

9.2 Running Withholding Report Post & Producing 1099 Copy B Reports

Purpose: Use this document as a reference for how to run a withholding report post and produce 1099 B reports in ctcLink.

Audience: Finance

! 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.

NOTE: After all adjustments have been made and you have reviewed your 1099 items again to ensure no corrections are needed, you can proceed with running the process **Withhold 1099 Report Job**. This job performs both the **Withhold 1099 Report Post process (1099_RPT_PST)** and the **Generate Withholding Reports process (AP_APY1099)**. The 1099 Report Post application engine process populates the Withholding 1099 Table by extracting data from the Withhold Transaction table and inserting it into the Withholding 1099 Table. The “Generates Withholding Reports” process creates a flat file for the IRS and populates the “Withholding to Send” and “Copy B” tables. The system then uses the data to create a file for the tax entity, or IRS, and forms for the Suppliers. The system also uses the data to process corrections.

The **1099 Copy B Reports** are the reports that you print out and mail to the Suppliers.

Running the Withhold 1099 Report Post Process

Navigation: Suppliers > 1099/Global Withholding > 1099 Reports > Withhold 1099 Report Job

1. The **Withhold 1099 Report Job** run control ID search page displays. Select the **Add a New Value** tab.
2. Enter **Run Control ID**, i.e. for example WA010_WTHD_1099_REPORT_JOB.

3. Select the **Add** button. The **1099 Report Post/Report/Copy B** page displays.
4. In the 1099 Report Post section, enter field values:
 - a. Enter **Request ID**.
 - b. Enter **Description**.
 - c. Select **Process Frequency** = "Always Process".
 - d. Select **Control SetID** = Use your local SETID, i.e., WA170 or WA220.
 - e. Select **Control ID**: This is the Control ID of your district set up for the 1099 reporting year (i.e., WA010_2020).
 - f. Select **Calendar SetID** = "WACTC".
 - g. Select **Calendar ID** = "A1".
 - h. Enter **Fiscal Year** (current year).
 - i. Select **Period** = "1".
5. In the 1099 Report section, select one of the three choices of **Type of File/Return**:
 - **Original/Correction**: Generates the IRS_001.TXT (MOST COMMON).
 - **Replacement**: Generates the IRS_001.TXT File and deletes data from the Withholding Sent Tables.
 - **Test**: Generates the IRS_001.TXT File and populates only the PS_WTHD_1099_COPYB table).
6. Leave **Replacement Character** 'blank'.
7. In the **1099 Report Copy B Sort** section,
 - a. Select **Supplier Select Options**: Default is blank or select all vendors or specify vendors.
 - b. Select **AP 1099 Sort Order**: Default is blank or select Name Sort, TIN Sort or Vendor ID.
8. Select **Run**. Please refer to the QRG [Process Scheduler/Process Monitor](#) for instructions.

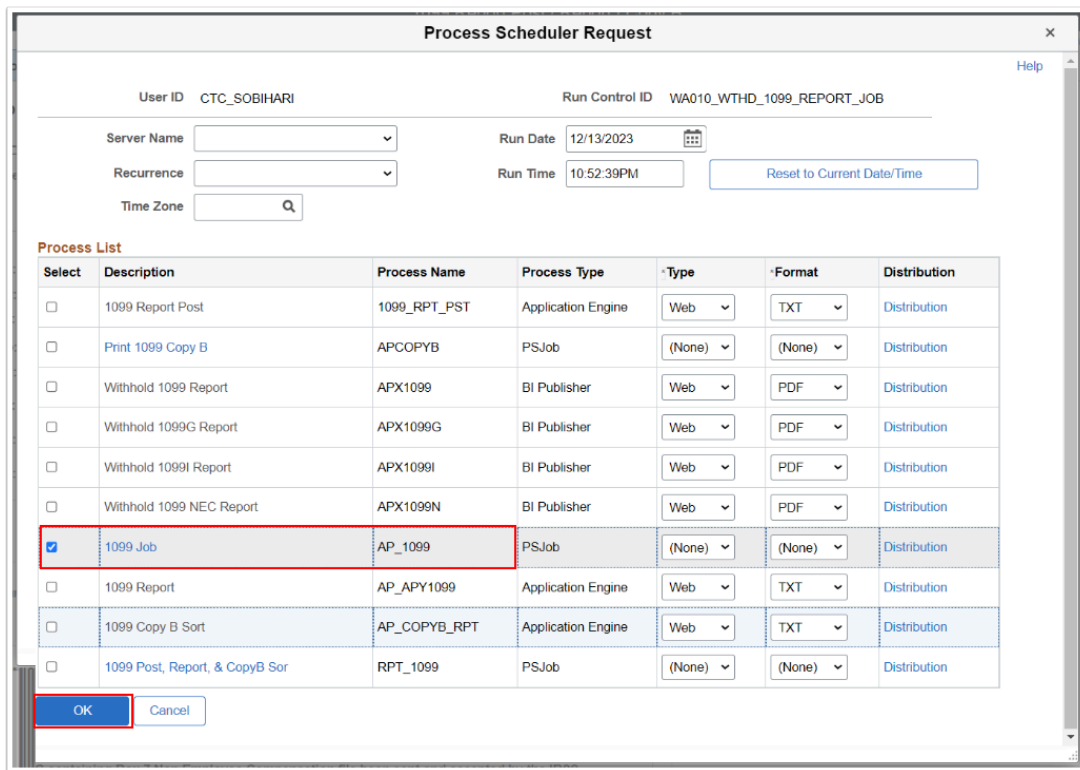
The screenshot shows the '1099 Report Post / Report / Copy B' web application. The top navigation bar includes 'Withhold Payment Inquiry' and '1099 Report Post / Report / Copy B'. Below this, there are tabs for '1099 Report Post/Report/Copy', 'Report Manager', 'Process Monitor', and 'Run'. The main content area is divided into three sections:

- 1099 Report Post:** Contains fields for 'Request ID' (1), 'Description' (WA010 WTHD 1099 Report FY23), 'Process Frequency' (Always Process), 'Report ID' (US_REPORT), 'Report Date' (12/13/2023), 'Control SetID' (WA010), 'Control ID' (WA010_2023), 'Calendar SetID' (WACTC), 'Calendar ID' (A1), 'Fiscal Year' (2023), and 'Period' (1). There are also checkboxes for 'Include Manual Overrides' and 'Use Report Date For Supplier'.
- 1099 Report:** Includes a 'Type of File/Return' dropdown (Test), a 'Replacement Character' field, and an 'IRS File Generate Option' section with radio buttons for 'All', 'Exclude Non Employee Compensation', and 'Include Non Employee Compensation'.
- 1099 Report Copy B Sort:** Features dropdowns for 'Withhold Type' (All), 'Supplier Select Option' (Select All Suppliers), and 'AP 1099 sort order' (Supplier ID Sort). Below this is a 'Supplier Payees' table with a search bar and a list of Supplier IDs.

At the bottom of the page, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Debug'.

9. The **Process Scheduler Request** page displays. Select the **1099 Job** checkbox.

10. Select **OK**.

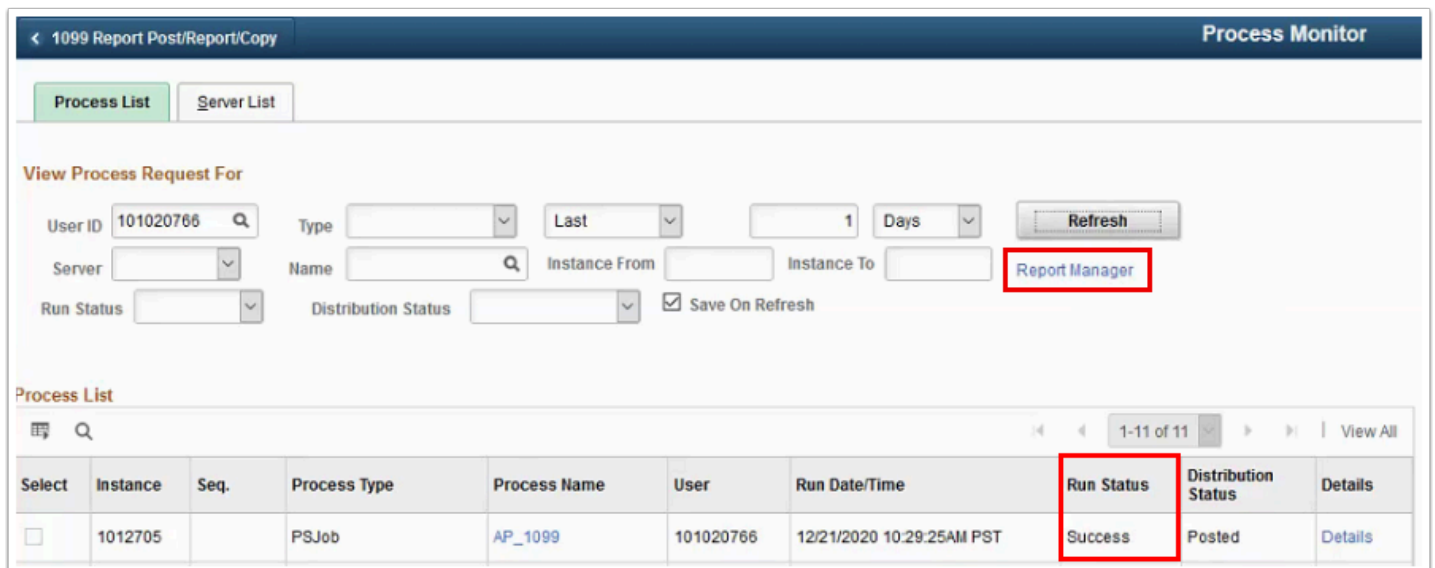


The **Process Scheduler Request** dialog box is shown. It contains fields for **User ID** (CTC_SOBIHARI), **Run Control ID** (WA010_WTHD_1099_REPORT_JOB), **Server Name**, **Run Date** (12/13/2023), **Recurrence**, **Run Time** (10:52:39PM), and **Time Zone**. Below these fields is a **Process List** table. The **1099 Job** row is selected, highlighted with a red border. At the bottom are **OK** and **Cancel** buttons.

| Select | Description | Process Name | Process Type | Type | Format | Distribution |
|-------------------------------------|--------------------------------|--------------|--------------------|--------|--------|--------------|
| <input type="checkbox"/> | 1099 Report Post | 1099_RPT_PST | Application Engine | Web | TXT | Distribution |
| <input type="checkbox"/> | Print 1099 Copy B | APCOPYB | PSJob | (None) | (None) | Distribution |
| <input type="checkbox"/> | Withhold 1099 Report | APX1099 | BI Publisher | Web | PDF | Distribution |
| <input type="checkbox"/> | Withhold 1099G Report | APX1099G | BI Publisher | Web | PDF | Distribution |
| <input type="checkbox"/> | Withhold 1099I Report | APX1099I | BI Publisher | Web | PDF | Distribution |
| <input type="checkbox"/> | Withhold 1099 NEC Report | APX1099N | BI Publisher | Web | PDF | Distribution |
| <input checked="" type="checkbox"/> | 1099 Job | AP_1099 | PSJob | (None) | (None) | Distribution |
| <input type="checkbox"/> | 1099 Report | AP_APY1099 | Application Engine | Web | TXT | Distribution |
| <input type="checkbox"/> | 1099 Copy B Sort | AP_COPYB_RPT | Application Engine | Web | TXT | Distribution |
| <input type="checkbox"/> | 1099 Post, Report, & CopyB Sor | RPT_1099 | PSJob | (None) | (None) | Distribution |

11. The **Process Scheduler Request** page disappears. Select **Process Monitor** link. The **Process List** tab displays.

12. After the process has run to "Success", select the **Report Manager** link.



The **Process Monitor** page is shown. It has tabs for **Process List** and **Server List**. Below the tabs are search filters for **User ID** (101020766), **Type**, **Last**, **Days** (1), **Server**, **Name**, **Instance From**, **Instance To**, **Run Status**, and **Distribution Status**. A **Refresh** button and a **Report Manager** link are also present. The **Process List** table shows a single row for instance 1012705, which has a **Run Status** of **Success**. The **Report Manager** link is highlighted with a red box.

| Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details |
|--------------------------|----------|------|--------------|--------------|-----------|---------------------------|------------|---------------------|---------|
| <input type="checkbox"/> | 1012705 | | PSJob | AP_1099 | 101020766 | 12/21/2020 10:29:25AM PST | Success | Posted | Details |

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

Process List

Report Manager

List

Explorer

Administration

Archives

View Reports For

User ID

101020766

Type

Last

1

Days

Refresh

Status

Folder

Instance

to

Report List

1-18 of 18

View All

| Select | Report ID | Prcls Instance | Description | Request Date/Time | Format | Status | Details |
|--------------------------|-----------|----------------|---------------------------------|-----------------------|--------------------|--------|-------------------------|
| <input type="checkbox"/> | 924656 | 1012710 | APX1099N - APX1099N.pdf | 12/21/2020 10:37:09AM | Acrobat (*.pdf) | Posted | Details |
| <input type="checkbox"/> | 924655 | 1012709 | APX1099ICT - APX1099ICT.pdf | 12/21/2020 10:36:37AM | Acrobat (*.pdf) | Posted | Details |
| <input type="checkbox"/> | 924654 | 1012708 | APX1099GCT - APX1099GCT.pdf | 12/21/2020 10:36:06AM | Acrobat (*.pdf) | Posted | Details |
| <input type="checkbox"/> | 924653 | 1012707 | APX1099CT - APX1099CT.pdf | 12/21/2020 10:35:51AM | Acrobat (*.pdf) | Posted | Details |
| <input type="checkbox"/> | 924652 | 1012714 | 1099 Copy B Sort | 12/21/2020 10:34:19AM | Text Files (*.txt) | Posted | Details |
| <input type="checkbox"/> | 924651 | 1012713 | 1099 Report | 12/21/2020 10:34:19AM | Text Files (*.txt) | Posted | Details |
| <input type="checkbox"/> | 924650 | 1012712 | 1099 Report Post | 12/21/2020 10:34:19AM | Text Files (*.txt) | Posted | Details |
| <input type="checkbox"/> | 924649 | 1012711 | 1099 Post, Report, & CopyB Sort | 12/21/2020 10:34:19AM | Text Files (*.txt) | Posted | Details |

- The **Administration** tab displays.
- Select **Details** for **Report ID** which has the **Description** "1099 Report".

Process List

Report Manager

List

Explorer

Administration

Archives

View Reports For

User ID

101020766

Type

Last

1

Days

Refresh

Status

Folder

Instance

to

Report List

1-18 of 18

View All

| Select | Report ID | Prcls Instance | Description | Request Date/Time | Format | Status | Details |
|--------------------------|-----------|----------------|---------------------------------|-----------------------|--------------------|--------|-------------------------|
| <input type="checkbox"/> | 924656 | 1012710 | APX1099N - APX1099N.pdf | 12/21/2020 10:37:09AM | Acrobat (*.pdf) | Posted | Details |
| <input type="checkbox"/> | 924655 | 1012709 | APX1099ICT - APX1099ICT.pdf | 12/21/2020 10:36:37AM | Acrobat (*.pdf) | Posted | Details |
| <input type="checkbox"/> | 924654 | 1012708 | APX1099GCT - APX1099GCT.pdf | 12/21/2020 10:36:06AM | Acrobat (*.pdf) | Posted | Details |
| <input type="checkbox"/> | 924653 | 1012707 | APX1099CT - APX1099CT.pdf | 12/21/2020 10:35:51AM | Acrobat (*.pdf) | Posted | Details |
| <input type="checkbox"/> | 924652 | 1012714 | 1099 Copy B Sort | 12/21/2020 10:34:19AM | Text Files (*.txt) | Posted | Details |
| <input type="checkbox"/> | 924651 | 1012713 | 1099 Report | 12/21/2020 10:34:19AM | Text Files (*.txt) | Posted | Details |
| <input type="checkbox"/> | 924650 | 1012712 | 1099 Report Post | 12/21/2020 10:34:19AM | Text Files (*.txt) | Posted | Details |
| <input type="checkbox"/> | 924649 | 1012711 | 1099 Post, Report, & CopyB Sort | 12/21/2020 10:34:19AM | Text Files (*.txt) | Posted | Details |

To Retrieve the IRS Tax File IRS_001.TXT:

1. The **Report Detail** page displays.
2. Right click on the **IRS_001_%.TXT** link.
3. Select "**save link as**".
4. Save the file to your computer. **NOTE: Do NOT change the file name.**

The screenshot shows a web application window titled "Report Detail". It contains the following sections:

- Report**:
 - Report ID: 924651 (highlighted with a red box)
 - Process Instance: 1012713
 - Message Log (link)
 - Name: AP_APY1099
 - Process Type: Application Engine
 - Run Status: Success
- 1099 Report**
- Distribution Details**:
 - Distribution Node: local
 - Expiration Date: 01/20/2021
- File List**:

| Name | File Size (bytes) | Datetime Created |
|---|-------------------|----------------------------------|
| AE_AP_APY1099_1012713.log | 169 | 12/21/2020 10:35:14.769304AM PST |
| IRS_001_WA010_2020_1012713.TXT (highlighted with a red box) | 9,012 | 12/21/2020 10:35:14.769304AM PST |
- Distribute To**:
 - Distribution ID Type: *Distribution ID
 - User: 101020766

At the bottom are "OK" and "Cancel" buttons.

For the 1099 Copy B Report:

1. On the Report Manager page, select the **Administration** tab.
2. Select the **APX1099N-APX1099N.pdf** and **APX1099CT-APX1099CT.pdf** links.
3. Download the pdf files and save to a secure location.

Process List

Report Manager

List

Explorer

Administration

Archives

View Reports For

User ID

101020766

Type

Last

1

Days

Refresh

Status

Folder

Instance

to

Report List

1-18 of 18

View All

| Select | Report ID | Prs Instance | Description | Request Date/Time | Format | Status | Details |
|--------------------------|-----------|--------------|---------------------------------|-----------------------|--------------------|--------|-------------------------|
| <input type="checkbox"/> | 924656 | 1012710 | APX1099N - APX1099N.pdf | 12/21/2020 10:37:09AM | Acrobat (*.pdf) | Posted | Details |
| <input type="checkbox"/> | 924655 | 1012709 | APX1099ICT - APX1099ICT.pdf | 12/21/2020 10:36:37AM | Acrobat (*.pdf) | Posted | Details |
| <input type="checkbox"/> | 924654 | 1012708 | APX1099GCT - APX1099GCT.pdf | 12/21/2020 10:36:06AM | Acrobat (*.pdf) | Posted | Details |
| <input type="checkbox"/> | 924653 | 1012707 | APX1099CT - APX1099CT.pdf | 12/21/2020 10:35:51AM | Acrobat (*.pdf) | Posted | Details |
| <input type="checkbox"/> | 924652 | 1012714 | 1099 Copy B Sort | 12/21/2020 10:34:19AM | Text Files (*.txt) | Posted | Details |
| <input type="checkbox"/> | 924651 | 1012713 | 1099 Report | 12/21/2020 10:34:19AM | Text Files (*.txt) | Posted | Details |
| <input type="checkbox"/> | 924650 | 1012712 | 1099 Report Post | 12/21/2020 10:34:19AM | Text Files (*.txt) | Posted | Details |
| <input type="checkbox"/> | 924649 | 1012711 | 1099 Post, Report, & CopyB Sort | 12/21/2020 10:34:19AM | Text Files (*.txt) | Posted | Details |



NOTE: It is highly recommended that you review the 1099 Copy B forms prior to printing them. You can compare the forms to the 1099 Withholding to Send Detail Report (see next section), which prints in Supplier ID order. You also need to compare the number of 1099 Copy B forms printed with the number shown in the IRS_001.TXT file as part of the finalization process.

After you have reviewed the 1099 Copy B forms, print them using Adobe Reader so that the 1099 forms print correctly. The text on the Copy B's is noticeably smaller when printing from PeopleSoft within a browser window. After printing, mail the Copy B forms to your suppliers

4. Process complete.