Q: As an institution, do we need setup A1 Calendar or Withholding Types?

A: No. These processes are listed only for your reference. The A1 Calendar and Withholding Types are maintained by ITS.

However, institutions still need to Setup a New Report Control ID for the 2020 reporting year. It is recommended to use the format to reflect the institution and the reporting year. Some examples are USG_2020 or CCGA_2020. Examples that are not recommended, as they do not provide clarity when troubleshooting are 1099, ABC_1099, 1099_2020. Examples that are not recommended, as they do not provide clarity when troubleshooting are 1099, ABC_1099, 1099_2020.

Q: Why are vouchers not updating as expected when using the Update Supplier Withholdings page?

A: Due to the IRS and Oracle changes, suppliers now may have multiple Withholding Types associated with Withholding Locations. It is not advised to use the Update Supplier Withholdings process if there are multiple withholding types or classes per voucher line or multiple entity-withholding type combinations for a given voucher or for a given supplier. Doing so could have unintended results and incorrect IRS and COPYB reporting.

In these cases, it is recommended to use the Update VoucherLine Withholding Process instead. For more information, see the Update VoucherLine Withholding Process in the 1099 Processing User’s Guide CY2020.

Q: When I try to adjust a voucher for a Supplier, why won’t the system let me select the Supplier’s location?

A: If a Supplier was originally paid to a REMIT Location that is now inactive, the location will not be available to select in PeopleSoft.

For Non-SHARE institutions, change the Effective Date for that Inactive REMIT Location to 02/01/2021. This provides a window of time to adjust vouchers before submitting to the IRS.
For SHARE institutions, please submit a ticket to the ITS helpdesk at helpdesk@usg.edu.

**Note:** All other SHARE supplier requests (such as adding Withholding Types to Active locations, or other SHARE supplier issues) should be submitted to SSC at vendor_registration@usg.edu.

Q: Why can’t I delete entries on the Adjusting Withholding (Manual Adjustment) Page?

A: It is recommended to only ADD entries on this page to make your manual adjustment. When necessary, users can overwrite the entries. However, **do not delete** the entry that is currently there as this is known to create reporting issues.

Whenever possible, ITS advises users to make withholding adjustments through Withholding Invoice Line (VoucherLine) Update process. For more information, see the Manual Adjustments section of the 1099 Processing User’s Guide CY2020.

Q: When do I run the Withhold Sent Process (WTHD_SNT)?

A: Users should not run this process until they send the original IRS_001.TXT file to the IRS and receive confirmation of successful transmission. Once received, institutions should run the Withhold Sent Process.

Also, the Withhold Sent Process should be run after the original/replacement return is accepted by the IRS in January. Also, run the process after all Correction Files are accepted by the IRS throughout the year. For more information, see the Running the Withhold Sent Process in the 1099 Processing User’s Guide CY2020.