PeopleSoft Tips Tricks ...

Using State Agency Vendor Numbers & Inquiring of IDB Vouchers to Pay

If an agency has to pay another state agency and it is not an **IDB payment**, remember that the payment method default is GE, which means a check will not be produced. If you need a check, it can be changed on the Payments tab of the voucher. Select the lookup icon by the Method box and select Check. This payment method should never be changed from GE if the voucher is an IDB voucher.

Find your outstanding IDBs that need to be paid — Select the Find an Existing Value tab on the Regular Entry voucher page and select the Entry Status of Recycle and then select Search. It will list all your IDB vouchers that need to be paid.

PeopleSoft Financial Security Request

Effective immediately, PeopleSoft Financial security requests should be sent to Toby Mertz. If Toby is unavailable, you can contact Jeff Larshus or Larry Martin. You still have to contact Risk Management if a background check is required for PeopleSoft access.

New Workflow Process Coming

There will be enhancements to the workflow process in Accounts Payable. Data entry individuals will be able to submit vouchers for approval directly from the invoice page on the voucher. Final approvers will be able to approve vouchers in their worklist or they will be able to do a mass voucher approval process. Details and instructions will be coming soon.

Delete Old Speecharts

If agencies have old speedcharts that are no longer being used, they can be deleted. The first step is to make them inactive and then contact OMB with a list of the inactive speedcharts.

PeopleSoft Processes

Remember when you run processes in PeopleSoft and you go to your Process Monitor to see your results, if the process/job run status says "Queued" do not submit the process/job again until the first one is completed.

Federal Funds Used to Pay for Audit Services from the State Auditor's Office

Remember, Federal Funds can only be used to pay for audit services that are required by and performed in accordance with the Single Audit. These new restrictions were set forth in the Uniform Guidance, 2CFR Part 200, which went into effect July 1, 2015. If an agency has questions please contact Crystal Hoggarth at OMB.

Intangible Assets

Intangible Assets are a subcategory of Capital Assets. Intangible Assets are unique since they lack physical substance. Consequently since Intangible Assets cannot be seen or touched, they are easily missed in the financial reporting process. The following are examples of Intangible Assets:

⇒ Computer Software (which includes websites and mobile apps)
⇒ Trademarks
⇒ Easements
⇒ Water Rights
⇒ Copyrights
⇒ The 'Right to Use' a Good (such as land)

If your agency has Intangible Assets, please add them into the PeopleSoft Asset Management module. If your agency does not use the Asset Management module, please report the Intangible Assets on your CAFR Fixed Asset Closing Package.

Please note that Intangible Assets have different capitalization thresholds and different requirements exist for software developed by ITD. Be sure to check out OMB's Policy Manual- Fixed Asset Accounting Policies- Appendix A for more information, or contact the OMB CAFR staff.