

PEOPLESOFT TIPS & TRICKS

NEW OMB FISCAL STAFF

OMB Fiscal Management has added a new employee to our staff. Elizabeth Rogers comes to OMB from the State Auditor's Office. Liz will be the inventory module lead and will also be working with other PeopleSoft financial modules. She will also assist agencies with the SEFA and Federal Single Audits. Please contact Liz at 328-2530 or erogers@nd.gov if you have any questions.

GASB UPDATE

The OMB CAFR staff are currently working on implementing GASB 84 Fiduciary Activities and GASB 87 Leases. GASB 84 Fiduciary Activities will need to be implemented for the FY2020 financial statements while GASB 87 Leases will need to be implemented for the FY2021 financial statements. We will be asking all agencies to respond to surveys in the next couple of months regarding both GASB implementations. Please contact Rachel Kmetz at 328-1530 or rkmetz@nd.gov if you have any questions or concerns.

VOUCHER SPREADSHEET UPLOAD

Does your agency have reoccurring vouchers? Reoccurring vouchers are vouchers made to the same vendors using the same account coding more than one time. These vouchers can be issued daily, weekly, monthly or annually. The voucher spreadsheet upload process allows users to upload transactions from an Excel spreadsheet into PeopleSoft and drastically reduce data entry time. The process can be used for a few or a large number of vouchers. The spreadsheet template contains voucher data which can be used for each upload but can be modified by users as needed. Once the vouchers are uploaded into PeopleSoft, they are processed as a regular voucher.

Contact Melanni Hoff at 328-2474 or Doreen Schumacher at 328-2682 for additional information.

CLOSING OLD FEDERAL FUNDS

If your agency receives federal funds, you should review the list of funds to see which ones can be inactivated. Before you inactivate the funds, you will want to make sure that the cash balance is zero. To do this you will need to run a trial balance for all your federal funds to see which ones have a cash balance (positive or negative). Then you will need to determine if a journal is needed to move revenue or expenditures to another fund. Once the fund has been fixed, you can make it inactive. If you have any questions, please call OMB.