

### **1099 Audit Procedures** Completing the internal audit of vouchers keyed by processors in Accounts Payable

### Accounts Payable Dept. www.ap.admin.utah.edu ap@admin.utah.edu 801.581.6976 Fax: 801.585.6443



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### **Getting Started**

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- 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:
  - <u>Awards/Honorariums (non-employee)</u>
  - <u>Consultants</u>
  - <u>Corporate vendors</u>
  - Legal services/fees
  - <u>Non-1099 vendors with reportable transactions keyed</u>
  - Other services
  - Patient Care
  - <u>Rentals</u>
  - <u>Royalties</u>



- 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 <u>table of queries</u> 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.

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**

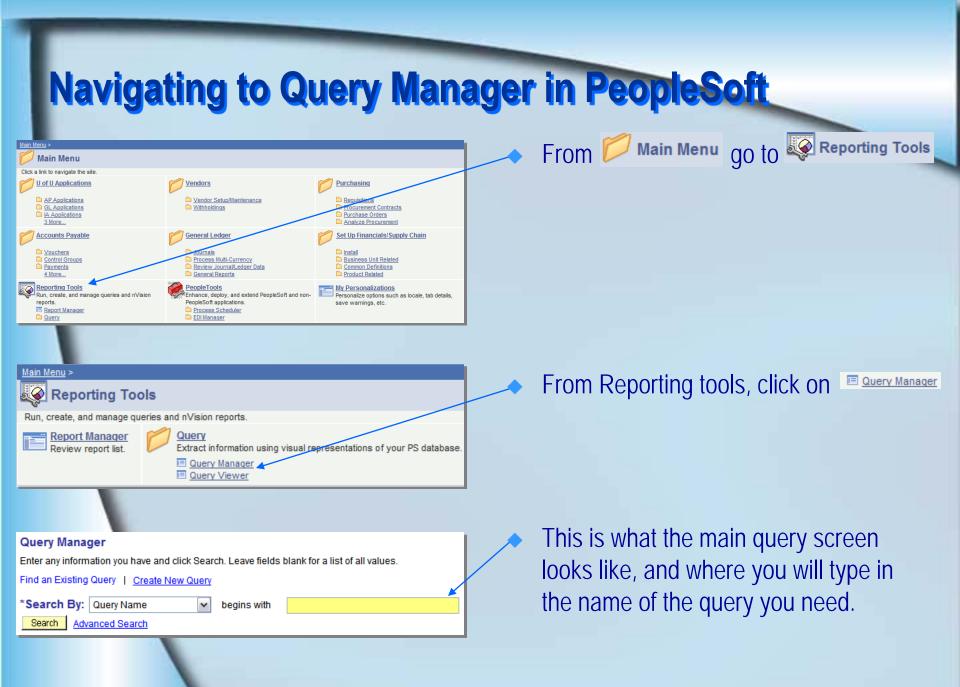
Note: All the vendor maintenance queries require the Set ID and calendar year to be put in to run them, no account numbers are necessary for these queries.

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



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 runsuch as the business unit, dates, and acct numbers.

### The queries are named:

- JD\_<u>WITHHOLDING\_</u>MN
- 2. JD\_<u>CORP\_VNDR\_WTHD\_</u>MN
- 3. JD\_<u>WH\_VCHR\_NON\_WH\_VNDR\_</u>MN
- JD\_DUPL\_TINS
- JD\_TIN\_MISMATCH\_VNDR\_WTHD\_MN
- JD\_VERIFY\_WTHD\_NAME\_MK3
- 7. JD<u>WTHD\_ADDR\_VERIFICATION\_</u>MK
  - 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 <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\_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



#### 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 Que Search By: Query Name begins with JD WITHHOLDING MN Search Advanced Search Search Results \*Folder View: -- All Folders --~ Uncheck All \*Action: -- Choose -<u>Run to</u> Select Query Name Desci chedul JD\_WITHHOLDING\_MN Find all reportable vouche Public Edit HTM Schedul Find an Existing Query | Create New Quer

# JD\_WITHHOLDING\_MN - Find all reportable vouchers Begin Acct Num: End Acct Num: Begin Acctg Date: Image: Ima

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::	31	
Enter the End Acctg Date::	31	
Vendor SetID:		
View Results		

### 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.

JD_WH_VCHR_	NON_WH_VNDR_MN - 1099 Vchr - Non WH Vendor
Begin Acctg Date:	B
End Acctg Date:	<b>F</b>
Unit - 1:	
Unit - 2:	
Unit - 3:	
Unit - <b>4</b> :	
Unit - 5:	
View Results	

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



JD\_DUPL\_TINS

JD_	DUPL	TINS -	Find	vndr	w/dupl	tin
-----	------	--------	------	------	--------	-----

EAR:	
SetID:	
Viev	v Results

- This query finds vendors that have the same tax id as another vendor in the system <u>and</u> have vouchers keyed within the YEAR:
- Input the YEAR:
- and settD:
- 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 <u>AP</u> <u>Expectations</u> 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:		31
End Acctg Date:		31
Vendor SetID:	Q	
View Results		

 Finds vendors that have one tax id on the <u>Identifying</u> <u>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	Stat and it
JD_VERIFY_WTHD_NAME_MK3 - Verify withholding name	
YEAR:	Department of the Treasury - t U.S. Individual Inc
SetID:	abel For the year Jan
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 SettD: -- 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.

JD\_WTHD\_ADDR\_VERFICATION\_MK

YEAR:
Vendor SetID:
View Results

WITHD ADDD VEDIFICATION MK - Verify withholding address

- 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.**



JD\_WTHD\_ADDR\_CHANGES\_MK

JD\_WTHD\_ADDR\_CHANGES\_MK - Find withholding addr changes

Vendor SetID:

Q

- 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





# Supervisory follow-up for errors found

Maria Nielsen		Accounts Payable Dept.
Internal Auditor		801581.5492
Maria. Nielsen@utah.edu	UNIVERSITY of UTAH	Pax 801585.6443
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 Mades	Corrected Whr	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.

<u>Main Menu</u> >					
Vendors		*	From 💋 Vendors	click on	Withholdings
Vendor Setup/Maintenance  Vendor Information  Conversations  Duplicate Vendor Report	Viithholdings  Post Withholdings  Vithholding Adjustment  Vithholding Adjustment  Period Accoundiation Adjustment  Update Vendro Withholdings  Vithhold 1099 Report  Vithholding Sent File  Create Reporting Information  Vithholding Report  Vithhold		and then Dupdate Vohr L	<u>Line Withholdings</u>	
Update Vchr Line Withholdings         Enter any information you have and click Search. Leav         Find an Existing Value         Add a New Value         Search by:         Vendor Set ID         Search         Advanced Search	e fields blank for a list of all values.	-	Click on Advanced Search	1	
Find an Existing Value Add a New Value					
Update Vchr Line Withholdings         Enter any information you have and click Search. Leave         Find an Existing Value         Add a New Value         Vendor Set ID:         Image: Search Leave         Vendor ID:         Degins with         Vendor Location:         Degins with         Vendor Name 1:         Degins with	re fields blank for a list of all values.	-	Enter the Set ID ar then click search	nd the ve	ndor number,
Search Clear Basic Search Save S	earch Criteria				

endor Set ID: HOSP	Vendor Name 1: DAMARIS METH	NER MD	
Vendor ID: 115980	Location: 000001	Withholding: V	
Business Unit:	*Start Date: 01/01/2007	Jener-	•
Clear Updated Withholding	*End Date: 10/15/2007 🕞		
staults		Set All Lines to No Wthd	
Withholding Type:	ୁଦ୍ Jurisdiction: ୁୁଦ୍ ପ୍	Set All Lines to Withd	
		Customize   Find   View All	First I toft E Las

### 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		×			Customize   F	nd   View All   🛅	First 🛃 1-5 of 4	3 D Last
1	hholding Details <u>*New</u> W/H	V New Withhold	Withholding	Business Unit	Voucher	Line Invoice	Payment Date	Amount
1 🗹	<u>W/H</u> 1099	FED	<u>Class</u> 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.

Current Wit	thholding De	tails 丫	Nev	/ Withhold	Details	1						
Curr W/H	<u>*New W/H</u>	Туре		Jurisdict	tion	Withho Class	olding	Business Unit	Voucher	Line Invoice	Payment Date	Amount
34 🖳		1099	Q	FED	Q	07	Q	01	01438525	1 0131860IN	08/03/2007	110.000
35 🔛		1099	Q	FED	Q	07	Q	01	01441959	2 0131695IN	08/14/2007	90.000
36 🕑	1	1099	Q	FED	Q	07	Q	01	01442420	1 142245	08/08/2007	248.460
37		1099	Q	FED	Q	07	Q	01	01444462	1 0132545IN	08/22/2007	110.000
38			Q		Q		Q	01	01444572	1 37859	08/16/2007	38.400
39			Q		Q		Q	01	01445283	1 0132382IN	08/28/2007	90.000
40 🗌	Y	1099	Q	FED	Q	07	Q	01	01448259	1 38435	08/24/2007	21.480
41 🔄	N	1092	Q	FED	Q	07	Q	01	01457679	1 0133252IN	09/28/2007	110.000
42 🔛		1099	Q	FED	Q	07	Q	01	01459402	2 0133087IN	10/04/2007	90.000
43		1099	10	FED	Q	07	Q	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  $\alpha$ .

To remove a 1099 code from a voucher, type 'N' in the New W/H box.

Curr W/H	*New W/H	Туре	5	Jurisdiction		Withholding Class	Business Unit	Voucher	Line	Invoice	Payment Date	Amount
9		<u> </u>	Q		a	and the second s	01	01445283		1 0132382IN	08/28/2007	90.000
10 🔲		1	Q		Q	Q	01	01448259		1 38435	08/24/2007	21.480
41 🖂		1099	Q	FED	9	07 Q	01	01457679		1 0133252IN	09/28/2007	110.000
12 🗹		1099	Q	FED	Q	07 Q	01	01459402		2 0133087IN	10/04/2007	90.000
43 🗹		1099	Q	FED	a	07 Q	01	01459404	-	2 5026947IN	10/04/2007	30.500

- Click swel when the work is done.
- A warning box reminding you to run Post Withholdings will appear, click OK. Click <u>A Return to Search</u>

itay

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.



	Main Menu >
	Vendors
	Vendor Setup/Maintenance Withholdings
	<ul> <li>Vendor Information</li> <li>Conversations</li> <li>Duplicate Vendor Report</li> <li>Vitholding Adjustment</li> <li>Update Vendor Musane Adjustment</li> <li>Update Vendor Witholdings</li> <li>Update Vendor Mitholdings</li> <li>Update Vendor Mitholdings</li> <li>Update Vendor Mitholdings</li> <li>Witholding Adjustment</li> <li>Print 1099 Copy B</li> <li>Witholding Report</li> <li>Wendor Balances by Class</li> <li>Period Accumulation Log</li> </ul>
Withholding A Enter any informa	Adjustment ation you have and click Search. Leave fields blank for a list of all values.
Liner any month	
Find an Existin	ig Value
Vendor Set ID:	
Vendor ID:	E M C
Vendor Location	: begins with
Search	Clear Basic Search 🗐 Save Search Criteria
Search	Clear Basic Search 🗐 Save Search Criteria
Adjustments	
Vendor: UNIV	0000000600 000001 PRIMARY CHILDREN'S MEDICAL CENTER
Search Criteria	
Unit:	
Entity:	Q Type: Q Jurisdiction: Q etass: Q
Start Date:	End Date: By Search
Adjustments	Such and the State Street Stre
Adjustments	Customize   Find   View All   IF First I of 1 P Last
,	<u>*Unit</u> <u>*Entity</u> <u>*Type</u> <u>*Jurisdiction</u> <u>*Class</u> <u>*Rule</u>
Legacy	

From 💋 Vendors click on 👔 and then E Withholding Adjustment

Withholdings

### Enter the Set ID and the vendor number and CICK 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.

Adjustments					
Vendor: UNIV	000000600 00000	1 PRIMARY CHILDREN	'S MEDICAL CENTE	R	
Search Criteria					$\boldsymbol{r}$
Unit: (	01 🔍				
Entity:	🔍 Type:	Q Jurisdiction:	Q Class:	Q	
Start Date:	)1/01/2007 🖻 End	Date: 10/01/2007	Ħ	Search	
Adjustments		Our territor (	Tie d 11/ieur All 1	First 🛃 1-4 of 52 🕨 Last	
Main Information	Transaction Info Y Pay	/ment Information	Find   <u>View All</u>   🏭	FIRST L 1-4 of 52 M Last	
Basis Amt	Liability Amt	Paid Amount	Payment Date	Declarat. Date	
93.	220 0.0	0.0	00 01/04/2007	01/04/2007 🕫 🛨 💻	
410	.310 0.0	000 0.0	00 01/11/2007	01/11/2007 🛐 🛨 💻	
509	.870 0.0	000 0.0	00 01/22/2007	01/22/2007 🖲 🛨 🗕	
77.	.040 0.0	000 0.0	00 01/25/2007	01/25/2007 🕫 🛨 🖃	

#### Save Return to Search Notify

Adjustments	; <u> </u>						
Vendor: (	UNIV 0000	000600 000	001 PRIM	ARY CHILDREN'S MEI	DICAL CENTE	R	
Search Crite	eria						
Unit:	01	Q					
Entity:		🔍 Туре:	Q ,	Jurisdiction:	Class:		
Start Date	01/01/2	2007 🖲 En	d Date:	10/01/2007		Sea	arch
Adjustments				Customize   Find   V	iour All 1	First 🗹 1-4 of	ro Dit oot
<u>Main Inform</u>		action Info 👖 Pay	ment Infor	mation (FIT)		FIISt 🗀 1-4 of	92 🚥 <u>Lasi</u>
Bank SetID	Bank Code	Bank Account	memoa	Payment Reference	Currency	Posted Date	-
ALL	FSB	AP	Check	1695691	USD	03/06/2007	+ -
ALL	FSB	AP	Check	1705493	USD	03/06/2007	+ -
ALL	FSB	AP	Check	1710527	USD	03/06/2007	+ -
ALL	FSB	AP	Check	1712106	USD	03/06/2007	+ -

- 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.

Adjustments				
Vendor: UNIV	000000600 0	00001 PRIMARY (	HILDREN'S MEDICAL CENT	ER
Search Criteria				
Unit:	01 🔍			
Entity:	🔍 Type:	🔍 Juriso	liction: Q Class;	Q
Start Date:	01/01/2007	End Date: 1	0/01/2007	Search
Adjustments		C	istomize   Find   View All   🟪	First 🛃 1-4 of 52 🕨 Last
Main Information		Payment Informatio	n 📄 🥅	
Basis Amt	LIADINLY ATTL	Paid Amo	unt Payment Date	Declarat. Date
93	.220	0.000	0.000 01/04/2007	01/04/2007 🛐 🕂 💻
410	.310	0.000	0.000 01/11/2007	01/11/2007 🕫 🛨 🗖
509	.870	0.000	0.000 01/22/2007	01/22/2007 🗒 🕂 🗕
77	.040	0.000	0.000 01/25/2007	01/25/2007 🙀 🕂 🗕

Save Return to Search Notify



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.



Vendor: UNIV 00 Search Criteria	00000600 0000	of ridiaries	REN S M	EDICAL CENTER		1
Unit:	Q Q Type: II En	Q Jurisdiction	: (1)	Q Class:	Q Search	
	ansaction Info		nize   Fino mit)	<u>d   View 4</u>   🕮	First 🕙 1-17 of 17 🛛	Last
Main Information Y Tra	ansaction Info			Uiew 4	First 1-17 of 17	Last
Main Information Y Tra	Liability Amt	ayment Information		Payment Date	Declarat. Date	Last
Main Information / Tra Basis Amt	Liability Amt	Paid Amount	0.000	Payment Date 01/04/2007	Declarat. Date	
Main Information / Tra Basis Amt 93.220	Liability Amt	Payment Information [ Paid Amount 0.000	0.000	Payment Date 01/04/2007	Declarat. Date	ŦΞ
Basis Amt 93.220 410.310	Liability Amt	Paid Amount 0.000 0.000	0.000 0.000 0.000	Payment Date 01/04/2007 01/11/2007	Declarat. Date           01/04/2007         1           01/11/2007         1           01/22/2007         1	+ - + -

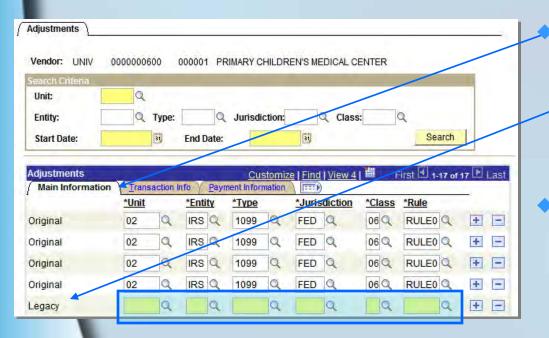
You may also need to add a line to adjust the amount of withholding. To do so, click on the 🕂 symbol where you need to insert a line.

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 <u>Main Information</u> tab.





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:

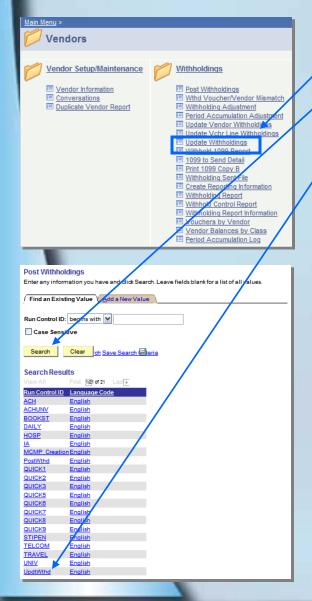
- the desired business unit,
- 'IRS' under Entity
- '<u>1099</u>' under Type
- 'FED' under Jurisdiction
- the appropriate class under Class.
- The 'Class' is where the IRS 1099 code belongs. All the other fields will always be the same.

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**



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 '<u>Add a New Value</u>' if one does not already exist).

Updt Wthd Rqst				
Run Control ID: Updt	Wthd	<u>Report Manager</u>	Process Monitor	Run
*Request ID:	UPDTWTHD	Update Voucher Withholding		
*Process Frequency:	Always Process	×		
*Process Option:	Process All Upda	tes 💌		

 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**

Sever Kame:       PSUNX       Run Dete:       10/15/2007       B         Recurrence:       Run Time:       12/246.47PM       Resetto Current Determine       will appear. Make sur have selected the apport selected the	Process Scheduler Request			Once you've clicked
OK Cancel     Updt Wthd Rqst     Run Control ID:   UpDTWTHD   UpDTWTHD   Process Instance:   970cess Frequency:     Aways Process     Process Option:   Process All Updates   Process List     ever List   Process Request for   Once inside the Process Uption:	Recurrence:	Run Time:     12:46:47PM     Reset to Current Date/Time       Process Name     Process Type     *Type     *Format     Distribution	r <u>tion</u>	will appear. Make su have selected the ap 'Server Name' before
Run Control ID: UpdtWthd     Report Manager   Process Monitor     Process Instance:970667     *Request ID:   UPDTWTHD   Update Voucher Withholding   *Process Frequency:   Always Process   *Process Option:     Process All Updates     Once inside the Process List   View Process Request For     Once inside the Process List     Remeining	OK Cancel			run.
*Process Frequency: Always Process *Process Option: Process All Updates Process List Server List View Process Request For View Process Request For Until the		Report Manager Trocess Monitor	-	Click on Process Monitor
*Process Option: Process All Updates   Process List Server List View Process Request For Unit I the	inequest ib.			
Process Clist Server List Once inside the Proc View Process Request For Ulick Retrest Until the				
View Process Request For Click Internet Until the	*Process Option: Process A	Il Updates		
View Process Request For Click Internet Until the				Once inside the Proc
	1		7	
User ID: U0533329 Q Type: Last: 1 Days V Refresh		Last: 1 Days Refresh		
User ID: U0533329 Q Type: Last: 1 Days Refresh Says 'Success' & the				says success a life
Run Distribution Status Says 'Posted'.	Status: Status			Status says 'Posted'.
Process List Customize   Find   View All   First 1 1-2 of 2 Last		Distribution		
Select Instance Seq. Process Type Process Name User Run Date/Time Run Status Status Petails 970667 Application Engine AP_WTHD_UPDT U053329 10/15/2007 12:46:47PM MDT Success Posted Details		Process wante user Kun baternine Kun status Status		

Run a on Scheduler Request ure that you propriate e clicking OK. ss will not

ess Monitor, Run Status Distribution

### **Posting Withholdings**



Click on 💋 Vendorsthen

Withholdings & then

Post Withholdings

Click on <u>search</u>. You will see a list of Run Controls for your uID. Select the Run Control ID for posting withholdings

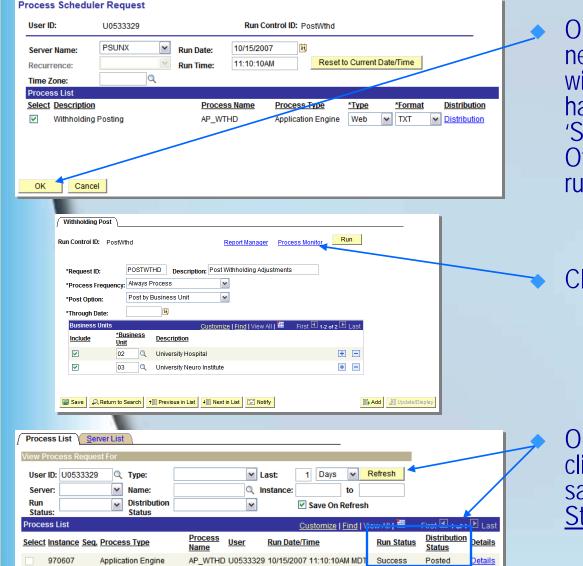
 To add a new run control, visit <u>Setting up Run</u> <u>Control ID's</u> in the Appendix.

/ Withholding Post			Dur I	
Run Control ID: PostWthd	<u>Report Manager</u>	Process Monitor	Run	
*Request ID: POSTWTHD Description:	Post Withholding Adjus	tments		
*Process Frequency: Always Process	~			
*Post Option: Post by Business Unit	×			
*Through Date:				
Business Units <u>C</u> i	ustomize   Find   View All	First 🛃 1-2 o	f 2 🕨 Last	
Include <u>*Business</u> Description				
O2      Upiversity Hospital			+ -	
03 University Neuro In	istitute		+ -	
Save Return to Search + Previous in List	Next in List Notify	1	E.A	dd 🖉 Update/Di

Once you have selected the Run Control, a new screen will open. Enter today's date, then click

Run

### **Posting Withholdings**



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.

Click on Process Monitor

Once inside the Process Monitor, click Remain until the <u>Run Status</u> says 'Success' & the <u>Distribution</u> <u>Status</u> says 'Posted'.

# Contact info for audit & 1099 Questions

Financial Management Tax Services Room 411 Park

- Kelly Peterson 581.6699
   <u>kelly.peterson@admin.utah.ed</u>u
- Taylor Salaz 581.5414
   <u>taylor.salaz@admin.utah.edu</u>

#### Accounts Payable Room 145 Park

- Maria Nielsen 581.4990
   Maria.Nielsen@admin.utah.edu
- Clint Rasmussen 581.5759
   <u>Clint Rasmussen@utah.edu</u>



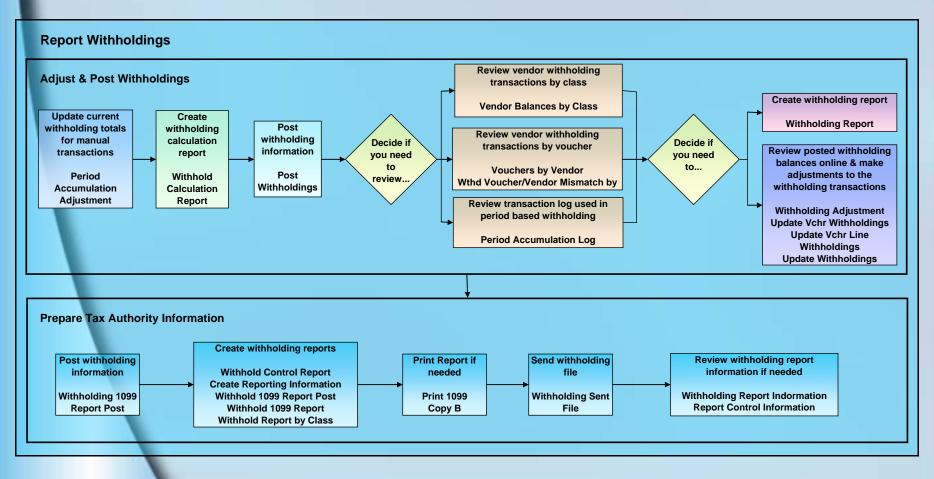
# Appendix

#### Flowchart for Reporting Withholdings Supplementary information for:

- setting up run controls
- PeopleSoft <u>vendor screenshots</u>
- Iooking up vendors in PeopleSoft
- vouchers on the web

#### **Flowchart for Reporting Withholdings**

#### 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.



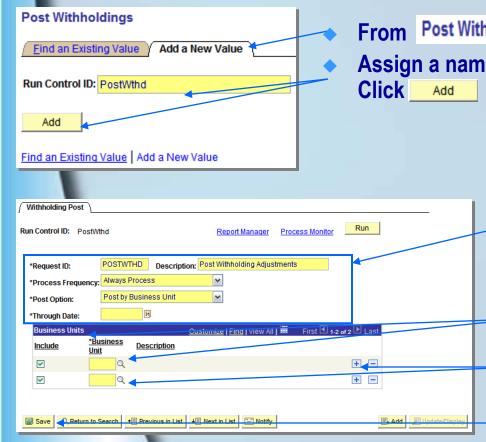
### **Setting up Run Control ID's**

**Run Control Instructions for Update Withholding** 

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         "Request ID:       UPDWTHD         "Process Frequency:       Aways Process         "Process Option:       Process All Updates         "Save       "Notiv	<ul> <li>Fill in the fields as shown.</li> <li>Click Save</li> </ul>

## **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).
- Enter the Business Units needed under 'Business Unit'.
- Click on the + sign to add BU's as needed.
- Click Save



<b>Basic PeopleSoft vend</b>	or screenshots & info
Dadie i copiecent renta	
Financials	
Menu 🗖	
Search:	Select the Set ID needed for look up
My Favorites     U of U Applications     Enter any information you have and click Search. Leave fields blank for a list of all values.	Enter the vendor number in Vendor
Vendors     ✓ Vendor     ✓ Vendor     ✓ Vendor	
Setup/Maintenance  Vendor Information  Conversations  SetID:	Vou cap also soarch for the wonder
Duplicate Vendor Report     Vendor ID:     Degins with      Degins with	You can also search for the vendor
Development     Developme	name under Name 1
General Ledger     Set Up Financials/Supply     Chain	Use the Vendor TIN field to look up
Reporting Tools     Vendor TIN: begins with      PeopleTools     Correct History     Case Sensitive	vendors by tax id.
Search Clear Basic Search 🗐 Save Search Criteria	
Identifying Information         Address         Location         Comments         Contacts         1099         Name Change           SettD:         UNIV         Vendor:         000000600         Vendor:         000000600	<ul> <li>Once you have a vendor pulled up, you can see the information</li> </ul>
Vendor Name Name 1: PRIMARY CHILDREN'S MEDICAL CENTER	contained in the vendor record.
Name 2:	
*ShortName: PRIMARYCHI PRIMARYCHI-001 Comments Page	Notice the tabs located along the
Vendor TIN: 942854057 Entered: 02/17/2000 By: U0106811	top.
Maintained: 07/16/2007 By: U0533329- VENDOR_STATUS Vendor Classification Vendor Vendo	<ul> <li>You can access different panels of</li> </ul>
*Status: Approved V HR Class: V Form W-9	information contained within each
*Persistence:       Regular       Withholding       Approval:       07/16/2007       By:       U0533329	tab.
Vendor Relationships Corporate Vendor Q	
InterUnit Vendor Q	
Additional ID Numbers Duplicate Invoice Settings Government Classifications Std Industry Codes ■ Save	
Identifying Information   Address   Location   Comments   Contacts   1099   Name Change	

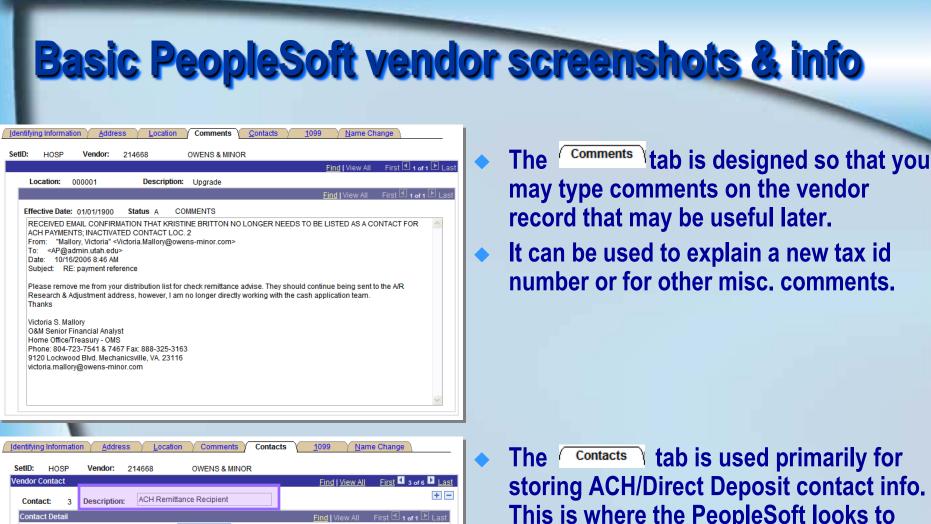
#### **Basic PeopleSoft vendor info & screenshots**

Identifying Informatio	n Y Address Y Location Y Comments Y Contacts Y 1099 Y Name Change	
SetID: UNIV	Vendor: 0000000600 PRIMARY CHILDREN'S MEDICAL CENTER	
Vendor Address	Find   View All First 1 of 76 🗳 Last	
Addr: 1	Descr: O/R-TYLER HOOPES + =	
Address Detail	<u>Find</u>   View All First 🕙 1 of 1 🕨 Last	
Effective Date:	01/01/2003 🛐 Status: Active 🗹 Alternate Name:	
Country:	USA Q United States	
Address 1:	ATTN: TYLER HOOPES, ACCOUNTING	
Address 2:	100 N MEDICAL DR - DEPT 825	
Address 3:		
City:	SALT LAKE CITY	
County:	Postai: 84113	
State:	UT Utah	
Email ID:		
Payment/Withh	olding Alternate Names Telephone	
Save & Return t	o Search 🔄 Notify 🔥 Refresh 📴 Vorrect Hist	
		ory
dentifying Information	Address   <u>Location   Comments   Contacts   1099   Name Change</u>	
Identifying Information	ion <u>A</u> ddress <u>Location</u> Comments <u>C</u> ontacts <u>1</u> 099 <u>N</u> ame Change	-
Identifying Informat	ion Address Location Comments Contacts 1099 Name Change	-
		st
SetID: UNIV	Vendor: 0000000600 PRIMARY CHILDREN'S MEDICAL CENTER	
SetID: UNIV Vendor Location	Vendor: 0000000600 PRIMARY CHILDREN'S MEDICAL CENTER Find   View All First I of 1 D La D01 Descr: Upgrade I Default	
SetID: UNIV Vendor Location *Location: 0000 Location Detail	Vendor: 0000000600 PRIMARY CHILDREN'S MEDICAL CENTER Find   View All First I of 1 D La D01 Descr: Upgrade  Pind   View All First I of 1 D Las Eind   View All First I of 1 D Las	= t
SetID: UNIV Vendor Location *Location: 0000 Location Detail *Eff Date: 01/0	Vendor: 000000600 PRIMARY CHILDREN'S MEDICAL CENTER Find   View All First I of 1 La D01 Descr: Upgrade V Default I (I continue) Find   View All First I of 1 Las Find   View All First I of 1 Las 1/2001 B Active V	= t
SetID: UNIV Vendor Location *Location: 0000 Location Detail *Eff Date: 01/0 Pricing	Vendor: 0000000600 PRIMARY CHILDREN'S MEDICAL CENTER Find   View All First I of 1 La D01 Descr: Upgrade I Default I [] Eind   View All First I of 1 Las 1/2001 B Active I Doc Type	= t
SetID: UNIV Vendor Location *Location: 0000 Location Detail *Eff Date: 01/0 Pricing Vendor	Vendor: 000000600 PRIMARY CHILDREN'S MEDICAL CENTER Find   View All First I of 1 La D01 Descr: Upgrade V Default I (I continue) Find   View All First I of 1 Las Find   View All First I of 1 Las 1/2001 B Active V	= t
SetID: UNIV Vendor Location *Location: 0000 Location Detail *Eff Date: 01/0 Pricing Vendor Ordering	Vendor: 0000000600 PRIMARY CHILDREN'S MEDICAL CENTER Find   View All First 1 of 1 La D01 Descr: Upgrade Default 1 of 1 Las Find   View All First 1 of 1 Las Find   View All First 1 of 1 Las Print 1 of 1 Print 1 of 1 Print 1 of 1 Print 1 of 1 Print 1 Print 1 of 1 Print 1 Print 1 of 1 Print 1 of 1 Print 1 Print 1 of 1 Print 1 of 1 Print 1 Print 1 of 1 Print 1 Print 1 of 1 Print 1 of 1 Print	= t
SetID: UNIV Vendor Location *Location: 0000 Location Detail *Eff Date: 01/0 Pricing Vendor Ordering Vendor:	Vendor: 0000000600 PRIMARY CHILDREN'S MEDICAL CENTER Find   View All First I of 1 La D01 Descr: Upgrade I Default I [] Eind   View All First I of 1 Las 1/2001 B Active I Doc Type	= t
SetID: UNIV Vendor Location *Location: 0000 Location Detail *Eff Date: 01/0 Pricing Vendor Ordering Vendor: Invoicing	Vendor:       0000000600       PRIMARY CHILDREN'S MEDICAL CENTER         Find   View All       First I of 1 Las         D01       Descr:       Upgrade       Image: Control of the second s	= t
SetID: UNIV Vendor Location *Location: 0000 Location Detail *Eff Date: 01/C Pricing Vendor Ordering Vendor: Invoicing Vendor:	Vendor: 0000000600 PRIMARY CHILDREN'S MEDICAL CENTER Find   View All First 1 of 1 La D01 Descr: Upgrade Default 1 of 1 Las Find   View All First 1 of 1 Las Find   View All First 1 of 1 Las Print 1 of 1 Print 1 of 1 Print 1 of 1 Print 1 of 1 Print 1 Print 1 of 1 Print 1 Print 1 of 1 Print 1 of 1 Print 1 Print 1 of 1 Print 1 of 1 Print 1 Print 1 of 1 Print 1 Print 1 of 1 Print 1 of 1 Print	= t
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SetID: UNIV Vendor Location *Location: 0000 Location Detail *Eff Date: 01/C Pricing Vendor Ordering Vendor: Invoicing Vendor: Remitting	Vendor:       0000000600       PRIMARY CHILDREN'S MEDICAL CENTER         Find   View All       First I of 1 Las         D01       Descr:       Upgrade       Image: Control of the second s	= t
SetID: UNIV Vendor Location *Location: 0000 Location Detail *Eff Date: 01/C Pricing Vendor Ordering Vendor: Invoicing Vendor: Remitting *Vendor	Vendor:         0000000600         PRIMARY CHILDREN'S MEDICAL CENTER           Find   View All         First I of 1 Las           001         Descr:         Upgrade         Image: I	= t
SetID: UNIV Vendor Location *Location: 0000 Location Detail *Eff Date: 01/C Pricing Vendor Ordering Vendor: Invoicing Vendor: Remitting *Vendor	Vendor:       0000000600       PRIMARY CHILDREN'S MEDICAL CENTER         Find   View All       First I of 1 Las         D01       Descr:       Upgrade       Image: Control of the second s	= t
SetID: UNIV Vendor Location *Location: 0000 Location Detail *Eff Date: 01/C Pricing Vendor Ordering Vendor: Invoicing Vendor: Remitting *Vendor	Vendor:         0000000600         PRIMARY CHILDREN'S MEDICAL CENTER           Find   View All         First I of 1 Las           001         Descr:         Upgrade         Image: I	= t
SetID: UNIV Vendor Location *Location: 0000 Location Detail *Eff Date: 010 Pricing Vendor Ordering Vendor: Invoicing Vendor: Remitting *Vendor Remitting *Vendor Remitting *Vendor Go To: Bank Act	Vendor:         0000000600         PRIMARY CHILDREN'S MEDICAL CENTER           Find   View All         First I of 1 Las           001         Descr:         Upgrade         Image: I	= t

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



Contact:	3	Description: ACH Remittance Recipient
Contact Deta	iil	<u>Find</u>   View All First <b>I</b> 1 of 1 ▶ Last
Eff Date:	(	01/06/2005 Status: Active V Telephone +
Contact Nar	me:	Janet Stern Type:
Title:	1	Mngr A/R Research/adjustment Center
URL:	ł	http://
Description	: [	
Email ID:	j	janet.stern@owens-minor.com
Address:		Q Address

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**

Identifying In	nformation	Addres	ss / <u>L</u> oca	tion Cor	nments	Contacts	1099	<u>N</u> ame	Change	_
SetID: H	OSP	Vendor:	214668	OWEN	S&MINOR					
Vendor Loca	ition								Find   View All	First 🕙 1 of 1 🕨 Last
Locati	ion: 000	0001	Descrip	tion: Upgra	ade					
Location 10	099 Detail								Find   View All	First 🗹 1 of 1 🕩 Last
Effective	e Date: 01	1/01/1900	Active							
	99 Inform					Customize   F	Find   View A	All J 🔛 🛛 Fii	rst 🖽 1 of 1 🗷 Last	
	Main Infor	mation Y	Overrides Y	Remit						
<u>*Er</u>	ntity	<u>*Type</u>	*Jurisdictio	<u>Default</u> Jurisdicti	<u>*Default</u> on <u>Class</u>	*1099 Status				
	Q			۹ 🗆		۹ 🔤	۹		+ -	
109	9 Reporti	ng Informat	ion	Custor	nize   Find   \	/iew All   🛗	First 🖸	1 of 1 🕑 Last		
<u>*En</u>	ntity	*Add	ress	TIN Type	Taxpayer lo	lentification	Number			
	Q		1 🔍	Q				+ -		

Identifying Information Address Location Comments Contacts 1099 Name Change
SetID: UNIV Vendor: 0000000600 PRIMARY CHILDREN'S MEDICAL CENTER
Vendor Location Find   View All First 🕙 1 of 1 🖻 Last
Location: 000001 Description: Upgrade
Location 1099 Detail
Effective Date: 01/01/2001 Active
Customize   Eind   View All III     First     * of 1       Main Information     Overnides     Renet     *1099       *Entity     *Type     *Jurisdiction     Class     Status       Irrs     1099     FED     Ø     06     RPT     REPORT ONLY       Image: Status     06     RPT     REPORT ONLY     Image: Status       1099     Reporting Information     Customize   Eind   View All IIII     renet     1 of 1       Entity     *Address     TIN Type     Taxpaver Identification Number     Image: Status       IRS     79     F     942854057     Image: Status
Save 🔍 Return to Search 🔄 Notify 🗘 Refresh
Identifying Information   Address   Location   Contacts   1099   Name Change

- 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

Financials				
Menu 🔳				
Search:				
»				
D My Favorites	Vendor Information			
U of U Applications	Enter any information yo	u have and click S	Search. Leave fields blank	for a list of all values.
∨ Vendors     √ Vendor	Find an Existing Value	Add a New \	(alua)	
Setup/Maintenance	Find an Existing value	Auganewi	value	
<ul> <li>Vendor Information</li> </ul>	SetID:	= ¥		Q
- Conversations	00001			
Duplicate Vendor Report     Withholdings	Vendor ID:	begins with 👻		Q
▷ Purchasing	Short Vendor Name:	begins with 💌		Q
D Accounts Payable	Our Customer Number:	begins with 👻		Q
<ul> <li>General Ledger</li> <li>Set Up Financials/Supply</li> </ul>	Name 1:	begins with 🗸		
Chain				Q
Reporting Tools	Vendor TIN:	begins with 💌		
PeopleTools – My Personalizations	Correct History	Case Sensitive		
<u>my r crounanzalluns</u>				
	Search Clear	Basic Search	Save Search Criteria	



- 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

Search Results

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 💌		٩		
Short Vendor Name:	begins with 💌		Q		
Our Customer Number:	begins with 💌		9		
Name 1:	begins with 💌	%UT%UNIV	ð.		
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.

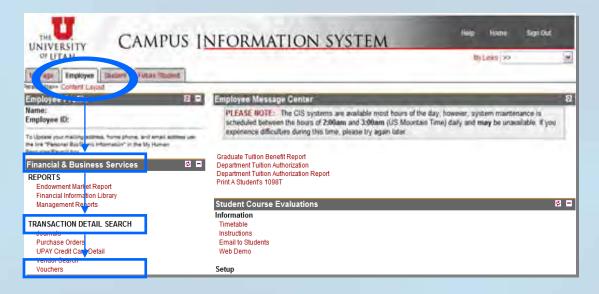
First 利 1-29 of 29 🕟 Last

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.

SetID Vendor ID Short Vendor Name	e Our Customer Numbe	Name 1	Vendor TIN
UNIV 0000139683 BUTLERUNIV-001	(blank)	BUTLER UNIVERSITY COLLEGE OF PHARM	(blank)
UNIV 0000130632 CENTRALCON-001	(blank)	CENTRAL CONNECTICUT STATE UNIVERSITY	<u>061303381</u>
UNIV 0000027881 ERAU-001	(blank)	EMBRY-RIDDLE AERONAUTICAL UNIVERSITY	890936101
UNIV 0000131876 GOERGIASOU-001	(blank)	GEORGIA SOUTHERN UNIVERSITY	<u>586002059</u>
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	<u>591954366</u>
UNIV 0000010988 RUTGERSUNI-002	(blank)	RUTGERS UNIVERSITY	226001086
UNIV 000000974 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.

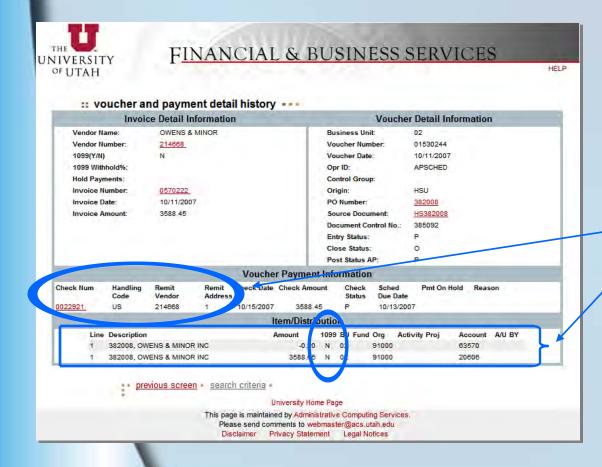


### Looking up vouchers on the web

	t search •••		
	В	usiness Unit:	
		*	
Enter s	earch criteria for O	NE of the following searc	ch methods:
Taxpayer ID	:		
Vendor Name	:		
PO Number	:	Voucher Number:	
Vendor Number	:	Invoice Number:	
	Check Number:	Check Type:	
Check Number	:	All Checks	×
	*NOTE: Check search do	es not use business unit	
Vendor and	Vendor Number:	Invoice Number:	
Invoice Number	:		
	Prefix:		Doc Number:
Source Document	· AII	×	The second s

- 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: <u>www.ap.admin.utah.edu</u> E-mail us: <u>ap@admin.utah.edu</u>

> 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

#### **Report Withholdings**

