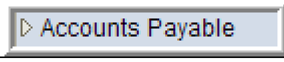
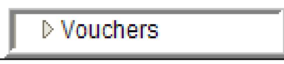
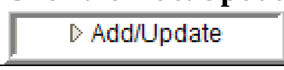
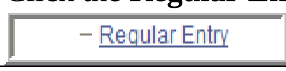
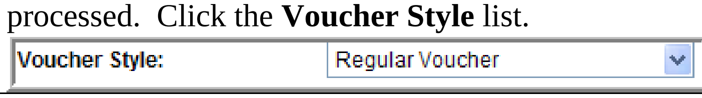
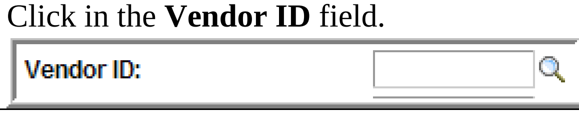
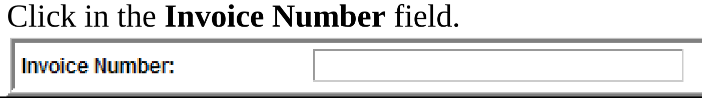
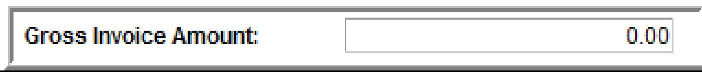
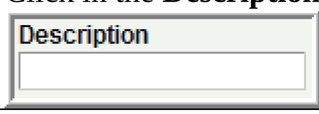
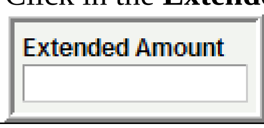
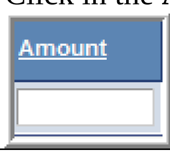
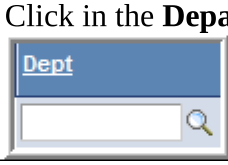
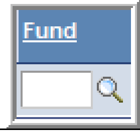
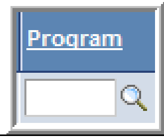
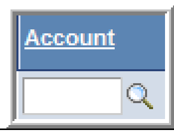
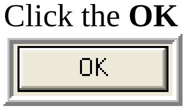
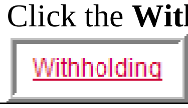
State of Kansas

Create a 1099 Voucher Online

Statewide Management, Accounting, and Reporting Tool

Step	Action
1	** If you have already entered voucher lines, please ensure that you have chosen a withholding applicable vendor and skip to step 40. Click the **Accounts Payable** link. 
2	Click the **Vouchers** link. 
3	Click the **Add/Update** link. 
4	Click the **Regular Entry** link. 
5	On the **Voucher** page, you may select to view an existing voucher by clicking the **Find an Existing Value** tab or you can enter a new voucher by using the **Add a New Value** tab. The add/search page allows users to enter the required information when adding a voucher to speed data entry. This process is optional.
6	**Business Unit** is a five digit value (your agency number and two zeros). The Business Unit will default in this field from your user preferences. Verify the **Business Unit** field.
7	The **Voucher ID** will default to **NEXT**. The system assigns the next sequential number for your Business Unit once the voucher is saved.
8	The **Voucher Style** you select will determine the type of voucher that will be processed. Click the **Voucher Style** list. 
9	Click an entry in the list.
10	To select the vendor for a voucher, you can specify either the **Short Vendor Name** or the **Vendor ID**. The remaining vendor selection fields are automatically populated by PeopleSoft based on the vendor defaults. Click in the **Vendor ID** field. 
11	Enter the appropriate information into the **Vendor ID** field. Please make sure to choose a withholding applicable vendor.
12	Click in the **Invoice Number** field. 

Step	Action
13	The **Invoice Number** is a required field. It holds a maximum of 30 characters. The system uses this number as a reference for duplicate invoice checking. Enter the appropriate information into the **Invoice Number** field.
14	Click in the **Invoice Date** field. 
15	The **Invoice Date** is a required field. It is used to calculate when the payment is due along with the payment terms. The link beside the Invoice Date field will display a calendar which allows you to select an invoice date. Enter the appropriate information into the **Invoice Date** field.
16	Click in the **Gross Invoice Amount** field. 
17	Enter the appropriate information into the **Gross Invoice Amount** field.
18	Click the **Add** button. 
19	The **Invoice Information** page enables you to enter or view invoice information, including invoice header information and voucher line and distribution information.
20	Click the scroll bar to view the bottom portion of this page.
21	Click in the **Description** field. 
22	Use the **Description** field to specify a description of the charges related to this voucher. The description field is a maximum of 30 Characters. Enter the appropriate information into the **Description** field.
23	Click in the **Extended Amount** field. 
24	The **Extended Amount** is the Invoice Line amount and it must equal the sum of the amounts on the Distribution Line(s). Enter the appropriate information into the **Extended Amount** field.
25	Click in the **Amount** field. 
26	Enter the appropriate information into the **Amount** field.
27	Click in the **Department** field. 
28	Type the appropriate information into the **Department** field.

Step	Action
29	Click in the **Fund** field. 
30	Enter the appropriate information into the **Fund** field.
31	Click in the **Bud Unit** field. 
32	Enter the appropriate information into the **Budget Unit** field.
33	Click in the **Program** field. 
34	Enter the appropriate information into the **Program** field.
35	Click in the **Account** field. 
36	Enter the appropriate information into the **Account** field.
37	If desired, enter the appropriate information into the remaining chartfields.
38	**Invoice Line 2** If multiple **Invoice Lines** or **Distribution Lines** are needed, click the **Add a New Row (+)** button. Click the **Add a New Row (+)** button.  Click the **OK** button.  **Repeat steps 21-37**
39	Click the scroll bar to view the top portion of this page.
40	Click the **Withholding** link. 
41	Click the **View All** link. 
42	Click the scroll bar to view the bottom portion of this page.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>43</td><td>

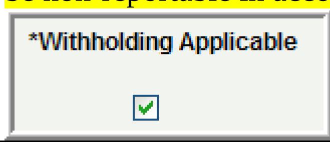
The **Withholding Code** is defined in the PeopleSoft setup tables. It defines the values that default in the **Withholding Details** information such as "Entity, Type, Jurisdiction, and Class." For more detailed information, please reference the Withholding Codes job aid.

The **Withholding Code** may be changed from this page if necessary. In PeopleSoft v9.0, once the voucher is paid, the **Withholding** link on the voucher will no longer be available.

</td></tr>
<tr><td>44</td><td>

The **Withholding Applicable** checkbox defaults to selected if the vendor was set up as being Withholding applicable. This indicates that the payment for this voucher line will be included on the 1099 statement that is issued for this vendor.

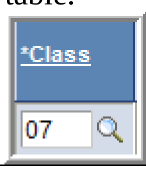
It may be de-selected from this page from either the **Withholding Code** or the **Withholding Details**. If de-selected, it will not be included in the amount of the 1099 statement. The Withholding Applicable checkbox should be de-selected **only** in those cases where the agency has determined the payment to be non-reportable in accordance with IRS regulations.



</td></tr>
<tr><td>45</td><td>

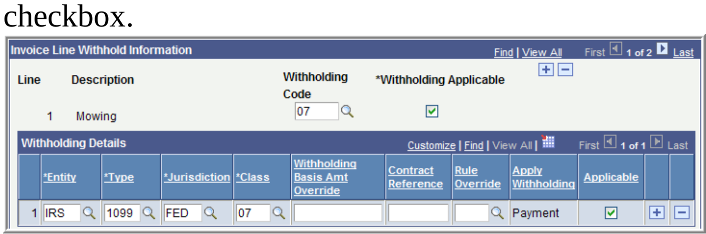
Use the **Withholding Class** field to change the **Withholding Class** on the voucher. The Withholding Class field directly corresponds to the boxes listed on the IRS form 1099.

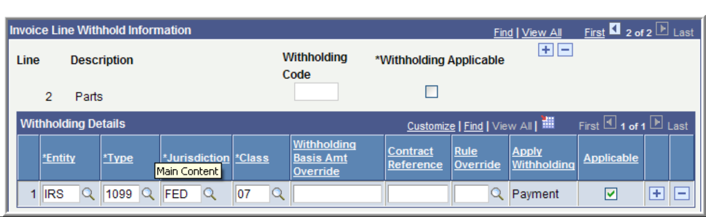
If the appropriate **Withholding Class** is not available in the look up, contact Accounts & Reports to have the new **Withholding Class** added to the vendor table.



</td></tr>
<tr><td>46</td><td>

Use the **Applicable** checkbox to de-select any line of the voucher that should not be included in the amount the vendor receives on a 1099 statement. Information regarding what type of expense should be included on a 1099 statement may be found on the IRS web site. De-select the **Applicable** checkbox.





</td></tr>
</table>

Step	Action
47	Click the scroll bar to view the top portion of this page.
48	Click the **Back to Invoice** link.
49	Click the **Save** button.
50	You have successfully completed the **Create a 1099 Voucher** topic.

FORM 1099 MISC - EXAMPLES OF REPORTABLE PAYMENTS

RENTS (Form 1099-MISC, Box 1)

Office Space
Parking Lot Space
Welfare Rental Assistance (to Landlords)
Equipment
Surface Royalties
Real Property
Other Property

ROYALTIES (Form 1099-MISC, Box 2)

Literary rights
Copyrights
Publishing Licensing fees

OTHER INCOME (Form 1099-MISC, Box 3)

Awards (Nonemployee)
Prizes (Nonemployee)

MEDICAL & HEALTH CARE SERVICES (Form 1099-MISC, Box 6, includes all payments to Medical Service Corporations)

Ambulance Services
Dentists/Dental Services
Doctors/Medical Services
Hospitals**
(**except if tax exempt or owned/operated by a governmental entity)
Lab Services
Optometrists
Private Duty Nurses
Psychiatrists, Psychologists
Rehabilitation Centers
Therapists
Hospitalization
All payments to Medical Service Corporations

GROSS PROCEEDS PAID TO AN ATTORNEY (Form 1099-MISC, Box 14)

Gross proceeds paid to an attorney
in connection with legal services.

NON-EMPLOYEE COMPENSATION (Form 1099-MISC, Box 7)

Accountants/Auditors
Advertising Services
Appraisers
Architects
Armored Car Services
Attorneys* (who are not your employees)
(Includes Corporations)*
Auto Repair
Board Members
Chaplains
Cleaning Services
Commercial Repairs – Hwy Vehicles
Computer Programming
Computer Repairs
Construction Services
Consultants
Contracted Repairs
Court Appointed Workers
Court Reporters
Custodial / Maintenance
Design & Testing
Engineers
Evaluation Consultant
Expert Witnesses
Extermination Services
Graphic Artist
Institution Contracts
Janitorial Services
Keypunch Services
Landscapers, Locksmiths
Laundry Services
Maintenance Agreements
Non-Employee Allowance
Occasional Salaries & Wages (to Non-Employees)
Parcel & Delivery Services
Photographers
Printing Services
Prison Labor Allowance
Professional Service Payments
Protection Services
Security Services
Teacher/Instructor (Non-Employee)
Trash Removal
Working Interest - Oil and Gas Payments

FORM 1099-INT, 1099-DIV, 1099-G and 1099-S EXAMPLES OF REPORTABLE PAYMENTS	
INTEREST (Form 1099-INT, Box 1)	***DIVIDENDS (Form 1099-DIV, Box 1)***
Interest income	Distributions, such as dividends, capital gain distributions, or nontaxable distributions, that were paid on stock, and liquidation distributions.
TAXABLE GRANTS (Form 1099-G, Box 6)	***PROCEEDS FROM REAL ESTATE (Form 1099-S, Box 2)***
Taxable Grants	Gross Proceeds from the sale or exchange of real estate