

Blackbaud FundWare 2016 1099 Guide

SUPPORTING FUNDWARE 7.X VERSIONS
DECEMBER 2016



CAUTION

The 1099 preparation instructions contained in this manual are based on Blackbaud, Inc.'s interpretation of IRS tax publications. The accuracy of both 1099s and the electronic file is the sole responsibility of the person preparing the forms. You should verify 1099 format and content with your chief financial officer and the IRS before sending the forms to vendors. The IRS has significant financial penalties for filing erroneous tax information.

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The Accounts Payable 1099 tasks allow you to produce your 1099-MISC federal tax forms for miscellaneous income paid to your vendors and subcontractors and 1099-INT federal tax forms for interest income paid, as well as corrected forms. For complete government requirements, refer to the Internal Revenue Service (IRS) publication: “Instructions for Forms 1099, 1098, 5498 & W-2G.” Your organization is solely responsible for compliance with federal and state government regulations in the preparation of these forms.

To process 1099 forms, you MUST first download YESB2016 from the Support Website and install it through Add/Remove Programs.

At a high level, the 1099 process involves four steps:

1. Extract the necessary information from your AP files to 1099-specific files.
2. Produce the 1099-MISC and 1099-INT forms for your vendors.
3. Produce the data file for transmission to the IRS, or use the data file to produce forms and eFile directly to Aatrix. We recommend you produce forms and eFile to Aatrix.
4. In addition to these high-level steps, you will be required to initialize the system and define payer and 1099 box information. You can also choose to manually enter 1099 vendors or edit the vendor information.

What's New for 2016

- We are using Aatrix to produce 1099 forms.
- There are no new boxes for 2016 1099-MISC forms.
- There are new boxes for 2016 1099-INT forms.
- The 1099 database is created using the FundWare 1099 eFile process. The 1099 eFile produced from FundWare is then used as the Aatrix database for printing 1099 forms.
- 1099-INT eFile changes for 2016.
- Payer A Record – Added amount Code E – Bond Premium on Treasury Obligation.
- There is a new 1099 Vendor Street 2 Spreadsheet.

Changes we made in 2015

- New boxes on the 2015 1099-MISC and 1099-INT forms.
- Began using Aatrix to produce 1099 forms.
- The 1099 database is created using the *FundWare* 1099 eFile process. The 1099 eFile produced from *FundWare* is then used as the Aatrix database for printing 1099 forms.
- 1099-MISC eFile changes for 2015.
 - Payee B record – added field position 548, FATCA Filing Requirement Indicator.
 - Payee B record – updated Payer’s Account Number for IRS compliance.
 - Update vendor reports for new boxes.
- 1099-INT eFile changes for 2015.
 - New box 13 – Bond premium on tax-exempt bond.

- Boxes renumbered starting at Box 12.
- Payer A Record – Added amount Code D – Bond Premium on Tax Exempt Bond.
- Payee B record – added field position 600, FATCA Filing Requirement Indicator.
- Payee B record – updated Payer’s Account Number for IRS compliance.
- Update vendor reports for new boxes.

Before You Begin—Reviewing Aatrix

We strongly recommend you produce forms and eFile to Aatrix. For information about Aatrix, see <https://www.aatrix.com/aca>.

To download and run the 1099 Preparer from the Aatrix, see <https://fundware.aatrix.com/pages/Public/PublicFundware.aspx>.

The only requirement is *Excel 2007* or higher.

Before You Begin—Reviewing IRS Information for 1099s

Before you begin the 1099 process, you should review those sections of the IRS publication “2016 General Instructions for Forms 1099, 1098, 5498 & W-2G” that apply to your organization, along with specific instructions for the 1099-MISC and 1099-INT forms.

Producing Both MISC and INT Files

If you need to produce both 1099-MISC and 1099-INT electronic files, you must complete the 1099 tasks for one form before beginning the tasks for the second. For example, you must produce 1099-MISC files for your vendors and create the electronic file for transmission to the IRS before you can begin the process for 1099-INT forms.

Security for 1099 Tasks

Access to the 1099 tasks is granted through the Basic Security setting for Accounts Payable (see the *FundWare System Administration Guide* for instructions). However, if your organization uses the Advanced Security feature, be aware that Advanced Security restrictions do not apply to 1099s.

Separating Specific Payments From Default Payments

Most of your payments to vendors will be included in one box on the 1099 form. Although you can define where this information appears on the form, most customers will select the following default settings:

- 1099-MISC—Box 7 (Non-Employee Compensation)
- 1099-INT—Box 1 (Interest Income)

However, you may also have vendor payments that belong in one or more subcategories. For example, some of the information reported in separate boxes on the 1099-MISC form includes rent, royalties, and Federal tax withheld. Some of the information reported in separate boxes on the 1099-INT forms includes early withdrawal and foreign taxes paid.

You can distribute payments to more than one box on the 1099-MISC and 1099-INT form in a couple of ways:

- Define the system to sort the information into the specific boxes automatically, based on your settings in the 1099-MISC Vendor and Payer Boxes and 1099-INT Vendor and Payer Boxes

records. You can use an obligation reference and value to identify invoices assigned to a specific reporting category, or you can use an account number/mask to identify individual line items assigned to a specific reporting category. See *Using Obligations and Reference below and Chapter 4—Extracting, Sorting, and Editing 1099 Vendors* for more information.

- After extracting 1099 information from AP, you can edit the 1099 vendor record to adjust the amounts printed on the form. See *Chapter 5—Defining and Editing 1099 Vendors* for more information.
 - This is the only method available for 1099-INT Box 8 Tax-Exempt Interest, Box 9 Specified Private Activity Bond Interest, Box 10 Market Discount, Box 11 Bond Premium, Box 12 CUSIP #, Box 13 State, Box 14 State id #, Box 15 State tax withheld.

Using Obligation References or Accounts Masks to Sort

FundWare allows you to sort the specific financial information into separate boxes on the 1099-MISC and 1099-INT forms using an obligation reference or account number/mask. Once you extract the 1099 information from the AP files, you must sort the 1099 data into the applicable categories.

If your organization uses references, you must define obligation references and values for each category that you are reporting separately on the 1099 forms, then assign a reference to each applicable invoice. In this case, *FundWare* can only sort the whole invoice amount into a single 1099 category.

If your organization uses account numbers or masks to identify specific line items within an invoice, you must ensure that each line item is posted to the correct accounts. If you have invoices that encompass multiple 1099 categories, the only way to separate that information automatically is to use the account number.

- Your organization may use both references and account masks to sort invoices into the 1099 categories. If *FundWare* encounters an invoice that has been assigned one of the references and is posted to an account matching one of the account numbers/masks, the system will apply the total invoice amount to the category associated with the obligation reference, ignoring the category associated with the account mask.

Examples

The following sections provide some examples to help you understand how *FundWare* can view references or masks during the sort task.

MULTIPLE MASKS

If a line item account meets more than one mask, it is sorted to the default box. For example, the 1099-MISC Payer and Boxes record defines the following:

- Rent—AXX XX-XX 7145
- Royalties—A01 XX-XX 71XX

An invoice that posts to account A01 01-00 7145 would be sorted to the default box (e.g., Box 7—Non-employee Compensation).

MULTIPLE REFERENCES

If an invoice meets more than one reference, it sorts to the default box. For example, the 1099-INT Payer and Boxes record defines the following:

- Early Withdrawal—Reference P, value *EARLY*
- Int US bonds/tr obl—Reference Q, value *US BONDS*

An invoice that has both references (P with a value of Early Withdrawal and Q with a value of US Bonds) would be sorted to the default (e.g., Box 1—Interest Income).

REFERENCES AND MASKS

If an invoice meets both a reference requirement and an account mask requirement, it sorts to the box defined for the reference. For example, the 1099-MISC Payer and Boxes record defines the following:

- Rent—AXX XX-XX 7145
- Int US bonds/tr obl—Reference Q, value *US BONDS*

An invoice that posted rent payments to account A01 01-00 7145 and included the reference for US bonds (with a value of US BONDS) would be sorted to Rent box on the 1099-MISC form.

DISCOUNTS TAKEN

If you have taken any discounts at the payment stage, you cannot use an account mask to sort that information into 1099-MISC or 1099-INT boxes. You can use a reference to sort the invoice amount into the form boxes. Otherwise, the invoice total is added to the default box (e.g., Box 7—Non-employee Compensation or Box 1—Interest Income).

MULTIPLE CHECKS

If you pay an invoice with multiple checks, it sorts by reference or else to the default box. Avoid this by splitting 1099 vendor invoices before making partial payments.

If you have paid an invoice with multiple checks, you cannot use an account mask to sort that information into 1099-MISC or 1099-INT boxes. You can use a reference to sort the invoice amount into the form boxes. Otherwise, the invoice total is added to the default box (e.g., Box 7—Non-employee Compensation or Box 1—Interest Income).

- You can avoid this problem by splitting 1099 vendor invoices, which creates a second, new invoice. You can then apply an additional payment to the new invoice.

AMOUNT DISCREPANCY

If the invoice check amount and distribution amount aren't equal, you cannot use an account mask to sort that information into 1099-MISC or 1099-INT boxes. You can use a reference to sort the invoice amount into the form boxes. Otherwise, the invoice total is added to the default box (e.g., Box 7—Non-employee Compensation or Box 1—Interest Income).

Getting Support

The following table provides a quick reference for getting the support you need for *FundWare* modules.

Table 0-1--Getting Support

Department	Contact	Description
Business Office	800-468-8996	Obtain general information or contact a staff member.
Technical Support	800-468-8996 e-mail: FWSupport@blackbaud.com http://www.blackbaud.com	Get help resolving technical issues with the product. Please have the following information ready when you call: <ul style="list-style-type: none"> • Blackbaud site id • FundWare version number • Error message details
	Knowledgebase http://www.blackbaud.com	A searchable database where you can type your questions and get a list of possible answers.
Training	800-468-8996 Ask for the Client Sales department. http://www.blackbaud.com	Contact us for more information on our training options: <ul style="list-style-type: none"> • Regionals—Classes from 1 to 5 days in length; held in cities around the country. • eClasses—Two- to three-hour classes offered over the Internet. • Onsite custom training and consulting—Our consulting staff can implement FundWare and/or train your employees using your organization's data.
All Other Information	http://www.blackbaud.com	Links are available for all other FundWare information including replacement software, user guides and software updates.

Preparing Your Data

Before you begin the 1099 process, you should review your vendor records and transactions. If you can identify and correct issues at this stage of the process, the remainder of the 1099 task will go more smoothly.

When you extract 1099 information from your Accounts Payable data, you will indicate how your 1099 vendors are identified: through the Notes fields of the vendor record or through vendor data items added to the vendor record.

Defining the Vendor Record for 1099s

You can design your Accounts Payable system to track your 1099 information in a number of different ways.

Using Vendor Notes

You can use any of the five Note fields on the vendor record to identify vendors requiring 1099 forms. For example, you can enter tax ID numbers for 1099-MISC vendors in Note 1 and 1099-INT vendors in Note 2. When you extract the 1099 information, you instruct **FundWare** to locate all vendors with an entry in the specific note field. **FundWare** then extracts all transactions for the vendor during the year, regardless of when you entered the information in the Notes field(s).

- You must ensure that the note field that you use is only used for 1099 information. If you use this field to also store other information, you will contaminate your 1099 results.

The following rules apply for entering your tax ID numbers:

- Start in position 1 of the Note field; no leading spaces or other characters.
- Enter a total of nine digits in the Note field.
- The Employer identification number (EIN) format is XX-XXXXXXX (e.g., 12-3456789). You must type the number exactly as it should print on the 1099 form, including the hyphen.
- The Social Security number (SSN) format is XXX-XX-XXXX (e.g., 123-45-6789). You must type the number exactly as it should print on the 1099 form, including the hyphens.
- If the tax ID number does not meet these rules, the tax ID type will be formatted as U = Undetermined.

TIPS FOR USING THE NOTES FIELDS

You can have three categories of vendors in your AP system:

- Non-1099 vendors (i.e., vendors that do not require a 1099 form),
- 1099 vendors with a tax ID number, and
- 1099 vendors missing a tax ID number.

Table 0-1 provides some ideas for how you can address the exceptions—non-1099 vendors and vendors missing a tax ID number. Your organization may use one of these methods or come up with something completely different.

Table 0-1--Handling Vendor Exceptions With the Note Field

Vendor Type	Entry Options for the Note Field	Explanation
Non-1099 vendors	<ul style="list-style-type: none"> • Leave the field blank (recommended). • Enter alphabetic characters (A–Z). • Enter a placeholder ID number. 	<p>When you extract your 1099 information, you can filter the results based on the Note field:</p> <ul style="list-style-type: none"> • Exclude any vendors with a blank Note field. • Include only vendors with numeric entries in the Note field. • Exclude vendors with the placeholder ID number.
1099 vendors missing a tax ID number	<ul style="list-style-type: none"> • Enter a numeric placeholder ID number. 	<p>When you extract your 1099 information, you can filter include only vendors with numeric entries. The results will include vendors with valid tax ID numbers and vendors with the placeholder ID number.</p> <p>Once you have the vendor's tax ID number, you can edit the 1099 vendor record and enter the correct number.</p> <ul style="list-style-type: none"> • Note: When you edit the 1099 record, you are not impacting the AP vendor record. You should also enter the tax ID number in the AP vendor record so that you do not have the same issue next year.

Using Vendor Data Items

Instead of the Notes field, you can use a combination of two vendor data items to identify 1099 vendors and store the vendor tax ID number. (For instructions to use the Notes field option, see *Using Vendor Notes*.) The following sections provide basic instructions and required information for using vendor data items to store the tax information.

STORING THE VENDOR TAX ID NUMBER

Use the following instructions to add and store a vendor tax ID number using vendor data items.

1. Define two vendor data items (**Maintenance > Vendor Data Items**) with the following settings:
 - Keyword (20) data type—This data item allows you to enter up to 20 alphanumeric characters, which should be sufficient for the needs of this task.
 - Not required—This allows you to add the data item to all vendor records, but only enter a value (e.g., 123-45-6789) for 1099 vendors.

As in Figure 2.1 below, you will have 2 data items, one for the Tax ID itself (TAX ID) and the second for a Y/N value as to whether the vendor is a 1099 Vendor. (1099 VEN).

AP - Vendor Data Item Maintenance

Locate Data Items by Application

Application	Name	Number	Description
Vendor	.OSTREET2	85	Street 2
Vendor	.OTRC DATE	39	Trace date
Vendor	.OTRC USER	38	Trace user
Vendor	.OVEN MOD	42	Vendor modify
Vendor	.PHONE	18	Phone
Vendor	.POSTCODE	9	Post code
Vendor	.SORTKEY	3	Sortkey
Vendor	.STP	8	S/T/P
Vendor	.STREET1	5	Street 1
Vendor	.STREET2	6	Street 2
Vendor	.TOT OBL	30	Total oblig'ns
Vendor	.TRC USER	2	Trace user
Vendor	.VACCT	90	Default Account
Vendor	.VENDOR	1	Vendor
Vendor	.VHOLD	89	Vendor Hold
Vendor	.VPAYMENT	91	Separate Checks
Vendor	1099 VEN	702	1099 VENDOR
Vendor	TAX ID	701	1099 Tax Id num

Figure 0.1—Vendor Data Item Maintenance

IDENTIFYING 1099 VENDORS

Use the following instructions to identify 1099 vendors using vendor data items.

1. Add the vendor data items you previously set up in (**Maintenance > Vendor Data Items**) to the vendor records. (Figure 2.2)

Vendor: 200

Vendor | Address | Discounts | Activity Summary

Notes | **Vendor Data Items** | Activity Detail

Data Items

Data Items	Description	Date	Item	Value
TAX ID	1099 Tax Id number	00/00/0000	0	84-1234567
1099 VEN	1099 VENDOR	00/00/0000	0	Y

New... Edit... Delete

OK Cancel Apply

Figure 0.2—Adding Vendor Data Items to Vendor

When you extract your data, you instruct *FundWare* to locate all vendor records with this data item and value defined on the **Vendor Data Items** tab of the record.

2. If you are using vendor data items instead of the Notes fields, you will select the data items you have defined during all 1099 processes as in Figure 2.3.

```

AP - Extract Vendor and Summary Invoices
Demo User          Division 95
Enter field to be changed (0 to accept)
AP - Extract Vendor and Summary Invoices

1) Extract type...:      1 - Extract 1099-Misc information
2) Amount option...:    1 - Selected from vend paid
   Date range.....:    01/01/2010 to 12/31/2010
3) Tax ID abbr.....:   TAX ID      - 1099 Tax Id number
4) Vendor Y/N abbr:    1099 VEN    - 1099 VENDOR

Report options being entered.

ESC=Stop F1=Help F2=Skip F4=Paint

```

Figure 0.3--Extract Vendor and Summary Invoices

- Since you have selected the data items to be used on Screen 1, when you get to screen 2 as in Figure 2.4, you will normally hit ESC and not do further sorting. Because the data items are being used, Note fields are not selected on this screen.

AP - Extract Vendor and Summary Invoices			
Demo User		Division 95	12/31
Field selection A)dd, C)hange, R)emove, D)isplay, S)croll or E)nd			
AP - Extract Vendor and Summary Invoices			
1) Vendor	5) Note 3		
2) SortKey	6) Note 4		
3) Note 1	7) Note 5		
4) Note 2			
Fld	Description	First value	Last value
ESC=Stop F1=Help F2=Skip F4=Print			

Figure 0.4-- Screen 2 of Extract Vendor and Summary Invoices.

Using the Sortkey for Name Control for Electronic Filing

Because you are required to file electronically with the IRS, you must include a “Name Control” for each vendor. This is a four-character field. Consult your IRS instructions for complete details on what is required in this field.

The 1099 module will extract the first four characters of the vendor’s Sortkey for this purpose. You should define the Sortkey in the Accounts Payable vendor maintenance screens to conform to the IRS guidelines. Review the verification report (TNMVER.L## for 1099-MISC forms or TNIVER.L## for 1099-INT forms) to make sure that the “Name Control” for each vendor is correct.

Addressing One-Time Vendors

You cannot extract 1099 information from a one-time vendor transaction. However, you may realize after the fact that a one-time vendor requires 1099 reporting. Use the following instructions if you encounter this situation.

1. Produce the Invoice Summary report for vendor 0.
2. Identify any invoices that require a 1099 form.
3. Complete the 1099 extract and sort processes for your normal 1099 forms.
4. Add 1099 records for each “one-time vendor” that requires a 1099. (Note: Some of the transactions that were assigned to a one-time vendor may actually belong to an existing vendor. In this case, you must edit the existing vendor’s 1099 information.)

5. Produce the 1099 forms for your vendors and create the electronic file for transmission to the IRS.
6. Repeat this process if you are producing both 1099-MISC and 1099-INT forms (i.e., you need to fully complete the process for one form before beginning the process for another form).

Reviewing Your Data

You should produce the Vendor Complete Record report or a user-defined vendor report to review the vendor tax ID and Sortkey information.

- **Vendors** folder—7.20, 7.30 and later clients who are using the Note field to store the vendor tax ID number can open the **Vendors** folder on the AP folder tree, display the Note and Sortkey fields, by right-clicking on the grid header and review the information on the grid.
- Vendor Complete Record—Includes the Note fields and the Sortkey field for each vendor. Produce this report if you are using the Note field to store the vendor tax ID number.
 - If your Vendor Complete Record report does not include the Sortkey, you must enable the Sortkey option in field 1 of the Basic Setup parameter.
- 7.30 and later clients can produce this report from the HomePage, Report Manager, or the **1099 Forms > Reports** menu.
- Other 7.X clients (e.g., 7.20) can produce this report from Report Manager or the **1099 Forms > Reports** menu.
- User-defined vendor report—Can include user-defined data items and the Sortkey field by vendor (**Figure 0**). Create a user-defined vendor report to review this information if you are using a combination of data items to identify 1099 vendors and store the tax ID number.

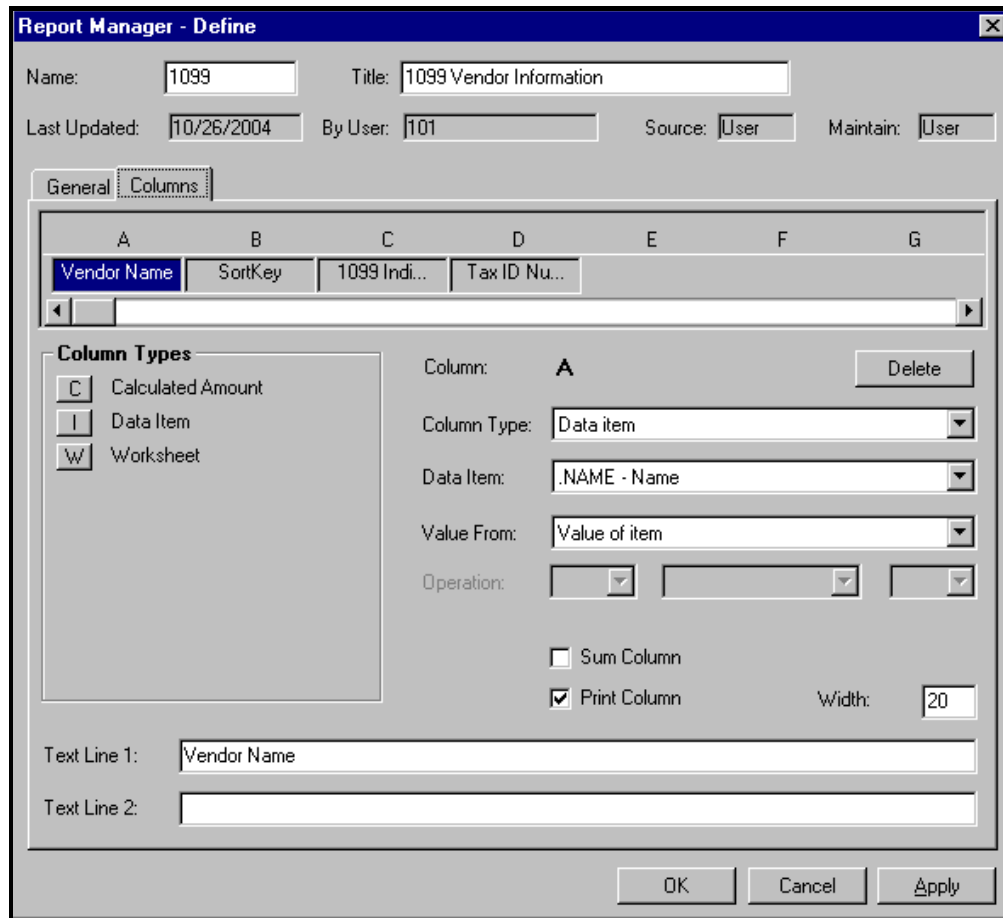


Figure 0.5--Example User-Defined Vendor Report to Review 1099 Information

If you find any missing or incorrect information (e.g., tax ID in the wrong note field), you can correct these problems before you start the 1099 process.

Initializing Your System

Before you begin the extract process, you must initialize the system and remove last year's data from the 1099 module using Initialize & Purge 1099 Information. (You must complete this task even if this is the first time that your organization has produced 1099s.)

1. Click **1099 Forms > Setup > Initialize & Purge 1099 Information** on the module navigator (if the module is not expanded, click **Accounts Payable** first) or select **Accounts Payable > 1099 Forms > Setup > Initialize & Purge 1099 Information** from the menu bar.

If you are using a version of *FundWare* earlier than 7.30, select **Accounts Payable > 1099 Forms > Setup > Initialize & Purge 1099 Information**.

The Initialize & Purge 1099 Information task is also available from the **1099 Forms > Extract, Sort, Edit 1099 Vendors** menu. However, you only need to complete this step one time. Once initialized, your system is ready to produce 1099s for the current year.

FundWare asks you to confirm that you want to initialize your system, purging any existing information (**Figure 0.**).



Figure 0.6--Initialize & Purge 1099 Information Screen

2. Type *Y* or accept the default to begin the initialization process. When the task is complete, *FundWare* closes the window.

You are ready to move to the next step of the process, *Defining the Payer and Boxes*.

Defining the Payer and Boxes

Now that you have initialized your system, you are ready to define (new customers) or verify (existing customers) your payer and 1099 box information. The Define Payer and Boxes tasks for the 1099-MISC and 1099-INT forms define the payer information that will print on the 1099 forms, including the name, address, and IRS ID number of your organization.

Once you have defined this information about your organization (or client's organization, if you are producing 1099s for another organization), you must create the link for *FundWare* between the boxes on the 1099 forms (MISC and INT) and the data in your system. This ensures that the correct information is printed in the boxes of the forms.

If you are producing only one type of form (e.g., only 1099-MISC forms), you do not need to define the payer and box information for both form types (i.e., 1099-MISC and 1099-INT).

Defining the 1099-MISC Payer and Boxes Record

Use the following instructions to define payer and box information for 1099-MISC forms.

1. Click **1099 Forms > Setup > Define 1099 MISC Payer and Boxes** on the module navigator (if the module is not expanded, click **Accounts Payable** first) or select **Accounts Payable > 1099 Forms > Setup > Define 1099 MISC Payer and Boxes** from the menu bar.

If you are using a version of *FundWare* earlier than 7.30, select **Accounts Payable > 1099 Forms > Setup > Define 1099 MISC Payer and Boxes**.

The option menu for the task displays.

2. Type *C* to change the record. (The record exists for all customers, even if you have not produced 1099 forms before.) The first of several screens is displayed (**Figure 0.1**).

```

Demo User                               <95>Division 95                               12/31/2005
-----
Display 1099-MISC Payer and Boxes
Parameter.....: TNP1                               Changed.: 11/14/05
STATUS.....: Initialized

1) Name.....: Ten-Ninety-Nine MISC Payer Co.
Street 1.....: 1099 Main Street
Street 2.....: P.O. Box 1099
City/STP/Post...: Cashtown /NY /987614321
Phone.....: <123> 456-7890

2) IRS Id #.....: 887654321
3) State Id #.....: 1234567891234

4) Default box..... 7 - Non-employee compensation

-----| Parameter being displayed. |----- 1 of 6
For more, press <ENTER>
ESC=Stop F1=Help F2=Skip F4=Paint
  
```

Figure 0.1--Define 1099-MISC Payer and Boxes, Page 1 of 6

- If you receive a message “TNN parameter not in system,” press ENTER, and the parameter will initialize automatically.
 - Status is a system-maintained field that lists the status of the 1099 process:
 - Initialized—The Initialize and Purge 1099 Information task has been performed. This is required before you may add the parameter.
 - Step 1 Complete—The Extract Vendors and Summary Invoices task has been performed.
 - Step 2 Complete—The Extract 1099 Invoice Detail task has been performed.
 - Step 3 Complete—The Sort Invoice Detail - 1099-MISC task has been performed.
 - Printed—1099 forms have been produced.
3. Enter the applicable field number (e.g., 1 to begin with the first field) to begin entering or editing the information.
 4. Complete the first page of the record according to **Table 0-1**.

Table 0-1--1099-MISC Payer and Boxes Fields and Definitions—Page 1 of 6

Field	Definition
Payer information	Provide the required information about the payer (i.e., the organization that is producing the 1099 forms for its vendors) exactly as you want it to appear on the 1099-MISC forms.
• Name	Enter the name of the payer (up to 32 alphanumeric characters).
• Street 1	Enter the first line of the payer’s street address (up to 32 alphanumeric characters).
• Street 2	Enter the second line of the payer’s street address, if applicable (up to 32 alphanumeric characters).
• City/STP/Post	Enter the city, state/territory/province, and postal code, according to the following restrictions: <ul style="list-style-type: none"> • City—Up to 19 alphanumeric characters. • State/territory/province—Up to 2 alphanumeric characters • Postal code—Up to 9 alphanumeric characters.
• Phone	Enter the payer’s telephone number, including area code. <ul style="list-style-type: none"> • The IRS requires that this information be printed on all 1099 forms.
IRS ID #	Enter the 9-digit tax ID number assigned by the IRS to the payer (i.e., your organization), without the hyphen. <ul style="list-style-type: none"> • This information is required. FundWare will format your entry when producing the forms (e.g., 987654321 is formatted 98-7654321).
State ID #	Enter the tax ID number assigned to the payer by the state, including any punctuation (e.g., hyphens). <ul style="list-style-type: none"> • FundWare will print up to 13 characters on the 1099 form. • This information is optional.

Field	Definition
Default Box	<p>Enter the box on the 1099-MISC form where default information (i.e., information that doesn't apply specifically to any other 1099 boxes; where most of your information will be reported) will be printed.</p> <ul style="list-style-type: none"> • All three steps in the Extract, Sort & Edit 1099 Vendors process use the default box specified in the this field. • The default entry is box 7 (non-employee compensation).

5. Fields 5–18 represent boxes on the 1099-MISC form. If your organization must report payments in any of these categories, you can use either an obligation reference and value or an account mask to identify the transactions to be included in the total printed on the form, according to **Table 0-2**.

For example, you define an obligation reference P—Type of Payment. On each obligation that is a rent payment, you enter a value of “RENT” for the reference. In field 5—Rent of this task, you could enter a reference of P and a value of “RENT.” *FundWare* would locate all invoices with a reference P value equal to or beginning with RENT and report the amount in the Rent box of the 1099-MISC form.

- See *Using Obligation References or Accounts Masks to Sort*. This section may help you design your masks and references to give the greatest benefit when performing the sort.

Table 0-2--1099-MISC Payer and Boxes Fields and Definitions—Pages 2–5

Field	Definition	
Payment categories	The following types of payments can be reported separately on the 1099-MISC form:	
	<ul style="list-style-type: none"> • Rent—Prints in Box 1 of the 1099-MISC form. • Royalties—Prints in Box 2 of the 1099-MISC form. • Prizes/Other Income—Prints in Box 3 of the 1099-MISC form. • Federal tax withheld—Prints in Box 4 of the 1099-MISC form. • Fishing boat proceeds—Prints in Box 5 of the 1099-MISC form. • Medical and health care payments—Prints in Box 6 of the 1099-MISC form. • Non-employee payments—Prints in Box 7 of the 1099-MISC form. (Box 7 is the default entry for field 4— Default Box.) 	<ul style="list-style-type: none"> • Substitute payments in lieu of dividends or interest—Prints in Box 8 of the 1099-MISC form. • Crop insurance proceeds—Prints in Box 10 of the 1099-MISC form. • Excess golden parachute—Prints in Box 13 of the 1099-MISC form. • Proceeds paid to an attorney—Prints in Box 14 of the 1099-MISC form. • State tax withheld—Prints in Box 16 of the 1099-MISC form. • 409A deferrals—Prints in Box 15a of the 1099-MISC form. • 409A income—Prints in Box 15b of the 1099-MISC form.
	If your organization reports any of this information separately, complete the reference and value or mask fields. Otherwise, leave the fields blank.	

Field	Definition
Reference	<p>Enter the letter code for an obligation reference to be used to filter the information included in the box. Press F1 to select from a list of references.</p> <ul style="list-style-type: none"> • This process will identify obligations and include the obligation total in the specific box. If you have combined payment categories on individual obligations, you must rely on an account mask to identify individual line items within your obligations. • If a single obligation has more than one obligation reference defined for these payment categories, the invoice amount is reported in the default box (e.g., box 7—non-employee compensation). <ul style="list-style-type: none"> — For example, reference P defined for Rent, reference R defined for Royalties, and obligation 1234 has both these references. In that case, FundWare would not apply the obligation amount to both the Rent and Royalties box. Instead, the amount would be reported in the default box.
Value	<p>Enter a value for the obligation reference (up to 15 alphanumeric characters) to filter the obligations included in the box.</p> <ul style="list-style-type: none"> • If characters in this field match the first 15 characters of the invoice value, it is considered a match. For example, an entry of “RENT” in this field would match an invoice value of “RENT FOR MARCH.”
Mask	<p>If your organization has combined payment categories on individual obligations, enter an account mask to identify individual line items within your obligations.</p> <ul style="list-style-type: none"> • For example, if you define a mask of AXX XX-XX 7145 for the Rent payment category, FundWare will report all payments to a 7145 account in the 1099 Rent box.

6. If necessary, enter an obligation reference and value *or* account mask in field 19 (page 6 of the record) to define criteria by which **FundWare** will *exclude* obligations from being reported in the vendor obligation detail amounts (e.g., vendors to whom you’ve made expense reimbursements).
 - The information is not actually excluded until you perform the extract and sort steps.
7. When you have completed your entries, press ESC to display the option menu.
8. Type *O* and press ENTER to save your entries.
9. Type *E* to exit the task.

Defining the 1099-INT Payer and Boxes Record

Use the following instructions to define payer and box information for 1099-INT forms.

1. Click **1099 Forms > Setup > Define 1099 INT Payer and Boxes** on the module navigator (if the module is not expanded, click **Accounts Payable** first) or select **Accounts Payable > 1099 Forms > Setup > Define 1099 INT Payer and Boxes** from the menu bar.

If you are using a version of **FundWare** earlier than 7.30, select **Accounts Payable > 1099 Forms > Setup > Define 1099 INT Payer and Boxes**.

The option menu for the task displays.

2. Type *C* to change the record. (The record exists for all customers, even if you have not produced 1099 forms before.) The first of several screens is displayed (**Figure 0.2**).

```

Demo User          <95>Division 95          12/31/2005
Enter field to be changed <0 to accept>      <_ >
Define 1099-INT Payer and Boxes
Parameter.....: TNP2                      Changed.: 11/14/05
Status.....: Initialized

1) Name.....: Ten-Ninety-Nine Int
Street 1.....: 1099 Main Street
Street 2.....:
City/Stp/Post...: Cashtown          /NY    /987654321
Phone.....: <123> 456-7890

2) Payer's RTN #...: 887654321
3) Payer's ID #...: 123456789

4) Default box..... 1 - Interest income

-----| Parameter being changed. |----- 1 of 4
ESC=Stop F1=Help F2=Skip F4=Paint
    
```

Figure 0.2--Define 1099-INT Payer and Boxes, Page 1 of 4

- If you receive a message “TNN parameter not in system,” press ENTER, and the parameter will initialize automatically.
 - Status is a system-maintained field that lists the status of the 1099 process:
 - Initialized—The Initialize and Purge 1099 Information task has been performed. This is required before you may add the parameter.
 - Step 1 Complete—The Extract Vendors and Summary Invoices task has been performed.
 - Step 2 Complete—The Extract 1099 Invoice Detail task has been performed.
 - Step 3 Complete—The Sort Invoice Detail - 1099-INT task has been performed.
 - Printed—1099 forms have been produced.
3. Enter the applicable field number (e.g., 1 to begin with the first field) to begin entering or editing the information.
 4. Complete the first page of the record according to **Table 0-3**.

Table 0-3--1099-INT Payer and Boxes Fields and Definitions—Page 1 of 4

Field	Definition
Payer information	Provide the required information about the payer (i.e., the organization that is producing the 1099 forms for its vendors) exactly as you want it to appear on the 1099-INT forms.
• Name	Enter the name of the payer (up to 32 alphanumeric characters).

Field	Definition
• Street 1	Enter the first line of the payer's street address (up to 32 alphanumeric characters).
• Street 2	Enter the second line of the payer's street address, if applicable (up to 32 alphanumeric characters).
• City/STP/Post	Enter the city, state/territory/province, and postal code, according to the following restrictions: <ul style="list-style-type: none"> • City—Up to 19 alphanumeric characters. • State/territory/province—Up to 2 alphanumeric characters • Postal code—Up to 9 alphanumeric characters.
• Phone	Enter the payer's telephone number, including area code. <ul style="list-style-type: none"> • The IRS requires that this information be printed on all 1099 forms.
Payer's RTN #	If your organization is a financial institution that wants to participate in the program for direct deposit of refunds, enter the routing and transit number (RTN) for your bank account. <ul style="list-style-type: none"> • This field is optional. • In most cases, this field is not used by FundWare customers.
IRS ID #	Enter the 9-digit tax ID number assigned by the IRS to the payer (i.e., your organization), without the hyphen. <ul style="list-style-type: none"> • This information is required. FundWare will format your entry when producing the forms (e.g., 987654321 is formatted 98-7654321).
Default Box	Enter the box on the 1099-INT form where default information (i.e., information that doesn't apply specifically to any other 1099 boxes; where most of your information will be reported) will be printed. <ul style="list-style-type: none"> • All three steps in the Extract, Sort & Edit 1099 Vendors process use the default box specified in the this field. • The default entry is box 1 (Interest income).

5. Fields 5–10 represent boxes on the 1099-INT form. If your organization must report payments in any of these categories, you can use either an obligation reference and value or an account mask to identify the transactions to be included in the total printed on the form, according to **Table 0-4**.

For example, you define an obligation reference P—Type of Payment. On each obligation that is an early withdrawal penalty, you enter a value of “EARLY WITHDRAWAL” for the reference. In field 6—Early withdrawal of this task, you could enter a reference of P and a value of “EARLY.” **FundWare** would locate all invoices with a reference P value equal to or beginning with EARLY and report the amount in Box 3—Early Withdrawal Penalties on the 1099-INT form.

- See *Using Obligation References or Accounts Masks to Sort*. This section may help you design your masks and references to give the greatest benefit when performing the sort.

Table 0-4--1099-INT Payer and Boxes Fields and Definitions—Pages 2–4

Field	Definition		
Payment categories	The following types of payments can be reported separately on the 1099-INT form: (Box 7 is the default entry for field 4— Default Box.)		
	<table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> • Interest income—Prints in Box 1 of the 1099-INT form. • Early withdrawal penalties—Prints in Box 2 of the 1099-INT form. • Int US bonds/tr obl—Prints in Box 3 of the 1099-INT form. • Federal tax withheld—Prints in Box 4 of the 1099-INT form. </td> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> • Foreign tax paid #1—Prints in Box 6 of the 1099-INT form. <ul style="list-style-type: none"> — Note: You must identify the foreign entity for this field. • Investment expenses—Prints in Box 5 of the 1099-INT form. </td> </tr> </table>	<ul style="list-style-type: none"> • Interest income—Prints in Box 1 of the 1099-INT form. • Early withdrawal penalties—Prints in Box 2 of the 1099-INT form. • Int US bonds/tr obl—Prints in Box 3 of the 1099-INT form. • Federal tax withheld—Prints in Box 4 of the 1099-INT form. 	<ul style="list-style-type: none"> • Foreign tax paid #1—Prints in Box 6 of the 1099-INT form. <ul style="list-style-type: none"> — Note: You must identify the foreign entity for this field. • Investment expenses—Prints in Box 5 of the 1099-INT form.
	<ul style="list-style-type: none"> • Interest income—Prints in Box 1 of the 1099-INT form. • Early withdrawal penalties—Prints in Box 2 of the 1099-INT form. • Int US bonds/tr obl—Prints in Box 3 of the 1099-INT form. • Federal tax withheld—Prints in Box 4 of the 1099-INT form. 	<ul style="list-style-type: none"> • Foreign tax paid #1—Prints in Box 6 of the 1099-INT form. <ul style="list-style-type: none"> — Note: You must identify the foreign entity for this field. • Investment expenses—Prints in Box 5 of the 1099-INT form. 	
	If your organization reports any of this information separately, complete the reference and value or mask fields. Otherwise, leave the fields blank.		
Information for Box 8 - Tax-Exempt Interest Box 9 -Private Activity Bond Interest Box 10 –Market Discount Box 11 –Bond Premium Box 12 –CUSIP no. Box 13 -State Box 14 –State ID no. and Box 15 –State tax withheld must be provided via the Define and Edit 1099 Vendors task for each vendor requiring that information.			
Reference	<p>Enter the letter code for an obligation reference to be used to filter the information included in the box. Press F1 to select from a list of references.</p> <ul style="list-style-type: none"> • This process will identify obligations and include the obligation total in the specific box. If you have combined payment categories on individual obligations, you must rely on an account mask to identify individual line items within your obligations. • If a single obligation has more than one obligation reference defined for these payment categories, the invoice amount is reported in the default box (e.g., box 1—Interest income). <ul style="list-style-type: none"> — For example, reference P defined for Interest income, reference R defined for Early withdrawal, and obligation 1234 has both these obligations. In that case, FundWare would not apply the obligation amount to both the Interest income and Early withdrawal box. Instead, the amount would be reported in the default box. 		
Value	<p>Enter a value for the obligation reference (up to 15 alphanumeric characters) to filter the obligations included in the box.</p> <ul style="list-style-type: none"> • If characters in this field match the first 15 characters of the invoice value, it is considered a match. For example, an entry of “EARLY” in this field would match an invoice value of “EARLY WITHDRAWAL.” 		

Field	Definition
Mask	<p>If your organization has combined payment categories on individual obligations, enter an account mask to identify individual line items within your obligations.</p> <ul style="list-style-type: none">• For example, if you define a mask of AXX XX-XX 7145 for the Rent payment category, FundWare will report all payments to a 7145 account in the 1099 Rent box.

6. If necessary, enter an obligation reference and value *or* account mask in field 11 (page 4 of the record) to define criteria by which **FundWare** will *exclude* obligations from being reported in the vendor obligation detail amounts (e.g., vendors to whom you've made expense reimbursements).
7. When you have completed your entries, press ESC to display the option menu.
8. Type *0* and press ENTER to save your entries.
9. Type *E* to exit the task.

Extracting, Sorting, and Editing 1099 Vendors

FundWare uses a three-step approach to extracting and sorting 1099 forms:

1. Extract vendor and summary invoice information from your Accounts Payable records—This first step is mandatory. *FundWare* extracts the vendor and summary invoice information from your Accounts Payable records and totals the general (i.e., default box) amounts for each vendor, based on your settings for the 1099-MISC and/or 1099-INT payer and boxes records.
 - All users must stay out of the Accounts Payable module while this extract is in progress.
 - The processing time required is minimal.
2. Extract 1099 invoice detail—Extracts detail information for the invoices that were selected in the first step, including References and General Ledger account numbers. This process is helpful if you want to obtain additional information to review the invoices extracted for the 1099 forms in conjunction with the 1099 invoice reports.
 - This process is required if you need to sort invoice detail.
 - During this step, users may work in Accounts Payable with no restrictions.
5. Sort the invoice detail—This task sorts the invoices into the 1099 boxes based on the references and values or account numbers entered in Define 1099-MISC Payer and Boxes or Define 1099-INT Payer and Boxes records. In other words, if your organization must report payments to more than the default box (e.g., rent, early withdrawals), it is this process that calculates these amounts.
 - Users may work in Accounts Payable while this step is processing.

Once you complete all the extract and sort tasks required by your organization, you can edit incorrect information (e.g., a misspelled name) or manually enter 1099 information (e.g., for a one-time vendor), as explained in *Chapter 5—Defining and Editing 1099 Vendors*.

- Do not make vendor changes with Define and Edit 1099 Vendors task until you have completed all necessary extract and sort tasks.

Time Considerations

While we cannot predict exactly how long your extracts will take, consider the following information when planning your 1099 process:

- You can edit the vendor files after the first extract and enter the correct numbers directly in the boxes.
- Extracting and sorting the invoice detail only affect the computer running the process. Other users may continue to work in Accounts Payable.
- If you have only a few vendors that receive 1099s, you can extract the vendor and summary information, print the TNNEXT.L## report, pull the vendors' invoice or check files, and manually check the amounts without performing any additional steps.
 - Any changes can be made using the Define and Edit 1099 Vendors task, rather than extracting and sorting the invoice detail.
- If you have many vendors who have only default box information to be reported and only a few vendors who need information in other boxes, you may prefer to research the correct amounts for

the few special vendors (through Accounts Payable reports and the vendor invoice files) and manually edit those amounts.

- Any changes can be made using the Define and Edit 1099 Vendors task, rather than extracting and sorting the invoice detail.

Extracting Vendor and Summary Invoices

The Extract Vendor and Summary Invoices task is **required**—all customers must complete this task before extracting detail information, sorting the results, or editing the 1099 information. During this step, **FundWare** extracts the vendor and summary invoice information from your Accounts Payable records and totals the general (i.e., default box) amounts for each vendor, based on your settings for the 1099-MISC and/or 1099-INT payer and boxes records.

Use the following instructions to extract the vendor and summary information from your Accounts Payable data.

1. Ensure that all users are logged out of AP while the extract is in process. You can view a list of logged in uses through System Administration.)
2. Ensure that your business date matches the last date of the year for which you are producing 1099s (e.g., 12/31/2016).
3. If you have not initialized your 1099 system, do so now. See *Initializing Your System* for instructions.
4. Click **1099 Forms > Extract, Sort, Edit 1099 Vendors** on the module navigator (if the module is not expanded, click **Accounts Payable** first) or select **Accounts Payable > 1099 Forms > Extract, Sort, Edit 1099 Vendors** from the menu bar.
 - If you are using a version of **FundWare** earlier than 7.30, select Accounts Payable > 1099 Forms > Extract, Sort & Edit 1099 Vendors.
 - The Initialize & Purge 1099 Information task is also available from the 1099 Forms > Setup menu. However, you only need to complete this step one time. Once initialized, your system is ready to produce 1099s for the current year.

The first page of the Extract Vendor and Summary Invoices task displays (**Figure 0.1**).

```

AP - Extract Vendor and Summary Invoices
Demo User          Division 95          12/31
Enter field to be changed (0 to accept)
AP - Extract Vendor and Summary Invoices

1) Extract type....:      1 - Extract 1099-Misc information
2) Amount option...:     1 - Selected from vend paid
   Date range.....:    01/01/2010 to 12/31/2010
3) Tax ID abbr.....:    .NOTE1      - Optional note 1
4) Vendor Y/N abbr:      - Blanks, option not used

Report options being entered. 1
ESC=Stop F1=Help F2=Skip F4=Paint
    
```

Figure 0.1--Extract Vendor and Summary Invoices, Page 1 of 2

5. Enter the applicable field number (e.g., 1 to begin with the first field) to begin entering or editing the information.
6. Complete the first page of the record according to **Table 0-1** using the correct calendar year.

Table 0-1--Extract Vendor and Summary Invoices Fields and Definitions—Page 1 of 2

Field	Definition
Extract type	Select the applicable extract type: <ul style="list-style-type: none"> • 1—Extract 1099-MISC information • 2—Extract 1099-INT information If you are extracting information for both the 1099-MISC <i>and</i> 1099-INT forms, you must: <ul style="list-style-type: none"> • Complete the extract process for 1099-MISC forms, through printing the forms and creating the electronic file. • Initialize & Purge Prior 1099 Information and repeat all procedures for 1099-INT.
Amount option	The amount option setting is system-defined based on the extract type. No entry is allowed. <ul style="list-style-type: none"> • This is the first entry in field 2.
Date range	Specify the date range for which you are extracting information. <ul style="list-style-type: none"> • You should be logged into the last date of the year specified in this date range. • This is the second entry in field 2.

Field	Definition
Tax ID abbr	Indicate the field on the vendor record where your organization stores the vendor tax ID. <ul style="list-style-type: none"> Your organization may use the Notes fields or vendor data items to store this information. Press F1 to select from a list of these options.
Vendor Y/N abbr	If you are using vendor data items to identify vendors that receive 1099 forms, press F1 and select the data item where your organization stores this information. <ul style="list-style-type: none"> Information for vendors with a value of Y for the specified data item (stored on their vendor record) will be extracted to the 1099 files. If your organization uses the Notes fields to store vendor tax ID information, leave this field blank.

- Once you have completed these fields, press ENTER to display page 2 of the Extract Vendor and Summary Invoices option (**Figure 0.2**).

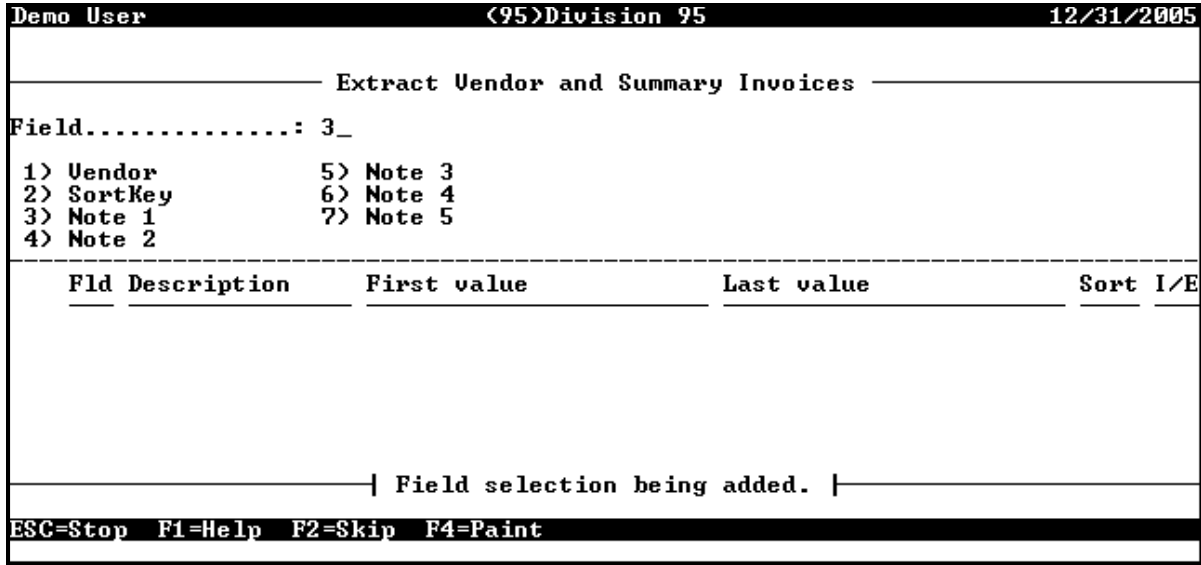


Figure 0.2--Extract Vendor and Summary Invoices Field Selection Screen

- If your organization uses the Notes fields to store the vendor tax ID number, enter the number for that field (e.g., if your organization stores the tax ID number in the Note 1 field, you would type 3) (**Figure 0.3**).

If your organization uses vendor data items to store the vendor tax ID number, you do not need to enter filter parameters. Press ESC to complete the task and display the option menu. Move to Type.


```

Demo User          Division 95          12/31/1998
-----
AP - Extract Vendor and Summary Invoices
Field.....: _3
Selection value: 0          to 9999999999
Sort.....:      N - Do not sort this field
Include/Exclude:      I - Include range in selection

-----| Field selection being added. |----- 2 of 2
Field selection has been added.
ESC=Stop F1=Help F2=Skip F4=Paint

```

Figure 0.3--Extract Vendor and Summary Invoices, Page 2 of 2

9. Complete the Selection value and Include/Exclude fields to filter the vendors included in the extract.
 -  If you enter a Selection value of 0 to 9999999999, **FundWare** will select vendors with a numeric entry in the specified Note field. If the field is blank or includes letters or characters, the vendor will not be selected. Based on your Include/Exclude setting, those selected vendors will be included or excluded from the extract.
 - If you do not enter a range (i.e., you are indicating to **FundWare** that all vendor records should be included in the extract), the Include/Exclude field is not available.
10. In the Sort field, entering an “N” for “Do not sort this field” will result in the extraction report sorting in vendor number order.
11. Do not add additional filter settings. You should only need to filter your extract results based on the entry in the applicable Note field.
 - This will ensure that all vendors with a tax ID number in the Note field are extracted to the 1099 files. When you produce the 1099 forms and the electronic file, you can add a filter to exclude vendors with less than \$600 of payments during the year.
12. When your entries are complete, press ESC to display the option menu.
13. Type *E* to save your settings and exit the form. The system asks you to confirm your settings.
14. Type *O* to confirm your entries. **FundWare** stores the extracted information in 1099-specific data files and asks if you want to file a report.

15. Type *Y* to save the extract information to a report file (TNNEXT.L##, where ## represents your division number). Type *N* to send the extract information directly to your printer (no report file is saved).
 - The extract information includes each vendor selected, the invoices extracted for that vendor, and a total for the vendor.
 - We recommend that you type *Y* to save the extract information to the TNNEXT.L## report, which allows you to revisit this information at a later date, if necessary.
16. Produce the Vendors—One Line report (OTV1LST) using the same filter criteria that you will use when you extract your 1099 data (**Figure 0.4**).

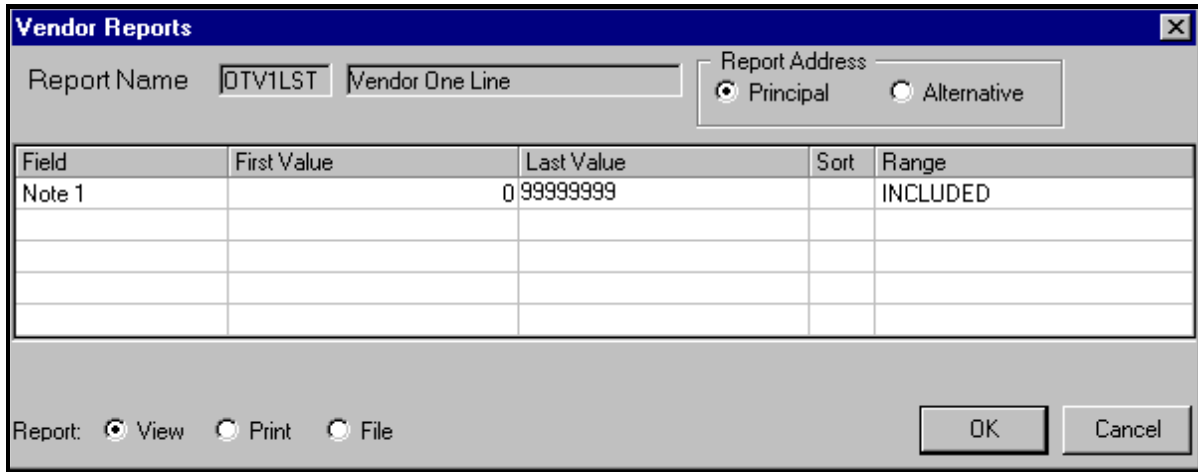


Figure 0.4--Producing the Vendor One-Line Report

17. From Print Manager, print or display the TNNEXT (**Figure 0.5**) and OTV1LST reports.

Vendor	Name	Obligat'n	Description	Amount	Discount Information
Run date: 12/15/2005 @ 09:06 Division 95					
Bus date: 12/31/2005 1099 Extract Vendor & Summary Invoices TNNEXT.L95 Page 1					
100	ABC Hardware, Inc.	1002	Misc. hardware	250.00	
		1002	Misc. hardware supplies	150.00	
		1002	----->		Obl. Total Disc 8.00
		1002	Obligation Total	392.00**	
			Vendor Total ---->	392.00	Total Discounts 8.00
200	Ms. Fredericka Loomis	1007	Advertising Contract - 1998	2,000.00	
		1007	Obligation Total	2,000.00**	
		1020	General Fund - Administrative	50.00	
		1020	General Fund - Legal	10.00	
		1020	General Fund - Baseball Park	10.00	
		1020	General Fund - Ice Rink	10.00	
		1020	Water Plant Fund	50.00	
		1020	Santitation Plant Fund	30.00	
		1020	Federal Grants Fund	40.00	
		1020	Obligation Total	200.00**	
			Vendor Total ---->	2,200.00	
300	American Business Insurance	1006	General Fund - Administrative	1,250.00	
		1006	General Fund - Legal	250.00	
		1006	General Fund - Baseball Park	250.00	
		1006	General Fund - Ice Rink	250.00	
		1006	Water Plant Fund	1,250.00	
		1006	Santitation Plant Fund	750.00	
		1006	Federal Grants Fund	1,000.00	
		1006	Obligation Total	5,000.00**	
			Vendor Total ---->	5,000.00	

Figure 0.5--Example TNNEXT.L95 Report

18. Compare the vendors extracted and included in the TNNEXT report with the Vendor One-Line report.

19. If there are discrepancies in the information, you can:

- Change the Accounts Payable vendor record and re-extract the data using the Extract Vendor and Summary Invoices task.
- After all extract and sort processes are complete, use the Define and Edit 1099 Vendors to add missing vendors and change data on extracted vendors

Remember that the Accounts Payable vendor records are distinct from the 1099 vendor records. A change to an AP vendor record is not reflected in the 1099 vendor information unless you extract the vendor and summary information again. Changes to the 1099 vendor records never affect the Accounts Payable vendors.

20. If your organization will be sorting the 1099 information using the Sort Invoice Detail task, save the TNNEXT report to compare with the TNNEXTM.L## report produced by the sorting task.

Extracting 1099 Invoice Detail

The Extract 1099 Invoice Detail task is optional unless you need to sort invoice detail (i.e., your organization must extract AP data by an obligation reference or account mask). In that case, you are required to extract the invoice detail before sorting the information.

The Extract 1099 Invoice Detail task extracts detail information (e.g., references and General Ledger account numbers) for the invoices that were selected in the Extract Vendor and Summary Invoices task,

may be optional for your organization. This information can be useful if you want to produce greater detail on the 1099 invoices and produce detailed reports in the 1099 module.

There are not any restrictions on activity in the Accounts Payable module while it is executing, so it will only affect the computer that is running it.

- If you need to analyze only a few invoices, it may require much less time to do so in the Accounts Payable module, or by using the vendor's actual invoices and checks, than to perform this second extract.
1. Ensure that your business date matches the last date of the year for which you are producing 1099s (e.g., 12/31/2016).
 2. **Click** 1099 Forms > Extract 1099 Invoice Detail **on the module navigator (if the module is not expanded, click Accounts Payable first) or select** Accounts Payable > 1099 Forms > Extract 1099 Invoice Detail **from the menu bar.**
 3. If you are using a version of *FundWare* earlier than 7.30, select Accounts Payable > 1099 Forms > Extract 1099 Invoice Detail.

The task displays (Figure 0.6).

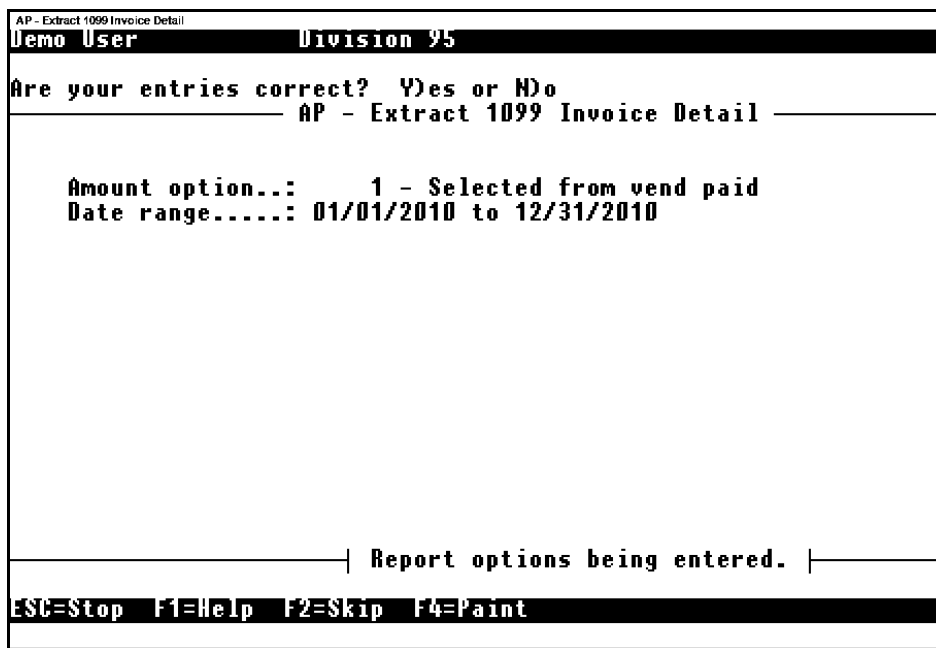


Figure 0.6--Extract 1099 Invoice Detail

- The Amount option field is system-defined and cannot be modified.
3. Enter the date range (i.e., calendar year) for which you are extracting information. (You should be logged into the last date of the year specified in this date range.)
 - You can define a date range to be used as selection criteria when extracting vendor obligation detail records (e.g., for special reporting requirements outside the normal 1/1–12/31 range).

4. Press ENTER. The system asks you to confirm your entries.
5. Type *Y* to extract the detail information and produce a report file (TNNDEXT.L##, where ## represents your division number). Type *N* to cancel the process and return to the Date range field.
6. From Print Manager, print or display the TNNDEXT report (**Figure 0.7**).

Run date: 12/15/2005 @ 14:31		Division 95		TNNDEXT.L95 Page 1	
Bus date: 12/31/2005		1099 Vendor Detail Extract			
	Obligation	Amount	Discount	Net Amount	
100 ABC Hardware, Inc.	1002	400.00	8.00	392.00	
	Vendor Total	400.00	8.00	392.00	
200 Ms. Fredericka Loomis	1007	2,000.00		2,000.00	
	1020	200.00		200.00	
	Vendor Total	2,200.00		2,200.00	
300 American Business Insurance	1006	5,000.00		5,000.00	
	Vendor Total	5,000.00		5,000.00	
400 Quality Office Supplies	1010	100.00	2.00	98.00	
	1012	850.00	17.00	833.00	
	Vendor Total	950.00	19.00	931.00	
600 Mountain Bell Phone Service	1011	2,200.00		2,200.00	
	Vendor Total	2,200.00		2,200.00	

Figure 0.7--Example TNNDEXT.L## Report

7. Compare the vendors extracted and included in the TNNDEXT report with the TNNEXT report.

Sorting the Invoice Detail—1099-MISC and 1099-INT

The Sort Invoice Detail step sorts the invoices into the boxes on your 1099-MISC and 1099-INT forms based on the parameters defined in the 1099-MISC Payer and Boxes and 1099-INT Payer and Boxes records. (Also, if you defined the 1099-MISC Payer and Boxes or 1099-INT Payer and Boxes settings to exclude information, *FundWare* applies the exclusion parameters at this time.)

You do not need to perform this step if you do not have any payments to be reported in boxes other than the default box (defined in field 4 in both the 1099-MISC and 1099-INT parameters).

- If you have only a few exceptions to the defaults, you can manually determine the amounts and edit the vendor file directly.

There are not any restrictions on activity in the Accounts Payable module while it is executing, so it will only affect the computer that is running it.

1. Ensure that your business date matches the last date of the year for which you are producing 1099s (e.g., 12/31/2016).
2. Click 1099 Forms > Extract 1099 Invoice Detail > Sort Invoice Detail—1099-MISC or Sort Invoice Detail—1099-INT on the module navigator (if the module is not expanded, click Accounts Payable first) or select Accounts Payable > 1099 Forms > Extract 1099 Invoice Detail > Sort Invoice Detail—1099-MISC or Sort Invoice Detail—1099-INT from the menu bar.

- **If you are using a version of FundWare earlier than 7.30, select** Accounts Payable > 1099 Forms > Extract 1099 Invoice Detail > Sort Invoice Detail—1099-MISC or Sort Invoice Detail—1099-INT.

The first page of the task displays. The 1099-MISC and 1099-INT tasks are exactly the same (Figure 0.8).

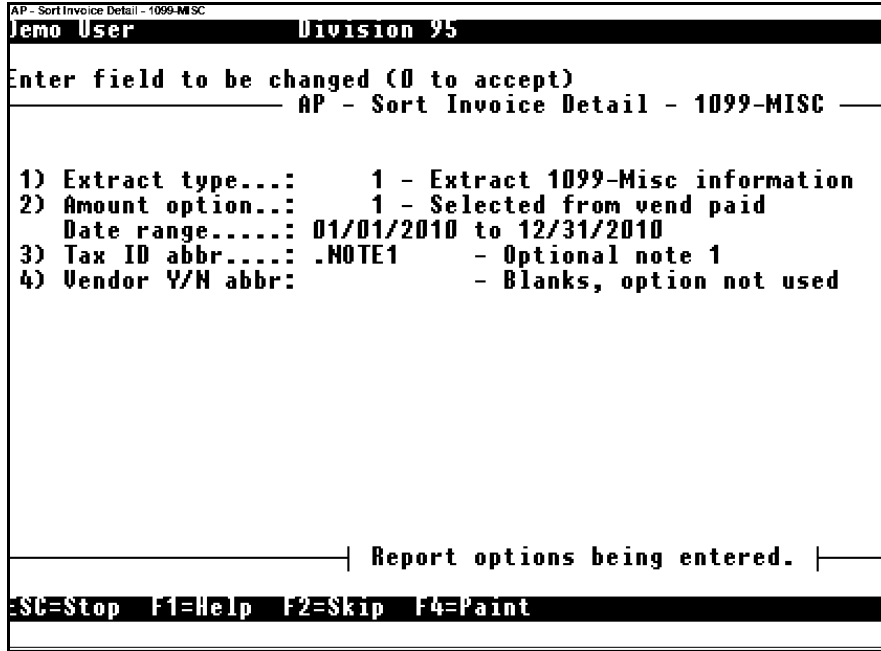


Figure 0.8--Sort Invoice Detail - 1099-MISC, Page 1 of 2

3. Complete the first page of the record using with the same criteria used in Extracting Vendor and Summary invoices.

Table 0-2--Sort Invoice Detail (1099-MISC and 1099-INT)—Page 1 of 2

Field	Definition
Extract type	Select the applicable extract type: <ul style="list-style-type: none"> • 1—Extract 1099-MISC information • 2—Extract 1099-INT information Your entry for this field should be the same as your entry during the Extract Vendor and Summary Invoices step.
Amount Option • Date range	The amount option setting is system-defined based on the extract type. However, you must specify the date range for which you are extracting information. <ul style="list-style-type: none"> • You should be logged into the last date of the year specified in this date range.

Field	Definition
Tax ID abbr	Indicate the field on the vendor record where your organization stores the vendor tax ID. <ul style="list-style-type: none"> Your organization may use the Notes fields or vendor data items to store this information. Press F1 to select from a list of these options.
Vendor Y/N abbr	If you are using vendor data items to identify vendors that receive 1099 forms, press F1 and select the data item where your organization stores this information. <ul style="list-style-type: none"> Information for vendors with a value of Y for the specified data item (stored on their vendor record) will be extracted to the 1099 files. If your organization uses the Notes fields to store vendor tax ID information, leave this field blank.

- Once you have completed these fields, press ENTER to display page 2 of the Sort Invoice Detail task (**Figure 0.9**).

```

Demo User                               <95>Division 95                               12/31/2005
-----
Sort Invoice Detail - 1099-MISC
Field.....: _1
1> Vendor          5> Note 3
2> SortKey         6> Note 4
3> Note 1          7> Note 5
4> Note 2
-----
Fld Description      First value          Last value          Sort I/E
-----
| Field selection being added. |
-----
ESC=Stop  F1=Help  F2=Skip  F4=Paint
    
```

Figure 0.9--Sort Invoice Detail - 1099-MISC Field Selection Screen

- Enter the same filter criteria as you entered during the Extract Vendor and Summary Invoices step.
- Press ESC to complete the task and display the option menu.
- Type *E* to save your settings and exit the form. The system asks you to confirm your settings.
- Type *O* to confirm your entries. The system asks if you want to file a report.
- Type *Y* to save the extract information to a report file (TNNEXTM.L## for the 1099-MISC task or TNNEXTL.L## for the 1099-INT task). FundWare also produces the TNNEXTB.L## report for each task, which shows each vendor's detail amount by 1099 box and sort criteria, as well as any excluded amounts.

Type *N* to send the extract information directly to your printer (no report file is saved).

- We recommend that you type *Y* to save the sort information to the report file, which allows you to revisit this information at a later date, if necessary.

10. From Print Manager, print or display the TNNEXTM or TNNEXTI report (**Figure 0.10**).

Vendor Name	Obligat'n Description	Amount
100 ABC Hardware, Inc.	1002 Nuts and bolts	392.00
200 Ms. Fredericka Loomis	1007 Advertising Contract	2,000.00
	1020	200.00
200 Ms. Fredericka Loomis	** Totals **	2,200.00
300 American Business Insurance	1006 Liability Insurance FY'98	5,000.00
400 Quality Office Supplies	1010 Office Supplies	98.00
	1012 Office Supplies	833.00
400 Quality Office Supplies	** Totals **	931.00
500 Mountain Cleaning Service		.00
600 Mountain Bell Phone Service	1011 Telephone - 12/15-1/15	2,200.00
700 Way Out Computer Supplies	1009 Computer paper	150.00
	1014 Computer ribbons	34.65
	1019 Computer ribbons	125.00
700 Way Out Computer Supplies	** Totals **	309.65
800 Mountain Rental Management	1008 Monthly Rent	3,600.00
	1017 Monthly Rent	3,600.00
	1021	600.00
800 Mountain Rental Management	** Totals **	7,800.00

Figure 0.10--Example TNNEXTM Report

11. Review the information, especially any messages as on Table 4.3. For examples of these situations, see *Using Obligation References or Accounts Masks to Sort*.

Table 0-3--Possible TNNEXTM Report Messages

Message	Explanation
Amount discrepancy	The amount of the check does not equal the amount of distribution. The amount paid to the vendor is reported in the Non-employee compensation box or the Interest income box.

Message	Explanation
Duplicate Reference Match	More than one reference was found on an invoice that matches references in the 1099 parameter. The amount paid to the vendor is reported in the Non-employee compensation box or the Interest income box depending on the reference specified in the parameter records. You may make changes to the 1099 vendor record. See <i>Chapter 5—Defining and Editing 1099 Vendors on page 33</i> for more information.
Discounts found	No account masking can be done when discounts are taken. If no matching references are found for this invoice the amount paid is reported in the Non-employee compensation box or the Interest income box. Otherwise the entire amount paid is reported in the box directed by the reference. The account mask is ignored.
Multiple checks found	An invoice was paid with more than one check. No account masking can take place. If no matching references are found for this invoice the amount paid is reported in the Non-employee compensation box or the Interest income box, otherwise the entire amount paid is reported in the box directed by the reference. The account mask is ignored.

12. From Print Manager, print or display the TNNEXTB report (**Figure 0.11**).

```

Run date: 12/15/2005 @ 08:36          Division 95
Bus date: 12/31/2005                1099 Vendor Extract (Misc)      TNNEXTB.L95 Page 1
-----
Ven/Box # Name/Box desc                Box sorted on  Obligat'n    Amount
-----
100 ABC Hardware, Inc.
   7 Non-employee compensation *Default*      1002    392.00
   Vendor total                                392.00**
200 Ms. Fredericka Loomis
   7 Non-employee compensation *Default*      1007    2,000.00
   7 Non-employee compensation *Default*      1020    200.00
   Box total                                    2,200.00*
   Vendor total                                2,200.00**
300 American Business Insurance
   7 Non-employee compensation *Default*      1006    5,000.00
   Vendor total                                5,000.00**
400 Quality Office Supplies
   7 Non-employee compensation *Default*      1010     98.00
   7 Non-employee compensation *Default*      1012    833.00
   Box total                                    931.00*
   Vendor total                                931.00**
500 Mountain Cleaning Service
   Vendor total                                .00**
600 Mountain Bell Phone Service
   7 Non-employee compensation *Default*      1011    2,200.00
   Vendor total                                2,200.00**

```

Figure 0.11--Example TNNEXTB Report

13. Compare the information on the sort task reports (TNNEXTM/TNNEXTI and TNNEXTB) with the Vendor One-Line report. (You should have produced this report during the Extract Vendor and Summary Information step. If necessary, you can reproduce the report at this time.)
14. If there are discrepancies in the information, you can:
 - Change the Accounts Payable vendor record and re-extract the data using the Extract Vendor and Summary Invoices task. (an Initialize and Purge would also be necessary). This should not be done unless it is the only option at this point, as it means starting from Step 1.
 - After all extract and sort processes are complete, use the Define and Edit 1099 Vendors to add missing vendors and change data on extracted vendors
 - Remember that the Accounts Payable vendor records are distinct from the 1099 vendor records. A change to an AP vendor record is not reflected in the 1099 vendor information unless you extract the vendor and summary information again. Changes to the 1099 vendor records never affect the Accounts Payable vendors.

Defining and Editing 1099 Vendors

Once you complete all the extract and sort tasks required by your organization, you can edit incorrect information (e.g., a misspelled name) or manually enter 1099 information (e.g., for a one-time vendor). However, **additions or changes are not saved to the vendor record**. In some cases, you may want to modify the AP vendor record, then re-extract and resort the 1099 information.

- Do not make vendor changes with Define and Edit 1099 Vendors task until you have completed all necessary extract and sort tasks.

Use the following instructions to edit the 1099 information for an existing vendor or add a 1099 vendor (i.e., a vendor that will not be added to your AP system but for which you will produce a 1099 form).

- Ensure that your business date matches the last date of the year for which you are producing 1099s (e.g., 12/31/2016).
- Click 1099 Forms > Extract, Sort & Edit 1099 Vendors > Define and Edit 1099 Vendors on the module navigator (if the module is not expanded, click Accounts Payable first) or select Accounts Payable > 1099 Forms > Extract, Sort & Edit 1099 Vendors > Define and Edit 1099 Vendors from the menu bar.
- **If you are using a version of FundWare earlier than 7.30, select** Accounts Payable > 1099 Forms > Extract, Sort & Edit 1099 Vendors > Define and Edit 1099 Vendors.

The system reminds you that all extract and sort tasks must be complete before you can define or edit 1099 vendor records.



If you complete edits or additions with the Define and Edit 1099 Vendors task, then extract or sort the 1099 information, FundWare may overwrite your entries. We strongly recommend that you never add or edit vendor information until all extract and sort tasks are complete.

1. Press ENTER. The option menu displays.
2. Type *C* to change an existing 1099 vendor record or *A* to add a 1099 vendor record. FundWare asks you to identify the vendor by number.
3. Enter the vendor number for the existing or new 1099 vendor and press ENTER. The first page of the vendor record displays (**Figure 0.1**).


```

Demo User                <95>Division 95                12/31/2005
-----
Define and Edit 1099 Vendors
Vendor.....:          801                Changed.: 11/14/05
                                           User....: 00101
1> Name.....:
2> 1099 Mailing Addr
3> Street 1.....:
   Street 2.....:
   City/STP/Post.:      /      /
   Country.....:

-----| Vendor being added. |----- 1 of 7
ESC=Stop  F1=Help  F2=Skip  F4=Paint  F5=Dupe  F6=Recall
    
```

Figure 0.1--Define and Edit 1099 Vendors, Page 1 of 7

4. If you are modifying an existing vendor record, enter the applicable field number (e.g., 1 to begin with the first field) to begin entering or editing the information. Otherwise, FundWare will move you to the Name field.
 - 1099-MISC fields begin with field 4 (page 3 of the record). 1099-INT fields begin with field 9 (page 6 of the record).
5. Modify or enter the vendor information according to **Table 0-1**.

Table 0-1--Vendor Record Fields and Definitions

Field	Definition
Name	Enter or modify the vendor's name as it is to appear on the 1099 forms (up to 35 alphanumeric characters, but only the first 33 characters print on the 1099 forms).
Street 1	Enter or modify the first line of the vendor's street address (up to 35 alphanumeric characters, but only the first 33 characters print on the 1099 forms). <ul style="list-style-type: none"> • Only <i>Street 1</i> prints on the 1099-INT forms. Therefore, enter important address information (e.g., apartment or post office box number) in this field. • Both <i>Street 1</i> and <i>Street 2</i> print on the 1099-MISC forms.
Street 2	Enter or modify the second line of the vendor's street address (up to 35 alphanumeric characters, but only the first 33 characters print on the 1099 forms). <ul style="list-style-type: none"> • Only <i>Street 1</i> prints on the 1099-INT forms.
City/STP/Post	Enter or modify the city, state/territory/province, and postal code, according to the following restrictions: <ul style="list-style-type: none"> • City—Up to 19 alphanumeric characters. • State/territory/province—Up to 2 alphanumeric characters

Field	Definition
	<ul style="list-style-type: none"> Postal code—Up to 9 alphanumeric characters.
Country	Enter or modify vendor's country. <ul style="list-style-type: none"> You can leave this field blank. If you enter information in this field, the foreign country fields are included in the electronic file.
1099 Note Information	Enter any information into the Notes fields. <ul style="list-style-type: none"> This information does not print on the 1099 forms. Therefore, you should not enter or edit the vendor tax ID in this field. This information is defined later in the task in field 7 for MISC.
1099-MISC Information	
Rents	Enter the total amount paid to the vendor for rent, or leave the field blank. <ul style="list-style-type: none"> This information appears in Box 1 of the 1099-MISC form.
Royalties	Enter the total amount paid to the vendor for royalties, or leave the field blank. <ul style="list-style-type: none"> This information appears in Box 2 of the 1099-MISC form.
Other Income	Enter the total amount paid to the vendor for awards, and other taxable income not reported in one of the other boxes on the 1099-MISC form, or leave the field blank. <ul style="list-style-type: none"> This information appears in Box 3 of the 1099-MISC form.
Federal Tax W/H	Enter the total federal income tax withheld from the vendor's earnings during this calendar year, or leave the field blank. <ul style="list-style-type: none"> This information appears in Box 4 of the 1099-MISC form.
Fishing proceeds	Enter the total amount paid to the vendor for fishing proceeds, or leave the field blank. <ul style="list-style-type: none"> This information appears in Box 5 of the 1099-MISC form.
Medical payments	Enter the total amount paid to the vendor for medical and health care payments, or leave the field blank. <ul style="list-style-type: none"> This information appears in Box 6 of the 1099-MISC form.
Non-employee	Enter the total amount paid to the vendor for non-employee compensation to sub-contractors, or leave the field blank. <ul style="list-style-type: none"> This information appears in Box 7 of the 1099-MISC form.
Substitute payment	Enter the total amount paid to the vendor for substitute payments in lieu of dividends or interest, or leave the field blank. <ul style="list-style-type: none"> This information appears in Box 8 of the 1099-MISC form.

Field	Definition
Crop ins	<p>Enter the total amount paid to the vendor for crop insurance proceeds, or leave the field blank.</p> <ul style="list-style-type: none"> • This information appears in Box 10 of the 1099-MISC form.
Golden para	<p>Enter any excess golden parachute payouts, or leave the field blank.</p> <ul style="list-style-type: none"> • This information appears in Box 13 of the 1099-MISC form.
Atty proceeds	<p>Enter any gross proceeds paid to an attorney, or leave the field blank.</p> <ul style="list-style-type: none"> • This information appears in Box 14 of the 1099-MISC form.
409A Deferrals	<p>Enter the amount of the total deferrals during the year for the non-employee from all nonqualified deferred compensation plans subject to the provisions of section 409A. If the total is less than \$600 or this does not apply, leave the field blank.</p> <ul style="list-style-type: none"> • This information appears in Box 15a of the 1099-MISC form.
409A Income	<p>Enter the amount of current year and prior year deferrals that can be included as income under section 409A because the nonqualified deferred compensation plan fails to satisfy the requirements of section 409A.</p> <ul style="list-style-type: none"> • This information appears in Box 15b of the 1099-MISC form.
Tax ID type	<p>Select the type of ID number entered in the Tax ID field (field 7 of this record):</p> <ul style="list-style-type: none"> • S—Social Security number (default for new and existing vendors) • E—Employer identification number • U—Undetermined <p>The IRS considers a tax ID number undetermined if it:</p> <ul style="list-style-type: none"> • Does not contain exactly 9 characters, • Contains any alphabetical characters, or • Contains all 0s or all 9s. <p>Note: If a vendor has an undetermined tax ID number, FundWare will exclude that record from the electronic file (i.e., the information is not included in the electronic file that you submit to the IRS).</p>
Address Type	<p>Select the vendor's foreign address status as required for electronic filing:</p> <ul style="list-style-type: none"> • U—Vendor is a U.S. resident (default for new and existing vendors) • F—Vendor is not a U.S. resident
2nd TIN notice	<p>Select the applicable setting regarding IRS notifications for incorrect payee information:</p> <ul style="list-style-type: none"> • Y—Indicates that your organization was notified by the IRS twice within three calendar years that the payee provided an incorrect name and/or taxpayer identification number (TIN) combination. • N—Indicates that your organization has not been notified twice. <p>This information is used on both the form (an X box called "2nd TIN Not" on the 1099-MISC form) and electronic file (Payee B record).</p>

Field	Definition
Corrected return	<p>Select the applicable setting to indicate if this is a corrected 1099-MISC form or not:</p> <ul style="list-style-type: none"> • N—Not a corrected return • 1—Corrected box amount <p>This information is used on both the form (an X box called “Corrected” on the 1099-MISC form).</p>
Direct sales	<p>Indicate if your organization purchased \$5,000 or more of consumer products from the vendor a buy-sell, deposit-commission, or any other commission basis for resale (i.e., “Direct Sales Indicator”):</p> <ul style="list-style-type: none"> • Y—\$5,000 or more was purchased for this purpose. • N—Did not exceed the \$5,000 threshold. <p>This information is used on both the form (box 9, an X box the 1099-MISC form) and electronic file (Payee B record).</p>
MISC Tax ID Number	<p>Enter the vendor’s 9-digit tax identification number using one of the following formats, including hyphens:</p> <ul style="list-style-type: none"> • 123-45-6789 (Social Security number) • 12-3456789 (Employer identification number) <p>This information is printed on the 1099-MISC form and included in the electronic file.</p>
MISC Name control	<p>Enter a 4-character code for use on the electronic file.</p> <ul style="list-style-type: none"> • Your electronic file instructions from the IRS contains a detailed section on allowable name control values. • The default for extracted vendors is the first four characters of the Sortkey.
1099-INT Information	
Interest income	<p>Enter the total amount paid to the vendor for interest, including interest not included in Box 3—Interest on U.S. Savings Bonds and Treasury Obligations, or leave the field blank.</p> <ul style="list-style-type: none"> • This information appears in Box 1 of the 1099-INT form.
Early with pen	<p>Enter the total amount paid to the vendor for early withdrawal penalties, or leave the field blank.</p> <ul style="list-style-type: none"> • This information appears in Box 2 of the 1099-INT form.
US Sav Obl	<p>Enter the total amount paid to the vendor for U.S. Savings Bonds, Treasury bills, Treasury notes, and Treasury bonds, or leave the field blank.</p> <ul style="list-style-type: none"> • This information appears in Box 3 of the 1099-INT form.

Field	Definition
FIT	Enter the total federal income tax withheld from the vendor during this calendar year, or leave the field blank. <ul style="list-style-type: none"> • This information appears in Box 4 of the 1099-INT form.
Investment Exp.	Enter the regular interest holder's pro rata share of investment expenses deductible by a single-class real estate mortgage investment conduit. <ul style="list-style-type: none"> • This information appears in Box 5 of the 1099-INT form.
Foreign Tax 1	Enter the total amount of foreign tax (for one foreign country) withheld on interest for the vendor (in US dollars), or leave the field blank. <ul style="list-style-type: none"> • This information appears in Box 6 of the 1099-INT form.
Tax-Exempt Int	Enter the total amount of interest paid by a state, the District of Columbia, a US possession, an Indian tribal government, a political subdivision, or exempt-interest dividends from a regulated investment company (RIC), or leave the field blank. <ul style="list-style-type: none"> • This information appears in Box 8 of the 1099-INT form.
Bond Interest	Enter the total amount of interest from specified private activity bonds, or leave the field blank. <ul style="list-style-type: none"> • This information appears in Box 9 of the 1099-INT form.
Tax ID Type	Select the type of ID number entered in the Tax ID field (field 11 of this record): <ul style="list-style-type: none"> • S—Social Security number (default for new and existing vendors) • E—Employer identification number • U—Undetermined The IRS considers a tax ID number undetermined if it: <ul style="list-style-type: none"> • Does not contain exactly 9 characters, • Contains any alphabetical characters, or • Contains all 0s or all 9s. <p>Note: If a vendor has an undetermined tax ID number, FundWare will exclude that record from the electronic file (i.e., the information is not included in the electronic file that you submit to the IRS).</p>
Address type	Select the vendor's foreign address status as required for the electronic file: <ul style="list-style-type: none"> • U—Vendor is a U.S. resident (default for new and existing vendors) • F—Vendor is not a U.S. resident (default for new and existing vendors)
2nd TIN notice	Select the applicable setting regarding IRS notifications for incorrect payee information: <ul style="list-style-type: none"> • Y—Indicates that your organization was notified by the IRS twice within three calendar years that the payee provided an incorrect name and/or taxpayer identification number (TIN) combination. • N—Indicates that your organization has not been notified twice. This information is used on both the form (an X box called “2nd TIN Not” on the 1099-INT form) and electronic file (Payee B record).

Field	Definition
Corrected return	<p>Select the applicable setting to indicate if this is a corrected 1099-INT form or not:</p> <ul style="list-style-type: none"> • N—Not a corrected return • 1—Corrected box amount <p>This information is used on both the form (an X box called “Corrected” on the 1099-INT form) and electronic file (Payee B record).</p>
Interest Tax ID #	<p>Enter the vendor’s 9-digit tax identification number using one of the following formats, including hyphens:</p> <ul style="list-style-type: none"> • 123-45-6789 (Social Security number) • 12-3456789 (Employer identification number) <p>This information is printed on the 1099-INT form and included in the electronic file.</p>
Name control	<p>Enter a 4-character code for use in the electronic file.</p> <ul style="list-style-type: none"> • Your electronic file instructions from the IRS contains a detailed section on allowable name control values. • The default for extracted vendors is the first four characters of the Sortkey.
Interest Acct #	<p>Enter the payer’s account number for the vendor.</p> <ul style="list-style-type: none"> • This information is printed on the 1099-INT form.
Interest CUSIP #	<p>Enter the CUSIP # for tax exempt interest.</p> <ul style="list-style-type: none"> • This information is printed on the 1099-INT form, box 12.
State	<p>Enter the two letter postal abbreviation of the state for which state income taxes are withheld.</p> <ul style="list-style-type: none"> • This information is printed on the 1099-INT form, box 13.
State ID No.	<p>Enter the payer’s state identification number.</p> <ul style="list-style-type: none"> • This information is printed on the 1099-INT form, box 14.
State Tax Withheld	<p>Enter the state income tax withheld on the interest payments reported on this form.</p> <ul style="list-style-type: none"> • This information is printed on the 1099-INT form, box 15.
Market Discount	<p>Enter the market discount.</p> <ul style="list-style-type: none"> • This information is printed on the 1099-INT form, box 10.
Bond Premium	<p>Enter the bond premium.</p> <ul style="list-style-type: none"> • This information is printed on the 1099-INT form, box 11.

- 6 When you have completed your entries, press ESC to display the option menu.
- 7 Type *O* and press ENTER to save your entries.
- 8 Type *E* to exit the task.
- 9 Review your changes by:
 - Re-opening the Define and Edit 1099 Vendors task and displaying the vendor's record, or
 - Producing the 1099 Vendors—One-Line report or the 1099 Vendors—Complete Record report from the **1099 Forms > Reports > Vendor Reports** menu. (If you produce either of these reports from Report Manager or the AP HomePage, FundWare will include information from the AP files, instead of the edited 1099 files.)

Removing 1099 Vendors

You can delete a vendor record from the 1099 data (a record created by the Extract Vendor and Summary Invoices task or created manually through the Define and Edit 1099 Vendors task). This process does not impact your AP vendor records; it simply removes the vendor's information from the information used to produce your 1099 forms.

1. Click **1099 Forms > Extract, Sort & Edit 1099 Vendors > Define and Edit 1099 Vendors** on the module navigator (if the module is not expanded, click **Accounts Payable** first) or select **Accounts Payable > 1099 Forms > Extract, Sort & Edit 1099 Vendors > Define and Edit 1099 Vendors** from the menu bar.
 - **If you are using a version of FundWare earlier than 7.30, select** Accounts Payable > 1099 Forms > Extract, Sort & Edit 1099 Vendors > Define and Edit 1099 Vendors.

The system reminds you that all extract and sort tasks must be complete before you can define or edit 1099 vendor records.



If you complete edits or additions with the Define and Edit 1099 Vendors task, then extract or sort the 1099 information, FundWare may restore the vendor record. We strongly recommend that you never add or edit vendor information until all extract and sort tasks are complete.

2. Press ENTER. The option menu displays.
3. Type *R* to remove a 1099 vendor record. FundWare asks you to identify the vendor by number.
4. Enter the vendor number and press ENTER. A confirmation message displays.
5. Type *Y* to delete the 1099 vendor record. A confirmation message displays.
6. Type *Y* to delete the record.

Producing 1099 Electronic Files

Producing 1099 Electronic Files

There are two steps to producing your 1099-MISC and 1099-INT electronic files:

- Producing the error list—Check your 1099-MISC or 1099-INT forms for errors in the vendors' tax ID types, tax ID numbers, and name controls.
- Producing the electronic file—Results in a verification report in a readable format to help you check the electronic file output and a data file to be copied to diskette or electronically transmitted to the IRS.
- Depending on your version of FundWare, some screens may refer to Magmedia and others to Electronic Files. It will not affect processing in any way. Both are producing the electronic file.

Producing Your Electronic File Error List for 1099-MISC and 1099-INT

You can use the electronic file error list to check your 1099-MISC or 1099-INT forms for errors in the vendors' tax ID types, tax ID numbers, and name controls. Use the following instructions to produce this report for either 1099-MISC or 1099-INT forms.

1. Ensure that your business date matches the last date of the year for which you are producing 1099s (e.g., 12/31/2016).
2. Click 1099 Forms > Produce 1099 forms and Electronic File > Produce 1099 Electronic File > 1099-MISC Electronic File Error List or 1099-INT Electronic File Error List on the module navigator (if the module is not expanded, click Accounts Payable first) or select Accounts Payable > 1099 Forms > Produce 1099 Forms and Electronic File > Produce 1099 Electronic File > 1099-MISC Electronic File Error List or 1099-INT Electronic File Error List from the menu bar.
 - **If you are using a version of FundWare earlier than 7.30, select** Accounts Payable > 1099 Forms > Produce 1099 Forms and eFile > Produce 1099 Electronic File > 1099-MISC Electronic File Error List **or** 1099-INT Electronic File Error List.

The first of two screens displays (**Figure 0.1**). In this example, the **1099-MISC Electronic File Error List** task has been selected from the **Produce 1099 Electronic File** menu.

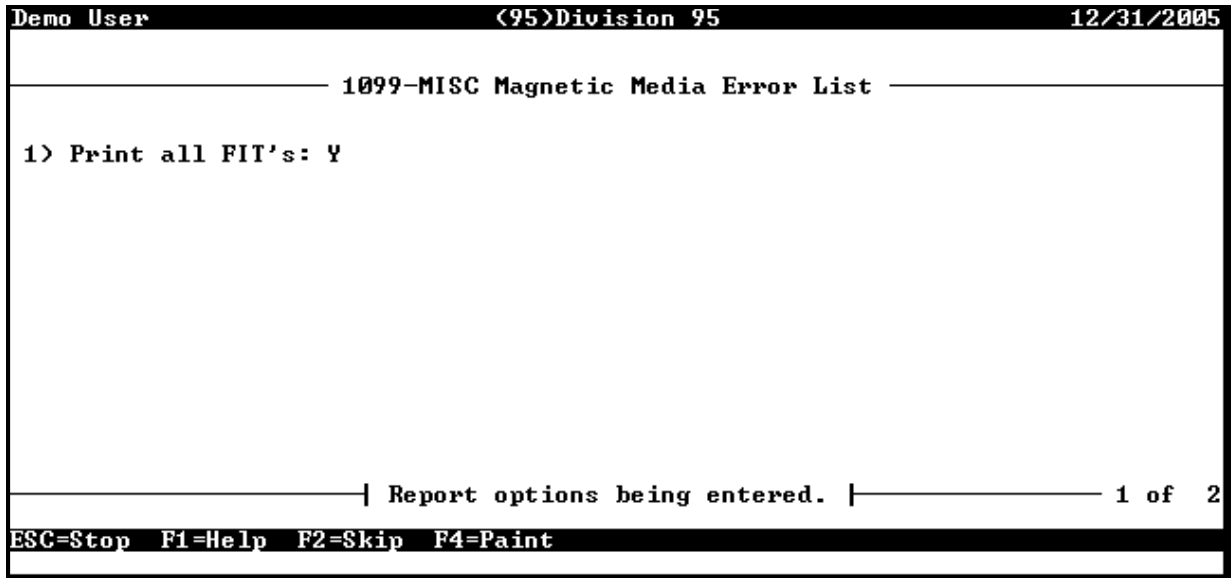


Figure 0.1--1099-MISC Electronic File Error List, Page 1 of 2

3. Indicate if you are producing an error list for some or all of the 1099 vendors:
 - Y—Produce 1099 forms for all vendors from whom any federal income tax (FIT) was withheld and all other vendors meeting the dollar selection criteria.
 - N—Produce 1099s only for vendors who meet the dollar limit, regardless of FIT withheld.
4. Press ENTER. The field selection page displays (**Figure 0.2**).

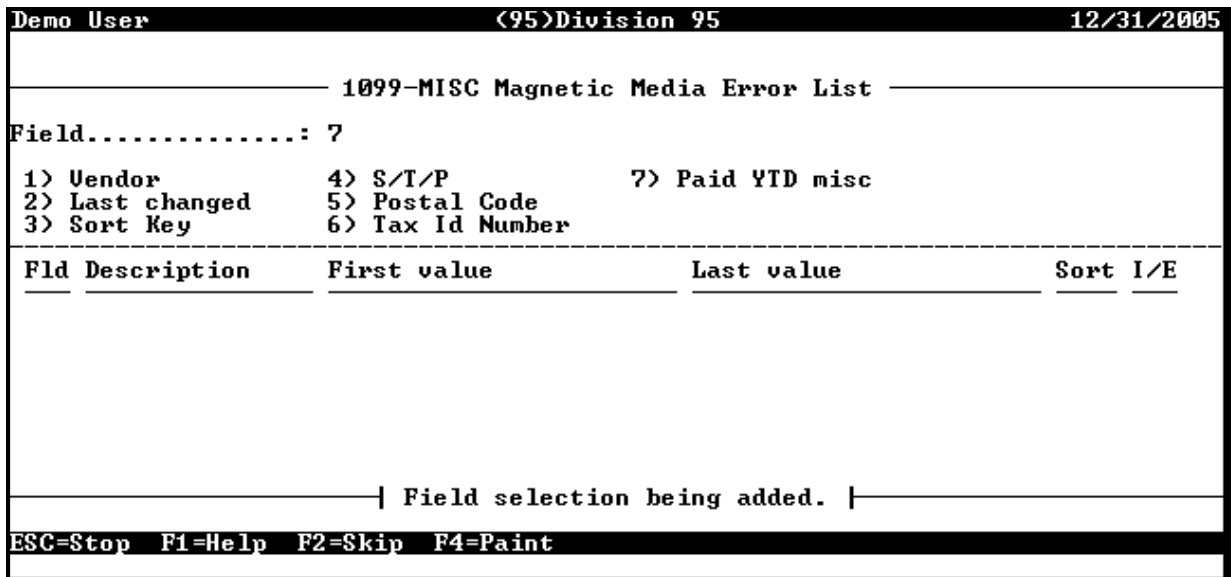


Figure 0.2--1099-MISC Electronic File Error List, Field 7

5. Enter field 7 (Paid YTD MISC or Paid YTD INT) to filter on the amount paid for the year to date. (Remember—You should be signed in to the last day of the tax year, so the year-to-date should encompass the entire year.)

6. Enter the Selection value, Sort, and Include/Exclude values to filter your 1099 forms. For example, as shown in **Figure 0.3**, we are producing 1099-MISC forms for those vendors to whom more than \$600 was paid this year. This example shows the most common selection for 1099-MISC. The most common lower limit for 1099-INT is \$10.00.

Demo User	<95>Division 95	12/31/2005
Produce 1099-MISC		
Field.....:	7 - Paid YTD	
Selection value:	600.00 to 999,999,999,999.99	
Sort.....:	N - Do not sort this field	
Include/Exclude:	I - Include range in selection	
Field selection being added.		2 of 2
ESC=Stop F1=Help F2=Skip F4=Paint		

Figure 0.3--Example YTD Filter

- Review the IRS publication “Instructions for Forms 1099, 1098, 5498 & W-2G” to determine the dollar limit for the box or boxes you will be reporting.
 - If you do not specify a range of values in the Selection value fields, the Include/Exclude field does not appear (i.e., by not entering a Selection value, you are including all forms).
7. Complete your entries using the same settings that you entered when you produced the vendor’s copy of the 1099 forms (i.e., the Produce 1099-MISC Forms or Produce 1099-INT Forms task).
 8. When your entries are complete, press ESC to save your entries and display the filter option menu.
 8. Type *E* to exit the filter task. The system asks you to confirm your settings.
 10. Type *O* to confirm your entries and close the task. The system asks if you want to file a report.
 11. Type *Y* to save the extract information to a report file. Type *N* to send the extract information directly to your printer (no report file is saved). The system asks if you have another report to produce.
 12. Type *N* to exit the task.
 13. From Print Manager, produce the 1099 electronic file error list for your vendors by printing the TNMMMP.L## for 1099-MISC forms or TNIMMP.L## report for 1099-INT forms (**Figure 0.4**).

Vendor Name	Paid Y-T-D	FIT w/h	SIT w/h	Potential Error
200 Ms. Fredericka Loomis	2,200.00	.00	.00	
300 American Business Insurance	5,000.00	.00	.00	
Tax ID type...: U				Undetermined tax ID type.
Tax ID number.: CORP				Invalid tax ID number.
400 Quality Office Supplies	931.00	.00	.00	
Tax ID type...: U				Undetermined tax ID type.
Tax ID number.: CORP				Invalid tax ID number.
600 Mountain Bell Phone Service	2,200.00	.00	.00	
Tax ID type...: U				Undetermined tax ID type.
Tax ID number.: CORP				Invalid tax ID number.
800 Mountain Rental Management	7,800.00	.00	.00	

Figure 0.4--Example 1099-MISC Electronic File Error List

14. Review the information on the report for any error messages. Corrections can be made through the Define and Edit 1099 Vendors as below.

Click **1099 Forms > Extract, Sort & Edit 1099 Vendors > Define and Edit 1099 Vendors** on the module navigator (if the module is not expanded, click **Accounts Payable** first) or select **Accounts Payable > 1099 Forms > Extract, Sort & Edit 1099 Vendors > Define and Edit 1099 Vendors** from the menu bar.

- **If you are using a version of FundWare earlier than 7.30, select Accounts Payable > 1099 Forms > Extract, Sort & Edit 1099 Vendors > Define and Edit 1099 Vendors.**

Table 0-1--Electronic File Error List Messages

Message	Action Required
Invalid name control characters.	The "Name control" field on the vendor must be upper-case letters and spaces. The dash "-" and the ampersand "&" are also allowed. No other characters are allowed by the IRS.
Name control = all spaces.	The "Name control" field on the vendor is all spaces. Not allowed by the IRS.
Invalid tax ID type.	The only allowable entries for the "Tax ID type" are "E" (Employer Identification Number), "S" (Social Security Number), or "U" (Undetermined). The field on the vendor is blank or contains some other value.
Undetermined tax ID number.	This is an information message. The value "U" for "Undetermined" is allowable. Make every effort to obtain a valid tax ID number for this vendor. <ul style="list-style-type: none"> • If the tax ID number is "undetermined," FundWare will leave the tax ID fields blank for the vendor in the electronic file that you submit to the IRS.
Invalid tax ID number.	The tax ID number for this vendor does not match the type, has too few or too many digits, or has unallowable characters.

Producing Your Electronic File for 1099-MISC and 1099-INT

Once you have produced your 1099-MISC and 1099-INT forms and reviewed the error lists, you are ready to create the electronic file. This process produces two files:

- A verification report that allows you to review the electronic information in a readable format.
- An electronic file to be transmitted to the IRS.

Use the following instructions to produce your electronic file for 1099-MISC or 1099-INT forms.

1. Ensure that your business date matches the last date of the year for which you are producing 1099s (e.g., 12/31/2016).
2. Click **1099 Forms > Produce 1099 Forms and Electronic File > Produce 1099 Electronic File > Produce 1099-MISC Electronic File** or **Produce 1099-INT Electronic File** on the module navigator (if the module is not expanded, click **Accounts Payable** first) or select **Accounts Payable > 1099 Forms > Produce 1099 Forms and Electronic File > Produce 1099 Electronic File > Produce 1099-MISC Electronic File** or **Produce 1099-INT Electronic File** from the menu bar.

If you are using a version of FundWare earlier than 7.30, select **Accounts Payable > 1099 Forms > Produce 1099 Forms and Electronic File > Produce 1099 Electronic File > Produce 1099-MISC Electronic File** or **Produce 1099-INT Electronic File**.

The first of page of the task displays (**Figure 0.5**).

Demo User	Division 95	12/31/1998
Enter field to be changed (0 to accept) <_>		
AP - Produce 1099-MISC Electronic File		
1) Print all FIT's:	Y - Print vendor if any FIT w/h.	
2) Payment year....:	1998	
3) Prior year.....:	- (Space) Report current year.	
4) Trans cntl code;	ABCDE	
5) Transmitter ID.;	841234567	
6) Test file	- Normal submission.	
Report options being entered.		1 of 6
ESC=Stop F1=Help F2=Skip F4=Paint		

Figure 0.5--Produce 1099-MISC Electronic File, Page 1 of 6

3. Complete the fields according to **Table 0-2**.

**Table 0-2--Produce Electronic File Fields and Definitions (for 1099-MISC and 1099-INT)—
Page 1 of 6**

Field	Definition
Print all FIT's	Indicate if you are producing the electronic file for all 1099 forms or only some vendors: <ul style="list-style-type: none"> • Y—Produce 1099 forms for all vendors from whom any federal income tax (FIT) was withheld and all other vendors meeting the dollar selection criteria. • N—Produce 1099s only for vendors who meet the dollar limit, regardless of FIT withheld.
Payment year	Enter the 4-digit tax year (e.g., 2016).
Prior year	Indicate if you are reporting data from a previous tax year: <ul style="list-style-type: none"> • If this is the current year—Leave the field blank. • If you are reporting on a prior tax year—Type <i>P</i>.
Trans cntl code	Enter the 5-digit alphanumeric Transmitter Control Code assigned by the IRS/MCC.
Transmitter ID	Enter the transmitter's 9-digit taxpayer identification number (i.e., EIN, SSN, or ITIN).
Test file	Indicate if this is a normal or test submission: <ul style="list-style-type: none"> • Normal submission—Leave the field blank. • Test submission—Type <i>T</i>.

4. Press ENTER or PAGE DOWN to move to the second page of the task (**Figure 0.6**).

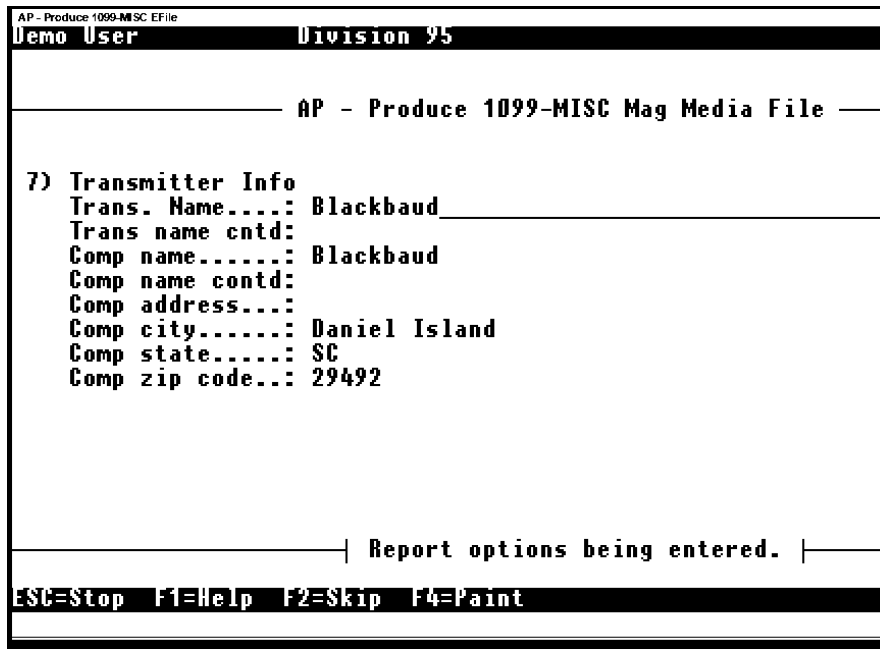


Figure 0.6--Produce 1099-MISC Electronic File, Page 2 of 6

5. Complete the fields according to **Table 0-3**.

**Table 0-3--Produce Electronic File Fields and Definitions (for 1099-MISC and 1099-INT)—
Page 2 of 6**

Field	Definition
Trans. Name	Enter the transmitter name (up to 40 alphanumeric characters). • Your entry should match the name used for normal business.
Trans name cntd	Enter additional information for the transmitter name (up to 40 alphanumeric characters).
Comp name	Enter the company name (up to 40 alphanumeric characters). • Any correspondence from the IRS will be sent to the specified company and its associated address, which you'll enter in the next fields. Therefore, your entries in this and the following fields should match the company's mailing address exactly.
Comp name contd	Enter additional information for the company name (up to 40 alphanumeric characters).
Comp address	Enter the company's street address (up to 40 alphanumeric characters).
Comp city	Enter the company's city (up to 40 alphanumeric characters).
Comp state	Enter the company's state code (2 alpha characters).
Comp zip code	Enter the company's postal code (up to 9 alphanumeric characters).

3. Press ENTER or PAGE DOWN to move to the third page of the task (**Figure 0.7**).

Demo User	Division 95	12/31/1998
AP - Produce 1099-MISC Electronic File		
8) Contact/return info		
Contact name...: SARAH JONES		
Contact phone...: 3037563030		
Contact e-mail...: sjones@blackbaud.com_____		
Report options being entered. _____ 3 of 6		
ESC=Stop F1=Help F2=Skip F4=Paint		

Figure 0.7--Produce 1099-MISC Electronic File, Page 3 of 6

- Complete the fields according to **Table 0-4**.

**Table 0-4--Produce Electronic File Fields and Definitions (for 1099-MISC and 1099-INT)—
Page 3 of 6**

Field	Definition
Contact name	Enter the name of the person that the IRS should contact regarding transmission problems with the electronic files (up to 40 alphanumeric characters, no hyphens).
Contact phone	Enter the phone number for the above-listed contact, including any extension (up to 15 numeric characters).
Contact e-mail	Enter the e-mail address of the person to contact regarding electronic or magnetic files. <ul style="list-style-type: none"> If you do not have the e-mail address, leave the field blank.

- Press ENTER or PAGE DOWN to move to the fourth page of the task (**Figure 0.8**).

Demo User	Division 95	12/31/1998
AP - Produce 1099-MISC Electronic File		
9) Payer Info Part 1 Payer TIN.....: 887564321 Payer name ctrl: 1234 Last filing.....: - No, not a last filing. Combined filer.: - Normal submission. Return type....: A - 1099 Misc Correction file: - Normal submission. Foreign entity.: _		
Report options being entered.		4 of 6
ESC=Stop F1=Help F2=Skip F4=Paint		

Figure 0.8--Produce 1099-MISC Electronic File, Page 4 of 6

5. Complete the fields according to **Table 0-5**.

**Table 0-5--Produce Electronic File Fields and Definitions (for 1099-MISC and 1099-INT)—
Page 4 of 6**

Field	Definition
Payer TIN	Enter the Transmitter's 9-digit taxpayer identification number (i.e., EIN, SSN, or ITIN).
Payer name ctrl	Enter the Payer Name Control, obtained from the mail label on Package 1099 (up to 4 alphanumeric characters). <ul style="list-style-type: none"> • The Package 1099 is mailed to most payers each December.
Last filing	Indicate if this is the last year that you will file 1099s with the IRS: <ul style="list-style-type: none"> • If you will continue filling 1099s with the IRS—Leave the field blank. • If this is the last year you will file—Type 1.
Combined filer	Not supported. The system will skip this field.
Return type	Read-only field. No entry is allowed.
Correction file	Indicate if this is a correction file: <ul style="list-style-type: none"> • If this file is the original electronic file—Leave the field blank. • If this is a correction electronic file (i.e., this file is replacing a file containing errors that you submitted to IRS/MCC and this file was processed, but you were not notified by IRS/MCC)—Type 1.

Field	Definition
Foreign entity	Indicate if your organization is a foreign entity and income is paid by the foreign entity to a U.S. resident: <ul style="list-style-type: none"> • If your organization is not a foreign entity—Leave the field blank. • If your organization is a foreign entity—Type 1.

10. Press ENTER or PAGE DOWN to move to the fifth page of the task (**Figure 0.9**).

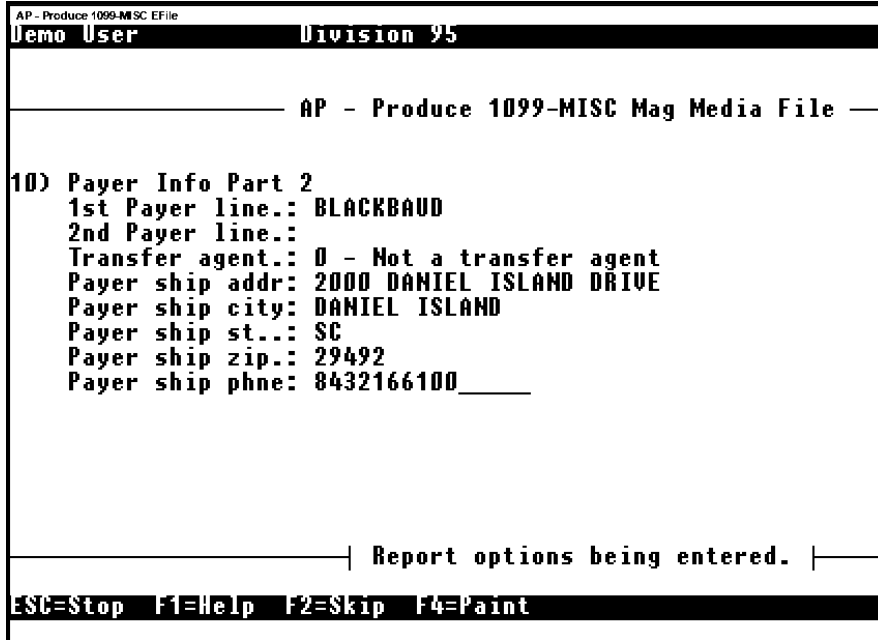


Figure 0.9--Produce 1099-MISC Electronic File, Page 5 of 6

11. Complete the fields according to **Table 0-6**.

Table 0-6--Produce Electronic File Fields and Definitions (for 1099-MISC and 1099-INT)—Page 5 of 6

Field	Definition
1st Payer Line	Enter the name of the payer (up to 40 alphanumeric characters). <ul style="list-style-type: none"> • Do not enter a transfer agent's name in this field. • If you are using a transfer agent, you will enter the agent's name in the Second Payer Name Line field.

Field	Definition
2nd Payer Line	Enter the name of the transfer (or paying) agent (up to 40 alphanumeric characters), if you are using an agent. <ul style="list-style-type: none"> If you are not using a transfer agent, you can use this field as a continuation of the 1st Payer Line field or leave it blank.
Transfer agent	Indicate if the information entered in the 2nd Payer Line field is the name of a transfer (or paying) agent: <ul style="list-style-type: none"> If this information does not represent an agent (i.e., you are not using an agent)—Type 0. If this information represents an agent—Type 1.
Payer Ship addr	Enter the payer's street address for shipping purposes (up to 40 alphanumeric characters).
Payer ship city	Enter the payer's city for shipping purposes (up to 40 alphanumeric characters).
Payer ship st	Enter the payer's state code for shipping purposes (2 alpha characters).
Payer ship zip	Enter the payer's postal code for shipping purposes (up to 9 alphanumeric characters).
Payer ship phne	Enter the payer's phone number, including any extension (up to 15 numeric characters).

12. Press ENTER or PAGE DOWN to move to the filter options (**Figure 0.10**).

Demo User		Division 95		12/31/1998	
Field selection A)dd, C)hange, R)emove, D)isplay, S)croll or E)nd <A>					
AP - Produce 1099-MISC Electronic File					
Field.....: 7					
1) Vendor		4) S/T/P		7) Paid YTD misc	
2) Last changed		5) Postal Code			
3) Sort Key		6) Tax Id Number			

Fld	Description	First value	Last value	Sort	I/E
a	7 Paid YTD	600.00	999,999,999,999,999.99	N	I

Field selection being added.					
ESC=Stop F1=Help F2=Skip F4=Paint					

Figure 0.10--Produce 1099-MISC Electronic File, Fields

13. Complete your entries using the same settings that you entered when you produced the vendor's copy of the 1099 forms (i.e., the Produce 1099-MISC Forms or Produce 1099-INT Forms task), because the IRS expects the same information you reported to the vendors.
14. When your entries are complete, press ESC to save your entries and display the filter option menu.
15. Type *E* to exit the filter task. The system asks you to confirm your settings.
16. Type *0* to confirm your entries and close the task. The system asks if you want to file the verification report.
17. Type *Y* to save the extract information to a report file. Type *N* to send the extract information directly to your printer (no report file is saved). The system asks if you have another report to produce.
18. Type *N* to exit the task.
19. From Print Manager, produce the verification report (TNMVER.L## for 1099-MISC forms or TNIVER.L## for 1099-INT forms) (**Figure 0.11**).

```

Run date: 12/15/2005 @ 10:06          Division 95          Page 4
Bus date: 12/31/2005          Mag Media Proof Report - 1099 Misc  TNMMM.L95
Record type.....: B
Payment year.....: 2004
Corrected return...:
Name control.....: QUAL
Tax ID type.....:
Taxpayer ID number.:
Payee acct number...:          400
Rents.....: 000000000000
Royalties.....: 000000000000
Prizes/Other income: 000000000000
Fed tax withheld....: 000000000000
Fishing prcnds.....: 000000000000
Medical payments...: 000000000000
Nonemp payments....: 000000093100
Sub payments.....: 000000000000
Crop ins prcnds....: 000000000000
Golden para.....: 000000000000
Attorney proceeds..: 000000000000
Foreign Country....:
1st payee name line: Quality Office Supplies
2nd payee name line:
Payee address.....: P.O. Box 889-1456
Payee city.....: Flushing
Payee state.....: NY
Payee zip code.....: 10004
2nd TIN notice.....:
Direct sales.....:
Special data.....:
SIT withheld.....: 000000000000
State code.....:
Record sequence #..: 00000005

```

Figure 0.11--Example 1099-MISC Electronic File Verification Report

20. Compare your paper forms of the report to the verification report. This report contains the same information as the actual file that will be submitted to the IRS, but in a more readable form.
- Amounts do not have decimal points between dollars and cents.
 - There will be some fields on the electronic file that do not exist on paper forms. Check the fields that apply to your organization.
 - Refer to the IRS publication “Publication 1220—Specification for Filing Forms 1098, 1099 series, 5498 and W-2G Magnetically or Electronically” to obtain authoritative information on these other fields.
21. If you find errors on the verification report, take the following actions:
- Delete the verification report (e.g., TNMVER).
 - Delete the electronic file from the Data folder. (The name of the electronic file includes a number from the computer that produced it. For example, the 1099-MISC file might be TNM1234.)
 - Correct the mistakes.

- Determine if you need to reproduce your paper forms. If so, delete the 1099 forms file (e.g., TNM1099) and reproduce your forms.
 - Reproduce the electronic file error list and electronic file.
22. When you have confirmed that your 1099 information is correct, transmit the electronic file to the IRS via the Internet. (For more information on electronic filing, see **Submitting Your Electronic File**.)

FundWare recommends you wait to submit the eFile until closer to the submission deadline to allow for any possible corrections reported after your vendors have received their 1099s.

- The electronic file name includes a number from the computer that produced it. For example:
 - The 1099-MISC electronic file might be TNM1234.
 - The 1099-INT electronic file might be TNI1234.
- The electronic files are stored in your **FundWare > Data** folder. After the eFile has been produced, you can import the file into the Aatrix preparer for form printing and eFiling.

Submitting Your Electronic File

While we strongly recommend using the complete eFiling option through Aatrix as a best practice, you can still submit your electronic file to the IRS directly, via the Internet, according to instructions on page 4 of IRS Publication 3609. Please note the following information when preparing to submit your file:

- Before connecting, have your TCC and EIN available.
- Ensure that your browser supports SSL 128-bit encryption.
- Ensure that your browser is configured to receive “cookies,” which are used to preserve your User ID status.

You can submit your electronic file from the <http://fire.irs.gov> website.

Reports

The **Reports** entry on the 1099 menu offers you access to 11 reports:

- 1099 Vendors - One Line (TNV1LST)
- 1099 Vendors - Complete Record (TNVLIST)
- 1099 Vendor Mailing Labels (TNVLBL)
- 1099 Invoice Detail (TNORD)
- 1099 Invoice History (TNHIST)
- 1099 Invoice Distribution by Acct (TNDSTA)
- 1099 Invoice Distribution (TNDIST)
- 1099 Invoice Summary (TNSUM)
- References List (TNNREF)
- Stages List (TNNSTAGE)
- City Abbreviations List (NWCITY)

Inquiry

The 1099 Inquiry tasks allow you to display a specific record or scroll a list of records. Through the Inquiry tasks you can quickly review:

- The status of paid invoices
- Vendor definitions and 1099 totals
- 1099 setup, stages and references

Displaying 1099 Vendors

You can view specific or general information for your 1099 vendors using the 1099 Vendors task if you have extracted invoice detail. (If you have only extracted summary information, this option is not available.) For example:

- Determine the amounts for the 1099-MISC (field 5).
- Determine the amounts for the 1099-INT (field 9).
- Find a vendor's address.

Use the following instructions to view your 1099 vendors.

- Click **1099 Forms > Inquiry > 1099 Vendors** on the module navigator (if the module is not expanded, click **Accounts Payable** first) or select **Accounts Payable > 1099 Forms > Inquiry > 1099 Vendors** from the menu bar.
- Note: If you are using a version of FundWare earlier than 7.30, select **Accounts Payable > 1099 Forms > Inquiry > 1099 Vendors**
- Type **D** to display a single 1099 vendor record or **S** to scroll the extracted 1099 vendors by reference.
- Enter the vendor number to display or enter a data item by which FundWare will scroll vendor records and press ENTER. The information displays (Figure 0.1).

Demo User		<95>Division 95		12/31/2005	
AP - Display 1099 Vendors					
Vendor.....:	800			Changed.:	10/04/2005
				User....:	00101
5) 1099-Misc Amts contd					
Medical00
Non Employee ..:	7,800.00				
Substitute Pymt:					.00
Crop Ins00
Golden Para. ...:					.00
Atty Proceeds...:					.00
State Tax W/H...:					.00

Demo User		<95>Division 95		12/31/2005	
AP - Display 1099 Vendors					
For more, press <EN>					
ESC=Stop F1=Help					
Scroll value	Vendor	Name	Phone		
Denver	200	Ms. Fredericka Loomis	<303> 222-6868		
Denver	600	Mountain Bell Phone Service	<303> 226-6111		
Denver	900	The University of Colorado Press	<303> 556-1000		
Denver	1000	Colorado Express T-Shirt Company	<303> 297-4400		
Flushing	400	Quality Office Supplies	<212> 554-6690		
Los Angeles	700	Way Out Computer Supplies	<800> 562-8545		
Milner	500	Mountain Cleaning Service	<303> 879-2200		
Steamboat Springs	100	ABC Hardware, Inc.	<303> 879-1234		
Steamboat Springs	800	Mountain Rental Management	<303> 879-3200		
Vendor being scrolled.					
Vendor has been scrolled. Press <ENTER>					
ESC=Stop F1=Help F2=Skip F4=Paint F5=Dupe F6=Recall					

Figure 0.1--Display and Scroll 1099 Vendors

- Press ESC to display the option menu.
- Type *E* to exit the task.

Displaying 1099 Invoices

You can view specific or general information for your 1099 obligations using the 1099 Invoices task. For example:

- Review an invoice's history.
- Find an invoice's balance.
- Review the accounting distribution for an invoice.
- Check the Reference values for an invoice.

Use the following instructions to view your 1099 invoices.

1. Click 1099 Forms > Inquiry > 1099 Invoices on the module navigator (if the module is not expanded, click Accounts Payable first) or select Accounts Payable > 1099 Forms > Inquiry > 1099 Invoices from the menu bar.
2. If you are using a version of *FundWare* earlier than 7.30, select Accounts Payable > 1099 Forms > Inquiry > 1099 Invoices.
3. Type D to display a single 1099 invoice or S to scroll the extracted invoices by reference.
4. Enter the invoice number to display (Figure 0.2) or enter a data item by which *FundWare* will scroll invoices and press enter. The information displays.


```

Demo User                <95>Division 95                12/31/2005
-----
AP - Display 1099 Invoices
Display option.....:          D - Display detail.
Obligation.....:          1010                Changed: 01/30/2005
Display zero....:          N - Do not display zero stages.    User...: 00999
Display dates...:          N - Do not display dist dates.
VENDOR.....:          400
NAME.....:          Quality Office Supplies
STREET 1.....:          P.O. Box 889-1456
STREET 2.....:          1995 W. Jamaica Avenue
CITY/SIP/POST...:          Flushing          /NY          /10004
COUNTRY.....:
DESCRIPTION 1...:          Office Supplies
Invoice date....:          00/00/0000
-----
| Display option being entered. |----- 1 of 1
For more, Press <ENTER>
ESC=Stop F1=Help F2=Skip F4=Paint

```

Figure 0.2--Display 1099 Invoices

5. Press ESC to display the option menu.
6. Type *E* to exit the task.

Displaying Payer and Boxes (1099-MISC and 1099-INT)

Inquiry allows you to view your payer and box settings for the 1099-MISC and 1099-INT forms.

1. Click 1099 Forms > Inquiry > 1099-MISC Payer and Boxes or 1099-INT Payer and Boxes on the module navigator (if the module is not expanded, click Accounts Payable first) or select Accounts Payable > 1099 Forms > Inquiry > 1099-MISC Payer and Boxes or 1099-INT Payer and Boxes from the menu bar.
2. If you are using a version of *FundWare* earlier than 7.30, select Accounts Payable > 1099 Forms > Inquiry > 1099-MISC Payer and Boxes or 1099-INT Payer and Boxes.
3. Type D to display the payer and box information for the selected form. The first page of the record displays (Figure 0.3).

Demo User	<95>Division 95	12/31/2005
Display 1099-MISC Payer and Boxes		
Parameter.....	TNP1	Changed.: 11/14/05
STATUS.....	Initialized	
1> Name.....	Ten-Ninety-Nine MISC Payer Co.	
Street 1.....	1099 Main Street	
Street 2.....	P.O. Box 1099	
City/STP/Post..	Cashtown	/NY /987614321
Phone.....	<123> 456-7890	
2> IRS Id #.....	887654321	
3> State Id #.....	1234567891234	
4> Default box.....	7 - Non-employee compensation	
For more, press <E> ESC=Stop F1=Help		
Demo User	<95>Division 95	12/31/2005
Display 1099-INT Payer and Boxes		
Parameter.....	TNP2	Changed.: 11/14/05
Status.....	Initialized	
1> Name.....	Ten-Ninety-Nine Int	
Street 1.....	1099 Main Street	
Street 2.....		
City/Stp/Post..	Cashtown	/NY /987654321
Phone.....	<123> 456-7890	
2> Payer's RTN #...	887654321	
3> Payer's ID #...	123456789	
4> Default box.....	1 - Interest income	
Parameter being displayed. 1 of 4		
For more, press <ENTER> ESC=Stop F1=Help F2=Skip F4=Print		

Figure 0.3--Example 1099-MISC and 1099-INT Payer and Boxes

4. Press esc to display the option menu.
5. Type E to exit the task.

Displaying Stages

Inquiry allows you to information for the stages from which 1099 information is drawn (e.g., Paid, Reconciled).

1. Click 1099 Forms > Inquiry > Stages on the module navigator (if the module is not expanded, click Accounts Payable first) or select Accounts Payable > 1099 Forms > Inquiry > Stages from the menu bar.
2. If you are using a version of *FundWare* earlier than 7.30, select Accounts Payable > 1099 Forms > Inquiry > Stages.
3. Type D to display a single stage or S to scroll the 1099 stages.
4. Enter the stage number to display or begin the scroll and press enter. The information displays as in Figure 9.4.

Demo User		<95>Division 95		12/31/2005																						
Display Stages																										
Stage.....: 60		Changed.: 11/14/05																								
		User....: 00101																								
1) Description....: Paid																										
2) Short desc....: Paid																										
3) History desc...: Check number																										
4) Date desc.....: Date paid																										
5) Batch totals...: Y - Batch totals are used.																										
6) Allow options																										
Allow enter....: Y - Function is allowed.																										
Allow modify...: Y - Function is allowed.																										
Allow cancel...: Y - Function is allowed.																										
Allow transfer.: Y - Function is allowed.																										
Allow split....: Y - Function is allowed.																										
For more, press <F1>		AP - Display Stages																								
ESC=Stop F1=Help		Stage.....: 0																								
		<table border="1"> <thead> <tr> <th>Stage</th> <th>Description</th> <th>Enter</th> <th>Cancel</th> <th>Modify</th> <th>X-fer</th> <th>Split</th> </tr> </thead> <tbody> <tr> <td>60</td> <td>Paid</td> <td>Y</td> <td>Y</td> <td>Y</td> <td>Y</td> <td>Y</td> </tr> <tr> <td>70</td> <td>Reconciled</td> <td>Y</td> <td>Y</td> <td>Y</td> <td>Y</td> <td>Y</td> </tr> </tbody> </table>				Stage	Description	Enter	Cancel	Modify	X-fer	Split	60	Paid	Y	Y	Y	Y	Y	70	Reconciled	Y	Y	Y	Y	Y
Stage	Description	Enter	Cancel	Modify	X-fer	Split																				
60	Paid	Y	Y	Y	Y	Y																				
70	Reconciled	Y	Y	Y	Y	Y																				
		Stage being scrolled.																								
		Stage has been scrolled. Press <ENTER>																								
ESC=Stop		F1=Help		F2=Skip F4=Paint																						

Figure 0.4--Display and Scroll Stages

5. Press esc to display the option menu.
6. Type E to exit the task.

Displaying References

Inquiry allows you to view your payer and box settings for the 1099-MISC and 1099-INT forms.

1. While you can view obligation references from the Inquiry menu (Inquiry > References on the module navigator or menu bar), you can view more detailed information from the Maintenance > Obligation References task.
2. If you are using a version of *FundWare* earlier than 7.30, select Accounts Payable > 1099 Forms > Inquiry > References.
3. Type D to display reference information (**Error! Reference source not found.**). The system asks you to identify, by letter code, which reference you want to view.
4. Enter the obligation reference code and press enter. The reference displays (Figure 0.5).

Demo User	<95>Division 95	12/31/2005
AP - Display References		
Reference.....:	B	
1) Short desc.....:	Vendor number	
2) User options		
Entry.....:	S - System maintained. No entry.	
Validate.....:	N - Do not validate.	
Reference being displayed.		1 of 1
Reference has been displayed.		
ESC=Stop F1=Help F2=Skip F4=Print		

Figure 0.5--Display References

5. Press esc to display the option menu.
6. Type E to exit the task.

Displaying the 1099 Basic and Extended Setup Parameters

The Inquiry feature also allows you to view your Basic and Extended Setup parameters.

1. Click 1099 Forms > Inquiry > 1099 Basic Setup Parameter or 1099 Extended Setup Parameter on the module navigator (if the module is not expanded, click Accounts Payable first) or select Accounts Payable > 1099 Basic Setup Parameter or 1099 Extended Setup Parameter from the menu bar.
2. If you are using a version of **FundWare** earlier than 7.30, select Accounts Payable > 1099 Forms > Inquiry > 1099 Basic Setup Parameter or 1099 Extended Setup Parameter.
3. Type D to display the parameter record. The first page of the record displays (Figure 0.6).

Demo User		<95>Division 95		12/31/2005																																																																																																													
Display 1099 Basic Setup Parameter																																																																																																																	
Parameter.....: TNNS				Changed.: 11/14/05 User.....: 00101																																																																																																													
1) Vendor entry fields																																																																																																																	
Auto vendor #...	Y	- Search for next vendor number.																																																																																																															
Sortkey.....	Y	- Used.																																																																																																															
Name.....	Y	- Used.																																																																																																															
Address.....	Y	- Used.																																																																																																															
Alt address....	Y	- Used.																																																																																																															
Phone.....	Y	- Used.																																																																																																															
Notes.....	Y	- Used.																																																																																																															
Terms.....	Y	- Used.																																																																																																															
Miscellaneous..	N	- Not used.																																																																																																															
<table border="1"> <tr> <td colspan="2">Demo User</td> <td colspan="2"><95>Division 95</td> <td colspan="2">12/31/2005</td> </tr> <tr> <td colspan="6" style="text-align: center;">Display 1099 Extended Setup Param.</td> </tr> <tr> <td colspan="4">Parameter.....: TNNS</td> <td colspan="2">Changed.: 11/14/05 User.....: 00101</td> </tr> <tr> <td colspan="6">1) Ledger post stages</td> </tr> <tr> <td>Encumber stage..</td> <td>60</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Expense stage..</td> <td>60</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Paid stage.....</td> <td>60</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="6">2) Trace report opts</td> </tr> <tr> <td>Description....</td> <td>1</td> <td>- Vendor name.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Reference 1....</td> <td>A</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Reference 2....</td> <td>I</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Reference 3....</td> <td>4</td> <td>- External check number</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="6">3) Forms options</td> </tr> <tr> <td>Print POs on...</td> <td>B</td> <td>- Blank stock.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Special forms..</td> <td>NUN</td> <td>- No special form.</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="4"></td> <td colspan="2">Parameter being displayed. 1 of 2</td> </tr> <tr> <td colspan="6">For more, press <ENTER></td> </tr> <tr> <td colspan="6">ESC=Stop F1=Help F2=Skip F4=Paint</td> </tr> </table>						Demo User		<95>Division 95		12/31/2005		Display 1099 Extended Setup Param.						Parameter.....: TNNS				Changed.: 11/14/05 User.....: 00101		1) Ledger post stages						Encumber stage..	60					Expense stage..	60					Paid stage.....	60					2) Trace report opts						Description....	1	- Vendor name.				Reference 1....	A					Reference 2....	I					Reference 3....	4	- External check number				3) Forms options						Print POs on...	B	- Blank stock.				Special forms..	NUN	- No special form.								Parameter being displayed. 1 of 2		For more, press <ENTER>						ESC=Stop F1=Help F2=Skip F4=Paint					
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Figure 0.6--Basic and Extended Setup Parameters

4. Press esc to display the option menu.
5. Type E to exit the task.

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 - Name control
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- Royalties**
 - Box 2
 - 1099-MISC form, 17
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 - 1099-MISC form, 17
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 - Box 6
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- Prizes/other income; Other income**
 - Box 3
 - 1099-MISC form, 39
- Federal tax withheld**
 - Box 4
 - 1099-MISC form
 - Federal withheld, 39
- Fishing boat proceeds**
 - Box 5
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- Nonemployee payments**
 - Box 7
 - 1099-MISC form, 39
- Substitute payments**
 - Box 8
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 - Box 13
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