1099 Processing User's Guide for Calendar Year 2022

PeopleSoft Financials

Georgia*FIRST*

12/23/2022

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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 (5-28) for the current calendar year, be sure to

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2. _____ Run Withhold Sent Process (WTHD_SNT) for the previous calendar year – Page 14
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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
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19. _____ Complete steps 5 - 15 after all adjustments are made to review changes

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20. _____ Run Withhold 1099 Report Post Job (RPT_1099), Generate Withholding Reports (AP_APY1099), and retrieve the IRS_001.TXT file – Page 57
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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, 2023	1099-NEC due to IRS
March 31, 2023	1099-MISC due to IRS

Summary of Withholding Reporting Changes Effective for CY2022

IRS Changes

Continuous Use Forms:
1099-MISC and 1099-NEC are both designed for continuous use instead of annual revision. The calendar year is printed on the forms automatically based on the year for which the report is generated.

Form 1099-MISC, Box 13:
Box 13 is now assigned to Foreign Account Tax Compliance Act filing requirements. Due to the FATCA filing requirement, the old box numbers 13 – 17 have been renumbered as new box numbers 14 -18 respectively.

PeopleSoft Changes

1099-MISC: With the addition of the FATCA box 13, any Withholding Class over 12, the withholding class number and the box number will NOT match.
Withholding Class 13 will appear in Box 14 and Withholding Class 14 will appear in Box 15.

Withholding Class Description: The Description for the Withholding Class has now been added to the following pages.
Withholding Supplier Information
Voucher Withholding Information
Withholding Invoice Line Update
Withholding Supplier Update
Withholding Adjustment
Withholding Payment Inquiry

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
2022 Instructions for 1099 MISC and 1099 NEC	2022 Instructions for 1099 MISC and 1099 NEC (Miscellaneous Income and Nonemployee Compensation)	Instructions for Forms 1099-MISC and 1099-NEC (2022)
1099-MISC FORM (Miscellaneous)	1099-MISC Form	About Form 1099-MISC, Miscellaneous Income
1099-NEC FORM (Nonemployee Compensation)	1099-NEC Form	About Form 1099-NEC, Nonemployee Compensation
2022 General Instructions	2022 General Instructions for Certain Information Returns (Forms 1096, 1097, 1098, 1099, 3921, 3922, 5498, and W-2G)	N/A
IRS Publication 1220 Specifications for Electronic Filing of Forms	IRS Publication 1220	IRS website

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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:

Withholding Type 1099N

Reported on 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.

Withholding Type 1099M

Reported on form 1099-MISC (Miscellaneous Income)

Institutions use the 1099-MISC form to report 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 CY2022 are below.

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

*PeopleSoft will not have these options to choose from as not applicable to Georgia*FIRST* Institutions.**

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Examples of New 1099 Withholding Forms Beginning CY2022

Example 1099-NEC Form Beginning CY2022:

Example of 1099-NEC Form here.

Example 1099-MISC Form beginning CY2022:

Example of 1099-MISC Form here.

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CHAPTER 2: SETUP/REVIEW

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 **NavBar** icon.
2.	Click the **Navigator** icon.
3.	Select the **Reporting Tools** link.
4.	Select the **Query** link.
5.	Select the **Query Viewer** link.
6.	In the Search by field, enter "**BOR_AP_1099_WTHD_SENT_INCOMPL**" and then press the **Search** 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 **SetID**.
8.	Click **OK.**
9.	Review report results to determine whether 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 Withhold Sent Process 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.

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

| 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_2021).
• IRS Options: Leave these settings as defaulted. The box should not be selected. The Withhold Sent Option should remain set to All.

CY2022:

Withhold Sent

Run Control ID   2022_1099   Report Manager   Process Monitor   Run

Details

Request ID 1099   2022_1099
Process Frequency Always
Report ID US_REPORT
SetID 22000
Control ID ASU_2021

Save   Notify   Add   Update/Display

Before CY2021:

Withhold Sent

Run Control ID   2022_1099   Report Manager   Process Monitor   Run

Details

Request ID 1099   2022_1099
Process Frequency Always
Report ID US_REPORT
SetID 22000
Control ID ASU_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

Save   Notify   Add   Update/Display |

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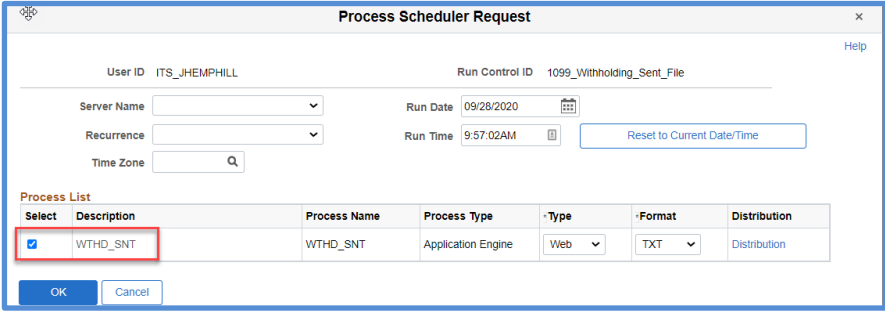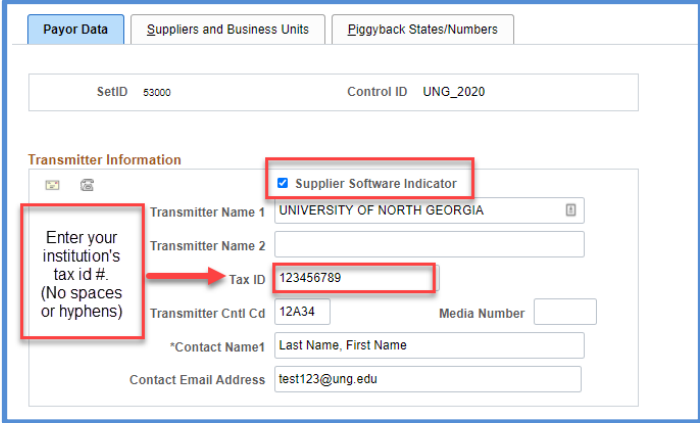
Step	Action
9.	Select "WTHD_SNT" process
10.	Click **OK**.
11.	Verify the process runs to Success and the Distribution says Posted.

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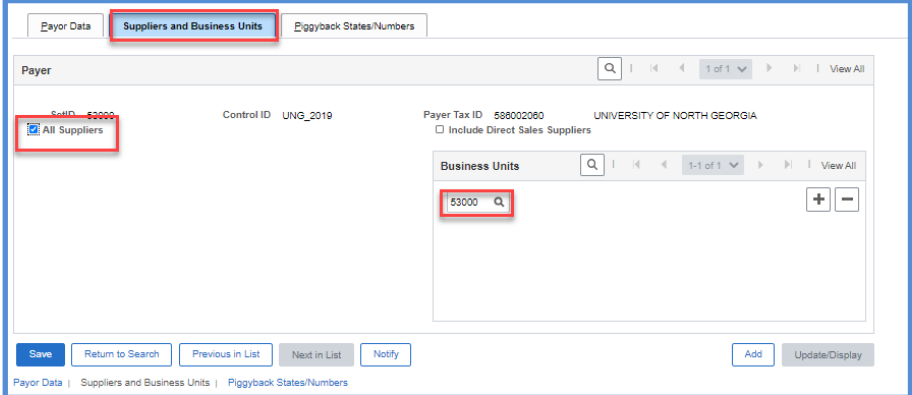
Below are step by step instructions on how to run set up and review Report Control Information.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Navigator** icon.
3.	Click the **Set Up Financials/Supply Chain** link.
4.	Click the **Product Related** link.
5.	Click the **Procurement Options** link.
6.	Click the **Withholding** link.
7.	Click the **Report Control Information** link. The system navigates to the Report Control Information page.
8.	Click the **Add a New Value** tab.
9.	Enter the institution's SetID in the **SetID** field.
10.	Enter a new Control ID into the **Control ID** field that includes the institution and reporting calendar year, e.g., "UNG_2022". 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 **Add** button. The system navigates to the Report Control Information page and defaults to the Payor Data tab. |

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Step	Action
12.	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.

Step	Action
13.	Enter the institution's tax identification number in the **Tax ID** field. The Tax ID should be numbers only with no spaces or hyphens.
14.	Enter the Transmitter Control Code in the **Transmitter Cntl Cd** 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).
15.	Enter the Contact Name in the **Contact Name1** field. When entering names, use the PeopleSoft Format (LastName,FirstName), using no space in between the names.
16.	Enter the Contact Email Address in the **Contact Email Address** field. To enter the addresses, click on the envelope icon. Enter phone and fax numbers, click on the telephone icon.

Step	Action
17.	In the Payer information box, enter the institution's name into the **Payer Name 1** field. This is the institution's name as known for tax purposes. **Payer Information** ☐ Combined Federal State Filing Payer Name 1 UNIVERSITY OF NORTH GEORGIA Payer Name 2 Control ID 2020 Payer Tax ID 123456789 Employer's Ref # HMRC Office # Accts Office Ref # Save Notify
18.	Enter the Control ID in the **Control ID** field. It's recommended to use a control ID comprised of the institution's short name or common abbreviation and the withholding calendar year being processed. **Example:** In January 2023, users will be processing the previous Calendar Year 2022 Withholding. Therefore, the recommended Control ID would be UNG-2022.
19.	Enter the institution's **Payer Tax Identification** number into the Payer Tax ID field. The Payer Tax ID should contain numbers only with no spaces or hyphens.

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Step	Action
20.	Enter **Address** and **Phone numbers** 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.
21.	Click the **Suppliers and Business Units** tab.

Step	Action
22.	Click the **All Suppliers** checkbox to process all withholding Suppliers that are consistent with the business unit specified.
23.	Enter or search for the business unit in the **Business Unit** field. *Note: If the institution needs to report for more than one business unit (ex. 5300B), then click the (+) and add the second business unit.*
24.	Click the **Piggyback States/Numbers** tab.
25.	Deselect the "Process?" checkbox for Piggyback States, as the Georgia*FIRST* model does not use the Piggyback States functionality.
26.	Click the **Save** 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:
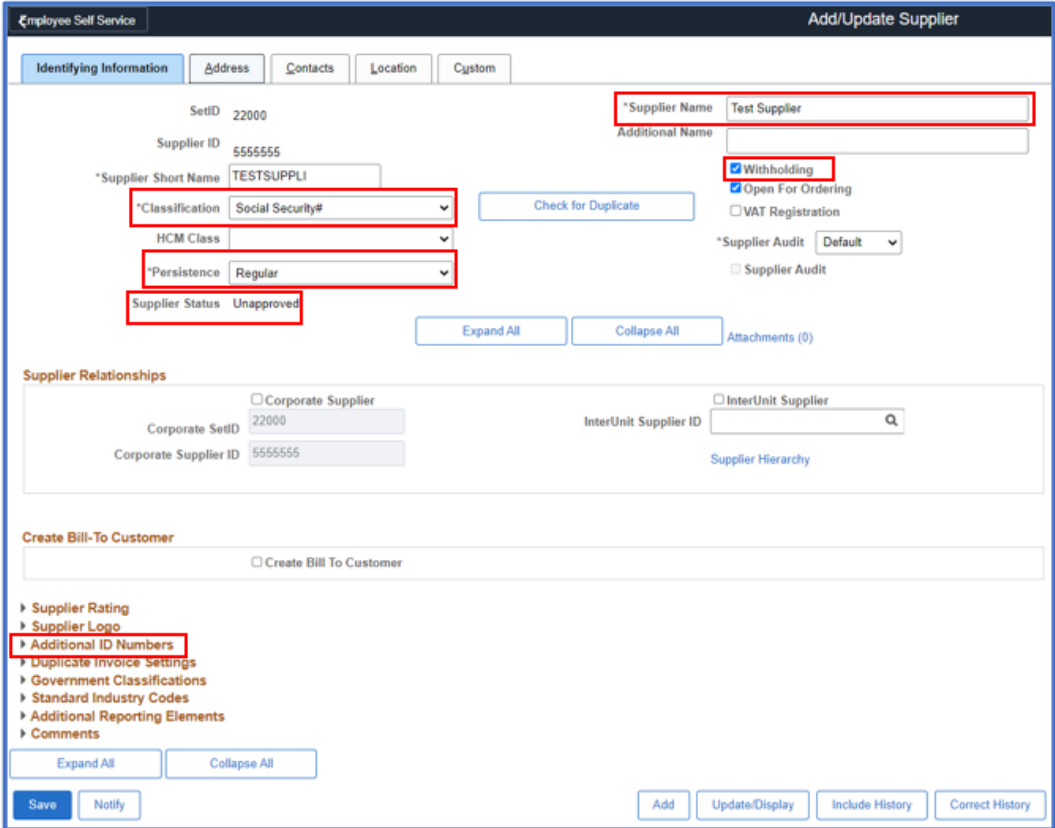
- Entering Withholding Suppliers
- Creating Withholding Vouchers
- Posting Withholding Vouchers

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 institutions utilizing SHARE suppliers, notify the Shared Services Center at oneusgconnectsupport@usg.edu if the withholding status or withholding class is incorrect on an existing supplier or to add a new withholding applicable SHARE supplier.

Step	Action
1.	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 SP.020.010 – Adding a Supplier.
2.	Below is a review of the fields users enter for Supplier identifying information: • Supplier Short Name • Supplier Name 1 • Additional Name(if necessary) • Supplier ID: NEXT • Persistence: Set to "Regular" for a Withholding Supplier. • Classification: Choose "Federal" for corporate Suppliers. For individuals, choose "SSN."
3.	Also, newly created Suppliers save as "Unapproved" and must be approved by another authorized user. For more information on this process, see SP.020.031 – Approving Suppliers.

Step	Action
4.	On the Identifying Information tab, select the Withholding checkbox. This turns on the Withholding flag in the system as shown below.

Step	Action
5.	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.

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 SP.020.012 – Searching Suppliers Based on Criteria.

Note: *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.* |

6.	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.
	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.

Step	Action
7.	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. 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.
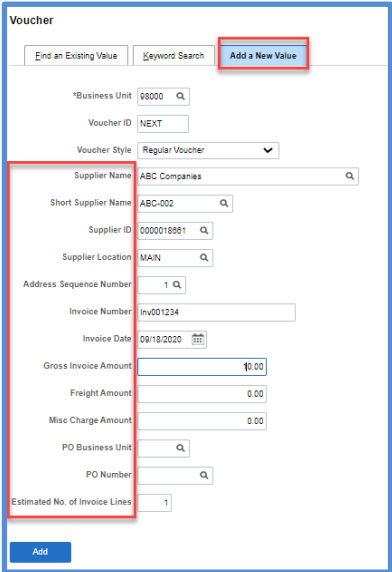
Step	Action
8.	On the Withholding Supplier Information page, enter the following information for the Supplier under 1099 Information: • Entity: IRS • Type: 1099M or 1099N (DO NOT CHOOSE ANY OTHER TYPE) • Jurisdiction: FED • Default Jurisdiction: Check this box. This box determines whether the Supplier Withholding information defaults to the voucher. • Default Class: Select the withholding class that will most often be used for the supplier o ***Note****: A supplier can have multiple Classes set up but should only have one Class with the Default Jurisdiction check box selected.* • 1099 Status: This status should be "RPT." Georgia*FIRST* institutions report Withholdings only.
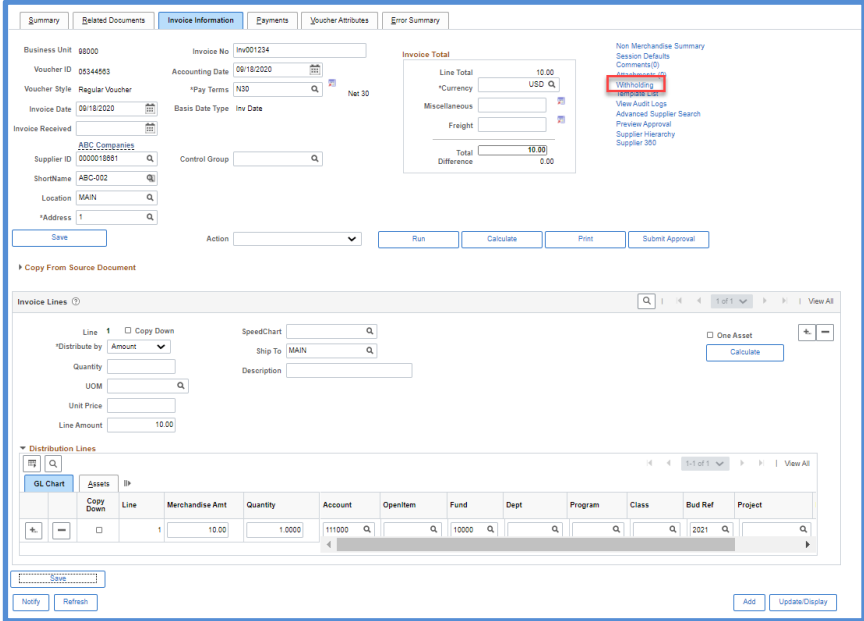
Step	Action
9.	For each Withholding class that applies to the Supplier, insert an additional row by clicking the plus (+) button. For example, if the Supplier has a Withholding Voucher in which "non-employee compensation" (1099N Class 01) applies and another Withholding Voucher in which "Prizes and Awards" (1099M Class 03) applies, then users must have each type and class set up for that Supplier. **Withholding Supplier Information** SetID 22000　　　　　　　　　　　　　　　　Location MAIN Supplier ID 5555555　　　　　　　　　　　　Description MAIN Short Supplier Name TESTSUPPLI　TESTSUPPLI-001 Supplier Name Test Supplier **Withholding Options** **Withholding Information** Main Information ∣ Overrides ∣ Remit 1-2 of 2 ∣ View All | *Withholding Entity | *Withholding Type | *Withholding Jurisdiction | Default Jurisdiction | *Default Withholding Class | Description | *Withhold Status | Description | | IRS | 1099N | FED | ☑ | 01 | 1099 Nonemployee Compensation | RPT | Reporting Only | + − | | IRS | 1099M | FED | ☐ | 02 | Royalties | RPT | Reporting Only | + − | **Withholding Reporting Information** Main Information ∣ Additional Info　1-1 of 1 ∣ View All | *Withholding Entity | *Address Seq | Taxpayer Identification Number | | IRS | 1 | 123456789 | + − | OK　Cancel
10	Under 1099 Reporting Information, select the following: • Entity: IRS • Address: Supplier Address • Taxpayer Identification Number: Same number entered on the Identifying Information page
11	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.

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

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Step	Action
11.	When ready to verify or edit the withholding information for the voucher, select the **Withholding** link in the header. The system navigates to the to the Withholding Information page. *Note: 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.*
12.	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.
13.	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.

Step	Action
14.	Under Withholding Details, verify the following fields the Entity default to the categories listed below: • Entity: IRS • Type: 1099M or 1099N (DO NOT CHOOSE ANY OTHER TYPE) • Jurisdiction: FED 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.
15.	Once users verify and edit the Withholding Information on the voucher, click the **Save** button.
16.	Perform regular processing on all vouchers, including budget checking and posting.

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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 **NavBar** icon.
2.	Navigate to the **Navigator** icon.
3.	Select the **Accounts Payable** link.
4.	Select the **Batch Processes** link.
5.	Select the **Payment** link.
6.	Select the **Payment Posting** link. The system navigates to the Payment Posting Request Page.
7.	Select or create Run Control ID.
8.	When posting payments, users can choose one of the following Post Payment Options: • Post Bank Account: Posts all payments at the institution for posting • Post Payment: Posts specific payment • Post Payment Method: Posts specific payment method (i.e., ACH) ***Note:** Users should not select "Post All Banks." Users will receive an error message if selected.*
9.	After completing the payment posting process, the accounting entries from these payments are available for General Ledger Journal Generation. For more information, see <u>GL.030.001 – Running Journal Generator.</u>

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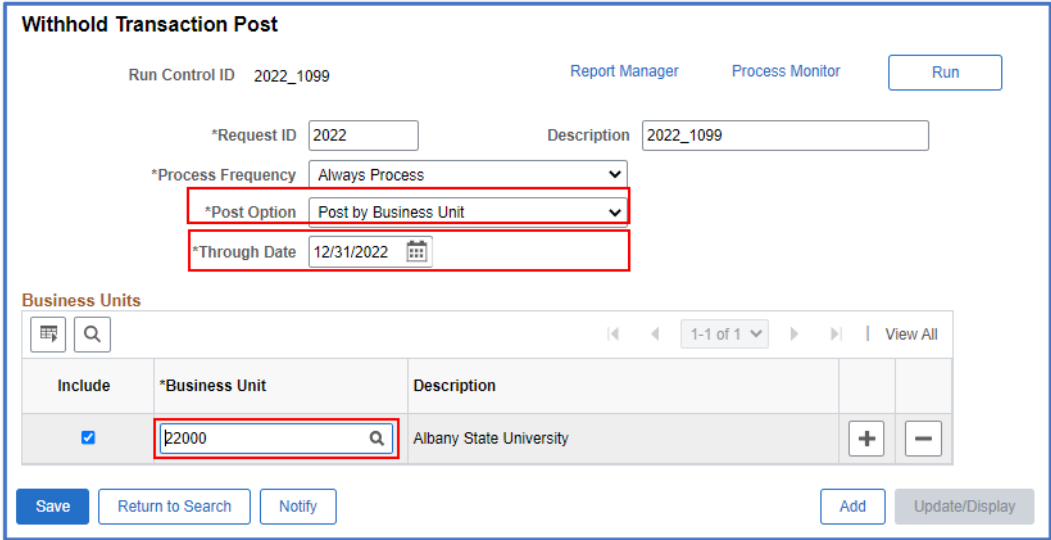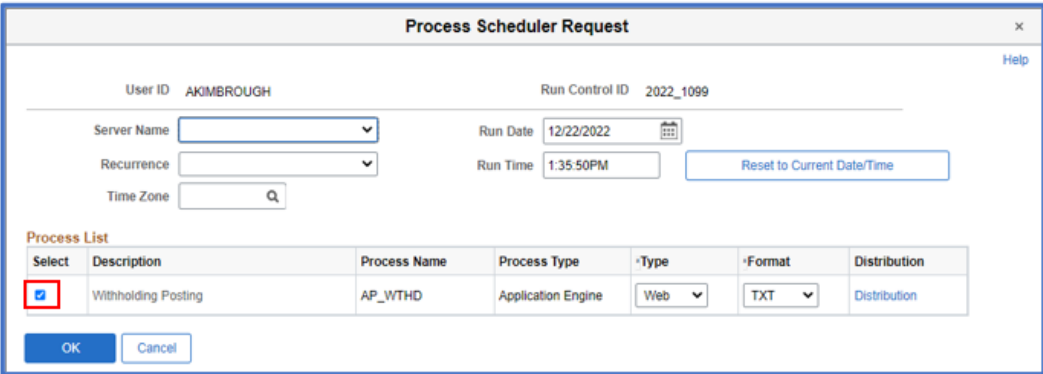
CHAPTER 4: POST 1099 WITHHOLDINGS

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

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Step	Action
9.	Navigate to Post Option and select "Post by Business Unit." **Withhold Transaction Post** Run Control ID 2022_1099 Report Manager Process Monitor Run *Request ID 2022 Description 2022_1099 *Process Frequency Always Process *Post Option Post by Business Unit *Through Date 12/31/2022 **Business Units** 1-1 of 1 View All Include *Business Unit Description ☑ 22000 Albany State University + − Save Return to Search Notify Add Update/Display
10.	Select **Through Date**. This is usually December 31 of the 1099 Withholding reporting year.
11.	Select **Business Unit**. Remember to also select the B business unit if withholding payments were made from the B business unit.
12.	Select **Save** and then select **Run.**
13.	Select Withholding Posting (AP_WTHD) then click **OK** to run the process. **Process Scheduler Request** × Help User ID AKIMBROUGH Run Control ID 2022_1099 Server Name Run Date 12/22/2022 Recurrence Run Time 1:35:50PM Reset to Current Date/Time Time Zone **Process List** Select Description Process Name Process Type *Type *Format Distribution ☑ Withholding Posting AP_WTHD Application Engine Web TXT Distribution OK Cancel
14.	Use the Process Monitor to verify the process runs to Success.

Step	Action
15.	Next, review the withholding supplier payments for accuracy and completeness. Proceed to the next step in processing Withholding - Chapter 5: Review Withholding Payments

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 **NavBar** icon.
2.	Navigate to the **Navigator** icon.
3.	Select the **Reporting Tools** link.
4.	Select the **Query** link.
5.	Select the **Query Viewer** link.
6.	Enter "**BOR_AP_1099_SUPPLIERS**" in the Search field.
7.	Click the **Search** 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: • SetID • Supplier Status *Note*: Institutions that were recently converted to using SHARE suppliers may need to run the query for both the SHARE setid and the setid used prior to conversion.

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Step	Action
10.	Select **View Results** 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 **NavBar** icon.
2.	Navigate to the **Navigator** icon.
3.	Select the **Suppliers** link.
4.	Select the **1099/Global Withholding** link.
5.	Select the **Review** link.
6.	Select the **Vouchers by Supplier** link.
7.	Enter the **SetID** and **Supplier ID.** *Note: Users can search using a variety of criteria, but it is most efficient to search by SetID and Supplier ID.*
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 **Search** 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. _(screenshot of Vouchers By Supplier page showing Withholding Transactions with More Information tab)_
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 **NavBar** icon.
2.	Navigate to the **Navigator** icon.
3.	Select the **Suppliers** link.
4.	Select the **1099/Global Withholding** link.
5.	Select the **Review** link.
6.	Select the **Withhold Payment** link.
7.	On the search page, search for a range of Suppliers by Supplier ID or Supplier Name.
8.	At a minimum, provide **Supplier SetID** and **From/To Dates**.
9.	After entering criteria, click **Search**.
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 Chapter 6: Corrections and Adjustments.

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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 **NavBar** icon.
2.	Navigate to the **Navigator** icon.
3.	Select the **Suppliers** link.
4.	Select the **1099/Global Withholding** link.
5.	Select the **Review** link.
6.	Select the **Supplier Balance by Class** 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 Chapter 6: Corrections and Adjustments.

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 **NavBar** icon.
2.	Navigate to the **Navigator** icon.
3.	Select the **Reporting Tools** link.
4.	Select the **Query** link.
5.	Select the **Query Viewer** link.
6.	In the "Search by" field, enter "**BOR_AP_1099_PMTS**" 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: **Start Date, End Date and Business Unit.**
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 Chapter 6: Corrections and Adjustments.

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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. These transactions may need to be reported via a Manual Adjustment.

Below are step by step instructions on how to run the BOR_AP_1099_JE query.

Step	Action
1.	Navigate to the **NavBar** icon.
2.	Navigate to the **Navigator** icon.
3.	Select the **Reporting Tools** link.
4.	Select the **Query** link.
5.	Select the **Query Viewer** link.
6.	In the Search by field, enter "**BOR_AP_1099_JE**" and then click **Search**. 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: **Calendar Year** and **Business Unit**.
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 Chapter 6: Corrections and Adjustments.

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 **NavBar** icon.
2.	Navigate to the **Navigator** icon.
3.	Select the **Reporting Tools** link.
4.	Select the **Query** link.
5.	Select the **Query Viewer** link.
6.	In the "Search by" field, enter "**BOR_AP_1099_NONRPT_CONSISTENT**" 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: • From Date • To Date • Business Unit
8.	Click on **View Results**.
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.

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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.

Step	Action
1.	Navigate to the **NavBar** icon.
2.	Navigate to the **Navigator** icon.
3.	Select the **Reporting Tools** link.
4.	Select the **Query** link.
5.	Select the **Query Viewer** link.
6.	In the "Search by" field, enter "**BOR_AP_1099_MISMATCHED**" and then click **Search**. 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: • Business Unit • From Date • To Date
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 **NavBar** icon.
2.	Navigate to the **Navigator** icon.
3.	Select the **Suppliers** link.
4.	Select the **1099/Global Withholding** link.
5.	Select the **General Reports** link.
6.	Select the **Withhold Control Report** link.
7.	Select or Add a **Run Control ID**.
8.	The parameters for this report include: • SetID • Control ID • From/To Dates. 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_2022).
9.	Save and Select the Run button and then click OK to run the Withholding Control Report (APX3012) process.
10.	Click the **Process Monitor** 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.

Step	Action
1.	Navigate to the **NavBar** icon.
2.	Navigate to the **Navigator** icon.
3.	Select the **Reporting Tools** link.
4.	Select the **Query** link.
5.	Select the **Query Viewer** link.
6.	In the Search by field, enter "**BOR_AP_1099_ADJUST**" and then press **Search**. 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: • Calendar Year • Business Unit 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.
8.	Review information. If there are withholding transactions that require corrections, users will 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 Chapter 6: Corrections and Adjustments.

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.

Step	Action
1.	Navigate to the **NavBar** icon.
2.	Navigate to the **Navigator** icon.
3.	Select the **BOR Menus** link.
4.	Select the **BOR Accounts Payable** link.
5.	Select the **BOR AP Reports** link.
6.	Select the **1099 Reportable Transactions** 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. 1099 Reportable Transactions Run Control ID 2022_1099 Report Manager Process Monitor Run Report Request Parameters for 1099 Reportable Transactions Control SetID: 22000 Control ID: ASU_2022 Calendar Year: 2022 Print Mailing Address: ☑ From SSN: 000000000 To SSN: 999999999 Save Add Update/Display

Step	Action
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 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.

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 **NavBar** icon.
2.	Navigate to the **Navigator** icon.
3.	Select the **Suppliers** link.
4.	Select the **1099/Global Withholding** link.
5.	Select the **Maintain** link.
6.	Select the **Update VoucherLine Withholding** link.
7.	To complete the process, search by SetID and Supplier ID. ***Note:*** *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.*

Step	Action
8.	On the Withholding Invoice Line Update page, there are four group boxes along the top above the Details section: • **Vendor:** summary of the supplier to update • **Criteria:** 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. • **Defaults:** 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. • **Tax Reporting Year:** enter beginning and ending dates of the tax reporting year.
9.	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. Under "New Withhold," users can set the new Withholding status. If users change a line from Withholding to Not Withholding, the Type, Jurisdiction and Class fields will update to a blank value. If changing a line from Not Withholding to Withholding, users will need to specify the Type, Jurisdiction, and Class.
10.	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. *Note: The status of the update displays as "Pending" until the Withholding Update Process runs.*

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 **NavBar** icon.
2.	Navigate to the **Navigator** icon.
3.	Select the **Suppliers** link.
4.	Select the **1099/Global Withholding** link.
5.	Select the **Maintain** link.
6.	Select the **Update Withholdings** link.
7.	Find an Existing Value or Add a new Value for the **Run Control ID.**
8.	On the Withhold Update Request page, select the appropriate **Process Option** depending on the method used to make the adjustments. If the Supplier Withholding Update method was used, select Process Only Supplier Updates. If the Voucher Line Withholding Update method was used, select Process Only Voucher Lines.

Step	Action
9.	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. ***Note 1****: 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.* ***Note 2****: 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.* *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.*

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Manual Adjustments

Adjust Withholding

Users can also 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.

Step	Action
1.	Navigate to the **NavBar** icon.
2.	Navigate to the **Navigator** icon.
3.	Select the **Suppliers** link.
4.	Select the **1099/Global Withholding** link.
5.	Select the **Maintain** link.
6.	Select the **Adjust Withholding** 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 **Search**.
9.	On the Withhold Adjustments page, search for any adjustments previously made. To do this, enter the following in the Search Criteria: • Business Unit • Entity: IRS • Type: 1099M or 1099N (DO NOT CHOOSE ANY OTHER TYPE) • Jurisdiction: FED • Start Date and End Date: beginning and ending of Withholding reporting calendar year

Step	Action
	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).
10.	After hitting the Search button, any adjustments made will be listed. If there are none, users can begin entering adjustments on Line 1.

If adjustments are retrieved in the Search results, make sure there is no existing line for the Withholding Type/Class combination.

If lines do exist with the same Type/Class combination, users can either modify the existing line by the amount of the necessary adjustment or insert a new adjustment line. |

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 Heidolph Brinkmann **Search Criteria** Business Unit 72000 Type 1099 Start Date 01/01/2020 Entity Class End Date 12/31/2020 **Search** Jurisdiction **Adjustments** 1-3 of 3	View 2 **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** 1-3 of 3	View 2 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
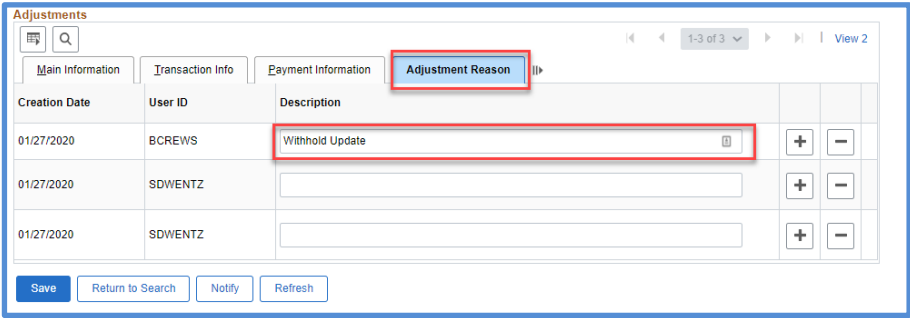
13.	The Liability Amount displays the amount of backup withholding retained to remit to the withholding entity. The Paid Amount displays the amount of the withholding liability paid to the withholding entity. Since the Georgia*FIRST* model is not currently using actual withholding for payments these two fields should always be zero.
14.	For Payment Date, all adjustments should have a Payment date of December 31 of the Withholding reporting year.
15.	In addition, the Declaration Date displays the date on which the withholding is declared. The Declaration Date should be the same date that we entered for Payment Date, which is December 31 of the Withholding reporting year.
16.	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. *Note: 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.*

17.	Each transaction row entered is then added to the Withholding Transaction table (WTHD_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 **NavBar** icon.
2.	Navigate to the **Navigator** icon.
3.	Select the **Suppliers** link.
4.	Select the **1099/Global Withholding** link.
5.	Select the **1099 Reports** link.
6.	Select the **Withhold 1099 Report Job** link.
7.	Create a new **Run Control ID** or select an existing Run Control ID.

8.	On the 1099 Report Post page, enter the following:
	
	• **Request ID and Description:** Enter an ID and description.
	
	• **Process Frequency:** Select "Always Process."
	
	• Verify Include Manual Overrides check box is selected. If the box is not selected, then manual withholding adjustments will not be reflected on the reported column in the 1099 Reportable Transactions report.
	
	• **Control SetID:** This is the institution's SetID.
	
	• **Control ID**: This is the Control ID the institution set up for the 1099 reporting year (e.g., UNG_2022).
	
	• **Calendar SetID**: This is the SHARE SetID.
	
	• **Calendar ID:** This is "A1."
	
	• **Fiscal Year:** This is the calendar year for 1099 reporting.
	
	• **Period:** This is always "1."
	
	• **Type of File/Return:** There are three choices here:
	   o Original/Correction generates the IRS_001.TXT. Users will most often choose Original/Correction.
	   o Test generates the IRS_001.TXT File and populates only the PS_WTHD_1099_COPYB table.
	   o Replacement generates the IRS_001.TXT File and deletes data from the Withholding Sent Tables.
	
	• **Replacement Character:** Leave this field blank unless instructed by IRS to enter one.

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

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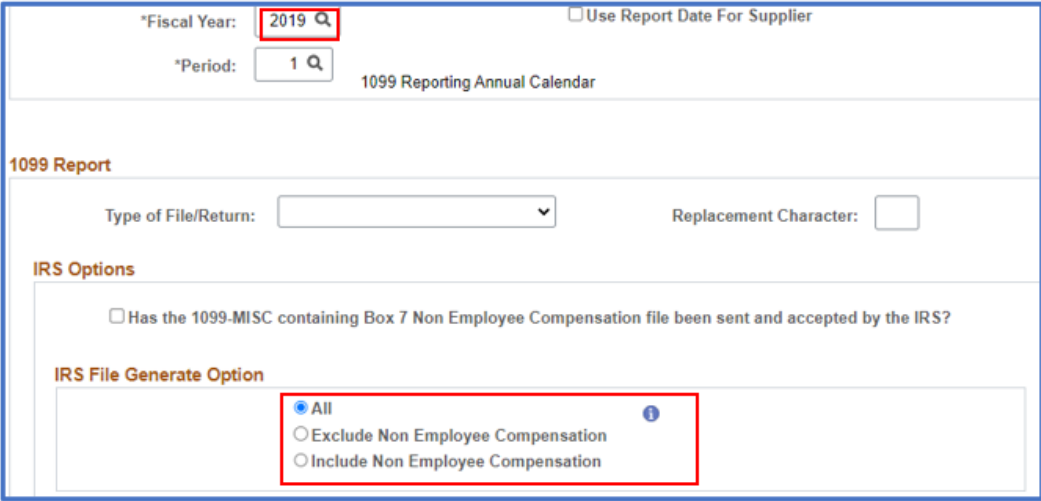

Recommended Option, as this will print one file to send to IRS:
- **All** - Select this option to produce ONE electronic IRS file containing 1099-MISC and 1099-NEC withholding information.

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.*

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	• **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 **Save** button.
11.	Click the **Run** button.

12.	Select "1099 Report Post" to run the RPT_1099 process Post. Click **OK** to continue.

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☐	Print 1099 Copy B	APCOPYB	PSJob	(None) ⌄	(None) ⌄	Distribution
☑	1099 Report Post	RPT_1099	PSJob	(None) ⌄	(None) ⌄	Distribution

OK   Cancel

13.	Click the **Process Monitor** link.
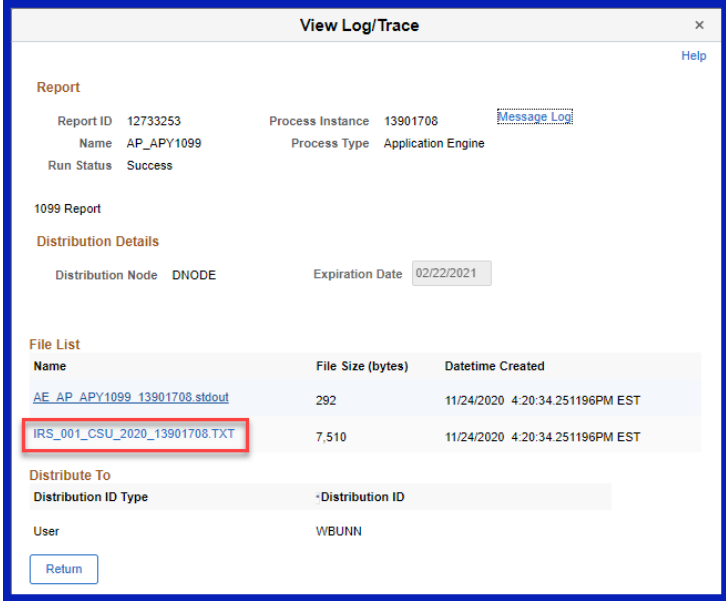
14.	Once the process runs to Success, click on **RPT_1099** under the Process Name column.

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 **AP_APY1099** link.

Process Detail   ✕

                                                              Help

Process Name   RPT_1099   Refresh

Main Job Instance   14104523

Left | Right

⊡ 14104523 - RPT_1099 Success
   ⊡ 14104524 - RPT_1099_JOB Success
   ⊡ 14104525 - 1099_RPT_PST Success
   ⊡ 14104526 - AP_APY1099 Success

Return

16.	Click on the **View Log/Trace** link.

Date/Time   **Actions**

Request Created On   09/28/2020 9:20:53AM EDT   Parameters   Transfer
Run Anytime After   09/28/2020 9:18:18AM EDT   Message Log   View Locks
Began Process At   09/28/2020 9:21:34AM EDT   Batch Timings
Ended Process At   09/28/2020 9:21:49AM EDT   View Log/Trace

OK   Cancel

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Retrieving the IRS Tax File

Step	Action
1.	**Do not** left click to open the file.
2.	Right-click on the **IRS_001.TXT** link and select "**Save Link As**." ***Note:*** *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.*
3.	Save the file to the computer. Do not Change the file name. Do not open the file in Excel.

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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.
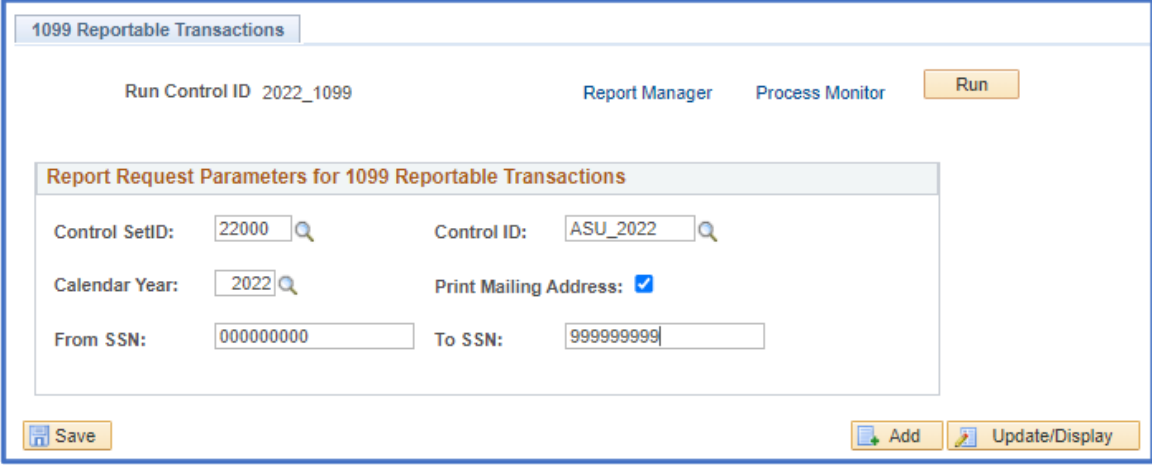
NOTE: Until the Withhold 1099 Report Post and Withhold 1099 Report processes run, not all columns on the report will populate. Only the Amount, Amt Under Minimum, and Calculated Reportable Amount columns will populate. The Reported Amount and Difference columns will not populate until the other processes run.
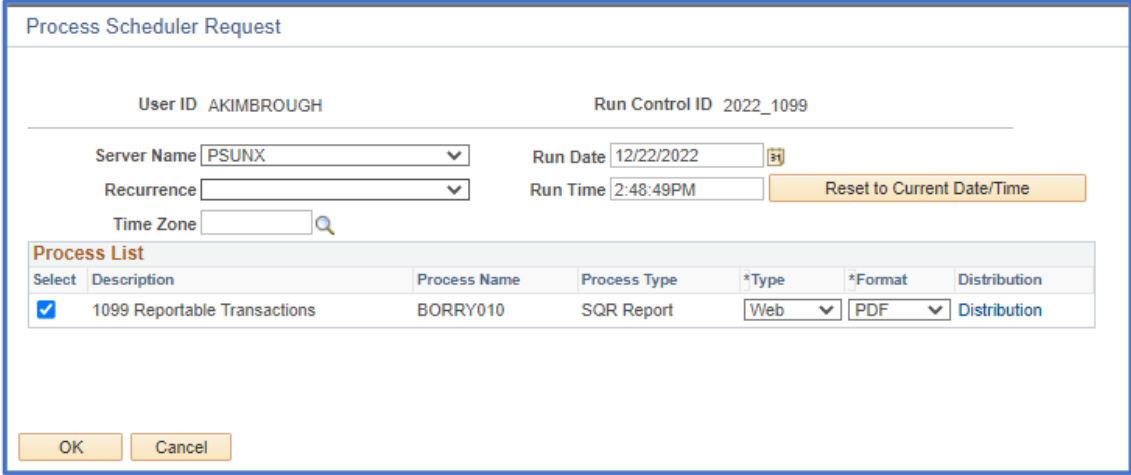
Below are step by step instructions on how to run the BORRY010 1099 Reportable Transactions Report again.

Step	Action
1.	Navigate to the **NavBar** icon.
2.	Navigate to the **Navigator** icon.
3.	Select the **BOR Menus** link.
4.	Select the **BOR Accounts Payable** link.
5.	Select the **BOR AP Reports** link.
6.	Select the **1099 Reportable Transactions** 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. ![Screenshot of 1099 Reportable Transactions run control page showing Run Control ID 2022_1099, Report Manager, Process Monitor, Run button, Report Request Parameters for 1099 Reportable Transactions with Control SetID 22000, Control ID ASU_2022, Calendar Year 2022, Print Mailing Address checked, From SSN 000000000, To SSN 999999999, Save, Add, Update/Display]
8.	Select **Run** and then **OK** to run the process. ![Screenshot of Process Scheduler Request page showing User ID AKIMBROUGH, Run Control ID 2022_1099, Server Name PSUNX, Run Date 12/22/2022, Recurrence, Run Time 2:48:49PM, Reset to Current Date/Time, Time Zone, Process List with 1099 Reportable Transactions, Process Name BORRY010, Process Type SQR Report, Type Web, Format PDF, Distribution, OK, Cancel]
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.

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

Step	Action
1.	Navigate to the **NavBar** icon.
2.	Navigate to the **Navigator** icon.
3.	Select the **Suppliers** link.
4.	Select the **1099/Global Withholding** link.
5.	Select the **1099 Reports** link.
6.	Select the **1099 to Send Detail** link.
7.	Enter the **Run Control ID**.
8.	Click the **Search** button.
9.	The parameters for this report include: • SetID • Control ID (e.g., KSU_2021) • Fiscal Year: This is the Withholding reporting year. For CY2021 and beyond, there are no choices for separating NEC and MISC:

Step	Action
	1099 To Send Report Run Control ID 2022_1099 Report Manager Process Monitor [Run] **Description** Withholding Report ID: US_REPORT SetID: 22000 Control ID: ASU_2022 Fiscal Year: 2022 [Save] [Return to Search] [Notify] [Add] [Update/Display] For CY2019 and before, there are options for separating NEC and MISC: **1099 To Send Report** Run Control ID 2022_1099 Report Manager Process Monitor [Run] **Description** Withholding Report ID: US_REPORT SetID: 22000 Control ID: ASU_2022 Fiscal Year: 2018 **IRS Options** ☐ Has the 1099-MISC containing Box 7 Non Employee Compensation file been sent and accepted by the IRS? **View Report Option** ⦿ All ○ Exclude Non Employee Compensation ○ Include Non Employee Compensation [Save] [Return to Search] [Notify] [Add] [Update/Display]
10.	Select the **Run** button.
11.	Click **OK** to run the process.
12.	Click the **Process Monitor** link.

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Step	Action
13.	Use the Process Monitor to verify the process runs to Success.
14.	Click the **Report Manager** link to locate this report.
15.	Click on the **Administration** tab.
16.	Click on **APX8056.pdf** link.
17.	The resulting report is produced in PDF format and is a replica of the data included in the IRS_001.TXT file. *Note: 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.*
18.	At this point, review the file and verify withholding information is accurate. If it is not, go back to Chapter 6: Corrections and Adjustments of 1099 Items and make any adjustments.
19.	After making adjustments, complete the review and re-run the 1099_RPT_PST and AP_APY1099 processes in Chapter 7: Running Withholding Report Post.

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
1.	Navigate to the **NavBar** icon.
2.	Navigate to the **Navigator** icon.
3.	Select the **Reporting Tools** link.
4.	Select the **Query** link.
5.	Select the **Query Viewer** link.
6.	In the Search by field, enter "**BOR_AP_1099_SND_DTL_TOT**" and then press the **Search** 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 following parameters: • 1099 Year • Business Unit
8.	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). BOR_AP_1099_SND_DTL_TOT - 1099 Wthd to Snd Detail Totals 1099 Year 2022 *Withholding Setid 22000 View Results Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)

Step	Action
9.	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.
10.	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.
11.	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 **NavBar** icon.
2.	Navigate to the **Navigator** icon.
3.	Select the **Suppliers** link.
4.	Select the **1099/Global Withholding** link.
5.	Select the **1099 Reports** link.
6.	Select the **Withhold 1099 Report Job** link.
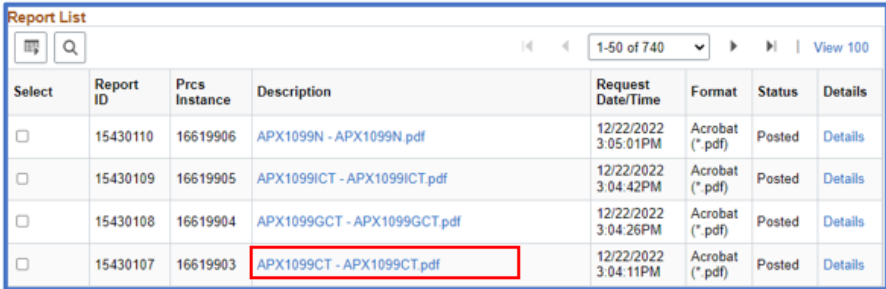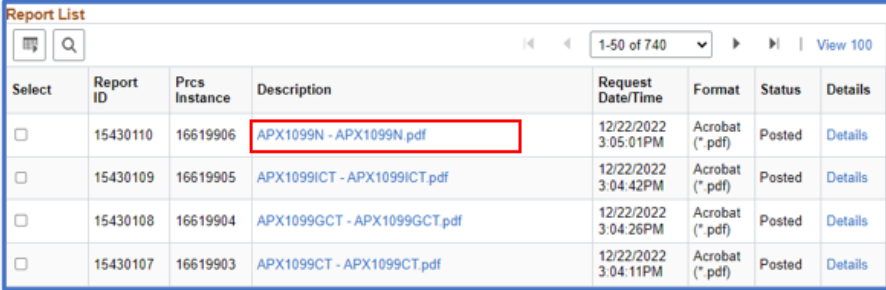
7.	Enter a **Run Control ID** to navigate to the Withholding 1099 Report Job page. Then the following parameters: • **Request ID and Description:** Enter an ID and description. • **Process Frequency**: Select "Always Process." • Include Manual Overrides check box should be selected. If the box is not selected, then withholding adjustments will not be reflected on the reported column in the 1099 Reportable Transactions report. • **Control SetID**: This is the institution's SetID. • **Control ID**: This is the Control ID the institution set up for the Withholding reporting year (e.g., CSU_2022). • **Calendar SetID**: This is the SHARE SetID. • **Calendar ID**: This is "A1." • **Fiscal Year**: This is the calendar year for Withholding reporting. • **Period**: This is always "1." • **Type of File/Return**: There are three choices here – Original/Correction, Replacement, Test. Most often users choose Original/Correction. ○ Original/Correction generates the IRS_001.TXT. ○ Test generates the IRS_001.TXT File and populates only the PS_WTHD_1099_COPYB table. ○ Replacement generates the IRS_001.TXT File and deletes data from the Withholding Sent Tables. • **Replacement Character:** Leave this field blank, unless otherwise instructed by the IRS. • **Withhold Type Process Option**: "All" to print 1099-NEC and 1099-MISC Copy Bs. • **Supplier Select Option**: "Select All Suppliers" or specify specific suppliers to print.

Step	Action
	• **AP 1099 sort order**: Select the desired sort order.
8.	Once the information above is entered, click the **Save** button.
9.	Click the **Run** button.
10.	Click the check box for the Print 1099 Copy B. Click **OK** to continue. The system navigates to the 1099 Report Post/Report/Copy B page.
11.	Click the **Process Monitor** link.
12.	Use the Process Monitor to verify the process runs to Success.

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
☑	Print 1099 Copy B	APCOPYB	PSJob	(None)	(None)	Distribution
☐	1099 Report Post	RPT_1099	PSJob	(None)	(None)	Distribution

OK   Cancel

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 **NavBar** icon.
2.	Navigate to the **Navigator** icon.
3.	Select the **Report Tools** link.
4.	Select the **Report Manager** link.
5.	Select the **1099 Reports** link.
6.	Click on the **Administration** tab.
7.	For the 1099-MISC Copy B's, click on **APX1099CT - APX1099CT.pdf** link. Download the pdf file and save to a secure location. Report List 1-50 of 740 View 100 Select / Report ID / Prcs Instance / Description / Request Date/Time / Format / Status / Details ☐ 15430110 16619906 APX1099N - APX1099N.pdf 12/22/2022 3:05:01PM Acrobat (*.pdf) Posted Details ☐ 15430109 16619905 APX1099ICT - APX1099ICT.pdf 12/22/2022 3:04:42PM Acrobat (*.pdf) Posted Details ☐ 15430108 16619904 APX1099GCT - APX1099GCT.pdf 12/22/2022 3:04:26PM Acrobat (*.pdf) Posted Details ☐ 15430107 16619903 APX1099CT - APX1099CT.pdf 12/22/2022 3:04:11PM Acrobat (*.pdf) Posted Details
8.	For the 1099-NEC Copy B's, click on **APX1099N - APX1099N.pdf** link. Download the pdf file and save to a secure location. Report List 1-50 of 740 View 100 Select / Report ID / Prcs Instance / Description / Request Date/Time / Format / Status / Details ☐ 15430110 16619906 APX1099N - APX1099N.pdf 12/22/2022 3:05:01PM Acrobat (*.pdf) Posted Details ☐ 15430109 16619905 APX1099ICT - APX1099ICT.pdf 12/22/2022 3:04:42PM Acrobat (*.pdf) Posted Details ☐ 15430108 16619904 APX1099GCT - APX1099GCT.pdf 12/22/2022 3:04:26PM Acrobat (*.pdf) Posted Details ☐ 15430107 16619903 APX1099CT - APX1099CT.pdf 12/22/2022 3:04:11PM Acrobat (*.pdf) Posted Details

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Step	Action
9.	ITS **strongly** recommends users review 1099-MISC and 1099-NEC Copy B forms before printing them. Users can compare Copy B forms with the BORRY010–Reportable Transactions Report, which prints in TIN order. Also, users can compare the Copy B forms to the 1099 Withholding to Send Detail Report, 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.	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. Note: The text on the Copy B's is noticeably smaller when printing from PeopleSoft within a browser window.
12.	After printing, mail the Copy B forms to Suppliers.

CHAPTER 10: COMPLETING 1099 PROCESSING FOR THE YEAR

Once Copy B reports have been verified and mailed, users should send the IRS_001.TXT file(s) to the IRS.

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.

<mark>The due date for IRS Electronic Filing is January 31, 2023.</mark>

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. The system uses this information when creating correction or replacement files.
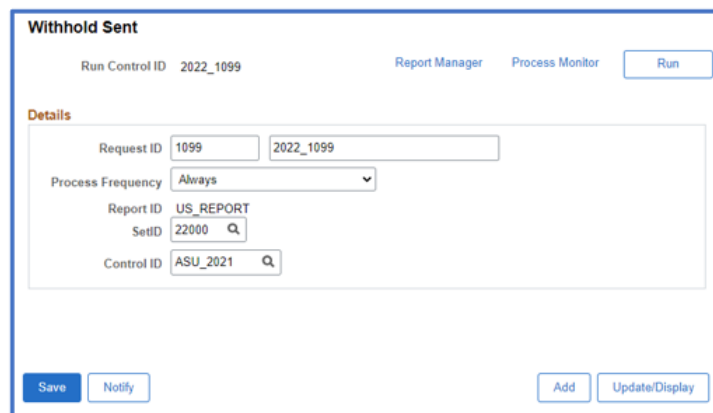
Below are step by step instructions on how to run the Withhold Sent process.

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

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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 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 2022_1099 Report Manager Process Monitor Run
	Details
	Request ID 1099 2022_1099
	Process Frequency Always
	Report ID US_REPORT
	SetID 22000
	Control ID ASU_2021
	Save Notify Add Update/Display
	Example before CY2020:
	Withhold Sent
	Run Control ID 2022_1099 Report Manager Process Monitor Run
	Details
	Request ID 1099 2022_1099
	Process Frequency Always
	Report ID US_REPORT
	SetID 22000
	Control ID ASU_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
	Save Notify Add Update/Display
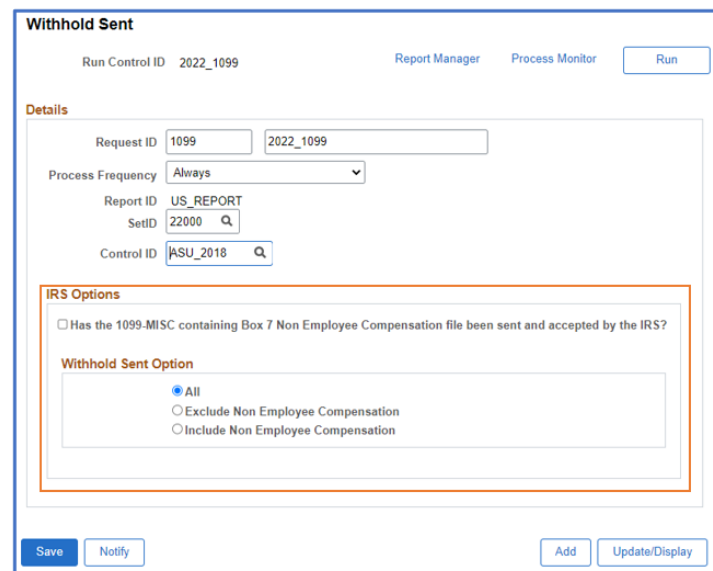
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Step	Action
9.	Select "WTHD_SNT" process and click **OK**.
10.	Once the process runs to Success and is Posted, then Withholding processing for the year is officially complete.

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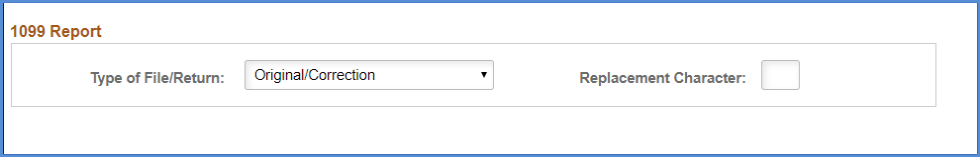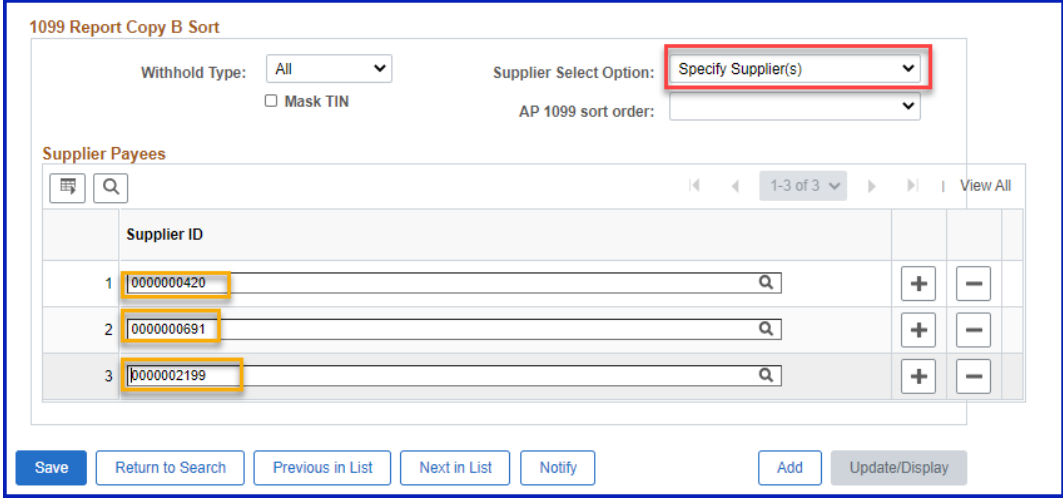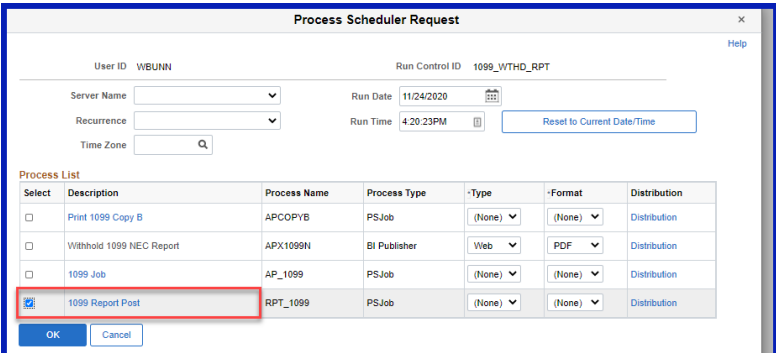
As noted above, users must run the Withhold Sent Process before making and processing corrections. If users forget to run this process, they may need to manually submit the correction file.

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 Withholding Sent File 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 Update Withholdings process.
4.	Navigate to the **NavBar** icon.
5.	Navigate to the **Navigator** icon.
6.	Select the **Suppliers** link.
7.	Select the **1099/Global Withholding** link.
8.	Select the **1099 Reports** link.

Step	Action
9.	Select the **Withhold 1099 Report Job** link.
10.	After the process runs again, select the **Original/Correction** 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 **Save** button.
13.	Select **Run.**
14.	Run the **Withhold 1099 Report Post**.

Step	Action
15.	Save the **IRS_001.TXT** file.
16.	Run Copy B process for selected suppliers that were adjusted in Step 2. **Process List** | Select	Description	Process Name	Process Type	*Type	*Format	Distribution
---	---	---	---	---	---	---
☑	Print 1099 Copy B	APCOPYB	PSJob	(None)	(None)	Distribution
☐	Withhold 1099 NEC Report	APX1099N	BI Publisher	Web	PDF	Distribution
☐	1099 Job	AP_1099	PSJob	(None)	(None)	Distribution
☐	1099 Report Post	RPT_1099	PSJob	(None)	(None)	Distribution	 OK Cancel
17.	Save the Copy B reports.
18.	Send the corrected **IRS_001.TXT** correction file to the IRS.
19.	After the IRS accepts the correction file, run the [Withholding Sent File](#) 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 original file was sent to the IRS.

Step	Action
1.	Navigate to the **NavBar** icon.
2.	Navigate to the **Navigator** icon.
3.	Select the **Suppliers** link.
4.	Select the **1099/Global Withholding** link.
5.	Select the **1099 Reports** link.
6.	Select the **Withhold 1099 Report Job** 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 Withholding Sent File process.
11.	For replacement files, run the Withholding Sent File process a second time.

APPENDIX A: WEBSITE LINKS

- IRS website: www.irs.gov

- Instructions for Forms 1099-MISC and 1099-NEC (2022)
  - 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/

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

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Step	Action
13.	Run the XMLP: Detail Calendars Report (FSX0002)
	Process List
	Select / Description / Process Name / Process Type / *Type / *Format / Distribution
	☑ / XMLP:Detail Calendars Report / FSX0002 / BI Publisher / Web / PDF / Distribution
14.	Click **OK**.
15.	After the process completes, navigate to the report manager to view the FSX0002-FSX0002.pdf.
	Report List
	1-1 of 1 — View All
	Select / Report ID / Prcs Instance / Description / Request Date/Time / Format / Status / Details
	☐ / 13248542 / 14415378 / FSX0002 - FSX0002.pdf / 01/14/2021 5:44:35PM / Acrobat (*.pdf) / Posted / Details
	Example below:
	ORACLE Report ID: FSX0002 — Oracle PeopleSoft Financials — DETAIL CALENDARS — Page 1 of 2 / Run Date 1/14/21 / Time 5:44 PM
	SetID: SHARE
	Calendar: A1
	Name: Annual Calendar-1099
	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

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

Step	Action
16.	Click the **Report Manager** link. The system navigates to the Report Manager page.
17.	Click on the **APX 7020 Report** 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

Chapter 3

START 1099 PROCESS

Throughout Year
- Enter 1099 Suppliers
- Enter 1099 Vouchers
- Post 1099 Vouchers

Chapter 2

IMPORTANT

Run the **WTHD_SNT** process for the previous year

(Step #1 – Step#2)

SETUP

Create new Report Control Information for Reporting Year

(Step #3)

Chapter 4

RUN PROCESS

AP_WTHD
(Post Withholdings)

(Step #4)

Chapter 5

Perform Review of 1099 Items
- BOR_AP_1099 SUPPLIERS
- Vouchers by Supplier
- Withholding Payments
- Supplier Balance by Class
- BOR_AP_1099_PMTS
- BOR_AP_1099_JE
- BOR_AP_1099_NONRPT_COSISTENT
- BOR_AP_1099_MISMATCH
- Withhold Control Query (optional)
- BOR_AP_1099_ADJUST
- BORRY010 – 1099 Reportable Transaction Report

(Step #5 – Step #15)

Make Manual Adjustments
(Adjust Withholding)

(Step #18)

Yes

Are you making manual adjustments?

Yes

Are Adjustment Needed?

Chapter 6

RUN PROCESS

AP_WTHD_UPDT
(Update Withholdings)

(Step #17)

Enter VoucherLine Adjustments

(Step #16)

No

No

Chapter 9

RUN PROCESS

Print 1099 Copy B
(APCOPYB)

(Print 1099 Copy B)

(Step #25)

No

REVIEW
Do corrections need to be made?

(Step #24)

Chapter 8

REVIEW
- BORRY010 – 1099 Reportable Transaction Report (Step #21)
- BOR_AP_1099_SND_DTL_TOT (Step #23)
- 1099 Withhold to Send Report (Step #22)

Chapter 7

RUN PROCESS

1099 Report Post
(RPT_1099)
(Withhold 1099 Report Post)

(Step #20)

Yes

Review, Print, & Send Copy B Documents

(Step #26)

Chapter 10

SEND IRSTAX.001 File to IRS

(Step #27)

Did IRS Accept File?

Yes

RUN PROCESS

WTHD_SNT
(Withholding Sent File)

(Step #28)

1099 PROCESS COMPLETE

After Submission was accepted by IRS

Send Correction File or Replacement File

No