

1099 Reporting:

Part 4 – Recording Reportable Payments





Recording Reportable Payments

There are two ways to record a reportable payment for supplier

1. On the voucher at the time of payment (recommended)
2. Through the Adjust Withholding screen in SABHRS
 - Main Menu>Suppliers>1099/Global Withholding>Maintain>Adjust Withholding



Recording Reportable Payments – Voucher Screen



Invoice Information | Payments | Payment Advice

Business Unit: 57060 | Invoice: test | Invoice Total: Line Total 10.00, Total 10.00, Difference 0.00

Voucher ID: NEXT | Accounting Date: 06/30/2020 | Voucher Style: Regular Voucher | Invoice Date: 11/23/2020

Supplier ID: 0001228542 | ShortName: STATE OF M-005 | Location: 000001 | Address: 1

Withholding Information

Business Unit: 57060 | Invoice Number: test | Supplier: 0001228542 | STATE OF MONTANA

Voucher ID: NEXT

Withholding Option

☒ Withholding Applicable

Invoice Line Withhold Information

Line	Description
1	NEC NonEmployee Compensation

Search Results

Withholding Code	Description
G02	State Income Tax Refund/Credit
G06	GOV Taxable Grants
M01	MISC Rents
M02	MISC Royalties
M03	MISC Other Income
M04	MISC Federal Income Tax Withh
M05	MISC Fishing Boat Proceeds
M06	MISC Medical Health Care Pymnt
M08	MISC Substitute Payments
M09	MISC Crop Insurance Proceeds
M10	MISC Gross Attorney Proceeds
M13	MISC Excess Golden Parachute
N01	NEC Nonemployee Compensation
N04	NEC Federal Income Tax Withel



Recording Reportable Payments – Partial Reporting

A voucher that needs partial reporting can have multiple invoice lines added

- This will allow you to select reporting information for each line

Create two lines

- One for the amount not subject to reporting
- One for the amount to be reported on the corresponding 1099 form

Invoice Lines ? Q | 1 of 1 View All

Line 1 <input type="checkbox"/> Copy Down	SpeedChart <input type="text"/>
*Distribute by Amount ▼	Ship To DNRC Q
Item <input type="text"/> Q	Description <input type="text"/>
Quantity <input type="text"/>	Packing Slip <input type="text"/>
UOM <input type="text"/> Q	
Unit Price <input type="text"/>	
Line Amount <input type="text"/> 5.00	

▼ Distribution Lines



Recording Reportable Payments – Partial Reporting

Withholding Option

☐ Postpone Withholding

Invoice Line Withhold Information | < << 1-2 of 2 >> > | [View 1](#)

Line	Description	Withholding Code	Withholding Applicable
1	NEC NonEmployee Compensation	N01	<input checked="" type="checkbox"/>
2			<input type="checkbox"/>

1 After creating two invoice lines in the voucher, click withholding link in the top right

2 Select View All

3 Once withholding selections are made, click Back to Invoice



Recording Reportable Payments

Verifying Reporting Information

Run MTAP_PAYMENT_DETAIL_REPORT Query.

Sort query results
by supplier name

MTAP_PAYMENT_DETAIL_REPORT - MTAP_PAYMENT_DETAIL_REPORT

Business Unit:

From Date:

Through Date:

- MTAP_PAYMENT_DETAIL_REPORT will show all payments made by the business unit entered for the date range selected
- Run this query regardless of how the suppliers get marked for 1099 reporting
 - Doing this will reduce corrections & help realize the volume of your agency's 1099 MISC/NEC reporting
- Sorting the query will help you quickly determine if all but one or a few payments have been marked for reporting



Recording Reportable Payments

Verifying Reporting Information

In the query results shown, you will notice the variation in the withholding code information

If Jim's Tree Trimming was paid for the same type of services for each payment, the withholding information should be consistent

If you see a supplier with a business name that clearly indicates a service provided, but is not marked, you may want to investigate further

Business Unit	Voucher ID	Name	Remit Vndr	Vendor SetID	Vchr Line Amt	Line	Descr	Withhold Code	Amount	Payment Reference	Payment Date	Reconciled	Pymnt Select Status	Stat/Actn	Bank Account
6101R	00001234	Jim's Tree Trimming	00001212	STATE	500	1		07	500	CHK#	5/5/2016	5/8/2016 PAID			CHK
6101R	00001235	Jim's Tree Trimming	00001212	STATE	100	1		07	100	CHK#	5/30/2016	6/2/2016 PAID			CHK
6101R	00001236	Jim's Tree Trimming	00001212	STATE	200	1		07	200	CHK#	6/12/2016	6/16/2016 PAID			CHK
6101R	00001237	Jim's Tree Trimming	00001212	STATE	75	1		07	75	CHK#	6/30/2016	7/3/2016 PAID			CHK
6101R	00001238	Jim's Tree Trimming	00001212	STATE	300	1		03	300	CHK#	7/1/2016	7/5/2016 PAID			CHK
6101R	00001239	Jim's Tree Trimming	00001212	STATE	25	1			25	CHK#	7/30/2016	8/5/2016 PAID			CHK
6101R	00001240	Jim's Tree Trimming	00001212	STATE	125	1		07	125	CHK#	8/5/2016	8/15/2016 PAID			CHK



THANK YOU!

Thank you for watching!

Questions? Please open a Case – SAB in ServiceNow
or call 406-444-3092