# PeopleSoft Tips Tricks ...

---

## PeopleSoft Financial and HR/Payroll System Down
## Thursday Night, May 16th through Sunday, May 19th

We will be installing an upgrade to PeopleSoft HR/Payroll and Portal systems starting on Thursday, May 16th at 5:00 p.m. and ending Sunday, May 19th. PeopleSoft Financials will be unavailable during this time. PeopleSoft will be available to users Monday, May 20th in the morning. Checks will be processed Thursday night and available for pick-up on Friday. No checks will be processed on Friday.

---

## New PeopleSoft Financial Navigation

With the upgrade to PeopleSoft HR\Payroll and Portal systems, agencies will have a new way to navigate to the PeopleSoft Financial system until the upgrade to Financials is completed. When you sign into PeopleSoft you will see the new Employee Self Service page. To navigate to Financials you will need to click on the Finance and Quick Links tile as shown below.
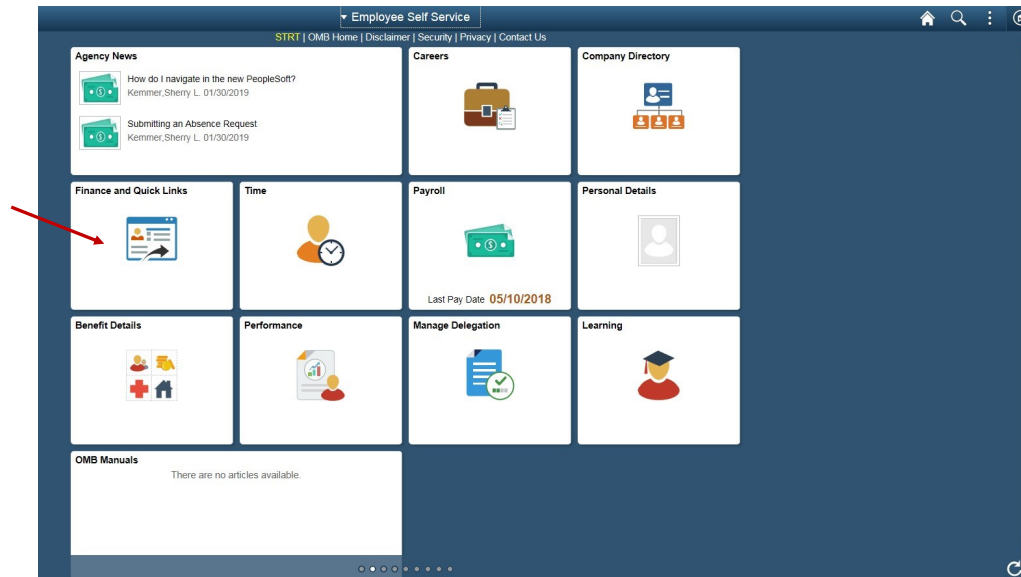
The following menu will appear.  Click on Financials.
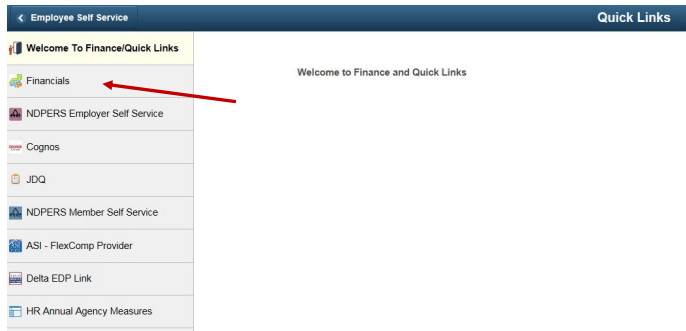
A new page will open in your web browser and your navigation will resume as normal.  Please enable pop-ups within your web browser; otherwise, you will not be able to return to the portal hub.  Agencies will see this change starting May 20th.
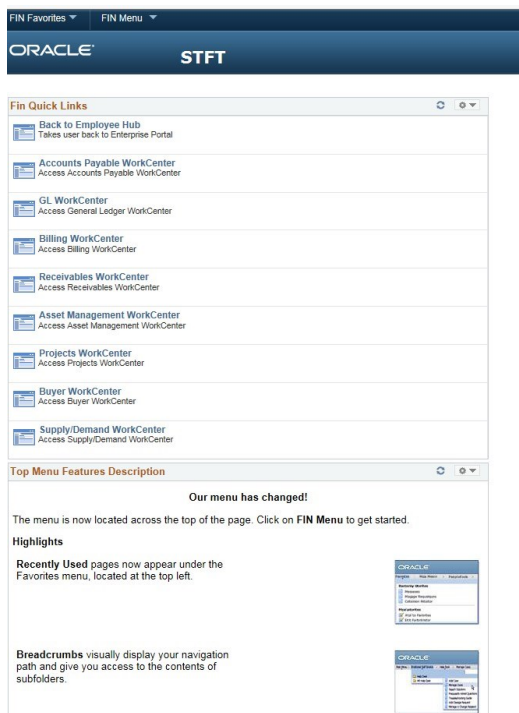
## Biennium End Business

The last day that PeopleSoft will be available to enter June business will be July 26th. More information will be sent out in June concerning biennium end deadlines.

## Accounts Payable Reminder

Purchases made for goods and services for this biennium must be underlined received by June 30th. If the payment is made using the purchasing card, the transaction must be made and posted prior to Friday, June 28th to reflect June's pcard billing cycle ending on June 28th.  Payment made using an accounts payable voucher may be processed and applied back to June through July 26th.

## Account Receivable Reminder

Just a reminder that deposits in the Accounts Receivable module do not get applied back at fiscal year-end. Revenue and receivables are recorded when a billing is created in AR. Cash should be recorded and the receivable liquidated in the month the payment is received.

If you have any questions, contact Lynn Shannon-Gall @ 328-1485.

## GAAP Assets

Please review and enter all FY 2019 GAAP assets by August 16th, as OMB will start closing assets Monday, August 19th. Note that OMB policy manual Appendix A is a helpful reference for asset guidelines.  See Appendix A of OMB policy- Starting on page 62.

We are happy to assist you with any questions. Please contact Tasha at 328-1024.

## Account Receivable Aging

Agencies should run their accounts receivable aging reports at least once a month in PeopleSoft.  The report lists unpaid customers invoices and unused credit memos.  The aging report is a tool used to determine which invoices are overdue for payment.

Links to the account receivable reports can be found under the Reports/Queries tab in the Receivable WorkCenter.