



1099 Processing User's Guide for Calendar Year 2017

PeopleSoft Financials

GeorgiaFIRST

Table of Contents

Chapter 1: Introduction to 1099 Processing.....	6
What Is 1099 Income and Who Receives It?	6
What Is the Overall 1099 Reporting Process?	6
1099 Process Flow Chart	7
Chapter 2: Reviewing 1099 Setup	9
Reviewing Withholding Types (<i>Optional</i>)	10
Reviewing Withholding Codes (<i>Optional</i>).....	11
Setting Up/Reviewing Report Control Information (Required)	13
Chapter 3: 1099 Tasks throughout the Year	16
Entering 1099 Withholding Suppliers.....	16
Running the BOR_AP_1099_SUPPLIERS Query.....	19
Entering 1099 Withholding Vouchers	19
Posting Payments from 1099 Vouchers	22
Chapter 4: Post Withholdings	23
Chapter 5: Review 1099 Items	24
Vouchers by Supplier	24
Withholding Payments	26
Supplier Balance by Class.....	27
Year-Round Queries	28
BOR_AP_1099_PMTS	28
BOR_AP_1099_JE	29
BOR_AP_1099_NONRPT_CONSISTENT	30
BOR_AP_1099_MISMATCHED	31
Withholding Balances Control Report.....	32
BOR_AP_1099_ADJUST	33
BORRY010 1099 Reportable Transactions Report	34
Chapter 6: Corrections and Adjustments of 1099 Items.....	37
Withholding Supplier Update	37
Withholding Invoice Line Update.....	40
Running Withholding Update Process.....	42

Manual Adjustments (Adjusting Withholding)	43
After Making Adjustments	45
Chapter 7: Running Withholding Report Post	46
Chapter 8: Review 1099 Reportable Transactions	51
BORRY010	51
1099 Withhold to Send Detail Report	52
BOR_AP_1099_SND_DTL_TOT	54
Chapter 9: Producing 1099 Copy B Reports	55
Run Process AP_COPY_B	55
Chapter 10: Completing 1099 Processing for the Year	59
Sending the IRS_001. TXT File	59
Running the WTHD_SENT Process	59
Creating a Replacement File	61

1099 Processing User's Guide

REMINDER: Securing Sensitive Data

Please remember that 1099 reporting includes a great deal of sensitive data that must be kept secure at all times. Please safeguard the information on secure sites as you work through this process and be especially careful with any documents, such as Copy B's, that contain social security numbers. If you do not know where to download information in a secure area, contact your technical support administrator.

In addition, if you need to submit sensitive data in relation to a Helpdesk ticket, please use the USG secure file transfer site to send files. You can request instructions when submitting your ticket to the ITS Helpdesk.

This User's Guide is designed to provide an overview of the tasks involved with 1099 Processing. In it, we will show you how to process 1099's for a calendar year, as well as how to complete tasks throughout the year for smooth 1099 Processing. Due to the possibility of IRS changes each year, always verify that you 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 1099's. For more information regarding tax laws, please see <http://www.irs.gov/>.

Topics in the guide include:

- What is 1099 Reporting
- 1099 Process Flow
- How to perform setup tasks for 1099 processing
- Entering Suppliers marked for 1099 processing
- Entering Vouchers for 1099 Suppliers
- Posting 1099 Vouchers
- How to Post Withholdings
- Inquiries, Queries, and Reports to be used to review 1099 Item
- How to make adjustments and update Withholding
- Running the Withhold 1099 Report Post process
- Producing the IRS_001.TXT File
- Producing the 1099 Copy B reports
- Running the Withholding Sent File process

Chapter 1: Introduction to 1099 Processing

1099 Reportable items are those items that are 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 1099 reportable items, sending reports to the individual Suppliers, and sending a file to the IRS noting the 1099 reportable items and Suppliers.

What Is 1099 Income and Who Receives It?

Typically, employees of a business receive a W-2 form that lists the income they 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, 1099 forms are given to independent contractors as a record of the income they received from an organization. On a 1099 MISC Form, the income earned will be noted, but there typically will not be any deductions for federal or state income taxes, nor will any deferred compensation, social security, or medical deductions be taken.

This 1099 income is also reported to the Internal Revenue Service so that it can track income received by taxpayers. The recipient of the 1099 is obligated to make his or her own tax deductions and forward payments to the IRS, if required.

USG Institutions produce 1099-MISC forms to report miscellaneous income to the IRS for the following:

- Income earned by independent contractors, but not employees (also known as non-employee compensation)
- Fees, commissions, rents, or royalties paid
- Payment for prizes, awards, or legal services
- Excess golden parachute payments
- Medical and health care payments

The most common type of miscellaneous income is non-employee compensation.

Please see the *Instructions for Form 1099-MISC* at www.irs.gov for additional information and guidance on who should receive a 1099-MISC form.

What Is the Overall 1099 Reporting Process?

The overall 1099 Reporting Process includes steps involving setup for the 1099 year, entering 1099 Suppliers and Vouchers throughout the year, and processing 1099 reportable items. The flow chart below provides a visual path to show the 1099 Reporting Process.

1099 Process Checklist

Note: Before beginning these 1099 steps for the current calendar year, be sure to complete step 29 for the previous calendar year.

1. ____ (Optional) Review A1 Annual Calendar
2. ____ (Optional) Review Withholding Types Report
3. ____ (Optional) Review Withholding Codes Report
4. ____ Setup/Review Report Control Information
5. ____ Post 1099 Withholding Transactions (AP_WTHD)

Review

6. ____ Review 1099 Vouchers by Supplier
7. ____ Review Payments to Withholding Suppliers
8. ____ Review 1099 Supplier Balances by Class
9. ____ Run BOR_AP_1099_PMTS Query
10. ____ Run BOR_AP_1099_JE Query
11. ____ Run BOR_AP_1099_NONRPT_CONSISTENT Query
12. ____ Run BOR_AP_1099_MISMATCH Query
13. ____ (Optional) Run Withholding Control Report
14. ____ Run BOR_AP_1099_ADJUST Query
15. ____ (Optional) Run BORRY010 1099 Reportable Transactions Report; AP.070.300

If any corrections or adjustments need to be made, complete steps 16-20. Otherwise, skip to step 21.

16. ____ Enter Withholding Supplier Update, if needed
17. ____ Enter Withholding Invoice Line Update, if needed
18. ____ Run Withholding Update Process if adjustments were made in Step 16 or 17
19. ____ Adjust Withholding Manually if needed
20. ____ Complete steps 6 through 15 after all adjustments are made to review your changes.

If any adjustments need to be made, repeat steps 16-20. Otherwise, proceed to step 21.

21. ____ Run Withholding Report Post Job (1099_RPT_PST), Generate Withholding Reports (AP_APY1099)
22. ____ Run BORRY010 1099 Reportable Transactions Report
23. ____ Run BOR_AP_1099_SND_DTL_TOT Query
24. ____ Run 1099 Withholding to Send Detail Report
25. ____ Review reports and query from steps 21 – 24

If any adjustments need to be made, repeat steps 16-25. Otherwise, proceed to step 26.

26. ____ Produce Copy B Reports (AP_COPY_B)
27. ____ Review, Print and Send Copy B Reports
28. ____ Send IRS_001.TXT file to IRS
29. ____ After the IRS accepts your IRS_001.TXT file, run Withholding Sent File Process (WTHD_SENT)

Chapter 2: Reviewing 1099 Setup

Please Note:

If you have not run the Withholding Sent File process (Step #29) for the prior year, then you must do so before beginning the 1099 process.

The first step in 1099 processing each year is completing the setup. Some of the setup steps are optional, but they do give insight into the 1099 Processing rules. In this chapter, we are going to cover the following:

- Reviewing the A1 Calendar
- Reviewing Withholding Types
- Reviewing Withholding Codes
- Setting Up/Reviewing Report Control Information

Reviewing the A1 Annual Calendar (Optional)

The A1 Calendar is the calendar the PeopleSoft Financials System uses when running the Withholding Report Post application engine process to obtain the correct 1099 data. This calendar is created and maintained by Shared Services and is located under the SHARE SetID. Because you will not be able to make any changes to the A1 Calendar, this step is optional.

To review the A1 Annual Calendar, use the following navigation: **Set Up Financials/Supply Chain > Common Definitions > Calendars/Schedules > Detail Calendar > Find an Existing Value**

To locate the appropriate A1 calendar, use the following parameters:

- SetID = SHARE
- Calendar ID = A1
- Fiscal Year = the 1099 Calendar Year (e.g., 2015)

The screenshot shows the 'Calendar Periods' interface in PeopleSoft. The 'Detail Periods' section is highlighted with a red box. It displays a table with the following data:

*Year	*Period	*Begin Date	*End Date	*Period Name	*Abbrev
2015	1	01/01/2015	12/31/2015	1099 Reporting Annual Calendar	1

Below the table, there is an 'Include Adjustment Periods' section with a table:

Adjustment Period	Period Name	Abbreviation
998	998	998

At the bottom of the interface, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

On the Calendar Builder page, you can see which 1099 Year is covered by looking at the Detail Periods. In the picture above, the calendar is for the 1099 Reporting Period of January 1, 2015 through December 31, 2015.

Reviewing Withholding Types (Optional)

Withholding Types allow withholding transactions to be categorized by classes. The Withholding Types Report lists the Class and Description for each Withholding Type. Withholding Types are created and maintained under the SHARE SetID. Reviewing the Withholding Types is optional.

To review the Withholding Types, you will run the Types Report. To run this report, follow the navigation: **Set Up Financials/Supply Chain > Product Related > Procurement Options > Withholding > Types Report**. First, you will need to Run Control by clicking on the Run button and clicking OK on the Process Scheduler Request. Click on Process Monitor to make sure that the report ran to success and is posted. Once you have confirmed that the process was successful, click on the Go back to Types link on the bottom left corner. Then click on Report Manager and click on the link to Report APX7020. There are no parameters for this report.

There are five Withholding Types in the system:

- 1099: 1099 Withholding
- 1099G: Certain Government Payments
- 1099I: Interest Income
- NRA: Nonresident Alien
- PPA: Prescribed Payments System

We are primarily concerned with the “1099 Withholding.”

ORACLE Report ID: APX7020		PeopleSoft Accounts Payable WITHHOLDING TYPES	Page No. 1 of 2 Run Date 10/26/2015 Run Time 14:54 PM
Type: 1099	1099 Withholding		
	Class		
	03 Prizes, Awards, etc.		
	02 Royalties		
	01 Rents		
	09 Substitute Payments		
	04 Federal Income Tax Withheld		
	10 Crop Insurance Proceeds		
	06 Medical and Health Care Pymnts		
	05 Fishing Boat Proceeds		
	42 Non-Resident Alien Withholding		
	14 Gross Attorney Proceeds		
	13 Excess Golden Parachute Pymnts		
	07 Non-Employee Compensation		

As the figure above shows, there are 12 different Withholding Classes for the 1099 Withholding Type. The most commonly used class is “07” for non-employee compensation. However, when setting up a 1099 Supplier, you can assign any class as appropriate.

Reviewing Withholding Codes *(Optional)*


Withholding Codes are used to group together entities, types, and jurisdictions. You can use Withholding Codes when creating withholding-applicable vouchers. By doing so, you speed up data entry and minimize data entry errors. Withholding Codes are created and maintained under the individual institutions' SetIDs. Therefore, the number of Withholding Codes available to you is dependent on each institution. **Using the Withholding Codes is optional.**

To review the Withholding Codes, you will run the Withholding Codes report. To run this report, follow the navigation: **Set Up Financials/Supply Chain > Product Related > Procurement Options > Withholding > Withholding Codes**. The parameter for this report is your institution's SetID.


Wthd Code

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

SetID = 

Withholding Code begins with



Find an Existing Value | Add a New Value

As the figure below shows, SetID 98000 has four Withholding Codes set up. The number of Withholding Codes may be different for each institution.

Wthd Code

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Add a New Value

▼ Search Criteria

SetID = 98000

Withholding Code begins with

Search
Clear
Basic Search
Save Search Criteria

Search Results

View All
First
1-4 of 4

Last

SetID	Withholding Code	Description
98000	01	Rent
98000	02	Royalties
98000	03	Prizes, awards, etc.
98000	07	Non-Employee Compensation

Find an Existing Value |
 Add a New Value

Withholding Code “07” for SetID 98000 has been set up for the following:

- Withholding Entity = IRS
- Withholding Type = 1099
- Jurisdiction = Federal
- Withholding Class = 07

You will see the withholding Code in action when entering a 1099 Withholding Voucher. It can be used to override the defaults already set up.

Setting Up/Reviewing Report Control Information (Required)

1099 Withholding Report Control Information is used to set up transmitter and payer information, such as company address, phone numbers and payer numbers, Suppliers and business units that will be included in reports, and piggyback statuses. This is something that should be done for each year’s 1099 Processing, even if you ran 1099 Processing in PeopleSoft the previous year.

To set up 1099 Withholding Report Control Information, follow the navigation: **Set Up Financials/Supply Chain > Product Related > Procurement Options > Withholding > Report Control Information**. To add a new Control ID, select the Add a New Value tab. You will need to enter your institution’s SetID and provide a new Control ID. It is highly recommended that you use a Control ID that includes your institution and reporting year, e.g., “GGC_2017.” Please do not use a period instead of underscore for your Report Control. The Report Control “GGC.2017” will not produce an IRS tax file when running the 1099 Report Post process.

The first page is the Payor Data page. Here, you will enter the information for the Transmitter and the Payer.

Transmitter Information:

- The Supplier Software Indicator checkbox must be selected for all USG institutions using PeopleSoft Financials to produce their 1099 IRS file and Copy B forms.
- You must include the Tax ID and the Transmitter Control Code. The Tax ID should be numbers only with no spaces or hyphens. The Transmitter code is provided by the IRS upon submission of your Form 4419 (you can also use the code used in the previous year).
- You must enter a contact name along with their address and phone numbers. When entering names, use the PeopleSoft Format (LastName,FirstName), using no space in between the names. To enter the addresses, click on the envelope icon (✉). To enter phone and fax numbers, click on the telephone icon (☎).

Transmitter Information

Supplier Software Indicator

Transmitter Name 1 Board of Regents-University System of Ga

Transmitter Name 2

Tax ID

Transmitter Cntl Cd 07K04 Media Number

*Contact Name1 Janice Brown

Contact Email Address janice.brown@usg.edu

Payer Information:

- When entering the Payer Data, the Control ID is the 1099 Calendar Year being processed.
- You must include the Payer Tax ID. The Payer Tax ID should be numbers only with no spaces or hyphens.
- You must enter a Payer name along with the address and phone numbers. To enter the addresses, click on the envelope icon (✉). To enter phone and fax numbers, click on the telephone icon (☎).

Payer Information Find | View All First 1 of 1 Last

Combined Federal State Filing

Payer Name 1 BOARD OF REGENTS-UNIVERSITY SYSTEM OF GA

Payer Name 2

Control ID 2015

Payer Tax ID

Employer's Ref #

HMRC Office #

Accts Office Ref #

Suppliers and Business Units

The screenshot shows the 'Suppliers and Business Units' tab. The 'All Suppliers' checkbox is checked. The 'Business Units' field contains '98000'. The 'Include Direct Sales Suppliers' checkbox is unchecked. The 'Payer' information includes SetID 98000, Control ID USO_2015, Payer Tax ID 586002348, and BOARD OF REGENTS-UNIVERSITY SYSTEM OF GA.


On the Suppliers and Business Units tab, enter the following:

- Select “All Suppliers” so that you will process all withholding Suppliers that are consistent with the business unit you specify.
- Enter your institution’s business unit into the business unit field.
- If your institution needs to report for more than one business unit (ex. 5300B), then click the (+) and add the second business unit.

Piggyback States/Numbers:

The screenshot shows the 'Piggyback States/Numbers' tab. The 'Piggyback States' table has one row: 'GA Georgia' with the 'Process?' checkbox deselected. The 'State Tax ID Numbers' and 'Payer State Numbers' fields are empty.

On the Piggyback States/Numbers tab, deselect the “Process?” checkbox for Piggyback States. The GeorgiaFIRST model does not use the Piggyback States functionality.

When done, select the save button () to save your new Withhold Control Information for the current year 1099’s.

This concludes the setup you need to complete 1099 Processing. In the next chapter, we will review what you need to do throughout the year regarding 1099 Suppliers and Vouchers.

Chapter 3: 1099 Tasks throughout the Year

Though 1099 Processing is typically completed in January for the previous calendar year, you must complete certain processes throughout the year. These include entering 1099 Withholding Suppliers, creating 1099 Withholding Vouchers, and posting 1099 Withholding Vouchers. You can also run different queries year-round to keep track of your 1099 processing.

Entering 1099 Withholding Suppliers

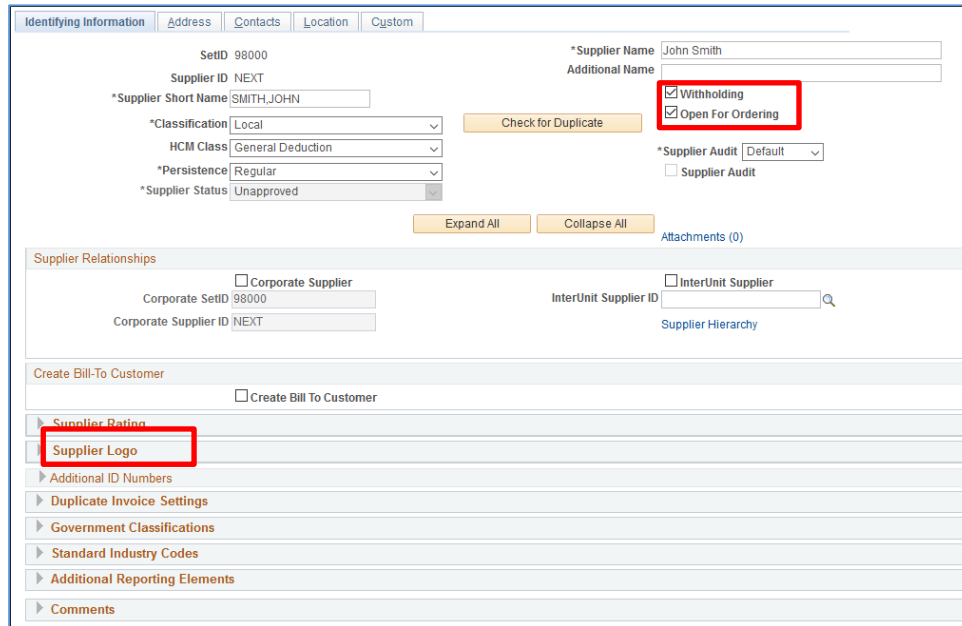
In order to report Withholding on individuals, you must set each one up in the system as a 1099 Withholding Supplier. Withholding information can be added to Supplier information at any time, but it is recommended that you add the information when adding the Supplier to the system. By identifying the Supplier as a 1099 Withholding Supplier, all vouchers that you enter for that Supplier will be automatically flagged for withholding reporting.

To add a 1099 Withholding Supplier, follow the navigation: **Suppliers > Supplier Information > Add/Update > Supplier**. To add a new Supplier into the system, select the “Add a New Value” tab. When adding a new 1099 Withholding Supplier, you need to select your primary SetID (e.g., 21000) and not the one for your Banner processing. Also, “Regular” is the persistence for a 1099 Withholding Supplier.

As you enter the Supplier into the system, most of the steps will be the same as entering any other Supplier. Here’s a review of what you should enter for Identifying Information:

- Supplier Short Name
- Supplier Name 1
- Supplier Name 2
- Supplier ID will be NEXT
- Persistence: This status should be “Regular” for a 1099 Withholding Supplier.
- Classification: Here, you would choose “Federal” for corporate Suppliers. For individuals, choose “SSN.”
- Suppliers will save as “Unapproved” and must be approved by another authorized user.

The biggest change on the Identifying Information tab when entering a 1099 Supplier is that you must select the Withholding checkbox. This turns on the Withholding flag in the system.



Under the Additional ID numbers group box, you must enter the Tax Identification Number (TIN). At this point, it is helpful to check the system to see if there is a duplicate Supplier in the system. The system checks to see if there is another Supplier in the system with the same name or TIN. If there is, you will receive a warning indicating that there is a potential duplicate. It is recommended that you investigate to see if the Supplier already exists or if there is an incorrect name or TIN in the system. However, this warning will not prevent you from adding this Supplier into the system.

On the Address tab, you will enter the Supplier’s main address. You can also enter the Supplier’s email address and phone information. Also on the Address tab is the Payment/Withholding Alt Names group box. You can use this section to enter an alternate Supplier name for payment and withholding purposes. If this information is entered into this group box, the system will generate payments for the location that uses this address and will use the alternate name information on the payment forms. Also, if you specify an alternate withholding name, the system uses this name on withholding reports instead of the name specified on the Identifying Information page.

On the Location tab, you need to enter a MAIN location as the default location. The Withholding rules that you eventually associate with this Supplier are stored under the Location. However, before entering the 1099 Withholding information, you should first save the Supplier. Upon saving the Supplier, you will receive a couple of warnings indicating that you have not entered the withholding information. You will click OK to clear those warnings. After saving the Supplier, your next step is to add the withholding information for this Supplier by selecting the 1099 link.

On the Withholding Supplier Information page, you will set up the following for the Supplier under 1099 Information:

- Entity: IRS
- Type: 1099
- Jurisdiction: FED
- Default Jurisdiction: You should check this box, which determines whether the Supplier Withholding information defaults to the voucher.
- Default Class: This class is usually 07; however, you can select the appropriate class as needed.
 - Please 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.” GeorgiaFIRST institutions are only to report 1099 Withholdings.

For each Withholding class that applies to the Supplier, you will need an additional row inserted here. For example, if the Supplier will have a Withholding Voucher in which “non-employee compensation” applies and another Withholding Voucher in which “Prizes and Awards” applies, then you must have each class set up for that Supplier.

Under 1099 Reporting Information, you will indicate the following:

- Entity: IRS
- Address: Supplier Address
- Taxpayer Identification Number: Same number you entered on the Identifying Information page

The screenshot displays the 'Withholding Supplier Information' page. At the top, it shows 'SetID 98000' and 'Location MAIN'. Below that, 'Supplier ID NEXT' and 'Description' are visible. The 'Short Supplier Name' is 'SMITH JOHN' and the 'Supplier Name' is 'John Smith'. The main section is titled '1099 Options' and contains two sub-sections: '1099 Information' and '1099 Reporting Information'. The '1099 Information' section has a table with columns for Entity, Type, Jurisdiction, Default Jurisdiction, Default Class, 1099 Status, and Withhold Type Description. The '1099 Reporting Information' section has fields for Entity, Address, and Taxpayer Identification Number.

*Entity	*Type	*Jurisdiction	Default Jurisdiction	*Default Class	*1099 Status	Withhold Type Description
IRS	1099	FED	<input checked="" type="checkbox"/>	07	RPT	Reporting Only

*Entity	*Address	Taxpayer Identification Number
IRS		1111111111

After you have finished entering the withholding information, save the Supplier. Once it has been approved, you will be able to create withholding vouchers for the 1099 Withholding Supplier.

Running the BOR AP 1099 SUPPLIERS Query

To run the BOR_AP_1099_SUPPLIERS query, follow the navigation: **Reporting Tools > Query > Query Viewer**. In the “Search by” field, enter “BOR_AP_1099_SUPPLIERS” and then press the Search button. You can choose to run this query to either HTML or to MS Excel. Both formats will open in a new window.

To run the query, enter the following parameters: SetID (Business Unit) and Supplier Status.

To run the query for consolidated institutions: for SetID enter SHARE.

SetID 98000

Supplier Status Approved

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (221 kb)

View All First 1-100 of 775 Last

	SetID	Supplier	Name	Status	Class	Withholding	Location	Eff Date	Entity	Type	Jurisdiction	Default Jur	Default Class	1099_Status	Hold Pay Ind	Hold	Rule Ind	Rule	Withd Condition	Last Activ Dt
1	98000	000000017	Collins, Scott	A	S	Y	MAIN	12/18/2001	IRS	1099	FED	Y	07	RPT	D	N	D	N		06/30/2009
2	98000	000000047	Engelhard, George	A	S	Y	MAIN	12/18/2001	IRS	1099	FED	Y	07	RPT	D	N	D	N		06/30/2009
3	98000	000000049	Gardner, John N	A	S	Y	MAIN	12/18/2001	IRS	1099	FED	Y	07	RPT	D	N	D	N		06/30/2009
4	98000	000000055	Morrison-Shettler, Alison	A	S	Y	MAIN	12/18/2001	IRS	1099	FED	Y	07	RPT	D	N	D	N		02/29/2008
5	98000	000000060	Catalanotto Peter	A	S	Y	MAIN	12/18/2001	IRS	1099	FED	Y	07	RPT	D	N	D	N		06/30/2009
6	98000	000000097	Gerspacher, William	A	S	Y	MAIN	12/18/2001	IRS	1099	FED	Y	07	RPT	D	N	D	N		10/30/2001
7	98000	000000099	Jensen, Robert	A	S	Y	MAIN	12/18/2001	IRS	1099	FED	Y	07	RPT	D	N	D	N		06/21/2004
8	98000	000000112	Llewellyn, Donna	A	S	Y	MAIN	12/18/2001	IRS	1099	FED	Y	07	RPT	D	N	D	N		09/10/2012
9	98000	000000118	Mistry Merza	A	S	Y	MAIN	12/18/2001	IRS	1099	FED	Y	07	RPT	D	N	D	N		10/02/2001
10	98000	000000168	Rubin, Donald	A	S	Y	MAIN	12/18/2001	IRS	1099	FED	Y	07	RPT	D	N	D	N		06/25/2009
11	98000	000000185	Lucas, Ann F	A	S	Y	MAIN	12/18/2001	IRS	1099	FED	Y	07	RPT	D	N	D	N		06/30/2008
12	98000	000000217	Hrach, Susan	A	S	Y	MAIN	12/18/2001	IRS	1099	FED	Y	07	RPT	D	N	D	N		08/23/2013
13	98000	000000228	Hudson, Richard	A	S	Y	MAIN	12/18/2001	IRS	1099	FED	Y	07	RPT	D	N	D	N		07/17/2001

Entering 1099 Withholding Vouchers

Entering 1099 Withholding Vouchers is something that you will do throughout the year. When doing so, you want to ensure that your Supplier is properly set up in the system as a 1099 Withholding Supplier. Withholding vouchers are the primary means of how the system keeps track of the amounts that are to be reported to the IRS each calendar year.

To add a 1099 Withholding Voucher, follow the navigation: **Accounts Payable > Vouchers > Add/Update > Regular Entry**. To add a new voucher, select the “Add a New Value” tab. On the Add a New Value tab, you can enter the Supplier ID and Supplier Location, along with the other fields if you prefer. Once you click the “Add” button, the system will take you to the Invoice Information tab.

Voucher

Find an Existing Value
Add a New Value

Business Unit

Voucher ID

Voucher Style

Supplier Name

Short Supplier Name

Supplier ID

Supplier Location

Address Sequence Number

Invoice Number

Invoice Date

Gross Invoice Amount

Freight Amount

Misc Charge Amount

PO Business Unit

PO Number

Estimated No. of Invoice Lines

Add

On the Invoice Information tab, you will enter all information that you would normally enter for a voucher. When you are ready to verify or edit the withholding information for the voucher, you will select the Withholding link in the header. If you do not see the Withholding link, then your Supplier has not been 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.

The screenshot displays the 'Invoice Information' tab in the PeopleSoft Financials system. Key fields include Business Unit (98000), Invoice No (0917), Accounting Date (09/29/2015), and Invoice Date (09/17/2015). The 'Invoice Total' section shows a Line Total of 1,824.00 and a Total of 1,824.00. A red box highlights the 'Withholding' link in the right-hand navigation menu. Below the invoice details, the 'Invoice Lines' section shows a single line item with a quantity of 1.0000 and a line amount of 1,824.00. A 'Distribution Lines' table is also visible at the bottom of the screen.

Copy Down	Line	Merchandise Amt	Quantity	Account	Fund	Dept	Program	Class	Project	Bud Ref	OpenItem	Budget Date	Finalize	PO Fi
<input type="checkbox"/>	1	1,824.00		1.0000 753100	11920	8750000	13100	11000		2015		12/17/2014	<input type="checkbox"/>	N

Once you select the Withholding link, the system takes you to the Withholding Information page. Much of this information comes from the Supplier. For each voucher line, you can edit the withholding information.

First, if your institution has set up withholding codes, you may select the appropriate code to override the default values. However, this is not necessary. Next, you can select whether the voucher line is withholding applicable or not. The “Withholding Applicable” checkbox indicates that the payment for the voucher line will be included on the 1099 report that is issued for the Supplier. If you deselect this checkbox, the amount on that line will not be included on the 1099 report.

Under Withholding Details, the Entity, Type and Jurisdiction should default to IRS, 1099, and FED, respectively. You can change the Class if needed to match the purpose of the voucher. However, the class must be added to the 1099 Supplier if it is not there. You can use the “Applicable” checkbox to deselect the corresponding Entity/Type/Class combination if needed.

Withholding Information

[Back to Invoice](#)

Business Unit 98000 Invoice Number 0917 VAT Entity
Voucher ID 05304265 Supplier 0000400737 Adams, Melvin Invoice Date 09/17/2015

Withholding Option

Postpone Withholding

Invoice Line Withhold Information Find | View All First 1 of 1 Last

Line	Description	Withholding Code	Withholding Details	Withholding Applicable
1	Consulting Services Service Pe	1 IRS	1099 FED 07	<input checked="" type="checkbox"/>

Once you have finished verifying and editing the Withholding information on the voucher, you can then save it. You will still need to perform the regular processing that must be performed on all vouchers, including budget checking and posting.

Posting Payments from 1099 Vouchers

Payments will need to be posted before 1099 processing takes place. This is normally done as part of the nightly batch process, but if necessary, payments can be manually posted.

To post payments, follow the navigation: **Accounts Payable > Batch Processes > Payment > Payment Posting**. When posting payments, you have different options on what you want to process:

- Post Bank Account
- Post Payment
- Post Payment Method

You should not select “Post All Banks”. You will receive an error message in the event you inadvertently select that option. If you want to select all payments at your institution for posting, select “Post Bank Account.”

Payment Posting Request

Run Control ID Entities_Report Report Manager Process Monitor

Process Request Parameters

Request ID 1
Description Post Payments
*Process Frequency Always Process
***Post Payment Option** Post Bank Account Autopilot Run Control

Post Payment List Personalize | Find | View All | First 1 of 1 Last

SetID	Bank Code	Bank Account	Payment Method	Payment Reference
98000	MBOPR	OPER		

After completing the payment posting process, the accounting entries from these payments are available for General Ledger journal generation.

Chapter 4: Post Withholdings

Now we are going to discuss the process “AP_WTHD,” which is the process to post withholdings. This process combines the voucher and payment information in the withholding transaction tables. The system then uses these tables to generate the Withholding reports. Before running this process, all payments must be posted (see Chapter 3 – Posting Payments from 1099 Vouchers).

To run the post withholding process, follow the navigation:

Suppliers > 1099/Global Withholding > Maintain > Post Withholding.

When running this process, you want to select a post option of “Post by Business Unit.” The actual process name that will be listed on the Process List and in the Process Monitor is “AP_WTHD.”

Withhold Transaction Post

Run Control ID 1099-2015
Report Manager Process Monitor
Run

*Request ID Description

*Process Frequency

*Post Option Post by Business Unit

*Through Date

Business Units		Personalize Find View All	First 1 of 1 Last
Include	*Business Unit	Description	
<input checked="" type="checkbox"/>	<input type="text" value="98000"/>	Board of Regents	+ -

Select Run and then click OK to run the process. Use the Process Monitor to verify that the process runs to success.

Once you have finished running “AP_WTHD,” you can proceed to the next step in processing 1099’s.

Chapter 5: Review 1099 Items

After posting withholdings, there are many tools available to you to review 1099 items. While you may not use all of these review tools, we will discuss how to use each one and what information it provides.

Vouchers by Supplier

You can use the “Vouchers by Supplier” business process to view all of the Supplier withholding transactions by Voucher. For example, imagine that you want to review all vouchers that were marked as “Withholding” for Supplier ‘ABC.’ You could use this review tool to accomplish this.

To review Vouchers by Supplier, follow the navigation:

Suppliers > 1099/Global Withholding > Review > Vouchers by Supplier.

You can search using a variety of criteria, but it is most efficient to search by business unit and Supplier ID.

Once you get to the Vouchers By Supplier page, you may need to adjust the Payment start and end dates. They default to the previous calendar year. After adjusting the dates if needed, simply click the Search button.

Vouchers By Supplier

Supplier

SetID 98000 Supplier ID 0000400737 Adams, Melvin Location MAIN

Payment

Start Date 01/01/2015 [x] End Date 12/31/2015 [x] Search

Withholding Transactions Personalize | Find | View All | [x] [x] First 1-10 of 13 Last

Basic Information More Information

Business Unit	Voucher ID	Invoice Number	Invoice Date	Entity	Type	Jurisdiction
98000	04033180	1218	12/18/2014	IRS	1099	FED
98000	04034526	0220	01/20/2015	IRS	1099	FED
98000	05300435	0401	04/01/2015	IRS	1099	FED
98000	05300440	0319	03/19/2015	IRS	1099	FED
98000	05300659	0415	04/15/2015	IRS	1099	FED
98000	05301579	0508	05/08/2015	IRS	1099	FED
98000	05301580	0518	05/18/2015	IRS	1099	FED
98000	05302397	0528	05/28/2015	IRS	1099	FED
98000	05302937	0715	07/15/2015	IRS	1099	FED
98000	05303536	0812	08/12/2015	IRS	1099	FED

On the Basic Information in the search results, you should see a line for each voucher with 1099 withholding that was paid to that particular Supplier. Included on this tab are the Business Unit, Voucher ID, Invoice Number, Invoice Date, Entity, Type, and Jurisdiction. On the More Information tab, you will also see the Withholding Class, Payment Number, Withholding Basis Amount, and bank information.

Vouchers By Supplier

Supplier
SetID 98000 Supplier ID 0000400737 Adams, Melvin Location: UN

Payment
Start Date 12/31/2014 End Date 12/31/2015 Search

Withholding Transactions Personalize | Find | View All | First | 1-10 of 11 | Last

Basic Information **More Information**

Business Unit	Voucher ID	Invoice Number	Class	Description	Payment Number	Withholding Basis Amount	Withholding Amount	Currency	Bank SetID	Bank Code	Bank Account	Payment Reference	Payment Date
98000	04033180	1218	07	Non-Employee Compensation	1	768.00		USD	98000	NMBOP	OPER	072388	01/08/2015
98000	04034526	0220	07	Non-Employee Compensation	1	1848.00		USD	98000	NMBOP	OPER	072712	03/10/2015
98000	05300435	0401	07	Non-Employee Compensation	1	576.00		USD	98000	NMBOP	OPER	072973	04/21/2015
98000	05300440	0319	07	Non-Employee Compensation	1	1344.00		USD	98000	NMBOP	OPER	072973	04/21/2015
98000	05300659	0415	07	Non-Employee Compensation	1	716.00		USD	98000	NMBOP	OPER	073030	04/28/2015
98000	05301579	0508	07	Non-Employee Compensation	1	960.00		USD	98000	NMBOP	OPER	073263	06/08/2015
98000	05301580	0518	07	Non-Employee Compensation	1	1248.00		USD	98000	NMBOP	OPER	073263	06/08/2015
98000	05302397	0528	07	Non-Employee Compensation	1	1824.00		USD	98000	NMBOP	OPER	073494	07/22/2015
98000	05302937	0715	07	Non-Employee Compensation	1	864.00		USD	98000	NMBOP	OPER	073611	08/10/2015
98000	05303536	0812	07	Non-Employee Compensation	1	1344.00		USD	98000	NMBOP	OPER	073805	09/01/2015

Save Return to Search Notify

If there are withholding transactions that are missing, you will need to make some adjustments. In addition, if there is a transaction listed that was not supposed to be a withholding transaction, you will need to adjust that as well. Adjustments are covered in the next chapter.

Withholding Payments

Another review page you can use is the “Withhold Payment Inquiry” page. This page enables you to review all payments and associated vouchers made to withholding entities by Supplier. Unlike using the Vouchers by Supplier review, the Withholding Payments review allows you to search for a range of Suppliers at one time.

To review Withholding Payments, follow the navigation:

Suppliers > 1099/Global Withholding > Review > Withhold Payment.

On the Search page, you can search for a range of Suppliers by Supplier ID or Supplier Name. In addition, you must include the range of payment dates.

Withhold Payment Inquiry

Search

*Supplier SetID: 98000
From Supplier ID: 0000400737
To Supplier ID: 0000400737
From Date: 01/01/2015
To Date: 12/31/2015

Search Reset Criteria

Payment Details Find | View All First 1 of 9 Last

SetID: 98000 Supplier ID: 0000400737 Adams, Melvin
Pay Method: System Check Payment Ref: 072388
Payment Amount: 768.00 USD Supplier Liability Amount Paid: 768.00 USD

Withholding Details Personalize | Find | View All First 1 of 1 Last

Business Unit	Voucher ID	Payment Count	Withholding Entity	Withholding Type	Withholding Jurisdiction	Withholding Class	Withholding Rule	Payment Type	Gross Payment Amount	Withholding Basis Amount	Withhold Liability	Currency
1 98000	04033180	1	IRS	1099	FED	07	RULE0	Regular payment	768.00	768.00		USD

Notify

In the Payment Details section, you will see one row for each payment. The information listed includes the Payment Method, Reference and Amount, voucher number, and remittance information. In order to see additional rows, simply use the page forward button.

Supplier Balance by Class

Another review tool is reviewing 1099 Supplier Balances by Class. This allows you to review Supplier total withholding transactions by class over a specified period of time. Based on the payment start and end dates, the system will total the payments per Withholding Class for the Supplier selected. Remember, withholding class indicates the reason for 1099 withholding, such as “Non-Employee Compensation”.

To review Supplier Balances by Class, follow the navigation:

Suppliers > 1099/Global Withholding > Review > Supplier Balance by Class.

On the search page, it is easiest to search by SetID and Supplier ID. For results to be populated in this review, you must have already run the Post Withholding process.

Supplier Balance

SetID 98000 Supplier 0000400737 Adams, Melvin Location MAIN

Payment

Start Date 01/01/2015 End Date 12/31/2015

Business Units Find | View All First 1 of 1 Last

Business Unit 98000 Board of Regents

Withholding Balances Personalize | Find | View All | First 1 of 1 Last

Entity	Type	Jurisdiction	Class	Description	Basis Amt	Liability Amt	Paid Amount	Currency
IRS	1099	FED	07	Non-Employee Compensation	15,440.00	0.00	0.00	USD

Year-Round Queries

There are four queries that you can run throughout the year to help you keep track of your 1099's. They are:

- BOR_AP_1099_PMTS
- BOR_AP_1099_JE
- BOR_AP_1099_NONRPT_CONSISTENT
- BOR_AP_1099_MISMATCHED

BOR AP 1099 PMTS

You can use the BOR_AP_1099_PMTS query for a list of all 1099 Reportable payments. This query lists all payments where both the Supplier and Voucher have been marked as "Reportable." The results include the Supplier, Voucher, and Payment IDs. When running this query, you should run it for both your primary and "B" Business Units.

For Institutions that utilize SHARE suppliers, those suppliers will return in the query results for the BOR_AP_1099_PMTS query.

To run the BOR_AP_1099_PMTS query, follow the navigation: **Reporting Tools > Query > Query Viewer**.

In the "Search by" field, enter "**BOR_AP_1099_PMTS**" and then press the Search button. You can choose to run this query to either HTML or to MS Excel. Both formats will open in a new window.

To run the query, enter the following parameters: Start Date, End Date, and Business Unit.

BOR_AP_1099_PMTS - BOR 1099 Payments

Start Date: 01/01/2015
End Date: 12/31/2015
Business Unit: 98000

Download results in: Excel Spreadsheet CSV Text File XML File (254 kb)

View All

ID Num	Name	Class	Supplier	Location	Class	Date	Reference	Voucher	Line	Distribution L	Descr	Account	Amount	Supplier WTHD	Voucher WTHD	Gross Amt
1 010665790	Council of State Historical Records Coord	F	0000400845	MAIN	07	07/30/2015	073558	05302677	1	1	Membership Dues	727130	2500.000	Y	Y	2500.000
2 013527403	Ernest Battinelli	S	0000005875	MAIN	07	06/12/2015	073339	05301825	1	1	Lunch and Learn	241100	455.000	Y	Y	910.000
3 013527403	Ernest Battinelli	S	0000005875	MAIN	07	06/12/2015	073339	05301825	1	2	Lunch and Learn	241100	455.000	Y	Y	910.000
4 013527403	Ernest Battinelli	S	0000005875	MAIN	07	06/12/2015	073339	05301826	1	1	ITS Annual Tailgate	241100	975.000	Y	Y	975.000
5 014385071	Kanter, Martha J.	S	0000400956	MAIN	07	02/11/2015	072614	04033919	1	1	Honorarium	751108	1500.000	Y	Y	1500.000
6 043433729	Muzak LLC	F	0000400567	MAIN	07	02/04/2015	072587	04033814	1	1	Music subscription 1/1-3/31/1	727120	173.160	Y	Y	173.160
7 043433729	Muzak LLC	F	0000400567	MAIN	07	04/23/2015	073017	05300546	1	1	Subscription	727120	181.380	Y	Y	181.380
8 043433729	Muzak LLC	F	0000400567	MAIN	07	08/10/2015	073629	05302945	1	1	Services	727120	181.380	Y	Y	181.380
9 043433729	Muzak LLC	F	0000400567	MAIN	07	10/15/2015	074079	05304581	1	1	Muzak - On Hold Annual	727120	181.380	Y	Y	181.380
10 045824397	Lang, Martin George	S	0000401116	MAIN	07	10/01/2015	074035	05304314	1	1	Air Travel-Non Employee	651130	131.760	Y	Y	131.760
11 049728404	Carey, Kevin	S	0000400953	MAIN	07	03/12/2015	072770	04034466	1	1	Invent the Beyond Honorarium	751108	1500.000	Y	Y	1500.000
12 061443223	Professional Media Group LLC	F	0000401003	MAIN	07	06/10/2015	073323	05300869	1	1	registration	727110	449.000	Y	Y	449.000

BOR AP 1099 JE

Since 1099’s 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 1099 Reporting. You can use 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.

To run the BOR_AP_1099_JE query, follow the navigation: **Reporting Tools > Query > Query Viewer**. In the “Search by” field, enter “BOR_AP_1099_JE” and then press the Search button. You can choose to run this query to either HTML or to MS Excel. Both formats will open in a new window.

To run the query, enter the following parameters: Calendar Year and Business Unit.

Unit	Typical WH CD	Account	Fund	Dept	Program	Class	Project	Budget Period	Amount	Journal ID	Line #	Line Descr	Descr
1	98000 01	748100	10000	5002000	16100	11000			97125.000	0000150877	1	Real Estate Rentals	Rental for SSC - April, May, J
2	98000 01	719200	10000	1715000	16100	11000			2423.520	0000155440	1	Operating Lease Payments	Correcting entry to move expen
3	98000 01	719200	10000	1723000	16100	11000			-2423.520	0000155440	2	Operating Lease Payments	Correcting entry to move expen
4	98000 01	748100	21930	9010040	13100	61000	98125		27806.250	0000165279	1	Real Estate Rentals	GPLS Expense for GLASS Invoice
5	98000 01	719100	14000	7133001	14400	41500			638.790	0000190390	15	Dunmar Exhibit Services	PCard Purchases - Shackelford
6	98000 01	748100	10000	7117000	16400	11000			1717.200	0000190763	4	Real Estate Rentals	To reclassify expenses from Da
7	98000 01	748100	11920	8750000	13100	11000			-2707800.000	0000199296	1	Real Estate Rentals	Move capital lease obligation
8	98000 01	748100	10000	5002000	16100	11000			-97125.000	0000199296	5	Real Estate Rentals	Move capital lease obligation
9	98000 01	748100	21930	9010040	13100	61000	98125		27806.250	0000205211	1	Inv #01-16-472-01	To record payment of GLASS inv
10	98000 01	719100	11920	8750000	13100	11000			350.000	0000215676	2	Georgia COMO	PCard Purchases - Engstrand -
11	98000 01	719100	21930	9010040	13100	61000	98125		450.000	0000216108	18	CVIOG	PCard Purchases - Arrington -
12	98000 01	719100	21930	9010090	13100	61000	98125		350.000	0000216108	26	Rents- Non-Real Estate	PCard Purchases - Arrington -
13	98000 01	748100	21930	9010040	13100	61000	98125		27806.250	0000153297	1	Real Estate Rentals	GPLS Expense for Records Stora
14	98000 07	751110	11920	1583000	14300	11000			-5400.000	0000153010	3	Other Per Diems	Reclassify funds from GA Tech
15	98000 07	751103	10000	7334000	16400	11000			16861.330	0000156054	1	Consultant	To transfer expense to the cor

From the results of this query, you will then determine if any of these items need to be reflected in 1099 reporting. If they do, you will need to adjust the withholding manually. See the *Manual Adjustments* section of this manual.

BOR AP 1099 NONRPT CONSISTENT

In order for a transaction to be included in 1099 reporting, both the Supplier and Voucher must be marked as “Withholding”. The BOR_AP_1099_NONRPT_CONSISTENT query provides a list of transactions that are charged to typically reportable accounts (719xxx, 7278xx, 7481xx, and 751xxx) and will not be 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.

To run the BOR_AP_1099_NONRPT_CONSISTENT query, follow the navigation:

Reporting Tools > Query > Query Viewer.

In the “Search by” field, enter “BOR_AP_1099_NONRPT_CONSISTENT” and then press the Search button. You can choose to run this query to either HTML or to MS Excel. Both formats will open in a new window.

To run the query, enter the following parameters:

- From Date
- To Date
- Business Unit

BOR AP 1099 NONRPT CONSISTENT - Not 1099 Rptd but Consistent

From Date: 01/01/2015
To Date: 12/31/2015
Business Unit: 990000

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (339 kb)

View All First 1-100 of 673 Last

Unit	TIN	Supplier ID	Name	Location	Cl #	Voucher	Voucher Gross Amount	Line	Merchandise Amt	Account	Expected Wh Code	Description	Supplier Class	Supplier WH?	Vchr WH?	\$0 Voucher?
1	98000	042106173	0000401020	The Carroll Center for the Blind Inc	MAIN	073301 05301631	1500.000	1	1500.000	751103 07		consulting services	F	N	N	N
2	98000	061467923	0000400651	Truven Health Analytics Inc	MAIN	072869 05300021	57500.010	1	57500.010	751103 07		consulting/provider services	F	N	N	N
3	98000	061467923	0000400651	Truven Health Analytics Inc	MAIN	073135 05301026	10000.000	1	10000.000	751110 07		implementation	F	N	N	N
4	98000	061467923	0000400651	Truven Health Analytics Inc	MAIN	073238 05301421	57500.010	1	57500.010	751103 07		PROVIDER SERVICES	F	N	N	N
5	98000	061467923	0000400651	Truven Health Analytics Inc	MAIN	015244 05304258	60375.000	1	60375.000	751103 07		Consulting	F	N	N	N
6	98000	061467923	0000400651	Truven Health Analytics Inc	MAIN	015298 05304443	60375.000	1	60375.000	751103 07		Consulting Services	F	N	N	N
7	98000	061609717	0000007211	Calhoun, Maurice	MAIN	073369 05301925	400.000	1	400.000	751109 07		Consulting Services Service Pe	S	Y	N	N
8	98000	061609717	0000007211	Calhoun, Maurice	MAIN	073369 05301991	1300.000	1	1300.000	751109 07		Consulting Services Service Pe	S	Y	N	N
9	98000	061609717	0000007211	Calhoun, Maurice	MAIN	073616 05302919	200.000	1	200.000	751109 07		Consulting Services Service Pe	S	Y	N	N
10	98000	061609717	0000007211	Calhoun, Maurice	MAIN	073834 05303547	700.000	1	700.000	751109 07		Consulting Services Service Pe	S	Y	N	N
11	98000	061609717	0000007211	Calhoun, Maurice	MAIN	074023 05304312	1575.000	1	1575.000	751109 07		Consulting Services Service Pe	S	Y	N	N

In the query results, the transactions that appear will not be reported unless both the Supplier and Vouchers are marked as Withholding. As you review the query results, you will need to determine if any of these items need to be reflected in 1099 reporting. If they do, you will need to adjust the withholding using either Supplier or Voucher Line Updates.

BOR AP 1099 MISMATCHED

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.

To run the BOR_AP_1099_MISMATCHED query, follow the navigation: **Reporting Tools > Query > Query Viewer.**

In the “Search by” field, enter “BOR_AP_1099_MISMATCHED” and then press the Search button. You can choose to run this query to either HTML or to MS Excel. Both formats will open in a new window.

To run the query, enter the following parameters:

- Business Unit
- From Date
- To Date

BOR_AP_1099_MISMATCHED - 1099 Mismatched Transactions

Business Unit: 98000 [Q]
 From Date: 01/01/2015 [B]
 To Date: 12/31/2015 [B]

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (117 kb)

View All First 1-100 of 235 Last

Unit	TIN	Supplier ID	Name	Location	Ck #	Voucher	Voucher Gross Amount	Line	Merchandise Amt	Account	Description	Supplier Class	Supplier WH?	Vchr WH?	\$0 Voucher?	
1	98000	051609717	0000007211	Calhoun, Maurice	MAIN	072514	04033507	400.000	1	400.000	753100	Consulting Services Service Pe	S	Y	N	N
2	98000	051609717	0000007211	Calhoun, Maurice	MAIN	072663	04034251	1100.000	1	1100.000	753100	Consulting Services Service Pe	S	Y	N	N
3	98000	051609717	0000007211	Calhoun, Maurice	MAIN	073053	05300758	700.000	1	700.000	753100	Consulting Services Service Pe	S	Y	N	N
4	98000	051609717	0000007211	Calhoun, Maurice	MAIN	073369	05301925	400.000	1	400.000	751109	Consulting Services Service Pe	S	Y	N	N
5	98000	051609717	0000007211	Calhoun, Maurice	MAIN	073369	05301991	1300.000	1	1300.000	751109	Consulting Services Service Pe	S	Y	N	N
6	98000	051609717	0000007211	Calhoun, Maurice	MAIN	073616	05302919	200.000	1	200.000	751109	Consulting Services Service Pe	S	Y	N	N
7	98000	051609717	0000007211	Calhoun, Maurice	MAIN	073834	05303547	700.000	1	700.000	751109	Consulting Services Service Pe	S	Y	N	N
8	98000	051609717	0000007211	Calhoun, Maurice	MAIN	074023	05304312	1575.000	1	1575.000	751109	Consulting Services Service Pe	S	Y	N	N
9	98000	086882228	0000400946	Awe, Jacqueline	MAIN	072513	04033570	125.000	1	125.000	651170	USG Enrollment Mgmt Symposium	S	Y	N	N
10	98000	086882228	0000400946	Awe, Jacqueline	MAIN	072513	04033570	125.000	1	125.000	651140	USG Enrollment Mgmt Symposium	S	Y	N	N
11	98000	101424558	0000007244	St. John, Leslie A	MAIN	072647	04034140	269.200	1	269.200	651130	TRAVEL-EVERGREEN COMMUNITY MEM	S	Y	N	N
12	98000	101424558	0000007244	St. John, Leslie A	MAIN	072647	04034140	269.200	1	269.200	651140	TRAVEL-EVERGREEN COMMUNITY MEM	S	Y	N	N

In the query results, the transactions that appear will not be reported unless both the Supplier and Vouchers are marked as Withholding. As you review the query results, you will need to determine if any of these items need to be reflected in 1099 reporting. If they do, you will need to adjust the withholding using either the Supplier or Voucher Line Update.

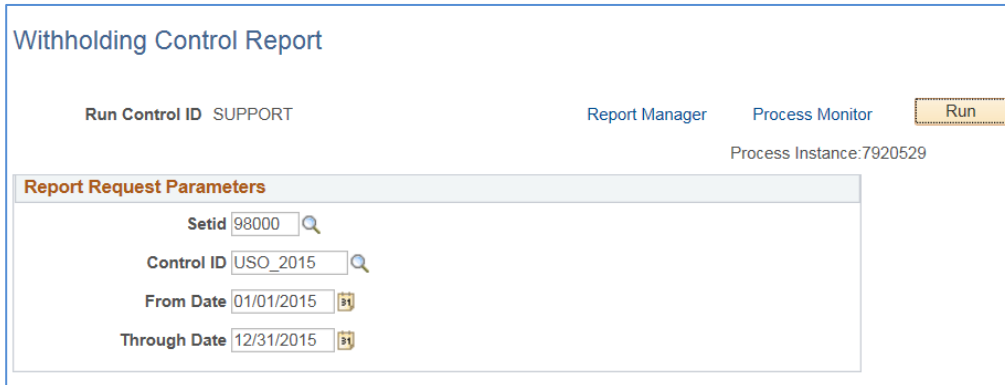
Withholding Balances Control Report

The Withholding Control Report is an optional report that lists detailed information for each Supplier with withholding activity.

To run the Withholding Balances Control Report, follow the navigation:

Suppliers > 1099/Global Withholding > General Reports > Withhold Control Report.

The parameters for this report include your SetID, Control ID, and the From/To Dates. Remember, your Control ID should have been set up at the beginning of your 1099 Processing and should include your institution and reporting year (e.g., CSU_2016).



Withholding Control Report

Run Control ID SUPPORT Report Manager Process Monitor Run

Process Instance:7920529

Report Request Parameters

Setid 98000

Control ID USO_2015

From Date 01/01/2015

Through Date 12/31/2015

Select Run and then click OK to run the process. Use the Process Monitor to verify that the process runs to success. Locate this report in the Report Manager.

The report will list the Withholding Suppliers that have Withholding amounts during the time frame specified in the parameters. The report lists the amounts according to Class.

BOR AP 1099 ADJUST

The BOR_AP_1099_ADJUST query can be run as needed. It lists all manual adjustments entered for the selected calendar year. When you begin making adjustments for the current 1099 processing year, we recommend that you run this query before and after making the adjustments so that you can compare the results and verify that adjustments were made correctly.

To run the BOR_AP_1099_ADJUST query, follow the navigation: **Reporting Tools > Query > Query Viewer**.

In the “Search by” field, enter “**BOR_AP_1099_ADJUST**” and then press the Search button. You can choose to run this query to either HTML or to MS Excel. Both formats will open in a new window.

To run the query, you will need to input the Calendar year you want to view the adjustments for. In the query results, you will see the TIN, Supplier ID, and Supplier Name along with the Payment Number, 1099 Amount, Adjustment Date, Withholding Class, and the Date the adjustment was posted.

BOR_AP_1099_ADJUST - 1099 Manual Balance Adjusts

Calendar Year: 2015
 Business Unit: 53000
[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(1 kb\)](#)

View All First 1-2 of 2 Last

Unit	Tax ID	Supplier	Location	Name	Payment	1099 AMT	Holdback Liability - 5/8 \$0	Holdback Amt - 5/8 \$0	Date	Class	Posted
1	53000	0000004528	MAIN	C2C Interpreting, LLC	0000156004	480.000	0.000	0.000	04/09/2015	07	01/06/2016
2	53000	0000006663	MAIN	G&G Sales and Service, LLC	0000004118	1900.000	0.000	0.000	12/31/2015	07	12/31/2015

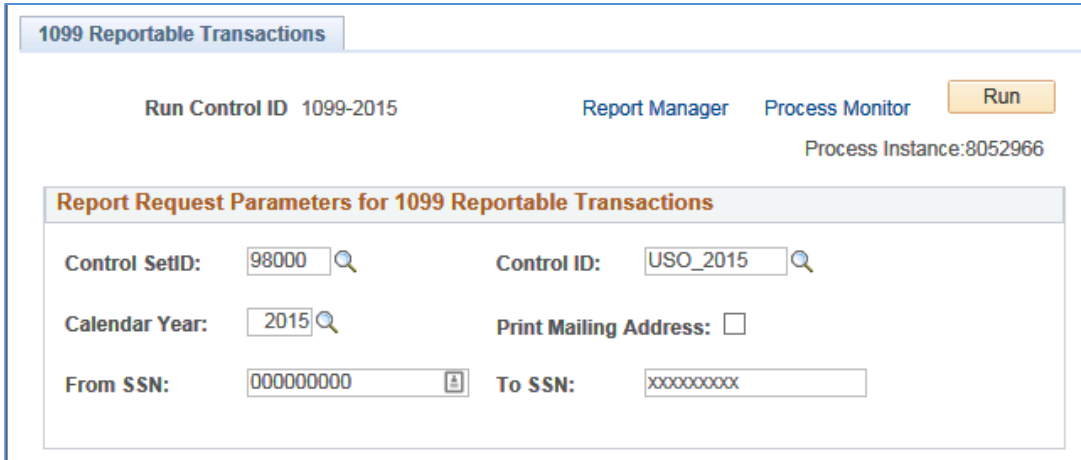
BORRY010 1099 Reportable Transactions Report

The 1099 Reportable Transactions Report is known as the BORRY010. You can run this report to show all 1099 reportable transactions, including adjustments. When running this report, the data available are dependent on when you run the report. Until you run the processes “Withhold 1099 Report Post” and “Withhold 1099 Report,” not all columns on the report will be populated. Only the “Amount,” “Amt Under Minimum,” and “Calculated Reportable Amount” columns will be populated. The “Reported Amount” and “Difference” columns will not be populated until the other processes are run.

To run the BORRY010 report, follow the navigation:

BOR Menus > BOR Accounts Payable > BOR AP Reports > 1099 Reportable Transactions.

The report parameters have been updated to include Control SetID, Control ID and Calendar Year. You can specify a range of Social Security Numbers if you wish. To run the report on all Social Security Numbers, leave those fields blank. You can choose to print the mailing addresses of the Suppliers on the report as well, if needed.



The screenshot shows the '1099 Reportable Transactions' report parameter form. At the top, it displays 'Run Control ID 1099-2015' and navigation links for 'Report Manager' and 'Process Monitor'. A 'Run' button is present, and the 'Process Instance' is noted as 8052966. The main section, titled 'Report Request Parameters for 1099 Reportable Transactions', contains the following fields:

- Control SetID:** 98000
- Control ID:** USO_2015
- Calendar Year:** 2015
- Print Mailing Address:**
- From SSN:** 000000000
- To SSN:** xxxxxxxxxxx

Select Run, and then OK to run the process. Use the Process Monitor to verify that the process runs to success. Locate this report in the Process Monitor.

The completed report will list each reportable Supplier, along with their TIN and Supplier ID. For each Supplier, a list of the payments and vouchers marked as withholding are displayed, along with their amounts, and subtotaled by Withholding Class. The Minimum Amount to report is set according to Withholding Class and are:

- 01 – Rents: \$600
- 02 – Royalties: \$10
- 03 – Prizes, Awards, etc.: \$600
- 04 – Federal Income Tax Withheld: \$0.00
- 05 – Fishing Boat Proceeds: \$0.00
- 06 – Medical and Health Care Payments: \$600
- 07 – Non-Employee Compensation: \$600
- 08 – Substitute Payments: \$10
- 10 – Crop Insurance Proceeds: \$600
- 13 – Excess Golden Parachute Payments: \$0.00
- 14 – Gross Attorney Proceeds: \$0.00
- 42 – Nonresident Alien Withholding \$0.00

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

Please note: If your Institution plans on processing 1099's for B Business Units, PeopleSoft will process these separately from your other transactions. For example, if you have a voucher for Business Unit 53000 for supplier 0000000001 (SSN 123456789) for \$500 that is withholding applicable to class 07 and you have another voucher in the same calendar year for Business Unit 5300B to supplier 0000000002 (SSN 123456789) for \$500 that is also withholding applicable to class 07, both of these vouchers will show up on your BORRY010 report as non-withholding applicable since they do not meet the \$600 threshold for withholding class 07. You will need to determine whether these voucher payments should be combined, a decision that will determine what is reported to the IRS, as well as whether this supplier receives a Copy B from your Institution.

Helpful Tip: If you have a payment that is not included on the 1099 Reportable Transactions report and you believe that it should be, 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 payment will not be picked up.

1099 REPORTABLE TRANSACTIONS
 BOARD OF REGENTS-University System of GA

Report ID: B0RRY010 Page No. 1
 Business Unit: BOARD OF REGENTS-University System of GA Run Date 12/03/2015
 From SSN: 000000000 To SSN: 555555555 For Calendar Year: 2015 Print Address: N Run Time 01:35:47

1099 SSN MS Supplier ID Name BU RI? CK/Pmt Voucher ? Account WH Amount Amt Under Minimum Calculated Reportable Amt Reported Amount Difference

Sup. SSN	MS Supplier ID	Name	BU	RI?	CK/Pmt Voucher	? Account	WH	Amount	Amt Under Minimum	Calculated Reportable Amt	Reported Amount	Difference
90	0000400845	Council of State Historical Records Coor										
90	98000	RI	072101	04032114		727110	07	-175.00				
	98000	RI	073558	05302677		727130	07	2,500.00				
	0000400845	CL 07 Non-Employee Compensation						2,325.00	0.00	2,325.00	2,325.00	0.00
03	000005875	Ernest Battinelli										
03	98000	RI	073339	05301826		241100	07	975.00				
	98000	RI	073339	05301825		241100	07	455.00				
	98000	RI	073339	05301825		241100	07	455.00				
	000005875	CL 07 Non-Employee Compensation						1,885.00	0.00	1,885.00	1,885.00	0.00
71	0000400956	Kanter, Martha J.										
71	98000	RI	072614	04033919		751108	07	1,500.00				
	0000400956	CL 07 Non-Employee Compensation						1,500.00	0.00	1,500.00	1,500.00	0.00
29	0000400567	Muzak LLC										
29	98000	RI	072587	04033814		727120	07	173.16				
	98000	RI	073017	05300546		727120	07	181.38				
	98000	RI	073629	05302845		727120	07	181.38				
	98000	RI	074079	05304581		727120	07	181.38				
	0000400567	CL 07 Non-Employee Compensation						717.30	0.00	717.30	717.30	0.00
97	0000401116	Lang, Martin George										
	98000	RI	074035	05304314		651130	07	131.76				
	0000401116	CL 07 Non-Employee Compensation						131.76	131.76	0.00	0.00	0.00
04	0000400953	Carey, Kevin										
04	98000	RI	072770	04034466		751108	07	1,500.00				

Report ID: B0RRY010 Date: 12/03/2015 @ 13:35:51 DB=SCITEST Version#: 5.10 Page: 1

In the next chapter, you will learn the various ways to make adjustments.

Chapter 6: Corrections and Adjustments of 1099 Items

After completing a review of the 1099 items, you may find that some items need to be adjusted. As we mentioned in the previous chapter, in order 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 adjustments. You can adjust Withholding manually or through Withholding Supplier Update or Withholding Invoice Line Update. Before making any manual adjustments, it is a good idea to run the BOR_AP_1099_ADJUST query to use as a comparison tool after you finish making updates.

Withholding Supplier Update

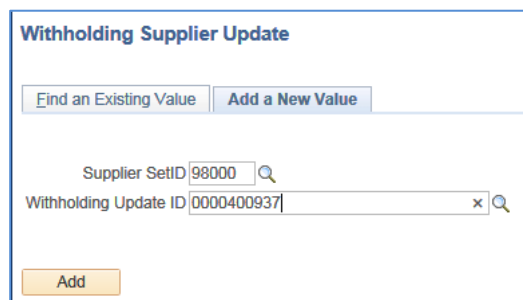
The Withholding Supplier Update process is used to change Withholding applicability, entity, type, jurisdiction, and/or class. When you use this type of update, the system will apply the update to all vouchers for that particular Supplier. After completing the update, you must run the Withholding Update Process.

An example of using this type of update is to change the Withholding class on a Supplier. Imagine that when you originally set up the Supplier in the system, you only applied the Withholding Class of 02, which is Royalties, when they should have class 07 applied, which is Non-Employee Compensation. To correct this situation, you would first make sure this class is listed under this Supplier (see page 18), and then use the following Update Procedure.

To perform Withholding Supplier Update, follow the navigation:

Suppliers > 1099/Global Withholding > Maintain > Update Supplier Withholdings.

You will need to enter the Supplier SetID and a Withholding Update ID.



NOTE: When adding a new Withholding Supplier Update, the Withholding Update ID, similar to a run control, can be any character string of your choice. Once you click Add you will be taken to the Withholding Supplier Update page where you can add updates for multiple supplies. We recommend that you use the Supplier ID as the Withholding Update ID and then only update one supplier per Update ID. This Update ID can be saved and edited at any time before the Withholding Update Process is run. Once the Withholding Update has been run, the Withholding Update ID will be locked and cannot be edited further. If you need to make another update to this Supplier, then

use the Supplier ID, along with an additional number, to create a unique Withholding Update ID (for instance 0000400937-2).

On the Withholding Supplier Update page, you will need to enter or verify your SetID and the Tax Reporting Year's Start and End Dates.

Please note: For institutions that use Share Suppliers, enter SHARE in the Supplier SetID field. In the Business Unit field, enter your Business Unit number (e.g., 53000).

In the Details section, you enter the Supplier ID that needs adjusting. You will also need to select that Supplier's location. Remember, when we originally set up Suppliers in the system, their 1099 Withholding information is housed under their Location. After choosing the Supplier's location, you should see whether or not the Supplier is currently set up as a withholding Supplier. First, enter your business unit. Then, proceed to the New Withhold Details tab to update the information.

Please note: If there is a need to update a Supplier's location and/or address for 1099's, make sure that the updates made in PeopleSoft are effective dated with a 2017 date (12/31/2017) or before.

Withholding Supplier Update

Withholding Update ID

Withholding Update ID 1099_VND_UPD

Supplier Selection

*Supplier SetID

Tax Reporting Year

*Start Date *End Date

Details Personalize | Find | View All | |

Supplier New Withhold Details First 1 of 1 Last

*Supplier ID	Location	Business Unit	Current Withhold
1 0000007338	MAIN	98000	Y


On the New Withhold Details tab, you will enter the actual updated information for the Supplier. You can change whether the Supplier is withholding or not. You can also update the Withholding class. To update additional Suppliers, insert a new row and complete the same steps. When finished adding all Suppliers to be updated, save the page.

Withholding Supplier Update



Withholding Update ID



Withholding Update ID 1099_VND_UPD

Supplier Selection

*Supplier SetID 

Tax Reporting Year

*Start Date  *End Date 

Details Personalize | Find | View All |  

Supplier New Withhold Details

*Supplier ID	Location	New Withhold	Entity	Criteria
1 0000007338	MAIN	N	IRS	Database Updated

Withholding Invoice Line Update

The Withholding Invoice Line Update process can be used to update withholding information for a withholding Supplier at an invoice line level. In other words, if you only need to change a particular voucher or voucher line, you can do so. You can change the withholding applicability, entity, type, and jurisdiction per voucher line. Just like the Withholding Supplier Update, when you are finished, you will need to run the Withholding Update Process.

To perform Withholding Invoice Line Update, follow the navigation:

Suppliers > 1099/Global Withholding > Maintain > Update Voucher Line Withholding.

To complete the process, you can search by SetID and Supplier ID.

Please note: For institutions that use Share Suppliers, enter SHARE in the Supplier SetID field. In the Business Unit field, enter your Business Unit number (e.g., 53000).

On the Withholding Invoice Line Update page, there are four group boxes along the top above the Details section. The first group box is a summary of the Supplier you plan to update. The second group box is for Criteria. Here, you are going to enter your Business Unit and the Beginning and Ending Dates of the 1099 reporting year. Once you hit Search in this group box, all vouchers entered for this Supplier during the same reporting year will be listed in the Details section.

You can use the Defaults group box if you are updating many lines to withholding (**Set All Lines to Wthd**) or not withholding (**Set All Lines to No Wthd**). You can enter the withholding class combination you want to apply to your updated voucher lines. And in the Tax Reporting Year group box, enter the beginning and ending dates of the tax reporting year. The selection “Clear Updated Withholding” in the Criteria group box can be used to delete completed update requests from the staging table upon save.

Withholding Invoice Line Update

Vendor

Supplier SetID 71000 Supplier Name REGAL ENTERTAINMENT GROUP

Supplier ID 0000405465 Location MAIN Withholding Y

Criteria

*Business Unit *From Date

Clear Updated Withholding *To Date

Defaults

Withhold Entity Withhold Type

Jurisdiction Class

Tax Reporting Year

*Start Date *End Date

Details Personalize | Find | View All | | First 1 of 1 Last

Current Withhold Details New Withhold Details

Current Withhold	New Withhold	Entity	Type	Jurisdiction	Class	Business Unit	Voucher	Line	Invoice	Payment Date	Merchandise Amt
1	<input checked="" type="checkbox"/>	N	IRS	1099	FED	07	71000	05311817	1 2015120315879A	03/23/2016	750.000

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,” you can set the new Withholding status. If you change a line from Withholding to No Withholding, you will see the Type, Jurisdiction, and Class fields empty. Make sure that you enter the information for Type, Jurisdiction and Class even if changing the Withholding from Yes to No. If you don’t enter this information, then the database will not be updated. After saving the page, you can go to the New Withhold Details tab to show what the new withholding status is, as well as the status of the update. The status of the update will show “Pending” until the Withholding Update Process is run.

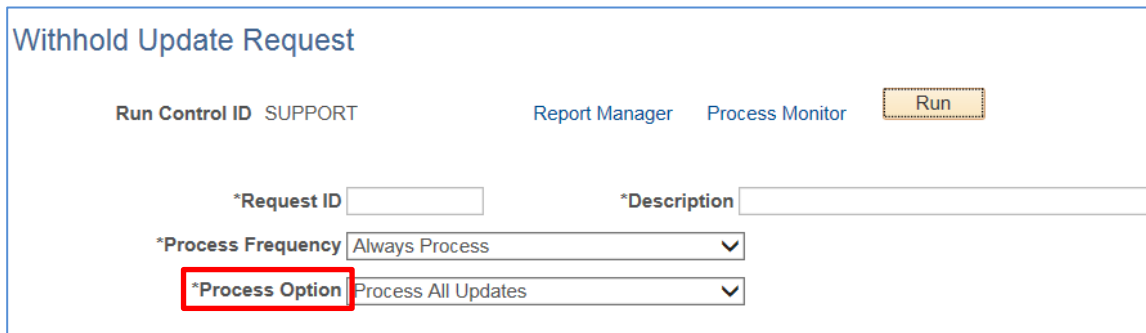
Running Withholding Update Process

The Update Withholdings process must be 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 that you adjusted and updates the underlying voucher tables as well.

To run the Withholding Update process, follow the navigation:

Suppliers > 1099/Global Withholding > Maintain > Update Withholdings.

On the Withhold Update Request page, select the appropriate **Process Option**.



After the process completes successfully, you can return to the Update Supplier Withholdings or Update Supplier Line Withholdings pages to confirm that the updates were processed. On the New Withhold Details tab for both pages, the Criteria should show “Updated” for those items you changed.

Please note: *This process may take several minutes to run. Beginning with PeopleSoft 9.2, you can no longer select Business Unit on the run control page. When this process runs, it will process updates for all business units. (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 you run a second instance while the first one is running, the second process will show a status of ‘blocked’ in the process monitor. Once the first instance has completed, the next one should begin processing. Although you can run Withhold Update Request manually if needed, we recommend that you allow the scheduled instances to process to your updates. This will help prevent multiple instances from running, an issue that may adversely affect performance.*

Manual Adjustments (Adjusting Withholding)

You can adjust withholding manually if necessary. This process is for manually adjusting posted withholding transactions by Supplier or adding withholding entries from a legacy or third-party system. Manual adjustments are needed if the transaction to be adjusted was entered via a journal entry.

Whenever possible, we advise you to make your adjustments through “Withholding Supplier Update” or “Withholding Invoice Line Update.” These types of adjustments update the underlying Withholding tables, unlike the manual adjustments.

To adjust withholding manually, follow the navigation:

Suppliers > 1099/Global Withholding > Maintain > Adjust Withholding.

You will make manual adjustments for specific Suppliers when needed. On the Search page, you can search for a range of Suppliers by Supplier SetID, Supplier ID, or Supplier Location.

Then, you will search for any adjustments previously made. To do this, enter the following in the Search Criteria:

- Business Unit
- Entity = IRS
- Type = 1099
- Jurisdiction = FED
- Start Date and End Date = beginning and ending of 1099 reporting year

Please note: For institutions that use Share Suppliers, enter SHARE in the Supplier SetID field. In the Business Unit field, enter your Business Unit number (e.g., 53000).

After hitting the Search button, any adjustments already made will be listed. If there are none, you can begin entering adjustments on line 1. If adjustments are retrieved in the Search results, you want to make sure that there is no existing line for the 1099 Class/Code combination. If lines do exist with the same Class/code combination, you will want to modify the existing line by the amount of the necessary adjustment rather than inserting a new adjustment line.

For example, imagine that an adjustment already exists for this Supplier with Class “07”. If you need to make an adjustment for this Supplier with the same Class, you should modify the existing line instead of adding a new one. You can do this manually by following the instructions above.

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

- Business Unit
- Entity = IRS
- Type = 1099
- Jurisdiction = FED
- Class

- Rule

The screenshot shows the 'Withhold Adjustments' form. At the top, it displays '98000 Supplier 0000001357 MAIN Dlt Solutions LLC'. Below this is the 'Search Criteria' section with fields for Business Unit (98000), Entity (IRS), Jurisdiction (FED), Type (1099), and End Date (12/31/2015). A 'Search' button is highlighted with a red box. The 'Adjustments' section has tabs for 'Main Information', 'Transaction Info', 'Payment Information', and 'Adjustment Reason'. The 'Main Information' tab is selected and highlighted with a red box. Below the tabs is a table with columns: Short Name, *Business Unit, *Entity, *Type, *Jurisdiction, *Class, and *Rule. The first row contains: Legacy, 21000, IRS, 1099, FED, 07, RULE0.

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

The screenshot shows the 'Withhold Adjustments' form with the 'Transaction Info' tab selected and highlighted with a red box. The search criteria are the same as in the previous screenshot. The 'Adjustments' section shows the 'Transaction Info' tab. Below the tabs is a table with columns: Basis Amt, Liability Amt, Paid Amount, Payment Date, and Declaration Date. The first row contains: 0.000, 0.000, 0.000, 12/31/2015, 12/31/2015.

The Liability Amount displays the amount of backup withholding that is retained to remit to the withholding entity. And the Paid Amount displays the amount of the withholding liability that has been paid to the withholding entity. **These two fields should always be zero**, since the GeorgiaFIRST model is not currently using actual withholding from 1099 payments.

For Payment Date, all adjustments should have a Payment date of December 31st of the 1099 reporting year. In addition, the Declaration Date displays the date on which the withholding is declared and is used for withholding entities who use a date other than payment date (accounting date for example) to report withholding transactions. Since we use Payment Date, it should be the same date that we entered for Payment Date, which is December 31st of the 1099 reporting year.

On the Adjustment Reason tab, there is space available for you to indicate why the adjustment was made. The Creation Date is the date you are entering the adjustment, and the User ID is the person making the adjustment. For the Description, you should include a reference as to why the adjustment was made.

The screenshot shows the 'Withhold Adjustments' page. At the top, it displays '98000 Supplier 0000001357 MAIN Dlt Solutions LLC'. Below this is a 'Search Criteria' section with fields for Business Unit (98000), Entity (IRS), Jurisdiction (FED), Type (1099), Class, Start Date (01/01/2015), and End Date (12/31/2015). The 'Adjustments' section has tabs for Main Information, Transaction Info, Payment Information, and Adjustment Reason (which is highlighted with a red box). Below the tabs is a table with columns for Creation Date, User ID, and Description. The table contains one row: 10/28/2015, OIITSCHWIND, and Online changes that should be reportable. The 'Adjustment Reason' tab and the 'Description' field are both highlighted with red boxes.

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 kicked off. The User ID displayed on the Adjustment Reason tab is the last user to run the process.

Each transaction row that you enter is then added to the Withholding Transaction table (WTDH_TRXN_TBL). It is also added to or subtracted from the totals already in the Withholding Transaction table. Again, it is a good idea to run the BOR_AP_1099_ADJUST query before and after performing manual adjustments so that you can ensure that the adjustments were entered correctly.

After Making Adjustments

After you have finished making all necessary adjustments, you need to review your 1099 items again, as you did in Chapter 5. You will review, make corrections, and then re-review until all necessary updates and corrections have been made.

Chapter 7: Running Withholding Report Post

After all adjustments have been made and you have reviewed your 1099 items again to ensure no more corrections are needed, you can proceed with running the process Withhold 1099 Report Job. 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 1099 Table by extracting data from the Withhold Transaction table and inserting it into the Withholding 1099 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.

To run the Withhold 1099 Report Post process, follow the navigation:

Suppliers > 1099/Global Withholding > 1099 Reports > Withhold 1099 Report Job.

Create a new run control or select an existing run control.

On the Report Post page, you will enter the following:

- 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 your institution’s SetID.
- Control ID: This is the Control ID your institution set up for the 1099 reporting year (e.g., CSU_2016).
- 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 – Original/Correction, Replacement, Test. You will most often 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.

1099 Report Post/Report/Copy

1099 Report Post / Report / Copy B

Run Control ID 1099.WHOLD.REPORT Report Manager Process Monitor **Run**

Language English

1099 Report Post

*Request ID: WITHDRPPST Description: WITHHOLD REPORT POST

Process Frequency: Always Process

Report ID: US_REPORT

Report Date: 12/01/2017 Include Manual Overrides

*Control SetID: 71000 *Control ID: GSU_2017 GEORGIA STATE UNIVERSITY

*Calendar SetID: SHARE *Calendar ID: A1 Annual Calendar-1099

*Fiscal Year: 2017 Use Report Date For Supplier

*Period: 1 1099 Reporting Annual Calendar

1099 Report

Type of File/Return: Original/Correction Replacement Character:

1099 Report Copy B Sort

Withhold Type: All Supplier Select Option:

Mask TIN AP 1099 sort order:

Supplier Payees Personalize | Find | View All | | First 1 of 1 Last

Supplier ID
1

Save **Notify** **Add** **Update/Display**

Once you have entered the information above, click the Save button. Click Run.

Process Scheduler Request

User ID OIITBEITZEL Run Control ID SUPPORT

Server Name [dropdown] Run Date 11/24/2015 [calendar icon]
 Recurrence [dropdown] Run Time 9:49:14AM [button: Reset to Current Date/Time]
 Time Zone [dropdown]

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Print 1099 Copy B	APCOPYB	PSJob	(None) [dropdown]	(None) [dropdown]	Distribution
<input checked="" type="checkbox"/>	1099 Report Post	RPT_1099	PSJob	(None) [dropdown]	(None) [dropdown]	Distribution

OK Cancel

Click the process you want to run, in this case the 1099 Report Post. Click OK to continue. Then click Process Monitor.

Process List Server List

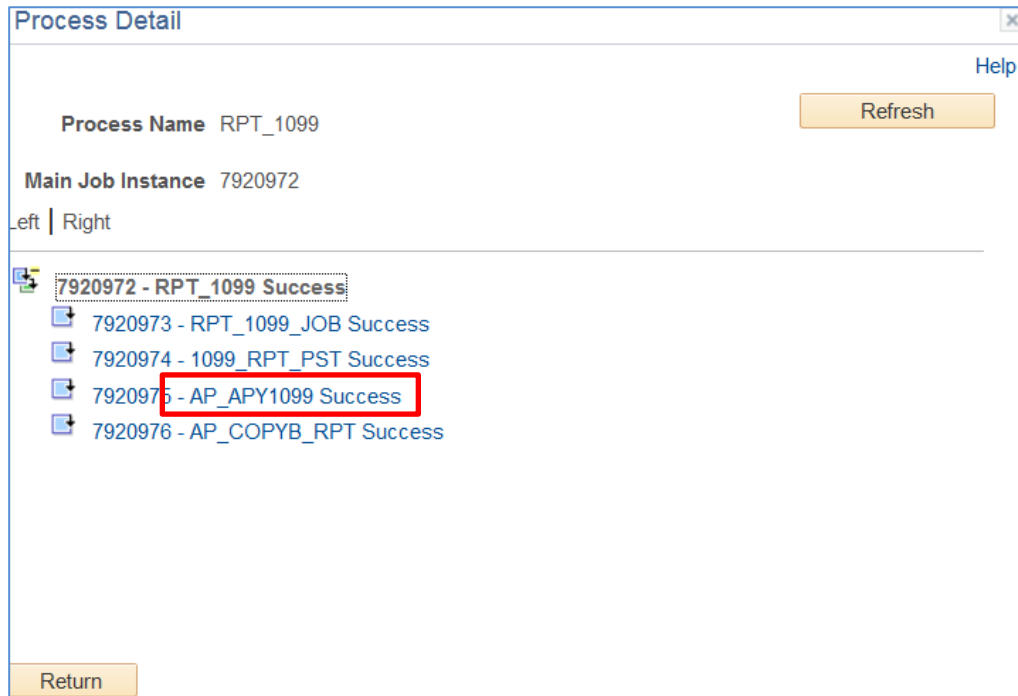
View Process Request For

User ID OIITBEITZEL [search icon] Type [dropdown] Last [dropdown] [input] Days [dropdown] [button: Refresh]
 Server [dropdown] Name [input] [search icon] Instance [input] to [input]
 Run Status [dropdown] Distribution Status [dropdown] Save On Refresh

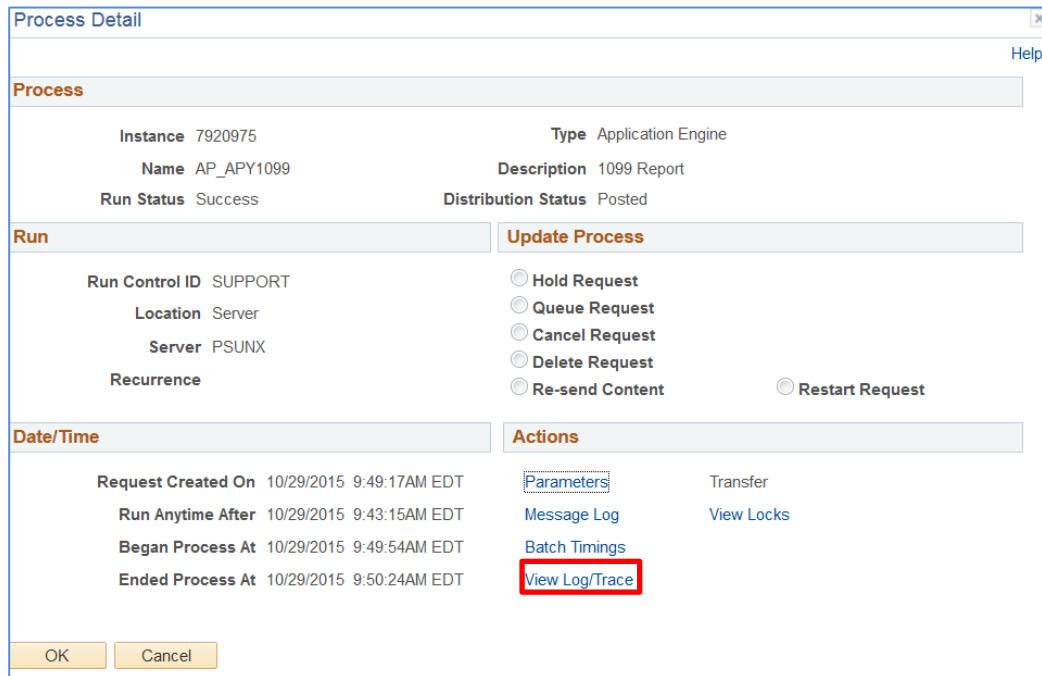
Process List Personalize | Find | View All | [grid icon] | [refresh icon] First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	8052900		PSJob	RPT_1099	OIITBEITZEL	11/24/2015 9:49:14AM EST	Success	Posted	Details

Once the process has run to Success, click on RPT_1099 under the Process Name column.



Click on the AP_APY1099 link.



After the process runs to success and is posted, you can retrieve the **IRS_001_%.TXT** file through the View Log/Trace link.

View Log/Trace

Report

Report ID	7004827	Process Instance	7920975	Message Log
Name	AP_APY1099	Process Type	Application Engine	
Run Status	Success			

1099 Report

Distribution Details

Distribution Node	DNODE	Expiration Date	01/27/2016
--------------------------	-------	------------------------	------------

File List

Name	File Size (bytes)	Datetime Created
AE_AP_APY1099_7920975.stdout	292	10/29/2015 9:50:24.034037AM EDT
IRS_001_USO_2015_7920975.TXT	6,759	10/29/2015 9:50:24.034037AM EDT

Distribute To

Distribution ID Type	*Distribution ID
User	OIITSCHWIND

[Return](#)

To retrieve the IRS tax file IRS_001.TXT

1. Do NOT left click to open the file
2. Right-click on the IRS_001_%.TXT link and select “save link as”
3. Save the file to your computer
 - a. Do NOT Change the file name
 - b. Do NOT open the file in Excel

In the next chapter, you will learn about tools available to you to confirm your IRS tax file is correct.

Chapter 8: Review 1099 Reportable Transactions

Once you have generated Withholding Reports, you can then review all 1099 reportable transactions before producing the final reports. Once you have produced your IRS_001.TXT file, you should review the appropriate queries and reports. (See Chapter 5 prior to producing the 1099 Copy B forms.)

BORRY010

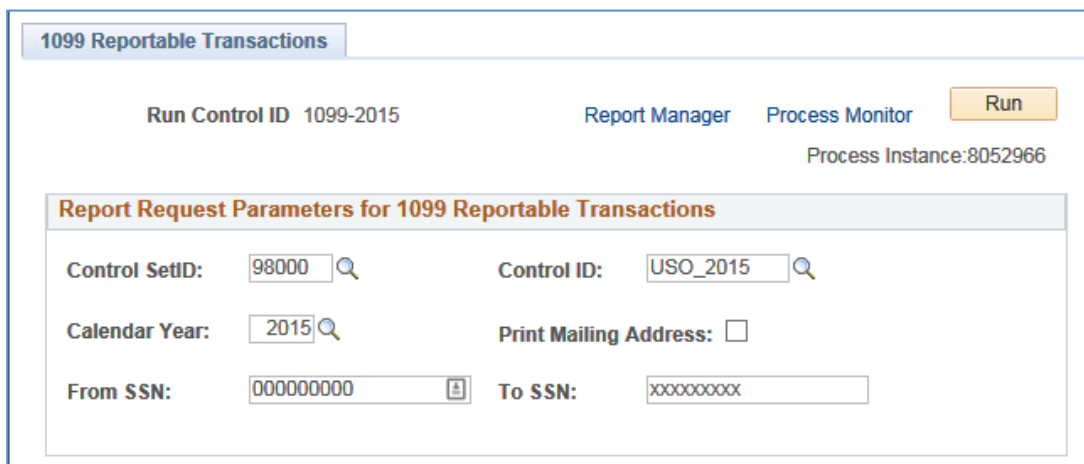
The BORRY010 1099 Reportable Transactions Report is the same report you ran in Chapter 5 (page 37 of guide). Previously when you ran this report, not all columns were completed because the Withholding 1099 Report Post process and the Generating Withholding Reports process had not yet been completed. Now that you have completed these two processes, the report will show all columns as complete.

The BORRY010 report shows all 1099 reportable transactions, including adjustments. The report compares the calculated reported amounts (before minimum applied) to the actual reported amounts (after minimums) as compiled by 1099_RPT_PST and AP_APY1099 processes in the PS_WTHD_TO_SND_DTL table.

To run the BORRY010 report, follow the navigation:

BOR Menus > BOR Accounts Payable > BOR AP Reports > 1099 Reportable Transactions.

The report parameters include Business Unit and Calendar Year. You can specify a range of Social Security Numbers if you wish, or you can leave these fields blank to return all Social Security Numbers. You can also choose to print the mailing addresses of the Suppliers on the report as well.



The screenshot shows the '1099 Reportable Transactions' report request parameters form. At the top, it displays 'Run Control ID 1099-2015' and 'Process Instance: 8052966'. There are buttons for 'Report Manager', 'Process Monitor', and 'Run'. Below this is a section titled 'Report Request Parameters for 1099 Reportable Transactions' with the following fields:

Control SetID:	98000	Control ID:	USO_2015
Calendar Year:	2015	Print Mailing Address:	<input type="checkbox"/>
From SSN:	000000000	To SSN:	XXXXXXXX

- Select Run, and then OK to run the process.
- Use the Process Monitor to verify that the process runs to success.
- Locate this report in the Process Monitor.

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 that you are sending to the IRS. You can use this report to review a summary of the data stored in the Withholding Detail table. You can also run the delivered query “BOR_AP_1099_SND_DTL_TOT” after running this report to obtain the totals which are not provided in the report.

To run the 1099 Withholding to Send Detail report, follow the navigation:
Suppliers > 1099/Global Withholding > 1099 Reports > 1099 to Send Detail.
Enter your Run Control ID.

The parameters for this report include:

- SetID
- Control ID (e.g., USO_2016)
- Fiscal Year: This is the 1099 reporting year.

- Select Run and then OK to run the process.
- Use the Process Monitor to verify that the process runs to success.
- Locate this report in **Report Manager**.

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	7111216	8052977	APX8056 - APX8056.pdf	12/04/2015 10:55:57AM	Acrobat (*.pdf)	Posted	Details

Click on the Administration Tab. Click on APX8056.pdf link.

The resulting report is produced in PDF format and is a replica of the data included in the IRS_001.TXT file.

At this point, you should review the file and make sure that everything is correct. If it is not, you will need to go back to Chapter 6 and make any adjustments. After making adjustments, complete your review and re-run the 1099_RPT_PST and AP_APY1099 processes (Chapter 7).

BOR_AP_1099_SND_DTL_TOT

You 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 you have obtained the totals for the 1099 Withholding to Send Detail Report, you are then ready to balance and finalize the 1099's.

To run the BOR_AP_1099_SND_DTL_TOT query, follow the navigation:

Reporting Tools > Query > Query Viewer.

In the "Search by" field, enter "**BOR_AP_1099_SND_DTL_TOT**" and then press the Search button. You can choose to run this query to either HTML or to MS Excel. Both formats will open in a new window.

To run the query, enter the following parameters:

- 1099 Year
- Business Unit

From the query results, you will need to compare the "Sum Basis Amount" with the Grand Totals on the BORRY010 – 1099 Reportable Transactions Report to confirm that these totals are the same for each Withholding code. You can also compare the "Sum Basis Amount" and the "Count SetID" from the query with the totals in your IRS_001.TXT file. You can locate the count and totals in "Record Type C" (Payor End of Data Record).

Line Num	Sum Basis Amt	Count SetID
7	41218.150	5

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.

The count provided in the "Count SetID" column is the number of 1099's to be produced for that particular withholding code. Since the same 1099 may include multiple withholding codes, a 1099 may be included in counts for more than one withholding code.

Once you have balanced and finalized your 1099's, you can move onto the next step in the process, which is producing the 1099 Copy B Reports for your Suppliers.

Chapter 9: Producing 1099 Copy B Reports

The 1099 Copy B Reports are the reports that you print out and mail to the Suppliers. You will complete this step after you have made all of your adjustments and balanced your 1099's as instructed in Chapter 9.

Run Process AP_COPY_B

To produce your 1099 Copy B Reports, you are going to run the **Print 1099 Copy B** job.

To produce your 1099 Copy B reports, follow the navigation:

Suppliers > 1099/Global Withholding > 1099 Reports > Withhold 1099 Report Job.

You will need to enter a Run Control to get to the Withholding 1099 Report Job page. Then you will need to enter 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 your institution's SetID.
- Control ID: This is the Control ID your institution set up for the 1099 reporting year (e.g., CSU_2016).
- 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 – Original/Correction, Replacement, Test. You will most often 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.
- Withhold Type: "All"
- Supplier Select Option: "Select All Suppliers" or specify specific suppliers to print.
- AP 1099 sort order: Select the desired sort order.

1099 Report Post/Report/Copy

1099 Report Post / Report / Copy B

Run Control ID 1099.WHOLD.REPORT Report Manager Process Monitor Run

Language English ▾

1099 Report Post

*Request ID: WITHDRPPST Description: WITHHOLD REPORT POST

Process Frequency: Always Process ▾

Report ID: US_REPORT

Report Date: 12/01/2017 Include Manual Overrides

*Control SetID: 71000 🔍 *Control ID: GSU_2017 🔍 GEORGIA STATE UNIVERSITY

*Calendar SetID: SHARE 🔍 *Calendar ID: A1 🔍 Annual Calendar-1099

*Fiscal Year: 2017 🔍 Use Report Date For Supplier

*Period: 1 🔍 1099 Reporting Annual Calendar

1099 Report

Type of File/Return: Original/Correction ▾ Replacement Character:

1099 Report Copy B Sort

Withhold Type: All ▾ Supplier Select Option: ▾

Mask TIN AP 1099 sort order: ▾

Supplier Payees

Personalize | Find | View All | | First ◀ 1 of 1 ▶ Last

Supplier ID			
1			

Save
Notify

Add
Update/Display

Once you have entered the information above, click the Save button. Click the Run button.

Process Scheduler Request

User ID: OIITCASUCCIO Run Control ID: 1099-2015

Server Name: Run Date: 12/04/2015

Recurrence: Run Time: 11:27:13AM

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Print 1099 Copy B	APCOPYB	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	1099 Report Post	RPT_1099	PSJob	(None)	(None)	Distribution

- Click the check box for the Print 1099 Copy B. Click OK to continue. You will automatically be redirected to the 1099 Report Post/Report/Copy B page.
- Click the Process Monitor link.
- Use the Process Monitor to verify that the process runs to success.

Process List **Server List**

View Process Request For

User ID: OIITSCHWIND Type: Last: 1 Days

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Process List Personalize | Find | View All | |

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	7921035		PSJob	APCOPYB	OIITSCHWIND	10/29/2015 10:47:05AM EDT	Success	Posted	Details

Reviewing and Printing 1099 Copy B Reports

Once the PS Job has run to success and is posted, you can retrieve the APCOPYB Report in the Report Manager. Navigate to **Reporting Tools > Report Manager**.

Click on the Administration tab. Then click on [APX1099CT - APX1099CT.pdf](#) link. Download the pdf file and save to a secure location.

The screenshot shows the 'Administration' tab selected in the Report Manager. The 'View Reports For' section includes filters for User ID (OIITSCHWIND), Type, Last, Days, Status, Folder, and Instance. Below this is a 'Report List' table with the following data:

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	7004894	7921039	APX1099ICT - APX1099ICT.pdf	10/29/2015 10:50:22AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	7004893	7921038	APX1099GCT - APX1099GCT.pdf	10/29/2015 10:50:06AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	7004892	7921037	APX1099CT - APX1099CT.pdf	10/29/2015 10:49:51AM	Acrobat (*.pdf)	Posted	Details

It is highly recommended that you review the 1099 Copy B forms prior to printing them. You can compare the Copy B forms with the BORRY010–Reportable Transactions report, which prints in TIN order. And you can also compare the forms to the 1099 Withholding to Send Detail Report, which prints in Supplier ID order. You also need to compare the number of 1099 Copy B forms printed with the number shown in the IRS_001.TXT file as part of the finalization process.

After you have reviewed the 1099 Copy B forms, download the forms to a secure location on your computer and then print them using **Adobe Reader** so that the 1099 forms print correctly. The text on the Copy B's is noticeably smaller when printing from PeopleSoft within a browser window. After printing, mail the Copy B forms to your suppliers.

Chapter 10: Completing 1099 Processing for the Year

Once you have mailed your Copy B reports, you can then send your IRS_001.TXT file to the IRS. In addition, you will need to run the Withholding Sent File process.

Sending the IRS_001.TXT File

When you are ready to send your IRS_001.TXT file, you will need to send it electronically to the IRS. For detailed instructions on sending this file, refer to IRS Publication 1220. You can find this publication on the IRS website: <http://www.irs.gov/pub/irs-pdf/p1220.pdf>. You can also find more detailed information from the IRS at <http://www.irs.gov/instructions/i1099gi>.

The due date for IRS Electronic Filing is January 31.

Running the WTHD_SENT Process

The final step in the entire 1099 process is to run the WTHD_SENT Process, which is the Withholding Sent File. This application engine process finalizes the 1099 reporting and file creation process. This process records all the data in the file you have 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_SEND_HDR).

Please Note: Do not run this process until you have sent your file to the IRS and received confirmation of successful transmission. The system uses this information when creating correction or replacement files.

To run the WTHD_SENT process, follow the navigation:

Suppliers > 1099/Global Withholding > 1099 Reports > Withholding Sent File.

The parameters that you must include for this process are:

- Request ID and Description
- Process Frequency: Set to "Always"
- SetID
- Control ID: Use the Control ID that you have used through the current 1099 year's processing (e.g., USO_2016).
- IRS Options: Leave these settings as defaulted. Box should not be selected and Withhold Sent Option should remain set to All.

Withhold Sent

Run Control ID SUPPORT Report Manager Process Monitor Run

Details

Request ID

Process Frequency ▼

Report ID US_REPORT

SetID 🔍

Control ID 🔍

IRS Options

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

Withhold Sent Option

All

Exclude Non Employee Compensation

Include Non Employee Compensation

Once your process has been successfully completed and is posted, you have officially completed your 1099 processing for the year.

Creating a Correction File

If an information return was successfully processed by the IRS and you identify an error with the file after the IRS accepted the file and it is in "Good, Released" status, you need 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.

To create a correction file:

- Run the Withholding Sent File process.
- Make the necessary withholding corrections.
- Run the Update Withholdings process.
- Navigate to **Suppliers > 1099/Global Withholding > 1099 Reports > Withhold 1099 Report Job**. When you run the processes again, select the Original/Correction option on the Withhold 1099 Report Post page. After sending the correction file to the IRS, you will need to run the Withholding Sent File process one more time.

1099 Report

Type of File/Return: ▼ Replacement Character:

Creating a Replacement File

Should you need to send a complete replacement IRS Tax file to the IRS, you would navigate to **Suppliers > 1099/Global Withholding > 1099 Reports > Withhold 1099 Report Job**. When you run the processes again, select the Replacement option on the Withhold 1099 Report Post page. The replacement character should be left blank unless you are given a replacement character from the IRS. After sending the replacement file to the IRS, you will need to run the Withholding Sent File process one more time.

1099 Report	
Type of File/Return:	Replacement <input type="button" value="v"/>
Replacement Character:	<input type="text"/>