

# PeopleSoft Tips Tricks ...

## New Fiscal Employee

OMB-Fiscal Management is pleased to announce that Melanni Hoff has joined our accounting staff. Melanni comes to OMB from the ND Health Department. Melanni has also worked for the Department of Corrections, Department of Public Instruction and started her career with OMB.

Melanni takes over for Larry Martin, who took a Budget Analyst position at OMB. Melanni can be reached at 328-2474.

## Fiscal Year End Deadlines

Just a reminder the last day to submit June business is July 26<sup>th</sup> at 5:00 pm. PeopleSoft Financials will be unavailable for June or July business July 27<sup>th</sup>—30<sup>th</sup>. The system will be opened on July 31<sup>st</sup>. This only effects Financials not the Payroll\HR system.

When keying vouchers that are applied back to fiscal year 2018, the accounting date entered should be 6/30/2018. By changing this date, the budget date will also change on the distribution lines of the voucher.

Invoice Information | Payments | Voucher Attributes

Business Unit 11000 Invoice No Fiscal Year End Example  
 Voucher ID NEXT Accounting Date 06/30/2018  
 Voucher Style Regular Voucher \*Pay Terms 00  
 Invoice Date 06/01/2018 Basis Date Type Inv Date  
 Invoice Received  
 D & B MOTORS INC  
 Supplier ID 0000005350 702 9TH AVE E  
 ShortName D & B-001  
 Location MAIN  
 \*Address 1 LANGDON, ND 58249-2934  
 Budget Status  
 Incomplete Voucher  
 Control Group  
 Save Save For Later Action Run Calculate Print

Invoice Total  
 Line Total 100.00  
 \*Currency USD  
 Miscellaneous  
 Freight  
 Total 100.00  
 Difference 0.00

Non Merchandise Summary  
 Session Defaults  
 Comments(0)  
 Attachments(0)  
 Template List  
 Advanced Supplier Search  
 Supplier Hierarchy  
 Supplier 360

The invoice number field on IDB vouchers can no longer be modified. Agencies may use the program chartfield to track fiscal years.

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	PC Bus Unit	Project	Activity
<input type="checkbox"/>	1	100.00		11000					2018				

When applying back deposits or journal vouchers to fiscal year 2018, the journal date entered should be 6/30/2018. Note: the journal date cannot be changed after you add the journal.

### Create/Update Journal Entries

Find an Existing Value Add a New Value

Business Unit 11000  
 Journal ID NEXT  
 Journal Date 06/30/2018  
 Add

## Account Receivable Reminder

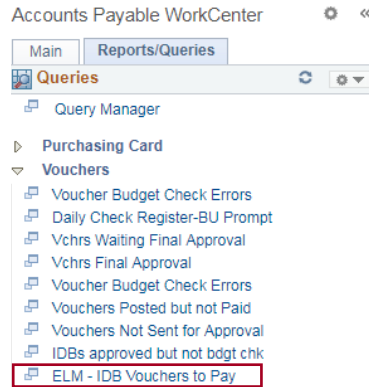
Just a reminder that deposits in the Accounts Receivable module do not get applied back at fiscal year-end. Revenue and receivables are recorded when a billing is created in AR. Cash should be recorded and the receivable liquidated in the month the payment is received.

If you have any questions, contact Lynn Shannon-Gall @ 328-1485.



reminder

The query for ELM—IDB Vouchers to Pay has been added in the Accounts Payable WorkCenter. If you have other queries you would like to add, please call OMB.



## GAAP Assets

Please review and enter all GAAP assets by August 17<sup>th</sup>, as OMB will start closing assets for FY2018 the morning of August 20<sup>th</sup>. Note that OMB policy manual Appendix A is a helpful reference for asset guidelines. [See Appendix A of OMB policy- Starting on page 63.](#)

We are happy to assist you with any questions. Please contact Tasha at 328-1024.

If agencies would like any individual training on any PeopleSoft Financial module, please contact the following individuals to setup training. This training is available for both new and existing employees.

### PeopleSoft Financial Modules and Contact Information

- Accounts Payable
  - Melanni Hoff—328-2474
  - Doreen Schumacher—328-2682
- General Ledger
  - Toby Mertz—328-4885
  - Melanni Hoff—328-2474
- AR/Billing
  - Lynn Shannon-Gall—328-1485
  - Melanni Hoff—328-2474
- Purchasing/Suppliers (Vendors)
  - Tasha Werner—328-1729
  - Robyn Helgeson—328-2773
- Asset Management
  - Tasha Gerding—328-1024
  - Crystal Hoggarth—328-1666
- Project Costing
  - Lynn Shannon-Gall—328-1485
  - Tasha Gerding—328-1024
- Inventory
  - Dustin Krueger—328-2530
  - Doreen Schumacher—328-2682
- Purchasing Card
  - Renae Heller—328-4936
  - Doreen Schumacher—328-2682
- Cognos Reporting
  - Dustin Krueger—328-2530
  - Toby Mertz—328-4885
- Questions regarding OMB Policies/ Agency Appropriations
  - Jeff Larshus—328-4902
  - Melanni Hoff—328-2474