

# Senior Accounts Payable System Release Bulletin

#### 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.

Bank Account Deta		×
Account Electronic	Funds Transfer Detail Export & Import Files	_
Туре	Bank Of America Bank One	
- Check Import File	Wells Fargo Fleet Bank US Bank Compass Bank AmSouth Suntrust Bank	
1300	United Bank Citizens Bank Citizensk (Kone)	
	<u> </u>	

#### **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.



Most mouse scroll wheels are located here

#### **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  $\not <$ ). 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.

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# **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: <u>http://www.irs.gov/pub/irs-pdf/p3609.pdf</u>.

## 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 <u>http://www.irs.gov/pub</u>/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.

Accounts Payabl		
File Edit Tools He		
School Name Address Line 1 Address Line 2 City, State, Zip Tel. No. Federal I.D. State No. Tax Exempt No.	Senior Systems, Inc.           201 Boston Post Road West           Suite 104           Mariborough         MA           508-480-0101           Extn.           04-3183440           104-3183440           38-2015048	Control Information Fiscal Year Ending 2007 Month December Last Batch I.D. 001691 Vendor I.D. Length 7 Last Vendor I.D. 12782 Accounts
	Miscellaneous <u>P.</u> O. Admin	<u>Check Layout</u> Preferences <u>QK</u> <u>Cancel</u>

#### 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.

E Accounts Payable Administration	×
File Edit Tools Help	
Main G/L Accounts 1099-Reporting	
Misc. Interest Report amounts equal to or greater than 600 600	
Electronic Filing Transmitter Control Code (TCC) for Federal Electronic filing 096683 Enter the name of the person who can be contacted by I.R.S. for issues with the filings.	
Entler BARLOW Enter the e-mail address which can be used by I.R.S. to send status notifications. [ebarlow@pourschool.edu	
Enable Combined Federal/State 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 <u>lest Filing</u> 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 <u>Original Filing</u> button. The New Filing dialog opens (see below).
- You would use the <u>Beplacement</u> 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

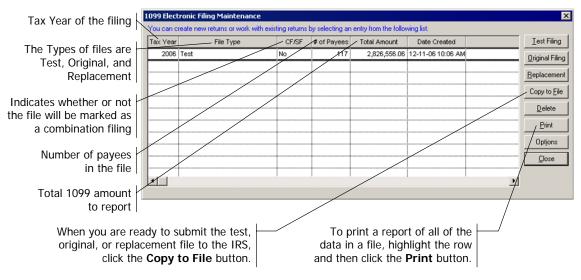
#### **Test and New Filing Dialog**

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

Γ	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
	1099 Electronic Filing - New Filing
	Options Select Vendors 1099 Electronic Filing ("DEFAULT)
	Tax Year 2006 Federal Format
	Amount to Report C THIS Calendar Year Amount 📀 LAST Calendar Year Amount
	Notes
	When you are ready, click the <b>OK</b> 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.



#### 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 Dat	a File Content List		
12/11/2006	5:36 PM	Senior Systems	, Inc.		Page: 1
Tax Year	2006	File Type Test	Reporting Amount	from This Year Field	
SEQ. NO.	I.D.	NAME	T.L.N.	AMOUNT	BOX N
RETU	RN TYPE: 10	19-INT			
3	0011310	KATHRYN AMBROSE	041640480	\$4,400.00	1
No. of it	tems for retarn ty	pe 1099-INT: 1	Total Amount:	\$4,400.00	
RETU	RN TYPE: 10	9-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

#### Generate the 1099s for E-Filing

#### **Create the Original File**

When you are ready to file the 1099 information with the IRS, click the <u>Diginal Filing</u> 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.

ax Year	File Type	CF/SF	# of Payees	Total Amount	Date Created	<u>T</u> est Filing
2006 T	est	No	117	2,826,556.06	12-11-06 10:06 AM	Original Fili
2006 (	Driginal	No	117	2,826,556.06	12-11-06 10:10 AM	Replaceme
						 Copy to <u>F</u>
						 <u>D</u> elete
						<u>P</u> rint
						 Options
						 <u>C</u> lose

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 It is select the location where the system should save the file. Verify the name of the file and then click the **OK** button.

	The tax year for the selected file
	Number of vendors in the file
IO99 Electronic Filing - Copy to File           Filing Details           Tax Year         2006           Filing Type         Original	These fields indicate the file type (Test, Original or Replacement) and whether it is Federal or Combined
No. of Payees 117 Total Amount \$2,826,556.06	Sum of all 1099s in the file
Please enter a file name. System will create a file with the entered name and copy 1099 data into that file which you can submit to I.R.S.	Use this button to select the destination for the 1099 file. You will need to know where the file was saved when you upload it to the IRS.
	The default file name includes "1099," the tax year, and the file type. The name of the file doesn't matter

as long as it has the .TXT extension.

# 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 <u>https://fire.irs.gov</u>. If you do not have an account, click the Create New Account link, otherwise use the Log On link.



 Enter your login information and then click the Login button.



#### 2. Use the Click Here to Continue link.

	Revenue Service es Department of the Treasury
Menu Options = <u>Main Menu</u> = <u>Loa Out</u>	Important Bulletins - Lick here to continue Publication 1220 Publication 1220 (Rev. Proc. 2005-49), Specifications for Filing Forms 1099, 1099, 5498 and W-202 Electronicatly or Magnetically is now available on the IRS website at. http://www.vis.gov/formspublication.lad/97819.00.htm. Publication 1220 will not be printed and mailed out, and will only be made available online.

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.

Menu Options	File Upload Statistics
<ul> <li>Main Menu</li> </ul>	
Log Out	Total Bytes Received: 58500
	Please ensure this is the correct size.
	We renamed your file to: TEST.08683.0001
	*You may want to print this screen for your records.
	File Another 2
	File Another 7
	Main Menu
	Depth forest to should the Eds Chapter action to use if. the acceptability. The
	Don't forget to check the File Status option to verify file acceptability. The results for 1098, 1099, 5498, and
	W-2G information returns are normally available within 1-2 business days.
	**Remember, the F4804 is no longer required for electronically submitted files.

## 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 (888) 480-0102 x 1 <u>IRS Support</u> (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 **Preview** or **Preview** or **Preview**.

🛱 1099 Forms	
File Edit	
Query List	
Query Name 1099 Forms (*DEFAULT)	• 🔊
Report Title 1099 Forms	
Other Options	
C THIS Calendar Yr. Amt. 📀 Laser	1096 Summary
C LAST Calendar Yr. Amt. C Dot Matrix	
Make sure the 1099 forms are mounted in printer.	
- Runtime Options	
🔲 🔲 Close Window When Complete	
🗖 Show SQL	
Print Options	
No. of Copies 1 Page Range 1 To 9999	<u>S</u> etup
Current Printer Adobe PDF on My Documents\*.pdf	
Pre <u>v</u> iew Print	Export <u>C</u> ancel
	NUM

# Fifth Address Line for Purchase Order Addresses

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

Ρι	urchase Order A	dministration - (Campus Store) 🛛 🔀
	- Ship To Address	
	Name	Campus Store
	Address Line 1	Campus Center Store
	Address Line 2	ATTN: John Carter
	Address Line 3	201 Boston Post Road West
	Address Line 4	1st Floor
	Address Line 5	Marlborough, MA 01752-4667
		<u> </u>