1099 Withhold to Send Detail Report

Purpose: Use this document as a reference for how to review all 1099 reportable transactions before producing the final reports.

Audience: Finance/Accounting.

⚠️ You must have at least one of these local college managed security roles:
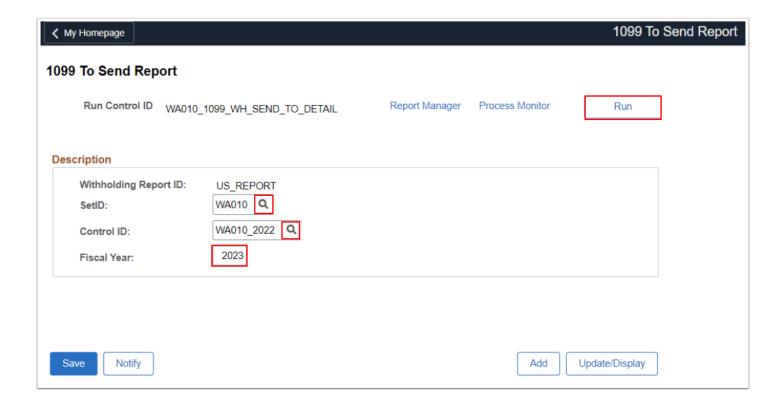
• ZZ Accounts Payable Reports

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

NOTE: The **1099 Withhold to Send Detail Report** lists all the information created by the 1099 reporting process and is a replica of the data in the file that you are sending to the IRS.

Running the 1099 Withhold to Send Detail Report

Navigation: Suppliers > 1099/Global Withholding > 1099 Reports > 1099 to Send Detail

1. On the **1099 to Send Detail** search **page** displays.
2. If you have run this process or report in the past, select the **Find an Existing Value** tab to enter an existing Run Control ID and select the **Search** button. If this is the first time running this process or report, select the **Add a New Value** tab to create a new Run Control ID and select the **Add** button.
   • NOTE: It is important to note that **Run Control IDs** cannot be deleted. Do not include spaces in your Run Control. We encourage the Run Control ID to have the same process naming convention but unique to the step; because of this, including your institution code and a short process description in the Run Control ID is recommended--e.g., WA010_1099_SEND_DETAIL_2023 (College, Process).

3. The **1099 to Send Report** page displays.
4. Enter or search for local college **SetID** (business unit).
5. Enter or search for **Control ID**.
6. Enter or search for **Fiscal Year** (this is the 1099 reporting year).
7. Select the **Run** button. Please refer to the QRG Process Scheduler/Process Monitor for further instructions.

1099 To Send Report

Run Control ID   WA010_1099_WH_SEND_TO_DETAIL   Report Manager   Process Monitor   Run

Description

Withholding Report ID:	US_REPORT
SetID:	WA010 🔍
Control ID:	WA010_2022 🔍
Fiscal Year:	2023

Save   Notify   Add   Update/Display

8. Process complete.