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

Transaction Type	Query to Use	Query Description
Awards/Honorariums (non-employee)	JD_WITHHOLDING_MN	Finds all vouchers keyed by account number in a specified date range.
Consultants	JD_WITHHOLDING_MN	Finds all vouchers keyed by account number in a specified date range.
Corporate vendors	JD_CORP_VNDR_WTHD_MN	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.).
Legal services/fees	JD_WITHHOLDING_MN	Finds all vouchers keyed by account number in a specified date range.
Non-1099 vendors with reportable transactions keyed	JD_WH_VCHR_NON_WH_VNDR_MN	Finds all vouchers keyed where they voucher is marked as withholding but the vendor is not marked for withholding.
Other services	JD_WITHHOLDING_MN	Finds all vouchers keyed by account number in a specified date range.
Patient Care	JD_WITHHOLDING_MN	Finds all vouchers keyed by account number in a specified date range.
Rentals	JD_WITHHOLDING_MN	Finds all vouchers keyed by account number in a specified date range.
Royalties	JD_WITHHOLDING_MN	Finds all vouchers keyed by account number in a specified date range.

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

# 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.

| Vendor Maintenance Queries	Query to Use	Query Description
Verify withholding name	JD_VERIFY_WTHD_NAME_MK3	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.
Verify withholding address	JD_WTHD_ADDR_VERIFICATION_MK	Finds all vendors with reportable transactions keyed in current year, and identifies what their 'withholding' address is.
Verify withholding address changes	JD_WTHD_ADDR_CHANGES_MK	Finds all vendors that have had their 'withholding' address updated in any calendar year.

Printable version of table of queries

Navigating to Query Manager in PeopleSoft
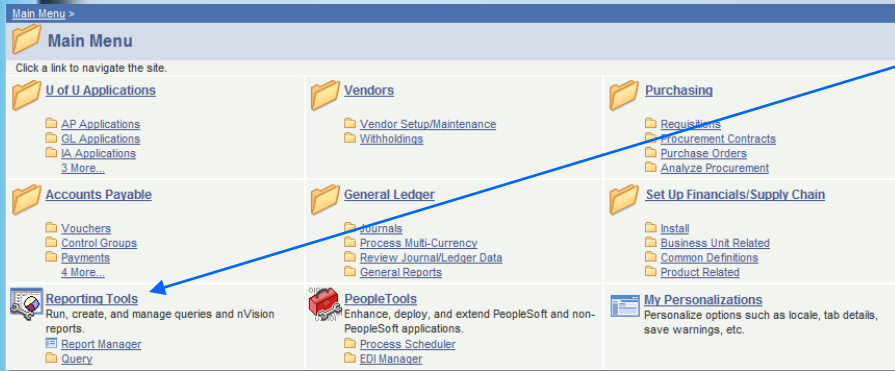
From 📁 Main Menu go to 🔲 Reporting Tools
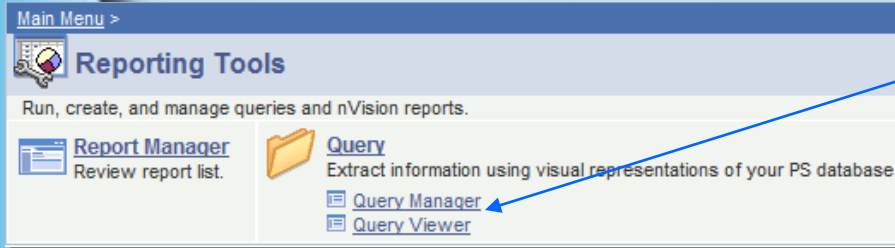
From Reporting tools, click on 🔲 Query Manager
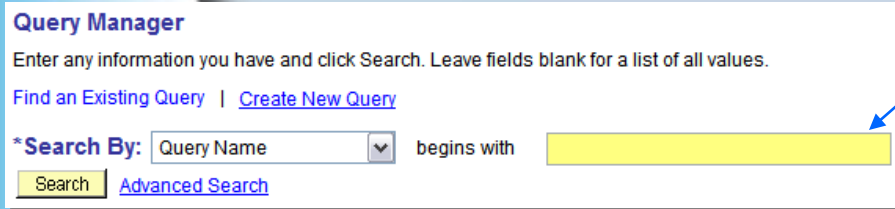
This is what the main query screen looks like, and where you will type in the name of the query you need.

Query Information

◆ 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.

Query Information

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 <u>vendor number</u>, then by <u>withholding class</u>, and then by <u>accounting date</u>. 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_WITHHOLDING_MN

◆ 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.

Query Manager

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Query | Create New Query

*Search By: Query Name | begins with | JD_WITHHOLDING_MN

Search | Advanced Search

Query Manager

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Query | Create New Query

*Search By: Query Name | begins with | JD_WITHHOLDING_MN

Search | Advanced Search

Search Results

*Folder View: -- All Folders --

Check All | Uncheck All | *Action: -- Choose -- | Go

Query					Customize	Find	View All		First ◄ 1 of 1 ► Last
Select	Query Name	Descr	Owner Folder	Edit	Run to HTML	Run to Excel	Schedule
☐	JD_WITHHOLDING_MN	Find all reportable vouchers	Public	Edit	HTML	Excel	Schedule

Find an Existing Query | Create New Query

JD_WITHHOLDING_MN - Find all reportable vouchers

Begin Acct Num:

End Acct Num:

Begin Acctg Date:

End Acctg Date:

Unit - 1:

Unit - 2:

Unit - 3:

Unit - 4:

Unit - 5:

View Results

Query Information

JD_CORP_VNDR_WTHD_MN

◆ **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 <u>vendor number</u>, then by <u>withholding class</u>, and then by <u>accounting date</u>. The data will be in vendor number order, with each vendor arranged by how the vouchers are marked as reportable, in order of date.**

JD_CORP_VNDR_WTHD_MN - Corp vndr marked as WH

Enter the begin Actg Date::

Enter the End Acctg Date::

Vendor SetID:

View Results

Query Information

◆ **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.**

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.

JD_WH_VCHR_NON_WH_VNDR_MN - 1099 Vchr - Non WH Vendor

Begin Acctg Date:	
End Acctg Date:	
Unit - 1:	
Unit - 2:	
Unit - 3:	
Unit - 4:	
Unit - 5:	

View Results

Query Information

JD_DUPL_TINS

JD_DUPL_TINS - Find vndr w/dupl tin

YEAR: [ ]

SetID: [ ]

[View Results]

- ◆ This query finds vendors that have the same tax id as another vendor in the system *and* have vouchers keyed within the YEAR: [ ]

- ◆ 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.
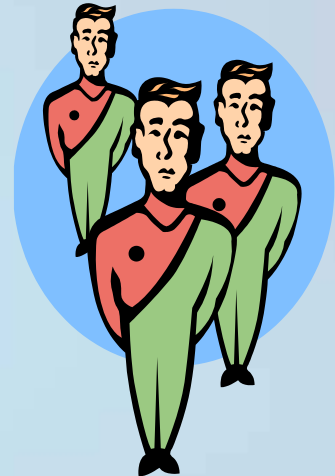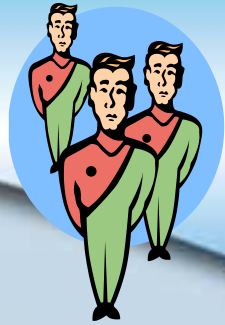
Query Information

JD_TIN_MISMATCH_VNDR_WTHD_MN

JD_TIN_MISMATCH_VNDR_WTHD_MN - Find vendor tin mismatch

Begin Acctg Date: _____

End Acctg Date: _____

Vendor SetID: _____

View Results

◆ **Finds vendors that have one tax id on the <u>Identifying Information</u> tab, and another on the <u>1099</u> 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

JD_VERIFY_WTHD_NAME_MK3

JD_VERIFY_WTHD_NAME_MK3 - Verify withholding name

YEAR: [ ]

SetID: [ ]

View Results

◆ **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_VERFICATION_MK
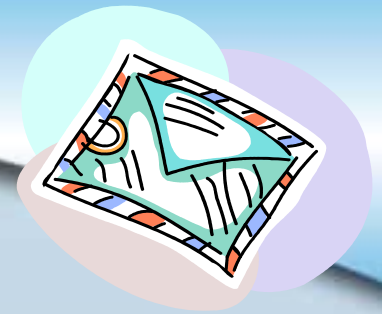
JD_WTHD_ADDR_VERIFICATION_MK - Verify withholding address

YEAR: ▢

Vendor SetID: ▢ 🔍

View Results

◆ **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.**
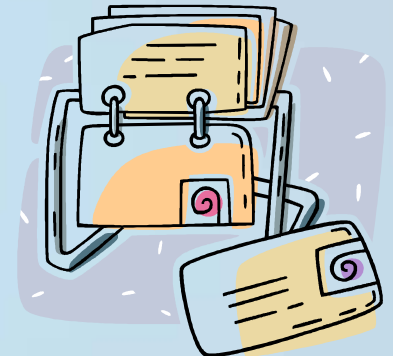
Query Information

JD_WTHD_ADDR_CHANGES_MK

JD_WTHD_ADDR_CHANGES_MK - Find withholding addr changes

Vendor SetID: [ ] 🔍

View Results

◆ **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.**

Finding errors & what to look for

◆ **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.**

Supervisory follow-up for errors found

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THE UNIVERSITY OF UTAH

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1099 Audit Reporting

Year: 2007

Processor: First & Last Name u0000000	Audit period: 01/01/07-05/30/07	Date: 08/22/2007

Notes from previous audit (if any):

Error Summary:

Vndr #	Vendor Name	Error Made:	Corrected Vchr	Comments
2082	Ruth's Diner	1099'd purchase of food	01416272	
5968	Crystal Rynn	Paid wrong vendor	01416947	Corrected.
76853	Systen LLC	Didn't 1099 an 07	CQ0090713526	
151890	Katie Hoover	Didn't 1099 an 07	01423615 01430665	

Additional Notes

Processor Signature _____ Date _____

Auditor Signature _____ Date _____

Supervisor Signature _____ Date _____

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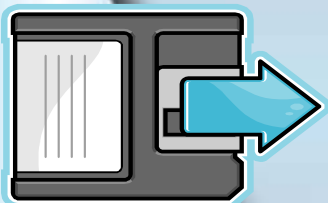
Hint: It is helpful to have a printout of the back-up documentation and any personal notes handy when making withholding adjustments.

Update Voucher Line Withholding

From 📁 **Vendors** click on 📁 **Withholdings** and then ▦ **Update Vchr Line Withholdings**

Click on **Advanced Search**

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

Update Voucher Line Withholding

Withholding Invoice Line Update

Vendor Set ID: HOSP   Vendor Name 1: DAMARIS METHNER MD
Vendor ID: 115980   Location: 000001   Withholding: Y

*Business Unit: [ ]   *Start Date: 01/01/2007   Search
Clear Updated Withholding   *End Date: 10/15/2007

Withholding Type: [ ]   Jurisdiction: [ ]   Set All Lines to No Wthd
Withholding Class: [ ]   Set All Lines to Wthd

◆ **Enter the business unit, start date, and end date. Click** Search

- **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.**

Details

Curr W/H	*New W/H	Type	Jurisdiction	Withholding Class	Business Unit	Voucher	Line	Invoice	Payment Date	Amount
1 ✓		1099	FED	07	01	01368342	1	0126441IN	01/09/2007	110.000
2 ✓		1099	FED	07	01	01370923	1	0125931IN	01/17/2007	103.000
3 ✓		1099	FED	07	01	01370924	1	0123963IN	01/17/2007	93.000
4 ✓		1099	FED	07	01	01370925	1	0124653IN	01/17/2007	98.000
5 ✓		1099	FED	07	01	01370926	1	0125293IN	01/17/2007	103.000

◆ **Click on 'View All' to display 'all' transactions one they are displayed on the screen.**

Update Voucher Line Withholding

	Curr W/H	*New W/H	Type	Jurisdiction	Withholding Class	Business Unit	Voucher	Line	Invoice	Payment Date	Amount
34	☑		1099 🔍	FED 🔍	07 🔍	01	01438525	1	0131860IN	08/03/2007	110.000
35	☑		1099 🔍	FED 🔍	07 🔍	01	01441959	2	0131695IN	08/14/2007	90.000
36	☑		1099 🔍	FED 🔍	07 🔍	01	01442420	1	142245	08/08/2007	248.460
37	☐		1099 🔍	FED 🔍	07 🔍	01	01444462	1	0132545IN	08/22/2007	110.000
38	☐		🔍	🔍	🔍	01	01444572	1	37859	08/16/2007	38.400
39	☐		🔍	🔍	🔍	01	01445283	1	0132382IN	08/28/2007	90.000
40	☐	Y	1099 🔍	FED 🔍	07 🔍	01	01448259	1	38435	08/24/2007	21.480
41	☑	N	1099 🔍	FED 🔍	07 🔍	01	01457679	1	0133252IN	09/28/2007	110.000
42	☑		1099 🔍	FED 🔍	07 🔍	01	01459402	2	0133087IN	10/04/2007	90.000
43	☑		1099 🔍	FED 🔍	07 🔍	01	01459404	2	5026947IN	10/04/2007	30.500

This voucher has been coded for withholding.

This voucher is not marked for 1099 reporting.

◆ **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.

Update Voucher Line Withholding

	Curr W/H	*New W/H	Type		Jurisdiction		Withholding Class		Business Unit	Voucher	Line	Invoice	Payment Date	Amount
39	☐			🔍		🔍		🔍	01	01445283	1	0132382IN	08/28/2007	90.000
40	☐			🔍		🔍		🔍	01	01448259	1	38435	08/24/2007	21.480
41	☑		1099	🔍	FED	🔍	07	🔍	01	01457679	1	0133252IN	09/28/2007	110.000
42	☑		1099	🔍	FED	🔍	07	🔍	01	01459402	2	0133087IN	10/04/2007	90.000
43	☑		1099	🔍	FED	🔍	07	🔍	01	01459404	2	5026947IN	10/04/2007	30.500

Details — Customize | Find | View 5 | First ◀ 1-43 of 43 ▶ Last

Current Withholding Details | New Withhold Details

🖫 Save   🔍 Return to Search   📝 Notify   📋 Add   📄 Update/Display

◆ Click 🖫 Save when the work is done.

◆ A warning box reminding you to run Post Withholdings will appear, click OK. Click 🔍 Return to Search

Update Voucher Line Withholding

◆ **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.**

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
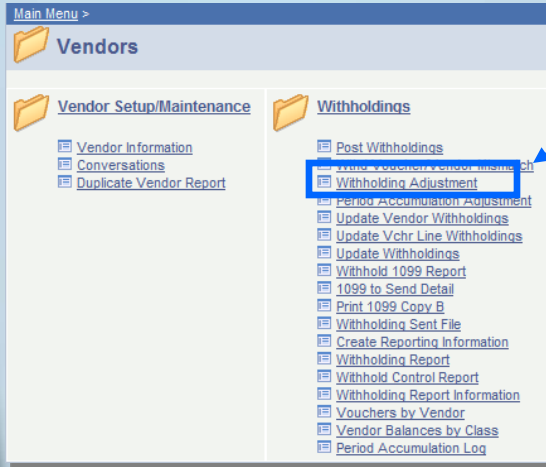
◆ **From** 📁 **Vendors** **click on** 📁 **Withholdings** **and then** 🖳 Withholding Adjustment

◆ **Enter the Set ID and the vendor number and click** [Search]

◆ **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 Info** tab select the transaction needing repair and enter 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.

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** Main Information **tab.**

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,
  - '<u>IRS</u>' under Entity
  - '<u>1099</u>' under Type
  - '<u>FED</u>' 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.

Withholding Adjustment

◆ 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.
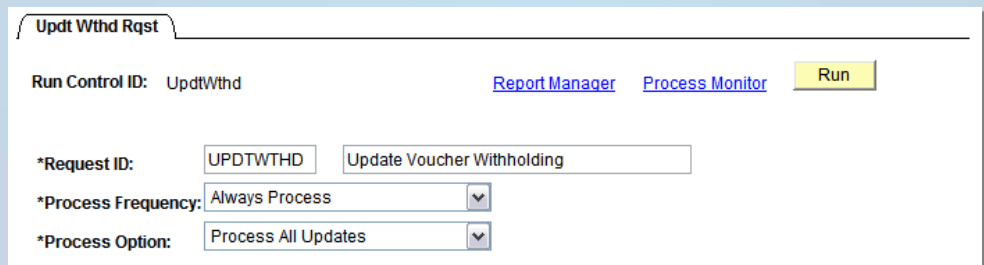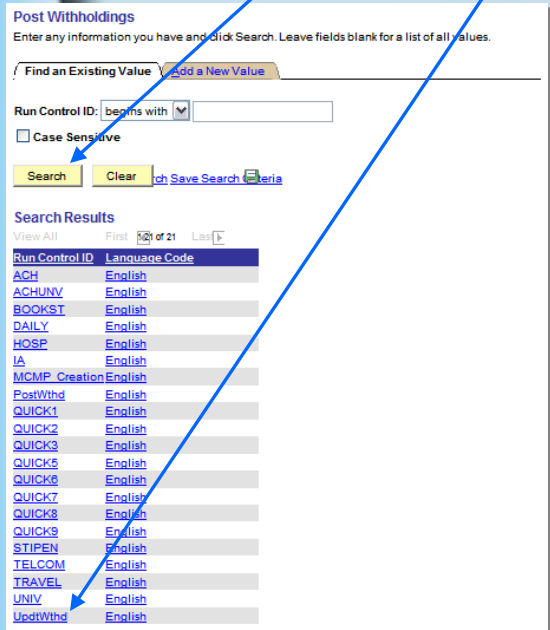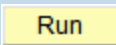
Updating Withholdings

◆ Click on 📁 **Vendors** then 📁 Withholdings then 📄 Update Withholdings

◆ Click on **Search** . You will see a list of Run Controls for your uID.

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 **Run** . The settings that appear are taken from how the Run Control was set-up.

Updating Withholdings

Process Scheduler Request

User ID:	U0533329		Run Control ID:	UpdtWthd

Server Name:	PSUNX	Run Date:	10/15/2007	
Recurrence:		Run Time:	12:46:47PM	Reset to Current Date/Time
Time Zone:				

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	Withholding Update Process	AP_WTHD_UPDT	Application Engine	Web	TXT	Distribution

OK   Cancel

Once you've clicked on **Run**, a new page for **Process Scheduler Request** will appear. Make sure that you have selected the appropriate 'Server Name' before clicking OK. Otherwise the process will not run.

Updt Wthd Rqst

Run Control ID:	UpdtWthd	Report Manager	Process Monitor	Run

Process Instance:970667

*Request ID:	UPDTWTHD	Update Voucher Withholding
*Process Frequency:	Always Process	
*Process Option:	Process All Updates	

Click on **Process Monitor**

Process List   Server List

View Process Request For

User ID:	U0533329	Type:		Last:	1 Days	Refresh
Server:		Name:		Instance:	to	
Run Status:		Distribution Status		☑ Save On Refresh		

Process List

Customize | Find | View All | 🔲   First ◄ 1-2 of 2 ► Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
☐	970667		Application Engine	AP_WTHD_UPDT	U0533329	10/15/2007 12:46:47PM MDT	Success	Posted	Details

Once inside the Process Monitor, click **Refresh** until the Run Status says 'Success' & the Distribution Status says 'Posted'.
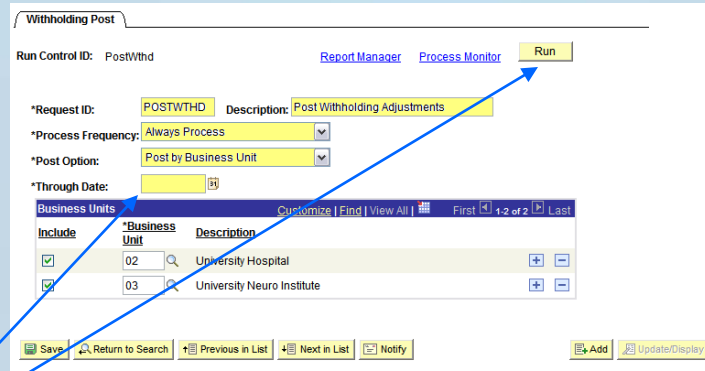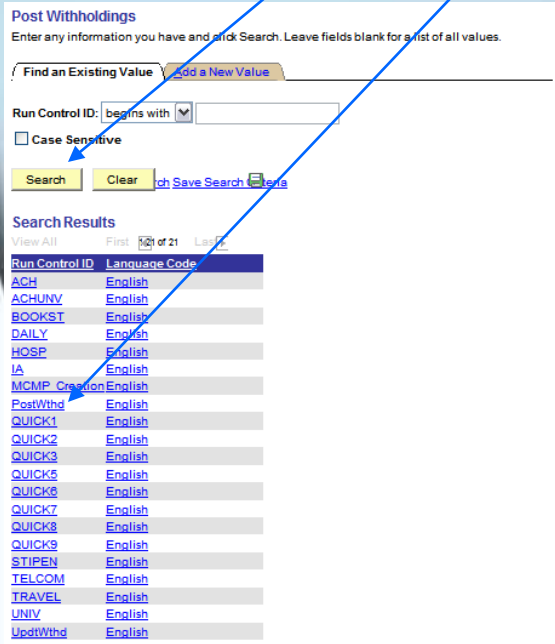
Posting Withholdings
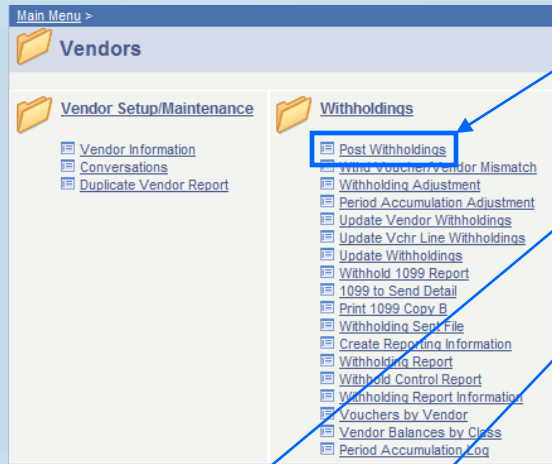
◆ **Click on** 📁 **Vendors** **then** 📁 **Withholdings** **& then** 🗒 **Post Withholdings**

◆ **Click on** [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** [Run]

Posting Withholdings

Process Scheduler Request

User ID:	U0533329
Run Control ID:	PostWthd

Server Name:	PSUNX	Run Date:	10/15/2007	
Recurrence:		Run Time:	11:10:10AM	Reset to Current Date/Time
Time Zone:				

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	Withholding Posting	AP_WTHD	Application Engine	Web	TXT	Distribution

OK   Cancel

◆ Once you've clicked on **Run**, a new page for **Process Scheduler Request** will appear. Make sure that you have selected the appropriate 'Server Name' before clicking OK. Otherwise the process will not run.

Withholding Post

Run Control ID: PostWthd   Report Manager   Process Monitor   Run

*Request ID:	POSTWTHD	Description: Post Withholding Adjustments
*Process Frequency:	Always Process	
*Post Option:	Post by Business Unit	
*Through Date:		

Business Units   Customize | Find | View All | First 1-2 of 2 Last

Include	*Business Unit	Description		
☑	02	University Hospital	+	−
☑	03	University Neuro Institute	+	−

Save   Return to Search   Previous in List   Next in List   Notify   Add   Update/Display

◆ Click on **Process Monitor**

Process List   **Server List**

View Process Request For

User ID: U0533329	Type:	Last:	1 Days	Refresh
Server:	Name:	Instance:	to	
Run Status:	Distribution Status		☑ Save On Refresh	

Process List   Customize | Find | View All   First ◀ Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
☐	970607		Application Engine	AP_WTHD	U0533329	10/15/2007 11:10:10AM MDT	Success	Posted	Details

◆ Once inside the Process Monitor, click **Refresh** until the Run Status says 'Success' & the Distribution Status says 'Posted'.

Contact info for audit & 1099 Questions

Financial Management

Tax Services

Room 411 Park

- Kelly Peterson   581.6699
  kelly.peterson@admin.utah.edu
- Taylor Salaz   581.5414
  taylor.salaz@admin.utah.edu

Accounts Payable

Room 145 Park

- 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

Withhold 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 Copy B

→

Send withholding file

Withholding Sent File

→

Review withholding report information if needed

Withholding Report Indormation
Report Control Information

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

Update Withholding

Find an Existing Value | Add a New Value

Run Control ID: UpdWthd

Add

Find an Existing Value | Add a New Value

◆ 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

Updt Wthd Rqst

Run Control ID: UpdWthd   Report Manager   Process Monitor   Run

*Request ID: UPDWTHD   Update Witholding
*Process Frequency: Always Process
*Process Option: Process All Updates

Save | Notify   Add | Update/Display

◆ **Fill in the fields as shown.**

◆ **Click** Save
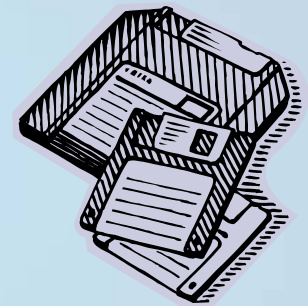
Setting up Run Control ID's

Run Control Instructions for Post Withholdings

Post Withholdings

Find an Existing Value | Add a New Value

Run Control ID: PostWthd

Add

Find an Existing Value | Add a New Value

◆ **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

---

Withholding Post

Run Control ID: PostWthd   Report Manager   Process Monitor   Run

*Request ID: POSTWTHD   Description: Post Withholding Adjustments
*Process Frequency: Always Process
*Post Option: Post by Business Unit
*Through Date:

Business Units   Customize | Find | View All | First 1-2 of 2 Last

Include	*Business Unit	Description		
☑			+	−
☑			+	−

Save   Return to Search   Previous in List   Next in List   Notify   Add   Update/Display

◆ **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.
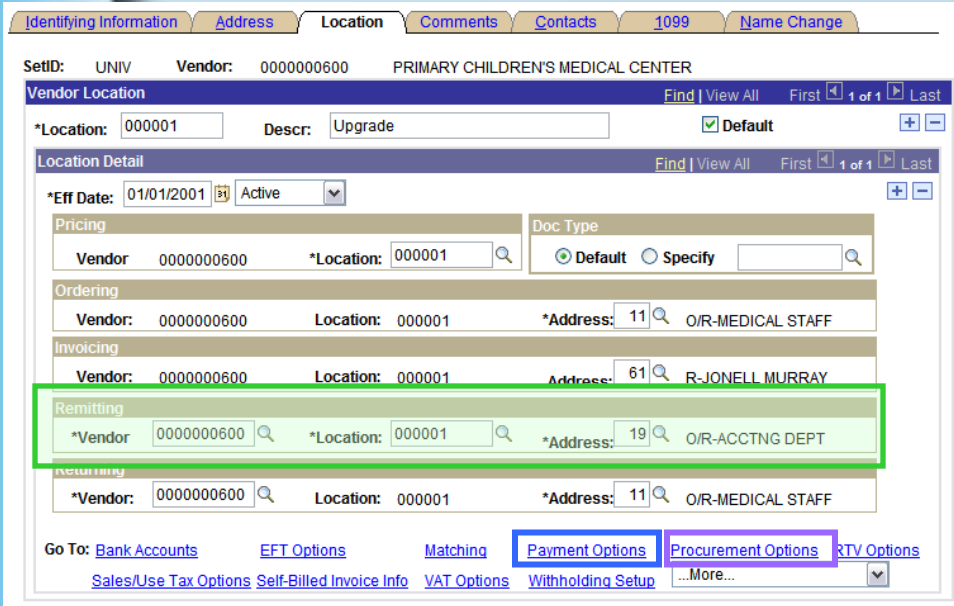
Basic PeopleSoft vendor info & screenshots

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

Basic PeopleSoft vendor screenshots & info

- 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'.

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

Vendor Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

SetID:	= ▼	UNIV
Vendor ID:	begins with ▼	
Short Vendor Name:	begins with ▼	
Our Customer Number:	begins with ▼	
Name 1:	begins with ▼	%UT%UNIV
Vendor TIN:	begins with ▼	

☐ Correct History   ☐ Case Sensitive

[Search]   [Clear]   Basic Search 🖫 Save Search Criteria

◆ **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.**

Search Results

View All   First ◀ 1-29 of 29 ▶ Last

SetID	Vendor ID	Short Vendor Name	Our Customer Number	Name 1	Vendor TIN
UNIV	0000139683	BUTLERUNIV-001	(blank)	BUTLER UNIVERSITY COLLEGE OF PHARM	(blank)
UNIV	0000130632	CENTRALCON-001	(blank)	CENTRAL CONNECTICUT STATE UNIVERSITY	061303381
UNIV	0000027881	ERAU-001	(blank)	EMBRY-RIDDLE AERONAUTICAL UNIVERSITY	890936101
UNIV	0000131876	GOERGIASOU-001	(blank)	GEORGIA SOUTHERN UNIVERSITY	586002059
UNIV	0000110643	INSTITUTFU-002	(blank)	INSTITUT FUR MATERIALPHYSIC UNIVERSITAT	FOREIGN
UNIV	0000075217	INSTITUTMA-001	(blank)	INSTITUT MATERIALPHYSIK UNIVERSITATWIEN	(blank)
UNIV	0000022798	NOVASOUTHE-001	(blank)	NOVA SOUTHEASTERN UNIVERSITY	591954366
UNIV	0000010988	RUTGERSUNI-002	(blank)	RUTGERS UNIVERSITY	226001086
UNIV	0000000974	RUTGERSUNI-001	(blank)	RUTGERS UNIVERSITY SEE 10988 LOC 2, 3	226001086
UNIV	0000128537	SDSU-001	(blank)	SOUTH DAKOTA STATE UNIVERSITY	466000364
UNIV	0000089754	SVLYUNITAR-001	(blank)	SOUTH VALLEY UNITARIAN UNIVERSALIST SOC	870423521

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?

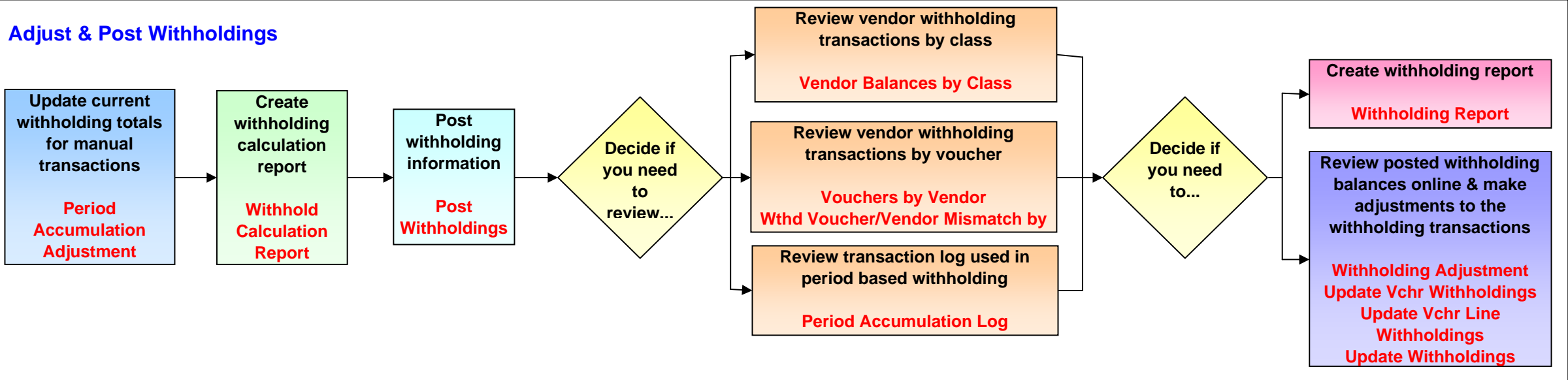Visit our website: www.ap.admin.utah.edu
E-mail us: ap@admin.utah.edu

Accounts Payable
201 S. President's Circle, Rm 145
Salt Lake City, UT 84112
Phone: 801.581.6976 Fax: 801.585.6443

Table of Queries to Run for 1099 Audit

Transaction Type	Query to Use	Query Description
Awards/Honorariums (non-employee)	JD_WITHHOLDING_MN	Finds all vouchers keyed by account number in a specified date range.
Consultants	JD_WITHHOLDING_MN	Finds all vouchers keyed by account number in a specified date range.
Corporate vendors	JD_CORP_VNDR_WTHD_MN	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.).
Legal services/fees	JD_WITHHOLDING_MN	Finds all vouchers keyed by account number in a specified date range.
Non-1099 vendors with reportable transactions keyed	JD_WH_VCHR_NON_WH_VNDR_MN	Finds all vouchers keyed where they voucher is marked as withholding but the vendor is not marked for withholding.
Other services	JD_WITHHOLDING_MN	Finds all vouchers keyed by account number in a specified date range.
Patient Care	JD_WITHHOLDING_MN	Finds all vouchers keyed by account number in a specified date range.
Rentals	JD_WITHHOLDING_MN	Finds all vouchers keyed by account number in a specified date range.
Royalties	JD_WITHHOLDING_MN	Finds all vouchers keyed by account number in a specified date range.
Misc. Queries	**Query to Use**	**Query Description**
Duplicate SSN/TIN	JD_DUPL_TINS	Finds all vendors with the same taxpayer id numbers.
Verify vendor Tax ID	JD_TIN_MISMATCH_VNDR_WTHD_MN	Finds vendors that have one tax id on the Identifying Information tab, and another on the 1099 tab.
Vendor Maintenance Queries	**Query to Use**	**Query Description**
Verify withholding name	JD_VERIFY_WTHD_NAME_MK3	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.
Verify withholding address	JD_WTHD_ADDR_VERIFICATION_MK	Finds all vendors with reportable transactions keyed in current year, and identifies what their 'withholding' address is.
Verify withholding address changes	JD_WTHD_ADDR_CHANGES_MK	Finds all vendors that have had their 'withholding' address updated in any calendar year.

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Adjust & Post Withholdings

Update current withholding totals for manual transactions

Period Accumulation Adjustment

→

Create withholding calculation report

Withhold Calculation Report

→

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Post Withholdings

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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

→

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→

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 Indormation
Report Control Information