



### TABLE OF CONTENTS

- 1. GETTING STARTED ..... 3**
- 2. PROCESS OVERVIEW ..... 4**
  - 2.1. SUMMARY OF STEPS .....4
  - 2.2. FORMS.....4
- 3. CREATE /MAINTAIN 1099 CODES ..... 6**
- 4. ASSIGN 1099 CODES TO VENDORS/VOUCHERS ..... 7**
  - 4.1. ASSIGN A VENDOR AS 1099 REPORTABLE .....7
  - 4.2. DESIGNATE A PAYMENT AS 1099 REPORTABLE .....8
  - 4.3. CODE PAYMENTS AS REPORTABLE TO A NON-REPORTABLE VENDOR .....8
  - 4.4. MAINTAINING CONVERSION AMOUNTS .....9
  - 4.5. QUICK 1099 CODE UPDATE ON POSTED VOUCHERS .....9
    - 4.5.1. *Restart Step Process* .....9
    - 4.5.2. *Select Vouchers for 1099 Code Update* .....10
    - 4.5.3. *Edit Selected Vouchers* .....12
    - 4.5.4. *Edit List of Changes* .....13
    - 4.5.5. *Post 1099 Code Changes to Vouchers* .....14
- 5. MAINTAIN ENTITY CODES ..... 15**
  - 5.1. ABOUT ENTITIES .....15
  - 5.2. MAINTAIN ENTITIES.....15
  - 5.3. GENERAL INFORMATION REGARDING YOUR SITE .....16
  - 5.4. 1099 SPECIFIC INFORMATION REGARDING YOUR SITE .....16
- 6. CREATE AND ISSUE 1099 FORMS ..... 18**
  - 6.1. RESTART 1099 PROCESS .....18
  - 6.2. 1099 VENDOR PROOFING REPORT .....18
  - 6.3. CREATE 1099 WORK FILE .....21
    - 6.3.1. *Re-Running the Process* .....21
  - 6.4. MERGING VENDORS .....21
  - 6.5. EDIT 1099 WORK FILE.....22
    - 6.5.1. *Change the Mailing Address for the 1099* .....22
    - 6.5.2. *Change the Federal ID# for a Vendor* .....23
    - 6.5.3. *Add a Vendor That Was Missed* .....23
    - 6.5.4. *Remove a Vendor That Should Not Be Reported* .....23
    - 6.5.5. *Change Payment from Reportable to Non-Reportable* .....23
    - 6.5.6. *Change Payment from Non-Reportable to Reportable* .....24
    - 6.5.7. *Specific Information for Forms* .....25
    - 6.5.8. *1099 Work File Edit List* .....26
  - 6.6. OPTIONAL 1099 ERROR CHECKING – ALL ERRORS.....26
  - 6.7. 1099 ERROR CHECKING - HARD ERRORS ON FORMS TO BE PRINTED .....27
  - 6.8. LIST OF 1099S TO BE PRINTED.....29
- 7. PRINT 1099 FORMS..... 30**



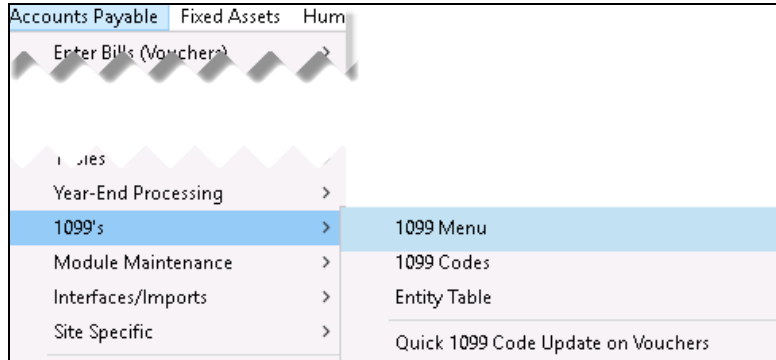
<b>8. CREATE 1099 ELECTRONIC FILE .....</b>	<b>32</b>
8.1. CREATE THE FILE .....	32
8.2. TROUBLESHOOTING THE ELECTRONIC FILE PROCESS .....	34
<b>9. SAVE 1099 FORMS AS VENDOR ATTACHMENTS/ARCHIVE .....</b>	<b>36</b>
9.1. VENDOR FILE ATTACHMENT .....	36
9.1.1. Reprint a 1099 Form .....	36
9.2. ARCHIVE 1099 FILE .....	36
<b>10. FREQUENTLY ASKED QUESTIONS .....</b>	<b>38</b>
<b>11. APPENDIX A: TROUBLESHOOTING VENDOR PAYMENT REPORT .....</b>	<b>41</b>
<b>12. APPENDIX B: IRS FORM 4419 .....</b>	<b>46</b>
<b>13. APPENDIX C: PRINTING AND SUBMITTING AN OMITTED FORM.....</b>	<b>48</b>
13.1. CREATE 1099 WORK FILE.....	48
13.2. EDIT 1099 WORK FILE.....	48



## 1. GETTING STARTED

Familiarize yourself with the **IRS Publication 1220, Specification for Electronic Filing of Forms...** before issuing 1099s. This publication can be found on the IRS website at <http://www.irs.gov/pub/irs-pdf/p1220.pdf>.

This document explains how to process 1099 tax reporting for the Calendar Year End. Each step can be found on the ADMINS Unified Community for Windows **Accounts Payable ▶ 1099's** menu.



**If you do not see this menu, contact your System Administrator or ADMINS Support to update your User Profile.**



## 2. PROCESS OVERVIEW

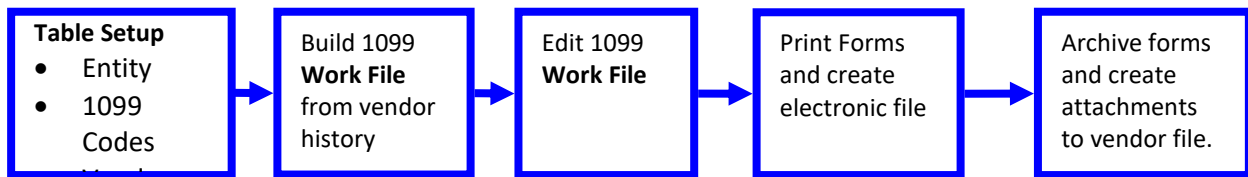


Figure 1 Process Overview

### 2.1. Summary Of Steps

The following chart outlines the steps you need to perform in order 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	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-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** strongly recommends that you file electronically, not on paper, with the IRS. If you have not done this before then be sure to read **IRS Publication 1220** to familiarize yourself with the process. The AUC application produces 1099 forms on blank (not pre-printed) stock. It is preferable to print the forms using a printer that has duplex capability, so you can print both sides of the form



You will not need **Form 1096** if you file electronically. It is only used if you file on paper with the IRS. The IRS recommends electronic filing for all sites. The AUC system provides for electronic filing with the IRS.

If you have not previously filed electronically with the IRS, you will need to complete and submit **Form 4419**. This form is available as a fillable PDF file from the IRS website at <http://www.irs.gov/pub/irs-pdf/f4419.pdf>. A copy is attached as Appendix B.



**Please contact ADMINS for specifications for the 1099 forms. Detailed specifications for current forms will be sent to you each December so you can order the forms.**



### 3. CREATE /MAINTAIN 1099 CODES

Current IRS 1099 codes are installed with the system. The Reported Minimums may change each year, so you should check the values in this field annually against the IRS regulations. To access this screen, Click **Accounts Payable ▶ 1099's ▶ 1099 Codes**.

Code	Description	Form	Box #	Reported Minimum	Status
<input type="checkbox"/>					Inactive
<input type="checkbox"/> A	ATTORNEY	MISC	14	600,00	Active
<input type="checkbox"/> B	BOAT	MISC	5		Active
<input type="checkbox"/> D	DIRECT SALES	MISC	9	10,00	Active
<input type="checkbox"/> E	EXCESS	MISC	13		Active
<input type="checkbox"/> F	FEDERAL TAX	MISC	4		Active
<input type="checkbox"/> FI	F CROP	MISC	10	600,00	Active
<input type="checkbox"/> I	Interest	INT	1	10,00	Active
<input type="checkbox"/> L	RENT	MISC	1	600,00	Active
<input type="checkbox"/> M	MEDICAL PAYMENTS	MISC	6	600,00	Active
<input type="checkbox"/> N	NON-EMPLOYEE COMPENSATION	MISC	7	600,00	Active
<input type="checkbox"/> O	OTHER	MISC	3	600,00	Active
<input type="checkbox"/> R	ROYALTY	MISC		10,00	Active
<input type="checkbox"/>	NON-EMPLOYEE COMPENSATION			600,00	



ADMINS does not issue this table each year. Manage these codes and thresholds because many sites use different codes.

**Code:**  
If the code you have been using is missing, click **Actions ▶ Add 1099 Code** to add a new value.

**Form:**  
Identifies the 1099 form to which this code applies.

**Box #:**  
Identifies on which box of the form the payment will appear.

**Reported Minimum:**  
Indicates the dollar threshold that is required to be reported; payments over this amount are considered reportable. This needs to be updated with the IRS threshold prior to running any of the 1099 steps for the calendar year.

#### I FORGOT TO UPDATE THE THRESHOLD ON JAN 1<sup>ST</sup>. NOW WHAT DO I DO?

You do not need to change the reported minimums on January 1. They need only be updated before printing the 1099 Vendor Payment Report and building the 1099 work file for the calendar year. This means that you can update the threshold at any time **before** you begin the 1099 process. If you update the threshold after you have built the work file, you will need to build it again. Note that you will lose any changes you have made.

If you have recently converted to AUC, you may have been using a code that is not in the current table. In this case, you have two choices:

- Add a code to the table to match the one you have used on your vendors in the past (**preferred**)

**OR**

- Change the code you have used on all vendors to match a code supplied in the table. This means that you would need to go into every vendor and 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 4.5.

### 4.1. Assign a Vendor as 1099 Reportable

*Method 1:*

**ASSIGN A VENDOR AS 1099 REPORTABLE**

- Select **Accounts Payable ▶ Vendors ▶ Enter Vendors ▶ Classifications** Tab
- Enter a value in the **1099 CODE** field to indicate that this vendor is 1099 reportable. You may use **Lookup** to locate a valid code.

All payments made to that vendor during the year will then be considered 1099 reportable unless you:

- Remove the 1099 code from the payment at the time the voucher is entered, or
- You adjust the vendors 1099 reportable amounts at the time you issue 1099s.

**Enter Vendors**

Vendor: 000041 CUMMINGS CONSTRUCTI

Entity:  Town  School  Both

Federal ID#: 04-2920672

Bank Code:

ABA#: 0000-0000-0

Bank Account:  Type:

Customer#:

HR ACH Tax Payment Type:  Federal  State

Terms:  Due Upon Receipt

Class: UNCL Unclassified

Minority Code:  Hold Code:

1099 Code:  NON-EMPLOYEE COMPENSATION Form MISC

Code	Description	Form	Box	1099 Amt	Status	Tot
A	ATTORNEY	MISC	14	600.00	A	
B	BOAT	MISC	5		A	
D	DIRECT SALES	MISC	9	10.00	A	
E	EXCESS	MISC	13		A	
F	FEDERAL TAX	MISC	4		A	
FI	F CROP	MISC	10	600.00	A	
I	Interest	INT	1	10.00	A	
L	RENT	MISC	1	600.00	A	
M	MEDICAL PAYMENTS	MISC	6	600.00	A	
N	NON-EMPLOYEE COMPENSATION	MISC	7	600.00	A	
O	OTHER	MISC	3	600.00	A	
R	ROYALTY	MISC	2	10.00	A	
Y	NON-EMPLOYEE COMPENSATION	MISC	7	600.00	A	

At the payment stage (voucher entry), you may optionally override the 1099 code 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.

Figure 2 Marking a Vendor with a 1099 Code



## 4.2. Designate a Payment as 1099 Reportable

Method 2:

### DESIGNATE A PAYMENT AS 1099 REPORTABLE

You may control whether a payment is 1099 reportable or not in the voucher entry screen.

- Select **Accounts Payable** ▶ **Enter Bills** ▶ **Entry**

**Batch # 168**  
**Voucher# 827352**

**Vendor** 000310 01  
ADRIENNE ROSZIK  
A.C.E. CLEANING  
PO BOX 868  
PEPPERELL MA 01463-0000

**Invoice#** 123456  
**Inv Date** 10-Dec-2010  
Customer#  
Dept Code UNCLASSIFIED Unclassified  
**Vou Date** 21-Dec-2010 FY 2011  
**Due Date** 10-Dec-2010 Terms DUR

**1099 Codes**

Co	Description	Status	I of
B	BOAT	A	
D	DIRECT SALES	A	
E	EXCESS	A	
F	FEDERAL TAX	A	
G	F CROP	A	
H	Certain Govt Pmts - Grants	A	
I	Interest	A	

Item Description: Cleaning Services  
By Account: 100-12250-52319  
1099 [X] [F]

**Figure 3** Flag a payment in the voucher entry screen

Here's how it works:

#### ***If the Vendor was flagged as a 1099 vendor (in the vendor screen):***

Then that flag is brought into the payment when the vendor# is entered. If this payment should be 1099 reportable then you don't need to do anything further. However, if the vendor is a 1099 vendor but this individual payment should be non-reportable, then erase the flag 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 flagged as a 1099 vendor (in the vendor screen):***

But you want this specific payment to be 1099 reportable then enter the appropriate 1099 code in this designated field. This will need to be done on each **line** of the payment that you want to be reportable.





### 4.4. Maintaining Conversion Amounts

If you converted to the AUC system mid-year, it is possible that the 1099 amounts were not converted from your old system (referred to here as the **Legacy** system). In that case, you can enter the proper amounts in the vendor file.

In the **Enter Vendors** Screen, **User Defined** Tab, you can maintain the **Legacy 1099 Amount** and the **Legacy 1099 Entity**.

Entity	Description	Stat
1	Town of ADMINIS, Inc.	A
2	ADMINIS Retirees	A

### 4.5. Quick 1099 Code Update On Posted Vouchers

As of September 2018 **ADMINIS** 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 also allow corrections to codes for vouchers that were marked with the wrong 1099 code.

Description	Date	Start	End	Success
Restart Step Process				
Select Vouchers for 1099 Code Update				
Edit Selected Vouchers				
Edit List of Changes				
Post 1099 Code changes to Vouchers				

#### 4.5.1. Restart Step Process

If this process is begun, and prior to posting all the changes made should be discarded, the quickest way to discard the changes is to 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 more changes are required

### 4.5.2. Select Vouchers for 1099 Code Update

This process will select posted vouchers (both open and closed) created between the selected voucher dates.

Prompt (Bold = Required)	Description
<b>Vouchers Dated (mmddyyyy)</b>  	<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 couple of months at a time may make this process easier to manage if a lot of changes are needed.</p> <p><b>The 1099 process uses the check date. If there are vouchers dated in December of the prior year, the checks may have been issued in January, and those amounts will not be included.</b></p> <ul style="list-style-type: none"> <li>• Vouchers in “Entry Began” status will be excluded.</li> <li>• Vouchers in “Change Order” status will be excluded.</li> <li>• The process allows more than one user to operate on the same dataset               <ul style="list-style-type: none"> <li>○ – the most recent posting will supersede any prior postings.</li> </ul> </li> </ul>



**Prompt**  
(Bold = Required)      **Description**

**Enter up to 9  
Vendor #s**

Name	Vendor	Status	Tot
100X EDUCATIONAL VIDEOS	005239	A	
101 MOBILITY	023989	A	
101PHONES	019872	A	
12 MILL ST R E TRUST	015419	A	
146 SUPPLY CENTER INC	000990	A	
1812 USS CONSTITUTION MARINES	017977	A	
18 EQUIPMENT COMPANY, INC.	009361	A	
1ST LINE OF NAME	003046	A	
1ST LINE OF NAME	003047	A	
1ST LINE OF NAME	003229	A	
1ST LINE OF NAME	003278	A	
1ST LINE OF NAME	004022	A	
1ST LINE OF NAME	004054	A	
1ST RESPONDER NEWSPAPER	022332	A	
21ST CENTURY	003692	A	
21ST CENTURY ELOQUENCE	012625	A	
24-7 EMS	016513	A	
3 PHASE ELEVATOR CORP.	023387	A	

**Enter up to 9  
Department  
Groups**

Department	Description	Status	Tot
ADM	ADMINISTRATOR	A	
ADMEN	TOWN ADMINISTRATOR	A	
ARENAL	ARENAL CONTROL	I	
ARCAND	ARCAND PARK	A	
ARTS	ARTS COUNCIL	A	
ASSESSMENT	ASSESSMENT	A	
ASSESSORS	ASSESSORS	A	
ASSESSORS	ASSESSORS	A	
BLUPRT	BUILDING POLICE	A	
BURSER	TOWN HALL MAINTENANCE	A	
BUILDING	BUILDING	A	
CAPITOL	CAPITOL INVEST TRUST	A	
CEMETERY	CEMETERY	I	
CLERK	TOWN CLERK	A	
CON	SENIOR CENTER	I	
COLLECT	COLLECTOR	A	
COLLECTOR	TOWN COLLECTOR	A	
COMPAGENT	WORKER'S COMP AGENT	A	

**Include Vouchers**      Three options are available:

The first is the default – “Both”, meaning that all vouchers that meet the required date criteria and any optional criteria will be included.

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).

The third radio button will restrict the dataset to only vouchers without a 1099 code set.

**Include Vouchers**       Both    with only 1099 Code set    With no 1099 Code not set



**Prompt (Bold = Required)**      **Description**

**Run As and Duplexing Options**      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.

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

### 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 4.5.1.

Voucher#	Dept Group	Vendor	Remit	Vendor Name	Line	Extent Amt	1099	Voucher 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	228.88		N/A	228.88	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	228.88		PO#45527 TOM NORTON	228.88	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	<b>Total_Vendor</b>		<b>002276-02</b>	<b>Janice Connor</b>			<b>14,092.03</b>					

Figure 4 Quick 1099 Code Update on Vouchers Edit List

### 4.5.3. Edit Selected Vouchers

A screen capture is shown in Figure 5. If a voucher has multiple lines, each line will be listed and a different valid 1099 code may be used on different lines of the same voucher.

Voucher#	Line	1 Department	2 You Date	3 Vendor#	Rem	4 Vendor Name	Ext Amount	Old 1099	New 1099
415700	1	HIGHSCHOOL	02-Dec-2017	002276	02		208.80		
415701	1	HIGHSCHOOL	02-Dec-2017	002276	02		71.40		
415702	1	HIGHSCHOOL	02-Dec-2017	002276	02		120.44		
415703	1	MIDDLE	02-Dec-2017	002276	02		89.10		
415704	1	MIDDLE	02-Dec-2017	002276	02		89.10		
415705	1	MIDDLE	02-Dec-2017	002276	02		89.10		
415706	1	MIDDLE	02-Dec-2017	002276	02		6626.00		
415708	1	SCHOOL	02-Dec-2017	002276	02				
							4090.50		

Figure 5 Edit Selected Vouchers screen – the columns are described in the following table



Column Header	Description
<b>Voucher#</b>	<ul style="list-style-type: none"> <li>Click on the column header button to sort by voucher #</li> <li>Enter a voucher# to go to that voucher</li> </ul>
Line	Display field only –cannot enter into this field
<b>Department</b>	<ul style="list-style-type: none"> <li>Click on the column header button to sort by department</li> <li>Enter a department group to see all vouchers by that group</li> </ul>
<b>Voucher date</b>	<ul style="list-style-type: none"> <li>Click on the column header button to sort by Voucher Date</li> <li>Enter a voucher date see all vouchers by that date</li> </ul>
<b>Vendor Name</b>	<ul style="list-style-type: none"> <li>Click on the column header button to sort by Vendor Name</li> <li>Enter a vendor name to see all vouchers by that vendor</li> </ul>
<i>Ext Amt</i>	<ul style="list-style-type: none"> <li>This is the line amount from the voucher</li> <li>Hover text will display the first line of description from the voucher</li> </ul>
<i>Old 1099</i>	Display only – shows any 1099 Code currently on the voucher – hover text shows the description of the code
<b>New 1099</b>	{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}
<b>The only field that the user may change is the New 1099 code</b>	

#### 4.5.4. Edit List of Changes

Once the edits are made, the next step is to 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

Lookup OK Cancel Clear All

Prompt (Bold = Required)	Description
<b>Include</b>	<p>The edit list may report all of 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;"> <p>Include <input checked="" type="radio"/> All <input type="radio"/> Where 1099 has changed <input type="radio"/> No Change to 1099 Code</p> </div>



**Prompt**  
(Bold = Required)      **Description**

**Run As and  
Duplexing  
Options**

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.

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		

Printed 17-Aug-2018 at 14:18:53 by THERESA

Tom of Adams  
Edit List of Changes

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

Voucher#	Dept	Group	Vendor	Line	Extend Amt	1099	1099	1099	Item Description	Voucher Total	Voucher Date	Voucher Status
1099 Code has been Changed												
415700	HIGHSCHOOL	002276-02		1	208.00		Y	PO445707	MAIN OFFICE	208.00	02-Dec-2017	Closed
415863	FINANCE	002276-02		1	226.08		Y	N/A		226.08	06-Dec-2017	Closed
416193	HIGHSCHOOL	002276-02		1	32.16		Y	C DILLON		32.16	12-Dec-2017	Closed
416146	HIGHSCHOOL	002276-02		1	1,654.91		I	PO445526	TOM MORTON	1,654.91	12-Dec-2017	Closed
416147	HIGHSCHOOL	002276-02		1	228.68		I	PO445527	TOM MORTON	228.68	12-Dec-2017	Closed
416151	STALLBROOK	002276-02		1	28.75		Y	PO445653	MARIA EYENBERG	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			PO445707	MAIN OFFICE	71.40	02-Dec-2017	Closed
415708	SCHOOL	002276-02		1	-89.10			PO #48988		-89.10	02-Dec-2017	Closed
415709	SCHOOL	002276-02		1	89.10			PO #48988		89.10	02-Dec-2017	Closed
416151	STALLBROOK	002276-02		1	372.83			PO445654	MARIA EYENBERG	372.83	12-Dec-2017	Closed

2230-PMREP:AF1099EDIT.REP      Tom of Adams  
Printed 17-Aug-2018 at 14:18:53 by THERESA      Edit List of Changes

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

Voucher#	Dept	Group	Vendor	Line	Extend Amt	1099	1099	1099	Item Description	Voucher Total	Voucher Date	Voucher Status
416156	SOUTH	002276-02	W.B. MASHO CO. INC.	1	4,990.50				PO445799	4,990.50	12-Dec-2017	Closed
Total Vendor 002276-02 W.B. MASHO CO. INC.					4,534.73							

Total #Vouchers 5

Sorted by: Vendor Name  
Include: All Vouchers

**Figure 6 Edit List of 1099 Code Changes**

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

**4.5.5. Post 1099 Code Changes to Vouchers**

The final 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

Buttons: 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.



## 5. MAINTAIN ENTITY CODES

### 5.1. About Entities

In the AUC system, an **Entity** is a tax reporting division of your site. You can have as many entities as you want or need. 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.

### 5.2. Maintain Entities

The Maintain Entity Screen is used to enter all pertinent tax information about your site. This information must be set up prior to printing your 1099 forms and creating the electronic file. The printed forms must match the 1096 that is sent to the IRS as an electronic file.

To access this screen, go to **Accounts Payable ▶ 1099's ▶ Entity Table**.

Entity	Description
[Dropdown]	Unified Community

<b>Name</b>	Unified Community
<b>Address 1</b>	100 MAIN STREET
Address 2	
Address 3	
<b>City</b>	ACCORD
<b>State</b>	MA
<b>Zip Code</b>	02018-0000
<b>Phone</b>	(555) 555-5555
<b>Fed Tax ID</b>	12345678901
State Tax ID	
Country	UNITED STATES

1 AP 1099      2 Payroll 1099/W2      3 Payroll Bonds

<b>Transmitter Control Code</b>	ABCDE
Combined Filing State Number	25
<b>Payer Control Name</b>	UNIF
<b>Contact Employee Name</b>	Jane Doe
<b>Contact Phone Number</b>	(555) 555-5555
Contact E-mail	janedoe@admins.com
<b>Export Directory for IRS file</b>	z:\adm\home\Luann\

The top portion of this screen contains general information about your site and is used for more than just 1099s

Fields in **bold** must be completed prior to printing and filing your 1099's. The Combined Filing State Number and Contact Email are the only optional fields.



### 5.3. General Information Regarding Your Site

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

### 5.4. 1099 Specific Information Regarding Your Site

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	Description																																																																								
<b>Transmitter Control Code:</b> <i>Required</i>	Filers must obtain a Transmitter Control Code (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.																																																																								
<b>Combined Filing State Number:</b> <i>Optional</i>	<p><i>Optional.</i> 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. Participating states include:</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>Kansas</td><td>20</td><td>Nebraska</td><td>31</td></tr> <tr><td>Arizona</td><td>04</td><td>Louisiana</td><td>22</td><td>New Jersey</td><td>34</td></tr> <tr><td>Arkansas</td><td>05</td><td>Maine</td><td>23</td><td>New Mexico</td><td>35</td></tr> <tr><td>California</td><td>06</td><td>Maryland</td><td>24</td><td>North Carolina</td><td>37</td></tr> <tr><td>Colorado</td><td>07</td><td>Massachusetts</td><td>25</td><td>North Dakota</td><td>38</td></tr> <tr><td>Connecticut</td><td>08</td><td>Michigan</td><td>26</td><td>Ohio</td><td>39</td></tr> <tr><td>Delaware</td><td>10</td><td>Minnesota</td><td>27</td><td>Oklahoma</td><td>40</td></tr> <tr><td>Georgia</td><td>13</td><td>Mississippi</td><td>28</td><td>South Carolina</td><td>45</td></tr> <tr><td>Hawaii</td><td>15</td><td>Missouri</td><td>29</td><td>Vermont</td><td>50</td></tr> <tr><td>Idaho</td><td>16</td><td>Montana</td><td>30</td><td>Wisconsin</td><td>55</td></tr> <tr><td>Indiana</td><td>18</td><td></td><td></td><td></td><td></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	Kansas	20	Nebraska	31	Arizona	04	Louisiana	22	New Jersey	34	Arkansas	05	Maine	23	New Mexico	35	California	06	Maryland	24	North Carolina	37	Colorado	07	Massachusetts	25	North Dakota	38	Connecticut	08	Michigan	26	Ohio	39	Delaware	10	Minnesota	27	Oklahoma	40	Georgia	13	Mississippi	28	South Carolina	45	Hawaii	15	Missouri	29	Vermont	50	Idaho	16	Montana	30	Wisconsin	55	Indiana	18				
State	Code	State	Code	State	Code																																																																				
Alabama	01	Kansas	20	Nebraska	31																																																																				
Arizona	04	Louisiana	22	New Jersey	34																																																																				
Arkansas	05	Maine	23	New Mexico	35																																																																				
California	06	Maryland	24	North Carolina	37																																																																				
Colorado	07	Massachusetts	25	North Dakota	38																																																																				
Connecticut	08	Michigan	26	Ohio	39																																																																				
Delaware	10	Minnesota	27	Oklahoma	40																																																																				
Georgia	13	Mississippi	28	South Carolina	45																																																																				
Hawaii	15	Missouri	29	Vermont	50																																																																				
Idaho	16	Montana	30	Wisconsin	55																																																																				
Indiana	18																																																																								
<b>Payee Control</b>	Enter the first four characters of the site name whose Tax Identification Number is																																																																								





Field	Description
<b>Name</b> <i>Required</i>	used. In this example, UNIF was entered.
<b>Contact Employee Name</b> <i>Required</i>	Enter the name of the employee who the IRS could contact if there were questions or errors with the filing.
<b>Contact Phone Number</b> <i>Required</i>	Enter the phone number for the contact employee.
<b>Contact Email</b> <i>Optional</i>	Enter the email address for the contact employee.
<b>Export Directory for IRS File</b> <i>Required</i>	Enter a valid path location where you will store the electronic file that you will transmit to the IRS. This is where you would go to locate the file to submit to the IRS. You may save this file to: <ul style="list-style-type: none"><li>• a folder on the AUC server such as C:\Shared_Folders\ or</li><li>• a folder on your local machine such as \\tsclient\c\temp\</li></ul>

Now that all of your codes are set, it's time to build the Work file.



## 6. CREATE AND ISSUE 1099 FORMS

The 1099 Processing Steps Menu guides you through the process of generating and creating your 1099s. The steps become “in focus” as they are available to be run. To access the 1099 Steps Menu,

- Click **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-MISC
Print 1099-INT
Print 1099 - S
Create 1099 Electronic File
Save 1099 Forms as Vendor Attachments/Archive

Edit, Verify and Print: These are available after you create the work file

Archive and save as attachment: These will be available after you create the electronic file. This should be done once the electronic file has been accepted by the IRS. Do the attachment and archive step **prior** to creating any corrected forms.



When you begin, only the first three options are available; the remainder will be grayed out. The next steps in the process will not be “in focus” until the **List of 1099s to be Printed** step has successfully completed. You can re-run any of the steps until after you have run the last one.

### 6.1. Restart 1099 Process

The 1099 process creates temporary work files and does not update any live file until the final step is run. Before running that final step, you can start the process all over again, regardless of what other steps you have run. Re-starting the process will clear out all work files and allow you to start from the beginning. You might want to do this if you have mistakenly selected the wrong year, have run the process simply as a test run, or have discovered numerous errors in the vendor file.

### 6.2. 1099 Vendor proofing Report

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

- Click on the **1099 Vendor Proofing Report** button



Be sure you have updated the reporting threshold on the **Maintain 1099 Codes** screen before running this.



You will be prompted as follows:

**Task 2204: 1099 Vendor Proofing Report**

**1099 Vendor Proofing Report**  
Issue the 1099 Proofing report to analyzes 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

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 in excess of 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.**

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

```

2874-AP1099PAY2.REP          Printed 03-Feb-2011 at 11:59:51 by ROSCOE
                               Town of Admins
                               1099 Vendor Legacy Payment Error Report
-----
Legacy      Vendor
Entity Vendor 1099 Code Name          Federal ID 1099 Amount
-----
No Records Selected

```

- 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, you should correct them in the **Vendor File** maintenance screen, **User Defined** tab.

Check amount and reportable amount can be different if items on the voucher were coded as non-reportable.

Check Vendor	Check Remit	Check Sort Name	Check	Voucher	Check Amount	Reportable Amount	1099 Code	1099 Form	1099 Box	Errors
053790	01	AMERICAN GLASS	0291486	927,422	40,001.72	40,001.72	G	G	6	1
053790	01	AMERICAN GLASS	0291486	927,422	6,970.56	6,970.56	G	G	6	1
053790	01	AMERICAN GLASS	0291486	927,422	5,675.42	5,675.42	G	G	6	1
Total for form: G					52,647.70	52,647.70				
002550	01	AMERICAN GARAGE	0291486	927,421	40,001.72	40,001.72	I	INT	1	1
053790	01	AMERICAN GLASS	0291486	927,421	6,970.56	6,970.56	I	INT	1	1
053790	01	AMERICAN GLASS	0291486	927,421	5,675.42	5,675.42	I	INT	1	1
Total for form: INT					52,647.70	52,647.70				
002550	01	AMERICAN GARAGE	0291485	927,420	50,000.00	50,000.00	S			
Total for form: S					50,000.00	50,000.00				
Total for Vendor: AMERICAN GARAGE DOOR & GLASS					155,295.40	155,295.40				

For each vendor, the report will total by form then by vendor

The report will also show totals by Entity:

Entity Total	1 Town of ADMINS, Inc.	157,837.28	157,531.28
-----			
1099 Int FORMS:	2		
1099 Misc FORMS:	1		
1099 S FORMS:	1		

The legend at the bottom of the report shows the error codes and the suggested corrective action. Please refer to Appendix A for information on **Troubleshooting Errors on the 1099 Vendor Proofing Report**.

Errors:	Action:
1 Voucher 1099 code different than Vendor 1099 Code	Warning: Update 1099 code information in the 1099 Accounts Payable > 1099s > 1099 Codes
2 Voucher 1099 Code Inactive or Missing Info	Error: Update 1099 code information in the 1099 Accounts Payable > 1099s > 1099 Codes
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
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
6 Vendor 1099 Code Inactive or Missing Info	Error: Update 1099 code information in the 1099 Accounts Payable > 1099s > 1099 Codes

**Warning:** you may ignore or correct the error.

**Error:** you must take corrective action before proceeding.



**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, you may create it again but you will lose any changes that you have previously entered into the work file.**



### 6.3. Create 1099 Work File

This procedure will collect all payments made to vendors during the calendar year and create a work file. You will then be able to review and modify the work file as needed. To begin, click the **Create 1099 Work File** button. You will be prompted to supply the calendar year.

Select the Calendar Year for which you are running 1099s. In this example, we are creating payments subject to 1099 processing for the Calendar Year 2018. 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 your entire vendor and payment databases.

#### 6.3.1. Re-Running the Process

You may need to re-run the process if:

- You entered the wrong calendar year,
- You made changes to the vendor file (name, address, 1099 code) and want that information included in the 1099 work file,
- You voided some checks and want those payments removed from the 1099 work file, or
- You need to pay an invoice dated in the calendar year being reported and need that payment included in the work file.

To re-run the process, click the **Create 1099 Work File** button. You will be prompted as follows:

Click **[OK]** if to delete the previously created file and start over. Any changes made will be lost.

### 6.4. Merging Vendors

When the system creates the work file, it will combine vendors that have the same Federal ID#. 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. If you want to merge vendors in the vendor file, you must flag

the vendor(s) for merging and run the merge process from the Purchasing menu.



When you edit the work file (See Section 6.5 below), the screen will display a message telling you that vendors have been merged for 1099 reporting. The message will also appear on subsequent reports. For example, the verification report produced when you create the work file will list the vendors merged:

002550	AMERICAN GARAGE DOOR & GLASS 525 WOBURN STREET  TEWKSBURY, MA 01876-0000 (978) 458-3900	Vendor 1099 Form: Box: Code: Federal ID: 04-2265390	CUSTIP			
Merged record for vendors: 002550 053780						
	Form	Box	1099 Code	Check	Amt Paid	1099 Reportable
	INT	1	I	0291486	40,001.72	40,001.72
	INT	1	I	0291486	6,970.56	6,970.56
	INT	1	I	0291486	5,675.42	5,675.42
Total for Vendor Form: INT					52,647.70	52,647.70

### 6.5. Edit 1099 Work File

By editing the work file, you can:

- Change the mailing address for a vendor for this 1099 only (does not change the vendor file).
- 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).
- Remove one or more payments made to a vendor that should not be reported.
- Change to reportable any payments to a vendor that were coded as non-reportable at the time the disbursement was issued.
- Provide additional information that may be required for each form.

#### 6.5.1. Change the Mailing Address for the 1099

The mailing address came in from the vendor file. The system attempted to locate a “1099 address” for the vendor. If one was found, it was used. If one was not found, the system used the first available address for the vendor.

1 Name/Address		2 Addresses		3 Classification		4 Attachments		8 Items		9 User D	
Remit	Name on this Remit	Address						Adr Type			
01	JOHN DOE	524 NORTHFIELD ROAD LUNENBURG, MA 01462-0000						AP			
02	JOHN DOE	102 MAIN ST CAMBRIDGE, MA 02141-0000						10			

If you want to change the address to have the 1099 mailed somewhere else, you can type in the new address here.

Vendor: 010857 01 PATSY BRIGHTMAN

Address: 524 NORTHFIELD ROAD

LUNENBURG MA 01462-0000

Phone# (000) 000-0000

This new address is in the work file only, and will **not** be a permanent change to the vendor file. If you want the change to be permanent then you should make the change in the Vendor file and then click the button **Get Name/Addr from Vendor File** at the bottom of the screen.

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



### 6.5.2. Change the Federal ID# for a Vendor

The Federal ID# came in from the vendor file. If it is missing or incorrect then you should go to the vendor file, add it there and then re-create the 1099 work file to bring in the new value.



You cannot change the Federal ID# in the work file.

### 6.5.3. Add a Vendor That Was Missed

If you built the work file and noticed that a vendor was missed, you may:

- Click **Actions**
- Click **Add Vendor/Check**
- Complete the parameters
- Click **OK**



This does not add a new vendor to the **Vendor File**. This process only adds an **existing** vendor to the **work file**, so you must select a valid vendor in the Vendor File.

### 6.5.4. Remove a Vendor That Should Not Be Reported

- Enter the Vendor # so that you are viewing 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.

### 6.5.5. Change Payment from Reportable to Non-Reportable

You may have vendors receiving payments processed as reportable but they should have been coded as non-reportable during the year. You may reclassify these payments in the 1099 work file.

- Locate the desired Vendor and the applicable payment
- Click the **DETAIL** button
- Change the **REPORT AMT** to \$0
- Click the **RETURN TO 1099 SUMMARY** button

1099 Work File Summary					
<b>Vendor</b>	020350	01	ELAINE CORSETTI		
<b>Address</b>	123 MAIN ST ANYTOWN MA 02141-0000				
<b>Phone#</b>	(000) 000-0000				
<b>Entity</b>	1	Town of ADMINS, Inc			
<b>Federal ID#</b>	123 45 6789				
<b>1099 Flag</b>	X	NON-EMPLOYEE COMPENSATION			
<b>Address Type</b>	AP Accounts Payable				
<b>Total Paid</b>	845.00	<b>Reportable</b>	845.00		
Amounts Reportable					
Box Code	Description	Form	Check Amount	Amount Reportable	Click Button to Edit
7	X NON-EMPLOYEE COMPENSATION	MISC	845.00	845.00	<b>Detail</b>



**Edit 1099 Work Detail**

Vendor **020350** ELAINE CORSETTI Entity 1 Town of ADMINS, Inc

Bank	099 Code	Report Amt	New Code
MELN 81	X	70,00	
MELN 81	X	131,00	
MELN 81	X	128,00	
MELN 814959	X	128,00	

Bank	Ref#	Line#	Remit	Batch	Check#	Check Date	Check Amt	1099 Code	Report Amt	New Code
MELN	812915	1	01	P29B05	0284610	22-Jan-2009	70,00	X		

To change this to be non-reportable, set the REPORT AMT field to be \$0 by using {spacebar}{enter}.

70,00

When done, click the **RETURN TO 1099 SUMMARY** button located at the bottom of the screen.

### 6.5.6. Change Payment from Non-Reportable to Reportable

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

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

**1099 Work File Summary**

Vendor **010857** 00 JOHN DOE Entity 1 Town of ADMINS, Inc  
Address 102 MAIN ST Federal ID# 189-36-0833  
1099 Flag X NON-EMPLOYEE COMP  
Address Type 10 1099 Address

Phone#

**[AUC] 2202-1099 Work File Summary [Mary]**

**Add Vendor/Check**

Required: Enter Vendor# 10857 JOHN DOE  
Required: Entity Code 1  
Required: 1099 Code X  
Required: Enter Check Amount 250

Lookup    OK    Cancel    Clear All

Once you have located the amount of payments that are missing from the vendor, enter that amount in the check amount field. This is a required field.

- Click **OK**
- Click the **DETAIL** button on the Work File Summary screen.

**1099 Work File Summary**

Vendor **010857** 00 JOHN DOE Entity 1 Town of ADMINS, Inc  
Address 102 MAIN ST Federal ID# 189-36-0833  
1099 Flag X NON-EMPLOYEE COMPENSATION  
Address Type 10 1099 Address

Phone# (000) 000-0000 CAMBRIDGE MA 02141-0000

Total Paid 933,00 Reportable 933,00

**Amounts Reportable**

Box Code	Description	Form	Check Amount	Amount Reportable	Click Button to Edit
7 X	NON-EMPLOYEE COMPENSATION	MISC	933,00	933,00	Detail





The payment displays now as reportable. If you want to adjust the amount or change the 1099 code then you may type it in here. Otherwise, you may leave this as is and this new amount will be included in the reportable total for the vendor.

Edit 1099 Work Detail										
Vendor 010857 JOHN DOE			Entity 1 Town of ADMINS, Inc							
Bank	Ref#	Line#	Remit	Batch	Check#	Check Date	Check Amt	1099 Code	Report Amt	New Code
MELN	812914	1	00		0000000		250.00	X	250.00	
MELN	815651	1	02	P29B05	0284600	22-Jan-2009	285.00	X	285.00	
MELN	817273	1	02	P050845B07	0285823	14-May-2009	214.00	X	214.00	
				P063054B07	0286602	13-Jul-2009	184.00	X	184.00	



You cannot add a check for a vendor that has been merged into another vendor. You can only add a check for the primary vendor into which other vendors have been merged. If you attempt to enter a check for a vendor that has been merged, the system will display an error message telling you to use the primary vendor.

In the example below, **Vendor 53780** was merged into **Vendor 2550**. We attempted to enter a new check for **Vendor 53780**. The error message told us to add the check to **Vendor 2550**.

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

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

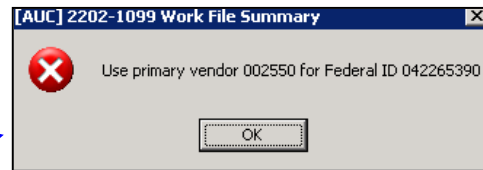
Add Vendor/Check

Required: Enter Vendor# 053780 AMERICAN GLASS

Required: Entity Code 1 Town of ADMINS, Inc.

Required: 1099 Code 1

Required: Enter Check Amount 100.00



### 6.5.7. Specific Information for Forms

Forms S require specific information that was not previously captured in the Accounts Payable process. On the summary screen you can highlight the code, and the bottom of the screen will change to give you the opportunity to enter the data.



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 you will not be able to print any forms until the information is supplied.



Amounts Reportable					Click Button to	
Box	Code	Description	Form	Check Amount	Amount Reportable	Edit
1	I	Interest	INT	75.00	75.00	Detail
2	S	PROCEEDS FROM REAL ESTATE TRAN	S	15000.00	15000.00	Detail

**Additional Information for Form: S**

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

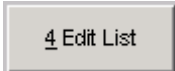
Box 3: Address or Legal Description of Property (incl city, state and ZIP code)

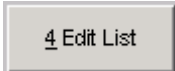
Box 4: Property or Services Received?  Yes  No

Box 6: Buyers Part of Real Estate Tax \$

Figure 7 Supplemental Information for Form S (Real Estate Transaction Proceeds)

### 6.5.8. 1099 Work File Edit List



To get an edit list of all Vendors and their reportable amounts click the  button on the Summary screen.

Task 2206: 1099 Edit List

1099 Edit List

Run as  Preview  Print  PDF  Excel

If Printing use Duplex  Yes  No

2206-AP1099WRKEDT.REP Printed 28-Dec-2015 at 15:11:08 by ANTHEA Page 1  
Town of ADMINS  
1099 Edit List

Vendor#	Name	Vendor 1099 Code	Payment Form 1099 Code	Amount Paid	1099 Reportable
Entity: 1 TOWN OF ANYWHERE					
010856	A PRO ROUTER.COM, INC		MISC Y	1,250.00	1,250.00
011995	ADVANTAGE FITNESS SERVICE	Y	MISC Y	3,346.86	3,346.86
013727	BRIDGES CONTRACTING	Y	MISC Y	1,355.55	1,355.55
013755	BRIDGES CONTRACTING	Y	MISC Y	945.69	945.69
000041	CUMMINGS CONSTRUCTION	Y	MISC Y	8,209.90	8,209.90
000041	CUMMINGS CONSTRUCTION	Y	S S	25,000.00	25,000.00
Total for Vendor: 000041				33,209.90	33,209.90
Entity 1 TOWN OF ANYWHERE				40,108.00	40,108.00

1099 INT Forms: 5  
1099 MISC Forms: 1  
1099 S Forms: 1

### 6.6. 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” errors and “soft” (warning) errors. You can 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:

- A summary showing the number and amounts for each 1099 code for each entity.
- A detailed list of records with errors

Town of Admins  
1099 Summary Report

Entity: 1 Town of ADMINS, Inc.  
Form Summary Report

Form	Count	Amount Reported
INT	1	1,000.00
MISC	16	61,051.72
S	1	1,000.00
<b>Entity Total:</b>	<b>18</b>	<b>63,051.72</b>



At this point the system checks for information that should have been entered in the work file for those codes that require additional data, such as 1099 S.

In the example below, the vendor is missing information required on a 1099S.

Vendor#	Name and Address	Vendor 1099 Form:	Address
002550	AMERICAN GARAGE DOOR & GLASS 525 WOBURN STREET TEWKSBURY, MA 01876-0000 (978) 458-3900	Box: Code: Federal ID: 04-2265390	Date of Closing Property or Services Received No Buyers part Real Estate Tax
Merged record for vendors: 002550 053780			
		Form Box 1099 Code Check	Amt Paid 1099 Reportable Errors
		S 2 S 0291485	50,000.00 50,000.00 1,7A,7C,7T
			50,000.00 50,000.00

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

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

### 6.7. 1099 Error Checking - Hard Errors on Forms to Be Printed

**Task 2850: 1099 Error Checking - Hard Errors on To Be Printed**

1099 Error Checking - Hard Errors on Forms to be Printed

Run as  Preview  Print  PDF  Excel

If Printing use Duplex  Yes  No

This required report lists **only** the “hard” errors that will prevent you from printing the 1099 forms. You should run this report as often as necessary until it displays no errors. At that point, the subsequent steps on the menu will be available to you.



1099 Verification Report - Detail

Entity: 1      Town of ADMINS, Inc.  
Form: S  
Selection: Hard Errors on Forms to be Printed

---

Vendor# Name and Address

---

001550 AMERICAN GARAGE DOOR & GLASS	Vendor 1099 Form:	Address
525 WOBURN STREET	Box:	
	Code:	
TEWKSBURY, MA 01876-0000	Federal ID: 04-2265390	Date of Closing
(978) 458-3900		Property or Services Received No
		Buyers part Real Estate Tax

Merged record for vendors: 002550 053780	Form Box 1099 Code Check	Amt Paid 1099 Reportable Errors
	S    2 S            0291485	50,000.00      50,000.00 1,7A,7C,7T
Total for Vendor Form: S		50,000.00      50,000.00

---

**1099**

Work File has Errors  
Correct Reported Errors then re-run

Vendors in 1099 Work File

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. You must supply the information before the system will allow you to proceed. To easily find and retrieve the vendors using a form 1099S, the lookup includes a column that shows which vendors use the 1099S 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.

1099 Verification Report - Detail

Entity:            Town of ADMINS, Inc.  
Form:

---

Vendor# Name and Address

---

No Records Selected



### 6.8. List of 1099s to be Printed

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 amounts for each form for each vendor, with the count of the number of forms that you will be printing for each entity. This will not print the actual forms yet.

**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

```

2858-AP1099EDTSUM4.REP          Printed 17-Aug-2018 at 17:14:10 by THERESA          Page 1
                                Town of Admins
                                List of 1099s to be Printed
=====
Vendor# Name                    Vendor      Payment
                                1099 Code  Form  1099 Code  Amount Paid 1099 Reportable
=====
Entity:      1 TOWN OF ADMINS
=====

026666  AMBELANG, JESSICA H MD          INT      I          90.75      90.75
000779  BLACKSTONE GAS COMPANY           INT      I          70.00      70.00
006803  CDW GOVERNMENT INC               INT      I          100.00     100.00
024085  SELECT DOOR BOSTON               INT      I          680.00     680.00
016544  WATERTOWN ENGINEERING CORP.      INT      I          75.00      75.00
-----
Total for form: INT                # 5                      1,015.75    1,015.75

014174  AMY MCMAHON                      MISC     N          4,410.00   4,410.00
026642  BALLARD SPAHR ANDREWS            MISC     N          20,475.00  20,475.00
000779  BLACKSTONE GAS COMPANY           MISC     Y          1,800.00   1,800.00
004283  BUREAU OF EDUCATION & RESEARCH    MISC     Y          10,360.00  10,360.00
024696  ELEMENTS MANAGEMENT              MISC     N          990.00     990.00
026679  SHARP, J DANIEL ESQ              MISC     A          955.00     955.00
-----
Total for form: MISC                # 6                      38,990.00   38,990.00

016544  WATERTOWN ENGINEERING CORP.      S        S          15,000.00  15,000.00
-----
Total for form: S                    # 1                      15,000.00   15,000.00

Entity      1 TOWN OF ADMINS
-----
1099 INT  Forms:      5
1099 MISC Forms:  6
1099 S    Forms:      1

1099 INT  Correction Forms:
1099 MISC Correction Forms:
1099 S    Correction Forms:
=====

```



## 7. PRINT 1099 FORMS

You are now ready to print the forms. ADMINS will send detailed specifications for current forms to you each December so you can order the forms.

Description	Date
Restart 1099 Process	16-Aug-2018
1099 Vendor Proofing Report	16-Aug-2018
Create 1099 Work File	16-Aug-2018
Edit 1099 Work File	17-Aug-2018
Optional 1099 Error Checking - All Errors	
1099 Error Checking - Hard Errors on Forms to be Printed	17-Aug-2018
List of 1099s to be Printed	17-Aug-2018
Print 1099-MISC	
Print 1099-INT	
Print 1099 - S	
Create 1099 Electronic File	
Save 1099 Forms as Vendor Attachments/Archive	

Load the paper stock into your laser printer and click the **Print** button for the form you want to print.



If you do not have one of the forms to print, the menu item will be "grey" and not available.

You will see the AdmCrv ("Curve") logo and progress bar.



You will be printing both sides of the 1099 on blank form stock. If you have a duplex printer, select **Duplex** and both sides of the form will be printed in one run. If you do not have a duplex printer, you will need to run the forms through twice, first for the front and then for the back.

You will then see the following screen (this example shows 1099-Misc, but it is the same for all forms):

Preview

- 000310
- 000495
- 010857
- 017550
- 017675
- 020350
- 021490
- 023570
- 025285
- 027558
- 032190
- 036890
- 052880
- 057920
- 069815
- 072745
- 083029
- 084560
- 088463
- 100011
- 100607

CORRECTED

PAYER'S name, street address, city, state, ZIP code, and telephone no.  
TOWN OF ADMINS, INC.  
125 CAMBRIDGE STREET  
CAMBRIDGE, MA 02141-0000

1 Rent 0.00  
2 Roster 0.00  
3 Other income 0.00

OMB No. 1545-0116  
**2009**  
Miscellaneous Income  
Form 1099-MISC

4 Federal income tax withheld 0.00

Copy B

PAYER'S federal identification number  
04-6001265

ADDRESSEE'S name  
A.C.E. CLEANING

Street address (including apt. no.)  
P.O. BOX 868

City, state, and ZIP code  
PEPPERELL, MA 01463-0000

Account number (see instructions)  
000310

2nd TIN no.

10a Section 408(a) earnings 0.00  
10b Section 408(a) income 0.00

11 product to a buyer (see instructions for resale)  0.00  
12 Excess golden parachute payments 0.00  
13 State Tax Withheld 0.00

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.

14 Gross proceeds paid to an attorney 0.00

Form 1099-MISC (keep for your records)

The forms are listed by vendor number within entity. You can print forms individually, or for an entity. Click on the vendor number to view the form.

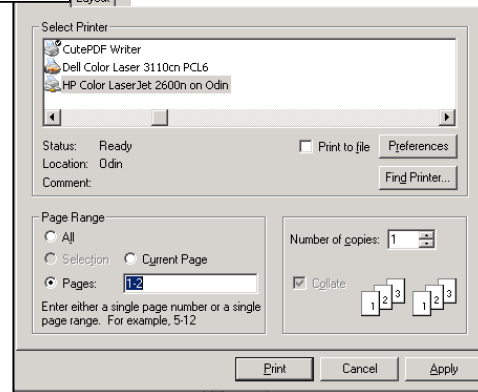
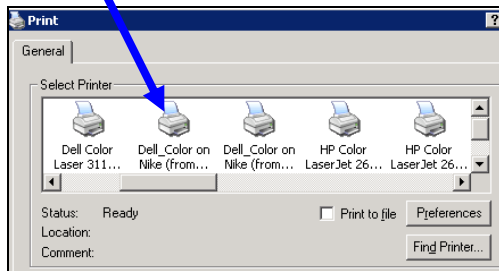
This is the vendor number. If vendors have been merged, both numbers will print here.  
Account number (see instructions)  
002550 053780



The top menu bar provides for viewing and printing.



Click the printer icon to print the forms to the printer of your choice. This invokes the standard Windows print dialog.



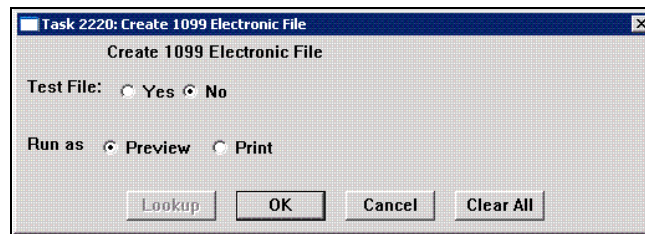
You can then choose to print all forms, or selected pages. This will allow you to print all the forms for a single entity, then repeat the process for the next entity.



## 8. CREATE 1099 ELECTRONIC FILE

### 8.1. Create the File

You are now ready to create the file to submit to the Internal Revenue Service. Electronic filing is done on-line using the IRS FIRE System at <https://fire.irs.gov/>. Refer to IRS Publication 1220 for detailed information. In addition, this procedure will create a 1099 totals report for your records.



**Test File** Indicate if you are running this file as a test or not. You can 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 re-run the process. Click [**No**] to create the live file for transmission.

**Run as** Choose to only Preview the report or Print the totals report.

This procedure will create a Totals Report for the Entity and the Electronic file to submit.





2222-AP1099D\$KTOT.REP Printed 25-Oct-2018 at 10:01:54 by THERESA Page 1  
Town of Admins  
1099 Electronic Reporting Summary Report

Transfer file Name: d:\auc\_development\admhome\transfer\irstax\_1\_2018\_2018102510154.dat  
Year: 2018

Entity Information: Entity: 1 TOWN OF ADMINS  
Payer Control Name: ADMINS  
Address: 100 WASHINGTON ST  
WILMINGTON, MA 02117-1234  
Contact Information: Name: Theresa Campbell  
Phone: (617) 494-5100  
E-Mail: theresa@admins.com

Form: INT  
Box 1: 1,250.75 Box 6: Box 11: Box 16:  
Box 2: Box 7: 62,120.00 Box 12: Box 17:  
Box 3: Box 8: Box 13: Box 18:  
Box 4: Box 9: Box 14:  
Box 5: Box 10: Box 15:

Total INT Forms: 6

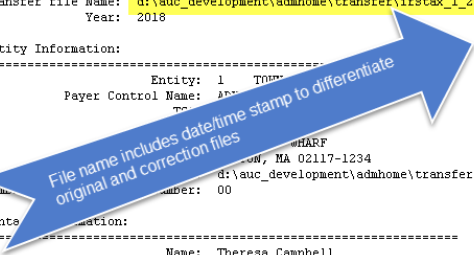
Form: MISC  
Box 1: 3,962.50 Box 6: 680.00 Box 11: Box 16:  
Box 2: Box 7: 26,835.00 Box 12: Box 17:  
Box 3: Box 8: Box 13: Box 18:  
Box 4: Box 9: Box 14: 9,305.00  
Box 5: Box 10: Box 15:

Total MISC Forms: 11

Form: S  
Box 1: Box 6: Box 11: Box 16:  
Box 2: 19,075.00 Box 7: Box 12: Box 17:  
Box 3: Box 8: Box 13: Box 18:  
Box 4: Box 9: Box 14:  
Box 5: Box 10: Box 15:

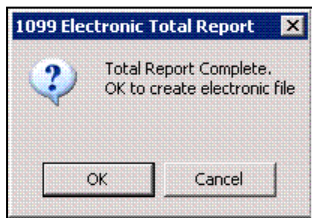
Total S Forms: 3

\*\*\* Grand Total \*\*\* Form Count: 20



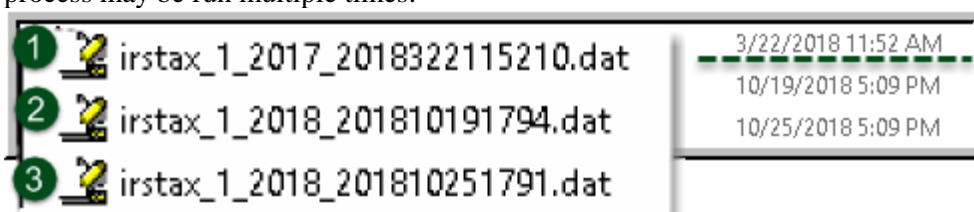
The 1099 Electronic Reporting Summary Report provides information for your 1099s. It will display the amounts being reported for each form, the total number of forms and totals for each entity. At the top of the report is the transfer file name and location.

When the Totals Report is complete the following prompt will display. You can cancel the creation of the Electronic file if your totals report is not correct. 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 5.2 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:







Maintain Entity Codes			
Entity	<input type="text" value="1"/>	Description	<input type="text"/>
<hr/>			
Name	<input type="text"/>		
Address 1	<input type="text"/>		
Address 2	<input type="text"/>		
Address 3	<input type="text"/>		
City	<input type="text"/>	Phone	<input type="text" value="(508) 966-5828"/>
State	<input type="text"/>	Fed Tax ID	<input type="text" value="06-6001997"/>
Country	<input type="text"/>	State Tax ID	<input type="text" value="06-6001997"/>
Zip Code	<input type="text" value="00000-0000"/>		
<hr/>			
<input type="button" value="1 AP 1099"/>		<input type="button" value="2 Payroll 1099/W2"/>	
		<input type="button" value="3 Payroll Bonds"/>	

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

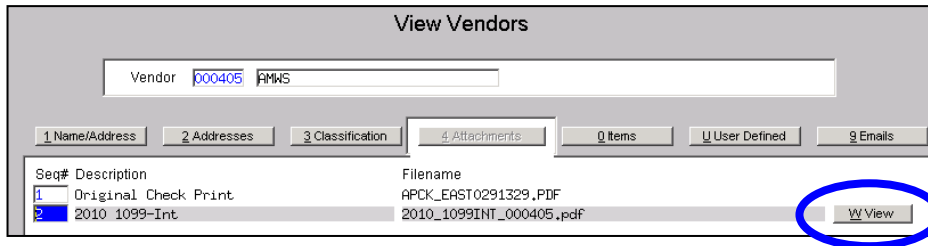


## 9. SAVE 1099 FORMS AS VENDOR ATTACHMENTS/ARCHIVE

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 **Paragraph 3.4** above).

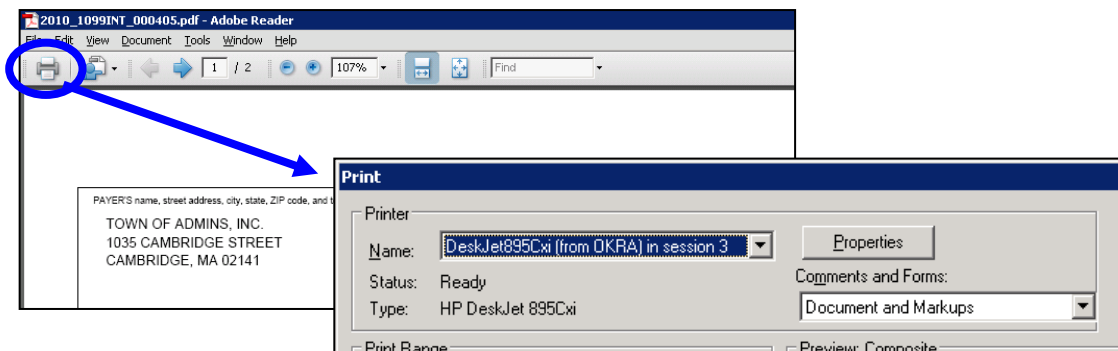
### 9.1. Vendor file Attachment

This process creates a separate PDF file for each 1099 for each vendor, and attaches it to the vendor file, (along with Purchase Orders, checks and other documents that you may have attached). To see the form, select **View Vendors, Attachment** tab. Highlight the document and click **View**.



#### 9.1.1. Reprint a 1099 Form

The Vendor Attachment feature can be used to reprint individual 1099 forms. When you click View, the PDF document will display on your screen. You can then use the Print feature to invoke the standard Windows dialogue and send the form to the printer of your choice.



### 9.2. Archive 1099 file

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

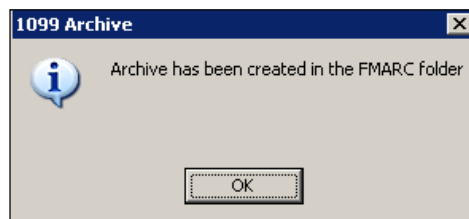
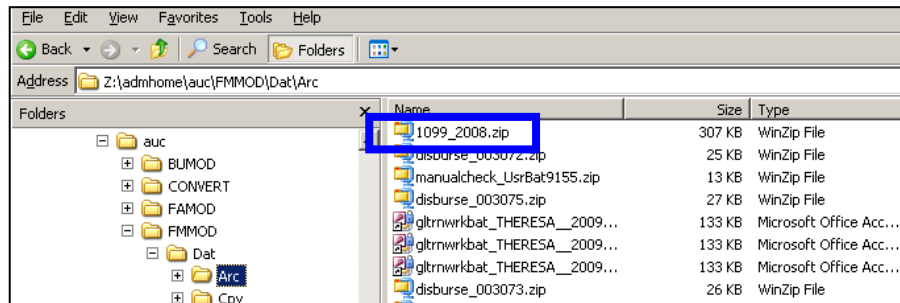
**Note:**



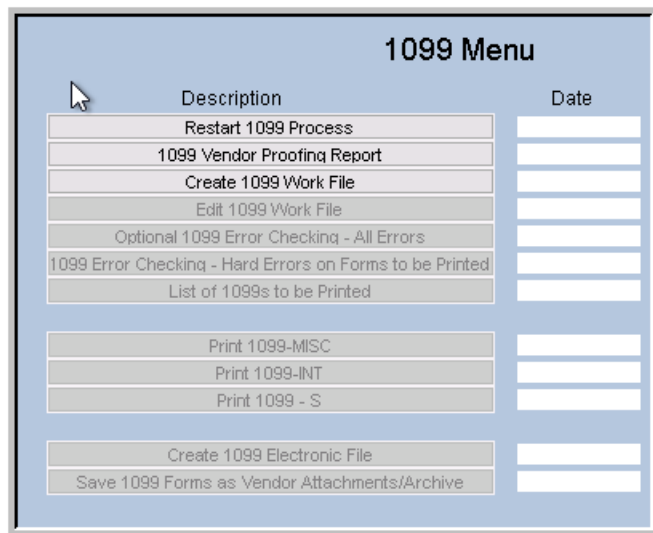
Be sure to run this procedure before making any corrections to 1099s that you have submitted to the IRS via electronic filing. You will, however, be able to reprint 1099s using the Attachment feature in the Vendor file



A compressed file will be created in the archive directory:



You will be notified when the process is complete. Select **OK** and you will return to the **1099 Steps Menu**.



The **1099 Steps Menu** is reset to the beginning of 1099 processing.



## 10. FREQUENTLY ASKED QUESTIONS

### When can I start running these steps?

You may start testing the process at any time. However, you should wait to print your forms and create your electronic file until:

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

But if you would like to start analyzing your vendor file and 1099 payments, you may do this at any time during the year. You can also enter the legacy information at any time after conversion.

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

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 a location of your choice. Each individual vendor form will be automatically saved and attached to the vendor file, where you can view and re-print if necessary.

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

To ensure that the 1099 is sent to the proper address, type in the proper address in the Edit 1099 screen. If this is a *permanent* change of address, you should also change it in the Enter Vendors screen.

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

Yes. If you have created the Attachments to the Vendor file, you can use the **Attachments** tab in **View Vendors** to re-print as often as needed. If you have not created the attachments, you can re-print from the 1099 process menu.

### Can I modify the amount reported for a given vendor?

Yes, you may modify the work file for a vendor. See the sections titled;  
**“Change payment from reportable to non-reportable”, and**  
**“Change payment from non-reportable to reportable”.**

### Can I change the 1099 codes in the voucher file?

Yes, changes may be made using the instructions found in section 4.5.



### **Why would I want to add a vendor or vendor payments to the work file?**

You would only need to do this if the vendor was not coded properly, or if you converted to the AUC system mid-year without converting all history.

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

No, you do not lose your changes – you can pick up processing where you left off. You will, however, lose any changes you have made if you build the work file again.

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

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

### **How do I produce a corrected 1099?**

- If the Electronic File **HAS NOT** been submitted
  - You can Edit the Work File with the necessary corrections.
  - You can then print just the one corrected 1099.
- If the Electronic File **HAS** been submitted
  - Refer to the **1099 Corrections** document in the Accounts Payable Help Reference Library.

### **What if I omitted a vendor and have already submitted the electronic file?**

The system will allow you to create an empty 1099 work file where you can then add the vendor omitted and process normally.

Refer to **Section 12, Appendix C Printing and Submitting an Omitted Form** contained in this document.

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

You can use **Accounts Payable ▶ Vendors ▶ Enter Vendors ▶ User Defined Tab** to enter the amount paid from the 3<sup>rd</sup> Party System and AUC will combine this amount entered with any payments made by AUC.

### **Are credit card transactions included when the 1099 process creates the workfile?**

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



**Can anything be done so that a user can't change a voucher set to 1099 in the Voucher Entry Screen?**

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

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

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

**Can you run the Vendor report by 1099 code (report #3808) by a specific 1099 code?**

You can run the report to Excel and sort by 1099 code.





## 11. APPENDIX A: TROUBLESHOOTING VENDOR PAYMENT REPORT

You may receive one or more errors on the 1099 Vendor Payment report. Listed below are guidelines on how to troubleshoot these error conditions.

### Error Code 1: Voucher 1099 Code differs from vendor 1099 Code

This is an informational message alerting you that you have a vendor with a 1099 code, but some payments were made to that vendor with a different or missing 1099 code. In other words, you have different 1099 codes for the same vendor, and/or non-reportable payments made to a 1099 vendor. This may be acceptable depending on the circumstance.

2855-AP1099PAY.REP Printed 10-Nov-2009 at 15:49:28 by ROSCOE Town of ADMINS 1099 Vendor Payment Report Page 1

D e t a i l  
Sort Order: Entity, Vendor SortName and Form

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

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.

If you want to adjust this, you have 2 choices:

- Remove the 1099 code from the Vendor so that the vendor becomes non-reportable, or
- After you build the 1099 workfile, you may adjust the workfile and make this payment reportable.



### 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, you need to 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,

Click **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
	NON-EMPLOYEE COMPENSATION	MISC	7	600,00	Inactive

If the code is not found in the table, click **Actions** ▶ **Add 1099 Code**



### Error Code 3: Missing Federal ID# for Reportable Amount

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

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

You will need to go to the vendor record and update the Federal ID#. You may do this in 1 of 2 ways.

#### Method 1: Update it directly into the work file screen:

1099 Work File Summary

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

Entity: [ ]  
 Federal ID#: [ ]  
 1099 Flag: [ ]  
 Address Type: AP, ACCOUNTS PAYABLE



You will lose your changes if you need to re-build the work file again.

#### Method 2: Update it in the Vendor Screen and then re-build the 1099 work file:

Enter Vendors

Vendor: 000047 NYNEX

1 Name/Address    2 Addresses    3 Classification

Entity:  Town  School  P  
 Federal ID#: [ ]

Input the missing Federal ID# in this field.



### 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. You will need to go to the vendor record and update the address data. Again, you may do this in 1 of 2 ways.

00047	NYNEX	10	9	Form: MISC			
	WORCESTER,MA	01654-0000		Box: 13			
	(800) 941-9900						
					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 into the work file screen.

### 1099 Work File Summary

Vendor <span style="border: 1px solid blue; padding: 2px;">000047</span> NYNEX	Entity <span style="border: 1px solid gray; padding: 2px;">1</span>
Address <span style="border: 1px solid gray; padding: 2px;">PO BOX 421</span>	Federal ID#
<span style="border: 1px solid gray; padding: 2px;">WORCESTER</span> <span style="border: 1px solid gray; padding: 2px; margin-left: 10px;">MA</span> <span style="border: 1px solid gray; padding: 2px; margin-left: 10px;">01654-0000</span>	1099 Flag
Phone# (800) 941-9900	Address Type



You will lose your changes if you need to re-build the work file again.

#### Method 2: Update it in the Vendor Screen and then re-build the 1099 work file:

### 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

Country

Enter the missing address data for the vendor.



### **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. You should verify the figures and if necessary correct the reportable amount in the 1099 Work File.

### **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). You can correct this in the same way you corrected Error Code 2 (**see instructions above**).



## 12. APPENDIX B: IRS FORM 4419

<p>Form <b>4419</b> (June 2018)</p>	<p>Department of the Treasury - Internal Revenue Service</p> <h3 style="margin: 0;">Application for Filing Information Returns Electronically (FIRE)</h3>	<p>OMB Number 1545-0387</p> <p>IRS Use Only</p>		
<p><input type="checkbox"/> Revised Form 4419</p> <p>Current Transmitter Control Code (TCC) (revised only) (refer to instructions page 2) _____</p>				
<p>1. Transmitter and/or Payer information</p> <p>Legal name (associated with EIN in Block 2)</p> <p>_____</p>				
Mailing address		City	State	ZIP code
_____		_____	_____	_____
<p>2. Employer Identification Number (EIN) (SSN not permitted)</p> <p>_____</p>				
<p>3. Is the request for a foreign transmitter without a TIN</p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p>		<p>4. What Tax Year will electronic filing begin</p> <p>_____</p>		
<p>5. Check the box(es) next to the returns you will file electronically</p> <p><b>Note:</b> IRS encourages transmitters who file for multiple payers to submit one application and use the assigned TCC for all payers.</p> <p><input type="checkbox"/> Forms 1097, 1098, 1099, 3921, 3922, 5498 and W-2G (See Publication 1220)</p> <p><input type="checkbox"/> Form 1042-S, Foreign Person's U.S. Source Income Subject to Withholding (See Publication 1187)</p> <p><input type="checkbox"/> Form 8027, Employer's Annual Information Return of Tip Income and Allocated Tips (See Publication 1239)</p> <p><input type="checkbox"/> Form 8955-SSA, Annual Registration Statement Identifying Separated Participants with Deferred Vested Benefits (See Publication 4810)</p> <p><input type="checkbox"/> I have read the following FIRE System requirement: In order to file electronically through the FIRE System, you must have software or a service provider that will create the file in the standard ASCII format. The FIRE System does not provide an on-line fill-in option. You must transmit your data in the specific format required by IRS.</p>				
<p>6. Person to contact about this request</p> <p>Name</p> <p>_____</p> <p>Position title</p> <p>_____</p>				
Email address			Telephone number	
_____			_____	
<p>7. <input type="checkbox"/> I have read the Affidavit in the Instructions on page 2 and I am authorized to sign the document on behalf of the transmitter and/or payer.</p> <p>Under penalties of perjury, I declare that I have examined this document including any accompanying statements, and to the best of my knowledge and belief, it is true, correct, and complete.</p>				
<p>8. Official of the company or organization</p> <p>Name</p> <p>_____</p> <p>Position title</p> <p>_____</p>				
Signature (a computer generated signature is not acceptable)			Date	
_____			_____	
<p><i>For Privacy Act and Paperwork Reduction Act Notice, see Instructions.</i></p>				
Catalog Number 41639J		www.irs.gov		Form <b>4419</b> (Rev. 6-2018)



**General Instructions**

**Purpose of Form:** Submit Form 4419 to request authorization to electronically file any of the forms shown in Block 6. Complete all required information. If your application is approved, a five-character alphanumeric Transmitter Control Code (TCC) will be assigned to your organization.

**Note:** In order to file electronically through the FIRE System, you must have software or a service provider that will create the file in the standard ASCII format. A scanned or PDF document will not be accepted.

**Forms W-2:** Do not use Form 4419 to request authorization to electronically file Form W-2. Form W-2 information is only sent to the Social Security Administration (SSA). Refer to Social Security Administration (SSA) website at <https://www.ssa.gov/>.

This application is subject to review before the approval to transmit electronically is granted and may require additional documentation at the request of the IRS. If a determination is made concerning the validity of the information returns transmitted electronically, IRS has the authority to revoke the TCC and terminate the release of files.

You may not need more than one TCC. Transmitters who file for multiple payers may submit one application and use the assigned Transmitter Control Code (TCC) for all payers. You may transmit files for as many companies as you need under the one TCC.

We will delete your TCC if you don't file your information returns for two consecutive tax years. Once deleted from our database, you will need to submit another Form 4419.

**Revised Form 4419 Information:** Check the box located at the top of Form 4419 and provide the current TCC assigned to the business. A revised Form 4419 can only be submitted if you are updating information for a previously submitted and approved Form 4419 for the following information:

- Block 1 - Legal name and address
- Block 6 - Person to contact or contact information

**Note:** A revised Form 4419 can only be submitted on paper.

Changes to the blocks listed below require you to submit a new Form 4419. A new TCC will be assigned to the transmitter/payer.

**(Do not check the Revised box.)**

- Block 2 - EIN
- Block 5 - Type of return to be reported

**Specific Instructions**

**Due Date:** Submit Form 4419 at least 45 days before the due date of the return to ensure timely filing.

**When completing this form, please print or type clearly.**

**Block 1 -** Enter the legal name associated with the EIN in Block 2 and the complete address of the organization that will submit electronic files (transmitter and/or payer). **Required.**

**Block 2 -** Enter the Employer Identification Number (EIN), Qualified Intermediary Number (QI-EIN), Withholding Partnership Number (WP-EIN), or Withholding Trust Number (WT-EIN) of the organization transmitting the electronic files. Social Security Numbers (SSN) are not permitted. **Required.**

**Block 3 -** Check the appropriate box to indicate if you are a foreign transmitter who does not have a nine-digit Taxpayer Identification Number. **Required.**

**Block 4 -** Enter the tax year that you wish to begin filing electronically. **Required.**

**Block 5 -** Only check the box next to the returns you will electronically file with the IRS. A separate TCC will be assigned for each box checked in Block 5. **Required.**

Check the box to indicate you have read the requirements to transmit information returns through the FIRE System.

**Block 6 -** Enter the name, position title, email address and telephone number (with area code) of the person to contact about this application. This should be a person who is knowledgeable about the electronic filing of your information returns. **Required.**

**Block 7 - Affidavit.** This application must be completed and submitted by: (a) the owner, if the applicant is a sole proprietorship, (b) the president, vice president, or other principal officer, if the applicant is a corporation, (c) a responsible and duly authorized member or officer having knowledge of its affairs, if the applicant is a partnership, government entity, or other unincorporated organization, or (d) the fiduciary, if the applicant is a trust or an estate.

Check the box to confirm that you have read the affidavit and are authorized to sign on behalf of the transmitter and/or payer. **Required.**

**Block 8 -** The form must be signed and dated by an official of the company or organization requesting authorization to file electronically. **Required.**

For further information concerning the electronic filing of information returns, visit [irs.gov](http://irs.gov). The following publications are available:

- **Publication 1220, Specifications for Electronically Filing Form 1097, 1098, 1099, 3021, 3022, 5498, and W-2G**
- **Publication 1187, Specifications for Electronically Filing Form 1042-S, Foreign Person's U.S. Source Income Subject to Withholding**
- **Publication 1239, Specifications for Electronically Filing Form 8027, Employers Annual Information Return of Tip Income and Allocated Tips**
- **Publication 4810, Specifications for Electronically Filing Form 8955-SSA, Annual Registration Statement Identifying Separated Participants and Deferred Vested Benefits Paperwork**

**How to submit Form 4419:**

- File Form 4419 at <https://fire.irs.gov>.
- **Mail or Fax Form 4419 to:**  
Internal Revenue Service  
230 Mural Drive, Mail Stop 4360  
Keameysville, WV 25430  
Fax: (877) 477-0572 (within the U.S.)  
(304) 579-4105 (International)

**Contact the IRS Monday through Friday**

- (866) 455-7438 (Toll Free)
- (304) 263-8700 (International)

**Note:** A TCC will not be issued over the phone or via email.

If you don't receive your TCC within 45 days, contact the IRS at the phone numbers listed above.

**Privacy Act and Paperwork Reduction Act Notice**

The authority for requesting this information is Internal Revenue Code sections 7801, 6011(f) and 6109. The primary purpose for requesting the information is to identify you and to verify your fitness to transmit returns using the Filing Information Returns Electronically (FIRE) System. Your response is mandatory if you are required to file returns electronically. If you do not provide all or part of the information, we may not be able to process your application; providing false or fraudulent information may subject you to penalties. We may give this information to the Department of Justice for use in civil and/or criminal litigation, to the public to help identify approved electronic filing practitioners, and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, and to federal law enforcement and intelligence agencies to combat terrorism.

We ask for the information on these forms to carry out the Internal Revenue Laws of the United States. You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The time needed to provide this information would vary depending on individual circumstances. The estimated average time is:

Preparing Form 4419 . . . . . 20 minutes.

If you have comments concerning the accuracy of this time estimate or suggestions for making this form simpler, we would be happy to hear from you. Write to the Tax Forms Committee, Western Area Distribution Center, Rancho Cordova, CA 95743-0001. DO NOT SEND FORM 4419 TO THIS OFFICE. Refer to the instructions above on where to mail or fax.



## 13. APPENDIX C: Printing and Submitting an Omitted Form

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

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

### 13.1. CREATE 1099 WORK FILE

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

Task 2201: Create 1099 Work File

Create 1099 Work File

Required: Enter Year 2018

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

Run as  Preview  Print  PDF

If Printing use Duplex  Yes  No

Lookup OK Cancel Clear All

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

### 13.2. Edit 1099 Work File

Click the **Edit 1099 Work File** button from the steps menu to edit the work file and add the vendor record that was omitted.





**1099 Work File Summary**

<b>Vendor</b> 000000 00 Address   Phone# (000) 000-0000	<b>Entity</b> Federal ID# 1099 Flag Address Type  Total Paid                      Reportable
---	---

**Amounts Reportable**

Box Code	Description	Form	Check Amount	Amount Reportable	Click Button to Edit
<input type="checkbox"/>					<input type="button" value="Edit"/>

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

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

**Add Vendor/Check**

Required: Enter Vendor#    019872    101PHONES

Required: Entity Code    1    TOWN OF ANYWHERE

Required: 1099 Code    Y

Required: Enter Check Amount    1595.00

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



1099 Work File Summary						
<b>Vendor</b> 019872 01 101PHONES.COM <b>Address</b> 1410 BROADWAY 20TH FLOOR NEW YORK NY 10018-0000 <b>Phone#</b> (877) 374-6635	<b>Entity</b> <input type="checkbox"/> TOWN OF ANYWHERE <b>Federal ID#</b> 11-3489025 <b>1099 Flag</b> <b>Address Type</b> AP Accounts Payable <hr/> <b>Total Paid</b> 1595.00 <b>Reportable</b> 1595.00					
Amounts Reportable						
Box	Code	Description	Form	Check Amount	Amount Reportable	Click Button to Edit
7	<input checked="" type="checkbox"/>	NON-EMPLOYEE COMPENSATION	MISC	1595.00	1595.00	<input type="button" value="Detail"/>

You can then complete the remainder of the 1099 Processing steps to produce this 1099 form, electronic file, and attach and archive.