



HARRIS
School Solutions

HSS
Webinar
December 19, 2019

1099 for Tax Year 2019

1099 Processing Release Overview

- The 1099 software is updated annually.
- The release of the Tax Reporting software for 2019 is designated as TX19.

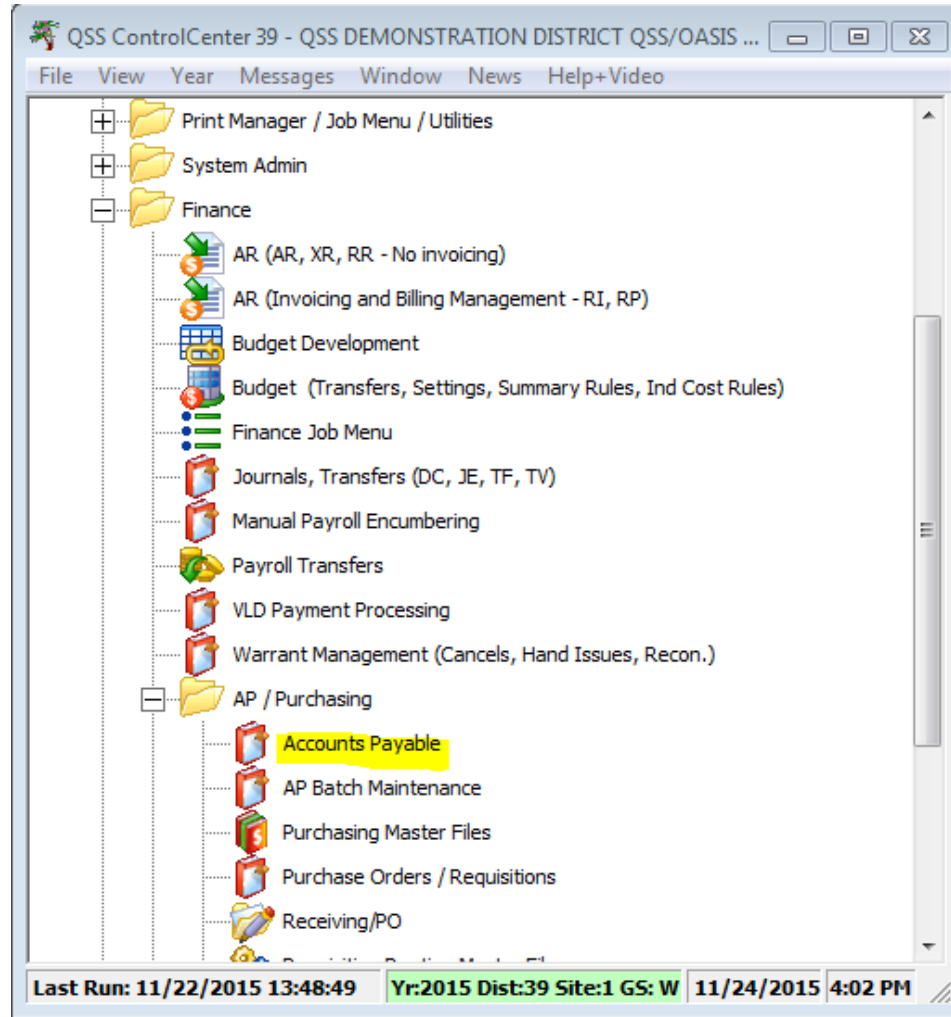
2019 Form 1099-MISC

- 2019 Form 1099-MISC reports payments for services.
- Reports vendors that are flagged for 1099 reporting.

How 1099 Processing Works

- Extract 1099-MISC data from A/P transactions processed in calendar year 2019.
- Enter additional data for payments not transacted via QSS/OASIS A/P software.

QCC Finance Module A/P Branch AAUPDT available year round



1099 Maintenance

Accounts Payable - Accounts Payable 07 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options View Help+Video

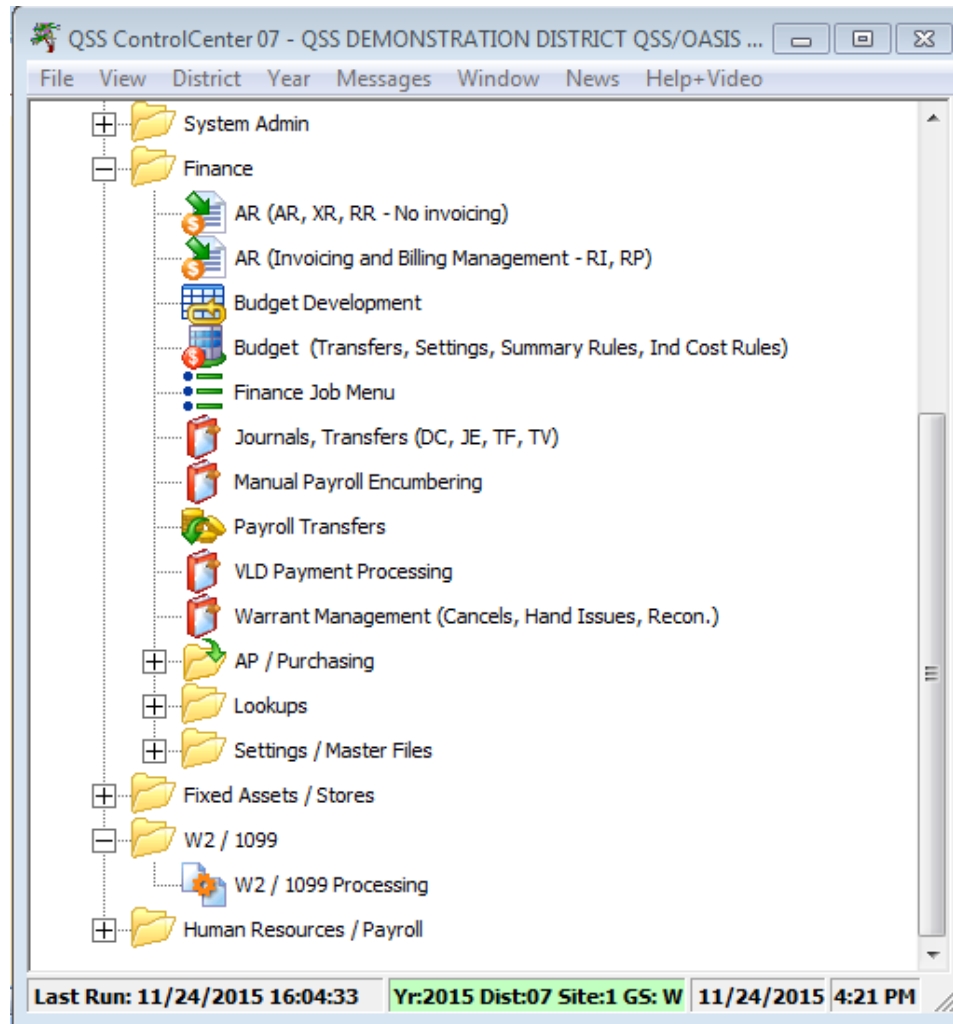
- Accounts Payable
 - PO Payments (PO)
 - Pay Vouchers (PV)
 - Travel Claims (TC)
 - Credit Memos (CM)
 - Revolving Cash (RC)
 - Set Up Payables (EP)
 - Payables Payments (CL)
 - Liabilities (LB)
- Transaction Maintenance
 - Move / Hold Payments
 - 1099 Maintenance (AA)**
 - Approve Due Date Payments
- EDD 542
 - District Maintenance
 - Independent Contractor Maintenance
- Import
 - Import Pay Vouchers (PV)

Search (F3)

Search Results (Double-Click a cell or Control-Enter (while in the grid) or Ctrl+O to view details)

Yr: 2015 Dist: 07 Site: 1 GS: W 11/24/2015 4:19:53 PM

1099 Processing Branch



2019 1099 Task List

1099 Task List

TASK	WHAT	WHEN	HOW
1-T	Install current year's 1099 programs; set up user security	Dec.	
2-T	Create data file (KSAM file) for Additional Data program (Version H only)	Dec.	y19ten99prep command
3-T	Create or copy control files	Dec.	
4-AP	Print prelist based on vendor TINs; check for accuracy	Jan.	1099-Misc Prelist (TNSB19)
5-AP	<i>OPTIONAL</i> —Edit flags as needed	Jan.	1099 Maintenance (AA transactions)
6-AP	<i>OPTIONAL</i> —Edit vendor information as needed	Jan.	Vendor Maintenance
7-AP	<i>OPTIONAL</i> —Add/Edit additional data as needed	Jan.	1099-Misc Prelist (TNSB19)
AP	<i>Repeat from Task 4-AP until accurate</i>	Jan.	
8-T	Extract AP payment records from GLDSYS database	Jan.	y19ten99ext command
9-T	Merge AP and Additional Data records for extract file	Jan.	y19ten99mrg command
10-T	Filter amount cutoffs by TIN	Jan.	y19ten99filter command
11-T	Print final prelist	Jan.	y19ten99rpt command

2019 1099 Task List (Continued)

TASK	WHAT	WHEN	HOW
AP	<i>Check prelist; repeat from Task 4-AP until accurate</i>	Jan.	
12-T	Print and distribute 1099 forms	By 1/31	y19ten99rpt command
T	Print and distribute 1099 laser forms	By 1/31	y19ten99laser command
13-T	Create electronic transmittal file	By 1/31	y19ten99file command
14-T	Transfer transmittal file to PC	By 1/31	
15-T	Save history file (Version H only)		y19ten99save command

1099 Task Flowchart

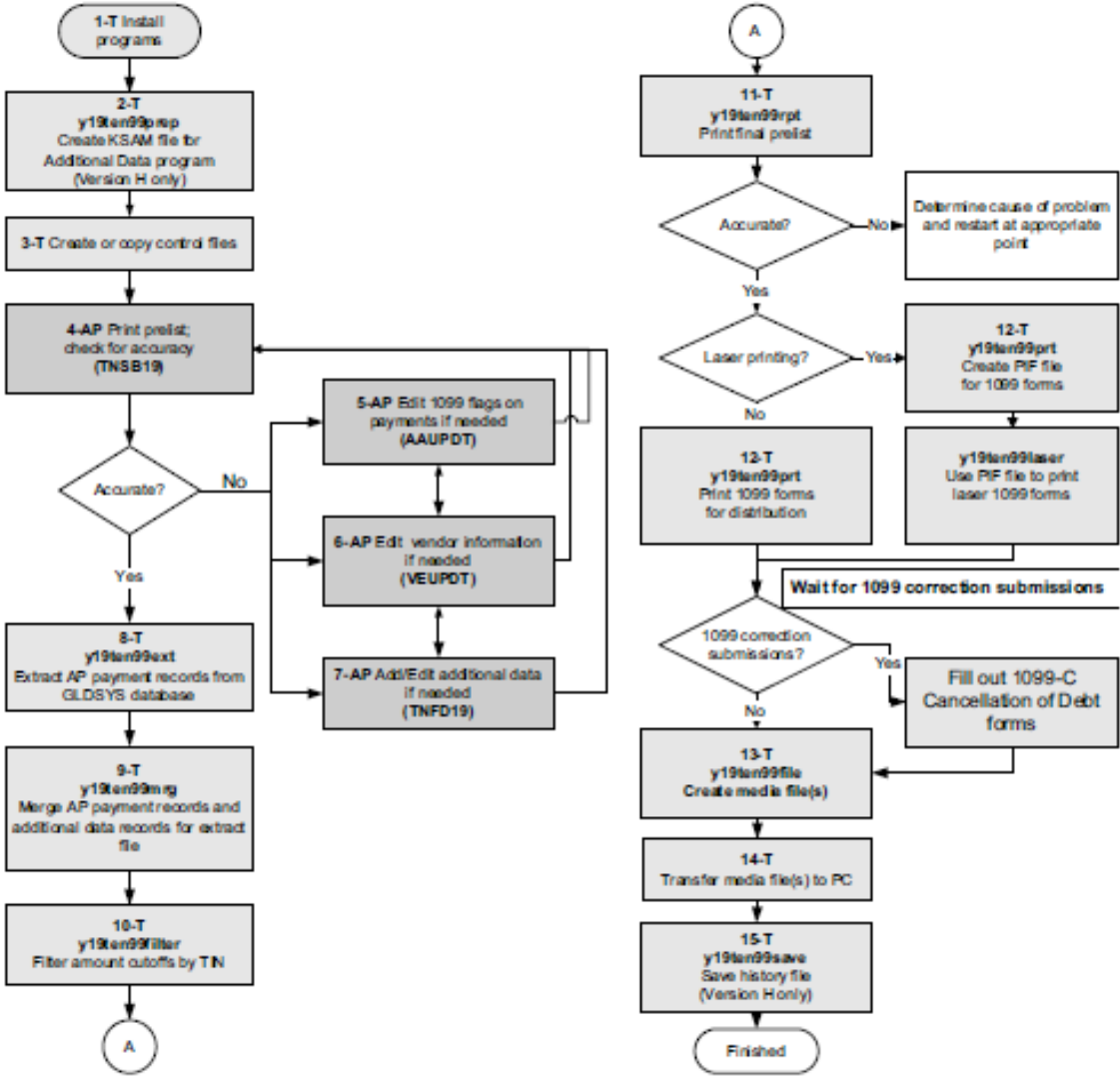


Figure 2-1: Flowchart of Tasks for 1099-MISC Processing

A/P Vendor Definition

- Vendors can be external agents that sell goods and /or services.
- Vendors can be employees receiving reimbursements.

Reportable 1099 Payments

- Payments to Independent Contractors
- Payments to Attorneys

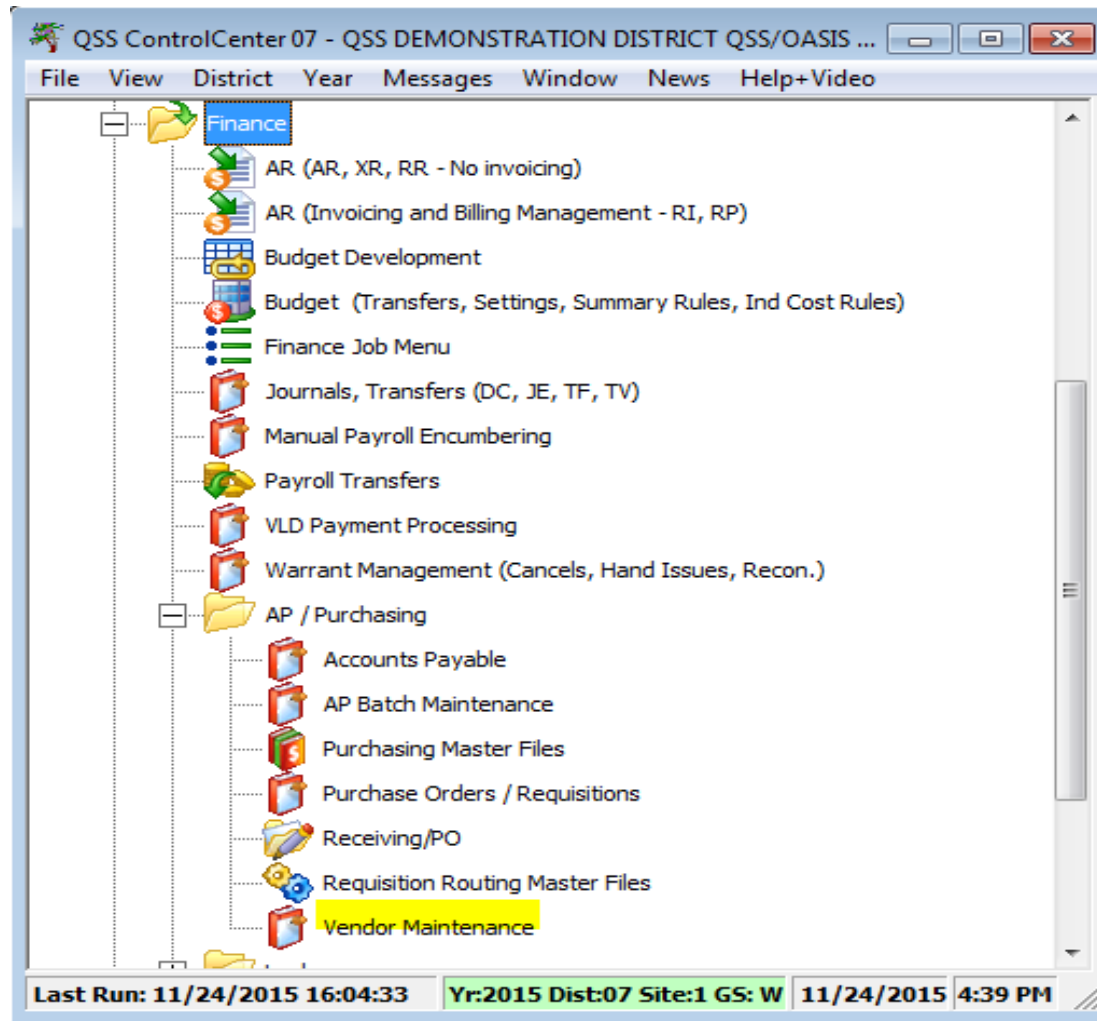
1099-MISC Vendor Address Printing

- Regular Address (Default for printing)
- Remit Address (Custom configuration)
- Designated Additional Address (Custom configuration)

1099-MISC Vendor Flagging

- Vendor Master File 1099 field must contain “Y”
- Taxpayer ID Number (TIN) entry
- Taxpayer ID Name (if different from regular Vendor Name)

Vendor Master File Maintenance



Vendor Master File 1099-MISC fields

Vendor Maintenance 07 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help

Inspect

Contact Information | Optional Information | Add'l Addresses (2) | Commodities (1) | Comments*

District: 07
Number: 000097

Name: Eatsalot Food Service Remit Name:
Address: 777 Hungry Avenue Remit Address:
City: San Jose State: CA Zip: 94070 City: State: Zip:
Phone: (777) 777-7777 Fax: (777) 777-7778
Contact: Mr. Eatsalot

1099: Y - Yes Name: Eatsalot, Carl Preset: Tax ID: 123456789 SSN: 123-45-6789

Use Tax Preset: N - No Use Tax 1: % Use Tax 2: %

Acct Number: 123456789 Rating: A#1 Msg Flag:
Category: FOOD
Type: Revolving Cash Object: Terms: Shipping %:
Comments: Best Fried Food Vendor

Last edit: 12/04/2013 at 06:00:09 by DA08 Last paid: 00/00/0000

VEOPDT: U W \$USER DEA08 N Yr:2015 Dist:07 Site:1 GS: W 11/24/2015 5:08 PM

“1099” Program Option

1099 codes for the Edit Data box

CODE	EXPLANATION
1	Rent
2	Royalties
3	Other Income
4	Federal Income Tax Withheld
6	Medical and Health Care Payments
Y or 7	Nonemployee Compensation
D	Excess Golden Parachute Payments (corresponding to Box 13 on the 1099-MISC form)
E	Gross Proceeds Paid to an Attorney (corresponding to Box 14 on 1099-MISC form)
G	State Tax Withheld (corresponding to Box 16 on 1099-MISC form)
H	State Income (corresponding to Box 18 on 1099-MISC form)

Posting Attorney Fees and Gross Proceeds to the Correct 1099 Box.

- Attorney fees post into Box 7.
- Attorney Gross Proceed payments should be reported in Box 14.

"1099" Program Option

Finance Maintenance 39-QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help+Video

Updated Successfully (PROGRAM-OPTIONS) Change

Program Options (GOUPT) | Field Relationship Tables (FLD000) | County Fund Cross Ref (CFUPDT)

Program Options by Dist | **Program Options by Prog** | Meters | Control Dates | Data Formats

Program: 1099

	Dist	Data Matrix
▶ 1	00	123456789ABCDEFG

Yr:2008 Dist:39 Site:1 GS: W 11/28/2015 12:41 PM

Task 6-AP

Edit Vendor Information

Vendor Maintenance 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help

Inspect

Contact Information | Optional Information | Add'l Addresses (3) | Commodities (1) | Comments*

District: 39

Number: 000007

Name: Eatsalot Food Services Remit Name: Eatsalot Food Services

Address: 777 Hungry Avenue Remit Address: 888 Stuffed Avenue

1

City: San Jose State: CA Zip: 94070 City: San Jose State: CA Zip: 94070

Phone: (777) 777-7777 Fax: (777) 777-7778

Contact: Mr. Eatsalot

1099: Y - Yes Name: Eatsalot, Carl Preset: Tax ID: 123456789 SSN: 111-11-1111

Use Tax Preset: Y - Yes Use Tax 1: % Use Tax 2: %

Acct Number: 123456789 Rating: A#1 Msg Flag:

Category: FDOI PDFF PDFE

Type: Revolving Cash Object: Terms: Shipping %:

Comments: Best Raw Food Service Vendor!

Last edit: 02/11/2014 at 13:28:20 by DA07 Last paid: 07/31/2007

VEUPDT: 0 W \$USER DEA08 N Yr:2015 Dist:39 Site:1 GS: W 11/25/2015 10:15 AM

Address 99 Usage

Vendor Lookup 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help+Video

1 Records Read, 1 Records Matched. Showing 4 rows including 1 Vendor and 3 Additional Addresses. Page: 1 of 1

Vendor Lookup | IIN Lookup | Commodity Lookup | Employee Lookup | **Results**

	Vendor Name	Vendor #/Addr	Status	Address	Contact/Comment/Type/TIN	Phone Number	F
▶ 1	Eatsalot Food Services	39 - 000007	A	777 Hungry Avenue San Jose, CA 94070	Mr. Eatsalot Best Raw Food Service Vendor!! eatsalot@yahoo.com eatsalotMORE@yahoo.com eatsalotALLOFIT@yahoo.com TIN: Y	(777) 777-7777	(
2	Eatsalot Food Services	39 - 000007/01	-	8888 Hungry Ave San Jose, CA 88888	ADDRESS #1 Addr Type: VE		
3	Eatslot Food Services	39 - 000007/02	-	9999 Hungry Avenue San Jose, CA 99999	Address #2 Addr Type: VE		
4	Eatsalot Food Services	39 - 000007/99	-	1099 Hungry Avenue San Jose, CA 991099	This is the address we use if they need a 1099. Addr Type: 99		

12/2/2015 7:08 AM

PO Payment Add

Automatic Flagging of 1099 Vendor Payments

Add PO Payment

File Options

Quick View Next PO#: <Enter PO#> <Line>

Add

PO number: 000001 - Materials of some sort
Line: 0001 Account: 01-000-000-0000-0-0000-0000-4310-0000
Budget balance: -\$3,198.57
Vendor: 000113 - Acme Products Inc
Withhold Order on File

Balance: \$699.70

Payment type: [Dropdown]

Invoice date: 06/30/2011 [Dropdown]

Invoice description: test

Batch number: 0001 - Vendor payments for March 4 [Dropdown]

Payment due: [Dropdown]

Payment: [Field] **Note:** As of 8/22/2011, the positions of the Payment and Liquidate fields have been reversed. [Don't show this message again](#)

Liquidate: [Field]

Use Tax: N [Dropdown] Use Tax Amount: \$0.00

1099: Y [Dropdown]

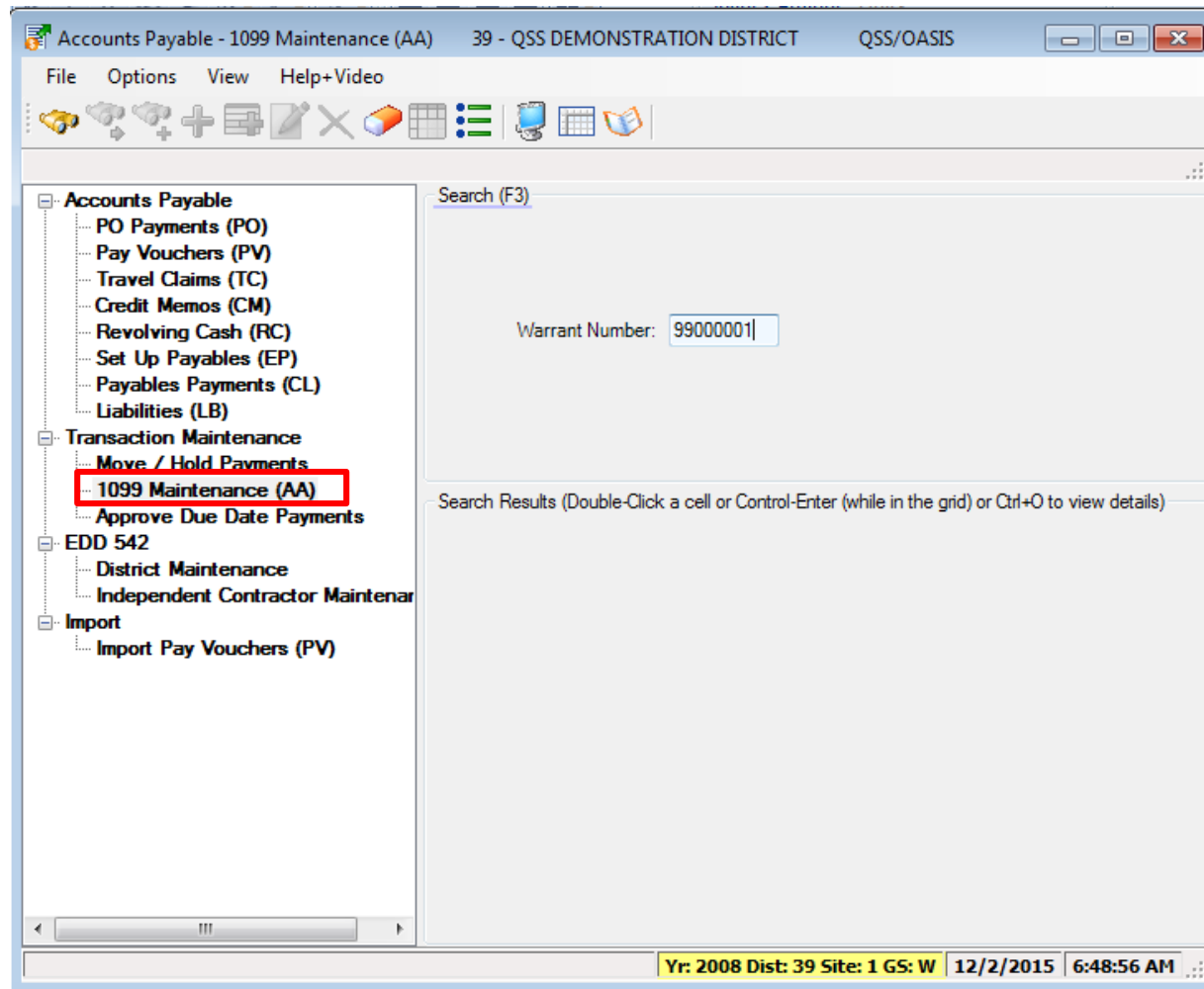
Discount: 2.00 % Net:

Remit Payments:
Acme Products, Inc
Accounting Department
500 Main StreetX
Your City, CA 12345

Address No: L 00 [Dropdown]
7 Addresses

Yr: 2011 Dist: 07 Site: 1 GS: W 12/11/2011 3:59:58 PM

Update 1099 Payment Lines by Warrant Number



Update 1099 Payment Lines by Warrant Number


1099 Maintenance

File Options

Warrant: 99000001 \$ 77.77 District: 39 - THE TRAIN USD

Warrant Status: O - Outstanding Vendor: 000007 - Eatsalot Food Services

Date Paid: 07/31/2007 1099 Valid Values: N, Y, 1, 2, 3, 4, 5, 6, 7, 8, 9

	Reference	Invoice	Fnd Resc Y	Objt SO	Goal Func	CstCtr	Ste Mngr	Lb	UT	Amount	1099
▶ 1	HW - 000001		010-0000-0	-1100-00	-1110-1000	-0000000	-017-0000	N	N	77.77	

Task 1-T Version H: Install 2019 1099 Release

TOPIC	PAGE
Task 1-T for Version H: Installation of TX19 Release	3-3
Step 1—Obtain User Manuals from the QSS Web Site	3-3
Step 2—Distribute Materials	3-3
Step 3—Download the TX19 Installation File from QSS/OASIS Web Site	3-4
Step 4—Transfer and Restore Installation File to Your HP e3000	3-4
Step 5—Build New Release and Archive Groups	3-5
Step 6—Restore Files	3-6
Step 7—Archive Current Versions of Released Files	3-6
Step 8—Integrate Release Files into Standard Groups	3-6
Step 9—Move Updated Files into Production	3-7
Step 10—Copy Process Control and Printer Environment Files	3-7
Step 11—Move W2 Transmittal File Program into Production	3-7
Step 12—Copy Last Year's Control Files	3-9
Step 13—Modify UDCMENU	3-11
Step 14—Integrate W2 and 1099 UDCs for 2019	3-14
Step 16—Store Archive Files to Tape	3-15
Step 17—Set Up Menu Options (Traditional Software Only)	3-15

Task 1-T Version L: Install 2019 1099 Release

TOPIC	PAGE
Task 1 - T for Version L: Installation of TX19 Release	3-19
Step 1—Install Current GS Releases	3-19
Step 2—Obtain the TX19 Release	3-19
Step 3—Unzip the TX19 Release Files	3-19
Step 4—Install the TX19 Release (Control Files and Command Files)	3-22
Step 5—Install Form Files for W2 Forms	3-24
Step 6—Install Form Files for 1099-MISC Forms	3-28
Step 7—Set Up User Security	3-30

Task 2-T Create Additional Data File (Version H only)

- Execute Y19TEN99PREP.
- Set program access via TNFD19 USERSEC.

Additional Data File Warning

```
+-----+
|
| WARNING:  The Foreign data file has  ←
|           already been created.      |
|
| File TFTNFD19.W2109919.QSSUSER
| Contains 101 records ←
| Created: THU, NOV 13, 2019 by OPR
| Updated: THU, NOV 13, 2019 at 7:50 AM |
|
+-----+
```

Erase the foreign data file? (Y/N)

A warning that the file already exists is displayed.

The number of existing records is displayed.

Figure 4-7: Additional Data File Warning Message

Access Additional Data Program

The screenshot shows a web application window titled "W2/1099 Processing" with the following menu and tree structure:

- File
- Options
- Help+Video

Tree View:

- Tax Year 2019
 - 1099 Processing
 - 1099-Misc Prelist (TNSB19)
 - 1099-Misc Additional Data (TNFD19)**
 - W2 Processing
 - W2 Option Maintenance (W2PO19)
 - W2 Prelist (W2SB19)
 - W2 Data Edit (W2ED19)
- Tax Year 2018
- Tax Year 2017
- Tax Year 2016
- Tax Year 2015
- Tax Year 2014
- Tax Year 2013
- Tax Year 2012
- Tax Year 2011
- Tax Year 2010
- Miscellaneous Options
 - Maintain Health Care Control Records
 - Maintain Health Care Adjustments
 - Maintain W2 "No-Print" Authorizations
 - W2 Data Search
- Lookups/Uploads
 - View W2 Image
 - Upload W2C

Bottom status bar: Yr: 2008 Dist: 39 Site: 00 GS: W 11/29/2019 9:53:21 AM

Task 3-T Setting Up Control Files

- Create/Copy Federal EIN Control File – contains Federal Identification numbers for both W2 and 1099 processing
CTW2TP19
- Create/Copy Contact Phone Number Control File – contains filing person's contact telephone, name, address
CT1099PH
- Create/Copy Transmitter Information Control File – contains transmitter information for 1099 media file.
CT1099TI

Transmitter Control File

CT1099TI

```

1; This control file is used to define parameters required to be included
2; on the 1099-MISC media file. This file is self documenting and
3; should be edited to provide data values.
4;
5;
6; This file can be used to allow for input of field values without
7; having to answer questions when producing the 1099-MISC media file.
8;
9; Edit the field values below and replace the '*' values with the
10; correct value for your organization. If the field should be spaces
11; replace the '*' with spaces. Any field left as '*' will be prompted
12; for a value when the transmittal file is created.
13;
14;
15;Field      Size  Description
16;-----
17;NAMCTL     04   Payer Name Control (From the mailing label)
18;TCC        05   Transmitter Control Code (Assigned by IRS)
19;CONNAME    40   Contact Name
20;           Name of person to be contacted if IRS/MCC encounters
21;           problems with the file or transmission.
22;CONEMAIL   50   Contact Email Address
23;           Email address of the person to contact regarding
24;           electronic or magnetic files.
25;
26; The fields are positional and MUST be setup in the correct columns.
27;
28;Field      Value
29;-----
30;NAMCTL     ****
31;TCC        *****
32;CONNAME    *****
33;CONEMAIL   *****
34;
35; end of ct1099ti

```

Task 4-AP Print Preliminary Prelist TNSB19 USERSEC Parameters

COL	CONTROLS	DESCRIPTION
01	Access to the <i>1099-Misc Prelist (TNSB09)</i> window	Y Allow access (default). N Do not allow access.
02 - 07	Default dollar amount for BOX 1, 3, 7 Dollar Limit	Type up to 6 numbers to indicate the default amount in whole dollars. The default is ^^^600 (where ^ is blank).
08 - 13	Default dollar amount for BOX 2 Dollar Limit	Enter up to 6 numbers to indicate the default amount in whole dollars. The default is ^^^10 (where ^ is blank).
14	Default for Ignore Vendors Below Limit? check box	Y Selected (default). N Cleared.
15	Inclusion of accounts or descriptions	A Select On Report include Accounts? option button (default). D Select or Descriptions? option button.
16	Default for Select Vendors by 1099 flag list	0 Select All Vendors 1 Select Only Vendors with a 1099 Flag of 'Y' (default) 2 Select Only Vendors with a 1099 Flag of 'N' or " (Blank)
17	Default selection for Select Payments by 1099 flag list	A All vendors, including those not flagged for 1099 reporting ^b R Any reportable value (Default) 1 Box 1 Rents 2 Box 2 Royalties 3 Box 3 Other Income (Other) 4 Box 4 Federal Income Tax Withheld (FIT) 6 Box 6 Medical and Health Care Payments (Medical) 7 Box 7 Nonemployee Compensation, Flagged with '7' (NonEmpl) D Box 13 Excess Golden Parachute Payments (GPP) E Box 14 Gross Proceeds Paid to An Attorney (ATTNY) G Box 16 State Tax Withheld (SIT) H Box 18 State Income (ST INC) N Include Payments Not Flagged for 1099-Misc Reporting
18	Default for All Districts? check box	N Cleared (default). Y Selected.
19	Default for Data Source? list	1 Extract data from GL database (default). 2 Extract data from extract file.
20	Default for Print payment detail lines? check box	Y Selected (default). N Cleared.
21	Access to All Districts? check box	S Do not allow selecting the check box (default). Single-district access only. A Allow selecting the check box.
22 - 60	Not used	Leave blank

2019 1099 Processing Menu

The screenshot shows a software window titled "W2/1099 Processing" with a subtitle "39 - QSS DEMO(the train 29410)" and "QSS/OASIS". The menu bar includes "File", "Options", and "Help+Video". The toolbar contains icons for home, add, print, delete, list, and refresh. The main area displays a tree view of processing options:

- [-] Tax Year 2019
 - [-] 1099 Processing
 - 1099-Misc Prelist (TNSB19)**
 - 1099-Misc Additional Data (TNFD19)
 - [-] W2 Processing
 - W2 Option Maintenance (W2PO19)
 - W2 Prelist (W2SB19)
 - W2 Data Edit (W2ED19)
- + Tax Year 2018
- + Tax Year 2017
- + Tax Year 2016
- + Tax Year 2015
- + Tax Year 2014
- + Tax Year 2013
- + Tax Year 2012
- + Tax Year 2011
- + Tax Year 2010
- [-] Miscellaneous Options
 - Maintain Health Care Control Records
 - Maintain Health Care Adjustments
 - Maintain W2 "No-Print" Authorizations
 - W2 Data Search
- [-] Lookups/Uploads
 - View W2 Image
 - Upload W2C

The status bar at the bottom displays: "Yr: 2008 Dist: 39 Site: 00 GS: W 11/29/2019 9:55:13 AM".

“Full” Prelist Settings

TAX QSS/OASIS

File Options

2019 1099-Misc Prelist (TNSB19)

Report title:

Box 1, 3, 7 Dollar limit: (In whole dollars)

Box 2 Dollar limit: (In whole dollars)

Ignore vendors below limit?

Include on Report

Accounts?

or Descriptions?

Select vendors by 1099 flag:

Select payments by 1099 flag:

Print payment detail lines?

All districts?

Data source?

Note: ** No Production File Available as Data Source **

TNSB19:Y 600 10YA1RN1 Yr: 2008 Dist: 39 Site: 00 GS: W 11/29/2019 9:57:00 AM

Full Prelist Report Sample

007 QSS DEMONSTRATION DISTRICT J11452 1099-MISC PRE-LIST - 2016 TNRP16 L.16.01 11/30/16 13:29 PAGE 0
 Webinar

Cutoff amount: \$600.00
 Royalties Cutoff amount: \$10.00

Cutoff rule for this report: Include vendors that don't exceed the cutoffs.

Select vendors with 1099 flags: of any setting.

Select payments with 1099 flags: of any setting.

Input file: FMTNMG16

Updated: 11/30/2016 13:29:10

Report prepared: 11/30/2016 13:29:10

007 QSS DEMONSTRATION DISTRICT J11452 1099-MISC PRE-LIST - 2016 TNRP16 L.16.01 11/30/16 13:29 PAGE 1
 Webinar

Vendor	Tax ID	SE9	Description	Date Paid	Warrant	Reference	Amount	Flag
000012 Agressive Consulting			Seventy k for seven	11/03/2016		FD-244324	70,000.00	7
N >Agressive Consulting								
C >								
07-000012 Agre		N	Agressive Consulting		(7)Nonempl		70,000.00	
000050 Mrs. Use Tax			notext7	11/03/2016		FD-254220	700.00	7
N >outastate, madam								
C >								
07-000050 outa	999999999	X Y	outastate, madam		(7)Nonempl		700.00	
000100 test								
N >passthe, test			box14 2016	11/03/2016		FD-545543	14.14	14
C >			box16 2016	11/03/2016		FD-545543	16.16	16
			box18 2016	11/03/2016		FD-545543	18.18	18
			box1 2016	11/03/2016		FD-545543	1.01	1
			box2 2016	11/03/2016		FD-545543	2.02	2
			box3 2016	11/03/2016		FD-545543	3.03	3
			box4 2016	11/03/2016		FD-545543	4.04	4
			box6 2016	11/03/2016		FD-545543	6.06	6
			2016	11/03/2016		FD-545543	7.07	7
07-000100 pass	123456789	SEY	passthe, test		(1)Rents		1.01	
					(2)Rylts		2.02	
					(3)Other		3.03	
					(4)STP		4.04	

Full Prelist Sample

Vendors that will not receive a 1099

000016 Alan Industries Inc																	
N >Alan Industries Inc																	
C >																	
07-000016	Alan	075702999	N	Alan Industries Inc						Vendor set to not get a 1099	(7)Nonempl	25,671.25					

000260 All Things Jonesy																	
N >Jones Industries																	
A >666 Industrial Way																	
C >City of Industry,CA 91000																	
07-000260	Jone	987544321	Y	Jones Industries							NO 1099						

000051 Another ADD																	
N >Another ADD																	
A >578 Test Avenue																	
C >San Carlos,CA 77777																	
07-000051	Anot		N	Another ADD						Vendor set to not get a 1099	(7)Nonempl	2,475.00					

000002 Big Disk Warehouse																	
N >Disk, Jessy																	
A >22767 Spindle Road																	
C >Flatter City,CA 91234-5678																	
07-000002	Disk	222222222	SEY	Disk, Jessy						Invalid TIN	(7)Nonempl	123,456.78					

007	QSS DEMONSTRATION DISTRICT	J1022								1099-MISC PRE-LIST - 2013	TNRP13	H.13.00 11/29/15 10:22 PAGE 2					

Vendor	Tax ID	SES	FU	Resc	Y	Objt	SO	Goal	Func	Sch	DD1	DD2	Date Paid	Warrant	Reference	Amount	Flag

000011 Frankenstein's Driving School																	
N >Frankenstein, Frankie																	
A >8349 Naval Passage																	
C >New York,NY 14467																	
07-000011	Fran	941234567	S	Y										(1)Rents		11.00	
														(7)Nonempl		700.00	

000296 Fred's Maintenance Service																	
N >Flintstone, Fred																	
A >7546 Brokedown Drive																	
C >Somewhere,CA 88888																	
07-000296	Flin	000000000	X	Y										Invalid TIN	NO 1099	700.00	

000001 John Dough Enterprises																	
< III >																	

Pages(Lines): 0/4 (172)

11/29/2015 10:26 AM

Prelist w/Accounts

44 SAMPLE DISTRICT S469 1099-MISC PRE-LIST - 2016 TNRP16 H.16.01 12/05/16 16:07 PAGE 1
 SAMPLE WITH ACCOUNTS

Vendor	Tax ID	SE9	FD-RESC-Y-OBJT.SO-GOAL-FUNC-SCH-DD1-DD2	Date Paid	Warrant	Reference	Amount	Flag
xxxxxx A FIRST SAMPLE VENDOR								
N >A FIRST SAMPLE VENDOR			12-5050-0-5899.00-8530-5900-500-000-000	01/07/2016	60114592	PV-008247	425.58	Y
A >100 MAIN STREET			12-5050-0-5899.00-8530-5900-500-000-000	01/07/2016	60124592	PV-008247	425.58	Y
C >YOUR CITY, CA 12345			12-5050-0-5899.00-8530-5900-500-000-000	02/23/2016	60144467	PV-010680	425.58	Y
			12-5050-0-5899.00-8530-5900-500-000-000	02/23/2016	60144467	PV-010680	425.58	Y
			12-5050-0-5899.00-8530-5900-500-000-000	03/16/2016	60155053	PV-012880	425.58	Y
			12-5050-0-5899.00-8530-5900-500-000-000	03/16/2016	60155053	PV-012880	425.58	Y
			12-5050-0-5899.00-8530-5900-500-000-000	04/08/2016	60170447	PV-013079	412.00	Y
			12-5050-0-5899.00-8530-5900-500-000-000	04/08/2016	60170447	PV-013079	425.58	Y
			12-5050-0-5899.00-8530-5900-500-000-000	05/20/2016	60194256	PV-015595	425.58	Y
			12-5050-0-5899.00-8530-5900-500-000-000	05/20/2016	60194256	PV-015595	425.58	Y
			12-5050-0-5899.00-8530-5900-500-000-000	06/22/2016	60213364	PV-017338	384.00	Y
			12-5050-0-5899.00-8530-5900-500-000-000	06/22/2016	60213364	PV-017338	384.00	Y
44-xxxxxx AFIR xxxxxxxxx		Y	A FIRST SAMPLE VENDOR			(7) Nonempl	5,009.22	

xxxxxx ANOTHER VENDOR								
N >JOHNSON, JOHN J			09-0000-0-5800.00-1110-2490-000-000-000	06/03/2016	60204746	PO-102002	3,800.00	Y
>100 MAIN STREET								
A >ATTN: JOHN J JOHNSON								
C >YOUR CITY, CA 12345								
44-xxxxxx ANOT xxxxxxxxx		S	Y JOHNSON, JOHN J			(7) Nonempl	3,800.00	

xxxxxx ATTORNEYS AT LAW								
N >ATTORNEYS AT LAW			01-0000-0-5801.00-0110-7350-000-000-000	01/08/2016	60126061	PO-100539	2,555.18	Y
>100 MAIN STREET			01-6502-0-5801.00-5050-2200-300-108-000	01/08/2016	60126061	PV-008212	776.25	Y
A >SUITE 100			01-0000-0-5801.00-0110-7350-000-000-000	01/27/2016	60129082	PO-100539	657.75	Y
C >YOUR CITY, CA 12345			01-9020-0-5200.00-5050-2200-300-108-000	02/25/2016	60146364	PV-010869	98.00	Y
			01-0000-0-5801.00-0110-7350-000-000-000	03/02/2016	60148329	PO-100539	16,428.50	Y
			01-0000-0-5801.00-0110-7350-000-000-000	03/02/2016	60148329	PO-100539	1,235.60	Y
			01-0000-0-5801.00-0110-7350-000-000-000	04/07/2016	60169965	PO-100539	1,882.55	Y
			01-6502-0-5801.00-5050-2200-300-108-000	04/07/2016	60169965	PV-012846	727.55	Y
			01-6502-0-5801.00-5050-2200-300-108-000	04/07/2016	60169965	PV-012847	53.75	Y
			01-0000-0-5801.00-0110-7350-000-000-000	04/29/2016	60183800	PO-100539	5,074.00	Y
			01-0000-0-5801.00-0110-7350-000-000-000	06/15/2016	60210532	PO-100539	25,063.80	Y
			01-0000-0-5801.00-0110-7350-000-000-000	06/15/2016	60210532	PO-100539	104,115.07	Y
			01-0235-0-5801.00-6300-3600-000-000-000	06/15/2016	60210532	PV-016725	344.00	Y
			01-2420-0-5801.00-3500-3600-000-000-000	06/15/2016	60210532	PV-016726	516.00	Y
			01-0000-0-5801.00-0110-7400-000-000-000	06/15/2016	60210532	PV-016727	2,500.00	Y
			01-0000-0-5801.00-0110-7350-000-000-000	06/24/2016	60217312	PO-100539	7,025.12	Y
			01-0235-0-5801.00-6300-3600-000-000-000	06/24/2016	60217312	PV-017569	128.86	Y
			01-2420-0-5801.00-3500-3600-000-000-000	06/24/2016	60217312	PV-017570	193.30	Y
			01-0000-0-4200.00-0110-7400-000-000-000	07/07/2016	61002191	CL-100339	369.30	Y
44-xxxxxx ATTO xxxxxxxxx		Y	ATTORNEYS AT LAW			(7) Nonempl	169,744.58	

Prelist w/Descriptions

44 QSS Test District		S469	1099-MISC PRE-LIST - 2016	TNRP16	H.16.01	12/05/16	16:10	PAGE	1
SAMPLE WITH DESCRIPTIONS									
Vendor	Tax ID	SE9	Description	Date Paid	Warrant	Reference	Amount	Flag	

xxxxxx A FIRST SAMPLE VENDOR									
N >A FIRST SAMPLE VENDOR			12/15 Anderson, Sherwood	01/07/2016	60124592	PV-008247	425.58	Y	
A >100 MAIN STREET			12/15 Beethoven, Ludwig	01/07/2016	60124592	PV-008247	425.58	Y	
C >YOUR CITY, CA 12345			01/16 Vivaldi, Antonio	02/23/2016	60144467	PV-010680	425.58	Y	
			01/16 Dumas, Alexandre	02/23/2016	60144467	PV-010680	425.58	Y	
			02/16 Ellington, Duke	03/16/2016	60155053	PV-012880	425.58	Y	
			02/16 Fitzgerald, F Scott	03/16/2016	60155053	PV-012880	425.58	Y	
			03/16 Hemingway, Ernest	04/08/2016	60170447	PV-013079	412.00	Y	
			03/16 Irving, Washington	04/08/2016	60170447	PV-013079	425.58	Y	
			04/16 Johnson, Lyndon	05/20/2016	60194256	PV-015595	425.58	Y	
			04/16 Steinbeck, John	05/20/2016	60194256	PV-015595	425.58	Y	
			05/16 Stein, Gertrude	06/22/2016	60213364	PV-017338	384.00	Y	
			05/16 Tennyson, Alfred	06/22/2016	60213364	PV-017338	384.00	Y	
44-xxxxxx AFIR xxxxxxxxx		Y A	FIRST SAMPLE VENDOR		(7)Nonempl		5,009.22		

xxxxxx ANOTHER VENDOR									
N >JOHNSON, JOHN J			05041001	06/03/2016	60204746	PO-102002	3,800.00	Y	
>100 MAIN STREET									
A >ATTN: JOHN J JOHNSON									
C >YOUR CITY, CA 12345									
44-xxxxxx ANOT xxxxxxxxx		S Y	JOHNSON, JOHN J		(7)Nonempl		3,800.00		

xxxxxx ATTORNEYS AT LAW									
N >ATTORNEYS AT LAW									
>100 MAIN STREET									
A >SUITE 100									
C >YOUR CITY, CA 12345									
			005057/347465 NOV 15	01/08/2016	60126061	PO-100539	2,555.18	Y	
			005057/347465 NOV 15 SMITH A	01/08/2016	60126061	PV-008212	776.25	Y	
			005057/349386 DEC 15	01/27/2016	60129082	PO-100539	657.75	Y	
			005057/349668 NOV 15 WORKSHOPS	02/25/2016	60146364	PV-010869	98.00	Y	
			005057/351418 3RD QTR RETAIN	03/02/2016	60148329	PO-100539	16,428.50	Y	
			005057/351418 JAN 16	03/02/2016	60148329	PO-100539	1,235.60	Y	
			005057/353507 FEB 16 SMITH B	04/07/2016	60169965	PO-100539	1,882.55	Y	
			005057/353507 FEB16 SMITH C	04/07/2016	60169965	PV-012846	727.55	Y	
			005057/353507 FEB16 SMITH D	04/07/2016	60169965	PV-012847	53.75	Y	
			005057/355349 MAR 16	04/29/2016	60183800	PO-100539	5,074.00	Y	
			005057/357311 APR 16	06/15/2016	60210532	PO-100539	25,063.80	Y	
			01/01-06/30/16 DISTRICT RETAIN	06/15/2016	60210532	PO-100539	104,115.07	Y	
			005057/357311 APR 16	06/15/2016	60210532	PV-016725	344.00	Y	
			005057/357311 APR 16	06/15/2016	60210532	PV-016726	516.00	Y	
			005057/356459 APR 16 SMITH E	06/15/2016	60210532	PV-016727	2,500.00	Y	
			005057/359304 MAY 16	06/24/2016	60217312	PO-100539	7,025.12	Y	
			005057/359304 MAY 16	06/24/2016	60217312	PV-017569	128.86	Y	
			005057/359304 MAY 16	06/24/2016	60217312	PV-017570	193.30	Y	
			005057/359442 SMITH F	07/07/2016	61002191	CL-100339	369.30	Y	
44-xxxxxx ATTO xxxxxxxxx		Y	ATTORNEYS AT LAW		(7)Nonempl		169,744.58		

Detail Line Field Meanings

N > The name to be reported to the IRS.

N2 > The second name field

A > The Address to be reported in the single address field.

C > The City, State and Zip Code to be reported.

>Any line with a '>' is printed on the 1099 form, depending on the form.

Note: these values are used in the file submitted electronically.

Vendor	Tax ID	SE9	Description	Date Paid	Warrant	Reference	Amount	Flag

XXXXXX A FIRST SAMPLE VENDOR								
N >A FIRST SAMPLE VENDOR			12/09 Anderson, Sherwood	01/07/2011	60114592	FV-008247	425.58	Y
A >100 MAIN STREET			12/09 Beethoven, Ludwig	01/07/2011	60114592	FV-008247	425.58	Y
C >YOUR CITY, CA 12345			01/10 Vivaldi, Antonio	02/23/2011	60144467	FV-010680	425.58	Y
			01/10 Dumas, Alexandre	02/23/2011	60144467	FV-010680	425.58	Y
			02/10 Ellington, Duke	03/16/2011	60155053	FV-011880	425.58	Y
			02/10 Fitzgerald, P scott	03/16/2011	60155053	FV-011880	425.58	Y
			03/10 Hemingway, Ernest	04/08/2011	60170447	FV-013079	411.00	Y
			03/10 Irving, Washington	04/08/2011	60170447	FV-013079	425.58	Y
			04/10 Johnson, Lyndon	05/20/2011	60194256	FV-015595	425.58	Y
			04/10 Steinbeck, John	05/20/2011	60194256	FV-015595	425.58	Y
			05/10 Stein, Gertrude	06/22/2011	60213364	FV-017338	384.00	Y
			05/10 Tennyson, Alfred	06/22/2011	60213364	FV-017338	384.00	Y
44-XXXXXX	APIR XXXXXXXXX	Y	A FIRST SAMPLE VENDOR		(7)Nonempl		5,009.22	

Prelist Total Line

Will contain the vendors tax id number.

07 is the district number.

12 is the vendor number

Bums is the control name

11111111 – 9 digit Tax ID number or SSN

Total line may contain values of SY or SEY

S indicates SSN in VEUPDT

E indicates SSN in Personnel d/b (PERPAY)

Y indicates a 1099 vendor

Report prepared: THU, NOV 14, 2013, 11:09 AM
 1099-MISC PRE-LIST - 2013 TNRP13 H.13.00 11/14/13 11:09 PAGE 1

Vendor	Tax ID	SE9	Description	Date Paid	Warrant	Reference	Amount	Flag

00012			Aggressive Accounting					
>Bumstead, Dagwood			\$100	01/01/2013	147263	HW-147263	100.00	2
>9550 Liability Way			645	01/14/2013	3522571	PO-000929	3,250.00	Y
>CreditTown,GA 77776			646	06/03/2013	3540328	PO-000929	3,250.00	Y
			704	06/03/2013	3540367	PO-001355	6,200.00	Y
7-000012	Bums 111111111	SEY	Bumstead, Dagwood			(2)Rylts	100.00	
			Invalid TIN			(7)Nonempl	12,700.00	

Task 5-AP

Adjust Flags on Transacted Warrants

1099 Maintenance

File Options

Warrant: 05752244 \$ 15.00 District: 07 - QSS UNIFIED SCHOOL DISTRICT

Warrant Status: O - Outstanding Vendor: 000001 - John Dough Enterprises

Date Paid: 01/01/1997 1099 Valid Values: N, Y, 1, 2, 3, 4, 5, 6, 7, 8, 9

Inspect

	Reference	Invoice	Fd Bdr Sch Resc Y Goal Func Objt Type	Lb	UT	Amount	1099
▶ 1	HW - 752244	negative	01-000-000-0000-0-0000-0000-4300-8799	N	N	-10.00	N
2	HW - 752244	positive	01-000-000-0000-0-0000-0000-4300-8799	N	N	25.00	N

Yr: 2013 Dist: 07 Site: 1 GS: W 11/29/2013 2:27:23 PM

1099-MISC Box Codes

CODE	EXPLANATION
1	Rent.
2	Royalties.
3	Other Income.
4	Federal Income Tax withheld
6	Medical and health care payments.
D	Golden parachute (box 13).
E	Gross proceeds paid to an attorney (box 14)
G	State tax withheld (box 16)
H	State income (box 17).
Y or 7	Nonemployee compensation.
N or Blank	Not subject to 1099 reporting.

Task 7-AP

Add/Edit Additional Data

The screenshot displays the 'W2/1099 Processing - 1099-Misc Prelist (TNSB19)' window. The interface includes a menu bar with 'File', 'Options', 'Help+Video', and 'Window'. Below the menu is a toolbar with icons for navigation and editing. The main area features a tree view with the following structure:

- Tax Year 2019
 - 1099 Processing
 - 1099-Misc Prelist (TNSB19)
 - 1099-Misc Additional Data (TNFD19)**
 - W2 Processing
 - W2 Option Maintenance (W2PO19)
 - W2 Prelist (W2SB19)
 - W2 Data Edit (W2ED19)
- Tax Year 2018
- Tax Year 2017
- Tax Year 2016
- Tax Year 2015
- Tax Year 2014
- Tax Year 2013
- Tax Year 2012
- Tax Year 2011
- Tax Year 2010
- Miscellaneous Options
 - Maintain Health Care Control Records
 - Maintain Health Care Adjustments
 - Maintain W2 "No-Print" Authorizations
 - W2 Data Search
- Lookups/Uploads
 - View W2 Image
 - Upload W2C

The status bar at the bottom of the window shows: Yr: 2008 Dist: 39 Site: 00 GS: W 11/29/2019 10:00:42 AM

Vendor Lookup from Additional Data

1099-Misc Additional Data (TNFD17)39 - QSS DEMONSTRATION DISTRICT QSS/... - □ ×

File Options

Change

District: 39 The Train USD

Vendor No.

Tax ID: Show SSN

Box / Index	Amount	Description (optional)
1 / 1 Rents	<input type="text"/>	<input type="text"/>
2 / 2 Royalties	<input type="text"/>	<input type="text"/>
3 / 3 Other Income	<input type="text"/>	<input type="text"/>
4 / 4 FIT Withheld	<input type="text"/>	<input type="text"/>
5 / 5 Fishing Proceeds	<input type="text"/>	<input type="text"/>
6 / 6 Medical	<input type="text"/>	<input type="text"/>
7 / 7 Nonemployee Compensation	<input type="text"/>	<input type="text"/>
8 / 8 Subs. Payments	<input type="text"/>	<input type="text"/>
9 / 9 Direct Sales Flag	<input type="text"/>	<input type="text"/>
10 / 10 Crop Insurance	<input type="text"/>	<input type="text"/>
11 / 11 N/A	<input type="text"/>	<input type="text"/>
12 / 12 N/A	<input type="text"/>	<input type="text"/>
13 / 13 Excess Golden Parachute	<input type="text"/>	<input type="text"/>
14 / 14 Gross Paid to Attorney	<input type="text"/>	<input type="text"/>
15 / 15 N/A	<input type="text"/>	<input type="text"/>
16 / 16 State Income Tax Withheld	<input type="text"/>	<input type="text"/>
18 / 17 State Income	<input type="text"/>	<input type="text"/>
17. State	<input type="text"/>	2nd. TIN Notice: <input type="checkbox"/>

Usersec: YYYY Yr: 2008 Dist: 39 Site: 00 GS: W 11/27/2017 4:08:11 PM

Vendor Lookup from Additional Data

Vendor Lookup 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help+Video

Vendor Lookup | TIN Lookup | Commodity Lookup | Employee Lookup | Results

District: 39 Date: / / Status: Active Inactive Both Include additional addresses Include commodity codes

Contact Information	Additional Information
Name: office <input checked="" type="checkbox"/> Search remit/addl add? Address: <input type="text"/> City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/>	Remit Name: <input type="text"/> Remit Address: <input type="text"/> City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/>
Vendor Number: <input type="text"/> Contact: <input type="text"/> Phone: (<input type="text"/>) <input type="text"/> 1099 <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> All Name: <input type="text"/> Preset: <input type="text"/> Tax ID: <input type="text"/> SSN: <input type="text"/>	
Use Tax: A - All <input type="text"/> Use tax 1: <input type="text"/> Use tax 2: <input type="text"/> Terms: <input type="text"/>	
Account Number: <input type="text"/> Rating: <input type="text"/> Msg Flag: <input type="text"/> Category: <input type="text"/> Comment: <input type="text"/> Type: <input type="text"/> Revolving Cash Object: <input type="text"/>	

11/27/2017 4:14 PM

Returning Vendor in 1099-MISC Data

Vendor Lookup 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help+Video

1 Records Read, 1 Records Matched. Showing 1 row including 1 Vendor and 0 Additional Addresses. Page: 1 of 1

Vendor Lookup | TIN Lookup | Commodity Lookup | Employee Lookup | **Results**

	Vendor Name	Vendor #/Addr	Status	Address	Contact/Comment/Type/TIN	Phone Number	Fax Number	Com Codes	Add'l Addr.
▶ 1	Top Office Supplies Corp	39 - 860032	A		TIN: N				

11/27/2017 4:12 PM

Vendor Returned from Vendor Master File

1099-Misc Additional Data (TNFD18) 39 - QSS DEMO(the train 29410) QSS/...

File Options

Change

District: 39 The Train USD(hrspay29410)

Vendor No. 860032 Top Office Supplies Corp

Tax ID: Show SSN

Box / Index	Amount	Description (optional)
1 / 1 Rents	<input type="text"/>	<input type="text"/>
2 / 2 Royalties	<input type="text"/>	<input type="text"/>
3 / 3 Other Income	<input type="text"/>	<input type="text"/>
4 / 4 FIT Withheld	<input type="text"/>	<input type="text"/>
5 / 5 Fishing Proceeds	<input type="text"/>	<input type="text"/>
6 / 6 Medical	<input type="text"/>	<input type="text"/>
7 / 7 Nonemployee Compensation	<input type="text"/>	<input type="text"/>
8 / 8 Subs. Payments	<input type="text"/>	<input type="text"/>
9 / 9 Direct Sales Flag	<input type="text"/>	<input type="text"/>
10 / 10 Crop Insurance	<input type="text"/>	<input type="text"/>
11 / 11 N/A	<input type="text"/>	<input type="text"/>
12 / 12 N/A	<input type="text"/>	<input type="text"/>
13 / 13 Excess Golden Parachute	<input type="text"/>	<input type="text"/>
14 / 14 Gross Paid to Attorney	<input type="text"/>	<input type="text"/>
15 / 15 N/A	<input type="text"/>	<input type="text"/>
16 / 16 State Income Tax Withheld	<input type="text"/>	<input type="text"/>
18 / 17 State Income	<input type="text"/>	<input type="text"/>
17. State	<input type="text"/>	<input type="text"/>

2nd. TIN Notice:

Usersec: YYYY Yr: 2008 Dist: 39 Site: 00 GS: W 12/4/2018 7:37:15 PM

Task-8T

Extract AP Payments

- Execute Y19ten99ext.
- Extract **all** 1099 flagged A/P payments for **Calendar** Year 2019.

Regular Vendor Address Default 1099-MISC Printing

Vendor Maintenance 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help

Inspect

Contact Information | Optional Information | Add'l Addresses (3) | Commodities (1) | Comments*

District: 39
Number: 000007

Name: Eatsalot Food Services Remit Name: Eatsalot Food Services
Address: 777 Hungry Avenue Remit Address: 888 Stuffed Avenue
1
City: San Jose State: CA Zip: 94070 City: San Jose State: CA Zip: 94070
Phone: (777) 777-7777 Fax: (777) 777-7778

Contact: Mr. Eatsalot

1099: Y - Yes Name: Eatsalot, Carl Preset: Tax ID: 123456789 SSN: 111-11-1111

Use Tax Preset: Y - Yes Use Tax 1: % Use Tax 2: %

Acct Number: 123456789 Rating: A#1 Msg Flag:

1099OP Program Option Optional Setting

Finance Maintenance 07-QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help

Updated Successfully (PROGRAM-OPTIONS) Change

Program Options (GOUPDT) | Field Relationship Tables (FLD000) | County Fund Cross Ref (CFUPDT)

Program Options by Dist | **Program Options by Prog** | Odometers | Control Dates | Data Form

Program: 1099OP Unknown

	Dist	Data Matrix
▶ 1	00	R

This 1099OP setup will allow the Remit Address to be used as default address.

Task 9-T Merge A/P and Additional Data File

- Execute Y19ten99mrg.
- Merge of 1099-MISC A/P Extract File and Additional Data File into **one** Consolidated File.

Task 10-T

Filter Amounts Cutoff by TIN

- Execute Y19ten99filter.
- Vendors with 1099-MISC reportable amounts less than the cut-off amounts will be dropped from consolidated file.

Task 11-T

Print Final Prelist

- Execute Y19ten99rpt.
- Respond “Y” to Filter Process Prompt
- Errors?
- Yes, then Accounts Payable staff will make more corrections. Once AP gets a corrected prelist, your Technical staff will then restart the 1099 processing at the extract step (Task 8-T Creating 1099-MISC Extract File from AP Transactions).

A/P Staff Reports No Prelist Errors! Thumbs Up! Print the 1099's!



Task 12-T

Print and Distribute 1099 Forms

- Execute Y19ten99prt.
- Execute Y19ten99laser. (Laser Printing Only)

Printing 1099-MISC Forms

Version H Laser Printing

- Execute Y19TEN99PRT with NOPRINT and PIFSIZE parameters
- Example: Y19TEN99PRT NOPRINT=1, PIFSIZE=100000
- NOPRINT and PIFSIZE parameter create a Printer Interface File (PIF). **This is what you want.**
- Y19TEN99LASER command uses the PIF file to print 1099 forms.
- Example: Y19TEN99LASER DEV=XXX, FORM=LMX

Printing 1099-MISC Forms Version L Laser Printing

- Execute Y19ten99prt
- Example: Y19ten99prt [-n]
the option -n is to NOT set up for laser printing.

Reprint Single 1099-MISC

- Execute Y19ten99getdocno <DiVendor>. Di value is two digit (Version H)/three digit (Version L) district number, Vendor value is the Vendor number.
- Execute Y19ten99laser INFO="00018,00018" , where 00018 is the document number for the specified <DiVendor> value input when running Y19ten99getdocno command.

Sample 1099-MISC Form

9595		<input type="checkbox"/> VOID		<input type="checkbox"/> CORRECTED		
PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no. South School District 100 South Street Your City, CA 12345 415/555-5555		1 Rents \$	OMB No. 1545-0115 2019 Form 1099-MISC			Miscellaneous Income Copy A For Internal Revenue Service Center File with Form 1096. For Privacy Act and Paperwork Reduction Act Notice, see the 2019 General Instructions for Certain Information Returns.
PAYER'S TIN 123456789		RECIPIENT'S TIN xxxxxxxxxxxx		2 Royalties \$	3 Other income \$	
RECIPIENT'S name Auditors Inc.		Street address (including apt. no.) 200 Broadway		4 Federal income tax withheld \$	5 Fishing boat proceeds \$	
City or town, state or province, country, and ZIP or foreign postal code Your City, CA 12345		Account number (see instructions) [REDACTED]		6 Medical and health care payments \$	7 Nonemployee compensation \$ 1332.00	
15a Section 409A deferrals \$		15b Section 409A income \$		8 Substitute payments in lieu of dividends or interest \$	9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/> \$	
Form 1099-MISC LMA 41-0852411 5110 www.irs.gov/Form1099MISC		Department of the Treasury - Internal Revenue Service		10 Crop insurance proceeds \$	11 [REDACTED]	
16 State tax withheld \$		17 State/Payer's state no. -----		12 [REDACTED]	13 Excess golden parachute payments \$	
18 State income \$		14 Gross proceeds paid to an attorney \$		15 [REDACTED]	16 [REDACTED]	

Interval Between Distribution and File Submission to IRS

Note: The interval has been shortened for Tax Year 2019 (first started for 2016). Submission is due January 31, 2020 moved up from March 31 as in years prior to 2016.



Task 14-T

Create Electronic Transmittal File (Version H)

You must transfer your electronic transmittal file(s) from the HP e3000 to your PC before you can transmit them to the IRS and the appropriate state revenue authority. The IRSTAX file is for the IRS, and the STATAX file is for the state.

For details on transmitting your IRSTAX file to the IRS, refer to IRS Publication 1220 and/or Filing Information Returns Electronically (FIRE). To find these publications, go to www.irs.gov, then use the search box to search for 1220 and 3609.

This step tells how to transfer your transmittal files from the HP e3000 to your PC.

- ◇ Using Windows Explorer, create a new folder on your PC where you will transfer the transmittal file. Name it 1099-MISC 2018. Then close Windows Explorer.

Task 14-T

Create Electronic Transmittal File (Version L)

This step provides a description of how to transfer the transmittal files created in the previous step to a PC so you can submit them to the IRS and the state. The files are:

- ◆ \$QSS_DATA/w21099/2018/IRSTAX
- ◆ \$QSS_DATA/w21099/2018/STATAX

Follow the instructions from the IRS and your state for submitting the IRSTAX and STATAX files.

Using WinSCP

The following example illustrates using WinSCP to transfer the IRSTAX and STATAX from the Linux server to a PC. WinSCP is an FTP program for Windows that has a user interface similar to the Windows File Explorer. If the software is not installed on your PC, you can download it for free from winscp.net.

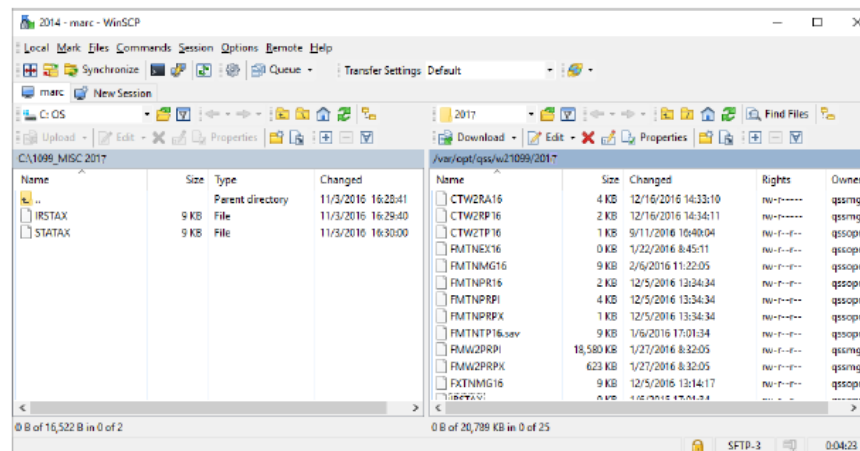


Figure 5-5: WinSCP for transferring files

- ◆ The left pane illustrates the contents of the 1099_MISC 2018 directory on the local PC after the IRSTAX and STATAX file are downloaded.
- ◆ The right pane illustrates the contents of the \$QSS_DATA/w21099/2018 directory. It contains the IRSTAX and STATAX files created by the y18ten99file command.

To transfer the files, you need only drag them from the right pane to the left pane.

Task 14-T

Transfer Transmittal File to PC

- Details to transmit IRSTAX file to IRS, refer to IRS Publication 1220 at <http://www.irs.gov/pub/irs-pdf/p1220.pdf>
- Also refer to Filing Information Returns Electronically (FIRE) at <http://www.irs.gov/pub/irs-pdf/p3609.pdf>.

Task 16-T

Save History Files

- Execute Y19TEN99SAVE (Version H Only).
- Consolidated and Additional Data Files saved in HISTORY group.

Just some “Extra Help”!



Bonus Material

TIN Lookup Tab

The screenshot shows a web application window titled "Vendor Lookup" with the subtitle "39 - QSS DEMONSTRATION DISTRICT" and "QSS/OASIS". The interface includes a menu bar with "File", "Options", and "Help+Video". Below the menu is a toolbar with various icons. The main content area is titled "Setting up column 19" and "Page: 1 of 1". It features several tabs: "Vendor Lookup", "TIN Lookup" (which is active), "Commodity Lookup", "Employee Lookup", and "Results".

Search criteria include:

- District: 39
- Date: / /
- Status: Active, Inactive, Both
- Include additional addresses
- Include commodity codes

The Tax ID Number field contains the value 898898989.

A "Search Vendor" dialog box is displayed in the center, containing an information icon and the message: "Vendor 000007's SSN is the same as the Tax ID". An "OK" button is located at the bottom right of the dialog.

The bottom right corner of the application window shows the date and time: 11/25/2015 12:16 PM.

Vendor Lookup by TIN Results Tab

The screenshot shows a software application window titled "Vendor Lookup" with the following details:

- Window Title: Vendor Lookup
- Sub-Title: 39 - QSS DEMONSTRATION DISTRICT
- System: QSS/OASIS
- Menu: File Options Help+Video
- Toolbar: Includes icons for home, refresh, grid, navigation, close, save, print, and other functions.
- Status Bar: 1 Records Read, 1 Records Matched. Showing 1 row including 1 Vendor and 0 Additional Addresses. Page: 1 of 1
- Navigation: Vendor Lookup | TIN Lookup | Commodity Lookup | Employee Lookup | **Results**
- Table Data:

	Vendor Name	Vendor #/Addr	Status	Address	Contact/Comment/Type/TIN	Phone Number	F
▶ 1	Eatsalot Food Services	39 - 000007	A	777 Hungry Avenue San Jose, CA 94070	Mr. Eatsalot Best Raw Food Service Vendor!! eatsalot@yahoo.com eatsalotMORE@yahoo.com eatsalotALLOFIT@yahoo.com TIN: Y	(777) 777-7777	(

At the bottom right of the window, the date and time are displayed as 11/25/2015 12:17 PM.

Duplicate Tax ID Report (TN0100)

The screenshot shows a software application window with the following elements:

- Title Bar:** Job Menu, 39-QSS DEMONSTRATION DISTRICT, QSS/OASIS
- Menu Bar:** File, View, Options, Help+Video, Description (F1), Example (Ctrl+F1)
- Toolbar:** Grid, Print, Save, Undo, Redo, Help, Refresh, Stop
- Search Section:**
 - Search found 1 lines.
 - View: Tree, Grid
 - Show: Show All, Show Only Favorites
 - Search: tn0100
- Table:**

Job Title	JCL Name
▶ Duplicate Vendor Tax-ID Report (TN0100)	TN0100.JOBGLD
- Status Bar:** Yr:2015 Dist:39 Site:1 11/25/2015 12:18 PM

Duplicate Tax ID Report (TN0100)

Duplicate Vendor Tax-ID Report (TN0100) Year: 15 Dist: 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

Report Title : 1099 Duplicate TINs

Report for All Districts?

TN0100ST (Default):N Yr: 2015 Dist: 39 Site: 1 GS: W 11/25/2015 12:20:04 PM

Duplicate Tax ID Report (TN0100)

DI-VENDOR#	VENDOR NAME	VENDOR ADDRESS	1099 FL 1099 NAME	TYPE	CAT	AUDIT INFO
----- BEGIN DUPLICATE GROUP FOR TIN 000-00000 -----						
07-000101	Boop, Betty	123 Notebook Road Anytown, CA 94123	Y Boop, Betty	EM		Will 11/07/2012 10:24
07-000019	Bugs Bunny Bundles Inc	123 Cobol Highway Toontown, CA 12345	N			Sere 01/20/2010 11:37
----- BEGIN DUPLICATE GROUP FOR TIN 111111111 -----						
07-000012	Aggressive Accounting	999 Balanced Avenue Debitville, GA 77777	Y Bumstead, Dagwood		1099	Will 02/23/2013 14:40
07-000140	TESTING EMPLOYEE VENDOR		Y Bumstead, Dagwood			Will 08/09/2013 16:25
----- BEGIN DUPLICATE GROUP FOR TIN 123456789 -----						
07-000139	ACME TNT	1122 BOOGIE BOOGIE AVENUE Cartoon Town, CA 94070	Y			DA07 10/15/2013 08:55
07-000283	All Things Jonesy	1234 Main Street Third line of address San Mateo, CA 12345-1234	Y JONES, DAVEY		ART	Sere 10/14/2008 16:30
-----	-----	-----	-----	-----	-----	-----

07 QSS DEMONSTRATION DISTRICT DUPLICATE TAX ID NUMBERS (TIN) FROM VENDOR FILE J2779 TN0100 H.00.01 11/29/13 PAGE 0
1099 Webinar - Duplicate TINs

REPORT DEFINITION

REPORT ALL DISTRICTS: NO

07 QSS DEMONSTRATION DISTRICT DUPLICATE TAX ID NUMBERS (TIN) FROM VENDOR FILE J2779 TN0100 H.00.01 11/29/13 PAGE 1
1099 Webinar - Duplicate TINs

1099 Processing Security Setup (MTUS GS61 Manual)

Table 2-264: User security records for the TAX module

USER SECURITY	ALLOWS YOU TO DEFINE OPTIONS FOR	PAGE
TNFD09	1099-Misc Additional Data (TNFD09) command	2-323
TNFDyy	1099-Misc Additional Data (TNFDyy) command ^a	2-323
TNSByy	1099-Misc Prelist (TNSByy) option	2-324
TNVIEW	View 1099 Image option	2-325
W2C	Lookups/Uploads command	2-325
W2EDyy	W2 Data Edit (W2EDyy) option on the tree view	2-326
W2EDMASK	SSN mask to use for W2 Data Edit (W2EDyy) option	2-326
W2HAMN	Maintain Health Care Adjustments option	2-327
W2HCVD	Maintain Health Care Control Records command	2-327
W2NPMN	Maintain W2 “No-Print” Authorizations command	2-327
W2POyy	W2 Option Maintenance (W2POyy) option	2-323
W2SByy	W2 Prelist (W2SByy) option	2-328
W2SRCH	Search for Employees form options	2-329
W2VIEW	View W2 Image option	2-329

a. The notation *yy* refers to the tax year, such as 11 for tax year 2011.

