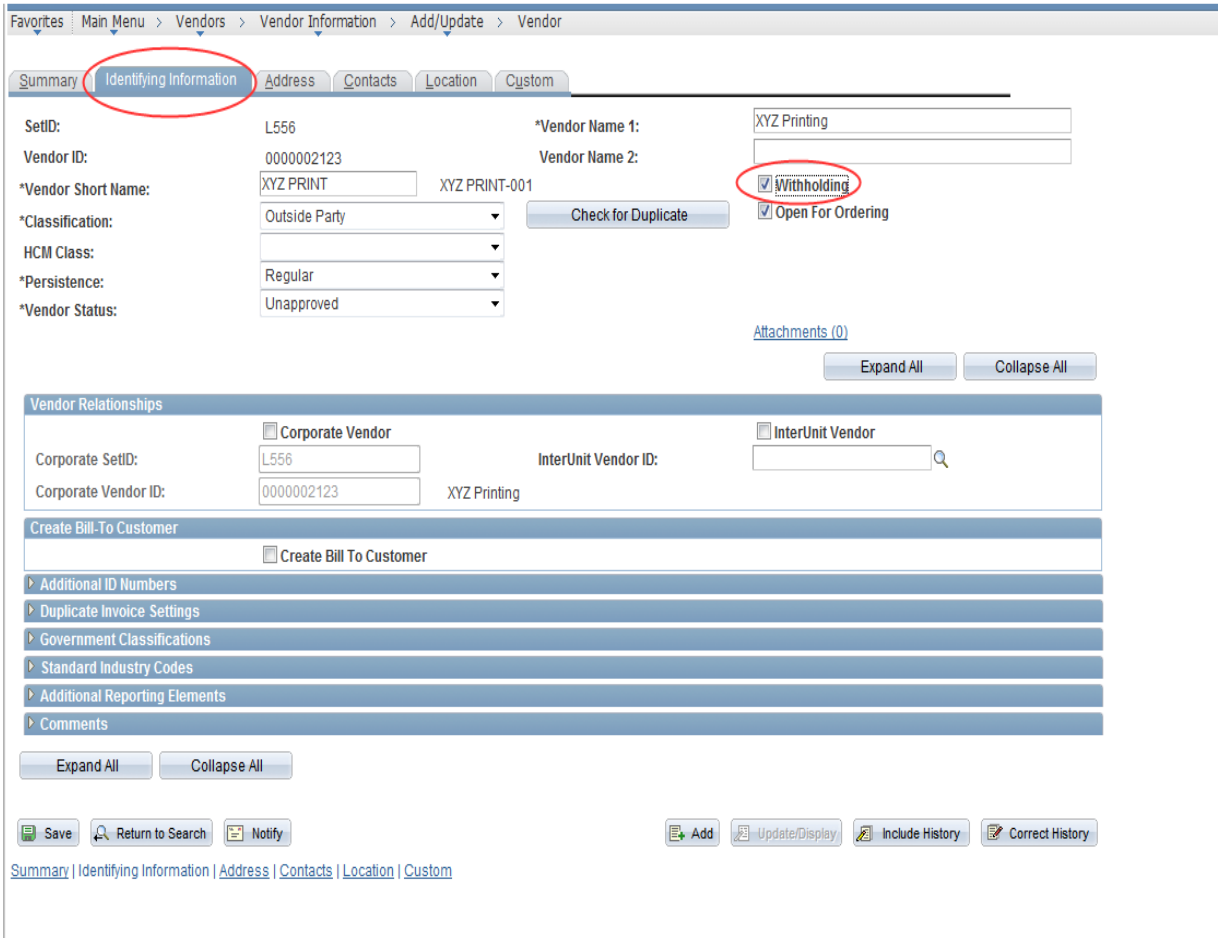
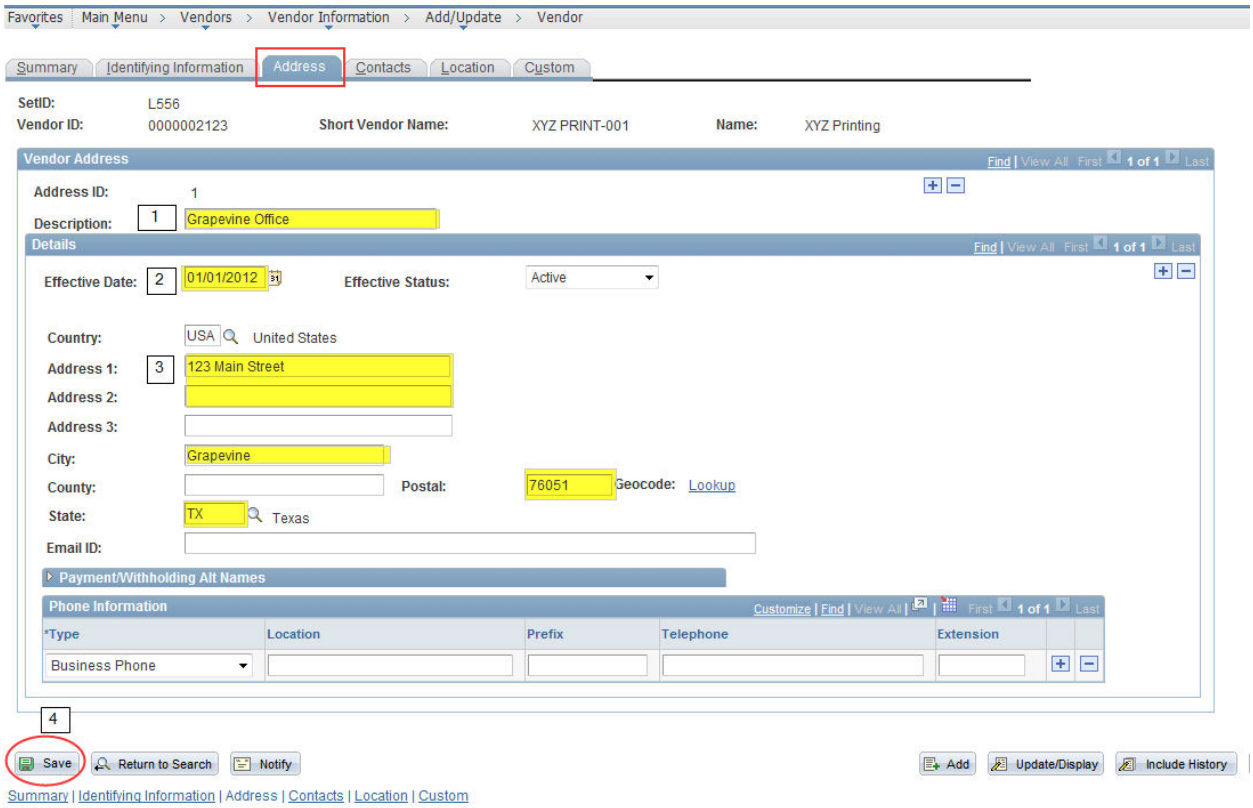
Instructions to adjust 1099 information in PeopleSoft

The following steps will aid in adjusting 1099 vendor information in PeopleSoft:

Step 1. Ensure that the vendor is entered in PeopleSoft and set up for 1099 reporting by checking the Withholding box on the Identifying Information tab. See example below:



Click on the "Address" tab



Enter address information if necessary:

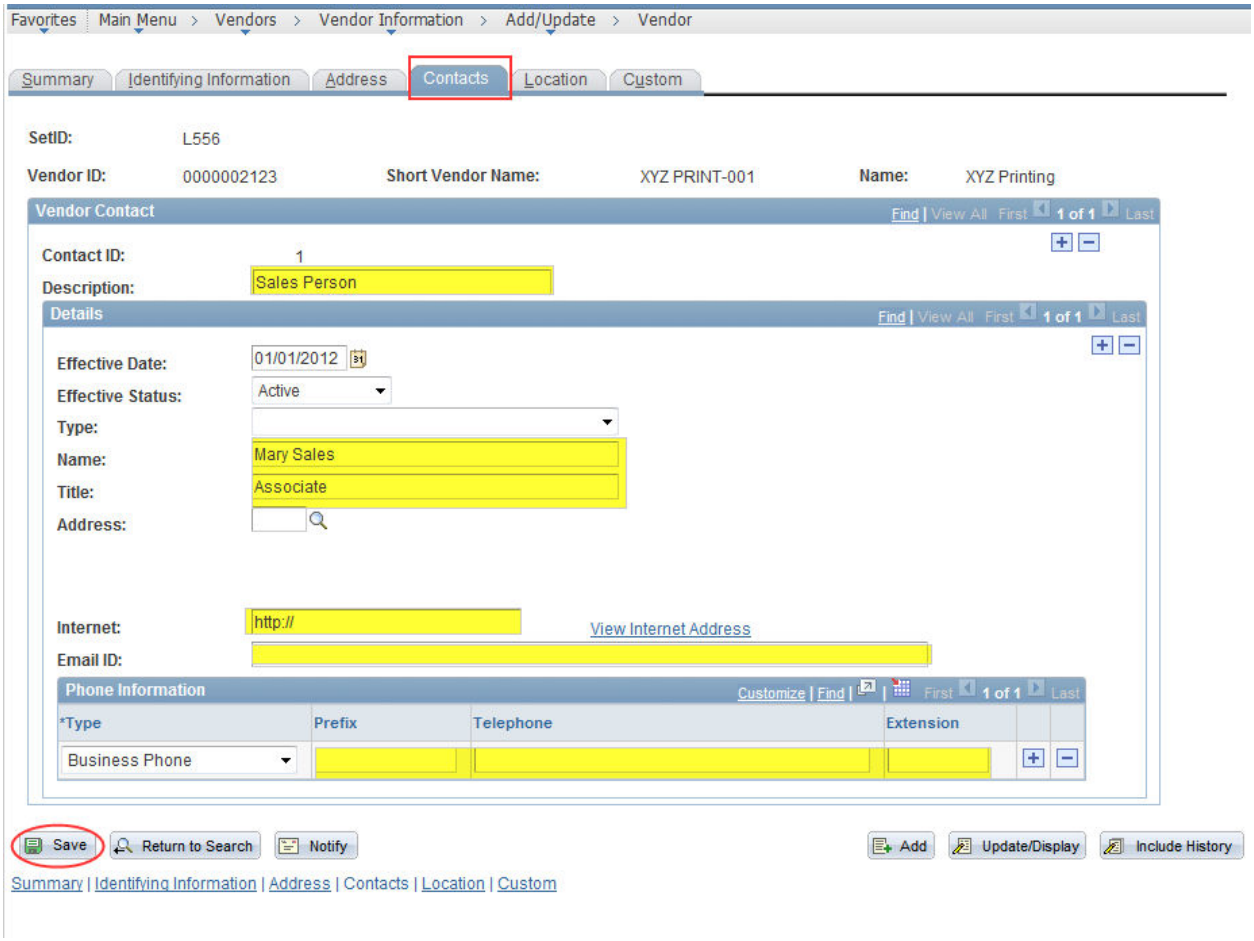
Enter a description such as “Office”

Effective Date – Enter a date earlier than your first invoice date.

Enter vendor address information

Click Save.

Click on the “Contact” tab



Enter contact information if necessary.

Click Save.

Click on the "Location" tab

Favorites | Main Menu > Vendors > Vendor Information > Add/Update > Vendor

Summary | Identifying Information | Address | Contacts | Location | Custom

SetID: L556

Vendor ID: 0000002123 Short Vendor Name: XYZ PRINT-001 Name: XYZ Printing

A vendor location is a default set of rules which define how you conduct business with a vendor.

Location — Find | View All First 1 of 1 Last

*Location: 01 Default RTV Fees Attachments (0)

Description:

Details — Find | View All First 1 of 1 Last

*Effective Date: 01/01/2012 Effective Status: Active

The effective date must be earlier than the date of the 1099 adjustment being entered

Expand All Collapse All

Options: Payables Procurement Sales/Use Tax 1099

Additional ID Numbers

Comments

Internet Address

VAT

Expand All Collapse All

Save Return to Search Notify Add Update/Display Include History

Summary | Identifying Information | Address | Contacts | Location | Custom

Effective date: **The effective date must be earlier than the date that will be for the 1099 adjustment.** *It is recommended to use the first day of the calendar year for the 1099 reporting fiscal year.*

Click the 1099 link to enter or update 1099 vendor information. Refer to the example listed below:

Withholding Vendor Information

SetID: L556 Location: 01

Vendor ID: 0000002123 Description:

Short Vendor Name: XYZ PRINT XYZ PRINT-001

Name: XYZ Printing

1099 Options

1099 Information — Customize | Find | View All | First 1 of 1 Last

Main Information | Overrides | Remit

*Entity	*Type	*Jurisdiction	Default Jurisdiction	*Default Class	*1099 Status	Withhold Type Description
IRS	1099	FED	☑	07	RPT	Reporting Only

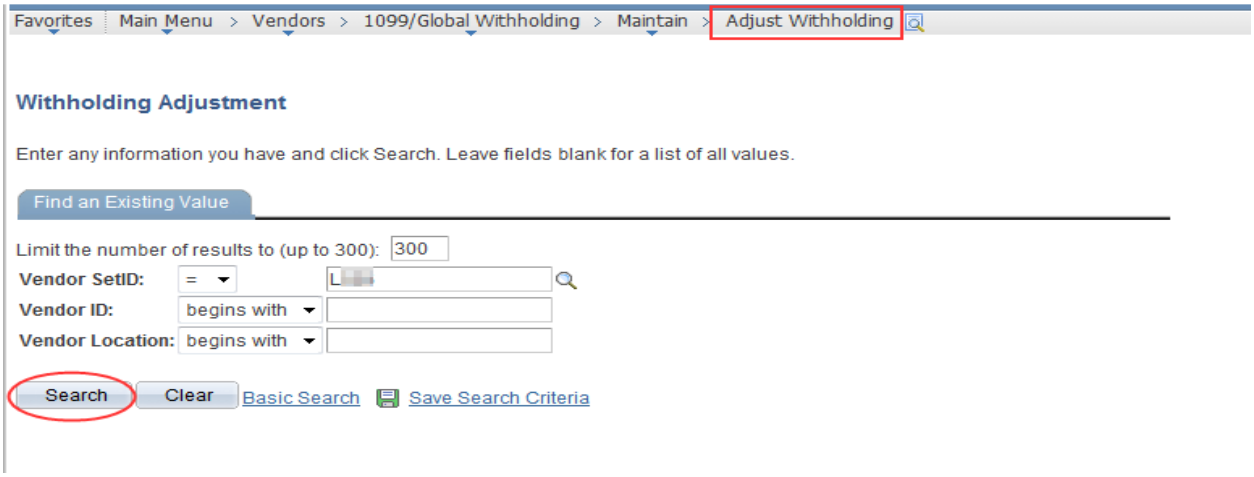
1099 Reporting Information — Customize | Find | View All | First 1 of 1 Last

Main Information | Additional Info

*Entity	*Address	TIN Type	Taxpayer Identification Number
IRS	1	F	00-0000000

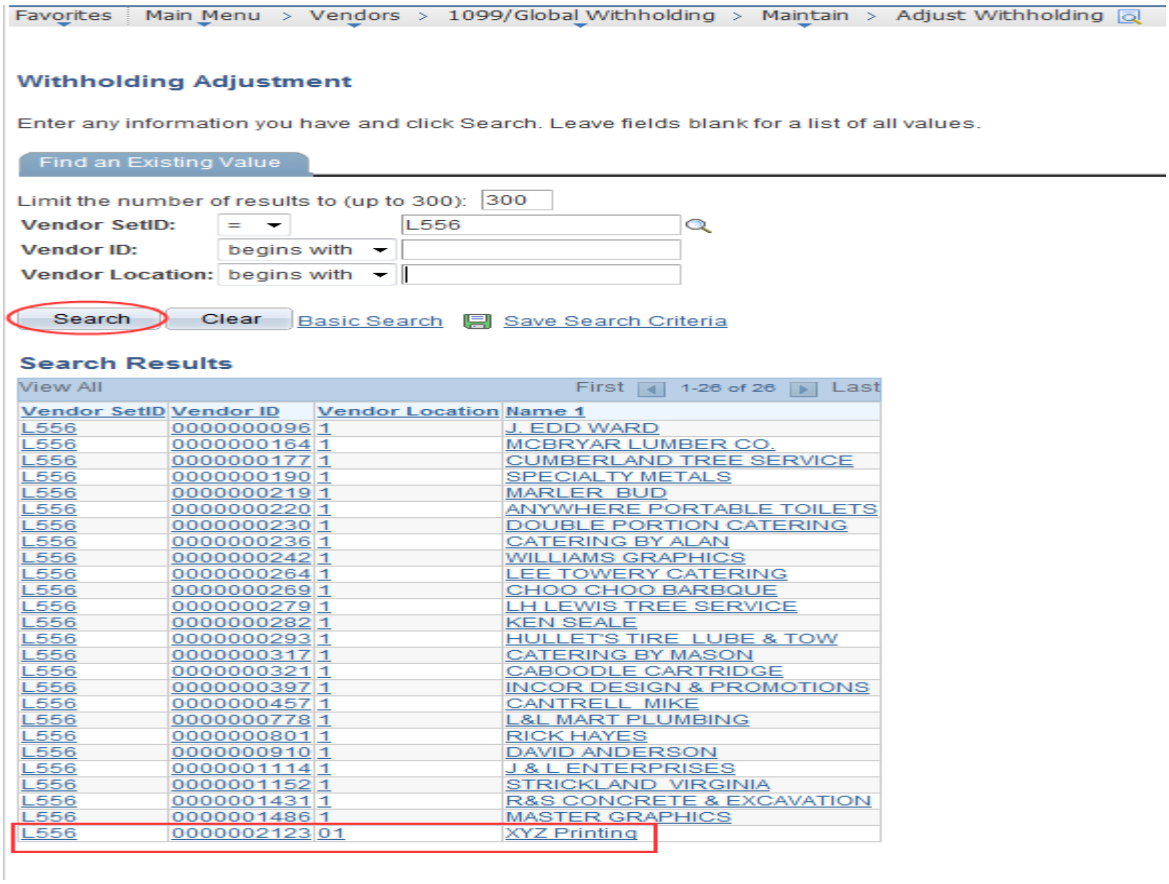
OK Cancel

Step 2. Adjust Withholding Information. Navigate to Vendors>1099 Global Withholding>Maintain>Adjust Withholding



Vendor SetID: Enter the Business Unit.

Vendor ID: Enter the vender number and/or click the Search button.



Vendor SetID	Vendor ID	Vendor Location	Name 1
L556	0000000096	1	J. EDD WARD
L556	0000000164	1	MCBRYAR LUMBER CO.
L556	0000000177	1	CUMBERLAND TREE SERVICE
L556	0000000190	1	SPECIALTY METALS
L556	0000000219	1	MARLER BUD
L556	0000000220	1	ANYWHERE PORTABLE TOILETS
L556	0000000230	1	DOUBLE PORTION CATERING
L556	0000000236	1	CATERING BY ALAN
L556	0000000242	1	WILLIAMS GRAPHICS
L556	0000000264	1	LEE TOWERY CATERING
L556	0000000269	1	CHOO CHOO BARBQUE
L556	0000000279	1	LH LEWIS TREE SERVICE
L556	0000000282	1	KEN SEALE
L556	0000000293	1	HULLET'S TIRE LUBE & TOW
L556	0000000317	1	CATERING BY MASON
L556	0000000321	1	CABOODLE CARTRIDGE
L556	0000000397	1	INCOR DESIGN & PROMOTIONS
L556	0000000457	1	CANTRELL MIKE
L556	0000000778	1	L&L MART PLUMBING
L556	0000000801	1	RICK HAYES
L556	0000000910	1	DAVID ANDERSON
L556	0000001114	1	J & L ENTERPRISES
L556	0000001152	1	STRICKLAND VIRGINIA
L556	0000001431	1	R&S CONCRETE & EXCAVATION
L556	0000001486	1	MASTER GRAPHICS
L556	0000002123	01	XYZ Printing

Select the vendor.

Favorites | Main Menu > Vendors > 1099/Global Withholding > Maintain > Adjust Withholding

Withhold Adjustments

Vendor: L556 0000002123 01 XYZ Printing

Search Criteria

Business Unit: L556

Entity: IRS

Jurisdiction:

Start Date:

Type:

Class:

End Date:

Search

Adjustments

Customize | Find | View All | First 1 of 1 Last

Main Information | Transaction Info | Payment Information | Adjustment Reason

Short Name	*Business Unit	*Entity	*Type	*Jurisdiction	*Class	*Rule
Legacy						

Save | Return to Search | Previous in List | Next in List | Notify | Refresh

Business Unit: Select the Business Unit.
Entity: Select the "IRS."
Click the Search button.

Enter Voucher information in the data fields of the Main Information Tab.

Favorites | Main Menu > Vendors > 1099/Global Withholding > Maintain > Adjust Withholding

Withhold Adjustments

Vendor: L556 0000002123 01 XYZ Printing

Search Criteria

Business Unit: L556

Entity: IRS

Jurisdiction:

Start Date:

Type:

Class:

End Date:

Search

Adjustments

Customize | Find | View All | First 1 of 1 Last

Main Information | Transaction Info | Payment Information | Adjustment Reason

Short Name	*Business Unit	*Entity	*Type	*Jurisdiction	*Class	*Rule
Legacy	L556	IRS	1099	FED	07	RULE0

Enter information in the blank data fields as shown above.

Save | Return to Search | Previous in List | Next in List | Notify | Refresh

Click on the "Transaction Info" tab

Favorites | Main Menu > Vendors > 1099/Global Withholding > Maintain > Adjust Withholding

Withhold Adjustments

Vendor: L556 0000002123 01 XYZ Printing

Search Criteria

Business Unit: L556

Entity: IRS Jurisdiction: Start Date:

Type: Class: End Date: Search

Adjustments — Customize | Find | View All | First 1 of 1 Last

Main Information | Transaction Info | Payment Information | Adjustment Reason

Basis Amt	Liability Amt	Paid Amount	Payment Date	Declaration Date
1500.00	0.00	1500.00	12/31/2012	12/31/2012

Enter the dollor amount of the adjustment.

Enter the last day of the 1099 reporting period.

Save | Return to Search | Previous in List | Next in List | Notify | Refresh

Enter the dollar amount of the 1099 adjustment in the basis amount and paid amount, if applicable.

Payment Date: Enter the last day of the fiscal year, e.g. 12/31/20XX.
Declaration Date: Enter the last day of the fiscal year e.g. 12/31/20XX.

Click on the "Adjustment Reason" tab

Favorites | Main Menu > Vendors > 1099/Global Withholding > Maintain > Adjust Withholding

Withhold Adjustments

Vendor: L556 0000002123 01 XYZ Printing

Search Criteria

Business Unit: L556

Entity: IRS Jurisdiction: Start Date:

Type: Class: End Date: Search

Adjustments — Customize | Find | View All | First 1 of 1 Last

Main Information | Transaction Info | Payment Information | Adjustment Reason

Creation Date	User ID	Description
01/24/2013	KSPANIER	Balance from Scoutnet

Save | Return to Search | Previous in List | Next in List | Notify | Refresh

Enter a description to summarize the nature of the adjustment.
Click Save.

Step 3. Refer to "The Instructions to Enter 1099s in PeopleSoft" document and proceed with steps 4, 5 and 6 to produce 1099 forms.