

PeopleSoft Tips Tricks ...

Supplier ACH Advices & Email Notification

In November, OMB implemented a new process that will send suppliers, with valid email addresses in PeopleSoft supplier accounts, an email when an ACH payment is made to their account. The email will contain an attachment giving details on the payment such as invoice, voucher number and will list the paying agency or agencies. Previously email notices went out only to government entities but with no attachment.

ACH advices will continue to be printed and available to agencies. In the future, printing of ACH advices may be turned off to reduce the amount of printed material produced by PeopleSoft.

Employee ACH advices are currently not printed. No change has been made to this process.

Agencies can view payment information on the payments tab of the voucher which will show payment date and ACH reference number. Agencies can also run a daily check register to show all payment information for a specific day. The daily check register can be run from the Reports/Queries tab in the Accounts Payable WorkCenter. Please contact OMB with any questions.

Supplier Self-Registration

Supplier Onboarding is here!

Supplier and bidder self-registration is live as of November 20th, 2017! Suppliers (vendors and individuals) as well as bidders now register on-line to do business or receive payment from the State. All registrations are received by the Vendor Registry Office for review and approval.

Why Supplier Onboarding?

Improved customer service and increased efficiencies! An on-line registration process is more efficient and secure. Agencies no longer need to obtain an IRS W-9. Payees submit the form on-line with their registration directly to the Vendor Registry Office. No more mailing or emailing of confidential information! Payees self-register at a time that is convenient for them, ensuring the information is accurate and keyed correctly. Approved registrations allow payees to maintain their account information going forward, to include; payment types (check or ACH) for each address, address information, contacts, and account administrators.

Supplier Onboarding is also for bidders! All bidders can register and manage their account on-line to ensure they are receiving notices of bidding opportunities related to their business's goods and services. Bidders update their various office locations and contacts to ensure the correct individuals are receiving the notices electronically, and improving the accuracy of the State Bidders List.

You may direct your vendors and bidders to self-register from the OMB website, <https://www.nd.gov/omb/vendor>. Should you have any questions, feel free to contact the State Procurement Office, 701-328-2683.

2017 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
<p>Payments of \$600 or more for:</p> <ul style="list-style-type: none"> • 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) <p>Payments of \$10 or more for:</p> <ul style="list-style-type: none"> • Agriculture (1099-G) 	<p>Payments of \$600 or more for:</p> <ul style="list-style-type: none"> • Products • Workmen's Compensation • Telephone • Freight • Reimbursements <p>Payments to:</p> <ul style="list-style-type: none"> • Governmental Agencies • Corporations (EXCEPT Medical & Attorneys) • Non-profit Organizations • Cooperative

1099 Dates to Remember:

12/15/2017 – Start reviewing your 1099 payment information.

1/4/2018 – Run the NDS_1099_ACTIVITY and NDS_1099_MISMATCH queries.

1/10/2018 – 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.

1/17/2018 – OMB will print all 1099's and mail to recipients.

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

PeopleSoft Financial Modules and Contact Information

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| <ul style="list-style-type: none"> • Accounts Payable <ul style="list-style-type: none"> - Larry Martin—328-4931 - Doreen Schumacher—328-2682 • General Ledger <ul style="list-style-type: none"> - Toby Mertz—328-4885 - Larry Martin—328-4931 • AR/Billing <ul style="list-style-type: none"> - Lynn Shannon-Gall—328-1485 - Larry Martin—328-4931 • Purchasing/Suppliers (Vendors) <ul style="list-style-type: none"> - Tosha Werner—328-1729 - Robyn Helgeson—328-2773 • Asset Management <ul style="list-style-type: none"> - Tasha Gerding—328-1024 - Crystal Hoggarth—328-1666 | <ul style="list-style-type: none"> • Project Costing <ul style="list-style-type: none"> - Rachel Kmetz—328-1530 - Tasha Gerding—328-1024 • Inventory <ul style="list-style-type: none"> - Dustin Krueger—328-2530 - Doreen Schumacher—328-2682 • Purchasing Card <ul style="list-style-type: none"> - Renae Heller—328-4936 - Doreen Schumacher—328-2682 • Cognos Reporting <ul style="list-style-type: none"> - Dustin Krueger—328-2530 - Toby Mertz—328-4885 • UPK <ul style="list-style-type: none"> - Lynn Shannon-Gall—328-1485 |
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