



## Announcement

**TO:** GeorgiaFIRST PeopleSoft Financials Users

**POSTED:** January 3, 2019

**SUBJECT:** 1099 Processing User's Guide for Calendar Year 2018 now available

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The **1099 Processing User's Guide for CY2018** is now available at  
[https://www.usg.edu/gafirst-fin/documentation/category/accounts\\_payable](https://www.usg.edu/gafirst-fin/documentation/category/accounts_payable)

Although there are no significant changes to 1099 report processing for CY2018, a new User's Guide has been made available which contains minor updates and some revisions for clarity.

### One Update of Note for Withhold Sent

When running the Withhold Sent process, users will see a new message asking them to verify information (see example of message below). The message references additional functionality for the 1099 Report Job which was not implemented. The IRS Options for Withhold Sent should be left with the default settings as instructed. Users should select 'OK' to click through this message. Please see the aforementioned User's Guide for further details.

Verify Withhold Sent Option

Please verify that the Withhold Sent Option you are choosing was the latest option used for the IRS File Generate Option to execute the 1099 Report.

It is critical that the options used for the 1099 Report and the Withhold Sent are the same in order to properly identify what Suppliers will generate Corrections in the future.

If you do not use the same options that were used on the 1099 Report, you may experience unexpected results. (0,0)

**The IRS Deadline for 1099-MISC filing is January 31, 2019.**

**MORE INFORMATION AND SUPPORT:** For business impact emergency issues, contact the ITS Helpdesk immediately at 706-583-2001 or 1-888-875-3697 (toll free within Georgia). For non-urgent issues, contact the ITS Helpdesk via the self-service support website at [http://www.usg.edu/customer\\_services](http://www.usg.edu/customer_services). (This service requires a user ID and password. E-mail [helpdesk@usg.edu](mailto:helpdesk@usg.edu) to obtain self-service login credentials.)



# UNIVERSITY SYSTEM OF GEORGIA

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## Information Technology Services

**ADDITIONAL RESOURCES:** For information about ITS maintenance schedules or Service Level Guidelines, please visit [http://www.usg.edu/customer\\_services/service\\_level\\_guidelines](http://www.usg.edu/customer_services/service_level_guidelines). For USG services status, please visit <http://status.usg.edu>.

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