PeopleSoft Tips Tricks ...

Biennium End Business

The last day that PeopleSoft will be available to enter June business will be July 26th. More information will be sent out in June concerning biennium end deadlines.

Reminder!

Additional Fields Added to Screens

Final approvers will now notice some changes on the mass approval screen for both Account Payable and General Ledger. On the Voucher approval screen, invoice number and department description have been added along with additional project chart fields and the program field.

On the journal mass approval screen, final approvers will see the following changes. The journal description field is larger. The person submitting the journal for approval (requestor id) is moved to the right. We have also added the program field, project resource category and resource sub category along with account and department descriptions.

Voucher data entry users will also see that a second Submit Approval Button has been added to the bottom of the screen to send voucher off for approval.

IDB Payments for ELM Training

Did you know, there is a query, NDS_ELM_AP_DTL that you can run before paying IDB vouchers from HRMS for ELM training? This query will give you the details that you need to pay the voucher. Some of the information you will see includes all employees being billed on the voucher, the ELM course names, the course start date and the billed amount for each individual. To run this query put in the invoice from your IDB voucher. The invoice for these IDB vouchers will always start with (11000-LM).

Supplier Self-Registration

Office of Management and Budget is in the processing of rolling-out PeopleSoft, Supplier Onboarding functionality! This feature will allow vendors and bidders to self-register by providing their W-9 and application information on-line for Vendor Registry approval. This self-registration will allow vendors to create and maintain their profile information and have access to the most current forms. We expect to go-live with this functionality by late summer.

Printing of Journals

Do you use the print journal feature in the process box on the journal line page? If you do, after you print your journal, you now will see the journal status of your journal. The status will either be posted, valid or incomplete.

Report Definition: GLX7501	**PeopleSoft Financials** Journal Entry Detail Report			Page: Run Date/Time:	1 of 1 4/26/17 10:52:47 AM

Unit	11000	**Ledger Group:**	ACTUALS	**Reversal:**	None
Journal ID:	0001704422	**Source:**	ONL	**Reversal Date:**	
Journal Date:	4/26/17	**Journal Status:**	Posted		
Description:	Correct account code on voucher 136549				

Unit:	11000	**Ledger:**	ACTUALS

Line	Description/Ref/Open Item	Account / Oper Unit	Fund	Dept	Class	Amount
1	Desc: In State - Lodging	521015 110	001	3000	11030	25.00
2	Desc: In State - Meals	521020 110	001	3000	11030	-25.00

		Total	
Currency:	USD	**Debit:**	25.00
		Credit:	25.00
		Net:	0.00
		Journal Lines:	2

W-9 and Substitute W-9 Forms

A reminder to agencies to use the most current IRS forms. IRS occasional makes changes to the "Certification" language that an individual or entity is agreeing to with their signature. Some agencies are submitting older forms and the verbiage is incorrect according to the IRS guidelines. The newest forms, W-9 (Rev. December 2014), are available on our website, https://www.nd.gov/omb/vendor/vendor-payments. If you put a shortcut on your desktop, use the website link vs. saving the form to your computer.

Agencies using a Substitute W-9 specific for your agency need to ensure the "Certification" verbiage is current with IRS language. When updating your form, give consideration to adding contact phone number and email fields. This information is very helpful when needing to contact the vendors about 1099's or paperwork. If you have a question regarding W-9 forms, please contact Robyn Helgeson at 328-2773.