



PCGENESIS FINANCIAL ACCOUNTING AND REPORTING (FAR) SYSTEM OPERATIONS GUIDE

1/13/2021

Section M: Calendar and Fiscal Year-
End Processing

***[Topic 1: Processing 1099 Vendor
Information, V2.11]***

Revision History

Date	Version	Description	Author
1/13/2021	2.11	20.04.00 – Add instructions for 1099-NEC form and file.	D. Ochala
03/22/2019	2.10	19.01.00 – Add button bar to <i>1099 System Control Data</i> screenshot.	D. Ochala
05/25/2018	2.9	18.02.00 – Expand purchase order and claim display screens and entry lines from 10 to 20.	D. Ochala
04/02/2018	2.8	18.01.00 – Update <i>1099 Journal Voucher Maintenance</i> screen.	D. Ochala
04/03/2017	2.7	17.01.00 – Update report screenshots.	D. Ochala
02/04/2015	2.6	14.04.00 – Add Added button bar processing instructions.	D. Ochala
12/14/2012	2.5	12.03.00 – Add Added button bar processing instructions. Removed all references to magnetic diskette media.	D. Ochala
01/21/2011	2.4	10.04.00 – Add 1099-MISC re-print instructions.	D. Ochala
07/06/2010	2.3	10.02.00 – 1099 indicator '9' (Direct Sales) is obsolete - delete. Add support for 'D' (Section 409A Deferrals) and 'E' (Section 409A Income). Update <i>Select Printer</i> screens.	D. Ochala
12/11/2008	2.2	08.04.00 – Added duplicate <i>SSN/EIN merge</i> and <i>F8 print</i> option information and instructions.	C. W. Jones
03/24/2008	2.1	08.01.00 – Added 1099 vendor status change information to the Overview.	C. W. Jones
12/26/2007	2.0	07.04.00 – Updates to screenshots only, procedures unchanged.	C. W. Jones

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Overview

***** ATTENTION *****

These instructions apply ONLY to school districts and systems filing FORM 1099-MISC and/or 1099-NEC statements for vendors.

If the Form 1099-MISC or 1099-NEC statements are created in PCGenesis, the information must be submitted to the Internal Revenue Service (IRS)/Martinsburg Computing Center (IRS/MCC) electronically via the Filing Information Returns Electronically (FIRE) system. PCGenesis runs this procedure three times to produce the Recipient, State, and Employer copies of the 1099 forms.

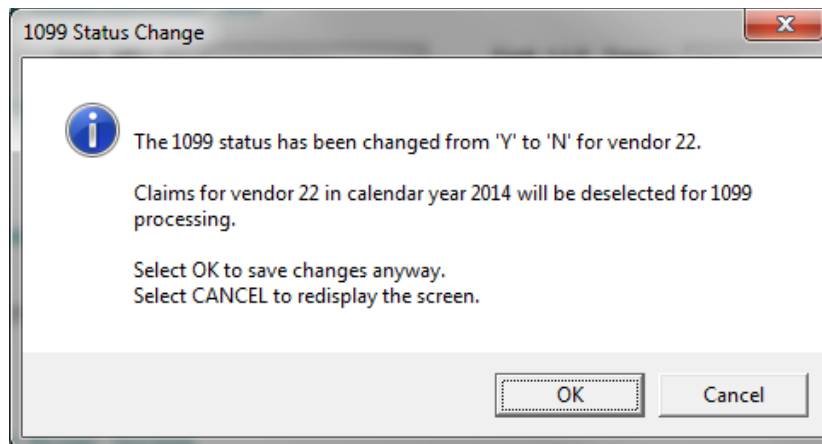
Remember! This is a calendar year-end procedure. ALL 1099 payments must be paid AND entered into PCGenesis by December 31 of the current calendar year.

Expenditure details associated with a 1099 vendor may contain amount indicators.

The following processing guidelines apply to processing 1099 vendor information:

System Control Information: The *IRS 1099 Control Information* screen identifies school district-/system-specific 1099 vendor filing information and includes valid amount indicators and third party agent information. Validate and update this and the yearly filing information as needed.

Vendor Maintenance: *Financial Accounting and Reporting (FAR) System Operations Guide, Section C: Vendor File Maintenance* provides detailed information for maintaining PCGenesis vendor information. For 1099 vendors, a response and an entry are required in the *1099 (Y/N)* and the *Name Control* fields. When changing a vendor's 1099 status from 'Y' (*Yes*) to 'N' (*No*) on the *Vendor Maintenance* screen, PCGenesis automatically deselects all claims for that vendor for 1099 processing and removes the *1099 flag* indicator from the corresponding claims. The added measure of deselecting the claims prevents a fatal error during 1099 processing. Additionally, PCGenesis displays the following warning message indicating the same:



Journal Voucher and Claims Maintenance: 1099 vendor journal voucher and claims maintenance includes validating the 1099 amount indicators and the line item details. PCGenesis does not allow modifications to cancelled 1099 claims or to non-1099 vendor claim/journal voucher information using the 1099 procedures.

1099 Vendor Edit Listing: The *Edit Listing* provides vendor details in either name or vendor number sequential order. After correcting the errors and reprinting the *Vendor Edit Listing*, compare the results to the *1099-MISC* or *1099-NEC* forms to ensure accuracy.

Amount Indicators: 1099 processing allows the use of amount indicators. The *IRS 1099 Control Information* screen and all 1099 reports, edits, and processing screens in PCGenesis includes these indicators for use when coding expense and journal entry lines.

Form 1099 Statements Amount Indicator Table

Amount Code	Amount Type	Form
1	Rents	MISC
2	Royalties	MISC
3	Other Income, Prizes and Awards	MISC
4	Federal Income Tax Withheld (Backup Withholding)	MISC
5	Fishing Boat Proceeds	MISC
6	Medical and Health Care Payments	MISC
7	Non-Employee Compensation	NEC
8	Substitute Payments in Lieu of Dividends or Interest	MISC
A	Crop Insurance Proceeds (<i>not supported in PCGenesis</i>)	MISC
B	Excess Golden Parachute Payments	MISC
C	Gross Proceeds Paid to an Attorney	MISC
D	Section 409A Deferrals	MISC
E	Section 409A Income	MISC
<p>The IRS provides detailed instructions for the 1099-Misc and 1099-NEC forms at: http://www.irs.gov/instructions/i1099misc/index.html.</p>		

IRS 1099 Processing

System Electronic Media Contact Information: In addition to the reporting agency's telephone number, 1099 processing also prompts for the contact name and an E-mail address when users create the 1099 export file. Although the information exists from a previous 1099 *CONTROL* file, verify the information is in fact correct. Where appropriate, a 1099 file indicator is also available if the IRS/MCC was unable to process a previously submitted file.

Users may also submit the 1099 file electronically through the *Filing Information Returns Electronically (FIRE)* system. Although the Technology Management Customer Support Center *does not* offer technical support for this procedure, *IRS Publication 1220* at: <http://www.irs.gov/pub/irs-pdf/p1220.pdf> provides the instructions for using the *FIRE* system and for submitting the 1099 file electronically. The *Sec. 4 Communicating with the IRS* section provides user support for the *FIRE* system. Contact the IRS via e-mail or via telephone at (866) 455-7438.

FORM 1099-MISC / 1099-NEC Electronic Submission Requirements: To submit *FORM 1099-MISC / 1099-NEC* information electronically, the school district/system Internal Revenue Service (IRS) *Form 4419 - Application for Filing Information Returns Electronically* must be on file with the IRS. The IRS provides detailed instructions for electronic file submission and *Form 4419* at:

<http://www.irs.gov/pub/irs-pdf/p1220.pdf>. Submit the form at least thirty (30) days before the due date of tax returns for the current calendar year. When approved by the IRS to file *FORM 1099-MISC / 1099-NEC* information electronically, the IRS assigns a five-digit alphanumeric *Transmitter Control Code (TCC)*. Enter this code on the PCGenesis *IRS 1099 System Control Information* screen.

Internal Revenue Service (IRS) Publications: Refer to IRS *Publication 1220 - Specifications for Filing Forms 1097, 1098, 1099, 3921, 3922, 5498, 8935 and W-2G Electronically* at:

<http://www.irs.gov/pub/irs-pdf/p1220.pdf>.

1099 Vendor Information Processing Checklist

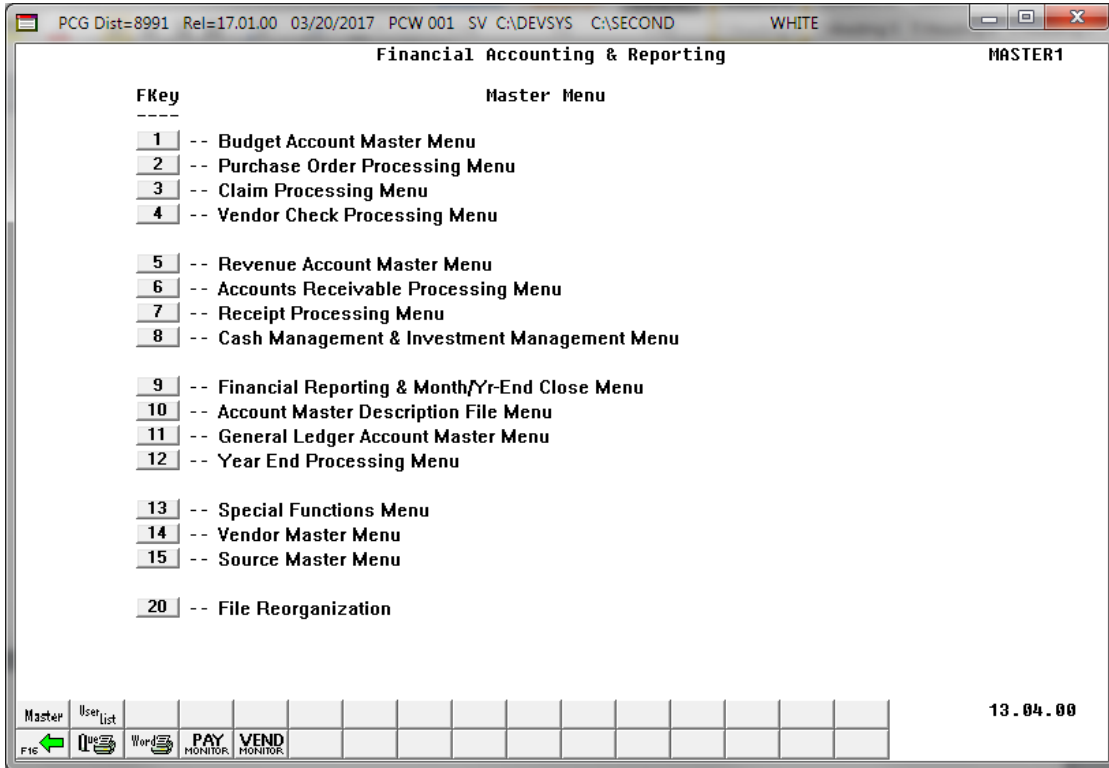
<i>Complete these steps in the order provided.</i>		
✓	Step	Action
	1	Update the <i>IRS 1099 Control Information</i> screen.
	2	Add new 1099 vendor information.
	3	Update existing 1099 vendor information, where appropriate.
	4	Print the <i>1099 Vendor Edit Listing</i> .
	5	Mass update 1099 vendor claims as needed.
	6	Perform 1099 Accounts Payable (A/P) claims maintenance by identifying the 1099 claims.
	7	Perform 1099 Accounts Payable (A/P) journal voucher maintenance by identifying the journal entry posted 1099 claims.
<i>1099-NEC Recipient/Participant Copy and IRS Electronic Filing Due by January 31</i>		
	8	Print the <i>1099-NEC Details Edit Listing</i> . <i>If there are errors, correct the errors and generate the report again to ensure accuracy. Repeat this process as often as needed.</i>
	9	Perform 1099 Accounts Payable (A/P) claims maintenance, where appropriate.
	10	Print the <i>1099-NEC</i> forms.
	11	Compare the results of the <i>1099-NEC Details Edit Listing</i> to the 1099-NEC forms to ensure the results are the same and are accurate.
	12	Create the 1099-NEC export file.
	13	Submit the 1099-NEC file electronically through the <i>Filing Information Returns Electronically (FIRE)</i> system.

✓	Step	Action
<i>1099-MISC Recipient/Participant Copy Due by January 31 and IRS Electronic Filing Due by March 31</i>		
	14	Print the <i>1099-MISC Details Edit Listing</i> . <i>If there are errors, correct the errors and generate the report again to ensure accuracy. Repeat this process as often as needed.</i>
	15	Perform 1099 Accounts Payable (A/P) claims maintenance, where appropriate.
	16	Print the <i>1099-MISC</i> forms.
	17	Compare the results of the <i>1099-MISC Details Edit Listing</i> to the <i>1099-MISC</i> forms to ensure the results are the same and are accurate.
	18	Create the 1099-MISC export file.
	19	Submit the 1099-MISC file electronically through the <i>Filing Information Returns Electronically (FIRE)</i> system.

Procedure A: Display/Update 1099 System Control Data

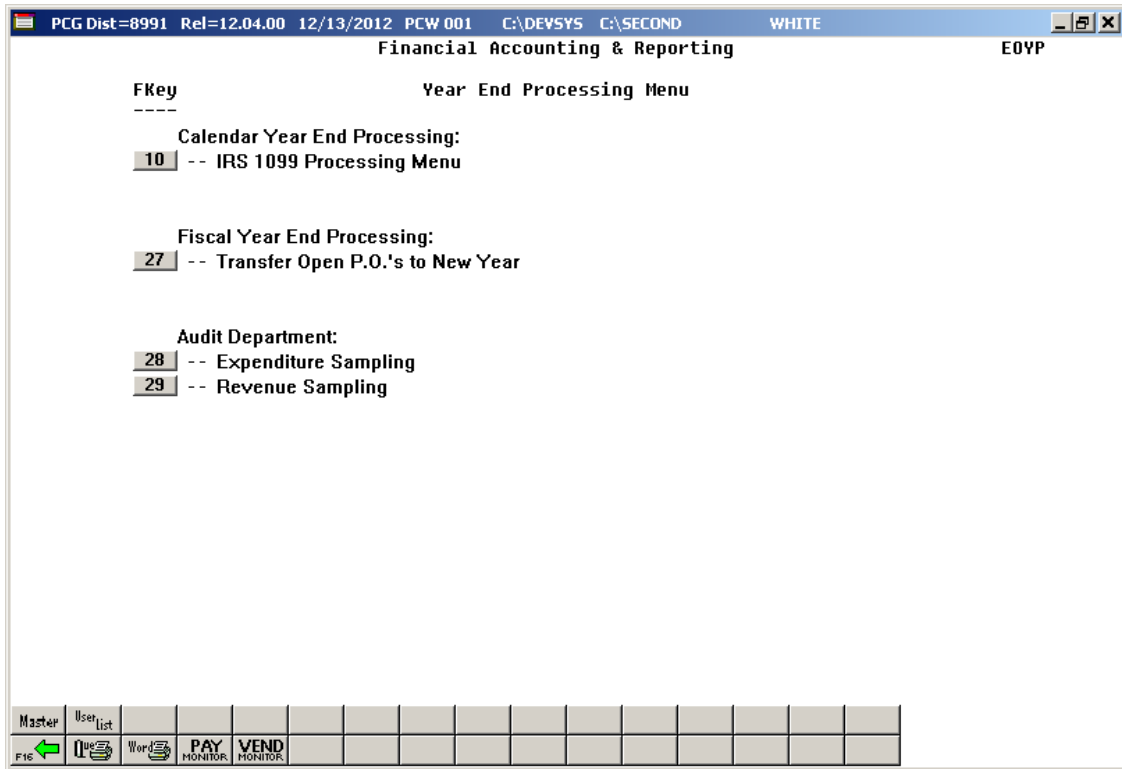
Step	Action
1	From the <i>Business Applications Master Menu</i> , select 1 (F1 - Financial Accounting & Reporting System).

The following screen displays:



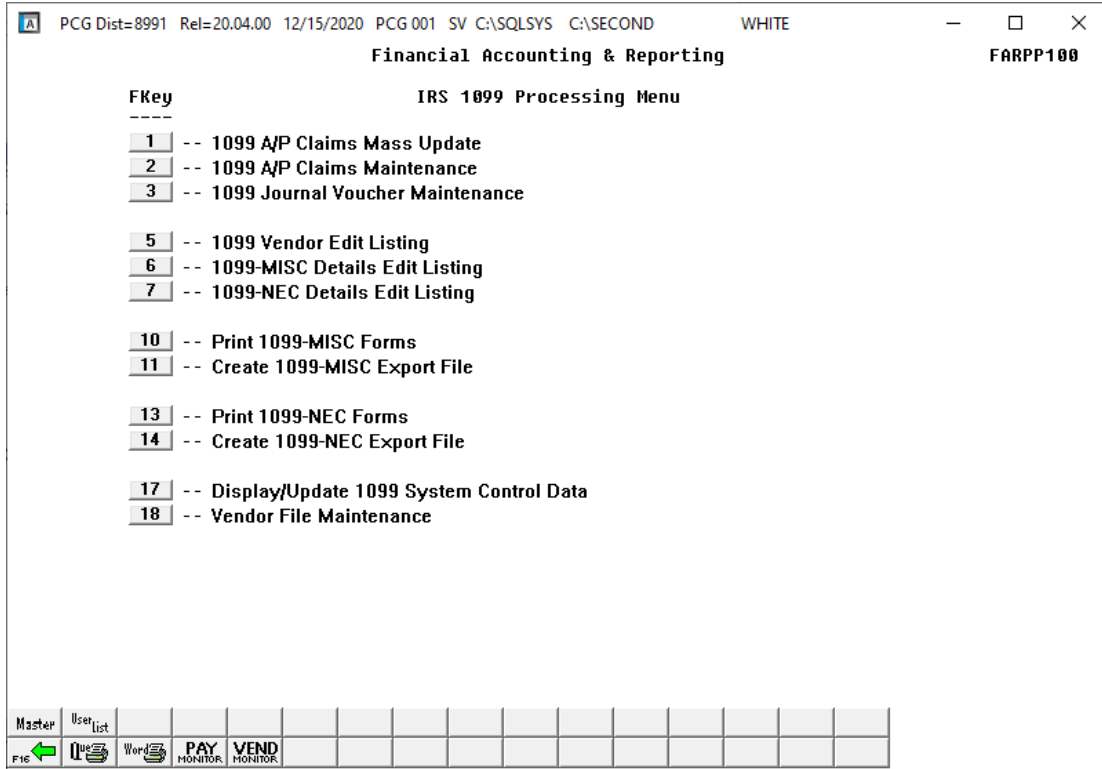
Step	Action
2	Select 12 (F12 - Year End Processing Menu).

The following screen displays:



Step	Action
3	Select 10 (F10 - Calendar Year End Processing: IRS 1099 Processing Menu).

The following screen displays:



Step	Action
4	Select 17 (F17 - Display/Update 1099 System Control Data).

The following screen displays:

PCG Dist=8991 Rel=20.04.00 12/15/2020 PCG 001 SV C:\SQLSYS C:\SECOND WHITE FARPM110

***** IRS 1099 CONTROL INFORMATION *****

Name: SMITH CITY BOARD OF EDUCATION
 Address: 102 MAIN STREET
 City: SMITH State: GA Zip: 33333

Filing Information For What Year: 2019
 Federal Employer Identification Number (EIN): 998877889
 Name Control: SMIT
 Type of Return: A (Misc)
NE (NEC - Nonemployee Comp)

Transmitter Control Code (TCC): 00001

Amount Indicators (Y/N):

1 - Rents	<u>N</u>	2 - Royalties	<u>N</u>	3 - Other income	<u>N</u>
4 - Fed income tax w/h	<u>N</u>	5 - Fishing boat	<u>N</u>	6 - Medical payments	<u>N</u>
7 - Nonemployee comp	<u>Y</u>	8 - Lieu of dividends	<u>N</u>	9 - Not applicable	
B - Parachute payments	<u>N</u>	C - Legal services	<u>Y</u>	D - Section 409A deferrals	<u>N</u>
E - Section 409A income	<u>N</u>				

----- Transfer Agent Information -----


Transfer Agent Indicator (Y/N): N

Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____

ENTER = Validate, F16 = Exit

20.04.00

Step	Action
5	Verify the defaulting Name, Address, City, State and Zip (Code) field entries are correct, and where appropriate, modify the remaining fields' entries.
6	Enter the year (CCYY) in the Filing Information For What Year field. <i>The entry in the field must correspond with the tax year in Box 4 of Form 4419 – Application for Filing Information Returns Electronically.</i>
7	Enter the Employer Identification Number (EIN) in the Federal Employer Identification Number (EIN) field. <i>The entry in the field must correspond with Box 3 of Form 4419 and the EIN listed on the Federal Income Tax (FIT) Table screen. Refer to the Payroll System Operations Guide, Section I: Special Functions, Topic 3: Tax Tables/Withholding/Control Information Processing for the instructions to access this screen.</i>
8	Refer to the <i>Internal Revenue Services (IRS) Publication 1220</i> for instructions regarding the entry in the Name Control field.
9	Verify A (FORM 1099-MISC) displays in the Type of Return (Misc) field. Verify NE (FORM 1099-NEC) displays in the Type of Return (NEC – Nonemployee Comp) field.

Step	Action
10	<p>If reporting electronically/third party vendors: Enter the appropriate transmitter’s control code in the Transmitter Control Code field.</p> <p><i>The Internal Revenue Service (IRS) assigns the Transmitter’s Control Code (TCC) when approved for electronic file submission (Form 4419).</i></p>
11	<p>Refer to the <i>Internal Revenue Services (IRS) Publication 1220</i> for a definition of the codes in the Amount Indicators (Y/N) fields.</p>
Form 1099-MISC / 1099-NEC Amount Indicator Table	
Amount Indicator	Amount Indicator Description
1	Rents
2	Royalties
3	Other Income, Prizes and Awards
4	Federal Income Tax Withheld (Backup Withholding)
5	Fishing Boat Proceeds
6	Medical and Health Care Payments
7	Non-Employee Compensation (Reported on the 1099-NEC form)
8	Substitute Payments in Lieu of Dividends or Interest
A	Crop Insurance Proceeds (<i>not supported in PCGenesis</i>)
B	Excess Golden Parachute Payments
C	Gross Proceeds Paid to an Attorney
D	Section 409A Deferrals
E	Section 409A Income
<p>The IRS provides detailed instructions for the <i>Form 1099-Misc and 1099-NEC</i> at: http://www.irs.gov/instructions/i1099misc/index.html.</p>	
12	<p>For Third Party Vendors: Enter Y (Yes) or N (No) in the Transfer Agent Indicator field.</p> <p><i>If the school district’s or the system’s 1099 file transmission is from any location other than the central office, enter Y (Yes) in the field and the agent’s information in Step 8, Step 10, and Step 13.</i></p>
13	<p>For Third Party Vendors: Enter your school district’s transmittal agent information in the Name, Address, City, State, and Zip (Code) fields.</p> <p><i>When entering Y (Yes) in the Transfer Agent field, make corresponding entries within these fields.</i></p>
14	<p>Select  (Enter) to validate the record.</p>

The following screen displays:

```

PCG Dist=8991  Rel=20.04.00  12/15/2020  PCG 001  SV C:\SQLSYS  C:\SECOND  WHITE  FARPM110
***** IRS 1099 CONTROL INFORMATION *****

Name: SMITH CITY BOARD OF EDUCATION
Address: 102 MAIN STREET
City: SMITH State: GA Zip: 33333


Filing Information For What Year: 2019
Federal Employer Identification Number (EIN): 998877889
Name Control: SMIT
Type of Return: A (Misc)
NE (NEC - Nonemployee Comp)
Transmitter Control Code (TCC): 00001

Amount Indicators (Y/N):
1 - Rents N 2 - Royalties N 3 - Other income N
4 - Fed income tax w/h N 5 - Fishing boat N 6 - Medical payments N
7 - Nonemployee comp Y 8 - Lieu of dividends N 9 - Not applicable
B - Parachute payments N C - Legal services Y D - Section 409A deferrals N
E - Section 409A income N

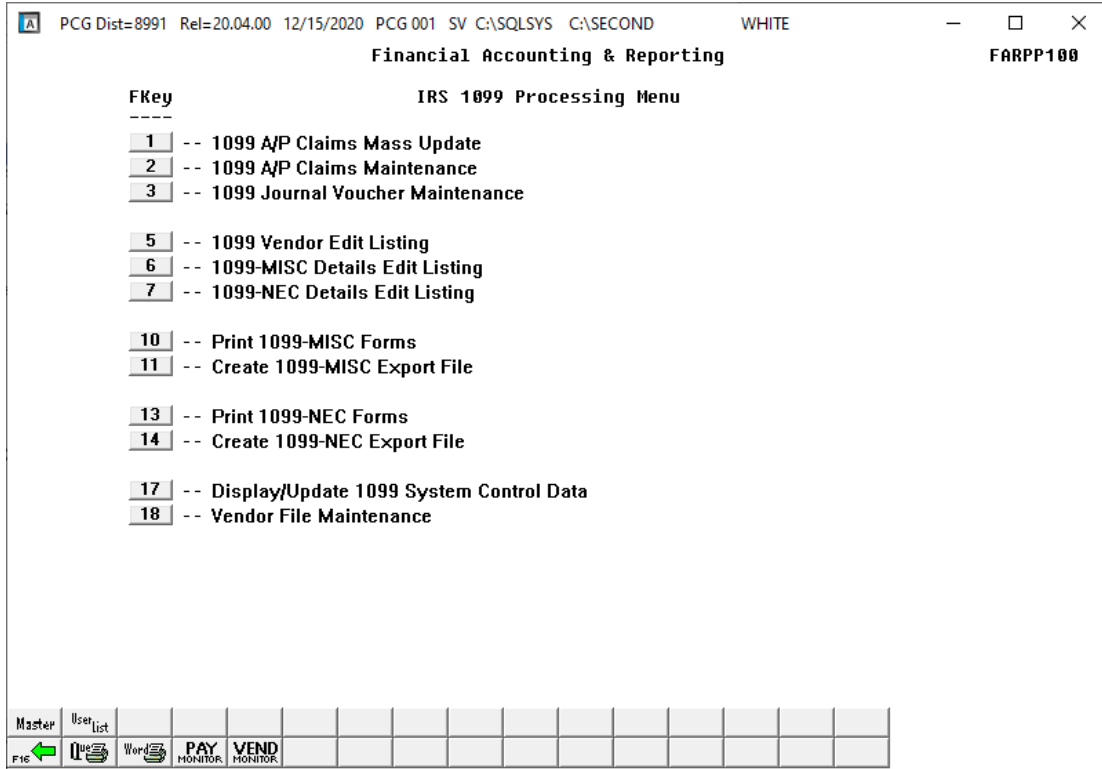
----- Transfer Agent Information -----
Transfer Agent Indicator (Y/N): N



Name:
Address:
City: State: Zip:

ENTER = Update, F16 = Reenter 20.04.00
ENTER ✓
F16 ←
    
```

Step	Action
15	Verify the screen's entries are correct and select  (Enter - Update) to return to the <i>Financial Accounting & Reporting – IRS 1099 Processing Menu</i> . If the information is incorrect, select F16 (Reenter), make the appropriate modifications, and select Enter <u>twice</u> .

The following screen displays:



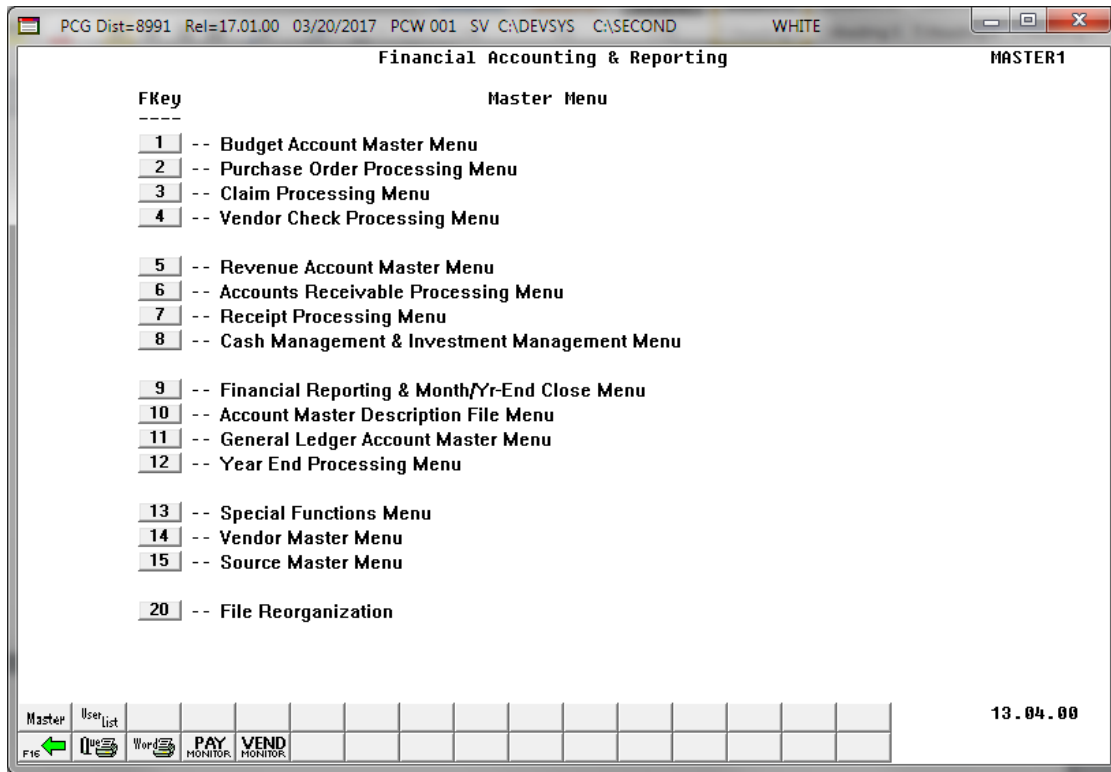
Step	Action
16	Select  (F16 - Exit) to return to the <i>Financial Accounting & Reporting – Year End Processing Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

Procedure B: Vendor File Maintenance

B1. Vendor Maintenance

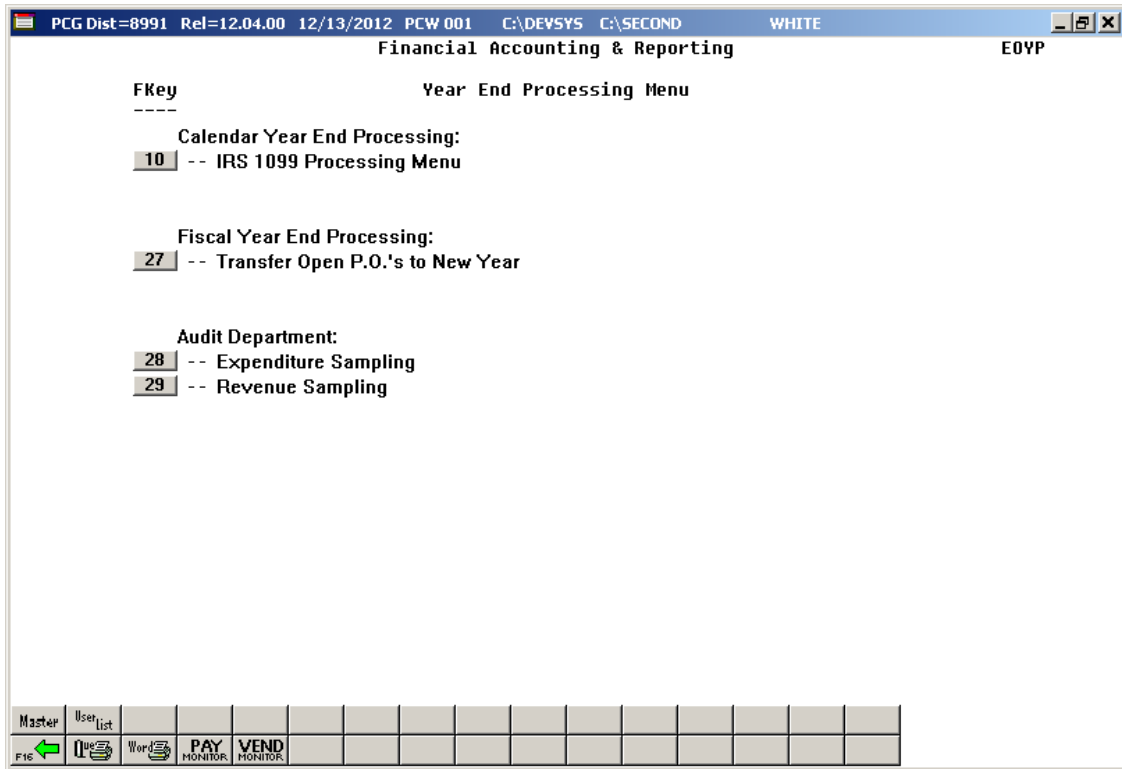
Refer to the [Financial Accounting and Reporting \(FAR\) System Operations Guide, Section C: Vendor File Maintenance](#) for the instructions to update PCGenesis vendor information.

B2. Printing the 1099 Vendor Edit Listing



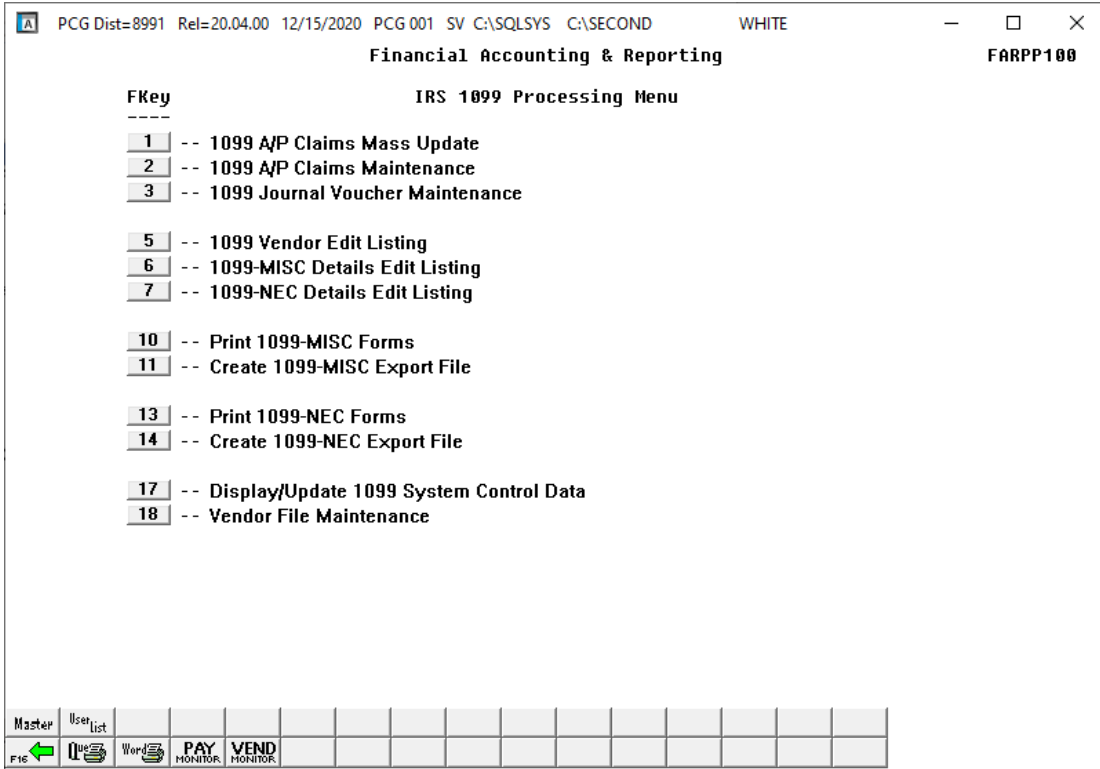
Step	Action
1	Select 12 (F12 - Year End Processing Menu).

The following screen displays:



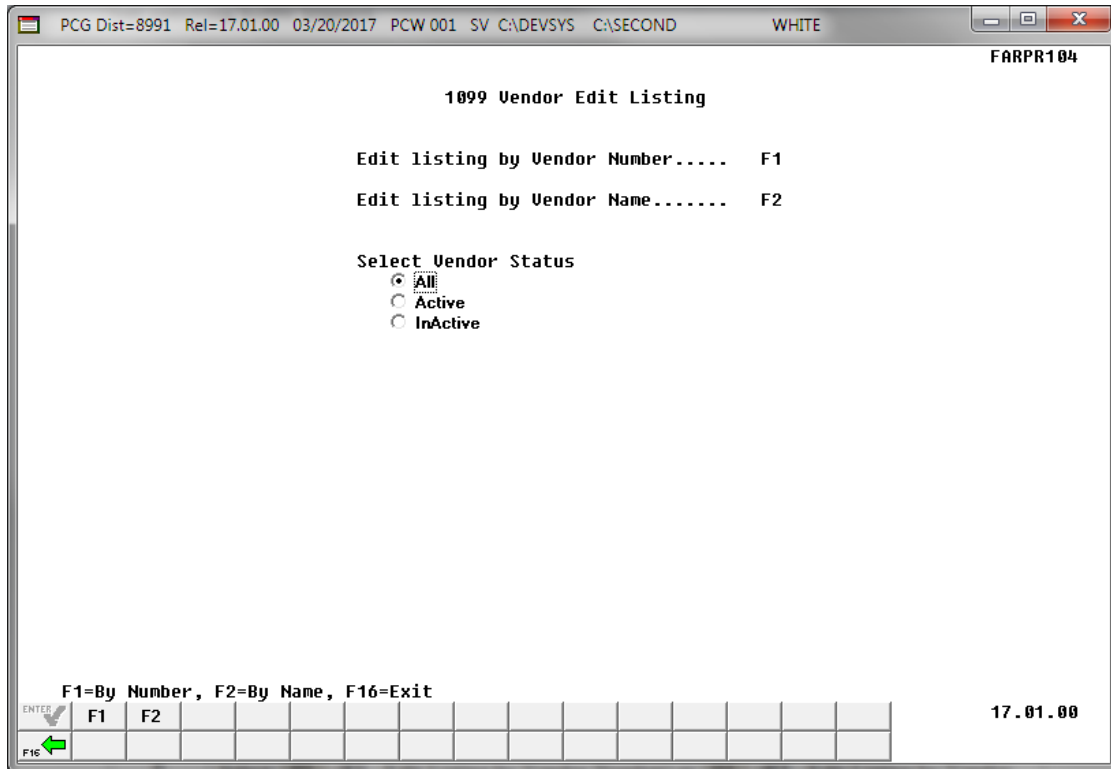
Step	Action
2	Select 10 (F10 - Calendar Year End Processing: IRS 1099 Processing Menu).

The following screen displays:



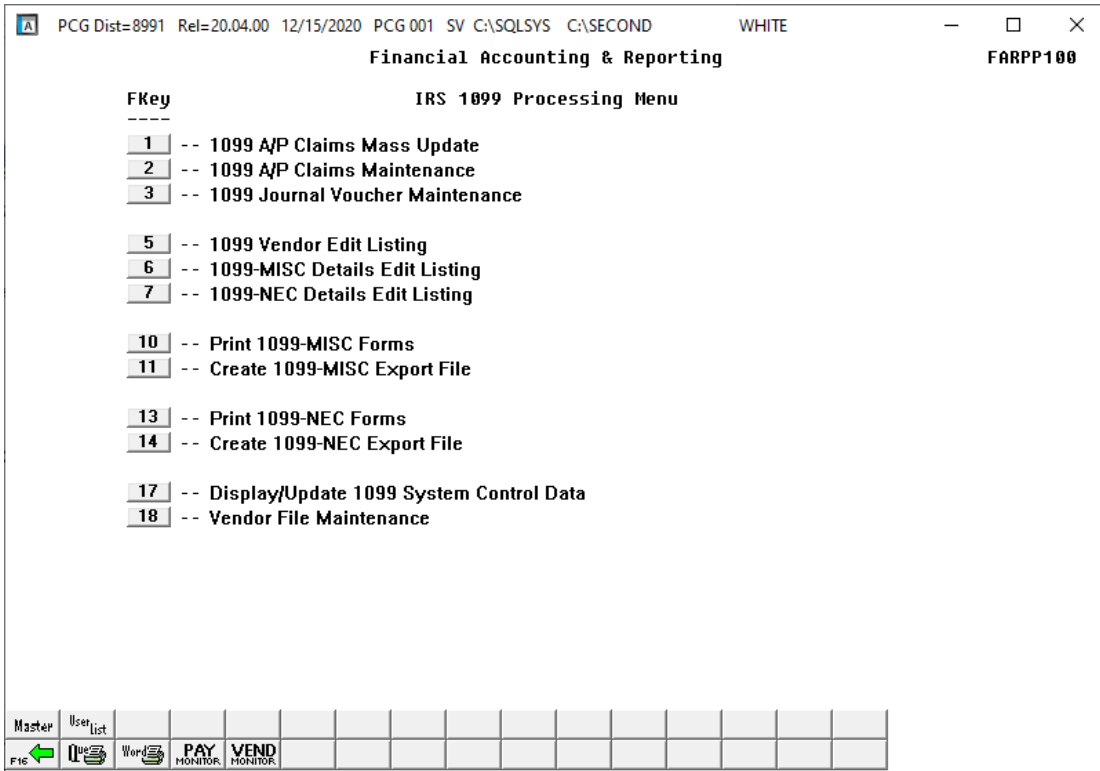
Step	Action
3	Select 5 (F5 - 1099 Vendor Edit Listing).





The following screen displays:



Step	Action
4	Select the radio button to the left of the desired Vendor Status option. <ul style="list-style-type: none"> • To print the <i>1099 Vendor Edit Listing</i> for all vendors, select All. • To print the <i>1099 Vendor Edit Listing</i> for only active vendors, select Active. • To print the <i>1099 Vendor Edit Listing</i> for only inactive vendors, select Inactive.
5	Select F1 (F1 - Edit Listing by Vendor Number) or F2 (F2 - Edit Listing by Vendor Name). <i>Based on the menu option, the message “*** Processing by Vendor Number ***” or “*** Processing by Vendor Name ***” briefly displays.</i>

The following screen displays:



Step	Action
6	<p>To print the report via the Uqueue Print Manager: Select  (Uqueue).</p> <p>To print the report via Microsoft® Word: Select  (MS WORD).</p> <p>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.</p>
7	<p>Select  (F16 - Exit) to return to the <i>Financial Accounting & Reporting – Year End Processing Menu</i>, or select  (Master) to return to the <i>Business Applications Master Menu</i>.</p>

B2.1. 1099 Vendor Edit Listing (by Vendor Number) – Example

The final page of the report lists 1099 vendor and error totals. The error codes are defined within the Error Table at the bottom of each page, and specific vendor errors display at the far right of the page where appropriate.

REPORT DATE: 03/20/2017		1 0 9 9 V E N D O R E D I T L I S T I N G										PAGE: 1
REPORT TIME: 09:26 AM		BY VENDOR NUMBER										FARPR104
SYSTEM: 8991 SMITH CITY BOARD OF EDUCATION												
VENDOR NUMBER	VENDOR NAME	VENDOR STATUS	VENDOR ADDRESS CITY	STATE	ZIP	FED ID (Y/N)	SSN/FED ID (EIN)	NAME CONTROL	FOREIGN (Y/N)	* ERROR CODES	*	
000134	VENDOR 000134	I	0113 VENDOR STREET SMITH	GA	33333	Y	919999975	ENGL	N	*	*	
000173	VENDOR 000173	A	0149 VENDOR STREET SMITH	GA	33333	N	919999963	BURG	N	*	*	
000274	VENDOR 000274	A	0226 VENDOR STREET SMITH	GA	33333	N	919999952	HUGH	N	*	*	
000389	VENDOR 000389	A	0323 VENDOR STREET SMITH	GA	33333	Y	919999940	TAYL	N	*	*	
000414	VENDOR 000414	A	0343 VENDOR STREET SMITH	GA	33333	N	919999936	MELV	N	*	*	
000415	VENDOR 000415	A	0344 VENDOR STREET SMITH	GA	33333	N	919999935	KELL	N	*	*	
000418	VENDOR 000418	I	0347 VENDOR STREET SMITH	GA	33333	Y	919999934	HARB	N	*	*	
000447	VENDOR 000447	A	0376 VENDOR STREET SMITH	GA	33333	N	919999927	MAIT	N	*	*	
000461	VENDOR 000461	A	0388 NORTHWEST VENDOR STREET SOUTH ALEXANDRIA	GA	33333-4545	N	919999925	REES	N	2	*	
000493	VENDOR 000493	A	0415 VENDOR STREET SMITH	GA	33333	N	919999920	GARR	N	*	*	
000597	VENDOR 000597	A	0502 VENDOR STREET SMITH	GA	33333	N	919999909	WHIT	N	*	*	
000768	VENDOR 000768	A	0658 VENDOR STREET SMITH	GA	33333	N			N	*	*	
TOTAL NUMBER OF VENDORS REQUIRING 1099'S = 586												
TOTAL NUMBER OF VENDORS WITH ERRORS = 1												
----- ERROR TABLE -----												
1) INVALID ADDRESS			3) INVALID CITY			5) INVALID ZIP CODE			7) INVALID SSN/FED. ID (EIN)			
2) ADDRESS TRUNCATED-WARNING			4) INVALID STATE			6) INVALID FED. ID FLAG			8) INVALID NAME CONTROL			
									9) INVALID FOREIGN FLAG			

Error codes and definitions

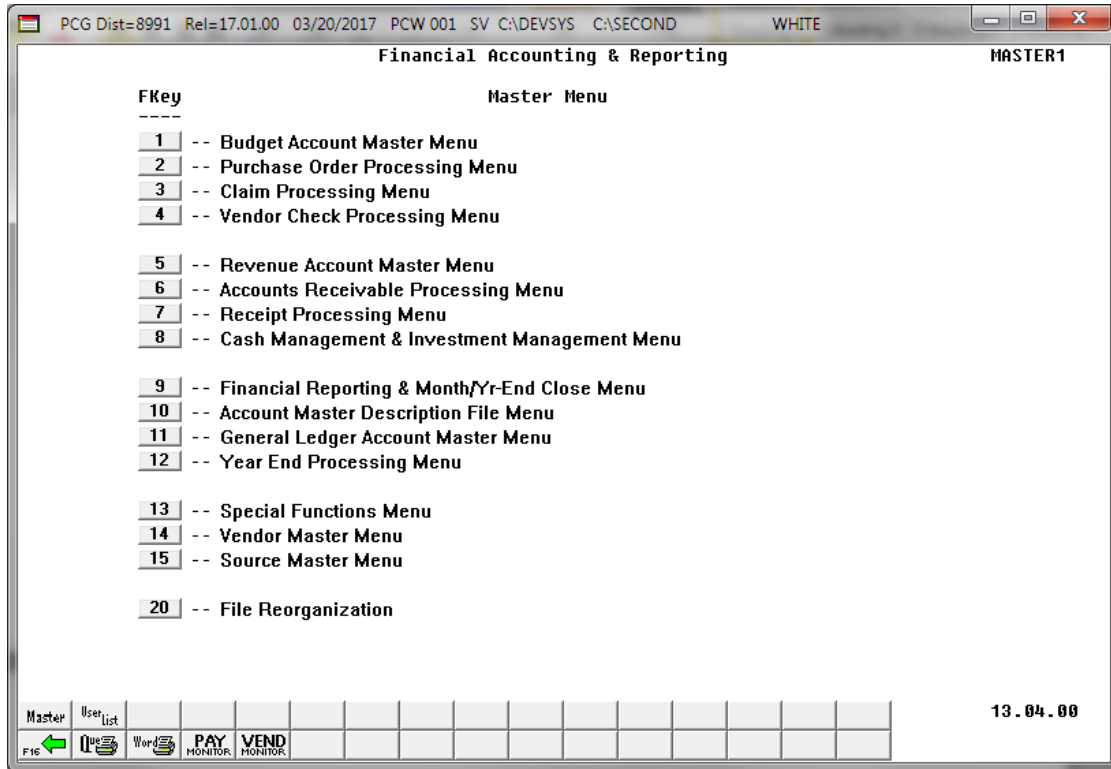
NOTE: Error 2, “Address Truncated-Warning”, is actually a warning message and not a fatal error.

Procedure C: Updating Claims and Journal Vouchers for 1099 Processing

C1. Mass Updating 1099 Accounts Payable Claims

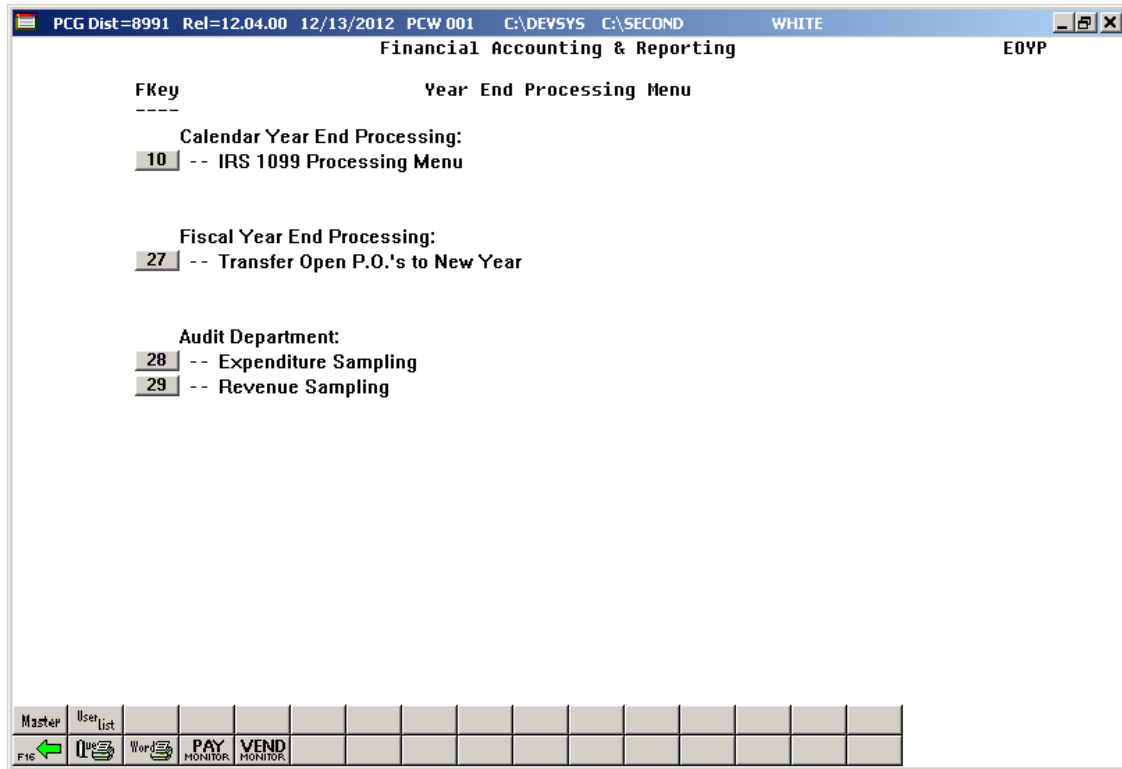
***** ATTENTION *****

These instructions apply to retroactively updating existing records. Identify new 1099 claims as such where appropriate.



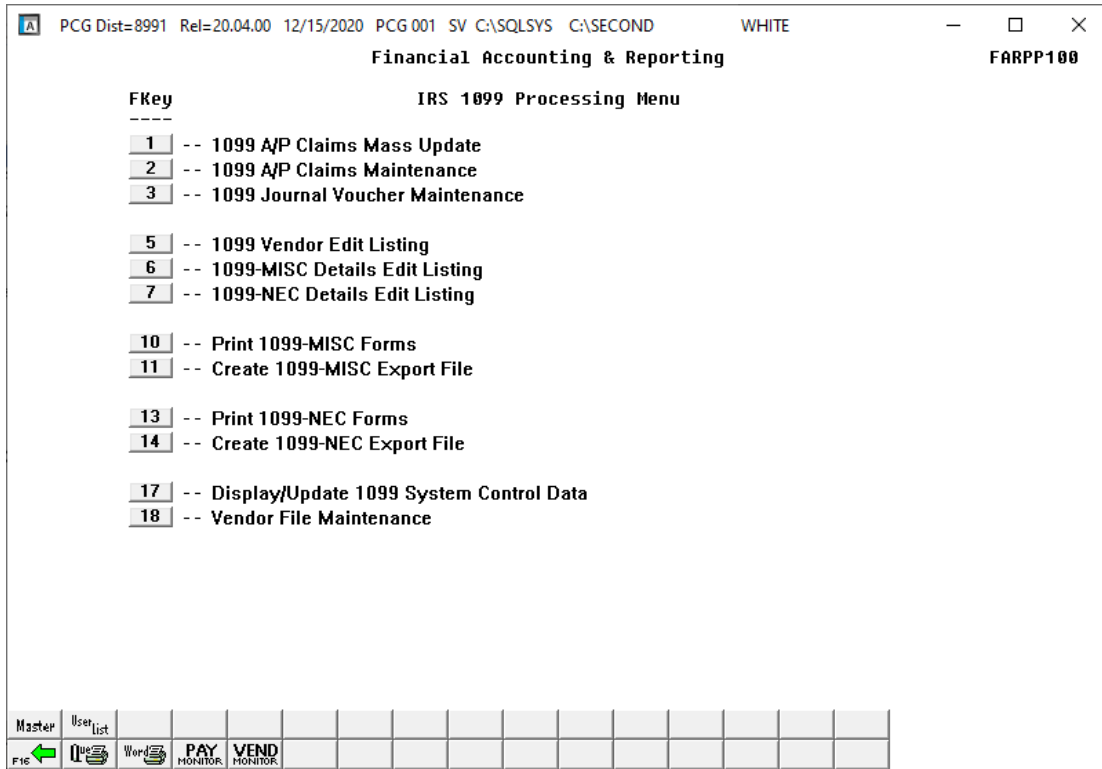
Step	Action
1	Select 12 (F12 - Year End Processing Menu).

The following screen displays:



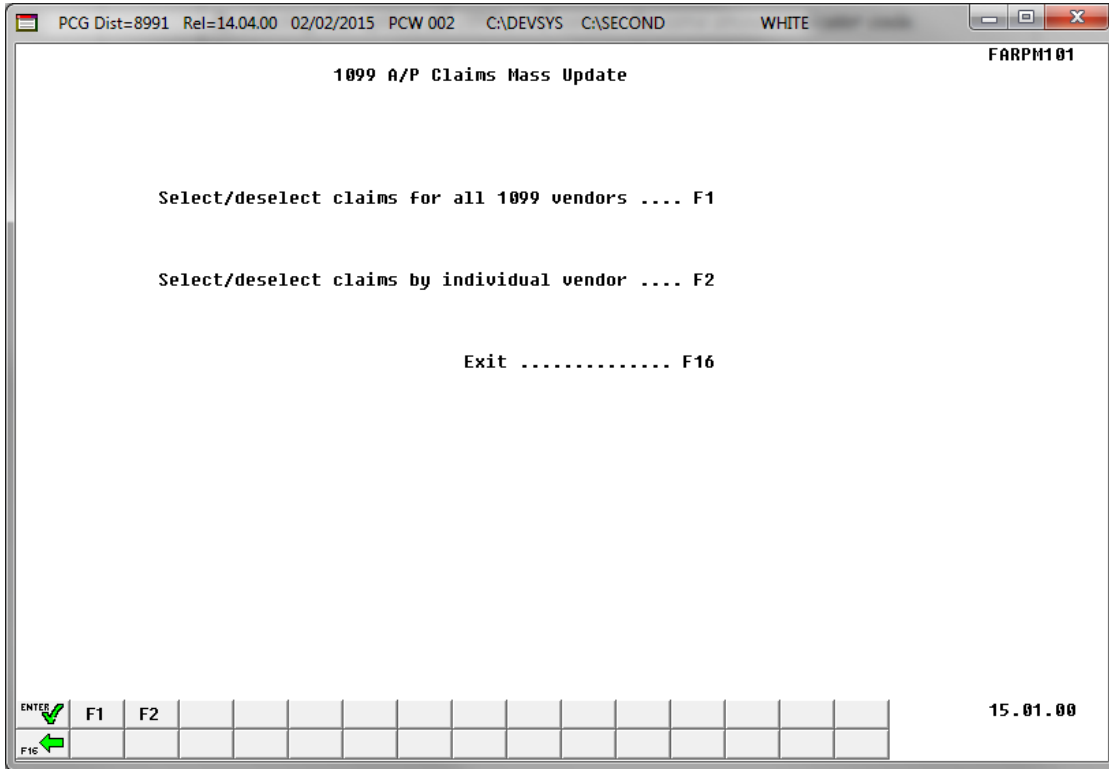
Step	Action
2	Select 10 (F10 - Calendar Year End Processing: IRS 1099 Processing Menu).

The following screen displays:



Step	Action
3	Select 1 (F1 - 1099 A/P Claims Mass Update).

The following screen displays:



Step	Action
4	<p>For individual amount types: Select F1 (F1 - Select/Deselect Claims for All 1099 Vendors). <i>By selecting this option, all 1099's will contain the same amount indicator code.</i></p> <p>For multiple amount types: Select F2 (F2 - Select/Deselect Claims by Individual Vendor).</p>

For Step 4-F1 selections, the following screen displays:

PCG Dist=8991 Rel=14.04.00 02/02/2015 PCW 002 C:\DEVSY C:\SECOND WHITE FARPM101

Select/Deselect Claims for All 1099 Vendors

Enter 1099 amount indicator (1-8, B, C, D, E) to select, or leave blank to de-select 1099 claims.

1099 Filing year: 14
1099 Amount indicator: -

Amount Indicators:

1 - Rents	2 - Royalties	3 - Other income
4 - Fed income tax w/h	5 - Fishing boat	6 - Medical payments
7 - Nonemployee comp	8 - Lieu of dividends	9 - Not Applicable
B - Parachute payments	C - Legal services	D - Section 409A deferrals
E - Section 409A income		

Press ENTER = Continue, F16 = Exit.

ENTER ✓ F1 F2
F16 ←

15.01.00

For Step 4-F2 selections, the following screen displays:

PCG Dist=8991 Rel=14.04.00 02/02/2015 PCW 002 C:\DEVSY C:\SECOND WHITE FARPM101

Select/Deselect claims for Individual Vendor.

Enter 1099 amount indicator (1-8, B, C, D, E) to select, or leave blank to de-select 1099 claims.

1099 Filing year: 14
1099 Amount indicator: -

Vendor number: 000000
Vendor name :



Amount Indicators:

1 - Rents	2 - Royalties	3 - Other income
4 - Fed income tax w/h	5 - Fishing boat	6 - Medical payments
7 - Nonemployee comp	8 - Lieu of dividends	9 - Not Applicable
B - Parachute payments	C - Legal services	D - Section 409A deferrals
E - Section 409A income		

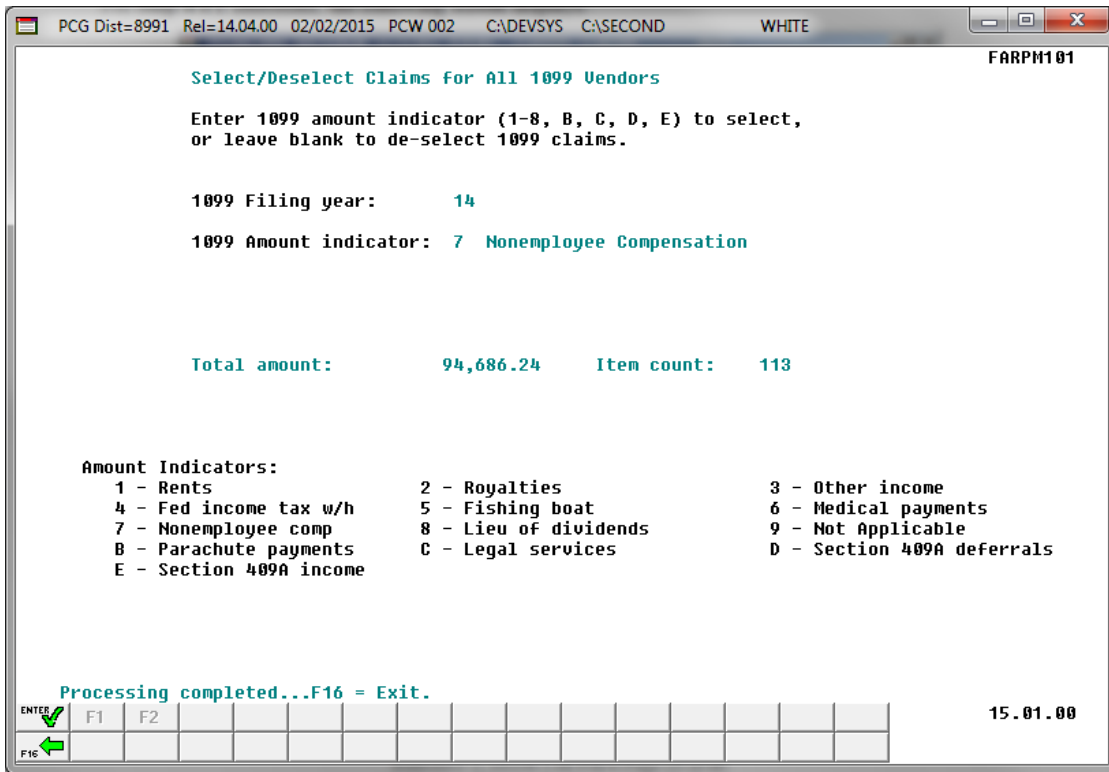
Press ENTER = Continue, F16 = Exit.


ENTER ✓ F1 F2
F16 ←

15.01.00

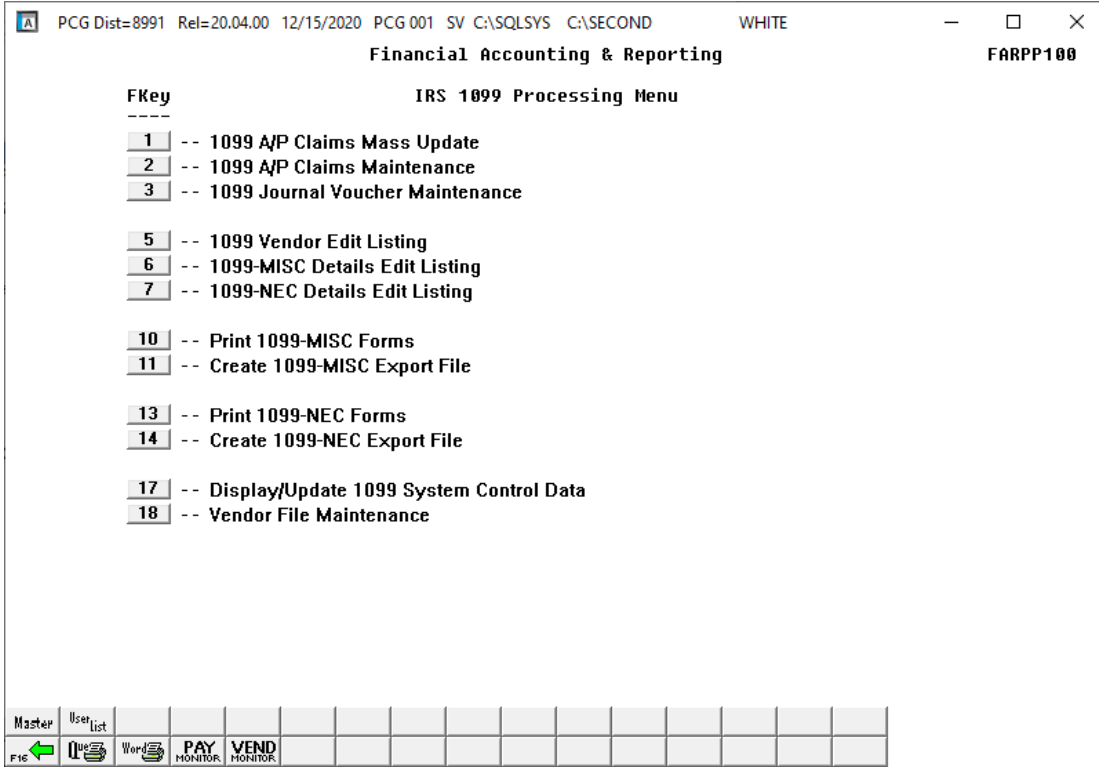
Step	Action
5	Verify the defaulting year in the 1099 Filing Year field is correct. <i>If the information is incorrect, refer to Procedure A: Display/Update 1099 System Control Data for the instructions to modify the screen's entries.</i>
6	Enter the amount indicator code in the 1099 Amount Indicator field. Leave the 1099 Amount Indicator field blank to de-select claims for 1099 processing. <i>Refer to this document's "Overview" for the Form 1099 Statements Amount Indicator Table for an explanation of the amount indicator codes.</i>
7	For Step 4-F2 selections: Enter or select the drop-down selection icon  within the Vendor field to choose the vendor's information.
8	Select  (Enter) <u>twice</u> . <i>“*** Deselecting (or Selecting) All Vendors ***” briefly displays.</i>



For **Step 4-F1** selections, the following screen displays:



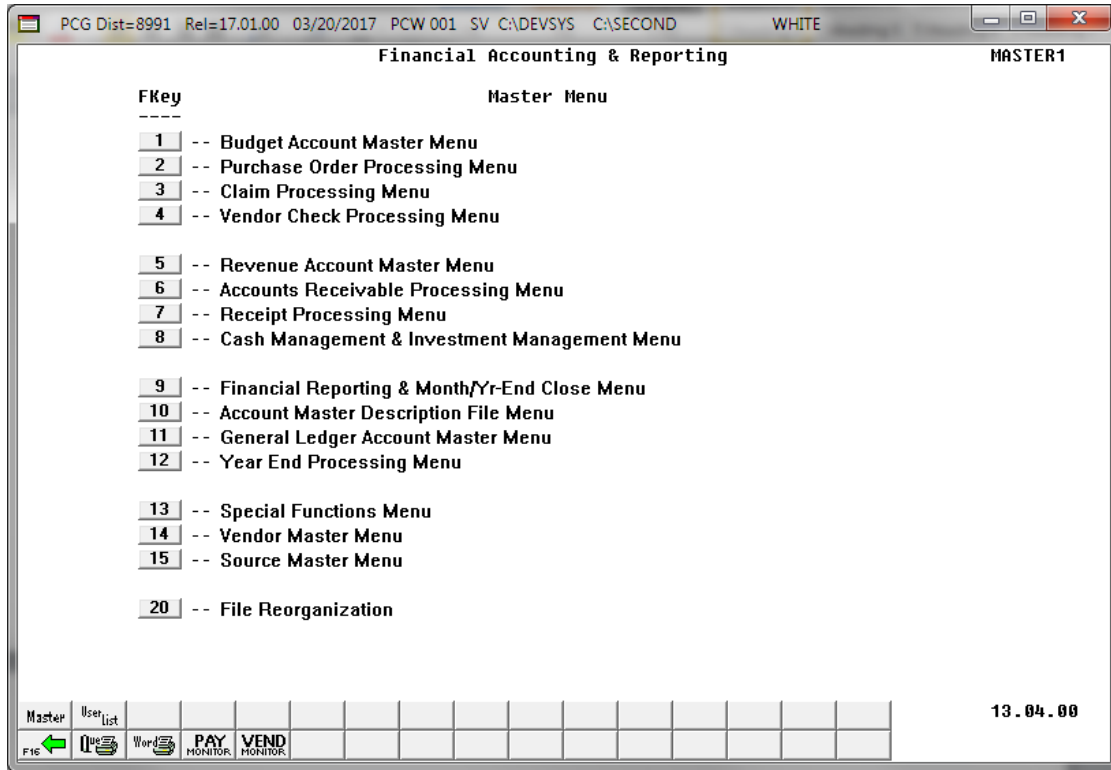
Step	Action
9	Review the Total Amount of 1099's and the Total Item Count field entries, or screen-print the results, and select  (F16 - Exit) to exit to the <i>Select/Deselect Claims Entry</i> screen.

The following screen displays:



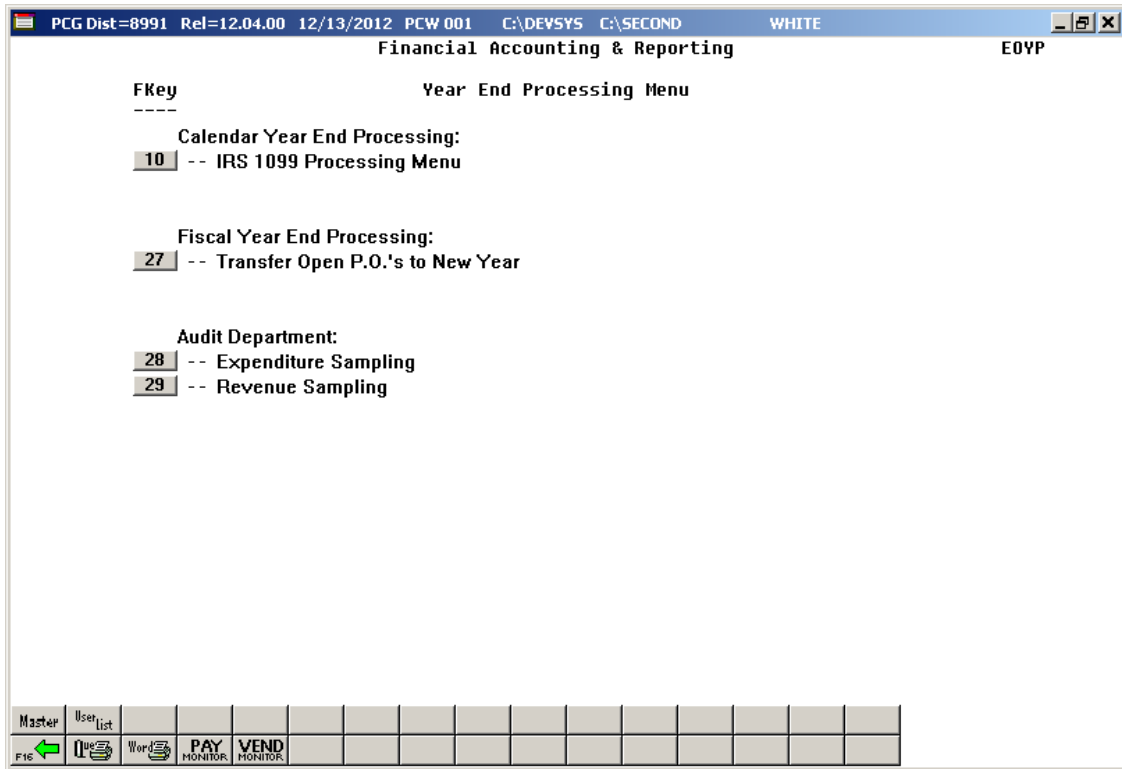
Step	Action
10	Select  (F16 - Exit) to return to the <i>Financial Accounting & Reporting – Year End Processing Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

C2. Maintaining 1099 Accounts Payable Claims



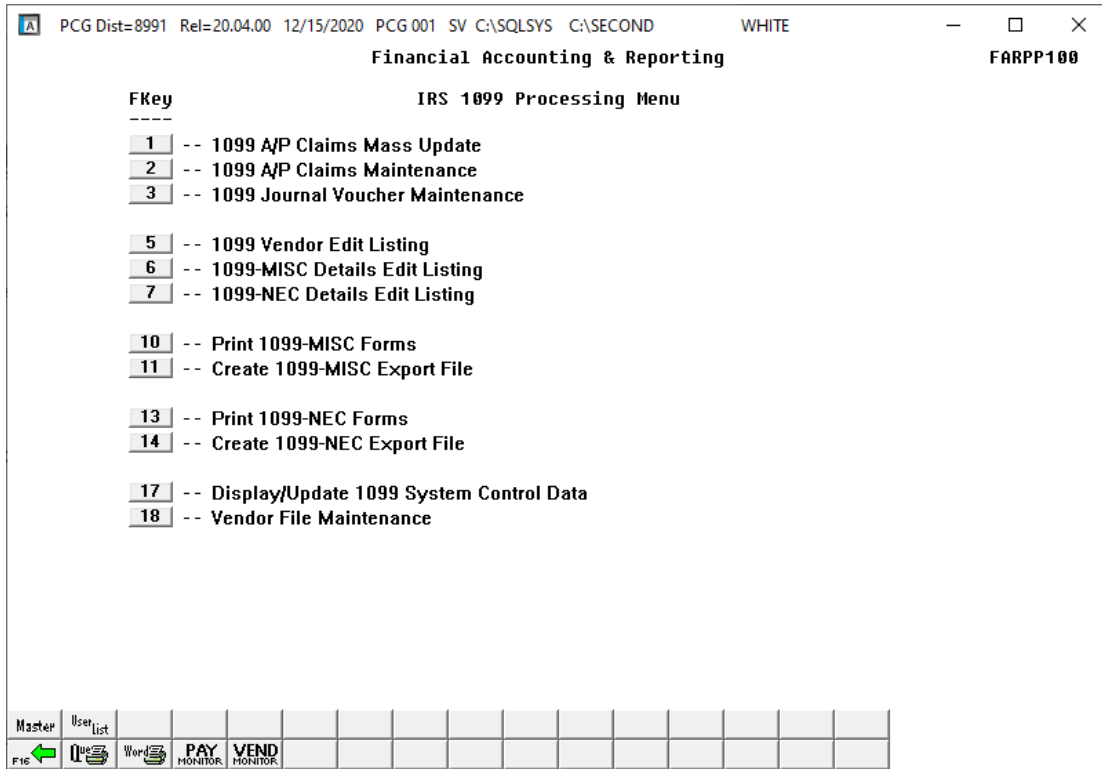
Step	Action
1	Select 12 (F12 - Year End Processing Menu).

The following screen displays:



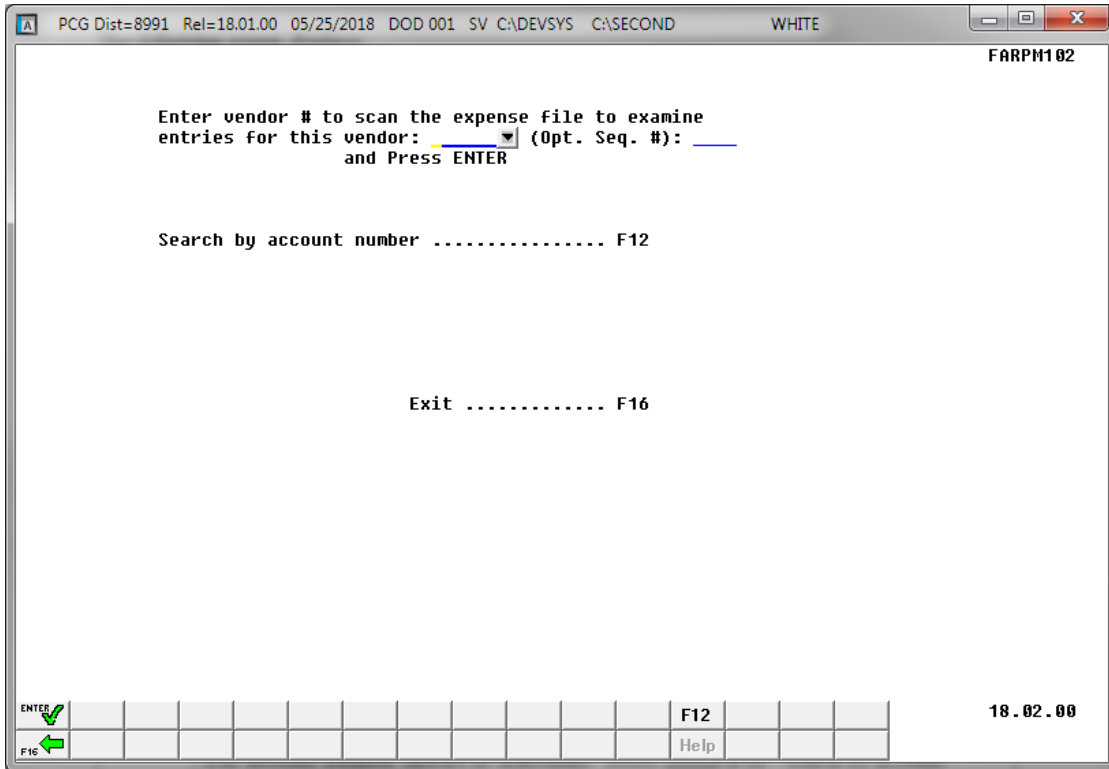
Step	Action
2	Select 10 (F10 - Calendar Year End Processing: IRS 1099 Processing Menu).





The following screen displays:



Step	Action
3	Select 2 (F2 - 1099 A/P Claims Maintenance).

The following screen displays:



Step	Action
4	<p>For vendor number entries or selections: Enter the vendor's number or select the drop-down selection icon  within the Vendor field to choose the vendor's information and select  (Enter).</p> <p>For account number entries or selections: Select  (F12 - Search by account number), enter the account information in the Yr Fnd Prgm Fnct Objet Fcty B Addt'l fields and select  (Enter).</p>

The following screen displays:

PCG Dist=8991 Rel=18.01.00 05/25/2018 DOD 001 SV C:\DEV\SVS CASECOND WHITE





Expense Vendor: 6055 VENDOR 000055 FARPM102
 OPEN 1 WEST FIRST STREET
 P.O.: 000169 SUITE 1000
 ATLANTA, GA 30000

Description: THIS IS A DESCRIPTION OF INU MONTHLY CLAIM AGAINST PD
 Seq: 9988 A/P Blnc: 421 X-Ref Seq: 9996 Vendor Ref: ABC-341763
 Date: 7/31/2018 Amount: 171.00 Disc date: Disc Amount:
 Payment: Check # Bank: BK01 Check Amount: 1099

Charge to:	Yr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Add'l	Amount	1099
	19	100		1011	1000	43200	195	1		1.00	Z
	19	100		1011	1000	44222	195	1		2.00	Z
	19	100		1011	1000	44300	195	1		3.00	Z
	19	100		1011	1000	61000	195	1	1	4.00	Z
	19	100		1011	1000	61041	195	1		5.00	Z
	19	100		1011	1000	61100	195	1		6.00	Z
	19	100		1011	1000	61500	195	1		7.00	Z
	19	100		1011	1000	61600	195	1		8.00	Z
	19	100		1021	1000	43200	195	1		9.00	Z
	19	100		1021	1000	44222	100	1		10.00	Z
	19	100		1021	1000	44222	195	1		11.00	Z
	19	100		1021	1000	44300	100	1		12.00	Z
	19	100		1021	1000	58000	195	1		13.00	Z
	19	100		1021	1000	61000	100	1	1	14.00	Z
	19	100		1021	1000	61000	195	1	1	15.00	Z
	19	100		1021	1000	61003	195	1	1	16.00	Z
	19	100		1021	1000	61041	100	1		17.00	Z
	19	100		1021	1000	61041	195	1		18.00	Z
	00									-	-
	00									-	-

ENTER = Validate
 F16 = Re-Enter or Exit F28 = Help


18.02.00

Step	Action
5	<p>For non-reported 1099 claims: Delete the entry in the 1099 field where appropriate, and select  (<u>Enter</u>) <u>twice</u>.</p> <p>For reported 1099 claims: Enter or verify the valid code exists within the 1099 field, and select  (<u>Enter</u>) <u>twice</u>.</p> <p>Refer to this document's "Overview" for the Form 1099 Statements Amount Indicator Table for an explanation of the amount indicator codes.</p> <p>To modify additional claim information, continue to select  (<u>Enter</u>) until the record is located. Make the appropriate modifications and select  (<u>Enter</u>) <u>twice</u>.</p>

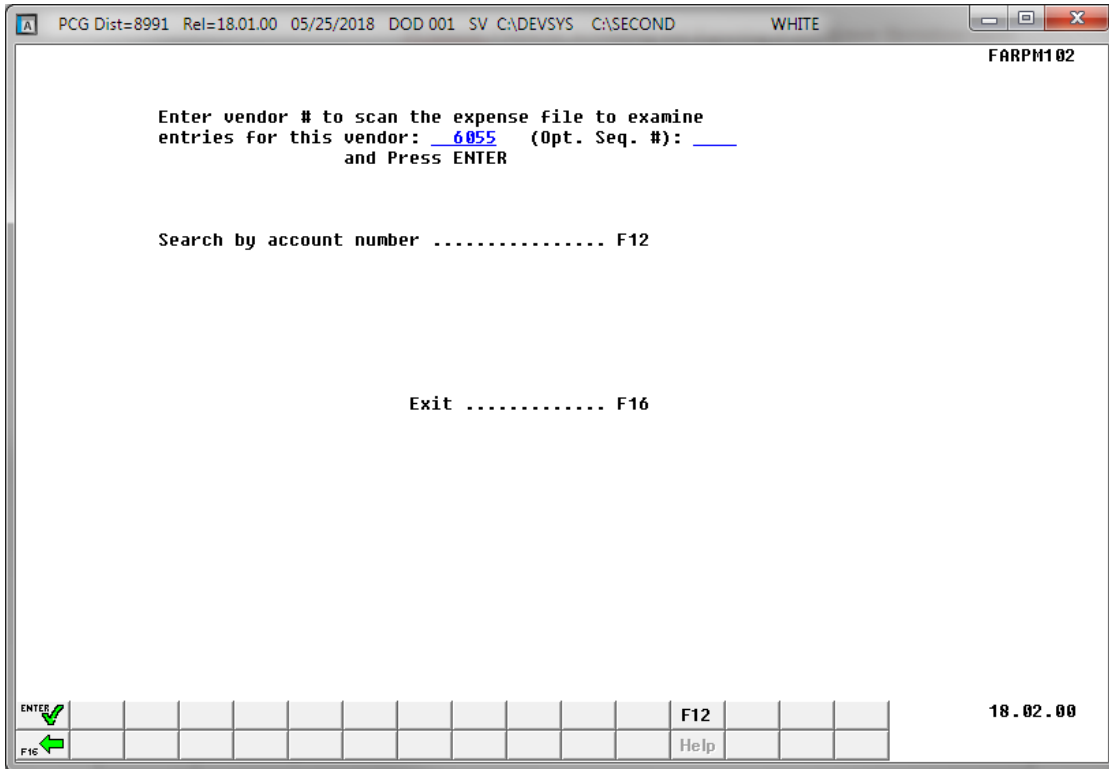
The following screen displays:


PCG Dist=8991 Rel=18.01.00 05/25/2018 DOD 001 SV C:\DEV\SVS CASECOND WHITE											
Expense Vendor: 6055 VENDOR 000055 FARPM102											
PAID 1 WEST FIRST STREET											
P.O.: 000169 SUITE 1000											
ATLANTA, GA					30000						
Description: VOID #000005 ISSUED 05-18-18 REF. ORIGINAL SEQ#: 9996											
Seq: 9989	A/P Blnc: 421	X-Ref Seq:	Vendor Ref: ABC-341763								
Date: 7/31/2018	Amount: 171.00-	Disc date:	Disc Amount:								
Payment: 7/31/2018	Check # 5	Bank: BK01	Check Amount:			171.00-					
Charge to:	Yr	Fnd	F	Prgm	Fnct	Objct	Fcty	B	Adtt'l	Amount	1099
	19	100		1011	1000	43200	195	1		1.00-	-
	19	100		1011	1000	44222	195	1		2.00-	-
	19	100		1011	1000	44300	195	1		3.00-	-
	19	100		1011	1000	61000	195	1	1	4.00-	-
	19	100		1011	1000	61041	195	1		5.00-	-
	19	100		1011	1000	61100	195	1		6.00-	-
	19	100		1011	1000	61500	195	1		7.00-	-
	19	100		1011	1000	61600	195	1		8.00-	-
	19	100		1021	1000	43200	195	1		9.00-	-
	19	100		1021	1000	44222	100	1		10.00-	-
	19	100		1021	1000	44222	195	1		11.00-	-
	19	100		1021	1000	44300	100	1		12.00-	-
	19	100		1021	1000	58000	195	1		13.00-	-
	19	100		1021	1000	61000	100	1	1	14.00-	-
	19	100		1021	1000	61000	195	1	1	15.00-	-
	19	100		1021	1000	61003	195	1	1	16.00-	-
	19	100		1021	1000	61041	100	1		17.00-	-
	19	100		1021	1000	61041	195	1		18.00-	-
	00										-
	00										-
ENTER = Validate											
F16 = Re-Enter or Exit				F28 = Help							
ENTER										F12	
F16										Help	
										18.02.00	

PCGenesis displays the next sequential claim.

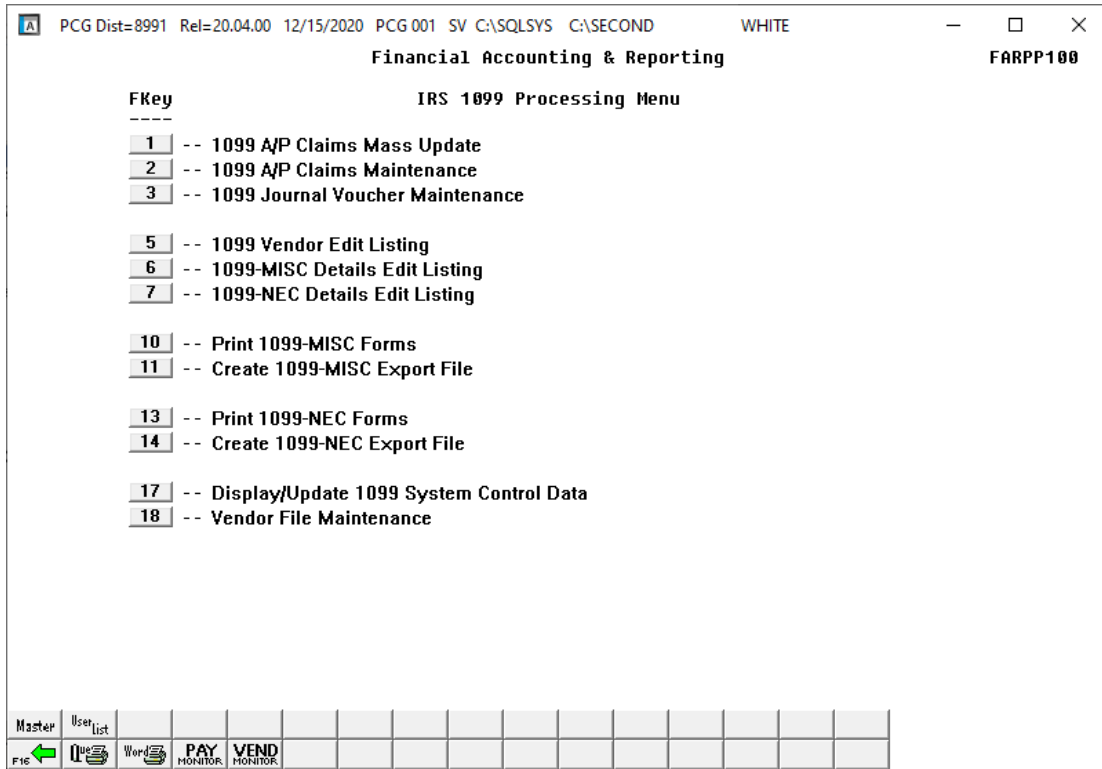
Step	Action
6	Select  (F16 - Exit) to exit to the Search Criteria Entry screen.



The following screen displays:



Step	Action
7	Select  (F16 - Exit) to return to the <i>Financial Accounting & Reporting - IRS 1099 Processing Menu</i> .

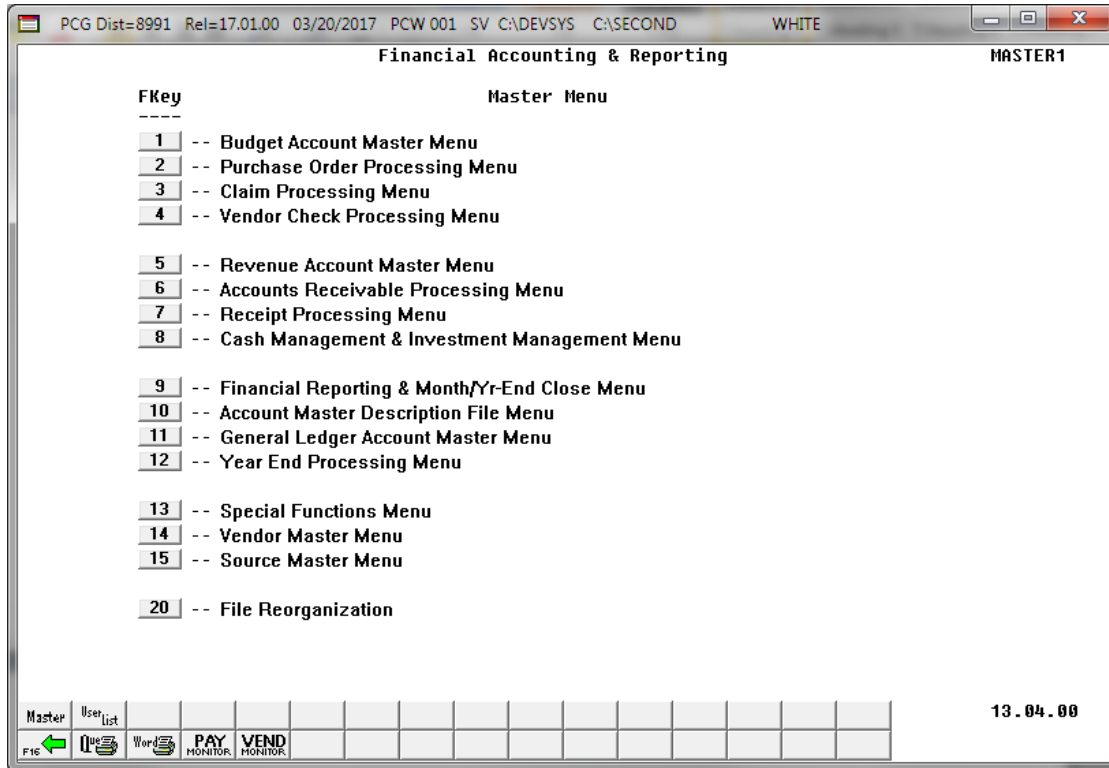
The following screen displays:



Step	Action
8	Select  (F16 - Exit) to return to the <i>Financial Accounting & Reporting – Year End Processing Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

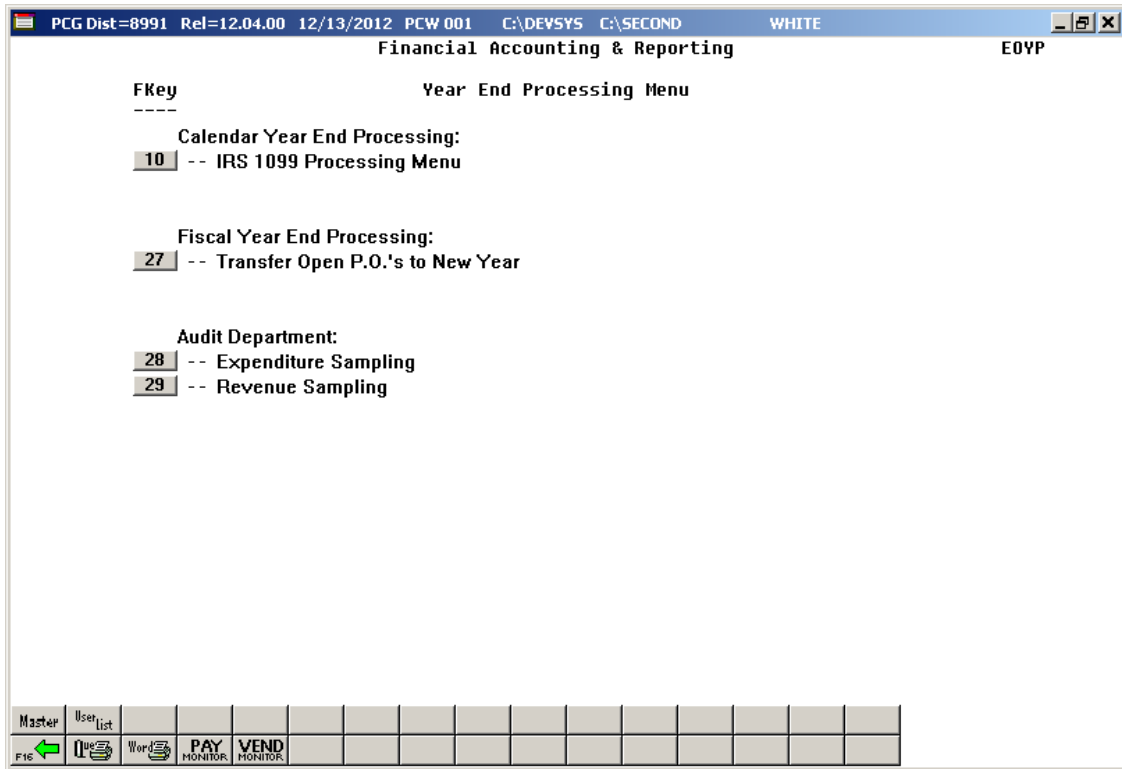
C3. Updating a 1099 Vendor's Journal Voucher

Step	Action
1	To identify the Journal Voucher number: Using the instructions provided in the Financial Accounting and Reporting (FAR) System Operations Guide, Section J: Financial Reporting and Closing, Topic 1B: Processing Annual/Fiscal Year-End Closing Reports – Monthly & Special Audit File Reports, Procedure C: Printing the Journal_Vouchers for Any Period Report , run a <i>Journal Voucher Listing</i> for the current calendar year. Proceed to <i>Step 2</i> to update the affected journal vouchers.



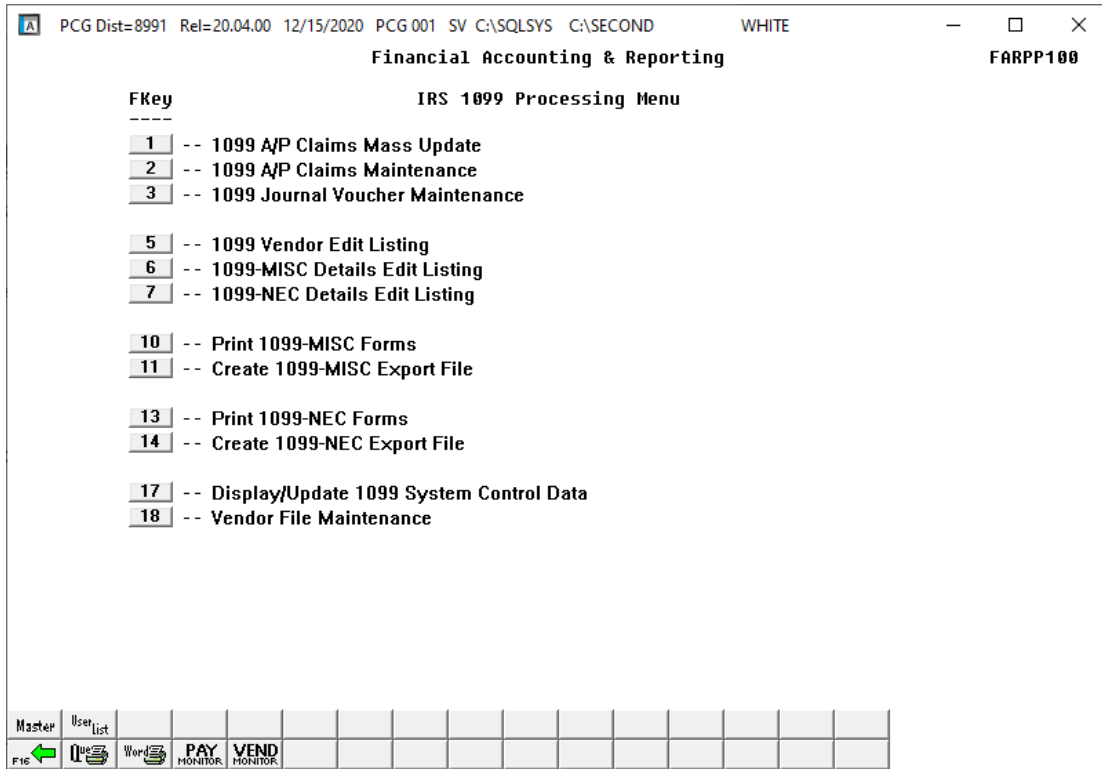
Step	Action
2	Select 12 (F12 - Year End Processing Menu).

The following screen displays:




Step	Action
3	Select 10 (F10 - Calendar Year End Processing: IRS 1099 Processing Menu).

The following screen displays:

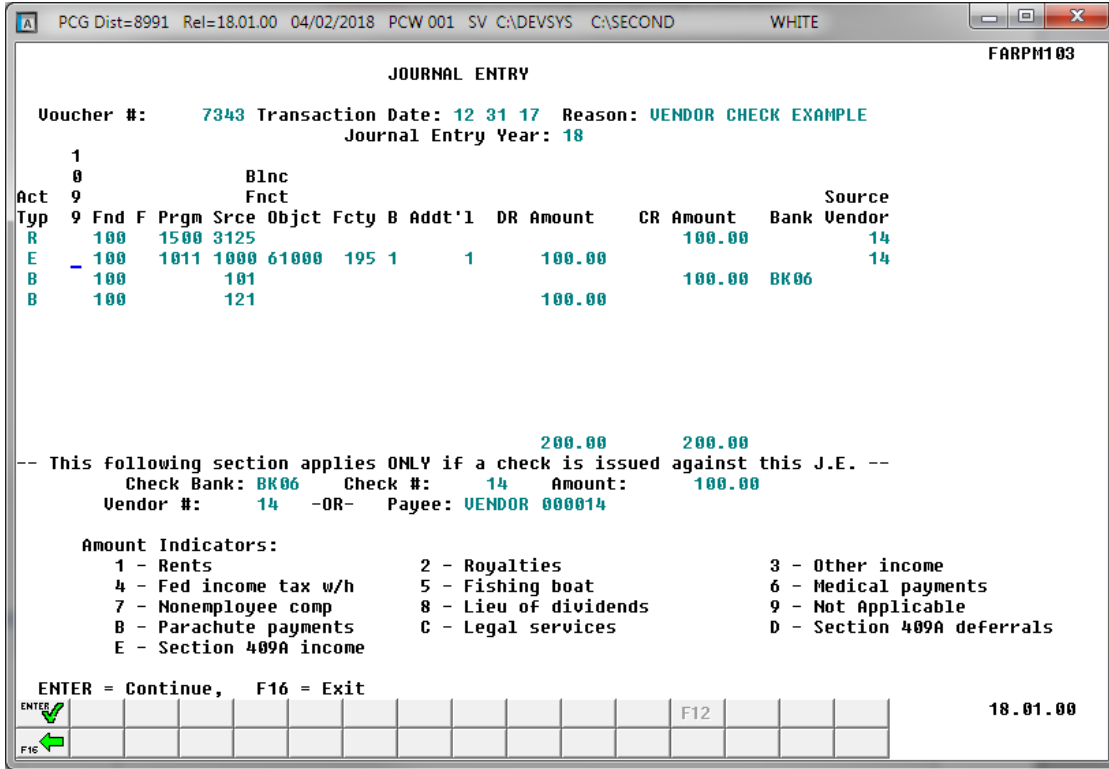





Step	Action
4	Select 3 (F3 - Journal Voucher Maintenance).

The following screen displays:

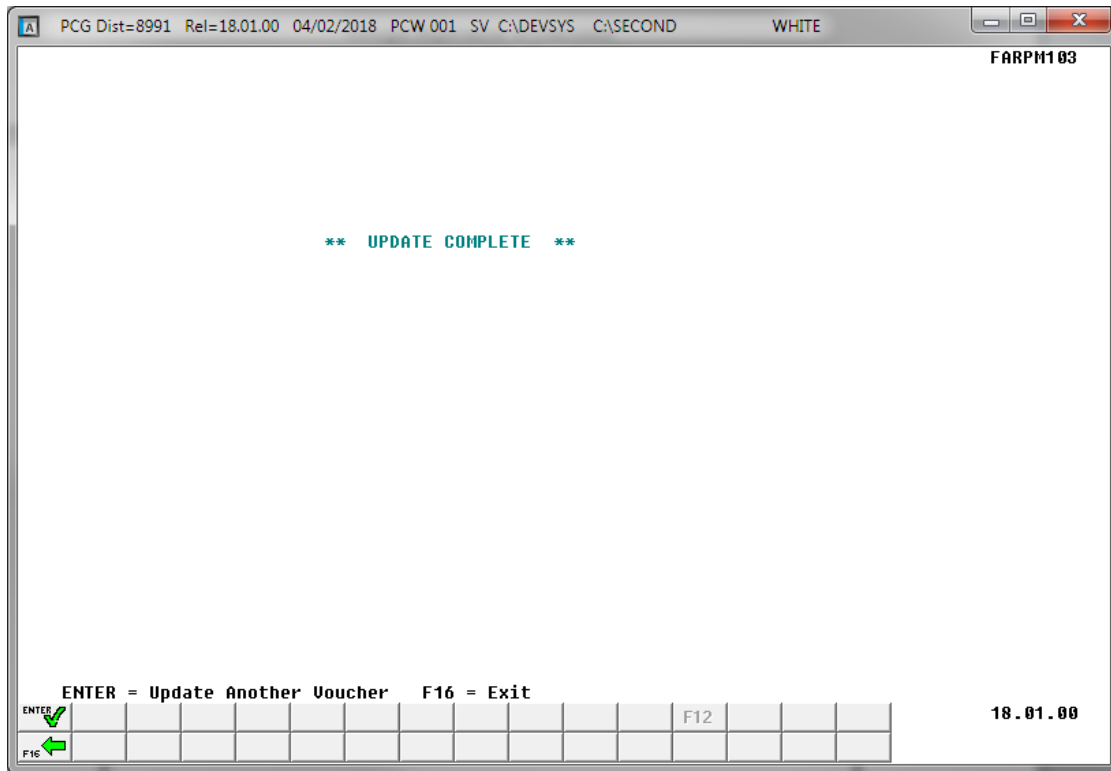
Step	Action
5	<p>Enter the journal voucher number in the Enter the Voucher # to be Updated field, and select  (Enter) to continue.</p> <p><i>The journal entry screen briefly displays with the cursor positioned and flashing in the 1099 indicator field.</i></p>



The following screen displays:



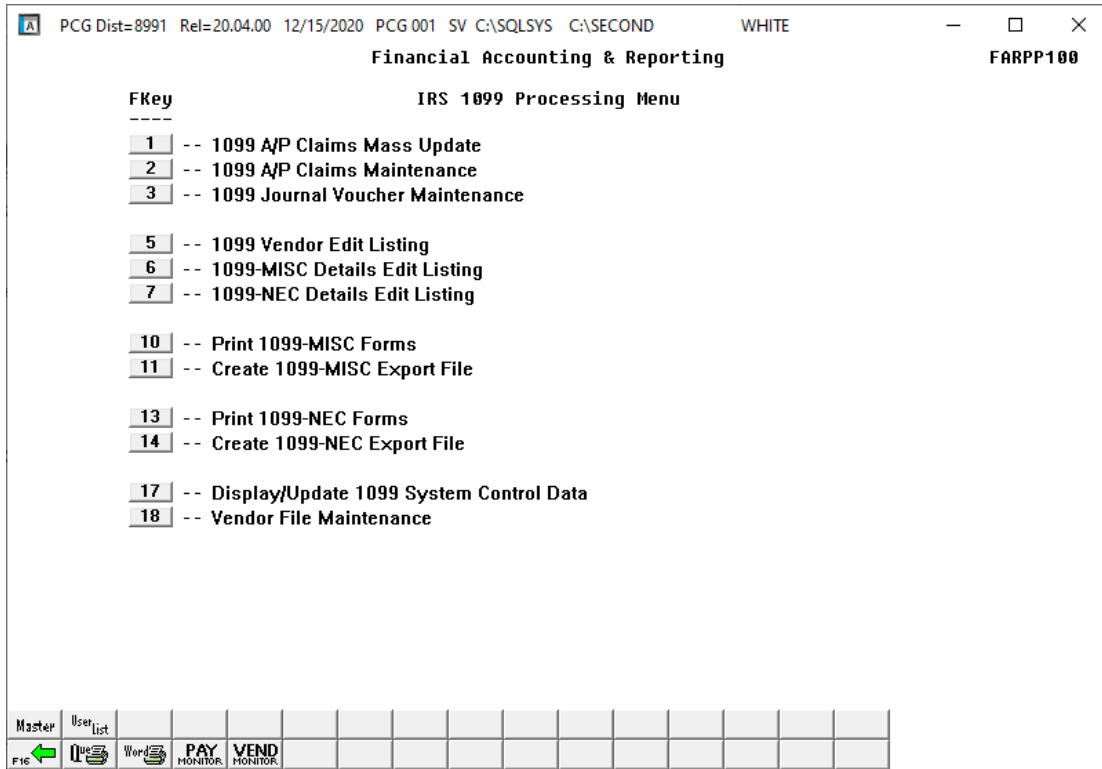
Step	Action
6	<p>Enter the amount indicator code in the 1099 indicator field and select  (Enter) to continue.</p> <p><i>If the 1099 indictor field should <u>not</u> contain a value, simply delete the entry in the 1099 indicator field where appropriate, and select  (Enter).</i></p> <p>Refer to this document's "Overview" for the Form 1099 Statements Amount Indicator Table for an explanation of the amount indicator codes.</p>
7	<p>Select  (F12) to update.</p>



The following screen displays:



Step	Action
8	To update additional journal voucher(s): Select  (Enter) to update another voucher, and repeat this procedure beginning at <i>Step 2</i> .
9	Select  (F16 - Exit) to return to the <i>Financial Accounting & Reporting - IRS 1099 Processing Menu</i> .

The following screen displays:



Step	Action
10	Select  (F16 - Exit) to return to the <i>Financial Accounting & Reporting – Year End Processing Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

C3.1 Scenarios Requiring a Journal Voucher Entry

- To reduce the amount of a 1099 claim:** For example, if a vendor billed on the same invoice for parts and labor and the entire amount was paid on one claim. Since the only expense eligible for 1099 reporting is labor, it would be necessary for you to enter a Journal Voucher similar to the illustration below:

1099	ACCT	Dr	Cr	VENDOR
	XXXXXXXXXXXXXXXXXXXXXXXXXX	999		XXX
X	XXXXXXXXXXXXXXXXXXXXXXXXXX		999	XXX

The 999 entry identifies the amount of money not to be reported on the FORM 1099 – MISC Statements. The account number should be the same on both account lines.

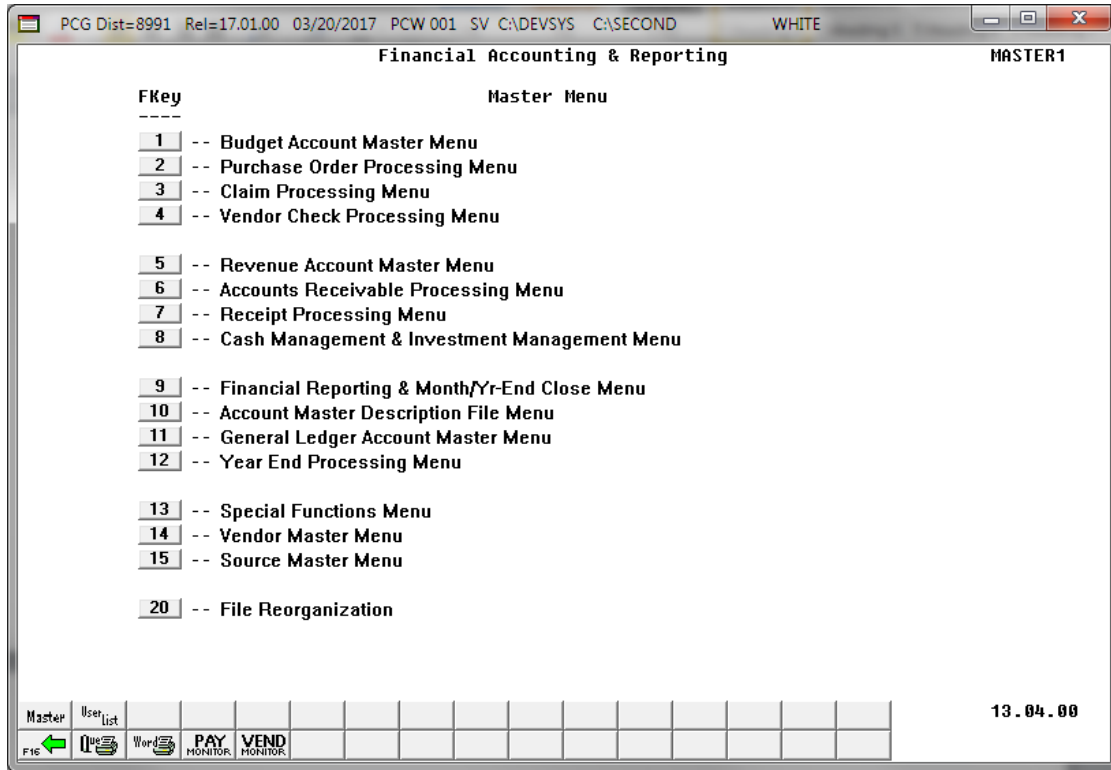
- To reduce the amount of a claim that has been paid in a prior fiscal year.** In this instance, it would be necessary to enter a Journal Voucher as in the example below:

1099	ACCT	Dr	Cr	VENDOR
	XXXXXXXXXXXXXXXXXXXXXXXXXX	999		XXX
X	XXXXXXXXXXXXXXXXXXXXXXXXXX		999	XXX

The 999 entry identifies the amount of money not to be reported on the FORM 1099 – MISC Statements. The account number should be the same on both lines. The account number will be from a current fiscal year's account.

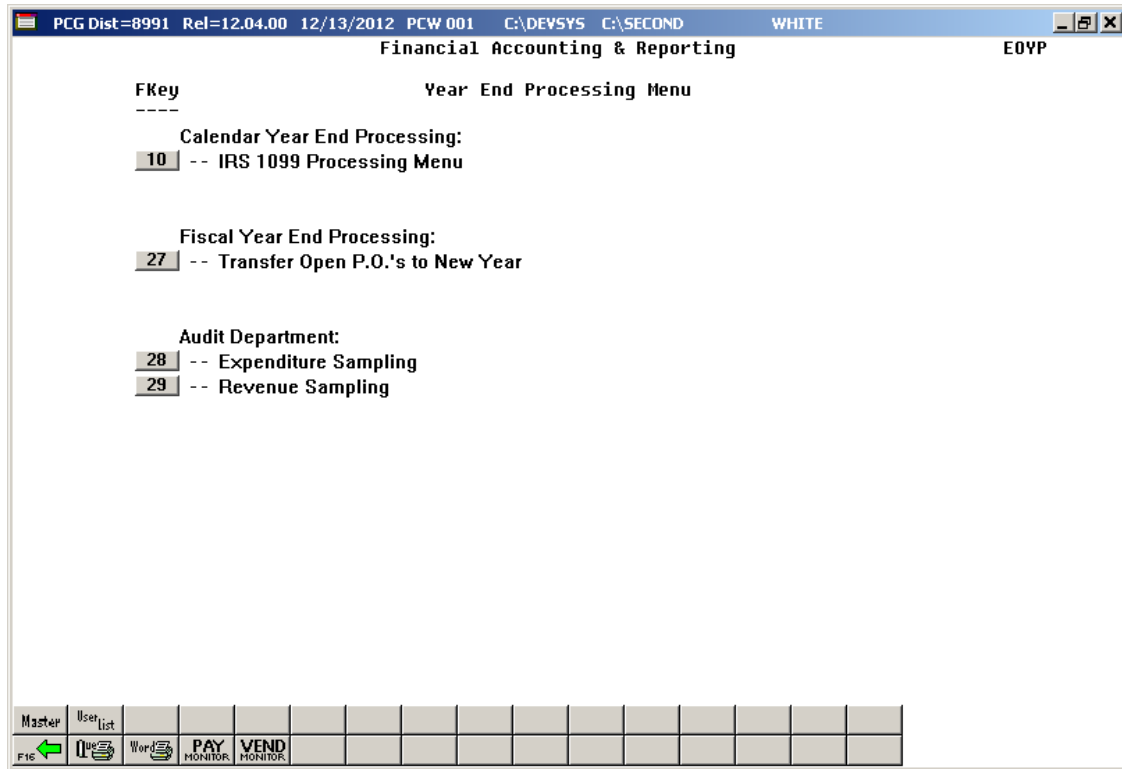
REMINDER: Since fiscal and calendar years cross over, it is possible that a claim paid in a fiscal year that requires reporting on the FORM 1099-MISC Statements for the current calendar year.

C4. Printing the 1099 Details Edit Listing



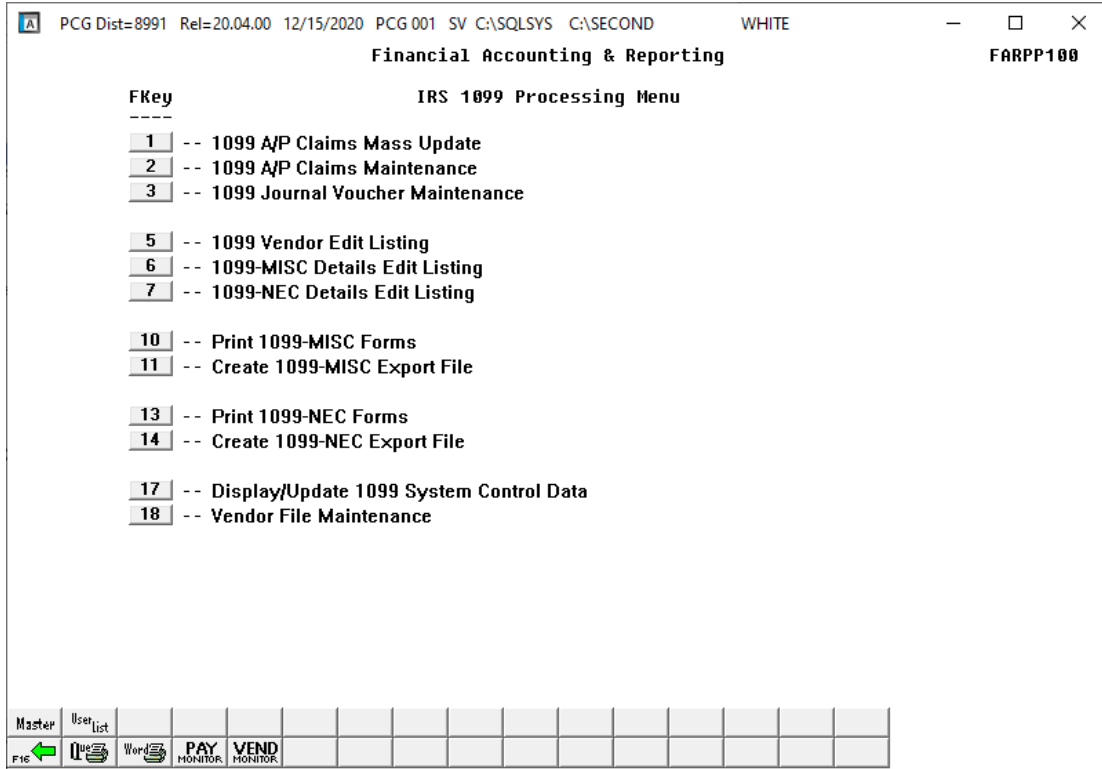
Step	Action
1	Select 12 (F12 - Year End Processing Menu).

The following screen displays:



Step	Action
2	Select 10 (F10 - Calendar Year End Processing: IRS 1099 Processing Menu).

The following screen displays:



Step	Action
3	To print the <i>1099-MISC Details Edit Listing</i> , select 6 (F6 – 1099-MISC Details Edit Listing). To print the <i>1099-NEC Details Edit Listing</i> , select 7 (F7 – 1099-NEC Details Edit Listing).

If **F6** (1099-MISC Details Edit Listing) has been selected, the following screen displays:

PCG Dist=8991 Rel=20.04.00 12/16/2020 PCG 001 SV C:\SQLSYS C:\SECOND WHITE

FARPM105

1099 DETAILS EDIT LISTING
1099-MISC

IRS 1099 REPORTING YEAR: 20

ENTER = Continue, F16 = Exit

20.04.00

ENTER													
F16													

If **F7** (1099-NEC Details Edit Listing) has been selected, the following screen displays:

PCG Dist=8991 Rel=20.04.00 12/16/2020 PCG 001 SV C:\SQLSYS C:\SECOND WHITE

FARPM105



1099 DETAILS EDIT LISTING
1099-NEC

IRS 1099 REPORTING YEAR: 20

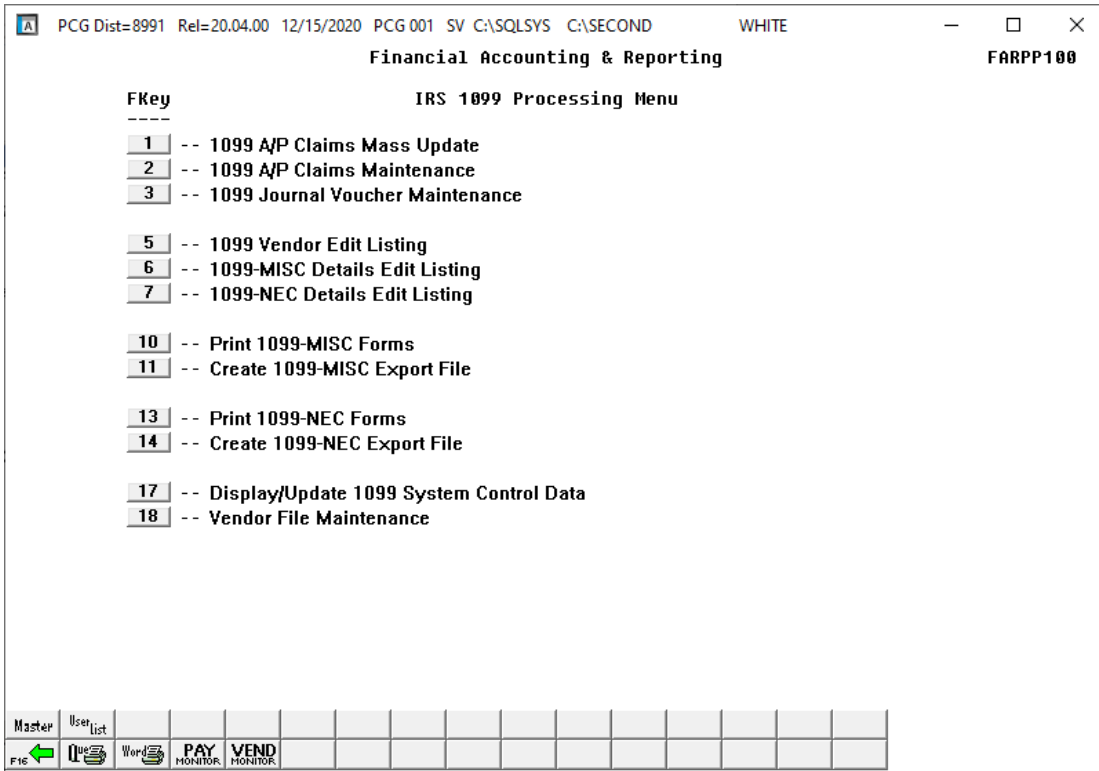
ENTER = Continue, F16 = Exit



20.04.00



ENTER													
F16													

Step	Action
4	<p>Verify the defaulting <u>current</u> calendar within the IRS 1099 REPORTING YEAR field is correct, and select  (Enter) to continue.</p> <p>If the entry in the field is incorrect, select  (F16) to exit this procedure and to update the 1099 System Control Data. Refer to Procedure A: Display/Update 1099 System Control Data for the instructions.</p> <p>“Extracting Expense Records”, “Extracting JEMASTER Records”, and “Sorting Extracted Records” briefly display.</p>

The following screen displays:



Step	Action
5	<p>To print the report via the Queue Print Manager: Select  (Queue).</p> <p>To print the report via Microsoft® Word: Select  (MS WORD).</p> <p>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.</p>

Step	Action
6	<p>Select  (F16 - Exit) to return to the <i>Financial Accounting & Reporting – Year End Processing Menu</i>, or select  (Master) to return to the <i>Business Applications Master Menu</i>.</p> <p><i>Verify the Edit Listing carefully paying particular attention to the final page of the report identifying the “Total Number of Vendors Requiring 1099’s” and the “Total Number of Vendors with Errors”. Where appropriate, PCGenesis identifies the error codes within the Error Table portion of the report. Correct all errors and repeat this procedure until there are no errors. The amount indicators, i.e., CONTROL 1, 2, 3, etc. will also contain total dollar amounts.</i></p> <p><i>Refer to C3.1 Scenarios Requiring a Journal Voucher Entry for examples of claims requiring the entry of a Journal Voucher.</i></p>

C4.1. 1099-MISC Details Edit Listing – Example

The final page of the report displays grand totals for each Amount Indicator as well as the total number of vendors requiring 1099-MISC forms. The total number of vendors with errors is also displayed.

REPORT ID: FARPR106		1099-MISC		DETAILS EDIT LISTING				PAGE: 1	
REPORT DATE: 12/16/2020		SYSTEM: 8991		BY VENDOR NAME				REPORT TIME: 12:02 PM	
EMPLOYER: FEDERAL ID (EIN): 998877889		FILING FOR: 2019		NAME CONTROL: SMIT				TCC: 00001	
				AMT INDICATORS: 7,C					
TRANS CODE	TRANS DATE	SEQUENCE NUMBER	CHECK NUMBER	CHECK DESCRIPTION	1099 IND	TRANS AMOUNT	ACCOUNT NUMBER		
VENDOR: 005245 VENDOR 005245									
					1099(Y/N): Y	FED-ID(Y/N): Y	SSN/EIN: 919999741		NAME CONTROL: HARB
AP	02/14/19	9871	082009	STUFF	C	1,486.50	19-100-0-1450-2300-3000280101000000		
AP	03/21/19	9870	082264	STUFF	C	529.00	19-100-0-1450-2300-3000280101000000		
AP	04/11/19	9869	082374	STUFF	C	1,456.50	19-100-0-1450-2300-3000280101000000		
AP	05/16/19	9868	082610	STUFF	C	1,546.00	19-100-0-1450-2300-3000280101000000		
AP	06/13/19	9867	082765	STUFF	C	1,382.00	19-100-0-1450-2300-3000280101000000		
AP	06/30/19	9866	082875	STUFF	C	196.00	19-100-0-1450-2300-3000280101000000		
AP	08/15/19	9865	083178	STUFF	C	332.50	20-100-0-1450-2300-3000280101000000		
AP	09/19/19	9864	083394	STUFF	C	464.00	20-100-0-1450-2300-3000280101000000		
AP	10/23/19	9863	083653	STUFF	C	376.00	20-100-0-1450-2300-3000280101000000		
AP	11/14/19	9861	083816	STUFF	C	483.00	20-100-0-1450-2300-3000280101000000		
AP	12/12/19	9860	084019	STUFF	C	1,454.00	20-100-0-1450-2300-3000280101000000		
CONTROL C:		9,705.50							
--- REPORT TOTALS ---									
1-Rents :	\$0.00	2-Royalties :	\$0.00	3-Other Inc :	\$0.00				
4-Federal Tx:	\$0.00	5-Boat :	\$0.00	6-Medical :	\$0.00				
7-Nonemploy :	\$0.00	8-Dividends :	\$0.00	9-N/A :	\$0.00				
B-Parachute :	\$0.00	C-Legal :	\$9,705.50	D-409A Def :	\$0.00				
E-409A Inc :	\$0.00								
TOTAL NUMBER OF VENDORS REQUIRING 1099'S =					1				
TOTAL NUMBER OF VENDORS WITH ERRORS =					0				

C4.2. 1099-NEC Details Edit Listing – Example

The final page of the report displays grand totals for each Amount Indicator as well as the total number of vendors requiring 1099-NEC forms. The total number of vendors with errors is also displayed.

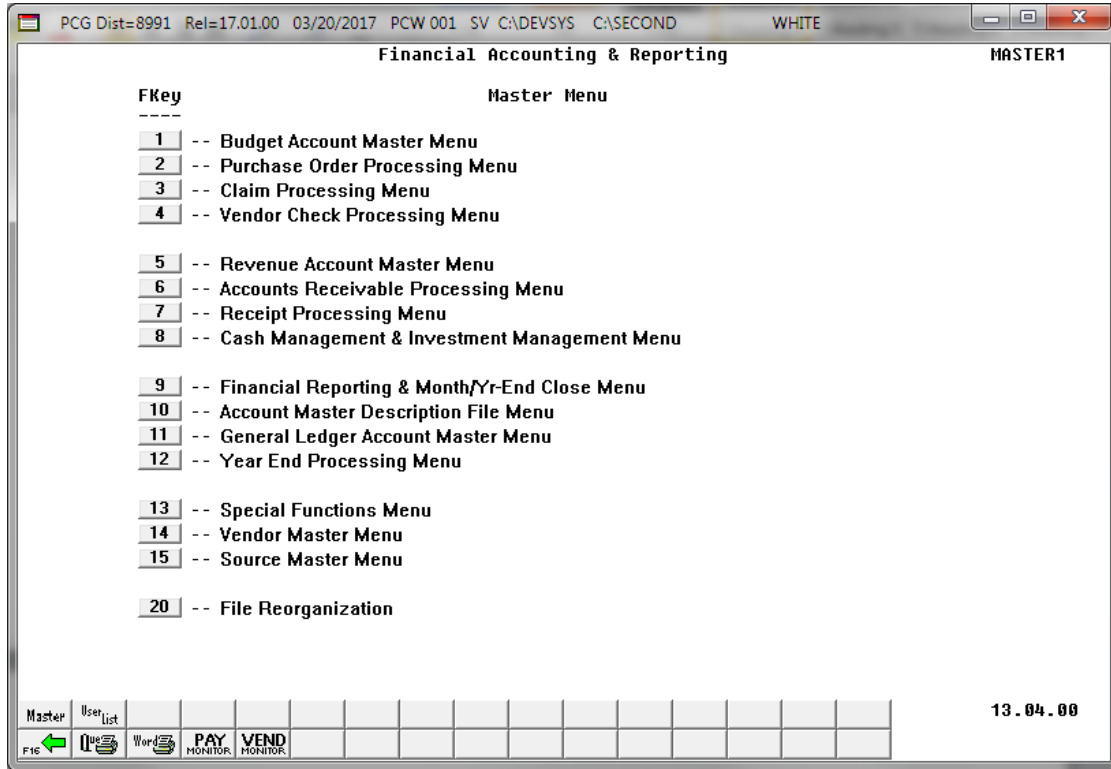
TRANS CODE	TRANS DATE	SEQUENCE NUMBER	CHECK NUMBER	CHECK DESCRIPTION	1099 IND	TRANS AMOUNT	ACCOUNT NUMBER
REPORT ID: FARPR106 1 0 9 9 - N E C D E T A I L S E D I T L I S T I N G PAGE: 33 REPORT DATE: 12/16/2020 BY VENDOR NAME REPORT TIME: 12:06 PM SYSTEM: 8991 SMITH CITY BOARD OF EDUCATION EMPLOYER: FEDERAL ID (EIN): 998877889 FILING FOR: 2019 NAME CONTROL: SMIT TCC: 00001 AMT INDICATORS: 7,C							

CONTROL 7: 1,115.00							
VENDOR: 006857	VENDOR 006857			1099(Y/N): Y	FED-ID(Y/N): Y	SSN/EIN: 919998830	NAME CONTROL: FFAC
JE	12/31/19	00005863	000000	JEMASTER 00005863	7	3,711.00	20-500-0-8001-3200-3001080100000000
CONTROL 7: 3,711.00							
VENDOR: 006858	VENDOR 006858			1099(Y/N): Y	FED-ID(Y/N): Y	SSN/EIN: 919998829	NAME CONTROL: MELI
JE	12/31/19	00005863	000000	JEMASTER 00005863	7	715.15	20-500-0-8001-3200-3001080100000000
CONTROL 7: 715.15							
VENDOR: 006859	VENDOR 006859			1099(Y/N): Y	FED-ID(Y/N): Y	SSN/EIN: 919998828	NAME CONTROL: MERC
JE	12/31/19	00005863	000000	JEMASTER 00005863	7	1,835.00	20-500-0-8001-3200-3001080100000000
CONTROL 7: 1,835.00							
VENDOR: 006860	VENDOR 006860			1099(Y/N): Y	FED-ID(Y/N): Y	SSN/EIN: 919998827	NAME CONTROL: TAND
JE	12/31/19	00005863	000000	JEMASTER 00005863	7	2,885.00	20-500-0-8001-3200-3001080100000000
CONTROL 7: 2,885.00							
VENDOR: 006861	VENDOR 006861			1099(Y/N): Y	FED-ID(Y/N): Y	SSN/EIN: 919998826	NAME CONTROL: WRIT
JE	12/31/19	00005863	000000	JEMASTER 00005863	7	1,656.00	20-500-0-8001-3200-3001080100000000
CONTROL 7: 1,656.00							

--- REPORT TOTALS ---							
1-Rents :		\$0.00	2-Royalties :		\$0.00	3-Other Inc :	\$0.00
4-Federal Tx :		\$0.00	5-Boat :		\$0.00	6-Medical :	\$0.00
7-Nonemploy :		\$789,504.20	8-Dividends :		\$0.00	9-N/A :	\$0.00
B-Parachute :		\$0.00	C-Legal :		\$0.00	D-409A Def :	\$0.00
E-409A Inc :		\$0.00					
TOTAL NUMBER OF VENDORS REQUIRING 1099'S = 59							
TOTAL NUMBER OF VENDORS WITH ERRORS = 0							

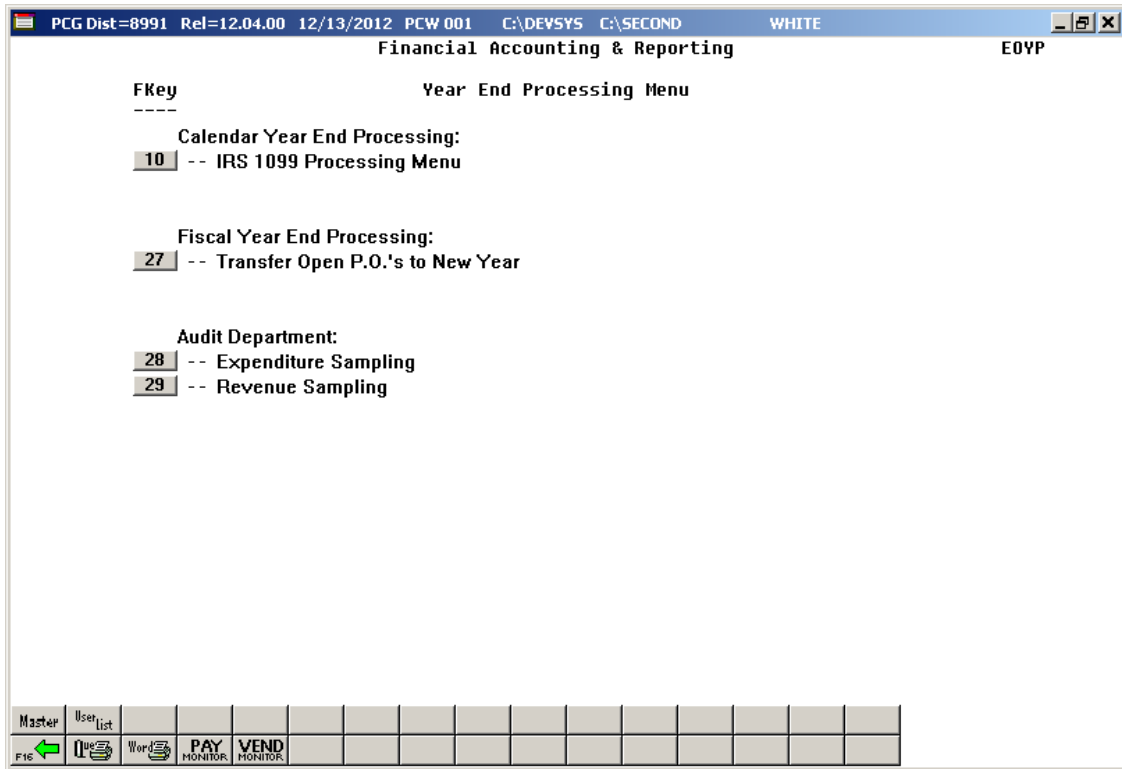
Procedure D: Producing 1099 Forms and 1099 Export File

D1. Printing the Internal Revenue Service (IRS) 1099 Forms



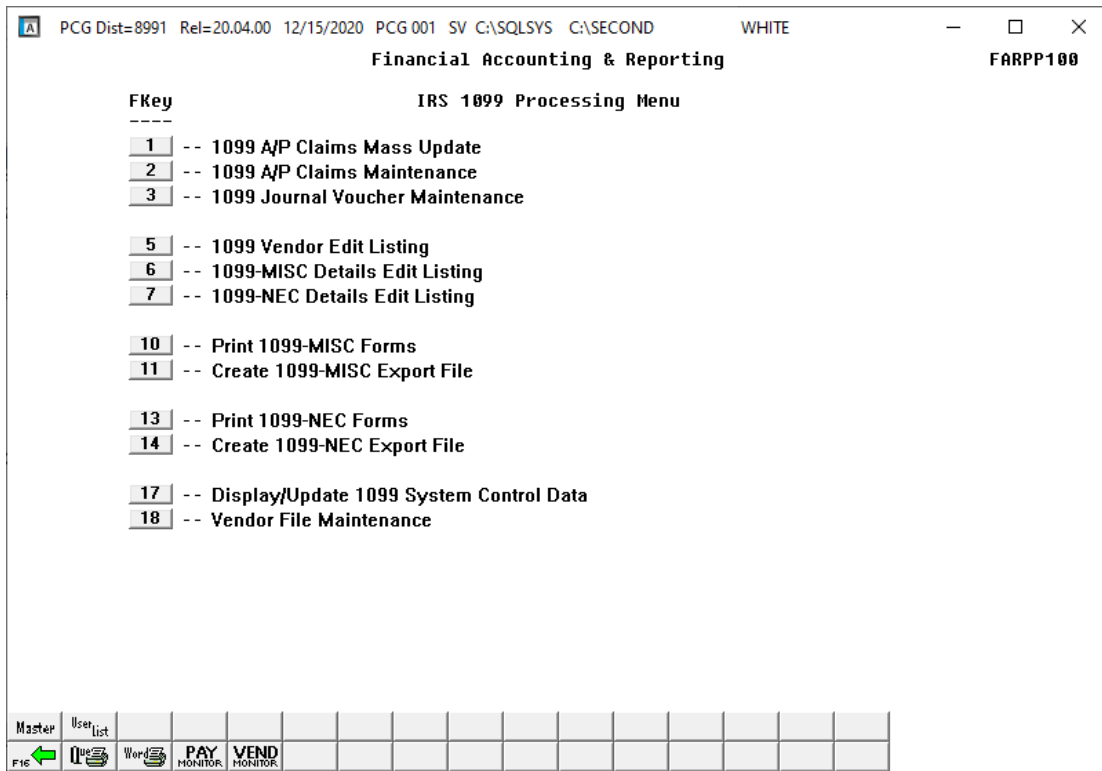
Step	Action
1	Select 12 (F12 - Year End Processing Menu).

The following screen displays:



Step	Action
2	Select 10 (F10 - Calendar Year End Processing: IRS 1099 Processing Menu).

The following screen displays:



Step	Action
3	To print the 1099- MISC forms, select 10 (F10 - Print 1099- MISC Forms). To print the 1099- NEC forms, select 13 (F13 - Print 1099- NEC Forms).

If **F10** (Print 1099–MISC Forms) has been selected, the following screen displays:

PCG Dist=8991 Rel=20.04.00 12/16/2020 PCG 001 SV C:\SQLSYS C:\SECOND WHITE WHITE

FARPM107

Print IRS **1099-MISC** Forms

LUA phone number: (999) 555 - 1234 x ____

Extract A/P and J/E data for calendar year: 19

Vendor number: 000000
(Enter 000000 to include all vendors.)

ENTER = Continue, F16 = Exit

ENTER ✓

F16 ←

20.04.00

If **F13** (Print 1099–NEC Forms) has been selected, the following screen displays:

PCG Dist=8991 Rel=20.04.00 12/16/2020 PCG 001 SV C:\SQLSYS C:\SECOND WHITE WHITE

FARPM107

Print IRS **1099-NEC** Forms

LUA phone number: (999) 555 - 1234 x ____

Extract A/P and J/E data for calendar year: 19



Vendor number: 000000
(Enter 000000 to include all vendors.)

ENTER = Continue, F16 = Exit

ENTER ✓

F16 ←

20.04.00

Step	Action
4	Enter the telephone number including the area code and the extension in the LUA Phone Number field.
5	Verify the defaulting Extract A/P and J/E Data for Calendar Year entry is correct. <i>If the entry in the field is incorrect, select F16 (Exit) to exit this procedure, and to update the 1099 System Control Data. Refer to Procedure A: Display/Update 1099 System Control Data for the instructions.</i>
6	For all vendors: Enter or verify the entry of 000000 in the Vendor Number field. For a specific vendor: Enter the vendor's number or select the drop-down selection icon  in the Vendor field to choose the vendor's information.
7	Insert the 1099 forms and select  (Enter) <u>twice</u> . <i>“Extracting Expense Records” and “Creating JEMASTER Records” briefly display.</i>

If **F10** (Print 1099–MISC Forms) has been selected, the following screen displays:

The screenshot shows a window titled 'FARPM108' with a title bar containing system information: 'PCG Dist=8991 Rel=20.04.00 12/16/2020 PCG 001 SV C:\SQLSYS C:\SECOND WHITE'. The main content area displays the following text and options:

- VERIFY **1099-MISC** FORMS ARE INSERTED!!!
- Combine Duplicate SSNs/EINs?
 - Yes
 - No
- Select the desired print option.
 - Print All 1099's
 - Indicate Desired Print Sequence
 - Vendor Name
 - Vendor SSN/EIN
 - Vendor Nbr
 - Reprint 1099's for the Following EIN's/SSN's:
 - _____ 00000000 00000000 00000000 00000000 00000000 00000000
 - 00000000 00000000 00000000 00000000 00000000 00000000 00000000


At the bottom, it says 'Enter = Continue, F16 = Exit' and '20.04.00'. A keyboard layout is shown with 'ENTER' and 'F16' keys highlighted with green checkmarks and arrows.

If **F13** (Print 1099–NEC Forms) has been selected, the following screen displays:

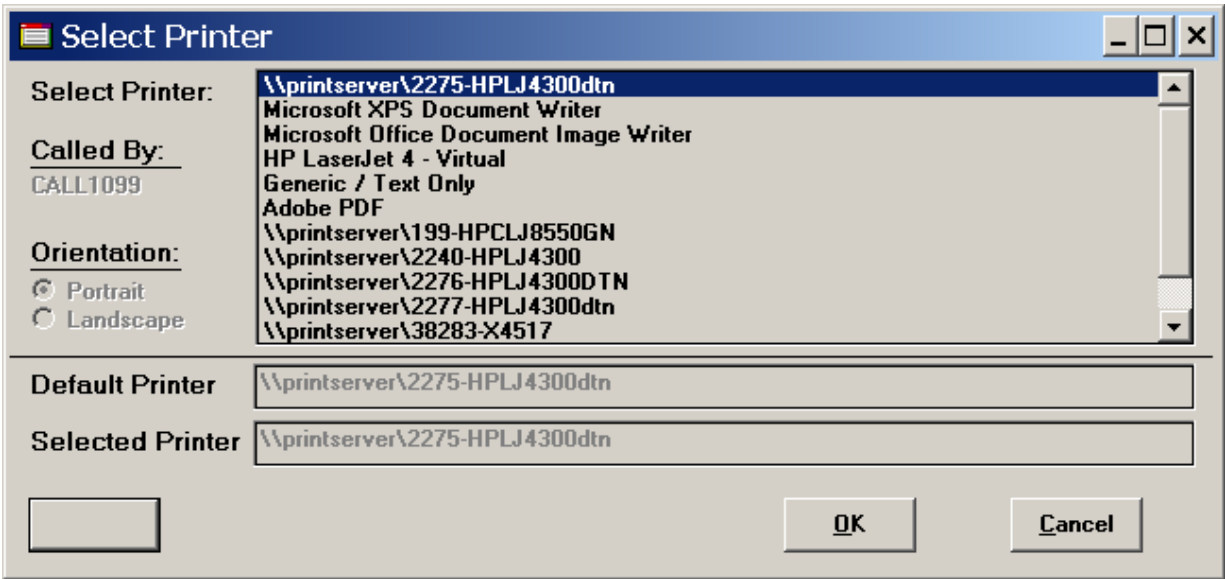
The screenshot shows a window titled 'FARPM208' with a title bar containing system information: 'PCG Dist=8991 Rel=20.04.00 12/16/2020 PCG 001 SV C:\SQLSYS C:\SECOND WHITE'. The main content area displays the following text and options:


- VERIFY **1099-NEC** FORMS ARE INSERTED!!!
- Combine Duplicate SSNs/EINs?
 - Yes
 - No
- Select the desired print option.
 - Print All 1099's
 - Indicate Desired Print Sequence
 - Vendor Name
 - Vendor SSN/EIN
 - Vendor Nbr
 - Reprint 1099's for the Following EIN's/SSN's:
 - _____ 00000000 00000000 00000000 00000000 00000000 00000000
 - 00000000 00000000 00000000 00000000 00000000 00000000 00000000

At the bottom, it says 'Enter = Continue, F16 = Exit' and '20.04.00'. A keyboard layout is shown with 'ENTER' and 'F16' keys highlighted with green checkmarks and arrows.

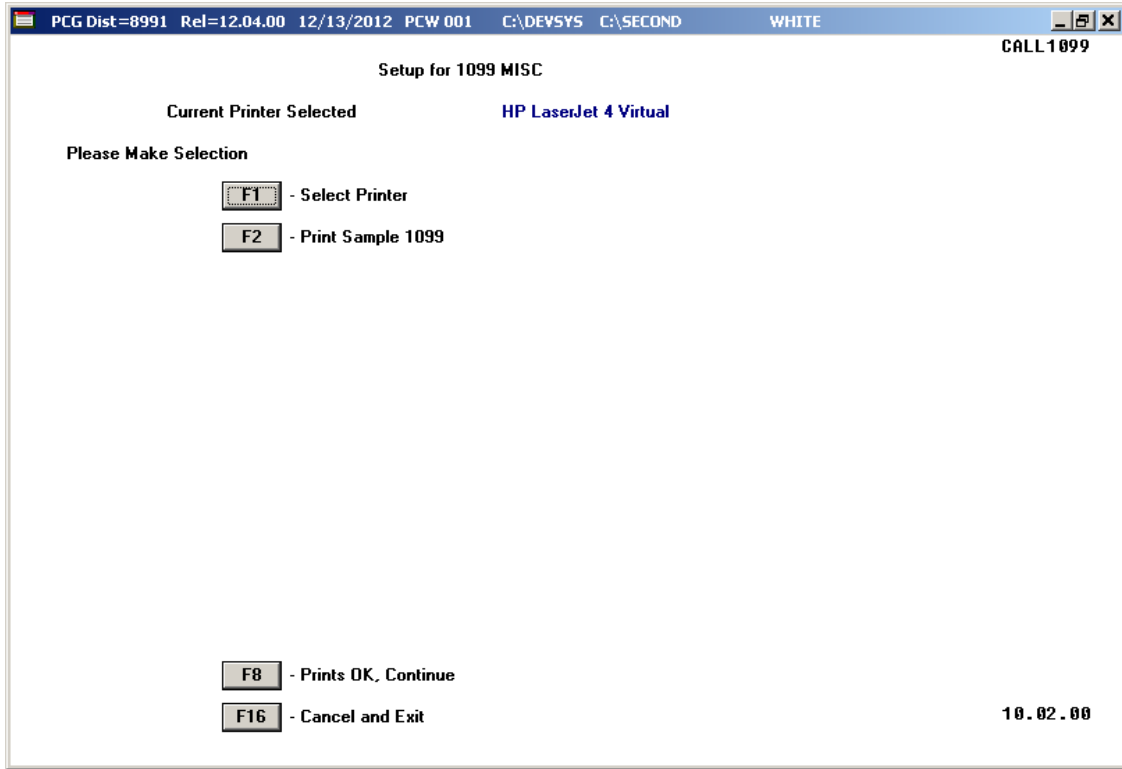
Step	Action
8	Select the <input checked="" type="radio"/> (Radio button) to the left of Yes or No to determine if duplicate Social Security Numbers (SSNs) and Employee Identification Numbers (EINs) are to be combined.
9	In order to print <u>all</u> 1099's, select the <input checked="" type="radio"/> (Radio button) to the left of the Print All 1099's label.
10	Select the <input checked="" type="radio"/> (Radio button) to the left of the desired print sequence.
11	<p>Insert the 1099 forms.</p> <p>If F10 (Print 1099–MISC Forms) has been selected, insert the 1099-MISC forms.</p> <p>If F13 (Print 1099–NEC Forms) has been selected, insert the 1099-NEC forms.</p> <p>Select  (Enter) <u>twice</u> to continue.</p>

The following dialog box displays:



Step	Action
12	Within the <i>Select Printer</i> window, verify <u>o</u> r highlight the appropriate Printer's name. Verify that the correct printer displays in the Selected Printer text box.
13	Select  (OK).

The following screen displays:



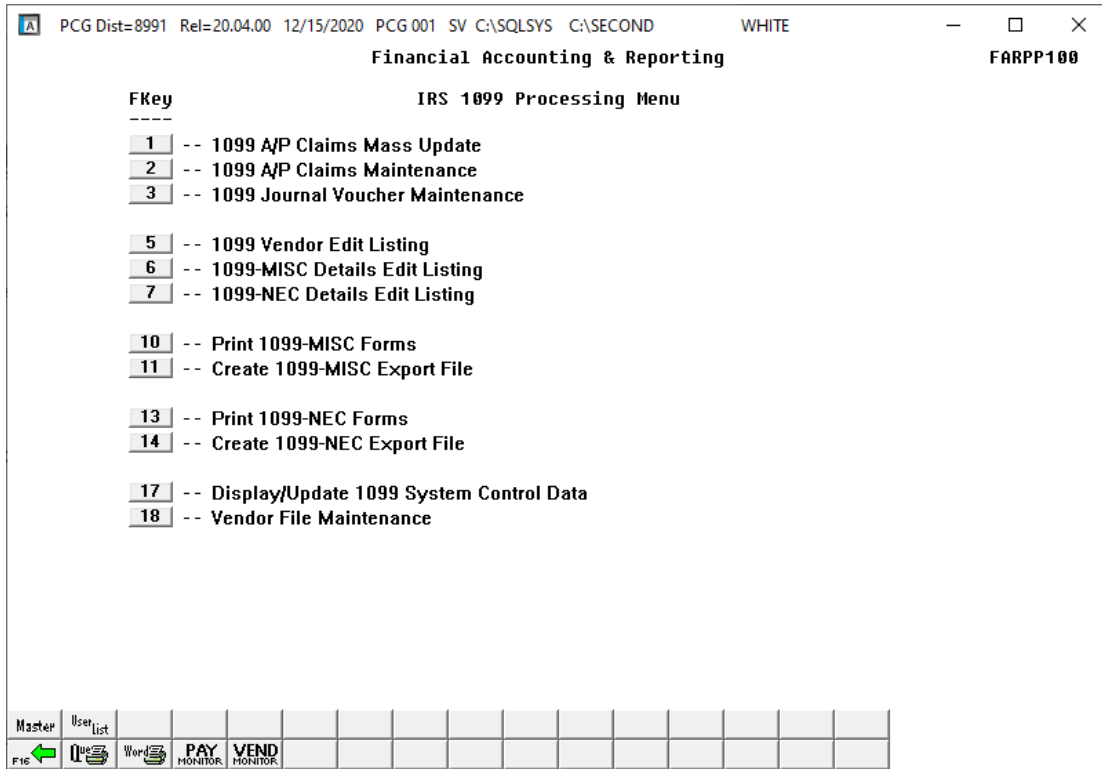
Step	Action
<p>14</p>	<p>Insert an <u>actual</u> 1099 form into the printer’s feeder tray, and select F2 (F2 – Print Sample 1099).</p> <p><i>Print the sample copy of the 1099 form to ensure the information is properly aligned before continuing.</i></p> <p><i>Contact the Technology Management Customer Support Center for assistance as needed.</i></p> <p>To exit the Print Test Option, select F16 (F16 -Cancel and Exit), and proceed to Step 17.</p>
<p>15</p>	<p>Select F8 (F8 – Prints OK, Continue).</p>



The following screen displays:



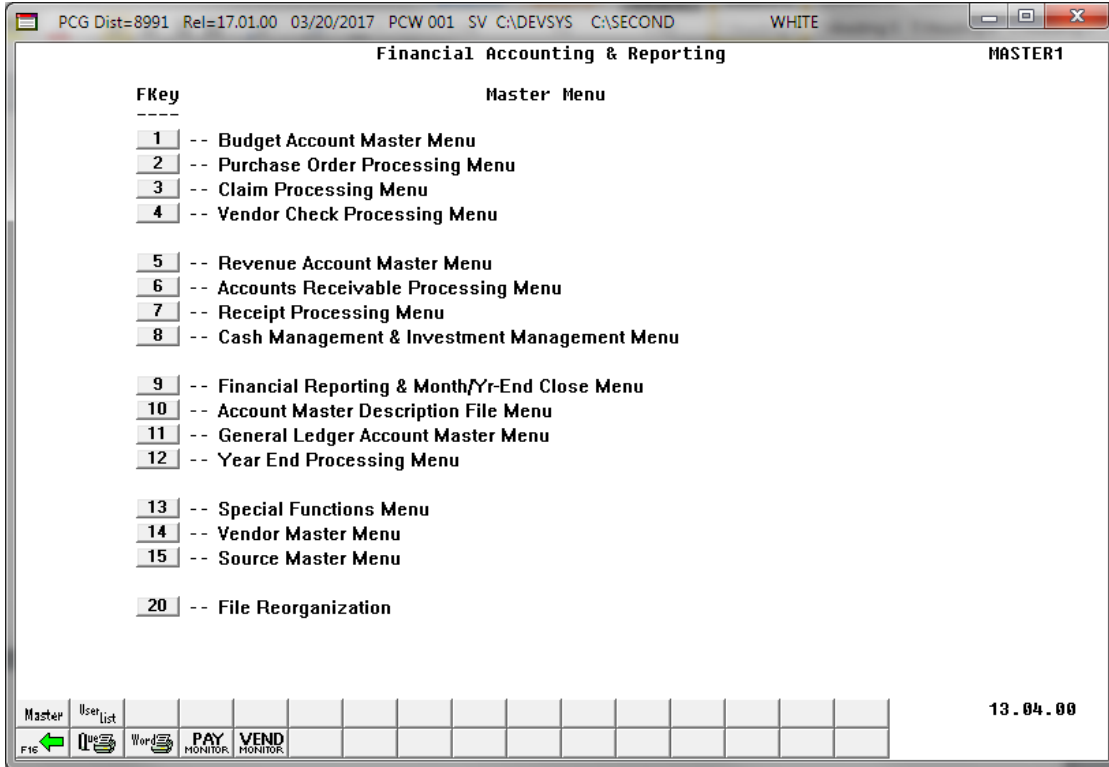
Step	Action
16	Remove the <i>FORM 1099 Statements</i> from the printer and select Enter (to Continue).

The following screen displays:



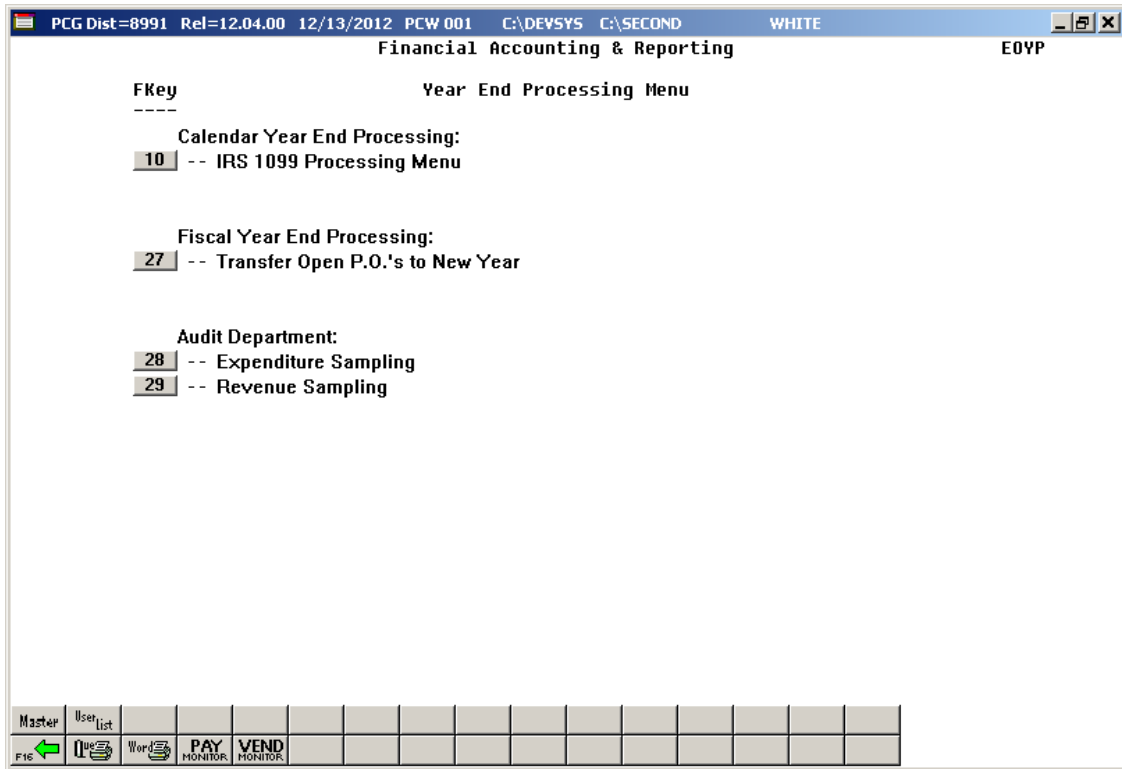
Step	Action
17	Select  (F16 - Exit) to return to the <i>Financial Accounting & Reporting – Year End Processing Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .
18	Compare the <i>FORM 1099-MISC Statements</i> to the <i>1099-MISC Vendor Details Edit Listing</i> to verify that they are correct. Compare the <i>FORM 1099-NEC Statements</i> to the <i>1099-NEC Vendor Details Edit Listing</i> to verify that they are correct. <i>Repeat the appropriate procedure to correct the error and repeat these steps where appropriate.</i>

D2. Re-Printing the Internal Revenue Service (IRS) 1099 Forms



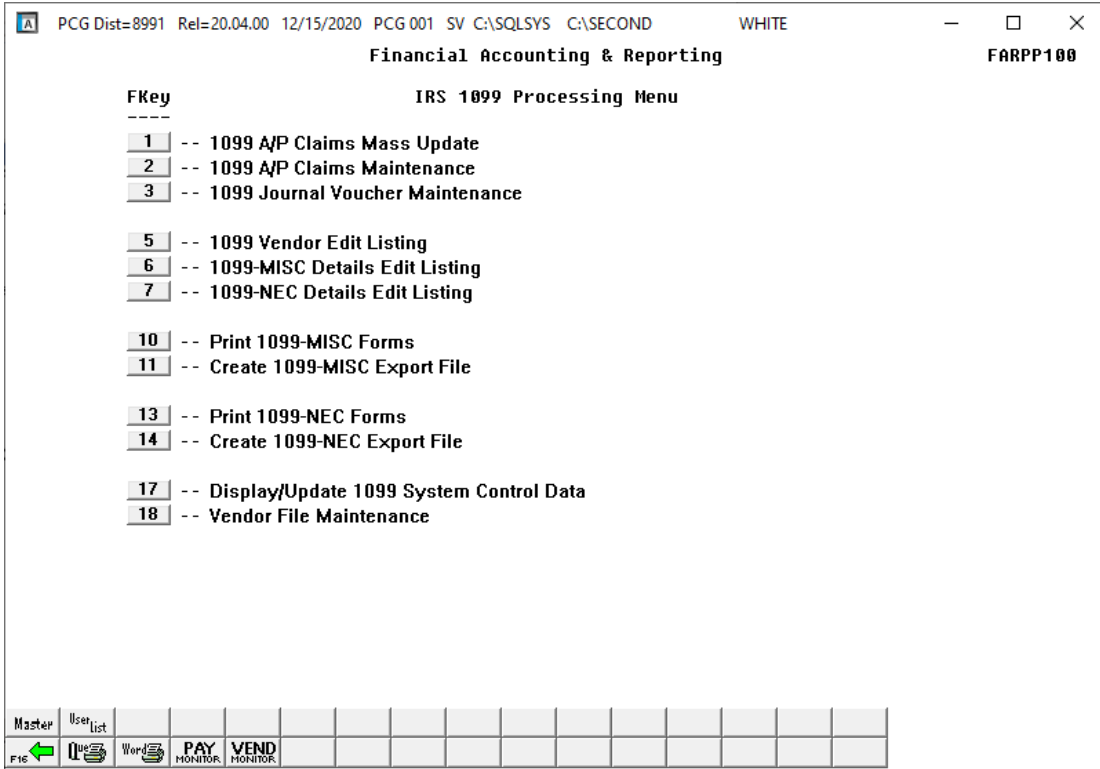
Step	Action
1	Select 12 (F12 - Year End Processing Menu).

The following screen displays:



Step	Action
2	Select 10 (F10 - Calendar Year End Processing: IRS 1099 Processing Menu).

The following screen displays:



Step	Action
3	To print the 1099- MISC forms, select 10 (F10 - Print 1099- MISC Forms). To print the 1099- NEC forms, select 13 (F13 - Print 1099- NEC Forms).

If **F10** (Print 1099–MISC Forms) has been selected, the following screen displays:

PCG Dist=8991 Rel=20.04.00 12/16/2020 PCG 001 SV C:\SQLSYS C:\SECOND WHITE WHITE FARPM107

Print IRS **1099-MISC** Forms

LUA phone number: (999) 555 - 1234 x ____

Extract A/P and J/E data for calendar year: 19

Vendor number: 000000
(Enter 000000 to include all vendors.)

ENTER = Continue, F16 = Exit 20.04.00

If **F13** (Print 1099–NEC Forms) has been selected, the following screen displays:

PCG Dist=8991 Rel=20.04.00 12/16/2020 PCG 001 SV C:\SQLSYS C:\SECOND WHITE WHITE FARPM107



Print IRS **1099-NEC** Forms

LUA phone number: (999) 555 - 1234 x ____

Extract A/P and J/E data for calendar year: 19

Vendor number: 000000
(Enter 000000 to include all vendors.)

ENTER = Continue, F16 = Exit 20.04.00




Step	Action
4	Enter the telephone number including the area code and the extension in the LUA Phone Number field.
5	Verify the defaulting Extract A/P and J/E Data for Calendar Year entry is correct. <i>If the entry in the field is incorrect, select F16 (Exit) to exit this procedure, and to update the 1099 System Control Data. Refer to Procedure A: Display/Update 1099 System Control Data for the instructions.</i>
6	For all vendors: Enter or verify the entry of 000000 in the Vendor Number field. For a specific vendor: Enter the vendor's number or select the drop-down selection icon  in the Vendor field to choose the vendor's information.
7	Insert the 1099 forms and select  (Enter) <u>twice</u> . <i>“Extracting Expense Records” and “Creating JEMASTER Records” briefly display.</i>

If F10 (Print 1099–MISC Forms) has been selected, the following screen displays:

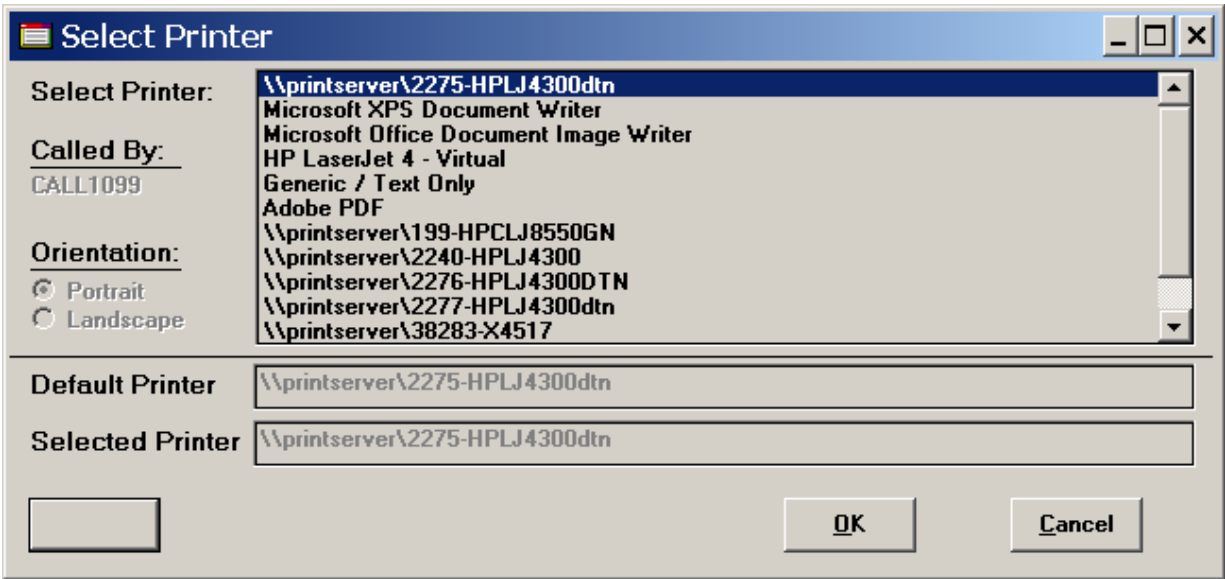
The screenshot shows a window titled 'FARPM108' with a status bar at the top containing system information: 'PCG Dist=8991 Rel=20.04.00 12/16/2020 PCG 001 SV C:\SQLSYS C:\SECOND WHITE'. The main content area features a blue header 'VERIFY 1099-MISC FORMS ARE INSERTED!!!'. Below this, there are two sections of radio button options. The first section asks 'Combine Duplicate SSNs/EINs?' with 'Yes' selected. The second section asks 'Select the desired print option.' with 'Print All 1099's' selected. Underneath, there is a sub-section 'Indicate Desired Print Sequence' with 'Vendor Name' selected. A third option, 'Reprint 1099's for the Following EIN's/SSN's:', is also present. Below this option, there are two lines of data: '998877889' followed by a cursor and several '00000000' fields. At the bottom, there is a keyboard layout with 'Enter = Continue, F16 = Exit' and a '20.04.00' timestamp.

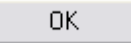
If F13 (Print 1099–NEC Forms) has been selected, the following screen displays:

The screenshot shows a window titled 'FARPM208' with a status bar at the top containing system information: 'PCG Dist=8991 Rel=20.04.00 12/16/2020 PCG 001 SV C:\SQLSYS C:\SECOND WHITE'. The main content area features a blue header 'VERIFY 1099-NEC FORMS ARE INSERTED!!!'. Below this, there are two sections of radio button options. The first section asks 'Combine Duplicate SSNs/EINs?' with 'Yes' selected. The second section asks 'Select the desired print option.' with 'Print All 1099's' selected. Underneath, there is a sub-section 'Indicate Desired Print Sequence' with 'Vendor Name' selected. A third option, 'Reprint 1099's for the Following EIN's/SSN's:', is also present. Below this option, there are two lines of data: '919998950 919998957' followed by a cursor and several '00000000' fields. At the bottom, there is a keyboard layout with 'Enter = Continue, F16 = Exit' and a '20.04.00' timestamp.

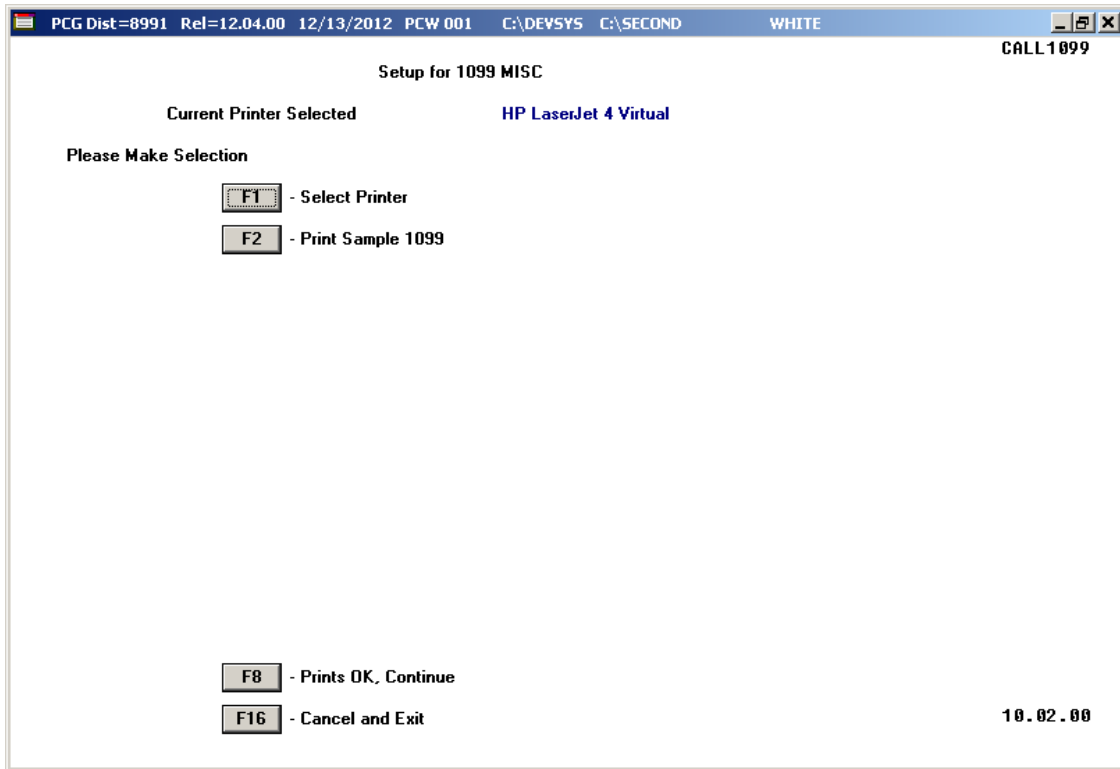
Step	Action
8	Select the  (Radio button) to the left of Yes or No to determine if duplicate Social Security Numbers (SSNs) and Employee Identification Numbers (EINs) are to be combined.
9	Select the  (Radio button) to the left of the Reprint 1099's for the Following EIN's/SSN's label. Enter up to 14 EIN's/SSN's to be reprinted.
10	Insert the 1099 forms. If F10 (Print 1099– MISC Forms) has been selected, insert the 1099-MISC forms. If F13 (Print 1099– NEC Forms) has been selected, insert the 1099-NEC forms. Select  (Enter) <u>twice</u> to continue.

The following dialog box displays:



Step	Action
11	Within the <i>Select Printer</i> window, verify <u>o</u> r highlight the appropriate Printer's name. Verify that the correct printer displays in the Selected Printer text box.
12	Select  (OK).

The following screen displays:



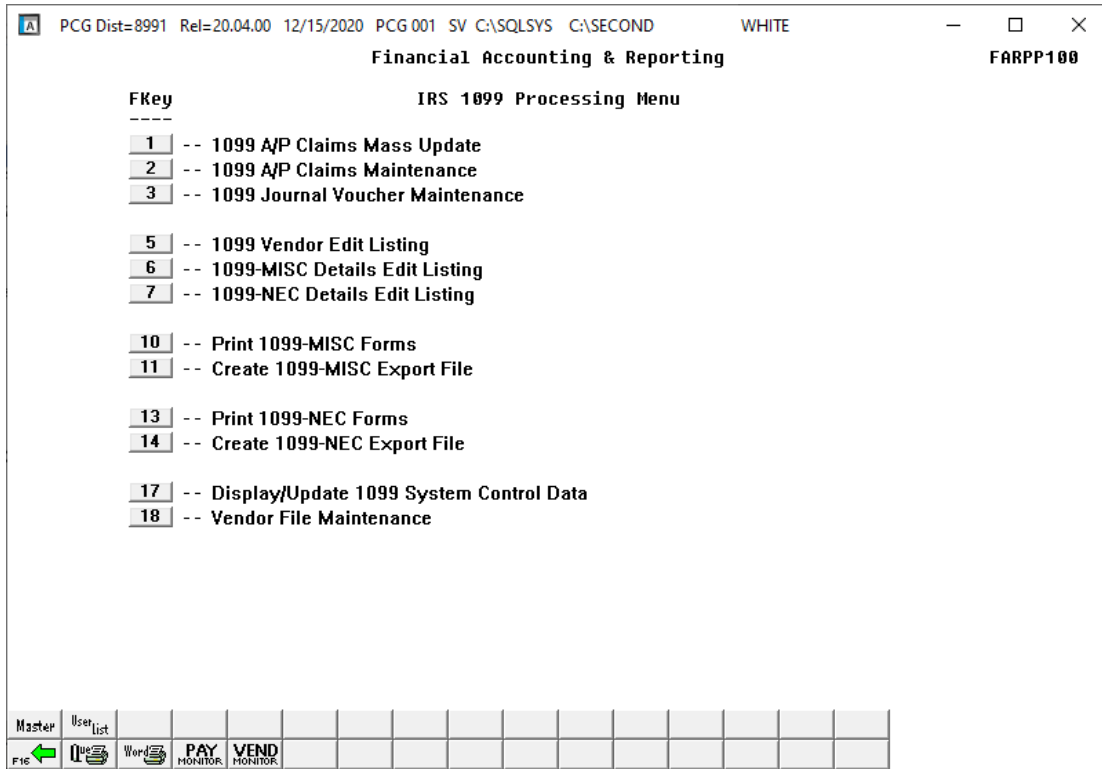
Step	Action
<p>13</p>	<p>Insert an <u>actual</u> 1099 form into the printer’s feeder tray, and select F2 (F2 – Print Sample 1099).</p> <p><i>Print the sample copy of the 1099 form to ensure the information is properly aligned before continuing.</i></p> <p><i>Contact the Technology Management Customer Support Center for assistance as needed.</i></p> <p>To exit the Print Test Option, select F16 (F16 -Cancel and Exit), and proceed to Step 16.</p>
<p>14</p>	<p>Select F8 (F8 – Prints OK, Continue).</p>



The following screen displays:



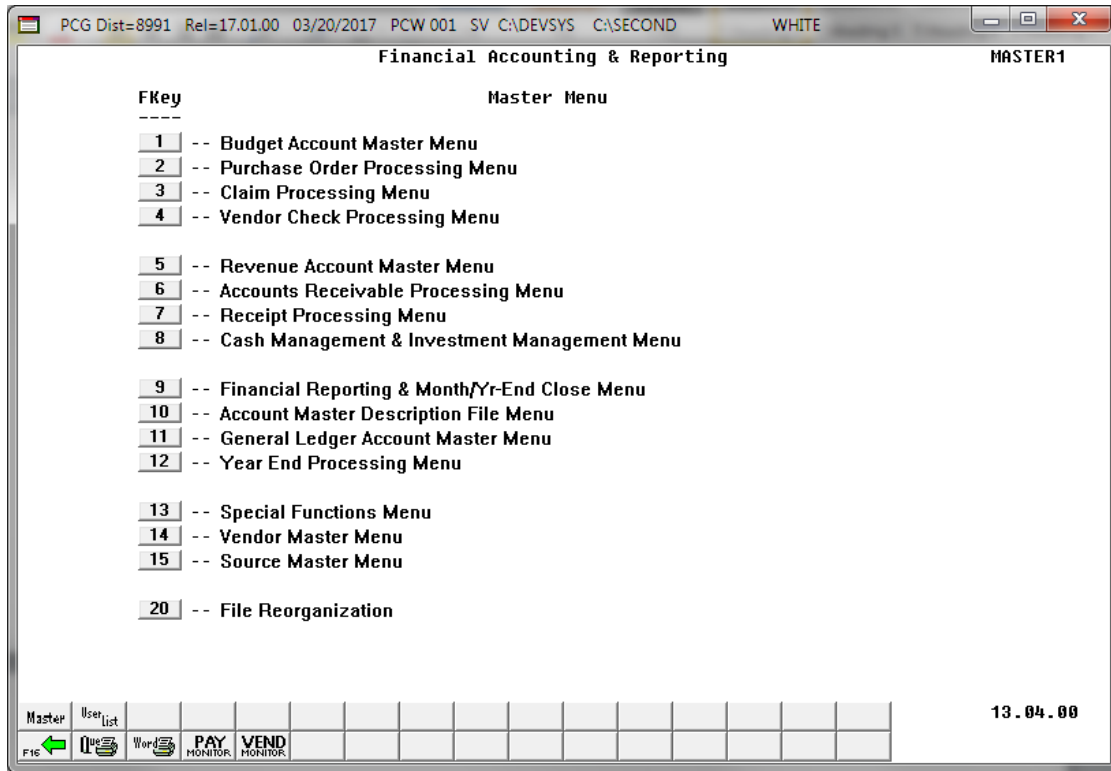
Step	Action
15	Remove the <i>FORM 1099 Statements</i> from the printer and select Enter (to Continue).

The following screen displays:



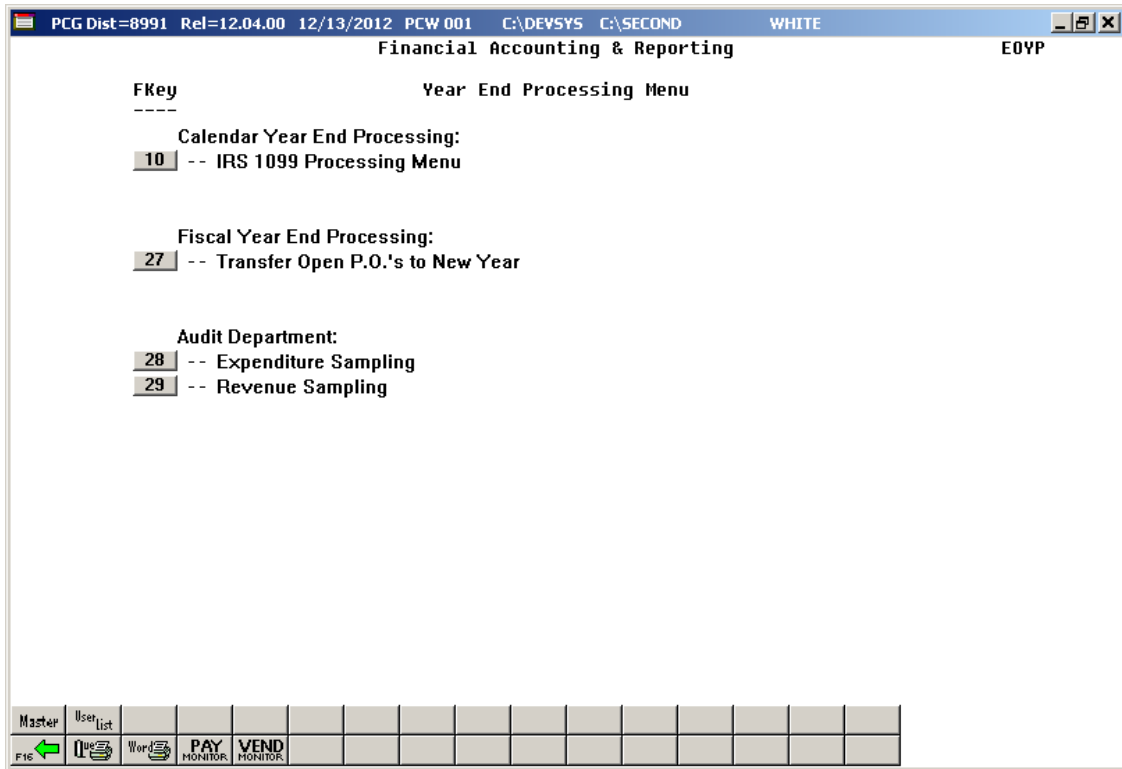
Step	Action
16	Select  (F16 - Exit) to return to the <i>Financial Accounting & Reporting – Year End Processing Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .
17	Compare the <i>FORM 1099-MISC Statements</i> to the <i>1099-MISC Vendor Details Edit Listing</i> to verify that they are correct. Compare the <i>FORM 1099-NEC Statements</i> to the <i>1099-NEC Vendor Details Edit Listing</i> to verify that they are correct. <i>Repeat the appropriate procedure to correct the error and repeat these steps where appropriate.</i>

D3. Creating the Internal Revenue Service (IRS) 1099 Electronic Media File



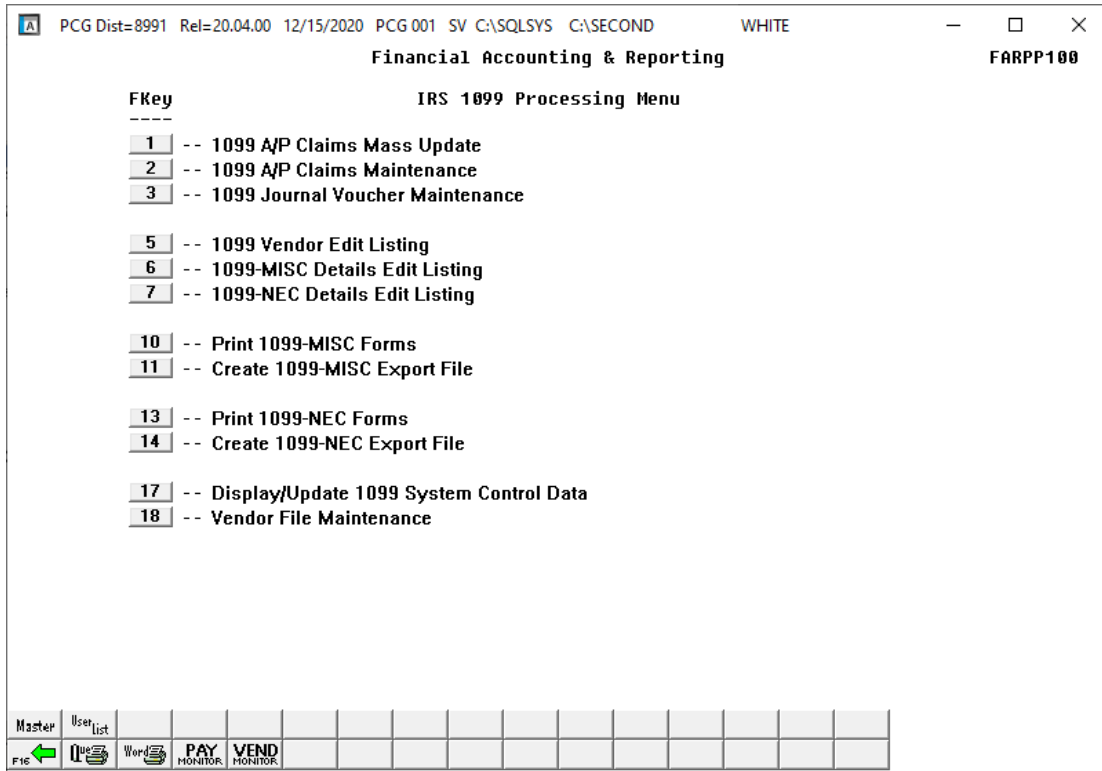
Step	Action
1	Select 12 (F12 - Year End Processing Menu).

The following screen displays:



Step	Action
2	Select 10 (F10 - Calendar Year End Processing: IRS 1099 Processing Menu).

The following screen displays:



Step	Action
3	To create the 1099- MISC export file, select 11 (F11 - Create 1099- MISC export file). To create the 1099- NEC export file, select 14 (F14 – Create 1099- NEC export file).

If **F11** (Create 1099-MISC Export File) has been selected, the following screen displays:

PCG Dist=8991 Rel=20.04.00 12/16/2020 PCG 001 SV C:\SQLSYS C:\SECOND WHITE WHITE FARPM107

Create IRS **1099-MISC** Export File

Extract A/P and J/E data for calendar year: 20

LUA contact phone number: (999) 555 - 1234 x ____
Contact name: W2 CONTACT NAME
Contact email: 1W2clerk@district.k12.ga.us

ENTER = Continue, F16 = Exit

20.04.00

If **F14** (Create 1099-NEC Export File) has been selected, the following screen displays:

PCG Dist=8991 Rel=20.04.00 12/16/2020 PCG 001 SV C:\SQLSYS C:\SECOND WHITE WHITE FARPM107


Create IRS **1099-NEC** Export File

Extract A/P and J/E data for calendar year: 20

LUA contact phone number: (999) 555 - 1234 x ____
Contact name: W2 CONTACT NAME
Contact email: 1W2clerk@district.k12.ga.us

ENTER = Continue, F16 = Exit

20.04.00

Step	Action
4	<p>Verify the defaulting Extract A/P and J/E Data for Calendar Year entry is correct.</p> <p><i>If the entry in the field is incorrect, select F16 (Exit) to exit this procedure. Refer to Procedure A: Display/Update 1099 System Control Data for the instructions to update the 1099 System Control information in PCGenesis.</i></p>
5	<p>Enter the telephone number, including the area code and the extension in the LUA Contact Phone Number field.</p>
6	<p>Enter the school district/system contact's name in the Contact Name field.</p>
7	<p>Enter the school district/system contact's e-mail address in the Contact Email field.</p>
8	<p>Select  (Enter) <u>twice</u>.</p> <p><i>The "Extracting Expenses Records", "Extracting JEMASTER Records", "Sorting Extracted Records" and "Creating IRSTAXI" briefly display.</i></p>

If **F11** (Create 1099-MISC Export File) has been selected, the following screen displays:

```

PCG Dist=8991  Rel=20.04.00  12/16/2020  PCG 001  SV C:\SQLSYS  C:\SECOND  WHITE  FARPM109
----- IRS 1099-MISC TOTALS -----

NUMBER OF VENDORS REPORTED:          1

AMOUNT INDICATOR 1: Rents                0.00
AMOUNT INDICATOR 2: Royalties            0.00
AMOUNT INDICATOR 3: Other                0.00
AMOUNT INDICATOR 4: Federal Tax          0.00
AMOUNT INDICATOR 5: Boats                0.00
AMOUNT INDICATOR 6: Medical              0.00
AMOUNT INDICATOR 7: Nonemployee          0.00
AMOUNT INDICATOR 8: Dividends            0.00
AMOUNT INDICATOR 9: N/A                  0.00
AMOUNT INDICATOR B: Parachute             0.00
AMOUNT INDICATOR C: Legal Fees           9,705.50
AMOUNT INDICATOR D: 409A Defer           0.00
AMOUNT INDICATOR E: 409A Income          0.00

File Name = C:\SECOND\GOSEND\IRSMSC1

(Any Key to Continue)                                20.04.00
    
```

If **F14** (Create 1099-NEC Export File) has been selected, the following screen displays:

```

PCG Dist=8991  Rel=20.04.00  12/16/2020  PCG 001  SV C:\SQLSYS  C:\SECOND  WHITE  FARPM209
----- IRS 1099-NEC TOTALS -----

NUMBER OF VENDORS REPORTED:          59

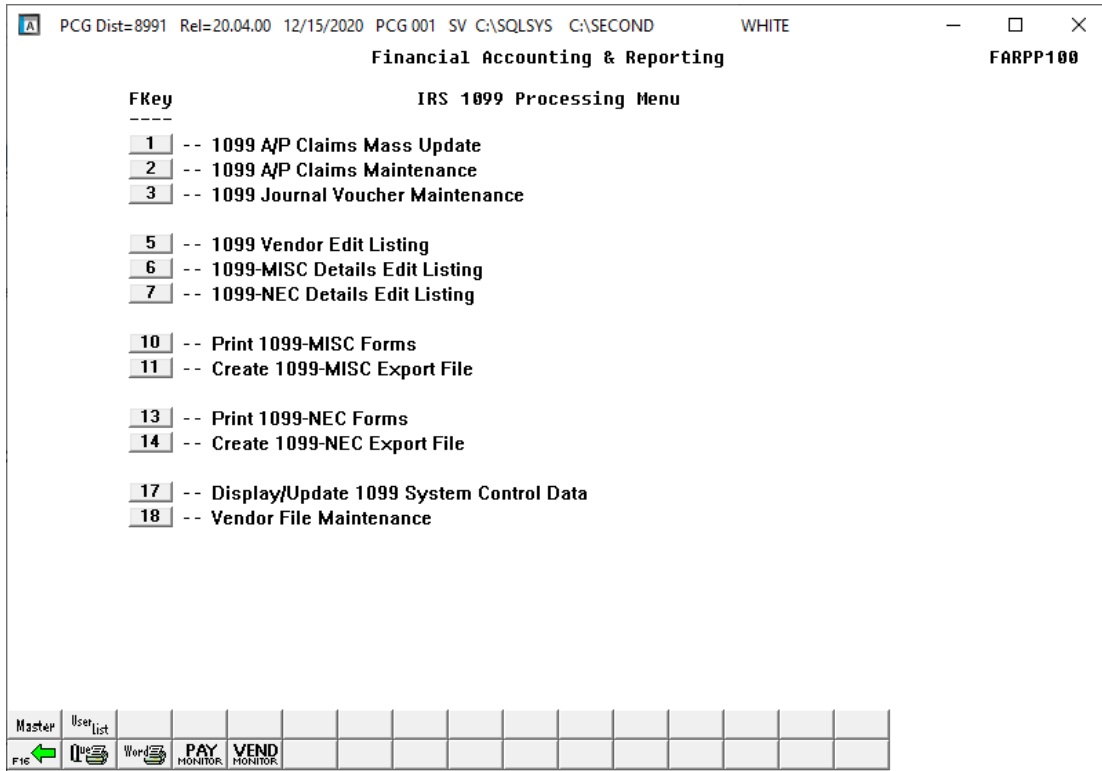
PCGenesis AMOUNT INDICATOR 7: Nonemployee
Reported as AMOUNT INDICATOR 1 on file: 789,504.20



File Name = C:\SECOND\GOSEND\IRSNEC1

(Any Key to Continue)                                20.04.00
    
```


Step	Action
9	<p>For F11 (Create 1099-MISC Export File) selections, compare the totals of <i>FORM 1099-MISC Statements</i> issued (reported) to the totals displayed on the <i>IRS 1099-MISC Totals</i> screen above.</p> <p>For F14 (Create 1099-NEC Export File) selections, compare the total number of <i>FORM 1099-NEC Statements</i> issued (reported) to the totals displayed on the <i>IRS 1099-NEC Totals</i> screen above.</p>
10	<p>Record the filename(s) or screen-print the <i>Successfully Created</i> screen and select Enter.</p> <p>The 1099-MISC export file is located in K:\SECOND\GOSEND\IRSMSC1.</p> <p>The 1099-NEC export file is located in K:\SECOND\GOSEND\IRSNEC1.</p>
11	<p>Select Enter (to Continue).</p>

The following screen displays:



Step	Action
12	Select  (F16 - Exit) to return to the <i>Financial Accounting & Reporting – Year End Processing Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .