

PeopleSoft Tips Tricks ...

OMB is presenting a series of training classes September 19th—20th on PeopleSoft Financials. The classes will be held in Bismarck at the State Capitol. The topics include Accounts Payable, General Ledger, Cognos, P-Card, Purchase Orders, 1099's, Fixed Assets, Projects, Accounts Receivable and Billing, OMB Administrative Policies and Budgets. Multiple 1.25 hour sessions are scheduled for each topic. Each session will be a combination of presentations and round table discussions. One on one training for each topic is also available.

Participants MUST register for the sessions they wish to take. Class size is limited for each session. To register, go to the Learning Home ELM website in PeopleSoft. Training classes can be found under the Financial Category or by searching by the key word "Financial".

Contact Larry Martin at (701) 328-4931 with any questions.

The screenshot shows the ELM Learning Home interface. At the top, there are navigation tabs: ELM Favorites, ELM Menu, Self Service, Learning, and Find Learning. Below this is the ORACLE logo and the text STLP. A user profile for Larry Martin is visible, with a 'Find Learning' button and links for 'Basic Search' and 'Advanced'. A search filter is applied to 'financial'. Under the 'Filter by' section, the 'Financial' category is selected, showing 32 results. Other categories listed include Risk Management & Compli. (49), PeopleSoft (47), Human Resources (46), and Workplace Basics (33). A 'Search Results' section is partially visible with expand and collapse buttons.

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.

New Feature in Accounts Receivable



If you have a credit invoice/Item ID for an IDB customer, there is a hyperlink on the Accounts Receivable Account Overview and Customer Activity screens that will display invoices that are posted but not yet paid on the Accounts Payable side due to the net payment of the invoices/vouchers (in total) are not greater than zero (and negative AP vouchers do not generate payments). This is helpful for the billing agency to know that payments are pending for collection/statement purposes. Below is a screenshot of the Account Overview screen.

FIN Favorites ▾ FIN Menu ▾ > Accounts Receivable ▾ > Customer Accounts ▾ > Customer Information ▾ > Account Overview

ORACLE STFP

Balances Profile Customer Action Customer Trend 1 Customer Trend 2 Customer Trend 3

SetID 40100 Unit 40100 Customer F1256 ADJUTANT GENERAL, OFFICE OF THE *Level No Relationship Search

Add Conversation Display Currency Unprocessed IDB Details

Most Recent Activity						
	Item ID	Date	Amount	Currency	Amount	Currency
Item ID:	INS0000004845	07/24/2017	-203.00	USD	-203.00	USD
Payment:	00091257	08/14/2017	61,943.11	USD	61,943.11	USD

	Count	Amount	Currency	Amount	Currency
Pay History Days:		0.00			
Credit Limit:		0.00	USD	0.00	USD
Balance:	1	-203.00	USD	-203.00	USD
Past Due:	1	-203.00	USD	-203.00	USD

PeopleSoft Revenue and Expenditure Account Listing/2017-2019 Biennium Fiscal Periods

Agencies can find an updated listing of PeopleSoft Revenue and Expenditure accounts along with the 17-19 biennium fiscal periods. These can be found on OMB's website, under the Agency > Financial page—<https://www.nd.gov/omb/agency/financial>.