

1099 ZERO DOLLAR INVOICES

QUICK REFERENCE GUIDE AP-41

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of how to create a Zero-Dollar Invoice for 1099 corrections in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG covers the steps on how and when to create zero-dollar invoice for 1099 corrections in NCFS. A few of the possible scenarios are provided as examples in this QRG.

The following are a few of possible scenarios discussed in this QRG:

Scenario:

- 1. Supplier was not flagged in the original 1099.
- 2. Supplier was flagged with the wrong amount and /or wrong 1099 code.
- 3. The wrong supplier was flagged, and a new supplier needs to be added.
- 4. Supplier was flagged in error.



NOTE: 1099 Correction invoices should always have a total amount of \$0. The invoices have an equal positive and negative line amounts. Amounts entered on the 1099 lines are the amount to **add** or **subtract** from the original 1099 amount filed with the IRS.

If **adding** amounts from the initial 1099 amount, the amount must be placed in the positive line with the appropriate 1099 code being increased.

If **subtracting** amounts from the initial 1099 amount, the amount must be placed in the negative line with the appropriate 1099 code being decreased.

The Pay Group used for these \$0 invoices is 1099 Corrections.



1099 Correction – Zero Dollar Invoice

Each of the following four scenarios requires creating a zero-dollar invoice to begin the process. Follow steps one through five to create a zero-dollar invoice.

- 1. Login to the NCFS portal.
- 2. Click the Payables tab from the home page.

			д⁹⁶⁾ т з
Good morning,			
Payables General Accounting	Intercompany Accounting	Budgetary Control Cash N	M >
	APPS		
Create Invoice			
Manage Invoices	Payables Dashboard	Invoices Payments	
Import Invoices			

3. Click the **Invoices** app.

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	Good	morning,					
<	Payables	General Accounting	Intercompany Accounting	Budgetary Control	Cash M	>	
	QUICK ACTIONS		APPS				
	Create Ir	nvoice					
	Manage	Invoices	Payables	Invoices Payr	ments		
	Import li	nvoices	Dashboard	<u> </u>			



4. Click **Create** to create a zero-dollar invoice.

≡ NCFS					 96	TS
Invoices ⑦					(†	
Recent 24 Hours 0 Incomplete 0 Complete 0 Total	Holds 7 Days 7 Validation 2 Purchasing 0 Other	Approval O Pending 6 Others 38 Rejected	Prepaid O			Ξ
view • × ∄ ⊑r	Detach Create Val	date Cancel Post to Led	ger			<u></u> <u> .</u>
Invoice Number	Ame	upplier	Supplier Site Validat	ion Status Accounting Status	F + ₽	

5. The Create Invoice page is displayed.

Create Invoid	ce: ⑦			nvoice Actions 🔻	Save and Create Next	Save	<u>Save and Close</u>	<u>C</u> ancel
Invoice Heat	ader Show More							
Identifying PO		۹ * Number) * Date	m/d/vv	10	
* Business Unit	•	* Amount	~		* Paymont Torms			
* Supplier		Ф * Туре	Standard	~	Fayment lenns		•	_
Supplier		Description			* Terms Date	3/11/24	4 🗟	
* Ourselies Oite	_	Description		,	Requester		Q	
Legal Entity	•				Attachments	None	+	
Invoice Group					Note	еў.		
▶ Lines ⑦	Match Invoice Lines	0						



Scenario 1 – Supplier was not flagged in the original 1099.

Follow the steps below to enter 1099 Correction Invoice.

Enter the supplier information, invoice number, set the payment terms to Immediate, and enter Zero

 (0.00) in the Amount field.

Create Invoid	ce: ⑦		■ Invoice Actions ▼	Save and Create Next	Save <u>Save and Clo</u>	ose <u>C</u> ancel
▲ Invoice He	ader Show More					
Identifying PO	٩	* Number	07544740	L		#
* Business Unit	4600 DEPARTMENT OF NA	* Amount	USD - 🗸 0.00	^ Date	3/11/24	0
* Supplier	MAINE BALSAM EIR PRODUC	* Tuno	Standard	Payment Terms	Immediate	•
Supplier	100029	iype		* Terms Date	3/11/24	Ē
Number		Description		Pequester		0
* Supplier Site	R.46PT.01	l	1	Requester		~
* Legal Entity	NC DEPARTMENT OF NAT			Attachments	None 🛨	
Invoice Group				Note	EŽ	
▶ Lines ⑦	Match Invoice Lines					

2. Enter the line information. Be sure to enter the right distribution combination.

⊿ Li	nes 🕐	Match Invoice	Lines	~ O						
View	• +	E × 戸	E SI	Detach A	Allocate 🔻 Cance	I Line Distributions				
Distrit	oution Bud	getary Control	Reference	Tax Pur	chase Order Incom	e Tax Asset Project				
						Distribution			Budgeta	ry Control
	* Number	* Туре		* Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	* Budget Date	Status
	1	Item	~	1,000.00		4600-105137-53800029-4600548-0000	2/16/24 🔯		2/16/24	Not attempted

3. Click Income Tax.

⊿ L	ines 🕐	Match Invoice	e Lines 🗸 🗢						
View	• +	E × 月	🖙 📄 Detach 🛛 A	Allocate 🔻 Cance	I Line Distributions				
Distri	oution Bud	getary Control	Reference Tax Pur	chase Order Income	e Tax Asset Project				
					Distribution			Budgeta	ry Control
	* Number	* Туре	* Amount	Distribution Set	Sution Combination	Accounting Date	Prorate Across All Item Lines	* Budget Date	Status
	1	Item	♥ 1,000.00		4600-105137-53800029-4600548-0000	2/16/24		2/16/24	Not attempted



Note: If the Income Tax column is not visible. The Income Tax Type column can be added from the View option on the line menu; by selecting the Columns option and then Income Tax and Type.

Invoice Header	Show More	
Identifying PO		
Business Unit 4600 DEP	ARTMENT OF NATURAL AND CU	JLTURAL RESOURCE
About This Record		
Columns	× ^	
Unfreeze	Show All	_
Detach	 Details 	
Sort	Project	•
Reorder Columns	Corrected Invoice	•
Query By Example	Asset	•
	Prepayment	>
	Income Tax	Region
Distribution Budgetary Con	tr Multiperiod Accounting	🗸 Туре
	Overlay	lax
* Number * Type	Inventory	Ship-to
	Landed Cost	
1 Item	Consumption Advice	4600DNCRNI-460
	Receipt	•
Taxes	Purchase Order	•

4. Click the **Income Tax Type** drop-down menu.

.⊿ L	ines ⑦	Match Invoice Line	es 🖌 🕤									
Viev	• +	e × 严 6	Detach /	Allocate 🔻	Cancel Line	Distributions						
Distri	bution Bud	getary Control Ref	ference Tax Put	chase Order	Income Tax A	sset Project						
				Тах		Pu	rchase Order		Income Tax	Asset		
	* Number	* Туре	* Amount	Ship-te	o Location	Number	Line	Schedule	Туре	Track as Asset	Project Number	Task
	1	Item 🗸	1,000.00	46000	NCRNI-4605 🔻		v	v	DAU/AR		٩	
				4						5		Þ



5. Select the appropriate income tax type. In this example, we selected **MISC3**.

Invoice H	eader Show	More										
Identifying PO							* Number	07544740				
Business Unit	4600 DEPARTM	ENT OF NAT	URAL AND	D CULTU	RAL RES	SOURCES	* Amount			* Date	3/11/24	Ê©
* Supplier	MAINE BALSAM	FIR PRODU	C. d'				Amount	0.00	* Pay	ment Terms	Immediate	•
Supplier Number	100029					MISC15a T	Time	Section 409A taxable deferrals. Repo	rt 🔺	Terms Date	3/11/24	Ċo
* Supplier Site	R.46PT.01		•			MISC15b		Nonqualified deferred compensation.		Requester		٩
* Legal Entity	NC DEPARTMEN	NT OF NATI	•		F	MISC2		Royalties		ttachments	None 🕂	
Invoice Group						MISC3		Other Income		Note	еў.	
						MISC4		Federal income tax withheld				
⊿ Lines ⊘	Match Invoice	e Lines	~ O			MISC5 KS		Fishing boat proceeds				
View 🔻 🕂	目 X 囲	F ()	Detach	Alloca	te 🔻	MISC6		Medical and health care payments				
Distribution Bu	idgetary Control	Reference	Tax I	Purchase	Order	MISC7		Non-employee compensation. Report	e			
				т	ax	MISC8		Payments in lieu of dividend or interest	st	Asset		
* Number	r * Type		* Amou	Int		MISC9		Consumer Products for Resale. Repo	r 🔻	Track a	s Project	T - 1
					Ship-to	Search				Asset	Number	. lask
1	Item	~	1,000.0	0	4600DN	ICRNI-4605 🔻	T	T T DAU/A	R 🔻			٩
								-				•

6. Add a new line and the negative amount. (The two lines must net to 0.00)

⊿ L	ines ⑦	Match Invoice Lines	s 🖌 🕤						
View	• +	目 X 界 時	Detach A	lloc	cate 🔻 Cancel Line 🧕	Distributions			
Distril	oution Bud	getary Control Refe	rence Tax Pure	chas	se Order Income Tax As	sset Project			
			_		Тах	Pur	chase Orde		Income Tax
	* Number	* Туре	* Amount		Ship-to Location	Number	Line	Schedule	Туре
	2	Item 🗸	-1,000.00]	4600DNCRNI-4605 -	•		v	DAU/AR 🔻
	1	Item	1,000.00		4600DNCRNI-4605 MAIL SE				MISC3

7. Click Save.





- 8. If the Income Tax is **MISC4**, remove the withholding description from the Withholding column if one is listed under the Tax Category. The invoice must be saved before the withholding description appears.
 - a. Scroll over to the Withholding column.

Identifying PO		* Number	Withholding Example	1
Business Unit	1000 DEPARTMENT OF AGRICULTURE	* Amount	USD - ¥ 0.00]
* Supplier	LEON JACOBS JR Q	Time	Observation	J
Supplier Number	145226	туре	Stanuaru 🗸	1
* Supplier Site	R.10PN.ZZ	Description		
* Legal Entity	NC DEPARTMENT OF AGR 🔻			3
Invoice Group				
Lines (?) Match Invoice Lines				
View ▼ + 🗏 🗶 💯 💭 Detach	Allocate Cancel Line Distributions			
Distribution Budgetary Control Reference Tax	Purchase Order Income Tax Asset Project			
Distribution Budgetary Control Reference Tax	Purchase Order Income Tax Asset Project			
Distribution Budgetary Control Reference Tax	Purchase Order Income Tax Asset Project	Purchase	e Order Inc	ome Tax
Distribution Budgetary Control Reference Tax	Purchase Order Income Tax Asset Project Tax unt Ship-to Location Withholding	Purchase Number Line	e Order Inc	ome Tax
Distribution Budgetary Control Reference Tax Number * Type * Amo 1 Item -1,000	Purchase Order Income Tax Asset Project	Purchase Number Line	e Order Inc Schedule Type	ome Tax
Distribution Budgetary Control Reference Tax	Purchase Order Income Tax Asset Project Tax unt Ship-to Location Withholding 1000NCDACSNI-1 STATE_RES_V	Purchase Number Line	e Order Inc Schedule Type	ome Tax

b. Click the Withholding drop-down menu.

▲ Invoice Header Show More				
Identifying PO		* Number	Withholding Example	
Business Unit	1000 DEPARTMENT OF AGRICULTURE	* Amount	USD - V	0.00
* Supplier	LEON JACOBS JR Q	Type	Standard	~
Supplier Number	145226	.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		
* Supplier Site	R.10PN.ZZ	Description		10
* Legal Entity	NC DEPARTMENT OF AGR			
Invoice Group				
View + + + + + + + + + + + + + + + + + + +	Allocate Cancel Line Distributions Purchase Order Income Tax Asset Project			
<u> </u>				
	Tax	Purchas	e Order	Income Tax
Number Type Amou	Ship-to Location Withholding	Number Line	e Schedule	Туре
1 Item -1,000.	00 1000NCDACSNI-1 V STATE_RES_V V	X	Y	MISC4 V
2 Item -100	.00 . 1000NCDACSNI-1001 M	1		MISC4
3 Item 1,000	.00 . 1000NCDACSNI-1001 MAIL	U .		DAU/AR



c. Select the top empty description.

* Number	Withholding Example		
* Amount	USD - 🗸 0.00		
Туре	Standard 🗸		
Description			
		*	
	N		
COM	VIB_NRA_FED&STATE_WH_34_	& 4% Fed & State NRA Withholdi	
FED	_BACKUP_WH_24_1099	Federal Backup Witholding	
FED)_NRA_WH_10_1042	10% Federal NRA Withholding	
Tax FED	_NRA_WH_14_1042	Non-qualified scholarship/fellowship t	Tax
Ship-to Location	_NRA_WH_15_1042	15% Federal NRA Withholding	
. 1000NCDACSNI-1001 MAIL	_NRA_WH_30_1042	30% Federal NRA Withholding	
FED	_NRA_WH_5_1042	5% Federal NRA Withholding	
STA	TE_NRA_WH_4_1042	4% State NRA Withholding	
. 1000NCDACSNI-1001 MAIL Sea	rch		
1000NCDACSNI-1 V STA	TE_RES_W	V V MISC4	•

d. Withholding should appear empty.



- 9. Click **Save** to save the invoice.
- 10. Click the Invoice Actions drop-down menu.

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Not validated	Invoice Actions 🔻	Save and Create Next	Save	<u>S</u> a	ve and C	lose	<u>C</u> ancel



11. Select Manage Installments.

Not validated	Invoice Actions 👻 Save	Save and Close	<u>C</u> ancel
	Manage Installments		53 PM
	Calculate Tax	Ctrl+Alt+X	
	Check Funds		
4740	Validate	Ctrl+Alt+V	
- ~ 0.00	Request Override		
dard 🗸	Apply or Unapply Prepayments	i -	
	Manage Holds		
	Approval		•
	View Approval and Notification	History	
	Cancel Invoice		
	Delete Invoice		
	Pay in Full		
	Post to Ledger		
	Account in Draft		

12. Select **1099 Corrections** under **Pay Group** from the Manage installments page.

Manage Installments				× △☆ ₽
Unique Remittance Identifier	<i>k</i>	Pay Group	Standard	Save Save and Cit
Unique Remittance Identifier Check Digit		Payment Reason	0200 IDS Attorney	IDS attorney payments
Bank Charge Bearer	~	Payment Reason Comments	0700 State Health Plan	DST State Health Plan payments
			0700 UPD Special Handling	DST Escheats checks that need speci
Settlement Priority	~		0700 UPD State Check	DST Escheats checks ready for mailing
Delivery Channel		Discountable Amount	0800 School Nutrition	Child nutrition payments for shcools
View 🔻 🎹 🗶 🐺 🗟 Detach	Release Hold		0900 Consumer Settlements	Consumer settlement payments
Installment Due Date Gro	ss Amount Unnaid Amount	Payment Priority Payment Method	0900 Tort Claims	Tort claim payments
	onpaid Amount	r ayment rionty r ayment metro	1099 Corrections	For Corrected 1099 Reports
1 2/16/24 🚱	0.00 0.00	10 Electronic - Supp	1200 BOL Safe Wrk C	DOI BOL Safe Wrk Comp payments
Totals	0.00 0.00		3000 Esctern Control	NHUS Eastern Controller Chark Printing



13. Select Check Supplier option under Payment Method.

View 🔻 🗇	🗙 🖙 🗟 De	etach Release Ho	bld				
Installment	Due Date	Gross Amount	Unpaid Amount	Payment Priority	Payment Method	Bank Account	Details
1	2/16/24	0.00	0.00	10	Electronic - Supp	XXXXXXXXX152 ▼	
	Totals	0.00	0.00		Check - One Time Payme	ent	
Installme	nt 1: Details				Check - Supplier		
Discounts (0)	Remittance Message	es Holds			Electronic - One Time Par	yment	
1 Date		Discount			Electronic - Supplier		
Date					Search		

14. Click Save and Close.

Manage	Install	ments								×
Unique	Uni Remitta	que Remittance Id nce Identifier Cheo <u>Bank Charge</u> <u>Settlement</u>	entifier		*	Payment F	Pay Group Payment Reason Reason Comments	1099 (Corrections	▼▼
		Delivery C	hannel			▼ Dis	countable Amount		0.	00
View •		×F®	Detach	Release Ho	old					
Insta	allment	Due Date	Gro	ss Amount	Unpaid Amount	Payment Priority	Payment Method		Bank Account	Details
1		2/16/24]	0.00	0.00	10	Check - Supplier	•	XXXXXXXXX152 🔻	
		Total	s	0.00	0.00					
▲ Ins Discou	tallme Ints (0)	ent 1: Details Remittance Mess	ages Hol	ds						
1	Date			Discount				0	Net Amount	
2	Date			Discount					Net Amount	
3	Date			Discount				Ð	Net Amount	
									Save Save and Clo	se <u>C</u> ancel



15. Return to the invoice page and click the **Invoice Actions** drop-down menu.



17. Click the Invoice Actions drop-down menu.







18. Select **Approval** and approve the invoice, based on your agency policy for the approval process.

19. Click **Save and Close**. The process is complete.

Edit Invoice: 07544740 ③		-	Validated Invoice Actions	✓ Save Save and Last Save	Close Cancel
Identifying PO Business Unit 4600 DEPARTMENT OF NATURAL AND CULTURAL RESOURCES Supplier MAINE BALSAM FIR PRODUCTS Supplier 100029 Supplier Site R.4697.01 * Legal Entity NC DEPARTMENT OF NAT Invoice Group	* Number * Amount Type Description	07544740 USD - ~ 0 00 Standard ~	* Date * Payment Terms * Terms Date Requester Attachments Note	2/16/24 6	



Scenario 2 - Supplier was flagged with the wrong amount and /or wrong 1099 code.

This example will show you how to correct the original 1099 amount and the 1099 code. This may vary depending on your specific situation that needs correcting.

- 1. Select the Supplier that was flagged with the incorrect amount.
- 2. Enter the supplier information, Invoice Number, amount set to \$0.00, and set the payment terms to Immediate on the create invoice header.

Create Invoid	ce: ⑦		■ Invoice Actions ▼	Save and Create Next	Save <u>Save and Close</u>	<u>C</u> ancel
▲ Invoice He	ader Show More					
Identifying PO	۹ 🗕	> * Number	07544740		[A.
* Business Unit	4600 DEPARTMENT OF NA	* Amount	USD - 🗸 0.00	Date	3/11/24	•
Supplier	MAINE BALSAM FIR PRODUC	* Type	Standard v	Payment Terms	Immediate	
Supplier	100029			* Terms Date	3/11/24	Ô
* Supplier Site	R.46PT.01	Description	li.	Requester		Q
* Logal Entity				Attachments	None 🕂	
Legal Entity				Note	-10 -	
Invoice Group						
Lines ⑦	Match Invoice Lines 🗸 🕤					

3. Zero-dollar invoice will need to be for the amount to correct the initial amount reported to the IRS.

Note: When adding to the initial amount, put the additional amount on the positive line of the zero-dollar invoice. When subtracting the initial amount, put the amount to subtract on the negative line of the zero-dollar invoice.

4. If the original 1099 amount needs to be increased, enter the additional amount into the positive line of the invoice with the 1099 code, and a negative line for the same amount, with the 1099 default DAU/AR in the Income Tax Type column.

🔺 Lin	es 🕐	Match I	nvoice Lines	× O										
View 🔹	• +		严辱	Detach	Allo	cate 🔻	Cancel Lir	e <u>D</u> istr	ibutions					
Distribut	tion Bud	lgetary Cont	trol Refere	nce Tax	Purcha	se Order	Income Tax	Asset	Projec	t				
_														
									Ρ	urchase O	rder		Incom	e Tax
*	Number	* Type		* Amo	unt	Withho	lding	Number	r	Line	Sch	edule	Туре	
1	I	Item	Ť.,	1,000.	00 7		Ŧ		Ŧ	T			MISC6	T
2	2	Item		-1,000	.00								DAU/AR	
					4									



5. If the original 1099 amount needs to be decreased, enter the amount to decrease on the negative line of the invoice with the 1099 code, and a positive line for the same amount, with the 1099 default DAU/AR in the Income Tax Type column.

istribution Bu	Idgetary Control	Reference Tax Purc	hase Order I	ncome Tax Asse	et Project			
1]	
			Purchase O	rder	Income Tax	Asset		
* Number	т * Туре	* Amount	Line	Schedule	Туре	Track as Asset	Project Number	Task Numbe
1	Item	-722.96		• •	GOV 6 💌			-
	Item	722.96	_		. DAU/AR	_		

6. If the original 1099 amount is correct but the 1099 code needs to be changed. Enter the amount on the positive line of the invoice with the 1099 code to change it **to**, and a negative line for the same amount with the 1099 code to change it **from**.

Create Invoice: ⑦								•	Invoice Actions 🔻	Save and Creat	e Next Sav	Save and Clos	e <u>C</u> ancel
A Invoice Header Show More													
Identifying PO		Q			* Number	66879-8768						A	
Business Unit	4600 DEPARTM	MENT OF NA			Amount	USD - 🗸	0.00			- Date	2/16/24	00	
* Supplier	MAINE BALSAM	M FIR PRODUC' Q			* Type	Standard	~			Fayment terms	immediate	•	
Supplier Number	100029				Description					lerms Date	2/16/24	00	
* Supplier Site	R.46PT.01	•					h			Attachments	None =	Q	
* Legal Entity	NC DEPARTME	ENT OF NATI								Note	12		
Invoice Group										note	m.		
A Lines ⑦ Match Invoice Lines	~ O												
View ▼ + 🗉 × 🕫 🖙 🤅	Detach A	Allocate 🔻 Cance	el Line Distribution	5									
Distribution Budgetary Control Referen	ce Tax Pure	rchase Order Incom	e Tax Asset Proje	et									
			Purchase Order		Income Tax	Asset				Project			
* Number * Type	* Amount	Number	Line S	chedule	Туре	ack as Asset	Project Number	Task	Number Exp Iter	m Date Exper	diture E	xpenditure organization	Details
1 Item	1,500.00	AIL SE			MISC3	—			. 2/16	5/24			
2 Item 🗸	-1,500.00	•	v v	v.	MISC6 V		٩		. 2/16	3/24			

- 7. Follow steps 7 through step 14 in scenario 1 to change the pay group to 1099 Corrections from the Manage Installments page.
- 8. Use steps 15 through 19 in scenario 1 to Validate and Approve the zero-dollar invoice.



Scenario 3- Wrong supplier was flagged and new supplier needs to be added.

This scenario requires 2 zero-dollar invoices to correct. One invoice to zero out the 1099 for the wrong supplier and one zero-dollar invoice to flag the correct supplier with the correct 1099 code.

- 1. Select the supplier that was flagged incorrectly.
- 2. Enter the supplier information, Invoice Number, amount set to \$0.00, and set the payment terms to Immediate on the create invoice header.
- 3. The zero-dollar invoice for this supplier should have the **total amount** to **zero** the **initial reported** amount on the **negative line** of the invoice with the 1099 code that is being removed for this supplier.
- 4. Click Save.



5. Click the Invoice Actions drop-down menu.





6. Select Manage Installments.

Not validated	Invoice Actions 🔻 Save	nd Close	<u>C</u> ancel
	Manage Installments		53 PM
	Calculate Tax	Ctrl+Alt+X	
	Check Funds		
4740	Validate	Ctrl+Alt+V	
- ~ 0.00	Request Override		
jard 🗸	Apply or Unapply Prepayments		
	Manage Holds		
	Approval		•
	View Approval and Notification History		
	Cancel Invoice		
	Delete Invoice		
	Pay in Full		
	Post to Ledger		
	Account in Draft		

7. Select **1099 Corrections** under **Pay Group** from the Manage installments page.

Manage Installments				× △☆ ₽
Unique Remittance Identifier	4	Pay Group	Standard	Save Save and Clo
Unique Remittance Identifier Check Digit		Payment Reason	0200 IDS Attorney	IDS attorney payments
Bank Charge Bearer	~	Payment Reason Comments	0700 State Health Plan	DST State Health Plan payments
			0700 UPD Special Handling	DST Escheats checks that need speci
Settlement Priority	~		0700 UPD State Check	DST Escheats checks ready for mailing
Delivery Channel		Discountable Amount	0800 School Nutrition	Child nutrition payments for shcools
View 🔻 🎹 🗶 🐺 📓 Detach	Release Hold		0900 Consumer Settlements	Consumer settlement payments
Installment Due Date Gro	ass Amount Unpaid Amount	Payment Priority Payment Method	0900 Tort Claims	Tort claim payments
	onputaranteant		1099 Corrections	For Corrected 1099 Reports
1 2/16/24	0.00 0.00	10 Electronic - Supp	1200 BOL Safe Wrk 0	DOI BOL Safe Wrk Comp payments
Totals	0.00 0.00		2000 Esctern Control	NHHS Esstern Controller Chack Printing



8. Select Check - Supplier option under Payment Method.

	t Due Date	Gross Amount	Unpaid Amount	Payment Priority	Payment Metho	d Bank Account	D
1	2/16/24	0.00	0.00	10	Electronic - Supp	→ × XXXXXXXX152 ▼	
	Totals	s 0.00	0.00		Check - One Tim	e Payment	
4 Installm	ont 1: Dotaile				Check - Supplier		
	Pamittanaa Maaaa	una Helda			Electron		
Discounts (0)	- Remittance Messa	iges Holds			Electronic - One	Time Payment	
1 Date		Discount			Electronic - Supp	blier	
					Search		
Click Save	and Close.						
Manage Instal	Iments						
Un	ique Remittance Ide	ntifier			Pay Group	1099 Corrections	
			1.		avment Peacon		
Unique Remitta	ance Identifier Check	Digit			ayment Reason		
	Bank Charge E	Bearer	~	Payment Re	ason Comments		
	Settlement P	riority	~			Pay alone	
	Delivery Ch	annel		- Disco	untable Amount		0.00
	Delivery Ch						
View 🔻 🎵	× F St	Detach Release Ho	old				
View ▼ ∰ Installment	Due Date	Gross Amount	Unpaid Amount	Payment Priority	ayment Method	Bank Account	Deta
View ▼ ∰ Installment	X Image: Comparison of the	Detach Release Ho Gross Amount 0.00	Unpaid Amount 0.00	Payment Priority P	Check - Supplier	Bank Account	Deta
View ▼ ∰ Installment	Due Date 2/16/24	Detach Release Ho Gross Amount 0.00 0.00	Unpaid Amount 0.00 0.00	Payment Priority P	Check - Supplier	Bank Account xxxxxxxxxx152	Deta
View v JH	Due Date 2/16/24 Co Totals	Detach Release Ho Gross Amount 0.00 0.00	Unpaid Amount 0.00 0.00	Payment Priority P	Check - Supplier	Bank Account xxxxxxxxxxx152	Deta
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- 10. Use **steps 15 through 19 in scenario 1** to Validate and Approve the zero-dollar invoice.
- 11. Create a second zero-dollar invoice from the Invoices app in the Payables tab.
- 12. Choose the correct supplier to be flagged.
- 13. Enter the supplier information, Invoice Number, amount set to \$0.00, and set the payment terms to Immediate on the create invoice header.
- 14. Enter the invoice lines. The zero-dollar invoice for this supplier should have the **total amount** to **zero** the amount to report to the new supplier on the positive line of the invoice with the 1099 code that is being added for this supplier.
- 15. Follow steps 7 through step 14 in scenario 1 to change the pay group to 1099 Corrections from the Manage Installments page.



- 16. Make sure to click on Manage installments and select the **1099 corrections Pay Group and change the Payment method to Check-Supplier.**
- 17. Use **steps 15 through 19 in scenario 1** to Validate and Approve the zero-dollar invoice.

Scenario 4 - Supplier was flagged in error.

- 1. Choose the supplier that was flagged incorrectly.
- 2. Enter the supplier information, Invoice Number, amount set to \$0.00, and set the payment terms to Immediate on the create invoice header.
- 3. The zero-dollar invoice for this supplier should have the amount to zero out on the negative line with the 1099 code that is being removed for this supplier.
- 4. Follow **steps 7 through step 14 in scenario 1** to change the pay group to 1099 Corrections from the Manage Installments page.
- 5. Use **steps 15 through 19 in scenario 1** to Validate and Approve the zero-dollar invoice.

Payment Process Request (PPR) Template for 1099 corrections

- 1. Login in to NCFS using your credentials.
- 2. Navigate to the **Payables** tab from the home page.
- 3. Click the Payments app.
- 4. Click the Tasks icon.
- 5. Click **Submit Payment Process Request** from the Payments section of the Task panel.
- 6. Select the Template Zero Dollar Check (Use this template to pay zero-dollar invoices without checks being printed)

Submit Payment Process Request ⑦			Su
* Name		Template	•
Selection Criteria Payment and Processing Options		-	DST Check E-Pay
Pay Through Date	2/16/24	Payment Method	IGO Non-DST Check
Pay from Date	m/d/yy	Invoice Conversion Rate Type	Zero Dollar Check
From Payment Priority	1	Supplier or Party	_0700 Check-DST Use Only
To Payment Priority	99	Invoice Group	_0700 State Health-DST Use Only _0700 UPD-DST Use Only
Date Basis	Pay date V		_1200 BOL Safe Wrk Comp-DOI Use
Include Zero Amount Invoices	No v		_3900 Whitaker-DHHS Use Only
Supplier Type	*		Search

7. Scroll down in the Selection Criteria.



8. Click the radio button **Specific** next to the Pay Groups option.

* Name			Template	Zero Dollar Check 🔻
Pay Through Date	3/13/24	10	Payment Method	•
Pay from Date	m/d/yy	10	Invoice Conversion Rate Type	~
From Payment Priority	1		Supplier or Party	٩
To Payment Priority	99		Invoice Group	•
Date Basis	Pay date 🗸			
Include Zero Amount Invoices	No 🗸			
Supplier Type		~		
Pay Groups	🔿 All 💿 Spe	cific		
		4	-	

9. Click the + (add) sign in the menu that expands below Pay Groups.

Pay Through Date	3/13/24
Pay from Date	m/d/yy
From Payment Priority	1
To Payment Priority	99
Date Basis	Pay date 🗸
Include Zero Amount Invoices	No 🗸
Supplier Type	~
Pay Groups	 All ● Specific View ▼ + ×
	5



10. Click the drop-down menu under the Pay Groups.

Date Basis	Pay date 🗸
Include Zero Amount Invoices	No V
Supplier Type	•
Pay Group	s 🔵 All 💿 Specific
	View 🕶 🛨 🗙
	•
Currencie	s All Payment Invoice

11. Select the 1099 Corrections from the drop-down menu in the Pay Groups option to pay only the \$0 1099 Correction Invoices.





* Name		Template	Zero Dollar Check 🔻
S			
Pay Through Date	3/13/24	Payment Method	•
Pay from Date	m/d/yy	Invoice Conversion Rate Type	~
From Payment Priority	1	Supplier or Party	٩
To Payment Priority	99	Invoice Group	•
Date Basis	Pay date 🗸		
Include Zero Amount Invoices	No 🗸		
Supplier Type	~		
Pay Groups	All Specific		
	View 🔻 🛨 🗙		
	1099 Corrections		
Currencies	All OPayment OINV	voice	
Business Units	All Payment Inv	voice	

Note: Complete all the stages of the PPR. The PPR will not have to be approved by the cash management team. The PPR will be completed with a payment file that has no checks to print. This payment file does not need to be recorded.

