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 23rd. 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 26th.
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

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.

To download table data:
1. Click the Download button [icon] 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.
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> **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 '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.

- **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.