

1

**DECEMBER 4<sup>TH</sup>, 2013**

**PRESENTER: QSS ACCOUNT MANAGER, LOIS MILSTEAD**

# **2013 1099-MISC Processing Webinar**

# 1099 Processing Release Overview

2

- The 1099 software is updated annually.
- The release of the Tax Reporting software for 2013 is designated as TX13.

# 2013 Form 1099-MISC

3

- 2013 Form 1099-MISC reports payments for services.
- Reports vendors that are flagged for 1099 reporting.

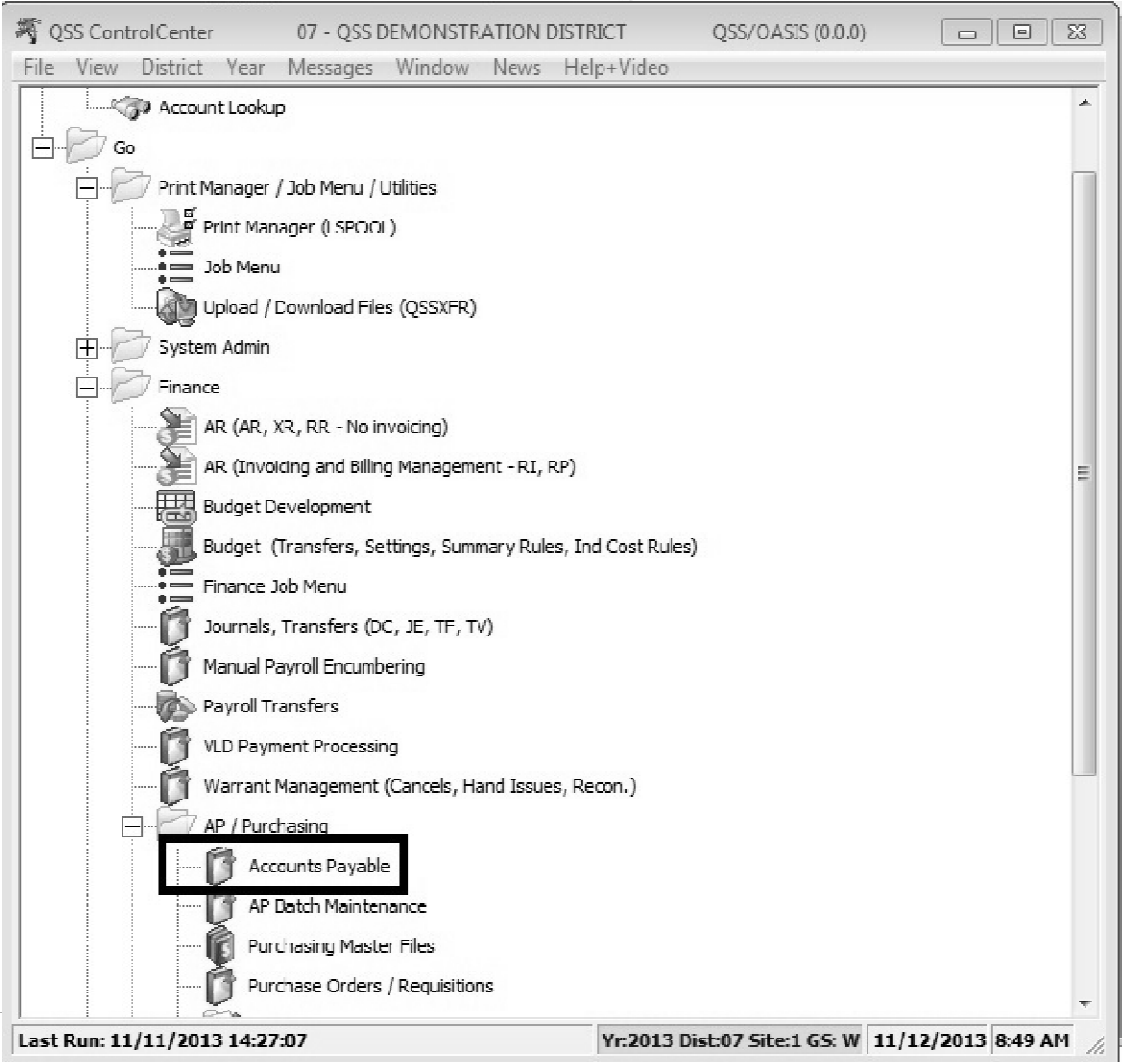
# How 1099 Processing Works

4

- Extract 1099-MISC data from A/P transactions processed in calendar year 2013.
- Enter additional data for payments not transacted via QSS A/P software.

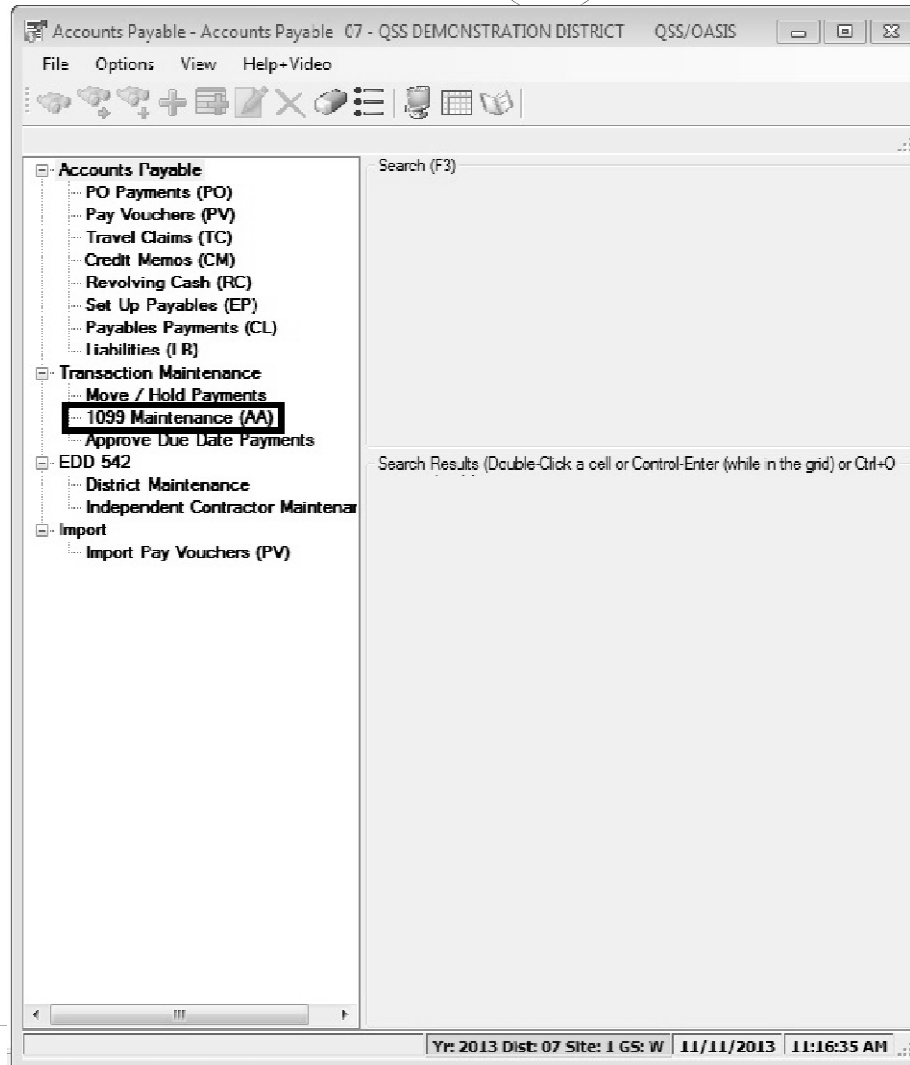
# QCC Finance Module A/P Branch AAUPDT available year round

5



# 1099 Maintenance

6



# 1099 Processing Branch

7

The screenshot displays the QSS ControlCenter application window. The title bar includes the text 'QSS ControlCenter', '07 - QSS DEMONSTRATION DISTRICT', and 'QSS/OASIS (0.0.0)'. The menu bar contains 'File', 'View', 'District', 'Year', 'Messages', 'Window', 'News', and 'Help-Videos'. The main area shows a tree view of folders and files. The 'W2 / 1099' folder is selected and highlighted with a black rectangle, and its sub-item 'W2 / 1099 Processing' is also highlighted. Other visible folders include 'Favorites', 'Job', 'System Admin', 'Finance', 'Fixed Assets / Stores', and 'Human Resources / Payroll'. The status bar at the bottom shows 'Last Run: 11/11/2013 10:15:01' on the left and 'Yr:2013 Dist:07 Site:1 GS: W 11/11/2013 11:40 AM' on the right.

# 2013 1099 Task List

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## 1099 Task List

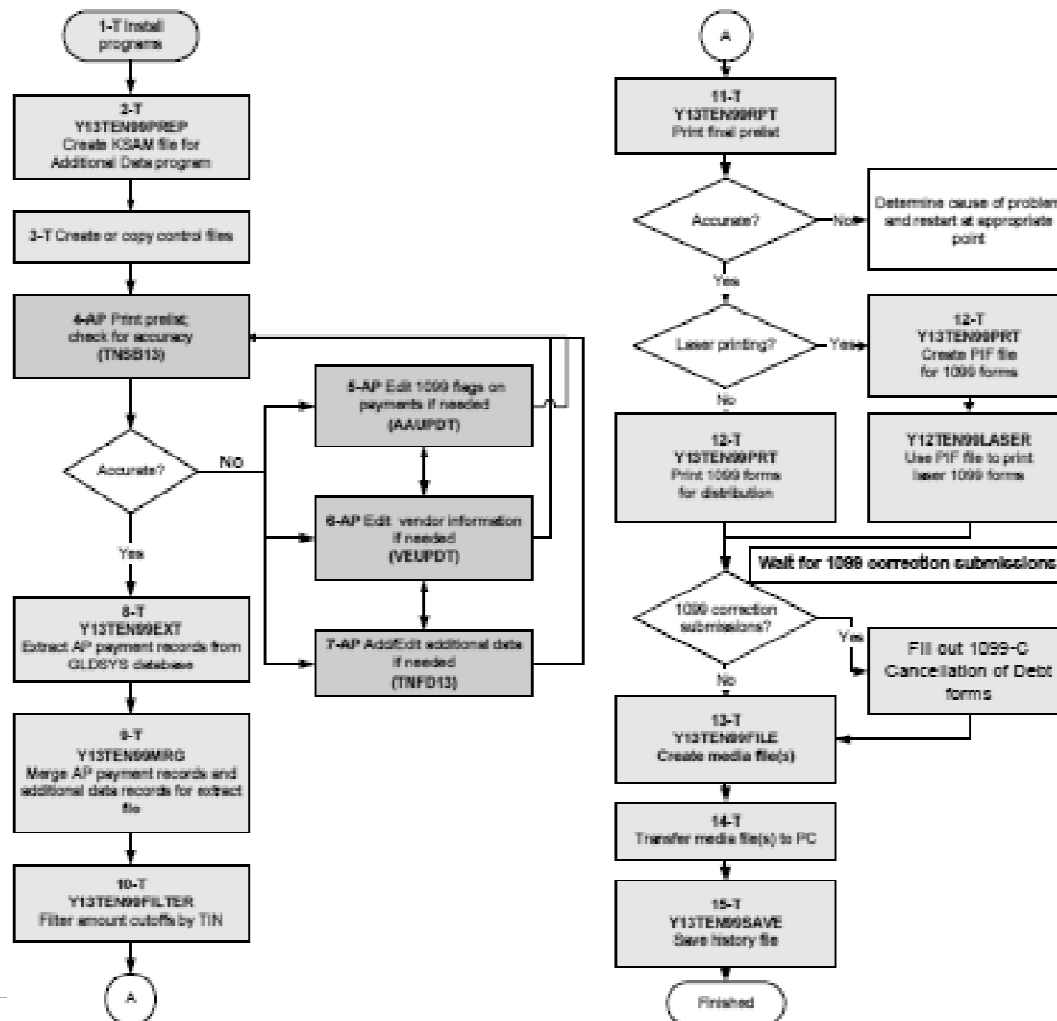
TASK	WHAT	WHEN	HOW	PAGE
1-T	Install current year's 1099 programs; add to user menus	Dec.		3-11
2-T	Create data file (KSAM file) for Additional Data program	Dec.	Y13TEN99PREP UDC	4-8
3-T	Create or copy control files	Dec.		4-9
4-AP	Print prelist based on vendor TINs; check for accuracy	Jan.	TNSB13 menu program	5-2
5-AP	OPTIONAL—Edit flags as needed	Jan.	AAUPDT menu program	5-17
6-AP	OPTIONAL—Edit vendor information as needed	Jan.	VEUPDT menu program	5-27
7-AP	OPTIONAL—Add/Edit additional data as needed	Jan.	TNFD13 menu program	5-30
AP	Repeat from Task 4-AP until accurate	Jan.		
8-T	Extract AP payment records from GLDSYS database	Jan.	Y13TEN99EXT UDC	4-16
9-T	Merge AP and Additional Data records for extract file	Jan.	Y13TEN99MRG UDC	4-22
10-T	Filter amount cutoffs by TIN	Jan.	Y13TEN99FILTER UDC	4-23
11-T	Print final prelist	Jan.	Y13TEN99RPT UDC	4-26
AP	Check prelist; repeat from Task 4-AP until accurate	Jan.		
12-T	Print and distribute 1099 forms	By 1/31	Y13TEN99PRT UDC	4-30
T	OPTIONAL—Print and distribute 1099 laser forms	By 1/31	Y13TEN99LASER UDC	4-31
	Allow interval before creating transmittal file			4-49
13-T	Create electronic transmittal file	By 3/31	Y13TEN99FILE UDC	4-50
14-T	Transfer transmittal file from HP e3000 to PC	By 3/31		4-55
15-T	Save history file		Y13TEN99SAVE UDC	4-60

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# 1099 Task Flowchart

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# A/P Vendor Definition

10

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

# Reportable 1099 Payments

11

- Payments to Independent Contractors
- Payments to Corporations for Medical/Health Care services
- Payments to Attorneys

# 1099-MISC Vendor Address Printing

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

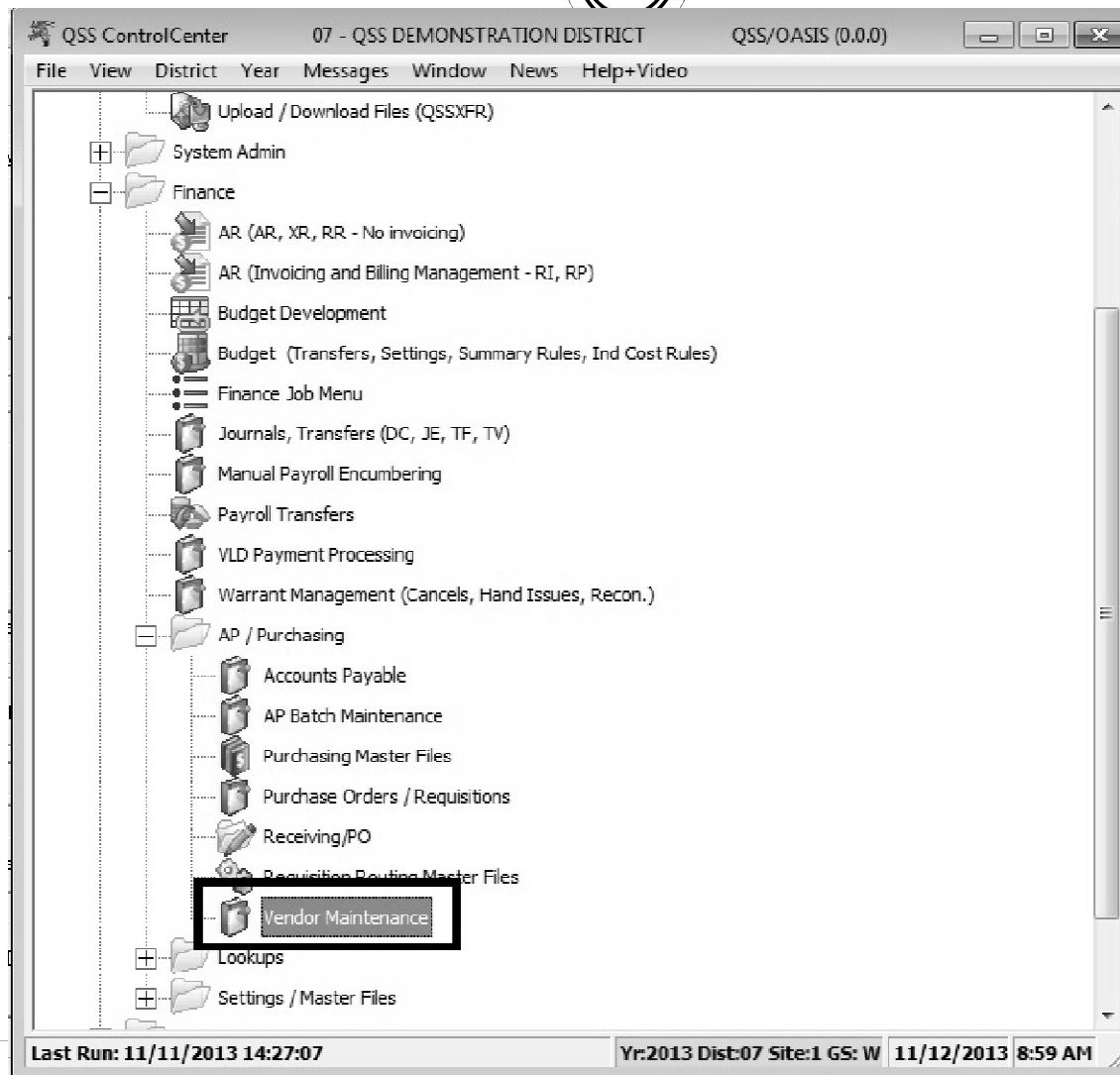
# 1099-MISC Vendor Flagging

13

- 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

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# Vendor Master File

## 1099-MISC fields



Vendor Maintenance 07 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help

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

District: 07  
Number: 000097

Name: Eatsalot Food Service  
Address: 777 Hungry Avenue  
City: San Jose State: CA Zip: 94070

Remit Name:  
Remit Address:  
City: State: Zip:

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

Contact: Mr. Eatsalot

1099: Y - Yes Name: Eatsalot, Carl Preset: Tax ID: 123456700 SSN: 123-45-6700

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

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

Category: FOOD  
Type: Terms: Shipping %:

Comments: Best Field Food Vendor

Last edit: 11/12/2013 at 07:46:58 by DA08 Last paid: 00/00/0000

# 1099 Reporting for Attorney Fees

16

- Attorney fees post into Box 7. Use “7” or “Y” preset value.
- Attorney Gross Proceed payments should be reported in Box 14. Use “E” for Preset value.



# “1099” Program Option

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The screenshot displays the 'Finance Maintenance' application window for '07-QSS DEMONSTRATION DISTRICT'. The interface includes a menu bar (File, Options, Help+Video), a toolbar with various icons, and a breadcrumb trail: Program Options (GOUPT) | Field Relationship Tables (FLD000) | County Fund Cross Ref (CFUPDT). The 'Program Options by Prog' tab is active, showing a search field with '1099' and a table with the following data:

	Dist	Data Matrix
1	00	123456789DEFG
2	07	123467DEGHN
▶ 3	26	

The status bar at the bottom indicates: Yr:2013 Dist:07 Site:1 GS: W 11/12/2013 10:13 AM

# PO Payment Add

## Automatic Flagging of 1099 Vendor Payments

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The screenshot shows a software window titled "Add PO Payment" with a menu bar containing "File" and "Options". Below the menu bar is a toolbar with icons for "Quick View", "Next PO#:", "<Enter PO#>", and "<Line>". An "Add" button is located in the top right corner of the window.

The main form area contains the following fields and values:

- 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 menu)
- Invoice date: 06/30/2011
- Invoice description: test
- Batch number: 0001 - Vendor payments for March 4
- Payment due: (dropdown menu)
- Payment: (text field)
- Liquidate: (text field)
- Use Tax: N Use Tax Amount: \$0.00
- 1099: Y (highlighted with a red box)
- Discount:  2.00 % Net
- Remit Payments: Acme Products, Inc  
Accounting Department  
500 Main StreetX  
Your City, CA 12345
- Address No: L 00
- 7 Addresses

A note box on the right side of the form reads: "Note: As of 8/22/2011, the positions of the Payment and Liquidate fields have been reversed. Don't show this message again".

The status bar at the bottom of the window displays: "Yr: 2011 Dist: 07 Site: 1 GS: W 12/11/2011 3:59:58 PM".

# Update 1099 Payment Lines by Warrant Number

19

Accounts Payable - 1099 Maintenance (AA) 07 - QSS DEMONSTRATION DISTRICT QSS/CASIS

File Options View Help+Video

Search (F3)

Warrant Number:

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

Yr: 2013 Dist: 07 Site: 1 GS: W 11/14/2013 7:28:39 AM

# Task 1-T Install 2013 1099 Release

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## **Task 1-T: Installation**

Step 1—Obtain User Manuals from the QSS Web Site

Step 2—Distribute Materials

Step 3—Download the Installation File from QSS Web Site

Step 4—Transfer and Restore Installation File to Your HP e3000

Step 5—Build New Release and Archive Groups

Step 6—Restore Files

Step 7—Archive Current Versions of Released Files

Step 8—Integrate Release Files into Standard Groups

Step 9—Move Updated Files into Production

Step 10—Copy Process Control and Printer Environment Files

Step 11—Move W2 Transmittal File Program into Production

Step 12—Copy Last Year's Control Files

Step 13—Modify UDCMENU

Step 14—Integrate W2 and 1099 UDCs

Step 15—Store Archive Files to Tape

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# Task 2-T Create Additional Data File

21

- Execute Y13TEN99PREP.
- Set program access via TNFD13 USERSEC.

# Additional Data File Warning

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```
+-----+
|
| WARNING:  The Foreign data file has  ←
|           already been created.
|
| File TFTNFD13.W2109913.QSSUSER
| Contains 101 records ←
| Created: THU, NOV 13, 2013 by OPR
| Updated: THU, NOV 13, 2013 at 7:50 AM
|
+-----+
```

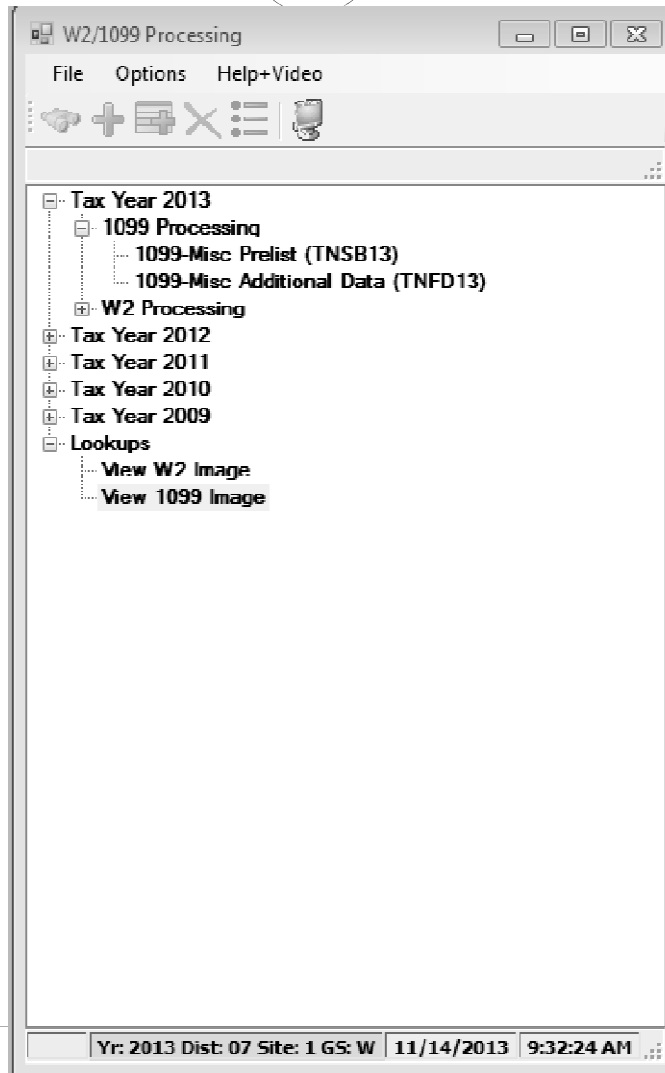
A warning that the file already exists is displayed.

The number of existing records is displayed.

Erase the foreign data file? (Y/N)

# Access Additional Data Program

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## Task 3-T Setting Up Control Files on HP3K

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- Create/Copy Federal EIN Control File – contains Federal Identification numbers for both W2 and 1099 processing  
CTW2TP13.W2109913.QSSUSER or <your\_account>
- Create/Copy Contact Phone Number Control File – contains filing person's contact telephone, name, address  
CT1099PH.W2109913.QSSUSER or <your\_account>
- Create/Copy Transmitter Information Control File – contains transmitter information for 1099 media file.  
CT1099TI.W2109913.QSSUSER/ or <your\_account>



# Transmitter Information Control File

- ; This control file is used to define parameters required to be in
- ; 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 fi
- ;
- ; Edit the field values below and replace the '\*' values with the
- ; correct value for your organization. If the field should be spac
- ; replace the '\*' with spaces. Any field left as '\*' will be promp
- ; 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 encounte
- ; 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 colum
- ;
- ;
- ;Field Value
- ;-----
- NAMCTL \*\*\*\*
- TCC \*\*\*\*\*
- CONNAME \*\*\*\*\*
- CONEMAIL \*\*\*\*\*
- ;
- ; end of ct1099ti

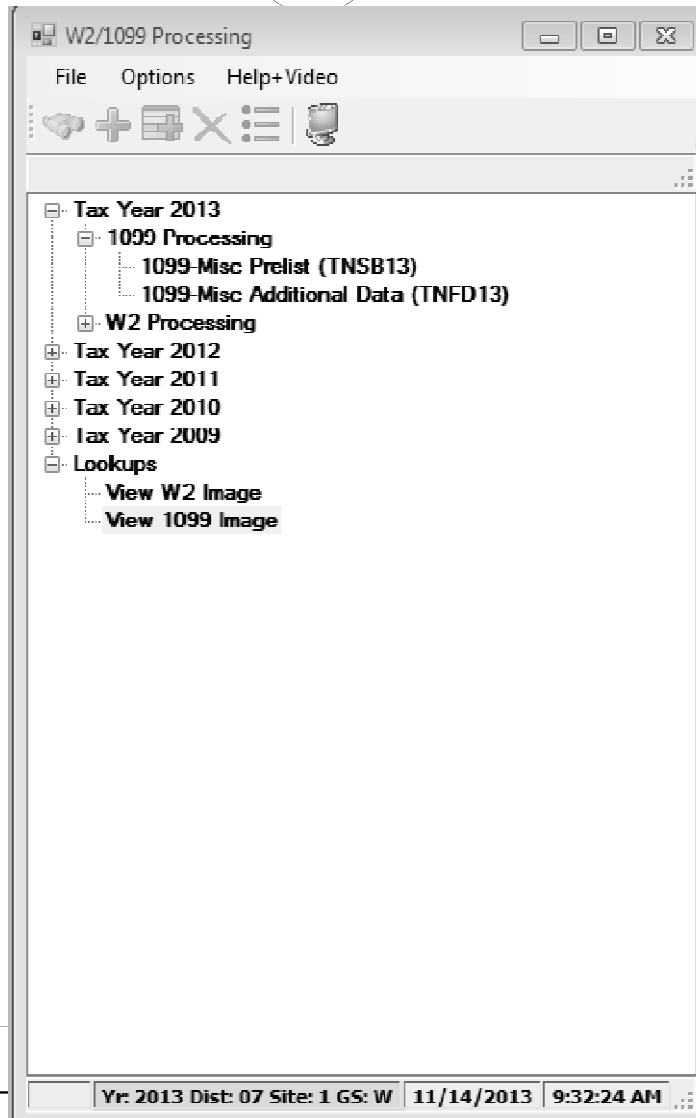
# Task 4-AP Print Preliminary Prelist TNSB13 USERSEC Parameters

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COLUMN	CONTROLS	PARAMETERS
1 (1)	Access to TNSB	Y = Yes, allow access. (Default) N = No, do not allow access.
2-7 (6)	Set default value for Box 1, 3, 7 Dollar limit	Enter up to 6 numbers to indicate the default amount in whole dollars. The default is ^^^600 (where ^ is blank).
8-13 (6)	Set default value 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 (1)	Set default value for Ignore vendors below limit?	Y = Yes (Default) N = No
15 (1)	Set default value for Show accounts or descriptions	A = Accounts (Default) D = Descriptions
16 (1)	Set default value for Select vendors by 1099 flag	0 = Select all vendors 1 = Select only vendors with 1099 flag of <b>x</b> . (Default) 2 = Select only vendors with 1099 flag of <b>x</b> or blank.
17 (1)	Set default value for Select payments by 1099 flag	A = Any value R = Any reportable value (Default) 1 = Box 1 Rents 2 = Box 2 Royalties 3 = Box 3 Other income 4 = Box 4 FIT 6 = Box 6 Medical 7 = Box 7 Nonemployee compensation D = Box 13 GPP E = Box 14 Attorney fees G = Box 16 State Tax Withheld H = Box 18 State Income N = Non-reportable
18 (1)	Set default value for All districts	Y = Include all districts. N = Include logon district only. (Default)
19 (1)	Set default value for Data source	1 = Extract data from GL database. (Default) 2 = Extract data from extract file.
20 (1)	Set default value for Print payment detail	Y = Yes (Default) N = No

# 2013 1099 Processing Menu

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# “Full” Prelist Settings

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The screenshot shows a software window titled 'TAX' with 'QSS/OASIS' in the top right corner. The window contains a settings form for '2013 1099-Misc Prelist (INSB13)'. The form includes the following fields and options:

- Report title: [Empty text box]
- Box 1, 3, 7 Dollar limit: 000000 (In whole dollars)
- Box 2 Dollar limit: 000000 (In whole dollars)
- Ignore vendors below limit?
- Include on Report:
  - Accounts?
  - or Descriptions?
- Select vendors by 1099 flag: Select All Vendors
- Select payments by 1099 flag: Include ALL Payments
- Print payment detail lines?
- All districts?
- Data source? Extract from GL Database

Note: " No Production File Available as Data Source "

At the bottom right of the window, the status bar displays: Yr: 2013 Dist: 07 Site: 1 GS: W 11/14/2013 10:52:45 AM

# “Default” Prelist Settings

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The screenshot shows a software window titled "2013 1099-Misc Prelist (TNSB13)". The window has a menu bar with "File" and "Options" and a toolbar with icons for file operations. The main content area is titled "2013 1099-Misc Prelist (TNSB13)" and contains the following settings:

- Report title: [Empty text box]
- Box 1, 3, 7 Dollar limit: 000600 (In whole dollars)
- Box 7 Dollar limit: 000010 (In whole dollars)
- Ignore vendors below limit?
- Include on Report:
  - Accounts?
  - or Descriptions?
- Select vendors by 1099 flag: Select Only Vendors with a 1099 Flag of "Y"
- Select payments by 1099 flag: Include Payments Flagged for 1099-MISC Reporting
- Print payment detail lines?
- All districts?
- Data source?: Extract from GL Database
- Note: "No Production File Available as Data Source"

The status bar at the bottom of the window displays: Yr: 2013 Dist: 07 Site: 1 GS: W 11/14/2013 10:59:20 AM

# Prelist w/Accounts

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Vendor	Tax ID	SES	FU	Resc	Y	Obj	SO	Goal	Punc	Sch	DD1	DD2	Date Paid	Warrant	Reference	Amount	Flag
<p>07 QSS DEMONSTRATION DISTRICT J2428 1000-MISC PRE-LIST - 2013 TNRP13 H.13.00 11/14/13 11:00 PAGE 0</p> <hr/> <p>Cutoff amount: \$600.00            Royalties Cutoff amount: \$10.00</p> <p>Cutoff rule for this report: Ignore vendors that don't exceed the cutoffs.</p> <p>Select vendors with 1099 flags: set to 'Y'.</p> <p>Select payments with 1099 flags: any reportable values</p> <p>Input file: FMTNRG12.DATQCC.QSSUSER Updated: THU, NOV 14, 2013, 11:00 AM</p> <p>Report prepared: THU, NOV 14, 2013, 11:00 AM</p> <p>007 QSS DEMONSTRATION DISTRICT J2428 1099-MISC PRE-LIST - 2013 TNRP13 H.13.00 11/14/13 11:00 PAGE 1</p>																	
000012 Aggressive Accounting																	
N >Bumstead, Dagwood			01-0000-0-0000-00-0000-0000-110-000-00										01/01/2013	147262	HW-147262	100.00	2
A >S550 Liability Way			01-8005-0-0423-00-4760-1000-580-000-00										01/14/2013	3522571	PO-000929	3,250.00	Y
C >CreditTown, GA 77776			01-8005-0-0423-00-4760-1000-580-000-00										06/02/2012	2540228	PO-000929	2,350.00	Y
			01-8005-0-0423-00-4760-2490-580-000-00										06/02/2013	2540267	PO-001355	6,200.00	Y
07-000012	Bum	111111111	SEY	Bumstead, Dagwood												100.00	
																12,700.00	
<p>000002 Big Disk Warehouse</p> <p>N &gt;Big Disk Warehouse</p> <p>A &gt;32767 Spinola Road</p> <p>C &gt;Flatter City, CA 91234-5678</p> <p>07-000002 BigD 222222222 SEY Big Disk Warehouse</p> <p>Invalid TIN</p> <p>(7) Nonempl</p> <p>123,456.78</p>																	
<p>000011 Frankenstein's Driving School</p> <p>N &gt;Frankenstein's Driving School 01 6001 1 0881.00 8100 1000 300 000 00</p> <p>A &gt;8249 Naval Passage</p> <p>C &gt;New York, NY 14467</p> <p>07-000011 Fran 941234567 Y Frankenstein's Driving School</p> <p>(7) Nonempl</p> <p>700.00</p>																	
<p>000001 John Dough Enterprises</p> <p>N &gt;DOUGH, JOHN</p> <p>A &gt;P.O. Box 123</p> <p>C &gt;San Mateo, CA 96063-1234</p> <p>box 1 rents</p> <p>box 2 royalties</p> <p>box 3 Other</p> <p>box 4 PIT withheld</p> <p>box 5 medical</p> <p>12/13/2012</p> <p>12/13/2012</p> <p>12/13/2012</p> <p>12/13/2012</p> <p>12/13/2012</p> <p>FD-C25980</p> <p>FD-C25900</p> <p>FD-C25980</p> <p>FD-C25980</p> <p>FD-C25980</p> <p>1.11 1</p> <p>2.22 2</p> <p>3.33 3</p> <p>4.44 4</p> <p>5.55 5</p>																	

# Prelist w/Descriptions

07 QSS DEMONSTRATION DISTRICT J2778 1099-MISC PRE-LIST - 2013 TNRP13 H.13.00 11/29/13 14:12 PAGE 0  
 Filtered Prelist for Lois

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

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

Select vendors with 1099 flags: set to 'Y'.

Select payments with 1099 flags: any reportable values

Input file: FMINMG13.DATQCC.QSSUSER Updated: FRI, NOV 29, 2013, 2:12 PM

Report prepared: FRI, NOV 29, 2013, 2:12 PM

007 QSS DEMONSTRATION DISTRICT J2778 1099-MISC PRE-LIST - 2013 TNRP13 H.13.00 11/29/13 14:12 PAGE 1  
 Filtered Prelist for Lois

Vendor	Tax ID	SE9	FU	Resc	Y	Objt	SO	Goal	Func	Sch	DD1	DD2	Date Paid	Warrant	Reference	Amount	Fla	
-----																		
000012 Aggressive Accounting																		
N >Bumstead, Dagwood			01-0000-0-0000.00-0000-0000-110-000-00										01/01/2013	147263	HW-147263	100.00	2	
A >9530 Liability Way			01-8005-0-0423.00-4760-1000-580-000-00										01/14/2013	3522371	EO-000929	3,250.00	Y	
C >CreditTown,GA 77776			01-8005-0-0423.00-4760-1000-580-000-00										05/03/2013	3540328	EO-000929	3,250.00	Y	
			01-8005-0-0423.00-4760-2490-580-000-00										05/03/2013	3540367	EO-001355	6,200.00	Y	
07-000012 Bums 111111111 SEY Bumstead, Dagwood																100.00		
																12,700.00		
-----																		
000002 Big Disk Warehouse																		
N >Disk, Jessy													12/13/2012		FD-031850	123,456.78	7	
A >32767 Spindle Road																		
C >Platter City,CA 91234-5678																		
07-000002 Disk 222222222 SEY Disk, Jessy																123,456.78		
-----																		
000011 Frankenstein's Driving School																		
N >Frankenstein, Frankie			01-6001-1-0381.58-3150-1000-580-000-00										05/17/2013	3542293	EV-103536	700.00	Y	
A >5349 Naval Passage																		
C >New York,NY 14467																		
07-000011 Fran 941234567 R Y Frankenstein, Frankie																700.00		
-----																		
000001 John Dough Enterprises																		
N >DOUGH, JOHN			box 1	rents									12/13/2012		FD-025980	1.11	1	
A >P.O. Box 123			box 2	royalties									12/13/2012		FD-025980	2.22	2	

## 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	SES	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	425.50	Y
A > 100 MAIN STREET			12/09 Beethoven, Ludwig	01/07/2011	60114592 PV-008247	425.50	Y
C > YOUR CITY, CA 12345			01/10 Vivaldi, Antonio	02/23/2011	60144467 PV-010600	425.50	Y
			01/10 Dumas, Alexandre	02/23/2011	60144467 PV-010600	425.50	Y
			02/10 Ellington, Duke	03/16/2011	60155353 PV-011000	425.50	Y
			02/10 Fitzgerald, F Scott	03/16/2011	60155353 PV-011000	425.50	Y
			03/10 Hemingway, Ernest	04/08/2011	60170447 PV-013079	411.00	Y
			03/10 Irving, Washington	04/08/2011	60170447 PV-013079	425.50	Y
			04/10 Johnson, Lyndon	05/20/2011	60194256 PV-015595	425.50	Y
			04/10 Steinbeck, John	05/20/2011	60194256 PV-015595	425.50	Y
			05/10 Stein, Gertrude	06/22/2011	60213364 PV-017338	384.00	Y
			05/10 Tenyson, Alfred	06/22/2011	60213364 PV-017338	384.00	Y
44-XXXXXX APTR XXXXXXXX		Y	A FIRST SAMPLE VENDOR		(7) Nonamp1	5,000.22	



# 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

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  
1099-MISC PRE-LIST - 2013      TNRF13    H.13.00 11/14/13 11:09 PM

endor	Tax ID	SE9	Description	Date Paid	Warrant	Reference	Amount
07 QSS DEMONSTRATION DISTRICT	J2429						
00012 Aggressive Accounting							
>Bumstead, Dagwood			\$100	01/01/2013	147263	HW-147263	100.00
>9550 Liability Way			645	01/14/2013	3522571	PO-000929	3,250.00
>CreditTown,GA 77776			646	06/03/2013	3540328	PO-000929	3,250.00
			704	06/03/2013	3540367	PO-001355	6,200.00
7-000012 Bums 111111111 SEY Bumstead, Dagwood						Invalid TIN	
						(2) Rylys	100.00
						(7) Nonempl	12,700.00

# Task 5-AP

## Adjust Flags on Transacted Warrants

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1099 Maintenance

File Options

Warrant: 05/52244 \$ 15.00 District: 07 - QSS UNIFIED SCHOOL DISTRICT

Warrant Status: 0 - 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

	Reference	Invoice	Fd Bdr Sch Resc Y Goal Func Objt Type	Lb	UI	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

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<b>CODE</b>	<b>EXPLANATION</b>
<b>1</b>	Rent.
<b>2</b>	Royalties.
<b>3</b>	Other Income.
<b>4</b>	Federal Income Tax withheld
<b>6</b>	Medical and health care payments.
<b>D</b>	Golden parachute (box 13).
<b>E</b>	Gross proceeds paid to an attorney (box 14)
<b>G</b>	State tax withheld (box 16)
<b>H</b>	State income (box 17).
<b>Y or 7</b>	Nonemployee compensation.

# Task 6-AP

## Edit Vendor Information

36

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

Remit Name:  
Remit Address:  
City: State: Zip:

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: 11/12/2013 at 07:46:58 by DA08 Last paid: 00/00/0000

VEUPDT: 0 W \$USER DEA08 N Yr:2013 Dist:07 Site:1 GS: W 11/18/2013 2:48 PM

# Address 99 Usage

37

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 Vendor Number: 000097 Name: Eatsalot Food Service**

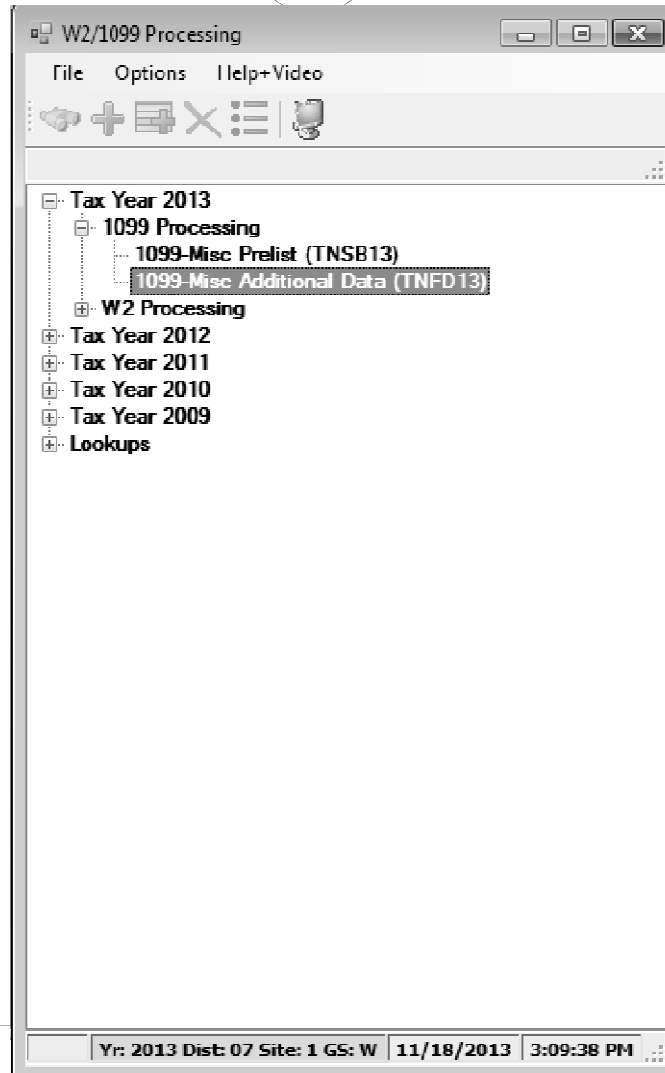
	Name	Address	Comment	Type Code
▶ 01	Eatsalot Vendor Address #1	P.O. Box 777 San Jose CA, 94070	Use this address for Raw Food Invoices	
99	Eatsalot, Carl	777 Hungry Avenue San Jose CA, 94070	Use the address when mailing any 1099's	

VEUPDT: 0 W \$USER DEA08 N Yr:2013 Dist:07 Site:1 GS: W 11/29/2013 2:43 PM

# Task 7-AP

## Add/Edit Additional Data

38



# Vendor Lookup from Additional Data

39

1099-Misc Additional Data (TNFD13)

File Options

Looking up Vendor ... Change

District: 07 QSS UNIFIED SCHOOL DISTRICT

Vendor No. 000097 Eatsalot Food Service

Tax ID: Show SSN

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

Usersec: YY Yr: 2013 Dist: 07 Site: 1 GS: W 11/18/2013 3:17:16 PM

Vendor Lookup 07 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help+Video

Vendor Lookup TIN Lookup Commodity Lookup Employee Lookup Results

District: 07 Date: / / Status:  Active  Inactive  Both

Contact Information Additional Information

Name: Search remit/add add? Rem

Address: Rem

City: State: Zip:

Vendor Number: Contact: Phone:

1099  Yes  No  All Name: Preset

Use Tax: A All Use tax 1: Use tax 2:

Account Number: Rating:

Comment: Type:

11/10/2013 3:17 PM

# Returning 1099-MISC Data from Vendor Lookup

40

Vendor Lookup      39 - QSS DEMONSTRATION DISTRICT      QSS/OASIS

File Options Help

Page: 1 of 1

Vendor Lookup | TIN Lookup | Community Lookup | Employee Lookup | **Results**

	Vendor Name	Vendor #/Addr	Status	Address	Contact/Comment/Type	Phone Number	Fax Number	Com Codes
1	DONALD DUCK	39 - 000002	A	13953 E. SAGE HILLS DRIVE SAGE HILLS, AZ 85656	DAISY DUCK	(520) 393-8575		
2	Eatsalot Food Services	39 - 000007	A	777 Hungry Avenue 1 San Jose, CA 94070	Mr. Eatsalot: Best Raw Food Service Vendor!! eatsalot@yahoo.com eatsalotMDRE@yahoo.com eatsalotALLOTT@yahoo.com	(777) 777-7777	(777) 777-7778	1
3	QUINTESENTIAL SCHOOL SYSTEMS	39 - 000001	A	867 AMERICAN STREET SECOND FLOOR SAN CARLOS, CA 94070	UPDATED BY Duane Dev/DAPD			1
4	RC Vendor #5	39 - 000005	A	555 Primary address 5th floor suite 5 Five City, CA 94070	Whoever's There Then RCS E1@X.COM E2@X.COM F-1@X.COM	(555) 555-5555	(555) 555-5556	
5	RC Vendor #6	39 - 000006	A	666 Primary Way 6th floor suite 6 Six City, CA 94070	Six-at-a-time	(666) 666-6666	(666) 666-6667	
6	REVOLVING CASH FOR DAPSTER	39 - 000004	A					
7	Test Employee Vendor Guy	39 - 000017	A	you don't have to type any address information. It will come from Personnel System	Reelie Persnickity EM type = employee vendor			
8	test ut vendor	39 - 000700	A	1111 First Avenue San Carlos, CA 77777				
9	The Deleted Vendor Guy	39 - 000009	I					
10	TO BE ASSIGNED	39 - 999999	A					

12/4/2012 4:10 PM



# Vendor Returned from Vendor Master File

41

1099-Misc Additional Data (TNFD13)

File Options

District: 39 The Train USD

Vendor No. 000007 Eatsalot Food Services

Tax ID: 123456789 Show SSN

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

**The vendor I chose on the Lookup Window was selected. I'm now ready to enter any adjustments.**

2nd. TIN Notice:

Userseq: YY Yr: 2008 Dist: 39 Site: 1 GS: W 11/29/2013 2:51:42 PM

# Task-8T

## Extract AP Payments

42

- Execute Y13TEN99EXT.
- Extract **all** 1099 flagged A/P payments for Calendar Year 2013.

# Regular Vendor Address

## Default 1099-MISC Printing

43

Vendor Maintenance 39 - QSS DEMONSTRATION DISTRICT OSS/OASIS

File Options Help

Inspect

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

District: 07  
Number: 000097

Name: Ealsalot Food Service  
Address: 777 Hungry Avenue  
City: San Jose State: CA Zip: 94070

Remit Name:  
Remit Address:  
City: State: Zip:

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

Contact: Mr. Ealsalot

1099: Y - Yes Name: Ealsalot, Carl Preset: Tax ID: 123456789 SEN: 123-45-6789

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

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

Category: FOOD  
Type: Revolving Cash Object: Terms: Shipping %:

Comments: Best Fried Food Vendor

Last edit: 11/12/2013 at 07:46:58 by DA08 Last paid: 00/00/0000

# 1099OP Program Option Optional Setting

44

The screenshot shows a software window titled "Finance Maintenance" with the subtitle "07-QSS DEMONSTRATION DISTRICT" and "QSS/OASIS". The menu bar includes "File", "Options", and "Help". The toolbar contains icons for file operations and search. The main area displays a message: "Updated Successfully (PROGRAM-OPTIONS)" with a "Change" button. Below this, there are tabs for "Program Options (GOUPT)", "Field Relationship Tables (FLD000)", and "County Fund Cross Ref (CFUPDT)". A sub-menu is open showing "Program Options by Dist", "Program Options by Prog", "Meters", "Control Dates", and "Data Form". The "Program Options by Prog" tab is active, showing a "Program:" field with the value "10990P" and a status of "Unknown". Below this is a table with the following data:

	Dist	Data Matrix
▶ 1	00	R

Below the table, a message states: "This 10990P setup will allow the Remit Address to be used as default address."

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

45

- Execute Y13TEN99MRG.
- Merge of 1099-MISC A/P Extract File and Additional Data File into **one** Consolidated File.

# Task 10-T

## Filter Amounts Cutoff by TIN

46

- Execute Y13TEN99FILTER.
- Vendors with 1099-MISC reportable amounts less than the cut-off amounts will be dropped from consolidated file.

# Task 11-T

## Print Final Prelist

47

- Execute Y13TEN99RPT.
- Respond “Y” to Filter Process Prompt
- Errors? Then Accounts Payable staff will make more corrections. Once AP gets a corrected prelist, your Techinal 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!

48





# Task 12-T

## Print and Distribute 1099 Forms

49

- Execute Y13TEN99PRT.
- Execute Y13TEN99LASER. (Laser Printing Only)

# Printing 1099-MISC Forms

## Laser Printing

50

- Execute Y13TEN99PRT with NOPRINT and PIFSIZE parameters
- Example: Y13TEN99PRT NOPRINT=1, PIFSIZE=100000
- NOPRINT and PIFSIZE parameter create a Printer Interface File (PIF). **This is what you want.**
- Y13TEN99LASER command uses the PIF file to print 1099 forms.
- Example: Y13TEN99LASER DEV=XXX, FORM=LMX

# Reprint Single 1099-MISC

51

- Execute Y13TEN99GETDOCNO <DiVendor>. Di value is two digit district number, Vendor value is the Vendor number.
- Execute Y13TEN99LASER INFO="00018,00018" , where 00018 is the document number for the specified DIVENDOR value input when running Y13TEN99GETDOCNO command.

# Sample 1099-MISC Form

52

9595

VOID

CORRECTED

PAYER'S name, street address, city or town, province or state, country, ZIP or foreign postal code, and telephone no.		1 Rents		OMB No. 1545-0115 <b>2013</b> Form 1099-MISC	<b>Miscellaneous Income</b>
		\$			
		2 Royalties			
		\$		4 Federal income tax withheld	
PAYER'S federal identification number		RECIPIENT'S identification number		5 Fishing boat proceeds	
				\$	
RECIPIENT'S name		7 Nonemployee compensation		8 Substitute payments in lieu of dividends or interest	
Street address (including apt. no.)		\$		\$	
City or town, province or state, country, and ZIP or foreign postal code		9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/>		10 Crop insurance proceeds	
		\$		\$	
Account number (see instructions)		2nd TIN not <input type="checkbox"/>		11 Foreign tax paid	
				\$	
15a Section 409A deferrals		15b Section 409A income		12 Foreign country or U.S. possession	
\$		\$		\$	
				13 Excess golden parachute payments	
				\$	
				14 Gross proceeds paid to an attorney	
				\$	
				16 State tax withheld	
				\$	
				17 State/Payer's state no.	
				\$	
				18 State income	
				\$	

**Copy A**  
For  
Internal Revenue  
Service Center  
  
**File with Form 1096.**

For Privacy Act and Paperwork Reduction Act Notice, see the 2013 General Instructions for Certain Information Returns.

# Interval Between Distribution and File Submission to IRS

53



# Task 13-T

## Create Electronic Transmittal File

54

Create the IRS transmittal file next.

Re-run the Y13TEN99FILE command.

Respond N to the prompt that reads:

```
Create a Combined Federal/State transmittal file?
```

Respond N to the prompt that reads:

```
Is this file for the State of California?
```

The IRSTAX will be created. This is your IRS transmittal file.

# Task 14-T

## Transfer Transmittal File to PC

55

- 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 15-T

## Save History Files

56

- Execute Y13TEN99SAVE.
- Consolidated and Additional Data Files saved in HISTORY group.



# Just some “Extra Help”!

57



# Bonus Material

## TIN Lookup Tab



Vendor Lookup 07 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help

Page: 1 of 1

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

District: 07 Date: / / Status:  Active  Inactive  Both  Include additional addresses  Include commodity co

Tax ID Number: 111111111

# Vendor Lookup by TIN

## Results Tab

59

Vendor Lookup 07 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help

Page: 1 of 1

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

	Vendor Name	Vendor #	Status	Address	Contact Info	Phone Number	Fax Number
1	Aggressive Accounting	07 - 000012	A	999 Balanced Avenue Debitville, GA 77777	Trudy Aggressive Truly aggressive firm harry@potter.com	(123) 045-6789	(123) 456-9870
2	TESTING EMPLOYEE VENDOR	07 - 000140	A				

12/14/2011 7:09 AM

# Duplicate Tax ID Report (TN0100)

60

Job Menu 07-QSS DEMONSTRATION DISTRICT QSS/OASIS

File View Options Help+Video Description (F1) Example (Ctrl+F1)

Search found 1 lines

View:  Tree  Grid Show:  Show All  Show Only Favorites

Search: tn0100

Job Title	JCL Name
▶ Duplicate Vendor Tax-ID Report (TN0100)	TN0100.JOBGLD

Yr:2013 Dist:07 Site:1 11/29/2013 3:42 PM

# Duplicate Tax ID Report (TNo100)

61

The screenshot shows a software window titled "Duplicate Vendor Tax-ID Report (TNo100)". The window has a menu bar with "File" and "Options". Below the menu bar is a toolbar with several icons. The main area of the window contains a form with the following elements:

- Report Title: 1089 Webinar Duplicate TINs
- Report for All Districts?

At the bottom of the window, there is a status bar with the following information:

- TN0100ST (D=Fault):N
- Yr: 2013 Dist: 07 Site: 1 G& W 11/29/2013 3:43:39 PM

# Duplicate Tax ID Report (TNo100)

07 Q88 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 Q88 DEMONSTRATION DISTRICT      DUPLICATE TAX ID NUMBERS (TIN) FROM VENDOR FILE      J2779      TN0100      H.00.01 11/29/13 PAGE      1  
 1099 Webinar - Duplicate TINs

DI-VENDOR#	VENDOR NAME	VENDOR ADDRESS	1099 FL 1099 NAME	TYPE	CAT	AUDIT INFO
----- BEGIN DUPLICATE GROUP FOR TIN 000-00000 -----						
07-000101	Keop, Betty	129 Notebook Road Anytown, CA 94122	Y Keop, Betty	EM		Will 11/07/2012 10:24
07-000019	Bugs Bunny Bundles Inc	123 Cobol Highway Teetown, 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 Eumstead, Dagwood		1099	Will 02/23/2013 14:40
07-000140	TESTING EMPLOYEE VENDOR		Y Eumstead, Dagwood			Will 08/09/2013 16:23
----- BEGIN DUPLICATE GROUP FOR TIN 123456789 -----						
07-000129	ACME INT	1122 BOOGIE BOOGIE AVENUE Cartoon Town, CA 94070	Y			DA07 10/15/2012 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
.. .....	- . . . .		..			---

# 1099 Processing Security Setup (MTUS Manual)

## Chapter 2: QFINANCE Application - continued

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# 1099 Usersec Options (MENo20)

64

MEN020 H.00.00 Program Security Matrix (User: DEA08 ) QSS/OASIS

		1	2	3	4	5	6
193.	GUIPURC	H	Y	Y	Y	P	11115
194.	GUIPURC	Y	Y	Y	Y	Q	000050
195.	TNFD12	Y					
196.	TN6B12	Y	Y	Y	Y		
197.	W2SB12	Y	Y	Y	Y		
198.	W2ED12	Y	Y	Y			
199.	W2PD12	Y	Y	Y			
200.	PPSECAAP	W					
201.	HRS010	0	Y	3			
202.	CHGTY	Y	Y	9	7	1	5
203.	ATUPDT	Y	1	Y	Y	Y	Y
204.	PPSECCSI	X					
205.	TNFD13	Y					
206.	TNSB13	Y	6	0	0	1	0
207.	TNVIEW	Y					
208.	W2PD13	Y	Y	Y			

Start Over | Print Screen | User Data | Load Global | Page Backward | Page Forward | Update Data | Return to Menu

5,6 | HP70092 -- hp3k via TELNET | 16:00:49 | Num | Caps



Ready for Questions and Answers  
Please Enable Your Audio

65

