

# PeopleSoft Tips Tricks ...

## PeopleSoft Financial Upgrade

OMB will be implementing a People Tools and Image upgrade to the system the weekend of September 23-25. Users will be locked out of the system starting at noon on Friday, September 23<sup>rd</sup>. We will still print checks that day and they will be available Monday morning. Users will not be allowed back into the system until Monday morning, September 26<sup>th</sup>. Please plan accordingly.



## PeopleSoft WorkCenters

WorkCenters in PeopleSoft offers users a one stop shop approach to getting access to their work and reducing the amount of navigation required. There are currently WorkCenters for Accounts Payable, General Ledger, Billing, Receivables, Asset Management, Buyer and Supply/Demand. [Instruction sheet on how to configure WorkCenters.](#)

## AR/Billing Module

To clean up unneeded/unprocessed bills, a monthly process has been scheduled to delete old invoices that never ran through Single Action Invoice or AR Update. The invoices must meet specific criteria such as: CAN (cancelled), HOLD, or NEW status, are at least 60 days old/in closed accounting periods, and that no data is on the pending item, item, worksheet item, or project resource tables. If you have any further questions, please call Lynn Shannon-Gall.



## Agency Nightly Check Register—New Feature

Agencies can now schedule to run on a nightly basis, a daily check register. It will list all payments your agency made that day. [Instruction sheet on how to schedule nightly check register.](#)

## Downloading PeopleSoft Data to Excel

Some screens enable you to download table data to a Microsoft Excel spreadsheet. The download feature extracts all active, unhidden rows, that are visible on your screen.

The screenshot shows the PeopleSoft interface for a journal entry. At the top, there are tabs for Header, Lines, Totals, Errors, and Approval. Below the tabs, the following information is displayed: Unit 11000, Journal ID 0001735646, Date 07/31/2016, and Errors Only checkbox. There is a Search Criteria dropdown menu with 'Process' selected and a 'Process' button. A 'Line 10' dropdown is also visible. Below this is a table with columns: Select, Line, Unit, Account, Oper Unit, Fund, Dept, Class, Amount, PC Bus Unit, Project, and An. The table contains three rows of data. A red arrow points to a download icon (a grid) in the top right corner of the table's navigation bar.

Select	Line	Unit	Account	Oper Unit	Fund	Dept	Class	Amount	PC Bus Unit	Project	An
<input type="checkbox"/>	3	11000	105251		461			-10,167,502.38			
<input type="checkbox"/>	1	11000	516115	901	461	3002	90170	10,131,245.80			
<input type="checkbox"/>	2	11000	516135	901	461	3002	90170	36,256.58			

To download table data:

1. Click the Download button  in the table's navigation bar. A new browser window opens, showing the data in a spreadsheet-like format.
2. Select File, Save As and save the data as a Microsoft Excel file.

**Note.** The system downloads all field types (columns) with the exception of images.

**Note.** If you use Microsoft Office 2007, then when performing a download-to-Excel, you might encounter a Microsoft Office Excel warning message suggesting you verify that the file is not corrupted and that it is from a trusted source before opening it. You should click the Yes button in this situation.

## New PeopleSoft Queries—Workflow

OMB has added two new queries to the Accounts Payable Workcenter under the Reports / Queries tab to assist agencies with questions about where vouchers are in the workflow process.

The screenshot shows the Accounts Payable WorkCenter interface. The left sidebar has a 'Queries' section with a 'Query Manager' icon. Under 'Vouchers', there are several queries listed. Two red arrows point to 'Vchrs Waiting Final Approval' and 'Vouchers Not Sent for Approval'. The main content area shows a 'Welcome to Accounts Payable WorkCenter' message and instructions on how to use the pagelets and action icons.

**Accounts Payable WorkCenter**

Main Reports/Queries

Queries

Query Manager

Vouchers

- Voucher Budget Check Errors
- Daily Check Register-BU Prompt
- Vchrs Waiting Final Approval
- Voucher Approval Info
- Voucher Budget Check Errors
- Vouchers Posted but not Paid
- Vouchers Not Sent for Approval

Purchasing Card

- JP P-card Reallocation Trans
- JP Pcard Reallocation Trans AP

Welcome to Accounts Payable WorkCenter

Welcome to the WorkCenter. This WorkCenter has one "Task Panel" and one "Work Area". The "Task Panel" is on the side displaying the pagelets assigned to the WorkCenter page and the "Work Area" displays transaction pages such as this page.

Each pagelet may have the following actions depending on its configuration: Hide/Show, Reload, Personalize.

- Displays the menu for the pagelet actions available

Within each pagelet there may be the following action icons depending on the pagelet:

- Opens the content in a new window
- Collapses a group of links
- Expands a group of links

The 'Vchrs Waiting Final Approval' query lists all the vouchers for your agency that are waiting final approval. This query generates the same results as seen on the final approver's Worklist or Voucher Mass Approval page. The 'Vouchers Not Sent for Approval' query lists all vouchers entered by your agency that have not been submitted for final approval.

These queries can also be run from the Query Viewer page as well. The query names are—NDSALL\_VOUCHER\_APPROVAL\_STATUS (Vchrs Waiting Final Approval) and NDS\_VCHRS\_NOT\_SENT\_FOR\_APPROVE (Vouchers Not Sent for Approval).

## Did You Know

- **Email Notification**—Are you a final approver of vouchers and journals and receiving an email and you don't want to receive an email? OMB can turn this feature on or off for you. You can notify Larry Martin, Toby Mertz or Jeff Larshus to change this setting.
- **Separate Checks**—Are you paying the same supplier on multiple vouchers and need separate checks? To do this, go to the Payments tab of the voucher and check the Separate Payment box. If this is not selected, all vouchers to the same supplier, paid on the same day, will be combined into one check.

The screenshot shows the 'Payment Information' form with the following details:

- Payment 1**: \*Remit to 0000025964, Location MAIN, \*Address 4 (A & B PIZZA INC, CHOOSE LOCATION, XXXXXX, ND 00000).
- Payment Options**: \*Bank BND, \*Account BND, \*Method CHK (Check), Pay Group, Handling BU 11000, \*Netting Not Applicable, L/C ID, Supplier Bank Messages (Hold Payment,  Separate Payment).
- Schedule Payment**: \*Action Schedule Payment, Pay, Payment Date, Reference.

- **Outstanding IDB Vouchers**—Remember, to view the outstanding IDB vouchers that your agency has to pay, go to Find an Existing Value tab on the voucher Regular Entry page. In the Entry Status drop-down, select Recycle and then click Search. A list of all IDB's that need to be paid will appear.

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### Voucher

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

Find an Existing Value | Add a New Value

Search Criteria

Business Unit: 32500

Voucher ID: begins with

Invoice Number: begins with

Invoice Date: =

Short Supplier Name: begins with

Supplier ID: begins with

Supplier Name: begins with

Voucher Style: =

Related Voucher: begins with

Entry Status: Recycle

Voucher Source: =

Incomplete Voucher: =

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

### Search Results

View All

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
32500	00253796	(70100-0001717202-2) 110	110	110	06/20/2016	STATE-001	0000000388	HISTORICAL SOCIETY,ND	Regular	(blank)	Recycle	IDB	Complete	
32500	00253795	(70100-0001717199-2) 165	165	165	06/20/2016	STATE-001	0000000388	HISTORICAL SOCIETY,ND	Regular	(blank)	Recycle	IDB	Complete	
32500	00253500	(14000-0001715181-1) 41481	41481	41481	06/14/2016	STATE-041	0000001967	ADMINISTRATIVE HEARINGS,OFFICE OF	Regular	(blank)	Recycle	IDB	Complete	
32500	00253377	(14000-0001714865-1) 7804.5	7804.5	7804.5	06/13/2016	STATE-041	0000001967	ADMINISTRATIVE HEARINGS,OFFICE OF	Regular	(blank)	Recycle	IDB	Complete	
32500	00252873	TC052016.325.3	3527.88	3527.88	05/31/2016	STATE-002	0000000615	INFORMATION TECHNOLOGY DEPARTMENT	Regular	(blank)	Recycle	Billing	Complete	
32500	00252869	TC052016.312.0	10899.27	10899.27	05/31/2016	STATE-002	0000000615	INFORMATION TECHNOLOGY DEPARTMENT	Regular	(blank)	Recycle	Billing	Complete	