

1099 Tax Reporting in AUC



Please MUTE your phone after joining the conference call.
Thanks!

Tue, Dec 14, 2021

<https://global.gotomeeting.com/join/117363717>

(872) 240-3311

Access Code: 117-363-717

Theresa Campbell

CORRECTED (if checked)

PAVERS name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no. TOWN OF ADMINS 219 LEWIS WHARF BOSTON, MA 02110	1 Unemployment compensation \$ 0.00	OMB No. 1545-0120 2021	Certain Government Payments
LuAnn Moore (617) 494-5100	2 State or local income tax refunds, credits, or offsets \$ 0.00	Form 1099-G	Copy B For Recipient

PAVERS TIN: 04-1234

CORRECTED (if checked)

RECIPIENT'S name KENNETH Street address (including P.O. box) 7 EADS ST City or town, state or province, country, and ZIP or foreign postal code BOSTON, MA	PAVER'S RTN (optional) TOWN OF ADMINS 219 LEWIS WHARF BOSTON, MA 02110	OMB No. 1545-0112 2021	Interest Income
LuAnn Moore (617) 494-5100	1 Interest income \$ 64.20	Form 1099-INT	Copy B For Recipient
	2 Early Withdrawal Penalty \$ 0.00		
	3 Interest on U.S. Savings Bonds and Treas. obligations \$ 0.00		

PAVER'S TIN: 04123

CORRECTED (if checked)

RECIPIENT'S name BUCCI GRIN Street address (including P.O. box) 10 DRAPE City or town, state or province, country, and ZIP or foreign postal code WOBURN, MA	PAVERS name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no. TOWN OF ADMINS 219 LEWIS WHARF BOSTON, MA 02110	OMB No. 1545-0115 2021	Miscellaneous Information
LuAnn Moore (617) 494-5100	1 Rents \$ 0.00	Form 1099-MISC	Copy B For Recipient
	2 Royalties \$ 0.00		
	3 Other income \$ 0.00		
	4 Federal income tax withheld \$ 0.00		

PAVER'S TIN: 04-1234567

CORRECTED (if checked)

RECIPIENT'S name SERALD M MO Street address (including P.O. box) 10 FERN STREE City or town, state or province, country, and ZIP or foreign postal code MILFORD, MA	PAVERS name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no. TOWN OF ADMINS 219 LEWIS WHARF BOSTON, MA 02110	OMB No. 1545-0116 2021	Nonemployee Compensation
LuAnn Moore (617) 494-5100	1 Nonemployee compensation \$ 18,400.00	Form 1099-INT	Copy B For Recipient

PAVER'S TIN: 04-1234567

CORRECTED (if checked)

RECIPIENT'S name DAVE BROW Street address (including P.O. box) 1153 SOUTH M City or town, state or province, country, and ZIP or foreign postal code FRANKLIN, MA	PAVERS name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no. TOWN OF ADMINS 219 LEWIS WHARF BOSTON, MA 02110	OMB No. 1545-0117 2021	Proceeds From Real Estate Transactions
LuAnn Moore (617) 494-5100	1 Date of closing 30-March-2021	Form 1099-S	Copy B For Recipient
	2 Gross proceeds \$ 10000.00		
	3 Address (including city, state, and ZIP code) or legal description 50 MANSION AVENUE, BOSTON, MA 02110		
	4 Transferor received or will receive property or services as part of the consideration (if checked) <input type="checkbox"/>		
	5 If checked, transferor is a foreign person (nonresident alien, foreign partnership, foreign estate, or foreign trust) <input type="checkbox"/>		
	6 Buyer's part of real estate tax \$		

PAVER'S TIN: 041234567

TRANSFEROR'S TIN: 028-70-9886

TRANSFEROR'S name
PETER ROCHAT
PETES NERD EMPORIUM LLC
Street address (including P.O. box)
10 DITTAG ST # 2
City or town, state or province, country, and ZIP or foreign postal code
FRANKLIN, MA 02038 Account number (see instructions) 030275 | Form 1099-S | **Copy B For Recipient** |

for your records) www.irs.gov/Form1099S Department of the Treasury - Internal Revenue Service



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www.admins.com

Tips for GoToMeeting



1. Controls appear when the mouse is moved onto the G2M window
2. Slider resizes the viewing canvas versus the attendee's area
3. Chat bubble allows for questions
4. Camera and zoom controls for screenshots or a closer look

What Will We Cover?



1099 Forms Issued via AUC

Due Dates

Calendar Year End Preparation

Verification of Tables & Coding Vendors

Reports

Processing

Corrections

Questions

What's New for 2021?



1099-G for Government Grants

1099-S AUC - more address lines

Backer Changes for all forms

Form 4419 – FIRE System

Down for annual updates

Dec 3, 2021 - Jan 4, 2022

Available January 7, 2022

1099-G Introduced Last Year



Used for Government Grant Payments - file Form 1099-G for each person from whom you have withheld any federal income tax (report in box 4) under the backup withholding rules regardless of the amount of the payment.

CORRECTED (if checked)





PAYERS name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no. TOWN OF ADMINS 219 LEWIS WHARF BOSTON, MA 02110 LuAnn Moore (617) 494-5100		1 Unemployment compensation \$ 0.00 2 State or local income tax refunds, credits, or offsets \$ 0.00	OMB No. 1545-0120 2021 Form 1099-G	Certain Government Payments Copy B For Recipient This is important tax information and is being furnished to the IRS. 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.
PAYERS TIN 04-1234567	RECIPIENT'S TIN 111111117	3 Box 2 amount is for tax year	4 Federal income tax withheld \$ 0.00	
RECIPIENT'S name KENNETH W GURGE Street address (including apt.no.) 7 EADS ST City or town, state or province, country, and ZIP or foreign postal code BOSTON, MA 02110-0006		5 RTAA payments \$ 0.00 7 Agriculture payments \$ 0.00 9 Market gain \$ 0.00	6 Taxable Grants \$ 706.25 8 If checked, box 2 is trade or business income <input type="checkbox"/>	
Account number (see instructions) 030592		10a State MA	10b State identification no. 041234567	
			11 State income tax withheld \$ 0.00	

Form 1099-G (keep for your records) www.irs.gov/Form1099G Department of the Treasury - Internal Revenue Service



1099 Forms Issued Via AUC



Form Title	What to Report	Amounts To Report	Due Date to Recipient*	Due Date to IRS*	
1099-G	Certain Government Grants	\$10 or more for refunds & unemployment	31-Jan-22	28-Feb-22	
1099-INT	Interest Income	\$10 or more (\$600 or more in some cases)	31-Jan-22	28-Feb-22	
1099-MISC	Miscellaneous Income	\$600 or more, except \$10 or more for royalties	Various	28-Feb-22	
1099-NEC	Nonemployee compensation	\$600 or more	31-Jan-22	31-Jan-22	
1099-S	Real Estate Transactions	Generally, \$600 or more	15-Feb-22	28-Feb-22	

AUC provides a combined file; **all are due to the IRS on January 31, 2022**

<https://www.irs.gov/instructions/i1099gi>

Due Dates from IRS Publication 1220



Due Dates		
Form	IRS Electronic Filing	Recipient/Participant Copy
1099	March 31	January 31 February 15 for Forms 1099-B and 1099-S. This also applies to statements furnished as part of a consolidated reporting statement.
1099-MISC	March 31	January 31 February 15 for amounts reported in boxes 8 or 10
1099-NEC	January 31	January 31

Note: If any due date falls on a Saturday, Sunday, or legal holiday, the return or statement is considered timely if filed or furnished on the next business day.

**Reporting prior year (before 2020) Nonemployee Compensation (NEC)?
Use Form 1099-MISC to report prior year nonemployee compensation.**

<https://www.irs.gov/pub/irs-pdf/p1220.pdf>

1099-MISC Compensation Types



File Form 1099-MISC for each person to whom you have paid during the year:
At least \$10 in royalties or broker payments in lieu of dividends or tax-exempt interest.

At least \$600 in:

- Rents.

- Prizes and awards.

- Other income payments.

- Medical and health care payments.

- Crop insurance proceeds.

- Cash payments for fish (or other aquatic life) you purchase from anyone engaged in the trade or business of catching fish.

- Generally, the cash paid from a notional principal contract to an individual, partnership, or estate.

- Payments to an attorney.

- Any fishing boat proceeds.

In addition, use Form 1099-MISC to report that you made direct sales of at least \$5,000 of consumer products to a buyer for resale anywhere other than a permanent retail establishment.

1099-INT Compensation Types



File Form 1099-INT, Interest Income, for each person:

To whom you paid amounts reportable in boxes 1, 3, and 8 of at least \$10 (or at least \$600 of interest paid in the course of your trade or business described in the instructions for Box 1. Interest Income, later);

For whom you withheld and paid any foreign tax on interest; or

From whom you withheld (and did not refund) any federal income tax under the backup withholding rules regardless of the amount of the payment.

1099-NEC Compensation Types



File Form 1099-NEC, Nonemployee Compensation (NEC), for each person ... to whom you have paid at least \$600 during the year for:

Services performed by someone who is not your employee (including parts and materials) (box 1);

Cash payments for fish (or other aquatic life) you purchase from anyone engaged in the trade or business of catching fish (box 1);

or

Payments to an attorney (box 1). (See [Payments to attorneys, later.](#))

You must also file Form 1099-NEC for each person from whom you have *withheld any federal income tax (report in box 4)* under the backup withholding rules regardless of the amount of the payment.

1099 Code – Attorneys



Payments to attorneys. *(Report on 1099 NEC-if criteria below is met)*

The term "attorney" includes a law firm or other provider of legal services. Attorneys' fees of \$600 or more paid in the course of your trade or business are reportable in box 1 of Form 1099-NEC, under section 6041A(a)(1).

[Instructions for Forms 1099-MISC and 1099-NEC \(2020\) | Internal Revenue Service \(irs.gov\)](#)

Gross proceeds paid to attorneys. *(Report on 1099 MISC)*

Under section 6045(f), report in box 10 payments that:

- Are made to an attorney in the course of your trade or business in connection with legal services, but not for the attorney's services, for example, as in a settlement agreement;
- Total \$600 or more; and
- Are not reportable by you in box 1 of Form 1099-NEC.

1099-S Compensation Types



Use Form 1099-S to report the sale or exchange of real estate.

Additional information must be supplied in the 1099 Edit Work File step.

[AUC] 2202-1099 Work File Summary

1099 Work File Summary

Vendor: 030275 01 PETER ROCHAT / PETES NERD EMPORIUM LLC
Address: 50 COTTAGE ST # 2
FRANKLIN MA 02038-0000
Phone#: (000) 000-0000

Entity: 1 TOWN OF ADMINS
Federal ID#: 028-70-9866
1099 Flag: S PROCEEDS FROM REAL ESTATE TRAN
Address Type: AP Accounts Payable

Total Paid: 10000.00 Reportable: 10000.00

Box	Code	Description	Form	Check Amount	Amount Reportable	Edit
2	S	PROCEEDS FROM REAL ESTATE TRAN	S	10000.00	10000.00	Detail

Additional Information for Form: S

Box 1: Date of Closing: 01-Nov-2021

Box 3: Address or Legal Description of Property (incl city, state and ZIP code)

30 STANDISH WAY, FRANKLIN, MA 02038
15234 WEST SPRINGFIELD BLVD FOXBOROUGH, MA 02038
2200 SOUTH MAIN ST, LOT 3A, MIDDLETOWN, CT 06457

Box 4: Property or Services Received? Yes No
Box 5: Transferor is a Foreign Person Yes No
Box 6: Buyers Part of Real Estate Tax \$

Three lines available for the Address / Legal Description

Status: Vendor Active Lkup UP

1099-S Form Appearance



Each line will begin on a new line in Box 3 and continue to the next line if needed.

<input type="checkbox"/> CORRECTED (if checked)		OMB No. 1545-0997		2021 Form 1099-S	Proceeds From Real Estate Transactions
FILER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone number TOWN OF ADMINS 219 LEWIS WHARF BOSTON, MA 02110 LuAnn Moore (617) 494-5100		1 Date of closing 1-November-2021	2 Gross proceeds \$ 10000.00		
FILER'S TIN 041234567		TRANSFEROR'S TIN ***-**-9866			
TRANSFEROR'S name PETER ROCHAT PETES NERD EMPORIUM LLC Street address (including apt no.) 50 COTTAGE ST # 2 City or town, state or province, country, and ZIP or foreign postal code FRANKLIN, MA 02038		3 Address (including city, state, and ZIP code) or legal description 30 STANDISH WAY, FRANKLIN, MA 02038 15234 WEST SPRINGFIELD BLVD FOXBOROUGH, MA 02038 2200 SOUTH MAIN ST, LOT 3A, MIDDLETOWN, CT 06457		Copy B For Transferor This is important tax information and is being furnished to the IRS. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this item is required to be reported and the IRS determines that it has not been reported.	
Account number (see instructions) 030275		4 Transferor received or will receive property or services as part of the consideration (if checked). . . <input type="checkbox"/>			
		5 If checked, transferor is a foreign person (nonresident alien, foreign partnership, foreign estate, or foreign trust)... <input type="checkbox"/>			
		6 Buyer's part of real estate tax \$			

Form **1099-S** (keep for your records) www.irs.gov/Form1099S Department of the Treasury - Internal Revenue Service



Calendar Year End



Act now:

Order Form Stock (LuAnn sent email October 18 to all sites)

Begin review of documentation / tables / vendors

Run report #2094 Vendors-Duplicate Federal Tax ID #s

Review 1099 Documentation

Update Entity and 1099 Codes Tables (new data)

Review/Update Vendors (1099 Code, FID#, Name, Address)

Merge Vendors before building 1099 file (*for permanent changes*)

When to start processing?



Start once final 2021 disbursement is complete

Build and Maintain Work file

Proof Reports and Make Changes

Print 1099 Tax Forms and Create Electronic File

Save Attachments and Archive

(after electronic file has been accepted)

Corrections?

Entity Table



Accounts Payable → 1099's → Entity Table

[AUC] 53-Maintain Entity Codes

Maintain Entity Codes

Entity 1 **Description** TOWN OF ADMINS

Name TOWN OF ADMINS
Address 1 219 LEWIS WHARF
Address 2
Address 3
City BOSTON **Phone** (617) 494-5100
State MA **Zip Code** 02110-0000 **Fed Tax ID** 041234567
Country **State Tax ID** 041234567

1 AP 1099 2 Payroll 1099/W2 3 Payroll Bonds

Transmitter Control Code 31005
Combined Filing State Number 25
Payer Control Name ADMI
Contact Employee Name LuAnn Moore
Contact Phone Number (617) 494-5100
Contact E-mail support@admins.com

Export Directory for IRS file fmlis: #,EIN,TIN etc
Mask TIN# as *-**-####** No Yes

Entity Table Edit List



Task 54: Entity Table Edit List

Entity Table Edit List

Include AP 1099 Settings Yes No

Run as Preview Print PDF Excel

If Printing use Duplex Yes No

Lookup OK Cancel Clear All

City of ADMINS
Entity Table Edit List

Page 1

Entity Name & Address	Fed ID	State ID	Transmit Ctrl	Status
1 TOWN OF ADMINS 219 LEWIS WHARF BOSTON, MA 02110-0000 (617) 494-5100	041234567	041234567	31000	Active
2 ToA Fire District 219 LEWIS WHARF BOSTON, MA 02110-3927 (617) 494-5100	041234564	041234564	BBQXY	Active

AP 1099

=====
 Combined Filing State # : 25
 Payer Control Name : ADMI
 Contact Employee Name : LuAnn Moore
 Contact Phone # : (617) 494-5100
 Contact Email : support@admins.com
 Export Directory IRS File : fmlis:
 Mask TIN# as ***-**-#### : Yes

Contact Email : support@admins.com
 Export Directory IRS File : fmlis:
 Mask TIN# as ***-**-#### : No

=====
 *** Grand Total *** # Records: 5
 =====

1099 Code Table



AP → 1099s → 1099 Codes

[AUC] 2522-Maintain 1099 Codes

Description: The text description identifying the type of payment

The screen handles both Pre-2020 and Current reporting

Maintain 1099 Codes

Code	Description	Pre 2020			Current			Status
		Form	Box#	Reported Minimum	Form	Box#	Reported Minimum	
	ATTORNEY	MISC	14	600,00	MISC	10	600,00	Inactive
AF	Gross Proceeds Paid to an Attorn	MISC			NEC	1	600,00	Active
B	BOAT	MISC	5		MISC	5		Active
D	DIRECT SALES	MISC	9	10,00	MISC	7	10,00	Active
E	EXCESS	MISC	13		MISC	13		Active
F	FEDERAL TAX	MISC	4		MISC	4		Active
FI	F CROP	MISC	10	600,00	MISC	9	600,00	Active
G	TAXABLE GRANTS	G	6		G	6		Active
I	INTEREST	INT	1	10,00	INT	1	10,00	Active
L	RENT	MISC	1	600,00	MISC	1	600,00	Active
M	MEDICAL PAYMENTS	MISC	6	600,00	MISC	6	600,00	Active
MR	MEDICAL RETIMBURSEMENT	MISC	7	99999,00	NEC	1	99999,00	Active
N	NON-EMPLOYEE COMPENSATION	MISC	7	600,00	NEC	1	600,00	Active
O	OTHER	MISC	3	1,00	MISC	3	1,00	Active
R	ROYALTY	MISC	2	10,00	MISC	2	10,00	Active
S	PROCEEDS FROM REAL ESTATE TRAN	S	2	600,00	S	2	600,00	Active
V	VETERAN CH115 - ASSISTANCE	MISC	7	99999,00	NEC	1	99999,00	Active
Y	NON-EMPLOYEE COMPENSATION	MISC	7	600,00	NEC	1	600,00	Active
Z	EXEMPT (NOT REPORTABLE)							

Code: If a code in use is missing click [1 Add New] to add it to the table of available codes

Pre 2020 Form: Identifies the 1099 form to which this code applies

Pre 2020 Box #: Identifies on which box of the form the amount will be shown

Pre 2020 Reported Minimum: The dollar threshold required to be reported; payments over this amount are reportable

Current Form: Identifies the 1099 form to which this code applies

Current Reported Minimum: The dollar threshold required to be reported; payments over this amount are reportable

Current Box #: Identifies on which box of the form the amount will be shown

Code Table Edit List



Task 2554: 1099 Codes List

1099 Codes List

Restrict to Current Form as: MISC INT 1099-S NEC All

Run as Preview Print PDF Excel

If Printing use Duplex Yes No

Lookup

2554-APPOR1099.REP Page 1

City of ADMIN
1099 Codes List

Form: ALL

Code	Description	Pre 2020			Current			Status
		Form	Box	Report Over	Form	Box	Report Over	
A	ATTORNEY	MISC	14	600.00	MISC	10	600.00	Active
AF	Gross Proceeds Paid to an Attorney	MISC			NEC	1	600.00	Active
B	BOAT	MISC	5		MISC	5		Active
D	DIRECT SALES	MISC	9	10.00	MISC	7	10.00	Active
E	EXCESS	MISC	13		MISC	13		Active
F	FEDERAL TAX	MISC	4		MISC	4		Active
FI	F CROP	MISC	10	600.00	MISC	9	600.00	Active
G	TAXABLE GRANTS	G	6		G	6		Active
I	INTEREST	INT	1	10.00	INT	1	10.00	Active
L	RENT	MISC	1	600.00	MISC	1	600.00	Active
M	MEDICAL PAYMENTS	MISC	6	600.00	MISC	6	600.00	Active
MR	MEDICAL REIMBURSEMENT	MISC	7	99,999.00	NEC	1	99,999.00	Active
N	NON-EMPLOYEE COMPENSATION	MISC	7	600.00	NEC	1	600.00	Active
O	OTHER	MISC	3	1.00	MISC	3	1.00	Active
R	ROYALTY	MISC	2	10.00	MISC	2	10.00	Active
S	PROCEEDS FROM REAL ESTATE TRAN	S	2	600.00	S	2	600.00	Active
V	VETERAN CH115 - ASSISTANCE	MISC	7	99,999.00	NEC	1	99,999.00	Active
Y	NON-EMPLOYEE COMPENSATION	MISC	7	600.00	NEC	1	600.00	Active

*** Grand Total *** # of Codes: 18

#2094 Duplicate FID # Report



1. Absence of data shown as all zeroes
2. FID and SSN match
3. None, FID, SSN & match
4. All 9s used when uploading vouchers in bulk for refunds

AP_PO_Vendors_Dup_FID_2094_THERESA[3].xml - Excel

File Home Insert Page Layout Formulas Data Review View Tell me... Theresa Campbell Share

K78

	A	B	C	D	E	F	G	H	I	J
	FID#	Vendor	Class	Name	Hold?	Minor?	1099	Terms	1Time?	LastCheckDate
1	00-0000000	014435	UNCL	GREAT AMERICAN PLAN ADMIN				DUR	N	9/23/2020
2	000-00-0000	019220	UNCL	MARY LANGLOIS		V		DUR	N	8/24/2020
51										
52	123-45-6789	029833	UNCL	ED SORRENTINO		Y		DUR	N	9/21/2020
53	12-3456789	029904	UNCL	EDWARD F. SORRENTINO				DUR	N	9/21/2020
57										
58	55-5555555	016516	UNCL	GREAT-WEST RETIREM SVC - WELLS				DUR	N	9/23/2020
59	555-55-5555	016517	UNCL	GREAT-WEST RETIREM SVC - WELLS				DUR	N	9/23/2020
60	555555555	028944	UNCL	GREAT-WEST RETIREM SVC - WELLS		R		DUR	N	9/16/2020
67										
68	77-7777777	023851	UNCL	RICOH AMERICAS CORP C/O RICOH				DUR	N	9/21/2020
69	77-7777777	026849	UNCL	TOSHIBA AMERICA BUSINESS SOLUT				DUR	N	9/28/2020
70										
71	99-9999999	000046	UNCL	POSTMASTER				DUR	N	9/7/2020
72	99-9999999	000355	UNCL	MASS DIVISION OF EMPLOY. & TRAI				DUR	N	9/14/2020
73	99-9999999	000684	UNCL	NORFOLK CTY RETIREMENT SY				DUR	N	9/23/2020
74	99-9999999	000685	UNCL	MASS TEACHERS RETIRE SYS				DUR	N	9/16/2020
75	99-9999999	001820	UNCL	AFL-CIO AFSCME LOCAL 747				DUR	N	9/23/2020
76	99-9999999	001824	UNCL	IAFF LOCAL 2071				DUR	N	9/23/2020
77	99-9999999	002436	UNCL	GREAT AMERICAN PLAN ADMIN				DUR	N	9/16/2020
78	99-9999999	002439	UNCL	GREAT AMERICAN PLAN ADMIN				DUR	N	9/23/2020

Apopen_dupfid

Enter Vendors

Vendor 011995 ADVANTAGE FITNESS SERVICE

1 Name/Address 2 Addresses 3 Classification 4 Attachment (34)

Restrict Access To Town School Both

Federal ID# 45-5258941 Type None SS# Tax ID

ABA# 0000-0000-0 Prenote Not Active

Bank Account Type

Customer#

HR ACH Tax Payment Type Federal State None

Report Library by Vendor

Report Name	View	Report
381 - Vendors Address Listing	Sample	Run
382 - Vendors missing City, State or Zip	Sample	Run
381 - Vendors Name Listing	Sample	Run
381 - Vendors - by Hold Codes	Sample	Run
256 - Vendors - by Classification	Sample	Run
381 - Vendors - by 1099 Codes	Sample	Run
382 - Vendors - by Minority Codes	Sample	Run
382 - Vendors - on State Bid List	Sample	Run
2094 - Vendors - Duplicate Federal Tax ID Numbers		

Report of 1099 Vendors



Accounts Payable ▶ Enter Vendors ▶ [7 Reports]

Enter Vendors

Goto... Actions

Vendor 000044

1 Name/Address 2 Addresses 3 Cl

Remittance 01 of 01 Address

1 Name 2 Name Sort Name

Address List

Name List

Vendors on Hold

Vendors by Class

Vendors by 1099

Vendors by Minority Code

Vendors on State Bid List

Vendors with Duplicate Names

Vendors w/City and State but no Zipcode

5 Add Vendor 6 Add Address

0 Change Type Y Copy Address

7 Reports

A	B	C	D	E	F	G
Vendor#	Name	Entity	Class	Fed_ID#	1099	Code and Description
010549	ALBERT R. MASON	Both	UNCL		A	ATTORNEY
000443	AMBLER & AMBLER, PC, ATTYS	Both	UNCL		A	ATTORNEY
025427	MEAD, TALERMAN & COSTA, LLC	Both	UNCL		A	ATTORNEY
012237	MERRICK LOUISON & COSTELLO	Both	UNCL		A	ATTORNEY
Total #Vendors:			4			
030037	ALBERT R. MASON	Both			I	Interest
030038	AMBLER & AMBLER, PC, ATTYS	Both			I	Interest
030039	BLATMAN, BOBROWSKI & MEAD, LLC	Both			I	Interest
Total #Vendors:			3			
027951	MICHAEL TOMAO	Town	UNCL		M	MEDICAL PAYMENTS
Total #Vendors:			1			
025285	AKURATE SOLUTIONS	Both	UNCL		N	NON-EMPLOYEE COMPENSATION
026712	ALEX CARR	Both	UNCL		N	NON-EMPLOYEE COMPENSATION
015890	AMANDA GHOSTLAW	Both	UNCL		N	NON-EMPLOYEE COMPENSATION
026583	CHRIS WELSH	Both	UNCL		N	NON-EMPLOYEE COMPENSATION
009760	COLEEN HAFFORD	Both	UNCL		N	NON-EMPLOYEE COMPENSATION
021573	CYNTHIA NORDQUIST	Both	UNCL		N	NON-EMPLOYEE COMPENSATION
026778	DANIEL VIVEIROS	Both	UNCL		N	NON-EMPLOYEE COMPENSATION
026746	DAVID LYNCH	Both	UNCL		N	NON-EMPLOYEE COMPENSATION
Total #Vendors:			8			

Vendor Coding



To be reported,
Vendors must have
the following:

Name

Address

Federal ID#

(Classification tab)

And the vendor must
meet the dollar
minimum for the form
type

Enter Vendors

Certified Vendor? Yes No
Certified By _____
Date Certified _____

Vendor **011995** ADVANTAGE FITNESS SERVICE

1 Name/Address 2 Addresses 3 Classification 4 Attachment (34) 8 Items 9 User Defined

Remittance 01 of 02 Address Type Accounts Payable

1 Name ADVANTAGE FITNESS SERVICE
2 Name _____
Sort Name ADVANTAGE FITNE
Address 1 PO BOX 553
Address 2 _____
Address 3 _____
City SUDBURY
State MA Zip Code 01776-0000
Country _____

Enter Vendors

Vendor **011995** ADVANTAGE FITNESS SERVICE

1 Name/Address 2 Addresses 3 Classification 4 Attachment (34)

Restrict Access To Town School Both

Federal ID# 45-5258941 Type None SS# Tax ID

ABA# 0000-0000-0 Prenote Not Active
Bank Account _____ Type
Customer# _____
HR ACH Tax Payment Type Federal State None

1099 Code on Vendor Record



Accounts Payable → Vendors → Enter Vendors

Enter Vendors

Vendor: 011995 ADVANTAGE FITNESS SERVICE

Certified Vendor? Yes No
Certified By: _____
Date Certified: _____

1 Name/Address | 2 Addresses | **3 Classification** | 4 Attachment (34) | 8 Items | 9 User Defined

Restrict Access To: Town School Both
Federal ID# 45-5258941 Type None SS# Tax ID
Bank Code: _____
ABA# 0000-0000-0 Prenote Not Active
Bank Account: _____ Type
Customer#: _____
HR ACH Tax Payment Type: Federal State None

Authorized Representatives

Name	Title
_____	_____
Phone# (000) 000-0000 0000	_____
_____	_____
Phone# (000) 000-0000 0000	_____
_____	_____
Phone# (000) 000-0000 0000	_____
_____	_____
Phone# (000) 000-0000 0000	_____

Terms: DUR Due Upon Receipt
Class: UNCL Unclassified
Minority Code: Hold Code:

1099 Code NON-EMPLOYEE COMPENSATION **Form NEC**

Payment Type: Printed Ck Wire ACH No Check
Separate Check? Yes No
1 Time Vendor? Yes No Tailing Vendor Yes No
State Bid List? Yes No
Local Vendor? Yes No
Business Type: Partnership

Send Bids Via
 US Mail Call for Pick Up
 EMail Other
 Fax

Update 1099 Code on Posted Vouchers



1099's ► Quick 1099 Code Update on Vouchers

Steps Menu

Select Vouchers (uses a *check* date range)

Full instructions in [AP-710 AP 1099 Processing](#)

Run the process prior to building the 1099 work file

If changes are needed once the work file is built:

Run the Quick 1099 Code Update on Vouchers

Then rebuild the 1099 work file

How are Payments Reported?



Vendors

If the vendor is coded as 1099 reportable, then payments default to reportable when an invoice is created.

Terms	DUR	Due Upon Receipt
Class	UNCL	Unclassified
Minority Code		Hold Code <input type="checkbox"/>
1099 Code	N	NON-EMPLOYEE COMPENSATION Form NEC



Payments (Vouchers ► Checks)

Reportable via Vendor:

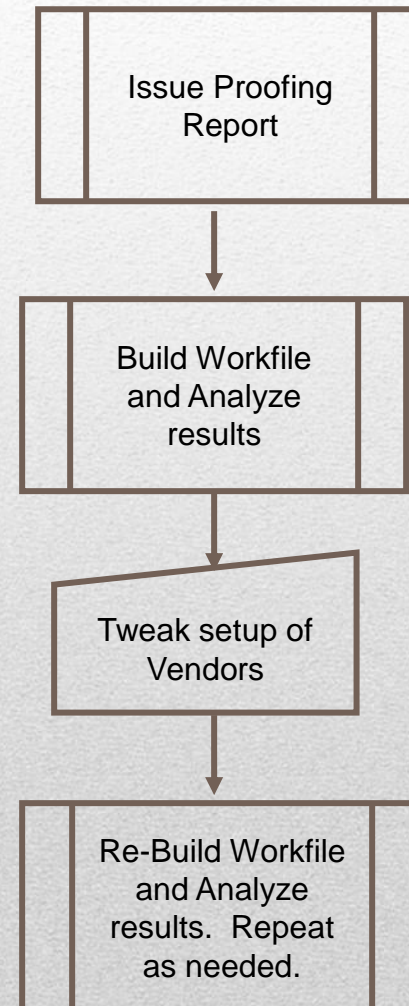
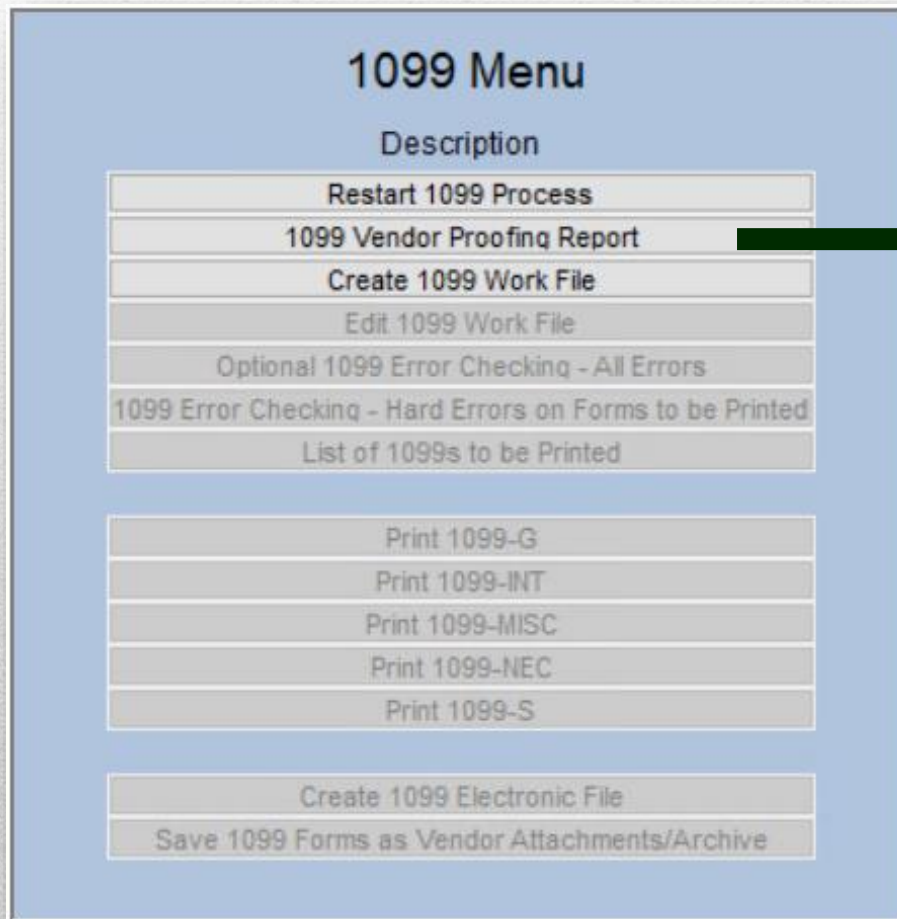
If the vendor is coded as 1099 reportable, then payment is reportable – unless overridden.

Reportable via Voucher Line:

Otherwise, payment may be coded as reportable without vendor default.

Line Item	Qty	Uom	Item Description
1	1,0000		Gymnastics Coaching
<input type="button" value="Split"/>			
			1000-171-0000-001-00-00-52400
			1099 <input checked="" type="checkbox"/> A <input type="checkbox"/>

Processing



Getting Started



Restart 1099 Process
1099 Vendor Proofing Report
Create 1099 Work File
Edit 1099 Work File
Optional 1099 Error Checking - All Errors
1099 Error Checking - Hard Errors on Forms to be Printed
List of 1099s to be Printed

Required. Build work file of reportable amounts.

Please be patient – this takes several minutes

Create 1099 Work File combines the vendor file with the check history file...

Check History - All Vouchers Paid on this Check

Goto... Bank: **EAST** EASTERN BANK FOR A/P Check#: 0362014

Vendor 030050 / 01 MEAD, TALERMAN & COSTA, LLC
98 CONNECTICUT AVE NW
CHAGRIN FALLS
OH 44023-0000

Type P Printed
Check Date 06-Nov-2020
Warrant 006650 Clear Date
Total Check 601.00 Void Date Warrant 000000

W View Check 0 Email Check

1 By Bank 2 By Check 3 By Vendor Summary 4 By Vendor 5 By Warrant

Voucher	Line#	PO#	POLn	User Batch	Invoice#	Invoice Date	1099	1099 Description	Line Net	Status
468982	1			LV10695	06-Nov-2020	06-Nov-2020	Y	NON-EMPLOYEE COMPENSAT	601.00	Issued

6 View Voucher 7 View PO 9 Reports X Excel

Edit Work File



Edit 1099 Work File

1099 Work File Summary

Goto...
Actions

Vendor: 012032 01 NEWS-2-YOU / N2Y
Address: PO BOX 550
1
HURON OH 44839-0000
Phone#: (800) 697-6575

Entity: Federal ID# 100
Address Type:
Total Paid: 4066.98 Reportable: 4066.98

Amounts Reportable

Box	Code	Description	Form	Check Amount	Amount Reportable	Edit
1	Y	NON-EMPLOYEE COMPENSATION	NEC	4066.98	4066.98	Detail 2

Click Button to

4 Edit List

Additional Information for Form NEC

Change the Address (does not update the vendor file) or Update from the Vendor File using button 3

Drill down to edit the details. Increase or Decrease amounts; change the 1099 Code

Add an omitted vendor ** or payment amount, delete a vendor from the work file, get Name/Address from Vendor file, Print Verification report

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

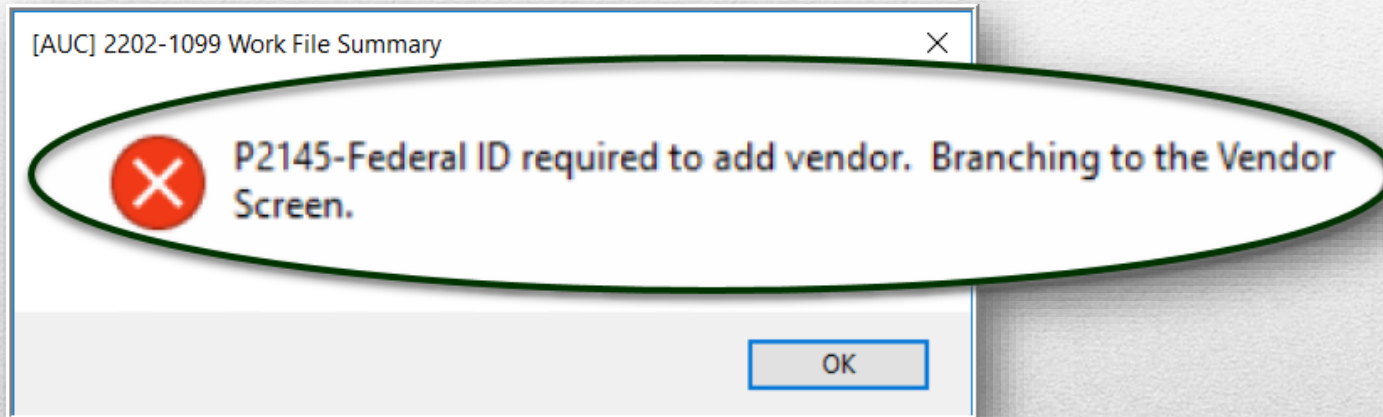


*** Add an Omitted Vendor



Edit 1099 Work File

If a Federal ID# is not entered on the vendor you are trying to add, the following message will appear:



The system will branch to the vendor record to allow entry of the Federal ID# on the Classification tab. Use the yellow branch arrow to return to the 1099 Processing Menu.



Change Amounts in the Work file



Edit 1099 Work File

Increase/Decrease Reportable Amounts

Step 1: Locate the Vendor to be modified

Step 2: Click **[Detail]** next to the amount to be modified

1099 Work File Summary

Amounts Reportable				Check Amount	Amount Reportable	Edit
Box	Code	Description	Form			
1	Y	NON-EMPLOYEE COMPENSATION	NEC	1300.00	1300.00	Detail

Step 3: Type the new amount in the Report Amt field. ***This will not change Check History.*** It will only change the amount to be reported on the 1099 for this year...

Edit 1099 Work Detail

Vendor 015781 XAVUS SOLUTIONS Entity 1 TOWN OF ADMIN

Bank	Ref#	Line#	Ck Vend	Remit	Batch	Check#	Check Date	Check Amount	1099	Report Amt	New
COBT	461724	1	015781	01	16319	0357260	28-Apr-2020	1000.00	Y	1000.00	
	463766	1	015781	01	16400	0358724	22-Jun-2020	300.00	Y	300.00	

1 Return to 1099 Summary

Step 4: Click **1 Return to 1099 Summary**

Step 5: Confirm results

1099	Report Amt	New
Y	1000.00	
Y		

1099 Work File Summary

Amounts Reportable				Check Amount	Amount Reportable	Edit
Box	Code	Description	Form			
1	Y	NON-EMPLOYEE COMPENSATION	NEC	1300.00	1000.00	Detail

Change a 1099 Code from Y to A



Edit 1099 Work File

1099 Work File Summary

Goto...
Actions

Vendor: 015006 01 KATHERINE YOUNG
Address: 1550 WORCESTER ROAD #514
FRAMINGHAM MA 01702-0000
Phone#: (508) 361-1312

Entity: 1 TOWN OF ADMINS
Federal ID#: 042-76-0806
1099 Flag: Y NON-EMPLOYEE COMPENSATION
Address Type: AP Accounts Payable

Total Paid: 900,00 Reportable: 900,00

Amounts Reportable

Box	Code	Description	Form	Check Amount	Amount Reportable	Edit
1	Y	NON-EMPLOYEE COMPENSATION	NEC	900,00	900,00	Detail

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

Status: Vendor Active

2

Change the code to an "A" - the system will change the box # and Form

Edit 1099 Work Detail

Goto...
Actions

Vendor: 015006 KATHERINE YOUNG Entity: 1 TOWN OF ADMINS

Bank	Ref#	Line#	Ck Vend	Remit	Batch	Check#	Check Date	Check Amount	1099	Report Amt	New
EAST	458287	1	015006	01	16196	0355067	17-Feb-2020	900,00	Y	900,00	A

1 Return to 1099 Summary

3

1099 Work File Summary

Goto...
Actions

Vendor: 015006 01 KATHERINE YOUNG
Address: 1550 WORCESTER ROAD #514
FRAMINGHAM MA 01702-0000
Phone#: (508) 361-1312

Entity: 1 TOWN OF ADMINS
Federal ID#: 042-76-0806
1099 Flag: Y NON-EMPLOYEE COMPENSATION
Address Type: AP Accounts Payable

Total Paid: 900,00 Reportable: 900,00

Amounts Reportable

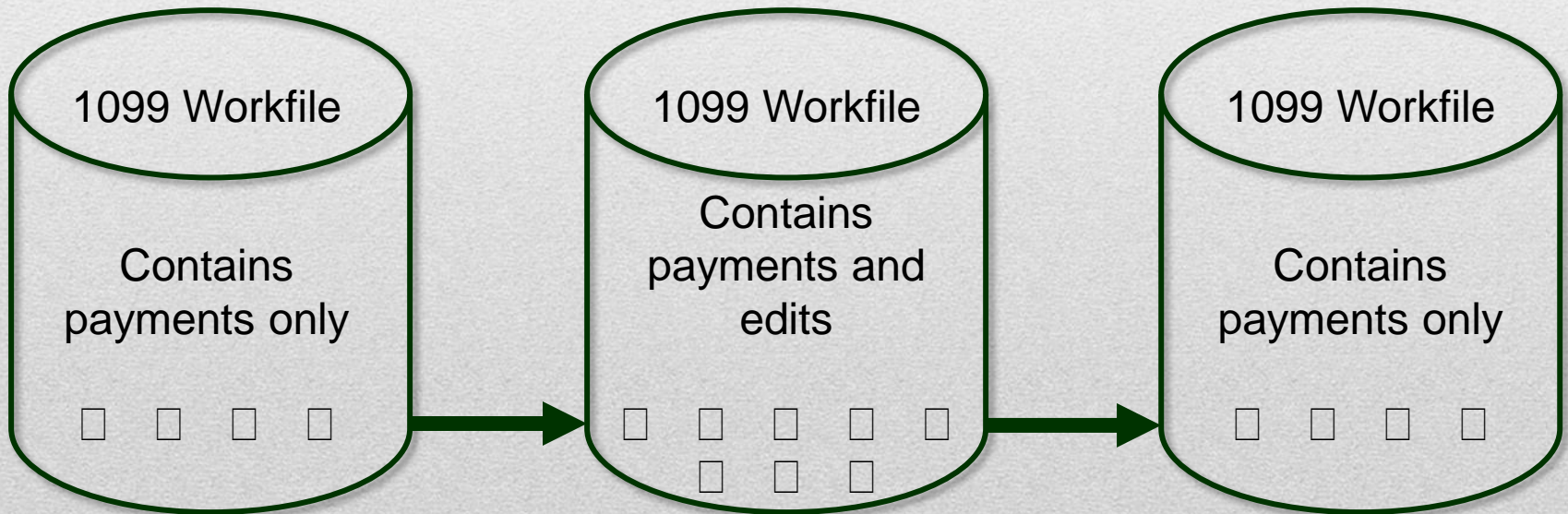
Box	Code	Description	Form	Check Amount	Amount Reportable	Edit
10	A	ATTORNEY	MISC	900,00	900,00	Detail

Click Button to
4 Edit List

Rebuild Workfile



Rebuilding the workfile will remove any changes previously entered in the workfile.



Printing Forms



These two steps must be run before printing any forms

1099 Menu

Description

- Restart 1099 Process
- 1099 Vendor Proofing Report
- Create 1099 Work File
- Edit 1099 Work File
- Optional 1099 Error Checking - All Errors
- 1099 Error Checking - Hard Errors on Forms to be Printed
- List of 1099s to be Printed
- Print 1099-G
- Print 1099-INT
- Print 1099-MISC
- Print 1099-NEC
- Print 1099-S
- Create 1099 Electronic File
- Save 1099 Forms as Vendor Attachments/Archive

Select the printing method

Enter Report Parameters

Enter Print Settings:

Select a value from dropdown:

- Print front and back on a duplex capable printer
- Print front and back on a duplex capable printer
- Print only the front of the forms
- Print only the back of the forms

OK Cancel

Finishing



1099 Menu

Description

Restart 1099 Process
1099 Vendor Proofing Report
Create 1099 Work File
Edit 1099 Work File
Optional 1099 Error Checking - All Errors
1099 Error Checking - Hard Errors on Forms to be Printed
List of 1099s to be Printed
Print 1099-G
Print 1099-INT
Print 1099-MISC
Print 1099-NEC
Print 1099-S
Create 1099 Electronic File
Save 1099 Forms as Vendor Attachments/Archive

"Edit" through "Print" steps are available only after creating the work file

Five 1099 forms are available from AUC - G, MISC, INT, NEC, and S

[**Save 1099 Forms as Vendor Attachments / Archive**] will be available after creating the electronic file. Do this once the electronic file has been accepted by the IRS. Do the attachment and archive step **prior** to creating any corrected forms.

Save Attachments



Once the file is submitted to the IRS, return to the steps menu and run the last step

This will attach images of the 1099s to the vendor records and create an archive of the reports and files used in the process

If needed, the steps menu is now available to make corrections or add omitted vendors

Omitted 1099 After Filing (1)



I omitted a vendor but already submitted the electronic file?

Select “Yes” radio button

Task 2201: Create 1099 Work File

Create 1099 Work File

Required: Enter Year

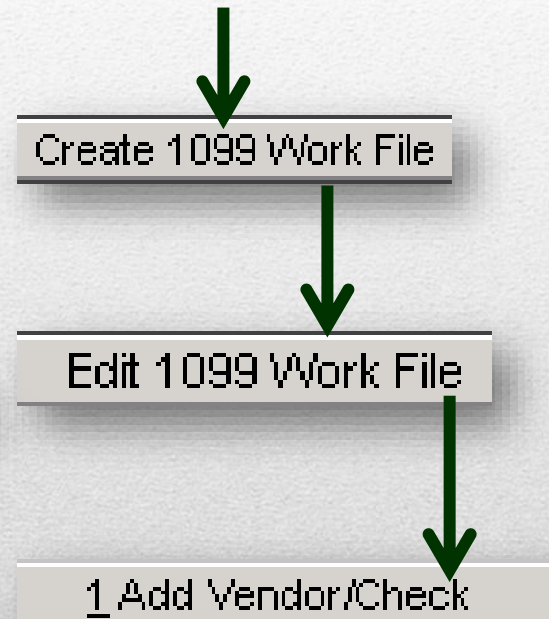
Create empty file for omitted or corrected 1099 forms after filing: Yes No

Run as Preview Print PDF

If Printing use Duplex Yes No

Lookup OK Cancel Clear All

Select [Create 1099 Work File]



Clicking on [Edit 1099 Work File] activates [1 Add Vendor/Check] button for entering the omitted vendor/checks.

Omitted 1099 After Filing (2)



1099 Work File Summary

Goto...
Actions

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

Entity:
Federal ID#
1099 Flag
Address Type

Amounts Reportable

Box	Code	Description

4 Edit List

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

Add Vendor/Check

Required: Enter Vendor# 30061 WOZNIAK LAW GROUP AS ATTORNEYS
Required: Entity Code 1 TOWN OF ADMINS
Required: 1099 Code S
Required: Check Amount for Non-Cancelled Form 679.74
Required: Enter Tax Year 2020
Required: 1099 Type New/Omitted Correction

Lookup OK Cancel Clear All

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

Status: Vendor Inactive

Omitted 1099 After Filing (3)



1099 Work File Summary

Goto...
Actions

Vendor: 030061 01 WOZNIAK LAW GROUP AS ATTORNEYS
Address: 3273 STATE ST
MIDDLESEX NJ 08846-0000
Phone#: (000) 000-0000

Entity: Federal ID#: 02-1114378
1099 Flag:
Address Type: AP Accounts Payable

Total Paid: 679.74 Reportable: 679.74
Omitted

Amounts Reportable

Box	Code	Description	Form	Check Amount	Amount Reportable	Edit
2	S	PROCEEDS FROM REAL ESTATE TRAN	S	679.74	679.74	Detail

4 Edit List

Run through all the steps on the menu for an omitted or corrected 1099. Save the added/corrected files as Vendor Attachments.

1099 Menu

Description

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

Viewing Attached 1099s



Go to Accounts Payable ► Enter Vendors ► [4 Attachments]

Select the most recent 1099 file at the bottom of the list (the original will have the earlier creation date in the last 4 digits of the file name; the corrected 1099 will have the later date)

View and print or email the 1099s from this screen

Enter Vendors

Certified Vendor? Yes No
Certified By _____
Date Certified _____

Vendor **015781** XAVUS SOLUTIONS

1 Name/Address 2 Addresses 3 Classification **4 Attachments** 5 Items 6 User Defined

Seq#	Description	Filename
1	Check Print Warrant 004666	APCK_EAST0287072.PDF
2	2014 1099-Misc	2014_1099MISC_1_015781_14:05:02.38.pdf
3	Check Print Warrant 004958	APCK_EAST0296661.PDF
4	Check Print Warrant 004986	APCK_EAST0297866.PDF
5	2015 1099-Misc	2015_1099MISC_1_015781_08:48:21.83.pdf
6	Check Print Warrant 005320	APCK_EAST0309077.PDF
8	2016 1099-Misc	2016_1099MISC_1_015781_09:47:20.62.pdf
9	Check Print Warrant 005603	APCK_EAST0320753.PDF
254	2017 1099-Misc	2017_1099MISC_1_015781_12.18.pdf
281	2017 1099-Misc	2017_1099MISC_1_015781_11:17:52.83.pdf
282	2017 1099-Misc	2017_1099MISC_1_015781_1218.pdf
283	2017 1099-Misc	2017_1099MISC_1_015781_1226.pdf

Original created 18 December

Corrected created 26 December

[View](#) [Email](#)

Questions 1 & 2



How do I produce a corrected 1099?

Electronic File has not been submitted:

Edit the existing Work File with the corrections

Print just the one corrected 1099

Complete the remaining steps in the menu

Do I need the dashes in my FID#/Social Security #?

Yes – The system uses the dash to determine whether it is an FID or a Social Security Number for the electronic file

FID# = XX-XXXXXXX

and SS# = XXX-XX-XXXX

Question 3 – Corrections After Filing?



Electronic File has been submitted:

Once the 1099 electronic file has been submitted to the IRS, follow the instructions in [AP-780 1099 Corrections](#) and slides titled “**Omitted 1099 After Filing (#)**”

Submit the new file to the IRS and the state

The new file will have only “omitted” (therefore “new”) and “corrected” records

Use the electronic file instead of the 1096 form for all submissions, original, omitted, & corrected

Question 4



Payments to be reported from a 3rd Party System?

Use **Accounts Payable** ▶ **Vendors** ▶ **Enter Vendors** ▶ **[9_User_Defined_Tab]** to enter the amount paid from the 3rd Party System and the process will combine this amount entered with any AUC payments

The screenshot shows the 'Enter Vendors' interface. At the top, there are radio buttons for 'Certified Vendor?' (Yes/No) and input fields for 'Certified By' and 'Date Certified'. The 'Vendor' field is populated with '011995 ADVANTAGE FITNESS SERVICE'. Below this are several tabs: '1 Name/Address', '2 Addresses', '3 Classification', '4 Attachment (34)', '8 Items', and '9 User Defined'. The '9 User Defined' tab is circled in green. A callout box highlights the 'Legacy 1099 Amount' and 'Legacy 1099 Entity' fields, which are currently empty.

Questions?

