

PeopleSoft Tips Tricks ...

2018 1099 Reporting

1099 Reporting season is here, but the work involved started in January, 2018. 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.

Reportable Payments:

- Services
- Per Diems
- 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)
- Agriculture (1099-G)

Non-reportable Payments:

- Products
- Workmen's Compensation
- Telephone
- Freight
- Reimbursements
- Governmental Agencies
- Corporations (EXCEPT Medical & Attorneys)
- Non-profit Organizations
- Cooperative

1099 Dates to Remember:

Round-table user group meeting December 13th!

Register here for your time slot, <http://www.slyreply.com/app/sheets/f7efub2axnqn/>.

Seats per session are limited.

12/17/2018 - Start reviewing your 1099 payment information.

01/02/2019 - Run the NDS_1099_ACTIVITY and NDS_1099_MISMATCH queries.

01/11/2019 - 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.

01/18/2019 - OMB will print all 1099's and mail to recipients.

Any questions on 1099's please contact Tosha Werner, Robyn Helgeson or Melanni Hoff.

JP Morgan PCard Vouchers

PCard vouchers now include the cardholder's name associated with each transaction in the Packing Slip field. The cardholder's name has been added to the itemized transaction query.

The vouchers are created in employee ID order. If you are searching for a particular cardholder or transaction on the voucher, click on **Find** and type in cardholder's last name, merchant name, amount etc. to find the line you are looking for.

The screenshot displays the Oracle STFP interface for an invoice. At the top, there are navigation tabs: Summary, Related Documents, Invoice Information, Payments, Voucher Attributes, and Error Summary. The main area contains several sections:

- Business Unit:** 11000
- Invoice No:** OCT 2018 JP PCARD_000000000003
- Invoice Total:** Line Total 29,984.22, *Currency USD, Total 29,984.22, Difference 0.00
- Supplier Information:** JPMORGAN CHASE AND COMPANY, Supplier ID 0000111577, ShortName JPMORGAN-001, Location MAIN, *Address 1, NEW YORK, NY 10017
- Invoice Details:** Voucher ID 00013147, Voucher Style Regular Voucher, Invoice Date 10/31/2018, Accounting Date 11/29/2018, *Pay Terms 00, Basis Date Type Inv Date

Below the invoice details, there are buttons for Save, Run, Calculate, and Print. A section titled 'Copy From Source Document' contains 'Invoice Lines' with a 'Find | View All' button highlighted by a red arrow. The 'Invoice Lines' section shows details for Line 2, including Quantity 1.0000, Unit Price 292.35000, and Line Amount 292.35. A red box highlights the 'Description' field with the text 'THOMSON WEST*TCD' and 'Packing Slip: Sondag, Lori'. Below this is a 'Distribution Lines' table with columns for Line, Merchandise Amt, Quantity, Budget Date, *GL Unit, Oper Unit, Dept, Fund, Account, Class, GL Unit, Currency, and Exchange Rate. The table contains one row with the following values: Line 1, Merchandise Amt 292.35, Quantity 1.0000, Budget Date 11/29/2018, *GL Unit 11000, Oper Unit 110, Dept 3000, Fund 001, Account 601010, Class 11030, GL Unit 11000, Currency USD, Exchange Rate 1.00000000.

New PCard Query

A new query has been created that displays the AP Voucher and PCard payments by vendor name. The query name is NDS_VENDOR_ITEM Trans and can be ran in Reporting Tools > Query > Query Viewer or in the Accounts Payable Workcenter under Reports/Queries as Vendor Itemized Transactions.

Agency Checklist for New Fiscal Employees

A checklist has been created for agencies to use for new fiscal employees. The checklist provides a list of possible systems, forms, or training needed for new fiscal employees depending on the positions duties. The checklist can be found at the following link:

<https://www.nd.gov/omb/sites/omb/files/documents/agency/financial/checklist-for-new-fiscal-employees.pdf>