

Daily Operations Section
State Accounting Bureau

1099 Reporting:

Part 5 – Manual Adjustments: Adjust
Withholding Screen





Manual Adjust Supplier Information

[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

Withholding Adjustment

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

[Find an Existing Value](#)

Search Criteria

*Supplier SetID =

Supplier ID begins with

Supplier Location begins with

Limit the number of results to (up to 300):

[Basic Search](#)

Search Results

View All 1-2 of 2

Supplier SetID	Supplier ID	Supplier Location	Supplier Name
STATE	0000142870	000001	DAN VERMILLION
STATE	0000142870	000002	DAN VERMILLION



Manual Adjust Supplier Information

Search Criteria

Business Unit

Entity

Jurisdiction

Type

Class

Start Date

End Date

Adjustments

Short Name

*Business Unit

*Type

*Class

Legacy

Look Up Type

Withholding Entity

Withholding Type

Search Results

View 100

Withholding Type	Description
1099	1099 Withholding
1099G	Certain Government Payments
1099M	1099 Miscellaneous 2020
1099N	1099 Nonemployee Compensation

Click the magnifying glass next to the Type field

Select the appropriate 1099 form for your search



Manual Adjust Supplier Information

Enter a date range and click search

Withhold Adjustments

STATE Supplier 0000142870 000001 DAN VERMILLION

Search Criteria

Business Unit	<input type="text"/>	Q	Type	1099	Q	Start Date	01/01/2019	📅
Entity	IRS	Q	Class	<input type="text"/>	Q	End Date	12/31/2019	📅
Jurisdiction	FED	Q						<input type="button" value="Search"/>

Only the first two lines populate. Select 'View All' to see all results. Click the expansion arrow to see all columns.

Adjustments

🔍 1-2 of 3 | [View All](#)

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

Short Name	*Business Unit	*Type	*Class		
Original	52010	1099 <input type="text"/>	03	+	-
Original	52010	1099 <input type="text"/>	03	+	-



Manually Adjust Supplier Information

Adding an amount

- If there are no entries yet, enter your information in the original 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 **-**
- Include 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.

Adjustments

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Short Name	Business Unit	Type	Class	Basis Amt	Payment Date	Bank Account	Method	Payment Reference	Posted Date	Creation Date	User ID	Description		
Legacy	61010	1099		0.00					11/24/2021	11/24/2021	CMA727		+	-



Manually Adjust Supplier Information

Wrong
amount

Wrong
reporting
classification

Wrong
business unit

1. Date range must be entered – click search to view existing information
2. Select 'View All' to see all entries and expansion arrow to see all columns
3. Select the + on the line you wish to change
4. Do not use the - as historical data must be preserved
5. Mirror the information from the previous line to reverse the original entry*
6. Create a third line with the correct information*
7. If you wish to only remove an amount, stop after step 4

*Description should contain original reference ID (warrant #), the reason for the change, and your initials



Example

Wrong amount

- Use the **+** on the line you need to correct to create an additional entry line
- Completely back off the original entry for a net zero
- Enter a third line with the correct amount

Adjustments

1-3 of 3 | View 2

Short Name	*Business Unit	*Type	*Class	Basis Amt	Payment Date	Bank Account	Method	Payment Reference	Posted Date	Creation Date	User ID	Description		
Legacy	6901W	1099	07	-747.22	12/31/2018				01/21/2020	01/21/2020	CMA391	Adjust off per J. Brown @6901W **CM	+	-
Original	6901W	1099	07	747.22	02/16/2018	CHK	System Check	0025399266	04/11/2018	04/11/2018	CA2099		+	-
Legacy	6901W	1099	07	1000.00	12/31/2018				11/23/2020	11/23/2020	CM0612	CORRECT AMOUNT	+	-

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Slide 7

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Campbell, Elisa, 11/24/2021



Example

Wrong reporting classification

- Use the **+** on the line you need to correct to create an additional entry line
- Completely back off the original entry for a net zero
- Enter a third line with the correct reporting classification

Adjustments

Short Name	*Business Unit	*Type	*Class	Basis Amt	Payment Date	Bank Account	Method	Payment Reference	Posted Date	Creation Date	User ID	Description		
Legacy	6901W	1099	07	-747.22	12/31/2018				01/21/2020	01/21/2020	CMA391	Adjust off per J. Brown @6901W **CM	+	-
Original	6901W	1099	07	747.22	02/16/2018	CHK	System Check	0025399266	04/11/2018	04/11/2018	CA2099		+	-
Legacy	6901W	1099	01	747.22	12/31/2018				11/23/2020	11/23/2020	CM0612	CORRECT CLASS	+	-



Example

Wrong business unit

- Use the **+** on the line you need to correct to create an additional entry line
- Completely back off the original entry for a net zero
- Enter a third line with the correct business unit

Adjustments

Short Name	*Business Unit	*Type	*Class	Basis Amt	Payment Date	Bank Account	Method	Payment Reference	Posted Date	Creation Date	User ID	Description		
Legacy	6901W	1099	07	-747.22	12/31/2018				01/21/2020	01/21/2020	CMA391	Adjust off per J. Brown @6901W **CM	+	-
Original	6901W	1099	07	747.22	02/16/2018	CHK	System Check	0025399266	04/11/2018	04/11/2018	CA2099		+	-
Legacy	61010	1099	07	747.22	12/31/2018				11/23/2020	11/23/2020	CM0812	CORRECT BUSINESS UNIT	+	-



Manually Adjust Supplier Information

Wrong TIN – reporting information has been recorded for the wrong supplier

1. Reverse the incorrect payment information in the adjust withholding screen
2. If there are multiple lines, you can sum them and make one total entry to back off the entire amount
3. Add comments; the original supplier account should reference the Supplier ID the amount was moved to
 - The corrected adjustment should reference the Supplier ID that the total was originally reported under
4. Add the amount to the correct supplier
 - It's best to break each of the entries out by payment (individual lines) to preserve the information trail
 - Use your best judgement; this will help you later if an issue arises



THANK YOU!

Thank you for watching!

Questions? Please submit an [Other Accounting/SABHRS Questions](#) request in ServiceNow or call 406-444-3092