

Running 1099 WH Update Process

Purpose: Use this document as a reference for running the 1099 withholding update process in ctclink.

Audience: Accounts Payable staff.

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

- ZZ 1099 Processing

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

The Update Withholding process must be run after making changes using either the Withholding Supplier update, Withholding Invoice Line update or the Manual Withholding update processes. The Update Withholding process is also known as AP_WTHD_UPDT. By running this process, the system updates the withholding transactions that you adjusted and updates the underlying voucher tables as well.

Running 1099 WH Update Process

Navigation: Suppliers > 1099/Withholding > Maintain > Update Withholdings

1. The **Update Withholding** run control ID search page displays. Select the **Add a New Value** tab.
2. Enter **Run Control ID**, for example WA010_WH_UPDATE.
3. Select the **Add** button.
4. The **Withhold Update Request** page displays. Enter **Request ID** = "1".
5. Enter **Description** = "1099 WH UPDATE".
6. Enter **Process Frequency** = "Always Process".
7. Select the **Process Option** = "Process Only Supplier Updates" or "Process Only Voucher Lines".
8. Select the **Save** button.
9. Select **Run**. Please refer to the QRG [Process Scheduler/Process Monitor](#) for further instructions.

Supplier Balance Withhold Update Request

Withhold Update Request

Run Control ID WA010_WH_UPDATE Report Manager Process Monitor Run

*Request ID *Description

*Process Frequency

*Process Option

Process Only Supplier Updates

Process Only Voucher Lines

10. Process complete.