

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 ctLink.

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.

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

10. Select **OK**.

Process Scheduler Request

User ID: CTC_SOBIHARI Run Control ID: WA010_WTHD_1099_REPORT_JOB

Server Name: [Dropdown] Run Date: 12/13/2023 [Calendar Icon]

Recurrence: [Dropdown] Run Time: 10:52:39PM [Reset to Current Date/Time]

Time Zone: [Dropdown]

Process List

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

OK Cancel

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.

1099 Report Post/Report/Copy Process Monitor

Process List Server List

View Process Request For

User ID: 101020766 [Search] Type: [Dropdown] Last: [Dropdown] 1 Days [Dropdown] Refresh

Server: [Dropdown] Name: [Search] Instance From: [Dropdown] Instance To: [Dropdown] Report Manager

Run Status: [Dropdown] Distribution Status: [Dropdown] Save On Refresh

Process List

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 (*.bt)	Posted	Details
<input type="checkbox"/>	924651	1012713	1099 Report	12/21/2020 10:34:19AM	Text Files (*.bt)	Posted	Details
<input type="checkbox"/>	924650	1012712	1099 Report Post	12/21/2020 10:34:19AM	Text Files (*.bt)	Posted	Details
<input type="checkbox"/>	924649	1012711	1099 Post, Report, & CopyB Sort	12/21/2020 10:34:19AM	Text Files (*.bt)	Posted	Details

14. The **Administration** tab displays.

15. 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 []

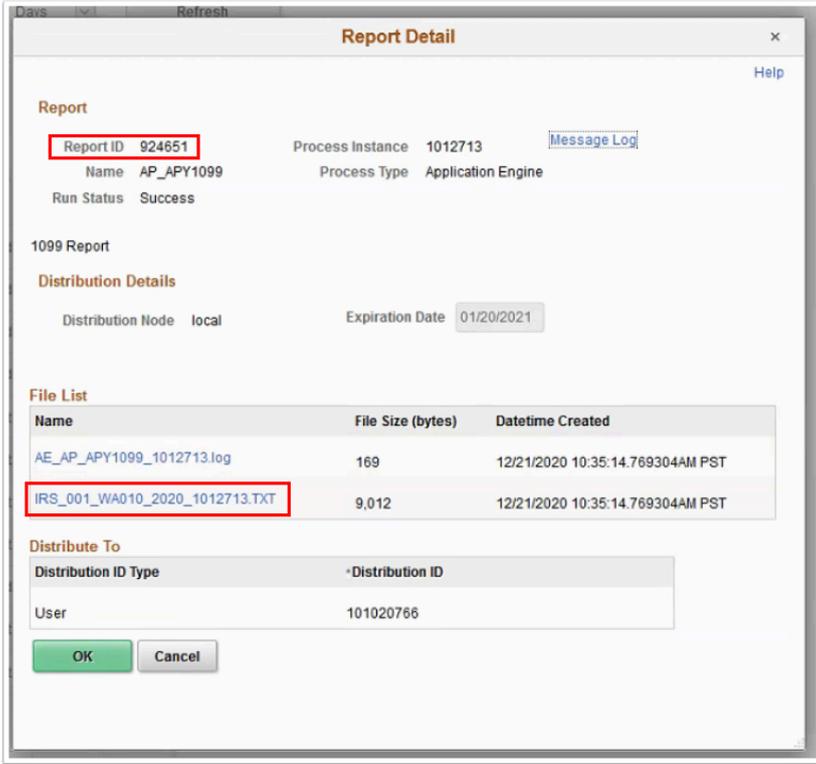
Report List

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 (*.bt)	Posted	Details
<input type="checkbox"/>	924651	1012713	1099 Report	12/21/2020 10:34:19AM	Text Files (*.bt)	Posted	Details
<input type="checkbox"/>	924650	1012712	1099 Report Post	12/21/2020 10:34:19AM	Text Files (*.bt)	Posted	Details
<input type="checkbox"/>	924649	1012711	1099 Post, Report, & CopyB Sort	12/21/2020 10:34:19AM	Text Files (*.bt)	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 information:

- Report Information:**
 - Report ID: 924651 (highlighted with a red box)
 - Process Instance: 1012713
 - Message Log: [Message Log](#)
 - 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, there 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

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
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<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, & Copy B 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.