

RUN 1099 REPORT AND UPDATE 1099 CODE ON AN INVOICE AFTER PAYMENT

АР

QUICK REFERENCE GUIDE AP-38

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide an overview and steps on how to Run the 1099 Invoice Maintenance Report and Update 1099 codes after the invoice has been paid in the North Carolina Financial System (**NCFS**).

Introduction and Overview

To be able to run the 1099 report, the user needs to get access to the new **NC AP Tax Reports** role. Please work with your agency's Security Administrator to secure this role for agency staff who will be running the custom 1099 Maintenance Report and the Printing the 1099 forms. There is no course requirement for this role currently.

Report Overview

The NCFS 1099 Maintenance Report can be found in this location -> Shared Folders > Custom > FBR Custom > Report > Accounts Payable > Tax Reports

This report contains Tax ID information for suppliers, keep this report secure.

Validate NCFS 1099 invoice lines that are marked at the invoice distribution level (Column R on the report).

Parameters to run the report:

- Select agency Legal Entity
- Select agency Business Unit
- 1099 Original Payment From Date = 1/1/20XX
- 1099 Original Payment To Date = 12/31/20XX
- Natural Account Optional
- Supplier Number Optional
- 1099 Corrections Payment From Date
- 1099 Corrections Payment To Date

Report will create a Detail and Summary Tab:

- Use the summary tab to see the Subtotal by Supplier TIN and Tax Code Type.
- Use the detail tab for invoice line distribution tax code validation.

See sample report for additional information.



• Summary Tab sample – Original Invoices Only

- o Original Payment Date Parameters Dates for the Original Invoices
 - 1099 Original Payment From Date 1/1/20XX
 - 1099 Original Payment To Date 12/31/20XX
- Correction Payment Date Parameters Leave these parameters blank to display only 1099 original invoices

	FS	North Carolina Financial System Office of State Controller NC Invoice Maintenance Report (RPT-AP-022) 12/02/2024 03:46:36 FM **Please note that this report contains sensitive							
Parameters	No oppose of Muse of Ma	-							
Legal Entity	CONTROLLER								
Business Unit	All								
1099 Original Payment From Date	01/01/2024	1099 Calendar year payment from date							
1099 Original Payment To Date	12/31/2024	1099 Calendar year payment to date							
Natural Account Range	All								
Supplier Number	All								
1099 Corrections Payment From Date		Leave blank to return only original 1099 invoices							
1099 Corrections Payment To Date		Leave blank to return only original 1099 invoices							
Legal Entity	Business Unit	Business Unit Tax ID	Supplier Name	Supplier Number	Supplier Tax II	Income Tax Typ	1099 Original Invoices Amour	1099 Corrections Invoices Amo	Total Amount
NC OFFICE OF THE STATE CONTROLLER	1400 OFFICE OF THE STATE CONTROLLER	987654321	1099 Supplier 1	203975	111111111	MISC3	\$ 36.00	\$ 0.00	\$ 36.00
NC OFFICE OF THE STATE CONTROLLER	1400 OFFICE OF THE STATE CONTROLLER	987654321	1099 Supplier 2	205510	2222222222	DAU/AR	\$ 3,000.00	\$ 0.00	\$ 3,000.00
NC OFFICE OF THE STATE CONTROLLER	1400 OFFICE OF THE STATE CONTROLLER	987654321	1099 Supplier 3	148104	3333333333	DAU/AR	\$ 5,000.00	\$ 0.00	\$ 5,000.00
NC OFFICE OF THE STATE CONTROLLER	1400 OFFICE OF THE STATE CONTROLLER	987654321	1099 Supplier 4	122802	444444444	DAU/AR	\$ 160.00	\$ 0.00	\$ 160.00
NC OFFICE OF THE STATE CONTROLLER	1400 OFFICE OF THE STATE CONTROLLER	987634321	1099 Supplier 5	211617	555555555	GOV 6	\$ 14,126.00	\$ 0.00	\$ 14,126.00
NC OFFICE OF THE STATE CONTROLLER	1400 OFFICE OF THE STATE CONTROLLER	987654321	1099 Supplier 6	145150	666666666	GOV 6	\$ 27,216.00	\$ 0.00	\$ 27,216.00
NC OFFICE OF THE STATE CONTROLLER	1400 OFFICE OF THE STATE CONTROLLER	987654321	1099 Supplier 7	146692	7777777777	GOV 6	\$ 1,312.00	\$ 0.00	\$ 1,312.00
NC OFFICE OF THE STATE CONTROLLER	1400 OFFICE OF THE STATE CONTROLLER	987654321	1099 Supplier 8	144953	\$55555555	DAU/AR	\$ 520.00	\$ 0.00	\$ 520.00
NC OFFICE OF THE STATE CONTROLLER	1400 OFFICE OF THE STATE CONTROLLER	987654321	1099 Supplier 9	150484	99999999999	MISCƏ	\$ 11.00	\$ 0.00	\$ 11.00
NC OFFICE OF THE STATE CONTROLLER	1400 OFFICE OF THE STATE CONTROLLER	987654321	1099 Supplier 10	119278	1000001000	DAU/AR	\$ 2,964.52	\$ 0.00	\$ 2,964.52
NC OFFICE OF THE STATE CONTROLLER	1400 OFFICE OF THE STATE CONTROLLER	987654321	1099 Supplier 11	172393	1005111154	DAU/AR	\$ 534.50	\$ 0.00	\$ 534.50
NC OFFICE OF THE STATE CONTROLLER	1400 OFFICE OF THE STATE CONTROLLER	987654321	1099 Supplier 12	146753	2244554454	DAU/AR	\$ 165.00	\$ 0.00	\$ 165.00

• Detail Tab sample – Original Invoices only

- o Original Payment Date Parameters Dates for the Original Invoices
 - 1099 Original Payment From Date 1/1/20XX
 - 1099 Original Payment To Date 12/31/20XX
- Correction Payment Date Parameters Leave these parameters blank to display only 1099 original invoices

	-														~		ч		-		~			~		~	~
	NC	·C->	1	North Carolina	Financial	System																					
	- And Contractor	Contraction of the second s		Office of S	tate Control	ler				Key Fields	Supplier																
			2001								Name/Number																
Image: Barbone in the second			NC II	woice Maintenar	ice Report (RP1-AP-022	9				Income Tax Type																
Network Network <t< td=""><td></td><td></td><td></td><td>12/02/202</td><td>4 03:46:56 734</td><td></td><td></td><td></td><td></td><td></td><td>Invoice</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></t<>				12/02/202	4 03:46:56 734						Invoice																
=											Distribution Tax																
Image:											Type																
Name Control C			**Please note	that this report conta	ins sensitive inf	ormation (TINs)	PII)**																				
Mart Mart Mart Mart <t< td=""><td>Parameters</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>Filter Suggestions</td><td>Service Accounts</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></t<>	Parameters									Filter Suggestions	Service Accounts																
Amenica Science of Pressent P	Legal Entry	CONTROLLER									Supplier without Inc																
Image Image <th< td=""><td>Business Unit</td><td>1400 OFFICE OF THE STATE CONTROLLER</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>Source for</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></th<>	Business Unit	1400 OFFICE OF THE STATE CONTROLLER									Source for																
Minimize Minimal Minimal Minimal Mi	1099 Original Payment From Date	01/01/2024									- Constant																
Name A Conventional and	1099 Original Payment To Date	12/31/2024																									
Nghe Nami 4 Opposition on to updify logical in feeded. Internation paper 1 feeded Number 1 and the specified 100 monoch Number 1 and the spe	Natural Account Range	AL	Can narrow down to r	pecific accounts if nee	ded.																						
Difference base holes hol	Supplier Number	A1	Can narrow down to -	pecific suppliers if nee	ded																						
Implementation Impleme	1099 Corrections Payment From Date		Leave blank to return	only original 1099 invo	ices																						
Ling Damy Paints Tats Di Paints Tats Di Paper Paints Supple Pain	1099 Corrections Payment To Date		Leave blank to return	only original 1099 invo	ices																						
Apprint Apprint <t< td=""><td>La Harris</td><td>Burleys Hale</td><td>Barlow Data West ID</td><td>for the block</td><td>6-1-1-1</td><td>6</td><td>1</td><td>Constanting Constant</td><td>I too boot of</td><td>tool to the second seco</td><td>Inches Days</td><td>1</td><td>Territor Management</td><td>Territor Theory</td><td>1</td><td>al Includence</td><td>Distant</td><td>Distant</td><td>Distant</td><td>Providence of</td><td>Number</td><td>107-11-11-1</td><td>for the local division of the</td><td>P. Int</td><td>P. Louis West Lines</td><td>D</td><td>D</td></t<>	La Harris	Burleys Hale	Barlow Data West ID	for the block	6-1-1-1	6	1	Constanting Constant	I too boot of	tool to the second seco	Inches Days	1	Territor Management	Territor Theory	1	al Includence	Distant	Distant	Distant	Providence of	Number	107-11-11-1	for the local division of the	P. Int	P. Louis West Lines	D	D
NC OPPICE OF THE STATE CONTINUELS 0.0FFREE OF THE STATE CONTINUES 0.0FFREE OF THE STATE CONTINUES 0.0FFREE OF THE STATE CONTINUES 0.0FFREE OF THE STATE CON	Lagu Emoly	Dialities Chir	Diamos Cert Int ID	Support Pointe	Number	Support that to	support out	Income Tax Reporting Plag	Invoice (vulniser	anvoice source	REPORCE LANCE	Line Number	anvoice Line Amount	Income Tax Type	Ping	Pag	Line Number	Amount	Income Tax Type	Natural Account	Description	withing Allowing	Reporting Site Address	Withholding Amount	Code	Payment Lone	Number
CONTRACT PTR 15ATE ONOTIFIC OF TRE 15ATE <t< td=""><td>NC OFFICE OF THE STATE CONTROLLER</td><td>1400 OFFICE OF THE STATE CONTROLLER</td><td>08765432</td><td>1 1000 Text Supplier 1</td><td>166401</td><td>12345678</td><td>0 R.14PTZZ</td><td>Y</td><td>2024 1000 Invoice 1</td><td>Manual invoice enery</td><td>08/14/202</td><td></td><td>1 \$ 12,253.00</td><td>GOV 6</td><td>Y</td><td>N</td><td></td><td>\$ 12,253.00</td><td>GOVS</td><td>5500000</td><td>O OTHER EXPENSES</td><td>\$ 0.00</td><td>560 ODOMS CHAPEL RD, BAKERSVILLE, NC, 28705</td><td>\$ 0.00</td><td></td><td>08/16/2024</td><td>182001</td></t<>	NC OFFICE OF THE STATE CONTROLLER	1400 OFFICE OF THE STATE CONTROLLER	08765432	1 1000 Text Supplier 1	166401	12345678	0 R.14PTZZ	Y	2024 1000 Invoice 1	Manual invoice enery	08/14/202		1 \$ 12,253.00	GOV 6	Y	N		\$ 12,253.00	GOVS	5500000	O OTHER EXPENSES	\$ 0.00	560 ODOMS CHAPEL RD, BAKERSVILLE, NC, 28705	\$ 0.00		08/16/2024	182001
Approduct forty Suppler TN The site here The site here The site here State of the site here Will populate 7 Will populate 7 Will populate 7 Suppler TN Log to a floor of the site here State of the site here State of the site here Will populate 7 Wil	NC OFFICE OF THE STATE CONTROLLER	1400 OFFICE OF THE STATE CONTROLLER	05765432	1 1000 Text Supplier 2	166401	12345678	0 8.149722	Y	2024 1000 Invoice 2	Manual involue enery	08/21/202		1 \$ 11,406.00	6016	Y	N		\$ 11,608.00	GOVS	5500000	O OTHER EXPENSES	\$ 0.00	CHAPEL RD, BAKERSVILLE, NC, 28705	\$ 0.00		08/23/2024	187453
Tar Die Reporter			Agency/Legal Entity		Supplier TIN									This is the				This will be the	1099 code	Use to account		Will populate if		Will populate if	Will populate		
Heat one the 100% for this culum State or Federal Federal witholding code if 100% code 100% code the code are state or Federal Federal witholding witholding splicable			Tax ID as Reporter											1099 code at				amount included	must exists in	to help		invoice had		invoice had	Federal		
1995-00 December 2019 December														the line level.				on the 1099 for	this column	determine if the		State or Federal		Federal	withholding code if		
must be in at the invoice included on requires a 1099														1099 code				the code applied	to be	invoice line		withholding		withholding	applicable		
														must be in				at the invoice	included on	requires a 1099							

• Summary Tab sample – Original and Correction Invoices

- Original Payment Date Parameters Payment dates for the Original Invoices
 - 1099 Original Payment From Date 1/1/20XX (Example: 1/1/2023)
 - 1099 Original Payment To Date 12/31/20XX (Example: 12/31/2023)
- o Correction Payment Date Parameters Dates for the paid Correction Invoices
 - 1099 Corrections Payment From Date 1/1/20XX (Example: 1/1/2024)
 - 1099 Corrections Payment To Date 3/31/20XX (Example: 3/31/2024)
 - The correction invoice payments will start being entered and paid in NCFS toward the end of January of the following year. This date will be communicated to the agencies in the OSC Annual 1099 Memo. To ensure that all correction invoices are captured in the report use January 1, 20XX through 3/31/20XX for the correction payment dates.

A NCFS No celes insult space	ŭ	North Carolina Financial Sy Office of State Controller NC Invoice Maintenance Rep (RPT-AP-022)	r port	U		E	1	6	n		J
		12/03/2024 07:30:17 AM									
		**Please note that this report contains se	ensitive								
Parameters		· ·									
Legal Entity	NC OFFICE OF THE STATE CONTROLLER										
Business Unit	All	1									
1099 Original Payment From Date	1/1/2023	1099 Calendar year payment from date									
1099 Original Payment To Date	12/31/2023	1099 Calendar year payment to date									
Natural Account Range	All	1									
Supplier Number	All	1									
1099 Correction Payment From Date	01/01/2024	1099 Correction invoices payment from date	e								
1099 Correction Payment To Date	03/31/2024	1099 Correction invoices payment to date									
Level Bettin	Burinerr Unit	Buringer Unit Tay ID		Supplier Nome		Supplier Number	Supplier Toy ID	Income Tex Type	1000 Original Januarian Amoun	1000 Corrections Terroises Amor	Total Amount
NC OFFICE OF THE STATE CONTROLLER	1400 OFFICE OF THE STATE	Dusiness Onit 12X ID	660007321	1000 Species 1		145085	12245678	a Misc 6	1077 Oliginal Invoices Hilloun	\$ (10.276.00)	10121 Hillounic 0
NC OFFICE OF THE SHITE CONTROLLER	CONTROLLER	1	00000-5211	ioss ooppiler i		145005	12040010	10000	ş 10 <u>,</u> 2/0.00	¥ (10,270,00)	\$0.00
NC OFFICE OF THE STATE CONTROLLER	1400 OFFICE OF THE STATE	50	66000732 1	1099 Supplier 2	_	145086	24567890	1 GOV 6	\$ 0.00	\$ 10,276.00	\$ 10,276.00

• Detail Tab sample – Original and Correction Invoices

- o Original Payment Date Parameters Payment dates for the Original Invoices
 - 1099 Original Payment From Date 1/1/20XX (Example: 1/1/2023)
 - 1099 Original Payment To Date 12/31/20XX (Example: 12/31/2023)
- o Correction Payment Date Parameters Dates for the paid Correction Invoices
 - 1099 Corrections Payment From Date 1/1/20XX (Example: 1/1/2024)
 - 1099 Corrections Payment To Date 3/31/20XX (Example: 3/31/2024)
 - The correction invoice payments will start being entered and paid in NCFS toward the end of January of the following year. This date will be communicated to the agencies in the OSC Annual 1099 Memo. To ensure that all correction invoices are captured in the report use January 1, 20XX through 3/31/20XX for the correction payment dates.

NCFS Ref Carbo Facial Spare	2	C C	North Caro Office o NC Invoice Mainte	lina Financial Syste of State Controller enance Report (RPT-/	m AP-022)	0	ĸ	L	W	N	0		y.	ĸ	5	0		
			12/03	5/2024 07:30:17 AM														
		PI	ease note that this report of	contains sensitive informatio	n (TINs/PII)													
Parameters																		
Legal Entity	NC OFFICE OF THE STATE CONTROLLER																	
Business Unit	All																	
1099 Original Payment From Date	01/01/2023																	
1099 Original Payment To Date	12/31/2023																	
Natural Account Range	All																	
Supplier Number	All																	
1099 Correction Payment From Date	01/01/2024																	
1099 Correction Payment To Date	03/31/2024																	
Legal Entity	Business Unit	Business Unit Tax ID	Supplier Name	Supplier Numbe	Supplier Tax Id	Supplier Site	Invoice Dat	Invoice Lit	Amount	Tax Type	Account	Invoice Correction P	Line	Amount	Distri	Natura	Description	Amount R
											Flag		Number		Income Tax Type	Account		
NC OFFICE OF THE STATE CONTROLLER	1400 OFFICE OF THE STATE CONTROLLER	566000732	1099 Supplier 1	145085	123456789	R.14PTZZ	10/09/2023	1	\$ 3,594.0	DAU/AR	Y	N	1	\$ 3,594.0	DAU/AR	559000000	OTHER EXPENSES	\$ 0.00 560 C BAKI
NC OFFICE OF THE STATE CONTROLLER	1400 OFFICE OF THE STATE CONTROLLER	566000732	1099 Supplier 1	145085	123456789	R.14PTZZ	10/09/2023	2	\$ 3,906.0	DAU/AR	Y	N	1	\$ 3,906.0	DAU/AR	559000000	OTHER EXPENSES	\$ 0.00 560 C BAKI
NC OFFICE OF THE STATE CONTROLLER	1400 OFFICE OF THE STATE CONTROLLER	566000732	1099 Supplier 1	145085	123456789	R.14PT.Z.Z	03/26/2024	2	\$ (7,500.00	DAU/AR	Y	Y	1	\$ (7,500.00) DAU/AR	559000000	OTHER EXPENSES	\$ 0.00 560 C BAKI
NC OFFICE OF THE STATE CONTROLLER	1400 OFFICE OF THE STATE CONTROLLER	566000732	1099 Supplier 1	145085	123456789	R.14PTZZ	11/08/2023	1	\$ 2,776.0	DAU/AR	Y	N	1	\$ 2,776.0	DAU/AR	55900000	OTHER EXPENSES	\$ 0.00 560 C BAKI
NC OFFICE OF THE STATE CONTROLLER	1400 OFFICE OF THE STATE CONTROLLER	566000732	1099 Supplier 1	145085	123456789	R.14PTZZ	03/26/2024	2	\$ (2,776.00	DAU/AR	Y	Y	1	\$ (2,776.00) DAU/AR	55900000	OTHER EXPENSES	\$ 0.00 560 C BAKI
NC OFFICE OF THE STATE CONTROLLER	1400 OFFICE OF THE STATE CONTROLLER	566000732	1099 Supplier 1	145085	123456789	R.14PTZZ	03/26/2024	1	\$ 7,500.0	GOV 6	Y	Y	1	\$ 7,500.0	GOV 6	55900000	OTHER EXPENSES	\$ 0.00 560 C BAKI
NC OFFICE OF THE STATE CONTROLLER	1400 OFFICE OF THE STATE CONTROLLER	566000732	1099 Supplier 1	145085	123456789	R.14PTZZ	03/26/2024	1	\$ 2,776.0	GOV 6	Y	Y	1	\$ 2,776.0	GOV 6	55900000	OTHER EXPENSES	\$ 0.00 560 C BAKI

Tips and Tricks:

- Export report to Excel and use details tab for distribution level tax code application.
- Add filter and filter by account to make sure that all 1099able accounts are coded correctly.
 - Filter by column M (Invoice Line Income Tax Type) to compare to column R (Distribution Income Tax Type).
 - Differences indicate that the tax code may not have been updated at the distribution level.
 - 1099 forms will only pull from the code on the distribution level and the tax code must exist in column R or 1099 will not be created.
- Filter with specific suppliers to ensure that 1099 codes are applied to all invoices for that supplier.

Updating 1099 Codes in the Invoice

- Changes to 1099 codes on NCFS invoices can be made on the invoice at the distribution level throughout the year to be included in the OSC Electronic Media submission to the IRS. The cutoff date for each year will be communicated by OSC.
- 1099 Code QRG https://www.osc.nc.gov/documents/files/ap-33-1099-codes-and-descriptions/open

By January 31st of each year

- Agencies to print 1099 Forms.
- Agencies to mail 1099 forms to suppliers Must be postmarked on or before January 31st of each year.
- OSC will submit the Electronic Media File to the IRS by January 31st of each year.

Steps to Update 1099 Code on Invoices After Payment

1. Navigate to invoice and click Actions > Edit.

QRG AP-38 – Run 1099 Report and Update 1099 code

Manage Invoices ②								Dgne
Search Results 108480						N		
Invoice Details					Validated A	tiona 🕶 Save Sa	ve and Close	⊆ancel
Invesice Date 12/20/23 Invesice Type - Standard	Invoice Amount	64.50	USD		Business Uni	Edit Check Funds	E CONTROL	LLER
Supplier or Party MORTS INC	Applied Prepayments	0.00	USD		Payment Terms	Validate		
Supplier Site TR 14PTA	Unpaid Amount Holds	0.00	USD		Payment Currency	Request Override		
Automa Protox 2531, Hauton, Novem	Notes	E.			Anacherina	Approval > Cancel Invoice		
						Post to Ledger		
Lines Holds and Approvals Psyments Installments Distribution Details						Account in Draft		
Announal and Motification Liletony								
Vev • II IP II Detach								
Workflow Type Line Action Action Date Approver Amo	ewe Comments Hold Reason							
Invoice approval Initiated 12/20/23 9:30 AM KAREN FAGGART 64:50	us 🖻							
Invoice approval Automatic a 12/20/23 9.31 AM Vibridiov system 64.50	us 🗖							
Holds (2)								
View + 兴 💯 🖃 Detach Release Holds								
	Hold				Release			Details
Name Reason		Details Held Held By	Date	Namo	Reason	Released By	Date	L'ION
No heids.								

2. Click triangle to expand lines section of invoice.

Edit Invoice: 108480 (2)						Ualidated Im	roice Actions 👻 Save	Save and Close Cancel
A Invoice Header Show More	Notes 10		limber	100.100				Last Saved 12/22/23 6:58 AM
ae Bu Suppi S Lines ⊘ Match Invice Lines ▶ Taxes ▲ Totals	Intyring VO Ineess Unit 1400 OFFICE OF THE STATE CC Supplier MORTS INC r Number 111133 oplier Stie R. 14PTA gal Entity NC OFFICE OF THE STATE CCM ice Group	NTROLLER	Number * Amount Type Description	USD - US Dellar Standard OSC Faccal Integrity Award Work Order: 252435	64.50	Date Payment Terms Date Requester Attachments Note	12/20/23 Net 30 12/20/23 Morts 122/12023.pdf 中 副	Ð
	ims 150	Freight 0.00	Miscellaneous 0.00 Retainage 0.00	With	Tax 0.00 iholding 0.00	Included Prepayments 0.00 Applied Prepayments 0.00		Total ©64.50 Due 64.50

3. Click the Distributions button.

_													
di	it Invoic	e: 108480 ⑦								Vali	dated Invoice Actions	Save Save an	d Close <u>C</u> ancel
												Last Sav	ed 12/22/23 6:58 AM
4	Invoice H	Header Show M	re										
			Identifying PO			Nur	nber 108480						
			Business Unit 1	400 OFFICE OF THE STATE COM	TROLLER		100 100	iller (64.50		Date 12/20/23		
			Supplier M	IORTS INC		Am	Dune Otendard	nar	04.00	Payn	nent Terms Net 30		
			Supplier Number	111133		Descrip	tion OSC Fiscal In	tegrity Award		1	Terms Date 12/20/23		
			Supplier Site F	R.14PT.A			Work Order: 2	252435			Requester		
			Legal Entity	IC OFFICE OF THE STATE CONT	ROLLER					At	ttachments Morts 1221	2023.pdf	
			Invoice Group								Note		
al Vie Dist	Lines ⑦ w • +	Match Invoice L	ines Colored C	Allocate Cancel Line Purchase Order Asset Proje	Distributions								
1						m/d/yy 😼							
					Distribution			Budgeta	ry Control	Reference		Тах	
	* Numbe	er * Type	* Amou	Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	* Budget Date	Status	Description	Tax Classification	Ship-to Location	Number
	1	Item	64.5	D	. 1400-102000-55840000-1401000-0000	12/20/23 👘		12/20/23	Reserved	OSC Fiscal Integrity AwardWork Order: 2!	Ψ.	1400OSCNI-14101 ¥	
				-									÷.
ŀ	Taxes												Ð
4	Totals												
			Items 64.50		Freight 0.00	Miscellaneous 0.00			Tax 0.00	Included Prepayments 0.00			Total C64.50
						Retainage 0.00		Withho	0.00	Applied Prepayments 0.00			Due 64.50

4. Manage Distribution window will display, select the invoice line that needs to be updated.

anage	Distributions			_			×
View 🔻	+ × 異	🛛 🔄 🗐 Detach	Invoice Line 1 🔹	Reverse Adjust Tax Recovery	Check Funds View Results		
udgetar	y Control Statu	s Purchase Order R	eceipt Tax All				
	****		1				Budgetary
Line	Distribution	Туре	Search	Combination	Accounting Date	Description	* Budget Date
1	1	Item 🗸	64.50	1400-102000-55840000-1401000-0000	12/20/23	OSC Fiscal Integrity A	12/20/23
							Þ
						Distributions Tota	al Amount 64.50
						Remainin	g Amount 🛛 🥝 0.00
						Lin	e Amount 64.50
						Save a	nd Close Cancel

5. Scroll to the Income Tax Type Field and select the correct 1099 code. To unflag a line for 1099 reporting select "DAU/AR Miscellaneous – Other".

Note : If you do not see Income Tax menu, click on the View dropdown list, and include Income Tax menu to the distribution view.

View - Budgetan	+ X J	Purchase Order	Invoice Line 1	Reve Tax Proj	rse Adju	st Tax Re	covery Check	Funds View Resu	ults			e 12/20/23 #r s Morts 122120
Line	* Distribution	* Type	* Amount)istribution	Rec Number	Line	Тах Туре	Income Tax Type	Project Number	Task Number	Proje Expendite Item Date	e 📑
1	1	Item 🗸	64.50					DAU/AR Miscell	~			
		_		_			_	MISC10 Crop Int MISC11 Fish pum MISC13 Excess MISC14 Gross p MISC15a T Sect MISC15a T Sect MISC15a T Sect MISC3 Other Inc MISC3 Other Inc MISC4 Federal I MISC5 Fishing b MISC6 Medical a MISC7 Non-emp MISC8 Payment MISC9 Consum RETE/D Withhol RETE/Withhol TVA/47 VAT on F	surance Proceeds.) crichased for resale golden parachute p proceeds paid to an use of the parachute p concernent and the parachute tion 409A taxable de lailfied deferred com some ncome tax withheld opaat proceeds and health care pay oloyee compensatio is in lieu of dividend er Products for Resa diding Tax Exemption ding Tax Exemption ding Tax Exemption	Reported in 1099-MISC ayments. Reported in 10 attorney. Reported in 10 bible deferrals. Reported frerrals. Reported in 109 opensation. Reported in ments n. Reported in Form 109 or interest ale. Reported in 1099-MI Based on International Rate ucted)	Box 9 from 2020 J99-MISC Box 14 99-MISC Box 10 10 1099-MISC Box 12 f 10 99-MISC Box 12 f 10 99-MISC Box 9-NEC from 202 ISC Box 7 from 2 Conventions	I from 2022. from 2020. x: 12 from 2020. rom 2020. 15 from 2022.

6. Click Save and Close.

Ma	nage I	Distributions										×
Vi	ew 🔻	+ × 9	🗉 📑 📑 Detac	h Invoice Line 1	▼ Rever	rse Adjus	t Tax Rec	Overy Check F	unds View Results			
Bu	dgetary	Control Statu	Purchase Order	Receipt Tax Incom	e Tax Proje	ect						
						Rece	eipt	Tax	Income Tax			Proj∈
	Line	* Distribution	* Туре	* Amoun)istribution	Number	Line	Туре	Туре	Project Number	Task Number	Expendite Item Date
	1	1	Item	64.50					MISC7 Non-emp			-
					4				_			Þ
										Distribu	itions Total Amount	64.50
											Remaining Amount	0.00
											Line Amount	64.50
											Save and Close	Cancel

7. Click Save and Close on the Invoice header.

Edit Invoice: 108480 (2)	Validated	Invoice Actions 🔻	Save Save and Close Cancel
			Last Saved 1/8/24 5:41 PM
✓ Invoice Header Show More			

Wrap-Up

This QRG gives you an overview and steps to update 1099 code on an invoice after payment.

Additional Resources

Virtual Instructor-Led Training (vILT)

• AP101: Invoice Management