



Texas Skyward User Group Conference

1099 Processing

Sara Olson - Skyward



Agenda



This session will provide an overview of the processing and printing the 1099 Forms

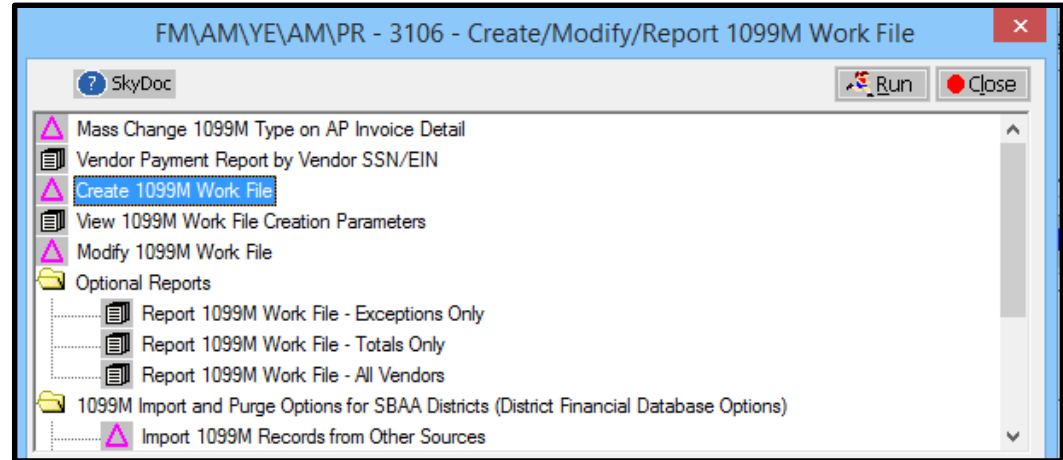
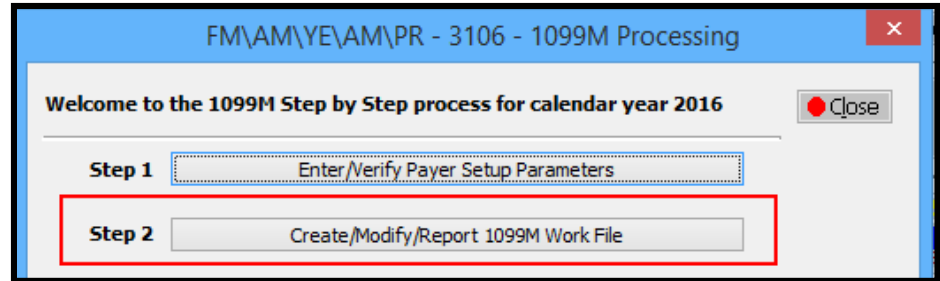
- Enter Payer Setup Parameters
- Create/Modify/Report 1099M Work file
- Create 1099M Print Files
- Print 1099Ms
- Create 1099M Electronic Files
- Create Individual 1099M PDF Files

Step 2 – Create/Modify/Report



Create the 1099M Work file

1099M Vendors are pulling based on their 1099 Setup in the Vendor Master.



Step 2 – Create/Modify/Report



Review and Modify Work file

Only invoices set with a 1099M value will reflect amounts pulled into the 1099M Work file.

FM\AM\YE\AM\PR - 3106 - Modify 1099M Work File

Calendar Year: 2016

Alphakey	Payee Name
CEASEFIR003	CEASEFIRE INDUSTRIES LTD.SCR
DEE'S GR000	DEE'S GRANITE & MARBLESSCR
EMTEX MA001	EMTEX MARKETING PVT. LTD.SCR
ESTATE 0010	ESTATE OF MARGIE C COYSCR
FRANKLIN005	FRANKLIN COVEY COMPANYSCR
KEEBLYEL001	YELENA R KEEBLERSCR
M. S. KAV001	M.S. KAVI & COMPANYSCR
N. K. TR001	N. K. TRADERSSCR
PEARSON 023	PEARSON PRENTICE HALLSCR
ROUND RO001	ROUND ROCK MINUTEMAN PRESSSCR
SAI TRS 000	SAI TEACHER RETIREMENT SYSTEM
SATISH K001	SATISH KUMAR UPHOLSTERYSSCR
TEACHER' 005	TEACHER'S VIDEO COMPANYSCR
TEACHING006	TEACHING & LEARNING COSCR
VALLEY 8006	VALLEY SCHOOL SUPPLYSCR
VENESSA' 001	VENESSA'S CUSTOM FASHIONSSCR
YOUNG PA001	YOUNG PAO LEESCR
ZOUA THA001	ZOUA THAO KONGSCR

Alphakey: CEASEFIR003

<input type="checkbox"/> Corrected	2016	
Form 1099-MISC		
1 Rents	0.00	4 Federal income tax withheld
2 Royalties	0.00	0.00
3 Other income	0.00	6 Medical and health care payments
5 Fishing boat proceeds	0.00	0.00
7 Nonemployee compensation	2,797.64	8 Substitute payments in lieu of dividends or interest
		0.00
9 Payer made direct sales of \$5000 or more of consumer products to a buyer (recipient) for resale	<input type="checkbox"/>	10 Crop insurance proceeds
		0.00
13 Excess golden parachute pymnts	0.00	14 Gross proceeds paid to attorney
		0.00
15 a. Section 409A Deferrals:	0.00	
b. Section 409A Income:	0.00	
16 State tax withheld	0.00	17 State/Payer's state no.
	0.00	
		18 State Income
		0.00
Account number		2nd TIN Not. <input type="checkbox"/>

FM\AP\IN\IM - 2219 - Invoice account distribution for Inv number 313413C

	Amount
313413C	Master amt: 0.00
Batch: NMA	Accounting: 0.00
T f harper & assoc lpscr	Balance: 0.00

1099: NONEM = Nonemployee compensation (box7)

Account: 199 E 11 6149 00 002 0 11 000

View Account

Step 2 – Create/Modify/Report



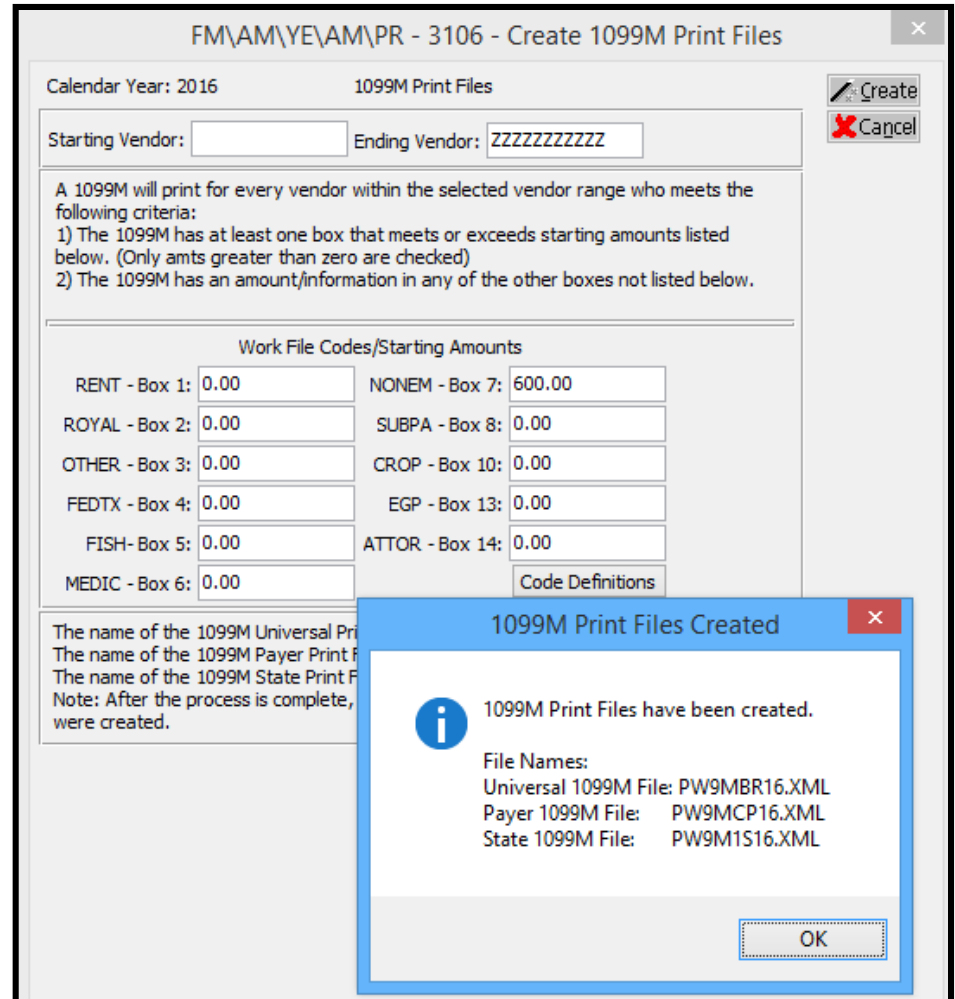
Report on the 1099M Work file

3yet9910.p		SCRAMBLED DATABASE										7:16 AM 08/29/16	
05.16.06.00.00-010032		Report 1099M Work File - Exceptions Only - 2016										PAGE: 1	
Alpha Key	I.D. Number	1) Rents	6) Med&Health Care	13) Exc Gldn Par Pay	17) State(1) Payor #								
Recipient Name Line 1		2) Royalties	7) Nonemp Comp	14) Attorney Pymts	17) State(2) Payor #								
Recipient Name Line 2		3) Other Income	8) Substitute Pymts	15a) 409A Deferrals	18) State(1) Income								
Street Address		4) Federal Tax W/H	9) Direct Sales	15b) 409A Income	18) State(2) Income								
City, State, and ZIP Code		5) Fishing Boat Prc	10) Crop Ins Prc	16) State(1) Tax W/H	--> Void/Corrected								
				16) State(2) Tax W/H	--> 2nd TIN Not								
=====													
ESTATE 0010	00-0008424	1)	0.00	6)	0.00	13)	0.00	17)					
ESTATE OF MARGIE C COYSCR		2)	0.00	7)	1,122.40	14)	0.00	17)					
		3)	0.00	8)	0.00	15a)	0.00	18)	0.00				
8457 SCRAMBLE AVENUE PO BOX 240		4)	0.00	9)no		15b)	0.00	18)	0.00				
SCRAMBLE TX 55555		5)	0.00	10)	0.00	16)	0.00	-->	no/no				
						16)	0.00	-->	no				
***** Recipient Name/Address flagged as truncated (this exception will not prevent further processing)													
=====													
FRANKLIN005	00-0006347	1)	0.00	6)	0.00	13)	0.00	17)					
FRANKLIN COVEY COMPANYYSCR		2)	0.00	7)	72,358.30	14)	0.00	17)					
		3)	0.00	8)	0.00	15a)	0.00	18)	0.00				
6300 RIDGLEA PLACE, SUITE 315		4)	0.00	9)no		15b)	0.00	18)	0.00				
FORT WORTH TX 76116		5)	0.00	10)	0.00	16)	0.00	-->	no/no				
						16)	0.00	-->	no				
***** Vendor A/P Contact will not print. Vendor Master Tab 7 Setup contains an A/P Contact; however, its 1099-M Recipient Box is set to option 1, which prints the vendor name only.													

Step 3 – Create 1099M Print Files

Set the Starting Amounts for each box and click Create.

A message displays when it is complete and provides the file names.



FM\AM\YE\AM\PR - 3106 - Create 1099M Print Files

Calendar Year: 2016 1099M Print Files

Starting Vendor: Ending Vendor:

A 1099M will print for every vendor within the selected vendor range who meets the following criteria:

- 1) The 1099M has at least one box that meets or exceeds starting amounts listed below. (Only amts greater than zero are checked)
- 2) The 1099M has an amount/information in any of the other boxes not listed below.

Work File Codes/Starting Amounts

RENT - Box 1:	<input type="text" value="0.00"/>	NONEM - Box 7:	<input type="text" value="600.00"/>
ROYAL - Box 2:	<input type="text" value="0.00"/>	SUBPA - Box 8:	<input type="text" value="0.00"/>
OTHER - Box 3:	<input type="text" value="0.00"/>	CROP - Box 10:	<input type="text" value="0.00"/>
FEDTX - Box 4:	<input type="text" value="0.00"/>	EGP - Box 13:	<input type="text" value="0.00"/>
FISH - Box 5:	<input type="text" value="0.00"/>	ATTOR - Box 14:	<input type="text" value="0.00"/>
MEDIC - Box 6:	<input type="text" value="0.00"/>		

The name of the 1099M Universal Print File is:
The name of the 1099M Payer Print File is:
The name of the 1099M State Print File is:
Note: After the process is complete, the files were created.

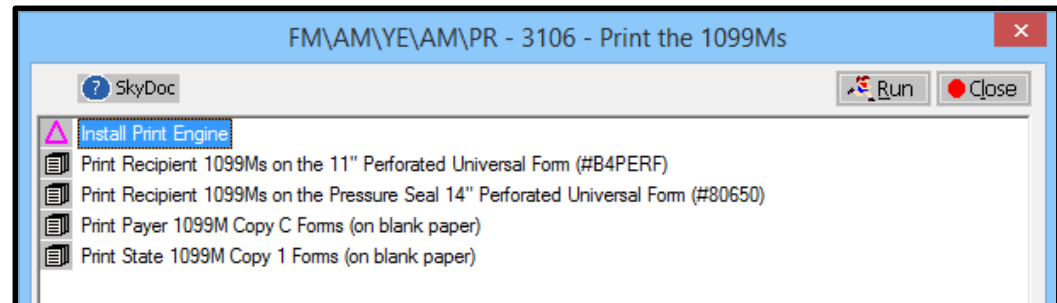
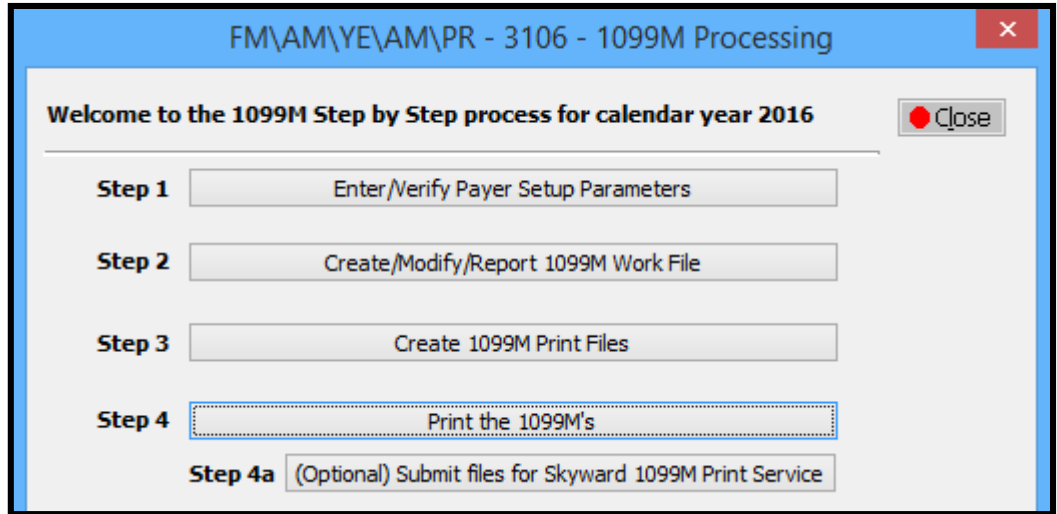
1099M Print Files Created

i 1099M Print Files have been created.

File Names:
Universal 1099M File: PW9MBR16.XML
Payer 1099M File: PW9MCP16.XML
State 1099M File: PW9M1S16.XML

Step 4 – Print the 1099M's

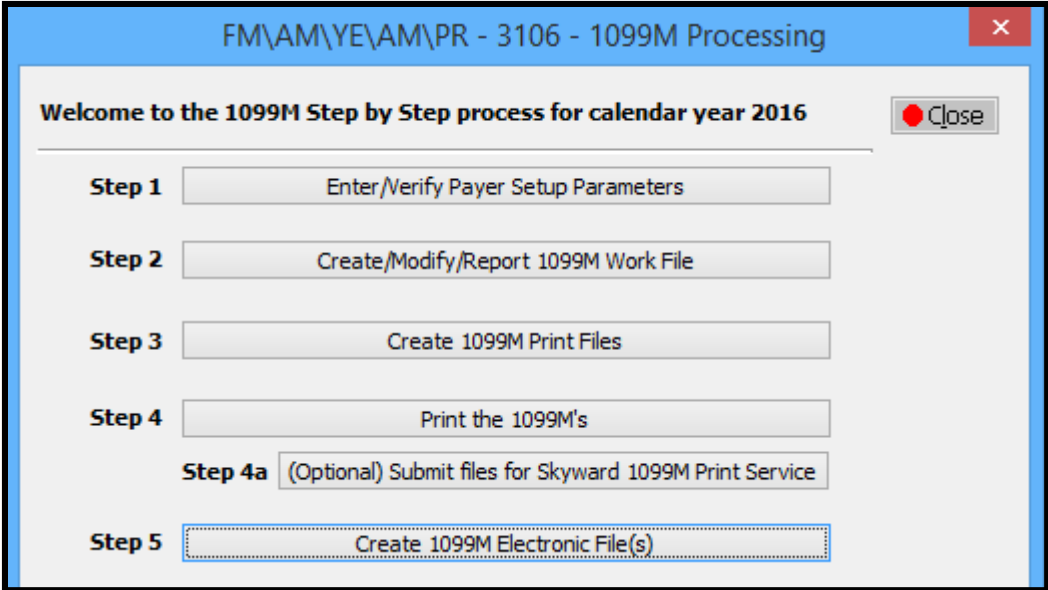
Print your own 1099Ms or submit your files to Skyward and have us print them for you



Step 5 – Create 1099M Electronic File(s)

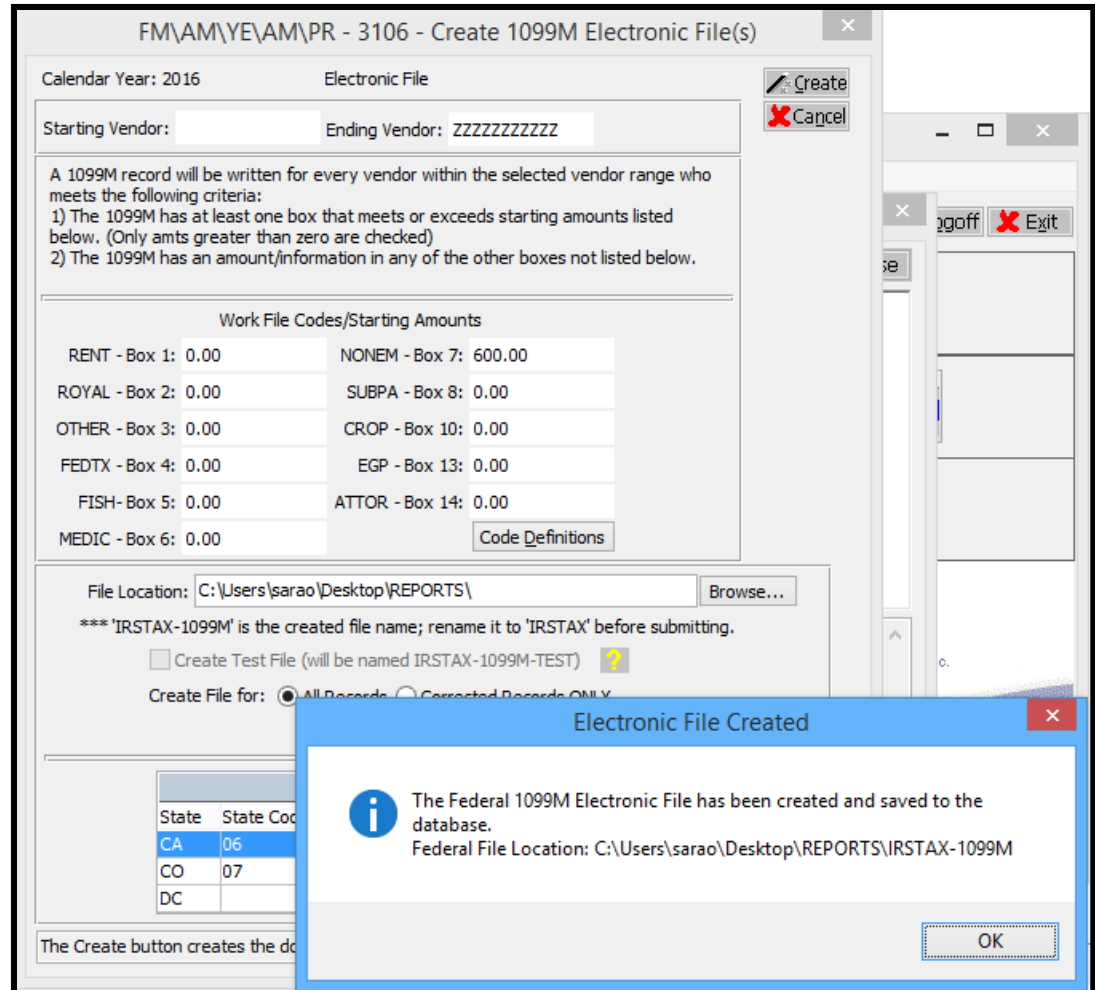


When you are ready to create the electronic file(s) for submission to the IRS



Step 5 – Create 1099M Electronic File(s)

- The software creates the file(s) with the file name of IRSTAX-1099M.
- Change the file name to IRSTAX before submitting.



Calendar Year: 2016 Electronic File

Starting Vendor: Ending Vendor: ZZZZZZZZZZ

A 1099M record will be written for every vendor within the selected vendor range who meets the following criteria:
1) The 1099M has at least one box that meets or exceeds starting amounts listed below. (Only amts greater than zero are checked)
2) The 1099M has an amount/information in any of the other boxes not listed below.

Work File Codes/Starting Amounts	
RENT - Box 1: 0.00	NONEM - Box 7: 600.00
ROYAL - Box 2: 0.00	SUBPA - Box 8: 0.00
OTHER - Box 3: 0.00	CROP - Box 10: 0.00
FEDTX - Box 4: 0.00	EGP - Box 13: 0.00
FISH - Box 5: 0.00	ATTOR - Box 14: 0.00
MEDIC - Box 6: 0.00	

File Location: C:\Users\sarao\Desktop\REPORTS\ Browse...

*** IRSTAX-1099M is the created file name; rename it to IRSTAX before submitting.

Create Test File (will be named IRSTAX-1099M-TEST)

Create File for: All Records Corrected Records ONLY

State	State Code
CA	06
CO	07
DC	

The Create button creates the d...

Electronic File Created

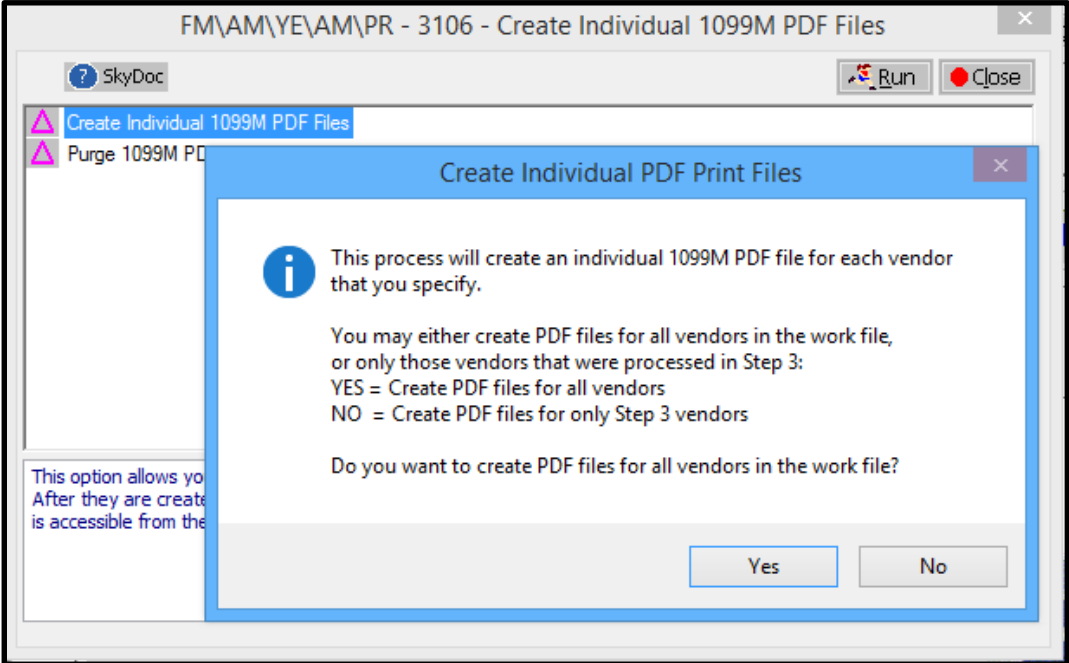
The Federal 1099M Electronic File has been created and saved to the database.
Federal File Location: C:\Users\sarao\Desktop\REPORTS\IRSTAX-1099M

OK

Step 6 – Create Individual PDFs

Running this process allows for PDF versions of the 1099M to be produced and automatically attaches to the Vendor Profile.

Step 6 (Optional) Create Individual 1099M PDF Files





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THANK YOU FOR ATTENDING!

