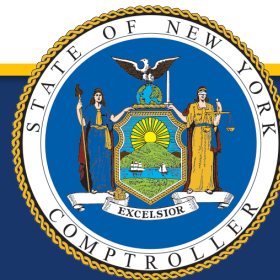


Office of Operations'
2024 Virtual Fall Conference

**Tips, Tricks, and Techniques of the
New York State Vendor File and 1099
Processing**

Anne Hall, Suzanne Trzcinski, Jill Donnelly, Alex Waldron,
Rebecca Backstrom, Katie Germain, Maria Menagias, Aidan Klein,
Mike Clarke (Bureau of State Expenditures) and
Emily Snyder (Statewide Financial System)



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Road Map

- Vendor Management
- Vendor Registration
- Components of the Vendor File
- Statewide Financial System Vendor Portal
- 1099 Reporting Process
- Q & A



What Is the Vendor File?

- The Vendor File is a centralized repository in the Statewide Financial System (SFS) designed to maintain timely and reliable information on all vendors registered to do business with New York State
- Vendors can be entities which:
 - Provide/supply goods or services to the State
 - Have an ongoing business relationship with the State
 - Receive a one-time payment
 - Receive a form of benefit or award payment from the State
 - Are individuals or entities (e.g., businesses, municipalities)
- The file identifies vendors by a New York State assigned ten-digit vendor identification number (Vendor ID)



Who Is Responsible for Vendor Management?

- New York State Agencies
- Office of General Services (OGS)
- Business Services Center (BSC)
- Office of the State Comptroller (OSC) Vendor Management Unit (VMU)
- SFS Help Desk
- Vendors



What Is the State Agency's Role?

- Use the *Vendor Add Page* in the SFS to directly register individuals or entities in the Vendor File
- Resolve various issues which may be encountered during the registration process
- Create contracts, purchase requisitions, purchase orders, and in general, processes voucher payments in the SFS with vendors that have been successfully registered in the Vendor File and have valid New York State Vendor IDs
- Submit vendor reactivation requests to the SFS Help Desk (as needed)



What Is the State Agency's Role?

- Ensure vendors are registered with an appropriate **Primary Contact**
- Instruct vendors on the importance of maintaining up-to-date information in the Vendor Portal
- Advise vendors that VMU may reach out directly to discuss and validate requests for updates to the vendor's information in SFS



What Is VMU's Role?

- Complete the vendor add process and manually add unique vendors, such as:
 - Foreign vendors
 - Single payment vendors
 - Special use vendors
- Validate and approve vendor-initiated updates for payment addresses, banking, contact and legal name changes
- Issue annual 1099 income reporting statements
- Work directly with state agencies, vendors and the SFS Help Desk on a variety of vendor inquiries and issues



What Is the SFS Help Desk's Role?

- Assist vendors with obtaining Vendor Portal access
- Provide guidance on how to maintain vendor account information
- Assist state agencies with vendor related questions



What Is the Vendor's Role?

- Review and maintain vendor information through the Vendor Portal
- Review procurement and payment information through the Vendor Portal
- Manage Vendor Portal accounts for staff within their organization
- Maintain small business certification, if applicable



Vendor Registration



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Vendor Add Request

Vendor Information

*Vendor Name1: Vendor Name should denote 'Vendor Legal Name' as shown on W-9.

Vendor Name2: Name fields are max 40 characters in length. Name2 field should be used only when Name1 exceeds 40 characters in length.

Address ID: 1 Description: Remit To

Country: USA

*Address Line 1:

Address Line 2:

Address Line 3:

*City: County:

*State: *Postal Code:

1099 Reportable:

*Classification: Will this Supplier receive Purchase Orders:

*TIN:

*Withholding Type: 1099N *Withholding Class: 01 Non-Employee Compensation

*Contact Name: Note: Contact Email (required) and Phone should be for the Contact Name. This information is critical to facilitate future vendor communication.

*Contact Email Id:

Contact Phone:

- Legal business name
- Payment address
- Purchase order address
- Classification (identifies 1099 defaults)
- Primary Contact name, email and phone number

Vendor PO Information

Address ID: 2 Description: Ordering

Country: USA

*Address Line 1:

Address Line 2:

Address Line 3:

*City: County:

*State: *Postal Code:

*Email Address for POs:

Note: Please change address if different than Address ID 1 above. Enter PO Email address where purchase orders will be sent.

Requesting Agency Information

*Requesting Agency:

*Agency Contact Name:

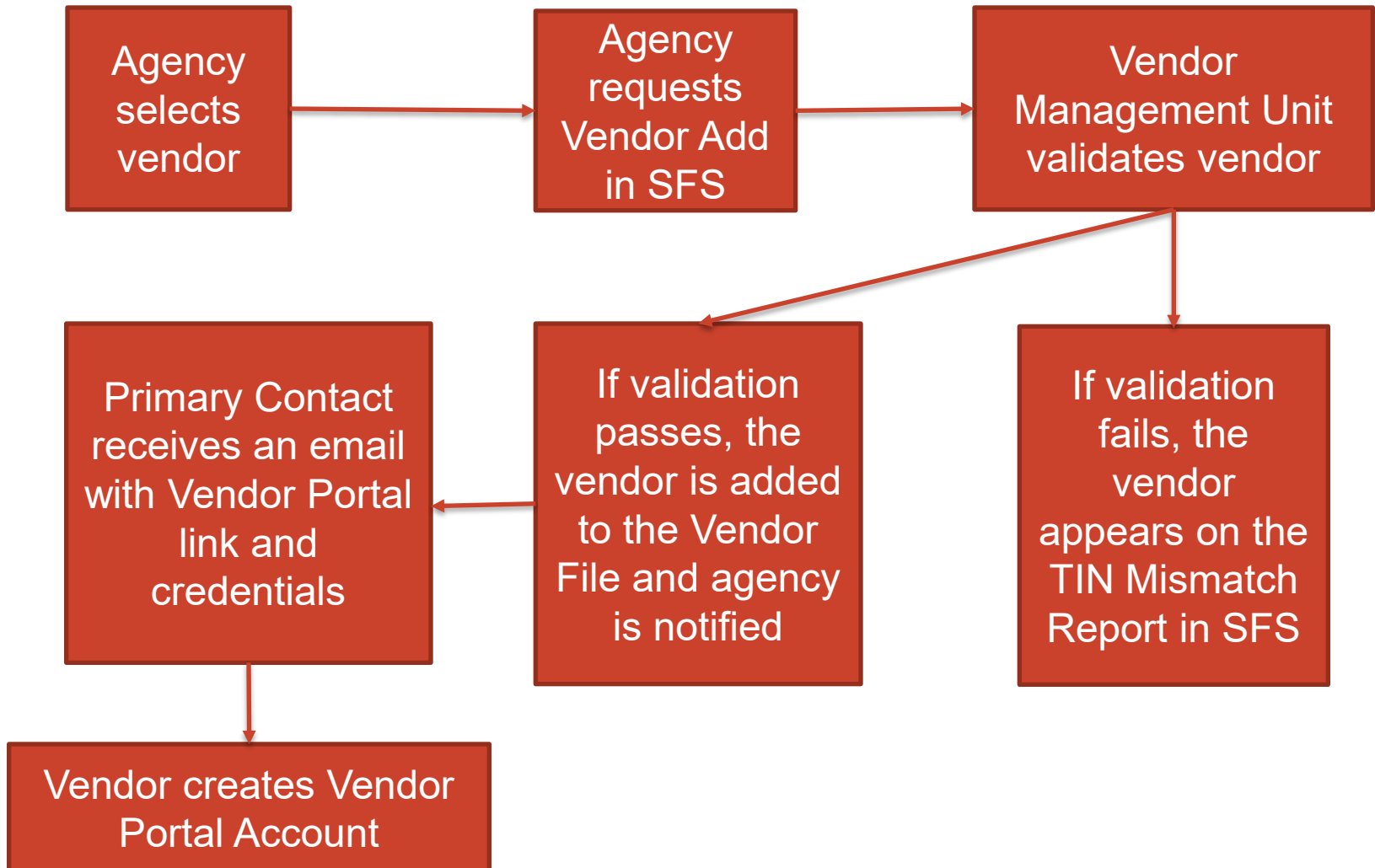
*Agency Contact Email:

Save Notify

Add



Vendor Registration Overview

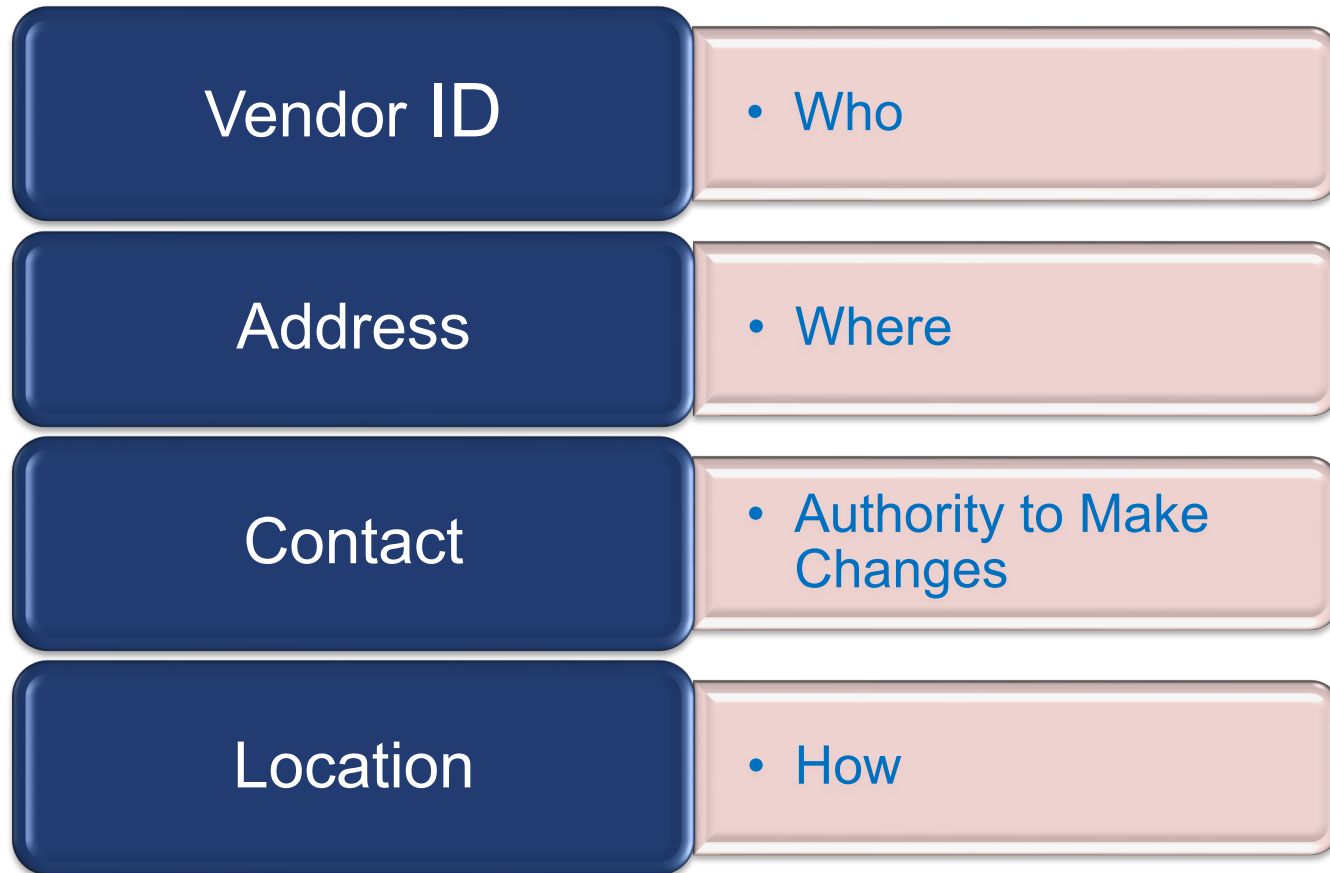


Components of the Vendor File



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Components of the Vendor File



What Addresses Are in the Vendor File?

- Default payment address assigned during vendor registration
- Vendor can add additional addresses (e.g., ordering, physical, payment) through the Vendor Portal
- Vendor can update existing addresses (e.g., ordering, physical, payment) through the Vendor Portal

GFO: [X.4.B Addresses](#)



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Who Is the Primary Contact?

- Primary Contact is identified by the vendor and assigned during vendor registration
- Primary Contact must be authorized to make legal and financial decisions on behalf of the vendor
- Primary Contact acts as the Delegated Admin or identifies other individuals to serve as the Delegated Admin

GFO: [X.4.C Contacts](#)



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Who is the Delegated Admin?

The Delegated Admin performs the day-to-day administration over their organization's account in the SFS Vendor Portal, including:

- Ensuring the correct contact information, email address, and payment information is set up and maintained
- Establishing user accounts and assigning roles to user accounts
- Performing role and account updates, password resets, and unlocking accounts
- Communicating user ID and password information to SFS users within their organization



What if the Primary Contact Is Outdated?

Primary Contact has access to Vendor Portal

- Log in and submit a primary contact update
- Routed to VMU for approval

Primary Contact no longer can access the Vendor Portal

- Contact the SFS Helpdesk at (855) 233-8363 or Helpdesk@sfs.ny.gov



What Are Vendor Locations?

- Defines the vendor's business rules on how they do business with the State. This includes:
 - Email address(es) to receive purchase orders
 - Bank account(s) to receive electronic payments
 - Payment terms (e.g., 2/10 Net 30)
- **DOES NOT** equate to a payment method only (e.g., Check vs. ACH)
- Vendors can have an unlimited number of Locations
- Updated through the Payment Profile tab in the Vendor Portal



What Are Vendor Locations?

- Vendors can set up Locations to mirror its corporate structure or its business relationship with the State. For example, the vendor can set up Locations by:
 - Region (e.g., Albany, Buffalo)
 - Business relationship (e.g., goods, services)
 - Contracts

GFO: [X.4.D Location](#) and [XII.5.D Selecting the Appropriate Location](#)



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Example of Vendor Locations

Vendor 1 Example – Four Locations:

Location Name	Location Description	Ordering Email	Payment Method	Payment Address
MAINCHECK	MAINCHECK	RochesterNYS@example.com	Check	PO Box 12345 Philadelphia, PA.
MAINEPAY	Green Cleaning PC66835	RochesterNYS@example.com	ACH	Bank Account 1
LOC02	Misc. Office Supplies PC67296	RochesterNYS@example.com	ACH	Bank Account 1
LOC03	Technology Contracts	solomon.massey@example.com	ACH	Bank Account 2



What Location Do I Choose?

- State agencies should work with the vendor to select the appropriate Location
- Vendor has an ACH Location and does not want to receive checks
- Electronic payment requirements can be part of contract or purchase order agreements
 - e.g., OGS centralized contract, agency contract, purchase order terms and conditions



Statewide Financial System Vendor Portal



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Vendor Portal

- Provide vendors who do business with the State the ability to manage their billing and payment information in SFS
- Vendors can review:
 - Purchase Orders
 - Receipt Information
 - Status of Invoices
 - Payment Information
- The Delegated Admin can establish user accounts and assign roles to user accounts
- The Delegated Admin is responsible for maintaining user account access



Vendor Portal

- Maintain information by submitting change requests for:
 - Legal name
 - Address updates for check remittance and purchase orders
 - Email address for PO dispatch
 - Contacts including S and non-primary contacts
 - Locations including bank account information and payment terms
 - Grants information (if applicable)



VMU Vendor Outreach

- Supplier Change Requests and Primary Contact approvals may require outreach to the vendor
- Approved Primary Contact receives a welcome email to the Vendor Portal
- Approved Supplier Change Requests are updated in the Vendor File and the Primary Contact receives notification of the change



Vendor Portal Access

Access SFS

Home About SFS Customers Vendors Procurement

New York Statewide Financial System

CUSTOMERS

Manage your account, invoices and online payments.

[Customer Portal Login](#)

VENDORS

Submit invoices, look-up payments and update your contact information. Find, apply for, and manage New York State grants.

[Vendor Portal Login](#)

AGENCIES

Access New York State's financial and accounting system.

[Agency Portal Login](#)

Contact the SFS Help Desk for more information or system support.

HELPDESK@SFS.NY.GOV



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Information Available for Vendors

The screenshot shows the SFS Vendor Portal interface. At the top left is the SFS logo. Below it is a navigation bar with "Vendor Portal" and a dropdown arrow. The main content area features a large "Welcome NYS Vendors" section with a map of New York State, a welcome message, and a link to learn more. Below this are three main action buttons: "Sign in to the Vendor Portal" (with a keyboard icon), "Vendor Announcements" (with a microphone icon), and "Search for Grant Opportunities" (with a monitor and document icon). At the bottom are two more buttons: "SignUp for Grant Notifications" (with a document and checkmark icon) and "Modify Grant Notifications" (with a notification bell icon).

SFS

Vendor Portal ▾

Welcome NYS Vendors

Welcome to New York State's Vendor Portal.

Thank you for doing business with New York State. As a vendor who provides goods and services to NYS agencies or a Not for Profit (NFP) working with agencies to fulfill your mission, you can use the SFS Vendor Portal to transact online. From this Portal, you can find, apply for, and manage New York State grants, submit invoices, look up payments, and update your contact information online.

[Learn more about the benefits of the Vendor Portal](#)

Sign in to the Vendor Portal

Vendor Announcements

Search for Grant Opportunities

SignUp for Grant Notifications

Modify Grant Notifications



Vendor Portal Homepage

The screenshot displays the Vendor Portal Homepage with the following layout:

- Header:** SFS logo, navigation icons (clock, heart), a search bar labeled "Search in Menu", and utility icons (home, bell, settings).
- My Homepage:** A dropdown menu.
- SFS Notices:** A large tile containing two sub-items: "New to SFS? Start here! ..." and "Submit Invoices Electronically ...". A "Show Details" link is located at the bottom right of this tile.
- SFS Support:** A tile with a speech bubble icon containing a question mark.
- SFS Coach:** A tile with a graduation cap icon.
- Invoice and Payment inquiry:** A tile with an envelope icon.
- PO and Receipt Inquiry:** A tile with a document icon and circular arrows.
- Grants Management - State:** A tile with a computer monitor icon showing a document.
- Supplier Change Request:** A tile with a document icon, a red exclamation mark, and a pencil.
- Add/Maint Self-Service Invoice:** A tile with a document icon and a pencil.
- FAQs | Contact Us:** A tile with a speech bubble icon containing a question mark. Below the icon, it says "Get helpful information here."
- View Your Information:** A tile with a document icon and a pencil.
- Register for POs via Email:** A tile with a house icon, a plus sign, a dollar sign, and a clock.



Managing Orders



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PO Dispatch to Vendors

- A Purchase Order (PO) is used to communicate all necessary order information to a vendor and confirm that the delivery and purchase of a good or service has been authorized
 - Proper PO setup and use in SFS is important as it provides agencies with the ability to effectively communicate with vendors and streamline the procurement-to-payment process
- Once a PO is approved and successfully budget checked, the PO is dispatched via email to vendors
 - Email is the State’s primary method of dispatch to vendors
- Vendors can enroll and manage their email addresses in the Vendor Portal
 - Vendors who receive a PO through the “One Time Only Email Dispatch” functionality are automatically enrolled in email PO dispatch

GFO: [XI.A.7 Authorization and Dispatch](#)



Review Order Summary Information

- Vendors can define their search criteria by PO Status, Date, Item ID, and/or Supplier Item ID
- Vendors can export results to sort and filter as needed

View Order Summary

View Order Summary

Order Schedule

TEST VENDOR

Set filter options

Schedules

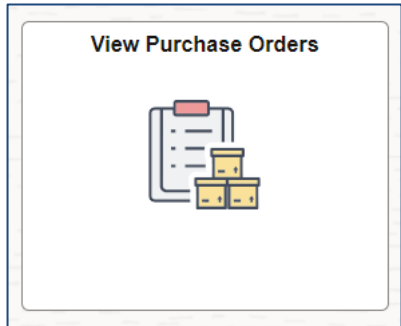
Due Date	Item ID	Description	Quantity	Business Unit	PO Number	Type	Status	Ship To
08/31/2024		Background Check	1.0000 EA	Statewide Financial System	XXXXXXXXXX	PO	Dispatched	Description

Change Order

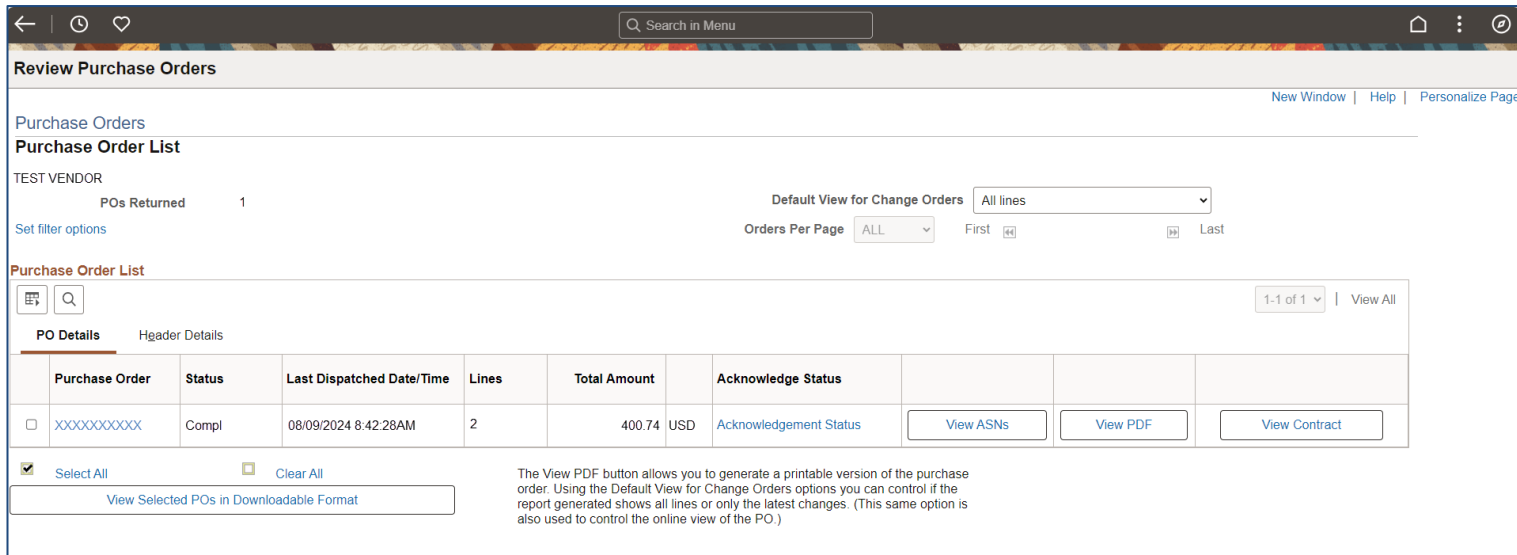
The View Order Summary page is available to vendors using the following navigation:
NavBar > Menu > Manage Orders > View Order Summary



View PCard Information



Vendors with the applicable PCard view access role in SFS can click into a Purchase Order to view PO Details, including PCard information such as Credit Card Number, Card Type, and Expiration Date.



The screenshot shows the 'Review Purchase Orders' interface. At the top, there is a search bar and navigation links for 'New Window', 'Help', and 'Personalize Page'. Below this, the 'Purchase Order List' is displayed for 'TEST VENDOR'. It includes a 'POs Returned' count of 1 and a 'Default View for Change Orders' dropdown set to 'All lines'. There are also 'Orders Per Page' and 'First/Last' navigation options. A table titled 'Purchase Order List' shows one entry with a PO number of 'XXXXXXXXXX', status 'Compl', and a total amount of '400.74 USD'. The table has columns for 'Purchase Order', 'Status', 'Last Dispatched Date/Time', 'Lines', 'Total Amount', and 'Acknowledge Status'. Below the table, there are 'View ASNs', 'View PDF', and 'View Contract' buttons. A 'View Selected POs in Downloadable Format' button is also present. A note at the bottom explains the 'View PDF' button's functionality.

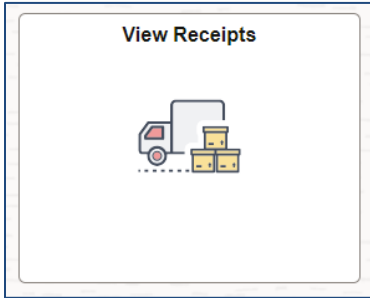
Purchase Order	Status	Last Dispatched Date/Time	Lines	Total Amount	Acknowledge Status
<input type="checkbox"/> XXXXXXXXXX	Compl	08/09/2024 8:42:28AM	2	400.74 USD	Acknowledgement Status

Select All Clear All
[View Selected POs in Downloadable Format](#)

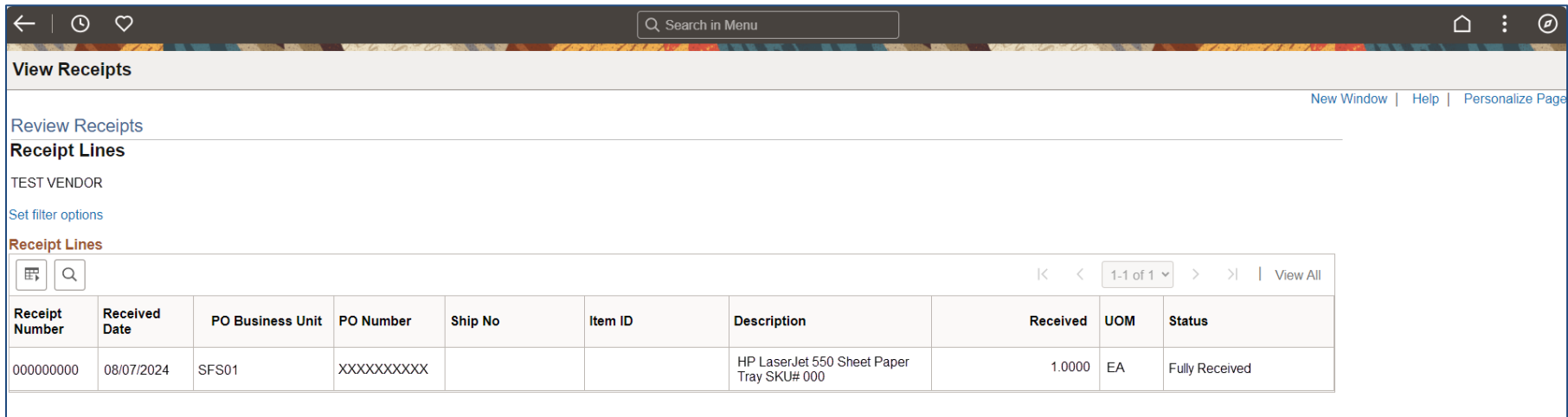
The View PDF button allows you to generate a printable version of the purchase order. Using the Default View for Change Orders options you can control if the report generated shows all lines or only the latest changes. (This same option is also used to control the online view of the PO.)



View Receipts



Vendors can check if a State Agency they do business with has entered a receipt for the goods or services the vendor provided.

A screenshot of a web application interface. At the top, there's a navigation bar with a search box labeled "Search in Menu" and icons for home, menu, and refresh. Below the navigation bar, the page title "View Receipts" is displayed. There are links for "New Window", "Help", and "Personalize Page". The main content area is titled "Review Receipts" and "Receipt Lines". It shows "TEST VENDOR" and a link for "Set filter options". Below this is a table with one receipt line item. The table has columns for Receipt Number, Received Date, PO Business Unit, PO Number, Ship No, Item ID, Description, Received, UOM, and Status. The data row shows receipt number 000000000, date 08/07/2024, PO Business Unit SFS01, PO Number XXXXXXXXXXX, and description "HP LaserJet 550 Sheet Paper Tray SKU# 000". The received quantity is 1.0000, UOM is EA, and status is Fully Received. There are also navigation icons and a "View All" link at the top right of the table.

Managing Invoices and Payments



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Electronic Payments (ACH)

- It is recommended that all vendors who do business with NYS and have a Purchase Order established to sign up for electronic payments
- Electronic payments ensure that once the invoice is processed, funds are transferred to the vendor's account quickly and securely
- Vendors can sign up for electronic payments directly in the Vendor Portal



Electronic Invoicing (eInvoicing)

- Electronic invoicing (eInvoicing) allows vendors to bill State Agencies directly with paperless invoices (eInvoices) using SFS
 - eInvoices are electronic requests for payment submitted by the vendor
- Agencies receive eInvoices immediately upon vendor submission, streamlining the invoice to payment process
- Vendors can view and track eInvoices at all steps in invoice processing

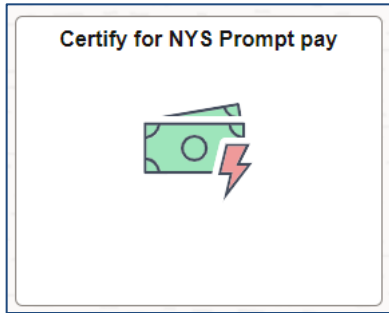


Electronic Invoicing (eInvoicing)

- An eInvoice is not:
 - An invoice emailed to the agency
 - An invoice entered by a State agency into the eSettlements module
- Vendors can refer to the [eInvoicing Options Available for Vendors](#) reference guide for more information on how to use the different eInvoicing options



Self-Certify as a NYS Prompt Pay Small Business



If qualified, vendors can self-certify and may be eligible for prompt payment interest, if no payment is sent within 15 days from invoices submitted electronically*.

Self-certify as a NYS Prompt Pay Small Business [X]

Help

Supplier 123456890 Supplier Name TEST VENDOR

By checking the box below indicating that the Vendor is a Small Business for purposes of the Prompt Payment Law ([State Finance Law § 179-f](#)), I certify as follows:

- 1) I am the individual who is registered to this NYS Statewide Financial System (SFS) User ID ("Vendor Representative").
- 2) I am authorized to act on behalf of the Vendor.
- 3) I am knowledgeable about the Vendor's business, operations, and employees.
- 4) The Vendor is a Small Business pursuant to [State Finance Law § 179-f](#), meaning that the Vendor

User ID **TESTVENDOR1** [Print Small Business Terms and Conditions](#)

The Vendor is a Small Business pursuant to [State Finance Law § 179-f](#)

If the Vendor is not a Small Business, leave the box unchecked.

OK Cancel

*Email does not qualify as electronic.



Submit Invoices Online

Vendors can submit their invoices directly in SFS with Self-Service Invoicing.



Invoice Entry

Create Invoice
Invoice Entry

Invoice Header Information

*Supplier SetID: SHARE
*Supplier: COMPANY NAME, LLC
Location: Misc. Office Supplies PC12345
10 Training Lane
Albany, NY 12309 USA
*Invoice ID:
Invoice Date: 08/12/2024
VAT Treatment Group:
Delivery/Service Date:

Voucher ID: NEXT
*Buyer:
Currency: USD US Dollar
Indexer ID
Receiving Required

Buttons: Add a New Invoice Line, Copy from a Purchase Order, Copy from a Packing Slip

Invoice Details

Item ID	Description	Quantity	UOM	Unit Price	*Merchandise Amt	Currency	Rcpt Date	Tax
						USD		

Settlement Information

Payment Terms:
Payment Method:

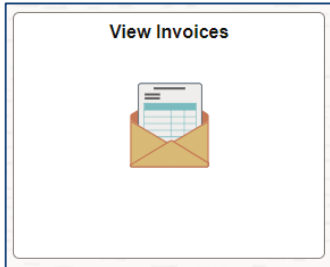
Total Amount: 0.00 USD
Sales Tax Amount: 0.00 USD
Misc. Charge Amount: 0.00 USD
Gross Amount: 0.00 USD

Buttons: Save and Submit, Save for Later, Attachments

[Return to Self-Service Invoice](#)



View Invoice Status



Vendors can check the status of their invoices, no matter how they are submitted.

View Supplier Invoices

Review Invoices

Invoice List

TEST VENDOR

[Set filter options](#)

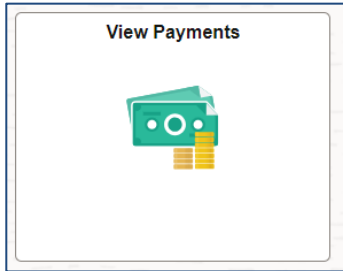
Invoice List

< < 1-54 of 54 > >

Invoice Number	Invoice Date	Gross Amt		Approval Status	Due Date	Voucher
XXXXXXXXX1	08/05/2024	\$46.11	USD	Approved	09/09/2024	FG0001
XXXXXXXXX2	08/05/2024	\$61.85	USD	Approved	09/09/2024	FG0002
XXXXXXXXX3	08/05/2024	\$495.53	USD	Approved	09/09/2024	FG0003
XXXXXXXXX4	08/01/2024	\$2,384.88	USD	Pending	09/05/2024	FG0004
XXXXXXXXX5	08/02/2024	\$77.40	USD	Pending	09/06/2024	FG0005



View Payment Detail Information



SFS provides a detailed breakdown of every payment a vendor receives. Information is broken down on each invoice.

Review Supplier Payments								
								New Window Help Personalize Page
Review Payments								
Payments Made								
TEST VENDOR								
Set filter options								
Payments Made								
<input type="checkbox"/> <input type="checkbox"/>								
Reference	Business Unit	Invoice Number	Invoice Date	Payment Amount	Payment Message	Discount Amount	Interest Amount	Payment Date
1234567	SFS01	XXXXXXXXXX6	03/08/2024	32.80	HP LaserJet 550 Sheet Paper Tray SKU# 000	0.000	0.000	

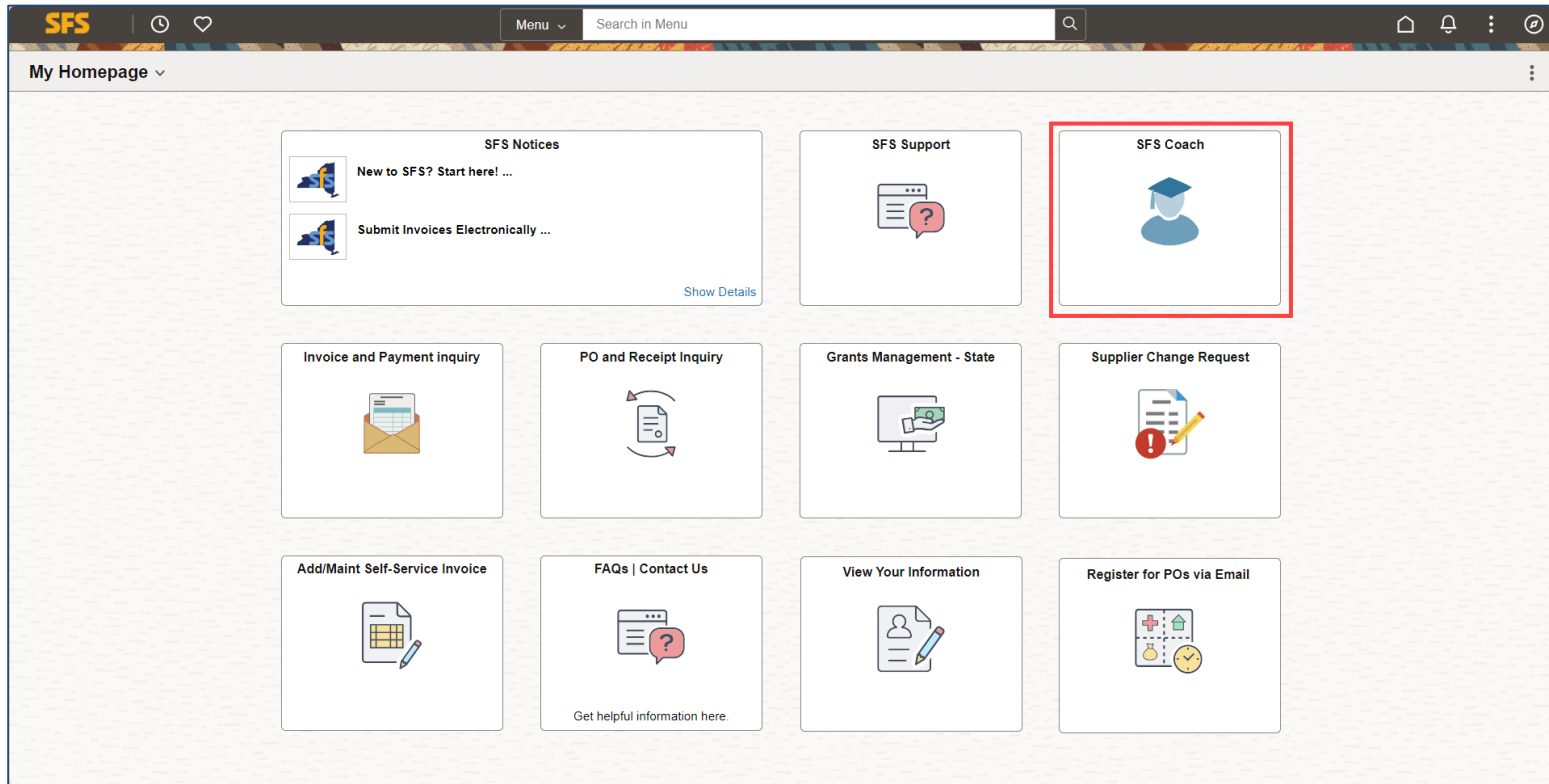


Vendor Resources



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Vendor Support – On-Demand SFS Training



Step-by-step instructions are available for vendors directly in the SFS Vendor Portal by clicking the SFS Coach tile on 'My Homepage.'



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Agency Collaboration with Vendors



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Communicating with the Vendor: PO Best Practices

- Best Practice POs have:
 - Detailed PO line descriptions or Catalog Item
 - Receiving setup as Required
 - The exact quantity (and unit of measure) or dollar amount being ordered
 - Actual Ship To Locations
 - Proper Bill To information



Communicating with the Vendor: PO Best Practices

- Accurate Category Codes selected
- Comments and agency contact information used to communicate to vendors
- OGS centralized or Agency-specific contract IDs added (where applicable)
- A dispatch method set to email

For more information on PO creation best practices, agencies should review the following resources in SFS Coach Training:

- [PO Best Practices Presentation](#)
- [Purchase Order Best Practices Guide](#)
- [Vendor Location Overview](#)



Communicating With the Vendor: Proper Invoice Standards

- A proper invoice is a written or electronic request for payment submitted by the vendor that **must** contain the following information:
 - Vendor name
 - Name of NYS Agency that ordered the goods or services
 - Description of goods or services for which requesting payment
 - Quantity of goods, property, or services delivered or rendered
 - Amount requested
 - Purchase order (PO) number, if applicable, as provided by ordering agency

GFO: [XII.4.F Proper Invoice](#)



Communicating With the Vendor: Proper Invoice Standards

- When an invoice does not contain the above information, agencies must **reject** the invoice
- For additional assistance, the [Invoice Checklist](#) should be used by agencies and vendors to ensure consistency and completeness of invoices that are submitted to NYS for payment

GFO: [XII.4.F Proper Invoice](#)



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When to Direct Vendors to the SFS Help Desk

- The SFS Help Desk is available Monday – Friday from 8:00 a.m. to 5:00 p.m. to assist vendors with questions focused on:
 - Finding their Vendor ID or enrollment/welcome email
 - SFS Primary Contact password resets, if all Delegated Admins are unable to log into the system
 - If the Primary Contact is no longer with the vendor organization or the name of the Primary Contact is unknown
 - Navigating within the Vendor Portal
 - Entering and maintaining their organizational information
 - Updating payment information
 - Accessing on-demand training



When to Direct Vendors to the SFS Help Desk

Agencies are responsible for registering new vendors and supporting vendors through the SFS registration process. Agencies should also be prepared to address questions related to purchase orders, contracts, and the delivery of goods or fulfillment of services.



Reminders for Agencies

Agencies should encourage vendors to:

- Complete online registration to establish a Vendor Portal account
- Receive electronic payments when possible
- Use Locations to define their business rules – PO email addresses, payment bank accounts, etc.
- Communicate to additional users who the Delegated Admin and what tasks can only be done by the Delegated Admin
- Put a reminder on their calendar to log into SFS once a month to keep their SFS access active



Reminders for Agencies

- Review the on-demand resources and support available directly in the SFS Vendor Portal, including the [SFS Vendor Portal: Getting Started Guide](#)
- The following resources are available for agencies who do business with vendors:
 - [New Vendor Request](#) (JAA-AP205-022) job aid in SFS Coach Training provides agencies with step-by-step instructions on how to submit a request to the Office of the State Comptroller's Vendor Management Unit for a new vendor to be added to the SFS
- [Office of the State Comptroller's Guide to Financial Operations](#) is the reference source for Statewide accounting policies, procedures, and OSC related-mandates for use by State agencies



1099 Reporting Process



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Who Provides Information for 1099 Reporting?

- Agencies are responsible for accurately identifying the payment amount subject to 1099 reporting
 - Withholding is the payment amount subject to 1099 reporting
 - Withholding occurs on the line level of the voucher
 - The agency must identify the correct **1099 type** and **withholding class** to report the payment amount
- Each record on the vendor file defaults to “Yes” for withholding



How to Correctly Report 1099 Income

- When processing a voucher, the agency employee entering the voucher must determine whether the payment is 1099 reportable
 - If the payment is 1099 reportable, the processor must decide if the payment is reportable on the 1099-NEC or the 1099-MISC
 - If the payment is reportable on the 1099-MISC, the processor must determine the correct withholding class (i.e., 01, 03, 06 or 10)



What Types of Payments Are 1099 Reportable?

Withholding Class	Types of Payments
1099-MISC Class 01	Rental/Lease Payments
1099-MISC Class 03	Client Payroll/Work for Pay
	Jury Payment
	Loan Forgiveness
	Prizes and Awards
	Settlement Payments to Claimants
1099-MISC Class 06	Hospital/Medical Payments
1099-MISC Class 10	Settlement Payments to Attorneys
1099-NEC Class 01	Payments to vendors for services

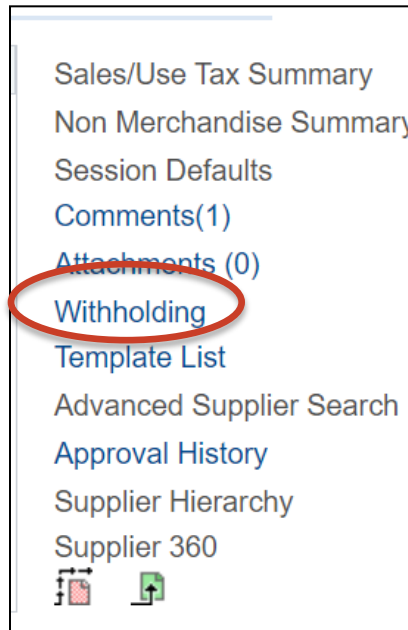
GFO: [XII.5.K Federally Reportable Payments](#)



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Withholding on the Voucher

The agency voucher processor must select the “Withholding” link to review and/or update the withholding information on the voucher.



Withholding on the Voucher

Invoice Line Withhold Information

Line 1 Description
Withholding Code N01 Non-Employee Compensation Withholding Applicable

Withholding Details

*Entity	*Type	*Jurisdiction	*Class	Withholding Basis Amt Override	Contract Reference	Rule Override	Apply Withholding	Applicable		
1 IRS	1099N	FED	01				Withhold at Payment	<input checked="" type="checkbox"/>	+	-



How Are 1099s Corrected?

- Vouchers **CANNOT** be corrected by the agency once they are approved for payment
- If an agency incorrectly codes a voucher, an agency representative should email Fedrep@osc.ny.gov
 - Fedrep@osc.ny.gov is the dedicated email address for all 1099 voucher corrections and questions
- All corrections are made in the 1099 software program, AccountAbility before 1099s are printed
- Corrections for Single Pay vouchers subject to 1099 reporting, should be sent via secure transfer file



Contact Information for Support

- For questions or assistance using the SFS Vendor Portal, vendors can contact the SFS Help Desk:
 - Helpdesk@sfs.ny.gov, (855) 233-8363, or use the SFS Support tile on the SFS Vendor Portal homepage
- OSC Vendor Management Unit:
 - Vmu@osc.ny.gov; Vendupdate@osc.ny.gov (for vendor-submitted forms such as Primary Contact changes)



Q & A Session and Open Discussion



New York State Comptroller
THOMAS P. DiNAPOLI