

**1099 Process in Cardinal Overview**

In Cardinal, the terms “1099” and “withholding” are often used interchangeably. The 1099 process uses Supplier payment detail data and creates withholding detail records which are used to report to the Internal Revenue Service (IRS). Transactions flagged for 1099 reporting are posted into the withholding table and are used to create the Calendar Year report (1099).

In order for transactions to properly report as withholding in Cardinal, the Supplier must be flagged as withholding and the transaction must be coded to a reportable ChartField account.

This document describes the 1099 process in Cardinal and includes the steps to review/update/add information to the withholding tables and produce the 1099 documents and file to the IRS.

Refer to Cardinal Commonwealth Accounting Policies and Procedures (CAPP) Topic 20320 Information Returns Reporting for State policies regarding 1099 reporting. Refer to IRS Publication 1220 – Specifications for Electronic Filing of Forms for IRS communication procedures and transmission formats. This should be reviewed each year.

**Note:** Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This “Notify” functionality is not currently turned on to send email notifications to specific users within Cardinal.

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**Reportable Suppliers in Cardinal**

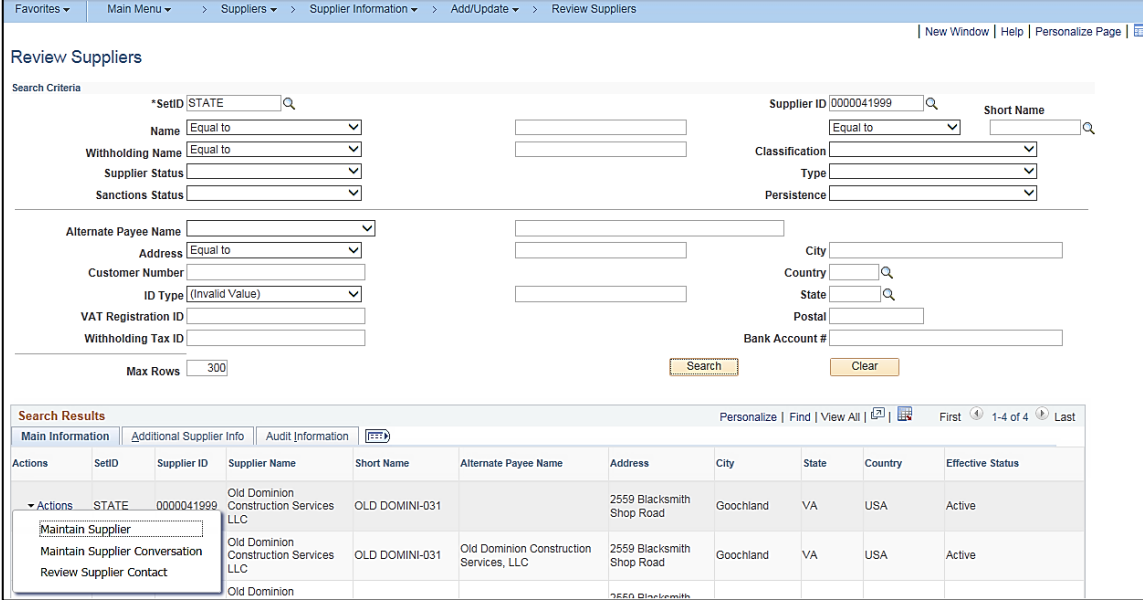

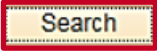
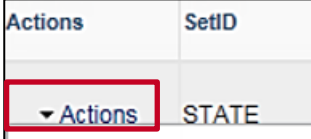
Cardinal automatically determines whether a Supplier is 1099 reportable when the Supplier is created either through the eVA interface or created online by the Commonwealth Vendor Group (CVG). If the Supplier is reportable, Cardinal checks the **Withholding** checkbox option that displays on the **Supplier's Identifying Information** page.

When a Supplier is created in Cardinal with the following combinations of Supplier Class and Supplier Type, Cardinal flags the Supplier as a withholding (1099 reportable) Supplier:

<b><u>Supplier Class</u></b>	<b><u>Supplier Type</u></b>
Supplier	Proprietorship
Supplier	Partnership
Supplier	Estate
Supplier	Trust
Supplier	Other
Supplier	Reportable Corporation
Board Member	Partnership, Proprietorship, Estate, Trust, Reportable Corporation, Other
Non-Supplier Payee	Partnership, Proprietorship, Estate, Trust, Reportable Corporation, Other

### Review Withholding Suppliers in Cardinal

If you need to review a Supplier in Cardinal, follow the steps in this section.

Step	Action																																												
1.	Navigate to the <b>Review Suppliers</b> online inquiry page using the following path: <b>Main Menu &gt; Suppliers &gt; Supplier Information &gt; Add/Update &gt; Review Suppliers</b>																																												
	<p>The <b>Review Suppliers</b> page displays.</p>  <p><b>Search Results</b></p> <table border="1"> <thead> <tr> <th>Actions</th> <th>SetID</th> <th>Supplier ID</th> <th>Supplier Name</th> <th>Short Name</th> <th>Alternate Payee Name</th> <th>Address</th> <th>City</th> <th>State</th> <th>Country</th> <th>Effective Status</th> </tr> </thead> <tbody> <tr> <td>           Actions STATE 0000041999            Maintain Supplier            Maintain Supplier Conversation            Review Supplier Contact         </td> <td></td> <td>0000041999</td> <td>Old Dominion Construction Services LLC</td> <td>OLD DOMINI-031</td> <td></td> <td>2559 Blacksmith Shop Road</td> <td>Goochland</td> <td>VA</td> <td>USA</td> <td>Active</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Old Dominion Construction Services LLC</td> <td>OLD DOMINI-031</td> <td>Old Dominion Construction Services, LLC</td> <td>2559 Blacksmith Shop Road</td> <td>Goochland</td> <td>VA</td> <td>USA</td> <td>Active</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Old Dominion</td> <td></td> <td></td> <td>2559 Blacksmith</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Actions	SetID	Supplier ID	Supplier Name	Short Name	Alternate Payee Name	Address	City	State	Country	Effective Status	Actions STATE 0000041999 Maintain Supplier Maintain Supplier Conversation Review Supplier Contact		0000041999	Old Dominion Construction Services LLC	OLD DOMINI-031		2559 Blacksmith Shop Road	Goochland	VA	USA	Active				Old Dominion Construction Services LLC	OLD DOMINI-031	Old Dominion Construction Services, LLC	2559 Blacksmith Shop Road	Goochland	VA	USA	Active				Old Dominion			2559 Blacksmith				
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			Old Dominion			2559 Blacksmith																																							
2.	Enter the identifying information (e.g., Supplier ID, Name, ID Type which includes Employer ID Number, or Social Security Number). 																																												
3.	Click the <b>Search</b> button. Suppliers that match the criteria display at the bottom of the page. 																																												
4.	Click the <b>Action</b> dropdown button. 																																												

Step	Action
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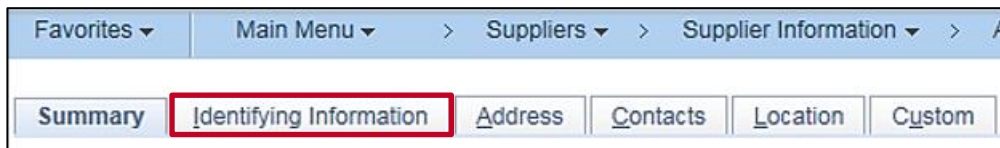
5. Click the **Maintain Supplier** link to view the corresponding Supplier record.



The **Summary** page displays.

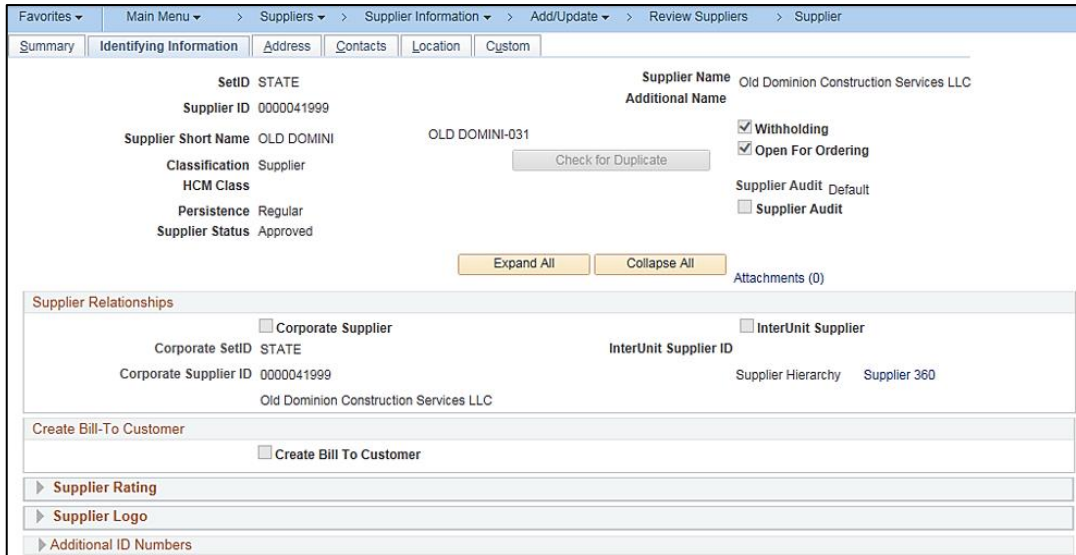


6. Review the information as needed and then click the **Identifying Information** tab.



Step	Action
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The **Identifying Information** page displays.



Favorites ▾ Main Menu ▾ > Suppliers ▾ > Supplier Information ▾ > Add/Update ▾ > Review Suppliers > Supplier  
 Summary Identifying Information Address Contacts Location Custom

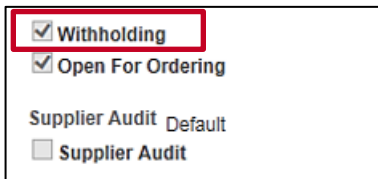
SetID STATE Supplier Name Old Dominion Construction Services LLC  
 Supplier ID 0000041999 Additional Name  
 Supplier Short Name OLD DOMINI OLD DOMINI-031  Withholding  
 Classification Supplier  Open For Ordering  
 HCM Class Supplier Supplier Audit Default  
 Persistence Regular  Supplier Audit  
 Supplier Status Approved  
 Check for Duplicate  
 Expand All Collapse All Attachments (0)

**Supplier Relationships**  
 Corporate Supplier  InterUnit Supplier  
 Corporate SetID STATE InterUnit Supplier ID  
 Corporate Supplier ID 0000041999 Supplier Hierarchy Supplier 360  
 Old Dominion Construction Services LLC

Create Bill-To Customer  
 Create Bill To Customer

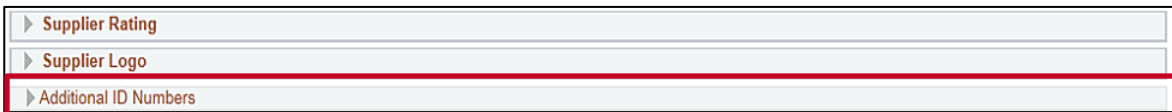
▶ Supplier Rating  
 ▶ Supplier Logo  
 ▶ Additional ID Numbers

7. Review the **Withholding** checkbox option to identify whether the Supplier is marked as Withholding.

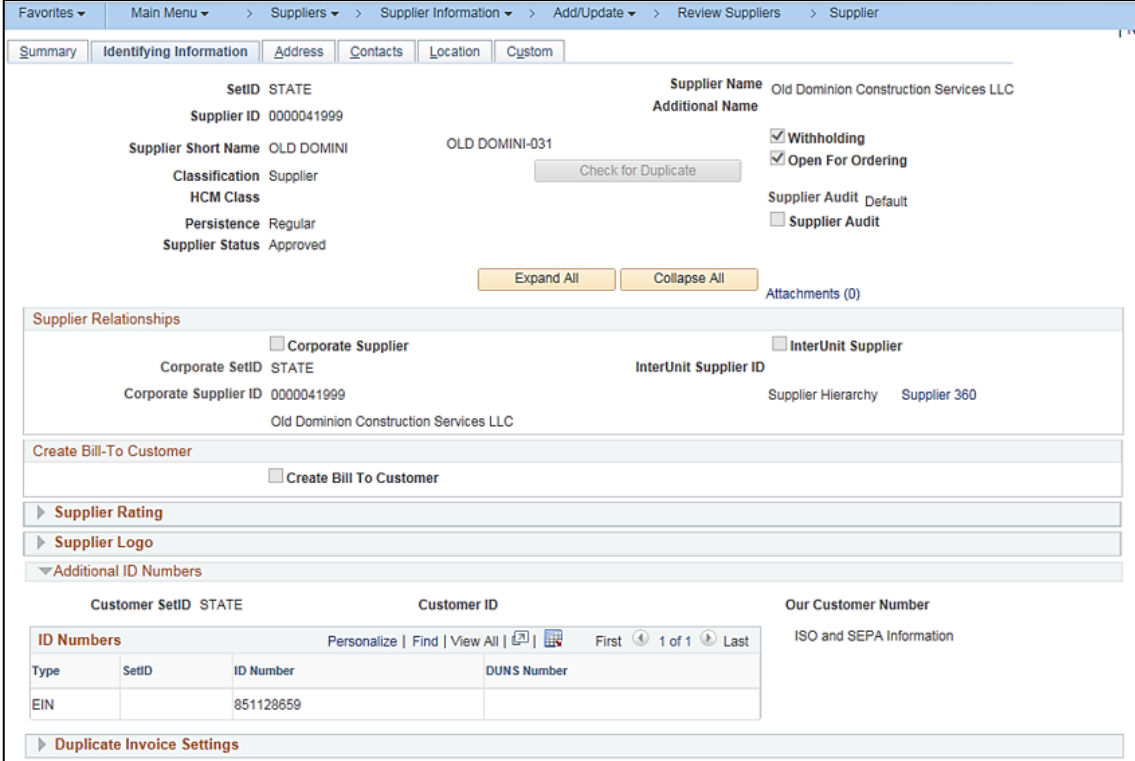

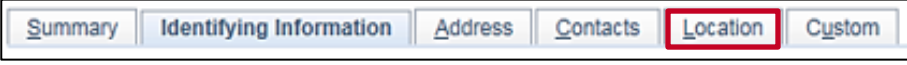


Withholding  
 Open For Ordering  
 Supplier Audit Default  
 Supplier Audit

8. Click the **Expand** icon for the **Additional ID Numbers** section.

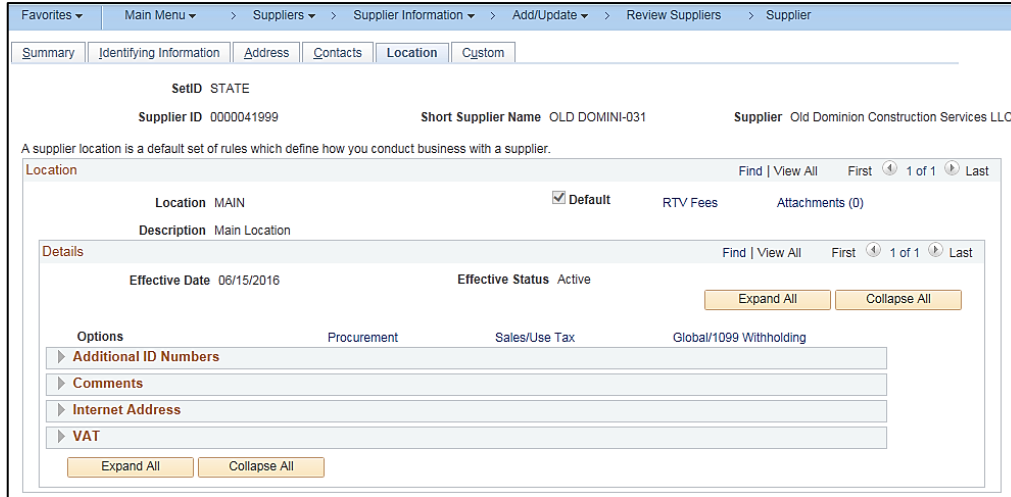


▶ Supplier Rating  
 ▶ Supplier Logo  
 ▶ Additional ID Numbers

Step	Action
	<p>The <b>Additional ID Numbers</b> section expands and the Supplier's EIN or SSN displays.</p>  <p>The screenshot shows the 'Supplier Information' page for 'Old Dominion Construction Services LLC'. The 'Additional ID Numbers' section is expanded, showing a table with one row: Type: EIN, SetID: STATE, ID Number: 851128659, DUNS Number: (blank). Other sections like 'Supplier Relationships' and 'Supplier Rating' are collapsed.</p>
9.	<p>To view the W-9, click the <b>Attachments</b> hyperlink. You can tell if the W-9 has been saved to the Supplier if the <b>Attachments</b> hyperlink indicates <b>Attachments (1)</b>. For this scenario, there is no attachment.</p>  <p>The image shows a close-up of the 'Attachments (0)' hyperlink, which is highlighted with a red box. It is located next to 'Expand All' and 'Collapse All' buttons.</p>
10.	<p>To review the withholding information for the Supplier, click the <b>Location</b> tab.</p>  <p>The image shows a close-up of the navigation tabs: Summary, Identifying Information, Address, Contacts, Location, and Custom. The 'Location' tab is highlighted with a red box.</p>

Step	Action
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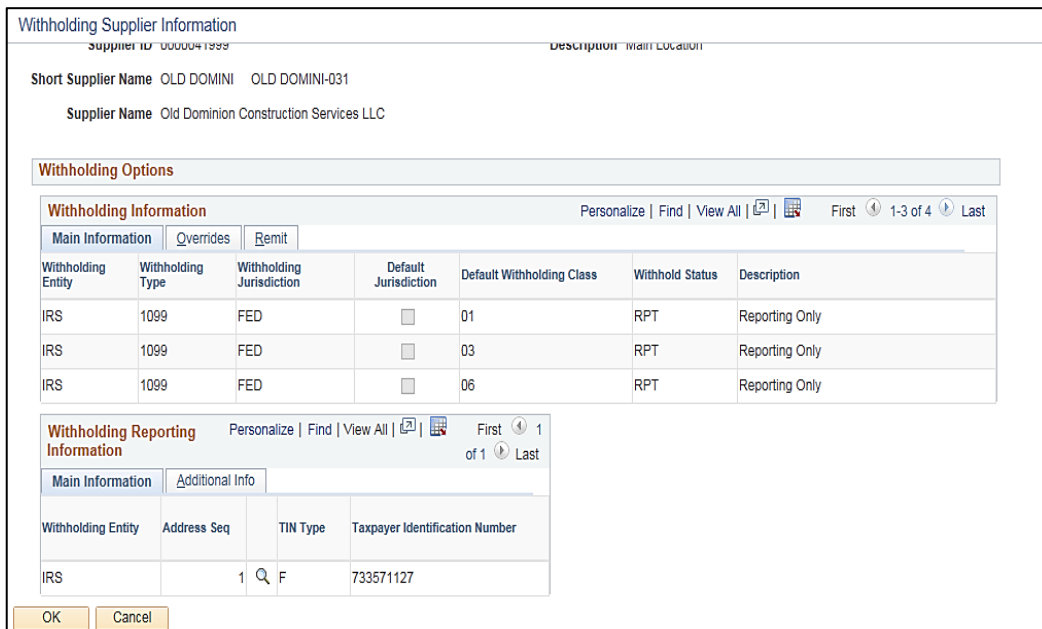
The **Location** tab displays.



The screenshot shows the 'Supplier Information' page with the 'Location' tab selected. It displays details for a supplier named 'Old Dominion Construction Services LLC'. The 'Location' section shows 'MAIN' as the selected location, which is the 'Default' location. Below this, the 'Details' section is expanded, showing an 'Effective Date' of 06/15/2016 and an 'Effective Status' of 'Active'. At the bottom of the details section, the 'Global/1099 Withholding' link is highlighted with a red box.

11.	<p>Click the <b>Global/1099 Withholding</b> link within the <b>Details</b> section of the page.</p> <div style="border: 1px solid red; padding: 2px; display: inline-block;">Global/1099 Withholding</div>
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The **Withholding Supplier Information** page displays in a pop-up window.




The screenshot shows a pop-up window titled 'Withholding Supplier Information'. It displays the same supplier information as the previous screenshot. The 'Withholding Options' section is expanded, showing a table of withholding information. Below this, the 'Withholding Reporting Information' section is also expanded, showing a table with details for the IRS withholding entity.

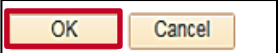
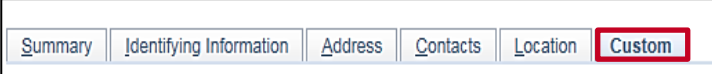
Withholding Entity	Withholding Type	Withholding Jurisdiction	Default Jurisdiction	Default Withholding Class	Withhold Status	Description
IRS	1099	FED	<input type="checkbox"/>	01	RPT	Reporting Only
IRS	1099	FED	<input type="checkbox"/>	03	RPT	Reporting Only
IRS	1099	FED	<input type="checkbox"/>	06	RPT	Reporting Only

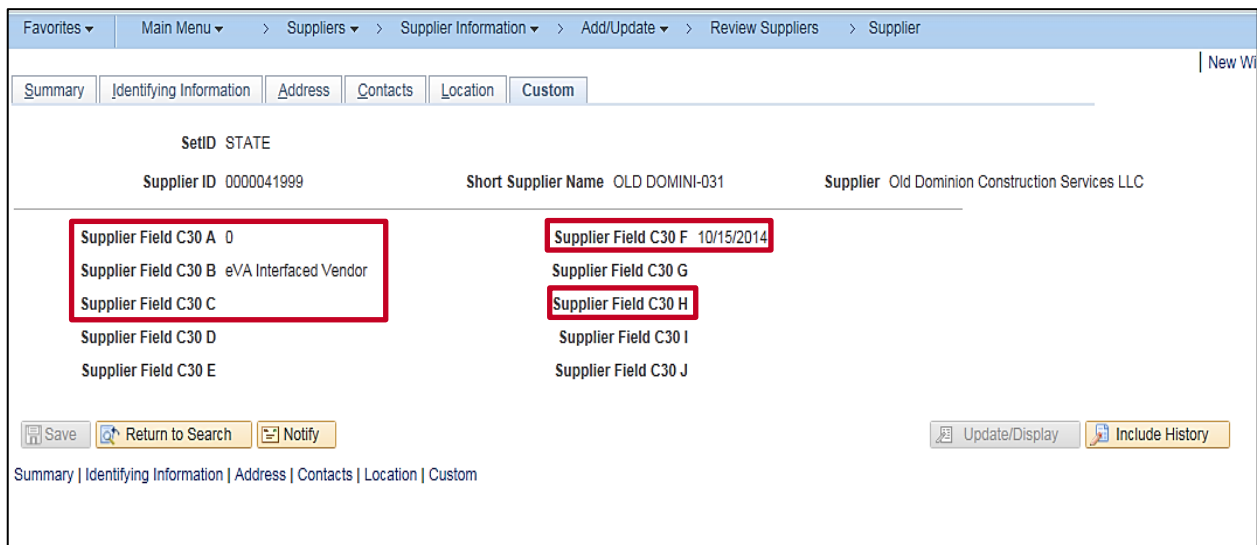
Withholding Entity	Address Seq	TIN Type	Taxpayer Identification Number
IRS	1	F	733571127

	<p>The 1099 withholding class(es) that have been set up for this Supplier display. These are the classes that pull into the 1099 Copy B report that is sent to the Supplier and the 1099 file that is sent to the IRS.</p>
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Step	Action
12.	Click the <b>OK</b> button to return to the <b>Location</b> tab. 
13.	Click the <b>Custom</b> tab. 

The **Custom** tab displays.




**C30 A:** TIN Match Code. This is updated by the IRS TIN Update Program. Potential values:

- **0:** Name/TIN combination matches IRS records
- **1:** Missing TIN or TIN not 9-digit numeric
- **2:** TIN not currently issued
- **3:** Name/TIN combination does NOT match IRS records

**C30 B:** Indicates if the Supplier is an eVA Supplier or a fiscal Supplier

- **eVA Interfaced Supplier:** means the Supplier is an eVA Supplier
- A blank field or “N” means the Supplier is a fiscal Supplier

**C30 C:** W-9 Received. Indicates if a W-9 has been received for this Supplier.

**C30 F:** TIN Match Date. Indicates the date that this Supplier TIN was matched with IRS records.

**C30 H:** Date W9 Received. Indicates the date that the Supplier W-9 was received.



### Withholding (1099 Reportable) Transactions in Cardinal

Suppliers must be marked as Withholding in Cardinal at the time a Voucher is created in order for the transaction to be sent to the withholding table if the account on the distribution is reportable. If the Supplier is not marked withholding at Voucher creation and should have been, an adjustment will be required to the withholding table.

The V\_AP\_1099\_REPORTABLE\_ACCTS query can be used to review the current accounts set up in Cardinal for 1099 reporting.

V_AP_1099_REPORTABLE_ACCTS - 1099 Reportable Accounts						
SetID <input type="text"/> <input type="button" value="Q"/>						
Withhold Type (M or N or G) <input type="text"/>						
<input type="button" value="View Results"/>						
Row	Account	Account Description	Attribute	Withhold Type	1099 Class Value	1099 Class Value Description

### Reviewing Withholding (1099 Reportable) Transactions in Cardinal (Queries)

The following queries were created to assist 1099 Administrators in reviewing their Agency's withholding data in Cardinal:

#### V\_AP\_1099\_WTHD\_DISTRI\_B\_AMT

V\_AP\_1099\_WTHD\_DISTRI\_B\_AMT - Withhold and Distribution Amt

Supplier SetID  Q

AP Business Unit  Q

WH Declaration Date From  [B]

WH Declaration Date To  [B]

Suppliers (Y = WH or % for All)

Show Amount Diff Only (Y or N)

Supplier ID	Supplier Name	Classification	Type of Contractor	TIN Type	Withholding	Withhold Class	Withhold Amount	Distribution Amount	Difference
-------------	---------------	----------------	--------------------	----------	-------------	----------------	-----------------	---------------------	------------

This query displays a listing of Suppliers, the total amount posted to the 1099 withholding table for the Supplier, the total amount paid on Vouchers with reportable accounts for the Supplier, the Withhold Class that the amounts are reported in both on the withholding table and the Voucher, and the difference between the two amounts. Any Withhold Adjustments that are made will be reflected in this query in the **Withhold Amount** column. This query is very useful when determining the adjustments that may be needed for 1099 reporting.

The following parameters are used on the query:

- **Supplier SetID:** "STATE"
- **AP Business Unit:** Agency Business Unit
- **WH Declaration Date From:** usually the first day of the Calendar Year
- **WH Declaration Date To:** usually the last day of the Calendar Year
- **Suppliers (Y = WH or % for All):** "Y" to show results only for Suppliers currently marked withholding, or "%" for all Suppliers
- **Show Amount Diff Only (Y or N):** "Y" to show only difference amount between withholding amount and withholding distribution amount. "N" to show all withholding transactions during the given period



### V\_AP\_1099\_CANCEL\_PYMNT\_DTL

V\_AP\_1099\_CANCEL\_PYMNT\_DTL - WH and DIST Amt for Canc Pymt

Supplier SetID

AP Business Unit

WH Declaration Date From

WH Declaration Date To

Cancel Date From

Cancel Date To

Supplier ID	Supplier Name	Classification	Type of Contractor	TIN Type	Withholding	Withhold Class	Withhold Amount	Distribution Amount	Difference
-------------	---------------	----------------	--------------------	----------	-------------	----------------	-----------------	---------------------	------------

Agencies that stop payment on checks during a Calendar Year must establish procedures to reduce the amount reported to 1099 reportable Suppliers by the amount of the stop payment. Cardinal will post the cancelled payments to the withholding tables, but Agencies must verify that the cancel was posted in the correct reporting year.

This query displays a listing of Suppliers who had cancelled payments in the date ranges specified and is used to assist with the determination of possible withholding adjustments due to the cancel payments.

The following parameters are used on the query:

- **Supplier SetID:** "STATE"
- **AP Business Unit:** Agency Business Unit
- **WH Declaration Date From:** usually the first day of the Calendar Year
- **WH Declaration Date To:** usually the last day of the Calendar Year
- **Cancel Date From:** choose cancel dates in January of the following Calendar Year to capture cancellations that may affect the Calendar Year 1099 reporting
- **Cancel Date To:** choose cancel dates in January of the following Calendar Year to capture cancellations that may affect the Calendar Year 1099 reporting



### V\_AP\_1099\_VNDR\_ADDR\_DTL

V\_AP\_1099\_VNDR\_ADDR\_DTL - Withhold supplr address detail

Supplier SetID

AP Business Unit

WH Declaration Date From

WH Declaration Date To

Supplier ID	Supplier Name 1	Supplier Name 2	Supplier Addr Eff Dt	Address Line1	Address Line2	City	State	Postal	Total Withhold Amount
-------------	-----------------	-----------------	----------------------	---------------	---------------	------	-------	--------	-----------------------

This query displays all withholding Supplier address details for a specific Business Unit within a Withholding Declaration Date range. This query is used to assist Agencies in verifying the address that will print on the 1099 Copy B reports.

The following parameters are used in the query:

- **Supplier SetID:** "STATE"
- **AP Business Unit:** Agency Business Unit
- **WH Declaration Date From:** usually the first day of the Calendar Year
- **WH Declaration Date To:** usually the last day of the Calendar Year



### V\_AP\_1099\_DIST\_AMT\_BY\_ACCOUNT

V\_AP\_1099\_DIST\_AMT\_BY\_ACCOUNT - Distribution amount by Account

Supplier SetID

AP Business Unit

Payment Date From

Payment Date To

1099 Rpt Account1

1099 Rpt Account2

1099 Rpt Account3

1099 Rpt Account4

1099 Rpt Account5

1099 Rpt Account6

1099 Rpt Account7

Supplier ID	Supplier Name	Classification	Type of Contractor	Withhold	Account	Voucher ID	Total Distribution Amount
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This query displays a listing of Suppliers and shows the total amount paid on Supplier Vouchers for specific reportable accounts.

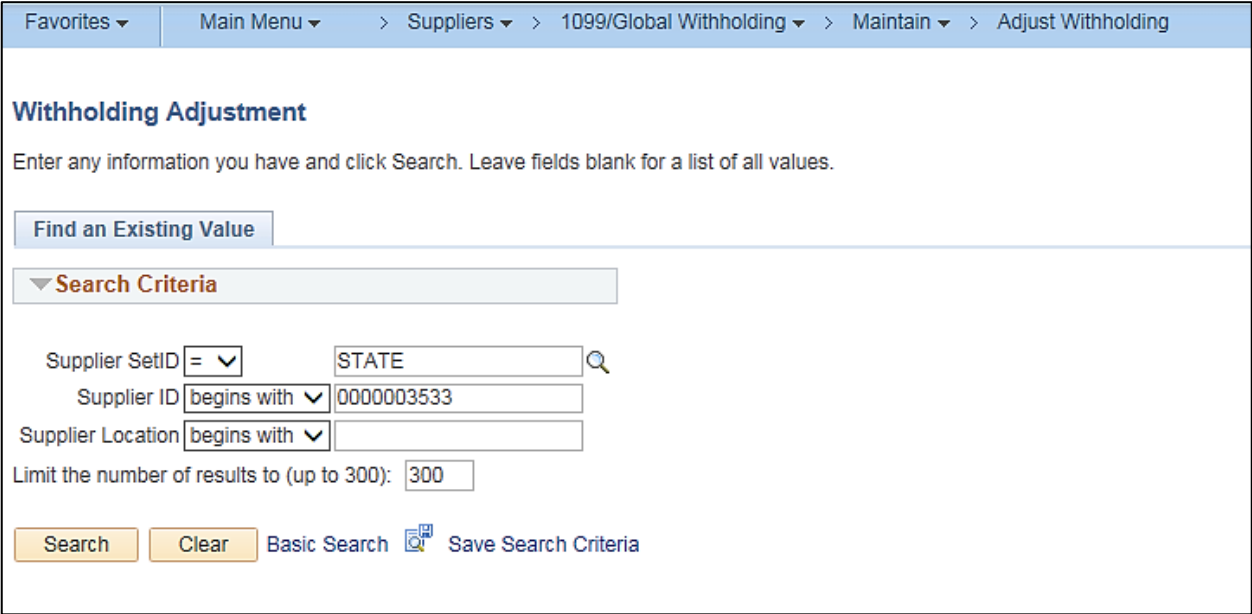


The following parameters are used in the query:

- **Supplier SetID:** "STATE"
- **AP Business Unit:** Agency Business Unit
- **Payment Date From:** usually the first day of the Calendar Year
- **Payment Date To:** usually the last day of the Calendar Year
- **1099 Rpt Account1 – 7:** user can list up to (7) 1099 reportable accounts to query the amounts paid to Suppliers for the payment period

The V\_AP\_1099\_REPORTABLE\_ACCTS query can be used to review a list of the current 1099 reportable accounts in Cardinal.

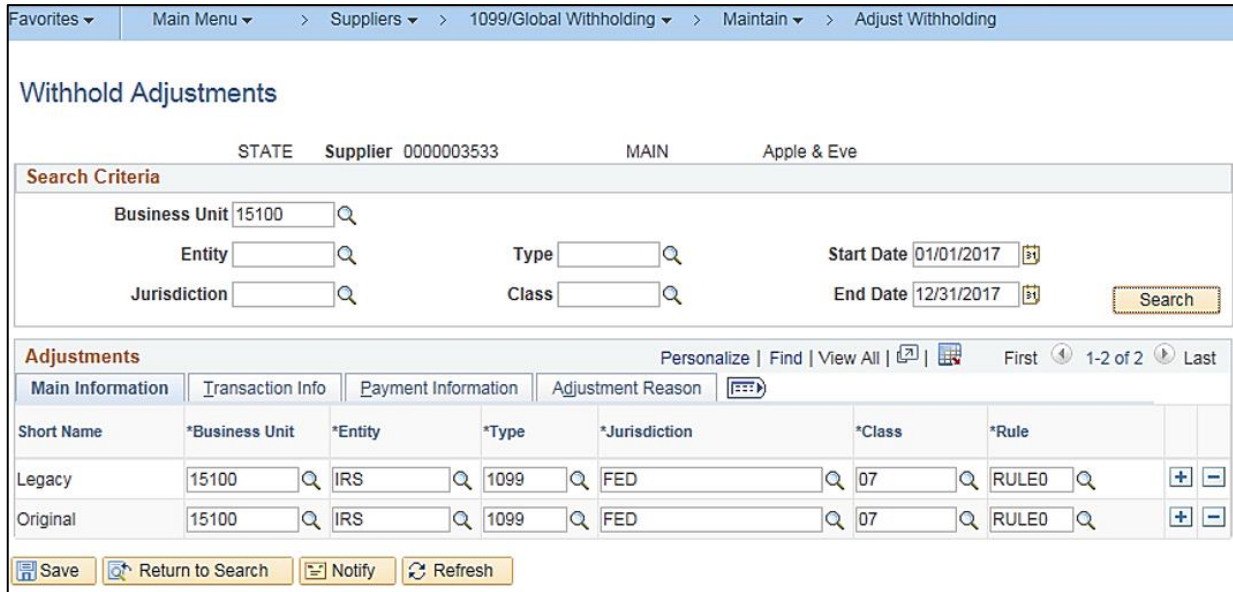
### Adding Withholding Adjustments

Entries on the withholding table are based on the Supplier being flagged as a withholding Supplier and the Voucher distribution account being 1099 reportable at the time that the Voucher is created. If a Supplier is marked as withholding during the year, reportable amounts before that time will not automatically post to the withholding table. An adjustment may be required. The withholding adjustments are made directly to the withholding table in Cardinal. They do not affect the Voucher itself. If you need to make an adjustment to the withholding amounts for a Supplier, follow the steps in this section.

Step	Action
1.	Navigate to the <b>Withholding Adjustment</b> page using the following path: <b>Main Menu &gt; Suppliers &gt; 1099/Global Withholding &gt; Maintain &gt; Adjust Withholding</b>
<p>The <b>Withholding Adjustment Search</b> page displays.</p> 	
2.	Enter "STATE" in the <b>Supplier SetID</b> field as needed. 
3.	Enter the applicable Supplier ID (Supplier you need to make an adjustment for) in the <b>Supplier ID</b> field. 

Step	Action
4.	Click the <b>Search</b> button. 

The **Withhold Adjustments** page displays.



Withhold Adjustments

STATE Supplier 0000003533 MAIN Apple & Eve

**Search Criteria**

Business Unit

Entity   Type




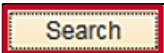
Jurisdiction   Class

Start Date

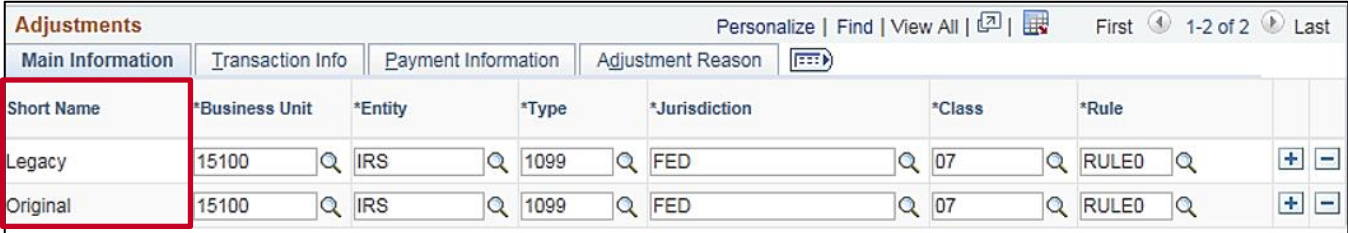

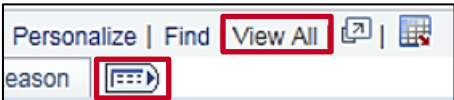


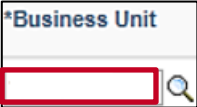
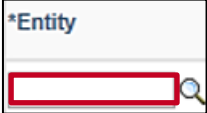

End Date




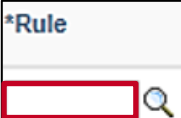

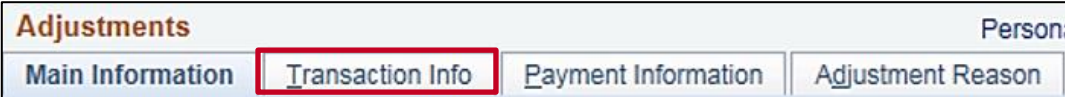
**Adjustments** Personalize | Find | View All |   First 1-2 of 2 Last


Short Name	*Business Unit	*Entity	*Type	*Jurisdiction	*Class	*Rule		
Legacy	<input type="text" value="15100"/> <input type="button" value="Q"/>	<input type="text" value="IRS"/> <input type="button" value="Q"/>	<input type="text" value="1099"/> <input type="button" value="Q"/>	<input type="text" value="FED"/> <input type="button" value="Q"/>	<input type="text" value="07"/> <input type="button" value="Q"/>	<input type="text" value="RULE0"/> <input type="button" value="Q"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
Original	<input type="text" value="15100"/> <input type="button" value="Q"/>	<input type="text" value="IRS"/> <input type="button" value="Q"/>	<input type="text" value="1099"/> <input type="button" value="Q"/>	<input type="text" value="FED"/> <input type="button" value="Q"/>	<input type="text" value="07"/> <input type="button" value="Q"/>	<input type="text" value="RULE0"/> <input type="button" value="Q"/>	<input type="button" value="+"/>	<input type="button" value="-"/>


	This page only displays for Suppliers currently flagged as Withholding.
5.	Enter or select the Agency Business Unit in the <b>Business Unit</b> field. 
	Additional fields either may be left blank or may be populated to narrow search results such as the <b>Start Date</b> and <b>End Date</b> fields to indicate what is being reported in the Calendar Year.
6.	Click the <b>Search</b> button. 




Step	Action
	<p>The page refreshes and transactions on the <b>Withholding table</b> for the defined Supplier and search criteria displays in the <b>Adjustments</b> section.</p>  <p>The screenshot shows the 'Adjustments' section with a table containing two rows: 'Legacy' and 'Original'. The 'Short Name' column is highlighted with a red box. The table headers are: *Short Name, *Business Unit, *Entity, *Type, *Jurisdiction, *Class, *Rule. The 'Legacy' row has values: Legacy, 15100, IRS, 1099, FED, 07, RULE0. The 'Original' row has values: Original, 15100, IRS, 1099, FED, 07, RULE0.</p>
	<p>“Legacy” in the <b>Short Name</b> field indicates a transaction entered as an adjustment.  “Original” in the <b>Short Name</b> field indicates the line is from Cardinal payment transactions.</p>
7.	<p>Click the <b>View All</b> link or use the <b>Arrow</b> to move throughout the listing and view the Lines not displayed.</p>  <p>The screenshot shows the navigation controls for the Adjustments table. The 'View All' link is highlighted with a red box. The 'Arrow' icon is also highlighted with a red box.</p>
	<p>When making an adjustment, a new Line must be added. Do not make any changes to the existing Lines.</p>
8.	<p>Click the <b>Add (+)</b> icon to add a Line.</p>  <p>The screenshot shows the 'Add (+)' icon highlighted with a red box.</p>
9.	<p>The page refreshes and a new row displays in the <b>Adjustments</b> section.  Enter or select the applicable Agency Business Unit in the <b>Business Unit</b> field.</p>  <p>The screenshot shows the '*Business Unit' field with a red box around the input area.</p>
10.	<p>Enter “IRS” in the <b>Entity</b> field.</p>  <p>The screenshot shows the '*Entity' field with a red box around the input area.</p>
11.	<p>Enter “1099M” or “1099N” in the <b>Type</b> field as applicable.</p>  <p>The screenshot shows the '*Type' field with a red box around the input area.</p>

Step	Action
12.	Enter "FED" in the <b>Jurisdiction</b> field. 
13.	Enter or select the applicable class in the <b>Class</b> field based on the following guidance: For Type "1099M": <ul style="list-style-type: none"> <li>• <b>01</b>: Rents</li> <li>• <b>03</b>: Other Income</li> <li>• <b>06</b>: Medical and Health Care Payments</li> </ul> For Type "1099N": <ul style="list-style-type: none"> <li>• <b>01</b>: Non-Employee Compensation</li> </ul> 
	The type of payment for which you are making an adjustment dictates the <b>Class</b> selected.
14.	Enter "RULE0" in the <b>Rule</b> field. 
	The rule used for 1099 – zero percent is withheld from the Supplier. The Commonwealth does not withhold any amounts from Suppliers for 1099 Reporting.
15.	Click the <b>Transaction Info</b> tab. 

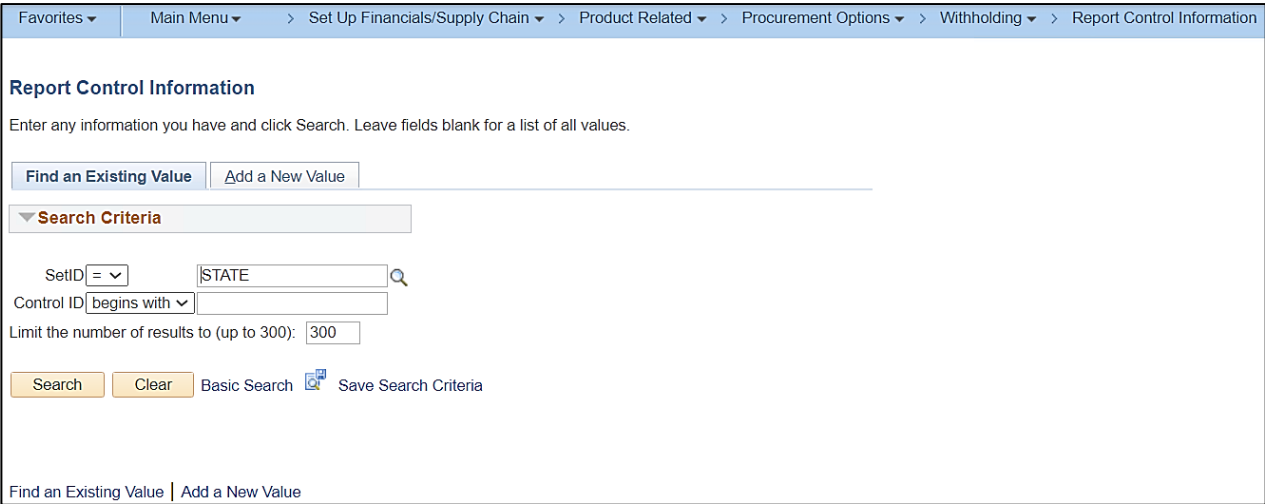


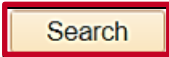
Step	Action																					
<p>The <b>Transaction Info</b> tab displays.</p> <div data-bbox="159 380 1495 659" style="border: 1px solid black; padding: 5px;"> <p><b>Adjustments</b> <span style="float: right;">Personalize   Find   View All   [Print]   [Grid] First 2-3 of 3 Last</span></p> <p> <a href="#">Main Information</a>   <a href="#">Transaction Info</a>   <a href="#">Payment Information</a>   <a href="#">Adjustment Reason</a> </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Basis Amt</th> <th>Liability Amt</th> <th>Paid Amount</th> <th>Payment Date</th> <th>Declaration Date</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td style="text-align: right;">1000.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> <td>11/30/2017</td> <td>11/30/2017</td> <td>[Calendar]</td> <td>[+/-]</td> </tr> <tr> <td style="text-align: right;">350.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> <td>12/18/2017</td> <td>12/18/2017</td> <td>[Calendar]</td> <td>[+/-]</td> </tr> </tbody> </table> <p> <a href="#">Save</a>   <a href="#">Return to Search</a>   <a href="#">Notify</a>   <a href="#">Refresh</a> </p> </div>		Basis Amt	Liability Amt	Paid Amount	Payment Date	Declaration Date			1000.00	0.00	0.00	11/30/2017	11/30/2017	[Calendar]	[+/-]	350.00	0.00	0.00	12/18/2017	12/18/2017	[Calendar]	[+/-]
Basis Amt	Liability Amt	Paid Amount	Payment Date	Declaration Date																		
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350.00	0.00	0.00	12/18/2017	12/18/2017	[Calendar]	[+/-]																
16.	<p>Enter the reportable payment amount in the <b>Basis Amt</b> field.</p> <div data-bbox="293 743 667 850" style="border: 1px solid gray; padding: 5px;"> <p><b>Basis Amt</b></p> <input style="width: 100%; height: 20px; border: 1px solid red;" type="text"/> </div>																					
	<p>Do not change the <b>Basis Amt</b> field on the “Original” Line. To adjust an “Original” Line amount, key the same data as the “Original” Line in the added Line with one exception. The <b>Basis Amt</b> field on the new Line is entered as a negative amount to offset or reduce the original amount or a positive number to increase the original amount.</p>																					
17.	<p>Enter the amount of back up withholding that is owed to the IRS in the <b>Liability Amount</b> field.</p> <div data-bbox="293 1106 667 1222" style="border: 1px solid gray; padding: 5px;"> <p><b>Liability Amt</b></p> <input style="width: 100%; height: 20px; border: 1px solid red;" type="text"/> </div>																					
18.	<p>Enter the portion of the backup withholding amount that has been paid to the IRS in the <b>Paid Amount</b> field. An amount of “0.00” means that no withholding has been paid to the IRS.</p> <div data-bbox="293 1341 667 1457" style="border: 1px solid gray; padding: 5px;"> <p><b>Paid Amount</b></p> <input style="width: 100%; height: 20px; border: 1px solid red;" type="text"/> </div>																					
19.	<p>Enter the applicable date in the <b>Payment Date</b> field. Defaults to the current date but should be changed as needed to reflect the appropriate reporting year.</p> <div data-bbox="293 1581 558 1709" style="border: 1px solid gray; padding: 5px;"> <p><b>Payment Date</b></p> <input style="width: 100%; height: 20px; border: 1px solid red;" type="text"/> </div>																					

Step	Action															
20.	Enter the same date as the payment date in the <b>Declaration Date</b> field. For IRS reporting purposes, this date must be the same as the payment date. <div data-bbox="289 411 636 550" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>Declaration Date</p> <input style="width: 100%; height: 20px; border: 1px solid red;" type="text"/> </div>															
	The <b>Declaration Date</b> field must be within the reporting year to be picked up for that year's 1099 reporting. This date must also be on or after the effective date of the Supplier.															
21.	Click the <b>Adjustment Reason</b> tab. <div data-bbox="289 747 1318 848" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p><b>Adjustments</b></p> <p> <a href="#">Main Information</a>                <a href="#">Transaction Info</a>                <a href="#">Payment Information</a>                <a href="#">Adjustment Reason</a> </p> </div>															
The <b>Adjustment Reason</b> tab displays.																
<div data-bbox="201 932 1448 1482" style="border: 1px solid gray; padding: 10px;"> <p>Favorites &gt; Main Menu &gt; Suppliers &gt; 1099/Global Withholding &gt; Maintain &gt; Adjust Withholding</p> <p><b>Withhold Adjustments</b></p> <p>STATE Supplier 0000003533 MAIN Apple &amp; Eve</p> <p><b>Search Criteria</b></p> <p>Business Unit <input type="text" value="15100"/> <input type="button" value="Q"/></p> <p>Entity <input type="text"/> <input type="button" value="Q"/> Type <input type="text"/> <input type="button" value="Q"/> Start Date <input type="text" value="01/01/2017"/> <input type="button" value="B"/></p> <p>Jurisdiction <input type="text"/> <input type="button" value="Q"/> Class <input type="text"/> <input type="button" value="Q"/> End Date <input type="text" value="12/31/2017"/> <input type="button" value="B"/> <input type="button" value="Search"/></p> <p><b>Adjustments</b> Personalize   Find   View All   <input type="button" value="Print"/> <input type="button" value="Refresh"/> First 2-3 of 3 Last</p> <p> <a href="#">Main Information</a>                <a href="#">Transaction Info</a>                <a href="#">Payment Information</a>                <a href="#">Adjustment Reason</a> </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Creation Date</th> <th>User ID</th> <th>Description</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>12/06/2017</td> <td>AA_CARDINAL_BATCH_AP</td> <td><input style="width: 100%;" type="text"/></td> <td><input type="button" value="+"/></td> <td><input type="button" value="-"/></td> </tr> <tr> <td>12/18/2017</td> <td>V_AP_COVA_1099_ADMINISTRATOR</td> <td>This amount was not included due to error</td> <td><input type="button" value="+"/></td> <td><input type="button" value="-"/></td> </tr> </tbody> </table> <p> <input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/> </p> </div>		Creation Date	User ID	Description			12/06/2017	AA_CARDINAL_BATCH_AP	<input style="width: 100%;" type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	12/18/2017	V_AP_COVA_1099_ADMINISTRATOR	This amount was not included due to error	<input type="button" value="+"/>	<input type="button" value="-"/>
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12/06/2017	AA_CARDINAL_BATCH_AP	<input style="width: 100%;" type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>												
12/18/2017	V_AP_COVA_1099_ADMINISTRATOR	This amount was not included due to error	<input type="button" value="+"/>	<input type="button" value="-"/>												
22.	Enter a descriptive adjustment reason in the <b>Description</b> field. <div data-bbox="289 1570 1097 1688" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>Description</p> <input style="width: 100%; height: 20px; border: 1px solid red;" type="text"/> </div>															
23.	Click the <b>Save</b> button. <div data-bbox="289 1772 1052 1835" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p> <input style="border: 1px solid red;" type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/> </p> </div>															

Step	Action
	<p>If you determine that the Class is not correct for a transaction in the Withholding table, follow the previous steps by creating a negative Basis Amt adjustment Line to credit the incorrect Line, and enter a new adjustment Line for the debit amount (inputting the correct class in the <b>Class</b> field).</p> <p><b>Important Points:</b></p> <ul style="list-style-type: none"> <li>• Adjustments made on the <b>Withhold Adjustments</b> page do not update the underlying Voucher tables, only the withholding transaction table</li> <li>• If you have multiple adjustments to a Supplier, but to different classes, make the adjustments using different declaration dates for each class</li> <li>• If the transaction on the withholding tables is from accounts payable payment activity, the <b>Short Name</b> field will be "Original". If the transaction on the withholding table is from an adjustment, the <b>Short Name</b> field will be "Legacy". Adjustments should not be made to the "Original" Line. Always add a Line and follow the steps in this section to make adjustments</li> <li>• If an adjustment is made after the file has been sent to the IRS, the adjustment will be either part of the new Calendar Year reporting or a corrected 1099 will have to be prepared</li> </ul>

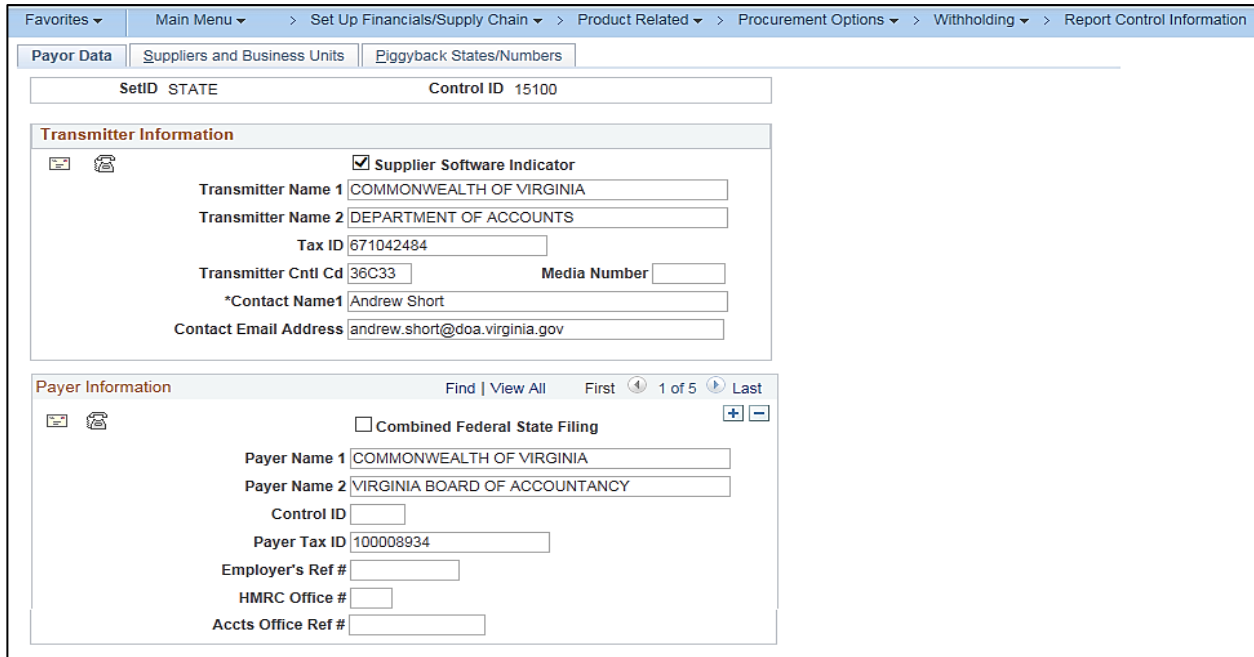
### Setting Up/Reviewing Report Control Information in Cardinal


1099 Withholding Report Control is used to set up transmitter and payer information in Cardinal that will be included in the 1099 Copy B reports and the IRS file. This information should be reviewed and updated as necessary each year.





Step	Action
1.	Navigate to the <b>Withholding Adjustment</b> page using the following path: <b>Main Menu &gt; Suppliers &gt; 1099/Global Withholding &gt; Maintain &gt; Adjust Withholding</b>
<p>The <b>Report Control Information Search</b> page displays.</p> 	
2.	Enter "STATE" in the <b>SetID</b> field. 
3.	Enter the Agency Control ID in the <b>Control ID</b> field. A Control ID is set up for each reporting entity. 
4.	Click the <b>Search</b> button. 

Step	Action
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The **Payor Data** tab displays.



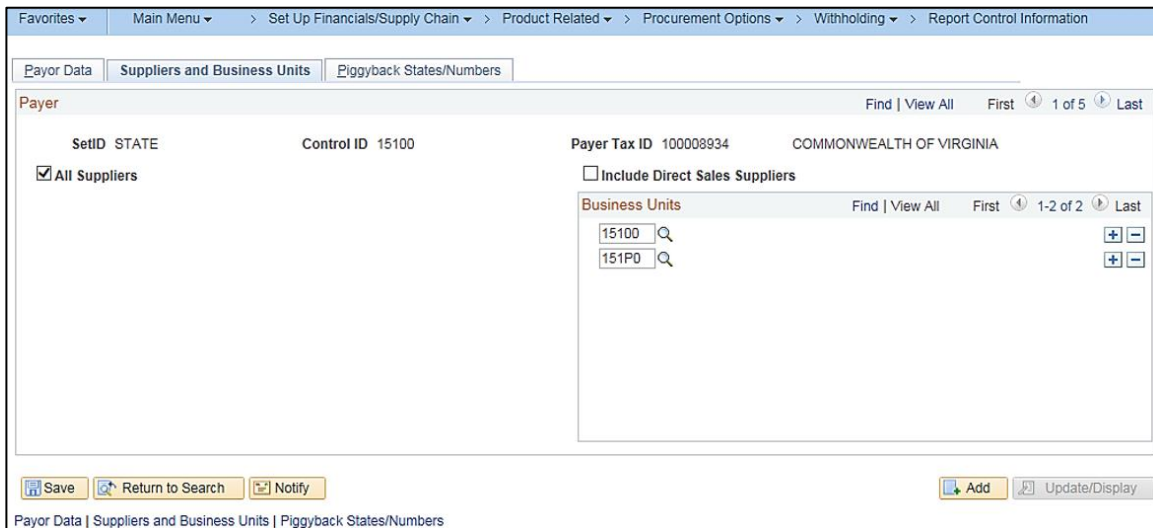
	The data within the <b>Transmitter Information</b> section is sent on the Transmitter (T) record.
5.	The <b>Supplier Software Indicator</b> checkbox option must be selected for any Agency using Cardinal to produce their 1099 IRS file and Copy B forms.  <input checked="" type="checkbox"/> <b>Supplier Software Indicator</b>
6.	Enter the name of the transmitting Agency in both the <b>Transmitter Name 1</b> and <b>Transmitter Name 2</b> fields.  <div style="border: 2px solid red; padding: 5px; margin: 5px 0;"> <b>Transmitter Name 1</b> <input style="width: 100%;" type="text"/>  <b>Transmitter Name 2</b> <input style="width: 100%;" type="text"/> </div>
7.	Enter the transmitting Agency's Tax ID in the <b>Tax ID</b> field.  <div style="border: 2px solid red; padding: 5px; margin: 5px 0;"> <b>Tax ID</b> <input style="width: 100%;" type="text"/> </div>
8.	Enter the code that was provided by the IRS upon submission of form 4419 – Application for Filing Information Returns Electronically in the <b>Transmitter Cntl Cd</b> field.  <div style="border: 2px solid red; padding: 5px; margin: 5px 0;"> <b>Transmitter Cntl Cd</b> <input style="width: 100%;" type="text"/> </div>


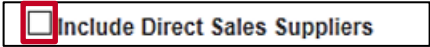
Step	Action
9.	<p>Enter the applicable information for the Agency contact person in the <b>Contact Name1</b> and <b>Contact Email Address</b> fields.</p> <div data-bbox="256 411 1187 512" style="border: 1px solid red; padding: 5px;"> <p>*Contact Name1 <input type="text"/></p> <p>Contact Email Address <input type="text"/></p> </div>
	<p>The contact address and phone information is required. To review/update the addresses, click the <b>Envelope</b> icon. To review/update the phone numbers, click the <b>Telephone</b> icon. The phone number is entered without hyphens.</p> <div data-bbox="256 663 407 720" style="border: 1px solid red; padding: 2px;">   </div>
	<p>The information in the <b>Payer Information</b> section is sent on the Transmitter (A) record.</p> <div data-bbox="256 800 1382 1392" style="border: 1px solid black; padding: 5px;"> <p>Favorites &gt; Main Menu &gt; Set Up Financials/Supply Chain &gt; Product Related &gt; Procurement Options &gt; Withholding &gt; Report Control Information</p> <p>Payor Data Suppliers and Business Units Piggyback States/Numbers</p> <p>SetID STATE Control ID 15100</p> <p><b>Transmitter Information</b></p> <p><input checked="" type="checkbox"/> Supplier Software Indicator</p> <p>Transmitter Name 1 COMMONWEALTH OF VIRGINIA</p> <p>Transmitter Name 2 DEPARTMENT OF ACCOUNTS</p> <p>Tax ID 671042484</p> <p>Transmitter Cntl Cd 36C33 Media Number <input type="text"/></p> <p>*Contact Name1 Andrew Short</p> <p>Contact Email Address andrew.short@doa.virginia.gov</p> <p><b>Payer Information</b> Find   View All First 1 of 5 Last</p> <p><input type="checkbox"/> Combined Federal State Filing</p> <p>Payer Name 1 COMMONWEALTH OF VIRGINIA</p> <p>Payer Name 2 VIRGINIA BOARD OF ACCOUNTANCY</p> <p>Control ID <input type="text"/></p> <p>Payer Tax ID 100008934</p> <p>Employer's Ref # <input type="text"/></p> <p>HMRC Office # <input type="text"/></p> <p>Accts Office Ref # <input type="text"/></p> </div>
10.	<p>The <b>Combined Federal State Filing</b> checkbox option must be selected if the Agency is participating in the IRS Combined Federal/State Filing (CF/SF) Program whereby the IRS will forward State copies of information returns to other participating States.</p> <div data-bbox="256 1549 685 1612" style="border: 1px solid red; padding: 5px;"> <p><input type="checkbox"/> Combined Federal State Filing</p> </div>
11.	<p>Enter the Agency's name in both the <b>Payer Name 1</b> and <b>Payer Name 2</b> fields.</p> <div data-bbox="256 1696 1024 1797" style="border: 1px solid red; padding: 5px;"> <p>Payer Name 1 <input type="text"/></p> <p>Payer Name 2 <input type="text"/></p> </div>




Step	Action
12.	Enter the Agency's Tax Identification Number (TIN) in the <b>Payer Tax ID</b> field. 
	The payer address and phone information is required. To review/update the addresses, click the <b>Envelope</b> icon. To review/update the phone numbers, click the <b>Telephone</b> icon. The phone number is entered without hyphens. 
13.	Click the <b>Suppliers and Business Units</b> tab. 

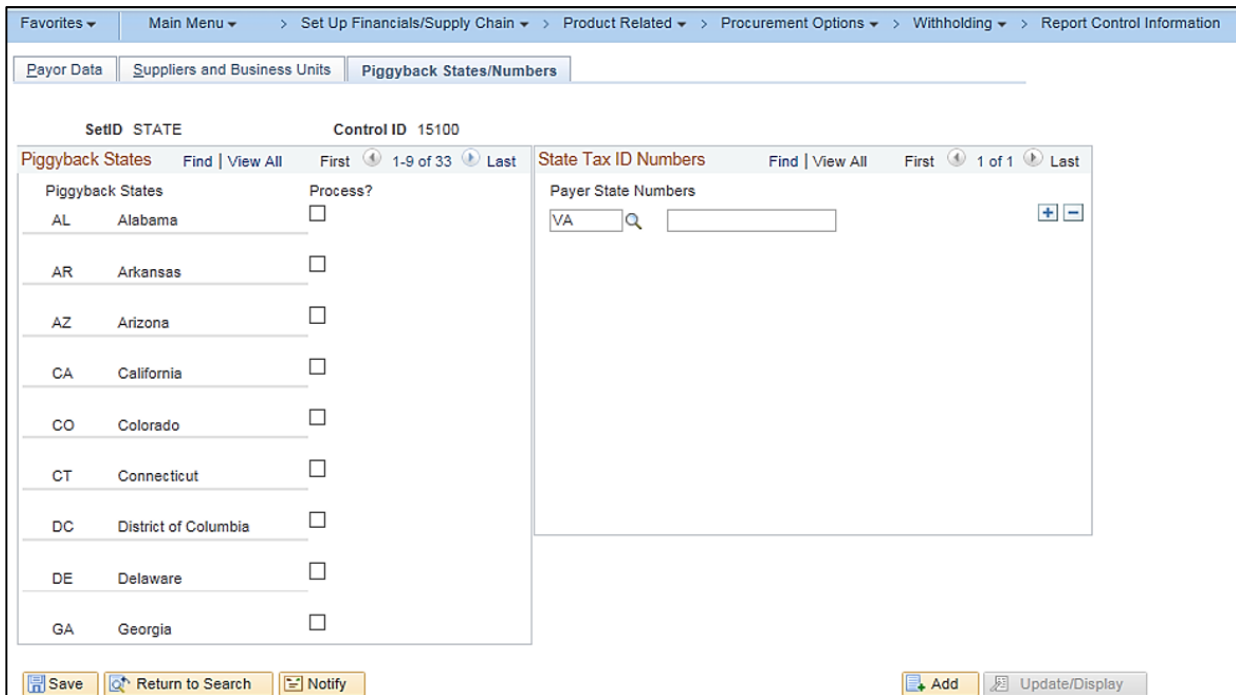
The **Suppliers and Business Units** tab displays.





14.	The <b>All Suppliers</b> checkbox option must be checked so that all withholding Suppliers that are associated with the Business Unit are included. 
15.	The <b>Include Direct Sales Suppliers</b> checkbox option should not be checked. This is not being used in Cardinal. 


Step	Action
	<p><b>The Business Units Section</b> lists all Cardinal Accounts Payable Business Units that roll up to the Agency Control ID for 1099 reporting purposes.</p> <p>If multiple Business Units are specified, Cardinal will consolidate the balances of Suppliers that have Vouchers spread out over the selected Business Units for 1099 reporting.</p>
16.	<p>Click the <b>Piggyback States/Numbers</b> tab. This page is populated if the Agency is participating in the Combined Federal/State Filing (CF/SF) Program.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <span>Payor Data</span>   <span>Suppliers and Business Units</span>   <span style="border: 2px solid red; padding: 2px;">Piggyback States/Numbers</span> </div>

The **Piggyback States/Numbers** Tab displays.

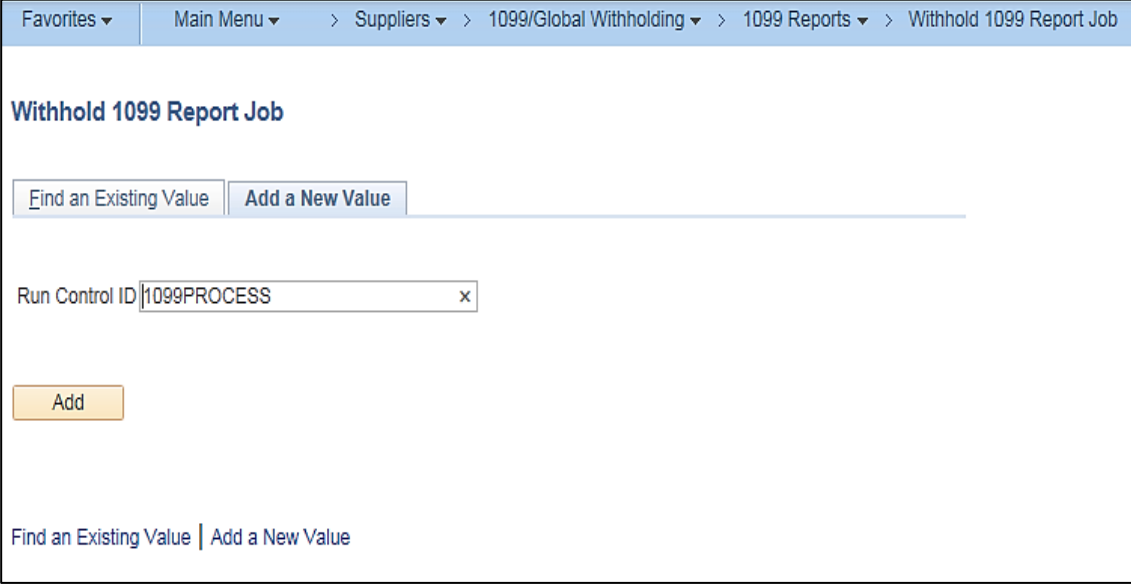
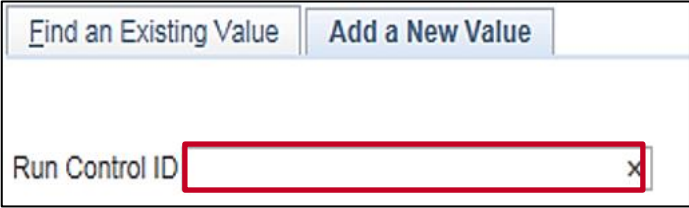




SetID	STATE	Control ID	15100
<b>Piggyback States</b> Find   View All First 1-9 of 33 Last			
Piggyback States		Process?	
AL	Alabama	<input type="checkbox"/>	
AR	Arkansas	<input type="checkbox"/>	
AZ	Arizona	<input type="checkbox"/>	
CA	California	<input type="checkbox"/>	
CO	Colorado	<input type="checkbox"/>	
CT	Connecticut	<input type="checkbox"/>	
DC	District of Columbia	<input type="checkbox"/>	
DE	Delaware	<input type="checkbox"/>	
GA	Georgia	<input type="checkbox"/>	

	<p>The <b>Piggyback States</b> section displays the States participating in the combined federal and state 1099 filing process.</p>
17.	<p>Select the <b>Process?</b> checkbox option for each applicable State. This indicates to the IRS which States need copies.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Process?</b></p> <input type="checkbox"/> </div>
	<p>Be sure to review the IRS Publication 1220 each year for a list of participating States.</p>

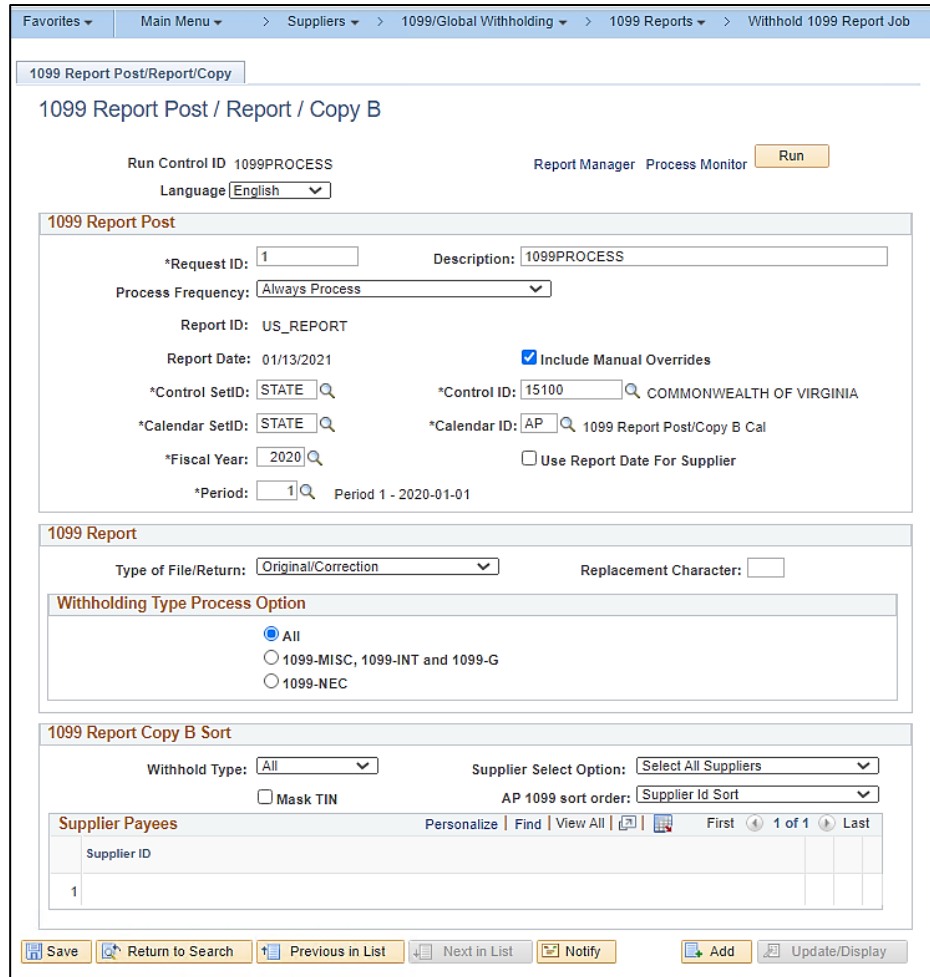
Step	Action
	<p>Do not enter any information in the <b>Payer State Numbers</b> fields within the <b>State Tax ID Numbers Section</b>. These fields are used if state taxes have been withheld from the Supplier.</p> <div data-bbox="256 411 724 508" style="border: 1px solid black; padding: 5px;"><p>Payer State Numbers</p><p>VA <input type="text"/> <input type="text"/></p></div>

### Creating the 1099 IRS Reporting File and the Copy B Statements

Step	Action
1.	Navigate to the <b>Withhold 1099 Report Job</b> page using the following path: <b>Main Menu &gt; Suppliers &gt; 1099/Global Withholding &gt; 1099 Reports &gt; Withhold 1099 Report Job</b>
<p>The <b>Withhold 1099 Report Job</b> page displays with the <b>Find an Existing Value</b> tab displayed by default.</p> 	
2.	Enter the applicable information in the <b>Run Control ID</b> field. The first time you run this job, select the <b>Add a New Value</b> tab and then create the Run Control ID. 
	For subsequent runs of this job, use the <b>Run Control ID</b> that was created the first time the job was run (Run Control IDs are unique to each user). You will need to update the appropriate fields on your existing Run Control ID if using the Run Control ID you created for a subsequent run.
3.	Click the <b>Add</b> button. 

Step	Action
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The **1099 Report Post / Report / Copy B** page displays.





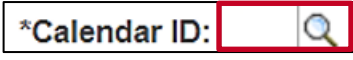

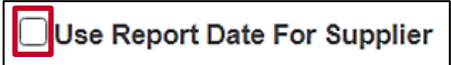





The screenshot shows the '1099 Report Post / Report / Copy B' page. At the top, there are navigation tabs: '1099 Report Post/Report/Copy'. Below this, the page title is '1099 Report Post / Report / Copy B'. There are several sections:

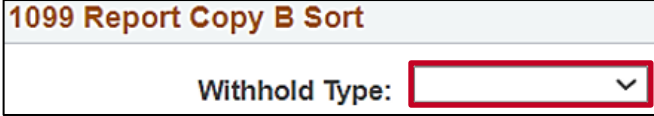



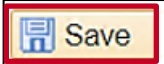

- Run Control ID:** 1099PROCESS. **Report Manager:** Process Monitor. **Run** button.
- Language:** English (dropdown).
- 1099 Report Post:**
  - \*Request ID: 1
  - Description: 1099PROCESS
  - Process Frequency: Always Process (dropdown)
  - Report ID: US\_REPORT
  - Report Date: 01/13/2021
  - Include Manual Overrides:
  - \*Control SetID: STATE
  - \*Control ID: 15100 COMMONWEALTH OF VIRGINIA
  - \*Calendar SetID: STATE
  - \*Calendar ID: AP 1099 Report Post/Copy B Cal
  - \*Fiscal Year: 2020
  - Use Report Date For Supplier:
  - \*Period: 1 Period 1 - 2020-01-01
- 1099 Report:**
  - Type of File/Return: Original/Correction (dropdown)
  - Replacement Character: (empty)
  - Withholding Type Process Option:**
    - All
    - 1099-MISC, 1099-INT and 1099-G
    - 1099-NEC
- 1099 Report Copy B Sort:**
  - Withhold Type: All (dropdown)
  - Supplier Select Option: Select All Suppliers (dropdown)
  - Mask TIN:
  - AP 1099 sort order: Supplier Id Sort (dropdown)
- Supplier Payees:**
  - Personalize | Find | View All | First | 1 of 1 | Last
  - Table with columns: Supplier ID, and others.
  - Row 1: 1

At the bottom, there are buttons: Save, Return to Search, Previous in List, Next in List, Notify, Add, Update/Display.

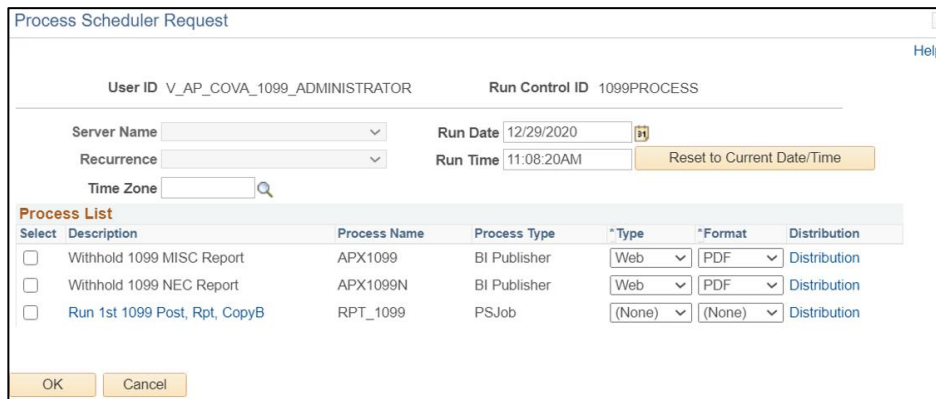
4.	<p>Enter “1” in the <b>Request ID</b> field. This Request ID of “1” can be used repeatedly. It is used internally by Cardinal to track each posting request.</p> <div style="border: 1px solid red; padding: 5px; display: inline-block;"> <b>*Request ID:</b> <input style="width: 100px;" type="text"/> </div>
5.	<p>Enter a brief description for the request in the <b>Description</b> field (example: “1099 Process”).</p> <div style="border: 1px solid red; padding: 5px; display: inline-block;"> <b>Description:</b> <input style="width: 400px;" type="text"/> </div>
6.	<p>Click the <b>Process Frequency</b> dropdown button and select “Always Process”.</p> <div style="border: 1px solid red; padding: 5px; display: inline-block;"> <b>Process Frequency:</b> <input style="width: 200px;" type="text"/> </div>

Step	Action
7.	Select the <b>Include Manual Overrides</b> checkbox option. This is needed to include manually adjusted or updated withholding transactions. 
8.	Click the <b>Control SetID Look Up</b> icon and select "STATE". 
9.	Enter or select the Agency's Control ID in the <b>Control ID</b> field. 
10.	Click the <b>Calendar SetID Look Up</b> icon and select "STATE". 
11.	Click the <b>Calendar ID Look Up</b> icon and select "AP" (1099 Report Post/Copy B Cal). 
12.	Enter or select the Calendar Year being reported in the <b>Fiscal Year</b> field. 
13.	Do not select the <b>Use Report Date for Supplier</b> checkbox option. 
14.	Enter "1" in the <b>Period</b> field. The AP Calendar is an annual calendar and selecting Period 1 encompasses the entire year for this Calendar. 

Step	Action
15.	<p>Click the <b>Type of File Return</b> dropdown button within the <b>1099 Report</b> section and select “Original/Correction” if the Agency has not yet sent a file to the IRS or if the Agency is sending a Correction file after IRS receipt of the original file.</p> <div data-bbox="256 443 1146 506" style="border: 1px solid black; padding: 5px;"> <p>Type of File/Return: <input style="width: 300px; height: 20px;" type="text" value=""/> ▼</p> </div>
16.	<p>Enter the Replacement Character provided by the IRS if they requested a replacement file in the <b>Replacement Character</b> field. The IRS will send a Replacement Character to enter on this page when you run the process.</p> <div data-bbox="256 659 764 722" style="border: 1px solid black; padding: 5px;"> <p>Replacement Character: <input style="width: 50px; height: 20px;" type="text"/></p> </div>
	<p>It is recommended to send a test file each year to the IRS. A test file is required when applying to participate in the Combined Federal/State Filing Program.</p>
	<p>The options in the <b>Withholding Type Process Option</b> section allow the Agency to create the electronic files for reporting 1099-MISC without Nonemployee compensation, 1099-NEC without Miscellaneous transactions, or both 1099-MISC and 1099-NEC. These options include Corrections, if applicable.</p> <div data-bbox="256 1024 1398 1125" style="border: 1px solid black; padding: 5px;"> <p><b>Withholding Type Process Option</b></p> <p><input checked="" type="radio"/> All</p> <p><input type="radio"/> 1099-MISC, 1099-INT and 1099-G</p> <p><input type="radio"/> 1099-NEC</p> </div> <p>Options in this section include:</p> <ul style="list-style-type: none"> <li>● <b>All:</b> Select this option to produce one electronic file containing 1099-MISC and 1099-NEC, and Corrections, if applicable. If the Agency is ready to report all of the Suppliers’ 1099 on or before January 31, choose this option. This will produce a complete set of files for all of the 1099 Suppliers</li> <li>● <b>1099-MISC:</b> Select this option to produce one electronic file containing all 1099-MISC without NEC, and Corrections, if applicable. Cardinal does not produce 1099-G or 1099-INT files</li> <li>● <b>1099-NEC:</b> Select this option to produce one electronic file containing all 1099-NEC without MISC, and Corrections, if applicable.</li> </ul> <p>If the Agency cannot produce all of the 1099’s in order to meet the January 31 IRS reporting requirement for 1099-NEC (Nonemployee compensation), the Agency will need to run the process with the “All” option.</p> <p>Whatever selections made in the <b>Withholding Type Process Options</b> section of this page will be marked as “Sent” when the Agency runs the Withhold Sent File. Refer to the <a href="#">Running the Withholding Sent File Process</a> section of this Job Aid.</p> <p>The transactions marked “Sent” will not be produced or generated in any subsequent 1099 Job Process runs.</p>

Step	Action
17.	Click the <b>Withhold Type</b> dropdown button and select "All". 
18.	Do not select the <b>Mask TIN</b> checkbox option. 
19.	Click the <b>Supplier Select Option</b> dropdown button and select "All Suppliers". 
20.	Click the <b>AP 1099 sort order</b> dropdown button and select the applicable list item. "Supplier Id Sort" is recommended, but "TIN Sort" and "Name Sort" are the other available options. 
21.	Click the <b>Save</b> button. 
22.	Click the <b>Run</b> button. 

The **Process Scheduler Request** page displays in a pop-up window.



The screenshot shows a 'Process Scheduler Request' dialog box with the following details:


- User ID: V\_AP\_COVA\_1099\_ADMINISTRATOR
- Run Control ID: 1099PROCESS
- Server Name: [Dropdown]
- Run Date: 12/29/2020
- Recurrence: [Dropdown]
- Run Time: 11:08:20AM
- Time Zone: [Dropdown]

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Withhold 1099 MISC Report	APX1099	BI Publisher	Web	PDF	Distribution
<input type="checkbox"/>	Withhold 1099 NEC Report	APX1099N	BI Publisher	Web	PDF	Distribution
<input type="checkbox"/>	Run 1st 1099 Post, Rpt, CopyB	RPT_1099	PSJob	(None)	(None)	Distribution

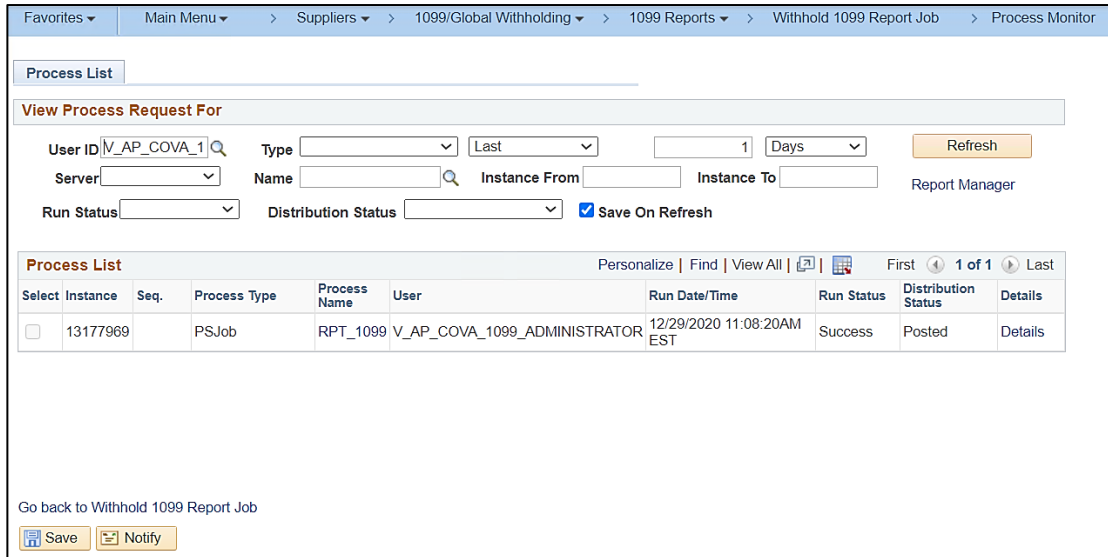
Buttons: OK, Cancel



Step	Action
23.	Click the <b>Select</b> checkbox for the “Run 1 <sup>st</sup> 1099 Post, Rpt, CopyB” row within the <b>Process List</b> section to run the IRS file, and to generate data for the Copy B reports. <div data-bbox="250 411 1500 457" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <input style="border: 2px solid red;" type="checkbox"/> Run 1st 1099 Post, Rpt, CopyB      RPT_1099      PSJob      (None) v      (None) v      Distribution           </div>
	This job needs to be run first to produce the original or corrected Copy B forms.
24.	Click the <b>OK</b> button. <div data-bbox="256 659 440 722" style="border: 2px solid red; padding: 5px; margin-top: 10px; display: inline-block;">             OK           </div>
<p>The <b>Run Control</b> page displays and the Process Instance Number has been assigned.</p> <div data-bbox="155 810 1495 1209" style="border: 1px solid black; padding: 10px;"> <p style="font-size: small; margin: 0;">Favorites v Main Menu v &gt; Suppliers v &gt; 1099/Global Withholding v &gt; 1099 Reports v &gt; Withhold 1099 Report Job</p> <p style="margin: 5px 0 0 20px;">1099 Report Post/Report/Copy</p> <h3 style="margin: 10px 0 0 20px;">1099 Report Post / Report / Copy B</h3> <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-top: 10px;"> <div style="text-align: left;"> <p>Run Control ID 1099PROCESS</p> <p>Language English v</p> </div> <div style="text-align: right;"> <p>Report Manager Process Monitor <span style="border: 1px solid black; padding: 2px 5px;">Run</span></p> <p style="border: 2px solid red; padding: 2px 5px; display: inline-block;">Process Instance:13177969</p> </div> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="margin: 0;"><b>1099 Report Post</b></p> <p style="margin: 5px 0 0 20px;">*Request ID: 1      Description: 1099PROCESS</p> </div> </div>	
25.	Click the <b>Process Monitor</b> link. <div data-bbox="261 1289 488 1352" style="border: 2px solid red; padding: 5px; margin-top: 10px; display: inline-block;"> <a href="#">Process Monitor</a> </div>

Step	Action
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The **Process List** page displays.

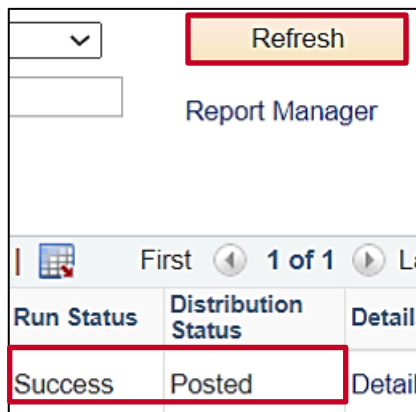


The screenshot shows the 'Process List' page with the following details:

- Navigation:** Favorites > Main Menu > Suppliers > 1099/Global Withholding > 1099 Reports > Withhold 1099 Report Job > Process Monitor
- View Process Request For:**
  - User ID:  Type:  Last:  1 Days
  - Server:  Name:  Instance From:  Instance To:  Report Manager
  - Run Status:  Distribution Status:   Save On Refresh
- Process List Table:**

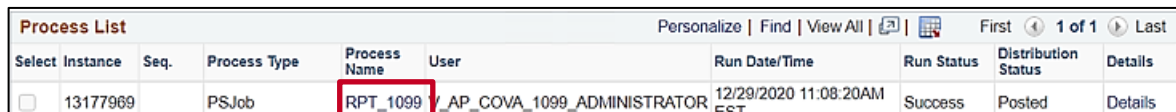
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	13177969		PSJob	RPT_1099	V_AP_COVA_1099_ADMINISTRATOR	12/29/2020 11:08:20AM EST	Success	Posted	Details
- Footer:** Go back to Withhold 1099 Report Job,

26. Click the **Refresh** button periodically until the **Run Status** field displays “Success” and the **Distribution Status** field displays “Posted”.



This close-up shows the 'Refresh' button highlighted with a red box. Below it, the 'Run Status' field contains 'Success' and the 'Distribution Status' field contains 'Posted', both also highlighted with red boxes.

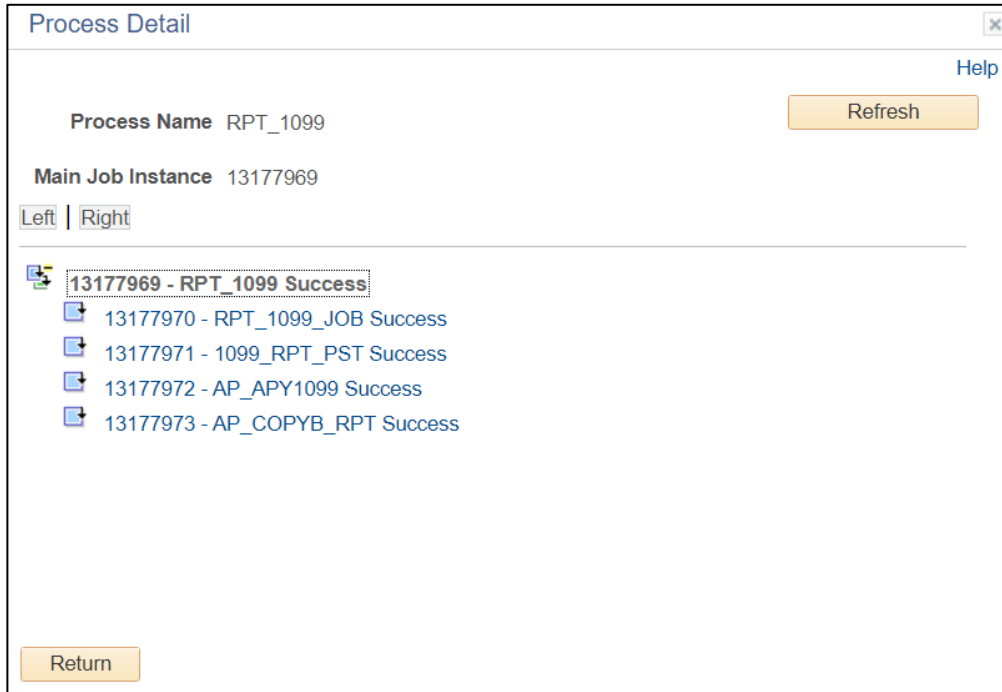
27. Click the **Process Name** link.




Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	13177969		PSJob	<a href="#">RPT_1099</a>	V_AP_COVA_1099_ADMINISTRATOR	12/29/2020 11:08:20AM EST	Success	Posted	Details

Step	Action
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The **Process Detail** page displays in a pop-up window. This page displays a list of the individual processes that make up the 1099 Job and each RPT or file is accessible.



28.	<p>Click the <b>AP_APY1099 Success</b> link to view the IRS tax file.</p> 
-----	---

Step	Action																														
	<p>The <b>Process Detail</b> page refreshes.</p> <div data-bbox="232 378 1417 1136" style="border: 1px solid black; padding: 5px;"> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;"> <span style="float: left;">Process Detail</span> <span style="float: right;">Help</span> </div> <div style="border-bottom: 1px solid gray; padding: 5px 0 5px 20px;"> <b>Process</b> </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Instance 13177972</td> <td style="width: 50%;">Type Application Engine</td> </tr> <tr> <td>Name AP_APY1099</td> <td>Description 1099 Report</td> </tr> <tr> <td>Run Status Success</td> <td>Distribution Status Posted</td> </tr> </table> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid gray; padding: 5px 0 5px 20px;"> <div style="width: 45%; border-bottom: 1px solid gray; padding: 5px 0 5px 20px;"> <b>Run</b> </div> <div style="width: 45%; border-bottom: 1px solid gray; padding: 5px 0 5px 20px;"> <b>Update Process</b> </div> </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Run Control ID 1099PROCESS</td> <td style="width: 50%;"><input type="radio"/> Hold Request</td> </tr> <tr> <td>Location Server</td> <td><input type="radio"/> Queue Request</td> </tr> <tr> <td>Server PSUNX1</td> <td><input type="radio"/> Cancel Request</td> </tr> <tr> <td>Recurrence</td> <td><input type="radio"/> Delete Request</td> </tr> <tr> <td></td> <td><input type="radio"/> Re-send Content</td> </tr> <tr> <td></td> <td><input type="radio"/> Restart Request</td> </tr> </table> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid gray; padding: 5px 0 5px 20px;"> <div style="width: 45%; border-bottom: 1px solid gray; padding: 5px 0 5px 20px;"> <b>Date/Time</b> </div> <div style="width: 45%; border-bottom: 1px solid gray; padding: 5px 0 5px 20px;"> <b>Actions</b> </div> </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Request Created On 12/29/2020 11:09:36AM EST</td> <td style="width: 25%;"><a href="#">Parameters</a></td> <td style="width: 25%;">Transfer</td> </tr> <tr> <td>Run Anytime After 12/29/2020 11:08:20AM EST</td> <td><a href="#">Message Log</a></td> <td><a href="#">View Locks</a></td> </tr> <tr> <td>Began Process At 12/29/2020 11:10:45AM EST</td> <td><a href="#">Batch Timings</a></td> <td></td> </tr> <tr> <td>Ended Process At 12/29/2020 11:10:58AM EST</td> <td><a href="#">View Log/Trace</a></td> <td></td> </tr> </table> <div style="display: flex; justify-content: space-between; padding: 5px 20px 5px 20px;"> <span>OK</span> <span>Cancel</span> </div> </div>	Instance 13177972	Type Application Engine	Name AP_APY1099	Description 1099 Report	Run Status Success	Distribution Status Posted	Run Control ID 1099PROCESS	<input type="radio"/> Hold Request	Location Server	<input type="radio"/> Queue Request	Server PSUNX1	<input type="radio"/> Cancel Request	Recurrence	<input type="radio"/> Delete Request		<input type="radio"/> Re-send Content		<input type="radio"/> Restart Request	Request Created On 12/29/2020 11:09:36AM EST	<a href="#">Parameters</a>	Transfer	Run Anytime After 12/29/2020 11:08:20AM EST	<a href="#">Message Log</a>	<a href="#">View Locks</a>	Began Process At 12/29/2020 11:10:45AM EST	<a href="#">Batch Timings</a>		Ended Process At 12/29/2020 11:10:58AM EST	<a href="#">View Log/Trace</a>	
Instance 13177972	Type Application Engine																														
Name AP_APY1099	Description 1099 Report																														
Run Status Success	Distribution Status Posted																														
Run Control ID 1099PROCESS	<input type="radio"/> Hold Request																														
Location Server	<input type="radio"/> Queue Request																														
Server PSUNX1	<input type="radio"/> Cancel Request																														
Recurrence	<input type="radio"/> Delete Request																														
	<input type="radio"/> Re-send Content																														
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Request Created On 12/29/2020 11:09:36AM EST	<a href="#">Parameters</a>	Transfer																													
Run Anytime After 12/29/2020 11:08:20AM EST	<a href="#">Message Log</a>	<a href="#">View Locks</a>																													
Began Process At 12/29/2020 11:10:45AM EST	<a href="#">Batch Timings</a>																														
Ended Process At 12/29/2020 11:10:58AM EST	<a href="#">View Log/Trace</a>																														
29.	<p>Click the <b>View Log/Trace</b> link.</p> <div style="border: 2px solid red; padding: 5px; display: inline-block; margin: 10px 0;"> <a href="#">View Log/Trace</a> </div>																														

Step	Action
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The **View Log/Trace** page displays in a pop-up window.

View Log/Trace
✕

[Help](#)

**Report**

Report ID 57725818      Process Instance 13177972      [Message Log](#)

Name AP\_APY1099      Process Type Application Engine

Run Status Success

1099 Report

**Distribution Details**

Distribution Node finsit      Expiration Date 01/28/2021


**File List**

Name	File Size (bytes)	Datetime Created
AE_AP_APY1099_13177972.log	169	12/29/2020 11:10:58.510548AM EST
IRS_001_15100_13177972.TXT	8,261	12/29/2020 11:10:58.510548AM EST

**Distribute To**

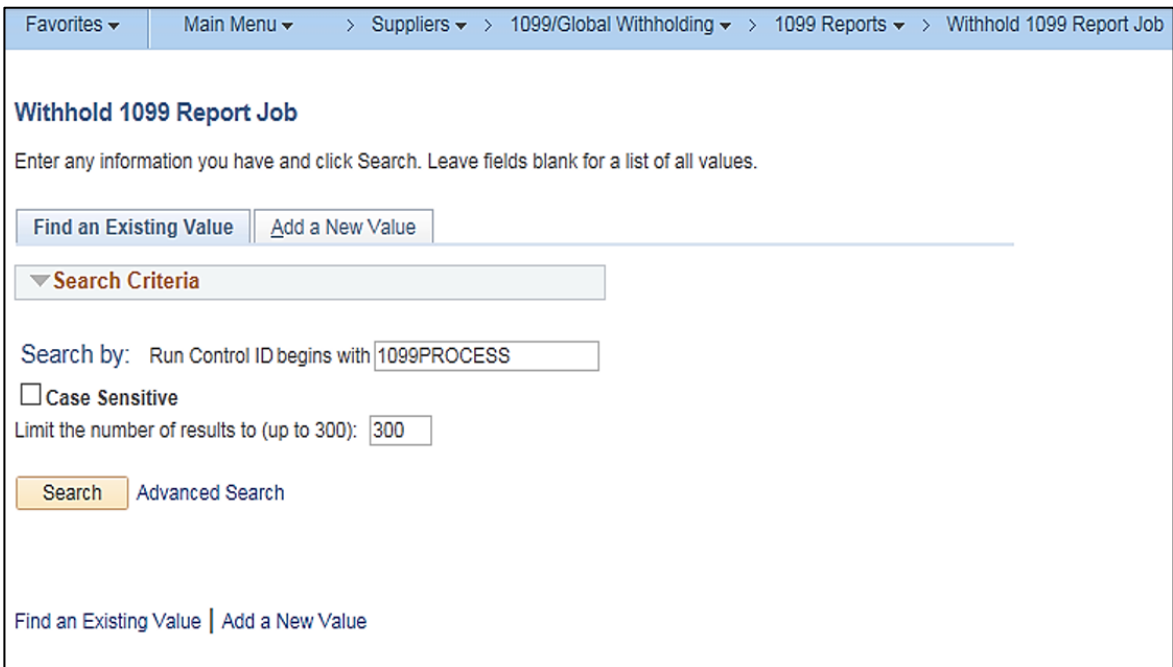
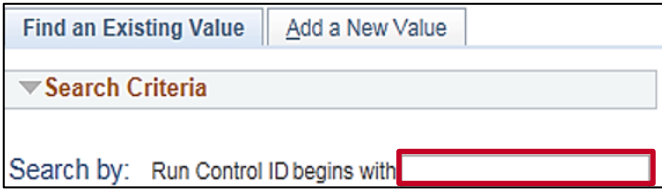

Distribution ID Type	*Distribution ID
User	V_AP_COVA_1099_ADMINISTRATOR

30.	<p>Click the <b>TXT</b> file under the <b>File List</b> section to view the IRS tax files.</p> <div style="border: 2px solid red; padding: 2px; display: inline-block; margin: 5px 0;">IRS_001_15100_13177972.TXT</div>
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	<p>Save the file to your secure directory as file type Text (*.txt). This text file can then be uploaded to the IRS FIRE Production System. Refer to the IRS Publication 1220 for detailed instructions on sending the file.</p>
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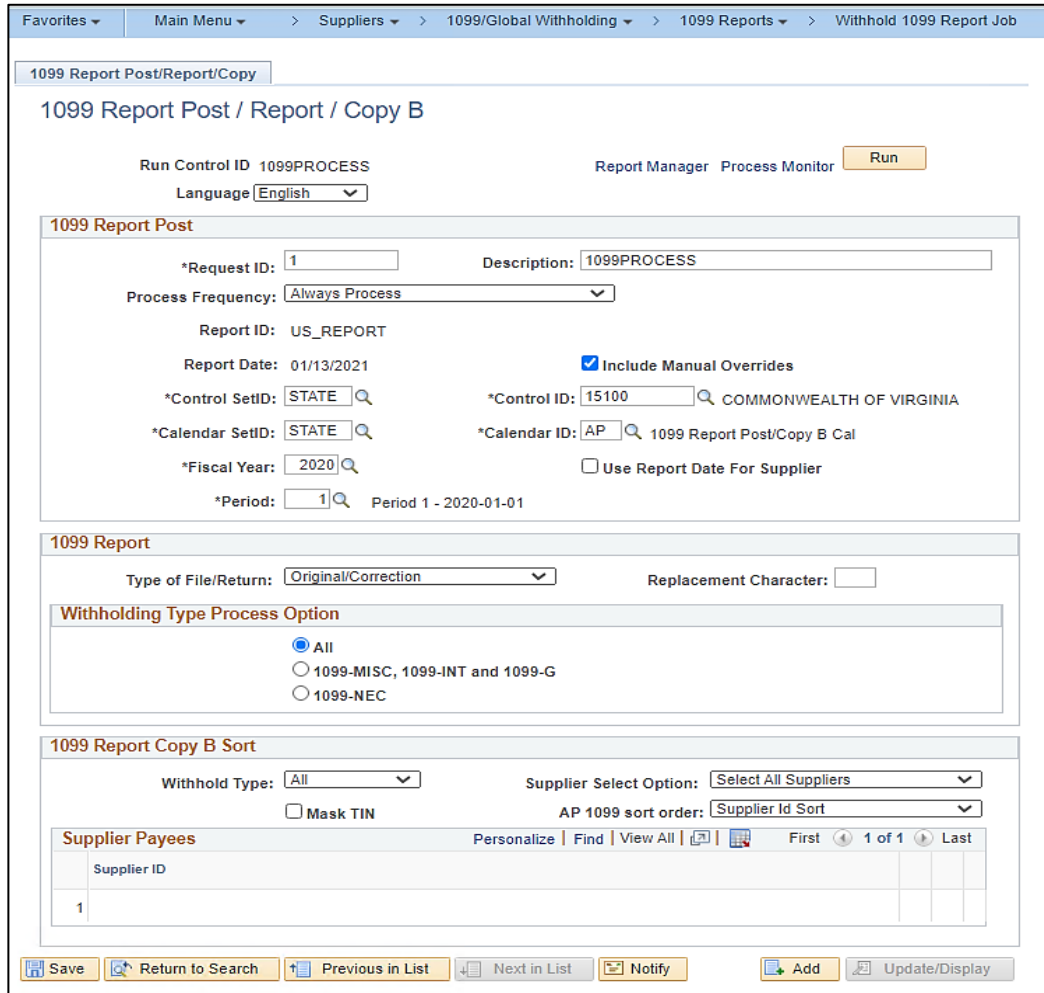
### Creating the 1099 Copy B Reports

The 1099 report process produces the electronic file and moves data to a reporting table to produce Copy B reports.

Step	Action
1.	Navigate to the <b>Withhold 1099 Report Job</b> page using the following path: <b>Main Menu &gt; Suppliers &gt; 1099/Global Withholding &gt; 1099 Reports &gt; Withhold 1099 Report Job</b>
	<p>The <b>Withhold 1099 Report Job</b> run control page displays with the <b>Find and Existing Value</b> tab displayed by default.</p> 
2.	Enter the Run Control ID that was used to create the IRS file in the <b>Search by</b> field. 
3.	Click the <b>Search</b> button. 

Step	Action
------	--------

The **1099 Report Post / Report / Copy B** page displays with all of the parameters that were established when the IRS file was created.



1099 Report Post / Report / Copy B

Run Control ID: 1099PROCESS      Report Manager    Process Monitor    **Run**

Language: English

**1099 Report Post**

\*Request ID: 1      Description: 1099PROCESS

Process Frequency: Always Process

Report ID: US\_REPORT

Report Date: 01/13/2021       Include Manual Overrides

\*Control SetID: STATE      \*Control ID: 15100 COMMONWEALTH OF VIRGINIA

\*Calendar SetID: STATE      \*Calendar ID: AP 1099 Report Post/Copy B Cal

\*Fiscal Year: 2020       Use Report Date For Supplier

\*Period: 1      Period 1 - 2020-01-01

**1099 Report**

Type of File/Return: Original/Correction      Replacement Character:

**Withholding Type Process Option**

All

1099-MISC, 1099-INT and 1099-G

1099-NEC

**1099 Report Copy B Sort**

Withhold Type: All      Supplier Select Option: Select All Suppliers

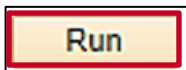
Mask TIN      AP 1099 sort order: Supplier Id Sort

**Supplier Payees**      Personalize | Find | View All | First 1 of 1 Last

Supplier ID
1

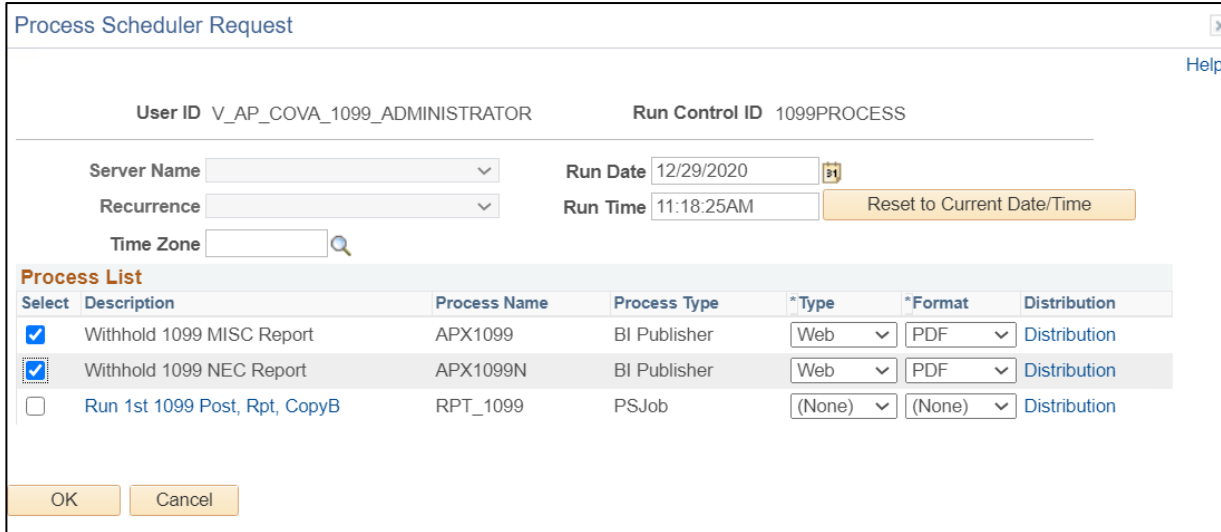
Save    Return to Search    Previous in List    Next in List    Notify    Add    Update/Display

4. Click the **Run** button.



Step	Action
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The **Process Scheduler Request** page displays in a pop-up window.



Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Withhold 1099 MISC Report	APX1099	BI Publisher	Web	PDF	Distribution
<input checked="" type="checkbox"/>	Withhold 1099 NEC Report	APX1099N	BI Publisher	Web	PDF	Distribution
<input type="checkbox"/>	Run 1st 1099 Post, Rpt, CopyB	RPT_1099	PSJob	(None)	(None)	Distribution

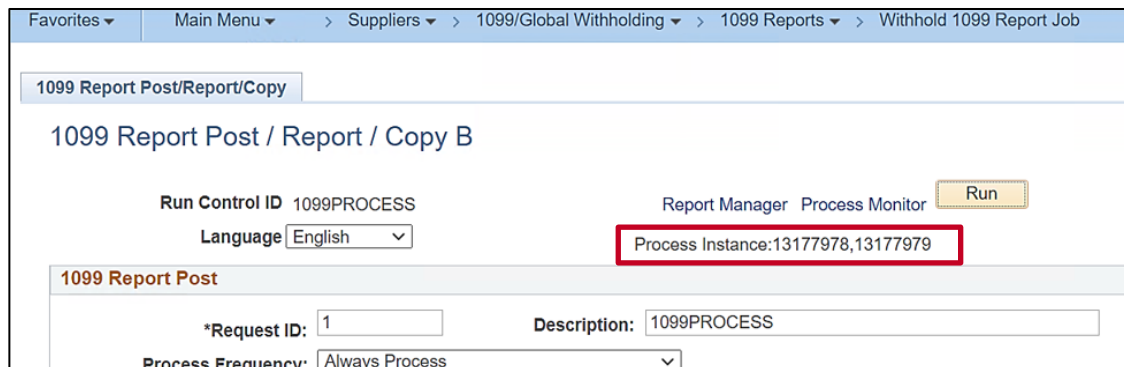
- Click the **Select** checkbox option for the Withhold 1099 Report (BI Publisher) job to run the Copy B reports. One or both reports can be selected as appropriate.

<input checked="" type="checkbox"/>	Withhold 1099 MISC Report	APX1099	BI Publisher
<input checked="" type="checkbox"/>	Withhold 1099 NEC Report	APX1099N	BI Publisher

- Click the **OK** button.



The **1099 Report Post / Report / Copy B** page displays with the assigned Process Instance Number(s).



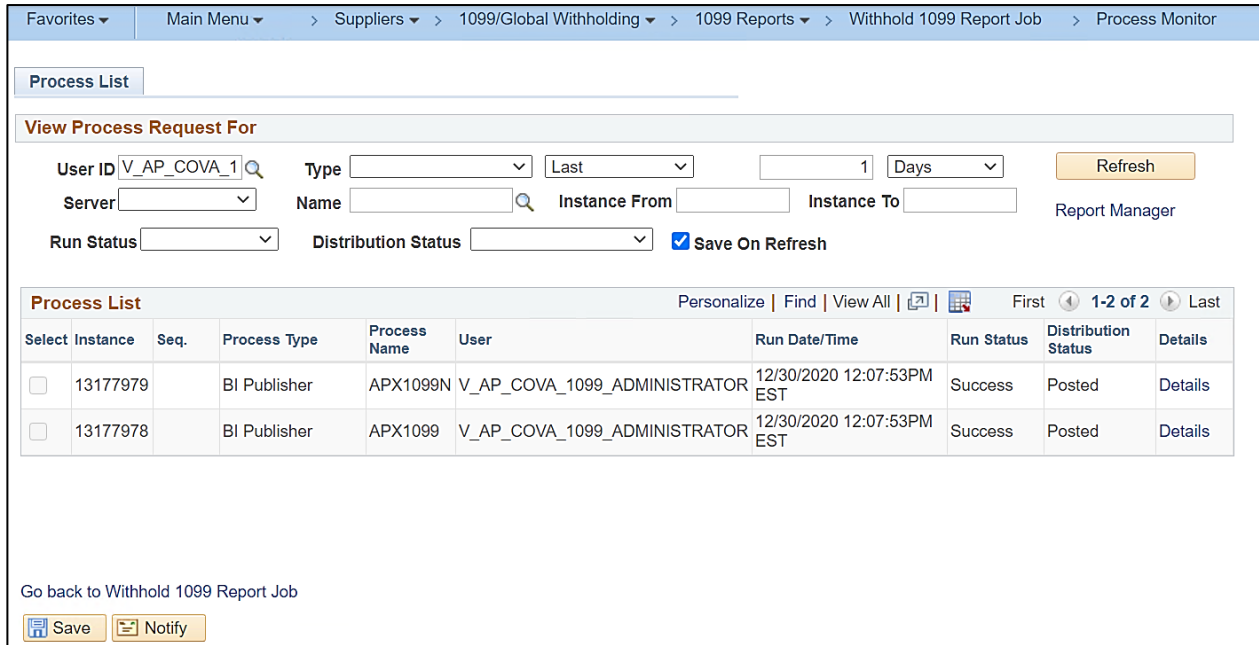
- Click the **Process Monitor** link.





Step	Action
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The **Process List** displays.



Process List

View Process Request For

User ID  Type   Days

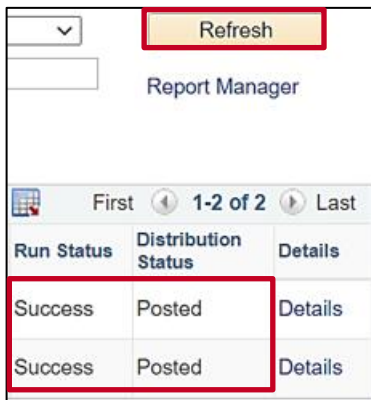
Server  Name  Instance From  Instance To  Report Manager

Run Status  Distribution Status   Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	13177979		BI Publisher	APX1099N	V_AP_COVA_1099_ADMINISTRATOR	12/30/2020 12:07:53PM EST	Success	Posted	Details
<input type="checkbox"/>	13177978		BI Publisher	APX1099	V_AP_COVA_1099_ADMINISTRATOR	12/30/2020 12:07:53PM EST	Success	Posted	Details

Go back to Withhold 1099 Report Job

- Click the **Refresh** button periodically until the **Run Status** field displays “Success” and the **Distribution Status** field displays “Posted”.



Report Manager

Run Status	Distribution Status	Details
Success	Posted	Details
Success	Posted	Details

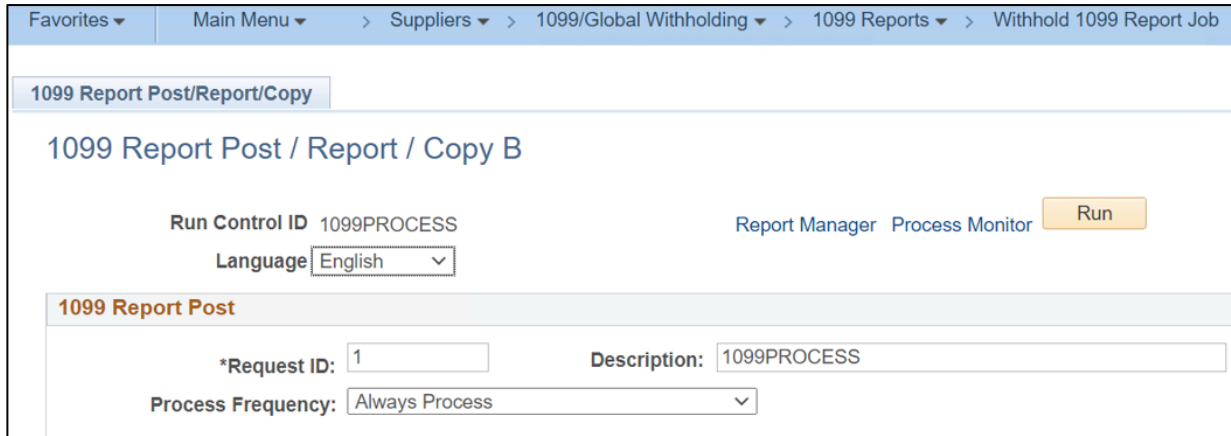
- Click the **Go back to Withhold 1099 Report Job** link.



[Go back to Withhold 1099 Report Job](#)

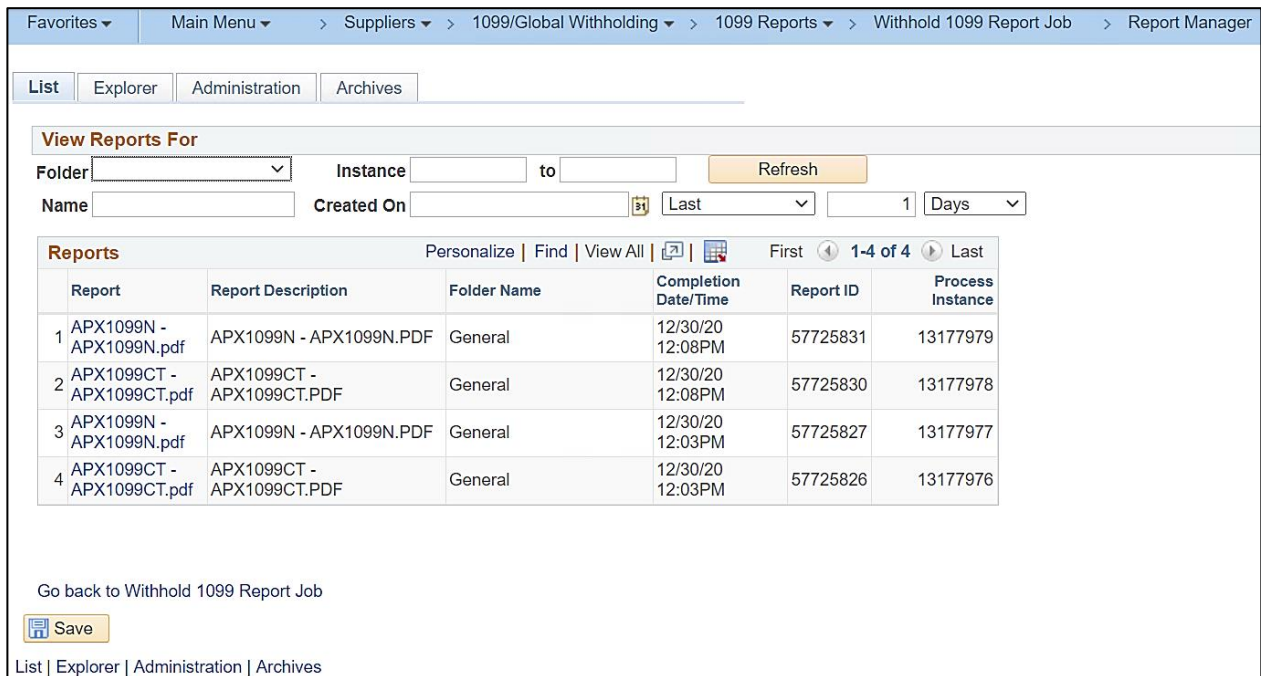
Step	Action
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The **1099 Report Post/Report/Copy B** page redisplay.




11.	Click the <b>Report Manager</b> link. 
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The **List** tab displays.



Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 APX1099N - APX1099N.pdf	APX1099N - APX1099N.PDF	General	12/30/20 12:08PM	57725831	13177979
2 APX1099CT - APX1099CT.pdf	APX1099CT - APX1099CT.PDF	General	12/30/20 12:08PM	57725830	13177978
3 APX1099N - APX1099N.pdf	APX1099N - APX1099N.PDF	General	12/30/20 12:03PM	57725827	13177977
4 APX1099CT - APX1099CT.pdf	APX1099CT - APX1099CT.PDF	General	12/30/20 12:03PM	57725826	13177976

12.	Click the <b>APX1099CT - APX1099CT.PDF</b> link. 
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# Accounts Payable Job Aid

## AP312B\_1099 Processing

Step	Action
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The PDF will display information for the appropriate 1099 (MISC or NEC) Copy B or may be blank if there is no 1099 data to display.

**Instructions for Recipient**  
**Recipient's taxpayer identification number (TIN).** For your protection, this form may show only the last four digits of your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (A TIN), or employer identification number (EIN). However, the payer has reported your complete TIN to the IRS.  
**Account number.** May show an account or other unique number the payer assigned to distinguish your account. Amounts shown may be subject to self-employment (SE) tax. Individuals should see the Instructions for Schedule SE (Form 1040), Corporations, fiduciaries, or partnerships must report the amounts on the appropriate line of their tax returns.  
**Form 1099-MISC interest?** If this form is incorrect or has been issued in error, contact the payer. If you cannot get this form corrected, attach an explanation to your tax return and report your information correctly.  
**Box 1.** Report rents from real estate on Schedule E (Form 1040). However, report rents on Schedule C (Form 1040) if you provided significant services to the tenant, sold real estate as a business, or rented personal property as a business. See Pub. 527.  
**Box 2.** Report royalties from oil, gas, or mineral properties, copyrights, and patents on Schedule E (Form 1040). However, report payments for a working interest as explained in the Schedule E (Form 1040) instructions. For royalties on timber, coal, and iron ore, see Pub. 544.  
**Box 3.** Generally, report this amount on the "Other income" line of Schedule 1 (Form 1041) and identify the payment. The amount shown may be payments received as the beneficiary of a deceased employee, prizes, awards, taxable damages, Indian gaming profits, or other taxable income. See Pub. 525. If it is trade or business income, report this amount on Schedule C or F (Form 1040).  
**Box 4.** Shows backup withholding or withholding on Indian gaming profits. Generally, a payer must backup withhold if you did not furnish your TIN. See Form W-9 and Pub. 505 for more information. Report this amount on your income tax return as tax withheld.  
**Box 5.** Shows the amount paid to you as a fishing boat crew member by the operator, who considers you to be self-employed. Self-employed individuals must report this amount on Schedule C (Form 1040). See Pub. 334.  
**Box 6.** For individuals, report on Schedule C (Form 1040).  
**Box 7.** If checked, consumer products totaling \$5,000 or more were sold to you for resale, on a buy-sell, a deposit-continuation, or other basis. Generally, report any income from your sale of these products on Schedule C (Form 1040).  
**Box 8.** Shows substitute payments in lieu of dividends or tax-exempt interest received by your broker on your behalf as a result of a loan of your securities. Report on the "Other income" line of Schedule 1 (Form 1040).  
**Box 9.** Report this amount on Schedule F (Form 1040).  
**Box 10.** Shows gross proceeds paid to an attorney in connection with legal services. Report only the taxable part as income on your return.  
**Box 11.** Shows the amount of cash you received for the sale of fish if you are in the trade or business of catching fish.  
**Box 12.** May show current year deferrals as a nonemployee under a nonqualified deferred compensation (NQDC) plan that is subject to the requirements of section 409A plus any earnings on current and prior year deferrals.  
**Box 13.** If the FATCA filing requirement box is checked, the payer is reporting on this Form 1099 to satisfy its account reporting requirement under chapter 4 of the Internal Revenue Code. You may also have a filing requirement. See the Instructions for Form 9938.  
**Box 14.** Shows your total compensation of excess golden parachute payments subject to a 20% excise tax. See your tax return instructions for where to report.  
**Box 15.** Shows income as a nonemployee under an NQDC plan that does not meet the requirements of section 409A. Any amount included in box 12 that is currently taxable is also included in this box. Report this amount as income on your tax return. This income is also subject to a substantial additional tax to be reported on Form 1040, 1040-SS, or 1040-NR. See the instructions for your tax return.  
**Boxes 16-18.** Show state or local income tax withheld from the payments.  
**Future developments.** For the latest information about developments related to Form 1099-MISC and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/Form1099MISC](http://www.irs.gov/Form1099MISC).  
**Free File Program.** Go to [www.irs.gov/FreeFile](http://www.irs.gov/FreeFile) to see if you qualify for no-cost online federal tax preparation, e-filing, and direct deposit or payment options.

CORRECTED (if checked)

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no. COMMONWEALTH OF VIRGINIA DEPARTMENT OF TREASURY 101 N. 14TH STREET 3RD FLOOR RICHMOND, VA 804/225-2646		1 Rents \$	OMB No. 1545-0115 Form 1099-MISC (Rev. January 2024)	<b>Miscellaneous Information</b>  <b>Copy B For Recipient</b>  This is important tax information and is being furnished to the IRS. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.
		2 Royalties \$ 0.00	4 Federal income tax withheld \$ 0.00	
		3 Other income \$ 0.00	6 Medical and health care payments \$ 0.00	
FAYER'S TIN		5 Fishing boat proceeds \$ 0.00	7 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale <input type="checkbox"/>	
RECIPIENT'S TIN		8 Substitute payments in lieu of dividends or interest \$ 0.00	9 Crop insurance proceeds \$ 0.00	
RECIPIENT'S name		10 Gross proceeds paid to an attorney \$ 0.00	11 Fish purchased for resale \$ 0.00	
Street address (including apt. no.)		12 Section 409A deferrals \$ 0.00	13 FATCA filing requirement <input type="checkbox"/>	
City or town, state or province, country, and ZIP or foreign postal code		14 Excess golden parachute payments \$ 0.00	15 Nonqualified deferred compensation \$ 0.00	
Account number (see instructions)		16 State tax withheld \$ 0.00	17 State Payer's state no. \$	
		18 State income \$ 0.00		

Form 1099-MISC (Rev. 1-2024) (keep for your records) [www.irs.gov/Form1099MISC](http://www.irs.gov/Form1099MISC) Department of the Treasury - Internal Revenue Service

13.	Review the 1099-MISC Copy Bs as needed.
-----	---



If adjustments are needed, refer to the [Adding Withholding Adjustments](#) section of this Job Aid for instructions on how to enter any adjustments identified to the withholding amounts for the required Suppliers and rerun the Withhold 1099 Jobs to create the IRS file and the 1099-MISC Copy Bs.

Repeat Steps 12-13 for the 1099-NEC Copy Bs.



Step	Action
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The 1099 Copy B displays.

CORRECTED (if checked)

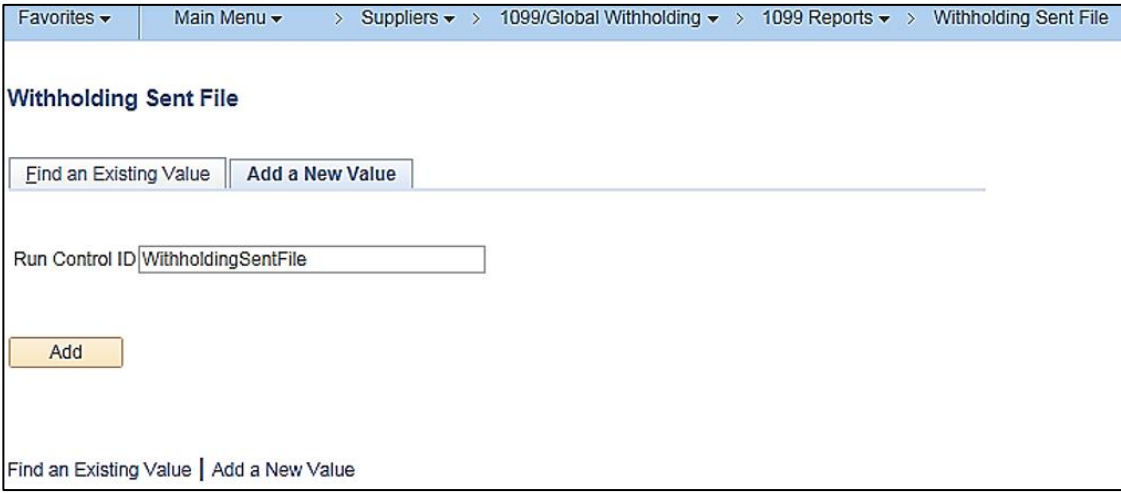



PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no. COMMONWEALTH OF VIRGINIA OFFICE / STATE INSPECTOR GENERAL 101 N. 14TH STREET 7TH FLOOR  RICHMOND, VA  804/625-3275		OMB No. 1545-0116  Form <b>1099-NEC</b> (Rev. January 2024)  For calendar year <b>2024</b>	Nonemployee Compensation
PAYER'S TIN _____	RECIPIENT'S TIN _____	1 Nonemployee compensation \$ _____	
RECIPIENT'S name _____  Street address (including apt. no.) _____  City or town, state or province, country, and ZIP or foreign postal code _____		2 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale <input type="checkbox"/>	<b>Copy B                  For Recipient</b>  This is important tax information and is being furnished to the IRS. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.
Account number (see instructions) _____		3 _____  4 Federal income tax withheld \$ _____ 0.00	
_____		5 State tax withheld \$ _____ 0.00	
_____		6 State/Payer's state no. VA/ \$ _____	
Form <b>1099-NEC</b> (Rev. 1-2024) (keep for your records)		www.irs.gov/Form1099NEC	Department of the Treasury - Internal Revenue Service

14.	Open and save the final 1099 Copy B PDF copies.
15.	Print the 1099 Copy B forms for mailing.

### Running the Withholding Sent File Process

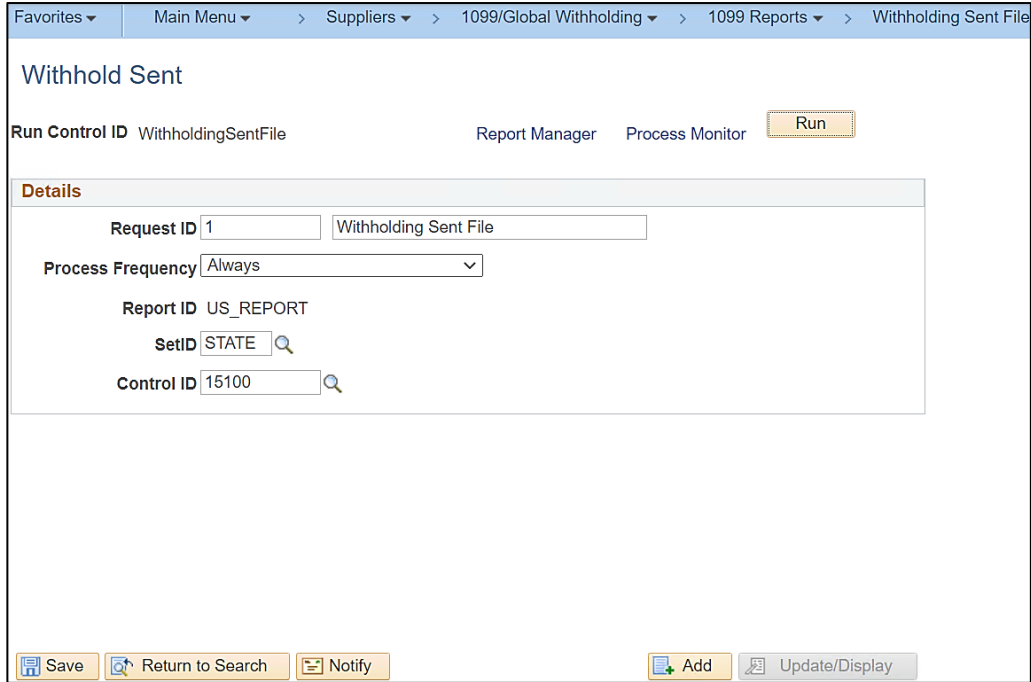
The final step in the 1099 process is to run the Withholding Sent (WTHD\_SENT) process. This process finalizes the 1099 reporting and file creation process.



It is important that the Agency does not run this process until the Agency has sent their file to the IRS and received confirmation from the IRS of successful transmission.

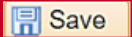
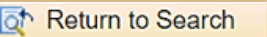

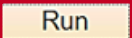
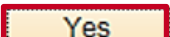
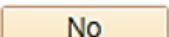

Step	Action
1.	Navigate to the <b>Withholding Sent File</b> page using the following path: <b>Main Menu &gt; Suppliers &gt; 1099/Global Withholding &gt; 1099 Reports &gt; Withholding Sent File</b>
	<p>The <b>Withholding Sent File</b> page displays with the <b>Find an Existing Value</b> tab displayed by default.</p> 
2.	Enter the applicable information in the <b>Run Control ID</b> field. The first time you run this job, select the <b>Add a New Value</b> tab and then create the Run Control ID. 
	For subsequent runs of this job, use the <b>Run Control ID</b> that was created the first time the job was run (Run Control IDs are unique to each user). You will need to update the appropriate fields on your existing Run Control ID if using the Run Control ID you created for a subsequent run.
3.	Click the <b>Add</b> button. 

Step	Action
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The **Withhold Sent** page displays.

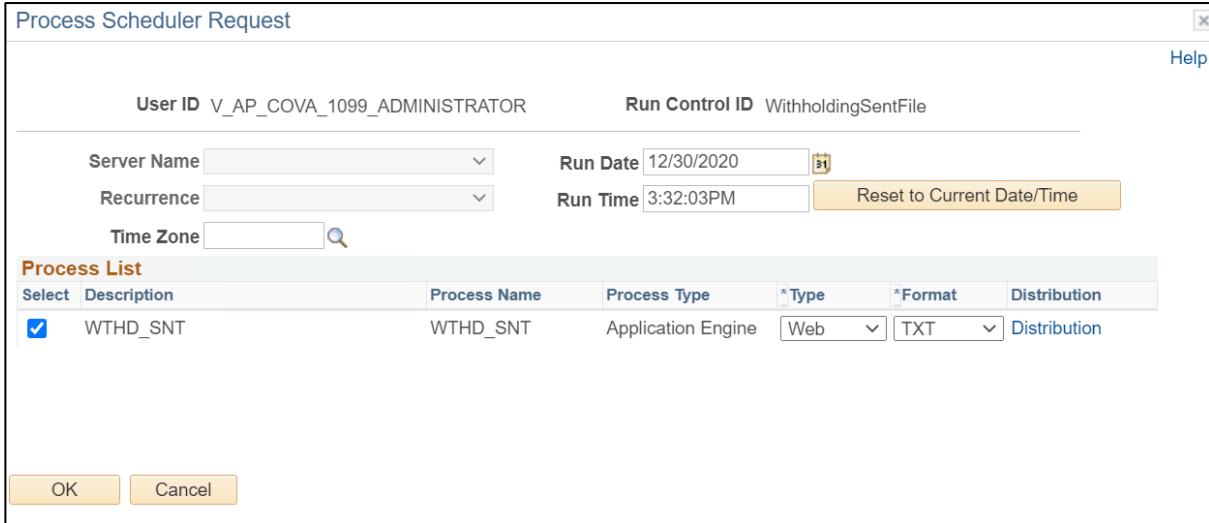


4.	<p>Enter “1” in the <b>Request ID</b> field. This Request ID of “1” can be used repeatedly. It is used internally by Cardinal to track each posting request.</p> <p><b>Request ID</b> <input style="border: 2px solid red;" type="text" value="1"/></p>
5.	<p>Enter a brief description for the request in the <b>Description</b> field (field to the right of the <b>Request ID</b> field) (example: “Withholding Sent File”).</p> <p><b>Withholding Sent File</b> <input style="border: 2px solid red;" type="text"/></p>
6.	<p>Click the <b>Process Frequency</b> dropdown button and select “Always Process”.</p> <p><b>Process Frequency</b> <input style="border: 2px solid red;" type="text" value="Always"/></p>
7.	<p>Click the <b>SetID Look Up</b> icon and select “STATE”.</p> <p><b>SetID</b> <input style="border: 2px solid red;" type="text" value="STATE"/> </p>
8.	<p>Enter or select the Agency’s Control ID in the <b>Control ID</b> field.</p> <p><b>Control ID</b> <input style="border: 2px solid red;" type="text" value="15100"/> </p>

Step	Action
9.	Click the <b>Save</b> button. <div data-bbox="256 380 849 436" style="border: 1px solid black; padding: 5px; margin-top: 10px;">  Save              Return to Search              Notify           </div>
10.	Click the <b>Run</b> button. <div data-bbox="256 527 418 583" style="border: 1px solid black; padding: 5px; margin-top: 10px;">  Run           </div>
<p>A Message displays in a pop-up window.</p> <div data-bbox="233 674 1414 995" style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>Message</p> <hr/> <p>DO NOT run this process until you have sent your file to the IRS and received confirmation from the IRS of successful transmission!</p> <p>Do you wish to proceed further? (0,0)</p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span data-bbox="261 947 396 982" style="border: 1px dashed black; padding: 2px 10px;">Yes</span> <span data-bbox="412 947 547 982" style="border: 1px solid black; padding: 2px 10px;">No</span> </div> </div>	
11.	<p>Select the appropriate answer based on the following guidance:</p> <ul style="list-style-type: none"> <li>Click the <b>Yes</b> button if the Agency has sent the file to the IRS and received a confirmation from the IRS that the file was successfully transmitted</li> <li>Click the <b>No</b> button if the Agency has not sent the file to the IRS and received a confirmation from the IRS that the file was successfully transmitted. <b><u>DO NOT PROCEED UNTIL THIS STEP IS COMPLETED</u></b></li> </ul> <p>For this scenario, the file has been sent and successfully confirmed. Click the <b>Yes</b> button.</p> <div data-bbox="256 1318 638 1392" style="border: 1px solid black; padding: 5px; margin-top: 10px;">  Yes        No     </div>
	<p>Whatever selections were made in the <b>Withholding Type Process Options</b> section when the IRS file was created will be marked as “Sent” when this process is run. The transactions marked “Sent” will not be produced or generated in any subsequent 1099 Job Process runs.</p>

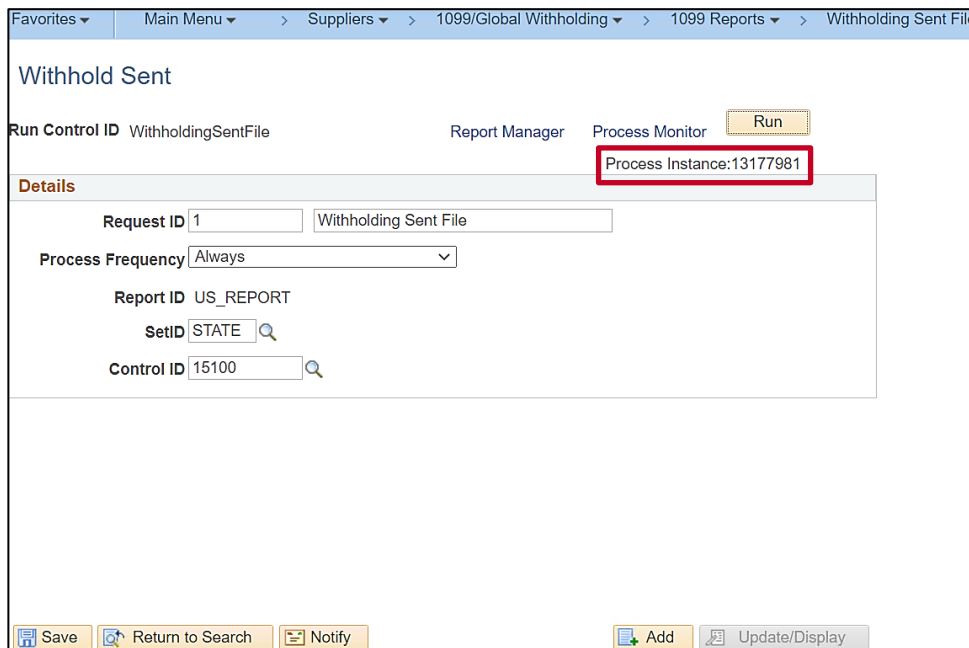
Step	Action
------	--------

The **Process Scheduler Request** page displays in a pop-up window.




12.	Click the <b>OK</b> button. <div style="border: 2px solid red; padding: 5px; display: inline-block; margin-top: 10px;">OK</div>
-----	---

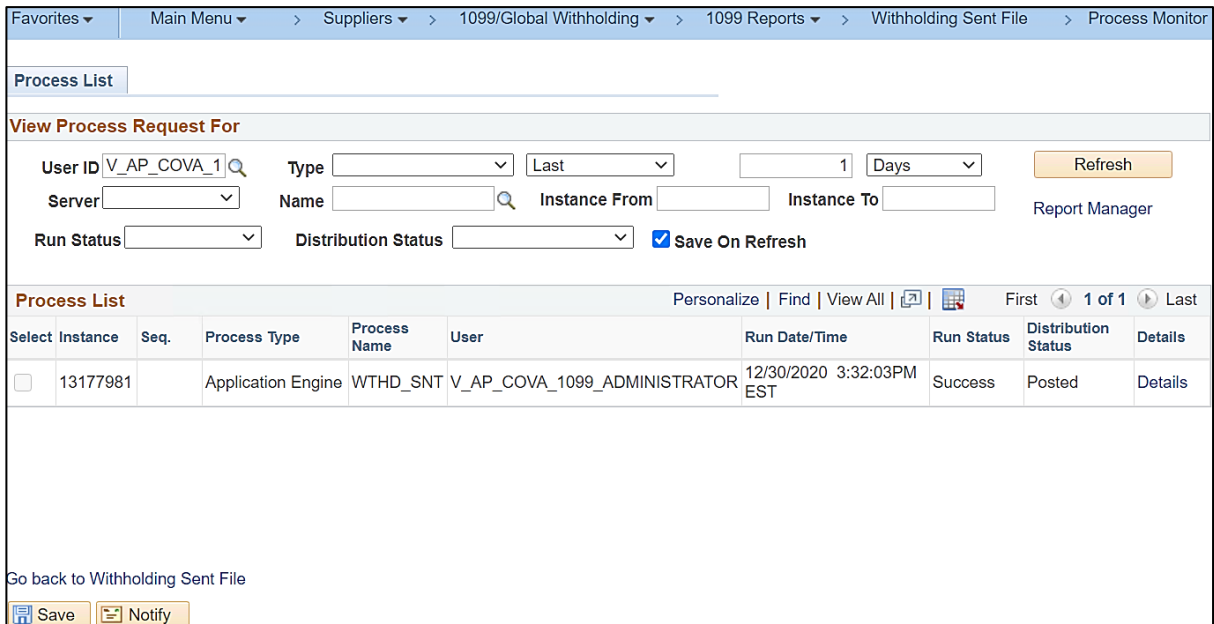
The **Withhold Sent** page redisplay with the assigned Process Instance Number.

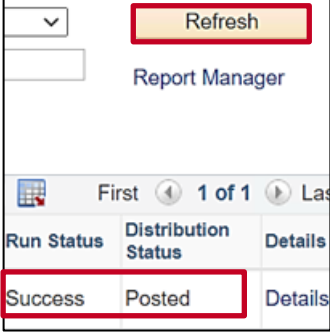




Step	Action
13.	Click the <b>Process Monitor</b> link. 

The **Process List** page displays.



14.	Click the <b>Refresh</b> button periodically until the <b>Run Status</b> field displays “Success” and the <b>Distribution Status</b> field displays “Posted”. 
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A **Run Status** of “Success” means that the files have been marked in Cardinal as sent to the IRS.

## **Processing Correction Files after IRS Submission and Withholding Sent File Process is Complete**

If the Agency determines that incorrect data was reported for a Supplier or a group of Suppliers after the initial submission, a Correction file must be created. To correct the transaction data, complete the following:

1. Enter an adjustment on the **Withhold Adjustments** page. Refer to the [Adding Withholding Adjustments](#) section of this Job Aid for instructions on how to make the adjustments.
2. Run the 1099 Jobs to produce the IRS file and the corrected Copy B forms. The system generates the 1099 report showing only the corrections and the appropriate 1099 Copy B forms. Refer to the [Creating the 1099 IRS Reporting File and the Copy B Statements](#) section of this Job Aid for instructions on how to create the Correction file.
3. Run the Withholding Sent File process after confirmation is received from the IRS. Remember that the selections used in the **Withholding Type Process Option** section of the page must match the selections used when the Agency created the 1099 IRS Reporting File.

## **Processing Replacement Files after IRS Submission and Withholding Sent File Process is Complete**

A replacement file is an information return file sent by the filer/transmitter at the request of the IRS because of errors encountered by the IRS while processing the filer's original file or correction file. In that case, the IRS may tell the Agency what is invalid in the file either through contact information provided by the Agency or on their Internet page, where the file is stored. Make the necessary changes and resubmit the file.

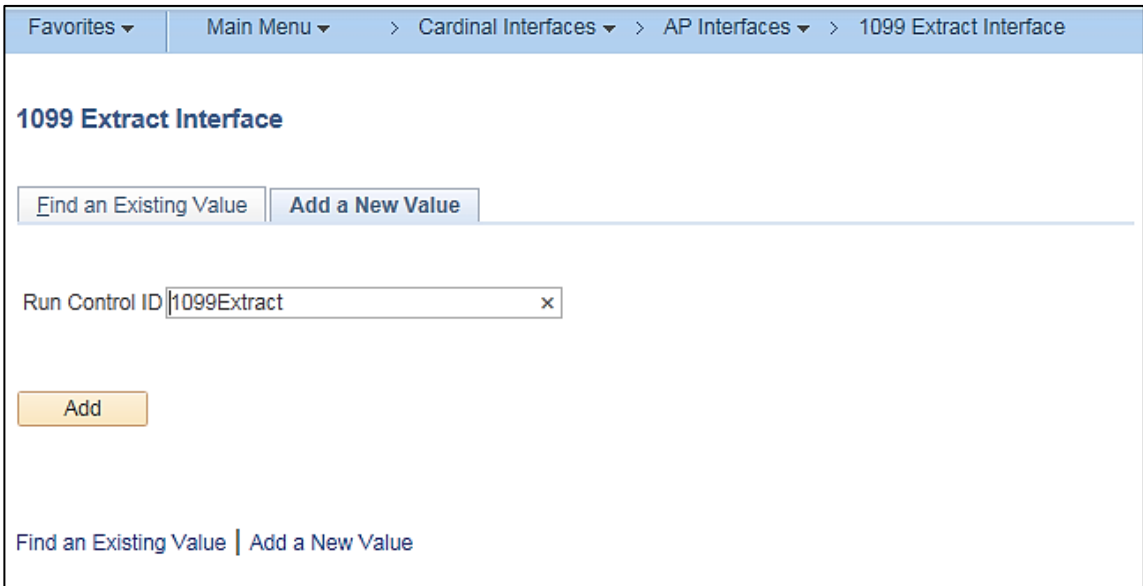


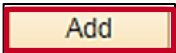
The Agency can create a replacement file only if one and only one original file was sent to the IRS.

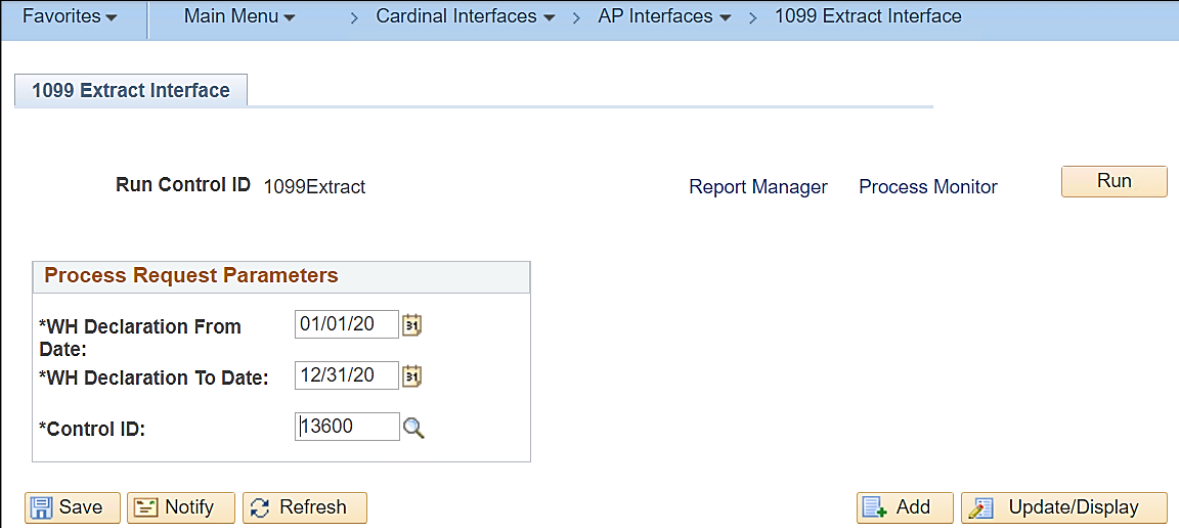



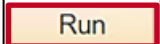
1. Create the Replacement file. Refer to the [Creating the 1099 IRS Reporting File and the Copy B Statements](#) section of this Job Aid for additional information and instructions.
2. In the **1099 Report Group** section, select "Replacement" in the **Type of File/Return** field and enter the replacement character provided by the IRS in the **Replacement Character** field.
3. Run the 1099 Report Post and the 1099 Report processes. The system generates a new replacement file that the Agency can send to the IRS.
4. Run the Withholding Sent File process after creating the replacement file and confirmation is received from the IRS. Remember that the selections used in the **Withholding Type Process Option** section of the page must match the selections used when the 1099 IRS Reporting File was created.

### 1099 Extract

The 1099 Extract is generated and used to view 1099 reportable information. The 1099 Extract file can be used for different purposes, such as, processing in an Agency system, loading into tax software, or 1099 data analysis. The 1099 Extract is generated manually by Agency users online.

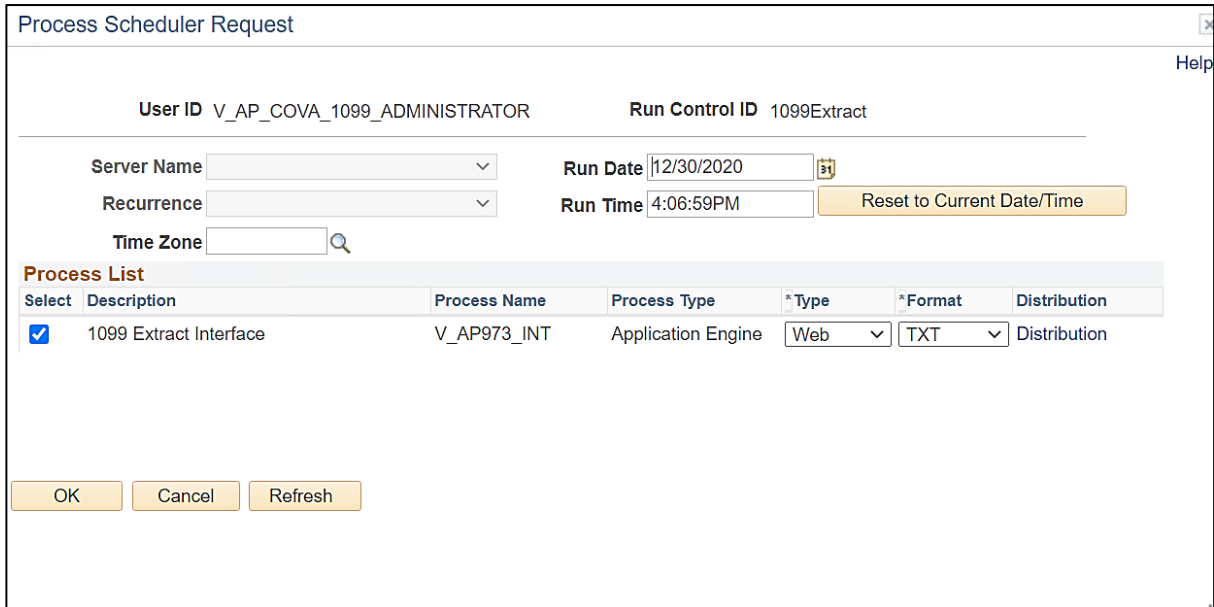
### Running the 1099 Extract in Cardinal

Step	Action
1.	Navigate to the <b>1099 Extract Interface</b> page using the following path: <b>Main Menu &gt; Cardinal Interfaces &gt; AP Interfaces &gt; 1099 Extract Interface</b>
<p>The <b>1099 Extract Interface</b> page displays with the Find a New Value tab displayed by default.</p> 	
2.	Enter the applicable information in the <b>Run Control ID</b> field. The first time you run this job, select the <b>Add a New Value</b> tab and then create the Run Control ID.  
	For subsequent runs of this job, use the <b>Run Control ID</b> that was created the first time the job was run (Run Control IDs are unique to each user). You will need to update the appropriate fields on your existing Run Control ID if using the Run Control ID you created for a subsequent run.
3.	Click the <b>Add</b> button.  

Step	Action
	<p>The <b>1099 Extract Interface</b> tab displays.</p>  <p>The screenshot shows the '1099 Extract Interface' page. At the top, there is a breadcrumb trail: 'Favorites &gt; Main Menu &gt; Cardinal Interfaces &gt; AP Interfaces &gt; 1099 Extract Interface'. Below this, the '1099 Extract Interface' tab is active. The page displays 'Run Control ID 1099Extract' and buttons for 'Report Manager', 'Process Monitor', and 'Run'. A 'Process Request Parameters' section contains three fields: '*WH Declaration From Date:' with the value '01/01/20', '*WH Declaration To Date:' with the value '12/31/20', and '*Control ID:' with the value '13600'. At the bottom of the interface are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.</p>
4.	<p>Enter or select the start date for 1099 reporting in the <b>WH Declaration From Date</b> field.</p>  <p>The image shows a close-up of the '*WH Declaration From Date:' field. The input area is highlighted with a red rectangular box.</p>
5.	<p>Enter or select the end date for 1099 reporting in the <b>WH Declaration To Date</b> field.</p>  <p>The image shows a close-up of the '*WH Declaration To Date:' field. The input area is highlighted with a red rectangular box.</p>
6.	<p>Enter or select the Agency's Control ID in the <b>Control ID</b> field.</p>  <p>The image shows a close-up of the '*Control ID:' field. The input area is highlighted with a red rectangular box.</p>
7.	<p>Click the <b>Run</b> button.</p>  <p>The image shows a close-up of the 'Run' button, which is highlighted with a red rectangular box.</p>

Step	Action
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The **Process Scheduler Request** page displays in a pop-up window.



Process Scheduler Request

User ID V\_AP\_COVA\_1099\_ADMINISTRATOR      Run Control ID 1099Extract

Server Name       Run Date

Recurrence       Run Time

Time Zone

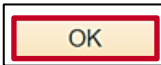
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	1099 Extract Interface	V_AP973_INT	Application Engine	Web	TXT	Distribution

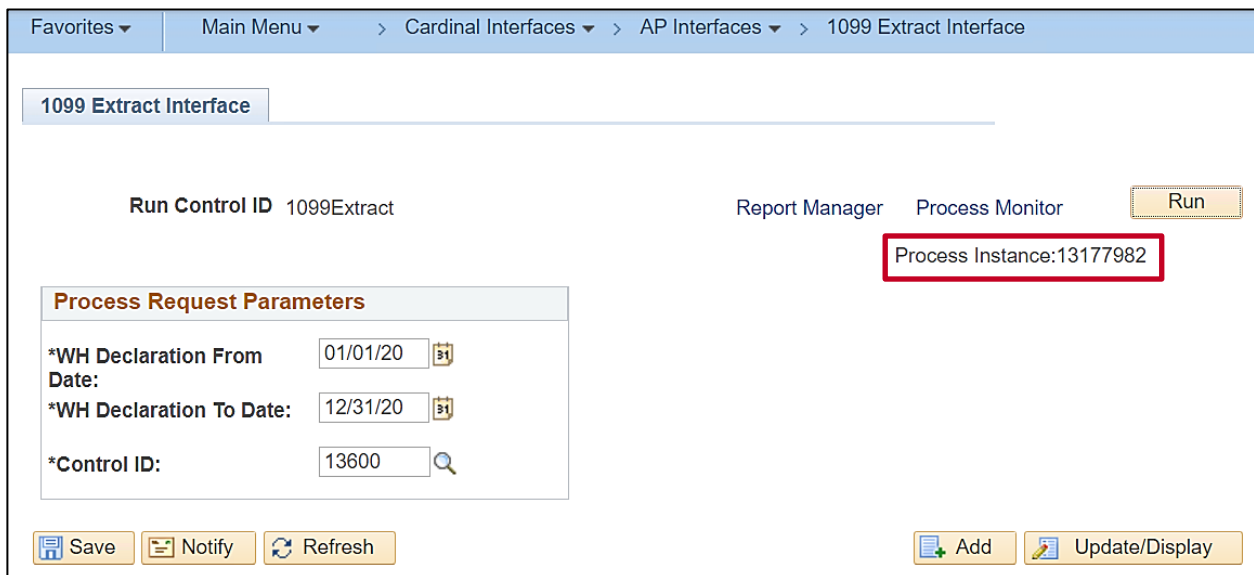


The 1099 Extract Interface can only be run with “Web” selected in the **Type** field and “TXT” selected in the **Format** field. The output will be in a .DAT format.

8. Click the **OK** button.



The **1099 Extract Interface** tab redisplay with the assigned Process Instance Number.



Favorites > Main Menu > Cardinal Interfaces > AP Interfaces > 1099 Extract Interface

1099 Extract Interface

Run Control ID 1099Extract      Report Manager      Process Monitor     


Process Instance:13177982

**Process Request Parameters**

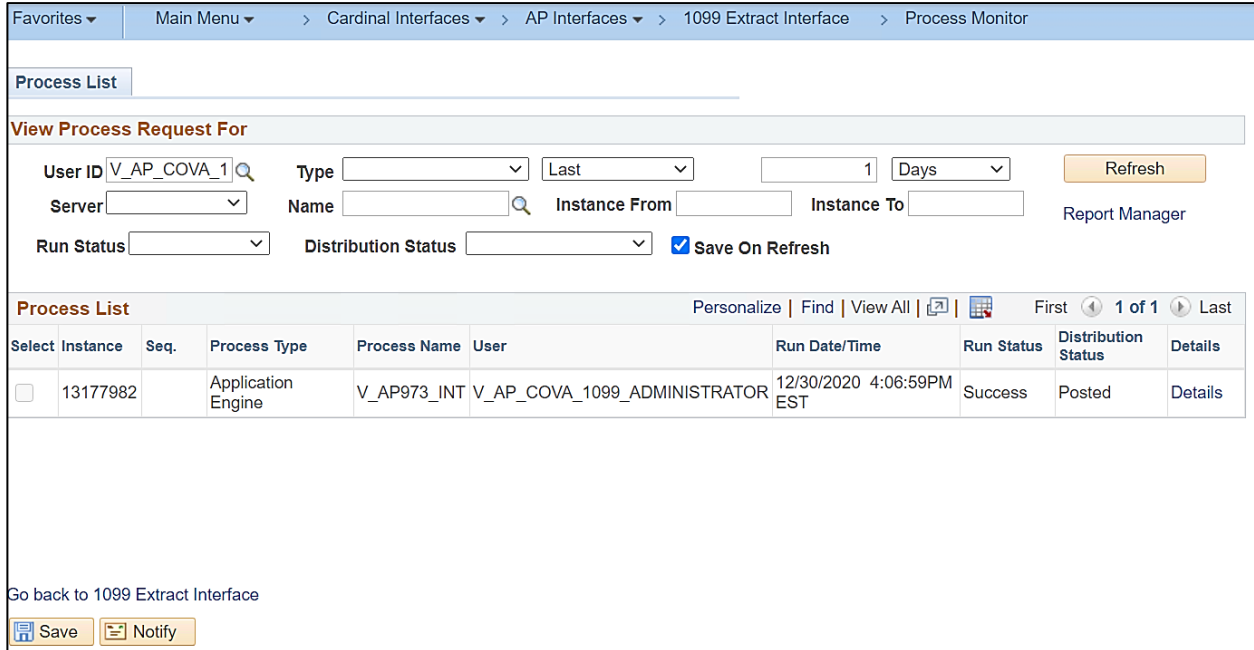
\*WH Declaration From Date:

\*WH Declaration To Date:

\*Control ID:

Step	Action
9.	Click the <b>Process Monitor</b> link. 

The **Process List** page displays.



**Process List**

View Process Request For

User ID:  Type:  Last:  Days:  Refresh

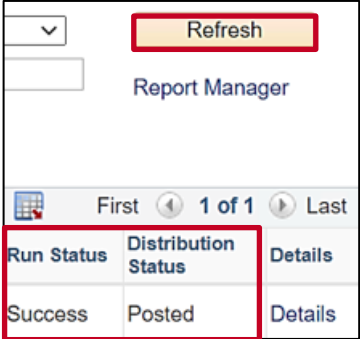
Server:  Name:  Instance From:  Instance To:  Report Manager


Run Status:  Distribution Status:   Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	13177982		Application Engine	V_AP973_INT	V_AP_COVA_1099_ADMINISTRATOR	12/30/2020 4:06:59PM EST	Success	Posted	Details

Go back to 1099 Extract Interface

Save Notify

10.	Click the <b>Refresh</b> button periodically until the <b>Run Status</b> field displays “Success” and the <b>Distribution Status</b> field displays “Posted”. 
-----	--

11.	Click the <b>Details</b> link. 
-----	---

Step	Action
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The **Process Detail** page displays in a pop-up window.

Process Detail
Help

Process

Instance 13177982	Type Application Engine
Name V_AP973_INT	Description 1099 Extract Interface
Run Status Success	Distribution Status Posted

Run
Update Process

Run Control ID 1099Extract	<input type="radio"/> Hold Request
Location Server	<input type="radio"/> Queue Request
Server PSUNX1	<input type="radio"/> Cancel Request
Recurrence	<input checked="" type="checkbox"/> Delete Request
	<input type="radio"/> Re-send Content <span style="margin-left: 100px;"><input type="radio"/> Restart Request</span>

Date/Time
Actions

Request Created On 12/30/2020 4:11:19PM EST	<a href="#">Parameters</a>	Transfer
Run Anytime After 12/30/2020 4:06:59PM EST	<a href="#">Message Log</a>	<a href="#">View Locks</a>
Began Process At 12/30/2020 4:11:27PM EST	<a href="#">Batch Timings</a>	
Ended Process At 12/30/2020 4:11:41PM EST	<a href="#">View Log/Trace</a>	

OK
Cancel

12.	Click the <b>View Log/Trace</b> link. <div style="border: 2px solid red; padding: 5px; display: inline-block; margin-top: 10px;"> <a href="#">View Log/Trace</a> </div>
-----	--



Step	Action
------	--------

The **View Log/Trace** page displays in a pop-up window.

View Log/Trace
✕

Help

---

**Report**

Report ID 57725834      Process Instance 13177982      [Message Log](#)

Name V\_AP973\_INT      Process Type Application Engine

Run Status Success

1099 Extract Interface

---

**Distribution Details**

Distribution Node finsit      Expiration Date 01/09/2021

---

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">13600_AP973_OUT_12302020_1611_001.DAT</a>	52,213	12/30/2020 4:11:41.104644PM EST
AE_V_AP973_INT_13177982.log	170	12/30/2020 4:11:41.104644PM EST

---


**Distribute To**

Distribution ID Type \*Distribution ID

User V\_AP\_COVA\_1099\_ADMINISTRATOR

[Return](#)

13.	<p>Click the <b>.DAT</b> link for the file to review 1099 reportable data.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Name</th> </tr> </thead> <tbody> <tr> <td style="border: 2px solid red;"><a href="#">13600 AP973 OUT 12302020 1611 001.DAT</a></td> </tr> </tbody> </table> </div>	Name	<a href="#">13600 AP973 OUT 12302020 1611 001.DAT</a>
Name			
<a href="#">13600 AP973 OUT 12302020 1611 001.DAT</a>			

	<p>The extract file may be used for different purposes, depending on the Agency (e.g., processing in an Agency system, loading into tax software, or other data analysis).</p> <p>An Agency interface template of the file layout titled AP973 1099 Extract is located on the Cardinal website in <b>Security</b> under <b>Resources</b>.</p>
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