PROCEDURE 41A:

CORRECTING WITHHOLDING FOR NON-1099 TRANSACTIONS

Job Aid AP01-41A

The purpose of this job aid is to explain how to correct withholding for non-1099 transactions in NCAS.

Use this procedure when the invoice should not have been 1099 reportable and the payment was erroneously withheld.

1. If the vendor is a non-trade vendor, type **VPN** in the NEXT FUNCTION field and press **ENTER** to access the *Vendor Payable Information (VPN)* screen.

2. Verify that the TAX ID EXPIRATION DATE field has an expired date.

3. Verify that the 1099 WITHHOLDING RATE field contains the appropriate withholding percentage.

4. Type **VDD** in the NEXT FUNCTION field and press **ENTER** to access the *Vendor Default Distribution (VDD)* screen.

5. Verify that the 1099 WITHHOLD field contains the appropriate indicator.

    a. Refer to **Procedure 40: Setting Up a Non-Trade Vendor for Withholding** to setup the TAX ID EXPIRATION DATE and 1099 WITHHOLDING RATE fields, if necessary. If the vendor is a trade vendor, contact the NCAS Support Services at 707-0795 to verify the information.

6. Type **CDE** in the NEXT FUNCTION field and press **ENTER** to access the *Control Document Entry (CDE)* screen.

7. Type the **paying entity** (**XXPT** or **XXPN**) in the PAY ENTITY field.

8. Type the **control group number** in the CONTROL NUMBER field.

9. Type **.00** in the CNTL AMT field. Since the invoice is a zero-dollar invoice, the control group total is zero.

10. Type **the first and last initials** in the APPL AREA field.

11. Type **D** in the ENTRY METHOD field to indicate this is a direct invoice.

    a. Type the **bank account payment code** in the BANK ACCT PYMT IND field and press **ENTER** to access the *Invoice Worksheet 1 (IWS-1T)* screen.

12. Do *not* type **ZRO** in the BANK ACCT PYMT IND field.

13. Type the invoice information on the *IWS-1T* screen. Use the same vendor as the original invoice.

14. Type **NET** in the TERMS CODE field.

15. On line 0001, type the **positive dollar amount** in the AMOUNT/PERCENT field.

16. Type the **company number** in the CO field.

17. Type the **account number** in the ACCOUNT field.

18. Type the **center number** in the CENTER field.

    a. Use the same accounting distribution as the original invoice. Do *not* type a 1099 code for this line.

19. On line 0002, type the **negative dollar amount** in the AMOUNT/PERCENT field.

20. Type the **company number** in the CO field.

21. Type the **account number** in the ACCOUNT field.

    a. Type the **center number** in the CENTER field.

22. Use the same accounting distribution as the first line.

23. Type the 1099 code in the 99 field. Use the same 1099 code displayed on the original invoice.

24. Type **R** in the REQUEST field and press **ENTER** to access the *Invoice Worksheet 2 (IWS-2T)* screen.

    Verify that the BANK PYMT field contains the BAP code (not ZRO).

25. Type **N** or **NEXT** in the REQUEST field and press **ENTER** to balance the invoice.