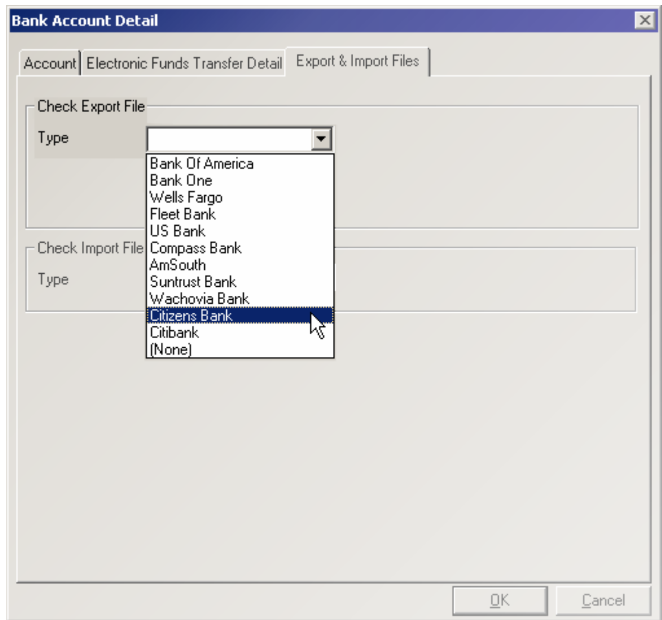
Senior Accounts Payable System Release Bulletin

Inside

Positive Pay for Citizen's Bank

We have added the Citizen's Bank template for positive pay. If you use Citizen's Bank and you would like to participate in their positive pay, please contact Senior Systems Support to learn how to generate a file for the bank.



Scrolling Table Windows

We have changed the tables in all SENIOR SYSTEMS modules so that you can use the scroll wheel to move up and down.

You must click in the table, selecting it, in order to scroll through the records. Also, make sure that the cursor is not in a field.

Drop-Down List Security

As of this release, security has been applied to some to the "enter on the fly" drop-down lists (indicated in reference guides with ✍). Your school will determine who will be able to enter data in those fields and who will only be able to select from existing values. (Please see the System Administration release bulletin for details.)

The data is still maintained in SYSTEM ADMINISTRATION Code Maintenance.

1099 Electronic Filing for 2006

This year, the Federal government and some states are requiring organizations to electronically file 1099 forms. If your school will be mailing two hundred fifty or more 1099 forms, you must submit your 1099 information to the IRS online.

Some states are also setting limits on paper filing; please check with the appropriate State Offices to find out what the standards are.

We have added the export functionality in accordance with the IRS's Publication 1220 (http://www.irs.gov/pub/irs-pdf/p1220.pdf). In the following sections, we discuss the steps you need to perform to set up and file your 1099 forms electronically. (Remember that you need to mail the 1099s to the vendors themselves.)

To learn more about this new process, refer to Publication 3609: http://www.irs.gov/pub/irs-pdf/p3609.pdf.

Setting Up

The first step is to fill out Form 4419 with the IRS. You are required to complete this form to be assigned a Transmitter Control Code (TCC). The form is found online at http://www.irs.gov/pub/irs-pdf/f4419.pdf. Send the completed form to:

Internal Revenue Service
Enterprise Computing Center - MTB (ECC-MTB)
Information Reporting Program
230 Murall Drive
Kearneysville, WV 25430

Once you have your TCC, you need to make the following changes in **ACCOUNTS PAYABLE Administration Maintenance**.

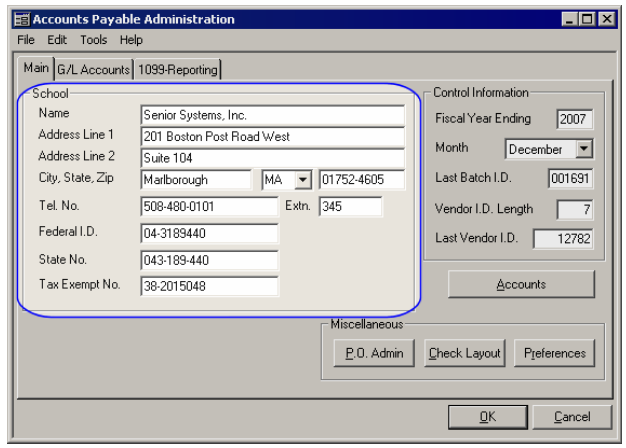
Administration Maintenance

Log in to **ACCOUNTS PAYABLE**, open the **Maintenance** menu, and then select **Administration Maintenance**.

To file information electronically, we needed to separate the city, state, and zip code data for your school's address. After installing UALL 90_5, you must correct your school's address information.

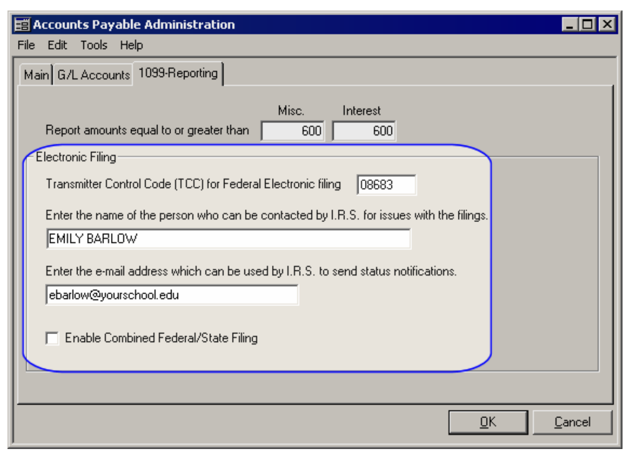
Main Tab

After checking the City, State, and Zip fields, you should also make sure that the telephone number and extension fields hold the information for the person who should be contacted about any 1099 issues. Then verify the Federal ID, State ID, and Tax Exempt numbers.



1099-Reporting Tab

Next, go to the 1099-Reporting tab. This contains the 1099 amount and interest fields that you have used before, as well as additional fields for electronic filing.



In the first field, enter the TCC you received from the IRS (see the previous page if you do not have a TCC). In the next fields, enter the name of the person responsible for 1099s and his or her e-mail address. The IRS may use this if they have any questions.

The last checkbox should only be selected by schools in states where you have the option of filing taxes with the federal government and have that information forwarded to the state.

1099 Electronic Filing

There are several buttons active when you first open the **Reports** menu and select **1099 Electronic Filing**.

- Use the Test Filing button to check your data and connection to the system. The **Test Filing** dialog will open. We strongly recommend that you use this if you have chosen to participate in the Combined Federal and State tax Filing program.
- When you are ready to send the information to the IRS, click the Original Filing button. The **New Filing** dialog opens (see below).
- You would use the Replacement button when you detected a mistake in the original file sent to the IRS. This prepares a file that the IRS website will recognize as a replacement rather than a duplicate filing.
- You can access the 1099 options in **Administration Maintenance** by clicking the Options button. See the previous page for details.

Test Filing the 1099s

Test and New Filing Dialog

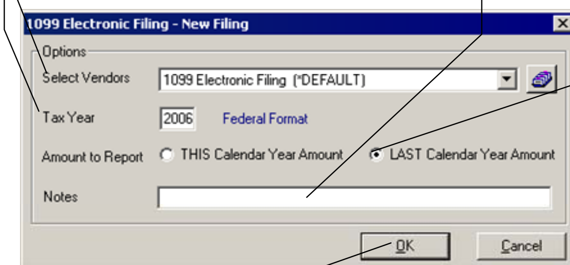
This dialog is basically the same for both the Test and Original filing. The difference is in how the files are treated.

The default tax year is your current fiscal year minus one; if necessary, you can edit this field.

Use the query to retrieve the vendors who qualify for 1099s.

If you are running this function during calendar year 2007 for your 2006 taxes, select the LAST Calendar Year Amount radio button.

Enter any notes in this field



When you are ready, click the **OK** button.

Test File

After using the **Test Filing** dialog, you should see a record listed in the **1099 Electronic Filing Maintenance** table. Also, when you select a file, some additional buttons are active in the window.

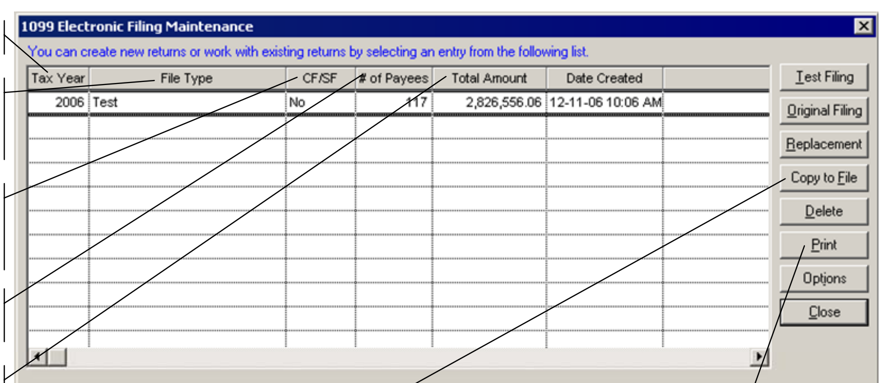
Tax Year of the filing

The Types of files are Test, Original, and Replacement

Indicates whether or not the file will be marked as a combination filing

Number of payees in the file

Total 1099 amount to report



When you are ready to submit the test, original, or replacement file to the IRS, click the **Copy to File** button.

To print a report of all of the data in a file, highlight the row and then click the **Print** button.

Report

You can use the Print button to print the information contained in a tax reporting file. You should review the information on the report before filing the 1099s with the IRS.

- The sequence number indicates the location of the record in the file.
- The ID is the SENIOR SYSTEMS code for the vendor.
- The Name column displays the vendor names in the file.
- The TIN is the Taxpayer Identification Number.
- The Amount is the total 1099 amount for the vendors.
- The Box Number indicates in which box the information will print when you prepare the 1099s for the vendors. (1 = Rents, 3 = Other Income, 14 = Gross Proceeds Paid to an Attorney, etc.)


1099 Electronic Filing Data File Content List

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Tax Year 2006 File Type Test Reporting Amount from This Year Field

SEQ. NO.	I.D.	NAME	T.I.N.	AMOUNT	BOX NO.
RETURN TYPE:	1099-INT				
3	0011310	KATHRYN AMBROSE	041640480	$4,400.00	1
No. of items for return type 1099-INT:		1	Total Amount:	$4,400.00	
RETURN TYPE:	1099-MISC				
6	0012600	CHARLES BAXTER	474546710	$3,687.58	3
7	0007862	MONIQUE BLACKBURN	381119592	$1,040.00	3
8	0010784	JEAN BLIEVERNICHT	493448298	$680.00	3
9	0012666	MARVIN BLITCHOK	361600222	$994.00	3
10	0010573	BLUE CROSS & BLUE SHIELD	382069753	$2,251,280.00	6
11	TRACY	TRACY BOOTH	373647343	$1,009.36	3
12	0006194	HAROLD BOSWELL	363065638	$1,040.00	3
13	0006195	JEREMY BOWIE	368081109	$1,000.00	3
14	0004197	LISA BRODY	366760225	$750.00	3
15	0008731	DAVID BROSE	365383471	$10,000.00	3
16	0012724	LISA BULAWKSY	557552583	$875.00	3
17	0010416	QUANEECE CALHOUN	362115106	$1,380.00	3
18	0010871	MITCHELL CARR	383546019	$850.00	3
19	0012725	JASON CARTER	362948117	$1,276.14	3
20	0012742	KAREN CATHEL	384942839	$1,100.00	3
21	0009585	TZU-JU CHEN	037647620	$1,000.00	3
22	CHWE001	JOHN CHWEKUN	571691720	$640.00	3
23	0010425	ALICIA COOK	374138322	$1,040.00	3
24	0008622	ANDREA CORSON	193601558	$1,660.00	3
25	0012646	JAMES CRUTCHFIELD	552785447	$1,000.00	3
26	0011916	DANA DAVIDSON	371886321	$780.00	3
27	0010590	DELTA DENTAL	381791480	$244,626.99	6
28	0012174	BILL DOW	365503537	$1,200.00	3
29	0012178	JEFF DWARSHUIS	366729370	$600.00	3
30	0011135	BRIAN EVENSON	528986105	$1,000.00	3
31	0012182	GINO FANELLI	382925688	$600.00	3

Generate the 1099s for E-Filing

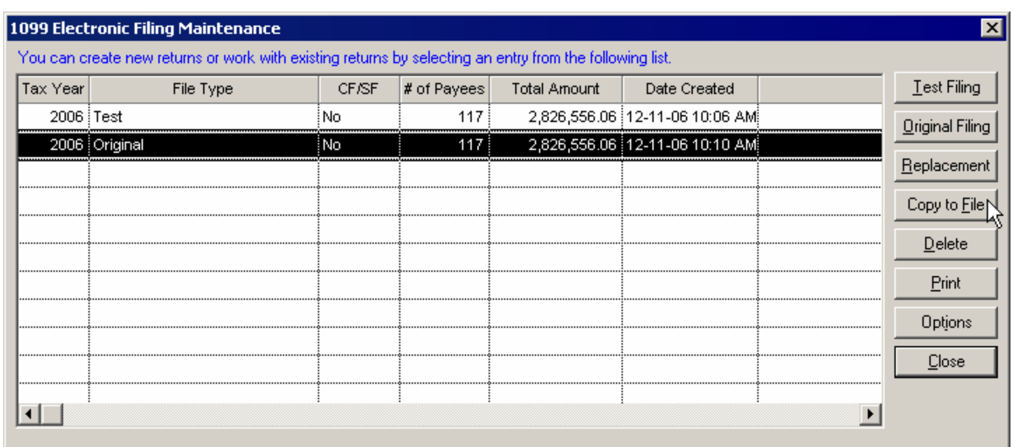
Create the Original File

When you are ready to file the 1099 information with the IRS, click the Original Filing button in **1099 Electronic Filing Maintenance** (previous page). The **New Filing** dialog will open (see page 3).

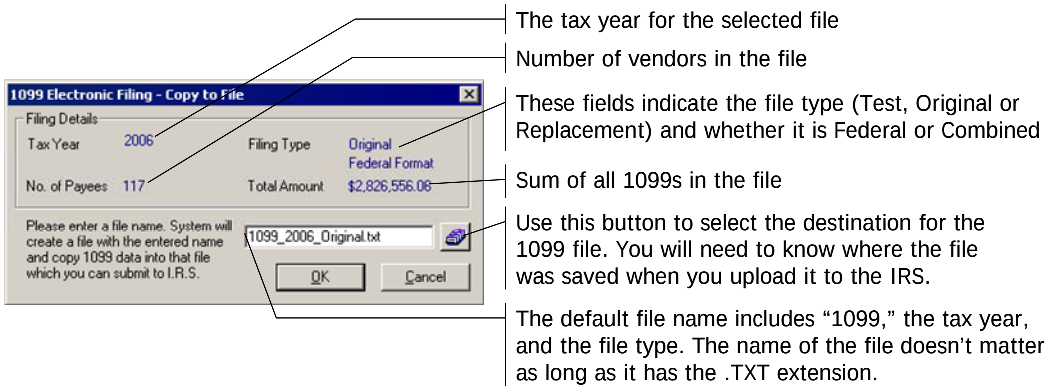
Choose the query, tax year, and amount, then click the **OK** button.

Prepare the File for the IRS

When the Original file is generated, highlight the row and then click the Copy to File button.



The **Copy to File** dialog (next page) summarizes the information that will be exported and the default name of the file. Review the totals, year, and file type for accuracy. Use the **Search** button to select the location where the system should save the file. Verify the name of the file and then click the **OK** button.

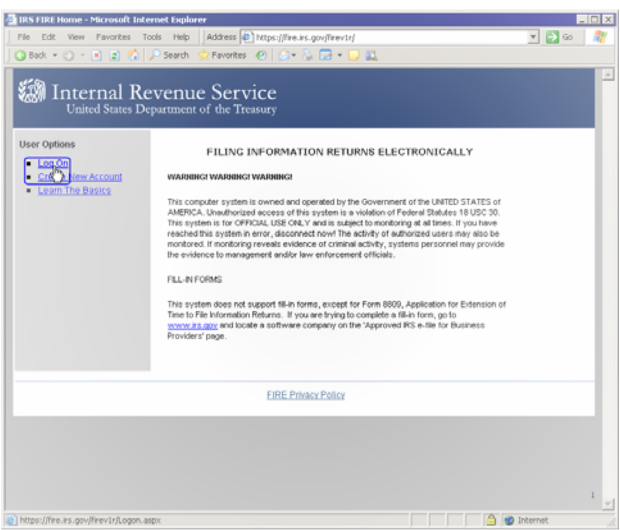


Filing the 1099s

In this section, we walk you through the process needed to send the electronic 1099s to the IRS and the printed versions to the vendors. If you have trouble with the IRS website, contact them at (866) 455-7438 x 3.

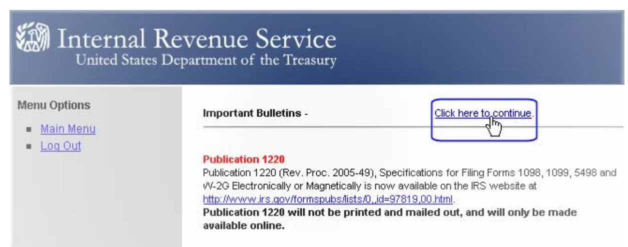
Uploading the 1099 File

To upload the file, you first need to log on to https://fire.irs.gov. If you do not have an account, click the Create New Account link, otherwise use the Log On link.

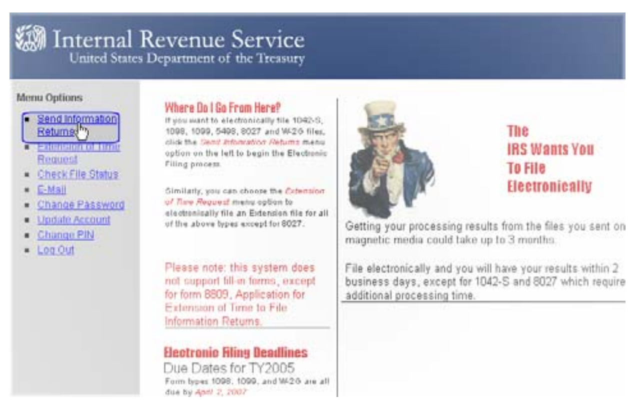


1. Enter your login information and then click the Login button.

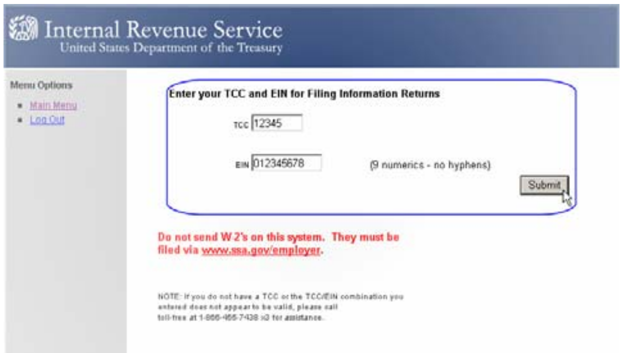
2. Use the Click Here to Continue link.



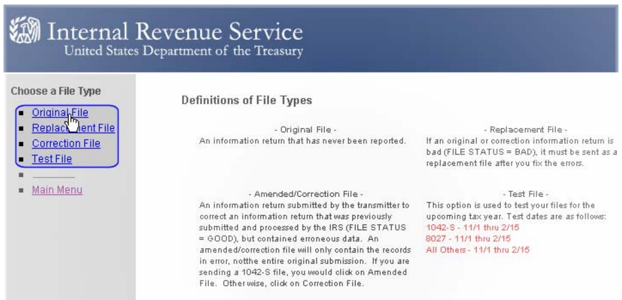
3. Click the Send Information Returns link.



4. Enter your TCC and EIN, then click the Submit button.



5. The next screen will ask you to verify your information. After checking it, click the Accept button.
6. Click the correct File Type link (Original, Replacement, or Test).



7. If you are submitting an Original file, enter your PIN number.
8. When you get to the Upload Your File screen, use the Browse... button to select the file.

   When the path to your file is in the File Name field, click the Upload button.
9. When the file finishes uploading to the IRS website, you will see the File Upload Statistics screen. It informs you of the size of the file and the file name that the IRS will use to reference it. You should print this screen for your records.

State Filing

If you are participating in the Combined Federal and State Filing, the IRS will send Form 6847 to you. This is required to allow them to release your tax information to the state.

Not all states offer this option, but do ask you to file your 1099s electronically. If this is the case, you need to contact your state's Department of Revenue.

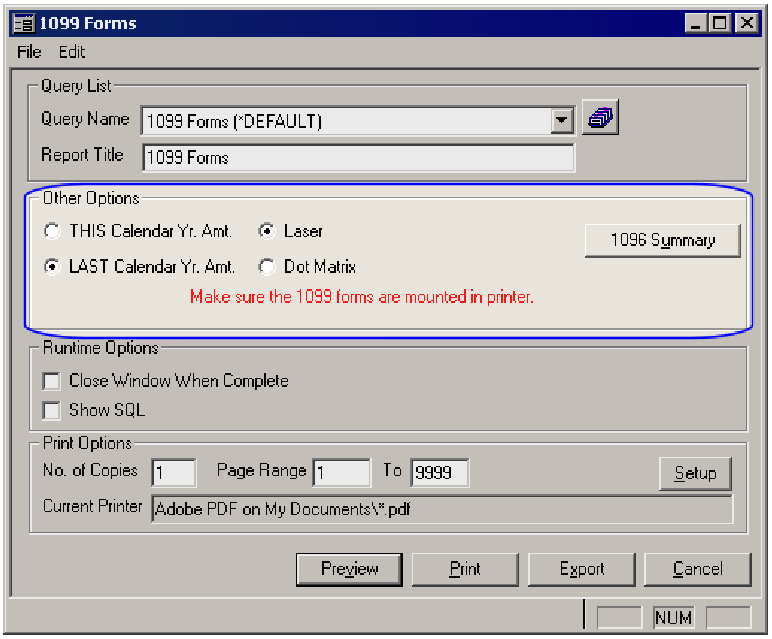
To learn more, see Publication 1220.

Please bear in mind that the electronic filing of 1099s is new for everyone.
We will do everything we can to get you through this tax season!

Senior Systems Support	IRS Support
(888) 480-0102 x 1	(866) 455-7438 x 3

Printing the 1099s for Vendors/Payees

In **ACCOUNTS PAYABLE**, open the **Reports** menu and then select **1099 Filing**. Select the calendar year and the form type. When you are ready, use the Preview or Print button.



Fifth Address Line for Purchase Order Addresses

We have added a fifth address line to Purchase Order Administration Maintenance.