

## Creating a 1099 Adjustment - Job Aid

This topic focuses on creating a 1099 adjustment voucher:

- 1099 statements must be issued no later than January 31 of each year. Each agency should verify that the amount shown on the 1099 Copy B is correct.
- Suppliers must be setup as withholding applicable if they are to receive a 1099 Copy B. The withholding class identifies what type of 1099 payment the supplier will receive. Each class applicable to a supplier is defined when the supplier is added to the statewide supplier file. Withholding class defaults to voucher lines for suppliers that are setup as withholding applicable.
- The withholding information defaulting to the voucher should be reviewed to ensure that the withholding information recorded is applicable to the supplier payment being processed. Users have the ability to deselect a withholding voucher line or change withholding information using the Withholding Line Update page prior to a payment being posted for the voucher. In TeamWorks , once the withholding voucher is paid withholding may no longer be de-selected from the voucher.

At the end of this topic you should be able to:

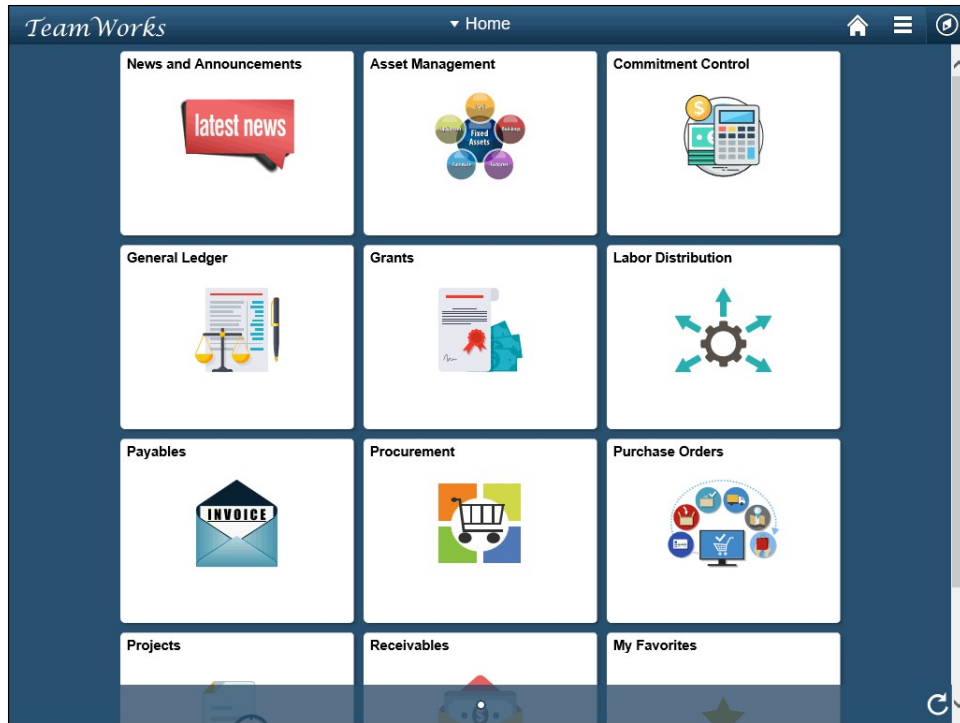
- Create a 1099 Adjustment voucher

**Scenario:** You need to make an adjustment to a supplier's 1099 balances.

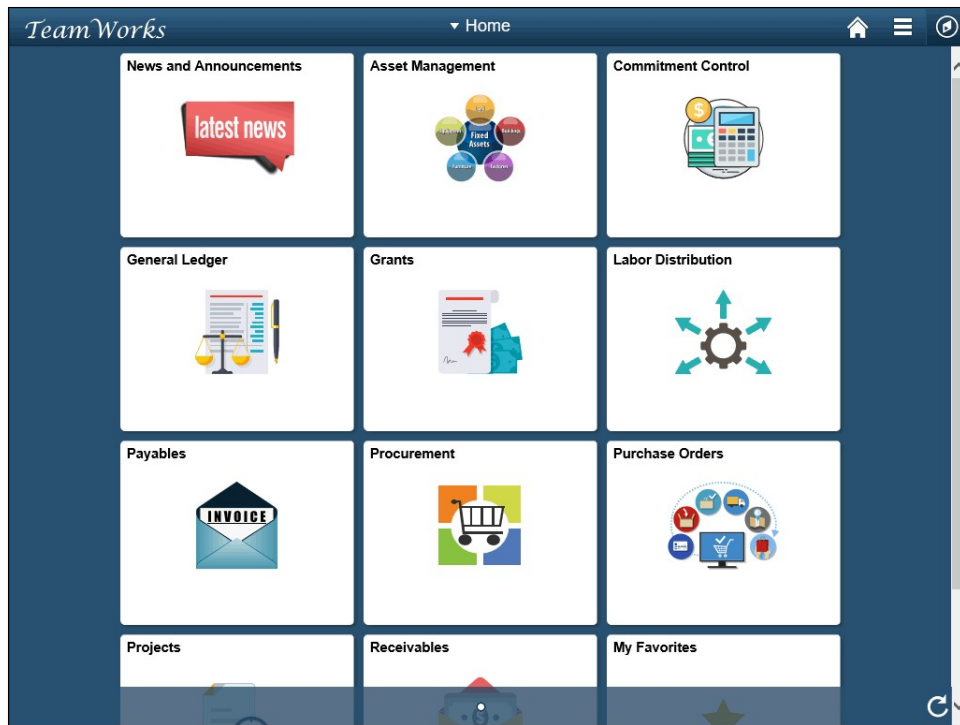
Navigate using the following path:


**NavBar > Navigator > Suppliers > 1099/Global Withholding > Maintain > Adjust Withholding**

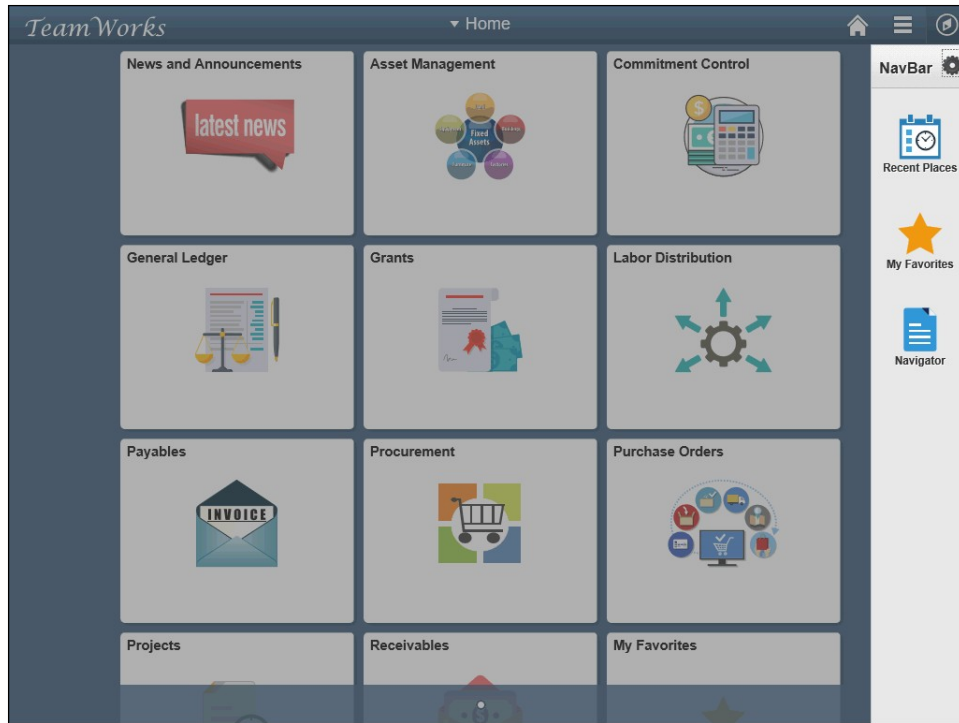
**Note:** In this training, "**Press [Enter] to Continue**" indicates an advancement in the screens and not an accurate keystroke within TeamWorks.




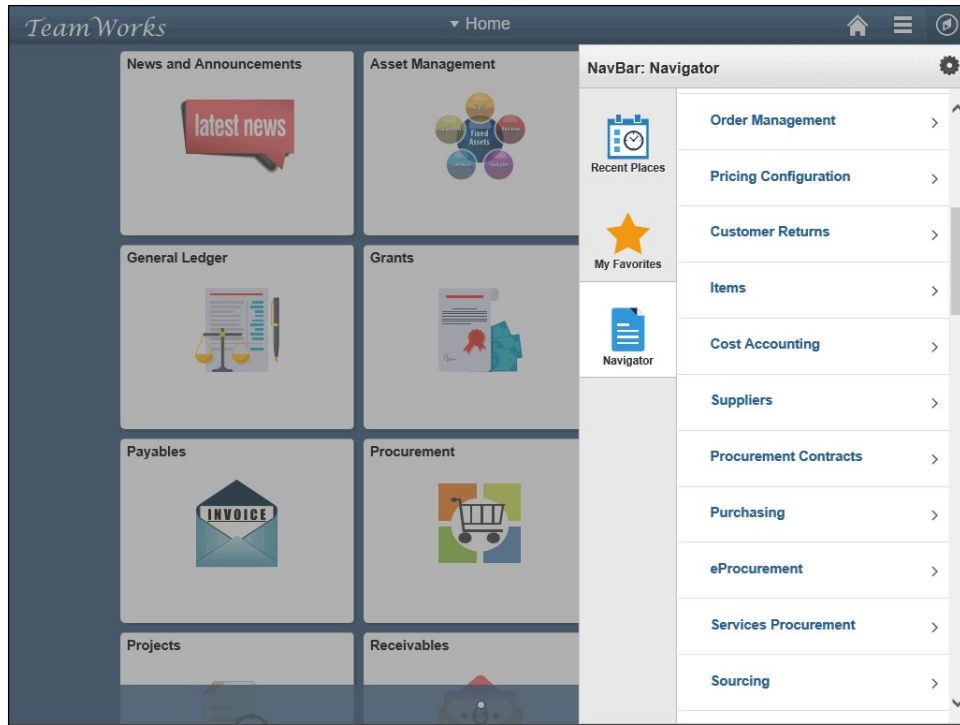
Step	Action
1.	<p><b>Note:</b> This simulation is an example of a transaction. For security reasons, some financial information has been altered (i.e. Distribution line codes and supplier information).</p> <p>When entering a transaction in the live TeamWorks Financials system please select all values and options based on your agency policy, paperwork on hand and current situation.</p>




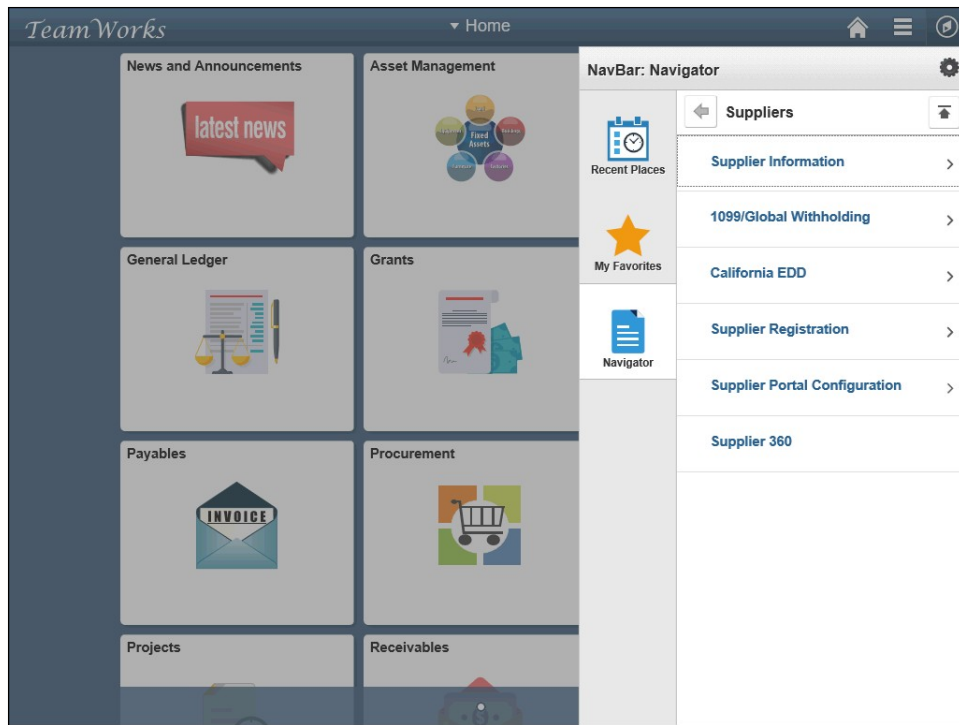
Step	Action
2.	<p>Begin by navigating to the <b>Withhold Adjustments</b> page.</p> <p>Click the <b>NavBar</b> icon.</p> 



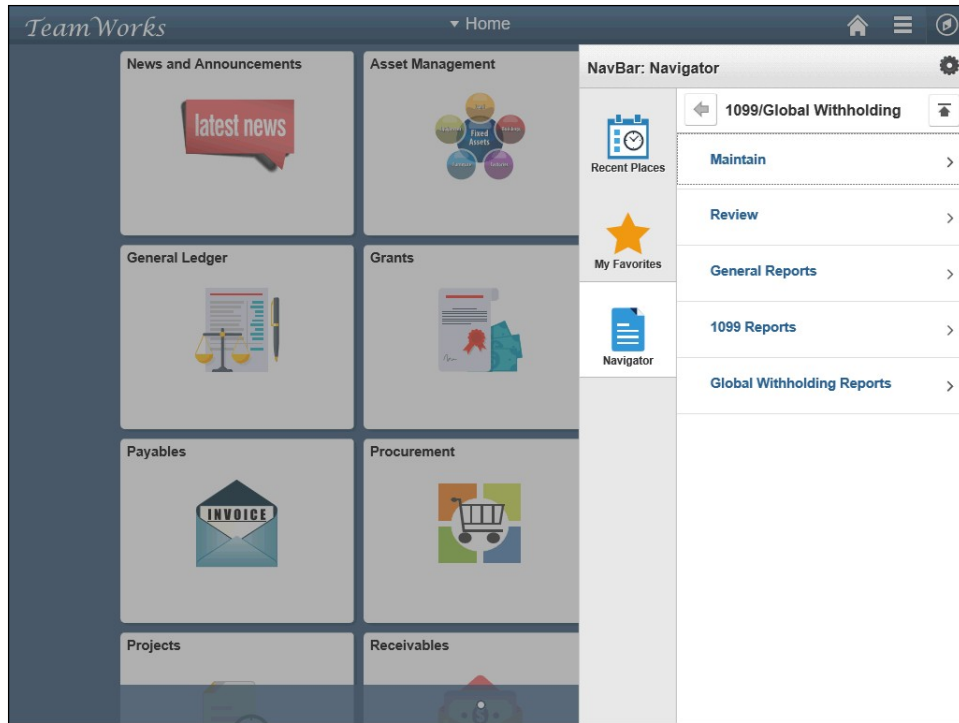
Step	Action
3.	Click the <b>Navigator</b> tile. <div data-bbox="365 1102 560 1260" style="border: 2px solid red; padding: 5px; display: inline-block; text-align: center;">   <b>Navigator</b> </div>



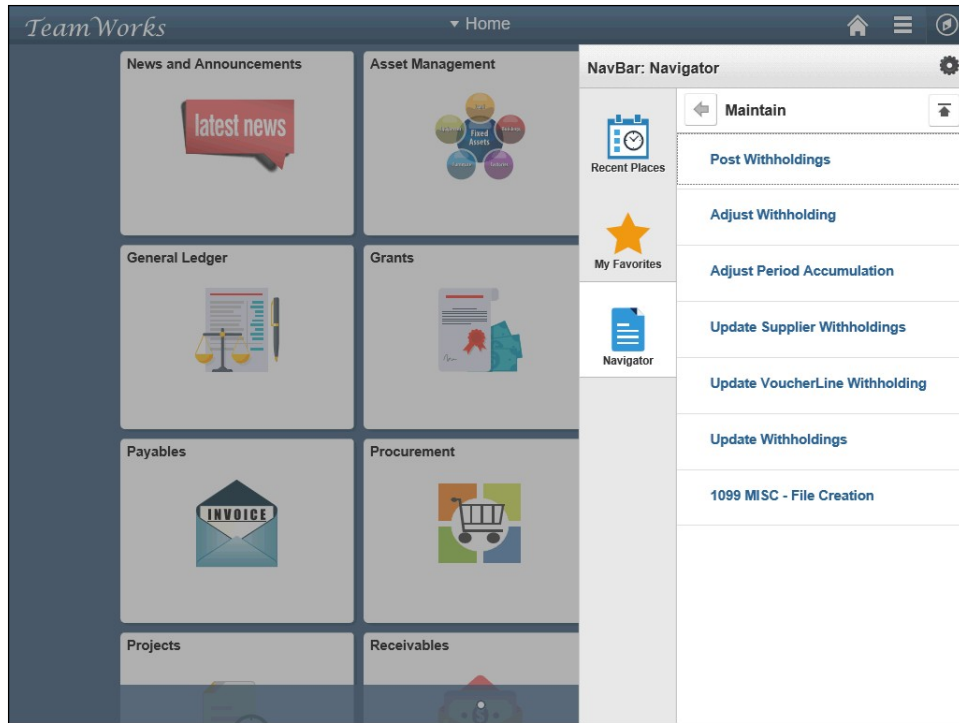
Step	Action
4.	Click the <b>Suppliers</b> link. 



Step	Action
5.	Click the <b>1099/Global Withholding</b> link. <div style="border: 2px solid red; padding: 5px; display: inline-block; margin-top: 10px;"> <span style="color: blue; font-weight: bold;">1099/Global Withholding</span> &gt;                 </div>



Step	Action
6.	Click the <b>Maintain</b> link. <div data-bbox="367 1100 971 1209" style="border: 2px solid red; padding: 5px; margin-top: 10px;"> <span style="font-weight: bold; color: blue;">Maintain</span> &gt;                 </div>



Step	Action
7.	Click the <b>Adjust Withholding</b> link. <div style="border: 2px solid red; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="text-align: center;"><b>Adjust Withholding</b></p> </div>

Step	Action
8.	<p>Use the <b>Withholding Adjustment</b> page to search for the desired supplier.</p> <p>It is important to enter as much search criteria as possible on this page to narrow the search results.</p>

**Withholding Adjustment**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

**Search Criteria**

Supplier SetID [dropdown] STATE [clear] [search]

Supplier ID [begins with] [dropdown]

Supplier Location [begins with] [dropdown]

Search Clear Basic Search [help] Save Search Criteria

Step	Action
9.	For this example, the user knows the <b>Supplier ID</b> .  Click in the <b>Supplier ID</b> field. Supplier ID [begins with] [dropdown] <span style="border: 1px solid red; display: inline-block; width: 100px; height: 15px;"></span>

**Withholding Adjustment**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value


**Search Criteria**

Supplier SetID

Supplier ID

Supplier Location

Step	Action
10.	<p>Type or search for the appropriate <b>Supplier ID</b>.</p> <p>For this example, type "<b>000000195</b>" into the <b>Supplier ID</b> field.</p> <p>Supplier ID <input type="text" value="begins with"/> <input style="border: 2px solid red;" type="text"/></p>

Step	Action
11.	Click the <b>Search</b> button. 

Home | New Window | Help | Personalize Page

Withhold Adjustments

STATE Supplier 000000195 000001 ALLIANCE RECOVERY CTN

**Search Criteria**

Business Unit

Entity   Type   Start Date

Jurisdiction   Class   End Date

**Adjustments** Personalize | 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	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>

Step	Action
12.	<p>Normally a user would enter as much search criteria as possible. Users would want to make sure they enter the key fields such as:</p> <ul style="list-style-type: none"> <li>• <b>Business Unit</b></li> <li>• <b>Start Date</b> and <b>End Date</b> to search for the withholding row in the specific date range in which it was recorded</li> </ul>

Home New Window | Help | Personalize Page

Withhold Adjustments

STATE Supplier 0000000195 000001 ALLIANCE RECOVERY CTN

**Search Criteria**

Business Unit

Entity   Type   Start Date

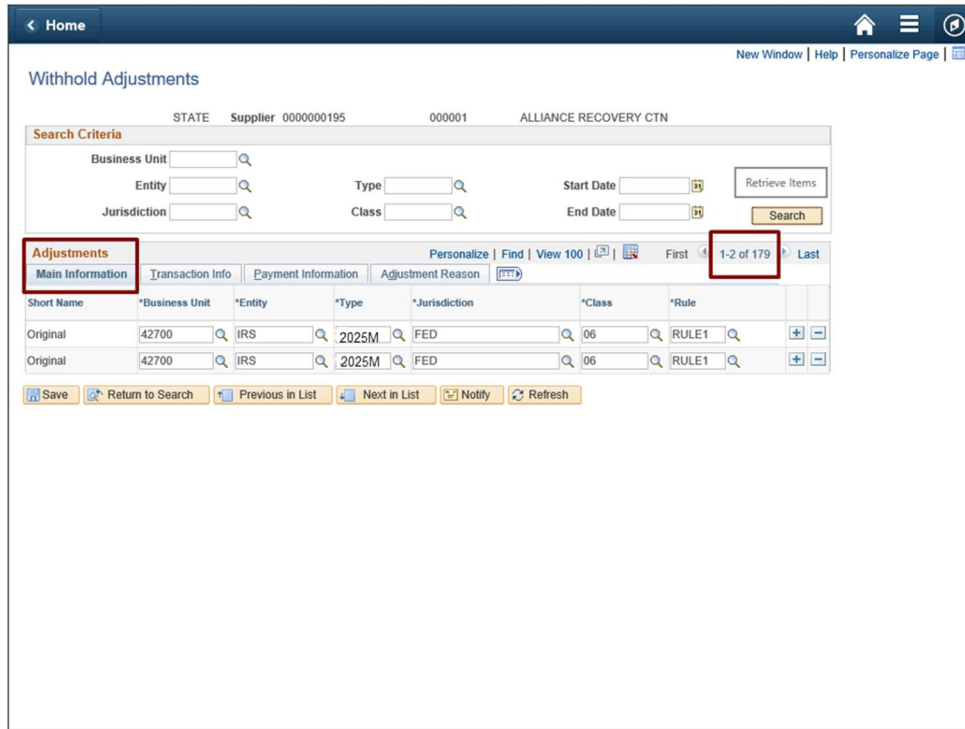
Jurisdiction   Class   End Date

**Adjustments** Personalize | 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	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>

Step	Action
13.	<p>For this example, the user does not enter any search criteria.</p> <p>Click the <b>Search</b> button.</p> <p><input type="button" value="Search"/></p>



Step	Action
14.	<p>The system returns 179 total rows in the <b>Adjustments</b> section. Notice however the system only displays the first two rows.</p> <p>Each row displays a posted withholding transaction on the <b>Main Information</b> tab in the <b>Adjustments</b> section. Each transaction shows the default information for the supplier, it is important for audit purposes that users do not change any information in existing rows.</p>

Home New Window | Help | Personalize Page

Withhold Adjustments

STATE Supplier 000000195 000001 ALLIANCE RECOVERY CTN

**Search Criteria**

Business Unit  Entity  Jurisdiction  Type  Class  Start Date  End Date

Retrieve Items Search

**Adjustments** Personalize | Find | View 100 | First 1-2 of 179 Last

Main Information Transaction Info Payment Information Adjustment Reason

Short Name	*Business Unit	*Entity	*Type	*Jurisdiction	*Class	*Rule
Original	42700	IRS	2025M	FED	06	RULE1
Original	42700	IRS	2025M	FED	06	RULE1

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

Step	Action
15.	<p>Use the <b>View 100</b> link on the navigation bar to view 100 rows of adjustments consecutively on this page.</p> <p>Click the <b>View 100</b> link.</p> <p><a href="#">View 100</a></p>



Withhold Adjustments

STATE Supplier 0000000195 000001 ALLIANCE RECOVERY CTN

**Search Criteria**

Business Unit  Entity  Jurisdiction  Type  Class  Start Date  End Date

**Adjustments** Personalize | Find | View 2 | First 1-100 of 179 Last

Short Name	*Business Unit	*Entity	*Type	*Jurisdiction	*Class	*Rule		
Original	44100	IRS	2025M	FED	06	RULE1	<input type="button" value="+"/>	<input type="button" value="-"/>
Original	44100	IRS	2025M	FED	06	RULE1	<input type="button" value="+"/>	<input type="button" value="-"/>
Original	44100	IRS	2025M	FED	06	RULE1	<input type="button" value="+"/>	<input type="button" value="-"/>
Original	44100	IRS	2025M	FED	06	RULE1	<input type="button" value="+"/>	<input type="button" value="-"/>
Original	44100	IRS	2025M	FED	06	RULE1	<input type="button" value="+"/>	<input type="button" value="-"/>
Original	44100	IRS	2025M	FED	06	RULE1	<input type="button" value="+"/>	<input type="button" value="-"/>
Original	44100	IRS	2025M	FED	06	RULE1	<input type="button" value="+"/>	<input type="button" value="-"/>
Original	44100	IRS	2025M	FED	06	RULE1	<input type="button" value="+"/>	<input type="button" value="-"/>
Original	44100	IRS	2025M	FED	06	RULE1	<input type="button" value="+"/>	<input type="button" value="-"/>
Original	44100	IRS	2025M	FED	06	RULE1	<input type="button" value="+"/>	<input type="button" value="-"/>
Original	44100	IRS	2025M	FED	06	RULE1	<input type="button" value="+"/>	<input type="button" value="-"/>
Original	44100	IRS	2025M	FED	06	RULE1	<input type="button" value="+"/>	<input type="button" value="-"/>
Original	44100	IRS	2025M	FED	06	RULE1	<input type="button" value="+"/>	<input type="button" value="-"/>
Original	44100	IRS	2025M	FED	06	RULE1	<input type="button" value="+"/>	<input type="button" value="-"/>
Original	44100	IRS	2025M	FED	06	RULE1	<input type="button" value="+"/>	<input type="button" value="-"/>
Original	44100	IRS	2025M	FED	06	RULE1	<input type="button" value="+"/>	<input type="button" value="-"/>
Original	44100	IRS	2025M	FED	06	RULE1	<input type="button" value="+"/>	<input type="button" value="-"/>

Step	Action
17.	Return to displaying 2 adjustment rows at time. Click the <b>View 2</b> link. <a href="#">View 2</a>

Home New Window | Help | Personalize Page

Withhold Adjustments

STATE Supplier 0000000195 000001 ALLIANCE RECOVERY CTN

**Search Criteria**

Business Unit


Entity   Type   Start Date

Jurisdiction   Class   End Date

**Adjustments** Personalize | Find | View 100 | First | 1-2 of 179 | Last

Main Information | Transaction Info | Payment Information | Adjustment Reason

Short Name	*Business Unit	*Entity	*Type	*Jurisdiction	*Class	*Rule	
Original	42700 <input type="button" value="Q"/>	IRS <input type="button" value="Q"/>	2025M <input type="button" value="Q"/>	FED <input type="button" value="Q"/>	06 <input type="button" value="Q"/>	RULE1 <input type="button" value="Q"/>	<input type="button" value="+"/> <input type="button" value="-"/>
Original	42700 <input type="button" value="Q"/>	IRS <input type="button" value="Q"/>	2025M <input type="button" value="Q"/>	FED <input type="button" value="Q"/>	06 <input type="button" value="Q"/>	RULE1 <input type="button" value="Q"/>	<input type="button" value="+"/> <input type="button" value="-"/>

Step	Action
18.	<p>Add a new adjustment row can be added using any <b>Add A Row +</b> button located at the end of each row.</p> <p>Click the <b>Add a new row at row 2</b> button.</p> <p></p>

Home New Window | Help | Personalize Page

### Withhold Adjustments

STATE Supplier 0000000195 000001 ALLIANCE RECOVERY CTN

**Search Criteria**

Business Unit

Entity   Type   Start Date

Jurisdiction   Class   End Date

**Adjustments** Personalize | Find | View 100 | First 2-3 of 180 Last

Main Information | Transaction Info | Payment Information | Adjustment Reason

Short Name	*Business Unit	*Entity	*Type	*Jurisdiction	*Class	*Rule		
Original	<input type="text" value="42700"/> <input type="button" value="Q"/>	<input type="text" value="IRS"/> <input type="button" value="Q"/>	<input type="text" value="2025M"/> <input type="button" value="Q"/>	<input type="text" value="FED"/> <input type="button" value="Q"/>	<input type="text" value="06"/> <input type="button" value="Q"/>	<input type="text" value="RULE1"/> <input type="button" value="Q"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
Legacy	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Step	Action
19.	<p>Notice that the new adjustment row is designated as a <b>Legacy</b> row.</p> <p>For this example, type "<b>42700</b>" into the <b>Business Unit</b> field.</p> <p><b>*Business Unit</b></p>

Home New Window | Help | Personalize Page

Withhold Adjustments

STATE Supplier 0000000195 000001 ALLIANCE RECOVERY CTN

**Search Criteria**

Business Unit

Entity   Type   Start Date

Jurisdiction   Class   End Date

**Adjustments** Personalize | Find | View 100 | First 2-3 of 180 Last

Main Information Transaction Info Payment Information Adjustment Reason

Short Name	*Business Unit	*Entity	*Type	*Jurisdiction	*Class	*Rule	
Original	42700 <input type="button" value="Q"/>	IRS <input type="button" value="Q"/>	2025M <input type="button" value="Q"/>	FED <input type="button" value="Q"/>	06 <input type="button" value="Q"/>	RULE1 <input type="button" value="Q"/>	<input type="button" value="+"/> <input type="button" value="-"/>
Legacy	42700 <input type="button" value="Q"/>	<input type="button" value="Q"/>	<input type="button" value="Q"/>	<input type="button" value="Q"/>	<input type="button" value="Q"/>	<input type="button" value="Q"/>	<input type="button" value="+"/> <input type="button" value="-"/>

Step	Action
20.	Click in the <b>Entity</b> field. <b>*Entity</b>

Home New Window | Help | Personalize Page

Withhold Adjustments

STATE Supplier 0000000195 000001 ALLIANCE RECOVERY CTN

**Search Criteria**

Business Unit  Entity  Jurisdiction  Type  Class  Start Date  End Date

**Adjustments** Personalize | Find | View 100 | First 2-3 of 180 Last

Main Information | Transaction Info | Payment Information | Adjustment Reason

Short Name	*Business Unit	*Entity	*Type	*Jurisdiction	*Class	*Rule
Original	42700	IRS	2025M	FED	06	RULE1
Legacy	42700					

Step	Action
21.	For this example, type "IRS" into the <b>Entity</b> field.

Withhold Adjustments

STATE Supplier 0000000195 000001 ALLIANCE RECOVERY CTN

**Search Criteria**

Business Unit

Entity   Type   Start Date

Jurisdiction   Class   End Date

**Adjustments** Personalize | Find | View 100 |  First 2-3 of 180 Last

Main Information | Transaction Info | Payment Information | Adjustment Reason

Short Name	*Business Unit	*Entity	*Type	*Jurisdiction	*Class	*Rule		
Original	42700 <input type="button" value="Q"/>	IRS <input type="button" value="Q"/>	2025M <input type="button" value="Q"/>	FED <input type="button" value="Q"/>	06 <input type="button" value="Q"/>	RULE1 <input type="button" value="Q"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
Legacy	42700 <input type="button" value="Q"/>	IRS <input type="button" value="Q"/>	<input type="button" value="x"/> <input type="button" value="Q"/>	<input type="button" value="Q"/>	<input type="button" value="Q"/>	<input type="button" value="Q"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Step	Action
22.	Click in the <b>Type</b> field. <b>*Type</b>

2025M Home New Window | Help | Personalize Page

Withhold Adjustments

STATE Supplier 000000195 000001 ALLIANCE RECOVERY CTN

**Search Criteria**

Business Unit  Entity  Jurisdiction  Type  Class  Start Date  End Date

**Adjustments** Personalize | Find | View 100 | First 2-3 of 180 Last

Main Information | Transaction Info | Payment Information | Adjustment Reason

Short Name	*Business Unit	*Entity	*Type	*Jurisdiction	*Class	*Rule
Original	42700	IRS	2025M	FED	06	RULE1
Legacy	42700	IRS				

Step	Action
23.	For this example, type "2025M" into the <b>Type</b> field. Note: From 2025 reporting year, 1099M/1099N Type is being replaced with 2025M/2025N. The Copy B forms will not change. The forms will read 1099-MISC and 1099-NEC.

Home New Window | Help | Personalize Page

### Withhold Adjustments

STATE Supplier 000000195 00001 ALLIANCE RECOVERY CTN

**Search Criteria**

Business Unit

Entity   Type   Start Date

Jurisdiction   Class   End Date

**Adjustments** Personalize | Find | View 100 | First 2-3 of 180 Last

Main Information | Transaction Info | Payment Information | Adjustment Reason

Short Name	*Business Unit	*Entity	*Type	*Jurisdiction	*Class	*Rule	
Original	42700 <input type="button" value="Q"/>	IRS <input type="button" value="Q"/>	2025M <input type="button" value="Q"/>	FED <input type="button" value="Q"/>	06 <input type="button" value="Q"/>	RULE1 <input type="button" value="Q"/>	<input type="button" value="+"/> <input type="button" value="-"/>
Legacy	42700 <input type="button" value="Q"/>	IRS <input type="button" value="Q"/>	2025M <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="button" value="+"/> <input type="button" value="-"/>

Step	Action
24.	Click in the <b>Jurisdiction</b> field. <b>*Jurisdiction</b>

Home New Window | Help | Personalize Page

### Withhold Adjustments

STATE Supplier 000000195 000001 ALLIANCE RECOVERY CTN

**Search Criteria**

Business Unit

Entity

Jurisdiction

Type

Class

Start Date

End Date

**Adjustments** Personalize | Find | View 100 | First 2-3 of 180 Last

Main Information | Transaction Info | Payment Information | Adjustment Reason

Short Name	*Business Unit	*Entity	*Type	*Jurisdiction	*Class	*Rule	
Original	42700 <input type="button" value="Q"/>	IRS <input type="button" value="Q"/>	2025M <input type="button" value="Q"/>	FED <input type="button" value="Q"/>	06 <input type="button" value="Q"/>	RULE1 <input type="button" value="Q"/>	<input type="button" value="+"/> <input type="button" value="-"/>
Legacy	42700 <input type="button" value="Q"/>	IRS <input type="button" value="Q"/>	2025M <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="button" value="+"/> <input type="button" value="-"/>

Step	Action
25.	For this example, type " <b>FED</b> " into the <b>Jurisdiction</b> field.

Home New Window | Help | Personalize Page

### Withhold Adjustments

STATE Supplier 000000195 000001 ALLIANCE RECOVERY CTN

**Search Criteria**

Business Unit

Entity

Jurisdiction

Type

Class

Start Date

End Date

**Adjustments** Personalize | Find | View 100 | First 2-3 of 180 Last

Main Information | Transaction Info | Payment Information | Adjustment Reason

Short Name	*Business Unit	*Entity	*Type	*Jurisdiction	*Class	*Rule	
Original	42700 <input type="button" value="Q"/>	IRS <input type="button" value="Q"/>	2025M <input type="button" value="Q"/>	FED <input type="button" value="Q"/>	06 <input type="button" value="Q"/>	RULE1 <input type="button" value="Q"/>	<input type="button" value="+"/> <input type="button" value="-"/>
Legacy	42700 <input type="button" value="Q"/>	IRS <input type="button" value="Q"/>	2025M <input type="button" value="Q"/>	FED <input type="button" value="Q"/>	<input type="button" value="Q"/>	<input type="button" value="Q"/>	<input type="button" value="+"/> <input type="button" value="-"/>

Step	Action
26.	Click in the <b>Class</b> field.  *Class

Home New Window | Help | Personalize Page

### Withhold Adjustments

STATE Supplier 000000195 000001 ALLIANCE RECOVERY CTN

**Search Criteria**

Business Unit  Entity  Jurisdiction  Type  Class  Start Date  End Date

**Adjustments** Personalize | Find | View 100 | First 2-3 of 180 Last

Short Name	*Business Unit	*Entity	*Type	*Jurisdiction	*Class	*Rule
Original	42700	IRS	2025M	FED	06	RULE1
Legacy	42700	IRS	2025M	FED		

Step	Action
27.	For this example, type "06" into the <b>Class</b> field.

Home New Window | Help | Personalize Page

### Withhold Adjustments

STATE Supplier 000000195 00001 ALLIANCE RECOVERY CTN

**Search Criteria**

Business Unit

Entity

Jurisdiction

Type

Class


Start Date

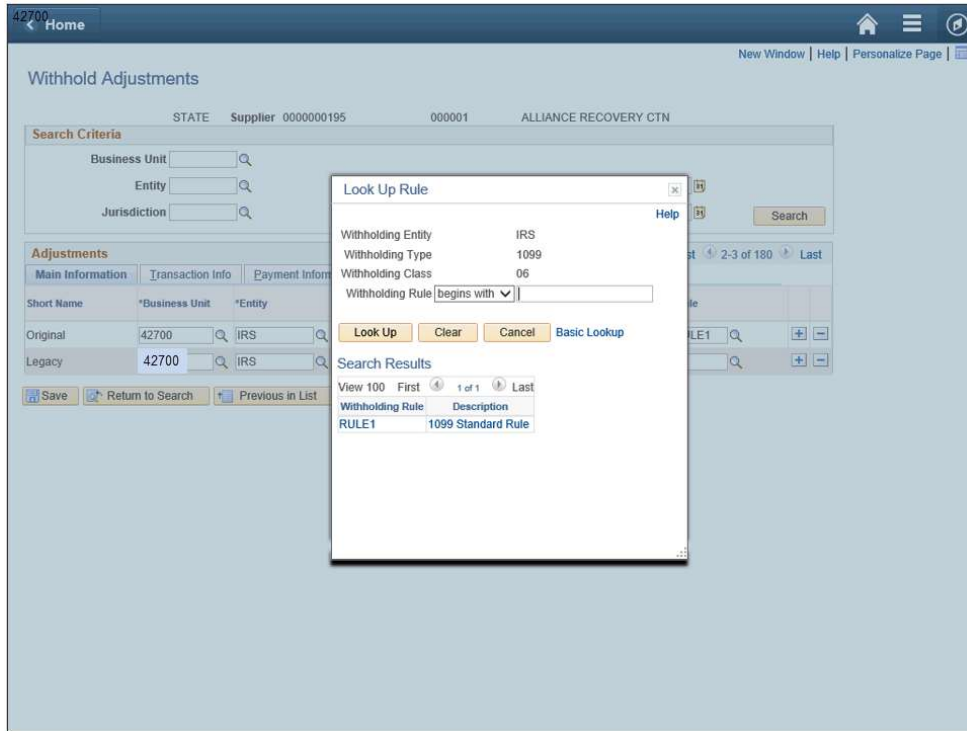
End Date

**Adjustments** Personalize | Find | View 100 | First 2-3 of 180 Last

Main Information | Transaction Info | Payment Information | Adjustment Reason

Short Name	*Business Unit	*Entity	*Type	*Jurisdiction	*Class	*Rule	
Original	42700 <input type="text"/> <input type="button" value="Q"/>	IRS <input type="text"/> <input type="button" value="Q"/>	2025M <input type="text"/> <input type="button" value="Q"/>	FED <input type="text"/> <input type="button" value="Q"/>	06 <input type="text"/> <input type="button" value="Q"/>	RULE1 <input type="text"/> <input type="button" value="Q"/>	<input type="button" value="+"/> <input type="button" value="-"/>
Legacy	42700 <input type="text"/> <input type="button" value="Q"/>	IRS <input type="text"/> <input type="button" value="Q"/>	2025M <input type="text"/> <input type="button" value="Q"/>	FED <input type="text"/> <input type="button" value="Q"/>	06 <input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="button" value="+"/> <input type="button" value="-"/>

Step	Action
28.	<p>Search for or type the appropriate rule code in the <b>Rule</b> field.</p> <p>Click the <b>Look up Rule</b> button.</p> 



Step	Action				
29.	<p>Click the <b>RULE1</b> Withholding Rule link. Click on any link located on the same line as that rule.</p> <table border="1" data-bbox="370 1150 782 1228"> <thead> <tr> <th data-bbox="370 1150 555 1186">Withholding Rule</th> <th data-bbox="555 1150 782 1186">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="370 1186 555 1228"><b>RULE1</b></td> <td data-bbox="555 1186 782 1228"><b>1099 Standard Rule</b></td> </tr> </tbody> </table>	Withholding Rule	Description	<b>RULE1</b>	<b>1099 Standard Rule</b>
Withholding Rule	Description				
<b>RULE1</b>	<b>1099 Standard Rule</b>				

Home New Window | Help | Personalize Page

### Withhold Adjustments

STATE Supplier 000000195 000001 ALLIANCE RECOVERY CTN

**Search Criteria**

Business Unit  Entity  Jurisdiction  Type  Class  Start Date  End Date

**Adjustments** Personalize | Find | View 100 | First 2-3 of 180 Last

Main Information | **Transaction Info** | Payment Information | Adjustment Reason

Short Name	*Business Unit	*Entity	*Type	*Jurisdiction	*Class	*Rule
Original	42700	IRS	2025M	FED	06	RULE1
Legacy	42700	IRS	2025M	FED	06	RULE1

Step	Action
30.	Click the <b>Transaction Info</b> tab. <span style="border: 1px solid red; padding: 2px;">Transaction Info</span>

Home New Window | Help | Personalize Page

Withhold Adjustments

STATE Supplier 0000000195 000001 ALLIANCE RECOVERY CTN

**Search Criteria**

Business Unit

Entity   Type   Start Date

Jurisdiction   Class   End Date

**Adjustments** Personalize | Find | View 100 | First 2-3 of 180 Last

Main Information **Transaction Info** Payment Information Adjustment Reason

Basis Amt	Liability Amt	Paid Amount	Payment Date	Declaration Date	
25975.17	0.00	0.00	08/10/2006	08/10/2006	<input type="button" value="+"/> <input type="button" value="-"/>
0.00	0.00	0.00	07/10/2018	07/10/2018	<input type="button" value="+"/> <input type="button" value="-"/>

Step	Action
31.	Use the <b>Transaction Info</b> page to review the withholding amount for each payment that has an updated supplier's balance.  Users can also make the actual adjustment on the adjustment line.

Home New Window | Help | Personalize Page

Withhold Adjustments

STATE Supplier 0000000195 000001 ALLIANCE RECOVERY CTN

**Search Criteria**

Business Unit

Entity   Type   Start Date

Jurisdiction   Class   End Date

**Adjustments** Personalize | Find | View 100 | First 2-3 of 180 Last

Main Information | Transaction Info | Payment Information | Adjustment Reason

Basis Amt	Liability Amt	Paid Amount	Payment Date	Declaration Date
25975.17	0.00	0.00	08/10/2006	08/10/2006 <input type="button" value="D"/>
0.00	0.00	0.00	07/10/2018 <input type="button" value="D"/>	07/10/2018 <input type="button" value="D"/>

Step	Action
32.	<p>The <b>Basis Amt</b> field should be populated with the adjustment amount. No other amount field should be updated.</p> <p>The amount entered for the balance adjustment will increase or decrease the supplier's existing 1099 balance.</p> <p>The sum of the Basis Amt fields on this page should equal the amount shown as the supplier's balance on the 1099 Summary report or the online balance inquiry.</p>

Home New Window | Help | Personalize Page

Withhold Adjustments

STATE Supplier 0000000195 000001 ALLIANCE RECOVERY CTN

**Search Criteria**

Business Unit  Entity  Jurisdiction  Type  Class  Start Date  End Date

**Adjustments** Personalize | Find | View 100 | First 2-3 of 180 Last

Main Information | Transaction Info | Payment Information | Adjustment Reason

Basis Amt	Liability Amt	Paid Amount	Payment Date	Declaration Date
25975.17	0.00	0.00	08/10/2006	08/10/2006
0.00	0.00	0.00	07/10/2018	07/10/2018

Step	Action
33.	<p>Make the adjustment to the line. To make a negative adjustment (-) use a negative symbol. If it is a positive adjustment simply enter the number.</p> <p>Click in the <b>Basis Amt</b> field on the second row.</p> <p><input type="text" value="0.00"/></p>

Home New Window | Help | Personalize Page

### Withhold Adjustments

STATE Supplier 0000000195 000001 ALLIANCE RECOVERY CTN

**Search Criteria**

Business Unit

Entity   Type   Start Date

Jurisdiction   Class   End Date

**Adjustments** Personalize | Find | View 100 | First 2-3 of 180 Last

Main Information | Transaction Info | Payment Information | Adjustment Reason

Basis Amt	Liability Amt	Paid Amount	Payment Date	Declaration Date	
25975.17	0.00	0.00	08/10/2006	08/10/2006	<input type="button" value="+"/> <input type="button" value="-"/>
0.00 x	0.00	0.00	07/10/2018	07/10/2018	<input type="button" value="+"/> <input type="button" value="-"/>

Step	Action
34.	For this example, type "50.00" into the <b>Basis Amt</b> field.

Home New Window | Help | Personalize Page

Withhold Adjustments

STATE Supplier 0000000195 000001 ALLIANCE RECOVERY CTN

**Search Criteria**

Business Unit

Entity   Type   Start Date

Jurisdiction   Class   End Date

**Adjustments** Personalize | Find | View 100 | First 2-3 of 180 Last

Main Information | Transaction Info | Payment Information | Adjustment Reason

Basis Amt	Liability Amt	Paid Amount	Payment Date	Declaration Date	
25975.17	0.00	0.00	08/10/2006	08/10/2006	<input type="button" value="+"/> <input type="button" value="-"/>
50.00 x	0.00	0.00	07/10/2018	07/10/2018	<input type="button" value="+"/> <input type="button" value="-"/>

Step	Action
35.	<p>The <b>Payment Date</b> and <b>Declaration Date</b> fields of an adjustment default to the current date. These fields should be populated with the same date within the calendar year of the adjustment.</p> <p>In this example, the user accepts the default.</p>

Home New Window | Help | Personalize Page

Withhold Adjustments

STATE Supplier 0000000195 000001 ALLIANCE RECOVERY CTN

**Search Criteria**

Business Unit

Entity   Type   Start Date

Jurisdiction   Class   End Date

**Adjustments** Personalize | Find | View 100 | First 2-3 of 180 Last

Main Information **Transaction Info** Payment Information Adjustment Reason

Basis Amt	Liability Amt	Paid Amount	Payment Date	Declaration Date	
25975.17	0.00	0.00	08/10/2006	08/10/2006	<input type="button" value="+"/> <input type="button" value="-"/>
50.00 x	0.00	0.00	07/10/2018	07/10/2018	<input type="button" value="+"/> <input type="button" value="-"/>

Step	Action
36.	Click the <b>Payment Information</b> tab. <input style="border: 1px solid red;" type="button" value="Payment Information"/>

Home New Window | Help | Personalize Page

Withhold Adjustments

STATE Supplier 000000195 000001 ALLIANCE RECOVERY CTN

**Search Criteria**

Business Unit

Entity   Type   Start Date

Jurisdiction   Class   End Date

**Adjustments** Personalize | Find | View 100 | First 2-3 of 180 Last

Main Information | Transaction Info | **Payment Information** | Adjustment Reason

Bank SetID	Bank Code	Bank Account	Method	Payment Reference	Currency	Posted Date
42700	1200	1000	EPayable	0000082618	USD	12/14/2006
					USD	07/10/2018

Step	Action
37.	<p>The <b>Payment Information</b> page displays the payments that have updated the supplier's 1099 balance. No information will be displayed for a manual balance adjustment.</p> <p>The <b>Posted Date</b> displays the date the <b>Post Withholding</b> process ran in the nightly batch flow.</p>

Home New Window | Help | Personalize Page

### Withhold Adjustments

STATE Supplier 0000000195 000001 ALLIANCE RECOVERY CTN

**Search Criteria**

Business Unit

Entity   Type   Start Date

Jurisdiction   Class   End Date

**Adjustments** Personalize | Find | View 100 | First 2-3 of 180 Last

Main Information | Transaction Info | Payment Information | **Adjustment Reason**

Bank SetID	Bank Code	Bank Account	Method	Payment Reference	Currency	Posted Date		
42700	1200	1000	EPayable	0000082618	USD	12/14/2006		<input type="button" value="+"/> <input type="button" value="-"/>
					USD	07/10/2018		<input type="button" value="+"/> <input type="button" value="-"/>

Step	Action
38.	Click the <b>Adjustment Reason</b> tab. <span style="border: 1px solid red; padding: 2px;">Adjustment Reason</span>

Home New Window | Help | Personalize Page

Withhold Adjustments

STATE Supplier 0000000195 000001 ALLIANCE RECOVERY CTN

**Search Criteria**

Business Unit

Entity   Type   Start Date

Jurisdiction   Class   End Date

**Adjustments** Personalize | Find | View 100 | First 2-3 of 180 Last

Main Information | Transaction Info | Payment Information | Adjustment Reason

Creation Date	User ID	Description	
12/14/2006	FSCMUSER	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>
07/10/2018	ELITTLE	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>

Step	Action
39.	Use the <b>Adjustment Reason</b> page to enter the reason for the adjustment being made. It is always important to be brief, but informative about why the adjustment is being made.

Home New Window | Help | Personalize Page

Withhold Adjustments

STATE Supplier 0000000195 000001 ALLIANCE RECOVERY CTN

**Search Criteria**

Business Unit

Entity   Type   Start Date

Jurisdiction   Class   End Date

**Adjustments** Personalize | Find | View 100 | First 2-3 of 180 Last

Main Information | Transaction Info | Payment Information | Adjustment Reason

Creation Date	User ID	Description	
12/14/2006	FSCMUSER	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>
07/10/2018	ELITTLE	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>

Step	Action
40.	Click in the <b>Description</b> field on the second line with the current creation date. <b>Description</b>

Home New Window | Help | Personalize Page

Withhold Adjustments

STATE Supplier 0000000195 000001 ALLIANCE RECOVERY CTN

**Search Criteria**

Business Unit

Entity   Type   Start Date

Jurisdiction   Class   End Date

**Adjustments** Personalize | Find | View 100 | First 2-3 of 180 Last

Main Information | Transaction Info | Payment Information | Adjustment Reason

Creation Date	User ID	Description		
12/14/2006	FSCMUSER	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
07/10/2018	ELITTLE	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Step	Action
41.	For this example, type " <b>Data entry error caused adjustment</b> " into the <b>Description</b> field on the second row.

Home New Window | Help | Personalize Page

Withhold Adjustments

STATE Supplier 0000000195 000001 ALLIANCE RECOVERY CTN

**Search Criteria**

Business Unit


Entity   Type   Start Date

Jurisdiction   Class   End Date

**Adjustments** Personalize | Find | View 100 | First 2-3 of 180 Last

Main Information | Transaction Info | Payment Information | Adjustment Reason

Creation Date	User ID	Description
12/14/2006	FSCMUSER	
07/10/2018	ELITTLE	Data entry error caused adjustment

Step	Action
42.	Click the <b>Save</b> button.  Save

Home New Window | Help | Personalize Saved

Withhold Adjustments

STATE Supplier 0000000195 000001 ALLIANCE RECOVERY CTN

**Search Criteria**

Business Unit

Entity   Type   Start Date

Jurisdiction   Class   End Date

**Adjustments** Personalize | Find | View 100 |  | First 2-3 of 180 Last

Main Information | Transaction Info | Payment Information | Adjustment Reason

Creation Date	User ID	Description	
12/14/2006	FSCMUSER	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>
07/10/2018	ELITTLE	Data entry error caused adjustment	<input type="button" value="+"/> <input type="button" value="-"/>

Step	Action
43.	<b>Congratulations!</b> You have successfully completed the Creating a 1099 Adjustment topic. <b>End of Procedure.</b>