Withholding Sent File (WTHD_SENT) Process

Purpose: This process records all the data in the file you have sent in the Withholding Sent tables (PS_WTHD_SENT_DTL and PS_WTHD_SENT_HDR), and deletes the data from the Withholding to Send tables (PS_WTHD_TO_SND_DTL and PS_WTHD_TO_SEND_HDR).

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.

Withholding Sent File

Navigation: 1099/Global Withholding > 1099 Reports > Withholding Sent File

❗ **Note**: Do not run this process until you have sent your file to the IRS and received confirmation of successful transmission. The system uses this information when creating correction or replacement files.

1. The **Withholding Sent File** run control ID search page displays.
2. Select the **Add a New Value** tab.
3. Enter **Run Control ID**.
4. Select **Add**.

Withholding Sent File

Find an Existing Value	**Add a New Value**

Run Control ID WITHHOLDING_SENT_2020

Add

Find an Existing Value | Add a New Value

5. The **Withhold Sent** page displays.
6. Enter **Request ID** and **Description**.
7. Enter **Process Frequency** = "Once".
8. Enter **SetID**.
9. Enter **Control ID**. This is the Control ID that you have used through the current 1099 year's processing e.g. WA010_2020.
10. Select **Run**. Please refer to the Process Scheduler QRG for instructions.

11. Process complete.