Deleting Your Browser History

Did you know there are shortcuts to deleting your browser history? For Internet Explorer select the CTRL + Shift + Delete key to delete your history. If you are using Chrome, just select the CTRL + H key.

Closing Old Federal Funds

As the end of the biennium is right around the corner, now is a good time to review your list of Federal Funds and see which ones may be made inactive. Before you make these funds inactive, you will want to make sure that there is not a cash balance (positive or negative) for any of these funds.

The first step would be to run a trial balance for all your federal funds and see which ones have a cash balance. At that point, you will need to determine if revenue or expenditures need to be journaled to another fund. Once the grant has been fixed, you can make it inactive. Any questions contact OMB.

General Ledger-IDB Open Item Status

Within the General Ledger module, you have a couple of options to review the status of IDB’s that you have billed to other state agencies.

- **Review Status Online:** On this page, you can inquire on IDB’s that are Open, Closed or both. You can narrow your search by specific chartfields to see specific IDB’s or see all IDB’s to all agencies you have billed. The Navigation to this page is General Ledger > Open Items > Review Status Online.

- **Open Item Listing Report:** This report will list your receivable balance by agency that have an open item balance in General Ledger. The Navigation to run this report is General Ledger > Open Items > Open Item Listing Report.

If you have questions concerning this, contact Lynn Shannon-Gall at 328-1485.
New Property Asset Tab

If you are setting up a new asset and the asset type of property is being added, a new tab is now available.

This new tab is the Asset Property tab. Most of the fields on this page will populate, but there are two required fields that need to be entered. These two boxes are the Property Class and the Total Area of the new property. If you have any questions setting up a new property asset, please contact Tasha Gerding at 328-1024.