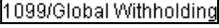
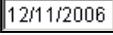


## 1099 Balance Inquiry

1.	Click the <b>Vendors</b> link. 
2.	Click the <b>1099/Global Withholding</b> link. 
3.	Click the <b>Review</b> link. 
4.	Click the <b>Vendor Balance by Class</b> link. 
5.	The <b>Vendor Balances by Class</b> page allows you to search for a specific vendor. Entering the <b>Vendor ID</b> will return balance information for a specific vendor.
6.	Click in the <b>Vendor ID</b> field. 
7.	Enter the appropriate information into the <b>Vendor ID</b> field.
8.	Click the <b>Search</b> button. 
9.	Click in the <b>Start Date</b> field. 
10.	The date range <b>MUST</b> be the calendar year of the balance that is being inquired on.  Enter the appropriate information into the <b>Start Date</b> field.
11.	Click in the <b>End Date</b> field. 
12.	Enter the appropriate information into the <b>End Date</b> field.
13.	Click the <b>Search</b> button. 
14.	The <b>Vendor Balance</b> page can display the vendor's balance for multiple Business Units. If multiple Business Units are displayed, click the <b>View All</b> link. 
15.	The vendor balance for each 1099 class and Business Unit will be displayed.
16.	You have successfully completed the <b>1099 Balance Inquiry</b> topic. <b>End of Procedure.</b>