

PEOPLESOFT ROLES AND QUERIES FOR 1099'S

- A. There are two major roles used for 1099 maintenance in PeopleSoft. These roles are available to all agencies by completing ConnectND Financials Security access Request SFN 54418. This form is available on the OMB Fiscal website <http://www.nd.gov/fiscal/authforms.html>.
1. NDC_ALL_1099_MAINTENANCE. This role is required for any correction of 1099 reporting.
 2. NDS_ALL_VENDOR_INQUIRY. This role helps accounts payable users find the correct vendor and address for payments. Confidential information has been blocked on this role, so not all vendor screens will be available.
- B. Voucher Inquiry. This is available for all AP users. The navigation is **Accounts Payable> Review > Vouchers> Voucher Inquiry**. This online inquiry is useful for more than just 1099 maintenance. If you are not familiar with this feature, we encourage you to use it to search by particular vendor, a date range, etc. of all your vouchers. NOTE: the SetID is always "SHARE" when entering a vendor number.
- C. QUERIES:
- NDS_1099_MISMATCH – This report identifies vouchers that have a different withholding status than the vendor paid.
- NDS_ACCOUNT_INQUIRY – Identifies vouchers paid on a particular account by business unit.
- NDS_1099_ACTIVITY – Reports in detail the vouchers that have been entered for 1099 reporting by business unit.