

Withholding Mismatch Report


Purpose: Use this document as a reference for how to review all payments and associated vouchers made to withholding entities by supplier. This is part of the 1099 yearend processing.

Audience: Financial Staff.

 You must have at least one of these local college managed security roles:

- ZZ Accounts Payable Reports

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

 Before you can create the **Withholding Mismatch report (APX9010)**, you must run the **Withholding Mismatch Application Engine** process (WTHD_MISMATCH). The Withholding Mismatch report enables you to identify voucher lines on which the withholding applicable flag does not match the withholding flag on the supplier.

You can update transactions using the **Withholding Update Application Engine process (AP_WTHD_UPDT)**, and then rerun the Withholding Mismatch process and Withholding Mismatch report to recheck the voucher line withholding.

Withhold Mismatch Report

Navigation: Suppliers > 1099/Global Withholding > General Reports > Wthd Voucher/Supplier Mismatch

1. The **Wthd Voucher/Supplier Mismatch** run control search page displays. Enter an existing **Run Control ID** then select **Search**; or **Add a New Value**, then select **Add**.
2. The **Withhold Mismatch Request** page displays.
3. Enter field values:
 - a. **Request ID**.
 - b. **Business Unit**.
 - c. **Start Date** (beginning of current year).
 - d. **End Date** (end of current year).

4. Select the **Run** button.

Withhold Mismatch Request

Run Control ID WA010_MISMATCH_REPORT Report Manager Process Monitor **Run**

*Request ID 1099 WA010_MISMATCH

Business Unit WA010 🔍

Supplier SetID 🔍

Supplier ID 🔍

*Start Date 01/01/2023 📅

*End Date 12/31/2023 📅

Save **Notify** **Add** **Update/Display**

5. The **Process Scheduler Request** page displays.
6. Select **Mismatch Report** (PSJob).
7. Select **OK**.

Withhold Mismatch Request

Run Control ID WA010_MISMATCH_REPORT Report Manager Process Monitor **Run**

Process Scheduler Request

User ID CTC_SOBHARI Run Control ID WA010_MISMATCH_REPORT

Server Name Run Date 12/13/2023 📅

Recurrence Run Time 10:03:55PM **Reset to Current Date/Time**

Time Zone 🔍

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	Withholding Mismatch Report	APX9010	BI Publisher	Web	HTM	Distribution
<input checked="" type="checkbox"/>	Mismatch Report	MISMTCH	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Withholding Mismatch	WTHD_MISMTCH	Application Engine	Web	TXT	Distribution

OK **Cancel**

8. The **Withhold Mismatch Request** page displays. Select **Process Monitor** link. The **Process Monitor** page displays. For more information please see QRG [Process Scheduler/Process Monitor](#). Select the **Refresh** button until the **Instance** corresponding to the **Process**

Instance number noted above achieves a **Run Status** of 'Success' and a **Distribution Status** of 'Posted'.

9. Select the **Report Manager** link.

The screenshot shows the 'Process Monitor' interface. At the top, there's a navigation bar with 'Withholding Mismatch Report' and 'Process Monitor'. Below this, there are tabs for 'Process List' and 'Server List'. The main section is titled 'View Process Request For' and contains several filters: 'User ID' (CTC_SOBIHAR), 'Type' (dropdown), 'Last' (dropdown), '1' (input), 'All' (dropdown), 'Refresh' (button), 'Server' (dropdown), 'Name' (input), 'Instance From' (input), 'Instance To' (input), 'Clear' (button), 'Run Status' (dropdown), 'Distribution Status' (dropdown), 'Save On Refresh' (checkbox), 'Report Manager' (button), and 'Reset' (button). Below the filters, there's a 'Process List' section with a table. The table has columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, Details, and Actions. The first row shows Instance 4427035, Process Type PSJob, Process Name MISMTCH, User CTC_SOBIHARI, Run Date/Time 12/13/2023 10:08:13PM PST, Run Status Success, and Distribution Status Posted. Below the table, there are links 'Go back to Withd Voucher/Supplier Mismatch', 'Save', and 'Notify'. At the bottom, there are links 'Process List' and 'Server List'.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	4427035		PSJob	MISMTCH	CTC_SOBIHARI	12/13/2023 10:08:13PM PST	Success	Posted	Details	▼ Actions

10. The **Report Manager** page displays. Select the **Administration** tab.

11. Select the **APX9010-APX9010.htm** link.

The screenshot shows the 'Report Manager' interface. At the top, there's a navigation bar with 'Process List' and 'Report Manager'. Below this, there are tabs for 'List', 'Explorer', 'Administration' (highlighted in red), and 'Archives'. The main section is titled 'View Reports For' and contains several filters: 'User ID' (CTC_SOBIHARI), 'Type' (dropdown), 'Last' (dropdown), '4' (input), 'All' (dropdown), 'Refresh' (button), 'Status' (dropdown), 'Folder' (dropdown), 'Instance' (input), and 'to' (input). Below the filters, there's a 'Report List' section with a table. The table has columns: Select, Report ID, Prcs Instance, Description, Request Date/Time, Format, Status, and Details. The first row shows Report ID 4046087, Prcs Instance 4427037, Description APX9010 - APX9010.htm (highlighted in red), Request Date/Time 12/13/2023 10:08:55PM, Format HTML Documents (*.htm), and Status Posted. The second row shows Report ID 4046085, Prcs Instance 4427036, Description Withholding Mismatch, Request Date/Time 12/13/2023 10:08:18PM, Format Text Files (*.txt), and Status Posted. Below the table, there are checkboxes for 'Select All' and 'Deselect All', a 'Delete' button, and a message 'Click the delete button to delete the selected report(s)'. At the bottom, there are links 'Go back to Process Requests', 'Save', and 'List | Explorer | Administration | Archives'.

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	4046087	4427037	APX9010 - APX9010.htm	12/13/2023 10:08:55PM	HTML Documents (*.htm)	Posted	Details
<input type="checkbox"/>	4046085	4427036	Withholding Mismatch	12/13/2023 10:08:18PM	Text Files (*.txt)	Posted	Details



Sample of the Withholding Mismatch Report:

PeopleSoft Accounts Payable Withholding Mismatch Report									
ORACLE		Report ID: APX9010							
Business Unit	Supplier Name	Supplier ID	Voucher	Gross Amount	Invoice ID	Line No.	Merchandise Amount	Invoice Date	Line W/H
WA010	Pinnacle Investigations Inc	V000029407	00007258	420.00	86003,84981,85152, 85805,84491	3	30.00	27.Jul.2023	Y
				420.00		5	180.00	27.Jul.2023	Y
				420.00		4	120.00	27.Jul.2023	Y
			00006967	448.50	85474,84342,85437,846 56	3	58.50	15.Jun.2023	Y
			00007456	529.75		3	30.00	24.Aug.2023	Y
	BSN Sports LLC	V000033069	00007543	1,249.02	922540610	9	70.00	22.Aug.2023	Y
	Pinnacle Investigations Inc	V000029407	00007258	420.00	86003,84981,85152, 85805,84491	2	30.00	27.Jul.2023	Y
	Waxies Enterprises LLC	V000001392	00005856	977.24	81334559	1	898.20	21.Nov.2022	N
	Veca Electric and Technologies LLC	V000006110	00006389	3,369.54	116426	1	3,097.00	16.Feb.2023	N
	Pinnacle Investigations Inc	V000029407	00007558	480.00	87293,87733,87587,874 32	2	90.00	18.Sep.2023	Y
				480.00		4	210.00	18.Sep.2023	Y
			00007456	529.75	87128,86990, 86855, 06600	1	240.75	24.Aug.2023	Y

12. Process complete.