

1099 Tax Reporting in AUC



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

☐ CORRECTED (if checked)

OMB No. 1545-0120
Form **1099-G**
(Rev. January 2022)
For calendar year **2022**

1 Unemployment compensation \$0.00
2 State or local income tax, refunds, credits, or offsets \$0.00
3 Box 2 amount is for tax year \$0.00
4 Federal income tax withheld \$0.00
5 RITA payments \$0.00
6 Taxable Grants \$2,000.00
7 Agriculture payments \$0.00
8 If checked, box 2 is trade or business income ☐
9 Market gain \$0.00
10 State income tax withheld \$0.00
11 Social Security benefits \$0.00
12 Other income \$0.00
13 Total amount paid to the Treasury \$0.00

City or town, state or province, country, ZIP code: MA 02119
Recipients TIN: **1744
City and ZIP or foreign postal code: 02019

(keep for your records)

1099G

☐ CORRECTED (if checked)

OMB No. 1545-0112
Form **1099-INT**
(Rev. January 2022)
For calendar year **2022**

1 Interest income \$55.00
2 Early Withdrawal Penalty \$0.00
3 Dividend or U.S. Savings Bonds and Treasury obligations \$0.00
4 Federal income tax withheld \$0.00
5 Investment expenses \$0.00
6 Foreign tax paid \$0.00
7 Foreign country or U.S. possession \$0.00
8 Tax-exempt interest \$0.00
9 Specified private activity bond interest \$0.00
10 Market discount \$0.00
11 Bond Premium \$0.00
12 Bond premium on tax-exempt bond \$0.00
13 Bond Premium on tax-exempt bond \$0.00
14 Tax-exempt interest and tax credit bond \$0.00
15 State income tax withheld \$0.00
16 Social Security benefits \$0.00
17 Other income \$0.00
18 Total amount paid to the Treasury \$0.00

City or town, state or province, country, ZIP code: MA 02119
Recipients TIN: **1744
City and ZIP or foreign postal code: 02019

(keep for your records)

1099INT

☐ CORRECTED (if checked)

OMB No. 1545-0115
Form **1099-MISC**
(Rev. January 2022)
For calendar year **2022**

1 Rents \$0.00
2 Royalties \$0.00
3 Other income \$0.00
4 Federal income tax withheld \$0.00
5 Nonemployee compensation \$0.00
6 Medical and health care payments \$0.00
7 Other income \$0.00
8 State income tax withheld \$0.00
9 Crop insurance proceeds \$0.00
10 Gross proceeds paid to an attorney \$2,800.00
11 Fish purchases for resale \$0.00
12 Section 4804-Subchapter S \$0.00
13 Dividend or U.S. Savings Bonds and Treasury obligations \$0.00
14 Dividend or U.S. Savings Bonds and Treasury obligations \$0.00
15 Nonqualified deferred compensation \$0.00
16 Social Security benefits \$0.00
17 Other income \$0.00
18 Total amount paid to the Treasury \$0.00

City or town, state or province, country, ZIP code: MA 02119
Recipients TIN: **1744
City and ZIP or foreign postal code: 02019

(keep for your records)

1099MISC

☐ CORRECTED (if checked)

OMB No. 1545-0116
Form **1099-NEC**
(Rev. January 2022)
For calendar year **2022**

1 Nonemployee compensation \$5,121.25
2 Other income \$0.00
3 Federal income tax withheld \$0.00
4 State income tax withheld \$0.00
5 Social Security benefits \$0.00
6 Other income \$0.00
7 Total amount paid to the Treasury \$0.00

City or town, state or province, country, ZIP code: MA 02119
Recipients TIN: **1744
City and ZIP or foreign postal code: 02019

(keep for your records)

1099NEC

☐ CORRECTED (if checked)

OMB No. 1545-0097
Form **1099-S**
(Rev. January 2022)
For calendar year **2022**

1 Date of closing 4-March-2022
2 Gross proceeds \$11,000.00
3 Address (including city, state, and ZIP code) or legal description
4 Transferee received or will receive property or services (as part of the consideration of checked)
5 If checked, transferee is a foreign person (nonresident alien, foreign partnership, foreign estate, or foreign trust)
6 Buyer's part of net estate tax

City or town, state or province, country, ZIP code: MA 02119
Recipients TIN: **1744
City and ZIP or foreign postal code: 02019

(keep for your records)

1099S



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Tips for GoToMeeting



The screenshot shows the GoToMeeting interface. At the top, there's a header bar with the GoToMeeting logo and a 'TC' label. Below this, a large central area displays a presentation slide. The slide contains the following text: 'Please MUTE your phone after joining the conference call. Thanks!', 'Tue, December 13, 2022', '10:00 AM - 11:00 AM (EST)', a URL 'https://meet.goto.com/577992981', a phone number '1 (646) 749-3122', and a one-touch number 'One-touch: tel:+16467493122,,577992981#'. The slide also features the 'ADMINS' logo and the tagline 'IDEAS. RELATIONSHIPS. RESULTS. www.admins.com'. To the right of the slide, there are several smaller thumbnail images labeled '1099G', '1099INT', '1099MISC', '1099NEC', and '1099S'. A red circle with the number '1' is placed over the bottom of the slide. On the right side of the interface, there's a vertical toolbar with icons for camera, zoom, and other controls. A red circle with the number '4' is placed over this toolbar. At the top right, there's a chat window titled 'Chat' with a message from 'Me to Everyone' saying 'Welcome to the webinar. Please say hello when you join the meeting'. A red circle with the number '3' is placed over the chat window. A red circle with the number '2' is placed over a slider control in the top right corner. A red circle with the number '1' is placed over the bottom of the slide.

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 Form Types Issued from AUC

Due Dates

Calendar Year-End Preparation

Verification of Tables & Coding Vendors

Reports

Processing

Corrections

Questions

What's New for 2022?



IRS “Continuous-use” Forms

Please **visit the FIRE system registration site** ASAP to re-register!!!

FIRE System

For *filing returns*, the system will be down for annual updates between: November 25, 2022 - Jan 5, 2023

Available January 6, 2023

[Filing Information Returns Electronically \(FIRE\) | Internal Revenue Service \(irs.gov\)](#)



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Forms Changes for 2022



Continuous-use form and instructions

Form 1099-MISC, Form 1099-NEC, and these instructions have been converted from an annual revision to continuous use. Both the forms and instructions will be updated as needed.

New box 13

Box number 13 has been assigned to the Foreign Account Tax Compliance Act (**FATCA**) filing requirement checkbox. Subsequently, old box numbers 13 through 17 have been renumbered to new box numbers 14 through 18, respectively.

FIRE for Tax Year 2022



FIRE System

Paper Form 4419 is obsolete as of August 1, 2022.

The IRS is continuing its transition to the new Information Returns TCC (IR-TCC) Application for Filing Information Returns Electronically (FIRE) for customers who received their TCC(s) prior to September 26, 2021. ***Customers must take action to keep their existing TCCs active.***

Beginning in September 2022, FIRE Transmitter Control Code (TCC) holders who submitted their TCC Application prior to September 26, 2021, will need to submit and complete the IR-TCC Application. The IR-TCC Application can be done at any time between September 25, 2022, and August 1, 2023. Your TCC will remain active for use until August 1, 2023, after that date, any FIRE TCC that does not have a completed IR-TCC Application will be dropped and will not be available for e-file. Visit About Information Returns (IR) Application for Transmitter Control Code (TCC) for Filing Information Returns Electronically (FIRE) for more information.

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-23	28-Feb-23
1099-INT	Interest Income	\$10 or more (\$600 or more in some cases)	31-Jan-23	28-Feb-23
1099-MISC	Miscellaneous Income	\$600 or more, except \$10 or more for royalties	Various	28-Feb-23
1099-NEC	Nonemployee compensation	\$600 or more	31-Jan-23	31-Jan-23
1099-S	Real Estate Transactions	Generally, \$600 or more	15-Feb-23	28-Feb-23

AUC provides a combined file; **all are due to the IRS on January 31, 2023**

Taxpayer Id Number Matching



TIN Matching allows a payer or authorized agent who is required to file Forms 1099-B, DIV, **G**, **INT**, K, **MISC**, **NEC**, OID, and/or PATR, which report income subject to backup withholding, to match TIN and name combinations with IRS records before submitting the forms to the IRS...

...It is anticipated that payers who validate the TIN and name combinations before filing information returns will receive ***fewer backup withholding (CP2100) notices and penalty notices.***

E-services technical support is available by calling 866-255-0654.

See the IRS publication regarding backup withholding for Vendors with TIN errors

[Publication 1281 \(rev. 5-2021\) \(irs.gov\)](#)

<https://www.irs.gov/government-entities/federal-state-local-governments/taxpayer-identification-matching-tin-tools>

Due Dates from IRS Publication 1220



Due Dates		
Form	IRS Electronic Filing	Recipient/Participant Copy
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.		

Is reporting prior year (before 2020) Nonemployee Compensation (NEC)?

AUC will use Form 1099-MISC to report prior year nonemployee compensation.

1099 G – Certain Government Payments



Federal, state, or local governments file this form if they made payments of:

- Unemployment compensation.

- State or local income tax refunds, credits, or offsets.

- Reemployment trade adjustment assistance (RTAA) payments.

- Taxable grants.

- Agricultural payments.

They also file this form if they received payments on a Commodity Credit Corporation (CCC) loan.

[About Form 1099-G, Certain Government Payments | Internal Revenue Service \(irs.gov\)](#)

1099-INT Compensation Types



File Form 1099-INT for each person:

To whom you paid amounts reportable in boxes 1, 3, and 8 of at least \$10.

For whom you withheld and paid any foreign tax on interest.

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

[About Form 1099-INT, Interest Income](#) | [Internal Revenue Service \(irs.gov\)](#)

1099-MISC Compensation Types



“File Form 1099-MISC, Miscellaneous Information, for each person in the course of your business to whom you have paid the following during the year.

- At least \$10 in royalties (see the instructions for box 2) or broker payments in lieu of dividends or tax-exempt interest (see the instructions for box 8).
- At least \$600 in:
 1. Rents (box 1);
 2. Prizes and awards (box 3);
 3. Other income payments (box 3);
 4. Generally, the cash paid from a notional principal contract to an individual, partnership, or estate (box 3);
 5. Any fishing boat proceeds (box 5);
 6. Medical and health care payments (box 6);
 7. Crop insurance proceeds (box 9);
 8. Gross proceeds paid to an attorney (box 10) (see Payments to attorneys, later);
 9. Section 409A deferrals (box 12); or
 10. Nonqualified deferred compensation (box 15).

You may either file Form 1099-MISC (box 7) or Form 1099-NEC (box 2) to report sales totaling \$5,000 or more of consumer products to a person on a buy-sell, a deposit-commission, or other commission basis for resale.”

1099-NEC Compensation Types



File Form 1099-NEC, Nonemployee Compensation (NEC), for each person in the course of your business to whom you have paid the following during the year:

At least \$600 in:

- 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.

<https://www.irs.gov/1099generalinstructions>

<https://www.irs.gov/instructions/i1099msc>

Payments to Attorneys



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).

Gross proceeds paid to attorneys.

Gross proceeds are not reportable by you in box 1 of Form 1099-NEC.

See the **Form 1099-MISC box 10 instructions, earlier...**

[Instructions for Forms 1099-MISC and 1099-NEC \(2022\) | Internal Revenue Service \(irs.gov\)](#)

1099-S Compensation Types



Sale or exchange of Real Estate.

*Additional information must be supplied on the **1099 Edit Work File** screen.*

[AUC] 2202-1099 Work File Summary

1099 Work File Summary

Goto...
Actions

Vendor 031768 01 GAYLE L ABRAMS
Address 1020 SOUTH MAIN ST
BELLINGHAM MA 02019-0000
Phone# (000) 000-0000

Entity TOWN OF ADMINS
Federal ID# 01-1126860
1099 Flag S PROCEEDS FROM REAL ESTATE TRAN
Address Type 10 1099 Address

Total Paid 5200,00 Reportable 5200,00

Amounts Reportable

Box	Code	Description	Form	Check Amount	Amount Reportable	Edit
2	S	PROCEEDS FROM REAL ESTATE TRAN	S	5200,00	5200,00	Detail

4 Edit List

Additional Information for Form: S

Box 1: Date of Closing 01-Apr-2022

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

1022 SOUTH MAIN STREET, BOSTON, MA 02110-2541

1024 SOUTH MAIN STREET, BOSTON, MA 02110-2542

1026 SOUTH MAIN STREET, BOSTON, MA 02110-2543

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 \$

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

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)			
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-April-2022	OMB No. 1545-0997 Form 1099-S (Rev. January 2022)
		2 Gross proceeds \$ 5,200.00	For calendar year 2022
FILER'S TIN 041234567	TRANSFEROR'S TIN **-***6860	3 Address (including city, state, and ZIP code) or legal description 1022 SOUTH MAIN STREET, BOSTON, MA 02110-2541 1024 SOUTH MAIN STREET, BOSTON, MA 02110-2542 1026 SOUTH MAIN STREET, BOSTON, MA 02110-2543	
TRANSFEROR'S name [REDACTED]			
Street address (including apt no.) [REDACTED]			
City or town, state or province, country, and ZIP or foreign postal code [REDACTED]			
Account number (see instructions) 031768		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	

Proceeds From Real Estate Transactions

**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.

Form **1099-S** (Rev. 1-2022) (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 November 3 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 2022 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**

Goto...

Actions

4 Add Entity

5 Delete Entity

6 Edit List

Maintain Entity Codes

Entity Description

Name

Address 1

Address 2

Address 3

City

State

Country

Phone

Fed Tax ID

State Tax ID

1 AP 1099

2 Payroll 1099/W2

3 Payroll Bonds

Transmitter Control Code

Combined Filing State Number

Payer Control Name

Contact Employee Name

Contact Phone Number

Contact E-mail

Export Directory for IRS file

Mask TIN# as ***-**-####

#EIN,TIN etc)

☐ 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	31005	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



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1099 Code Table



AP → 1099s → 1099 Codes

[AUC] 2522-Maintain 1099 Codes

Description: The text description identifying the type of payment

Maintain 1099 Codes

The screen handles both Pre-2020 and Current reporting

1 Add New

2 Edit List

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

Code	Description	Form	Box#	Reported Minimum	Form	Box#	Reported Minimum	Status
A	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 REIMBURSEMENT	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)							

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: ☐ G ☐ INT ☐ MISC ☐ NEC ☐ 1099-S ☒ All

Run as ☐ Preview ☐ Print ☒ PDF ☐ Excel

If Printing use Duplex ☒ Yes ☐ No

Lookup OK Cancel Clear All

Page 1

Town of Admins
1099 Codes List

Form: ALL

===== Pre 2020 =====				===== Current =====				
Code	Description	Form	Box	Report Over	Form	Box	Report Over	Status
=====	=====	=====	=====	=====	=====	=====	=====	=====
A	ATTORNEY	MISC	14	600.00	MISC	10	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: 17

#2094 Duplicate FID # Report



1. Absence of data shown as all zeroes
2. FID and SSN match
3. No dashes, 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	1	014435	UNCL	GREAT AMERICAN PLAN ADMIN			DUR	N	9/23/2020
3	000-00-0000	1	019220	UNCL	MARY LANGLOIS		V	DUR	N	8/24/2020
51										
52	123-45-6789	2	029833	UNCL	ED SORRENTINO		Y	DUR	N	9/21/2020
53	12-3456789	2	029904	UNCL	EDWARD F. SORRENTINO			DUR	N	9/21/2020
57										
58	55-5555555	3	016516	UNCL	GREAT-WEST RETIREM SVC - WELLS			DUR	N	9/23/2020
59	555-55-5555	3	016517	UNCL	GREAT-WEST RETIREM SVC - WELLS			DUR	N	9/23/2020
60	555555555	3	028944	UNCL	GREAT-WEST RETIREM SVC - WELLS		R	DUR	N	9/16/2020
67										
68	77-7777777	4	023851	UNCL	RICOH AMERICAS CORP C/O RICOH			DUR	N	9/21/2020
69	77-7777777	4	026849	UNCL	TOSHIBA AMERICA BUSINESS SOLUT			DUR	N	9/28/2020
70										
71	99-9999999	4	000046	UNCL	POSTMASTER			DUR	N	9/7/2020
72	99-9999999	4	000355	UNCL	MASS DIVISION OF EMPLOY. & TRAI			DUR	N	9/14/2020
73	99-9999999	4	000684	UNCL	NORFOLK CTY RETIREMENT SY			DUR	N	9/23/2020
74	99-9999999	4	000685	UNCL	MASS TEACHERS RETIRE SYS			DUR	N	9/16/2020
75	99-9999999	4	001820	UNCL	AFL-CIO AFSCME LOCAL 747			DUR	N	9/23/2020
76	99-9999999	4	001824	UNCL	IAFF LOCAL 2071			DUR	N	9/23/2020
77	99-9999999	4	002436	UNCL	GREAT AMERICAN PLAN ADMIN			DUR	N	9/16/2020
78	99-9999999	4	002439	UNCL	GREAT AMERICAN PLAN ADMIN			DUR	N	9/23/2020

Appoven_dupfid

Enter Vendors

Vendor 011996 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
3816-Vendors Address Listing	Sample	Run
3823-Vendors missing City, State or Zip	Sample	Run
3817-Vendors Name Listing	Sample	Run
3818-Vendors - by Hold Codes	Sample	Run
2565-Vendors - by Classification	Sample	Run
3819-Vendors - by 1099 Codes	Sample	Run
3820-Vendors - by Minority Codes	Sample	Run
3821-Vendors - on State Bid List	Sample	Run
2094-Vendors - Duplicate Federal Tax ID Numbers	Sample	Run

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

7 Reports

0 Change Type Y Copy Address

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

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)

1099 code

Enter Vendors

Certified Vendor? ☐ Yes ☒ No
Certified By _____
Date Certified _____

Vendor 011996 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 _____

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

Restrict Access To ☐ Town ☐ School ☒ Both

Federal ID# 01-1109116 Type ☐ None ☐ SS# ☒ Tax ID

ABA# 0000-0000-0 Prenote ☐ Not Active
Bank Account _____ Type ☐
Customer# _____
HR ACH Tax Payment Type ☐ CT Unem ☐ Federal ☐ State ☒ None
CT Unemployment# 0000000000

Terms DUR Due Upon Receipt
Class UNCL Unclassified
Minority Code _____ Hold Code ☐

1099 Code Y NON-EMPLOYEE COMPENSATION Form NEC

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

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

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

Authorized Representatives

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

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		
1099 Code	N	NON-EMPLOYEE COMPENSATION Form NEC

1099 Work file

Payments (Vouchers ► Checks)

Reportable via Vendor:

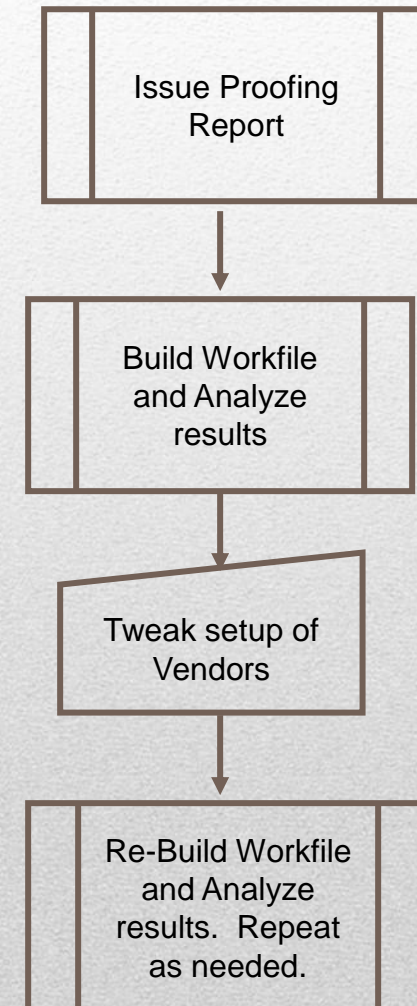
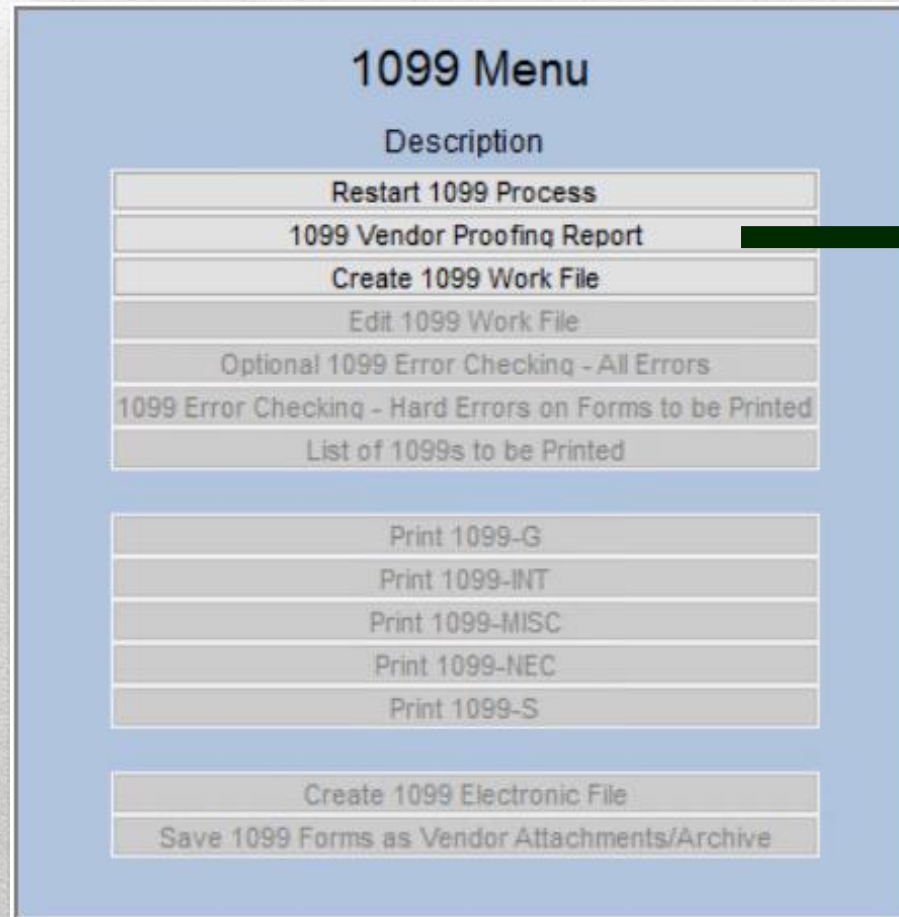
If the vendor is coded as 1099 reportable, then payment is reportable – unless overridden

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 Y A

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... Actions

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

1099-G Additional Information



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

1099 Work File Summary

Goto...

Actions

Vendor 000826 01

Address

Phone#

Entity 1 TOWN OF ADMINS

Federal ID# 01-1101744

1099 Flag Y NON-EMPLOYEE COMPENSATION

Address Type AP Accounts Payable

Total Paid 5121.25 Reportable 5121.25

4 Edit List

Amounts Reportable

Box	Code	Description	Form	Amount Reportable	Edit
6	G	TAXABLE GRANTS	G	1926.25	Detail
				3195.00	Detail

Click Button to

Additional Information for Form: G

Box 2: Local Income Credit or Offset \$

Box 3: If other Tax Year for Box 2 0000

1 Add Vendor/Check

2 Delete Vendor

3 Get Name/Addr from Vendor File

4 Verification Report

5 Exit to Menu

-- Added By Changed by

Enter additional information for Form G on the 1099 Work File Summary screen

Edit Work File



Edit 1099 Work File

1099 Work File Summary

Goto... Actions

1

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

Entity
Federal ID#
Address Type
Total Paid 4066.98 Reportable 4066.98

2

Amounts Reportable

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

Click Button to

3

4 Edit List

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

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

Vendor Addresses



Accounts Payable

Enter Bills (Vouchers) ▶

Change Orders ▶

AP/PO Dashboard

Liquidate Vouchers

Vendors ▶

Commodity Items ▶

Disbursements (Warrant) ▶

Bank Reconciliation ▶

Queries ▶

Reports ▶

Tables ▶

Year-End Processing ▶

1099's ▶

Module Maintenance ▶

Interfaces/Imports ▶

Site Specific ▶

Help Reference Library

Approval Path Setup

Vendor Terms

Vendor Classification

Hold Codes

Minority Code

Bank Codes

Unit of Measure Codes

Zip Code

Country Table

Allocation Codes

Voucher Types

Vendor Address Types

GL Transaction Codes

The address used is based on the
Vendor Address Type

The system will first look for a ***1099 address***

If no address is coded with a “10”
for the vendor, the first ***active***
address is used

Vendor Address Types

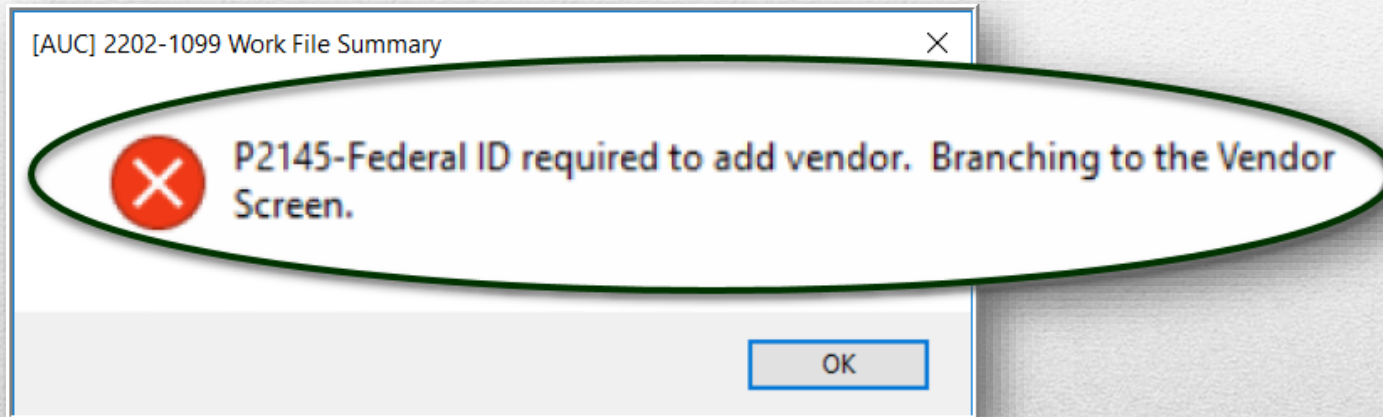
Code	Description	
10	1099 Address	
AP	Accounts Payable	
HR	HR Vendors	
PO	Purchase Orders	

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...

Goto...

Actions

Vendor

015781 XAVUS SOLUTIONS

Entity

1 TOWN OF ADMINS

Bank	Ref#	Line#	Ck Vend	Remit	Batch	Check#	Check Date	Check Amount	1099	Report Amt	New	
COGT	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		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

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	16136	0355067	17-Feb-2020	900.00	Y	900.00	A

1 Return to 1099 Summary

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

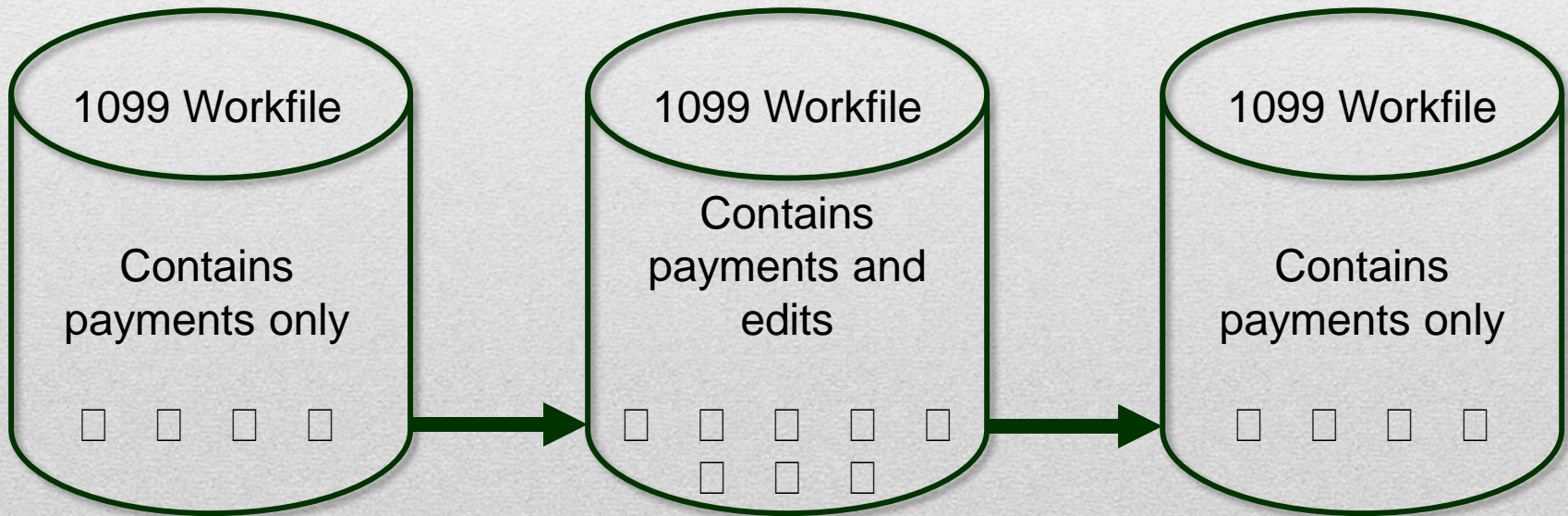
4 Edit List

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

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 duplexing capable printer

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

OK Cancel

Create Electronic File



Task 2209: Create 1099 Electronic File

Create 1099 Electronic File

Test File: ☒ Yes ☐ No

Is This The Most Recent Tax Reporting Year: ☒ Yes ☐ No

Run as ☒ Preview ☐ Print ☐ PDF

If Printing use Duplex ☒ Yes ☐ No

Lookup OK Cancel Clear All

D:\AUC_Development\admhome\1099\irstax_1_2022_T20227289

T2022 04123456731005 T TOWN OF ADMINS

A20221 041234567ADMI F 246

B2022 111111136030651

Test File

Task 2209: Create 1099 Electronic File

Create 1099 Electronic File

Test File: ☐ Yes ☒ No

Is This The Most Recent Tax Reporting Year: ☒ Yes ☐ No

Run as ☒ Preview ☐ Print ☐ PDF

If Printing use Duplex ☒ Yes ☐ No

Lookup OK Cancel Clear All

D:\AUC_Development\admhome\1099\irstax_1_2022_2022729151

T2022 04123456731005 TOWN OF ADMINS

A20221 041234567ADMI F 246

B2022 111111136030651

Live File

irstax_1_2022_2022729152513.dat

irstax_1_2022_2022729152513.txt

irstax_1_2022_T2022825141350.dat

irstax_1_2022_T2022825141350.txt

Due Date January 31, 2023



IDEAS. RELATIONSHIPS. RESULTS.
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Electronic File Names



2222-AP1099DSKTOT.REP

Printed 02-Aug-2022 at 15:36:33 by THERESA
City of ADMINS
1099 Electronic Reporting Summary Report

Page 1

```

      Year: 2022
Location of Transfer Files: D:\AUC_Development\admhome\1099\FolderTestingAFolderNameThatExceedsEightyCharac|
Federal Transfer File Name: irstax_1_2022_202282153633.txt
State Transfer File Name: irstax_1_2022_202282153633.dat

Entity Information:                                     Error:
=====
      Entity: 1      TOWN OF ADMINS
Payer Control Name: ADMI
      TCC: 31005
      Name: TOWN OF ADMINS
      Address: 219 LEWIS WHARF
      City/State/Zip: BOSTON, MA 02110-0000
Export Directory for IRS File: D:\AUC_Development\admhome\1099\FolderTestingAFolderNameThatExceedsEightyCharac
Combined Federal/State Number: 25
```

Expanded the size of the file name to allow long file paths

Added a label to help distinguish between Federal & State Files

Finding the Electronic File



The electronic file location is specified on the entity table.

Accounts Payable

- Year-End Processing >
- 1099's > 1099 Menu
- Module Maintenance > 1099 Codes
- Interfaces/Imports > Entity Table

Find it using explorer.



[AUC] 53-Maintain Entity Codes

Maintain Entity Codes

Entity **1** Description TOWN OF ADMINS

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 d:\admhome\transfer\1099AP
Mask TIN# as ***-**-#### ☐ No ☒ Yes on printed 1099 Forms

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 and accepted*, return to the steps menu to run the last step

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

Makes the steps menu available for corrections or adding 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 2021

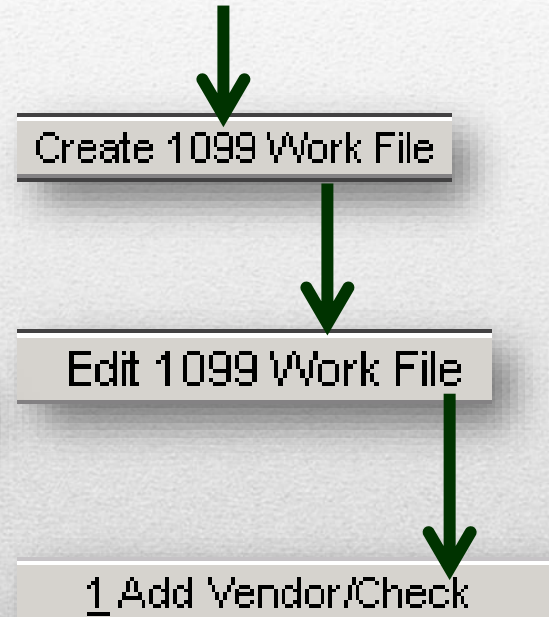
Create empty file for omitted or corrected 1099 forms after filing: ☒ Yes ☐ No

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# 1099 Flag Address Type
1 TOWN OF ADMINS
02-1114378
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

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

abc

User Defined #2

User Defined #3

User Defined #4

User Defined #5

Legacy 1099 Amount

Legacy 1099 Entity

Questions?



Send email to support@admins.com if you need assistance with the live process.