1099 Audit Procedures

Completing the internal audit of vouchers keyed by processors in Accounts Payable

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Getting Started

- To run the necessary queries, you will need access to **Query Manager** in PeopleSoft.
- The queries should be saved into Excel, and you will be working on them from Excel.
- To look up vouchers listed on the queries, you will need access to documents in Fortis- so it’s important they are scanned.
- You will also need access to the W9s received from vendors. These are needed so that you can verify
  - the tax id number,
  - the vendor name for withholding purposes, &
  - what type of business the vendor is
since you will likely need to add withholding info to a vendor and you need a W9 in order to do that.

The timeline for completing the audit requires that it be completed on or around January 7 for the previous year.

Throughout the year, the auditor should only be 1-2 months behind the processors, but less is better!
What is expected from Accounts Payable

- Accounts Payable should be running reports and auditing vouchers throughout the year. The reports are:
  - Awards/Honorariums (non-employee)
  - Consultants
  - Corporate vendors
  - Legal services/fees
  - Non-1099 vendors with reportable transactions keyed
  - Other services
  - Patient Care
  - Rentals
  - Royalties

- Accounts Payable should also run a duplicate SSN/TIN report. Duplicate vendors should be identified and ‘closed’ or remitted to the other vendor. Reportable payments split between two or more vendors should be identified and Taylor in Tax Services should be notified.

- Vendor maintenance of the withholding information (i.e. withholding address, codes, and vendor name) throughout the year is critical. See the table of queries for the list of reports to help keep vendor’s withholding info maintained.
What is expected from Accounts Payable

- Processors should be mindful of the following voucher and vendor attributes:
  - Vendor address, name and TIN changes that require changes to the vendor master.
  - The remit address on the invoice or paperwork has an exact match on the vendor master.
  - The vendor location has a corresponding 1099 code for the payment location when recording a reportable transaction.
  - Each transaction for a withholding vendor must be evaluated for 1099 coding. All 1099 coding for non-reportable vouchers should be removed.
# Table of queries to run

Use the query names listed, and find the account numbers that correspond to the transaction types listed. See the next page for vendor queries.

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Query to Use</th>
<th>Query Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awards/Honorarins (non-employee)</td>
<td>JD_WITHHOLDING_MN</td>
<td>Finds all vouchers keyed by account number in a specified date range.</td>
</tr>
<tr>
<td>Consultants</td>
<td>JD_WITHHOLDING_MN</td>
<td>Finds all vouchers keyed by account number in a specified date range.</td>
</tr>
<tr>
<td>Corporate vendors</td>
<td>JD_CORP_VNDR_WTHD_MN</td>
<td>Finds all Corporate vendors marked for withholding that have transactions keyed (need to be audited to be sure only medical and legal services are marked as withholding for CORPS.).</td>
</tr>
<tr>
<td>Legal services/fees</td>
<td>JD_WITHHOLDING_MN</td>
<td>Finds all vouchers keyed by account number in a specified date range.</td>
</tr>
<tr>
<td>Non-1099 vendors with reportable transactions keyed</td>
<td>JD_WH_VCHR_NON_WH_VNDR_MN</td>
<td>Finds all vouchers keyed where they voucher is marked as withholding but the vendor is not marked for withholding.</td>
</tr>
<tr>
<td>Other services</td>
<td>JD_WITHHOLDING_MN</td>
<td>Finds all vouchers keyed by account number in a specified date range.</td>
</tr>
<tr>
<td>Patient Care</td>
<td>JD_WITHHOLDING_MN</td>
<td>Finds all vouchers keyed by account number in a specified date range.</td>
</tr>
<tr>
<td>Rentals</td>
<td>JD_WITHHOLDING_MN</td>
<td>Finds all vouchers keyed by account number in a specified date range.</td>
</tr>
<tr>
<td>Royalties</td>
<td>JD_WITHHOLDING_MN</td>
<td>Finds all vouchers keyed by account number in a specified date range.</td>
</tr>
<tr>
<td><strong>Misc. Queries</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Duplicate SSN/TIN</td>
<td>JD_DUPL_TINS</td>
<td>Finds all vendors with the same taxpayer id numbers.</td>
</tr>
<tr>
<td>Verify vendor Tax ID</td>
<td>JD_TIN_MISMATCH_VNDR_WTHD_MN</td>
<td>Finds vendors that have one tax id on the Identifying Information tab, and another on the 1099 tab.</td>
</tr>
</tbody>
</table>
Table of vendor maintenance queries to run

Note: All the vendor maintenance queries require the Set ID and calendar year to be put in to run them, no account numbers are necessary for these queries.

<table>
<thead>
<tr>
<th>Vendor Maintenance Queries</th>
<th>Query to Use</th>
<th>Query Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verify withholding name</td>
<td>JD_VERIFY_WTHD_NAME_MK3</td>
<td>Finds all vendors with reportable transactions keyed in current year, and identifies what their ‘withholding’ name is. If there is a payment alternate on the address, it will override the name on the vendor.</td>
</tr>
<tr>
<td>Verify withholding address changes</td>
<td>JD_WTHD_ADDR_CHANGES_MK</td>
<td>Finds all vendors that have had their ‘withholding’ address updated in any calendar year.</td>
</tr>
<tr>
<td>Verify withholding address</td>
<td>JD_WTHD_ADDR_VERIFICATION_MK</td>
<td>Finds all vendors with reportable transactions keyed in current year, and identifies what their ‘withholding’ address is.</td>
</tr>
</tbody>
</table>

Printable version of table of queries
Navigating to Query Manager in PeopleSoft

From **Main Menu** go to **Reporting Tools**

From **Reporting tools**, click on **Query Manager**

This is what the main query screen looks like, and where you will type in the name of the query you need.
There are several queries that need to be run in PeopleSoft and downloaded into MS Excel.

Each query has criteria you input when they are run—such as the business unit, dates, and acct numbers.

The queries are named:

1. JD_WITHHOLDING_MN
2. JD_CORP_VNDR_WTHD_MN
3. JD_WH_VCHR_NON_WH_VNDR_MN
4. JD_DUPL_TINS
5. JD_TIN_MISMATCH_VNDR_WTHD_MN
6. JD_VERIFY_WTHD_NAME_MK3
7. JD_WTHD_ADDR_VERIFICATION_MK
8. JD_WTHD_ADDR_CHANGES_MK

The following slides go through each query explaining what each is used for, and how to run them in PeopleSoft.
JD_WITHHOLDING_MN

- This query is the main query used for the internal audit procedures.
- This query finds all vouchers keyed in a date range, within a range of account numbers.
- Accounting dates (beg. & end) and account numbers needed, as well as your business unit (one BU will work but you may enter up to 5).
- Once the query results are saved to Excel, sort it by vendor number, then by withholding class, and then by accounting date. The data will be in vendor number order, with each vendor arranged by how the vouchers are marked as reportable, in order of date.
From ‘Query Manager’ type in the query name and hit enter.

The system will search for the query by the name you entered. Select ‘Excel’ so you can save the file into Excel.

Next, you will be directed to the query criteria.
- Enter the account number ranges needed, and the accounting dates. Also enter the business units needed in Unit 1-5. Click ‘View Results’.
- When the dialog box opens select ‘save’ to save the file.
This query finds all corporate vendors with federal taxpayer id numbers (TIN’s not SSN’s) set-up for withholding that have reportable transactions.

Only vendors providing medical or legal services/fees should be marked as withholding for corporations.

The criteria for this query are the beginning and ending accounting dates, and the Set ID.

Once the query results are saved to Excel, sort it by vendor number, then by withholding class, and then by accounting date. The data will be in vendor number order, with each vendor arranged by how the vouchers are marked as reportable, in order of date.
Query Information

JD_WH_VCHR_NON_WH_VNDR_MN

- Finds all vouchers keyed where the voucher is marked as withholding, where the vendor is not.
- Save the query into Excel, sort by vendor number, then by withholding class, and then by accounting date.
- Look at each transaction carefully to determine if it is a reportable transaction.
  1. If the vouchers are not reportable, update the voucher by removing withholding from the vouchers. OR
  2. The voucher is reportable.
     - Voucher payments are recorded by vendor location & the withholding defaults are set-up by location.
     - Mark the voucher for withholding, and repair the 1099 code for the voucher location if necessary.
Query Information

This query finds vendors that have the same tax ID as another vendor in the system and have vouchers keyed within the

- Input the YEAR: and SetID:
- Once you have run the query and saved it into Excel, it does not need to be sorted, though you may wish to format and rearrange the order of columns according to your preference.
- On the left columns you have the vendor’s information and as you proceed to the columns on the right, it shows the duplicate vendor’s information as well. See AP Expectations for what should be done with the duplicate vendors.
Query Information

Finds vendors that have one tax id on the **Identifying Information** tab, and another on the **1099** tab.

- This could mean that one place has had the taxpayer id updated within the vendor and the other has not. Or, it could be that the taxpayer id number is incorrect by only a digit or two in one area, and correct in the other.

Each discrepancy requires research.

- Look for a form W9 in Fortis.
- Review current vendor invoices or correspondence.
Query Information

Finds all vendors with reportable transactions recorded in the selected year, and identifies what their ‘withholding’ name is. This query will also show payment alternate names for the voucher addresses.

Enter the YEAR: and SetID: -- sort the query within Excel as desired.

Review the vendor’s most current form W9 to determine the correct withholding name.

Please contact either Maria (581.5492) or Clint (581.5759) in Accounts Payable to modify a withholding name.
Query Information

JD_WTHD_ADDR_VERIFICATION_MK

- Finds all vendors with reportable transactions keyed in the current year, and displays their ‘withholding’ address (located on the 1099 tab under Vendor Information).
- This is a quick way to scan through the vendors marked as withholding and look at the address type and what the withholding address is. It should be compared to what is on the W9 and audited for accuracy.
- Sort the query in Excel as desired.
- Contact Maria for vendor maintenance help.
Finds all vendors that have had their ‘withholding’ address updated in the current year.

Input the Set ID and save to Excel. Sort as desired.

The 1099 reporting information address # on the 1099 tab is the address PeopleSoft uses to prepare the IRS Form 1099. Make sure the address is accurate and current.

The address description under the Address tab should be either ‘WITHHOLDING’ or ‘WH’. If it is not then investigate the vendor further and audit for accuracy.

The 1099 reporting address for reportable vendors should be verified.
You will be working from the various queries and looking up the back-up documents in Fortis. Therefore, all the documents you need must be scanned in order to complete the audit.

Check for inconsistencies within vendors (i.e. all payments to a particular vendor are not 1099’d except for one, and vice versa).

Be sure to cover the account number ranges for:
- Awards/Honorariums
- Consulting
- Corporations
- Legal services
- Non-1099 vendors with reportable transactions
- Other services (all types)
- Patient care
- Rentals (all types)
- Royalties

Vendors that are not reportable and have no recorded reportable transactions keyed can be eliminated, it is not necessary to look through those transactions.
The example to the left is a log sheet for tracking errors, but you may use whatever format you feel is necessary.

Set up a MS Word document for each processor in the department and keep a log of all errors found by processor.

This file is used for documenting the errors made by each person, what types of errors they’re making, when the errors were made, and when they were brought to their attention.

You may wish to print a copy of the documentation to keep with the log of errors.
How to repair vouchers in PeopleSoft

- There are two places in PeopleSoft for repairing withholding information:
  - Update Voucher Line Withholdings
  - Withholding Adjustment

- Vouchers are fixed by vendor number, and can have the withholding added or removed, and the 1099 code changed if necessary (Update Voucher Line Withholdings).

- If a 1099 code is to be added or changed on a voucher, the vendor must be set-up with the corresponding 1099 information.

- The voucher number is required to correct a voucher. Look for it once inside the vendor’s 1099 information.

- You may also correct the reportable dollar amount on a voucher by completing a Withholding Adjustment.

- See the following slides to view in PeopleSoft how to adjust withholding transactions on a particular vendor.

Hint: It is helpful to have a printout of the back-up documentation and any personal notes handy when making withholding adjustments.
Update Voucher Line Withholding

From Vendors, click on Withholdings, and then click on Update Voucher Line Withholdings.

Click on Advanced Search.

Enter the Set ID and the vendor number, then click Search.
Enter the business unit, start date, and end date. Click

- HINT: You can use January 01 of the current year as the start date and today’s date as the end date.
- Or, you may want to restrict the time span to smaller increments if you are working on a vendor with many reportable transactions.

Click on ‘View All’ to display ‘all’ transactions once they are displayed on the screen.
Update Voucher Line Withholding

This voucher has been coded for withholding.

This voucher is not marked for 1099 reporting.

<table>
<thead>
<tr>
<th>Current Withholding Details</th>
<th>New Withhold Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curr WH</td>
<td>New WH</td>
</tr>
<tr>
<td>34</td>
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<td>35</td>
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<td>42</td>
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<tr>
<td>43</td>
<td></td>
</tr>
</tbody>
</table>

To add the 1099 to a vendor, type ‘Y’ in the New W/H box, ‘1099’ in the Type box, ‘FED’ in the Jurisdiction box, & the 1099 code in the Withholding Class box. You can search for a 1099 code by clicking the .

To remove a 1099 code from a voucher, type ‘N’ in the New W/H box.
- Click when the work is done.
- A warning box reminding you to run Post Withholdings will appear, click OK.
  Click
Once you have made all the necessary corrections for the day, you will need to run ‘Update Withholdings’ & ‘Post Withholdings’. These processes post the updates you have made to the appropriate withholding tables in PeopleSoft.

- The changes should be reflected the following business day in PeopleSoft under the Withholding link on the Invoice Information tab of the voucher screen.
From Withholding Adjustment, you can adjust the reportable amount of a voucher. For example, a vendor was paid a total of $1,000 with $800 for a guest lecture fee and $200 for reimbursed expenses. If the whole amount of $1,000 was marked as reportable on the voucher, you can adjust the amount to be $800 from the Withholding Adjustment screen.
Withholding Adjustment

From **Vendors** click on and then **Withholdings**

Enter the Set ID and the vendor number and click **Search**

Enter the desired business unit and date ranges needed, then click **Search**

- HINT: You can use January 01 of the current year as the start date and today’s date as the end date. You may want to restrict the time span to smaller increments if you are working on a vendor with many reportable transactions.
Withholding Adjustment

- Be sure to click on ‘View All’ so all the transactions are displayed once you have the transactions pulled up.
- Notice the tabs along the top of Adjustments window.
- Click on the Payment Information tab to view the check numbers. This will help you to verify which payment to adjust.
- Go back to the Transaction Info tab to adjust the payment.
Withholding Adjustment

From the transaction tab select the transaction needing repair and enter the amount that needs to be reported in the ‘Basis Amt’ box. Click

- You do not need to enter any amounts in the other boxes.
Withholding Adjustment

- You may also need to add a line to adjust the amount of withholding. To do so, click on the symbol where you need to insert a line.
  - A new blank line will appear below the insert position.
  - Change the payment date on the new line to the date the payment was made. The declaration date will update accordingly.
  - Fill in the amount to be reported in the Basis Amt box.
- Go back to the tab.

NEXT
Withholding Adjustment

Fill in the 1099 information on the **Main Information** tab.

- Notice that the line information is blank, and the description is entitled ‘Legacy’ instead of ‘Original’.

- **Enter:**
  - the desired business unit,
  - ‘IRS’ under Entity
  - ‘1099’ under Type
  - ‘FED’ under Jurisdiction
  - the appropriate class under Class.

- The ‘Class’ is where the IRS 1099 code belongs. All the other fields will always be the same.
When you are done making adjustments for the day, you will need to run ‘Update Withholdings’ & ‘Post Withholdings’. These processes post the updates you have made to the appropriate withholding tables in PeopleSoft.

- Since the adjustments are “behind the scenes” corrections to vendor withholding information and are not related to a voucher, they will not appear under the Withholding link on the voucher Invoice Information tab.
Updating Withholdings

1. Click on  
2. Click on  . You will see a list of Run Controls for your userID.
3. Select the Run Control ID for updating withholdings (Click on ‘Add a New Value’ if one does not already exist).

Once you have selected the Run Control, a new screen will open, click  . The settings that appear are taken from how the Run Control was set-up.
Once you’ve clicked on , a new page for will appear. Make sure that you have selected the appropriate ‘Server Name’ before clicking OK. Otherwise the process will not run.

Click on Process Monitor

Once inside the Process Monitor, click until the Run Status says ‘Success’ & the Distribution Status says ‘Posted’.
Posting Withholdings

- Click on \[\textbf{Vendors}\] then \[\textbf{Withholdings}\] & then \[\textbf{Post Withholdings}\].
- Click on \[\textbf{Search}\]. You will see a list of Run Controls for your uID.
- Select the Run Control ID for posting withholdings.
  - To add a new run control, visit Setting up Run Control ID’s in the Appendix.

Once you have selected the Run Control, a new screen will open. Enter today’s date, then click \[\textbf{Run}\].
Once you’ve clicked on , a new page for will appear. Make sure that you have selected the appropriate ‘Server Name’ before clicking OK. Otherwise the process will not run.

Click on .

Once inside the Process Monitor, click until the Run Status says ‘Success’ & the Distribution Status says ‘Posted’.
Contact info for audit & 1099 Questions

Financial Management
Tax Services
Room 411 Park

Accounts Payable
Room 145 Park

- Kelly Peterson  581.6699
  kelly.peterson@admin.utah.edu
- Taylor Salaz     581.5414
  taylor.salaz@admin.utah.edu
- Maria Nielsen    581.4990
  Maria.Nielsen@admin.utah.edu
- Clint Rasmussen  581.5759
  Clint.Rasmussen@utah.edu
Appendix

- Flowchart for Reporting Withholdings
- Supplementary information for:
  - setting up run controls
  - PeopleSoft vendor screenshots
  - looking up vendors in PeopleSoft
  - vouchers on the web
Flowchart for Reporting Withholdings

**Report Withholdings**

- **Adjust & Post Withholdings**
  - Update current withholding totals for manual transactions
  - Period Accumulation Adjustment
  - Create withholding calculation report
  - Post withholding information
  - Post Withholdings
  - Decide if you need to review...
  - Review vendor withholding transactions by class
  - Vendor Balances by Class
  - Review vendor withholding transactions by voucher
  - Vouchers by Vendor
  - Wthd Voucher/Vendor Mismatch by
  - Review transaction log used in period based withholding
  - Period Accumulation Log
  - Decide if you need to...
  - Create withholding report
  - Withholding Report
  - Review posted withholding balances online & make adjustments to the withholding transactions
  - Withholding Adjustment Update Vchr Withholdings
  - Update Vchr Line Withholdings
  - Update Withholdings

- **Prepare Tax Authority Information**
  - Post withholding information
  - Withholding 1099 Report Post
  - Create withholding reports
  - Withhold Control Report
  - Create Reporting Information
  - Withhold 1099 Report Post
  - Withhold 1099 Report
  - Withhold Report by Class
  - Print Report if needed
  - Print 1099
  - Print 1099 Copy B
  - Send withholding file
  - Withholding Sent File
  - Review withholding report information if needed
  - Withholding Report Information
  - Report Control Information

Printable version of flowchart
Setting up Run Control ID’s

- Before running Update Withholding & Post Withholdings the first time, you will need to set up a Run Control ID for each application.

- These are the Run Controls you will select when running the posts for both.
Setting up Run Control ID’s

Run Control Instructions for Update Withholding

From Update Withholding select the tab.

Assign a name for the Run Control ID in the box as shown. Click Add a New Value.

Fill in the fields as shown.

Click Save.
Setting up Run Control ID’s

Run Control Instructions for Post Withholdings

- From select the tab.
- Assign a name for the Run Control ID in the box as shown. Click

- Fill in the fields as shown, leaving the date blank (you will need to fill it in with the current date when you run the post).
- Enter the Business Units needed under ‘Business Unit’.
- Click on the + sign to add BU’s as needed.

- Click Save
Basic PeopleSoft vendor screenshots & info

- Select the Set ID needed for look up
- Enter the vendor number in Vendor ID
- You can also search for the vendor name under Name 1
- Use the Vendor TIN field to look up vendors by tax ID.

- Once you have a vendor pulled up, you can see the information contained in the vendor record.
- Notice the tabs located along the top.
- You can access different panels of information contained within each tab.
Basic PeopleSoft vendor info & screenshots

- From the **Address** tab you can see the different addresses for the vendor.
- You can also access the **Payment/Withholding Alternate Names** for each address and telephone numbers associated with the vendor’s addresses.
- From the **Location** tab you can view the remitting vendor # and address for the vendor, and access the **Payment Options** and the **Procurement Options**.
The **Comments** tab is designed so that you may type comments on the vendor record that may be useful later. It can be used to explain a new tax id number or for other misc. comments.

The **Contacts** tab is used primarily for storing ACH/Direct Deposit contact info. This is where the PeopleSoft looks to get the email address for the recipients. You may store other important contact info here as well, just be sure the Description is not ‘ACH’.

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**Basic PeopleSoft vendor screenshots & info**

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**Identifying Information** | **Address** | **Location** | **Comments** | **Contacts** | **1099** | **Name Change**
--- | --- | --- | --- | --- | --- | ---
**Set ID:** HOSP | **Vendor:** 214688 | **OWENS & MINOR** | | | | 

**Location:** 000001 | **Description:** Upgrade

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**Vendor Contact**

**Contact:** 3

**Description:** ACH Remittance Recipient

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**Eff Date:** 01/06/2005 | **Status:** Active

**Contact Name:** Janet Stirm

**Title:** Mgr AR Research/Adjustment Center

**URL:** http://

**Email:** janet.stirm@owens-minor.com

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**Effective Date:** 01/01/1990 | **Status:** A | **COMMENTS**

**RECEIVED EMAIL CONFIRMATION THAT KRISTINE BRITTON NO LONGER NEEDS TO BE LISTED AS A CONTACT FOR ACH PAYMENTS. INACTIVATED CONTACT LOC. 2**

**From:** "Mailbox, Victoria"<Victoria.Mallory@owens-minor.com>

**To:** <hr@admiral.utah.edu>

**Date:** 10/16/2005 8:45 AM

**Subject:** RE: payment reference

Please remove me from your distribution list for check remittance advise. They should continue being sent to the AR Research & Adjustment address, however, I am no longer directly working with the cash application team.

Thanks

Victoria S. Mallory

O&M Senior Financial Analyst

Home Office/Treasury - OMS

Phone: 801-723-5411 & 7487 Fax: 801-525-3103

9120 Lockwood Blvd, Mechanicsville, VA 23111

victoria.mallory@owens-minor.com
Basic PeopleSoft vendor screenshots & info

- From the **1099** tab you can view the withholding info on the vendor (if any), and see what 1099 codes the vendor is set-up for.
- This is also where withholding info is added to the vendor record when withholding applies.

Here’s how the 1099 tab looks when there’s withholding info.
- Notice where the 1099 code and the taxpayer id (TIN) type and number appear.
- Also notice where you may select a ‘withholding’ address.
Looking up vendors in PeopleSoft

- To look up a vendor by name in PeopleSoft, certain search criteria are used in order to return the proper results.
- If you are searching for a vendor by name, PeopleSoft uses the % symbol as a way to find names without having to type in the complete name. PeopleSoft views the % as a search tool and will search for results that contain everything after a % symbol.
- Using this search format also allows you to find similar names, so you may select the correct one. It also allows you to use a portion of a name to view options if you don't know exactly how a vendor name appears in PeopleSoft. For example, using %MI%JONES allows you to see ALL of the following results because it returns all results containing both ‘MI’ and ‘JONES’:
  - ALLEN MICHAEL JONES
  - MICHAEL JONES
  - MICHAEL P JONES
  - MIKE C JONES
  - MIKE JONES
- Depending on how many results a particular search returns, you may want to narrow the search.
Looking up vendors in PeopleSoft

Enter the Set ID, and type the portion of the name you wish to search for in the Name 1 field, click SEARCH.

The results will be displayed below if any.

You can sort the results in the order of your choosing by clicking on the column labels. It defaults to displaying alphabetically by Name 1.
Looking up vouchers on the web

- Since the voucher number prints on the query, you may need to pull that voucher information up to get the check number, remit address, or other information.
- To pull up the Voucher & Payment search screen, log in to the CIS, and click on the employee tab.
- Scroll down to ‘Financial & Business Services’ and under Transaction Detail Search, select VOUCHERS.
- A new voucher and payment search window opens.
Looking up vouchers on the web

- Enter the business unit.
- Enter the voucher number in the field, and click ‘Search’.
- You may also search by vendor number, check number, or document number, and any of the other available fields.
Looking up vouchers on the web

- Once the voucher number is entered, you can view the payment info for the voucher.
- You can see:
  - the remit to address number, the check number & date, & the handling code.
  - the line amounts and if they are marked as w/h or not.
Questions?

Comments?

Visit our website: www.ap.admin.utah.edu
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Accounts Payable
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### Table of Queries to Run for 1099 Audit

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Query to Use</th>
<th>Query Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awards/Honorariums (non-employee)</td>
<td>JD_WITHHOLDING_MN</td>
<td>Finds all vouchers keyed by account number in a specified date range.</td>
</tr>
<tr>
<td>Consultants</td>
<td>JD_WITHHOLDING_MN</td>
<td>Finds all vouchers keyed by account number in a specified date range.</td>
</tr>
<tr>
<td>Corporate vendors</td>
<td>JD_CORP_VNDR_WTHD_MN</td>
<td>Finds all Corporate vendors marked for withholding that have transactions keyed (need to be audited to be sure only medical and legal services are marked as withholding for CORPS.).</td>
</tr>
<tr>
<td>Legal services/fees</td>
<td>JD_WITHHOLDING_MN</td>
<td>Finds all vouchers keyed by account number in a specified date range.</td>
</tr>
<tr>
<td>Non-1099 vendors with reportable transactions keyed</td>
<td>JD_WH_VCHR_NON_WH_VNDR_MN</td>
<td>Finds all vouchers keyed where they voucher is marked as withholding but the vendor is not marked for withholding.</td>
</tr>
<tr>
<td>Other services</td>
<td>JD_WITHHOLDING_MN</td>
<td>Finds all vouchers keyed by account number in a specified date range.</td>
</tr>
<tr>
<td>Patient Care</td>
<td>JD_WITHHOLDING_MN</td>
<td>Finds all vouchers keyed by account number in a specified date range.</td>
</tr>
<tr>
<td>Rentals</td>
<td>JD_WITHHOLDING_MN</td>
<td>Finds all vouchers keyed by account number in a specified date range.</td>
</tr>
<tr>
<td>Royalties</td>
<td>JD_WITHHOLDING_MN</td>
<td>Finds all vouchers keyed by account number in a specified date range.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Misc. Queries</th>
<th>Query to Use</th>
<th>Query Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duplicate SSN/TIN</td>
<td>JD_DUPL_TINS</td>
<td>Finds all vendors with the same taxpayer id numbers.</td>
</tr>
<tr>
<td>Verify vendor Tax ID</td>
<td>JD_TIN_MISMATCH_VNDR_WTHD_MN</td>
<td>Finds vendors that have one tax id on the Identifying Information tab, and another on the 1099 tab.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vendor Maintenance Queries</th>
<th>Query to Use</th>
<th>Query Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verify withholding name</td>
<td>JD_VERIFY_WTHD_NAME_MK3</td>
<td>Finds all vendors with reportable transactions keyed in current year, and identifies what their 'withholding' name is. If there is a payment alternate on the address, it will override the name on the vendor.</td>
</tr>
<tr>
<td>Verify withholding address</td>
<td>JD_WTHD_ADDR_VERIFICATION_MK</td>
<td>Finds all vendors with reportable transactions keyed in current year, and identifies what their 'withholding' address is.</td>
</tr>
<tr>
<td>Verify withholding address changes</td>
<td>JD_WTHD_ADDR_CHANGES_MK</td>
<td>Finds all vendors that have had their 'withholding' address updated in any calendar year.</td>
</tr>
</tbody>
</table>