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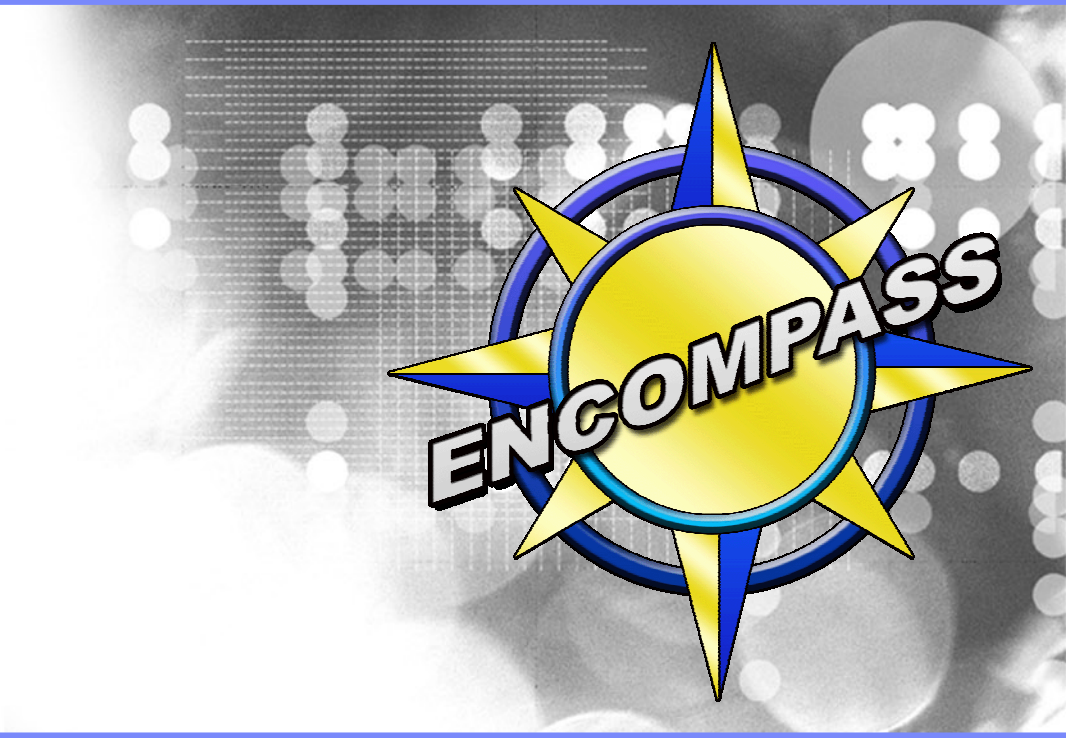
Global Business Services

ENCOMPASS
Enterprise Pilot



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Agenda

- Introduction
- Chart of Accounts
- General Workflow Rules
- Commitment Control
- General Ledger
- ePro/Purchasing
- Accounts Payable
- Accounts Receivable
- Asset Management
- Project Costing

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Introduction

- The purpose of this presentation is to review the high-level business processes that the State will adopt upon the Enterprise Common Processing and Analytics Systems (ENCOMPASS) go-live
- We will continue to define these processes in more detail up until training that will take place in November and December
- This presentation is written under the assumption that attendees are current PeopleSoft users

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Chart of Accounts

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Chart of Accounts

- ENCOMPASS will establish a statewide accounting structure, i.e. Chart of Accounts (COA)
- Chartfield values will be established either centrally or by individual agencies:
  - Centrally Defined
    - Agencies submit new chartfield value requests to their Budget Analyst (similar to the current process)
    - Requests will be reviewed and approved by the Statewide Financial Policy Group, which will include representatives from:
      - The Auditor of State (AOS)
      - State Budget Agency (SBA)
      - State Board of Accounts (SBOA)
      - Government Management Information Systems (GMIS)
    - New chartfield values will be established in ENCOMPASS by GMIS
  - Agency Defined
    - Agencies will have the ability to establish project values in ENCOMPASS
    - The Statewide Financial Policy Group will monitor project naming conventions
- Review the COA Handbook, which is located on the ENCOMPASS website for more details on the new COA

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Chart of Accounts

- The table below lists chartfield values that will be established either centrally or by individual agencies

Centrally Defined	Agency Defined with Central Coordination
▪ Fund (old fund/center) ▪ Account (object) ▪ Program ▪ Department* ▪ Locality ▪ Product ▪ Incident ▪ Budget Reference ▪ Source Category (distributional)	▪ Project ▪ Activity ▪ Source Type ▪ Source Category (functional) ▪ Source Sub Category ▪ Analysis Type

* Assigned by State Personnel Department

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General Workflow Rules

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General Workflow Rules

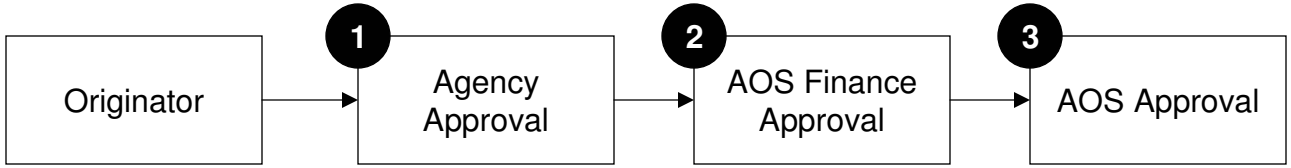
- Workflows in PeopleSoft represent specific events (such as approving a voucher) that triggers a routing or electronic notification
- ENCOMPASS will have two general workflow rules that will be used across the PeopleSoft modules
- There will be some payments such as payroll, and automatic ID Bills (overhead such as phone bills) that will bypass workflow requirements

Two-Step Approval Process

Two-Step Approval Examples

- Journal processing
- Payment approvals
- Interunit/Intraunit transfers

Three-Step Approval Process



Three-Step Approval Examples

- Approve journal entry for transactions involved with account beginning with:
  - 3XXXXX Fund Balances
  - 7XXXXX Operating Transfers
  - 40XXXX Prior Year Revenue Adjustments
  - 50XXXX Prior Year Expense Adjustments

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Commitment Control

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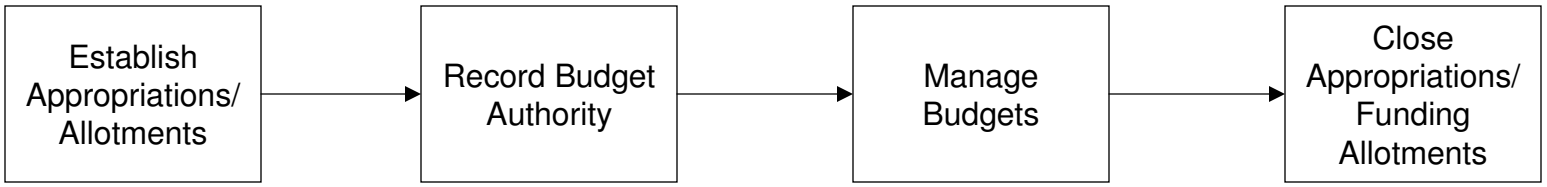
Commitment Control



- The Auditor of State (AOS) operates the state accounting system (GEAC), which is the official financial record for the State
- On January 2, 2008, AoS will retire GEAC financials and begin using ENCOMPASS to maintain the official financial record for the State
- The Commitment Control module will be used to establish budget appropriation parameters such as:
  - Budget definition levels
  - Budget ledgers
  - Control versus tracking choices
  - Budget account levels

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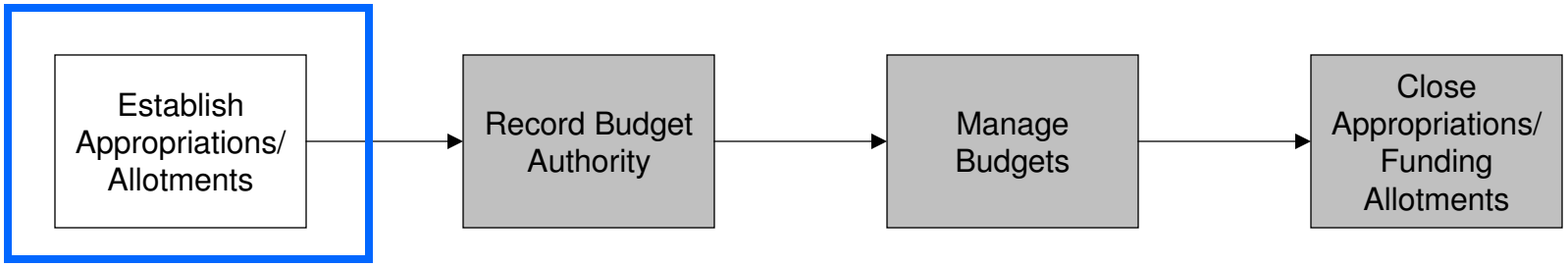
Commitment Control



- The State Budget Agency (SBA) and GMIS will establish budgets in ENCOMPASS including:
  - Appropriation Ledger
  - Allotment Ledger
  - Allotment Control Ledger
  - Commitment Control trees and budget definitions
- Budget definition setup will be similar under ENCOMPASS with two major variations:
  - The Fund chartfield will be the budgeted chartfield; currently it is the Program chartfield (Center)
  - SBA will establish grant appropriations in ENCOMPASS
- The Statewide Financial Policy Group will be responsible for establishing new funds in ENCOMPASS

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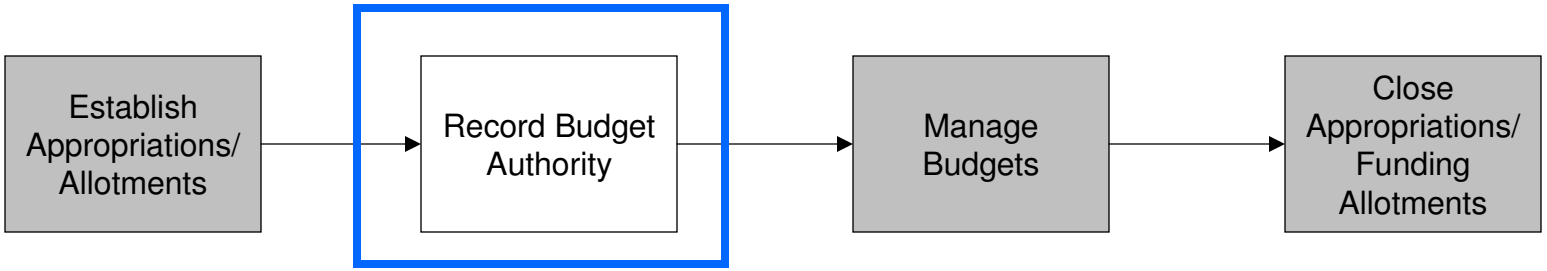
Commitment Control



- The beginning-of-the-year State budget process will not change under ENCOMPASS
  - SBA will load initial budget appropriations into ENCOMPASS at the beginning of the year
  - SBA will establish allotments each quarter
- Establishing initial budgets for controlling projects (from the grants award document) is new under ENCOMPASS where agencies will enter project budgets into ENCOMPASS
- ENCOMPASS will have controls in place at the Fund level to prohibit a lower level allotment of funds to exceed a higher level appropriation

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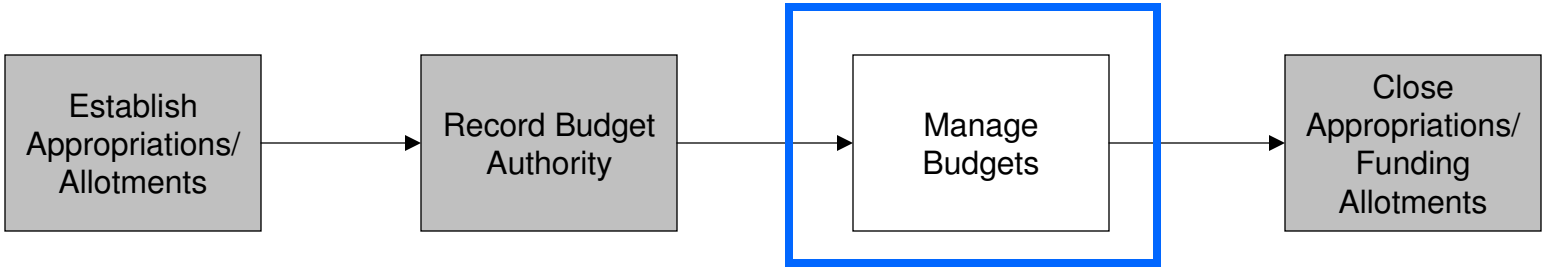
Commitment Control



Managing budgets will change under ENCOMPASS

- Currently, agencies request budget changes for allotments through their Budget Analyst and the Budget Analyst makes updates in Budget Allotment system; for allotments, the update to the budget comes from a nightly load
- Under ENCOMPASS, agencies will create a budget journal in PeopleSoft for budget changes and will send a notification to the Budget Analyst to approve and post
- Agency users will have appropriate ledger security access to make the budget journal entries for allotment change requests
- Agencies will be allowed to enter their project and organizational related budgets without going through this notification process (as allowed via their Ledger security)

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Commitment Control

Budget Entry and Approval Process

1. The agency creates budget adjustment in PeopleSoft but not be allowed to post
2. The agency sends a notification to Budget Analyst via email using the notify button; attached to the email is a link to the budget journal
3. If Budget Analyst allowed to post then will post the transactions in PeopleSoft
4. If Budget Analyst is not able to post (e.g., administrative action or State Board of Finance) then the next approval authority will be notified
5. Once the budget adjustment is approved, the approver will post the transaction

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Commitment Control

Budget Entry and Approval Process

New Window | Help | Customize Page

Budget Header | Budget Lines | Budget Errors

Unit: 00405 Journal ID: 0000535940 Date: 06/28/2007 Budget Header Status: None

*Process: Post Journal Process

Lines — Customize | Find | View All | First

Chartfields and Amounts | Base Currency Details

Delete	Line	Ledger	Budget Period	Speed Type	Fund	Object	Center	Bud Ref	Set Options	Entry Event	Currency	Amount
☐	1	ALLOT_BD	2007Q4	Speed Type	1000	E53000	10020	2007	Set Options		USD	1,000.000
☐	2	ALLOT_BD	2007Q4	Speed Type	1000	E54000	10020	2007	Set Options		USD	-1,000.000

Lines to add 1 Journal Line Copy Down From Line: To: Generate Budget Period Lines

Totals

Total Lines:	Total Debits:	Total Credits:
2	1,000.000	1,000.000

Save | Return to Search | Notify | Refresh

Budget Header | Budget Lines | Budget Errors

This transaction is moving money from .4 to .3

User then presses the Notify button

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Budget Entry and Approval Process

User sends notification to Budget Analyst via notify button

Send Notification

Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator.
Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.

Notification Details Lookup Recipient Delivery Options

To: Harry Potter
CC:
BCC:
Priority:
Subject: Budget Approval
Template Text: Workflow Notification
Priority: %NotificationPriority
Date Sent: 2007-06-28
Message: Please approve this budget for the move from .4 to .3
Thanks

Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification.
Click Apply to send this notification and remain on this page.

OK Cancel Apply

User will fill in email address, subject, and can write a message

Other information is automatically created in the document

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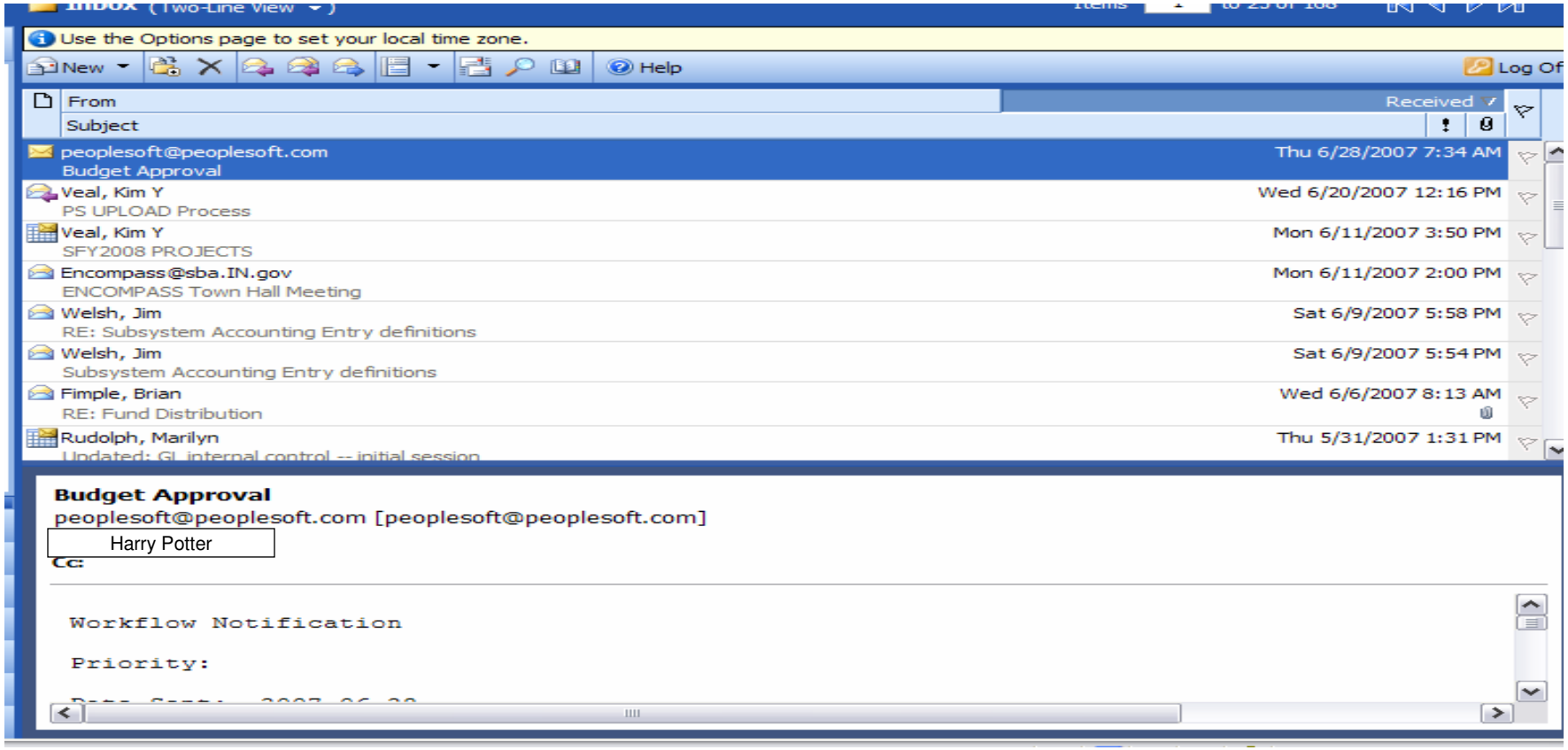
Commitment Control

Budget Entry and Approval Process

Budget Analyst receives email regarding budget approval



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Commitment Control

Budget Entry and Approval Process

The email will contain a link regarding the budget journal

From: peoplesoft@peoplesoft.com [peoplesoft@peoplesoft.com] Sent: Thu 6/28/2007 7:41 AM
To: Harry Potter
Cc:
Subject: Budget Approval
Attachments:

Workflow Notification

Priority:

Date Sent: 2007-06-28

Sent To: jbowzer@iot.IN.gov

cc:

Please click on the link below to access this transaction:
http://gmiswebp05pw.shared.state.in.us/psp/fsaosdev_1/EMPLOYEE/ERP/c/MANAGE_COMMITMENT_CONTROL.KK_BUDGET_ENTRY.Page=KK_BD_ENTRY&BUSINESS_UNIT=00405&JOURNAL_DATE=2007-06-28&JOURNAL_ID=0000535940&UNPOST_SEQ=0&Action=U

Message Text:

Please Approve this budget for the move from .4 to .3

Budget Analyst clicks on the link provided (needs to be logged into PeopleSoft)

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Commitment Control

Budget Entry and Approval Process

Clicking on the link takes the user directly to the budget journal

New Window | Help | Customize Page

Budget Header | Budget Lines | Budget Errors

Unit: 00405 Journal ID: 0000535940 Date: 06/28/2007 Budget Header Status: None

*Process: Post Journal Process

Lines — Customize | Find | View All

Chartfields and Amounts | Base Currency Details

Delete	Line	Ledger	Budget Period	Speed Type	Fund	Object	Center	Bud Ref	Set Options	Entry Event	Currency	Amount
☐	1	ALLOT_BD	2007Q4	Speed Type	1000	E53000	10020	2007	Set Options		USD	1,000.000
☐	2	ALLOT_BD	2007Q4	Speed Type	1000	E54000	10020	2007	Set Options		USD	-1,000.000

Lines to add 1 Journal Line Copy Down From Line: To: Generate Budget Period Lines

Totals

Total Lines:	Total Debits:	Total Credits:
2	1,000.000	1,000.000

Save | Return to Search | Notify | Refresh

Budget Header | Budget Lines | Budget Errors

The Budget Analyst or the appropriate approve will post the transaction

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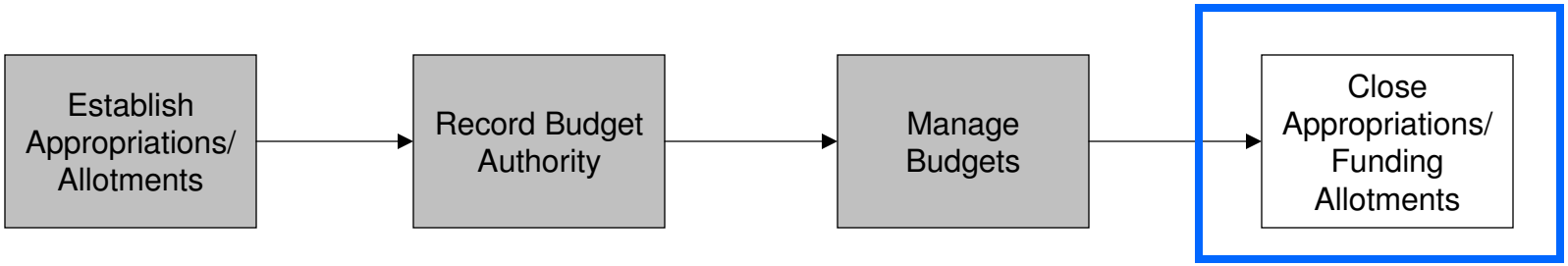
Commitment Control



Closing processes will remain the same under ENCOMPASS

- SBA is responsible for generating closing entries to liquidate any commitments and to move balances from available funds to the next year for non-reverting funds, or to the originating fund for reverting funds
- SBA currently closes appropriations and fund allotments and sends these transactions over to AoS for entry into GEAC; this process will not change in ENCOMPASS except that AoS will enter the transactions into ENCOMPASS instead of GEAC
- SBA will also be responsible for carrying forward any obligations for multi-year undelivered orders for single-year appropriations and allotments
- Note: unliquidated purchase orders will not be carried to the next fiscal year

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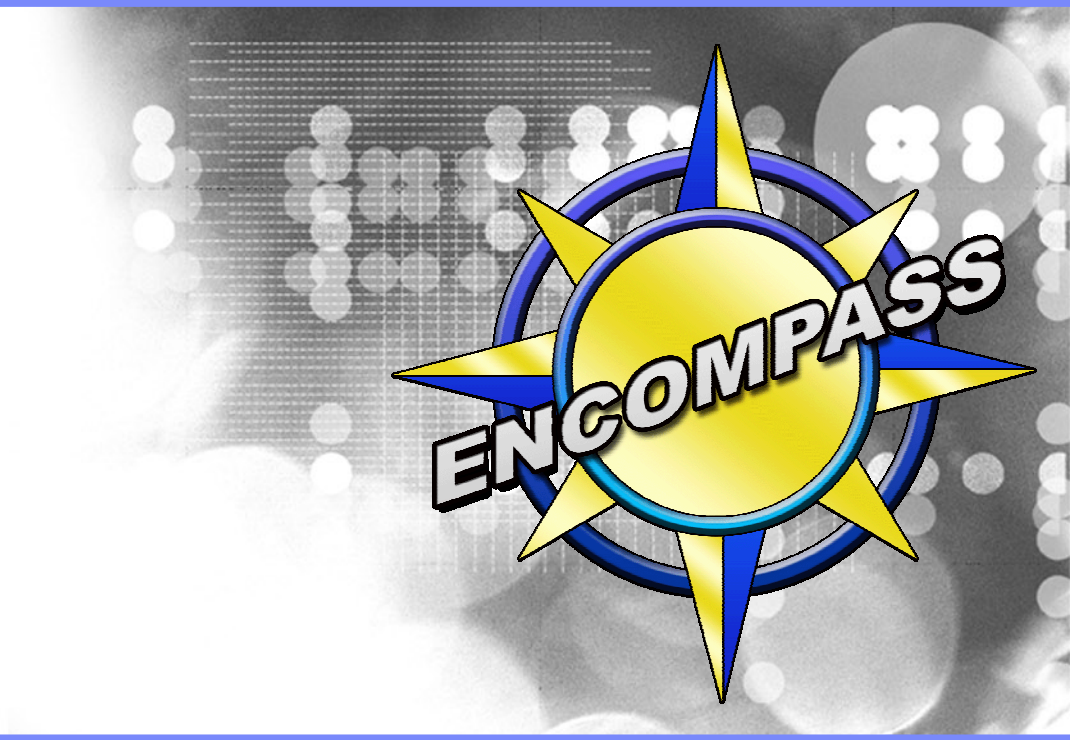
General Ledger



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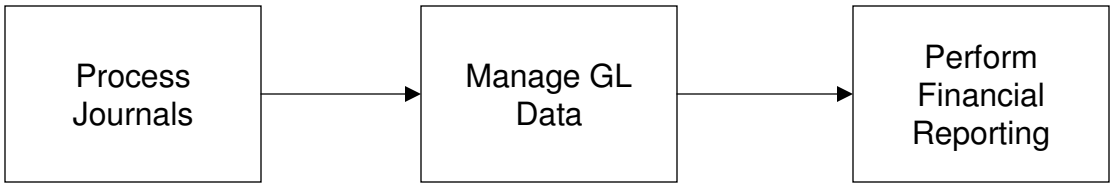

- ENCOMPASS will use the General Ledger (GL) Module to post accounting entries from other modules such as Accounts Payable and Accounts Receivable to the appropriate ledgers
  - What we call Journal Vouchers today will become Journal Entries (JE) under ENCOMPASS
- Accounting data posted in the GL will be used to produce both detail and summary accounting financial reports
- In ENCOMPASS, the preferred method will be to correct documents at the source; if a document originates in Accounts Payable, it should be corrected there, which will then post to the GL

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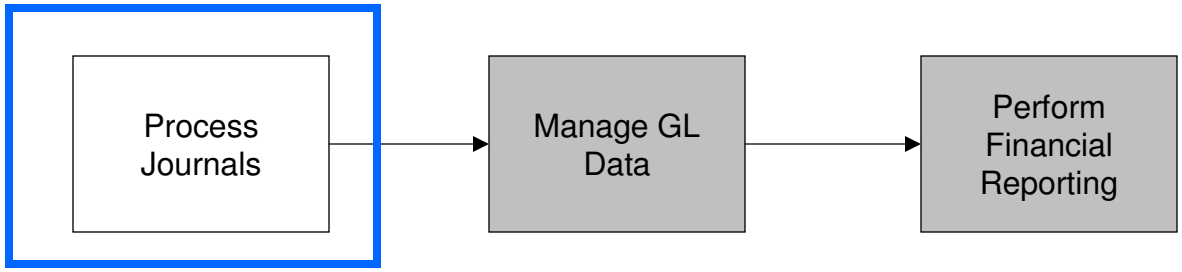
General Ledger



Processing Journals is a four step process:

- Step 1: Enter Journal Information
- Step 2: Edit and Budget Check
- Step 3: Approve the Journal Transaction
- Step 4: Post Journal

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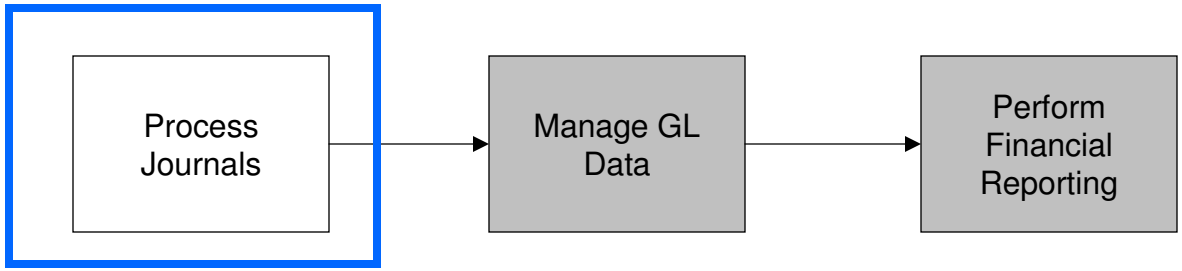

<u>Step 1:</u> There are three ways to enter journals under ENCOMPASS:

- <u>Manual Journals:</u> created via the online journal entry pages to allocate costs to:
  - Other business units (interunit); need balancing entries
  - Between funds (intraunit); need balancing entries
  - Other chartfields (department, product, locality, etc.); need balancing entries
- <u>Sub System Journal Generation:</u> created in Accounts Payable, Travel and Expense, Project Costing, Billing, and Accounts Receivable modules; uploaded into GL via the journal generator process
- <u>Interface from 3rd party Entities:</u> these entries will be interfaced into the GL by either a defined upload process or by a modified journal generator process

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Inter/Unit Processing

What changes –

Interunit

Begin with journal that has Interunit processing but not edited

New Window | Customize Page | http

Header | Lines | Totals | Errors | Approval

Unit: 00410 Journal ID: 0000000122 Date: 07/23/2007 *Process: Edit Journal Process

Template List Search Criteria Change Values Inter/IntraUnit Errors Only Line: 10

Lines

Select	Line	*Unit	*Ledger	SpeedType	Amount	Account	Fund	Affiliate	Fund Affil
☐	1	00410	ACTUALS		100,200.00	530100	14800		
☐	2	00405	ACTUALS		-100,200.00	530100	13120		

Lines to add: 1

Totals Customize | Find | View All | First 1-2 of 2 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status
00410	1	100,200.00	0.00	V
00405	1	0.00	100,200.00	N

Save | Return to Search | Previous in List | Next in List | Notify | Refresh

Header | Lines | Totals | Errors | Approval

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Inter/Unit Processing

What changes –

Interunit

Edit the journal

Header | Lines | Totals | Errors | Approval

Unit: 00410 Journal ID: 0000000122 Date: 07/23/2007 *Process: Edit Journal Process

Template List Search Criteria Change Values Inter/IntraUnit Errors Only Line: 10

Lines

Select	Line	*Unit	*Ledger	SpeedType	Amount	Account	Fund	Affiliate	Fund Affil
☐	1	00410	ACTUALS		100,200.00	530100	14800		
☐	2	00405	ACTUALS		-100,200.00	530100	13120		
☐	3	00405	ACTUALS		100,200.00	110003	13120	00410	14800
☐	4	00410	ACTUALS		-100,200.00	110003	14800	00405	13120

Lines to add: 1

Totals Customize | Find | View All | First 1-2 of 2 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status
00405	2	100,200.00	100,200.00	V
00410	2	100,200.00	100,200.00	V

Save Return to Search Previous in List Next in List Notify Refresh

Header | Lines | Totals | Errors | Approval

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Inter/Unit Processing

What changes –

Intraunit

Begin with journal that doesn't have Intraunit processing

New Window | Customize Page | http

Header | Lines | Totals | Errors | Approval

Unit: 00410 Journal ID: NEXT Date: 07/23/2007 *Process: Edit Journal Process

Template List Change Values Inter/IntraUnit

Lines

Select	Line	*Unit	*Ledger	SpeedType	Amount	Account	Fund	Affiliate	Fund Affil
☐	1	00410	ACTUALS		100,000.00	530100	14800		
☐	2	00410	ACTUALS		-100,000.00	530100	14800		

Lines to add: 1

Totals Customize | Find | View All | First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status
00410	2	100,000.00	100,000.00	N

Save Notify Refresh

Header | Lines | Totals | Errors | Approval

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Inter/Unit Processing

What changes –

Intraunit

Change the fund and edit the journal

Header | Lines | Totals | Errors | Approval

Unit: 00410 Journal ID: 0000000121 Date: 07/23/2007 *Process: Edit Journal Process

Template List Search Criteria Change Values Inter/IntraUnit Errors Only Line: 10

Lines

Select	Line	*Unit	*Ledger	SpeedType	Amount	Account	Fund	Affiliate	Fund Affil
☐	1	00410	ACTUALS		100,000.00	530100	14800		
☐	2	00410	ACTUALS		-100,000.00	530100	13120		
☐	3	00410	ACTUALS		-100,000.00	110003	14800	00410	13120
☐	4	00410	ACTUALS		100,000.00	110003	13120	00410	14800

Lines to add: 1

Totals Customize | Find | View All | First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status
00410	4	200,000.00	200,000.00	V

Save Notify Refresh

Header | Lines | Totals | Errors | Approval

No problem because the Intraunit was between only 2 funds

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Intraunit Transfer Example

A PeopleSoft bank account in Fund B services another Fund.

Fund A

Expense	
10	
Bal = 10	

AP	
10	10

Inter Unit	
10	10
Bal = 0	

Cash	
	10
Bal = - 10	

Fund B (Bank Account)

Inter Unit	
10	10
Bal = 0	

Cash	
10	10
Bal = 0	

Voucher Posting

Payment Posting

Cash Sweep

Posting a voucher creates an expense and liability in the originating Funds.

Posting a payment, decreases the cash balance in the source bank's GL Fund. An Inter Unit Cash account keeps the entities in balance.

Periodically, cash can be redistributed through a Cash Sweep journal entry. In this case, Fund B's cash balance is replenished from Fund A.

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Anchor BU 00048 Voucher 21 (one distribution line to 00048 – paid from Bank with 00050 as GL Unit)

*Business Unit: 00048 Voucher ID: 00000025 Invoice Number: 712B

*Accounting Line View Option: Standard Show Foreign Currency Search Reset

Invoice Date: 07/12/2007 Vendor ID: 0000000012 Vendor Name: 3M COMPANY

Accounting Information

Posting Process: AP Accrual GL Dist Status: None

Description	Monetary Amount	Currency Code	Ledger	GL Unit	Tax Authority	Account	Alternate Account	Operating Unit	Fund Coc
Accounts Payable	-10.00	USD	ACTUALS	00048		201000			10010
Expense Distribution	10.00	USD	ACTUALS	00048		570300			10010

Posting Process: Payments GL Dist Status: None

Description	Monetary Amount	Currency Code	Ledger	GL Unit	Tax Authority	Account	Alternate Account	Operating Unit	Fund Coc
Accounts Payable	10.00	USD	ACTUALS	00048		201000			10010
Interunit Cash	-10.00	USD	ACTUALS	00048		110003			10010
Cash Distribution Clearing	-10.00	USD	ACTUALS	00050		110002			10090
Interunit Cash	10.00	USD	ACTUALS	00050		110003			10090

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Intraunit Transfer Example

A PeopleSoft bank account in Fund B services all other Funds.

Fund A

Expense		AP		Inter Unit		Cash	
6		6	6	6	6		6
Bal = 6				Bal = 0		Bal = - 6	

Fund B (Bank Account)

Inter Unit		Cash	
6	6	6	6
4	4	4	4
Bal = 0		Bal = 0	

Fund C

Expense		AP		Inter Unit		Cash	
4		4	4	4	4		4
Bal = 4				Bal = 0		Bal = - 4	

Voucher Posting

Payment Posting

Cash Sweep

Posting a voucher creates an expense and liability in the originating Funds.

Posting a payment, decreases the cash balance in the source bank's GL Fund. An Inter Unit Cash account keeps the entities in balance.

Periodically, cash can be redistributed through a Cash Sweep journal entry. In this case, Fund B's cash balance is replenished from Fund A and C.

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Intraunit Transfer Example

A multi-unit voucher entered in a Fund without a bank account.

BU 00405 Fund A

Expense		AP		Inter Unit		Cash	
7		7	7	3	3	3	
		3	3		7		
					3		
				10			10
Bal = 7				Bal = 0		Bal = - 7	

BU 00050 Fund B

Expense		AP		Inter Unit		Cash	
3				3	3		3
Bal = 3				Bal = 0		Bal = - 3	

BU 00050 Fund C (Bank Account)

Inter Unit		Cash	
7			7
3			3
	10	10	
Bal = 0		Bal = 0	

Voucher Posting

Cash Sweep 1

Payment Posting

Cash Sweep 2

Posting a voucher creates an expense and liability in the originating Funds.

Redistribution of cash on day 1 (prior to payment)

Posting a payment, decreases the cash balance in the source bank's GL Fund. An Inter Unit Cash account keeps the entities in balance.

Redistribution of cash on day 2 (after payment)

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A multi-unit voucher entered in a Fund without a bank account.

Posting Process: AP Accrual **GL Dist Status:** None

Description	Monetary Amount	Currency Code	Ledger	GL Unit	Tax Authority	Account	Alternate Account	Operating Unit	Fund Co
Accounts Payable	-5.00	USD	ACTUALS	00048		201000			10010
Expense Distribution	5.00	USD	ACTUALS	00048		570300			10010
Accounts Payable	-5.00	USD	ACTUALS	00048		201000			10470
Interunit Cash	5.00	USD	ACTUALS	00048		110003			10470
Expense Distribution	5.00	USD	ACTUALS	00050		112202			10470
Interunit Cash	-5.00	USD	ACTUALS	00050		110003			10470

Posting Process: Payments **GL Dist Status:** None

Description	Monetary Amount	Currency Code	Ledger	GL Unit	Tax Authority	Account	Alternate Account	Operating Unit	Fund Co
Accounts Payable	5.00	USD	ACTUALS	00048		201000			10010
Interunit Cash	-5.00	USD	ACTUALS	00048		110003			10010
Accounts Payable	5.00	USD	ACTUALS	00048		201000			10470
Interunit Cash	-5.00	USD	ACTUALS	00048		110003			10470
Cash Distribution Clearing	-5.00	USD	ACTUALS	00050		110002			10010
Interunit Cash	5.00	USD	ACTUALS	00050		110003			10010
Cash Distribution Clearing	-5.00	USD	ACTUALS	00050		110002			10470
Interunit Cash	5.00	USD	ACTUALS	00050		110003			10470

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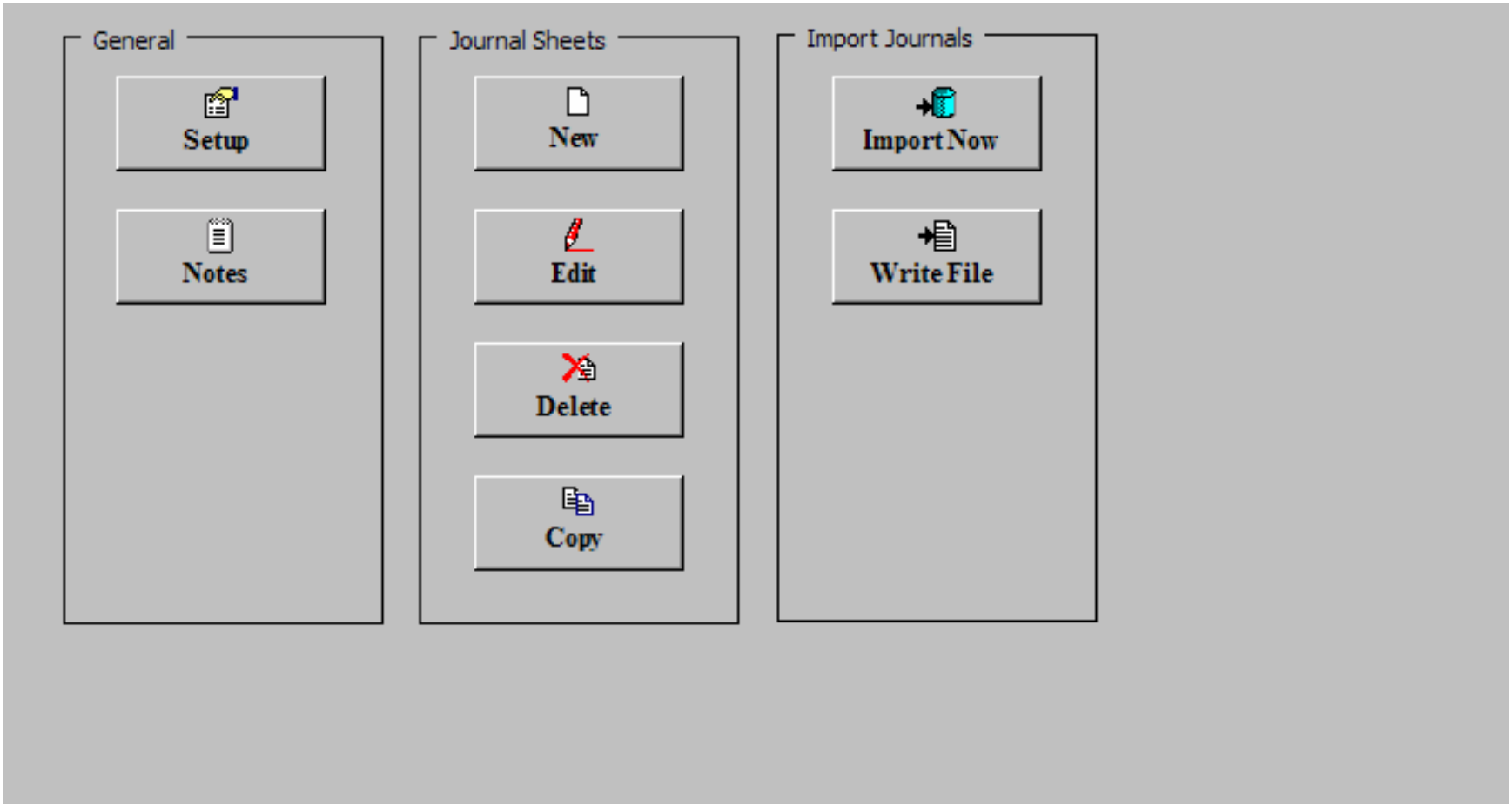
Excel Upload

- Uploads from Excel files will be entered into ENCOMPASS via the manual journal process



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General Ledger

Excel Upload

Spreadsheet Journal Import

Header	Unit	Journal	Date	Description
	498	ACT01	7/1/2006	Actuals Upload

Select fields to copy from a previous line by marking the checkboxes under each field.

Line	Line #	Unit	Ledger	Fund	Program	Account	Amount	Description	Product	Proj Unit	Project	Activity	Res Type
ACT01	1	00498	ACTUALS	1000	10353	510100	185038.00						
ACT01	2	00498	ACTUALS	1000	10353	519900	61822.00						
ACT01	3	00498	ACTUALS	1000	10353	520100	1500.00						
ACT01	4	00498	ACTUALS	1000	10353	522100	1500.00						
ACT01	5	00498	ACTUALS	1000	10353	530900	2260.00						
ACT01	6	00498	ACTUALS	1000	10353	533100	151000.00						
ACT01	7	00498	ACTUALS	1000	10353	537000	656330.00						
ACT01	8	00498	ACTUALS	1000	10353	539000	400000.00						
ACT01	9	00498	ACTUALS	1000	10353	540100	0.00						
ACT01	10	00498	ACTUALS	1000	10353	550100	0.00						
ACT01	11	00498	ACTUALS	1000	10353	572900	34550.00						
ACT01	12	00498	ACTUALS	1000	10353	581600	3000.00						
ACT01	13	00498	ACTUALS	1000	10353	592400	3000.00						
ACT01	14	00498	ACTUALS	1000	10495	510100	0.00						
ACT01	15	00498	ACTUALS	1000	10495	519900	0.00						
ACT01	16	00498	ACTUALS	1000	10495	520100	0.00						
ACT01	17	00498	ACTUALS	1000	10495	520400	0.00						
ACT01	18	00498	ACTUALS	1000	10495	540600	0.00						
ACT01	19	00498	ACTUALS	1000	10495	572500	0.00						
ACT01	20	00498	ACTUALS	1000	10495	572900	1706673.00						
ACT01	21	00498	ACTUALS	1000	10495	581500	0.00						
ACT01	22	00498	ACTUALS	1000	10495	581600	0.00						

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General Ledger

Journal Generator

Run Control ID: JRNLGEN Report Manager Process Monitor Run

Journal Processing Options

☑ Edit ☑ Budget Check ☑ Post

Process Request Parameters Find | View 1 First 1-3 of 3 Last

Process Frequency
- ○ Once
- ◉ Always
- ○ Don't Run

Request Number: 1
*SetID: STIND
*Accounting Definition Name: APDEFN
Application Business Unit: 00050
Ledger Group: ACTUALS
Template:
*From Date Option: Specify Date From Date: 03/01/2007
*To Date Option: Specify Date To Date: 03/31/2007

Process Frequency
- ○ Once
- ◉ Always
- ○ Don't Run

Request Number: 2
*SetID: STIND
*Accounting Definition Name: ARDEFN
Application Business Unit: 00050
Ledger Group: ACTUALS
Template:
*From Date Option: Specify Date From Date: 03/01/2007
*To Date Option: Specify Date To Date: 03/31/2007

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General Ledger

Import Flat File from 3rd Party Interface

New Window | Customize Page |

Flat File Journal Import Request

Run Control ID: 3RD_IMPORT

Report Manager Process Monitor Run

Process Request Parameters

*Character Set: ISO_8859-1

*Validate ChartFields: All Common ChartFields

Default GL Document Type:

Journal ID Mask: EXT

Add Delete View Attached File:

Save Return to Search Notify Add Update/Display

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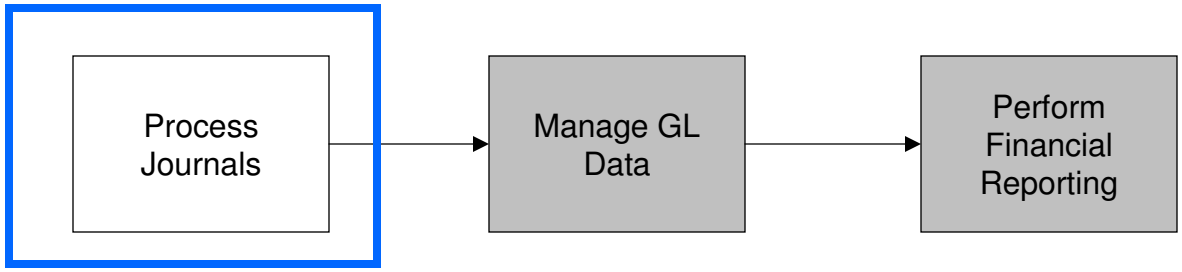
General Ledger



<u>Step 2:</u> Edit and Budget Check

- Agencies will validate journal information via the edit and budget check process
  - Balancing of the journal, i.e., debits equal credits
  - Proper chartfields have been entered on the transaction
- Journal entries that were created in a sub system will be budget checked there and will not go through the budget check process again in GL

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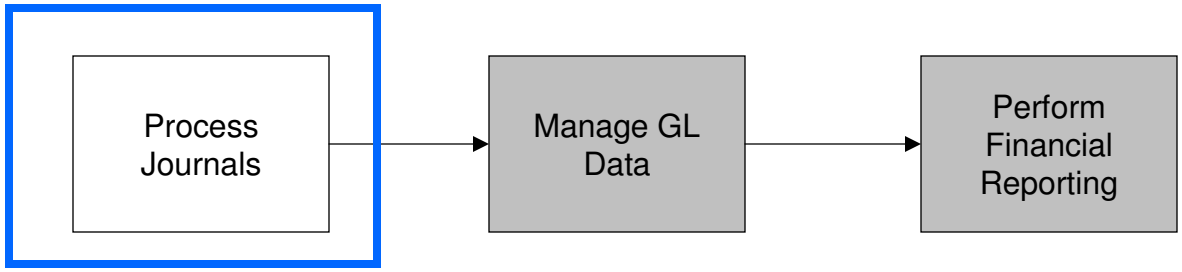

<u>Step 3:</u> Approve the Journal Transaction

- There will be GL journal entries that do not go to AOS for approval, examples include:
  - Journal entries that have gone through the approval process in the accounts payable module
  - Certain journal entries including payroll and automatic ID bills

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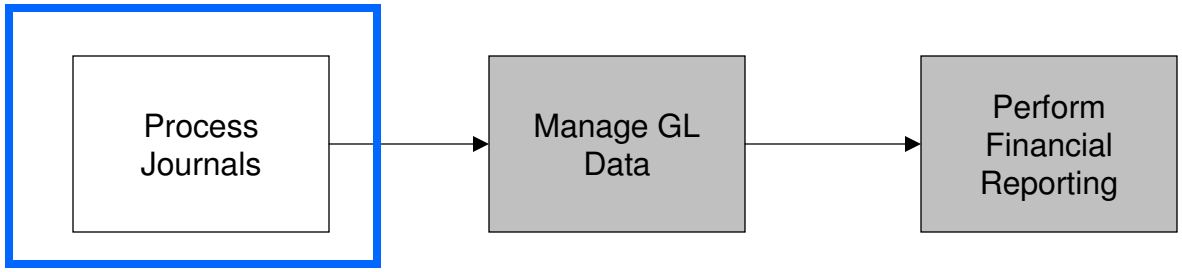

<u>Step 4:</u> Post Journal

- After the journal entry has been edited, budget checked and approved, it will be posted to the Ledger table
- The posting process is currently designed to be a scheduled run in an overnight process that will sweep the journal entries that are ready to be posted
- When the journal is posted, it can no longer be manipulated (unless unposted) and is deemed a completed transaction

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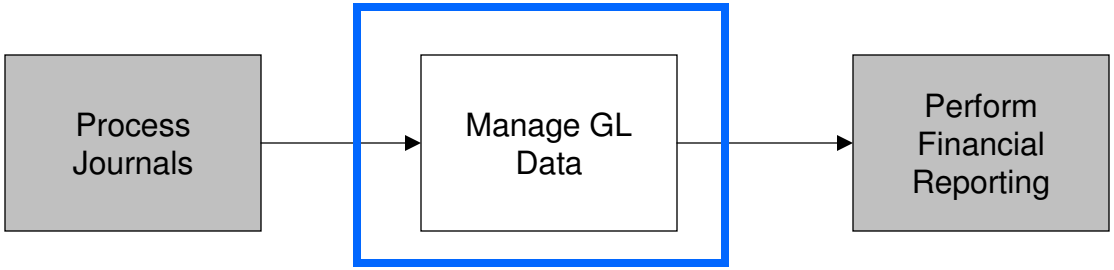
General Ledger



- GMIS is currently responsible for GL data maintenance:
  - Establishing additional COA values
  - Security maintenance
  - COA tree maintenance
  - Combination editing maintenance
  - Management of workflow changes
- The Statewide Financial Policy Group will direct guidance while GMIS will continue to perform the actual maintenance under ENCOMPASS

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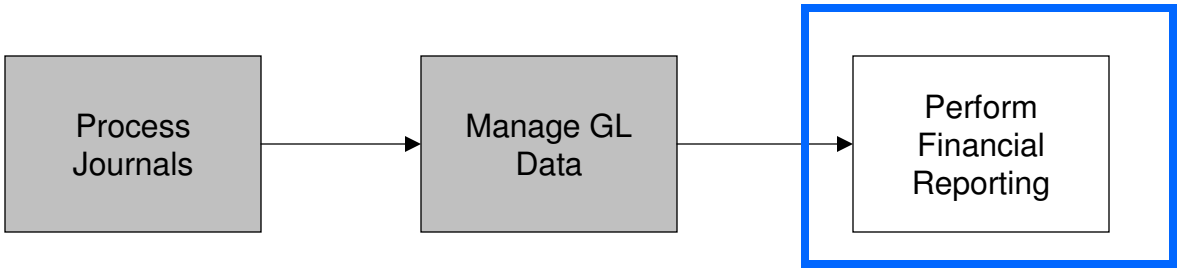
General Ledger



- Financial Reporting will be performed in ENCOMPASS
  - AoS currently generates reports in GEAC and loads them in Alchemy to be used by the agencies
  - Under ENCOMPASS, the process will not change except that AOS will run the reports in ENCOMPASS instead of GEAC
  - Agencies will still retrieve their reports from the Alchemy Report repository
- Under ENCOMPASS, AOS will be performing Month End Close, which means that once the accounting period is closed, agencies will not be able to enter a transaction in ENCOMPASS for that accounting period; the transaction will be recorded in ENCOMPASS in the current open accounting period

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ePro/Purchasing

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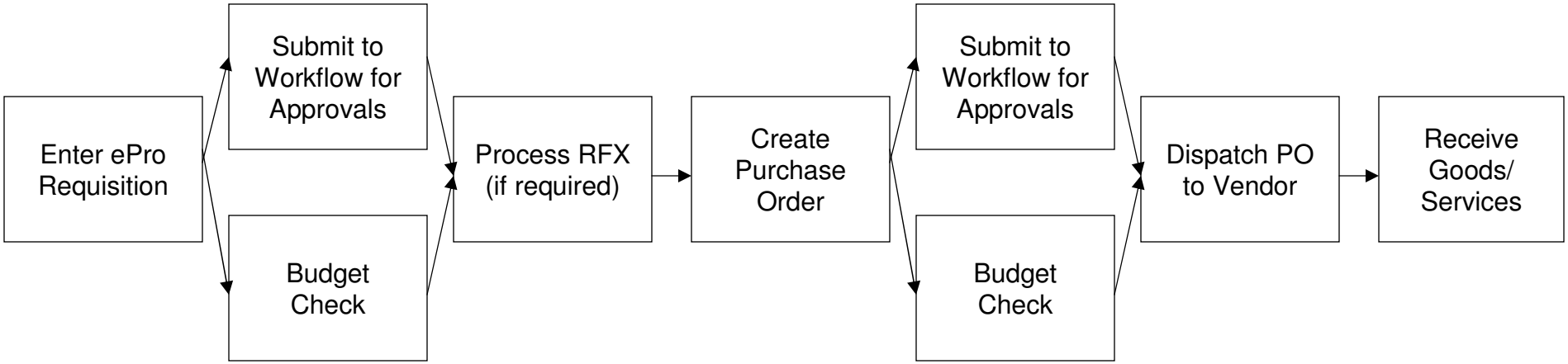

- The processes for creating and entering requisitions and purchase orders will remain the same under ENCOMPASS
- <u>Change:</u> sending a diskette to AOS to encumber purchase orders will not be necessary under ENCOMPASS
  - Creating a purchase order in PeopleSoft will encumber funds in the state's official accounting system

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ePro/Purchasing

- Requisition and purchase order workflow processes will change to incorporate results from the Internal Controls initiative into ENCOMPASS processes (separation of duties)
- Until that time, requisition and purchase order workflow processes will remain the same under ENCOMPASS; current processes are:
  - Requisition
    - Functional Approvals
    - Organizational Approvals
    - Commodity Approvals
    - Amount Approvals
  - Purchase Order
    - PO Amount Approvals
    - “Out of State” Approvals

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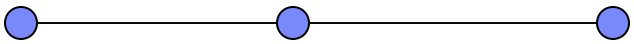
Receivers

- Receipt of goods and or services should be recorded in PeopleSoft and linked to the appropriate purchase order
- Receivers can be created manually, created from the requisition, and or created from the purchase order
- Receipt dates will be required for all voucher lines, increasing the importance of recording receipts at the PO line level



Goods Received

User Records Receipt

Receipt Copied to Voucher

Steps

- Items received
- User looks up PO line item
- User enters amount received/rejected

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Accounts Payable

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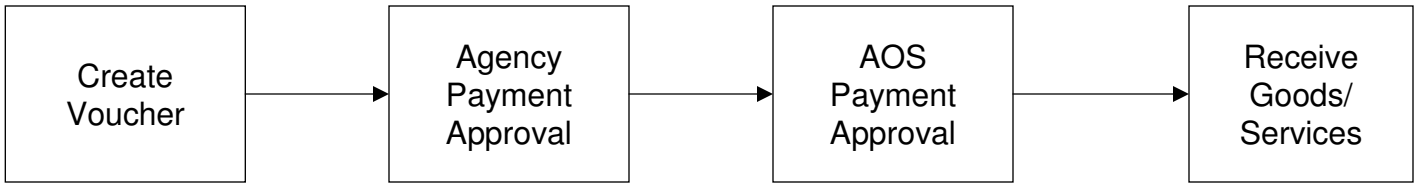
Accounts Payable



- Accounts Payable (AP) processes that will remain the same under ENCOMPASS include:
  - Create vouchers
  - Receive goods/services – ***mandatory for goods/services secured via PeopleSoft purchase order***
- Changes in AP will be in the following areas:
  - Payment approval processes
  - Vendor maintenance
  - Special Disbursing Officer (SDO)

  Note: document numbers will be system assigned

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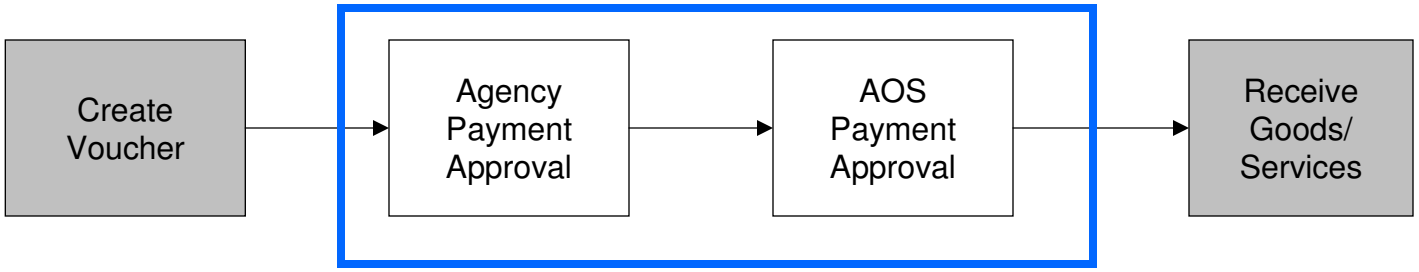
Accounts Payable



Payment Approval Processes

- Agencies will complete their internal payment review processes and will submit the payment voucher via workflow to AOS for approval
- Agencies will create and print a transmittal form that they will send to AOS along with hard copies of the invoices – ***no more payment diskette*** for payments
- When AOS receives the transmittal page with the invoices, they will compare the physical documentation to the electronic voucher
- Once AOS approves the voucher, it will be eligible for the next Pay Cycle

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Accounts Payable

Transmittal Form – Online Voucher

Barcode

DRAFT

Online Voucher Transmittal Page

Bar Code information includes:
Voucher ID
amount
time stamp most recent voucher update

Business Unit 00048

Voucher ID 00045678

Submitter Nathan Fletcher (name of last agency user in approval process)

Last Modified 4/23/2007 11:53 AM

Short Vendor Name	Invoice #	Invoice Date	Invoice Line #	Extended Amount	PO # (If applicable)	Receipt Date
1STQUALITY-001	456677	4/15/2007	01	120.00	75009786	4/10/2007
1STQUALITY-001	456677	4/15/2007	02	240.00	75008783	4/10/2007

360.00 Gross Amount

Voucher Approval Chain:
4/23/2007 Bill Smith
4/23/2007 Frank Strong

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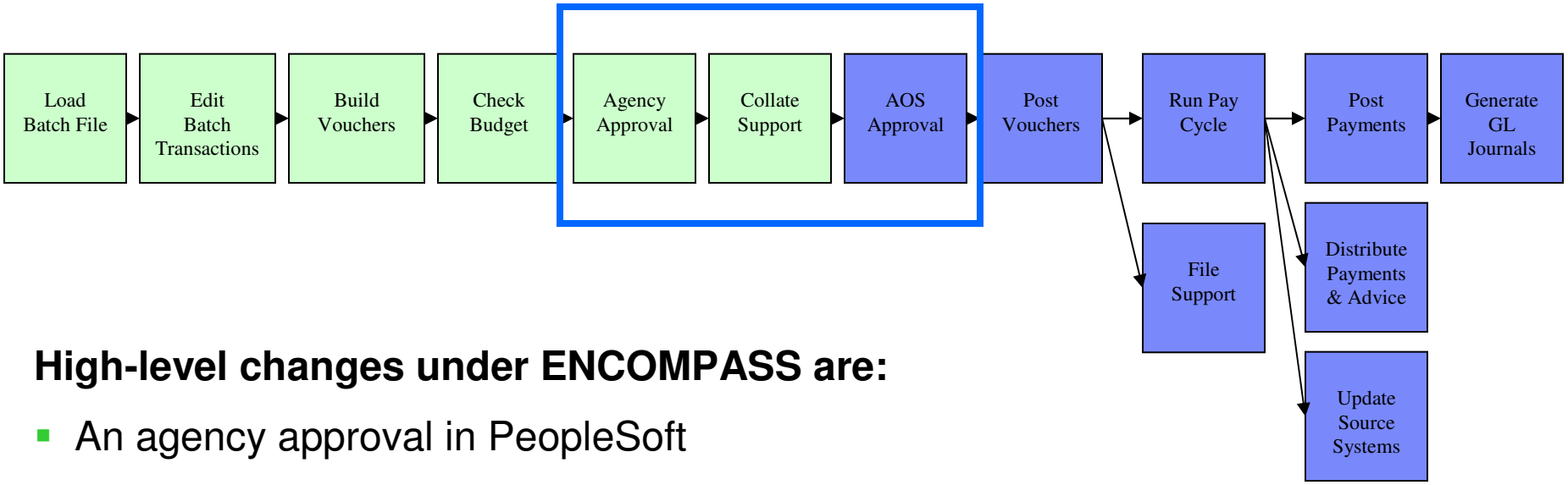
Accounts Payable

Batch Entry (Vendor Related) - Control Group Approval Path



High-level changes under ENCOMPASS are:

- An agency approval in PeopleSoft
- A collate support process that results in a signed transmittal form
- An AOS approval process

Color Legend

Agency	AOS

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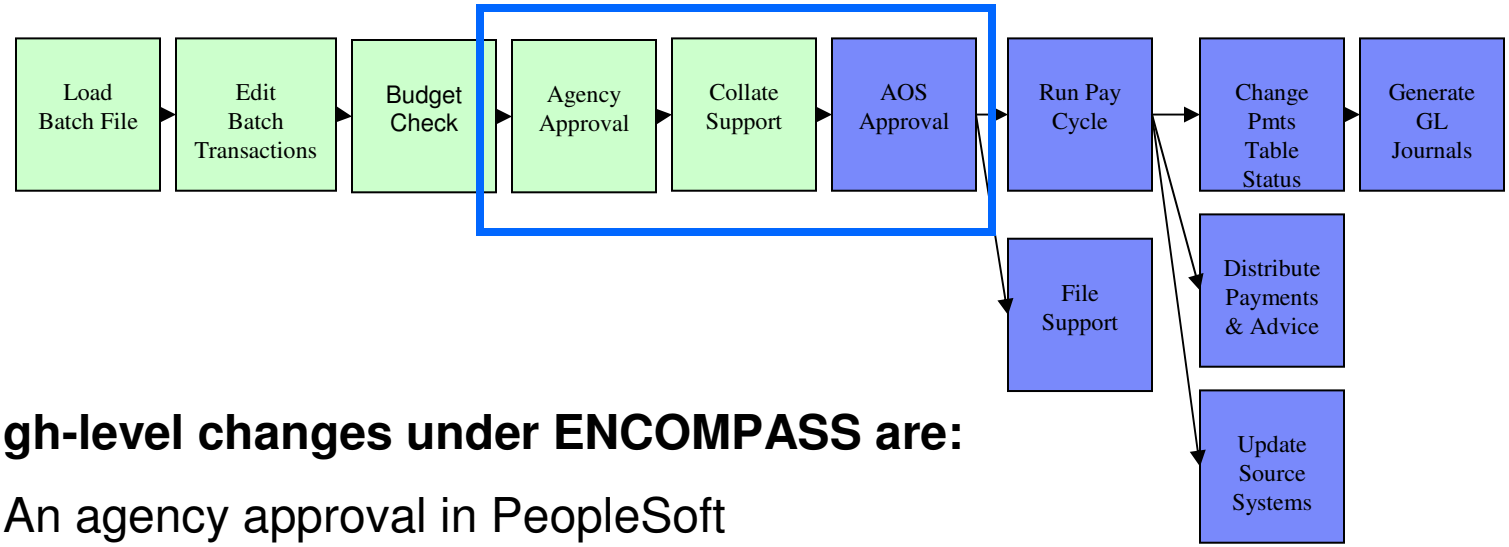
Accounts Payable

Batch Entry by Agency (Payments Table) – High Volume



High-level changes under ENCOMPASS are:

- An agency approval in PeopleSoft
- A collate support process that results in a signed transmittal form
- An AOS approval process

Note: similar to Control Group except there is no posting process for payment, which means that the transactions will not hit the General Ledger until payment is made

Color Legend

Agency	AOS

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Accounts Payable

Vendor Maintenance

- AoS will be responsible for maintaining PeopleSoft vendor information (VINQ will go away)
- Critical information is set up for each vendor (name, address, bank information (for direct deposit), TIN, 1099 settings, and information required by IDOA certification program)

GEAC

Vendor ID/Sub
- Name
- Remit Address
- Bank Account
- TIN
- 1099 Settings

ENCOMPASS

Vendor
- Name

Location (6 digits)
- Bank Account
- TIN
- 1099 Settings

Address (2 digits)
- Remit Address (used as remit)
- Alternate Payee Name

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Accounts Payable

SDOs

- All SDO transactions will be entered as vouchers within PeopleSoft; therefore, you must choose an existing vendor and valid chartfield
- SDOs are restricted to specific bank accounts and capped by a dollar amount per transaction

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Accounts Payable

SDO Review Page

Search Criteria:

Bank Account	2844881
Begin Payment Date	6/15/2007
End payment Date	7/30/2007
Amount	

Confirmation View

John Zamorah
456 Main Street
Portage, IN 54545

Transaction View

Payment #	Date	Amount	Status	Submit	AOS
3456	6/15/2007	30.56	removed		
3457	6/18/2007	499.99	paid		
3459	6/22/2007	43.00	approved		x
3460	7/10/2007	32.45	new	x	
3461	7/12/2007	65.79	new	x	

- In order to be reimbursed, the SDO will print the review page (the yellow will not be visible to the SDO); the review document will show a record of all the payments
- The SDO will check the payments (“x”) that they will want reimbursed, which will be submitted to AOS for reimbursement
- AOS will receive the review page after they receive the transmittal form and will check off those payments that are approved for reimbursement

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Global Business Services

Accounts Receivable

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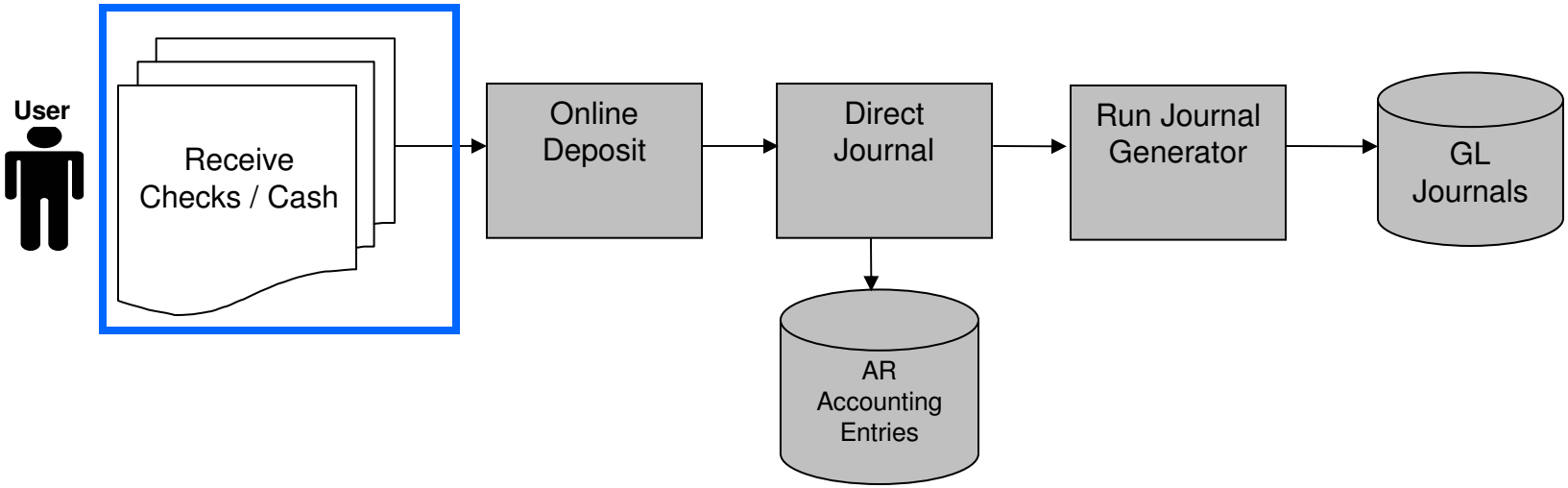
Accounts Receivable



- Agencies receive checks and cash from outside sources and submit their receipts to the Treasurer's Office in the State's "Report of Collections" process
- Receipts can include fees for licenses and permits, service charges, federal funds distributions, tax revenues, etc.

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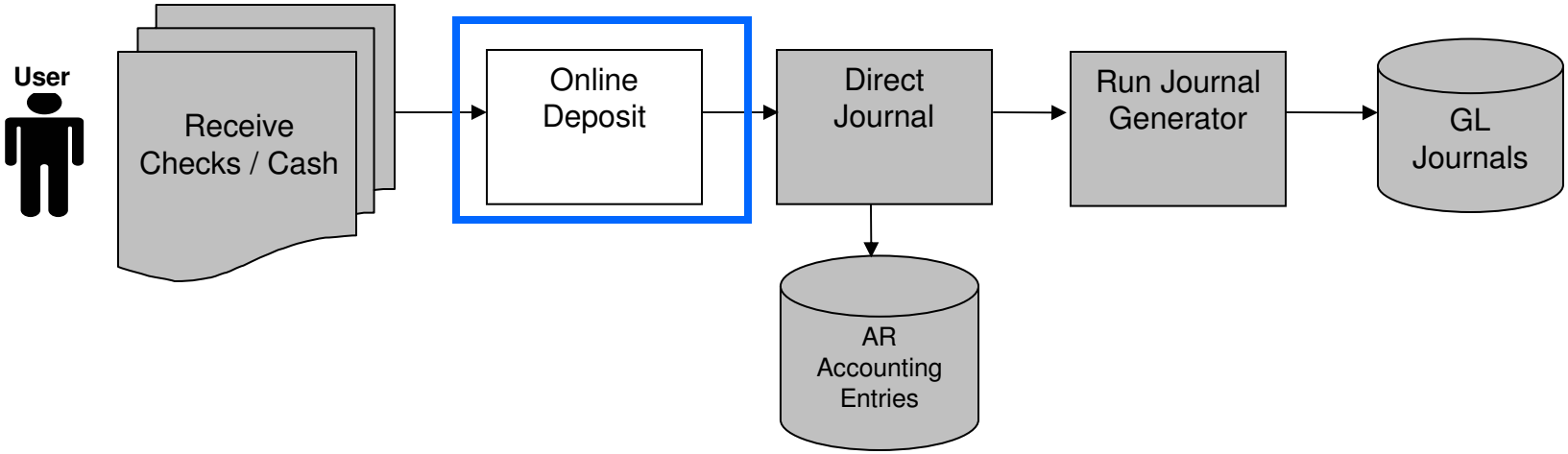
Accounts Receivable



- Agency receives checks/cash receipts and enters them into PeopleSoft as an Express Deposit or Regular Deposit

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Accounts Receivable

Online Deposit

- **Express Deposit**
  - When the agency receives federal funds against expected revenue, the accounts receivable (AR) user creates an express deposit in PeopleSoft to create deposit entries
- **Regular Deposit**
  - If the cash receipt is not associated with a PeopleSoft receivable, the agency enters the receipt into PeopleSoft as regular deposit

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Accounts Receivable

Online Deposit

- **Enter Totals and Payment Details**
  - The AR user enters the deposit totals with bank details and then payment details on the Payment page
- **Generate Deposit Slip (Report of Collections)**
  - When the deposit entry has been completed, the agency manager reviews and approves the transaction
  - A Report of Collections form is generated by the agency to be taken to the Treasurer of State (TOS)
- **Treasurer of State Approves Deposit**
  - TOS clerk reviews the physical Report of Collections and the deposit entry in PeopleSoft
  - If correct, the TOS clerk inputs the receipt number in PeopleSoft to note that the deposit has been accepted

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Accounts Receivable

Enter Payment Details

ENCOMPASS

Home | Worklist | Add to Favorites | Sign out

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- SCM Integrations

New Window | Customize Page

Totals | Payments

Unit: 00495 Deposit ID: 13987 Date: 07/20/2007 Balance: Balanced

Payment Information Find | View All First 1 of 1 Last

Seq: 1 *Payment ID: AOS001 *Accounting Date: 07/20/2007

Amount: 5,000.000 Currency: USD Rate Type: CRRNT Exchange Rate 1.00000000

☐ Payment Predictor ☐ Journal Directly ☐ Range of References

Payment Method: Electronic Fund Transfer Description Federal Grants

- Automatic Clearing House
- Cash
- Check
- Deposits
- Electronic Fund Transfer
- Giro - EFT
- Lock Box
- Wire Transfers

Customer Information Find First 1 of 1 Last

Customer ID: ess Unit:

SubCustomer 1: ustomer 2:

Name:

Remit From: From SetID:

Corporate: Corporate SetID:

MICR ID: Link MICR

Detail References

Reference Information Customize | Find | View All First 1 of 1 Last

	Qual Code	Reference	To Reference	Event
1				

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Accounts Receivable

Report of Collections

Report of Collections/Receipts
(Due Treasurer of State)
State Form 45418(R/1-108)
Approved by State Board of Accounts, 2008

FOR TREASURER USE ONLY

Business Unit: 00495
Deposit ID: 13986

Business Name: IN Dept of Environmental Mgmt
Bank ID: AOS
Bank Account #: AOS8

Sequence	Payment ID	Amount	Pay Method	Enter Date	Description
1	IDOA001	1,000.00	CHK	7/12/2007	Tax paid
2	IDOA002	1,000.00	EFT	7/12/2007	Penalties
3	IDOA003	1,000.00	CSH	7/12/2007	Registration Fees
4	IDOA004	1,000.00	DEP	7/12/2007	Deposits
5	IDOA005	1,000.00	ACH	7/12/2007	Tax returns
6	IDOA006	1,000.00	LB	7/12/2007	Deposits
7	IDOA007	1,000.00	WT	7/12/2007	Registration fees
8	IDOA008	1,000.00	ACH	7/12/2007	Tax returns
9	IDOA009	1,000.00	CSH	7/12/2007	Penalties paid
10	IDOA010	1,000.00	CHK	7/12/2007	Registration Fees
11	IDOA011	1,000.00	DEP	7/12/2007	Deposits
12	IDOA012	1,000.00	EFT	7/12/2007	deposits
13	IDOA013	1,000.00	LB	7/12/2007	Tax returns
14	IDOA014	1,000.00	WT	7/12/2007	Deposits
15	IDOA015	1,000.00	WT	7/12/2007	Registyration fees
	Total:	15,000.00			

Prepared By

I certify that this report is true and correct to the best of my knowledge and belief.

Signature of agency official or designee

Title:

Date:

Cash	$2,000.00
Checks	$2,000.00
Deposits	$2,000.00
Wire Transfers	$3,000.00
ACH	$2,000.00
EFT	$2,000.00
Look Box	$2,000.00
Grand Total:	$15,000.00

Pages
Attachments
Comments

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Accounts Receivable

Treasurer Approval

ENCOMPASS

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- Allocations
- SCM Integrations

New Window | Customize Page | http

Totals | Payments

Delete Deposit

Unit: 00495 Deposit ID: 13987

*Accounting Date:	07/20/2007	Control Currency:	USD
*Bank Code:	AOS AOS	Format Currency:	USD
*Bank Account:	AOS8 IDEM BI/AR	Rate Type:	CRRNT
*Deposit Type:	C CUSTOMER	Exchange Rate:	1.00000000

Control Totals

Control Total Amount:	5,000.000	*Count:	1
Entered Total Amount:	5,000.000	Count:	1
Difference Amount:	0.000	Count:	0
Posted Total Amount:	0.000	Count:	0
Journalled Total Amount:	0.000	Count:	0

Control Data

*Received:	07/20/2007
*Entered:	07/20/2007
Posted:	
Assigned:	SLANKIPAL
User:	SLANKIPAL

Treasurer of State

TOS Deposit ID:	
Approval:	Open

Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Add | Update/D

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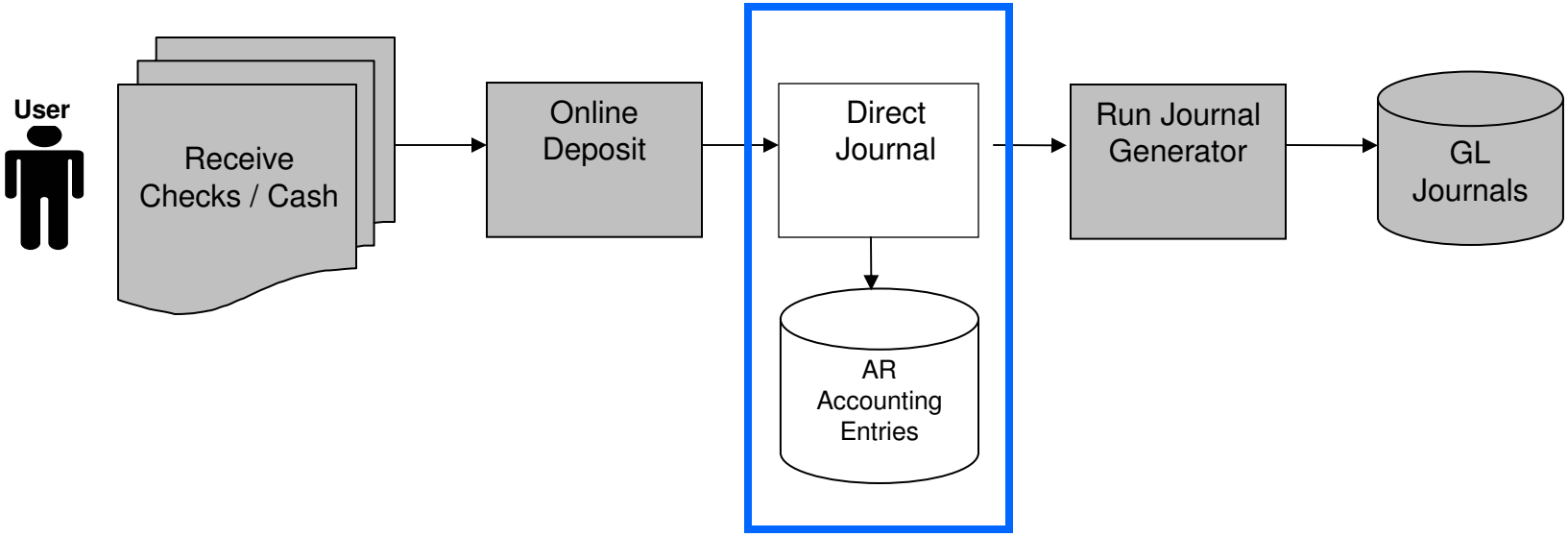
Accounts Receivable



- After TOS approval, the agency AR user creates accounting entries for the direct journal

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Accounts Receivable

Direct Journal

- **The AR user:**
  - selects the Create Accounting Entry option page
  - enters the credit side of the entry with the amount equal to the deposit amount
  - enters the corresponding chartfields
- **The agency supervisor:**
  - approves the accounting entries and checks the “Complete” check box on the accounting entries page
  - saves the transaction to create the journal entries

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Accounts Receivable

Direct Journal Entries

Accounting Entries | Payment Misc Wrk | Deposit Control

Unit: 00405 Deposit ID: 111 Payment: FSSA001 Seq: 1

Amount: 1,000.00 USD

Complete Entry Event:

Distribution Lines

ChartFields | Currency Details | Journal Reference Information

	GL Unit	Speed Type	Line Amount	Currency	Account	Alt Acct	Oper Unit	Fund Code	Dept	Program Code	Class	Bud Ref	Product	PC Business Unit	Project	Activity
1	1 00405	Speed Type	-1,000.00	USD	110001											
2	2 00405	Speed Type	1,000.00	USD	110002											

2 Lines Total Debits: 1,000.00 Currency: USD Total Credits: 1,000.00 Currency: USD Net 0.00

Save | Return to Search | Previous in List | Next in List | Notify | Refresh

Accounting Entries | Payment Misc Wrk | Deposit Control

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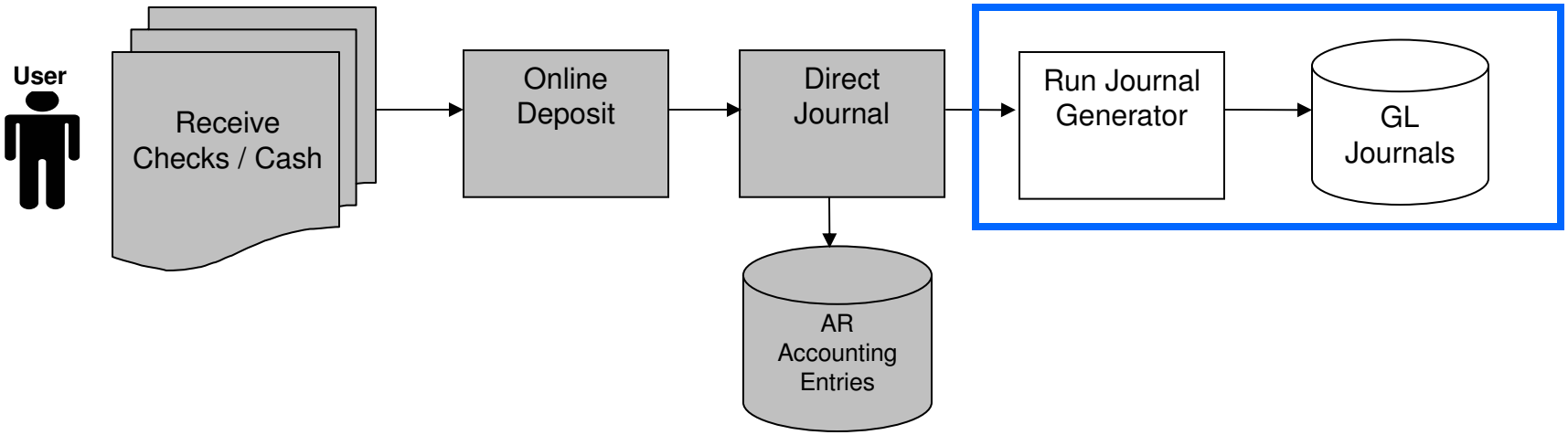
Accounts Receivable



- Running Journal Generator creates GL journals
- The transactions will be generated in the GL in summary with the detail in the AR module

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Asset Management

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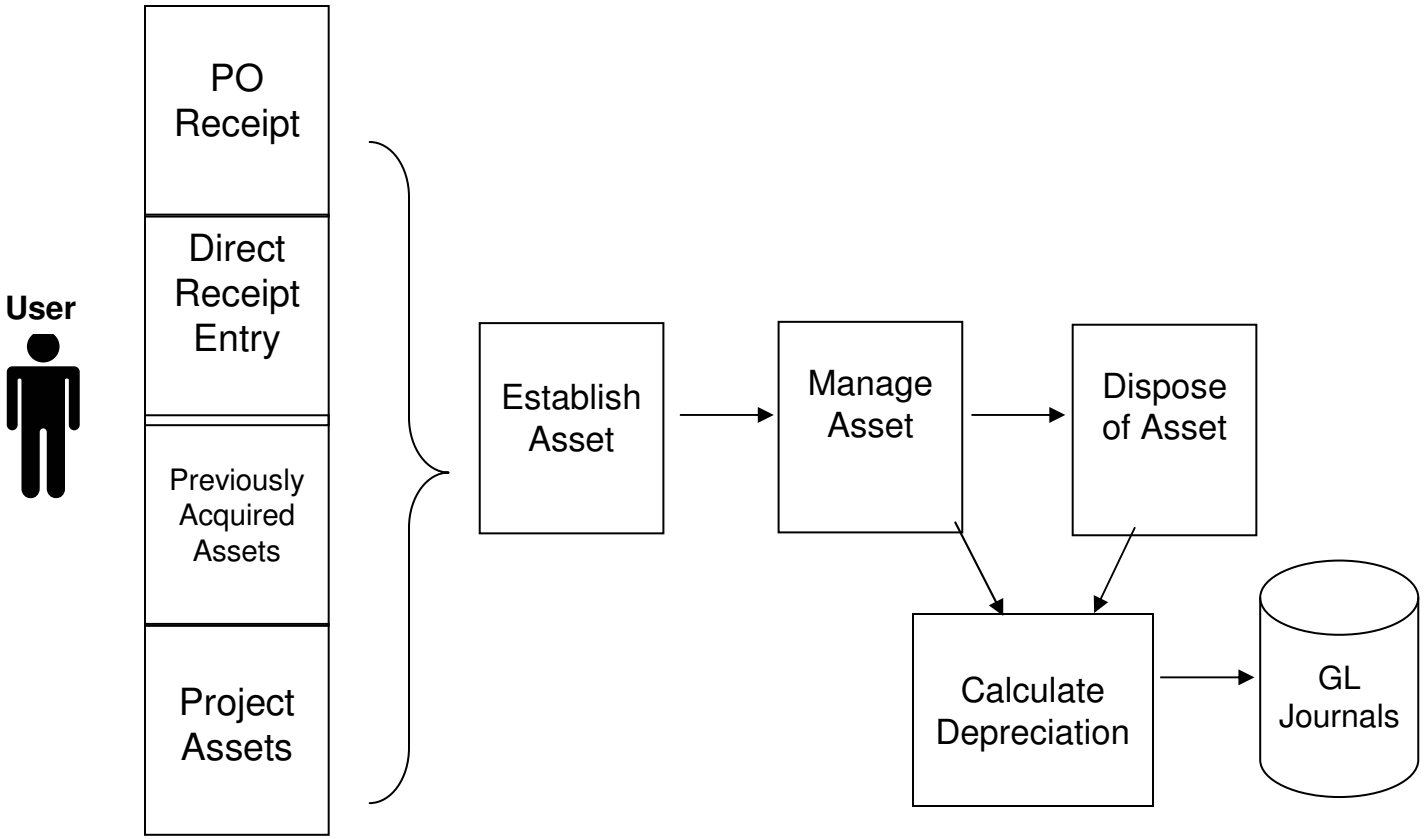
Asset Management



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Asset Management

Under ENCOMPASS:

- All current and new assets exceeding $500 will be recorded and maintained in the Asset Management (AM) module
- Controlled assets (i.e., hand guns) are loaded into AM even if cost is less than $500
- Capital Project Assets where Project Type = 'CAP' will not be loaded into AM from accounts payable (AP); they will be loaded through the Project Costing module
- Asset Tag Number, Custodian, Location fields are required fields when entering assets in AM and also required on asset Receivers in AP/ePro; these fields must be entered to complete a receiver and to make payment
- AOS will run depreciation for all agencies

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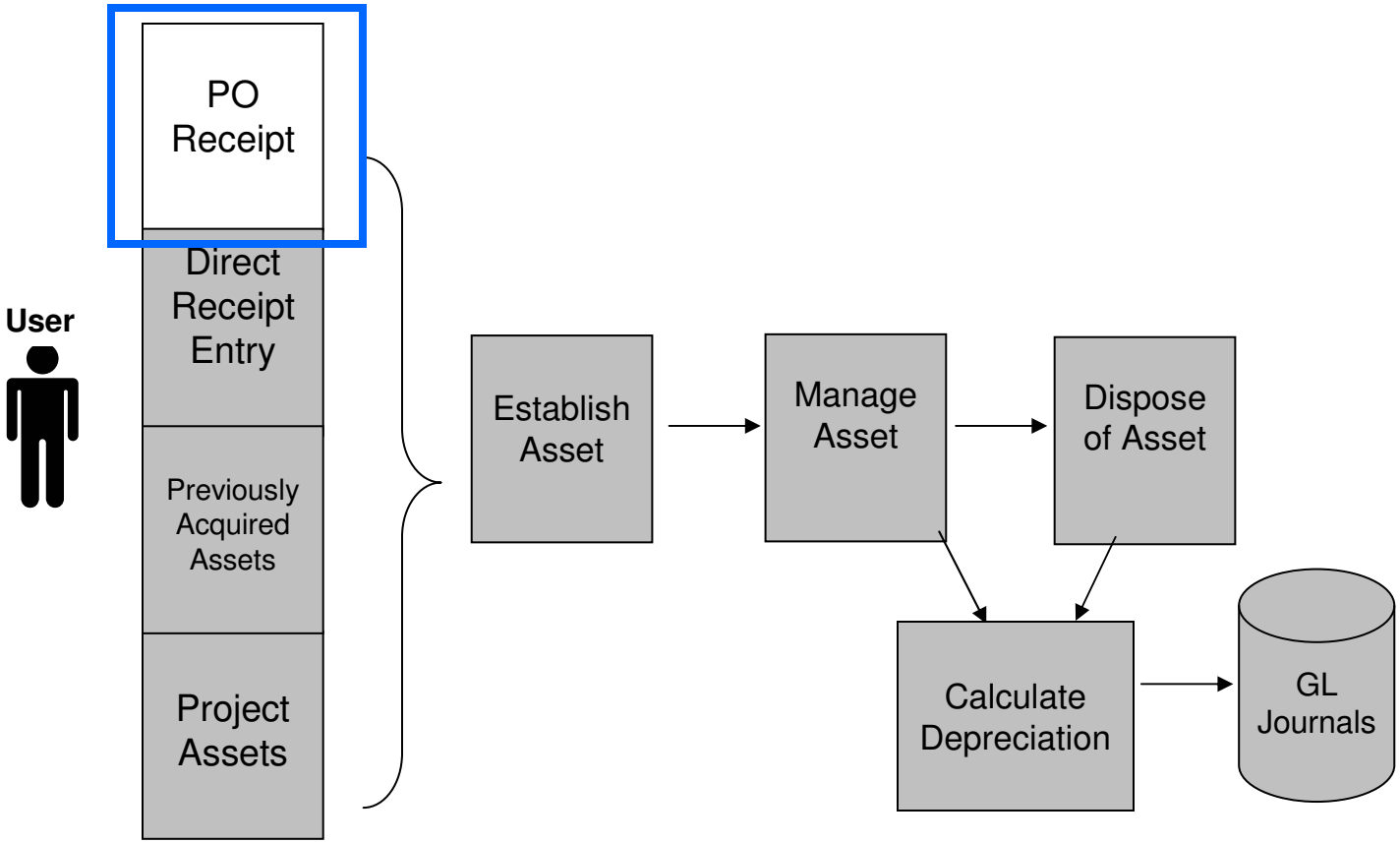
Asset Management



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Asset Management

PO Receipt

Creating assets in AM through ePro/Purchasing is a three-step process

- Step 1: Enter asset information into the ePro requisition
  - If a user of the system creates a requisition and selects an item that is an asset (determined by the UNSPSC code), the system will automatically check the asset box on the requisition and then gray out the box
- Step 2: Enter asset information into receivers
  - Receivers should be entered for goods/services acquired through a PeopleSoft purchase order
  - The staff receiving the goods and or services enters identifying information including serial number and state tag number
- Step 3: Enter cost information into the AP voucher

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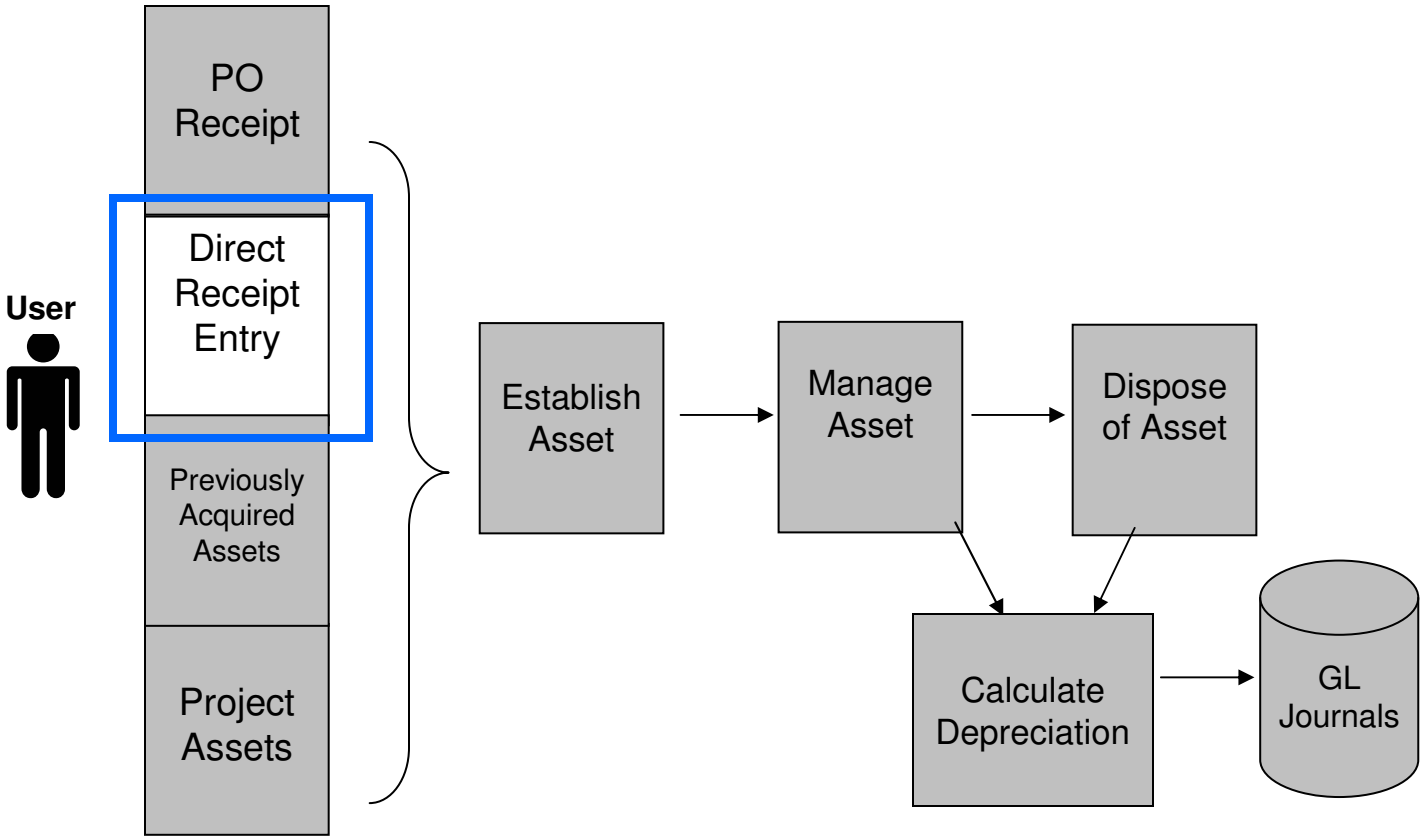
Asset Management



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Asset Management

Direct Receipt Entry

- Used when an asset is purchased outside of ePro/Purchasing
- Create a receipt in AP for the asset that is not linked to a PeopleSoft purchase order transaction
- The receiving staff defines the transaction as an asset and enters asset specific information including serial number and tag number if appropriate

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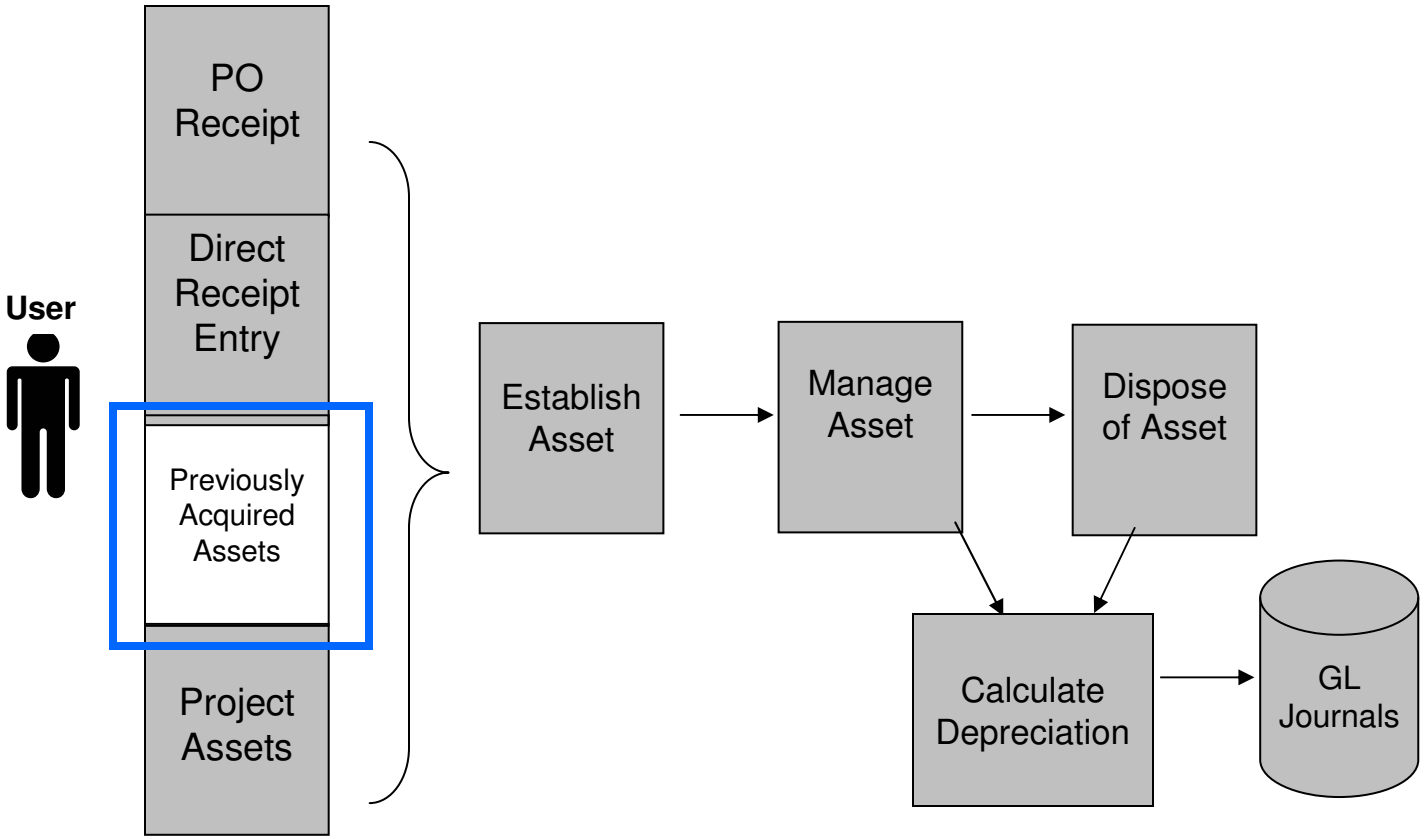
Asset Management



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Asset Management

Previously Acquired Assets

- Includes assets already owned that are not in PeopleSoft
- In these cases, the agency staff will do a direct Asset entry into the Asset Management module
- Information entered includes serial number, state tag number, etc.

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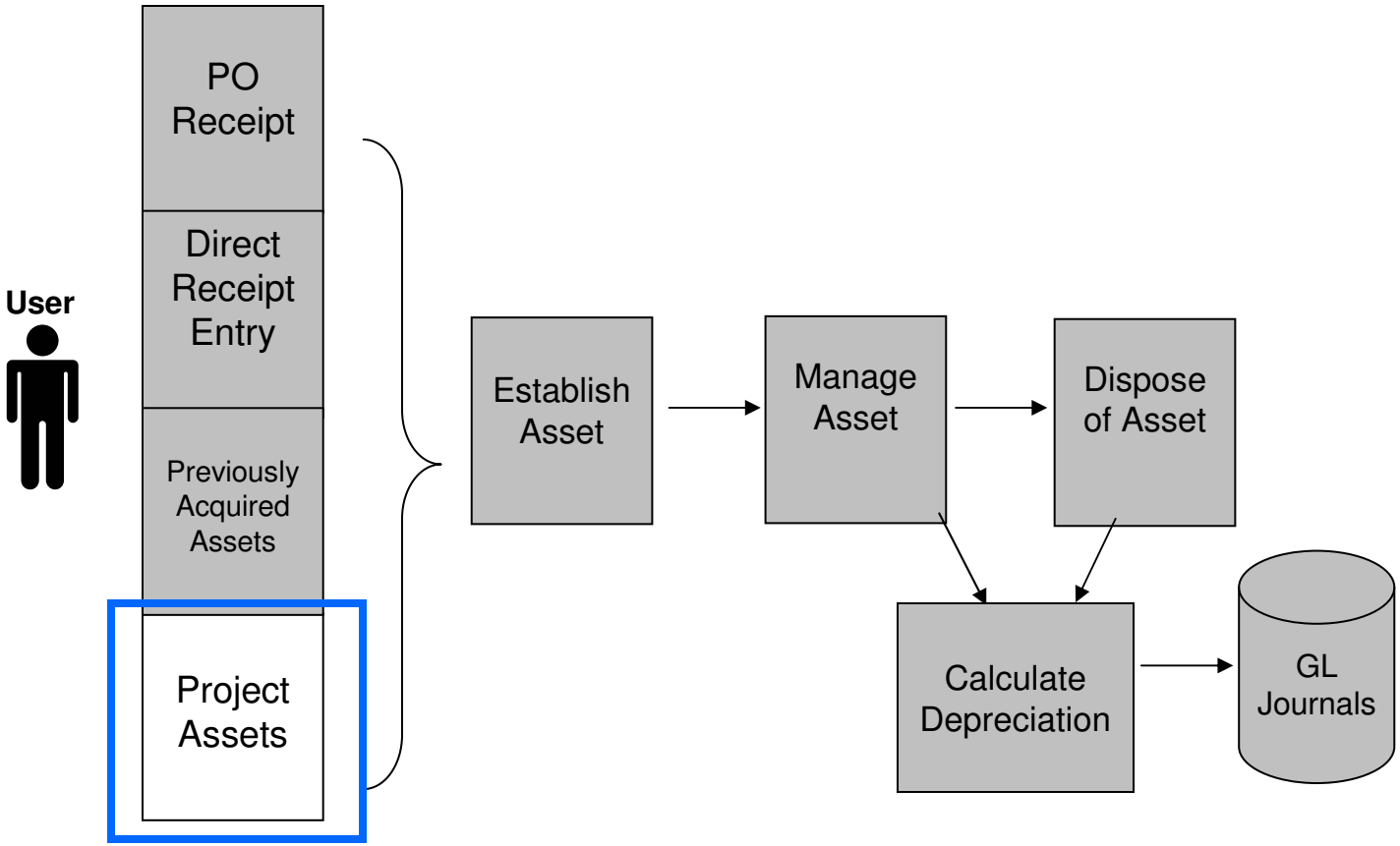
Asset Management



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Asset Management

- Assets that result from projects will be transferred to AM

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Menu
- Interactive Reports
- Reports
- Review Costs
- Accounting
- Assets
  - Express Asset Definition
  - Manual Capitalization Review
  - Express Capitalization Process
  - Define Assets
  - Relate by Project
  - Assign Transactions to Assets
  - Send to Asset Management
  - Review Assets
  - Express Retirement Process
  - Asset Retirement
- Third Party Integration
- Utilities
  - Project Costing Center
  - My Projects
  - Flexible Analysis User Default
  - Flexible Analysis Template
  - Maintain Preferences
- Proposal Management
- Maintenance Management
- Resource Management
- Lease Administration
- Staffing
- Travel and Expenses
- Billing

New Window | Customize Page

Send to Asset Management

User ID: SLANKIPAL Run Control ID: test Process Monitor Run

Program Name: PC_AM Process Frequency: Always

Run Control Options Find | View All First 1 of 1 Last

*Option: All Request Number: 1 Transaction Detail

*Date Option: All

Application Options

*Asset Processing Destination: Summarize and Run Interface

*Summarize Type: By Asset

*Asset Option: All

Transaction Date Override
- Current Date
- Defined Date
- Specified Date Transaction Date

Accounting Date Override
- Current Date
- Defined Date
- Specified Date Accounting Date

Save | Return to Search | Notify | Add | Update/Display

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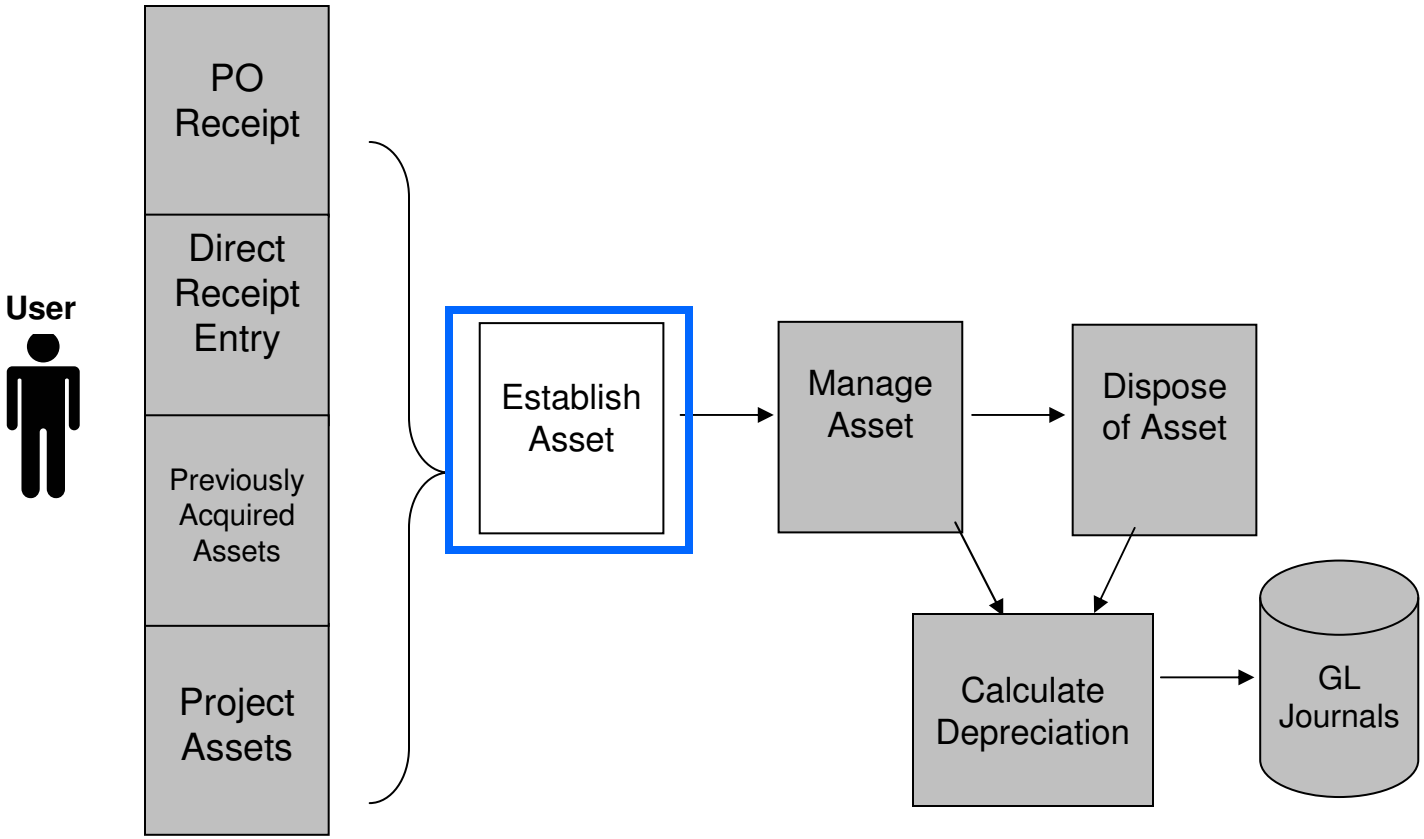
Asset Management



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Asset Management

- To establish an asset in the AM module, enter:
  - identifying information
  - acquisition detail (date acquired, cost, manufacturer, tag number, etc.)
  - custodian of the asset
  - vendor details (warranty, vendor contact, etc.)
- For capital leases:
  - Select lease check box on requisition
  - Obtain lease contracts and execute leases through IDOA
  - IDOA adds lease information in the AM module

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Asset Management

Leased Asset Flag in ePro

ENCOMPASS

Home | Worklist | Add to Favorites | Sign out

Menu
- Vendors
- MWBE Repository
- Purchasing
- Inventory
- eProcurement
  - Buyer Center
  - Create Requisition
  - Manage Requisitions
  - Approve Requisitions
  - Receive Items
  - Reports
  - Administer Procurement
  - My Profile
- Services Procurement
- Sourcing
- Grants
- Program Management
- Project Costing
- Proposal Management
- Travel and Expenses
- Billing
- Accounts Receivable
- Accounts Payable
- Asset Management
- Banking
- VAT and Intrastat
- Commitment Control
- General Ledger
- Allocations
- SCM Integrations
- Set Up Financials/Supply Chain
- Enterprise Components
- Government Resource Directory

Edit Requisition

1. Define Requisition | 2. Add Items and Services | 3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: 00050 Auditor of State

Requester: SLANKIPAL Siva Lankipal - IBM

Requisition Name: 0000000665

Leased Asset: No / Yes

Priority: Medium

Requisition Lines

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Lease rentals		1.0000	Each	5,000.000	5,000.000

Select All / Deselect All

Add to favorites | Modify Line / Shipping / Accounting | Delete

*Requisition Type: Continuation Equip Lease Purch

Justification/Comments

lease purchase required

Send to Vendor | Show at Receipt | Show at Voucher

Check Budget | Budget Checking Status: Valid

Save as Template

Save & submit | Save & preview approvals | Cancel Changes | Find more items

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Asset Management

IDOA Adds Lease Information in AM

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Menu
- eSettlements
- Asset Management
  - Asset Transactions
    - Owned Assets
    - Leased Assets
      - Express Add
      - Update Lease Information
      - Create Expense Schedule
      - Transfer Operating Lease
    - Acquisition Details
    - Asset Book Information
    - Parent-Child Relationship
    - Capital Acquisition Planning
    - Financial Transactions
    - Asset Disposal
    - History
  - Depreciation
  - Accounting Entries
  - Financial Reports
  - Send/Receive Information
  - Taxes
  - Service and Maintenance
  - Physical Inventory
  - Mass Change
  - Search for an Asset
  - Print an Asset
  - Asset Definitions Center
- IT Asset Management
- Banking
- Cash Management

New Window | Customize Page

Definition | Cost | Step Lease Payment | Payment Schedule | Asset Lease E Wrk1 | Asset Lease E Wrk2

Unit: 00050 Asset ID: 000000000149

Profile ID: CBLDS

Description: building lease

CAP #:

Seq #:

Asset Type: Facility

Subtype:

Serial ID:

Tag Number:

Trans Date: 07/18/2007

Acctg Date: 07/18/2007

Trans Code:

Currency: USD

Rate Type: CRRNT

Lease Information

Lease Term

Lease Term: 12 Periods

Estimated Life: 480 Periods

Interest Rate (%): 4.500

Borrowing Rate(%):

Payment Schedule ID: General payment schedule

Fair Market Value: 100,000.00

Guaranteed Residual Value: 0.00

BPO

BRO

Minimum Rental Payment (MRP): 1,000.00

Minimum Lease Payments (MLP): 12,000.00

Present Value Lease Payments: 11,712.55

Capitalized Lease Amount: 11,712.55

Interim Rent (Monthly): 0.00

Capitalize Interim Rent

Calculate

Lease Payment Type

Advance | Arrears

Lease Type

Capital | Operating | Verify

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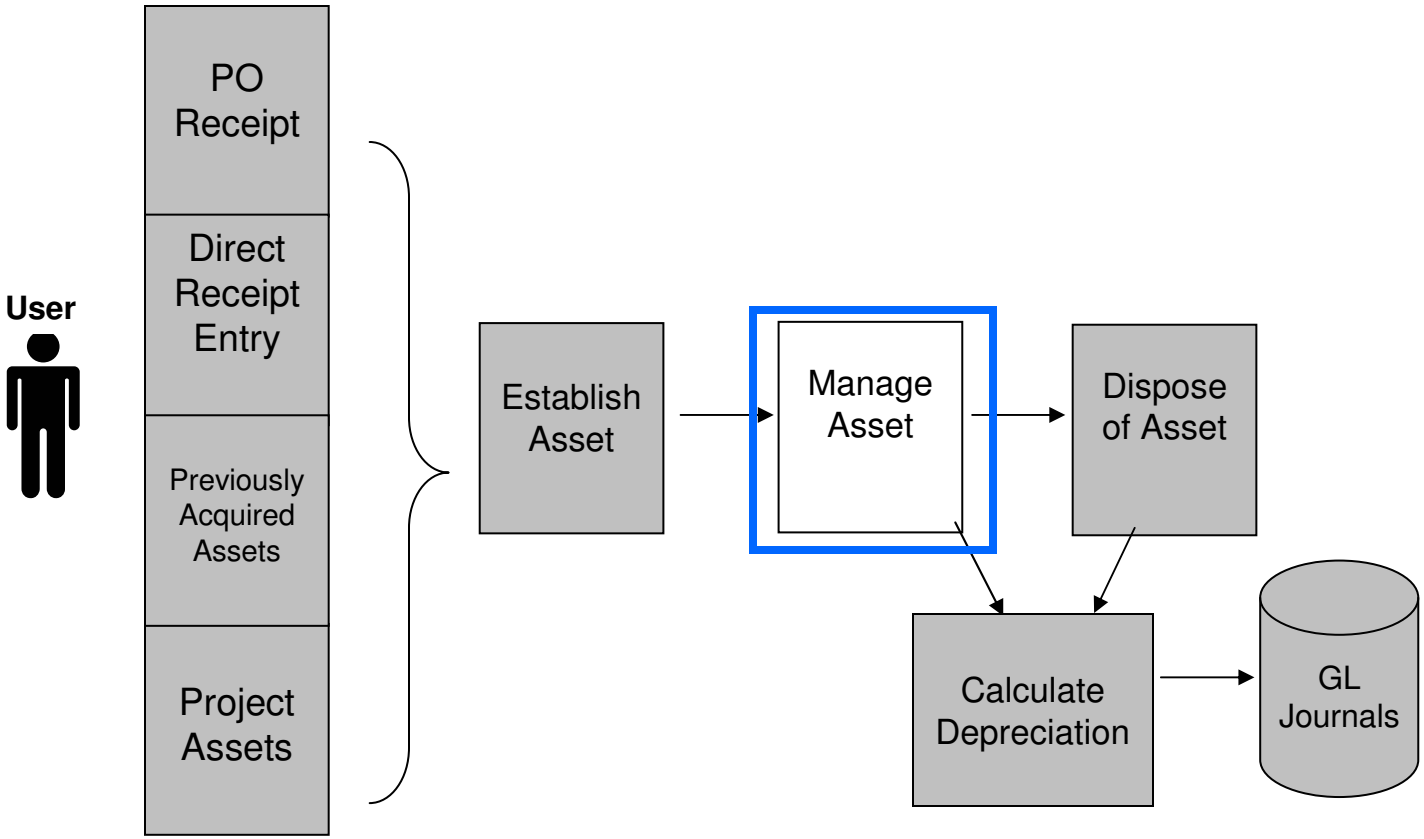
Asset Management



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Asset Management

Manage Asset

- Track changes during life-cycle of asset
  - transfers
  - physical location
  - custodian
  - agency ownership

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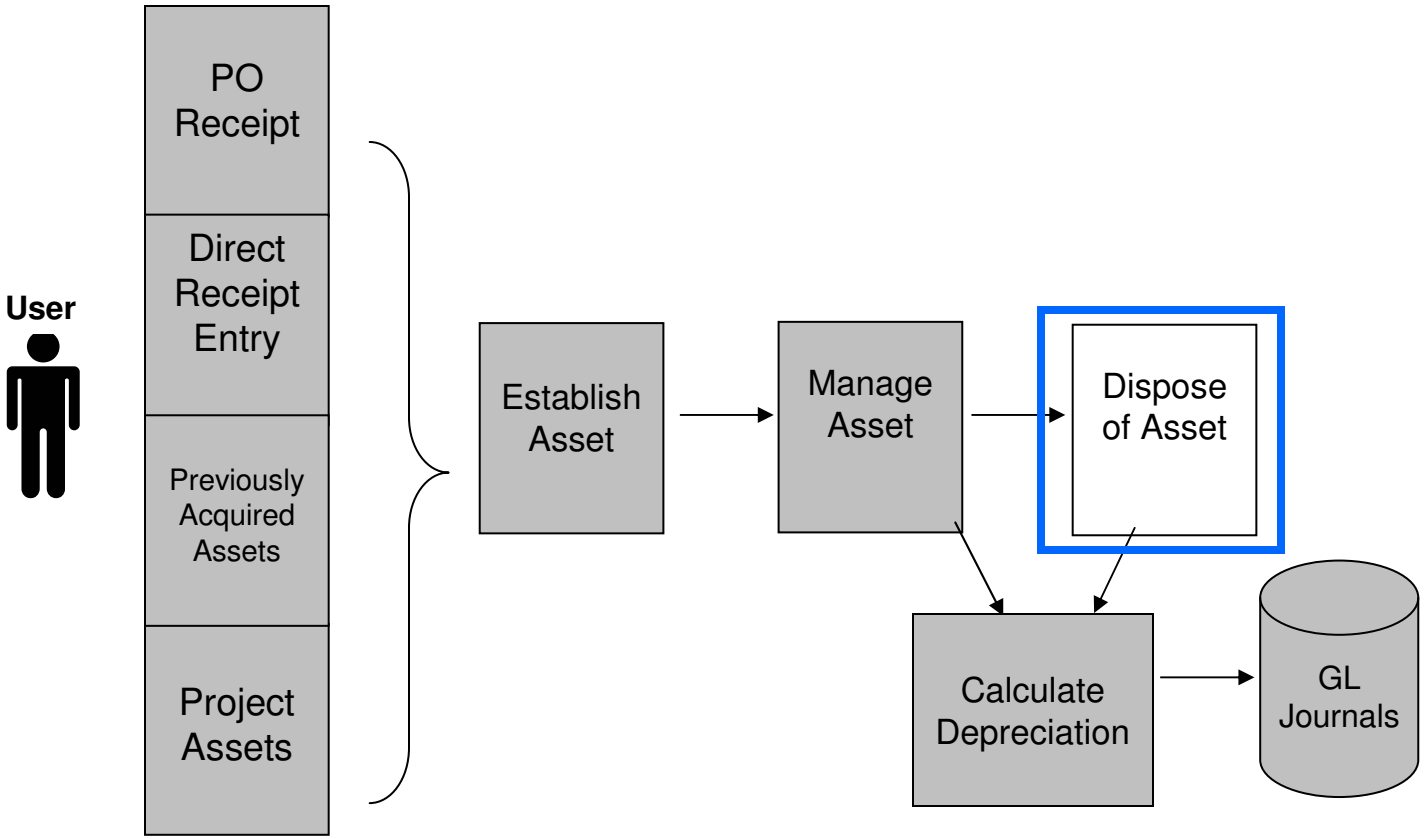
Asset Management



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Asset Management

- Dispose of Asset
  - Disposal choices include:
    - Retirement by sale
    - Trade in for another asset
    - Abandonment
    - Scrapped asset
    - Missing asset
  - Re-instate Assets (return to inventory)
  - Business process flow will be established to provide the proper notifications consistent with state requirements

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Asset Management

Retirement by Sale

Menu
- Owned Assets
- Leased Assets
- Acquisition Details
- Asset Book Information
- Parent-Child Relationship
- Capital Acquisition Planning
- Financial Transactions
- Asset Disposal
  - Retire/Reinstate Asset
  - Disposal Worksheet
  - Approve Disposals
  - Auto-Retire Fully Depr Assets
  - Retire/Reinstate Non-Fin Asset
- History
- Depreciation
- Accounting Entries
- Financial Reports
- Send/Receive Information
- Taxes
- Service and Maintenance
- Physical Inventory
- Mass Change
- Search for an Asset
- Print an Asset
- Asset Definitions Center
- IT Asset Management
- Banking
- Cash Management
- Deal Management
- Risk Management
- Financial Gateway

New Window | Customize Page |

Retire Assets | Other Options | By Chartfield

Unit: 00050 **Asset ID:** 000000000027 Air Conditioning, Heating **Tag:** Disposed

Trans Date: 03/19/2007 **Acctg Date:** 03/19/2007 **Rate Type:** CRRNT

Book Find | View All First 1 of 1 Last

Book Name: STATE State of Indiana Master Book **Base Currency:** USD **As Of:** 03/19/2007

Retire As: Retirement by Sale Go Reinstate **Quantity:** 1.0000

Copy Changes to Other Books **Cost:** 100,000.00

Retirement Find | View All First 1 of 1 Last

*Disposal Code: Retirement by Sale **Date/Time:** 03/19/07 10:44:20AM **Ret Status:** New

Quantity: -1.0000 **Retirement Amt:** -100,000.00 USD

Removal Cost: 0.00 **RC Curr:** USD **Base Removal Cost:** 0.00

Proceeds: 0.00 **Pr Curr:** USD **Base Proceeds:** 0.00

Convention: Following Month **Accum Depr:** 0.00

Trans Code: **Gain/Loss:** 0.00

Retire Option: Calculate Gain/Loss

Save | Return to Search | Previous in List | Next in List | Notify

Retire Assets | Other Options | By Chartfield

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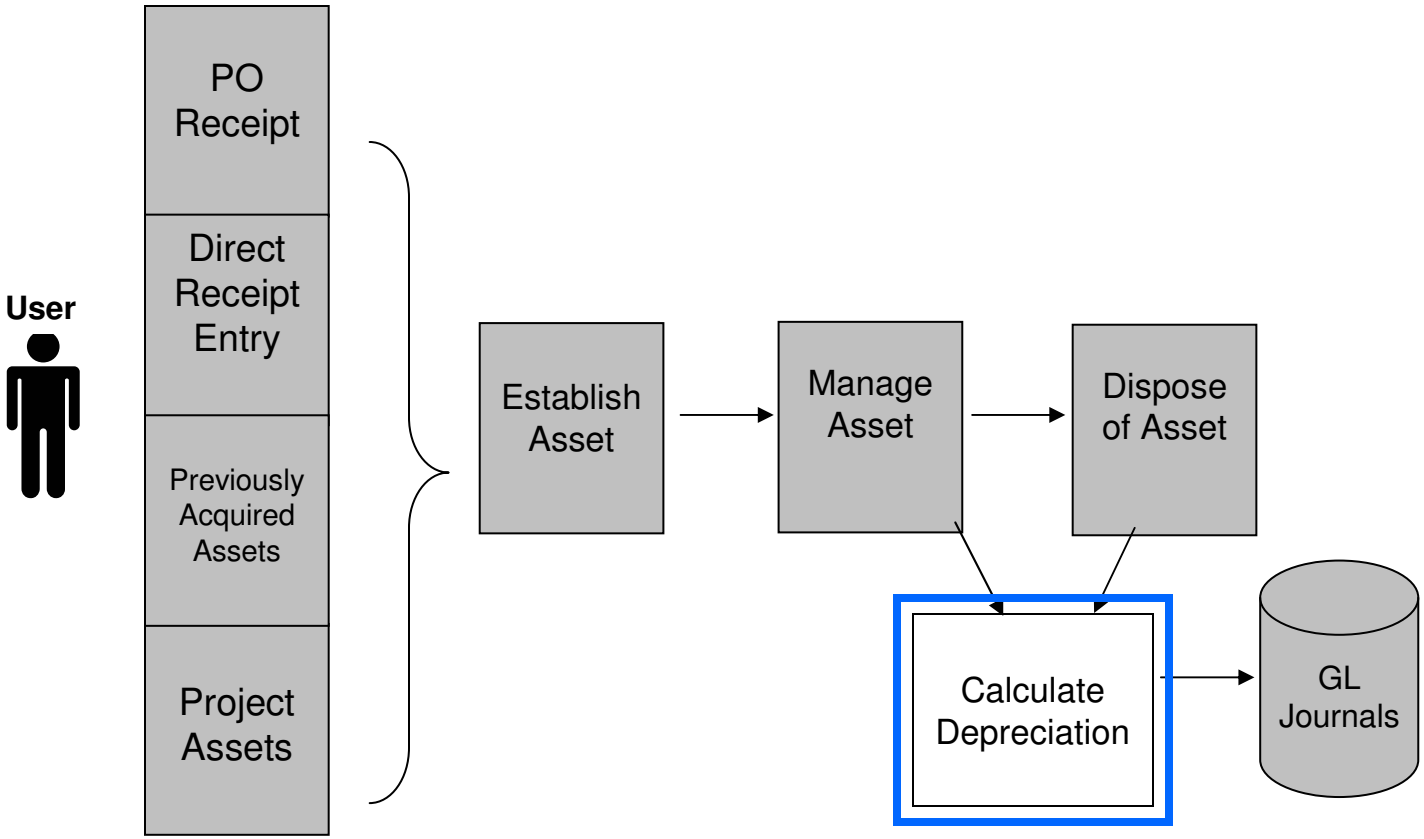
Asset Management



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Asset Management

Calculate Depreciation

- Depreciation will handled by AOS
- Straight line method
- Motor pool continues current depreciation method (by miles)
- Four factors used to calculate depreciation
  - The asset's beginning depreciation date
  - The asset's remaining life and remaining value
  - The asset's yearly depreciation
  - The asset's prior period depreciation

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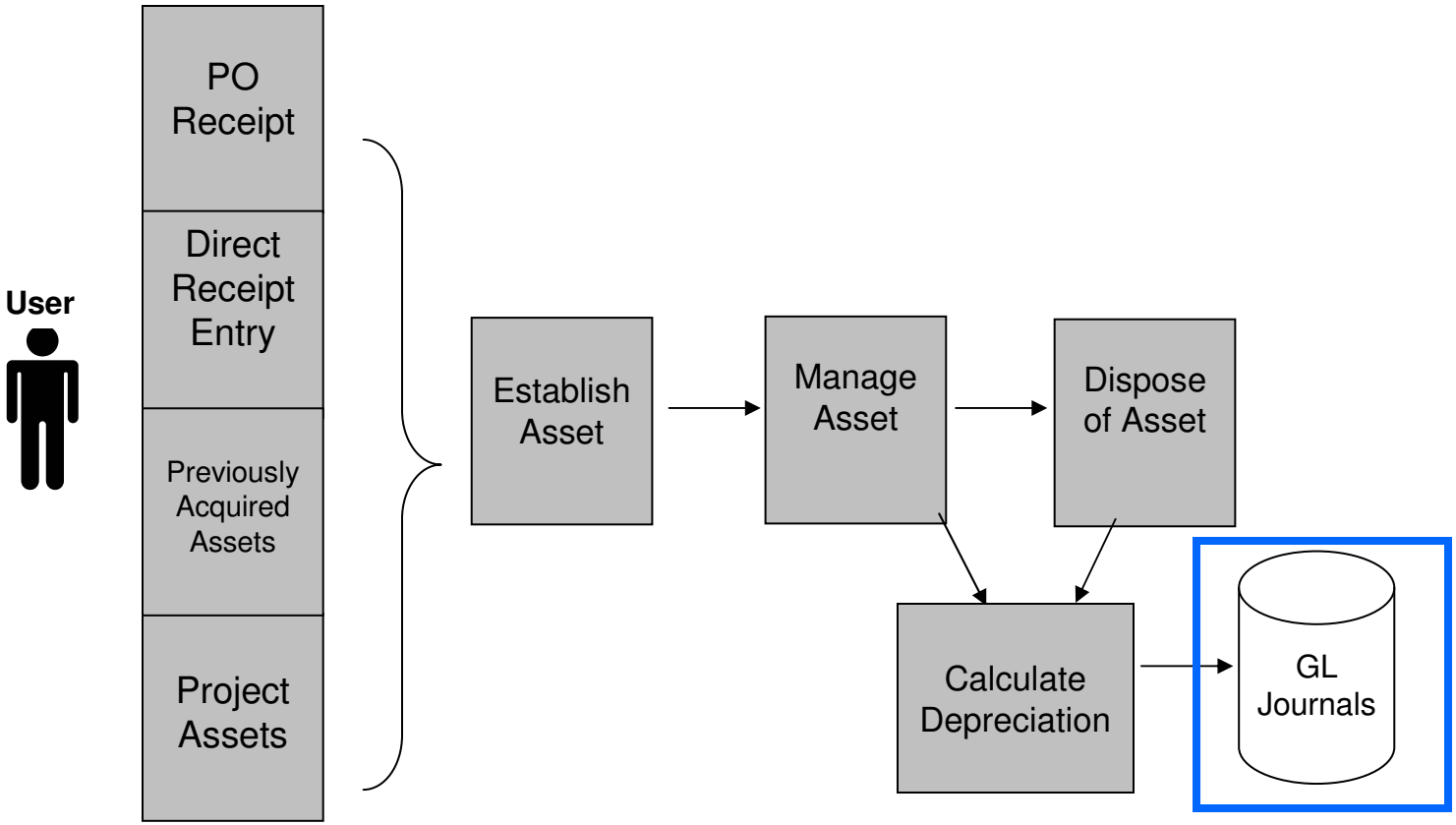
Asset Management



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Asset Management

GL Journals

- Automatic nightly run of the journal generator process to create Asset Management journals and then post the Journal entries into the General Ledger

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Global Business Services

Project Costing

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Project Costing

When will a project be required:

- All expenses of federal funds must be reported using Projects that includes Federal Grants and Appropriations received or passed through to sub recipients within or outside of State government
- Any expense that results in the construction of a State capital assets must be reported using Projects that includes:
  - State construction projects
  - Construction of capital assets by State Agencies
  - Construction of infrastructure assets by State Agencies

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Project Costing

Changes under ENCOMPASS:

- **Appropriations and allotments**
  - Federal Funds are no longer exempt from Budget Checking and Commitment Control processing
  - There will not be separate Fund/Centers for every Federal Grant
    - A funding source will be created to reflect each Federal Grant
    - One or more projects will be created to reflect the expenditure of the Federal money
  - There will not be separate Fund/Centers for every Capital project; instead:
    - A project will be created to reflect each individual Capital project
    - One or more Funding Sources will be assigned to reflect the source of funds assigned to the Capital Project
- **Activity Budgeting:** if a State Agency is required to budget for a individual grant award at a level below the overall project level, the agency will be required to establish a Commitment Control Budget at the Activity level for this Project

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Project Costing

Changes under ENCOMPASS (cont.):

- **Funding Source**
  - The Funding Source field in Commitment Control is used to enforce commitment control on a distinct funding stream basis for Federal Projects and Capital Construction Projects.
  - The Funding Source table will be used to store additional information on a funding stream including:
    - CFDA#
    - Original Fund (Char. Field 1)
    - Funding Source End Date
    - Award Amendment Amount
    - Grant Document ID #
    - Fund Source Start Date (Char. Field 2)
    - Total Award Amount
    - Remaining Available balance
- **Federal Projects**
  - Each individual Federal Grant Award Year will have a distinct Federal Funding Source assigned in commitment control
  - If the Federal Grant also requires a State Match component, a Funding Source will be assigned in Commitment Control for each State Appropriation

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Project Costing

Changes under ENCOMPASS (cont.):

- **Capital Construction Projects**
  - Distinct State Funding Sources will be assigned by the State Budget Agency and GMIS for each year's Capital Appropriations in the State Budget by Legal Fund by Function of Government
  - As individual Capital projects are created in the Budget Bill, a portion of the relevant funding source will be appropriated to the newly created project; funds will not be allotted until approved via State Budget Committee approval or Administrative Action
- **Funding Source Allocation**
  - Funding Source Allocation is a Commitment Control Process that occurs when a transaction is budgeted checked to ensure that significant funding source authority exists to process the Federal Project or Capital Project transaction based upon assigned funding source allocation rules

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Project Costing

Changes under ENCOMPASS (cont.):

- **Funds Distribution**
  - Funds Distribution is a delivered PeopleSoft process to distribute project costs among multiple funding streams based upon user identified distribution rules
  - These rules are applied to incoming transactions in the Project Modules to assign costs accordingly

- Two funds distribution processes:
  - Delivered Funds distribution process
  - Complex distribution process (INDOT modification of the Funds Distribution)

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Project Costing

Funds Distribution (delivered process)

Funds Distribution | Target Definition

Copy From

Project: 405MED_ADMINF08 **Description:** MT 08 MEDICAID ADMIN

Activity: MAP12X **Description:** PP Drug Use Review Program

Source Criteria Find | View All First 1 of 1 Last

*Effective Date: 07/22/2007 Status: Active

Define Criteria for Incoming Transactions Customize | Find | View All | First 1 of 1 Last

Line	Analysis Type	Source Type	Category	Subcategory
Line	%	%	%	%

Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Update/Display | Include History | Correc

Funds Distribution | Target Definition

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Project Costing

Funds Distribution (Complex)

New Window | Customize Page | http

Project Funding

Project TESTPROJFED Test Federal Project Create Activity

Sequence Find | View All First 1 of 1 Last

Source Activity CON Sequence Creation Date 02/08/2007

Sequence	*Effective Date	*Status	*Total Sequence	*Analysis Group	
1	02/08/2007	Pending	$1,000.00	FDIST	Activate Funds Distribution

Source Category and Target Distribution Find First 1-2 of 2 Last

Distribution for Participating Expenditures

	Tgt Activity	Funding	Appropriation	Percent	Base Amount	Limit Amount	Eff %	Billed Amount	Bal Remaining
1	CEG	FHWA	Q050	90.000	$1,000.00	$900.00	90.0000		$900.00
2	UTL	STATE	ST1	5.000	$1,000.00	$50.00	5.0000		$50.00
3	STA	STATE	ST1	5.000	$1,000.00	$50.00	5.0000		$50.00
				Totals		$1,000.00	100.000		

NPART

Distribution for Non- Participating Expenditures

	Tgt Activity	Funding	Appropriation	Percent
1	FED	NPART	Q050	100.000

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Global Business Services

Next Steps, Questions, and Contact Information

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Next Steps and Questions

- **Next Steps**
  - Finalize business processes
  - Training on these business processes during November and December
  - Revise the accounting manual to include the business processes for associated functions that closely relate to ENCOMPASS; will be available late this year

- **Questions**
  - We are available to answer questions
  - Follow-up questions can be submitted through the ENCOMPASS email address

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Contact Information

- ENCOMPASS Website
  - http://myshare.in.gov/sba/encompass
- ENCOMPASS Email Address
  - encompass@sba.in.gov
- If you are having technical issues, submit them to GMIS
  - http://extranet.in.gov/gmis/issue_entry/base/issue_entry.asp

We Welcome Your Feedback / Questions / Comments

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