

PeopleSoft Tips Tricks ...

PeopleSoft WorkCenters

Are you taking advantage of the WorkCenters functionality within PeopleSoft? This feature allows you to consolidate all your work on one page within a PeopleSoft module. Each WorkCenter has two tabs for you to use. The first tab called "Main" has two sections. The first section called "My Work" includes user-specific work that a user may need to review and complete to process transactions within PeopleSoft. This is a great place to go to see if you have errors that need to be fixed within a particular module. The second section called "Links" takes you to other key links within PeopleSoft without opening your menu or going to your favorites.

The second tab is labeled "Reports/Queries". Within this tab, you will have access to common queries, reports or processes that give you useful information within each module. Additional queries/reports can be added to this page if you don't see what you are looking for. WorkCenters are available in the following modules— Accounts Payable, General Ledger, Purchasing, Accounts Receivable/Billing, Projects, Asset Management and Inventory. If you have not used them yet, give them a try and see what you think. If you have questions on using WorkCenters, please contact OMB.

Fiscal Year End Deadlines



Reminder—The last day you will be able to submit June business in PeopleSoft will be Wednesday, July 27th at 5:00 pm. PeopleSoft Financials will be unavailable to users on Thursday, July 28th thru Saturday, June 30th. Please contact OMB with any questions.

Voucher Budget Error Notification

Agency staff that enter vouchers in PeopleSoft will now receive an email if there are vouchers that fail the budget check process that runs at 12:00 PM and 5:30 PM. The email will tell you which voucher is in error status. To look and see what the error is, go to the voucher summary tab on the voucher and the budget status will say exceptions. Click on that link and it will tell you what the error is. Most common budget errors are an operating unit or class code that is missing. Remember if you have to add or change a charfield, the voucher will have to go thru workflow again if it has already been approved.



Archiving Old Biennium Data

OMB has archived the 2009-2011 (July 1, 2009 thru June 30, 2011) biennium data for the Accounts Payable, General Ledger and Purchasing modules. Accounts payable vouchers, one time payments, journals and purchase orders for this time period will no longer be available to view in PeopleSoft. This archiving does not affect any reports that are run in Cognos for these time periods. If you need to look at the detail of an archived journal, voucher or one-time payment, you can run one of the following queries to retrieve this information.

- ⇒NDS_GL_INQUIRY_ARC
- ⇒NDS_VOUCHER_INQUIRY_ARC
- ⇒NDS_OTP_INQUIRY_ARC



Billing/Accounts Receivable Module: PeopleSoft Billing Interface Errors

When correcting billing interface errors; you can correct the errors in PeopleSoft by accessing them through the Billing WorkCenter or navigating directly to Billing > Interface Transactions > Correct Interface Errors. You do not need to reload the billing file again as the transactions are already in PeopleSoft. The most common errors are duplicate invoice numbers and customer/invoice Effective Date issues. After the errors are fixed, continue to run Change Status of Bills, Single Action Invoice, and AR Update processes or wait for the nightly process to perform these steps in the scheduled run (if your agency is set up for this feature).

Asset Management

The last day to enter all your 2016 GAAP Assets in Asset Management is August 19, 2016. The OMB policy manual Appendix A is a helpful reference for asset guidelines. See OMB policy at: <https://www.nd.gov/omb/sites/omb/files/documents/agency/financial/fiscaladmin2015.pdf>.

Another reference to refer to is the Closing Package Instruction Manual. Please 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 as of June 30, 2016, a Construction-In-Progress closing package needs to be completed. For more information contact Tasha Gerding at 328-1024.

PeopleSoft Financial Modules and Contact Information

- Accounts Payable
 - Larry Martin—328-4931
 - Doreen Schumacher—328-2682
- General Ledger
 - Toby Mertz—328-4885
 - Larry Martin—328-4931
- AR/Billing
 - Lynn Shannon-Gall—328-1485
 - Larry Martin—328-4931
- Purchasing/Suppliers (Vendors)
 - Tasha Werner—328-1729
 - Robyn Helgeson—328-2773
- Asset Management
 - Tasha Gerding—328-1024
 - Crystal Hoggarth—328-1666
- Project Costing
 - Rachel Kmetz—328-1530
 - Tasha Gerding—328-1024
- Inventory
 - Dustin Krueger—328-2530
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- Purchasing Card
 - Renae Heller—328-4936
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