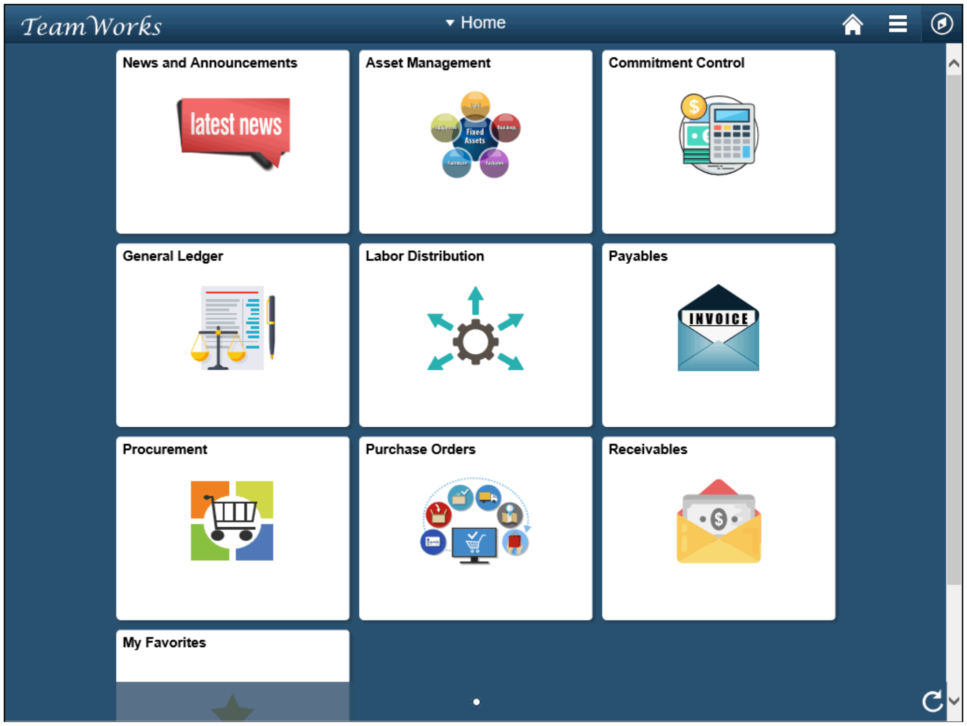
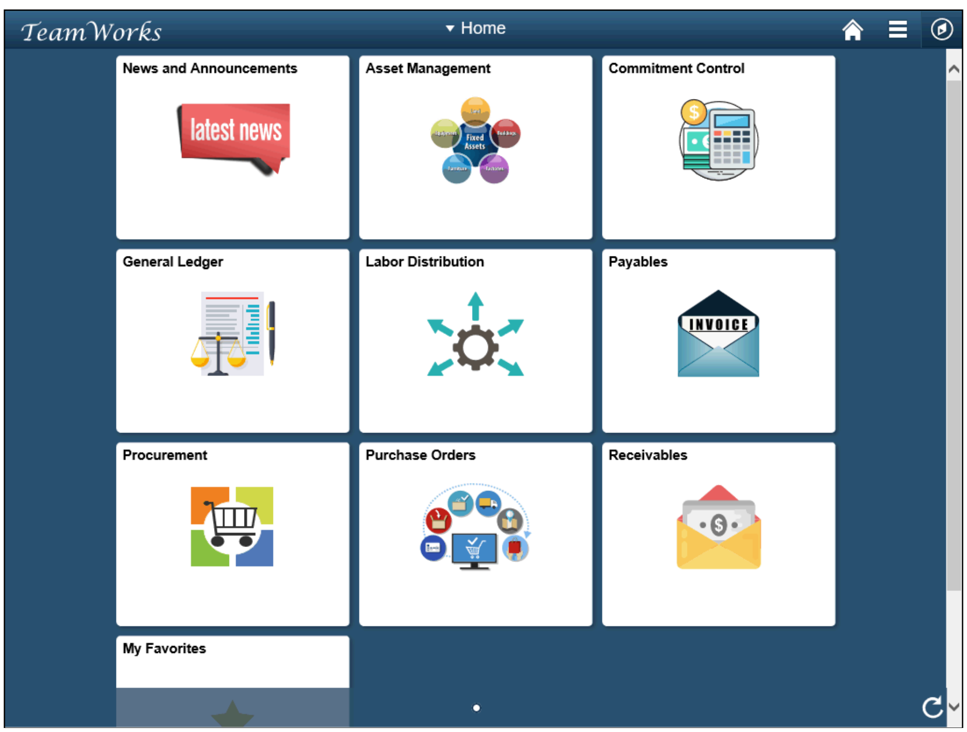
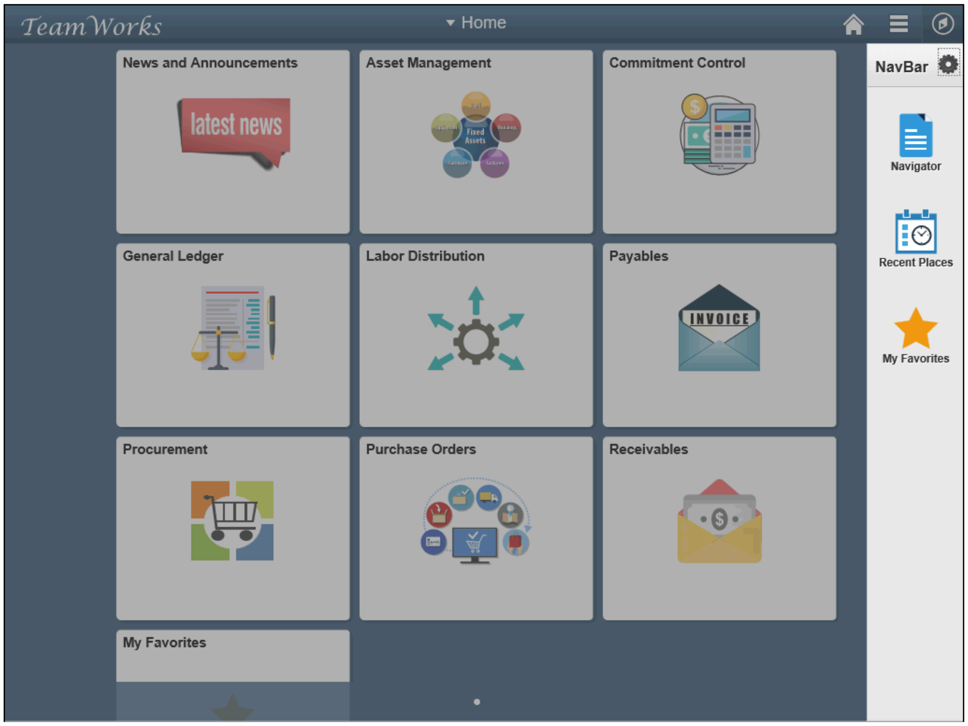
Creating a 1099 Adjustment 9.2

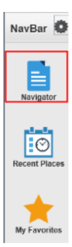


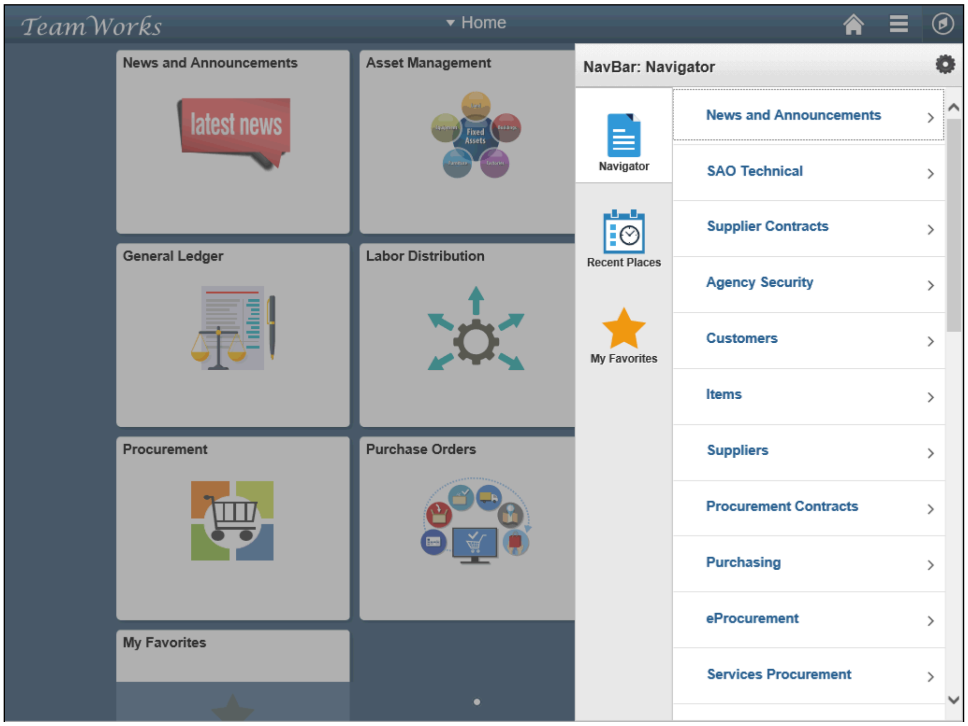
Step	Action
1.	**Note:** This simulation is an example of a transaction. For security reasons, some financial information has been altered (i.e. Distribution line codes and supplier information). When entering a transaction in the live TeamWorks Financials system please select all values and options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

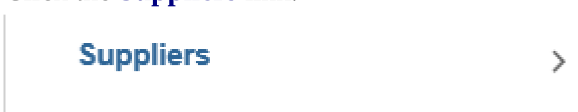


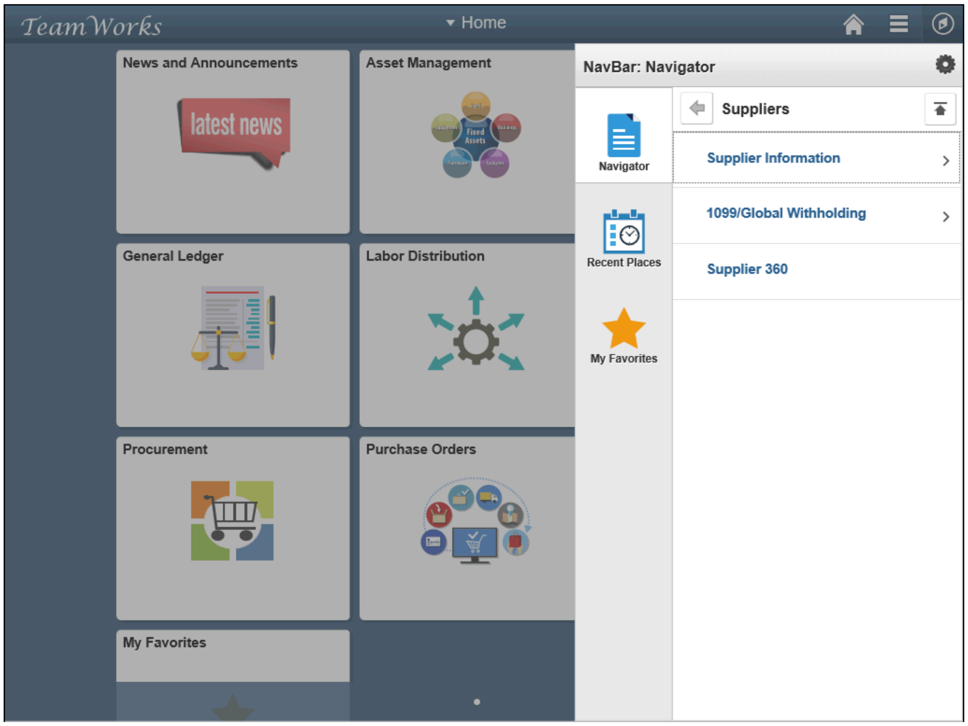
Step	Action
2.	Begin by navigating to the **Withholding Adjustments** page. Click the **NavBar** icon. 



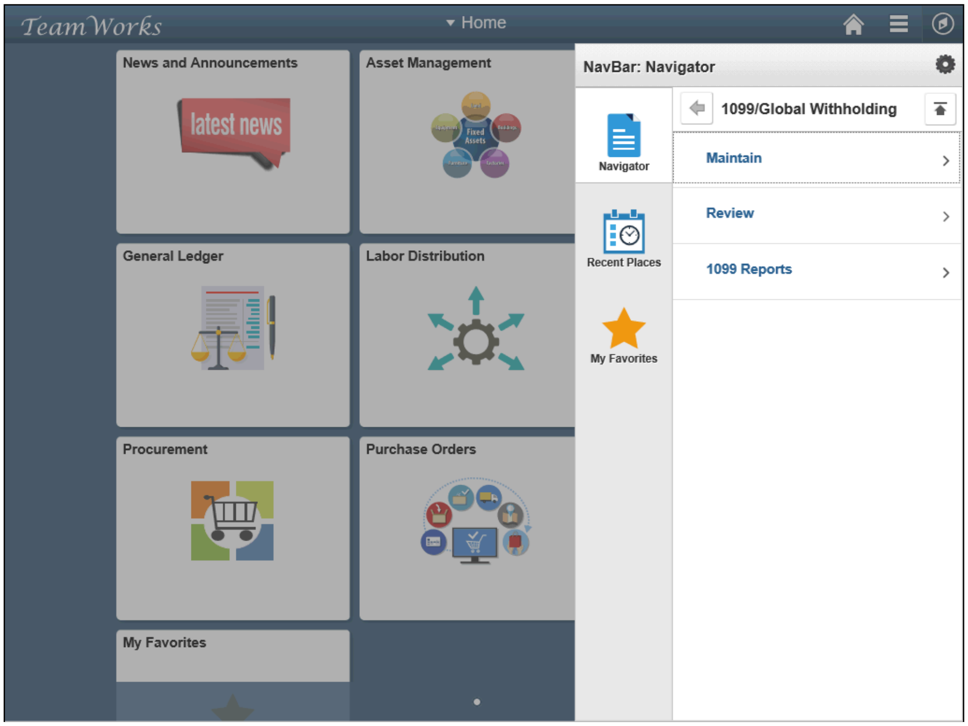
Step	Action
3.	Click the **Navigator** tile. 



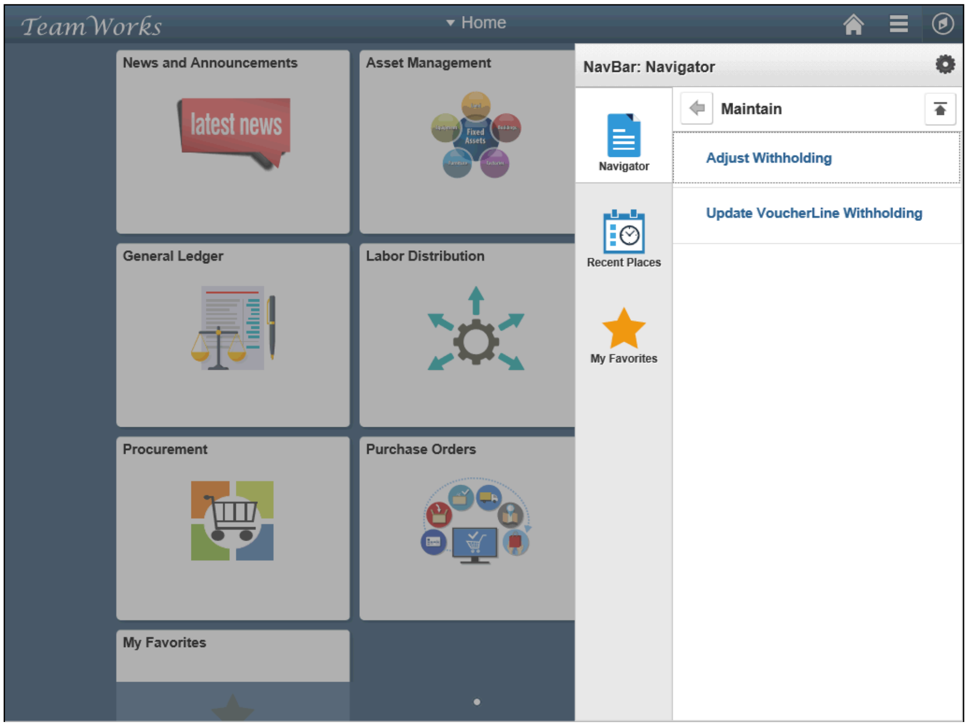
Step	Action
4.	Click the **Suppliers** link. 



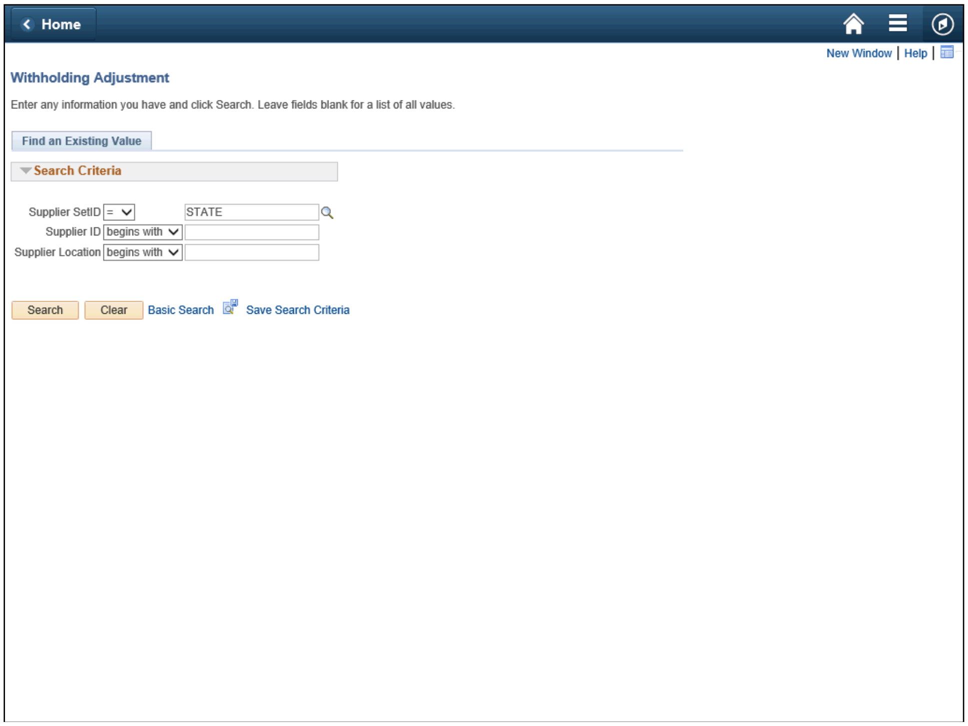
Step	Action
5.	Click the **1099/Global Withholding** link. 



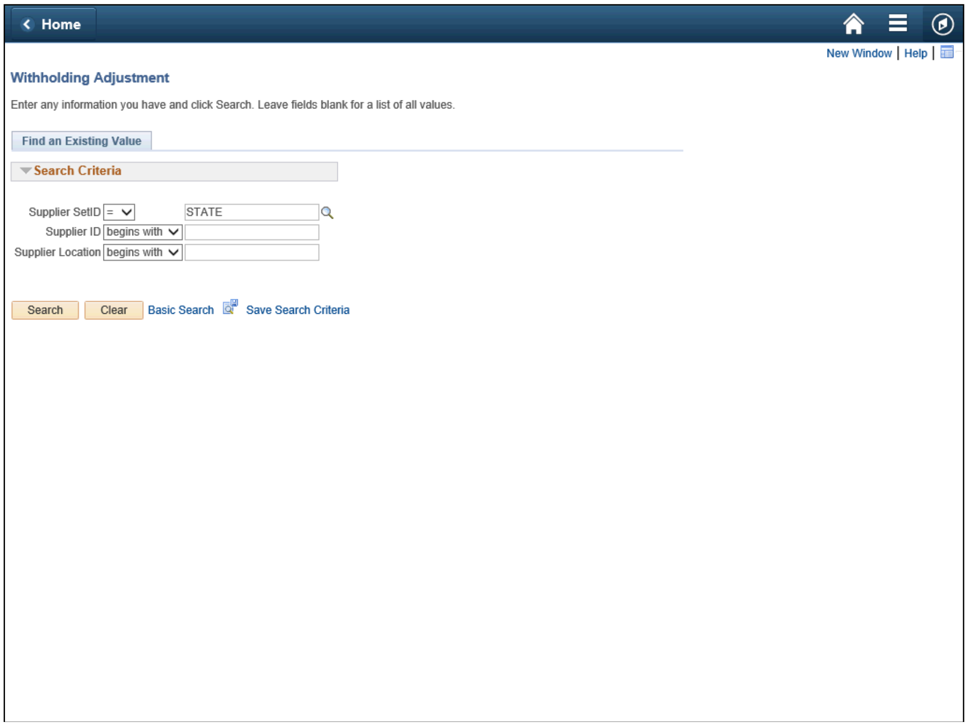
Step	Action
6.	Click the **Maintain** link. 



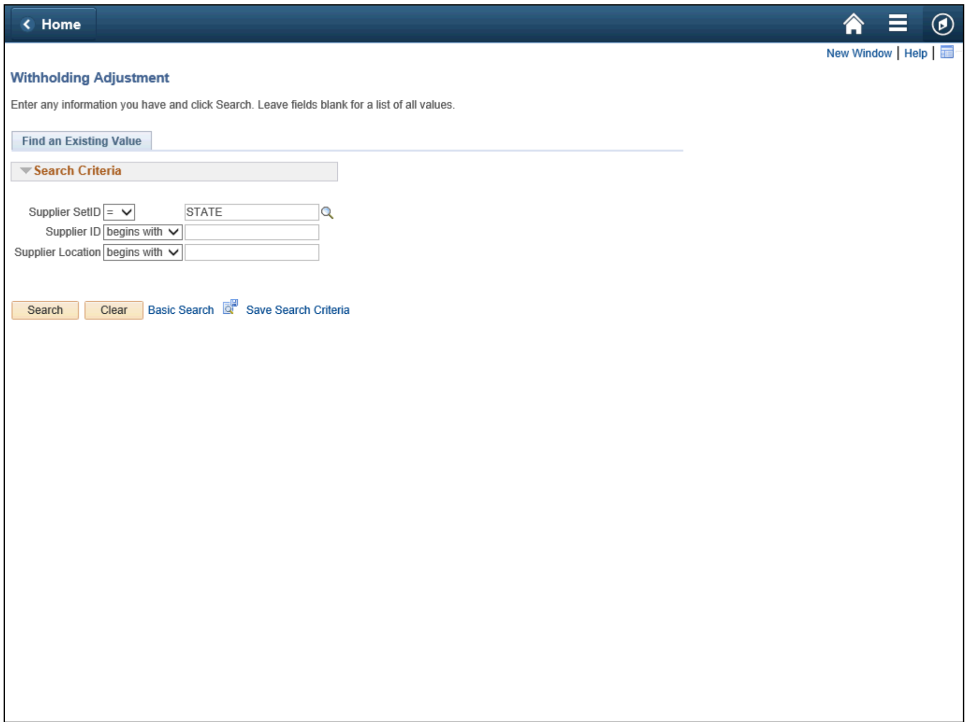
Step	Action
7.	Click the **Adjust Withholding** link. Adjust Withholding



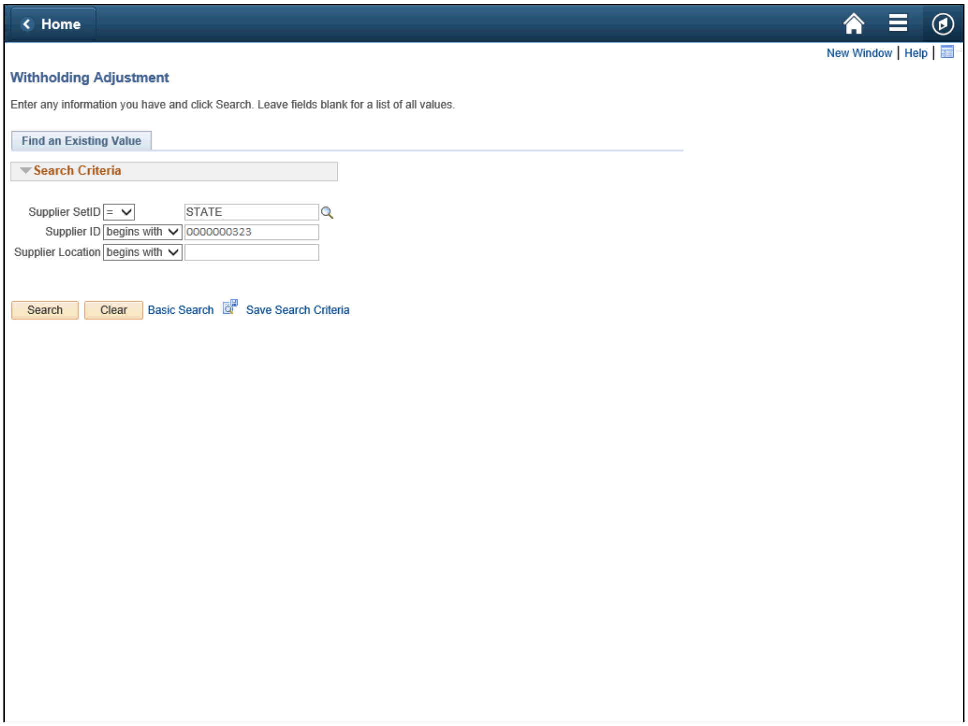
Step	Action
8.	Use the **Withholding Adjustment** page to search for the desired supplier. It is important to enter as much search criteria as possible on this page to narrow the search results and limit system processing times.



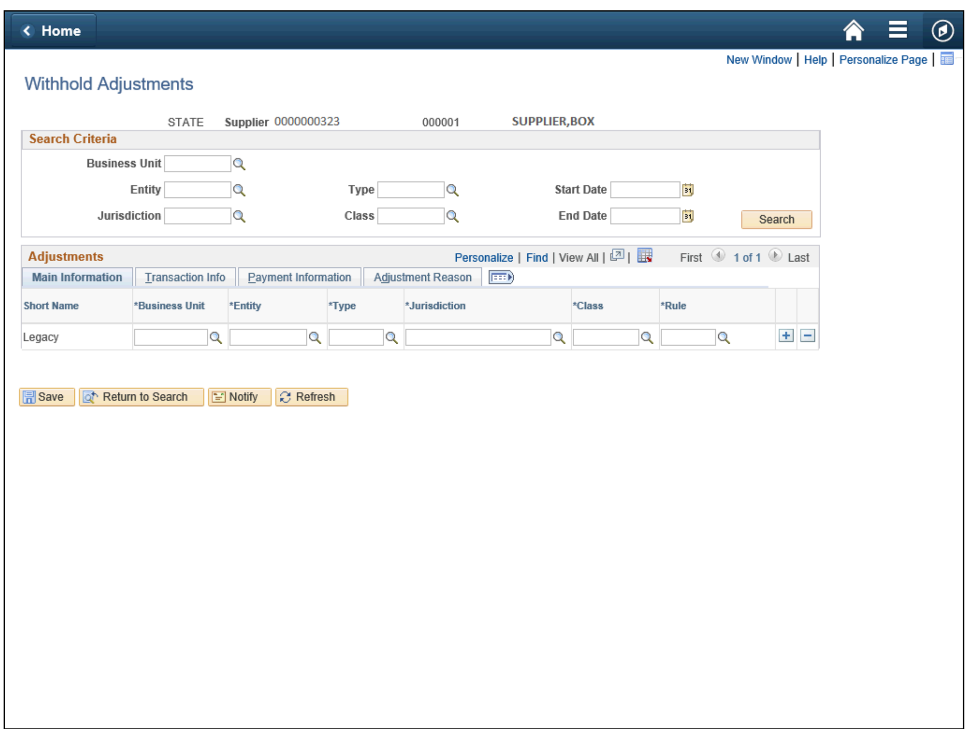
Step	Action
9.	For this example, the user knows the **Supplier ID**. Click in the **Supplier ID** field. 



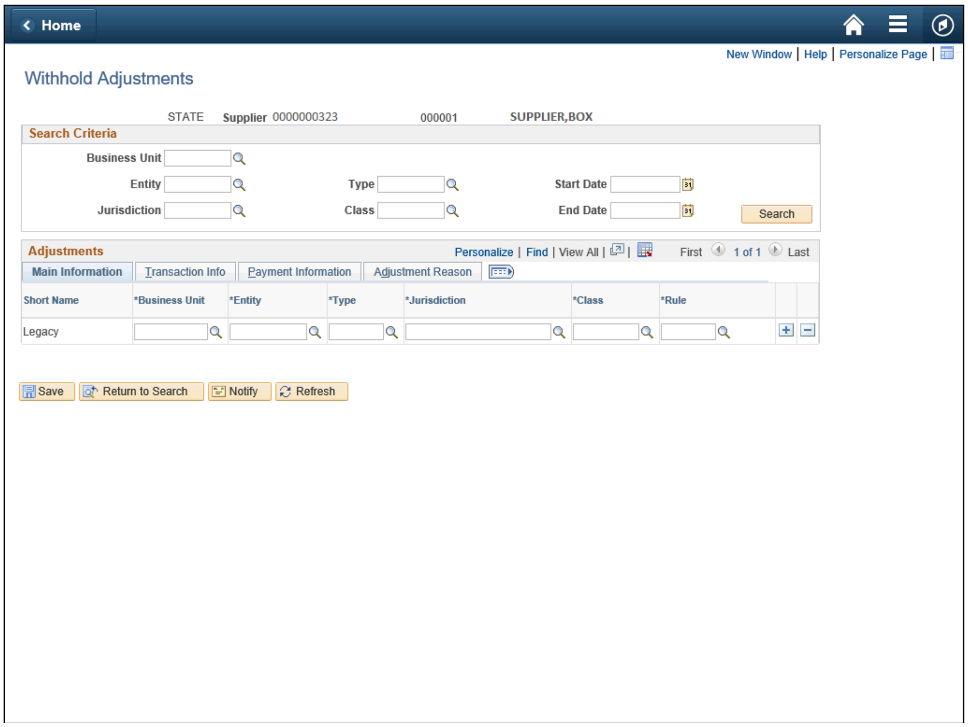
Step	Action
10.	Enter the appropriate information into the **Supplier ID** field. For this example, type **0000000323**. 



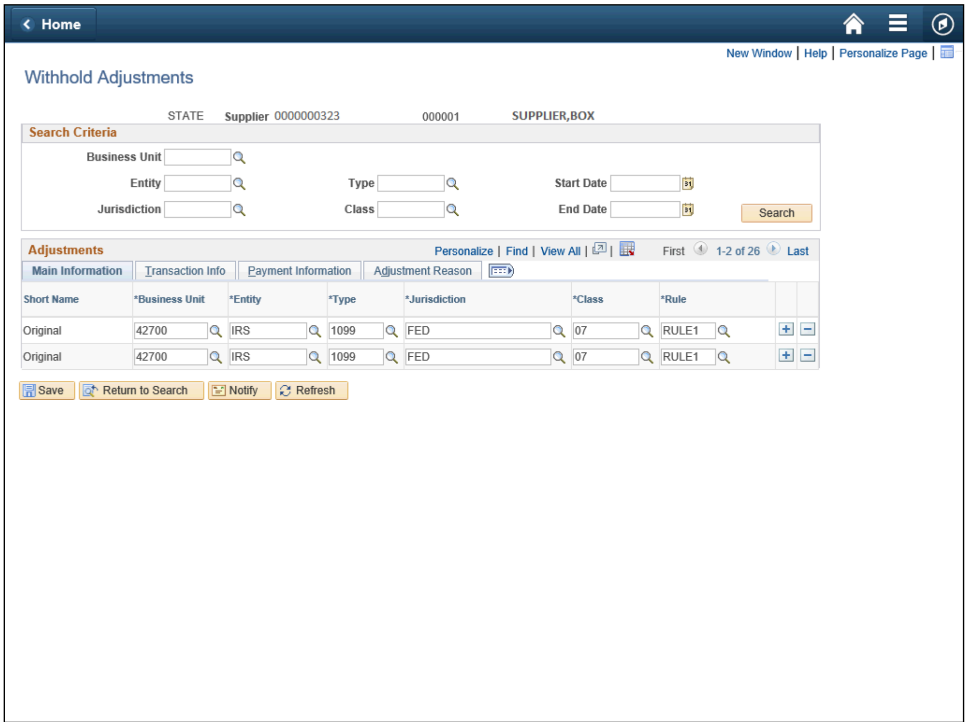
Step	Action
11.	Click the **Search** button. 



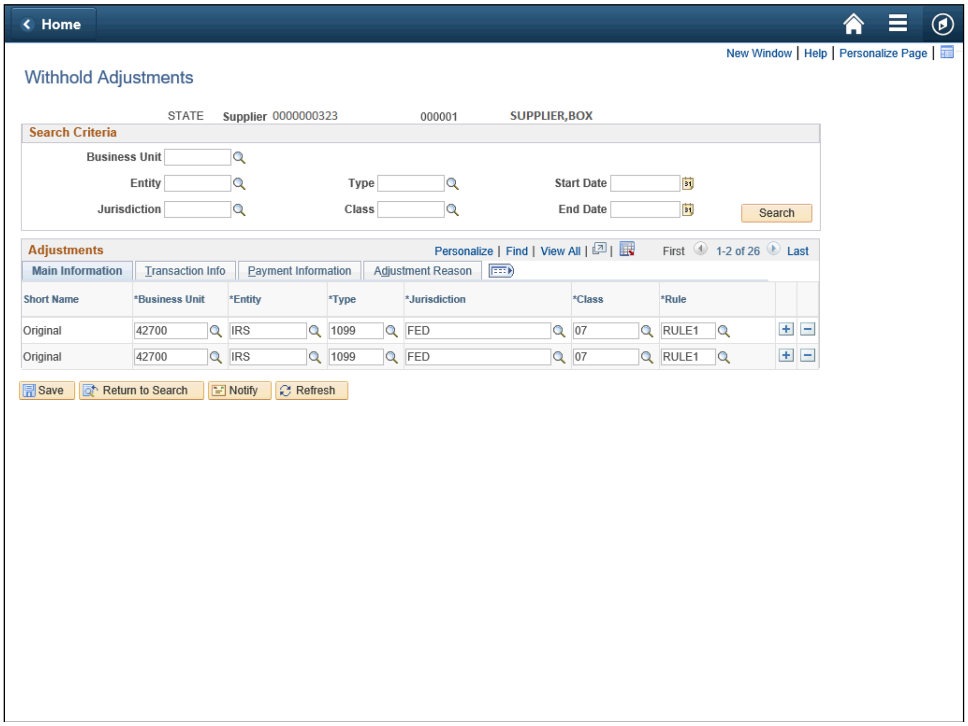
Step	Action
12.	Normally a user would enter as much search criteria as possible. Users would want to make sure they enter the key fields such as: • **Business Unit** • **Start Date** and **End Date** to search for the withholding row in the specific date range in which it was recorded

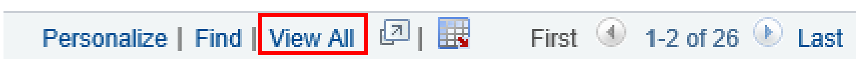


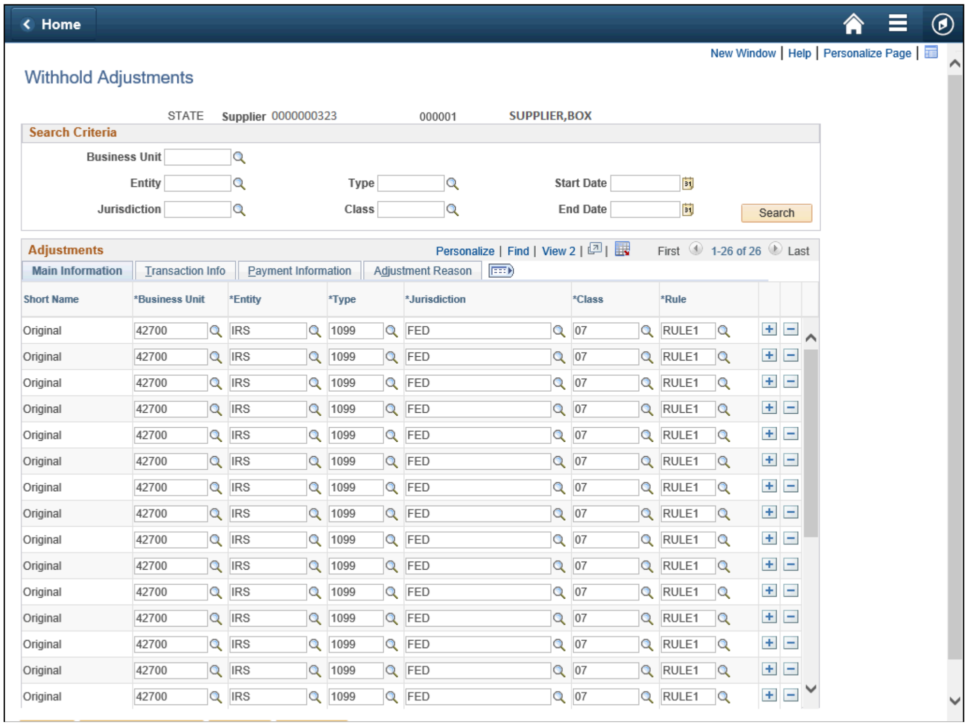
Step	Action
13.	For this example, the user does not enter any search criteria. Click the **Search** button. 



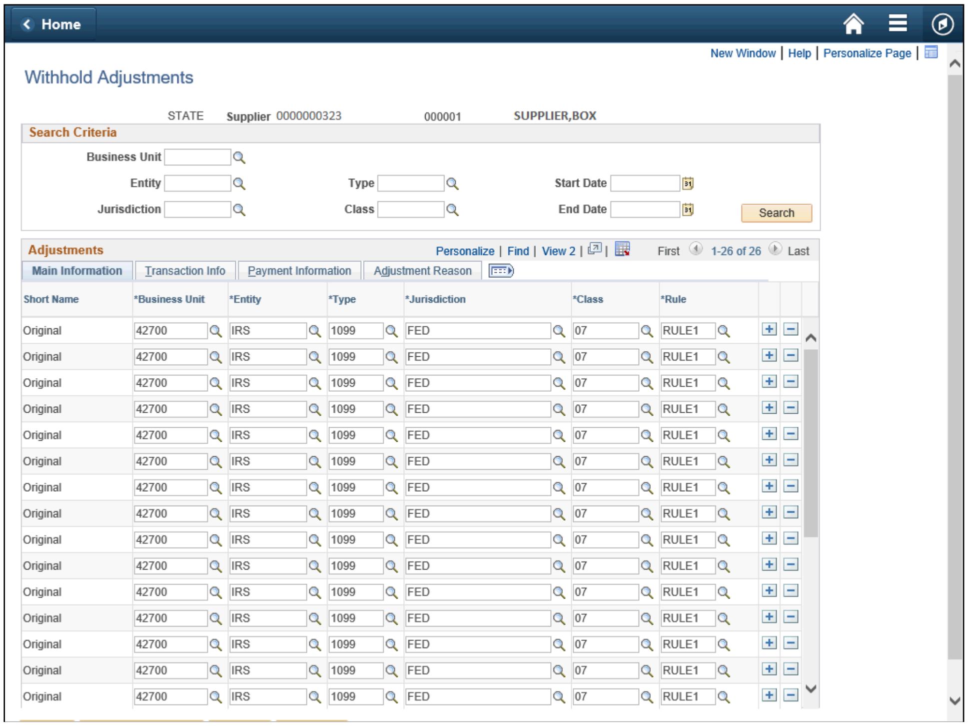
Step	Action
14.	The system returns 26 total rows in the **Adjustments** section. Notice however the system only displays the first two rows. Each row displays a posted withholding transaction on the **Main Information** tab in the **Adjustments** section. Each transaction shows the default information for the supplier, it is important for audit purposes that users do not change any information in existing rows.

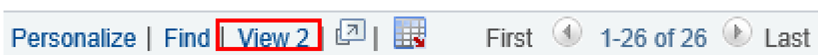


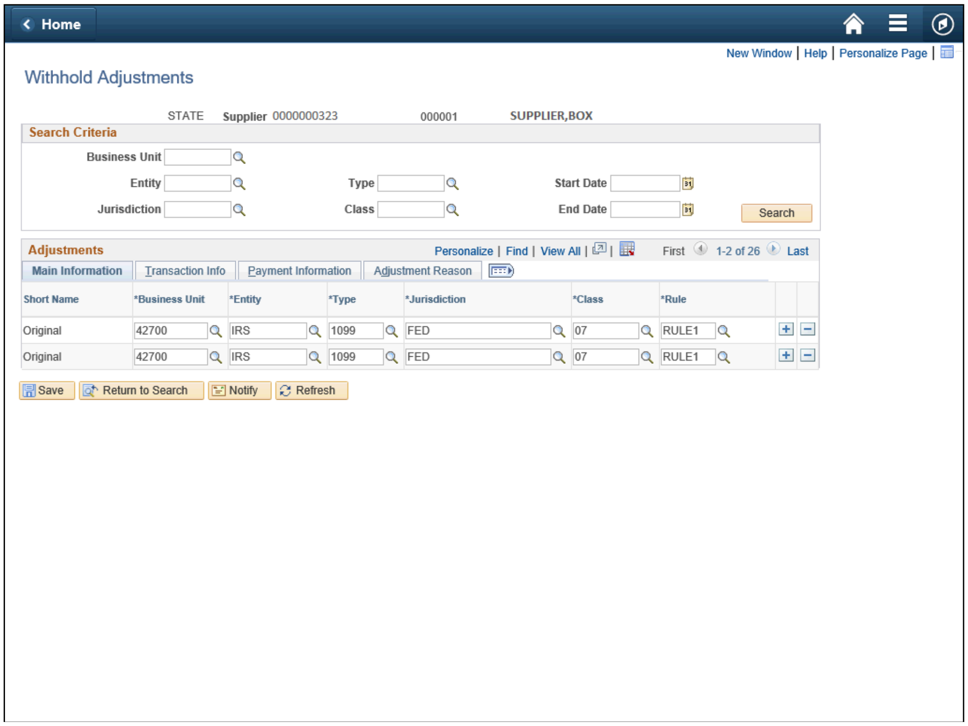
Step	Action
15.	Use the **View 100** link on the navigation bar to view 100 rows of adjustments consecutively on this page. Click the **View 100** link. 



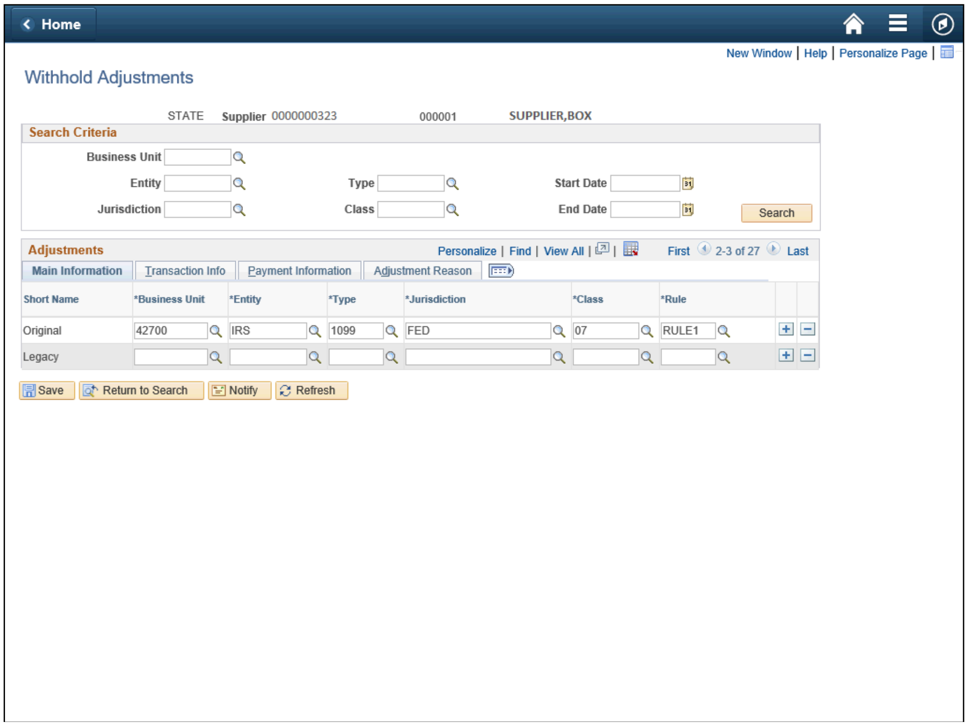
Step	Action
16.	Using the Adjustment grids scrollbar, move to the bottom of the page to review the Adjustments. Click the **Vertical** scrollbar.



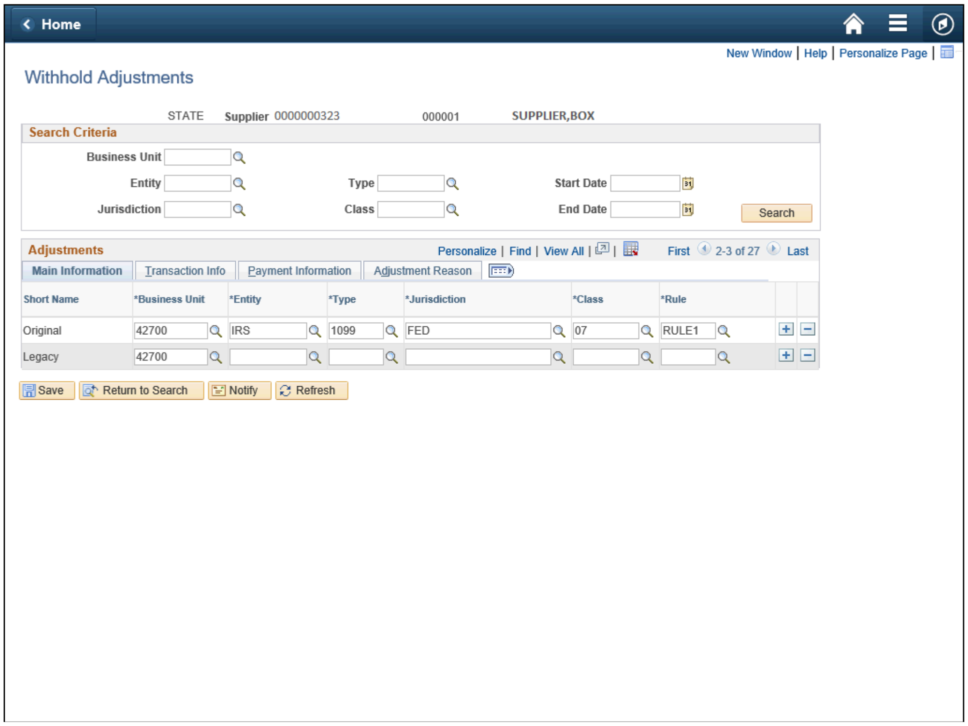
Step	Action
17.	Return to displaying 2 adjustment rows at time. Click the **View 2** link. 

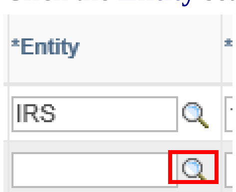


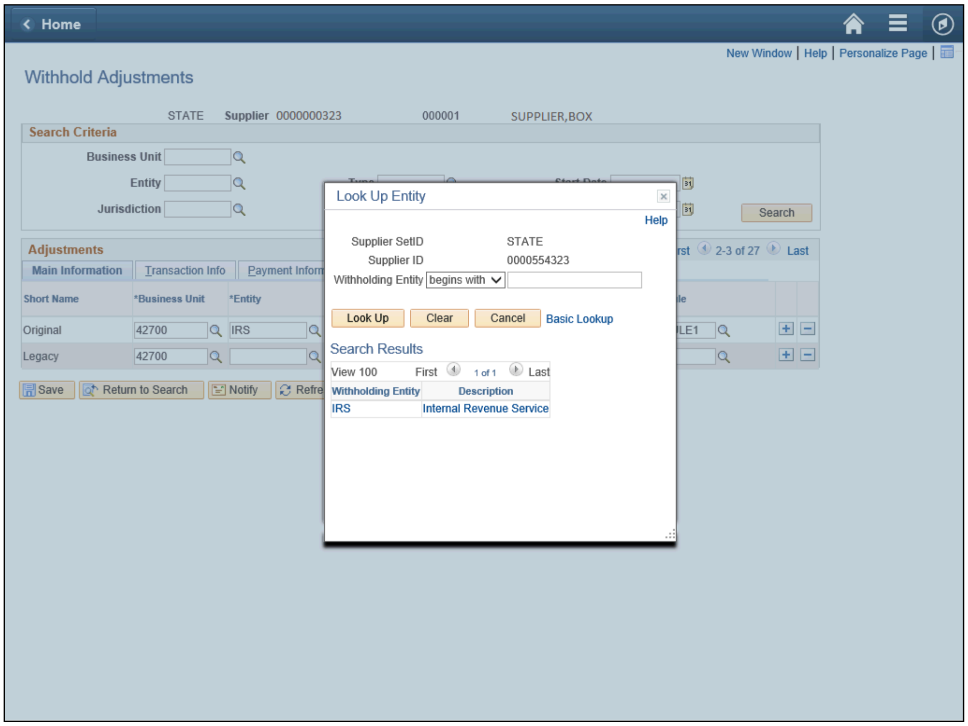
Step	Action
18.	Add a new adjustment row can be added using any **Add A Row +** button located at the end of each row. Click the **Add a new row at row 2** button. 

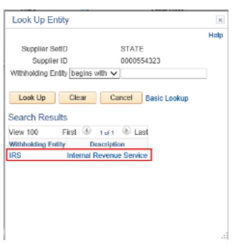


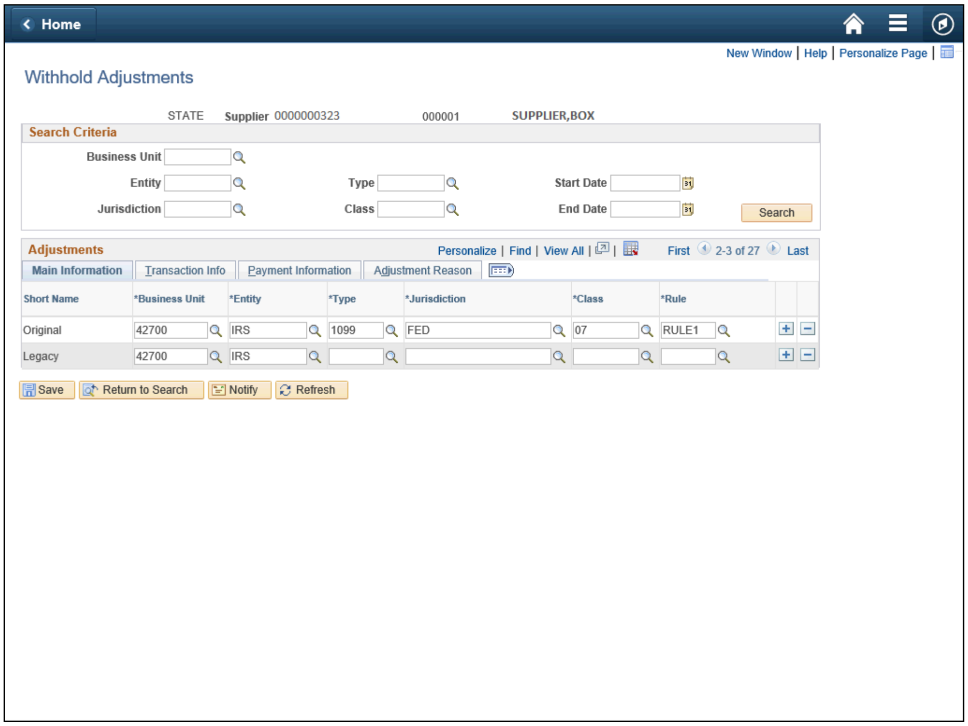
Step	Action
19.	Notice that the new adjustment row is designated as a **Legacy** row. For this example, type **42700** into the **Business Unit** field. 



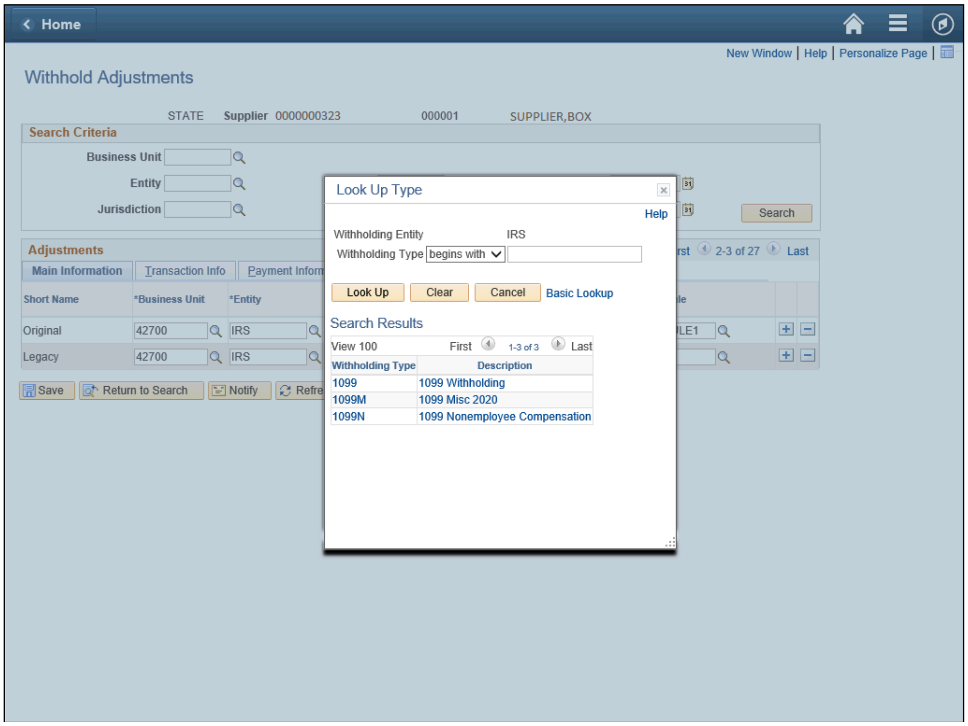
Step	Action
20.	Click the **Entity** search button. 

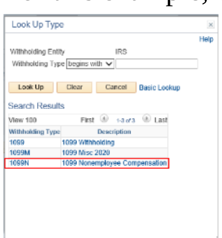


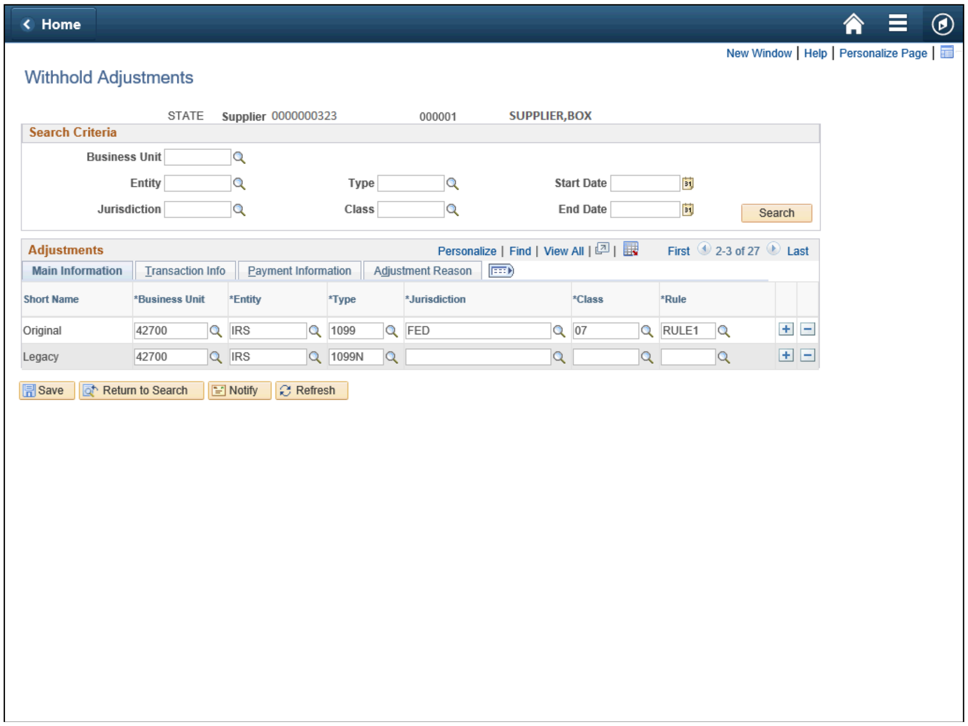
Step	Action
21.	Click the **IRS - Internal Revenue Services** link. 

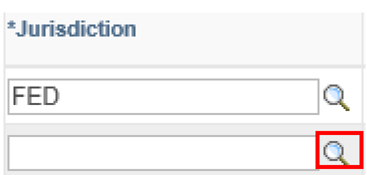


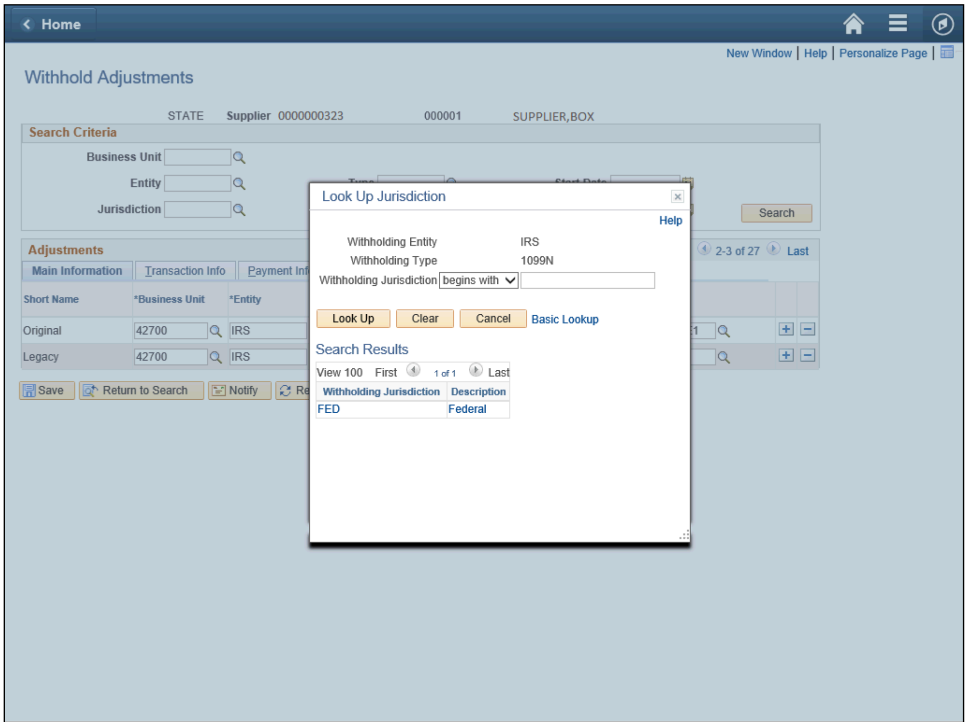
Step	Action
22.	Click the **Type** search button. 



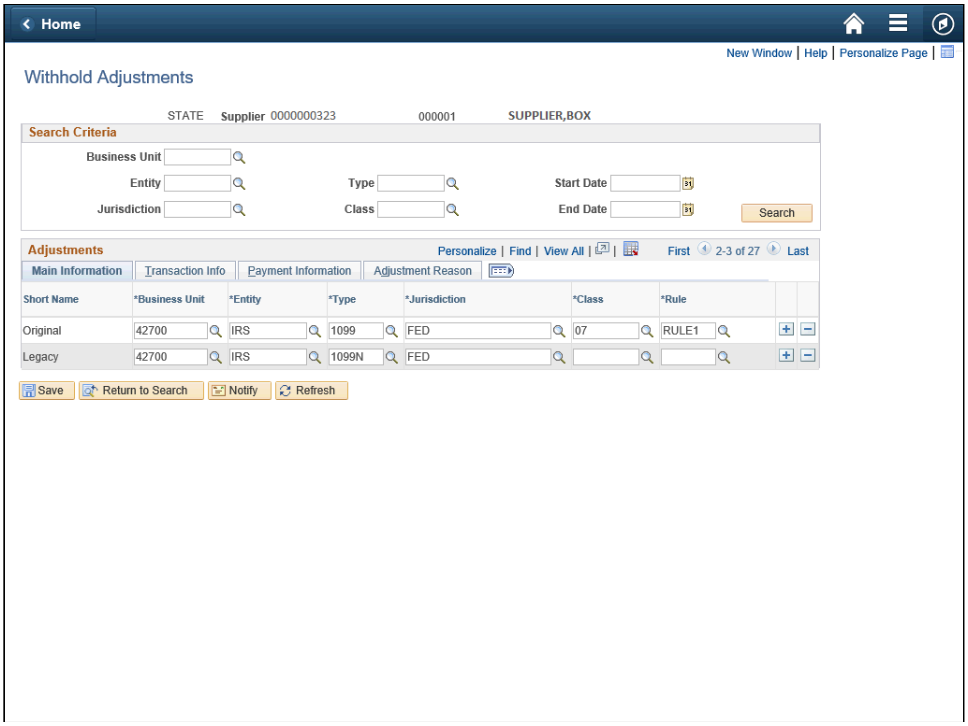
Step	Action
23.	**Note:** Users have the option to select **1099**, **1099 M** or **1099 N**. Select the appropriate option. For this example, click the **1099N - 1099 Nonemployee Compensation** link. 

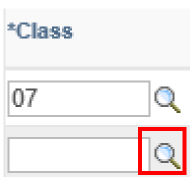


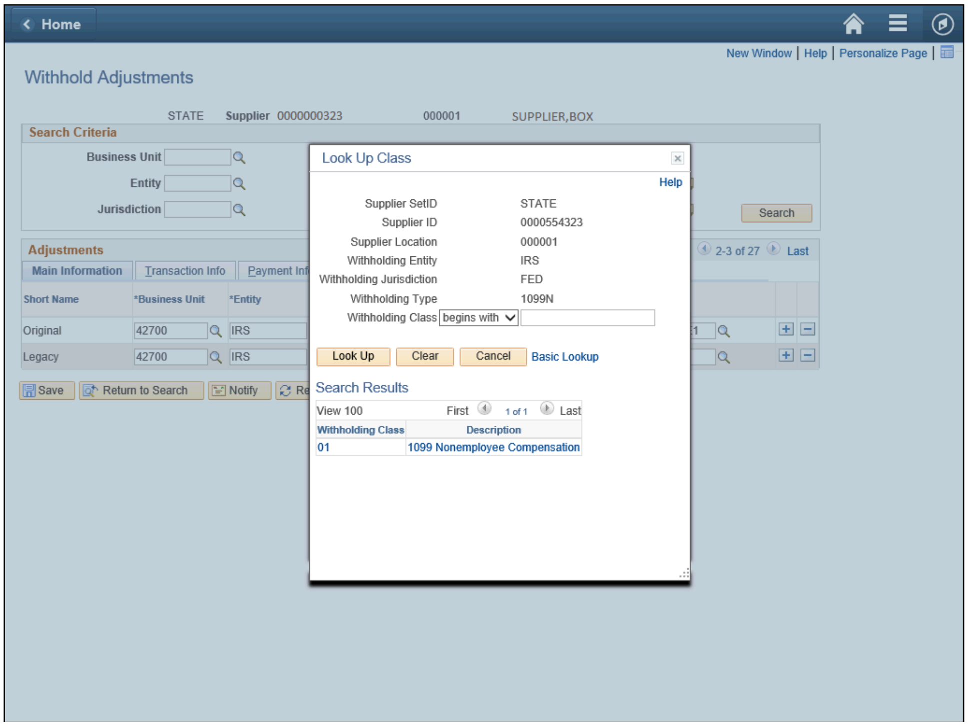
Step	Action
24.	Click the **Jurisdiction** search button. 

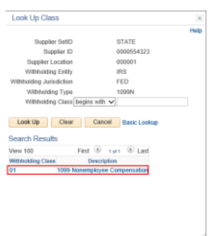


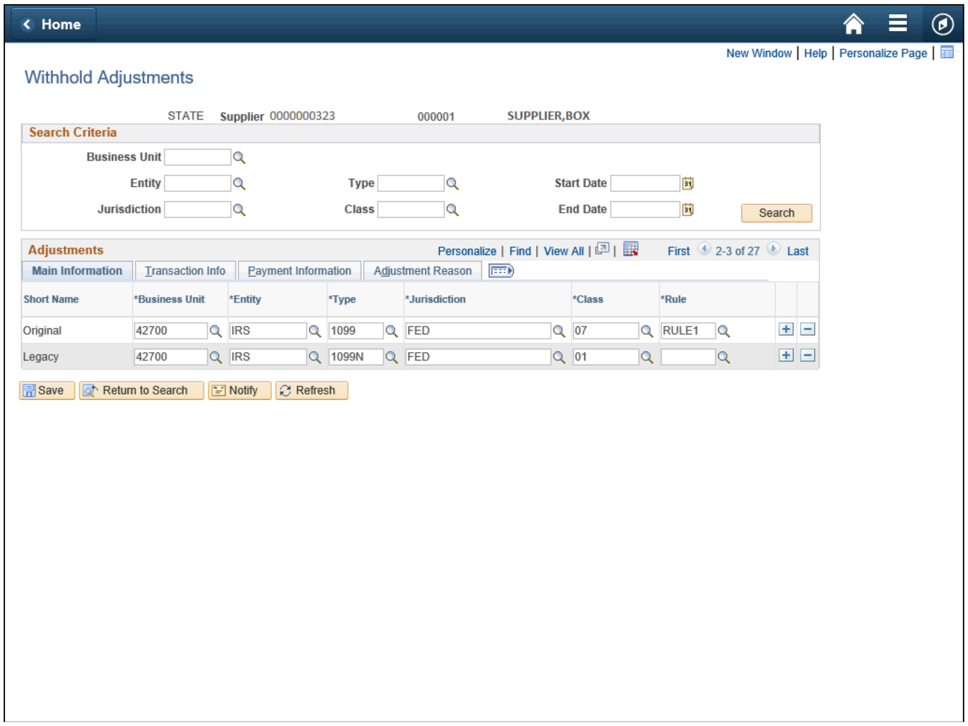
Step	Action
25.	Click the **FED - Federal** link. 

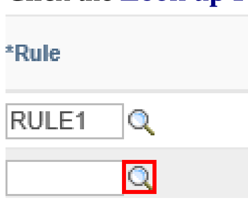


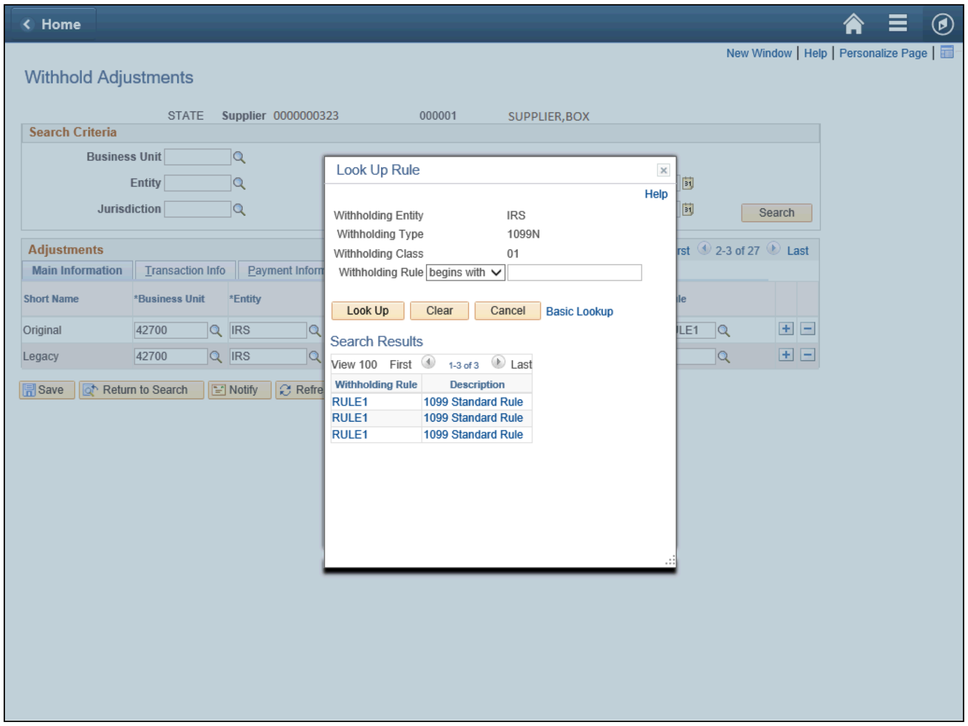
Step	Action
26.	Click the **Class** search button. 

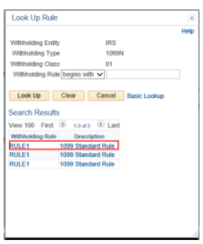


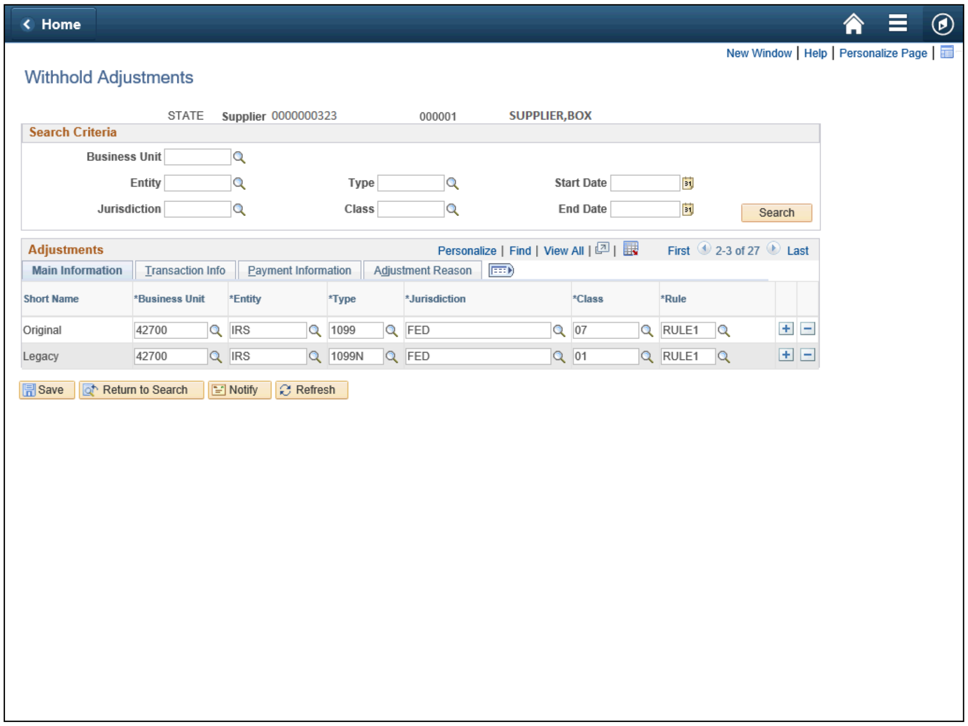
Step	Action
27.	Click the **01 - 1099 N Non employee Compensation** link. 



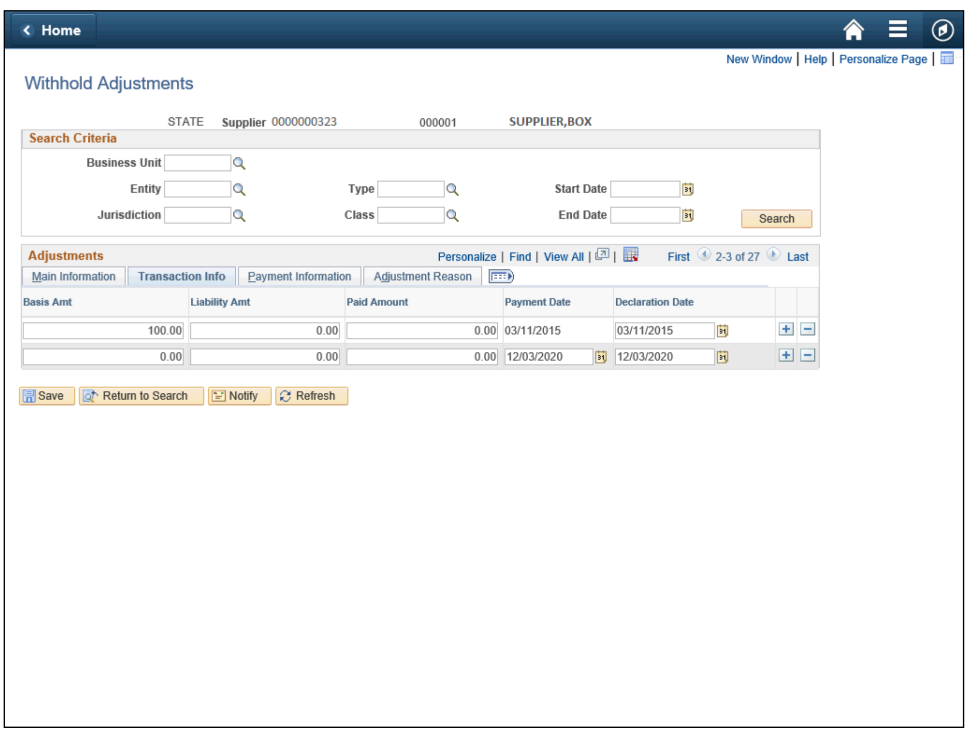
Step	Action
28.	Search for or type the appropriate rule code in the **Rule** field. Click the **Look up Rule** search button. 



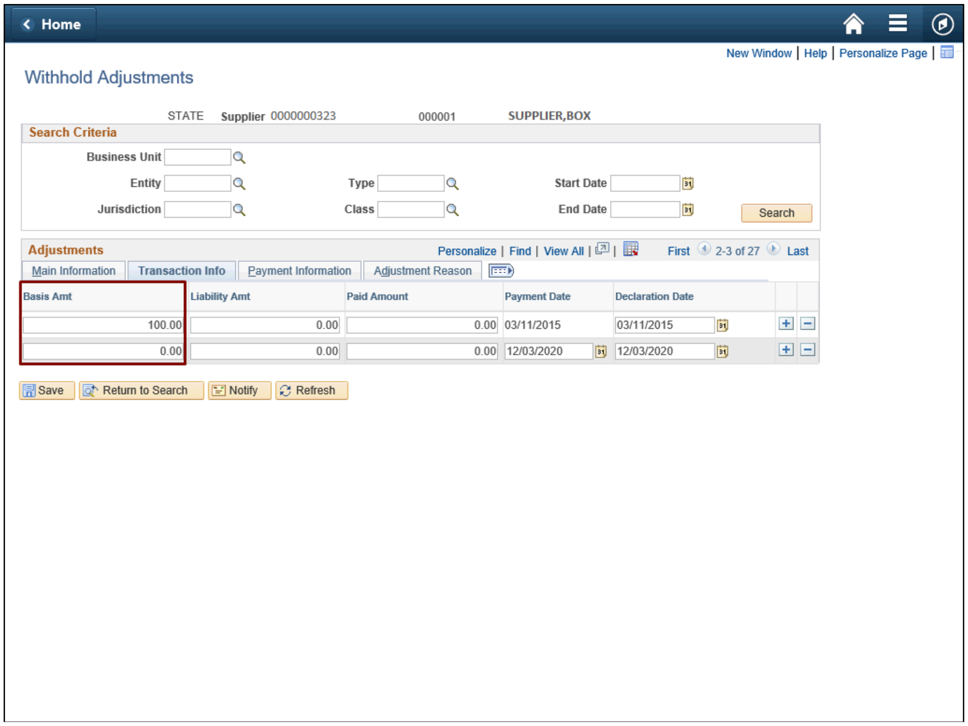
Step	Action
29.	Click the **RULE1 - 1099 Standard Rule** link. 



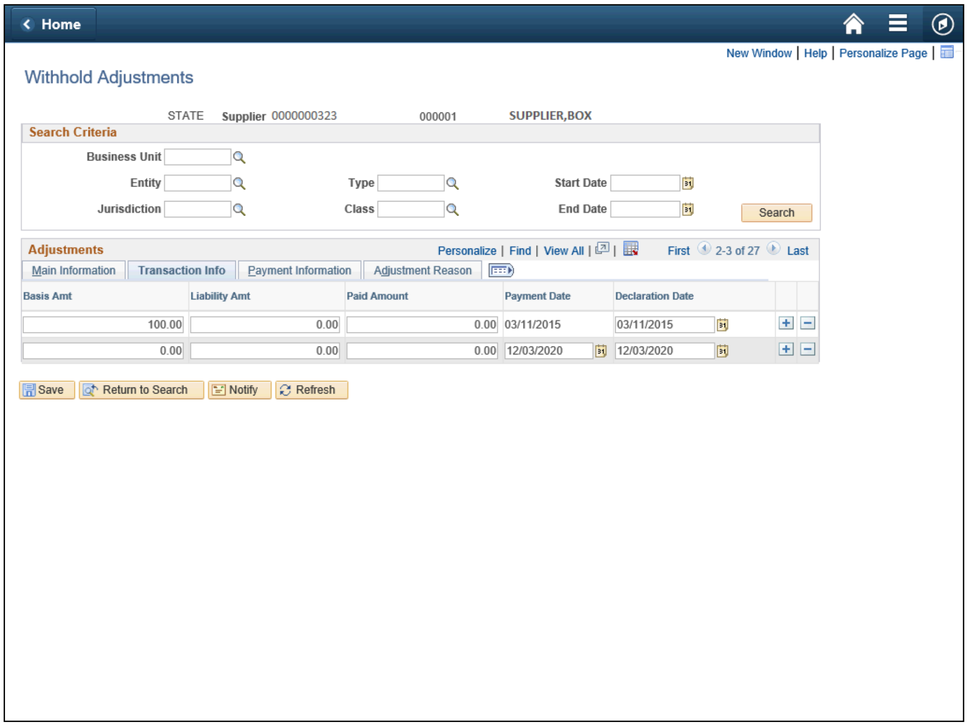
Step	Action
30.	Click the **Transaction Info** tab. 



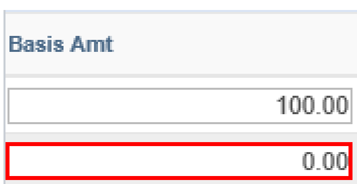
Step	Action
31.	Use the **Transaction Info** page to review the withholding amount for each payment that has an updated supplier's balance. Users can also make the actual adjustment on the adjustment line.



Step	Action
32.	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 supplier's existing 1099 balance. 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.



<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>33.</td><td>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.

Click in the Basis Amt field on the second row.

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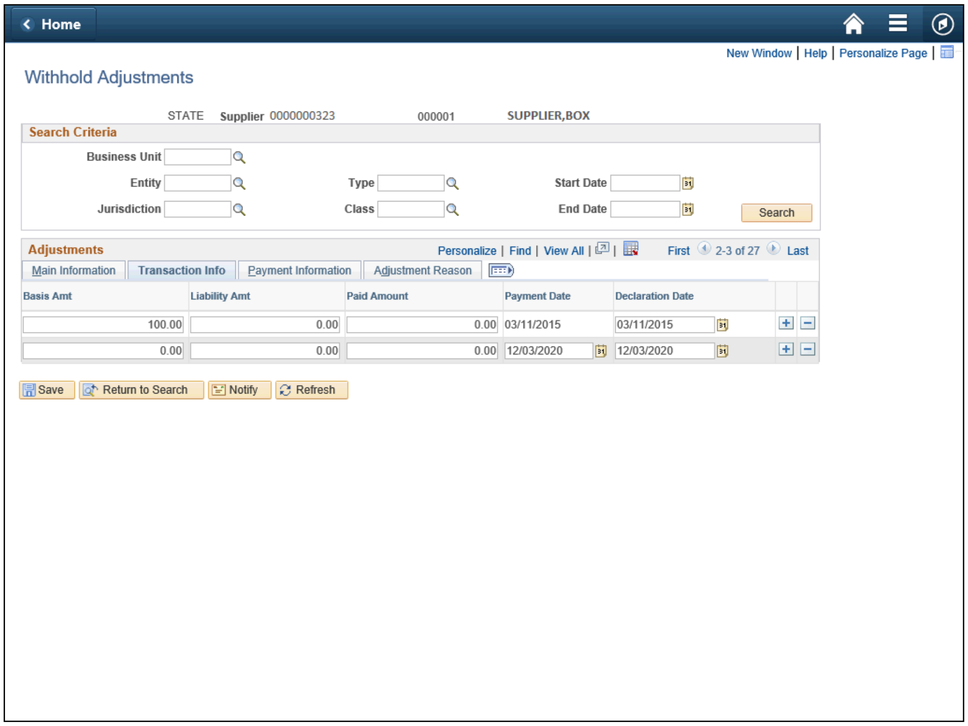
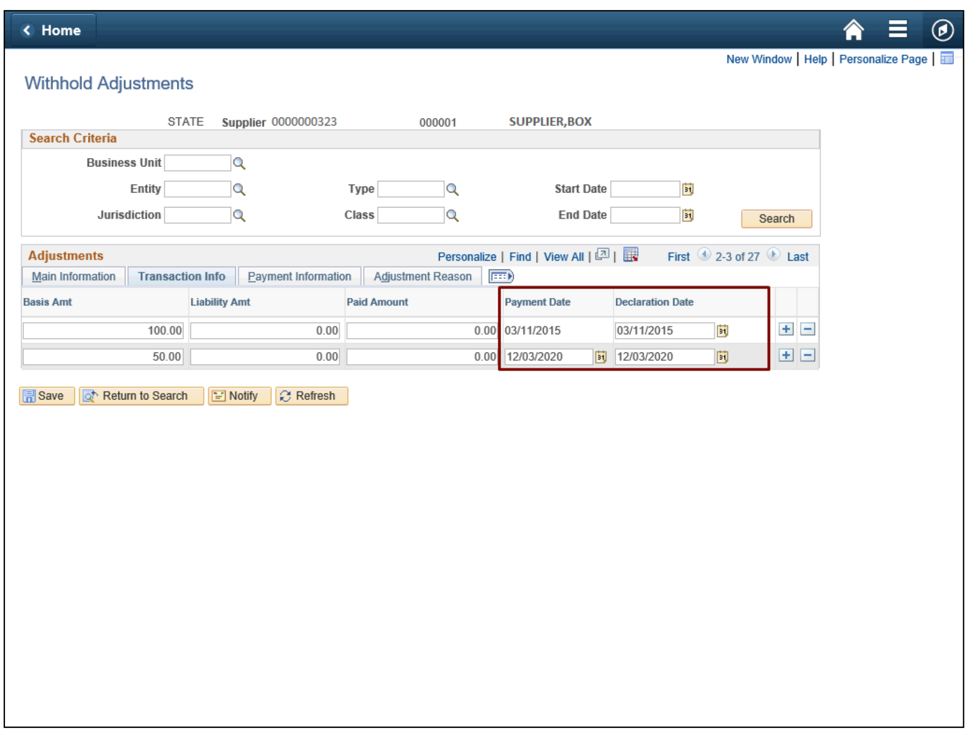
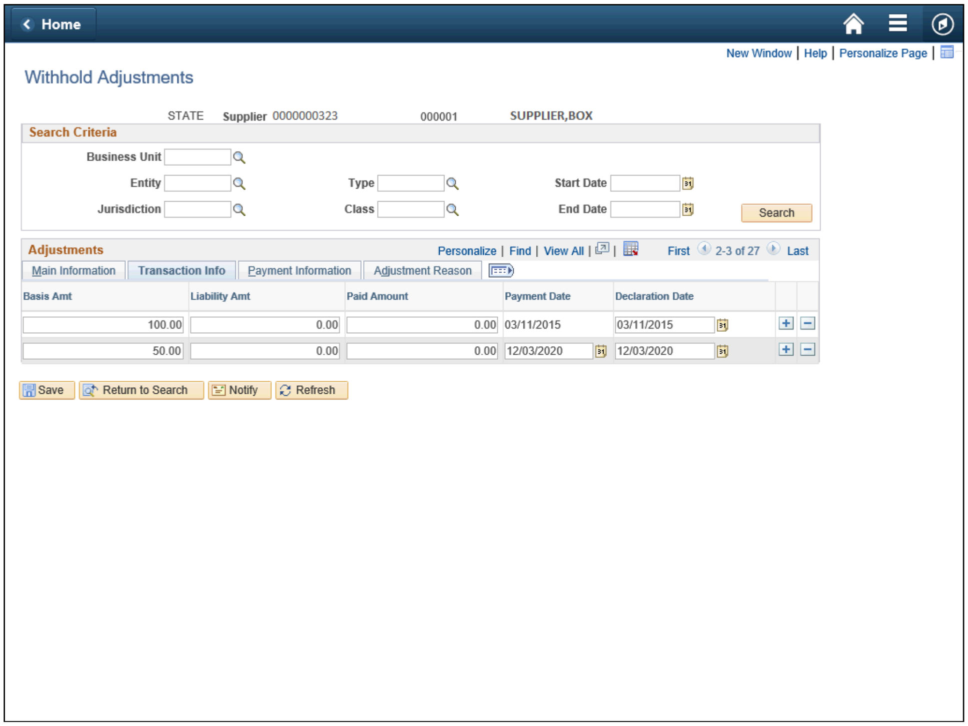


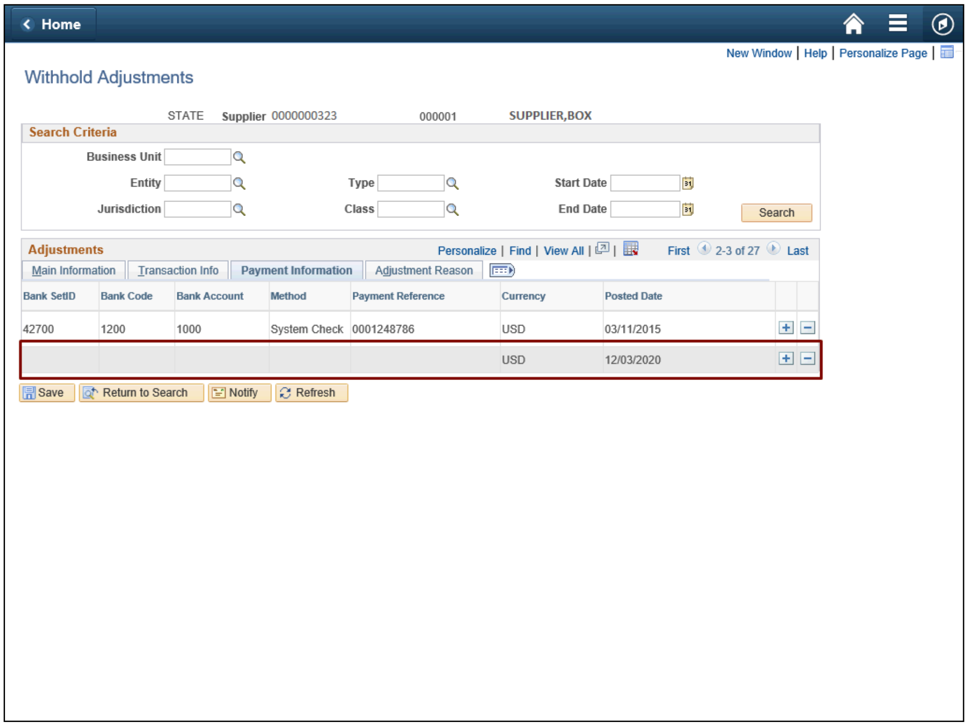
Step	Action
34.	Enter the appropriate information into the **Basis Amt** field For this example, type **50.00**.



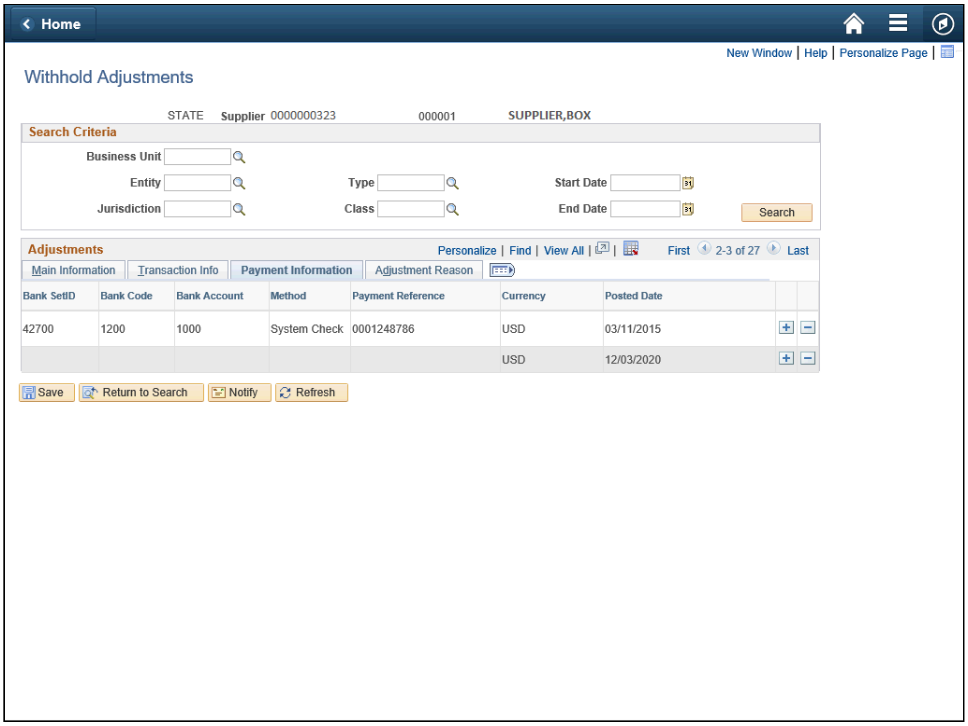
Step	Action
35.	The **Payment Date** and **Declaration Date** fields of an adjustment default to the current date. These fields should be populated with the same date within the calendar year of the adjustment. In this example, the user accepts the default.



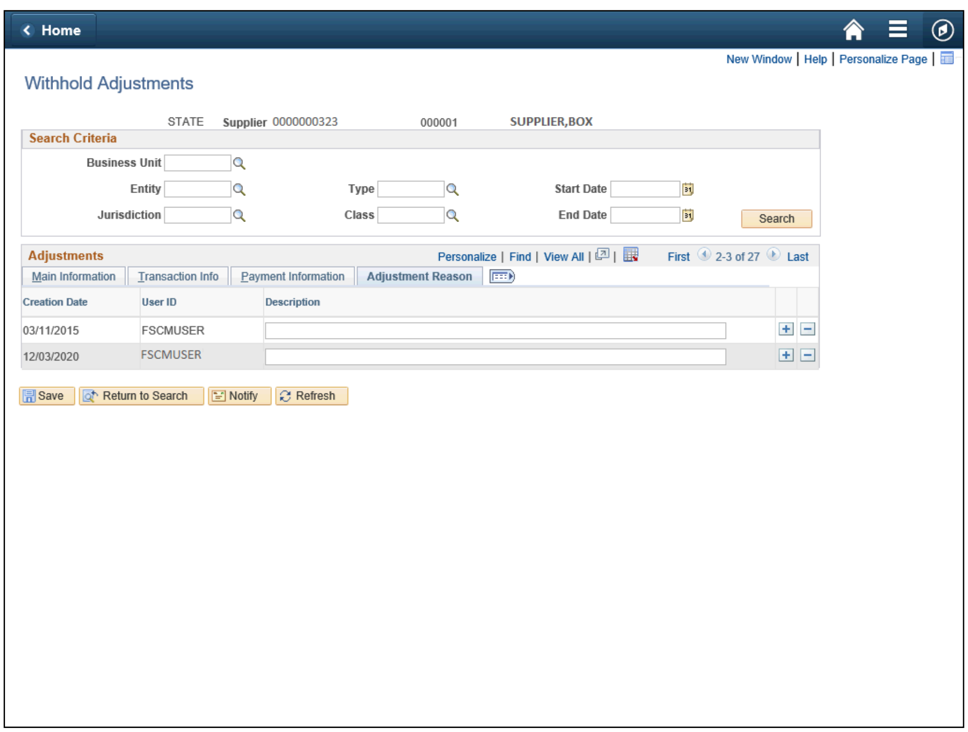
Step	Action
36.	Click the **Payment Information** tab. Payment Information



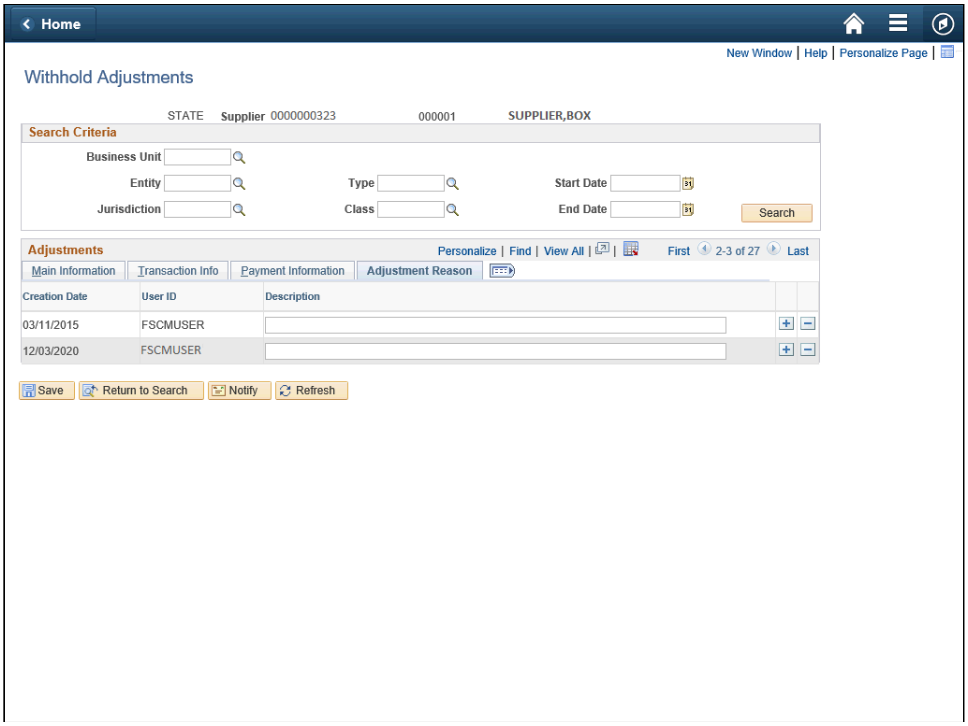
Step	Action
37.	The **Payment Information** page displays the payments that have updated the supplier's 1099 balance. No information will be displayed for a manual balance adjustment. The **Posted Date** displays the date the **Post Withholding** process ran in the nightly batch flow.

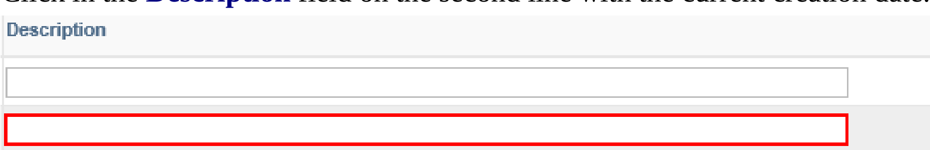


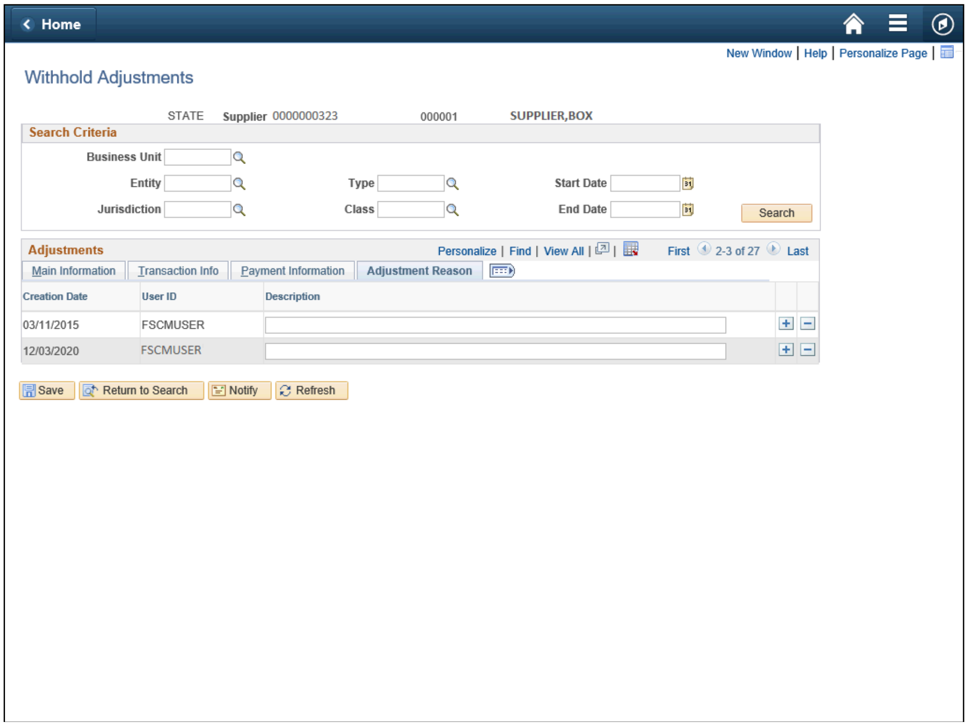
Step	Action
38.	Click the **Adjustment Reason** tab. Adjustment Reason



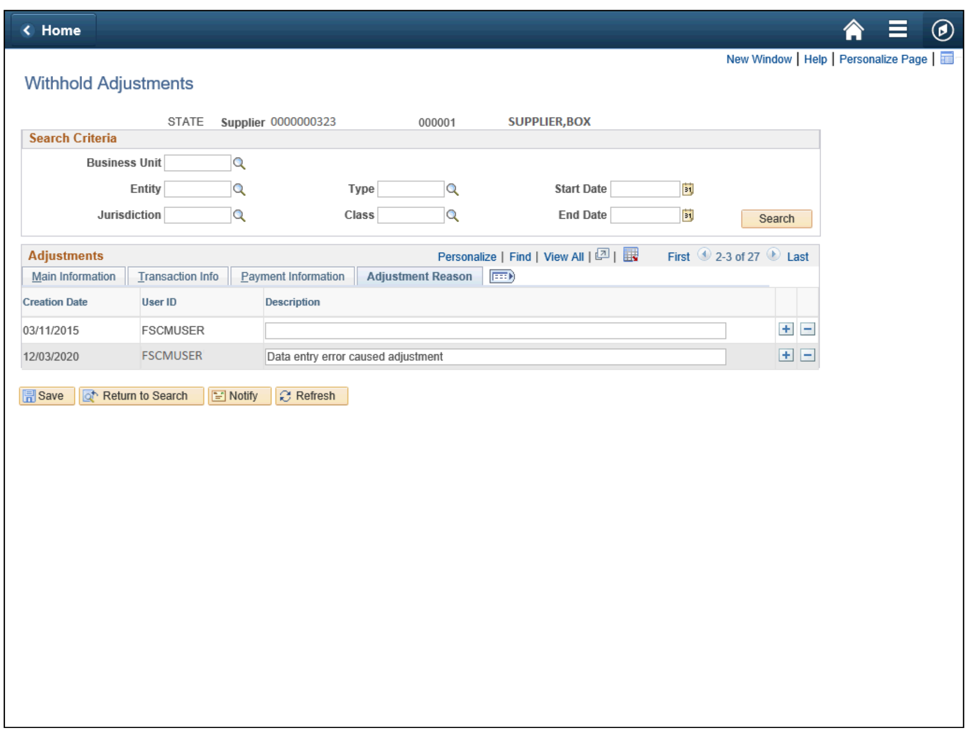
Step	Action
39.	Use the **Adjustment Reason** page to enter the reason for the adjustment being made. It is always important to be brief, but informative about why the adjustment is being made.



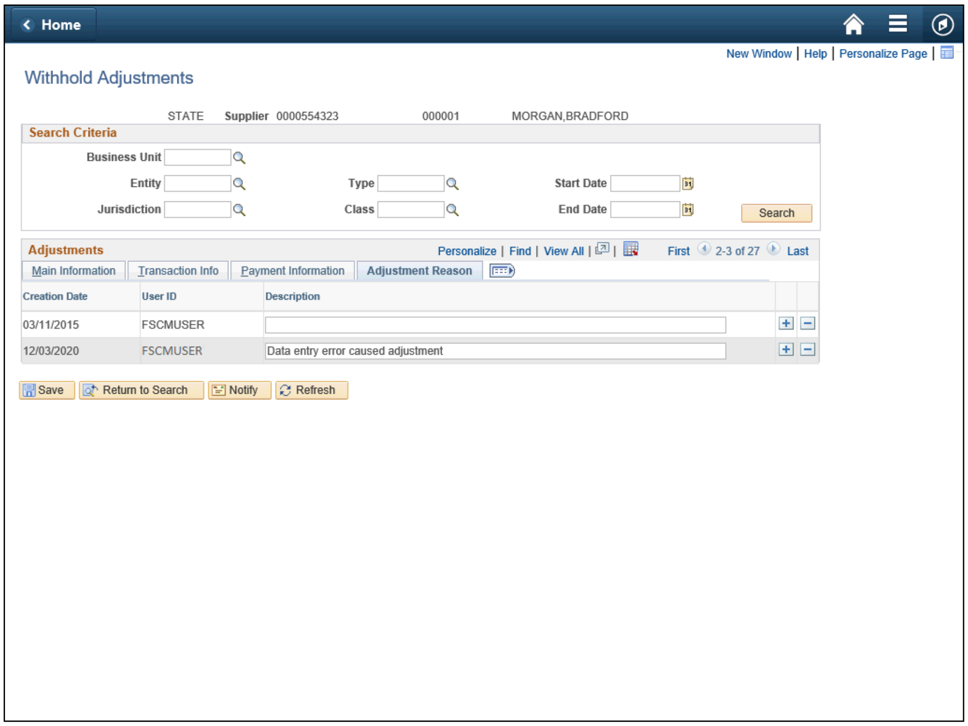
Step	Action
40.	Click in the **Description** field on the second line with the current creation date. 



Step	Action
41.	Enter the appropriate information into the **Description** field on the second row. For this example, type **Data entry error caused adjustment**.



Step	Action
42.	Click the **Save** button. 



Step	Action
43.	**Congratulations!** You have completed the Creating a 1099 Adjustment topic. **End of Procedure.**