

# 2012 Aatrix® 1099 Filing Instructions

KB 499303

## **BEFORE YOU START: IMPORTANT INFORMATION!**

- **NON-FEDERAL 1099 copies can now be printed on plain paper and plain 4-part perforated paper.**
  - You no longer need to purchase pre-printed forms for non-federal 1099's!
- **FEDERAL 1099's requires a pre-printed form.**
  - For information on how to purchase this or other forms see KB 296550 or Section 7 of this document. Please make sure you purchase your paper well in advance of any deadline!
- **2011 1099's can no longer be produced after performing the December 20<sup>th</sup> Aatrix® update!**
  - If you need to reprint 2011 or earlier 1099's see Section 8 of this document.
- **It is a good idea to print your 1099's to a file**
  - In addition to printing hard copies it is a good idea to print your 1099's to a file to keep as a record. This will make reprinting in the future much easier.
- **It is not possible to pre-filter your 1099 list to exclude Vendors paid less than \$600.00.**
  - You can filter through sorting. See Section 2: Sorting and Other Grid Functions for details.

# 1099 Quick Start Guide

This document is a quick walkthrough of the 2012 1099-Misc process. If you have any questions on any of the steps please refer to the Complete Guide.

## Step 1) Select Forms

- A) Go to Activities > Produce Vendor 1099's.
- B) Select Form Type: New
- C) Select Form : 2012 1099-MISC
- D) Select Year: 2012
- E) NOTE: If the Form Updates button at right is black and available to click you MUST do so in order to install the most current tax form updates!

Select Form

Form Type: **New**

Form: **2012 1099-MISC**

Year: **2012**

Form Description: [Annual] Use this to process 1099-MISCs. After completing the process you can make corrections, reprint, or process additional copies.

**Form Updates**

## Step 2) Enter or Confirm Organization Information

A) Confirm your EIN number. If it is incorrect you must go to the Administration Module > Organization Information and correct it.

B) Verify or correct payer information.

1099 Setup Wizard

Get Started Printing or eFiling Your 1099s

Please verify this payer's Taxpayer Identification Number (TIN). This number is used on ALL 1099 forms and MUST be correct. If this number is NOT correct, you MUST return to your accounting software to make the correction.

Payer TIN

7 4 - 4 5 6 8 4 8 4

EIN  SSN

1099 Setup Wizard

**Payer Information**

Payer TIN: 74-4568484 Company name: Social Service Agency

First name: Middle name: Last name:

Other name: Transfer agent:

Address line 1: 313 East Anderson Lane

Address line 2:

City: Austin State: TX ZIP code: 78753

Contact name: Title:

Phone: (512) 454-0004 Email:

Fax:

< Back Next > Cancel

## Step 3) Check and/or add 'State & Local Tax Items'

A) If you own the Payroll Module you may see payroll items pulled into this screen. This is because 1099's and W2's share program resources (tables). Be assured that only 1099 information will be inserted into the 1099 forms.

1099 Setup Wizard

**State & Local Tax Items**

State Tax Items

State	Tax Name	Tax Account Number
ME	State Withholding	
NH	State Unemployment	56-9494-5
NH	State Withholding	66-744568-555
TX	State Unemployment	57-445684-8

Local Tax Items

State	Tax Name	Tax Type	Tax Account Number
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< Back Next > Cancel

## Step 4) Select 'Single 1099 Data File for EIN'

- A) For multiple databases filing under one EIN see KB 279128.
- B) For multiple EIN filing from ONE database see KB 128225.

1099 Setup Wizard

**Multiple 1099 Data Files**

Do you use multiple 1099 data files for the **same federal EIN**?

You may be using multiple 1099 data files in your accounting software to handle:

- multiple companies
- multiple departments
- multiple divisions
- multiple sites

all under the same federal EIN.

Yes, I use multiple 1099 data files for this EIN.

No, I use a single 1099 data file for this EIN.

## Step 5) Data Verification

A) Verify that all of your vendor information is correct. The values should match the totals of your cash journal and vendor adjustment reports.

B) Click Next Step to go through the verification wizard. If errors occur at this stage do not ignore them (see C below). Issues not addressed here will not go away!

**Step 1: Verify Recipients Taxpayer Identification Number (TIN)**

Recipient TIN	TIN Flag	Recipient C.	Optional Na.	Recipient A.	Box 7	Box 8	Box 9	Box 10
Taxpayer ID...	Check if FEIN	Company N...	Full Name	Address Li...	Nonemploy...	Substitute P...	Payer Made...	Cre
1 65-4646464	<input checked="" type="checkbox"/>	Williams & Erri	Mr Windell	7100 Highwa	250226.71			
2 445-44-4555	<input type="checkbox"/>	The Bookstor	bobby Smyth	123 Elm Stree	11000000.00			
3 56-4564645	<input checked="" type="checkbox"/>	The Website	Bobby Smyth	123 Elm	555.00			
4 123-45-6789	<input type="checkbox"/>	LondonTown	Richard Wind	45 Salsbury L	50000.00			
5 399-64-5545	<input type="checkbox"/>	Mulberry & Th	Mulberry & Th	2121 West Gr	216153.22			
6 56-6655656	<input checked="" type="checkbox"/>	Transportatio	John Madisso	1200 South C	11800.02			
7 74-9548446	<input checked="" type="checkbox"/>	Windell Prope	Robert Windel	3747 Town	6825.00			
<b>Totals</b>					<b>11535559.95</b>	<b>0.00</b>		

C) All error messages will include a description of the error. The fields that contain the errors will be highlighted in red in the data grid. All errors must be corrected before continuing. Errors can be corrected either by exiting the Aatrix® 1099 process and entering the correct information in MIP, or by typing the correct information directly into the (red) Aatrix® grid.

**Error / Warning Description:**

State cannot be blank and must be a valid two character state code [1 errors found]

Zipcode must be 5 or 10 characters in length and all characters must be numeric [3 errors found]

Recipient A.	Recipient A.	Recipient City	Recipient St.	Recipient ZI	Recipient
Address Li...	Address Li...	City	State	ZIP Code	Foreign
100 Highwa		Austin	TX	78346-5744	
23 Elm Stree		Austin	TX	78777	
23 Elm		Austin	TX	78757	
5 Salsbury L		London	LO	BU1223	
121 West Gr		Austin	TX	78705-1111	
200 South C		Austin	TX	787046455	
747 Town	PO Box 3747	Austin	TX	78705-5445	

## Step 6) Select Your Printing/Filing Options

### IMPORTANT!

A) Complete 1099 e-filing Service: This option provides complete e-filing as well as 1099 printing and mailing for \$1.89 per vendor (or \$1.74 per vendor before January 15, 2012)

B) Other Options:

- Federal 1099/1096 e-filing is free of charge.
- State e-filing will cost \$0.69 per vendor.
- Printed Recipient copies can be on *either* blank perforated 4 part forms or blank paper.
- Printed Federal copies must be on red pre-printed forms only!

NOTE: If you want copies for your records (Payer Copies) you must select 'Print Payer 1099 Copies' at bottom!

W2/1099 Preparer

**1099 MISC Printing and Filing Options**

Choose **Complete 1099, eFile Fed or eFile State** and pick your filing dates. Corrections before dates are FREE! [More info?](#)

**Complete 1099 eFiling Service** **BEST VALUE!**

	# Recipients	Price/Rec	Subtotal
<b>The eFile Center will:</b>			
- Print and Mail Recipient Copies	4	\$1.89	\$0.00
- eFile Federal 1099/1096		included	FREE
- eFile all applicable State 1099/Reconciliation Forms		included	FREE
<b>Total Cost</b>		<b>Minimum</b>	<b>\$ 0.00</b>

**Other Options**

<input checked="" type="checkbox"/> Print Recipient 1099 Copies			
<input type="checkbox"/> eFile Federal 1099/1096 Copies	4	\$0.00	\$0.00
<input type="checkbox"/> eFile State 1099/Reconciliation Forms	4	\$0.69	\$0.00
<input type="checkbox"/> Print Federal 1099/1096 Copies			
<input type="checkbox"/> Print State 1099/Reconciliation Forms			
<b>Total Cost</b>		<b>Minimum</b>	<b>\$ 0.00</b>

Print Payer 1099 Copies

< Back   Next >   Cancel

## Step 7) Choose divider sheet option.

Divider sheets provide important information about how to file your forms. Would you like to include a divider sheet to separate reports or forms?

Yes, include divider sheets when printing.

No, do not include divider sheets.

## Step 8) Review the summary of your filings and printings.

Based upon your selections the following actions will be taken:

Federal  
eFile Federal 1099-MISC  
eFile Federal 1096  
Recipient  
Print Recipient 1099-MISC  
Print 1099-MISC Instructions



## Step 9) Printing your 2010 Aatrix® 1099's

Initiating the printing step brings up the form viewer. From the form viewer you can:

- A) Review the individual vendors forms before printing.
- B) Print the forms in final format.

NOTE: The 'Next Step' button will take you to the next set of forms to be reviewed and printed.

**Report 3 of 4: Recipient 1099-MISC**

5 pages Click **Print Final**, then click **Next Step**. Print Draft Print Final Prev Step Next Step

<input type="checkbox"/> CORRECTED (if checked)		
1 Rents \$	2 Royalties \$	3 Other Income \$
4 Federal Income Tax \$	5 Fishing Boat Proceeds \$	6 Medical and Health Care Payments \$
PAYER'S name, street address, state, ZIP code, and telephone number		

**Report 1 of 4: Federal 1099-MISC**

3 pages Click **Print Copy** for your copy, then click **Next Step**. Print Draft Print Copy Prev Step Next Step

9595  VOID  CORRECTED

PAYER'S name, street address, city, state, ZIP code, and telephone no.	1 Rents \$	OMB No. 1545-0115	<b>2009</b> Miscellaneous Income
	2 Royalties \$	Form 1099-MISC	

Print all of your various forms

**Report 2 of 4: Federal 1096**

1 page Click **Print Copy** for your copy, then click **Next Step**. Print Draft Print Copy Prev Step Next Step

Do Not Staple 6969

Form <b>1096</b> Department of the Treasury Internal Revenue Service	<b>Annual Summary and Transmittal of U.S. Information Returns</b>	OMB No. 1545-0047 <b>2009</b>
FILER'S name		

## Step 10) E-Filing your 1099's (optional)

If you have selected an e-file option:

- A) Log in to the Aatrix® 'Secure e-File Login' and complete your e-filing.
- B) First time users must create a new e-file account. To set up an account go to:

<https://e-file.aatrix.com/>

Secure eFile Login 191234567-0732505-8494-806029

Username  [Forgot your login?](#)

Password

Remember Me

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**FINISHED!**

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# SECTION 1 - PRODUCING 1099'S

## THE MIP 1099 FORM SELECTION BOX

To begin the 1099 process go to Activities>Produce Vendor 1099's

This will bring up the 1099 form selection dialog box.

The screenshot shows a software dialog box for selecting a 1099 form. It has several sections:

- Select Form:** Contains three dropdown menus: "Form Type:" (set to "New"), "Form:" (set to "2012 1099-MISC"), and "Year:" (set to "2012").
- Form Description:** A text area containing the text: "[Annual] Use this to process 1099-MISCs. After completing the process you can make corrections, reprint, or process additional copies."
- Form Updates:** A button on the right side.
- Filters:** A table at the bottom with columns: "Available Filter", "Selected Filter", "Compares To", "Criteria 1", and "Criteria 2". The "Available Filter" column lists "Vendor ID", "Vendor Name", and "Vendor Class". A red callout bubble points to this section with the text "Filters normally are not used".

Red callout bubbles provide instructions:

- "1. Choose New" points to the "Form Type:" dropdown.
- "2. Choose your Form" points to the "Form:" dropdown.
- "3. Choose proper year" points to the "Year:" dropdown.
- "Choose Form Update if Available" points to the "Form Updates" button.

Step 1 - Select "New" for the form type if you are processing/printing/filing 1099's for the first time this year.

Step 2 - Select the type of form you wish to print. You should see all of the available 1099 types in the dropdown. You may not see 1099's for the current tax year (example you only see 2011 and it is 2012). If this is the case you have not updated to the latest forms – you **MUST** click the **<Form Updates>** button.

The **<Form Updates>** button will download the latest forms from Aatrix®. If after downloading the latest forms you still don't find this year's forms it may be because it is too early in the year and Aatrix® has not made the forms available yet. 2011 year end forms should be available after December 20<sup>th</sup>, 2012.

Step 3 - Type in the year that you wish to process/print/file. This box will govern which year's data the calculations process (as opposed to type of form used).

NOTE: Filters normally are not used.

**There is no option to filter on Vendors who have less than \$600 in Box 7 of the 1099's.** (Filtering on box amounts might exclude Vendors who are otherwise required to have 1099's).

The best way to handle smaller dollar Vendors is to sort and then delete them in the 1099 preparer grid. See [Section 2: Sorting and Other Grid Functions](#) for details.

When you have completed the form/year selection process click **<OK>**.

The system will begin calculating your 1099's. Depending on the size of your database this may take several seconds to several minutes. At the end of this process the Aatrix® 1099 Setup Wizard will pop up. If the Wizard does not appear it may be hidden behind other windows. Minimize all windows to view your desktop and check.

## **THE AATRIX® SETUP WIZARD**

The Setup Wizard collects information crucial to 1099 calculations.

The first screen will give you options for running through the process in test mode.



If you have not used Aatrix before going through the process in test mode is a good idea.


This can be helpful for detecting any problems or corrections that need to be made to the data. NOTE: Any changes you make here WILL NOT be saved or carry forward onto your 1099's.

If you choose to test drive Aatrix® it will go through the entire process. If you choose to eFile, it will even prompt you to log in, submit the file and give you a filing number. Any printouts that you make in test mode will have a "Do not file" watermark on them.

This is a good way to go through the entire Aatrix® process and make sure that everything is working properly.

### NEXT STEP – Confirm TIN

The initial screen asks you to confirm your FEIN number. If it is not correct you must exit the Aatrix® application and update your information in Admin>Organization Information.



The screenshot shows a window titled "1099 Setup Wizard" with a sub-header "1099 Setup Wizard". The main heading is "Get Started Printing or eFiling Your 1099s". Below this, a message states: "Please verify this payer's Taxpayer Identification Number (TIN). This number is used on ALL 1099 forms and MUST be correct. If this number is NOT correct, you MUST return to your accounting software to make the correction." The "Payer TIN" is displayed as "74 - 4568484". At the bottom, there are radio buttons for "EIN" (which is selected) and "SSN".

### NEXT STEP - Confirm payer information.



The screenshot shows a window titled "1099 Setup Wizard" with a sub-header "Payer Information". The form contains the following fields:

- Company name: Social Service Agency
- First name: [empty] Middle: [empty] Last name: [empty]
- Other name: [empty] Transfer agent: [empty]
- Address line 1: 313 East Anderson Lane
- Address line 2: Suite 415
- City: Austin State: TX ZIP code: 78752
- Contact name: [empty] Title: [empty]
- Phone: (512) 454-5004 Email: [empty]
- Fax: [empty]

At the bottom of the form are three buttons: "< Back", "Next >", and "Cancel".



## **STATE & LOCAL TAX ITEMS**

NEXT STEP - Add State and Local Tax Items to the 1099's.

The screenshot shows the '1099 Setup Wizard' window with the 'State & Local Tax Items' tab selected. It contains two tables for adding tax items.

State Tax Items		
State	Tax Name	Tax Account Number
ME	State Withholding	
NH	State Unemployment	56-0404-5
NH	State Withholding	66-744560-555
TX	State Unemployment	57-445604-8

Local Tax Items			
State	Tax Name	Tax Type	Tax Account Number

**NOTE:** Because Sage Fund Accounting and Payroll modules share the same database you may see PAYROLL items in the Tax Items box. This is normal. This data will NOT be pulled into 1099 processing.

Recipient Identification Numbers: this will allow you to truncate RIN's on recipient copies. SSN's, ITINs, and ATINs will only display the last 4 digits of all printed recipient copies, but will not apply to EINs.

The screenshot shows the '1099 Setup Wizard' window with the 'Recipient Identification Numbers' tab selected. It contains two questions with radio button options.

Would you like to truncate Recipient Identification Numbers (RINs) on recipient copies?  
SSNs, ITINs, and ATINs will only display the last 4 digits of all printed recipient copies. This will not apply to EINs.

- No truncation. Example: 123-45-6789
- Truncate with asterisks. Example: \*\*\*-\*\*-6789
- Truncate with Xs. Example: XXX-XXX-6789

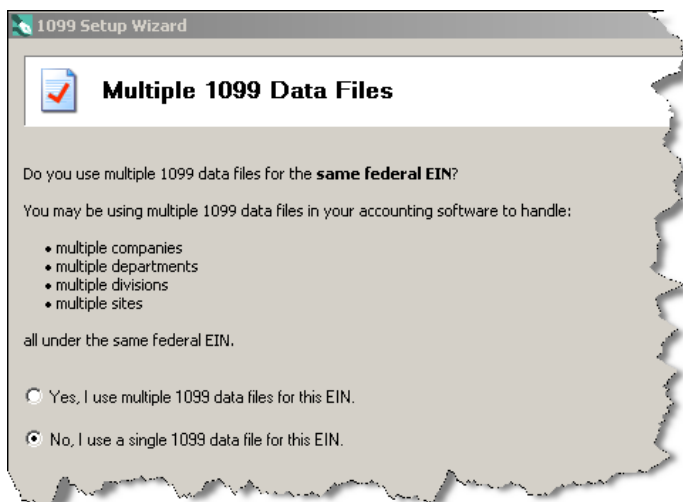
Would you like to print RINs on recipient copies that are reported as zeros?

- Yes, print zeros. Example: 000-00-0000 or 00-0000000
- No, leave them blank.

## MULTIPLE PAYROLL DATA FILES

NEXT STEP – You have the **option** of using Multiple Payroll Data files. This option will allow you to file multiple databases (organizations) under one EIN.

Most users will select **NO** to this option. (*For detailed Instructions on filing multiple databases under on EIN see KB 279128. For instructions on filing for Multiple EIN's from ONE database see KB 128225*).



NEXT STEP – Move on to the **Aatrix® 1099 Preparer Grid**.

## THE AATRIX® 1099 PREPARER GRID

The **Aatrix® 1099 Preparer Grid** is a simplified spreadsheet that allows you to view/check/correct and validate your 1099 Vendor information.

Familiarize yourself with Aatrix® 1099 Preparer Grid – *it is important!*

Social Service Agency - W2/1099 Preparer

File Edit View Help

**1** Step 2: Verify TIN=FEIN check boxes are checked for all recipients whose TIN is an FEIN

2 3

Prev Step Next Step

	TIN Flag	Recipient TIN	Optional Name	Recipient A.	Box 1	Box 2	Box 3	Box 4	Box 5	Box 6	Box 7
1	TIN = FEIN	TIN	Full Name	Address Li...	Rents	Royalties	Other Income	Federal Inc...	Fishing Boa...	Medical an...	Nonemploy...
1	<input checked="" type="checkbox"/>	74-9876543	161 North La								3000.00
2	<input checked="" type="checkbox"/>	65-4646464	7100 Highwa								18789.26
3	<input type="checkbox"/>	399-64-5545	2121 West Gi								22352.43
4	<input type="checkbox"/>		John Madisson	1200 South C							737.74
5	<input checked="" type="checkbox"/>	74-9548446	Robert Windell	3747 Town	5713.28						
Totals					5713.28	0.00	0.00	0.00	0.00	0.00	44879.43

4 5 6 7

The following is a KEY describing what the RED numbers above indicate:

- 1 – What step of the validation process you are on? This will tell you.
- 2 – You can go back a step if you've missed something.
- 3 – Go forward once you have verified all data in this Grid.
- 4 – Each row represents one Vendor.
- 5 – Vendor (non-financial) information section.
- 6 – The 1099 Box Information and the data the Aatrix® calculation has inserted into each box.
- 7 – Box Totals Section (at bottom) - The total of each column for all Vendors. The box totals are very useful for error checking.

*Note that the Grid is split so you view a larger range of 1099 boxes.*

### **USING THE AATRIX®1099 PREPARER GRID TO VERIFY 1099 DATA**

CHECK, VERIFY AND CORRECT all data in Grid for correctness, especially in relation to the validation step you are on.

Note that it is the users' responsibility to verify the accuracy of their forms.

During the validation process you will probably receive warnings/error messages.

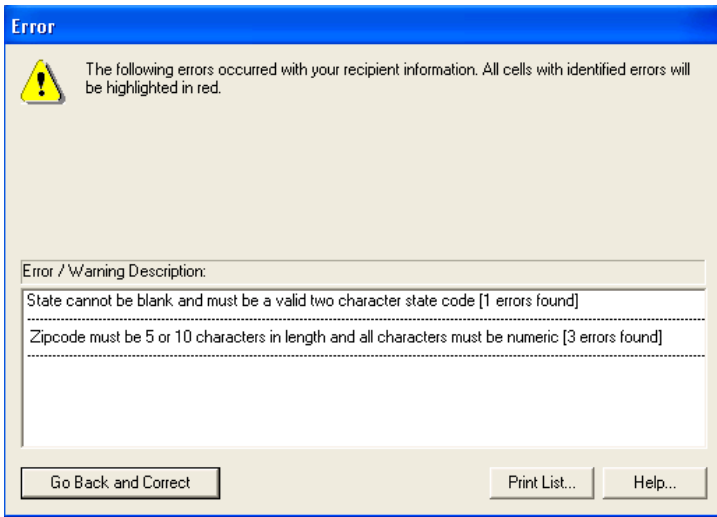
Warnings indicate that something may be incorrect, but the warning messages will not stop you from continuing on. Consider the warning messages carefully. It is possible (but rare) to receive a warning for some unusual circumstance that is both correct but not *typical* for most 1099 filers. If that is the case you may move on. Otherwise, see below...

If you receive an error message (in all cases aside from the above) you must correct the error before proceeding. Failure to do so will invalidate your 1099 data. The error message will explain what the error is. Again, read it carefully.

Generally the location of the error will be highlighted in **red**. Locate the error and make applicable corrections.

### **EXAMPLE**

Below, the sample user has clicked next, but there is still an error in the grid...



Our sample user notes the message text, clicks <Go Back and Correct>, and then locates the **red** highlighted field(s) that contain the error, below...

Recipient A...	Recipient City	Recipient St...	Recipient Zi...	Recipient F...
Address Li...	City	State	ZIP Code	Foreign Stat...
	Austin	TX	78346-5744	
	Austin	TX	78777	
	Austin	TX	78757	
	Austin		78705-1111	
	Austin	TX	787046455	
Box 3747	Austin	TX	78705-5445	

In this example the error message indicated that state information was missing for one vendor, and the missing state data in the Grid confirms that this is the case.

## THERE ARE 2 WAYS TO MAKE CORRECTIONS TO THE 1099 DATA

There are typically two ways to correct an error once it is identified:

- 1) Manually, in the Aatrix® 1099 Preparer Grid (as in the example above)
- 2) Exiting Aatrix® and making the correction in the Sage Fund Accounting application.

### 1) Correcting the error through Aatrix®

**IMPORTANT NOTE:** The disadvantage of this method is that changes made directly on the grid will not update Sage Fund Accounting itself. Thus, if for any reason you need to exit Aatrix® and create new 1099's any changes you made directly into Aatrix® will be lost.

Also consider – Are the corrections important enough that your permanent Sage Fund Accounting data should be updated? If you make changes in Aatrix® alone, Sage Fund Accounting will not reflect these changes.

If you choose to make changes directly into the Aatrix® you can simply correct the values directly on the Aatrix® Grid, replacing the old data with the correct values (see below).

Recipient Address Line	Recipient City	Recipient State	Recipient ZIP Code	Recipient Foreign
	Austin	TX	78346-5744	
	Austin	TX	78777	
	Austin	TX	78757	
	Austin	TX	78705-1111	
	Austin	TX	78722	
PO Box 3747	Austin	TX	78705-5445	

After you have made the necessary correction(s) you can click <next> and move onto the next validation step.

## **2) Correcting the Error through Sage Fund Accounting**

First, exit out of the Aatrix® 1099 process but do **NOT** save any changes. In Sage Fund Accounting go to Maintain>Vendors and make applicable corrections.

In the example above the sample user would add state information to the Vendor record in Sage Fund Accounting, then restart the Aatrix® filing process. The change made in Sage Fund Accounting would be present on the Grid.

## **GENERAL NOTES ON ERROR CORRECTION IN SAGE FUND ACCOUNTING**

- Where the error is the amount/value in one of the 1099 boxes you can make an adjustment to that box number and amount on the Vendor 1099 Information Tab. This will correct the amount on your 1099 form but it will not change any coding in your ledgers.



- If the problem is deeper (for example, miscoded transactions) you may wish to do JVs in accounting to correct both the 1099 amounts and your books. After you have made your corrections and adjustments you can re-start the 1099 process. The changes you have made should be reflected in the grid when you get back to that step.

---

**AFTER FINAL VERIFICATION STEP** - After you have completed all the validations and clicked <next> you will move to the '**1099 Wizard**' to pre-select printing and filing options (See Section 3, below).

## **SECTION 2 - SORTING AND OTHER GRID FUNCTIONS**

In the Aatrix® Grid, there are a number of options available in addition to basic verification and correction operations. Several examples include; adding rows/columns, deleting rows/columns, sorting, exporting, and manipulating data, etc.

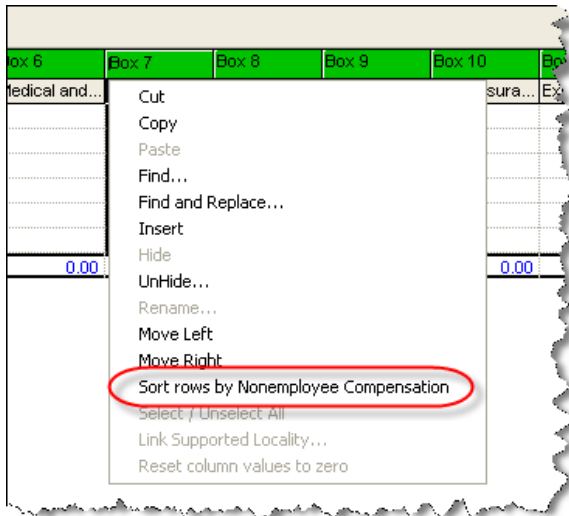
Since it is not possible to PRE-FILTER (out) 1099 Vendors with totals of less than \$600 use the sort function to sort 1099's for amount. Right click on box 7 (amount box) and select Sort rows by Nonemployee compensation – highlight and delete all the Vendors that make less than \$600.

### **SORTING**

There are two ways to sort in the Aatrix® grid.

- 1) Sort data in a column (vertically)
- 2) Sort the columns themselves (change column order)

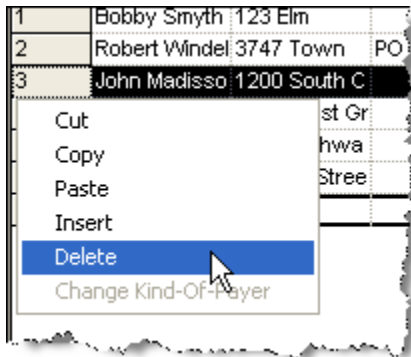
- 1) To sort data in a column right click on the column in question (for example Box 7, below) and choose the sort option. Note that you can also use the EDIT command on the top MENU BAR to sort.



- 2) Column order can be changed by right clicking on column heading and selecting 'move right' or 'move left' in drop down (see above).

## **DELETING RECORDS IN THE 1099 PREPARER GRID**

Deleting a row in the Aatrix® Grid is similar to the same operation in Excel. To delete a row, right click on the row number box header – first box at left of every row - and choose delete from the popup menu.



Note that you can also use the right click to cut/copy/paste and insert rows.

Select a range of rows by using Shift+Click on the row header, and multiple rows by using Control+Click on the row header.

### **Copy/Paste**

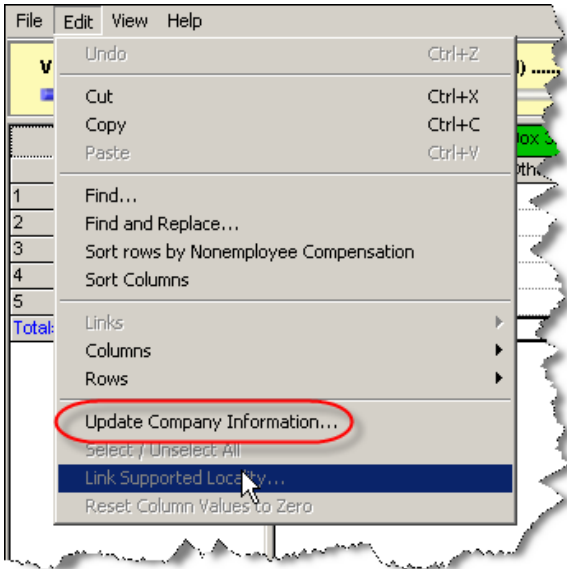
You can select an entire row or an entire column to copy or paste. Select the Row or Column header like you would in a spreadsheet and go to Edit>Copy or CTRL+C, then paste elsewhere in the spreadsheet. Due to limitations of the Aatrix® program it is not possible to copy or paste multiple rows or columns at the same time.

### **Find and Replace**

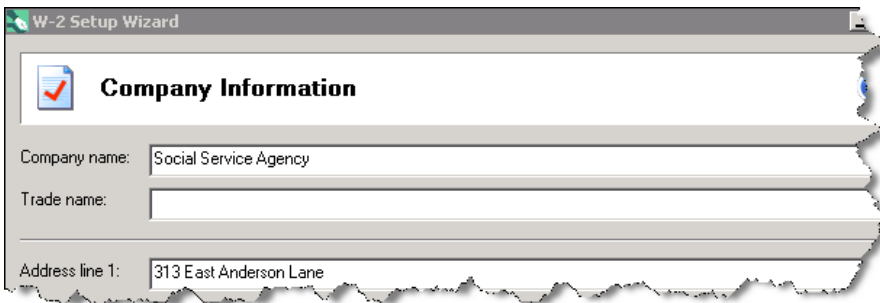
In the Edit menu you have the option to find or find and replace. This can be useful for large numbers of corrections.

### **Update Company Information**

If you made an error in your company information the first time through you can correct it through the edit Menu. Go to Edit>Update Company Information.



This will launch the company information wizard.



## SECTION 3 - 1099 PRINTING AND FILING OPTIONS

After you have completed all the validations and clicked <next> you will move to the '1099 Wizard' to pre-select printing and filing options.

	# Recipients	Price/Rec	Subtotal
<b>Complete 1099 eFiling Service BEST VALUE!</b>			
<i>The eFile Center will:</i>			
- Print and Mail Recipient Copies	5	\$1.89	\$9.45
- eFile Federal 1099/1096		included	FREE
- eFile all applicable State 1099/Reconciliation Forms		included	FREE
<b>Total Cost</b>		<b>Minimum</b>	<b>\$24.95</b>
<b>Other Options</b>			
<input type="checkbox"/> Print Recipient 1099 Copies			
<input type="checkbox"/> eFile Federal 1099/1096 Copies	5	\$0.00	\$ 0.00
<input type="checkbox"/> eFile State 1099/Reconciliation Forms	5	\$0.69	\$ 0.00
<input type="checkbox"/> Print Federal 1099/1096 Copies			
<input type="checkbox"/> Print State 1099/Reconciliation Forms			
<input checked="" type="checkbox"/> Print Payer 1099 Copies			
<b>Total Cost</b>		<b>Minimum</b>	<b>\$ 0.00</b>

### STEP 1 – SELECT YOUR FILING>PRINTING OPTIONS

Different options have different pricing.

Pricing is based on the number of vendor records to be processed. There is a minimum charge of (a total of) \$24.95.

If you choose an option that involves charges you will be prompted to log in to the Aatrix® website at the time of filing - later in the process. If you do not already have an account with Aatrix® you will have the opportunity to set one up and enter credit card information for payment – at that time. Before Aatrix® can file on your behalf there is also an authorization form you must print then fax or mail back to Aatrix®.

The Federal e-file option is FREE OF CHARGE! This is the ONLY E-FILE OPTION that is free.

**Remember that you can (and perhaps should) PRINT A PAYER COPY (your copy) at no additional cost, regardless of the file option you choose.**



## **COMPLETE 1099 E-FILING SERVICE**

The cost is \$1.89 per vendor with a \$24.95 minimum charge. If you select this option, Aatrix® will electronically file **State and Federal** 1099's as well as **print and mail** 1099's to your recipients. You also have the option to print any paper copies you desire in addition to this filing.

*NOTE: There is a promotional discount on the Complete eFiling Solution. If you use this option and file between Dec 20, 2012 and Jan 15, 2013 the cost will be \$1.74 per vendor with the \$24.95 minimum.*

## **E-FILE FEDERAL ONLY**

If you select this option Aatrix® will file your Federal 1099's at no charge. You still may have to complete payment information in the process but your credit card will not be charged. You also have the option to print any paper copies you desire in addition to this filing. You should make sure to purchase the appropriate forms (see section 7).

## **E-FILE STATE ONLY**

The cost is \$.69 per vendor with a \$24.95 minimum charge. If you select this option Aatrix® will file your State 1099's for you. You also have the option to print any paper copies you desire in addition to this filing. You should make sure to purchase the appropriate forms (see section 7).

NOTE: Regardless if what option you have selected you must get your eFile transmitted to Aatrix® two business days before the filing deadline. Failure to do so may result in an additional \$20 expedited filing fee and Aatrix® cannot guarantee timely filing.

## **PRINT ONLY – MANUALLY PROCESS WITH NO E-FILING**

Select this option if you do not wish to have any eFiling done and just wish to print your own. You will have the option of which forms to print. You should make sure to purchase the appropriate forms (see section 7) in advance

## **PRINTING AND FILING OPTIONS EXAMPLE:**

For the purposes of this example let's select e-File Federal with the option to print the payer and recipient copies. After selecting the option you click next.

W2/1099 Preparer

### 1099 MISC Printing and Filing Options

Choose **Complete 1099**, **eFile Fed** or **eFile State** and pick your filing dates. Corrections before dates are FREE! [More info?](#)

**Complete 1099 eFiling Service** **BEST VALUE!**

	# Recipients	Price/Rec	Subtotal
<i>The eFile Center will:</i>			
- Print and Mail Recipient Copies	5	\$1.89	\$0.00
- eFile Federal 1099/1096		included	FREE
- eFile all applicable State 1099/Reconciliation Forms		included	FREE
<b>Total Cost</b>		<b>Minimum</b>	<b>\$ 0.00</b>

**Other Options**

<input checked="" type="checkbox"/> Print Recipient 1099 Copies			
<input checked="" type="checkbox"/> eFile Federal 1099/1096 Copies	5	\$0.00	\$0.00
<input type="checkbox"/> eFile State 1099/Reconciliation Forms	5	\$0.69	\$0.00
<input type="checkbox"/> Print Federal 1099/1096 Copies			
<input type="checkbox"/> Print State 1099/Reconciliation Forms			
<b>Total Cost</b>		<b>Minimum</b>	<b>\$ 0.00</b>

Print Payer 1099 Copies

< Back   Next >   Cancel

[Note - You will be given the option to include divider sheets on your 1099 printout. Choose per your preference.]

REVIEW DATA - You will be given a summary of what is going to be filed and printed as well as an option to print the list.

W2/1099 Preparer

## Review Data

Based upon your selections, we need you to review data on the following forms:

Federal  
 eFile Federal 1099-MISC  
 eFile Federal 1096

Recipient  
 Print Recipient 1099-MISC  
 Print 1099-MISC Instructions

Payer  
 Print Payer 1099-MISC

**NEXT STEP – After clicking next on screen above you will move to the 1099 Form Viewer.**

## SECTION 4 – THE 1099 FORM VIEWER

Now you can View and print copies of your 1099's. This is done through the Form Viewer.

The following is a KEY describing what the RED numbers (ON THE ILLUSTRATION BELOW) indicates:

1. This tells you which form you are viewing and the order of the form (example Federal 1099 Copy, Report 1 of 4).
2. This tells you the page number you are currently viewing and how many pages there are for that copy of your 1099.
3. This is a screenshot of what will print or be filed for this 1099 copy. It is the user's responsibility to review and verify the accuracy of their forms before filing.
4. If you wish to print this form you would click the Print Copy button. It will bring up a normal print dialogue box for all printing options (print one page, range of pages, multiple copies etc).
5. After you have reviewed and printed this form, click next step to go onto the next copy of your 1099 form.

File Edit View Tools Help

Report 1 of 4: Federal 1099-MISC

1

3 pages

Click Print Copy for your copy, then click Next Step.

Print Draft Print Copy

Prev Step Next Step

7595  VOID  CORRECTED

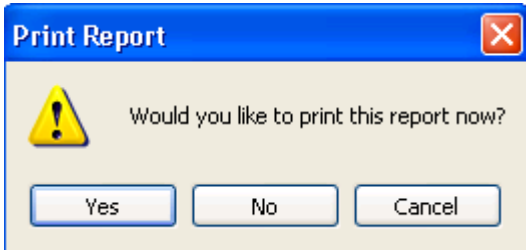
PAYER's name, street address, city, state, ZIP code, and telephone no. SOCIAL SERVICE AGENCY 313 EAST ANDERSON LANE AUSTIN TX 78753 (512) 454-5004	1 Rents \$	OMB No. 1545-0115 <b>2009</b> Form <b>1099-MISC</b>	Miscellaneous Income
PAYER's federal identification number 01-999992	2 Royalties \$	4 Federal income tax withheld \$	
RECIPIENT'S identification number 56-45	3 Other income \$	6 Medical and health care payments \$	Copy A For Internal Revenue Service Center
	5 Fishing boat proceeds		

1096

Generally, you can review the information only (see below for exceptions). If you need to make changes you should exit out of the Form View and make your corrections.

Use the controls to move between pages on the form. After finishing all the pages on each form click next to move onto the next form.

When you move between forms you will be asked if you want to print the form. If you do not choose to print at this time you will be able to do so later.



**IMPORTANT NOTE: If all copies in a filing have not been printed or filed the entire filing will not register as having been completed and saved. THIS MEANS THAT YOU WILL HAVE TO RE-CREATE THE FILING, AS OPPOSED TO CORRECT IT.**

If you have problems lining your forms up (only the Federal Copy uses pre-printed forms) there is an alignment utility in the Printer Dialogue box. You can use this to adjust the alignment of your output.



You may run into a situation where required information is missing from the form.

The required field will be outlined in red. You will also see fields that are highlighted in blue. These fields are editable and you can make changes to them.

Street address (including room or suite number) 313 EAST ANDERSON LANE SUITE 101 City, state, and ZIP code AUSTIN TX 78753		<b>For Official Use Only</b> 		
Name of person to contact JOHN SMITH				
E-mail address		Fax number		
1 Employer identification number 74-4568484	2 Social security number	3 Total number of forms	4 Federal income tax withheld \$	5 Total amount reported with this Form 1098 \$ 557299.4
Enter an "X" in only one box below to indicate the type of form being filed.			If this is your final return, enter an "X" here <input type="checkbox"/>	
1098-C	1098-E	1098-T	1099-DIV	1099-G
1099-H	1099-INT	1099-NEC	1099-OTC	1099-R

After you have checked the forms and made any corrections you can click the next step to move onto the next set of forms.

## Example: Report 3 of 4

File Edit View Tools Help

Report 3 of 4: Recipient 1099-MISC

1 6 pages Click Print Final, then click Next Step. Print Draft Print Final Prev Step Next Step

CORRECTED (if checked)

1 Rents \$	2 Royalties \$	3 Other Income \$
4 Federal Income Tax \$	5 Fishing Boat Proceeds \$	6 Medical and Health Care Payments \$

PAVER: Name, street address, suite, ZIP code, and telephone number  
SOCIAL SERVICE AGENCY  
313 EAST ANDERSON LANE  
AUSTIN TX 78753  
(512) 454-5004

## E-FILE

Continue to review, print and click next until all forms have been completed. After this is done a window will pop up that will request you to log onto the secure Aatrix® website.

Secure eFile Login 191957322-12844af4-eac8-556208

Username

Password

[Forgot your login?](#)

Login  Remember Me

Copyright © 2011 Aatrix Software. All rights reserved.



Use your Aatrix® username and password, not your MIP Fund Accounting username and password. If your organization's FIEN # has already been registered with Aatrix® and you do not know your user name or password then 1) find out from the person at your org who registered or 2) retrieve them by clicking the enrollment button and following the instructions...

If this is your first time using Aatrix® or your organization does not have an account then click the Forgot Your Login button. To complete your enrollment you will need to have your organization's information and a credit card number. You will also need to print then fax or mail an authorization form before anything can be filed through Aatrix®. (This includes free Federal filings).

For detailed instructions on how to Enroll and check the status of your eFile please see KB 297263.

If you have any questions about enrollment or your Aatrix® account please contact Aatrix® directly at [helpme@aatrix.com](mailto:helpme@aatrix.com) or 701-746-6814.

## **SECTION 6 –HOW TO CORRECT AND REPRINT YOUR 1099'S**

*For Detailed Instructions on Reprints and Corrections see [KB 316624 Aatrix Corrections User Guide](#).*

When you initially process and PRINT or FILE your 1099's, the system creates a record that you have done so. If you DO NOT PRINT OR FILE you will not have the option to CORRECT and REPRINT later. You will have to start from the beginning and "process" your 1099's.

### **THE 1099 FORM SELECTION BOX (IN Sage Fund Accounting)**

To begin the 1099 correction/reprint process go to Activities>Produce Vendor 1099's

This will bring up the 1099 form selection dialog box.

You will notice you may have the option to choose "History" in the dropdown Form Type dropdown. Ignore this option so that your most recent historical information will be pulled.

Prior to that you may be asked if you want to continue with your work in progress, you should say no.

To reprint or correct select NEW for Form Type.

Select Form

Form Type:

Form:

Year:

Form Description  
[Annual] Use this to process 1099-MISCs.

You may be asked to confirm your organization information. After that you will get the 1099 History File Options box, below.

## **1099 HISTORY FILE OPTIONS BOX**

1099 History File Options

You have already completed part of your 1099 filings. Please review what you have completed and select which action you would like to take next.

Each time you complete an action you will be returned to this screen.

Form	Last Completed Action
Recipient 1099	Printed on 12/02/11
Federal 1099	Printed on 12/02/11
State 1099	
Payer 1099	

Available Actions:

- 2 Reprint Completed 1099s**  
Reprint a copy of any 1099 filing that you have already completed.
- 3 eFile or Print Incomplete 1099s**  
eFile or print any required 1099 copies you did not process yet.
- 4 Correct Completed 1099s**  
Make corrections to 1099 copies that you have processed. Also, add/delete recipients in this process.
- 5 Start Over**  
Clear your past actions and start the 1099 process over again with new data.

**6** View Detailed List of Completed Actions

View Instructions on Repeating Later

< Back Next > Close Help

Below is a description of the options in the box.

### **1 – Last Completed Actions.**

This gives the current status of your filing. Note that if you have not PRINTED or FILED a section you CANNOT correct it.

### **2 – Reprint Completed 1099's**

Use this option to reprint any section of the 1099 that has been taken to completion (either through printing, filing or e-filing). This is the option you would use to replace a lost 1099 or give a vendor an additional copy.

### **3 - Process Non-Filed 1099 Copies**

Use this option if you have not fully completed your 1099 filing. For example you may have printed the vendor copies but not e-filed, or you may have filed the federal copies but not the state copies.

### **4 - Correct Completed 1099's**

You would use this option if you need to make a correction to a 1099 that has already been printed/distributed or filed. For example - you print and e-file your 1099's and then a vendor points out a mistake. You would NOT use this option to produce a 1099 that was missed or skipped (to do this you must Start Over, below)

### **5 – Start Over**

This option will delete your previous 1099's and start over again. You will lose any changes or modifications you have made to the 1099's in the Aatrix® grid and the data will be pulled from Sage Fund Accounting. You would use this option if you are e-filing and you left out, missed, or skipped anything in the initial filing.

### **6 – View All Completed Actions.**

This gives you a history of your past 1099 actions. It is a good guide to actions completed in the recent past and also in prior years.

The status column gives you the status of the various sections. The different status values are.

- Print&Mail – The record of a 1099 that made it to the printing process.
- eFile - The record of a set of 1099's that were eFiled. This doesn't mean that an eFiling was actually sent to the government. Only that it was selected as an option.
- Record – This is the record of the information in the 1099 Preparer Grid.

#	Date-Time	Action Type	Filing Type	Status	Recipients	Form
1	10/30/2009 14:31	Filing	Federal	Print&Mail	5	Federal 1099-MISC
			Recipient	Incomplete	5	Federal 1096 Recipient 1099-MISC 1099-MISC Instructions

## HISTORY FILE OPTIONS BOX AVAILABLE ACTIONS DETAILS

### OPTION 1 - REPRINT COMPLETED 1099'S

Form	Last Completed Action
Recipient 1099	Incomplete
Federal 1099	Printed on 12/06/10
State 1099	Incomplete
Payer 1099	Printed on 12/06/10

**Available Actions**

- Reprint Completed 1099s**  
Reprint a copy of any 1099 filing that you have already completed.
- eFile or Print Incomplete 1099s**  
eFile or print any required 1099 copies you did not process yet.

If you have **already printed** and need reprint your 1099's select this option.

The **Reprint Options Screen** will pop up. Select forms you wish to reprint.

### Reprint Options

Select which copies of previously completed 1099s that you want to reprint and, if you are reprinting Federal and/or State copies, select which type of copy you require.

Which copies of completed 1099s to reprint

Recipient Copies

Federal Copies       Original       With a Records Copy Watermark

State Copies       Original       With a Records Copy Watermark

Payer Copies

Note: To avoid duplicate processing, eFiled copies will print with a record copy watermark.

If you select Federal or State Copies the box at the bottom asking if you want to reprint Original or Record copies becomes active. Original Copies can be used to

file taxes with the government. Record Copies will have a “Record Copy: Do Note File” watermarked on them.

If you are reprinting the recipient copies you will have the option to filter for individuals or a range of Vendors on the Reprint Recipient Options.

## Reprint Recipient Options Screen

Reprint	TIN	Last Name	First Name	Company Name
<input type="checkbox"/>	65-4646464			Williams & Eric
<input type="checkbox"/>	445-44-4555			The Bookstore
<input type="checkbox"/>	56-4564645			The Website
<input type="checkbox"/>	399-64-5545			Mulberry & Tho
<input type="checkbox"/>	74-9548446			Whitell Propert

This screen gives you the option to reprint all or a select group of Vendors. If you choose selected Vendors you can filter and sort on employee information and select the Vendors you need to do the reprints for.

After Clicking “Next” you will go straight into the form viewer window. You can make your reprints directly from this window.

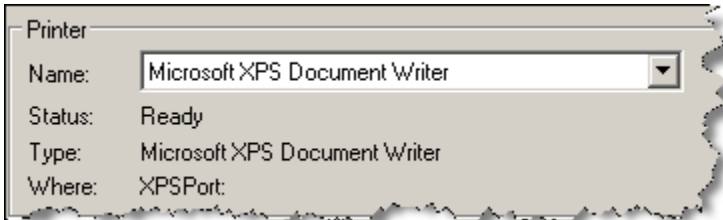
Reprints will not update your last action but will show up in your View All Completed Actions.

**After you have printed your recipient copies it is HIGHLY recommend that you print additional copies to a file and back them up in a safe place. Since Aatrix® can only handle one year at a time this print to file can be used if a**



**vendor needs a prior year copy. It can also be used to print additional copies without having to go through Aatrix®.**

Printing to a file is accomplished the same way as printing to paper, except that where you normally select a printer you will select a document writer or PDF driver instead.

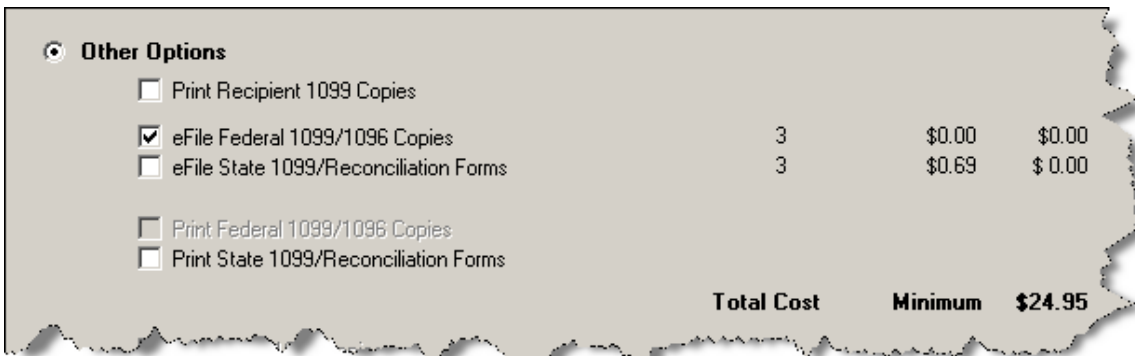


**OPTION 2 – E-FILE OR PRINT INCOMPLETE 1099’S**

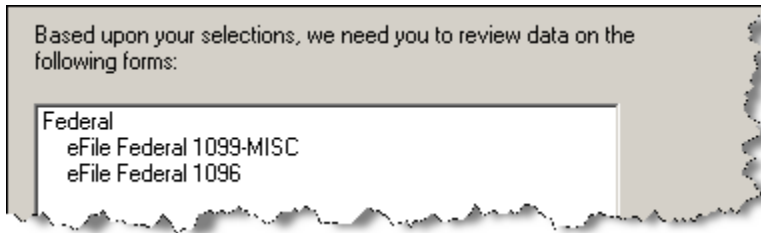
If you did not fully print or file all of your 1099’s initially you have the option to process what you missed. Choose the Process Non-filed 1099 Copies.



If you choose this option you will have the chance to do the filings that you skipped before. Notice that the Federal Copies are grayed out because they have already been printed.

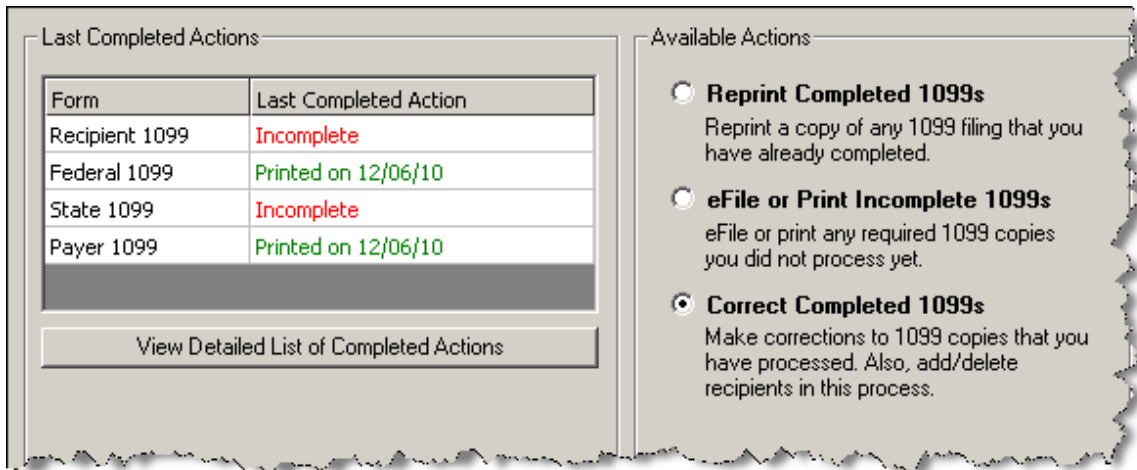


You will get a list of what will be done.



Go through the process and complete the filing. Upon finishing – either printing or e-filing the sections being processed – the COMPLETED ACTIONS will be updated.

### OPTION 3 – CORRECT COMPLETED 1099'S



If you have successfully printed and distributed or filed your 1099's and need to make corrections to them choose the Correct Completed 1099's.

If you choose this option it will take you straight to the 1099 Preparer Grid. You should go to the record that needs the correction and make the correction directly in the grid. When you do the field that is corrected will turn a different color and the row that was corrected will be highlighted.

	TIN Flag	Recipient C...	Optional Na...	Recipient Address	Recipient
	Check if FEIN	Company N...	Full Name	Address Line 1	Address
1	<input checked="" type="checkbox"/>	Williams & Erri	Mr Windell	7100 Highway 360 So	
2	<input type="checkbox"/>	The Bookstor	bobby Smyth	123 Elm St.	
3	<input checked="" type="checkbox"/>	The Website	Bobby Smyth	123 Elm	
4	<input type="checkbox"/>	Mulberry & Th	Mulberry & Th	2121 West Grand Par	
5	<input checked="" type="checkbox"/>	WindellPrope	Rob	3747 Town We	ul PO Bo

NOTE: If a vendor was issued a 1099 by mistake when you delete the record it doesn't really delete everything, it just zeros it out. If you reprint your corrected files the zero'd out vendors will still print zero amount 1099's. Since their inclusion is necessary to insure proper corrected eFiling there is no way around this.

After you have made all your corrections and verified all your data it will ask you if you have already distributed any copies.

NOTE! The difference between saying yes or no at this point will determine whether or not you print a new original copy of the 1099 or one that has the corrected check box marked. Answering YES will result in copies being marked as corrected, choosing NO will result in a duplicate of the original.

### Effect of eFiling

If you have eFiled your 1099's options and results may be different. When Aatrix® is launched it communicates with the eFile server to check the status of your filing. You may have submitted your filing to Aatrix® but Aatrix® normally holds the filing until the week before the deadline before submitting them to the government. If Aatrix® has not submitted your filing yet then any corrections will be a replacement of the original 1099 and not a correction.

### Original

## Corrected

Report 1 of 4: Federal 1099-MISC

1 page

Click Print Final, then click Next Step.

Print Draft Print Final Prev Step Next Step

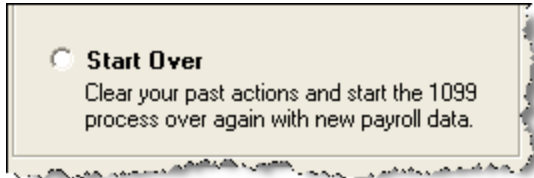
9595  VOID  CORRECTED

PAYER's name, street address, city, state, ZIP code, and telephone no.		1 Name	OMB No. 1545-0115
\$		2 Royalties	2009
\$		3 Other income	Form 1099-MISC
\$		4 Federal income tax withheld	Miscellaneous Income
			Copy A

Either way only the Vendors who had corrections will be available to be printed.

## **OPTION 4 – START OVER**

You may reach the situation where the information in the preparer grid is mostly wrong, information may have been deleted or there are numerous corrections already done in MIP that need to be pulled into Aatrix®. If this is the case you should choose the Start Over option. This will delete all history and changes you have made in the Aatrix® grid and pull the current information in from MIP. You are starting the 1099 process over.



If you have successfully eFiled, Start Over will not be available. In order to start over you would need to log onto the Aatrix® efile website and manually delete your filing. Then Start Over will become available. If Aatrix® has already processed any portion of your filing you will not be able to delete it.

## **WHAT ABOUT E-FILING CORRECTIONS?**

If you have e-filed your 1099's already it is still possible to make corrections. Just make your corrections in the Aatrix® grid and go through the 1099 process. Choose the type of filing that you wish to do and upload the corrected files to Aatrix®. Aatrix® will automatically replace your old filing with the new one.

Aatrix® only keeps the latest filing. Aatrix® replaces filings rather than appending them. Because of this all filings should be complete. If Aatrix® has already e-filed for you it will automatically make a corrected filing. As long as the number of Vendors in the filing is equal to or less than the original filing there will be no additional charge.

## **SECTION 7 – REQUIRED 1099 FORMS**

By integrating Aatrix® into MIP Fund Accounting you eliminate the need for some or all pre-printed forms-allowing you to eFile or print your tax forms on plain paper instead.

### **1099**

- The Federal copy of the 1099 forms (all) must be printed on a red pre-printed form with black ink.
- The Federal copy of the 1096 must be printed on a red pre-printed form with black ink.
- The Recipient Copy of the 1099 (all) should be printed on the blank 4 part perforated paper.
- The Payer Copy of the 1099 forms (all) be printed on plain copier paper, no forms needed.

Below is a pricing list including the form numbers for Sage Checks and Forms. To Order call 800-994-1351 or log on to:

<https://sage.checks-and-forms.com/homePage.do?client=MIP>

Only these part numbers are compatible with Sage MIP Fund Accounting

<b>1099 Forms</b>	<b>25</b>	<b>50</b>	<b>100</b>	<b>200</b>
<b>1099 Laser Federal Copy A (pre-printed) – Two vendors per page</b>				
L99A (MISC) One Part	\$12.95	\$16.95	\$19.95	\$28.95
L99IA (INT) One Part	\$12.95	\$16.95	\$19.95	\$28.95
L99DA (DIV) One Part	\$12.95	\$16.95	\$19.95	\$28.95
L99RA (R) One Part	\$12.95	\$16.95	\$19.95	\$28.95
<b>1099 Laser Blank 4-up (Copy B, C and State) – One vendor per page</b>				
L99BLANK4 One Part	\$12.95	\$16.95	\$19.95	\$28.95
<b>Bundle 1099 Laser Package Set</b>				
L99BK4DWS One Part	\$32.95	\$43.95	\$49.95	\$73.95

*Prices are subject to change without notice.*

1099 Forms have the following features

- MISC, DIV, INT, and R
- Fully compliant with IRS Publication 1179
- For use with Laser or Inkjet printers
- One free 1096 Transmittal form with every 1099 order
- Compatible regular or self-seal envelopes available

### **Question**

If I have forms left over from last year can I use them?

### **Answer**

The blank perforated stock does not change from year to year. Any unused blank stock from last year can be used this year.

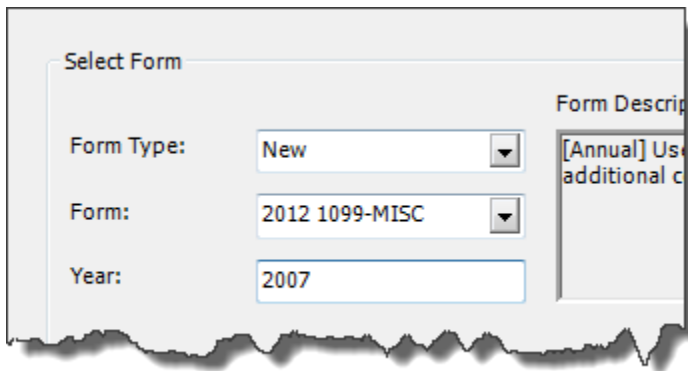
## **SECTION 8 - REPRINTING PREVIOUS YEAR 1099'S**

With the integration of Aatrix® into MIP Fund Accounting it may not be possible to print previous year 1099's.

After installing the December 20<sup>th</sup> 2012 quarterly update from Aatrix® it may only be possible to print 1099's for the current year. If you need to print 1099's for 2011 or earlier it is recommended ***you do so before the upgrade.***

After the update it may still be possible to print prior year 1099 information, but it will be printed on 1099 forms for the current year.

In the Year field below you can enter whichever year you want. The information from the indicated calendar year will populate your forms, but the form upon which that information is printed will be the form listed the Form field below.



Select Form

Form Type: New

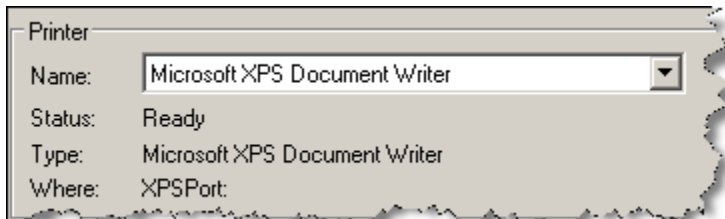
Form: 2012 1099-MISC

Year: 2007

Form Description: [Annual] Use additional c

**After you have printed your recipient copies in the current year it is HIGHLY recommend that you print additional copies to a file and back them up in a safe place. Since Aatrix® can only handle one year at a time this print to file can be used if a vendor needs a prior year copy. It can also be used to print additional copies without having to go through Aatrix®.**

Printing to a file is accomplished the same way as printing is but when you select the printer to print it to you select a document writer or PDF driver instead.



Printer

Name: Microsoft XPS Document Writer

Status: Ready

Type: Microsoft XPS Document Writer

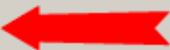
Where: XPSPort

# APPENDIX A - SETTING UP AND VERIFYING 1099 VENDORS

## SETTING UP A 1099 VENDOR

Before you can issue a 1099, a Vendor must be set up as a 1099 Vendor. This is done on the 1099 Information Tab of the Maintain>Vendors screen. The fields on this form will be grayed out until you check the “Issue 1099 for this Vendor” box.

Vendor | Addresses | Payment and Terms | Default Coding | 1099 Information | Notes

Issue 1099 for this Vendor   Foreign Address Indicator

Proprietor Name: FEIN Prop Name (Optional)

Federal Tax Identification Number

FEIN  SSN  Applied For  Foreign 74-4564564

Organization State Withholding

Override State Withholding State: AR State Tax ID: 343434444

1099 Form Setup

Default Form Type: MISC Default Box Number: MISC-07

Name Control:

Code	Description
MISC	Form 1099-MISC
DIV	Form 1099-DIV
INT	Form 1099-INT
R	Form 1099-R
W2G	W-2G Recipient

1099 Adjustments

Year	Code	Description	Amount
2010	M	W2G	10,000.00
*			

After you check that box the options for the 1099 will become available.

You can select the Default Form Type and Box Number. This will save on data entry.



## **ENTERING 1099 VENDOR DATA**

**NOTE: Only transactions paid while a vendor is flagged as a 1099 Vendor will show up on the 1099's.**

When you post the appropriate information to a vendor the amount coded to the specified 1099 box should be increased/decreased as appropriate.  
In order for a transaction to affect the 1099 balance it must meet the following criteria:

- Coded to a vendor that is flagged as a 1099 vendor at the time of data entry.
- The transaction must be coded to a Cash type GL account
- The transaction lines have values other than “N/A” for 1099 Box(s) at the time of posting.
- Transactions coded to an Expense or A/P type account will NOT affect a vendor’s 1099 Balance. Only the Cash portion and amount of a transaction affects a 1099 balance. However in the case of AP invoices the 1099 information must be entered to the Expense/AP accounts in order to flow through to the check and onto the 1099.

## **DATA ENTRY EXAMPLE – AP**

NOTE: Only transactions paid while a vendor is flagged as a 1099 Vendor will show up on the 1099's.

This is an example of entering an AP transaction that will flow through to the 1099.

- A) Start with Transactions>Enter A/P Invoices.
- B) Enter the session information and hit Start.
- C) Enter your data as normal but pay attention to the required field, “1099 Type”. It will default to the default form type you have set up in the vendor record, but you have the option to change it if this transaction should be coded for a different 1099 type. The same principle applies to the 1099 box. It will use the default value but if you need to change it you can do so on this form.

Invoice: AP01      Date: 5/20/2008      Amount: \$100.00

Description: AP01

Vendor ID: 1099 Vendor      Big Money      Due: 6/19/2008

1099 Type: MISC

	Fund	Grant	GL	Progr	Dept	117	1099 Box	Debit	Credit	Entry Type	Effective
	01	101	50001	101	101	1	MISC-07	100.00	0.00	N	5/20/2008
	01	101	20000				MISC-07	0.00	100.00	N	5/20/2008

Code      Description

- MISC-04 Federal Income Tax Withheld
- MISC-05 Fishing Boat Proceeds
- MISC-06 Medical Health Care Payments
- MISC-07 Non-employee Compensation**
- MISC-08 Substitute Payments in Lieu of Dividends or Interest
- MISC-13 Excess Golden Parachute Payments
- MISC-14 Gross Proceeds Paid to Attorney
- MISC-15a Section 409A Deferrals
- MISC-15b Section 409A Income
- MISC-16 State Tax Withheld

After entering the invoice, save and post it. When you select and pay the invoice, the 1099 type and box number will flow through to the checks. If you run an unposted report on the checks you will see MISC-07 in the 1099 Box field.

## **DATA ENTRY EXAMPLE – CASH DISBURSEMENTS**

NOTE: Only transactions paid while a vendor is flagged as a 1099 Vendor will show up on the 1099's.

Check: CD001AP      Date: 5/20/2008      Amount: \$100.00

Description: APCD

Payee ID: 1099 Vendor      Big Money

1099 Type: MISC

	Fund	Grant	GL	Progr	Dept	117	1099 Box	Debit
	01	101	50001	101	101	1	MISC-07	100.00
	01	101	11001				MISC-07	0.00
*								

Data entry to a Cash Disbursement type transaction is very similar to the API except you are hitting cash directly. You will still need to choose the 1099 Type and 1099 Box for the transaction.

If you pay a vendor prior to it being flagged for 1099's, or you uncheck the Issue 1099 box and have payment activity, the system will NOT include any activity during which time the Issue 1099 box is unchecked. You will need to make a

1099 adjustment on the Maintain>Vendors>1099 Information tab to include any amounts not captured.

**WITHHOLDING**

When withholding Federal or State Income Tax, make sure you credit your liability account and debit your expense accounts properly.

Withholding will show in the 1099 Preparer Grid as a positive number if it has been entered correctly.

65467W | API0003 | Accounts Payable Invoices Session (Adding)

Invoice: 65467W      Date: 10/27/2008      Amount: (\$50.00)

Description: Ssample2

Vendor ID: ABC      ABC Office Supply      Due: 11/26/2008

1099 Type: MISC

	Fund	Grant	GL	Progr	Dept	117	1099 Box	Debit	Credit	Entry T
	01	101	20000				MISC-04	50.00	0.00	N
	01	101	21010				MISC-04	0.00	50.00	N
*										

**1099 ADJUSTMENTS**

If you need to make changes to the amounts on your 1099's without affecting your other financial information. This is done under Maintain>Vendors>1099 Information Tab. For detailed information on making 1099 adjustments see KB 298662.

In the 1099 Adjustments box enter the amount of your adjustment. You will need to enter the year being adjusted, the type of 1099 form you are adjusting, the box you are adjusting and the amount of your adjustment.

	Year	Type	Box	Amount
	2007	INT	INT-01	5.00
	2007	MISC	MISC-07	55.00
*				

You can make adjustments for each type of 1099 form separately. If you make multiple adjustments to the same Year/Type/Box combination MIP Fund Accounting will combine all of them into one line when you save the form.

If you need to change an adjustment you can use the existing line and change the amount. If you need to remove the adjustment select the entire line and hit delete on your keyboard.

NOTE: The amount entered in this box should be the amount you wish to add/subtract, not the total the value the box on the 1099 should be. For example if you had \$45.00 in Box 7 and the total at the end of the year should be \$100.00 on the 1099 form you would enter an adjustment for \$55.00. These adjustment amounts will show up in your financial reports separately. If you wish to see the total amount paid to any vendor, be sure and select a report that allows you to include 1099 Adjustments in the available columns.

## **REVIEWING VENDOR INFORMATION**

The easiest way to check your vendor information is to go to Sage Fund Accounting Reports>Lists>Vendor Information and create a new report with the content and filters listed below:

### **Content Tab**

Selected Columns	Sort	Width	Show Repeats	Wrap	Column Heading
Vendor ID	Asc	0.75	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Vendor ID
Vendor Name	None	1.50	<input type="checkbox"/>	<input type="checkbox"/>	Vendor Name
Address	None	2.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Address
City	None	1.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	City
State/Prov.	None	0.75	<input type="checkbox"/>	<input checked="" type="checkbox"/>	State/Prov.
Postal Code	None	0.75	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Postal Code
Issue 1099	None	0.50	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Issue 1099-MISC
1099 Type-Box	None	0.50	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1099 Type-Box
Tax ID Type	None	0.40	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Tax ID Type
Tax ID Number	None	0.75	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Tax ID Number
Proprietor Name	None	1.50	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Proprietor Name
Name Control	None	0.50	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Name Control

### **Filter Tab**

Selected Filter	Compares To	Criteria 1	Criteria 2
Status	=	A	
Issue 1099	=	Yes	

On the Vendor Record all fields must have data in them with a couple of exceptions:

Proprietor Name may be blank **except** when Tax ID Type is SSN. Proprietor Name is required when using a SSN for the Tax ID Type.

Tax ID Number may be blank **only** if Tax ID Type is A (Applied for). NOTE: This will not pass the Aatrix® file check in the preparer grid. You will have to delete that vendor from the grid to be able to proceed with the 1099 process to print or eFile your 1099's.

### **Other Considerations**

If the Tax ID type = FEIN then you must have the Company Name or Full Name Filled in. This is the "Name:" field located on the vendor Tab.

If the Tax ID Type does not equal FEIN then you must have the First and Last Name OR Full Name Filled in. The Full Name is the "Proprietor Name:" field on the 1099 Information Tab.

### **Vendors with foreign address**

Depending on the format it may not be possible to key a foreign address into Sage Fund Accounting. If this is the case use a dummy US address. You will have the opportunity to change the address later in Aatrix®.

### **1099-Type**

Now that several 1099 Types are supported you will want to make sure you have the correct 1099 type. For databases that have been upgraded from v9.x or earlier it will default the 1099 type to 1099-MISC. If you have imported vendors or vendor adjustments in v10 or later you may wish to double check that they are there and the correct type. It is possible for a vendor to have multiple 1099 types.

### **Name Control**

You should check and make sure this is in the proper format. You should refer to IRS Rev. Proc. 2006-33 for detailed instructions or unusual naming conventions. You can also see KB 290320.

## **APPENDIX B: AUDITING YOUR 1099'S**

### **Question:**

How do I research and verify my vendor 1099's either in anticipation of calculating and producing 1099's and/or in order to make adjustments?

### **Answer:**

There are three reports that can cover all of your Vendor 1099 research needs. They are located by menu item as such:

Reports>Journals>**Cash Journal**> <1099 Detailed Vendor Total Report> and <1099 Summarized Vendor Totals Report>.

-This report allows you to audit and reconcile cash payments made to Vendors.

Reports>Lists>**Vendor 1099 Adjustments**> <1099 Adjustments>

-This report allows you to view system adjustments to Vendors.

Reports>Lists>**Vendor Information**> <Default &1099 Info>

-This report allows you to review Vendors 1099 information.

### **Question:**

How will the Cash Journal>1099 Detailed Vendor Total Report help when reconciling 1099's?

### **Answer:**

The Cash Journal is your best tool in reconciling vendor 1099's. This report shows every transaction that was coded to the vendor and a cash account as well as its possible 1099 coding.

This report is located in Reports>Journals>Cash Journal. You will want to use the <1099 Detailed Vendor Total Report>. In the Content Tab, add 1099 Adjustment Amount to report.

This report includes the specific transaction entry activity that makes up the total by vendor and box number

**Question:**

I have a 1099 vendor and I've run a cash journal and the total for the vendor is ok but the amounts in the 1099 boxes are not. Why is that?

**Answer:**

The most common cause of incorrect amount in a 1099 box number is because the vendor was not properly set up or the information not properly entered at the time of posting.

In order for a transaction to affect the value in a 1099 box it must meet the following three conditions:

- It must be coded to a CASH type GL account.
- It must be coded to a vendor that at the time of entry was flagged as a 1099 vendor.
- In the data entry screen it must have a 1099 type associated with it and it must be coded to a 1099 box.

Many times a vendor will be initially set up and not all of the 1099 information will be available. Checks will be cut to this vendor and then later the 1099 information will be entered. The checks cut before the data was complete will not show in the 1099 box amounts, the checks cut afterward will.

This is most easily observed through a cash journal. You should choose the <1099 Detailed Vendor Total Report>.

With this report you can see not only the box total but the transactions that make up the total. One change you will probably want to make to the default report is to change the column width on the 1099 Box to 0.75. After that you will need to go to the Setup tab and type in a new Report Name (For example: 1099) before you can run it.

After you have run the report, take a look at the 1099 box number values. You can see transactions that were coded to the vendor but didn't meet the criteria for being on the 1099.

ID	Name	1099 Box	Effective Date	Document Nu...	Disbursements	Adjustments
01BRAJA	JAMES BRANUM	MISC-07	1/17/2008	158625	2,500.00	0.00
		Total MISC-07			2,500.00	0.00
	JAMES BRANUM	N/A	1/17/2008	158625	170.23	0.00
		Total N/A			170.23	0.00

**Question:**

I've checked my cash journal and the amounts still don't agree to what is pulling into my 1099's. What else am I missing?

**Answer:**

Another source of 1099 values is the 1099 adjustments. These adjustments are done under Maintain>Vendors>1099 Information tab.

To get a list of adjustments go to Reports>Lists>Vendor 1099 Adjustments and use the <1099 Adjustments> default report or add the 1099 Adjustment columns to your Cash Journal Report.

**Question:**

Once I find that adjustments need to be made what is the easiest way to do them?

**Answer:**

Go to Maintain>Vendors>1099 Information tab and there is a 1099 Adjustments form at the bottom of the page. Be aware that adjustments made in this fashion will NOT affect your financials statements or GL in any way. It will only modify your 1099 values. If you need to make adjustments to your financials and your 1099 information you will need to make cash type transactions that modify your 1099 amounts.