



Texas Skyward User Group Conference

1099M Processing

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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

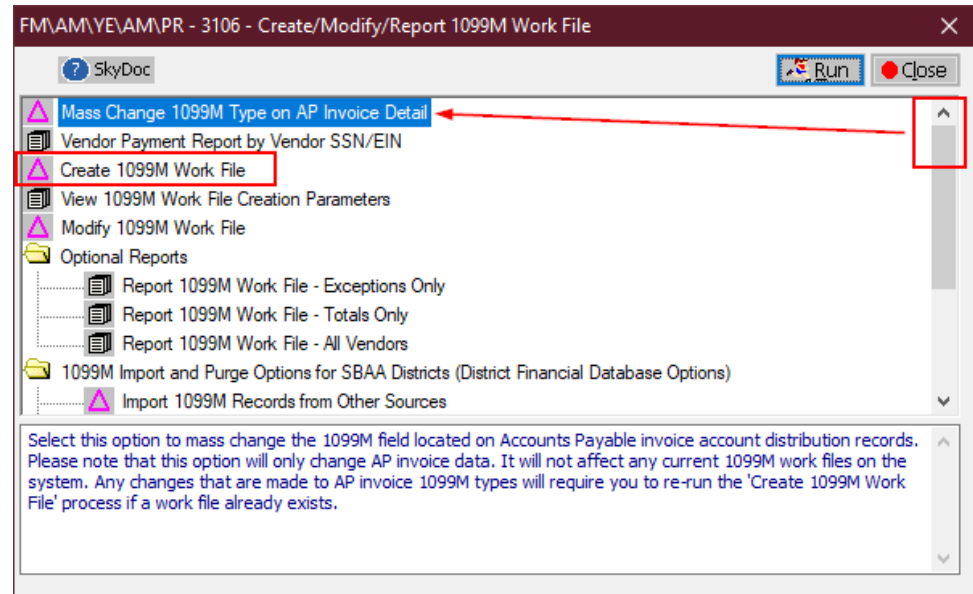
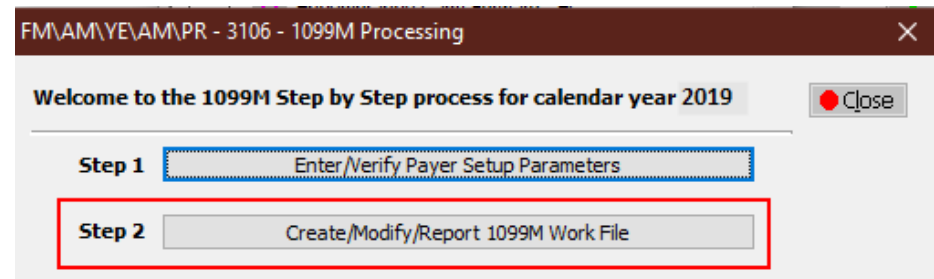
Step 2 – Create/Modify/Report

Create the 1099M Work file

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

Scroll up to get to the Mass Change 1099M Type on AP Invoice Detail utility

Click Create 1099M Work File to create your file



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\VE\AM\PR - 3106 - Modify 1099M Work File

Calendar Year: 2019

1099M Work File for Year 2018

Alphakey	Payee Name
A & D H0001	A & D HOUSEMOVERS INC.SCR
ABC SCH0001	ABC SCHOOL SUPPLY INCSCR
ABC SUPP003	ABC SUPPLY CO INC/SOUTH TX MB
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 COMPANYSR
INTERNAL002	INTERNAL REVENUE SERVICE CENT
M. S. KAV001	M.S. KAVI & COMPANYSR
N. K. TR001	N. K. TRADERSSCR
ODIN COM001	ODIN COMPUTERS INDIA LTDSCR
PEARSON 023	PEARSON PRENTICE HALLSCR
RAJASTHA001	RAJASTHAN SALES CORPORATIONS
ROUND R0001	ROUND ROCK MINUTEMAN PRESSSCR
SAI TRS 000	SAI TEACHER RETIREMENT SYSTEM
SATISH K001	SATISH KUMAR UPHOLSTERYSSCR
TEACHER 009	TEACHER RETIREMENT SYSTEMSCR
TEACHER '005	TEACHER'S VIDEO COMPANYSR

Corrected

2019
Form 1099-MISC

1 Rents	0.00	4 Federal income tax withheld	0.00
2 Royalties	0.00	6 Medical and health care payments	0.00
3 Other income	0.00	8 Substitute payments in lieu of dividends or interest	0.00
5 Fishing boat proceeds	0.00	9 Payer made direct sales of \$5000 or more of consumer products to a buyer (recipient) for resale	<input type="checkbox"/>
7 Nonemployee compensation	1,500.00	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	15 b. Section 409A Income:	0.00
16 State tax withheld	0.00	17 State/Payer's state no.	
18 State Income			0.00

View Add Edit Delete Close

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

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

1099: NONEM = Nonemployee compensation (box7)

Account: 199 E 11 6149 00 002 0 11 000

View Account OK Cancel

Step 2 – Create/Modify/Report

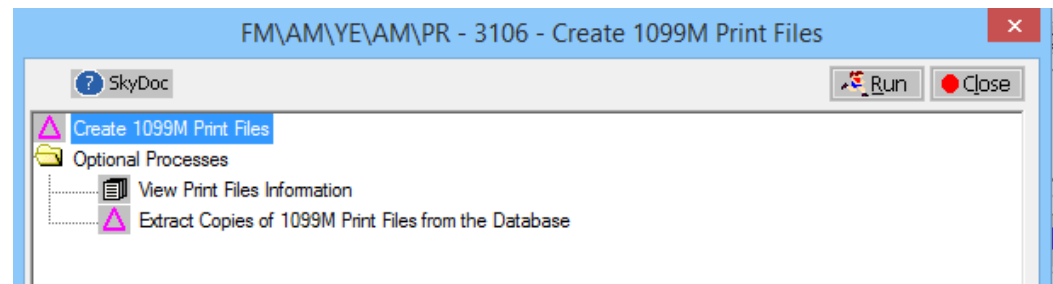
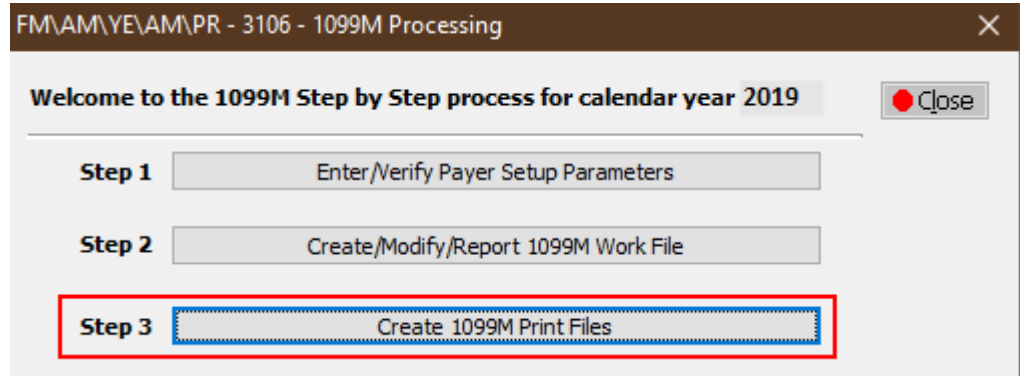


Report on the 1099M Work file

3yet9910.p		SCRAMBLED DATABASE										2:16 PM 08/09/19	
05.19.06.00.00-010032		Report 1099M Work File - All Vendors - 2019										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								
=====													
A & D H0001	00-0007193	1)	0.00	6)	0.00	13)	0.00	17)					
A & D HOUSEMOVERS INC.SCR		2)	0.00	7)	1,500.00	14)	0.00	17)					
		3)	0.00	8)	0.00	15a)	0.00	18)	0.00				
7402 SCRAMBLE AVENUE PO BOX 840		4)	0.00	9)no		15b)	0.00	18)	0.00	0.00			
SCRAMBLE TX 55555		5)	0.00	10)	0.00	16)	0.00	--)	no/no	0.00			
						16)	0.00	--)	no				
***** Recipient Name/Address flagged as truncated (this exception will not prevent further processing)													
=====													
ABC SCHO001	00-0007870	1)	0.00	6)	0.00	13)	0.00	17)					
ABC SCHOOL SUPPLY INCSCR		2)	0.00	7)	738.75	14)	0.00	17)					
		3)	0.00	8)	0.00	15a)	0.00	18)	0.00	0.00			
8011 SCRAMBLE AVENUE PO BOX 805		4)	0.00	9)no		15b)	0.00	18)	0.00	0.00			
SCRAMBLE TX 55555		5)	0.00	10)	0.00	16)	0.00	--)	no/no	0.00			
						16)	0.00	--)	no				
=====													
ABC SUPP003	00-0007980	1)	0.00	6)	0.00	13)	0.00	17)					
ABC SUPPLY CO INC/SOUTH TX MB		2)	0.00	7)	7,500.00	14)	0.00	17)					
		3)	0.00	8)	0.00	15a)	0.00	18)	0.00	0.00			
8110 SCRAMBLE AVENUE PO BOX 214		4)	0.00	9)no		15b)	0.00	18)	0.00	0.00			
SCRAMBLE TX 55555		5)	0.00	10)	0.00	16)	0.00	--)	no/no	0.00			
						16)	0.00	--)	no				
=====													

Step 3 – Create 1099M Print Files

Create the 1099M Print Files



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: 2019 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"/>	<input type="button" value="Code Definitions"/>

The name of the 1099M Universal Print File is PW9MBR18.XML.
The name of the 1099M Payer Print File is PW9MCP18.XML.
The name of the 1099M State Print File is PW9M1S18.XML.
Note: After the process is complete, a screen display will indicate that the print files were created.

The Create button creates

1099M Print Files Created

1099M Print Files have been created.

File Names:
Universal 1099M File: PW9MBR18.XML
Payer 1099M File: PW9MCP18.XML
State 1099M File: PW9M1S18.XML

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: 2019 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	

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 For Corrected Records ONLY With Box 7 Values ONLY Without Box 7 Values ONLY

1099M State Info			
State	State Code	State ID #	Report Type
CA	06		No State Reporting
CO	07		No State Reporting
DC			No State Reporting

The Create button is disabled. Electronic File Created

TX U SkyDoc

Remove PO W

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!

