

PEOPLESOFT TIPS & TRICKS

FISCAL YEAR END DEADLINES

Just a reminder the last day to submit June business is July 28th at 5:00 pm. PeopleSoft Financials will be unavailable for June or July business July 29th—30th and will be open again on July 31st. If possible, the system will open on the afternoon of July 30th. This only effects Financials not the Payroll\HR system.

When keying vouchers that are applied back to fiscal year 2020, the accounting date entered should be 06/30/2020. By changing this date, the budget date will also change on the distribution lines of the voucher.

When applying back deposits or journal vouchers to fiscal year 2020, the journal date entered should be 06/30/2020. Note: the journal date cannot be changed after you add the journal.

ACCOUNTS RECEIVABLE REMINDER

Just a reminder that deposits in the Accounts Receivable module do not get applied back at fiscal year-end. Revenue and receivables are recorded when a billing is created in AR. Cash should be recorded and the receivable liquidated in the month the payment is received. If you have any questions, contact Lynn at 701.328.1485.

ACH ADVICES

Coming Soon: OMB and NDIT are working on a process to email ACH advices to agencies, instead of picking them up from the State Treasurer's Office. Advices will be emailed to the individuals that are authorized to pick up checks and advices. More information will be coming from OMB and the State Treasurer's office in the near future.

GAAP ASSETS

Please review and enter all GAAP assets into PeopleSoft by August 21st. The OMB policy manual Appendix A is a helpful resource for asset guidelines. [Review Appendix A of OMB's policy manual, starting on page 64](#). Keep in mind that if your agency has any uncompleted asset projects, which include any uncompleted buildings, infrastructure, capital construction projects, or intangible software projects (example: websites, apps, and internally developed software), as of June 30, 2020 a Construction-In-Progress closing package needs to be completed.

We are happy to assist you with any questions. Please contact Tasha at 701.328.1024.

SUPPLIER FRAUD

In these trying times of uncertainty, grant money, fast-paced decisions and pressing deadlines, it is easy to get overwhelmed. Unfortunately, with all the chaos, some look to take advantage of the situation or collect on the misfortune of others.

Given the situation, a review of current procedures may be necessary. Extra care and due diligence should be given before approving or pushing through work-flow items. It cannot be assumed paperwork received for payment, approvals, or changes is from a trustworthy source.

OMB has revised some of our processes by removing ACH authorization forms from the OMB website. Suppliers can no longer send ACH changes directly to Vendor Registry. We have tightened procedures by requiring a copy of a voided check for ACH setup or changes. All requested changes to existing supplier data must come directly from agencies to Vendor Registry. We are encouraging suppliers to use Supplier Onboarding for registration and future maintenance of their supplier profiles.