



# 1099 Processing User's Guide for Calendar Year 2019

PeopleSoft Financials

*GeorgiaFIRST*

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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 always be kept secure. You should 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 containing Social Security numbers. If you do not know where to download information in a secure area, contact your institution's Technical Support Administrator.

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

This User's Guide is designed to provide an overview of the tasks involved with 1099 Processing. The guide shows you how to process 1099s 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 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 1099s. For more information regarding tax laws, please see [the IRS website](#).

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 adjust and update Withholding
- Running the Withhold 1099 Report Post process
- Producing the IRS\_001\_%.txt and IRS\_001\_%.ORIG\_NEC.txt files
- Producing the 1099 Copy B reports
- Running the Withholding Sent File process

## CHAPTER 1: INTRODUCTION TO 1099 PROCESSING

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

This 1099 income is also reported to the Internal Revenue Service (IRS) so that it can track income received by taxpayers. The recipient of a 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

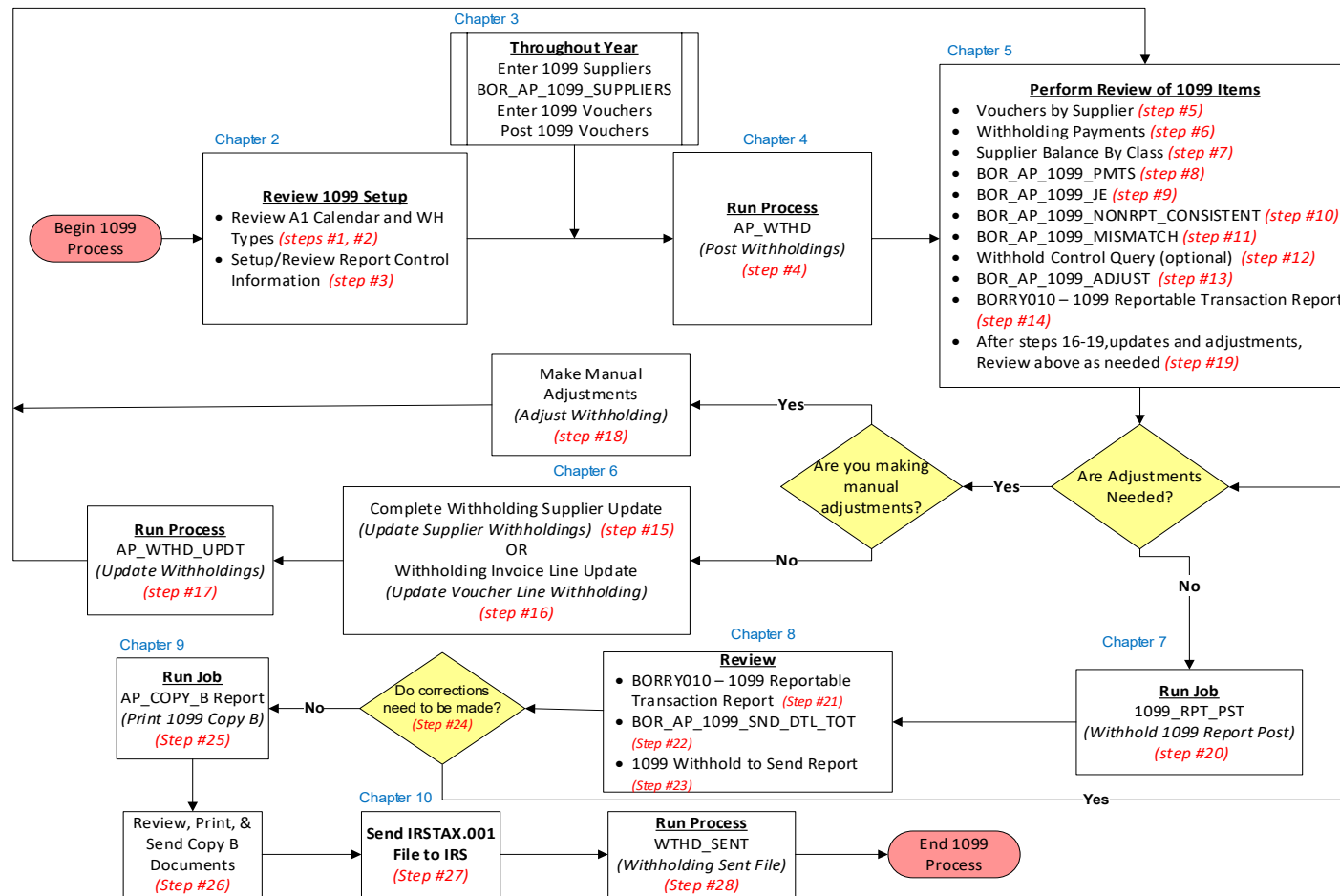
The most common type of miscellaneous income is non-employee compensation. See the *Instructions for Form 1099-MISC* at [the IRS website](#) for additional information and guidance on who should receive a 1099-MISC form.

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## **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 FLOW CHART





## 1099 PROCESS CHECKLIST

***Before beginning these 1099 steps for the current calendar year, be sure to complete step 28 for the previous calendar year.***

1. \_\_\_\_\_ Review A1 Annual Calendar (*Optional*)
2. \_\_\_\_\_ Review Withholding Types Report (*Optional*)
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. \_\_\_\_\_ Run Withholding Control Report (*Optional*)
13. \_\_\_\_\_ Run BOR\_AP\_1099\_ADJUST Query
14. \_\_\_\_\_ Run BORRY010 1099 Reportable Transactions Report; AP.070.300 (*Optional*)

***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 - 15 after all adjustments are made to review 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 and IRS\_001\_%\_ORIG\_NEC.txt files to IRS
28. \_\_\_\_\_ After the IRS accepts the files, run Withholding Sent File Process (WTHD\_SENT)

## CHAPTER 2: REVIEWING 1099 SETUP

If you did 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:

- Review the A1 Annual Calendar (*Optional*)
- Review Withholding Types Report (*Optional*)
- Set Up/Reviewing Report Control Information (Required)

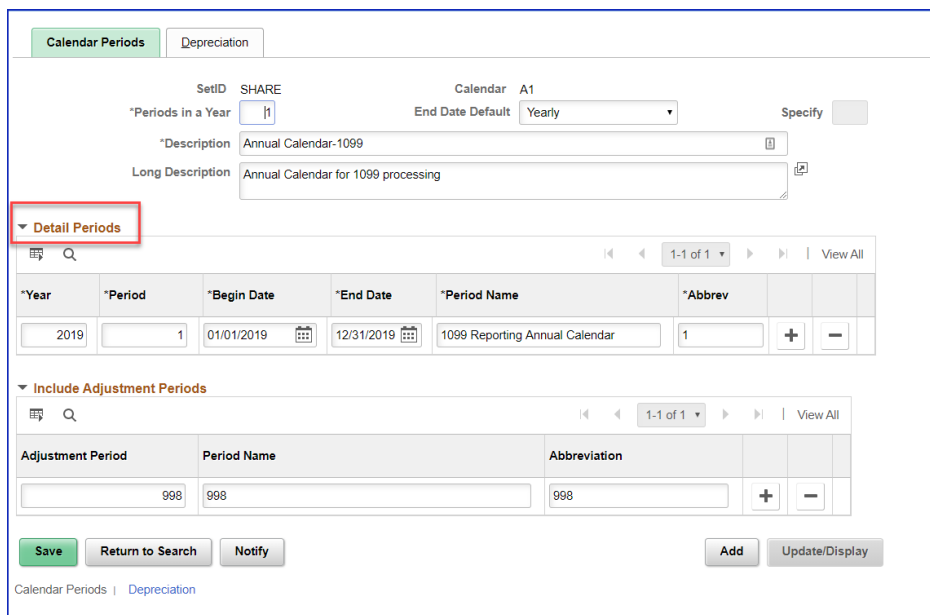
### **Reviewing the A1 Annual Calendar** (*Optional*)

The A1 Calendar is the calendar 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 Center and is located under the SHARE SetID. Because you are not able to make 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., 2019)



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 Jan. 1, 2019, through Dec. 31, 2019.

### **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. Select or add a Run Control. 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 confirm 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.”

<b>ORACLE</b> Report ID: APX7020		PeopleSoft Accounts Payable WITHHOLDING TYPES	Page No. 1 of 2 Run Date 12/19/2019 Run Time 10:45 AM
Type: 1099	1099 Withholding		
	Class		
	03 Prizes, Awards, etc. 02 Royalties 01 Rents 08 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		

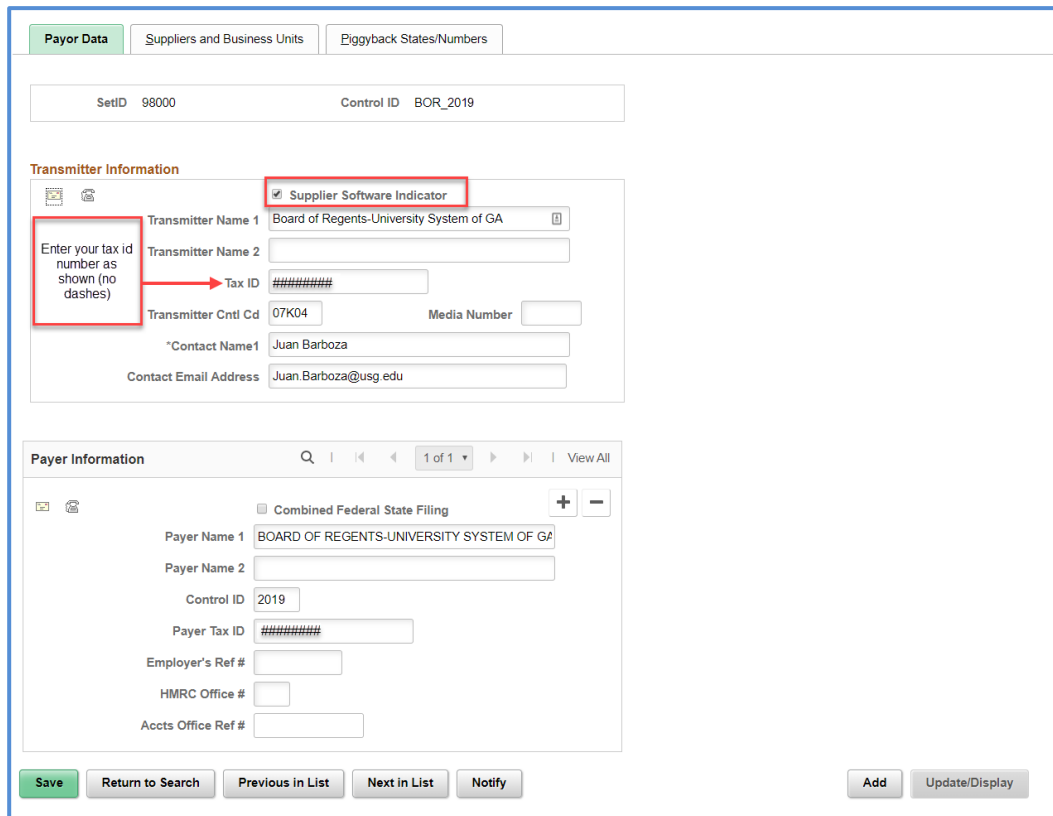
As the figure above shows, there are 12 different Withholding Classes for the 1099 Withholding Type. The most commonly used class is “07” for non-employee compensation. However, when setting up a 1099 Supplier, you can assign any class as appropriate.

## 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.

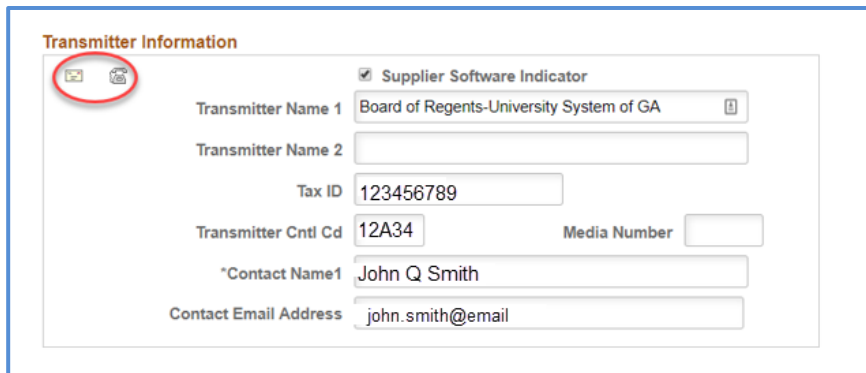
To set up 1099 Withholding Report Control Information, follow the navigation: **Set Up Financials/Supply Chain > Product Related > Procurement Options > Withholding > Report Control Information**. To add a new Control ID, select the Add a New Value tab. You will need to enter the institution's SetID and provide a new Control ID. It is highly recommended that you enter a Control ID that includes the institution and reporting year, e.g., "GGC\_2020." **Please do not use a period instead of underscore for the Report Control.** The Report Control "GGC.2020" will not produce an IRS tax file when running the 1099 Report Post process.

The first page is the Payor Data page. Here, 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 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  Media Number

\*Contact Name1



Contact Email Address

## 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

Q | | | 1 of 1 | View All



☐ Combined Federal State Filing

+

-

Payer Name 1

BOARD OF REGENTS-UNIVERSITY SYSTEM OF GA

Payer Name 2

Control ID

2019

Payer Tax ID

Employer's Ref #

HMRC Office #

Accts Office Ref #

## 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 consistent with the Business Unit you specify.
- Enter the institution’s business unit into the Business Unit field.
- If the 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 GeorgiaFIRST model does not use the Piggyback States functionality.

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



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## 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. Also, you can run different queries year-round to keep track of 1099 processing.

### Entering 1099 Withholding Suppliers

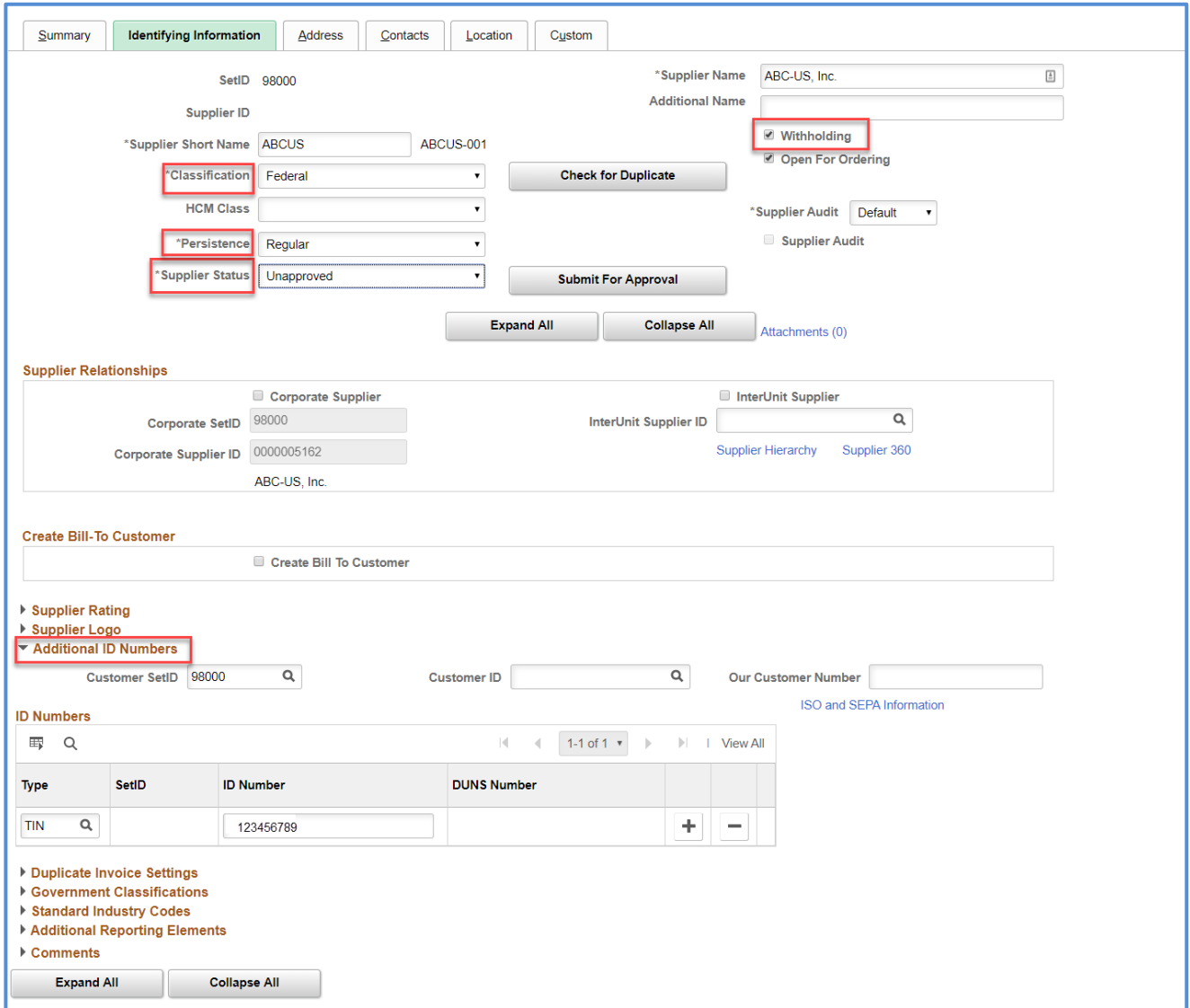
To report 1099 Withholding on individuals, you must set each one up in the system as a 1099 Withholding Supplier. 1099 Withholding information can be added to Supplier information at any time, but it is recommended you add the information when adding the Supplier to the system. By identifying the Supplier as a 1099 Withholding Supplier, all vouchers entered for that Supplier are 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 the primary SetID (e.g., 21000) and not the one for 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. Below is 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: choose “Federal” for corporate Suppliers. For individuals, choose “SSN.”
- Suppliers will save as “Unapproved” status and must be approved by another authorized user.

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



Summary **Identifying Information** Address Contacts Location Custom

SetID 98000 \*Supplier Name ABC-US, Inc.

Supplier ID Additional Name

\*Supplier Short Name ABCUS ABCUS-001 ☒ Withholding

\*Classification Federal Check for Duplicate ☒ Open For Ordering

HCM Class

\*Persistence Regular \*Supplier Audit Default

\*Supplier Status Unapproved Submit For Approval ☐ Supplier Audit

Expand All Collapse All Attachments (0)

**Supplier Relationships**

☐ Corporate Supplier Corporate SetID 98000 InterUnit Supplier ID

Corporate Supplier ID 0000005162 Supplier Hierarchy Supplier 360

ABC-US, Inc.

**Create Bill-To Customer**

☐ Create Bill To Customer

Supplier Rating

Supplier Logo

**Additional ID Numbers**

Customer SetID 98000 Customer ID Our Customer Number

ISO and SEPA Information

**ID Numbers**

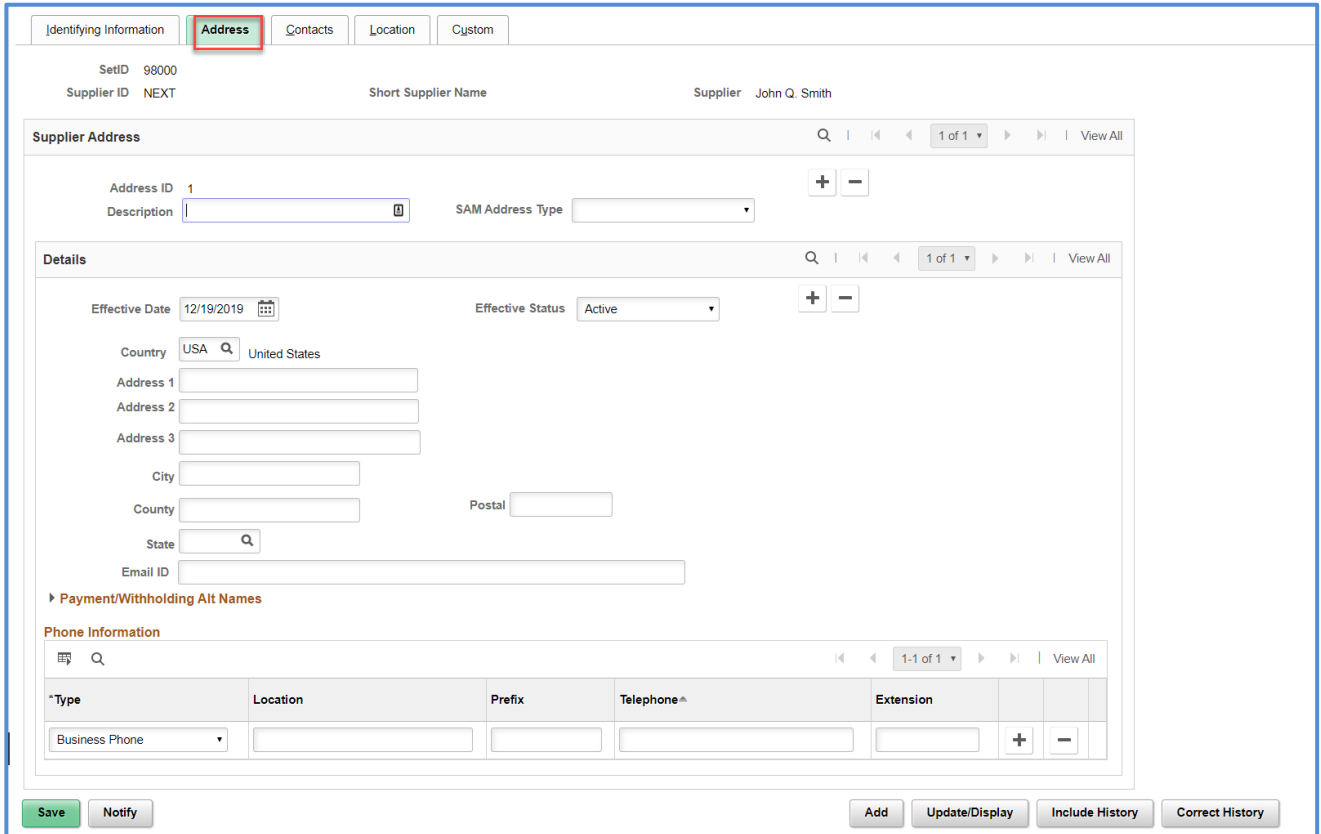
Type	SetID	ID Number	DUNS Number
TIN		123456789	

Duplicate Invoice Settings  
 Government Classifications  
 Standard Industry Codes  
 Additional Reporting Elements  
 Comments

Expand All Collapse All

Under the Additional ID Numbers group box, 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 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 does not prevent you from adding this Supplier into the system.

On the Address tab, you can enter the Supplier's main address. Also, you can 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.

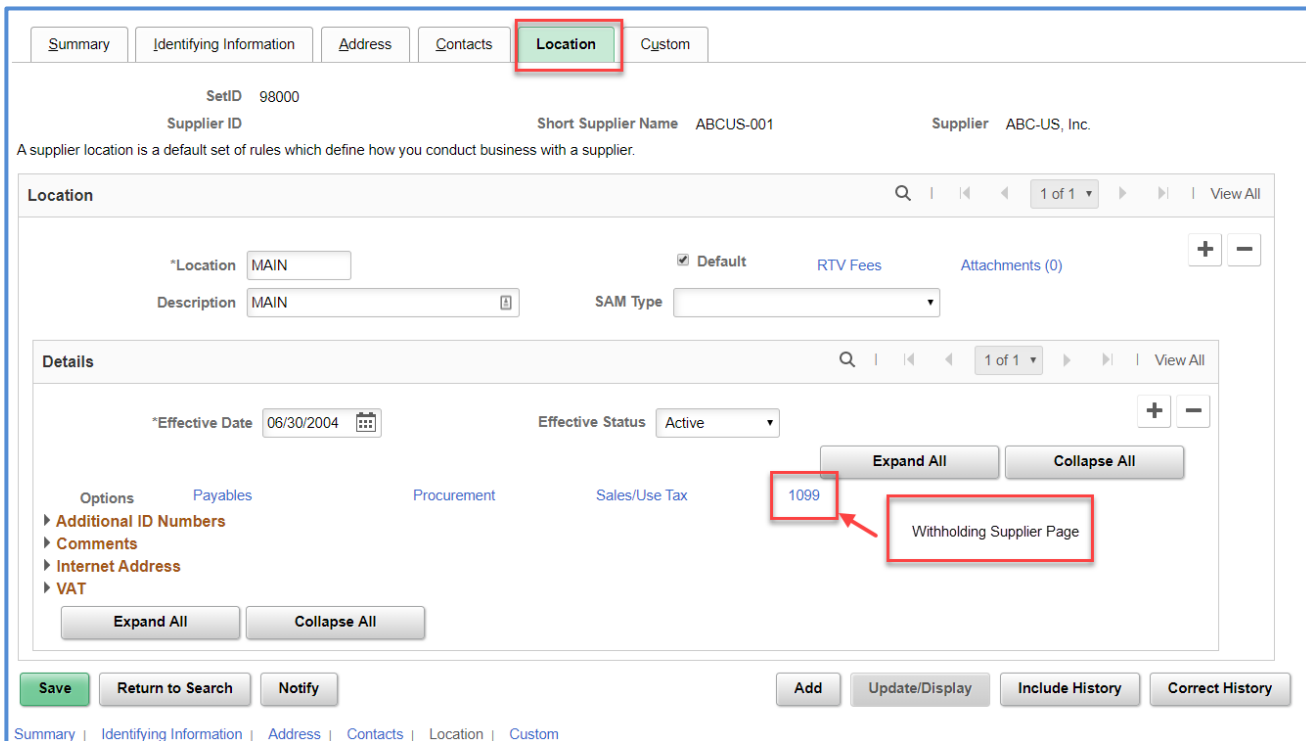


The screenshot displays the 'Supplier Address' form in the PeopleSoft system. The 'Address' tab is active, highlighted with a red box. The form includes the following sections and fields:

- Supplier Information:** SetID 98000, Supplier ID NEXT, Short Supplier Name, Supplier John Q. Smith.
- Supplier Address Section:**
  - Address ID: 1
  - Description: [Text Field]
  - SAM Address Type: [Dropdown]
- Details Section:**
  - Effective Date: 12/19/2019
  - Effective Status: Active
  - Country: USA (United States)
  - Address 1, Address 2, Address 3: [Text Fields]
  - City: [Text Field]
  - County: [Text Field]
  - State: [Text Field]
  - Postal: [Text Field]
  - Email ID: [Text Field]
- Payment/Withholding Alt Names:** [Section Header]
- Phone Information:**
  - \*Type: Business Phone
  - Location: [Text Field]
  - Prefix: [Text Field]
  - Telephone #: [Text Field]
  - Extension: [Text Field]

At the bottom, there are buttons for 'Save', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'.

On the Location tab, enter a MAIN location as the default location. The Withholding rules eventually associated with this Supplier are stored under the Location. However, before entering the 1099 Withholding information, 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, the next step is to add the withholding information for this Supplier by selecting the 1099 link.



The screenshot displays the PeopleSoft Supplier Location tab. The top navigation bar includes tabs for Summary, Identifying Information, Address, Contacts, Location (highlighted with a red box), and Custom. Below the tabs, the supplier information is shown: SetID 98000, Supplier ID, Short Supplier Name ABCUS-001, and Supplier ABC-US, Inc. A note states: "A supplier location is a default set of rules which define how you conduct business with a supplier."

The Location section contains a table with one entry. The entry has the following details:

- \*Location: MAIN
- Description: MAIN
- SAM Type: (dropdown menu)
- Default: ☒
- RTV Fees: (link)
- Attachments (0): (link)

Below the Location section is the Details section, which includes a table with one entry. The entry has the following details:

- \*Effective Date: 06/30/2004
- Effective Status: Active
- Options: Additional ID Numbers, Comments, Internet Address, VAT
- Payables: (link)
- Procurement: (link)
- Sales/Use Tax: (link)
- 1099: (link, highlighted with a red box)
- Withholding Supplier Page: (link, highlighted with a red box)

At the bottom of the page, there are buttons for Save, Return to Search, Notify, Add, Update/Display, Include History, and Correct History. The bottom navigation bar includes links for Summary, Identifying Information, Address, Contacts, Location, and Custom.

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

- Entity: IRS
- Type: 1099
- Jurisdiction: FED
- Default Jurisdiction: 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.
  - **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 entered on the Identifying Information page

X
Help

SetID 98000  
Supplier ID  
Short Supplier Name ABCUS ABCUS-001  
Supplier Name ABC-US, Inc.

Location MAIN  
Description MAIN

**1099 Options**

**1099 Information**

Main Information

Overrides

Remit

1-1 of 1 | View All

*Entity	*Type	*Jurisdiction	Default Jurisdiction	*Default Class	*1099 Status	Withhold Type Description		
IRS	1099	FED	☑	07	RPT	Reporting Only	+	-

**1099 Reporting Information**

Main Information

Additional Info

1-1 of 1 | View All

*Entity	*Address	Taxpayer Identification Number		
IRS		123456789	+	-

OK

Cancel

After you have finished entering 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)
- 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	Entry	Type	Jurisdiction	Default Jur	Default Class	1099_Status	Hold Pay Ind	Hold	Rule Ind	Rule	Withd Condition	Last Activ Dt
1	98000			A	S	Y	MAIN	12/16/2001	IRS	1099	FED	Y	07	RPT	D	N	D	N		06/30/2009
2	98000			A	S	Y	MAIN	12/16/2001	IRS	1099	FED	Y	07	RPT	D	N	D	N		06/30/2009
3	98000			A	S	Y	MAIN	12/16/2001	IRS	1099	FED	Y	07	RPT	D	N	D	N		06/30/2009
4	98000			A	S	Y	MAIN	12/16/2001	IRS	1099	FED	Y	07	RPT	D	N	D	N		02/29/2008
5	98000			A	S	Y	MAIN	12/16/2001	IRS	1099	FED	Y	07	RPT	D	N	D	N		06/30/2009
6	98000			A	S	Y	MAIN	12/16/2001	IRS	1099	FED	Y	07	RPT	D	N	D	N		10/30/2001
7	98000			A	S	Y	MAIN	12/16/2001	IRS	1099	FED	Y	07	RPT	D	N	D	N		06/21/2004
8	98000			A	S	Y	MAIN	12/16/2001	IRS	1099	FED	Y	07	RPT	D	N	D	N		09/10/2012
9	98000			A	S	Y	MAIN	12/16/2001	IRS	1099	FED	Y	07	RPT	D	N	D	N		10/02/2001
10	98000			A	S	Y	MAIN	12/16/2001	IRS	1099	FED	Y	07	RPT	D	N	D	N		06/25/2008
11	98000			A	S	Y	MAIN	12/16/2001	IRS	1099	FED	Y	07	RPT	D	N	D	N		06/30/2009
12	98000			A	S	Y	MAIN	12/16/2001	IRS	1099	FED	Y	07	RPT	D	N	D	N		08/23/2013
13	98000			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, 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](#)
[Keyword Search](#)
[Add a New Value](#)

Business Unit98000

Voucher IDNEXT

Voucher StyleRegular Voucher

Supplier NameABC Companies

Short Supplier NameABC-002

Supplier ID

Supplier LocationMAIN

Address Sequence Number1

Invoice Number

Invoice Date

Gross Invoice Amount0.00

Freight Amount0.00

Misc Charge Amount0.00

PO Business Unit

PO Number

Estimated No. of Invoice Lines1

Add

[Find an Existing Value](#) | 
 [Keyword Search](#) | 
 [Add a New Value](#)

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



Once you select the Withholding link, the system navigates 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 the institution set up withholding codes, you may select the appropriate code to override the default values. However, this is not necessary. Next, select whether the voucher line is withholding applicable or not. The “Withholding Applicable” checkbox indicates the payment for the voucher line will be included on the 1099 report 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 “Withholding Applicable” checkbox to deselect the corresponding Entity/Type/Class combination, if needed.

**Withholding Information**

[Back to Invoice](#)

Business Unit 98000      Invoice Number      VAT Entity  
 Voucher ID NEXT      Supplier      ABC Companies      Invoice Date

**Withholding Option**

☐ Postpone Withholding

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

Line 1    Description

Withholding Code  ☐ Withholding Applicable

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

	*Entity	*Type	*Jurisdiction	*Class	Withholding Basis Amt. Override	Contract Reference	Rule Override	Apply Withholding	Applicable	
1	IRS	1099	FED	07				Withhold at Payment	<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 that option is inadvertently selected. If you want to select all payments at the institution for posting, select “Post Bank Account.”

### Payment Posting Request

Run Control ID Post\_Payments
Report Manager
Process Monitor
Run

#### 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

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

Save
Notify
Refresh
Add
Update/Display

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 Withholdings.**

When running this process, 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 1099-2019
Report Manager
Process Monitor
Run

\*Request ID POST
Description POST WTHD TRANSACTIONS

\*Process Frequency Always Process

\*Post Option Post by Business Unit

\*Through Date 12/31/2019

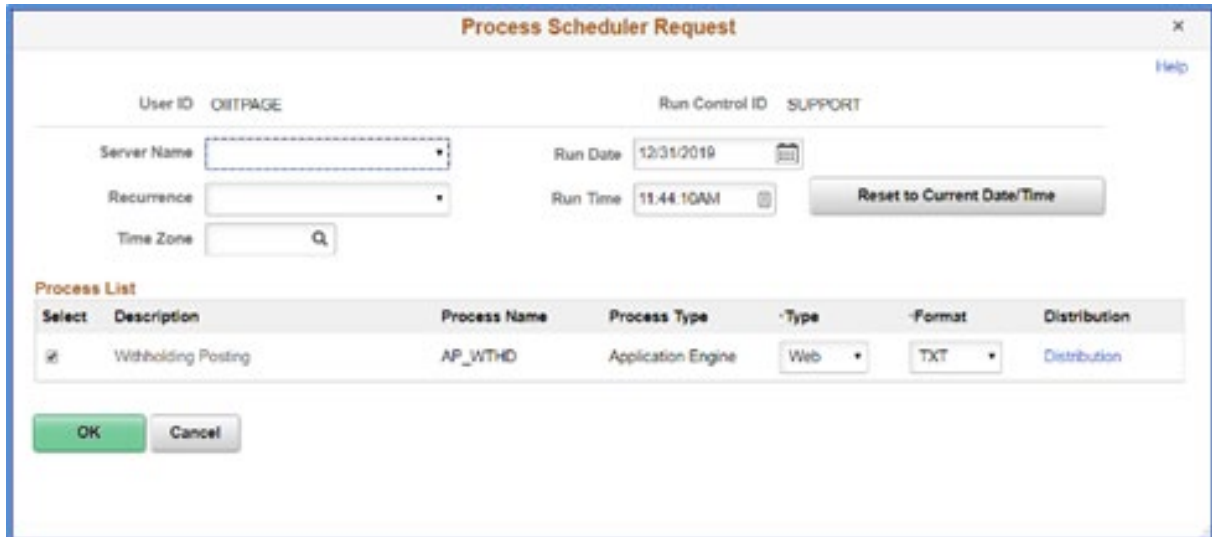
#### Business Units

1-1 of 1
View All

Include	*Business Unit	Description		
<input checked="" type="checkbox"/>	98000		+	-

Save
Notify
Add
Update/Display

Select Run and then click OK to run the process.



The dialog box is titled "Process Scheduler Request". It contains the following fields and controls:

- User ID: OIITPAGE
- Run Control ID: SUPPORT
- Server Name: [Dropdown]
- Run Date: 12/31/2019 [Calendar icon]
- Recurrence: [Dropdown]
- Run Time: 11:44:10AM [Clock icon]
- Time Zone: [Dropdown]
- Reset to Current Date/Time: [Button]
- Process List:
 

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Withholding Posting	AP_WTHD	Application Engine	Web	TXT	<a href="#">Distribution</a>
- OK: [Green Button]
- Cancel: [Grey Button]

Use the Process Monitor to verify the process runs to success.

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	12802485		Application Engine	AP_WTHD	OIITPAGE	12/31/2019 11:41:19AM EST	Success	Posted	<a href="#">Details</a>

Once you finish running "AP\_WTHD," proceed to the next step in processing 1099s.

## 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 these review tools, this manual discusses how to use each one and what information it provides.

### Vouchers by Supplier

You can utilize the “Vouchers by Supplier” business process to view all the Supplier withholding transactions by Voucher. For example, imagine that you want to review all vouchers 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: SHARE Supplier ID: Location: MAIN

Payment

Start Date: 01/01/2017 End Date: 12/31/2017 Search

Withholding Transactions

Basic Information More Information

Business Unit	Voucher ID	Invoice Number	Invoice Date	Entity	Type	Jurisdiction
53000	05323612	Instruction	02/14/2017	IRS	1099	FED
53000	05323826	Instruction	02/10/2017	IRS	1099	FED
53000	05324409	INSTRUCTION	02/28/2017	IRS	1099	FED
53000	05324935	Instruction	03/20/2017	IRS	1099	FED
53000	05324936	Instruction	03/23/2017	IRS	1099	FED
53000	05324937	Instruction	03/22/2017	IRS	1099	FED
53000	05324938	Instruction	03/21/2017	IRS	1099	FED
53000	05326401	Instruction	04/26/2017	IRS	1099	FED
53000	05326482	Instruction	05/01/2017	IRS	1099	FED
53000	05327439	Instruction	05/25/2017	IRS	1099	FED

Save Return to Search Previous in List Next in List Notify

On the Basic Information in the search results, you should see a line for each voucher with 1099 withholding that was paid to that specific 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.

**Note:** personally identifiable information was removed from the image below.

### Vouchers By Supplier

**Supplier**

SetID	SHARE	Supplier ID	0000000754	Cozart, Margaret E	Location	MAIN
-------	-------	-------------	------------	--------------------	----------	------

**Payment**

Start Date	01/01/2017	End Date	12/31/2017	Search
------------	------------	----------	------------	--------

**Withholding Transactions**

Basic Information

More Information

Business Unit	Voucher ID	Invoice Number	Class	Description	Payment Number	Withholding Basis Amount	Withholding Amount	Currency	Bank SetID	Bank Code	Bank Account	Payment Reference	Payment Date
53000	05323612	Instruction	07	Non-Employee Compensation	1	500.00		USD	53000				02/21/2017
53000	05323826	Instruction	07	Non-Employee Compensation	1	1300.00		USD	53000				02/28/2017
53000	05324409	INSTRUCTION	07	Non-Employee Compensation	1	500.00		USD	53000				03/21/2017
53000	05324935	Instruction	07	Non-Employee Compensation	1	500.00		USD	53000				04/04/2017
53000	05324936	Instruction	07	Non-Employee Compensation	1	500.00		USD	53000				04/04/2017
53000	05324937	Instruction	07	Non-Employee Compensation	1	500.00		USD	53000				04/04/2017
53000	05324938	Instruction	07	Non-Employee Compensation	1	500.00		USD	53000				04/04/2017
53000	05326401	Instruction	07	Non-Employee Compensation	1	350.00		USD	53000				05/09/2017
53000	05326482	Instruction	07	Non-Employee Compensation	1	1400.00		USD	53000				05/09/2017
53000	05327439	Instruction	07	Non-Employee Compensation	1	900.00		USD	53000				05/31/2017

Save

Return to Search

Previous in List

Next in List

Notify

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

## Withholding Payments

Another review page to 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

From Supplier ID

From Supplier Name

To Supplier ID

To Supplier Name

\*From Date

\*To Date

Search

Reset Criteria

Payment Details

SetID

Supplier ID

Pay Method

Payment Ref

Payment Amount

Supplier Liability Amount Paid

Withholding Details

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 39000	05518163	1	IRS	1099	FED	07	RULE0	Regular payment	4,098.00	4,098.00		USD

Notify

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



## 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 totals 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   SHARE   Supplier   The F.A. Bartlett Tree Expert Company   Location   MAIN

**Payment**

Start Date   01/01/2018   End Date   12/31/2018   Search

**Business Units**

Business Unit   39000   GEORGIA SOUTHERN UNIVERSITY

**Withholding Balances**

Entity	Type	Jurisdiction	Class	Description	Basis Amt	Liability Amt	Paid Amount	Currency
IRS	1099	FED	07	Non-Employee Compensation	9,523.00	0.00	0.00	USD

Save   Return to Search   Notify

## Year-Round Queries

There are four queries that you can run throughout the year to help keep track of your 1099s. 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, run it for both the primary and “B” Business Units.

For Institutions utilizing 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.

**Note:** personally identifiable information was removed from the image below.

BOR\_AP\_1099\_PMTS - BOR 1099 Payments

Start Date 01/01/2018

End Date 12/31/2018

Business Unit 98000

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (803 kb)

View All

	ID Num	Name	Class	Supplier	Location	Class	Date	Reference	Voucher	Line	Distribution LI	Description	Account	Amount	Supplier WTHD	Voucher WTHD	Gross Amt
1		Council of State Historical Records Coord	F	MAIN	07	02/21/2018	075481	05324960	1	1	2018 Annual CoSA Membership Du		727130	2500.000	Y		2500.000
2		Lee Center North, LLP	F	MAIN	01	01/03/2018	023186	05323728	1	1	GFA Office lease - 139 Bethesda		748100	3400.000	Y		3400.000
3		Lee Center North, LLP	F	MAIN	01	02/01/2018	023460	05324247	1	1	GFA Office lease - 139 Bethesda		748100	3400.000	Y		3400.000
4		Lee Center North, LLP	F	MAIN	01	03/01/2018	023802	05325184	1	1	GFA Office lease - 139 Bethesda		748100	3400.000	Y		3400.000
5		Lee Center North, LLP	F	MAIN	01	04/02/2018	024110	05325995	1	1	GFA Office lease - 139 Bethesda		748100	3400.000	Y		3400.000
6		Lee Center North, LLP	F	MAIN	01	05/17/2018	024555	05327252	1	1	GFA Office lease - 139 Bethesda		748100	3400.000	Y		3400.000
7		Lee Center North, LLP	F	MAIN	01	06/14/2018	024890	05328045	1	1	GFA Office lease - 139 Bethesda		748100	3400.000	Y		3400.000
8		Lee Center North, LLP	F	MAIN	01	08/02/2018	025310	05329001	1	1	Lease		748100	3400.000	Y		3400.000
9			F	MAIN	07	09/10/2018	079444	05330373	1	1	UGA jazz Band conf performance		241100	50.000	Y		50.000
10			F	MAIN	07	04/11/2018	078678	05328161	1	1	Consultant fee_MYS		751100	1500.000	Y		1500.000
11		Bullock Hospitality Services	F	MAIN	07	01/03/2018	023182	05323762	1	1	Change Department		641140	-66.000	Y		0.000
12		Bullock Hospitality Services	F	MAIN	07	01/03/2018	023182	05323762	2	1	Change Department		641140	96.000	Y		0.000
13		HRM LLC	F	MAIN	03	06/23/2018	025543	05329658	1	1	HCI Membership_E Bryant		727130	295.000	Y		295.000
14			F	MAIN	07	12/19/2018	070640	05332391	1	1	Interview VC for HR-USG		651140	152.000	Y		409.240

## BOR AP 1099 JE

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

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: 2019  
Business Unit: 99000

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (10 kb)

View All

Unit	Typical WH CD	Account	Fund	Dept	Program	Class	Project	Budget Period	Amount	Journal ID	Line #	Line Descr	Descr
1	99000	01	719100	10000	1553000	16100	11000		4 450 0000553095			1 10C24_Record Center Storage	Transfer funds for Record Cent
2	99000	01	748101	11920	2430000	13100	11000		548368 000 0000655616			47 RE Rents-GA MI Col (USO Only)	Appropriations to the Institut
3	99000	01	748101	11920	2430000	13100	11000		548368 000 0000672333			47 RE Rents-GA MI Col (USO Only)	Appropriations to the Institut
4	99000	01	748100	21930	9010030	13100	91000		25586 250 0000630612			1 Real Estate Rentals -Op Leases	10275_Transfer of funds for OL
5	99000	01	748100	21930	9010030	13100	91000	98129	25586 250 0000630615			1 Real Estate Rentals -Op Leases	10919_Transfer of funds for OL
6	99000	01	748101	11920	2430000	13100	11000		548368 000 000063685			47 RE Rents-GA MI Col (USO Only)	Appropriations to the Institut
7	99000	01	719100	10000	1553000	16100	11000		4 450 0000693735			1 Rents- Non-Real Estate	10757_Record transfer of funds
8	99000	01	748101	11920	2430000	13100	11000		548368 000 000063686			47 RE Rents-GA MI Col (USO Only)	Appropriations to the Institut
9	99000	01	719100	10000	1553000	16100	11000		4 450 0000707160			1 Rents- Non-Real Estate	10973_Transfer funds for Recor
10	99000	01	748101	11920	2430000	13100	11000		797862 000 0000707372			47 RE Rents-GA MI Col (USO Only)	Appropriations to the Institut
11	99000	01	748101	11920	2430000	13100	11000		714295 000 0000714671			47 RE Rents-GA MI Col (USO Only)	Appropriations to the Institut
12	99000	01	748100	21930	9010030	13100	91000	98129	25586 250 0000719529			1 Real Estate Rentals -Op Leases	11185 -Archives Rent Apr - Ju
13	99000	01	748100	14950	8755000	13100	41500		25636 490 0000725506			3 BREIT Ind Canyon-July	Expense Prepaid Items at 6-30-

First: 1-28 of 28 Last

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**

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

**Note:** personally identifiable information was removed from the image below.

BOR\_AP\_1099\_NONRPT\_CONSISTENT - Not 1099 Rptd but Consistent

From Date 01/01/2019 To Date 12/31/2019 Business Unit 99000

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (271 kb)

View All

Unit	TIN	Supplier ID	Name	Location	Ck #	Voucher	Voucher Gross Amount	Line	Merchandise Amt	Account	Expected Wh Code	Description	Supplier Class	Supplier With?	Vchr With?	\$0 Voucher?
1	99000		Haron Consulting Group, Inc.	MAIN	026733	05332733	158455.000	1	158455.000	751103	07	USG Comprehensive Administrat	F	N	N	N
2	99000		Haron Consulting Group, Inc.	MAIN	026733	05332734	118811.250	1	118811.250	751103	07	USG Comprehensive Administrat	F	N	N	N
3	99000		Haron Consulting Group, Inc.	MAIN	026931	05333322	0.000	1	-19875.000	751103	07	USG Comprehensive Administrat	F	N	N	Y
4	99000		Haron Consulting Group, Inc.	MAIN	026931	05333322	0.000	2	19875.000	751103	07	Savannah State Statement of Wo	F	N	N	Y
5	99000		Haron Consulting Group, Inc.	MAIN	026931	05333323	201545.900	1	24774.400	751103	07	USG Comprehensive Administrat	F	N	N	N
6	99000		Haron Consulting Group, Inc.	MAIN	026931	05333323	201545.900	2	198811.500	751103	07	Deliverables addition per amen	F	N	N	N
7	99000		Haron Consulting Group, Inc.	MAIN	027651	05332656	108188.500	1	108188.500	751103	07	Deliverables addition per amen	F	N	N	N
8	99000		Fidelity Investments Inst. Op. Co. Inc.	MAIN	079682	05332668	600.000	1	600.000	751103	07	Ongoing Financial Wellness fee	F	N	N	N
9	99000		Fidelity Investments Inst. Op. Co. Inc.	MAIN	079682	05332669	600.000	1	600.000	751103	07	Ongoing Financial Wellness fee	F	N	N	N
10	99000		Fidelity Investments Inst. Op. Co. Inc.	MAIN	080082	05333889	600.000	1	600.000	751103	07	USG Wellness	F	N	N	N
11	99000		IBM Corporation	MAIN	05332668	05333926	696373.360	1	696373.360	751103	07	3 Months 3 Services	F	N	N	N

First 1-100 of 538 (2) Last

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

**Note:** personally identifiable information was removed from the image below.

**BOR\_AP\_1099\_MISMATCHED - 1099 Mismatched Transactions**

Business Unit: 99000  
From Date: 01/01/2019  
To Date: 12/31/2019  
[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (73 kb)

Unit	TIN	Supplier ID	Name	Location	CA #	Voucher	Voucher Gross Amount	Line	Merchandise Amt	Account	Description	Supplier Class	Supplier WHT	Vchr WHT	\$0 Voucher?
1	99000		Macmillan Holdings LLC	MAIN	080239	95335228	6512.000	1	6512.000	702100	Saving Homework Digital Prods	F	Y	N	N
2	99000			MAIN	080336	95335679	1541.000	2	141.000	241100	HomeworkAccommodation Exp	S	Y	N	N
3	99000		VoiceThread LLC	MAIN	027836	95335477	10500.000	1	10500.000	702100	VoiceThreadPractices Cus	F	Y	N	N
4	99000		Rich USA, Inc	ORDRMLOC7	079962	95333075	44.400	1	44.400	714104	Rich (Capier Images-Annual Ex	F	Y	N	N
5	99000		Rich USA, Inc	ORDRMLOC7	080595	95333919	114.340	1	114.340	714104	Rich (Capier Images-Annual Ex	F	Y	N	N
6	99000		Rich USA, Inc	ORDRMLOC7	080178	95334425	53.100	1	53.100	714104	Rich (Capier Images-Annual Ex	F	Y	N	N
7	99000		Rich USA, Inc	ORDRMLOC7	080334	95335519	35.110	1	35.110	714104	Rich (Capier Images-Annual Ex	F	Y	N	N
8	99000		Rich USA, Inc	ORDERLOC11	080390	95335946	50.200	1	50.200	714104	Rich (Capier Images-Annual Ex	F	Y	N	N
9	99000		Rich USA, Inc	ORDERLOC11	080516	95336704	38.630	1	38.630	714104	Rich (Capier Images-Annual Ex	F	Y	N	N
10	99000		CapFinancial Partners, LLC	MAIN	026968	95333481	38750.000	1	38750.000	751103	CAPTRUST Financial	F	Y	N	N
11	99000		CapFinancial Partners, LLC	MAIN	027957	95334869	124750.000	1	124750.000	751103	CapFinancial Education and Com	F	Y	N	N
12	99000		CapFinancial Partners, LLC	MAIN	027862	95335165	38750.000	1	6250.000	751103	CAPTRUST Financial	F	Y	N	N
13	99000		CapFinancial Partners, LLC	MAIN	028446	95337066	38750.000	1	38750.000	751103	CapFinancial Education and Com	F	Y	N	N
14	99000		CapFinancial Partners, LLC	MAIN	028446	95337069	124750.000	1	124750.000	751103	CapFinancial Education and Com	F	Y	N	N
15	99000		Quench	LOC1	079961	95333053	41.200	1	41.200	714100	Quench water cooler	F	Y	N	N
16	99000		Quench	MAIN	080523	95333557	41.200	1	41.200	714100	Quench water cooler	F	Y	N	N
17	99000		Quench	LOC1	080123	95334148	41.200	1	41.200	714100	Quench water cooler	F	Y	N	N
18	99000		Quench	LOC1	080224	95334820	41.200	1	41.200	714100	Quench water cooler	F	Y	N	N

First 1-100 of 148 | Last

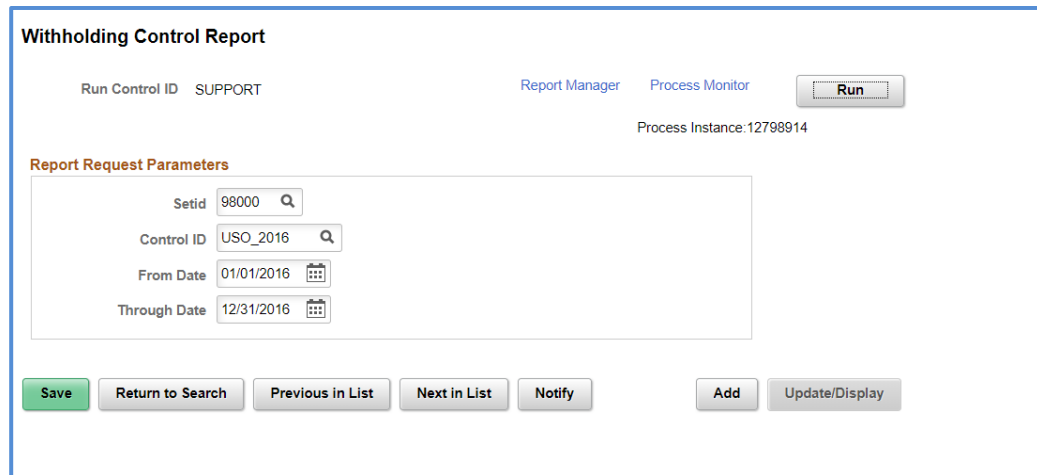
In the query results, the transactions that appear will not be reported unless both the Supplier and Vouchers are marked as Withholding. As you review the query results, you will need to determine if any of these items need to be reflected in 1099 reporting. If they do, you will need to adjust the withholding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

## Withholding Balances Control Report

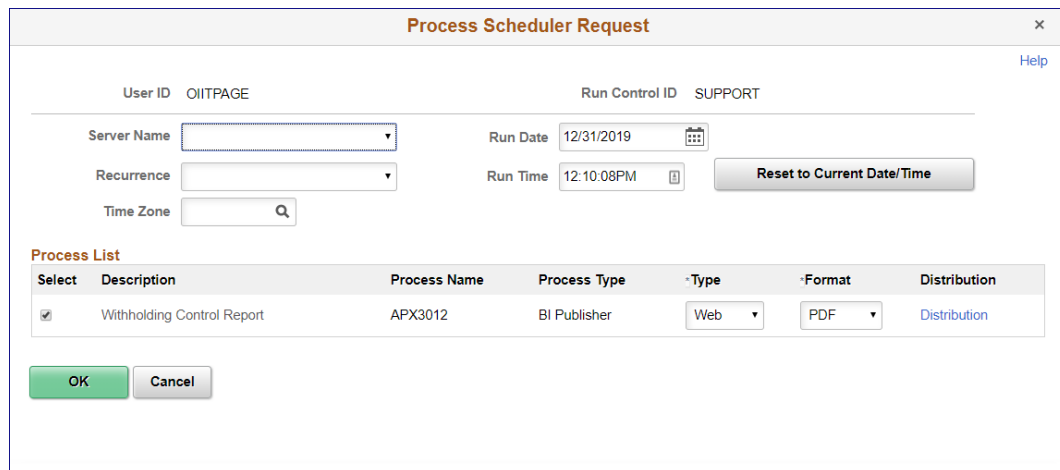
The Withholding Control Report is an optional report that lists detailed information for each Supplier with withholding activity.

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 SetID, Control ID and the From/To Dates. Remember, the Control ID should have been set up at the beginning of the 1099 Processing and should include the institution and reporting year (e.g., USO\_2019).



Select Run and then click OK to run the process.



Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Withholding Control Report	APX3012	BI Publisher	Web	PDF	Distribution

Use the Process Monitor to verify the process runs to success. Locate this report in the Report Manager.

Query Viewer

Process Monitor

Process List

Server List

View Process Request For

User ID

Type

Last

2 Days

Refresh

Server

Name

Instance From

Instance To

Run Status

Distribution Status

☒ Save On Refresh

Process List

☐

1-2 of 2

View All

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	12802496		BI Publisher	APX3012		12/31/2019 12:10:08PM EST	Success	Posted	<a href="#">Details</a>

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, it is recommended you run this query before and after making adjustments so that you can compare 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.

**Note:** personally identifiable information was removed from the image below.

BOR\_AP\_1099\_ADJUST - 1099 Manual Balance Adjusts

Calendar Year 2019

Business Unit 99000

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (16 kb)

View All

	Unit	Tax ID	Supplier	Location	Name	Payment	1099 AMT	Holdback Liability - \$/B \$0		Holdback Amt - \$/B \$0	Date	Class	Posted
1	99000		MAIN	Dell Marketing, LP	0000019178	2111.000		0.000		0.000	12/31/2019	07	12/31/2019
2	99000		MAIN	Dell Marketing, LP	0000019313	168.300		0.000		0.000	12/31/2019	07	12/31/2019
3	99000		MAIN	Dell Marketing, LP	0000019314	3136.000		0.000		0.000	12/31/2019	07	12/31/2019
4	99000		MAIN	Dell Marketing, LP	0000019315	1376.950		0.000		0.000	12/31/2019	07	12/31/2019
5	99000		MAIN	Dell Marketing, LP	0000019316	112.200		0.000		0.000	12/31/2019	07	12/31/2019
6	99000		MAIN	Dell Marketing, LP	0000019317	41966.250		0.000		0.000	12/31/2019	07	12/31/2019
7	99000		MAIN	Dell Marketing, LP	0000019318	553380.910		0.000		0.000	12/31/2019	07	12/31/2019
8	99000		MAIN	Dell Marketing, LP	0000019430	5647.800		0.000		0.000	12/31/2019	07	12/31/2019
9	99000		MAIN	Dell Marketing, LP	0000019431	7906.000		0.000		0.000	12/31/2019	07	12/31/2019

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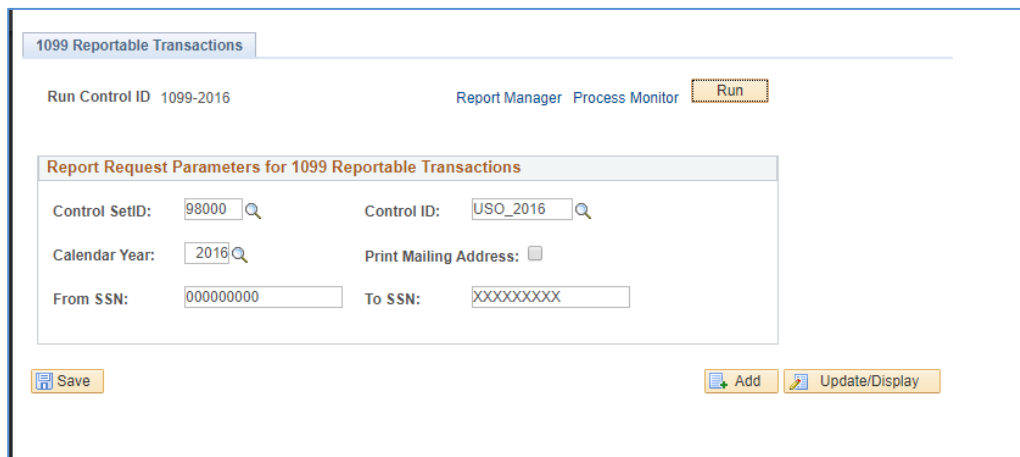
## **BORRY010 1099 Reportable Transactions Report**

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 Menu > 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.



1099 Reportable Transactions

Run Control ID 1099-2016 [Report Manager](#) [Process Monitor](#) [Run](#)

**Report Request Parameters for 1099 Reportable Transactions**

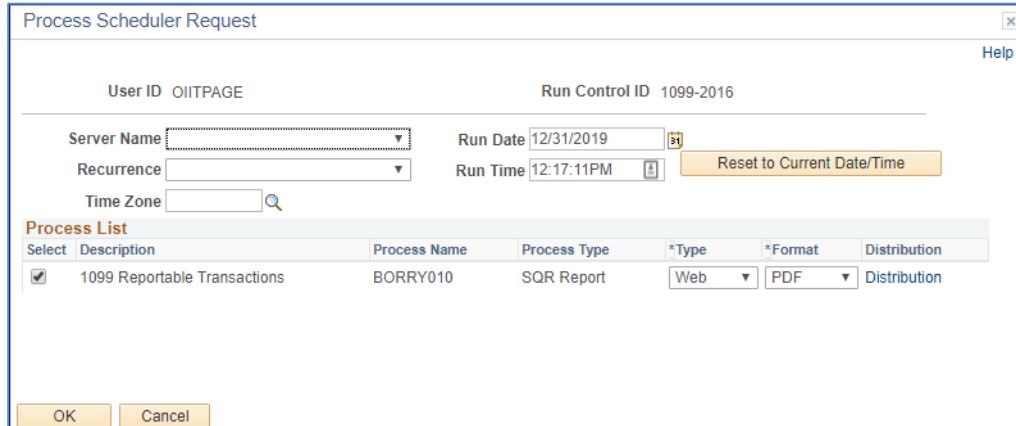
Control SetID: 98000 [Q](#) Control ID: USO\_2016 [Q](#)

Calendar Year: 2016 [Q](#) Print Mailing Address: ☐

From SSN: 000000000 To SSN: XXXXXXXXXX

[Save](#) [Add](#) [Update/Display](#)

Select Run and then OK to run the process.

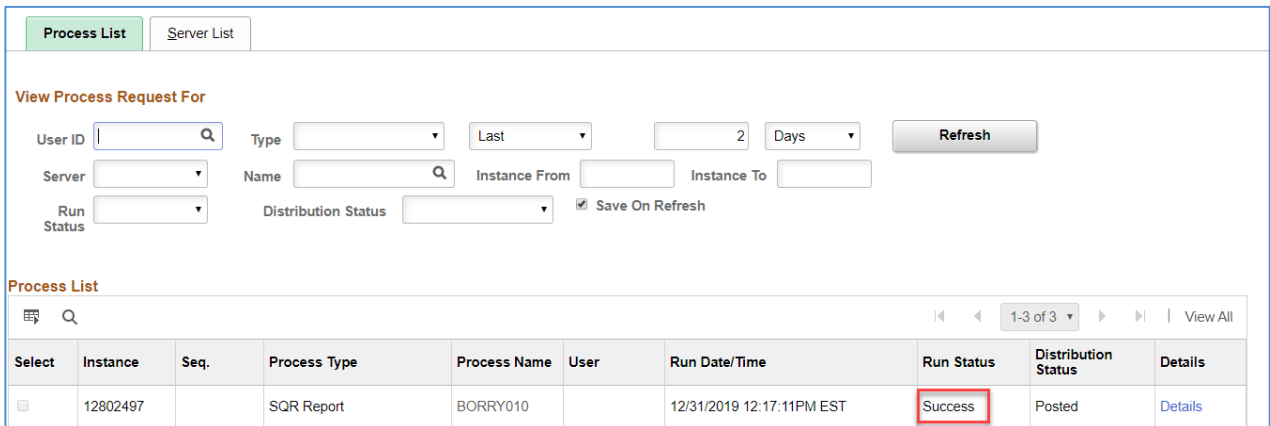


The dialog box is titled "Process Scheduler Request". It contains the following fields and controls:

- User ID:** OIITPAGE
- Run Control ID:** 1099-2016
- Server Name:** A dropdown menu.
- Run Date:** 12/31/2019
- Recurrence:** A dropdown menu.
- Run Time:** 12:17:11PM
- Time Zone:** A dropdown menu with a search icon.
- Buttons:** "Reset to Current Date/Time", "OK", and "Cancel".
- Process List:** A table with the following data:
 

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	1099 Reportable Transactions	BORRY010	SQR Report	Web	PDF	Distribution

Use the Process Monitor to verify the process runs to success. Locate this report in the Process Monitor.



The Process Monitor interface shows the following details:

- Process List:** A tab is selected.
- View Process Request For:**
  - User ID:** [Searchable]
  - Type:** [Dropdown]
  - Last:** [Dropdown]
  - Days:** 2
  - Refresh:** Button
  - Server:** [Dropdown]
  - Name:** [Searchable]
  - Instance From:** [Dropdown]
  - Instance To:** [Dropdown]
  - Run Status:** [Dropdown]
  - Distribution Status:** [Dropdown]
  - Save On Refresh:** ☒
- Process List Table:**

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	12802497		SQR Report	BORRY010		12/31/2019 12:17:11PM EST	Success	Posted	<a href="#">Details</a>

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: \$600
- 42 – Nonresident Alien Withholding \$0.00

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

**Note:** If the institution plans to process 1099s for a B Business Unit, PeopleSoft will process these separately from 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 vouchers will show up on the 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 and this decision will determine what is reported to the IRS, as well as whether this Supplier receives a Copy B from the institution.

**Note:** 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.

**Note:** personally identifiable information was removed from the image below.

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 12/19/2019		
From SSN: 000000000 To SSN: XXXXXXXXXX		For Calendar Year: 2016								Print Address: N	Run Time 02:20:57	
1099 Sup. SSN	MS	Supplier ID	Name	ADJ	Account	WH	Amount	Amt Under Minimum	Calculated Reportable Amt	Reported Amount	Difference	
Sup. SSN	BU	RI?	CK/Pmt	Voucher	?	CL						
-----												
0000401355												
98000			075890	05310923	751103	07	500.00					
0000401355			CL 07	Non-Employee Compensation			500.00	500.00	0.00	0.00	0.00	
-----												
0000401352												
98000			075857	05310793	751108	07	500.00					
0000401352			CL 07	Non-Employee Compensation			500.00	500.00	0.00	0.00	0.00	
-----												
0000401401												
98000			076289	05312545	751103	07	300.00					
0000401401			CL 07	Non-Employee Compensation			300.00	300.00	0.00	0.00	0.00	
-----												
0000400845												
98000	RI		074864	05307376	727130	07	2,500.00					
0000400845			CL 07	Non-Employee Compensation			2,500.00	0.00	2,500.00	2,500.00	0.00	
-----												
0000401336												
98000			075789	05310590	751108	07	500.00					
0000401336			CL 07	Non-Employee Compensation			500.00	500.00	0.00	0.00	0.00	
-----												
0000401251												
98000			075176	05308565	751103	07	300.00					
0000401251			CL 07	Non-Employee Compensation			300.00	300.00	0.00	0.00	0.00	
-----												
0000000055												
98000	RI		075377	05309231	241100	07	2,800.00					
-----												
Report ID: B0RRY010 Date: 12/19/2019 @ 14:21:02 DB=FDEV Version#: 5.24 Page: 1												

## CHAPTER 6: CORRECTIONS AND ADJUSTMENTS OF 1099 ITEMS

After completing a review of the 1099 items, you may find some items need to be adjusted. As mentioned in the previous chapter, for transactions to be reported both the Supplier and Voucher need to be marked as Withholding. There are a couple of different ways to make 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

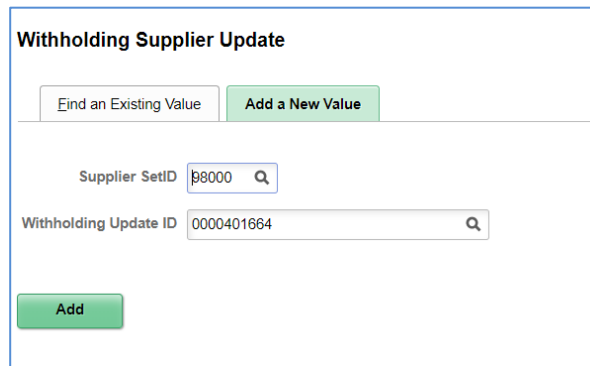
The Withholding Supplier Update process is used to change Withholding applicability, entity, type, jurisdiction, and/or class. When you utilize this type of update, the system will apply the update to all vouchers for that specific Supplier. After completing the update, you must run the Withholding Update 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 you 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 21), 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.



**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. It is recommended 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 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 the SetID and the Tax Reporting Year's Start and End Dates.

**Note:** For institutions using Share Suppliers, enter SHARE in the Supplier SetID field. In the Business Unit field, enter the Business Unit number (e.g., 53000).

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 can verify will see whether the Supplier is currently set up as a Withholding Supplier as indicated by Y or N in Current Withhold. Enter the Business Unit and then select the New Withhold Details tab to update the information.

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

Withholding Supplier Update

Withholding Update ID

Withholding Update ID 0000401664

Supplier Selection

\*Supplier SetID 98000

Tax Reporting Year

\*Start Date 01/01/2019 \*End Date 12/31/2019

Details

Supplier

New Withhold Details

*Supplier ID	Location	Business Unit	Current Withhold
1 0000401664	MAIN	98000	Y

Save

Return to Search

Notify

Add

Update/Display

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

Withholding Supplier Update

Withholding Update ID

Withholding Update ID 0000401664

Supplier Selection

\*Supplier SetID 98000

Tax Reporting Year

\*Start Date 01/01/2019

\*End Date 12/31/2019

Details

Supplier

New Withhold Details

	*Supplier ID	Location	New Withhold	Entity	New Type	New Jur CD	New Class	Criteria			
1	0000401664	MAIN	Y	IRS	1099	FED	03	Database Updated			

Save

Return to Search

Notify

Add

Update/Display

**Note:** Withholding Supplier Updates do not take effect until the Withholding Update Process runs.

---

## **Withholding Invoice Line Update**

The Withholding Invoice Line Update process is used to update withholding information for a specific 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 Voucher Line Withholding.***

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

**Note:** For institutions using Share Suppliers, enter SHARE in the Supplier SetID field. You will enter the 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 the Business Unit and the Beginning and Ending Dates of the 1099 reporting year. Once you click 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. In the Tax Reporting Year group box, enter 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	71000	*From Date	01/01/2016	Search
<input type="checkbox"/> Clear Updated Withholding		*To Date	12/31/2016	

#### Defaults

Withhold Entity	IRS	Withhold Type		Set All Lines to No Withd
Jurisdiction		Class		Set All Lines to Withd

#### Tax Reporting Year

*Start Date	01/01/2016	*End Date	12/31/2016
-------------	------------	-----------	------------

#### Details

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"/>	<input type="checkbox"/>	IRS	1099	FED	07	71000	05311817	1	2015120315879A	03/23/2016	750,000

Save

Return to Search

Notify

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.

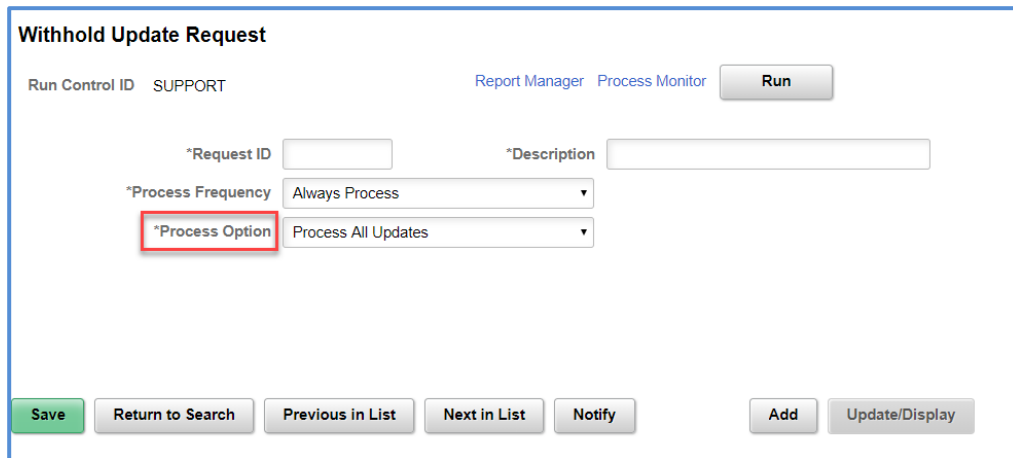
## Running Withholding Update Process

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 ▼

Save    Return to Search    Previous in List    Next in List    Notify    Add    Update/Display

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

**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 shows a status of ‘blocked’ in the process monitor. Once the first instance is completed, the next one should begin processing. Although you can run Withhold Update Request manually if needed, it is recommended 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 needed. This process is for manually adjusting posted withholding transactions by Supplier or adding withholding entries from a legacy or third-party system. Adjustments for any transactions entered via journal entry must be done manually.

Whenever possible make 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.***

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

**Note:** For institutions using Share Suppliers, enter SHARE in the Supplier SetID field. In the Business Unit field, enter the Business Unit number (e.g., 53000).

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

**Withhold Adjustments**

98000 Supplier 0000006956 MAIN Tennant, Roy

**Search Criteria**

Business Unit 98000  
Entity IRS  
Jurisdiction FED  
Type 1099  
Class  
Start Date 01/01/2019  
End Date 12/31/2019  
**Search**

**Adjustments**

1-1 of 1 | View All

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

Short Name	*Business Unit	*Entity	*Type	*Jurisdiction	*Class	*Rule		
Legacy	21000	IRS	1099		07	RULE0	+	-

Save Return to Search Previous in List Next in List Notify Refresh

On the Transaction Info tab, 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.

### Withhold Adjustments

98000    Supplier 0000006956    MAIN

**Search Criteria**

Business Unit	98000	Type	1099	Start Date	01/01/2019
Entity	IRS	Class		End Date	12/31/2019
Jurisdiction	FED				

**Adjustments**

1-1 of 1 | View All

[Main Information](#)  
 [Transaction Info](#)  
 [Payment Information](#)  
 [Adjustment Reason](#)

Basis Amt	Liability Amt	Paid Amount	Payment Date	Declaration Date		
0.00	0.00	0.00	12/31/2019	12/31/2019	+	-

[Save](#)  
 [Return to Search](#)  
 [Previous in List](#)  
 [Next in List](#)  
 [Notify](#)  
 [Refresh](#)

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

For Payment Date, all adjustments should have a Payment date of Dec. 31 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 Dec. 31 of the 1099 reporting year.

On the Adjustment Reason tab, there is space available for you to indicate why an 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, include a reference as to why the adjustment was made.

**Withhold Adjustments**

98000    Supplier    0000006956    MAIN

**Search Criteria**

Business Unit: 98000    Entity: IRS    Jurisdiction: FED    Type: 1099    Class:    Start Date: 01/01/2019    End Date: 12/31/2019    Search

**Adjustments**

1-1 of 1    View All

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

Creation Date	User ID	Description		
12/19/2019	OIITPAGE		+	-

Save    Return to Search    Previous in List    Next in List    Notify    Refresh

**Note:** You may sometimes notice a second User ID on this page that is not part of your 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, review the 1099 items again as previously discussed in Chapter 5. 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 further 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, 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 the institution’s SetID.
- Control ID: This is the Control ID the institution set up for the 1099 reporting year (e.g., CSU\_2020).
- 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 and IRS\_001\_%.ORIG\_NEC.txt files
  - Test generates IRS\_001\_%.txt and IRS\_001\_%.ORIG\_NEC.txt files and populates only the PS\_WTHD\_1099\_COPYB table.
  - Replacement generates the IRS\_001\_%.txt and IRS\_001\_%.ORIG\_NEC.txt files 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\_WTHD\_REPORT

Language: English

[Report Manager](#)
[Process Monitor](#)

Run

#### 1099 Report Post

\*Request ID: WITHDRPPST

Description: WITHHOLD REPORT POST

Process Frequency: Always Process

Report ID: US\_REPORT

☒ Include Manual Overrides

Report Date: 12/19/2019

\*Control ID: GSU\_2017 GEORGIA STATE UNIVERSITY

\*Control SetID: 71000

\*Calendar ID: A1 Annual Calendar-1099

\*Calendar SetID: SHARE

☐ Use Report Date For Supplier

\*Fiscal Year: 2017

\*Period: 1 1099 Reporting Annual Calendar

#### 1099 Report

Type of File/Return: Original/Correction

Replacement Character:

#### 1099 Report Copy B Sort

Withhold Type: All  
☐ Mask TIN

Supplier Select Option:   
 AP 1099 sort order:

#### Supplier Payees

🔍
1-1 of 1
View All

#	Supplier ID		
1			

Save

Notify

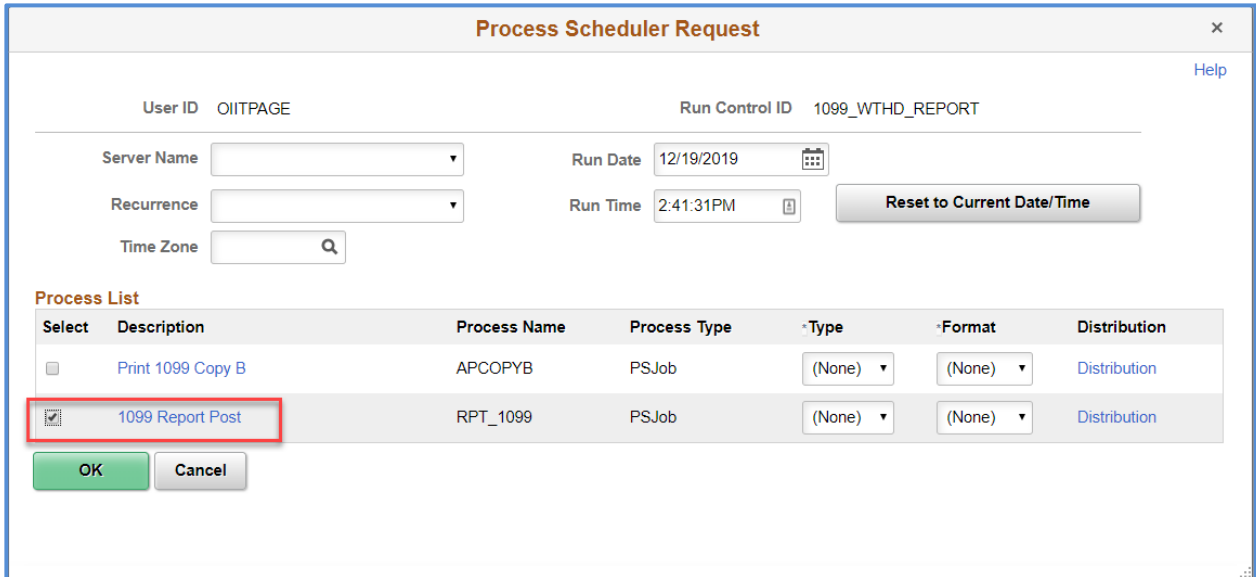
Add

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.



**Process Scheduler Request**

User ID: OIITPAGE Run Control ID: 1099\_WTHD\_REPORT

Server Name: [Dropdown] Run Date: 12/19/2019 [Calendar Icon]

Recurrence: [Dropdown] Run Time: 2:41:31PM [Clock Icon] [Reset to Current Date/Time](#)

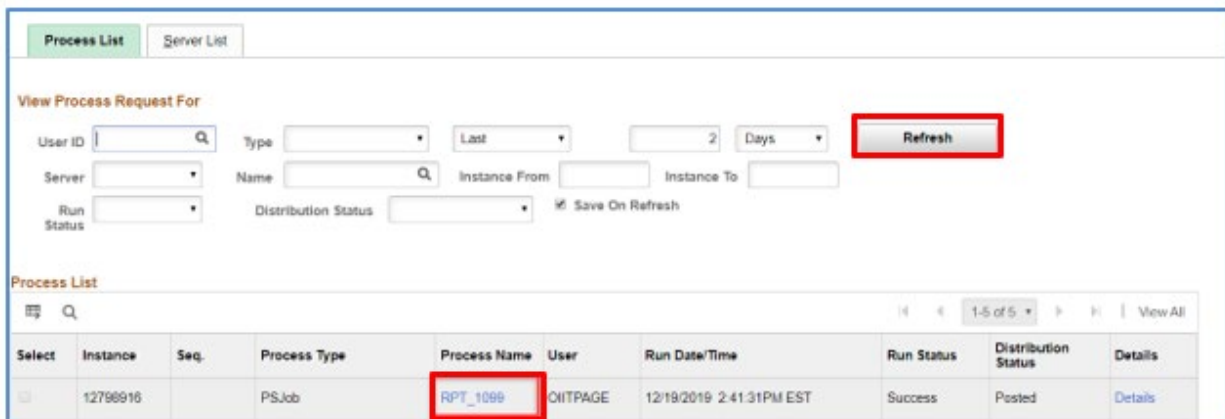
Time Zone: [Searchable Dropdown]

**Process List**

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

[OK](#) [Cancel](#)

Once the process has run to success, click on RPT\_1099 under the Process Name column.



**Process Monitor**

[Process List](#) [Server List](#)

**View Process Request For**

User ID: [Searchable] Type: [Dropdown] Last: [Dropdown] [2] Days [Refresh](#)

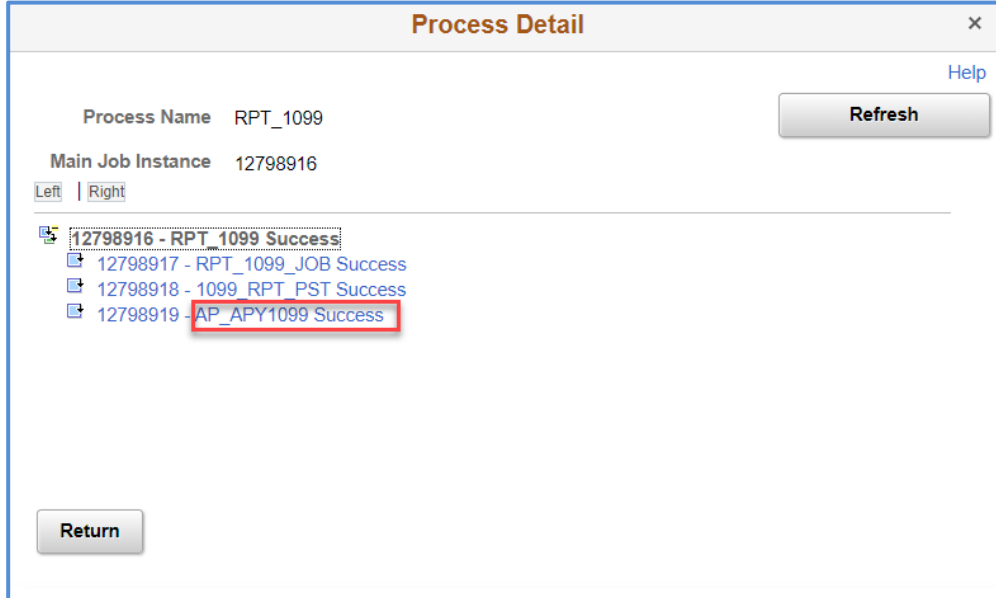
Server: [Dropdown] Name: [Searchable] Instance From: [Dropdown] Instance To: [Dropdown]

Run Status: [Dropdown] Distribution Status: [Dropdown] ☒ Save On Refresh

**Process List**

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	12798916		PSJob	RPT_1099	OIITPAGE	12/19/2019 2:41:31PM EST	Success	Posted	<a href="#">Details</a>

Click on the AP\_APY1099 link.



**Process Detail**

Process Name RPT\_1099 [Help](#) [Refresh](#)

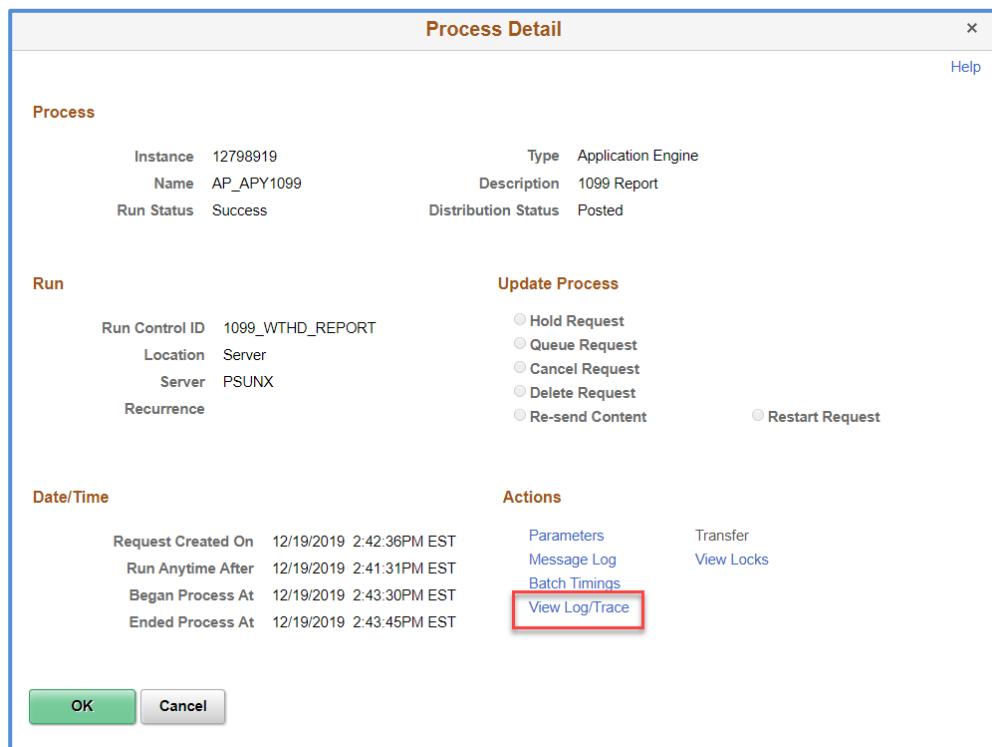
Main Job Instance 12798916

[Left](#) | [Right](#)

- 12798916 - RPT\_1099 Success
- 12798917 - RPT\_1099\_JOB Success
- 12798918 - 1099 RPT PST Success
- 12798919 - **AP\_APY1099 Success**

[Return](#)

After the process runs to success and is posted, you can retrieve the **IRS\_001\_%.txt** and **IRS\_001\_%.ORIG\_NEC.txt** files through the View Log/Trace link.



**Process Detail**

[Help](#)

**Process**

Instance	12798919	Type	Application Engine
Name	AP_APY1099	Description	1099 Report
Run Status	Success	Distribution Status	Posted

**Run**

Run Control ID	1099_WTHD_REPORT
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	12/19/2019 2:42:36PM EST
Run Anytime After	12/19/2019 2:41:31PM EST
Began Process At	12/19/2019 2:43:30PM EST
Ended Process At	12/19/2019 2:43:45PM EST

**Actions**

[Parameters](#) [Transfer](#)  
[Message Log](#) [View Locks](#)  
[Batch Timings](#)  
[View Log/Trace](#)

[OK](#) [Cancel](#)

## To Retrieve the IRS Tax IRS\_001\_%.txt and IRS\_001\_%\_ORIG\_NEC.txt files

1. Do not left click to open the files
2. Right-click on the IRS\_001\_%.txt and select "save link as"
3. Save the file to a secure location
  - a. Do not Change the file name
  - b. Do not open the file in Excel
4. Right-click on the IRS\_001\_%\_ORIG\_NEC.txt links and select "save link as"
5. Save the file to a secure location
  - a. Do not Change the file name
  - b. Do not open the file in Excel

View Log/Trace
X

[Help](#)

**Report**

Report ID	11863362	Process Instance	13026395	<a href="#">Message Log</a>
Name	AP_APY1099	Process Type	Application Engine	
Run Status	Success			

1099 Report

**Distribution Details**

Distribution Node	DNODE	Expiration Date	04/16/2020
-------------------	-------	-----------------	------------

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">AE_AP_APY1099_13026395.stdout</a>	292	01/17/2020 10:49:35.045780AM EST
<a href="#">IRS_001_720_2020_13026395.TXT</a>	0	01/17/2020 10:49:35.045780AM EST
<a href="#">IRS_001_720_2020_13026395_ORIG_NEC.TXT</a>	9,012	01/17/2020 10:49:35.045780AM EST

**Distribute To**

Distribution ID Type	Distribution ID
User	OIITPAGE

Return

## CHAPTER 8: REVIEW 1099 REPORTABLE TRANSACTIONS

Once you have generated Withholding Reports, then review all 1099 reportable transactions before producing the final reports. Once you have produced the IRS\_001\_%.txt and IRS\_001\_%\_ORIG\_NEC.txt files, you should review the appropriate queries and reports. (See Chapter 5 before producing the 1099 Copy B forms.)

### **BORRY010**

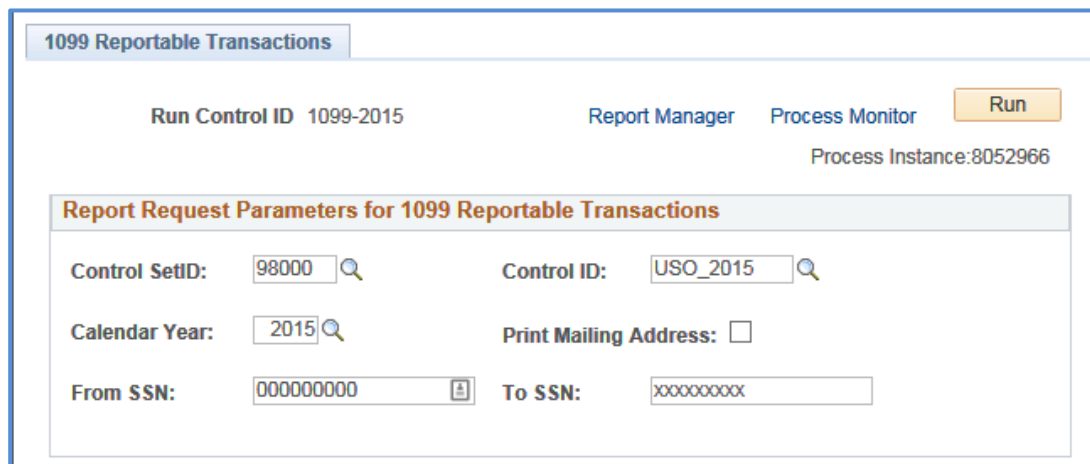
The BORRY010 1099 Reportable Transactions Report is the same report ran in Chapter 5 (Page 42 of guide). Previously when you ran this report, not all columns were completed because the Withholding 1099 Report Post process and the Generating Withholding Reports process had not yet been completed. Now 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 needed, or can leave these fields blank to return all Social Security Numbers. Also, you can 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 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 utilize this report to review a summary of the data stored in the Withholding Detail table. You can also run 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 the Run Control ID.

The parameters for this report include:

- SetID
- Control ID (e.g., USO\_2020)
- 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\_2016    

Fiscal Year:    2016

#### IRS Options

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

#### View Report Option

☒ All

☐ Exclude Non Employee Compensation

☐ Include Non Employee Compensation

Save    Return to Search    Previous in List    Next in List    Notify    Add    Update/Display

Select Run and then OK to run the process.

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01/08/20

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Use the Process Monitor to verify the process runs to success.

**Process List** | **Server List**

**View Process Request For**

User ID:  Type:  Last:  1 Days

Server:  Name:  Instance From:  Instance To:

Run Status:  Distribution Status:  ☒ Save On Refresh

**Process List**

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	12802503		BI Publisher	APX8056	-	12/31/2019 12:58:59PM EST	Success	Posted	<a href="#">Details</a>

Locate this report in Report Manager.

Click on the Administration Tab.

Click on APX8056.pdf link.

**List** | **Explorer** | **Administration** | **Archives**

**View Reports For**

User ID:  Type:  Last:  1 Days

Status:  Folder:  Instance:  to:

**Report List**

Select	Report ID	Prs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	11636680	12802503	<a href="#">APX8056 - APX8056.pdf</a>	12/31/2019 12:59:27PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>

The resulting report is produced in PDF format and is a replica of the data included in the IRS\_001\_%.txt and IRS\_001\_%\_ORIG\_NEC.txt files.

At this point, you should review the file and make sure that data is correct. If it is not, you will need to go back to Chapter 6 and make any adjustments. After making adjustments, complete the 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 1099s.

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 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 the IRS\_001\_%.txt and IRS\_001\_%\_ORIG\_NEC.txt files. You can locate the count and totals in “Record Type C” (Payor End of Data Record).

BOR_AP_1099_SND_DTL_TOT - 1099 Withd to Snd Detail Totals			
1099 Year	2015		
Business Unit	98000		
<a href="#">View Results</a>			
Download results in : <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> <a href="#">XML File</a> (1 kb)			
<a href="#">View All</a> <span style="float: right;">First 1-1 of 1 Last</span>			
Line Num	Sum Basis Amt	Count Setid	
1	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 and IRS\_001\_%\_ORIG\_NEC.txt files, causing the IRS\_001\_%.txt and IRS\_001\_%\_ORIG\_NEC.txt files to show a lower count.

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



---

Once you have balanced and finalized 1099s, you can move onto the next step in the process, which is producing the 1099 Copy B Reports for 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 your adjustments and balanced 1099s as instructed in Chapter 8.

### **Run Process AP\_COPY\_B**

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

To produce 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 the institution’s SetID.
- Control ID: This is the Control ID the institution set up for the 1099 reporting year (e.g., CSU\_2020).
- 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. Most often you choose Original/Correction.
  - Original/Correction generates the IRS\_001\_%.txt and IRS\_001\_%.ORIG\_NEC.txt files.
  - Test generates IRS\_001\_%.txt and IRS\_001\_%.ORIG\_NEC.txt files and populates only the PS\_WTHD\_1099\_COPYB table.
  - Replacement generates the IRS\_001\_%.txt and IRS\_001\_%.ORIG\_NEC.txt files 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  
 Language English

[Report Manager](#) [Process Monitor](#) Run

1099 Report Post

\*Request ID: WITHDRPPST

Process Frequency: Always Process

Report ID: US\_REPORT

Report Date: 12/01/2017

\*Control SetID: 71000

\*Calendar SetID: SHARE

\*Fiscal Year: 2017

\*Period: 1

Description: WITHHOLD REPORT POST

☒ Include Manual Overrides

\*Control ID: GSU\_2017 GEORGIA STATE UNIVERSITY

\*Calendar ID: A1 Annual Calendar-1099

☐ Use Report Date For Supplier

1099 Reporting Annual Calendar

1099 Report

Type of File/Return: Original/Correction

Replacement Character:

1099 Report Copy B Sort

Withhold Type: All

☐ Mask TIN

Supplier Select Option:

AP 1099 sort order:

**Supplier Payees**

Supplier ID		
1		

[Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [Grid](#)

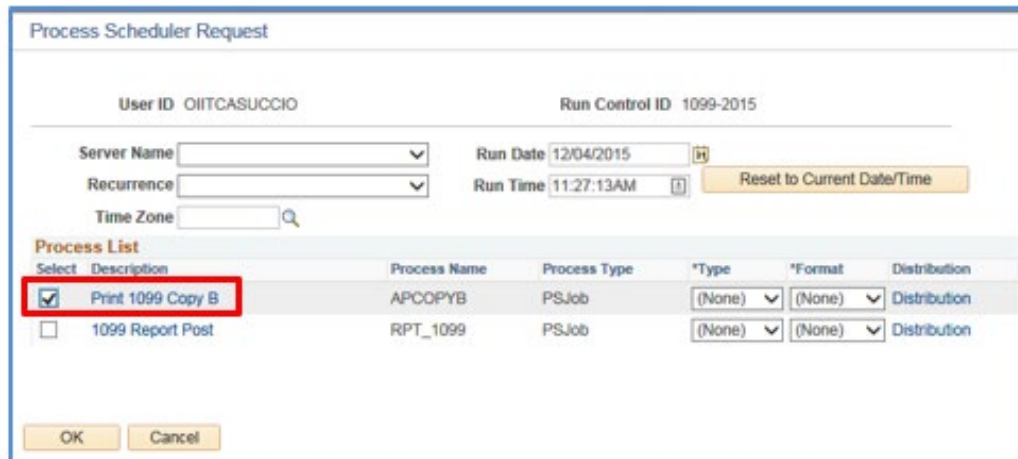
[First](#) [1 of 1](#) [Last](#)

Save
Notify

Add
Update/Display

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.



The dialog box is titled "Process Scheduler Request". It contains the following fields and controls:

- User ID: OITCASUCCIO
- Run Control ID: 1099-2015
- Server Name: (dropdown)
- Run Date: 12/04/2015
- Recurrence: (dropdown)
- Run Time: 11:27:13AM
- Time Zone: (dropdown)
- Reset to Current Date/Time button
- Process List table:

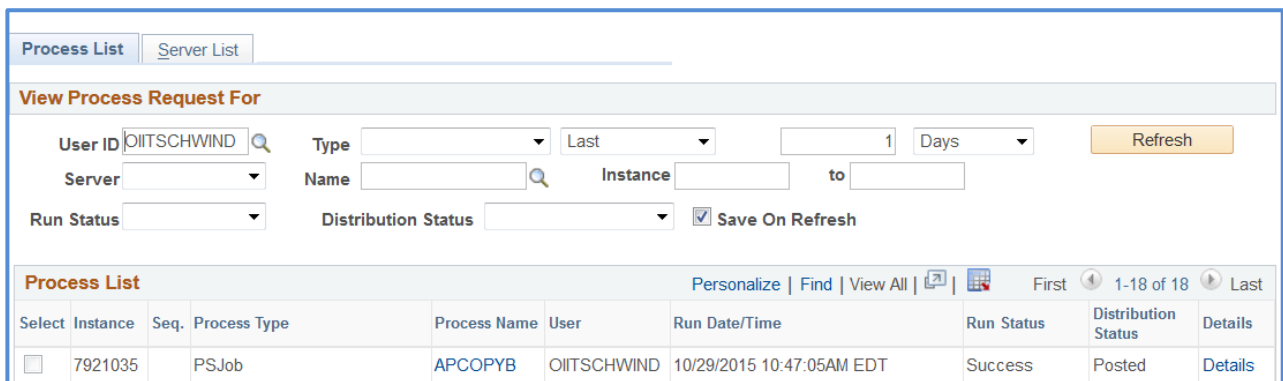
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Print 1099 Copy B	APCOPYB	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	1099 Report Post	RPT_1099	PSJob	(None)	(None)	Distribution

At the bottom are OK and Cancel buttons.

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 the process runs to success.



The screenshot shows the "Process Monitor" interface. It includes the following elements:

- Tabs: Process List (selected), Server List
- Section: View Process Request For
- Filters:
  - User ID: OITSCHWIND
  - Type: (dropdown)
  - Last: (dropdown)
  - 1 Days
  - Refresh button
  - Server: (dropdown)
  - Name: (dropdown)
  - Instance: (dropdown)
  - to: (dropdown)
  - Run Status: (dropdown)
  - Distribution Status: (dropdown)
  - Save On Refresh checkbox (checked)
- Process List table:

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

## Reviewing and Printing 1099 Copy B Reports

Once the PS Job has run successfully 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.

**View Reports For**

User ID:  Type:  Last:  1 Days:  Refresh

Status:  Folder:  Instance:  to:

**Report List**

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	11636661	12802480	APX1099ICT - APX1099ICT.pdf	12/31/2019 10:05:14AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	11636660	12802479	APX1099GCT - APX1099GCT.pdf	12/31/2019 10:04:58AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	11636659	12802478	APX1099CT - APX1099CT.pdf	12/31/2019 10:04:31AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>

It is highly recommended you review 1099 Copy B forms before printing them. You can compare Copy B forms with the BORRY010–Reportable Transactions report, which prints in TIN order. Also, you can compare the 1099 Copy B 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 and IRS\_001\_%.ORIG\_NEC.txt files as part of the finalization process.

After you have reviewed the 1099 Copy B forms, download the forms to a secure location on a computer and then print them using Adobe Reader so 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 Suppliers.

---

## CHAPTER 10: COMPLETING 1099 PROCESSING FOR THE YEAR

Once you mail Copy B reports, you can then send the IRS\_001\_%.txt and IRS\_001\_%\_ORIG\_NEC.txt files to the IRS. In addition, you will need to run the Withholding Sent File process.

### **Sending the IRS 001 %.txt and IRS 001 % ORIG NEC.txt files**

When you are ready to send the IRS\_001\_%.txt and IRS\_001\_%\_ORIG\_NEC.txt files, 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 [here](#). 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 Jan. 31, 2020.

### **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).

**Note:** Do not run this process until you send the IRS\_001\_%.txt and IRS\_001\_%\_ORIG\_NEC.txt files 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\_2020).
- 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    1    Withhold Sent File

Process Frequency    Always

Report ID    US\_REPORT

SetID    98000

Control ID    USO\_2016

**IRS Options**

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

**Withhold Sent Option**

☒ All

☐ Exclude Non Employee Compensation

☐ Include Non Employee Compensation

Save    Return to Search    Previous in List    Next in List    Notify    Add    Update/Display

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.

Verify Withhold Sent Option

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

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

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

**OK**

Once the 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: