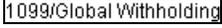


Create a 1099 Adjustment

1.	Click the Vendors link. 
2.	Click the 1099/Global Withholding link. 
3.	Click the Maintain link. 
4.	Click the Adjust Withholding link. 
5.	The Withholding Adjustment page may be used to correct a vendor's 1099 balance.
6.	The Vendor SetID will default to STATE and should not be changed.
7.	Click in the Vendor ID field. 
8.	Enter the appropriate information into the Vendor ID field.
9.	Click the Search button. 
10.	Enter the appropriate information into the Business Unit field.
11.	Click the Look up Entity button. 
12.	Click the IRS link. 
13.	Click the Look up Type button. 
14.	Click the 1099 link. 
15.	Click the Look up Jurisdiction button. 
16.	Click the FED link. 
17.	The Start and End Date are required values. This is the date range of the calendar year for 1099 reporting. Enter the appropriate information into the Start Date field.
18.	Click in the End Date field. 
19.	Enter the appropriate information into the End Date field.
20.	Click the Search button. 

21.	The Adjustments grid displays each posted withholding transaction that meets the search criteria. In PS 7.02 payment transactions did not display when a balance adjustment was entered.
22.	The Main Information page displays default information for the vendor. Information on this page SHOULD NOT be overlaid so that an audit trail of a vendor's withholding transactions is maintained.
23.	Click the Add a new row button to insert an adjustment row. 
24.	When an adjustment row is added, the transaction type will appear as Legacy in the Adjustment grid.
25.	Click in the Look up Business Unit field. 
26.	Enter the appropriate information into the Look up Business Unit field.
27.	Click the Look up Entity button. 
28.	Click the IRS link. 
29.	Click the Look up Type button. 
30.	Click the 1099 link. 
31.	Click the Look up Jurisdiction button. 
32.	Click the FED link. 
33.	Click the Look up Class button to choose the class that should be adjusted. 
34.	Click the appropriate link. 
35.	Click the Look up Rule button. 
36.	Click the RULE1 link. 
37.	Click the Transaction Info link. 
38.	The Transaction Info page shows the withholding amount for each payment that has updated the vendor's balance.

39.	The Basis Amt field should be populated with the adjustment amount. No other amount field should be updated. The amount entered for the balance adjustment will increase or decrease the vendor's existing 1099 balance. The sum of the Basis Amt fields on this page should equal the amount shown as the vendor's balance on the 1099 Summary Report or the online balance inquiry.
40.	Click in the Basis Amt field. 
41.	Enter the appropriate information into the Basis Amt field.
42.	The Payment Date and Declaration Date fields of an adjustment default to the current date. They should be populated with a date within the calendar year of the 1099 adjustment. These dates should always be the same.
43.	Click the Payment Information link. 
44.	The Payment Information page displays the payments that have updated the vendor's 1099 balance. No information will be displayed for a manual balance adjustment. The Posted Date displays the date the Post Withholding process ran in the nightly batch flow.
45.	Click the Adjustment Reason link. 
46.	Click in the Description field.
47.	Enter the appropriate information into the Description field.
48.	Click the Save button. 
49.	You have successfully completed the Create a 1099 Adjustment topic. End of Procedure.