P eople S oft   T ips   T ricks ...

PeopleSoft Performance Issues

Since the tools upgrade we have been experiencing random performance issues in PeopleSoft. ITD is working to pinpoint the cause of the issues. In order for them to do this, they need your help. If you are having issues, please contact us and provide the following information:

- Time of the issues
- Finance or HR
- What screen (page) are you on
- Operating System (Windows 7, 8 or 10)
- Which browser are you using (IE, Chrome, Firefox)
- Application Server

You can identify much of this requested information by pressing Ctrl+Shift+J on your keyboard and a new window will open with the following information. We need the information highlighted in yellow. We will then forward this to ITD. Thanks for your patience on these issues.

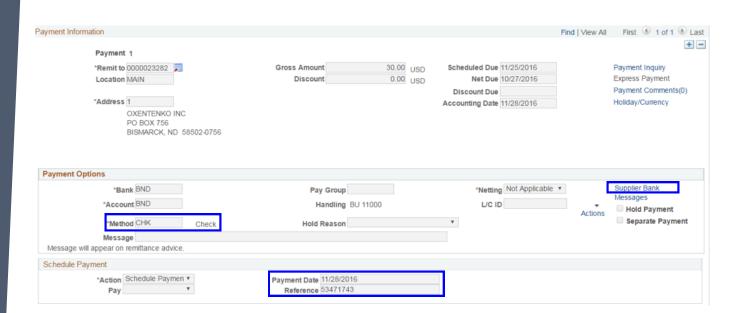|	
Browser	IE/12.10240
Operating System	WIN
Browser Compression	OFF
Tools Release	8.54.21
Application Release	Financials/SCM 9.20.00.000
Service Pack	0
Page	PO_LINE_INQ
Component	PO_INQUIRY
Menu	MANAGE_PURCHASE_ORDERS
User ID	!ggrube
Database Name	STFP
Database Type	MICROSFT
Application Server	//ITDCNDSTFAPP1.itd.nd.gov:9000
Component Buffer Size (KB)	1840

Did You Know

SpeedTypes—Most agencies use speedcharts in Account Payable to reduce the number of chart fields that they key. Did you know, in General Ledger you have similar functionality called SpeedTypes. By using SpeedTypes you can also reduce the number of chart fields that you key.   If you would like additional information on SpeedTypes and how they may help you in keying your deposits please contact Doreen Schumacher.

Payments Tab—The payments tab of your voucher will give you various payment information. Some of things that you see on this are include—

- Payment Date
- Check\ACH Reference number—This is your check number or ACH reference number
- Method of payment
  - CHK: Check
  - ACH: Automated Clearing House
  - GE: Giro-EFT – This is the IDB method of payment
- Supplier Bank Link—If the payment method was an ACH this link will show the last four digits of the Supplier's bank account.   Payments made to employees, such as travel reimbursements, will not show their bank account information.

Payment Information   Find | View All   First ◁ 1 of 1 ▷ Last

Payment 1

*Remit to 0000023282	Gross Amount 30.00 USD	Scheduled Due 11/25/2016	Payment Inquiry
Location MAIN	Discount 0.00 USD	Net Due 10/27/2016	Express Payment
		Discount Due	Payment Comments(0)
*Address 1		Accounting Date 11/28/2016	Holiday/Currency
OXENTENKO INC			
PO BOX 756			
BISMARCK, ND 58502-0756			

Payment Options

*Bank BND	Pay Group	*Netting Not Applicable ▾ Supplier Bank
*Account BND	Handling BU 11000	L/C ID Messages
*Method CHK Check	Hold Reason ▾	Actions ☐ Hold Payment ☐ Separate Payment
Message		

Message will appear on remittance advice.

Schedule Payment

*Action Schedule Paymen ▾	Payment Date 11/28/2016
Pay ▾	Reference 53471743

2016 1099 Reporting

1099 Reporting season is here, but the work involved starts at the beginning of each calendar year. 1099 Reporting starts with your agency, and revolves around the vouchers you enter for payment. Below are a few reminders about what types of payments are reportable.

What information is needed? A current W-9 or Substitute W-9 is required 99% of the time before Vendor Registry can setup or reactivate a supplier for payment. Make sure you are using a current W-9 found on our website, https://www.nd.gov/omb/vendor/getting-paid.

> Reminder – Sometimes the vendor is reportable but the type of payment is not.
> This is controlled at time of voucher entry.

Reportable payment examples

Do report on	Don't report on
Payments of $600 or more for: • Services • Per Diems • Rents • Royalties (1099-MISC or 1099-S) • Certain Taxable Grants • Medical Service Corporations (except hospitals if tax exempt) • Veterinary Services • Attorney Corporations (Box 7 or 14) • Rents (1099-Misc, Box 1) **Payments of $10 or more for:** • Agriculture (1099-G)	**Payments of $600 or more for:** • Products • Workmen's Compensation • Telephone • Freight • Reimbursements **Payments to:** • Governmental Agencies • Corporations (EXCEPT Medical & Attorneys) • Non-profit Organizations • Cooperative

1099 Dates to Remember:

11/15/2016 – Start reviewing your 1099 payment information.

1/4/0217 – Run the NDS_1099_ACTIVITY and NDS_1099_MISMATCH queries.

1/11/2017 – Have your 1099 corrections completed. Submit any work requests for assistance from Vendor Registry prior to this date. After your corrections have been made, you can run the NDS_1099_ALL_REPORTABLE query to compare.

1/18/2017 - OMB will print all 1099's and mail to recipients.

Any questions on 1099's please contact Tosha Werner, Robyn Helgeson or Larry Martin.