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
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”.

Recording Reportable Payments – Voucher Screen

Invoice Information
- Business Unit: STATE OF MONTANA
- Supplier ID: 000123456
- Voucher Style: Payable
- Invoice Date: 11/03/2020
- Invoice Total: 10.00

Payment Confidentiality
- Payments are Confidential
- Payments are Not Confidential
- Box is Confidential
- Box is Not Confidential
- N/A

Withholding Information
- Business Unit: STATE OF MONTANA
- Supplier ID: 000123456
- Invoice Number: 1
- Invoice Line Withhold Information
  - Withholding Code: N01
  - Description: NEC Non-Employee Compensation

Search Results
- Withholding Code: N01
- Description: NEC Non-Employee Compensation

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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
Recording Reportable Payments – Partial Reporting

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

Select View All

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 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.

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<tr>
<th>Business Unit</th>
<th>Voucher ID</th>
<th>Name</th>
<th>Remit Vndr</th>
<th>Vendor SetID</th>
<th>Vchr Line Amt</th>
<th>Line</th>
<th>Descr</th>
<th>Withhold Code</th>
<th>Amount</th>
<th>Payment Reference</th>
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Thank you for watching!

Questions? Please submit an Other Accounting/SABHRS Questions request in ServiceNow or call 406-444-3092