Overview
This guide introduces to you steps required by IRS for reporting and filing. In additions, post withholding for 1099 process is explained.
**IRS Reporting Requirements**
In order to capture IRS information for reporting and filing, the following steps are required:

- Run the Post Withholdings Request [AP_WTHD]
- Run the Withholding Voucher/Vendor Mismatch Report [APY9010]
- Process the Update Vendor Withholding and run the Update Withholding process [AP_WTHD_UPDT]
- Process the Update Voucher Line Withholding and run the Update Withholding process [AP_WTHD_UPDT]
- Run Duplicate Vendor Report [DUP_VNDR]
- Process Withholding Adjustments
- Run the Withholding 1099 Report Post [1099_RPT_PST]
- Run the Withholding 1099 Report [APY1099]
- Run the Withholding To Send Detail Report [APY8056]
- Generate 1099 Miscellaneous Copy B
- Run the Withholding Sent File [WTHD_SNT]
- Process Corrections
1099 Process Post Withholding

Navigate to Vendors > 1099/Global Withholding > Maintain > Post Withholdings

1. Click **Add a New Value**
2. Enter **Run Control ID**
3. Click **Add**

OR

4. Click **Find an Existing Value**
5. Click **Search** for an existing Run Control ID

The Withhold Transaction Post page displays.

6. Enter **Request ID**: MIKE
7. Enter **Description**: POST WITHHOLDING
8. Select **Process Frequency**: Always Process
9. Select **Post Option**: Post by Business Unit
10. Enter **Through Date**: 12/10/2009

11. Select appropriate **Business Unit**

12. Click **Run**

The Process Scheduler Request page displays.

13. Select **Server Name**: PSUNX
14. Enter: **Run Date**: 12/10/2009
15. Enter **Run Time**: 9:28:46AM

Under Process List section:

16. Check the “Withholding Posting” box
17. Select **Type**: Web
18. Select **Format**: TXT

19. Click **OK**
The Withhold Transaction Post page displays.

20. Click the Process Monitor link

The Process List page displays.

21. Validate the Run Status as Success and the Distribution Status as Posted

Whom to Contact for Help?
For additional help or to report problems with this functionality, please log a ticket via the Service Desk (http://www.csueastbay.edu/servicedesk).