



HARRIS
School Solutions

HSS
Webinar
December 14, 2017

1099 for Tax Year 2017

1099 for Tax Year 2017

Overview

1099 Processing Release Overview

- The 1099 software is updated annually.
- The release of the Tax Reporting software for 2017 is designated as TX17.

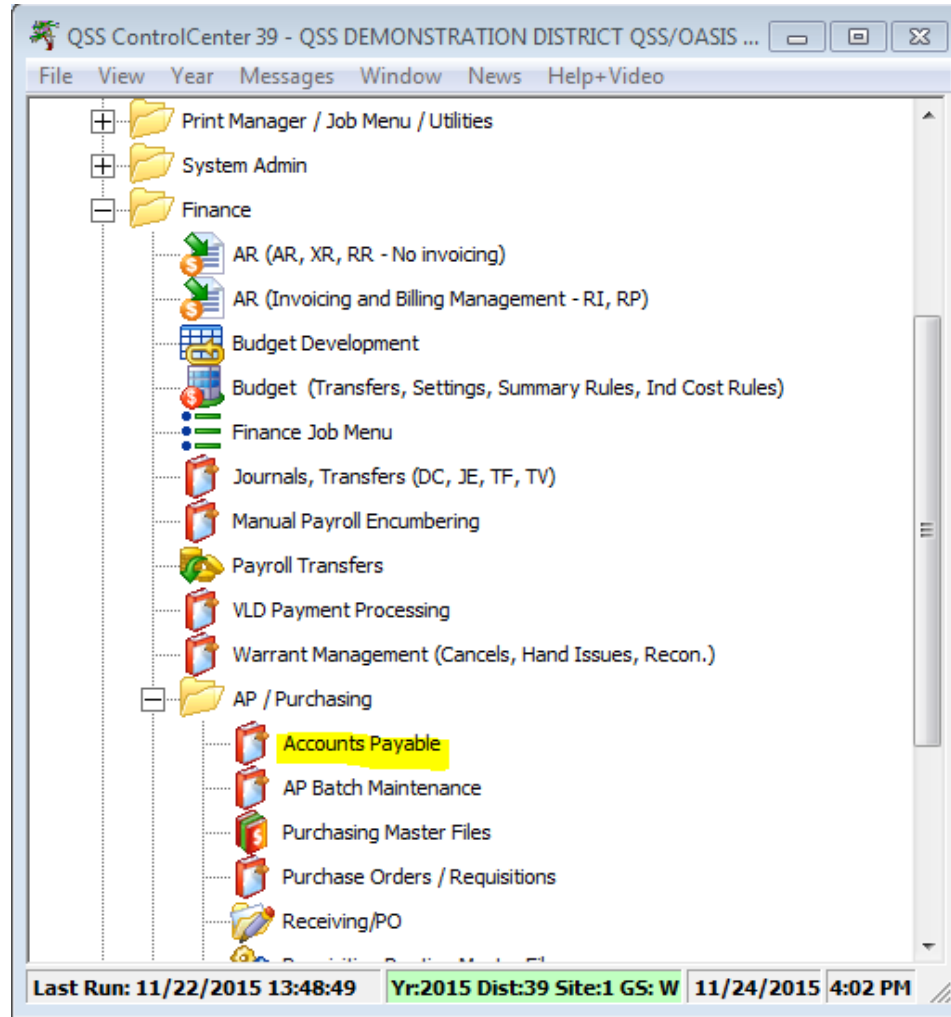
2017 Form 1099-MISC

- 2017 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 2017.
- Enter additional data for payments not transacted via QSS A/P software.

QCC Finance Module A/P Branch AAUPDT available year round



1099 Maintenance

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

File Options View Help+Video

Accounts Payable

- PO Payments (PO)
- Pay Vouchers (PV)
- Travel Claims (TC)
- Credit Memos (CM)
- Revolving Cash (RC)
- Set Up Payables (EP)
- Payables Payments (CL)
- Liabilities (LB)

Transaction Maintenance

- Move / Hold Payments
- 1099 Maintenance (AA)**
- Approve Due Date Payments

EDD 542

- District Maintenance
- Independent Contractor Maintenance

Import

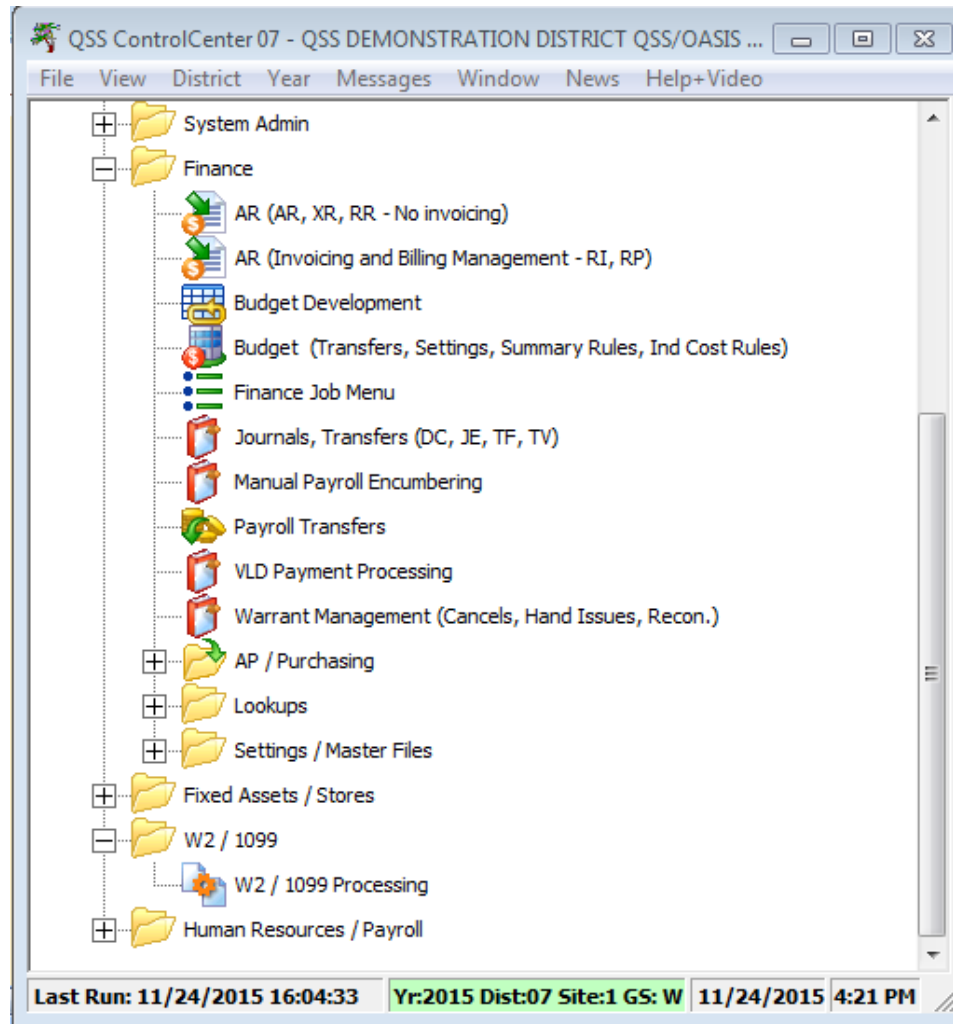
- Import Pay Vouchers (PV)

Search (F3)

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

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

1099 Processing Branch



2017 1099 Task List

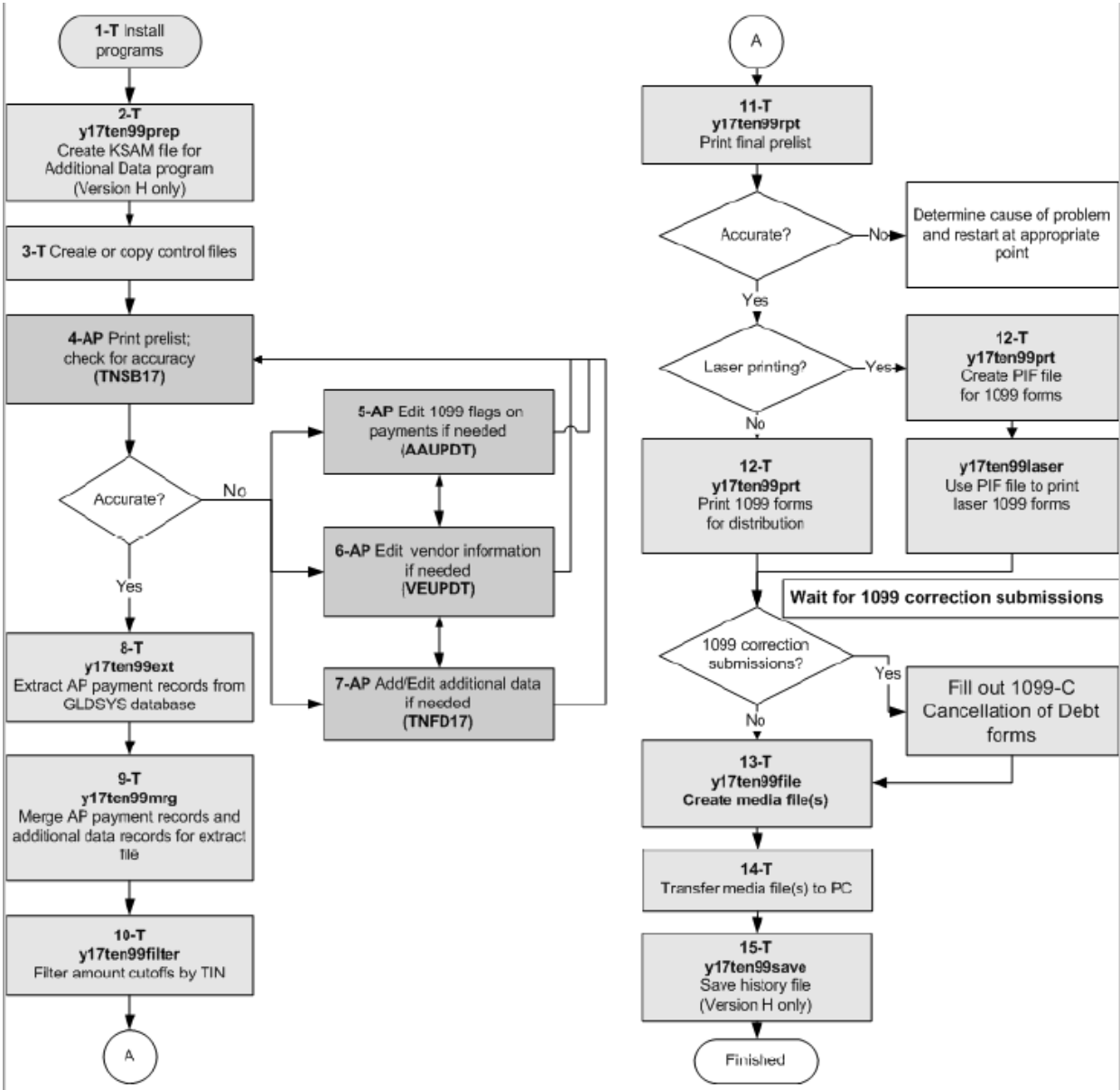
1099 Task List

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.	y17ten99prep command
3-T	Create or copy control files	Dec.	
4-AP	Print prelist based on vendor TINs; check for accuracy	Jan.	1099-Misc Prelist (TNSB17)
5-AP	<i>OPTIONAL</i> —Edit flags as needed	Jan.	1099 Maintenance (AA transactions)
6-AP	<i>OPTIONAL</i> —Edit vendor information as needed	Jan.	Vendor Maintenance
7-AP	<i>OPTIONAL</i> —Add/Edit additional data as n	Jan.	1099-Misc Prelist (TNSB17)
AP	<i>Repeat from Task 4-AP until accurate</i>	Jan.	
8-T	Extract AP payment records from GLDSYS database	Jan.	y17ten99ext command
9-T	Merge AP and Additional Data records for extract file	Jan.	y17ten99mrg command
10-T	Filter amount cutoffs by TIN	Jan.	y17ten99filter command
11-T	Print final prelist	Jan.	y17ten99rpt command

2017 1099 Task List (Continued)

AP	<i>Check prelist; repeat from Task 4-AP until accurate</i>	Jan.	
12-T	Print and distribute 1099 forms	By 1/31	y17ten99rpt command
T	Print and distribute 1099 laser forms	By 1/31	y17ten99laser command
13-T	Create electronic transmittal file	By 1/31	y17ten99file command
14-T	Transfer transmittal file to PC	By 1/31	
15-T	Save history file (Version H only)		y17ten99save command

1099 Task Flowchart



1099 for Tax Year 2017

Vendor Data & Reportable Payments

A/P Vendor Definition

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

Reportable 1099 Payments

- Payments to Independent Contractors
- Payments to Attorneys

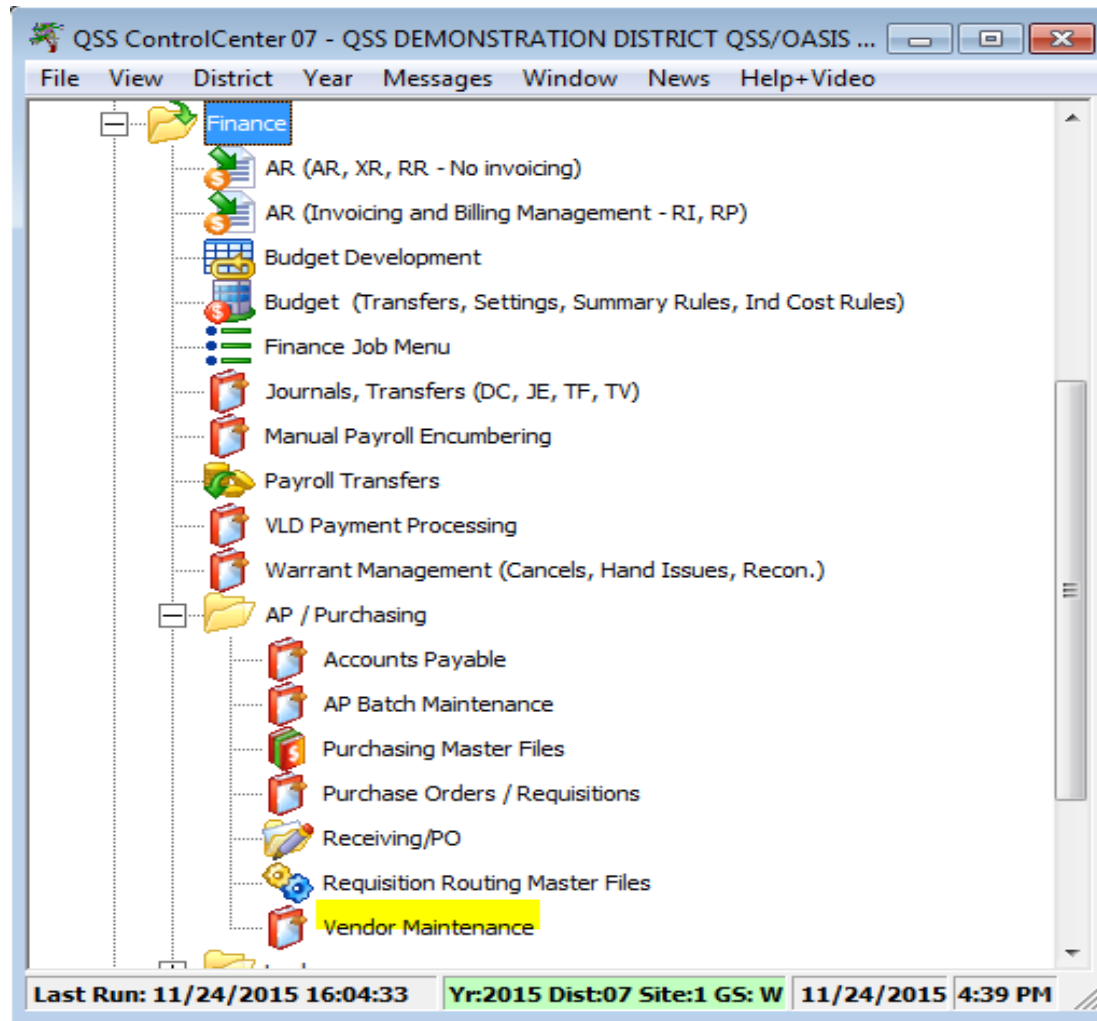
1099-MISC Vendor Address Printing

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

1099-MISC Vendor Flagging

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

Vendor Master File Maintenance



Vendor Master File 1099-MISC fields

Vendor Maintenance 07 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help

Inspect

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

District: 07

Number: 000097

Name: Eatsalot Food Service Remit Name:

Address: 777 Hungry Avenue Remit Address:

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

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

Contact: Mr. Eatsalot

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

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

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

Category: FOOT

Type: Revolving Cash Object: Terms: Shipping %:

Comments: Best Fried Food Vendor

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

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

“1099” Program Option

1099 codes for the Edit Data box

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

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

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

"1099" Program Option

Finance Maintenance 39-QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help+Video

Updated Successfully (PROGRAM-OPTIONS) Change

Program Options (G^OUPDT) | Field Relationship Tables (FLD000) | County Fund Cross Ref (CFUPDT)

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

Program: 1099

	Dist	Data Matrix
▶ 1	00	123456789ABCDEFG

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

Task 6-AP

Edit Vendor Information

Vendor Maintenance 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help

Inspect

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

District: 39

Number: 000007

Name: Eatsalot Food Services Remit Name: Eatsalot Food Services

Address: 777 Hungry Avenue Remit Address: 888 Stuffed Avenue

1

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

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

Contact: Mr. Eatsalot

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

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

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

Category: FDOI PDFF PDFE

Type: Revolving Cash Object: Terms: Shipping %:

Comments: Best Raw Food Service Vendor!

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

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

Address 99 Usage

Vendor Lookup 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help+Video

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

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

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

12/2/2015 7:08 AM

PO Payment Add

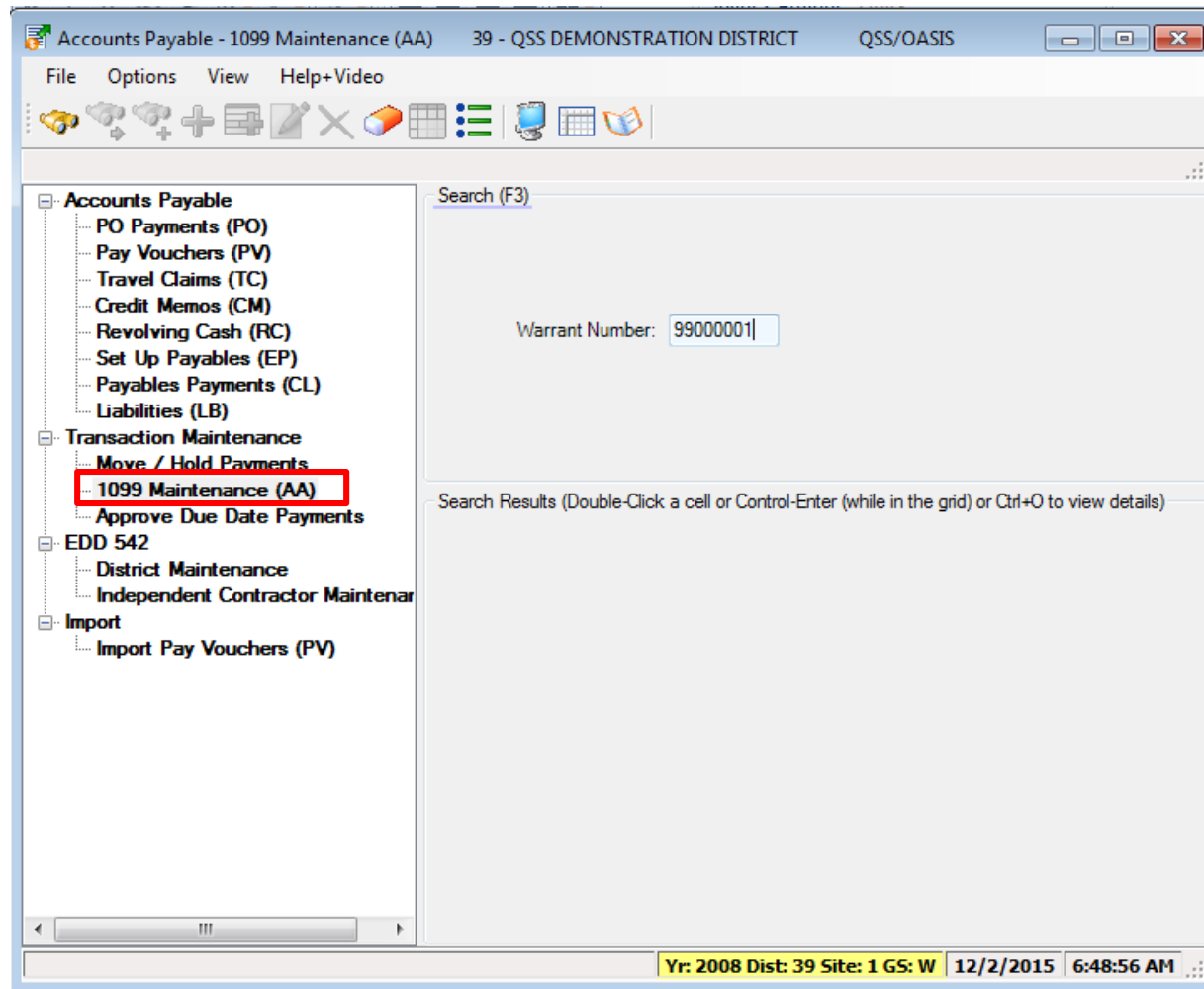
Automatic Flagging of 1099 Vendor Payments

The screenshot shows the 'Add PO Payment' window with the following details:

- PO number: 000001 - Materials of some sort
- Line: 0001 Account: 01-000-000-0000-0-0000-0000-4310-0000
- Budget balance: -\$3,198.57
- Vendor: 000113 - Acme Products Inc
- Withhold Order on File**
- Balance: \$699.70
- Payment type: (dropdown)
- Invoice date: 06/30/2011
- Invoice description: test
- Batch number: 0001 - Vendor payments for March 4
- Payment due: (dropdown)
- Payment: (dropdown)
- Liquidate: (dropdown)
- 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

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

Update 1099 Payment Lines by Warrant Number



Update 1099 Payment Lines by Warrant Number


1099 Maintenance

File Options

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

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

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

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

1099 for Tax Year 2017

TX17 Installation & Setup

Task 1-T Version H: Install 2016 1099 Release

Task 1-T for Version H: Installation of TX16 Release

- Step 1—Obtain User Manuals from the QSS Web Site
- Step 2—Distribute Materials
- Step 3—Download the TX16 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 for 2016
- Step 16—Store Archive Files to Tape
- Step 17—Set Up Menu Options and User Security

Task 1-T Version L: Install 2016 1099 Release

Task 1 - T for Version L: Installation of TX16 Release

Step 1—Install Current GS Releases

Step 2—Obtain the TX16 Release

Step 3—Unzip the TX16 Release Files

Step 4—Install the TX16 Release (Control Files and Command Files)

Step 5—Install Form Files for W2 Forms

Step 6—Install Form Files for 1099-MISC Forms

Step 7—Set Up User Security

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

- Execute Y17TEN99PREP.
- Set program access via TNFD17 USERSEC.

Additional Data File Warning

```
+-----+
|
| WARNING:  The Foreign data file has
|           already been created.
|
| File TFTNFD15.W2109915.QSSUSER
| Contains 101 records
| Created: THU, NOV 13, 2015 by OPR
| Updated: THU, NOV 13, 2015 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

W2/1099 Processing - 1099-Misc Prelist (TNSB17) QSS/OASIS

File Options Help+Video

- Tax Year 2017
 - 1099 Processing
 - 1099-Misc Prelist (TNSB17)
 - 1099-Misc Additional Data (TNFD17)**
 - W2 Processing
 - W2 Option Maintenance (W2PO17)
 - W2 Prelist (W2SB17)
 - W2 Data Edit (W2ED17)
 - Tax Year 2016
 - Tax Year 2015
 - Tax Year 2014
 - Tax Year 2013
 - Tax Year 2012
 - Tax Year 2011
 - Tax Year 2010
 - Miscellaneous Options
 - Maintain Health Care Control Records
 - Maintain Health Care Adjustments
 - Maintain W2 "No-Print" Authorizations
 - W2 Data Search
 - Lookups/Uploads
 - View W2 Image
 - Upload W2C

Yr: 2008 Dist: 39 Site: 00 GS: W 11/27/2017 3:52:59 PM

Task 3-T Setting Up Control Files

- Create/Copy Federal EIN Control File – contains Federal Identification numbers for both W2 and 1099 processing
CTW2TP17
- Create/Copy Contact Phone Number Control File – contains filing person's contact telephone, name, address
CT1099PH
- Create/Copy Transmitter Information Control File – contains transmitter information for 1099 media file.
CT1099TI

Transmitter Control File

CT1099TI

```

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

```

Task 4-AP Print Preliminary Prelist TNSB16 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	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

1099 for Tax Year 2017

1099 Prelists

2017 1099 Processing Menu

The screenshot shows a web application window titled "W2/1099 Processing - 1099-Misc Prelist (TNSB17)" with the user "QSS/OASIS". The interface includes a menu bar with "File", "Options", and "Help+Video". Below the menu bar is a toolbar with icons for navigation and actions. The main content area displays a tree view of the processing menu:

- Tax Year 2017
 - 1099 Processing
 - 1099-Misc Prelist (TNSB17)**
 - 1099-Misc Additional Data (TNFD17)
 - W2 Processing
 - W2 Option Maintenance (W2PO17)
 - W2 Prelist (W2SB17)
 - W2 Data Edit (W2ED17)
- Tax Year 2016
- Tax Year 2015
- Tax Year 2014
- Tax Year 2013
- Tax Year 2012
- Tax Year 2011
- Tax Year 2010
- Miscellaneous Options
 - Maintain Health Care Control Records
 - Maintain Health Care Adjustments
 - Maintain W2 "No-Print" Authorizations
 - W2 Data Search
- Lookups/Uploads
 - View W2 Image
 - Upload W2C

The status bar at the bottom of the window displays: Yr: 2008 Dist: 39 Site: 00 GS: W 11/27/2017 3:56:54 PM

“Full” Prelist Settings

2017 1099-Misc Prelist (TNSB17)

File Options

2017 1099-Misc Prelist (TNSB17)

Report title:

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

Box 2 Dollar limit: (In whole dollars)

Ignore vendors below limit?

Include on Report
Accounts?
or Descriptions?

Select vendors by 1099 flag:

Select payments by 1099 flag:

Print payment detail lines?

All districts?

Data source?

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

TNSB17:Y 600 10YA1RN1 Yr: 2008 Dist: 39 Site: 00 GS: W 11/27/2017 3:58:25 PM

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			(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						(7)Nonempl	700.00	

000100 test								
N >passthe, test			box14 2016	11/03/2016		FD-545543	14.14	14
C >			box16 2016	11/03/2016		FD-545543	16.16	16
			box18 2016	11/03/2016		FD-545543	18.18	18
			box1 2016	11/03/2016		FD-545543	1.01	1
			box2 2016	11/03/2016		FD-545543	2.02	2
			box3 2016	11/03/2016		FD-545543	3.03	3
			box4 2016	11/03/2016		FD-545543	4.04	4
			box6 2016	11/03/2016		FD-545543	6.06	6
			2016	11/03/2016		FD-545543	7.07	7
07-000100 pass 123456789 SEY passthe, test						(1)Rents	1.01	
						(2)Rylts	2.02	
						(3)Other	3.03	
						(4)STP	4.04	

Full Prelist Sample

Vendors that will not receive a 1099

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

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

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

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

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

Vendor	Tax ID	SE9	FU	Resc	Y	Objt	SO	Goal	Func	Sch	DD1	DD2	Date Paid	Warrant	Reference	Amount	Flag

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

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

000001 John Dough Enterprises																	
< III >																	
Pages(Lines): 0/4 (172)													11/29/2015 10:26 AM				

Prelist w/Accounts

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

Vendor	Tax ID	SE9	FD-RESC-Y-OBJT.SO-GOAL-FUNC-SCH-DD1-DD2	Date Paid	Warrant	Reference	Amount	Flag

xxxxxx A FIRST SAMPLE VENDOR								
N >A FIRST SAMPLE VENDOR			12-5050-0-5899.00-8530-5900-500-000-000	01/07/2016	60114592	PV-008247	425.58	Y
A >100 MAIN STREET			12-5050-0-5899.00-8530-5900-500-000-000	01/07/2016	60124592	PV-008247	425.58	Y
C >YOUR CITY, CA 12345			12-5050-0-5899.00-8530-5900-500-000-000	02/23/2016	60144467	PV-010680	425.58	Y
			12-5050-0-5899.00-8530-5900-500-000-000	02/23/2016	60144467	PV-010680	425.58	Y
			12-5050-0-5899.00-8530-5900-500-000-000	03/16/2016	60155053	PV-012880	425.58	Y
			12-5050-0-5899.00-8530-5900-500-000-000	03/16/2016	60155053	PV-012880	425.58	Y
			12-5050-0-5899.00-8530-5900-500-000-000	04/08/2016	60170447	PV-013079	412.00	Y
			12-5050-0-5899.00-8530-5900-500-000-000	04/08/2016	60170447	PV-013079	425.58	Y
			12-5050-0-5899.00-8530-5900-500-000-000	05/20/2016	60194256	PV-015595	425.58	Y
			12-5050-0-5899.00-8530-5900-500-000-000	05/20/2016	60194256	PV-015595	425.58	Y
			12-5050-0-5899.00-8530-5900-500-000-000	06/22/2016	60213364	PV-017338	384.00	Y
			12-5050-0-5899.00-8530-5900-500-000-000	06/22/2016	60213364	PV-017338	384.00	Y
44-xxxxxx AFIR xxxxxxxxx		Y	A FIRST SAMPLE VENDOR			(7) Nonempl	5,009.22	

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

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

Prelist w/Descriptions

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

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

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

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

Detail Line Field Meanings

N > The name to be reported to the IRS.

N2 > The second name field

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

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

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

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

Vendor	Tax ID	SE9	Description	Date Paid	Warrant	Reference	Amount	Flag

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

Prelist Total Line

Will contain the vendors tax id number.

07 is the district number.

12 is the vendor number

Bums is the control name

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 TNRP13 H.13.00 11/14/13 11:09 PAGE 1

Vendor	Tax ID	SE9	Description	Date Paid	Warrant	Reference	Amount	Flag

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

1099 for Tax Year 2017

Adjusting Payments

Task 5-AP

Adjust Flags on Transacted Warrants

1099 Maintenance

File Options

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

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

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

Inspect

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

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

1099-MISC Box Codes

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

Task 7-AP

Add/Edit Additional Data

W2/1099 Processing - 1099-Misc Prelist (TNSB17) QSS/OASIS

File Options Help+Video

- 1099 Processing
 - 1099-Misc Prelist (TNSB17)
 - 1099-Misc Additional Data (TNFD17)**
- W2 Processing
 - W2 Option Maintenance (W2PO17)
 - W2 Prelist (W2SB17)
 - W2 Data Edit (W2ED17)
- Tax Year 2016
- Tax Year 2015
- Tax Year 2014
- Tax Year 2013
- Tax Year 2012
- Tax Year 2011
- Tax Year 2010
- Miscellaneous Options
 - Maintain Health Care Control Records
 - Maintain Health Care Adjustments
 - Maintain W2 "No-Print" Authorizations
 - W2 Data Search
- Lookups/Uploads
 - View W2 Image
 - Upload W2C

Yr: 2008 Dist: 39 Site: 00 GS: W 11/27/2017 4:07:16 PM

Vendor Lookup from Additional Data

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

File Options

Change

District: 39 The Train USD

Vendor No.

Tax ID: Show SSN

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

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

Vendor Lookup from Additional Data

Vendor Lookup 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help+Video

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

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

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

11/27/2017 4:14 PM

Returning Vendor in 1099-MISC Data

Vendor Lookup 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help+Video

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

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

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

11/27/2017 4:12 PM

Vendor Returned from Vendor Master File

1099-Misc Additional Data (TNFD17)39 - QSS DEMONSTRATION DISTRICT QSS/... - [Min] [Max] [Close]

File Options

Change

District: 39 The Train USD

Vendor No. 860032 Top Office Supplies Corp

Tax ID: Show SSN

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

Usersec: YYYY Yr: 2008 Dist: 39 Site: 00 GS: W 11/27/2017 4:12:57 PM

1099 for Tax Year 2017

Operator Commands

Task-8T

Extract AP Payments

- Execute y17ten99ext.
- Extract **all** 1099 flagged A/P payments for Calendar Year 2017.

Regular Vendor Address Default 1099-MISC Printing

Vendor Maintenance 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help

Inspect

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

District: 39
Number: 000007

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

Contact: Mr. Eatsalot

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

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

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

1099OP Program Option Optional Setting

Finance Maintenance 07-QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help

Updated Successfully (PROGRAM-OPTIONS) Change

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

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

Program: 1099OP Unknown

	Dist	Data Matrix
▶ 1	00	R

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

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

- Execute y17ten99mrg.
- Merge of 1099-MISC A/P Extract File and Additional Data File into **one** Consolidated File.

Task 10-T

Filter Amounts Cutoff by TIN

- Execute y17ten99filter.
- Vendors with 1099-MISC reportable amounts less than the cut-off amounts will be dropped from consolidated file.

Task 11-T

Print Final Prelist

- Execute y17ten99rpt.
- 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).

1099 for Tax Year 2017

Printing 1099's

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



Task 12-T

Print and Distribute 1099 Forms

- Execute `y17ten99prt`.
- Execute `y17ten99laser`. (Laser Printing Only)

Printing 1099-MISC Forms

Version H Laser Printing

- Execute Y17TEN99PRT with NOPRINT and PIFSIZE parameters
- Example: Y17TEN99PRT NOPRINT=1, PIFSIZE=100000
- NOPRINT and PIFSIZE parameter create a Printer Interface File (PIF). **This is what you want.**
- Y17TEN99LASER command uses the PIF file to print 1099 forms.
- Example: Y17TEN99LASER DEV=XXX, FORM=LMX

Printing 1099-MISC Forms Version L Laser Printing

- Execute `y17ten99prt`
- Example: `y17ten99prt [-n]`
the option `-n` is to NOT set up for laser printing.

Reprint Single 1099-MISC

- Execute `y17ten99getdocno <DiVendor>`. Di value is two digit (Version H)/three digit (Version L) district number, Vendor value is the Vendor number.
- Execute `y17ten99laser INFO="00018,00018"` , where 00018 is the document number for the specified `<DiVendor>` value input when running `y17ten99getdocno` command.

Sample 1099-MISC Form

CORRECTED (if checked)

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.		1 Rents		OMB No. 1545-0115 2017 Form 1099-MISC	Miscellaneous Income
		\$			
		2 Royalties			
		\$		3 Other income	4 Federal income tax withheld
		\$		\$	\$
PAYER'S federal identification number	RECIPIENT'S identification number	5 Fishing boat proceeds		6 Medical and health care payments	
		\$		\$	
RECIPIENT'S name, street address, city or town, state or province, country, and ZIP or foreign postal code		7 Nonemployee compensation		8 Substitute payments in lieu of dividends or interest	
		\$		\$	
		9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/>		10 Crop insurance proceeds	
		\$			
11		12			
Account number (see instructions)	FATCA filing requirement <input type="checkbox"/>	13 Excess golden parachute payments		14 Gross proceeds paid to an attorney	
		\$		\$	
15a Section 409A deferrals	15b Section 409A income	16 State tax withheld		17 State/Payer's state no.	
\$	\$	\$		\$	
		\$		\$	

DETACH BEFORE MAILING
MANUFACTURED ON OCR LASER BOND PAPER USING HEAT RESISTANT INKS

Form 1099-MISC

(keep for your records)

www.irs.gov/form1099misc

Department of the Treasury - Internal Revenue Service

Sample 1099-MISC Form

CORRECTED (if checked)

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone number		1 Rents	OMB No. 1545-0115	<div style="font-size: 2em; font-weight: bold;">2017</div> <div style="font-weight: bold;">Miscellaneous Income</div>
		\$	Form 1099-MISC	
		2 Royalties		
		\$		<p style="text-align: center;">Copy B For Recipient</p> <p>This is important tax information and is being furnished to the Internal Revenue Service. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.</p>
PAYER'S federal identification number	RECIPIENT'S identification number	3 Other income	4 Federal income tax withheld	
		\$	\$	
RECIPIENT'S name, street address (including apt. no.), city or town, state or province, country, and ZIP or foreign postal code		5 Fishing boat proceeds	6 Medical and health care payments	
		\$	\$	
		7 Nonemployee compensation	8 Substitute payments in lieu of dividends or interest	
		\$	\$	
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	
		\$	\$	
FATCA filing requirement ▶		11	12	
		\$	\$	
16a Section 408A deferrals	16b Section 408A income	13 Excess golden parachute payments	14 Gross proceeds paid to an attorney	
\$	\$	\$	\$	
		15	16 State tax withheld	
		\$	\$	
		17 State/Payer's state no.	18 State income	
		\$	\$	

Form 1099-MISC www.irs.gov/forms1099/misc (keep for your records) Department of the Treasury - Internal Revenue Service

SEE REVERSE SIDE FOR OPENING INSTRUCTIONS

First-Class Mail
Important Tax Return
Document Enclosed

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.		1 Rents \$		OMB No. 1545-0115 2017 Form 1099-MISC	Miscellaneous Income
		2 Royalties \$			
		3 Other income \$			
PAYER'S federal identification number		RECIPIENT'S identification number		Copy A For Internal Revenue Service Center	
RECIPIENT'S name Street address (including apt. no.) City or town, state or province, country, and ZIP or foreign postal code		5 Fishing boat proceeds \$		6 Medical and health care payments \$	
		7 Nonemployee compensation \$		8 Substitute payments in lieu of dividends or interest \$	
		9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/> \$		10 Crop insurance proceeds \$	
Account number (see instructions)		FATCA filing requirement <input type="checkbox"/>		2nd TIN not <input type="checkbox"/>	
13 Excess golden parachute payments \$		14 Gross proceeds paid to an attorney \$		File with Form 1096. For Privacy Act and Paperwork Reduction Act Notice, see the 2017 General Instructions for Certain Information Returns.	
15a Section 409A deferrals \$		15b Section 409A income \$			
16 State tax withheld \$		17 State/Payer's state no.			
18 State income \$		19 State/Payer's state no.		20 State income \$	

Form 1099-MISC 41-0852411 www.irs.gov/form1099misc Department of the Treasury - Internal Revenue Service

Do Not Cut or Separate Forms on This Page — Do Not Cut or Separate Forms on This Page

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1099 for Tax Year 2017

1099 File Transmission

Interval Between Distribution and File Submission to IRS

Note: The interval has been shortened for Tax Year 2017 (first started for 2016). Submission is due January 31, 2018 moved up from March 31 as in previous years.



Task 14-T

Create Electronic Transmittal File (Version H)

1. Create the state transmittal file first.

Run the Y16TEN99FILE 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 Y16TEN99FILE 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

Create Electronic Transmittal File (Version L)

1. Log on to your Linux server as qssopr, then type the command `. y16tax`
(. space y16w2tax) at the command prompt.

2. Create the state transmittal file first.

Run the `y16ten99file` 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: `mv IRSTAX STATAX`.

3. Create the IRS transmittal file next.

Re-run the `y16ten99file` 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

- 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>.

1099 for Tax Year 2017

Final Save

Task 16-T

Save History Files

- Execute Y17TEN99SAVE (Version H Only).
- Consolidated and Additional Data Files saved in HISTORY group.

1099 for Tax Year 2017

Additional Information

Just some “Extra Help”!



Bonus Material

TIN Lookup Tab

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

- Page Title: 39 - QSS DEMONSTRATION DISTRICT
- User: QSS/OASIS
- Page: Page: 1 of 1
- Navigation: Vendor Lookup | **TIN Lookup** | Commodity Lookup | Employee Lookup | Results
- Form Fields:
 - District: 39
 - Date: / /
 - Status: Active Inactive Both
 - Include additional addresses
 - Include commodity codes
 - Tax ID Number: 898898989

A "Search Vendor" dialog box is displayed with the following message:

Vendor 000007's SSN is the same as the Tax ID

OK

System Time: 11/25/2015 12:16 PM

Vendor Lookup by TIN Results Tab

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

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

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

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

Duplicate Tax ID Report (TN0100)

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

- Title Bar:** Job Menu | 39-QSS DEMONSTRATION DISTRICT | QSS/OASIS
- Menu Bar:** File | View | Options | Help+Video | Description (F1) | Example (Ctrl+F1)
- Toolbar:** Contains icons for grid, printer, search, and other functions.
- Search Section:**
 - Text: Search found 1 lines.
 - View: Tree | Grid
 - Show: Show All | Show Only Favorites
 - Search Input: Search: tn0100
- Table:**

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

Duplicate Tax ID Report (TN0100)

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

File Options

Report Title : 1099 Duplicate TINs

Report for All Districts?

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

Duplicate Tax ID Report (TN0100)

```

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
  
```

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

1099 Processing Security Setup (MTUS GS52 Manual)

Table 2-240: User security records for the TAX module


USER SECURITY	ALLOWS YOU TO DEFINE OPTIONS FOR	PAGE
TNFD09	1099-Misc Additional Data (TNFD09) command	2-305
TNFDyy	1099-Misc Additional Data (TNFDyy) command ^a	2-305
TNSByy	1099-Misc Prelist (TNSByy) option	2-306
TNVIEW	View 1099 Image option	2-307
W2C	Lookups/Uploads command	2-307
W2EDyy	W2 Data Edit (W2EDyy) option on the tree view	2-308
W2EDMASK	SSN mask to use for W2 Data Edit (W2EDyy) option	2-308
W2HCVD	Maintain Health Care Control Records command	2-309
W2NPMN	Maintain W2 “No-Print” Authorizations command	2-309
W2POyy	W2 Option Maintenance (W2POyy) option	2-305
W2SByy	W2 Prelist (W2SByy) option	2-310
W2SRCH	Search for Employees form options	2-311
W2VIEW	View W2 Image option	2-311

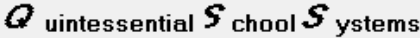
a. The notation yy refers to the tax year, such as 11 for tax year 2011.

1099 Usersec Options

About QSS/OASIS QSS ControlCenter - Software Version: 0.0.0 11/22/2017 9:25:11 AM

Options


QSS/OASIS QSS ControlCenter



Copyright(c) 1999 - 2015

Search for Usersec or parameters:

Program	1234567890123456789012345678901234567890123456789012345678901234567890	Origin	Name/User/District
TNFD09	Y^.....	\$GLOBAL	
TNFD11	Y^.....	\$GLOBAL	
TNFD13	Y^.....	\$GLOBAL	
TNFD14	YYYY^.....	\$GLOBAL	
TNFD16	YYYY^.....	\$GLOBAL	
TNFD17	YYYY^.....	\$GLOBAL	
TNSB	Y^^^600^^^10YA1RN1^.....	\$GLOBAL	
TNSB16	Y^^^600^^^10YA1RN1^.....	\$GLOBAL	
TNSB17	Y^^^600^^^10YA1RN1^.....	\$GLOBAL	
TVRQST	Y^.....	\$GLOBAL	
TVUPDT	Y10YYYYN1N^.....	\$GLOBAL	
UDEN0301	UDEN0301^.....	\$GLOBAL	

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1099 for Tax Year 2017

Webinar Wrap Up & Q & A

1099 for Tax Year 2017

Date and Time (Pacific)	Workshop Title & Announcement Flyer Links	Sponsor, Workshop Type, Location	Presenter / Q/A for Webinars	QSSUG Member or HSS-sponsored Reg. Cost	QSSUG Non-Member Reg. Cost	Status (See Legend Below)
Thursday December 14, 2017 10am-12 Noon	1099 for Tax Year 2017 Download flyer	HSS Webinar Give Feedback	Don Hemwall Mike Smith	\$0.00	N/A	Open

