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
Manual Adjust Supplier Information

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

Only the first two lines populate. Select ‘View All’ to see all results. Click the expansion arrow to see all columns.
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.
Manually Adjust Supplier Information

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
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
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
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 for watching!

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