



ACCOUNTS PAYABLE

RELEASE NOTES – MARCH 2015

This document explains new product enhancements added to the ADMINS Unified Community for Windows **Accounts Payable** system.

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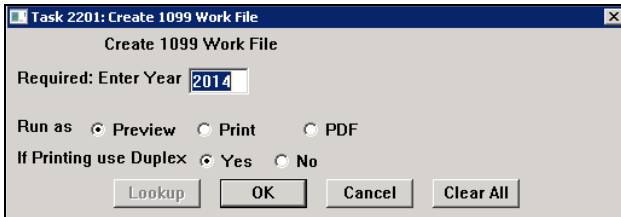
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1. 1099 PROCESSING

1.1. Legacy Amounts

When legacy amounts were entered in 1099 processing, the current calendar year was used instead of the year selected in the **Create 1099 Work File** step. This was corrected. In the following example, the **Create 1099 Work File** is run for the year **2014**:



Prior to the software update, the legacy records were stamped December 31 of the current year (2015).

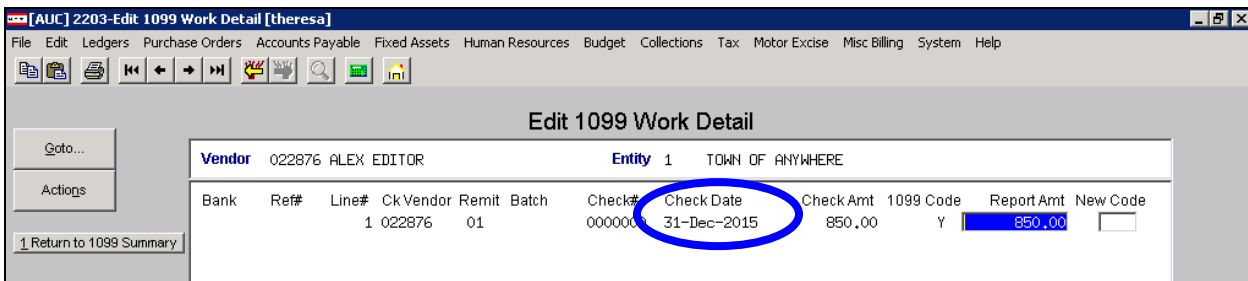


Figure 1 Before

Since the software update, the check date for legacy amounts will be December 31 of the year selected in the **Create 1099 Work File** step.

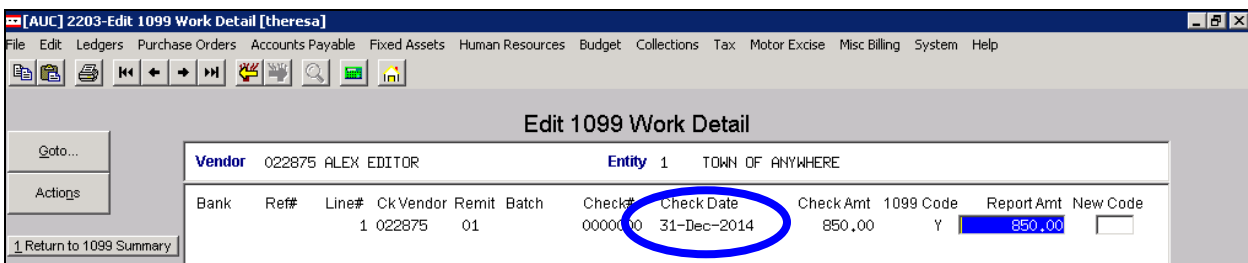


Figure 2 After

These amounts are cleared out once the 1099 processing is completed. For more information on 1099 processing, review the document in the Help Reference Library titled “1099 Processing”. Page 8 explains how and why to enter legacy amounts.

[ADM-AUC-AP-732]



1.2. Adding an Omitted 1099 Form After Submission to the IRS

If you have already submitted the electronic file to the IRS and realize you have omitted a vendor, you can create the vendor record, print and submit the electronic file for just the omitted vendor.

To do so, you must first complete the processing of your original run of 1099s. In other words, you would need to complete the **Save 1099 Forms as Vendor Attachments/Archive** step.



Contact ADMINS support to confirm when you are completing this process. This is only used after 31 March 2015 once the electronic file is submitted via the FIRE system.

1099 Menu	
Description	Date
Restart 1099 Process	24-Feb-2015
1099 Vendor Proofing Report	
Create 1099 Work File	24-Feb-2015
Edit 1099 Work File	24-Feb-2015
Optional 1099 Error Checking - All Errors	
1099 Error Checking - Hard Errors on Forms to be Printed	25-Feb-2015
List of 1099s to be Printed	25-Feb-2015
Print 1099-MISC	25-Feb-2015
Print 1099-INT	25-Feb-2015
Print 1099 - S	25-Feb-2015
Create 1099 Electronic File	25-Feb-2015
Save 1099 Forms as Vendor Attachments/Archive	

1.2.1. Create 1099 Work File

Create the 1099 work file, but instead of pulling all the vendor and check records for the year, create the work file as an empty file. To do this, click **Create 1099 Work File** from the steps menu, enter the year of the filing, and click **YES** and **OK**.

Task 2201: Create 1099 Work File

Create 1099 Work File

Required: Enter Year

Create empty file for omitted vendors after filing? Yes No

Run as Preview Print PDF

If Printing use Duplex Yes No

This will create an empty work file. You may now **Edit the 1099 Work File** to manually insert the vendor record that was omitted.

1.2.2. Edit 1099 Work File

Click the button to edit the work file. Select the **Add Vendor/Check** button located on the bottom of the screen. The following prompt is presented:



1099 Work File Summary

Vendor: 000000 00
Address: _____
Phone#: (000) 000-0000

Entity: Federal ID# _____
1099 Flag: _____
Address Type: _____
Total Paid: _____ Reportable: _____

Amounts Reportable

Box Code	Description	Form	Check Amount	Amount Reportable	Click Button to Edit

1 Add Vendor/Check 2 Delete Vendor 3 Get Name/Addr from Vendor File 4 Verification Report 5 Exit to Menu

[AUC] 2202-1099 Work File Summary [kathy]

Add Vendor/Check

Required: Enter Vendor# 019872 101PHONES
Required: Entity Code 1 TOWN OF ANYWHERE
Required: 1099 Code Y
Required: Enter Check Amount 1595.00

Lookup OK Cancel Clear All

Only the payment amount specified above will be loaded into the work file. No other data will be included.

Click **OK** once all the required fields are filled in. The vendor record is inserted in the work file.

1099 Work File Summary

Vendor: 019872 01 101PHONES.COM
Address: 1410 BROADWAY
20TH FLOOR
NEW YORK NY 10018-0000
Phone#: (877) 374-6635

Entity: 1 TOWN OF ANYWHERE
Federal ID#: 11-3489025
1099 Flag: _____
Address Type: AP Accounts Payable
Total Paid: 1595.00 Reportable: 1595.00

Amounts Reportable

Box Code	Description	Form	Check Amount	Amount Reportable	Click Button to Edit
7	NON-EMPLOYEE COMPENSATION	MISC	1595.00	1595.00	Detail

Prior to creating and submitting the electronic file, additional vendor 1099s may be added beginning with step 1.2.2, Edit 1099 Work File above. Once all omitted 1099 forms are entered, complete the remainder of the 1099 Processing steps to produce the 1099 form, electronic file and attach and archive.



Once the electronic file is submitted, repeat the entire process to add any missed 1099s

[ADM-AUC-AP-733]

1.3. 1099S – Proceeds From Real Estate Transactions Form Update

The **1099S** form, used to report **Proceeds from Real Estate Transactions**, omitted the closing date in box 1. This was corrected. In addition, Copy C of the form was updated to reflect the reference to the **2014** General Instructions for Certain Information Returns.

