

Quick Reference: End-of-Calendar Year Update (1099 process)

NOTE: The End-of-Calendar Year update is unrelated to the normal End-of-Period update function.

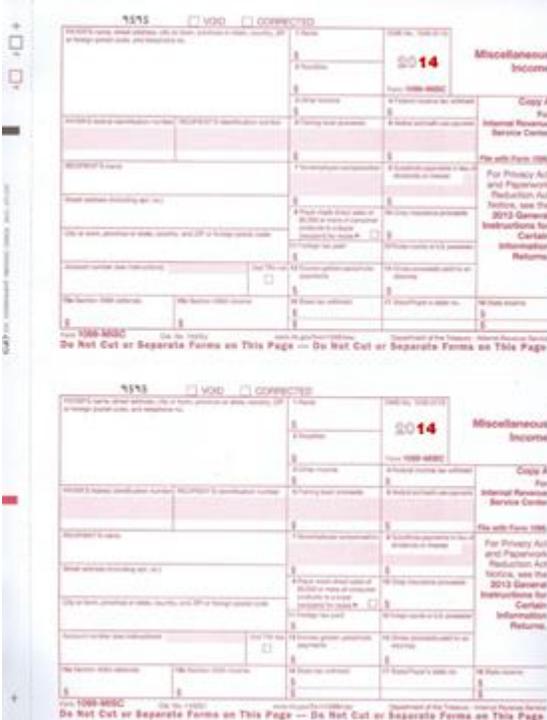
Follow the steps outlined below to prepare data for 1099 forms.

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1. Confirm that you have enough 1099 Forms

These forms can be purchased at most major office supply retailers such as Staples or Office Max. You should purchase the type of forms that have two forms per page, because this is the type of form that our software will print.



The image shows two identical 1099-MISC forms for Miscellaneous Income. Each form is divided into several sections for data entry:

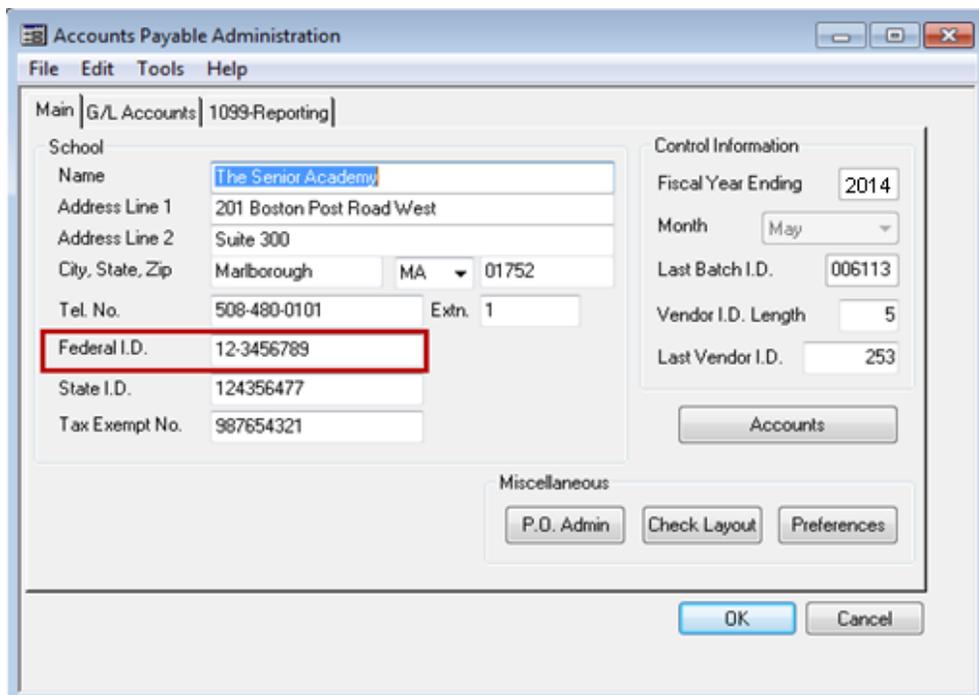
- Header:** Form 1099-MISC, 2013, and checkboxes for VOID and CONNECTED.
- Section 1:** Payer information including Name, Address, City, State, and ZIP.
- Section 2:** Recipient information including Name, Address, City, State, and ZIP.
- Section 3:** Payer identification number (EIN or SSAN).
- Section 4:** Recipient identification number (EIN or SSAN).
- Section 5:** Box 14 for Miscellaneous Income, with a sub-section for 'Other Income'.
- Section 6:** Box 15 for State Income.
- Section 7:** Box 16 for State Recipient Information.
- Section 8:** Box 17 for State Payer Information.
- Section 9:** Box 18 for State Recipient Information.
- Section 10:** Box 19 for State Payer Information.
- Section 11:** Box 20 for State Recipient Information.
- Section 12:** Box 21 for State Payer Information.
- Section 13:** Box 22 for State Recipient Information.
- Section 14:** Box 23 for State Payer Information.
- Section 15:** Box 24 for State Recipient Information.
- Section 16:** Box 25 for State Payer Information.
- Section 17:** Box 26 for State Recipient Information.
- Section 18:** Box 27 for State Payer Information.
- Section 19:** Box 28 for State Recipient Information.
- Section 20:** Box 29 for State Payer Information.
- Section 21:** Box 30 for State Recipient Information.
- Section 22:** Box 31 for State Payer Information.
- Section 23:** Box 32 for State Recipient Information.
- Section 24:** Box 33 for State Payer Information.
- Section 25:** Box 34 for State Recipient Information.
- Section 26:** Box 35 for State Payer Information.
- Section 27:** Box 36 for State Recipient Information.
- Section 28:** Box 37 for State Payer Information.
- Section 29:** Box 38 for State Recipient Information.
- Section 30:** Box 39 for State Payer Information.
- Section 31:** Box 40 for State Recipient Information.
- Section 32:** Box 41 for State Payer Information.
- Section 33:** Box 42 for State Recipient Information.
- Section 34:** Box 43 for State Payer Information.
- Section 35:** Box 44 for State Recipient Information.
- Section 36:** Box 45 for State Payer Information.
- Section 37:** Box 46 for State Recipient Information.
- Section 38:** Box 47 for State Payer Information.
- Section 39:** Box 48 for State Recipient Information.
- Section 40:** Box 49 for State Payer Information.
- Section 41:** Box 50 for State Recipient Information.
- Section 42:** Box 51 for State Payer Information.
- Section 43:** Box 52 for State Recipient Information.
- Section 44:** Box 53 for State Payer Information.
- Section 45:** Box 54 for State Recipient Information.
- Section 46:** Box 55 for State Payer Information.
- Section 47:** Box 56 for State Recipient Information.
- Section 48:** Box 57 for State Payer Information.
- Section 49:** Box 58 for State Recipient Information.
- Section 50:** Box 59 for State Payer Information.
- Section 51:** Box 60 for State Recipient Information.
- Section 52:** Box 61 for State Payer Information.
- Section 53:** Box 62 for State Recipient Information.
- Section 54:** Box 63 for State Payer Information.
- Section 55:** Box 64 for State Recipient Information.
- Section 56:** Box 65 for State Payer Information.
- Section 57:** Box 66 for State Recipient Information.
- Section 58:** Box 67 for State Payer Information.
- Section 59:** Box 68 for State Recipient Information.
- Section 60:** Box 69 for State Payer Information.
- Section 61:** Box 70 for State Recipient Information.
- Section 62:** Box 71 for State Payer Information.
- Section 63:** Box 72 for State Recipient Information.
- Section 64:** Box 73 for State Payer Information.
- Section 65:** Box 74 for State Recipient Information.
- Section 66:** Box 75 for State Payer Information.
- Section 67:** Box 76 for State Recipient Information.
- Section 68:** Box 77 for State Payer Information.
- Section 69:** Box 78 for State Recipient Information.
- Section 70:** Box 79 for State Payer Information.
- Section 71:** Box 80 for State Recipient Information.
- Section 72:** Box 81 for State Payer Information.
- Section 73:** Box 82 for State Recipient Information.
- Section 74:** Box 83 for State Payer Information.
- Section 75:** Box 84 for State Recipient Information.
- Section 76:** Box 85 for State Payer Information.
- Section 77:** Box 86 for State Recipient Information.
- Section 78:** Box 87 for State Payer Information.
- Section 79:** Box 88 for State Recipient Information.
- Section 80:** Box 89 for State Payer Information.
- Section 81:** Box 90 for State Recipient Information.
- Section 82:** Box 91 for State Payer Information.
- Section 83:** Box 92 for State Recipient Information.
- Section 84:** Box 93 for State Payer Information.
- Section 85:** Box 94 for State Recipient Information.
- Section 86:** Box 95 for State Payer Information.
- Section 87:** Box 96 for State Recipient Information.
- Section 88:** Box 97 for State Payer Information.
- Section 89:** Box 98 for State Recipient Information.
- Section 90:** Box 99 for State Payer Information.
- Section 91:** Box 100 for State Recipient Information.

- The 1099 forms package includes:
- Copy A for IRS
 - 2 Copies of C's for Payer or State
 - Copy B for Recipient
 - Copy 2 to be filed with recipient's State income tax return, when required

2. Review Accounts Payable set-up

Log into the Accounts Payable application to confirm that the Name field and the Federal I.D. field have been entered correctly.

1. Login to Accounts Payable.
2. Click **Maintenance > Administration Maintenance**.
3. On the **Main** tab, confirm that all field information has been entered into the **Name** field, and the correct Federal ID has been entered into the **Federal I.D.** field.



The screenshot shows the 'Accounts Payable Administration' window. The 'School' section contains the following data:

Name	The Senior Academy		
Address Line 1	201 Boston Post Road West		
Address Line 2	Suite 300		
City, State, Zip	Marlborough	MA	01752
Tel. No.	508-480-0101	Extn.	1
Federal I.D.	12-3456789		
State I.D.	124356477		
Tax Exempt No.	987654321		

The 'Control Information' section contains the following data:

Fiscal Year Ending	2014
Month	May
Last Batch I.D.	006113
Vendor I.D. Length	5
Last Vendor I.D.	253

The 'Miscellaneous' section contains buttons for 'P.O. Admin', 'Check Layout', and 'Preferences'. At the bottom of the window are 'OK' and 'Cancel' buttons.

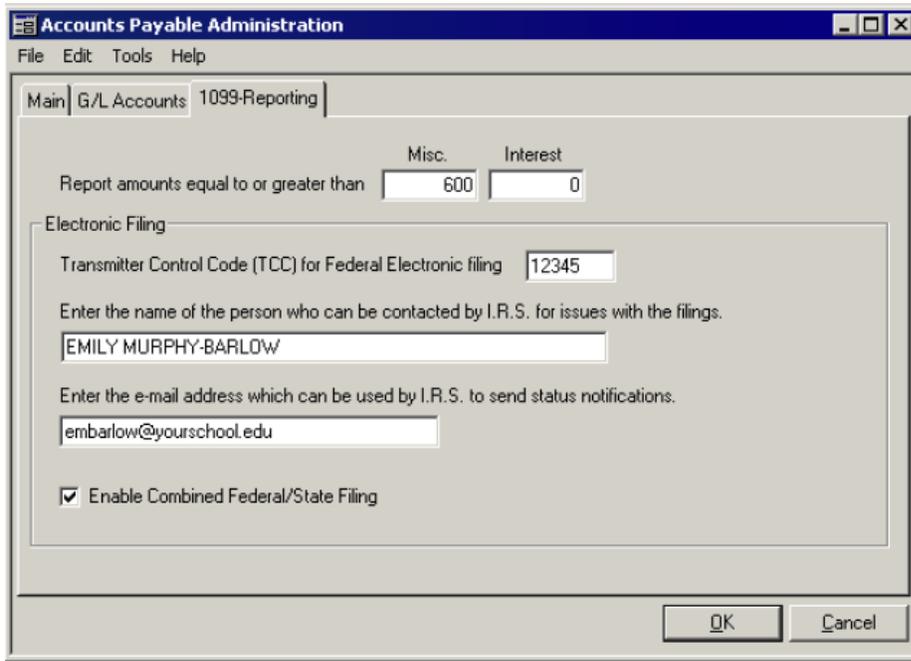
4. On the **1099-Reporting** tab, ensure that the basic fields for 1099's have been entered. This is usually **600** and **0** for the **Misc.** and **Interest** fields respectively.

- **Misc.** - The minimum amount paid to a vendor during the course of the fiscal year that is required to issue 1099 forms.
- **Interest** - The minimum amount of interest required to issue a 1099 form.

Electronic Filing information is required **only if you will be using Electronic Filing for the IRS**.

- **Transmitter Control Code (TCC) for Federal Electronic filing.** - Enter the TCC you received from the IRS. (If you do not have a TCC, you need to submit a Form 4419 to the IRS. See www.irs.gov/formspubs to find this form.)

- **Enter the name of the person who can be contacted by I.R.S. for issues with the filings.** - Enter the name of the person responsible for 1099s. The IRS may use this if they have any questions.
- **Enter the e-mail address which can be used by the I.R.S. to send status notifications.** - Enter the email address of the person responsible for 1099s. The IRS may use this if they have any questions.
- **Enable Combined Federal/State Filing checkbox.** - This checkbox should only be selected by schools who have the option of filing taxes with the federal government and have that information forwarded to the state.

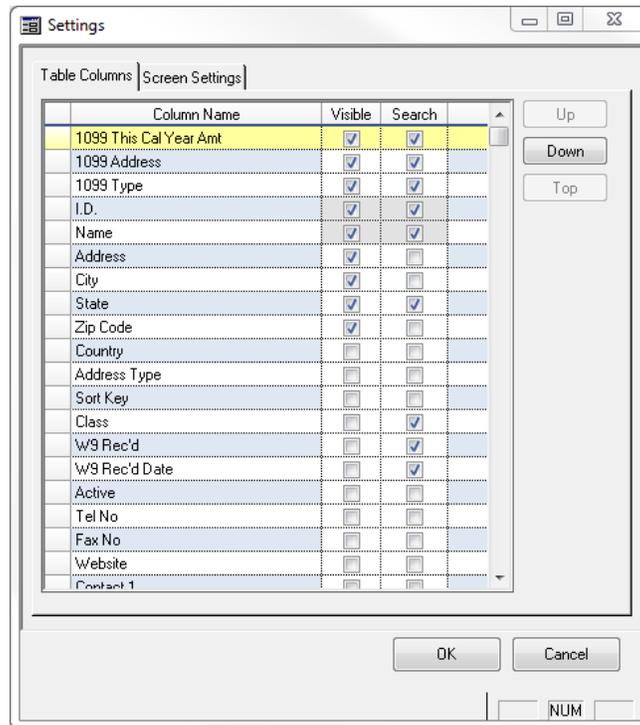


The screenshot shows a window titled "Accounts Payable Administration" with a menu bar (File, Edit, Tools, Help) and a breadcrumb trail (Main | G/L Accounts | 1099-Reporting). The interface includes two input fields for "Report amounts equal to or greater than" with "Misc." set to 600 and "Interest" set to 0. Below this is an "Electronic Filing" section containing a "Transmitter Control Code (TCC) for Federal Electronic filing" field with the value 12345. Two text input fields follow: one for the contact name, containing "EMILY MURPHY-BARLOW", and one for the email address, containing "embarlow@yourschool.edu". At the bottom of this section is a checked checkbox labeled "Enable Combined Federal/State Filing". The window concludes with "OK" and "Cancel" buttons.

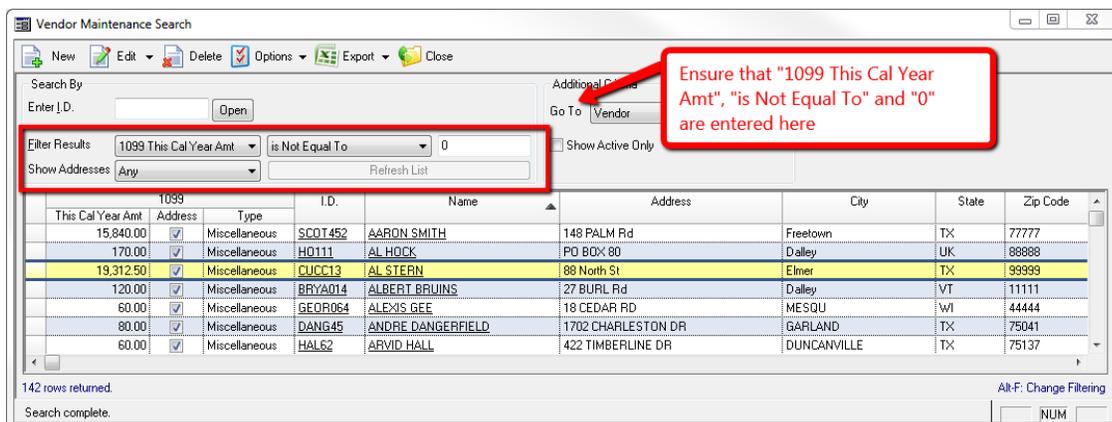
3. Review and update 1099 Vendor information

Review and update your 1099 vendor information to ensure that the correct fields have the necessary information provided.

1. In the Accounts Payable application, click **Maintenance > Vendors > Options**.
2. Confirm that the following options are visible and searchable, and click **OK**.

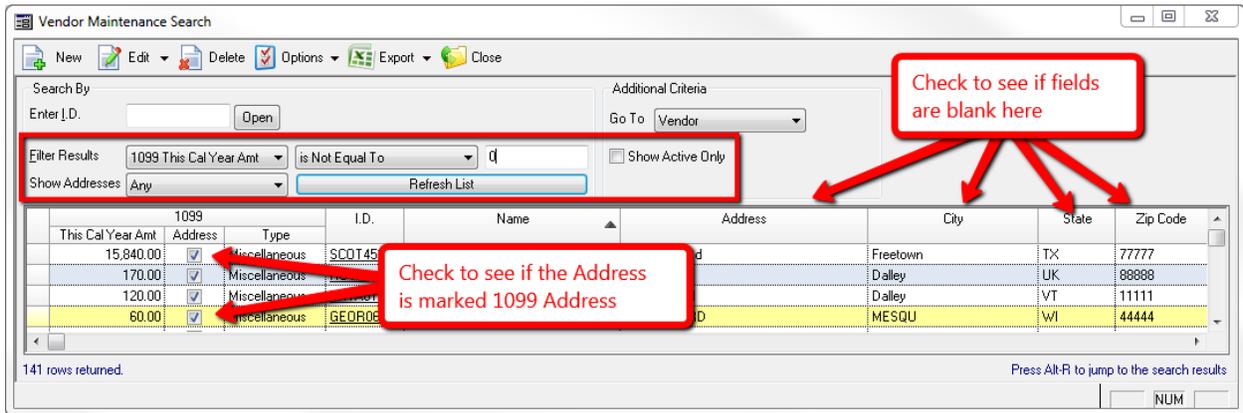


3. Select **"1099 This Cal Year Amt"**, **"is Not Equal To"** and enter **"0"** in the Filter Results. Be sure that **Show Address** is set to **Any**. Click **Refresh List**.



4. Perform an ascending and descending search on the column headers **Address, City, State, Zip Code, 1099 (Address and Type)**. If there are any blank entries, enter the missing information as necessary. If you are tracking W9 information, perform an ascending and descending search on the **W9 Rec'd** column and the **W9 Rec'd Date** column to see where W9 information has not been received, and where W9 information has been received, but a date is not indicated.

NOTE: Some vendors may have multiple addresses, but only **one** vendor address should be entered for the 1099 address. This will make sure that the vendor only receives one 1099. If you have more than one 1099 address for the vendor, then the vendor will receive two 1099 forms, which is incorrect.



The screenshot shows the 'Vendor Maintenance Search' window. The search criteria are set to '1099 This Cal Year Amt' is Not Equal To '0'. The results table is as follows:

1099 This Cal Year Amt	Address	Type	I.D.	Name	Address	City	State	Zip Code
15,840.00		Miscellaneous	SCOT45			Freeltown	TX	77777
170.00		Miscellaneous				Dalley	UK	88888
120.00		Miscellaneous				Dalley	VT	11111
60.00		Miscellaneous	GEOR08			MESQU	WI	44444

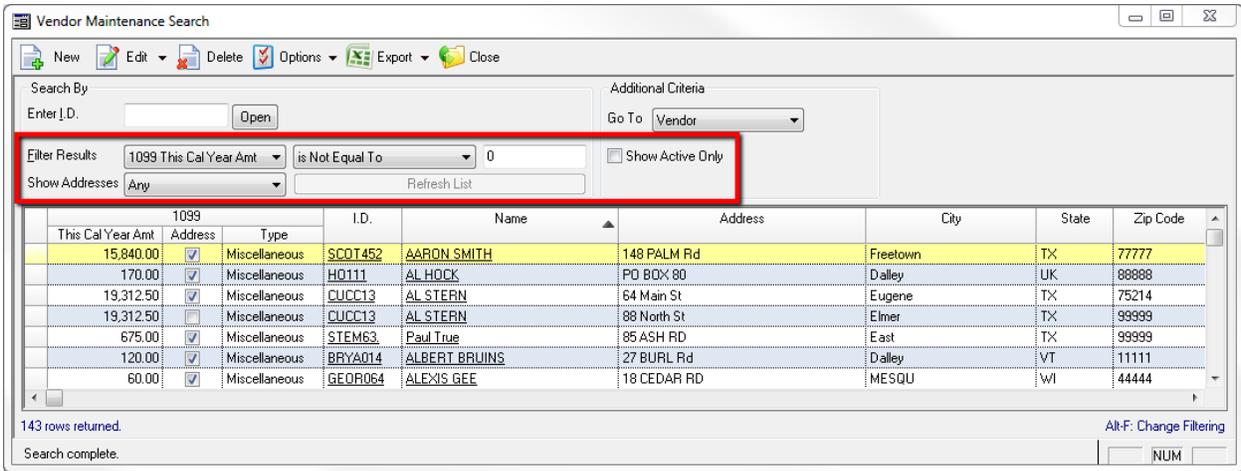
Annotations in the image include:

- A red box around the filter criteria with the text: "Check to see if fields are blank here".
- A red box around the 'Address' column header with the text: "Check to see if the Address is marked 1099 Address".

4. Review and confirm there is only one 1099 Address per 1099 Vendor

It is important to ensure that only one 1099 Address is assigned per 1099 Vendor. To do this, you can enter the filter results described below, and sort on the **Name** column in the Vendor Maintenance screen. Then you can visually scan the list to ensure that vendors with multiple addresses only have **one** address selected for their 1099 address.

1. Open the Accounts Payable application.
2. Enter the filter results displayed below.



Vendor Maintenance Search

Search By: Enter I.D. [] Open

Additional Criteria: Go To: Vendor

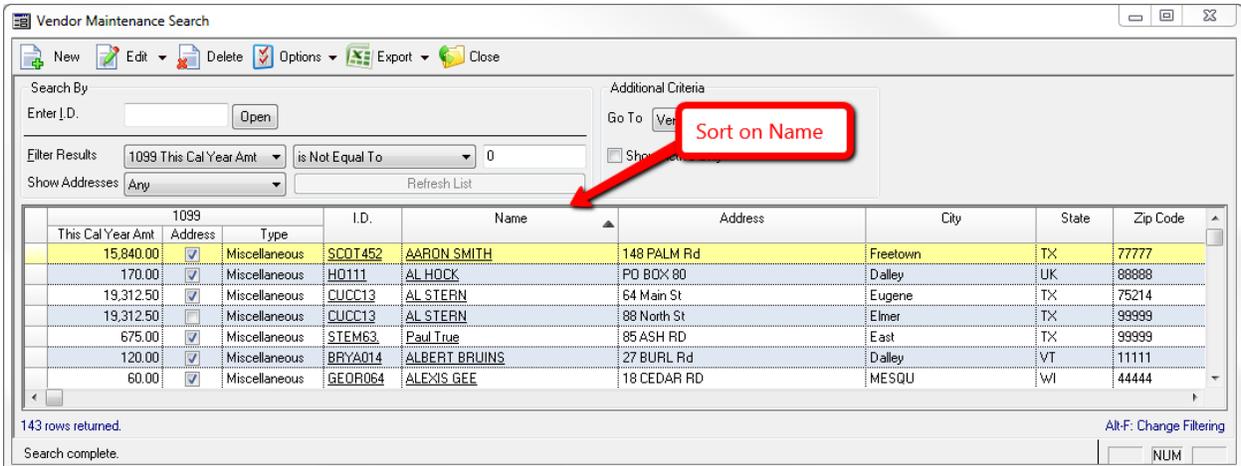
Filter Results: 1099 This Cal Year Amt is Not Equal To 0

Show Addresses: Any Refresh List

This Cal Year Amt	1099 Address	Type	I.D.	Name	Address	City	State	Zip Code
15,840.00	<input checked="" type="checkbox"/>	Miscellaneous	SCOT452	AARON SMITH	148 PALM Rd	Freetown	TX	77777
170.00	<input checked="" type="checkbox"/>	Miscellaneous	HD111	AL HOCK	PO BOX 80	Dalley	UK	88888
19,312.50	<input checked="" type="checkbox"/>	Miscellaneous	CUCC13	AL STERN	64 Main St	Eugene	TX	75214
19,312.50	<input type="checkbox"/>	Miscellaneous	CUCC13	AL STERN	88 North St	Elmer	TX	99999
675.00	<input checked="" type="checkbox"/>	Miscellaneous	STEM63	Paul True	85 ASH RD	East	TX	99999
120.00	<input checked="" type="checkbox"/>	Miscellaneous	BRYA014	ALBERT BRUINS	27 BURL Rd	Dalley	VT	11111
60.00	<input checked="" type="checkbox"/>	Miscellaneous	GEOR064	ALEXIS GEE	18 CEDAR RD	MESQU	WI	44444

143 rows returned. Search complete.

3. Sort on the **Name** column.



Vendor Maintenance Search

Search By: Enter I.D. [] Open

Additional Criteria: Go To: Vendor

Filter Results: 1099 This Cal Year Amt is Not Equal To 0

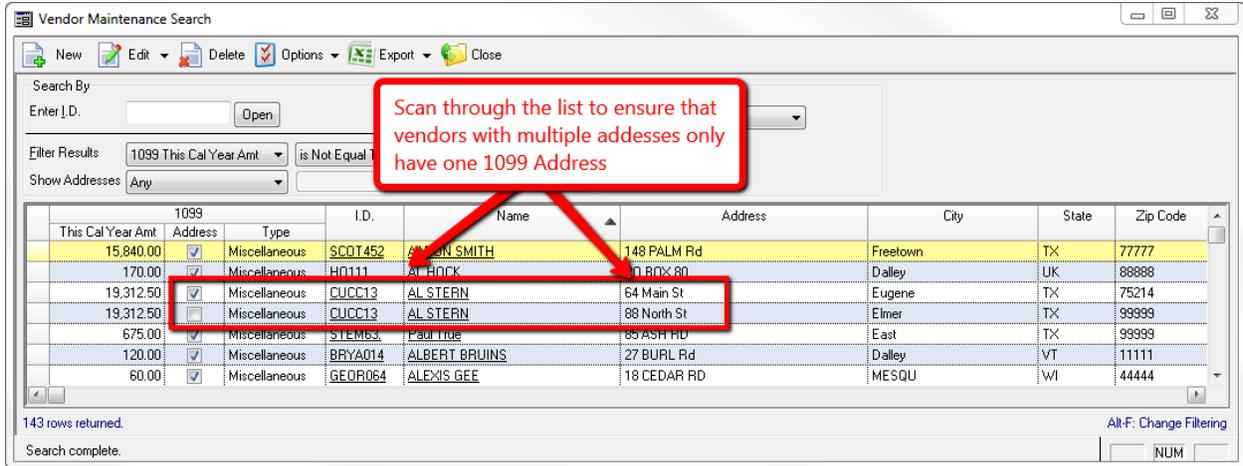
Show Addresses: Any Refresh List

Sort on Name

This Cal Year Amt	1099 Address	Type	I.D.	Name	Address	City	State	Zip Code
15,840.00	<input checked="" type="checkbox"/>	Miscellaneous	SCOT452	AARON SMITH	148 PALM Rd	Freetown	TX	77777
170.00	<input checked="" type="checkbox"/>	Miscellaneous	HD111	AL HOCK	PO BOX 80	Dalley	UK	88888
19,312.50	<input checked="" type="checkbox"/>	Miscellaneous	CUCC13	AL STERN	64 Main St	Eugene	TX	75214
19,312.50	<input type="checkbox"/>	Miscellaneous	CUCC13	AL STERN	88 North St	Elmer	TX	99999
675.00	<input checked="" type="checkbox"/>	Miscellaneous	STEM63	Paul True	85 ASH RD	East	TX	99999
120.00	<input checked="" type="checkbox"/>	Miscellaneous	BRYA014	ALBERT BRUINS	27 BURL Rd	Dalley	VT	11111
60.00	<input checked="" type="checkbox"/>	Miscellaneous	GEOR064	ALEXIS GEE	18 CEDAR RD	MESQU	WI	44444

143 rows returned. Search complete.

4. Visually scan through the list to ensure that vendors with multiple addresses only have one 1099 address.



Vendor Maintenance Search

Search By: Enter I.D. [] Open

Filter Results: 1099 This Cal Year Amt is Not Equal To

Show Addresses: Any

Scan through the list to ensure that vendors with multiple addresses only have one 1099 Address

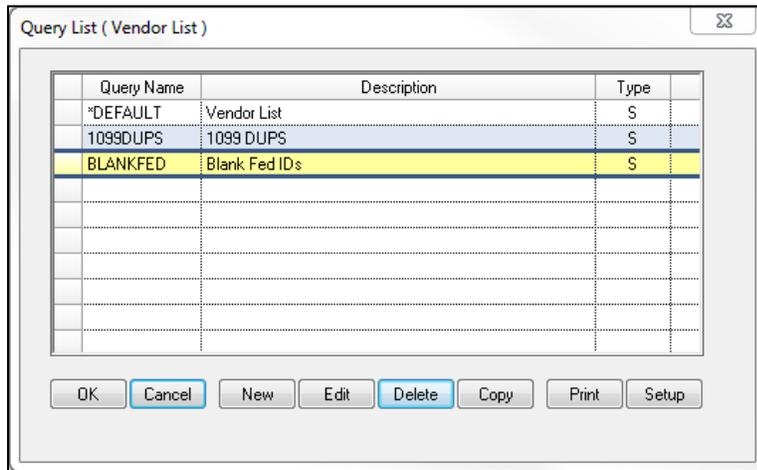
This Cal Year Amt	1099 Address	Type	I.D.	Name	Address	City	State	Zip Code
15,840.00	<input checked="" type="checkbox"/>	Miscellaneous	SCOT452	AMMON SMITH	148 PALM Rd	Freetown	TX	77777
170.00	<input checked="" type="checkbox"/>	Miscellaneous	H0111	AL HOCK	PO BOX 80	Dalley	UK	88888
19,312.50	<input checked="" type="checkbox"/>	Miscellaneous	CUCC13	AL STERN	64 Main St	Eugene	TX	75214
19,312.50	<input type="checkbox"/>	Miscellaneous	CUCC13	AL STERN	88 North St	Elmer	TX	99999
675.00	<input checked="" type="checkbox"/>	Miscellaneous	STEM65	PAUL TIG	85 ASH RD	East	TX	99999
120.00	<input checked="" type="checkbox"/>	Miscellaneous	BRYA014	ALBERT BRUINS	27 BURL Rd	Dalley	VT	11111
60.00	<input checked="" type="checkbox"/>	Miscellaneous	GEOR064	ALEXIS GEE	18 CEDAR RD	MESQU	WI	44444

143 rows returned. Search complete. Alt-F: Change Filtering NUM

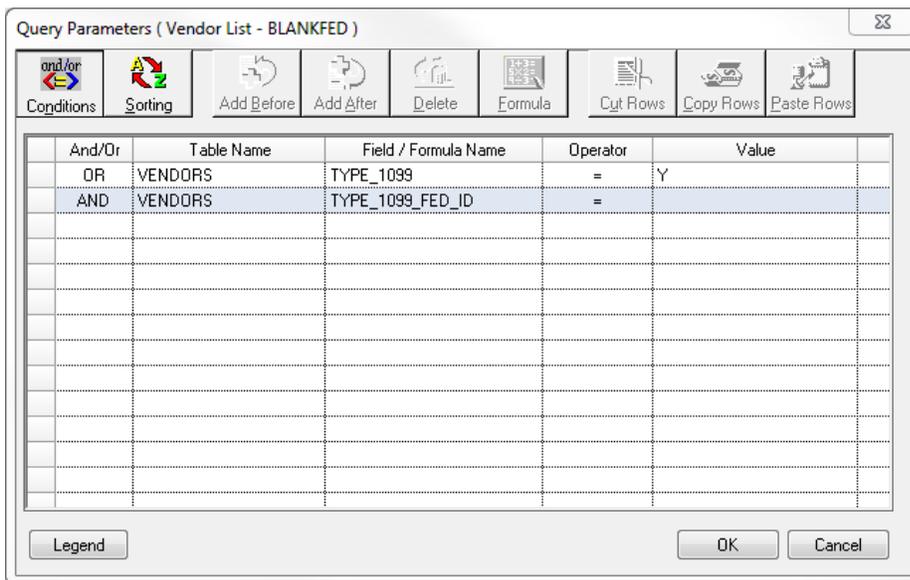
5. Review and confirm that all 1099 Vendors have a Federal ID or Social Security Number on file

Ensure that all Vendors have a Federal ID or Social Security Number on file.

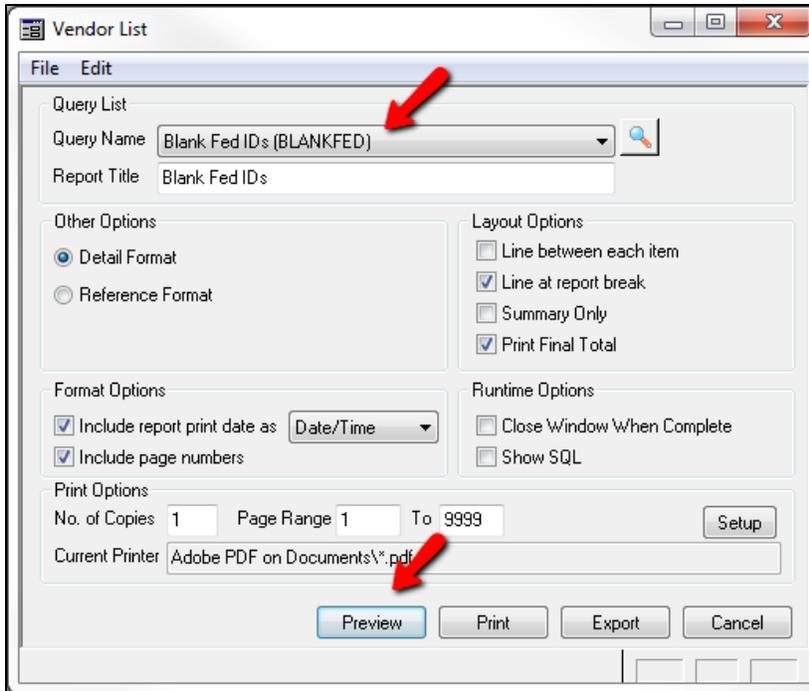
1. Click **Reports > Vendor List**.
2. Click the magnifying glass and click **New** to create a new query.
3. Enter the query name as **BLANKFED**, and enter the description as **Blank Fed IDs**.



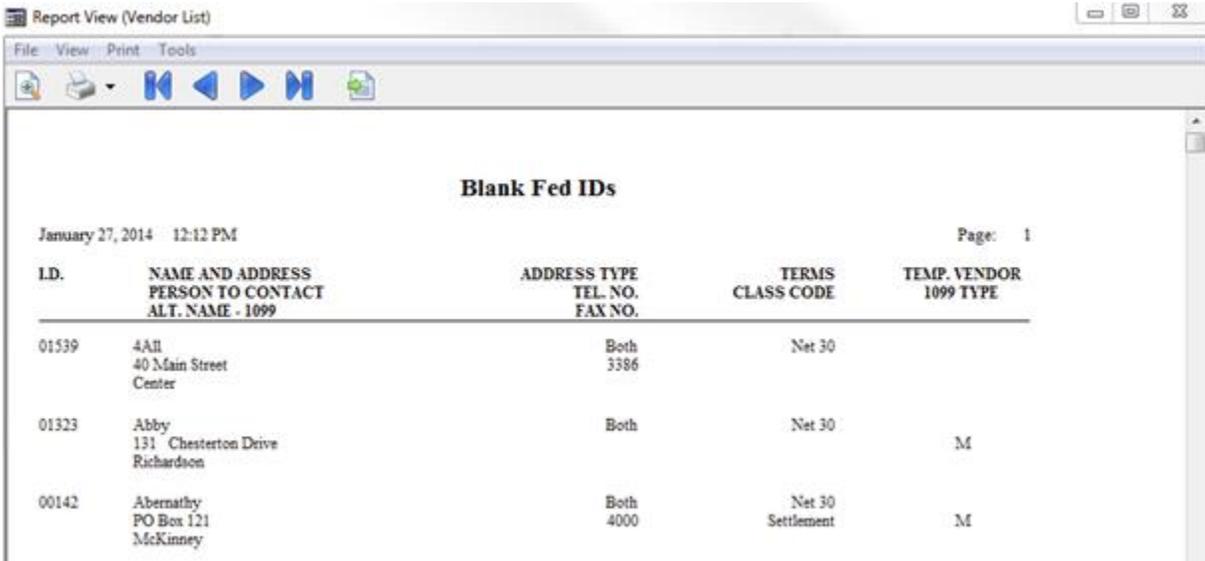
4. The Query parameters should be **OR** on the **And/OR** column, **VENDORS** on the **Table Name** column, **TYPE_1099** on the **Field/Formula Name**, **=** on the **Operator** column, **Y** on the **Value** column. On the next row enter **And** on the **And/Or** column, **VENDORS** on the **Table Name** column, **TYPE_1099_FED_ID** on the **Field/Formula Name** column, **=** on the **Operator** column, and leave the **Value** column blank.



4. Select **Blank Fed IDs** in the **Query Name** field and select the **Preview** button.



5. The report displays Vendors that are missing the Federal ID or the Social Security Number:



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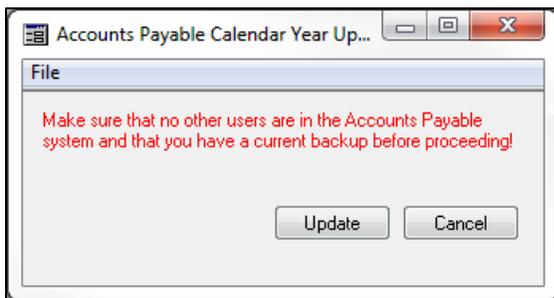
I.D.	NAME AND ADDRESS PERSON TO CONTACT ALT. NAME - 1099	ADDRESS TYPE TEL. NO. FAX NO.	TERMS CLASS CODE	TEMP. VENDOR 1099 TYPE
01539	4All 40 Main Street Center	Both 3386	Net 30	
01323	Abby 131 Chesterton Drive Richardson	Both	Net 30	M
00142	Abernathy PO Box 121 McKinney	Both 4000	Net 30 Settlement	M

6. Update these Vendors by going back to the Vendor Maintenance search and entering Federal ID and Social Security Numbers where necessary.

6. Run the End-of-Calendar Update

NOTE: The End-of-Calendar Year Update **must** be performed **after your last** Accounts Payable check for the current Calendar Year and **before the first** Accounts Payable check of the new Calendar year.

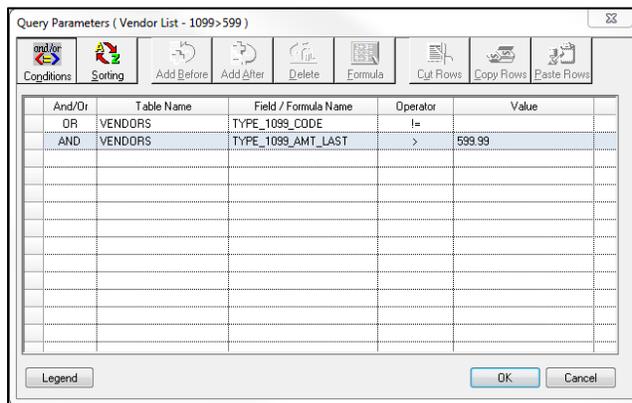
1. Click **End of Period** and click **End-of-Calendar Update**.
2. The Accounts Payable Calendar Year Update window opens. Click **Update**.



3. This update moves the funds from **This Calendar Year Amount** to **Last Calendar Year Amount**, which is found on the **Info** tab on Vendor Maintenance.

7. Review 1099 amounts

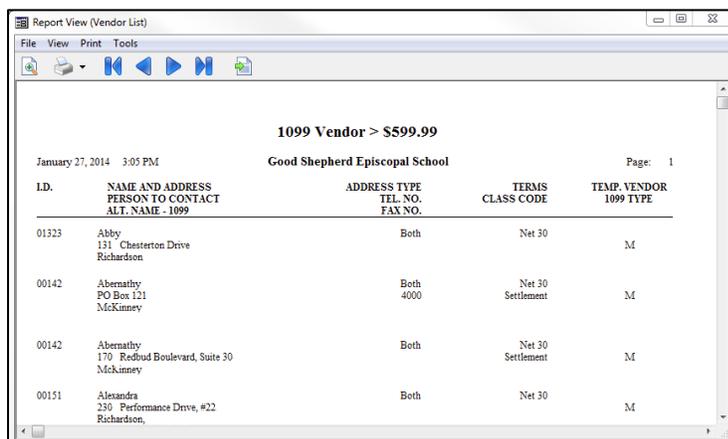
1. Click **Reports > Vendor Purchase Summary**.
2. On the Vendor Purchase Summary screen, click the magnifying glass icon.
3. Click **New** to create a new query, and enter the Query Name **1099>599** and enter the description **1099 Vendor > \$599.99**. Click **Edit**.
4. On the Query Parameters window, click **Add Before** and enter **Or** on the **And/Or** column, **VENDORS** on the **Table Name** column, **Type_1099_CODE** on the **Field/Formula** column, **!=** on the **Operator** column and leave **Value** column blank. Click **Add After** and enter **AND** in the **And/Or** column, **VENDORS** in the **Table Name** column, **TYPE_1099_AMT_LAST** in the **Field/Formula Name** column, **>** on the **Operator** column and **599.99** on the **Value** column.



And/Or	Table Name	Field / Formula Name	Operator	Value
OR	VENDORS	TYPE_1099_CODE	!=	
AND	VENDORS	TYPE_1099_AMT_LAST	>	599.99

5. Select the **1099 Vendor > \$599.99** query on the Vendor Purchase Summary screen and then click **Preview**. The **1099 Vendor > \$599.99 report** appears. The **Last Yr.** column will print on your 1099 form.

NOTE: It is recommended that you now run a report for Vendors with less than \$600 dollars to double check your query results.

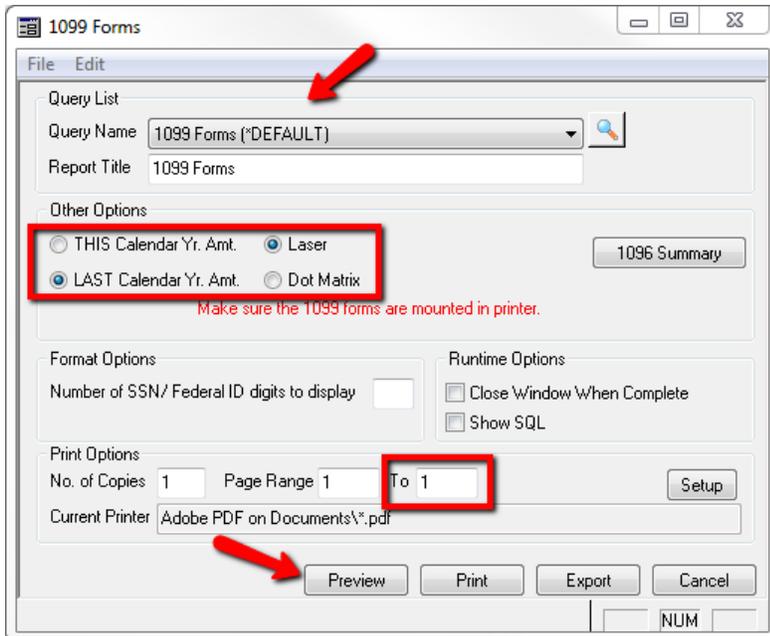


I.D.	NAME AND ADDRESS PERSON TO CONTACT ALT. NAME - 1099	ADDRESS TYPE TEL. NO. FAX NO.	TERMS CLASS CODE	TEMP. VENDOR 1099 TYPE
01523	Abby 131 Chesterton Drive Richardson	Both	Net 30	M
00142	Abernathy PO Box 121 McKinney	Both 4000	Net 30 Settlement	M
00142	Abernathy 170 Redwood Boulevard, Suite 30 McKinney	Both	Net 30 Settlement	M
00151	Alexandra 230 Performance Drive, #22 Richardson,	Both	Net 30	M

8. Print 1099 Forms

Once you have reviewed your 1099 information, reviewed the Vendor addresses, confirmed that there are no duplicate addresses, and you have confirmed your 1099 Vendor amounts, you can now print your 1099 Miscellaneous forms.

1. Click **Reports > 1099 Forms**.
2. Confirm that the ***DEFAULT** query is selected.
3. Select the **Last Calendar Yr. Amt.** radio button.
4. Select the appropriate Print type (Laser, ect.).
5. You are now ready to print the 1099 forms. It is recommended to print a single form to ensure that your printer is properly aligned. To do this, change **999** in the **Print Options** area to **1** and print. Once you have confirmed the alignment, change the **Page Range** number from **1** back to **999**.



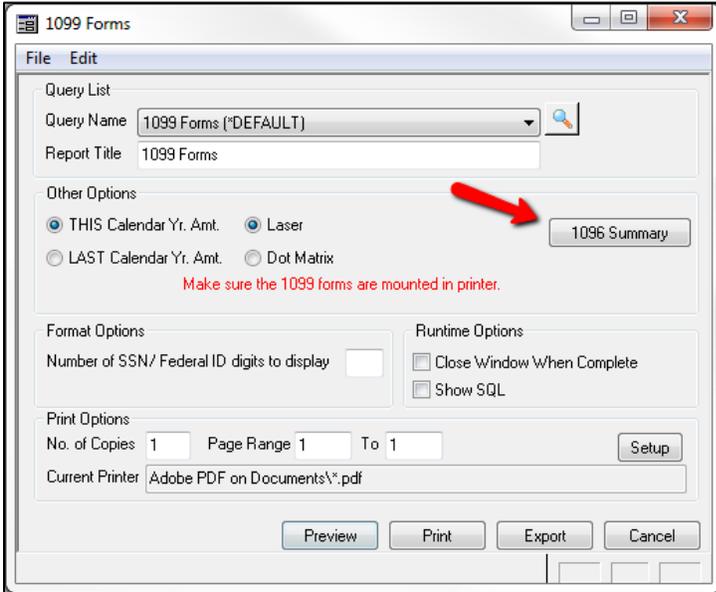
The screenshot shows the '1099 Forms' dialog box with the following settings:

- Query Name: 1099 Forms (*DEFAULT)
- Report Title: 1099 Forms
- Other Options: LAST Calendar Yr. Amt., Laser
- Print Options: No. of Copies: 1, Page Range: 1 To 1
- Current Printer: Adobe PDF on Documents*.pdf

6. You can now **Preview** or **Print** your Vendor 1099 forms.

9. Prepare 1099 Summary Forms

After you have printed your 1099 Miscellaneous forms, click **Reports > 1099 Forms >** and click the **1096 Summary** button to review the information that you need to complete your 1096 forms. Note that if you are going to run any 1099 interest forms, 1099 interest amounts need to be added to these totals.



1099 Forms

File Edit

Query List

Query Name: 1099 Forms (*DEFAULT)

Report Title: 1099 Forms

Other Options

THIS Calendar Yr. Amt. Laser

LAST Calendar Yr. Amt. Dot Matrix

Make sure the 1099 forms are mounted in printer.

Format Options

Number of SSN/ Federal ID digits to display:

Print Options

No. of Copies: Page Range: To:

Current Printer: Adobe PDF on Documents*.pdf

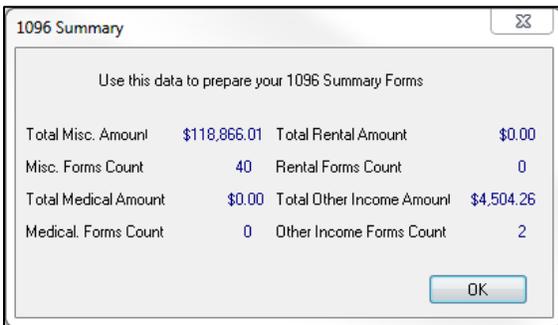
Runtime Options

Close Window When Complete

Show SQL

1096 Summary

Preview Print Export Cancel



1096 Summary

Use this data to prepare your 1096 Summary Forms

Total Misc. Amount	\$118,866.01	Total Rental Amount	\$0.00
Misc. Forms Count	40	Rental Forms Count	0
Total Medical Amount	\$0.00	Total Other Income Amount	\$4,504.26
Medical. Forms Count	0	Other Income Forms Count	2

OK