

# 1099 Tax Reporting in AUC



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

## AP 1099 Processing

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 lottery or sweepstakes \$ 0.00  
11 State bonded debt \$ 0.00

MA 041234567  
001223  
(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 Interest on 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 and tax credit bond \$ 0.00  
15 State \$ 0.00  
16 State identification no. \$ 041234567

MOORE (617) 494-5100  
RECIPIENT'S TIN \*\*1744  
001223  
(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 Payer's share of costs totaling \$1,000 or more of computer products for a recipient for resale \$ 0.00  
6 Medical and health care payments \$ 0.00  
7 Substantiated expenses in lieu of discounts or interest \$ 0.00  
8 Crop insurance proceeds \$ 0.00  
9 Other proceeds paid to an attorney \$ 2,500.00  
10 Full payment for lease \$ 0.00  
11 Section 454(a) Dividends \$ 0.00  
12 Excess gross proceeds payments \$ 0.00  
13 Nonqualified deferred compensation \$ 0.00  
14 State tax withheld \$ 0.00  
15 State identification no. \$ 041234567

MINN HAARE 02110  
(617) 494-5100  
RECIPIENT'S TIN \*\*1744  
001223  
(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 \$ 5,121.26  
2 Payer made direct sales totaling \$1000 or more of consumer products to recipient for resale   
3 Federal income tax withheld \$ 0.00  
4 State tax withheld \$ 0.00  
5 State identification no. \$ 041234567

494-5100  
RECIPIENT'S TIN \*\*1744  
000826  
(keep for your records)

1099NEC

CORRECTED (if checked)

OMB No: 1545-0197  
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 Transferor received or will receive property or services as part of the consideration of checked   
5 If checked, transferor is a foreign person (resident alien, foreign partnership, foreign estate, or foreign trust)   
6 Buyer's part of their estate tax

Van Moore (617) 494-5100  
TRANSFEROR'S TIN \*\*1744  
016537  
(keep for your records)

1099S



IDEAS. RELATIONSHIPS. RESULTS.  
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# 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? Use IRIS or FIRE



If personnel changed from last year, please visit the [IRIS](#) system

[registration site](#)

ASAP to re-register!!! [See](#)

[LuAnn's email letter from November 8, 2024.](#)

[FIRE System](#)

## FIRE production system availability

Status	From	Through
Down for annual updates	November 22, 2024, 3 p.m. Eastern time	January 13, 2025
Available	January 13, 2025	TBD

## FIRE test system availability

Status	From	Through
Available	November 4, 2024, 8 a.m. Eastern time	November 22, 2024, 3 p.m. Eastern time
Down for annual updates	November 22, 2024, 3 p.m. Eastern time	January 7, 2025, 12 noon Eastern time
Available	January 7, 2025	TBD

# 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-January	28-February
1099-INT	Interest Income	\$10 or more (\$600 or more in some cases)	31-January	28-February
1099-MISC	Miscellaneous Income	\$600 or more, except \$10 or more for royalties	Various	28-February
<b>1099-NEC</b>	<b>Nonemployee compensation</b>	<b>\$600 or more</b>	<b>31 January</b>	<b>31-January</b>
1099-S	Real Estate Transactions	Generally, \$600 or more	15 February	February

*AUC provides a combined file; all are due to the IRS on January 31, 2024*

# 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

Starting in tax year 2024, you can use **Form 15397**, Application for Extension of Time to Furnish Recipient Statements, to request a one-time 30-day extension to furnish copies of statements to recipients. Refer to **Sec. 8 Extensions**.

# 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 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”

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

# 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>

[Instructions for Forms 1099-MISC and 1099-NEC,  
Miscellaneous Income and Nonemployee Compensation](#)

# 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,  
Miscellaneous Income and Nonemployee Compensation](#)

# 1099-S Real Estate Sales



File Form 1099-S, Proceeds From Real Estate Transactions, to report the sale or exchange of real estate.

## Reportable Real Estate

Generally, you are required to report a transaction that consists in whole or in part of the sale or exchange for money, indebtedness, property, or services of any present or future ownership interest in any of the following.

Improved or unimproved land, including air space.

Inherently permanent structures, including any residential, commercial, or industrial building.

A condominium unit and its appurtenant fixtures and common elements, including land.

Stock in a cooperative housing corporation (as defined in section 216).

Any non-contingent interest in standing timber.

# Calendar Year End



## Act now:

Order Form Stock ([LuAnn's email October 14, 2024 to 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 after final disbursement is complete for this calendar year**

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?

# 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	

# Entity Table



Accounts Payable → 1099's → Entity Table

**Maintain Entity Codes**

Goto...  
Actions

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

4 Add Entity  
5 Delete Entity  
6 Edit List

1 AP 1099    2 Payroll 1099/W2    3 Payroll Bonds

6 Edit List

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 (SS#,EIN,TIN etc)

**Export Directory for IRS file**    d:\admhome\transfer\1099AP  
Mask TIN# as \*\*\*-\*\*-####     No  Yes    on printed 1099 Forms (SS#,EIN,TIN etc)





# 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

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:  G  INT  MISC  NEC  1099-S  All

Run as  Preview  Print  PDF  Excel

If Printing use Duplex  Yes  No

Lookup OK Cancel Clear All

2554-APPOR1099.REP Printed 14-Nov-2022 at 15:56:10 Page 1  
Town of Admins  
1099 Codes List

Form: ALL

Code	Description	Form	Box	Pre 2020 Report Over	Form	Box	Current 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



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
<b>2094-Vendors - Duplicate Federal Tax ID Numbers</b>		

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

1. Absence of data shown as all zeros
2. FID and SSN match
3. No dashes, FID & SSN match
4. "99-9999999" used to upload vouchers in bulk for refunds

AP\_PO\_Vendors\_Dup\_FID\_2094\_THERESA[3].xml - Excel

	A	B	C	D	E	F	G	H	I	J
	FID#	Vendor	Class	Name	Hold?	Minor?	1099	Terms	1Time?	LastCheckDate
1										
2	00-0000000	014435	UNCL	GREAT AMERICAN PLAN ADMIN				DUR	N	9/23/2020
3	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

Appoven\_dupfid



# Report of 1099 Vendors



Accounts Payable ▶ Enter Vendors ▶ [7 Reports]

Enter Vendors

Goto... Vendor: 000044

1 Name/Address 2 Addresses

Remittance 01 of 01

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

7 Reports

0 Change Type  
Y Copy Address

Task 3808: Vendors - by 1099 Codes

Vendors - by 1099 Codes

Select Entity  Town  School  Both

Run as  PDF  CSV  Excel

If Printing use Duplex  Yes  No

Lookup OK Cancel Clear All

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				

# 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
			1000-171-0000-001-00-00-52400
			1099 <input checked="" type="checkbox"/> A <input type="checkbox"/>

# Vendor Coding



To be reported, Vendors must have the following:

Name & Address on the [1 Name/Address] tab

Enter Vendors

Vendor

Certified Vendor?  Yes  No  
Certified By   
Date Certified

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

Remittance  of  Address Type Accounts Payable

1 Name   
2 Name   
Sort Name   
Address 1   
Address 2   
Address 3   
City   
State  Zip Code   
Country

Federal ID# & 1099 code on the [3 Classification] tab

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

Restrict Access To  Town  School  Both

Federal ID#  Type  None  SS#  Tax ID

ABA#  Prenote  Not Active  
Bank Account  Type

Customer#

HRACH Tax Payment Type  CT Unem  Federal  State  None  
CT Unemployment #

Terms  DUR Due Upon Receipt  
Class  UNCL Unclassified

Minority Code  Hold Code

1099 Code   Form

*The vendor must meet the dollar minimum for the form type*

# 1099 Code on Vendor Record



Accounts Payable → Vendors → Enter Vendors → [3 Classification]

**Enter Vendors**

Vendor: 021452 CANON FINANCIAL SERVICES, INC. Vendor Created on the Fly

1 Name/Address **3 Classification** 8 Items 9 User Defined

5 Add Vendor 6 Add Address 7

Restrict Access To:  Town  School  Both

Federal ID# 01-1212121 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 N NON-EMPLOYEE COMPENSATION Form NEC

AP Payment Type  Printed CK  Wire  ACH  No Check

AP Separate Check?  Yes  No

1 Time Vendor?  Yes  No

State Bid List?  Yes  No

Local Vendor?  Yes  No

Business Type: Corporation

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

Certified Vendor?  Yes  No

Insurance Certificate Expires \_\_\_\_\_

Certified By: MMACKINNON Mary

Date Certified: 17-Jan-2023

Note: .INC. CHGD TO CORP. NON-REPORTABLE

Merge To Vendor: 000000

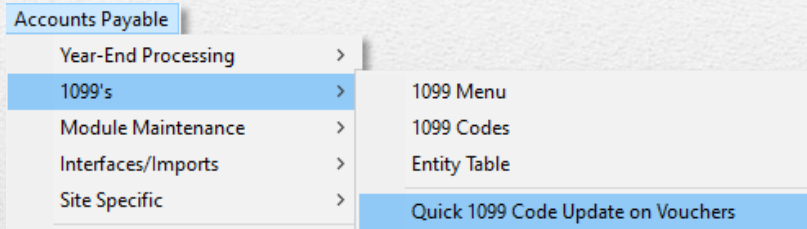
Addresses on File: 1



# Update 1099 Code on Posted Vouchers



## 1099's ► Quick 1099 Code Update on Vouchers



## Steps Menu

Select Vouchers (uses a *check* date range)

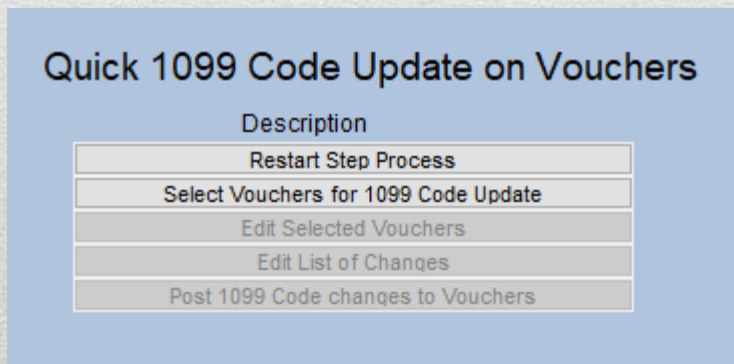
Instructions: [AP-710 AP 1099 Processing](#)

Run the process prior to building the 1099 work file

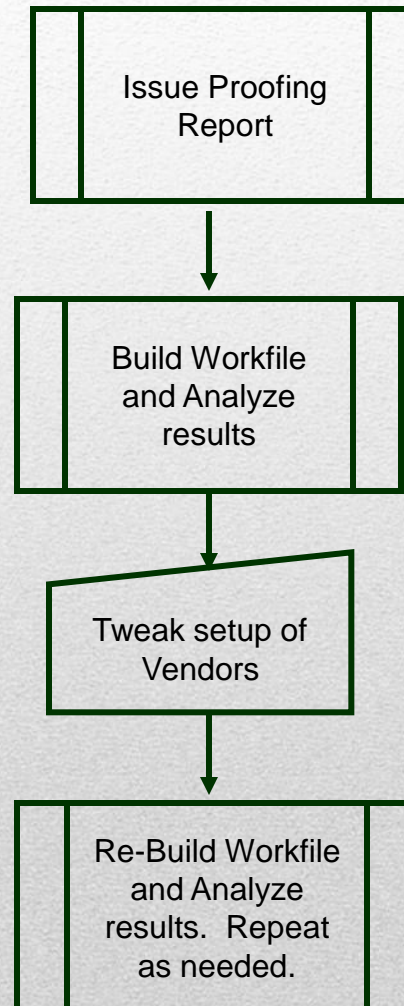
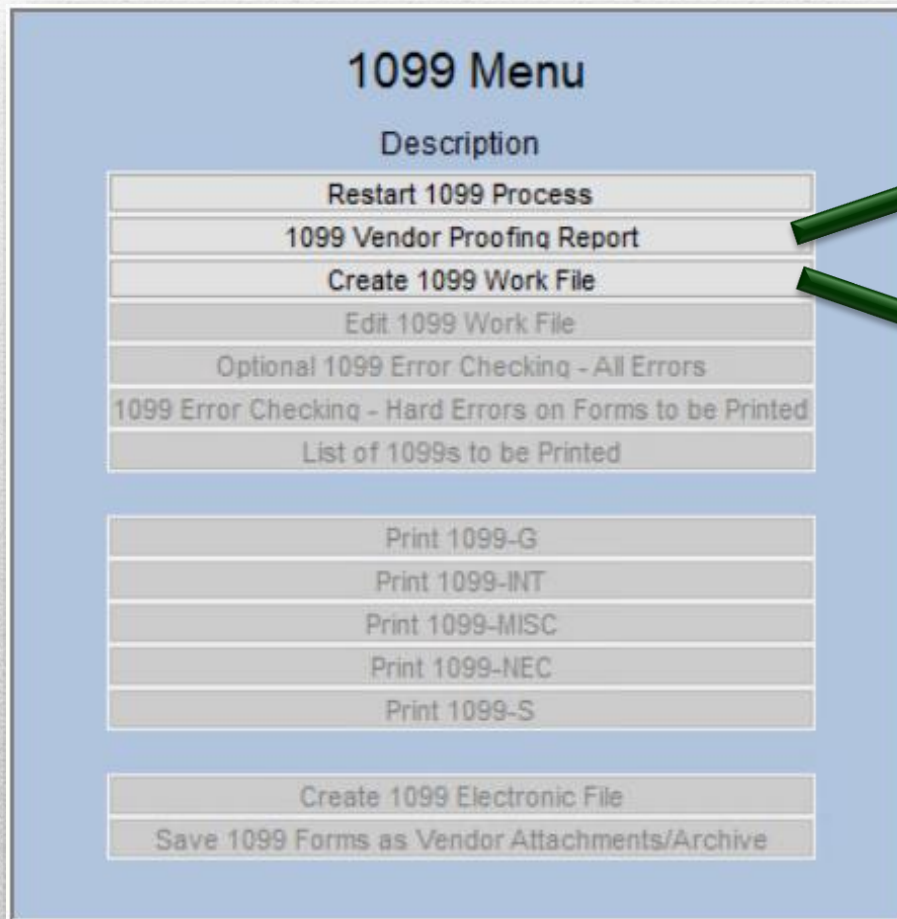
If changes are needed once the work file is built:

*Run the Quick 1099 Code Update on Vouchers*

*Then rebuild the 1099 work file*



# Processing Menu



# Getting Started (Required)



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



Run Vendor Proofing Report  
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#** MA 02019-0000

**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

**Amounts Reportable** Click Button to

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

**4 Edit List**

**Additional Information for Form: G**

Box 2: Local Income Credit or Offset \$ [REDACTED]  
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

# 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** Click Button to

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

# 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

3

**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



# 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	<b>Detail</b>

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 Vnd	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	<b>300.00</b>	

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		<b></b>

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	<b>Detail</b>

# 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

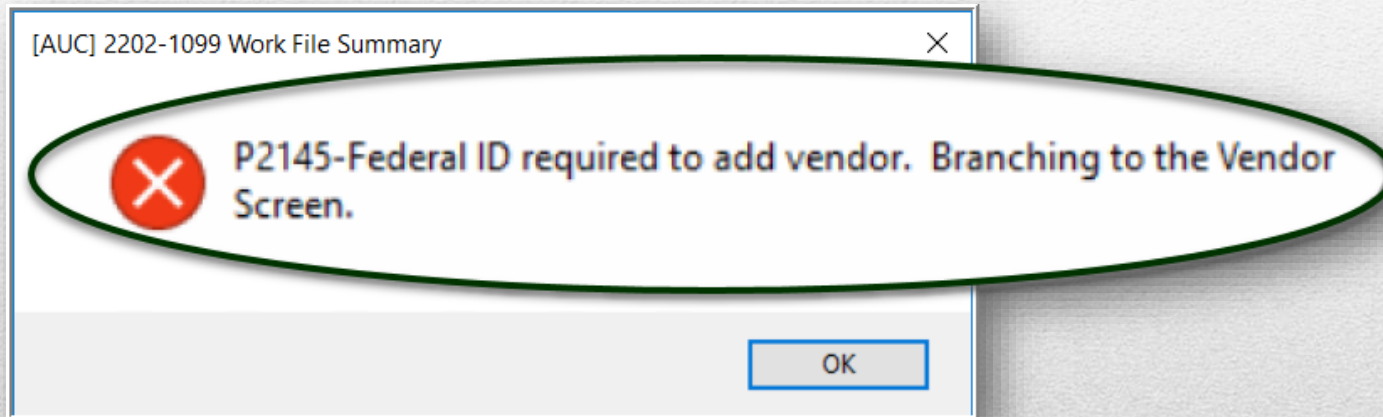


# Add an Omitted Vendor



Edit 1099 Work File

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



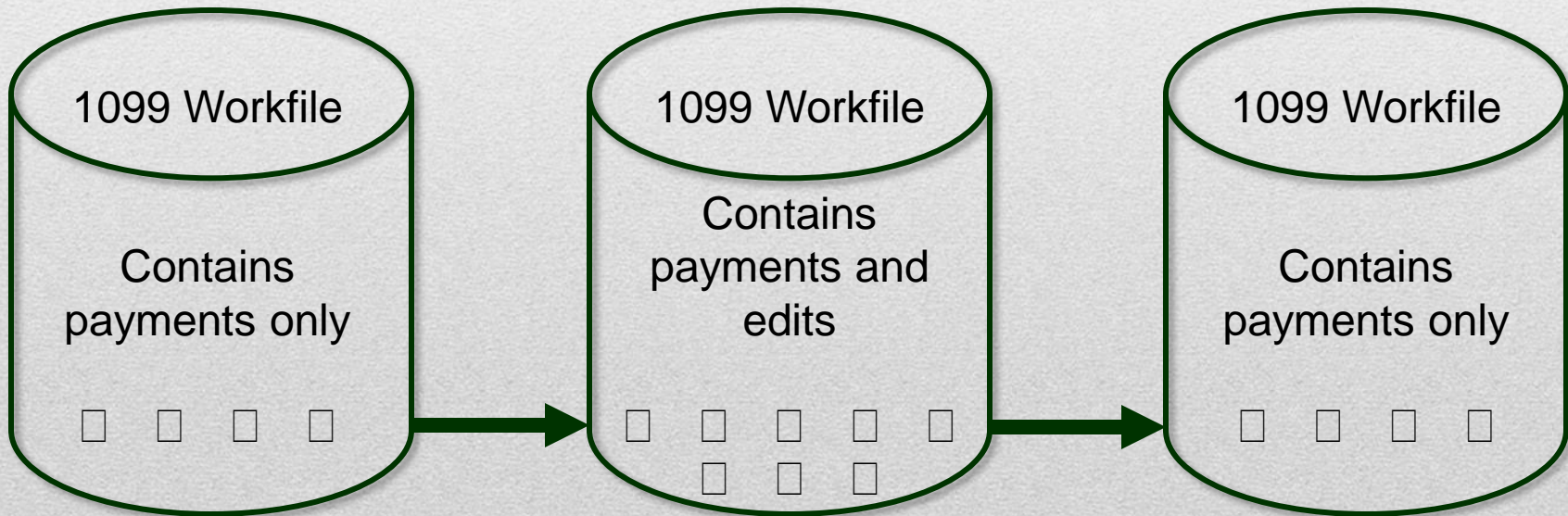
The system will branch to the vendor record to allow entry of the Federal ID# on the Classification tab. Use the yellow branch arrow to return to the 1099 Processing Menu.



# 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
- 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 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\_T20227289598.dat

T2022	04123456731005	T TOWN OF ADMINS
A20221	041234567ADMI F 246	
B2022	11111136030651	

*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\_2022729151533.dat

T2022	04123456731005	TOWN OF ADMINS
A20221	041234567ADMI F 246	
B2022	11111136030651	

*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



# Electronic File Names



2222-AP1099DSKTOT.REP

Page 1

Town of Admins  
1099 Electronic Reporting Summary Report

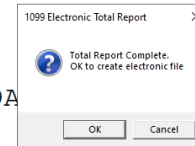
Year: 2023  
Location of Transfer Files:  
Federal Transfer File Name:  
State Transfer File Name:

d:\admhome\transfer\1099AP  
irstax\_1\_2023\_2023121151420.txt  
irstax\_1\_2023\_2023121151420.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:\admhome\transfer\1099A  
Combined Federal/State Number: 25



Contact Information:

Error:

=====  
Name: LuAnn Moore  
Phone: (617) 444-5100

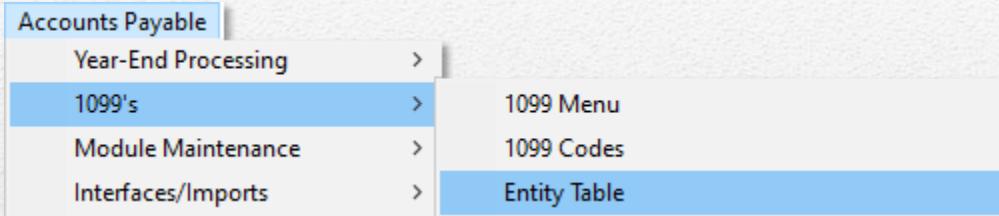
The filing year is within the file names; e.g., irstax\_1\_2023\* indicates a 2023 filing year.



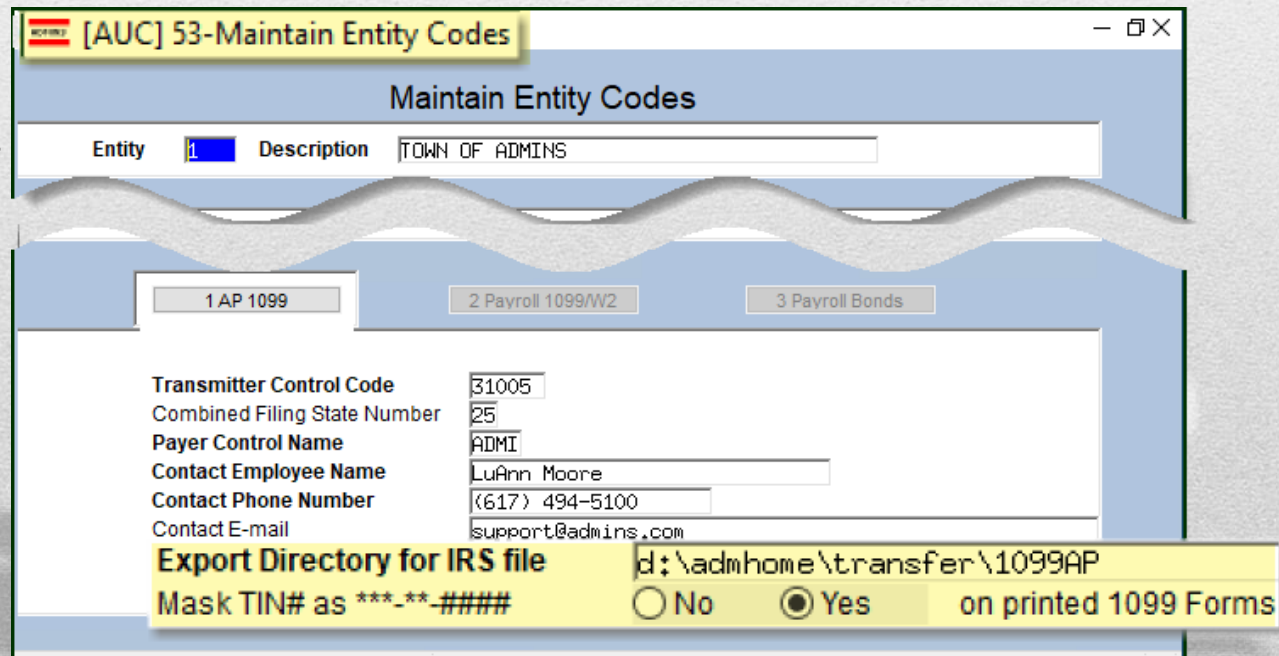
# Finding the Electronic File



The electronic file location is specified on the entity table.



Find it using explorer.



# 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 – this runs interactively

Makes the steps menu available for corrections or adding omitted vendors



# Omitted 1099 After Filing (1 of 3)



*I omitted a vendor but already submitted the electronic file?*

Create 1099 Work File



Edit 1099 Work File



1\_Add Vendor/Check

Click on [**Create 1099 Work File**]  
Enter the year and select “ Yes”

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

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

# Omitted 1099 After Filing (2 of 3)



## 1 Add Vendor/Check

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 of 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: 1 TOWN OF ADMINS  
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:

View and  
print or  
email the  
1099s from  
this screen

**Enter Vendors**

Vendor:

Certified Vendor?  Yes  No  
Certified By:   
Date Certified:

1 Name/Address   2 Addresses   3 Classification   **4 Attachments**   8 Items   9 User Defined

Seq#	Description	Filename	Buttons
28	Check Print Warrant 007161	APCK_EAST0384550.PDF	
29	Check Print Warrant 007173	APCK_EAST0385187.PDF	
30	Check Print Warrant 007180	APCK_EAST0385609.PDF	
31	Check Print Warrant 007202	APCK_EAST0386546.PDF	
32	2022 1099-NEC	2022_1099NEC_1_006706_221.pdf	
33	2023 1099-G	2023_1099G_1_006706_121.pdf	V View   Z 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-XXXXXXXX

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 – 3<sup>rd</sup> Party Payments



## Payments to be reported from a 3<sup>rd</sup> Party System?

Use **Accounts Payable** ▶ **Vendors** ▶ **Enter Vendors** ▶ **[9\_User\_Defined\_Tab]** to enter the amount paid from the 3<sup>rd</sup> 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

# Question 5: Foreign Vendor Addresses



If the foreign contractor is not a U.S. taxpayer, and all the contracted services were performed outside the U.S., a Form 1099 is not required. Instead, ask the contractor to complete a [Form W-8BEN](#).

The Form W-8BEN certifies that the foreign contractor is not a U.S. taxpayer. The Form W-8BEN is never submitted to the IRS, however, it needs to be held in your files in case of an audit. If audited by the IRS, the Form W-8BEN will support reasons for not issuing a 1099.



# Questions?



Send email to [support@admins.com](mailto:support@admins.com)  
for assistance with the live process.

