Contents

Instructions for 1099 Process Overview ................................................................. 2

I. Review and Correct Vendor Issues ..................................................................... 3

II. Review mismatch of withholding between Vendor and Voucher and make corrections if necessary. ........................................................................................................... 5

III. Run Update Withholdings Process (This will be Run Centrally by UWSA) ............. 17

IV. Run Queries for Validation and to Review Special Circumstances ......................... 18

V. Correcting Withholding Adjustments in Error and Creating New Withholding Adjustments ...... 20

VI. Running the Withhold 1099 Report Job Process .................................................... 25

VII. Withholding Control Report Verification ............................................................... 28

VIII. Controllers Certify 1099 Report and Notify UWSA Support Staff that the Withholding records are ready for loading to 1099 Table .......................................................... 29

1099 Processing Checklist and Certification .................................................................. 30
Instructions for 1099 Process Overview

Monitoring 1099 reportable transactions should be part of regular maintenance to allow for timely corrective action and to ensure the integrity of the data.

Our policy:

“The University of Wisconsin System will report taxable payments to the IRS, Wisconsin Department of Revenue, and the individual receiving the payment and withhold federal or state income taxes from payments as required by Federal and State laws. Also, the University of Wisconsin System will require social security numbers or Individual Taxpayer Identification Numbers (ITINs) for non-resident aliens as required by Federal law.”

In general, a taxable payment to vendor, not a corporation, is a payment for a service or work performed, including parts and materials. Other unique situations are discussed in the Entering and Maintaining 1099 Vendors and Vouchers Manual. We are required by law to obtain a tax identification number for all vendors prior to making a tax reportable payment.

When entering a new vendor, each campus is responsible to request a W9 form. If, based on information from the vendor W-9, any payments might be subject to 1099 reporting, that information must be entered into SFS using the Vendor Location 1099 link which is then carried over to any Vouchers entered for the 1099 Vendor. If the vendor is identified as 1099 reportable, any vouchers to the vendor are automatically identified as 1099 reportable. This can be overridden at the time the payment is vouchered. Institutions are responsible for review and maintenance of the vendor 1099 withholding information in SFS and must certify 1099 reports and 1042S balances to UWSA at the end of each calendar year so that the data can be loaded into the UW 1099 Bolt-On table. This business process document will provide you with the steps to take to identify and clean up any inconsistencies with reportable payments before they are loaded to the 1099 Bolt-On table. You can also refer to the Entering and Maintaining 1099 Vendors and Vouchers document for more detailed instructions for 1099 vendors and vouchers.

NOTE: Controllers from each campus will be required to certify the 1099 report and the 1042S balances by the beginning of January. The Certification form is at the end of this document. Notify uwsaproblemsolvers@uwsa.edu when complete.

<table>
<thead>
<tr>
<th>Process Frequency</th>
<th>Monthly and Annually</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dependencies</td>
<td></td>
</tr>
<tr>
<td>Assumptions</td>
<td>Users know how to run queries</td>
</tr>
<tr>
<td>Responsible Parties</td>
<td>Campus Tax Staff</td>
</tr>
<tr>
<td>Alternate Scenarios</td>
<td>N/A</td>
</tr>
</tbody>
</table>
I. Review and Correct Vendor Issues

A. Review and Validate Vendor Withholding Names. At times a Vendor’s withholding name may be different than its Vendor Name 1 or Name 2. If a withholding name is different than its Vendor Name1 or Name2, a withholding name is entered in the withholding name field on the Vendor page. If the withholding name is not entered, the Vendor Name1 and Vendor Name 2 will be printed on the 1099. If the withholding name is entered, the Withholding Name 1 and Withholding Name 2 will be printed on the 1099. A query has been written to identify those vendors with both a Vendor Name 1 or Name 2 and a withholding name. Run this query to review all vendors with a withholding name entered.

1. Run SFS_AP_1099_VNDR_WTHD_NAME_CK Query
The Query will return a list of vendors with information in Withholding Name 1 and Withholding Name 2 columns. If a vendor has more than one address, you may get more than one row per vendor. It is important to review this list and look for any possible issues. Use this output to review and make corrections, if needed. Instructions on how to enter Withholding Names are in the Vendor Entry Business Process Document/1099 Withholding Vendor Information Section.

B. Review and correct invalid or missing Taxpayer Identification Number (TIN) or Social Security Numbers (SSN)

1. Run SFS_AP_1099_VNDRS_INVALID_SSN
The Query will return invalid or missing TINs and SSNs for a selected Business Unit. Use this output to make corrections to the TIN or SSN on the Vendor/Locations/1099 link. Included is a query for “Last Activ Dt” which will provide last date that any activity was entered for Vendor. Detailed instructions on how to correct the TIN or SSN are available in the “Entering and Maintaining 1099 Vendors and Vouchers” document. Make corrections to reflect correct Vendor SSN or TIN.

C. **Review and correct any invalid 1099 Class Codes.**

1. **Run Query:** SFS_AP_1099_VNDR_INVALID_CLASS
2. **Insert** SetID (i.e. UWEAU, UWMSN, etc)
3. Query will provide invalid class codes listed on the Vendor Withholding table.

4. Review invalid 1099 codes for reporting 1099 information. **Important:** Do not use correction mode to add a new code, you should add a new effective dated row to correct this. Detailed instructions and a crosswalk table on how to change the 1099 code is available in the “Entering and Maintaining 1099 Vendors and Vouchers” document.
In the above instance, the default jurisdiction box should be unchecked in the row with the default class code of 04 and the default jurisdiction box should be checked for the row with default class of 07 since 04 is an invalid reportable class code.

II. **Review mismatch of withholding between Vendor and Voucher and make corrections if necessary.**

You can choose the option to run a process to create a .pdf report OR to run queries to bring back information where there is a mismatch on Vendor not marked withholding where a voucher is marked withholding or a mismatch on Vendor marked withholding where a voucher is marked not withholding. You can use the report output as a checklist to clean up the mismatches.

A. **Option 1** –To run the process to create a pdf file that will provide mismatches:
   1. Navigate to Vendors>1099/Global Withholding>General Reports>Wthd Voucher/Vendor Mismatch
   2. Create a new run control (or use your existing run control), select ADD
3. Enter Run Control information
   a. **Request ID** (i.e. 1)
   b. **Description**
   c. **Business Unit**
   d. **Start Date** (beginning of Calendar Year)
   e. **End Date** (end of Calendar Year)
   f. Select **RUN**

4. **Enter Server Name** SFSNT1
5. **Select MisMatch Report** and **Enter** Type = WEB and Format = PDF and select “OK”
6. Go to Process Monitor to confirm process has completed to *Success* and *Posted*.

7. Go to the Report Manager, Administration tab. Click on the APX9010-APX9010.pdf link to open the report.
8. Open up the PDF for your results
9. All rows provided are mismatches.
   a. Where the Line WH column indicates “N” this identifies a voucher that is marked not withholding, however, the Vendor is marked withholding. These should be reviewed and if the voucher should be marked withholding, a correction will be required.

   b. Where the Line WH column indicates “Y”, this identifies a voucher that is marked withholding where the Vendor is NOT marked withholding. In these cases, these payments will NOT be loaded to the bolt-on or reported. A correction is needed to mark the Vendor withholding.

   c. If the amount in the Gross Amount column and an amount in the Merchandise Amount column are different, this means that the voucher is split between taxable and non-taxable amounts. In other words, the amount in the Merchandise Amount column shows the amount which is non-taxable or not marked for withholding. So the difference between the Voucher Gross and the Merchandise Amount columns represents what will be reported for 1099 purposes. There are situations where some payments, or part of the payments are not 1099 reportable.

B. **Option 2:** To run the queries to download as excel files that will provide mismatches:
   Navigate to
   1. **Run** Query SFS_AP_1099_VNDR_WH_VO_NT_WH

   This Query returns a list of vouchers not marked withholding for vendors marked withholding. Below is a sample of what you will see with this query. Review list and identify any records that need correction. Save this list.
2. Run Query SFS_AP_1099_VNDR_NT_WH_VO_WH

This Query returns a list of vouchers marked withholding for vendor marked not withholding.

C. Correcting and Processing 1099 Voucher and Vendor Mismatches.

Once you have run and reviewed the withhold voucher/vendor mismatch queries or report and completed your analysis, you can use the Update VoucherLine Withholding panel to update voucher line information for the vendor or use the Update Vendor Withholdings to update all vouchers for a specific Vendor.

Below are instructions for how to correct records where the Vendor is marked withholding and the voucher is not marked withholding or a Vendor is marked not withholding and a voucher is marked withholding.

1. Navigate to Vendors > 1099/Global Withholding > Maintain > Update VoucherLine Withholding
   Enter Business Unit
   Enter Vendor ID
   Select search
1. **Enter** Business Unit
2. **Enter** From Date ’01/01/20XX’
3. **Enter** To Date ’12/31/20XX’
4. **Enter** the Start Date ’01/01/20XX’ for Tax Reporting Year
5. **Enter** the End Date ‘12/31/20XX’ for Tax Reporting Year
6. **Click**

The system displays the voucher lines retrieved by Vendor Location. If you need to retrieve voucher lines for a different Vendor Location, go back to the search results to view for another Vendor Location.

To Refine your search further: Use the Criteria and Tax Reporting Year group boxes to enter the selection criteria for the vouchers you want to update. Click Search when you have entered all of your search criteria in these group boxes.

Use the Details grid to **view** the voucher lines retrieved by your search and to **select** voucher lines for updating. The Details grid lists the voucher lines returned by your search. **Caution:** Select the ‘View All’ button to see all the results of your search.
displays the original withholding information for the selected voucher lines. The following are fields that appear on the Current Withhold Details tab:

- **Current Withhold**: If selected, indicates that the voucher line is currently marked withheld.
- **New Withhold**: Change the withholding on a voucher line. Select ‘Y’ for withholding applicable or ‘N’ for no withholding.
- **Payment Date**: Displays the voucher payment date. Vouchers must be paid before you can update voucher lines.

7. Make the necessary changes to each voucher line or all voucher lines
8. To change selected lines to a withholding class combination, **Enter** the New Withhold; Entity; Type; Jurisdiction and Class by selecting the and making a selection for each individual line you want to change.

Or

9. To change all lines to the same withholding class combination,
   a. **Enter** the Withholding Class combination you want applied to your updated voucher lines in the Defaults group box
   b. **Click** (set all lines to not withholding) to set all voucher lines in the Details grid to not withholding, OR
c. Click **Set All Lines to Withd** *(set all lines to withhold)* to apply the withholding combination you enter here to all of the voucher lines in the Details grid.

Or

10. **Select** the **Clear Updated Withholding Checkbox** to delete all the previously updated voucher lines from the staging table upon save. This does not delete the voucher lines from the transaction table. It is for cleaning up previous update requests.

11. Once you have made all your changes, **click** ![Save button]

You may get a warning message telling you should use the entire calendar year when entering information. If you did so, select “OK” to save.
12. **Click** on the **NEW Withhold Details tab**

The status will appear on the **New Withhold Details Tab** under the **Status column**.

If a vendor is defined as a withholding vendor and there are voucher lines that are not flagged as withholding applicable or ‘Y’, the system will ignore these lines when running the 1099 reports. The amounts will not be included in the vendor’s 1099 balance.
**Caution:** Conversely, if a vendor is *not* marked as a withholding vendor but voucher lines are flagged as withholding applicable, the system will ignore these voucher lines for 1099 reporting, however, you should still correct the voucher withholding status to *not* withholding if applicable to ensure data integrity.

Note: If your analysis has determined that a Vendor is incorrectly flagged or not flagged for withholding. **Navigate** to Vendors > Vendor Information > Add/Update > Identifying Information to correct the Vendor file. Details for changing the vendor withholding status are available in the Vendor Maintenance Business Process Document. Corrections made in the Update VoucherLine Withholding page DO NOT correct the Vendor file.

**Caution** –
- If the Vendor was marked withholding in error, set all the Vouchers to ‘Not Withholding’ **before** updating the Vendor to ‘Not Withholding’.
- If you have vouchers marked withholding where the vendor is marked not withholding, the vouchers must be updated to ‘not withholding’. To verify this is the case, you can rerun the SFS_AP_1099_VNDR_NT_WH_VO_WH query and expect no results after your updates have been processed.

13. **Run** Query SFS_AP_1099_WTHD_UPDT to return a list of either pending or updated vouchers. There is a prompt for Business Unit and Pending Database Update or Database Updated. This can be compared to the detail report and summary report while you are in the process of making corrections. This is a good report to use to keep track when making many corrections.
III. Run Update Withholdings Process (This will be Run Centrally by UWSA)

**Caution:** Before running the Update Withholding Process you *must first ensure that the withholding information on the vendor is correct before running the Withholding Update Process.*

This process will be run in a batch process (centrally) *every* Monday through Friday at 4:00 p.m. beginning the first Monday in the month of December and ending when all campuses are finished with clean up on or about January 7th of each year. Email uwsaproblemsolvers@uwsa.edu if you need this run at a different time.

The Withholding Update process will update the withholding transaction table and voucher tables with the updated withholding information you have entered on the Withholding Invoice Line Update pages.

You can monitor your changes by running Query SFS_AP_1099_WTHD_UPDT to see what has been updated. The query prompts you for *Business Unit* and transactions that are *Pending Database Update* or *Database Updated*. Transactions that have been updated should appear in the ‘Database Updated’ query results.
IV. Run Queries for Validation and to Review Special Circumstances

A. Stale Dated Checks

**Run** Query SFS_AP_1099_CANC_PYMNTS_QRY. This query has a prompt for Business Unit. Results provide listing of Stale dated checks or re-issued checks from prior calendar year. Processing stale dated checks or reissuing a check from a prior calendar year can affect current year 1099 balances. Look for negative balances in the detail report and verify that the Control Report Balance and the Detail Report Balance match (see section VII). When a stale dated check is cancelled, with or without reissue, and the vendor is withholding, entries will be created in the current year. Because it is a possibility the original payment was reported in a prior calendar year, we should not make adjustments to the current year balance. If the Vendor is marked Withholding, any negative or positive balances related to voiding the stale dated check from a prior calendar year should be corrected to $0.

B. Split Payments

**Run** Query SFS_AP_1099_SPLT_PYMNT_VCHR. This query will return a list of payments where the invoicing vendor and payment vendor are not the same. When vouchers have been entered with a payment split between the vendor and the tax reporting entity, such as Wisconsin Department of Revenue for Entertainer tax, you can review this list for accuracy. Refer to Entering and Maintaining 1099 Vendor and Vouchers Business Process Document for more detailed information.

C. Medical Services (Account ‘2630’) must be coded to Withholding Code ‘6’.

**Run** Query SFS_AP_1099_ACCT_2630_MD_SVC. This query was created to help campuses monitor these payments. Campuses must periodically review these payments to ensure reporting accuracy and compliance. Payments to Corporations are included and must be reported. Services are always reportable, including supplies, if furnished as part of a service. Regular medical supplies, for example, bandages, medications, etc, that are consumed by campuses are not reportable unless related to a service.

D. Payments to Research Subjects (Account ‘2637’) must be coded to Withholding Code ‘3’.

**Run** Query SFS_AP_1099_ACCT_2637_RES_SUB. All payments to Research Subjects are to be recorded as a Withholding Code ‘3’. Review the list to make sure all payments to Research Subjects are coded as ‘03’ not ‘07’.
E. **Payments to Fellows and Scholars** (*Account Codes in 57XX series*) must be reviewed. Payments to Non-U.S. Residents from accounts 57XX must be reported correctly. The Entering and Maintaining 1099 Vendor and Vouchers document provides more detail.

**Run** Query SFS_AP_1099_ACCT_57XX

F. **Payments on Travel Codes** (*Account Codes 21XX and 28XX*)

**Run** Queries SFS_AP_1099_ACCT_21XX and SFS_AP_1099_ACCT_28XX. These are travel codes, check to see if these travel expenses are reportable or not.

G. **Payments on Purchase Orders (PO) where PO and Vendor withholding flags may not match.**

**Run** Query SFS_AP_1099_PO_NT_WH_VNDR_WH. This returns a list of POs and associated vouchers for vendors marked withholding but the PO lines are not marked for withholding. Copied POs retain the withholding status of the PO it is copied from. In other words, there can be issues with copied POs when the vendor has changed from withholding or not withholding. Voucher lines may be marked withholding or not marked withholding. PO description and voucher description are included in this query. Refer to Entering and Maintaining 1099 Vendor and Vouchers Business Process Document for more detailed information.

H. **Review Withholding Vouchers by Vendor**

**Run** Query SFS_AP_1099_DETAIL_FAST_RPT. This query provides a list of withholding vouchers by vendor. Use this query to list the **Detail Report** vouchers for a specific Vendor. The detail report provides a list of vouchers marked for withholding.
V. Correcting Withholding Adjustments in Error and Creating New Withholding Adjustments

The Withhold Adjustments page overrides existing withholding transactions. Where the Withholding Invoice lines update in Section II-C selects or clears withholding flags for a voucher line, this process creates/adds or changes amounts.

Some examples of why adjustments may be necessary:

- A vendor might have a change in ownership and/or name and you may not be notified of the change until much later. The new ownership may continue using the old vendor name and/or accept payments made to the old vendor name. If the change affects tax reporting, such as a corporation sold to a partnership, you can add payments inaccurately recorded to the old vendor to the current vendor record. Vendors with the same name but different tax ID numbers are different for tax reporting purposes.
- Another scenario for this process is to recognize a tax reportable payment to a vendor when the original transaction is outside the norm. For example, a payment is made to an attorney for distribution to a client. We are required to report the taxable payment to both the attorney and the client. Since we can only associate a payment to one vendor in SFS, an adjustment must be made for the client vendor.
- Correction of amounts (in contrast to flagging or unflagging lines) that have been marked withholding. This would occur when taxable and nontaxable amounts are combined on one voucher line.

Types of Adjustments you can make:
- You can adjust for transactions that have been processed through SFS where a voucher and payment exist.
- You can ADD records only if the vendor is entered in SFS and is flagged for Withholding.

ALL VENDORS MUST HAVE WITHHOLDING BOX CHECKED ON THE VENDOR PAGE TO BE INCLUDED IN 1099 REPORTING. If you cannot find the Vendor in your search – check the Vendor Summary or Identifying Information page on the Vendor and verify the Vendor is set to ‘YES’ for Withholding.

To adjust any withholding information:

A. **Navigate** to Vendors > 1099/Global Withholding > Maintain > Adjust Withholding
B. **ENTER** Vendor SetID
C. **ENTER** Vendor ID
D. **SELECT** [Search] and select the link to the Vendor
E. Enter Business Unit
F. Enter the Start Date '01/01/20XX' for Tax Reporting Year
G. Enter the End Date ‘12/31/20XX' for Tax Reporting Year

H. Click Search.

A search here will return all lines marked as withholding for this vendor. Select the ‘view all’ link to bring back all withholding rows for this vendor.
If there are no entries, you fill in all the blanks provided to enter the adjustment.

If there are entries, you can make an adjustment to the dollar amount on the line or lines returned.

To enter a new withholding adjustment for a vendor with existing lines, simply click on and enter the necessary information.

To make adjustments, select data in this order:

1. Select the Main Information tab
   a. Enter changes and additions

2. Select the Transaction Info tab
a. **Enter Basis Amount.** 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.

b. **Liability Amount** – leave blank. This is the amount of back up withholding that is retained to remit to the withholding entity. This amount may also be remitted to the original vendor depending on your business processes.

c. **Paid Amount.** – leave blank. This is how much of the withholding has been paid to the tax authority. This will typically be $0.00 since we do not pay 1099 taxes in advance.

d. **Enter Payment Date** - This is the date on which the payment was made.

e. **Declaration Date** can be entered using same date as payment date. This is the date on which the withholding is declared. Declaration date is used for withholding entities who use a date other than payment date—accounting date, for example—to report withholding transactions.

3. The **Payment Information** tab provides information on existing payments. No entry is required on this tab.
4. Select the **Adjustment Reason** tab

   a. **Enter** the adjustment reason for the listed transaction.

   b. **Select** **Save**

To include the withholding overrides to be reported to IRS, you will need to run **Withholding 1099 Report Job Process** AND YOU MUST CHECK THE “INCLUDE OVERRIDES” BOX ON ENTRY PAGE. This is discussed in the next section.

When you view the withholding balance for a vendor, the balance you see will include any withholding overrides you may have entered.
VI. Running the Withhold 1099 Report Job Process

The next step in 1099 processing is to run the Withhold 1099 Report Job process. This should be done AFTER you have completed all your clean up and adjustment processing as this is the last step before the 1099 Bolt-On pages are loaded. This process populates the withholding 1099 table (WTHD_1099_TBL) by extracting data from the voucher, payment, and 1099 adjustment tables and inserting it into the withholding 1099 table. The PeopleSoft system uses the data in this table to load the later steps to create a file for the IRS, to create forms for your vendors, and to process corrections, if necessary. To run Withhold 1099 Report job process

A. Navigate to:  Vendors > 1099/Global Withholding > 1099 Reports > Withhold 1099 Report Job

B. Create a new Run Control ID by selecting “Add a New Value” OR search for an already existing Run Control Id. If adding a new run control – select

1. Enter a Request ID and Description
2. Select Process Frequency ‘Always Process’
3. IMPORTANT: Checkbox next to ‘Include Manual Overrides’ if you want to include data entered on the Adjust Withholding page
4. Leave Report Date as is.
5. Select Control SetID (Your Institution, i.e. UWXXX)
6. Enter Control ID as ‘1099XXX’ followed by your business unit, i.e., ‘1099STP’
7. Enter Calendar SetID ‘SHARE’ (used for all campuses) (NOT your Business Unit!!!)
8. Enter Calendar ID ‘TY’
9. Enter Fiscal Year as tax year you are reporting
10. Leave checkbox BLANK in front of ‘Use Report Date for Vendor’
11. Enter Period ‘1’
12. Leave remaining values blank in 1099 Report Section and 1099 Report Copy B Sort section. These are not used by us since we load all 1099 transactions into the custom 1099 Tax Bolt On
13. Select

The system uses the Calendar ID, Fiscal Year, and Period to determine which transactions to include in the posting. The system will select all transactions within the specified period. An annual calendar has been created for use with 1099 Report Posting. By doing so, the system will always pick up all transactions for the year specified.

Note: In PeopleSoft 1099 processing applications, Fiscal Year refers to the calendar ‘Tax Year’, not the accounting fiscal year; and the Period refers to the 1099 processing period defined in the 1099 calendar table, not the accounting period.

14. Select
15. Enter Server Name PSUNX
16. Select checkbox in front of ‘1099 Report Post’ ONLY.

17. Select

18. Go to Process Monitor to view process runs to success and posted.
The system extracts the withholding transaction data and populates the withholding 1099 report table. The IRS requires the UW System to report all 1099 records under one Employer ID for all institutions. The source of the 1099 information that is loaded to the SFS 1099 bolt-on system is the WTHD_1099_TBL. It is the responsibility of each institution to use the PeopleSoft processes described above to provide accurate reports prior to the load to the bolt-on.

VII. Withholding Control Report Verification

This step will validate all adjustments and provide information on what will be loaded to the SFS 1099 bolt-on and reported.

Caution: Before you run the following compare reports - the SFS_AP_1099_DETAIL_REPORT total with the SFS_AP_1099_CONTROL_RPT_QRY -three withholding processes must have been run
1. The AP Post Withholdings Process (posts any payment activity up to the current date). This process is run in a nightly batch M-F.
2. The Update Withholding Process (posts any updates to payments up to current date). (Step III in this document). This is run centrally, contact uwsaprobblemsolvers@uwsa.edu if you need it run.
3. The Withholding 1099 Report Job Process (posts all payments to 1099 Withhold table)

These processes must be run in that order.

A. Run Query SFS_AP_1099_CONTROL_RPT_QRY to Excel
   1. Print out if needed. This query should list all the 1099 information that will be loaded to the bolt-on and reported to the IRS.

B. Run Two Queries to compare to the Control Report run in step A.
   1. Run Query SFS_AP_1099_DETAIL_REPORT. This query will prompt you for Business Unit and payment date range for the calendar year you are reporting.
2. **Run** UW_1099_ADJUSTMENTS if you entered any transactions using step IV (Adjust Withholdings Page).

C. **Compare Control Query with Detail and Adjustments Query.** Combine dollar totals from the SFS_AP_1099_DETAIL_REPORT results to the SFS_AP_1099_ADJUSTMENTS results and compare your total dollar amount with the total dollar amount on the SFS_AP_1099_CONTROL_RPT_QRY. They should match. Comparing Detail and Control Reports ensures we pick up all 1099 transactions that are reportable. Controllers from each campus will certify the 1099 Control Report.

**VIII. Controllers Certify 1099 Report and Notify UWSA Support Staff that the Withholding records are ready for loading to 1099 Table.**

A. **Certification form** is on page 30 of this manual

B. Send an email and attach a signed copy of the completed certification to uwsaproblemsolvers@uwsa.edu on or before approx. January 7, 20XX. See email notification for exact date this report is due.

C. Include the following in text of the email:

   “Business Unit ______ has been verified for 1099 processing for calendar year <20XX> (insert correct calendar year) Certification Form was scanned and is attached to this document.”

D. **Note:** Campuses will be able to run Query SFS_AP_1099_LOAD_DETAIL to view records after they have been loaded to the SFS 1099 Bolt-On.

E. Contact uwsaproblemsolvers@uwsa.edu with any questions.
1099 Processing Checklist and Certification

☐ 1. Run public and private queries to review records.

☐ 2. Post Withholdings – if needed – nightly batch process posts automatically.

☐ 3. Run the Voucher/Vendor MisMatch Queries.

☐ 4. Process Corrections to Voucher and Vendor Mismatches.

☐ 5. Requests to have the Update Withholding Process if any changes are made. (Centrally done at UWSA)


☐ 8. Run Verification Queries (Control, Detail and Adjustments Reports)

☐ 9. Controller certifies 1099 report and will email UWSA that the Withholding records are ready for loading. (This includes payments to non-resident aliens that will need to be updated in Tax Bolt On to change them from 1099 to 1042S records.)

Campus: ______________________

1099 records have been analyzed and verified and are ready to report. 1042S records will be corrected in the bolt-on after loading.

__________________________________________________________________________________________

Report Preparer Date Controller Date

Please e-mail a scanned, signed copy to uwsaproblemsolvers@uwsa.edu

Tax Year Deadline Approx: January 7, 201X, 4:30pm. See email notification for exact date
**Revision History**

<table>
<thead>
<tr>
<th>Author</th>
<th>Version</th>
<th>Date</th>
<th>Description of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laura Parman</td>
<td>1.0</td>
<td>11/13/2013</td>
<td>Initial Draft</td>
</tr>
<tr>
<td>Laura Parman</td>
<td>1.0</td>
<td>11/18/2013</td>
<td>Final Version Posted</td>
</tr>
<tr>
<td>Laura Parman</td>
<td>1.0</td>
<td>12/23/2013</td>
<td>Corrected Page 19 to include navigation to page for Report Job Process</td>
</tr>
<tr>
<td>Laura Parman</td>
<td>1.0</td>
<td>1/2/2014</td>
<td>Added queries used during clean up</td>
</tr>
<tr>
<td>Laura Parman</td>
<td>1.0</td>
<td>1/8/2014</td>
<td>Added comments</td>
</tr>
<tr>
<td>Laura Parman</td>
<td>2.0</td>
<td>12/01/2014</td>
<td>Updated screen shots and revised order of steps</td>
</tr>
<tr>
<td>Laura Parman</td>
<td>3.0</td>
<td>11/17/2015</td>
<td>Revised screen shots.</td>
</tr>
<tr>
<td>Laura Parman</td>
<td>3.0</td>
<td>11/17/2015</td>
<td>Corrected pdf conversion to allow for page 22 screen shot and changed Page # reference on page 30</td>
</tr>
<tr>
<td>Beth Vereb</td>
<td>3.1</td>
<td>11-2-17</td>
<td>Changed document to reflect use of BI Publisher since Crystal was obsoleted with 8.55 Upgrade.</td>
</tr>
</tbody>
</table>