

Reviewing Supplier 1099 Balances - Job Aid

Users can review a supplier's 1099 balance to ensure that the 1099 is issued for the correct amount.

Note: 1099s statements must be issued no later than January 31 of each year.

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

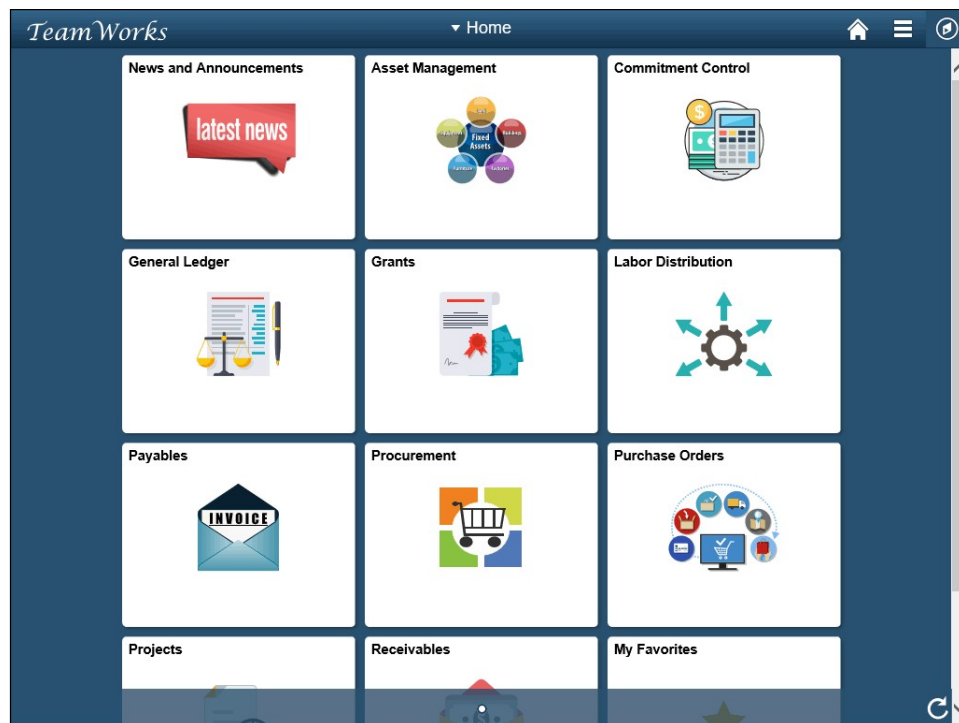
- Review a supplier's 1099 balances

Scenario: A supplier called and wants to review their 1099 balances with you.

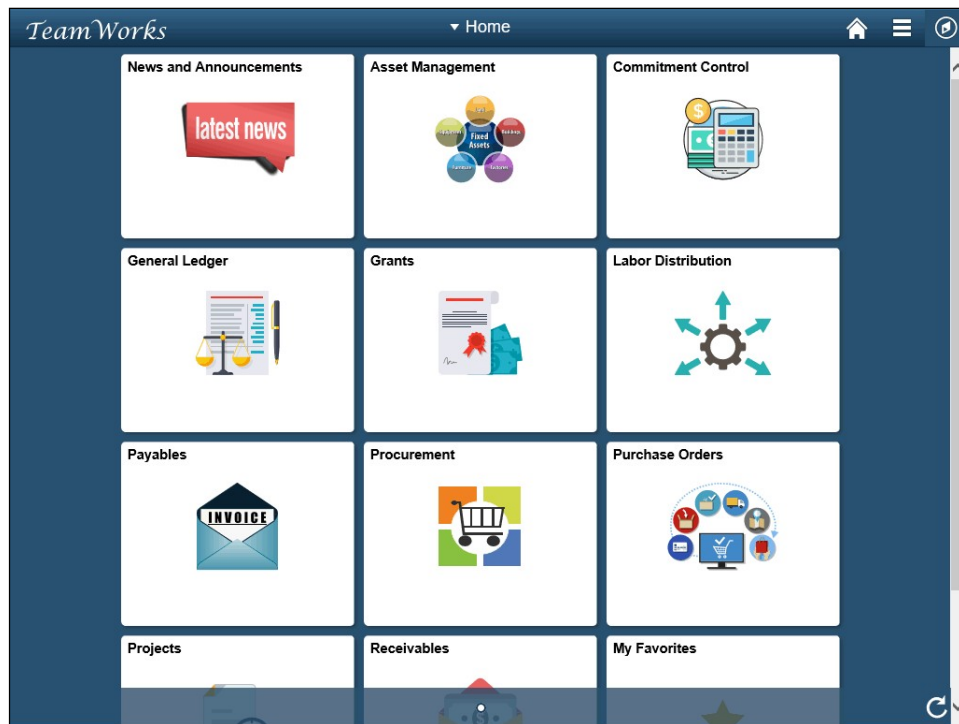
Navigate using the following path:


NavBar > Navigator > Suppliers > 1099/Global Withholding > Review > Supplier Balance by Class

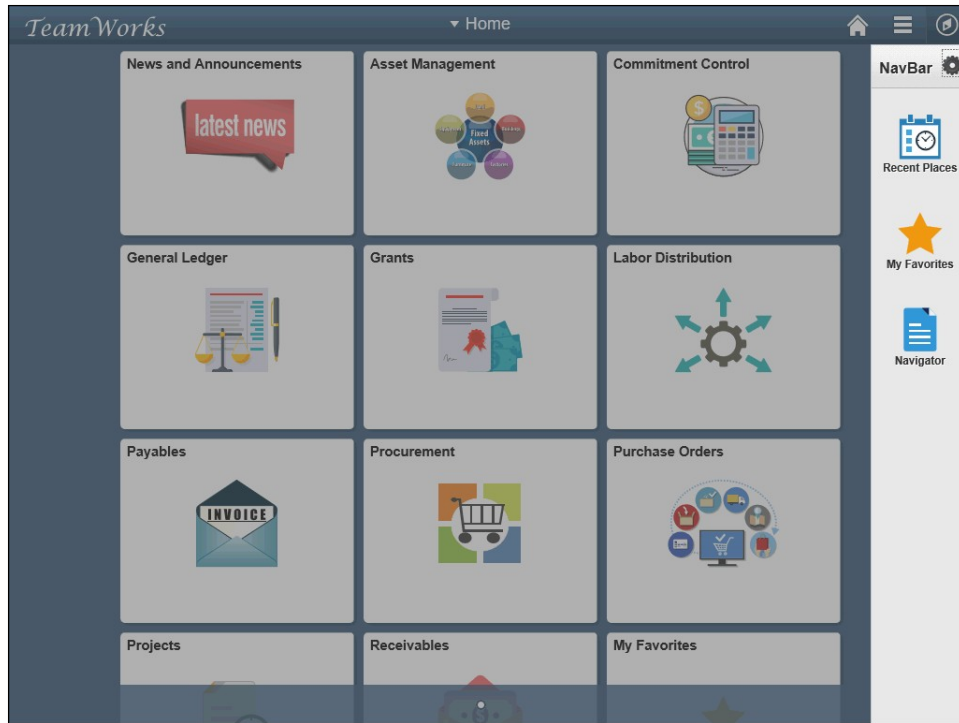
Note: In this training, "**Press [Enter] to Continue**" indicates an advancement in the screens and not an accurate keystroke within TeamWorks.




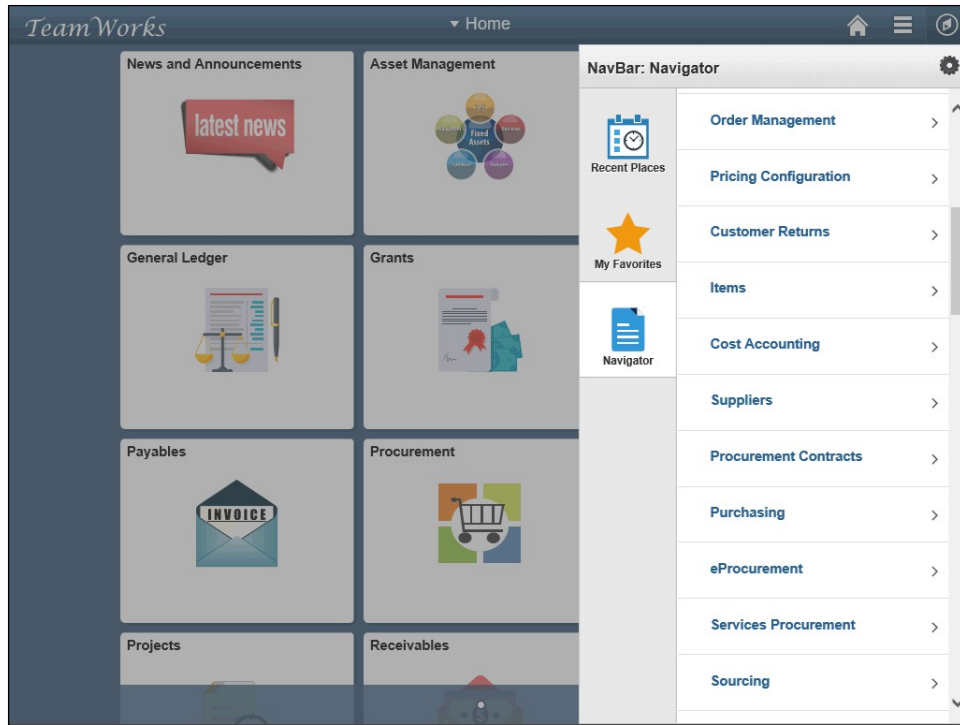
| Step | Action |
|------|--|
| 1. | <p>Note: This simulation is an example of a transaction. For security reasons, some financial information has been altered (i.e. Distribution line codes and supplier information).</p> <p>When entering a transaction in the live TeamWorks Financials system please select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



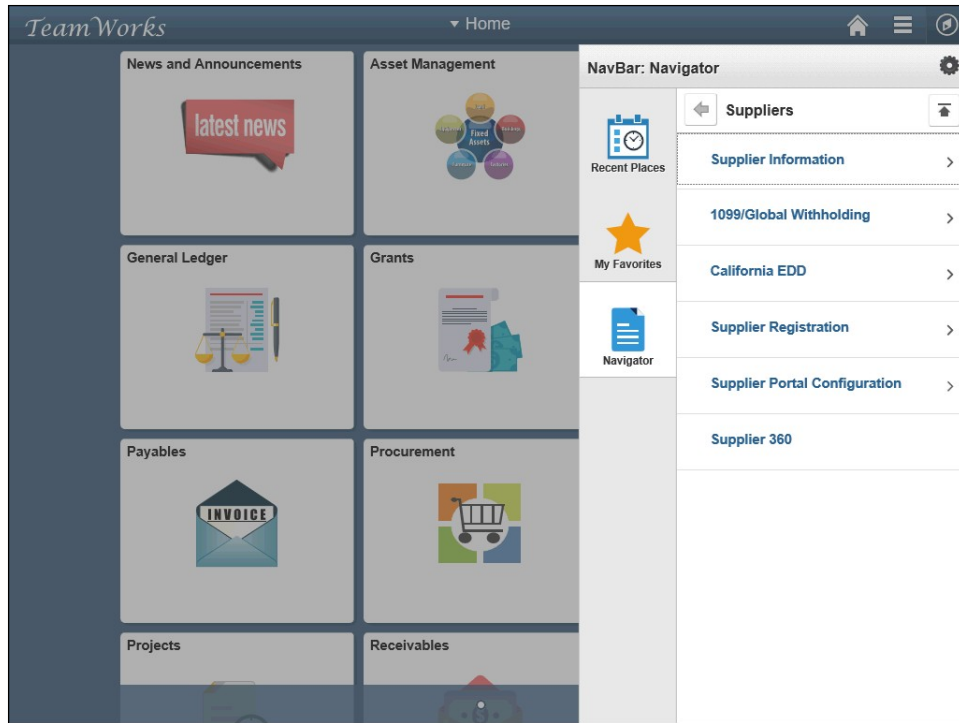
| Step | Action |
|------|--|
| 2. | <p>Begin by navigating to the Supplier Balances by Class page.</p> <p>Click the NavBar icon.</p>  |



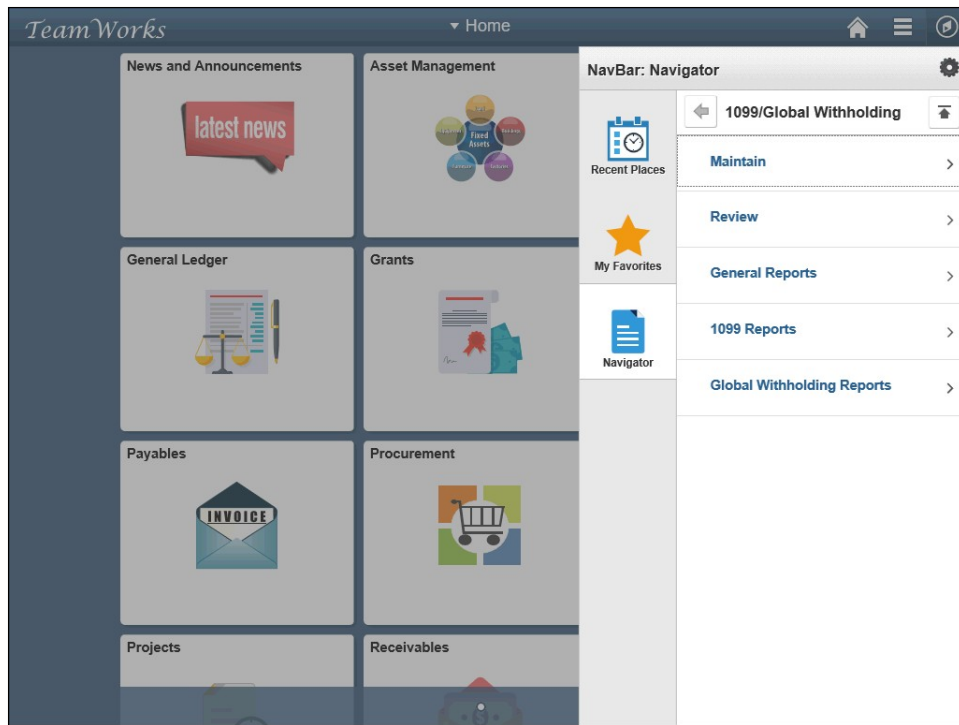
| Step | Action |
|------|---|
| 3. | Click the Navigator tile. <div data-bbox="365 1102 560 1260" style="border: 2px solid red; padding: 5px; display: inline-block; text-align: center;">  Navigator </div> |



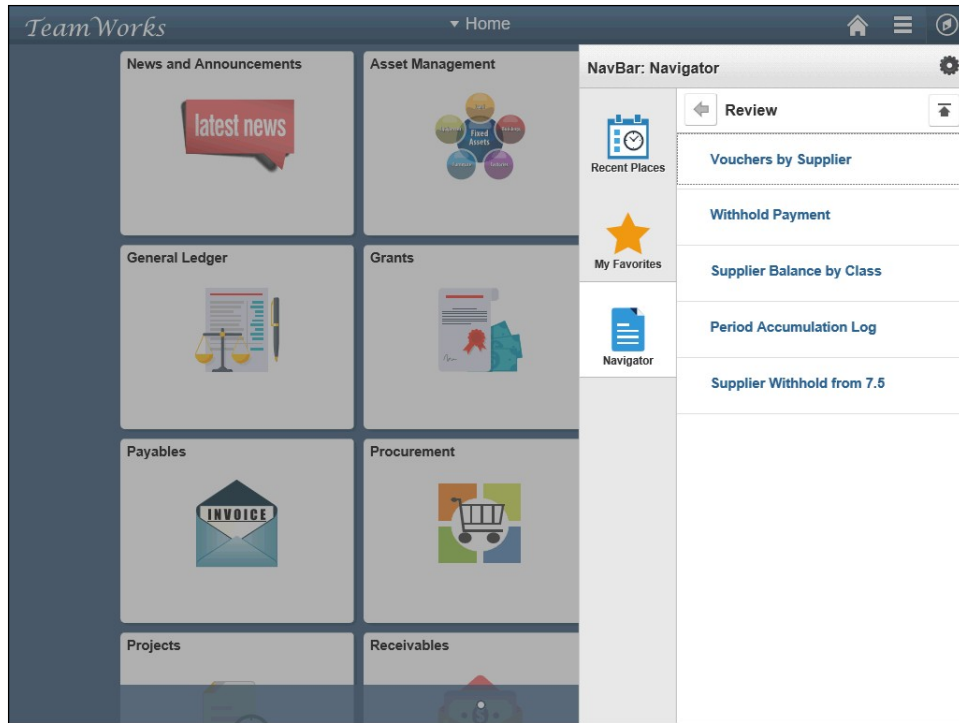
| Step | Action |
|------|--|
| 4. | Click the Suppliers link. <div data-bbox="367 1102 938 1205" style="border: 2px solid red; padding: 5px; margin: 10px 0;"> Suppliers > </div> |



| Step | Action |
|------|---|
| 5. | Click the 1099/Global Withholding link. <div style="border: 2px solid red; padding: 5px; display: inline-block; margin-top: 10px;"> 1099/Global Withholding > </div> |



| Step | Action |
|------|--|
| 6. | Click the Review link. <div style="border: 2px solid red; padding: 5px; display: inline-block; margin-top: 10px;"> Review > </div> |



| Step | Action |
|------|--|
| 7. | Click the Supplier Balance by Class link. <div style="border: 2px solid red; padding: 5px; margin: 10px auto; width: fit-content;"> Supplier Balance by Class </div> |

| Step | Action |
|------|---|
| 8. | <p>It is important for users to enter as much search criteria as possible to narrow the search.</p> <p>As necessary, change the SetID to the appropriate Business Unit, which is comprised of the agency number and two zeros at the end.</p> |

| Step | Action |
|------|---|
| 9. | <p>For this example, the user knows part of the supplier name and will use the Supplier Name field to search for it.</p> <p>Click in the Supplier Name field.</p> <p>Supplier Name begins with <input type="text"/></p> |

| Step | Action |
|------|---|
| 10. | <p>Type the appropriate known information into the Supplier Name field to narrow the search results.</p> <p>Enter the desired information into the Supplier Name field. Enter "GEORGIA CORRECT".</p> <p>Supplier Name begins with <input type="text"/></p> |

Home New Window | Help

Supplier Balances by class

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

Find an Existing Value

Search Criteria

SetID [E] STATE

Supplier ID [begins with]

Supplier Location [begins with]

Short Supplier Name [begins with]

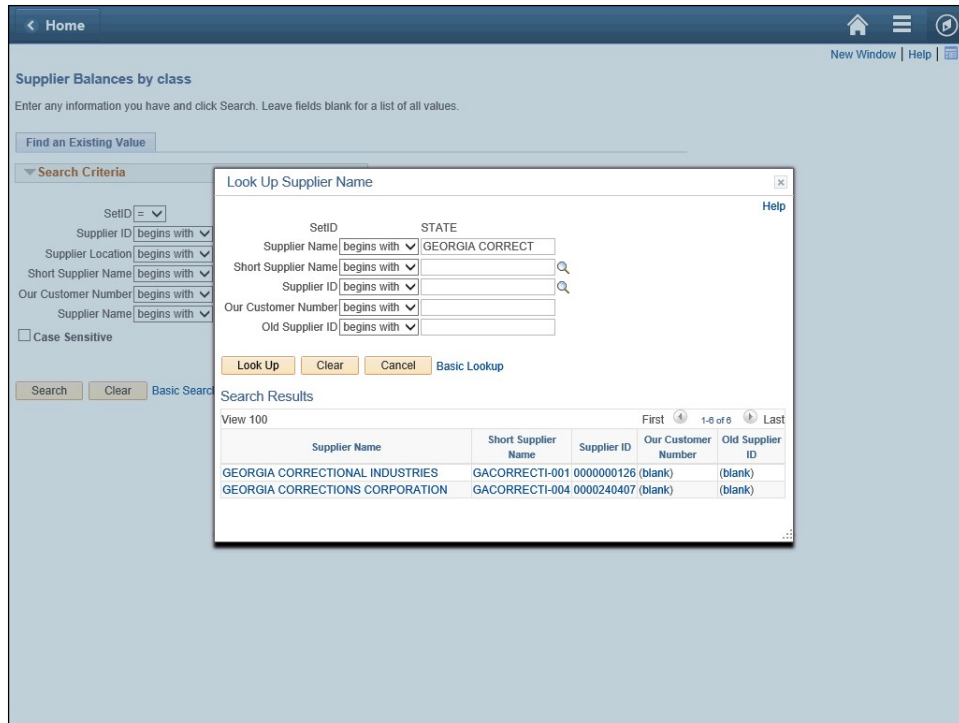
Our Customer Number [begins with]

Supplier Name [begins with] GEORGIA CORRECT x

Case Sensitive

Search Clear Basic Search Save Search Criteria

| Step | Action |
|------|--|
| 11. | <p>If a partial name is entered, the entire supplier name must be completed to proceed with the search.</p> <p>Click the Look up Supplier Name button.</p> <p>Supplier Name [begins with] GEORGIA CORRECT x</p> |



| Step | Action | | | | | | | | | | | | | | | |
|---|--|---------------|---------------------|-----------------|---------------------|-----------------|---|----------------|------------|---------|---------|---|----------------|------------|---------|---------|
| 12. | <p>The Search Results appear in the popup window. Select the appropriate Supplier Name.</p> <p>For this example, click the GEORGIA CORRECTIONAL INDUSTRIES Supplier Name link. Click on any link located on the same line as that supplier name.</p> <table border="1"> <thead> <tr> <th>Supplier Name</th> <th>Short Supplier Name</th> <th>Supplier ID</th> <th>Our Customer Number</th> <th>Old Supplier ID</th> </tr> </thead> <tbody> <tr> <td>GEORGIA CORRECTIONAL INDUSTRIES</td> <td>GACORRECTI-001</td> <td>0000000126</td> <td>(blank)</td> <td>(blank)</td> </tr> <tr> <td>GEORGIA CORRECTIONS CORPORATION</td> <td>GACORRECTI-004</td> <td>0000240407</td> <td>(blank)</td> <td>(blank)</td> </tr> </tbody> </table> | Supplier Name | Short Supplier Name | Supplier ID | Our Customer Number | Old Supplier ID | GEORGIA CORRECTIONAL INDUSTRIES | GACORRECTI-001 | 0000000126 | (blank) | (blank) | GEORGIA CORRECTIONS CORPORATION | GACORRECTI-004 | 0000240407 | (blank) | (blank) |
| Supplier Name | Short Supplier Name | Supplier ID | Our Customer Number | Old Supplier ID | | | | | | | | | | | | |
| GEORGIA CORRECTIONAL INDUSTRIES | GACORRECTI-001 | 0000000126 | (blank) | (blank) | | | | | | | | | | | | |
| GEORGIA CORRECTIONS CORPORATION | GACORRECTI-004 | 0000240407 | (blank) | (blank) | | | | | | | | | | | | |

Home New Window | Help |

Supplier Balances by class

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

Search Criteria

SetID

Supplier ID

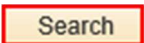
Supplier Location

Short Supplier Name

Our Customer Number

Supplier Name

Case Sensitive

| Step | Action |
|------|--|
| 13. | Click the Search button.  |

Supplier Balance

SetID STATE Supplier 000000126 GEORGIA CORRECTIONAL INDUSTRIES Location 000001

Payment

Start Date 07/09/2018 End Date 07/09/2018 Search

Business Units Find | View All First 1 of 1 Last

Business Unit

Withholding Balances Personalize | Find | View All | First 1 of 1 Last

| Entity | Type | Jurisdiction | Class | Description | Basis Amt | Liability Amt | Paid Amount | Currency |
|--------|------|--------------|-------|-------------|-----------|---------------|-------------|----------|
| | | | | | 0.000 | 0.000 | 0.000 | |

Save Return to Search Notify

| Step | Action |
|------|--|
| 14. | Use the Supplier Balance page to search for and display supplier balances by a specific date range. |

Supplier Balance

SetID STATE Supplier 000000126 GEORGIA CORRECTIONAL INDUSTRIES Location 000001

Payment

Start Date 07/09/2018 End Date 07/09/2018 Search

Business Units Find | View All First 1 of 1 Last

Business Unit

Withholding Balances Personalize | Find | View All | First 1 of 1 Last

| Entity | Type | Jurisdiction | Class | Description | Basis Amt | Liability Amt | Paid Amount | Currency |
|--------|------|--------------|-------|-------------|-----------|---------------|-------------|----------|
| | | | | | 0.000 | 0.000 | 0.000 | |

Save Return to Search Notify

| Step | Action |
|------|---|
| 15. | <p>Enter the desired date range. The date range must encompass the calendar year of the balance desired in the inquiry.</p> <p>Click in the Start Date field.</p> <p>Start Date 07/09/2018</p> |

Supplier Balance

SetID STATE Supplier 000000126 GEORGIA CORRECTIONAL INDUSTRIES Location 000001

Payment

Start Date 07/09/2018 End Date 07/09/2018

Business Units Find | View All First 1 of 1 Last

Business Unit

Withholding Balances Personalize | Find | View All | First 1 of 1 Last

| Entity | Type | Jurisdiction | Class | Description | Basis Amt | Liability Amt | Paid Amount | Currency |
|--------|------|--------------|-------|-------------|-----------|---------------|-------------|----------|
| | | | | | 0.000 | 0.000 | 0.000 | |

| Step | Action |
|------|---|
| 16. | Type or search for the appropriate Start Date. for this example, type "07/09/2017" into the Start Date field. Start Date <input type="text" value="07/09/2018"/> |

Supplier Balance

SetID STATE Supplier 000000126 GEORGIA CORRECTIONAL INDUSTRIES Location 000001

Payment

Start Date 07/03/2017 End Date 07/03/2018 Search

Business Units Find | View All First 1 of 1 Last

Business Unit

Withholding Balances Personalize | Find | View All | First 1 of 1 Last

| Entity | Type | Jurisdiction | Class | Description | Basis Amt | Liability Amt | Paid Amount | Currency |
|--------|------|--------------|-------|-------------|-----------|---------------|-------------|----------|
| | | | | | 0.000 | 0.000 | 0.000 | |

Save Return to Search Notify

| Step | Action |
|------|---------------------------------|
| 17. | Click the Search button. |

Supplier Balance

SetID STATE Supplier 000000126 GEORGIA CORRECTIONAL INDUSTRIES Location 000001

Payment

Start Date 07/09/2017 End Date 07/09/2018 Search

Business Units Find | View All First 1 of 35 Last

Business Unit 40200 Agriculture, Dept of

Withholding Balances Personalize | Find | View All First 1 of 1 Last

| Entity | Type | Jurisdiction | Class | Description | Basis Amt | Liability Amt | Paid Amount | Currency |
|--------|--------|--------------|-------|---------------------------|-----------|---------------|-------------|----------|
| IRS | .2025N | FED | 07 | Non-Employee Compensation | 1,908.40 | 0.00 | 0.00 | USD |

Save Return to Search Notify

| Step | Action |
|------|---|
| 18. | The system displays the search results in the Business Units section. For this example, the system has returned 35 Results. |

Supplier Balance

SetID STATE Supplier 000000126 GEORGIA CORRECTIONAL INDUSTRIES Location 000001

Payment

Start Date 07/09/2017 End Date 07/09/2018 Search

Business Units Find | View All First 1 of 35 Last

Business Unit 40200 Agriculture, Dept of

Withholding Balances Personalize | Find | View All | First 1 of 1 Last

| Entity | Type | Jurisdiction | Class | Description | Basis Amt | Liability Amt | Paid Amount | Currency |
|--------|-------|--------------|-------|---------------------------|-----------|---------------|-------------|----------|
| IRS | 2025N | FED | 07 | Non-Employee Compensation | 1,908.40 | 0.00 | 0.00 | USD |

Save Return to Search Notify

| Step | Action |
|------|--|
| 19. | <p>Use the View All link to display all search results consecutively on the page.</p> <p>Note: View All may be an easier option for viewing the information than using the navigation arrows.</p> <p>Click the View All link.</p> <p>View All</p> |

Supplier Balance

SetID STATE Supplier 000000126 GEORGIA CORRECTIONAL INDUSTRIES Location 000001

Payment

Start Date 07/09/2017 End Date 07/09/2018 Search

Business Units Find | View 1 First 1-35 of 35 Last

Business Unit 40200 Agriculture, Dept of

Withholding Balances Personalize | Find | View All | First 1 of 1 Last

| Entity | Type | Jurisdiction | Class | Description | Basis Amt | Liability Amt | Paid Amount | Currency |
|--------|-------|--------------|-------|---------------------------|-----------|---------------|-------------|----------|
| IRS | 2025N | FED | 07 | Non-Employee Compensation | 1,908.40 | 0.00 | 0.00 | USD |

Business Unit 40300 Administrative Services, Dept

Withholding Balances Personalize | Find | View All | First 1 of 1 Last

| Entity | Type | Jurisdiction | Class | Description | Basis Amt | Liability Amt | Paid Amount | Currency |
|--------|-------|--------------|-------|---------------------------|-----------|---------------|-------------|----------|
| IRS | 2025N | FED | 07 | Non-Employee Compensation | 819.70 | 0.00 | 0.00 | USD |

Business Unit 40500 Department of Public Health

Withholding Balances Personalize | Find | View All | First 1 of 1 Last

| Entity | Type | Jurisdiction | Class | Description | Basis Amt | Liability Amt | Paid Amount | Currency |
|--------|-------|--------------|-------|---------------------------|-----------|---------------|-------------|----------|
| IRS | 2025N | FED | 07 | Non-Employee Compensation | 49,246.10 | 0.00 | 0.00 | USD |

| Step | Action |
|------|---|
| 20. | <p>Scroll to the bottom of the page to review the search results.</p> <p>Click the Vertical scrollbar.</p> |

Home

Withholding Balances Personalize | Find | View All | First 1 of 1 Last

| Entity | Type | Jurisdiction | Class | Description | Basis Amt | Liability Amt | Paid Amount | Currency |
|--------|-------|--------------|-------|---------------------------|-----------|---------------|-------------|----------|
| IRS | 2025N | FED | 07 | Non-Employee Compensation | 2,844.00 | 0.00 | 0.00 | USD |

Business Unit 83500 Central GA Tech. College

Withholding Balances Personalize | Find | View All | First 1 of 1 Last

| Entity | Type | Jurisdiction | Class | Description | Basis Amt | Liability Amt | Paid Amount | Currency |
|--------|-------|--------------|-------|---------------------------|-----------|---------------|-------------|----------|
| IRS | 2025N | FED | 07 | Non-Employee Compensation | 290.00 | 0.00 | 0.00 | USD |

Business Unit 84200 South GA Technical College

Withholding Balances Personalize | Find | View All | First 1 of 1 Last

| Entity | Type | Jurisdiction | Class | Description | Basis Amt | Liability Amt | Paid Amount | Currency |
|--------|-------|--------------|-------|---------------------------|-----------|---------------|-------------|----------|
| IRS | 2025N | FED | 07 | Non-Employee Compensation | 225.00 | 0.00 | 0.00 | USD |

Business Unit 84300 Southeastern Technical College

Withholding Balances Personalize | Find | View All | First 1 of 1 Last

| Entity | Type | Jurisdiction | Class | Description | Basis Amt | Liability Amt | Paid Amount | Currency |
|--------|-------|--------------|-------|---------------------------|-----------|---------------|-------------|----------|
| IRS | 2025N | FED | 07 | Non-Employee Compensation | 433.15 | 0.00 | 0.00 | USD |

Save Return to Search Notify

| Step | Action |
|------|--|
| 21. | <p>Scroll back to the top of the page.</p> <p>Click the Vertical scrollbar.</p> |

Supplier Balance

SetID STATE Supplier 000000126 GEORGIA CORRECTIONAL INDUSTRIES Location 000001

Payment

Start Date 07/09/2017 End Date 07/09/2018 Search

Business Units Find View 1 First 1-35 of 35 Last

Business Unit 40200 Agriculture, Dept of

Withholding Balances Personalize Find View All First 1 of 1 Last

| Entity | Type | Jurisdiction | Class | Description | Basis Amt | Liability Amt | Paid Amount | Currency |
|--------|-------|--------------|-------|---------------------------|-----------|---------------|-------------|----------|
| IRS | 2025N | FED | 07 | Non-Employee Compensation | 1,908.40 | 0.00 | 0.00 | USD |

Business Unit 40300 Administrative Services, Dept

Withholding Balances Personalize Find View All First 1 of 1 Last

| Entity | Type | Jurisdiction | Class | Description | Basis Amt | Liability Amt | Paid Amount | Currency |
|--------|-------|--------------|-------|---------------------------|-----------|---------------|-------------|----------|
| IRS | 2025N | FED | 07 | Non-Employee Compensation | 819.70 | 0.00 | 0.00 | USD |

Business Unit 40500 Department of Public Health

Withholding Balances Personalize Find View All First 1 of 1 Last

| Entity | Type | Jurisdiction | Class | Description | Basis Amt | Liability Amt | Paid Amount | Currency |
|--------|-------|--------------|-------|---------------------------|-----------|---------------|-------------|----------|
| IRS | 2025N | FED | 07 | Non-Employee Compensation | 49,246.10 | 0.00 | 0.00 | USD |

| Step | Action |
|------|---|
| 22. | <p>Use the View 1 link to collapse the search Results.</p> <p>Click the View 1 link.</p> <p>View 1</p> |

| Step | Action |
|------|---|
| 23. | <p>Next, use the navigation bar options in the Business Units section. Go directly to the Last row in the search results.</p> <p>Click the Last link.</p> <p>Last</p> |

Supplier Balance

SetID STATE Supplier 0000000126 GEORGIA CORRECTIONAL INDUSTRIES Location 000001

Payment

Start Date 07/09/2017 End Date 07/09/2018 Search


Business Units Find | View All First 35 of 35 Last

Business Unit 84300 Southeastern Technical College

Withholding Balances Personalize | Find | View All | First 1 of 1 Last

| Entity | Type | Jurisdiction | Class | Description | Basis Amt | Liability Amt | Paid Amount | Currency |
|--------|-------|--------------|-------|---------------------------|-----------|---------------|-------------|----------|
| IRS | 2025N | FED | 07 | Non-Employee Compensation | 433.15 | 0.00 | 0.00 | USD |

Save Return to Search Notify

| Step | Action |
|------|--|
| 24. | <p>Use the Show previous row button to navigate back through the records one at a time.</p> <p>Click the Show previous row button.</p>  |

2025N Home New Window | Help | Personalize Page

Supplier Balance

SetID STATE Supplier 000000126 GEORGIA CORRECTIONAL INDUSTRIES Location 000001

Payment

Start Date 07/09/2017 End Date 07/09/2018

Business Units Find | View All First 34 of 35 Last

Business Unit 84200 South GA Technical College

Withholding Balances Personalize | Find | View All First 1 of 1 Last

| Entity | Type | Jurisdiction | Class | Description | Basis Amt | Liability Amt | Paid Amount | Currency |
|--------|-------|--------------|-------|---------------------------|-----------|---------------|-------------|----------|
| IRS | 2025N | FED | 07 | Non-Employee Compensation | 225.00 | 0.00 | 0.00 | USD |

| Step | Action |
|------|--|
| 25. | <p>Use the First link to navigate to the first row in the search Results.</p> <p>Click the First link.</p> <p>First</p> |

Supplier Balance

SetID STATE Supplier 000000126 GEORGIA CORRECTIONAL INDUSTRIES Location 000001

Payment

Start Date 07/09/2017 End Date 07/09/2018 Search


Business Units Find | View All First 1 of 35 Last

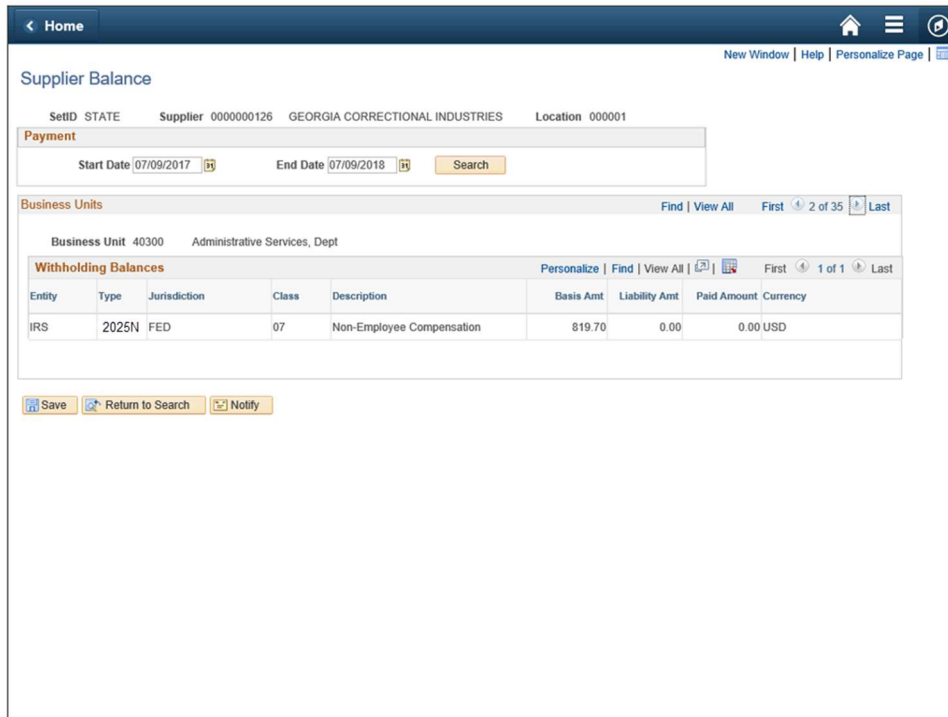
Business Unit 40200 Agriculture, Dept of

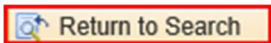
Withholding Balances Personalize | Find | View All | First 1 of 1 Last

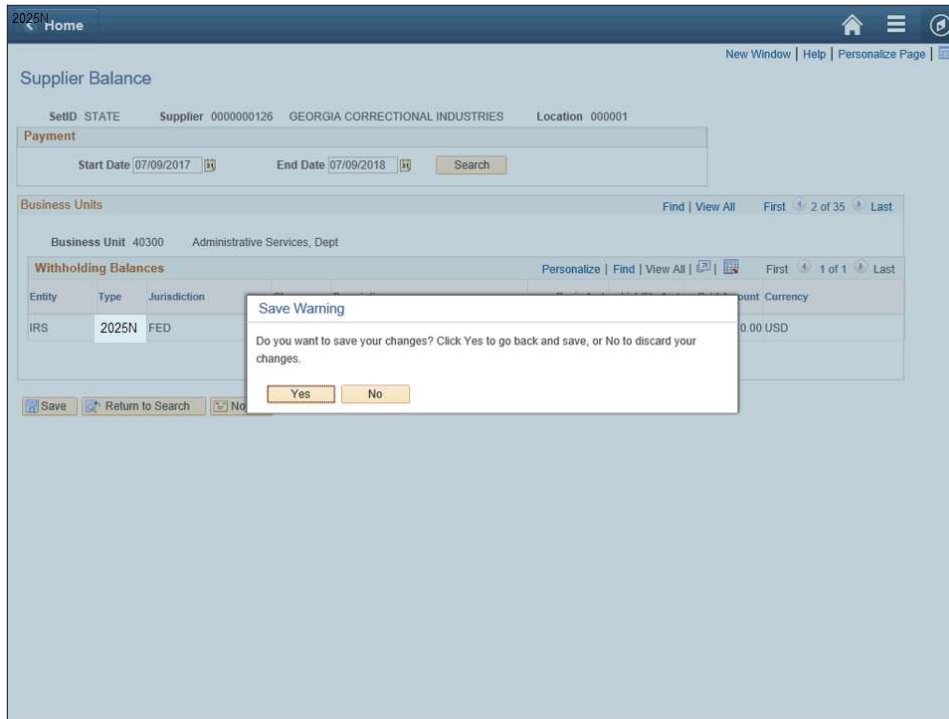
| Entity | Type | Jurisdiction | Class | Description | Basis Amt | Liability Amt | Paid Amount | Currency |
|--------|-------|--------------|-------|---------------------------|-----------|---------------|-------------|----------|
| IRS | 2025N | FED | 07 | Non-Employee Compensation | 1,908.40 | 0.00 | 0.00 | USD |

Save Return to Search Notify

| Step | Action |
|------|--|
| 26. | <p>Now, use the Show Next Row button to go to the next row in the sequence Click the Show next row button.</p>  |



| Step | Action |
|------|---|
| 27. | <p>The search results only returned one supplier. Use the Return to Search button to return to the search page.</p> <p>Click the Return to Search button.</p>  |



| Step | Action |
|------|--|
| 28. | <p>The system displays a warning popup message indicating that the user has the opportunity to save changes.</p> <p>Click the No button.</p> <p>No</p> |

Home New Window | Help |

Supplier Balances by class

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

Search Criteria

SetID

Supplier ID

Supplier Location

Short Supplier Name

Our Customer Number

Supplier Name

Case Sensitive

Search Results

View All First 1 of 1 Last

| SetID | Supplier ID | Supplier Location | Short Supplier Name | Our Customer Number | Supplier Name |
|-------|-------------|-------------------|------------------------|---------------------|---------------------------------|
| STATE | 000000126 | 000001 | GACORRECTI-001 (blank) | | GEORGIA CORRECTIONAL INDUSTRIES |

| Step | Action |
|------|---|
| 29. | If you need to search for another Suppliers 1099 balance, use the Clear button to remove any entered values and reset all of the search criteria fields. |

Supplier Balances by class

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

Find an Existing Value

Search Criteria

SetID [E] STATE

Supplier ID [begins with] 000000126

Supplier Location [begins with] 000001

Short Supplier Name [begins with]

Our Customer Number [begins with]

Supplier Name [begins with]

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1 of 1 Last

| SetID | Supplier ID | Supplier Location | Short Supplier Name | Our Customer Number | Supplier Name |
|-------|-------------|-------------------|------------------------|---------------------|---------------------------------|
| STATE | 000000126 | 000001 | GACORRECTI-001 (blank) | | GEORGIA CORRECTIONAL INDUSTRIES |

| Step | Action |
|------|--|
| 30. | Congratulations! You have completed the topic Reviewing Supplier 1099 Balances topic. End of Procedure. |