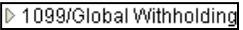
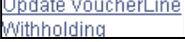
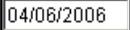
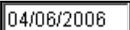
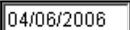
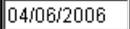
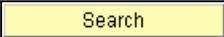
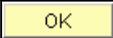


Deselect Lines on a 1099 Voucher

1.	Click the Vendors link. 
2.	Click the 1099/Global Withholding link. 
3.	Click the Maintain link. 
4.	Click the Update Voucher Line Withholding link. 
5.	Click in the Vendor SetID field. 
6.	Enter the appropriate information into the Vendor SetID field. Type
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.	The date range for the search criteria MUST be the calendar year the 1099 is being reported in. Click in the From Date field. 
12.	Enter the appropriate information into the From Date field.
13.	Click in the To Date field. 
14.	Enter the appropriate information into the To Date field.
15.	The date range for the Tax Reporting Year MUST be the calendar year the 1099 is being reported in. Click in the Start Date field. 
16.	Enter the appropriate information into the Start Date field.
17.	Click in the End Date field. 
18.	Enter the appropriate information into the End Date field.

19.	Click the Search button. 
20.	The drop-down menu under New Withhold allows the user to choose Yes (Y) or No (N) to specify if the line of the voucher should be included in the vendor's 1099 balance. Click the New Withhold drop-down list. 
21.	Click an entry in the list. 
22.	Click the New Withhold drop-down list. 
23.	Click an entry in the list. 
24.	Click the Save button. 
25.	This warning message will appear. Verify the Tax Reporting Start Date and End Date. Click the OK button. 
26.	Click the New Withhold Details tab. 
27.	Verify the status of the line has changed to Pending . It will remain in this status until the process Post Withholdings runs. This is an automatic process not initiated by the user.
28.	You have successfully completed the Deselect Lines on a 1099 Voucher topic. End of Procedure.