December 2018

Office of Management and Budget

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/f7efub2qxnqn/.
Seats per session are limited.

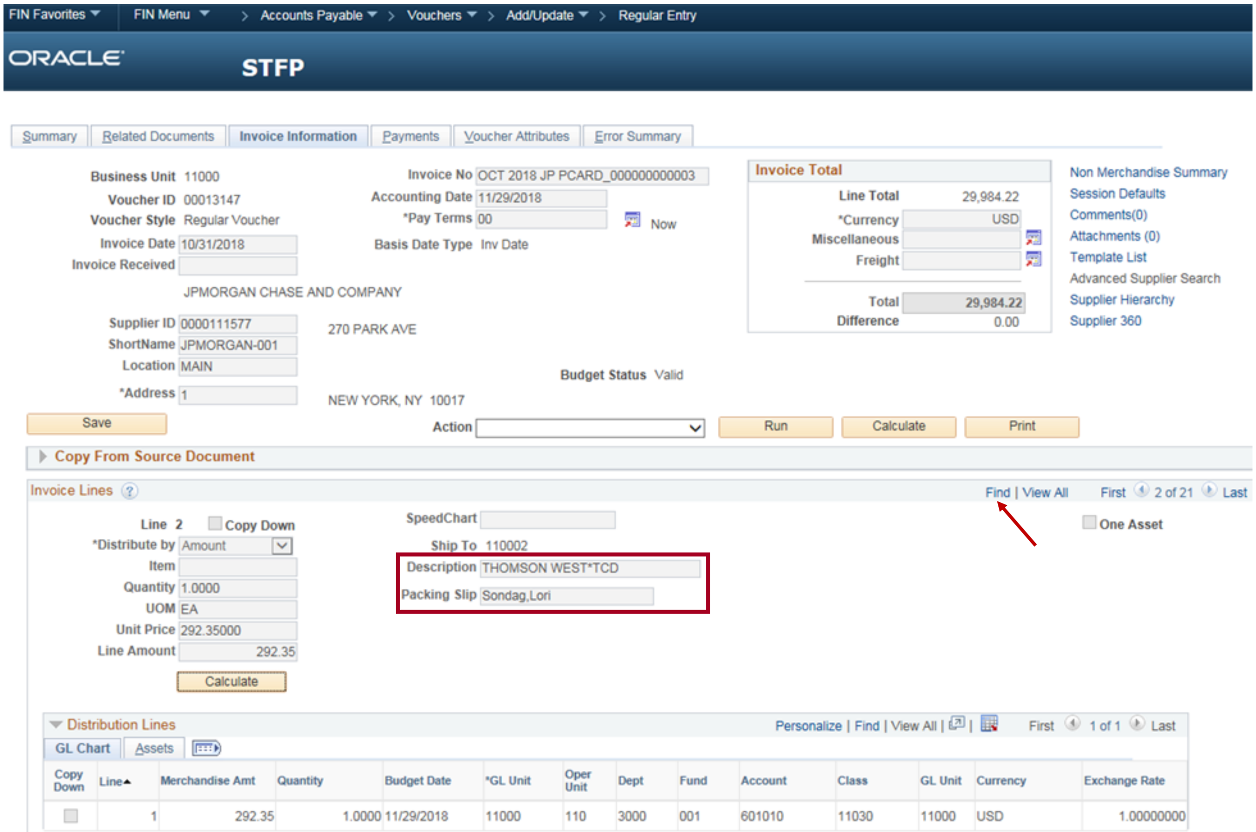
12/17/2018 - Start reviewing your 1099 payment information.
01/02/2019 - Run the NDS_1099_ACTIVITY and NDS_1099_MISMATCH queries.
01/11/2019 - Have your 1099 corrections completed. Submit any work requests for assistance from Vendor Registry prior to this date. After your corrections have been made, 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.



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