

1099 Reporting:

Part 5 – Verifying Reporting Information
and making adjustments





1099 Reporting: Verifying Reporting Information

- MTAP_PAYMENT_DETAIL_REPORT will show all payments made by the business unit entered for the date range selected
- Query includes the supplier's government class, helping to determine reportability
- Run this query regardless of how the suppliers get marked for 1099 reporting (interface or manual)
 - Doing this will reduce corrections & help realize the volume of your agency's 1099 MISC/NEC reporting
- Sorting the query by supplier name will help you quickly determine if all payments to the supplier have correctly been marked for reporting

The screenshot shows a web interface for the "MTAP_PAYMENT_DETAIL_REPORT" query. It includes a search field for "Business Unit" with a magnifying glass icon, and two date selection fields: "*From Date" set to "01/01/2024" and "*Through Date" set to "01/31/2024", both with calendar icons. A "View Results" button is located at the bottom of the form.

TIP: If your agency processes a large number of payments, running for a smaller date range may produce quicker results





1099 Reporting: Verifying Reporting Information

- MTAP_PAYMENT_DTL_BY_SUPPLIER will show all payments for a specific supplier ID made by the business unit entered for the date range selected
- This query is a direct copy of the MTAP_PAYMENT_DETAIL_REPORT query, but was modified in the prompt to allow users to pull results for Supplier ID.
- Use to narrow your search results or assist a supplier with 1099-related questions

MTAP_PAYMENT_DTL_BY_SUPPLIER

Business Unit like

*From Date 

*Through Date 

Supplier ID

[View Results](#)



1099 Reporting: Verifying Reporting Information

- MTAP_1099_VCHR_INFO is a helpful tool to use when answering questions from suppliers 1099-related questions
- Search by supplier TIN
- Results will populate all payments made to that supplier across all Business Units you have access to, including amounts, descriptions, and dates
- Use the results of this query along with the Adjust Withholding screen to answer any questions you may receive

MTAP_1099_VCHR_INFO - Vendor 1099 info for vouchers

Tax ID

[View Results](#)

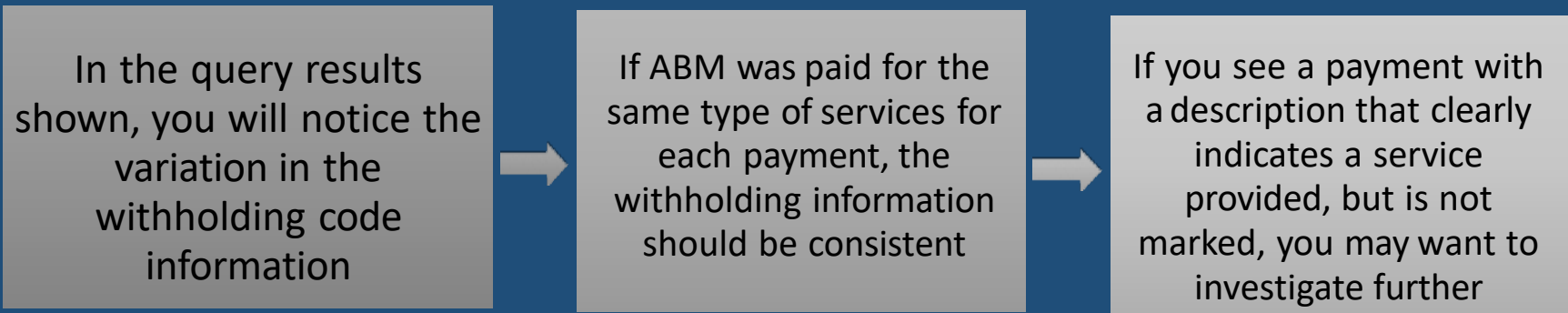
Unit	Voucher	Vchr Line #	Descr	Merchandise Amt	Withholding	Code	Distrib Line #	Amount	Account	Pymnt Status	SetID	Remit Supp	Scheduled	Bank Account
52010	P0240363	1	MARCH 2023 JANITORIAL SERVICES	1,075.84	Y	N01	1	1,075.84	62105	P	STATE	0001106627	3/24/2023	CHK
5401Z	00877103	1	1102671 ABM JANITORIAL SERVICE	1,704.19	Y	N01	1	1,704.19	62105	P	STATE	0001106627	3/24/2023	CHK
5401Z	00877104	1	1103010 ABM JANITORIAL SERVICE	1,514.84	Y	N01	1	1,514.84	62105	P	STATE	0001106627	3/24/2023	CHK
5401Z	00877105	1	1103179 ABM JANITORIAL SERVICE	1,365.48	Y	N01	1	1,365.48	62105	P	STATE	0001106627	3/24/2023	CHK
66020	00231698	1	DLISFY21CONWSD_01-4	3,332.77	Y	N01	1	3,332.77	62701	P	STATE	0001106627	11/7/2023	CHK
52010	P0319532	1	JANITORIAL SERVICES	564.81	Y	N01	1	564.81	62105	P	STATE	0001106627	11/15/2023	CHK
52010	P0323901	1	OFFICE JANITORIAL	423.61	Y	N01	1	423.61	62105	P	STATE	0001106627	11/30/2023	CHK



1099 Reporting: Verifying Reporting Information

Reviewing the Information

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
ABM INDUSTRY GROUPS LLC	0001106627	STATE	1,624.44	1	JANITORIAL SERVICES	N01	1,624.44	0028863967	8/18/2023	8/23/2023	PAID		CHK
ABM INDUSTRY GROUPS LLC	0001106627	STATE	1,075.84	1	JANITORIAL SERVICES		1,075.84	0028870799	8/24/2023	8/29/2023	PAID		CHK
ABM INDUSTRY GROUPS LLC	0001106627	STATE	1,624.44	1	JANITORIAL SERVICES	N01	1,624.44	0029071621	10/2/2023	10/6/2023	PAID		CHK
ABM INDUSTRY GROUPS LLC	0001106627	STATE	358.61	1	JANITORIAL SERVICES	N01	358.61	0029111877	10/18/2023	10/23/2023	PAID		CHK
ABM INDUSTRY GROUPS LLC	0001106627	STATE	564.81	1	JANITORIAL SERVICES	N01	564.81	0029171478	11/17/2023	11/22/2023	PAID		CHK
ABM INDUSTRY GROUPS, LLC	0001106627	STATE	1,624.44	1	JANITORIAL SERVICES		1,624.44	0028789590	7/26/2023	8/8/2023	PAID		CHK





1099 Reporting: Adjust Withholding Screen

- Navigate to: Main Menu > Suppliers > 1099/Global Withholding > Maintain > Adjust Withholding
- Enter the Supplier ID and click search
- If more than one location is shown, check all to make sure you are not missing information
- No withholding adjustments allowed for prior years
- Adjustments will not reflect on original voucher screen

Withholding Adjustment

Find an Existing Value

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

Recent Searches Choose from recent searches Saved Searches Choose from saved

*Supplier SetID = STATE

Supplier ID begins with 0001106627

Supplier Location begins with

^ Show fewer options

Search Clear Save Search

▼ **Search Results**
2 results Supplier SetID "STATE", Supplier ID "0001106627"

Supplier SetID	Supplier ID	Supplier Location	Supplier Name	
STATE	0001106627	000001	ABM INDUSTRY GROUPS, LLC	>
STATE	0001106627	000002	ABM INDUSTRY GROUPS, LLC	>



1099 Reporting: Adjust Withholding Screen

Search Criteria

Business Unit	<input type="text"/>	Q						
Entity	IRS	Q	Type	<input type="text"/>	Q	Start Date	<input type="text"/>	📅
Jurisdiction	FED	Q	Class	<input type="text"/>	Q	End Date	<input type="text"/>	📅

- Enter the Business Unit, Type*, and date range
 - *Type is not a required field. You may wish to leave it blank in order to pull all reporting types for the supplier
- Click Search



1099 Reporting: Adjust Withholding Screen

Adjustments

1-1 of 7 [View All](#)

Main Information Transaction Info Payment Information Adjustment Reason **||▶**

Short Name	Business Unit	Type	Class		
Original	61080	1099N	01	+	-

- Only the first line of results will populate. Select “View All” to see all results
- Click the expansion arrow to see all columns






1099 Reporting: Manually Add Withholding

- If there are no entries yet, enter your information on the first legacy line
- If there are existing entries, select the + on the far right of the last line in the series – this will create a blank line to make your entry
 - ❖ Never use the - to delete original lines
- Enter the BU that issued the payment, and it will auto-populate the full BU which may need to be adjusted to match the voucher information
- Select the correct withholding classification in the “Class” column
- Enter the payment amount
- Select the original payment date
- Include relevant information in the description regarding the original payment – i.e. reference ID, the reason for the addition, initials, etc.



1099 Reporting: Manually Adjust Existing Withholding

- To adjust or remove existing withholding lines use the  on the line that you need to correct
- Reverse the original line completely, then add a third line with the correct amount or withholding class
- Below is an example of how to correctly change a payment's withholding class from M03 to M02
 - Adjustments can be made for incorrect BUs, WH class, and amounts
- NEVER delete a supplier's original entry line

Short Name	Business Unit	Type	Class	Basis Amt	Payment Date	Bank Account	Method	Payment Reference	Posted Date	Creation Date	User ID
Legacy	52010	1099M	02	135.00	01/05/2023 				03/09/2023	03/09/2023	CFC761
Legacy	52010	1099M	03	-135.00	01/05/2023 				03/09/2023	03/09/2023	CFC761
Original	52010	1099M	03	135.00	01/05/2023	CHK	System Check	0028153822	02/01/2023	02/01/2023	CA2099



1099 Reporting: Common Errors

- Selecting '1099' as the Withholding Type. This is no longer a valid type.
 - Please select 1099G, 1099M, or 1099N
- Marking a foreign vendor payment for withholding
 - Foreign vendor payments are generally not 1099 reportable
 - If you think one of your foreign vendor payments is 1099 reportable, please contact SAB and we will help you determine if it is
- Marking Payment Plus payments for withholding
 - SABHRS does not pick up PPlus payments so these can be ignored

Look Up Type [x]

Withholding Entity: IRS
Withholding Type: begins with []

[Search] [Clear] [Cancel] Basic Lookup

Search Results

View 100 [1-4 of 4]

Withholding Type	Description
1099	1099 Withholding Do not use this type
1099G	Certain Government Payments
1099M	1099 Misc 2020
1099N	1099 Nonemployee Compensation



1099 Correction/Duplicate Request

ServiceNow

- ServiceNow 1099 Correction/Duplicate Request (Form 222)
 - Used by agencies to request either a duplicate or correction to form 1099-MISC, 1099-NEC, or 1099-G after the deadline
 - Upon completion, corrected form will be submitted to the IRS and mailed to the payee

The screenshot shows the ServiceNow interface for the "1099 Correction/Duplicate Request (Form 222)" service. The top navigation bar includes "MONTANA", "Knowledge", "Catalog", "Tickets 1", and "Agency". The breadcrumb trail is "Home > All Catalogs > SAB Service Catalog > Payment Related Requests > 1099 Correction/Duplicate". The main content area displays the title "1099 Correction/Duplicate" and "Form 222". Below this is the logo for the "STATEWIDE ACCOUNTING BUREAU" and a blue bar with the text "1099 CORRECTION/DUPLICATE".



1099 Correction/Duplicate Request

ServiceNow

ServiceNow 1099 Correction/Duplicate Request (Form 222)

Important to verify the information before submitting the request

Navigate to MT Payment Inquiry in SABHRS

○ [Main Menu>Reporting Tools>Query>Query Viewer](#)

• **MTAP_PAYMENT_DTL_BY_SUPPLIER**

- ✓ BU
- ✓ Voucher ID
- ✓ Supplier ID
- ✓ Withholding code
- ✓ Payment Amount
- ✓ Payment Reference ID
- ✓ Payment Method
- ✓ Government Classification

Failure to report 1099-MISC/NEC to IRS = \$\$\$ penalty per 1099



THANK YOU!

Thank you for watching!

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