September 2018

Office of Management and Budget

PeopleSoft Tips Tricks ...

PeopleSoft Financial Question and Answer Sessions

OMB will be providing agencies with question and answer sessions on PeopleSoft Financials.
The details for these sessions are as follows:

Who: PeopleSoft State Agencies
What: PeopleSoft Financial Question and Answer Sessions—OMB module leads
Where: Sakakawea Room, State Capitol/Bismarck
When: Tuesday, October 16 – 8:30 a.m. to 11:30 a.m.
Thursday, October 25 – 8:30 a.m. to 11:30 a.m.
Why: To assist individuals/agencies regarding specific questions within PeopleSoft Financials

To schedule a date and 30 minute time period, sign up using the following link http://www.slyreply.com/app/sheets/szak7ty2rxun/ . Please include your business unit and a brief description of your question(s) in the comments section.

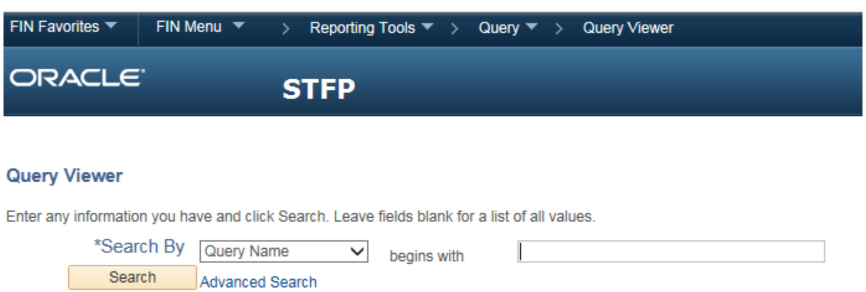
Save the Date! The 1099 User Group meeting has been scheduled for Thursday, December 13th, 2018. A meeting invite will be sent at a later date.

Running Queries

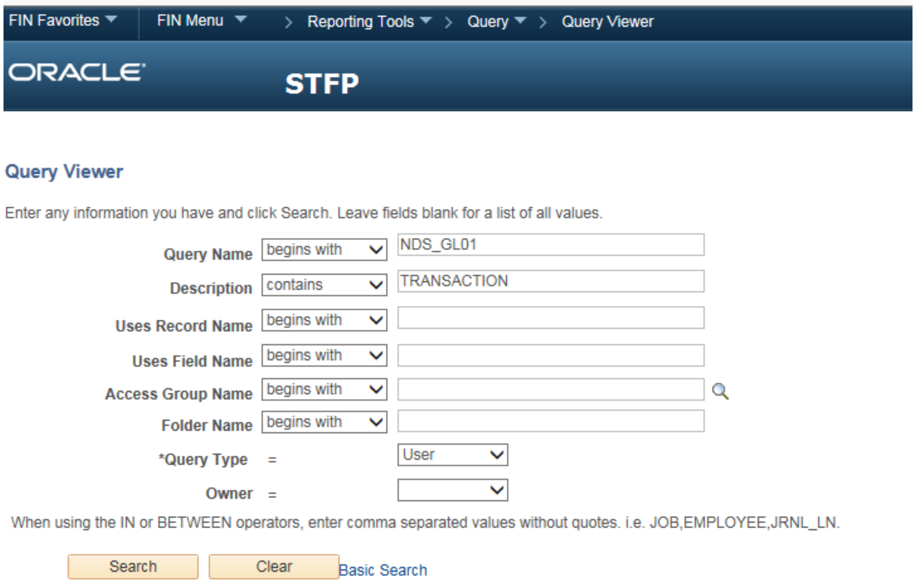
PeopleSoft has reporting capabilities that allow users to download information whenever needed. Queries are a less formal version of a report. There are numerous queries already developed for users to run.

There are two ways to access queries in PeopleSoft Financials. They are as follows:

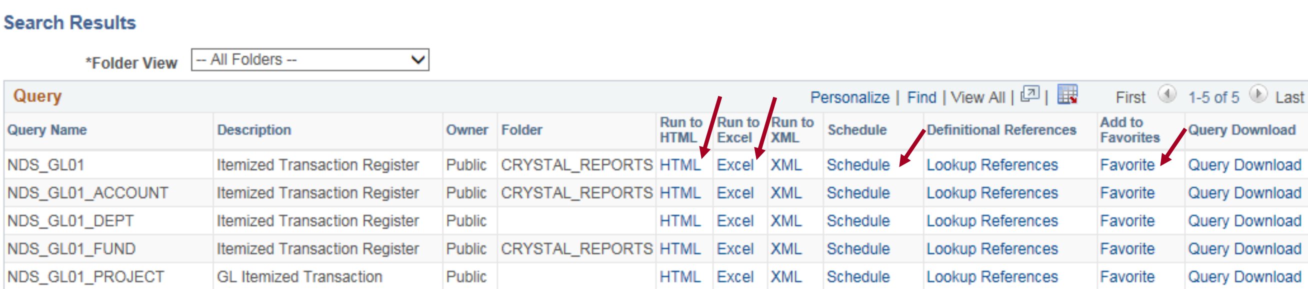
1) By selecting Reporting Tools>Query>Query Viewer. The following Query Viewer Search page appears:



If you know the name of the query you can enter the name in the Search By field or you can click on the Advanced Search link for a broader search.



In the advanced search, you can search for a query by entering additional criteria to find what you are looking for. In the example above the Query Name begins with NDS_GL01 and the Description contains TRANSACTION. The results are as follows:



Search Results

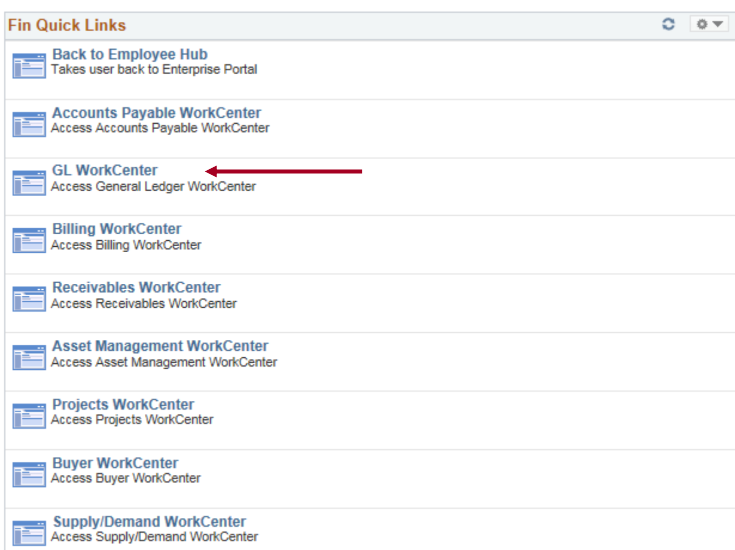
*Folder View -- All Folders --

Query — Personalize | Find | View All | First 1-5 of 5 Last

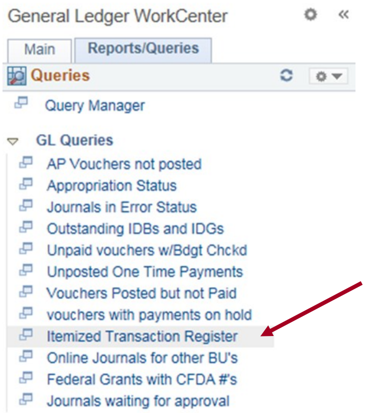
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites	Query Download
NDS_GL01	Itemized Transaction Register	Public	CRYSTAL_REPORTS	HTML	Excel	XML	Schedule	Lookup References	Favorite	Query Download
NDS_GL01_ACCOUNT	Itemized Transaction Register	Public	CRYSTAL_REPORTS	HTML	Excel	XML	Schedule	Lookup References	Favorite	Query Download
NDS_GL01_DEPT	Itemized Transaction Register	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite	Query Download
NDS_GL01_FUND	Itemized Transaction Register	Public	CRYSTAL_REPORTS	HTML	Excel	XML	Schedule	Lookup References	Favorite	Query Download
NDS_GL01_PROJECT	GL Itemized Transaction	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite	Query Download

On the screen above you can run the query to HTML or Excel. You can also schedule the query to run at a specified time and/or add it your favorites by clicking on the link.

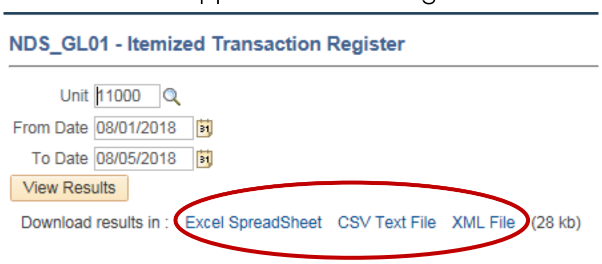
2) By using the WorkCenters in PeopleSoft. Click on the desired WorkCenter link.



Click on the second tab (Report/Queries) in the WorkCenter. This tab provides a list of queries. Click on the name of the query you would like to run.



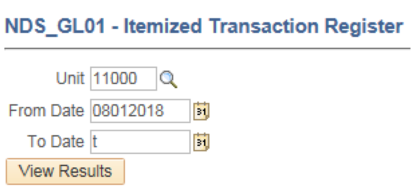
The screen below appears after clicking on the Itemized Transaction Register link.



On the screen above you complete the necessary blank fields and click on View Results button. After the results are returned you can click on the format you would like to use to download the information from the query.

Query Wildcards

Wildcards can be used when running queries. **T** or **t** in any of the date fields will pull data through today's date. An example is provided below.



A list of most commonly run queries are in the following link: https://www.nd.gov/omb/sites/omb/files/documents/agency/financial/commonqueries.pdf

Employee ACH Advices

If you receive an ACH advice print in error for an employee's expenses, notify OMB with the employee's name, Empl ID and email address and request that the advice print be turned off and an email notification be sent to the employee. OMB will make the necessary adjustments to the employee's record.

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.