PSFIN V8.9 Training

1099 Processing User's Guide

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1099 Processing User's Guide

This User's Guide is designed to provide an overview of the tasks involved with 1099 Processing. Within this guide, we will provide you with how to process 1099's for a calendar year, as well as how to complete tasks throughout the year for smooth 1099 Processing. Due to the possibility of changes from the IRS each year, always verify that you are working from the most recent version of this manual and the business processes.

This User's Guide does not provide legal tax advice on what is and is not reportable. This guide only provides guidance on how to process 1099's. For more information regarding tax laws, please see http://www.irs.gov/.

Topics in the guide include:

- What is 1099 Reporting
- 1099 Process Flow
- How to perform setup tasks for 1099 Processing
- Entering Vendors marked for 1099 processing
- Entering Vouchers for 1099 Vendors
- Posting 1099 Vouchers
- How to Post Withholdings
- Inquires, Queries, and Reports to be used to review 1099 Item
- How to make adjustments and update the Withholdings
- Running the Withhold 1099 Report Post process
- Producing the IRSTAX.001 File
- Producing the 1099 Copy B reports
- Running the Withholding Sent File process

Chapter 1: Introduction to 1099 Processing

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

What is 1099 Income and Who Receives It?

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

1099 Forms are used for a number of reasons. Typically, they are given to independent contractors, also known as freelancers, as a record of the income they received from an organization (if TIN is provided). On a 1099 MISC Form, the income earned will be noted, but there will not be any deductions for federal or state income taxes, nor will any deferred compensation, social security, or medical deductions be taken. Since the 1099 recipient is not an employee of the institution, the institution is obligated only to tender the income to the contractor without any deductions.

This 1099 income is also reported to the Internal Revenue Service so it has the opportunity to track income from freelance workers. The freelancer is obligated to make his or her own tax deductions and forward payments to the IRS.

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

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

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

What is the overall 1099 Reporting Process?

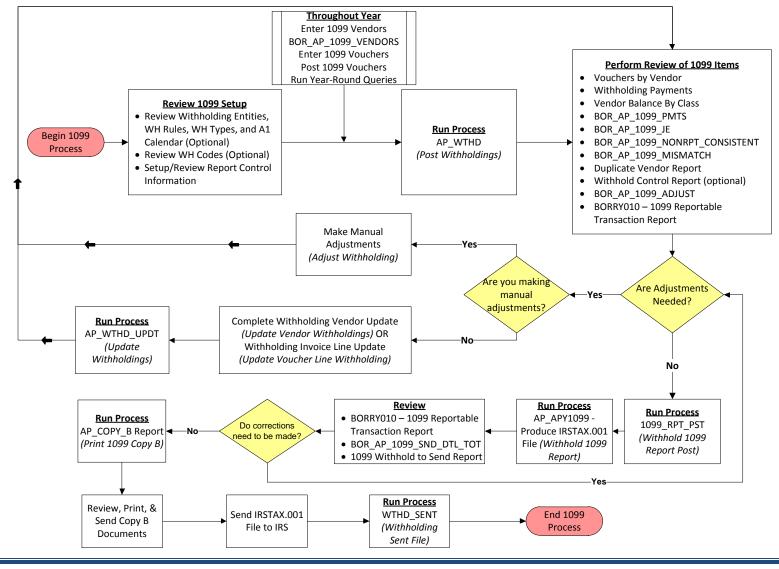
The overall 1099 Reporting Process includes steps involving set up for the 1099 year, entering 1099 Vendors and Vouchers throughout the year, and processing 1099 reportable items. The flow chart provides a visual path of how the 1099 Reporting Process progresses.

1099 Processing

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1099 Process Flow Chart



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1099 Process Checklist

- 1. _____ (Optional) Review A1 Annual Calendar
- 2. _____ (Optional) Review Withholding Entities Report; AP.070.180
- 3. _____ (Optional) Review Withholding Rules Report; AP.070.170
- 4. _____ (Optional) Review Withholding Types Report; AP.070.175
- 5. _____ (Optional) Review Withholding Codes Report; AP.070.185
- 6. _____ Setup/Review Report Control Information; AP.080.012
- 7. _____ Post 1099 Withholding Transactions (AP_WTHD); AP.080.020

Review

- 8. _____ Review 1099 Vouchers by Vendor; AP.080.070
- 9. _____ Review Payments to Withholding Vendors; AP.080.080
- 10. _____ Review 1099 Vendor Balances by Class; AP.080.060
- 11. _____ Run BOR_AP_1099_PMTS Query; AP.075.110
- 12. _____ Run BOR_AP_1099_JE Query; AP.075.020
- 13. _____ Run BOR_AP_1099_NONRPT_CONSISTENT Query; AP.075.030
- 14. _____ Run BOR_AP_1099_MISMATCH Query; AP.075.115
- 15. _____ Run Duplicate Vendor Report; AP.070.125
- 16. _____ (Optional) Run Withholding Control Report (Optional); AP.070.115
- 17. _____ Run BOR_AP_1099_ADJUST Query; AP.075.005
- 18. _____ (Optional) Run BORRY010 1099 Reportable Transactions Report; AP.070.300

(If any corrections or adjustments need to be made, complete steps 19-23. Otherwise, skip to step 24.)

- 19. _____ Withholding Vendor Update if needed; AP.080.040
- 20. _____ Withholding Invoice Line Update if needed; AP.080.030
- 21. _____ Run Withholding Update Process if adjustments were made in Step 19 or 20; AP.080.050
- 22. _____ Adjust Withholding Manually if needed; AP.080.090
- 23. ____ Complete review steps 8 through 18 after all adjustments are made to review your changes.

(If any adjustments need to be made, repeat steps 19-23. Otherwise, proceed to step 24.)

- 24. _____ Run Withholding Report Post (1099_RPT_PST); AP.080.100
- 25. _____ Generate Withholding Reports (AP_APY1099); AP.080.110
- 26. _____ Run BORRY010 1099 Reportable Transactions Report; AP.070.300
- 27. _____ Run BOR_AP_1099_SND_DTL_TOT Query; AP.075.035
- 28. _____ Run 1099 Withholding to Send Detail Report; AP.070.195

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29. _____ Review reports and query from steps 26 – 28; if adjustments are needed, go back to step 19.

If any adjustments need to be made, repeat steps 19-29. Otherwise, proceed to step 30.

- 30. _____ Produce Copy B Reports (AP_COPY_B); AP.070.040
- 31. _____ Review, Print and Send Copy B Reports
- 32. _____ Send IRSTAX.001 file to IRS
- 33. _____After the IRS accepts your IRSTAX.001 file, run Withholding Sent File Process (WTHD_SENT); AP.080.12

Chapter 2: Reviewing 1099 Setup

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

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

Reviewing the A1 Annual Calendar

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

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

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

- SetID = SHARE
- Calendar ID = A1
- Fiscal Year = the 1099 Calendar Year (i.e., 2011)

Calendar Periods	<u>D</u> epreciation				
SetID:	SHARE Cale	ndar: A1 *[Description:	Annual Calendar-1099	
*Periods in a Year:	1 End Date De	fault: 🍳 Year 🔍 N	Nonth 🔘 BiM	lonth 🔘 Quarter 🔘 Semi-Ann	ual 🔘 Days Specify:
Long Description:	Annual Calendar fo	r 1099 processing			*
 Detail Periods 				Customize Find View All	📜 💿 First 🗹 1 of 1 🕩 Last
<u>*Year</u> *Period	*Begin Date	*End Date	*Period Na	ame	*Abbrev
2011 1	01/01/2011 🛐	12/31/2011 🔢	1099 Rep	orting Annual Calendar	1 + -
Include Adjustm	ent Periods			Customize Find View All	📜 🛛 First 🗹 1 of 1 🕑 Last
Adjustment Period	Period N	lame		Abbreviation	
	998 998			998	÷ -
Calendar Periods D		vious in List	ext in List	Notify	E Add Display

Figure 1 - A1 Annual Calendar

On the Calendar Builder page, you can see what 1099 Year is covered by looking at the Detail Periods. In the picture above, this calendar is for the 1099 Reporting Period of January 1, 2011 through December 31, 2011.

Reviewing Withholding Entities

Withholding Entities are used in the system to configure the Withholding vendor, file layout, currency options, and applicable withholding rules and types. Like the A1 Calendar, the Withholding entities are created under the SHARE SetID and cannot be modified by the institutions. Reviewing Withholding Entities is optional.

To review the Withholding Entities, you will run the Entities Report (Business Process AP.070.180). To run this report, follow the navigation: **Set Up Financials/Supply Chain > Product Related > Procurement Options > Withholding > Entities Report**. The only parameter for this report is the 'As of Date'.

Entity:	IRS	ua Osadaa						
Description:	Internal Reven	ue Service			Las	t Report Date: 09/16/2		
Withholding Enti	ity				_	<u>Find</u> View	/ All 🛛 First 🗹	1 of 1 🕑 Lasi
*Effective Date:	06/25/200	9 🛐 *	Apply Withho	Iding: Payme	ent 🕚	Status:	Active	✓ + -
*Vendor:	SHARE Q	000000001	Inte	rnal Revenue	Servic	e *Currency Code:	USD 🔍 Dolla	r
*Location:	MAIN	Q	MAIN-1099 Re	eporting Locat	tion	*Rate Type:	CRRNT Q CI	urrent
*Address:	1 🔍	File	Layout:	US 1099 Mis	SC .	*Round Option:	Natural 🗸 🗸	
Withholding Class Find View All First 🗹 1 of 11 🕨 Last								
		Class				Min Amt to Rpt		+ -
1099 🔍		01 🔍		Misc. Set		600.00		
Withholding Main Infor		ional Info 👌 📧	T)		Custo	mize Find View 2 🛗	First 🛄 1-3 o	f 3 💾 Last
<u>*Business U</u> Category	<u> </u>	Crea ategory With		*Withholding	<u>q Rule</u>	Description	<u>*Hold</u> Payment	
NONE	HOLD	Q 🗌		RULE1	Q	1099 Standard Rule	No Hold 🐱	+ -
NONE	RPT	Q 🗌		RULE0	Q	Zero Percent Withholdin Rule	No Hold 🗸	÷ -
NONE	WTHD	Q 🗌		RULE1	Q	1099 Standard Rule	No Hold 🔽	+ -
Save 🔍 Re	turn to Search	Ten Notify	Cefresh	E+A	dd	🗷 Update/Display 🖉 Ind	clude History	Correct Histo

Figure 2 - Withholding Entities

This picture is that of the Withholding Entity page. Notice that the entity is "IRS". The File Layout for the IRS is the "US 1099 Misc" form. For the IRS entity, each Withholding Class is listed. This picture is only showing the first class of "01", which is for Rents. Each class will specify the minimum payment amount required for each vendor to result in a 1099 report. The Withholding Entities Report will list each Withholding Class.

Reviewing Withholding Rules

The Withholding Rules correlate to a standard amount or percentage that should be withheld based on transaction amounts. Multiple minimum and maximum amounts can be entered to define a range of values that are attached to particular percentages. Withholding Rules are created and maintained under the SHARE SetID. Reviewing the Withholding Rules is optional.

To review the Withholding Rules, you will run the Rules Report (Business Process AP.070.170). To run this report, follow the navigation: Set Up Financials/Supply Chain > Product Related > Procurement Options > Withholding > Rules Report. The only parameter for this report is the 'As of Date'.

Here's an example of a Rule:

Withhold Rule					
Withholding Rule:	RULE0				
Description:	Zero Percent Withho	olding Rule			
Rule Information			<u>Find</u>	First 🛃 1	of 1 🕑 Last
*Effective Date:	01/01/1901 🛐	*Status:	Active	*	+ -
SurCharge %:	0.00 Additiona	I Surcharge % 0.00	Addition	al Cess %	0.00
Rule Details		Customize Find Vie	w All 🛄	First 🖪 1 o	f 1 🕑 Last
From Basis Amount	To Basis Amount	Percent Withheld A	dditional An	nount	
0.00	999,999,999,999,9	0.00		0.00	+ -

Figure 3 - Withholding Rule 0

Pictured is RULE0. The details of the rule include From and To Basis amount, the percentage to be withheld from the payment, and any additional amount to be withheld.

There are four Withholding Rules:

- RULEO: Zero Percent Withholding Rule
- RULE1: 1099 Standard Rule
- RULE2: 1099 Rule for Royalties
- RULE3: 1099 Rule w/o Minimum

The most commonly used rule is RULEO, which is tied into each Withholding Class and Vendor Category. Vendor Categories indicate whether the institution holds payment, only reports the 1099 income, or actually withholds a percentage of the payment.

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Vendor Categories								
Withholding Type: 1099 1099 Withholding								
Vendor Categories	Customize Find Vie	ew All 🛗 🛛 First 🗹 1-3 of	r 3 🕩 Last					
<u>*Vendor</u> Category	*Description							
HOLD	Hold Payment		•					
RPT	Reporting Only		• -					
WTHD	Withhold		•					
Save Save	Return to Search + Pret	vious in List	E Notify					

Figure 4 - Vendor Category

USG institutions only report 1099 income (RPT). You can see how the rules are applied by looking at the Withholding Entities Report.

Reviewing Withholding Types

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

To review the Withholding Types, you will run the Rules Report (Business Process AP.070.170). To run this report, follow the navigation: Set Up Financials/Supply Chain > Product Related > Procurement Options > Withholding > Types Report. There are no parameters for this report.

In the system, there are three Withholding Types:

- 1099: 1099 Withholding
- 1099G: Certain Government Payments
- 1099I: Interest Income

We are primarily concerned with the type "1099 Withholding."

Withhold Type								
Withho	olding Type: 1099							
Descri	ption: 1099 Withholding							
	ling Class <u>Customize</u> Find Vi		1-11 of 11 🕑 Last					
*Class	Description	Contract Ref	erence					
01	Rents		+ -					
02	Royalties		+ -					
03	Prizes, Awards, etc.							
04	Federal Income Tax Withheld		+ -					
05	Fishing Boat Proceeds		+ -					
06	Medical and Health Care Pymnts		+ -					
07	Non-Employee Compensation		+ -					
08	Substitute Payments		+ -					
10	Crop Insurance Proceeds		+ -					
13	Excess Golden Parachute Pymnts		+ -					
14	Gross Attorney Proceeds		÷ =					

Figure 5 - Withholding Type

As you can see, there are 11 different Withholding Classes for the 1099 Withholding Type. The most commonly used class is "07" for non-employee compensation. However, when setting up a 1099 Vendor, you can assign any class as appropriate.

Reviewing Withholding Codes

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

To review the Withholding Codes, you will run the Rules Report (Business Process AP.070.185). To run this report, follow the navigation: *Set Up Financials/Supply Chain > Product Related > Procurement Options > Withholding > Codes Report*. The parameter for this report is your institution's SetID.

Wthd Code Enter any information you have and click Search. Leave fields blank for a list of all values.						
Find an Existing \	Value Add a New Value					
SetID:	= 🖌 43000 🔍					
Withholding Code:	begins with 🖌					
Search	Basic Search 🗐 Save Search Criteria					
Search Results						
View All	First 🚽 1-5 of 5 🕞 Last					
SetID Withholding						
<u>43000 01</u>	Rent					
<u>43000 02</u>	Royalties					
<u>43000 03</u>	Prizes, awards, etc.					
43000 06	Medical and Health Care Pmts					
<u>43000 07</u>	Non-Employee Compensation					
Find an Existing Val	ue Add a New Value					

Figure 6 - Withholding Codes

As you can see, SetID 43000 has five Withholding Codes set up. The number of Withholding Codes may be different for each institution.

Withhold	Code			
SetID: Code:	43000 Kennesaw State U 07	niversity		
Description:	Non-Employee Compensatio	n		
Withholding Cod	es	<u>(</u>	Customize Find View All 🏙 👘	First 🛃 1 of 1 🕑 Last
<u>*Entity</u> <u>*Typ</u>	e <u>Withhold Type</u> <u>Description</u>	Jurisdiction Jurisdiction Desci		
IRS Q 109	9 🔍 1099 Withholding	FED C Federal	07 Non-Employe Compensatio	



Withholding Code "07" for SetID 43000 has been setup for the following:

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

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

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Setting Up/Reviewing Report Control Information

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

It is highly recommended that when you set up your Withholding Report Control Information, you use a name, or Control ID, that includes your institution and reporting year, i.e., "GGC_2011."

To set up 1099 Withholding Report Control Information (Business Process AP.080.012), follow the navigation: **Set Up Financials/Supply Chain > Product Related > Procurement Options > Withholding > Report Control Information**. To add a new Control ID, select the Add a New Value tab. You will need to enter your institution's SetID and provide a new Control ID (i.e., GGC_2011).

Payor Data Vendor	s and Business Units γ	Piggyback States/Nu	mbers
SetID: 400	00 Control ID:	GGC_2011	
Transmitter Informatio			
	Vendor So	ftware Indicator	
Transmitter Name 1:	Georgia Gwinnett Colleg	le	
Transmitter Name 2:			
Tax ID:	270124698		
Transmitter Cntl Cd:	07U31	Media Number:	
*Contact Name1:	Pauley, Julie		
Contact Email Address:			
Payer Information			
		Find View All	First 🕙 1 of 1 🕩 Last
	Combine	d Federal State Filing	
Payer Name 1:	GEORGIA GWINNETT C	OLLEGE	
Payer Name 2:			
Control ID:	2011		
Payer Tax ID:	270124698		
Employer's Ref #:			
HMRC Office #:			
Accts Office Ref #:			

Figure 8 - Withholding Report Control Info: Payor Data

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

Transmitter Information:

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

Payer Information:

- When entering the Payer Data, the Control ID is the 1099 Calendar Year being processed.
- You must enter a Payer name along with the address and phone numbers. To enter the addresses, click on the envelope icon ([□]). To enter phone and fax numbers, click on the telephone icon ([□]).

Vendors and Business Units

Payor Data Ver	ndors and Bu	siness Units	Piggyback States	/Numbers		
Payer					<u>Find</u> View All	First 🕙 1 of 1 🕩 Last
SetID: 40000	Control ID:	GGC_2011	Payer Tax ID:	270124698	GEORGIA GWIN	INETT COLLEGE
All Vendors					Include Direct Sales	Vendors
					Business <u>Find</u> View Units	All First 🗹 1 of 1 🕩 Last
					40000 🔍	+ -
	-1					
Save Notif					E+ A	dd 🖉 Update/Display
Payor Data Vendors	and Busines	s Units <u>Piqqyt</u>	ack States/Numbe	ers		

Figure 9 - Withholding Report Control Information: Vendors and Business Units

On the Vendors and Business Units tab, select "All Vendors" so that you will process all withholding vendors that are consistent with the business unit you specify. The business unit should be your institution's business unit.

Piggyback States/Numbers:

Payor Data	a Y <u>V</u> endo	ors and Business Units	Piggyback States/Numb	bers		
SetID:	40000	Control ID: GGC_	_2011			
Piggyback	States	Find View All	First 🛃 1-2 of 2 🕨 Last	State Tax ID	Find View All	First 🛃 1 of 1
Piggyba	ck States	Proces	s?	Numbers		🕑 Last
GA	Georgia			Payer State Numbers		+ -
UT	Utah					

Figure 10 - Withholding Report Control Information: Piggyback States/Numbers

On the Piggyback States/Numbers tab, you want to deselect the "Process?" checkbox for Piggyback States. The GeorgiaFIRST model does not use the Piggyback States functionality.

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

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

Chapter 3: 1099 Tasks Throughout the Year

Though 1099 Processing is typically completed in January for the previous calendar year, there are things that you must do throughout the year. This includes entering 1099 Withholding Vendors, creating 1099 Withholding Vouchers, and posting those 1099 Withholding Vouchers. There are also different queries that you can run year-round to keep track of your 1099 processing.

Entering 1099 Withholding Vendors

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

To add a 1099 Withholding Vendor (Business Process PO.020.030), follow the navigation: *Vendors > Vendor Information > Add/Update > Vendor*. To add a new vendor into the system, select the "Add a New Value" tab. When adding a new 1099 Withholding Vendor, you need to select your primary SetID (i.e., 27000), and not the one for your Banner processing. Also, the persistence for a 1099 Withholding Vendor is "Regular".

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

- Vendor Short Name
- Vendor Name 1
- Vendor Name 2
- Status: the status here will depend on your User Preferences. For some users, the status may already be set to "Approved". For other users, the status will be "To be approved", and another user will have to approve the vendor.
- Persistence: This status should be "Regular" for a 1099 Withholding Vendor.
- Classification: Here, you would choose "Federal" for corporate vendors. For individuals, choose "SSN".

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

Identifying Informat	tion <u>Address</u> <u>C</u> ontacts Y	Location Cu	istom	
SetID:	27000		Check for Duplicate	
Vendor ID:	NEXT			
Vendor Short Name				
'Vendor Name 1:	MICHAEL HON			
Vendor Name 2:				
Status:	Approved V Classification	m: Federal	~	
Persistence:	Regular V HCM Class:		~	
				í.
Withholding	-		Expand All	Collapse All
Open For Or Vendor Relations				
Corporate Vend	tomer	Vendor ID:	<u>a</u>	
Additional ID Nu				
Duplicate Invoid				
Government Cla	y set of the set of th			
 Standard Indus Additional Report 				
· Additional Repu	rung ciements			
Expand All	Collapse All			

Figure 11 - Vendor Page: Identifying Information

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

On the Address tab, you will enter the vendor's main address. You can also enter the vendor's email address and phone information. Also on the Address tab is the Payment/Withholding Alt Names group box. You can use this section to enter an alternate vendor name for payment and withholding purposes. If this information is entered in this

group box, the system will generate payments for the location that uses this address and will use the alternate name information on the payment forms. Also, if you specify an alternate withholding name, the system uses this name on withholding reports instead of the name specified on the Identifying Information page.

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

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

- Entity = IRS
- Type = 1099
- Jurisdiction = FED
- Default Jurisdiction = checked; this determines whether the Vendor Withholding information defaults to the voucher
- Default Class = this is most often 07, however, you can select the appropriate class as needed
- 1099 Status = This status should be "RPT". GeorgiaFIRST institutions are only to report 1099 Withholdings.

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

Under 1099 Reporting Information, you will indicate the following:

- Entity = IRS
- Address = Vendor Address
- Taxpayer Identification Number = this is the same number you entered on the Identifying Information page

etID:	27000	Location: MAIN	
endor ID:	0000021546	Description:	
hort Vendor Name:	HONMICHAEL-001		
ame 1:	MICHAEL HON		
00 Ontines			
099 Options		319	
1099 Information (Main Information	n Y Overrides Y	Customize Find View All 🗰 First 🗹	1 of 1 🕑 Last
<u>*Entity *Typ</u>		Dofault ADofault A1000	
IRS 🔍 109	9 🔍 FED 🔍	07 Q RPT Q Reporting Only	+ -
1099 Reporting Information / Main Information	the second s	omize Find View All 🗮 First 🗹 1 of 1 🕩 Last	
	<u>*Address</u>	Taxpayer Identification Number	
*Entity		100 12 22	

Figure 12 - Withholding Vendor Information

Once you have finished entering the withholding information for the vendor, save the vendor again. You are now able to create withholding vouchers for the 1099 Withholding Vendor.

Running the BOR AP 1099 VENDORS Query

To help you monitor your 1099 Vendors, there is a new query that you can run anytime throughout the year. The name of this query is BOR_AP_1099_VENDORS, and it will show 1099 applicable vendors for a selected SetID (Business Unit) and Vendor Status.

To run the BOR_AP_1099_VENDORS query, follow the navigation: **BOR Reporting Instance > Query Manager > Find an Existing Query**. In the "Search by" field, enter "**BOR_AP_1099_VENDORS**" and then press the Search button. You can choose to run this query to either HTML or to MS Excel. Both formats will open in a new window.

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

Jeu	D:	28000 C	2																	
Ven	dor Stati	us: Approved		~																
V	iew Resi	ults																		
2																				
D	ownload	d results in	Excel SpreadShee	t CSV	Text Fil	632 kh	1													
D	owniou	a results in		001	CALLI	e (002 m)	'													
																		-	1 4 4 9 9 - 4	0040 571 4 -
Viev	N All																	ust 🖂	1-100 of:	2213 🕟 <u>La</u>
					Course of	La constanti di	in the second	and the second second		-	No. of Street Line	Default	Default		Hold		Rule		Wthd	Last Activ
	SetID	Vendor	Name	Status	Class	Withholding	Location	Eff Date	Entity	Туре	Jurisdiction	Jur	Class	1099_Status	Pay Ind	Hold	Ind	Rule	Condition	
1	28000	0000000039	Okosieme,Nkiru D	A	S	Y	MAIN	01/01/1901	IRS	1099	FED	Y	07	RPT	D	N	D		N	12/08/201
		000000044	Directo de des ses	A	S	Y	MAIN	01/01/1901	IRS	1099	FED	Y	07	RPT	D	N	D		N	03/10/200
2	28000	000000044	Bloch,Andreas																	
2 3	-		Bioch, Andreas Capazario, Marco J	A	S	Y	MAIN	01/01/1901	IRS	1099	FED	Y	07	RPT	D	N	D		N	11/11/200
2 3 4	28000	0000000045		A	s s	Y Y	MAIN MAIN	01/01/1901 01/01/1901		1099 1099			07 07	RPT RPT	D D	N N	D D		N N	
2 3 4 5	28000 28000	0000000045 0000000065	Capazario,Marco J	A A		Y Y Y			IRS		FED	Y								03/09/201
2 3 4 5 6	28000 28000 28000	0000000045 0000000065 0000000067	Capazario,Marco J Chime,Judith	A A A	s	Y Y Y Y	MAIN MAIN	01/01/1901	IRS IRS	1099	FED FED	Y Y	07	RPT	D	N	D		N	03/09/201 01/17/200
2 3 4 5 6 7	28000 28000 28000 28000	0000000045 0000000065 0000000067 0000000071	Capazario,Marco J Chime,Judith Martin,Desmond S	A A A A	S S	Y Y Y Y Y	MAIN MAIN	01/01/1901 01/01/1901	IRS IRS IRS	1099 1099	FED FED FED	Y Y Y Y	07 07	RPT RPT	D D	N N	D D		N N	03/09/201 01/17/200 05/21/200
2 3 4 5 6 7 8	28000 28000 28000 28000 28000	0000000045 0000000065 0000000067 0000000071 0000000071	Capazario,Marco J Chime,Judith Martin,Desmond S Okosieme,Nneka D Okosieme,Nneka D	A A A A A	S S S	Y Y Y Y Y Y	MAIN MAIN BANNER	01/01/1901 01/01/1901 09/06/2005	IRS IRS IRS	1099 1099 1099	FED FED FED FED	Y Y Y Y	07 07 07	RPT RPT RPT	D D D	N N N	D D D		N N N	03/09/2011 01/17/2003 05/21/2003 05/21/2003
2 4 5 6 7 8 9	28000 28000 28000 28000 28000 28000	0000000045 0000000065 0000000067 0000000071 0000000071 0000000077	Capazario,Marco J Chime,Judith Martin,Desmond S Okosieme,Nneka D	A A A A A A	S S S S	Y Y Y Y Y Y Y	MAIN MAIN BANNER MAIN	01/01/1901 01/01/1901 09/06/2005 01/01/1901	IRS IRS IRS IRS	1099 1099 1099 1099	FED FED FED FED FED	Y Y Y Y Y	07 07 07 07	RPT RPT RPT RPT	D D D D	N N N N	D D D D		N N N	11/11/2002 03/09/2011 01/17/2002 05/21/2002 05/21/2002 06/15/2002 07/19/2002

Figure 13 - BOR_AP_1099_VENDORS Query

Entering 1099 Withholding Vouchers

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

To add a 1099 Withholding Voucher (Business Process AP.020.040), follow the navigation: **Accounts Payable > Vouchers > Add/Update > Regular Entry**. To add a new voucher, select the "Add a New Value" tab. On the Add a New Value tab, you can enter the Vendor ID and Vendor Location, along with the other fields if you prefer. Once you click the "Add" button, the system will take you to the Invoice Information tab.

On the Invoice Information tab, you will enter all information that you would normally enter for a voucher. When you are ready to verify or edit the withholding information for the voucher, you will select the Withholding link in the header. If you do not see the Withholding link, then your vendor has not been properly set up in the system as a Withholding Vendor. Remember, the vendor needs to be flagged as a withholding vendor and have the withholding information setup for them.

usiness Unit: 27000 ioucher ID: NEXT ioucher Style Regular	Invoice Number: Invoice Date: Action:	INV06082007 06/08/2007 🛐 Run
opy from a Source Document PO Unit: Q Purchase Order:	Cop	y PO Worksheet Copy Option: None
/endor: 0000016158 Q lame: TURNERJ-004 Q Location: MAIN Q Address: 1 Q Advanced Vendor Sear Turner, Jack E 1076 Lucky Street Lincolnton, GA 30817	*Pay Terms: Control Group: Accounting Date: rch *Currency: Total: Packing Slip:	Due Now Image: Basis Dt Type Inv Date Comments Comments 06/23/2007 Non Merchandise Summary USD Calculate Withholding
woice Lines	2	and the second second to the second
+ – Line *Distribute by Item	Description Speaker for student event	Quantity UOM Unit Price Extended Amount
Line *Distribute by Item 1 Amount Comparison (Comparison) Ship To SpeedChart MAIN Comparison (Comparison) Distribution Lines	Speaker for student event	Use One Asset ID Calculate
Line *Distribute by Item 1 Amount ♥	Speaker for student event Customize Fin Account Fund	Quantity UOM Unit Price Extended Amount Use One Asset ID 150.000 Use One Asset ID Calculate Wew All First 1 of 1 Dept Program Class

Figure 14 - Withholding Voucher

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

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

Under Withholding Details, the Entity, Type and Jurisdiction should default to IRS, 1099, and FED, respectively. You can change the Class if needed to match the purpose of the voucher. However, the class must be added to the 1099 vendor if it is not there. You can use the

"Applicable" checkbox to deselect the corresponding Entity/Type/Class combination if needed.

t:	2	7000		Invoice:	INDO	6082007		Vendor:	000001615	3 Turner,Ja	ek E		
	- 176 Artista	.7000		Voucher:				Date:	19402-0440-04469	o rumer,Ja	UKE		
T Ent	9 7 6	_		voucner:	NEXT			Date:	06/08/2007		f.		
ithh	olding	Option	n	1.7									
P	ostpor	ne Wit	thholding										
nice	o Lino ì								Find	View All	First 🛃 1 of	. 🖻	1.0
-	e Line i	withh	old Infor	mation					<u>r mu</u>	LAIGAA VII	FIIST TO		Ld
2017-24		escrip	52 (X1 M947)	mation			Avithholding Code		g Applicable		First 🗠 1 of		La
ine	D	escrip	ption	mation ident ever	nt		and the second	*Withholdin			First 🖵 1 or		La
ine.	D	escri p Speak	ption ker for stu		nt		Code	V		.	First 💽 1 of 1		
ine With	D 1 8	escrip Speak ng Deta	ption ker for stu				Code	V	g Applicable e <u>Find</u> Viev <u>Rule</u>	.			

Figure 15 - Withholding Information for Voucher

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

Posting Payments from 1099 Vouchers

After creating and processing the vouchers with 1099 Withholding amounts, it is also necessary for you to post the payments from these vouchers before completing any additional 1099 processing. By posting the payments, the system updates vendor account balances and creates balanced accounting entries for all payment-related transactions.

To post payments (Business Process AP.030.050), follow the navigation: *Accounts Payable > Batch Processes > Payment > Payment Posting*. When posting payments, you have different options on what you want to process:

- Post Bank Account
- Post Payment
- Post Payment Method

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

Payment Posting Req	uest				
Run Control ID: PAYMENT_POST		Report Manager	Process Monitor	Run	
Process Request Parameters					
Request ID:	1				
Description:	Post Payments				
*Process Frequency:	Always Process	*			
*Post Payment Option:	Post Bank Account	*			
Post Payment List		<u>Fir</u>	nd View All First	🛃 1 of 1 🕑 Last	
SetID Bank Code	Bank Account	Payment Method	Payment Refere	nce	
98000 Q MBOPR Q	OPER Q			+ -	
					1
Save Notify Refresh				E+ Add	Dpdate/Display
		-			

Figure 16 - Posting Payments Request

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

Year-Round Queries

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

- BOR_AP_1099_PMTS
- BOR_AP_1099_JE
- BOR_AP_1099_NONRPT_CONSISTENT
- BOR_AP_1099_MISMATCH

We will review how to run these queries and what results they produce in Chapter 5 of this User Guide.

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Chapter 4: Post Withholdings

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

To run the post withholding process (Business Process AP.080.020), follow the navigation: *Vendors > 1099/Global Withholding > Maintain > Post Withholding*. When running this process, you want to select a post option of "Post by Business Unit." The actual process name that will be listed on the Process List and in the Process Monitor is "AP_WTHD".

Withhold Tra	nsaction Post			
Run Control ID: 109	9	Report Manager	Process Monitor Ru	n
*Request ID: *Process Frequency: *Post Option: *Through Date:	Alexand December 2	n: POST WTHD TRANSACTIO	INS	
Business Units Include <u>*Bus</u>	<u>Siness</u> Description	Customize Find View All	First 🗹 1 of 1 🕨 Las	
Save Q Return to S	earch † Previous in List	↓ Next in List Notify	E	Add Dpdate/Display

Figure 17 - Posting Withholdings

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

Chapter 5: Review 1099 Items

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

Vouchers by Vendor

You can use the "Vouchers by Vendor" business process to view all of the vendor withholding transactions by Voucher. For example, imagine that you want to review all vouchers that were marked as "Withholding" for Vendor 'ABC.' You could use this review tool to accomplish this.

To review Vouchers by Vendor (Business Process AP.080.070), follow the navigation: *Vendors > 1099/Global Withholding > Review > Vouchers by Vendor*. You can search using a variety of criteria, but it is most efficient to search by business unit and Vendor ID.

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

/endor SetID: 28000	Vendor ID: 00003	100401 Tolley,Toria		L	ocation: N	IAIN
payment	7450	<i>1</i> 1	-			
Start Date: 0)1/01/2010 🕅 End	Date: 12/31/2010 🛐	Search			
Nithholding Tra			Customiz	<u>e Find View</u>	All 🛛 📶	First 🛃 1-10 of 10 🕨 La
Basic Informa Business Jnit	tion <u>More Information</u> <u>Voucher ID</u>	Invoice Number	Invoice Date	Entity	Type	Jurisdiction
28000	04003296	103SCER400	04/12/2010	IRS	1099	FED
28000	04003445	104PARE4021	05/03/2010	IRS	1099	FED
28000	04004507	104CCER400	06/30/2010	IRS	1099	FED
28000	04005104	111CCER400- 8/9/10	08/16/2010	IRS	1099	FED
28000	04005322	111CCER400/Aug 10	08/30/2010	IRS	1099	FED
28000	04005568	111CCER400/Sep 10	09/23/2010	IRS	1099	FED
28000	04006173	112ECER400/Oct 10	11/03/2010	IRS	1099	FED
28000	04006343	112ECER400/Nov 8 10	11/11/2010	IRS	1099	FED
28000	04006481	112ECER400/Nov 22 10	11/22/2010	IRS	1099	FED
28000	04006482	112TATT103	11/22/2010	IRS	1099	FED

Figure 18 - Reviewing Vouchers by Vendor: Basic Information

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

Vendor SetID: 28	000 Vendo	r ID: 0000300401	Toll	ey,Toria		Location: MAIN							
Payment Start Date Withholding	: 01/01/201 Transaction		12/31	/2010 📆 Sea	arch				Custo	omize Fir	nd View All 🏙	First 🛃 1-10 of 10 [▶ Last
Basic Info Business Unit		re Information	Class	Description	Payment Number	Withholding Basis Amount	Withholding Amount	Currency	Bank SetID	Bank Code	Bank Account	Payment Reference	Payment Date
28000	04003296	103SCER400	07	Non-Employee Compensation	<u>Number</u> 1	4792.00	1	USD	28000	MBOPR	OPR4	192294	04/20/201
28000	04003445	104PARE4021	07	Non-Employee Compensation	1	260.00	1	USD	28000	MBOPR	OPR4	192421	05/03/201
28000	04004507	104CCER400	07	Non-Employee Compensation	1	4792.00		USD	28000	MBOPR	OPR4	193307	06/30/201
28000		111CCER400- 8/9/10	07	Non-Employee Compensation	1	958.40		USD	28000	MBOPR	OPR4	193836	08/16/201
28000	04005322	111CCER400/Aug 10	07	Non-Employee Compensation	1	958.40	1	USD	28000	MBOPR	OPR4	194082	09/01/201
28000	04005568	111CCER400/Sep 10	07	Non-Employee Compensation	1	958.40	ä	USD	28000	MBOPR	OPR4	194287	09/23/201
28000	04006173	112ECER400/Oct 10	07	Non-Employee Compensation	1	1211.60		USD	28000	MBOPR	OPR4	194782	11/03/201
28000	04006343	112ECER400/Nov 8 10	07	Non-Employee Compensation	1	1211.60	1	USD	28000	MBOPR	OPR4	194919	11/11/201
28000	04006481	112ECER400/Nov 22 10	07	Non-Employee Compensation	1	1211.60		USD	28000	MBOPR	OPR4	195042	11/23/201
28000	04006482	112TATT103	07	Non-Employee Compensation	1	3500.00		USD	28000	MBOPR	OPR4	195042	11/23/201

Figure 19 - Reviewing Vouchers by Vendor: More Information

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

Withholding Payments

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

To review Withholding Payments (Business Process AP.080.080), follow the navigation: *Vendors > 1099/Global Withholding > Review > Withhold Payment*. On the Search page, you can search for a range of vendors by Vendor ID or Vendor Name. In addition, you must include the range of payment dates.

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Vendor SetID:	28000 Q	From Vendor ID:	000030040	From Vendor Name	e:	٩	
From Date:	01/01/2010	To Vendor ID: *To Date:	000030040 ⁻ Q 12/13/2010	To Vendor Name:		Q	
Search ayment Details	Reset Criteria				Find View	All First 🕙 1 o	fa 🕨 Las
SetID:	28000	Vendor ID:	0000300401	Tolley,Toria			
	28000 Check	Vendor ID: Payment Ref:		Tolley,Toria			
Pay Method:	Check	Payment Ref:			.00 USD		
Pay Method:	Check t: 4,792.0	Payment Ref:	193307		.00 USD	₩ First 🛃 1	
SetID: Pay Method: Payment Amoun / Withholding In <u>Business U</u>	Check t: 4,792.0	Payment Ref: 00 USD Vendor I Remit (1999)	193307 Liability Amount I <u>ment <u>Gross Pa</u></u>	Paid: 4,792 Customize Fir	.00 USD	First 1	

Figure 20 - Withholding Payment Inquiry

In the Payment Details, you will see one row for each payment. The information listed includes the payment method, reference and amount, voucher number and remittance information. In order to see additional rows, simply use the page forward button. If you want to search a different set of criteria, it is best to reset all of your search criteria and reenter it by using the "Reset Criteria" button.

Vendor Balance by Class

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

To review Vendor Balances by Class (Business Process AP.080.060), follow the navigation: *Vendors > 1099/Global Withholding > Review > Vendor Balance by Class*. On the search page, it is easiest to search by SetID and Vendor ID. For results to be populated in this review, you must have already run the Post Withholding process.

endor Balance				
SetID: 28000 Vendor: 00003	300401 Tolley,Toria		Location: MA	IN
yment				
art Date: 01/01/2010 🛐 Er	nd Date: 12/13/2010 🛐	Search		
				with the particular particular and the particular a
siness Units			and the second se	
Silloso Olito			Find View A	All 🛛 First 🗹 1 of 1 🕑 L
			Find View A	All FIRST C 1 of 1 C L
	yton State University			
usiness Unit: 28000 Claj	yton State University	Customize Find		First 🗹 1 of 1 🗈 Last
		<u>Customize Find</u> <u>Basis Amt</u>	View All 🗰	
usiness Unit: 28000 Clay Yithholding Balances <u>ntity Type Jurisdiction Class I</u>			View All 🗰	First 🗐 1 of 1 🕩 Last
usiness Unit: 28000 Clay Tithholding Balances <u>ntity Type Jurisdiction Class I</u>	Description	Basis Amt	View All	First 🕙 1 of 1 🗈 Last Paid Amount Currency
usiness Unit: 28000 Clay ithholding Balances <u>ntity Type Jurisdiction Class I</u>	Description	Basis Amt	View All	First 🕙 1 of 1 🗈 Last Paid Amount Currency
usiness Unit: 28000 Clay ithholding Balances <u>ntity Type Jurisdiction Class I</u>	Description	Basis Amt	View All	First 🕙 1 of 1 🗈 Last Paid Amount Currency

Figure 21 - Review Vendor Balance by Class

BOR_AP_1099_PMTS

GEORGIA*FIRST*

You can use the BOR_AP_1099_PMTS query for a list of all 1099 Reportable payments. This query lists all payments where both the Vendor and Voucher have been marked as "Reportable." The results include the Vendor, Voucher, and Payment IDs. When running this query, you should run it for both your primary and "B" Business Units. However, there should be NO results returned when running it for the "B" Business Unit.

To run the BOR_AP_1099_PMTS query (Business Process AP.075.110), follow the navigation: **BOR Reporting Instance > Query Manager > Find an Existing Query**. In the "Search by" field, enter "**BOR_AP_1099_PMTS**" and then press the Search button. You can choose to run this query to either HTML or to MS Excel. Both formats will open in a new window.

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

Chanter 5

Star	t Date:	01/01/2010 🛐														
End	Date:	12/13/2010														
Busi	ness Unit:	28000														
	ew Results															
		2000														
Do	wnload r	esults in : Excel SpreadSheet CSV	Text Fil	e (477 kb)												
															Elect (21 4 40)	0 of 958 🕞 La
View					No.							10 000 00 00 00 00 00 00 00 00 00 00 00				Logal
	ID Num	Name	Class		Location			Reference		Line	Distribution Li		Account		Vendor WTHD Voucher WT	
1		Nuesoft Technologies, Inc	F	0000017809		06	05/26/2010		04003826	1		Annual Medical Records Sub	727168	15331.000		15331.00
2	003	Tolley,Toria	S	0000300401		07	04/20/2010		04003296	1		103SCER400	751110	4792.000		4792.00
3	003	Tolley,Toria	S	0000300401	MAIN	07	05/03/2010	192421	04003445	1	1	104PARE4021	751110	260.000	Y Y	260.00
4	003	Tolley,Toria	S	0000300401	MAIN	07	06/30/2010	193307	04004507	1	1	104CCER400	751110	4792.000	Y Y	4792.00
5	003	Tolley,Toria	S	0000300401	MAIN	07	08/16/2010	193836	04005104	1	1	111CCER400- 8/9/10	751110	958.400	Y Y	958.40
6	003	Tolley,Toria	S	0000300401	MAIN	07	09/01/2010	194082	04005322	1	1	111CCER400/Aug 10	751110	958.400	Y Y	958.40
7	003	Tolley,Toria	S	0000300401	MAIN	07	09/23/2010	194287	04005568	1	1	111CCER400/Sep 10	751110	958.400	Y Y	958.40
8	003	Tolley,Toria	S	0000300401	MAIN	07	11/03/2010	194782	04006173	1	1	112ECER400/Oct 10	751110	1211.600	Y Y	1211.60
9	003	Tolley,Toria	S	0000300401	MAIN	07	11/11/2010	194919	04006343	1	1	112ECER400/Nov 8 10	751110	1211.600	Y Y	1211.60
10	003	Tolley,Toria	s	0000300401	MAIN	07	11/23/2010	195042	04006481	1	1	112ECER400/Nov 22 10	751110	1211.600	Y Y	1211.60
11	003	Tolley,Toria	S	0000300401	MAIN	07	11/23/2010	195042	04006482	1	1	112TATT103	751110	3500.000	Y Y	3500.00
12	008	Ertep,Serdar	s	0000015995	01	07	11/09/2010	194835	04006257	1	1	Mns Scr 10/27/10	751110	190.000	Y Y	190.00
13	008	Ertep,Serdar	s	0000015995	01	07	11/19/2010	194958	04006381	1	1	Mns Scr 11/10/10	751110	205.000	Y Y	205.00
14	010	Emerginet SRMC	F	0000300378	MAIN	06	04/08/2010	192159	04003141	1	1	Med services- Danelle Douglass	727168	15.000	Y Y	15.00
	-		1		Contraction of the	1		100001		-			In an a second			
	010	Emerginet SRMC	F	0000300378	MAIN	06	04/20/2010	192264	04003282	1	1	M. Phillips- G041211102	727168	53.400	Y Y	53.40

Figure 22 - BOR_AP_1099_PMTS Query

BOR AP 1099 JE

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

To run the BOR_AP_1099_JE query (Business Process AP.075.020), follow the navigation: **BOR Reporting Instance > Query Manager > Find an Existing Query**. In the "Search by" field, enter "**BOR_AP_1099_JE**" and then press the Search button. You can choose to run this query to either HTML or to MS Excel. Both formats will open in a new window.

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

GE**`**RGIA*\F\\R\S1*

Calendar Year: 2010 Business Unit: 28000 Q

Vie	w Result	s												
00	wnload	results in : Excel	SpreadShee	t CSVT	ext File (46	5 kb)								
														First 🕡 1-100 of 124 🚺
Tew All														
	Unit	Typical WH CD	Account	Fund	Dept	Program	Class	Project	Budget Period	Amount	Journal ID	Line #	Line Descr	Descr
	28000	01	719100	12280	7020000	28100	43000			205.600	0000466871	1	Jan 2010 Van Usage	Van Usage January 2010 - Chevr
2	28000	01	719100	10000	9210000	17200	11000			6.800	0000466871	2	Jan 2010 Van Usage	Van Usage January 2010 - Chevr
	28000	01	719100	12210	4400000	21100	42100			26.600	0000466871	3	Jan 2010 Van Usage	Van Usage January 2010 - Chevr
	28000	01	719100	10000	0610200	11100	11000			25.600	0000466871	4	Jan 2010 Van Usage	Van Usage January 2010 - Chevr
	28000	01	719100	10500	6410000	16300	11000			130.000	0000482066	1	Rents- Non-Real Estate	10/19/09 Bank Items - Safe Dep
	28000	01	719100	10500	3810100	15300	11000			2.800	0000490660	1	Van Usage march 2010	Van Usage March 2010 - Chevrol
	28000	01	719100	12280	7020000	28100	43000			86.400	0000490660	2	Van Usage march 2010	Van Usage March 2010 - Chevrol
	28000	01	719100	14000	2830000	14200	41100			6.800	0000490660	3	Van Usage march 2010	Van Usage March 2010 - Chevrol
	28000	01	719100	10000	0410610	13110	11000			17.400	0000490660	4	Van Usage march 2010	Van Usage March 2010 - Chevrol
0	28000	01	719100	12280	7090000	28100	43000			55.000	0000490660	5	Van Usage march 2010	Van Usage March 2010 - Chevrol
11	28000	01	719100	10000	9210000	17200	11000			1.400	0000490660	6	Van Usage march 2010	Van Usage March 2010 - Chevrol
2	28000	01	719100	10000	0410610	13110	11000			26.800	0000490660	7	Van Usage march 2010	Van Usage March 2010 - Chevrol
13	28000	01	719100	12230	4000000	23100	42100			4.600	0000490660	8	Van Usage march 2010	Van Usage March 2010 - Chevrol
14	28000	01	719100	10000	0610200	11100	11000			27.200	0000490660	9	Van Usage march 2010	Van Usage March 2010 - Chevrol
15	28000	01	719100	20000	0610200	11100	61000	164		500.000	0000493593	2	Rents- Non-Real Estate	School of Nursing Ballroom Ren

Figure 23 - BOR_AP_1099_JE Query

From the results of this query, you will then determine if any of these items need to be reflected in 1099 reporting. If they do, you will need to adjust the withholding manually. This is covered in Business Process AP.080.090, and on page 44 of this User's Guide.

BOR AP 1099 NONRPT CONSISTENT

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

- The Vendor is marked as Withholding, but the associated Vouchers are not, or
- The Vouchers are marked as Withholding, but the associated Vendor is not, or
- Neither the Vendor nor Voucher is marked as Withholding.

To run the BOR_AP_1099_NONRPT_CONSISTENT query (Business Process AP.075.030), follow the navigation: **BOR Reporting Instance > Query Manager > Find an Existing Query**. In the "Search by" field, enter "**BOR_AP_1099_NONRPT_CONSISTENT**" and then press the Search button. You can choose to run this query to either HTML or to MS Excel. Both formats will open in a new window.

To run the query, enter the following parameters:

- From Date
- To Date
- SetID

To D	ator	12/13/2010	n Ital														
etic	i:	28000															
Vi	ew Res	ults															
C	wnloa	d results	in : Excel Spi	readSheet CSV Text File (67 k	b)												
/iew	All															1-100	of 143 🕟
	Unit	TIN	Vendor ID	Name	Location	Ck #	Voucher	Voucher Gross Amount	Line	Amount	Account	Expected Wh Code	Description	Vndr Class	Vndr WH?	Vchr WH?	\$0 Vouche
	28000	04	0000025931	Sasaki Associates, Inc	1	194284	04004482	14950.000	1	14950.000	751103	07	Professional Services	F	N	N	N
2	28000	04	0000025931	Sasaki Associates, Inc	1	193561	04004783	20110.000	1	20110.000	751103	07	Professional Services	F	N	N	N
3	28000	04	0000025931	Sasaki Associates, Inc	1	193778	04005052	57300.000	1	57300.000	751103	07	Professional Services	F	N	N	N
4	28000	04	0000025931	Sasaki Associates, Inc	1	193938	04005226	11380.000	1	11380.000	751103	07	Master Plan Update	F	N	N	N
5	28000	04	0000025931	Sasaki Associates, Inc	1	194212	04005484	9800.000	1	9800.000	751103	07	Professional Services	F	N	N	N
3	28000	04	0000025931	Sasaki Associates, Inc	1	194459	04005785	18460.000	1	18460.000	751103	07	Professional Services	F	N	N	N
7	28000	04.	0000025931	Sasaki Associates, Inc	1	194914	04006300	14900.000	1	14900.000	751103	07	Professional Services	F	N	N	N
в	28000	06	0000400160	S/L/A/M Collaborative, Inc	MAIN	193168	04004341	274684.000	1	274684.000	751101	07	Proj 09199.00	F	N	N	N
9	28000	06	0000400160	S/L/A/M Collaborative, Inc	MAIN	193169	04004342	60000.000	1	60000.000	751101	07	Proj 09174.10	F	N	N	N
10	28000	06	0000400160	S/L/A/M Collaborative, Inc	MAIN	193170	04004343	5680.670	1	5680.670	751101	07	Proj 09174.20	F	N	N	N
11	28000	06	0000400160	S/L/A/M Collaborative, Inc	MAIN	195035	04006472	16422.320	1	16422.320	751101	07	Prj #09174.20	F	N	N	N
12	28000	06	0000400410	Pappas Consulting Group, Inc	MAIN	192056	04002981	11232.880	1	11232.880	751103	07	Strategic Planning	F	N	N	N
13	28000	06	0000400410	Pappas Consulting Group, Inc	MAIN	192350	04003352	8098.580	1	8098.580	751103	07	Strategic Planning	F	N	N	N
							10110101010101			17000 000	-	(a set	Lass of the second second	-		10.01	200
4	28000	06	0000400410	Pappas Consulting Group, Inc	MAIN	192751	04003842	17633.200	1	17633.200	751103	07	Strategic Planning	F	N	N	N

Figure 24 - BOR_AP_1099_NONRPT_CONSISTENT Query

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

BOR_AP_1099_MISMATCHED

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

To run the BOR_AP_1099_MISMATCHED query (Business Process AP.075.115), follow the navigation: **BOR Reporting Instance > Query Manager > Find an Existing Query**. In the "Search by" field, enter "BOR_AP_1099_MISMATCHED" and then press the Search button. You can choose to run this query to either HTML or to MS Excel. Both formats will open in a new window.

To run the query, enter the following parameters:

- From Date
- To Date
- SetID

	iew Re:	sults														
D																
D																
U			References and the second s	(74.11)												
	ownloa	ad results i	n : Excel Spre	adSheet CSV Text File (71 kb)												
	v All														ist 🗐 1-10	0 of 152 IN
	Unit	TIN	Vendor ID		Location	Ck#	Voucher	Voucher Gross Amount	Line	A		Description	Vndr Class	-		
	2800			Name Simmons.Eric H	01		04004880	Voucher Gross Amount 4960.000	_			Description Fall 2010 Bd Schirshp	Vnor Class	Vnar WH?	N N	N N
	2800			Simmons,Eric H	01		04004880	4960.000				Spring 2011 Bd Schirshp	S	I	N	N
	2800			Beatty.Clayton E			04005356	2830.250				Higher One Time-Out/201002	S	T V	N	N
	2800			Pro Acoustics, LLP	MAIN		04005350	2651.870	2			ESTIMATED DELIVERY AND HANDLIN	5	N	V	N
	2800			Walker,Valene	MAIN		04004780	36.000	4			Std Travel 5/7/10	S	N N	N	N
	2800			GNP Specialties	MAIN		04003711	4698.000	1			Sport sacks for orientation	5	I V	N	N
h	2800			Worley's Cabinets and Woodworks	MAIN		04003383	672.000	1			Supplies/Dental Lab Rennov	S	v	N	N
	2800		0000027396		01		04003733	4025.680	1			40799575	c	N	V	N
			0000027396		01		04001992	4028,190				41949753	E	N	Y	N
4	-			FACIED	01		04002139	4028.190				42735431	E	N	V	N
	2800			DAFTER	01					4033.020	111900	42/00401	F	14		1.4
	2800	0 16	0000027396		01				1	4005 200	774000	Acct# 169027	C	N	V	N
1	2800 2800 2800	0 16 0 16	0000027396 0000027396	PAETEC	01	192055	04002977	4095.320	1			Acct# 158037	F	N	Y	N
) 10 11 12	2800 2800 2800 2800	0 16 0 16 0 16	0000027396 0000027396 0000300162	PAETEC Carter,Keynan L	01 1	192055 193963	04002977 04005267	4095.320 21.750	1	21.750	241500	Reissue Ck #20734998	FS	N Y	N	N
3 9 10 11 12 13	2800 2800 2800	0 16 0 16 0 16 0 16 0 20	0000027396 0000027396 0000300162 0000010576	PAETEC		192055 193963 191555	04002977	4095.320	1	21.750 1709.100	241500 651510		F S F	N Y Y	1	

Figure 25 - BOR_AP_1099_MISMATCHED Query

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

Duplicate Vendor Report

It is recommended that you run the Duplicate Vendor Report. This report identifies duplicate vendors that may require adjustments to combine Withholding totals for vendors with duplicate Tax Identification Numbers (TINs). If these adjustments are not made, multiple 1099s may be issued to the vendor.

To run the Duplicate Vendor Report (Business Process AP.070.125), follow the navigation: *Vendors > Vendor Information > Maintain > Duplicate Vendor Report*. After entering a Run Control ID, ensure that your Process Frequency is set to "Always Process." In the Report Request Parameters, make sure that the "Search in all SetIDs" selection is deselected. You need to run this report only for your institution's SetID.

In the Withholding group box, the most common selection is TIN. This "TIN" option searches for vendors with duplicate TINs. If you choose to search using a selection in the Vendor group box, you will not be able to use a selection in the Withholding group box.

In the Voucher Payment group box, select "All vendors have vouchers paid." This will search all of the duplicate vendors that had a voucher paid within the specified date range. You will need to input the specific date range as well.

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Duplicate Vend	lor Request		
Run Control ID: DUPV	NDR	Report Manager Process Monitor	Run
*Request ID: 1 *Process Frequency: A	Duplicate ver	ndor	
Report Request Parame	eters		
SetiD: 87000 🔍	Search in all SetIDs		
Withholding	Vendor	Voucher Payment	
⊙ TIN	🔿 Name	One vendor has a voucher paid	
○ Name	Short Name	All vendors have vouchers paid	
◯ Address	◯ Address	From Date: 01/01/2010 🛐	
		Through Date: 12/31/2010	
Save Notify			E Add Update/Display

Figure 26 - Duplicate Vendor Report Request

This process generates an application engine process, and then a Crystal report. Go to the Report Manager to retrieve the APY3215 Crystal Report.

y	Repo					leSoft Accounts Payable PLICATE VENDORS			Page No. Run Date Run Time		1 /13/2010 6:08 AM
581244 Set ID	1003 ID	Name	Short Name	TIN		Withholding Name	Address Seg #	ADDRESS			
28000	0000400385	American Coach of Atlanta	AMERICANO		003		1	705 Lively Ave	Norcross	GA	30071
28000	0000400547	American Coach of Atlanta	AMERICANO		003		1	705 Lively Ave.	Norcross	GA	30071
581682	2736						Address				
Set ID		Name	Short Name	TIN		Withholding Name	Seq #	ADDRESS			
28000	000009814	Interface Electronics, Inc	INTERFACEE		736	Interface Electronics	3	P O Box 3689	Suwanee	GA	30024-99 98
28000	0000400576	Petkov, Christopher	PETKOVCHR		736		1	Institute of Neuroscience, New Castle University	Framlington Place, NE2 4HH, UK		

Figure 27 - Duplicate Vendor Report

Withholding Balances Control Report

1099 Processing

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

To run the Withholding Balances Control Report (Business Process AP.070.115), follow the navigation: *Vendors > 1099/Global Withholding > General Reports > Withhold Control*

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Report. The parameters for this report include your SetID, Control ID, and the From/To Dates. Remember, your Control ID should have been set up at the beginning of your 1099 Processing and should include your institution and reporting year (i.e., CSU_2011).

Withholding	g Control Report		
Run Control ID: 1	099_WTHD_RPT	Report Manager Process Monito	
Report Request P	arameters		
Setid: Control ID: From Date: Through Date:	28000 Q CSU_2010 Q 01/01/2010 3 12/13/2010 3		
Save Q Retu	rn to Search † I Previous in List	↓ ■ Next in List ■ Notify	E-Add 週 Update/Display

Figure 28 - Withholding Balances Control Report Request

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

E	Report I	D: /	APY3012				VENDOR	PeopleSoft A WITHHOLDING	ccounts Payat BALANCE		EPORT			Page No. Run Date Run Time	1 12/13/2010 12:00:25 PM
Currency:	28000 C US				ne,Judith				Location:	MAIN					
Entity		ternal R ame Cont	evenue S	TIN Type	Tax ID N	umbar	2nd TIN	Profession			Sex		thdate and place		
	Ch			питуре)77	-	Profession					urbate and place		
		mpany Ir	dicator	Tax District		Certific	No ate type	Certificate nu	mber	Expiration Date		Direct Sales	State Tax Withheld		
	N			_		1		_	<u> </u>	-	*	N	0.00		
	Ch	ildren													
			0												
Vendo	or Addre	ess:		1 Magno Jonesboro	lia Cr										
				GA United State	30236 s										
	Ту	/pe:	1099	1099 Withhol	ding										
		Juri	sdiction:	FED	Federal					Basis Amount		Liability Amount	Paid Amount		
			Class:	07	Non-Em	oloyee Co	mpensation			660.00	-	0.00	0.00		
							Total for En	tity IRS:		660.00	-	0.00	0.00		

Figure 29 - Withholding Balances Control Report

BOR AP 1099 ADJUST

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

To run the BOR_AP_1099_ADJUST query (Business Process AP.075.005), follow the navigation: **BOR Reporting Instance > Query Manager > Find an Existing Query**. In the "Search by" field, enter "BOR_AP_1099_ADJUST" and then press the Search button. You can choose to run this query to either HTML or to MS Excel. Both formats will open in a new window.

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

View R	Unit: 28000										
	esults										
Doumla	ad requite in		101 1 00	ver in (d.kh)							
Jownic	ad results li	1. Excel Sprea	adSheet CS	<u>SV Text File</u> (1 kb)							
										First GT 1.	-4 of 4 [5]
/iew All				1110 - 1110 - 1110 - 1110 - 1110 - 1110 - 1110 - 1110 - 1110 - 1110 - 1110 - 1110 - 1110 - 1110 - 1110 - 1110 -					3	-	-4 of 4 🝺 🗆
/iew All Unit	Tax ID	Vendor	Location	Name	Payment	1099 AMT	Holdback Liability - S/B \$0	Holdback Amt - S/B \$0	Date	First 💽 1- Class	
	Tax ID 025403155	Vendor 0000300681	Location MAIN	Name Hynes,Thomas J Dr	Payment 000000002	1099 AMT 950.000	Holdback Liability - S/B \$0 0.000	Contraction of the state of the		Class	
Unit 1 28000		and the second s		2 Congregeration				0.000	Date	Class 03	Posted 04/16/2010
	025403155	0000300681	MAIN	Hynes,Thomas J Dr	0000000002	950.000	0.000	0.000 0.000	Date 12/31/2010	Class 03 03	Posted



BORRY010

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

To run the BORRY010 report (Business Process AP.070.300), follow the navigation: **BOR Menus > BOR Accounts Payable > BOR AP Reports > 1099 Reportable Transactions**. The report parameters include Business Unit and Calendar Year. You can specify a range of Social Security Numbers if you wish. To run the report on all Social Security Numbers, leave

those fields blank. And, you can choose to print the mailing addresses of the vendors on the report as well, if needed.

Business Unit:	28000				
Calendar Year:	2010 Q	Print Mailing /	Address? 🗌		
rom SSN:		To SSN:			

Figure 31 - BORRY010 Report Parameters

								99 REPORTABLE TRANS.				
	00000000 To S		ZZ For	Calendar			Addre <i>ss</i> ,		Page No Run Date Run Time	a 12/13/2010 a 12:06:45		
	V Vendor ID	Name RI? WH? C	K/Pmt	Voucher	ADJ ? Acco	unt Ci	H WH	Amount	Amt Under Minimum	Calculated Reportable Amt	Reported Amount	Difference
03	0000300401	Tolley,Tor	ia									
		1	192294	04003296	7511	LO	07	4,792.00				
		1	192421	04003445	7511	L 0	07	260.00				
		1	L93307	04004507	7511	L0	07	4,792.00				
		1	193836	04005104	7511	L 0	07	958.40				
		1	194082	04005322	7511	L0	07	958.40				
		1	L94287	04005568	7511	L 0	07	958.40				
		1	L94782	04006173	7511		07	1,211.60				
		1	194919	04006343	7511	L0	07	1,211.60				
		1	195042	04006481	7511	L0	07	1,211.60				
				04006482	7511		07	3,500.00				
	0000300401	0	TD 07 N	on-Employe	e Compensat	ion		19,854.00	0.00	19,854.00	0.00	19,854.0
008	0000015995	Ertep, Serd	lar									
		1	L94835	04006257	7511	L0	07	190.00				
		1	194958	04006381	7511	L 0	07	205.00				
	0000015995	c	D 07 N	on-Employe	e Compensat	ion		395.00	395.00	0.00	0.00	0.0
10	0000300378	Emerginet	SRMC									
		RI 1	192264	04003282	7271	58	06	53.40				
		RI 1	L92159	04003141	7271	58 0	5 06	15.00				
	0000300378				Health Car			68.40	68.40	0.00	0.00	0.

Figure 32 - BORRY010 Report

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

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

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

Chapter 6: Corrections and Adjustments of 1099 Items

After completing a review of the 1099 items, you may have found that some items need adjusting. As we mentioned in the previous chapter, in order for transactions to be reported, both the vendor and voucher need to be marked as Withholding. There are a couple of different ways to make adjustments. You can adjust Withholding manually or through Withholding Vendor Update or Withholding Invoice Line Update. Before making any manual adjustments, it is a good idea to run the BOR_AP_1099_ADJUST query to use as a comparison tool after you finish making updates.

Withholding Vendor Update

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

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

To perform Withholding Vendor Update (Business Process AP.080.040), follow the navigation: *Vendors > 1099/Global Withholding > Maintain > Update Vendor Withholdings*. You will need to enter a Withholding Update ID. And you will also have to enter or verify your SetID and the Tax Reporting Year's Start and End Dates.

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

Withholding \ Withholding Update ID	and a part of parts	270		
Withholding Update I	D: VENDORUPDATE			
/endor Selection	11			
*Vendor SetID:	28000			
fax Reporting Year *Start Date:	01/01/2010 🗟 *E	End Date: 12/31/2010	I II	
N-4-91-				7 1
المستحصيني فترتب مستحصص الألبية المتقاد	Cust	omize Find View All	🖩 First 🗄	1 of 1 🕨 Las
Details Vendor <u>Vendor Wew V</u> <u>*Vendor ID</u>		<u>omize Find </u> View All <u>Business Unit</u>	First C	1 of 1 🕑 Las

Figure 33 - Withholding Vendor Update

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

Contract of the second s	g Vendor Update
Withholding Updat Withholding Upda	e ID ate ID: VENDORUPDATE
Vendor Selection	
*Vendor SetID:	28000
au Banastina Vaa	
ax Reporting Yea	
*Start Date:	01/01/2010 🛐 *End Date: 12/31/2010 🛐
Details	Customize Find View All 🚟 First 🗹 1 of 1 🕑 Last
Vendor Y N	ew Withhold Details
<u>*Vendor ID</u>	Location New Entity New Type New Jur New Criteria
1 0000024684	2 1 Q Y V IRS Q 1099 Q FED Q 07 Q +
	N
	Y

Figure 34 - Withholding Vendor Update: New Withhold Details

Withholding Invoice Line Update

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

To perform Withholding Invoice Line Update (Business Process AP.080.030), follow the navigation: *Vendors > 1099/Global Withholding > Maintain > Update Voucher Line Withholding*. To complete the process, you can search by SetID and Vendor ID.

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

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

/endo														
Vend	lor SetID:	2800	0		Vendor N	ame:	McDo	nald,J	ohn J					
Vend	lor ID:	0000	021421		Location	:	01			Withholding:	Y			
riteri	a		-						-					
Busir	ness Unit	t: 2800	0 9		*From Dat	te:	01/01/	2010	Ħ	Search	1.			
	Clear Upd	lated Wit	thholding	, *	*To Date:		12/31/	2010	31					
efaul	lts													
With	hold Entit	ty: IRS	Q		Jurisdict	ion:		C	2	Set All Lines to	No Wthd			
With	hold Type	e:	Q		Class:			0	2	Set All Lines	to Wthd			
ax Re	eporting `	Year												
and the	eporting ` rt Date:		/2010	Ħ	*End Date	ə:	12/31	1/2010	Ø					
and to	In Develop		/2010	Ħ	*End Date	9:	12/31	1/2010	Ø					
*Sta etail:	rt Date:	01/01					12/31	1/2010	Ø	<u>Customize Fi</u>	nd <u>View</u> A	NII I 🏭 Fir	rst 🔳 1-5 of 12	2 D Last
*Sta etail: Curr	rt Date:	01/01 hold Deta		lew V	*End Date Withhold De <u>Type</u>	etails \		1/2010 1/2010		<u>Customize Fii</u> ness <u>Voucher</u>	nd View / Line	<u>Invoice</u>	Daymont	2 D Last
*Sta etail: Curr	rt Date: s rent With current <u>N</u> lithhold <u>V</u>	01/01 hold Deta	ails <u>(</u> N	lew V	Vithhold De	etails \			Busi	ness <u>Voucher</u>	Line	2	Payment	and the second second
*Sta etail: Curr <u>C</u> <u>W</u>	rt Date: s rent With current <u>N</u> lithhold <u>V</u>	01/01 hold Deta <u>New</u> Withhold	ails <u>(Na</u> <u>Entity</u>	lew V	Vithhold De <u>Type</u>	etails \	diction	1 <u>Class</u>	Busi Unit	ness <u>Voucher</u> 00 04002198	<u>Line</u>	Invoice	Payment Date	<u>Amount</u> 100.00
* Sta etail: Curr <u>C</u> W 1	rt Date: s rent With <u>urrent M</u> <u>/ithhold V</u>	01/01 Inhold Deta New Withhold N	ails V N <u>Entity</u> IRS	lew V	Vithhold De Type	tails) Juriso	diction	1 <u>Class</u>	Busi Unit	Noucher 00 04002198 00 04002595	<u>Line</u>	Invoice 1 Inv 1/25/10	Payment Date 01/29/2010 02/25/2010	<u>Amount</u> 100.00 80.00
*Sta etail: Curr <u>C</u> W	rt Date: s rent With <u>urrent M</u> <u>ithhold V</u>	01/01 hold Deta New Withhold N	ails V N Entity IRS IRS	ew V]Q]Q	Vithhold De Type	Jurise JE	diction	07	Busi Unit Q 2800 Q 2800	None Voucher 00 04002198 00 04002595 00 04003004	Line	Invoice 1 Inv 1/25/10 1 Inv 2/18/10	Payment Date 01/29/2010 02/25/2010	<u>Amount</u> 100.00

Figure 35 - Withholding Invoice Line Update

In the Details section are the voucher lines available for updating. The Current Withhold checkbox indicates whether the line is set for Withholding or not. Under "New Withhold", you can set the new Withholding status. If you change a line from Withholding to Not Withholding, you will see the Type, Jurisdiction, and Class fields empty. After saving the page, you can go to the New Withhold Details tab to show what the new withholding status is, as well as the status of the update. The status of the update will show "Pending" until the Withholding Update Process is run.

Running Withholding Update Process

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

To run the Withholding Update process (Business Process AP.080.050), follow the navigation: *Vendors > 1099/Global Withholding > Maintain > Update Withholdings*. On the Withhold Update Request page, you want to select a Process Option of "Process All Updates."

Run Control ID: WH_	UPDATE	Report Manager	Process Monitor	Run
*Request ID: *Process Frequency:	WH UPDATE WH UPDATE			
*Business Unit: *Process Option:	28000 Q Process All Updates	~		

Figure 36 - Withholding Update Request

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

Manual Adjustments (Adjusting Withholding)

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

Whenever possible though, we advise that you make your adjustments through "Withholding Vendor Update' or "Withholding Invoice Line Update." These types of adjustments update the underlying Withholding tables, unlike the manual adjustments.

To adjust withholding manually (Business Process AP.080.090), follow the navigation: *Vendors > 1099/Global Withholding > Maintain > Adjust Withholding*. You will make manual adjustments for specific vendors when needed. First, you will search for any adjustments previously made. To do this, enter the following in the Search Criteria:

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

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

For example, imagine that an adjustment already exists for this vendor with a Class of "07" and a Rule of "Rule 0". If you need to make another adjustment for this vendor with the same Class and Rule, you should simply modify the existing line instead of adding a new one.

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

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

earch Criteria Business Unit:	28000	Q						
Entity:	IRS	Q JI	urisdiction:		Q Start Date	e: 01/01/2	010 📴	
Туре:	1099	Q CI	lass:		C End Date:	12/31/2	010 🕅 📃	Search
djustments Main Informat	ion Y <u>T</u> ra	nsaction I	nfo / <u>P</u> ayn	Cus nent Informati	tomize Find Vie on / Adjustment I		First 🗹 1 a	of 1 🕑 Las
djustments Main Informat	-	siness	nfo <u>Y</u> ayn <u>*Entity</u>			Reason		of 1 🕑 Las

Figure 37 - Manual Withholding Adjustments: Main Information

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

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

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

Search Criteria Business Unit:	28000	Q							
Entity:	IRS		urisdiction:		Q	Start Date:	01/01/2	010 🗒	
Туре:	1099		lass:		Q	End Date:	12/31/2	010 🕅 📃	Search
	ion V Tra	nsaction	nfo V Pavo			ze Find View		First 🗹 1 a	of 1 🕑 Las
Adjustments Main Informat		nsaction I siness	nfo <u>Payn</u>	<u>C</u> nent Inform <u>*Type</u>	ation Y	ze Find View Adjustment Re Jurisdiction		First 🗹 1 o ===) <u>*Rule</u>	of 1 🕑 Last

Figure 38 - Manual Withholding Adjustments: Transaction Information

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

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Dusiness onit.	28000					
Entity:	IRS 🔍 Ju	irisdiction:	Q	Start Date:	01/01/2010 🛐	
Type:	1099 🔍 CI	ass:	Q	End Date:	12/31/2010 🛐	Search
Main Information reation Date	<u>Transaction Info</u>	Payment Informat		justment Rea	son <u>) </u>	58
2/13/2010	WBUNN	Online Jrnl char	ges that s	should be rep	ortable	+

Figure 39 - Manual Withholding Adjustments: Adjustment Reason

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

After Making Adjustments

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

Chapter 7: Running Withholding Report Post

After all adjustments have been made and you have reviewed your 1099 items again to ensure no more corrections are needed, you can proceed with running the process "1099_RPT_PST", which is the Withhold 1099 Report Post. The 1099 Report Post application engine process populates the Withholding 1099 Table by extracting data from the Withhold Transaction table and inserting it into the Withholding 1099 Table, if it exceeds the reporting threshold.

The system then uses the data to create a file for the tax entity, or IRS, and forms for the vendors. The system also uses the data to process corrections. You must run this process prior generating withholding reports.

To run the Withhold 1099 Report Post process (Business Process AP.080.100), follow the navigation: *Vendors > 1099/Global Withholding > 1099 Reports > Withhold 1099 Report Post*. On the 1099 Report Post page, you will enter the following:

- Request ID and Description: Enter an ID and description
- Process Frequency: Select "Always Process"
- Control SetID: This is your institution's SetID
- Control ID: This is the Control ID your institution set up for the 1099 reporting year (i.e., CSU_2011)
- 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"

1099 Report	Post		
Run Control ID: WT	THD_1099_RPT_POST	Report Manager Process Monitor	Run
*Request ID:	WTHDRPPST Description	WITHHOLD REPORT POST	
Process Frequency:	Always Process	•	
Report ID:	US_REPORT		
Report Date:	12/18/2011	Include Manual Overrides	
*Control SetID:	28000 🤍 *Control ID:	CSU_2011 Clayton State University	
*Calendar SetID:	SHARE C *Calendar ID:	A1 Q Annual Calendar-1099	
*Fiscal Year:	2011 Q		
*Period:	1 Q 1099 Reporting Ann	nual Calendar	
Save Notify			E+ Add Display

GEORGIAFIRST

Figure 40 - Withhold 1099 Report Post

After entering all process parameters, you can save the page and run the process. When the process runs to success and is posted, you are then ready to move onto the next step, which is generating Withholding Reports.

Chapter 8: Generating Withholding Reports

After running the Withholding Report Post in order to populate the Withholding 1099 table, you can then generate the Withholding Reports. The Generate Withholding Reports process (AP_APY1099) creates a flat file for the IRS and populates the "Withholding to Send" and the "Copy B" tables.

To run the Generate Withholding Reports process (Business Process AP.080.110), follow the navigation: *Vendors > 1099/Global Withholding > 1099 Reports > Withhold 1099 Report*. On the Withholding 1099 Report page, you will need to enter the following parameters:

- SetID
- Control ID: This is the Control ID your institution setup at the beginning of the year (i.e., CSU_2011)
- Type of File/Return: There are three choices here Original/Correction, Replacement, Test. You will most often choose "O."
 - O Original/Correction generates the IRSTAX.001 File and populates the following tables:
 - PS_WTHD_1099_COPYB
 - PS_WTHD_TO_SND_HDR
 - PS_WTHD_TO_SND_DTL
 - PS_WTHD_TO_SND_PAY
 - T Test generates the IRSTAX.001 File and populates only the PS_WTHD_1099_COPYB table.
 - R Replacement generates the IRSTAX.001 File, deletes data from the Withholding Sent Tables, and re-populates the following tables:
 - PS_WTHD_1099_COPYB
 - PS_WTHD_TO_SND_HDR
 - PS_WTHD_TO_SND_DTL
 - PS_WTHD_TO_SND_PAY
- Replacement Character: Leave this field blank.

Withhold Run Control ID: Language:	1099 Report	Repo	<u>t Manager</u> <u>Process Mo</u>	nitor Run
<u>SetID</u> 28000 Q	Control ID CSU_2011 Q	Type of File/Return 이 Q	Replacement Character	

Figure 41 - Withhold 1099 Report Parameters

After the process runs to success and is posted, you can retrieve the IRSTAX.001 file through the View Log/Trace link. You need to review the contents of the IRSTAX.001 file and confirm that the file meets IRS specifications. In the next chapter, you will learn of the tools available to you to confirm your IRS tax file is correct.

Report			
Report ID: 1594977	7 Process Instance	2055261	Message Log
Name: AP_APY1	1099 Process Type:	Application E	ngine
Run Status: Success	1		
AP APY1099			
Distribution Details			
Distribution Node:	DNODE Expiratio	n Date: 01/2	7/2011
File List			
	File Si	ze (bytes) D	atetime Created
<u>Name</u>	NAME OF A DESCRIPTION OF A		and the second
<mark>lame</mark> Redirected Terminal Ou	NAME OF A DESCRIPTION OF A	1	atetime Created 2/13/2010 12:52:11.000000PM ES 2/13/2010 12:52:11.000000PM ES
File List <u>Name</u> Redirected Terminal OL RSTAX.001 Distribute To	utput 279	1	2/13/2010 12:52:11.000000PM EST
<u>Name</u> Redirected Terminal Ou RSTAX.001	<u>utput</u> 279 148,6	1	2/13/2010 12:52:11.000000PM EST

Figure 42 - Resulting IRSTAX.001 File from Withhold 1099 Report Process

Chapter 9: Review 1099 Reportable Transactions

Once you have generated Withholding Reports, you can then review all 1099 reportable transactions before producing the final reports. Once you have produced your IRSTAX.001 file, you should review the appropriate queries and reports prior to producing the 1099 Copy B forms.

BORRY010

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

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

To run the BORRY010 report (Business Process AP.070.300), follow the navigation: **BOR Menus > BOR Accounts Payable > BOR AP Reports > 1099 Reportable Transactions**. The report parameters include Business Unit and Calendar Year. You can specify a range of Social Security Numbers if you wish, or you can leave these fields blank to return all Social Security Numbers. And, you can choose to print the mailing addresses of the vendors on the report as well, if needed.

								1099 REPORTABLE TRANSA				
	00000000 To SS		Z For (Calendar M					Page No. Run Date Run Time	12/13/2010 12:58:11		
	W Vendor ID	Name RI? WH? CR			ADJ		WH WH CD CL	Amount	Amt Under Minimum	Calculated Reportable Amt	Reported Amount	Difference
03 03	0000300401	Tolley,Tori	a									
		19	2294	04003296	75	51110	07	4,792.00				
		19	2421	04003445	75	51110	07	260.00				
		19	3307	04004507	75	51110	07	4,792.00				
		19	3836	04005104	75	51110	07	958.40				
		19	4082	04005322	75	51110	07	958.40				
		19	4287	04005568	75	51110	07	958.40				
		19	4782	04006173	75	51110	07	1,211.60				
		19	4919	04006343	75	51110	07	1,211.60				
		19	5042	04006481	75	51110	07	1,211.60				
		19	5042	04006482	75	51110	07	3,500.00				
	0000300401	CI	07 Nor	n-Employee	Compen	sation		19,854.00	0.00	19,854.00	19,854.00	0.
008	0000015995	Ertep, Serda	r									
		19	4835	04006257	75	51110	07	190.00				
		19	4958	04006381	75	51110	07	205.00				
	0000015995	CI	07 Nor	n-Employee	e Compen	sation		395.00	395.00	0.00	0.00	0.
10	0000300378	Emerginet S	RMC									
		RI 19	2264	04003282	7:	27168	06	53.40				
		RI 19	2159	04003141	7:	27168	06 06	15.00				
	0000300378	CT	0.6 Med	dical and	Health	Care Pv	mnts	68,40	68.40	0.00	0.00	0.



1099 Withhold to Send Detail Report

The 1099 Withhold to Send Detail Report lists all the information created by the 1099 reporting process and is a replica of the data in the file that you are sending to the IRS. You can use this report to review a summary of the data stored in the Withholding Detail table. You can also run the delivered query "BOR_AP_1099_SND_DTL_TOT" after running this report to obtain the totals which are not provided in the report.

To run the 1099 Withholding to Send Detail report (Business Process AP.070.195), follow the navigation: *Vendors > 1099/Global Withholding > 1099 Reports > 1099 to Send Detail*. The parameters for this report include:

- SetID
- Control ID (i.e., CSU_2011)
- Fiscal Year: This is the 1099 reporting year

099 To Send F	kepon	Depart Managar	Drococo Monitor	Run
III COILEOI ID. 1099		Report Manager	Process Monitor	
Withholding Report ID:	US_REPORT			
SetID:	28000 🔍			
Control ID:	CSU_2011			
Fiscal Year:	2011			

Figure 44 - Withhold to Send Detail Report

The resulting report is produced in PDF format, and is a replica of the data included in the IRSTAX.001 file.

At this point, you should review the file and make sure that everything is correct. If it is not, you will need to go back to Chapter 5 and make the adjustments. After making adjustments, complete your review and re-run the 1099_RPT_PST and AP_APY1099 processes.

BOR_AP_1099_SND_DTL_TOT

You can run the BOR_AP_1099_SND_DTL_TOT query to obtain reportable totals grouped by class. These reportable totals should match both the total on the BORRY010 report and the 1099 Withholding to Send Detail Report. Once you have obtained the totals for the 1099 Withholding to Send Detail Report, you are then ready to balance and finalize the 1099's.

To run the BOR_AP_1099_SND_DTL_TOT query (Business Process AP.075.035), follow the navigation: **BOR Reporting Instance > Query Manager > Find an Existing Query**. In the "Search by" field, enter "**BOR_AP_1099_SND_DTL_TOT**" and then press the Search button. You can choose to run this query to either HTML or to MS Excel. Both formats will open in a new window.

To run the query, enter the following parameters:

- 1099 Year
- Business Unit

From the query results, you will need to compare the "Sum Basis Amount" with the Grand Totals on the BORRY010 – 1099 Reportable Transactions Report to confirm these totals are the same for each Withholding code. You can also compare the "Sum Basis Amount" and the "Count Setid" from the query with the totals in your IRSTAX.001 file. You can locate the count and totals in "Record Type C" (Payor End of Data Record).

1099 Year: 20	010		
Business Unit: 28	000 Q		
View Results			
Download ros	sults in : Excel SpreadSheet CSV Text File (1 kb)		
Download rea	Garante Coviexcene (TRD)		
Download res	und III. EALEI SUITEAUSITEEL COVIENTIE (IIIN)		
View All	unsin. <u>Exercisitedusites</u> <u>usvitekrine</u> (TND)		First 🛃 1-4 of 4 🕞 Last
	Line Hum	Sum Basis Amt	First 🛃 1-4 of 4 🕞 Last
		Sum Basis Amt 639085.530	1 - Co - C
			Count Setid
		639085.530	

Figure 45 - BOR_AP_1099_SND_DTL_TOT Query

Differences in the count may be a result of vendors with multiple address sequences in the 1099 Withholding to Send Detail Report. The system will combine these vendors in the IRSTAX.001 file, causing the IRSTAX.001 file to show a lower count.

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

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

Chapter 10: Producing 1099 Copy B Reports

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

Run Process AP_COPY_B

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

To produce your 1099 Copy B reports (Business Process AP.070.040), follow the navigation: *Vendors > 1099/Global Withholding > 1099 Reports > Print 1099 Copy B*. The parameters that you must specify for this process include:

- SetID
- Control ID (i.e., CSU_2011)
- Withhold Type: Select "1099M"
- Vendor Select: You can choose to run the report for a specific vendor or all vendors (Select All)
- Sort Option: You can choose how you want your Copy B Reports sorted by Name, by TIN, or by Vendor ID

Run 1099	CopyB Report				
Run Control ID: Language:	1099_COPY_B English ▼	<u>Repo</u>	ort Manager	Process Monitor	Run
Withholding	Report ID: US_REPORT	Withhold Type: 🚺	099M 🔻		
*SetID:	28000 🔍	Vendor Select: S	Select All 🔻		
*Control ID:	CSU_2011 Q	Sort Option: T	TIN 🔻		
<u>Vendor</u> 1	<u>Customize Find </u> Viev ID	v All 🗰 🛛 First 🖳 1	l of 1 🕨 Last		
📄 Save 🖹 No	otify			E+ Add Dupda	ate/Display

Figure 46 - Run 1099 CopyB Report Parameters

When you run the process and the system takes you to the Process Scheduler Request page, you need to select the correct PSJob, which will update the table used to print the 1099 Copy B reports and then produce the reports. The correct selection for this is "**Print 1099 CopyB**" (APCOPYB – PSJob). After clicking OK, you need to proceed to the Process Monitor to wait for the PSJob to successfully finish and post.

User ID:	OIITCOX		Run Co	ontrol ID: 10	99_COP	Y_B		
Server Name: Recurrence:	· ·	Run Date: Run Time:	11/30/201 3:23:48PI		Reset	t to Current Da	ate/Time	
Time Zone: Process List	4							
Select Description	<u>οργ Β</u>	Proces APCOP	<u>s Name</u> YB	<u>Process T</u> PSJob	<u>Гүре</u>	<u>*Type</u> (None)	*Format (None)	Distribution ▼ Distribution
OK Cance	1							
		Figure 47 – I						

Reviewing and Printing 1099 Copy B Reports

Once the PS Job has run to success and is posted, you can select the **APCOPYB** link in the Process Monitor.

Process List							
View Process Request For							
User ID: OIITCOX	Туре:	•	Last:	1 Days	✓ Refresh		
Server:	Name:	Q	Instance:	t	to		
Run 👻	Distribution Status	•		Save On Re	efresh		
Process List				Customize Fi	ind View All 🗮	First 🖪 1 of	
Select Instance Seq. Proces	ss Type <u>Proc</u> Nam	<u>ess</u> <u>User</u>	Run Date	/Time	Run Status	Distribution Status	<u>1</u> Details
3101682 PSJob	APC	OPYB OIITCOX	(11/30/20	11 3:23:48PM E	ST Success	Posting	<u>Details</u>
<u>Go back to Print 1099 Copy B</u> Save Notify Process List <u>Server List</u>							
	Figure 4	8 - Select A	РСОРУВ	Process Lin	k		

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After selecting the **APCOPYB** link, select the **APY1099- Success** link (3rd one in the list).

Process Detail		
Process Name:	APCOPYB	Refresh
Main Job Instance:	3101682	
Left Right		
	<u>OPYB Success</u> I <u>P_COPYB_RPT Success</u> I <u>PY1099- Success</u>	
Return		

Figure 49 - Select APY1099 - Success Link

After selecting the **APY1099- Success** link, go through the "**View Log/Trace**" link. From there, you can display the Copy B reports by selecting the **PDF** link.

View Log/T	race								
Report									
Report ID:	2592494	Process Instance:	3101684		Message Log				
Name:	APY1099-	Process Type:	Crystal						
Run Status:	Success								
1099-MISC C	opy B								
Distribution Details									
Distribution Node: DNODE Expiration Date: 01/14/2012									
File List			_						
Name		File Size	e (bytes)	Datetime Cr	eated				
APY1099- 31	01684.PDF	731,156			3:27:15.000000PM E				
Message Log		0		11/30/2011	3:27:15.000000PM E				
pssqltrace.trc		497		11/30/2011	3:27:15.00000PM E				
Distribute To									
Distribution ID Type		*Distribution ID							
Distribution ID	<u>) Type</u>		JULIOITID						

Figure 50 - APY1099 PDF Link

It is highly recommended that you review the 1099 Copy B forms prior to printing them. You can compare the Copy B forms with the BORRY010 – Reportable Transactions report, which prints in TIN order. And you can also compare the forms to the 1099 Withholding to Send Detail Report, which prints in Vendor ID order. You also need to compare the number of 1099 Copy B forms printed with the number shown in the IRSTAX.001 file as part of the finalization process. After you have reviewed and printed the 1099 Copy B forms, you can then mail them to the vendors.

Chapter 11: Completing 1099 Processing for the Year

Once you have mailed your Copy B reports, you can then send your IRSTAX.001 file to the IRS. In addition, you will need to run the Withholding Sent File process.

Sending the IRSTAX.001 File

When you are ready to send your IRSTAX.001 file, you will need to send it electronically to the IRS. For detailed instructions on sending this file, refer to IRS Publication 1220. You can find this publication on the IRS website: <u>http://www.irs.gov/pub/irs-pdf/p1220.pdf</u>. You can also find more detailed information from the IRS at http://www.irs.gov/instructions/i1099gi/index.html.

The due date for IRS Electronic Filing is March 31.

Running the WTHD SENT Process

The final step in the entire 1099 process is to run the WTHD_SENT Process, which is the Withholding Sent File. This application engine process finalizes the 1099 reporting and file creation process. This process records all the data in the file you have sent in the Withholding Sent tables (PS_WTHD_SENT_DTL and PS_WTHD_SENT_HDR), and deletes the data from the Withholding to Send tables (PS_WTHD_TO_SND_DTL and PS_WTHD_TO_SEND_HDR).

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

To run the WTHD_SENT process (Business Process AP.080.120), follow the navigation: Vendors > 1099/Global Withholding > 1099 Reports > Withholding Sent File. The parameters that you must include for this process are:

- Request ID and Description
- Process Frequency: Set to "Always"
- SetID
- Control ID: This is the Control ID that you have used through the current 1099 year's processing (i.e., CSU_2011).

Withhold Sent								
Run Control ID: WH	SENT	Report Manager	Process Monitor	Run				
Details								
Request ID:	1 WH Sent File							
Process Frequency:	Always	~						
Report ID:	US_REPORT							
SetID:	28000 🔍							
Control ID:	CSU_2010							
Save Notify			📑 Add 🖉 Up	date/Display				

Figure 51 - Withholding Sent File

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