GEORGIA*FIRST*
FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
University System of Georgia • Information Technology Services

PeopleSoft 9.2

1099 WITHHOLDING PROCESS FAQ's FOR CY2023

Q: What are the naming conventions for the Report Control ID?

A: ITS recommends using a format to reflect the institution and the reporting year. Some examples are USG_2023 or CCGA_2023. 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 previous IRS and Oracle changes, suppliers may now 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 CY2023.

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.

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 oneusgsupport@usg.edu.*

Q: Why can't I delete entries on the Adjust 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 CY2023.

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.

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 CY2023.

Q: If I have already produced my 1099 copy B's, is it still possible to start over since I have not sent anything to the IRS or the recipients?

A: Yes! You can start over at any point prior to sending the information to the IRS. Once it is sent, you would need to create correction files.

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Q: After making adjustments, my BORRY010 report is not calculating correctly.

A: The BORRY010 report, while rare, can become skewed after making multiple changes to the database. The 1099 to Send (Withhold to Send) report mimics the information that will be sent to the IRS and what will be printed on the 1099s. This is the report that should be used to confirm 100% accuracy prior to completing the 1099 processing.

The BORRY010 is still an excellent report to use for reconciling because it contains more detail than the 1099 to Send report. Therefore, it can be of greater use to pinpoint errors, adjustments needed, etc. For example, the BORRY010 lists each transaction that is reporting on the 1099 and shows the basis amount with differences. The 1099 to Send only shows the total amount that will report on the 1099.

Q: How do I update the 1099 Type / Class for a 'SHARE' supplier?

A: For SHARE suppliers, please submit a ticket to oneusgsupport@usg.edu.

Q: How do I update the 1099 Type / Class on a 'B' setid supplier?

A: When adding/changing the 1099 type and/or class for a 'B' setid supplier, you will need to add an effective dated row rather than correcting history. Using the Correct History option will not update the supplier as desired.

Q: Can a Single Payment supplier be marked for withholding? (Ex: Beneficiary payments or Estates)

A: The Single Payment Supplier does not offer an option to add withholding information. Therefore, if the transaction will require a 1099, the supplier will need to be set up as a permanent vendor so that you can add the withholding information. Establishing a permanent vendor record in the PeopleSoft supplier master file ensures accurate information for payments, tax compliance, and reporting. These suppliers can be added to the 'B' or 'Share' setid.