



OBM

OAKS Financials Weekly Update

OhioDAS

General Services Division

Monday, July 14, 2008

Volume 2 Issue 2

This bulletin contains communications that are relevant to OAKS. Please read these communications carefully, as they contain valuable information that will direct and assist your agency as it performs the tasks necessary to operate effectively and efficiently in OAKS. You may sign-up to be added to the mailing list for the OAKS Financials Weekly Update or view past volumes at: <http://www.obm.ohio.gov/mppr/>.

The DAS/HRD Weekly and Financials Weekly are posted weekly to the website at <http://www.oakspmo.ohio.gov/oaks/OaksataGlance.asp> and can be found along the left navigation pane.

If you have any feedback about the OAKS Financials Weekly Update, please contact OBM at obm.communications@obm.state.oh.us.

A MESSAGE FROM OBM'S DIRECTOR

An Historic Moment in Ohio Budgeting Director Pari Sabety

The successful go-live of Release 6 and the Budget and Planning Module (BPM) was the culmination of almost two years of work. Many of you may not know, but the State of Ohio is the largest entity, public or private, to implement the PeopleSoft planning and budgeting module. This was a significant achievement in enterprise software implementation so I want to personally thank all those who have been instrumental in the design and build of the BPM. The BPM came to fruition on June 26 with the first actual budget entry made by April Morrison of the Ohio Environmental Protection Agency.



April Morrison, EPA, with Roger Hermodsson, Accenture, celebrating after a successful budget entry.

First, many agency fiscal officers participated in the conference room pilots advising OAKS and OBM. The input was invaluable in developing requirements, needs and expectations. Beginning with the OAKS GL Team, agency advice was documented and prioritized.

Accenture put forth a competent team of designers and developers including Chris Sewell, Tiffany Parker, Roger Hermodsson, Joel Zabramba, David Whaley, Matt Cole and Remard Colson. Many other Accenture consultants also played key roles to the module's implementation—too many to name.

Several agencies graciously loaned staff to the module team; they were: April Morrison, EPA, LeOndra Thomas, COM, Pat Sutton, JFS, Carolyn Chavanne, DAS, Robert Brzezinski, DOH, Shannon Arnett, JFS and Mark Wilson, JFS. I am grateful for their valuable contribution to our efforts.

As the business process owners, OBM loaned Erica Thomas, Bob Jonassen, David Gehr, John Welsh and Peter King to the mix. The OBM team was headed up by Assistant Director David Ellis with assistance from Tracy Plouck and many OBM analysts. David, in particular, pushed the team to diligently respond to agency desires to move beyond BUGS-E and design usable reports. OAKS and OBM do listen!

And finally I would like to thank the many OAKS teams that coordinated change management, communications, and agency readiness activities, including the many agency trainers that brought the module to all of the users. Without your efforts the BPM go-live would not have gone so smoothly.

OBM will continue to forge improvements to the BPM in future biennia to make it even more useful and functional for state agencies.

UPDATE ON REPORTS

OHGLR052 Report

Randall Miller

OAKS Financials Team – General Ledger

E-mail questions to Randall.Miller@oaks.state.oh.us

The OHGLR052 reports issued on July 1 – July 9 contain incorrect amounts. The beginning cash balance listed was the beginning cash balance for fiscal year 2008, not 2009. The problem was corrected on a report that was run in the afternoon on July 9. The reports from dates prior to July 9 will not be reissued, but you should not use the reports issued before the corrective run because the information is not accurate. The OHGLR052 report can be retrieved by following this navigation:

For the daily report: Reporting Tools> Report Manager
For the monthly report: Reporting Tools> Report Manager> Click on the Folder drop down list> select the month

COGNOS Reporting on Fiscal Year 2008

Randall Miller

OAKS Financials Team – General Ledger

E-mail questions to Randall.Miller@oaks.state.oh.us

Because Fiscal Year 2008 is closed, queries against the General Ledger (GL) data using the Enterprise Performance Management (EPM) tables will need to exclude period 999 data.

Period 999 is an adjustment period in which entries to close out the year are posted. This is delivered functionality with OAKS and does not impact any data that is recorded in periods one through 12. Closing entries were produced by the system and posted to the adjustment period during processing of the fiscal year 2008 close.

When writing a query using the EPM GL tables, exclude the closing entries that are posted in period 999 by specifying the accounting periods one through 12 or by excluding period 999 by using text "accounting_period <> '999'". If accounting period 999 is not excluded, the data returned will not be accurate.

For questions, please contact Kris Weldy of the Financials (FIN) Development Team at (614) 421-3192.

July OAKS Activities and Events Calendar

Mary Brutovski

Executive Communications Manager

E-mail questions to Mary.Brutovski@oaks.state.oh.us

MON	TUES	WED	THURS	FRI
<p>Task 121 is due</p> <p>Task 760 is due</p> <p>End-user training continues</p> <p style="text-align: right;">7</p>	<p style="text-align: center;">8</p>	<p style="text-align: center;">9</p>	<p style="text-align: center;">10</p>	<p style="text-align: right;">4</p> <p>Release 6 is live!</p> <p style="text-align: right;">11</p>
<p style="text-align: right;">14</p>	<p style="text-align: center;">15</p>	<p style="text-align: center;">16</p>	<p style="text-align: center;">17</p>	<p>End-user training ends July 11</p> <p style="text-align: right;">18</p>
<p style="text-align: right;">21</p>	<p style="text-align: center;">22</p>	<p style="text-align: center;">23</p>	<p style="text-align: center;">24</p>	<p style="text-align: right;">25</p>
<p style="text-align: right;">28</p>	<p style="text-align: center;">29</p>	<p style="text-align: center;">30</p>	<p style="text-align: center;">31</p>	

Release 6 Training Ends July 16

Mary Lynn Monge

OAKS Training Team

E-mail questions to OAKS.Training@oaks.state.oh.us

Asset Management training for Release 6 of OAKS ends July 16; open classes for Budget and Planning (BPM) ended July 10.

To register for classes held before July 17, please contact your agency’s FIN training coordinator. After this date, please contact OBM or the Department of Administrative Services.

New Asset Management job aid

- FINJA 146: Errored Status in the Asset Integration Process—While searching for asset load lines in the Pre-AM table or Interface table, you may notice a load line that has a load status of “errored.” This Job Aid explains why a load line can have a load status of “errored” and what action you can take to correct this.

All AM and BPM Job Aids are available on the “FIN Job Aids” page of the OAKS Training Online website at http://oakspmo.ohio.gov/oaks/training/FIN_Job_Aids/index.asp.

Website is important resource

The OAKS Training Online website, <http://oakstraining.ohio.gov>, is continually updated and contains important information about using OAKS.

FROM OBM BUDGET SECTION

Budget Planning Module: Agency Milestones for July

Tracy Plouck

Deputy Director, OBM Budget Section

E-mail questions to Tracy.Plouck@obm.state.oh.us

Now that the holiday is behind us and BPM has been in production for nearly two weeks, it's time to remind BPM users on your staff of the following July activities:

- Try to access the system. If you experience problems with your user ID or password, please contact the OAKS Help Desk for assistance. It is imperative that system access issues are identified and resolved early instead of at the last minute!
- Navigate the screens and re-familiarize yourself with the system. Remember to consult the training materials at <http://oakspmo.ohio.gov/oaks/training/ClassMaterials/ClassMaterialsFIN.htm> and FIN Job Aids at http://oakspmo.ohio.gov/oaks/training/FIN_Job_Aids/index.asp. Click "FIN Job Aids" in the left menu to view a list of Job Aids and a short description for each Job Aid. Links to each Job Aid also are available.
- Review with your staff the internal timeframes for budget development as well as each individual's responsibilities to enter planning center information. Designate one reviewer in your agency to submit the final agency request to OBM. Identify any coverage gaps and resolve those as soon as possible.
- Ask BPM users on your staff to view the ChartField lines for each planning center to which they are assigned. The base version will show historically used line items with \$0.
- Contact the OAKS Help Desk if any new training needs are identified, or if you'd like to reserve lab time to practice using the system with someone from OBM Training on hand to provide support.
- Contact your OBM Budget Analyst if you plan to request a new Fund or Appropriation Line Item as a part of your agency FY 10/11 budget.

Thank you for your continued efforts related to the FY 10/11 budget process and specifically the implementation of BPM.

FROM STATE ACCOUNTING

Voucher Corrections

Betty S. Johnson

Appropriations Control Supervisor

E-mail questions to Betty.S.Johnson@obm.state.oh.us

There have been a lot of questions from agencies about the proper way to correct voucher coding. Please refer to the following grid:

Voucher Status	Action Required
If a voucher is not posted, not paid, AND does not reference a Purchase Order...	Close the voucher and reenter a correct voucher.
If the voucher is posted, is not paid, AND does not reference a Purchase Order...	Delete the voucher and reenter a correct voucher.
If a voucher is posted, is paid, AND does not reference a Purchase Order...	Enter a journal voucher to correct the coding.
If a voucher is posted, is paid, AND references a Purchase Order...	Enter a reversal voucher to restore the Purchase Order AND a new, correct, voucher to correct the coding.

Journals Spreadsheet should only be used to correct **payroll journals**. Once your Journal Spreadsheet has valid budget and edit status, send an e-mail with the Journal ID and the supporting documentation to obm.journalspreadshe@obm.state.oh.us

If you have questions please contact Betty.S.Johnson@obm.state.oh.us

FROM OBM TRAINING

Creating Requisitions for OPI Website Purchases

Robert Cooperman

OBM Training and Communications Manager

E-mail questions to Robert.Cooperman@obm.state.oh.us

A number of end users have expressed confusion about how to requisition items from OPI (Ohio Penal Industries) via OAKS.

Agency end users must ascertain their OPI website account password (provided by OPI) prior to ordering from the website for the first time. Information about how to request a password can be obtained by using the contact information on the OPI website:

<http://www.opi.state.oh.us/opi/oos/welcomemenu.aspx>



OPI Contact Info

Place your order on this website and when you have made all your purchases the site will generate an Order Number and your Order Total. You will also receive a confirmation e-mail. Armed with this information you can go into OAKS FIN and start your requisition.

Now you can proceed as you normally do when creating a requisition in OAKS. The OPI website does not interface with OAKS! Use the OPI website to verify pricing and for product information before requisitioning in FIN.

Be sure to select the "Special Request" tab for this type of purchase (Not "Catalog"!). Also, in the "Additional Information:" box, you may want to indicate that you have already placed the order via the OPI website (ex. "Order already placed via OPI website. ORDER # . . .").

Note: These are general guidelines only. Be sure to consult with your agency to determine the way it would like you to place orders and what information to include when encumbering. OPI does not require further documentation after it sends your Order Number.

FROM GENERAL SERVICES DIVISION, DAS

AM Working Labs Available

Joe Banicki

Manager, GSD OAKS Support Center

E-mail questions to Joe.Banicki@das.state.oh.us

After completing your training classes for the OAKS Asset Management (AM) module, you can sign up for a working lab if you have specific questions or problems about using OAKS AM. Beginning Tuesday, July 8, labs will be held on Tuesdays and Thursdays starting at 9 a.m.; the last lab of the day will be scheduled at 4 p.m. (the lab closes at 5 p.m.). Most of the labs will be held at the DAS General Services Center at 4200 Surface Road. More weekdays and locations could be added depending on the number of requests we receive later this summer and fall.

Please note that lab requests should come via the OAKS Help Desk: 614-644-6625 or 1-888-OhioOAKS (1-888-644-6625); e-mail oaks.helpdesk@oaks.state.oh.us. Users will be asked to complete the FIN Lab Registration Form for AM.