schedule Payment Record Payment Approvals and Matching Accounting

Unit: 42000 Voucher ID: NEXT Balance: 0.00

3rd Party Payment Distribute by: Amt

Amount	Item ID	Description	Quantity	UOM	Unit Price
1 0.00		TRAVEL FOR JULY			

Amount	Quantity	Account	Fund	Drg	Program Code
2 75.00		196099	A1	4203100	01

Sub-Cls: 302 BY: 2000 Project: 20208

SpeedChart Asset Stat Proj GL Unit: 42000 Rate: OpenItem:

Amount	Quantity	Account	Fund	Drg	Program Code
3 -275.00		125004	A1	4203100	01

Sub-Cls: 302 BY: 2000 Project: 20208

Asset Stat Proj GL Unit: 42000 Rate: OpenItem:

Current Process - Step 3

- Accounts Payable sends the \$75.00 check along with documentation to Accounts Receivable.
- A direct journal is created against the clearing account 196099 for the \$75.00.

Disadvantages of Current Process

- Employee identified by SS# in Accounts Payable
- Vendor and customer information not on transactions
- No consistency in reporting on transactions across modules
- More field population
- No link across modules to a specified employee ID or vendor number
- No tie to AP and AR transaction in General Ledger

New Process

What is 'Open Item Accounting'?

- The PeopleSoft delivered process that replaces our custom process in 7.02
- Uses the 'Open Item' field to track the employee ID or vendor number
- Certain Accounts are set up as Open Item Accounts and require a value in the Open Item field

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Open Item Accounts

Account	Account Description
640XXX	Travel - Employees
651XXX	Per-Diem Fees
125003	Travel Advance – Continuous
125004	Travel Advance – One Time

New Process - Step 1

- Carla Faulk* submits a travel advance for \$100.00.
- A voucher is created in Accounts Payable for Ms. Faulk for \$100.00 and coded to account 125004.
- Because account 125004 is set up to require the open item information, Carla's employee ID is recorded in the open item field.

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FSCM 8.8 System Test

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[Summary](#)

Invoice Information

[Payments](#)

[Voucher Attributes](#)

[Error Summary](#)

Business Unit: 48400

Invoice Number: Travel Advance *

Voucher ID: 00404395

Invoice Date: 04/14/2006 

Voucher Style: Regular

Vendor: 

Misc. Amount:  [Non Merch](#)

Name: 

Freight Amount: 

Location: 

Address: 

FAULK, CARLA J

Total:

200 PIEDMONT AVE SE

Balance:

SUITE 1604 WEST TOWER

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FSCM 8.8 System Test

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'Pay Terms:  Accounting Date:  Action:

'Currency: 

Control Group: 

Copy from a Source Document

PO Unit: Purchase Order:

Invoice Lines

Line	'Distribute by	Item	Description	Quantity	UOM	Unit Price
1	<input type="text" value="Amount"/>	<input type="text"/>	<input type="text" value="Travel Advance"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ship To		Category ID	SpeedChart			
<input type="text" value="PO_00200"/>		<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/> Use One Asset ID		

▼ Distribution Lines

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

[GL ChartFields 1](#) | [GL ChartFields 2](#) | [Exchange Rate](#) | [Statistics](#) | [Assets](#) | 

Amount	Quantity	'GL Unit	Account	'Fund	'Department	'Fund Src	Program
<input type="text" value="100.00"/>	<input type="text"/>	<input type="text" value="48400"/>	<input type="text" value="125004"/>	<input type="text" value="1"/>	<input type="text" value="4840002100"/>	<input type="text" value="01001"/>	<input type="text"/>



Agency Change Champion Deployment Session June 8th, 2006

FSCM 8.8 System Test

Home | Worklist | Add to Favorites | Sign out

SAO STATE ACCOUNTING OFFICE

tion: Run

Copy Option: None

Extended Amount 100.00

First 1 of 1 Last

Program	Class	Product	Special Purp	Budget Reference	Affiliate	Fund Affiliate	OpenItem
	302	Projects					00355

- Open Item field required because Account 125004 used
- In AP will default to employee ID because vendor is an employee
- If vendor was not an employee it would default to vendor ID

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New Process – Step 2

- The travel statement is received from Ms. Faulk for \$80.00 along with a check for the difference of \$20.00. Her expenses were less than the advance amount received and, therefore, she must return the difference.
- To record the expense create an adjustment voucher with a zero gross amount.
- Because accounts 125004 and the 640XXX series are set up to require the open item information, Carla's employee ID is recorded in the open item field on each line.

Agency Change Champion Deployment Session June 8th, 2006



[Summary](#)

Invoice Information

[Payments](#)

[Voucher Attributes](#)

[Error Summary](#)

Business Unit: 48400

Voucher ID: 00404396

Voucher Style: Adjustment

Vendor: 0000345157

Name: FAULKCARLA-001

Location: 000001

Address: 1

FAULK, CARLA J
200 PIEDMONT AVE SE
SUITE 1604 WEST TOWER

Invoice Number: Travel Adv Reimb/April

Invoice Date: 04/14/2006

Misc. Amount:

Freight Amount:

[Non Merchandise Summary](#)

Total: 0.00

Balance: 0.00

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Copy from a Source Document

Voucher ID:

[Copy From Worksheet](#)

Invoice Lines

Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended
1	Amount	<input type="text"/>	Travel Adv Reimb/April	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ship To		Category ID	SpeedChart				
<input type="text" value="PO 00200"/>		<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/> Use One Asset ID			

Related Voucher
00404395

Distribution Lines								Customize	Find	View 1
Amount	Quantity	*GL Unit	*Account	*Fund	*Department	*Fund Src	Program			
1	-80.00	48400	125004	A	4840002100	01001		<input type="text"/>	<input type="text"/>	<input type="text"/>
2	80.00	48400	640001	1	4840002100	01001		<input type="text"/>	<input type="text"/>	<input type="text"/>

 **Scroll Over**

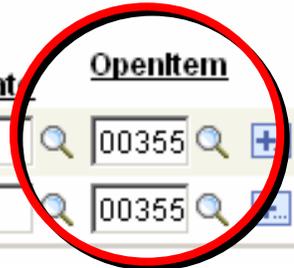
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Find | View All First 1 of 1 Last

Extended Amount

Find | View 1 | First 1-2 of 2 Last

Program	Class	Product	Special Purp	Budget Reference	Affiliate	Fund Affiliat	OpenItem
<input type="text"/>	302	Projects	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	00355
<input type="text"/>	302	Projects	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	00355



New Process - Step 3

- Accounts Payable sends the \$20.00 check along with documentation to Accounts Receivable.
- A direct journal is created against the receivable account 125004 for the \$20.00.
- Because account 125004 is set up to require the open item information, Carla's employee ID is recorded in the open item field.

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SAO STATE ACCOUNTING OFFICE FSCM 8.8 System Test

[Home](#) | [Worklist](#)

[New Window](#)

Accounting Entries | **Deposit Control**

Unit: 48400 Deposit ID: 41 Payment: 01-123 Seq: 1

Amount: 20.00 USD ⚡ 🇺🇸

Complete Budget Status: Entry Event:

Distribution Lines

ChartFields | More ChartFields | Currency Details | Budget | Journal Reference Information

'GL Unit	Speed Type	'Account	'Fund Code	'Dept	'Funding Source	Program	Class	Project	Product	Special Purpose
1 1	48400	Speed Type	125004	A1	484000210	01001		08R		

0 Lines **Total Debits:** 0.00 **Currency:** USD **Total Credits:** 20.00 **Currency:** USD Net -20.00

 **Scroll Over**

Agency Change Champion Deployment Session June 8th, 2006 Open Item Account Setup

FSCM 8.8 System Test

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<u>Product</u>	<u>Special Purpose</u>	<u>Bud Ref</u>	<u>Affiliate</u>	<u>Fund Affiliate</u>	<u>Line Amount</u>	<u>Currency</u>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-20.00	USD

Agency Change Champion Deployment Session June 8th, 2006 Open Item Account Setup – Line Descr

FSCM 8.8 System Test [Home](#) | [Worklist](#)

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Accounting Entries | **Deposit Control**

Unit: 48400 Deposit ID: 41 Payment: 01-123

Amount: 20.00 USD

Complete Budget Status: Entry Event:

Distribution Lines

[ChartFields](#) | [More ChartFields](#) | [Ctrl](#)

Line	Line Descr
1	Faulk, Carla

0 Lines Total Debits: 0.00 Currency: USD Total Credits: 20.00 Currency: USD Net -20.00

[Save](#) | [Return to Search](#) | [Notify](#) | [Refresh](#)

- Free-form field
- Enter Last, First for employee or vendor name for vendor
- Does not affect Open Item field
- Useful for queries



Agency Change Champion Deployment Session June 8th, 2006 Open Item Key

FSCM 8.8 System Test

SAO STATE ACCOUNTING OFFICE

Accounting Entries

Unit: 48400

Amount: 20.00 USD

Complete Budget Status: Entry Event:

Distribution Lines Customize | Find First 1 of 1 Last

Ref	Open Item Key
1 MISCPYMT	00355972

0 Lines Total Debits: 0.00 Currency: USD Total Credits: 20.00 Currency: USD Net -20.00

Save Return to Search Notify Refresh

- In AR this does NOT default from customer
- Use search key to search by BU#, employee or vendor name, employee or vendor ID
- Verify name matches what was typed in line description

Agency Change Champion Deployment Session June 8th, 2006

Recap View in General Ledger

Review Open Item Status

'Unit: 46200 | 'Ledger: ACTUALS | 'Inquire: Both | Journal ID: | Journal Date From To: 01/01/1990 - 05/31/2006 | Closed Date From To: 01/01/1990 - 06/05/2006 | Reconcile: |

Account: | Fund: | Dept: | Fund Src: | Program: | Class: | Project: | Product: | Special Purp: | Bud Ref: | Affiliate: | Fund Affil: |

Search

Open Item Balances										
Open Item Key	Name	Account	Fund	Dept	Fund Src	Program	Class	Project	Product	Spe Purp
00355972	Faulk,Carla J.	125004	A1	4620730800	01000		797	07319		
00355972	Faulk,Carla J.	640002	A1	4620730800	01000		797	07319		

Selected: 0.00 | Total: 80.00
Base Currency: USD | Base Currency: USD



Agency Change Champion Deployment Session June 8th, 2006

Recap View in General Ledger

Open Item Key Descr

00355972

Agency	Book Code	Scenario	Status	Date Closed	Reconcile Nbr	Transaction Amount	Currency	Base Amount	Base
			Closed	04/10/2006	1	0.00	USD	0.00	USD
			Open			80.00	USD	80.00	USD

Agency Change Champion Deployment Session June 8th, 2006

3rd Party Travel Expense Example

Summary	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit:	41500	Invoice Number:	Travel Expenses	
Voucher ID:	00072430	Invoice Date:	06/05/2006	
Voucher Style:	Regular			
Vendor:	<input type="text" value="0000009759"/>	Misc. Amount:	<input type="text"/>	Non Merchandise Sumr
Name:	<input type="text" value="DELTAIRLI-001"/>	Freight Amount:	<input type="text"/>	
Location:	<input type="text" value="000001"/>			
*Address:	<input type="text" value="22"/>			
DELTA AIRLINES INC		Total:	<input type="text" value="200.00"/>	
1007 VIRGINIA AVENUE		Balance:	<input type="text" value="0.00"/>	
SUITE 100				
ATLANTA, GA 30354				Comments
Advanced Vendor Search				
*Pay Terms:	<input type="text" value="Due Immed"/>	Accounting Date:	<input type="text" value="11/01/2005"/>	
		*Currency:	<input type="text" value="USD"/>	

Agency Change Champion Deployment Session June 8th, 2006

Control Group:

Currency:

Copy from a Source Document

PO Unit: Purchase Order: Worksheet Copy Option:

Invoice Lines

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount	<input type="text"/>	Travel Expenses	<input type="text"/>	<input type="text"/>	<input type="text"/>	200.0

Ship To: Category ID: SpeedChart: Use One Asset ID

- Distribution Lines Customize | Find | View 1 | First

GL ChartFields 1 | GL ChartFields 2 | Exchange Rate | Statistics | Assets

Amount	Quantity	GL Unit	Account	Fund	Department	Fund Src	Program	Class
1	100.00	500	640005	A1	1150200058	01000		889
2	100.00	4500	640005	A1	4150200058	01000		889



Agency Change Champion Deployment Session June 8th, 2006

Find | View All First ◀ 1 of 1 ▶ Last

Total
00.00

1 of 2 Last

Product	Special Purp	Budget Reference	Affiliate	Fund Affiliates	OpenItem
Projects					00340
Projects					00245

Agency Change Champion Deployment Session June 8th, 2006

Look Up OpenItem

Employee ID:

Business Unit:

Name:

[Basic Lookup](#)

Search Results

First: 1 of 1 Last:

Employee ID	Business Unit	Name
00340099	415000	Doe, John A
00340158	420000	Smith, Smitty J
00340899	462000	Jones, Jane P

Benefits of New Process

- Employee identified by employee ID versus SS# in Accounts Payable
- Vendor and customer information on transactions
- Consistency in reporting on transactions across modules
- Open Item Accounts require less field population
- Link across modules to a specified employee ID or vendor number
- Recap view in General Ledger



Upcoming Sessions and Resources

Change Champion Go-Live Lab

July 12th

- Reporting
- Reconciliations
- Trouble Shooting
- Tools to Help

- Three 2-hour sessions held at SAO – details to follow

Agency Change Champion Deployment Session June 8th, 2006 After Go Live

Stabilization Check-In Sessions

Dates	Attendees	Agenda	Logistics
Week 1: 7/19, 7/20, 7/21 Week 2: 7/24, 7/25, 7/26, 7/27, 7/28 Week 3: 7/31, 8/2, 8/4 Week 4: 8/7, 8/9, 8/11 Week 5: 8/14, 8/16 Week 6: 8/21, 8/23 Week 7: 8/30 Week 8: 9/6	Agency Change Champions and other interested parties	<ul style="list-style-type: none"> • System Availability • Batch Results • Migrations • Urgent SIRs Review • FAQ's • Feedback 	11am – 12pm Meeting in SAO Training Room Bridge Line: 1-866-899-5399 Room #: *7293148*

Information Sources

- E-Mail
 - upgradefeedback@sao.ga.gov
- Web Site
 - www.sao.georgia.gov
- Evaluations
 - <http://services.georgia.gov:80/esp/survey.do?surveyId=2569>
 - “SAO Open Item Accounting”

Agency Change Champion Deployment Session June 8th, 2006

