

# PeopleSoft Tips Tricks ...

## PeopleSoft Financial System Down Thursday Night, February 16th

We will be installing a maintenance pack to PeopleSoft on Thursday, February 16<sup>th</sup> starting at 5:00 p.m. and ending at 10:00 p.m. During this upgrade, the whole PeopleSoft system will be unavailable. Remember, before you log into the system Friday morning to clear you internet cache.



## 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 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 journal 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.

General Information | Operation/Maintenance | Asset Acquisition Detail | Location/Comments/Attributes | Manufacture/License/Custodian | **Asset Property** | ID

Unit 11000      Asset ID 00000004440      Land - test      Tag      In Service

### Asset Information

Description: Land - test      Short Desc: Land - tes

CAP #:      Seq #:      Tag Number:      

Taggable Asset

Asset Class:      Asset Type: **Property**       Capitalized Asset

Asset Subtype:      \*Asset Status: In Service       New Asset

Acquisition Date: 06/30/2016      Placement Date: 06/30/2016       Available For Use

Collateral Asset:      \*Acquisition Code: Purchased       In Physical Use

FERC Code:      Financing Code:      Fair Value: 0.000      Appraisal Date:      Last Update:      

Replacement Cost:      Index Name:      SubIndex Name:      Parent/Child: None      Parent ID:      Region Code:      Composite Asset ID:      

Profile ID: 7501       Composite Asset

Book Page:      Set R and D Info...      Attachments (0)

Fair Value Details

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.

General Information | Operation/Maintenance | Asset Acquisition Detail | Location/Comments/Attributes | Manufacture/License/Custodian | **Asset Property** | Asset Supplemental Data

Unit 11000      Asset ID 00000004440      Land - test      Tag      In Service

### Property Information

Property ID: 9

\*Property Class: **Site**      Property Subclass:      \*Property Name: Land - test      \*Description: Land - test

### Hierarchy

Parent Property:      Site ID: 9      Building ID:      Floor ID:      Area ID:      

### Attributes

\*Total Area: **1.000**      \*Space Unit of Measure: 1      

Occupancy: Occupied      Current Occupancy:      Ownership: Owned      Maximum Occupancy:      Occupants Information

### Description

Parcel Number:      Lot Number:      Block Number:      Legal Description:      

[Go To Asset Property](#)