

# 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.

**Payment Options**

\*Bank  Pay Group  \*Netting  Supplier Bank Messages Layout

\*Account  Handling BU 11000 L/C ID   Layout

**Method**  Giro-EFT Hold Reason   Hold Payment

Message   Separate Payment

Message will appear on remittance advice.

---

**Schedule Payment**

\*Action  Payment Date

Pay  Reference

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.

**Voucher**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Business Unit:

Voucher ID:

Invoice Number:

Invoice Date:

Short Supplier Name:

Supplier ID:

Supplier Name:

Voucher Style:

Related Voucher:

**Entry Status:**

Voucher Source:

Incomplete Voucher:

Case Sensitive

**Search Results**

View All First 1-9 of 9 Last

Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Payment Amount	Invoice Date	Short Supplier Name	Supplier ID	Supplier Name	Voucher Style	Related Voucher	Entry Status	Voucher Source	Incomplete Voucher
11000	00011479	DP042016.110.0-m1	-1994.1	-1994.1	04/07/2016	STATE-002	0000000615	INFORMATION TECHNOLOGY DEPARTMENT	Regular	(blank)	Recycle	Billing	Complete
11000	00011478	DP032016.110.0	158922.6	158922.6	03/31/2016	STATE-002	0000000615	INFORMATION TECHNOLOGY DEPARTMENT	Regular	(blank)	Recycle	Billing	Complete
11000	00011477	D001525	1654.36	1654.36	03/31/2016	CENTRAL DU-001	0000087121	CENTRAL DUPLICATING SERVICES	Regular	(blank)	Recycle	Billing	Complete
11000	00011476	(11000-0001692856-3)	4762.1	4762.1	04/07/2016	STATE-120	0000001838	MANAGEMENT AND BUDGET/ND OFFICE OF	Regular	(blank)	Recycle	IDB	Complete
11000	00011473	(80100-0001692399-15)	149.11	149.11	03/31/2016	STATE-028	0000001854	DEPT OF TRANSPORTATION,ND	Regular	(blank)	Recycle	IDB	Complete

## 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 Speechcharts

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.