



# 1099 Processing User's Guide for Calendar Year 2021

## PeopleSoft Financials

### GeorgiaFIRST

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## 1099 PROCESS CHECKLIST

Use this checklist as a guide to prepare 1099-NEC and 1099-MISC forms. It is recommended users print this page and use as a reference while they process 1099 Withholding. (See flowchart in Appendix C for additional information.)

**Before beginning 1099 steps (7-30) for the current calendar year, be sure to**

1. \_\_\_\_\_ Run the BOR\_AP\_1099\_WTHD\_SENT\_INCOMPL QUERY – Page 13
2. \_\_\_\_\_ Run Withhold Sent Process (WTHD\_SNT) for the previous calendar year – Page 14
3. \_\_\_\_\_ Setup/Review Report Control Information (**Required for Each Year**) – Page 17
4. \_\_\_\_\_ Post 1099 Withholding Transactions (AP\_WTHD) – Page 32

### Review

5. \_\_\_\_\_ Review 1099 Withholding Suppliers – Page 34
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9. \_\_\_\_\_ Run BOR\_AP\_1099\_PMTS Query – Page 39
10. \_\_\_\_\_ Run BOR\_AP\_1099\_JE Query – Page 40
11. \_\_\_\_\_ Run BOR\_AP\_1099\_NONRPT\_CONSISTENT Query – Page 41
12. \_\_\_\_\_ Run BOR\_AP\_1099\_MISMATCH Query – Page 42
13. \_\_\_\_\_ Run Withholding Balances Control Report (*Optional*) - Page 43
14. \_\_\_\_\_ Run BOR\_AP\_1099\_ADJUST Query – Page 44
15. \_\_\_\_\_ Run BORRY010 1099 Reportable Transactions Report: AP.070.300 (*Optional*) – Page 45

**If any corrections or adjustments need to be made, complete steps 16-19. Otherwise, skip to step 20.**

16. \_\_\_\_\_ Enter Withholding Invoice Line Update, if needed – Page 48
17. \_\_\_\_\_ Run Withholding Update Process if adjustments were made in Step 16 or 17 – Page 50
18. \_\_\_\_\_ Adjust Withholding Manually if needed – Page 52
19. \_\_\_\_\_ Complete steps 5 - 15 after all adjustments are made to review changes

**If additional adjustments need to be made, repeat steps 16-19. Otherwise, proceed to step 20.**

20. \_\_\_\_\_ Run Withhold 1099 Report Post Job (RPT\_1099), Generate Withholding Reports (AP\_APY1099), and retrieve the IRS\_001.TXT file – Page 57
21. \_\_\_\_\_ Run BORRY010 1099 Reportable Transactions Report – Page 64
22. \_\_\_\_\_ Run 1099 Withholding to Send Detail Report – Page 66
23. \_\_\_\_\_ Run BOR\_AP\_1099\_SND\_DTL\_TOT Query – Page 69
24. \_\_\_\_\_ Review reports and query from steps 21 – 24

**If any adjustments need to be made, repeat steps 16-24. Otherwise, proceed to step 25.**

25. \_\_\_\_\_ Run Print 1099 Copy B Process (APCOPYB) for 1099-MISC and 1099-NEC – Page 71
26. \_\_\_\_\_ Review, Print and Send Copy B Reports – Page 74
27. \_\_\_\_\_ Send IRS\_001.TXT file to IRS – Page 76
28. \_\_\_\_\_ Run Withholding Sent File Process (WTHD\_SNT) – Page 77

## REMINDERS

### **Securing Sensitive Data**

1099 Reporting includes a great deal of sensitive data that must always be kept secure. Users should safeguard information on secure sites as they work through this process and be especially careful with all documents, such as Copy B's containing Social Security numbers. If users do not know where to download information in a secure area, contact the institution's Technical Support Administrator.

In addition, if users need to submit sensitive data with an ITS Helpdesk ticket, use the USG secure file transfer site [MoveIT](#) to send files. For more information on how to send secure files, see the [Managed File Transfer job aid](#).

### **Important Dates**

Section 6071(c) of tax code requires users to file 1099's with the IRS on or before the following dates:

Deadline	Item
January 31, 2022	1099-NEC & 1099-MISC Due to IRS

## Summary of Withholding Reporting Changes Effective for CY2021

### IRS Changes

#### **Miscellaneous Information**

The title for Form 1099-MISC has been changed from Miscellaneous Income to Miscellaneous Information.

#### **Form 1099-MISC, Box 7.\***

Payers may use either box 2 on Form 1099-NEC or box 7 on Form 1099-MISC to report any sales totaling \$5,000 or more of consumer products for resale, on buy-sell, deposit-commission, or any other basis. For further information, see the instructions later for box 2 (Form 1099-NEC) or box 7 (Form 1099-MISC).

#### **Form 1099-MISC, Box 11.\***

Box 11 includes any reporting under section 6050R, regarding cash payments for the purchase of fish for resale purposes, from an individual or corporation who is engaged in catching fish. For further information, see the instructions for box 11, later.

#### **Form 1099-NEC, Box 2.\***

Payers may use either box 2 on Form 1099-NEC or box 7 on Form 1099-MISC to report any sales totaling \$5,000 or more of consumer products for resale, on buy-sell, deposit-commission, or any other basis. For further information, see the instructions later for box 2 (Form 1099-NEC) or box 7 (Form 1099-MISC).

**\*PeopleSoft will not have these options to choose from as not applicable to GeorgiaFirst Institutions**

### PeopleSoft Changes

- Do not use the Update Supplier Withholding Page. Instead use the Update VoucherLine Withholding or Adjust Withholding pages.
- 1099 Report Job – Choose “All” to print one IRS file

## CHAPTER 1: WITHHOLDING PROCESSING INTRODUCTION

This guide is designed to provide an overview of the tasks involved with Withholding Processing. The guide shows users how to process Withholding Forms for a calendar year, as well as how to complete tasks throughout the year for smooth withholding processing.

1099 Withholding Reportable Items are those items payable to unincorporated entities (individuals, sole proprietors, or partnerships) for services, non-employee compensation, rents, royalties, or prizes and awards. Each institution is responsible for tracking its Withholding reportable items, sending reports to individual suppliers, and sending a file to the IRS noting reportable items and suppliers.

Due to the possibility of IRS changes each year, users should verify they are working from the most recent version of this manual. This user's guide does not provide legal tax advice on what is and is not reportable. This guide only provides guidance on how to process withholding information.

### **Withholding Income**

Typically, employees of a business receive a W-2 form that lists income received throughout the year. This W-2 form also contains deductions taken from that income in the form of federal and state taxes, deferred compensation, Social Security contributions, etc.

Unlike W-2s, independent suppliers receive a 1099-MISC or 1099-NEC form, which is a record of income received from an organization. On this form, income earned is noted but there typically will not be any deductions for federal or state income taxes nor any deferred compensation, Social Security or medical deductions.

Withholding income is also reported to the Internal Revenue Service (IRS) so that the IRS can track income received by taxpayers. A Withholding Supplier is obligated to make his/her own tax deductions and forward payments to the IRS, if required.



For more information regarding tax laws and who should receive a 1099-MISC and 1099-NEC form, please see the IRS website and other important links below:

Description	Document	Website
2021 Instructions for 1099 MISC and 1099 NEC	<a href="#">2021 Instructions for 1099 MISC and 1099 NEC (Miscellaneous Income and Nonemployee Compensation)</a>	<a href="#">Instructions for Forms 1099-MISC and 1099-NEC (2021)</a>
1099-MISC FORM (Miscellaneous)	<a href="#">1099-MISC Form</a>	<a href="#">About Form 1099-MISC, Miscellaneous Income</a>
1099-NEC FORM (Nonemployee Compensation)	<a href="#">1099-NEC Form</a>	<a href="#">About Form 1099-NEC, Nonemployee Compensation</a>
2021 General Instructions	<a href="#">2021 General Instructions for Certain Information Returns (Forms 1096, 1097, 1098, 1099, 3921, 3922, 5498, and W-2G)</a>	N/A
IRS Publication 1220 Specifications for Electronic Filing of Forms	<a href="#">IRS Publication 1220</a>	<a href="#">IRS website</a>

## **1099 Withholding Types and Classes**

Withholding Types allow withholding transactions to be categorized by classes. Before CY2020 institutions produced one form for all Withholding miscellaneous income regardless of withholding type and class. However, beginning CY2020, USG Institutions produce two forms to report miscellaneous income to the IRS: 1099-MISC forms and 1099-NEC forms. Each Withholding Type is described below:

### ***Form 1099-NEC (Non-Employee Compensation)***

The most common type of 1099 income is non-employee compensation (NEC). Beginning with calendar year 2020, institutions use Form 1099-NEC to report non-employee compensation.

For questions or more information on the 1099-NEC, refer to IRS publication [here](#).

### ***Form 1099-MISC (Miscellaneous Income)***

Institutions use the 1099-MISC form to report for other reportable miscellaneous income. For questions or more information about 1099-MISC, refer to IRS publication [here](#).

## 1099 Withholding Amounts

As determined by the IRS, the minimum Withholding Reporting Amounts for each Withholding Type/Class for CY2021 are below. New items for CY2021 are highlighted in yellow.

Withholding Type	Withholding Class	Description	Paid at least:
<b>1099N</b>	01	Non-Employee Compensation	\$600.00
<b>1099N*</b>	02	Payer Made Direct Sales Totaling \$5000 or more consumer products to recipient for resale	\$5000.00
<b>1099N</b>	04	Federal Income Tax Withheld	\$0.00
<b>1099M</b>	01	Rents	\$600.00
<b>1099M</b>	02	Royalties	\$10.00
<b>1099M</b>	03	Prizes, Awards, etc.(Other Income)	\$600.00
<b>1099M</b>	04	Federal Income Tax Withheld	\$0.00
<b>1099M</b>	05	Fishing Boat Proceeds	\$600.00
<b>1099M</b>	06	Medical and Health Care Payments	\$600.00
<b>1099M*</b>	07	Payer Made Direct Sales Totaling \$5000 or more consumer products to recipient for resale	\$5000.00
<b>1099M</b>	08	Substitute Payments in lieu of dividends or interest	\$10.00
<b>1099M</b>	09	Crop Insurance Proceeds	\$600.00
<b>1099M</b>	10	Gross Attorney Proceeds	\$600.00
<b>1099M*</b>	11	Fish Purchased for Resale	\$600.00
<b>1099M</b>	12	Section 409A Deferrals	\$600.00
<b>1099M</b>	13	Excess Golden Parachute Payments	\$0.00
<b>1099M</b>	14	Non-qualified Deferred Compensation	\$600.00

**\*PeopleSoft will not have these options to choose from as not applicable to GeorgiaFirst Institutions.**

## Examples of New 1099 Withholding Forms Beginning CY2021

### Example 1099-NEC Form Beginning CY2021:

<input type="checkbox"/> CORRECTED (if checked)		OMB No. 1545-0116		<b>2021</b> Form <b>1099-NEC</b>	<b>Nonemployee Compensation</b>
PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.					
PAYER'S TIN	RECIPIENT'S TIN	1 Nonemployee compensation		<b>Copy B For Recipient</b> <small>This is important tax information and is being furnished to the IRS. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.</small>	
RECIPIENT'S name		\$			
Street address (including apt. no.)		2 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale <input type="checkbox"/>			
City or town, state or province, country, and ZIP or foreign postal code		3			
Account number (see instructions)		4 Federal income tax withheld			
		5 State tax withheld	6 State/Payer's state no.	7 State income	
		\$		\$	
		\$		\$	
Form <b>1099-NEC</b> (keep for your records)		www.irs.gov/Form1099NEC		Department of the Treasury - Internal Revenue Service	

Example of 1099-NEC Form [here](#).

### Example 1099-MISC Form beginning CY2021:

<input type="checkbox"/> CORRECTED (if checked)		OMB No. 1545-0115		<b>2021</b> Form <b>1099-MISC</b>	<b>Miscellaneous Information</b>
PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.		1 Rents			
		\$		<b>Copy B For Recipient</b> <small>This is important tax information and is being furnished to the IRS. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.</small>	
		2 Royalties			
		\$			
		3 Other income			
PAYER'S TIN	RECIPIENT'S TIN	4 Federal income tax withheld			
RECIPIENT'S name		\$			
Street address (including apt. no.)		5 Fishing boat proceeds		6 Medical and health care payments	
City or town, state or province, country, and ZIP or foreign postal code		\$		\$	
Account number (see instructions)		7 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale <input type="checkbox"/>		8 Substitute payments in lieu of dividends or interest	
		9 Crop insurance proceeds		\$	
		10 Gross proceeds paid to an attorney		\$	
		11 Fish purchased for resale		12 Section 409A deferrals	
		\$		\$	
FATCA filing requirement <input type="checkbox"/>		13 Excess golden parachute payments		14 Nonqualified deferred compensation	
		\$		\$	
		15 State tax withheld		16 State/Payer's state no.	
		\$		\$	
		\$		\$	
Form <b>1099-MISC</b> (keep for your records)		www.irs.gov/Form1099MISC		Department of the Treasury - Internal Revenue Service	

Example of 1099-MISC Form [here](#).

## Running BOR AP 1099 WTHD SENT INCOMPL Query

**IMPORTANT:** First, verify the Withholding Sent File Process for the prior calendar year ran before beginning the Withholding Process for this calendar year. If users do not run this process, correction files will not be accurate. If users are unsure if the process ran for the previous year, run the BOR\_AP\_1099\_WTHD\_SENT\_INCOMPL query below to confirm

Step	Action
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Navigator</b> icon.
3.	Select the <b>Reporting Tools</b> link.
4.	Select the <b>Query</b> link.
5.	Select the <b>Query Viewer</b> link.
6.	In the Search by field, enter " <b>BOR_AP_1099_WTHD_SENT_INCOMPL</b> " and then press the <b>Search</b> button. Users can run this query to either HTML or to MS Excel. Both formats open in a new window.
7.	To run the query, enter the <b>SetID</b> .
8.	Click <b>OK</b> .
9.	Review report results to determine whether-or-not the WTHD_SNT process ran for a particular Control ID.
10.	If needed, users can see last year's control file in the report, please run the <a href="#">Withhold Sent Process</a> for any outstanding Control ID.  Otherwise, if no results for your SETID, skip to page 17.

### **Running the Withhold Sent (WTHD SNT) Process**

The first step in the entire Withholding process is to run the Withhold Sent Process for the previous Calendar year. It is important to make sure that the data from last year is cleared from the Peoplesoft tables prior to processing the current Calendar year.

Below are step by step instructions on how to run the Withhold Sent process.

<b>Step</b>	<b>Action</b>
1.	Navigate to the <b>NavBar</b> icon.
2.	Navigate to the <b>Navigator</b> icon.
3.	Select the <b>Suppliers</b> link.
4.	Select the <b>1099/Global Withholding</b> link.
5.	Select the <b>1099 Reports</b> link.
6.	Select the <b>Withholding Sent File</b> link.
7.	Enter or create a <b>Run Control ID</b> .

8. Enter parameters. The parameters for this process are:

- Request ID and Description
- Process Frequency: Set to “Always”
- SetID
- Control ID: Use the Control ID used through the current 1099 year’s processing (e.g., USO\_2020).
- IRS Options: Leave these settings as defaulted. The box should not be selected. The Withhold Sent Option should remain set to All.

CY2021:

**Withhold Sent**

Run Control ID: WTHD\_SENT      Report Manager    Process Monitor    Run

**Details**

Request ID: WTHD\_SENT    Withholding Sent File

Process Frequency: Always

Report ID: US\_REPORT

SetID: 28000

Control ID: CSU\_2020

Buttons: Save, Return to Search, Notify, Add, Update/Display

Before CY2021:

**Details**

Request ID: WTHD\_SENT    Withholding Sent File

Process Frequency: Always

Report ID: US\_REPORT

SetID: 28000

Control ID: CSU\_2018

**IRS Options**

Has the 1099-MISC containing Box 7 Non Employee Compensation file been sent and accepted by the IRS?

**Withhold Sent Option**

All

Exclude Non Employee Compensation

Include Non Employee Compensation

Buttons: Save, Return to Search, Notify, Add, Update/Display

Step	Action														
9.	<p>When users select <b>Run</b>, a message appears asking the user to verify WH Sent options. The message references additional functionality for the 1099 Report Job not implemented. Select OK to click through this message.</p> <div data-bbox="402 443 1377 667" style="border: 1px solid blue; padding: 10px;"> <p>Verify Withhold Sent Option</p> <p>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.</p> <p>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.</p> <p>If you do not use the same options that were used on the 1099 Report, you may experience unexpected results. (0,0)</p> <div style="text-align: center;"> <div style="border: 1px solid red; padding: 2px 10px;">OK</div> </div> </div>														
10.	<p>Select “WTHD_SNT” process and</p> <div data-bbox="448 827 1328 1136" style="border: 1px solid blue; padding: 10px;"> <p style="text-align: center;"><b>Process Scheduler Request</b></p> <p>User ID ITS_JHEMPHILL      Run Control ID 1099_Withholding_Sent_File</p> <p>Server Name <input type="text"/>      Run Date 09/28/2020 <input type="text"/></p> <p>Recurrence <input type="text"/>      Run Time 9:57:02AM <input type="text"/> <input type="button" value="Reset to Current Date/Time"/></p> <p>Time Zone <input type="text"/></p> <p><b>Process List</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>Type</th> <th>Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>WTHD_SNT</td> <td>WTHD_SNT</td> <td>Application Engine</td> <td>Web</td> <td>TXT</td> <td>Distribution</td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="OK"/>    <input type="button" value="Cancel"/> </p> </div>	Select	Description	Process Name	Process Type	Type	Format	Distribution	<input checked="" type="checkbox"/>	WTHD_SNT	WTHD_SNT	Application Engine	Web	TXT	Distribution
Select	Description	Process Name	Process Type	Type	Format	Distribution									
<input checked="" type="checkbox"/>	WTHD_SNT	WTHD_SNT	Application Engine	Web	TXT	Distribution									
11.	Click <b>OK</b> .														
12.	Verify the process runs to Success and the Distribution says Posted.														

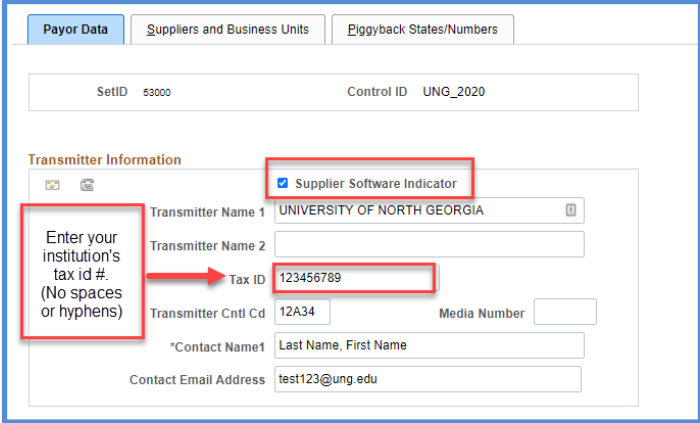


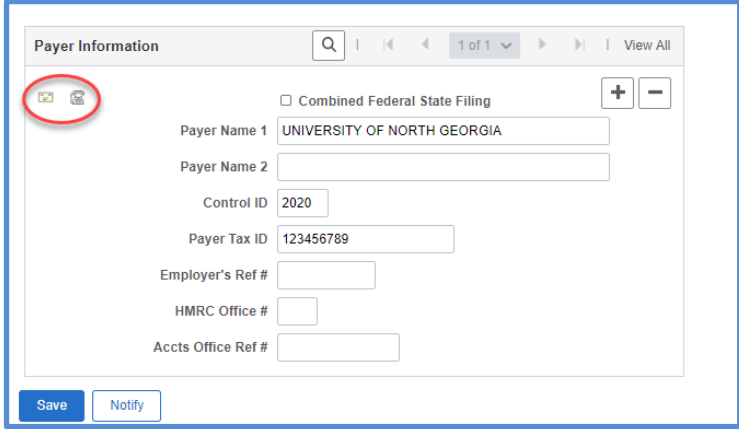
## Setting Up/Reviewing Report Control Information (Required)

Withholding Report Control Information is used by the institution to set up transmitter and payer information, such as company address, phone numbers and payer numbers, suppliers and business units included in reports. Users must setup and review the Withholding Report Control Information each calendar year even if users ran Withholding Processing in PeopleSoft the previous calendar year.

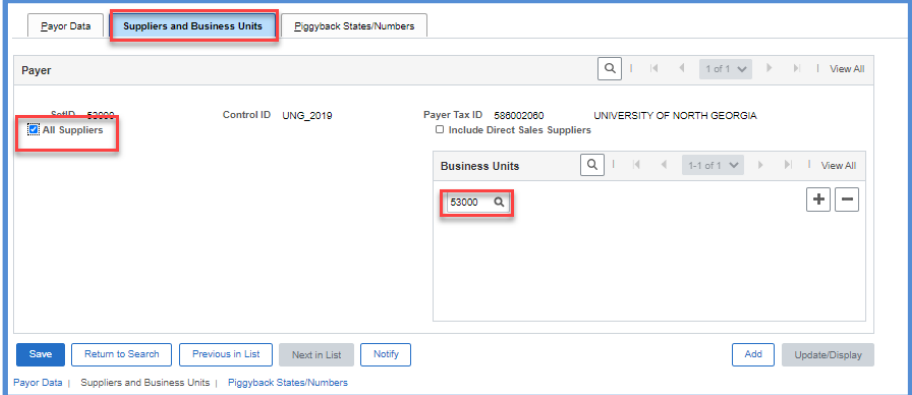
Below are step by step instructions on how to run set up and review Report Control Information.

Step	Action
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Navigator</b> icon.
3.	Click the <b>Set Up Financials/Supply Chain</b> link.
4.	Click the <b>Product Related</b> link.
5.	Click the <b>Procurement Options</b> link.
6.	Click the <b>Withholding</b> link.
7.	Click the <b>Report Control Information</b> link. The system navigates to the Report Control Information page.
8.	Click the <b>Add a New Value</b> tab.
9.	Enter the institution's SetID in the <b>SetID</b> field.
10.	Enter a new Control ID into the <b>Control ID</b> field that includes the institution and reporting calendar year, e.g., "UNG_2021." Do not use a period instead of underscore for the Report Control.  For example, the Report Control "GGC.2021" will not produce an IRS tax file when running the 1099 Report Post process.
11.	Click the <b>Add</b> button. The system navigates to the Report Control Information page and defaults to the Payor Data tab.

Step	Action
12.	<p>In the Transmitter Information box, verify the Supplier Software Indicator box is checked, as this checkbox must be selected for all USG institutions using PeopleSoft Financials to produce 1099-NEC and 1099-MISC IRS files and Copy B forms.</p> 
13.	<p>Enter the institution's tax identification number in the <b>Tax ID</b> field. The Tax ID should be numbers only with no spaces or hyphens.</p>
14.	<p>Enter the Transmitter Control Code in the <b>Transmitter Cntl Cd</b> field. The Transmitter code is provided by the IRS upon submission of Form 4419 (users can also use the code used in the previous calendar year).</p>
15.	<p>Enter the Contact Name in the <b>Contact Name1</b> field. When entering names, use the PeopleSoft Format (LastName,FirstName), using no space in between the names.</p>
16.	<p>Enter the Contact Email Address in the <b>Contact Email Address</b> field. To enter the addresses, click on the envelope icon. Enter phone and fax numbers, click on the telephone icon.</p>

Step	Action
17.	<p>In the Payer information box, enter the institution’s name into the <b>Payer Name 1</b> field. This is the institution’s name as known for tax purposes.</p> <div data-bbox="550 359 1284 785" style="border: 1px solid blue; padding: 10px; margin: 10px auto; width: fit-content;">  </div>
18.	<p>Enter the Control ID in the <b>Control ID</b> field. The Control ID is the Withholding Calendar Year being processed.</p> <p><b>Example:</b> In January 2022, users will be processing the previous Calendar Year 2021 Withholding. Therefore, the Control ID would be 2021.</p>
19.	<p>Enter the institution’s <b>Payer Tax Identification</b> number into the Payer Tax ID field. The Payer Tax ID should contain numbers only with no spaces or hyphens.</p>

Step	Action
20.	<p>Enter <b>Address</b> and <b>Phone numbers</b> for the Transmitter and the Payer. To add the addresses, click on the envelope icon. To enter phone and fax numbers, click on the telephone icon.</p> <div style="display: flex; flex-wrap: wrap; justify-content: space-around;"> <div style="border: 1px solid #ccc; padding: 5px; width: 48%; margin-bottom: 10px;"> <p style="text-align: center; margin: 0;"><b>Transmitter Address Page</b></p> <p style="text-align: right; margin: 0;"><small>Help</small></p> <p>Country <input type="text" value="USA"/> United States</p> <p>Address 1 <input type="text" value="123 Main Street"/></p> <p>Address 2 <input type="text"/></p> <p>Address 3 <input type="text"/></p> <p>City <input type="text" value="ANYTOWN"/></p> <p>County <input type="text" value="LUMPKIN"/> Postal <input type="text" value="30597"/></p> <p>State <input type="text" value="GA"/> Georgia</p> <p style="text-align: center;"><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div> <div style="border: 1px solid #ccc; padding: 5px; width: 48%; margin-bottom: 10px;"> <p style="text-align: center; margin: 0;"><b>Payer Address Page</b></p> <p style="text-align: right; margin: 0;"><small>Help</small></p> <p><b>Payer Address Information</b></p> <p>Payer Country <input type="text" value="USA"/> United States</p> <p>Address 1 <input type="text" value="123 MAIN STREET"/></p> <p>Address 2 <input type="text"/></p> <p>Address 3 <input type="text"/></p> <p>City <input type="text" value="Anytown"/> Postal <input type="text" value="30597"/></p> <p>State <input type="text" value="GA"/> Georgia</p> <p style="text-align: center;"><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div> <div style="border: 1px solid #ccc; padding: 5px; width: 48%; margin-bottom: 10px;"> <p style="text-align: center; margin: 0;"><b>Transmitter Phone Page</b></p> <p style="text-align: right; margin: 0;"><small>Help</small></p> <p><b>Transmitter Phone Info</b></p> <p>Int'l Prefix <input type="text"/></p> <p>Telephone <input type="text" value="706/555-1234"/></p> <p>Phone Extension <input type="text"/></p> <p>Fax Number <input type="text" value="706/555-1235"/></p> <p><b>Contact Phone Info</b></p> <p>Int'l Prefix <input type="text"/></p> <p>*Telephone <input type="text" value="706/555-1234"/></p> <p>Phone Extension <input type="text"/></p> <p>Fax Number <input type="text"/></p> <p style="text-align: center;"><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div> <div style="border: 1px solid #ccc; padding: 5px; width: 48%;"> <p style="text-align: center; margin: 0;"><b>Payer Phone Page</b></p> <p style="text-align: right; margin: 0;"><small>Help</small></p> <p><b>Payer Phone Info</b></p> <p>Int'l Prefix <input type="text"/></p> <p>Telephone <input type="text" value="706/555-1234"/></p> <p>Phone Extension <input type="text"/></p> <p>Fax Number <input type="text" value="706/555-1235"/></p> <p style="text-align: center;"><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div> </div>
21.	Click the <b>Suppliers and Business Units</b> tab.

Step	Action
22.	<p>Click the <b>All Suppliers</b> checkbox to process all withholding Suppliers that are consistent with the business unit specified.</p> 
23.	<p>Enter or search for the business unit in the <b>Business Unit</b> field.</p> <p><b>Note:</b> <i>If the institution needs to report for more than one business unit (ex. 5300B), then click the (+) and add the second business unit.</i></p>
24.	Click the <b>Piggyback States/Numbers</b> tab.
25.	Deselect the “Process?” checkbox for Piggyback States, as the GeorgiaFIRST model does not use the Piggyback States functionality.
26.	Click the <b>Save</b> button to save the new Withhold Control Information for the current calendar year’s 1099s.

## CHAPTER 3: 1099 TASKS THROUGHOUT THE YEAR

Though 1099 Withholding Processing is typically completed in January for the previous calendar year, however users must complete certain tasks throughout the year. These include:

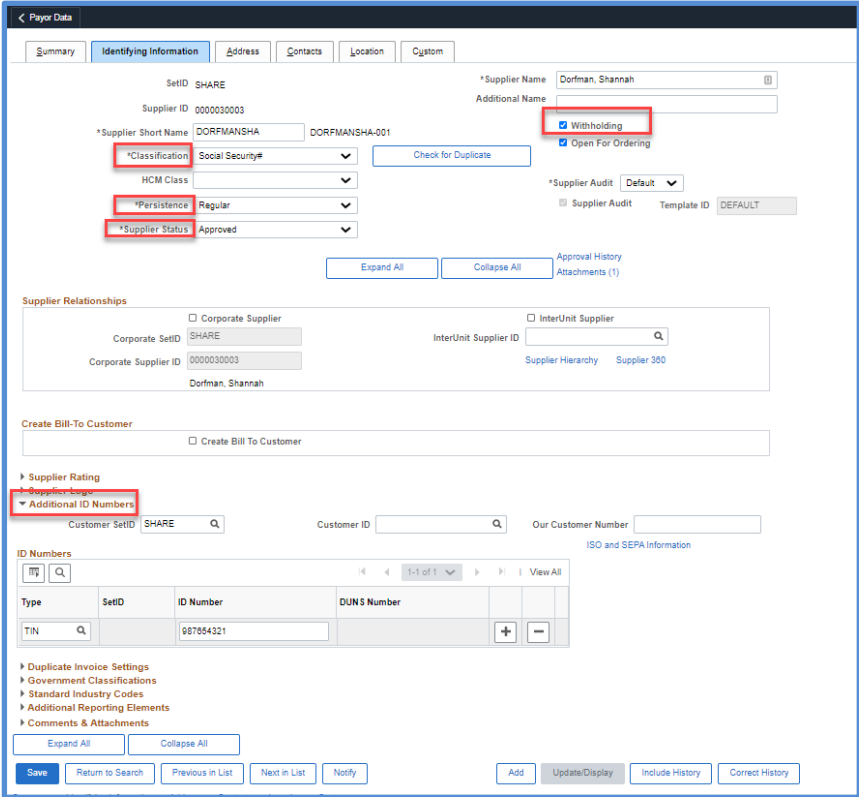
- Entering Withholding Suppliers
- Creating Withholding Vouchers
- Posting Withholding Vouchers

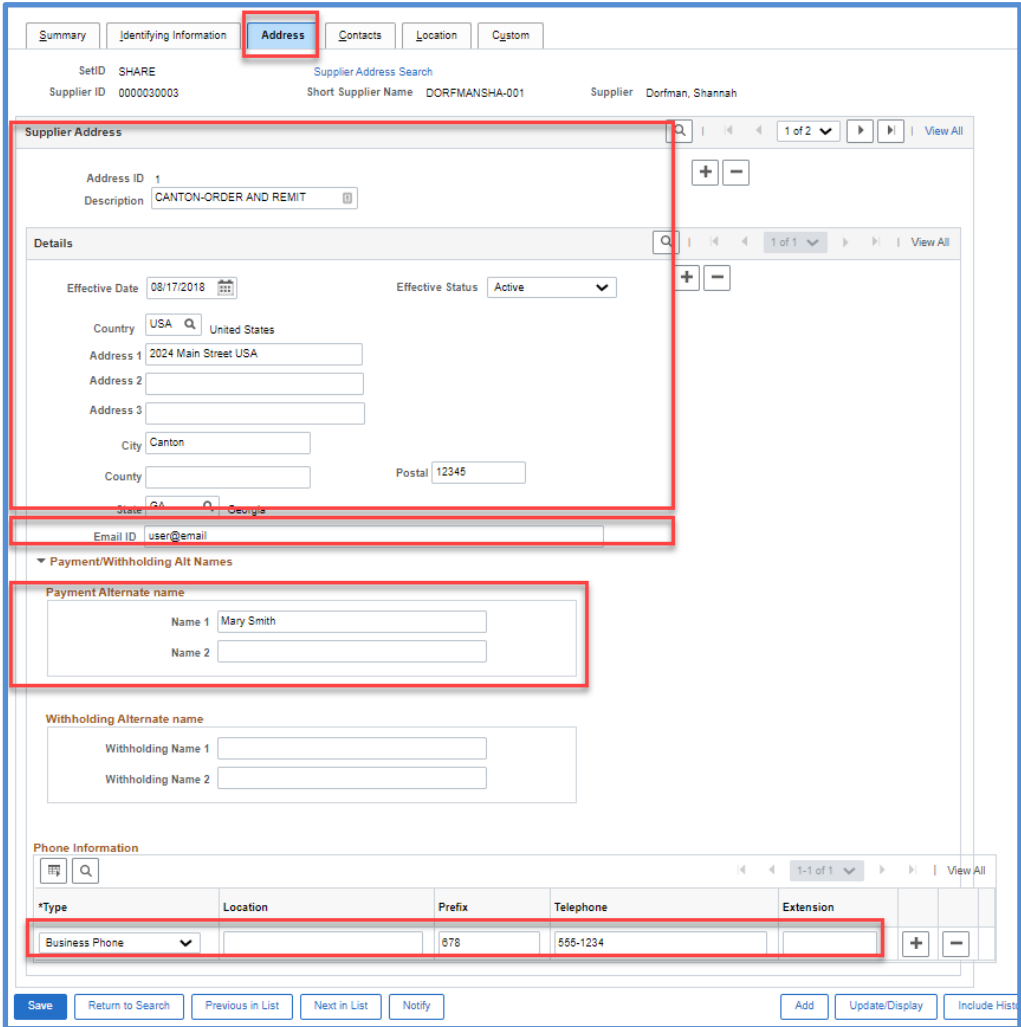
### Entering Withholding Suppliers

To report Withholding Information, users must set up each supplier in the system as a Withholding Supplier. Withholding information can be added to supplier information at any time, but it is recommended users add Withholding Information as they create a supplier in the system as this allows all subsequent vouchers entered for that supplier to be automatically flagged for withholding reporting.

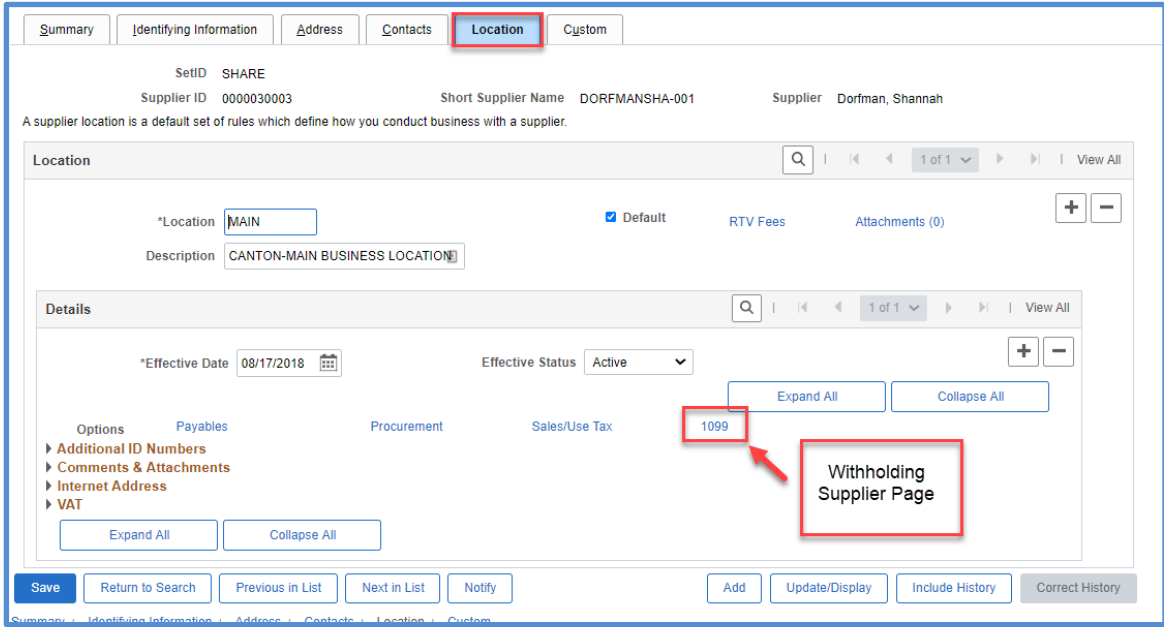
For SHARE institutions, notify the Shared Services Center at [oneusgconnectsupport@usg.edu](mailto:oneusgconnectsupport@usg.edu) if the withholding status is incorrect or withholding class is incorrect.

Step	Action
1.	To add a Withholding Supplier, see <a href="#">SP.020.010 – Adding a Supplier</a> . When adding a new Withholding Supplier, select the primary SetID (e.g., 22000) and not the one for Banner processing. Also, “Regular” is the persistence for a Withholding Supplier.
2.	As users enter a Withholding Supplier into the system, most of the steps will be the same as entering any other supplier. For step by step instructions on how to enter a supplier in the system, see <a href="#">SP.020.010 – Adding a Supplier</a> .
3.	Below is a review of what users enter for Supplier identifying information: <ul style="list-style-type: none"> <li>• Supplier Short Name</li> <li>• Supplier Name 1</li> <li>• Supplier Name 2</li> <li>• Supplier ID: NEXT</li> <li>• Persistence: Set to “Regular” for a Withholding Supplier.</li> <li>• Classification: Choose “Federal” for corporate Suppliers. For individuals, choose “SSN.”</li> </ul>

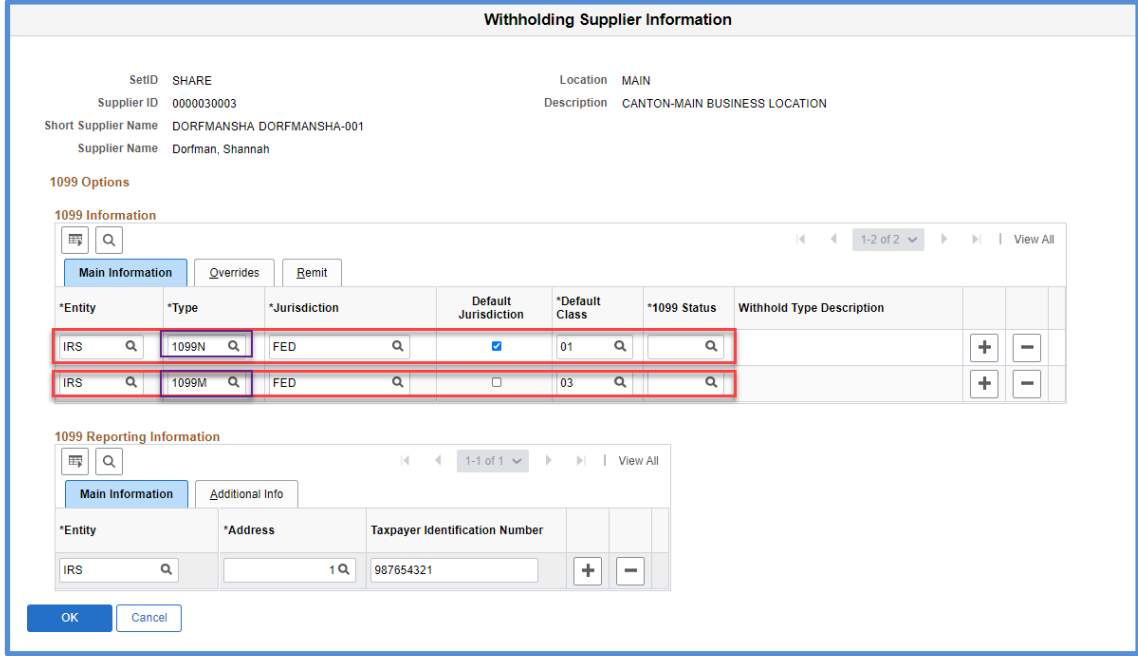
Step	Action
4.	Also, newly created Suppliers save as “Unapproved” and must be approved by another authorized user. For more information on this process, see <a href="#">SP.020.031 – Approving Suppliers</a> .
5.	<p>On the Identifying Information tab, select the Withholding checkbox. This turns on the Withholding flag in the system as shown below.</p>  <p>The screenshot shows the 'Identifying Information' tab for a supplier. The 'Withholding' checkbox is checked and highlighted with a red box. Other fields highlighted with red boxes include 'Classification' (DORFMANSHA), 'Persistence' (Regular), and 'Supplier Status' (Approved). The 'Supplier Name' is 'Dorfman, Shannah' and the 'Supplier ID' is '0000030003'. The 'Supplier Short Name' is 'DORFMANSHA' and the 'Social Security#' is 'DORFMANSHA-001'. The 'Supplier Audit' is set to 'Default'. The 'Supplier Relationships' section shows 'Corporate Supplier' and 'InterUnit Supplier' options. The 'Additional ID Numbers' section is expanded, showing a table with columns for Type, SetID, ID Number, and DUNS Number. The 'TIN' is entered as '087054321'.</p>
6.	<p>Under the Additional ID Numbers group box, enter the Tax Identification Number (TIN). At this point, it is helpful to check to see if there is a duplicate supplier in the system with the same name or TIN.</p> <p>ITS recommends users investigate to see if the Supplier already exists or if there is an incorrect name or TIN in the system. For more information on this process, see <a href="#">SP.020.012 – Searching Suppliers Based on Criteria</a>.</p> <p><b>Note:</b> If a duplicate Supplier exists, users receive a warning indicating a potential duplicate exists. However, this warning does not prevent users from adding this supplier into the system.</p>

Step	Action
7.	<p>On the Address tab, enter the Supplier's main address, Supplier's email address and phone information. If an alternate payment/withholding name is needed to print on the supplier check and Copy B's, navigate to the Payment/Withholding Alt Names group box and enter the alternate information.</p> <p>If information is entered into the Payment/Withholding Alt Names group box, the system generates payments for the location associated with this address and the system uses the alternate name information on the payment forms. Also, if users enter an alternate withholding name, the system uses this name on withholding reports instead of the name specified on the Identifying Information page.</p> 



Step	Action
8.	<p>On the Location tab, enter a MAIN location as the default location. The Withholding Rules eventually associated with this supplier are stored under the Location.</p> <p>However, before entering the Withholding information, first save the Supplier. Once the supplier is saved, users receive a warning indicating the withholding information was not entered. Click OK to clear those warnings. After saving the Supplier, the next step is to add the withholding information for this Supplier by selecting the 1099 link as seen below.</p>  <p>The screenshot shows the 'Location' tab for a supplier. The 'Location' field is set to 'MAIN' and is marked as the 'Default' location. The description is 'CANTON-MAIN BUSINESS LOCATION'. In the 'Details' section, the 'Effective Date' is '08/17/2018' and the 'Effective Status' is 'Active'. A red box highlights the '1099' link under the 'Sales/Use Tax' category, with an arrow pointing to a callout box labeled 'Withholding Supplier Page'. Other tabs include Summary, Identifying Information, Address, Contacts, and Custom.</p>

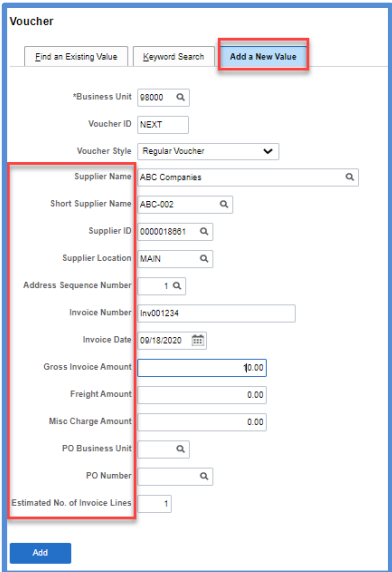
Step	Action
9.	<p>On the Withholding Supplier Information page, enter the following information for the Supplier under 1099 Information:</p> <ul style="list-style-type: none"> <li>• Entity: IRS</li> <li>• Type: 1099M or 1099N (DO NOT CHOOSE ANY OTHER TYPE)</li> <li>• Jurisdiction: FED</li> <li>• Default Jurisdiction: Check this box. This box determines whether the Supplier Withholding information defaults to the voucher.</li> <li>• Default Class: This class is usually 1099N 01; however, users can select the appropriate class as needed.             <ul style="list-style-type: none"> <li>○ <b>Note:</b> <i>A supplier can have multiple Classes set up but should only have one Class with the Default Jurisdiction check box selected.</i></li> </ul> </li> <li>• 1099 Status: This status should be “RPT.” GeorgiaFIRST institutions report Withholdings only.</li> </ul>

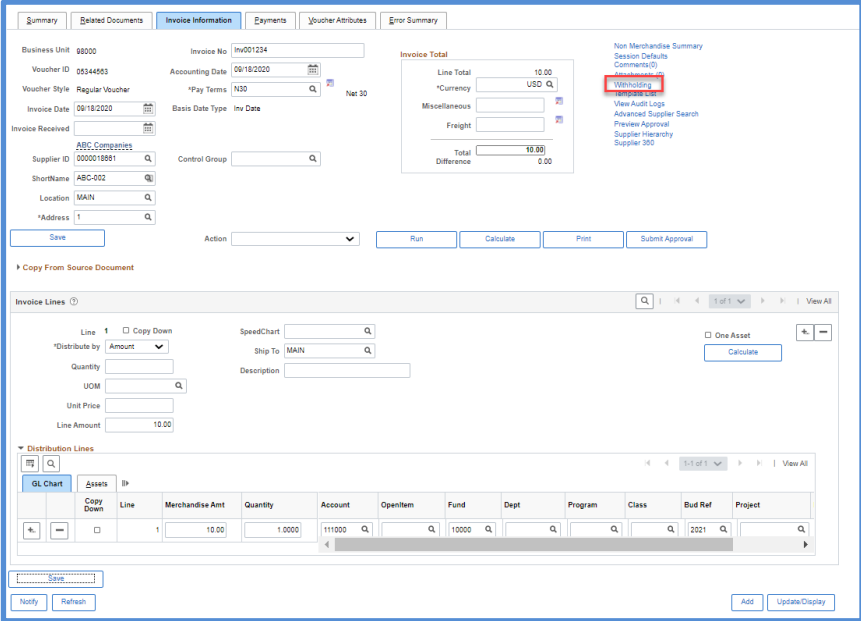
Step	Action
10	<p>For each Withholding class that applies to the Supplier, insert an additional row by clicking the plus (+) button.</p> <p>For example, if the Supplier has a Withholding Voucher in which “non-employee compensation” (1099N Class 01) applies and another Withholding Voucher in which “Prizes and Awards” (1099M Class 03) applies, then users must have each type and class set up for that Supplier.</p> 
11	<p>Under 1099 Reporting Information, select the following:</p> <ul style="list-style-type: none"> <li>• Entity: IRS</li> <li>• Address: Supplier Address</li> <li>• Taxpayer Identification Number: Same number entered on the Identifying Information page</li> </ul>
12	<p>After entering withholding information, save the Supplier. Once the Supplier is approved through the approval process, users can create withholding vouchers for the Withholding Supplier.</p>

## Entering 1099 Withholding Vouchers

Users enter Withholding Vouchers throughout the year. When doing so, the Supplier needs to be properly set up in the system as a Withholding Supplier. Withholding vouchers are the primary means of tracking reported withholdings to the IRS each calendar year.

Below are step by step instructions on how to add a Withholding Voucher.

Step	Action
1.	Navigate to the <b>NavBar</b> icon.
2.	Navigate to the <b>Navigator</b> icon.
3.	Select the <b>Accounts Payable</b> link.
4.	Select the <b>Vouchers</b> link.
5.	Select the <b>Add/Update</b> link.
6.	Select the <b>Regular Entry</b> link.
7.	Click the <b>Add a New Value</b> tab.
8.	On the Add a New Value tab, enter the <b>Supplier ID</b> and <b>Supplier Location</b> , along with the other fields, if needed.
	
9.	Click the <b>Add</b> button. The system navigates to the Invoice Information tab.
10.	On the Invoice Information tab, enter all information typically entered for a voucher.

Step	Action
11.	<p>When ready to verify or edit the withholding information for the voucher, select the <b>Withholding</b> link in the header. The system navigates to the the Withholding Information page.</p> <p><b>Note:</b> <i>If there is not a withholding link available, then the supplier was not properly set up in the system as a Withholding Supplier. Remember, the supplier needs to be flagged as a Withholding Supplier and have the withholding information set up for them.</i></p> 
12.	<p>Much of the information on the Withholding page comes from the supplier information entered when the supplier was created. For each voucher line, users can edit withholding information.</p> <p>For example, if the institution set up withholding codes, users may select the appropriate code to override the default values.</p>
13.	<p>Select whether the voucher line is withholding applicable or not. The Withholding Applicable checkbox indicates the payment for the voucher line will be included on the 1099-NEC/MISC form issued for the Supplier. However, if users deselect the Withholding Applicable checkbox, the amount on that line will not be included on the 1099-NEC/MISC form.</p>

Step	Action																						
14.	<p>Under Withholding Details, verify the following fields the Entity default to the categories listed below:</p> <ul style="list-style-type: none"> <li>• Entity: IRS</li> <li>• Type: 1099M or 1099N (DO NOT CHOOSE ANY OTHER TYPE)</li> <li>• Jurisdiction: FED</li> </ul> <p>Users can change the Class if needed to match the purpose of the voucher. However, if users change the Class on this page, the new Class must be added to the Withholding Supplier if it is not already there. Users can use the Applicable checkbox to deselect the corresponding Entity/Type/Class combination, if needed.</p> <div data-bbox="415 726 1362 1142" style="border: 1px solid black; padding: 10px;"> <p><b>Withholding Information</b></p> <p><a href="#">Back to Invoice</a></p> <p>Business Unit 98000 Invoice Number Inv001234 VAT Entity  Voucher ID 05344563 Supplier 0000018661 ABC Companies Invoice Date 09/18/2020</p> <p><b>Withholding Option</b> <input type="checkbox"/> Postpone Withholding</p> <hr/> <p><b>Invoice Line Withhold Information</b> <input type="text" value=""/>   1 of 1   View All</p> <p>Line 1 Description <input checked="" type="checkbox"/> Withholding Applicable</p> <p>Withholding Code <input type="text" value=""/></p> <p><b>Withholding Details</b> <input type="text" value=""/>   1 of 1   View All</p> <table border="1"> <thead> <tr> <th></th> <th>*Entity</th> <th>*Type</th> <th>*Jurisdiction</th> <th>*Class</th> <th>Withholding Basis Amt Override</th> <th>Contract Reference</th> <th>Rule Override</th> <th>Apply Withholding</th> <th>Applicable</th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>IRS</td> <td>1099N</td> <td>FED</td> <td>01</td> <td><input type="text"/></td> <td><input type="text"/></td> <td>RULE0</td> <td>Withhold at Payment</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> </div>		*Entity	*Type	*Jurisdiction	*Class	Withholding Basis Amt Override	Contract Reference	Rule Override	Apply Withholding	Applicable		1	IRS	1099N	FED	01	<input type="text"/>	<input type="text"/>	RULE0	Withhold at Payment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	*Entity	*Type	*Jurisdiction	*Class	Withholding Basis Amt Override	Contract Reference	Rule Override	Apply Withholding	Applicable														
1	IRS	1099N	FED	01	<input type="text"/>	<input type="text"/>	RULE0	Withhold at Payment	<input checked="" type="checkbox"/>	<input type="checkbox"/>													
15.	Once users verify and edit the Withholding Information on the voucher, click the <b>Save</b> button.																						
16.	Perform regular processing on all vouchers, including budget checking and posting.																						

## Posting Payments from Withholding Vouchers

Payments need to be posted before Withholding processing takes place. This is normally done as part of the nightly batch process, but if necessary payments can be manually posted.

Below are step by step instructions on how to manually post payments.

Step	Action
1.	Navigate to the <b>NavBar</b> icon.
2.	Navigate to the <b>Navigator</b> icon.
3.	Select the <b>Accounts Payable</b> link.
4.	Select the <b>Batch Processes</b> link.
5.	Select the <b>Payment</b> link.
6.	Select the <b>Payment Posting</b> link. The system navigates to the Payment Posting Request Page.
7.	Select or create Run Control ID.
8.	<p>When posting payments, users can choose one of the following Post Payment Options:</p> <ul style="list-style-type: none"> <li>• Post Bank Account: Posts all payments at the institution for posting</li> <li>• Post Payment: Posts specific payment</li> <li>• Post Payment Method: Posts specific payment method (i.e., ACH)</li> </ul> <p><b>Note:</b> Users should not select "Post All Banks." Users will receive an error message if selected.</p>
9.	After completing the payment posting process, the accounting entries from these payments are available for General Ledger Journal Generation. For more information, see <a href="#">GL.030.001 – Running Journal Generator</a> .

## CHAPTER 4: POST 1099 WITHHOLDINGS

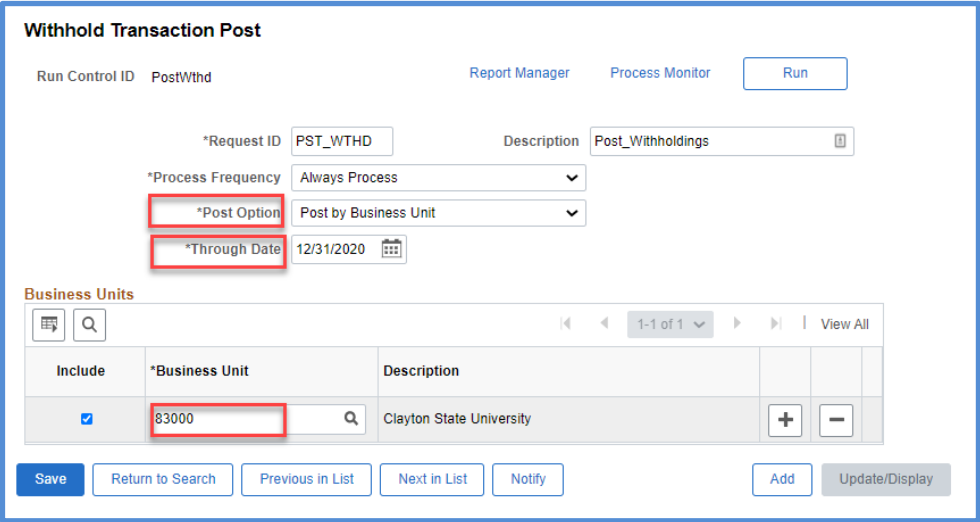
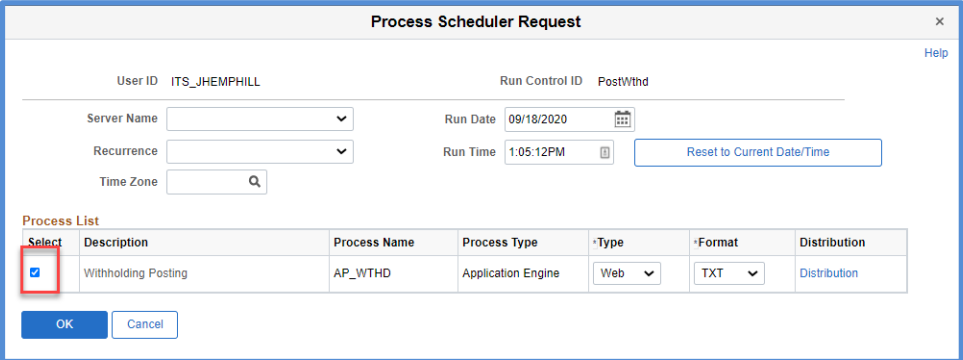
The Withholding Posting (AP\_WTHD) process, which is the process to post withholdings, combines the supplier’s voucher and payment information in the Withholding Transaction tables. The system then uses these tables to generate the 1099-NEC/MISC forms.

Before running this process, all payments must be posted (see [Chapter 3 – Posting Payments from 1099 Vouchers](#)).

Below are step by step instructions on how to post withholdings:

Step	Action
1.	Navigate to the <b>NavBar</b> icon.
2.	Navigate to the <b>Navigator</b> icon.
3.	Select the <b>Suppliers</b> link.
4.	Select the <b>1099/Global Withholding</b> link.
5.	Select the <b>Maintain</b> link.
6.	Select the <b>Post Withholdings</b> link.
7.	Select or Add a new <b>Run Control ID</b> for Post Withholdings.
8.	Click on <b>Search</b> . The system navigates to the Post Withholdings page.



Step	Action
9.	<p>Navigate to Post Option and select “Post by Business Unit.”</p> 
10.	<p>Select <b>Through Date</b>. Usually December 31 of the 1099 Withholding reporting year.</p>
11.	<p>Select <b>Business Unit</b>.</p>
12.	<p>Select <b>Save</b> and then select <b>Run</b>.</p>
13.	<p>Select Withholding Posting (AP_WTHD) then click <b>OK</b> to run the process.</p> 
14.	<p>Use the Process Monitor to verify the process runs to Success.</p>
15.	<p>Next, review the withholding supplier payments for accuracy and completeness. Proceed to the next step in processing Withholding - <a href="#">Chapter 5: Review Withholding Payments</a></p>

## CHAPTER 5: REVIEW WITHHOLDING SUPPLIERS & PAYMENTS

After posting withholdings, users have many tools available to review Withholding Suppliers and Withholding payments. While users may not use all these review tools, this manual discusses how to use each one and what information each one provides.

### Running the BOR AP 1099 Suppliers Query

The BOR\_AP\_1099\_SUPPLIERS query can be used to provide a list of suppliers that are setup as withholding and to verify suppliers are setup with the correct Withholding Type and Withholding Class.

Below are step by step instructions on how to run the BOR\_AP\_1099\_SUPPLIERS query.

Step	Action
1.	Navigate to the <b>NavBar</b> icon.
2.	Navigate to the <b>Navigator</b> icon.
3.	Select the <b>Reporting Tools</b> link.
4.	Select the <b>Query</b> link.
5.	Select the <b>Query Viewer</b> link.
6.	Enter " <b>BOR_AP_1099_SUPPLIERS</b> " in the Search field.
7.	Click the <b>Search</b> button. The system displays results below.
8.	Run the query results to either HTML or MS Excel. Both formats open in a new window.
9.	Enter the following parameters: <ul style="list-style-type: none"> <li>• SetID</li> <li>• Supplier Status</li> </ul> <p><b>Note:</b> To run the query for consolidated institutions: for SetID enter <i>SHARE</i>.</p>
10.	Select <b>View Results</b> to see the results.

## 1099 Vouchers by Supplier Inquiry

Users can utilize the Vouchers by Supplier business process below to view all the supplier withholding transactions by voucher. For example, if users wanted to review all vouchers marked as “Withholding” for Supplier ‘ABC,’ users could use the Vouchers by supplier tool to accomplish this.

Below are step by step instructions on how to view all the Supplier withholding transactions by voucher.

Step	Action
1.	Navigate to the <b>NavBar</b> icon.
2.	Navigate to the <b>Navigator</b> icon.
3.	Select the <b>Suppliers</b> link.
4.	Select the <b>1099/Global Withholding</b> link.
5.	Select the <b>Review</b> link.
6.	Select the <b>Vouchers by Supplier</b> link.
7.	Enter the <b>SetID</b> and <b>Supplier ID</b> .  <i>Note: Users can search using a variety of criteria, but it is most efficient to search by SetID and Supplier ID.</i>
8.	Once users get to the Vouchers by Supplier page, users may need to adjust the Payment start and end dates, as the default to the previous calendar year.
9.	Click the <b>Search</b> button.
10.	Review the Basic Information in the search results. Users should see a line for each voucher with withholding payments to that specific Supplier. Included on this tab are the Business Unit, Voucher ID, Invoice Number, Invoice Date, Entity, Type and Jurisdiction.

11. On the More Information tab, users can review the Withholding Class, Payment Number, Withholding Basis Amount and bank information.

**Vouchers By Supplier**

Supplier: SetID: SHARE Supplier ID: 000000754 Cozart,Margaret E Location: MAIN

Payment: Start Date: 01/01/2020 End Date: 12/31/2020 Search

Withholding Transactions

Basic Information **More Information**

Business Unit	Voucher ID	Invoice Number	Class	Description	Payment Number	Withholding Basis Amount	Withholding Amount	Currency	Bank SetID	Bank Code	Bank Account	Payment Reference	Payment Date
53000	05323512	INSTRUCTION	01	Non-Employee Compensation	1	500.00		USD	53000	WELLS	OPER	412225	02/21/2020
53000	05323826	INSTRUCTION	01	Non-Employee Compensation	1	1300.00		USD	53000	WELLS	OPER	412363	02/28/2020
53000	05324409	INSTRUCTION	01	Non-Employee Compensation	1	500.00		USD	53000	WELLS	OPER	412751	03/21/2020
53000	05324935	INSTRUCTION	01	Non-Employee Compensation	1	500.00		USD	53000	WELLS	OPER	413009	04/04/2020

12. Review information. If there are withholding transactions missing, users need to make some adjustments. In addition, if there is a transaction listed that was not supposed to be a withholding transaction, users need to adjust that as well. Adjustments are covered in [Chapter 6: Corrections and Adjustments](#).

## Withhold Payment Inquiry

The Withhold Payment Inquiry page enables users to review all payments and associated vouchers made to withholding entities by supplier. Unlike using the Vouchers by Supplier Inquiry, the Withholding Payments Inquiry allows users to search for a range of suppliers at one time.

Below are step by step instructions on how to review withhold payments:

Step	Action
1.	Navigate to the <b>NavBar</b> icon.
2.	Navigate to the <b>Navigator</b> icon.
3.	Select the <b>Suppliers</b> link.
4.	Select the <b>1099/Global Withholding</b> link.
5.	Select the <b>Review</b> link.
6.	Select the <b>Withhold Payment</b> link.
7.	On the search page, search for a range of Suppliers by Supplier ID or Supplier Name.
8.	At a minimum, provide <b>Supplier SetID</b> and <b>From/To Dates</b> .
9.	After entering criteria, click <b>Search</b> .
10.	In the Payment Details section, users should see one row for each payment. The information listed includes the Payment Method, Reference and Amount, voucher number and remittance information.  To see additional rows, simply use the page forward button.
11.	Review information. If there are withholding transactions missing, users need to make adjustments. In addition, if there is a transaction listed that was not supposed to be a withholding transaction, users need to adjust that as well. Adjustments are covered in <a href="#">Chapter 6: Corrections and Adjustments</a> .

## Supplier Balance by Class Inquiry

The Supplier Balances by Class page allows users to review a supplier’s total withholding transactions by class over a specified period. Based on the payment start and end dates, the system totals the payments per Withholding Class for the supplier selected.

Remember, withholding class indicates the reason for withholding, such as Non-Employee Compensation - 1099N Class 01.

Below are step by step instructions on how to review supplier balances by class.

Step	Action
1.	Navigate to the <b>NavBar</b> icon.
2.	Navigate to the <b>Navigator</b> icon.
3.	Select the <b>Suppliers</b> link.
4.	Select the <b>1099/Global Withholding</b> link.
5.	Select the <b>Review</b> link.
6.	Select the <b>Supplier Balance by Class</b> link.
7.	On the search page, it is easiest to search by SetID and Supplier ID. For results to populate in this review, users must have already run the Post Withholding process.
8.	Review information. If there are withholding transactions missing, users need to make adjustments. In addition, if there is a transaction listed that was not supposed to be a withholding transaction, users need to adjust that as well. Adjustments are covered in <a href="#">Chapter 6: Corrections and Adjustments</a> .

## BOR AP 1099 PMTS Query

The BOR\_AP\_1099\_PMTS query returns a list of all Reportable Withholding Payments. This query lists all payments where both the Supplier and Voucher were marked as “Reportable.” The results include the Supplier, Voucher and Payment IDs.

When running this query, run it for both the primary and “B” Business Units. For Institutions utilizing SHARE suppliers, those suppliers return in the query results for the BOR\_AP\_1099\_PMTS query.

Below are step by step instructions on how to run the BOR\_AP\_1099\_PMTS query.

Step	Action
1.	Navigate to the <b>NavBar</b> icon.
2.	Navigate to the <b>Navigator</b> icon.
3.	Select the <b>Reporting Tools</b> link.
4.	Select the <b>Query</b> link.
5.	Select the <b>Query Viewer</b> link.
6.	In the “Search by” field, enter “ <b>BOR_AP_1099_PMTS</b> ” and then press the Search button. Users can choose to run this query to either HTML or to MS Excel. Both formats open in a new window.
7.	To run the query, enter the following parameters: <b>Start Date, End Date and Business Unit.</b>
8.	Review information. If there are withholding transactions missing, users need to make some adjustments. In addition, if there is a transaction listed that was not supposed to be a withholding transaction, users need to adjust that as well. Adjustments are covered in <a href="#">Chapter 6: Corrections and Adjustments</a> .

## **BOR AP 1099 JE Query**

Since 1099s reflect only transactions entered normally through the Accounts Payable module, transactions entered through any other module or as an online journal entry are not automatically included in Withholding Reporting. Users can run the query “BOR\_AP\_1099\_JE” to list the journal entries posted during the selected calendar year to the “typically” reportable accounts. These accounts include 719xxx, 7278xx, 7481xx and 751xxx.

Below are step by step instructions on how to run the BOR\_AP\_1099\_JE query.

<b>Step</b>	<b>Action</b>
1.	Navigate to the <b>NavBar</b> icon.
2.	Navigate to the <b>Navigator</b> icon.
3.	Select the <b>Reporting Tools</b> link.
4.	Select the <b>Query</b> link.
5.	Select the <b>Query Viewer</b> link.
6.	In the Search by field, enter “ <b>BOR_AP_1099_JE</b> ” and then click <b>Search</b> . Users can choose to run this query to either HTML or to MS Excel. Both formats open in a new window.
7.	To run the query, enter the following parameters: <b>Calendar Year</b> and <b>Business Unit</b> .
8.	Review information. If there are withholding transactions that require corrections, users need to make some adjustments. In addition, if there is a transaction listed that was not supposed to be a withholding transaction, users need to adjust that as well. Adjustments are covered in <a href="#">Chapter 6: Corrections and Adjustments</a> .



## **BOR AP 1099 NONRPT CONSISTENT Query**

For a transaction to be included in Withholding Reporting, both the supplier and voucher must be marked as “Withholding.” The BOR\_AP\_1099\_NONRPT\_CONSISTENT query provides a list of transactions typically charged to reportable accounts (719xxx, 7278xx, 7481xx and 751xxx) and are not reported because:

- The supplier is marked as Withholding, but the associated vouchers are not, or
- The vouchers are marked as Withholding, but the associated supplier is not, or
- Neither the supplier nor voucher is marked as Withholding.

Below are step by step instructions on how to run the BOR\_AP\_1099\_NONRPT\_CONSISTENT query.

Step	Action
1.	Navigate to the <b>NavBar</b> icon.
2.	Navigate to the <b>Navigator</b> icon.
3.	Select the <b>Reporting Tools</b> link.
4.	Select the <b>Query</b> link.
5.	Select the <b>Query Viewer</b> link.
6.	In the “Search by” field, enter “ <b>BOR_AP_1099_NONRPT_CONSISTENT</b> ” and then press the Search button. Users can choose to run this query to either HTML or to MS Excel. Both formats open in a new window.
7.	To run the query, enter the following parameters: <ul style="list-style-type: none"> <li>• From Date</li> <li>• To Date</li> <li>• Business Unit</li> </ul>
8.	Click on <b>View Results</b> .
9.	In the query results, the transactions are not reported unless both the supplier and vouchers are marked as Withholding. As users review the query results, determine if any of these items need to be reflected in Withholding Reporting. If they do, adjust the withholding using Voucher Line Updates.

## **BOR AP 1099 MISMATCHED Query**

The BOR\_AP\_1099\_MISMATCHED query lists those transactions charged to any account where either the Supplier is marked as Withholding but the associated Vouchers are not, or the Vouchers are marked as Withholding but the associated Supplier is not.

This query is different from the BOR\_AP\_1099\_NONRPT\_CONSISTENT query in that it is not limited to only typically reportable accounts.

Below are step by step instructions on how to run the BOR\_AP\_1099\_MISMATCHED query.

<b>Step</b>	<b>Action</b>
1.	Navigate to the <b>NavBar</b> icon.
2.	Navigate to the <b>Navigator</b> icon.
3.	Select the <b>Reporting Tools</b> link.
4.	Select the <b>Query</b> link.
5.	Select the <b>Query Viewer</b> link.
6.	In the “Search by” field, enter “ <b>BOR_AP_1099_MISMATCHED</b> ” and then click <b>Search</b> . Users can choose to run this query to either HTML or to MS Excel. Both formats open in a new window.
7.	To run the query, enter the following parameters: <ul style="list-style-type: none"> <li>• Business Unit</li> <li>• From Date</li> <li>• To Date</li> </ul>
8.	In the query results, the transactions are not reported unless both the supplier and vouchers are marked as Withholding. As users review the query results, determine if any of these items need to be reflected in Withholding Reporting. If they do, adjust the withholding using either the Supplier or Voucher Line Update.

## Withholding Balances Control Report

The Withholding Control Report is an optional report that lists detailed information for each supplier with withholding activity. The report lists Withholding Suppliers with Withholding amounts during the period specified in the parameters. The report lists the amounts according to Class.

Below are step by step instructions on how to run the Withholding Balances Control Report.

Step	Action
1.	Navigate to the <b>NavBar</b> icon.
2.	Navigate to the <b>Navigator</b> icon.
3.	Select the <b>Suppliers</b> link.
4.	Select the <b>1099/Global Withholding</b> link.
5.	Select the <b>General Reports</b> link.
6.	Select the <b>Withhold Control Report</b> link.
7.	Select or Add a <b>Run Control ID</b> .
8.	<p>The parameters for this report include:</p> <ul style="list-style-type: none"> <li>• SetID</li> <li>• Control ID</li> <li>• From/To Dates.</li> </ul> <p>Remember, the Control ID was set up at the beginning of the 1099 Processing and should include the institution and reporting year (e.g., GSW_2021).</p>
9.	Save and Select the Run button and then click OK to run the Withholding Control Report (APX3012) process.
10.	Click the <b>Process Monitor</b> link.
11.	Use the Process Monitor to verify the process runs to Success. Locate the APX3012 report in the Report Manager.

## **BOR AP 1099 ADJUST Query**

The BOR\_AP\_1099\_ADJUST query lists all manual adjustments entered for the selected calendar year and can be run as needed. When users make withholding adjustments for the current 1099-processing year, ITS recommends users run this query before **and** after making withholding adjustments to compare results and verify adjustments were made correctly.

Below are step by step instructions on how to run the BOR\_AP\_1099\_ADJUST query.

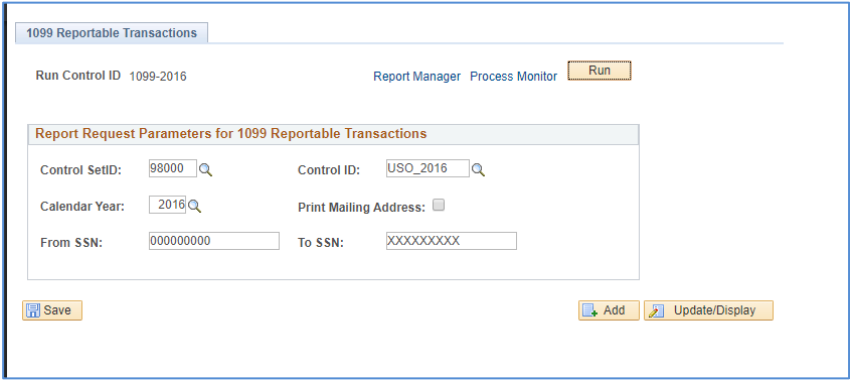
<b>Step</b>	<b>Action</b>
1.	Navigate to the <b>NavBar</b> icon.
2.	Navigate to the <b>Navigator</b> icon.
3.	Select the <b>Reporting Tools</b> link.
4.	Select the <b>Query</b> link.
5.	Select the <b>Query Viewer</b> link.
6.	In the Search by field, enter “ <b>BOR_AP_1099_ADJUST</b> ” and then press <b>Search</b> . Users can choose to run this query to either HTML or to MS Excel. Both formats open in a new window.
7.	To run the query, enter the following parameters: <ul style="list-style-type: none"> <li>• Calendar Year</li> <li>• Business Unit</li> </ul> <p>In the query results, the TIN, Supplier ID, and Supplier Name along with the Payment Number, Withholding Amount, Adjustment Date, Withholding Class, and the Date the adjustment was posted appear.</p>
8.	Review information. If there are withholding transactions that require corrections, users need to make some adjustments. In addition, if there is a transaction listed that was not supposed to be a withholding transaction, users need to adjust that as well. Adjustments are covered in <a href="#">Chapter 6: Corrections and Adjustments</a> .

## **BORRY010 1099 Reportable Transactions Report**

The Withholding Reportable Transactions Report is known as the BORRY010. Users can run this report to show all Withholding reportable transactions, including adjustments.

The information available in this report is dependent on when the user runs the report. Until the Withhold 1099 Report Post and Withhold 1099 Report processes run, not all columns on the report will populate. Only the Amount, Amt Under Minimum, and Calculated Reportable Amount columns will populate. The Reported Amount and Difference columns will not populate until the other processes are run.

Below are step by step instructions on how to run the BORRY010 1099 Reportable Transactions Report.

<b>Step</b>	<b>Action</b>
1.	Navigate to the <b>NavBar</b> icon.
2.	Navigate to the <b>Navigator</b> icon.
3.	Select the <b>BOR Menus</b> link.
4.	Select the <b>BOR Accounts Payable</b> link.
5.	Select the <b>BOR AP Reports</b> link.
6.	Select the <b>1099 Reportable Transactions</b> link.
7.	<p>The report parameters include <b>Control SetID</b>, <b>Control ID</b> and <b>Calendar Year</b>. Users can specify a range of Social Security Numbers, if needed. To run the report on all Social Security Numbers, leave those fields blank. Users can print the Supplier mailing addresses on the report if needed.</p> 

Step	Action
8.	Select <b>Run</b> and then <b>OK</b> to run the process.
9.	Click the <b>Process Monitor</b> link.
10.	Use the Process Monitor to verify the process runs to Success. Locate this report in the Process Monitor.
11.	The completed report will list each reportable Supplier, along with their TIN and Supplier ID as shown below. For each Supplier, a list of the payments and vouchers marked as withholding are displayed along with their amounts subtotaled by Withholding Class.

1099 REPORTABLE TRANSACTIONS

Report ID: 00000000  
 Business Unit: [REDACTED]  
 From SSN: 000000000 To SSN: 000000000 For Calendar Year: 2020 Print Address: N

Page No. 31  
 Run Date 12/08/2020  
 Run Time 09:16:57

1099 SSN	MI	Supplier ID	Name	ADJ	MI	Amount	Amt Under Minimum	Calculated Reportable Amt	Reported Amount	Difference
Sup. SSN	RF	RIP	CK/Pmt Voucher	Y	Ty/CL					
[REDACTED]	0000	[REDACTED]	[REDACTED]							
	28000		003545 05348893		1099M 01	300.00				
	28000		003729 05349348		1099M 01	300.00				
	28000	RI	003977 05350318		1099M 01	30.00				
	28000		003977 05350319		1099M 01	300.00				
	28000		003977 05350320		1099M 01	300.00				
	28000		004343 05351908		1099M 01	300.00				
	28000		004343 05351842		1099M 01	300.00				
	0000401323		1099M 01 Rents			1,830.00	0.00	1,830.00	2,130.00	-300.00
[REDACTED]	0000	[REDACTED]	[REDACTED]							
	28000	RI	242023 05349603		1099M 01	1,390.00				
	28000	RI	242023 05349603		1099M 01	20.00				
	0000407784		1099M 01 Nonemployee Compensation			1,410.00	0.00	1,410.00	1,410.00	0.00
[REDACTED]	0000	[REDACTED]	[REDACTED]							
	28000	RI	242630 05351437		1099M 01	100.00				
	0000408150		1099M 01 Nonemployee Compensation			100.00	100.00	0.00	0.00	0.00
[REDACTED]	0000	[REDACTED]	[REDACTED]							
	28000	RI	241228 05347628		1099M 06	1,185.17				
	28000	RI	241784 05348919		1099M 06	1,188.99				
	28000	RI	241914 05349365		1099M 06	922.93				
	28000	RI	242080 05350021		1099M 06	569.39				
	0000004962		1099M 06 Medical and Health Care Expense			3,866.48	0.00	3,866.48	4,047.35	-200.87

The calculated reportable amount must meet the minimum for that Withholding Class to be reported.

**Example 1:** If the institution plans to process 1099s for a B Business Unit, PeopleSoft will process these separately from other transactions. For example, say a voucher exists for Business Unit 53000 for Supplier 0000000001 (SSN 123456789) for \$500 that is withholding applicable to 1099N - Class 01. Another voucher exists in the same Calendar Year for Business Unit 5300B for Supplier 0000000002 (SSN 123456789) for \$500 that is also withholding applicable to 1099N – Class 01.

Both vouchers will show up on the BORRY010 report as non-withholding applicable since they do not meet the \$600 threshold for Withholding 1099N – Class 01. Users need to determine whether to combine these voucher payments and this decision will determine what is reported to the IRS, as well as whether this Supplier receives a Copy B from the institution.

**Example 2:** If there is a payment not included on the 1099 Reportable Transactions Report and the user believes the payment should be included, check the supplier record and compare it to the voucher in question. For example, if the effective date of a Supplier Location/Address is updated to a date greater than the date on the voucher, then the system will not pick up the payment.

## CHAPTER 6: CORRECTIONS AND ADJUSTMENTS OF 1099 ITEMS

After completing a review of the Withholding items, users may find some items need to be adjusted. As mentioned in the previous chapter, for transactions to be reported both the supplier and voucher need to be marked as Withholding.

There are a couple of different ways to make withholding adjustments. Users can adjust Withholding manually or through Withholding Supplier Update or Withholding Invoice Line Update. Before making any manual adjustments, ITS recommends users run the BOR\_AP\_1099\_ADJUST query to use as a comparison tool making updates.

### **Withholding Invoice Line Update (Update VoucherLine Withholding)**

The Withholding Invoice Line Update process is used to update withholding information for a specific voucher or voucher line. Users can change the withholding applicability, entity, type and jurisdiction per voucher line. As with Withholding Supplier Updates, changes do not take effect until the Withholding Update Process runs.

Below are step by step instructions on how to perform Withholding Invoice Line Update.

Step	Action
1.	Navigate to the <b>NavBar</b> icon.
2.	Navigate to the <b>Navigator</b> icon.
3.	Select the <b>Suppliers</b> link.
4.	Select the <b>1099/Global Withholding</b> link.
5.	Select the <b>Maintain</b> link.
6.	Select the <b>Update VoucherLine Withholding</b> link.
7.	To complete the process, search by SetID and Supplier ID.  <i><b>Note:</b> For institutions using Share Suppliers, enter SHARE in the Supplier SetID field. Enter the Business Unit number (e.g., 53000) in the Criteria on the next page.</i>



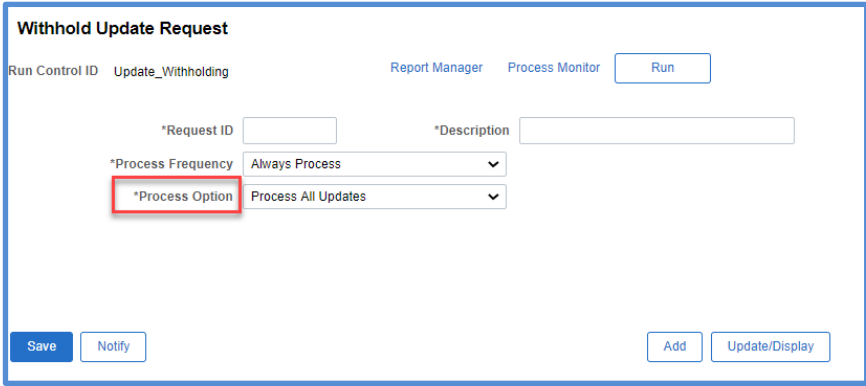
Step	Action
8.	<p>On the Withholding Invoice Line Update page, there are four group boxes along the top above the Details section:</p> <ul style="list-style-type: none"> <li>• <b>Vendor:</b> summary of the supplier to update</li> <li>• <b>Criteria:</b> enter the Business Unit and the Beginning and Ending Dates of the Withholding reporting year. Once users click Search in this group box, all vouchers entered for this Supplier during the same reporting year will be listed in the Details section. The selection 'Clear Updated Withholding' in the Criteria group box can be used to delete completed update requests from the staging table upon save.</li> <li>• <b>Defaults:</b> used if updating many lines to withholding (Set All Lines to Wthd) or not withholding (Set All Lines to No Wthd). Users can enter the withholding class combination to apply to updated voucher lines.</li> <li>• <b>Tax Reporting Year:</b> enter beginning and ending dates of the tax reporting year.</li> </ul>
9.	<p>The voucher lines available for updating are in the Details section. The Current Withhold checkbox indicates whether the line is set for Withholding or not.</p> <p>Under "New Withhold," users can set the new Withholding status. If users change a line from Withholding to No Withholding, they will see the Type, Jurisdiction and Class fields empty. Make sure to enter information for Type, Jurisdiction and Class even if changing the Withholding from Yes to No. If users do not enter this information, then the database will not be updated.</p>
10.	<p>After saving the page, users can go to the New Withhold Details tab to show what the new withholding status is, as well as the status of the update.</p> <p><b>Note:</b> <i>The status of the update displays as "Pending" until the Withholding Update Process runs.</i></p>

## Running Withholding Update Process

The Update Withholdings process must run after making changes using either the Withholding Supplier Update Process or the Withholding Invoice Line Update Process. The Update Withholdings process is also known as AP\_WTHD\_UPDT.

By running this process, the system updates the withholding transactions adjusted and updates the underlying voucher tables as well.

Below are step by step instructions on how to perform Withholding Invoice Line Update.

Step	Action
1.	Navigate to the <b>NavBar</b> icon.
2.	Navigate to the <b>Navigator</b> icon.
3.	Select the <b>Suppliers</b> link.
4.	Select the <b>1099/Global Withholding</b> link.
5.	Select the <b>Maintain</b> link.
6.	Select the <b>Update Withholdings</b> link.
7.	Find an Existing Value or Add a new Value for the <b>Run Control ID</b> .
8.	On the Withhold Update Request page, select the appropriate <b>Process Option</b> .  

Step	Action
9.	<p>After the process completes successfully, return to the Update Supplier Withholdings or Update Voucher Line Withholdings pages to confirm updates processed. On the New Withhold Details tab for both pages, the Criteria should show “Updated” for those items changed.</p> <p><b>Note 1:</b> <i>This process may take several minutes to run. Users cannot select Business Unit on the Run Control Page. When this process runs it updates for all business units.</i></p> <p><b>Note 2:</b> <i>Although users can run Withhold Update Request manually if needed, ITS recommends users allow scheduled instances to process to updates. This will help prevent multiple instances from running, an issue that may adversely affect performance.</i></p> <p><i>During the month of January, ITS will schedule this process to run several times each day. Only one instance of this process will run at one time. If users run a second instance while the first one is running, the second process shows a status of ‘blocked’ in the process monitor. Once the first instance is completed, the next one should begin processing.</i></p>

## Manual Adjustments

### ***Adjust Withholding***

Users can adjust withholding manually, if needed. This process is for manually adjusting posted withholding transactions by Supplier or adding withholding entries from a legacy or third-party system. Adjustments for any transactions entered via journal entry must be done manually.

Whenever possible, ITS advises users to make withholding adjustments through [Withholding Supplier Update](#) or [Withholding Invoice Line Update](#). These types of adjustments update the underlying Withholding tables, unlike the manual adjustments.

Below are step by step instructions on how to adjust withholding manually.

<b>Step</b>	<b>Action</b>
1.	Navigate to the <b>NavBar</b> icon.
2.	Navigate to the <b>Navigator</b> icon.
3.	Select the <b>Suppliers</b> link.
4.	Select the <b>1099/Global Withholding</b> link.
5.	Select the <b>Maintain</b> link.
6.	Select the <b>Adjust Withholding</b> link.
7.	Enter the Supplier SetID and the Supplier ID for the supplier that requires a manual adjustment.  Users make manual adjustments for specific Suppliers when needed. On the Search page, users can search for a range of Suppliers by Supplier SetID, Supplier ID or Supplier Location.
8.	Click <b>Search</b> .

Step	Action
9.	<p>On the Withhold Adjustments page, search for any adjustments previously made. To do this, enter the following in the Search Criteria:</p> <ul style="list-style-type: none"> <li>• Business Unit</li> <li>• Entity: IRS</li> <li>• Type: 1099M or 1099N (DO NOT CHOOSE ANY OTHER TYPE)</li> <li>• Jurisdiction: FED</li> <li>• Start Date and End Date: beginning and ending of Withholding reporting calendar year</li> </ul> <p>For institutions using SHARE Suppliers, enter SHARE in the Supplier SetID field. In the Business Unit field, enter the Business Unit number (e.g., 53000).</p>
10.	<p>After hitting the Search button, any adjustments made will be listed. If there are none, users can begin entering adjustments on Line 1.</p> <p>If adjustments are retrieved in the Search results, make sure there is no existing line for the Withholding Type/Class combination.</p> <p>If lines do exist with the same Type/Class combination, modify the existing line by the amount of the necessary adjustment rather than inserting a new adjustment line.</p> <p>For example, imagine that an adjustment already exists for this Supplier with Withholding type 1099N - Class 01. If users need to make an adjustment for this Supplier with the same Class, modify the existing line instead of adding a new one. Users can do this manually by following the instructions above.</p>

11. When entering a new adjustment, enter the following for each line on the Main Information tab:

- Business Unit
- Entity: IRS
- Type: 1099M or 1099N (DO NOT CHOOSE ANY OTHER TYPE)
- Jurisdiction: FED
- Class
- Rule

**Withhold Adjustments**  
72000 Supplier: 0000400763 MAIN Heldolph Brinkmann

**Search Criteria**

Business Unit: 72000  
 Entity:   
 Jurisdiction:   
 Type: 1099  
 Class:   
 Start Date: 01/01/2020  
 End Date: 12/31/2020  
 Search

**Adjustments**

Main Information | Transaction Info | Payment Information | Adjustment Reason

Short Name	*Business Unit	*Entity	*Type	*Jurisdiction	*Class	*Rule		
Original	72000	IRS	1099N	FED	01	RULE0	+	-
Original	72000	IRS	1099N	FED	01	RULE0	+	-
Original	72000	IRS	1099N	FED	01	RULE0	+	-

Save Return to Search Notify Refresh

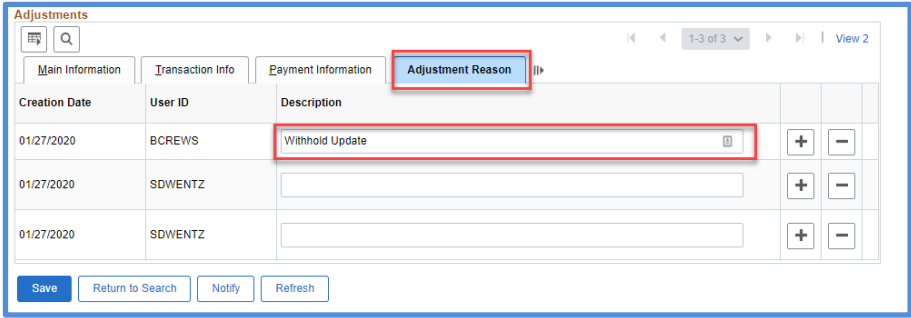
12. On the Transaction Info tab enter amounts and dates. Under “Basis Amt,” enter the amount on which the Withholding is calculated. This is the basis amount reported to the Withholding entity for this payment and is typically the gross amount of the voucher.

**Adjustments**

Main Information | **Transaction Info** | Payment Information | Adjustment Reason

Basis Amt	Liability Amt	Paid Amount	Payment Date	Declaration Date		
2012.87	0.00	0.00	12/31/2020	12/31/2020	+	-
2600.00	0.00	0.00	02/12/2020	02/12/2020	+	-
2320.50	0.00	0.00	11/07/2020	11/07/2020	+	-

Save Return to Search Notify Refresh

13.	<p>The Liability Amount displays the amount of backup withholding retained to remit to the withholding entity.</p> <p>The Paid Amount displays the amount of the withholding liability paid to the withholding entity.</p> <p>Since the GeorgiaFIRST model is not currently using actual withholding for payments these two fields should always be zero.</p>
14.	<p>For Payment Date, all adjustments should have a Payment date of December 31 of the Withholding reporting year.</p>
15.	<p>In addition, the Declaration Date displays the date on which the withholding is declared and is used for withholding entities who use a date other than payment date (accounting date for example) to report withholding transactions.</p> <p>The Declaration Date should be the same date that we entered for Payment Date, which is December 31 of the Withholding reporting year.</p>
16.	<p>On the Adjustment Reason tab, there is space available for users to indicate why they made an adjustment. The Creation Date is generated by the system and reflects the date the adjustment was entered. The User ID refers to the person who made the adjustment. For the Description, include a reference as to why the adjustment was made.</p> <p><b>Note:</b> Users may sometimes notice a second User ID on this page that is not part of their institution. This additional User ID may display because the withholding update process runs for all institutions every time the process is started. The User ID displayed on the Adjustment Reason tab is the last system user to run the process.</p> 

- |     |  |
|-----|--|
| 17. | Each transaction row entered is then added to the Withholding Transaction table (WTDH_TRXN_TBL). It is also added to or subtracted from the totals already in the Withholding Transaction table. |
|-----|--|

Again, it is a good idea to run the BOR\_AP\_1099\_ADJUST query before and after performing manual adjustments to ensure adjustments were entered correctly.

### ***After Making Withholding Adjustments***

After users finish making all necessary adjustments, review the 1099 items again as previously discussed in [Chapter 5: Review 1099 Items](#). Review, make corrections and then re-review until all necessary updates and corrections are made.



## CHAPTER 7: RUNNING WITHHOLDING REPORT POST

After all adjustments are made and all Withholding payments are reviewed again to ensure no further corrections are needed, run the Withhold 1099 Report Job process. This job performs both the Withhold 1099 Report Post process (1099\_RPT\_PST) and the Generate Withholding Reports process (AP\_APY1099).

The 1099 Report Post application engine process populates the Withholding Table by extracting data from the Withhold Transaction table and inserts it into the Withholding Table if it exceeds the reporting threshold.

The Generates Withholding Reports process creates a flat file for the IRS and populates the “Withholding to Send” and “Copy B” tables. The system then uses the data to create a file for the tax entity, or IRS and forms for the Suppliers. The system also uses the data to process corrections.

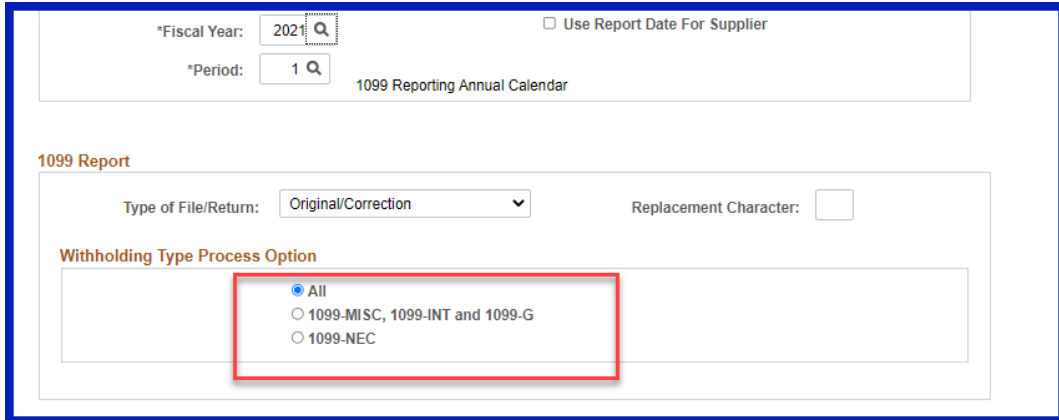
Below are step by step instructions on how to run the Withhold 1099 Report Post process.

Step	Action
1.	Navigate to the <b>NavBar</b> icon.
2.	Navigate to the <b>Navigator</b> icon.
3.	Select the <b>Suppliers</b> link.
4.	Select the <b>1099/Global Withholding</b> link.
5.	Select the <b>1099 Reports</b> link.
6.	Select the <b>Withhold 1099 Report Job</b> link.
7.	Create a new <b>Run Control ID</b> or select an existing Run Control ID.

8.	<p>On the 1099 Report Post page, enter the following:</p> <ul style="list-style-type: none"> <li>• <b>Request ID and Description:</b> Enter an ID and description.</li> <li>• <b>Process Frequency:</b> Select “Always Process.”</li> <li>• Verify Include Manual Overrides check box is selected. If the box is not selected, then withholding adjustments will not be reflected on the reported column in the 1099 Reportable Transactions report.</li> <li>• <b>Control SetID:</b> This is the institution’s SetID.</li> <li>• <b>Control ID:</b> This is the Control ID the institution set up for the 1099 reporting year (e.g., CSU_2021).</li> <li>• <b>Calendar SetID:</b> This is the SHARE SetID.</li> <li>• <b>Calendar ID:</b> This is “A1.”</li> <li>• <b>Fiscal Year:</b> This is the calendar year for 1099 reporting.</li> <li>• <b>Period:</b> This is always “1.”</li> <li>• <b>Type of File/Return:</b> There are three choices here:             <ul style="list-style-type: none"> <li>○ Original/Correction generates the IRS_001.TXT. Users will most often choose Original/Correction.</li> <li>○ Test generates the IRS_001.TXT File and populates only the PS_WTHD_1099_COPYB table.</li> <li>○ Replacement generates the IRS_001.TXT File and deletes data from the Withholding Sent Tables.</li> </ul> </li> <li>• <b>Replacement Character:</b> Leave this field blank unless instructed by IRS to enter one.</li> </ul>
----	---

9. Depending on the Fiscal Year selected, the user will see specific 1099 Report Selections. Choose Process Options based on your reporting needs.

*For years after 2019 users will have an option to choose All, 1099-MISC, 1099-INT, and 1099-G, or 1099-NEC*



Recommended Option, as this will print one file to send to IRS:

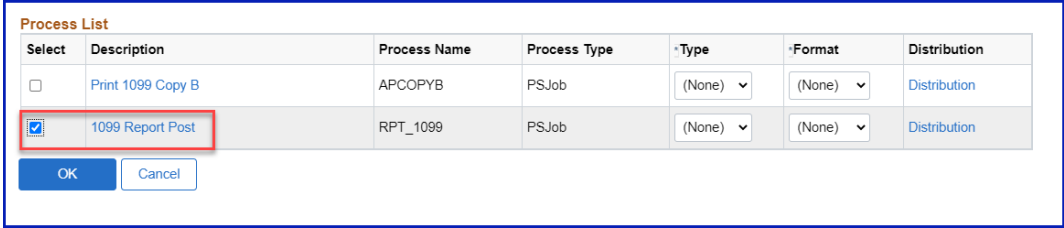
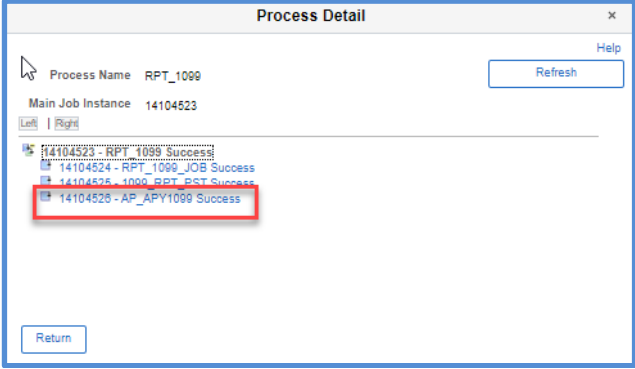
- **All** - Select this option to produce ONE electronic IRS file containing 1099-MISC and 1099-NEC withholding information.

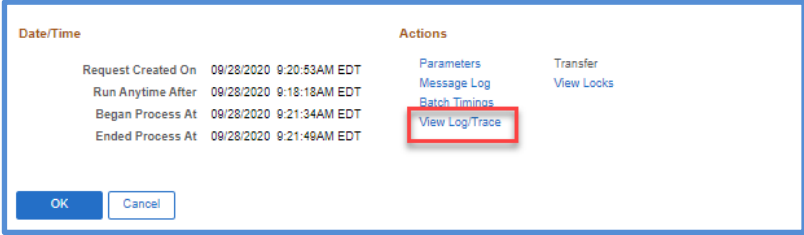
Other Options:

- **1099-MISC, 1099-INT and 1099-G** - Select this option to produce one electronic file containing all 1099-MISC withholding information
- **1099-NEC** - Select this option to produce one electronic file containing all 1099-NEC withholding information

**Note:** For years before 2020 users will have an option to choose All Files, Exclude Non-Employee Compensation or Include Non-Employee Compensation.

- **All** - Select this option to produce two electronic files, (1) one containing 1099-MISC with original NEC, and (2) the other containing 1099-MISC with Non-NEC and corrections (including corrections for NEC), all 1099-INT, all 1099-G and Corrections, if applicable. (NOTE: Only one file for Corrections.)
- **Exclude Non Employee Compensation** - Select this option to produce one electronic file containing all 1099-MISC without NEC, 1099-INT, 1099-G and Corrections, if applicable. This option is not available if the 'Has the 1099-MISC containing Box 7 Non Employee Compensation file been sent and accepted by IRS?' box is checked. This option is used to run preliminary files for your review only.
- **Include Non Employee Compensation** - Select this option to produce two electronic files, (1) one containing all 1099-MISC with NEC and (2) the other containing 1099-MISC without NEC for the same recipients that have 1099-MISC with NEC in the first file. **IMPORTANT** - this second file must also be transmitted to the IRS when you submit the NEC.txt file containing all 1099-MISC with Non-employee compensation. This option is not available if the 'Has

	the 1099-MISC containing Box 7 Non Employee Compensation file been sent and accepted by IRS?' box is checked.																					
10.	Once the information above is entered, click the <b>Save</b> button.																					
11.	Click the <b>Run</b> button.																					
12.	Select "1099 Report Post" to run the RPT_1099 process Post. Click <b>OK</b> to continue.																					
	 <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>Type</th> <th>Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Print 1099 Copy B</td> <td>APCOPYB</td> <td>PSJob</td> <td>(None)</td> <td>(None)</td> <td>Distribution</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>1099 Report Post</td> <td>RPT_1099</td> <td>PSJob</td> <td>(None)</td> <td>(None)</td> <td>Distribution</td> </tr> </tbody> </table>	Select	Description	Process Name	Process Type	Type	Format	Distribution	<input type="checkbox"/>	Print 1099 Copy B	APCOPYB	PSJob	(None)	(None)	Distribution	<input checked="" type="checkbox"/>	1099 Report Post	RPT_1099	PSJob	(None)	(None)	Distribution
Select	Description	Process Name	Process Type	Type	Format	Distribution																
<input type="checkbox"/>	Print 1099 Copy B	APCOPYB	PSJob	(None)	(None)	Distribution																
<input checked="" type="checkbox"/>	1099 Report Post	RPT_1099	PSJob	(None)	(None)	Distribution																
13.	Click the <b>Process Monitor</b> link.																					
14.	Once the process runs to Success, click on RPT_1099 under the Process Name column.																					
	<table border="1"> <thead> <tr> <th>Instance</th> <th>Seq.</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>14104523</td> <td></td> <td>PSJob</td> <td>RPT_1099</td> <td>ITS_JHEMPHILL</td> <td>09/28/2020 9:18:18AM EDT</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table>	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	14104523		PSJob	RPT_1099	ITS_JHEMPHILL	09/28/2020 9:18:18AM EDT	Success	Posted	Details			
Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details														
14104523		PSJob	RPT_1099	ITS_JHEMPHILL	09/28/2020 9:18:18AM EDT	Success	Posted	Details														
15.	Click on the <b>AP_APY1099</b> link.																					
																						

<p>16.</p>	<p>Click on the <b>View Log/Trace</b> link.</p> 
<p>17.</p>	<p>After the process runs to success and is posted, users can retrieve the <b>IRS_001.TXT</b> file through the View Log/Trace link.</p>

## Retrieving the IRS Tax File

Step	Action									
1.	Do not left click to open the file.									
2.	<p>Right-click on the <b>IRS_001.TXT</b> link and select “<b>Save Link As.</b>”</p> <div data-bbox="527 449 1250 1045" data-label="Image"> <p>The screenshot shows a 'View Log/Trace' window with the following content:</p> <p><b>Report</b></p> <p>Report ID 12733253      Process Instance 13901708      <a href="#">Message Log</a>  Name AP_APY1099      Process Type Application Engine  Run Status Success</p> <p>1099 Report</p> <p><b>Distribution Details</b></p> <p>Distribution Node DNODE      Expiration Date 02/22/2021</p> <p><b>File List</b></p> <table border="1"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td><a href="#">AE_AP_APY1099_13901708_stdout</a></td> <td>292</td> <td>11/24/2020 4:20:34.251196PM EST</td> </tr> <tr> <td><b><a href="#">IRS_001_CSU_2020_13901708.TXT</a></b></td> <td>7,510</td> <td>11/24/2020 4:20:34.251196PM EST</td> </tr> </tbody> </table> <p><b>Distribute To</b></p> <p>Distribution ID Type -Distribution ID  User WBUNN</p> <p><a href="#">Return</a></p> </div> <p><b>Note:</b> For CY2020 and beyond, if you chose the ALL option , this file contains all 1099N and 1099M reporting that institutions will submit to the IRS.</p>	Name	File Size (bytes)	Datetime Created	<a href="#">AE_AP_APY1099_13901708_stdout</a>	292	11/24/2020 4:20:34.251196PM EST	<b><a href="#">IRS_001_CSU_2020_13901708.TXT</a></b>	7,510	11/24/2020 4:20:34.251196PM EST
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<a href="#">AE_AP_APY1099_13901708_stdout</a>	292	11/24/2020 4:20:34.251196PM EST								
<b><a href="#">IRS_001_CSU_2020_13901708.TXT</a></b>	7,510	11/24/2020 4:20:34.251196PM EST								
3.	Save the file to the computer. Do not Change the file name. Do not open the file in Excel.									

## CHAPTER 8: REVIEW WITHHOLDING REPORTABLE TRANSACTIONS

Once users generate Withholding Reports, then review all 1099 reportable transactions before producing the final reports. Once users produce the IRS\_001.TXT file, review the appropriate queries and reports. See [Chapter 5: Review 1099 Items](#) before producing the Copy B forms.

### **BORRY010 1099 Reportable Transactions Report**

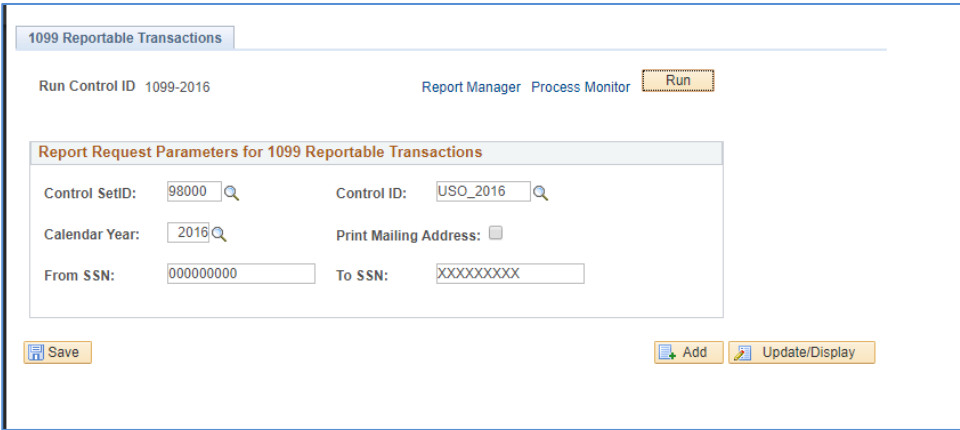
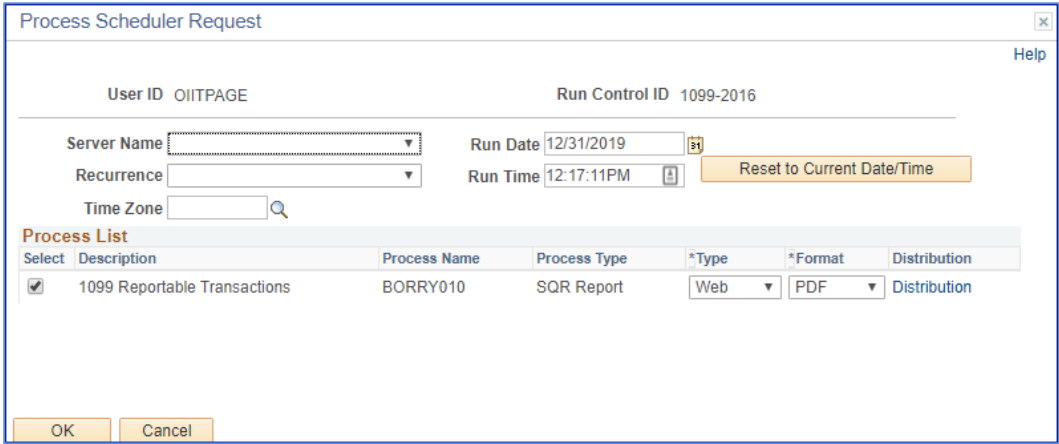
The BORRY010 1099 Reportable Transactions Report listed here is the same report as the report in [Chapter 5](#) . Previously, not all columns were completed because the Withholding 1099 Report Post process and the Generating Withholding Reports process was not yet completed. With these two processes completed, run the BORRY010\_1099 report again to verify all columns are marked complete.

**NOTE:** *Until the Withhold 1099 Report Post and Withhold 1099 Report processes run, not all columns on the report will populate. Only the Amount, Amt Under Minimum, and Calculated Reportable Amount columns will populate. The Reported Amount and Difference columns will not populate until the other processes run.*

Below are step by step instructions on how to run the BORRY010 1099 Reportable Transactions Report again.

Step	Action
1.	Navigate to the <b>NavBar</b> icon.
2.	Navigate to the <b>Navigator</b> icon.
3.	Select the <b>BOR Menus</b> link.
4.	Select the <b>BOR Accounts Payable</b> link.
5.	Select the <b>BOR AP Reports</b> link.
6.	Select the <b>1099 Reportable Transactions</b> link.



7. The report parameters include **Control SetID**, **Control ID** and **Calendar Year**. Users can specify a range of Social Security Numbers, if needed.  
  
To run the report on all Social Security Numbers, leave those fields blank. Users can print the Supplier mailing addresses on the report if needed.  
  

8. Select **Run** and then **OK** to run the process.  
  

9. Click the **Process Monitor** link.
10. Use the Process Monitor to verify the process runs to Success. Locate this report in the Process Monitor.
11. The completed report will list each reportable Supplier, along with their TIN and Supplier ID.

## 1099 Withhold To Send Detail Report

The 1099 Withhold to Send Detail Report lists all the information created by the 1099 Reporting Process and is a replica of the data in the file users will send to the IRS.

Users can utilize this report to review a summary of the data stored in the Withholding Detail table. Users can also run delivered query “BOR\_AP\_1099\_SND\_DTL\_TOT” after running this report to obtain totals not provided in the report.

If users are unsure if the process ran correctly, run the [BOR\\_AP\\_1099\\_WTHD\\_SENT\\_INCOMPL query](#) to confirm.

Below are step by step instructions on how to run the 1099 Withhold to Send Detail Report.

Step	Action
1.	Navigate to the <b>NavBar</b> icon.
2.	Navigate to the <b>Navigator</b> icon.
3.	Select the <b>Suppliers</b> link.
4.	Select the <b>1099/Global Withholding</b> link.
5.	Select the <b>1099 Reports</b> link.
6.	Select the <b>1099 to Send Detail</b> link.
7.	Enter the <b>Run Control ID</b> .
8.	Click the <b>Search</b> button.
9.	<p>The parameters for this report include:</p> <ul style="list-style-type: none"> <li>• SetID</li> <li>• Control ID (e.g., KSU_2021)</li> <li>• Fiscal Year: This is the Withholding reporting year.</li> </ul> <p>For CY2021 and beyond, there are no choices for separating NEC and MISC:</p>

Step	Action
	<div data-bbox="363 247 1414 625" style="border: 2px solid blue; padding: 5px;"> <p><b>1099 To Send Report</b></p> <p>Run Control ID    WTHD_TO_SEND_DTL                      Report Manager    Process Monitor                      <span style="border: 1px solid red; padding: 2px;">Run</span></p> <p><b>Description</b></p> <p>Withholding Report ID:    US_REPORT</p> <p>SetID:                            28000    🔍</p> <p>Control ID:                    CSU_2020    🔍</p> <p>Fiscal Year:                    2020</p> </div> <p>For CY2019 and before, there are options for separating NEC and MISC:</p> <div data-bbox="363 737 1414 1331" style="border: 2px solid blue; padding: 5px;"> <p><b>1099 To Send Report</b></p> <p>Run Control ID    WTHD_TO_SEND_DTL                      Report Manager    Process Monitor                      <span style="border: 1px solid red; padding: 2px;">Run</span></p> <p><b>Description</b></p> <p>Withholding Report ID:    US_REPORT</p> <p>SetID:                            28000    🔍</p> <p>Control ID:                    CSU_2018    🔍</p> <p>Fiscal Year:                    2018</p> <div data-bbox="402 1083 1320 1318" style="border: 1px solid orange; padding: 5px;"> <p><b>IRS Options</b></p> <p><input type="checkbox"/> Has the 1099-MISC containing Box 7 Non Employee Compensation file been sent and accepted by the IRS?</p> <p><b>View Report Option</b></p> <p><input checked="" type="radio"/> All</p> <p><input type="radio"/> Exclude Non Employee Compensation</p> <p><input type="radio"/> Include Non Employee Compensation</p> </div> </div>
10.	Select the <b>Run</b> button.
11.	Click <b>OK</b> to run the process.
12.	Click the <b>Process Monitor</b> link.
13.	Use the Process Monitor to verify the process runs to Success.
14.	Click the <b>Report Manager</b> link to locate this report.
15.	Click on the <b>Administration</b> tab.
16.	Click on <b>APX8056.pdf</b> link.

Step	Action
17.	<p>The resulting report is produced in PDF format and is a replica of the data included in the IRS_001.TXT file.</p> <p><b>Note:</b> <i>This is an Oracle produced report and it does not include the Withholding Type (1099M or 1099N) in the report. Users can read the description to distinguish between 1099N, Class 01 and 1099M, Class 01.</i></p>
18.	<p>At this point, review the file and verify withholding information is accurate. If it is not, go back to <a href="#">Chapter 6: Corrections and Adjustments of 1099 Items</a> and make any adjustments.</p>
19.	<p>After making adjustments, complete the review and re-run the 1099_RPT_PST and AP_APY1099 processes in <a href="#">Chapter 7: Running Withholding Report Post</a>.</p>

## **BOR AP 1099 SND DTL TOT Query**

Users can run the BOR\_AP\_1099\_SND\_DTL\_TOT query to obtain reportable totals grouped by class. These reportable totals should match both the total on the BORRY010 report and the 1099 Withholding to Send Detail Report. Once users obtain totals for the 1099 Withholding to Send Detail Report, balance and finalize the 1099s.

Below are step by step instructions on how to run the BOR\_AP\_1099\_SND\_DTL\_TOT query.

Step	Action
11.	Navigate to the <b>NavBar</b> icon.
12.	Navigate to the <b>Navigator</b> icon.
13.	Select the <b>Reporting Tools</b> link.
14.	Select the <b>Query</b> link.
15.	Select the <b>Query Viewer</b> link.
16.	In the Search by field, enter “ <b>BOR_AP_1099_SND_DTL_TOT</b> ” and then press the <b>Search</b> button. Users can run this query to either HTML or to MS Excel. Both formats open in a new window.
17.	To run the query, enter the following parameters: <ul style="list-style-type: none"> <li>• 1099 Year</li> <li>• Business Unit</li> </ul>
18.	From the query results, compare the “Sum Basis Amount” with the Grand Totals on the BORRY010 – 1099 Reportable Transactions Report to confirm these totals are the same for each Withholding code. Also, users can compare the “Sum Basis Amount” and the “Count SetID” from the query with the totals in the IRS_001.TXT file. Users can locate the count and totals in “Record Type C” (Payor End of Data Record). <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><b>BOR_AP_1099_SND_DTL_TOT - 1099 Wthd to Snd Detail Totals</b></p> <p>1099 Year <input type="text" value="2020"/></p> <p>Withholding Setid <input type="text" value="22000"/> <input type="button" value="Q"/></p> <p><input type="button" value="View Results"/></p> <p>Download results in : <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> <a href="#">XML File (1 kb)</a></p> </div>

Step	Action
19.	Differences in the count may be a result of Suppliers with multiple address sequences in the 1099 Withholding to Send Detail Report. The system will combine these Suppliers in the IRS_001.TXT file, causing the IRS_001.TXT file to show a lower count.
20.	The count provided in the "Count SetID" column is the number of 1099s to be produced for that specific withholding code. Since the same 1099 may include multiple withholding codes, a 1099 may be included in counts for more than one withholding code.
21.	Once users balance and finalize 1099s, produce the 1099 Copy B Reports for Suppliers.

## CHAPTER 9: PRODUCING WITHHOLDING COPY B REPORTS

The 1099 Copy B Reports are reports users print out and mail to Suppliers. Complete this step after making all adjustments and balancing 1099s as instructed previously. To produce Withholding Copy B Reports, run the Print 1099 Copy B job (process APCOPYB).

### **Run Print 1099 Copy B Process (APCOPYB) For 1099-NEC and 1099-MISC**

Below are step by step instructions on how to run process:

Step	Action
1.	Navigate to the <b>NavBar</b> icon.
2.	Navigate to the <b>Navigator</b> icon.
3.	Select the <b>Suppliers</b> link.
4.	Select the <b>1099/Global Withholding</b> link.
5.	Select the <b>1099 Reports</b> link.
6.	Select the <b>Withhold 1099 Report Job</b> link.

7.	<p>Enter a <b>Run Control ID</b> to navigate to the Withholding 1099 Report Job page. Then the following parameters:</p> <ul style="list-style-type: none"> <li>• <b>Request ID and Description:</b> Enter an ID and description.</li> <li>• <b>Process Frequency:</b> Select “Always Process.”</li> <li>• Include Manual Overrides check box should be selected. If the box is not selected, then withholding adjustments will not be reflected on the reported column in the 1099 Reportable Transactions report.</li> <li>• <b>Control SetID:</b> This is the institution’s SetID.</li> <li>• <b>Control ID:</b> This is the Control ID the institution set up for the Withholding reporting year (e.g., CSU_2021).</li> <li>• <b>Calendar SetID:</b> This is the SHARE SetID.</li> <li>• <b>Calendar ID:</b> This is “A1.”</li> <li>• <b>Fiscal Year:</b> This is the calendar year for Withholding reporting.</li> <li>• <b>Period:</b> This is always “1.”</li> <li>• <b>Type of File/Return:</b> There are three choices here – Original/Correction, Replacement, Test. Most often users choose Original/Correction.             <ul style="list-style-type: none"> <li>○ Original/Correction generates the IRS_001.TXT.</li> <li>○ Test generates the IRS_001.TXT File and populates only the PS_WTHD_1099_COPYB table.</li> <li>○ Replacement generates the IRS_001.TXT File and deletes data from the Withholding Sent Tables.</li> </ul> </li> <li>• <b>Replacement Character:</b> Leave this field blank, unless otherwise instructed by the IRS.</li> <li>• <b>Withhold Type Process Option:</b> “All” to print 1099-NEC and 1099-MISC Copy Bs.</li> <li>• <b>Supplier Select Option:</b> “Select All Suppliers” or specify specific suppliers to print.</li> </ul>
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Step	Action																					
	<ul style="list-style-type: none"> <li>• <b>AP 1099 sort order:</b> Select the desired sort order.</li> </ul>																					
8.	Once the information above is entered, click the <b>Save</b> button.																					
9.	Click the <b>Run</b> button.																					
10.	<p>Click the check box for the Print 1099 Copy B. Click <b>OK</b> to continue. The system navigates to the 1099 Report Post/Report/Copy B page.</p> <div data-bbox="355 550 1451 768" style="border: 1px solid blue; padding: 5px;"> <p><b>Process List</b></p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>Type</th> <th>Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Print 1099 Copy B</td> <td>APCOPYB</td> <td>PSJob</td> <td>(None) v</td> <td>(None) v</td> <td>Distribution</td> </tr> <tr> <td><input type="checkbox"/></td> <td>1099 Report Post</td> <td>RPT_1099</td> <td>PSJob</td> <td>(None) v</td> <td>(None) v</td> <td>Distribution</td> </tr> </tbody> </table> <p> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p> </div>	Select	Description	Process Name	Process Type	Type	Format	Distribution	<input checked="" type="checkbox"/>	Print 1099 Copy B	APCOPYB	PSJob	(None) v	(None) v	Distribution	<input type="checkbox"/>	1099 Report Post	RPT_1099	PSJob	(None) v	(None) v	Distribution
Select	Description	Process Name	Process Type	Type	Format	Distribution																
<input checked="" type="checkbox"/>	Print 1099 Copy B	APCOPYB	PSJob	(None) v	(None) v	Distribution																
<input type="checkbox"/>	1099 Report Post	RPT_1099	PSJob	(None) v	(None) v	Distribution																
11.	Click the <b>Process Monitor</b> link.																					
12.	Use the Process Monitor to verify the process runs to Success.																					

## Reviewing and Printing 1099 Copy B Reports

Once the APCOPYB Job runs to success and posts, users can retrieve the 1099-NEC and 1099-MISC Copy Bs in the Report Manager.

Below are step by step instructions on how to review and print Copy B Reports.

Step	Action																																								
1.	Navigate to the <b>NavBar</b> icon.																																								
2.	Navigate to the <b>Navigator</b> icon.																																								
3.	Select the <b>Report Tools</b> link.																																								
4.	Select the <b>Report Manager</b> link.																																								
5.	Select the <b>1099 Reports</b> link.																																								
6.	Click on the <b>Administration</b> tab.																																								
7.	For the 1099-MISC Copy B's, click on <b>APX1099CT - APX1099CT.pdf</b> link. Download the pdf file and save to a secure location. <table border="1" data-bbox="360 945 1416 1188"> <tbody> <tr> <td><input type="checkbox"/></td> <td>12733294</td> <td>13901736</td> <td><a href="#">APX1099N - APX1099N.pdf</a></td> <td>11/25/2020 8:57:19AM</td> <td>Acrobat (*.pdf)</td> <td>Posted</td> <td><a href="#">Details</a></td> </tr> <tr> <td><input type="checkbox"/></td> <td>12733293</td> <td>13901735</td> <td><a href="#">APX1099ICT - APX1099ICT.pdf</a></td> <td>11/25/2020 8:57:03AM</td> <td>Acrobat (*.pdf)</td> <td>Posted</td> <td><a href="#">Details</a></td> </tr> <tr> <td><input type="checkbox"/></td> <td>12733292</td> <td>13901734</td> <td><a href="#">APX1099GCT - APX1099GCT.pdf</a></td> <td>11/25/2020 8:56:46AM</td> <td>Acrobat (*.pdf)</td> <td>Posted</td> <td><a href="#">Details</a></td> </tr> <tr> <td><input type="checkbox"/></td> <td>12733291</td> <td>13901733</td> <td><a href="#">APX1099CT - APX1099CT.pdf</a></td> <td>11/25/2020 8:56:31AM</td> <td>Acrobat (*.pdf)</td> <td>Posted</td> <td><a href="#">Details</a></td> </tr> <tr> <td><input type="checkbox"/></td> <td>12733290</td> <td>13901739</td> <td>1099 Report</td> <td>11/25/2020 8:53:08AM</td> <td>Text Files (*.txt)</td> <td>Posted</td> <td><a href="#">Details</a></td> </tr> </tbody> </table>	<input type="checkbox"/>	12733294	13901736	<a href="#">APX1099N - APX1099N.pdf</a>	11/25/2020 8:57:19AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>	<input type="checkbox"/>	12733293	13901735	<a href="#">APX1099ICT - APX1099ICT.pdf</a>	11/25/2020 8:57:03AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>	<input type="checkbox"/>	12733292	13901734	<a href="#">APX1099GCT - APX1099GCT.pdf</a>	11/25/2020 8:56:46AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>	<input type="checkbox"/>	12733291	13901733	<a href="#">APX1099CT - APX1099CT.pdf</a>	11/25/2020 8:56:31AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>	<input type="checkbox"/>	12733290	13901739	1099 Report	11/25/2020 8:53:08AM	Text Files (*.txt)	Posted	<a href="#">Details</a>
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9.	ITS <b>strongly</b> recommends users review 1099-MISC and 1099-NEC Copy B forms before printing them. Users can compare Copy B forms with the <a href="#">BORRY010-Reportable Transactions Report</a> , which prints in TIN order.																																								

Step	Action
	Also, users can compare the Copy B forms to the <a href="#">1099 Withholding to Send Detail Report</a> , which prints in Supplier ID order.
10.	Compare the number of Copy B forms printed with the number shown in the IRS_001.TXT file as part of the finalization process.
11.	<p>After reviewing the Copy B forms, download the forms to a secure location on a computer and then print them using Adobe Reader so the Copy B forms print correctly.</p> <p>Note: The text on the Copy B's is noticeably smaller when printing from PeopleSoft within a browser window.</p>
12.	After printing, mail the Copy B forms to Suppliers.

## CHAPTER 10: COMPLETING 1099 PROCESSING FOR THE YEAR

Once users mail Copy B reports, then send the IRS\_001.TXT file to the IRS. In addition, run the Withholding Sent File process.

### **Sending the IRS 001. Txt file**

When users are ready to send the IRS\_001.TXT file, send it electronically to the IRS. For detailed instructions on sending this file, refer to IRS Publication 1220. Users can find this publication on the IRS website [here](#). Users can also find more detailed information from the IRS about Withholding Payments [here](#).

**The due date for IRS Electronic Filing is January 31, 2022.**

ITS does not provide instructions on how to submit the institution's file to the IRS. Users can read more about filing electronically at the IRS website [here](#) and how to submit the institution's file at the IRS FIRE Production System [here](#).

### **Next Steps**

1. If the file is accepted by the IRS, run the [Withhold Sent Process](#).
2. If the file is accepted by IRS, but a correction file is needed for a supplier, run the [Correction File Process](#).
3. If the file is rejected by the IRS, run the [Replacement File Process](#).

## Running the Withhold Sent (WTHD\_SNT) Process

The final step in the entire Withholding process is to run the Withhold Sent Process. Use the Withhold Sent page (WTHD\_SNT) to request a run of the Withholding Sent File Application Engine process (WTHD\_SNT). This prepares the institution's return information to make corrections and refile, if needed.

This application engine process finalizes the Withholding reporting and file creation process. This process records all the data in the file sent in the Withholding Sent tables (PS\_WTHD\_SENT\_DTL and PS\_WTHD\_SENT\_HDR) and deletes the data from the Withholding to Send tables (PS\_WTHD\_TO\_SND\_DTL and PS\_WTHD\_TO\_SND\_HDR).

**Users should not run this process until they send the IRS\_001.TXT file to the IRS and receive confirmation of successful transmission.** Users can only run the Withhold Sent (WTHD\_SNT) Process once for each time they run the withholding report. The system uses this information when creating correction or replacement files.

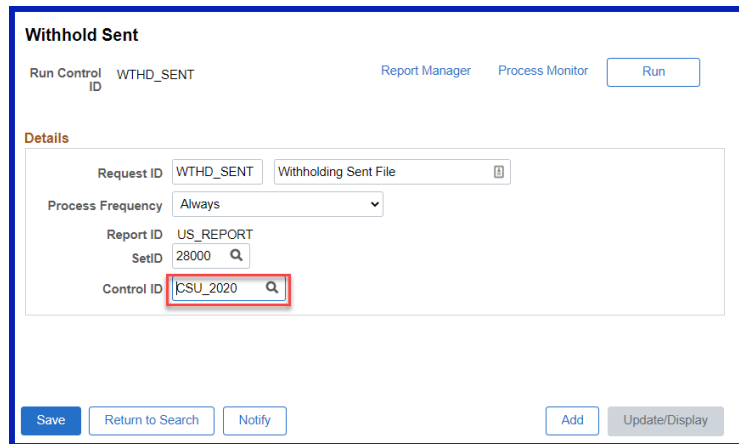
Below are step by step instructions on how to run the Withhold Sent process.

Step	Action
13.	Navigate to the <b>NavBar</b> icon.
14.	Navigate to the <b>Navigator</b> icon.
15.	Select the <b>Suppliers</b> link.
16.	Select the <b>1099/Global Withholding</b> link.
17.	Select the <b>1099 Reports</b> link.
18.	Select the <b>Withholding Sent File</b> link.
19.	Select or Add a <b>Run Control ID</b> .

20. Enter parameters. The parameters for this process are:

- Request ID and Description
- Process Frequency: Set to “Always”
- SetID
- Control ID: Use the Control ID used through the current Withholding year’s processing (e.g., USO\_2021).
- IRS Options: Leave these settings as defaulted. The box should not be selected. The Withhold Sent Option should remain set to All.

Example after CY2020:



**Withhold Sent**

Run Control ID: WTHD\_SENT      Report Manager      Process Monitor      Run

**Details**

Request ID: WTHD\_SENT      Withholding Sent File

Process Frequency: Always

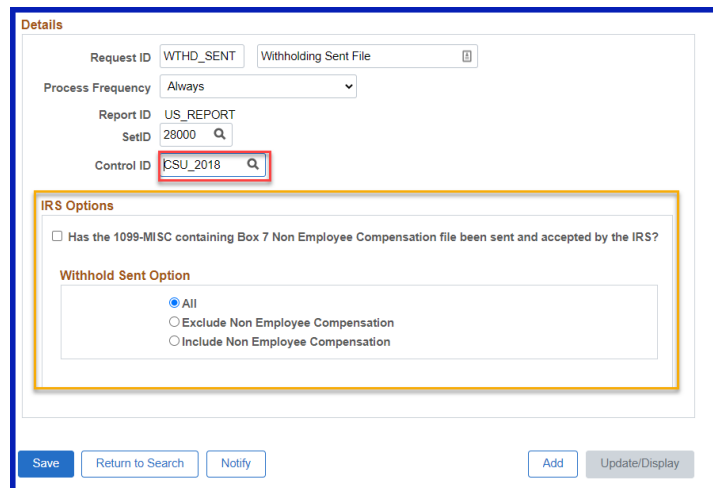
Report ID: US\_REPORT

SetID: 28000

Control ID: CSU\_2020

Buttons: Save, Return to Search, Notify, Add, Update/Display

Example before CY2020:



**Details**

Request ID: WTHD\_SENT      Withholding Sent File

Process Frequency: Always

Report ID: US\_REPORT

SetID: 28000

Control ID: CSU\_2018

**IRS Options**

Has the 1099-MISC containing Box 7 Non Employee Compensation file been sent and accepted by the IRS?

**Withhold Sent Option**

All

Exclude Non Employee Compensation

Include Non Employee Compensation

Buttons: Save, Return to Search, Notify, Add, Update/Display

Step	Action														
21.	<p>When users select <b>Run</b>, a message appears asking the user to verify WH Sent options. The message references additional functionality for the 1099 Report Job not implemented. Select OK to click through this message.</p> <div data-bbox="402 449 1377 676" style="border: 1px solid blue; padding: 10px;"> <p>Verify Withhold Sent Option</p> <p>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.</p> <p>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.</p> <p>If you do not use the same options that were used on the 1099 Report, you may experience unexpected results. (0,0)</p> <div style="text-align: center;"> <input type="button" value="OK"/> </div> </div>														
22.	<p>Select “WTHD_SNT” process and click <b>OK</b>.</p> <div data-bbox="448 835 1328 1142" style="border: 1px solid blue; padding: 10px;"> <p style="text-align: center;"><b>Process Scheduler Request</b></p> <p>User ID ITS_IJHEMPHILL      Run Control ID 1099_Withholding_Sent_File</p> <p>Server Name <input type="text"/>      Run Date 09/28/2020</p> <p>Recurrence <input type="text"/>      Run Time 9:57:02AM      <input type="button" value="Reset to Current Date/Time"/></p> <p>Time Zone <input type="text"/></p> <p><b>Process List</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>Type</th> <th>Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>WTHD_SNT</td> <td>WTHD_SNT</td> <td>Application Engine</td> <td>Web</td> <td>TXT</td> <td>Distribution</td> </tr> </tbody> </table> <p style="text-align: center;"><input type="button" value="OK"/>    <input type="button" value="Cancel"/></p> </div>	Select	Description	Process Name	Process Type	Type	Format	Distribution	<input checked="" type="checkbox"/>	WTHD_SNT	WTHD_SNT	Application Engine	Web	TXT	Distribution
Select	Description	Process Name	Process Type	Type	Format	Distribution									
<input checked="" type="checkbox"/>	WTHD_SNT	WTHD_SNT	Application Engine	Web	TXT	Distribution									
23.	<p>Once the process runs to Success and is Posted, then Withholding processing for the year is officially complete.</p>														

## Creating a Correction File

**IMPORTANT: IF THE INSTITUTION ALREADY SUBMITTED THE ORIGINAL/REPLACEMENT FILE TO THE IRS, THE WITHHOLD SENT (WTHD\_SNT) PROCESS MUST RUN BEFORE MAKING ANY CORRECTIONS.**

If a user identifies an error with the file after the IRS accepted and processed it and the file is in “Good, Released” status, the user needs to file a corrected return. Do not file the original file again as this may result in duplicate reporting. File only the returns that require corrections.

As noted above, users must run the Withhold Sent Process before making and processing corrections. If users forget to run this process, they may need to manually submit the correction file.

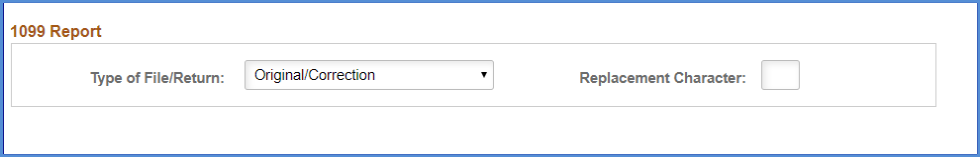
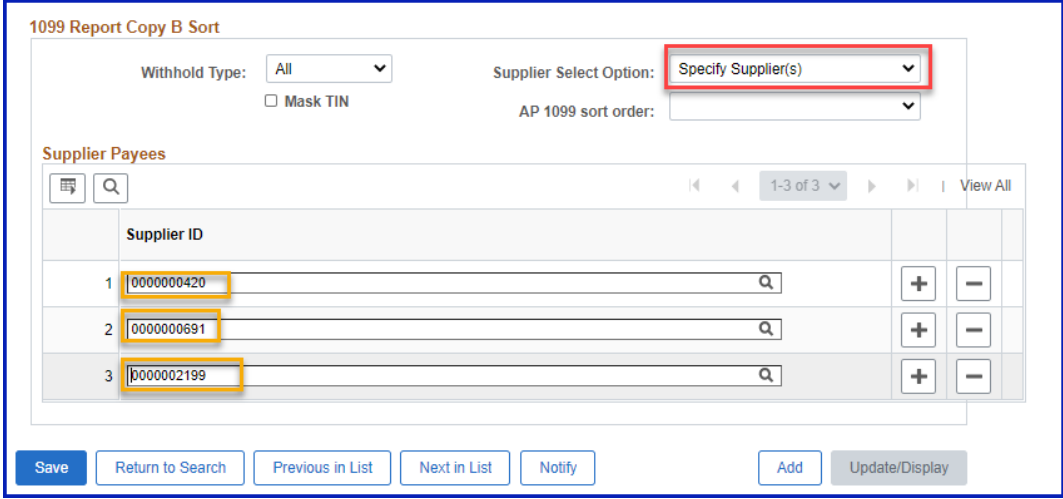
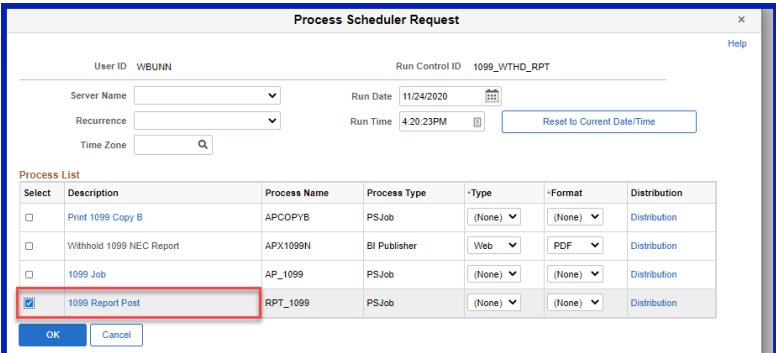
If it is determined that incorrect data was reported for a supplier or a group of suppliers, a user needs to create a correction file. To correct the transaction data within the PeopleSoft Payables system, do one of the following:

- Adjust the individual voucher lines for the supplier using the Withholding Invoice Line Update page and running the Withholding Update process for the supplier(s).
- Enter an adjustment on the Withhold Adjustments page for the supplier(s).
- Enter a new voucher for the supplier(s).

Below are step by step instructions on how to create a correction file.

Step	Action
1.	Confirm the <a href="#">Withholding Sent File</a> process ran for previous submissions and corrections to the IRS.
2.	Make the necessary withholding corrections. Adjust the individual voucher lines for the supplier using the Withholding Invoice Line Update.
3.	Run the <a href="#">Update Withholdings</a> process.
4.	Navigate to the <b>NavBar</b> icon.
5.	Navigate to the <b>Navigator</b> icon.
6.	Select the <b>Suppliers</b> link.
7.	Select the <b>1099/Global Withholding</b> link.
8.	Select the <b>1099 Reports</b> link.



Step	Action
9.	Select the <b>Withhold 1099 Report Job</b> link.
10.	After the process runs again, select the <b>Original/Correction</b> option on the Withhold 1099 Report Post page.  
11.	Select "Specify Supplier(s)" in the Supplier Select Option. Next, add the supplier(s) that were adjusted in Step 2.  
12.	Click the <b>Save</b> button.
13.	Select <b>Run</b> .
14.	Run the <b>Withhold 1099 Report Post</b> .  

Step	Action																																			
15.	Save the <b>IRS_001.TXT</b> file.																																			
16.	Run Copy B process for selected suppliers that were adjusted in Step 2. <div style="border: 2px solid blue; padding: 5px; margin: 10px 0;"> <p><b>Process List</b></p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>Type</th> <th>Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Print 1099 Copy B</td> <td>APCOPYB</td> <td>PSJob</td> <td>(None) ▾</td> <td>(None) ▾</td> <td>Distribution</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Withhold 1099 NEC Report</td> <td>APX1099N</td> <td>BI Publisher</td> <td>Web ▾</td> <td>PDF ▾</td> <td>Distribution</td> </tr> <tr> <td><input type="checkbox"/></td> <td>1099 Job</td> <td>AP_1099</td> <td>PSJob</td> <td>(None) ▾</td> <td>(None) ▾</td> <td>Distribution</td> </tr> <tr> <td><input type="checkbox"/></td> <td>1099 Report Post</td> <td>RPT_1099</td> <td>PSJob</td> <td>(None) ▾</td> <td>(None) ▾</td> <td>Distribution</td> </tr> </tbody> </table> <p>OK Cancel</p> </div>	Select	Description	Process Name	Process Type	Type	Format	Distribution	<input checked="" type="checkbox"/>	Print 1099 Copy B	APCOPYB	PSJob	(None) ▾	(None) ▾	Distribution	<input type="checkbox"/>	Withhold 1099 NEC Report	APX1099N	BI Publisher	Web ▾	PDF ▾	Distribution	<input type="checkbox"/>	1099 Job	AP_1099	PSJob	(None) ▾	(None) ▾	Distribution	<input type="checkbox"/>	1099 Report Post	RPT_1099	PSJob	(None) ▾	(None) ▾	Distribution
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17.	Save the Copy B reports.																																			
18.	Send the corrected <b>IRS_001.TXT</b> correction file to the IRS.																																			
19.	After the IRS accepts the correction file, run the <a href="#">Withholding Sent File</a> process again.																																			

## Creating a Replacement File

Once the file is sent to the IRS and the Withholding Sent File process runs, users are finished with the Withholding reporting process unless the IRS rejects the file because of formatting errors. In that case, the IRS may tell the user what is invalid in the file either through contact information user provide or on their internet page, where the file is stored. Make the necessary changes and resubmit the file.

Below are step by step instructions on how to create a complete replacement file.

**Note:** Users can create a replacement file only if one and only one original file was sent to the IRS.

Step	Action
1.	Navigate to the <b>NavBar</b> icon.
2.	Navigate to the <b>Navigator</b> icon.
3.	Select the <b>Suppliers</b> link.
4.	Select the <b>1099/Global Withholding</b> link.
5.	Select the <b>1099 Reports</b> link.
6.	Select the <b>Withhold 1099 Report Job</b> link.
7.	Complete the parameters in the 1099 Report Post and the 1099 Report group boxes.  In the 1099 Report group box, select Replace in the Type of File/Return field, and enter the replacement character provided to user by the IRS in the Replacement Character field (The replacement character should be left blank if the IRS does not provide a replacement character.)
8.	Run the 1099 Report processes. The system generates a new replacement file that user can send to the IRS.
9.	Run the Copy B Report Processes again.
10.	After sending the replacement file to the IRS and it is accepted, make sure to run the <a href="#">Withholding Sent File</a> process.
11.	For replacement files, run the <a href="#">Withholding Sent File</a> process a second time.

## APPENDIX A: WEBSITE LINKS

- IRS website: [www.irs.gov](http://www.irs.gov)
- Instructions for Forms 1099-MISC and 1099-NEC (2021)
  - Publication: <https://www.irs.gov/pub/irs-pdf/i1099mec.pdf>
  - Website: <https://www.irs.gov/instructions/i1099mec>
- General Instructions for Certain Information Returns
  - Publication: <https://www.irs.gov/pub/irs-pdf/i1099gi.pdf>
  - Website: <https://www.irs.gov/instructions/i1099gi>
- IRS FIRE Information – Filing Information Returns Electronically
  - Website: <https://www.irs.gov/e-file-providers/filing-information-returns-electronically-fire>
  - Website: <https://fire.irs.gov/>

## APPENDIX B: REVIEWING ANNUAL CALENDAR AND TYPES SETUP

The Annual Calendar and Withholding Types are setup by ITS. However, the setup process is provided here for informational purposes only.

### **Reviewing the A1 Annual Calendar (*Not Required by Institution*)**

Users do not need to setup A1 calendar or the Withholding types as these were previously setup. If users would like to review previous year’s setup by Shared Services, run the Detail Calendar Report.

Below are step by step instructions on how to run the Detail Calendar Report

Step	Action
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Navigator</b> icon.
3.	Click the <b>Set Up Financials/Supply Chain</b> link.
4.	Click the <b>Common Definitions</b> link.
5.	Click the <b>Calendars/Schedules</b> link.
6.	Click the <b>Detail Calendar Report</b> link. The system navigates to the Detail Calendar Report page.
7.	Click the <b>Find/Add an Existing Value</b> link.
8.	Enter “ <b>SHARE</b> ” into the <b>SetID</b> field on the Detail Calendar Report Page.
9.	Enter “ <b>A1</b> ” into the <b>Calendar</b> field.
10.	Enter the 1099 Calendar Year (e.g., 2021)
11.	Click the <b>Save</b> button.
12.	Click <b>Run</b> .

Step	Action																																																																
13.	<p>Run the XMLP: Detail Calendars Report (FSX0002)</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Process List</b></p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>Type</th> <th>Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>XMLP:Detail Calendars Report</td> <td>FSX0002</td> <td>BI Publisher</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> </tbody> </table> </div>	Select	Description	Process Name	Process Type	Type	Format	Distribution	<input checked="" type="checkbox"/>	XMLP:Detail Calendars Report	FSX0002	BI Publisher	Web	PDF	Distribution																																																		
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15.	<p>After the process completes, navigate to the report manager to view the FSX0002-FSX0002.pdf.</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Report List</b></p> <table border="1"> <thead> <tr> <th>Select</th> <th>Report ID</th> <th>Prce Instance</th> <th>Description</th> <th>Request Date/Time</th> <th>Format</th> <th>Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>13248542</td> <td>14415378</td> <td>FSX0002 - FSX0002.pdf</td> <td>01/14/2021 5:44:35PM</td> <td>Acrobat (*.pdf)</td> <td>Posted</td> <td><a href="#">Details</a></td> </tr> </tbody> </table> </div> <p>Example below:</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>ORACLE</b> Report ID: FSX0002 Oracle PeopleSoft Financials <b>DETAIL CALENDARS</b> Page 1 of 2 Run Date 1/14/21 Time 5:44 PM</p> <p>SetID: SHARE Calendar: A1 Name: Annual Calendar-1099</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Period</th> <th>Beginning</th> <th>Ending</th> <th>Period Name</th> <th>Abbrev</th> </tr> </thead> <tbody> <tr> <td>2000</td> <td>1</td> <td>2000-01-01</td> <td>2000-12-31</td> <td>1099 Reporting Annual Calendar</td> <td>1</td> </tr> <tr> <td>2001</td> <td>1</td> <td>2001-01-01</td> <td>2001-12-31</td> <td>1099 Reporting Annual Calendar</td> <td>2</td> </tr> <tr> <td>2002</td> <td>1</td> <td>2002-01-01</td> <td>2002-12-31</td> <td>1099 Reporting Annual Calendar</td> <td>3</td> </tr> <tr> <td>2003</td> <td>1</td> <td>2003-01-01</td> <td>2003-12-31</td> <td>1099 Reporting Annual Calendar</td> <td>4</td> </tr> <tr> <td>2004</td> <td>1</td> <td>2004-01-01</td> <td>2004-12-31</td> <td>1099 Reporting Annual Calendar</td> <td>5</td> </tr> <tr> <td>2005</td> <td>1</td> <td>2005-01-01</td> <td>2005-12-31</td> <td>1099 Reporting Annual Calendar</td> <td>6</td> </tr> <tr> <td>2006</td> <td>1</td> <td>2006-01-01</td> <td>2006-12-31</td> <td>1099 Reporting Annual Calendar</td> <td>7</td> </tr> </tbody> </table> </div>	Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details	<input type="checkbox"/>	13248542	14415378	FSX0002 - FSX0002.pdf	01/14/2021 5:44:35PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>	Year	Period	Beginning	Ending	Period Name	Abbrev	2000	1	2000-01-01	2000-12-31	1099 Reporting Annual Calendar	1	2001	1	2001-01-01	2001-12-31	1099 Reporting Annual Calendar	2	2002	1	2002-01-01	2002-12-31	1099 Reporting Annual Calendar	3	2003	1	2003-01-01	2003-12-31	1099 Reporting Annual Calendar	4	2004	1	2004-01-01	2004-12-31	1099 Reporting Annual Calendar	5	2005	1	2005-01-01	2005-12-31	1099 Reporting Annual Calendar	6	2006	1	2006-01-01	2006-12-31	1099 Reporting Annual Calendar	7
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## Reviewing Withholding Types Report (Optional)

The Withholding Types Report is maintained by ITS and lists the Class and Description for each Withholding Type. Withholding Types are created and maintained under the SHARE SetID.

Below are step by step instructions on how to run the Types Report to review Withholding Types.

Step	Action
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Navigator</b> icon.
3.	Click the <b>Set Up Financials/Supply Chain</b> link.
4.	Click the <b>Product Related</b> link.
5.	Click the <b>Procurement Options</b> link.
6.	Click the <b>Withholding</b> link.
7.	Click the <b>Types Report</b> link. The system navigates to the Types page.
8.	Click the <b>Find an Existing Value</b> tab.
9.	Enter a Run Control ID or leave blank to search for all Run Control IDs.
10.	Click the <b>Search</b> button.
11.	Select the Run Control ID from the search results. The system navigates to the Withhold Type page.
12.	Click the <b>Run</b> button. (No Parameters are required.) The system generates the Process Scheduler Request popup window.
13.	Click the <b>OK</b> button.
14.	Click the <b>Process Monitor</b> link to verify the report ran to Success and is posted.
15.	After verifying the process runs to Success, click the <b>Go back to Types</b> link. The system navigates back to the Types page.

Step	Action
16.	Click the <b>Report Manager</b> link. The system navigates to the Report Manager page.
17.	Click on the <b>APX 7020 Report</b> link in the Report Manager to view the report.  The most common class used by USG institutions is the 1099N Class 01 for non-employee compensation. (NOTE: Before CY 2020, non-employee compensations were 1099-MISC Class 07). However, when setting up a 1099 Supplier, users can assign any type and class, as appropriate.

The APX7020 Report prints all Withholding Types and Classes. There are seven Withholding Types in the system which may show up on the report:

- 1099: 1099 Withholding (1099 Miscellaneous income withheld before CY2020)
- 1099M: 1099 Miscellaneous Withholding
- 1099N: 1099 NEC Withholding
- 1099G: Certain Government Payments
- 1099I: Interest Income
- NRA: Nonresident Alien
- PPA: Prescribed Payments System

For any withholding reporting years after CY2019, institutions will only use 1099M and 1099N Withholding Types and Classes.



## APPENDIX C: 1099 WITHHOLDING REPORTING PROCESS OVERVIEW

