

HOW TO CHANGE 1099 VENDOR INFORMATION USING ZFI_1099

Use transaction ZFI_1099

Enter Vendor(s), your agency# (BA), 1099 year start/end dates.

Leave the vendor field blank to get all payments for your agency and only enter the Business Area and Print Date.

Report for 1099 review of agency reportable payments

Vendor payments by agency with tax codes

Vendor	10 [REDACTED]	to	[REDACTED]	[Icon]
Business Area	[REDACTED]	to	[REDACTED]	[Icon]
Print Date	01/01/2019	to	12/31/2019	[Icon]
Document Type	ZP	to	[REDACTED]	[Icon]
Output File to Local PC	[REDACTED]			

Only one line for 2019, double click the line.

Report for 1099 review of agency reportable payments

JSLEWIS 07/15/2019 08:29:32

BusA	Vendor	Tax Number	Name of Payee-Name1	DBA-Name2	P
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Double click on the vendor line, this is the PAYMENT doc that determines the 1099.

Item	PK	Account	Account short text	BusA	Cost Ctr	Fund	Amount	Funds	Text
1	25						1,498.88		
2	50	1100001001	Treasury Outgoing				1,498.88-		
*							0.00		

Double click the Change Display/Change Mode (Shift+F1)

Display Document: Line Item 001

Additional Data
 Withholding Tax Data

Vendor

Company Code

State of Arkansas

G/L Acc

Doc. no.

Line Item 1 / Outgoing payment / 25

Amount USD

Tax code

W.tax base USD W.tax exempt W.Tax Code

Additional Data

Bus. Area

Disc. Amount USD

Days/percent

Bline Date

Pmnt Block Invoice Ref. / /

Pmt Method Pmt meth.supl.

Clearing / Payment Amnt USD

Assignment

Text Long text

W.tax base, W.tax exempt, and W.Tax Code can be edited. Tax codes can be updated to reflect the correct tax withholding code (00 for no 1099, 03, 06, 07, etc)

Change Document: Line Item 001

Additional Data + Next item + Previous item Withholding

Vendor 10 [REDACTED] G/L Acc 2110001000
Company Code ARK [REDACTED]
State of Arkansas Doc. no. 705 [REDACTED]

Line Item 1 / Outgoing payment / 25

Amount 1,498.88 USD
Tax code [REDACTED]
W.tax base 1498.88 USD W.tax exempt 698.88 W.Tax Code 07

1099 Amount **1099 Box**

Additional Data

Bus. Area [REDACTED] Disc. Amount 0.00 USD
Days/percent [REDACTED]
Blne Date 06/27/2019 Invoice Ref. [REDACTED] / [REDACTED] / 0
Pmnt Block [REDACTED]
Pmt Method W Pmt meth.supl. [REDACTED]
Clearing 06/27/2019 / 705 [REDACTED] Payment Amnt 1,498.88 USD
Assignment [REDACTED]
Text [REDACTED] Long text

Select the save button and re-run your report/transaction.



HOW TO CHANGE 1099 VENDOR INFORMATION USING FBL1N

Verify and change through FBL1N

Select dynamic selection (Shift+F4)



Scroll down and add your business area, enter vendor account and posting date

Vendor Line Item Display

Data Sources

Vendor master

- Industry
- Created on
- Created by
- ISR Number
- Group key
- Account group
- Country
- Alternative payee

Assignment					
Document Number					
Posting Date					
Document Date					
Currency					
Document Type					
Business Area	0				
Payment Method					

Vendor selection

Vendor account 10 [redacted] to [redacted]

Company code ARK to [redacted]

Selection using search help

Search help ID [redacted]

Search string [redacted]

Search help

Line item selection

Status

Open items

Open at key date 03/10/2020

Cleared items

Clearing date [redacted] to [redacted]

Open at key date [redacted]

All items

Posting date 01/01/2019 to 12/31/2019

Type

Normal items

Double click on the ZP doc type

Vendor	100									
Company Code	ARK									
Name										
City										

St	BusA	Inv. ref.	Account	PBk	Amount in local cur.	PM	DocumentNo	PayT	Type	Doc. Date
<input type="checkbox"/>	<input checked="" type="checkbox"/>							0001	RE	06/24/2019
<input type="checkbox"/>	<input checked="" type="checkbox"/>							0001	RE	06/24/2019
<input type="checkbox"/>	<input checked="" type="checkbox"/>				1,498.88	W	705		ZP	06/27/2019
*					0.00					

W.tax base, W.tax exempt, and W.Tax Code can be edited. Tax codes can be updated to reflect the correct tax withholding code (00 for no 1099, 03, 06, 07, etc)

Change Document: Line Item 001

Additional Data
+ Next item
+ Previous item
Withholding

Vendor

Company Code

State of Arkansas

G/L Acc Doc. no.

Line Item 1 / Outgoing payment / 25

Amount USD

Tax code

W.tax base USD W.tax exempt W.Tax Code

1099 Amount **1099 Box**

Additional Data

Bus. Area

Disc. Amount USD

Days/percent

Bline Date

Pmnt Block

Invoice Ref. / /

Pmt Method W Pmt meth.supl.

Clearing / Payment Amnt USD

Assignment

Text Long text