1099 Processing User's Guide for Calendar Year 2018

PeopleSoft Financials

Georgia*FIRST*

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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.

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FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
A Project of the University System of Georgia
Chapter 1

PeopleSoft 9.2

1099 Process Flow Chart

Chapter 3 — Throughout Year
Enter 1099 Suppliers
BOR_AP_1099_SUPPLIERS
Enter 1099 Vouchers
Post 1099 Vouchers

Begin 1099 Process

Chapter 2 — Review 1099 Setup
- Review A1 Calendar and WH Types *(steps #1, #2)*
- Setup/Review Report Control Information *(step #3)*

Chapter 4 — Run Process
AP_WTHD
(Post Withholdings)
(step #4)

Chapter 5 — Perform Review of 1099 Items
- Vouchers by Supplier *(step #5)*
- Withholding Payments *(step #6)*
- Supplier Balance By Class *(step #7)*
- BOR_AP_1099_PMTS *(step #8)*
- BOR_AP_1099_JE *(step #9)*
- BOR_AP_1099_NONRPT_CONSISTENT *(step #10)*
- BOR_AP_1099_MISMATCH *(step #11)*
- Withhold Control Query (optional) *(step #12)*
- BOR_AP_1099_ADJUST *(step #13)*
- BORRY010 – 1099 Reportable Transaction Report *(step #14)*
- After steps 16-19,updates and adjustments, Review above as needed *(step #19)*

Are Adjustments Needed? — Yes / No

Are you making manual adjustments? — Yes / No

Make Manual Adjustments
(Adjust Withholding)
(step #18)

Chapter 6 — Complete Withholding Supplier Update
(Update Supplier Withholdings) *(step #15)*
OR
Withholding Invoice Line Update
(Update Voucher Line Withholding)
(step #16)

Run Process
AP_WTHD_UPDT
(Update Withholdings)
(step #17)

Chapter 7 — Run Job
1099_RPT_PST
(Withhold 1099 Report Post)
(step #20)

Chapter 9 — Run Job
AP_COPY_B Report
(Print 1099 Copy B)
(Step #25)

Do corrections need to be made? — No / Yes

Chapter 8 — Review
- BORRY010 – 1099 Reportable Transaction Report *(Step #21)*
- BOR_AP_1099_SND_DTL_TOT *(Step #22)*
- 1099 Withhold to Send Report *(Step #23)*

Do corrections need to be made? *(Step #24)*

Review, Print, & Send Copy B Documents
(Step #26)

Chapter 10 — Send IRSTAX.001 File to IRS
(Step #27)

Run Process
WTHD_SENT
(Withholding Sent File)
(Step #28)

End 1099 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. _____ Setup/Review Report Control Information
4. _____ Post 1099 Withholding Transactions (AP_WTHD)

Review
5. _____ Review 1099 Vouchers by Supplier
6. _____ Review Payments to Withholding Suppliers
7. _____ Review 1099 Supplier Balances by Class
8. _____ Run BOR_AP_1099_PMTS Query
9. _____ Run BOR_AP_1099_JE Query
10. _____ Run BOR_AP_1099_NONRPT_CONSISTENT Query
11. _____ Run BOR_AP_1099_MISMATCH Query
12. _____ (Optional) Run Withholding Control Report
13. _____ Run BOR_AP_1099_ADJUST Query
14. _____ (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.
15. _____ Enter Withholding Supplier Update, if needed
16. _____ Enter Withholding Invoice Line Update, if needed
17. _____ Run Withholding Update Process if adjustments were made in Step 16 or 17
18. _____ Adjust Withholding Manually if needed
19. _____ 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.
20. _____ Run Withholding Report Post Job (1099_RPT_PST), Generate Withholding Reports (AP_APY1099)
21. _____ Run BORRY010 1099 Reportable Transactions Report
22. _____ Run BOR_AP_1099_SND_DTL_TOT Query
23. _____ Run 1099 Withholding to Send Detail Report
24. _____ Review reports and query from steps 21 – 24

If any adjustments need to be made, repeat steps 16-25. Otherwise, proceed to step 26.
25. _____ Produce Copy B Reports (AP_COPY_B)
26. _____ Review, Print and Send Copy B Reports
27. _____ Send IRS_001.TXT file to IRS
28. _____After the IRS accepts your files, 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 #28) for the prior year, then you must do so before beginning the 1099 process for this year.

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 Annual Calendar
- Reviewing Withholding Types Report
- 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)

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.** Select or Add a Run Control. There are no parameters for this report. Click on the Run button and click 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 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".

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.

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 status. This is something that should be done each year, even if you ran 1099 Processing in PeopleSoft the previous year.
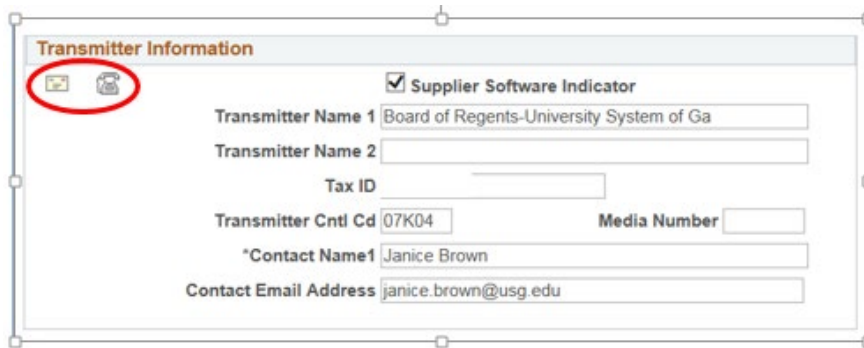
To set up 1099 Withholding Report Control Information, follow the navigation: *Set Up Financials/Supply Chain > Product Related > Procurement Options > Withholding > Report Control Information*. To add a new Control ID, select the Add a New Value tab. You will need to enter your institution's SetID and 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.

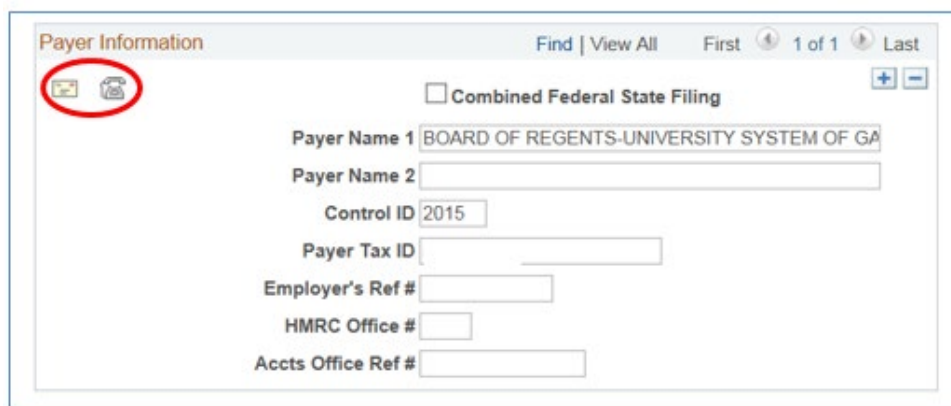The first page is the Payor Data page. Here, you will enter the information for the Transmitter and the Payer.

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 (☎).

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 (☎).

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Suppliers and Business Units

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:

On the Piggyback States/Numbers tab, deselect the "Process?" checkbox for Piggyback States. The Georgia*FIRST* model does not use the Piggyback States functionality.

When done, select the save button (Save) 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.

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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." Georgia*FIRST* 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

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 776 ⊕ 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	Wthd Condition	Last Activ Dt
1	98000	0000000017	Collins, Scott	A	S	Y	MAIN	12/16/2001	IRS	1099	FED	Y	07	RPT	D	N	D		N	06/30/2009
2	98000	0000000047	Engelhard, George	A	S	Y	MAIN	12/16/2001	IRS	1099	FED	Y	07	RPT	D	N	D		N	06/30/2009
3	98000	0000000049	Gardner, John N	A	S	Y	MAIN	12/16/2001	IRS	1099	FED	Y	07	RPT	D	N	D		N	06/30/2009
4	98000	0000000055	Morrison-Shetlar, Alison	A	S	Y	MAIN	12/16/2001	IRS	1099	FED	Y	07	RPT	D	N	D		N	02/29/2008
5	98000	0000000060	Catalanotto Peter	A	S	Y	MAIN	12/16/2001	IRS	1099	FED	Y	07	RPT	D	N	D		N	06/30/2009
6	98000	0000000097	Gerspacher, William	A	S	Y	MAIN	12/16/2001	IRS	1099	FED	Y	07	RPT	D	N	D		N	10/30/2001
7	98000	0000000099	Jensen, Robert	A	S	Y	MAIN	12/16/2001	IRS	1099	FED	Y	07	RPT	D	N	D		N	06/21/2004
8	98000	0000000112	Llewellyn, Donna	A	S	Y	MAIN	12/16/2001	IRS	1099	FED	Y	07	RPT	D	N	D		N	09/10/2012
9	98000	0000000118	Mistry Mera	A	S	Y	MAIN	12/16/2001	IRS	1099	FED	Y	07	RPT	D	N	D		N	10/02/2001
10	98000	0000000168	Rubin, Donald	A	S	Y	MAIN	12/16/2001	IRS	1099	FED	Y	07	RPT	D	N	D		N	06/25/2008
11	98000	0000000185	Lucas, Ann F	A	S	Y	MAIN	12/16/2001	IRS	1099	FED	Y	07	RPT	D	N	D		N	06/30/2009
12	98000	0000000217	Hrach, Susan	A	S	Y	MAIN	12/16/2001	IRS	1099	FED	Y	07	RPT	D	N	D		N	08/23/2013
13	98000	0000000228	Hudson, Richard	A	S	Y	MAIN	12/16/2001	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.

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Voucher

Find an Existing Value | **Add a New Value**

Business Unit 98000 🔍

Voucher ID NEXT

Voucher Style Regular Voucher ⌄

Supplier Name ABC-US, Inc. 🔍

Short Supplier Name ABCUS-001 🔍

Supplier ID 0000005162 🔍

Supplier Location MAIN 🔍

Address Sequence Number 1 🔍

Invoice Number [   ]

Invoice Date [   ] 📅

Gross Invoice Amount 0.00

Freight Amount 0.00

Misc Charge Amount 0.00

PO Business Unit [   ] 🔍

PO Number [   ] 🔍

Estimated No. of Invoice Lines 1

[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.

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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.

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".

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

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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."

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.

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 | LocationMAIN |

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   From Supplier Name
    To Supplier ID 0000400737   To Supplier Name
*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

Withholding Information | Remit | 🖼

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 populate 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 [Search]

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

12/28/2018

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

View Results

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

View All

First 1-100 of 482 Last

	ID Num	Name	Class	Supplier	Location	Class	Date	Reference	Voucher	Line	Distribution Li	Descr	Account	Amount	Supplier WTHD	Voucher WTHD	Gross Amt
1	010665790	Council of State Historical Records Coor	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	651108	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.

BOR_AP_1099_JE

Calendar Year 2015
Business Unit 98000

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (14 kb)

View All   First 1-40 of 40 Last

	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 - Engerrand -
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	0001153297	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.

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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 98000

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	Ck #	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 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.
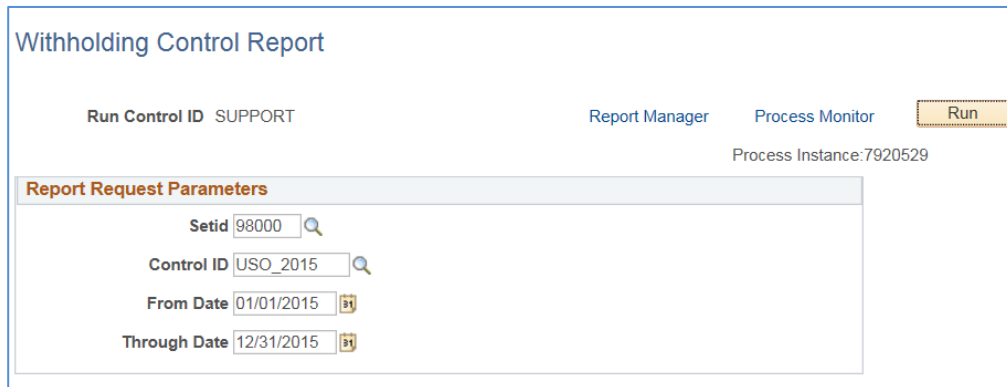
BOR_AP_1099_MISMATCHED

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

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., USO_2015).

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 period 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 - S/B $0	Holdback Amt - S/B $0	Date	Class	Posted
1	53000		0000004528	MAIN	G2G Interpreting, LLC	0000156004	480.000	0.000	0.000	04/09/2015	07	01/06/2016
2	53000		0000006863	MAIN	G&G Sales and Service, LLC	0000004118	1900.000	0.000	0.000	12/31/2015	07	12/31/2015
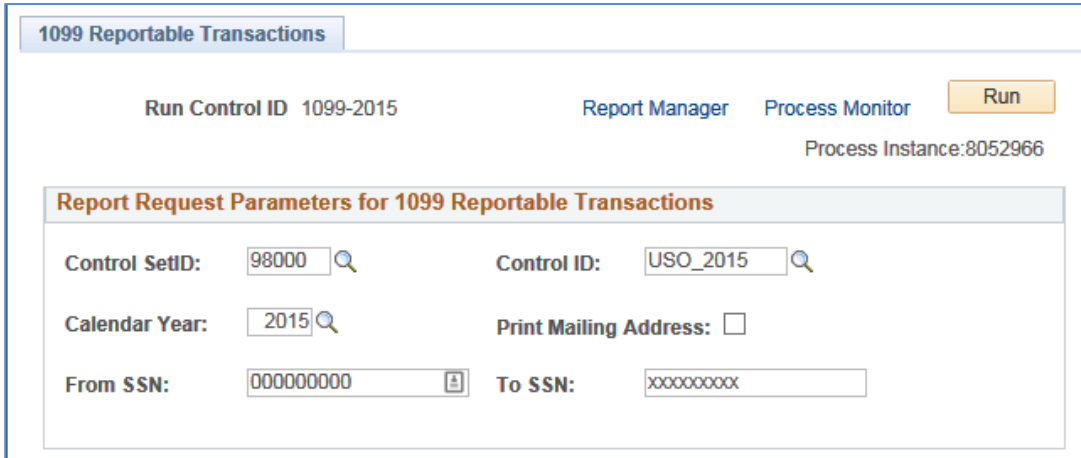
BORRY010 1099 Reportable Transactions Report

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 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.

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 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 to process 1099's for your B Business Unit, PeopleSoft will process these separately from your other transactions. *Example:* You have a voucher for Business Unit 53000 for Supplier 0000000001 (SSN 123456789) for $500 that is withholding applicable to Class 07. You have another voucher in the same Calendar Year for Business Unit 5300B for 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 to combine these voucher payments. This decision 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.

```
Report ID:    BORRY010                              1099 REPORTABLE TRANSACTIONS
Business Unit: BOARD OF REGENTS-University System of GA    BOARD OF REGENTS-University System of GA      Page No.   1
From SSN: 000000000  To SSN: 555555555  For Calendar Year: 2015  Print Address: N    Run Date  12/03/2015
                                                                                     Run Time  01:35:47

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

          0000400845  Council of State Historical Records Coor
90  98000  RI   072101  04032114      727110   07     -175.00
90  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

          0000005875  Ernest Battinelli
03  98000  RI   073339  05301826      241100   07      975.00
03  98000  RI   073339  05301825      241100   07      455.00
    98000  RI   073339  05301825      241100   07      455.00
    0000005875      CL 07 Non-Employee Compensation    1,885.00    0.00     1,885.00        1,885.00          0.00

          0000400956  Kanter, Martha J.
71  98000       072614  04033919      751108   07    1,500.00
71  0000400956      CL 07 Non-Employee Compensation    1,500.00    0.00     1,500.00        1,500.00          0.00

          0000400567  Muzak LLC
29  98000  RI   072587  04033814      727120   07      173.16
29  98000  RI   073017  05300546      727120   07      181.38
    98000  RI   073629  05302945      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

          0000401116  Lang, Martin George
97  98000  RI   074035  05304314      651130   07      131.76
    0000401116      CL 07 Non-Employee Compensation     131.76   131.76       0.00            0.00

          0000400953  Carey, Kevin
04  98000       072770  04034466      751108   07    1,500.00

Report ID: BORRY010  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.

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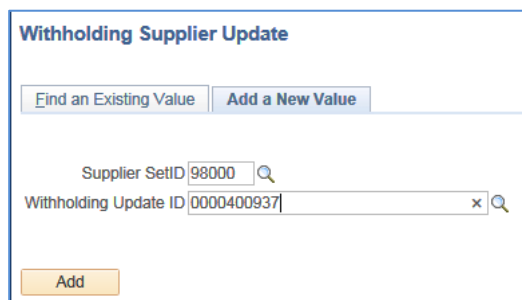
The Withholding Supplier Update process is used to change Withholding applicability, entity, type, jurisdiction, and/or class. When you use this type of update, the system will apply the update to all vouchers for that particular Supplier. After completing the update, you must run the Withholding Update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

Enter the Supplier SetID and a Withholding Update ID.

Withholding Supplier Update

| Find an Existing Value | Add a New Value |

Supplier SetID 98000 🔍
Withholding Update ID 0000400937 × 🔍

Add

NOTE: When adding a new Withholding Supplier Update, the Withholding Update ID, similar to a Run Control ID, 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 Suppliers. 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.

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If you need to make another update to this Supplier after running Withholding Update, you should use the Supplier ID along with an additional number to create a unique Withholding Update ID (e.g., 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 using 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, enter the Supplier ID that requires adjustment and select the appropriate Supplier Location. In the Supplier setup, 1099 Withholding information is listed per Supplier Location. After choosing the Location, you will see whether the Supplier is currently set up as a Withholding Supplier as indicated by Y or N in Current Withhold. Enter your Business Unit and then select the New Withhold Details tab to update the information.

Please note: If there is a need to update a Supplier Location and/or Address for 1099 reporting, make sure the updates made on the Supplier setup are effective-dated within the reporting year.

On the New Withhold Details tab, enter the updated information for the Supplier. You can change Supplier's withholding status and/or update the Withholding Class.

Please note:
Withholding Supplier Updates do not take effect until the Withholding Update Process runs.

![Georgia First - Financial Information & Reporting Systems for Tomorrow - A Project of the University System of Georgia]

![PeopleSoft 9.2]

Withholding Invoice Line Update

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

To perform Withholding Invoice Line Update, follow the navigation:
Suppliers > 1099/Global Withholding > Maintain > Update VoucherLine Withholding.
To complete the process, search by SetID and Supplier ID.

Please note: For institutions that use Share Suppliers, enter SHARE in the Supplier SetID field. You will enter your Business Unit number (e.g., 53000) in the Criteria on the next page.

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. 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.

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 do not 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.
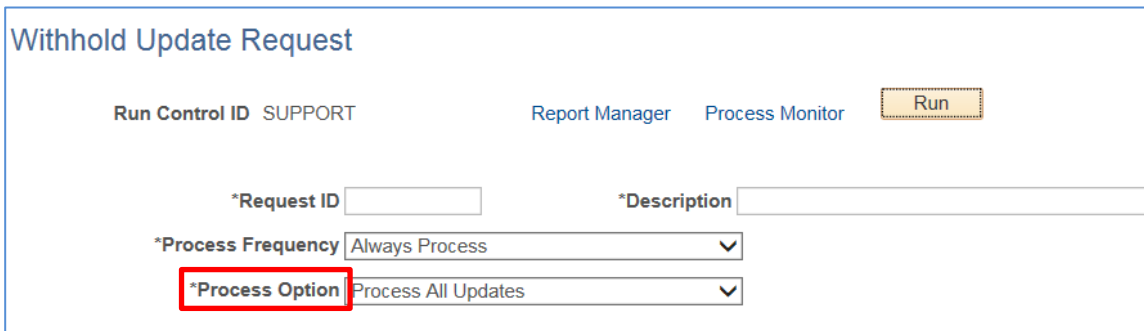
Running Withholding Update Process

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**.

Withhold Update Request

Run Control ID SUPPORT   Report Manager   Process Monitor   Run

*Request ID [   ]   *Description [   ]
*Process Frequency [Always Process   ▼]
*Process Option [Process All Updates   ▼]

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. Adjustments for any transactions entered via journal entry must be done manually.

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

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 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 Georgia*FIRST* 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.

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 B

1099 Report Post/Report/Copy

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.

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

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

Process Detail

Process Name RPT_1099

Main Job Instance 7920972

Left | Right

7920972 - RPT_1099 Success
    7920973 - RPT_1099_JOB Success
    7920974 - 1099_RPT_PST Success
    7920975 - AP_APY1099 Success
    7920976 - AP_COPYB_RPT Success

Return
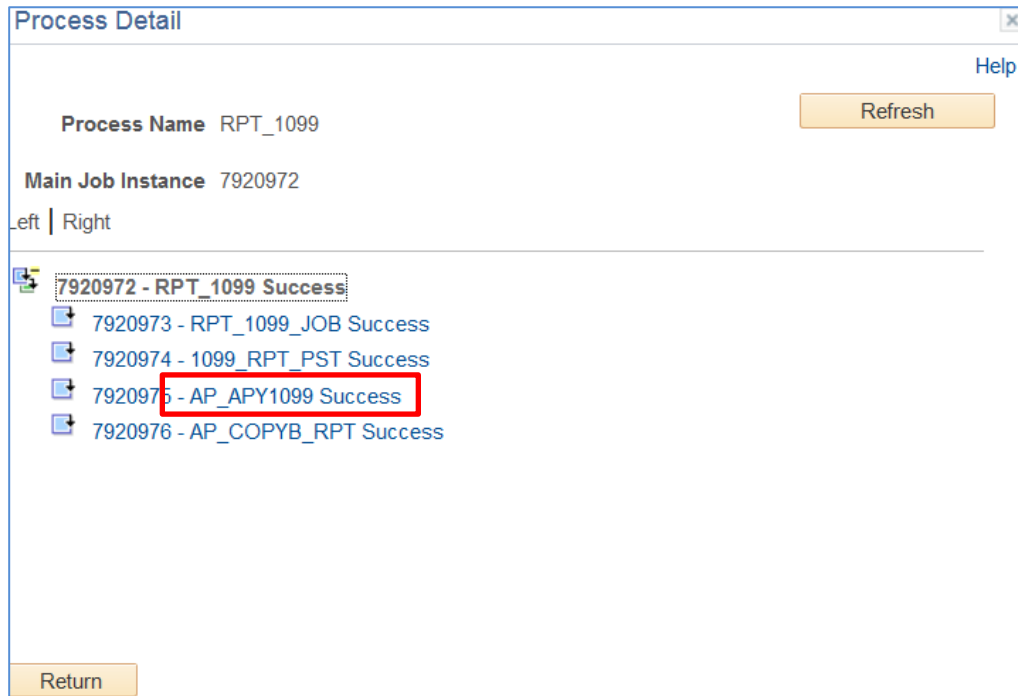
Click on the AP_APY1099 link.

Process Detail

Process

Instance 7920975
Name AP_APY1099
Run Status Success

Type Application Engine
Description 1099 Report
Distribution Status Posted

Run

Run Control ID SUPPORT
Location Server
Server PSUNX
Recurrence

Update Process

Hold Request
Queue Request
Cancel Request
Delete Request
Re-send Content
Restart Request

Date/Time

Request Created On 10/29/2015 9:49:17AM EDT
Run Anytime After 10/29/2015 9:43:15AM EDT
Began Process At 10/29/2015 9:49:54AM EDT
Ended Process At 10/29/2015 9:50:24AM EDT

Actions

Parameters   Transfer
Message Log   View Locks
Batch Timings
View Log/Trace

OK   Cancel

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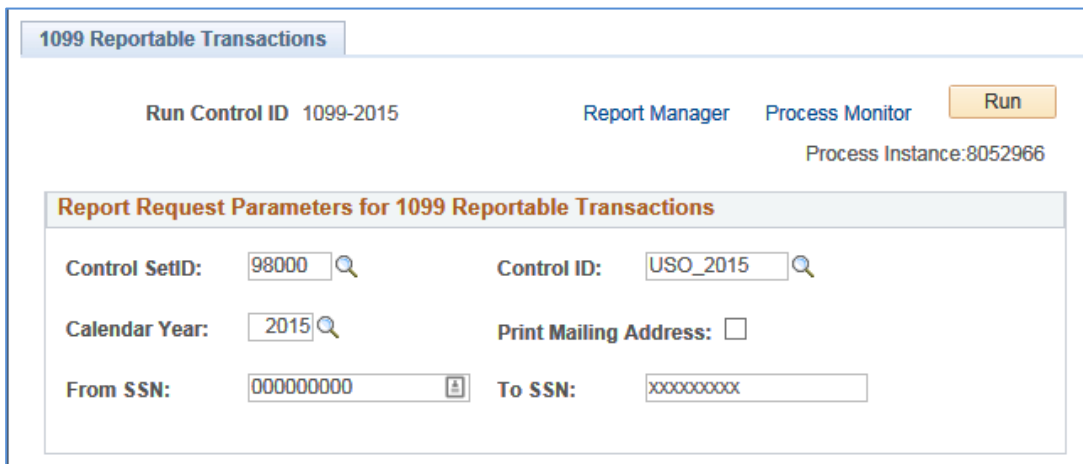
The BORRY010 1099 Reportable Transactions Report is the same report you ran in Chapter 5 (page 37 of guide). Previously when you ran this report, not all columns were completed because the Withholding 1099 Report Post process and the Generating Withholding Reports process had not yet been completed.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

1099 Reportable Transactions		
Run Control ID 1099-2015	Report Manager Process Monitor	**Run**
		Process Instance:8052966

Report Request Parameters for 1099 Reportable Transactions

Control SetID:	98000	Control ID:	USO_2015
Calendar Year:	2015	Print Mailing Address: ☐	
From SSN:	000000000	To SSN:	xxxxxxxxx

- 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.

1099 To Send Report

Run Control ID SUPPORT	Report Manager Process Monitor Run

Description

Withholding Report ID:	US_REPORT
SetID:	98000
Control ID:	USO_2015
Fiscal Year:	2015

- 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**.

List	Explorer	**Administration**	Archives

View Reports For

User ID		Type		Last		1	Days		Refresh
Status		Folder		Instance		to			

Report List   Personalize | Find | View All | First ◄ 1-10 of 10 ► Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
☐	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).

BOR_AP_1099_SND_DTL_TOT - 1099 Wthd to Snd Detail Totals

1099 Year 2015
Business Unit 98000

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)

View All   First 1-1 of 1 Last

	Line Num	Sum Basis Amt	Count Setid
1	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.

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

- 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.
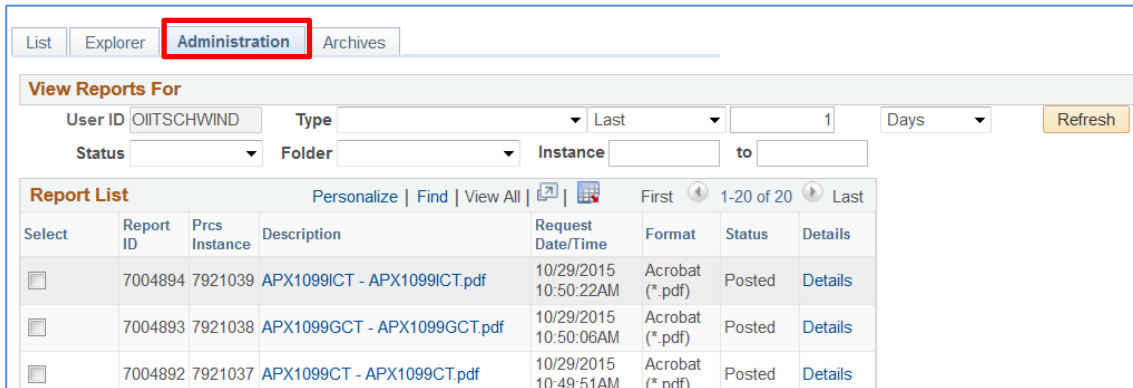
Reviewing and Printing 1099 Copy B Reports

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 <u>APX1099CT - APX1099CT.pdf</u> link. Download the pdf file and save to a secure location.

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.*

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When you select Run, a message appears asking you to verify WH Sent options. The message references additional functionality for the 1099 Report Job that was not implemented. Select OK to click through this message.

Once your process has run to Success 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: Original/Correction   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   Replacement Character: [   ]

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