1099 Audit Procedures
For completing the withholding audit of vouchers created by Hospital business processes.

Accounts Payable Dept.
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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 aware of address changes and updating the vendor master file.
- When processing payments they should compare the address on the paperwork with what is in the system.
- Processors should also be aware of the 1099 code on the vendor master and whether or not the current payment requires an additional code to be added.
- They also need to be aware that not all payments to a withholding vendor are to be marked as reportable, and process payments accordingly.
- Payments must add up to $600 before a 1099-MISC is issued, with the exception of Royalty payments that have a $10 threshold.
- These factors make using the correct 1099 code critical because payments must exceed the threshold in each code and not the total of all codes combined.\(^1\)

\(^1\) For example, if a vendor has $9 in Royalties and $595 in Other Services the system will not generate a Form 1099.
### Table of queries to run

<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>

Use the query names listed above, and find the account numbers that correspond to the transaction types listed. See the next section for query instructions.
## Table of queries to run

<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>

All the vendor maintenance queries require only the Set ID and calendar year to be put in to run them, no account numbers are necessary for these queries.
Navigating to Query Manager in PeopleSoft

To navigate to where QUERY MANAGER is located, click on Reporting Tools from the main menu.

From Reporting tools, click on QUERY MANAGER under the QUERY folder.

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.
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.

You input the accounting dates (beg. & end) and account numbers needed, as well as your business unit.

Once you have run the query and saved it into Excel, it needs to be sorted by vendor number, then by withholding class, and then by accounting date. This way you will have the query primarily in vendor number order, and 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. Enter in “02” for Hosp in Unit-1. Click ‘View Results’.
- When the dialog box opens select ‘save’ to save the file.
This query finds all corporate vendors set-up for withholding that have transactions keyed.

These need to be audited to be sure only vouchers for medical services & legal services/fees are marked as withholding for corporations.

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

Once you have run the query and saved it into Excel, it needs to be sorted by vendor number, then by withholding class, and then by accounting date. This way you will have the query primarily in vendor number order, and each vendor arranged by whether or not the vouchers are marked as reportable, in order of date.
Query Information

- Finds all vouchers keyed where the voucher is marked as withholding, but the vendor is *not* marked for withholding.
- Clearly vendors that have reportable transactions should be marked as ‘withholding’ in PeopleSoft, or there is an error in the voucher, so these should be looked at.
- There should be one of two scenarios with the vouchers that show up in this query.
  1. The vouchers were erroneously marked as withholding and it should be removed from the vouchers. **OR**
  2. The vendor record needs to be repaired, marked as withholding, and the correct 1099 code added in PeopleSoft.
- Once you have run the query and saved it into Excel, it needs to be sorted by vendor number, then by withholding class, and then by accounting date. This way you will have the query primarily in vendor number order, and each vendor arranged by 1099 code, in order of date.

If a 1099 code needs to be added to a vendor you must have a W9! We cannot add withholding to a vendor without verification of their tax id number and name, etc.
Query Information

JD_DUPL_TINS

This query finds vendors that have the same tax id as another vendor in the system and have vouchers keyed within the year you input.

- You input the calendar year needed, as well as the Set ID (HOSP).
- 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 columns on the right, it shows the duplicate vendor’s information as well. See AP Expectations for what needs to happen with all the duplicate vendors.
Query Information

- Finds vendors that have one tax id on the **Identifying Information** tab, and another on the **1099** tab.
- This means that there is a discrepancy within the vendor about what the taxpayer id number is.
- 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.
- Vendors with these types of problems need to be looked at & have the taxpayer id numbers evaluated for accuracy.
- To do this you need access to the W9 forms on file. These are scanned into the W9 area of Fortis. If you do not have a W9, one will need to be obtained from the vendor.
- Sort the query in Excel as desired.
- **HINT:** You can try to look up your Hospital vendor by TIN in Fortis to see if there is a W9 for the UNIV vendor.

This is not really an issue with HOSP vendors since there is only one field to enter the tax id number in Lawson, and vendors copy into PeopleSoft from there.
Query Information

JD_VERIFY_WTHD_NAME_MK3

FDaths all vendors with reportable transactions keyed in the selected year, and identifies what their ‘withholding’ name is. If there is a payment alternate on the address, it will override the main name on the vendor. This query will show you these.

In order to determine what the correct withholding name should be, you need access to the W9 from the vendor.

If vendor maintenance is needed to repair the withholding name, please contact either Clint (581.5759) or Maria (581.4994) in Accounts Payable.

All vendor transfers from Lawson have a payment alternate name 1 and name 2 (because of the way they are set up to transfer over from Lawson).

Enter the calendar year and Set ID (HOSP).

Sort the query from Excel as desired.
Finds all vendors with reportable transactions keyed in current year, and identifies what their ‘withholding’ address is (located on the 1099 tab).

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 as desired.

Contact Maria for vendor maintenance help.
Query Information

JD_WTHD_ADDR_CHANGES_MK

Finds all vendors that have had their ‘withholding’ address updated in the audit year.

Input the Set ID (HOSP) and save to Excel.

We want to be sure that the address number selected on the 1099 tab in PeopleSoft is the actual withholding address.

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

Since the HOSP vendors are transferred over from Lawson, the address description may not be ‘withholding’ but reportable vendors still need to be audited for accuracy on their withholding address.

Sort as desired in Excel.
Finding errors & what to look for

- You will be working from the various queries and looking up the transactions on the queries 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

- Do a spot check throughout the entire range of necessary account numbers so that some glaring inconsistencies and mistakes may be eliminated.

- Vendors that are not reportable and have no reportable transactions keyed can be eliminated, it is not necessary to look through those transactions (like Owens & Minor Inc, etc.).
Logging the errors found

To the left is an example of a log sheet, 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 spoken to about it.

You may wish to print a copy of the documentation to keep with the log of errors.
Once the errors are recorded for a specific time period, the final numbers are compiled into an Excel spreadsheet where the total number of vouchers keyed by processor is compared to the amount and types of errors they made.

You may wish to use the data for inter-departmental and disciplinary purposes.

You may also wish to use pie charts, etc. to help illustrate the data.
How to repair vouchers in PeopleSoft

- There are two places in PeopleSoft where a voucher can have the 1099 information repaired:
  - 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 (from 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 info.
- To correct a voucher, you need the voucher number so you can look for it once inside the vendor’s 1099 information.
- You may also correct the reportable dollar amount on a voucher (in Withholding Adjustment).
- To view where to go in PeopleSoft to adjust withholding transactions on a particular vendor, see the following slides.

It is recommended that a printout of the back-up documentation for the errors made be printed and have the voucher number written on it. When you are fixing the errors it is helpful to have the voucher number on the back-up for the error, along with any notes you’ve made.
From ‘Vendors’ click on ‘Withholdings’ and then ‘Update Vchr Line Withholdings’

Click on Advanced Search.

Enter the Set ID and the vendor number and click search.
You will need to enter the business unit, start date, and end date. Click search.

You can use January 1\textsuperscript{st} as the start date and today’s date as the end date, but if you are working on a vendor with a lot of reportable transactions, you may want to narrow the dates down so that not so many transactions pull up. This makes finding the correct voucher(s) to repair a bit easier.

Once you have the transactions pulled up, be sure to click on ‘View All’ so all the transactions are displayed and you can find the vouchers needed.
To remove a 1099 code from a voucher, type ‘N’ in the New W/H box.

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.
Once you have adjusted all necessary vouchers in a particular vendor, click SAVE.

A warning box reminding you to run Post Withholdings will appear, click OK. Click RETURN TO SEARCH.
Once you have made all the necessary corrections for the day, you will need to run ‘Post Withholdings’ and ‘Update Withholdings’. This posts the updates you have made. The following business day, the changes you made should be reflected on the web in the Voucher screen.
Withholding Adjustment

- 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 ‘Withholdings’ and then ‘Withholding Adjustment’

Enter the Set ID and the vendor number and click search.

Once a vendor is pulled up, enter the business unit, and date ranges needed, click SEARCH. You can use January 1st as the start date and today’s date as the end date, but if you are working on a vendor with a lot of reportable transactions, you may want to narrow the dates down so that not so many transactions pull up. This makes finding the correct voucher(s) to repair a bit easier.
Withholding Adjustment

Once you have the transactions pulled up, be sure to click on ‘View All’ so all the transactions are displayed and you can find the vouchers needed.

Notice the tabs along the top of Adjustments window.

Click on the Payment information tab to view the check numbers so you may verify which payment to adjust, then go back to the Transaction information tab to adjust the payment.
Withholding Adjustment

- Once you’re back on the Transaction Info tab, select the transaction you need to repair; enter in the amount that needs to be reported in the ‘BASIS AMT’ box. Click SAVE.

- You do not need to enter any amounts in the other boxes.
You may also need to add a line to the amount of withholding. To do so, click on the + symbol where you need to insert a line.

A new blank line will appear. Change the payment date 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 Main Information tab.
Withholding Adjustment

- From the **Main Formation tab**, you need to fill in the 1099 information.
- Notice that the line information is blank, and the description says ‘Legacy’ instead of ‘Original’.
- Enter the business unit, entity, type, jurisdiction, & class as shown in the upper boxes.
- The ‘Class’ is where the IRS 1099 code belongs. All the other fields will always be the same.
Once you have made all the necessary corrections for the day, you will need to run ‘Post Withholdings’ and ‘Update Withholdings’. This posts the updates you have made. The following business day, the changes you made should be reflected on the web in the Voucher screen.
Posting Withholdings

- Click on ‘Post Withholdings’
- Click on SEARCH. You will see a list of Run Controls for your uID.
- Select the Run Control ID for posting 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. Enter today’s date, then click RUN.
Once you’ve clicked on RUN, a new screen will open. Click OK.

You will be put back on the previous screen, click on Process Monitor.

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

- Click on ‘Update Withholdings’
- Click on SEARCH. You will see a list of Run Controls for your uID.
- Select the Run Control ID for posting 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 RUN. The settings that appear are taken from how the Run Control was set-up.
Updating Withholdings

Once you’ve clicked on RUN, a new screen will open. Click OK.

You will be put back on the previous screen, click on Process Monitor.

Once inside the Process Monitor, click REFRESH until the Run Status says ‘Success’ & the Distribution Status says ‘Posted’.
What to do with the audit info collected

- What is done in your department with the information about the processor’s errors is at the discretion of your department and should be kept confidential.

- It is recommended that the documentation for the errors made accompany the summary sheet you’ve made by processor. This way they can be shown back up documentation for the errors made if needed.

- You may wish to submit only totals charts to management, and keep the log sheet with the back-up to present to the processor in a meeting, then filed for up to a specified time period.

- If you keep your log sheet with the back up, you will be able to refer to what types of errors were made after they had been spoken to about what they were doing wrong and when they were spoken to.

- You may also wish to address common mistakes made by different individuals frequently within the dept. and talk about them in a meeting with everyone.
Contact info for audit & 1099 ?’s

Located at:
201 S. President’s Cir., Room 411, Park Bldg.

Located at:
201 S. President’s Cir., Room 145, Park Bldg.

Kelly Peterson                   Financial Mgt
   581.6699

Taylor Salaz                     Tax Services
   581.5414

Maria Nielsen                   Accounts Payable
   581.4994

Clint Rasmussen                 Accounts Payable
   581.5759
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
- Withhold Calculation Report
- 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 Copy B
- Send withholding file
- Withholding Sent File
- Review withholding report information if needed
- Withholding Report Information
- Report Control Information
- Print Report
Setting up Run Control ID’s

- Before running Post Withholdings and Update Withholding the first time, you will need to set up a Run Control ID for each application.
- This is the Run Control you will select when running the posts for both.
Setting up Run Control ID’s

Run Control Instructions for Post Withholdings

- From ‘Post Withholdings’ select the ADD A NEW VALUE tab.
- Assign a name for the Run Control ID in the box as shown. Click ADD.

- 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).
- Click SAVE.
Setting up Run Control ID’s

Run Control Instructions for Update Withholding

- From ‘Update Withholding’ select the ADD A NEW VALUE tab.
- Assign a name for the Run Control ID in the box as shown. Click ADD.
- Fill in the fields as shown.
- Click SAVE.
Basic PeopleSoft vendor screenshots & info

- The Set ID to look up Hospital vendors is always ‘HOSP’
- 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 Name 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.

You can use these screens to see how a vendor comes across from Lawson, and what information copies where.
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’.

<table>
<thead>
<tr>
<th>Identifying Information</th>
<th>Address</th>
<th>Location</th>
<th>Comments</th>
<th></th>
<th>Contacts</th>
<th></th>
<th>1999</th>
<th>Name Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>SetEl: HOSP Vendor: 214668 OWENS &amp; MINOR</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Location: 000001 Description: Upgrade</td>
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<td></td>
</tr>
</tbody>
</table>

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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: "Mallory, Victoria"<Victoria.Mallory@owens-minor.com>
To: <HP@admn.utah.edu>
Date: 10/16/2005 8:45 AM
Subject: RE: payment reference

Please remove me from your distribution list for check remittance advice. 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
D&M Senior Financial Analyst
Home Office/Treasury - OMS
Phone: 804.723.7541 & 7487 Fax: 804-325-3103
9120 Lockheed Blvd, Mechanicsville, VA 23119
victoria.mallory@owens-minor.com

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**Vendor Contact**

<table>
<thead>
<tr>
<th>Contact</th>
<th>Description</th>
<th>ACH Remittance Recipient</th>
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**Contact Detail**

<table>
<thead>
<tr>
<th>Eff Date:</th>
<th>01/06/2005</th>
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<table>
<thead>
<tr>
<th>Contact Name:</th>
<th>Janet stern</th>
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<table>
<thead>
<tr>
<th>Title:</th>
<th>Mgr AR Research/Adjustment Center</th>
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<th>http://</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Description:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Email Id:</th>
<th><a href="mailto:janet.stern@owens-minor.com">janet.stern@owens-minor.com</a></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address:</th>
<th></th>
</tr>
</thead>
</table>
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 A 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.

Vendor Information

<table>
<thead>
<tr>
<th>Set ID:</th>
<th>Vendor ID:</th>
<th>Short Vendor Name:</th>
<th>Our Customer Number:</th>
<th>Name 1:</th>
<th>Vendor TIN:</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOSP</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>544938</td>
<td>KUTH12UNIV-001</td>
<td>(blank)</td>
<td>KUTH-12-UNIVISION-UTAH</td>
<td></td>
<td>731582575</td>
</tr>
<tr>
<td>540350</td>
<td>SOUTHERNCA-002</td>
<td>(blank)</td>
<td>SOUTHERN CAL UNIV OF HEALTH SCIENCES</td>
<td>(blank)</td>
<td></td>
</tr>
<tr>
<td>549913</td>
<td>SOUTHERNME-001</td>
<td>(blank)</td>
<td>SOUTHERN METHODIST UNIVERSITY</td>
<td>(blank)</td>
<td></td>
</tr>
<tr>
<td>126995</td>
<td>UTAHSTATEU-001</td>
<td>(blank)</td>
<td>UTAH STATE UNIVERSITY</td>
<td>(blank)</td>
<td></td>
</tr>
<tr>
<td>701143</td>
<td>UTAHSTATEU-002</td>
<td>(blank)</td>
<td>UTAH STATE UNIVERSITY NACHAM</td>
<td>(blank)</td>
<td>876000528</td>
</tr>
</tbody>
</table>
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 02 in the business unit field.
- 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
## 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>JDVERIFY_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 2007.</td>
</tr>
</tbody>
</table>