March 2018

Office of Management and Budget

PeopleSoft Tips Tricks ...

Accounts Receivable

Statements

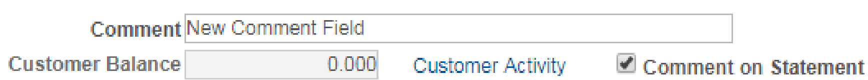
The prior menu navigation has been removed. In the new navigation, there is now a 'Use System Date' checkbox in the Run Control if you want the 'as of date' defaulting to current; otherwise you will need to select the current date or prior date as the system retains the last date used.

- Accounts Receivable > Customer Interactions > Statements > Create Customer Statements

Pending Item & Deposit pages

Accounts Receivable > Pending Items > Online Items > Group Entry (Pending Item 1 – tab)

- A comment field has been added to the pending screen for additional adjustment information. If applicable, mark the 'Comment on Statement' checkbox to display the comment on the statements.

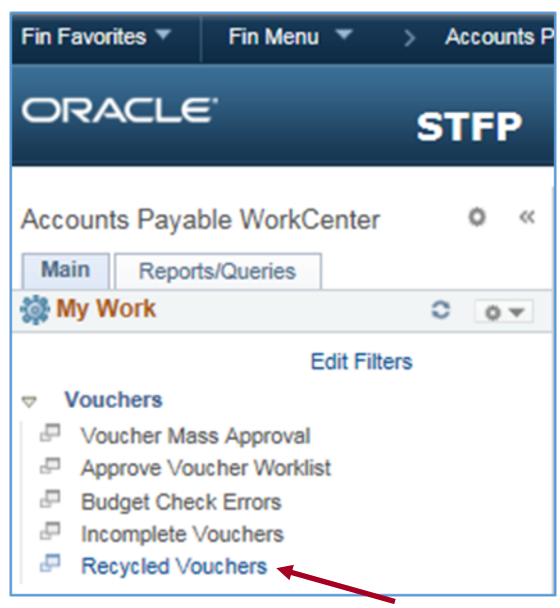


Accounts Receivable > Payments > Online Payments > Regular Deposit

- A comment field has been added to the deposit screen for additional payment information. This field will also display on the Customer Activity page.

Did You Know…

You can find your agencies outstanding IDB vouchers when clicking on **Recycled Vouchers** in the Accounts Payable WorkCenter. If **Recycled Vouchers** appears in red, you will need to setup a one-time filter by clicking the Edit Filters link. Click the red pen icon by Recycled Vouchers and enter your business unit and click OK. A reminder to refresh the page should appear. Click OK.



Project Reports

Are your project reports getting a little long? Don't forget to inactivate your old projects. Inactivating a project will remove it from your reports. Before inactivating a federal funded project, you should make sure your federal revenue equals your federal expenditures.

If you have a different federal fund set up for each project, you can also view the trial balance to see if the project is ready to close. Run the trial balance for the federal fund and if account 105251 - Cash and Equiv at BND has a balance, your revenue does not equal your expenses and you will need to look into the project before it can be inactivated.

If you have questions about inactivating projects, please contact Rachel Kmetz at 328-1530 or rkmetz@nd.gov.

Cognos reports can be viewed without leaving PeopleSoft Financials! To view Cognos reports while in PeopleSoft Financials, navigate to the GL Workcenter. Under the Links section on the right hand side of the screen you will find a link to Cognos Reports. Click on the link and start using the newly upgraded Cognos to view reports!