SHARP and SMART Updates

Presented by OCFO - Statewide Payroll and Accounting Team

Agenda

SHARP Updates

PeopleTools Upgrade

SMART Updates

- Purchasing follow-up
- Reporting/queries
- 1099 refresher
- Attachments

SHARP Updates

Informational Circulars

New Deferred Compensation-Roth Option

- Roth 457 account will allow deferred compensation post-tax contributions effective January 1, 2017
- Annual IRS contribution maximum limits are calculated based on the combined pre-tax and post-tax 457 contributions
- Informational Circular No. 17-P-004 details the new Plan Types, Benefit Plans, and Deduction Codes effective for the January 13, 2017 paycheck
- Enrollment information for this new employee benefit option will be released by KPERS in the near future

Informational Circulars

New Voluntary Supplemental Insurance Options

- Approved by the Health Care Commission and available on an after-tax basis in 2017
- Informational Circular No. 17-P-005 details the new Plan Types, Benefit Plans, and Deductions Codes effective for the January 13, 2017 paycheck
- Enrollment information for these new employee benefit options offered by Colonial Life is available on the State Employee Health Plan website

Informational Circulars

Payroll Processing

- Informational Circular No. 17-P-006 contains the SHARP Bi-Weekly Payroll Schedule for 2017
- Informational Circular No. 17-P-008 contains the Key Payroll Processing Dates for November 2016
- Informational Circular No. 17-P-009 contains the Key Payroll Processing Dates for December 2016
  - HR/Payroll staff should review for deadlines and information related to processing adjustments, 2017 W-4 processing, outstanding arrearages/advances, and W2s
- Additional circulars with updated 2017 limits/updates are being issued as information becomes available

SHARP Hours of Operation

NEW - Expanded SHARP Saturday Hours

- Effective Saturday, November 12th the Saturday Hours of Operation for SHARP have been permanently expanded to 7AM – 9PM (previously was 1PM-9PM)
- Mon – Fri hours remain 7AM-6PM and Sun 1PM-6PM
- On occasion, Saturday hours will be unavailable due to required system maintenance (advance notice will be provided)

2016 W-2 Forms

2016 W-2 Forms:

- 2016 W-2 forms are anticipated to be available electronically through Employee Self Service on or before January 9, 2017
- W-2 forms for employees who do not consent via ESS will be printed and mailed on or before the January 31st deadline
- More than 28,000 employees received their W-2 electronically for 2015 (> 61% of SHARP employees)!
- Information on viewing and printing electronic W-2s via ESS is available at the SOK Employee Self Service Center website
- As always, remind employees to be vigilant in protecting and securing personal information (SSN/PII/sign-on and passwords, etc.) in both printed and electronic communications

BI Analytics Update

BI Analytics Update

What is BI Analytics?

- The State of Kansas is working to implement a new analytics reporting tool that presents data in report format and interactive dashboards

- Data in the BI Analytics system contains complex aggregations and links between table sources in SMART allowing for advanced analytical reporting to enhance decision making

- The BI Analytics system provides historical and current data (updated nightly) to make decisions, predictions and forecasts

BI Analytics Update

Status of BI Analytics?

- A small group of agency users is currently beta-testing a limited set of dashboards and reports developed in the BI Analytics system in the areas of General Ledger and Commitment Control

- Feedback from the beta-tester agency user group will assist the BI team (headed by Connie Guerrero) in completing final preparations to roll-out delivered dashboards and reports to additional agency end users in the future

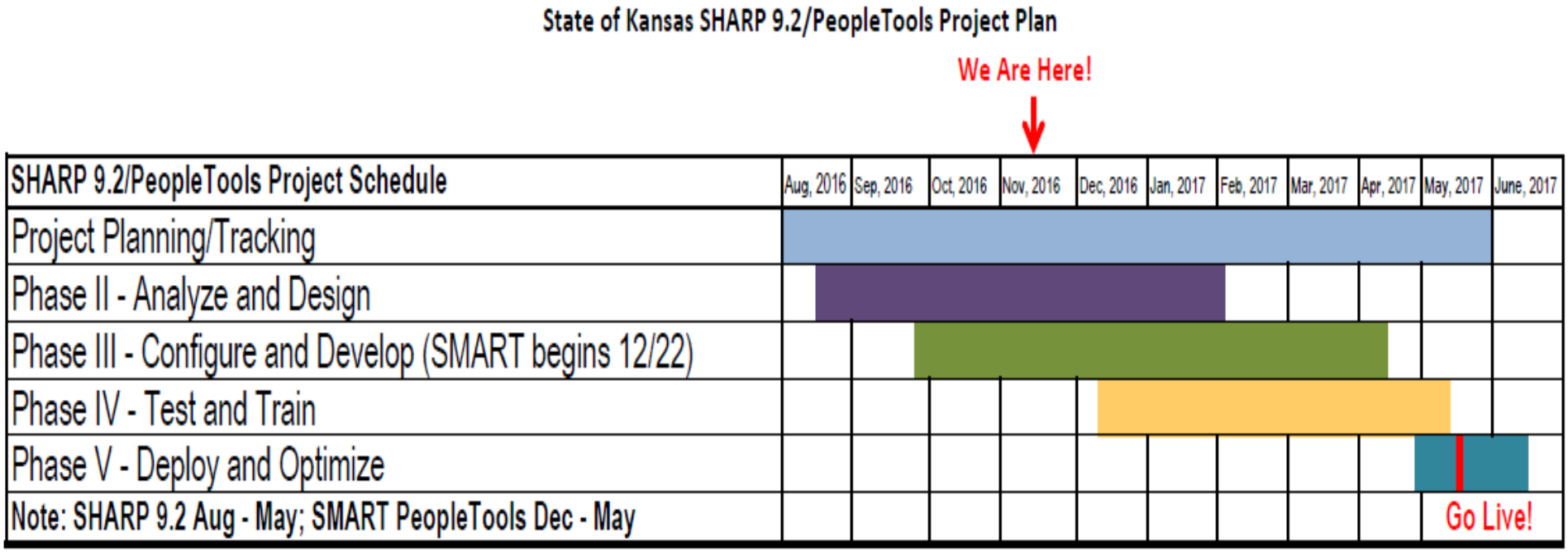
- Current development is focused on dashboards/reports for select modules in SMART. BI Analytics for SHARP will be developed at a future date as funding is available.

- More information will be available from the BI Team in future meetings, presentations and agency training sessions

SHARP 9.2 & SHARP/SMART PeopleTools Upgrade

Project Timeline

Project Timeline:



- Project upgrade is being completed in a compressed timeframe
- Limited new functionality will be rolled out at the initial go live
- Agency meetings will be scheduled in 2017

SHARP 9.2 Project Activities

Phase II: Analyze & Design

Team has completed:

- Initial Fit/Gap review and documentation
- Technical preparation of the infrastructure and new PeopleSoft release
- Initial upgrade pass
- Initial review of new functionality provided in SHARP v9.2 and PeopleTools v8.55

Team is finalizing:

- Functional and Technical review/specifications for retrofit of existing customizations and new functionality

Phase III: Configure & Develop

Team is working to:

- Review/configure setup tables
- Review existing and new security settings/requirements
- Document business process impacts of new/updated functionality
- Develop test plan and update test scripts
- Retrofit approved customizations, interfaces, batch processes and reports
- Evaluate training needs and develop communication plan
- Unit test applied retrofits
- Prepare for first test move to production

PeopleTools

- Both SHARP/SMART will complete upgrade from PeopleTools v8.54 to v8.55
- PeopleTools is the underlying technological architecture upon which PeopleSoft software applications are built
- Upgrade will lay the foundation for future enhancements in user experience

SMART Updates

PO Follow-up from previous ASTRA Meeting

PO Follow-up

Q: Why does SMART allow me to continue paying P-Card transactions that exceed the related Purchase Order amount?

A: P-Card vouchers are set to not invoke the Matching Rules applied to regular vouchers since the Supplier would never match between PO & voucher (UMB). As such, the rules related to Amounts are also bypassed.

*Be careful about overriding match exceptions on vouchers. Review any errors and attempt to resolve.

PO Follow-up

Q: Why do I need to use the Change Order process when I'm finished with my PO and there is an un-used encumbrance amount remaining? How do I do this?

A: Previously, users would simply close the PO & that is still okay for POs not tied to a contract. However, that does not update the encumbrance amount reflected on an attached supplier contract, which is used by Office of Procurement & Contracts to review contract spend.

A new job aid is being created called ***PO Change Order to Update Contract Spend***

Change Orders are **NOT** required for purchase orders that are not tied to a contract

PO Follow-up

Q: When is it appropriate to use the 'Finalize' button on purchase orders?

A: Clicking the 'Finalize' button on a purchase order releases the pre-encumbrance on the associated requisition. It does not affect vouchers.

There is also a 'Finalize' button on the voucher. ***AP Tool 2 – When to use the 'Finalize' and 'Unfinalize' Button on a Voucher*** has detailed instructions: www.smartweb.ks.gov/training/accounts-payable

PO Follow-up

DO NOT use the 'Finalize' button on the voucher when…

1. The associated voucher has been paid, AND the voucher Accounting Date is within a closed period.
2. Not all of the items on the associated PO have been received.
3. The PO is associated to a supplier contract.

PO Follow-up

Informational Circular No. 17-A-005

- Includes attachment with 2 methods for routing a requisition to Office of Procurement & Contracts when it is less than $5,000

SMART*Web* Training Updates

- *Entering Supplier Contracts Training Guide*
- Coming soon: Job aid for Entering Supplier Contracts
- www.smartweb.ks.gov/training/purchasing

SMART Queries
and the
Catalog of Reports

SMART Updates

www.smartweb.ks.gov

SMART Updates

Search

Kansas Department of Administration

SMART Web
Statewide Management, Accounting & Reporting Tool

Home | Announcements | Policy & Forms | Training | Technical Resources | Kansas Service Desk | About SMART

Home > Reporting

Reporting in SMART

Web Based Training Course

Following is a link to the SMART Reporting Web Based Training Course. Click the Course Title to navigate to the Course Page.

Each Web Based Training Course Page contains the Course Lessons and the Course Assessment for that particular web based training course.

Please complete the Course Lessons in the order in which they appear on the Course Page. After you have completed the Course Lessons you may then complete the Course Assessment.

(**Note**: If you do not take the Course Lessons in the order in which they appear on the Course page, you will not be able to take the Course Assessment. In fact, you will have to take the Course Lessons again!).

After you have completed the Course Assessment, a 'Certificate of Completion' will appear. Please give your 'Certificate of Completion' to your Supervisor (either print it out or email it - ask your Agency's Training Liaison which option to use).

If you have any questions about the Web Based Training Courses, please contact your Agency's Training Liaison.

Thank you and happy training!

- Introduction to Reporting in SMART

Reporting Job Aids

The documents below contain information on how to use the various reporting capabilities in SMART:

- Converting a .dat file to Excel
  PDF, 208.54 KB
- Downloading Query Results
  PDF, 73.96 KB
- Downloading Reports Results
  PDF, 98.89 KB
- How to Distribute Reports to Multiple Users
  PDF, 574.74 KB
- Running an Existing Query Using Query Viewer
  PDF, 55.13 KB
- Running Reports
  PDF, 113.78 KB
- Schedule Production Reports
  PDF, 627.81 KB
- Scheduling a Query - 12-01-2015
  DOC, 893.50 KB
- SMART Reporting Workshop Handout
  PDF, 2.10 MB

SMART - Catalog of Reports, Inquiries and Queries

The link below will open the SMART Catalog of Reports, Inquiries and Queries that are currently available to users:

- Catalog-of-smart-reports-queries-and-inquiries
  XLSX, 191.87 KB

Queries and Catalog of Reports

New Accounts Payable Queries:

Query Name	Description
KS_AP_SUPPLIER_SPEND_BUDGET_DT	Summary of spend data by Supplier ID and Contract ID **by Budget Date range** From AP and P-Card vouchers *Prompts*: Business Unit Supplier ID Budget Date range
KS_AP_SUPPLIER_SPEND_DETAIL	Detail behind KS_AP_SUPPLIER_SPEND_BUDGET_DT Same prompts *Results Include*: Supplier ID/Name PO Number Contract ID from PO Voucher ID Total Spend Spend Source Budget Period (FY)

Queries and Catalog of Reports

New Accounts Payable Queries (cont.):

Query Name	Description
KS_AP_UNPROCESSED_INTRFND_VCHR	Identifies Interfund vouchers that are unprocessed. *Prompts*: Accounting Date Range

Queries and Catalog of Reports

New General Ledger Queries:

Query Name	Description
KS_GL_9_0_JRNLS_WITH_APPROVALS	Displays GL journal approvals from 9.0
KS_GL_9_2_JRNLS_WITH_APPROVALS	Displays GL journal approvals from 9.2 *Results Include:* Journal ID Journal Date Long Description Entered By Approver Step 1 Approver Step 2 Approver Step 3 Central Approver
KS_GL_DEPARTMENT	Displays structure and detail values from agency Department Tree
KS_GL_PROGRAMS	Displays structure and detail values from agency Program Tree

Queries and Catalog of Reports

Re-Named Queries:

- Several queries simply re-named to comply with naming standards

Old Name	New Name
UNPROCESSED_VOUCHERS	KS_AP_UNPROCESSED_VOUCHERS
UNPROCESSED_INFND_VOUCHERS	KS_AP_UNPROCESSED_INTRFND_VCHR
UNPROCESSED_EXPENSE_REPORTS	KS_EX_UNPROCESSED_EX_REPORTS
UNPROCESSED_TRAVEL_AUTHS	KS_EX_UNPROCESSED_TRAVEL_AUTHS

Queries and Catalog of Reports

Travel and Expense CONUS Query:

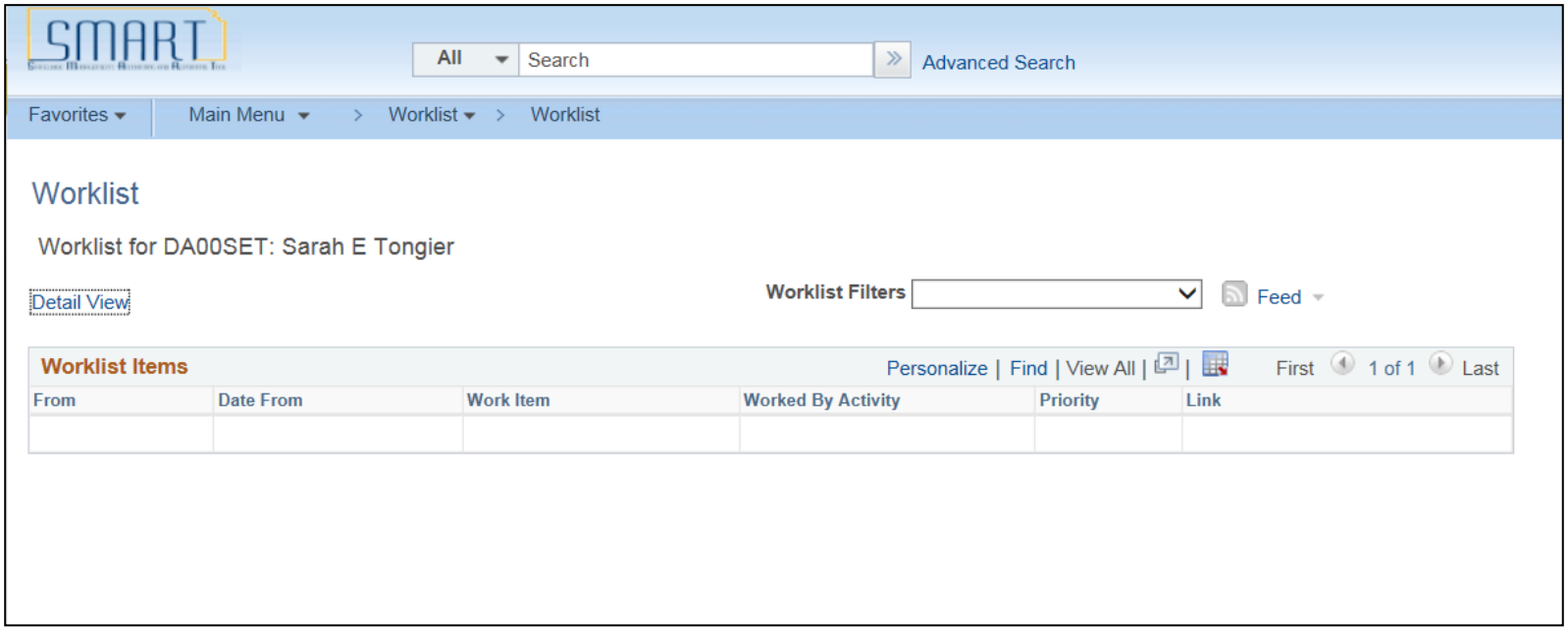
Query Name	Description
KS_EX_CONUS_RATES	Provides CONUS rates based on State, City and Travel date *Prompts*: State (2-character abbreviation) City Name (%% returns all cities) Travel Date (must be Jan 1, 2016 or later)

	Location	Location Group	Location State, City	Eff Date	Start of Season	End of Season	Lodging	Meals & Incd Exp Daily Amount	Breakfast (15%)	Lunch (35%)	Dinner (50%)
1	08710	INST	KS, ABILENE	01/01/2016	01/01	12/31	89.000	51.000	7.65	17.85	25.50
2	08711	INST	KS, ADA	01/01/2016	01/01	12/31	89.000	51.000	7.65	17.85	25.50
3	08712	INST	KS, AETNA	01/01/2016	01/01	12/31	89.000	51.000	7.65	17.85	25.50
4	08713	INST	KS, AGENDA	01/01/2016	01/01	12/31	89.000	51.000	7.65	17.85	25.50
5	08714	INST	KS, AGRA	01/01/2016	01/01	12/31	89.000	51.000	7.65	17.85	25.50
6	08715	INST	KS, AGRICOLA	01/01/2016	01/01	12/31	89.000	51.000	7.65	17.85	25.50
7	08716	INST	KS, AKRON	01/01/2016	01/01	12/31	89.000	51.000	7.65	17.85	25.50
8	08717	INST	KS, ALAMOTA	01/01/2016	01/01	12/31	89.000	51.000	7.65	17.85	25.50
9	08718	INST	KS, ALBERT	01/01/2016	01/01	12/31	89.000	51.000	7.65	17.85	25.50
10	08719	INST	KS, ALDEN	01/01/2016	01/01	12/31	89.000	51.000	7.65	17.85	25.50

Other Updates
& Reminders

SMART Updates

- Worklist clean-up
  - Old items are gone
  - Should be faster & more friendly to use



SMART Updates

- SMART Blasts
  - www.smartweb.ks.gov

SMART Updates

- Category Codes
  - Required on the requisition
  - Populated with United Nations Standard Products and Services Codes (UNSPSC)
  - Category Code defaults an Account Code on the requisition distribution line
  - Also used for reporting purposes
  - Do not use ‘ALL ITEMS’

SMART Updates

- Category Codes (cont.)
  - Review being conducted to look for missing or incorrect *Category Code/Account Code* mappings
  - Agencies can assist by logging ManageEngine Service Desk requests to suggest changes:

* Category	Reporting
* Subcategory	Reporting - Other
* Subject	Category Code mapping

Questions?

Supplier and Voucher 1099 101

IRS 1099s the Basics

- What is a 1099? It is an informational return to report various types of income other than wages.
- The IRS requires the state to issue 1099 forms to reportable entities for services, rentals, awards, certain types of grants, medical or health care payments, gross proceeds to an attorney, interest, dividends, and certain real estate purchases.
- Payments for only merchandise, such as office supplies, are NOT reportable.
- The State of Kansas issues numerous types of 1099 forms. Some 1099 forms are impacted by the information entered into SMART and some are not.
- 1099 forms that depend on the information entered into SMART are:
  - 1099-MISC: Services, rents, awards
  - 1099-G: Governmental payments
  - 1099-INT: Interest Income
  - 1099-S: Proceeds from real estate transactions

Supplier and Voucher 1099 101

IRS 1099s the Basics

- 1099 forms that are issued by other agencies:
  - 1099-MISC:
    - Kansas Lottery for lottery winnings
  - 1099-G:
    - Department of Revenue for tax refunds (class 02)
    - Department of Labor for unemployment benefits (class 01)
  - 1099-R:
    - KPERS for retirement benefits
  - 1099-DIV:
    - State Treasurer for dividends
  - 1099-INT:
    - State Treasurer for interest

Supplier and Voucher 1099 101

IRS 1099s the Basics

1099 Contact Information

Following is a list of the various 1099's issued by the State and the contact information for questions or inquiries.

1099's Issued for payments by the State of Kansas:

1099-MISC	Lottery Winnings	Kansas Lottery		785-296-5731
1099-MISC	Unclaimed Property	State Treasurer		1-800-432-0386
1099-MISC	All other payments	Dept. of Administration		785-368-8999
1099-G, Box 2	Tax Refunds	Dept. of Revenue		785-368-8222
1099-G, Box 1	Unemployment	Dept. of Labor		785-575-1460
1099-G, Box 6	Taxable Grants	Dept. of Agriculture Division of Conservation		785-564-6619
1099-G, Box 6	All other payments	Dept. of Administration		785-368-8999
1099-R	Retirement	KPERS	In Topeka	785-296-6166
			Toll Free	888-275-5737
1099-D	Dividends	State Treasurer		1-800-432-0386
1099-I	Interest	Dept. of Administration		785-368-8999
1099-S	Sale of Land	Dept. of Transportation Right of Way		785-296-3501

Supplier and Voucher 1099 101

IRS 1099s the Basics

☐ CORRECTED (if checked)

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.		1 Rents $	OMB No. 1545-0115	Miscellaneous Income
		2 Royalties $	2016 Form 1099-MISC	
		3 Other income $	4 Federal income tax withheld $	Copy B For Recipient
PAYER'S federal identification number	RECIPIENT'S identification number	5 Fishing boat proceeds $	6 Medical and health care payments $	
RECIPIENT'S name Street address (including apt. no.) City or town, state or province, country, and ZIP or foreign postal code		7 Nonemployee compensation $	8 Substitute payments in lieu of dividends or interest $	This is important tax information and is being furnished to the Internal Revenue Service. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.
		9 Payer made direct sales of $5,000 or more of consumer products to a buyer (recipient) for resale ▶ ☐	10 Crop insurance proceeds $	
		11	12	
Account number (see instructions)	FATCA filing requirement ☐	13 Excess golden parachute payments $	14 Gross proceeds paid to an attorney $	
15a Section 409A deferrals $	15b Section 409A income $	16 State tax withheld $ $	17 State/Payer's state no.	18 State income $ $

Form **1099-MISC** (keep for your records) www.irs.gov/form1099misc Department of the Treasury - Internal Revenue Service

Supplier and Voucher 1099 101

IRS 1099s the Basics

- The key to accurate reporting to the IRS and to suppliers is correct information entered on both the supplier record and on the voucher.

- Supplier
  - Is the supplier subject to withholding?
  - Is correct income type available/default?

- Voucher
  - Is the payment reportable?
  - Does the default withholding match the type of expense?

Supplier and Voucher 1099 101

Is the supplier 1099 subject to withholding?

- What suppliers are NOT (currently) reportable:
  - Corporations are NOT reportable UNLESS they provide medical or legal services
  - Governments
  - Tax Exempt Organizations
  - LLC- C corporation and LLC- S corporation

- What suppliers are reportable: everyone else.

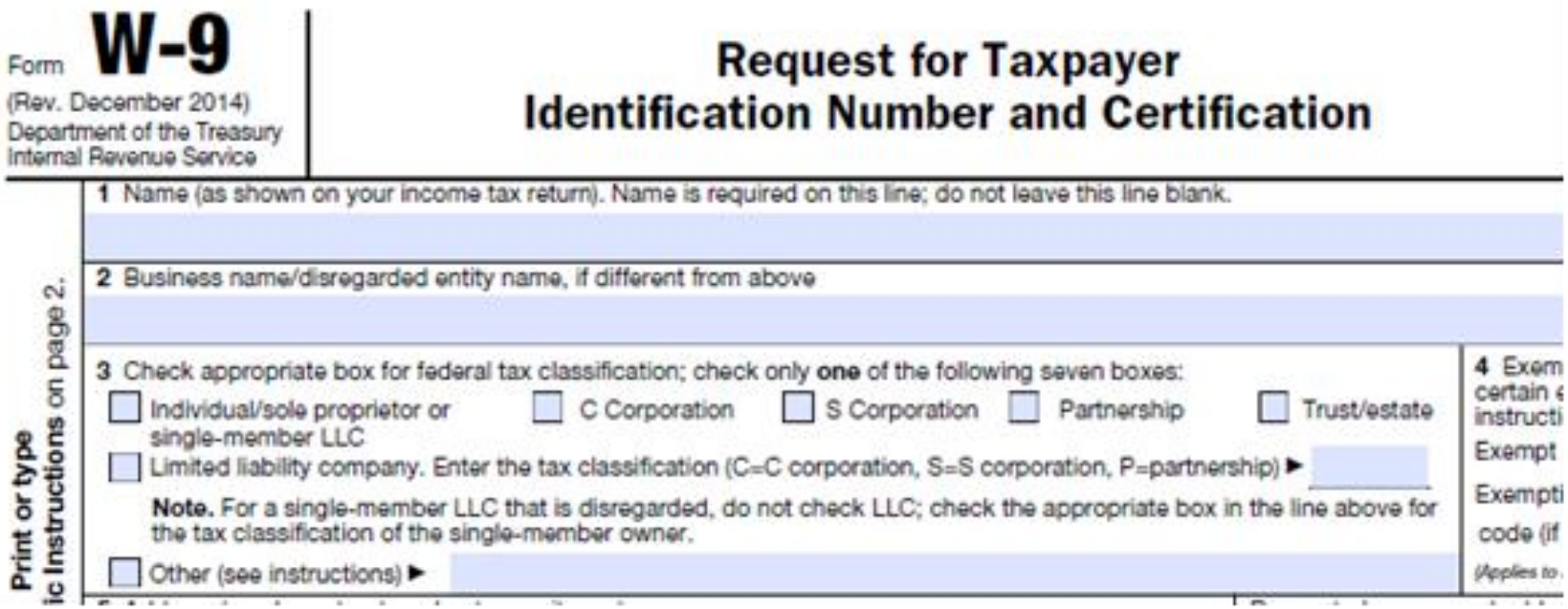
- The type of LLC (Limited Liability Company) determines whether the supplier is subject to withholding. The W-9 from the supplier should indicate the type of entity. LLC partnerships and sole proprietor are subject to withholding.

- When in doubt treat the supplier as reportable. The IRS does not levy penalties for filing 1099s that are not needed.

Supplier and Voucher 1099 101

Is the supplier 1099 subject to withholding?

- If the supplier is not in SMART you must obtain a W-9 prior to adding the supplier to SMART



Form **W-9**
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Print or type
ic Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶

Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.

☐ Other (see instructions) ▶

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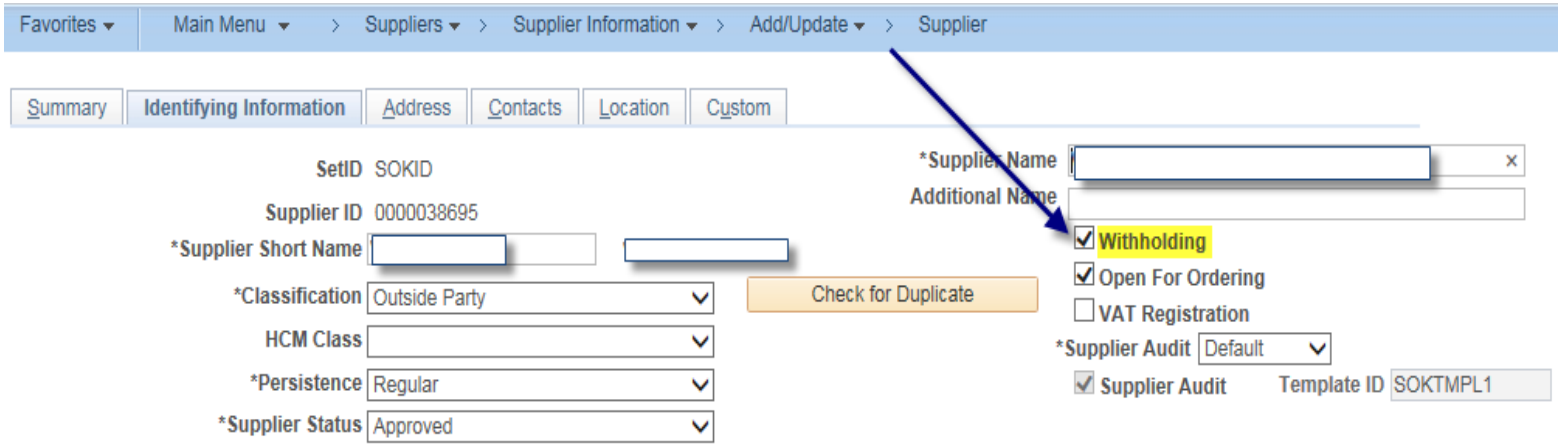
- http://www.taxexemptworld.com/search.asp?type=oe&criteria=480924394

Supplier and Voucher 1099 101

Is the supplier 1099 subject to withholding?

- The Creating a New Supplier job aid (SMART *Web* website > Training > Accounts Payable > Suppliers > **Creating a New Supplier)** provides instruction for adding a supplier into SMART

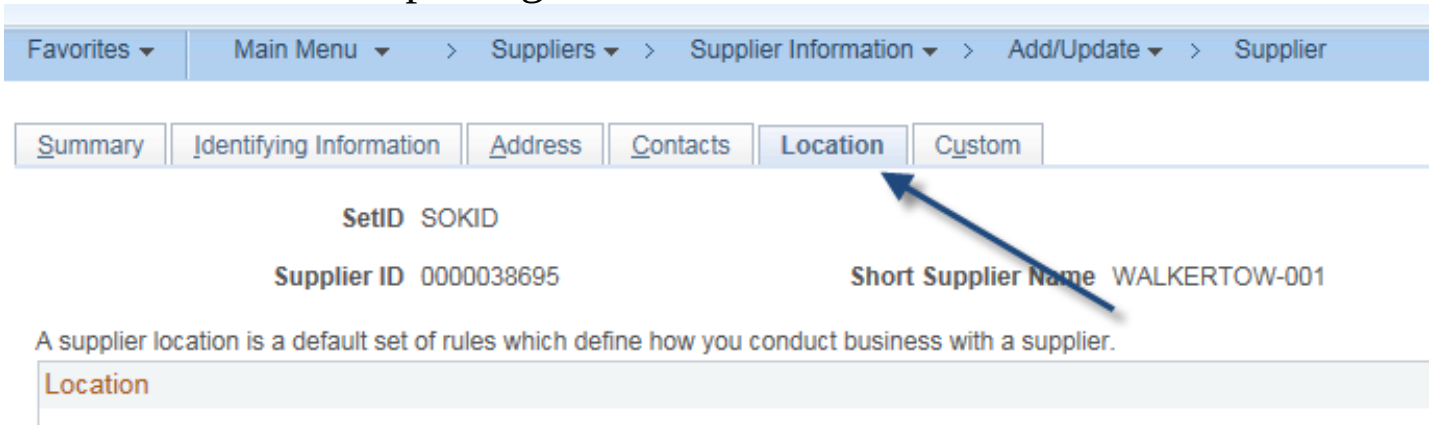


- If the supplier is subject to 1099 reporting, the withholding box on the supplier Identifying Information tab must be checked.

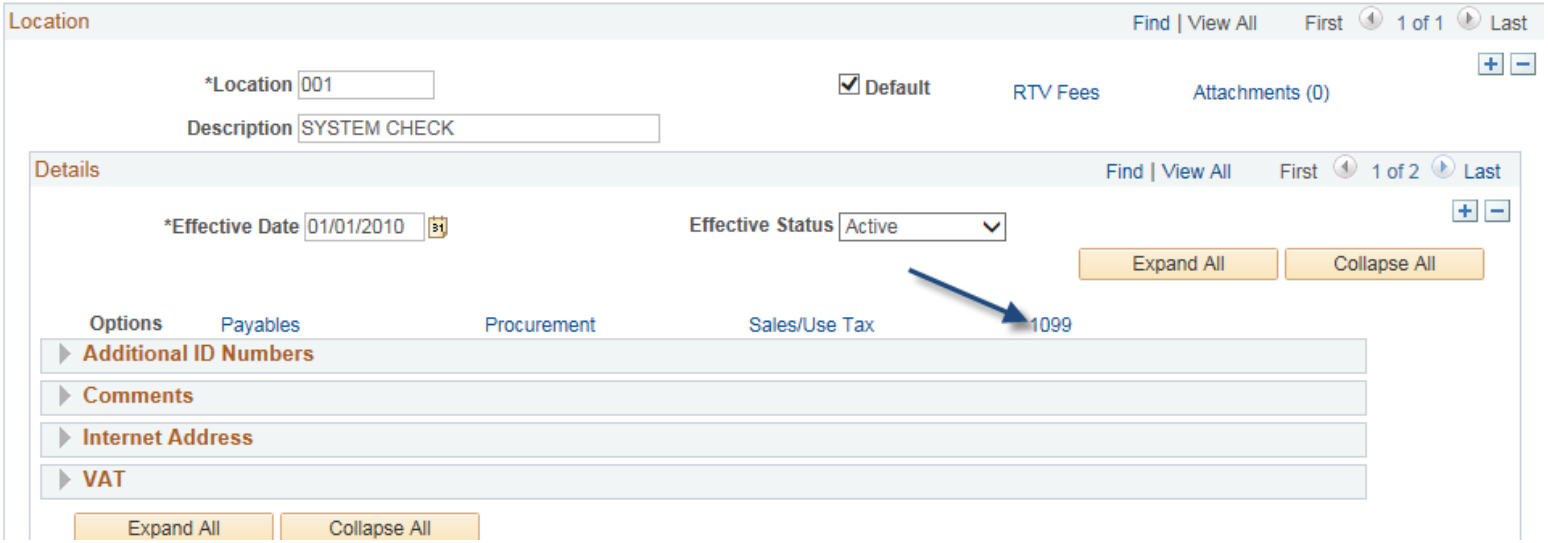
Supplier and Voucher 1099 101

Is the supplier 1099 subject to withholding?

- The default 1099 reporting information is entered on the Location tab.



- Select 1099 to enter the default information for the supplier.



Supplier and Voucher 1099 101

Department of Administration
Excellent customer service, every time!

What is the supplier income type?

Withholding Supplier Information

SetID	SOKID	**Location**	001
Supplier ID	0000038695	**Description**	SYSTEM CHECK
Short Supplier Name	WALKER TOW WALKERTOW-001		
Supplier Name	WALKER TOWEL & UNIFORM SERVICE		

1099 Options

1099 Information Personalize | Find | View All | First 1-2 of 2

Main Information | Overrides | Remit

*Entity	*Type	*Jurisdiction	Default Jurisdiction	*Default Class	*1099 Status	Withhold Type Description
IRS	1099	FED	☑	01	RPT	Reporting Only
IRS	1099G	FED	☐	06	RPT	Reporting Only

The 1099 type is the type of income (MISC, G, INT, and S).

The 1099 class further defines the income type

- The default type and class will initially populate on the voucher
- Each location should only have one default type
- Set up all the types and classes you anticipate needing for the supplier

Supplier and Voucher 1099 101

Is the income type 1099 reportable?

- The 1099 classes differ by type. Use ONLY those classes bolded below.

TYPE 1099

CLASS	
01	**Rents**
02	**Royalties**
03	**Prizes, Awards, etc.**
04	Federal Income Tax Withheld
05	Fishing Boat Proceeds
06	**Medical and Health Care Pymnts**
07	**Non-Employee Compensation**
08	Substitute Payments
10	Crop Insurance Proceeds
13	Excess Golden Parachute Pymnts
14	**Gross Attorney Proceeds**
15A	Section 409A deferrals
15B	Section 409A income

TYPE 1099 G

CLASS	
01	Unemployment Compensation
02	State/Local Tax Refunds, etc.
04	Federal Income Tax Withheld
05	**ATAA/RTAA Payments**
06	**Taxable Grants**
07	Agriculture Payments
09	Market Gains

Supplier and Voucher 1099 101

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Supplier and Voucher 1099 101

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PAYER'S federal identification number	RECIPIENT'S identification number	5 Fishing boat proceeds $	6 Medical and health care payments $	
RECIPIENT'S name Street address (including apt. no.) City or town, state or province, country, and ZIP or foreign postal code		7 Nonemployee compensation $	8 Substitute payments in lieu of dividends or interest $	This is important tax information and is being furnished to the Internal Revenue Service. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.
		9 Payer made direct sales of $5,000 or more of consumer products to a buyer (recipient) for resale ▶ ☐	10 Crop insurance proceeds $	
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Account number (see instructions)	FATCA filing requirement ☐	13 Excess golden parachute payments $	14 Gross proceeds paid to an attorney $	
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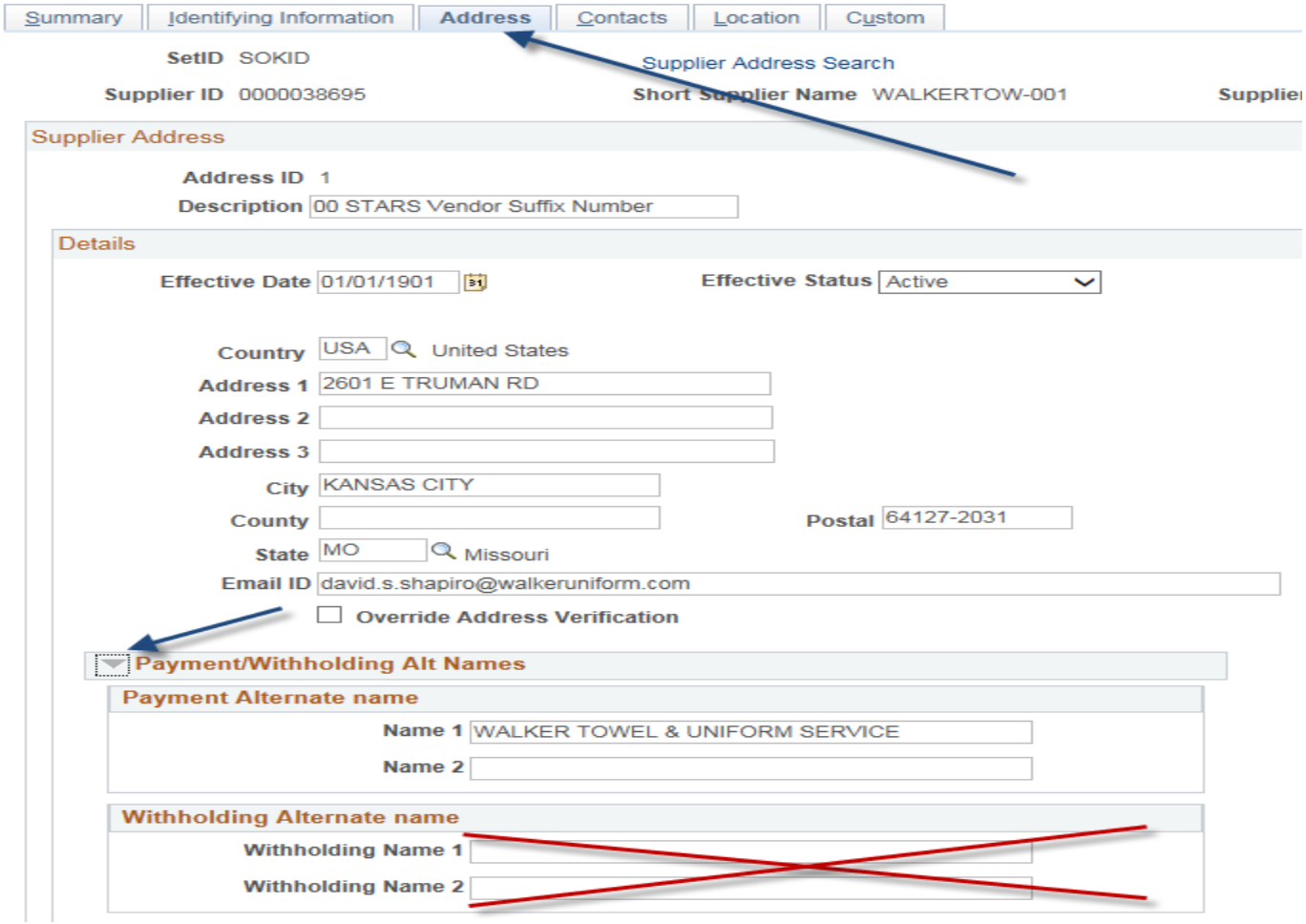
Form **1099-MISC** (keep for your records) www.irs.gov/form1099misc Department of the Treasury - Internal Revenue Service

Supplier and Voucher 1099 101

Is the supplier 1099 subject to withholding?

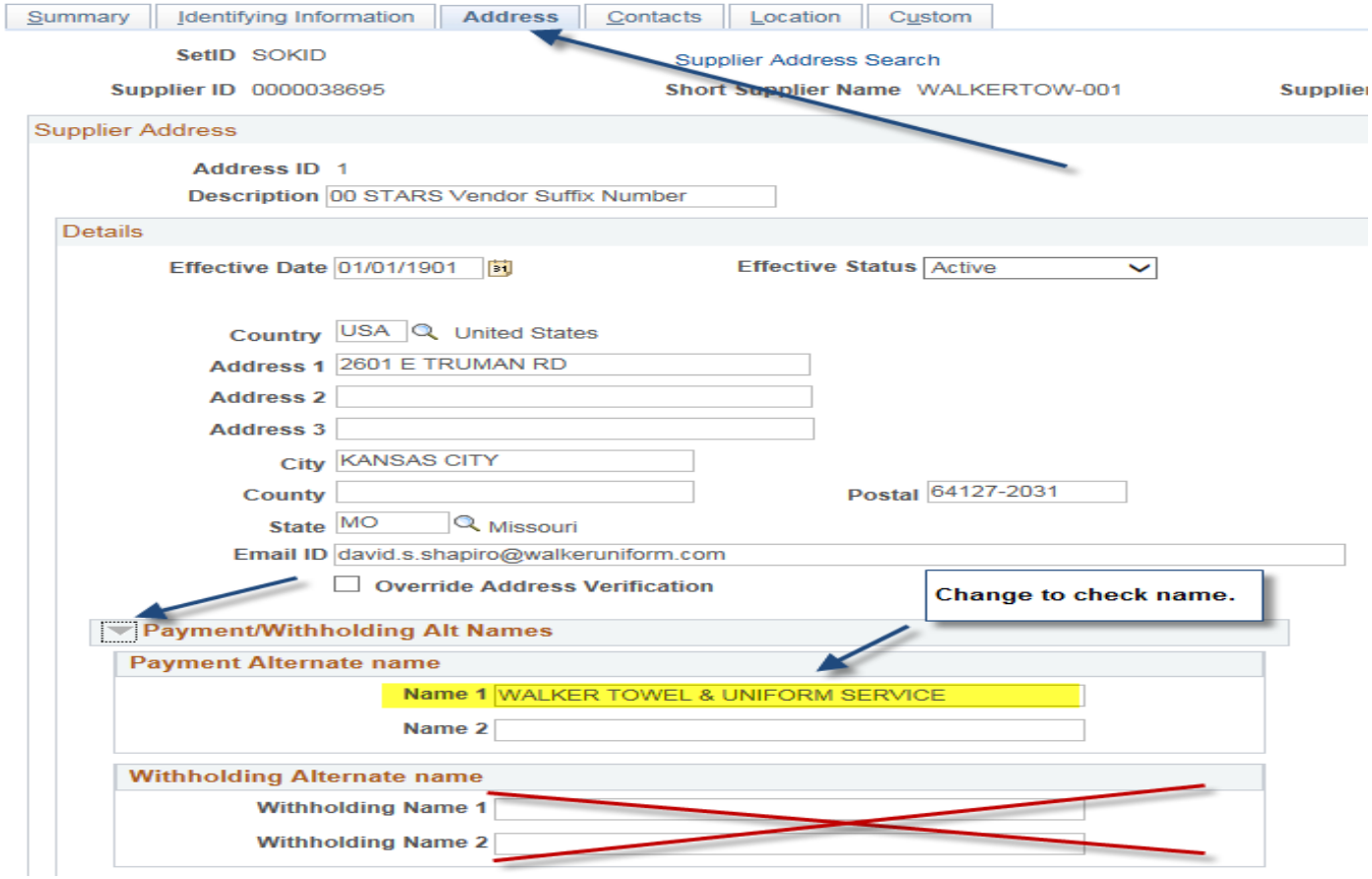
- The Withholding Alternate name should never be used. It is located on the Address tab.



Supplier and Voucher 1099 101

Is the supplier 1099 subject to withholding?

- The Payment Alternate name on the Address tab is used to create a check with a name other than the supplier. This will not affect withholding.



Supplier and Voucher 1099 101

Is the payment 1099 reportable?

Reportable:

- 01 Rental – Including hotel rooms paid directly to the hotel, equipment rental
- 02 Royalties
- 03 Prizes, Awards, other
- 06 Medical, including medical laboratory service (Even if incorporated)
- 07 Services including legal (Even if incorporated)
- 14 Gross Proceeds
  - payments made to an attorney as part of a legal settlement or court order.
  - Gross proceeds may be issued in the names of the attorney and the client.
  - Gross proceeds may include an amount for the attorney's services.
  - If you can determine the amount of attorney fees included in the gross proceeds, report the fee using class 07 and nothing in class 14. If you cannot determine the attorney fees, use class 14 for all of the gross proceeds.

- Not Reportable:
  - Merchandise, utilities, telephone, freight, storage, refunds, and employee expense reimbursements

Supplier and Voucher 1099 101

1099 Account Code Guide

1099 and Withholding Information
Training Guide
Statewide Management, Accounting and Reporting Tool

Account	Description	1099 Type	1099 Class	Notes
521200	MOVING OFFICE EQUIP SUPPLIES	1099	07	Hiring temps to move is reportable
522300	PRINTING AND COPYING	1099	07	
522400	ADVERTISING	1099	07	Purchase of ad space not reportable. Advertisement creation is reportable see 527500
523100	COPY PRINTING EQUIPMENT RENTAL	1099	01	
523200	BUILDING SPACE RENTAL	1099	01	Rent 1099 01. Moving and warehouse storage is not reportable.

Supplier and Voucher 1099 101

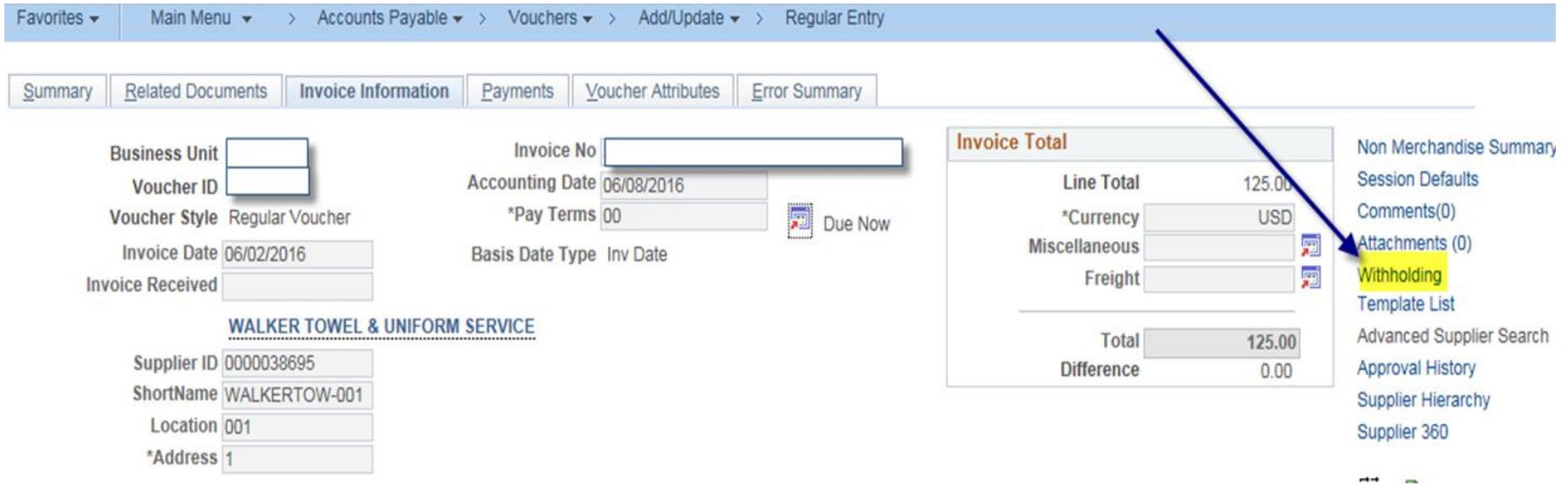
Is the payment 1099 reportable?

- If Suppliers are defined as reportable (withholding turned on) in SMART:
- Voucher online entry: the withholding on the voucher defaults to the information in the supplier record. Verify the withholding is correct and adjust if necessary
- Interfaced vouchers:
  - If the WTHD_SW field is blank, T, or Y the 1099 type and class default to information in the supplier record.
  - If the WTHD_SW field is N the1099 type and class default to blank and the lines are not reportable.

Supplier and Voucher 1099 101

Is the payment 1099 reportable?

- How do you remove withholding on a payment voucher?
  - The 1099 withholding information is on the Invoice Information tab
  - Select Withholding to review/modify withholding information



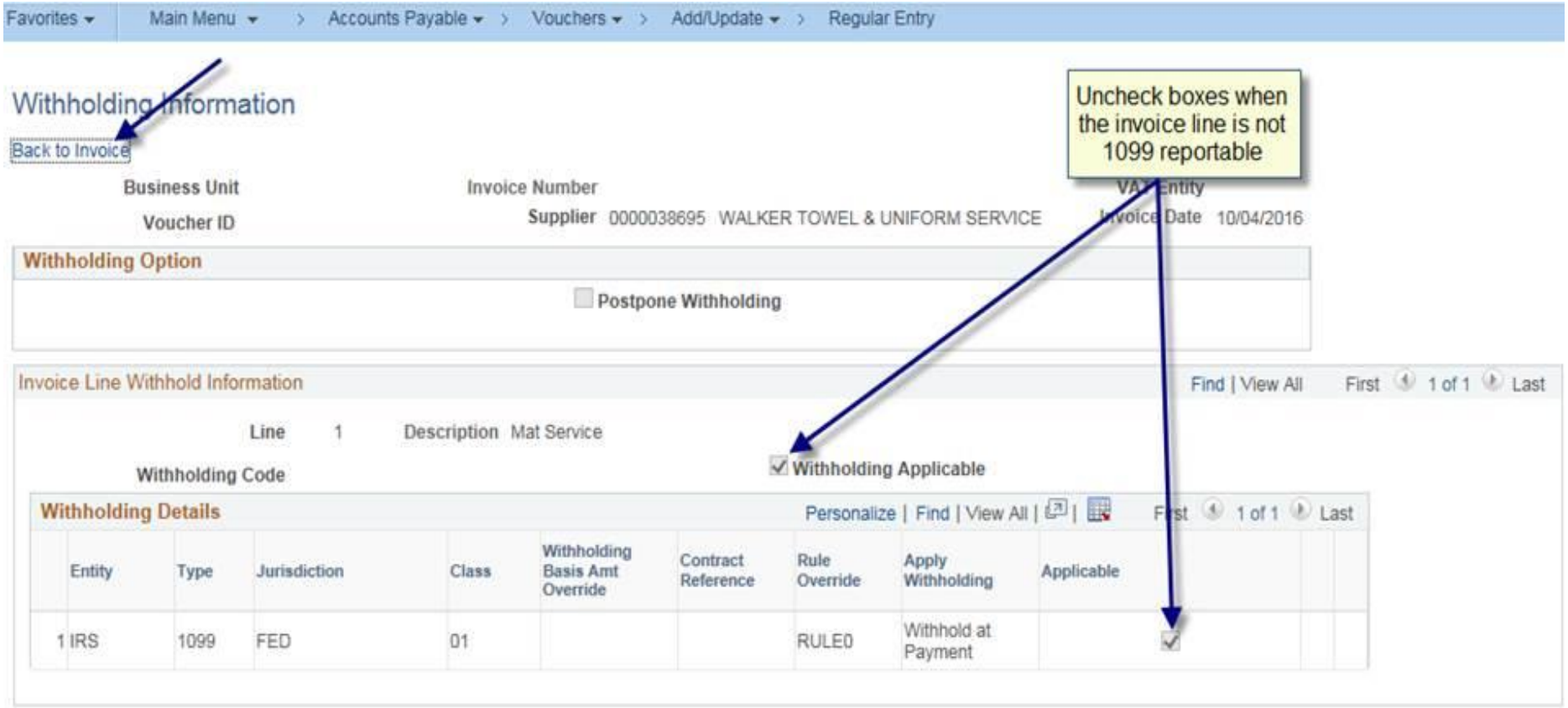
Supplier and Voucher 1099 101

Department of Administration

Excellent customer service, every time!

Is the payment 1099 reportable?

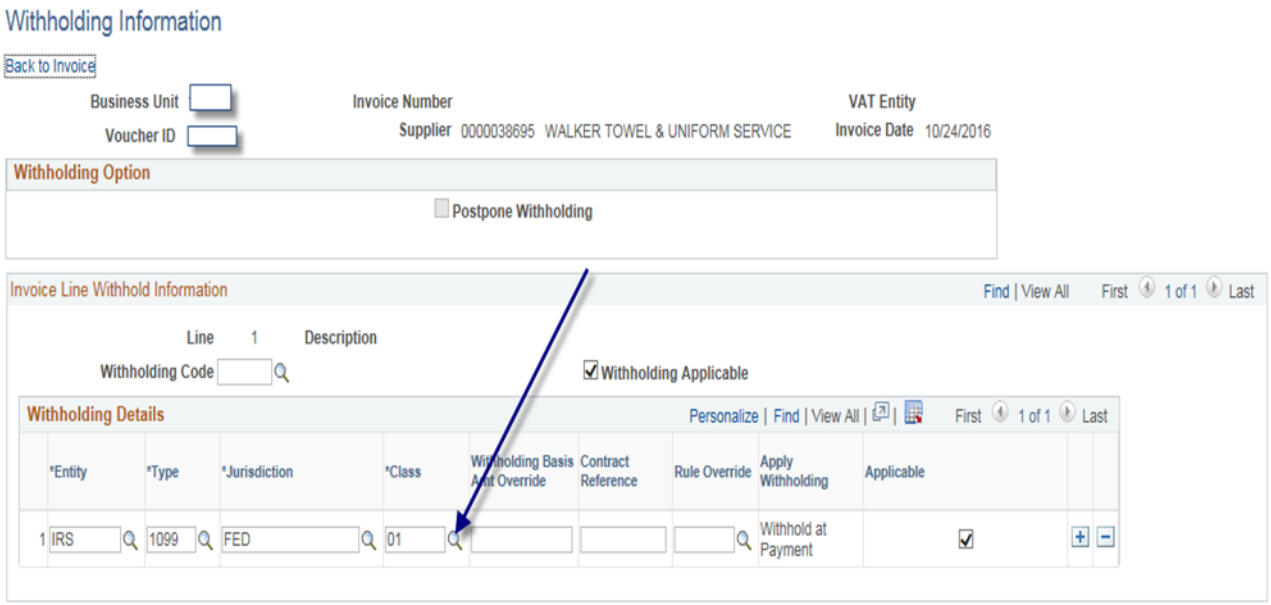
- For each invoice line that withholding is NOT applicable uncheck the checkmark on the Withholding applicable box, and the Applicable box (two checks per invoice line). Click 'Back to Invoice', save the voucher.

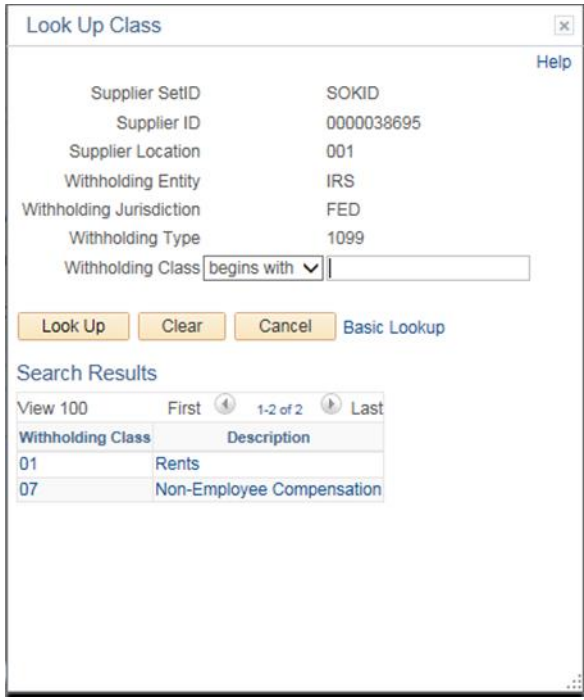


Supplier and Voucher 1099 101

Is the payment 1099 reportable?

- 1099 reporting is by invoice line. All distribution lines for an invoice line will have the same 1099 reporting.
- Change the withholding code for each invoice line as appropriate.





- Please contact the supplier team to change/add 1099 classes.

SMART Attachments

Informational Circular 16-A-07

Effective November 13, 2015 support documentation must be attached in SMART

- Invoices attached to vouchers
- Prior Authorization forms that require hand-written approval by the Office of Procurement and Contracts attached to Purchase Orders
- Contracts or contract amendments attached to Supplier Contracts
- Documents supporting travel and expense reimbursements attached to T&E reports

SMART Attachments

Informational Circular 16-A-07

Attachment Mechanics

- File size limited to 1 MB.
- Multiple attachments are allowed
- Avoid attaching documents that do not add value
- System retention is expected to be three years, however, storage space has become an issue

Agencies should not rely on SMART as the method for meeting agency record retention policies.

SMART Attachments

Informational Circular 16-A-07

Space IS an issue

What can you do?

- Be aware of file size
  - Email: do not save as Outlook Message Format – **Unicode**
  - Forms in Excel and Word are smaller than PDF files
  - Select DPI closest to 100 when scanning

- Attach less
  - Summary info
  - Don’t attach instruction pages or cover sheets

- Attach appropriate
  - Attach once rather than multiple times
  - Does it add value

SMART Attachments

Informational Circular 16-A-07

Space IS an issue

What is Office of Systems Management going to do?

- SMART will enforce the 1 MB size restriction.
- Reach out to users with excessively large attachments to have them replaced with smaller ones

Questions?