



**Texas Skyward User Group Conference**

# **1099M Processing**

**Sara Olson - Skyward**



# Agenda



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

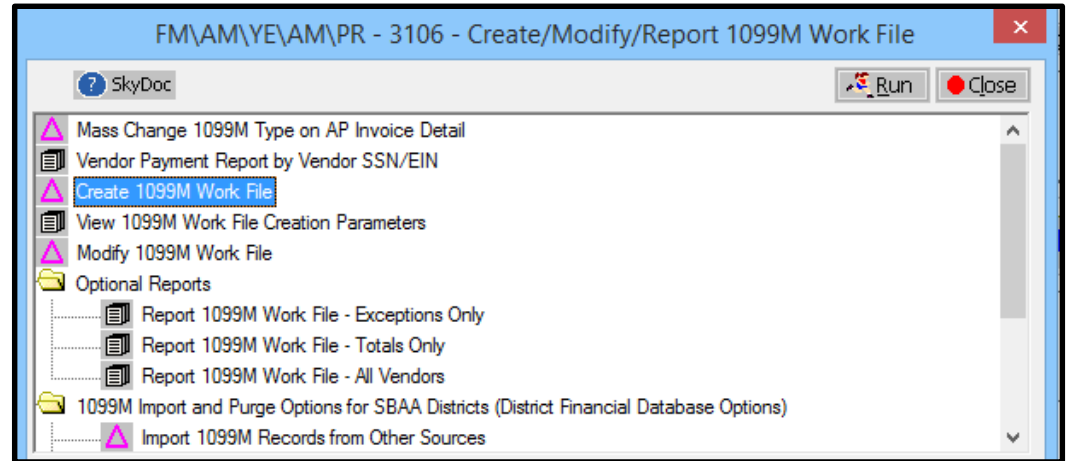
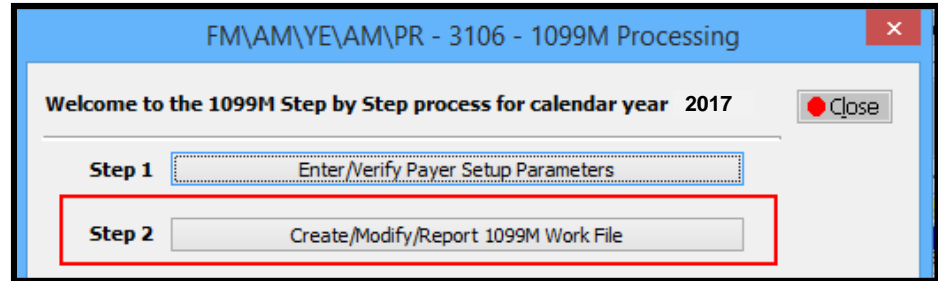
- Enter Payer Setup Parameters
- Create/Modify/Report 1099M Work file
- Create 1099M Print Files
- Print 1099Ms
- Create 1099M Electronic Files
- Create Individual 1099M PDF Files



# 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: **2017**

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 COMPANYYSCR
KEEBLYEL001	YELENA R KEEBLERSCR
M. S. KAV001	M.S. KAVI & COMPANYYSCR
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 COMPANYYSCR
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	<b>2017</b>	
<b>Form 1099-MISC</b>		
1 Rents 0.00	4 Federal income tax withheld 0.00	<input type="button" value="View"/>
2 Royalties 0.00	6 Medical and health care payments 0.00	<input type="button" value="+ Add"/>
3 Other income 0.00	8 Substitute payments in lieu of dividends or interest 0.00	<input type="button" value="Edit"/>
5 Fishing boat proceeds 0.00	10 Crop insurance proceeds 0.00	<input type="button" value="Delete"/>
7 Nonemployee compensation 2,797.64	14 Gross proceeds paid to attorney 0.00	<input type="button" value="Close"/>
9 Payer made direct sales of \$5000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/>	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. -----	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

# Step 2 – Create/Modify/Report



## Report on the 1099M Work file

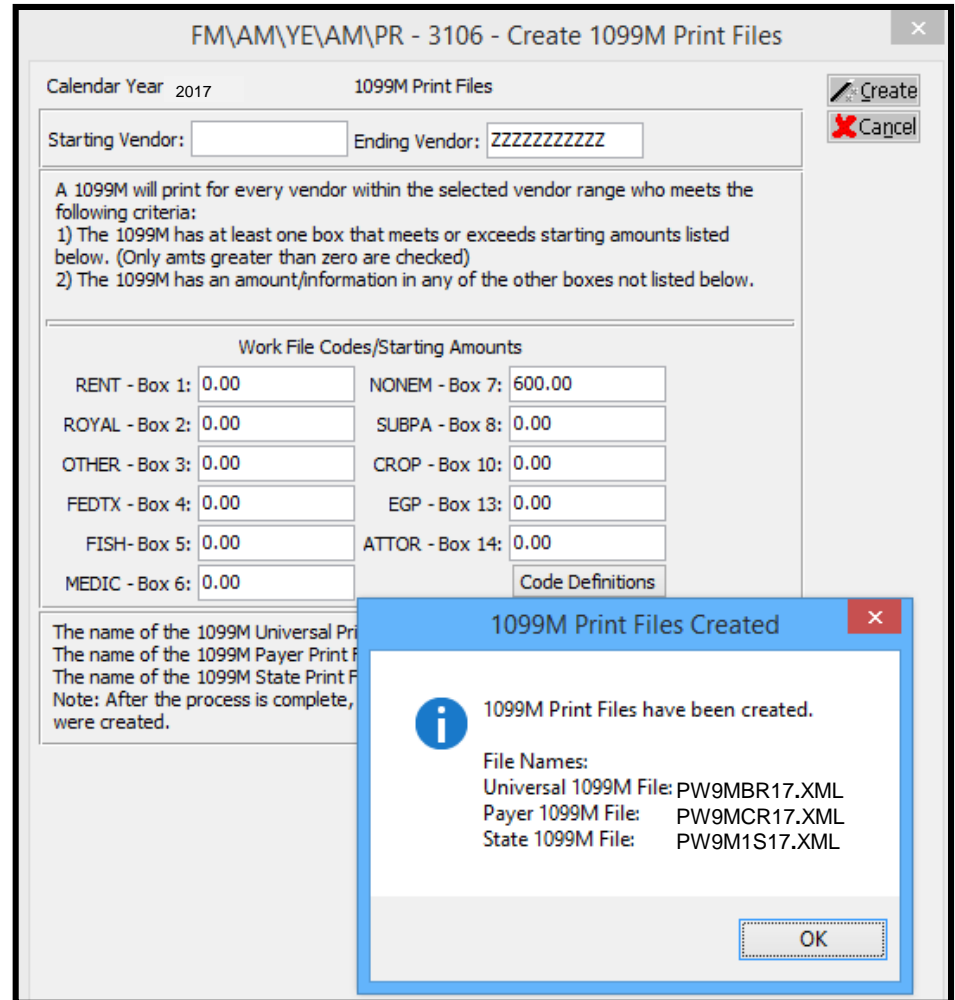
SCRAMBLED DATABASE									
Report 1099M Work File - Exceptions Only - 2017									
Alpha Key	I.D. Number	1) Rents	6) Med&Health Care	13) Exc Gldn Par Pay	17) State(1) Payor #				
Recipient Name Line 1		2) Royalties	7) Nonemp Comp	14) Attorney Pymts	17) State(2) Payor #				
Recipient Name Line 2		3) 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 2017 1099M Print Files

Starting Vendor:  Ending Vendor: ZZZZZZZZZZ

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"/>		

Code Definitions

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**

1099M Print Files have been created.

File Names:  
Universal 1099M File: PW9MBR17.XML  
Payer 1099M File: PW9MCR17.XML  
State 1099M File: PW9M1S17.XML

OK

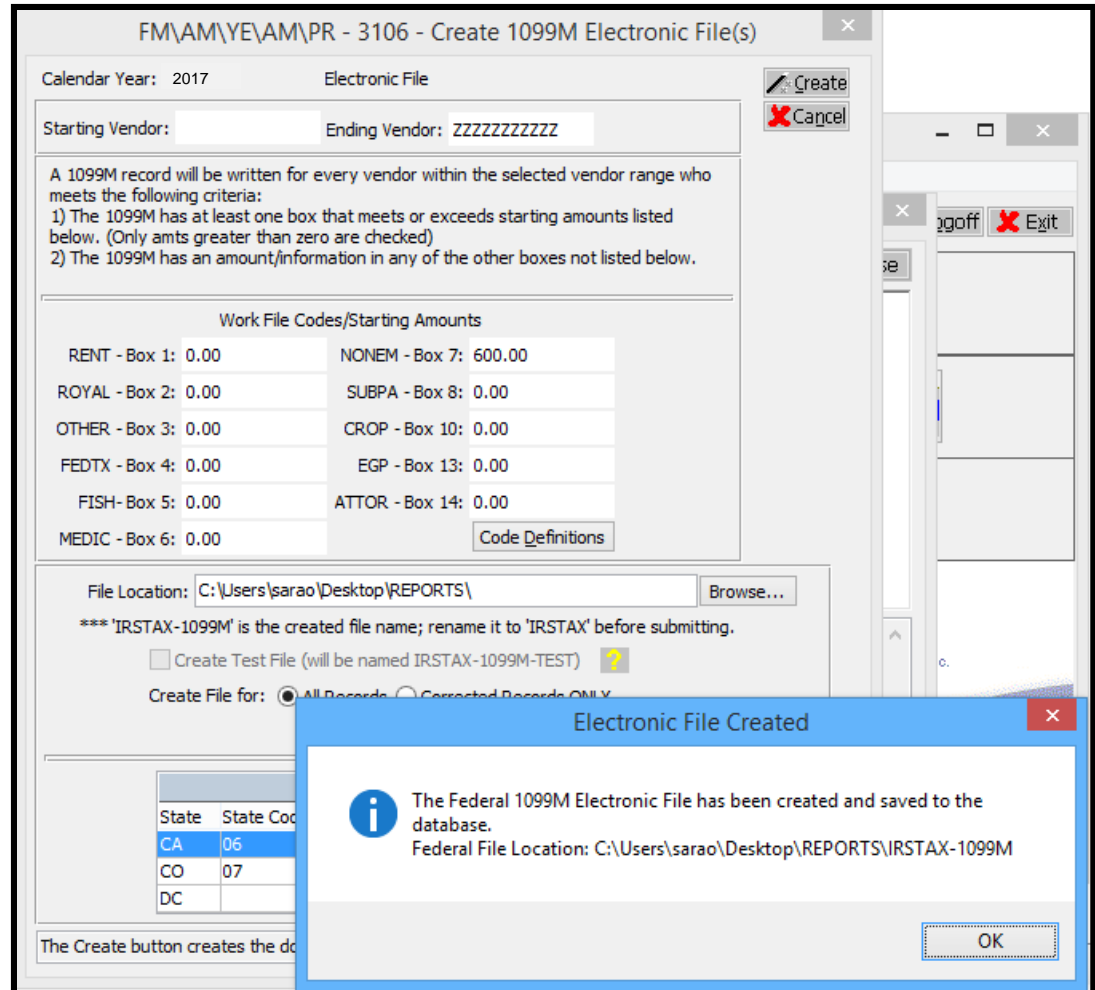






# Step 5 – Create 1099M Electronic File(s)

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



FM\AM\YE\AM\PR - 3106 - Create 1099M Electronic File(s)

Calendar Year: 2017      Electronic File      Create      Cancel

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		

Code Definitions

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**

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

OK







Texas Skyward User Group Conference

**THANK YOU FOR ATTENDING!**

