

1099 Process in Cardinal Overview

In Cardinal, the terms “1099” and “withholding” are often used interchangeably. The 1099 process uses Supplier payment detail data and creates withholding detail records which are used to report to the Internal Revenue Service (IRS). Transactions flagged for 1099 reporting are posted into the withholding table and are used to create the Calendar Year report (1099).

In order for transactions to properly report as withholding in Cardinal, the Supplier must be flagged as withholding and the transaction must be coded to a reportable ChartField account.

This document describes the 1099 process in Cardinal and includes the steps to review/update/add information to the withholding tables and produce the 1099 documents and file to the IRS.

Refer to Cardinal Commonwealth Accounting Policies and Procedures (CAPP) Topic 20320 Information Returns Reporting for State policies regarding 1099 reporting. Refer to IRS Publication 1220 – Specifications for Electronic Filing of Forms for IRS communication procedures and transmission formats. This should be reviewed each year.

Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This “Notify” functionality is not currently turned on to send email notifications to specific users within Cardinal.



Table of Contents

Revision History	3
Reportable Suppliers in Cardinal.....	4
Review Withholding Suppliers in Cardinal.....	5
Withholding (1099 Reportable) Transactions in Cardinal.....	11
Adding Withholding Adjustments.....	16
Setting Up/Reviewing Report Control Information in Cardinal	23
Creating the 1099 IRS Reporting File and the Copy B Statements	29
Creating the 1099 Copy B Reports	39
Running the Withholding Sent File Process	46
Processing Correction Files after IRS Submission and Withholding Sent File Process is Complete.....	51
Processing Replacement Files after IRS Submission and Withholding Sent File Process is Complete	52
Running the 1099 Extract in Cardinal.....	53

Revision History

Revision Date	Summary of Changes
3/1/2025	Updated the screenshots of the Search pages (Section 4 , after Step 1; Section 5 , after Step 1; Section 6 , after Step 1; Section 7 , after Step 1; Section 8 , after Step 1; Section 11 , after Step 1). Added reference information to the Overview of the Cardinal FIN Search Pages Job Aid.

Reportable Suppliers in Cardinal

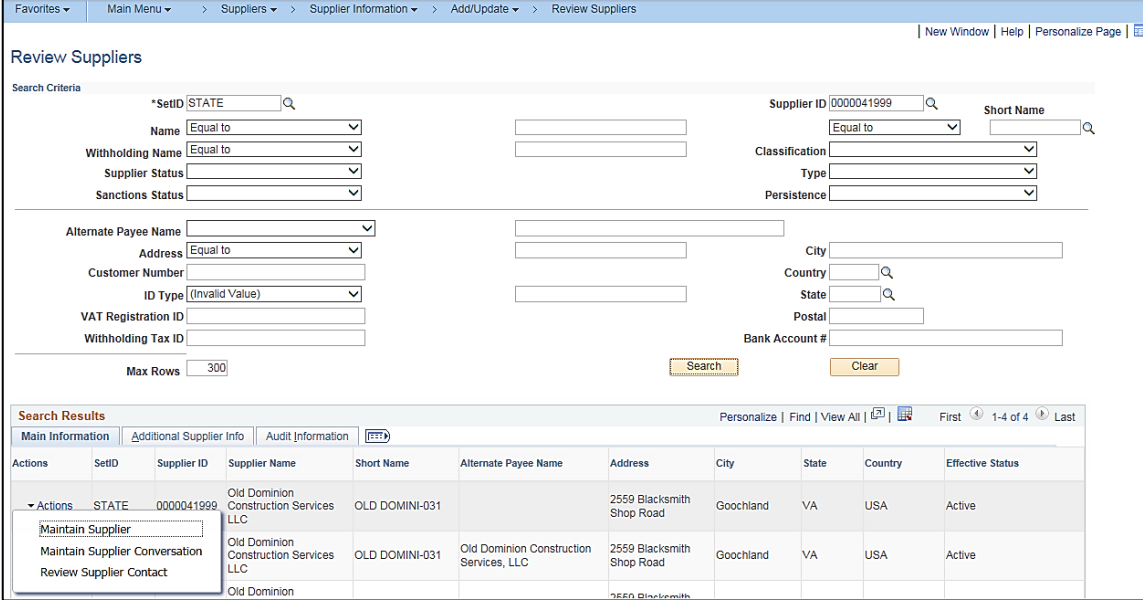

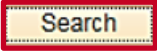
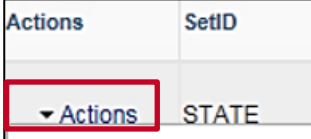
Cardinal automatically determines whether a Supplier is 1099 reportable when the Supplier is created either through the eVA interface or created online by the Commonwealth Vendor Group (CVG). If the Supplier is reportable, Cardinal checks the **Withholding** checkbox option that displays on the **Supplier's Identifying Information** page.

When a Supplier is created in Cardinal with the following combinations of Supplier Class and Supplier Type, Cardinal flags the Supplier as a withholding (1099 reportable) Supplier:

<u>Supplier Class</u>	<u>Supplier Type</u>
Supplier	Proprietorship
Supplier	Partnership
Supplier	Estate
Supplier	Trust
Supplier	Other
Supplier	Reportable Corporation
Board Member	Partnership, Proprietorship, Estate, Trust, Reportable Corporation, Other
Non-Supplier Payee	Partnership, Proprietorship, Estate, Trust, Reportable Corporation, Other

Review Withholding Suppliers in Cardinal

If you need to review a Supplier in Cardinal, follow the steps in this section.

Step	Action																																												
1.	Navigate to the Review Suppliers online inquiry page using the following path: Main Menu > Suppliers > Supplier Information > Add/Update > Review Suppliers																																												
	<p>The Review Suppliers page displays.</p>  <p>Search Results</p> <table border="1"> <thead> <tr> <th>Actions</th> <th>SetID</th> <th>Supplier ID</th> <th>Supplier Name</th> <th>Short Name</th> <th>Alternate Payee Name</th> <th>Address</th> <th>City</th> <th>State</th> <th>Country</th> <th>Effective Status</th> </tr> </thead> <tbody> <tr> <td> Actions STATE 0000041999 Maintain Supplier Maintain Supplier Conversation Review Supplier Contact </td> <td></td> <td>0000041999</td> <td>Old Dominion Construction Services LLC</td> <td>OLD DOMINI-031</td> <td></td> <td>2559 Blacksmith Shop Road</td> <td>Goochland</td> <td>VA</td> <td>USA</td> <td>Active</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Old Dominion Construction Services LLC</td> <td>OLD DOMINI-031</td> <td>Old Dominion Construction Services, LLC</td> <td>2559 Blacksmith Shop Road</td> <td>Goochland</td> <td>VA</td> <td>USA</td> <td>Active</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Old Dominion</td> <td></td> <td></td> <td>2559 Blacksmith</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Actions	SetID	Supplier ID	Supplier Name	Short Name	Alternate Payee Name	Address	City	State	Country	Effective Status	Actions STATE 0000041999 Maintain Supplier Maintain Supplier Conversation Review Supplier Contact		0000041999	Old Dominion Construction Services LLC	OLD DOMINI-031		2559 Blacksmith Shop Road	Goochland	VA	USA	Active				Old Dominion Construction Services LLC	OLD DOMINI-031	Old Dominion Construction Services, LLC	2559 Blacksmith Shop Road	Goochland	VA	USA	Active				Old Dominion			2559 Blacksmith				
Actions	SetID	Supplier ID	Supplier Name	Short Name	Alternate Payee Name	Address	City	State	Country	Effective Status																																			
Actions STATE 0000041999 Maintain Supplier Maintain Supplier Conversation Review Supplier Contact		0000041999	Old Dominion Construction Services LLC	OLD DOMINI-031		2559 Blacksmith Shop Road	Goochland	VA	USA	Active																																			
			Old Dominion Construction Services LLC	OLD DOMINI-031	Old Dominion Construction Services, LLC	2559 Blacksmith Shop Road	Goochland	VA	USA	Active																																			
			Old Dominion			2559 Blacksmith																																							
2.	Enter the identifying information (e.g., Supplier ID, Name, ID Type which includes Employer ID Number, or Social Security Number). 																																												
3.	Click the Search button. Suppliers that match the criteria display at the bottom of the page. 																																												
4.	Click the Action dropdown button. 																																												

Step	Action
------	--------

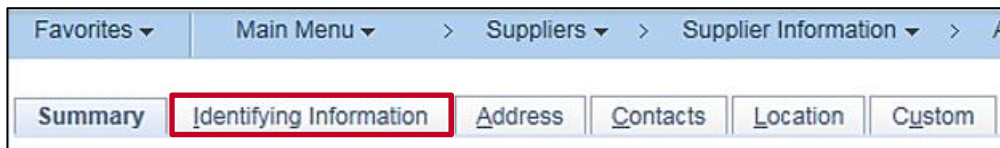
5. Click the **Maintain Supplier** link to view the corresponding Supplier record.



The **Summary** page displays.

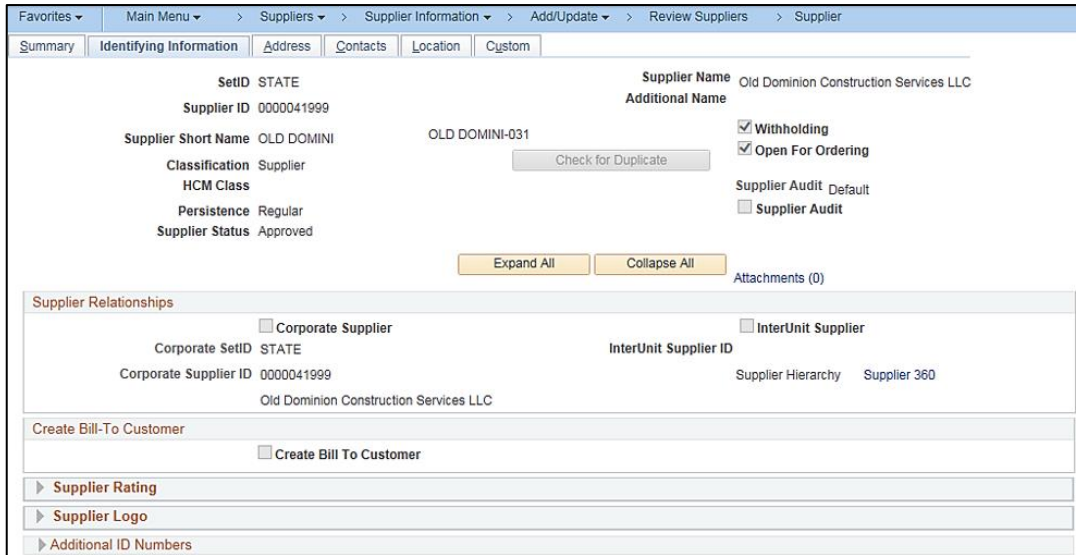


6. Review the information as needed and then click the **Identifying Information** tab.



Step	Action
------	--------

The **Identifying Information** page displays.



Favorites ▾ Main Menu ▾ > Suppliers ▾ > Supplier Information ▾ > Add/Update ▾ > Review Suppliers > Supplier
 Summary Identifying Information Address Contacts Location Custom

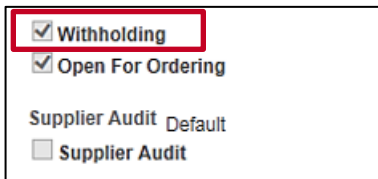
SetID STATE Supplier Name Old Dominion Construction Services LLC
 Supplier ID 0000041999 Additional Name
 Supplier Short Name OLD DOMINI OLD DOMINI-031 Withholding
 Classification Supplier Open For Ordering
 HCM Class Supplier Supplier Audit Default
 Persistence Regular Supplier Audit
 Supplier Status Approved
 Check for Duplicate
 Expand All Collapse All Attachments (0)

Supplier Relationships
 Corporate Supplier InterUnit Supplier
 Corporate SetID STATE InterUnit Supplier ID
 Corporate Supplier ID 0000041999 Supplier Hierarchy Supplier 360
 Old Dominion Construction Services LLC

Create Bill-To Customer
 Create Bill To Customer

▶ Supplier Rating
 ▶ Supplier Logo
 ▶ Additional ID Numbers

7. Review the **Withholding** checkbox option to identify whether the Supplier is marked as Withholding.

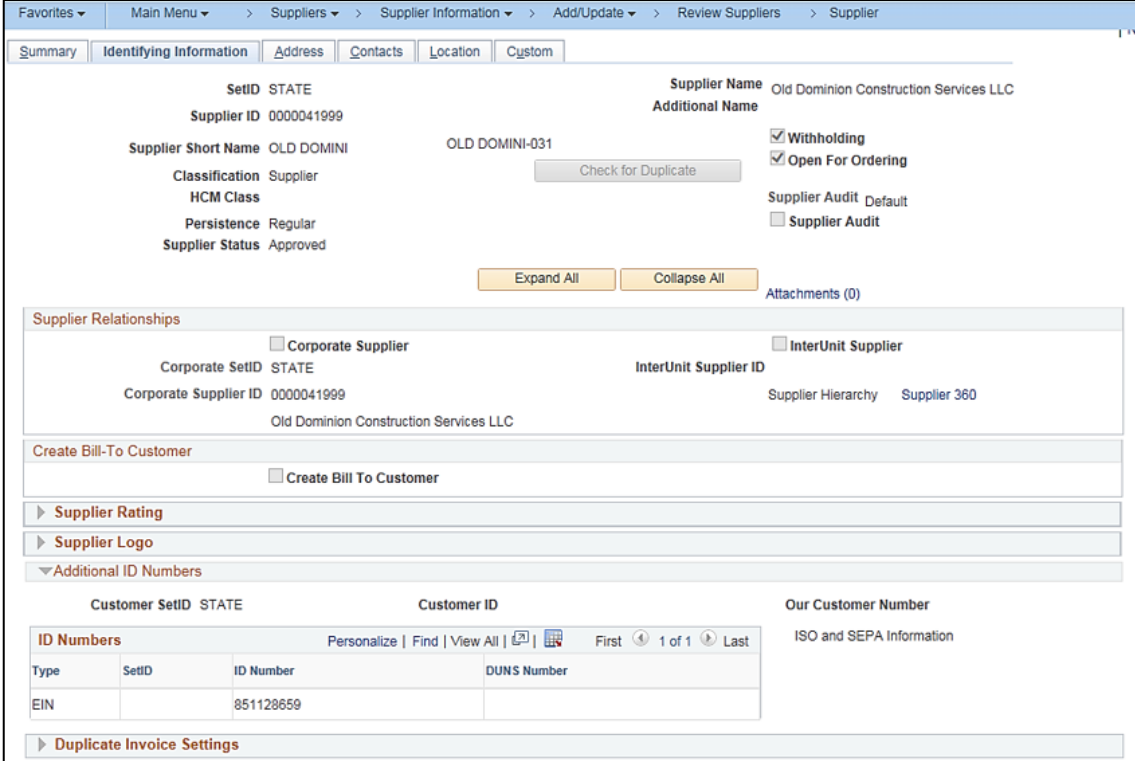

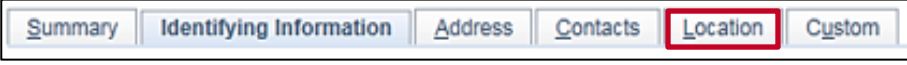


Withholding
 Open For Ordering
 Supplier Audit Default
 Supplier Audit

8. Click the **Expand** icon for the **Additional ID Numbers** section.

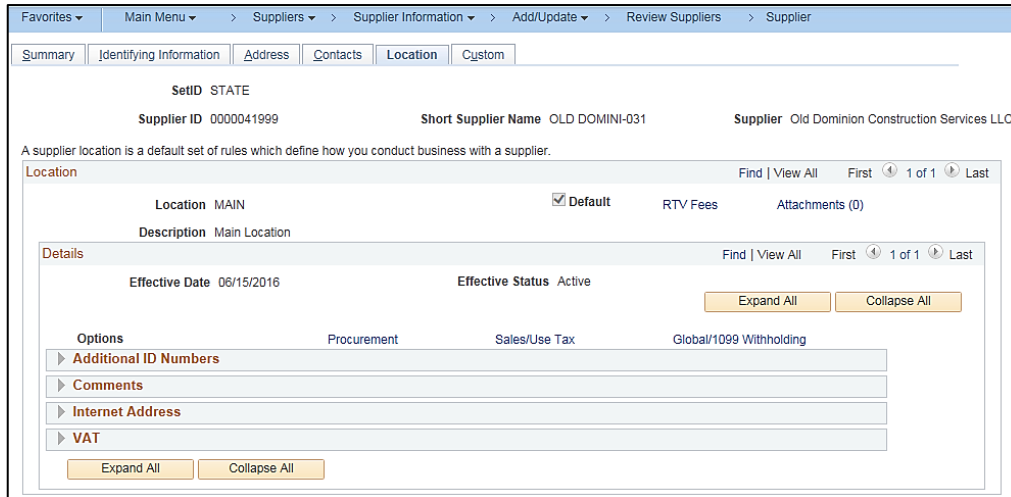


▶ Supplier Rating
 ▶ Supplier Logo
 ▶ Additional ID Numbers

Step	Action								
	<p>The Additional ID Numbers section expands and the Supplier's EIN or SSN displays.</p>  <p>The screenshot shows the 'Supplier Information' page for 'Old Dominion Construction Services LLC'. The 'Additional ID Numbers' section is expanded, displaying a table with the following data:</p> <table border="1"> <thead> <tr> <th>Type</th> <th>SetID</th> <th>ID Number</th> <th>DUNS Number</th> </tr> </thead> <tbody> <tr> <td>EIN</td> <td></td> <td>851128659</td> <td></td> </tr> </tbody> </table>	Type	SetID	ID Number	DUNS Number	EIN		851128659	
Type	SetID	ID Number	DUNS Number						
EIN		851128659							
9.	<p>To view the W-9, click the Attachments hyperlink. You can tell if the W-9 has been saved to the Supplier if the Attachments hyperlink indicates Attachments (1). For this scenario, there is no attachment.</p>  <p>The image shows a close-up of the 'Attachments (0)' hyperlink, which is highlighted with a red box. It is located next to 'Expand All' and 'Collapse All' buttons.</p>								
10.	<p>To review the withholding information for the Supplier, click the Location tab.</p>  <p>The image shows a close-up of the navigation tabs: Summary, Identifying Information, Address, Contacts, Location, and Custom. The 'Location' tab is highlighted with a red box.</p>								

Step	Action
------	--------

The **Location** tab displays.

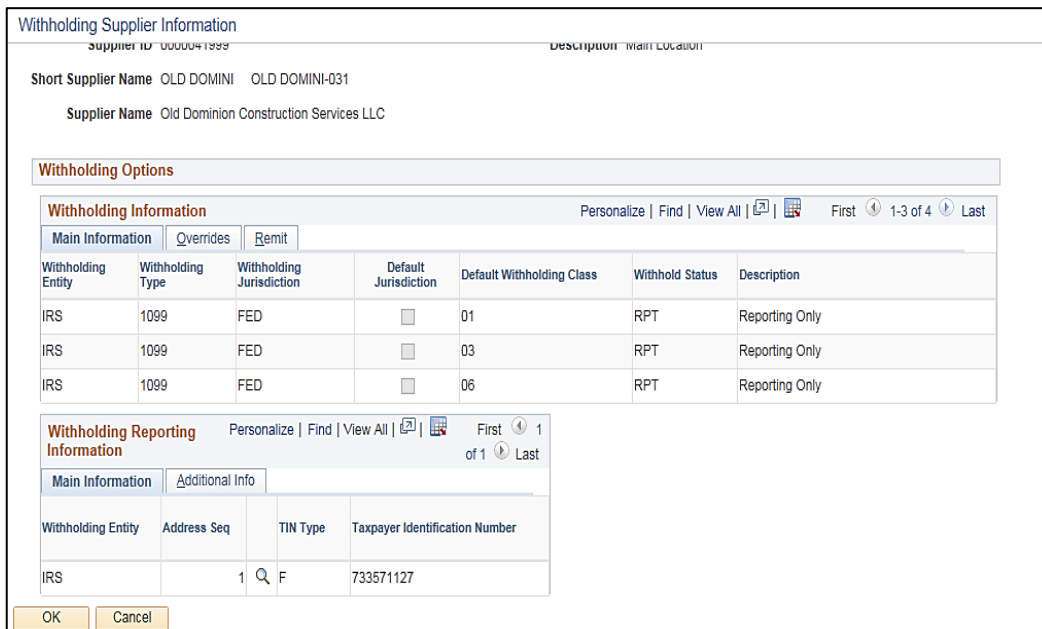


The screenshot shows the 'Supplier Information' page with the 'Location' tab selected. It displays details for a supplier named 'Old Dominion Construction Services LLC'. The 'Location' section shows 'MAIN' as the selected location, which is the 'Default' location. Below this, the 'Details' section shows an 'Effective Date' of 06/15/2016 and an 'Effective Status' of 'Active'. There are expand/collapse buttons for the details. At the bottom, there are expand/collapse buttons for various options including 'Global/1099 Withholding'.

11.	Click the Global/1099 Withholding link within the Details section of the page.
-----	--

[Global/1099 Withholding](#)


The **Withholding Supplier Information** page displays in a pop-up window.

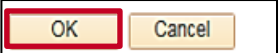
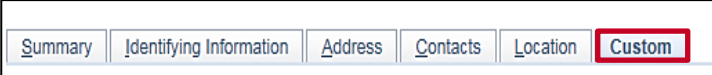


The screenshot shows a pop-up window titled 'Withholding Supplier Information'. It displays the same supplier information as the previous screenshot. The 'Withholding Options' section is expanded, showing a table of withholding information. Below this, the 'Withholding Reporting Information' section is also expanded, showing a table with details for the IRS withholding entity.

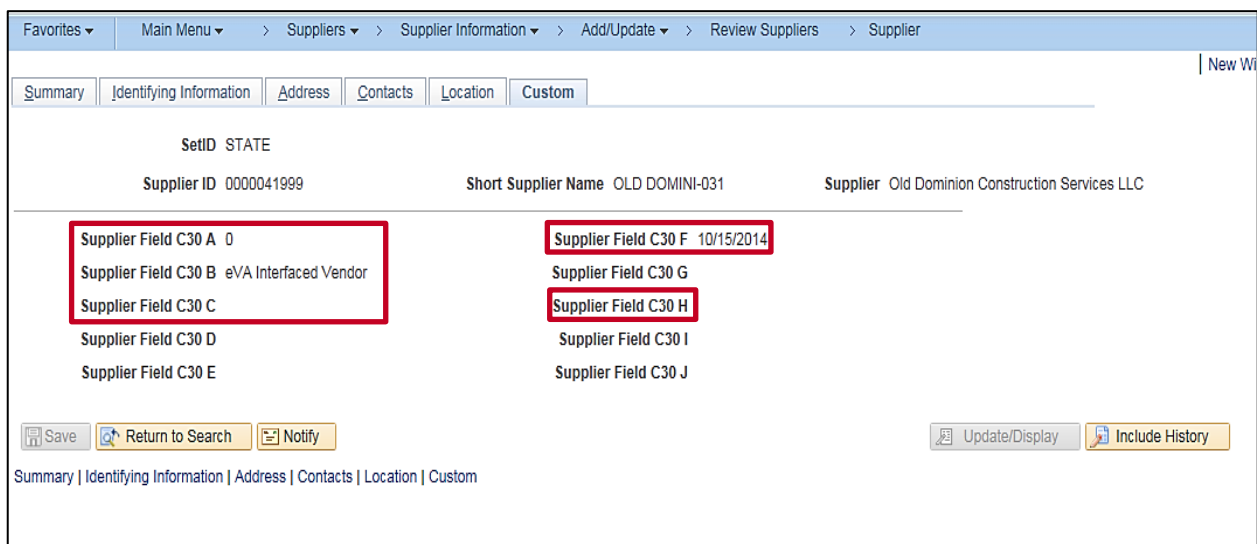
Withholding Entity	Withholding Type	Withholding Jurisdiction	Default Jurisdiction	Default Withholding Class	Withhold Status	Description
IRS	1099	FED	<input type="checkbox"/>	01	RPT	Reporting Only
IRS	1099	FED	<input type="checkbox"/>	03	RPT	Reporting Only
IRS	1099	FED	<input type="checkbox"/>	06	RPT	Reporting Only

Withholding Entity	Address Seq	TIN Type	Taxpayer Identification Number
IRS	1	F	733571127

	<p>The 1099 withholding class(es) that have been set up for this Supplier display. These are the classes that pull into the 1099 Copy B report that is sent to the Supplier and the 1099 file that is sent to the IRS.</p>
---	--

Step	Action
12.	Click the OK button to return to the Location tab. 
13.	Click the Custom tab. 

The **Custom** tab displays.



Supplier Information - Add/Update - Review Suppliers - Supplier

Summary | Identifying Information | Address | Contacts | Location | **Custom** | New W

SetID STATE

Supplier ID 0000041999 Short Supplier Name OLD DOMINI-031 Supplier Old Dominion Construction Services LLC

Supplier Field C30 A 0
Supplier Field C30 B eVA Interfaced Vendor
Supplier Field C30 C
Supplier Field C30 D
Supplier Field C30 E

Supplier Field C30 F 10/15/2014
Supplier Field C30 G
Supplier Field C30 H
Supplier Field C30 I
Supplier Field C30 J

Save Return to Search Notify Update/Display Include History

Summary | Identifying Information | Address | Contacts | Location | Custom



C30 A: TIN Match Code. This is updated by the IRS TIN Update Program. Potential values:

- **0:** Name/TIN combination matches IRS records
- **1:** Missing TIN or TIN not 9-digit numeric
- **2:** TIN not currently issued
- **3:** Name/TIN combination does NOT match IRS records

C30 B: Indicates if the Supplier is an eVA Supplier or a fiscal Supplier

- **eVA Interfaced Supplier:** means the Supplier is an eVA Supplier
- A blank field or "N" means the Supplier is a fiscal Supplier

C30 C: W-9 Received. Indicates if a W-9 has been received for this Supplier.

C30 F: TIN Match Date. Indicates the date that this Supplier TIN was matched with IRS records.

C30 H: Date W9 Received. Indicates the date that the Supplier W-9 was received.



Withholding (1099 Reportable) Transactions in Cardinal

Suppliers must be marked as Withholding in Cardinal at the time a Voucher is created in order for the transaction to be sent to the withholding table if the account on the distribution is reportable. If the Supplier is not marked withholding at Voucher creation and should have been, an adjustment will be required to the withholding table.

The V_AP_1099_REPORTABLE_ACCTS query can be used to review the current accounts set up in Cardinal for 1099 reporting.

V_AP_1099_REPORTABLE_ACCTS - 1099 Reportable Accounts						
SetID <input type="text"/> <input type="button" value="Q"/>						
Withhold Type (M or N or G) <input type="text"/>						
<input type="button" value="View Results"/>						
Row	Account	Account Description	Attribute	Withhold Type	1099 Class Value	1099 Class Value Description



Reviewing Withholding (1099 Reportable) Transactions in Cardinal (Queries)

The following queries were created to assist 1099 Administrators in reviewing their Agency's withholding data in Cardinal:

V_AP_1099_WTHD_DISTRI_B_AMT

V_AP_1099_WTHD_DISTRI_B_AMT - Withhold and Distribution Amt

Supplier SetID Q

AP Business Unit Q

WH Declaration Date From [B]

WH Declaration Date To [B]

Suppliers (Y = WH or % for All)

Show Amount Diff Only (Y or N)

Supplier ID	Supplier Name	Classification	Type of Contractor	TIN Type	Withholding	Withhold Class	Withhold Amount	Distribution Amount	Difference
-------------	---------------	----------------	--------------------	----------	-------------	----------------	-----------------	---------------------	------------

This query displays a listing of Suppliers, the total amount posted to the 1099 withholding table for the Supplier, the total amount paid on Vouchers with reportable accounts for the Supplier, the Withhold Class that the amounts are reported in both on the withholding table and the Voucher, and the difference between the two amounts. Any Withhold Adjustments that are made will be reflected in this query in the **Withhold Amount** column. This query is very useful when determining the adjustments that may be needed for 1099 reporting.

The following parameters are used on the query:

- **Supplier SetID:** "STATE"
- **AP Business Unit:** Agency Business Unit
- **WH Declaration Date From:** usually the first day of the Calendar Year
- **WH Declaration Date To:** usually the last day of the Calendar Year
- **Suppliers (Y = WH or % for All):** "Y" to show results only for Suppliers currently marked withholding, or "%" for all Suppliers
- **Show Amount Diff Only (Y or N):** "Y" to show only difference amount between withholding amount and withholding distribution amount. "N" to show all withholding transactions during the given period



V_AP_1099_CANCEL_PYMNT_DTL

V_AP_1099_CANCEL_PYMNT_DTL - WH and DIST Amt for Canc Pymt

Supplier SetID

AP Business Unit

WH Declaration Date From

WH Declaration Date To

Cancel Date From

Cancel Date To

Supplier ID	Supplier Name	Classification	Type of Contractor	TIN Type	Withholding	Withhold Class	Withhold Amount	Distribution Amount	Difference
-------------	---------------	----------------	--------------------	----------	-------------	----------------	-----------------	---------------------	------------

Agencies that stop payment on checks during a Calendar Year must establish procedures to reduce the amount reported to 1099 reportable Suppliers by the amount of the stop payment. Cardinal will post the cancelled payments to the withholding tables, but Agencies must verify that the cancel was posted in the correct reporting year.

This query displays a listing of Suppliers who had cancelled payments in the date ranges specified and is used to assist with the determination of possible withholding adjustments due to the cancel payments.

The following parameters are used on the query:

- **Supplier SetID:** "STATE"
- **AP Business Unit:** Agency Business Unit
- **WH Declaration Date From:** usually the first day of the Calendar Year
- **WH Declaration Date To:** usually the last day of the Calendar Year
- **Cancel Date From:** choose cancel dates in January of the following Calendar Year to capture cancellations that may affect the Calendar Year 1099 reporting
- **Cancel Date To:** choose cancel dates in January of the following Calendar Year to capture cancellations that may affect the Calendar Year 1099 reporting



V_AP_1099_VNDR_ADDR_DTL

V_AP_1099_VNDR_ADDR_DTL - Withhold supplr address detail

Supplier SetID

AP Business Unit

WH Declaration Date From

WH Declaration Date To

Supplier ID	Supplier Name 1	Supplier Name 2	Supplier Addr Eff Dt	Address Line1	Address Line2	City	State	Postal	Total Withhold Amount
-------------	-----------------	-----------------	----------------------	---------------	---------------	------	-------	--------	-----------------------

This query displays all withholding Supplier address details for a specific Business Unit within a Withholding Declaration Date range. This query is used to assist Agencies in verifying the address that will print on the 1099 Copy B reports.

The following parameters are used in the query:

- **Supplier SetID:** "STATE"
- **AP Business Unit:** Agency Business Unit
- **WH Declaration Date From:** usually the first day of the Calendar Year
- **WH Declaration Date To:** usually the last day of the Calendar Year



V_AP_1099_DIST_AMT_BY_ACCOUNT

V_AP_1099_DIST_AMT_BY_ACCOUNT - Distribution amount by Account

Supplier SetID

AP Business Unit

Payment Date From

Payment Date To

1099 Rpt Account1

1099 Rpt Account2

1099 Rpt Account3

1099 Rpt Account4

1099 Rpt Account5

1099 Rpt Account6

1099 Rpt Account7

Supplier ID	Supplier Name	Classification	Type of Contractor	Withhold	Account	Voucher ID	Total Distribution Amount
-------------	---------------	----------------	--------------------	----------	---------	------------	---------------------------

This query displays a listing of Suppliers and shows the total amount paid on Supplier Vouchers for specific reportable accounts.

The following parameters are used in the query:

- **Supplier SetID:** "STATE"
- **AP Business Unit:** Agency Business Unit
- **Payment Date From:** usually the first day of the Calendar Year
- **Payment Date To:** usually the last day of the Calendar Year
- **1099 Rpt Account1 – 7:** user can list up to (7) 1099 reportable accounts to query the amounts paid to Suppliers for the payment period

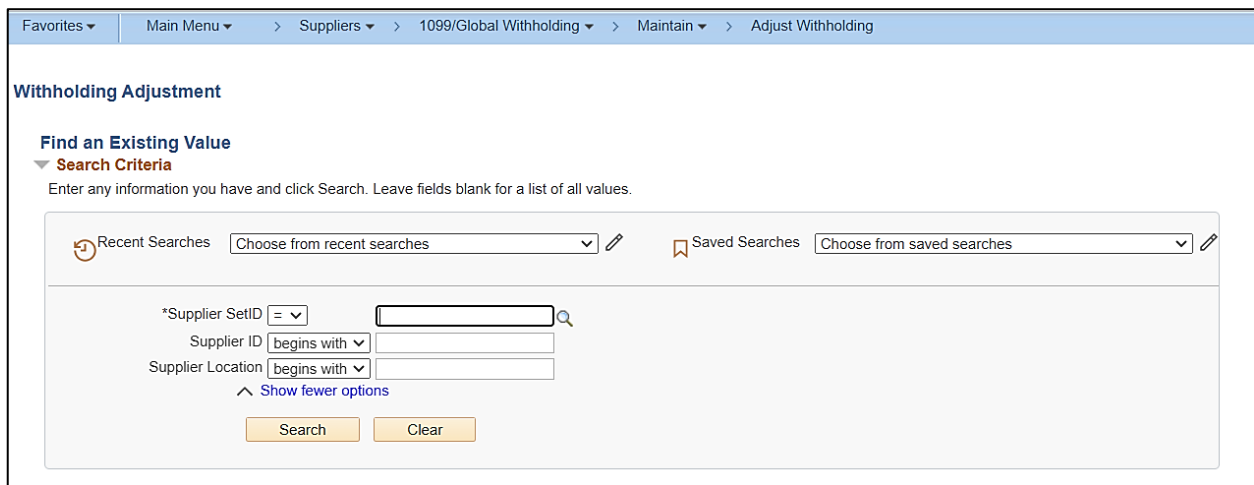
The V_AP_1099_REPORTABLE_ACCTS query can be used to review a list of the current 1099 reportable accounts in Cardinal.




Adding Withholding Adjustments


Entries on the withholding table are based on the Supplier being flagged as a withholding Supplier and the Voucher distribution account being 1099 reportable at the time that the Voucher is created. If a Supplier is marked as withholding during the year, reportable amounts before that time will not automatically post to the withholding table. An adjustment may be required. The withholding adjustments are made directly to the withholding table in Cardinal. They do not affect the Voucher itself. If you need to make an adjustment to the withholding amounts for a Supplier, follow the steps in this section.

Step	Action
1.	Navigate to the Withholding Adjustment page using the following path: Main Menu > Suppliers > 1099/Global Withholding > Maintain > Adjust Withholding

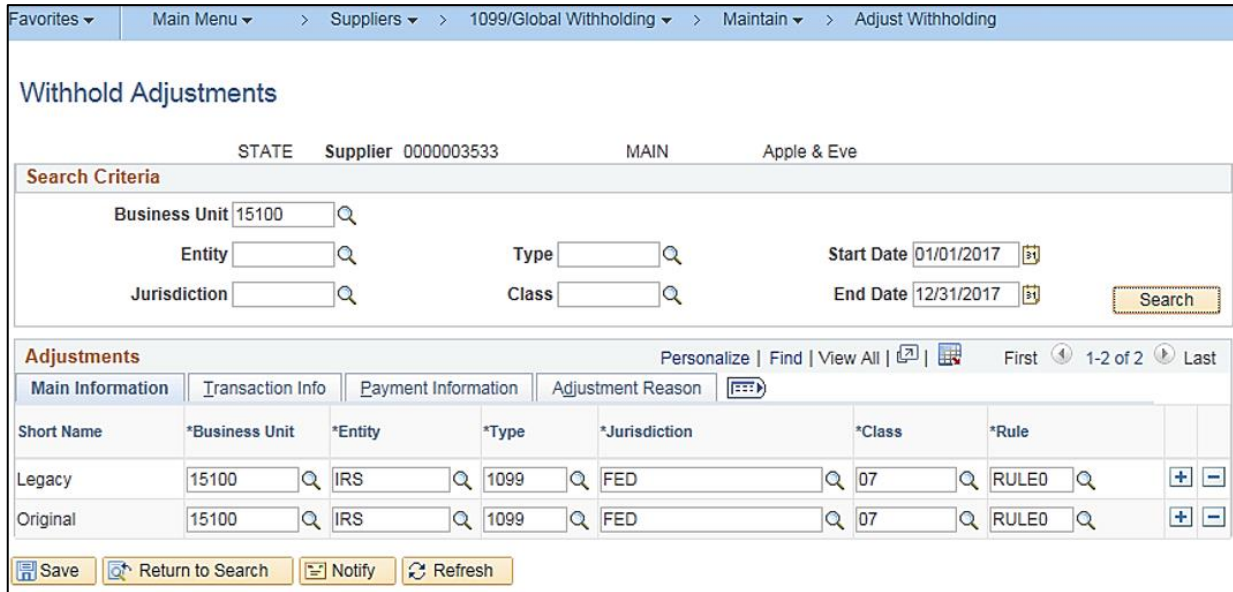
The **Withholding Adjustment Search** page displays.



	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning .
2.	Enter "STATE" in the Supplier SetID field as needed. 
3.	Enter the applicable Supplier ID (Supplier you need to make an adjustment for) in the Supplier ID field. 

Step	Action
4.	Click the Search button. 




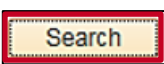
The **Withhold Adjustments** page displays.



The screenshot shows the 'Withhold Adjustments' page with the following details:

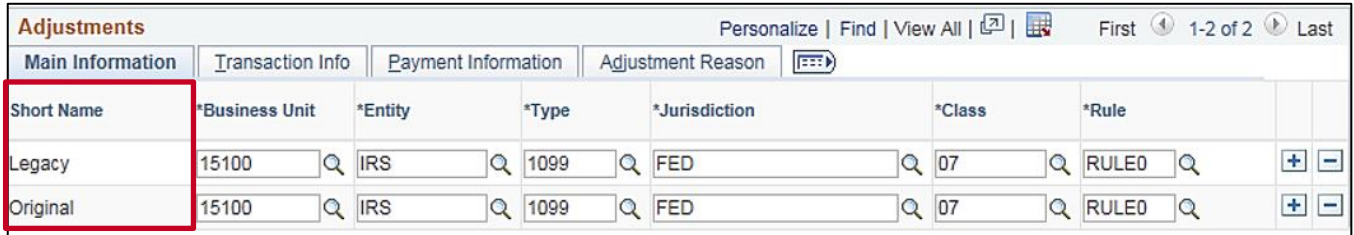
- Navigation: Favorites > Main Menu > Suppliers > 1099/Global Withholding > Maintain > Adjust Withholding
- Page Title: Withhold Adjustments
- Context: STATE Supplier 0000003533 MAIN Apple & Eve
- Search Criteria:
 - Business Unit: 15100
 - Entity: [blank]
 - Jurisdiction: [blank]
 - Type: [blank]
 - Class: [blank]
 - Start Date: 01/01/2017
 - End Date: 12/31/2017
 - Search button
- Adjustments Table:

Short Name	*Business Unit	*Entity	*Type	*Jurisdiction	*Class	*Rule		
Legacy	15100	IRS	1099	FED	07	RULE0	+	-
Original	15100	IRS	1099	FED	07	RULE0	+	-
- Buttons: Save, Return to Search, Notify, Refresh

	This page only displays for Suppliers currently flagged as Withholding.
5.	Enter or select the Agency Business Unit in the Business Unit field. 
	Additional fields either may be left blank or may be populated to narrow search results such as the Start Date and End Date fields to indicate what is being reported in the Calendar Year.
6.	Click the Search button. 

Step	Action
------	--------

The page refreshes and transactions on the **Withholding table** for the defined Supplier and search criteria displays in the **Adjustments** section.



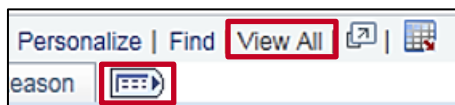
Short Name	*Business Unit	*Entity	*Type	*Jurisdiction	*Class	*Rule
Legacy	15100	IRS	1099	FED	07	RULE0
Original	15100	IRS	1099	FED	07	RULE0



“Legacy” in the **Short Name** field indicates a transaction entered as an adjustment.
 “Original” in the **Short Name** field indicates the line is from Cardinal payment transactions.

7.

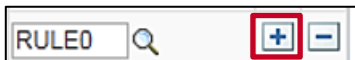
Click the **View All** link or use the **Arrow** to move throughout the listing and view the Lines not displayed.



When making an adjustment, a new Line must be added. Do not make any changes to the existing Lines.

8.

Click the **Add (+)** icon to add a Line.



9.

The page refreshes and a new row displays in the **Adjustments** section.
 Enter or select the applicable Agency Business Unit in the **Business Unit** field.



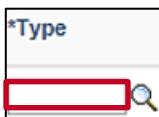
10.




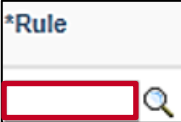

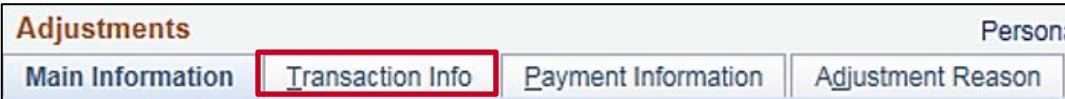
Enter “IRS” in the **Entity** field.



11.

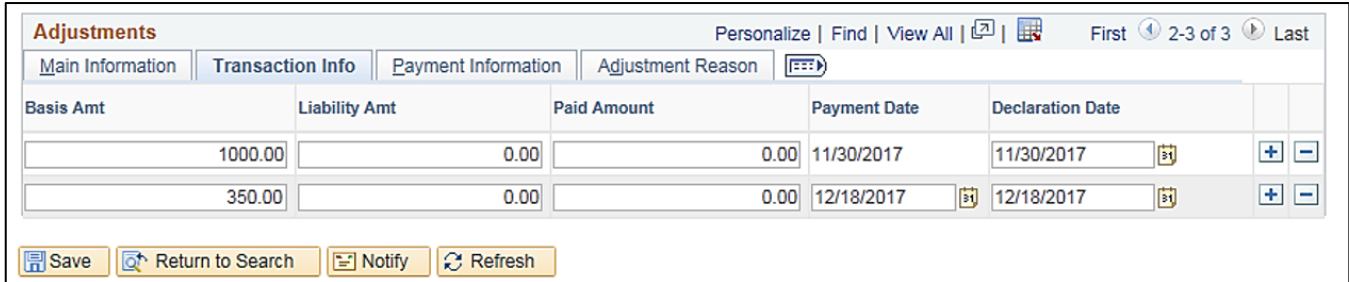
Enter “1099M” or “1099N” in the **Type** field as applicable.




Step	Action
12.	Enter "FED" in the Jurisdiction field. 
13.	Enter or select the applicable class in the Class field based on the following guidance: For Type "1099M": <ul style="list-style-type: none"> • 01: Rents • 03: Other Income • 06: Medical and Health Care Payments For Type "1099N": <ul style="list-style-type: none"> • 01: Non-Employee Compensation 
	The type of payment for which you are making an adjustment dictates the Class selected.
14.	Enter "RULE0" in the Rule field. 
	The rule used for 1099 – zero percent is withheld from the Supplier. The Commonwealth does not withhold any amounts from Suppliers for 1099 Reporting.
15.	Click the Transaction Info tab. 



Step	Action
------	--------


The **Transaction Info** tab displays.



Basis Amt	Liability Amt	Paid Amount	Payment Date	Declaration Date
1000.00	0.00	0.00	11/30/2017	11/30/2017
350.00	0.00	0.00	12/18/2017	12/18/2017

16.	<p>Enter the reportable payment amount in the Basis Amt field.</p> <div data-bbox="289 741 665 850" style="border: 1px solid red; padding: 5px;"> <p>Basis Amt</p> <input type="text"/> </div>
	<p>Do not change the Basis Amt field on the “Original” Line. To adjust an “Original” Line amount, key the same data as the “Original” Line in the added Line with one exception. The Basis Amt field on the new Line is entered as a negative amount to offset or reduce the original amount or a positive number to increase the original amount.</p>
17.	<p>Enter the amount of back up withholding that is owed to the IRS in the Liability Amount field.</p> <div data-bbox="289 1102 662 1222" style="border: 1px solid red; padding: 5px;"> <p>Liability Amt</p> <input type="text"/> </div>
18.	<p>Enter the portion of the backup withholding amount that has been paid to the IRS in the Paid Amount field. An amount of “0.00” means that no withholding has been paid to the IRS.</p> <div data-bbox="289 1339 670 1459" style="border: 1px solid red; padding: 5px;"> <p>Paid Amount</p> <input type="text"/> </div>
19.	<p>Enter the applicable date in the Payment Date field. Defaults to the current date but should be changed as needed to reflect the appropriate reporting year.</p> <div data-bbox="289 1579 557 1711" style="border: 1px solid red; padding: 5px;"> <p>Payment Date</p> <input type="text"/> </div>

Step	Action															
20.	Enter the same date as the payment date in the Declaration Date field. For IRS reporting purposes, this date must be the same as the payment date. <div data-bbox="289 411 636 550" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>Declaration Date</p> <div style="border: 1px solid red; width: 150px; height: 20px; margin-bottom: 5px;"></div>  </div>															
	The Declaration Date field must be within the reporting year to be picked up for that year's 1099 reporting. This date must also be on or after the effective date of the Supplier.															
21.	Click the Adjustment Reason tab. <div data-bbox="289 747 1318 848" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>Adjustments</p> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid gray;"> Main Information Transaction Info Payment Information Adjustment Reason </div> </div>															
The Adjustment Reason tab displays.																
<div data-bbox="201 932 1448 1482" style="border: 1px solid gray; padding: 10px;"> <p>Favorites > Main Menu > Suppliers > 1099/Global Withholding > Maintain > Adjust Withholding</p> <p>Withhold Adjustments</p> <p>STATE Supplier 0000003533 MAIN Apple & Eve</p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <p>Search Criteria</p> <p>Business Unit <input type="text" value="15100"/> <input type="button" value="Q"/></p> <p>Entity <input type="text"/> <input type="button" value="Q"/> Type <input type="text"/> <input type="button" value="Q"/> Start Date <input type="text" value="01/01/2017"/> <input type="button" value="B"/></p> <p>Jurisdiction <input type="text"/> <input type="button" value="Q"/> Class <input type="text"/> <input type="button" value="Q"/> End Date <input type="text" value="12/31/2017"/> <input type="button" value="B"/> <input type="button" value="Search"/></p> </div> <p>Adjustments Personalize Find View All <input type="button" value="Print"/> <input type="button" value="Refresh"/> First 2-3 of 3 Last</p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <p>Main Information Transaction Info Payment Information Adjustment Reason <input type="button" value="Filter"/></p> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Creation Date</th> <th>User ID</th> <th>Description</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>12/06/2017</td> <td>AA_CARDINAL_BATCH_AP</td> <td><input type="text"/></td> <td><input type="button" value="+"/></td> <td><input type="button" value="-"/></td> </tr> <tr> <td>12/18/2017</td> <td>V_AP_COVA_1099_ADMINISTRATOR</td> <td>This amount was not included due to error</td> <td><input type="button" value="+"/></td> <td><input type="button" value="-"/></td> </tr> </tbody> </table> <p> <input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/> </p> </div>		Creation Date	User ID	Description			12/06/2017	AA_CARDINAL_BATCH_AP	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	12/18/2017	V_AP_COVA_1099_ADMINISTRATOR	This amount was not included due to error	<input type="button" value="+"/>	<input type="button" value="-"/>
Creation Date	User ID	Description														
12/06/2017	AA_CARDINAL_BATCH_AP	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>												
12/18/2017	V_AP_COVA_1099_ADMINISTRATOR	This amount was not included due to error	<input type="button" value="+"/>	<input type="button" value="-"/>												
22.	Enter a descriptive adjustment reason in the Description field. <div data-bbox="289 1566 1097 1688" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>Description</p> <div style="border: 1px solid red; width: 480px; height: 30px;"></div> </div>															
23.	Click the Save button. <div data-bbox="289 1772 1052 1835" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid gray;"> <input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/> </div> </div>															

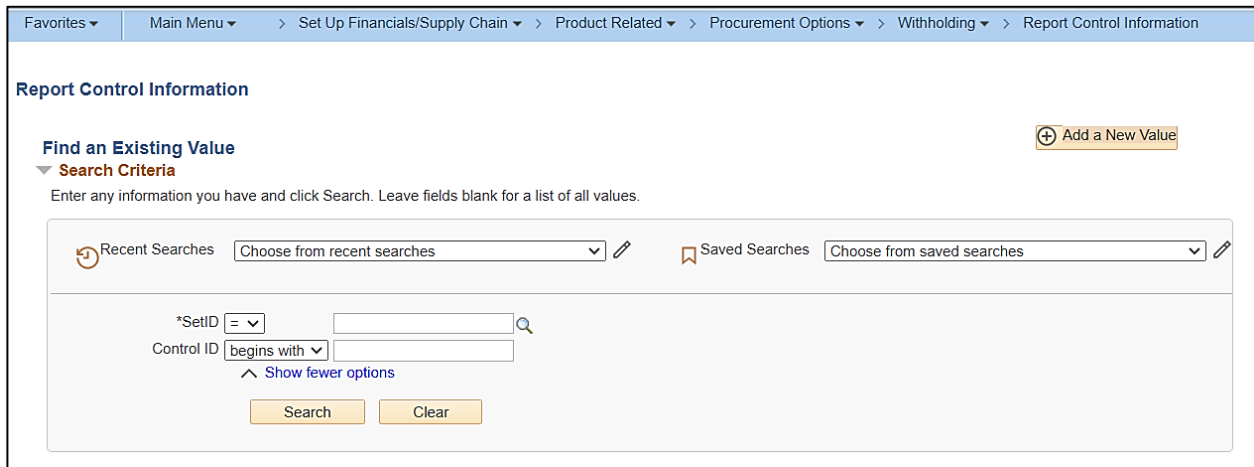
Step	Action
	<p>If you determine that the Class is not correct for a transaction in the Withholding table, follow the previous steps by creating a negative Basis Amt adjustment Line to credit the incorrect Line, and enter a new adjustment Line for the debit amount (inputting the correct class in the Class field).</p> <p><u>Important Points:</u></p> <ul style="list-style-type: none"> • Adjustments made on the Withhold Adjustments page do not update the underlying Voucher tables, only the withholding transaction table • If you have multiple adjustments to a Supplier, but to different classes, make the adjustments using different declaration dates for each class • If the transaction on the withholding tables is from accounts payable payment activity, the Short Name field will be “Original”. If the transaction on the withholding table is from an adjustment, the Short Name field will be “Legacy”. Adjustments should not be made to the “Original” Line. Always add a Line and follow the steps in this section to make adjustments • If an adjustment is made after the file has been sent to the IRS, the adjustment will be either part of the new Calendar Year reporting or a corrected 1099 will have to be prepared





Setting Up/Reviewing Report Control Information in Cardinal

1099 Withholding Report Control is used to set up transmitter and payer information in Cardinal that will be included in the 1099 Copy B reports and the IRS file. This information should be reviewed and updated as necessary each year.

Step	Action
1.	Navigate to the Withholding Adjustment page using the following path: Main Menu > Set Up Financials/Supply Chain > Product Related > Procurement Options > Withholding > Report Control Information

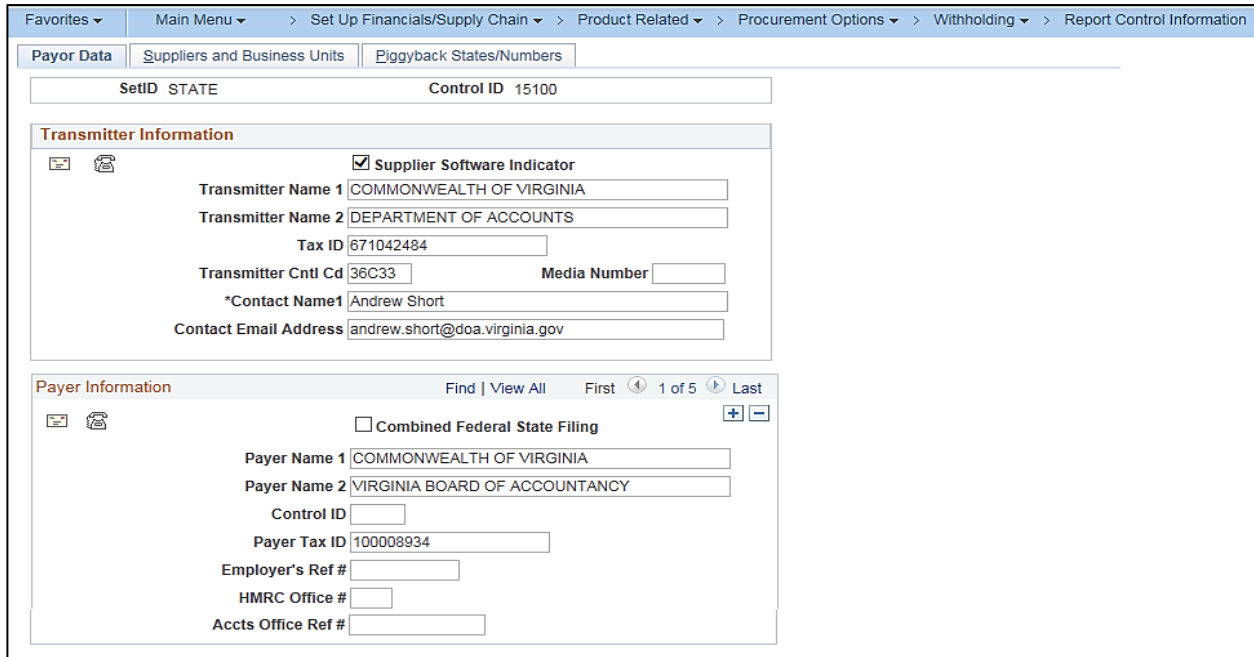
The **Report Control Information Search** page displays.








	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning .
2.	Enter "STATE" in the SetID field. 
3.	Enter the Agency Control ID in the Control ID field. A Control ID is set up for each reporting entity. 
4.	Click the Search button. 





Step	Action
------	--------

The **Payor Data** tab displays.

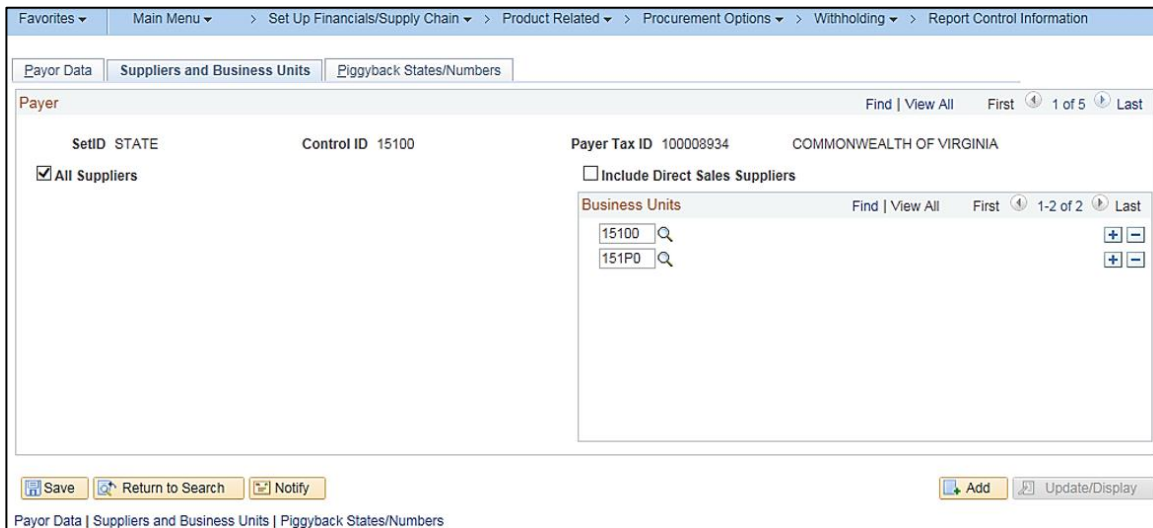


	The data within the Transmitter Information section is sent on the Transmitter (T) record.
5.	<p>The Supplier Software Indicator checkbox option must be selected for any Agency using Cardinal to produce their 1099 IRS file and Copy B forms.</p> <div style="border: 1px solid red; padding: 2px; display: inline-block;"><input checked="" type="checkbox"/> Supplier Software Indicator</div>
6.	<p>Enter the name of the transmitting Agency in both the Transmitter Name 1 and Transmitter Name 2 fields.</p> <div style="border: 1px solid red; padding: 5px; margin-top: 10px;"> <p>Transmitter Name 1 <input style="width: 100%;" type="text"/></p> <p>Transmitter Name 2 <input style="width: 100%;" type="text"/></p> </div>
7.	<p>Enter the transmitting Agency's Tax ID in the Tax ID field.</p> <div style="border: 1px solid red; padding: 2px; margin-top: 10px;"> <p>Tax ID <input style="width: 100%;" type="text"/></p> </div>
8.	<p>Enter the code that was provided by the IRS upon submission of form 4419 – Application for Filing Information Returns Electronically in the Transmitter Cntl Cd field.</p> <div style="border: 1px solid red; padding: 2px; margin-top: 10px;"> <p>Transmitter Cntl Cd <input style="width: 50px;" type="text"/></p> </div>

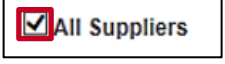

Step	Action
9.	<p>Enter the applicable information for the Agency contact person in the Contact Name1 and Contact Email Address fields.</p> <div data-bbox="256 411 1187 512" style="border: 1px solid black; padding: 5px;"> <p>*Contact Name1 <input style="width: 350px; height: 20px;" type="text"/></p> <p>Contact Email Address <input style="width: 350px; height: 20px;" type="text"/></p> </div>
	<p>The contact address and phone information is required. To review/update the addresses, click the Envelope icon. To review/update the phone numbers, click the Telephone icon. The phone number is entered without hyphens.</p> <div data-bbox="256 663 407 720" style="border: 1px solid black; padding: 2px;">   </div>
	<p>The information in the Payer Information section is sent on the Transmitter (A) record.</p> <div data-bbox="256 800 1382 1392" style="border: 1px solid black; padding: 5px;"> <p style="font-size: small;">Favorites > Main Menu > Set Up Financials/Supply Chain > Product Related > Procurement Options > Withholding > Report Control Information</p> <p style="font-size: small;">Payor Data Suppliers and Business Units Piggyback States/Numbers</p> <p style="font-size: small;">SetID STATE Control ID 15100</p> <hr/> <p>Transmitter Information</p> <p style="font-size: x-small;"> <input type="checkbox"/> Envelope <input type="checkbox"/> Telephone </p> <p><input checked="" type="checkbox"/> Supplier Software Indicator</p> <p>Transmitter Name 1 <input type="text" value="COMMONWEALTH OF VIRGINIA"/></p> <p>Transmitter Name 2 <input type="text" value="DEPARTMENT OF ACCOUNTS"/></p> <p>Tax ID <input type="text" value="671042484"/></p> <p>Transmitter Cntl Cd <input type="text" value="36C33"/> Media Number <input type="text"/></p> <p>*Contact Name1 <input type="text" value="Andrew Short"/></p> <p>Contact Email Address <input type="text" value="andrew.short@doa.virginia.gov"/></p> <hr/> <p>Payer Information Find View All First 1 of 5 Last</p> <p style="font-size: x-small;"> <input type="checkbox"/> Envelope <input type="checkbox"/> Telephone </p> <p><input type="checkbox"/> Combined Federal State Filing</p> <p>Payer Name 1 <input type="text" value="COMMONWEALTH OF VIRGINIA"/></p> <p>Payer Name 2 <input type="text" value="VIRGINIA BOARD OF ACCOUNTANCY"/></p> <p>Control ID <input type="text"/></p> <p>Payer Tax ID <input type="text" value="100008934"/></p> <p>Employer's Ref # <input type="text"/></p> <p>HMRC Office # <input type="text"/></p> <p>Accts Office Ref # <input type="text"/></p> </div>
10.	<p>The Combined Federal State Filing checkbox option must be selected if the Agency is participating in the IRS Combined Federal/State Filing (CF/SF) Program whereby the IRS will forward State copies of information returns to other participating States.</p> <div data-bbox="256 1549 685 1612" style="border: 1px solid black; padding: 5px;"> <p><input type="checkbox"/> Combined Federal State Filing</p> </div>
11.	<p>Enter the Agency's name in both the Payer Name 1 and Payer Name 2 fields.</p> <div data-bbox="256 1696 1024 1797" style="border: 1px solid black; padding: 5px;"> <p>Payer Name 1 <input style="width: 350px; height: 20px;" type="text"/></p> <p>Payer Name 2 <input style="width: 350px; height: 20px;" type="text"/></p> </div>


Step	Action
12.	Enter the Agency's Tax Identification Number (TIN) in the Payer Tax ID field. 
	The payer address and phone information is required. To review/update the addresses, click the Envelope icon. To review/update the phone numbers, click the Telephone icon. The phone number is entered without hyphens. 
13.	Click the Suppliers and Business Units tab. 

The **Suppliers and Business Units** tab displays.

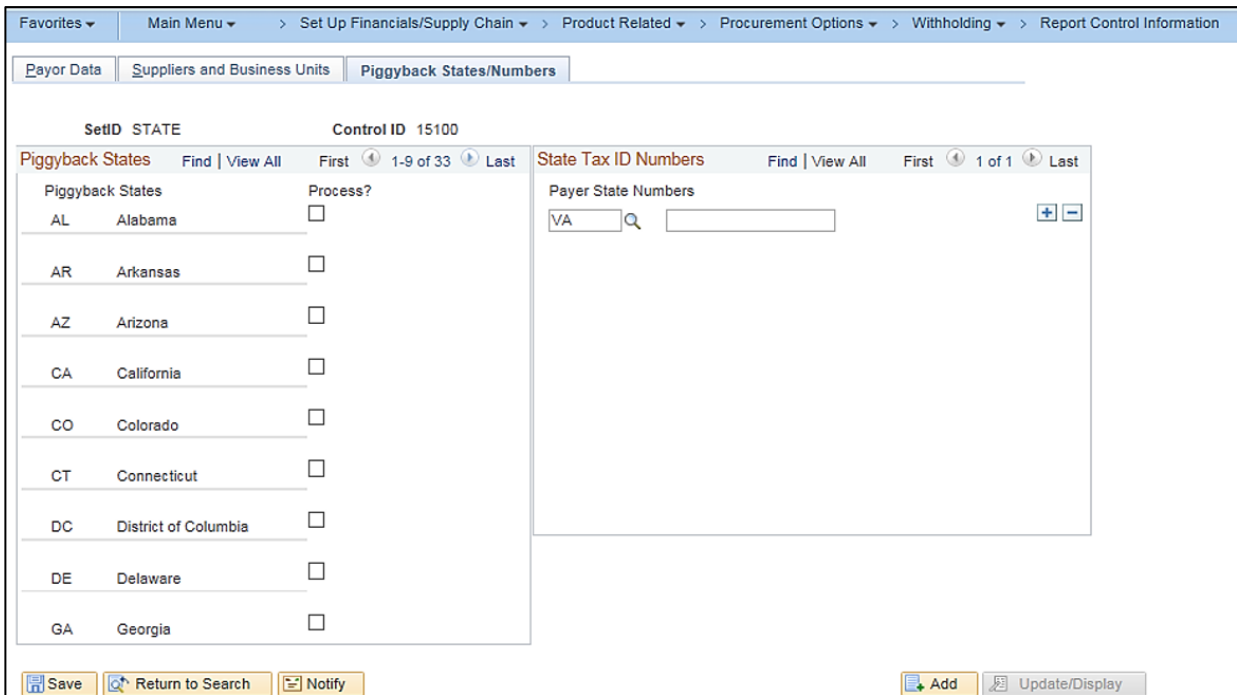




Favorites ▾ Main Menu ▾ > Set Up Financials/Supply Chain ▾ > Product Related ▾ > Procurement Options ▾ > Withholding ▾ > Report Control Information
 Payor Data | **Suppliers and Business Units** | Piggyback States/Numbers
 Payer Find | View All First 1 of 5 Last
 SetID STATE Control ID 15100 Payer Tax ID 100008934 COMMONWEALTH OF VIRGINIA
 All Suppliers Include Direct Sales Suppliers
 Business Units Find | View All First 1-2 of 2 Last
 15100 151P0
 Save Return to Search Notify Add Update/Display
 Payor Data | Suppliers and Business Units | Piggyback States/Numbers


14.	The All Suppliers checkbox option must be checked so that all withholding Suppliers that are associated with the Business Unit are included. 
15.	The Include Direct Sales Suppliers checkbox option should not be checked. This is not being used in Cardinal. 

Step	Action
	<p>The Business Units Section lists all Cardinal Accounts Payable Business Units that roll up to the Agency Control ID for 1099 reporting purposes.</p> <p>If multiple Business Units are specified, Cardinal will consolidate the balances of Suppliers that have Vouchers spread out over the selected Business Units for 1099 reporting.</p>
16.	<p>Click the Piggyback States/Numbers tab. This page is populated if the Agency is participating in the Combined Federal/State Filing (CF/SF) Program.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Payor Data Suppliers and Business Units Piggyback States/Numbers </div>

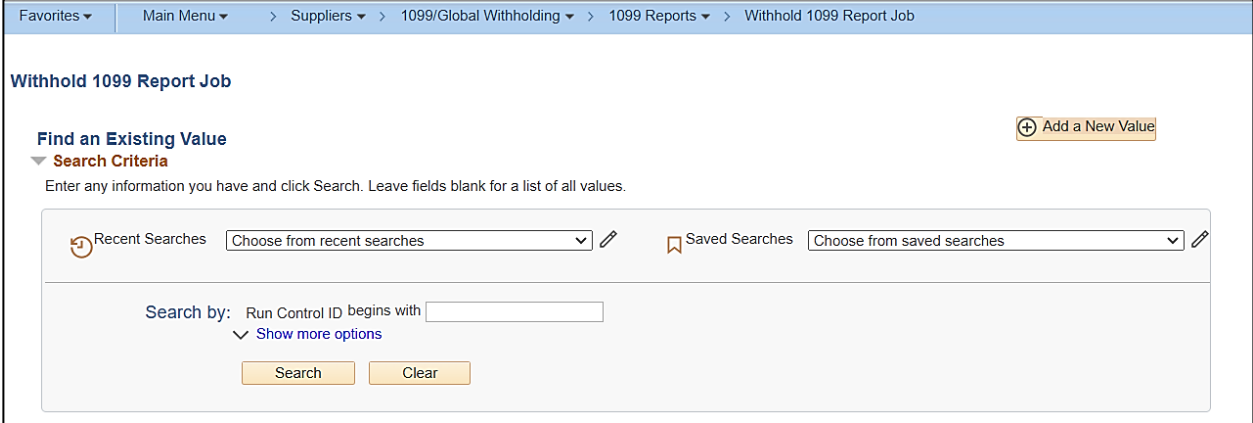

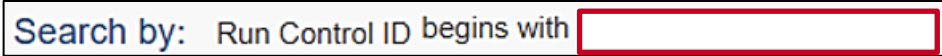

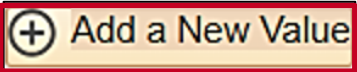

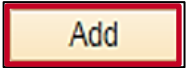
The **Piggyback States/Numbers** Tab displays.



	<p>The Piggyback States section displays the States participating in the combined federal and state 1099 filing process.</p>
17.	<p>Select the Process? checkbox option for each applicable State. This indicates to the IRS which States need copies.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Process?</p> <input style="width: 20px; height: 15px; border: 1px solid red;" type="checkbox"/> </div>
	<p>Be sure to review the IRS Publication 1220 each year for a list of participating States.</p>

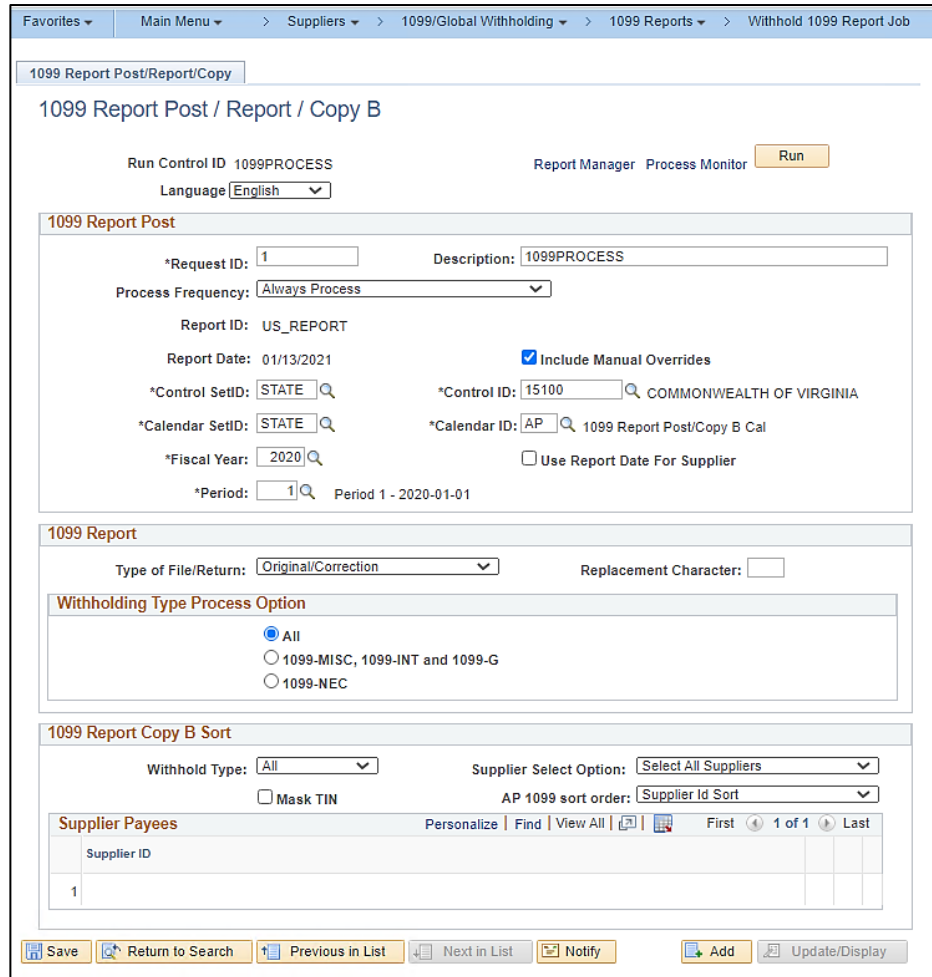
Step	Action
	<p>Do not enter any information in the Payer State Numbers fields within the State Tax ID Numbers Section. These fields are used if state taxes have been withheld from the Supplier.</p> <div data-bbox="256 411 724 508" style="border: 1px solid black; padding: 5px;"><p>Payer State Numbers</p><p>VA <input type="text"/> <input type="text"/></p></div>

Creating the 1099 IRS Reporting File and the Copy B Statements

Step	Action
1.	Navigate to the Withhold 1099 Report Job page using the following path: Main Menu > Suppliers > 1099/Global Withholding > 1099 Reports > Withhold 1099 Report Job
<p>The Withhold 1099 Report Job page displays.</p> 	
	<p>For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning.</p>
2.	<p>Enter the applicable information in the Run Control ID field.</p> 
	<p>The first time you run this job, select the Add a New Value tab and then create the Run Control ID.</p> 
	<p>For subsequent runs of this job, use the Run Control ID that was created the first time the job was run (Run Control IDs are unique to each user). You will need to update the appropriate fields on your existing Run Control ID if using the Run Control ID you created for a subsequent run.</p>
3.	<p>Click the Add button.</p> 

Step	Action
------	--------

The **1099 Report Post / Report / Copy B** page displays.

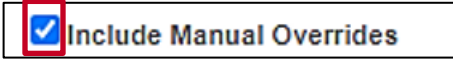



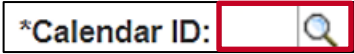







The screenshot shows the following fields and options:

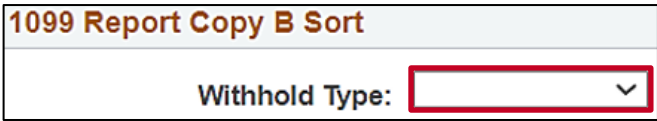



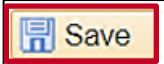

- Run Control ID:** 1099PROCESS
- Language:** English
- Buttons:** Report Manager, Process Monitor, Run
- 1099 Report Post Section:**
 - *Request ID: 1
 - Description: 1099PROCESS
 - Process Frequency: Always Process
 - Report ID: US_REPORT
 - Report Date: 01/13/2021
 - *Include Manual Overrides:
 - *Control SetID: STATE
 - *Control ID: 15100
 - *Calendar SetID: STATE
 - *Calendar ID: AP
 - *Fiscal Year: 2020
 - *Use Report Date For Supplier:
 - *Period: 1
- 1099 Report Section:**
 - Type of File/Return: Original/Correction
 - Replacement Character:
 - Withholding Type Process Option:**
 - All
 - 1099-MISC, 1099-INT and 1099-G
 - 1099-NEC
- 1099 Report Copy B Sort Section:**
 - Withhold Type: All
 - Supplier Select Option: Select All Suppliers
 - Mask TIN
 - AP 1099 sort order: Supplier Id Sort
 - Supplier Payees Table:**

Supplier ID	Personalize	Find	View All	First	1 of 1	Last
1						

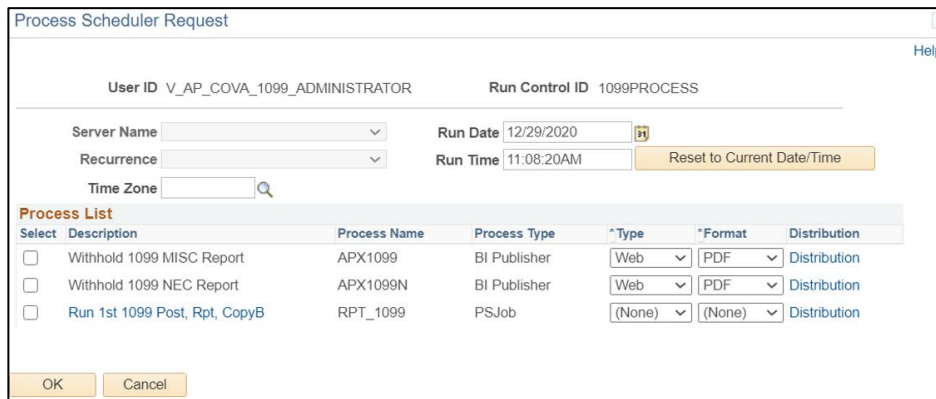
4.	<p>Enter “1” in the Request ID field. This Request ID of “1” can be used repeatedly. It is used internally by Cardinal to track each posting request.</p> <p>*Request ID: <input style="border: 2px solid red;" type="text" value=""/></p>
5.	<p>Enter a brief description for the request in the Description field (example: “1099 Process”).</p> <p>Description: <input style="border: 2px solid red;" type="text" value=""/></p>
6.	<p>Click the Process Frequency dropdown button and select “Always Process”.</p> <p>Process Frequency: <input style="border: 2px solid red;" type="text" value=""/></p>

Step	Action
7.	Select the Include Manual Overrides checkbox option. This is needed to include manually adjusted or updated withholding transactions. 
8.	Click the Control SetID Look Up icon and select "STATE". 
9.	Enter or select the Agency's Control ID in the Control ID field. 
10.	Click the Calendar SetID Look Up icon and select "STATE". 
11.	Click the Calendar ID Look Up icon and select "AP" (1099 Report Post/Copy B Cal). 
12.	Enter or select the Calendar Year being reported in the Fiscal Year field. 
13.	Do not select the Use Report Date for Supplier checkbox option. 
14.	Enter "1" in the Period field. The AP Calendar is an annual calendar and selecting Period 1 encompasses the entire year for this Calendar. 




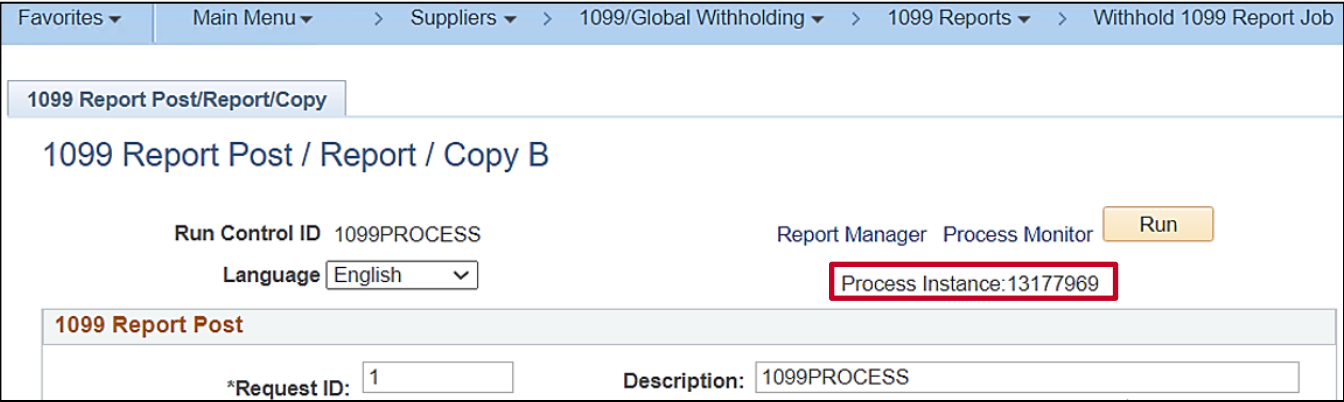

Step	Action
15.	<p>Click the Type of File Return dropdown button within the 1099 Report section and select “Original/Correction” if the Agency has not yet sent a file to the IRS or if the Agency is sending a Correction file after IRS receipt of the original file.</p> <div data-bbox="256 443 1146 506" style="border: 1px solid black; padding: 5px;"> <p>Type of File/Return: <input style="width: 100%; height: 20px;" type="text" value="Original/Correction"/></p> </div>
16.	<p>Enter the Replacement Character provided by the IRS if they requested a replacement file in the Replacement Character field. The IRS will send a Replacement Character to enter on this page when you run the process.</p> <div data-bbox="256 659 764 722" style="border: 1px solid black; padding: 5px;"> <p>Replacement Character: <input style="width: 100%; height: 20px;" type="text"/></p> </div>
	<p>It is recommended to send a test file each year to the IRS. A test file is required when applying to participate in the Combined Federal/State Filing Program.</p>
	<p>The options in the Withholding Type Process Option section allow the Agency to create the electronic files for reporting 1099-MISC without Nonemployee compensation, 1099-NEC without Miscellaneous transactions, or both 1099-MISC and 1099-NEC. These options include Corrections, if applicable.</p> <div data-bbox="256 1024 1398 1125" style="border: 1px solid black; padding: 5px;"> <p>Withholding Type Process Option</p> <p><input checked="" type="radio"/> All</p> <p><input type="radio"/> 1099-MISC, 1099-INT and 1099-G</p> <p><input type="radio"/> 1099-NEC</p> </div> <p>Options in this section include:</p> <ul style="list-style-type: none"> ● All: Select this option to produce one electronic file containing 1099-MISC and 1099-NEC, and Corrections, if applicable. If the Agency is ready to report all of the Suppliers’ 1099 on or before January 31, choose this option. This will produce a complete set of files for all of the 1099 Suppliers ● 1099-MISC: Select this option to produce one electronic file containing all 1099-MISC without NEC, and Corrections, if applicable. Cardinal does not produce 1099-G or 1099-INT files ● 1099-NEC: Select this option to produce one electronic file containing all 1099-NEC without MISC, and Corrections, if applicable. <p>If the Agency cannot produce all of the 1099’s in order to meet the January 31 IRS reporting requirement for 1099-NEC (Nonemployee compensation), the Agency will need to run the process with the “All” option.</p> <p>Whatever selections made in the Withholding Type Process Options section of this page will be marked as “Sent” when the Agency runs the Withhold Sent File. Refer to the Running the Withholding Sent File Process section of this Job Aid.</p> <p>The transactions marked “Sent” will not be produced or generated in any subsequent 1099 Job Process runs.</p>

Step	Action
17.	Click the Withhold Type dropdown button and select "All". 
18.	Do not select the Mask TIN checkbox option. 
19.	Click the Supplier Select Option dropdown button and select "All Suppliers". 
20.	Click the AP 1099 sort order dropdown button and select the applicable list item. "Supplier Id Sort" is recommended, but "TIN Sort" and "Name Sort" are the other available options. 
21.	Click the Save button. 
22.	Click the Run button. 

The **Process Scheduler Request** page displays in a pop-up window.

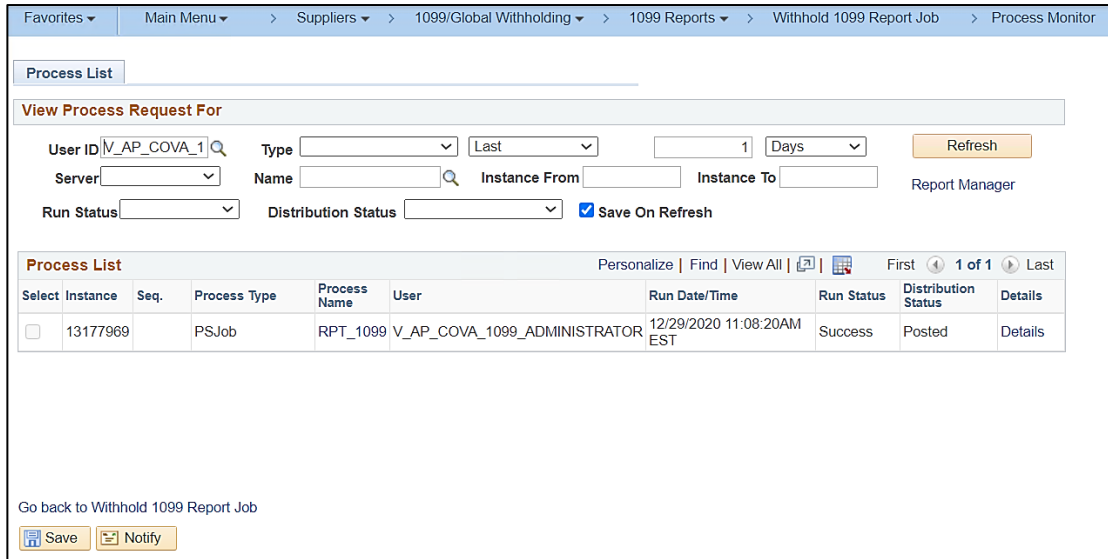


Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Withhold 1099 MISC Report	APX1099	BI Publisher	Web	PDF	Distribution
<input type="checkbox"/>	Withhold 1099 NEC Report	APX1099N	BI Publisher	Web	PDF	Distribution
<input type="checkbox"/>	Run 1st 1099 Post, Rpt, CopyB	RPT_1099	PSJob	(None)	(None)	Distribution

Step	Action
23.	<p>Click the Select checkbox for the “Run 1st 1099 Post, Rpt, CopyB” row within the Process List section to run the IRS file, and to generate data for the Copy B reports.</p>  <p>The screenshot shows a table row with a red-bordered checkbox on the left. To its right is the text "Run 1st 1099 Post, Rpt, CopyB". Further right are the values "RPT_1099" and "PSJob". On the far right, there are two dropdown menus, both set to "(None)", and the word "Distribution".</p>
	<p>This job needs to be run first to produce the original or corrected Copy B forms.</p>
24.	<p>Click the OK button.</p>  <p>The screenshot shows a yellow button with the text "OK" in black, outlined with a red border.</p>
<p>The Run Control page displays and the Process Instance Number has been assigned.</p>  <p>The screenshot shows a web interface for the "Run Control" page. At the top, there is a breadcrumb trail: "Favorites > Main Menu > Suppliers > 1099/Global Withholding > 1099 Reports > Withhold 1099 Report Job". Below this, there is a section titled "1099 Report Post/Report/Copy". Underneath, the main heading is "1099 Report Post / Report / Copy B". There are several fields and buttons: "Run Control ID 1099PROCESS", "Language English" (with a dropdown arrow), "Report Manager Process Monitor" (with a "Run" button), and "Process Instance: 13177969" (highlighted with a red box). At the bottom, there is a section for "1099 Report Post" with fields for "*Request ID: 1" and "Description: 1099PROCESS".</p>	
25.	<p>Click the Process Monitor link.</p>  <p>The screenshot shows a blue text link "Process Monitor" with a red border around it.</p>

Step	Action
------	--------

The **Process List** page displays.

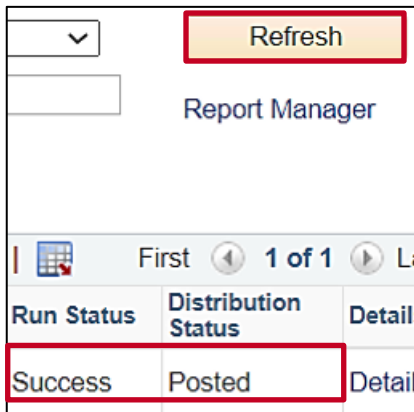


The screenshot shows the 'Process List' page with the following details:

- Navigation:** Favorites > Main Menu > Suppliers > 1099/Global Withholding > 1099 Reports > Withhold 1099 Report Job > Process Monitor
- Form Fields:**
 - User ID: (with search icon)
 - Type: (with dropdown arrow)
 - Days: (with dropdown arrow)
 - Refresh:
 - Server: (with dropdown arrow)
 - Name: (with search icon)
 - Instance From:
 - Instance To:
 - Run Status:
 - Distribution Status:
 - Save On Refresh:
- Table:**

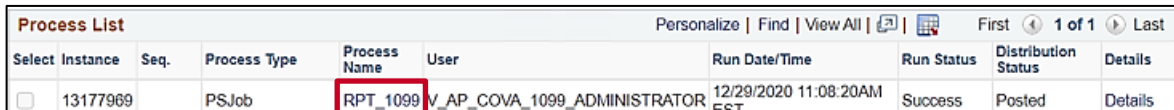
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	13177969		PSJob	RPT_1099	V_AP_COVA_1099_ADMINISTRATOR	12/29/2020 11:08:20AM EST	Success	Posted	Details
- Footer:** Go back to Withhold 1099 Report Job, Save, Notify

26. Click the **Refresh** button periodically until the **Run Status** field displays “Success” and the **Distribution Status** field displays “Posted”.



This close-up shows the 'Refresh' button highlighted with a red box. Below it, the table row shows 'Run Status' as 'Success' and 'Distribution Status' as 'Posted', both also highlighted with a red box.

27. Click the **Details** link.

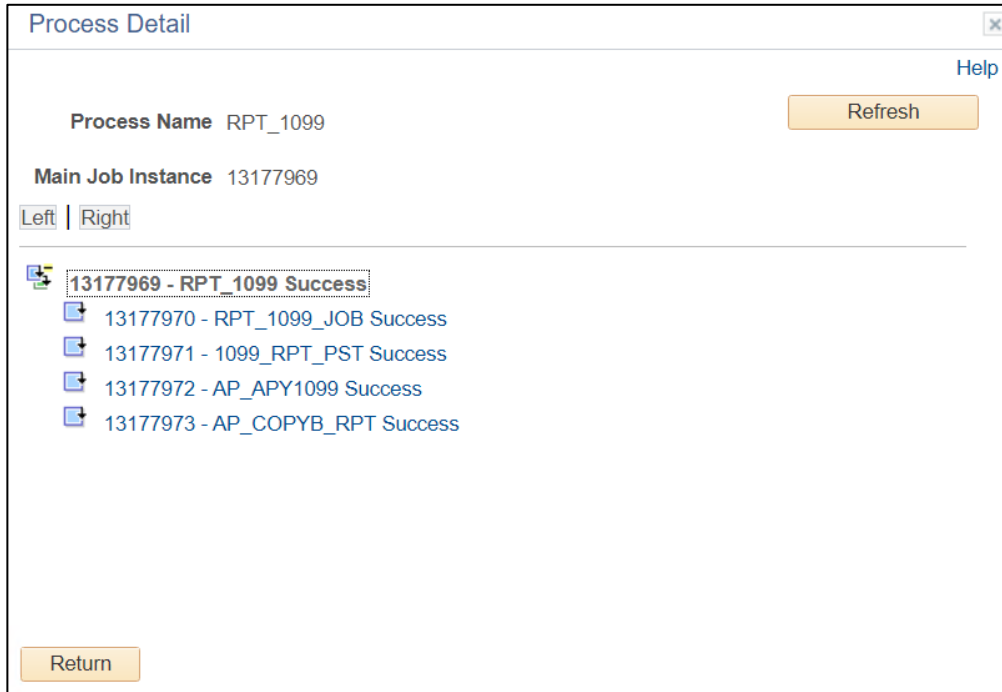



The screenshot shows the 'Process List' table with the 'RPT_1099' cell in the 'Process Name' column highlighted with a red box.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	13177969		PSJob	RPT_1099	V_AP_COVA_1099_ADMINISTRATOR	12/29/2020 11:08:20AM EST	Success	Posted	Details

Step	Action
------	--------

The **Process Detail** page displays in a pop-up window. This page displays a list of the individual processes that make up the 1099 Job and each RPT or file is accessible.



28.	Click the AP_APY1099 Success link to view the IRS tax file. 
-----	---

Step	Action																														
	<p>The Process Detail page refreshes.</p> <div data-bbox="232 378 1417 1136" style="border: 1px solid black; padding: 5px;"> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;"> Process Detail Help </div> <div style="border-bottom: 1px solid gray; padding: 5px 0 5px 20px;"> Process </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Instance 13177972</td> <td style="width: 50%;">Type Application Engine</td> </tr> <tr> <td>Name AP_APY1099</td> <td>Description 1099 Report</td> </tr> <tr> <td>Run Status Success</td> <td>Distribution Status Posted</td> </tr> </table> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid gray; padding: 5px 0 5px 20px;"> <div style="width: 45%;">Run</div> <div style="width: 45%;">Update Process</div> </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Run Control ID 1099PROCESS</td> <td style="width: 50%;"><input type="radio"/> Hold Request</td> </tr> <tr> <td>Location Server</td> <td><input type="radio"/> Queue Request</td> </tr> <tr> <td>Server PSUNX1</td> <td><input type="radio"/> Cancel Request</td> </tr> <tr> <td>Recurrence</td> <td><input type="radio"/> Delete Request</td> </tr> <tr> <td></td> <td><input type="radio"/> Re-send Content</td> </tr> <tr> <td></td> <td><input type="radio"/> Restart Request</td> </tr> </table> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid gray; padding: 5px 0 5px 20px;"> <div style="width: 45%;">Date/Time</div> <div style="width: 45%;">Actions</div> </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Request Created On 12/29/2020 11:09:36AM EST</td> <td style="width: 25%;">Parameters</td> <td style="width: 25%;">Transfer</td> </tr> <tr> <td>Run Anytime After 12/29/2020 11:08:20AM EST</td> <td>Message Log</td> <td>View Locks</td> </tr> <tr> <td>Began Process At 12/29/2020 11:10:45AM EST</td> <td>Batch Timings</td> <td></td> </tr> <tr> <td>Ended Process At 12/29/2020 11:10:58AM EST</td> <td>View Log/Trace</td> <td></td> </tr> </table> <div style="display: flex; justify-content: space-between; padding: 5px 20px 5px 20px;"> OK Cancel </div> </div>	Instance 13177972	Type Application Engine	Name AP_APY1099	Description 1099 Report	Run Status Success	Distribution Status Posted	Run Control ID 1099PROCESS	<input type="radio"/> Hold Request	Location Server	<input type="radio"/> Queue Request	Server PSUNX1	<input type="radio"/> Cancel Request	Recurrence	<input type="radio"/> Delete Request		<input type="radio"/> Re-send Content		<input type="radio"/> Restart Request	Request Created On 12/29/2020 11:09:36AM EST	Parameters	Transfer	Run Anytime After 12/29/2020 11:08:20AM EST	Message Log	View Locks	Began Process At 12/29/2020 11:10:45AM EST	Batch Timings		Ended Process At 12/29/2020 11:10:58AM EST	View Log/Trace	
Instance 13177972	Type Application Engine																														
Name AP_APY1099	Description 1099 Report																														
Run Status Success	Distribution Status Posted																														
Run Control ID 1099PROCESS	<input type="radio"/> Hold Request																														
Location Server	<input type="radio"/> Queue Request																														
Server PSUNX1	<input type="radio"/> Cancel Request																														
Recurrence	<input type="radio"/> Delete Request																														
	<input type="radio"/> Re-send Content																														
	<input type="radio"/> Restart Request																														
Request Created On 12/29/2020 11:09:36AM EST	Parameters	Transfer																													
Run Anytime After 12/29/2020 11:08:20AM EST	Message Log	View Locks																													
Began Process At 12/29/2020 11:10:45AM EST	Batch Timings																														
Ended Process At 12/29/2020 11:10:58AM EST	View Log/Trace																														
29.	<p>Click the View Log/Trace link.</p> <div style="border: 2px solid red; padding: 5px; display: inline-block; margin: 10px 0;"> View Log/Trace </div>																														

Step	Action
------	--------

The **View Log/Trace** page displays in a pop-up window.

View Log/Trace
✕

[Help](#)

Report

Report ID 57725818 Process Instance 13177972 [Message Log](#)

Name AP_APY1099 Process Type Application Engine

Run Status Success

1099 Report

Distribution Details

Distribution Node finsit Expiration Date 01/28/2021


File List

Name	File Size (bytes)	Datetime Created
AE_AP_APY1099_13177972.log	169	12/29/2020 11:10:58.510548AM EST
IRS_001_15100_13177972.TXT	8,261	12/29/2020 11:10:58.510548AM EST

Distribute To

Distribution ID Type	*Distribution ID
User	V_AP_COVA_1099_ADMINISTRATOR

30.	<p>Click the TXT file under the File List section to view the IRS tax files.</p> <div style="border: 2px solid red; padding: 2px; display: inline-block; margin: 5px 0;">IRS_001_15100_13177972.TXT</div>
-----	---

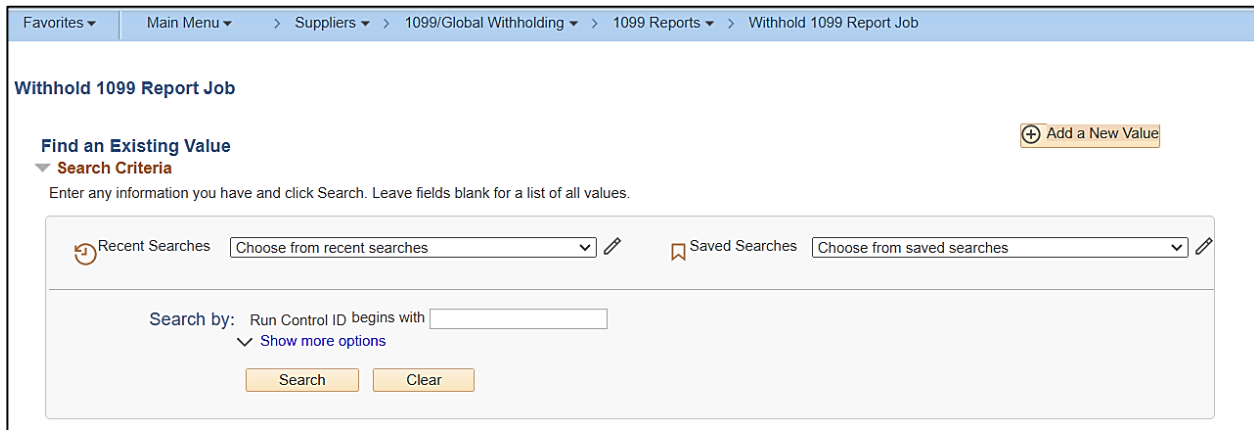
	<p>Save the file to your secure directory as file type Text (*.txt). This text file can then be uploaded to the IRS FIRE Production System. Refer to the IRS Publication 1220 for detailed instructions on sending the file.</p>
---	--

Creating the 1099 Copy B Reports


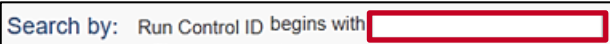

The 1099 report process produces the electronic file and moves data to a reporting table to produce Copy B reports.

Step	Action
1.	Navigate to the Withhold 1099 Report Job page using the following path: Main Menu > Suppliers > 1099/Global Withholding > 1099 Reports > Withhold 1099 Report Job

The **Withhold 1099 Report Job** run control page displays with the **Find and Existing Value** tab displayed by default.

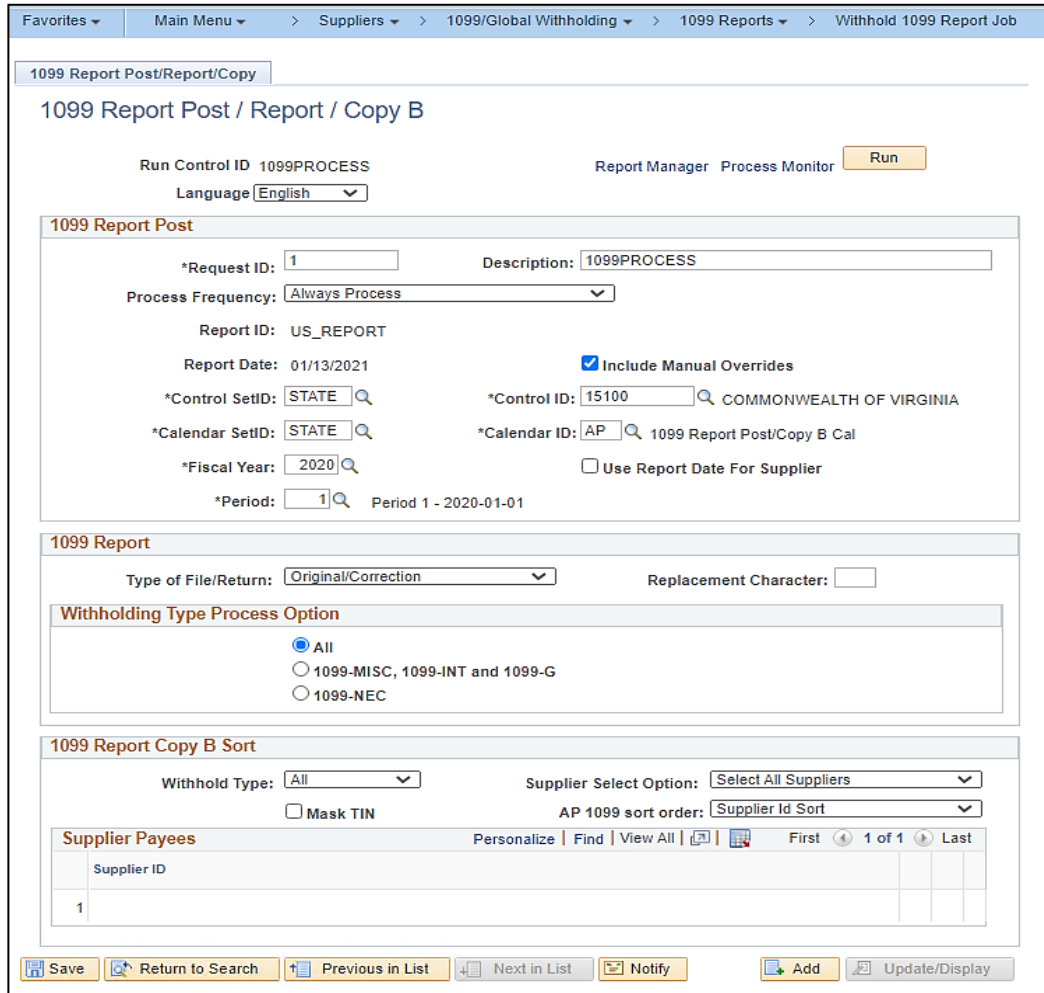


The screenshot shows the 'Withhold 1099 Report Job' page. At the top, there is a breadcrumb trail: Favorites > Main Menu > Suppliers > 1099/Global Withholding > 1099 Reports > Withhold 1099 Report Job. Below this, the page title is 'Withhold 1099 Report Job'. There is a tab labeled 'Find an Existing Value' and a button 'Add a New Value'. Under the tab, there is a section for 'Search Criteria' with the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two dropdown menus: 'Recent Searches' (Choose from recent searches) and 'Saved Searches' (Choose from saved searches). A search field is labeled 'Search by: Run Control ID begins with' with a 'Show more options' link. At the bottom of the search area are 'Search' and 'Clear' buttons.

	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning .
2.	Enter the Run Control ID that was used to create the IRS file in the Search by field. 
3.	Click the Search button. 

Step	Action
------	--------

The **1099 Report Post / Report / Copy B** page displays with all of the parameters that were established when the IRS file was created.



1099 Report Post / Report / Copy B

Run Control ID: 1099PROCESS Report Manager Process Monitor **Run**

Language: English

1099 Report Post

*Request ID: 1 Description: 1099PROCESS

Process Frequency: Always Process

Report ID: US_REPORT

Report Date: 01/13/2021 Include Manual Overrides

*Control SetID: STATE *Control ID: 15100 COMMONWEALTH OF VIRGINIA

*Calendar SetID: STATE *Calendar ID: AP 1099 Report Post/Copy B Cal

*Fiscal Year: 2020 Use Report Date For Supplier

*Period: 1 Period 1 - 2020-01-01

1099 Report

Type of File/Return: Original/Correction Replacement Character:

Withholding Type Process Option

All

1099-MISC, 1099-INT and 1099-G

1099-NEC

1099 Report Copy B Sort

Withhold Type: All Supplier Select Option: Select All Suppliers

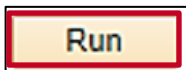
Mask TIN AP 1099 sort order: Supplier Id Sort

Supplier Payees Personalize | Find | View All | First 1 of 1 Last

Supplier ID
1

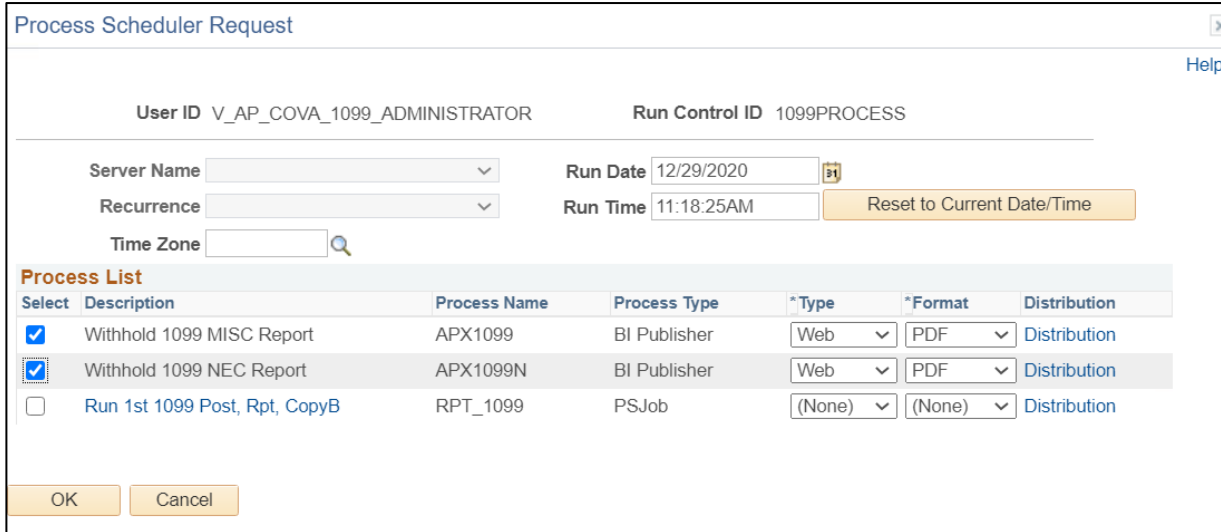
Save Return to Search Previous in List Next in List Notify Add Update/Display

4. Click the **Run** button.



Step	Action
------	--------

The **Process Scheduler Request** page displays in a pop-up window.



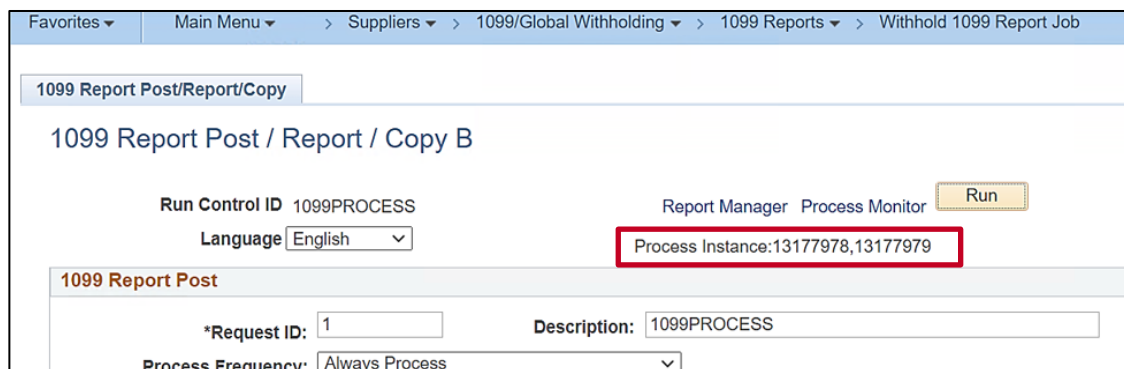
5. Click the **Select** checkbox option for the Withhold 1099 Report (BI Publisher) job to run the Copy B reports. One or both reports can be selected as appropriate.

<input checked="" type="checkbox"/>	Withhold 1099 MISC Report	APX1099	BI Publisher
<input checked="" type="checkbox"/>	Withhold 1099 NEC Report	APX1099N	BI Publisher

6. Click the **OK** button.



The **1099 Report Post / Report / Copy B** page displays with the assigned Process Instance Number(s).

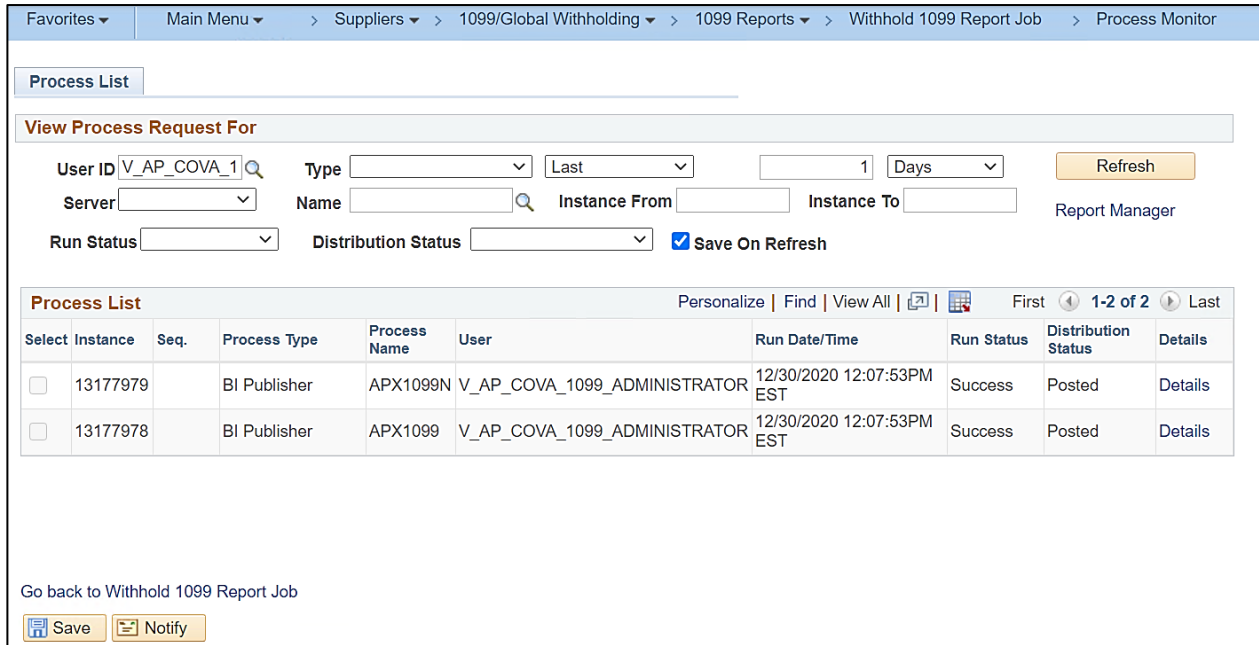


8. Click the **Process Monitor** link.



Step	Action
------	--------

The **Process List** displays.



Process List

View Process Request For

User ID Type Last 1 Days

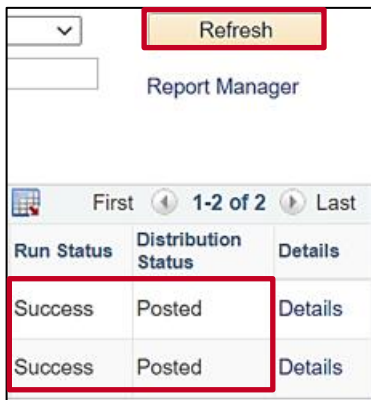
Server Name Instance From Instance To Report Manager

Run Status Distribution Status Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	13177979		BI Publisher	APX1099N	V_AP_COVA_1099_ADMINISTRATOR	12/30/2020 12:07:53PM EST	Success	Posted	Details
<input type="checkbox"/>	13177978		BI Publisher	APX1099	V_AP_COVA_1099_ADMINISTRATOR	12/30/2020 12:07:53PM EST	Success	Posted	Details

Go back to Withhold 1099 Report Job

- Click the **Refresh** button periodically until the **Run Status** field displays “Success” and the **Distribution Status** field displays “Posted”.



Report Manager

Run Status	Distribution Status	Details
Success	Posted	Details
Success	Posted	Details

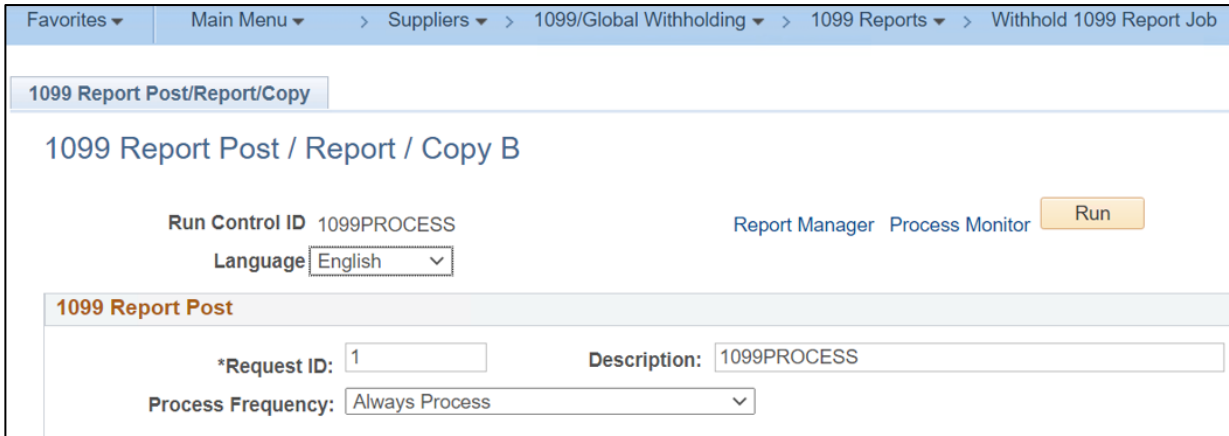
- Click the **Go back to Withhold 1099 Report Job** link.



[Go back to Withhold 1099 Report Job](#)

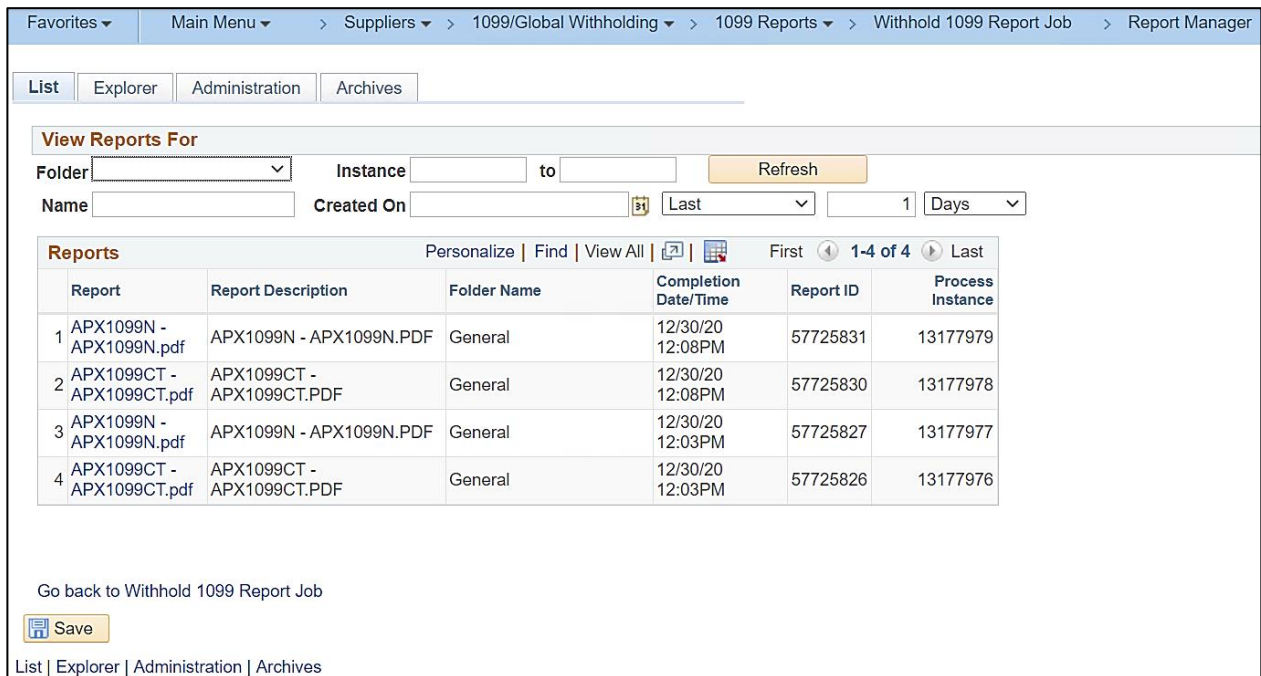
Step	Action
------	--------

The **1099 Report Post/Report/Copy B** page redisplay.




11.	Click the Report Manager link. 
-----	--



The **List** tab displays.



Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 APX1099N - APX1099N.pdf	APX1099N - APX1099N.PDF	General	12/30/20 12:08PM	57725831	13177979
2 APX1099CT - APX1099CT.pdf	APX1099CT - APX1099CT.PDF	General	12/30/20 12:08PM	57725830	13177978
3 APX1099N - APX1099N.pdf	APX1099N - APX1099N.PDF	General	12/30/20 12:03PM	57725827	13177977
4 APX1099CT - APX1099CT.pdf	APX1099CT - APX1099CT.PDF	General	12/30/20 12:03PM	57725826	13177976

12.	Click the APX1099CT - APX1099CT.PDF link. 
-----	---

Step	Action
------	--------

	<p>The PDF will display information for the appropriate 1099 (MISC or NEC) Copy B or may be blank if there is no 1099 data to display.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Instructions for Recipient Recipient's taxpayer identification number (TIN). For your protection, this form may show only the last four digits of your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (A TIN), or employer identification number (EIN). However, the payer has reported your complete TIN to the IRS. Account number. May show an account or other unique number the payer assigned to distinguish your account. Amounts shown may be subject to self-employment (SE) tax. Individuals should see the Instructions for Schedule SE (Form 1040), Corporations, fiduciaries, or partnerships must report the amounts on the appropriate line of their tax returns. Form 1099-MISC incorrect? If this form is incorrect or has been issued in error, contact the payer. If you cannot get this form corrected, attach an explanation to your tax return and report your information correctly. Box 1. Report rents from real estate on Schedule E (Form 1040). However, report rents on Schedule C (Form 1040) if you provided significant services to the tenant, sold real estate as a business, or rented personal property as a business. See Pub. 527. Box 2. Report royalties from oil, gas, or mineral properties, copyrights, and patents on Schedule E (Form 1040). However, report payments for a working interest as explained in the Schedule E (Form 1040) instructions. For royalties on timber, coal, and iron ore, see Pub. 544. Box 3. Generally, report this amount on the "Other income" line of Schedule 1 (Form 1041) and identify the payment. The amount shown may be payments received as the beneficiary of a deceased employee, prizes, awards, taxable damages, Indian gaming profits, or other taxable income. See Pub. 525. If it is trade or business income, report this amount on Schedule C or F (Form 1040). Box 4. Shows backup withholding or withholding on Indian gaming profits. Generally, a payer must backup withhold if you did not furnish your TIN. See Form W-9 and Pub. 505 for more information. Report this amount on your income tax return as tax withheld. Box 5. Shows the amount paid to you as a fishing boat crew member by the operator, who considers you to be self-employed. Self-employed individuals must report this amount on Schedule C (Form 1040). See Pub. 334. Box 6. For individuals, report on Schedule C (Form 1040).</p> <p><input type="checkbox"/> CORRECTED (if checked)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>FAVER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no. COMMONWEALTH OF VIRGINIA DEPARTMENT OF TREASURY 101 N. 14TH STREET 3RD FLOOR RICHMOND, VA 804/225-2646</p> </td> <td style="width: 50%; vertical-align: top;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">1 Rents</td> <td style="width: 50%;">OMB No. 1545-0115</td> </tr> <tr> <td>\$</td> <td style="text-align: center;">Form 1099-MISC</td> </tr> <tr> <td></td> <td style="text-align: center;">(Rev. January 2024)</td> </tr> <tr> <td>2 Royalties</td> <td style="text-align: center;">For calendar year</td> </tr> <tr> <td>\$</td> <td style="text-align: center;">2024</td> </tr> <tr> <td>3 Other income</td> <td>4 Federal income tax withheld</td> </tr> <tr> <td>\$</td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td>5 Fishing boat proceeds</td> <td>6 Medical and health care payments</td> </tr> <tr> <td>\$</td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td>7 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale <input type="checkbox"/></td> <td>8 Substitute payments in lieu of dividends or interest</td> </tr> <tr> <td>\$</td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td>9 Crop insurance proceeds</td> <td>10 Gross proceeds paid to an attorney</td> </tr> <tr> <td>\$</td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td>11 Fish purchased for resale</td> <td>12 Section 409A deferrals</td> </tr> <tr> <td>\$</td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td>13 FATCA filing requirement <input type="checkbox"/></td> <td>14 Excess golden parachute payments</td> </tr> <tr> <td>\$</td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td>15 Nonqualified deferred compensation</td> <td>16 State tax withheld</td> </tr> <tr> <td>\$</td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td>17 State-Payer's state no.</td> <td>18 State income</td> </tr> <tr> <td>\$</td> <td style="text-align: right;">\$ 0.00</td> </tr> </table> </td> </tr> </table> <p style="font-size: small; margin-top: 5px;">Form 1099-MISC (Rev. 1-2024) (keep for your records) www.irs.gov/Form1099MISC Department of the Treasury - Internal Revenue Service</p> </div> <div style="position: absolute; top: 425px; left: 725px; font-weight: bold; font-size: small;"> <p>Miscellaneous Information</p> <p style="text-align: center;">Copy B For Recipient</p> <p style="font-size: x-small;">This is important tax information and is being furnished to the IRS. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.</p> </div>	<p>FAVER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no. COMMONWEALTH OF VIRGINIA DEPARTMENT OF TREASURY 101 N. 14TH STREET 3RD FLOOR RICHMOND, VA 804/225-2646</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">1 Rents</td> <td style="width: 50%;">OMB No. 1545-0115</td> </tr> <tr> <td>\$</td> <td style="text-align: center;">Form 1099-MISC</td> </tr> <tr> <td></td> <td style="text-align: center;">(Rev. January 2024)</td> </tr> <tr> <td>2 Royalties</td> <td style="text-align: center;">For calendar year</td> </tr> <tr> <td>\$</td> <td style="text-align: center;">2024</td> </tr> <tr> <td>3 Other income</td> <td>4 Federal income tax withheld</td> </tr> <tr> <td>\$</td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td>5 Fishing boat proceeds</td> <td>6 Medical and health care payments</td> </tr> <tr> <td>\$</td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td>7 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale <input type="checkbox"/></td> <td>8 Substitute payments in lieu of dividends or interest</td> </tr> <tr> <td>\$</td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td>9 Crop insurance proceeds</td> <td>10 Gross proceeds paid to an attorney</td> </tr> <tr> <td>\$</td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td>11 Fish purchased for resale</td> <td>12 Section 409A deferrals</td> </tr> <tr> <td>\$</td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td>13 FATCA filing requirement <input type="checkbox"/></td> <td>14 Excess golden parachute payments</td> </tr> <tr> <td>\$</td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td>15 Nonqualified deferred compensation</td> <td>16 State tax withheld</td> </tr> <tr> <td>\$</td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td>17 State-Payer's state no.</td> <td>18 State income</td> </tr> <tr> <td>\$</td> <td style="text-align: right;">\$ 0.00</td> </tr> </table>	1 Rents	OMB No. 1545-0115	\$	Form 1099-MISC		(Rev. January 2024)	2 Royalties	For calendar year	\$	2024	3 Other income	4 Federal income tax withheld	\$	\$ 0.00	5 Fishing boat proceeds	6 Medical and health care payments	\$	\$ 0.00	7 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale <input type="checkbox"/>	8 Substitute payments in lieu of dividends or interest	\$	\$ 0.00	9 Crop insurance proceeds	10 Gross proceeds paid to an attorney	\$	\$ 0.00	11 Fish purchased for resale	12 Section 409A deferrals	\$	\$ 0.00	13 FATCA filing requirement <input type="checkbox"/>	14 Excess golden parachute payments	\$	\$ 0.00	15 Nonqualified deferred compensation	16 State tax withheld	\$	\$ 0.00	17 State-Payer's state no.	18 State income	\$	\$ 0.00
<p>FAVER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no. COMMONWEALTH OF VIRGINIA DEPARTMENT OF TREASURY 101 N. 14TH STREET 3RD FLOOR RICHMOND, VA 804/225-2646</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">1 Rents</td> <td style="width: 50%;">OMB No. 1545-0115</td> </tr> <tr> <td>\$</td> <td style="text-align: center;">Form 1099-MISC</td> </tr> <tr> <td></td> <td style="text-align: center;">(Rev. January 2024)</td> </tr> <tr> <td>2 Royalties</td> <td style="text-align: center;">For calendar year</td> </tr> <tr> <td>\$</td> <td style="text-align: center;">2024</td> </tr> <tr> <td>3 Other income</td> <td>4 Federal income tax withheld</td> </tr> <tr> <td>\$</td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td>5 Fishing boat proceeds</td> <td>6 Medical and health care payments</td> </tr> <tr> <td>\$</td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td>7 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale <input type="checkbox"/></td> <td>8 Substitute payments in lieu of dividends or interest</td> </tr> <tr> <td>\$</td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td>9 Crop insurance proceeds</td> <td>10 Gross proceeds paid to an attorney</td> </tr> <tr> <td>\$</td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td>11 Fish purchased for resale</td> <td>12 Section 409A deferrals</td> </tr> <tr> <td>\$</td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td>13 FATCA filing requirement <input type="checkbox"/></td> <td>14 Excess golden parachute payments</td> </tr> <tr> <td>\$</td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td>15 Nonqualified deferred compensation</td> <td>16 State tax withheld</td> </tr> <tr> <td>\$</td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td>17 State-Payer's state no.</td> <td>18 State income</td> </tr> <tr> <td>\$</td> <td style="text-align: right;">\$ 0.00</td> </tr> </table>	1 Rents	OMB No. 1545-0115	\$	Form 1099-MISC		(Rev. January 2024)	2 Royalties	For calendar year	\$	2024	3 Other income	4 Federal income tax withheld	\$	\$ 0.00	5 Fishing boat proceeds	6 Medical and health care payments	\$	\$ 0.00	7 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale <input type="checkbox"/>	8 Substitute payments in lieu of dividends or interest	\$	\$ 0.00	9 Crop insurance proceeds	10 Gross proceeds paid to an attorney	\$	\$ 0.00	11 Fish purchased for resale	12 Section 409A deferrals	\$	\$ 0.00	13 FATCA filing requirement <input type="checkbox"/>	14 Excess golden parachute payments	\$	\$ 0.00	15 Nonqualified deferred compensation	16 State tax withheld	\$	\$ 0.00	17 State-Payer's state no.	18 State income	\$	\$ 0.00		
1 Rents	OMB No. 1545-0115																																												
\$	Form 1099-MISC																																												
	(Rev. January 2024)																																												
2 Royalties	For calendar year																																												
\$	2024																																												
3 Other income	4 Federal income tax withheld																																												
\$	\$ 0.00																																												
5 Fishing boat proceeds	6 Medical and health care payments																																												
\$	\$ 0.00																																												
7 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale <input type="checkbox"/>	8 Substitute payments in lieu of dividends or interest																																												
\$	\$ 0.00																																												
9 Crop insurance proceeds	10 Gross proceeds paid to an attorney																																												
\$	\$ 0.00																																												
11 Fish purchased for resale	12 Section 409A deferrals																																												
\$	\$ 0.00																																												
13 FATCA filing requirement <input type="checkbox"/>	14 Excess golden parachute payments																																												
\$	\$ 0.00																																												
15 Nonqualified deferred compensation	16 State tax withheld																																												
\$	\$ 0.00																																												
17 State-Payer's state no.	18 State income																																												
\$	\$ 0.00																																												
13.	Review the 1099-MISC Copy Bs as needed.																																												
	<p>If adjustments are needed, refer to the Adding Withholding Adjustments section of this Job Aid for instructions on how to enter any adjustments identified to the withholding amounts for the required Suppliers and rerun the Withhold 1099 Jobs to create the IRS file and the 1099-MISC Copy Bs.</p> <p>Repeat Steps 12-13 for the 1099-NEC Copy Bs.</p>																																												



Step	Action
------	--------

The 1099 Copy B displays.

CORRECTED (if checked)

<p>PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no. COMMONWEALTH OF VIRGINIA OFFICE / STATE INSPECTOR GENERAL 101 N. 14TH STREET 7TH FLOOR RICHMOND, VA 804/625-3275</p>		<p>OMB No. 1545-0116</p> <p>Form 1099-NEC</p> <p>(Rev. January 2024)</p> <p>For calendar year 2024</p>	<h3>Nonemployee Compensation</h3>																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 2px;">PAYER'S TIN</td> <td style="width: 25%; padding: 2px;">RECIPIENT'S TIN</td> <td style="width: 50%; padding: 2px;">1 Nonemployee compensation \$</td> </tr> <tr> <td colspan="2" style="padding: 2px;">RECIPIENT'S name</td> <td style="padding: 2px;">2 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale <input type="checkbox"/></td> </tr> <tr> <td colspan="2" style="padding: 2px;">Street address (including apt. no.)</td> <td style="padding: 2px;">3</td> </tr> <tr> <td colspan="2" style="padding: 2px;">City or town, state or province, country, and ZIP or foreign postal code</td> <td style="padding: 2px;">4 Federal income tax withheld \$ 0.00</td> </tr> <tr> <td colspan="2" style="padding: 2px;">Account number (see instructions)</td> <td style="padding: 2px;">5 State tax withheld \$ 0.00</td> </tr> <tr> <td colspan="2" style="padding: 2px;"></td> <td style="padding: 2px;">6 State/Payer's state no. VA/</td> </tr> <tr> <td colspan="2" style="padding: 2px;"></td> <td style="padding: 2px;">7 State income \$ 0.00</td> </tr> </table>	PAYER'S TIN	RECIPIENT'S TIN	1 Nonemployee compensation \$	RECIPIENT'S name		2 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale <input type="checkbox"/>	Street address (including apt. no.)		3	City or town, state or province, country, and ZIP or foreign postal code		4 Federal income tax withheld \$ 0.00	Account number (see instructions)		5 State tax withheld \$ 0.00			6 State/Payer's state no. VA/			7 State income \$ 0.00	<h3>Copy B For Recipient</h3> <p style="font-size: small;">This is important tax information and is being furnished to the IRS. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.</p>
PAYER'S TIN	RECIPIENT'S TIN	1 Nonemployee compensation \$																				
RECIPIENT'S name		2 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale <input type="checkbox"/>																				
Street address (including apt. no.)		3																				
City or town, state or province, country, and ZIP or foreign postal code		4 Federal income tax withheld \$ 0.00																				
Account number (see instructions)		5 State tax withheld \$ 0.00																				
		6 State/Payer's state no. VA/																				
		7 State income \$ 0.00																				
<p>Form 1099-NEC (Rev. 1-2024) (keep for your records)</p>		<p>www.irs.gov/Form1099NEC Department of the Treasury - Internal Revenue Service</p>																				

14.	Open and save the final 1099 Copy B PDF copies.
15.	Print the 1099 Copy B forms for mailing.

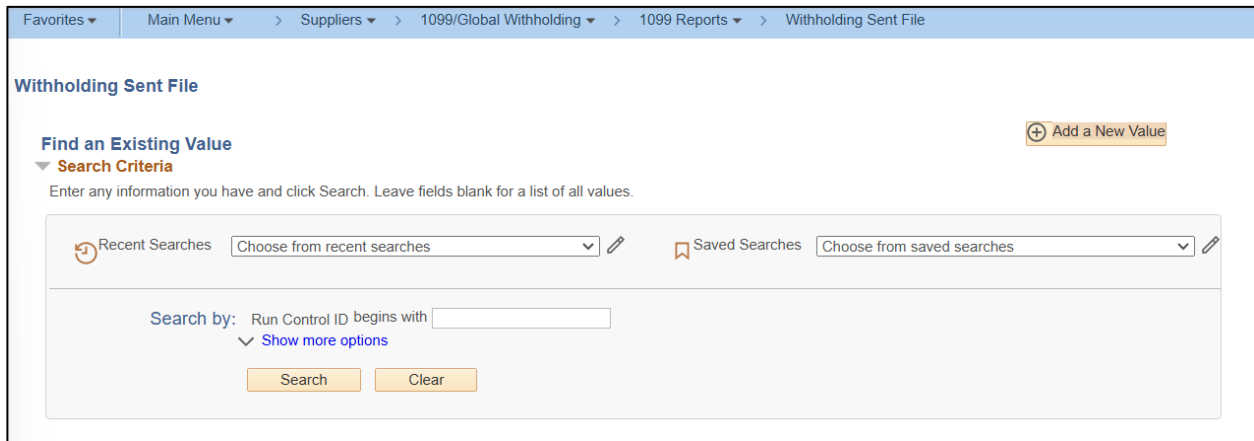
Running the Withholding Sent File Process


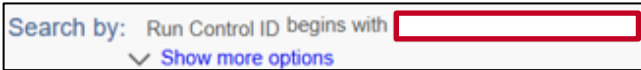



The final step in the 1099 process is to run the Withholding Sent (WTHD_SENT) process. This process finalizes the 1099 reporting and file creation process.


It is important that the Agency does not run this process until the Agency has sent their file to the IRS and received confirmation from the IRS of successful transmission.

Step	Action
1.	Navigate to the Withholding Sent File page using the following path: Main Menu > Suppliers > 1099/Global Withholding > 1099 Reports > Withholding Sent File

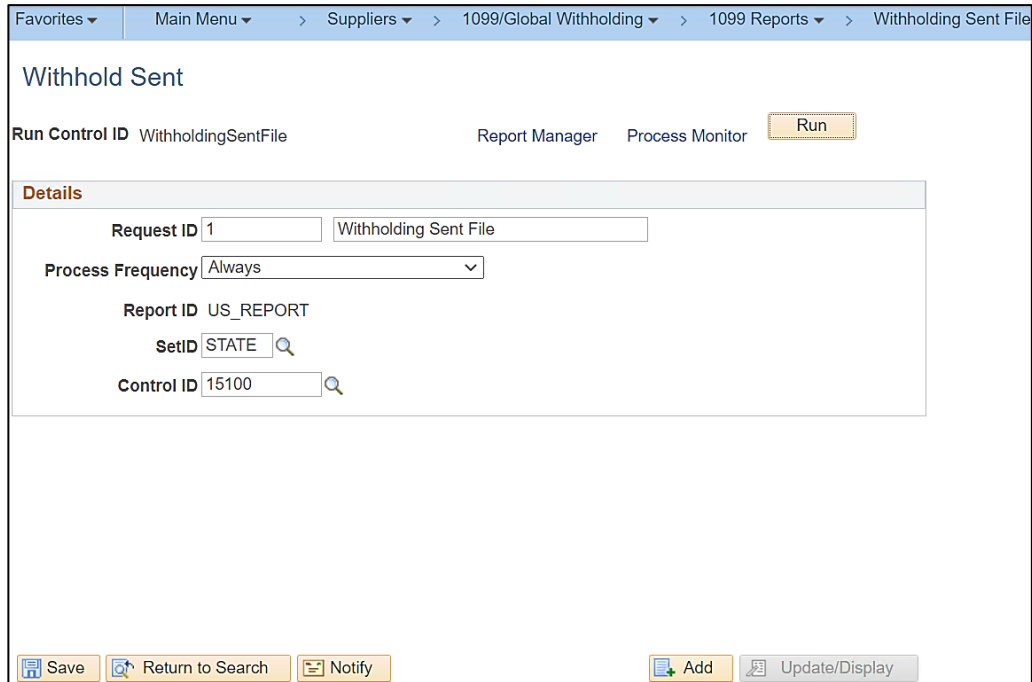
The **Withholding Sent File Search** page displays.








	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled “Overview of the Cardinal FIN Search Pages”. This Job Aid is located on the Cardinal Website in Job Aids under Learning .
2.	Enter the applicable information in the Run Control ID field. 
	The first time you run this job, click the Add a New Value button and then create the Run Control ID. 
	For subsequent runs of this job, use the Run Control ID that was created the first time the job was run (Run Control IDs are unique to each user). You will need to update the appropriate fields on your existing Run Control ID if using the Run Control ID you created for a subsequent run.

Step	Action
3.	Click the Add button. 

The **Withhold Sent** page displays.

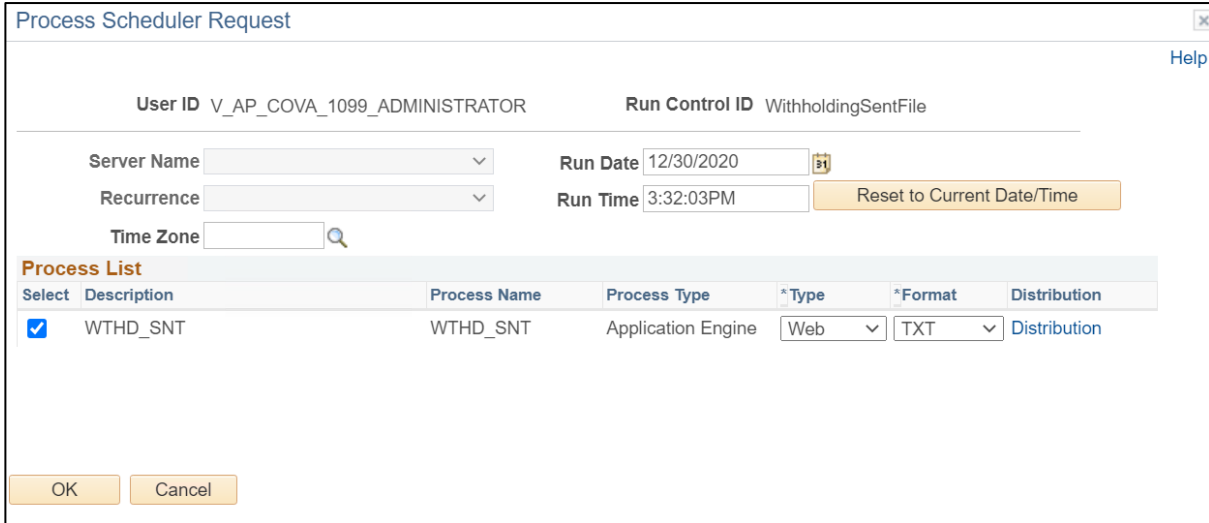


4.	Enter “1” in the Request ID field. This Request ID of “1” can be used repeatedly. It is used internally by Cardinal to track each posting request. 
5.	Enter a brief description for the request in the Description field (field to the right of the Request ID field) (example: “Withholding Sent File”). 
6.	Click the Process Frequency dropdown button and select “Always Process”. 
7.	Click the SetID Look Up icon and select “STATE”. 

Step	Action
8.	Enter or select the Agency's Control ID in the Control ID field. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Control ID <input style="width: 100px;" type="text"/> </div>
9.	Click the Save button. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Save Return to Search Notify </div>
10.	Click the Run button. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Run </div>
<p>A Message displays in a pop-up window.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>Message</p> <hr/> <p>DO NOT run this process until you have sent your file to the IRS and received confirmation from the IRS of successful transmission!</p> <p>Do you wish to proceed further? (0,0)</p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> Yes No </div> </div>	
11.	<p>Select the appropriate answer based on the following guidance:</p> <ul style="list-style-type: none"> Click the Yes button if the Agency has sent the file to the IRS and received a confirmation from the IRS that the file was successfully transmitted Click the No button if the Agency has not sent the file to the IRS and received a confirmation from the IRS that the file was successfully transmitted. <u>DO NOT PROCEED UNTIL THIS STEP IS COMPLETED</u> <p>For this scenario, the file has been sent and successfully confirmed. Click the Yes button.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Yes No </div>
	<p>Whatever selections were made in the Withholding Type Process Options section when the IRS file was created will be marked as "Sent" when this process is run. The transactions marked "Sent" will not be produced or generated in any subsequent 1099 Job Process runs.</p>

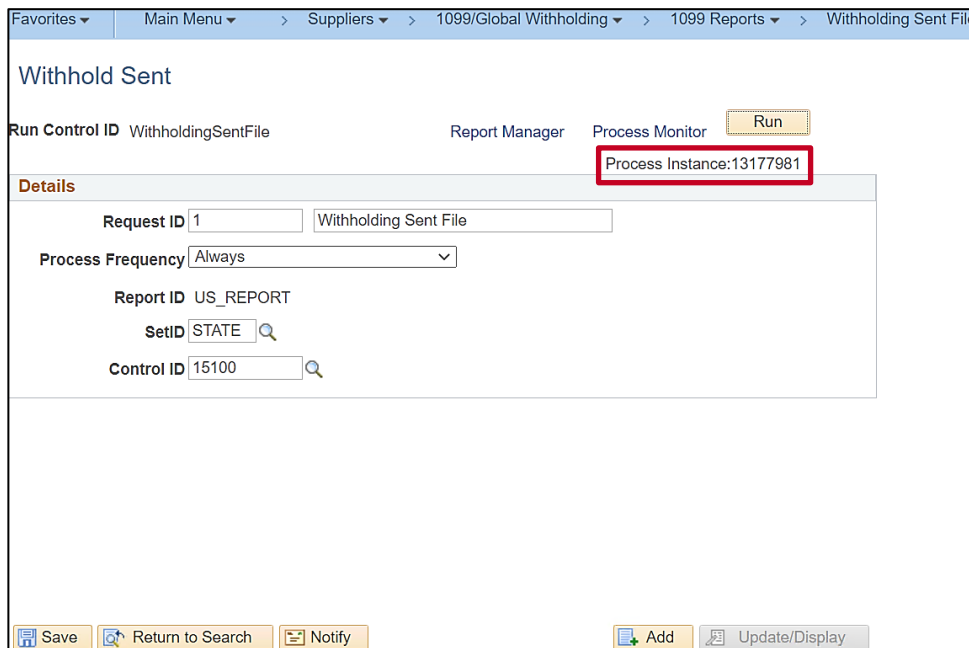
Step	Action
------	--------


The **Process Scheduler Request** page displays in a pop-up window.



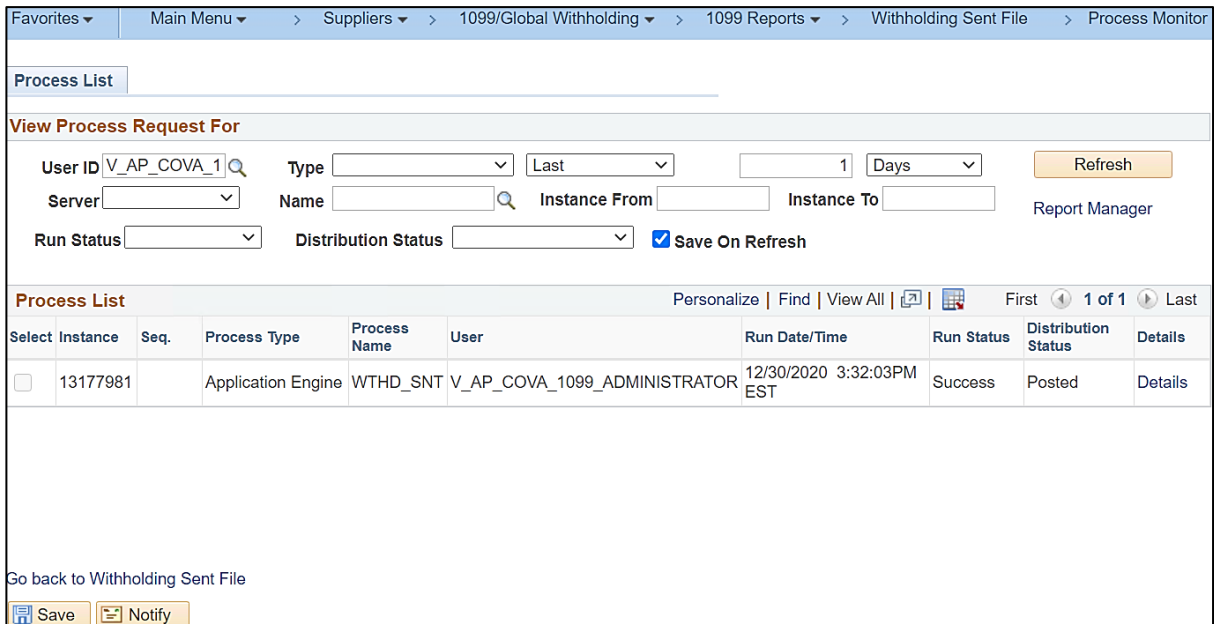
12.	Click the OK button. <div style="border: 2px solid red; padding: 5px; display: inline-block; margin-top: 10px;">OK</div>
-----	---

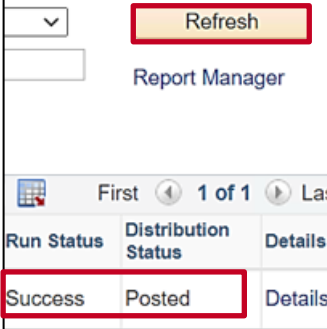
The **Withhold Sent** page redisplay with the assigned Process Instance Number.



Step	Action
13.	Click the Process Monitor link. 

The **Process List** page displays.



14.	Click the Refresh button periodically until the Run Status field displays “Success” and the Distribution Status field displays “Posted”. 
-----	--



A **Run Status** of “Success” means that the files have been marked in Cardinal as sent to the IRS.

Processing Correction Files after IRS Submission and Withholding Sent File Process is Complete

If the Agency determines that incorrect data was reported for a Supplier or a group of Suppliers after the initial submission, a Correction file must be created. To correct the transaction data, complete the following:

1. Enter an adjustment on the **Withhold Adjustments** page. Refer to the [Adding Withholding Adjustments](#) section of this Job Aid for instructions on how to make the adjustments.
2. Run the 1099 Jobs to produce the IRS file and the corrected Copy B forms. The system generates the 1099 report showing only the corrections and the appropriate 1099 Copy B forms. Refer to the [Creating the 1099 IRS Reporting File and the Copy B Statements](#) section of this Job Aid for instructions on how to create the Correction file.
3. Run the Withholding Sent File process after confirmation is received from the IRS. Remember that the selections used in the **Withholding Type Process Option** section of the page must match the selections used when the Agency created the 1099 IRS Reporting File.

Processing Replacement Files after IRS Submission and Withholding Sent File Process is Complete

A replacement file is an information return file sent by the filer/transmitter at the request of the IRS because of errors encountered by the IRS while processing the filer's original file or correction file. In that case, the IRS may tell the Agency what is invalid in the file either through contact information provided by the Agency or on their Internet page, where the file is stored. Make the necessary changes and resubmit the file.

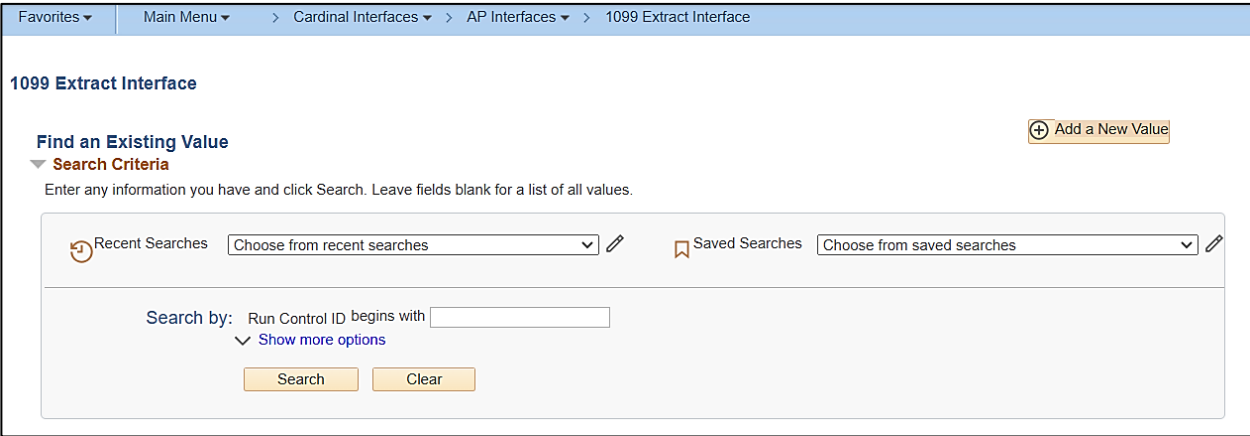



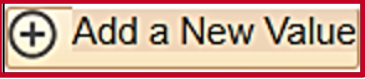

The Agency can create a replacement file only if one and only one original file was sent to the IRS.

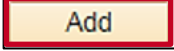
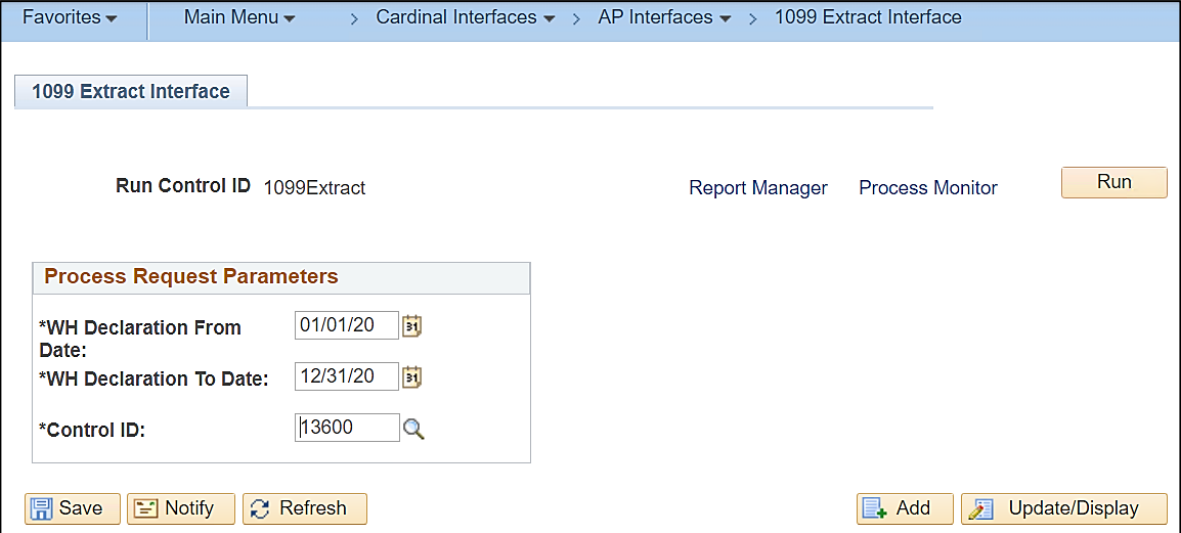


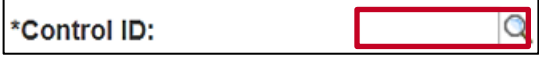

1. Create the Replacement file. Refer to the [Creating the 1099 IRS Reporting File and the Copy B Statements](#) section of this Job Aid for additional information and instructions.
2. In the **1099 Report Group** section, select "Replacement" in the **Type of File/Return** field and enter the replacement character provided by the IRS in the **Replacement Character** field.
3. Run the 1099 Report Post and the 1099 Report processes. The system generates a new replacement file that the Agency can send to the IRS.
4. Run the Withholding Sent File process after creating the replacement file and confirmation is received from the IRS. Remember that the selections used in the **Withholding Type Process Option** section of the page must match the selections used when the 1099 IRS Reporting File was created.

1099 Extract

The 1099 Extract is generated and used to view 1099 reportable information. The 1099 Extract file can be used for different purposes, such as, processing in an Agency system, loading into tax software, or 1099 data analysis. The 1099 Extract is generated manually by Agency users online.

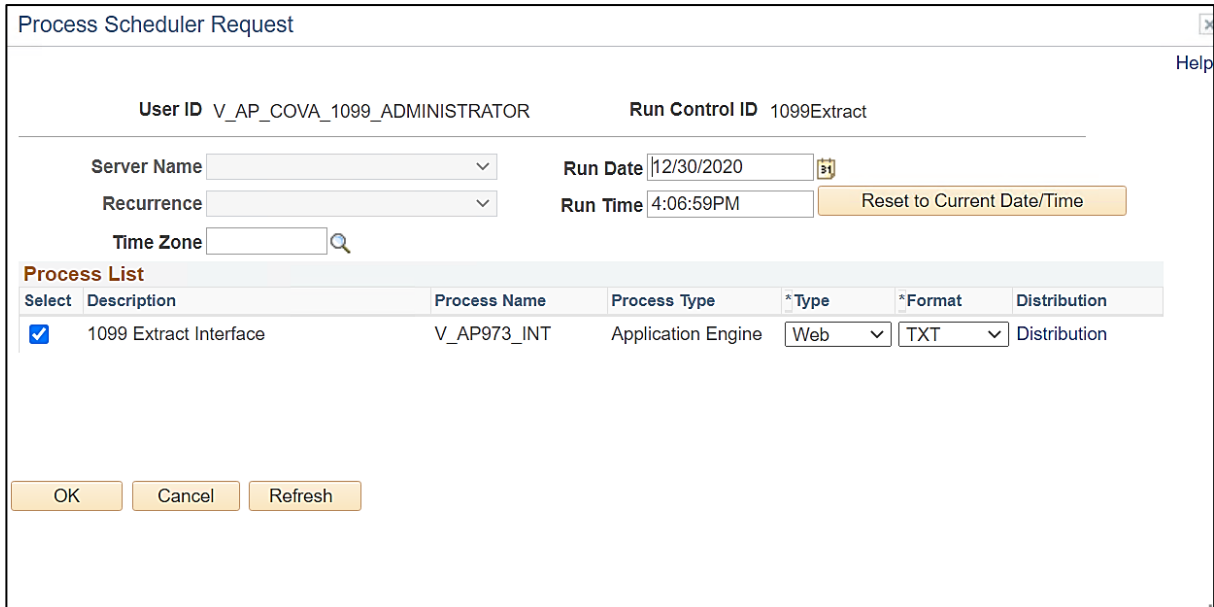
Running the 1099 Extract in Cardinal

Step	Action
1.	Navigate to the 1099 Extract Interface page using the following path: Main Menu > Cardinal Interfaces > AP Interfaces > 1099 Extract Interface
<p>The 1099 Extract Interface page displays.</p> 	
	<p>For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled “Overview of the Cardinal FIN Search Pages”. This Job Aid is located on the Cardinal Website in Job Aids under Learning.</p>
2.	Enter the applicable information in the Run Control ID field. 
	<p>The first time you run this job, select the Add a New Value button and then create the Run Control ID.</p> 
	<p>For subsequent runs of this job, use the Run Control ID that was created the first time the job was run (Run Control IDs are unique to each user). You will need to update the appropriate fields on your existing Run Control ID if using the Run Control ID you created for a subsequent run.</p>

Step	Action
3.	Click the Add button. 
<p>The 1099 Extract Interface page displays.</p> 	
4.	Enter or select the start date for 1099 reporting in the WH Declaration From Date field. 
5.	Enter or select the end date for 1099 reporting in the WH Declaration To Date field. 
6.	Enter or select the Agency's Control ID in the Control ID field. 
7.	Click the Run button. 

Step	Action
------	--------

The **Process Scheduler Request** page displays in a pop-up window.



Process Scheduler Request

User ID V_AP_COVA_1099_ADMINISTRATOR Run Control ID 1099Extract

Server Name [dropdown] Run Date 12/30/2020 [calendar icon]

Recurrence [dropdown] Run Time 4:06:59PM [button: Reset to Current Date/Time]

Time Zone [input] [magnifying glass icon]

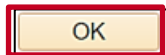
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	1099 Extract Interface	V_AP973_INT	Application Engine	Web [dropdown]	TXT [dropdown]	Distribution

[button: OK] [button: Cancel] [button: Refresh]

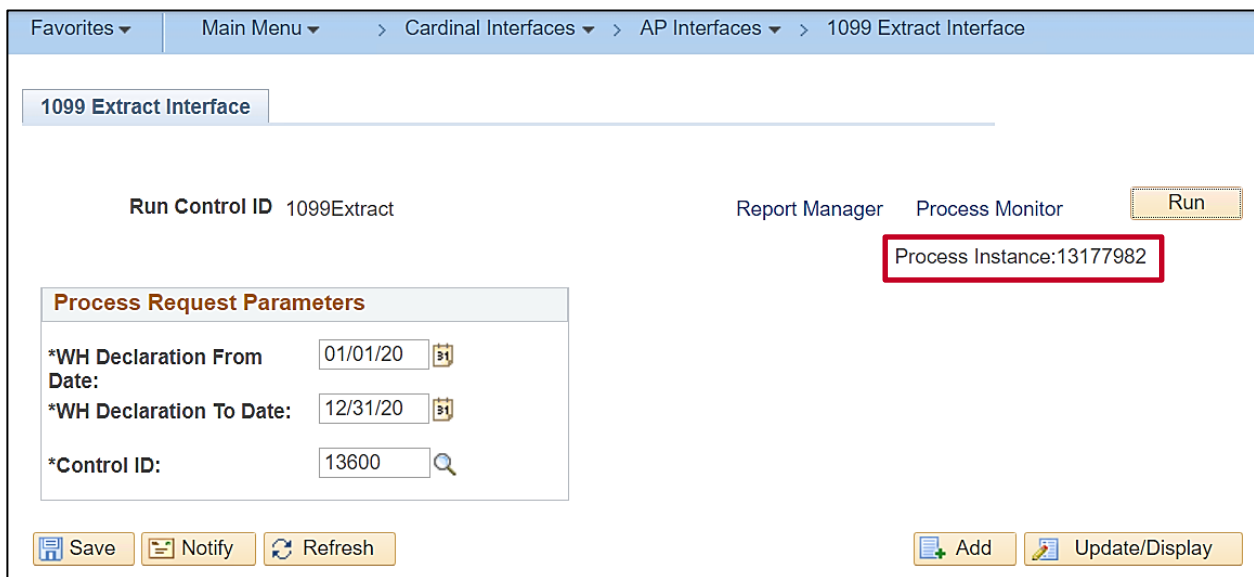


The 1099 Extract Interface can only be run with “Web” selected in the **Type** field and “TXT” selected in the **Format** field. The output will be in a .DAT format.

8. Click the **OK** button.



The **1099 Extract Interface** tab redisplay with the assigned Process Instance Number.



Favorites > Main Menu > Cardinal Interfaces > AP Interfaces > 1099 Extract Interface

1099 Extract Interface

Run Control ID 1099Extract Report Manager Process Monitor [button: Run]

Process Instance:13177982


Process Request Parameters

*WH Declaration From Date: 01/01/20 [calendar icon]

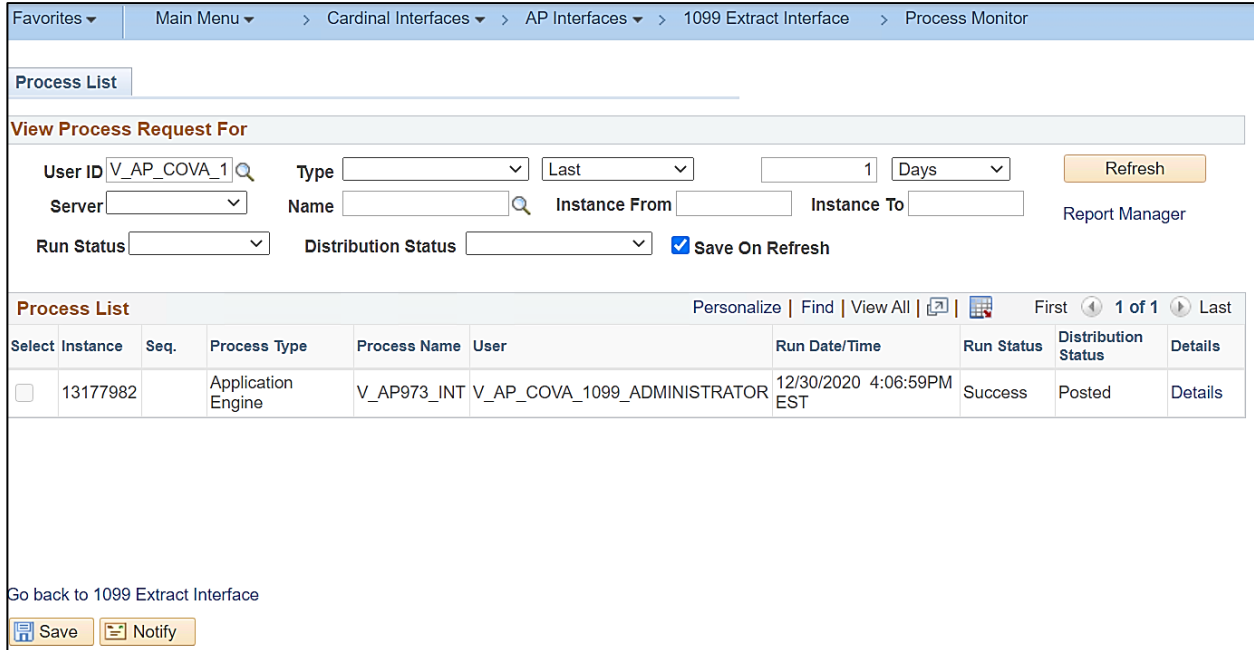
*WH Declaration To Date: 12/31/20 [calendar icon]

*Control ID: 13600 [magnifying glass icon]

[button: Save] [button: Notify] [button: Refresh] [button: Add] [button: Update/Display]

Step	Action
9.	Click the Process Monitor link. 

The **Process List** page displays.



Process List

View Process Request For

User ID: Type: Last: Days: Refresh

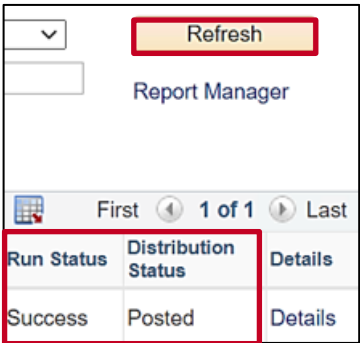
Server: Name: Instance From: Instance To: Report Manager

Run Status: Distribution Status: Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	13177982		Application Engine	V_AP973_INT	V_AP_COVA_1099_ADMINISTRATOR	12/30/2020 4:06:59PM EST	Success	Posted	Details

Go back to 1099 Extract Interface

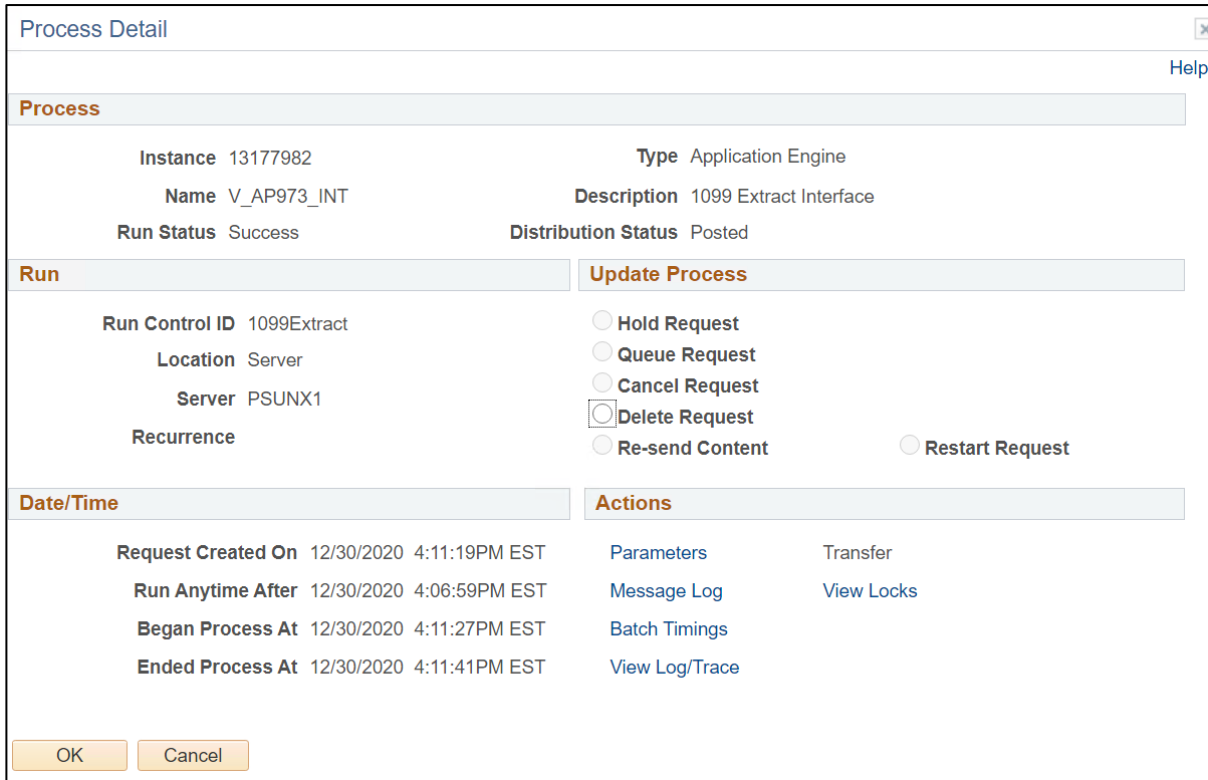
Save Notify

10.	Click the Refresh button periodically until the Run Status field displays “Success” and the Distribution Status field displays “Posted”. 
-----	--

11.	Click the Details link. 
-----	---

Step	Action
------	--------

The **Process Detail** page displays in a pop-up window.



Process Detail

Process

Instance 13177982 Type Application Engine
 Name V_AP973_INT Description 1099 Extract Interface
 Run Status Success Distribution Status Posted

Run **Update Process**

Run Control ID 1099Extract
 Location Server
 Server PSUNX1
 Recurrence

Hold Request
 Queue Request
 Cancel Request
 Delete Request
 Re-send Content Restart Request

Date/Time **Actions**

Request Created On 12/30/2020 4:11:19PM EST Parameters Transfer
 Run Anytime After 12/30/2020 4:06:59PM EST Message Log View Locks
 Began Process At 12/30/2020 4:11:27PM EST Batch Timings
 Ended Process At 12/30/2020 4:11:41PM EST View Log/Trace

OK Cancel

12.	<p>Click the View Log/Trace link.</p> 
-----	--

Step	Action
------	--------

The **View Log/Trace** page displays in a pop-up window.

View Log/Trace
✕

[Help](#)

Report

Report ID 57725834	Process Instance 13177982	Message Log
Name V_AP973_INT	Process Type Application Engine	
Run Status Success		

1099 Extract Interface

Distribution Details

Distribution Node finsit	Expiration Date 01/09/2021
--------------------------	----------------------------

File List


Name	File Size (bytes)	Datetime Created
13600_AP973_OUT_12302020_1611_001.DAT	52,213	12/30/2020 4:11:41.104644PM EST
AE_V_AP973_INT_13177982.log	170	12/30/2020 4:11:41.104644PM EST

Distribute To

Distribution ID Type	*Distribution ID
User	V_AP_COVA_1099_ADMINISTRATOR

Return

13.	<p>Click the .DAT link for the file to review 1099 reportable data.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Name</th> </tr> </thead> <tbody> <tr> <td style="border: 2px solid red; padding: 2px;">13600 AP973 OUT 12302020 1611 001.DAT</td> </tr> </tbody> </table> </div>	Name	13600 AP973 OUT 12302020 1611 001.DAT
Name			
13600 AP973 OUT 12302020 1611 001.DAT			

	<p>The extract file may be used for different purposes, depending on the Agency (e.g., processing in an Agency system, loading into tax software, or other data analysis).</p> <p>An Agency interface template of the file layout titled AP973 1099 Extract is located on the Cardinal website in Security under Resources.</p>
---	---