

Facts about the PeopleSoft Database

# **THE PEOPLESOFT VENDOR DATABASE**

ND HEUG – March 16, 2009

# PRESENTERS

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# THE PEOPLESOFT DATABASE

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The PeopleSoft Database is shared by the institutions of higher education and all state agencies.

What does sharing the database mean?



# SHARING THE DATABASE

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The PeopleSoft database is shared by:

- ✘ 81 business units
- ✘ 13 interfaces
- ✘ 7 PeopleSoft Modules

# SHARING THE DATABASE

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Management is handled by the NDUS ConnectND group and the Vendor Registry Office.

✘ Management includes:

- + Implementation of policies and procedures;
  - ✘ Development of guidelines and checklists;
- + System testing of upgrades and patches;
- + Development and implementation of modifications;
- + User support

# SHARING THE DATABASE

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## Guidelines and Checklists

- ✘ The guidelines and checklists have been developed and posted to a web site.
- ✘ There are over 100 different guidelines or checklists. They cover a variety of subjects:
  - + How to add a New Vendor
  - + How to Add Banking Information
  - + How to Add 1099 Information, etc.

# SHARING THE DATABASE

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## System testing of upgrades and patches

- ✘ NDUS ConnectND group and the Vendor Registry Office handle the testing for:
  - + Upgrades
  - + Patches
  - + Modifications



# SHARING THE DATABASE

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Modifications made to the database this past year.

- ✘ Search by TIN number
- ✘ Address auto fill when entered in the 'Invoice' box.
- ✘ Inactivation of vendors not used in 36 mos.

# SHARING THE DATABASE

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## User Support

- ✘ NDUS ConnectND as part of the University System provides the institutions of higher education user support.
- ✘ Vendor Registry as part of the Office of Management and Budget provides support to state users and occasional support to higher education users.

# SHARING THE DATABASE

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Contact Vendor Registry when it involves:

- ✘ State HCM Vendors
- ✘ State Agency Employees
- ✘ State 1099 Reporting

Contact NDUS ConnectND when it involves:

- ✘ Higher Ed HCM Vendors
- ✘ Higher Ed Employees
- ✘ Higher Ed 1099 Reporting

# SHARING THE DATABASE

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User Group – NDUS ConnectND and Vendor Registry would like to develop a user group.

We would like a representative from each of the eleven higher ed business units to be involved in the user group.

Searching, Entering, and Updating Vendors

# **BASIC VENDOR INFORMATION**

# BASIC VENDOR INFORMATION

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All the information needed to search, enter, or update vendor information is located on the following Vendor Registry web site:

<http://www.nd.gov/spo/connectnd/training/>



# BASIC VENDOR INFORMATION

The web site provides:

- ✘ Guidelines and Checklist

- + <http://www.nd.gov/spo/connectnd/training/alpha-vmr.html>

- ✘ Frequently Asked Questions

- + <http://www.nd.gov/spo/connectnd/1099-information/faqs.pdf>

- ✘ How to Search for Vendors in Voucher or PO

- + Tips for finding vendors

- + Searching by short name

- ✘ Search Examples

- + Sole proprietors – how to find them

# BASIC VENDOR SEARCHING

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9.0 provided a new screen with advanced searching.

The navigation to this page is *Vendors>Vendor Information>Add/Update>Review Vendors*



# BASIC VENDOR SEARCHING

The following is the first portion of the page:

**Review Vendors**

**Search Criteria**



<b>'SetID:</b>	<input type="text" value="SHARE"/>	<b>Vendor ID:</b>	<input type="text"/>
<b>Name:</b>	Equal to <input type="button" value="v"/> <input type="text"/>	<b>ShortName:</b>	Equal to <input type="button" value="v"/> <input type="text"/>
<b>Withholding Name:</b>	Equal to <input type="button" value="v"/> <input type="text"/>	<b>Classification:</b>	<input type="button" value="v"/>
<b>Vendor Status:</b>	<input type="button" value="v"/>	<b>Type:</b>	<input type="button" value="v"/>
		<b>Persistence:</b>	<input type="button" value="v"/>

This allows you to search by the name entered in the Withholding Alternate Name on the address.



# BASIC VENDOR SEARCHING

This is the second portion of the page:

<b>Address:</b>	Equal to <input type="text"/>	<b>City:</b>	<input type="text"/>
<b>Customer Number:</b>	<input type="text"/>	<b>Country:</b>	<input type="text"/> 
<b>ID Type:</b>	Tax ID <input type="text"/>	<b>State:</b>	<input type="text"/> 
<b>VAT Registration ID:</b>	<input type="text"/>	<b>Postal:</b>	<input type="text"/>
<b>Withholding Tax ID:</b>	<input type="text"/>	<b>Bank Account #:</b>	<input type="text"/>

This allows you to search by a vendor's address.

This allows you to search for a vendor by bank account number.



# BASICS ON CREATING NEW VENDORS

The creation of a new vendor is covered in a checklist named 'Adding New Vendors to the Database'.

✘ <http://www.nd.gov/spo/connectnd/vmr-scripts/vmr-vro-cl-add-new-vendors.pdf>

# BASIC VENDOR UPDATES

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- ✘ Address inactivation or changes
- ✘ Corrections to 1099 Reporting
- ✘ Banking Information (ACH)
- ✘ Reactivating Inactive Vendors
- ✘ State Employees versus Higher Ed Employees
- ✘ Recording the Receipt of W-9s or W-8s



# BASIC VENDOR UPDATES

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- ✘ When entering a new vendor:
  - + Enter all information in caps.
  - + Do not use any punctuation in the name or address
    - ✘ The only exception is a comma between the last name and first name of an individual (Smith,John)
    - ✘ Follow the US Postal Handbook (<http://pe.usps.gov/> )
  - + Do not include a person's name in the address:
    - ✘ Example: Smith Enterprises  
Attn: John Doe
    - ✘ The person's title can be added but not the name.



# BASIC VENDOR UPDATES

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- ✘ Address changes or inactivations
  - + Address changes are done when:
    - ✘ Paperwork that indicates an address has changed
    - ✘ Paperwork that indicates an address needs to be added.
    - ✘ Do not accept oral requests to change addresses.
  - + Inactivation of an Address
    - ✘ Inactivating an address affects all of the locations attached to address.
    - ✘ Make sure all active locations are attached to active addresses.

# BASIC VENDOR UPDATES

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## Corrections to 1099 reporting

- ✘ Corrections to 1099 reporting must be done in the Voucher Line Adjustment or the Withholding Adjustment.
- ✘ Removing the check mark from the withholding box on the vendor is not an option, unless there is paperwork proving the vendor is a non-reportable vendor.
- ✘ Removing the withholding check mark prevents the vendor from receiving a 1099 from all of the 81 business units.



# BASIC VENDOR UPDATES

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## Changing Banking Information (ACH)

- ✘ Do Not use 'Correct History' to make this change.
- ✘ Create an 'effective dated' row on the location to make the change.
- ✘ When making the change on the effective dated row write over the existing banking information on that location. Do not add a row under 'Vendor Bank Accounts.'

# BASIC VENDOR UPDATE

**Vendor Bank Accounts** Find | View All First 1 of 1 Last

**Default**    Descr:

**Country:**   United States

**Bank Name:**

**Branch Name:**

**Bank ID Qualifier:**

**Bank ID:**

**Bank Account Number:**

**DFI Qualifier:**   Transit Number

**IBAN:**

**Account Type:**

**Branch ID:**

**Check Digit:**

**DFI ID:**

Do not remove or change the default check mark.

Do not add a row here. Write over the existing information.



# BASIC VENDOR INFORMATION

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## Reactivating Inactive Vendors

- ✘ Before reactivating a vendor with an inactive status check:
  - + The comments on the MAIN location
  - + Name 2 on the Identifying Information page
  - + Government Classifications for paperwork
- ✘ If there is no information regarding reactivation in the comments or Name 2 and paperwork has been collected, reactivate the vendor.



# BASIC VENDOR INFORMATION

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## Reactivating Inactive Vendors

If there is information in the comments or Name 2 indicating that the vendor is not be reactivated, please do not reactivate that vendor. The reasons why vendors are inactivated are:

- ✘ Duplication
- ✘ Refusal to supply paperwork
- ✘ Company has been purchased, merged, or dissolved.

# BASIC VENDOR INFORMATION

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## State Employees versus Higher Ed Employees

- ✘ When paying an employee (state or higher ed) there are a couple of standards.
  - + Never remove the default check mark from the 'Home' location.
  - + Never enter 1099 information on the 'Home' location.

# BASIC VENDOR INFORMATION

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## State Employees versus Higher Ed Employees

- ✘ The difference between the use of state employees and higher ed employees is:
  - + The state uses the employee id for ALL types of payments.
  - + Higher education sets up a separate vendor for payments other than travel expenses.



# BASIC VENDOR INFORMATION

## State Employees versus High Ed Employees

To determine the employer:

- ✘ Open the vendor
- ✘ Go to the Identifying Information page
- ✘ Click on 'Additional ID Numbers'

ID Numbers			<a href="#">Customize</a>   <a href="#">Find</a>   <a href="#">View All</a>
Type	SetID	ID Number	
BU 		11000	

# BASIC VENDOR INFORMATION

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Recording the Receipt of W-9s or W-8s

On the Guideline web site

<http://www.nd.gov/spo/connectnd/training/alpha-vmr.html>

Please follow that checklist, and if you have questions please email our help desk at

[spovendor@nd.gov](mailto:spovendor@nd.gov)

# QUESTIONS

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