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I. 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. Additional Information can be found at the <u>Tax Compliance</u> <u>and Reporting</u> website.

UW 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 a Supplier that is not a *corporation*, is a payment for a service or work performed, including parts and materials. We are required to obtain a tax identification number for all Suppliers receiving a tax reportable payment.

Process Frequency	Monthly and Annually
Dependencies	N/A
Assumptions	Users know how to run queries
Responsible Parties	Tax Staff at each institution and SHARE Supplier Admins
Alternate Scenarios	N/A

NOTE: Controllers from each institution 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.

A. 1099 Supplier Information

Before entering a new Supplier, an institution needs to request a W-9 form from that supplier. The information on the supplier's W-9 should indicate if the supplier ought to be set up for withholding. Enter supplier withholding information by selecting the Withholding checkbox on the Supplier Identifying Information tab or on the New Supplier Request page and entering information on the Supplier Location tab *1099* link or New Supplier Request 1099 section.





Supplier Identifying Information tab:

Summary Identifying Infor	mation <u>A</u> ddress	Contacts	Location	Custom						
SetID	SHARE				*Supplier Name	STEWART, ×				
Supplier ID	0001013422				Additional Name					
*Supplier Short Name	STEWART	STEWART)1			☑ Withholding ☑ Open For Ordering				
*Classification	Individual/Sole Proprietor	\sim	C	Check for Dup	icate	VAT Registration				
HCM Class		~				Supplier Audit				
*Persistence	Regular	~				Supplier Audit Template ID Q				
*Supplier Status	Approved	~								
W9 on File? Yes										
		E	xpand All		Collapse All	Attachments (0) Secure Attachments (1)				

New Supplier Request page:

tiD:	SHARE Check for Duplicate	*Supplier Name:	IK LLC	
ipplier ID:	0001085594	Additional Name:		
upplier Short Name:	ROCI	\-002	Withholding	
lassification:	S Corporation/LLC	O UW Affiliate		
	Regular 🗸	Attachmente (D)		Created Date/time: 03/12/20 2:24PM
ercictence:	•	Secure Attachments (1)		Last updated date: 02/12/20 2-25PM
upplier Status:	Not Submitted		Approved and Supplier Created? N	Last Updated by: 00555859
Cancel	Submit For Approval			
			Supplier Location	
			Loostion: 0001	
Supplier Address	Q 14 4 1 of 1	🗸 🗼 🕅 View All	Description: UHK]
			11	
Address ID: 1		+ -	Additional Payment Information	Supplier Bank Account
Description: W9 ADDRESS			Pay Method Options:	Description:
Country USA Q U	nited States		Payment Method:	Bank Name:
Address 1	RK DR		Layout Option: Ose Bank Account De	Branoh Name:
Address 2			Layout: Q	Bank ID Qualifier:
Address 8				Bank ID:
City				Branoh ID:
County Mitwaukee	Postal 531			Bank Account
stata WI Q	Wisconsin			Account Type:
Dispatoh Email ID:			Payment Notification	
Override Address Verification			, aymont not not not not not not not not not	
			Tax ID Information	
PaymentWithholding Alt	Names		Entity Type Jurisdiction Default	on Default 1099 Status Class
			IRS 1099 FED	07 Q NONE
			TIN Type: Taxpayer Withho	olding
			Identification Control Number	Name
			F Q 45 Q	
Comments:		198	Approval Team Instructions:	1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1
		//		



SFS Business Process AP.5.01.01– Working with 1099 Transactions

Supplier *Location Tab/1099 link* must have the withholding class codes entered and saved for them to be carried over to the voucher page. Only ONE withholding class can be set to "Default Jurisdiction", however, more than one withholding class can be entered on the supplier. If creating a new SHARE supplier and more than one withholding class code is needed, the supplier must first be entered with only one class code. The other withholding class codes will need to be added after the supplier has been approved. The withholding class corresponds to the reporting box on a 1099-MISC form. (Please see diagram at the end of section B.)

Summary Identifying Information Address Contacts Location Custom		
SettD SHARE Supplier 10: 0001009127 Short Supplier Name A supplier location is a default set of rules which define how you conduct business with a supplier.	LEN-001 Supplier ALLEN	
Location	Q, I III I I I I View All	
*Location Description CHK	RTV Fees Attachments (0)	
Details	Q I II II III >>>>>>>>>>>>>>>>>>>>>>>>>	
*Effective Date 06/01/2016	× + -	
Options Payables Procurement SalesUse Tax > Additional ID Numbers	Expand All Collapse All 1009	
Comments & Attachments Internet Address	With	hholding Supplier Information ×
Expand All Collapse All	Satto SHAPE	Help
Save Return to Search Notify	Supplier ID 0001009127 Short Supplier Name ALLEN SALLEN-001 Supplier Name ALLEN	Description CHK
uniniary i ruennying information (i numess (consists) cocaron (costorin	1099 Options	
	1099 Information	
	Main Information Overrides Remit	14 4 1-1 of 1 View All
	*Entity *Type *Jurisdiction Default Jurisdiction	ODefault 1099 Status Withhold Type Description
	JRS Q, 1099 Q, FED Q,	07 Q, NONE Q, None + -
	1099 Reporting Information 4 5-1 of 1 Fig. Q. Addemail lefo []14 Match Main Information Addemail lefo []14 Match *Entry *Address Till Type Memory Matching	T D > > I View All
	IRS Q 1Q S Q 3 Q	
	OK Cancel	

Supplier Location tab, 1099 link:

If the Supplier is identified as 1099 reportable, any vouchers for the Supplier are automatically identified as 1099 reportable. This can be overridden by deselecting the withholding checkboxes on the voucher.

B. 1099 Voucher and Payment Information

Validate the voucher is set to withholding by selecting the Withholding link on the voucher. If the voucher does NOT have a withholding link, the voucher is not set to withholding and will not be reportable. To change the voucher to not withholding, select the withholding link and deselect the TWO boxes Withholding Applicable and Applicable. After the voucher is paid, the voucher withholding status can only be changed by using the VoucherLine Withholding Update page.

The information on the voucher will be used to insert information on the appropriate box on the 1099-NEC or 1099-MISC form. For 2020, the IRS will require a new form 1099-NEC (non-employee compensation) and has revised for 1099-MISC. All non-employee compensation payments will be reported on form 1099-NEC and other payment types will be reported on the 1099-MISC form.



SFS Business Process AP.5.01.01– Working with 1099 Transactions

In the example below, the voucher is set to report on class code of "07"-Non-Employee Compensation. The new 1099-NEC form will have the total amount for Non-Employee Compensation (class code "07") paid to the supplier on form 1099-NEC (Non-Employee Compensation).



If the class code is "03", the amount will be inserted on the revised 1099-MISC in Box #3 (Other Income used for Prizes and Awards). If the class code is "06", it will be inserted in Box #6 (Medical and health care payments) on the 1099-MISC.



PAYER'S name, street address, city or town, ZIP or foreign postal code, and telephone no.	state or province, country,	1 Rents	OMB No. 1545-0115	Miscellaneous
UNIVERSITY OF WISCONSIN SYSTEM		S	2020	Income
780 REGENT STREET		2 Royalties \$ 555.55	Form 1099-MISC	
MADISON, WI 53715-2635				
		3 Other income \$	4 Federal income tax withheld \$	Copy I For Recipien
PAYER'S TIN REC	IPIENT'S TIN 39	5 Fishing boat proceeds \$	6 Medical and health care payments \$	
RECIPIENT'S name		7 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale	Substitute payments in lieu of dividends or interest S	This is important tay information and is being furnished to the Internal Revenue Service If you are
Street address (including apt. no.) 123 SOME ST		9 Crop insurance proceeds	10 Gross proceeds paid to an attorney 5	required to file return, a negligenci penalty or othe sanction may be
City or town, state or province, country, and 2 1, WI	ZIP or foreign postal code	11	12 Section 409A deferrals	imposed on you if thi income is taxable and the IRS determine:
Account number (see instructions) FAT requ	CA filing irement	13 Excess golden parachute payments \$	14 Nonqualified deferred compensation \$	that it has not beer reported
		15 State tax withheld	16 State/Payer's state no.	17 State income
		\$ \$	WI / 0368888888888801	\$ \$

C. Type of Payment and Reporting Level for 1099 Reportable Transactions

Only one 1099-NEC, 1099-MISC or 1042 form will be sent to a supplier from the University of Wisconsin System. Even if a single payment from an institution falls below the taxable threshold amount, it should still be reported as taxable, because payments from all campuses will be consolidated for tax purposes. For example, if UWEAU and UWGBY pay the same supplier \$400 each, it would appear to each institution that the payment would not be reportable. However, the total amount of \$800 paid to the supplier is above the threshold and will require UW System to provide a tax form (1099-NEC, 1099-MISC) for reporting.



Type of Payment	Federal Law	UW Consolidated Reporting Level			
Services, including parts and materials (Code 07)	\$600	\$600			
Payments to Research Subjects, Prizes and Awards (Code 03)	\$600	\$600			
Rentals (Code 01)	\$600	\$600			
Royalties (Code 02)	\$ 10	\$ 10			
Medical and Health Care payments. (Code 06)	\$600	\$600			
Payments of attorney's fees for <i>services</i> (Code 07)	\$600	\$600			
Payments of gross proceeds paid to attorneys (Code 14). Note: In 2020 and beyond the amount will show up in box 10 if voucher has code 14 on it	All	All			
Scholarships/Fellowships (Non-Resident Aliens - NRAs) only	Payments to NRAs are reportabl as 1042S				

The following information is required on potentially reportable payments:

- Legal name.
- Permanent home mailing address (the Supplier's address identified on the *default* Location/1099 link in SFS will be used as the permanent home mailing address and inserted on the 1099 Form).
- United States Taxpayer Identification Number (TIN). This can be a Social Security Number (SSN), Individual Taxpayer Identification number (ITIN) or an Employer Identification Number (EIN).
- A comprehensive description about the payment to help determine the correct classification.

This information is required for all payments on reportable categories listed above, regardless of amount. For Supplier classifications of Individual/Sole Proprietor or Partnership/LLC, if no tax ID is provided, payments may be subject to backup withholding (see <u>withholding</u> link for further definition).

Non-reportable payments (scholarships/fellowships and student loans to UW students) require social security number for financial aid reporting purposes. If the student does not have a social security number, student ID number is required. Mailing (Home) address is not required on these payments.



D. Account Codes Related to 1099 Reportable Transactions

In SFS, account codes do not determine if a voucher is marked as 1099 reportable; the supplier set-up and what is carried to the voucher determines what will be marked 1099 reportable.

Institutions are responsible for review and maintenance of their AP Business Unit vouchers 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.

Each campus should review the account codes for all payments to determine if they are correctly marked or not marked reportable. A list of account codes with descriptions that are generally considered to be reportable can be found in <u>Appendix A</u>.

II. Review Transactions for Correct 1099 Flags

A. Vouchers Not Marked Withholding where Account Code is generally considered a 1099 Reportable Account Code

Run Query SFS_AP_1099_ACCT_NOT_WTHD. This query provides a list of all vouchers paid on an account code that is generally tax reportable where *voucher* is NOT marked withholding.

The query includes vouchers with all account codes listed as reportable in <u>Appendix A</u> to Suppliers entered with a classification of Individual/Sole Proprietor, Partnership, Partnership/LLC and Attorney where the voucher is not marked withholding. The query also includes vouchers for suppliers entered with classification equal to Corp/LLC, Corp, S Corp or S Corp/LLC where the voucher is not marked withholding on taxable account codes 2630 and 2635 (Medical Services). Review these vouchers as they should be reportable. Request a change to the Supplier withholding flag and 1099 info and make the change on the voucher flag to 'withholding' if you find the voucher must be reported.

B. Vouchers for Medical Services (Account Codes 2630 and 2635) that are not Marked Correctly for reporting. These must be coded to *Withholding Code* '06'

Run SFS_AP_1099_ACCT_2630_2635_MDS. This query was created to help campuses monitor payments for medical services. Campuses must periodically review these payments to ensure reporting accuracy and compliance. Unlike most other reportable payments, the exemption from issuing a 1099 to a corporation does not apply to payments for medical or health care services provided by corporations. Therefore, medical service 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. Medical service payments are reported in box 6 of a 1099, therefore, the payment must be coded to Withholding Code 6. The query shows all medical service payments coded to account codes 2630 and 2635 where either the supplier and/or the voucher is not marked withholding, or where the withholding code is not 6. All these criteria must be met to be accurately reported on a 1099.



C. Vouchers made to Research Subjects (Account Code 2637) that are not marked Correctly. These must be coded to *Withholding Code* '03'

Run Query SFS_AP_1099_ACCT_2637_RES_SUB. This query was created to help campuses monitor payments to Research Subjects. All payments to Research Subjects are to be recorded as a Withholding Code '3'. Review the list to identify the payments not flagged for withholding or where payments to Research Subjects are not coded as '03'. A payment or series of payments made to individuals for participating in a medical research study or studies must be reported in box 3 of a 1099.

D. Vouchers and Payments to Fellows and Scholars (Account Codes in 57XX series) must be reviewed

Run Query SFS_AP_1099_ACCT_57XX. Payments to Non-U.S. Residents from accounts 57XX must be reported correctly. 57XX Account Series to nonresident aliens is not reportable as a 1099 transaction.

Payments to Non-U.S. Residents from accounts 57XX must be reported correctly on a 1042S. All payments to students must follow the guidelines provided at <u>Payments to Students</u>. The Student Payment Guide and Student Payment Tool provide assistance to users to determine the intent of a payment made to a student and the proper payment mechanism to use. It also provides guidelines for correct payment procedures to ensure compliance with all applicable federal, state, and UW rules and regulations. Payments to Fellows and Scholars who are U.S. Residents are generally not reportable on a 1099.

E. Vouchers made for Travel Expenses (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. Most of the time these expenses are not 1099 reportable. Certain travel and other expenses reimbursed to employees are considered taxable and should be reported on a W2. See <u>W2 Reportable Fringes Process</u> document for details. Travel expenses paid to non-employees are 1099 reportable when they are not supported by required receipts.

F. Vouchers paid using Payment Plus (PPL) Payment Option

Run Query named SFS_AP_1099_PPL_PAYMENTS. If the query brings back results, you will need to change the vouchers on the list to not reportable. US Bank does the 1099 reporting for Payment Plus (PPL) payments. Before the Bolt-On is loaded in January, the PPL payments marked 1099 reportable in SFS must be corrected to reflect that it is not reportable.

G. Voucher made on Purchase Orders where the PO and Supplier 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 Suppliers marked withholding, but the PO lines are not marked for withholding. Copied POs retain the withholding status of the PO it is copied from. There may be issues with copied POs if the Supplier



withholding status has changed. Voucher lines may also need to be reviewed for correct withholding. PO description and voucher description are included in this query.

H. Reviewing Withholding Vouchers by Supplier

Run Query SFS_AP_1099_DETAIL_FAST_RPT. This query provides the **Detail Report** of withholding vouchers for a specific Supplier.

III. Making Changes to Voucher 1099 Flags

Vouchers are marked for withholding when created if the Supplier is marked for withholding. It is important to review BOTH the Supplier Withholding Set Up along with the Voucher Withholding Flags. Before making changes to voucher withholding flags, confirm the Supplier is set up correctly. For SHARE suppliers, requests for any changes to the Supplier must go through the SHARE Supplier Admins at <u>ShareSupplierAdmin@uwsa.edu</u>. Refer to <u>Appendix B</u> for Additional information on the 1099 Supplier updates that are completed by the SHARE Supplier Admins.

A. How to change 1099 Voucher Status in SFS using the VoucherLine Withholding Page

Clean up any vouchers that have incorrect withholding flags. Identify those vouchers by reviewing <u>Section II</u> of this guide.

The VoucherLine Withholding Page will allow you to change withholding flags for Suppliers that have the withholding link checked and have 1099 information entered in the Location Tab. Please check the Supplier Set Up before continuing.

Summary Identifying Info	rmation Address Contacts Location Custom											
SetID	SHARE *Supplier Name STEWART, ×											
Supplier ID	Additional Name											
*Supplier Short Name	STEWART STEWART)1											
*Classification	Individual/Sole Proprietor V Check for Duplicate											
HCM Class	Supplier Audit											
*Persistence	Regular V Supplier Audit Template ID Q											
*Supplier Status	Approved ~											
	W9 on File? Yes											
	Expand All Collapse All Attachments (0) Secure Attachments (1)											

Supplier Withholding Flag:



Summary Identifying Information Address Contacts Custom Custom									
SelID SHARE Supplier ID 0001013422 Short Supplier Name STEWART Su A supplier location is a default set of rules which define how you conduct business with a supplier.	Ipplier STEWAR								
Location Q I	€ • • • • • • • • • • • •	View All							
*Location 0001 E3 Default RTV Fees Description CHK	Attachments (0)	+ -							
	[1 of 1 ⊻	View All							
*Effective Date 01/12/2016 記 Effective Status Active マ Coptions Payables Procurement SalesUse Tax [1099]	All Collapse All	+ -							
Comments Internet Address				Wit	hholding Supp	ier Inform	ation		
VAT Expand All Collapse All Save Return to Search Previous in Lint Net: in List Notify Add Up Summary Sentifying Information Address Contacts Location Custom	SetID SH Supplier ID 00 Short Supplier Name ST Supplier Name ST	IARE 01013422 'EWARTDOR STEV 'EWART,	VAF		Location Description	0001 СНК			
	1099 Options								
	1099 Information						I I IIII →	⊨ I Vier	ew All
	Main Information	Overrides	Remit						
	*Entity *Ty	pe "Juris	liction	Default Jurisdicti	*Default Class	*1099 Status	Withhold Type Description		
	IRS Q. 10	99 Q. FED		۹.	07 Q.	NONE Q	None	+ -	-
	1099 Reporting Inform F Q	nation		€ € 1 -	I of 1 🗸 🗼 👘	View All			
	Main Information	Additional Info	TIN Matc	1					
	*Entity	*Address	TIN Type	Taxpayer Identification Number	Company				
	IRS Q	19	s Q	i0 Q.	- +				
	OK Cancel								

Navigate to the Accounts Payable WorkCenter, Tax (1099/1042S). Select the Update VoucherLine Withholding link

OR

Navigator> Suppliers > 1099/Global Withholding > Maintain > Update VoucherLine Withholding.

- Enter Supplier SetID = SHARE (or UWMSN).
- Enter Supplier ID.
- Select Search.

Accounts Payable WorkCenter 🏶 🔍							
Main Reports/Queries	Withholding Line Update						
🗞 Links C 🗄	Enter any information you have and click Search. Leave fields blank for a list of all values.						
Vouchers	Find an Existing Value						
 ▷ Suppliers ▽ Tax (1099/1042S) 	▼ Search Criteria						
P Wthd Voucher/Supplier Mismatch	Supplier SetID = V SHARE Q						
Update VoucherLine Withholding	Supplier ID begins with 🗸 0001073781 🔍						
Update Withholdings	Supplier Location begins with 🗸						
Adjust Withholding	Supplier Name begins with v						
Withhold 1099 Report Job	Case Sensitive						
Update 1099, 1042S Records							
Load IRS TIN Matching File	Search Clear Basic Search a Save Search Criteria						



- Enter Business Unit.
- Enter From Date '01/01/20XX'.
- Enter To Date '12/31/20XX'.
- Enter the Start Date '01/01/20XX' for Tax Reporting Year.
- Enter the End Date '12/31/20XX' for Tax Reporting Year.

Withhold	dina Invoic	e Line Upd	ate												
Vendor															
	Supplier SetID SHARE Supplier Name CHARTWELLS DINING SERVICES														
Supplier ID 0001073781 Location 0001 Withholding Y															
Criteria															
	*Business	Unit UWSUP	Q		×	From Date	01/01/2019	iii		Search					
	Clear Updated Withholding *To Date 12/31/2019														
													calenda	r year	
Defaults												1	01/01/2	20XX	
	Withhold E	ntity IRS	Q		Withh	old Type	Q		Set	t All Lines to No	Wthd		12/31/2	gn 20XX	
	Jurisdic	tion	Q			Class	Q		S	et All Lines to \	Wthd				
Tax Repo	rting Year			_				_	_						
	*Start	Date 01/01/2	2019 🛄	3		*End Date	12/31/2019								
													tal al	1-5 of 202	View 100
Current	Withhold Deta	ails	Withhold [Details	1									1001202	P P , 0.00 100
	Current New Entity Type Jurisdiction ▲ Class Business							Voucher≜	Line	Invoice	Payment Date ≜	Merchandise Amt			
1		~	IRS	۹	1099 Q	FED	Q	07	۹	UWSUP	00165724		1 3059301579	01/04/2019	5.700
			IDC	0	1000.0	FED	6	07	•	LIMOLID	00165705		1 2050204540	01/04/2012	04 400
2		\checkmark	IKS	u	1099 U	FEU	u	07	u	OWSOP	00103725		1 3009301549	01/04/2019	81.400

Click
 Search

Details													
≡; Q											€	1-5 of 292	✓ ► ► View 100
Curren	nt Withhold Deta	ails <u>N</u> ew V	Vithhold D	etails									
	Current Withhold	New Withhold	Entity		Туре	Jurisdiction =	Class	Business Unit	Voucher≜	Line	Invoice	Payment Date≜	Merchandise Amt
1		~	IRS	Q	1099 Q	FED Q	07 Q	UWSUP	00165724	1	3059301579	01/04/2019	5.700
2	\checkmark	~	IRS	Q,	1099 Q	FED Q	07 Q	UWSUP	00165725	1	3059301549	01/04/2019	81.400
3	\checkmark	~	IRS	Q,	1099 Q	FED Q	07 Q	UWSUP	00165740	1	4188300688	01/07/2019	230.000
4	\checkmark	~	IRS	٩	1099 Q	FED Q	07 Q	UWSUP	00165741	1	4188300625	01/07/2019	155.250
5		~		Q,	Q	٩	٩	UWSUP	00165750	1	3059301604	01/08/2019	12,787.880
Save	Return to S	earch Not	tify										

The system displays ALL the voucher lines for a Supplier Location. If there is more than one Location, go back to the search results to select the next one.



SFS Business Process AP.5.01.01– Working with 1099 Transactions

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 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. **Caution**: **Select** the 'View All' or "View 100" button to see more results.

Current Withhold Details

Tab displays the original withholding information for the selected voucher lines.

Curren	ıt Wit	thhold De	etails <u>N</u> ew W	/ithhold Detail	;										
	C W	urrent ithhold	New Withhold	Entity	Туре	Jurisdiction =		Class		Business Unit	Voucher=	Line	Invoice	Payment Date≜	Merchandise Amt
1			~	IRS Q	1099 Q	FED	Q	07	Q	UWSUP	00165724	1	3059301579	01/04/2019	5.700
2			~	IRS Q	1099 Q	FED	Q	07	Q	UWSUP	00165725	1	3059301549	01/04/2019	81.400

The following are fields that appear on the Current Withhold Details tab:

Current Withhold Column. If the box is selected this indicates that the voucher line is currently marked withholding and will be reported on the 1099.

New Withhold Column. Use this column to *change* the withholding on a voucher line. To change the withholding status, select 'Y' for withholding applicable or 'N' for no withholding. If you select N under the New Withhold column to mark the voucher as NOT Withholding, the Type, Jurisdiction and Class change to

blank. Select

Save

Curre	nt Withhold Det	ails <u>N</u> ew	Withhold Details										
	Current Withhold	New Withhold	Entity	Туре	Jurisdiction	Class	Business Unit	Voucher≜	Line	Invoice	Payment Date≜	Merchandise Amt	
1		N ~	IRS Q	٩	٩	٩	UWSUP	00165724	1	3059301579	01/04/2019	5	5.700

In the New Withhold Details Tab you will see 'Pending Database Update'. A nightly Update Withholding process will run from first Monday in December through approximately January 7 of following tax year to update all changes during the 1099 clean up period.

Curren	nt Withhold Deta	ils New With	nhold Details	;					
	Business Unit	Voucher≜	Line	New Withhold	New Class	New Type	New Jur	Status	
1	UWSUP	00165724	1	Ν				Pending Database Update	

Make the necessary changes to each voucher line or all voucher lines.

To change *selected* lines to a withholding class combination, **New Withhold** = Y **Entity** = IRS **Type** = 1099 **Jurisdiction** = FED

SFS_AP.5.01.01_Working_with_1099_Transactions.docx



SFS Business Process AP.5.01.01– Working with 1099 Transactions

Class = select appropriate class code. The only available codes will be codes that have been set up on the Supplier's Location/*1099* link. Email SHARE Supplier Admins (<u>ShareSupplierAdmin@uwsa.edu</u>) if additional class codes are needed.

Ven	ndor	-													
		Supplier Setl	D SHARE				Supplier Name	CHART	WEL	LS DINING S	SERVICES				
		Supplier I	D 000107	3022			Location	0001			Withholding	(Example for
Crit	teria														changing one
		*Business Uni	tUWSUP	Q			*From Date	1/01/20	18	Ħ	Search				voucher/row
			Clear	Updat	ed Wit	thho	Iding *To Date	2/31/20	18	11					Withholding
Def	aults														TO
	1	Withhold Entit	IRS	Q			Withhold Type		C	۲ 🗌	Set All Lines t	o No Wthd			Withholding
		Jurisdictio	n	Q			Class		C	2	Set All Lines	to Wthd		1	
Tax	Reporting	y Year													
		*Start Date	01/01/201	18	11		*End Date 1	2/31/20	18	Ħ					
Det	ails										- FISOI	alize Fin	d View 5 💷	First	1-100 of 279 Last
Cu	rrent Withh	old Details	New With	hold D	Details										
	Current Withhold	New Withhold	Entity		Туре		Jurisdiction	Class	-	Unit	Voucher-	Line	Invoice	Payment Date •	Merchandise Amt+
1		Y V	IRS	Q	1099	Q	FED Q	07	Q	UWSUP	00159149		1 3059301311	01/04/2018	16,918.230 4
				Q		Q	Q		Q	UWSUP	00159150		1 3059301312	01/05/2018	15,340.260
2															

After you have made all your changes, click

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.

Message
Withhold Update must process all transactions for the entire Tax Reporting Year (7400,122)
Please verify that the Tax Reporting Start date and End date are correct (for USA, you must enter the entire calendar year, 01/01/YYYY to 12/31/YYYY).
Failing to specify the correct dates will cause data errors.
Press OK to SAVE.
Press Cancel to go back to the previous page and verify/correct those dates.
OK Cancel



Click on the NEW Withhold Details tab.

	ndor									
		Supplier SetID	SHARE		Supp	lier Name (CHARTW	ELLS DINING	SERVICES	5
		Supplier ID	00010730	22		Location (0001		Withhold	ding Y
C	iteria									
		*Business Unit	UWSUP	Q	*F	rom Date 0	1/01/2018	3	Searc	h
			Clear U	dated Withhold	ling	*To Date 1	2/31/2018	3		
De	efaults									
		Withhold Entity	IRS	Q	With	hold Type		۹ 🗌	Set All L	ines to No Wthd
		Jurisdiction		Q		Class		٩	Set Al	I Lines to Wthd
Ta	x Reportin	g Year								
		*Start Date	01/01/2018	21	*	End Date 12	2/31/2018	3		
	taile			Personalize Fi	nd View 5	۵ ا	First	1-100 of 27	9 🕑 Last	
De	ruans		ew Withhol	d Details						
De	urrent Withh	old Details N	on mining							
De	urrent Withh Business Unit	old Details N	Line	New Withhold	New Class	New Type	New Jur	Status		

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

If a Supplier is defined as a withholding Supplier 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 Supplier's 1099 balance.

Caution: Conversely, if a Supplier is <u>not</u> marked as a withholding Supplier 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. With most institutions using SHARE suppliers, any changes to the Supplier file impacts other campus reporting. Therefore, all changes to SHARE suppliers need to be sent to the SHARE Supplier Admins.

Note: If your analysis has determined that a Supplier is *incorrectly* flagged or not flagged for withholding, notify the <u>ShareSupplierAdmin@uwsa.edu</u>. If there is no W-9 attached to the supplier, they will request that you obtain and attach a recently filled out W-9 form. The SHARE Supplier Admins will then review the supplier withholding status and change it if necessary. Please do NOT change the supplier withholding flag yourself.

Run Query SFS_AP_1099_WTHD_UPDT to return a list of either pending or updated vouchers. The query prompts for *Business Unit* and *Pending Database Update* or *Database Updated*. The Update Withholdings Process must be run for the pending transactions to be updated. You must confirm the Supplier is marked withholding for withholding updates to be correct. Contact <u>uwsaproblemsolvers@uwsa.edu</u> if you need the process run real-time.



SFS_AP_1099_WTH	DUPDT - 1099 RECENT WITHH	IOLDING U	IPDATE												
Business U Start Date (should be Jan End Date (should be Dec 3 View Results Download results in : Ex	nit UWSUE 1) 01/01/2018 10 11) 12/31/2018 10 tcel SpreadSheet CSV Text File XML	File (1 kb)													
View All														First 1-1	of 1 Last
Unit Voucher	Line Pending or Updated	New W/H	New Code	Entity	Setid	Curr W/H	Start Date	End Date	New Type	New Jur	Supplier	Supplier	Line Amount	Vchr Withholding Y or N	Code
1 UWSUP 00159149	1 Pending Database Update	Y	07	IRS	SHARE	N	01/01/2018	12/31/2018	1099	FED	0001073022	CHARTWELLS DINING SERVICES	16918.230	N	

B. Correcting Withholding Adjustments in Error and Creating New Withholding Adjustments

The Withhold Adjustments page overrides existing withholding transactions. Where the <u>VoucherLine</u> <u>Update</u> 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 Supplier might have a change in ownership and/or name, and you may not be notified of the change until much later. The new owner may continue using the old name and/or accept payments made to the old name. If the change affects tax reporting, such as a corporation sold to a partnership, you could add payments inaccurately recorded under the old Supplier to the current Supplier record. Suppliers 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 Supplier 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 <u>both</u> the attorney and the client. Since we can only associate a payment to one Supplier in SFS, an adjustment must be made for the client Supplier.
- Correction of <u>amounts</u> (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 Supplier is entered in SFS and is flagged for Withholding.

ALL SUPPLIERS MUST HAVE WITHHOLDING BOX CHECKED ON THE SUPPLIER PAGE TO BE INCLUDED IN 1099

REPORTING. If you cannot find the Supplier in your adjustments search – check the Supplier Summary or Identifying Information page on the Supplier and verify the Supplier is set to 'YES' for Withholding.

To adjust any withholding information:

- Navigate to Suppliers > 1099/Global Withholding > Maintain > Adjust Withholding OR
 - Go to Accounts Payable WorkCenter, Tax (1099/1042S) Menu and select the Adjust Withholding link.
- **ENTER** Supplier SetID. Confirm the Supplier is set to Withholding BEFORE making any adjustments.



SetID	SHARE	Check for Duplicate	*Supplier Name CATHLEEN
Supplier ID	000		Additional Name
*Supplier Short Name	FKAT E	'KAT-001	Withholding Open For Ordering
*Classification	Individual/Sole Proprietor	✓ UW Affiliate	□ VAT Registration

• **SELECT** Search and select the link to the Supplier.



- Enter Business Unit.
- Enter the Start Date '01/01/20XX' for Tax Reporting Year.
- Enter the End Date '12/31/20XX' for Tax Reporting Year.
- Click Search

A search here will return all lines marked as withholding for this Supplier. Select the View All link to bring back all withholding rows for this Supplier.



	SHARE S	supplier 000100043	6	0001	4	RYD	JRRENI	1/
Search Criteria								
Busines	s Unit UWSUP	Q						
	Entity	Q	Туре	Q	Start	Date 01/01/2018	31	
Juriso	liction	Q	Class	Q	End	Date 12/31/2018	BI S	earch
Adjustments				Personalize Find	View	AII 🔍 🔜	First 🕚 1-2 of 6	🕑 Last
Main Information	Transaction Info	Payment Inform	ation Adjust	ment Reason				
Short Name	*Business Unit	*Entity	*Type	*Jurisdiction		*Class	*Rule	
Driginal	UWSUP Q	IRS Q	1099 🔍	FED	Q	07 🔍	GENRL Q	+ -
			4000	FED	0	07	OENDI O	

If there are no entries, fill in all the blanks provided to **add** the adjustment. If there are entries, you can **modify** an entry to adjust the dollar amount on the line or lines returned.

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

Select data in this order:

- Select Main Information tab.
- Enter changes and additions.



Busine	ss Unit UWSI	JP]a]a		Тур	e	Q	Star	t Date 01/01/201	ado	d a n row	ew	
Juris	diction		Q		Clas	s	Q	En	d Date 12/31/201	8 🛐		Search	
Adjustments							Personalize	Find Vie	w 2 💷 🔣	First 🕚) 1	۱ 🕑	ast
Main Information	Transactio	on Info	Paym	ent Inform	ation	Adjust	ment Reason)					
Short Name	*Business U	nit	*Entity		*Type		*Jurisdiction		*Class	*Rule			
Driginal	UWSUP	Q	IRS	Q	1099	Q	FED	Q	07 Q	GENRL	Q	+	-
Driginal	UWSUP	Q	IRS	Q	1099	Q	FED	Q	07 Q	GENRL	Q	+	-
Driginal	UWSUP	Q	IRS	Q	1099	Q	FED	Q	07 🔍	GENRL	Q	+	-
Driginal	UWSUP	Q	IRS	Q	1099	Q	FED	Q	07 Q	GENRL	Q	+	-
Driginal	UWSUP	Q	IRS	Q	1099	Q	FED	Q	07 Q	GENRL	Q	+	-
Driginal	UWSUP	Q	IRS	Q	1099	Q	FED	Q	07 Q	GENRL	Q	+	-
.egacy	UWSUP	Q	IRS	Q	1099	Q	FED	Q	07 Q	GENRL	Q	+	-

Select the Transaction Info tab.

Withhold Adjustmen	ts				
SH Search Criteria	ARE Supplier 0001000436	0001	Y D		
Business Unit UV	VSUP Q				
Entity	٩	Туре	Start Date 01	/01/2018	
Jurisdiction	٩	Class	End Date 12	//31/2018	Search
Adjustments		Persona	lize Find View 2 💷	📑 First 🕚 1-7 of 7	🕑 Last
Main Information Transac	tion Info Payment Informat	ion Adjustment Reason			
Basis Amt	Liability Amt	Paid Amount	Payment Date	Declaration Date	
2095.75	0.00	0.00	06/27/2018	06/27/2018	+ -
6681.50	0.00	0.00	06/20/2018	06/20/2018	+ -
3237.00	0.00	0.00	04/18/2018	04/18/2018	+ -
2261.75	0.00	0.00	03/21/2018	03/21/2018	+ -
4399.00	0.00	0.00	02/19/2018	02/19/2018	+ -
3340.75	0.00	0.00	02/05/2018	02/05/2018	+ -
3333.00	0.00	0.00	11/02/2018	11/02/2018	+ -
🖬 Save 🔯 Return to Searc	ch 🖹 Notify 📿 Refresh				



- 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.
- *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 Supplier depending on your business processes.
- *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.
- Enter *Payment Date* This is the date on which the payment was made.
- 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.
- The Payment Information tab provides information on existing payments. *No entry is required on this tab.*

Search Cri	iteria	SHARE Supplie	r 0001000436	0001	ł	no en	try
I	Business Unit	JWSUP Q				require	d on
	Entity	Q	1	Гуре	Start	Date 01/01/ payme	ent
	Jurisdiction	Q	C	lass	End	Date 12/31// Informa	
Adjustmen	its			Perso	nalize Find View	2 🖾 🔣	Last
Main Inform	nation <u>T</u> rans	action Info Pay	ment Information	Adjustment Reason			
Bank SetID	Bank Code	Bank Account	Method	Payment Reference	Currency	Post	
JWSUP	USB75	4448	System Check	104443	USD	ç 8	÷ =
UWSUP	USB75	4448	System Check	104341	USD	2018	+ -
UWSUP	USB75	4448	System Check	103684	USD	4/18/2018	+ -
UWSUP	USB75	4448	System Check	103418	USD	03/21/2018	+ -
UWSUP	USB75	4448	System Check	103051	USD	02/19/2018	+ -
UWSUP	USB75	4448	System Check	102886	USD	02/05/2018	+ -
					USD	11/02/2018	+ -

- Select Adjustment Reason tab.
- Enter the adjustment reason for the listed transaction.
- Select Save



Withhold Adju	istments										
	SHARE	Supplie	r 0001000436	00	001		۲Y D				
Search Criteria											
Busines	s Unit UWSUP	Q									
	Entity	Q	т	уре	Q	S	tart Date 01/01/20	18 🛐			
Juriso	liction	Q	CI	ass	Q	I	End Date 12/31/20	18 🛐	Se	arch	
Adjustments					Personali	ze Find \	/iew 2 💷 🔣	First 🕚	1-7 of 7	D La	ast
Main Information	Transaction Info	Payr	ment Information	Adjustment	Reason						
Creation Date	User ID 🔺		Description								
06/27/2018	MAESTRO									+	-
06/20/2018	MAESTRO									+	-
04/18/2018	MAESTRO									+	-
03/21/2018	MAESTRO									+	-
02/19/2018	MAESTRO									+	-
02/05/2018	MAESTRO									+	-
11/02/2018	00583219		Added Payment V	VH Adj						+	-
Save 🔯 Retur	n to Search 🖹] Notify	C Refresh								

To include the withholding overrides (adjustments) to be reported to IRS, you MUST CHECK THE "INCLUDE OVERRIDES" BOX ON the Withholding 1099 Report Job Process. Information on how to do this will be located in the section for <u>running the withholding 1099 report job process</u>. This process should be run AFTER you have fully completed the review of all vouchers and mismatches.

The withholding balance for a Supplier will include any withholding overrides that are entered. Run query named SFS_AP_1099_ADJUSTMENTS to review the listing of all records where adjustments were made.

C. Process to Update Withholdings Runs Nightly – Monday through Friday (This is Run Centrally by UWSA)

Caution: Before the Update Withholding Process is run you must first ensure that the withholding information on the Supplier is set to withholding and all withholding information is entered on the Location Tab/1099 Link.

This process is run in a batch process (centrally) every Monday through Friday night after 7pm. Email <u>uwsaproblemsolvers@uwsa.edu</u> 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.



SFS_AP_1099_WTHD_	UPDT - 1099 RECENT V	VITHHOLDING U	PDATE										
Busines Unit:	luwos⊦												
Pending (P) or Updated (U):	Database Updated	\sim											
Start Date (should be Jan 1)	: 01/01/2014 🛐												
End Date (should be Dec 31): 12/31/2014 🛐												
View Results													
Download results in :	Excel SpreadSheet CSV Te	xt File XML File (1	kb)										
View All												First 🛃 1-1 of	1 🕞 Last
Unit Voucher	Line Pending or Updated	New W/H New	Code Entity	Setid Curr W	/H Start Date	End Date	New Type	New Jur	Vendor	Name	Line Amount	Withholding Y or N	Code
1 UWOSH 00276169	1 U	N	IRS	Y	01/01/2014	12/31/2014			0000029324	ANALYSIS - LANGERSON	40.000	N	

IV. Reviewing Supplier and Voucher Mismatches

We recommend you run the mismatch report after you have reviewed transactions and are confident all vouchers are marked as needed. *All Institutions will be responsible to review* mismatch of withholding between suppliers and vouchers and make corrections if necessary. This report does not necessarily require changes to a supplier or voucher. An example where you may not need to make a correction is for a supplier that is marked withholding because payments for services are generally tax reportable, however, certain payments to the supplier are for non-1099 reportable items (such as travel reimbursement or fellowship payments).

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 a supplier not marked withholding where a voucher is marked withholding or a mismatch on a supplier marked withholding where a voucher is marked not withholding. You can use the report output as a checklist to clean up the mismatches.

A. Run Supplier/Voucher Mismatch Report - Option 1 to PDF

- Navigate to Suppliers>1099/Global Withholding>General Reports>Wthd Voucher/Supplier Mismatch OR
- Access the page through the Accounts Payable WorkCenter-Tax (1099/1042S) > Wthd Voucher/Supplier Mismatch



Accounts Payable WorkCenter	
Accounts Payable WorkCenter 🏶	~
Main Reports/Queries	
🗞 Links C	:
 Vouchers Payments Suppliers Tax (1099/1042S) 	
P Wthd Voucher/Supplier Mismatch	
Update VoucherLine Withholding	

• Create a new run control (or use your existing run control), select ADD.

Wthd Voucher/Supplie	er Mismatch
Find an Existing Value	Add a New Value
Run Control ID WTHD_VCH	IR_SUPPLIER_MISMATCH
Add	
Find an Existing Value Add	a New Value

- Enter Run Control information.
 - i. Request ID (i.e. 1).
 - ii. Description WTHD VOUCHER SUPPLIER MISMATCH.
 - iii. **Business Unit e**nter your institution AP Business Unit (i.e. UWMIL, UWEAU, etc.).
 - iv. **Supplier SetID** leave blank.
 - v. Supplier ID leave blank.
 - vi. **Start Date** (beginning of Tax Calendar Year).
 - vii. End Date (end of Calendar Year).





• Select **RUN**.

Process Scheduler Request														
							Hel							
	User ID 00583219		Run Control II	D WTHD_VCH	R_SUPPLIER_MISM	АТСН								
	Server Name SFSNT1	~	Run Date 09/26/2019	Ē										
	Recurrence	~	Run Time 1:25:42PM		Reset to Current	Date/Time								
	Time Zone Q													
Process	List													
Select	Description	Process Name	Process Type	Туре	Format	Distribution								
	Withholding Mismatch Report	APX9010	BI Publisher	Web \sim	HTM 🗸	Distribution								
	Mismatch Report	MISMTCH	PSJob	Web \vee	PDF 🗸 🗸	Distribution								
	Withholding Missmatch	WTHD_MISMTCH	Application Engine	Web \checkmark	TXT ~	Distribution								
ок	Cancel													

- Enter Server Name SFSNT1.
- Select Mismatch Report and Enter Type = WEB and Format = PDF and select "OK".
- Go to Process Monitor to confirm process has completed to Success and Posted.



Withhold Mismatch Request											
Run Control WTHD_VCHR_SUPPLIER_MISMATCH Report Manager Process Monitor Run											
*Request ID	1	WTHD VOUCHER SUPPLIER MISMATC									
Business Unit	UWSUP Q										
Supplier SetID	٩										
Supplier ID	Q										
*Start Date	01/01/2019										
*End Date	12/31/2019										
Save Return to	Search Notify	Add Update/Display									

Proce	ess List	Server List							
View Pro	ocess Reque	st For							
User	ID 00583219	Q,	Туре	 ✓ Last 	~	30 Days ~	Refresh]	
Serv	er	\sim	Name	Q Instance From		Instance To Repo	ort Manager		
Run S	tatus	\sim	Distribution Status	~ 6	Save On Re	fresh			
Process I	List								
=; Q	L					1	1-22 of	22 🗸 🕨 🕨	View All
Select	Select Instance Seq. Process Type Process Name User Run Date/Time Run Stat						Run Status	Distribution Status	Details
	10214309		PSJob	мізмтсн	00583219	09/26/2019 1:25:42PM CDT	Success	Posted	Details

- Select the "Report Manager" link on the Process Monitor Page OR
- Navigate to the Reporting Tools > Report Manager OR
- Access the Report Manager from the Accounts Payable WorkCenter, Reports and Queries Tab, Reports and Processes Menu and select Report Manager.
- On the Report Manager Page navigate to the Administration TAB



Accounts Payable WorkCenter						Accounts Pay	able Wo	rkCente	
Accounts Payable WorkCenter 🏶 «	Liet	Explorer	Administ	Archives					
Main Reports/Queries	Clar	Explorer	Administ	Alcines					
Queries C :									
Query Manager	View Repo	rts For							
Public	User ID	00583219	Ту	pe	✓ Last ✓	1 Day	ys ~		Refresh
Outstanding Checks	Statue		× Fold		Instance to				
Review Payments by Vendor	Jutua								
P Check Details	•								
Vouchers by UserID, Date	Report List								
Range	≡; Q,					1-11 of 11 🗠 🕒	• • • •	View All	
AP Payments Cleared Checks by PU		Report	Dree						
Canceled Check Details	Select	ID	Instance	Description	Request Date/Time	Format	Status	Details	
⊳ Tax		8062821	10214311	APX9010 - APX9010.pdf	00/26/2010 1-20-28DM				
					03/20/2013 1.30.20FM	Acrobat (*.pdf)	Posted	Details	
		8062810	1021/310	Withholding Missmatch	09/26/2019 1:27:52PM	Acrobat (*.pdf)	Posted	Details	
Reports/Processes C :		8062819	10214310	Withholding Missmatch	09/26/2019 1:27:52PM	Acrobat (*.pdf) Acrobat (*.pdf)	Posted	Details	
Reports/Processes C :		8062819 8062788	10214310 10214278	Withholding Missmatch Pay Cycle Process	09/26/2019 1:27:52PM 09/26/2019 1:231:38PM	Acrobat (*.pdf) Acrobat (*.pdf) Text Files (*.txt)	Posted Posted Posted	Details Details Details	
Reports/Processes C : Reports to Run Trial Register		8062819 8062788 8062782	10214310 10214278 10214272	Withholding Missmatch Pay Cycle Process Pay Cycle Process	09/26/2019 1:30:20PM 09/26/2019 1:27:52PM 09/26/2019 12:31:38PM 09/26/2019 12:22:30PM	Acrobat (*.pdf) Acrobat (*.pdf) Text Files (*.txt) Text Files (*.txt)	Posted Posted Posted	Details Details Details Details	
Reports/Processes C : Reports to Run C Trial Register P Voucher Activity		8062819 8062788 8062782	10214310 10214278 10214272	Withholding Missmatch Pay Cycle Process Pay Cycle Process	09/26/2019 1:27:52PM 09/26/2019 1:27:52PM 09/26/2019 12:31:38PM 09/26/2019 12:22:30PM	Acrobat (*.pdf) Acrobat (*.pdf) Text Files (*.txt) Text Files (*.txt)	Posted Posted Posted Posted	Details Details Details Details	
Reports/Processes		8062819 8062788 8062782 8062781	10214310 10214278 10214272 10214271	Withholding Missmatch Pay Cycle Process Pay Cycle Process Pay Cycle Process	09/26/2019 1:27:52PM 09/26/2019 1:27:52PM 09/26/2019 12:31:38PM 09/26/2019 12:22:30PM 09/26/2019 12:17:10PM	Acrobat (*.pdf) Acrobat (*.pdf) Text Files (*.txt) Text Files (*.txt) Text Files (*.txt)	Posted Posted Posted Posted Posted	Details Details Details Details Details	

• Select the APX9010-APX9010.pdf link to open the report and open the PDF for your results.

ORACL	Report ID: APX\$010			People Soft Withholding	Accounts Payable I Mismatch Repor	rt			
Business Unit UWSUP	Supplier Name LP	Supplier ID 0001007414	Voucher 00165915	Gross Amount 241.50	Invoice ID 85381162	<u>Line No.</u> 1	Merchandise Amount 241.50	Invoice Date 09.Nov.2018	<u>Line W/H</u> N
		0001012546	00166012	870.00	109790412	1	870.00	17.Dec.2018	Y
	PARTNERSHIP		00166013	1,100.00	109825511	1	1,100.00	31.Dec.2018	Y
			00166117	2,595.00	109873689	1	2,595.00	14.Jan.2019	Y
			00166118	1,740.00	109873703	1	1,740.00	14.Jan.2019	Y
			00166363	170.00	109904150	1	170.00	28.Jan.2019	Y
			00166364	695.00	109908863	1	695.00	28.Jan.2019	Y
	CENTURYLINK	0001013470	00165702	692.22	INV	1	692.22	11.Dec.2018	Y

- All rows provided are mismatches.
 - Where the Line WH column indicates "N" this identifies a voucher that is marked not withholding, however, the Supplier is marked withholding. These should be reviewed and if the voucher should be marked withholding, a correction will be required.
 - Where the Line WH column indicates "Y", this identifies a voucher that is marked withholding where the Supplier is NOT marked withholding. This should be rare. In these rare instances, these payments will NOT be loaded to the bolt-on or reported.



SFS Business Process AP.5.01.01– Working with 1099 Transactions

NOTE: If the Supplier is not marked withholding and you believe the supplier is marked in error, collect an updated W9 and email the <u>ShareSupplierAdmin@uwsa.edu</u> to request a change. Changes to withholding for a SHARE Supplier will impact ALL supplier payment reporting for other institutions. Please do NOT change the supplier withholding flag yourself.

- 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 reportable and non-reportable amounts. In other words, the amount in the Merchandise Amount column shows the amount which is non-reportable or not marked for withholding. 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. Run Queries to download Supplier/Voucher mismatches as excel files Option 2 to Excel Format
 - Navigate to Reports/Queries, Reports/Processes, Processing Tools, Query Viewer.
 - Enter Query Name.
 - SFS_AP_1099_VNDR_WH_VO_NT_WH (Supplier set to wthd where vouchers are not set to wthd)

Or

- SFS_AP_1099_VNDR_NT_WH_VO_WH (Supplier NOT set to wthd where vouchers are set to wthd)
- Select Search.
- Select hyperlink under Run to HTML or Run to Excel

Query Viewer	Query Viewer													
Enter any information you have and click Search. Le	eave fields blank for a list of all values.													
*Search By Query Name	✓ begins with	SFS_/	AP_1099_VNDR_WH_V	VO_NT_W	н									
Search Advanced Search														
Search Results														
*Folder View All Folders	*Folder View - All Folders													
Query														
写 Q								1-1 of 1 🗸 🕨 🕨	View All					
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites					
SFS_AP_1099_VNDR_WH_VO_NT_WH	Vendor W/H but VO not W/H	Public	1099_CLEANUP	HTML	Excel	XML	Schedule	Lookup References	Favorite					

Enter AP Business Unit (i.e. UWSUP, UWEAU).

Enter Payment Date range for entire tax year (i.e. 01/01/20XX through 12/31/20XX)

SFS_AP_1099_VNDR_WH_VO_NT_WH returns a list of voucher lines not marked withholding for Suppliers marked withholding. Below is a sample of query results. Review the list and identify any records that need correction. You can download results to Excel.





_																							
SFS	_AP_1	099_VNDR_\	WH_VO_	NT_WH - V	endor W	/H but VO no	ot W/H																
				_																			
	AP Bus	iness Unit UWS	SUP Q																				
F	ayment	Date From 01/0	1/2019																				
Pay	nent Dat	e Through 12/3	1/2019	1																			
Vie	w Resu	lts																					
Do	vnload r	esults in : Exc	el Spreads	Sheet CSV Te	ext File XI	IL File (70 kb)																	
Vier	/ All																					First 1-100 d	of 122 👀 Las
Rov	SetID	Supplier	5	Supplier	Class	Vndr Withholding?	Vchr Ln Withholding	Voucher	Close Status	Acctg Date Li	ne	Distribution Li	Vohr Line Descr		TOTAL Vohr Amount	Voucher Dist Line Amount	Account	Descr	Code	Status	Pymnt Date	Pymnt Amount	Cancelled Date
1	SHARE	E 0001002504 /		JITY LLC	P	Y	N	00165728	0	01/04/2019	1	1 A		0	1224.020	82.300	2270	Service		P	01/04/2019	1224.020	02/01/2019
2	SHARE	E 0001002504 /		JITY LLC	P	Y	N	00165728	C	01/04/2019	1	2 A		0	1224.020	62.290	2270	Service		P	01/04/2019	1224.020	02/01/2019
3	SHARE	E 0001002504 /		JITY LLC	P	Y	N	00165728	C	01/04/2019	1	3 A		0	1224.020	28.440	2270	Service		P	01/04/2019	1224.020	02/01/2019
4	SHARE	E 0001002504 /		JITY LLC	P	Y	N	00165728	C	01/04/2019	1	4 A		0	1224.020	80.920	2270	Service		P	01/04/2019	1224.020	02/01/2019
5	SHARE	E 0001002504 /		JITY LLC	Р	Y	N	00165728	C	01/04/2019	1	5 A		0	1224.020	35.050	2270	Service		Р	01/04/2019	1224.020	02/01/2019
6	SHARE	E 0001002504 /		JITY LLC	P	Y	N	00165728	C	01/04/2019	1	6 A		0	1224.020	32.430	2270	Service		P	01/04/2019	1224.020	02/01/2019
7	SHARE	E 0001002504 /		JITY LLC	P	Y	N	00165728	C	01/04/2019	1	7 A		0	1224.020	2.450	2270	Service		P	01/04/2019	1224.020	02/01/2019
8	SHARE	E 0001002504 /		ITY LLC	P	Y	N	00165728	C	01/04/2019	1	8 A		0	1224.020	3.490	2270	Service		Р	01/04/2019	1224.020	02/01/2019
9	SHARE	E 0001002504 /		ITTY LLC	P	Y	N	00165728	C	01/04/2019	1	9 A		0	1224.020	29.030	2270	Service		P	01/04/2019	1224.020	02/01/2019
10	SHARE	E 0001002504 /		JITY LLC	P	Y	N	00165728	0	01/04/2019	1	10 A		0	1224.020	55.670	2270	Service		P	01/04/2019	1224.020	02/01/2019
11	SHARE	E 0001002504 /		ITY LLC	P	Y	N	00165728	C	01/04/2019	1	11 A		0	1224.020	39.350	2270	Service		P	01/04/2019	1224.020	02/01/2019
12	SHARE	E 0001002504 /		JITY LLC	P	Y	N	00165728	C	01/04/2019	1	12 A		0	1224.020	36.680	2270	Service		P	01/04/2019	1224.020	02/01/2019
13	SHARE	E 0001002504 /		ITTY LLC	P	Υ	N	00165728	C	01/04/2019	1	13 A		0	1224.020	27.520	2270	Service		Р	01/04/2019	1224.020	02/01/2019
14	SHARE	E 0001002504 /		ITY LLC	P	Y	N	00165728	0	01/04/2019	1	14 A		0	1224.020	37.320	2270	Service		P	01/04/2019	1224.020	02/01/2019
15	SHARE	E 0001002504 /		JITY LLC	P	Y	N	00165728	C	01/04/2019	1	15 A		0	1224.020	38.600	2270	Service		P	01/04/2019	1224.020	02/01/2019
16	SHARE	E 0001002504 /		JITY LLC	P	Y	N	00165728	C	01/04/2019	1	16 A		0	1224.020	37.780	2270	Service		Р	01/04/2019	1224.020	02/01/2019
17	SHARE	E 0001002504 /		JITY LLC	P	Y	N	00165728	0	01/04/2019	1	17 A		0	1224.020	33.510	2270	Service		P	01/04/2019	1224.020	02/01/2019
18	SHARE	E 0001002504 /		JITY LLC	P	Y	N	00165728	C	01/04/2019	1	18 A		0	1224.020	28.830	2270	Service		P	01/04/2019	1224.020	02/01/2019
19	SHARE	E 0001002504 /		JITY LLC	P	Y	N	00165728	C	01/04/2019	1	19 A		0	1224.020	30.760	2270	Service		Р	01/04/2019	1224.020	02/01/2019
20	SHARE	E 0001002504 /		ITY LLC	P	Y	N	00165728	0	01/04/2019	1	20 A		0	1224.020	37.990	2270	Service		P	01/04/2019	1224.020	02/01/2019
21	SHARE	E 0001002504 /		ITTY LLC	P	Y	N	00165728	C	01/04/2019	1	21 A		0	1224.020	37.700	2270	Service		P	01/04/2019	1224.020	02/01/2019
22	SHARE	E 0001002504 /		JITY LLC	P	Y	N	00165728	0	01/04/2019	1	22 A		0	1224.020	37.990	2270	Service		Р	01/04/2019	1224.020	02/01/2019
22	CUADO	0004000504		myluo	n	V	AL CONTRACTOR	00405700	0	04/04/2010		22.4		0	4004.000	20.000	2270	Convine		0	04/04/2010	4004.000	02/04/2040

SFS_AP_1099_VNDR_NT_WH_VO_WH returns a list of vouchers marked withholding for Suppliers marked not withholding. See the section <u>Making Changes to Voucher 1099 Flags</u> for correcting mismatches.

SFS	AP_10)99_VNDR_1	IT_WH_V	0_WH -	Vend no	WH/	Vouch WH															
F Payn Vie Dov Viev	AP Busi ayment I ent Date v Result nload re All	ness Unit UWS Date from 01/0 Through 12/3 s sults in : Exc	UP Q 1/2019)) 1/2019)) el SpreadSh	eet CSV	Text File	XML FI	le (2 kb)															First 1-4 of 4 Last
Row	SetID	Supplier		Supplier		Class	Vndr Withholding?	Unit	Voucher	Close Status	Acctg Date	Line	Descr	Merchandise Amt	Vchr Ln Withholding	Code	Status	Pymnt Date	Pymnt Amount	Cancelled	Vchr line Account	Vchr Line Amount
1	SHARE	0001014295			HIPS LLC	W	N	UWSUP	00167560	0	04/26/2019	1	COURSE BEGINNING 03/25/2019	172980.000	Y		P	04/29/2019	172980.000		2620	172980.000
2	SHARE	0001014295			HIPS LLC	W	N	UWSUP	00168589	0	06/21/2019	1	COURSE BEGINNING 05/20/19	169200.000	Y		P	06/24/2019	169200.000		2620	169200.000
3	SHARE	0001014503				С	N	UWSUP	00166554	0	02/21/2019	1	JDH FLOOD LOSS 2012	5000.000	Y		P	02/22/2019	5000.000		4860	5000.000
4	SHARE	0001014295			HIPS LLC	W	N	UWSUP	00166620	0	02/22/2019	1	COURSE BEGINNING 01/22/2019	162180.000	Y		P	02/25/2019	162180.000		2620	162180.000

V. Creating 1099 Records for Reporting on a 1099 Form

A. Running the Withhold 1099 Report Job Process

Running the Withhold 1099 Report Job Process will populate 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 1099 tables that are used to create the 1099 form that is sent to the Supplier along with the file that will be send to the IRS. This process finalizes all the 1099 reportable transactions and includes updates on any adjustments made. You should only run this process AFTER you have completed all your clean up and adjustment processing as this is the last process run before the 1099 Bolt-On pages are loaded.

To run Withhold 1099 Report job process

• Navigate to: Suppliers > 1099/Global Withholding > 1099 Reports > Withhold 1099 Report Job



OR

Use the Accounts Payable WorkCenter>*Withhold 1099 Report Job* link.

• 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 ru	in control	– select Add
Accounts Payable WorkCenter Main Reports/Queries	0 «	Withhold 1099 Report Job
My Work	0 0 -	
🗞 Links	0 • •	Find an Existing Value Add a New Value
 Vouchers Payments Suppliers Tax (1099/1042S) Wthd Voucher/Supplier Mismatch Update VoucherLine Withholding Update Withholdings Adjust Withholding Withhold 1099 Report Job Update 1099, 1042S Records Load IRS TIN Matching File TIN Matching Inquiry 1099 Search & Print Create 1099 Corr-Sum (APYQ3040) Create 1099 File (APYQ3038) - Original Create 1099 File (APYQ3046) - Corrected Create 1099 Summary (APYQ3046) - Corrected GLACIER EXT GLACIER VIEW Load SFS 1099 Data (APYQ3035) Report on 1099 data (APYQ3052) 		Run Control ID WTHD_1099_RPT
(****		

- Enter a Request ID and Description
- **Select** Process Frequency 'Always Process'
- IMPORTANT: Checkbox rext to 'Include Manual Overrides' if you want to include data entered on the Adjust Withholding page.
- Leave Report Date as is.
- Select Control SetID (Your Institution, i.e. UWXXX).
- Enter Control ID as "1099XXX" using your business unit, i.e., "1099STP".
- Enter Calendar SetID 'SHARE' (used for all campuses) (NOT your Business Unit!!!).
- Enter Calendar ID 'TY' (Tax Year).
- Enter Fiscal Year as tax year you are reporting.
- Leave checkbox BLANK in front of "Use Report Date for Supplier".
- Enter Period '1'.
- Leave remaining values blank in 1099 Report Section and 1099 Report Copy B Sort section. We do not use these because we load all 1099 transactions into the custom 1099 Tax Bolt-On.



1099 Report Post/Report/Cop	ру				
)99 Report Post / Repo	ort / Copy B				
Run Control ID	TESTLP		Report Manager	Process Monitor	Run
Language	English 🗸				
099 Report Post				Check th	is box if
*Request ID:	1	Description: 1099	REPORT POST	adjustme	nts were
Process Frequency:	Always Process			entered th	roughout
Report ID:	US_REPORT			uie y	ear.
Report Date:	11/04/2020		olude Manual Overrides		
*Control SetID:	UWSYS Q	*Control ID: 10995	YS Q UNIVERSIT	Y OF WISCONSIN SYST	ЕМ
*Calendar SetiD:	SHARE Q	*Calendar ID: TY	Q. Tax Year - Entire Year		
*Fisoal Year:	2020 Q	u	se Report Date For Sussiin		
*Period:	1 Q. Period 1	- 2020-01-01	0.1.1.0		
			Select Cui Ye	rrent i ax ar)
099 Report					
Type of File/Return	:	\sim	Replacement Ch	araoter:	
IR & Options					
Has the 1099-N	IISC containing Box 7 I	Non Employee Compensatio	on file been sent and accept	ted by the IR 8?	
IRS File Generate Option					
			0		
		Employee Compensation			
	Unolude Non	Employee Compensation			
099 Report Copy B Sort					
	All				~
Withhold (y			supplier select Option:		~
	Mask TIN		AP 1099 sort order:		\checkmark
Supplier Payees			u		L March
my CL					VIEW AII
Supplier ID					
1					

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.



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.

elect	Run rver Name	"PSI INX"						
		win front of (10						
elect 📟	спеско	ox in front of 10	199 Report Post	JINLY.				
elect	UK .							
			Process Sci	heduler Requ	est			×
								Help
	User ID	00583219		Run Co	ontrol ID TESTLP			
	Server Name	PSUNX	\sim	Run Date 11/04/	2020 💼			
	Recurrence		\sim	Run Time 2:03:2	6PM	Reset to Current	Date/Time	
	Time Zone	CST Q Ce	entral Time (US)					
Process	List							
Select	Description		Process Name	Process Type	*Type	*Format	Distribution	
	1099 Report F	Post	1099_RPT_PST	Application En	gine Web 🗸	TXT 🗸	Distribution	
	Print 1099 Co	ру В	APCOPYB	PSJob	(None) 🗸	(None) 🗸	Distribution	
	Withhold 1099	Report	APX1099	BI Publisher	Web 🗸	PDF 🗸	Distribution	
	Withhold 1099	IG Report	APX1099G	BI Publisher	Web 🗸	PDF 🗸	Distribution	
	Withhold 1099	II Report	APX1099I	BI Publisher	Web 🗸	PDF 🗸	Distribution	
	1099 Job		AP_1099	PSJob	(None) 🗸	(None) 🗸	Distribution	
	1099 Report		AP_APY1099	Application En	gine Web 🗸	TXT ~	Distribution	
	1099 Copy B \$	Sort	AP_COPYB_RPT	Application En	gine Web 🗸	TXT ~	Distribution	
	1099 Post, Re	port, & CopyB Sor	RPT_1099	PSJob	(None) V	(None) V	Distribution	

Go to Process Monitor to view process runs to Success and Posted.



SFS Business Process AP.5.01.01– Working with 1099 Transactions

Proce	ess List	<u>S</u> erver List							
View Pr	ocess Reque	st For							
Userl	D 00583219	Q	Туре	~ Last ~		20 Days 🗸	Refresh)	
Serve	er	\sim	Name	Q Instance From		Instance To Re	port Manager		
Run St	atus	\sim	Distribution Status	~	Save On Refr	esh			
Process L	.ist								
≣; Q						14	 1-28 of 2 	28 🗸 🕨 🕨	View All
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
	11445908		Application Engine	1099_RPT_PST	00583219	11/04/2020 2:03:26PM CST	Success	Posted	Details

The system extracts the withholding transaction data and populates the withholding 1099 report table. The IRS requires 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.

B. Final Validations

To validate transactions that will be Loaded to 1099 Bolt-On:

- Query SFS_AP_1099_DETAIL_REPORT is used to provide you with a list of vouchers that are set to withholding and will be reported.
- Query SFS_AP_1099_ADJUSTMENTS is used to provide you with a list of vouchers where you added or updated 1099 voucher transactions.
- Query SFS_AP_1099_CONTROL_RPT_QRY provides a list of records that will be loaded to the 1099 Bolt-On for 1099 Processing. The 1099 Report Post Process must be run successfully for the calendar year you are processing in order to get valid results on this query.
- SFS_AP_1099_CANC_PYMNTS_QRY is used to identify any vouchers that may have been cancelled across Calendar Years.

Compare results from the Control query with results from the Detail and Adjustments queries. Combine dollar totals from the SFS_AP_1099_DETAIL_REPORT and 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.

Occasionally the reports will not match due to some anomalies. Review the mismatches to determine if the vouchers need to be reported. You may make any changes in the 1099 Bolt-On after the transactions are loaded.

Possible reasons for issues:

a. 1099 processes need to run to completion after clean-up and prior to running the reports or your results may not be accurate.



SFS Business Process AP.5.01.01– Working with 1099 Transactions

- i. The AP Post Withholdings Process (posts any payment activity up to the current date). This process is run in a nightly batch M-F at approximately 9 pm.
- ii. <u>The Update Withholding Process</u> (posts any *updates* to payments up to current date). This is run nightly M-F, contact <u>uwsaproblemsolvers@uwsa.edu</u> if you need it run.
- iii. The <u>Withholding 1099 Report Job Process</u> (posts all payments to 1099 Withhold table). This is run manually by each campus.
- b. Stale Dated (Cancelled) Payments. You can run query **SFS_AP_1099_CANC_PYMNTS_QRY.** This query has a prompt for *Business Unit*. Results provide a listing of stale dated checks or re-issued checks *from a 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. When a stale dated check is cancelled, with or without reissue, and the Supplier is withholding, negative entries from the cancellation will be created in the *current* year. Review of the cancellation is needed because it is possible the original payment was reported in a prior calendar year or new payments are reported in the current year and may be understated by the negative amount.

Controllers Certify 1099 Report – 1099 Processing Checklist and Certification:

- a. Sign the 1099 Processing Checklist and Certification form (click on link).
- b. Send an email and attach a signed copy of the completed certification to <u>uwsaproblemsolvers@uwsa.edu</u> 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:** Institutions 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 <u>uwsaproblemsolvers@uwsa.edu</u> with any questions.



1099 Processing Checklist and Certification

	1. Run public and private qu	ieries to review re	ecords.	
	2. Run the Voucher/Supplie	r Mismatch Queri	es.	
	3. Process Corrections to Vo	oucher when Supp	lier Mismatches.	
	4. Process Withholding Adju	istments, if neede	ed.	
	5. Run Withhold 1099 Repo	rt Job Process.		
	6. Run Verification Queries	(Control, Detail, A	djustments and Cancellation Rep	orts)
	7. Controller certifies 1099 loading. (This includes On to change them from	report and will em payments to non- n 1099 to 1042S r	nail UWSA that the Withholding re- resident aliens that will need to b records.)	ecords are ready for be updated in the Tax Bolt-
Institut	ion:	_		
	1099 records have been analyze bolt-on after loading.	ed and verified and	d are ready to report. 1042S reco	ords will be corrected in the
	Report Preparer	Date	Controller	Date

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

Tax Year Deadline Approx: January 7, 202X, 4:30pm. See email notification for exact date.



SFS Business Process AP.5.01.01– Working with 1099 Transactions

VI. Appendix A -Taxable Payment Codes by Account Number and Withholding Code

Account Codes Generally marked as Reportable – see <u>Account Codes</u> for all code/account descriptions:

SFS Account Number	CODE/ACCOUNT TITLE	1099/1042S Tax Reportable?	Withholding Class Code	CODE/ACCOUNT DESCRIPTION Check appropriate box on the processing form you are submitting (PIR, etc.) if the payment you are making is one of the payments listed below as tax reportable. (Note: The word Services as used below means services performed by a person not services in the sense of Utility Services, etc.)
1909	Fac/Acad- NonSal Legal Settle	YES	14	All non-salary related legal settlement payments to Academic Personnel. Requirements to account for settlement payments made to an attorney or attorney and claimant. Background: Legal settlement payments to a claimant are usually coded to Non-employee compensation. Proper treatment and reporting of these payments involve keeping up to date with latest IRS regulations and are reviewed by UWSA annually. In general, work- related compensation settlements for employees/former employees are handled through payroll. So be aware that there are IRS requirements to pay and report compensation settlements through payroll processing.When a payment is requested for a legal settlement, each campus must require that the requester also include tax-reporting details of the settlement and verify that the request should be appropriately handled though accounts payable.Punitive damages are not taxable or reportable to the claimant and are appropriately handled through accounts payable for the claimant. When an attorney is included on the payment for the claimant, the attorney is reported for the full amount as withholding code 14.
1944	Univ Staff -NonSal Legal Settlement	YES	14	<u>All</u> non-salary related legal settlement payments to Classified Personnel. Requirements to account for settlement payments made to an attorney or attorney and claimant. Background: Legal settlement payments to a claimant are usually coded to Non-employee compensation. Proper treatment and reporting of these payments involve keeping up to date with latest IRS regulations and are reviewed by UWSA annually. In general, work-related compensation settlements for employees/former employees are handled through



SFS Account Number	CODE/ACCOUNT TITLE	1099/1042S Tax Reportable?	Withholding Class Code	CODE/ACCOUNT DESCRIPTION Check appropriate box on the processing form you are submitting (PIR, etc.) if the payment you are making is one of the payments listed below as tax reportable. (Note: The word Services as used below means services performed by a person not services in the sense of Utility Services, etc.)
				payroll. So be aware that there are IRS requirements to pay and report compensation settlements through payroll processing.
				When a payment is requested for a legal settlement, each campus must require that the requester also include tax-reporting details of the settlement and verify that the request should be appropriately handled though accounts payable.
				Punitive damages are not taxable or reportable <u>to the claimant</u> and are appropriately handled through accounts payable for the claimant. When an attorney is included on the payment for the claimant, the attorney is reported for the full amount as withholding code 14.
2300	Rental of Land	YES	01	<u>All</u> rental of privately-owned land from an Individual, Sole Proprietorship, Partnership, or Limited Liability Corporation (LLC). Corporations are not reportable.
2305	Lease of Land	YES	01	<u>All</u> lease of privately-owned land from an Individual, Sole Proprietorship, Partnership, or Limited Liability Corporation (LLC). Corporations are not reportable.
2320	Rental of Space	YES	01	<u>All</u> rental of privately-owned space from an Individual, Sole Proprietorship, Partnership, or Limited Liability Corporation (LLC). Corporations are not reportable.
2325	Lease of Space	YES	01	<u>All</u> lease of privately-owned space from an Individual, Sole Proprietorship, Partnership, or Limited Liability Corporation (LLC). Corporations are not reportable.
2330	Rental of DP Equip	YES	01	<u>All</u> Rental of Data Communication/Data Processing Equipment from an Individual, Sole Proprietorship, Partnership, or Limited Liability Corporation (LLC). Corporations are not reportable.
2335	Lease of DP Equip	YES	01	<u>All</u> Lease of Data Communication/Data Processing Equipment from an Individual, Sole Proprietorship, Partnership, or Limited Liability Corporation (LLC). Corporations are not reportable.
2340	Rental of Vehicles- Dealership	YES	01	All Charges for rental of vehicles from non-corporations
2345	Lease of Vehicle- Dealership	YES	01	All Charges for lease of vehicles from non-corporations



SFS Account Number	CODE/ACCOUNT TITLE	1099/1042S Tax Reportable?	Withholding Class Code	CODE/ACCOUNT DESCRIPTION Check appropriate box on the processing form you are submitting (PIR, etc.) if the payment you are making is one of the payments listed below as tax reportable. (Note: The word Services as used below means services performed by a person not services in the sense of Utility Services, etc.)
2350	Rental of Aircraft	YES	01	All Charges for rental of aircraft from non-corporations
2355	Lease of Aircraft	YES	01	All Lease of rental of aircraft from non-corporations
2360	Rental of Other Equip	YES	01	<u>All</u> Rental of equipment from an Individual, Sole Proprietorship, Partnership, or Limited Liability Corporation (LLC). Corporations are not reportable.
2370	Lease of Equipment	YES	01	All Lease of equipment from an Individual, Sole Proprietorship, Partnership, or Limited Liability Corporation (LLC). Corporations are not reportable.
2400	Maintenance & Repairs-Grounds	YES	07	<u>All</u> Grounds maintenance and repairs from an Individual, Sole Proprietorship, Partnership, or Limited Liability Corporation (LLC). Corporations are not reportable.
2410	Leasehold Repairs & Maint	YES	07	<u>All</u> Repairs, maintenance or improvements to leased buildings, equipment and land, including fencing and highway signs by an Individual, Sole Proprietorship, Partnership, or Limited Liability Corporation (LLC). Corporations are not reportable.
2420	Maintenance & Repair-Structure	YES	07	All Structure maintenance and repairs from an Individual, Sole Proprietorship, Partnership, or Limited Liability Corporation (LLC). Corporations are not reportable.
2460	Maintenance & Repair- DP Equip	YES	07	Services and parts from maintenance agreements, labor, or other costs associated with maintaining or repairing data/word processing equipment including software by an Individual, Sole Proprietorship, Partnership, or Limited Liability Corporation (LLC). Corporations are not reportable
2470	Maintenance & Repair-Vehicles	YES	07	Services and parts paid to private vendors (non-corporations) for repair and maintenance of UW/state automobiles, trucks, tractors, heavy equipment, snowmobiles, all terrain vehicles and other similar equipment. Include payments for maintenance, repair, replacement parts, tune-up, tire rotation, lubrication, washing, towing, registration fees, accessory installation and other related expenses. Corporations are not reportable.
2480	Maintenance & Repair-Other	YES	07	Services and parts from maintenance agreements, labor, or other costs associated with maintaining or repairing other equipment (excluding vehicles and DP Equipment) by an Individual, Sole Proprietorship, Partnership, or Limited Liability Corporation (LLC). Corporations are not reportable



SFS Account Number	CODE/ACCOUNT TITLE	1099/1042S Tax Reportable?	Withholding Class Code	CODE/ACCOUNT DESCRIPTION Check appropriate box on the processing form you are submitting (PIR, etc.) if the payment you are making is one of the payments listed below as tax reportable. (Note: The word Services as used below means services performed by a person not services in the sense of Utility Services, etc.)
2610	DP Services – Outside Source	YES	07	<u>All Services and parts</u> paid for work performed by private contractors or vendors (Individual, Sole Proprietorship, Partnership, or Limited Liability Corporation (LLC)) (Corporations are not reportable.) who provide keypunch service or data processing service, the cost for use of central processing units on a time/shared basis; the cost of hookups with central information systems, tape cleaning, microfilm and microfiche services; COWL-related charges.
2620	Services – Professional	YES	07	<u>All</u> services (Professional, Educational, or Vocational) performed by an Individual, Sole Proprietorship, Partnership, or Limited Liability Corporation (LLC). Corporations are not reportable.
2621	Services – Consultants	YES	07	<u>All</u> services provided by consultants who are Individuals, Sole Proprietorships, Partnerships, or Limited Liability Corporations (LLC). Corporations are not reportable.
2622	Collection Agency Fees	YES	07	Collection Agency Fees if paid to an Individual, Sole Proprietorship, Partnership, or Limited Liability Corporation (LLC). (Only Services portion is reportable). Corporations are not reportable.
2623	Services – Miscellaneous	YES	07	All Miscellaneous services performed by an Individual, Sole Proprietorship, Partnership, or Limited Liability Corporation (LLC). Corporations are not reportable.
2624	Services – Police and Security	YES	07	<u>All</u> Police and security services performed by an Individual, Sole Proprietorship, Partnership, or Limited Liability Corporation (LLC). Corporations are not reportable.
2625	Services – Guarantees	YES	07	All Services – Guarantees
2626	Services – Athletic Officials	YES	07	All services provided by Athletic Officials (for example, referee services, etc.)
2627	Background Checks	YES	07	<u>All</u> Background checks performed by an Individual, Sole Proprietorship, Partnership, or Limited Liability Corporation (LLC). Corporations are not reportable.
2628	Professional Design Services	YES	07	<u>All</u> Professional design services performed by an Individual, Sole Proprietorship, Partnership, or Limited Liability Corporation (LLC). Corporations are not reportable.
2630	Medical Services	YES	06	<u>All</u> costs, including supplies , for medical services provided by hospitals, doctors, dentists, chiropractors, etc. (Individual, Sole Proprietorship, Partnership, or Limited Liability Corporation (LLC)). EXCEPTION TO THE RULE: Corporations are reportable, and supplies related to the service must be reported.



SFS Account Number	CODE/ACCOUNT TITLE	1099/1042S Tax Reportable?	Withholding Class Code	CODE/ACCOUNT DESCRIPTION Check appropriate box on the processing form you are submitting (PIR, etc.) if the payment you are making is one of the payments listed below as tax reportable. (Note: The word Services as used below means services performed by a person not services in the sense of Utility Services, etc.)
2635	Hospital Patient Cost	YES	06	<u>All</u> Hospital patient costs, incurred for impatient and outpatient treatments are reportable (Individual, Sole Proprietorship, Partnership, or Limited Liability Corporation (LLC)). EXCEPTION TO THE RULE: Corporations are reportable, and supplies related to the service must be reported.
2637	Research Subjects	YES	03	<u>All</u> direct payments to individuals who serve as a research subjects or provides blood, bone marrow, urine or other body specimens.
2675	Printing & Duplicating- NonStat	YES	07	<u>All</u> Printing & Duplicating-Non-State services (including expenditures for printing, setup, and duplicating) performed by an Individual, Sole Proprietorship, Partnership, or Limited Liability Corporation (LLC). Corporations are not reportable.
2680	Serv-Housekeeping & Janitorial	YES	07	<u>All</u> expenditures for services such as rubbish, garbage, and snow removal, sanitation services, window washing, floor cleaning and exterminator service that are provided by an Individual, Sole Proprietorship, Partnership, or Limited Liability Corporation (LLC). Corporations are not reportable.
2893	Event – Catering	YES	07	<u>All</u> Event – catering services, including cost of food/beverage, allowable decorations, service fees, gratuities or delivery fees performed by an Individual, Sole Proprietorship, Partnership, or Limited Liability Corporation (LLC). Corporations are not reportable.
3750	Prizes & Awards	YES	03	<u>All</u> Non-Cash Prizes and Awards such as plaques and trophies, including engraving. <u>All</u> Cash Prizes and Awards (Note: Gift Certificates are considered cash.)
3760	Claims Awards	YES	03	All Claims Awards
3840	Subcontracts < \$25,000	YES	07	All Sub-Grant and Subcontract Payments to Non-UW Employee (Individual, Sole Proprietorship, Partnership, or Limited Liability Corporation (LLC)). Corporations are not reportable.
3845	Subcontracts >\$25,000	YES	07	<u>All</u> Sub-Grant and Subcontract Payments to Non-UW Employee (Individual, Sole Proprietorship, Partnership, or Limited Liability Corporation (LLC)). Corporations are not reportable.
3860	Royalties	YES	02	<u>All</u> Royalty payments to an Individual, Sole Proprietorship, Partnership, or Limited Liability Corporation (LLC). Corporations are not reportable.



VII. Appendix B – SHARE Supplier Administrators and Supplier File 1099 Data Maintenance

The SHARE Supplier Admins will be answering questions for the maintenance of the 1099 Withholding *Supplier* information. The following queries are used to maintain Tax Reporting integrity/information for all **SHARE** Suppliers. **UWMSN** will be required to manage and maintain their own Supplier File for 1099 Reporting. It will still be the responsibility of each individual institution to clean-up any *vouchers* to ensure that all 1099 reportable payments are reported.

The tasks listed below are useful in identifying any Supplier Entry issues that may impact 1099 Reporting. These can be used to clean-up and ensure supplier data is accurate. *For SHARE Suppliers, remember any changes to Supplier Withholding Flags will impact ALL institutions.*

A. Review and Validate Supplier Withholding Names.

At times a supplier's withholding name may be different than its Name 1/Name 2. If a withholding name is different than the supplier Name1/Name2, a withholding name is entered in the Withholding Alternate Name field on the Supplier Address page. If the withholding name is not entered, the Supplier Name 1 and Supplier 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 Suppliers with both a Supplier Name 1/Name 2 and a withholding name. Periodically the SHARE Supplier Admins will run this query to review all Suppliers with a withholding name entered.

Run SFS_AP_1099_VNDR_WTHD_NAME_CK query (or AP WorkCenter tax query = 1099 SUPPLIER VS WITHHOLD NAME).

The Query will return a list of Suppliers with information in Withholding Name 1 and Withholding Name 2 columns. If a Supplier has more than one address, you may get more than one row per Supplier. It is important to review this list and look for any possible issues. **Use** this output to review. <u>*Caution should be used when making changes to any SHARE Supplier since the supplier is shared across business units.*</u>

SetID (SHARE or UWMSN) SHARE	Q						
View Results							
Download results in : Excel Sprea	dSheet CSV Text File XML File (58	332 kb)					
View All					Firs	it 1-100 of 14	089 🕐 Las
View All SetID Supplier	Supplier	Additional	WTHD Name 1	WTHD Name 2 Last Activ Dt	Firs Withholding	Address Typ	089 🕙 Las e Control II
View All SetID Supplier SHARE 0001000001 SSM SE	Supplier RVICE & INSTALLATION, LLC	Additional STORAGE SYSTEMS MIDWEST INC	WTHD Name 1 SSM SERVICE & INSTALLATION LLC	WTHD Name 2 Last Activ Dt 08/28/2018	Firs Withholding Y	Address Typ Address Typ	e Control II SSMS
View All	Supplier RVICE & INSTALLATION, LLC , JENNIFER	Additional STORAGE SYSTEMS MIDWEST INC	WTHD Name 1 SSM SERVICE & INSTALLATION LLC LESETH JENNIFER	WTHD Name 2 Last Activ Dt 08/28/2018 09/07/2018	Firs Withholding Y Y	t 1-100 of 14 Address Typ 1 F 1 S	e Control II SSMS LESE
SettD Supplier 1 SHARE 0001000001 2 SHARE 0001000004 3 SHARE 0001000005	Supplier RVICE & INSTALLATION, LLC , JENNIFER JASON	Additional STORAGE SYSTEMS MIDWEST INC	WTHD Name 1 SSM SERVICE & INSTALLATION LLC LESETH JENNIFER MAYEK JASON	WTHD Name 2 Last Activ Dt 08/28/2018 09/07/2018 08/28/2018	Firs Withholding Y Y Y	t 1-100 of 140 Address Typ 1 F 1 S 1 S	e Control II SSMS LESE MAYE
SettD Supplier 1 SHARE 0001000001 SSM SE 2 SHARE 0001000004 LESETH 3 SHARE 0001000005 MAYEK, 4 SHARE 0001000006 CUSTON	Supplier RVICE & INSTALLATION, LLC , JENNIFER JASON M NEEDLE ALTERATIONS	Additional STORAGE SYSTEMS MIDWEST INC	WTHD Name 1 SSM SERVICE & INSTALLATION LLC LESETH JENNIFER MAYEK JASON SCHAFFER KIM A	WTHD Name 2 Last Activ Dt 08/28/2018 09/07/2018 08/28/2018 09/07/2018	Firs Withholding Y Y Y Y	Address Typ Address Typ 1 F 1 S 1 S 1 S 1 F	e Control II SSMS LESE MAYE SCHA
View All Supplier SHARE 0001000001 SM SE SHARE 0001000004 LESETH SHARE 0001000005 MAYEK SHARE 0001000006 CUSTON SHARE 0001000007 CALKINS	Supplier RVICE & INSTALLATION, LLC , JENNIFER JASON 4 NEEDLE ALTERATIONS S, JESS	Additional STORAGE SYSTEMS MIDWEST INC	WTHD Name 1 SSM SERVICE & INSTALLATION LLC LESETH JENNIFER MAYEK JASON SCHAFFER KIM A CALKINS JESS	WTHD Name 2 Last Activ Dt 08/28/2018 09/07/2018 08/28/2018 09/07/2018 08/28/2018	Firs Withholding Y Y Y Y Y	Address Typ Address Typ 1 F 1 S 1 S 1 S 1 F 1 S	e Control II SSMS LESE MAYE SCHA CALK



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

Run SFS_AP_1099_VNDRS_INVALID_SSN (or *WorkCenter Name* = 1099 INVALID TIN).

Re	cords (Query Expr	essions	Prompts	Fields	Criteria	Having	Dependenc	y Transfo	rmations	View SQL F	tun	
SE													
Vi	View All Rerun Query Download to Excel Download to XML First 🕚 1-42 of 42 🕑 Last												
	SetID	Supplier		Suppl	ier		Cla	188	Withholding	Tax ID	Last Activ Dt	SSN	
1	SHARE	0001006929	GENEVA	SCIENTIFIC	LLC		Partnership/L	LC	Y	encrypted	06/22/2018	NONE30%	
2	SHARE	0001023773	PARAMORE, MIKE				Individual/Sol	e Proprietor	Y	encrypted	06/22/2018	encrypted	
3	SHARE	0001041051	KEYNOTE CONSULTING LTD				Individual/Sol	e Proprietor	Y	REFUSED	06/22/2018	REFUSED	
4	SHARE	0001043642	BARR, TODD				Individual/Sol	e Proprietor	Y	encrypted	06/22/2018	REFUSED	
5	SHARE	0001044412	DANNENMANN, KAAREN				Individual/Sol	e Proprietor	Y	encrypted	06/22/2018	REFUSED	
6	SHARE	0001044414	SCOTT, GEORGINA				Individual/Sol	e Proprietor	Y	encrypted	06/22/2018	REFUSED	_
7	SHARE	0001044416	MCDON/	ALD, MARVIN	1		Individual/Sol	e Proprietor	Y	encrypted	06/22/2018	REFUSED	
8	SHARE	0001044455	MCDON/	ALD, RONALI	D PETER		Individual/Sol	e Proprietor	Y	encrypted	06/22/2018	REFUSED	
9	SHARE	0001044570	BONDAR	, CARIN			Individual/Sol	e Proprietor	Y	encrypted	06/22/2018	REFUSED	
1(SHARE	0001046100	KANKA,	ALES			Individual/Sol	e Proprietor	Y	encrypted	06/22/2018	APPLIED	
1	1 SHARE	0001047586	PALMATER, CANDY				Individual/Sol	e Proprietor	Y	encrypted	06/23/2018	APPLIED	
10	2 SHARE	0001047690	MCGAR	EY. NEIL			Individual/Sol	e Proprietor	Y	encrypted	06/23/2018	APPLIED	

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 Supplier/Locations/*1099* link. Included is a query for "Last Activ Dt" which will provide last date that any activity was entered for Supplier. Detailed instructions on how to correct the TIN or SSN are available in the "Entering and Maintaining 1099 Suppliers and Vouchers" document. Make corrections to reflect correct Supplier SSN or TIN.

C. Review and correct any invalid 1099 Class Codes.

Run *Query*: SFS_AP_1099_VNDR_INVALID_CLASS. **Enter** SetID (i.e. SHARE or UWMSN). Query will provide invalid class codes listed on the Supplier Withholding table.

The only **VALID** class codes that are reportable are:

- 01= Rents
- 02= Royalties
- 03= Prizes, Awards, etc.
- 06= Medical Services
- 07= Non-Employee Compensation
- 14= Gross Proceeds paid to an attorney

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.

Navigate to Suppliers>Supplier Information> Add/Update>Supplier OR AP WorkCenter>Supplier:



Summany Identifying Information Address Contr	ate Legation Custom							
cummary identifying mormation Address Conta	Location Custom							
SetID SHARE								
Supplier ID 0001012498	Short Supplier	Name EDWINPROPE-001	Supplier EDWIN P	ROPERTY MANAGEMENT LLC				
supplier location is a default set of rules which define how	you conduct business with a s	supplier.						
Location			Find View All	First ④ 1 of 1 🕑 Last				
*Location D001 ×		✓ Default	PTV Foor Attachmonts	+ -				
Description CHK		beidun	Attachinenta	(0)				
Details		3	Find View All Fi	ret 🚯 1 of 1 🛞 Laet				
*Effective Date 09/11/2017	Effective	e Status Active V						
			Expand All	Collapse All				
Options Payables Pro	ocurement Sa	ales/Use Tax	1099					
Additional ID Numbers								
Comments								
Internet Address								
TAV (
Expand All Collapse All								
ithholding Supplier Information								
				Related				
SetID SHARE		Location 0001						
Supplier ID 0001012498		Description CHK						
Short Supplier Name EDWINPROPE EDWINPROPE-001								
Supplier Name EDWIN PROPERTY MANAGEMENT	LLC							
1099 Options								
1099 Information		Personalize Find View All	🗷 🔣 💿 First 🕚 1-2 of 2 🕚	🕑 Last				
Main Information Overrides Remit								
*Entity *Type *Jurisdiction	Default Jurisdiction *Default 0	Class *1099 Status Withhold Ty	pe Description					
IRS Q 1099 Q FED Q	04	Q NONE Q None		+ -				
IRS Q 1099 Q FED Q	☑ 07			+ -				
Information								
Main Information Additional Info IIN Match								
*Entity *Address TIN Type Taxpayer I	dentification Number		ß					
) (+ -						
OK Cancel								

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.

A. Maintaining 1099 Information for an Established Supplier.

To change and maintain a 1099 supplier always use a new effective dated panel. Using effective dated location panels will maintain the audit trail and is the preferred method. Do not use Correct History. For withholding updates, use the first day of the calendar year in which the change is effective or a day later than the last effective dated panel.



D. References and Resources

<u>New Supplier Request Entry Guide</u>. This document provides instructions on Supplier Entry including how to enter 1099 information for the New Supplier Request.

Revision History

Author	Version	Date	Description of Change	
Laura Parman	1.0	11/13/2013	Initial Draft	
Dawn White	2.0	05/29/2018	Update for 9.2 print screen	
Laura Parman	3.0	11/02/2018	Updated screenshots, revised clean up order and responsibilities based on SHARE Supplier Conversion.	
Laura Parman	4.0	09/25/2019	Added more content to PO Withholding section III (G). Also updated screenshots for PUM31 upgrade	
Laura Parman	4.1	11/15/2019	LF Revisions made through page 10	
Beth Vereb	4.2	11/19/2019	Clean-up of formatting.	
Beth Vereb	4.3	01/02/20	Corrected a query name.	
Laura Parman	4.4	01/03/2020	Added Payment Plus Payment query to section II.	
Laura Parman	4.5	11/05/2020	Revised to add reference to new 1099-NEC form. Updated Withholding Process will run nightly M-F Checked all hyperlinks	