

Withholding Supplier Balance by Class


Purpose: Allows you to review total withholding transaction for the Supplier by the class.

Audience: Finance/Accounting

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

- ZD Accounts Payable Inquiry

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

 This allows you to review Supplier total withholding transactions by class and over a specified period of time. Based on the payment start and end dates, the system will total the payments per Withholding Class for the Supplier selected. Remember, withholding class indicates the reason for 1099 withholding, such as "Non-Employee Compensation". Also for results to be populated in the review, the Post Withholding process must have already been ran.

Withholding Supplier Balance by Class

Navigation: Suppliers > 1099/Global Withholding > Review > Supplier Balance by Class

1. On the **Supplier Balances by class** search page, select **SetID = WACTC**.
2. Enter valid field values, such as:
 - a. Enter or select **Supplier ID**.
 - b. Enter or select **Supplier Location** (college business unit).
3. Select the **Search** button. The **Supplier Balance** page will display.

Supplier Balances by class

Enter any information you have and click Search. Leave fields blank for a list c

[Find an Existing Value](#)

▼ **Search Criteria**

*SetID =

Supplier ID

Supplier Location

Short Supplier Name

Our Customer Number

Supplier Name

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

- The **Supplier Balance** page displays.
- The Start and End Dates default to the current date. Enter in a desired **Start Date** and **End Date**.
- Select **Search**.
- The **Withholding Balances** section will populate.

Supplier Balance

SetID WACTC Supplier 0000045709 Debra Location 080

Payment

Start Date End Date [Search](#)

Business Units | 1 of 1 | [View All](#)

Business Unit WA080 BELLEVUE COLLEGE

Withholding Balances | 1-1 of 1 | [View All](#)

Entity	Type	Jurisdiction	Class	Description	Basis Amt	Liability Amt	Paid Amount	Currency
IRS	1099N	FED	01	Nonemployee Compensation	-162.00	0.00	0.00	USD

[Save](#) [Return to Search](#) [Notify](#)

- Process complete.