

## PEOPLESOFT TIPS & TRICKS

### SAVE THE DATE 1099 MEETING

Save the Date! The 1099 User Group meeting has been scheduled for Wednesday, December 4th, 2019. A meeting invite will be sent at a later date.

### PEOPLESOFT FINANCIAL UPGRADE

We are currently working on an upgrade to PeopleSoft Financials. We anticipate that the upgrade will be rolled out by the end of this calendar year or beginning of next year. Additional information will be sent out to agencies regarding the upgrade as the time draws near.

### NEW BUSINESS UNITS/BUSINESS UNIT CHANGES EFFECTIVE 07/01/2019

The Ethics Commission was created as a new state agency. The Ethics Commission's business unit is 19500.

The Center for Distance Education was transferred from business unit 11210 Information Technology Department to business unit 27010 Career and Technical Education. The Center for Distance Education is an interdepartmental (IDB) agency. Please make appropriate changes within your agency to accommodate this change.

The Department of Environmental Quality (DEQ) was created as a new state agency (formerly a section of the Department of Health). DEQ's business unit will be 30300 and is an interdepartmental (IDB) agency. Please make appropriate changes within your agency to accommodate this addition.

The Department of Corrections and Rehabilitation (DOCR) has eliminated business unit 53010 State Penitentiary, 53020 Youth Correctional Center, 53030 Parole & Probation and 53040 James River Correctional Center and now operates under one business unit 53000. The DOCR is an interdepartmental (IDB) agency. Please make appropriate changes within your agency to accommodate this change.

### ELIMINATION OF ACCOUNT CODE

Account code 552085 – Other Equipment Under \$5,000 has been inactivated effective 8/9/19. In place of account code 552085, please use account code 552075 – Other Equipment which can be found under the Other Equipment Under \$5,000 budget account code category.

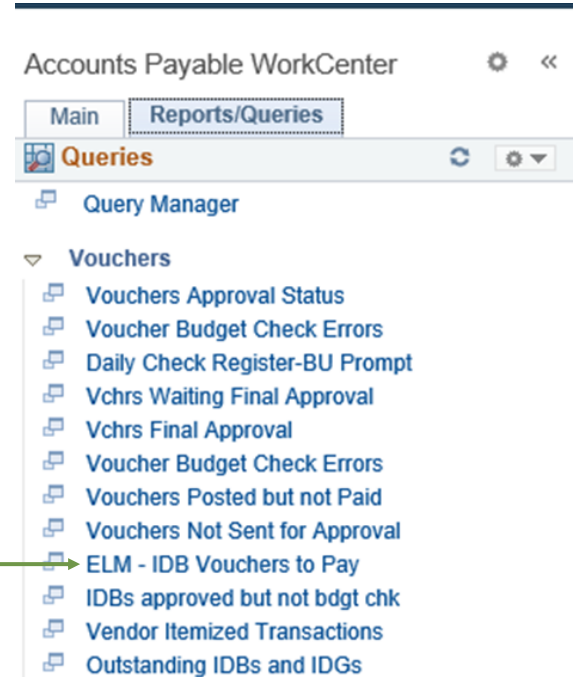
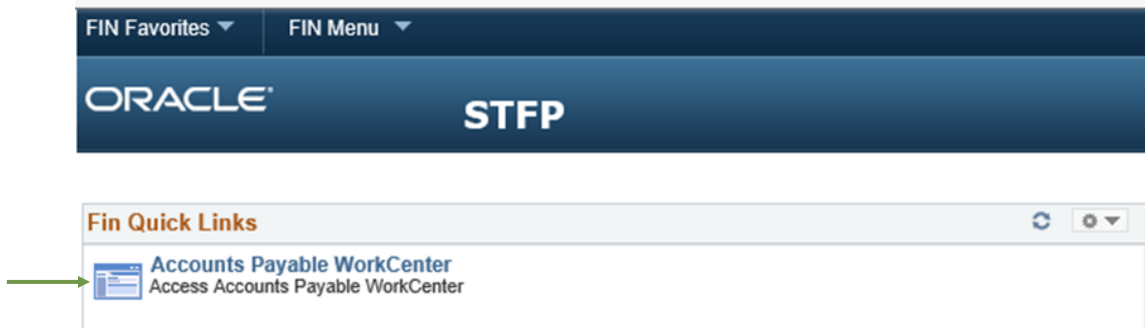
### PEOPLESOFT SECURITY EMPLOYEE NAME CHANGE

Please notify [Toby Mertz](#) at OMB with employee name changes to ensure a user's access is maintained with the new active directory account within the PeopleSoft system.

## IDB PAYMENTS FOR ELM TRAINING

When an agency is billed for ELM Training a query is available for agencies to run in PeopleSoft.

The query name is NDS\_ELM\_AP\_DTL. This query can be run before paying IDB vouchers from HRMS for ELM training. This query will give you the details that you need to pay the voucher. Some of the information you will see includes all employees being billed on the voucher, the ELM course names, the course start date and the billed amount for each individual. This query can be found in the Accounts Payable WorkCenter under the Reports/Queries tab as *ELM\_IDB Vouchers to Pay*. To run this query put in the invoice from your IDB voucher. The invoice for these IDB vouchers will always start with (11000-LM).



### Example

**NDS\_ELM\_AP\_DTL - ELM - IDB Vouchers to Pay**

Unit

Invoice