

# 1099 Reporting:

## Part 3 – Recording Reportable Payments





# Recording Reportable Payments

There are two ways to record a reportable payment

1. On the voucher at the time of payment (recommended)
  - ❖ Applies to both manual entry vouchers and interface files
  - ❖ Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
2. Through the Adjust Withholding screen in SABHRS
  - ❖ Main Menu > Suppliers > 1099/Global Withholding > Maintain > Adjust Withholding



# Recording Reportable Payments

When creating a voucher, locate the withholding link on the Invoice Information tab

Check the Withholding Applicable box

Click the Withholding Code magnifying glass to show code options

Return to the voucher by clicking "Back to Invoice"

**Invoice Information** | Payments | Payment Advice

Business Unit: 61010 | Invoice No: 1099 Training | Invoice Total: Line Total 150.00, Total 150.00, Difference 0.00

Voucher ID: NEXT | Accounting Date: 11/16/2024 | Payment Confidentiality:  Payments not Confidential

Voucher Style: Regular Voucher | \*Pay Terms: 00 | Due Now

Invoice Date: 11/16/2024 | Invoice Received: [Calendar] | Budget Status: [Dropdown]

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

Incomplete Voucher

Buttons: Save, Save For Later, Action [Dropdown]

**Withholding Information**

[Back to Invoice](#)

Business Unit: 61010 | Invoice Number: 1099 Training | VAT Entity

Voucher ID: NEXT | Supplier: 0001228542 STATE OF MONTANA | Invoice Date: 11/16/2024

**Withholding Option**

Postpone Withholding

**Invoice Line Withhold Information**

Line	Description	Withholding Code	Withholding Applicable
1	1099 Training	N01	<input checked="" type="checkbox"/>
	NEC Nonemployee Compensation		



# Recording Partially Reportable Payments

Create two lines:

One for the amount not subject to withholding

One for the amount to be reported on the corresponding 1099 form

Invoice Lines ?

Line 1  Copy Down

\*Distribute by

SpeedChart

Ship To

Item

Description  *Updating the Description is a helpful way to differentiate the reportable vs. nonreportable lines in the next step*

Quantity

Packing Slip

UOM

Unit Price

Line Amount  *Make sure to update the Line Amount to the correct withholding total*

*Add a new invoice line to break out the reportable & nonreportable amounts*

▼ Distribution Lines

GL Chart Exchange Rate Statistics Assets

		Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Org	Program	Sub-Class
<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="checkbox"/>	1	<input type="text" value="50.00"/>	<input type="text"/>	61010	<input type="text" value="62809"/>	<input type="text"/>	<input type="text" value="01100"/>	<input type="text" value="300"/>	<input type="text" value="2024"/>	<input type="text" value="590H1"/>



# Recording Partially Reportable Payments

**Withholding Information**

[Back to Invoice](#)

Business Unit	61010	Invoice Number	1099 Training	VAT Entity	
Voucher ID	NEXT	Supplier	0001228542 STATE OF MONTANA	Invoice Date	11/16/2024

**Withholding Option**

Postpone Withholding

**Invoice Line Withhold Information** Q | 1 < > | 1-2 of 2 > | View 1

Line	1	Description	1099 Training - Reportable	<input checked="" type="checkbox"/> Withholding Applicable
Withholding Code	N01		NEC Nonemployee Compensation	

  

Line	2	Description	1099 Training - Nonreportable	<input type="checkbox"/> Withholding Applicable
Withholding Code				

After creating two invoice lines in the voucher, click the withholding link on the Invoice Information tab

Select "View All" to see all lines created

Make withholding selections, then navigate back to the voucher by clicking "Back to Invoice"



# THANK YOU!

Thank you for watching!

Questions? Please [Open a Case – SAB](#) in ServiceNow or call  
406-444-3092