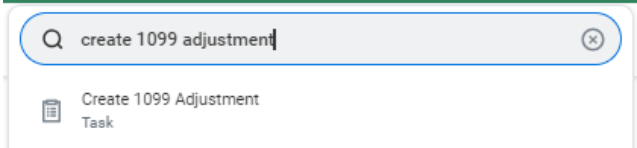


Audience / Role	1099 Specialist
Description	This job aid provides instructions to create an adjustment for a 1099. If you can't update transactions directly in Workday, you can create 1099 adjustments with positive or negative amounts to correct 1099 amounts, move amounts from an IRS category to another, or move amounts from a 1099 form to another 1099 form.

1099 Adjustment

1	In the Search bar, enter Create 1099 Adjustment. In the search results, select the Create 1099 Adjustment task. 
2	Under Create 1099 Adjustment, complete the fields for this task. • Company – enter Kern County. • 1099 Form Type – select 1099-MISC or 1099-NEC. • 1099 Payee – select Supplier, Contingent Worker, Ad Hoc Payee, Investor, or MISC Payee. • Adjustment Date – determine the calendar year Workday reports the 1099 adjustment. • Memo – provide an explanation for the adjustment. • Federal Tax Withheld – enter a positive or negative amount.
3	Under the Federal Income tab, enter the following into the fields: • Spend Category – add corresponding Spend Category. • Income Column – this number will be a positive or negative amount to adjust by category.
4	If in the future, Kern needs to report 1099 by state: Under the State Income tab, enter the following into the fields: • Spend Category – add corresponding Spend Category. • Income Column – this number will be a positive or negative amount to adjust by category.
5	Under the Attachments tab, add attachments. Click Select files>find and click on the file you want to attach>click open>Successfully Uploaded! message displays. To add more than one attachment: Click Upload>find and click on the new file you want to attach>click open>Successfully Uploaded! message displays.

	To remove an attachment altogether, click the Trash Can icon.
6	Select Submit .

What Happens Next?

- You can preview 1099 payment details to verify your 1099 amounts and categories after adjustment.
- Run the Find 1099 Adjustments report to locate adjustments that you need to change or cancel.
- Once approved, the create 1099 process runs.

Related Reports

- Find 1099 Adjustments report

Related Job Aids

- N/A