

# PeopleSoft Tips Tricks ...

## Employee ACH Advices



In an effort to reduce the amount of paper that is printed out of PeopleSoft, effective October 15th, we will no longer print the ACH advices for employee travel. Currently, employees are receiving an email notification when their travel expenses have been paid. Employees can also view travel reimbursements by going to the “Employee Hub” and click on the “Pay” link and then select the “Expense Advice/Check” link. You are able to view past travel reimbursements for up to two years.

Agencies can view payment information on the payments tab of the voucher which will show payment date and ACH reference number. Agencies can also run a daily check register to show all payment information for a specific day. The daily check register can be run from the Reports/Queries tab in the Accounts Payable WorkCenter. Please contact OMB with any questions.

## 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 Larry Martin at 328-4931 for additional information.

## Accounts Receivable and Billing Modules

The Accounts Receivable and Billing Modules within PeopleSoft offer a variety of benefits to agencies that bill other state agencies or external customers. The benefits include advanced reporting and tracking and best of all complete integration with the General Ledger. Accounts Receivable and Billing can handle the entire billing cycle and AR deposit function or it can accept interfaces from third party systems.

For more information, contact Lynn Shannon-Gall at 328-1485 or Larry Martin at 328-4931.

## 1099 Training



Mark your calendar! Vendor Registry will be holding a user group meeting for 1099 reporting on Monday, November 9th, at 9:00 AM at the Capitol in Bismarck. OMB provides 1099 reporting for 1099-Misc, 1099-G and 1099-S forms. If you have any questions on 1099 reporting, contact Vendor Registry at 328-2773. We will be providing additional information including deadline dates for your agency's responsibilities and also the upcoming user group meeting.

## Purchase Orders Made Simple

Here are a few steps to allow a purchase order to be dispatched without difficulty.

- 1) Ensure proper data entry – PeopleSoft requires certain fields have data: Description, PO Qty, UOM, Category, Ship To, GL Unit, Account, Oper Unit, Fund, Dept and Class. Also, the account number must be changed from the default 888887 to a valid account. Your agency may use a '**SpeedChart**' to allow for quicker data entry and less errors.
- 2) Budget Check – The Budget Status must say "Valid". This ensures funds are available before any approvals begin.
- 3) Approval - The buyer must do an initial approval of the purchase order before it goes into workflow for any additional approval. Assigned approval thresholds to the buyer will determine if another level of approval must be performed from a higher level before this purchase order status will be set to "Approved".

Finding a missed field or a line with a data entry error, especially on a multi-line purchase order, can be a challenge. Try using the Express PO screen. The navigation is Purchasing>Purchase Orders>Add/Update Express POs, select the 'Find an Existing Value' tab, and enter your Business Unit and PO ID. Using this view, you can get all the item details, shipping schedule, and distribution information on one screen making it easier for review and to locate errors. Simply click the right arrow to expand the line.

## Time to Get Your Organizational Budgets In!

What is an organizational budget? An organizational budget is similar to the appropriation and appropriation line budgets recorded each biennium, except the organizational budget contains more detailed information such as department and account. Once entered into PeopleSoft, the organizational budget will display on an agency's organizational reports, the 4911AA and 4911BB. With both budget and expenditures information showing on these reports, an agency can more efficiently and effectively track the budgetary position of a department or even a division monthly throughout the biennium. The organizational budget also provides another benefit as this budget will automatically appear in IBARS for preparation of your agency's next biennial budget.

If your agency would like to load its organizational budget into PeopleSoft, please contact your budget analyst for assistance.



## Did You Know?

- ⇒ Every Monday thru Friday at 12:00 PM and 5:30 PM, PeopleSoft runs an agency budget check on all Accounts Payable vouchers. Agencies can run the query NDSALL\_VOUCHER\_BUDGET\_ERRORS to check if they have any vouchers that have a budget error. This query can be found on the Reports/Queries page of the Accounts Payable WorkCenter.
- ⇒ We run a nightly pay cycle Monday thru Friday at 6:00 PM. Final approvers have until 5:59 PM each day to approve vouchers so they get paid that night. All vouchers must be approved and pass budget check to get paid.
- ⇒ If you are an initial approver in accounts payable, when you go to the voucher approval page, you can select your business unit and click "Search" and you will see all the vouchers that need to be sent off for final approval. You can approve each one by selecting "Next in List" instead of having to enter in each individual voucher number.
- ⇒ PeopleSoft has 39,580 active vendors in the system. Of those, 14,654 are employee vendors. Vendors that have no activity after 36 months will be purged from the system. All vendor requests need to go thru the Vendor Registry division of Central Services.