

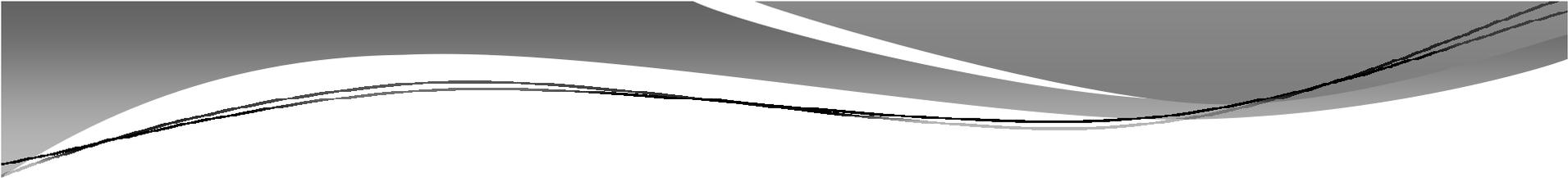
2012 1099-MISC Processing Webinar

December 6th, 2012

Presenter: QSS Account Manager, Lois Milstead

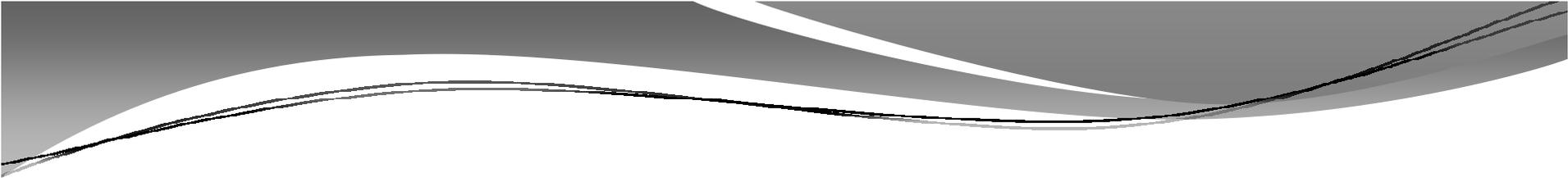
1099 Processing Release Overview

- The 1099 software is updated annually.
- The release of the Tax Reporting software for 2012 is designated as TX12.



2012 Form 1099-MISC

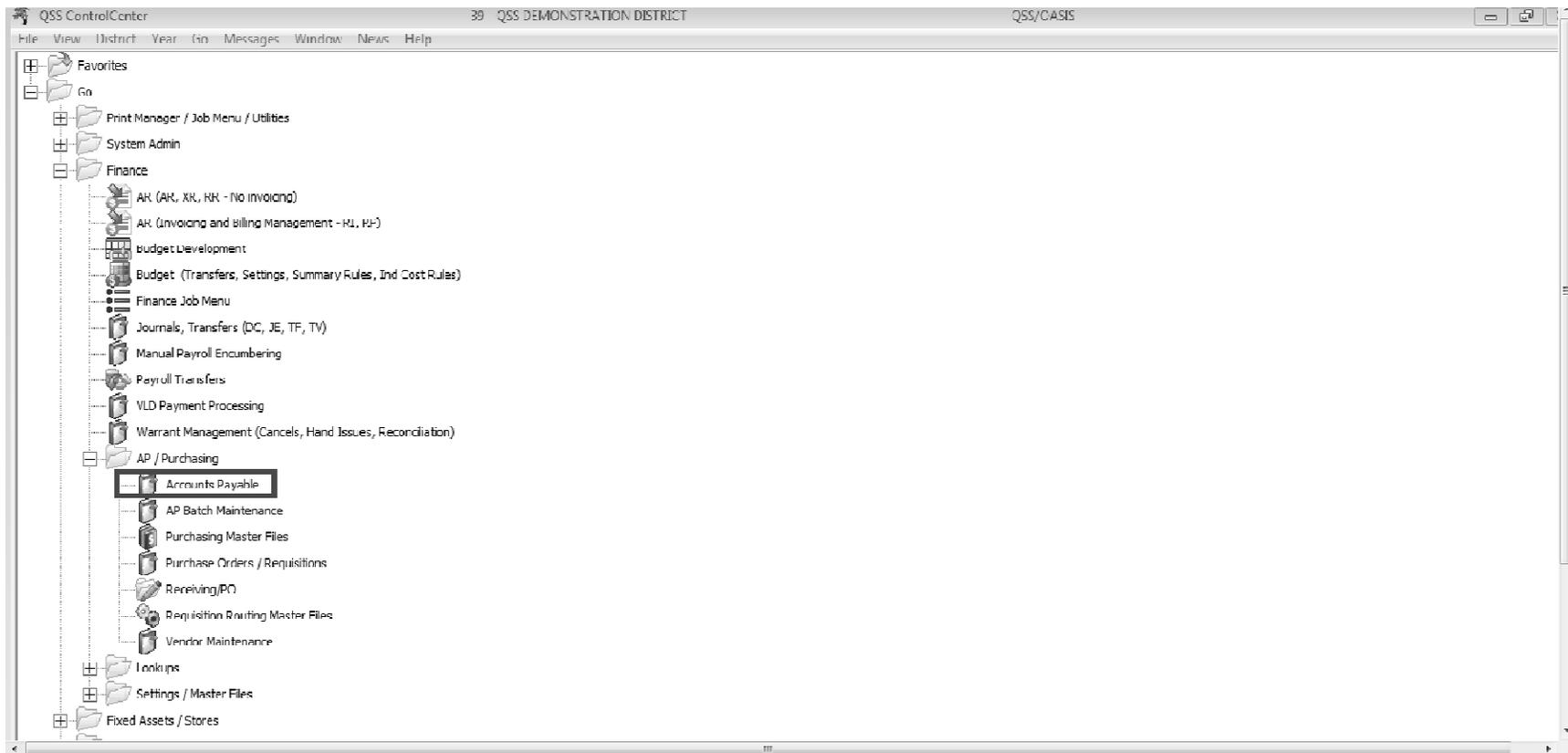
- 2012 Form 1099-MISC reports payments for services.
- Reports vendors that are flagged for 1099 reporting.



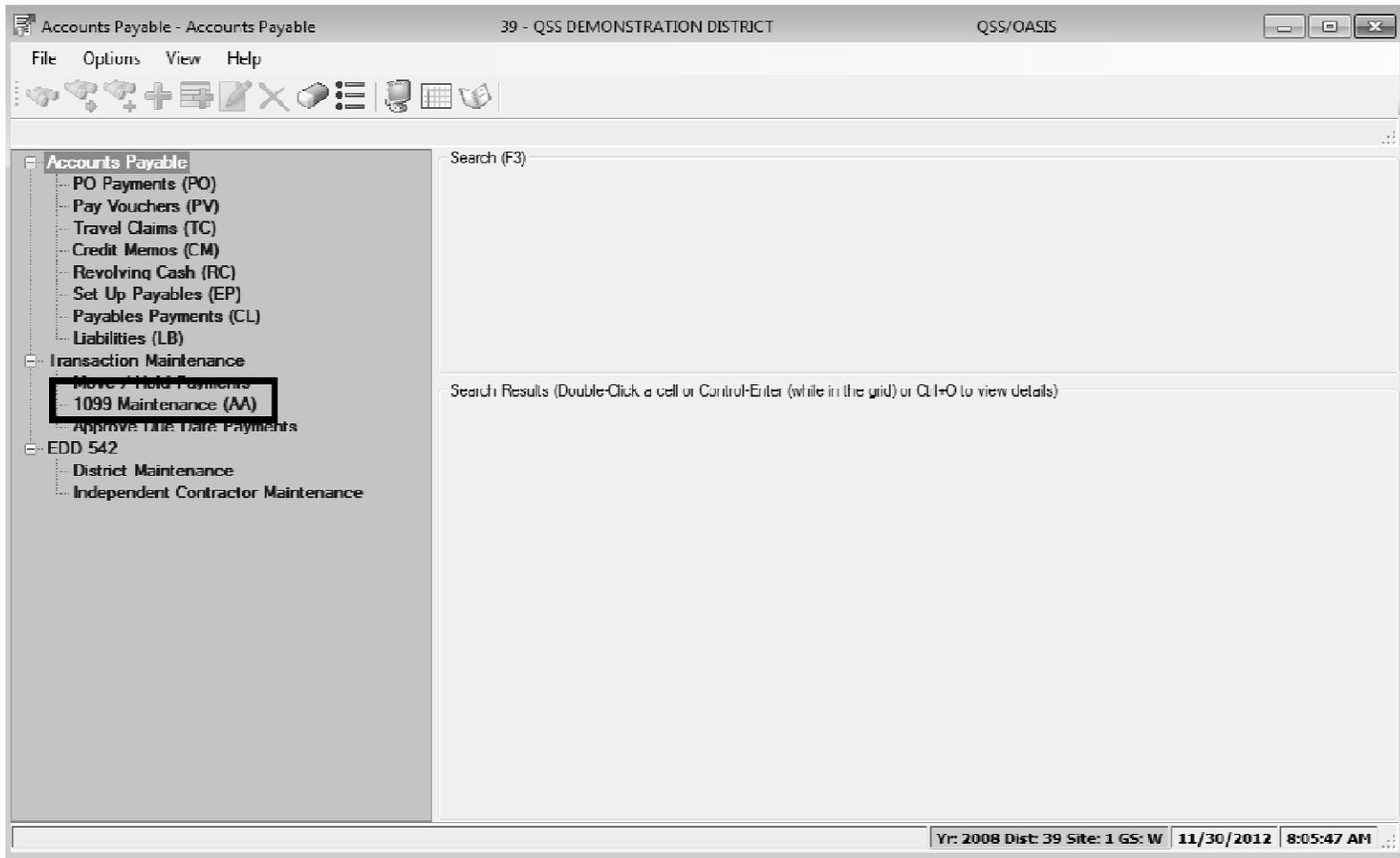
How 1099 Processing Works

- Extract 1099-MISC data from A/P transactions processed in calendar year 2012.
- Enter additional data for payments not transacted via QSS A/P software.

QCC Finance Module A/P Branch 1099 Maintenance (AAUPDT) available year round



1099 Maintenance (AAUPDT)



QCC 1099 Processing Module

1099 Processing Branch



1099 Task List 2012 Processing

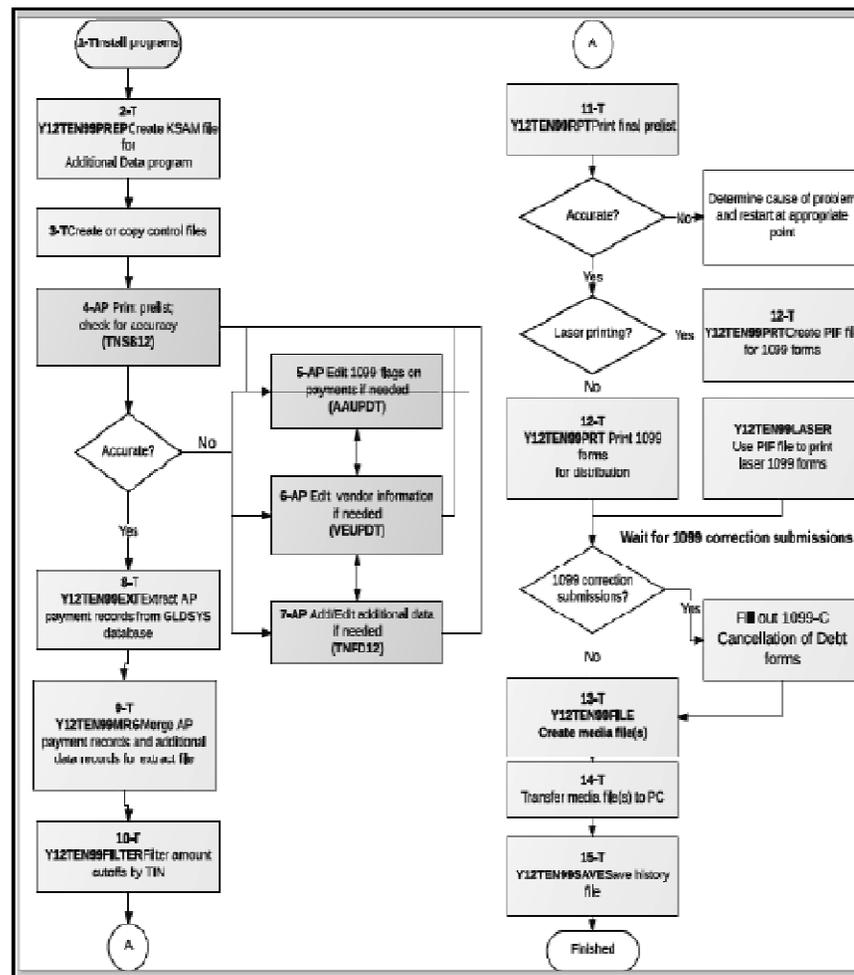
AP denotes AP Staff Tasks

T denotes Technical Staff Tasks

TASK	WHAT	WHEN	HOW
1-T	Install current year's 1099 programs; add to user menus	Dec.	
2-T	Create data file (KSAM file) for Additional Data program	Dec.	Y12TEN99PREP UDC
3-T	Create or copy control files	Dec.	
4-AP	Print prelist based on vendor TINs; check for accuracy	Jan.	TNSB12 menu program
5-AP	<i>OPTIONAL</i> —Edit flags as needed	Jan.	AAUPDT menu program
6-AP	<i>OPTIONAL</i> —Edit vendor information as needed	Jan.	VEUPDT menu program
7-AP	<i>OPTIONAL</i> —Add/Edit additional data as needed	Jan.	TNFD12 menu program
AP	<i>Repeat from Task 4-AP until accurate</i>	Jan.	
8-T	Extract AP payment records from GLDSYS database	Jan.	Y12TEN99EXT UDC
9-T	Merge AP and Additional Data records for extract file	Jan.	Y12TEN99MRG UDC
10-T	Filter amount cutoffs by TIN	Jan.	Y12TEN99FILTER UDC
11-T	Print final prelist	Jan.	Y12TEN99RPT UDC
AP	<i>Check prelist; repeat from Task 4-AP until accurate</i>	Jan.	
12-T	Print and distribute 1099 forms	By 1/31	Y12TEN99PRT UDC
T	<i>OPTIONAL</i> —Print and distribute 1099 laser forms	By 1/31	Y12TEN99LASER UDC
	<i>Allow interval before creating transmittal file</i>		
13-T	Create electronic transmittal file	By 3/31	Y12TEN99FILE UDC
14-T	Transfer transmittal file from HP e3000 to PC	By 3/31	
15-T	Save history file		Y12TEN99SAVE UDC

1099 Task Flowchart

AP = A/P Tasks T = Tech Task

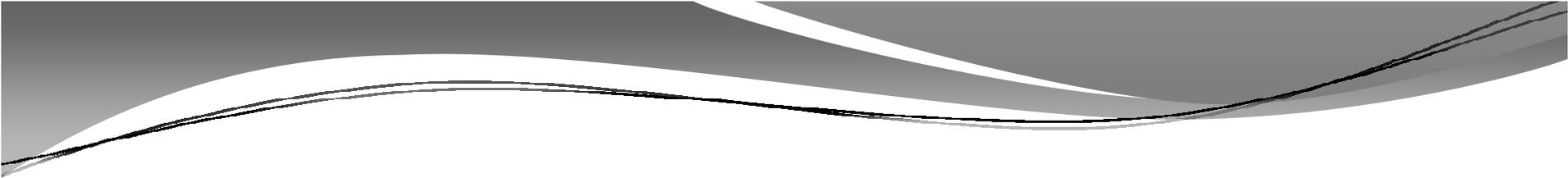




QSS/OASIS

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 Corporations for Medical/Health Care services
- Payments to Attorneys

1099-MISC Forms

Vendor Address Printing

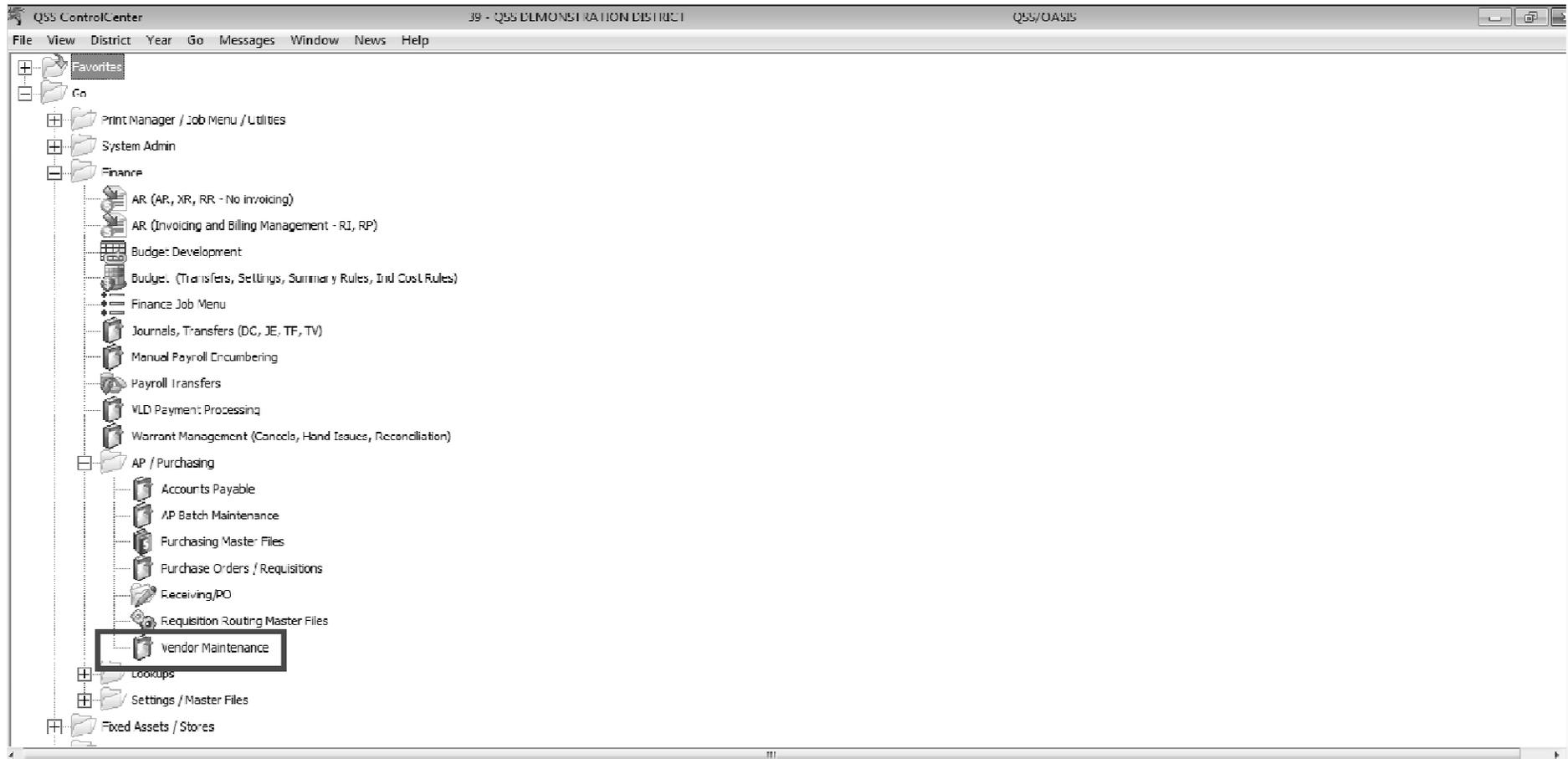
- Regular Address (Default for printing)
- Remit Address (Custom configuration)
- Designated Additional Address (Custom configuration)

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)

Finance Module A/P Branch Vendor Master File Maintenance



Vendor Master File

1099-MISC fields

Vendor Maintenance 39 QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help

Vendor Record Updated Inspect

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

District: 39
Number: 000007

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

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

Contact: Mr. Eatsalot

1099: Y-Yes Name: Eatsalot, Carl Preset: Tax ID: 120450700 SSN: 111-11-1111

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

Acct Number: 123456789 Rating: A#1 Msg Flag:
Category: FOOD PDFF PDPE
Type: Revolving Cash Object: Terms: Shipping %:
Comments: Best Raw Food Service Vendor!!

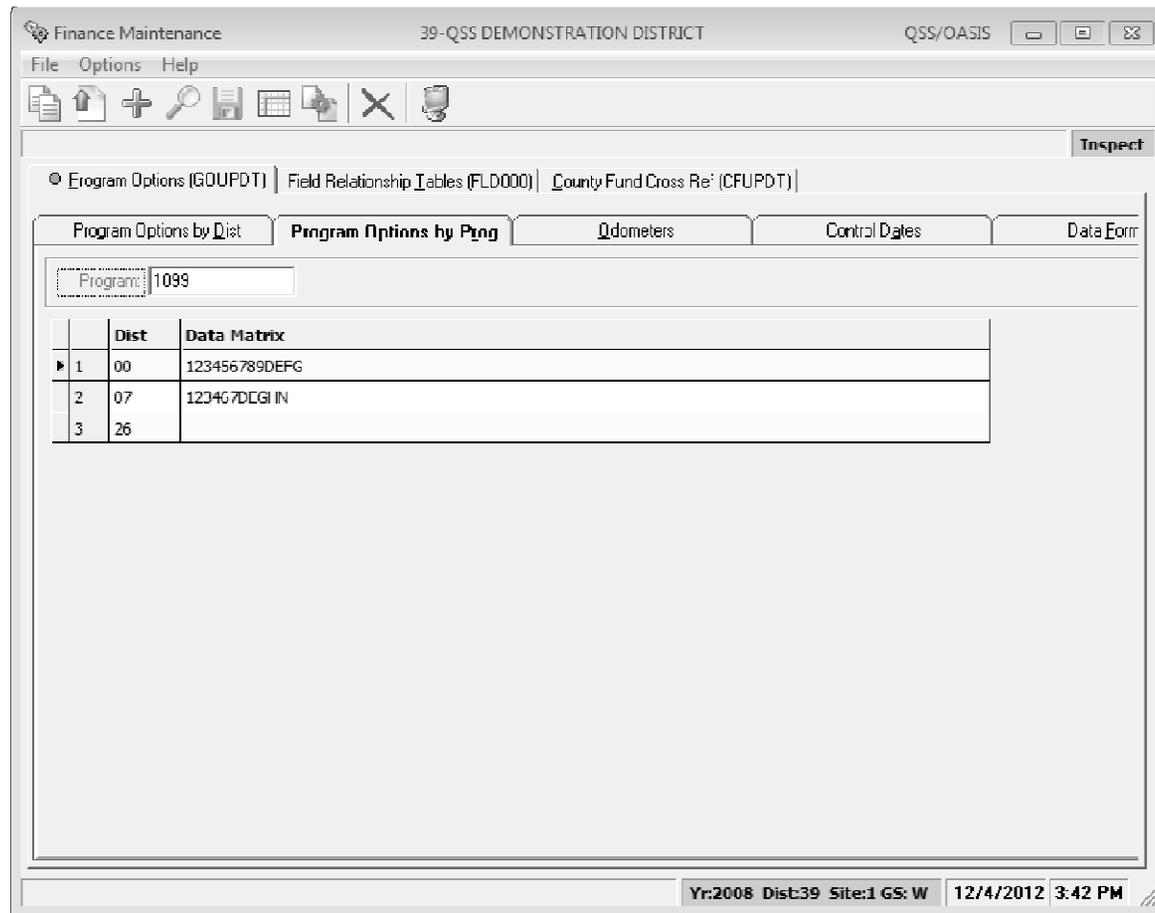
Last edit: 12/02/2012 at 11:35:40 by DA08 Last paid: 07/31/2007

VEUPDT: 0 W \$USER DEA08 N Yr:2012 Dist:39 Site:1 GS: W 12/2/2012 11:36 AM

Posting Attorney Gross Proceeds into Box 14

- Attorney Gross Proceed payments must be posted into box 14 of form 1099-MISC.
- Attorney gross proceed amounts use preset value of “E” on the Vendor Maintenance (VEUPDT) window.
- Attorney fees post into Box 7.

Program Option Maintenance Utility (GOUPDT) Program 1099 Program Option



QCC PO Payment (POPYMT)

Add Window View

Automatic Flagging of 1099 Vendor Payments

The screenshot shows the 'Add PO Payment' window with the following fields and values:

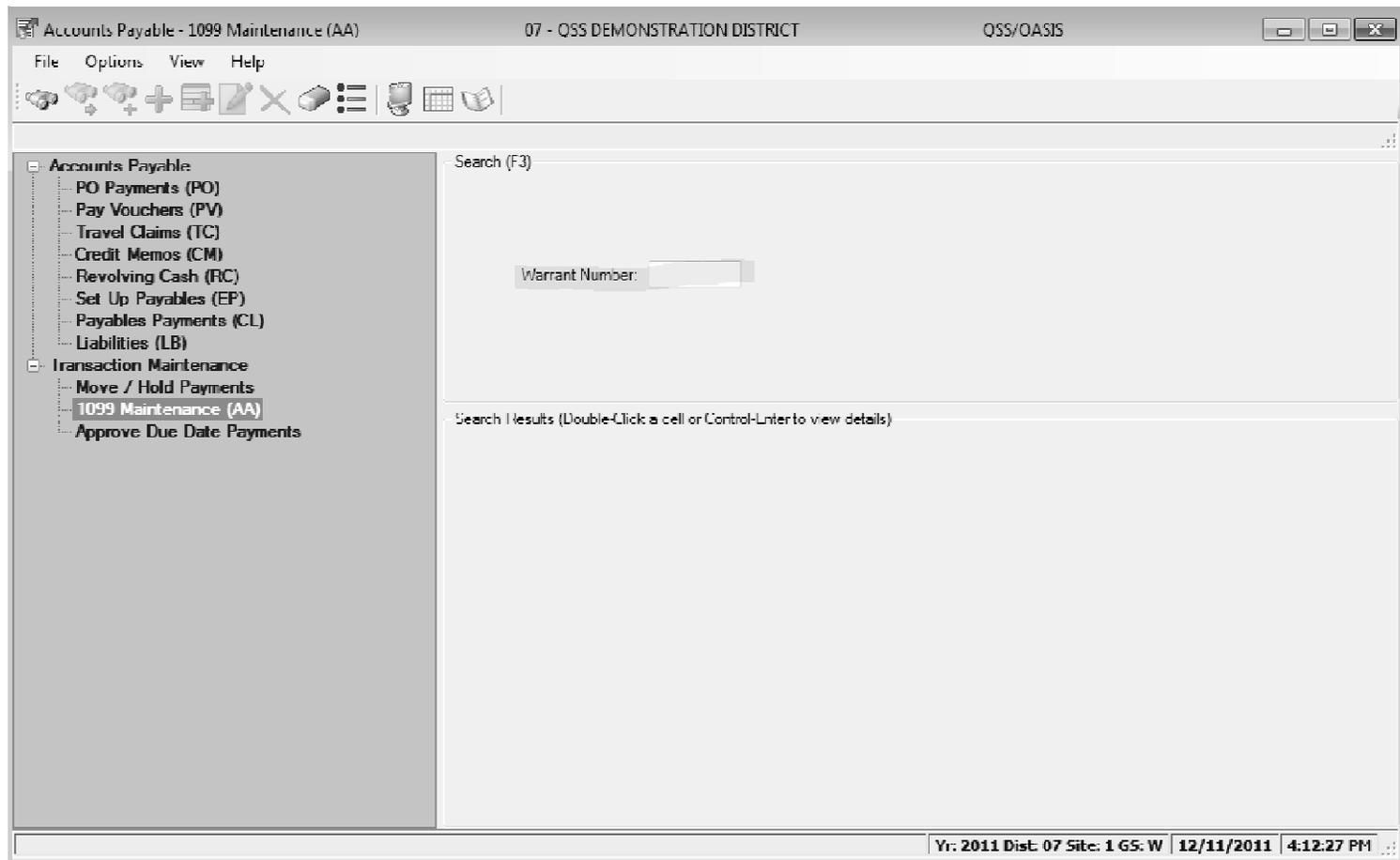
- PO number: 00001 - Materials of some sort
- Line: 0001 Account: 01-000-000-0000-0-0000-0000-4310-0000
- Budget balance: -\$3,198.57
- Vendor: 000113 - Acme Products Inc
- Withhold Order on File
- Balance: \$699.70
- Payment type: (dropdown)
- Invoice date: 06/30/2011
- Invoice description: test
- Batch number: 0001 - Vendor payments for March 4
- Payment due: (dropdown)
- 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

A note is displayed: "Note: As of 8/22/2011, the positions of the Payment and Liquidate fields have been reversed. Don't show this message again."

At the bottom of the window, the status bar shows: Yr: 2011 Dist: 07 Site: 1 GS: W 12/11/2011 3:59:58 PM

1099 Maintenance (AAUPDT)

Update 1099 Payment Lines by Warrant Number



Task 1-T (Tech) Install 2012 W2/1099 Release

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



Task 2-T (Tech)

Create 1099-MISC Additional Data File

- Execute Y12TEN99PREP.
- Technical Note: setup QCC 1099-MISC Additional Data program access via TNFD12 USERSEC.

1099-MISC Additional Data File Warning

```
+-----+
|
| WARNING: The Foreign data file has already been created.
|
| File TPTNFD12.W2109912.Q88USER
| Contains 101 records
| Created: THU, NOV 13, 2012 by OPR
| Updated: THU, NOV 13, 2012 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.

QCC 1099-MISC Additional Data (TNFD12)



Task 3-T (Tech)

Setting Up Control Files

- Create/Copy Federal EIN Control File – contains Federal Identification numbers for both W2 and 1099 processing
CTW2TP12.W2109912.<your_account>
- Create/Copy Contact Phone Number Control File – contains filing person's contact telephone, name, address
CT1099PH.W2109912.<your_account>
- Create/Copy Transmitter Information Control File – contains transmitter information for 1099 media file.
CT1099TI.W2109912.<your_account>

Transmitter Information Control File

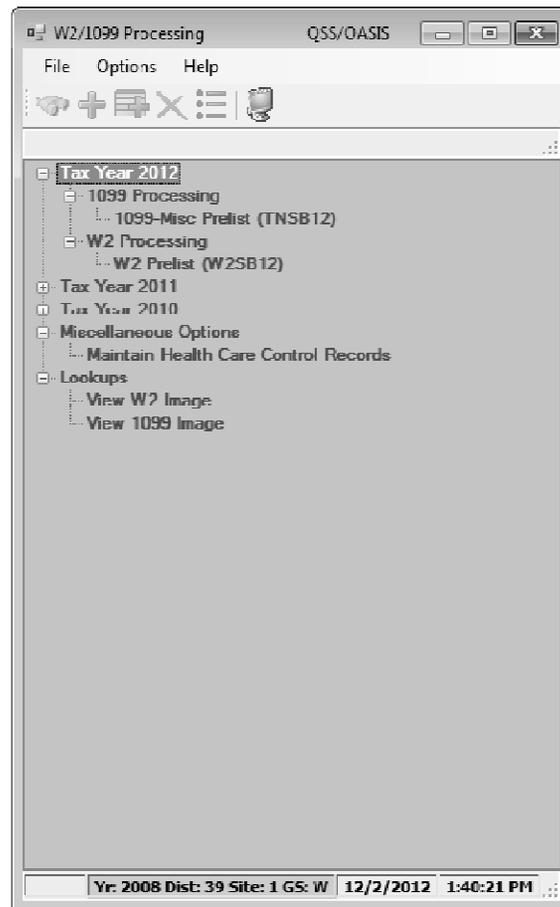
Sample of self documenting CT1099TI.TX12JCL

```
/L CT1099TI.W2109911
 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 during the tape/diskette process.
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      ;
21      ;           Name of person to be contacted if IRS/MCC encounters
22      ;CONEMAIL  35  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 Preliminary 1099-MISC Prelist TNSB (Traditional) and TNSB12 (QCC) USERSEC Parameters

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 x (Default) 2 = Select only vendors with 1099 flag of n or blank .
17 (1)	Set default value for Select payments by 1099 flag	^ = 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 / = 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

2012 1099 Processing Menu



1099-MISC Prelist (TNSB12)

Sample of Full Prelist Settings

The screenshot displays the '2012 1099-Misc Prelist (TNSB12)' application window. The window title is '2012 1099-Misc Prelist (TNSB12)'. The menu bar includes 'File' and 'Options'. The toolbar contains icons for file operations and help. The main content area is titled '2012 1099-Misc Prelist (TNSB12)' and contains the following settings:

- 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 **

1099-MISC Launch Window

Sample of Defaulted Settings

The screenshot shows a software window titled "TAX" with the subtitle "QSS/OASIS". The main content area is titled "2012 1099 Misc Prcdist (TNSB12)". The window contains the following settings:

- 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 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 **

Yr: 2008 Dist: 39 Site: 1 GS: W 12/3/2012 8:00:02 AM

Sample 1099-MISC Prelist Report w/Accounts

44 SAMPLE DISTRICT		S469	1099-MISC PRE-LIST - 2012	TNRPI2	H.12.01	12/05/12	16:07	PAGE	1
SAMPLE WITH ACCOUNTS									
Vendor	Tax ID	SE9	FD-RESC-Y-OBJT.S0-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	01/07/2012	60114592	DV-008247	425.58	Y	
A >100 MAIN STREET			12-5050-0-5899.00-8530-5900-500-000-000	01/07/2012	60124592	PV-008247	425.58	Y	
C >YOUR CITY, CA 12345			12-5050-0-5899.00-8530-5900-500-000-000	02/23/2012	60144467	DV-010680	425.58	Y	
			12-5050-0-5899.00-8530-5900-500-000-000	02/23/2012	60144467	PV-010680	425.58	Y	
			12-5050-0-5899.00-8530-5900-500-000-000	03/16/2012	60155053	PV-012880	425.58	Y	
			12-5050-0-5899.00-8530-5900-500-000-000	03/16/2012	60155053	PV-012880	425.58	Y	
			12-5050-0-5899.00-8530-5900-500-000-000	04/08/2012	60170447	PV-013079	412.00	Y	
			12-5050-0-5899.00-8530-5900-500-000-000	04/08/2012	60170447	PV-013079	425.58	Y	
			12-5050-0-5899.00-8530-5900-500-000-000	05/20/2012	60194256	PV-015595	425.58	Y	
			12-5050-0-5899.00-8530-5900-500-000-000	05/20/2012	60194256	PV-015595	425.58	Y	
			12-5050-0-5899.00-8530-5900-500-000-000	06/22/2012	60213364	PV-017338	384.00	Y	
			12-5050-0-5899.00-8530-5900-500-000-000	06/22/2012	60213364	PV-017338	384.00	Y	
44-XXXXXX APTR XXXXXXXXXXX		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	06/03/2012	60204746	PO-102802	3,800.00	Y	
A >100 MAIN STREET									
A >ATTN: JOHN J JOHNSON									
C >YOUR CITY, CA 12345									
44-XXXXXX ANOT XXXXXXXXXXX S Y			JOHNSON, JOHN J		(7)Nonempl		3,800.00		

XXXXXX ATTORNEYS AT LAW									
N >ATTORNEYS AT LAW			01-0000-0-5801.00-0110-7450-000-000-000	01/08/2012	60126061	PO-100539	2,555.18	Y	
A >100 MAIN STREET			01-6502-0-5801.00-5050-2200-300-108-000	01/08/2012	60126061	PV-008212	776.25	Y	
A >SUITE 100			01-0000-0-5801.00-0110-7350-000-000-000	01/27/2012	60129082	PO-100539	657.75	Y	
C >YOUR CITY, CA 12345			01-9020-0-5200.00-5050-2200-300-108-000	02/25/2012	60146364	PV-010869	98.00	Y	
			01-0000-0-5801.00-0110-7350-000-000-000	03/02/2012	60148329	PO-100539	16,428.50	Y	
			01-0000-0-5801.00-0110-7350-000-000-000	03/02/2012	60148329	PO-100539	1,235.60	Y	
			01-0000-0-5801.00-0110-7350-000-000-000	04/07/2012	60169965	PO-100539	1,882.55	Y	
			01-6502-0-5801.00-5050-2200-300-108-000	04/07/2012	60169965	PV-012846	727.55	Y	
			01-6502-0-5801.00-5050-2200-300-108-000	04/07/2012	60169965	PV-012847	53.75	Y	
			01-0000-0-5801.00-0110-7350-000-000-000	04/29/2012	60183800	PO-100539	5,074.00	Y	
			01-0000-0-5801.00-0110-7350-000-000-000	06/15/2012	60210532	PO-100539	25,063.80	Y	
			01-0000-0-5801.00-0110-7350-000-000-000	06/15/2012	60210532	PO-100539	104,115.07	Y	
			01-0235-0-5801.00-6300-3500-000-000-000	06/15/2012	60210532	PV-016725	344.00	Y	
			01-2420-0-5801.00-3500-3500-000-000-000	06/15/2012	60210532	PV-016726	516.00	Y	
			01-0000-0-5801.00-0110-7400-000-000-000	06/15/2012	60210532	PV-016727	2,500.00	Y	
			01-0000-0-5801.00-0110-7350-000-000-000	06/24/2012	60217312	PO-100539	7,025.12	Y	
			01-0235-0-5801.00-6300-3500-000-000-000	06/24/2012	60217312	PV-017569	128.86	Y	
			01-2420-0-5801.00-3500-3500-000-000-000	06/24/2012	60217312	PV-017570	193.30	Y	
			01-0000-0-4200.00-0110-7400-000-000-000	07/07/2012	61002191	CL-100339	369.30	Y	
44-XXXXXX ATTO XXXXXXXXXXX		Y	ATTORNEYS AT LAW		(7)Nonempl		169,744.58		

Sample 1099-MISC Prelist Report w/Descriptions

44 QSS Test District		8469	1099-MISC PRE-LIST - 2012	TNRD12	H.12.01	12/05/12	16:10	PAGR	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			12/09 Anderson, Sherwood	01/07/2012	60124592	PV-008247	425.58	Y	
A >100 MAIN STREET			12/09 Beethoven, Ludwig	01/07/2012	60124592	PV-008247	425.58	Y	
C >YOUR CITY, CA 12345			01/10 Vivaldi, Antonio	02/23/2012	60144457	PV-010680	425.58	Y	
			01/10 Dumas, Alexandre	02/23/2012	60144457	PV-010680	425.58	Y	
			02/10 Ellington, Duke	03/16/2012	60155053	PV-012880	425.58	Y	
			02/10 Fitzgerald, F Scott	03/16/2012	60155053	PV-012880	425.58	Y	
			03/10 Hemingway, Ernest	04/08/2012	60170447	PV-013079	412.00	Y	
			03/10 Irving, Washington	04/08/2012	60170447	PV-013079	425.58	Y	
			04/10 Johnson, Lyndon	05/20/2012	60194256	PV-015595	425.58	Y	
			04/10 Steinbeck, John	05/20/2012	60194256	PV-015595	425.58	Y	
			05/10 Stein, Gertrude	06/22/2012	60213354	PV-017338	384.00	Y	
			05/10 Tennyson, Alfred	06/22/2012	60213354	PV-017338	384.00	Y	
44-XXXXXX AFIR XXXXXXXX		Y A	FIRST SAMPLE VENDOR		(7)Nonempl		5,009.22		

XXXXXX ANOTHER VENDOR									
N >JOHNSON, JOHN J			05041001	06/03/2012	60204746	PO-102002	3,800.00	Y	
A >100 MAIN STREET									
A >ATTN: JOHN J JOHNSON									
C >YOUR CITY, CA 12345									
44-XXXXXX ANOT XXXXXXXX		Y	JOHNSON, JOHN J		(7)Nonempl		3,800.00		

XXXXXX ATTORNEYS AT LAW									
N >ATTORNEYS AT LAW			005057/347465 NOV 09	01/08/2012	60126051	PO-100539	2,555.18	Y	
A >100 MAIN STREET			005057/347465 NOV 09 SMITH A	01/08/2012	60126051	PV-008212	776.25	Y	
A >SUITE 100			005057/349386 DEC 09	01/27/2012	60129032	PO-100539	657.75	Y	
C >YOUR CITY, CA 12345			005057/349668 NOV 09 WORKSHOPS	02/25/2012	60146264	PV-010869	99.00	Y	
			005057/351418 3RD QTR RETAIN	03/02/2012	60148329	PO-100539	16,428.50	Y	
			005057/351418 JAN 10	03/02/2012	60148329	PO-100539	1,235.60	Y	
			005057/353507 FEB 10 SMITH B	04/07/2012	60169955	PO-100539	1,882.55	Y	
			005057/353507 FEB10 SMITH C	04/07/2012	60169955	PV-012846	727.55	Y	
			005057/353507 FEB10 SMITH D	04/07/2012	60169955	PV-012847	53.75	Y	
			005057/355349 MAR 10	04/25/2012	60183800	PO-100539	5,074.00	Y	
			005057/357311 APR 10	06/15/2012	60210532	PO-100539	25,063.80	Y	
			01/01-06/30/10 DISTRICT RETAIN	06/15/2012	60210532	PO-100539	104,115.07	Y	
			005057/357311 APR 10	06/15/2012	60210532	PV-016725	344.00	Y	
			005057/357311 APR 10	06/15/2012	60210532	PV-016726	516.00	Y	
			005057/356459 APR 10 SMITH E	06/15/2012	60210532	PV-016727	2,500.00	Y	
			005057/359304 MAY 10	06/24/2012	60217312	PO-100539	7,025.12	Y	
			005057/359304 MAY 10	06/24/2012	60217312	PV-017569	128.86	Y	
			005057/359304 MAY 10	06/24/2012	60217312	PV-017570	193.30	Y	
			005057/359442 SMITH F	07/07/2012	61002191	CL-100339	359.30	Y	
44-XXXXXX ATTO XXXXXXXX		Y	ATTORNEYS AT LAW		(7)Nonempl		169,744.58		

1099-MISC (TNRP12) report changes

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.

Vendor	Tax ID	ES9	Description	Date Paid	Warrant	Reference	Amount	Flag
XXXXXXXX A FIRST SAMPLE VENDOR								
N >A FIRST SAMPLE VENDOR			12/09 Anderson, Sherwood	01/07/2011	60114592	FW-008247	425.58	Y
A >100 MAIN STREET			12/09 Beethoven, Ludwig	01/07/2011	60114592	FW-008247	425.58	Y
C >YOUR CITY, CA 12345			01/10 Vivaidl, Antonio	02/23/2011	60144467	FW-010680	425.58	Y
			01/10 Dumas, Alexandre	02/23/2011	60144467	FW-010680	425.58	Y
			02/10 Ellington, Duke	03/16/2011	60155053	FW-011880	425.58	Y
			02/10 Fitzgerald, F scott	03/16/2011	60155053	FW-011880	425.58	Y
			03/10 Hemingway, Ernest	04/08/2011	60170447	FW-013079	411.00	Y
			03/10 Irving, Washington	04/08/2011	60170447	FW-013079	425.58	Y
			04/10 Johnson, Lyndon	05/20/2011	60194256	FW-015595	425.58	Y
			04/10 Steinbeck, John	05/20/2011	60194256	FW-015595	425.58	Y
			05/10 Stein, Gertrude	06/22/2011	60213364	FW-017330	384.00	Y
			05/10 Pennyson, Alfred	06/22/2011	60213364	FW-017330	384.00	Y
44-XXXXXX APTR XXXXXXXXX		Y	A FIRST SAMPLE VENDOR		(7)Nonempl		5,009.22	

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

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

Task 5-AP (A/P)

1099-MISC Maintenance AAUPDT

Adjust Flags on Transacted Warrants

1099 Maintenance

File Options

Warrant Number: 11180000 District: 07 - QSS UNIFIED SCHOOL DISTRICT

Warrant Status: O - Outstanding Vendor: 000260 - Jones, Davey

Date Paid: 01/08/1997 1099 Valid Values: N, Y, 1, 2, 3, 4, 5, 7, B, E

Reference	Invoice	Fd Bdr Sch Resc Y Goal Func Objt Type	Lb	UT	Amount	1099
HW - 180000		01-000-000-0000-0-0000-0000-4300-0000	N	N	108.00	Y

Change

1099-MISC Box Codes

1099 (R)

For each account line, the 1099 flag is displayed. Leave as is, or type one of the following 1099 codes:

CODE	EXPLANATION
1	Rent.
2	Royalties.
3	Prizes.
6	Medical and health care payments.
E	Gross proceeds paid to an attorney (Box 14)
Y or 7	Nonemployee compensation.
N or Blank	Not subject to 1099 reporting.

Task 6-AP (A/P) Adjusting Vendor Information with VEUPDT

Unique 1099 Additional Address

Vendor Lookup 07 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help

Inspect

Contact Information | Optional Information | **Add'l Addresses (3)** | Commodities (5) | Comments*

District: 07
Number: 000012

Name: Aggressive Accounting
Address: 999 Balanced Avenue
City: Debitville State: GA Zip: 00099
Phone: 123 045 6789 Fax: 123 456 0070
Contact: Trudy Aggressive

Remit Name: Aggressive Accounting (SC)
Remit Address: 999 Balanced Avenue
City: Debitville State: GA Zip: 00099

1099: Y - Yes Name: AGGRESSIVE, TRUDY Preset: Y TaxID: ||||| SSN: ||||-||-|||

Use Tax Preset: 1 - One Use Tax 1: 07.2500 % 9512 Use Tax 2: . % .

Acct Number: 02-9349C Noting: 90 Msg Flag: 1 **We are No. 1! We are No. 1!**

Category: Type: Revolving Cash Object: Terms: Shipping %: 10

Comments: Truly aggressive firm

Last edit: 12/14/2010 at 12:30:00 by DA01 Last print: 02/01/1997

VEUPDT: WWW WWWX00EW Yr:1997 Dist:07 Site:1 GS: W 12/14/2010 12:40 PM

Vendor Maintenance

Address 99 Usage

Vendor Lookup 39 QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help

Page: 1 of 1

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

	Vendor Name	Vendor #/Addr	Status	Address	Contact/Comment/Type	Phone Number	Fax Number	Com Codes	Add'l Addr.
1	DONALD DUCK	39 - 000002	A	13993 E. SAGE HILLS DRIVE SAGE HILLS, AZ 85655	DAISY DUCK	(520) 393-8575			1
2	Donald Duck	39 - 000002/02	A	607 A-MCR-I-CAN STREET SAN JA CARLOS, CA 94070	TEST FOR DAPS				1
3	Eatsalot Food Services	39 - 000007	A	777 Hungry Avenue 1 San Jose, CA 94070	Mr. Eatsalot Best Raw Food Service Vendor!! eatsalot@yahoo.com eatsalotMORE@yahoo.com eatsalotALLOFIT@yahoo.com	(777) 777-7777	(777) 777-7778	1	3
4	Eatsalot Food Services	39 - 000007/01	A	8888 Hungry Ave San Jose, CA 88888	ADDRESS #1 Type: VE			1	3
5	Eatslot Food Services	39 - 000007/02	A	9999 Hungry Avenue San Jose, CA 99999	Address #2 Type: VE			1	3
6	Eatsalot Food Services	39 - 000007/99	A	1099 Hungry Avenue San Jose, CA 991099	This is the address we use if they need a 1099.			1	3
								1	2
								1	2
								1	2
						55-5555	(555) 555-5556		
						66-6666	(666) 666-6667		?

39 - 000007 - Eatsalot Food Services

File

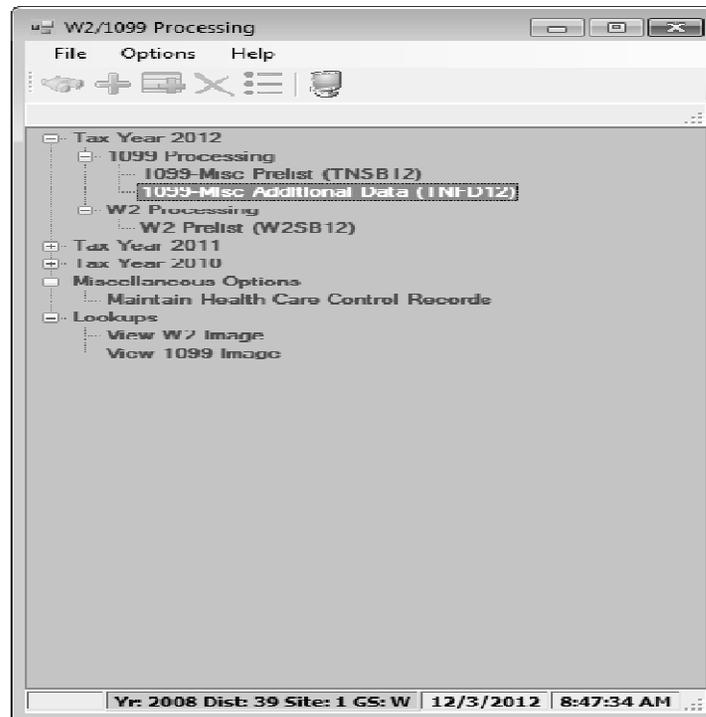
Address #00 is the currently selected address when returning Vendor/Address.

#	Name	Address	Comment	Type Code
00	Eatsalot Food Services	1099 Hungry Avenue San Jose CA, 991099		
01	Eatsalot Food Services	8888 Hungry Ave San Jose CA, 88888	ADDRESS #1	VE
02	Eatslot Food Services	9999 Hungry Avenue San Jose CA, 99999	Address #2	VE
99	Eatsalot Food Services	1099 Hungry Avenue San Jose CA, 991099	This is the address we use if they need a 1099.	99

12/3/2012 8:39 AM

Task 7-AP

1099-MISC Maintenance (TNFD12) Add/Adjust Additional Data



1099-MISC Additional Data (TNFD12)

Invoking Vendor Lookup

The screenshot shows a software window titled "1099-Misc Additional Data (TNFD12)". The window has a menu bar with "File" and "Options", and a toolbar with icons for file operations. Below the toolbar is a "Change" button. The main area contains the following fields and controls:

- District: 39 (dropdown menu) The Train USD
- Vendor No. (text input field)
- Tax ID: (text input field) Show SSN (button)
- A table with three columns: Box / Index, Amount, and Description (optional).
- 2nd. TIN Notice: (checkbox)

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 Nonemployment 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		

Usersec: YY Yr: 2008 Dist: 09 Site: 1 GS: W 12/3/2012 8:49:04 AM

Returning 1099-MISC Data from Vendor Lookup

Vendor Lookup 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help

Page: 1 of 1

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

	Vendor Name	Vendor #/Addr	Status	Address	Contact/Comment/Type	Phone Number	Fax Number	Com Codes
1	DONALD DJCK	39 - 000002	A	13993 E. SAGE HILLS DRIVE SAGE HILLS, AZ 85556	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 eatsalotMORE@yahoo.com eatsalotALIFE!!@yahoo.com	(777) 777-7777	(777) 777-7778	1
3	QUINTESSENTIAL SCHOOL SYSTEMS	39 - 000001	A	867 AMERICAN STREET SECOND FLOOR SAN CARLOS, CA 94070	UPDATED BY Duane Dev/D/APD			1
4	RC Vendor #5	39 - 000005	A	555 Primary address 5th floor suite 5 Hive City, CA 94070	Whoever's There Then RCS E1@X.COM E2@X.COM E3@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	REVOI VING 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	Raalle 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

1099-Misc Additional Data (TNFD12)

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		

Lookup program return the vendor, now I can enter my adjustment.

2nd. TIN Notice:

Usersec:YY Yr: 2008 Dist: 39 Site: 1 GS: W 12/4/2012 4:33:36 PM



Task-8T (Tech)

Create 1099-MISC Extract File

- Execute Y12TEN99EXT.
- Extract **all** 1099 flagged A/P payments for Calendar Year 2012.

Regular Vendor Address Default for 1099-MISC Printing

Vendor Lookup 07 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help

Contact Information | Optional Information | Add' Addresses (3) | Commodities (5) | Comments*

District: 07 Number: 000012

Regular Vendor Address is default for 1099-MISC form printing.

Name: Aggressive Accounting	Remit Name: Agressive Accounting (SC)
Address: 999 Balanced Avenue	Remit Address: 999 Balanced Avenue
City: Debitville State: GA Zip: 00099	City: Debitville State: GA Zip: 00099

Phone: (123) 045-6789 Fax: (123) 456-9870

Contact: Truly Aggressive

1099: Y - Yes Name: AGGRESSIVE, TRUDY Preset: Y Tax ID: 11-1111111 SSN: 111-11-1111

Use Tax Preset: 1 - One Use Tax 1: 07.2500 % 9512 Use Tax 2: . %

Acct Number: 02-93495 Rating: 98 Msg Flag: 1 We are No. 1! We are No. 1!

Category: Type: Revolving Cash Object: Terms: Shipping %: 10

Comments: Truly aggressive firm

Last edit: 12/14/2010 at 12:30:00 by DA01 Last paid: 02/01/1997

VEUPDT: WWW WXX00EW Yr:1997 Dist:07 Site:1 Gs: W 12/14/2010 12:40 PM

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** | Meters | 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 (Tech) Merging A/P Extract File with Additional Data File

- Execute Y12TEN99MRG.
- Merge of 1099-MISC A/P Extract File and Additional Data File into one Consolidated File.

Task 10-T (Tech) Apply Cutoff Amount by TIN w/Filter

- Execute Y12TEN99FILTER.
- Vendors with 1099-MISC reportable amounts less than the cut-off amounts will be dropped from consolidated file.



Task 11-T (Tech)

Final 1099-MISC Prelist

- Execute Y12TEN99RPT.
- Respond “Y” to Filter Process Prompt
- Errors? Then re-cycle through previous steps

A/P Staff Reports

No Prelist Errors! Thumbs Up!

Now you are ready to print the 1099's!



Task 12-T (Tech) Print 1099-MISC forms

- Execute Y12TEN99PRT.
- Execute Y12TEN99LASER. (Laser Printing Only)
- Printing Forms - Impact Printer, Laser Printing (3rd part),
Laser (PIF output file)

Printing 1099-MISC Forms

Pin-feed Printer

- Omit NOPRINT and PIFSIZE parameters from Y11TEN99PRINT command execution.
- Since default NOPRINT is zero, spoolfile is produced for pin-feed (impact) printing. **This is what you want.**
- Since default PIFSIZE is zero, no PIF FILE is produced for laser printing. **This is what you want.**

Printing 1099-MISC Forms

Laser Printing

- Execute Y12TEN99PRT with NOPRINT and PIFSIZE parameters
- Example: Y12TEN99PRT NOPRINT=1, PIFSIZE=100000
- NOPRINT and PIFSIZE parameter create a Printer Interface File (PIF). **This is what you want.**
- Y12TEN99LASER command uses the PIF file to print 1099 forms.
- Example: Y12TEN99LASER DEV=XXX, FORM=LMX

Reprint Single 1099-MISC

- Execute `Y12TEN99GETDOCNO <DiVendor>`. Di value is two digit district number, Vendor value is the Vendor number.
- Execute `Y12TEN99LASER INFO="00018,00018"`, where 00018 is the document number for the specified DIVENDOR value input when running `Y12TEN99GETDOCNO` command.

Sample 1099-MISC Form

9595		<input type="checkbox"/> VOID <input type="checkbox"/> CORRECTED		OMB No. 1545-0115		Miscellaneous Income
PAYER'S name, street address, city, state, ZIP code, and telephone no.		1 Rents		2011 Form 1099-MISC		
		\$				
		2 Royalties		\$		
PAYER'S federal identification number		3 Other income		4 Federal income tax withheld		
		\$		\$		
RECIPIENT'S identification number		5 Fishing boat proceeds		6 Medical and health care payments		
RECIPIENT'S name		\$		\$		
Street address (including apt. no.)		7 Nonemployee compensation		8 Substitute payments in lieu of dividends or interest		
City, state, and ZIP code		\$		\$		
Account number (see instructions)		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		
2nd TIN not <input type="checkbox"/>		11		12		
15a Section 409A deferrals		13 Excess golden parachute payments		14 Gross proceeds paid to an attorney		
\$		\$		\$		
15b Section 409A income		16 State tax withheld		17 State/Payer's state no.		
\$		\$		\$		
				18 State income		
				\$		

Form 1099-MISC Department of the Treasury - Internal Revenue Service 38-2009803

Interval Between Distribution and File Submission to IRS



Task 13-T

Create 1099 Electronic File STATAX and IRSTAX

1. Create the state transmittal file first.

Run the Y12TEN99FILE command.

Respond N to the prompt that reads:

Create a Combined Federal/State transmittal file?

Respond Y to the prompt that reads:

Is this file for the State of California?

When the IRSTAX file is created, rename it STATAX by typing the following at the command prompt: RENAME IRSTAX, STATAX.

2. Create the IRS transmittal file next.

Re-run the Y12TEN99FILE 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 (Tech)

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 15-T (Tech) Saving History Files

- Execute Y12TEN99SAVE.
- Consolidated and Additional Data Files saved in HISTORY group.

1099-MISC Help

Vendor Lookup TIN Lookup Tab

The screenshot shows a software window titled "Vendor Lookup" for "07 - QSS DEMONSTRATION DISTRICT" with "QSS/OASIS" in the top right corner. The window has a menu bar with "File", "Options", and "Help". Below the menu is a toolbar with various icons. A tabbed interface is visible with "Vendor Lookup", "TIN Lookup", "Commodity Lookup", "Employee Lookup", and "Results". The "TIN Lookup" tab is selected and highlighted with a black box. Below the tabs are search filters: "District" set to "07", "Date" set to "/", and a "Status" section with radio buttons for "Active" (selected), "Inactive", and "Both". There are also checkboxes for "Include additional addresses" and "Include commodity co". A "Tax ID Number" field is highlighted with a black box and contains the value "111111111". The bottom right corner of the window shows "Page: 1 of 1".

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

Vendor Lookup 07 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help

Page: 1 of 1

Vendor Look up | TIN Look up | Commodity Look up | Employee Look up | **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

1099-MISC Processing Help

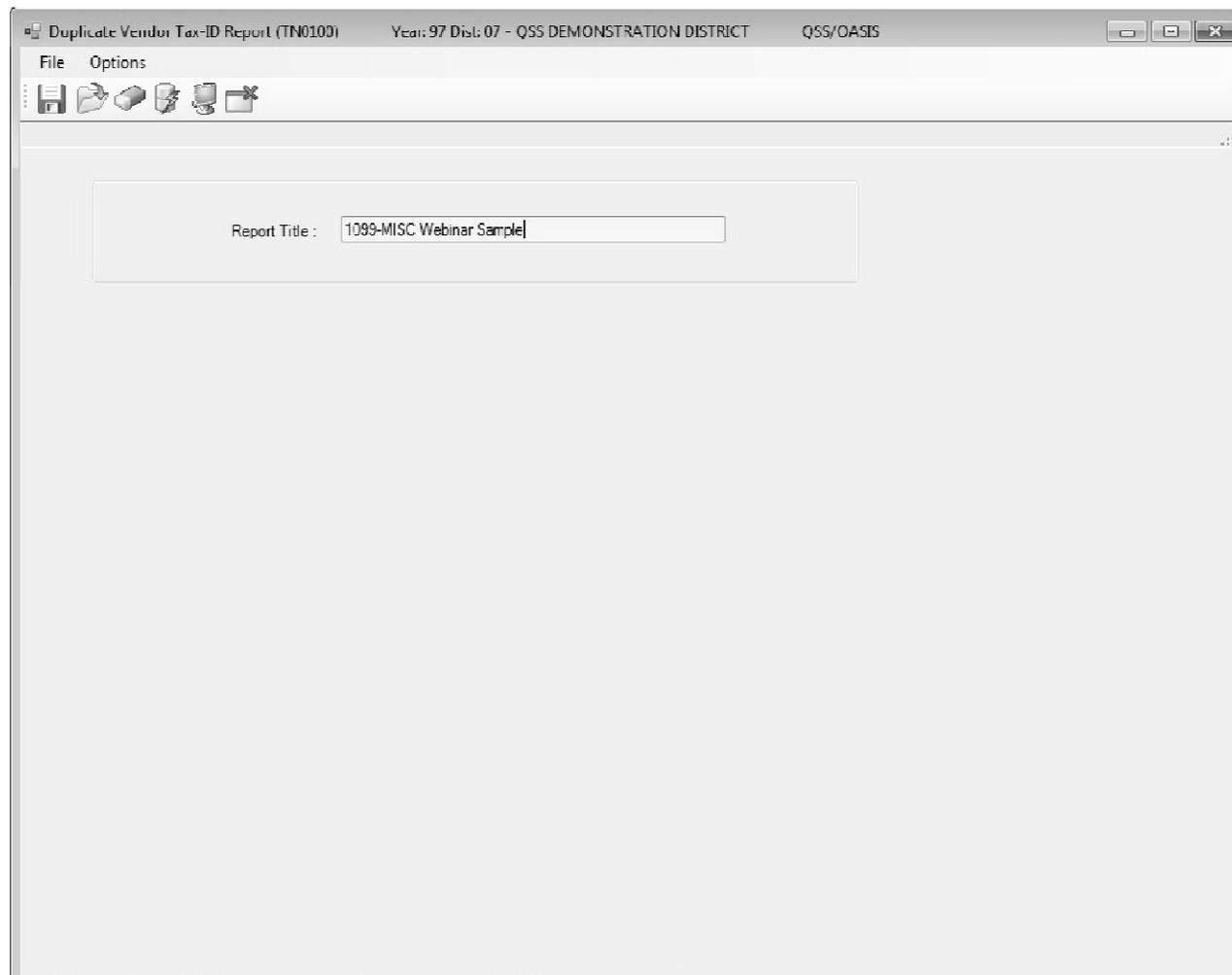
Duplicate Tax ID Report (TN0100)

The screenshot shows a software application window titled "Job Menu 07-QSS DEMONSTRATION DISTRICT QSS/OASIS". The window has a menu bar with "File", "View", "Options", and "Help". Below the menu bar is a toolbar with several icons. The main area of the window displays "Search found 1 lines." and a "View" section with "Tree" and "Grid" options, where "Grid" is selected. A search box contains the text "TN0100". Below this is a table with two columns: "Job Title" and "JCL Name". The table contains one row with a right-pointing arrow icon in the first column, "Duplicate Vendor Tax-ID Report (TN0100)" in the second column, and "TN0100.JOBGLD" in the third column. At the bottom of the window, there is a status bar with the text "Yr:1997 Dist:07 Site:1 12/14/2010 1:33 PM".

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

Duplicate Tax ID Report (TN0100)

QCC Launch Window



Duplicate Tax ID Report (TN0100)

```

07 QSS DEMONSTRATION DISTRICT      DUPLICATE TAX ID NUMBERS (TIN) FROM VENDOR FILE      J5311      TN0100      H.00.01 12/14/11 PAGE      0
2011 Duplicate TIN's

      REPORT DEFINITION
      -----
      REPORT ALL DISTRICTS: NO
      □

07 QSS DEMONSTRATION DISTRICT      DUPLICATE TAX ID NUMBERS (TIN) FROM VENDOR FILE      J5311      TN0100      H.00.01 12/14/11 PAGE      1
2011 Duplicate TIN's

                                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          Sere
                                Anytown, CA 94123                09/22/2000
                                16:52
07-000019  Bugs Bunny Bandies Inc     123 Cobol Highway                N                                Sere
                                Toontown, CA 12345                01/20/2010
                                11:07
----- BEGIN DUPLICATE GROUP FOR TIN 111111111 -----
07-000012  Aggressive Accounting      999 Balanced Avenue                Y AGGRESSIVE, TRUDY                1099 DA01
                                Rabbitville, CA 77777                12/14/2011
                                07:08
07-000140  TESTING EMPLOYEE VENDOR    Y Bumstead, Dagwood                DA01
                                12/12/2011
                                07:25
----- BEGIN DUPLICATE GROUP FOR TIN 123456789 -----
07-000139  ACME INT                    1122 BOOGIE BOOGIE AVENUE        Y                                EA07
                                Cartoon Town, CA 94070                02/16/2011
                                13:39
  
```



Special Note for 2012 1099-MISC processing

- For first time filers, create your FIRE account early (IRS Filing Information Returns Electronically System).