HARRIS School Solutions

HSS
Webinar
December 19, 2019

1099 for Tax Year 2019

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1099 Processing Release Overview

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

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2019 Form 1099-MISC

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

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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.

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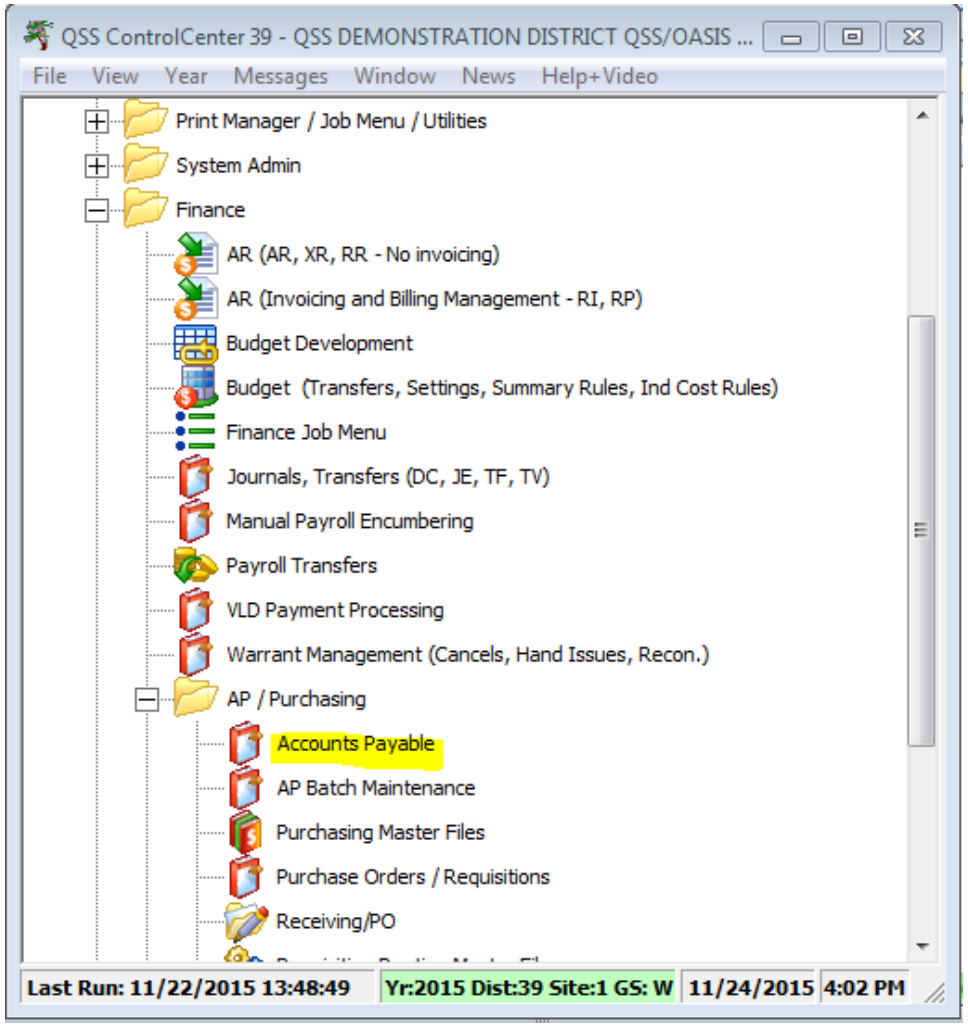
QCC Finance Module A/P Branch AAUPDT available year round



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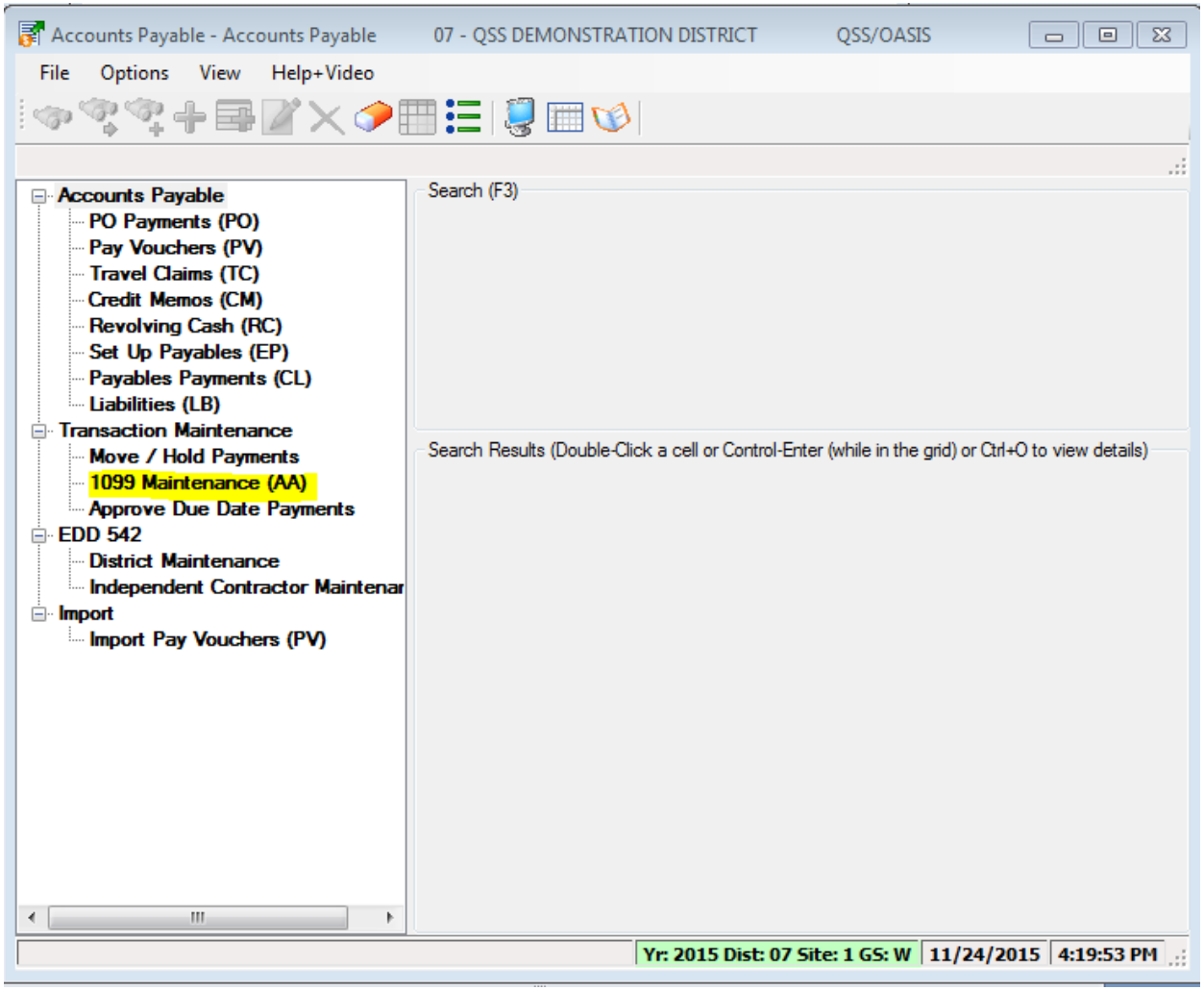
1099 Maintenance



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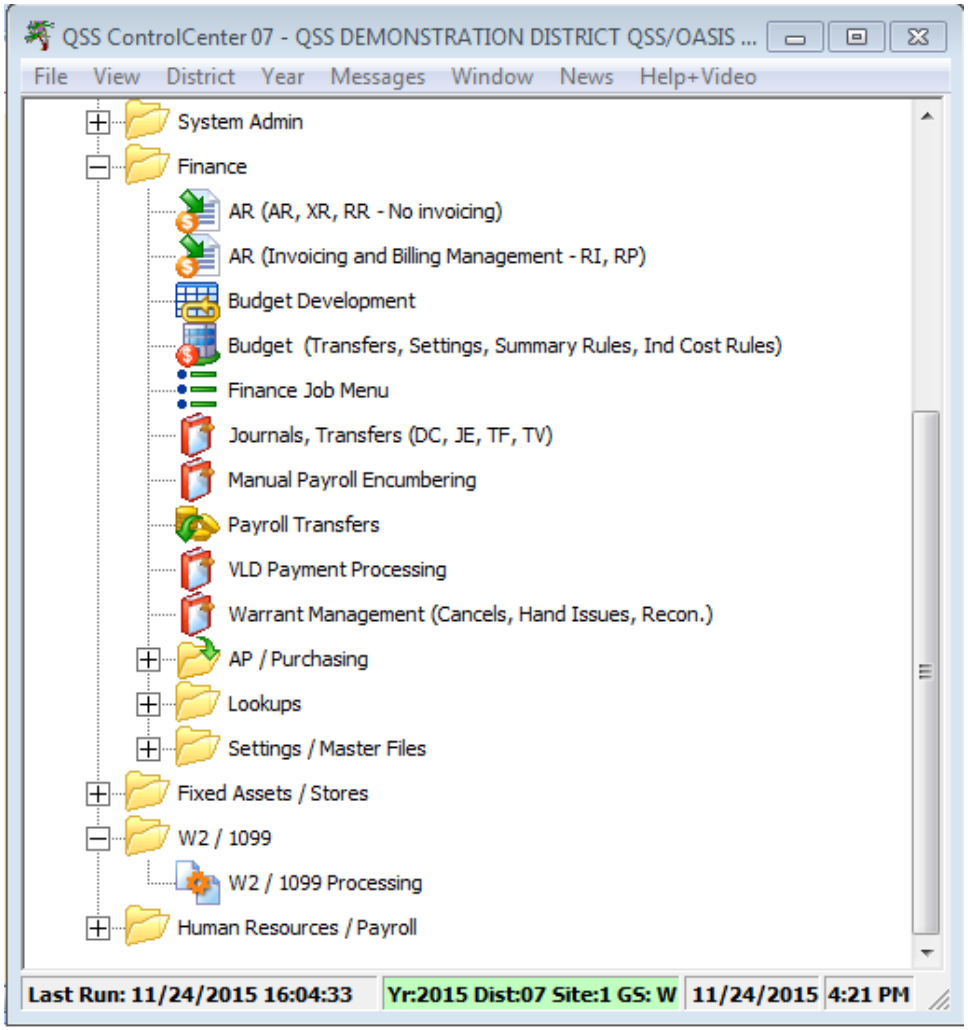
1099 Processing Branch



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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	*OPTIONAL*—Edit flags as needed	Jan.	1099 Maintenance (AA transactions)
6-AP	*OPTIONAL*—Edit vendor information as needed	Jan.	Vendor Maintenance
7-AP	*OPTIONAL*—Add/Edit additional data as needed	Jan.	1099-Misc Prelist (TNSB19)
AP	*Repeat from Task 4-AP until accurate*	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

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2019 1099 Task List (Continued)

TASK	WHAT	WHEN	HOW
AP	*Check prelist; repeat from Task 4-AP until accurate*	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

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1099 Task Flowchart

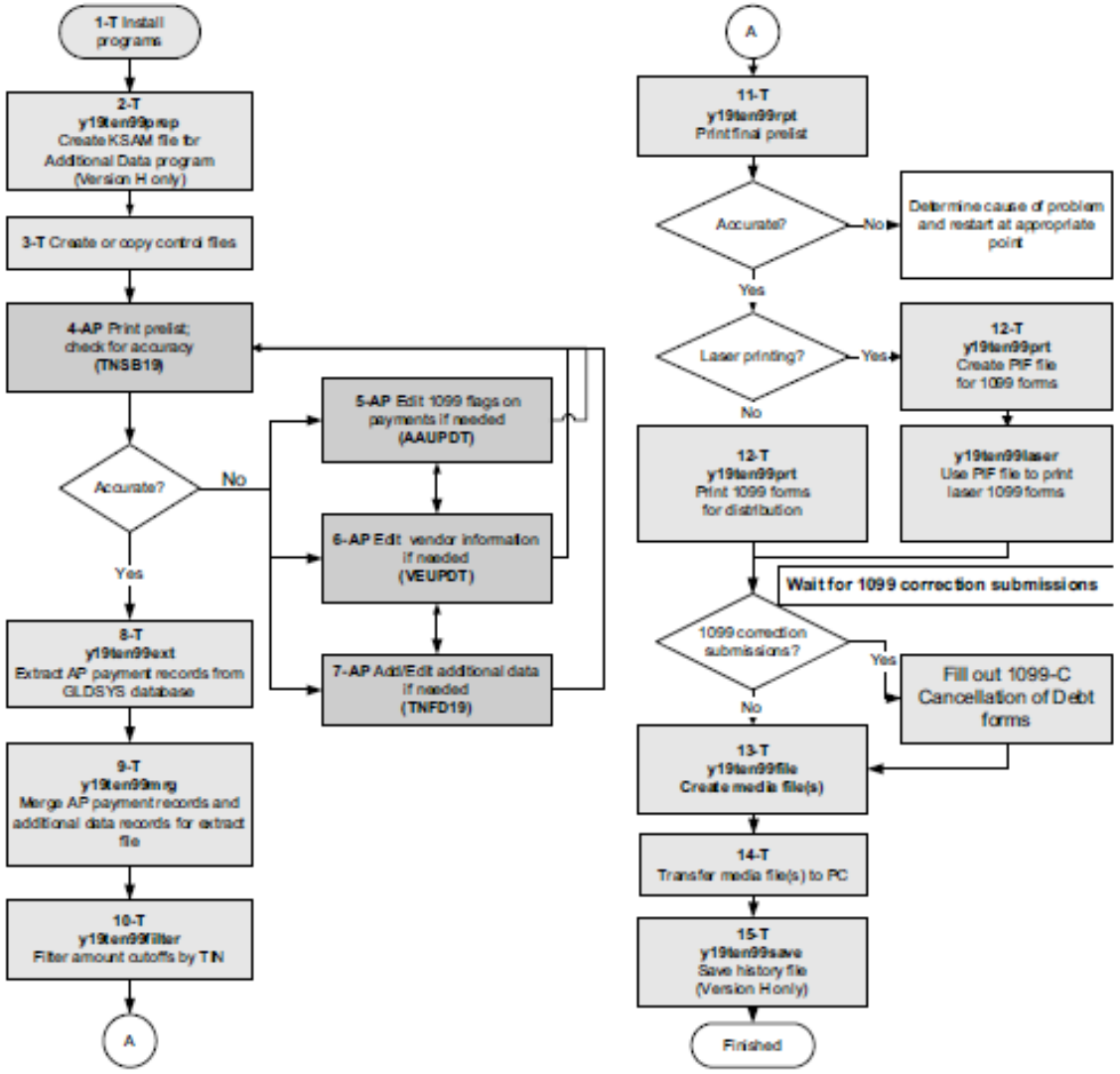

Figure 2-1: Flowchart of Tasks for 1099-MISC Processing

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A/P Vendor Definition

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

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Reportable 1099 Payments

- Payments to Independent Contractors
- Payments to Attorneys

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1099-MISC Vendor Address Printing

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

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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)

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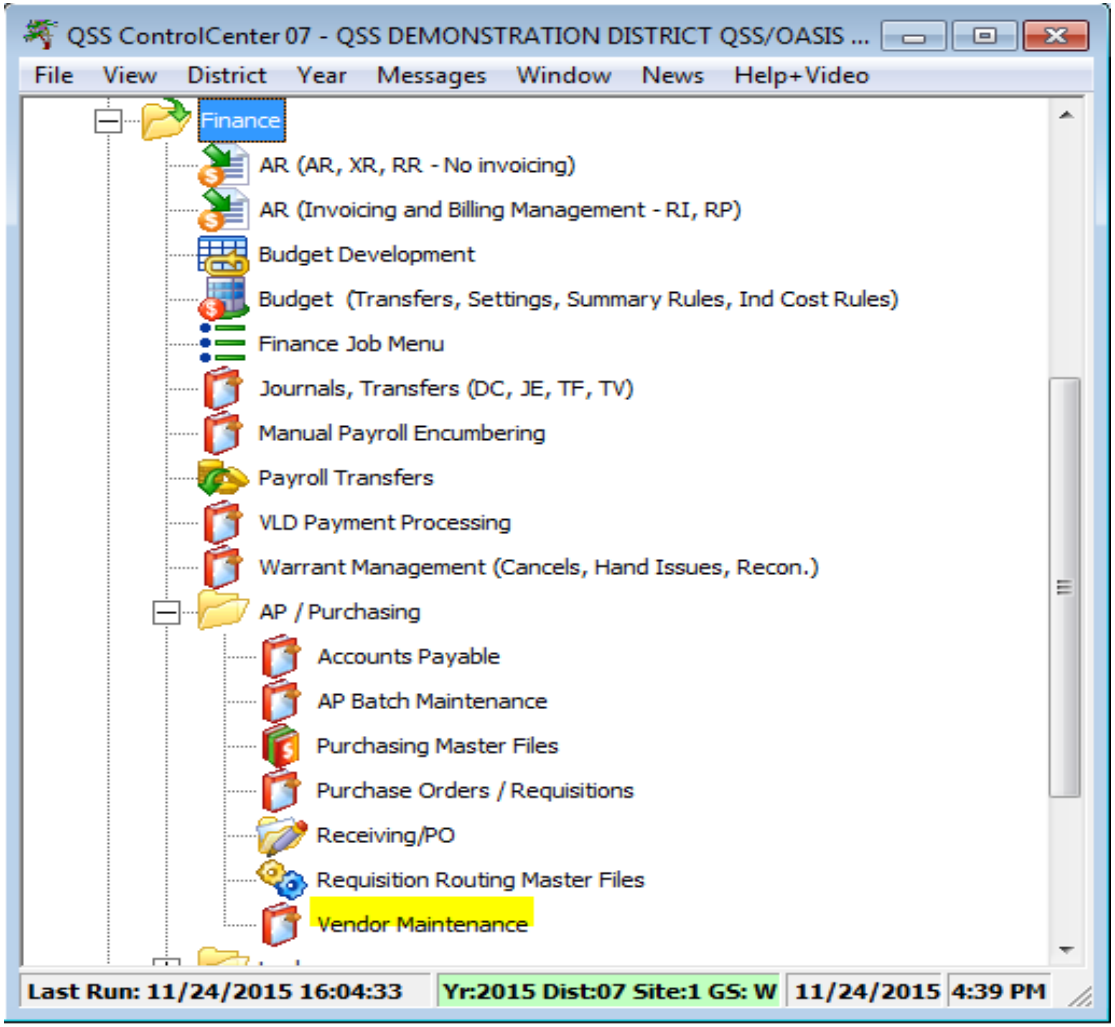
Vendor Master File Maintenance



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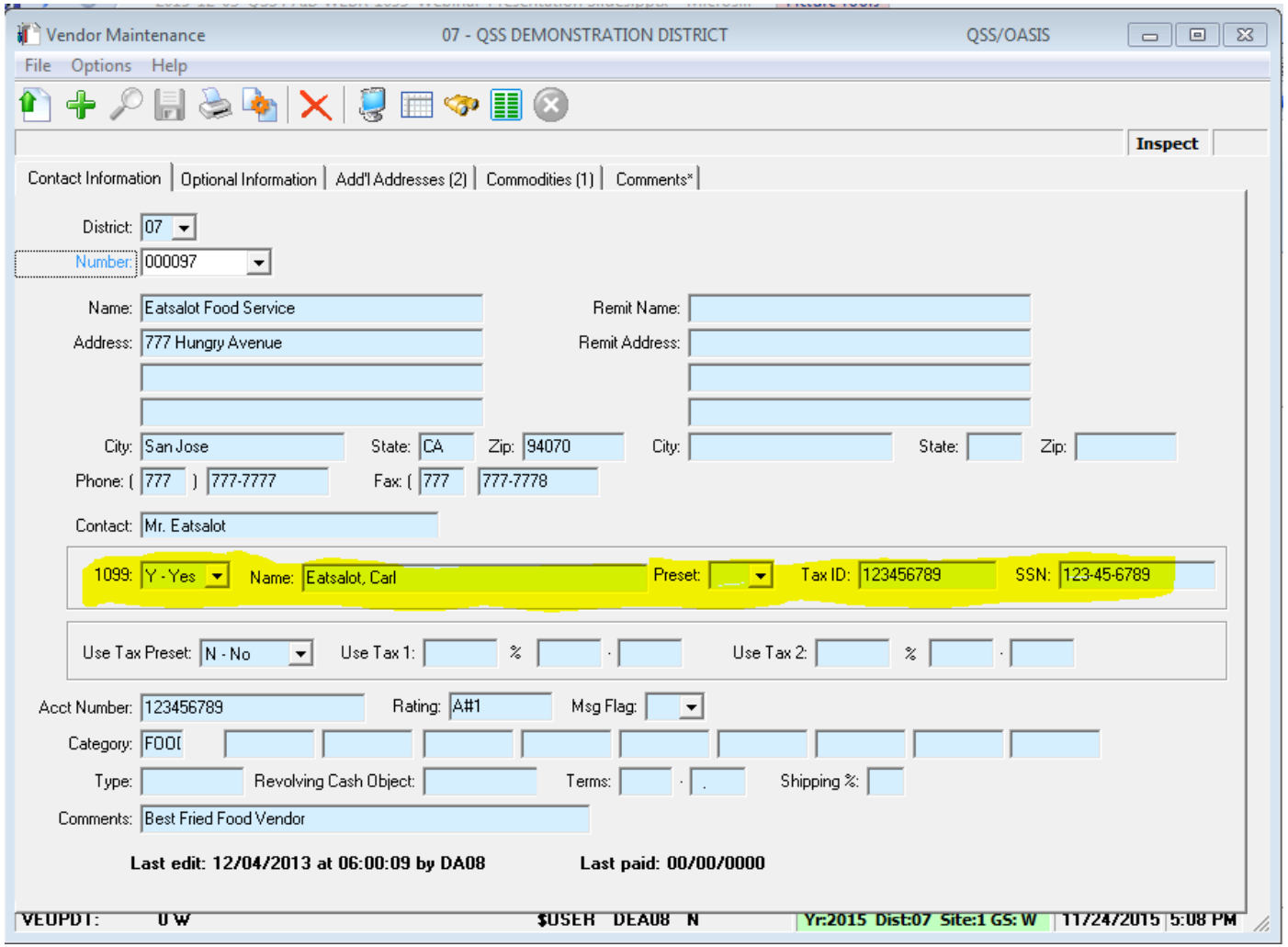
Vendor Master File
1099-MISC fields



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“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)

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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.

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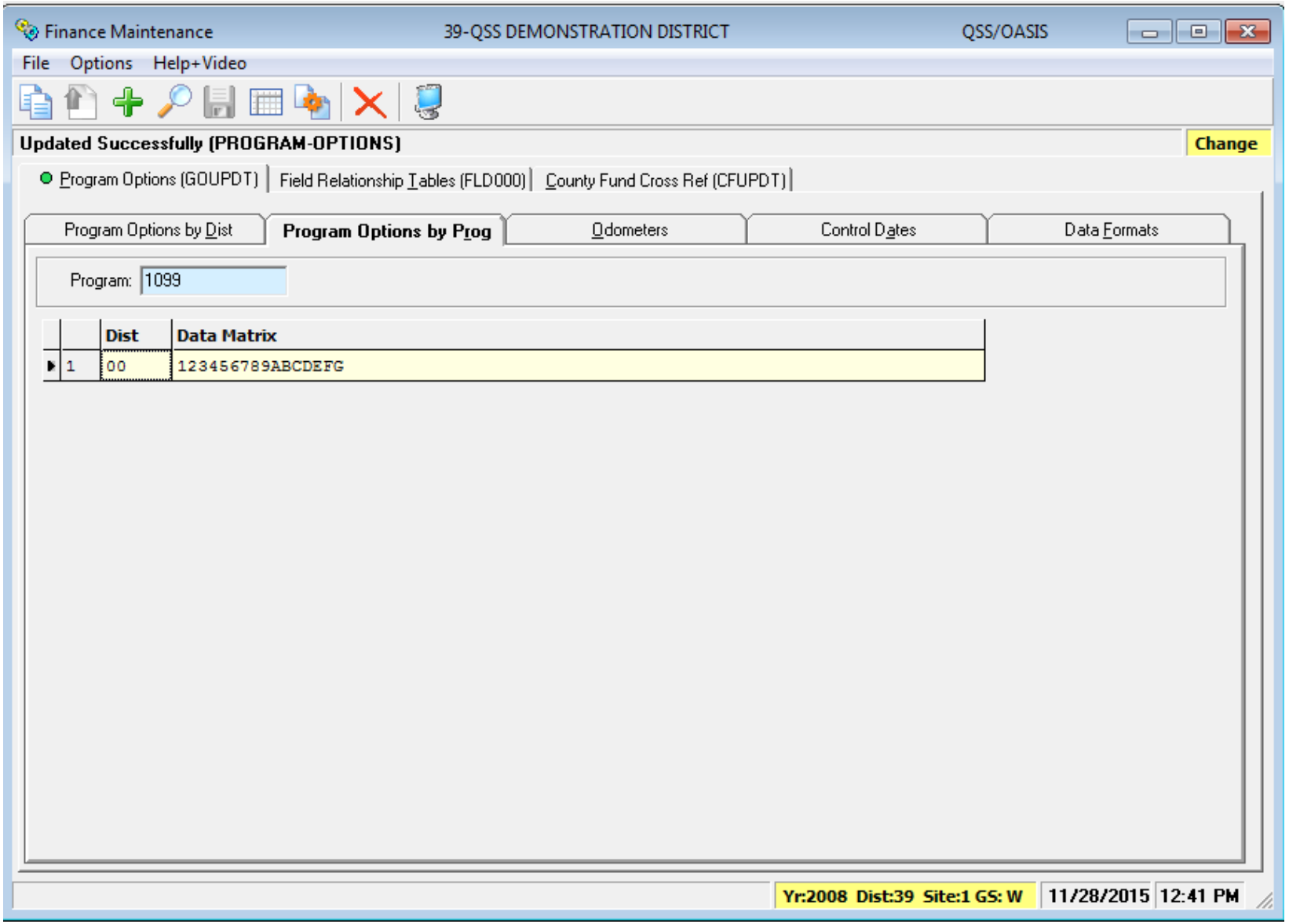
“1099” Program Option



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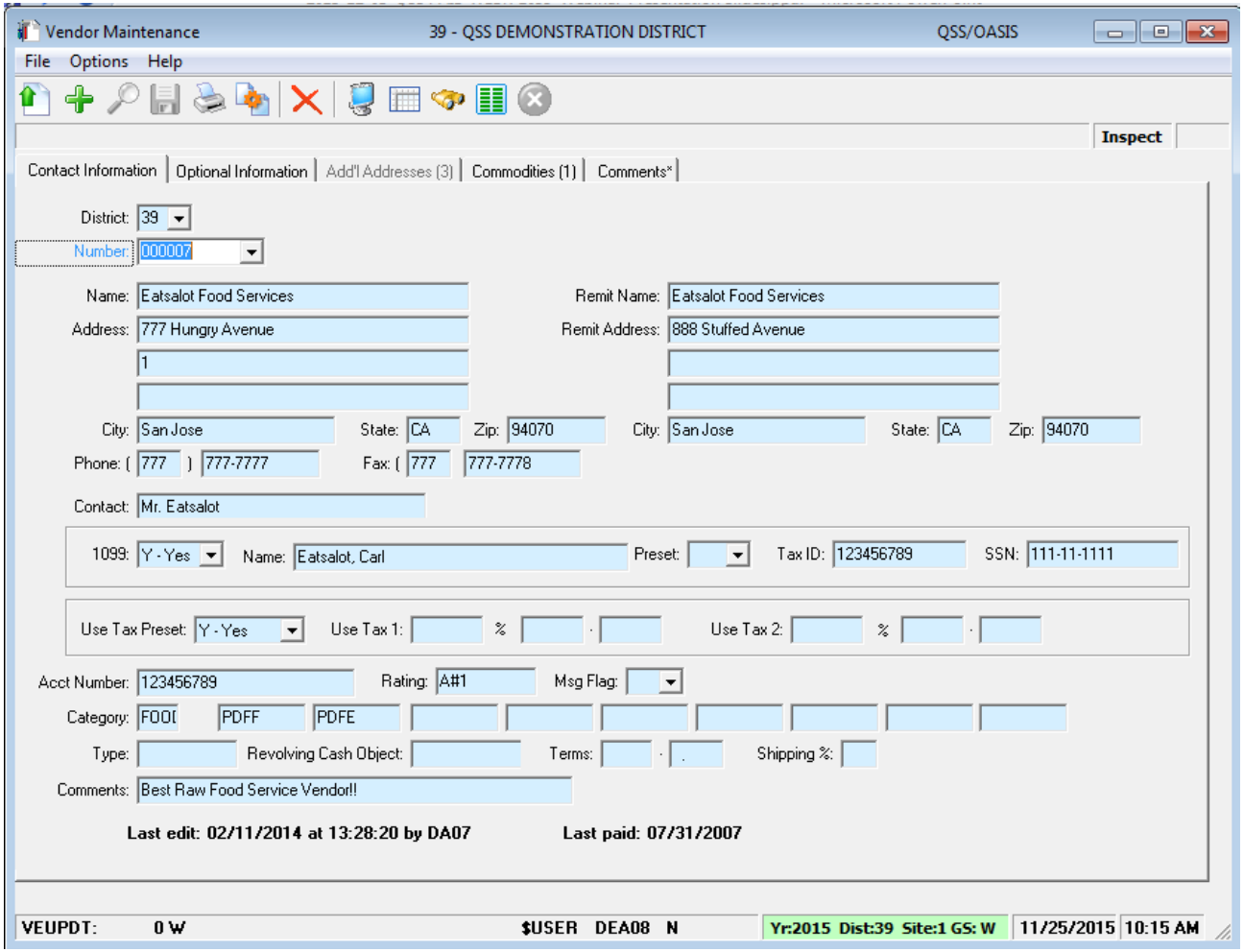
Task 6-AP
Edit Vendor Information



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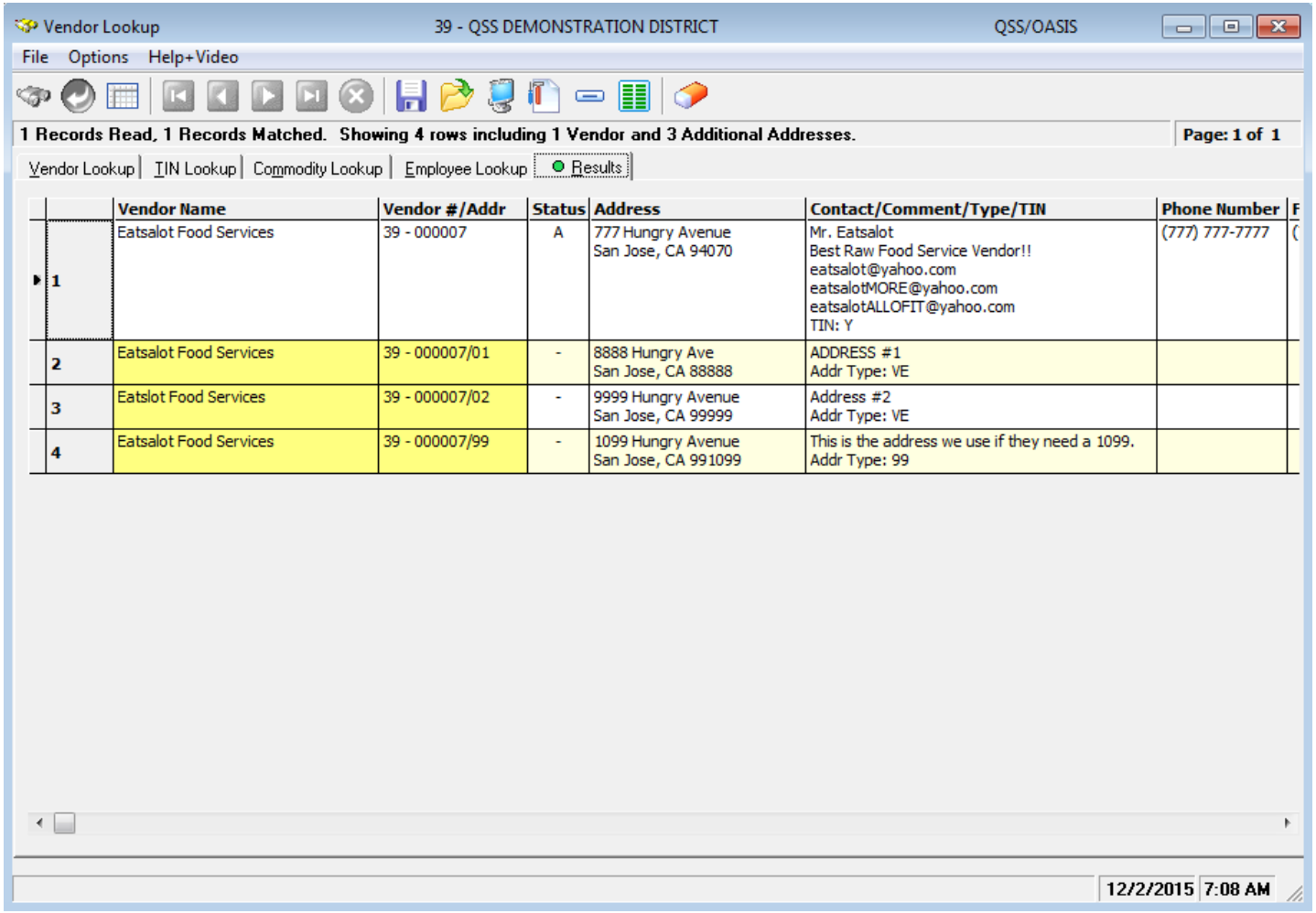
Address 99 Usage



	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		

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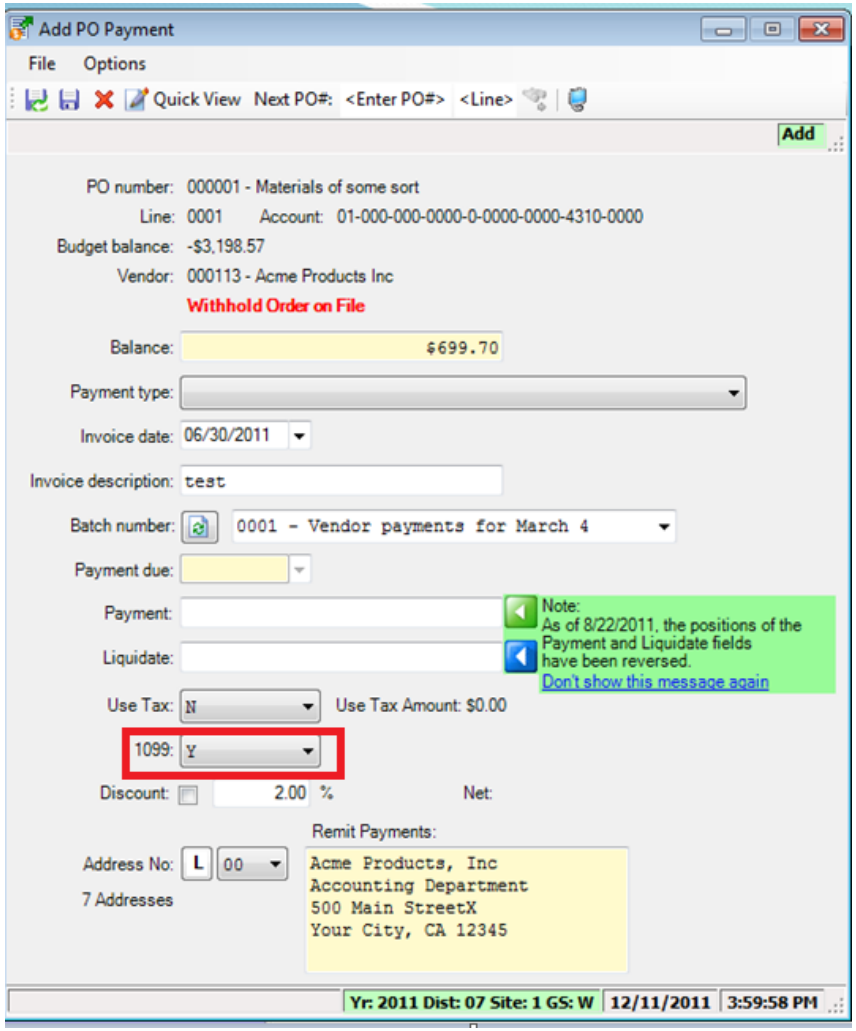
PO Payment Add

Automatic Flagging of 1099 Vendor Payments



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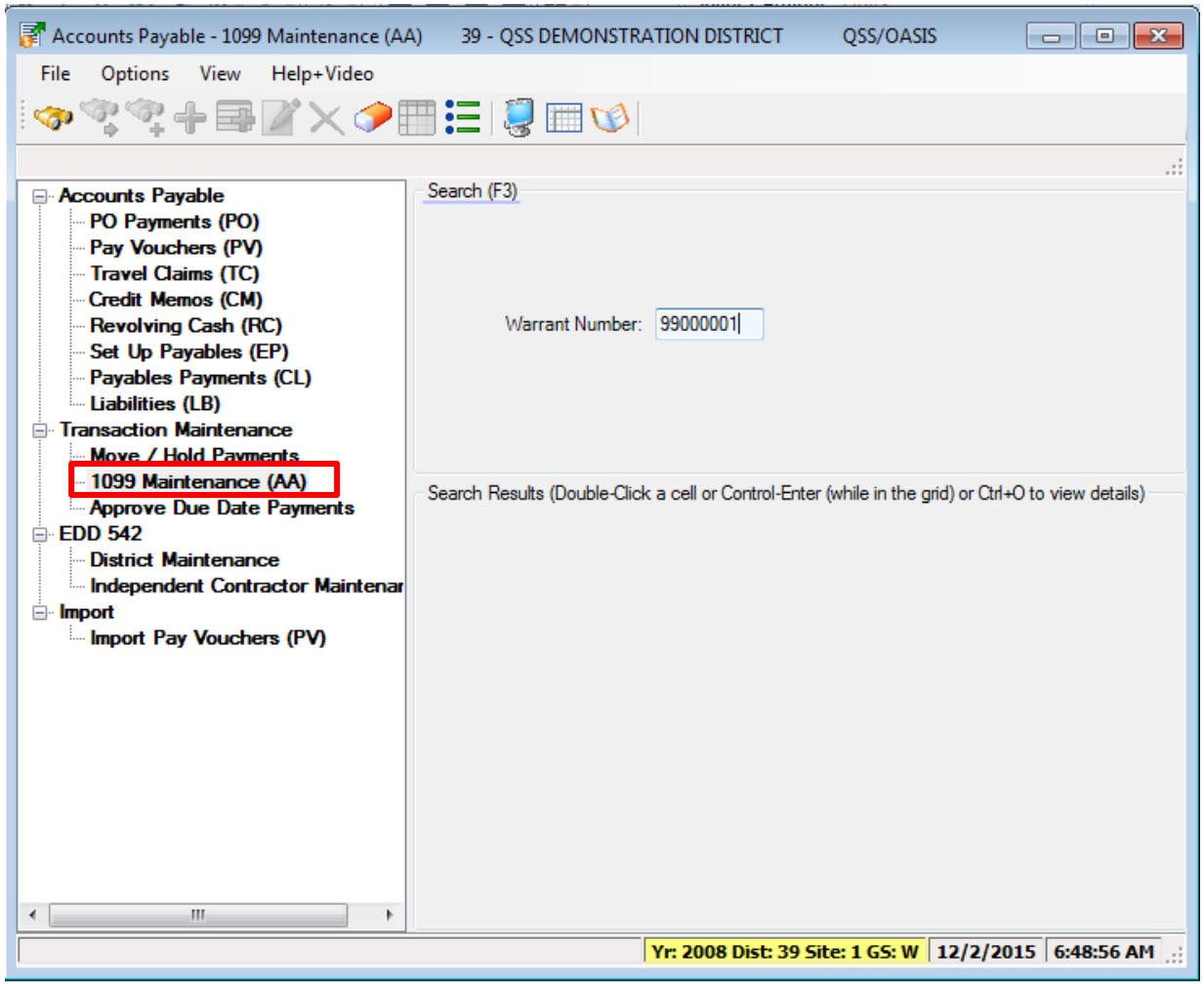
Update 1099 Payment Lines by Warrant Number



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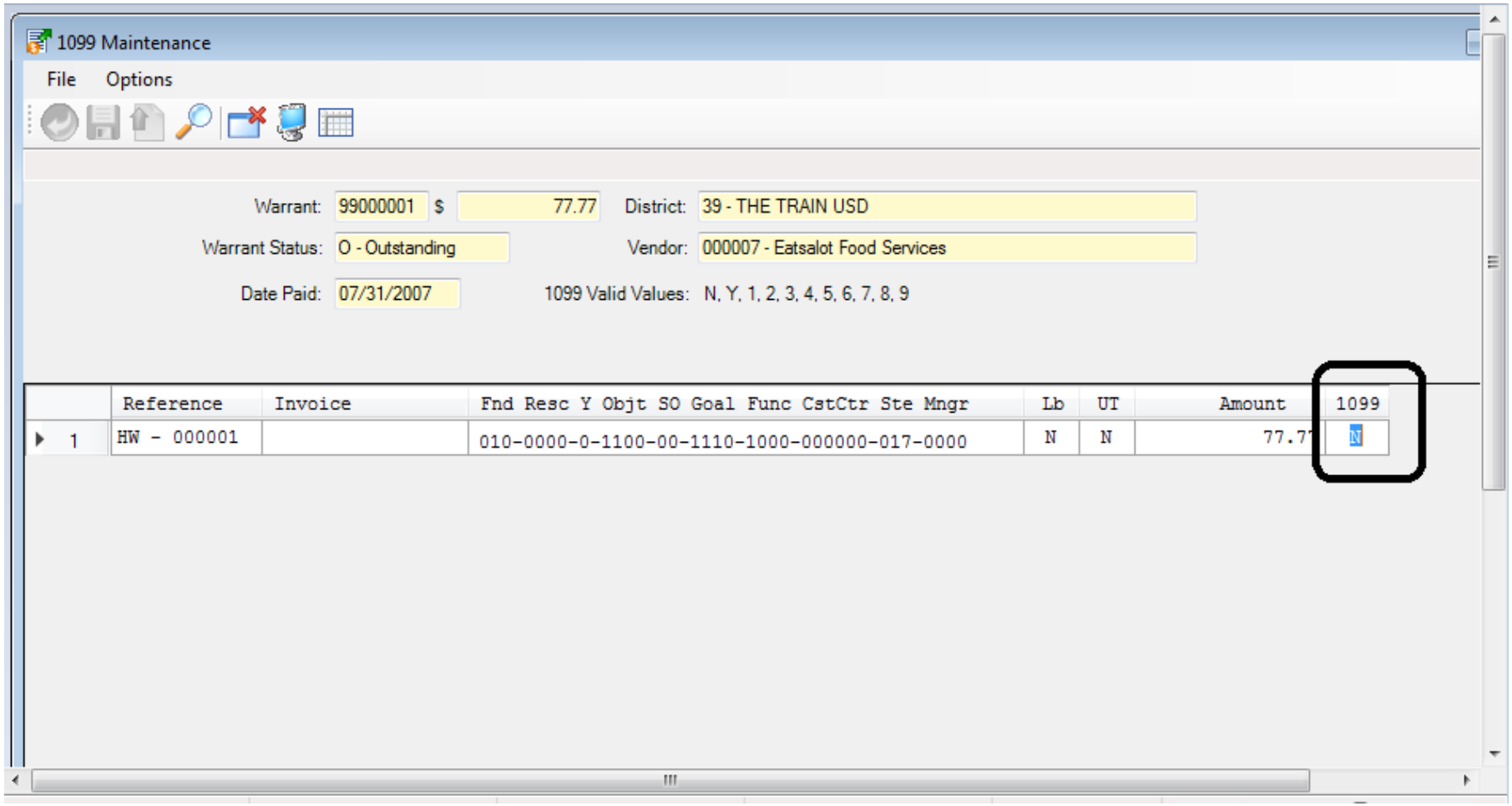
Update 1099 Payment Lines by Warrant Number



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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

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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

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

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

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Additional Data File Warning

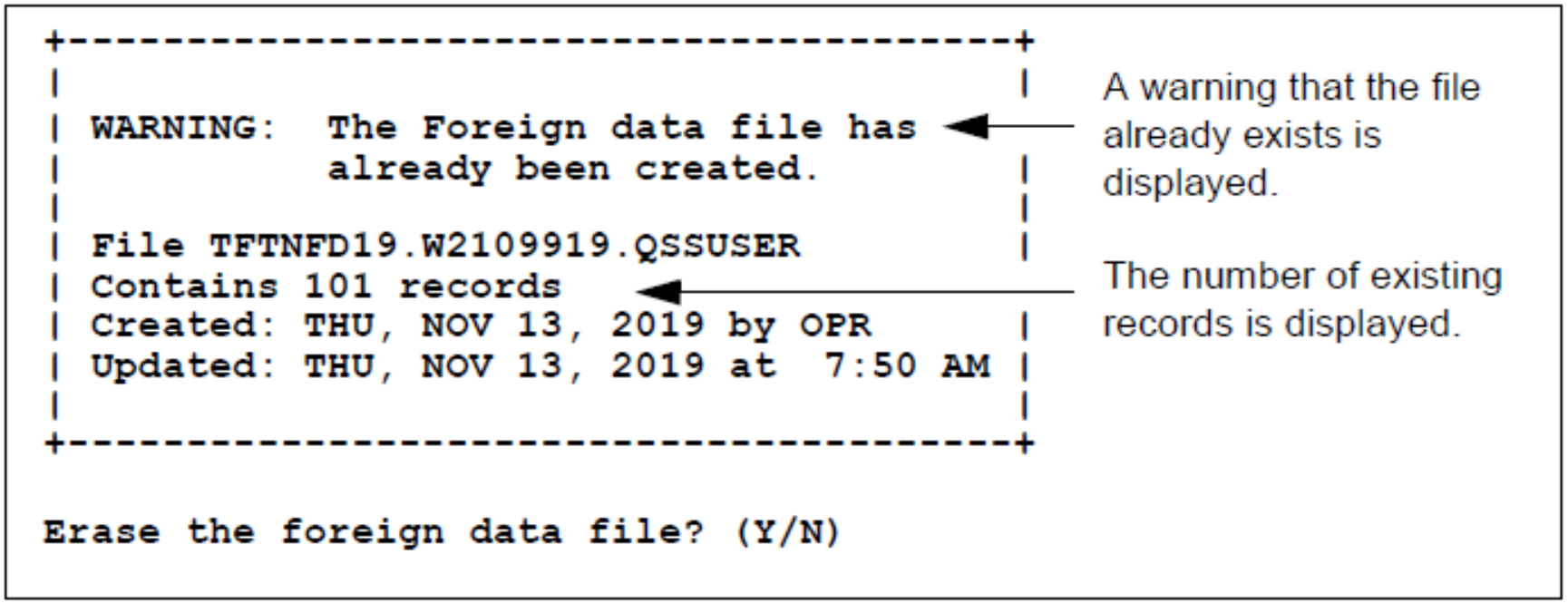

Figure 4-7: Additional Data File Warning Message

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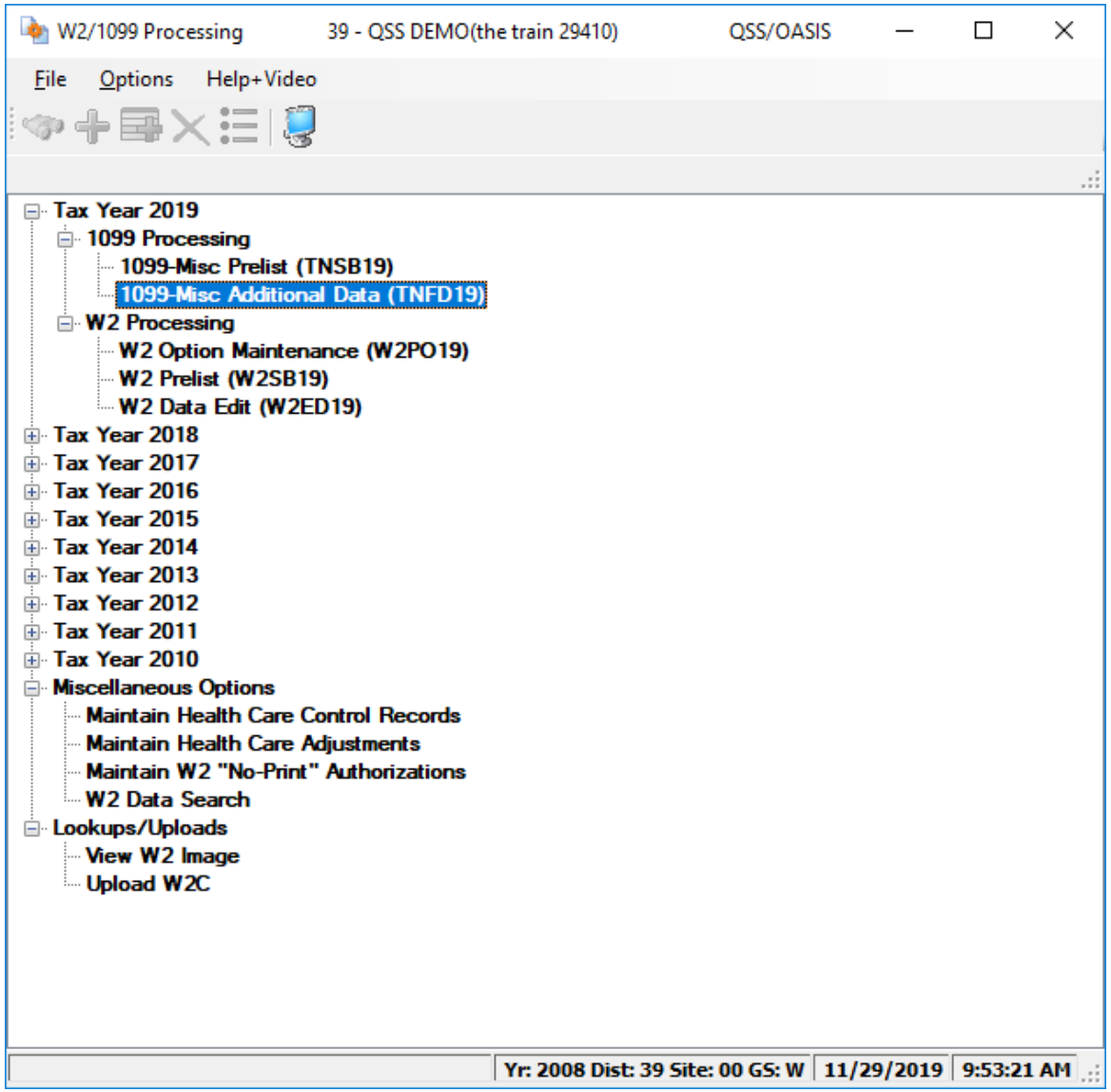
Access Additional Data Program



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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

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Transmitter Control File

CT1099TI

```
; This control file is used to define parameters required to be included
; on the 1099-MISC media file. This file is self documenting and
; should be edited to provide data values.
;
;
; This file can be used to allow for input of field values without
; having to answer questions when producing the 1099-MISC media file.
;
; Edit the field values below and replace the '*' values with the
; correct value for your organization. If the field should be spaces
; replace the '*' with spaces. Any field left as '*' will be prompted
; for a value when the transmittal file is created.
;
;
;Field    Size  Description
;-------- ----- ------------------------------------------------------------
;NAMCTL    04   Payer Name Control (From the mailing label)
;TCC       05   Transmitter Control Code  (Assigned by IRS)
;CONNAME   40   Contact Name
;               Name of person to be contacted if IRS/MCC encounters
;               problems with the file or transmission.
;CONEMAIL  50   Contact Email Address
;               Email address of the person to contact regarding
;               electronic or magnetic files.
;
; The fields are positional and MUST be setup in the correct columns.
;
;Field   Value
;------- ------------------------------------------------------------
NAMCTL   ****
TCC      *****
CONNAME  ****************************************
CONEMAIL ************************************************

; end of ct1099ti
```


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Task 4-AP Print Preliminary Prelist TNSB19 USERSEC Parameters

COL	CONTROLS	DESCRIPTION
01	Access to the *1099-Misc Prelist (TNSB09)* 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

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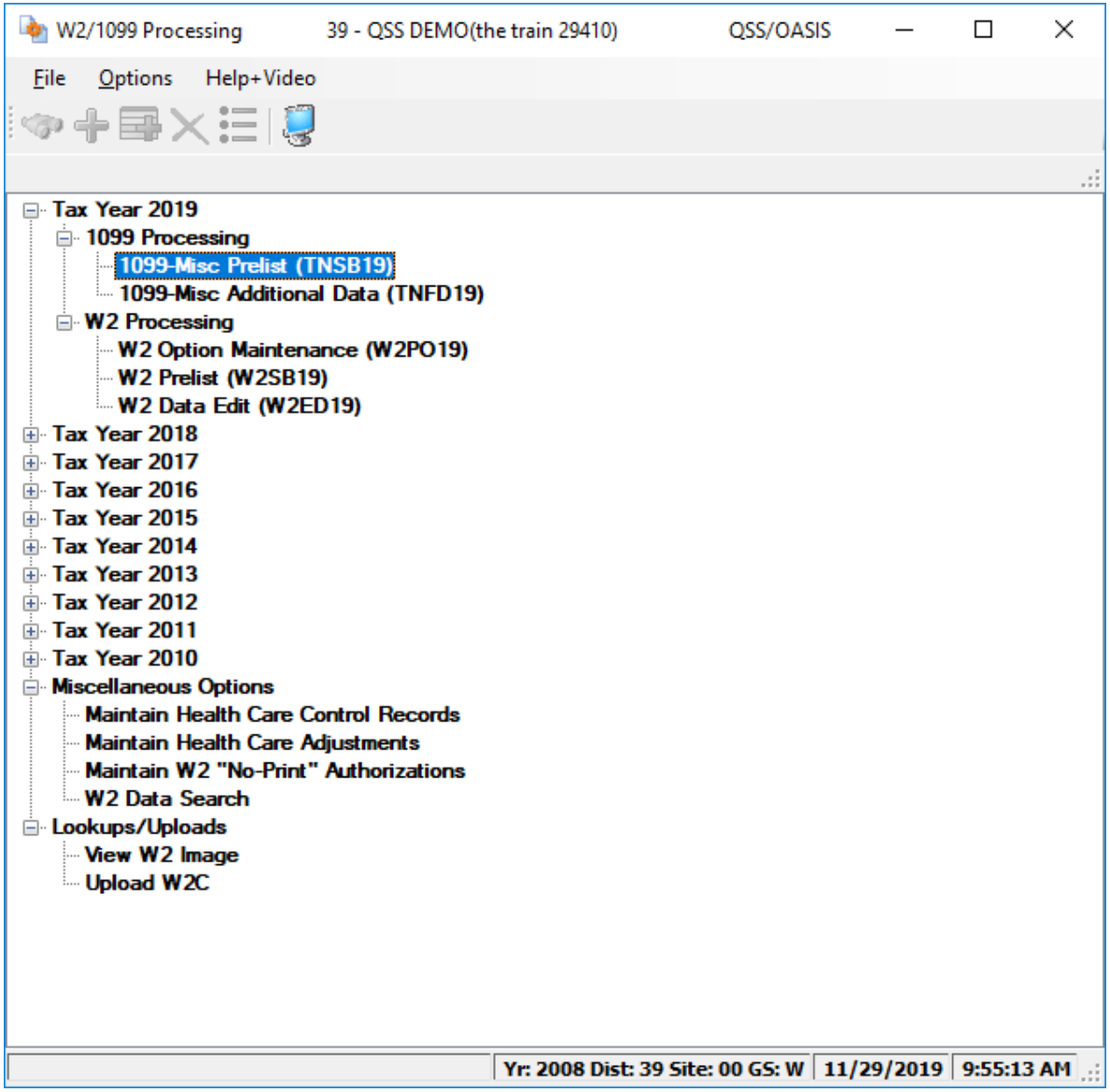
2019 1099 Processing Menu



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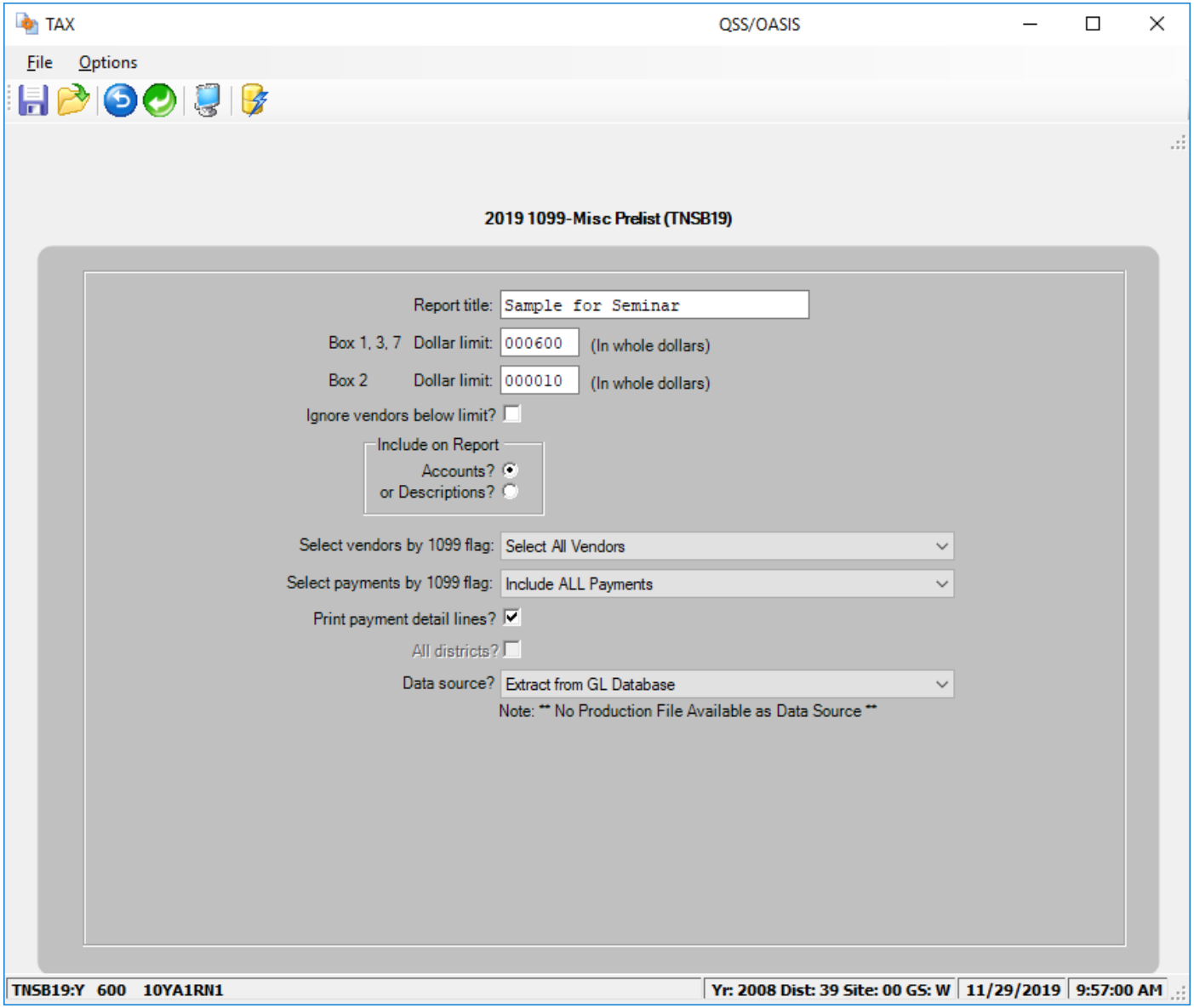
“**Full**” Prelist Settings



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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
N >Agressive Consulting           Seventy k for seven                              11/03/2016          FD-244324     70,000.00  7
C >,
07-000012  Agre             N Agressive Consulting          Vendor set to not get a 1099   (7)Nonempl        70,000.00
-----------------------------------------------------------------------------------------------------------------------------------
000050 Mrs. Use Tax
N >outastate, madam               notext7                                          11/03/2016          FD-254220        700.00  7
C >,
07-000050  outa 999999999 X Y outastate, madam              Invalid TIN                    (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                 Invalid TIN                    (1)Rents              1.01
                                                                                           (2)Rylts              2.02
                                                                                           (3)Other              3.03
                                                                                           (4)FIT                4.04
```


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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 >32767 Spindle Road
C >Platter City,CA 91234-5678
07-000002  Disk 222222222 SEY Disk, Jessy                  Invalid TIN                    (7)Nonempl       123,456.78

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


Vendor          Tax ID    SE9     FU Resc Y Objt SO Goal Func Sch DD1 DD2        Date Paid  Warrant  Reference        Amount Flag
-------------------------------------------------------------------------------------------------------------------------------
000011 Frankinstein's Driving School
N >Frankinstein, Frankie
A >8349 Naval Passage
C >New York,NY 14467
07-000011  Fran 941234567 S Y Frankinstein, Frankie                                  (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 Flintstone, Fred             Invalid TIN                    NO 1099          700.00

-------------------------------------------------------------------------------------------------------------------------------
000001 John Dough Enterprises
```

Pages(Lines): 0/4 (172) 11/29/2015 10:26 AM

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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
```

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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               005057/347465 NOV 15                           01/08/2016 60126061 PO-100539      2,555.18  Y
  >100 MAIN STREET                005057/347465 NOV 15 SMITH A                   01/08/2016 60126061 PV-008212        776.25  Y
A >SUITE 100                      005057/349386 DEC 15                           01/27/2016 60129082 PO-100539        657.75  Y
C >YOUR CITY, CA 12345            005057/349668 NOV 15 WORKSHOPS                 02/25/2016 60146364 PV-010869         98.00  Y
                                  005057/351418 3RD QRTR 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
```


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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	PV-008247	425.59	Y
A >100 MAIN STREET			12/09 Beethoven, Ludwig	01/07/2011	60114592	PV-008247	425.59	Y
C >YOUR CITY, CA 12345			01/10 Vivaldi, Antonio	02/23/2011	60144467	PV-010680	425.59	Y
			01/10 Dumas, Alexandre	02/23/2011	60144467	PV-010680	425.59	Y
			02/10 Ellington, Duke	03/16/2011	60155053	PV-011880	425.59	Y
			02/10 Fitzgerald, F Scott	03/16/2011	60155053	PV-011880	425.59	Y
			03/10 Hemingway, Ernest	04/08/2011	60170447	PV-013079	411.00	Y
			03/10 Irving, Washington	04/08/2011	60170447	PV-013079	425.59	Y
			04/10 Johnson, Lyndon	05/20/2011	60194256	PV-015595	425.59	Y
			04/10 Steinbeck, John	05/20/2011	60194256	PV-015595	425.59	Y
			05/10 Stein, Gertrude	06/22/2011	60213364	PV-017338	384.00	Y
			05/10 Tennyson, Alfred	06/22/2011	60213364	PV-017338	384.00	Y
44-xxxxxx AFIR xxxxxxxxx		Y	A FIRST SAMPLE VENDOR		(7)Nonempl		5,009.22	

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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
111111111 – 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
07 QSS DEMONSTRATION DISTRICT     J2429          1099-MISC PRE-LIST - 2013          TNRP13   H.13.00 11/14/13 11:09 PAGE     1

endor          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          Invalid TIN                      (2)Rylts             100.00
                                                                                         (7)Nonempl        12,700.00
```

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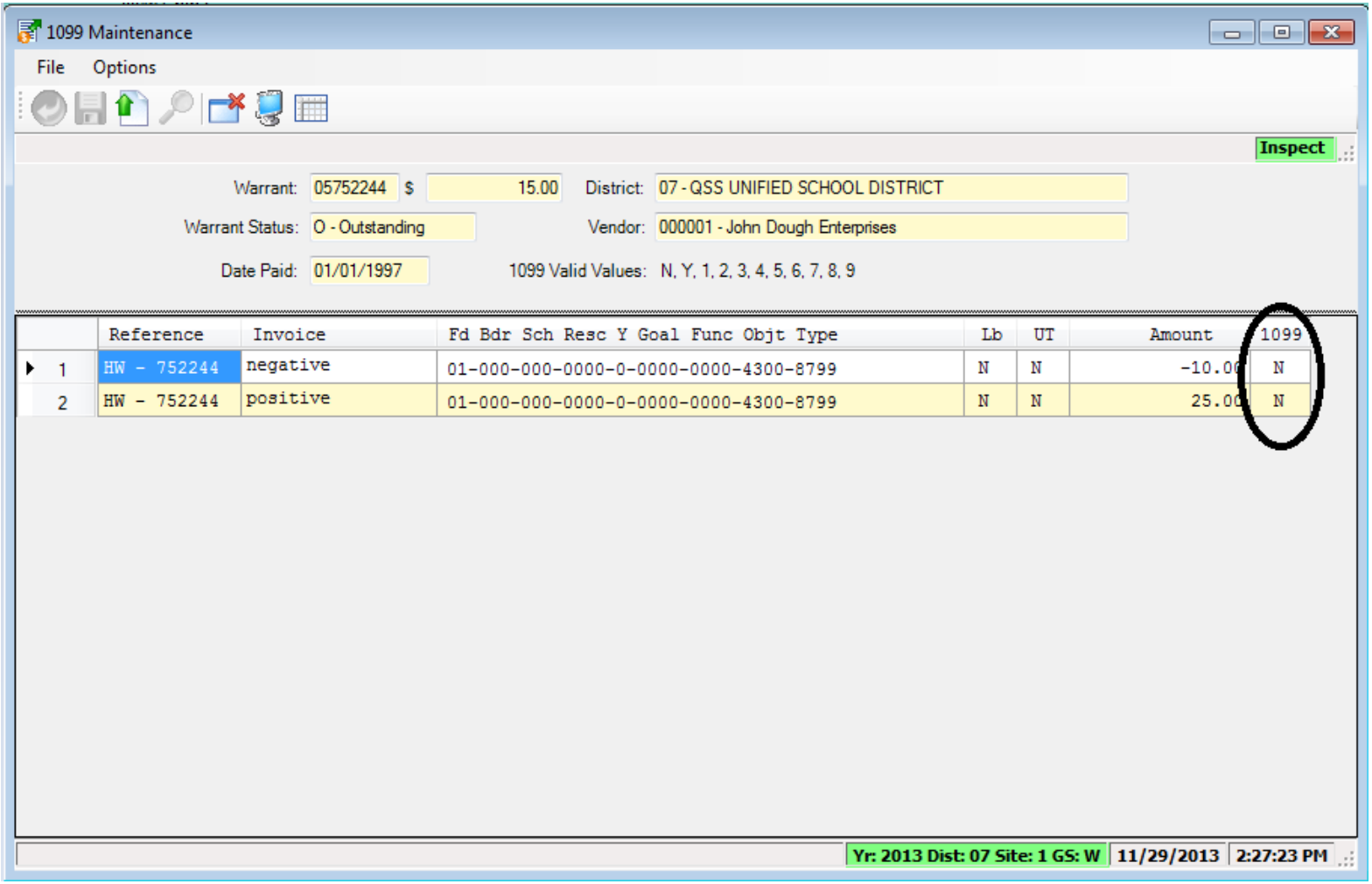
Task 5-AP
Adjust Flags on Transacted Warrants



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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.

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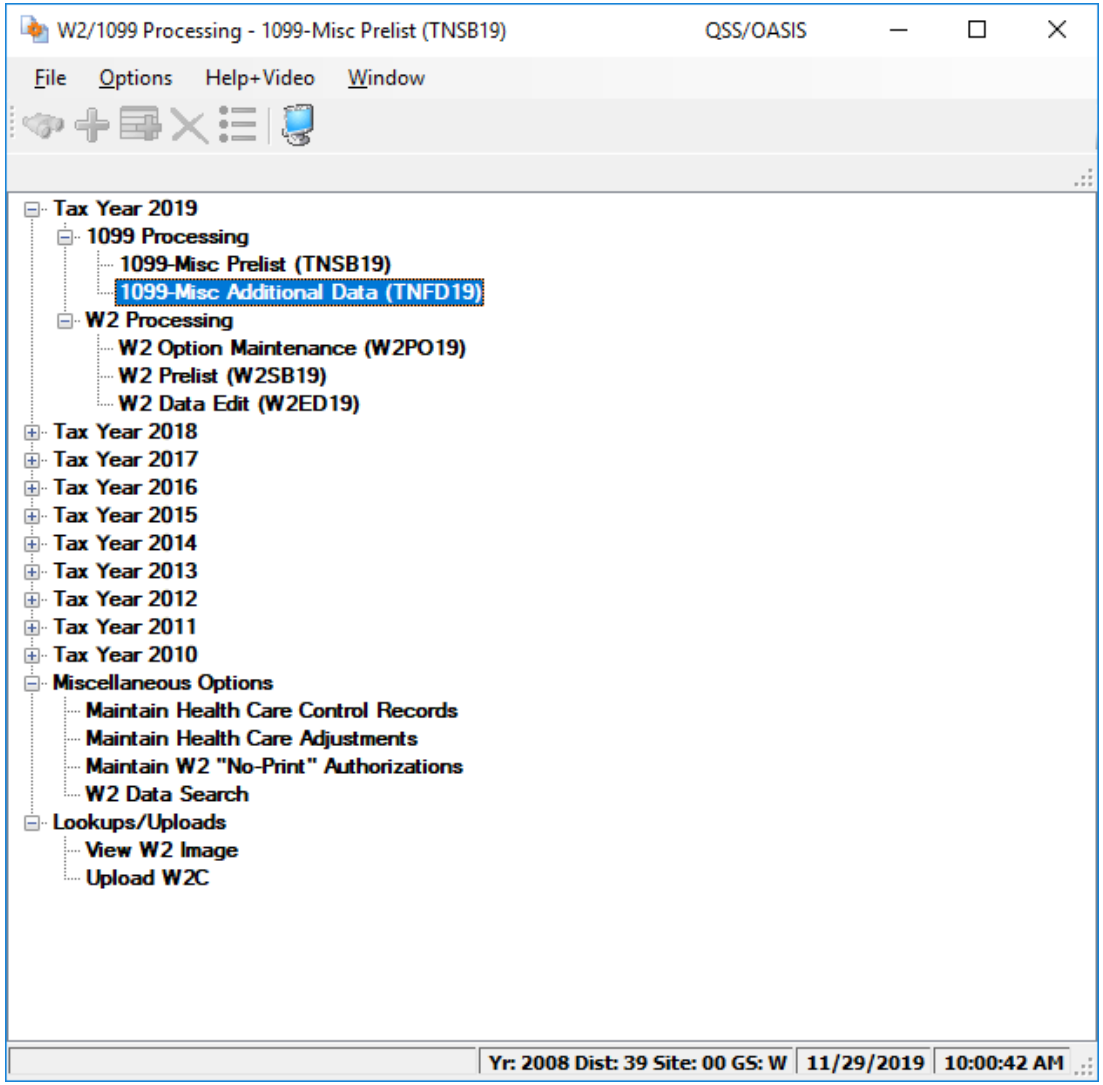
Task 7-AP
Add/Edit Additional Data



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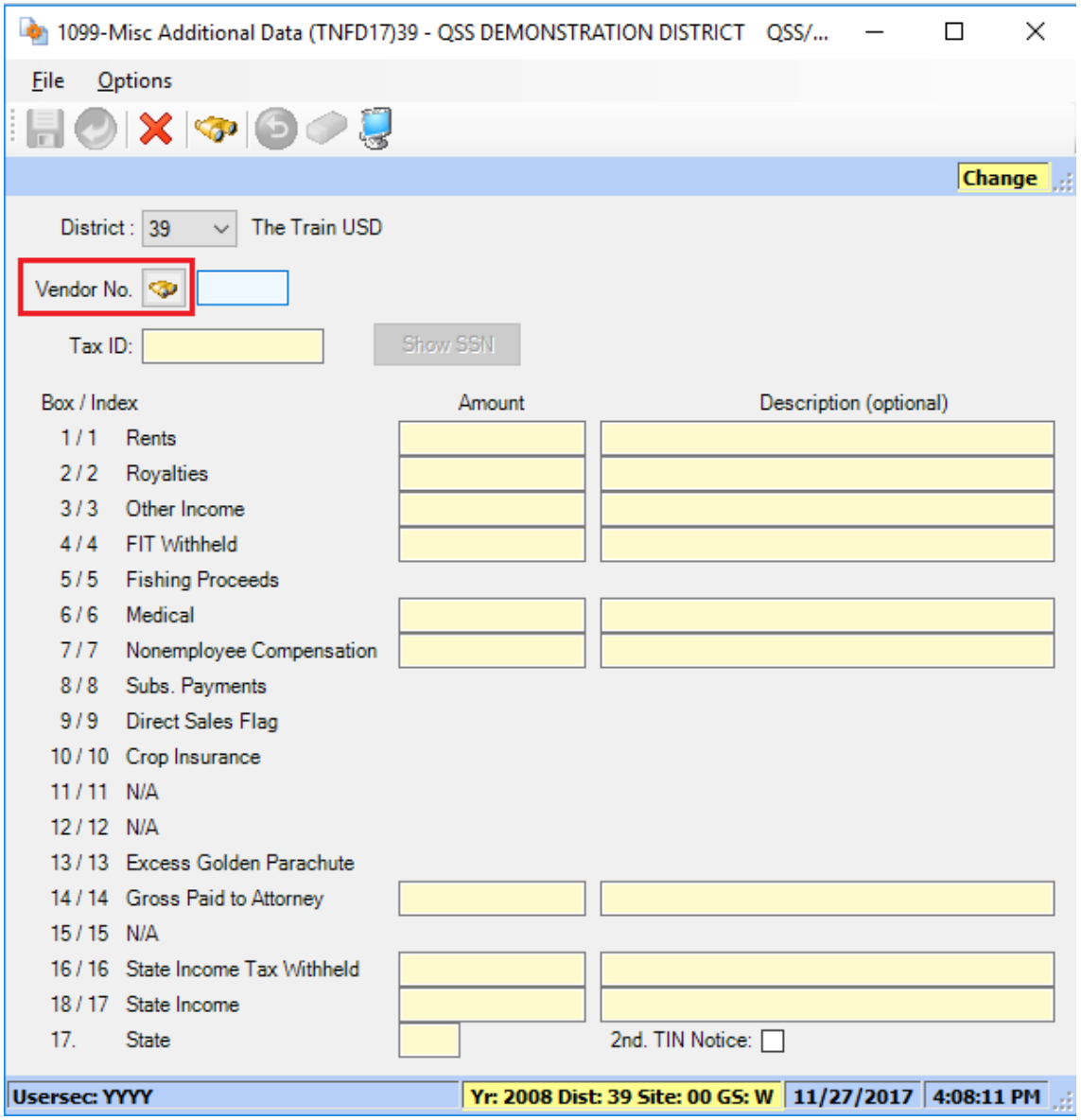
Vendor Lookup from Additional Data



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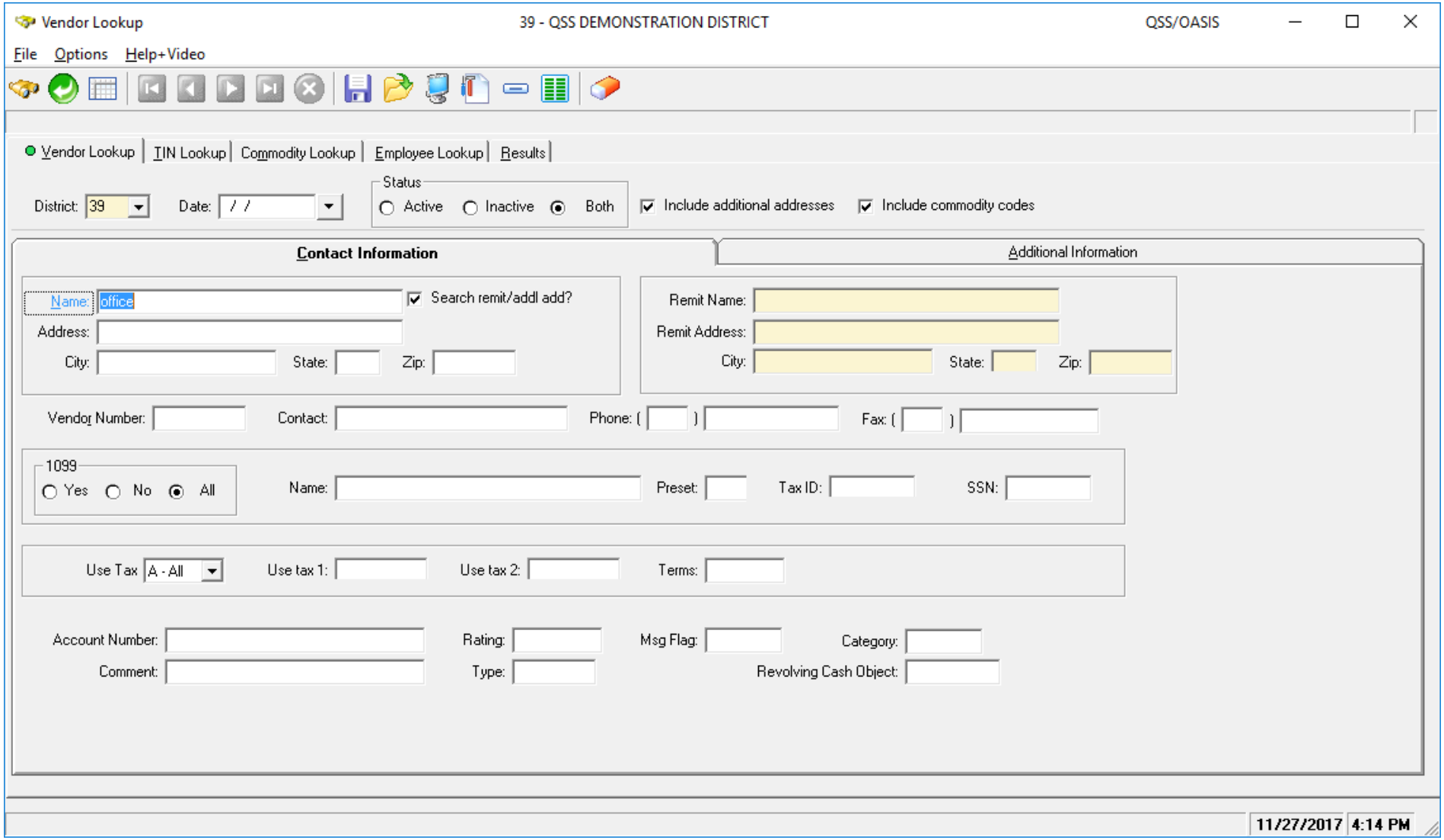
Vendor Lookup from Additional Data



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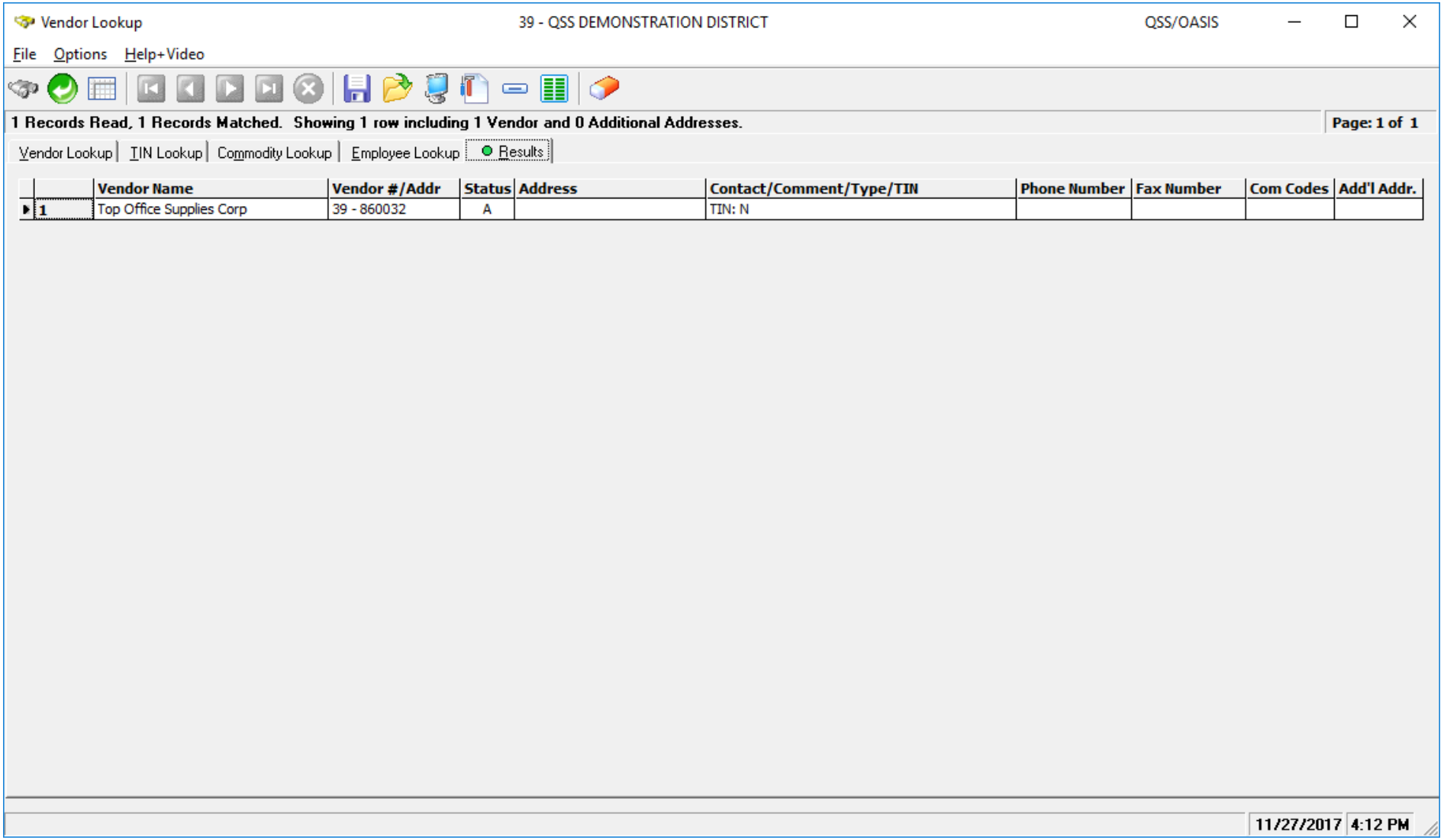
Returning Vendor in 1099-MISC Data



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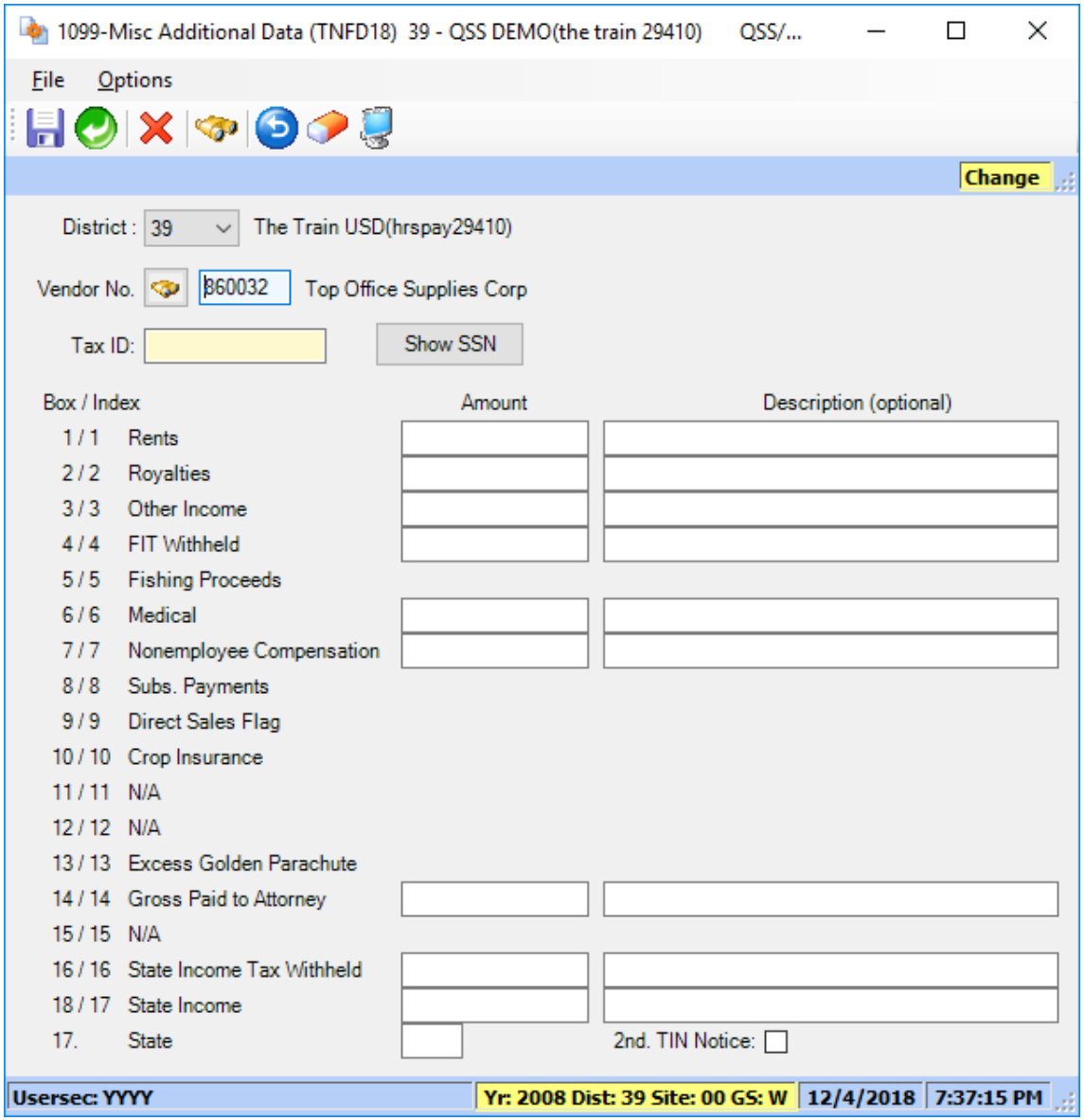
Vendor Returned from Vendor Master File



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Task-8T
Extract AP Payments

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

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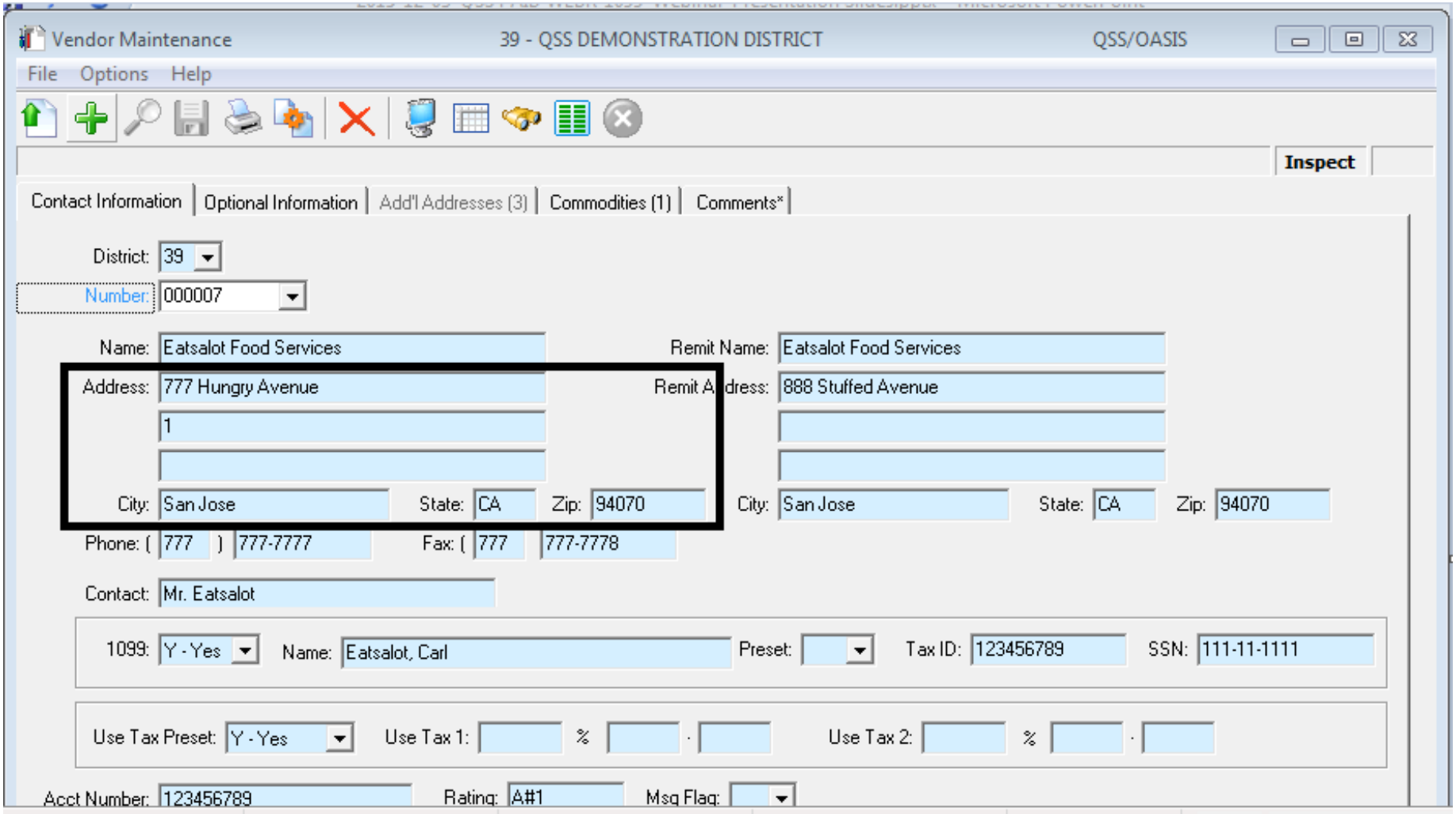
Regular Vendor Address
Default 1099-MISC Printing



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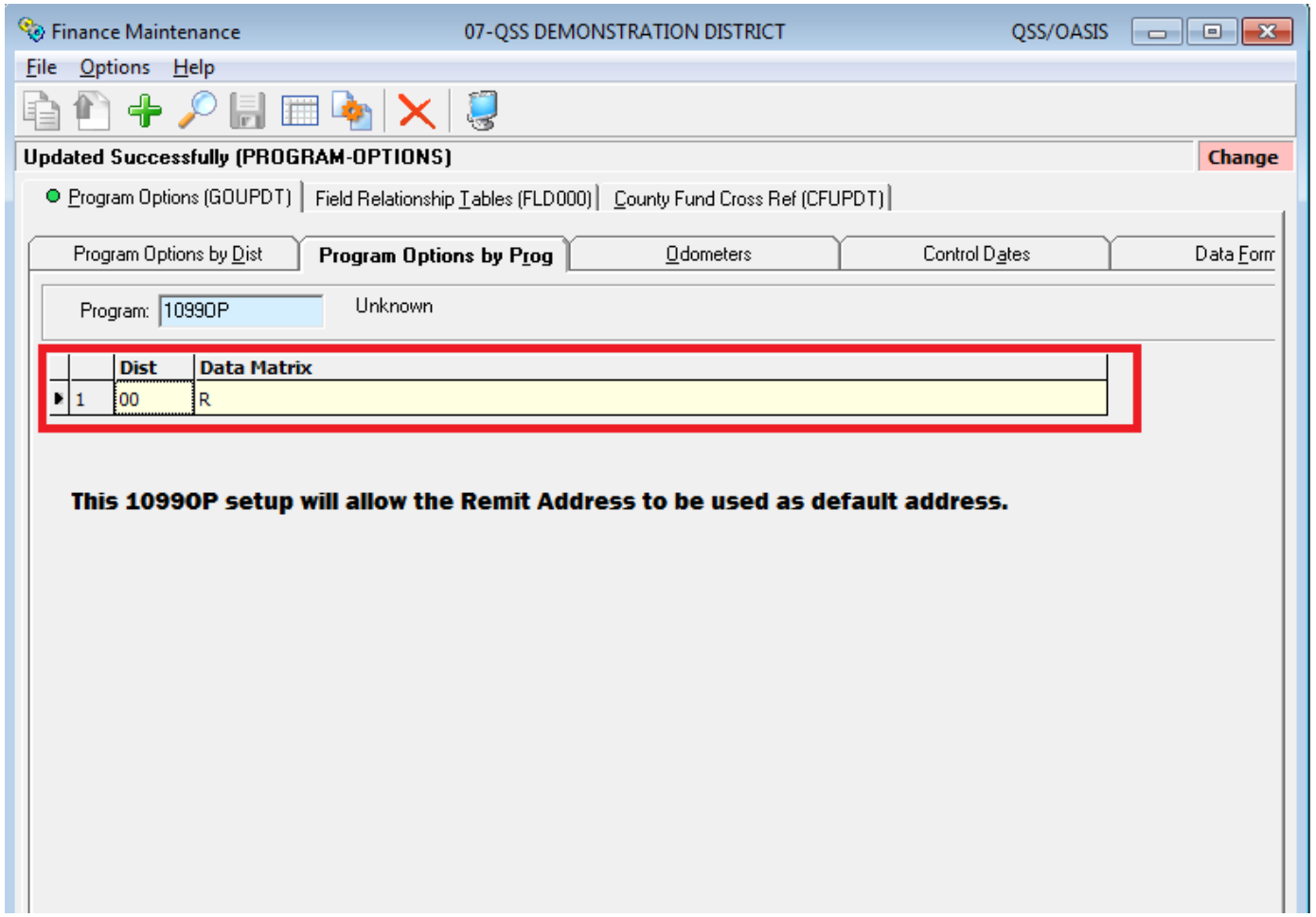
1099OP Program Option Optional Setting



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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.

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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.

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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).

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

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Task 12-T
Print and Distribute 1099 Forms

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

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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

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Printing 1099-MISC Forms
Version L Laser Printing

- Execute Y19ten99prt

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

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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.

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Sample 1099-MISC Form

9595 ☐ VOID ☐ 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	Miscellaneous Income
$	2019	
2 Royalties	Form 1099-MISC	
$		

PAYER'S TIN	RECIPIENT'S TIN	3 Other income	4 Federal income tax withheld	Copy A For Internal Revenue Service Center
123456789	xxxxxxxxx	$	$	File with Form 1096.

RECIPIENT'S name
Auditors Inc.

Street address (including apt. no.)
200 Broadway

City or town, state or province, country, and ZIP or foreign postal code
Your City, CA 12345

5 Fishing boat proceeds	6 Medical and health care payments	For Privacy Act and Paperwork Reduction Act Notice, see the 2019 General Instructions for Certain Information Returns.
$	$	
7 Nonemployee compensation	8 Substitute payments in lieu of dividends or interest	
$ 1332.00	$	
9 Payer made direct sales of $5,000 or more of consumer products to a buyer (recipient) for resale ▶ ☐	10 Crop insurance proceeds	
	$	
11	12	

Account number (see instructions)	FATCA filing requirement	2nd TIN not.	13 Excess golden parachute payments	14 Gross proceeds paid to an attorney
[redacted]	☐	☐	$	$

15a Section 409A deferrals	15b Section 409A income	16 State tax withheld	17 State/Payer's state no.	18 State income
$	$	$		$
		$		$

Form 1099-MISC LMA 41-0852411 5110 www.irs.gov/Form1099MISC Department of the Treasury - Internal Revenue Service

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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.

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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.

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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 Linus 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.

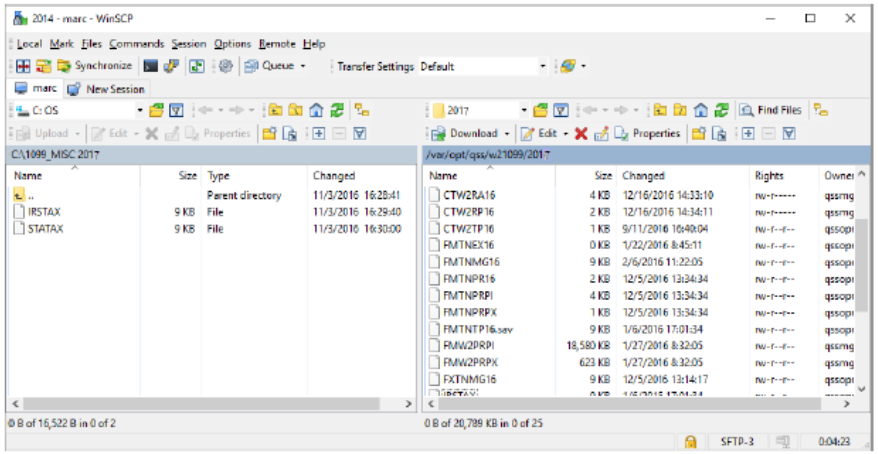

Figure 5-5: WinSCP for transferring files

- 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.

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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.

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Task 16-T
Save History Files

- Execute Y19TEN99SAVE (Version H Only).

- Consolidated and Additional Data Files saved in HISTORY group.

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Just some “Extra Help”!

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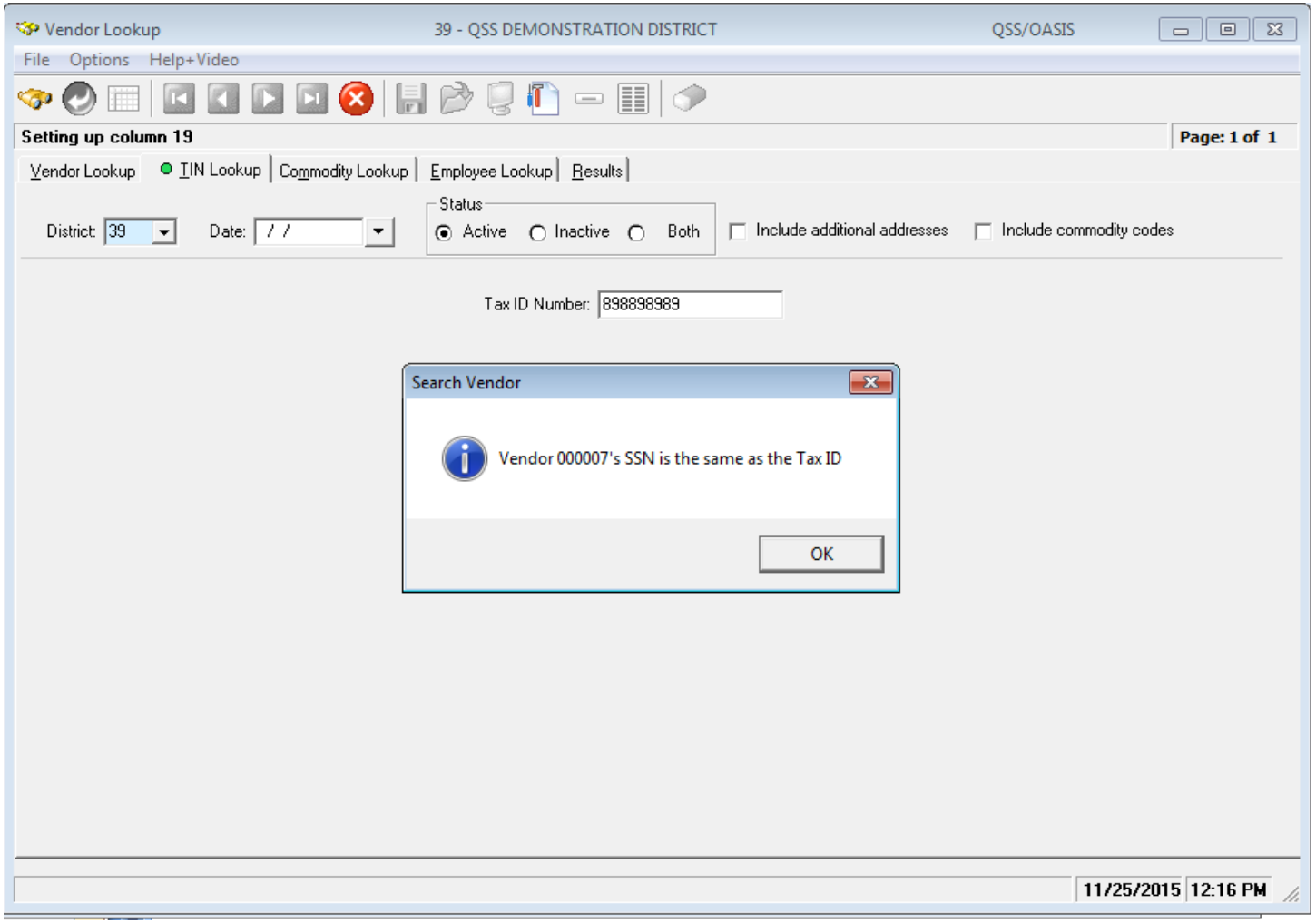
Bonus Material
TIN Lookup Tab



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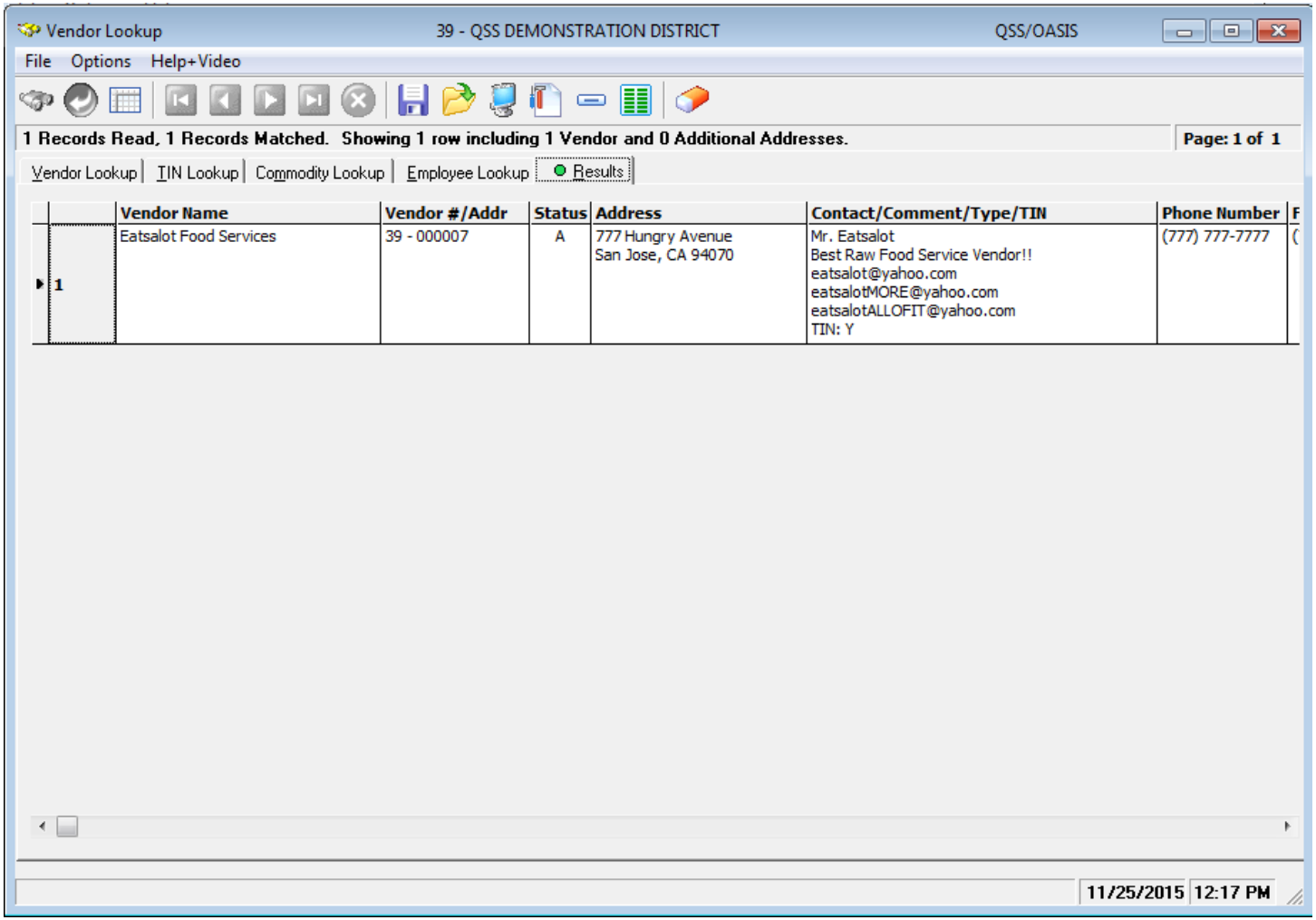
Vendor Lookup by TIN
Results Tab



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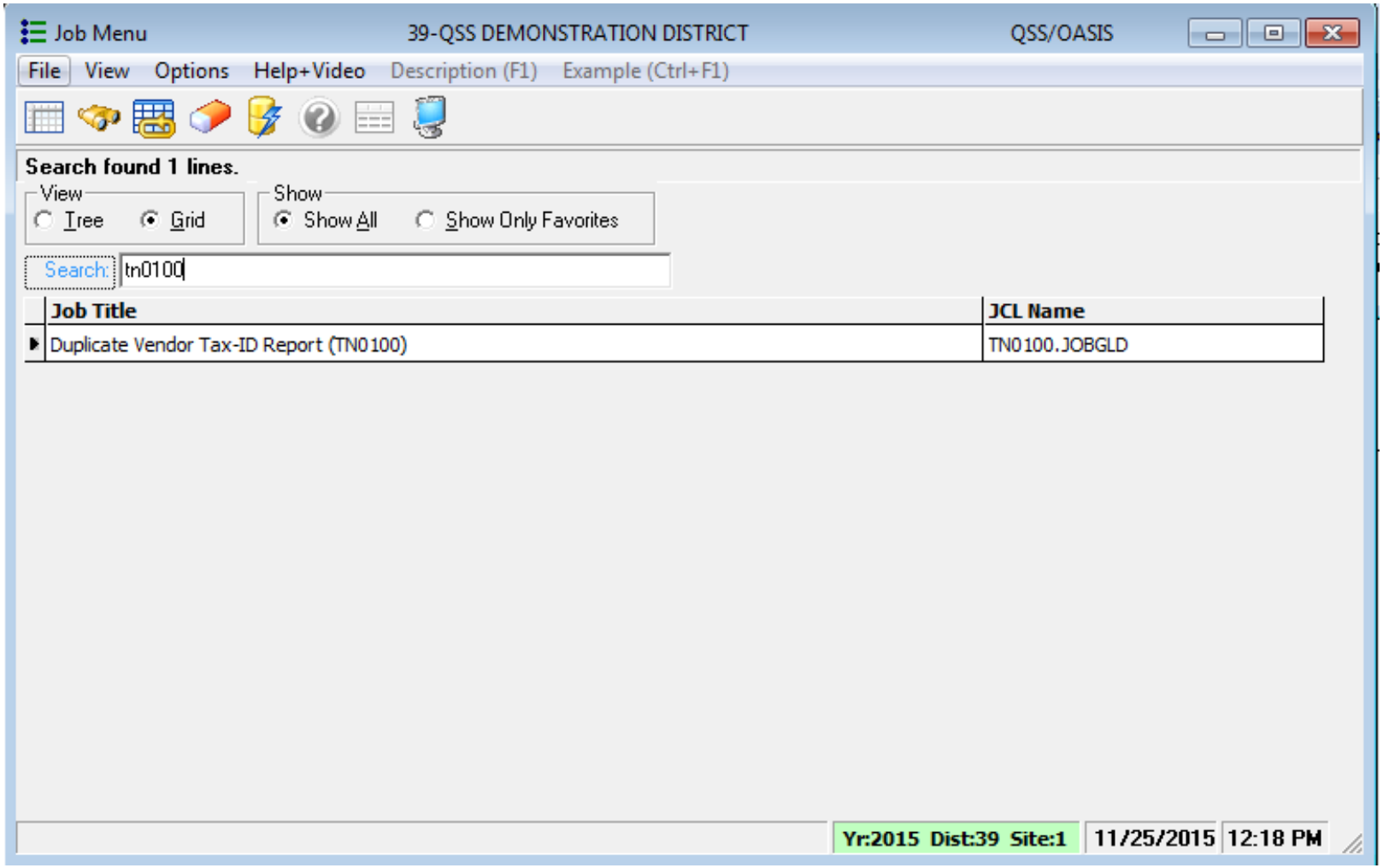
Duplicate Tax ID Report (TN0100)



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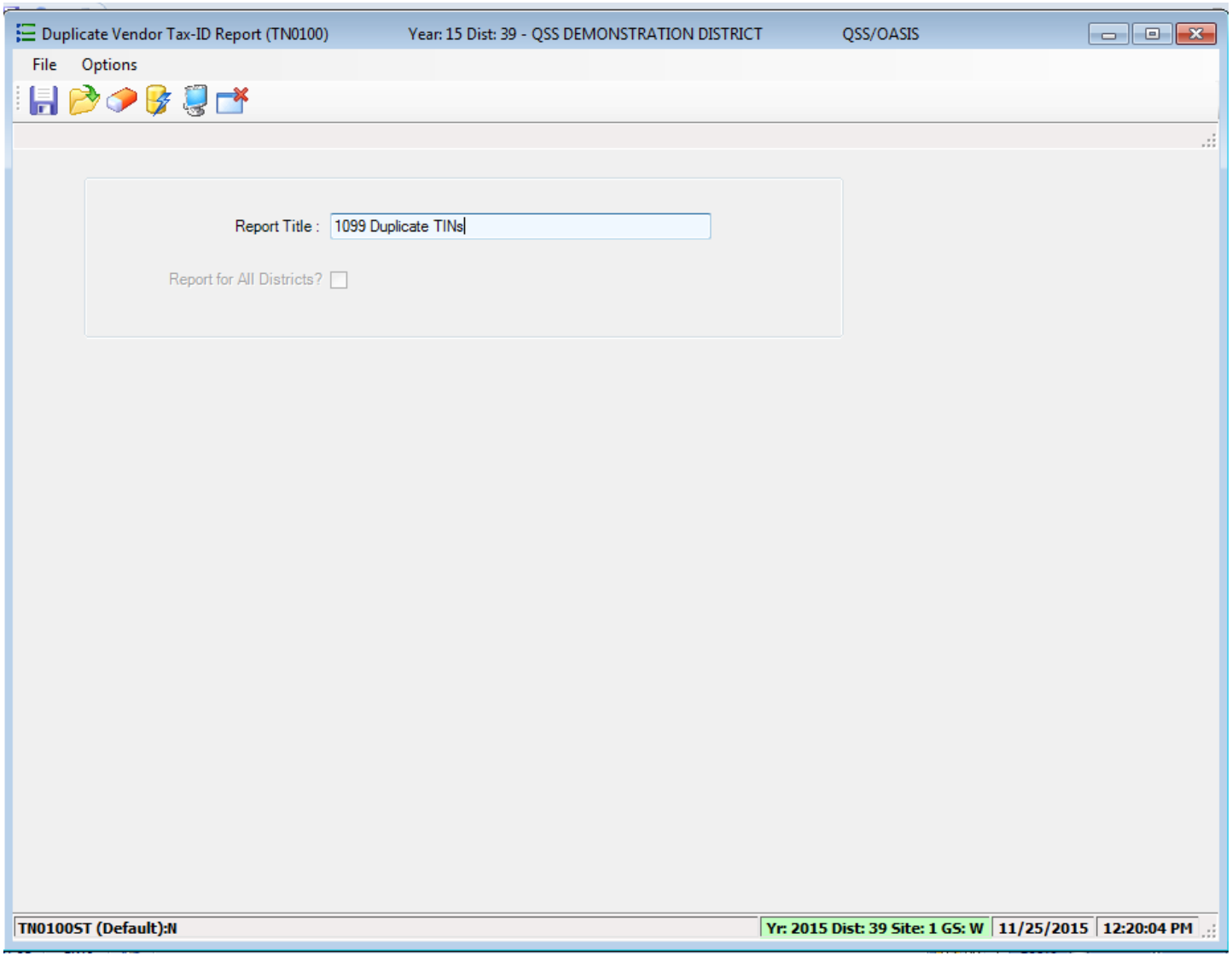
Duplicate Tax ID Report (TN0100)



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Duplicate Tax ID Report (TN0100)

```
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
DI-VENDOR#  VENDOR NAME                  VENDOR ADDRESS              FL  1099 NAME                  TYPE  CAT  AUDIT INFO
__________  ___________________________  __________________________  __  _________________________  ____  ____  __________

------------------------------------------- BEGIN DUPLICATE GROUP FOR TIN 000-00000 -------------------------------------------

07-000101   Boop, Betty                  123 Notebook Road           Y   Boop, Betty                 EM        Will
                                         Anytown, CA  94123                                                   11/07/2012
                                                                                                               10:24

07-000019   Bugs Bunny Bundles Inc       123 Cobol Highway           N                                         Sere
                                         Toontown, CA  12345                                                   01/20/2010
                                                                                                               11:37

------------------------------------------- BEGIN DUPLICATE GROUP FOR TIN 111111111 -------------------------------------------

07-000012   Aggressive Accounting        999 Balanced Avenue         Y   Bumstead, Dagwood               1099  Will
                                         Debitville, GA  77777                                                 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   Y                                         DA07
                                         Cartoon Town, CA  94070                                               10/15/2013
                                                                                                               08:55

07-000283   All Things Jonesy            1234 Main Street            Y   JONES, DAVEY                ART       Sere
                                         Third line of address                                                 10/14/2008
                                         San Mateo, CA  12345-1234                                             16:30
```


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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.

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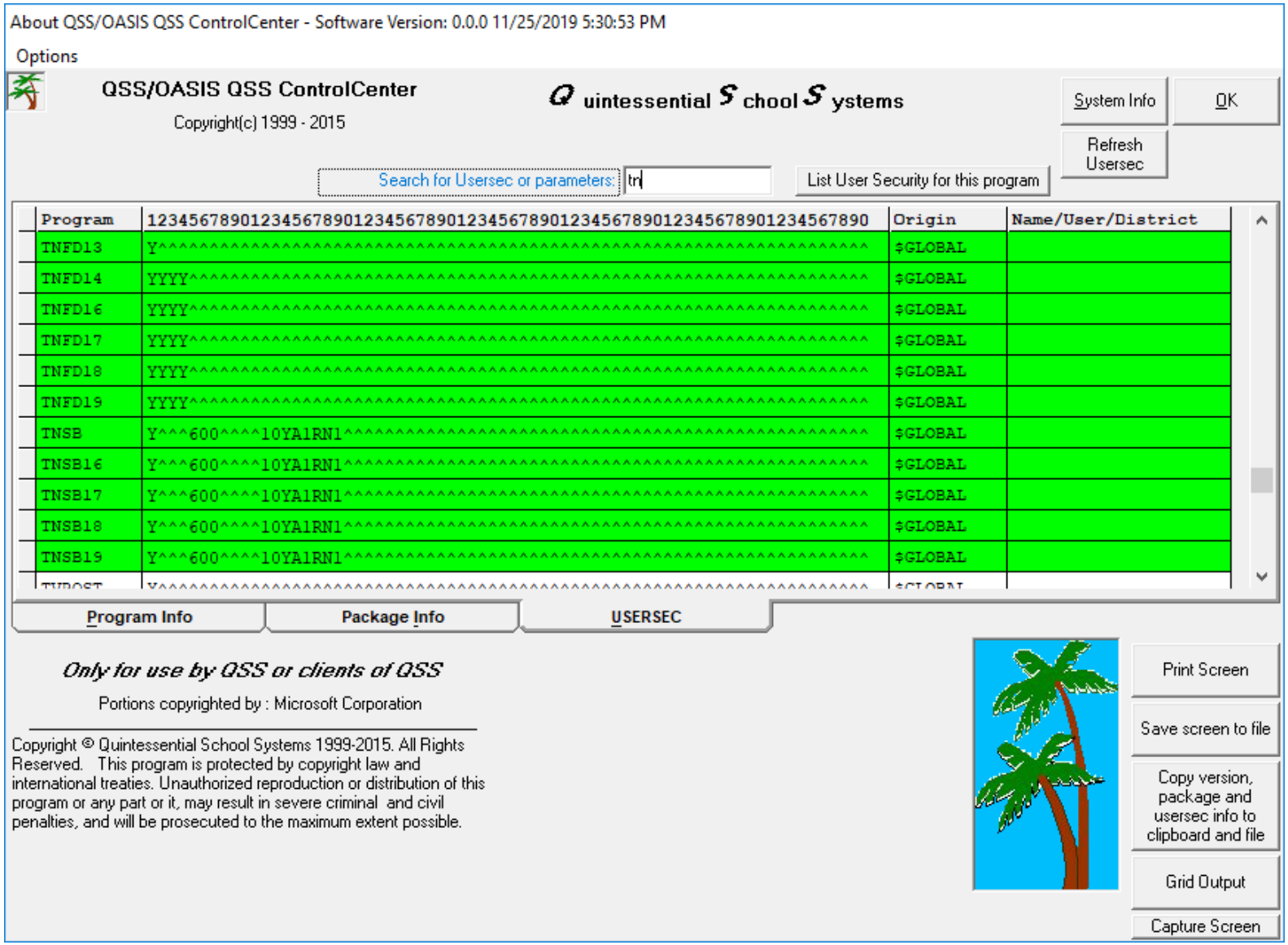
1099 Usersec Options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Refresh Usersec
Search for Usersec or parameters:
tn
List User Security for this program
Program
1234567890123456789012345678901234567890123456789012345678901234567890
Origin
Name/User/District
TNFD13 Y^^^