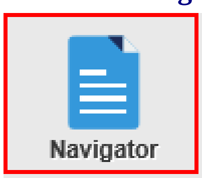
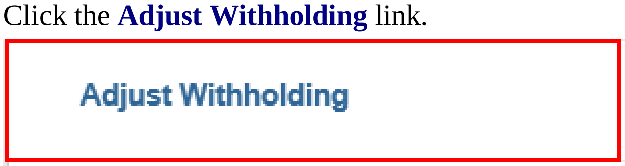
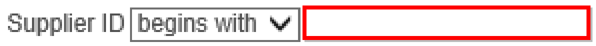
Creating a 1099 Adjustment 9.2

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.
2.	Begin by navigating to the **Withhold Adjustments** page. Click the **NavBar** icon. 
3.	Click the **Navigator** tile. 
4.	Click the **Suppliers** link. 
5.	Click the **1099/Global Withholding** link. 
6.	Click the **Maintain** link. 
7.	Click the **Adjust Withholding** link. 

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.
9.	For this example, the user knows the **Supplier ID**. Click in the **Supplier ID** field. 
10.	Enter the appropriate information into the **Supplier ID** field**.** For this example, type **0000000126**. 
11.	Click the **Search** button. 
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
13.	For this example, the user does not enter any search criteria. Click the **Search** button. 
14.	The system returns 1195 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.
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. 
16.	Using the Adjustment grids scrollbar, move to the bottom of the page to review the Adjustments. Click the **Vertical** scrollbar.

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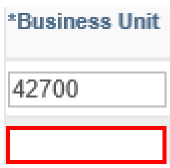
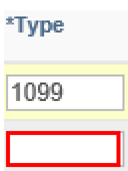
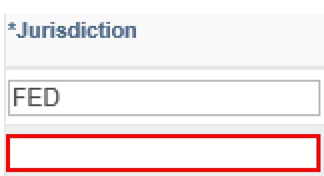
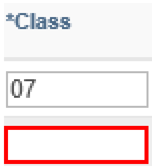
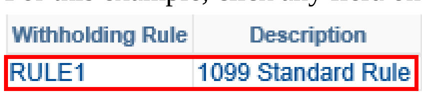
17.	Return to displaying 2 adjustment rows at time. Click the **View 2** link. 
18.	A new adjustment row can be added using any **Add A Row +** button located at the end of each row. Click the **Add a new row at row 2** button. 
19.	Notice that the new adjustment row is designated as a **Legacy** row. For this example, type **82900** into the **Business Unit** field. 
20.	Click in the **Entity** field. 
21.	Enter the appropriate information into the **Entity** field. For this example, type **IRS**.
22.	Click in the **Type** field. 
23.	Enter the appropriate information into the **Type** field. For this example, type **1099**.
24.	Click in the **Jurisdiction** field. 

Step	Action
25.	Enter the appropriate information into the **Jurisdiction** field. For this example, type **FED**.
26.	Click in the **Class** field. 
27.	Enter the appropriate information into the **Class** field. For this example, type **07**.
28.	Search for or type the appropriate rule code in the **Rule** field. Click the **Look up Rule** button. 
29.	For this example, click any field on the same row as the Withholdiiing Rule **RULE1** link. 
30.	Click the **Transaction Info** tab. 
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.
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.
33.	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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34.	Enter the appropriate information into the **Basis Amt** field For this example, type **50.00**.
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. For this example, the user accepts the default.
36.	Click the **Payment Information** tab. Payment Information
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.
38.	Click the **Adjustment Reason** tab. Adjustment Reason
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.
40.	Click in the **Description** field on the second line with the current creation date. Description
41.	Enter the appropriate information into the **Description** field on the second row. For this example, type **Data entry error caused adjustment**.
42.	Click the **Save** button. Save
43.	Click **here (**http://www.surveymonkey.com/r/25KG2HH**)** to take a quick survey.
44.	**Congratulations!** You have completed the Creating a 1099 Adjustment topic. **End of Procedure.**