



1099 Processing User's Guide for Calendar Year 2020

PeopleSoft Financials GeorgiaFIRST

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1099 PROCESS CHECKLIST

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

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

1. _____ **Run Withhold Sent Process (WTHD_SNT) for the previous calendar year – Page 81**
2. Complete Review A1 Annual Calendar (*Completed by SSC*) – Page 14
3. Complete Setup Withholding Types (*Completed by ITS*) - Page 16
4. _____ Review Withholding Types (Optional) – Page 16
5. _____ Setup/Review Report Control Information (**Required for Each Year**) – Page 18
6. _____ Post 1099 Withholding Transactions (AP_WTHD) – Page 32

Review

7. _____ Review 1099 Vouchers by Supplier – Page 34
8. _____ Review Payments to Withholding Suppliers – Withhold Payment Inquiry – Page 36
9. _____ Review 1099 Supplier Balances by Class – Page 37
10. _____ Run BOR_AP_1099_PMTS Query – Page 38
11. _____ Run BOR_AP_1099_JE Query – Page 39
12. _____ Run BOR_AP_1099_NONRPT_CONSISTENT Query – Page 40
13. _____ Run BOR_AP_1099_MISMATCH Query – Page 41
14. _____ Run Withholding Control Report (*Optional*) - Page 42
15. _____ Run BOR_AP_1099_ADJUST Query – Page 43
16. _____ Run BORRY010 1099 Reportable Transactions Report: AP.070.300 (*Optional*) – Page 44

If any corrections or adjustments need to be made, complete steps 16-20. Otherwise, skip to step 22.

17. _____ Enter Withholding Supplier Update, if needed – Page 47
18. _____ Enter Withholding Invoice Line Update, if needed – Page 51
19. _____ Run Withholding Update Process if adjustments were made in Step 16 or 17 – Page 54
20. _____ Adjust Withholding Manually if needed – Page 56
21. _____ Complete steps 7 - 16 after all adjustments are made to review changes

If any adjustments need to be made, repeat steps 17-21. Otherwise, proceed to step 22.

22. _____ Run Withhold 1099 Report Post Job (RPT_1099), Generate Withholding Reports (AP_APY1099), and retrieve the IRS_001_%.TXT file – Page 61
23. _____ Run BORRY010 1099 Reportable Transactions Report – Page 66
24. _____ Run BOR_AP_1099_SND_DTL_TOT Query – Page 68
25. _____ Run 1099 Withholding to Send Detail Report – Page 71
26. _____ Review reports and query from steps 22 – 25

If any adjustments need to be made, repeat steps 17-26. Otherwise, proceed to step 27.

27. _____ Run Print 1099 Copy B Process (APCOPYB) for 1099-MISC and 1099-NEC – Page 73
28. _____ Review, Print and Send Copy B Reports – Page 78
29. _____ Send IRS_001.TXT file to IRS – Page 80
30. _____ Run Withholding Sent File Process (WTHD_SNT) – Page 81

REMINDERS

Securing Sensitive Data

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

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

Important Dates

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

Deadline	Item
January 31, 2021	1099-NEC & 1099-MISC Due to IRS

Summary of Withholding Reporting Changes Effective for CY2020

IRS Changes

- **New 1099-NEC Form**
 - To report Non-Employee Compensation. This was previously reported as Class 07 in the 1099-MISC form.
- **Redesigned 1099-MISC Form**
 - Due to the creation of Form 1099-NEC, the IRS revised Form 1099-MISC and rearranged box numbers for reporting certain income.

Changes in the reporting of income and the 1099-MISC form's box numbers are listed below.

- Payer made direct sales of \$5,000 or more (checkbox) in box 7.
- Crop insurance proceeds are reported in box 9.
- Gross proceeds to an attorney are reported in box 10.
- Section 409A deferrals are reported in box 12.
- Nonqualified deferred compensation income is reported in box 14.
- Boxes 15, 16, and 17 report state taxes withheld, state identification number, and amount of income earned in the state, respectively.

PeopleSoft Changes

- New Withholding Types & Classes.
- Queries were updated to reflect the Withholding Type
- 1099 Report Job Now only prints out one file for both 1099-NEC & 1099-MISC Withholding to send to IRS.
- 1099 Copy B Job Prints two files: one for NEC and one for MISC.

CHAPTER 1: 1099 WITHHOLDING PROCESSING INTRODUCTION

This guide is designed to provide an overview of the tasks involved with 1099 Withholding Processing. The guide shows users how to process 1099 Withholding Forms for a calendar year, as well as how to complete tasks throughout the year for smooth 1099 Withholding processing.

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

Due to the possibility of IRS changes each year, users should verify they are working from the most recent version of this manual. This user's guide does not provide legal tax advice on what is and is not reportable; this guide only provides guidance on how to process 1099s.

1099 Withholding Income

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

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

1099 Withholding income is also reported to the Internal Revenue Service (IRS) so that the IRS can track income received by taxpayers. A 1099 Form recipient is obligated to make his/her own tax deductions and forward payments to the IRS, if required.

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

Description	Document	Website
2020 Instructions for 1099 MISC and 1099 NEC	2020 Instructions for 1099 MISC and 1099 NEC (Miscellaneous Income and Nonemployee Compensation)	Instructions for Forms 1099-MISC and 1099-NEC (2020)
1099-MISC FORM (Miscellaneous)	1099-MISC Form	About Form 1099-MISC, Miscellaneous Income
1099-NEC FORM (Nonemployee Compensation)	1099-NEC Form	About Form 1099-NEC, Nonemployee Compensation
2020 General Instructions	2020 General Instructions for Certain Information Returns (Forms 1096, 1097, 1098, 1099, 3921, 3922, 5498, and W-2G)	Instructions for Form 1099-G
IRS Publication 1220 Specifications for Electronic Filing of Forms	IRS Publication 1220	IRS website

1099 Withholding Types and Classes

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

Form 1099-NEC (Non-Employee Compensation)

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

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

Form 1099-MISC (Miscellaneous Income)

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

Withholding Types and Classes Conversion Chart for CY2020

Based on the IRS changes, below is a conversion chart which shows prior year Withholding Type (1099) and Classes and the new Withholding Types (1099M and 1099N) and Classes that will be used for Withholding reporting for CY2020 and beyond.

Before CY2020		CY2020	
Withholding Type	Withholding Class	Withholding Type	Withholding Class
1099	01 (Rents)	1099M	01 (Rents)
1099	02 (Royalties)	1099M	02 (Royalties)
1099	03 (Prizes, Awards, etc.)	1099M	03 (Prizes, Awards, etc.)
1099	04 (Federal Income Tax Withheld)	1099M	04 (Federal Income Tax Withheld)
1099	05 (Fishing Boat Proceeds)	1099M	05 (Fishing Boat Proceeds)
1099	06 (Medical and Healthcare Pymts)	1099M	06 (Medical and Healthcare Pymts)
1099	07 (Non-employee Compensation)	1099N	01 (Non-Employee Compensation)
1099	08 (Substitute Payments)	1099M	08 (Substitute Payments)
1099	10 (Crop Insurance Proceeds)	1099M	09 (Crop Insurance Proceeds)
1099	13 (Excess Golden Parachute Pymts)	1099M	13 (Excess Golden Parachute Pymts)
1099	14 (Gross Attorney Payments)	1099M	10 (Gross Attorney Proceeds)
1099	15A (Section 409A Deferrals)	1099M	12 (Section 409A Deferrals)
1099	15B (Section 409A Income)	1099M	14 (Non-qualified Deferral Comp)
Removed*			
1099	42 (Non-resident Alien Withholding)	N/A	N/A

1099 Withholding Amounts

As determined by the IRS, the minimum Withholding Reporting Amounts for each Withholding Type/Class for CY2020 are below:

Withholding Type	Withholding Class	Description	Paid at least:
1099N	01	Non-Employee Compensation	\$600.00
1099N	04	Federal Income Tax Withheld	\$0.00
1099M	01	Rents	\$600.00
1099M	02	Royalties	\$10.00
1099M	03	Prizes, Awards, etc.	\$600.00
1099M	04	Federal Income Tax Withheld	\$0.00
1099M	05	Fishing Boat Proceeds	\$600.00
1099M	06	Medical and Health Care Payments	\$600.00
1099M	08	Substitute Payments	\$10.00
1099M	09	Crop Insurance Proceeds	\$600.00
1099M	10	Gross Attorney Proceeds	\$600.00
1099M	12	Section 409A Deferrals	\$600.00
1099M	13	Excess Golden Parachute Payments	\$0.00
1099M	14	Non-qualified Deferred Compensation	\$600.00

Examples of New 1099 Withholding Forms Beginning CY2020

Example 1099-NEC Form Beginning CY2020:

<input type="checkbox"/> CORRECTED (if checked)		OMB No. 1545-0116		2020 Form 1099-NEC	Nonemployee Compensation
PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.		1 Nonemployee compensation \$			
PAYER'S TIN	RECIPIENT'S TIN	2		Copy B For Recipient This is important tax information and is being furnished to the IRS. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.	
RECIPIENT'S name		3			
Street address (including apt. no.)		4 Federal income tax withheld \$			
City or town, state or province, country, and ZIP or foreign postal code					
Account number (see instructions)	FATCA filing requirement <input type="checkbox"/>	5 State tax withheld \$	6 State/Payer's state no.	7 State income \$	
Form 1099-NEC (keep for your records)		www.irs.gov/Form1099NEC		Department of the Treasury - Internal Revenue Service	

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

Example 1099-MISC Form beginning CY2020:

<input type="checkbox"/> CORRECTED (if checked)		OMB No. 1545-0115		2020 Form 1099-MISC	Miscellaneous Income
PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.		1 Rents \$			
PAYER'S TIN	RECIPIENT'S TIN	2 Royalties \$		Copy B For Recipient This is important tax information and is being furnished to the IRS. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.	
RECIPIENT'S name		3 Other income \$			
Street address (including apt. no.)		4 Federal income tax withheld \$			
City or town, state or province, country, and ZIP or foreign postal code		5 Fishing boat proceeds \$		6 Medical and health care payments \$	
Account number (see instructions)	FATCA filing requirement <input type="checkbox"/>	7 Payor made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/>		8 Substitute payments in lieu of dividends or interest \$	
		9 Crop insurance proceeds \$		10 Gross proceeds paid to an attorney \$	
		11		12 Section 409A deferrals \$	
		13 Excess golden parachute payments \$		14 Nonqualified deferred compensation \$	
		15 State tax withheld \$		16 State/Payer's state no.	17 State income \$
Form 1099-MISC (keep for your records)		www.irs.gov/Form1099MISC		Department of the Treasury - Internal Revenue Service	

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

CHAPTER 2: REVIEW 1099 SETUP

IMPORTANT: First, verify the Withholding Sent File Process (Step 30 on the checklist above) for the prior calendar year ran before beginning the 1099 Process for this calendar year. If users do not run this process, correction files will not be accurate. If users are unsure if the process ran, run the BOR_AP_1099_WTHD_SENT_INCOMPL query (see [Appendix B](#)) to confirm.

Next, complete the 1099 Process Setup for the current calendar year. Steps 1 and 2 below are performed by Shared Services or ITS and Step 3 is performed by the institution.

This chapter reviews the following 1099 Setup steps:

- Review the A1 Annual Calendar (*Maintained by Shared Services*), Page 14
- Review Withholding Types Report (*Maintained by ITS*), Page 16
- Set Up/Reviewing Report Control Information (*Created by Institution*), Page 18

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

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

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

Step	Action
1.	Click the NavBar icon.
2.	Click the Navigator icon.
3.	Click the Set Up Financials/Supply Chain link.
4.	Click the Common Definitions link.
5.	Click the Calendars/Schedules link.
6.	Click the Detail Calendar Report link. The system navigates to the Detail Calendar Report page.
7.	Click the Find/Add an Existing Value link.
8.	Enter " SHARE " into the SetID field on the Detail Calendar Report Page.
9.	Enter " A1 " into the Calendar field.

Step	Action																																																																
10.	Enter the 1099 Calendar Year (e.g., 2019)																																																																
11.	Click the Save button.																																																																
12.	Click Run .																																																																
13.	Run the XMLP: Detail Calendars Report (FSX0002) <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Process List</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>Type</th> <th>Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>XMLP:Detail Calendars Report</td> <td>FSX0002</td> <td>BI Publisher</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> </tbody> </table> </div>	Select	Description	Process Name	Process Type	Type	Format	Distribution	<input checked="" type="checkbox"/>	XMLP:Detail Calendars Report	FSX0002	BI Publisher	Web	PDF	Distribution																																																		
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14.	Click OK .																																																																
15.	After the process completes, navigate to the report manager to view the FSX0002-FSX0002.pdf. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Report List</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Report ID</th> <th>Prce Instance</th> <th>Description</th> <th>Request Date/Time</th> <th>Format</th> <th>Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>13248542</td> <td>14415378</td> <td>FSX0002 - FSX0002.pdf</td> <td>01/14/2021 5:44:35PM</td> <td>Acrobat (*.pdf)</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table> <p>Example below:</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>ORACLE Report ID: FSX0002 Oracle PeopleSoft Financials Page 1 of 2 DETAIL CALENDARS Run Date 1/14/21 Time 5:44 PM</p> <p>SetID: SHARE Calendar: A1 Name: Annual Calendar-1099</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Period</th> <th>Beginning</th> <th>Ending</th> <th>Period Name</th> <th>Abbrev</th> </tr> </thead> <tbody> <tr> <td>2000</td> <td>1</td> <td>2000-01-01</td> <td>2000-12-31</td> <td>1099 Reporting Annual Calendar</td> <td>1</td> </tr> <tr> <td>2001</td> <td>1</td> <td>2001-01-01</td> <td>2001-12-31</td> <td>1099 Reporting Annual Calendar</td> <td>2</td> </tr> <tr> <td>2002</td> <td>1</td> <td>2002-01-01</td> <td>2002-12-31</td> <td>1099 Reporting Annual Calendar</td> <td>3</td> </tr> <tr> <td>2003</td> <td>1</td> <td>2003-01-01</td> <td>2003-12-31</td> <td>1099 Reporting Annual Calendar</td> <td>4</td> </tr> <tr> <td>2004</td> <td>1</td> <td>2004-01-01</td> <td>2004-12-31</td> <td>1099 Reporting Annual Calendar</td> <td>5</td> </tr> <tr> <td>2005</td> <td>1</td> <td>2005-01-01</td> <td>2005-12-31</td> <td>1099 Reporting Annual Calendar</td> <td>6</td> </tr> <tr> <td>2006</td> <td>1</td> <td>2006-01-01</td> <td>2006-12-31</td> <td>1099 Reporting Annual Calendar</td> <td>7</td> </tr> </tbody> </table> </div> </div>	Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details	<input type="checkbox"/>	13248542	14415378	FSX0002 - FSX0002.pdf	01/14/2021 5:44:35PM	Acrobat (*.pdf)	Posted	Details	Year	Period	Beginning	Ending	Period Name	Abbrev	2000	1	2000-01-01	2000-12-31	1099 Reporting Annual Calendar	1	2001	1	2001-01-01	2001-12-31	1099 Reporting Annual Calendar	2	2002	1	2002-01-01	2002-12-31	1099 Reporting Annual Calendar	3	2003	1	2003-01-01	2003-12-31	1099 Reporting Annual Calendar	4	2004	1	2004-01-01	2004-12-31	1099 Reporting Annual Calendar	5	2005	1	2005-01-01	2005-12-31	1099 Reporting Annual Calendar	6	2006	1	2006-01-01	2006-12-31	1099 Reporting Annual Calendar	7
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2006	1	2006-01-01	2006-12-31	1099 Reporting Annual Calendar	7																																																												

Reviewing Withholding Types Report (*Not Required by Institution*)

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

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

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

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

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

- 1099: 1099 Withholding (1099 Miscellaneous income withheld before 2020)
- 1099M: 1099 Miscellaneous Withholding
- 1099N: 1099 NEC Withholding
- 1099G: Certain Government Payments
- 1099I: Interest Income
- NRA: Nonresident Alien
- PPA: Prescribed Payments System

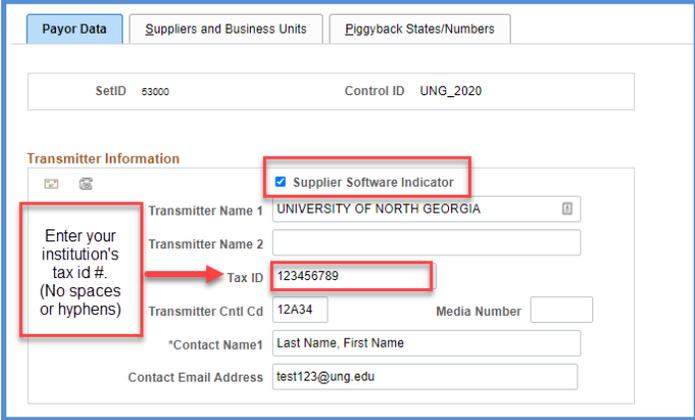
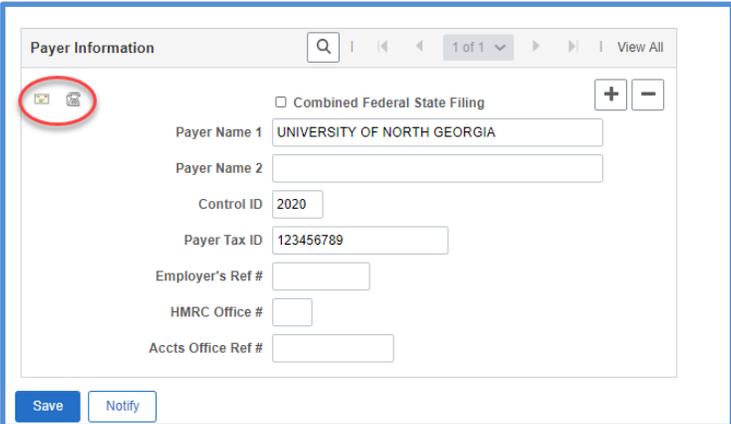
However, for 2020 USO is primarily concerned with the 1099M and 1099N Withholding Types and Classes only.

Setting Up/Reviewing Report Control Information (Required)

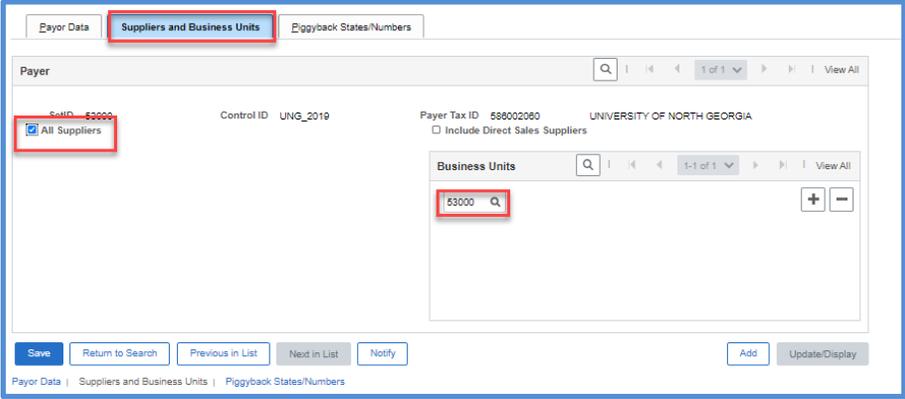
1099 Withholding Report Control Information is used by the institution to set up transmitter and payer information, such as company address, phone numbers and payer numbers, Suppliers and Business Units included in reports. Users must setup and review 1099 Withholding Report Control Information each calendar year even if users ran 1099 Processing in PeopleSoft the previous calendar year.

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

Step	Action
1.	Click the NavBar icon.
2.	Click the Navigator icon.
3.	Click the Set Up Financials/Supply Chain link.
4.	Click the Product Related link.
5.	Click the Procurement Options link.
6.	Click the Withholding link.
7.	Click the Report Control Information link. The system navigates to the Report Control Information page.
8.	Click the Add a New Value tab.
9.	Enter the institution's SetID in the SetID field.
10.	Enter a new Control ID into the Control ID field that includes the institution and reporting calendar year, e.g., "UNG_2020." Do not use a period instead of underscore for the Report Control. For example, the Report Control "GGC.2020" will not produce an IRS tax file when running the 1099 Report Post process.
11.	Click the Add button. The system navigates to the Report Control Information page and defaults to the Payor Data tab.

Step	Action
12.	<p>In the Transmitter Information box, verify the Supplier Software Indicator box is checked, as this checkbox must be selected for all USG institutions using PeopleSoft Financials to produce 1099 IRS file and Copy B forms.</p> 
13.	Enter the institution’s tax identification number in the Tax ID field. The Tax ID should be numbers only with no spaces or hyphens.
14.	Enter the Transmitter Control Code in the Transmitter Cntl Cd field. The Transmitter code is provided by the IRS upon submission of Form 4419 (users can also use the code used in the previous calendar year).
15.	Enter the Contact Name in the Contact Name1 field. When entering names, use the PeopleSoft Format (LastName,FirstName), using no space in between the names.
16.	Enter the Contact Email Address in the Contact Email Address field. To enter the addresses, click on the envelope icon. Enter phone and fax numbers, click on the telephone icon.
17.	<p>In the Payer information box, enter the institution’s name into the Payer Name 1 field. This is the institution’s name as known for tax purposes.</p> 

Step	Action
18.	<p>Enter the Control ID in the Control ID field. The Control ID is the 1099 Withholding Calendar Year being processed.</p> <p>Example: In January 2021, users will be processing the previous Calendar Year 2020 Withholding. Therefore, the Control ID would be 2020.</p>
19.	<p>Enter the institution's Payer Tax Identification number into the Payer Tax ID field. The Payer Tax ID should contain numbers only with no spaces or hyphens.</p>
20.	<p>Enter Address and Phone numbers for the Transmitter and the Payer. To add the addresses, click on the envelope icon. To enter phone and fax numbers, click on the telephone icon.</p> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%; border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; margin: 0;">Transmitter Address Page</p> <p style="text-align: right; margin: 0;"><small>Help</small></p> <p>Country <input type="text" value="USA"/> United States</p> <p>Address 1 <input type="text" value="123 Main Street"/></p> <p>Address 2 <input type="text"/></p> <p>Address 3 <input type="text"/></p> <p>City <input type="text" value="ANYTOWN"/></p> <p>County <input type="text" value="LUMPKIN"/> Postal <input type="text" value="30597"/></p> <p>State <input type="text" value="GA"/> Georgia</p> <p style="text-align: center;"><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div> <div style="width: 50%; border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; margin: 0;">Payer Address Page</p> <p style="text-align: right; margin: 0;"><small>Help</small></p> <p>Payer Address Information</p> <p>Payer Country <input type="text" value="USA"/> United States</p> <p>Address 1 <input type="text" value="123 MAIN STREET"/></p> <p>Address 2 <input type="text"/></p> <p>Address 3 <input type="text"/></p> <p>City <input type="text" value="Anytown"/> Postal <input type="text" value="30597"/></p> <p>State <input type="text" value="GA"/> Georgia</p> <p style="text-align: center;"><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div> <div style="width: 50%; border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; margin: 0;">Transmitter Phone Page</p> <p style="text-align: right; margin: 0;"><small>Help</small></p> <p>Transmitter Phone Info</p> <p>Int'l Prefix <input type="text"/></p> <p>Telephone <input type="text" value="706/555-1234"/></p> <p>Phone Extension <input type="text"/></p> <p>Fax Number <input type="text" value="706/555-1235"/></p> <p>Contact Phone Info</p> <p>Int'l Prefix <input type="text"/></p> <p>*Telephone <input type="text" value="706/555-1234"/></p> <p>Phone Extension <input type="text"/></p> <p>Fax Number <input type="text"/></p> <p style="text-align: center;"><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div> <div style="width: 50%; border: 1px solid black; padding: 5px;"> <p style="text-align: center; margin: 0;">Payer Phone Page</p> <p style="text-align: right; margin: 0;"><small>Help</small></p> <p>Payer Phone Info</p> <p>Int'l Prefix <input type="text"/></p> <p>Telephone <input type="text" value="706/555-1234"/></p> <p>Phone Extension <input type="text"/></p> <p>Fax Number <input type="text" value="706/555-1235"/></p> <p style="text-align: center;"><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div> </div>

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

CHAPTER 3: 1099 TASKS THROUGHOUT THE YEAR

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

- Entering 1099 Withholding Suppliers
- Creating 1099 Withholding Vouchers
- Posting 1099 Withholding Vouchers

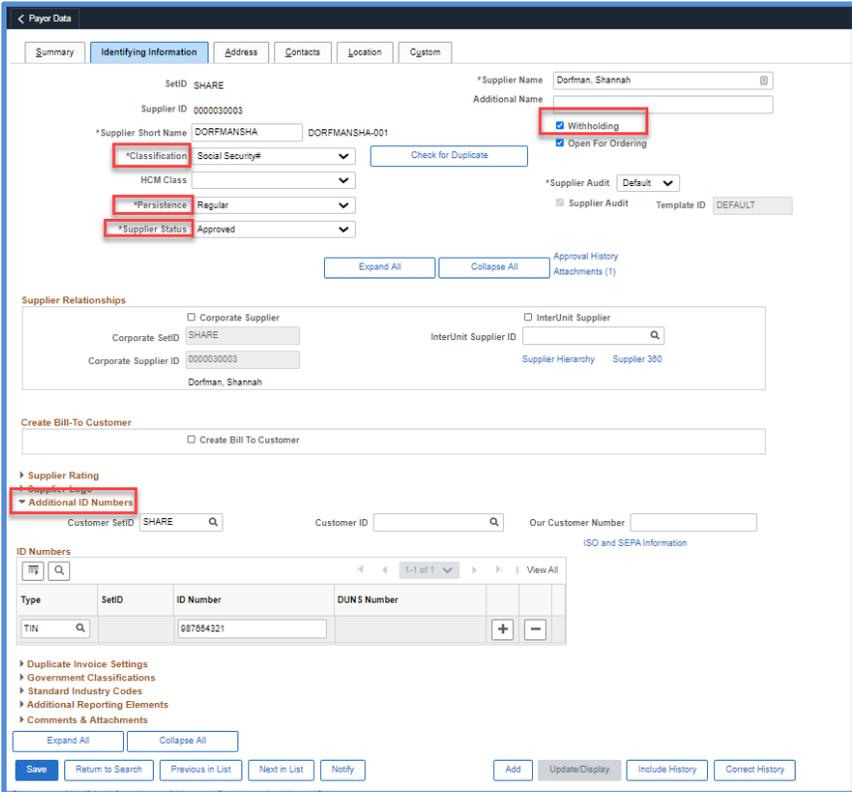
Also, users can run different queries year-round to keep track of 1099 processing.

Entering 1099 Withholding Suppliers

To report 1099 Withholding on individuals, users must set up each supplier in the system as a 1099 Withholding Supplier. 1099 Withholding information can be added to Supplier information at any time, but it is recommended users add the 1099 Withholding information as they create the Supplier in the system. By identifying the Supplier as a 1099 Withholding Supplier when the Supplier is created, all vouchers entered for that Supplier are automatically flagged for withholding reporting.

For SHARE institutions, notify SHARED Services if the withholding status is incorrect or withholding class is incorrect.

Step	Action
1.	To add a 1099 Withholding Supplier, see SP.020.010 – Adding a Supplier . When adding a new 1099 Withholding Supplier, select the primary SetID (e.g., 22000) and not the one for Banner processing. Also, “Regular” is the persistence for a 1099 Withholding Supplier.
2.	As users enter the Supplier into the system, most of the steps will be the same as entering any other Supplier. For step by step instructions on how to enter a Supplier in the system, see SP.020.010 – Adding a Supplier .
3.	Below is a review of what users enter for Supplier identifying information: <ul style="list-style-type: none"> • Supplier Short Name • Supplier Name 1 • Supplier Name 2 • Supplier ID: NEXT • Persistence: Set to “Regular” for a 1099 Withholding Supplier. • Classification: Choose “Federal” for corporate Suppliers. For individuals, choose “SSN.”

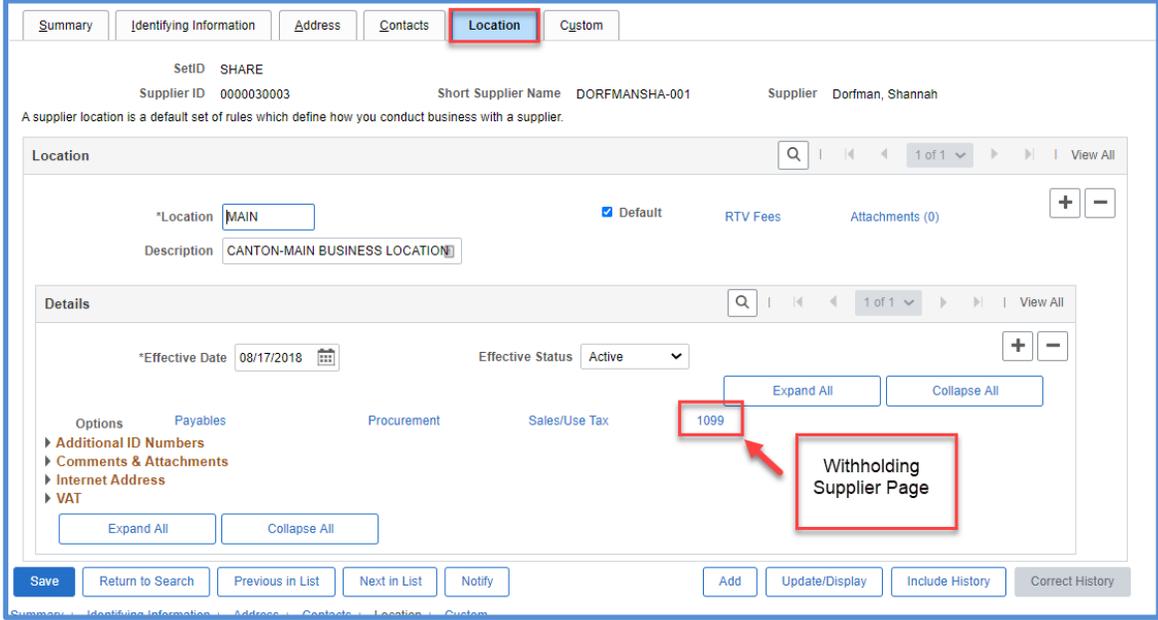
Step	Action
4.	Also, newly created Suppliers save as “Unapproved” and must be approved by another authorized user. For more information on this process, see SP.020.031 – Approving Suppliers .
5.	<p>On the Identifying Information tab, when entering a Withholding Supplier, users must select the Withholding checkbox. This turns on the Withholding flag in the system as shown below.</p>  <p>The screenshot shows the 'Identifying Information' tab for a supplier. Key fields include: <ul style="list-style-type: none"> SetID: SHARE Supplier Name: Dorfman, Shannah Supplier ID: 0000030003 Supplier Short Name: DORFMANSHA *Supplier Status: Approved *Classification: Social Security# *Persistence: Regular *Supplier Status: Approved Withholding checkbox: <input checked="" type="checkbox"/> (highlighted with a red box) Open For Ordering checkbox: <input checked="" type="checkbox"/> </p>
6.	<p>Under the Additional ID Numbers group box, enter the Tax Identification Number (TIN). At this point, it is helpful to check to see if there is a duplicate Supplier in the system with the same name or TIN. ITS recommends users investigate to see if the Supplier already exists or if there is an incorrect name or TIN in the system. For more information on this process, see SP.020.012 – Searching Suppliers Based on Criteria.</p> <p>Note: If a duplicate Supplier exists, users receive a warning indicating a potential duplicate exists. However, this warning does not prevent users from adding this Supplier into the system.</p>

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

The screenshot shows the 'Supplier Address' form in PeopleSoft. The 'Address' tab is selected and highlighted with a red box. Below the tab, the 'Supplier Address' section is highlighted with a red box, showing fields for Address ID (1), Description (CANTON-ORDER AND REMIT), Effective Date (08/17/2018), Effective Status (Active), Country (USA), Address 1 (2024 Main Street USA), City (Canton), and Postal (12345). The 'Payment/Withholding Alt Names' section is also highlighted with a red box, showing fields for Payment Alternate name (Name 1: Mary Smith, Name 2) and Withholding Alternate name (Withholding Name 1, Withholding Name 2). The 'Phone Information' section at the bottom is highlighted with a red box, showing a table with columns for *Type, Location, Prefix, Telephone, and Extension. The table contains one row: Business Phone, [Location], 678, 555-1234, [Extension].

Step	Action
8.	<p>On the Location tab, enter a MAIN location as the default location. The Withholding Rules eventually associated with this Supplier are stored under the Location. However, before entering the 1099 Withholding information, first save the Supplier. Upon saving the Supplier, users receive a warning indicating the withholding information was not entered. Click OK to clear those warnings. After saving the Supplier, the next step is to add the withholding information for this Supplier by selecting the 1099 link as seen below.</p> 
9.	<p>On the Withholding Supplier Information page, enter the following information for the Supplier under 1099 Information:</p> <ul style="list-style-type: none"> • Entity: IRS • Type: 1099M or 1099N • Jurisdiction: FED • Default Jurisdiction: Check this box. This box determines whether the Supplier Withholding information defaults to the voucher. • Default Class: This class is usually 1099N 01; however, users can select the appropriate class as needed. <ul style="list-style-type: none"> ○ 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 report 1099 Withholdings only.

Running the BOR AP 1099 Suppliers Query

The BOR_AP_1099_SUPPLIERS query can be used to provide a list of Suppliers that are setup as withholding and to verify suppliers are setup with the correct Withholding Type and Withholding Class.

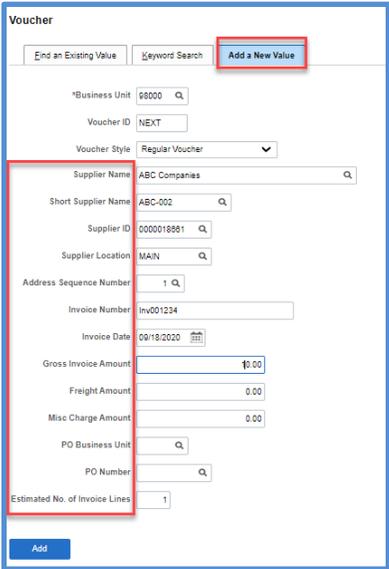
Below are step by step instructions on how to run the BOR_AP_1099_SUPPLIERS query.

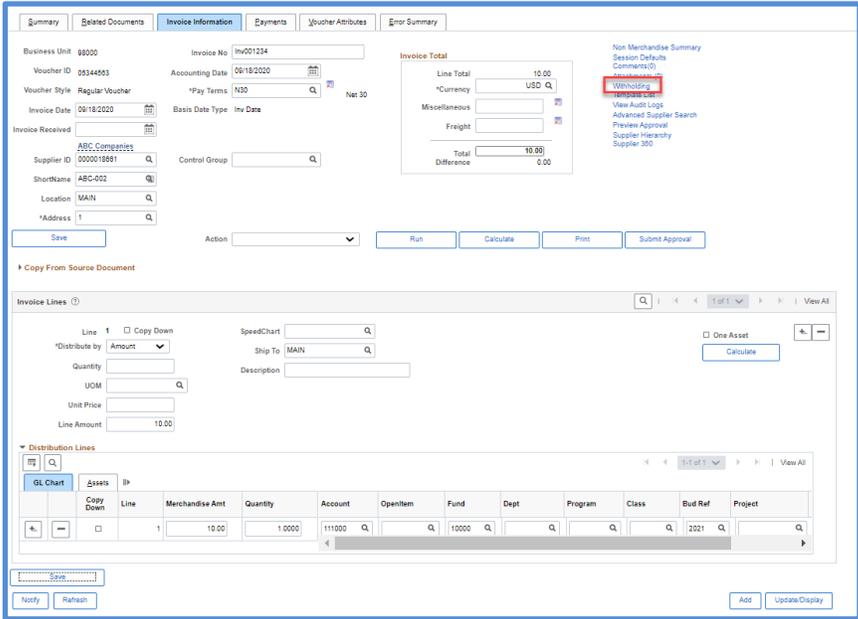
Step	Action
1.	Navigate to the NavBar icon.
2.	Navigate to the Navigator icon.
3.	Select the Reporting Tools link.
4.	Select the Query link.
5.	Select the Query Viewer link.
6.	Enter " BOR_AP_1099_SUPPLIERS " in the Search field.
7.	Click the Search button. The system displays results below.
8.	Run the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

Entering 1099 Withholding Vouchers

Users enter 1099 Withholding Vouchers throughout the year. When doing so, the Supplier is properly set up in the system as a 1099 Withholding Supplier. Withholding vouchers are the primary means of tracking reported withholdings to the IRS each calendar year.

Below are step by step instructions on how to add a 1099 Withholding Voucher.

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

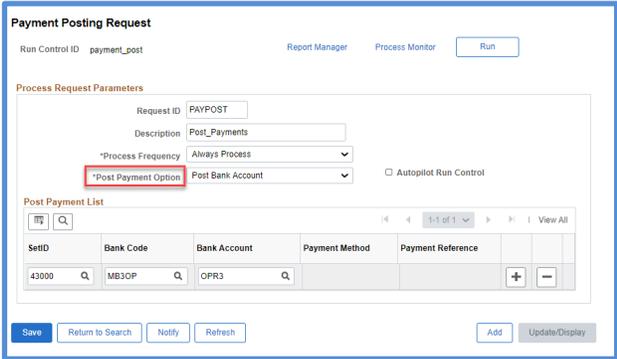
Step	Action
11.	<p>When ready to verify or edit the withholding information for the voucher, select the Withholding link in the header. The system navigates to the the Withholding Information page.</p> <p>Note: If there is not a Withholding link available, then the Supplier was not properly set up in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

Step	Action																														
14.	<p>Under Withholding Details, verify the following fields the Entity default to the categories listed below:</p> <ul style="list-style-type: none"> • Entity: IRS • Type: 1099M or 1099N • Jurisdiction: FED <p>Users can change the Class if needed to match the purpose of the voucher. However, if users change the Class on this page, the new Class must be added to the 1099 Supplier if it is not already there. Users can use the Applicable checkbox to deselect the corresponding Entity/Type/Class combination, if needed.</p> <div data-bbox="414 726 1362 1142" style="border: 1px solid black; padding: 10px;"> <p>Withholding Information</p> <p>Back to Invoice</p> <p>Business Unit 98000 Invoice Number Inv001234 VAT Entity Voucher ID 05344563 Supplier 0000018661 ABC Companies Invoice Date 09/18/2020</p> <p>Withholding Option <input type="checkbox"/> Postpone Withholding</p> <hr/> <p>Invoice Line Withhold Information <input type="text" value=""/> 1 of 1 View All</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Description</th> <th>Withholding Code</th> <th>Withholding Applicable</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td><input type="text" value=""/></td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> <p>Withholding Details <input type="text" value=""/> 1 of 1 View All</p> <table border="1"> <thead> <tr> <th></th> <th>*Entity</th> <th>*Type</th> <th>*Jurisdiction</th> <th>*Class</th> <th>Withholding Basis Amt Override</th> <th>Contract Reference</th> <th>Rule Override</th> <th>Apply Withholding</th> <th>Applicable</th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>IRS</td> <td>1099N</td> <td>FED</td> <td>01</td> <td><input type="text" value=""/></td> <td><input type="text" value=""/></td> <td>RULE0</td> <td>Withhold at Payment</td> <td><input checked="" type="checkbox"/></td> <td><input type="text" value=""/></td> </tr> </tbody> </table> </div>	Line	Description	Withholding Code	Withholding Applicable	1		<input type="text" value=""/>	<input checked="" type="checkbox"/>		*Entity	*Type	*Jurisdiction	*Class	Withholding Basis Amt Override	Contract Reference	Rule Override	Apply Withholding	Applicable		1	IRS	1099N	FED	01	<input type="text" value=""/>	<input type="text" value=""/>	RULE0	Withhold at Payment	<input checked="" type="checkbox"/>	<input type="text" value=""/>
Line	Description	Withholding Code	Withholding Applicable																												
1		<input type="text" value=""/>	<input checked="" type="checkbox"/>																												
	*Entity	*Type	*Jurisdiction	*Class	Withholding Basis Amt Override	Contract Reference	Rule Override	Apply Withholding	Applicable																						
1	IRS	1099N	FED	01	<input type="text" value=""/>	<input type="text" value=""/>	RULE0	Withhold at Payment	<input checked="" type="checkbox"/>	<input type="text" value=""/>																					
15.	Once users verify and edit the Withholding Information on the voucher, click the Save button.																														
16.	Perform regular processing on all vouchers, including budget checking and posting.																														

Posting Payments from 1099 Vouchers

Payments 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.

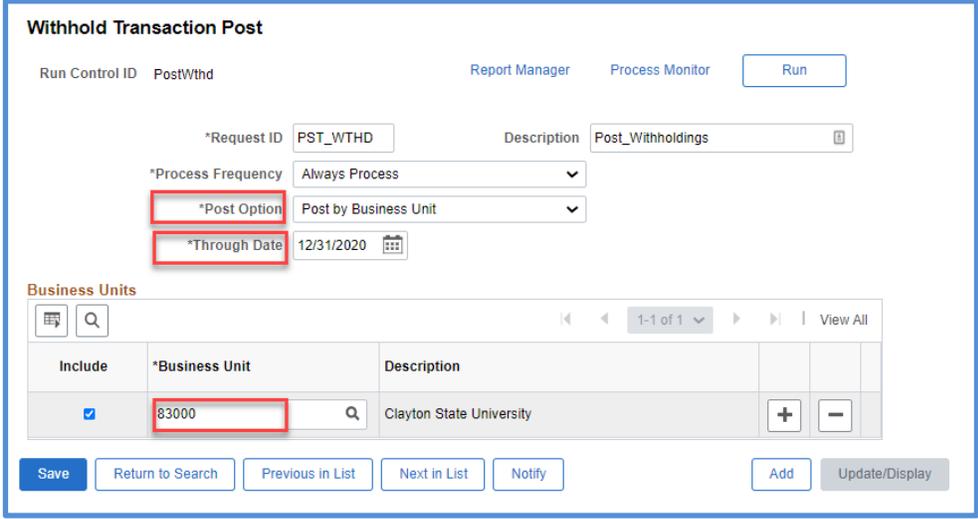
Below are step by step instructions on how to manually post payments.

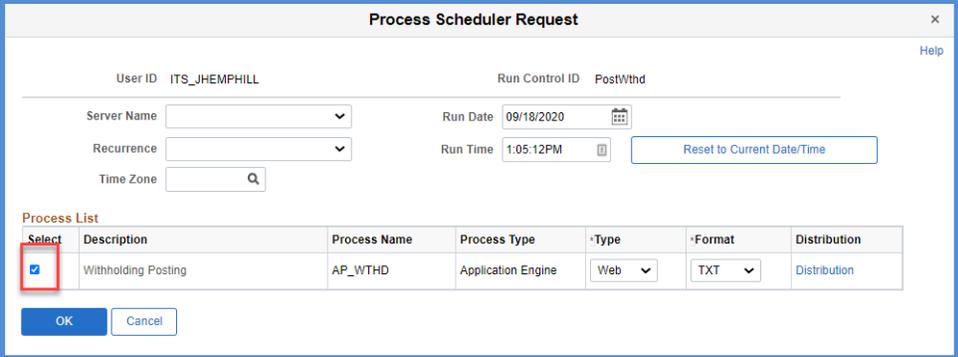
Step	Action
1.	Navigate to the NavBar icon.
2.	Navigate to the Navigator icon.
3.	Select the Accounts Payable link.
4.	Select the Batch Processes link.
5.	Select the Payment link.
6.	Select the Payment Posting link. The system navigates to the Payment Posting Request Page.
7.	Select or create Run Control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

CHAPTER 4: POST 1099 WITHHOLDINGS

The AP_WTHD process, which is the process to post 1099 withholdings, combines the Supplier's voucher and payment information in the withholding transaction tables. The system then uses these tables to generate the 1099 Withholding Reports. Before running this process, all payments must be posted (see [Chapter 3 – Posting Payments from 1099 Vouchers](#)).

Below are step by step instructions on how to post 1099 withholdings:

Step	Action
1.	Navigate to the NavBar icon.
2.	Navigate to the Navigator icon.
3.	Select the Suppliers link.
4.	Select the 1099/Global Withholding link.
5.	Select the Maintain link.
6.	Select the Post Withholdings link.
7.	Select or Add a new Run Control ID for Post Withholdings.
8.	Click on Search . The system navigates to the Post Withholdings page.
9.	Navigate to Post Option and select "Post by Business Unit." 
10.	Select Through Date . Usually December 31 of the 1099 Withholding reporting year.
11.	Select Business Unit .

Step	Action
12.	Select Save and then select Run .
13.	Select Withholding Posting (AP_WTHD) then click OK to run the process.
	
14.	Use the Process Monitor to verify the process runs to Success.
15.	Next, review 1099 supplier payments for accuracy and completeness. Proceed to the next step in processing 1099s - Chapter 5: Review 1099 Items

CHAPTER 5: REVIEW 1099 ITEMS

After posting withholdings, users have many tools available to review 1099 items. While users may not use all these review tools, this manual discusses how to use each one and what information each one provides.

Vouchers by Supplier

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

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

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

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

Vouchers By Supplier

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

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

Withholding Transactions

Basic Information **More Information**

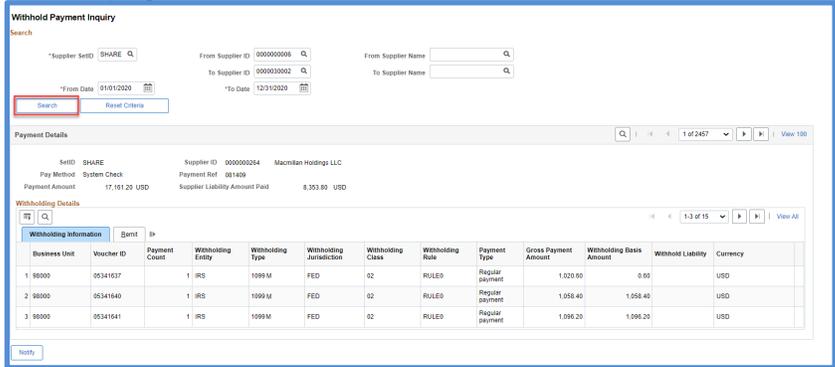
Business Unit	Voucher ID	Invoice Number	Class	Description	Payment Number	Withholding Basis Amount	Withholding Amount	Currency	Bank SetID	Bank Code	Bank Account	Payment Reference	Payment Date
53000	05323512	INSTRUCTION	01	Non-Employee Compensation	1	500.00		USD	53000	WELLS	OPER	412225	02/21/2020
53000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

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

Withhold Payment Inquiry

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

Below are step by step instructions on how to withhold payments.

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

Supplier Balance by Class

The 1099 Supplier Balances by Class page allows users to review Supplier total withholding transactions by class over a specified period. Based on the payment start and end dates, the system totals the payments per Withholding Class for the Supplier selected. Remember, withholding class indicates the reason for 1099 withholding, such as Non-Employee Compensation - 1099N Class 01.

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

Step	Action
1.	Navigate to the NavBar icon.
2.	Navigate to the Navigator icon.
3.	Select the Suppliers link.
4.	Select the 1099/Global Withholding link.
5.	Select the Review link.
6.	Select the Supplier Balance by Class link.
7.	On the search page, it is easiest to search by SetID and Supplier ID. For results to populate in this review, users must have already run the Post Withholding process. <div data-bbox="479 1092 1295 1465" data-label="Image"> </div>
8.	Review information. If there are withholding transactions missing, users need to make some adjustments. In addition, if there is a transaction listed that was not supposed to be a withholding transaction, users need to adjust that as well. Adjustments are covered in Chapter 6: Corrections and Adjustments .

Year-Round Queries & Reports

There are four queries users can run throughout the year to help keep track of 1099 Withholding. They are:

- BOR_AP_1099_PMTS
- BOR_AP_1099_JE
- BOR_AP_1099_NONRPT_CONSISTENT
- BOR_AP_1099_MISMATCHED

BOR AP 1099 PMTS Query

The BOR_AP_1099_PMTS query returns a list of all 1099 Reportable payments. This query lists all payments where both the Supplier and Voucher were marked as “Reportable.” The results include the Supplier, Voucher and Payment IDs. When running this query, run it for both the primary and “B” Business Units. For Institutions utilizing SHARE suppliers, those suppliers return in the query results for the BOR_AP_1099_PMTS query.

Below are step by step instructions on how to run the BOR_AP_1099_PMTS query.

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

BOR AP 1099 JE Query

Since 1099s reflect only transactions entered normally through the Accounts Payable module, transactions entered through any other module or as an online journal entry are not automatically included in 1099 Reporting. Users can run the query “BOR_AP_1099_JE” to list the journal entries posted during the selected calendar year to the “typically” reportable accounts. These accounts include 719xxx, 7278xx, 7481xx and 751xxx.

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

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

BOR AP 1099 NONRPT CONSISTENT Query

For a transaction to be included in 1099 Reporting, both the supplier and voucher must be marked as “Withholding.” The BOR_AP_1099_NONRPT_CONSISTENT query provides a list of transactions typically charged to reportable accounts (719xxx, 7278xx, 7481xx and 751xx) and are not reported because:

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

Below are step by step instructions on how to run the BOR_AP_1099_NONRPT_CONSISTENT query.

Step	Action
1.	Navigate to the NavBar icon.
2.	Navigate to the Navigator icon.
3.	Select the Reporting Tools link.
4.	Select the Query link.
5.	Select the Query Viewer link.
6.	In the “Search by” field, enter “ BOR_AP_1099_NONRPT_CONSISTENT ” and then press the Search button. Users can choose to run this query to either HTML or to MS Excel. Both formats open in a new window.
7.	To run the query, enter the following parameters: <ul style="list-style-type: none"> • From Date • To Date • Business Unit
8.	Click on View Results .
9.	In the query results, the transactions are not reported unless both the supplier and vouchers are marked as Withholding. As users review the query results, determine if any of these items need to be reflected in 1099 Reporting. If they do, adjust the withholding using either Supplier or Voucher Line Updates.

BOR AP 1099 MISMATCHED Query

The BOR_AP_1099_MISMATCHED query lists those transactions charged to any account where either the Supplier is marked as Withholding but the associated Vouchers are not, or the Vouchers are marked as Withholding but the associated Supplier is not. This query is different from the BOR_AP_1099_NONRPT_CONSISTENT query in that it is not limited to only typically reportable accounts.

Below are step by step instructions on how to run the BOR_AP_1099_MISMATCHED query.

Step	Action
1.	Navigate to the NavBar icon.
2.	Navigate to the Navigator icon.
3.	Select the Reporting Tools link.
4.	Select the Query link.
5.	Select the Query Viewer link.
6.	In the “Search by” field, enter “ BOR_AP_1099_MISMATCHED ” and then click Search . Users can choose to run this query to either HTML or to MS Excel. Both formats open in a new window.
7.	To run the query, enter the following parameters: <ul style="list-style-type: none"> • Business Unit • From Date • To Date
8.	In the query results, the transactions are not reported unless both the supplier and vouchers are marked as Withholding. As users review the query results, determine if any of these items need to be reflected in 1099 Reporting. If they do, adjust the withholding using either the Supplier or Voucher Line Update.

Withholding Balances Control Report

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

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

Step	Action
1.	Navigate to the NavBar icon.
2.	Navigate to the Navigator icon.
3.	Select the Suppliers link.
4.	Select the 1099/Global Withholding link.
5.	Select the General Reports link.
6.	Select the Withhold Control Report link.
7.	Select or Add a Run Control ID .
8.	<p>The parameters for this report include:</p> <ul style="list-style-type: none"> • SetID • Control ID • From/To Dates. <p>Remember, the Control ID was set up at the beginning of the 1099 Processing and should include the institution and reporting year (e.g., GSW_2020).</p>
9.	Save and Select the Run button and then click OK to run the Withholding Control Report (APX3012) process.
10.	Click the Process Monitor link.
11.	Use the Process Monitor to verify the process runs to Success. Locate the APX3012 report in the Report Manager.

BOR AP 1099 ADJUST Query

The BOR_AP_1099_ADJUST query lists all manual adjustments entered for the selected calendar year and can be run as needed. When users make withholding adjustments for the current 1099-processing year, ITS recommends users run this query before and after making withholding adjustments to compare results and verify adjustments were made correctly.

Below are step by step instructions on how to run the BOR_AP_1099_ADJUST query.

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

BORRY010 1099 Reportable Transactions Report

The 1099 Reportable Transactions Report is known as the BORRY010. Users can run this report to show all 1099 reportable transactions, including adjustments. When running this report, the data available are dependent on when the user runs the report.

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

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

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

The screenshot shows the '1099 Reportable Transactions' report parameter form. At the top, it displays 'Run Control ID 1099-2016' and navigation links for 'Report Manager' and 'Process Monitor', along with a 'Run' button. Below this is a section titled 'Report Request Parameters for 1099 Reportable Transactions' containing several input fields: 'Control SetID' with the value '98000', 'Control ID' with 'USQ_2016', 'Calendar Year' with '2016', 'From SSN' with '000000000', and 'To SSN' with 'XXXXXXXXXX'. There is also a 'Print Mailing Address' checkbox. At the bottom of the form are three buttons: 'Save', 'Add', and 'Update/Display'.

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

1099 REPORTABLE TRANSACTIONS

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

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

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

As a review, the Minimum Amount to report is set according to Withholding Type and Class as listed in the table below:

Withholding Type	Withholding Class	Description	Paid at least:
1099N	01	Non-Employee Compensation	\$600.00
1099N	04	Federal Income Tax Withheld	\$0.00
1099M	01	Rents	\$600.00
1099M	02	Royalties	\$10.00
1099M	03	Prizes, Awards, etc.	\$600.00
1099M	04	Federal Income Tax Withheld	\$0.00
1099M	05	Fishing Boat Proceeds	\$600.00
1099M	06	Medical and Health Care Payments	\$600.00
1099M	08	Substitute Payments	\$10.00
1099M	09	Crop Insurance Proceeds	\$600.00
1099M	10	Gross Attorney Proceeds	\$600.00
1099M	12	Section 409A Deferrals	\$600.00
1099M	13	Excess Golden Parachute Payments	\$0.00
1099M	14	Non-qualified Deferred Compensation	\$600.00

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

Example 1: If the institution plans to process 1099s for a B Business Unit, PeopleSoft will process these separately from other transactions. For example, say a voucher exists for Business Unit 53000 for Supplier 000000001 (SSN 123106789) for \$500 that is withholding applicable to 1099N - Class 01. Another voucher exists in the same Calendar Year for Business Unit 5300B for Supplier 000000002 (SSN 123456789) for \$500 that is also withholding applicable to 1099N – Class 01.

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

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

CHAPTER 6: CORRECTIONS AND ADJUSTMENTS OF 1099 ITEMS

After completing a review of the 1099 items, users may find some items need to be adjusted. As mentioned in the previous chapter, for transactions to be reported both the Supplier and Voucher need to be marked as Withholding. There are a couple of different ways to make withholding adjustments. Users can adjust Withholding manually or through Withholding Supplier Update or Withholding Invoice Line Update. Before making any manual adjustments, ITS recommends users run the BOR_AP_1099_ADJUST query to use as a comparison tool making updates.

Withholding Supplier Update

The Withholding Supplier Update process is used to change Withholding applicability, entity, type, jurisdiction, and/or class. When users utilize this type of update, the system applies the update to all vouchers for a specific Supplier. After completing the update, run the Withholding Update Process.

IMPORTANT: ITS does not advice using the Withholding Update process if there are multiple withholding types or classes per voucher line or multiple entity-withholding type combinations for a given voucher or for a given supplier. Doing so could have unintended results. In these cases, ITS recommends using the [Update VoucherLine Withholding Process](#) instead.

An example of using this type of update is to change the Withholding class on a Supplier. When a user originally set up the Supplier in the system, say s/he only applied the Withholding Type of 1099M and Class of 02, which is Royalties, when s/he should have applied class 1099N – Class 01, which is Non-Employee Compensation.

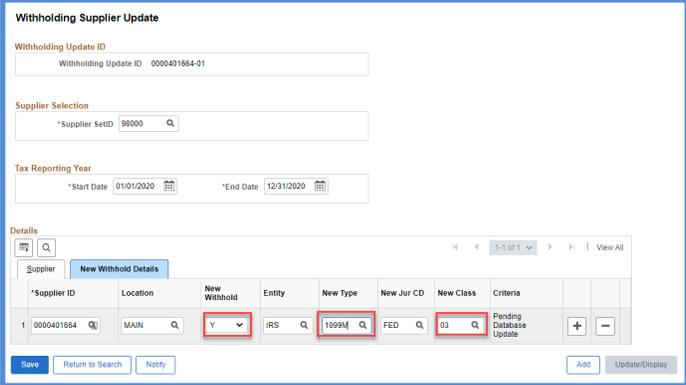
To correct this situation, first make sure this Withholding Type and Class are listed under this supplier (see [Entering 1099 Withholding Suppliers](#)), and then use the following Withholding Supplier Update procedure.

Below are step by step instructions on how to perform the Withholding Supplier Update.

Step	Action
1.	Navigate to the NavBar icon.
2.	Navigate to the Navigator icon.
3.	Select the Suppliers link.
4.	Select the 1099/Global Withholding link.
5.	Select the Maintain link.
6.	Select the Update Supplier Withholding link.

Step	Action
7.	<p>Enter the Supplier SetID and a Withholding Update ID.</p> <p>Note 1: When adding a new Withholding Supplier Update, the Withholding Update ID, like a Run Control ID, can be any character string of a user's choice. After clicking Add, the system navigates to the Withholding Supplier Update page where users can add updates for multiple Suppliers. ITS recommends users utilize 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 runs, the Withholding Update ID is locked and cannot be edited further.</p> <p>Note 2: If users need to make another update to this Supplier after running Withholding Update, use the Supplier ID along with an additional number to create a unique Withholding Update ID (e.g., 0000400937-2).</p>
8.	<p>On the Withholding Supplier Update page, enter or verify the SetID and the Tax Reporting Year's Start and End Dates.</p> <div data-bbox="602 879 1224 1142" style="border: 1px solid blue; padding: 5px; margin: 10px 0;"> <p>Withholding Supplier Update</p> <p>Withholding Update ID Withholding Update ID 0000401664-01</p> <p>Supplier Selection *Supplier SetID 98000</p> <p>Tax Reporting Year *Start Date 01/01/2020 *End Date 12/31/2020</p> </div> <p>For institutions using Share Suppliers, enter SHARE in the Supplier SetID field. In the Business Unit field, enter the Business Unit number (e.g., 53000).</p>

Step	Action								
9.	<p>In the Details section, enter the Supplier ID that requires adjustment and select the appropriate Supplier Location.</p> <div data-bbox="532 352 1295 913" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Withholding Supplier Update</p> <p>Withholding Update ID</p> <p>Withholding Update ID 0000401664-01</p> <p>Supplier Selection</p> <p>*Supplier SetID 98000</p> <p>Tax Reporting Year</p> <p>*Start Date 01/01/2020 *End Date 12/31/2020</p> <p>Details</p> <p>Supplier New Withhold Details</p> <table border="1"> <thead> <tr> <th>*Supplier ID</th> <th>Location</th> <th>Business Unit</th> <th>Current Withhold</th> </tr> </thead> <tbody> <tr> <td>1 0000401664</td> <td>MAIN</td> <td>98000</td> <td>Y</td> </tr> </tbody> </table> <p>Save Return to Search Notify Add Update/Display</p> </div> <p>Note: <i>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.</i></p> <p>In the Supplier setup, 1099 Withholding information is listed per Supplier Location. After choosing the Location, users can verify 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.</p>	*Supplier ID	Location	Business Unit	Current Withhold	1 0000401664	MAIN	98000	Y
*Supplier ID	Location	Business Unit	Current Withhold						
1 0000401664	MAIN	98000	Y						

Step	Action
10.	<p>On the New Withhold Details tab, enter updated information for the Supplier. Users can change Supplier’s withholding status, withholding type or withholding class.</p> 
11.	<p>Click on Save to save changes.</p> <p>Note: <i>Withholding Supplier Updates do not take effect until the Withholding Update Process runs.</i></p>

Withholding Invoice Line Update (Update VoucherLine Withholding)

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

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

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

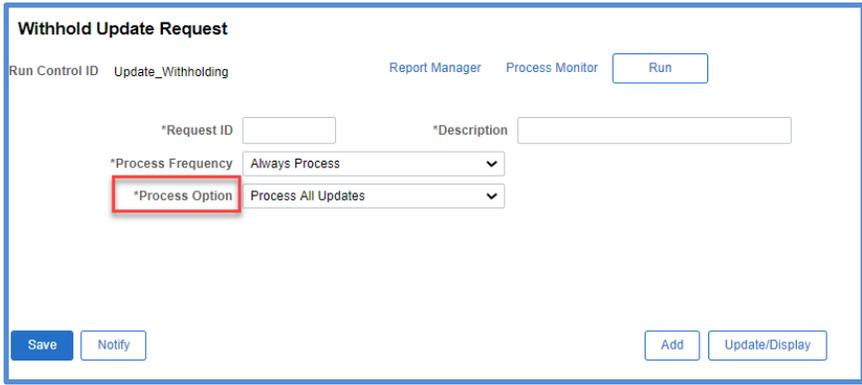
Step	Action																																																														
8.	<p data-bbox="358 247 1396 317">On the Withholding Invoice Line Update page, there are four group boxes along the top above the Details section:</p> <ul data-bbox="407 363 1450 804" style="list-style-type: none"> • Vendor: summary of the supplier to update • Criteria: enter the Business Unit and the Beginning and Ending Dates of the 1099 reporting year. Once users click Search in this group box, all vouchers entered for this Supplier during the same reporting year will be listed in the Details section. The selection 'Clear Updated Withholding' in the Criteria group box can be used to delete completed update requests from the staging table upon save. • Defaults: used if updating many lines to withholding (Set All Lines to Withd) or not withholding (Set All Lines to No Withd). Users can enter the withholding class combination to apply to updated voucher lines. • Tax Reporting Year: enter beginning and ending dates of the tax reporting year. <div data-bbox="358 840 1406 1482" style="border: 1px solid black; padding: 10px;"> <p>Withholding Invoice Line Update</p> <p>Vendor</p> <table border="1" data-bbox="375 909 1015 961"> <tr> <td>Supplier SetID</td> <td>72000</td> <td>Supplier Name</td> <td>Heidolph Brinkmann</td> </tr> <tr> <td>Supplier ID</td> <td>0000400763</td> <td>Location</td> <td>MAIN</td> </tr> <tr> <td></td> <td></td> <td>Withholding</td> <td>Y</td> </tr> </table> <p>Criteria</p> <table border="1" data-bbox="375 1003 1024 1073"> <tr> <td>*Business Unit</td> <td>72000</td> <td>*From Date</td> <td>01/01/2020</td> <td>Search</td> </tr> <tr> <td><input type="checkbox"/> Clear Updated Withholding</td> <td></td> <td>*To Date</td> <td>12/31/2020</td> <td></td> </tr> </table> <p>Defaults</p> <table border="1" data-bbox="375 1115 1024 1184"> <tr> <td>Withhold Entity</td> <td>IRS</td> <td>Withhold Type</td> <td></td> <td>Set All Lines to No Withd</td> </tr> <tr> <td>Jurisdiction</td> <td></td> <td>Class</td> <td></td> <td>Set All Lines to Withd</td> </tr> </table> <p>Tax Reporting Year</p> <table border="1" data-bbox="375 1226 1024 1266"> <tr> <td>*Start Date</td> <td>01/01/2020</td> <td>*End Date</td> <td>12/31/2020</td> </tr> </table> <p>Details</p> <table border="1" data-bbox="370 1308 1390 1430"> <thead> <tr> <th></th> <th>Current Withhold</th> <th>New Withhold</th> <th>Entity</th> <th>Type</th> <th>Jurisdiction</th> <th>Class</th> <th>Business Unit</th> <th>Voucher</th> <th>Line</th> <th>Invoice</th> <th>Payment Date</th> <th>Merchandise Amt</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>IRS</td> <td>1099N</td> <td>FED</td> <td>01</td> <td>72000</td> <td>05316188</td> <td>1</td> <td>882048-1; PO 513756</td> <td>05/28/2020</td> <td>932.010</td> </tr> </tbody> </table> <p>Save Return to Search Notify</p> </div>	Supplier SetID	72000	Supplier Name	Heidolph Brinkmann	Supplier ID	0000400763	Location	MAIN			Withholding	Y	*Business Unit	72000	*From Date	01/01/2020	Search	<input type="checkbox"/> Clear Updated Withholding		*To Date	12/31/2020		Withhold Entity	IRS	Withhold Type		Set All Lines to No Withd	Jurisdiction		Class		Set All Lines to Withd	*Start Date	01/01/2020	*End Date	12/31/2020		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	1099N	FED	01	72000	05316188	1	882048-1; PO 513756	05/28/2020	932.010
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Step	Action
9.	<p>The voucher lines available for updating are in the Details section. The Current Withhold checkbox indicates whether the line is set for Withholding or not.</p> <p>Under “New Withhold,” users can set the new Withholding status. If users change a line from Withholding to No Withholding, they will see the Type, Jurisdiction and Class fields empty. Make sure to enter information for Type, Jurisdiction and Class even if changing the Withholding from Yes to No. If users do not enter this information, then the database will not be updated.</p>
10.	<p>After saving the page, users can go to the New Withhold Details tab to show what the new withholding status is, as well as the status of the update.</p> <p>Note: <i>The status of the update displays as “Pending” until the Withholding Update Process runs.</i></p>

Running Withholding Update Process

The Update Withholdings process must run after making changes using either the Withholding Supplier Update Process or the Withholding Invoice Line Update Process. The Update Withholdings process is also known as AP_WTHD_UPDT. By running this process, the system updates the withholding transactions adjusted and updates the underlying voucher tables as well.

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

Step	Action
1.	Navigate to the NavBar icon.
2.	Navigate to the Navigator icon.
3.	Select the Suppliers link.
4.	Select the 1099/Global Withholding link.
5.	Select the Maintain link.
6.	Select the Update Withholdings link.
7.	Find an Existing Value or Add a new Value for the Run Control ID .
8.	On the Withhold Update Request page, select the appropriate Process Option . 
9.	After the process completes successfully, return to the Update Supplier Withholdings or Update Voucher Line Withholdings pages to confirm updates processed. On the New Withhold Details tab for both pages, the Criteria should show “Updated” for those items changed.

Step	Action
	<p>Note 1: <i>This process may take several minutes to run. Users cannot select Business Unit on the Run Control Page. When this process runs it updates for all business units.</i></p> <p>Note 2: <i>Although users can run Withhold Update Request manually if needed, ITS recommends users allow scheduled instances to process to updates. This will help prevent multiple instances from running, an issue that may adversely affect performance.</i></p> <p><i>During the month of January, ITS will schedule this process to run several times each day. Only one instance of this process will run at one time. If users run a second instance while the first one is running, the second process shows a status of 'blocked' in the process monitor. Once the first instance is completed, the next one should begin processing.</i></p>

Manual Adjustments

Adjust Withholding

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

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

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

Step	Action
1.	Navigate to the NavBar icon.
2.	Navigate to the Navigator icon.
3.	Select the Suppliers link.
4.	Select the 1099/Global Withholding link.
5.	Select the Maintain link.
6.	Select the Adjust Withholding link.
7.	Enter the Supplier SetID and the Supplier ID for the supplier that requires a manual adjustment. Users make manual adjustments for specific Suppliers when needed. On the Search page, users can search for a range of Suppliers by Supplier SetID, Supplier ID or Supplier Location.
8.	Click Search .
9.	On the Withhold Adjustments page, search for any adjustments previously made. To do this, enter the following in the Search Criteria: <ul style="list-style-type: none"> • Business Unit • Entity: IRS • Type: 1099M or 1099N • Jurisdiction: FED • Start Date and End Date: beginning and ending of 1099 reporting calendar year

Step	Action
	For institutions using Share Suppliers, enter SHARE in the Supplier SetID field. In the Business Unit field, enter the Business Unit number (e.g., 53000).
10.	<p>After hitting the Search button, any adjustments made will be listed. If there are none, users can begin entering adjustments on Line 1. If adjustments are retrieved in the Search results, make sure there is no existing line for the 1099 Class/Code combination. If lines do exist with the same Class/code combination, modify the existing line by the amount of the necessary adjustment rather than inserting a new adjustment line.</p> <p>For example, imagine that an adjustment already exists for this Supplier with Withholding 1099N - Class 01. If users need to make an adjustment for this Supplier with the same Class, modify the existing line instead of adding a new one. Users can do this manually by following the instructions above.</p>

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

- Business Unit
- Entity: IRS
- Type: 1099M or 1099N
- Jurisdiction: FED
- Class
- Rule

The screenshot shows the 'Withhold Adjustments' form. At the top, it displays '72000 Supplier: 0000400763 MAIN Heldolph Brinkmann'. Below this is a 'Search Criteria' section with fields for Business Unit (72000), Entity, Jurisdiction, Type (1099), Class, Start Date (01/01/2020), and End Date (12/31/2020). A 'Search' button is highlighted with a red box. Below the search criteria is the 'Adjustments' section with tabs for 'Main Information', 'Transaction Info', 'Payment Information', and 'Adjustment Reason'. The 'Main Information' tab is selected and highlighted with a red box. It contains a table with the following data:

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

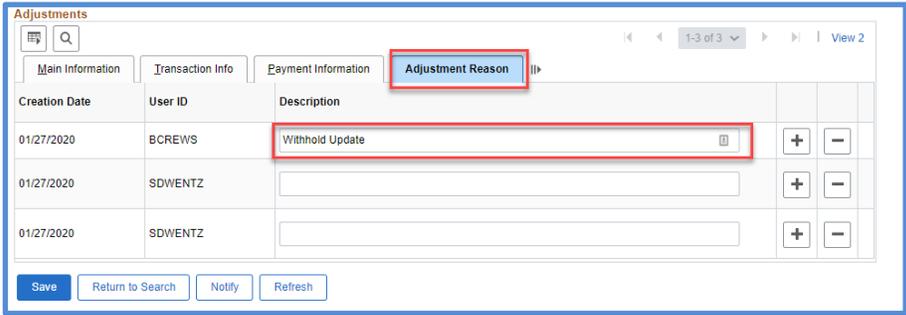
Buttons at the bottom include 'Save', 'Return to Search', 'Notify', and 'Refresh'.

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

The screenshot shows the 'Adjustments' form with the 'Transaction Info' tab selected and highlighted with a red box. It contains a table with the following data:

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

Buttons at the bottom include 'Save', 'Return to Search', 'Notify', and 'Refresh'.

13.	<p>The Liability Amount displays the amount of backup withholding retained to remit to the withholding entity.</p> <p>The Paid Amount displays the amount of the withholding liability paid to the withholding entity.</p> <p>Since the GeorgiaFIRST model is not currently using actual withholding from 1099 payments these two fields should always be zero.</p>
14.	<p>For Payment Date, all adjustments should have a Payment date of December 31 of the 1099 reporting year.</p>
15.	<p>In addition, the Declaration Date displays the date on which the withholding is declared and is used for withholding entities who use a date other than payment date (accounting date for example) to report withholding transactions.</p> <p>The Declaration Date should be the same date that we entered for Payment Date, which is December 31 of the 1099 reporting year.</p>
16.	<p>On the Adjustment Reason tab, there is space available for users to indicate why they made an adjustment. The Creation Date is generated by the system and reflects the date the adjustment was entered. The User ID refers to the person who made the adjustment. For the Description, include a reference as to why the adjustment was made.</p> <p>Note: Users may sometimes notice a second User ID on this page that is not part of their institution. This additional User ID may display because the withholding update process runs for all institutions every time the process is started. The User ID displayed on the Adjustment Reason tab is the last system user to run the process.</p> 

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

Again, it is a good idea to run the BOR_AP_1099_ADJUST query before and after performing manual adjustments to ensure adjustments were entered correctly.

After Making Withholding Adjustments

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

CHAPTER 7: RUNNING WITHHOLDING REPORT POST

After all adjustments are made and 1099 items reviewed again to ensure no further corrections are needed, run the Withhold 1099 Report Job process. This job performs both the Withhold 1099 Report Post process (1099_RPT_PST) and the Generate Withholding Reports process (AP_APY1099).

The 1099 Report Post application engine process populates the Withholding 1099 Table by extracting data from the Withhold Transaction table and inserts 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.

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

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

Withhold 1099 Report Job

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

▼ Search Criteria

Search by: Run Control ID begins with

Case Sensitive

8. On the 1099 Report Post page, enter the following:
- **Request ID and Description:** Enter an ID and description.
 - **Process Frequency:** Select “Always Process.”
 - Verify Include Manual Overrides check box is selected. If the box is not selected, then 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 generates the IRS_001.TXT. Users will most often choose Original/Correction.
 - Test generates the IRS_001.TXT File and populates only the PS_WTHD_1099_COPYB table.
 - Replacement generates the IRS_001.TXT File and deletes data from the Withholding Sent Tables.
 - **Replacement Character:** Leave this field blank.

1099 Report Post / Report / Copy B

Run Control ID: WTHD_1099_RPT_JOB Report Manager Process Monitor **Run**

Language: English

1099 Report Post

*Request ID: WTHD_RPT Description: WTHD_1099_RPT_JOB

Process Frequency: Always Process

Report ID: US_REPORT Include Manual Overrides

Report Date: 11/30/2020

*Control SetID: 28000 *Control ID: CSU_2020 Clayton State University

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

*Fiscal Year: 2020 Use Report Date For Supplier

*Period: 1 1099 Reporting Annual Calendar

1099 Report

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

1099 Report Copy B Sort

Withhold Type: All Mask TIN Supplier Select Option: Select All Suppliers

AP 1099 sort order:

Supplier Payees

Supplier ID
1

Save Notify Add Update/Display

Note: For years before 2020 users will have an option to choose All Files, NEC or MISC.

1099 Report

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

IRS Options

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

IRS File Generate Option

All Exclude Non Employee Compensation Include Non Employee Compensation

9. Once the information above is entered, click the **Save** button.

10. Click the **Run** button.

11. Select “1099 Report Post” to run the RPT_1099 process Post. Click **OK** to continue.

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

12. Click the **Process Monitor** link.

13. Once the process runs to Success, click on RPT_1099 under the Process Name column.

Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
14104523		PSJob	RPT_1099	ITS_JHEMPHILL	09/28/2020 9:18:18AM EDT	Success	Posted	Details

14. Click on the **AP_APY1099** link.

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

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

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

Retrieving the IRS Tax File

Step	Action
1.	Do not left click to open the file.
2.	<p>Right-click on the IRS_001_%.TXT link and select “Save Link As.”</p> <div data-bbox="527 449 1250 1045" data-label="Image"> </div> <p>Note: This file contains all 1099N and 1099M reporting that institutions will submit to the IRS.</p>
3.	Save the file to the computer. Do not Change the file name. Do not open the file in Excel.

CHAPTER 8: REVIEW 1099 REPORTABLE TRANSACTIONS

Once users generate Withholding Reports, then review all 1099 reportable transactions before producing the final reports. Once users produce the IRS_001.TXT file, review the appropriate queries and reports. See [Chapter 5: Review 1099 Items](#) before producing the 1099 Copy B forms.

BORRY010 1099 Reportable Transactions Report

The BORRY010 1099 Reportable Transactions Report listed here is the same report as the report in [Chapter 5](#) . Previously, not all columns were completed because the Withholding 1099 Report Post process and the Generating Withholding Reports process was not yet completed. With these two processes completed, run the BORRY010_1099 report again to verify all columns are marked complete.

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

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

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

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

1099 Reportable Transactions

Run Control ID 1099-2016 Report Manager Process Monitor Run

Report Request Parameters for 1099 Reportable Transactions

Control SetID: 98000 Control ID: USO_2016

Calendar Year: 2016 Print Mailing Address:

From SSN: 000000000 To SSN: XXXXXXXXX

Save Add Update/Display

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

Process Scheduler Request

User ID OITPAGE Run Control ID 1099-2016

Server Name: Run Date 12/31/2019

Recurrence: Run Time 12:17:11PM Reset to Current Date/Time

Time Zone:

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

OK Cancel

9. Click the **Process Monitor** link.

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

11. The completed report will list each reportable Supplier, along with their TIN and Supplier ID.

1099 Withhold To Send Detail Report

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

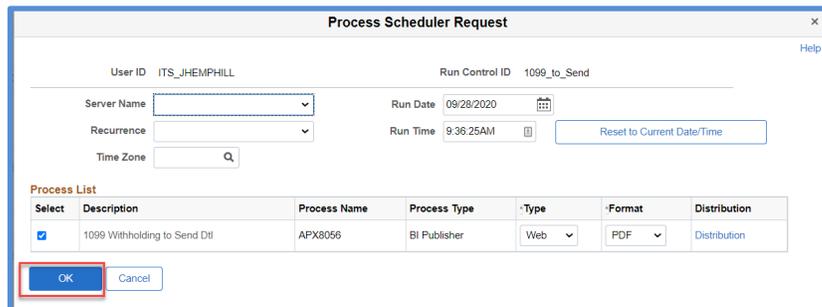
Users can utilize this report to review a summary of the data stored in the Withholding Detail table. Users can also run delivered query “BOR_AP_1099_SND_DTL_TOT” after running this report to obtain totals not provided in the report.

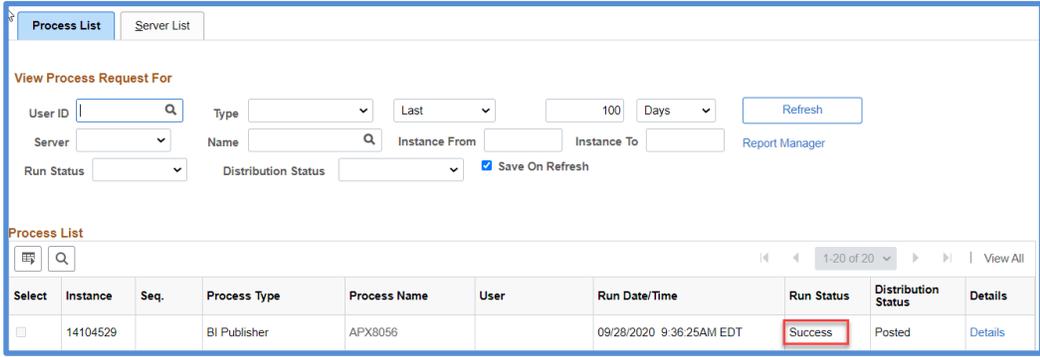
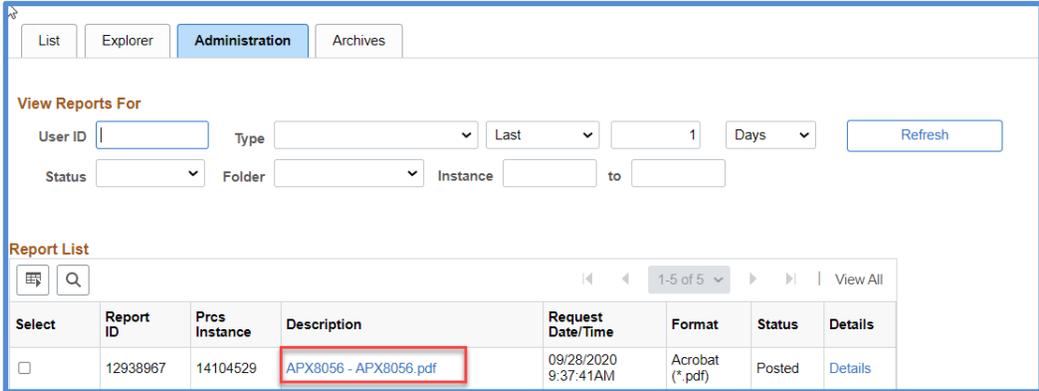
If users are unsure if the process ran correctly, run the BOR_AP_1099_WTHD_SENT_INCOMPL query ([Appendix B](#)) to confirm.

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

Step	Action
1.	Navigate to the NavBar icon.
2.	Navigate to the Navigator icon.
3.	Select the Suppliers link.
4.	Select the 1099/Global Withholding link.
5.	Select the 1099 Reports link.
6.	Select the 1099 to Send Detail link.
7.	Enter the Run Control ID .
8.	Click the Search button.
9.	<p>The parameters for this report include:</p> <ul style="list-style-type: none"> • SetID • Control ID (e.g., USO_2020) • Fiscal Year: This is the 1099 reporting year. <p>For CY2020 and beyond, there are no choices for separating NEC and MISC:</p>

Step	Action
	<div data-bbox="358 247 1414 625"> <p>1099 To Send Report</p> <p>Run Control ID: WTHD_TO_SEND_DTL Report Manager Process Monitor Run</p> <p>Description</p> <p>Withholding Report ID: US_REPORT</p> <p>SetID: 28000 <input type="text"/></p> <p>Control ID: CSU_2020 <input type="text"/></p> <p>Fiscal Year: 2020</p> </div> <p>For CY2019 and before, there are options for separating NEC and MISC:</p> <div data-bbox="358 737 1414 1331"> <p>1099 To Send Report</p> <p>Run Control ID: WTHD_TO_SEND_DTL Report Manager Process Monitor Run</p> <p>Description</p> <p>Withholding Report ID: US_REPORT</p> <p>SetID: 28000 <input type="text"/></p> <p>Control ID: CSU_2018 <input type="text"/></p> <p>Fiscal Year: 2018</p> <div data-bbox="402 1083 1320 1310" style="border: 1px solid orange; padding: 5px;"> <p>IRS Options</p> <p><input type="checkbox"/> Has the 1099-MISC containing Box 7 Non Employee Compensation file been sent and accepted by the IRS?</p> <p>View Report Option</p> <p><input checked="" type="radio"/> All</p> <p><input type="radio"/> Exclude Non Employee Compensation</p> <p><input type="radio"/> Include Non Employee Compensation</p> </div> </div>
10.	Select the Run button.
11.	Click OK to run the process.
12.	Click the Process Monitor link.



Step	Action
13.	Use the Process Monitor to verify the process runs to Success. 
14.	Click the Report Manager link to locate this report.
15.	Click on the Administration tab.
16.	Click on APX8056.pdf link. 
17.	The resulting report is produced in PDF format and is a replica of the data included in the IRS_001.TXT file. <p>Note: This is an Oracle produced report and it does not include the Withholding Type (1099M or 1099N) in the report. Users can read the description to distinguish between 1099N, Class 01 and 1099M, Class 01.</p>
18.	At this point, review the file and verify withholding information is accurate. If it is not, go back to Chapter 6: Corrections and Adjustments of 1099 Items and make any adjustments.
19.	After making adjustments, complete the review and re-run the 1099_RPT_PST and AP_APY1099 processes in Chapter 7: Running Withholding Report Post .

BOR AP 1099 SND DTL TOT Query

Users can run the BOR_AP_1099_SND_DTL_TOT query to obtain reportable totals grouped by class. These reportable totals should match both the total on the BORRY010 report and the 1099 Withholding to Send Detail Report. Once users obtain totals for the 1099 Withholding to Send Detail Report, balance and finalize the 1099s.

Below are step by step instructions on how to run the BOR_AP_1099_SND_DTL_TOT query.

Step	Action
1.	Navigate to the NavBar icon.
2.	Navigate to the Navigator icon.
3.	Select the Reporting Tools link.
4.	Select the Query link.
5.	Select the Query Viewer link.
6.	In the Search by field, enter " BOR_AP_1099_SND_DTL_TOT " and then press the Search button. Users can run this query to either HTML or to MS Excel. Both formats open in a new window.
7.	To run the query, enter the following parameters: <ul style="list-style-type: none"> • 1099 Year • Business Unit
8.	From the query results, compare the "Sum Basis Amount" with the Grand Totals on the BORRY010 – 1099 Reportable Transactions Report to confirm these totals are the same for each Withholding code. Also, users can compare the "Sum Basis Amount" and the "Count SetID" from the query with the totals in the IRS_001.TXT file. Users can locate the count and totals in "Record Type C" (Payor End of Data Record). <div data-bbox="521 1461 1252 1661" data-label="Form"> </div>

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

CHAPTER 9: PRODUCING 1099 COPY B REPORTS

The 1099 Copy B Reports are reports users print out and mail to Suppliers. Complete this step after making all adjustments and balancing 1099s as instructed previously.

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

To produce 1099 Copy B Reports, run the Print 1099 Copy B job.

Below are step by step instructions on how to run process APCOPYB.

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

7.	<p>Enter a Run Control ID to navigate to the Withholding 1099 Report Job page. Then the following parameters:</p> <ul style="list-style-type: none"> • 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 users choose Original/Correction. <ul style="list-style-type: none"> ○ Original/Correction generates the IRS_001.TXT. ○ Test generates the IRS_001.TXT File and populates only the PS_WTHD_1099_COPYB table. ○ Replacement generates the IRS_001.TXT File and deletes data from the Withholding Sent Tables. • Replacement Character: Leave this field blank. • Withhold Type: “All” • Supplier Select Option: “Select All Suppliers” or specify specific suppliers to print. • AP 1099 sort order: Select the desired sort order.
----	---

For CY2020 and beyond, there are no choices for separating NEC and MISC:

Employee Self Service

1099 Report Post/Report/Copy

1099 Report Post / Report / Copy B

Run Control ID: WTHD_1099_RPT_JOB Report Manager Process Monitor **Run**

Language: English

1099 Report Post

*Request ID: WTHD_RPT Description: WTHD_1099_RPT_JOB

Process Frequency: Always Process

Report ID: US_REPORT Include Manual Overrides

Report Date: 11/30/2020

*Control SetID: 28000 *Control ID: CSU_2020 Clayton State University

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

*Fiscal Year: 2020 Use Report Date For Supplier

*Period: 1 1099 Reporting Annual Calendar

1099 Report

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

1099 Report Copy B Sort

Withhold Type: All Supplier Select Option: Select All Suppliers

Mask TIN AP 1099 sort order:

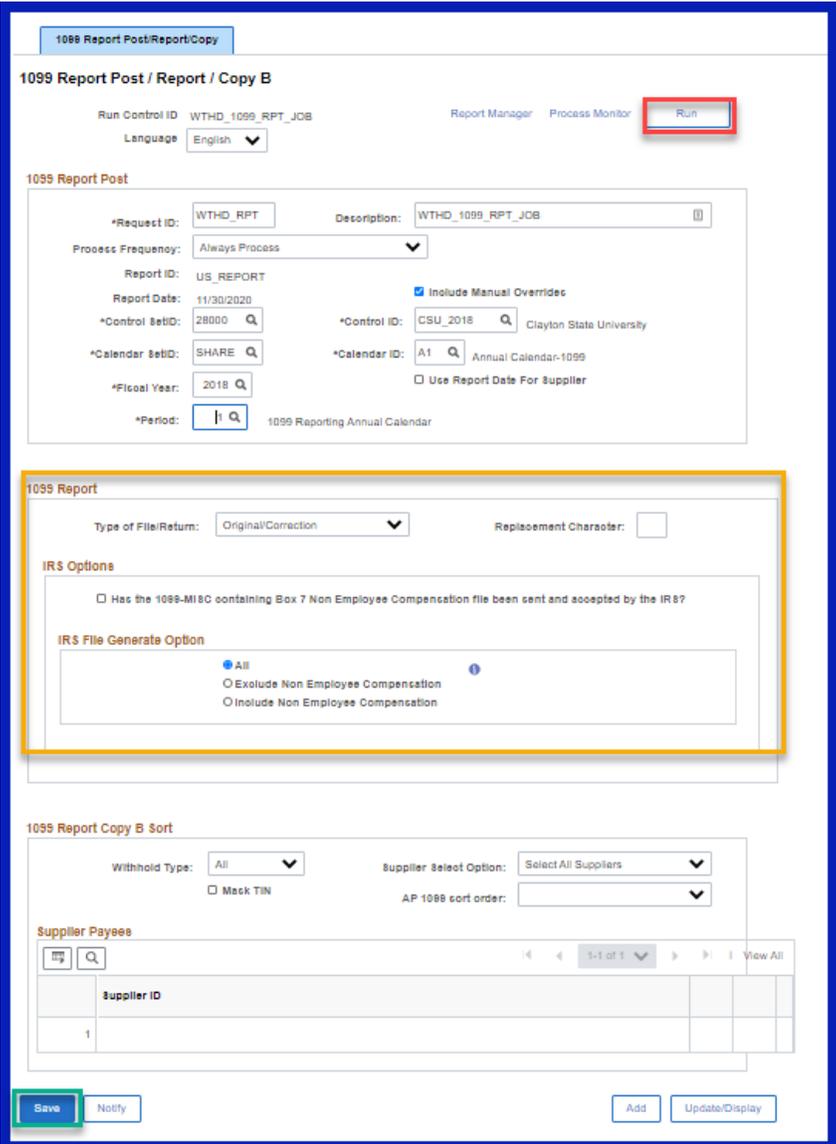
Supplier Payees

1-1 of 1 View All

Supplier ID
1

Save Notify Add Update/Display

For CY2019 and before, there are options for separating NEC and MISC:

Step	Action
	
8.	Once the information above is entered, click the Save button.
9.	Click the Run button.

Step	Action																					
10.	<p>Click the check box for the Print 1099 Copy B. Click OK to continue. The system navigates to the 1099 Report Post/Report/Copy B page.</p> <div data-bbox="358 365 1451 583" style="border: 1px solid blue; padding: 5px;"> <p>Process List</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>*Type</th> <th>*Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Print 1099 Copy B</td> <td>APCOPYB</td> <td>PSJob</td> <td>(None) v</td> <td>(None) v</td> <td>Distribution</td> </tr> <tr> <td><input type="checkbox"/></td> <td>1099 Report Post</td> <td>RPT_1099</td> <td>PSJob</td> <td>(None) v</td> <td>(None) v</td> <td>Distribution</td> </tr> </tbody> </table> <p> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p> </div>	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input checked="" type="checkbox"/>	Print 1099 Copy B	APCOPYB	PSJob	(None) v	(None) v	Distribution	<input type="checkbox"/>	1099 Report Post	RPT_1099	PSJob	(None) v	(None) v	Distribution
Select	Description	Process Name	Process Type	*Type	*Format	Distribution																
<input checked="" type="checkbox"/>	Print 1099 Copy B	APCOPYB	PSJob	(None) v	(None) v	Distribution																
<input type="checkbox"/>	1099 Report Post	RPT_1099	PSJob	(None) v	(None) v	Distribution																
11.	Click the Process Monitor link.																					
12.	Use the Process Monitor to verify the process runs to Success.																					

Reviewing and Printing 1099 Copy B Reports

Once the PS Job runs to success and posts, users can retrieve the APCOPYB Report in the Report Manager.

Below are step by step instructions on how to review and print 1099 Copy B Reports.

Step	Action																																								
1.	Navigate to the NavBar icon.																																								
2.	Navigate to the Navigator icon.																																								
3.	Select the Report Tools link.																																								
4.	Select the Report Manager link.																																								
5.	Select the 1099 Reports link.																																								
6.	Click on the Administration tab.																																								
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9.	ITS strongly recommends users review 1099M and 1099N Copy B forms before printing them. Users can compare Copy B forms with the BORRY010–Reportable Transactions Report , which prints in TIN order. Also, users can compare the Copy B forms to the 1099 Withholding to Send Detail Report , which prints in Supplier ID order.																																								

Step	Action
10.	Compare the number of 1099 Copy B forms printed with the number shown in the IRS_001.TXT file as part of the finalization process.
11.	After reviewing 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 users mail Copy B reports, then send the IRS_001.TXT file to the IRS. In addition, run the Withholding Sent File process.

Sending the IRS 001. Txt file

When users are ready to send the IRS_001.TXT file, send it electronically to the IRS. For detailed instructions on sending this file, refer to IRS Publication 1220. Users can find this publication on the IRS website [here](#). Users can also find more detailed information from the IRS about 1099 [here](#).

The due date for IRS Electronic Filing is January 31, 2021.

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

Next Steps

1. If the file is accepted by the IRS, run the [Withhold Sent Process](#). (Page 81)
2. If the file is accepted by IRS, but a correction file is needed for a supplier, run the [Correction File Process](#). (Page 84)
3. If the file is rejected by the IRS, run the [Replacement File Process](#). (Page 87)

Running the Withhold Sent (WTHD_SNT) Process

The final step in the entire 1099 process is to run the Withhold Sent Process. Use the Withhold Sent page (WTHD_SNT) to request a run of the Withholding Sent File Application Engine process (WTHD_SNT). This prepares the institution's return information to make corrections and refile, if needed.

This application engine process finalizes the 1099 reporting and file creation process. This process records all the data in the file sent in the Withholding Sent tables (PS_WTHD_SENT_DTL and PS_WTHD_SENT_HDR) and deletes the data from the Withholding to Send tables (PS_WTHD_TO_SND_DTL and PS_WTHD_TO_SND_HDR).

Users should not run this process until they send the IRS_001.TXT file to the IRS and receive confirmation of successful transmission. Users can only run the Withhold Sent (WTHD_SNT) Process once for each time they run the withholding report. The system uses this information when creating correction or replacement files.

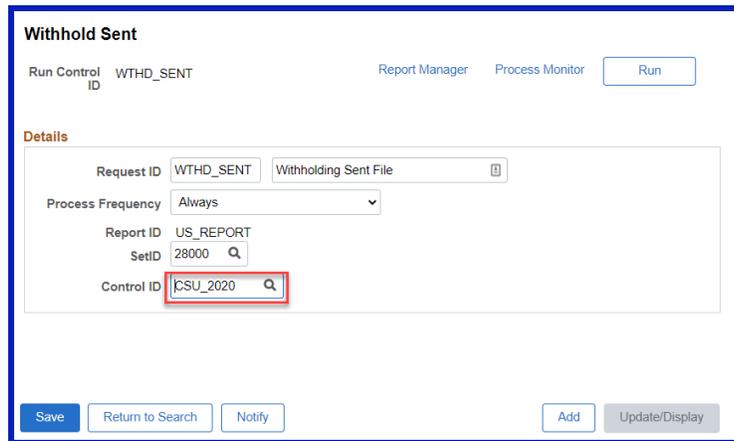
Below are step by step instructions on how to run the Withhold Sent process.

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

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

- Request ID and Description
- Process Frequency: Set to “Always”
- SetID
- Control ID: Use the Control ID used through the current 1099 year’s processing (e.g., USO_2020).
- IRS Options: Leave these settings as defaulted. The box should not be selected. The Withhold Sent Option should remain set to All.

CY2020:



Withhold Sent

Run Control ID: WTHD_SENT Report Manager Process Monitor Run

Details

Request ID: WTHD_SENT Withholding Sent File

Process Frequency: Always

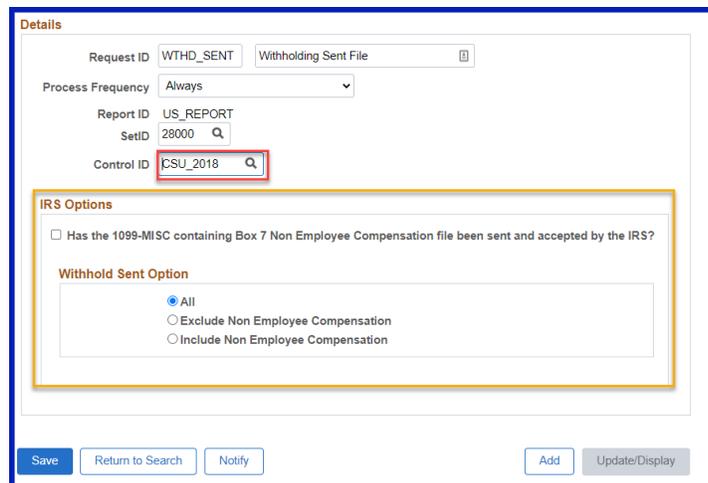
Report ID: US_REPORT

SetID: 28000

Control ID: CSU_2020

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

Before CY2020:



Details

Request ID: WTHD_SENT Withholding Sent File

Process Frequency: Always

Report ID: US_REPORT

SetID: 28000

Control ID: CSU_2018

IRS Options

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

Withhold Sent Option

All

Exclude Non Employee Compensation

Include Non Employee Compensation

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

Step	Action														
9.	<p>When users select Run, a message appears asking the user to verify WH Sent options. The message references additional functionality for the 1099 Report Job not implemented. Select OK to click through this message.</p> <div data-bbox="402 401 1377 630" style="border: 1px solid blue; padding: 10px;"> <p>Verify Withhold Sent Option</p> <p>Please verify that the Withhold Sent Option you are choosing was the latest option used for the IRS File Generate Option to execute the 1099 Report.</p> <p>It is critical that the options used for the 1099 Report and the Withhold Sent are the same in order to properly identify what Suppliers will generate Corrections in the future.</p> <p>If you do not use the same options that were used on the 1099 Report, you may experience unexpected results. (0,0)</p> <div style="text-align: right; border: 1px solid red; padding: 2px;">OK</div> </div>														
10.	<p>Select “WTHD_SNT” process and click OK.</p> <div data-bbox="448 785 1328 1094" style="border: 1px solid blue; padding: 10px;"> <p style="text-align: center;">Process Scheduler Request</p> <p>User ID ITS_IJHEMPHILL Run Control ID 1099_Withholding_Sent_File</p> <p>Server Name <input type="text"/> Run Date 09/28/2020 <input type="text"/></p> <p>Recurrence <input type="text"/> Run Time 9:57:02AM <input type="text"/> <input type="button" value="Reset to Current Date/Time"/></p> <p>Time Zone <input type="text"/></p> <p>Process List</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>Type</th> <th>Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>WTHD_SNT</td> <td>WTHD_SNT</td> <td>Application Engine</td> <td>Web</td> <td>TXT</td> <td>Distribution</td> </tr> </tbody> </table> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div>	Select	Description	Process Name	Process Type	Type	Format	Distribution	<input checked="" type="checkbox"/>	WTHD_SNT	WTHD_SNT	Application Engine	Web	TXT	Distribution
Select	Description	Process Name	Process Type	Type	Format	Distribution									
<input checked="" type="checkbox"/>	WTHD_SNT	WTHD_SNT	Application Engine	Web	TXT	Distribution									
11.	<p>Once the process runs to Success and is Posted, then 1099 processing for the year is officially complete.</p>														

Creating a Correction File

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

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

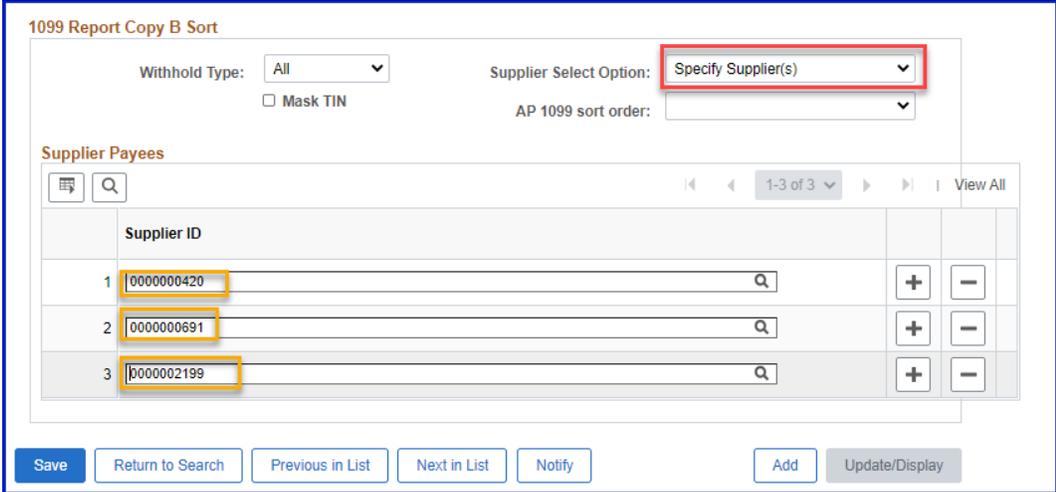
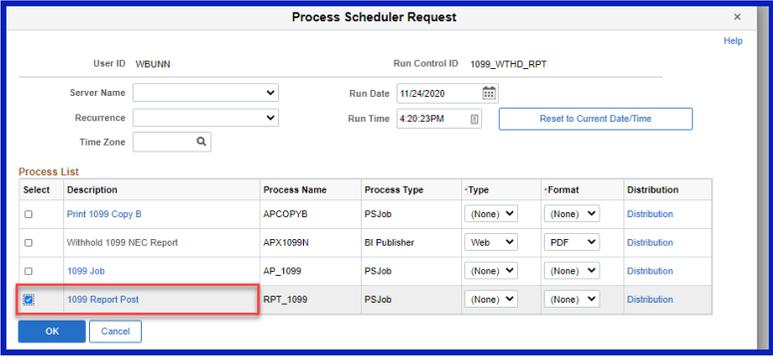
As noted above, users must run the Withhold Sent Process before making and processing corrections. If users forget to run this process, they may need to manually submit the correction file.

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

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

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

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

Step	Action
10.	<p>After the process runs again, select the Original/Correction option on the Withhold 1099 Report Post page.</p> 
11.	<p>Select "Specify Supplier(s)" in the Supplier Select Option. Next, add the supplier(s) that were adjusted in Step 2.</p> 
12.	Click the Save button.
13.	Select Run .
14.	Run the Withhold 1099 Report Post .
	
15.	Save the IRS_001_%.TXT file.

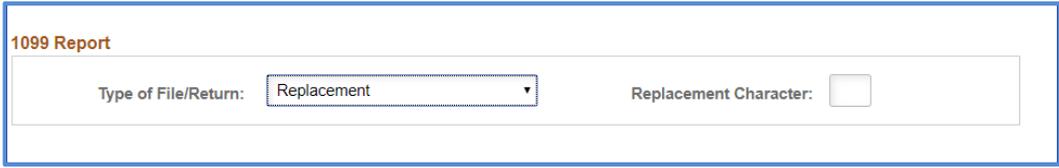
Step	Action																																			
16.	Run Copy B process for selected suppliers that were adjusted in Step 2. <div style="border: 2px solid blue; padding: 5px; margin: 10px 0;"> <p>Process List</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>Type</th> <th>Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Print 1099 Copy B</td> <td>APCOPYB</td> <td>PSJob</td> <td>(None) ▼</td> <td>(None) ▼</td> <td>Distribution</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Withhold 1099 NEC Report</td> <td>APX1099N</td> <td>BI Publisher</td> <td>Web ▼</td> <td>PDF ▼</td> <td>Distribution</td> </tr> <tr> <td><input type="checkbox"/></td> <td>1099 Job</td> <td>AP_1099</td> <td>PSJob</td> <td>(None) ▼</td> <td>(None) ▼</td> <td>Distribution</td> </tr> <tr> <td><input type="checkbox"/></td> <td>1099 Report Post</td> <td>RPT_1099</td> <td>PSJob</td> <td>(None) ▼</td> <td>(None) ▼</td> <td>Distribution</td> </tr> </tbody> </table> <p>OK Cancel</p> </div>	Select	Description	Process Name	Process Type	Type	Format	Distribution	<input checked="" type="checkbox"/>	Print 1099 Copy B	APCOPYB	PSJob	(None) ▼	(None) ▼	Distribution	<input type="checkbox"/>	Withhold 1099 NEC Report	APX1099N	BI Publisher	Web ▼	PDF ▼	Distribution	<input type="checkbox"/>	1099 Job	AP_1099	PSJob	(None) ▼	(None) ▼	Distribution	<input type="checkbox"/>	1099 Report Post	RPT_1099	PSJob	(None) ▼	(None) ▼	Distribution
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17.	Save the Copy B reports.																																			
18.	Send the corrected IRS_001_%.TXT correction file to the IRS.																																			
19.	After the IRS accepts the correction file, run the Withholding Sent File process again.																																			

Creating a Replacement File

Once the file is sent to the IRS and the Withholding Sent File process runs, users are finished with the 1099 reporting process unless the IRS rejects the file because of formatting errors. In that case, the IRS may tell user what is invalid in the file either through contact information user provide or on their internet page, where the file is stored. Make the necessary changes and resubmit the file.

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

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

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

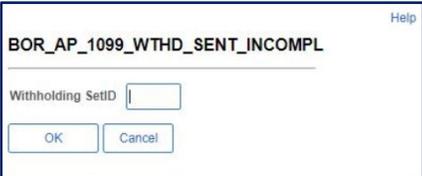
APPENDIX A: WEBSITE LINKS

- IRS website: www.irs.gov
- Instructions for Forms 1099-MISC and 1099-NEC (2020)
 - Publication: <https://www.irs.gov/pub/irs-pdf/i1099misc.pdf>
 - Website: <https://www.irs.gov/instructions/i1099misc>
- 1099-MISC, Miscellaneous Income
 - Website: [IRS.gov/Form1099MISC](https://www.irs.gov/Form1099MISC)
 - 1099-MISC Form: <https://www.irs.gov/pub/irs-pdf/f1099misc.pdf>
- 1099-NEC, Nonemployee Compensation
 - Website: [IRS.gov/Form1099NEC](https://www.irs.gov/Form1099NEC)
 - 1099-NEC Form: <https://www.irs.gov/pub/irs-pdf/f1099nec.pdf>
- General Instructions for Certain Information Returns
 - Publication: <https://www.irs.gov/pub/irs-pdf/i1099qi.pdf>
 - Website: <https://www.irs.gov/instructions/i1099qi>
- IRS FIRE Information – Filing Information Returns Electronically
 - Website: <https://www.irs.gov/e-file-providers/filing-information-returns-electronically-fire>
 - Website: <https://fire.irs.gov/>

APPENDIX B: BOR_AP_1099_WTHD_SENT_INCOMPL QUERY

Users can run the BOR_AP_1099_WTHD_SENT_INCOMPL query to determine if the WTHD_SENT process has been run before starting a new reporting year, or before starting a correction or replacement file.

Below are step by step instructions on how to run the BOR_AP_1099_WTHD_SENT_INCOMPL query.

Step	Action
12.	Click the NavBar icon.
13.	Click the Navigator icon.
14.	Select the Reporting Tools link.
15.	Select the Query link.
16.	Select the Query Viewer link.
17.	In the Search by field, enter “ BOR_AP_1099_WTHD_SENT_INCOMPL ” and then press the Search button. Users can run this query to either HTML or to MS Excel. Both formats open in a new window.
18.	To run the query, enter the SetID . 
19.	Click OK .
20.	Review report results to determine whether-or-not the WTHD_SENT process ran for a particular Control ID. 
21.	If needed, users can now run the Withhold Sent process for any outstanding Control ID.

