

## *Financials' Modules*

The PeopleSoft Financials Application is designed to replace the State's current fragmented accounting, purchasing, budgeting, and reporting systems with an integrated, real-time web-based system, incorporating all financial functions and the latest "Best Practices".

The **General Ledger (GL) Module** is in the center of activity in PSFT. Every module integrates with GL on some level. The financial impact of all activity in the other modules is captured in summary form within the General Ledger.

The **Accounts Receivable (AR) Module** is capable of recording and tracking all the receivable items for the State Organizations. Many State Organizations operate legacy systems that contain receivables for their specific programs. Some State Organizations will convert their receivable systems to PSFT. Others will interface their legacy systems with PSFT. Accounts Receivable will also be used by State Organizations to record cash receipts.

PSFT also includes a **Billing Module** that is used to prepare and submit bills to State Customers and Clients. The Billing Module is tightly integrated with the Accounts Receivable Module. The Billing and Accounts Receivable Modules are also closely integrated with the Grants and Projects Modules.

The **Accounts Payable (AP) Module** is a very significant module for the State's PSFT implementation. Of course, payments are generated by the Accounts Payable Module, so every organization will be impacted by this module. In addition, almost every module in PSFT will be integrated with Accounts Payable.

The **Purchasing Module** will likewise be utilized by every organization to request goods and services from State vendors. Purchasing will directly integrate with Accounts Payable and General Ledger.

The **Cash Management (CM) Module** integrates directly with AR and GL. In addition, the CM Module will garner and integrate information from Billing and AP, as well as the State's Banking Partners. Cash Management will be used to forecast short and long-term cash needs and to verify deposit activity prior to posting to the General Ledger.

With the **Projects Module**, Delaware's organization managers will be able to define specific capital projects within the Financials application and enter Bond Bill appropriations for these projects. This consolidation of information will facilitate the tracking and controlling of project costs through more accurate real-time reporting.

Similarly, the **Grants Module** enables managers to create and submit applications for funding and, if awarded, to track the funds and manage the projects. To accomplish these functions, the Grants Module leverages the functionalities of the Projects, General Ledger, and Billing Modules. The Delaware State Clearinghouse Committee process could be run entirely through this module.

The tracking and accounting of Delaware's physical assets will be accomplished through the **Asset Management Module**. With this module, the State will be able to automatically compile financial data on its fixed assets, calculate the depreciation, and do the financial reporting.

At this time, the State will continue to prepare its operating budget using the current Budget Development and Information System (BDIS) and use an interface with the General Ledger to upload new budget appropriations and down-load actual expenditures. Expenditures will be controlled through **Commitment Control**, a functionality of the General Ledger. Through Commitment Control purchase orders, vouchers and other expenditures will be "budget checked" to available funds to determine if sufficient funding remains to write the checks.

	<b>Overview</b>	<b>Business Processes Supported</b>
<b>Accounts Payable</b>	Accounts Payable (AP) affects every organization issuing payments for any purpose. It integrates with almost every other Financial module. AP functionality will replace the PV and EX document of today.	<ul style="list-style-type: none"> <li>▪ Vendor entry, update and approval</li> <li>▪ Receipt of invoice, matching to purchase documents</li> <li>▪ Payment voucher creation and correction</li> <li>▪ Budget checking</li> <li>▪ Paper and electronic payment issuance</li> <li>▪ General Ledger updates</li> </ul>
<b>Accounts Receivable</b>	Accounts Receivable (AR) is not a function of DFMS today, and only a portion of PeopleSoft's AR functionality will be used in the future. AR functionality will replace the CR, CX and IV documents of today.	<ul style="list-style-type: none"> <li>▪ Creation of accounts and customers</li> <li>▪ Bill creation and invoice issuance</li> <li>▪ Automated and manual receivable creation</li> <li>▪ Receivable aging and management</li> <li>▪ Receipt and processing of payments</li> <li>▪ Recording of Deposits</li> </ul>
<b>Asset Management</b>	Asset Management (AM) tracks and accounts for Delaware's physical assets. This module will automatically compile financial data on fixed assets, calculate the depreciation and do the financial reporting. AM will replace today's FA document.	<ul style="list-style-type: none"> <li>▪ Manual recording of assets</li> <li>▪ Recording of assets from purchasing documents</li> <li>▪ Asset adjustment, transfer and retirement</li> <li>▪ Recording and tracking of leased assets</li> <li>▪ Asset depreciation and depreciation reporting</li> </ul>
<b>Cash Management</b>	Cash Management (CM) gathers and integrates information from Billing and AP as well as the State's Banking Partners. This module is used to forecast cash needs and verify deposits prior to posting to the GL.	<ul style="list-style-type: none"> <li>▪ Creation and management of cash positions</li> <li>▪ Management of transfers</li> <li>▪ Creation and management of banking institutions</li> <li>▪ Interface with banking institution data for deposits and account activity</li> <li>▪ Reconciliation of bank statements</li> </ul>
<b>General Ledger</b>	The General Ledger (GL) is in the center of the activity in the system. Every module integrates with GL on some level. The financial impact of all the activity in the other modules is captured in summary form within the GL. This module will replace the AA, TA and JV documents of today.	<ul style="list-style-type: none"> <li>▪ Management of the chart of accounts</li> <li>▪ Creation of budgets and management of appropriations</li> <li>▪ Transaction management, adjustment and correction</li> <li>▪ Operational and regulatory reporting</li> <li>▪ Reconciliation and Audit</li> <li>▪ Financial close</li> </ul>
<b>Grants Management</b>	Grants (GM) enables managers to create and submit applications for funding, and, if awarded, to track the funds and manage the projects. GM leverages the functionalities of the Projects, General Ledger and Billing modules. GM will replace the FM document of today.	<ul style="list-style-type: none"> <li>▪ Preparation and submission of grant proposals</li> <li>▪ Recording of awards and creation of revenue contracts</li> <li>▪ Creation of grant projects and activities (reporting categories)</li> <li>▪ Creation and authorization of grant budgets</li> <li>▪ Requesting and receiving grant funds (in conjunction with AR)</li> <li>▪ Tracking and reporting grant financial activity</li> </ul>
<b>Projects</b>	Project Costing (PC) is concerned with managing financial transactions associated with capital projects and bond bill appropriations. PC will replace functionality associated with DelDOT's BACIS.	<ul style="list-style-type: none"> <li>▪ Creation of projects from the Capital Budget</li> <li>▪ Creation of sub-projects and project activities</li> <li>▪ Creation of project budgets</li> <li>▪ Tracking and reporting project financial activity</li> <li>▪ Interface with DelDOT management systems</li> </ul>
<b>Purchasing</b>	The Purchasing (PO) will be utilized by every State organization to request or order goods and services from State vendors. PO directly integrates with AP and GL. PO replaces the PO and PO Mod documents of today.	<ul style="list-style-type: none"> <li>▪ Creation of requests for quote (RFQ)</li> <li>▪ Creation of vendor catalogs and items from contracts</li> <li>▪ Requisitions for goods and services</li> <li>▪ Sourcing goods and services</li> <li>▪ Generation and issuance of purchase orders</li> <li>▪ Documentation of goods and services received</li> </ul>