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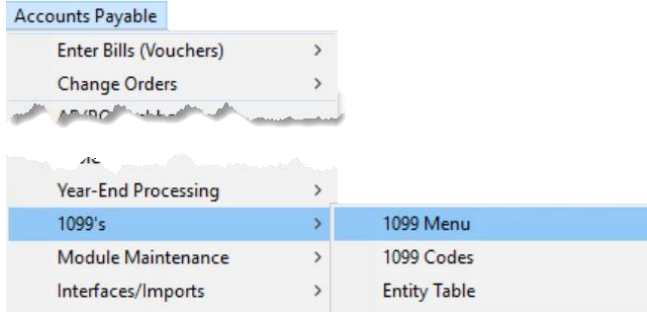


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1 GETTING STARTED

This document explains how to process **1099** tax reporting for the Calendar Year End. Each step is found on the **ADMINS Unified Community for Windows (AUC) Accounts Payable ▶ 1099's ▶ 1099 Menu**.



Review [IRS Publication 1220, Specification for Electronic Filing of Forms...](#), on the IRS website before issuing **1099s**.



Contact the local System Administrator or ADMINS Support to update the User Profile if this menu is not available.

2 PROCESS OVERVIEW

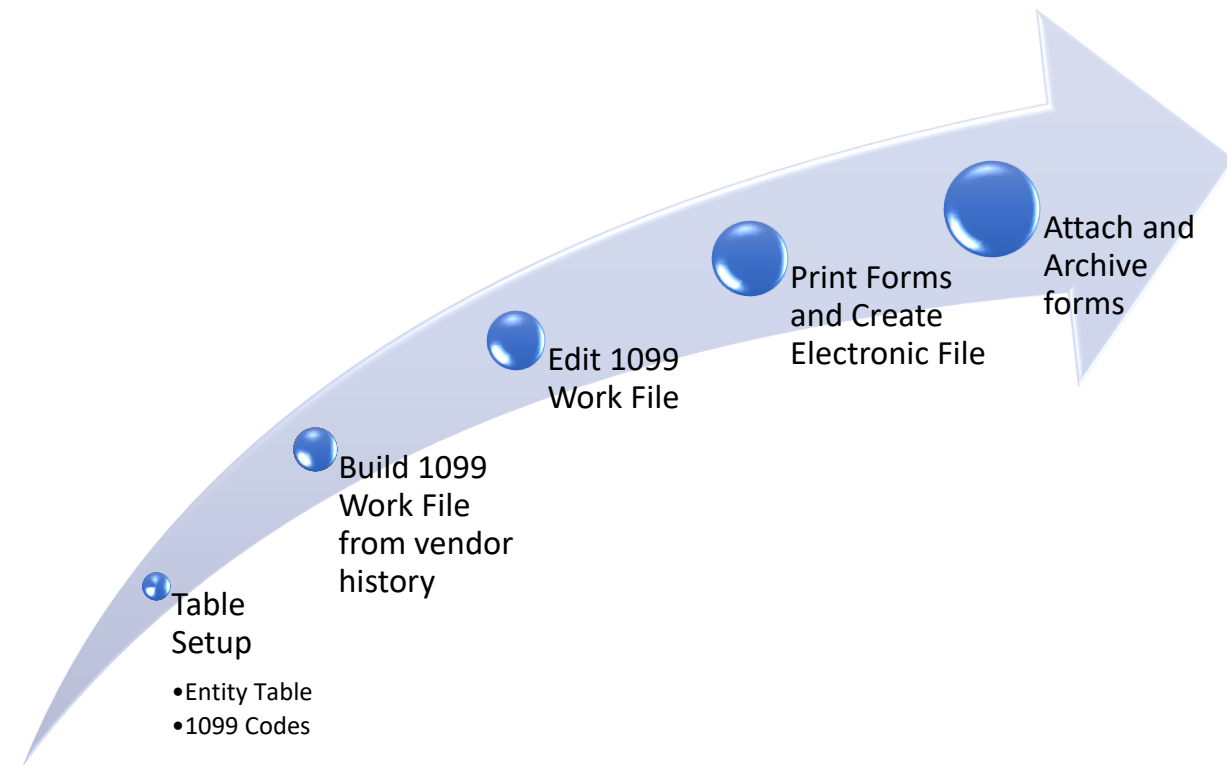


Figure 1 Process Overview



2.1 Summary of Steps

The following chart outlines the steps needed to issue **1099**'s and create the data for electronic filing with the IRS.

Step	Description	Location on Menu
1	Create/ Maintain 1099 Codes	Accounts Payable ▶ 1099 's ▶ 1099 Codes
2	Assign 1099 Codes to Vendors	Accounts Payable ▶ Vendors ▶ Enter Vendors ▶ Classifications Tab
3	Maintain Tax Entity Code(s)	Accounts Payable ▶ 1099 's ▶ Entity Table
4	Analyze Payment Verification Report	Accounts Payable ▶ 1099 's ▶ 1099 Menu ▶ 1099 Vendor Payment Report
5	Do permanent Vendor Merges before creating work file	Accounts Payable ▶ Module Maintenance ▶ Merge Vendors (<i>please see AP-370 Merge Vendors for instructions</i>)
5	Build 1099 Work File	Accounts Payable ▶ 1099 's ▶ 1099 Menu ▶ Create 1099 Work File
6	Enter Adjustments to work file	Accounts Payable ▶ 1099 's ▶ 1099 Menu ▶ Edit 1099 Work File
7	Reconcile adjusted 1099 work file	Accounts Payable ▶ 1099 's ▶ 1099 Menu ▶ 1099 Verification Report
8	Print Forms	Accounts Payable ▶ 1099 's ▶ 1099 Menu ▶ Print 1099 -MISC Accounts Payable ▶ 1099 's ▶ 1099 Menu ▶ Print 1099 -INT Accounts Payable ▶ 1099 's ▶ 1099 Menu ▶ Print 1099 -S Accounts Payable ▶ 1099 's ▶ 1099 Menu ▶ Print 1099 -NEC Accounts Payable ▶ 1099 's ▶ 1099 Menu ▶ Print 1099 -G
9	Create Electronic File	Accounts Payable ▶ 1099 's ▶ 1099 Menu ▶ Create 1099 Electronic File
10	Attach to vendor file & Archive	Accounts Payable ▶ 1099 's ▶ 1099 Menu ▶ Save 1099 Form as Vendor Attachments/Archive

2.2 Forms

ADMINS customers file electronically, not on paper, with the IRS. If this is the first time filing electronically, read **IRS Publication 1220** to get familiar with the process. The **AUC** application produces **1099** forms on blank (not pre-printed) stock. Duplex printing is preferred, to print both sides of the form.

Do not file **Form 1096** on paper when filing electronically with the files produced by AUC. It is only used to file on paper with the IRS. The IRS recommends electronic filing for all sites and requires electronic filing for sites issuing more than 250 **1099** information returns of any one type. The following is excerpted from <https://www.irs.gov/pub/irs-pdf/p1220.pdf>:

If you are required to file 250 or more information returns of any one type, you must file electronically. The Taxpayer First Act of 2019, enacted July 1, 2019, authorized Treasury and the IRS to issue regulations that reduce the 250-return requirement for 2021 tax year returns. If those regulations are issued and if they are effective for 2021 tax-year returns required to be filed in 2022, we will post an article at www.irs.gov explaining the change.

The AUC system provides for electronic filing with the IRS. First time electronic filers with the IRS must complete and submit **Form 4419**. This form is available as a fillable PDF file from the IRS website at <https://www.irs.gov/pub/irs-pdf/f4419.pdf>.



ADMINS sends our customers detailed specifications for forms and envelopes for all year-end tax reporting each November.



3 CREATE /MAINTAIN 1099 CODES

Effective December of 2020, this table was updated to accommodate the new **1099 NEC** forms. The reported minimums may change each year, so check the values in this field annually against the IRS regulations. To access this screen, go to:

Accounts Payable ▶ 1099's ▶ 1099 Codes

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

Description: The text description identifying the type of payment

The screen handles Pre-2020 and Current reporting

Code	Description	Form	Pre 2020		Current		Status	
			Box#	Reported Minimum	Form	Box#		Reported Minimum
A	ATTORNEY	MISC	14	600.00	MISC	10	600.00	Inactive
B	BOAT	MISC	5		MISC	5		Active
D	DIRECT SALES	MISC	9	5000.00	MISC	7	5000.00	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
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
P	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 CH116 - ASSISTANCE	MISC	7	99999.00	NEC	1	99999.00	Active
Y	NON-EMPLOYEE COMPENSATION	MISC	7	600.00	NEC	1	600.00	Active

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

UPDATE THE THRESHOLDS?

The reported minimums do not have to be changed on January 1 of the current year. They need only be updated before printing the 1099 Vendor Payment Report and building the 1099 work file for the calendar year. This means the threshold may be updated at any time *before* beginning the 1099 process. If the threshold is updated after the work file is built, build the work file again. Note that any changes made to the 1099 data will be lost.

Sites that are current year conversions to **AUC** may have transactions that use a code that is not in the current table. In this case, there are two options:

- Add a code to the table to match the one in use on the legacy system (**preferred**)

OR

- Change the legacy system code to match a code supplied in the table. This means editing every vendor to apply a new code in the **Enter Vendors** screen.



4 ASSIGN 1099 CODES TO VENDORS/VOUCHERS

There are four ways to ensure that payments to vendors are properly reported on a **1099**:

- Code a vendor as reportable **and** code all payments (on the voucher screen) to that vendor as reportable. (By default, if a vendor has a **1099** code, all vouchers will be created with that code.)
- Code a vendor as reportable and only some of the payments to that vendor as reportable.
- Code a vendor as non-reportable but code certain payments to that vendor as reportable.
- Use the Quick **1099** Code Update to Vouchers steps menu outlined in section 5.

4.1 Assign a Vendor as 1099 Reportable

Method 1:

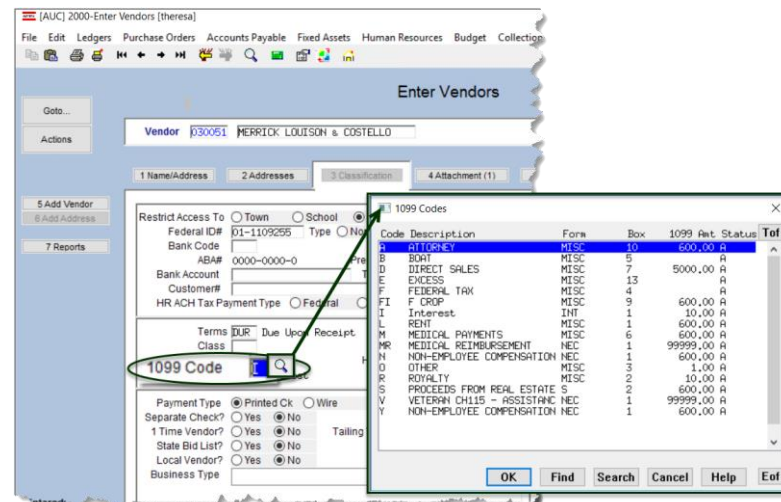
ASSIGN A VENDOR AS 1099 REPORTABLE

Select **Accounts Payable** ► **Vendors** ► **Enter Vendors** ► **Classifications**

Enter a value in the **1099 CODE** field to indicate that this vendor is **1099** reportable. Use the **Lookup** to select a valid code.

All payments made to that vendor during the year will then be considered **1099** reportable. For exceptions, either:

- Remove the **1099** code from the payment at the time the voucher is entered, or
- Adjust the vendors **1099** reportable amounts when issuing **1099s** using the **Edit 1099 Work File** as described in section 8.3 below.



At the payment stage (voucher entry), the **1099** code may be changed to designate a specific payment as non-reportable. See the description under **Method 2**.



Leave the box empty if a vendor is exempt from 1099s.



4.2 Designate a *Payment* as 1099 Reportable

Method 2:

DESIGNATE A PAYMENT AS 1099 REPORTABLE

Control whether a payment is **1099** reportable or not in the voucher entry screen. Go to:

Accounts Payable ▶ Enter Bills ▶ Entry

Figure 2 Flag a payment in the voucher entry screen

Here's how it works:

If the Vendor was coded as a 1099 vendor (in the vendor screen):

The 1099 code is brought into the voucher when the vendor number is entered. If this payment should be **1099** reportable then do nothing further. However, if the vendor is a **1099** vendor but this individual payment should be non-reportable, then remove the code from the **1099** field by pressing **<spacebar>+<enter>**.

4.3 Code Payments as Reportable to a Non-Reportable Vendor

Method 3

If the Vendor was not coded as a 1099 vendor (in the vendor screen):

If this specific payment is **1099** reportable then enter the appropriate **1099** code in this designated field. This will need to be done on each **line** of the payment to be reported.



4.4 Maintaining Conversion Amounts

If converting to the **AUC** system mid-year, it is possible that the **1099** amounts were not converted from the old system (referred to here as the **Legacy** system). In that case, enter the amounts in the vendor file. This feature may be used to record payments made outside of the **AUC** system that need to be included on a **1099**.

In the **Accounts Payable** → **Enter Vendors** → **[Classification]** tab, code the vendor with a **1099** code; on the **[9 User Defined]** tab, enter the **Legacy 1099 Amount** and the **Legacy 1099 Entity**.

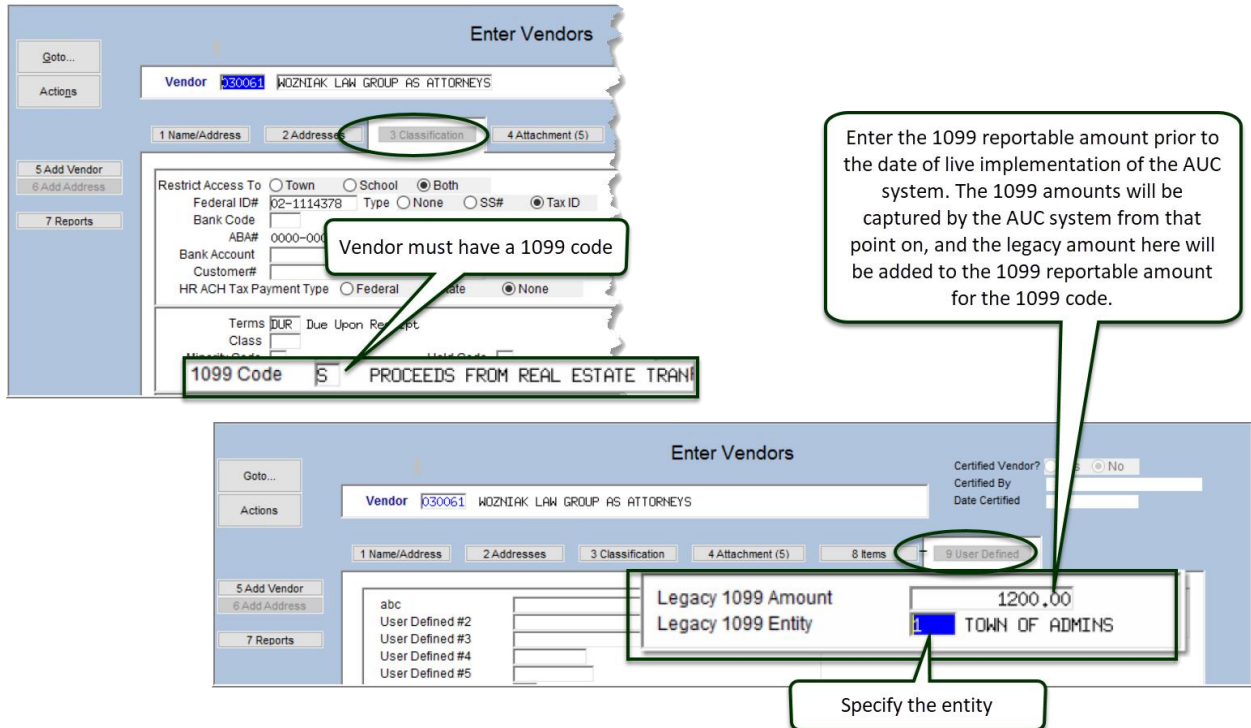
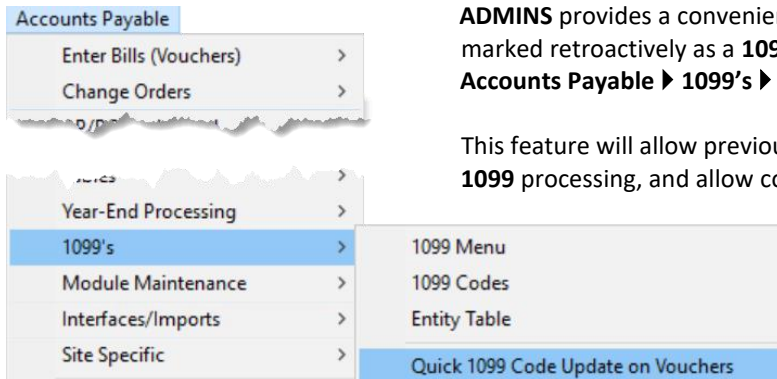


Figure 3 Maintaining Conversion Amounts from Legacy or External Systems

5 QUICK 1099 CODE UPDATE ON POSTED VOUCHERS



ADMINS provides a convenient steps menu to allow vouchers to be marked retroactively as a **1099** voucher. To access the menu, select **Accounts Payable** ► **1099's** ► **Quick 1099 Code Update on Vouchers**.

This feature will allow previously unmarked vouchers to be coded for **1099** processing, and allow corrections to codes for vouchers that were marked with the wrong **1099** code.



5.1 Restart Step Process

If this process had been previously started, to discard any changes and start again, click on the **[Restart Step Process]** button.

This prompt will be displayed:

The default radio button is **[No]**. Be sure to click on the **[Yes]** radio button to discard changes and restart the process.

The process may be repeated if errors are discovered or numerous changes are required.

A dialog box titled "Task 2234: Restart Step Process" with a close button (X) in the top right corner. The main heading is "Restart Step Process". Below it, the text "Restart Steps Process?" is followed by two radio buttons: "Yes" (unselected) and "No" (selected). At the bottom, there are four buttons: "Lookup", "OK", "Cancel", and "Clear All".

5.2 Select Vouchers for 1099 Code Update

A blue-tinted interface titled "Quick 1099 Code Update on Vouchers". It features a table with two columns: "Description" and "Date". The "Description" column contains five buttons: "Restart Step Process", "Select Vouchers for 1099 Code Update", "Edit Selected Vouchers", "Edit List of Changes", and "Post 1099 Code changes to Vouchers". The "Date" column contains five empty text input fields.

This process will select posted vouchers (both open and closed) based on voucher dates entered.

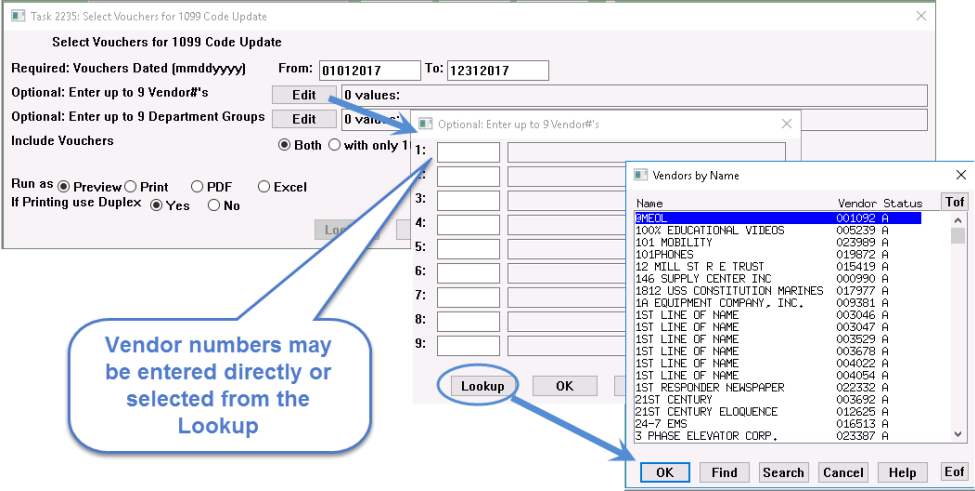
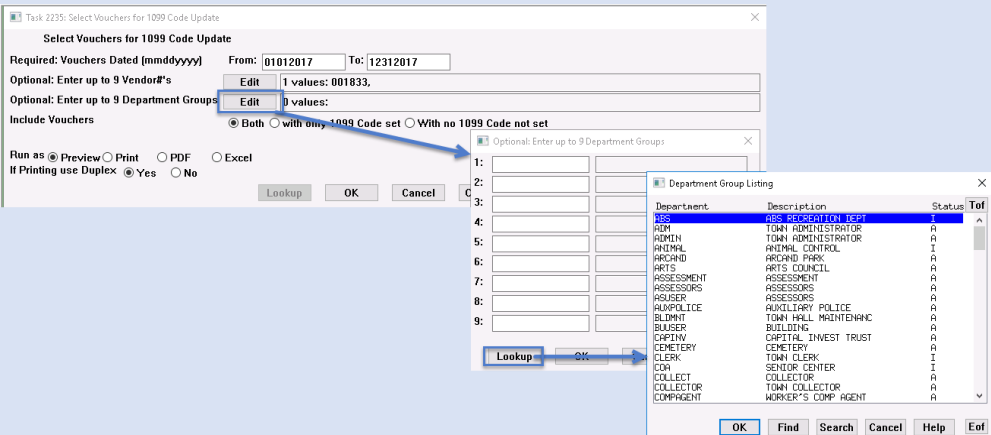
A dialog box titled "Task 2235: Select Vouchers for 1099 Code Update". The main heading is "Select Vouchers for 1099 Code Update". It includes several sections: "Required: Vouchers Dated (mmdyyy)" with "From:" and "To:" text boxes; "Optional: Enter up to 9 Vendor#'s" with an "Edit" button and "0 values:" text; "Optional: Enter up to 9 Department Groups" with an "Edit" button and "0 values:" text; "Include Vouchers" with radio buttons for "Both", "with only 1099 Code set", and "With no 1099 Code not set"; and "Run as" with radio buttons for "Preview", "Print", "PDF", and "Excel". Below these is "If Printing use Duplex" with radio buttons for "Yes" and "No". At the bottom are buttons for "Lookup", "OK", "Cancel", and "Clear All".

Figure 4 Prompt for voucher selection



If there are vouchers dated in the prior year, but paid in the reporting year, enter the dates in the required fields on the prompt to capture the vouchers needed. The 1099 file is built based on the date the check was paid; as such, at the end of the year there may be some vouchers dated in December but paid in January.



Prompt (Bold = Required)	Description																																																																																
Vouchers Dated (mmddyyyy)	<p>Enter the date range for the vouchers. Entering a small range allows the selection of a smaller number of vouchers to review. Doing a few months at a time may make this process easier to manage if a lot of changes are needed.</p> <p>1099 process only includes vouchers PAID in the year being processed. So, vouchers can be dated in December of the prior year, however, checks may be issued in January. Those amounts will not be included.</p> <ul style="list-style-type: none"> • Vouchers in “Entry Began” status will be excluded. • Vouchers in “Change Order” status will be excluded. • The process allows more than one user to operate on the same dataset <ul style="list-style-type: none"> ○ the most recent posting will supersede any prior postings ○ this allows changing a voucher repeatedly – exercise care if multiple users are making changes to vouchers for the 1099 process 																																																																																
Enter up to 9 Vendor numbers	 <p>Task 2235: Select Vouchers for 1099 Code Update</p> <p>Select Vouchers for 1099 Code Update</p> <p>Required: Vouchers Dated (mmddyyyy) From: 01012017 To: 12312017</p> <p>Optional: Enter up to 9 Vendor#'s Edit 0 values:</p> <p>Optional: Enter up to 9 Department Groups Edit 0 values:</p> <p>Include Vouchers <input checked="" type="radio"/> Both <input type="radio"/> with only 1099 Code set <input type="radio"/> With no 1099 Code not set</p> <p>Run as <input checked="" type="radio"/> Preview <input type="radio"/> Print <input type="radio"/> PDF <input type="radio"/> Excel If Printing use Duplex <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Vendors by Name</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Vendor</th> <th>Status</th> <th>Tof</th> </tr> </thead> <tbody> <tr><td>0000 EDUCATIONAL VIDEOS</td><td>001092</td><td>A</td><td></td></tr> <tr><td>1000 EDUCATIONAL VIDEOS</td><td>005239</td><td>A</td><td></td></tr> <tr><td>101 MOBILITY</td><td>023889</td><td>A</td><td></td></tr> <tr><td>101PHONES</td><td>019872</td><td>A</td><td></td></tr> <tr><td>12 MILL ST R E TRUST</td><td>015419</td><td>A</td><td></td></tr> <tr><td>146 SUPPLY CENTER INC</td><td>000990</td><td>A</td><td></td></tr> <tr><td>1812 USS CONSTITUTION MARINES</td><td>017977</td><td>A</td><td></td></tr> <tr><td>1A EQUIPMENT COMPANY, INC.</td><td>009381</td><td>A</td><td></td></tr> <tr><td>1ST LINE OF NAME</td><td>003046</td><td>A</td><td></td></tr> <tr><td>1ST LINE OF NAME</td><td>003047</td><td>A</td><td></td></tr> <tr><td>1ST LINE OF NAME</td><td>003529</td><td>A</td><td></td></tr> <tr><td>1ST LINE OF NAME</td><td>003678</td><td>A</td><td></td></tr> <tr><td>1ST LINE OF NAME</td><td>004022</td><td>A</td><td></td></tr> <tr><td>1ST LINE OF NAME</td><td>004054</td><td>A</td><td></td></tr> <tr><td>1ST RESPONDER NEWSPAPER</td><td>022330</td><td>A</td><td></td></tr> <tr><td>21ST CENTURY</td><td>003692</td><td>A</td><td></td></tr> <tr><td>21ST CENTURY ELOQUENCE</td><td>012625</td><td>A</td><td></td></tr> <tr><td>24-7 EMS</td><td>016513</td><td>A</td><td></td></tr> <tr><td>3 PHASE ELEVATOR CORP.</td><td>023387</td><td>A</td><td></td></tr> </tbody> </table>	Name	Vendor	Status	Tof	0000 EDUCATIONAL VIDEOS	001092	A		1000 EDUCATIONAL VIDEOS	005239	A		101 MOBILITY	023889	A		101PHONES	019872	A		12 MILL ST R E TRUST	015419	A		146 SUPPLY CENTER INC	000990	A		1812 USS CONSTITUTION MARINES	017977	A		1A EQUIPMENT COMPANY, INC.	009381	A		1ST LINE OF NAME	003046	A		1ST LINE OF NAME	003047	A		1ST LINE OF NAME	003529	A		1ST LINE OF NAME	003678	A		1ST LINE OF NAME	004022	A		1ST LINE OF NAME	004054	A		1ST RESPONDER NEWSPAPER	022330	A		21ST CENTURY	003692	A		21ST CENTURY ELOQUENCE	012625	A		24-7 EMS	016513	A		3 PHASE ELEVATOR CORP.	023387	A	
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Enter up to 9 Department Groups	 <p>Task 2235: Select Vouchers for 1099 Code Update</p> <p>Select Vouchers for 1099 Code Update</p> <p>Required: Vouchers Dated (mmddyyyy) From: 01012017 To: 12312017</p> <p>Optional: Enter up to 9 Vendor#'s Edit 1 values: 001833,</p> <p>Optional: Enter up to 9 Department Groups Edit 0 values:</p> <p>Include Vouchers <input checked="" type="radio"/> Both <input type="radio"/> with only 1099 Code set <input type="radio"/> With no 1099 Code not set</p> <p>Run as <input checked="" type="radio"/> Preview <input type="radio"/> Print <input type="radio"/> PDF <input type="radio"/> Excel If Printing use Duplex <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Department Group Listing</p> <table border="1"> <thead> <tr> <th>Department</th> <th>Description</th> <th>Status</th> <th>Tof</th> </tr> </thead> <tbody> <tr><td>ISS</td><td>ISS RECEPTION DEPT</td><td>I</td><td></td></tr> <tr><td>ADM</td><td>TOWN ADMINISTRATOR</td><td>A</td><td></td></tr> <tr><td>ADMIN</td><td>TOWN ADMINISTRATOR</td><td>A</td><td></td></tr> <tr><td>ANIMAL</td><td>ANIMAL CONTROL</td><td>I</td><td></td></tr> <tr><td>ARCAND</td><td>ARCAND PARK</td><td>A</td><td></td></tr> <tr><td>ARTS</td><td>ARTS COUNCIL</td><td>A</td><td></td></tr> <tr><td>ASSESSMENT</td><td>ASSESSMENT</td><td>A</td><td></td></tr> <tr><td>ASSESSORS</td><td>ASSESSORS</td><td>A</td><td></td></tr> <tr><td>AUSER</td><td>ASSESSORS</td><td>A</td><td></td></tr> <tr><td>AUXPOLICE</td><td>AUXILIARY POLICE</td><td>A</td><td></td></tr> <tr><td>BLDNG</td><td>TOWN HALL MAINTENANCE</td><td>A</td><td></td></tr> <tr><td>BUSER</td><td>BUILDING</td><td>A</td><td></td></tr> <tr><td>CAPITW</td><td>CAPITAL INVEST TRUST</td><td>A</td><td></td></tr> <tr><td>CEMTERY</td><td>CEMTERY</td><td>I</td><td></td></tr> <tr><td>CLERK</td><td>TOWN CLERK</td><td>I</td><td></td></tr> <tr><td>CON</td><td>SENIOR CENTER</td><td>A</td><td></td></tr> <tr><td>COLLECT</td><td>COLLECTOR</td><td>A</td><td></td></tr> <tr><td>COLLECTOR</td><td>TOWN COLLECTOR</td><td>A</td><td></td></tr> <tr><td>EMPAGENT</td><td>WORKER'S COMP AGENT</td><td>A</td><td></td></tr> </tbody> </table>	Department	Description	Status	Tof	ISS	ISS RECEPTION DEPT	I		ADM	TOWN ADMINISTRATOR	A		ADMIN	TOWN ADMINISTRATOR	A		ANIMAL	ANIMAL CONTROL	I		ARCAND	ARCAND PARK	A		ARTS	ARTS COUNCIL	A		ASSESSMENT	ASSESSMENT	A		ASSESSORS	ASSESSORS	A		AUSER	ASSESSORS	A		AUXPOLICE	AUXILIARY POLICE	A		BLDNG	TOWN HALL MAINTENANCE	A		BUSER	BUILDING	A		CAPITW	CAPITAL INVEST TRUST	A		CEMTERY	CEMTERY	I		CLERK	TOWN CLERK	I		CON	SENIOR CENTER	A		COLLECT	COLLECTOR	A		COLLECTOR	TOWN COLLECTOR	A		EMPAGENT	WORKER'S COMP AGENT	A	
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Prompt (Bold = Required)	Description
Include Vouchers	<p>Three options are available:</p> <p>The first is the default – “Both”, meaning that all vouchers that meet the required date criteria and any optional criteria will be included.</p> <p>The second radio button will include only vouchers with a 1099 code already set (either by virtue of the vendor being coded as a 1099 vendor or if the voucher was coded during voucher entry or change order entry).</p> <p>The third radio button will restrict the dataset to only vouchers without a 1099 code set.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Include Vouchers <input checked="" type="radio"/> Both <input type="radio"/> with only 1099 Code set <input type="radio"/> With no 1099 Code not set </div>
“Run as” and Duplexing Options	<p>The report may be produced in Preview/Print/PDF® or Excel® format. If printing, the selection may be made to either print on both sides of the page (if the printer is capable) by selecting [Yes] or print only on one side by selecting [No]. The default value may vary by site.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Run as <input checked="" type="radio"/> Preview <input type="radio"/> Print <input type="radio"/> PDF <input type="radio"/> Excel If Printing use Duplex <input checked="" type="radio"/> Yes <input type="radio"/> No </div>

5.2.1 Edit List of Selected Vouchers

In this example, a single vendor was selected for a single month. The edit list will be produced; if the results are not what is needed, restart the process as shown in section 5.1.

Voucher#	Dept Group	Vendor	Remit	Vendor Name	Line	Extend	Amt	1099	1099	Item Description	Voucher Total	Voucher Date	Voucher Status
4	415700	HIGHSCHOOL	002276	02 JANICE CONNOR	1	208.80				PO#45707 MAIN OFFICE	208.80	12/2/2017	Closed
6	415701	HIGHSCHOOL	002276	02 JANICE CONNOR	1	71.40				PO#45707 MAIN OFFICE	71.40	12/2/2017	Closed
8	415702	HIGHSCHOOL	002276	02 JANICE CONNOR	1	120.44				PO#44364 CAROLINE DILLON, ENGLISH DEP	120.44	12/2/2017	Closed
10	415703	MIDDLE	002276	02 JANICE CONNOR	1	89.10				PO#45888	89.10	12/2/2017	Closed
12	415704	MIDDLE	002276	02 JANICE CONNOR	1	89.10				PO#45888	89.10	12/2/2017	Closed
14	415705	MIDDLE	002276	02 JANICE CONNOR	1	89.10				PO#45888	89.10	12/2/2017	Closed
16	415706	MIDDLE	002276	02 JANICE CONNOR	1	6,626.00				PO#45888	6,626.00	12/2/2017	Closed
18	415708	SCHOOL	002276	02 JANICE CONNOR	1	-89.10				PO #45888	-89.10	12/2/2017	Closed
20	415709	SCHOOL	002276	02 JANICE CONNOR	1	89.10				PO #45888	89.10	12/2/2017	Closed
22	415710	HIGHSCHOOL	002276	02 JANICE CONNOR	1	20.52				PO#46514 MAIN OFFICE	20.52	12/2/2017	Closed
24	415711	HIGHSCHOOL	002276	02 JANICE CONNOR	1	9.52				PO#46514 MAIN OFFICE	9.52	12/2/2017	Closed
26	415712	HIGHSCHOOL	002276	02 JANICE CONNOR	1	119.66				PO#46514 MAIN OFFICE	119.66	12/2/2017	Closed
28	415713	HIGHSCHOOL	002276	02 JANICE CONNOR	1	13.68				PO#46514 MAIN OFFICE	13.68	12/2/2017	Closed
30	415963	FINANCE	002276	02 JANICE CONNOR	1	226.88				N/A	226.88	12/6/2017	Closed
32	416133	HIGHSCHOOL	002276	02 JANICE CONNOR	1	32.16				C DILLON	32.16	12/12/2017	Closed
34	416146	HIGHSCHOOL	002276	02 JANICE CONNOR	1	1,654.91				PO#45526 TOM NORTON	1,654.91	12/12/2017	Closed
36	416147	HIGHSCHOOL	002276	02 JANICE CONNOR	1	228.68				PO#45527 TOM NORTON	228.68	12/12/2017	Closed
38	416150	STALLBROOK	002276	02 JANICE CONNOR	1	28.75				PO#45653 MARIA EYDENBERG	28.75	12/12/2017	Closed
40	416151	STALLBROOK	002276	02 JANICE CONNOR	1	372.83				PO#45654 MARIA EYDENBERG	372.83	12/12/2017	Closed
42	416156	SOUTH	002276	02 JANICE CONNOR	1	4,090.50				PO#45799	4,090.50	12/12/2017	Closed
43	Total_Vendor		002276-02 Janice Connor			14,092.03							

Figure 5 Quick 1099 Code Update on Vouchers Edit List

5.3 Edit Selected Vouchers

A screen capture is shown in Figure 6. If a voucher has multiple lines, each line will be listed, and any valid 1099 code may be used on different lines of the same voucher.

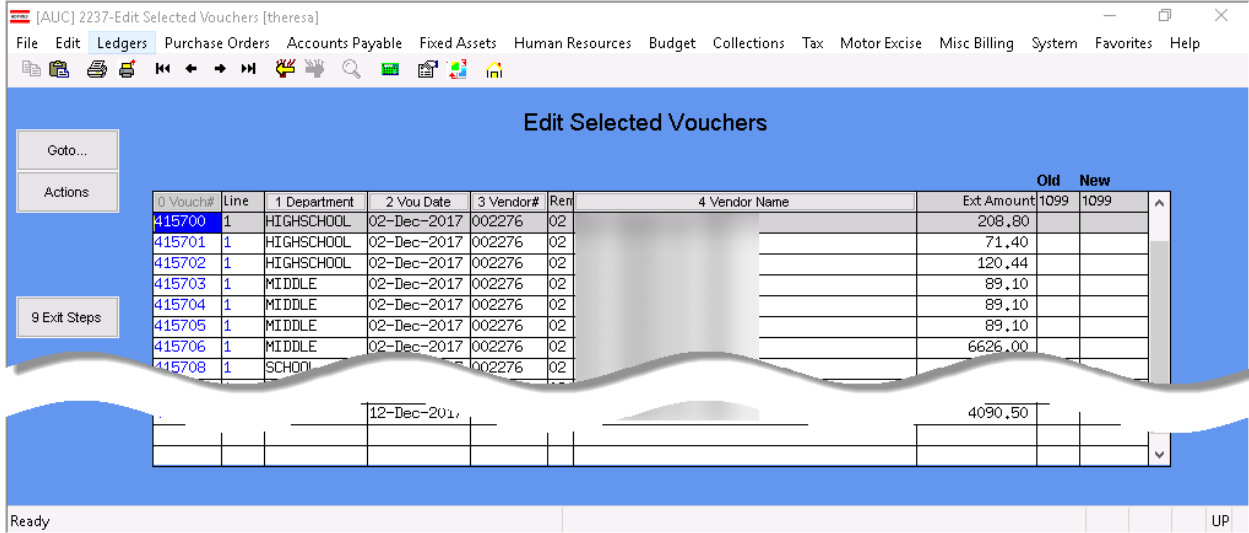


Figure 6 Edit Selected Vouchers screen – the columns are described in the following table

Column Header	Description
Vouchernumber	<ul style="list-style-type: none"> Click on the column header button to sort by voucher number Enter a voucher number to go to that voucher
Line	Display field only –cannot enter data in this field
Department	<ul style="list-style-type: none"> Click on the column header button to sort by department Enter a department group to see all vouchers by that group
Voucher date	<ul style="list-style-type: none"> Click on the column header button to sort by Voucher Date Enter a voucher date to see all vouchers by that date
Vendor Name	<ul style="list-style-type: none"> Click on the column header button to sort by Vendor Name Enter a vendor name to see all vouchers by that vendor
Ext Amt	<ul style="list-style-type: none"> This is the line amount from the voucher Hover text will display the first line of description from the voucher
Old 1099	Display only – shows any 1099 Code currently on the voucher – hover text shows the description of the code
New 1099	{Enter} the new code for this voucher. The system will verify that it is a valid code from the 1099 table. To remove the 1099 code press {space bar} + {enter} The only field a user may change is the New 1099 code.

5.4 Edit List of Changes

Once the edits are complete, run an **Edit List of Changes**.



Task 2238: Edit List of Changes ✕

Edit List of Changes

Include All Where 1099 has changed No Change to 1099 Code

Run as Preview Print PDF Excel

If Printing use Duplex Yes No

Prompt	Description
Include	<p>The edit list may report all the vouchers, only the vouchers where the 1099 has changed, or only the vouchers where no change was made to the 1099 code.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Include <input checked="" type="radio"/> All <input type="radio"/> Where 1099 has changed <input type="radio"/> No Change to 1099 Code</p> </div>
"Run As" and Duplexing Options	<p>The report may be produced in Preview/Print/PDF® or Excel® format. If printing, the selection may be made to either print on both sides of the page (if the printer is capable) by selecting [Yes] or print only on one side by selecting [No]. The default value may vary by site.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Run as <input checked="" type="radio"/> Preview <input type="radio"/> Print <input type="radio"/> PDF <input type="radio"/> Excel</p> <p>If Printing use Duplex <input checked="" type="radio"/> Yes <input type="radio"/> No</p> </div>

2238-FMREP:API1099QEDT.REP Printed 17-Aug-2018 at 14:18:53 by THERESA

Town of Admins
Edit List of Changes

Voucher Dates: 01-Dec-2017 to 31-Dec-2017

Voucher#	Dept	Group	Vendor	Line	Extend	Amc	1099	1099	Entered	1099	Item Description	Voucher Total	Voucher Date	Voucher Status

1099 Code has been Changed														

415700	HIGHSCHOOL	002276-02		1	208.80		Y		PO#45707		MAIN OFFICE	208.80	02-Dec-2017	Closed
415963	FINANCE	002276-02		1	226.88		Y		N/A			226.88	06-Dec-2017	Closed
416133	HIGHSCHOOL	002276-02		1	32.16		Y		C DILLON		ENGLISH DEPT	32.16	12-Dec-2017	Closed
416146	HIGHSCHOOL	002276-02		1	1,654.91		I		PO#45526		TOM NORTON	1,654.91	12-Dec-2017	Closed
416147	HIGHSCHOOL	002276-02		1	228.68		I		PO#45527		TOM NORTON	228.68	12-Dec-2017	Closed
416150	STALLBROOK	002276-02		1	28.75		Y		PO#45653		MARIA EYDENBERG	28.75	12-Dec-2017	Closed
Total Vendor 002276-02												9,557.30		

Total #Vouchers 15														

1099 Code has not been changed														

415701	HIGHSCHOOL	002276-02		1	71.40				PO#45707		MAIN OFFICE	71.40	02-Dec-2017	Closed
415708	SCHOOL	002276-02		1	-89.10				PO #45888			-89.10	02-Dec-2017	Closed
415709	SCHOOL	002276-02		1	89.10				PO #45888			89.10	02-Dec-2017	Closed
416151	STALLBROOK	002276-02		1	372.83				PO#45654		MARIA EYDENBERG	372.83	12-Dec-2017	Closed
Total Vendor 002276-02 W.B. MASON CO. INC.												4,594.73		

Total #Vouchers 5														

Selection Legend:														
Sorted by: Vendor Name														
Include: All Vouchers														

Figure 7 Edit List of 1099 Code Changes

Review the changes; if required, return to the Edit Selected Vouchers screen to make additional changes.



5.5 Post 1099 Code Changes to Vouchers

The last step in the process is to post the changes to the vouchers.

Task 2239: Post 1099 Code changes to Vouchers

Post 1099 Code changes to Vouchers

Run as Preview Print PDF Excel

If Printing use Duplex Yes No

Lookup OK Cancel Clear All

A posting report will be produced. If there are any errors, the process may be run again, as many times as needed, until all the data is correct.

6 MAINTAIN ENTITY CODES

In the AUC system, an **Entity** is a tax reporting division of the municipality. Use as many entities as needed.

6.1 About Entities

Each entity has its own tax identification for federal and state purposes. For example, the Town and the School may be separate tax reporting entities. Entities can have the same federal or state tax identification numbers, and still be reported separately.

Each General Ledger account number is assigned to an entity, and that is what the system uses to distinguish them in 1099 processing.



Vendors can be classified as belonging to Town, School, or Both, but these classifications are not related to entities and vendors are not assigned to an entity.

In the 1099 process, all entities are processed at the same time. All reports are sorted and subtotaled by entity. A separate file is created for each entity in the **Create Electronic File** process.

6.2 Maintain Entities

The Maintain Entity Screen is used to enter all pertinent tax information about the site. This information must be set up prior to printing 1099 forms and creating the electronic file. The printed forms must match the data that is sent to the IRS as an electronic file in lieu of a form 1096. To access this screen, go to:

Accounts Payable → 1099's → Entity Table.



Maintain Entity Codes

Entity: 1 Description: Regional School of ADMINS

Name: Regional School District
Address 1: 219 LEWIS WHARF
 Address 2:
 Address 3:
City: FALLSTON **Phone:** (617) 494-5100
State: MA **Zip Code:** 02134-0000 **Fed Tax ID:** 963852741
 Country: **State Tax ID:** 963852741

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: \\tsclient\c\Folder1\
Mask TIN# as *.**-####:** No Yes on printed 1099 Forms (SS#,EIN,TIN etc)

The top portion of this screen contains **General Information** about the site and is described in section 6.3 below; this data is used for more than just **1099** forms.

The 1099-specific fields in bold must be completed prior to printing and filing **1099** forms. The Combined Filing State Number, Contact Email, and Mask

TIN # are optional fields. By default, the Taxpayer Identification Number (TIN) will not be masked; to mask the TIN on printed forms, select the Yes radio button. The fields are described in section 6.4 below.

6.3 General Information

Field Name	Description
Name	The full name of the site
Address 1-3	The full mailing address of the site. (Line one is required; lines two and three are optional)
City, State, & Zip Code	The mailing address city, state, and zip code information
Country	The country of the site
Phone	The primary phone number of the site
Fed Tax ID	The Federal Tax Identification number assigned to the site by the IRS
State Tax ID	The State Tax Identification number assigned by the state in which the site is located

6.4 1099-Specific Information

On the **AP-1099** Tab on the **Maintain Entity Codes** screen, enter all the information relating to **1099s**. This information will be used on the **1099** forms and electronic file.



Field Name (fields in BOLD are REQUIRED)	Description																																																																		
Transmitter Control Code (TCC)	Filers must obtain a TCC from the IRS prior to submitting files electronically. Filers who currently have a TCC for magnetic media filing may use their assigned TCC for electronic filing.																																																																		
Combined Filing State Number:	<p>The Combined Federal/State Filing (CF/SF) Program was established to simplify filing for the taxpayer. The IRS will forward this information to participating states free of charge for approved filers. Separate reporting to those states is not required for forms 1099-MISC, 1099-INT, and 1099-S. <i>As of November 2020, the combined filing is not available for form 1099-NEC.</i></p> <p>ADMINS provides a file for separate filing with the state. This state file includes data for all form types (MISC, NEC, INT, S, and G). Submit the file to the state by the earliest filing date for the form types being reported. For example, 1099-NEC forms are due by January 31; if there are NEC forms being reported, file no later than January 31. See also section 14 below and see MyConnect for Connecticut and visit MassTaxConnect (state.ma.us) for Massachusetts.</p> <table border="1"> <caption>Table 1: Participating States and Codes*</caption> <thead> <tr> <th>State</th> <th>Code</th> <th>State</th> <th>Code</th> <th>State</th> <th>Code</th> </tr> </thead> <tbody> <tr> <td>Alabama</td> <td>01</td> <td>Indiana</td> <td>18</td> <td>Montana</td> <td>30</td> </tr> <tr> <td>Arizona</td> <td>04</td> <td>Kansas</td> <td>20</td> <td>Nebraska</td> <td>31</td> </tr> <tr> <td>Arkansas</td> <td>05</td> <td>Louisiana</td> <td>22</td> <td>New Jersey</td> <td>34</td> </tr> <tr> <td>California</td> <td>06</td> <td>Maine</td> <td>23</td> <td>New Mexico</td> <td>35</td> </tr> <tr> <td>Colorado</td> <td>07</td> <td>Maryland</td> <td>24</td> <td>North Carolina</td> <td>37</td> </tr> <tr> <td>Connecticut</td> <td>08</td> <td>Massachusetts</td> <td>25</td> <td>North Dakota</td> <td>38</td> </tr> <tr> <td>Delaware</td> <td>10</td> <td>Michigan</td> <td>26</td> <td>Ohio</td> <td>39</td> </tr> <tr> <td>Georgia</td> <td>13</td> <td>Minnesota</td> <td>27</td> <td>Oklahoma</td> <td>40</td> </tr> <tr> <td>Hawaii</td> <td>15</td> <td>Mississippi</td> <td>28</td> <td>South Carolina</td> <td>45</td> </tr> <tr> <td>Idaho</td> <td>16</td> <td>Missouri</td> <td>29</td> <td>Wisconsin</td> <td>55</td> </tr> </tbody> </table> <p><small>*The codes listed apply to the CF/SF Program and may not correspond to state codes of agencies or programs outside of the IRS.</small></p>	State	Code	State	Code	State	Code	Alabama	01	Indiana	18	Montana	30	Arizona	04	Kansas	20	Nebraska	31	Arkansas	05	Louisiana	22	New Jersey	34	California	06	Maine	23	New Mexico	35	Colorado	07	Maryland	24	North Carolina	37	Connecticut	08	Massachusetts	25	North Dakota	38	Delaware	10	Michigan	26	Ohio	39	Georgia	13	Minnesota	27	Oklahoma	40	Hawaii	15	Mississippi	28	South Carolina	45	Idaho	16	Missouri	29	Wisconsin	55
State	Code	State	Code	State	Code																																																														
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Arizona	04	Kansas	20	Nebraska	31																																																														
Arkansas	05	Louisiana	22	New Jersey	34																																																														
California	06	Maine	23	New Mexico	35																																																														
Colorado	07	Maryland	24	North Carolina	37																																																														
Connecticut	08	Massachusetts	25	North Dakota	38																																																														
Delaware	10	Michigan	26	Ohio	39																																																														
Georgia	13	Minnesota	27	Oklahoma	40																																																														
Hawaii	15	Mississippi	28	South Carolina	45																																																														
Idaho	16	Missouri	29	Wisconsin	55																																																														
Payee Control Name	Enter the first four characters of the site name for which the Tax Identification Number (TIN) is used.																																																																		
Contact Employee Name	Enter the name of the employee whom the IRS will contact if there are questions or errors with the filing.																																																																		
Contact Phone Number	Enter the phone number for the contact employee.																																																																		
Contact Email	Enter the email address for the contact employee.																																																																		
Export Directory for IRS File	<p>Enter a valid path location where the electronic file is stored for transmittal to the IRS. This is where to locate the file to submit to the IRS. Save this file to:</p> <p><input type="checkbox"/> A folder on the AUC server such as D:\Shared_Folders\ <i>or</i> <input type="checkbox"/> A folder on a local machine such as \\tsclient\c\temp</p> <p>N.B. – Saving a file to a location that ADMINS support can access will aid in any troubleshooting.</p>																																																																		
Mask TIN# as ***-**-####	The default value for this is ☐No; this will allow the entire TIN to be printed on the forms to be issued to vendors. Selecting ☑ Yes will mask the TIN on printed forms.																																																																		

Build the Work file once all the codes are set.



7 CREATE AND ISSUE 1099 FORMS

The **1099 Processing Steps Menu** guides the process of generating and creating **1099s**. The steps will show up as available when they are ready to be run.

Accounts Payable ▶ 1099's ▶ 1099 Menu

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 - MISC, INT, S, NEC, and G

[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.

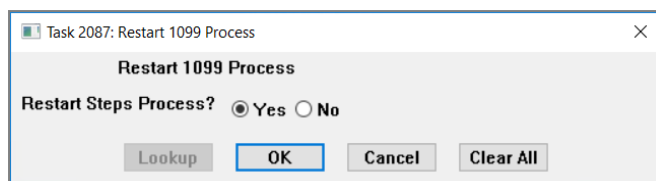


step.

At the outset, only the first three step[s] are available; the remainder will be grayed out. The subsequent steps in the process will not be ready to run until the **[List of 1099s to be Printed]** step has successfully completed. Re-run any of the steps after running the **[Save 1099 Forms as Vendor Attachments/Archive]**

7.1 Restart 1099 Process

The **1099** process creates temporary work files and does not update any live files until the last step is run. Before running that last step, the process may be started all over again, regardless of what other steps have been run. Re-starting the process will clear out all work files and allow starting from the beginning. Do this if the wrong year was selected, the process was run simply as a test run, or numerous errors in the vendor file have been discovered.



If this process had been previously started, to

discard any changes and start again, click on the **[Restart Step Process]**.

7.2 1099 Vendor proofing Report

The first step is to gather all the data and analyze the results that the system has compiled for **1099** reporting. To do this, Click on:

[1099 Vendor Proofing Report]



Be sure the reporting threshold on the Maintain 1099 Codes screen is updated before running this.



The system will present this prompt:

Task 2204: 1099 Vendor Proofing Report

1099 Vendor Proofing Report
Issue the 1099 Proofing report to analyze 1099 reportable payments made during the calendar year.
Report is sorted by Entity and then Vendor# or Name.

Required: Enter Year

Sort Order
 Vendor# Vendor Sort Name

Run as Preview Print PDF Excel
 If Printing use Duplex Yes No

Buttons: Lookup, OK, Cancel, Clear All

This report will include the following data from the vendor file and the vendor check history file:

- All vendors flagged with a **1099** Code who were paid an amount equal to or more than the reported minimum (as shown in the Maintain **1099** Codes table),

and

- Vendors to whom payments were flagged as **1099**, which in total are equal to or exceed the reported minimums (as shown in the Maintain **1099** Codes table).

There is a legend at the bottom of the report that references any errors by number and provides information on corrective action.



Actions prefixed with “Warning” are informational and no action is required. Actions that are prefixed with “Error:” require corrective action to the Code Table, the Vendor File or the 1099 Payment File before the process may continue.

TedRE - AP_1099_LPayees_THERESA[4].lis

File Edit Format Options

Courier New 8 B I U

2874-AP1099PAY2.REP Printed 09-Nov-2020 at 13:09:23 by THERESA Page 1
City of ADMINS
1099 Vendor Legacy Payment Error Report

Selected Year: 2020

Legacy Entity Vendor	Vendor 1099 Code	Name	Federal ID	1099 Amount	Legacy Amount
No Records Selected					

This process will first check the **legacy amounts and codes** (see **Paragraph 3.4** above) to determine if there are any errors. Potential errors include:

- Missing Federal ID
- Missing **1099** code
- Invalid **1099** code

The caption **No Records Selected** indicates that there are no errors. If this report indicates that there are errors, correct them in the **Vendor File** maintenance screen, **User Defined** tab. A second report will also show totals by Entity.



CAUTION

Review this report carefully to determine if any changes need to be made to the vendor file **BEFORE** creating the 1099 work file. Once the work file has been created, it may be created again but any correcting entries previously made in the work file will be lost.

For example, do any permanent vendor merges *prior* to creating the 1099 work file. If the work file has already been created, and a permanent vendor merge is done, the work file must be created again.



8 CREATE 1099 WORK FILE

This procedure will collect all payments made to vendors during the calendar year and create a work file. Review and modify the work file as needed. To begin, click the **Create 1099 Work File** button. Supply the calendar year.

Select the Calendar Year for the 1099 processing. In this example, payments subject to 1099 processing for the Calendar Year 2018 are selected. For original 1099 processing, select **No** to the Create empty file....? Only select **Yes** if making corrections after the file is sent to the IRS.

This procedure will take several minutes to complete as it scans the entire contents of the vendor and payment databases. The three reports produced by the process are:

8.1 The 1099 Verification Detail Report Shows Merged Vendors & Errors

The verification report produced when creating the work file will list the merged vendors:

2851-API099EDTDET.REP Printed 10-Nov-2020 at 16:16:28 by THERESA
City of ADMINS
1099 Verification Report - Detail

Selected Year: 2020
Entity: 1 TOWN OF ADMINS
Form: MISC
Selection: Merged Vendors based on Federal ID

Vendor# Name and Address

013348 ALTUS DENTAL 7277-0001 Vendor 1099 Form: CUSIP
PO BOX 846269 Box:
BOSTON,MA 02284-0000 Code:
(877) 223-0577 Federal ID: 05-0153223

Merged record for vendors: 013348 013349

Form Box	1099 Code	Vendor	Check	Voucher	Amt Paid	1099 Reportable	Errors
MISC	6 M	013348	0359018	464262	1,412.00	1,412.00	1
MISC	6 M	013349	0359019	464263	27.48	27.48	1
Total for Vendor Form: MISC						1,439.48	1,439.48

2851-API099EDTDET.REP Printed 10-Nov-2020 at 16:16:28 by THERESA
City of ADMINS
1099 Verification Report - Detail

Selected Year: 2020
Entity: 1 TOWN OF ADMINS
Form: NEC
Selection: Merged Vendors based on Federal ID

Vendor# Name and Address

001711 FAMELA J JOHNSON DBA Vendor 1099 Form: NEC CUSIP
36 RAKEVILLE CIR. Box: 1
BELLINGHAM,MA 02019-0000 Code: Y
(508) 883-3252 Federal ID: 023-46-2302

Merged record for vendors: 001711 003191

Form Box	1099 Code	Vendor	Check	Voucher	Amt Paid	1099 Reportable	Errors
NEC	1 Y	001711	0354060	456855	178.00	178.00	
NEC	1 Y	001711	0358971	464362	37.19	37.19	
NEC	1 Y	001711	0356907	461408	303.00	303.00	



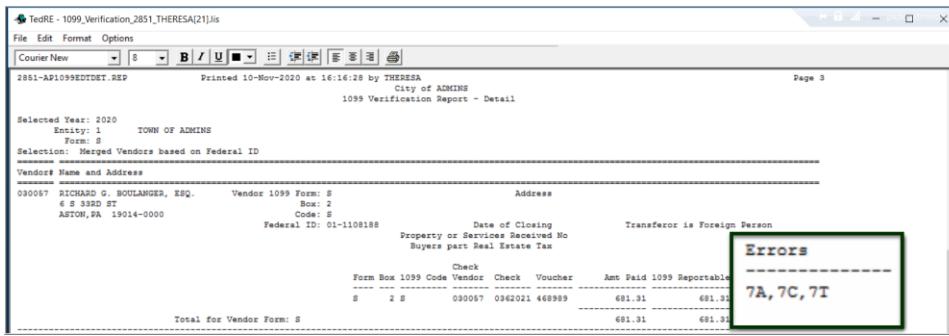
Vendor: 002550 01 AMERICAN GARAGE DOOR & GLASS
 Address: 525 WOBURN STREET
 TEWKSBURY MA 01876-0000
 Phone#: (978) 458-3900
 Merged record for vendors: 002550 053780

When the system creates the work file, vendors that have the same Federal ID number are combined. This merging will occur **only in the work file and only for 1099 reporting purposes and only for the year being processed**. It will **not** change the Vendor Master file. To merge vendors in the vendor file, flag the vendor(s) for merging and

run the merge process from the Purchasing menu. When editing the work file (See **Section 8.3** below), the screen will display a message that vendors have been merged for 1099 reporting. The message will also appear on subsequent reports.

8.2 Verification Report lists Vendors with “Hard” Errors

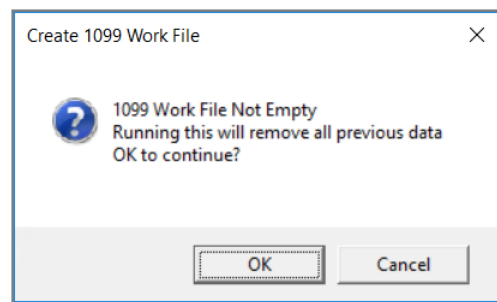
The verification detail report produced by the **Create 1099 Work File** step will list vendors with errors that must be corrected:



8.3 Re-Running the Process

To re-run the process, click the **Create 1099 Work File** button; the system will present a warning that the file is not empty, and that all previous data will be removed. Click **[OK]** to delete the previously created file and start over. Any changes made will be lost. Re-run the process to remedy any of the following:

- the wrong calendar year was entered
- changes to the vendor file were made (name, address, **1099** code) that should be included in the **1099** work file
- voided check payments since the build that need to be removed from the **1099** work file
- a voucher dated in the calendar year was paid after the original build and should be included in the work file.



If a lot of changes were made to the work file after the build, consider making corrections in the work file as shown in the Edit 1099 Work File section. The exception is the wrong calendar year – that error may only be corrected by restarting the process.



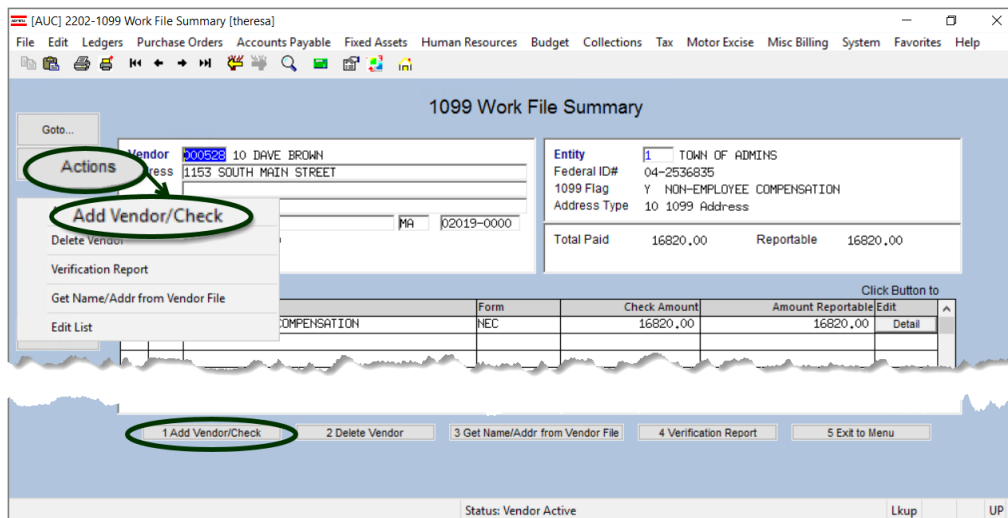
9 EDIT 1099 WORK FILE

The following functions are available on this screen:

- Add a vendor that was not included (must be a valid existing vendor).
- Remove a vendor from the **1099** process that should not be reported (does not remove the vendor from the vendor file).
- Change the mailing address for a vendor for this **1099** only (does not change the vendor file).
- Run an edit list
- Edit the Details of payments
 - Change payments from one type of **1099** code to another.
 - Change a payment to non-reportable (remove one or more payments made to a vendor that should not be reported).
 - Change payments to reportable that were coded as non-reportable at the time the disbursement was issued.
- Provide additional information that may be required for each form.

9.1 Add a Vendor That Was Missed

A missed vendor may be added after building the work file:





Click **[1 Add Vendor/Check]**; complete the parameters and click **[OK]**. Any record added using the **[1 Add Vendor/Check]** button will be marked as **“omitted”**. See Figure 8. This does not add a new vendor to the Vendor File. This process only adds an existing vendor to the work file. Vendors must have a Federal ID or Social Security number (TIN) to

be added; if not, the system will branch to the Enter Vendors screen for the vendor so that a TIN may be added.

9.2 Remove a Vendor that Should not be Reported

- Enter the Vendor number to view the vendor record to be removed
- Click **Actions**
- Click **Delete Vendor**



IMPORTANT: THE VENDOR WILL BE INCLUDED AGAIN

The vendor is removed from the **1099 work file only**. It is not removed from the **Vendor File**. If the work file is rebuilt, the vendor will come back into the work file. To prevent this, remove the **1099 Code** from the Vendor File.

9.2.1 Change the Federal ID Number for a Vendor



The **Federal ID Number** came in from the vendor file. If it is missing or incorrect, go to **Enter Vendors** **[Classification]** and edit the entry in the vendor file. Run the **[Create 1099 Work File]** step again to bring in the new value. **The Federal ID Number cannot be changed in the work file.**

If numerous changes have been made to the work file, for example, if there were multiple **1099S** forms that were edited, then an alternative is to delete the vendor from the work file and add the vendor back to the work file.

First make note of the vendor number and the dollar amount being reported; then delete the vendor from the work file:

Box	Code	Description	Form	Check Amount	Amount
2	S	PROCEEDS FROM REAL ESTATE TRAN	S	679,74	



Go to:

Accounts Payable ▶ Enter Vendors ▶ [Classification]

to correct the federal id number for the vendor. Return to the **Edit 1099 Workfile** screen and use the **[1 Add Vendor/Check]** button to add the vendor.

1099 Work File Summary

Entity: 1 TOWN OF ADMINS
Federal ID#: 02-1114378
1099 Flag: 1099 Flag
Address Type: AP Accounts Payable

Total Paid: 679.74 Reportable: 679.74
Omitted

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

Figure 8 An added vendor will be marked as **"Omitted"**

This vendor is marked as "Omitted" because it was added via the screen, rather than brought into the file when the file was originally built.

9.3 Change the Mailing Address for the 1099

The mailing address came in from the vendor file. The system attempted to locate a "1099 address" (a vendor address of type "10"). If one was found, it was used. If not, the system used the first available address for the vendor.

Enter Vendors

Vendor: 000528 DAVE BROWN

Remit	Name on this Remit	Address	Type
01	DAVE BROWN	1153 SOUTH MAIN STREET BELLINGHAM, MA 02019-0000	AP
10	DAVE BROWN	1153 SOUTH MAIN STREET BELLINGHAM, MA 02019-0000	10
11	DAVE BROWN & MATTHEW WOODS	1153 S. MAIN STREET BELLINGHAM, MA 02019-0000	AP

To change the address to have the 1099 mailed somewhere else, type in the new address in the **Edit Work File Summary** screen:

1099 Work File Summary

Vendor: 000528 10 DAVE BROWN
Address: 1153 SOUTH MAIN STREET
BELLINGHAM MA 02019-0000

Reportable: 16820.00

Amount Reportable	Edit
16820.00	Detail

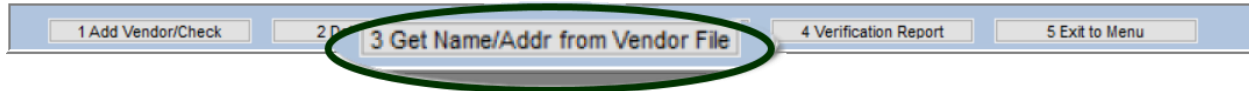
Additional Information for Form: NEC

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

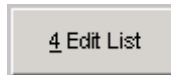
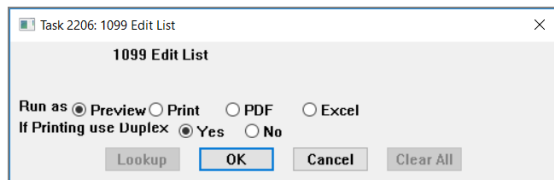
Status: Vendor Active Lkup UP



This new address is in the **work file only** and will **not** be a permanent change to the vendor file. To make a permanent change go to the **Vendor** file and make the change¹, return to the **1099 Edit Work File** screen and click the button [**3 Get Name/Addr from Vendor File**] at the bottom of the screen.



9.4 1099 Work File Edit List



Click the **4 Edit List** button on the Summary screen to list all Vendors and their reportable amounts.

Vendor#	Name	Vendor 1099 Code	Form	Payment 1099 Code	Amount Paid	1099 Reportable
030037	ALBERT R. MASON	I	G	G	750.75	750.75
030038	AMBLER & AMBLER, PC, ATTYS	I	NEC	N	625.35	625.35
030086	AMBLER & AMBLER, PC, ATTYS	I	INT	I	706.65	706.65
030039	BLATMAN, BOBROWSKI & MEAD, LLC	I	NEC	N	825.00	825.00
030087	BLATMAN, BOBROWSKI & MEAD, LLC	A	MISC	A	932.25	932.25
030040	DEUTSCH WILLIAMS BROOKS	I	NEC	N	601.00	601.00
030088	DEUTSCH WILLIAMS BROOKS	N	NEC	N	679.13	679.13
030065	GERALD M MOODY, ESQ	G	G	G	1,198.00	1,198.00
030089	GERALD M MOODY, ESQ	R	MISC	R	676.87	676.87
030077	MURPHY HESSE TOOMEY & LEHANE	G	G	G	250.00	250.00
030101	MURPHY HESSE TOOMEY & LEHANE	R	MISC	R	141.25	141.25
030078	MURRAY, KELLY & BERTRAND, PC	G	G	G	950.00	950.00
030108	WILLIAM AUGUST, ESQ.	M	MISC	M	768.55	768.55
030085	WOZNIAK LAW GROUP AS ATTORNEYS	G	G	G	2,887.57	2,887.57
030109	WOZNIAK LAW GROUP AS ATTORNEYS	G	G	G	768.10	768.10
Entity: 1 TOWN OF ADMINS					56,440.75	56,440.75
Count: 51						
Selected Year: 2021						
1099 G Forms: 27						
1099 INT Forms: 5						
1099 MISC Forms: 12						
1099 NEC Forms: 7						
1099 S Forms:						
1099 G Correction Forms:						
1099 INT Correction Forms:						
1099 MISC Correction Forms:						
1099 NEC Correction Forms:						
1099 S Correction Forms:						

Figure 9 The edit list showing the vendors, codes, forms, payment codes, and amounts

¹ Consider adding a vendor address of type "10" for each 1099 vendor that is being changed here – this will ensure that the desired address is used for future 1099 processing.



9.5 Use the Edit Detail Screen to Make Changes

1099 Work File Summary

Vendor: 003493 01 US MATH RECOVERY COUNCIL
Address: E10 LONE OAK ROAD SUITE 600
Phone#: (952) 683-1521

Entity: 1 TOWN OF ADMINS
Federal ID#: 05-0538927
1099 Flag: I INTEREST
Address Type: AP Accounts Payable

Total Paid: 210,00 Reportable: 80,00

Box	Code	Description	Form	Check Amount	Amount Reportable	Edit
1	I	INTEREST	INT	80,00	80,00	Detail
1	N	NON-EMPLOYEE COMPENSATION	NEC	130,00		Detail

Click on the **[Detail]** button to use the detail screen to Change the 1099 Type, the Amount, and remove payments that should not be reported. The screen allows fine-tuning the data.

9.5.1 Change the 1099 Type or the Amount to be Reported

Enter Vendors

Vendor: 030336

1099 Code: N NON-EMPLOYEE COMPENSATION

This vendor is coded with an “N” on the Vendor record, and by default, vouchers paid will be coded with an N.

If a voucher was coded with another code, for example an “I” for Interest, this screen can show two lines in the Amounts Reportable Grid.

The first line, for Box 1, Code I, has no dollars associated with it but shows the **default 1099 type** for this vendor. To edit, click on the **[Detail]** button for the line with dollars in the reportable amount column.

[AUC] 2202-1099 Work File Summary

1099 Work File Summary

Vendor: 003493 01 US MATH RECOVERY COUNCIL
Address: E10 LONE OAK ROAD SUITE 600
Phone#: (000) 000-0000

Entity: 1 TOWN OF ADMINS
Federal ID#: MISSING FEDID IN VENDOR FILE
1099 Flag: N NON-EMPLOYEE COMPENSATION
Address Type: AP Accounts Payable

Total Paid: 625,35 Reportable: 625,35

Box	Code	Description	Form	Check Amount	Amount Reportable	Edit
1	I	INTEREST	INT			Detail
1	N	NON-EMPLOYEE COMPENSATION	NEC	625,35	625,35	Detail

[AUC] 2203-Edit 1099 Work Detail

Edit 1099 Work Detail

Vendor: 003493 01 US MATH RECOVERY COUNCIL Entity: 1 TOWN OF ADMINS

Bank	Ref#	Line#	Ck Vend	Remit	Batch	Check#	Check Date	Check Amount	1099	Report Amt	New
EBST	469137	1			LV10699	0362049	13-Jan-2021	625,35	N	625,35	1

1 Return to 1099 Summary

Change the reportable amount and/or the 1099 Code on lines with dollar amounts.

After editing the details, return to the 1099 Summary Screen

Change the reportable amount and/or the 1099 Code on lines with dollar amounts.



9.5.2 Change Payment from Reportable to Non-Reportable

Payments may be removed by clicking on the payment and using {spacebar} | {enter} to clear the field or typing a zero in the Report Amt field.

There may be vendors receiving payments processed as **reportable**, but they should have been coded as **non-reportable** during the year. Reclassify these payments in the **1099** work file.

- Locate the desired Vendor and payment
- Click the **DETAIL** button
- Change the **Report Amt** to \$0 or clear the field using {spacebar}|{enter}
- Click the **[1 Return to 1099 Summary]** button

9.5.3 Change Payment from Non-Reportable to Reportable

There may be vendors who have payments processed as **non-reportable** during the year, but they should have been coded as **reportable**. Reclassify these payments in the **1099** work file. After locating the desired vendor, click **Actions** ▶ **Add Vendor/Check** or click the **[1 Add Vendor/Check]** button at the bottom of the screen.

Follow the instructions in section 9.1 to enter the required information. Click the **[Detail]** button on the **Work File Summary** screen. Prior to building the work file, use the [Quick 1099 Code Update](#) feature to perform the same task.

1099 Work File Summary

Vendor: 01 R. E. BROWN & COMPANY
Address: 25 CEMETERY ST., PO BOX 230, MENDON, MA 01756-0000
Phone#: (508) 478-3941

Entity: 1 TOWN OF ADMINS
Federal ID#: 61-1586303
1099 Flag: Y NON-EMPLOYEE COMPENSATION
Address Type: AP Accounts Payable

Total Paid: 37500,00 Reportable: 37500,00

Box	Code	Description	Form	Check Amount	Amount Reportable	Edit
1	Y	NON-EMPLOYEE COMPENSATION	NEC	37500,00	37500,00	Detail



Adjust the amount or change the 1099 code on the Detail screen. Otherwise, leave this as is and this new amount will be included in the reportable total for the vendor.



A check cannot be added for a vendor that has been merged into another vendor. A check can only be added for the primary vendor into which other vendors have been merged. The system will display an error message with instructions to use the primary vendor. Try again, using the primary vendor number on the prompt.

1099 Work File Summary

Vendor: 001711 01 PAMELA J JOHNSON DBA / TECHPRO PUBLICAT
Address: 36 RAKEVILLE CIR.
 BELLINGHAM MA 02019-0000
 Phone#: (508) 893-3252

Entity: 1 TOWN OF ADMINS
Federal ID#: 023-46-2302
1099 Flag: Y NON-EMPLOYEE COMPENSATION
Address Type: AP Accounts Payable

Total Paid: 3769.19 Reportable: 3189.00

Merged record for vendors: 001711 003191

Box	Code	Description	Form	Check Amount	Amount Reportable	Edit
1	Y	NON-EMPLOYEE COMPENSATION	NEC	3769.19	3189.00	Detail

Add Vendor/Check

Required: Enter Vendor#

Required: Entity Code

Required: 1099 Code

Required: Check Amount for Non-Cancelled Form

Required: Enter Tax Year

Required: 1099 Type New/Omitted Correction

Lookup

[AUC] 2202-1099 Work File Summary

Use primary vendor 001711 for Federal ID 023462302

-- Added By Changed by Status: Vendor Active



9.6 Specific Information for Forms 1099S

Forms **1099-S** require specific information that was not previously captured in the Accounts Payable process. On the summary screen, highlight the code, and the bottom of the screen will change to provide the opportunity to enter the data specific to the form.



The supplemental fields are required. The system will check to see if the data has been provided (see the step **1099 Error Checking – Hard Errors on Forms to be Printed**), and no forms can be printed until the information is supplied.

1099 Work File Summary

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# 01-1114378
1099 Flag S PROCEEDS FROM REAL ESTATE TRAN
Address Type AP Accounts Payable

Total Paid 679.74 **Reportable** 679.74

Amounts Reportable				Click Button to
Box	Code	Description	Check Amount	Amount Reportable
2	S	PROCEEDS FROM REAL ESTATE TRAN	679.74	679.74
				Detail

Additional Information for Form: S

Box 1: Date of Closing Box 5: Transferor is a Foreign Person Yes No

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

Box 4: Property or Services Received? 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

Figure 10 Supplemental Information for Form S (Real Estate Transaction Proceeds)

10 OPTIONAL 1099 ERROR CHECKING – ALL ERRORS

Task 2869: Optional 1099 Error Checking - All Errors

Optional 1099 Error Checking - All Errors

Run as Preview Print PDF Excel

If Printing use Duplex Yes No

This verification report will verify all payments and adjustments in the Work File and display all errors, if any, including both “hard” and “soft” errors (warnings). Run this report as many times as needed until it is “error free”. This report is recommended, but not required. The process produces two reports:



TedRE - AP_1099_Edit_Summary_THERESA[3].lis

File Edit Format Options

Courier New 8 B I U

2852-AP1099EDTSUM2.REP Printed 09-Nov-2020 at 13:36:24 Page 1

City of ADMINS
1099 Summary Report

Entity: 1 TOWN OF ADMINS
Selected Year: 2020
Form Summary Report

Form	Count	Amount Reported
INT	9	4,716.97
MISC	12	198,081.49
NEC	69	365,380.85
S	11	14,098.68
Entity Total:	101	582,277.99

1.) A summary showing the number and amounts for each 1099 code for each entity, and 2.) a detailed list of records with errors.

2.) A report of codes entered in the work file that require additional data, such as 1099 S. In the example below, the vendor is missing information required on a 1099S.

2851-AP1099EDTDET.REP Printed 09-Nov-2020 at 13:25:51 by THERESA Page 6

City of ADMINS
1099 Verification Report - Detail

Selected Year: 2020
Entity: 1 TOWN OF ADMINS
Form: S
Selection: Merged Vendors based on Federal ID

Vendor# Name and Address

030061 WOZNIAK LAW GROUP AS ATTORNEYS Vendor 1099 Form: S Address
3273 STATE ST Box: 2
MIDDLESEX,NJ 08846-0000 Code: S
Federal ID: 01-1114378

Date of Closing Transferor is Foreign Person
Property or Services Received No
Buyers part Real Estate Tax

Form	Box	1099 Code	Vendor	Check	Check	Voucher	Amt Paid	1099 Reportable	Errors
S	2	S	030061	0000000			750.00	750.00	7A, 7C, 7T
S	2	S	030061	0362025	468993		679.74	679.74	7A, 7C, 7T
Total for Vendor Form: S							1,429.74	1,429.74	

Errors:	Action:
1 Voucher 1099 code different than Vendor 1099 Code	Warning: Update 1099 work file when processing 1099's if appropriate
2 1099 Code Inactive or Missing Info	Error: Update 1099 code information in the 1099 Code Table
3 Missing Federal ID for Reportable Amount	Error: Update Federal ID in Vendor file.
4A Missing Vendor Street for Reportable Amount	Error: Enter a value in one of the three screen fields in Vendor File
4C Missing Vendor City Info for Reportable Amount	Error: Update City in Vendor File
4S Missing Vendor State Info for Reportable Amount	Error: Update State in Vendor File
4Z Missing Vendor Zip Code Info for Reportable Amount	Error: Update Zip Code in Vendor File
5 Amount to Report more than 1099 Vouchers for Reportable Amount	Warning: Verify that the reportable amount should be more than the Voucher amount then correct the reportable amount in the 1099 Work File is necessary.
6 Entity is Inactive or Missing	Error: Update the Entity Table
7A Legal Description for Property not supplied	Error: Update Legal Description on 1099 detail edit screen
7C Closing Date of Property not supplied	Error: Update Closing Date on 1099 detail edit screen
7T Buyers Part of Real Estate Tax not supplied	Warning: Update Buyers Part of Real Estate Tax on 1099 detail edit screen
8 Vendor federal ID is not 9 digits	Error: Correct Federal ID in Vendor file.

The legend at the bottom of the report explains what each error code means and how to resolve the issue.



11 1099 ERROR CHECKING - HARD ERRORS ON FORMS TO BE PRINTED

This required report lists **only** the “hard” errors that will prevent printing the **1099** forms. Run this report as often

as necessary until it displays no errors. At that point, the subsequent steps on the menu will be available.

Vendor Name	Enti	St	1099 Form	Tof
000443 AMBLER & AMBLER, PC, ATTYS	1	A	MISC	
000779 BLACKSTONE GAS COMPANY	1	A	INT	
001658 AL WHEELER	1	A	INT	
001833 ADMINS INC	1	A	INT	
004283 BUREAU OF EDUCATION & RESEARCH	1	A	INT	
006803 CDW GOVERNMENT INC	1	A	INT	
008360 AGGREGATE INDUSTRIES	1	A	INT	
010029 DEUTSCH WILLIAMS BROOKS	1	A	MISC	
010549 ALBERT R. MASON	1	A	MISC	
014174 AMY MCMAHON	1	A	MISC	
015931 PIXIE REALTY TRUST	1	A	S	
016544 WATERTOWN ENGINEERING CORP.	1	A	S	
017347 BLATMAN, BOBROWSKI & MEAD, LLC	1	A	MISC	
018458 ROBERT GINGRAS & JEANNE	1	A	S	
020723 ADVANCE AUTO PARTS	1	A	MISC	
021877 JESSICA CURRAN	1	A	S	
024085 SELECT DOOR BOSTON	1	A	MISC	
024696 ELEMENTS MANAGEMENT	1	A	INT	
024698 SOUTHEAST RAILING COMPANY	1	A	MISC	

In this example, required data related to vendors with form **1099S** is missing. Supply the information to proceed. To easily find and retrieve the vendors using a form **1099S**, the lookup includes a column that shows which vendors use which **1099** form.

Once the required fields are filled in and any errors have been corrected, the report will show “No Records Selected”; proceed to the next steps.



12 LIST OF 1099S TO BE PRINTED

List of 1099s to be Printed

Task 2858: List of 1099s to be Printed

List of 1099s to be Printed

Run as Preview Print PDF Excel
 If Printing use Duplex Yes No

Lookup OK Cancel Clear All

This step generates a report of the **1099s** to be printed. The report is sorted by form, by vendor, and by entity. It will print the dollar amounts for each form for each vendor, with the **1** total dollar amount and **2** count for each form type and a grand total for each entity. This step does not print the forms.

TedRE - 1099Listing_2858_THERESA[18].lis

2858-AP1099EDTSUM4.REP Printed 25-Jan-2021 at 11:18:25 by THERESA City of ADMINIS Page 1
List of 1099s to be Printed

Selected Year: 2021

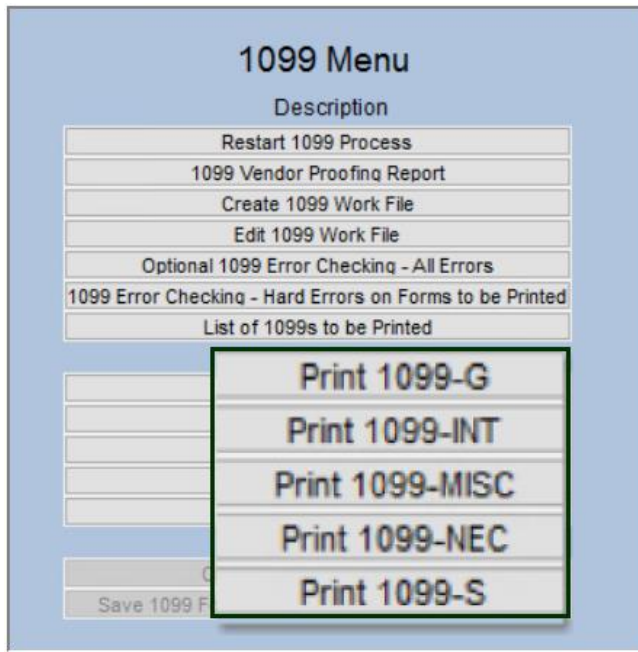
Vendor#	Name	Vendor 1099 Code	Form	Payment 1099 Code	Amount Paid	1099 Reportable	
Entity: 1 TOWN OF ADMINIS							
030037	ALBERT R. MASON	I	G	G	750.75	750.75	
030065	GERALD M MOODY, ESQ	G	G	G	1,198.00	1,198.00	
030042	ROMAN & SULLIVAN, P.C.	I	G	G	1,215.00	1,215.00	
030076	MICHAEL C RYAN ESQ	G	G	G	1,215.00	1,215.00	
Total for form: G					# 4	4,378.75	4,378.75
030039	BLATMAN, BOBROWSKI & HEAD, LLC	I	INT	I	825.00	825.00	
Total for form: INT					# 1	825.00	825.00
030048	LAW OFFICE OF PETER E. FLYNN, PC	I	MISC	B	625.35	625.35	
Total for form: MISC					# 1	625.35	625.35
030038	AMBLER & AMBLER, PC, ATTYS	I	NEC	N	625.35	625.35	
030040	DEUTSCH WILLIAMS BROOKS	I	NEC	N	601.00	601.00	
Total for form: NEC					# 2	1,226.35	1,226.35
030076	MICHAEL C RYAN ESQ	G	S	S	2,430.00	2,430.00	
Total for form: S					# 1	2,430.00	2,430.00
1099 G Forms:					4	9,485.45	9,485.45
1099 INT Forms:					1		
1099 MISC Forms:					1		
1099 NEC Forms:					2		
1099 S Forms:					1		
1099 G Correction Forms:							
1099 INT Correction Forms:							
1099 MISC Correction Forms:							
1099 NEC Correction Forms:							
1099 S Correction Forms:							

Figure 11 List of 1099s to be Printed run as Print/Preview/PDF® format

The list is also available to run as Excel® format.



13 PRINT 1099 FORMS

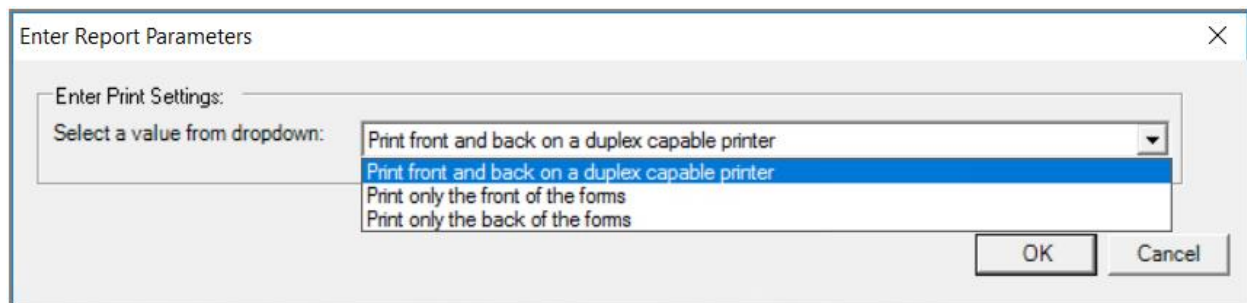


ADMINS will send detailed specifications for current forms each November to assist with ordering stock.

Load the paper stock into the laser printer and click the **Print** button for the form to be printed (all **1099*** forms generated by this process use the same form stock).

If any of the form types are not currently needed (for example, **1099S** will only be needed to report proceeds from real estate transactions) the menu item will be unavailable.

The **ADMINS Crystal Reports Viewer (AdmCrv)** progress bar will be displayed. The system will display the **Print Settings** prompt:



- If a duplex printer is used, select **“Print front and back on a duplexing printer”** and both sides of the form will be printed in one run.
- If a duplex printer is not used, run the forms through twice, first for the **front** and then for the **back**.
- If forms with a pre-printed backer are used, choose the **“Print only the front of the forms”** option.



Click the print button and make selections from the Windows print dialog box

Miscellaneous Income

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.

15 State tax withheld	\$ 0.00	16 State/PAYR's state no.		17 State income	\$ 0.00
	\$ 0.00				\$ 0.00

Form **1099-MISC** (keep for your records) www.irs.gov/Form1099MISC Department of the Treasury - Internal Revenue Service

The form will be displayed in the **AdmCrv** window (this example shows **1099-Misc**, but it works the same for all forms):

The top menu bar provides for viewing, printing, and refreshing the display, for example, if first the fronts and then the backs will be printed.

click here to select another display option

Miscellaneous Income

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.

1 Rents	\$ 0.00	2 Royalties	\$ 0.00	3 Other income	\$ 0.00	4 Federal income tax withheld	\$ 0.00
5 Fishing boat proceeds	\$ 0.00	6 Medical and health care payments	\$ 0.00	7 Payermade direct sales of \$5,000 or more of consumer products to a buyer (recipient for resale)	\$ 0.00	8 Substitute payments in lieu of dividends or interest	\$ 0.00
9 Crop insurance proceeds	\$ 0.00	10 Gross proceeds paid to an attorney	\$ 0.00	11		12 Section 409A Deferrals	\$ 0.00
13 Excess golden parachute payments	\$ 0.00	14 Nonqualified deferred compensation	\$ 0.00	15 State tax withheld	\$ 0.00	16 State/PAYR's state no.	
	\$ 0.00				\$ 0.00	17 State income	\$ 0.00
	\$ 0.00						\$ 0.00

Form **1099-MISC** (keep for your records) www.irs.gov/Form1099MISC Department of the Treasury - Internal Revenue Service

Choose to print all forms, or selected pages. If desired, print all the forms for a single entity, then repeat the process for the next entity.



14 CREATE 1099 ELECTRONIC FILE

The system is now ready to create the file to transmit to the Internal Revenue Service. See also **Combined Filing State Number**. Forms 1099-NEC are not included in the combined file, so if providing 1099-NEC forms to vendors, be sure to file with the state in addition to the IRS.

14.1 Create the Federal File for the IRS

Electronic filing is done on-line using the **IRS FIRE System** at <https://www.irs.gov/pub/irs-pdf/f4419.pdf>. Refer to IRS Publication 1220 at <https://www.irs.gov/pub/irs-pdf/p1220.pdf> for detailed information. In addition, this procedure will create a **1099** totals report for record keeping purposes.

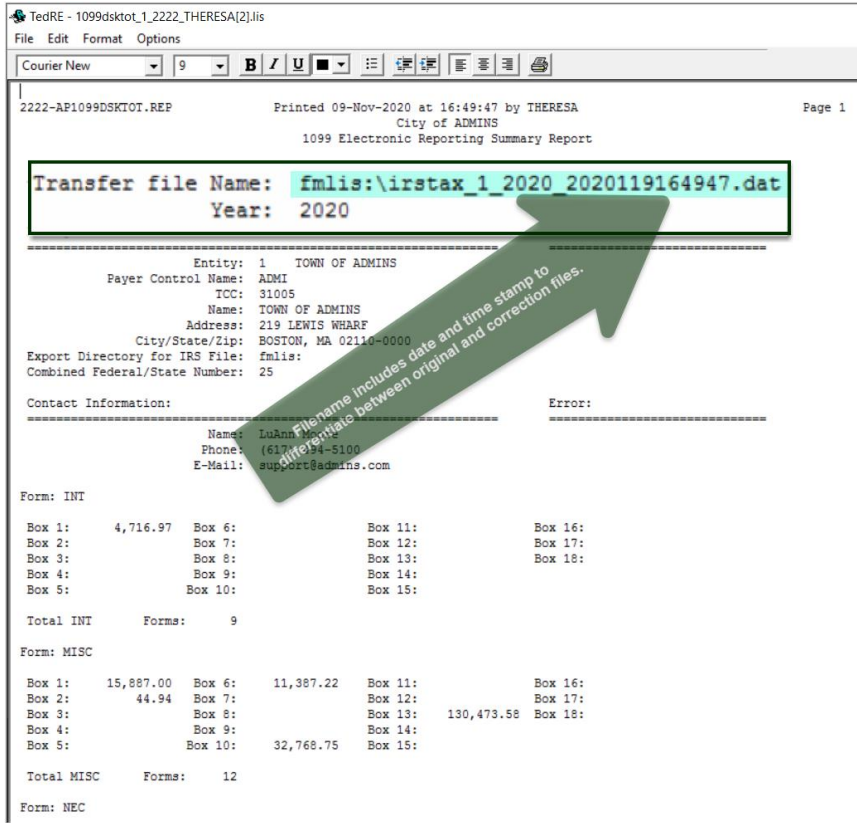
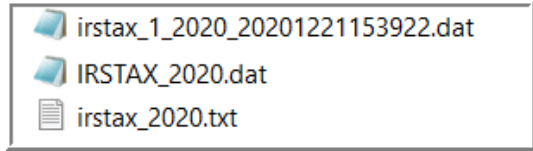
Field	Description
Test File <input type="radio"/> Yes <input checked="" type="radio"/> No	Indicate if running this file as a test or not. Submit test files to the FIRE System to ensure the format is correct. Once the format is confirmed as correct, return to this process, and rerun this step to run the process in live mode. Click <input checked="" type="radio"/> No to create the live file for transmission.
Is this the Most Recent Tax Reporting Year? <input checked="" type="radio"/> Yes <input type="radio"/> No	This radio button should be set to <input checked="" type="radio"/> Yes for normal processing. If preparing a correction form for a prior year, set the radio button to <input checked="" type="radio"/> No .
Run as <input checked="" type="radio"/> Preview <input type="radio"/> Print <input type="radio"/> PDF®	Choose to <input checked="" type="radio"/> Preview the report or to <input checked="" type="radio"/> Print the totals report. Some sites may have to choose <input type="radio"/> PDF® to view and print the reports depending on printer capability.

This procedure will create a Totals Report and the Electronic file to submit to the IRS and to the States.



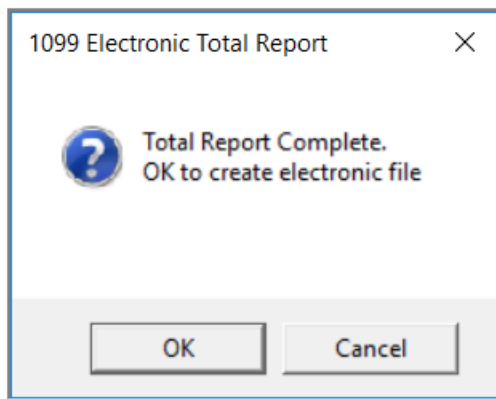
14.1.1 State Electronic Files

Two additional copies will be created in the same folder, one with a “.dat” file extension, and another with “.txt” file extension. These files may be used for electronic filing with the state. Check with the state tax bureau for which file specification is needed – either “.dat” or “.txt”.



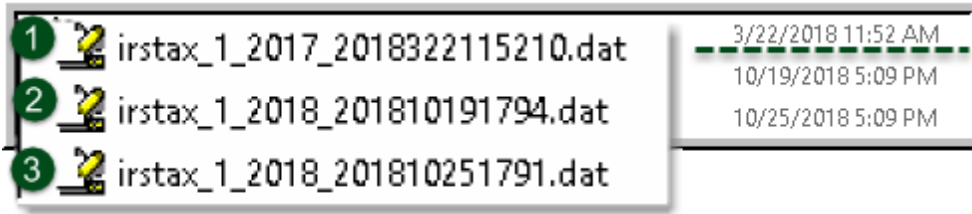
The 1099 Electronic Reporting Summary Report provides information for 1099s. It will display the amounts being reported for each form, the total number of forms and totals for each entity. The transfer file name and location is shown at the top of the report.

When the **Totals Report** is complete the following prompt will display. **[Cancel]** the creation of the Electronic file if the totals report is not correct. If the file is correct click on **[OK]**. The file is now available for submitting to the IRS.



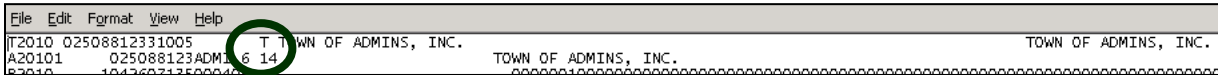
A separate file will be created for each entity and will be stored in the location specified on the **AP1099** tab of the **Entity Table**. See **Paragraph 6.2** above.

The system will automatically name the file, including the date and time the file was created, as the process may be run multiple times:

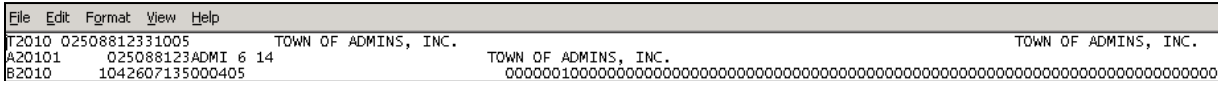


View the file using Notepad. The test file will be distinguished by a "T" before the entity name.

Test file:

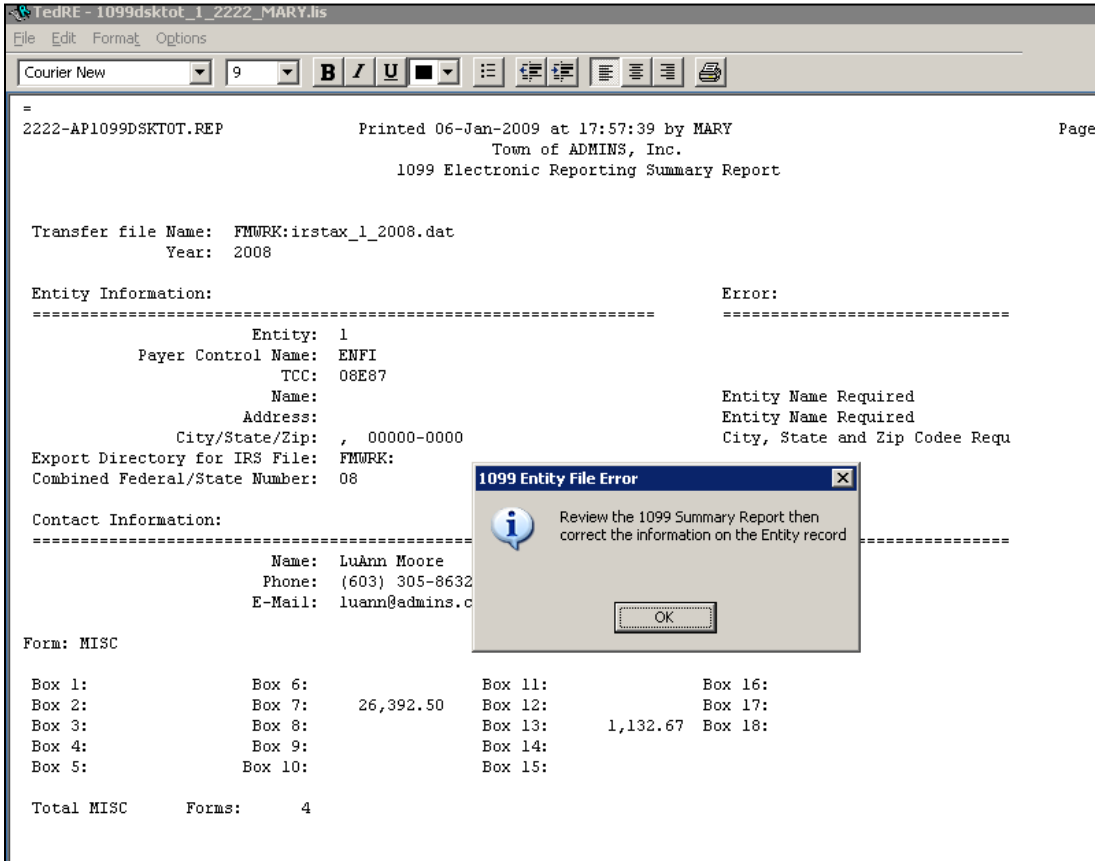


Live file:



14.2 Troubleshooting the Electronic File Process

If the Entity record has not been properly completed prior to running this step the system will display an alert (as shown below).





Maintain Entity Codes

Entity: Description:

Name:

Address 1:

Address 2:

Address 3:

City: Phone: (508) 966-5828

State: Zip Code: 00000-0000 Fed Tax ID: 06-6001997

Country: State Tax ID: 06-6001997

1 AP 1099 2 Payroll 1099/W2 3 Payroll Bonds

To correct issues with the Entity record, click **Accounts Payable ▶ 1099's ▶ Entity Table**

Locate the desired entity record and enter corrections as needed:

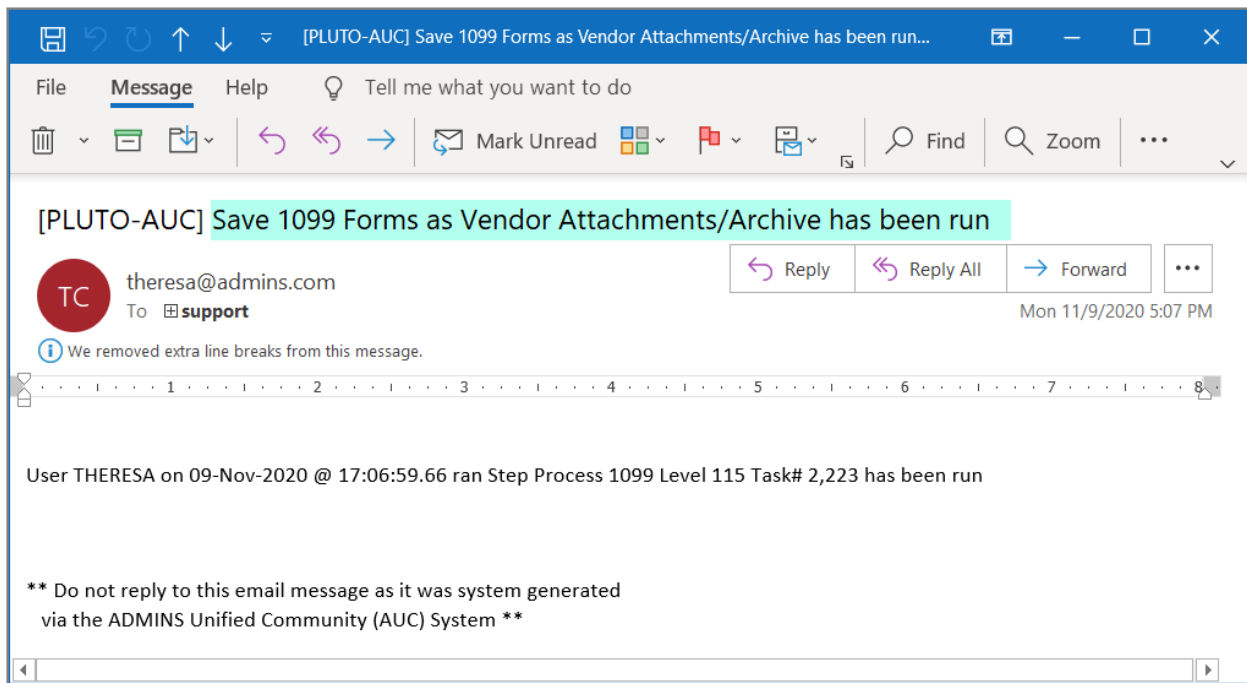
When finished making corrections, re-run the electronic file step by clicking **Accounts Payable ▶ 1099's ▶ 1099 Menu ▶ Create 1099 Electronic File**.

15 SAVE 1099 FORMS AS VENDOR ATTACHMENTS/ARCHIVE

The final step in the **1099** process creates an attachment to the vendor file, creates an archive file in the archive folder, and clears the legacy information from the vendor file (see 4.4 above).

15.1 Vendor file Attachment

This process creates a separate **PDF®** file for each **1099** for each vendor and attaches it to the vendor file. The user submitting the job will receive an email notification when the attachment process is complete.

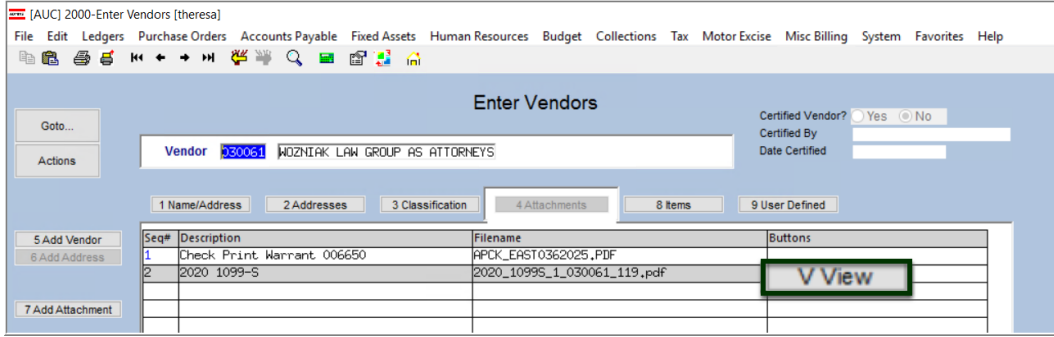


15.1.1 Reprint a 1099 Form

To see the attached form, go to:

Accounts Payable ▶ Enter Vendors ▶ [4 Attachments]

Highlight the desired document and click **[V View]**. A copy of the **1099** will be displayed in the **PDF®** viewer. Print the **1099** and mail to the requestor. For vendors requesting a copy via email, see the next section.



15.1.2 Emailing 1099* Attachments

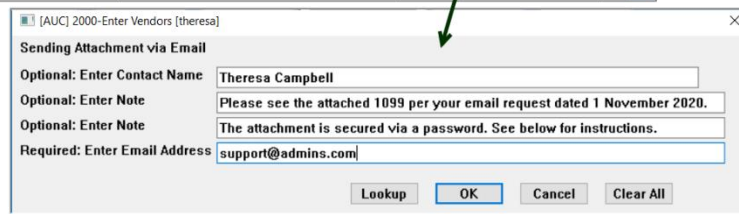
ADMINS provides password protection for securely emailing 1099-I, 1099-MISC, 1099-NEC, and 1099-S attachments. Go to:

Accounts Payable → Vendors → Enter Vendors → [4 Attachments] → [Email]



Enter an optional Contact Name and up to two lines of notes to provide context to the requestor. Enter the email address (the only required field). The

requestor will receive an email that looks like this with instructions; when the recipient clicks on the attachment, their email system will prompt for a “Document Open



Password”. An example from Office365® is shown; other email clients will present a similar prompt.



The screenshot shows an email window titled "Tax Form 1099 From Town of Admins...". The email is from "theresa@admins.com" to "support". An attachment named "030061taxform.pdf" (147 KB) is highlighted. A "Password" dialog box is open, displaying a warning icon and the message: "'030061taxform.pdf' is protected. Please enter a Document Open Password." Below the message is a text field labeled "Enter Password:" with a masked password "*****" and "OK" and "Cancel" buttons. A green arrow points from the attachment icon to the dialog box. The email body contains the following text:

Dear Theresa Campbell,

Please see the attached 1099 per your email request dated 1 N...
The attachment is secured via a password. See below for instructions.

Attachment 030061TAXFORM.PDF is password protected

Your password is the 9 digits of the Vendor Federal ID# (SS# or TaxID#) without any dashes. Include Leading Zeros.

If Social Security# then

Example: JANE SMITH SS# 001-01-1001
Password: 001011001

If Tax ID# (TIN#)

Example: JOE SMOE COMPANY TIN# 01-01-10021
Password: 010110021

Town of Admins

219 Lewis Wharf
Boston, MA 02001
Tel: 617.494.5100

15.1.3 Archive 1099 file

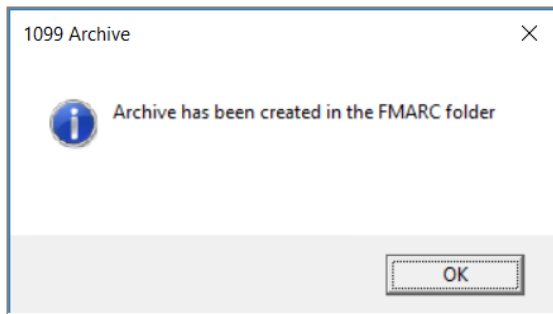
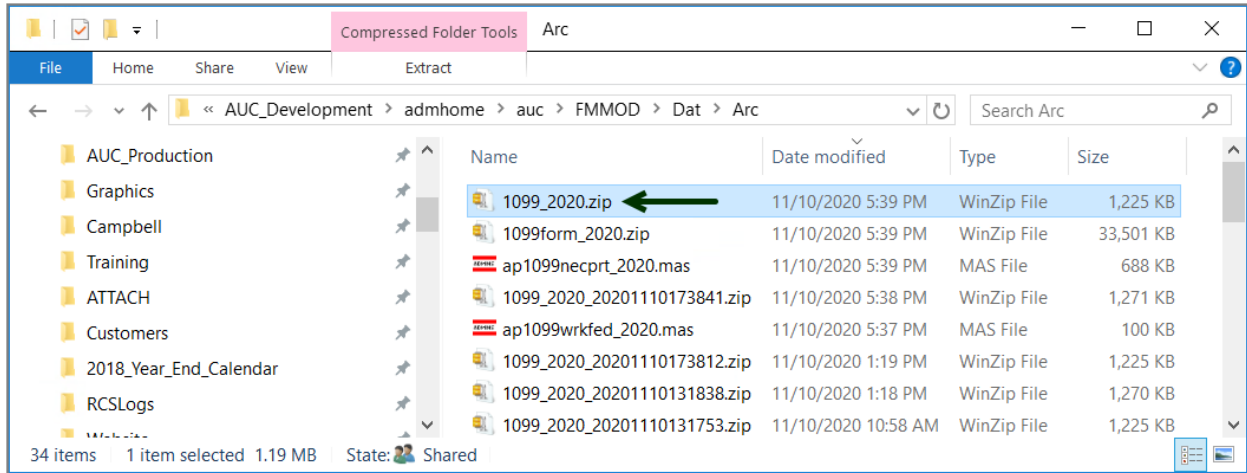
This procedure will also create an archive file that contains all the work files and reports generated during the 1099 cycle for each calendar year.



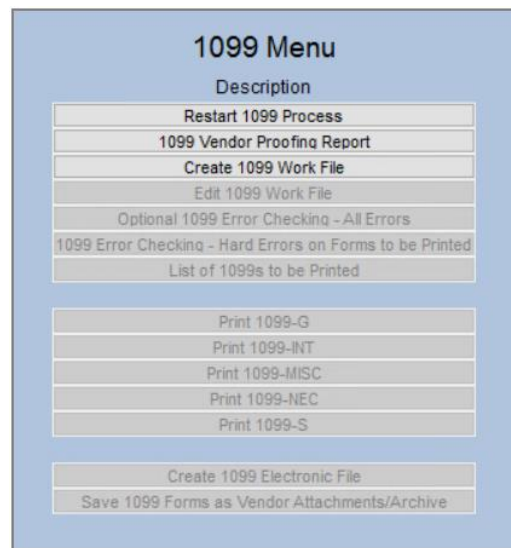
Note:

Be sure to run this procedure before making any corrections to 1099s that were submitted to the IRS via electronic filing. Reprint 1099s using the Attachment feature in the Vendor file

A compressed file will be created in the archive directory:



Click **[OK]** to return to the **1099 Steps Menu**. The **1099 Steps** Menu is reset to the beginning of **1099** processing.



16 FREQUENTLY ASKED QUESTIONS

Q. When can I start running these steps?

A. Start testing the process at any time. However, wait to print forms and create the electronic file until:

- The year-end software update has been completed by **ADMINS Support**, and
- The last set of vendor checks has been processed for the calendar year.

To start analyzing the vendor file and **1099** payments, do this at any time during the year. Enter legacy information at any time after conversion.



Q. Do I need to retain any of the reports generated during 1099 Processing?

A. The reports are all available for electronic retention. See **Accounts Payable ▶ Reports ▶ Retrieve Output Files**. From this screen, reports may be reviewed, printed, downloaded, and saved for archival to another location. Each individual vendor form will be automatically saved and attached to the vendor file for viewing and re-printing as needed.

Q. Should I change the Vendor Address in the 1099 Work File or in the Vendor Screen?

A. To ensure that the **1099** is sent to the proper address, type in the proper address in the **[Edit 1099 Work File]** screen. If this is a **permanent** change of address, change it in the Enter Vendors screen.

Q. Can I re-print a 1099? The vendor tells me it was never received. Or one of the forms mis-printed?

A. Yes. After running the **[Save 1099 forms as Vendor Attachments/Archive]** step, use the **Attachments** tab in **View Vendors** to re-print a **1099** form. Prior to creating the attachments, re-print from the **1099** process menu by specifying the vendor.

Q. Can I modify the amount reported for a given vendor?

A. Yes, see the sections titled:
[“Change payment from reportable to non-reportable”](#), and [“Change payment from non-reportable to reportable”](#).

Q. Can I change the 1099 codes in the voucher file?

A. Yes, changes may be made using the instructions found in section 5.

Q. Why would I want to add a vendor or vendor payments to the work file?

A. If the vendor was not coded properly, or if the site converted to the **AUC** system mid-year without converting all history.

Q. Do I lose my changes if I edit the work file and go back the next day to finish?

A. No, resume processing with the steps menu. Any changes will be lost if the work file is rebuilt using the [Create 1099 Work File](#) step.

Q. Do I need the dashes in the TIN (Employee Identification Number (EIN)/Social Security Number (SSN))?

A. Yes. The system uses the dash to determine whether it is an EIN or a Social Security Number for the electronic file. EINnumber = XX-XXXXXXX and SSnumber = XXX-XX-XXXX.

Q. How do I produce a corrected 1099?

A. If the electronic file **has not** been submitted
Edit the Work File with the necessary corrections.
Print just the one corrected **1099**.

If the Electronic File **has** been submitted
Refer to **AP-780 1099 Corrections** in the Accounts Payable Help Reference Library.



Q. What if I omitted a vendor and have already submitted the electronic file?

A. The system will allow creating an empty **1099** work file. Omitted forms are submitted as an “original” file when processing the electronic file.

Refer to [Section 12, Appendix C Printing and Submitting an Omitted Form](#) contained in this document.

Q. What if I have payments that need to be reported that are in a 3rd Party System?

A. Use **Accounts Payable ▶ Vendors ▶ Enter Vendors ▶ User Defined Tab** to enter the amount paid from the 3rd Party System. The **AUC** system will combine the amount entered with any payments made by **AUC**. See [Maintaining Conversion Amounts](#).

Q. Are credit card transactions included when the 1099 process creates the workfile?

A. If the vendor has been coded as a **1099** vendor, then the transaction will be coded as **1099** and included.

Q. Can anything be done so that a user cannot change a voucher set to 1099 in the Voucher Entry Screen?

A. No. If the user has access to enter vouchers, this field is not restricted.

Q. On the 1099 Payee Report, how are some payments included and others are not?

A. The work file is built from the payments that are from a vendor that is coded as a **1099** vendor and from history files, where the payment is coded as **1099** but the vendor is not.

Q. Can I run the Vendor report by 1099 code (report number 3808) by a specific 1099 code?

A. Run the report to **Excel®** and sort by **1099** code.



17 APPENDIX A: TROUBLESHOOTING VENDOR PAYMENT REPORT

One or more errors may be shown on the **1099** Vendor Payment report. Listed below are guidelines on how to troubleshoot these error conditions.

17.1 “Error Code 1: Voucher 1099 Code differs from vendor 1099 Code”

This informational message indicates a vendor with a **1099** code, but some payments were made to that vendor with a different or missing **1099** code. In other words, different **1099** codes are in use for the same vendor, and/or non-reportable payments were made to a **1099** vendor. This may be acceptable depending on the circumstance.

2855-API099PAY.REP Printed 10-Nov-2009 at 15:49:28 by ROSCOE
Town of ADMINS
1099 Vendor Payment Report

Detail
Sort Order: Entity, Vendor SortName and Form

Vendor#/Remit	Name and Address	Federal ID	Form	Box	Check	Report	Voucher	1099 Code
101213 01	WENDY E BARTON 33 DEERFIELD ROAD PEPPERELL,MA 01463-0000	1099	Form: G					
		963258741	G	6	0287	500.00		G
		963258741			0286	500.00		
		963258741			0286			
		963258741			0286			
Total for form: G								
Total for form:								
Total for Vendor: WENDY E BARTON						1,516.04	1,500.00	

Vendor has been tagged with a 1099 Code of code "G".
But the Voucher has a 1099 code of "blank".
Any payment without a code will not be reported for this vendor.

To adjust this, either:

1. Remove the **1099** code from the Vendor so that the vendor becomes non-reportable, or
2. After building the **1099** workfile, adjust the workfile and make this payment reportable.

17.2 “Error Code 2: Voucher 1099 Code Inactive or Missing Info”

This error condition indicates a problem with the **1099** Code table. It means that a **1099** code was used on one or more vouchers, but that code is no longer valid in the **1099** code table. To correct this situation, go to the [1099 code table](#) and update the values.

Vendor#	Name and Address	Federal ID	Form	Box	Check	1099 Vouchers	Amt to Report	Errors
Entity: 1								
000041	CUMMINGS CONSTRUCTION PO BOX 172 REAR DOOR BELLINGHAM,MA 02019-0000 (603) 000-0000	1099	Form: MISC					
				Box: 7				
		04-2920672	MISC	7	0000013	500.00		2
		04-2920672	MISC	7	0000014	875.00		2
		04-2920672	MISC	7	0000015	12,000.00		2
		04-2920672	MISC	7	0000016	9,800.00		2
		04-2920672	MISC	7	0000018	500.00		2
		04-2920672	MISC	7	0000018	245.00		2



To correct this condition, go to:

Accounts Payable ▶ 1099's ▶ 1099 Codes

Locate the code; if it needs to be activated, click Actions ▶ Activate Code

Maintain 1099 Codes					
Code	Description	Form	Box #	Reported Minimum	Status
7	NON-EMPLOYEE COMPENSATION	MISC	7	600.00	Inactive

If the code is not found in the table, click Actions ▶ Add 1099 Code. See also section 3 above.

17.3 "Error Code 3: Missing Federal ID number for Reportable Amount"

This error condition indicates a problem with the Federal ID number of the vendor being reported. It is displayed on the 1099 Verification Report – Detail below.

000047	NYNEX WORCESTER, MA 01654-0000 (800) 941-9900	1099 Form: MISC Box: 13			
		0210392	190.00		1
		0210392	190.00		1
		0210392	190.00		1
		0210392	190.00		1
		0210392	190.00		1
		0210392	190.00		1

Total for form:			1,140.00		
		MISC 13 9000022	75.00	75.00	3,4
		MISC 13 9000015	592.67	592.67	3,4
		MISC 13 9000016	275.00	275.00	3,4

Total for form: MISC			942.67	942.67	

Go to the vendor record, update the Federal ID number, and then re-build the 1099 work file.

Enter Vendors

Vendor: 000047 NYNEX

1 Name/Address 2 Addresses 3 Classification

Entity: Town School Other

Federal ID#

Enter the missing Federal ID number in this field.

Or, follow the example shown in section 9.2.1 above by deleting the vendor from the 1099 work file, making the change to the vendor master file, and adding the vendor record into the work file as an omitted vendor.



17.4 "Error Code 4A, 4C, 4S, or 4Z: Missing address components"

This error condition indicates a problem with the address of the vendor being reported. There is not enough address information to be able to mail the 1099 form. The error code indicates which portion of the address is missing: Street [A]ddress, [C]ity, [S]tate or [Z]ip Code. Go to the vendor record and update the address data.

000047 NYNEX WORCESTER,MA 01654-0000 (800) 941-9900	1099 Form: MISC Box: 13	0210392	190.00	1
		0210392	190.00	1
		0210392	190.00	1
		0210392	190.00	1
		0210392	190.00	1
		0210392	190.00	1
		0210392	190.00	1
Total for form:			1,140.00	
		MISC 13 9000022	75.00	75.00 3,4
		MISC 13 9000015	592.67	592.67 3,4
		MISC 13 9000016	275.00	275.00 3,4
Total for form: MISC			942.67	942.67

Method 1: Update it directly on the work file screen.

1099 Work File Summary

Vendor: 000047 NYNEX
Address: PO BOX 421
City: WORCESTER MA Zip Code: 01654-0000
Phone#: (800) 941-9900

Entity: 1
Federal ID#:
1099 Flag:
Address Type:



Changes made here will be lost if the file is rebuilt via the [Create 1099 Work File](#) step.

Method 2: Update the address in the Vendor Screen and then click on the [3 Get Name/Addr from Vendor File] button at the bottom of the screen.

Enter Vendors

Vendor: 000047 NYNEX

1 Name/Address 2 Addresses 3 Classification 4 Attachments 8 Items

Remittance: 01 of 01 Address Type: ACCOUNTS PAYABLE

1 Name: NYNEX
2 Name:
Sort Name: NYNEX

Address 1:
Address 2:
Address 3:
City: WORCESTER State: MA Zip Code: 01654-0000

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

Enter the missing address data for the vendor.



17.5 “Error Code 5: Amount to Report more than 1099 vouchers”

This indicates that the total **1099** reportable amount is greater than the sum of the vouchers with a **1099** code. Verify the dollar amounts and if necessary, correct the reportable amount in the **1099** Work File.

17.6 “Error Code 6: Vendor 1099 Code Inactive or Missing Info”

This error is the same as Error Code 2; except that it indicates a problem with the **1099** Code attached to the **vendor** (Code 2 indicates a problem with the error code attached to the **voucher**). Correct this in the same way as Error Code 2 (see **instructions** for 17.2 above).

17.7 “Error Code 7: Missing Information for Form 1099-S”

17.7.1 7A Legal Description for Property not supplied

Update the Legal Description on the [1099 Edit Screen](#).

17.7.2 7C Closing Date of Property not supplied

Update the closing date on the [1099 Edit Screen](#).

17.7.3 7T Buyers Part of Real Estate Tax not supplied

Update the buyers part of Real Estate Tax on the [1099 Edit Screen](#).

17.8 “Error Code 8 Vendor Federal ID is not 9 digits”

Correct the Federal ID number in the Vendor file, and either rebuild the **1099** file or remove and then add the vendor.



18 APPENDIX C: Creating, Printing, and Submitting an Omitted 1099

If after submitting the electronic file to the IRS, a vendor was omitted, create the vendor record, print, and submit the electronic file for **just the omitted vendor**. Submit the electronic file for the **omitted** form as an **original** submission.

To do so, first complete the processing of the original run of **1099s**. In other words, complete the final **Save 1099 Forms as Vendor Attachments/Archive** step.

18.1 Create 1099 Work File

Create the **1099** work file, but instead of pulling all the vendor and check records for the year, create the work file as an empty file. Select **Create 1099 Work File** from the steps menu, enter the year of the filing, and click **YES** to create an empty file for omitted vendors after filing.

This will create an empty work file with no vendor records. Add the omitted vendor record and process as usual.

18.2 Edit 1099 Work File

Make note of the omitted vendor number and the total dollar amount paid. Click the **Edit 1099 Work File** button from the steps menu to edit the work file and add the vendor record that was omitted.

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



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

Add Vendor/Check

Required: Enter Vendor#

Required: Entity Code

Required: 1099 Code

Required: Check Amount for Non-Cancelled Form

Required: Enter Tax Year

Required: 1099 Type New/Omitted Correction

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

1099 Work File Summary

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

Entity: TOWN OF ADMINS
Federal ID#
1099 Flag
Address Type AP Accounts Payable

Total Paid 679,74 Reportable 679,74
Omitted

Box	Code	Description	Form	Check Amount	Amount Reportable	Edit
2	S	PROCEEDS FROM REAL ESTATE TRAN	S	679,74	679,74	Detail

Complete the remainder of the 1099 Processing steps to produce this 1099 form, electronic file, (as an original submission) and attach and archive.