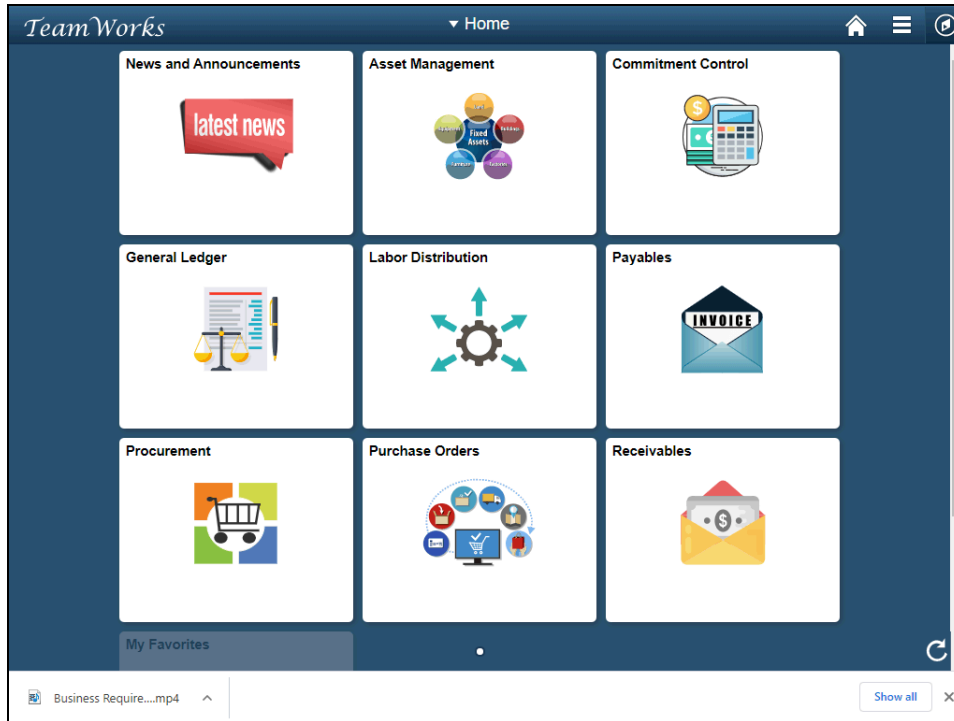
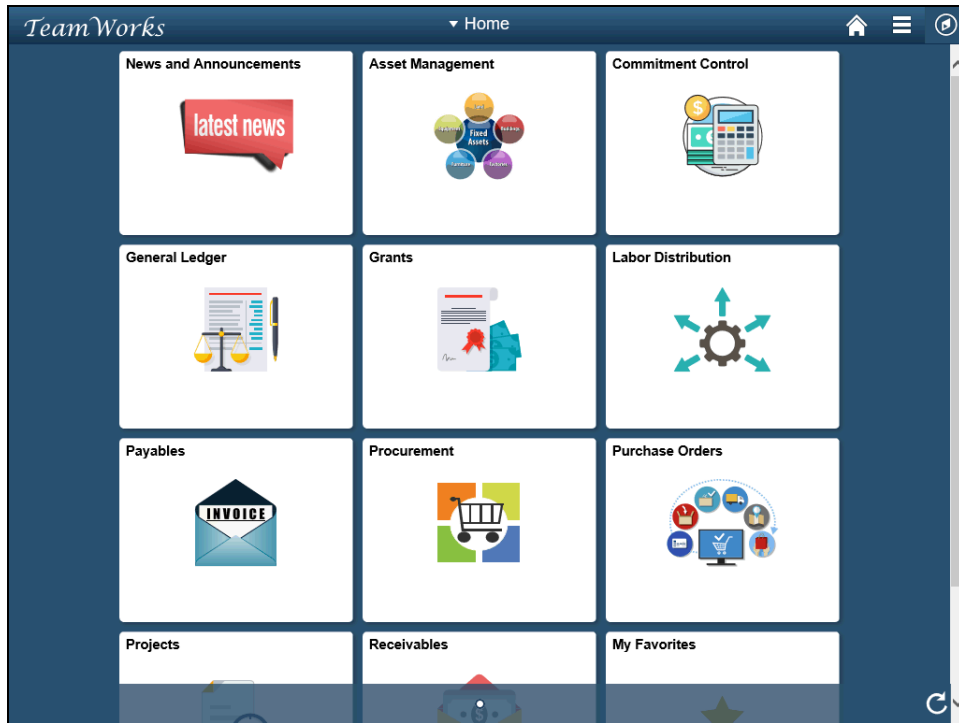



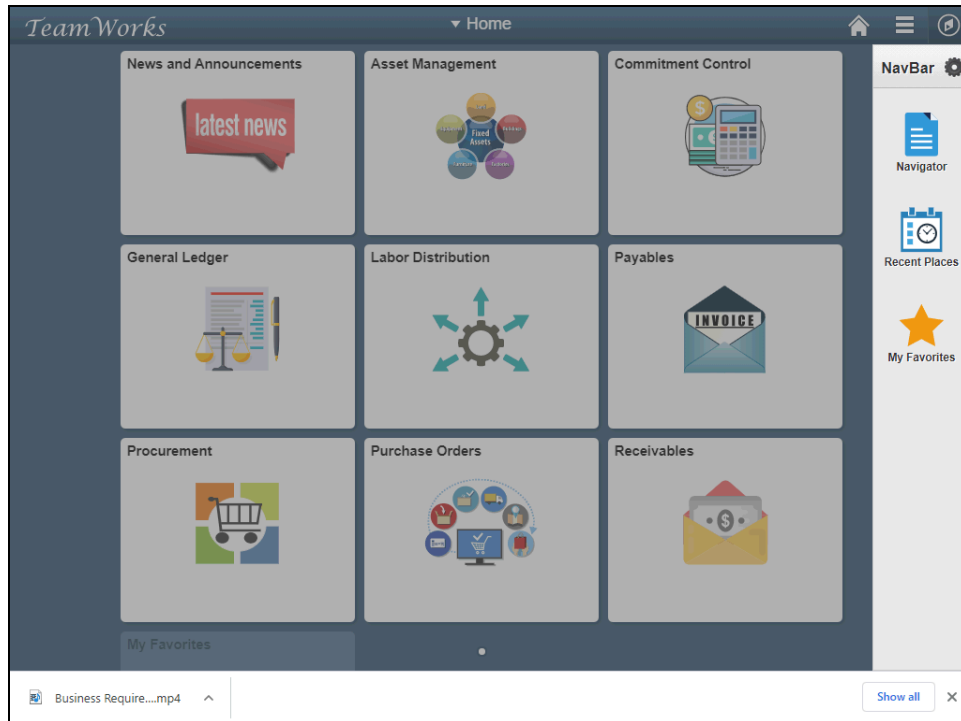
## Reviewing Supplier 1099 Balances




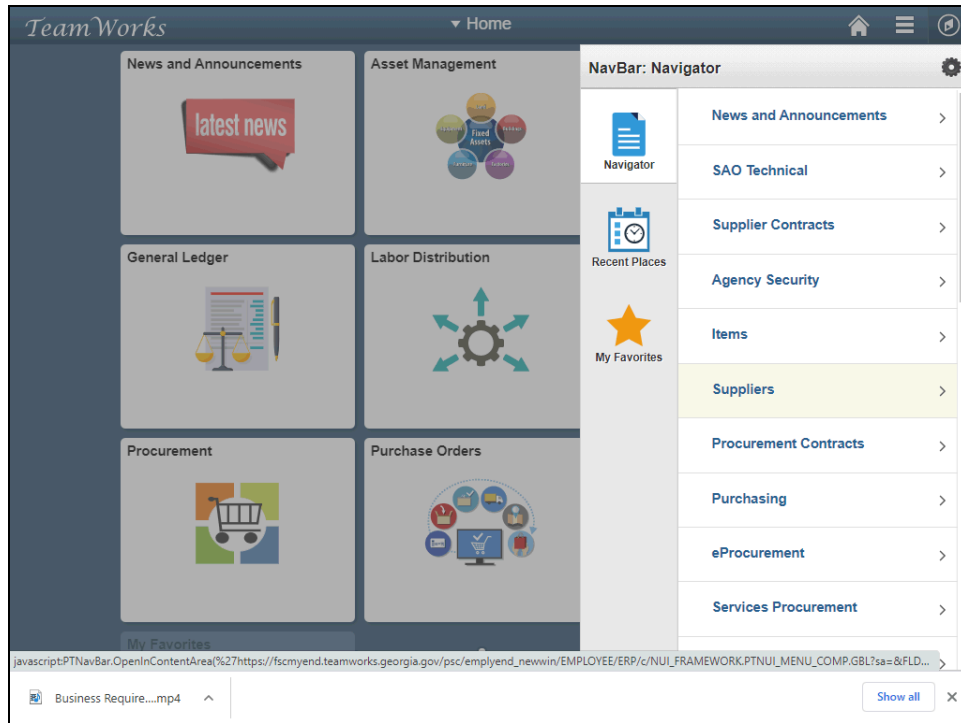
Step	Action
1.	<p><b>Note:</b> This simulation is an example of a transaction. For security reasons, some financial information has been altered (i.e. Distribution line codes and supplier information).</p> <p>When entering a transaction in the live TeamWorks Financials system please select all values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



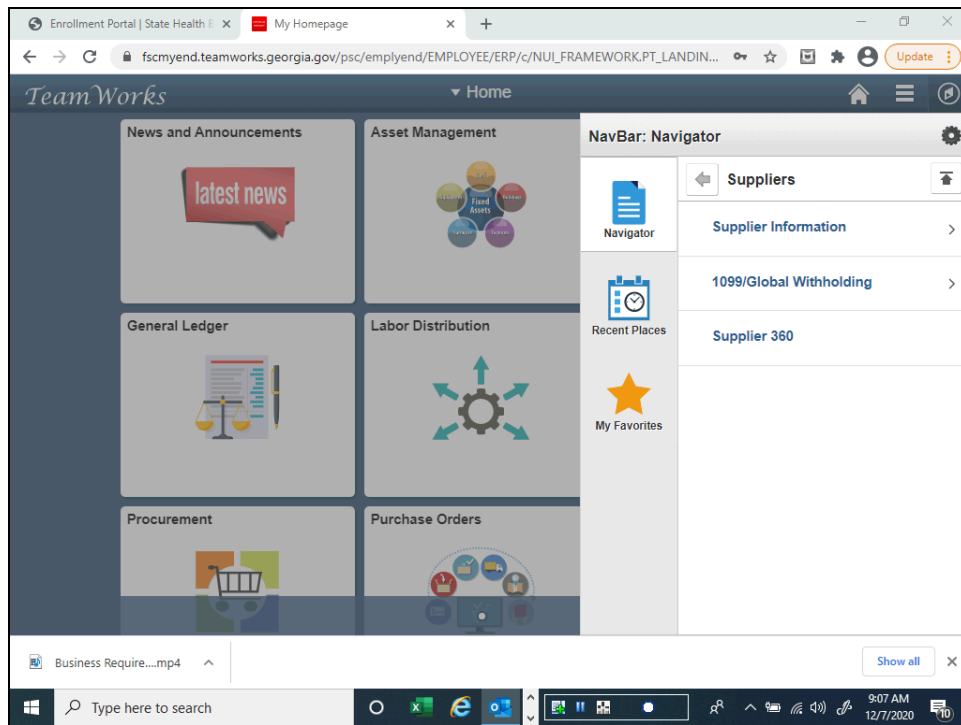
Step	Action
2.	<p>Begin by navigating to the <b>Supplier Balances by Class</b> page.</p> <p>Click the <b>NavBar</b> icon.</p> 



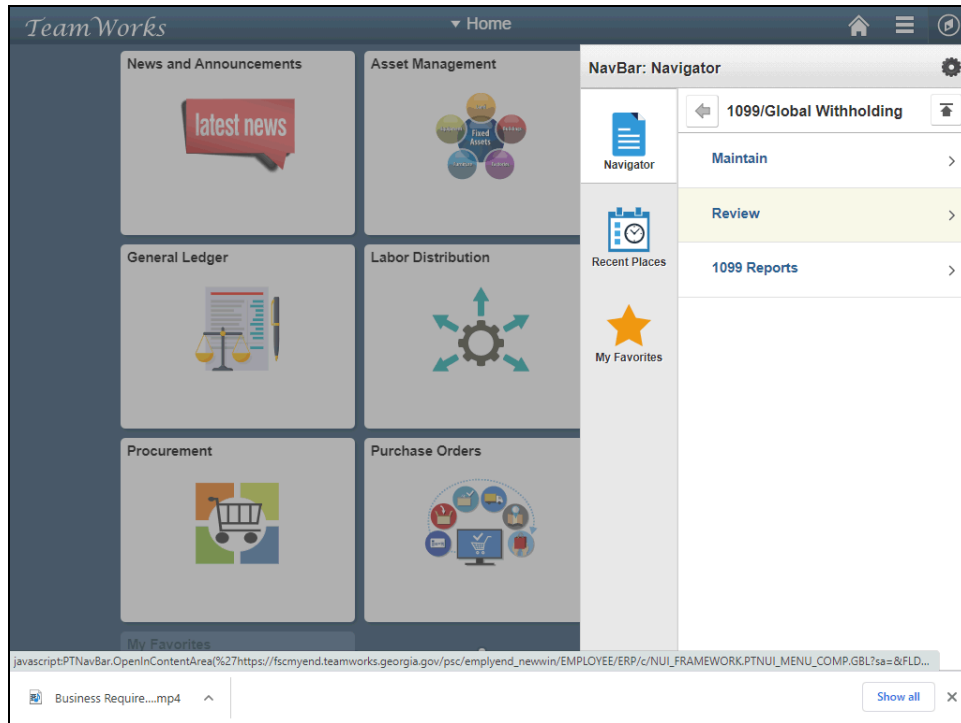
Step	Action
3.	Click the <b>Navigator</b> tile. <div data-bbox="354 1066 555 1230" style="border: 1px solid gray; padding: 5px; margin-top: 10px;">  <p style="text-align: center; margin: 0;"><b>Navigator</b></p> </div>



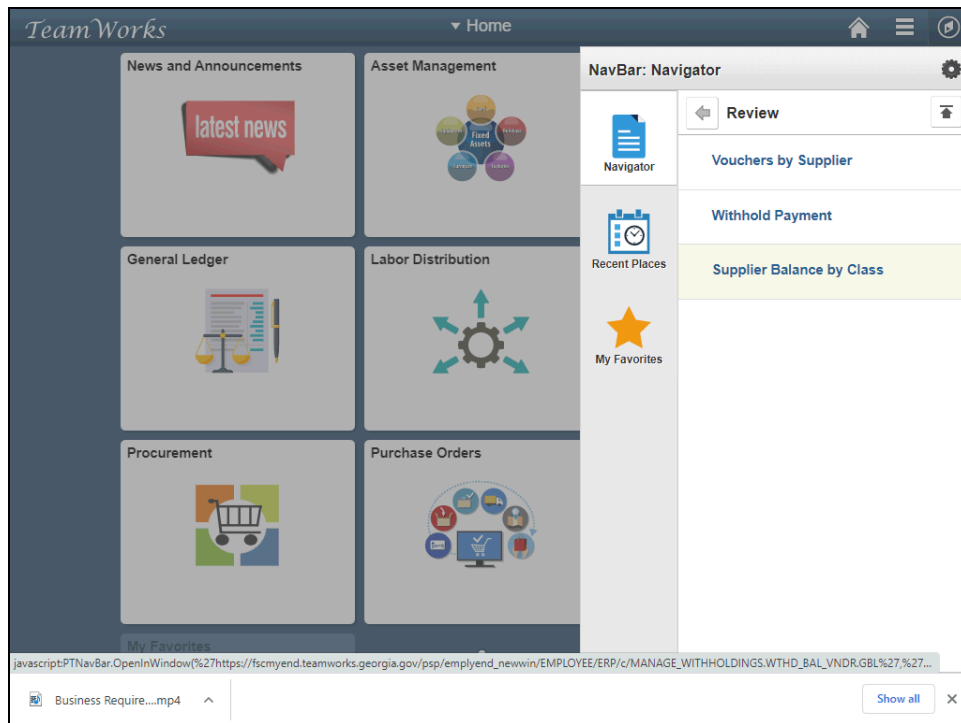
Step	Action
4.	Click the <b>Suppliers</b> link. <div data-bbox="354 1073 943 1171" style="background-color: #ffffcc; padding: 10px; margin: 10px 0; text-align: center;"> <b>Suppliers</b> &gt;           </div>



Step	Action
5.	Click the <b>1099/Global Withholding</b> link. <div style="border: 1px solid gray; padding: 10px; margin: 10px 0; text-align: center;"> <span style="font-size: 1.2em; color: #0070C0;">1099/Global Withholding</span> &gt;                 </div>

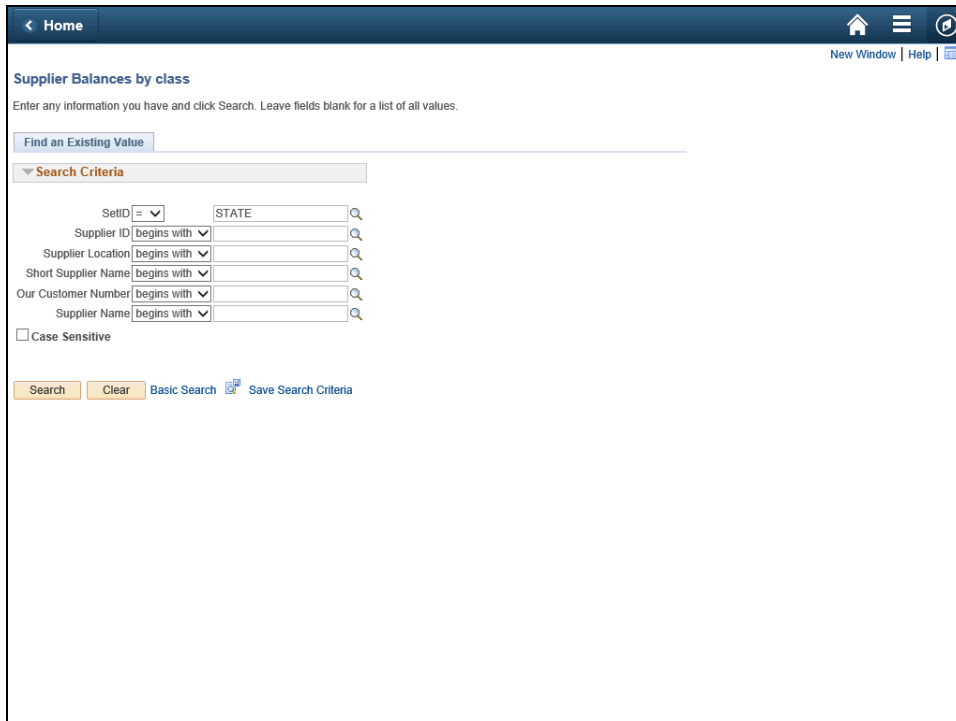


Step	Action
6.	Click the <b>Review</b> link. <div style="border: 2px solid red; padding: 5px; margin: 10px 0; text-align: center;"> <span style="font-size: 1.2em; color: blue;">Review</span> &gt;         </div>

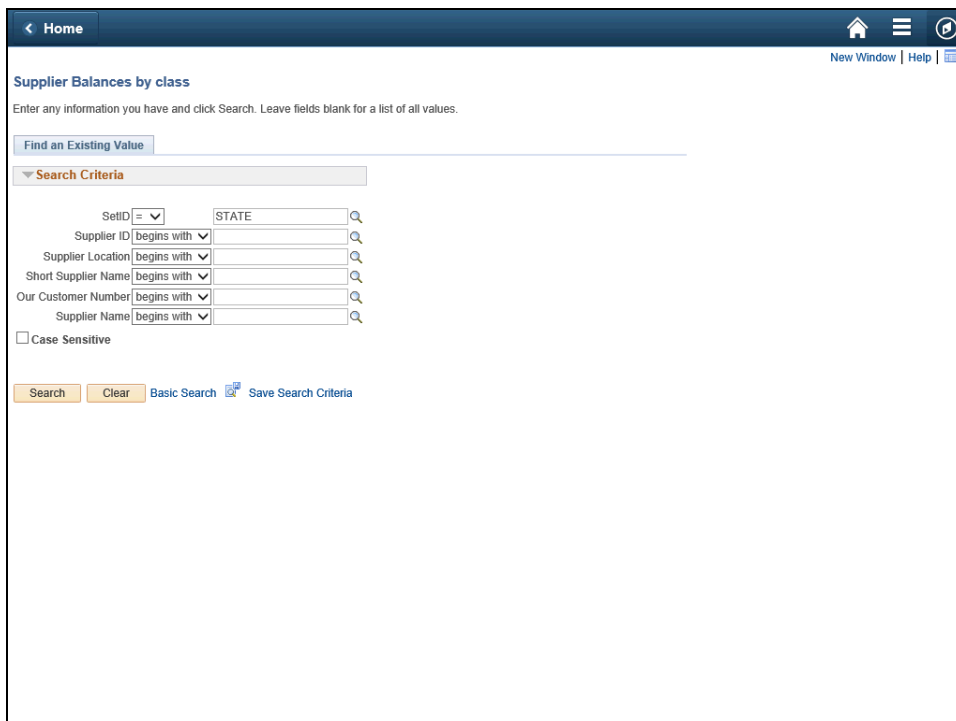


Step	Action
7.	Click the <b>Supplier Balance by Class</b> link. <div style="border: 2px solid red; padding: 5px; margin: 10px 0; text-align: center;"> <b>Supplier Balance by Class</b> </div>

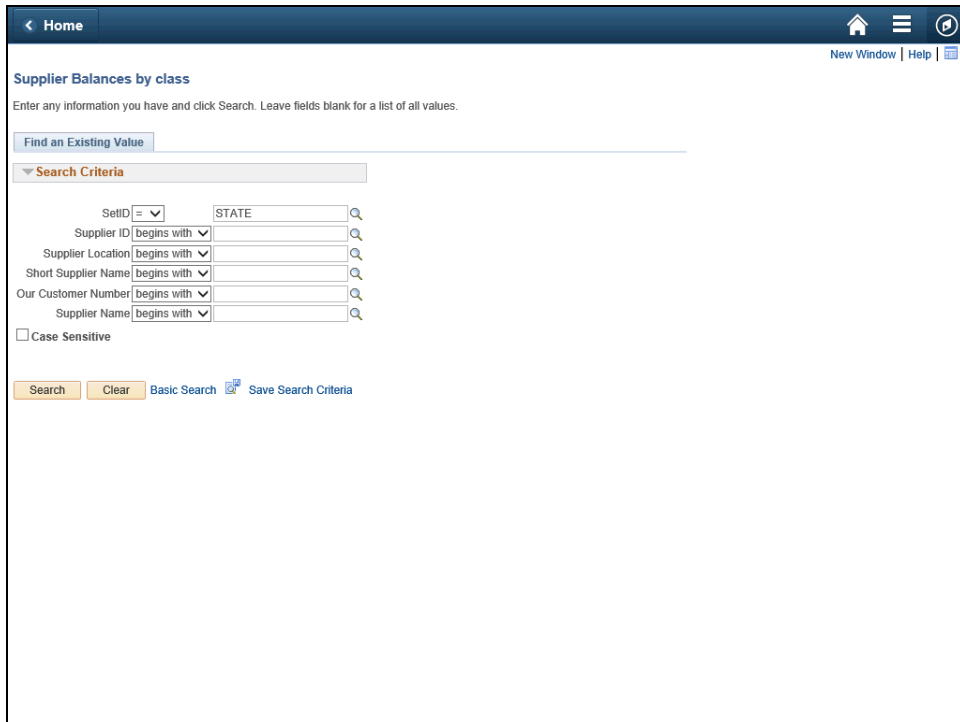




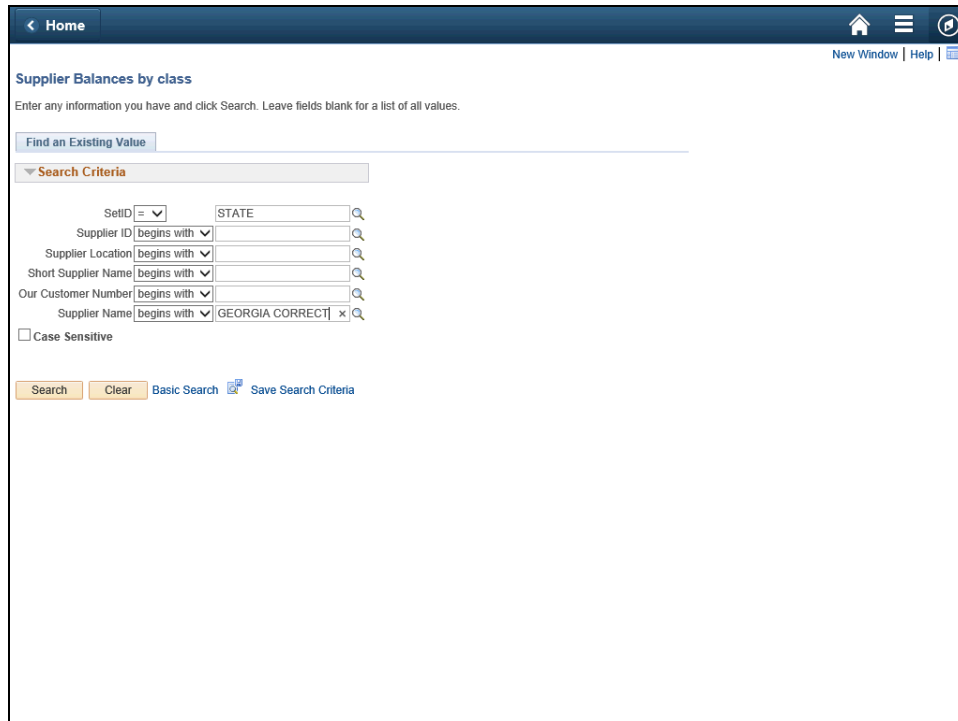
Step	Action
8.	It is important for users to enter as much search criteria as possible to narrow the search results and limit system processing times.



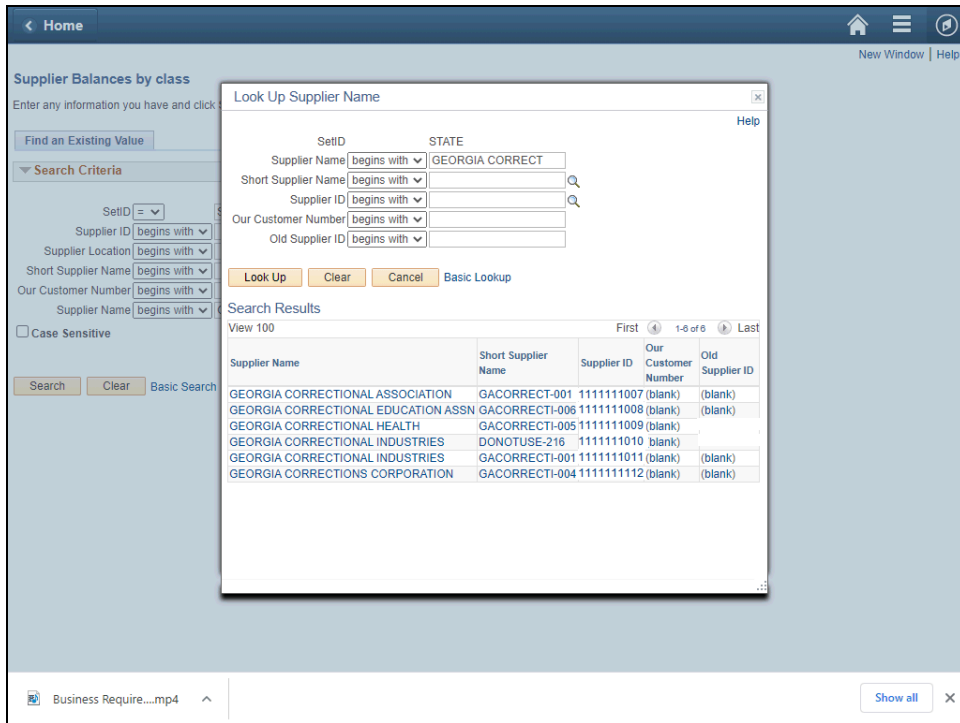
Step	Action
9.	<p>For this example, the user knows part of the supplier name and will use the <b>Supplier Name</b> field to search for it.</p> <p>Click in the <b>Supplier Name</b> field.</p> <p>Supplier Name begins with <input style="border: 2px solid red; width: 150px; height: 20px; display: inline-block; vertical-align: middle;" type="text"/></p>



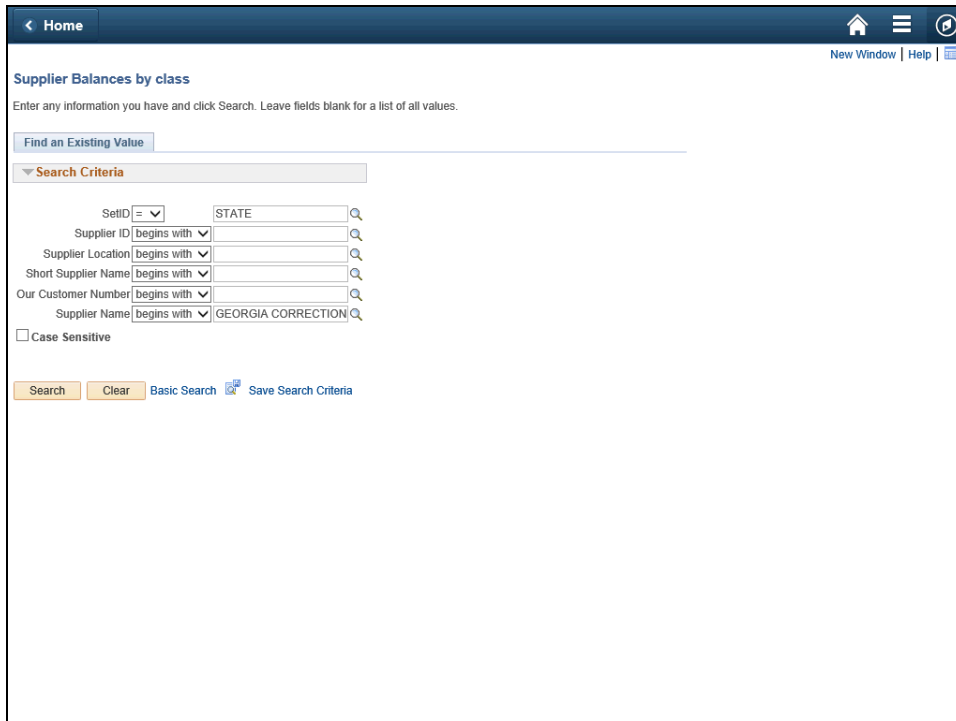
Step	Action
10.	<p>Enter the appropriate known information into the <b>Supplier Name</b> field to narrow the search results and limit system processing times.</p> <p>For this example, type <b>GEORGIA CORRECT</b>.</p> <p>Supplier Name begins with <input style="border: 2px solid red; width: 150px; height: 20px; display: inline-block; vertical-align: middle;" type="text"/></p>

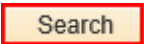


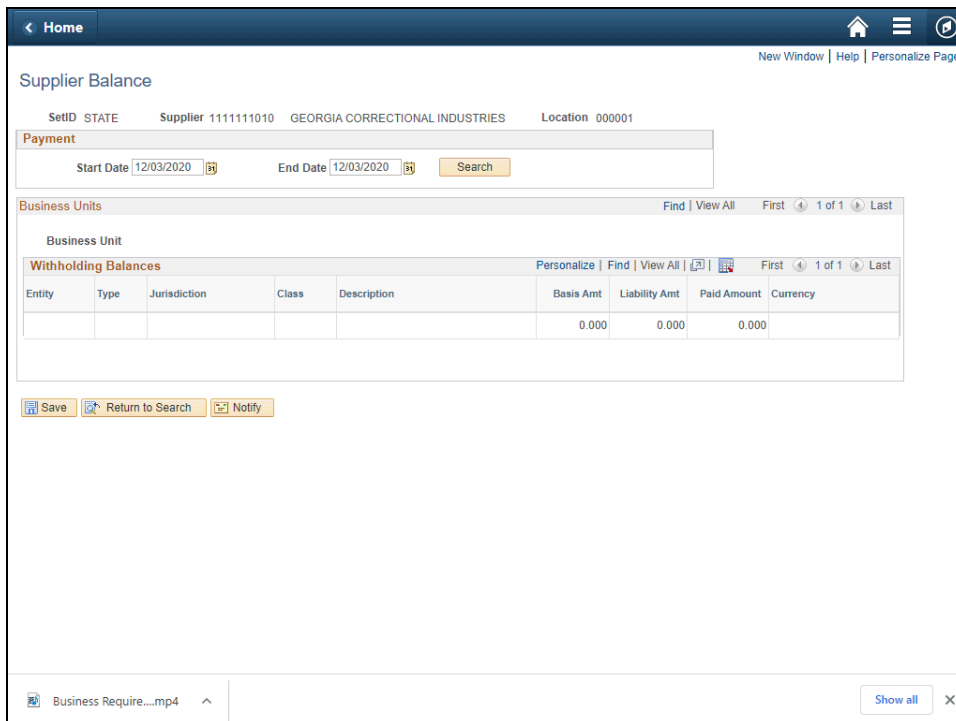
Step	Action
11.	<p>If a partial name is entered, the entire supplier name must be completed to proceed with the search.</p> <p>Click the <b>Look up Supplier Name</b> button.</p> <p>Supplier Name <input type="text" value="begins with"/> <input type="text" value="GEORGIA CORRECT"/> <input type="button" value="x"/> <input type="button" value="🔍"/></p>



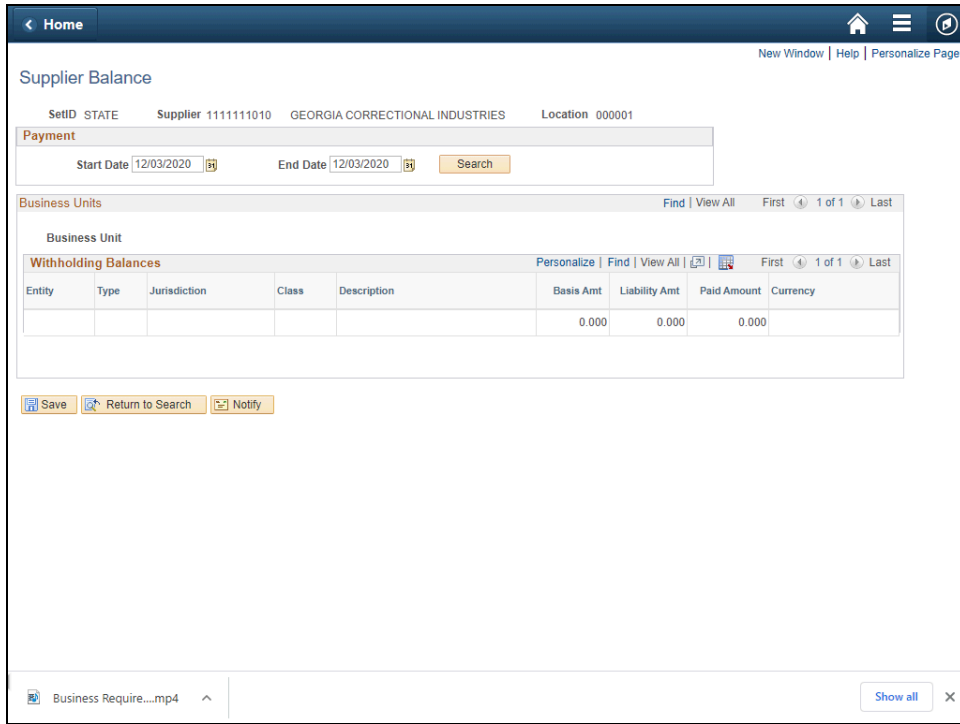
Step	Action																																			
12.	<p>The Search Results appear in the popup window. Select the appropriate <b>Supplier Name</b>.</p> <p>For this example, click the <b>GEORGIA CORRECTIONAL INDUSTRIES</b> Supplier Name link. Click on any link located on the same line as that supplier name.</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 ASSOCIATION</td> <td>GACORRECT-001</td> <td>1111111007</td> <td>(blank)</td> <td>(blank)</td> </tr> <tr> <td>GEORGIA CORRECTIONAL EDUCATION ASSN</td> <td>GACORRECTI-006</td> <td>1111111008</td> <td>(blank)</td> <td>(blank)</td> </tr> <tr> <td>GEORGIA CORRECTIONAL HEALTH</td> <td>GACORRECTI-005</td> <td>1111111009</td> <td>(blank)</td> <td>(blank)</td> </tr> <tr> <td>GEORGIA CORRECTIONAL INDUSTRIES</td> <td>DONOTUSE-216</td> <td>1111111010</td> <td>(blank)</td> <td>(blank)</td> </tr> <tr> <td><b>GEORGIA CORRECTIONAL INDUSTRIES</b></td> <td><b>GACORRECTI-001</b></td> <td><b>1111111011</b></td> <td><b>(blank)</b></td> <td><b>(blank)</b></td> </tr> <tr> <td>GEORGIA CORRECTIONS CORPORATION</td> <td>GACORRECTI-004</td> <td>1111111112</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 ASSOCIATION	GACORRECT-001	1111111007	(blank)	(blank)	GEORGIA CORRECTIONAL EDUCATION ASSN	GACORRECTI-006	1111111008	(blank)	(blank)	GEORGIA CORRECTIONAL HEALTH	GACORRECTI-005	1111111009	(blank)	(blank)	GEORGIA CORRECTIONAL INDUSTRIES	DONOTUSE-216	1111111010	(blank)	(blank)	<b>GEORGIA CORRECTIONAL INDUSTRIES</b>	<b>GACORRECTI-001</b>	<b>1111111011</b>	<b>(blank)</b>	<b>(blank)</b>	GEORGIA CORRECTIONS CORPORATION	GACORRECTI-004	1111111112	(blank)	(blank)
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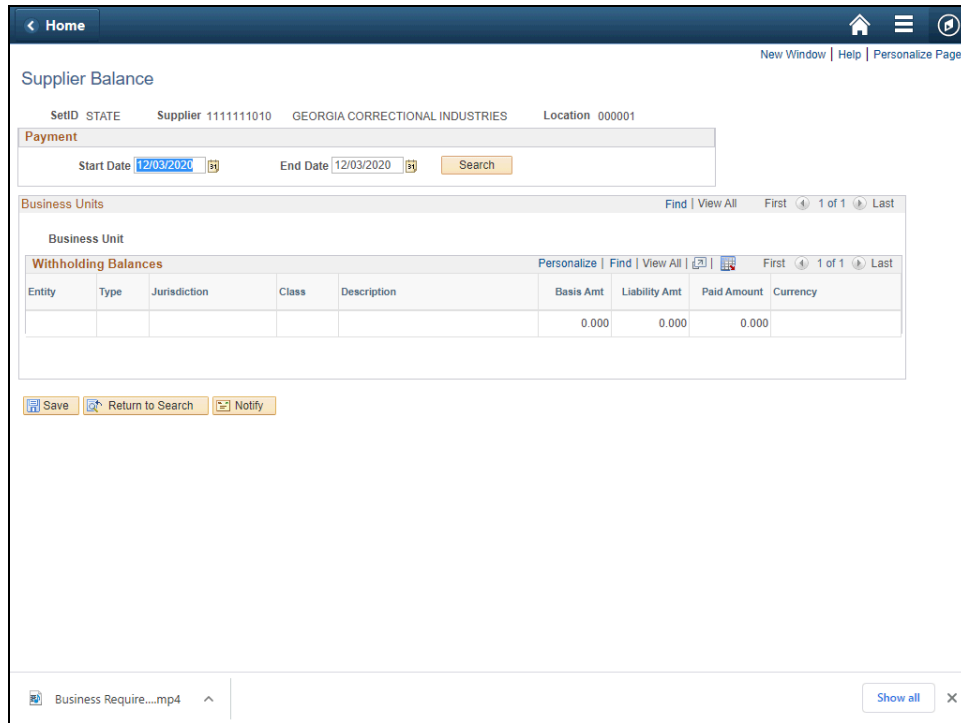
Step	Action
13.	Click the <b>Search</b> button. 



Step	Action
14.	Use the <b>Supplier Balance</b> page to search for and display supplier balances by a specific date range.



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 <b>Start Date</b> field.</p> <p><b>Start Date</b> <span style="border: 1px solid red; padding: 2px;">12/03/2020</span></p>



The screenshot shows a web application interface for 'Supplier Balance'. At the top, there is a navigation bar with a 'Home' button and utility icons. Below the navigation bar, the page title 'Supplier Balance' is displayed. The main content area includes a header with 'SetID STATE', 'Supplier 1111111010', 'GEORGIA CORRECTIONAL INDUSTRIES', and 'Location 000001'. A 'Payment' section contains 'Start Date' and 'End Date' fields, both with date pickers, and a 'Search' button. Below this is a 'Business Units' section with a 'Find | View All' link and pagination controls. A 'Withholding Balances' table is shown with columns for 'Entity', 'Type', 'Jurisdiction', 'Class', 'Description', 'Basis Amt', 'Liability Amt', 'Paid Amount', and 'Currency'. The table contains one row with values '0.000', '0.000', and '0.000'. At the bottom of the interface, there are 'Save', 'Return to Search', and 'Notify' buttons, and a 'Business Require...mp4' link with a 'Show all' button.

Step	Action
16.	<p>Enter the appropriate date into the <b>Start Date</b> field.</p> <p>For this example, type <b>01/01/2019</b>.</p> <p>Start Date <span style="border: 1px solid red; padding: 2px;">12/03/2020</span></p>

Supplier Balance

SetID STATE Supplier 1111111010 GEORGIA CORRECTIONAL INDUSTRIES Location 000001

Payment

Start Date 01/01/2019 End Date 12/03/2020 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

Business Require...mp4 Show all

Step	Action
17.	Click in the <b>End Date</b> field. End Date <span style="border: 1px solid red; padding: 2px;">12/03/2020</span>

Supplier Balance

SetID STATE Supplier 1111111010 GEORGIA CORRECTIONAL INDUSTRIES Location 000001

Payment

Start Date 01/01/2019 End Date 12/03/2020 Search

Business Units Find | View All First 1 of 1 Last

Business Unit

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

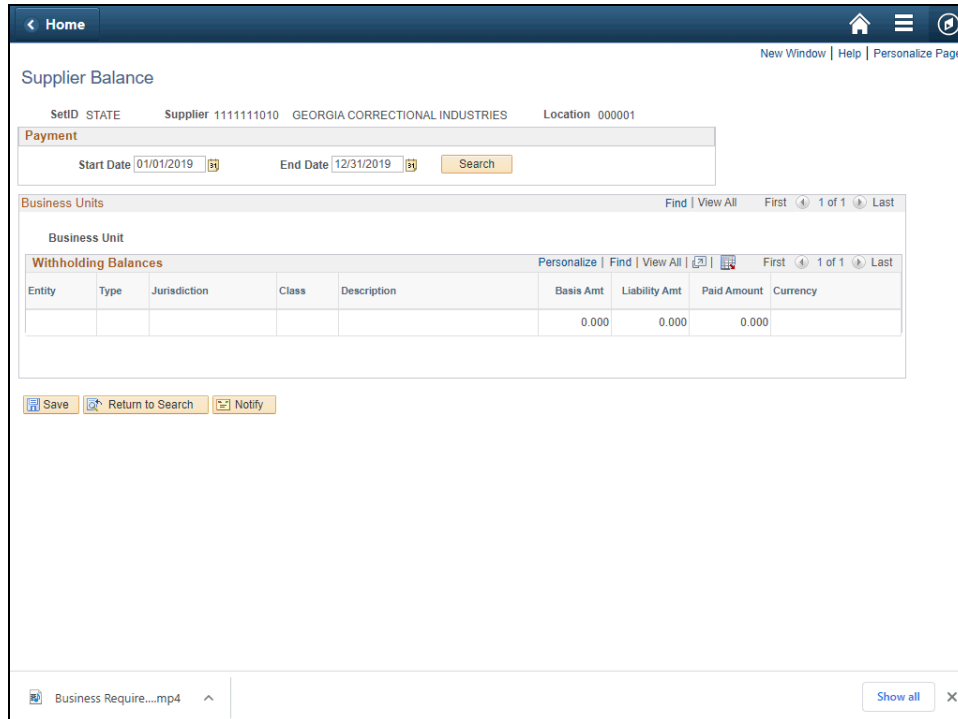
Entity	Type	Jurisdiction	Class	Description	Basis Amt	Liability Amt	Paid Amount	Currency
					0.000	0.000	0.000	

Save Return to Search Notify

Business Require...mp4 Show all



Step	Action
18.	<p>Enter the appropriate date into the <b>End Date</b> field.</p> <p>For this example, type <b>12/31/2019</b>.</p> <p>End Date <span style="border: 1px solid red; padding: 2px;">12/03/2020</span></p>



Step	Action
19.	<p>Click the <b>Search</b> button.</p> <p><span style="border: 1px solid red; padding: 2px;">Search</span></p>

The screenshot shows the 'Supplier Balance' interface. At the top, it displays 'SetID STATE', 'Supplier 1111111010', 'GEORGIA CORRECTIONAL INDUSTRIES', and 'Location 000001'. Below this is a 'Payment' section with 'Start Date' (01/01/2019) and 'End Date' (12/31/2019) fields, and a 'Search' button. The 'Business Units' section is highlighted with a red box and shows 'Business Unit 00402' for 'Agriculture, Dept of'. Below this is a 'Withholding Balances' table with the following data:

Entity	Type	Jurisdiction	Class	Description	Basis Amt	Liability Amt	Paid Amount	Currency
IRS	1099M	FED	06	Non-Employee Compensation	0.00	0.00	0.00	USD

At the bottom of the interface, there are buttons for 'Save', 'Return to Search', and 'Notify'. A status bar at the very bottom indicates 'Business Require...mp4' and a 'Show all' button.

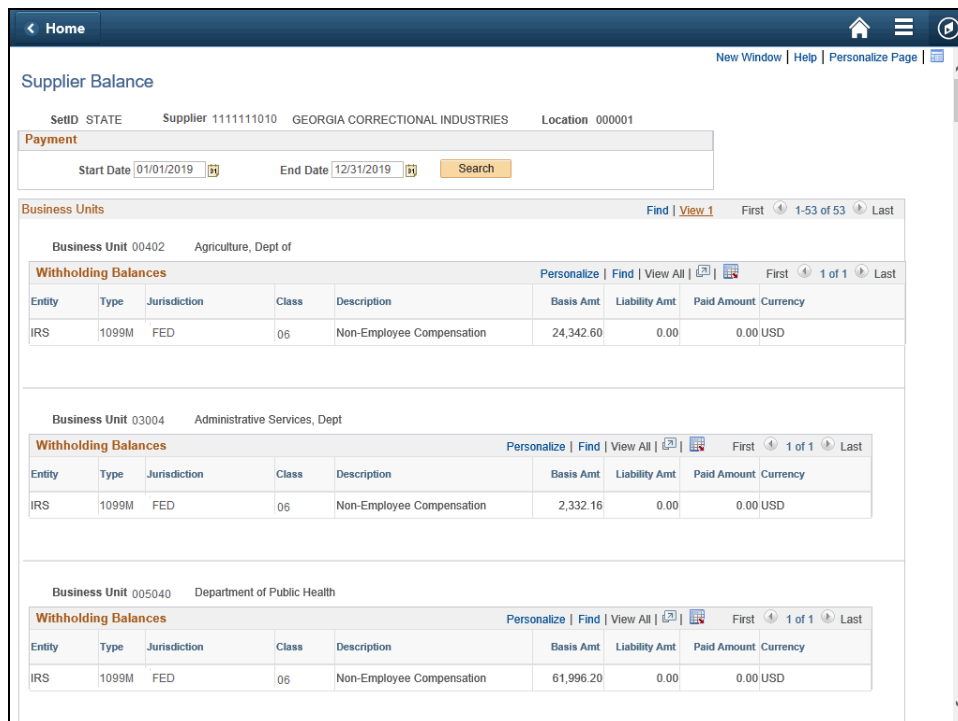
Step	Action
20.	The system displays the search results in the <b>Business Units</b> section.  For this example, the system has returned 53 Results.

This screenshot is similar to the one above, but the 'Withholding Balances' table shows a different result:

Entity	Type	Jurisdiction	Class	Description	Basis Amt	Liability Amt	Paid Amount	Currency
IRS	1099M	FED	06	Non-Employee Compensation	24,342.60	0.00	0.00	USD

The 'Business Units' section shows '1 of 53' results, indicating a total of 53 results were returned for the search criteria.

Step	Action
21.	<p>Use the <b>View All</b> link to display all search results consecutively on the page.</p> <p><b>Note:</b> View All may be an easier option for viewing the information than using the navigation arrows.</p> <p>Click the <b>View All</b> link.</p> <p><a href="#">View All</a></p>



Step	Action
22.	<p>Scroll to the bottom of the page to review the search results.</p> <p>Click the <b>Vertical</b> 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	1099M	FED	06	Non-Employee Compensation	3,855.00	0.00	0.00	USD

Business Unit 00348 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	1099M	FED	06	Non-Employee Compensation	5,390.75	0.00	0.00	USD

Business Unit 00448 Ogeechee 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	1099M	FED	06	Non-Employee Compensation	5,240.55	0.00	0.00	USD

Business Unit 40009 GA Foundation for Public Educ

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

Entity	Type	Jurisdiction	Class	Description	Basis Amt	Liability Amt	Paid Amount	Currency
IRS	1099M	FED	06	Non-Employee Compensation	54.00	0.00	0.00	USD

Save Return to Search Notify

Step	Action
23.	<p>Scroll back to the top of the page.</p> <p>Click the <b>Vertical</b> scrollbar.</p>

Home

Supplier Balance New Window | Help | Personalize Page

SetID STATE Supplier 1111111010 GEORGIA CORRECTIONAL INDUSTRIES Location 000001

Payment

Start Date 01/01/2019 End Date 12/31/2019 Search

Business Units Find | View 1 First 1-53 of 53 Last

Business Unit 00402 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	1099M	FED	06	Non-Employee Compensation	24,342.60	0.00	0.00	USD

Business Unit 03004 Administrative Services, Dept

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

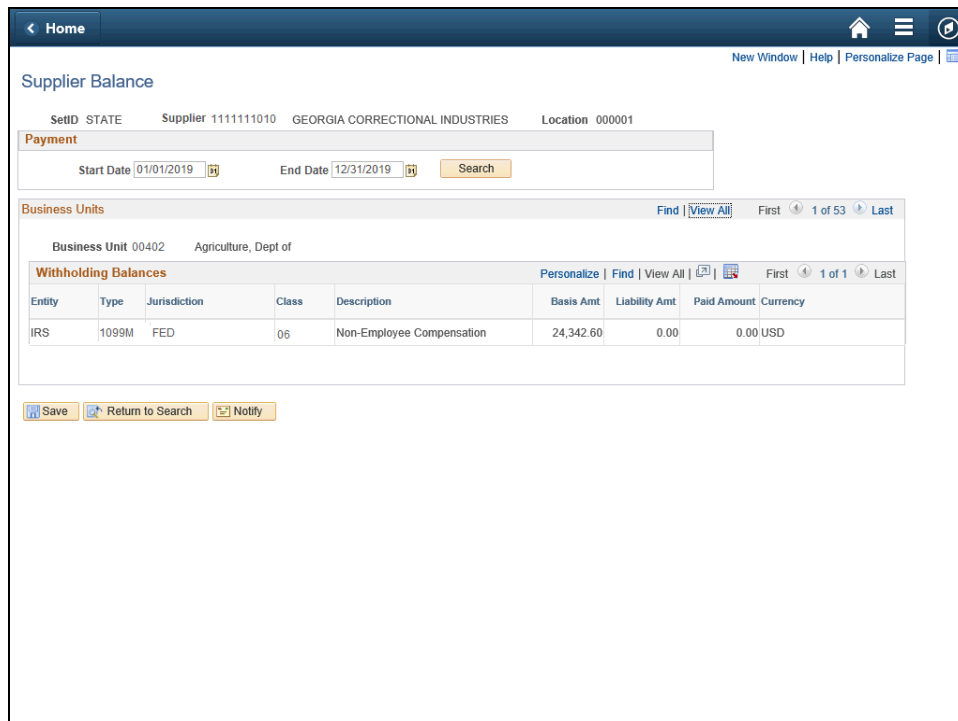
Entity	Type	Jurisdiction	Class	Description	Basis Amt	Liability Amt	Paid Amount	Currency
IRS	1099M	FED	06	Non-Employee Compensation	2,332.16	0.00	0.00	USD

Business Unit 005040 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	1099M	FED	06	Non-Employee Compensation	61,996.20	0.00	0.00	USD

Step	Action
24.	<p>Use the <b>View 1</b> link to collapse the Search Results.</p> <p>Click the <b>View 1</b> link.</p> <p><b>View 1</b></p>



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

Supplier Balance

SettlD STATE Supplier 1111111010 GEORGIA CORRECTIONAL INDUSTRIES Location 000001

Payment

Start Date 01/01/2019 End Date 12/31/2019 Search


Business Units Find | View All First 53 of 53 Last

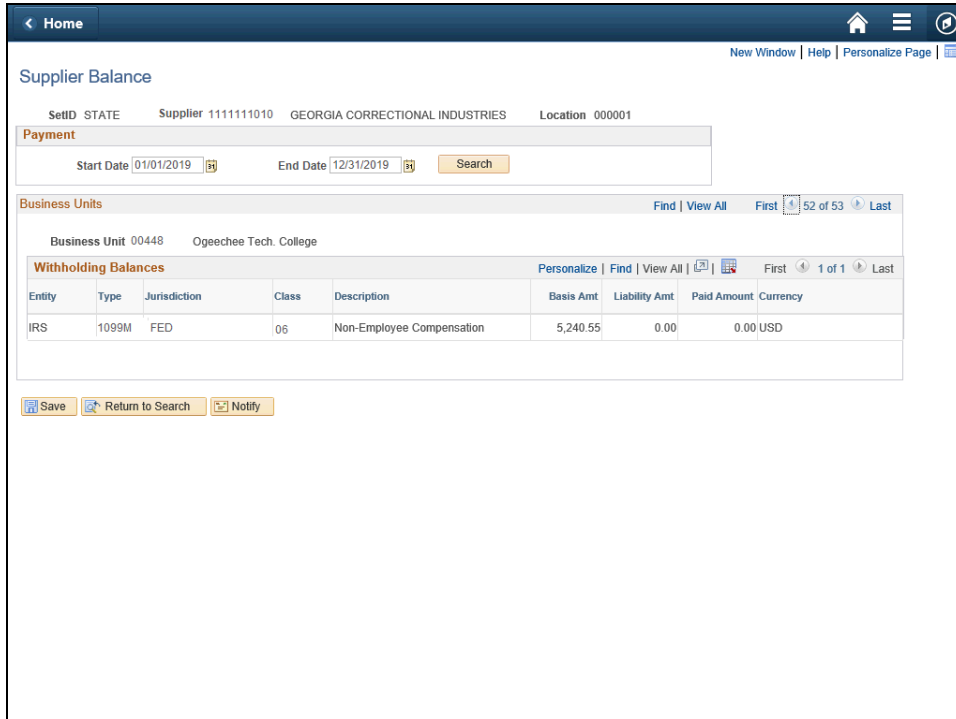
Business Unit 40009 GA Foundation for Public Educ

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

Entity	Type	Jurisdiction	Class	Description	Basis Amt	Liability Amt	Paid Amount	Currency
IRS	1099M	FED	06	Non-Employee Compensation	54.00	0.00	0.00	USD

Save Return to Search Notify




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




The screenshot shows a web application interface for 'Supplier Balance'. At the top, there is a navigation bar with a 'Home' button and utility links like 'New Window', 'Help', and 'Personalize Page'. Below the navigation bar, the page title 'Supplier Balance' is displayed. The main content area includes a header with 'SetID STATE', 'Supplier 1111111010', 'GEORGIA CORRECTIONAL INDUSTRIES', and 'Location 000001'. A 'Payment' section contains input fields for 'Start Date' (01/01/2019) and 'End Date' (12/31/2019), along with a 'Search' button. Below this is a 'Business Units' section with a 'Find | View All' link and a 'First' link. A 'Withholding Balances' table is shown with columns for Entity, Type, Jurisdiction, Class, Description, Basis Amt, Liability Amt, Paid Amount, and Currency. The table contains one row for 'IRS' with a 'Basis Amt' of 5,240.55. At the bottom of the interface are 'Save', 'Return to Search', and 'Notify' buttons.

Step	Action
27.	<p>Use the <b>First</b> link to navigate to the first row in the search Results.</p> <p>Click the <b>First</b> link.</p> <p><b>First</b></p>

< Home







[New Window](#) | [Help](#) | [Personalize Page](#) | 

## Supplier Balance



SetID STATE    Supplier 1111111010    GEORGIA CORRECTIONAL INDUSTRIES    Location 000001

**Payment**


Start Date      End Date  

**Business Units** Find | View All    First 1 of 53 Last

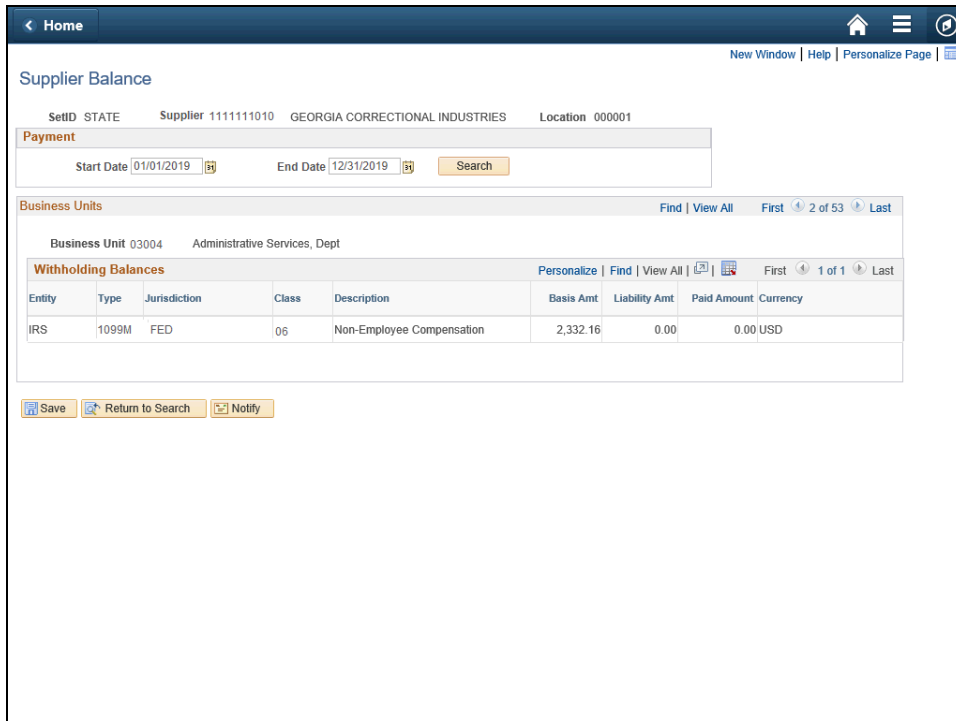
Business Unit 00402    Agriculture, Dept of

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

Entity	Type	Jurisdiction	Class	Description	Basis Amt	Liability Amt	Paid Amount	Currency
IRS	1099M	FED	06	Non-Employee Compensation	24,342.60	0.00	0.00	USD

Step	Action
28.	<p>Now, use the <b>Show Next Row</b> button to go to the next row in the sequence.</p> <p>Click the <b>Show next row</b> button.</p> <div style="border: 2px solid red; display: inline-block; padding: 2px; margin-top: 5px;">  </div>





Supplier Balance

SetID STATE Supplier 1111111010 GEORGIA CORRECTIONAL INDUSTRIES Location 000001

Payment

Start Date 01/01/2019 End Date 12/31/2019 Search


Business Units Find | View All First 2 of 53 Last

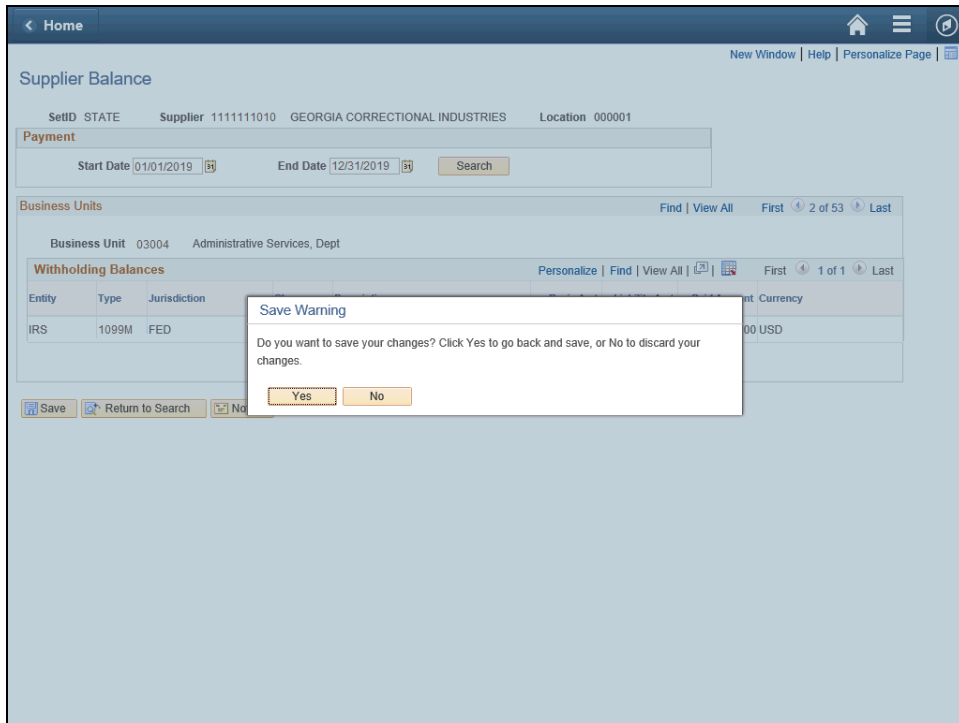
Business Unit 03004 Administrative Services, Dept

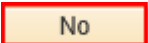
Withholding Balances Personalize | Find | View All First 1 of 1 Last

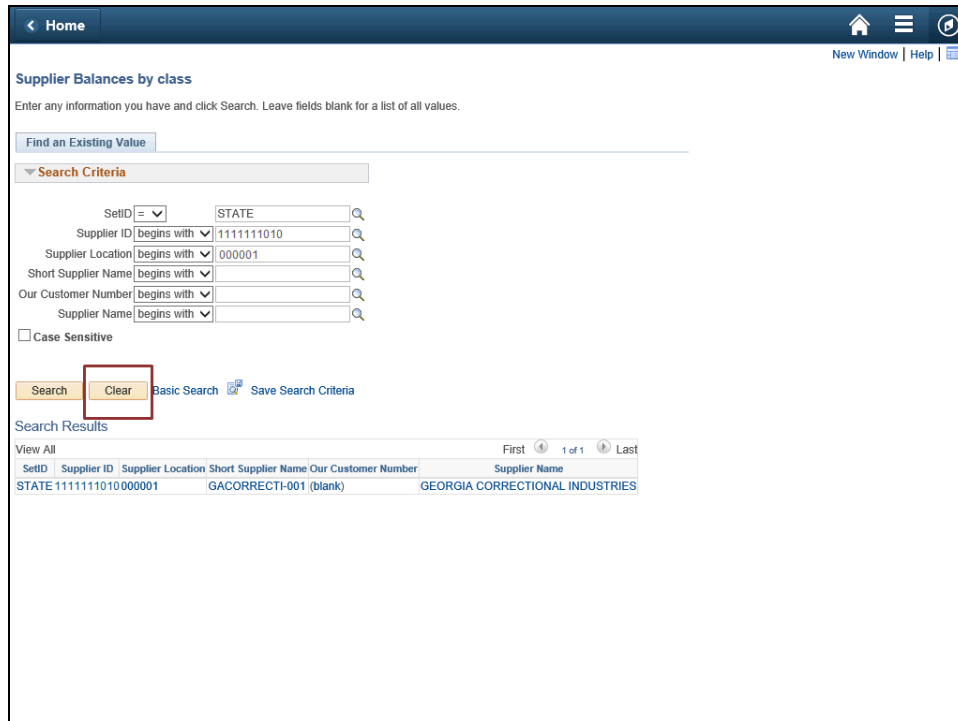
Entity	Type	Jurisdiction	Class	Description	Basis Amt	Liability Amt	Paid Amount	Currency
IRS	1099M	FED	06	Non-Employee Compensation	2,332.16	0.00	0.00	USD

Save Return to Search Notify

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



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



**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 = STATE

Supplier ID begins with 1111111010

Supplier Location begins with 000001

Short Supplier Name begins with

Our Customer Number begins with

Supplier Name begins with

Case Sensitive

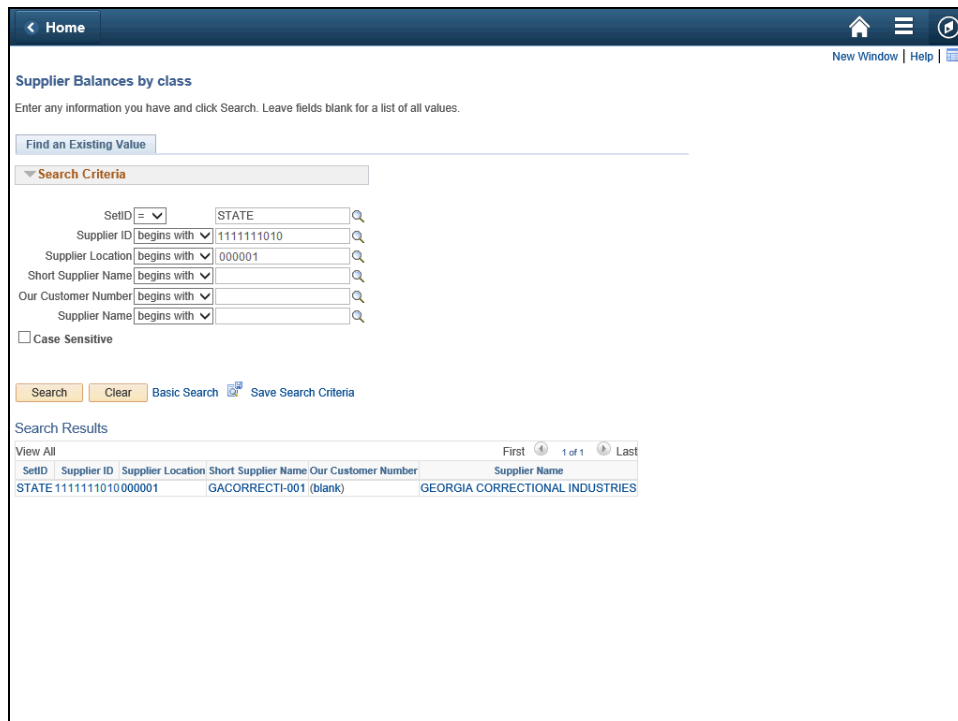
Search **Clear** Basic Search Save Search Criteria

**Search Results**

View All First 1 of 1 Last

SetID	Supplier ID	Supplier Location	Short Supplier Name	Our Customer Number	Supplier Name
STATE	111111101000001		GACORRECTI-001 (blank)		GEORGIA CORRECTIONAL INDUSTRIES

Step	Action
31.	If you need to search for another Suppliers 1099 balance, use the <b>Clear</b> 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 = STATE

Supplier ID begins with 1111111010

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	111111101000001		GACORRECTI-001 (blank)		GEORGIA CORRECTIONAL INDUSTRIES

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Step	Action
32.	<b>Congratulations!</b> You have completed the topic Reviewing Supplier 1099 Balances topic. <b>End of Procedure.</b>