

PeopleSoft®

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EnterpriseOne B73.3.1  
IRS Form 1099 Processing (1998)  
PeopleBook

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J.D. Edwards World Source Company  
One Technology Way  
Denver, CO 80237

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## IRS Form 1099 Processing Overview

The J.D. Edwards Accounts Payable (A/P) system helps you produce 1099 returns, an income tax reporting form required by the U.S. federal government for many types of payments. Federal regulations require you to use 1099 returns to report amounts that you paid to your suppliers each year. You send 1099 returns to suppliers who provide goods and services, and who are not corporate entities, such as individuals and partnerships.

Suppliers use W-9 returns to report tax withholding information to you. You use the W-9 returns to calculate the amount of tax to withhold from payments you make to the suppliers. The Accounts Payable system includes a feature that allows you to calculate withholding on your payments to suppliers and to pay withheld amounts to tax authorities.

You can use the procedures described in this guide to generate the following U.S. tax returns from information in the Accounts Payable and General Accounting systems:

<b>1099-DIV – Dividends and Distributions</b>	This form reports investment income, such as dividends, capital gain distributions, and investment expenses.
<b>1099-INT – Interest Income</b>	This form reports investment income, such as interest income and early withdrawal penalties.
<b>1099-MISC – Miscellaneous Income</b>	This form reports miscellaneous income, such as rents, royalties, medical and health care payments, and nonemployee compensation.

The procedures to generate form 1099-R (Distributions from Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, and so on) are not described in this guide. Form 1099-R is produced from information in the Payroll system. Form 1099-MISC can also be produced from the Payroll system.

The Internal Revenue Service (IRS) requires magnetic media reporting if you have 250 or more returns. Because the J.D. Edwards Payroll system can also produce 1099 returns, you should consider the number of returns that will be generated by both the Accounts Payable and Payroll systems when deciding whether you are required to use magnetic media reporting.

Appendix B contains sample forms that you can use for reference.



## Release Levels

This software is available for the following release levels:

- B7.3.2
- B7.3.3

Use the current Cumulative Update for your release level. If you use a Cumulative Update from a previous tax year, it might not be valid for reporting information for the current tax year.

This guide documents release B7.3.3. If you are using another release of the software, you might notice some discrepancies between what appears in the guide and what you see on your terminal.

## 1099 Processing Features

IRS form 1099 processing includes the following features:

- Select vouchers — You can review items and make changes, such as partial payments and retainages. You can repeat the process as many times as necessary to ensure that each box on the 1099 return is correct.
- Printed forms — You can print 1099 returns in paper format and you distribute these forms to your suppliers.
- Magnetic media — You can produce 1099 returns in magnetic media format. J.D. Edwards 1099 magnetic tape format has been approved by the IRS for 1099 federal reporting. J.D. Edwards does not support combined federal and state filing.

## Changes for 1099 Processing in 1998

The IRS has made the following changes for 1998:

- Form 1099-DIV has been completely revised.
- Attorney's fees and golden parachute payments are to be reported on 1099-MISC, Box 13A, Miscellaneous Legal Income.
- There is a new type of magnetic media record, the Transmitter (T) record. The T record is the first record on a tape.
- Magnetic media records are now 750 characters in length. Previously, these records were 420 characters in length.

These changes have been incorporated into J.D. Edwards software. For more information, refer to *IRS Publication 1220*.

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The standard notation for account numbers is Business Unit.Object.Subsidiary.

## Preparing for 1099 Processing

When you prepare for 1099 processing, you prepare your internal records and assemble IRS publications and forms. You must use the A/P ledger method for release B73.3.

### **A/P Ledger Method**

The A/P Ledger method summarizes all of the payments for a supplier. You associate amounts with specific boxes on a form using data selection, category code 07, or the 1099 flag field on the Standard Voucher Entry form.

You use this method when you have information in the Account Ledger table for only part of the reporting year. For example, you might have incomplete information because you began using the system during the year, because you purged the Account Ledger table, or because you incorporated 1099 information from an outside system. You can also use this method if you have complete information for the reporting year.

This method uses information in the A/P Ledger (F0411), A/P Matching Document (F0413), and A/P Matching Document Detail (F0414) tables.

This method creates the 1099 A/P Workfile table (F045143).

## Preparing the A/P System

Begin preparing 1099 returns before year end to allow ample time for researching and updating supplier and voucher information.

You must have information in the A/P Ledger table before preparing 1099 returns. The system requires this information to calculate 1099 information for specific suppliers. For this reason, you should not purge the following tables until after you print 1099 returns:

### **Address Book Master (F0101)**

Do not purge address book records for any supplier with A/P activity in the calendar year you are reporting.

### **Supplier Master (F0401)**

Do not purge supplier master records for any supplier with A/P activity in the calendar year you are reporting.

**A/P Ledger (F0411), A/P Matching Document (F0413), and A/P Matching Document Detail (F0414)** If you are using the A/P Ledger method, do not purge vouchers paid in the calendar year you are reporting. You must have information in these tables for all vouchers paid in the 1099 reporting calendar year for which a 1099 return might be required. If it is necessary to purge these tables, you must restore the A/P Ledger Purge (F0411P), A/P Matching Document Purge (F0413P), and A/P Matching Document Detail Purge (F0414P) before you produce 1099 returns.

Using the A/P Ledger method, decide whether you will use either the 1099 flag or category code 07 to select the payments for which to create 1099 returns. You can use either of these fields on Standard Voucher Entry throughout the year to prepare for 1099 processing. You can also write 1099 returns for all of the payments in the A/P Ledger table (F0411).

### Verifying Government Regulations

As part of the 1099 process, you should assemble the following IRS forms and publications:

- IRS Publication, *1998 Instructions for Forms 1099, 1098, 5498, and W-2G*.
- IRS Publication 1220, *Specifications for Filing Forms 1098, 1099, 5498 and W-2G Magnetically or Electronically*.
- IRS Form 4419, Application for Filing Returns Magnetically/Electronically. This form is an application to file by tape. Companies that meet IRS requirements to file information returns by tape are required to file this form.
- IRS Form 4804, Transmittal of Information Returns Reported Magnetically/Electronically.
- IRS Form 4802, Transmittal of Information Returns Reported Magnetically/Electronically (Continuation of Form 4804).

Information in this guide that restates government regulations is deemed accurate, but should not be relied upon. If you have specific questions, contact the IRS Magnetic Media Reporting Center (IRS/MCC) at (304) 263-8700 or review the IRS webpage at <http://www.irs.gov>.

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## 1099 Processing Cycle

The IRS has established certain minimum reporting requirements. For example, you must file 1099 returns if you paid a supplier more than certain amounts in the reporting year, or if you withheld any federal income tax from payments to a supplier. The J.D. Edwards software is shipped with the minimum amounts set to IRS requirements for the current reporting year.

The 1099 process selects payments using the following criteria:

### **Suppliers**

The 1099 process selects *suppliers* for 1099 processing based on the Person/Corporation code in the supplier master record. The software processes only records with a Person/Corporation code of P (individual) or N (noncorporate entity). A Person/Corporation code of C (corporation) or blank indicates that the supplier is a corporation and should not receive a 1099 return.

### **Payments**

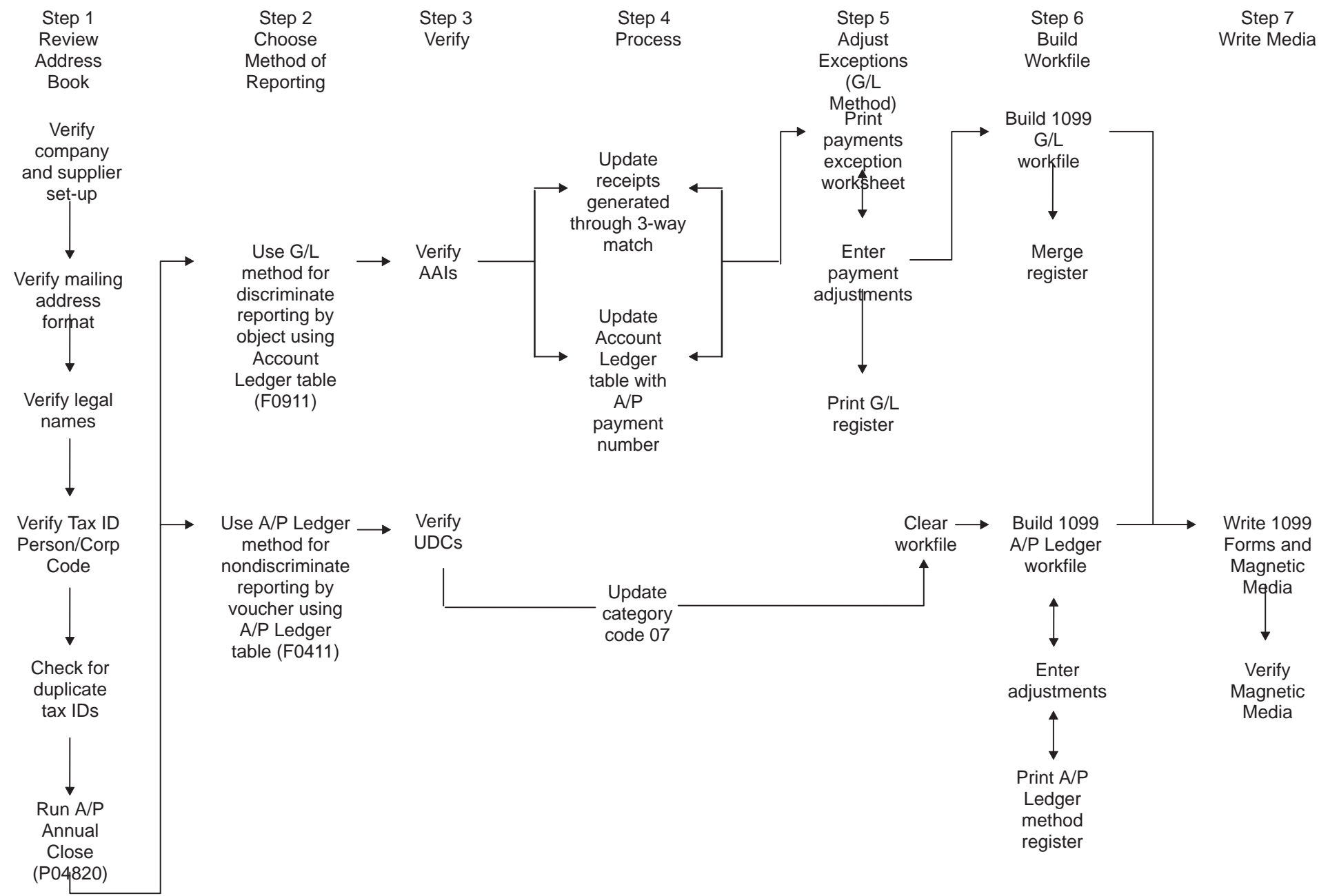
The 1099 process selects *payments* for 1099 processing based on the following criteria:

- Payments made between January 1 and December 31 of a calendar year. The calendar year is the 1099 reporting year. The setup of your fiscal data patterns does not affect 1099 processing.
- Vouchers that exist in the A/P Ledger table
- Vouchers that have a 1099 flag or a value in category code 07

The 1099 process consists of the following tasks:

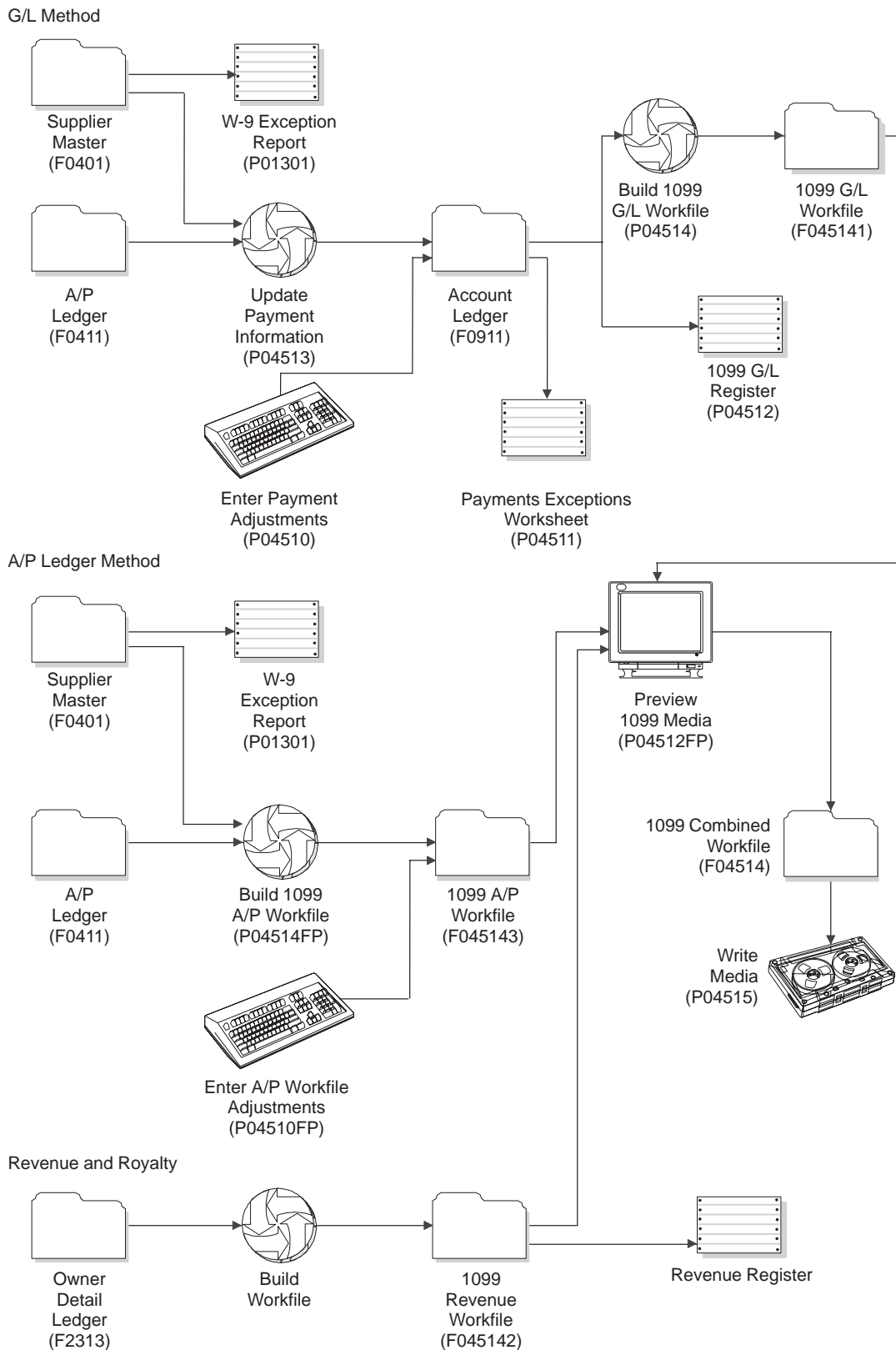
<b>Verify supplier and company set up</b>	You must verify that supplier and company information is accurate. You must verify legal names, mailing addresses, and so on.
<b>Update year-to-date voucher amounts</b>	Typically, you update year-to-date (YTD) voucher amounts soon after you close the year for A/P activity as part of your annual close procedures.
<b>Verify user defined codes, category code 07 values, or 1099 flags</b>	You verify category code 07 values, or 1099 flags so that the software selects the correct payments for 1099 processing. If you use category code 07 to select payments for processing, you must also verify the user defined codes that will determine how payments are reported.
<b>Build the workfile</b>	You create a workfile from which the system will create 1099 returns. If an existing workfile contains data that you do not intend to use, you must clear the workfile and then recreate it.

The charts on the following pages show an overview of the 1099 process. The G/L Method, which is also shown on these charts, is not available with release B73.3.



# OneWorld IRS Form 1099 Processing (1998)

The following graphic shows the principal programs, tables, and reports that the 1099 process uses.



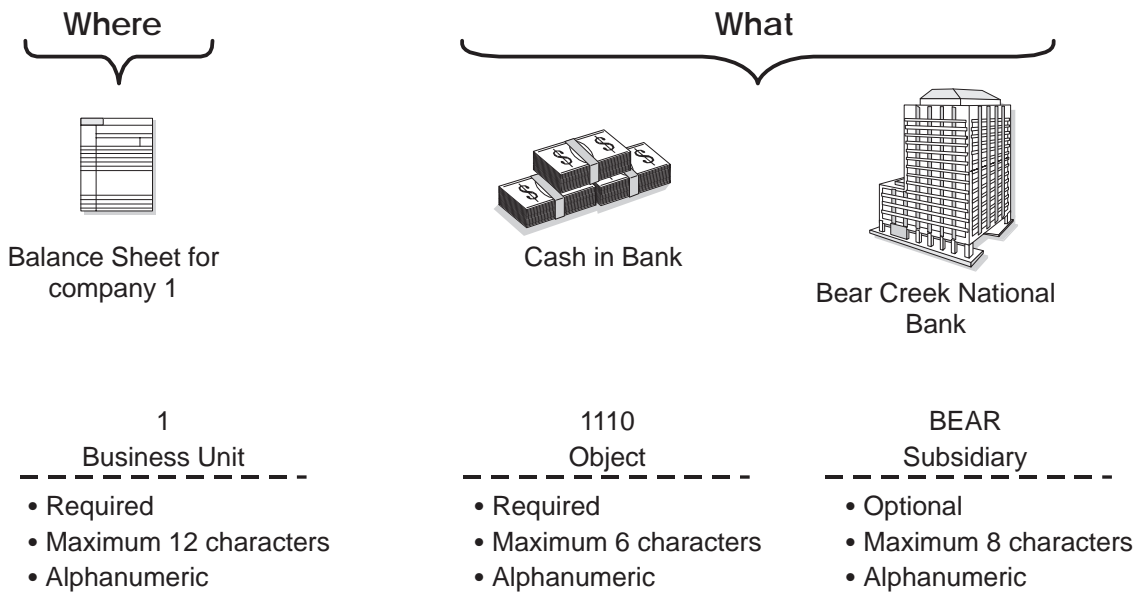
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## See Also

- *IRS Form 1099 Processing Checklist* for a reference you can use as you process 1099 information
- *Appendix A — System Tables Overview* for a description of the principal tables used by the 1099 process

## Account Numbering Concepts

This guide uses the Business.Unit Object.Subsidiary standard notation for account numbers.



The account number includes both the Where and What. You can use periods, commas, or other user defined symbols to separate the components of the account number. The period (.) separator is the default.

## **Business Unit – The “Where”**

The business unit describes where in your organization the transaction will have an impact. It represents the lowest organizational level within your business and is where you record all revenues, expenses, assets, liabilities, and equities. For example, a business unit can be a department, a branch office, or a truck.

Business units are unique 12-character, alphanumeric fields. The following criteria applies:

- A business unit can belong to only one company.
- A company can have several business units.
- Each company has at least one business unit for the balance sheet.

## **Object.Subsidiary – The “What”**

The Object.Subsidiary represents what kind of transaction is being created. An object is a description of the transaction, for example, 1110 (Cash in Bank). A subsidiary is an expanded description of the object account, for example, 1110.BEAR (Cash in Bank.Bear Creek National Bank).

There are two parts of the “what”:

- Object (four, five, or six characters, depending on your organization’s setup)
- Subsidiary (one to eight characters)

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## Menu Overview for 1099 Processing

The menus that you commonly use for 1099 processing are listed below. The list does not imply navigation among menus.

### Accounts Payable G04



#### Daily Operations

- Supplier\_Voucher Entry G0411



#### Periodic Operations

- Annual Processing G0422
- 1099 A/P Ledger Method G04222

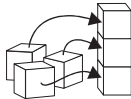
### Address Book G01



#### Daily Operations

- Daily Processing G01

### General Accounting G09



#### Setup Operations

- Organization\_Account Setup G09411





## IRS Form 1099 Processing Checklist

Use the following checklist for processing IRS Form 1099:

- Install the update to the software.

This guide does not discuss software installation or the necessary automatic software instructions (ASIs). For instructions on installing the current year update, see the *Update Installation Workbook*.

- Set up or verify supplier information.

You set up supplier information to ensure that you have the necessary information and that your information meets IRS requirements. See *Reviewing Supplier Information*.

- Set up or verify company information.

You set up company information to ensure that you have the necessary information and that your information meets IRS requirements. See *Reviewing Company Information*.

- Update year-to-date voucher amounts.

Typically, you update year-to-date (YTD) voucher amounts soon after you close the year for A/P activity as part of your annual close procedures. See *Working with YTD Voucher Amounts* in the *Accounts Payable Guide*.

- Set up user defined codes.

The A/P Ledger method uses user defined codes to select vouchers for 1099 processing. You set up specific user defined code lists to link vouchers in the workfile to the appropriate IRS form and box. See *Understanding User Defined Codes for 1099 Processing*.

- Update vouchers with category code 07 or 1099 processing flag, if necessary.

The A/P Ledger method selects all vouchers in the current reporting year for suppliers who are not corporate entities. You might want to narrow your selection by using the 1099 flag or category code 07. See *Choosing Vouchers for 1099 Processing*.

- Clear the A/P workfile.



The program that creates the workfile adds records to the workfile each time you run it. You might need to clear the workfile to avoid creating duplicate payment records. See *Clearing the A/P Workfile*.

- Build the workfile.

You build the workfile from which you will create your 1099 returns. You can use data selection for the 1099 flag or category code 07 to select vouchers in the A/P Ledger table for 1099 reporting. See *Creating the A/P Workfile*.

- Enter adjustments.

You might need to enter payment adjustments to add, review, and revise records in the workfile. See *Adjusting the A/P Workfile*.

- Preview 1099 returns.

You preview the results of submitting 1099 returns for processing to determine whether you have entered all necessary adjustments and are ready to print 1099 returns. See *Previewing 1099 Returns*.

- Print 1099 returns.

You print 1099 returns and distribute them to your suppliers so that your suppliers can file printed forms with their tax returns. See *Printing 1099 Returns*.

- Write 1099 magnetic media.

You write 1099 returns to magnetic media to produce the information that you submit to the IRS. See *Creating Magnetic Media*.

- Verify magnetic media.

J.D. Edwards recommends that you review the content and format of your 1099 magnetic media for accuracy before submitting it to the IRS. This can eliminate the need to resubmit your data.

See *Previewing Data for Magnetic Media* and *Verifying Data on Magnetic Media*.



## Year-End Setup

Accurate 1099 reporting depends on setting up supplier and company records correctly. The information for suppliers must meet 1099 specifications to be accepted by the IRS.

Begin preparing for 1099 returns early enough to review address book information for your suppliers and companies, enter corrections, and still meet the 1099 deadline. Leave sufficient time for researching and updating supplier records.

Reviewing address book information for 1099 reporting consists of:

- Reviewing supplier information
- Reviewing company information





## Reviewing Supplier Information

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As part of the 1099 process, you must review address book records for your suppliers to ensure that you have the necessary information and that your information meets IRS requirements.

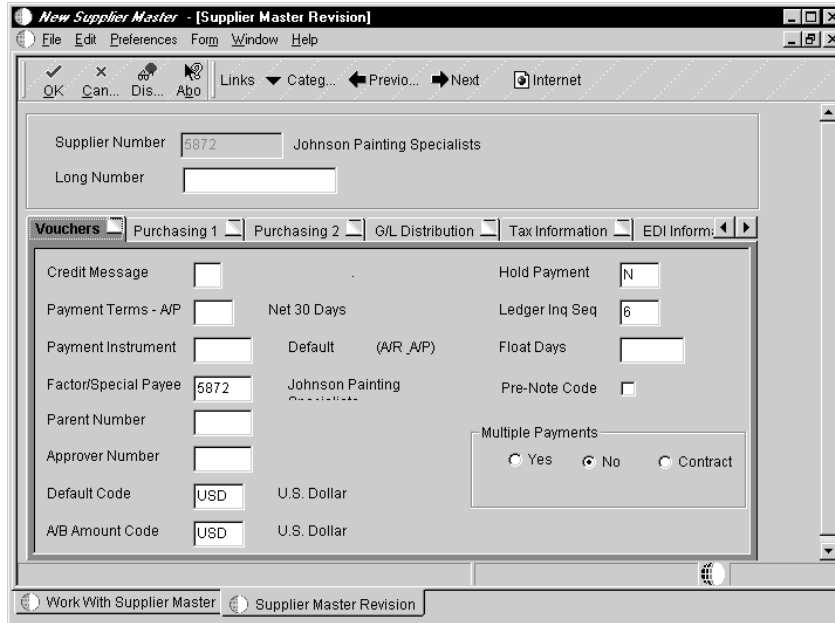
Reviewing supplier information consists of:

- Reviewing legal names of suppliers
- Reviewing mailing addresses of suppliers
- Reviewing flags for foreign suppliers
- Reviewing supplier tax IDs
- Reviewing person and corporation codes for suppliers
- Reviewing tax relationships for suppliers

This information is stored in the Address Book Master (F0101) and Supplier Master (F0401) tables.

### See Also

- *Entering Suppliers in the Accounts Payable Guide*



## Reviewing Legal Names of Suppliers

The IRS requires you to use the legal name of the supplier on 1099 returns. A supplier's legal name is the name associated with the supplier's tax identification number (TIN). You can have only one legal name for a supplier. The system prints this name on 1099 returns.

If the mailing name on the supplier master record is not the legal name of the supplier, you must enter and flag a legal name on Who's Who.

### Example: Legal Names

#### Who's Who entry not required

Elmer Johnson

- Alpha Name = Johnson, Elmer
- Mailing Name = Elmer Johnson
- Person/Corporation = P (individual)

#### Who's Who entry required Johnson Painting Specialists

- Alpha Name = Johnson Painting Specialists
- Mailing Name = Johnson Painting Specialists
- Person/Corporation = N (noncorporate entity)

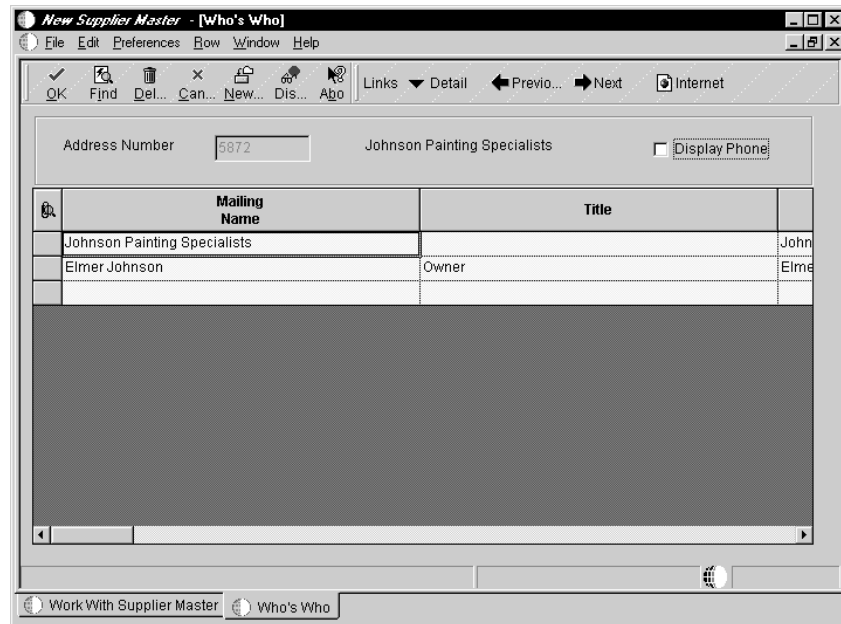
In this example, you need to create a Who's Who entry for Elmer Johnson, the owner of the Johnson Painting Specialists, and enter a Who's Who type code of T (1099 legal name).

► **To review legal names of suppliers**

From the Annual Processing menu (G0422), choose Supplier Master Information.

On Work With Supplier Master

1. Locate a supplier.
2. Choose Who's Who from the Row menu.



3. On Who's Who, verify that one of the entries for the following field contains the legal name of the supplier:
  - Mailing Name
4. Verify that the following field contains a value of T (1099 legal name):
  - Type Code

Field	Explanation
Type Code	<p>A user defined code (01/WO) that identifies the Who's Who entry. For example:</p> <ul style="list-style-type: none"><li>S Student</li><li>B Billing contact</li><li>T 1099 legal name</li></ul> <p>If an organization's legal name is different from the name under which it is doing business, enter a T (1099 legal name). During 1099 processing, this code overrides the mailing name so that the system uses a particular Who's Who entry on 1099 returns.</p>

## Reviewing Mailing Addresses of Suppliers

Review the mailing name and address for each supplier for whom you generate a 1099 return. If the mailing name of a supplier is not the same as the supplier's legal name (for example, it is a sole proprietorship), use Who's Who to override the mailing name.

The IRS limits addresses on 1099 returns to three lines, consisting of name, street address, and city, state, and zip code. If there is a legal name the system prints four lines:

- Legal name
- Mailing name
- Street
- City, state, zip code (postal code)

For any supplier for whom you will prepare 1099 returns you cannot use a mailing address that contains more than one line for a street address.

### Example: Legal Names

The address for Johnson Painting Specialists is 214 Potomac Circle, Suite 109, Washington, DC 10023. You must enter the street address and suite number on the same line.

The Mailing tab on the Address Book Revision form should look like the following form.

If you enter the street address on two lines, the system will print only the second line of the address on 1099 returns. If the second line contains only the suite number, the 1099 will contain the address Johnson Painting Specialists, Suite 109, Washington, DC 10023.

The Mailing tab on the Address Book Revision form should *not* look like the following form.

▶ **To review mailing addresses of suppliers**

From the Annual Processing menu (G0422), choose Supplier Master Information.

On Work With Supplier Master

1. Locate a supplier.
2. Choose Address Book Revision from the Row menu.
3. On Address Book Revision, click the Mailing tab.

The screenshot shows a software window titled "Address Book Revisions - [Address Book Revision]". The window has a menu bar with "File", "Edit", "Preferences", "Form", "Window", and "Help". Below the menu bar is a toolbar with icons for "OK", "Can...", "Dis...", "Abo", "Links", "AVR", "Previo...", "Next", and "Internet". The main area of the window contains the following fields and controls:

- Address Number:** 5872
- Address Book:** Mailing (selected), Additional, Related Address, Cat Code 1 - 10, Cat Code 11 - 30
- Mailing Name:** Johnson Painting Specialists
- Effective Date:** [Empty field] with "Previous" and "Next" buttons.
- Address Line 1:** 214 Potomac Circle - Suite 109
- Address Line 2:** [Empty field]
- Address Line 3:** [Empty field]
- Address Line 4:** [Empty field]
- City:** Denver
- State:** CO Colorado
- Postal Code:** 80237
- Country:** [Empty field] (Your home country)
- County:** [Empty field]

At the bottom of the window, there are two tabs: "Work With Addresses" and "Address Book Revision".

4. Verify the following fields:
  - Mailing Name
  - Address Line 1
  - Address Line 2
  - Address Line 3
  - Address Line 4
  - City
  - State
  - Postal Code

Field	Explanation
Mailing Name	<p>The company or person to whom billing or correspondence is addressed.</p> <p>..... <i>Form-specific information</i> .....</p> <p>If you leave this field blank, the default comes from the Alpha Name field. You can also choose Duplicate Name to copy the Mailing Name to the Alpha Name field.</p>
Address Line 1	<p>The first line of the mailing address for an employee, customer, or supplier in the Address Book system.</p> <p>The Internal Revenue Service (IRS) restricts the size of the address that prints on employee's year-end tax returns. To comply with IRS regulations, the system uses the following restrictions:</p> <ul style="list-style-type: none"> <li>• On W-2 returns, the system prints only the last three nonblank address lines plus the city, state, and postal code.</li> <li>• On 1099 returns, the system prints only the last nonblank address line plus the city, state, and postal code.</li> <li>• On U.S. federal magnetic media, the system writes only the last nonblank address line plus the city, state, and postal code.</li> </ul>

## Reviewing Flags for Foreign Suppliers

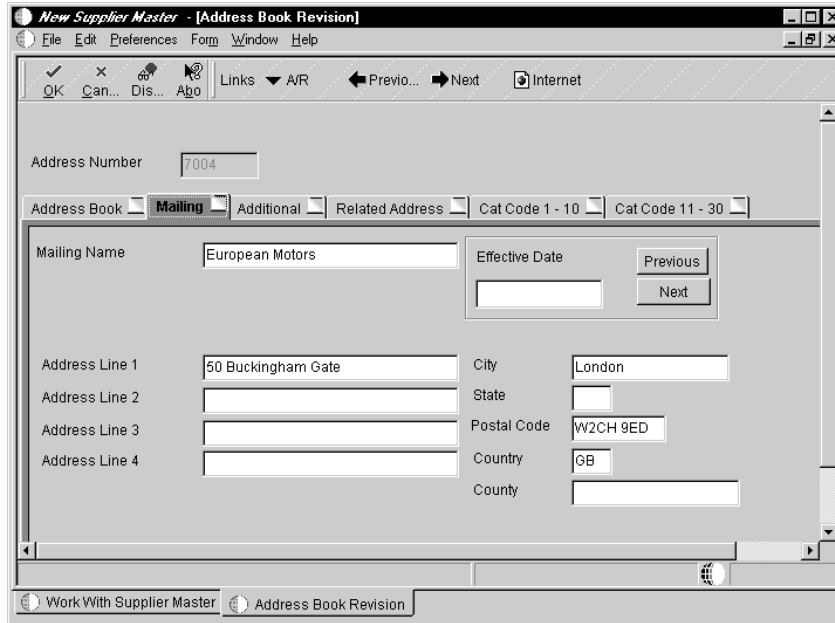
The IRS requires you to report suppliers who do not have a U.S. address.

**► To review flags for foreign suppliers**

From the Annual Processing menu (G0422), choose Supplier Master Information.

On Work With Supplier Master

1. Locate a foreign supplier.
2. Choose Address Book Revision from the Row menu.



3. On Address Book Revision, click the Mailing tab.
4. Review the following field:
  - Country
5. Click the Additional tab.
6. Verify that the following field contains a value of F (foreign supplier):
  - Payables

Field	Explanation
Payables	<p>A code that identifies the address as a supplier.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> <li>Y Yes, this is a supplier. A processing option determines whether the supplier master record automatically displays after you add an address.</li> <li>N No, this is not a supplier. This code does not prevent you from entering a voucher for the address.</li> <li>M This is a miscellaneous, one-time supplier. This code does not prevent you from entering multiple vouchers for the address.</li> <li>F This is a supplier with a foreign address. The IRS requires U.S. companies to identify suppliers with foreign addresses for 1099 reporting.</li> </ul> <p>You should assign tax authorities as suppliers. This allows tax payments to be made to tax authorities.</p> <p>Code N is informational only, unless you set a processing option. In this case, a warning message appears if both the Payables and Receivables fields are N.</p>

Field	Explanation
Country	<p>A user defined code (00/CN) that identifies a country. The country code has no effect on currency conversion.</p> <p>The Address Book system uses the country code for data selection and address formatting.</p>

## Reviewing Supplier Tax IDs

A tax ID is required for each supplier. The system uses this information for the tax identification number (TIN) on 1099 returns, which is required by the IRS. For 1099 purposes, a tax ID must be either:

- Employer identification number (EIN), assigned by the IRS
- Social security number (SSN), assigned by the Social Security Administration (SSA)

For reporting purposes, the TIN is considered missing if it:

- Contains fewer than nine digits
- Contains any nonnumeric character

You are required by the IRS to take steps to obtain missing TINs. The IRS contacts payers who submit payee data with missing TINs in an attempt to prevent erroneous notices. The IRS encourages payers who submit data with missing TINs to attach a letter of explanation to Form 4804. This prevents unnecessary contacts from the IRS, but does not prevent backup withholding notices (B Notices) or penalties for missing or incorrect TINs.

A TIN can be incorrect for any of the following reasons:

- The supplier reported an incorrect number. For example, the payee is listed as the only owner of an account but the name on the account does not match the payee's name.
- A processing error. For example, the number was typed incorrectly.
- The supplier's status changed. For example, the supplier did not report a name change to the IRS or SSA so that the change could be recorded.

If you submit a 1099 return without a TIN, you must have withheld 31% of payments to that supplier. This is called backup withholding. In addition, you must perform one of the following tasks:

- Enter the withholding amount manually using Enter A/P Workfile Adjustments.
- Run Build 1099 A/P Workfile (R04514FP) using a data selection of Alternate Payee EQ (equal to) the address book number of the tax

authority. You must also specify Box 4 (Federal Income Tax Withheld). If federal tax has been withheld for a supplier, this program ignores the minimum payment amounts required to generate 1099 returns.

You perform one of the preceding tasks because 1099 returns must reflect the amount you withheld from each supplier without a TIN. Suppliers may recover these amounts on their tax return reports.

Reviewing supplier tax IDs occurs after you have assigned tax IDs to suppliers. Prior to reviewing supplier tax IDs, complete the following procedure:

- Assigning tax IDs to suppliers

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## Assigning Tax IDs to Suppliers

If a supplier's tax ID is missing, you must enter it before processing 1099 returns.

▶ **To assign tax IDs to suppliers**

---

From the Annual 1099 Processing menu (G0422), choose Supplier Master Information.

On Work With Supplier Master

1. Locate and select a supplier.
2. On Supplier Master Revision, click the Tax Information tab.
3. Complete the following field:
  - Tax ID

---

Field	Explanation
Tax ID	<p>The identification code required by various tax authorities. This can be a social security number, federal or state corporate tax ID, sales tax number, and so on. Do not enter separator characters. The system verifies the number and prints the separators in their correct format, according to the value of TAXC (Person/Corporation Code). If there is no value for TAXC, the system uses the Corporate Entity.</p> <p>Attention Accounts Payable users: The supplier master record supplies the default value for the tax ID for 1099 processing.</p>

---

## Reviewing Person and Corporation Codes for Suppliers

You do not generate 1099 returns for corporate entities. The system processes only suppliers with a Person/Corporation code of P (person) or N (noncorporate entity).

▶ **To review person and corporation codes for suppliers**

---

From the Annual Processing menu (G0422), choose Supplier Master Information.

On Work With Supplier Master

1. Locate and select a supplier.
2. On Supplier Master Revision, click the Tax Information tab.
3. Verify the following field:

- Person/Corporation

<b>Field</b>	<b>Explanation</b>
Person/Corporation	<p>A code that designates the type of taxpayer.</p> <p>Valid values for U.S. entities are:</p> <p>C Corporate entity (the 20-digit Tax field prints as 12-3456789)</p> <p>P Individual (the 20-digit Tax field prints as 123-45-6789)</p> <p>N Noncorporate entity (the 20-digit Tax field prints as 12-3456789)</p> <p>Blank Corporate entity</p> <p>Valid values for non-U.S. clients are (used with the 20-digit Company field and Individual field):</p> <p>1 Individual</p> <p>2 Corporate entity</p> <p>3 Both an individual and a corporate entity</p> <p>4 Noncorporate entity</p> <p>5 Customs authority</p> <p>For 1099 reporting, the system selects suppliers with codes of P and N.</p>

## Reviewing Tax Relationships for Suppliers

You might have several suppliers who are owned by a single company or legal entity and who share the same tax ID. You must prepare 1099 returns for the legal entity, not for the individual suppliers. Therefore, you combine the amounts you paid to the suppliers into one sum and report this amount on the legal entity's 1099.

For example, Smith Company (a supplier) owns Johnson Incorporated (another supplier). You made payments to both suppliers, but you must create a 1099 return only for the legal entity, Smith Company.

To combine amounts for suppliers, you enter the supplier number of the legal entity in one of the following fields:

- 1st, 2nd, 3rd, 4th, or 5th Address Number
- Parent Number
- Factor/Special Payee

For example, you enter Smith Company's address book number in one of these fields on the Johnson Incorporated record.

Then when you build the workfiles, you designate which field the system uses when it combines amounts for one legal entity. For example, you set the processing option to 1 to use the 1st Address Number field or 7 to use the Factor/Special Payee field. This

allows the system to record the payments you made to one supplier on the 1099 for another supplier.

► **To review tax relationships for suppliers**

From the Annual Processing menu (G0422), choose Supplier Master Information.

On Work With Supplier Master

1. Locate a supplier.
2. From the Row menu, choose A/B Revision.

3. On Address Book Revision, click the Related Address tab.
4. Verify the following fields:
  - Parent Number
  - 1st Address Number
  - 2nd Address Number
  - 3rd Address Number
  - 4th Address Number
  - 5th Address Number
  - Factor/Special Payee

Field	Explanation
Parent Number	<p>The Address Book number of the parent company. The system uses this number to associate a particular address with a parent company or location. For example:</p> <ul style="list-style-type: none"><li>• Subsidiaries to parent companies</li><li>• Branches to a home office</li><li>• Job sites to a general contractor</li></ul> <p>If you leave this field blank on an entry screen, the system supplies the primary address from the Address Number field. This address must exist in the Address Book Master table (F0101) for validation purposes.</p>
1st Address Number	<p>An alternate address number in the Address Book system. You can use this field for any secondary business address that relates to the primary address. For example:</p> <ul style="list-style-type: none"><li>• Salesperson</li><li>• Law firm</li><li>• Accountant</li><li>• Securities agent</li><li>• Bonding agent</li></ul> <p>If you leave this field blank on an entry form, the system supplies the primary address from the Address Number field.</p>
Factor/Special Payee	<p>An address book number that identifies a special payment address for A/P.</p> <p>If you leave this field blank on an entry form, the system supplies the primary address from the Address Number field. This address must exist in the Address Book Master table (F0101) for validation purposes.</p>

## Reviewing Company Information

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Before you process 1099 returns, review your company information to ensure that 1099 returns will have the correct identifying information. Reviewing company information consists of:

- Reviewing company address numbers
- Reviewing company address book records
- Reviewing tax relationships for companies

## Reviewing Company Address Numbers

You verify the address book number assigned to a company or payer because the system uses this information to:

- Combine company records for 1099 processing
- Print the company name on 1099 returns as the payer

Typically, the company number is the same as the company's address book number. However, the company number has a limit of five characters, while the address book number has a limit of eight characters. If the address book number for a company is eight characters, you must complete the Company Address Number field in the detail area to provide a cross-reference between the two numbers.

This information is stored in the Company Numbers and Names table (F0010).

### **To review company address numbers**

---

From Organization\_Account Setup (G09411), choose Company Names & Numbers.

On Work With Companies

Co	Name	No Pd	Date Pattern	Date Yr Beg	GL Period	Begin Yr AP
00000	J.D. Edwards & Company	12	R	1/1/98	9	1/1/9
00001	Financial/Distribution Company	12	R	1/1/98	9	1/1/9
00002	B732 company in kudansita	12	R	1/1/97	10	1/1/9
00003	Company 3	12	R	1/1/05	1	1/1/0
00011	TP's Holding Co.	12	R	1/1/98	9	1/1/9
00017	Peruvian Company	12	R	1/1/05	7	1/1/0
00023	Soccer International Corp. Hqt	13	A	4/1/05	3	4/1/0
00024	Soccer Int'l. Vendor Carts	13	A	4/1/05	3	4/1/0
00025	Soccer Int'l Mfg.	13	A	4/1/05	3	4/1/0
00026	Guerrero Ranches	13	A	4/1/05	3	4/1/0
00033	Moins	12	F	6/1/99	12	6/1/0
00036	Juan valdez' test company	12	F	6/1/99	4	6/1/9
00045	Hiwatha Associates	12	R	1/1/98	1	1/1/9
00050	Project Management Company	12	R	1/1/98	9	1/1/9
00060	Financial Reporting Company	12	R	1/1/05	1	1/1/0
00070	French Company	12	R	1/1/05	1	1/1/0

1. Locate the company and verify the number in the following field:
  - Co
2. Choose Set Up Company from the Row menu.

Company: 00000 Name: J.D. Edwards & Company

Set Up Company | 52 Period Accounting

<p><b>General Accounting</b></p> <p>Fiscal Date Pattern: R</p> <p>Number of Periods: 12</p> <p>Current Period: 9</p> <p>Beginning of Fiscal Year: 1/1/98</p> <p>Company Address Number: [ ]</p>	<p><b>Accounts Payable</b></p> <p>Current Period: 9</p> <p>Beginning of Fiscal Year: 1/1/98</p> <p>Use Suspense Account: <input type="checkbox"/></p>
<p><b>Financial Reporting</b></p> <p>Reporting Period: 9</p> <p>Reporting Year: 98</p>	<p><b>Accounts Receivable</b></p> <p>Current Period: 9</p> <p>Beginning of Fiscal Year: 1/1/98</p>

3. On Company Setup, verify the following field:
  - Company Address Number

Field	Explanation
Co	<p>A code that identifies a specific organization, fund, entity, and so on. The company code must already exist in the Company Constants table (F0010) and must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions.</p> <p>NOTE: You can use Company 00000 for default values, such as dates and automatic accounting instructions (AAIs). You cannot use Company 00000 for transaction entries.</p>
Company Address Number	<p>The address number you want to retrieve. You can use the short format, the long format, or the tax ID (preceded by the indicators listed in the Address Book constants).</p>

## Reviewing Company Address Book Records

If you submit 1099s to the IRS via magnetic media, you must verify the information for the transmitter company. The transmitter company is the company that actually transmits the 1099s to the IRS.

You review company address book records to ensure that the following information is correct for the transmitter company:

- Address number
- Contact name
- Mailing name
- Person/Corporation code
- Tax ID
- Phone number

### To review company address book records

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From the Daily Processing menu (G01), choose Address Book Revision.

On Work With Addresses

1. Locate a company.
2. Verify the following field:
  - Address Number
3. Select the company. From the Row menu, select A/B Revisions.

Address Number: 1

Address Book | Mailing | Additional | Related Address | Cat Code 1 - 10 | Cat Code 11 - 30

Alpha Name: Financial/Distribution Company

Long Address Number: [ ]

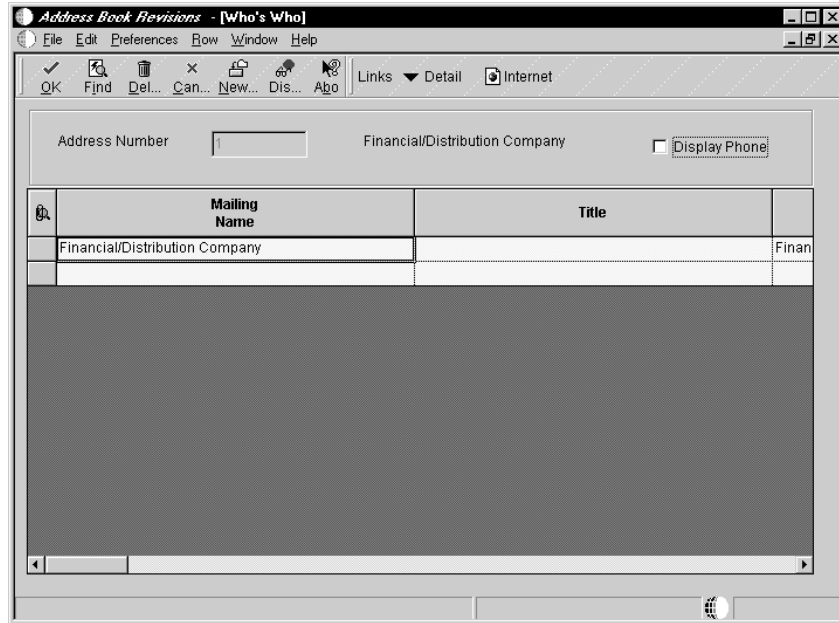
Tax ID: 430788490

Search Type: 0 Company

Business Unit: 1

4. On Address Book Revision, verify the following field:
  - Tax ID
5. Click the Mailing tab and verify the following fields:
  - Mailing Name
  - Address Line 1
  - Address Line 2
  - Address Line 3
  - Address Line 4
  - Postal Code
  - City
  - State
  - Country
6. Click the Additional tab and verify the following field:
  - Person/Corporation Code
7. From the Form menu, choose Phones.
8. On Phone Numbers, verify the following field and click OK:
  - Phone Number
9. On Address Book Revision, choose Who's Who from the Form menu.

For returns that are submitted to the IRS on magnetic media, you must do the following:



10. On Who's Who, verify the contact name in the following field:

- Mailing Name

11. Enter C in the following field:

- Type Code

This value is specific to the transmitter company.

Field	Explanation
Address Number	A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, and any other Address Book members.
Tax ID	The identification code required by various tax authorities. This can be a social security number, federal or state corporate tax ID, sales tax number, and so on. Do not enter separator characters. The system verifies the number and prints the separators in their correct format, according to the value of TAXC (Person/Corporation Code). If there is no value for TAXC, the system uses the Corporate Entity.  Attention Accounts Payable users: The supplier master record supplies the default value for the tax ID for 1099 processing.

## Reviewing Tax Relationships for Companies

You review tax relationships to identify and cross-reference companies that your company (the legal entity) owns. You change or create new address book records for these companies. This information is used to create 1099 returns for the legal entity (your company).

### Reviewing Tax Relationships for Companies with the Same Tax ID

There might be several individual companies (or business units) that are owned by your company, or legal entity, and who share the same tax ID. You must prepare 1099 returns for the legal entity, not for the individual companies. Therefore, you must combine the amounts that the individual companies (payers) paid to the same supplier. Enter the address number of the legal entity (the collective payer) in one of the five alternate address fields, the Parent/Number field, or the Factor/Special Payee field for each individual company. When you build the workfile media, you will specify which one of these fields the system uses to combine the payments that your individual companies made to one supplier with the same tax ID.

For example, Smith Company (your company) owns Johnson Incorporated (another company). Each company made payments to Marshall Systems, a supplier, but you must create a 1099 return only for the legal entity, Smith Company. You enter Smith Company's address book number in one of Johnson Incorporated's five alternate address fields. This allows the system to record the payments that both companies made to Marshall Systems on Smith Company's 1099.

### Reviewing Tax Relationships for Companies with Different Tax IDs

You might have several individual companies with unique tax IDs who make payments to each other. However, you cannot create a 1099 return to send to your own company or legal entity. To generate a 1099 return for the payer company, you must set up another address book record with a Person/Corporation Code of P (individual) or N (noncorporate entity). Then you must enter the new address book number in one of the alternate address fields of the original address book record. This allows you to generate a 1099 return for the company's original address book record.

For example, Johnson Incorporated (a company you own, with a Person/Corporation code of C) pays an amount to Smith Company (your company, with a Person/Corporation Code of C) that requires you to create a 1099 return. You create a new address book record for Smith Company and assign it a Person/Corporation Code of N. In Smith Company's original address book record, you enter the new address book number you just created in one of the alternate address fields. Now you can create a 1099 return for Smith Company.

▶ **To review tax relationships for companies**

---

From the Address Book menu (G01), choose Address Book Revisions.

1. Locate and select a company.
2. On Address Book Revision, click the Related Addresses tab.
3. Verify the following fields:
  - Parent Number
  - 1st Address Number
  - 2nd Address Number
  - 3rd Address Number
  - 4th Address Number
  - 5th Address Number
  - Factor/Special Payee

You must use the same address field for combining suppliers and companies. For example, if you combine suppliers using the 5th Address Number, you must also combine companies using the 5th Address Number.



### **Exercises**

See the exercises for this chapter.





## A/P Ledger Method

You can use the A/P Ledger method to generate 1099 returns when the information in the Account Ledger table (F0911) is incomplete, typically because of a conversion that was done mid-year, or to incorporate 1099 information from an outside system.

This method uses data stored in the A/P Ledger (F0411), A/P Matching Document (F0413), and A/P Matching Document Detail (F0414) tables. The system creates the 1099 A/P Workfile (F045143). You can enter adjustments to the records in this table. You can also enter data that is not supported by documents in the A/P Ledger, A/P Matching Document, and A/P Matching Document Detail tables.

The A/P Ledger method generates 1099 returns for all payments in the current reporting year to suppliers who have a Person/Corporation code of P (individual) or N (noncorporate entity). You can use the 1099 flag or category code 07 to note payments for processing, and as a data selection to include or exclude specific payments during processing.

The A/P Ledger method consists of:

- Understanding user defined codes for 1099 processing
- Choosing vouchers for 1099 processing
- Clearing the A/P workfile
- Creating the A/P workfile
- Adjusting the A/P workfile

The final task for this method is creating the actual 1099 returns.

### See Also

- *Year-End Reporting*





# **Understanding User Defined Codes for 1099 Processing**

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The A/P Ledger method uses user defined codes to select vouchers for 1099 processing. You set up specific user defined code lists to link vouchers in the 1099 A/P Workfile (F045143) to the appropriate IRS form and box.

The user defined codes in the Accounts Payable system for 1099 processing are:

- Type of Return (04/TR)
- Address Book Selection Code 07 (01/07)

## **See Also**

- *Understanding User Defined Codes* in the *Accounts Payable Guide*

## **Type of Return**

The Type of Return (04/TR) user defined code indicates a type of 1099 return and the relevant box on that return. This user defined code list determines the valid values for the following:

- Type of Return processing option for the Build 1099 A/P Workfile program
- Type of Return data item (TOR), which is used on the Adjust 1099 A/P Workfile Records form

The type of return is a two-part code. The first part is a code that indicates the type of form. The codes for form type are:

- A      1099-MISC
- 1      1099-DIV
- 6      1099-INT

## OneWorld IRS Form 1099 Processing (1998)

The second part identifies the box on the form. This can be a number, a letter, or both.  
For example:

- For code A1, the A represents form 1099-MISC and the 1 represents Box 1 (rents)
- For code AA, the first A represents form 1099-MISC and the second A represents Box 10
- For codes 1A, 1B, 1C, and 1D, the 1 represents form 1099-DIV and the letters represent Boxes 2a, 2b, 2c, and 2d

The following table contains the valid values in the Type of Return table (04/TR), the corresponding box numbers on the preprinted form, and the amount codes on the magnetic media. Refer to IRS Publication 1220, *Specifications for Filing Forms 1098, 1099, 5498 and W-2 Magnetically or Electronically*.

UDC 04/TR	AMOUNT TYPE	Box Number	Amount Code
<b>A</b>	<b>1099 MISC</b>	<b>MISC</b>	
A1	Rents	1	1
A2	Royalties	2	2
A3	Other income	3	3
A4	Federal income tax withheld	4	4
A5	Fishing boat proceeds	5	5
A6	Medical & health care products	6	6
A7	Nonemployee compensation	7	7
A8	Substitute payments in lieu of dividends or interest	8	8
A9	Direct sales "indicator"	9	
AA	Crop insurance proceeds	10	A
AB	Excess golden parachute payments	13	B
AC	Gross proceeds paid to an attorney	13	C
	Note: An "X" prints in Box 9 and no amount is reported on magnetic media, so there is no Amount Code 9. Also, UDCs AB and AC both print in Box 13, with "EPP" or "A" notations, respectively.		
<b>1</b>	<b>1099 DIV</b>	<b>DIV</b>	
11	Ordinary dividends	1	1
1A	Total capital gains distributions	2a	2
1B	28% rate gain	2b	3
1C	Unrecaptured section 1250 gain	2c	4
1D	Section 1202 gain	2d	5
13	Nontaxable distributions	3	6

## Understanding User Defined Codes for 1099 Processing

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14	Federal income tax withheld	4	7
15	Investment expenses	5	8
16	Foreign tax paid	6	9
18	Cash liquidation distributions	8	A
19	Noncash liquidation distributions	9	B

<b>6</b>	<b>1099 INT</b>	<b>INT</b>	
61	Interest income not included in Box 3	1	1
62	Early withdrawal penalty	2	2
63	U.S. Savings Bonds and Treasury obligations	3	3
64	Federal income tax withheld	4	4
65	Foreign tax paid	5	5

## **Address Book Selection Code 07**

When you select vouchers for processing using category code 07, you must have entered values for category code 07 for each voucher pay item. Valid values for category code 07 are defined in the Address Book Selection Code 07 (01/07) user defined code list.

You can duplicate the values in user defined code list 04/TR or set up different values. However, it is helpful if you associate these values directly with the form and box numbers of the 1099 returns you plan to produce. For example, you can set up A1 (form 1099-MISC, Box 1), A2 (form 1099-MISC, Box 2), 11 (form 1099-DIV, Box 1), 61 (form 1099-INT, Box 1), and so on.

## Choosing Vouchers for 1099 Processing

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The A/P Ledger method selects all vouchers in the current reporting year for suppliers who are not corporate entities. However, you can narrow your selection by using the 1099 flag or category code 07. When you create the workfile, you can use a data selection that chooses only particular vouchers for inclusion in the workfile.

Choosing vouchers for 1099 processing consists of:

- Using category code 07
- Using the 1099 flag

Using the 1099 flag is a simple include or exclude option. You have greater flexibility with category code 07 because you can assign as many values as you need.

Choosing vouchers for 1099 processing changes records in the A/P Ledger table (F0411).

### Using Category Code 07

You can use category code 07 to choose individual vouchers for 1099 processing. You enter a value for category code 07 for pay items on a voucher. Then, when you build the A/P workfile you select only vouchers with the appropriate value for category code 07.

Using category code 07 consists of the following tasks:

- Setting up the category code 07 default
- Choosing vouchers for 1099 processing with category code 07

### Setting Up the Category Code 07 Default

When you enter a voucher, the system uses the default value from the supplier master for category code 07. When you set up your suppliers in the Address Book, you assign category code 07 values according to the supplier's business type. For example:

- If Johnson Specialty Painting is a supplier of contractor services, you use Box 7 on 1099-MISC. Therefore, you set category code 07 for Johnson Specialty Painting to equal A7 (nonemployee compensation, or contractor).

- If Douglas LTD Partnership is a supplier of rental space, you use Box 1 on the 1099 return. Therefore, you set category code 07 for Douglas LTD Partnership to equal A1 (rent).
- If Smith & Sons is a supplier of patent licenses, you use Box 2 on the 1099 return. Therefore, you set category code 07 for Smith & Sons to equal A2 (royalties paid for use of a patent).

Changing the category code 07 default for a supplier changes the supplier record in the Supplier Master table (F0401).

### Before You Begin

- Set up valid values for category code 07 in user defined code list 01/07.

*See Understanding User Defined Codes for 1099 Processing.*

### ▶ To set up the category code 07 default

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From the Annual Processing menu (G0422), choose Supplier Master Information.

#### On Work With Supplier Master

1. Locate and select a supplier.
2. On Address Book Revision, click the Cat Code 1-10 tab.

The screenshot shows a software window titled "New Supplier Master - [Address Book Revision]". The window has a menu bar with "File", "Edit", "Preferences", "Form", "Window", and "Help". Below the menu bar is a toolbar with icons for "OK", "Can...", "Dis...", "Ab...", "Links", "A/R", and "Internet". The "Address Number" field contains the value "5872". Below the address number are several tabs: "Address Book", "Mailing", "Additional", "Related Address", "Cat Code 1 - 10", and "Cat Code 11 - 30". The "Cat Code 1 - 10" tab is selected. The main area displays a grid of category code fields. Category Code 07 is set to "A7". A label "Nonemployee Compen:" is visible to the right of the Category Code 07 field. The status bar at the bottom shows a small icon.

3. On the Cat Code 1-10 tab, complete the following field:
  - Category Code 07

### See Also

- *Setting Up Category Codes for Address Book* in the *Address Book Guide*

### Choosing Vouchers for 1099 Processing with Category Code 07

You can use category code 07 to choose individual vouchers for 1099 processing. You enter a value for category code 07 for pay items on a voucher. Then, when you process 1099 returns, you use the following selections for the Build 1099 A/P Workfile program to identify the 1099 box to fill, and the data with which to fill it:

- Use the Type of Return processing option to choose the box in which to print amounts on the 1099 return.
- Use the 1099 Reporting data selection to choose voucher pay items with a category code 07 equal to A1, A2, A7, and so on.

The system derives the default value for category code for a voucher from the supplier master. Typically, you enter a value for the category code 07 during voucher entry. However, you may also change this value for posted vouchers.

You can use category code 07 to identify line items to include or exclude from 1099 reporting. However, when you use a processing option for Match Voucher to Open Receipts to summarize A/P journal entries and when there are multiple line items, the program writes one summarized line. The program writes this line using the value for category code 07 from the first line item.

### Before You Begin

- If you have made changes to the default for category code 07 for a supplier, update the A/P Ledger from Work With Payment Groups on the Automatic Payment Processing menu (G0413).

When you change the category code 07 in the supplier record, the system does not automatically change existing transactions in the A/P Ledger table (F0411).

See Updating A/P Ledger from Address Book in the *Accounts Payable Guide*.

#### **To select vouchers for 1099 processing with category code 07**

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From the Annual Processing menu (G0422), choose Supplier Ledger Inquiry.

On Supplier Ledger Inquiry

1. Locate a voucher.
2. In the detail area of Enter Voucher - Payment Information, complete the following field:
  - Cat Cd 07

---

<b>Field</b>	<b>Explanation</b>
Cat Cd 07	One of 30 reporting codes that you can assign to an address in the Address Book system. Use these codes to identify addresses for reports, mailings, and so on. Category codes are user defined codes (01/01-30). Examples: Category code 01 – Location or Branch Category code 02 – Salesperson Category code 03 – New tenant Category code 04 – Credit officer

---

## Using the 1099 Flag

You can use the 1099 flag to choose individual vouchers for 1099 processing. You enter a value for the 1099 flag for each appropriate pay item on a voucher. Then, when you process 1099 returns you use the appropriate version of the Build 1099 A/P Workfile program to include only the vouchers that have the correct value for the 1099 flag.

If you hire contractors (nonemployees), their incomes might be partially exempt from 1099 reporting. Therefore, you enter a value for the 1099 flag for only those pay items that are subject to 1099 reporting.

Typically, you enter a value for the 1099 flag during voucher entry. However, you can also change this value for posted vouchers.

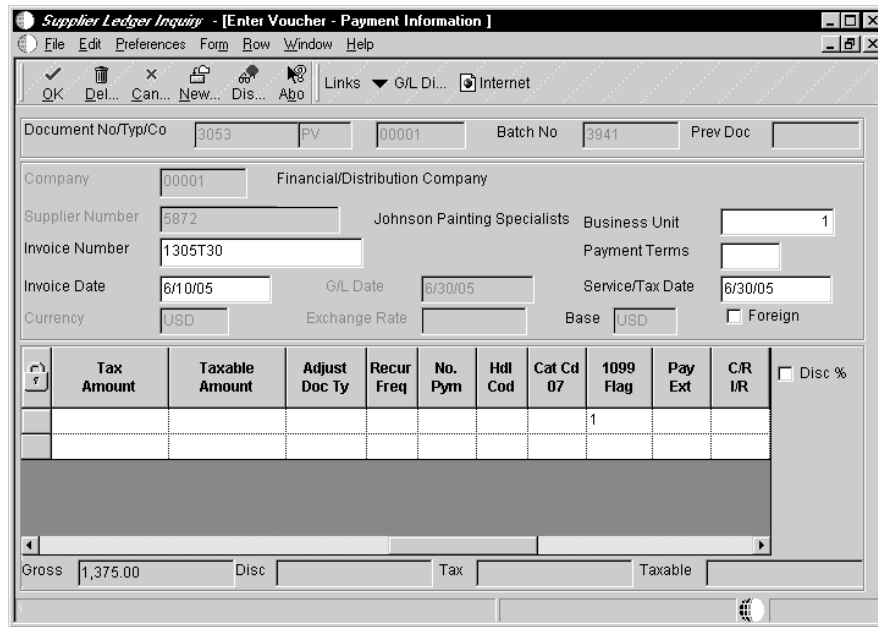
**► To use the 1099 flag**

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From the Annual Processing menu (G0422), choose Supplier Ledger Inquiry.

On Supplier Ledger Inquiry

1. Locate and select a voucher.



2. In the detail area of Enter Voucher - Payment Information, complete the following field:
  - 1099 Flag

Field	Explanation
1099 Flag	<p>A code that indicates whether to include the pay item in 1099 processing (A/P Ledger method only).</p> <p>Valid values are:</p> <ul style="list-style-type: none"> <li>blank Do not include in 1099 processing</li> <li>1 Include in 1099 processing</li> </ul> <p>Do not flag vouchers that have distribution entries to G/L accounts that use the AAI ranges for PX. These vouchers will be automatically included in the G/L method of 1099 processing.</p> <p>..... <i>Form-specific information</i> .....</p> <p>If only part of a voucher is subject to 1099 reporting, use multiple pay items to enter the portions that are and are not subject to 1099 reporting.</p>

**See Also**

- *Working With Standard Vouchers* in the *Accounts Payable Guide*



## Clearing the A/P Workfile

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From The A/P Ledger Method (G04222), choose Clear A/P Workfile.

You might need to run the Clear A/P Workfile program to delete payment records in the 1099 A/P Workfile (F045143). The Build 1099 A/P Workfile program adds records to the workfile each time you run it. Rerunning the build program without clearing the workfile might create duplicate payment records.

J.D. Edwards recommends that you clear the workfile before you begin processing 1099 returns using the A/P Ledger method.

To prevent problems, back up the 1099 A/P Workfile nightly.



Clearing the workfile clears any adjustments you have entered.



## Creating the A/P Workfile

---

From The A/P Ledger Method (G04222), choose Build A/P Workfile.

You must create the workfile from which you will create your 1099 returns. The Build 1099 A/P Workfile program selects all payments in the reporting year which were made to suppliers who are not corporate entities. Each time you run this program, the program adds records to the A/P workfile. If a record already exists for the same payee, payer, and type of return, the program updates the record and adds to the amount.

If you entered vouchers throughout the year using category code 07 to indicate the type of 1099 form and the box on the form, you can use the data selection for the Build 1099 A/P Workfile program to select vouchers. Each time you build the 1099 A/P Workfile, you add new information to the information already in the table. Therefore, to use category code 07 you must run the Build 1099 A/P Workfile program once for each box on the 1099 return.

Alternatively, you can use a version of the Build 1099 A/P Workfile program that selects all vouchers that you previously designated with the 1099 Flag field. You use the Type of Return processing option to specify the box in which you want to report these amounts. Because this type of selection is a simple inclusion or exclusion, you do not need to run the build program multiple times.

The A/P Ledger method does not require you to post vouchers and payments before processing 1099 returns.

The Build 1099 A/P Workfile program uses data from the Supplier Master (F0401), A/P Ledger (F0411), A/P Matching Document (F0413), and A/P Matching Document Detail (F0414) tables to create the 1099 A/P Workfile (F045143). The system compares the company number to the address number in the Company Constants table. If the values are different, the system uses the mailing address and tax ID from the address number in the Company Constants table.

This program does not generate a report. You must check the Electronic Workbench (Work Center) to ensure that the program completes successfully.

### Before You Begin

- Clear the workfile before you run the program the first time for a 1099 reporting year.

- Restore the following tables, if necessary:
  - A/P Ledger Purge (F0411P)
  - A/P Matching Document Purge (F0413P)
  - A/P Matching Document Detail Purge (F0414P)
  
- Calculate withholding.

### **Processing Options for Build 1099 A/P Workfile**

#### Process

1. Enter the four-digit calendar year for 1099's. For example, enter '1998' or '2001'.  

1099 Reporting Year \_\_\_\_\_
  
2. Enter the type of return for the amounts selected by this version. For example, enter 'A1' for box 1 on form 1099-MISC or '13' for box 3 on form 1099-DIV.  

Type of Return \_\_\_\_\_
  
3. Specify the alternate address in the Address Book for combining under one Tax ID for both Company and Supplier. Enter '1', '2', '3', '4', or '5' for 1st Address Number through 5th Address Number, '6' for Factor/Special Payee, or '7' for Parent Number. If left blank, or if the corresponding address number is blank, the original address number and its Tax ID will be used.  

Alternate Address Combining Method \_\_\_\_\_

### **What You Should Know About Processing Options**

**Type of Return (2)** This processing option applies to all records selected for update to the workfile. Alternatively, you can use the Enter Adjust 1099 A/P Workfile Records form to choose records with the correct box number on the 1099-MISC, 1099-DIV, or 1099-INT forms.

**Alternate Address  
Combining (3)**

You can use this processing option to combine suppliers or companies based on an alternate address field. This allows you to combine duplicate suppliers under one supplier number or to report multiple companies under one company number. You can only combine one level of supplier or company numbers.

Typically, you combine only suppliers that have the same tax ID. If you leave this processing option blank, the system combines suppliers and companies with the same tax ID under the first supplier or company record found during processing.

**Data Selection for Build 1099 A/P Workfile**

You can use data selection to limit vouchers for inclusion in the workfile based on the value of either the 1099 flag or category code 07. If you use this type of data selection, you might run the program multiple times without clearing it between runs.

You can also use data selection to include vouchers with backup withholding based on the address book number of the tax authority. Alternatively, you can enter the withholding amount manually using the Enter A/P Workfile Adjustment form. You perform one of these tasks for backup withholding because you must have withheld 31% of payments to any supplier for whom you do not have a TIN and because the 1099 for that supplier must reflect the amount you withheld. Suppliers may recover these amounts on their tax return reports.

You can use multiple versions of this program to select specific records for each type of return. For example:

- Category code 07 EQ (equal to) A7, to select vouchers flagged for inclusion in form 1099-MISC, Box 7. If you use this type of data selection, you can run the program once for each category code 07 value. Because you do this to accumulate detailed information for each box, you would not clear the workfile between runs.
- Alternate Payee EQ (equal to) the address book number of the tax authority, to select vouchers for suppliers for whom you do not have a TIN. You must also specify Box 4 (Federal Income Tax Withheld).
- 1099 Flag EQ (equal to) 1, to select vouchers flagged for inclusion in 1099 processing.

Consider carefully the implications of selecting data. You might encounter the following problem:

- The Build A/P Workfile program adds records to the workfile each time you run it. The wrong data selection can cause amounts to be overstated. For example, if a record already exists, amounts could be erroneously doubled when you build the workfile.



**Exercises**

See the exercises for this chapter.

## Adjusting the A/P Workfile

---

The A/P Ledger method selects all payments in the current reporting year to suppliers who are not corporate entities. You can use Enter A/P Workfile Adjustments to make adjustments before printing 1099 returns.

Adjusting the A/P workfile consists of:

- Adding A/P workfile records
- Reviewing A/P workfile records
- Revising A/P workfile records
- Deleting A/P workfile records

You might enter withholding adjustments to account for backup withholding. Alternatively, you can use data selection for Build 1099 A/P Workfile to include vouchers with backup withholding based on the address book number of the tax authority. You perform one of these tasks for backup withholding because you must have withheld 31% of payments to any supplier for whom you do not have a tax identification number (TIN) and because the 1099 return for that supplier must reflect the amount you withheld. Suppliers may recover these amounts on their tax return reports.

The system compares the company number to the address book number in the Company Constants table. If the values are different, the system uses the mailing address and tax ID from the address book number in the Company Constants table.

Working with adjustments does not affect the integrity of your payment tables. This program modifies records in the 1099 A/P Workfile (F045143). There is no audit trail for the changes you make. You can review the information in this table with the Preview 1099 Media program.

## Adding A/P Workfile Records

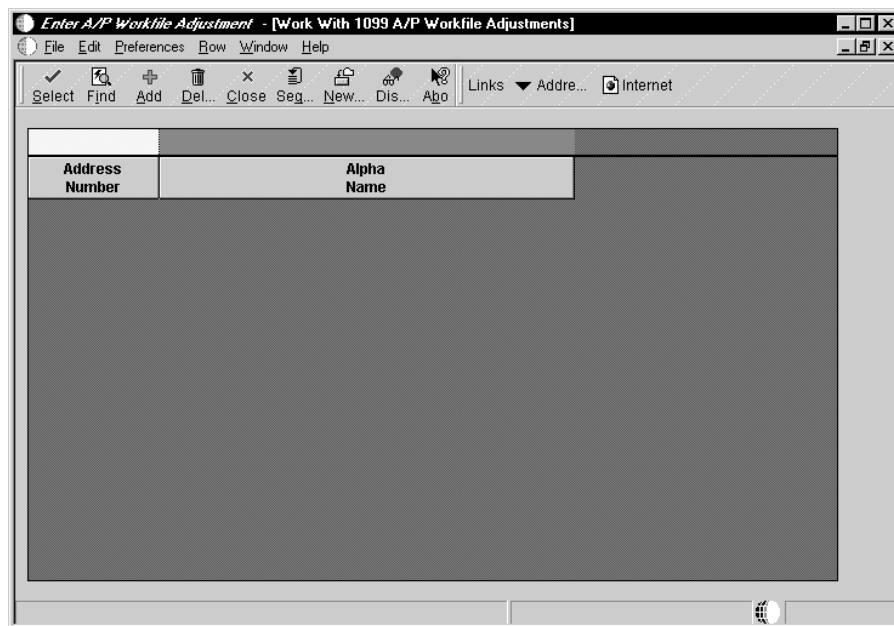
You can add a record to the workfile for a supplier if none exists. If you want to add a line item for a supplier with an existing record, use the procedures for revising workfile records. These items are not date-sensitive.

▶ **To add A/P workfile records**

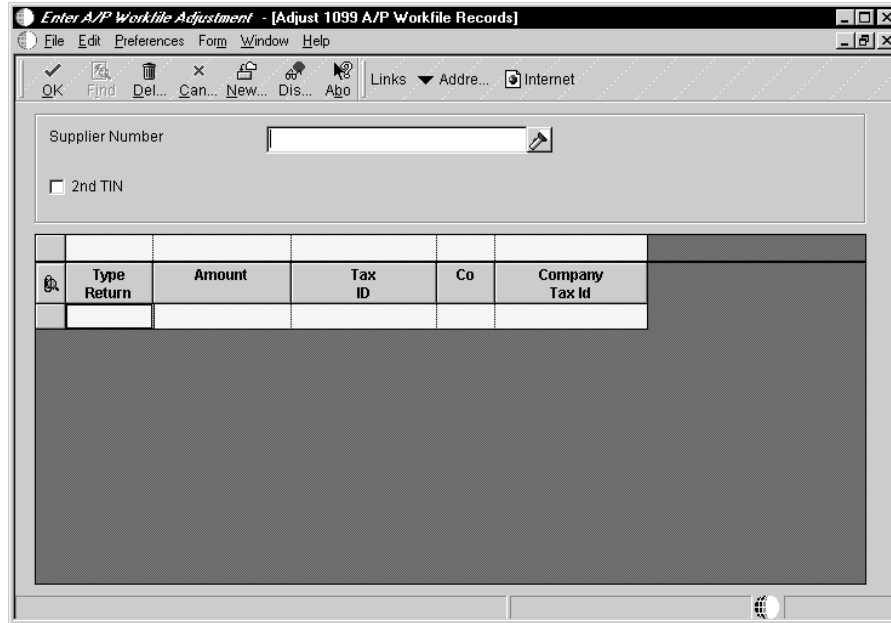
---

From the 1099 A/P Ledger Method menu (G04222), choose Enter A/P Workfile Adjustment.

On Work With 1099 A/P Workfile Adjustments



1. Click Add.



2. On Adjust 1099 A/P Workfile Records, complete the following fields:

- Supplier Number
- Type Return
- Amount
- Co



If you leave the Tax ID and Company Tax ID blank, the system completes them from the A/P Workfile table (F0101). If you enter the Tax ID and Company Tax ID, the system displays an error message if they do not match the Tax ID and Company Tax ID in the A/P Workfile table for the Supplier and Company that you entered.

Field	Explanation						
Type Return	<p>A user defined code (04/TR) that indicates the type of 1099 return and box on the return.</p> <p>Valid types of 1099 returns are:</p> <table style="margin-left: 20px;"> <tr> <td>A</td> <td>1099-MISC</td> </tr> <tr> <td>1</td> <td>1099-DIV</td> </tr> <tr> <td>6</td> <td>1099-INT</td> </tr> </table> <p>To create this code, you combine these codes for type of return with the number of the box on the form. For example, you can set up A1, where the A is for form 1099-MISC and the 1 is for Box 1 (rents).</p> <p>For the G/L Method, the third and fourth characters of the AAI item for 1099 returns indicate the type of return and the box associated for the amount.</p>	A	1099-MISC	1	1099-DIV	6	1099-INT
A	1099-MISC						
1	1099-DIV						
6	1099-INT						

## Reviewing A/P Workfile Records

After you build the workfile, you can review workfile records by supplier. If your data is from an outside source and not from building the workfile, you must add workfile records before you can review them.

 **To review A/P workfile records**

---

From the 1099 A/P Ledger Method menu (G04222), choose Enter A/P Workfile Adjustment.

On Work With 1099 A/P Workfile Adjustments

1. Complete the following field:
  - Address Number
2. On Adjust 1099 A/P Workfile Records, review the following fields:
  - Type Return
  - Amount
  - Co

## Revising A/P Workfile Records

You can revise workfile records for a supplier. This enables you to correct any entry before printing 1099 returns.

You can use the Adjust 1099 A/P Workfile Records form to add adjustments to an existing workfile. When you enter adjustments, the system does not create an audit trail.

If you have been notified by the IRS twice within three calendar years that you provided an incorrect name and TIN combination for a supplier, you must report this information on the 1099 return for that supplier. You use the Adjust 1099 A/P Workfile Records form to add this information to the supplier record.

Revising A/P workfile records consists of:

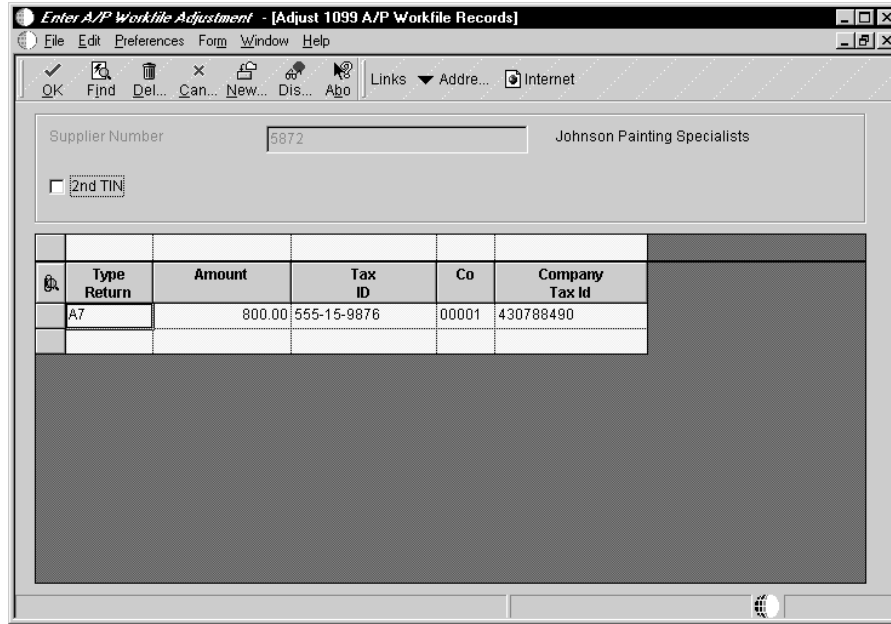
- Revising line items
- Adding line items
- Deleting line items

► **To revise line items**

From the 1099 A/P Ledger Method menu (G04222), choose Enter A/P Workfile Adjustment.

On Work With 1099 A/P Workfile Adjustments

1. Locate and select a supplier.



2. On Adjust 1099 A/P Workfile Records, review the following field:
  - Type Return
3. Change any of the following fields:
  - 2nd TIN
  - Amount
  - Tax ID
  - Co
  - Company Tax Id

Field	Explanation
2nd TIN	A code that indicates you were notified by the Internal Revenue Service (IRS) twice within three calendar years that you provided the IRS an incorrect name and tax identification number (TIN) combination for this supplier.

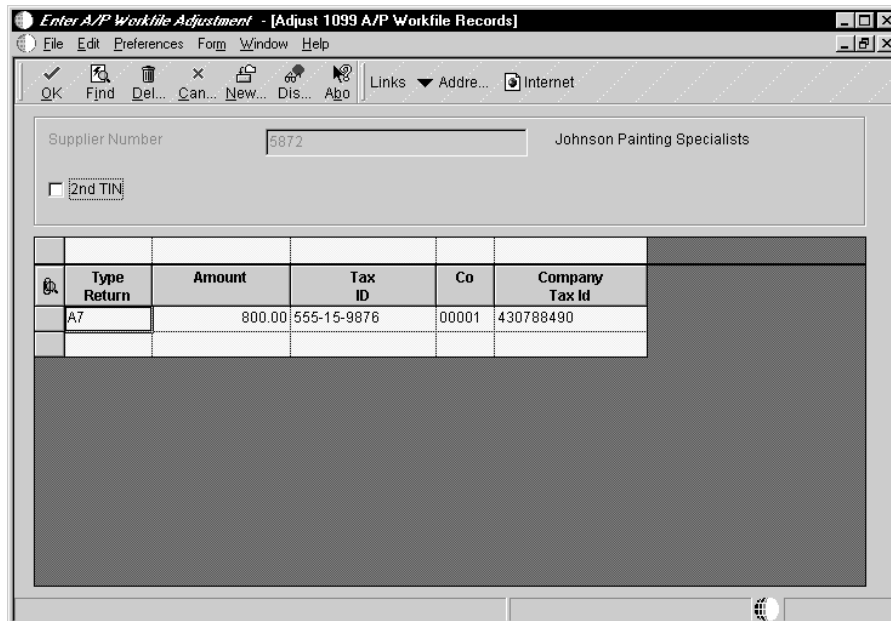
Field	Explanation
Company Tax Id	A code that designates the identification code required by various tax authorities. Such codes include social security number, federal or state corporate tax IDs, sales tax number, and so on.

**▶ To add a line item**

From the 1099 A/P Ledger Method menu (G04222), choose Enter A/P Workfile Adjustment.

On Work With 1099 A/P Workfile Adjustments

1. Locate and select a supplier.



2. On Adjust 1099 A/P Workfile Records, complete the following fields:

- Type Return
- Amount
- Co

**▶ To delete a line item**

From the 1099 A/P Ledger Method menu (G04222), choose Enter A/P Workfile Adjustment.

## On Work with 1099 A/P Workfile Adjustments

1. Locate and select a supplier.

Type Return	Amount	Tax ID	Co	Company Tax Id
A7	0	555-15-9876	00001	430788490

2. On Adjust 1099 A/P Workfile Records, change the following field to zero (0):
  - Amount

## Deleting A/P Workfile Records

### ▶ To delete an A/P workfile

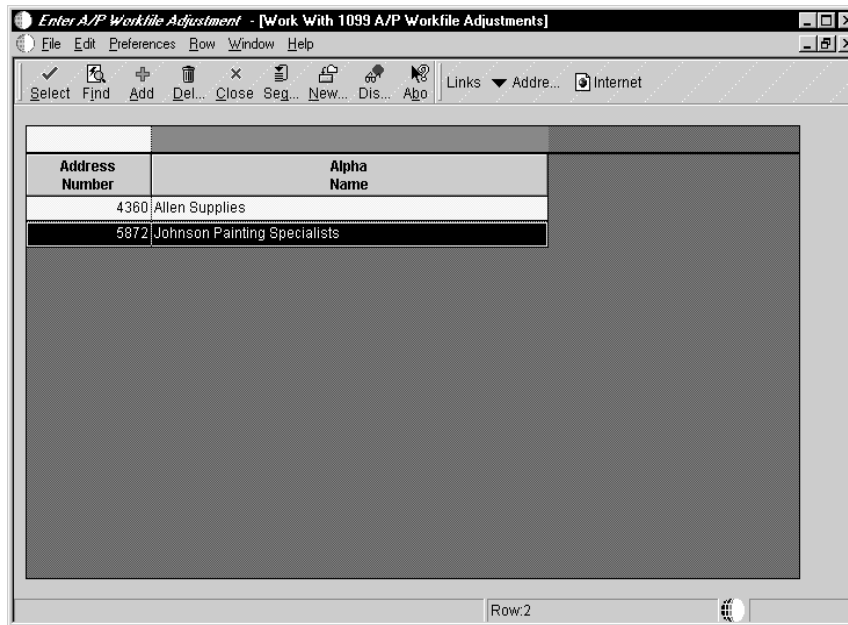
When you delete workfile records you delete all 1099 information in the workfile for a particular supplier. If you accidentally delete records, you can rebuild the workfile.

To delete a line item from a supplier with an existing record, use the procedures for revising workfile records.

From the 1099 A/P Ledger Method menu (G04222), choose Enter A/P Workfile Adjustment.

## On Work with 1099 A/P Workfile Adjustments

1. Locate the supplier.



2. Click Delete.

This deletes all records from the A/P Workfile (F045143).

## Processing Options for 1099 A/P Workfile Adjustments

### Edits

1. Enter a '1' to issue a hard error when an adjustment is made to a supplier who has an alternate address.

Alternate Address Error

2. Enter a '1' to issue a hard error when entering an adjustment with a Tax ID different than the Tax ID in Address Book.

Tax ID Validation

### Process

1. Specify the Alternate Address Combining Method used by the Build A/P Workfile (R04514FP) version. Enter '1', '2', '3', '4' or '5' for 1st Address Number through 5th Address Number, '6' for Factor/Special Payee, or '7' for Parent Number. If left blank, or if

the corresponding address number is blank, the original address number and its Tax ID will be used.

Alternate Address Combining  
Method

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### Exercises

See the exercises for this chapter.





## Year-End Reporting

After you build the year-end workfiles and review the corresponding reports, you report year-end earnings information to your suppliers and to the IRS as follows:

- In January, you report information to your suppliers. Typically, you print the forms that your suppliers submit to the IRS with their tax returns.
- In February, you report information to the IRS. You can report information to the IRS using either printed forms or magnetic media (tape). The IRS requires magnetic media reporting if you have 250 or more returns.

Year-end reporting consists of the following tasks:

- Previewing 1099 returns
- Printing 1099 returns
- Creating magnetic media





# Previewing 1099 Returns

---

From the Annual Processing menu (G04222), choose Preview 1099 Media.

After you create the workfile and enter adjustments for the reporting year, you can preview the results of submitting 1099 returns for processing. The preview 1099 media reports show the 1099 totals for each supplier. You can print the following report:

- 1099 A/P Register

The report shows amounts for all boxes on the following 1099 forms:

- 1099-DIV
- 1099-INT
- 1099-MISC

You can use the processing options for 1099 A/P Register to establish minimum amounts for each box on the 1099 returns. To print a report that shows the same amounts as your actual 1099 returns, enter the same minimum amounts you use for the Write Media program.

After you write media, you can use this report to compare the results against the actual 1099 returns.

The following report sample shows a report from the 1099 Combined Workfile.

04512FP		J.D. Edwards & Company				Page	3	
		1099 Register - G/L and A/P Methods-ALL				Date	9/15/05	
Address Number	Tax ID	Legal Name	Name	CO	Amount	Company Tax Id	Ty	Error Message
5872	524-55-6982	Elmer Johnson	Johnson Painting Spec	00001	2,350.00	12-4871027	A1	
					Total. . . . .	2,350.00		
					Company Total.	2,350.00		
					Grand Total. .	2,350.00		

The following report sample shows a report from the 1099 A/P Workfile.

04512FP		J.D. Edwards & Company 1099 Register-A/P Ledger Method - All Types					Page 3
							Date 10/18/05
Address Number	Tax ID	Legal Name	Name	CO	Amount	Company Tax Id	Ty Error Msg
5872	524-55-6982	Elmer Johnson	Johnson Painting Spec	00100	750.00	52-3645108	A7
					Total. . . . .	750.00	
					Company Total.	750.00	
					Grand Total. .	750.00	

### Troubleshooting 1099 Returns

The following lists some common error messages and their causes.

- Alternate Address Book #**    The company number is not the same as the address book number.
  
- Alternate Company**        The company number is the same as the address book number of a different company.
  
- Blank EIN**                    The company has not been assigned a tax ID in the address book.
  
- Blank Tax ID**                The supplier has not been assigned a tax ID in the address book.
  
- Duplicate EIN**                A record has already been processed with the same company tax ID but a different company number.
  
- Duplicate Tax ID**            A record has already been processed with the same supplier tax ID but a different supplier number.
  
- Duplicate Tax ID/EIN**        A record has already been processed with the same supplier or company tax ID but a different supplier or company number.
  
- Invalid EIN**                  A record has already been processed with the same company number but a different company tax ID.

**Invalid Tax ID** A record has already been processed with the same supplier number but a different supplier tax ID.

**Invalid Tax ID/EIN** A record has already been processed with the same supplier or company number but a different supplier or company tax ID.

**Missing Company Address #** An address book record does not exist for the company.



**Exercises**

See the exercises for this chapter.



## Printing 1099 Returns

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You print 1099 returns and distribute them to your suppliers so that your suppliers can file printed forms with their tax returns.

The Write Media program uses the 1099 A/P Ledger Method workfiles to create a new workfile, the 1099 Combined Workfile (F04514).

The system compares the company number to the address in the Company Constants table. If the values differ, the system uses the mailing address and tax ID from the address book number in the Company Numbers and Names table (F0010).

The Write Media program produces a summary report with return totals for each payer company, plus the mailing addresses and the tax ID for the transmitter and payer companies.

When you print 1099 returns in laser format, the program uses only the first 30 characters of each supplier's name and address. When you print other types of returns, the program uses the full 40 characters of the name and address.

One of the options for writing media is a facsimile report. This option produces a facsimile of a 1099 return, including the Instructions to Recipient.

Another option for writing media is a proof report. J.D. Edwards strongly recommends that you review the data created by this option for accuracy before submitting it to the IRS. This allows you to determine whether you need to enter further adjustments before proceeding. It is particularly important to check your grand totals at this step. You can rerun this program multiple times until your returns are correct.

### Before You Begin

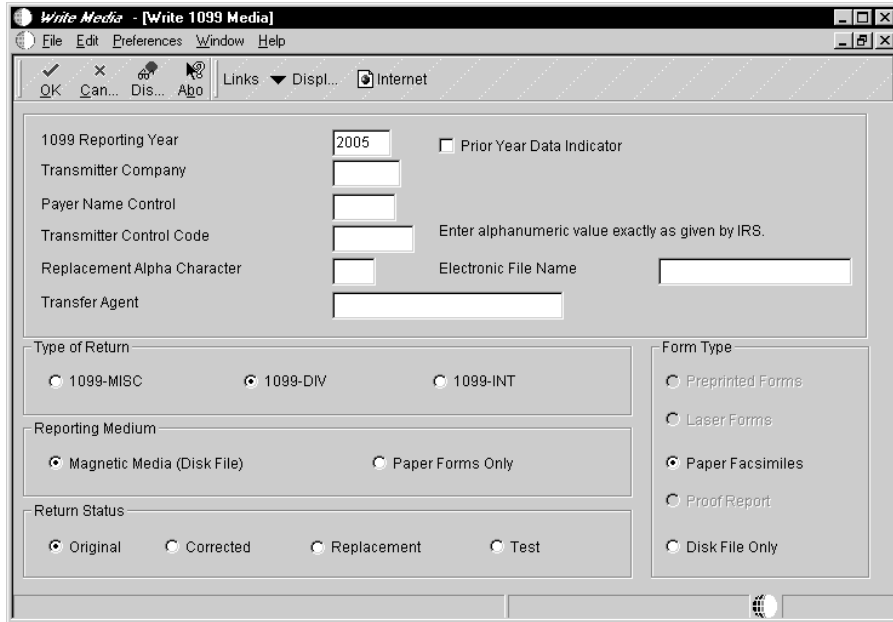
- Build the 1099 A/P Workfile (F045143)

#### **To print 1099 returns**

---

From the 1099 A/P Ledger Method menu (G04222), choose Write Media.

On Write 1099 Media



1. Complete the following field:
  - 1099 Reporting Year

You must enter the correct year. The system uses this value in the Payer A, Payee B, and Transmitter T records of the tape. The IRS might impose penalties or reject the tape if this value is incorrect.

2. Complete the following fields:
  - Transmitter Company
  - Type of Return
  - Reporting Medium
  - Return Status
  - Form Type

Field	Explanation
1099 Reporting Year	Enter the four-digit 1099 reporting year.  ..... <i>Form-specific information</i> .....  The calendar year for which you are creating 1099 returns. This year must be the same as the year you used to create 1099 workfiles.

Field	Explanation
Reporting Medium	<p>The reporting medium used to transfer 1099 data to the IRS. This program produces the summary report R04515. Laser forms are not an available option if you choose magnetic media.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> <li>T Magnetic media (reel or cartridge). The system also produces a printout.</li> <li>P A printout of the 1099 only. This indicates that you want facsimile reports or that you are submitting paper 1099 forms instead of magnetic media.</li> </ul>
Return Status	<p>A code that indicates whether 1099 returns are Corrected Returns or Test Returns. Valid values are:</p> <ul style="list-style-type: none"> <li>blank Normal 1099 returns.</li> <li>C Corrected returns. The system updates magnetic media and paper records to show that they are corrected records.</li> <li>T Test returns.</li> <li>R Replacement Returns. This will mark the tape to notify the IRS that this file is to replace a file that IRS/MCC returned to the transmitter due to errors encountered during processing.</li> </ul>
Form Type	<p>The form type of the 1099 output.</p> <p>..... <i>Form-specific information</i> .....</p> <p>Valid values are:</p> <ul style="list-style-type: none"> <li>L Create output for preprinted 1099 laser forms. These print in the standard three-to-a-page format approved by the IRS.</li> <li>O Create output for disk file only.</li> <li>P Create paper facsimiles. Facsimiles are not acceptable to the IRS as original forms, but are acceptable for mailing to payees and maintaining internal copies. The system prints facsimiles on 8-1/2" x 11" paper. You can use multi-part paper when you want both payee and internal copies. The descriptions of amounts that print on facsimiles are user defined codes (04/TR).</li> <li>R Create a 1099 proof report only. The proof report consists of summary report R04515 with payer totals.</li> </ul>



## Creating Magnetic Media

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You create magnetic media to produce the 1099 returns that you submit to the IRS. J.D. Edwards recommends that you review the content and format of your 1099 magnetic media for accuracy before submitting it to the IRS. This can eliminate the need to resubmit your data.

Creating magnetic media consists of the following tasks:

- Previewing data for magnetic media
- Writing magnetic media
- Verifying data on magnetic media

The Write Media program uses data from the 1099 A/P Workfile to create a new workfile, the 1099 Combined Workfile (F04514).

### Previewing Data for Magnetic Media

To verify the data before you write to magnetic media (tape), you can write the output to a disk file. Running the Write Media program to create a disk file does not create a tape.

#### Before You Begin

- Build 1099 A/P Workfile (F045143)

#### **To preview data for magnetic media**

---

From the 1099 A/P Ledger Method menu (G04222), choose Write Media.

### On Write 1099 Media

Complete the following fields:

- 1099 Reporting Year
- Transmitter Company
- Payer Name Control
- Transmitter Control Code
- Type of Return
- Reporting Medium
- Form Type
- Return Status

## Writing Magnetic Media

You write magnetic media (tape) to produce the 1099 returns that you submit to the IRS. J.D. Edwards creates magnetic media in conformance with IRS requirements.

The IRS requires magnetic media reporting if you have 250 or more returns. The J.D. Edwards Payroll system can also produce 1099 returns. You should consider the number of returns that will be generated by both the Accounts Payable and Payroll systems when deciding whether you are required to use magnetic media reporting.

When you select magnetic media as the Reporting Medium, the system creates a workfile, 1099 Magnetic Media Workfile (F04515OW). The data string must then be

copied from the workfile to the magnetic media of your choice, using the appropriate database management commands for your system.

The system compares the company number to the address in the Company Constants table. If the values differ, the system uses the mailing address and tax ID from the address book number in the Company Numbers and Names table (F0010).

J.D. Edwards strongly recommends that you review the data created by this program for accuracy before submitting it to the IRS. You should run this program first as a proof report. This allows you to determine whether you need to enter further adjustments before proceeding. It is particularly important to check your grand totals at this step. You can rerun this program multiple times until your returns are correct.

The IRS requires you to use form 4804 as a cover sheet for submitting magnetic media. If you file for multiple companies, you must use form 4802. The Write Media program produces a summary report that you can use to manually transcribe the data for IRS form 4804/4802. However, the IRS encourages you to attach this report to the form instead of transcribing amounts.

► **To write magnetic media**

From the 1099 A/P Ledger Method menu (G04222), choose Write Media.

On Write 1099 Media

Complete the following fields:

- 1099 Reporting Year

- Transmitter Company
- Payer Name Control
- Transmitter Control Code
- Type of Return
- Reporting Medium
- Form Type
- Return Status

<b>Field</b>	<b>Explanation</b>
Transmitter Company	<p>A code that identifies a specific organization, fund, entity, and so on. The company code must already exist in the Company Constants table (F0010) and must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions.</p> <p>NOTE: You can use Company 00000 for default values, such as dates and automatic accounting instructions (AAIs). You cannot use Company 00000 for transaction entries.</p> <p>..... <i>Form-specific information</i> .....</p> <p>The company that is filing 1099 returns. This information is required by the IRS if you using magnetic media reporting. However, this field is informational only. The information in this field does not limit determine the company that is selected for processing or which records are written to tape.</p>
Payer Name Control	<p>You can obtain this value from the mailing label on the 1099 materials that the IRS mails to most payers on record each December. When the name is fewer than four characters, left-justify the name and then fill the unused positions with blanks. If you do not know your Payer Name Control code, leave this field blank.</p>
Transmitter Control Code	<p>A five-character code that is assigned by the IRS. This code is required to report 1099 data magnetically.</p>

04515-1 J.D. Edwards & Company Page 1  
Summary Report for Form 4804/4802 Date 10/19/05

Transmitter:  
EIN - TCC

Payer:  
A MODEL FINANCIAL/DISTRIBUTION COMPANY  
SUITE 1331  
DENVER CO 80237  
EIN 52-3645108

Type of Return: 1099-MISC Number of Payees: 000001

Rents . . . . .	
Royalties . . . . .	
Other Income . . . . .	
Federal income tax withheld . . . . .	
Fishing boat proceeds . . . . .	
Medical & health care payments . . . . .	
Nonemployee compensation . . . . .	750.00
Substitute payments in lieu of dividends or interest . . . . .	
Direct sales "indicator" . . . . .	

**See Also**

- *IRS Publication 1220* for information about the types of tapes that the IRS accepts

### Processing Options for Write Media

1099-MISC

1. Enter the minimum amounts for the following 1099-MISC boxes:

Rents	_____
Royalties	_____
Other Income	_____
Medical and health care payments	_____
Nonemployee compensation	_____
Substitute payments in lieu of dividends or interest	_____
Direct Sales	_____
Crop Insurance	_____

1099-INT

1. Enter the minimum amount for the following 1099-INT boxes:

Interest income not included in Box 3	_____
Interest on U.S. Savings Bonds and Treasury obligations (Box 3)	_____

1099-DIV

1. Enter the minimum amount for the following 1099-DIV boxes:

Gross Dividends	_____
Cash Liquidating Distributions	_____
Noncash Liquidating Distributions	_____

### What You Should Know About Processing Options

The IRS has established certain minimum dollar reporting amounts. If your payments to a supplier meet or exceed these dollar amounts, you must file a 1099 return. J.D. Edwards software is shipped with the processing options set up for these amounts. You should not change them. See the IRS publication *1998 Instructions for Forms 1099, 1098, 5498, and W-2G* for information about minimum dollar amounts.

IRS regulations require you to file 1099 returns if you withheld any federal income tax. In conformance with this regulation, the program ignores minimum amounts if the following boxes contain an amount:

- 1099-MISC, Box 4 (federal income tax withheld)
- 1099-DIV, Box 6 (federal income tax withheld)
- 1099-INT, Box 4 (federal income tax withheld)

## Data Selection for Write Media

The IRS accepts information returns for multiple companies on a single tape. You can use company as a data selection to write 1099 returns for a single company if you used it when you ran Build 1099 A/P Workfile (P04514FP).

You can also use data selection to automate the preparation of corrected returns. For example, you can:

- Add a data selection for up to 45 individual supplier numbers.
- Add a data selection for a particular category code, which you use to enter a value to represent corrections (for example, COR in category code 10).

You can prepare paper copies of up to 250 corrected returns.

## See Also

- *Appendix C — Frequently Asked Questions* for answers to questions about programs, tables, and media output



## Exercises

See the exercises for this chapter.

## Verifying Data on Magnetic Media

After you write data to magnetic media (tape), you verify that the magnetic media contains the information you intend to submit to the IRS. To do this, you can perform a dump of the data. Then you use the resulting report to verify that the magnetic media contains the correct number of records and that the information in each record is formatted correctly.

Verifying data on magnetic media consists of the following tasks:

- Verifying the number of records
- Verifying magnetic media records

## Verifying the Number of Records

You must verify that the magnetic media (tape) contains the correct number of records and total amounts for your payers and suppliers. If the total of one record does not match the total of another, the IRS will reject your tape and might impose penalties on your company.

For more information on the required fields for magnetic media, refer to *IRS Publication 1220*.

**Verifying the T record**

This record shows the following data for the transmitter on the tape:

- Payment year
- Transmitter's TIN
- Transmitter's name
- Company name and mailing address
- Contact name
- Contact's phone number and extension
- Number of B records

The T record must be the first record on the tape and must be followed by the first A record.

**Verifying the A record**

This record shows the following data for each payer (company) on the tape:

- 1099 reporting year
- Reporting entity's tax ID
- Name/address
- Type of 1099
- Boxes reported

Each 1099 payer must have an A record on the tape.

**Verifying the B record**

This record shows the following data for each payee (supplier) on the tape:

- Supplier name
- Supplier address
- Tax ID
- Supplier number
- Amount per 1099 Box

Each 1099 supplier must have a B record on the tape.

**Verifying the C record**

This record shows the number of B records and the total of all the amounts per 1099 Box in the B records for the preceding payer (company). Each payer (company) must have a C record on the tape.

The Internal Revenue Service will reject your tape if the B record's number of suppliers or total amount does not equal the number of B records or total amount for that payer (company). For example, if there are 15 suppliers (B records) and a total of \$10,000, the C record must reflect 15 B records and a total of \$10,000.

**Verifying the F record** This record shows the number of payers (companies) on the tape. The number of payers in the F record must match the number of A records.

## Verifying Magnetic Media Records

You must ensure that the following types of information are correct:

- Tax ID numbers
- Number of records
- Dollar amounts

The following table describes some specific problems that might cause the IRS to return files for replacement.

<b>Totals in Payer C record do not correspond to totals in B records</b>	The C record is a summary record for a type of return for a given payer. This information is reported in detail in the corresponding B record. The number of payees and payment amounts as given in the B records must correspond to the summary information in the C records.
<b>Blanks or invalid characters appear in Payment Amount fields in the B record</b>	Monetary amounts must be right-justified and zero-filled. Do not use blanks.
<b>Incorrect TIN appears in the Payer A record</b>	The payer's TIN as reported in the A record must be correct. The TIN must correspond to the name in the first payer name line.
<b>Incorrect tax year appears in the Payer A record or Payee B record</b>	The tax year in both the payee and payer records must reflect the year of the information you are reporting.
<b>Incorrect format for TINs in the Payee B record</b>	TINs must be nine numeric characters. Alphabetic characters, hyphens, commas, and blanks are not permitted.
<b>Incorrect record totals on Form 4804</b>	The number of Payee B records you submit must be accurately stated on Form 4804, Box 9 (Combined Total Payee Records).

**See Also**

- IRS Publication 1220, *Specifications for Filing Forms 1098, 1099, 5498 and W-2G Magnetically or Electronically* for more information on verifying the number of records

**Example: Magnetic Media Records**

If Payer X submits 1099s for Payee 1 and Payee 2, and Payer Y submits 1099s for Payee 3, the following magnetic media records are on the tape:

<b>Record Layout</b>	<b>Record Type and Explanation</b>
1	T - total number of B records = 3
2	A - Payer X
3	B - Payee 1, \$600 in Box 1
4	B - Payee 2, \$700 in Box 1
5	C - Payer X's number of B records = 2, Box 1 = \$1300
6	A - Payer Y
7	B - Payee 3, \$800 in Box 1
8	C - Payer Y's number of B records = 1, Box 1
9	F - Number of A records = 2

# Appendices



## **Appendix A — System Tables Overview**

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The 1099 reporting system uses the following tables.

### **Address Book Master (F0101)**

This table contains address information:

- Supplier names
- Supplier effective date
- Category code information

### **Supplier Master (F0401)**

This table contains voucher information for suppliers:

- Vouchered amounts year-to-date and prior year-to-date
- Payment terms
- Payment instrument
- Tax information

### **A/P Ledger (F0411)**

This table contains detailed voucher information:

- Invoice date
- Invoice amount
- Due date
- User ID

The A/P Matching Document and A/P Matching Document Detail tables are linked by an internal ID that is assigned by the system. These tables, combined with the A/P Ledger table, form the A/P Ledger table.

## **A/P Matching Document (F0413)**

This table contains payment information:

- Payment number
- Payment amount
- Payment instrument

## **A/P Matching Document Detail (F0414)**

This table contains voucher information:

- Payment date
- Discount taken
- Payment amount
- Company number

## **1099 Revenue Workfile (F045142)**

This table is built by the Energy system. If you do not use the Energy system, you do not have this table. It contains 1099 information:

- Company number
- Supplier number
- Supplier name
- Supplier tax ID
- Type of return
- Payment number
- Payment date
- Payment amount

## **1099 A/P Workfile (F045143)**

This table is built by the Build 1099 Workfile program (P04514FP). It contains 1099 information:

- Company
- Supplier number

- Supplier name
- Supplier tax ID
- Type of return
- Payment number
- Payment date
- Payment amount
- 2nd TIN indicator (optional)
- Crop Insurance Proceeds indicator (optional)



# Appendix B — Sample Forms

These forms are provided for informational purposes only. Do not reproduce them for filing.

## 1099-MISC Miscellaneous Income

9595  VOID  CORRECTED

PAYER'S name, street address, city, state, ZIP code, and telephone no.		1 Rents \$	OMB No. 1545-0115  <b>1998</b> Form <b>1099-MISC</b>	<b>Miscellaneous Income</b>
		2 Royalties \$		
		3 Other income \$		
PAYER'S Federal identification number	RECIPIENT'S identification number	4 Federal income tax withheld \$	5 Fishing boat proceeds \$	<b>Copy A For Internal Revenue Service Center</b>  <b>File with Form 1096.</b>  For Paperwork Reduction Act Notice and instructions for completing this form, see the <b>1998 Instructions for          Forms 1099, 1098,          5498, and W-2G.</b>
RECIPIENT'S name		6 Medical and health care payments \$	7 Nonemployee compensation \$	
Street address (including apt. no.)		8 Substitute payments in lieu of dividends or interest \$	9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/>	
City, state, and ZIP code		10 Crop insurance proceeds \$	11 State income tax withheld \$	
Account number (optional)	2nd TIN Not <input type="checkbox"/>	12 State/Payer's state number	13 \$	

Form **1099-MISC**

Cat. No. 14425J

Department of the Treasury - Internal Revenue Service

**Do NOT Cut or Separate Forms on This Page**

### 1099-DIV Dividends and Distributions

9191  VOID  CORRECTED

PAYER'S name, street address, city, state, ZIP code, and telephone no.		1 Ordinary dividends \$	OMB No. 1545-0110 <b>1998</b>	<b>Dividends and Distributions</b>  <b>Copy A</b> <b>For Internal Revenue Service Center</b> <b>File with Form 1096.</b>  For Paperwork Reduction Act Notice and instructions for completing this form, see the <b>1998 Instructions for Forms 1099, 1098, 5498, and W-2G.</b>
		2a Total capital gain distr. \$	Form <b>1099-DIV</b>	
PAYER'S Federal identification number	RECIPIENT'S identification number	2b 28% rate gain \$	2c Unrecap. sec. 1250 gain \$	
RECIPIENT'S name		2d Section 1202 gain \$	3 Nontaxable distributions \$	
Street address (including apt. no.)		4 Federal income tax withheld \$	5 Investment expenses \$	
City, state, and ZIP code		6 Foreign tax paid \$	7 Foreign country or U.S. possession	
Account number (optional)	2nd TIN Not. <input type="checkbox"/>	8 Cash liquidation distr. \$	9 Noncash liquidation distr. \$	

Form **1099-DIV** Cat. No. 14415N Department of the Treasury - Internal Revenue Service

**Do NOT Cut or Separate Forms on This Page**

### 1099-INT Interest Income

9292  VOID  CORRECTED

PAYER'S name, street address, city, state, ZIP code, and telephone no.		Payer's RTN (optional)	OMB No. 1545-0112 <b>1998</b>	<b>Interest Income</b>  <b>Copy A</b> <b>For Internal Revenue Service Center</b> <b>File with Form 1096.</b>  For Paperwork Reduction Act Notice and instructions for completing this form, see the <b>1998 Instructions for Forms 1099, 1098, 5498, and W-2G.</b>
			Form <b>1099-INT</b>	
PAYER'S Federal identification number	RECIPIENT'S identification number	1 Interest income not included in box 3 \$		
RECIPIENT'S name		2 Early withdrawal penalty \$	3 Interest on U.S. Savings Bonds and Treas. obligations \$	
Street address (including apt. no.)		4 Federal income tax withheld \$		
City, state, and ZIP code		5 Foreign tax paid \$	6 Foreign country or U.S. possession	
Account number (optional)	2nd TIN Not. <input type="checkbox"/>			

Form **1099-INT** Cat. No. 14410K Department of the Treasury - Internal Revenue Service

**Do NOT Cut or Separate Forms on This Page**

## Appendix C — Frequently Asked Questions

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The following are questions that are frequently asked about 1099 reporting.

**Where can I order the necessary 1099 forms?**

The following companies offer the correct forms:

- A local company that prints business forms
- Western Business Forms, (800) 999-0940
- Formstronics, (800) 367-6123

**How can I enter a transaction that is not J.D. Edwards?**

Use Enter A/P Workfile Adjustment on the 1099 A/P Ledger Method menu (G04222).

**What are the Transmitter and Payer Name control fields used for? What should I enter into these fields?**

The Transmitter code is a five-character alphanumeric Transmitter Control Code (TCC). The Payer Name is the business name associated with the Transmitter code. You enter the codes assigned by the IRS to your business.

The IRS assigns a Transmitter code when you submit Form 4419 (Application for Filing Returns Magnetically/Electronically). Companies that meet IRS requirements to submit information returns by means of magnetic media are required to submit this form.

For further information, see IRS publication 1220.

**Why is the 1099 Write Media program creating a job log?**

You might have submitted the version from the versions list. Verify that you submitted the version from the menu.

**Why are the 1099 Register programs (P04512 and P04512FP) creating a job log?**

You might have tables in different data libraries. Depending on the method you are using, verify that the A/P Ledger (F0411) or Account Ledger (F0911) are in the same data library as the 1099 Combined Workfile (F04514).

**Why is the wrong company printing on the 1099 returns?**

Each company in the Address Book table (F0101) has a different address book number, but two companies might have the same tax ID. Verify the processing options.

**Why are the state fields blank?**

J.D. Edwards does not support combined federal/state reporting.

**If I run 1099 returns for more than one form (for example, INT and MISC) do I need to repeat the process for each form?**

Not entirely. In the Write Media program, you specify the form which you are processing. Therefore, you must run this program for each form. You must build the workfile for each form. Because the program does not clear the workfile, you can build the workfile for all forms before running Write Media.

**How can I exclude a supplier from the 1099 process?**

Remove the Person/Corporation code from the address book record or enter a value other than P or N. Alternatively, if you use the A/P method, you can exclude suppliers by adding a data selection for Address Number NE \*VALUE. You can also use the Workfile Adjustment program to invalidate any transactions for that supplier.

See *Adjusting the A/P Workfile*.

**Do I need to build the A/P workfile if I am using the A/P Workfile Adjustment program?**

You do not need to build the A/P workfile. However, you should clear the workfile prior to entering adjustments.

**Why are taxes being included in the totals for my suppliers and how do I exclude them?**

Taxes are included in the totals because you using AAI ranges that include tax accounts. To correct the problem, remove the tax accounts from the AAI range.

**When I enter a social security number into the Tax ID field in the A/P Workfile Adjustments program, it displays as though it is an EIN number (dashes are in the wrong place). Why?**

The Person/Corporation code is an N, which designates an EIN format. Change this code to a P to print the number using the Social Security format.

**Why does the Print Register report list suppliers with amounts less than \$600?**

This report prints all suppliers regardless of the total dollar amount they were paid. This allows for adjustments that might be made later. The 1099 Write Media program excludes suppliers that do not meet the minimum amount requirements. If you want to print this report to reflect the \$600 minimum amount, change the data selection to include Amount GE 60000. Be sure to include the extra zeros to account for the cents. Alternatively, run the 1099 Preview Report and enter minimum amounts in the processing options.

**Why isn't the 1099 legal name printing on my register? It has been correctly defined in the Address Book.**

The Print Register program was designed to print the alpha name. The 1099 Write Media program prints the 1099 legal name above the alpha name.

**Why does the 1099 A/P Workfile (F045143) contain data for a previous year?**

The Build 1099 A/P Workfile program (P04514FP) adds records to the workfile without clearing it. Clear the workfile and rebuild it. Clearing the workfile clears all adjustments.

**After running Build 1099 A/P Workfile (P04514FP), once for Rents (A1) and once for Non-Employee Compensation (A7), why is the Write Media program creating a job log?**

The return type in the processing options is not correct. Verify the two-character code for return type. Valid values are defined by user defined code table 04/TR.



# Glossary



# Glossary

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This glossary defines terms in the context of J.D. Edwards systems and the accompanying guide.

**1099 return.** An income tax reporting form required by the U.S. government for many types of payments made to persons and non-corporate entities.

**AA ledger.** The ledger type that the system uses for transactions in domestic amounts (actual amounts).

**AAI.** Automatic accounting instructions. A code that points to an account in the chart of accounts. AAIs define rules for programs that automatically generate journal entries. This includes interfaces between Accounts Payable, Accounts Receivable, and Financial Reporting and the General Accounting system. Each system that interfaces with the General Accounting system has AAIs. For example, AAIs can direct the General Ledger Post program to post a debit to a certain expense account and a credit to a certain accounts payable account.

**access.** A way to get to information or functions provided by the system through menus, forms, and reports.

**account status.** The state or condition of a customer's A/R transaction account.

**accounting period.** One of the divisions of a fiscal year. A fiscal year can contain 12 to 14 accounting periods, or more rarely, 52 periods. There can also be an additional period for year-end adjustments, and another additional period for audit adjustments.

**activity priority.** A code that you assign to an activity type to determine whether it requires attention during the credit collection process.

**activity type.** A code that represents an action that is to be taken when reviewing and working customer accounts for credit and collection

management purposes. For example, credit review required and delinquency notice approval required.

**algorithm.** A predetermined set of instructions or method used to automatically apply receipts to invoices, such as balance forward.

**alphabetic character.** A letter or other symbol from the keyboard (such as \*, &, and #) that represents data. Contrast with *alphanumeric character*, *numeric character*, and *special character*.

**alphanumeric character.** A combination of letters, numbers, and other symbols (such as \*, &, and #) that represents data. Contrast with *alphabetic character*, *numeric character*, and *special character*.

**application.** See *system*.

**approver number.** The user ID of the person who approves vouchers for payment.

**as of report.** A report that lists information from the A/R Ledger and A/P Ledger tables in summary or detail for a specific point in time.

**audit adjustments.** The adjustments you make to G/L accounts following an audit. You generally enter these adjustments annually, following the close of the fiscal year.

**audit trail.** The detailed, verifiable history of a processed transaction. The history consists of the original documents, transaction entries, and posting of records, and usually concludes with a report.

**AZ ledger.** The ledger type that the system uses for cash basis accounting.

**backup copy.** A copy of original data preserved on a magnetic tape or diskette as protection against destruction or loss.

**BACS.** Bank Automated Clearing System. An electronic funds transfer method used in the United Kingdom.

**balance forward receipt application method.**

A receipt application method in which the receipt is applied to the oldest or newest invoices in chronological order according to the net due date.

**bank tape (lock box) processing.** The receipt of payments directly from a customer's bank via customer tapes for automatic receipt application.

**batch.** (1) An accumulation of data to be processed. (2) A group of records brought together to be processed or transmitted at the same time. (3) Pertaining to an activity that involves little or no user interaction.

**batch control.** A feature that verifies the number of transactions and the total amount in each batch that you enter into the system.

**batch header.** The information the computer uses as identification and control for a group of transactions or records in a batch.

**batch input.** A group of transactions loaded from an external source.

**batch input table.** An external table that holds data being loaded into the system.

**batch job.** See *batch*.

**batch number.** A unique identifier that the system assigns to a batch for identification purposes.

**batch processing.** A method by which the computer selects jobs from the job queue, processes them, and writes output to the out queue. Contrast with *interactive processing*.

**batch receipts entry.** An alternative method (such as an optical reader or magnetic scanner) to load receipts into the Accounts Receivable system.

**batch status.** A code that indicates the posting status of a batch. For example, A indicates approved for posting, P indicates posting in-process, and D indicates posted.

**batch type.** A code that designates to which system the associated transactions pertain. This code controls which records the system selects for processing. For example, the General

Journal Post program selects only unposted transaction batches with a batch type of G (General Accounting) for posting.

**Boolean logic.** See *operand*.

**broadcast message.** 1. An e-mail message that you send to a number of recipients. 2. A message that appears on a form instead of in your mailbox.

**business unit.** A division of your business organization that requires a balance sheet or profit and loss statement. Also known as a *cost center*.

**cash basis accounting.** A method of accounting that recognizes revenue and expenses when monies are received and paid.

**category code.** In user defined codes, a temporary title for an undefined category. For example, if you are adding a code that designates different sales regions, you could change category code 4 to Sales Region, and define E (East), W (West), N (North), and S (South) as the valid codes.

**character.** Any letter, number, or other symbol that a computer can read, write, and store.

**chargeback.** A receipt application method that generates an invoice for a disputed amount or for the difference of an unpaid receipt.

**check.** See *payment*.

**command.** A character, word, phrase, or combination of keys you use to instruct the computer to perform a defined activity.

**Configurable Processing Engine.** A flexible data manipulator and cataloging tool. You use this tool to select and sequence the data that is to appear on a report.

**consolidation.** A method of grouping or combining information for several companies or business units. Consolidation is used for budgeting, inquiries, and reports.

**consolidation reporting.** The process of combining financial statements for companies or business units so that the different entities can be represented by a single balance sheet or income statement. If the different entities

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operate in different currencies, consolidation reporting may be complicated by the need for currency restatement.

**constants.** Parameters or codes that rarely change. The computer uses constants to standardize information processing by an associated system. Some examples of constants are allowing or disallowing out-of-balance postings and having the system perform currency conversions on all amounts. After you set constants such as these, the system follows these rules until you change the constants.

**contra/clearing account.** A G/L account used by the system to offset (balance) journal entries. For example, you can use a contra/clearing account to balance the entries created by allocations.

**cost center.** See *business unit*.

**credit message.** A code that indicates information about a customer's account status, such as Over Credit Limit.

**cursor.** The blinking underscore or rectangle on your form that indicates where the next keystroke will appear.

**currency code.** A code that designates the currency used by a customer, supplier, bank account, company, or ledger type.

**currency restatement.** The process of converting amounts from one currency into another currency, generally for reporting purposes. It can be used, for example, when many currencies must be restated into a single currency for consolidated reporting.

**cursor sensitive help.** An online help function that allows you to view a description of a field, an explanation of its purpose, and, when applicable, a list of the valid codes you can enter. To access this information, move the cursor to the field and press F1.

**customer.** An individual or organization that purchases goods and services.

**customer ledger.** A detailed transaction history for a customer that includes invoices, receipts, chargebacks, writeoffs, and so on. You use the customer ledger for indepth analysis of A/R information for your customer accounts.

**customer payment.** See *receipt*.

**data.** Numbers, letters, or symbols representing facts, definitions, conditions, and situations, that a computer can read, write, and store.

**database.** A continuously updated collection of all information a system uses and stores. Databases make it possible to create, store, index, and cross-reference information online.

**data dictionary.** A database table consisting of the definitions, structures, and guidelines for the usage of fields, messages, and help text. The data dictionary table does not contain the actual data itself.

**data types.** Supplemental information, attached to a company or business unit. Narrative type contains free-form text. Code type contains dates, amounts, and so on.

**date pattern.** A period of time set for each period in standard and 52-period accounting.

**debit statement.** A list of debit balances.

**deduction.** An amount by which a customer reduces payment for reasons that might be related to a specific invoice, such as damaged goods.

**default.** A code, number, or parameter the system supplies when you do not enter one. For example, if the default for an input field default is N and you do not enter another value in that field, the system supplies an N.

**delinquency policy.** A common set of rules that the system applies equally to a class of customers when processing late fees and delinquency notices in the A/R system.

**detail.** The individual pieces of information and data that make up a record or transaction. Contrast with *summary*.

**detail area.** An area of a form that displays additional information associated with the records or data items displayed on the form.

**display.** To cause the computer to show information on a form.

**display field.** A field of information on a form that contains a code or parameter provided by the system that you cannot change. Contrast with *input field*.

**display sequence.** A number that the system uses to reorder a group of records on the form.

**document number.** A number that identifies the original document, such as voucher, invoice, unapplied receipt, journal entry, and so on.

**draft.** A promise to pay a debt. Drafts are legal payment instruments in certain European countries.

**EDI.** Electronic Data Interchange. A method of transferring business documents, such as purchase orders, invoices, and shipping notices, between computers of independent organizations electronically.

**edit.** (1) To make changes by adding, changing, or removing information. (2) The program function of highlighting fields into which you have entered inadequate or incorrect data.

**effective date.** The date upon which an address, item, transaction, or table becomes effective. For example, the date a change of address becomes effective or the date a tax rate becomes effective. In the Address Book system, effective dates allow you to track past and future addresses for suppliers and customers.

**EFT.** Electronic Funds Transfer. A method of transferring funds from one company's bank account to that of another company.

**EIN.** Employer Identification Number. A tax identification number assigned by the Internal Revenue Service (IRS).

**e-mail.** Electronic mail.

**execute.** See *run*.

**exit.** (1) To interrupt or leave a computer program by pressing a specific key or a sequence of keys. (2) An option or function key displayed on a form that allows you to access another form.

**field.** (1) An area on a form that represents a particular type of information, such as name, document type, or amount. Fields that you can enter data into are designated with underscores. See *input field* and *display field*. (2) A defined area within a record that contains a specific piece of information. For example, a supplier record consists of the fields Supplier Name, Address, and Telephone Number. The Supplier Name field contains just the name of the supplier.

**file.** See *table*.

**52 period accounting.** A method of accounting that uses each week as a separate accounting period.

**finance charge.** An amount charged to a customer based on a percentage of an unpaid invoice exceeding the grace period associated with the due date.

**Financial Report Writing.** A report writer that allows you to design your own report specifications using the financial tables.

**financial reporting date.** The user defined date used by the system when you run financial reports.

**fiscal year.** A company's tax reporting year. Retained earnings are generally calculated at the end of a fiscal year. It is often different than a calendar year. For example, a fiscal year may be the period October 1 through September 30.

**flash message.** A code that you define to describe the credit status of a customer. Examples include over credit limit, COD only, bad credit risk, and requires a purchase order.

**form.** A specific set of fields and information displayed on your monitor. Also known as a *screen*.

**function.** A separate feature within a program that allows you to perform a specific task, for example, the field help function.

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**general ledger receipt.** A receipt (G type) that the system applies directly to a G/L account without applying it to a specific invoice. These receipts are typically non-A/R receipts. For example, an insurance reimbursement.

**G/L.** General ledger.

**G/L offset.** A G/L account used by the post program to create automatic offsetting entries.

**G/L posted code.** A code that indicates the posting status of individual documents. For example, P indicates that a voucher or invoice has been posted.

**grid.** See *detail area*.

**GST.** Goods Services and Taxes. A tax assessed in Canada.

**hard copy.** See *printout*.

**hash total.** A total produced by numbers with different units. For example, the total of amounts expressed in different currencies.

**help instructions.** Online documentation or explanations of fields.

**indexed allocations.** A procedure that allocates or distributes expenses, budgets, adjustments, and so on, among business units, based on a fixed percentage.

**input.** Information you enter in the input fields on a form or that the computer enters from other programs, then edits and stores in tables.

**input field.** An area on a form where you type data, values, or characters. See *field*. Contrast with *display field*.

**install system code.** See *system code*.

**integrity test.** A process that supplements a company's internal balancing procedures by locating and reporting balancing problems and data inconsistencies.

**interactive processing.** A job that the computer performs in response to commands you enter from a terminal. During interactive processing, you are in direct communication with the computer, and it might prompt you for

additional information during the processing of your request. See *online*. Contrast with *batch processing*.

**invalid account.** A G/L account that has not been set up in the Account Master table (F0901).

**invoice match.** A receipt application method where the receipt is applied to a specific invoice or group of invoices. A discount can be allowed or disallowed using invoice match.

**IRS.** Internal Revenue Service. The tax collection agency of the U.S. government.

**job.** A single identifiable set of processing actions you instruct the computer to perform. You start jobs by choosing menu selections, entering commands, or pressing designated function keys. An example of a computer job is payment printing in the Accounts Payable system.

**job queue.** A form that lists the batch jobs you and others have submitted for processing. When the computer completes a job, the system removes the job's identifier from the list.

**key field.** A field that is common to each record in a table. The system uses the key field designated by the program to organize and retrieve information from the table.

**language preference.** An address book code that specifies a language for the computer to use when displaying information.

**leading zeros.** A series of zeros that certain programs place in front of a value you enter. This normally occurs when you enter a value that is smaller than the specified length of the field. For example, if you enter 4567 in a field that accommodates eight numbers, the system places four zeros in front of the four numbers you enter. The result appears as 00004567.

**ledger type.** A ledger used by the system for a particular purpose. For example, all transactions are recorded in the AA (actual amounts) ledger type in their domestic currency. The same transactions might also be stored in the CA (foreign currency) ledger type. Also known as a *ledger*.

**level of detail.** The degree to which account information in the General Accounting system is summarized. The highest level of detail is 1 (least detailed) and the lowest level of detail is 9 (most detailed).

**logged receipt.** A receipt that is not applied to a specific customer or invoice. Instead, it is applied to a G/L suspense account, where it is held until you redistribute it to the correct G/L account or accounts.

**logged voucher.** A voucher that is not applied to a specific expense account. Instead, it is applied to a G/L suspense account, where it is held until you redistribute it to the correct G/L account or accounts.

**mail distribution list.** A list of people to whom you send email messages. This list enables you to quickly send notices, instructions, or requests to a predefined group of people.

**master business function.** A central system location for standard business rules about entering documents such as vouchers, invoices, and journal entries. Master business functions ensure uniform processing according to guidelines you establish.

**master table.** A computer table that a system uses to store data and information which is permanent and necessary to the system's operation. Master tables might contain data or information such as paid tax amounts and supplier names and addresses.

**matching document.** A document associated with an original document to complete or change a transaction. For example, a receipt is the matching document of an invoice.

**menu.** A form that displays selections. Each of these selections represents an application, report, batch process, or another menu.

**menu masking.** A security feature of J.D. Edwards systems that lets you prevent individual users from accessing specified menus or menu selections. The system does not display the menus or menu selections to unauthorized users.

**menu message.** Text that sometimes appears on a form after you make a menu selection. It displays a warning, caution, or information about the requested selection.

**monetary account.** (1) In common usage, any funds account. (2) In J.D. Edwards more specific usage, a bank account limited to transactions in a single currency.

**next numbers.** A feature that you use to control the automatic numbering of such items as new G/L accounts, vouchers, and addresses. It lets you specify your desired numbering system and provides a method to increment numbers to reduce transposition and typing errors.

**next status.** The next step in the payment process for payment control groups. The next status can be either WRT (write) or UPD (update).

**NSF receipt.** Non-sufficient funds receipt. A procedure that designates that a customer's bank account does not have sufficient funds available to pay the receipt. Designating a receipt as NSF reverses (deletes) the receipt and reopens the associated invoice.

**numeric character.** Represents data using the numbers 0 through 9. Contrast with *alphabetic character*, *alphanumeric character*, and *special character*.

**offline.** Computer functions that are not under the continuous control of the system. For example, if you run a certain job on a personal computer and then transfer the results to a host computer, that job is considered an offline function. Contrast with *online*.

**online.** Computer functions over which the system has continuous control. Each time you work with a form in a J.D. Edwards system, you are online. See *interactive processing*. Contrast with *offline*.

**online information.** Information the system retrieves, usually at your request, and immediately displays on the form. This information includes items such as database information, documentation, and messages.

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**operand.** The Boolean logic operand instructs the system to perform a comparison between certain records or parameters. Available operands are:

EQ	= Equal To
LT	= Less Than
LE	= Less Than or Equal To
GT	= Greater Than
GE	= Greater Than or Equal To
NE	= Not Equal To
NL	= Not Less Than
NG	= Not Greater Than

**original document.** The document that initiates a transaction in the system.

**output.** Information that the computer transfers from internal storage to an external device, such as a printer or a computer form.

**output queue.** See *print queue*.

**override.** The process of entering a code or parameter other than the one provided by the system. Many forms have default field values that the system displays when it displays the form. By typing a new value over the default code, you can override the default. See *default*.

**P&L.** Profit and loss statement.

**parameter.** A number, code, or character string you specify in association with a command or program. The computer uses parameters as additional input or to control the actions of the command or program.

**parent/child relationship.** A hierarchical relationship among your addresses (suppliers, customers, or prospects). One address is the parent and one or more subordinate addresses are children for that parent. This relationship is helpful, for example, when you want to send billing for field offices (subsidiary companies) to the corporate headquarters.

**password.** A unique group of characters that you enter when you sign on to the system. The system uses the password to identify you as a valid user.

**pay item.** A line item in a voucher or an invoice.

**pay status.** The current condition of the payment or receipt, such as paid or payment-in-process.

**payment.** The payment that you make to a supplier.

**payment group.** A system-generated group of payments with similar information, such as bank account. The system processes all payments in a payment group at the same time.

**payment instrument.** The method of payment, such as check, draft, EFT, and so on.

**payment stub.** The printed record of a payment.

**payment terms.** The amount of time allowed to pay a voucher or an invoice, with or without a discount.

**posted code.** A code that indicates whether a transaction or batch has been posted.

**pre-note code.** A code that indicates whether a supplier is set up or in the process of being set up for electronic funds transfer (EFT).

**printout.** A presentation of computer information printed on paper. Also known as a *hard copy*.

**print queue.** A list of tables, such as reports, that you have submitted to be written to an output device, such as a printer. The computer spools the tables until it writes them. After the computer writes the table, the system removes the table's identifier from the list. Also known as an *output queue*.

**processing options.** A feature that allows you to supply parameters to direct the functions of a program. For example, processing options allow you to specify defaults for certain form formats, control the format in which information is printed on reports, change the way a form displays information, and enter "as of" dates.

**program.** A collection of computer statements that instructs the computer to perform a specific task or group of tasks.

**prompt.** (1) A reminder or request for information displayed by the system. When a prompt appears, you must respond in order to proceed. (2) A list of codes or parameters or a request for information provided by the system as a reminder of the type of information you should enter or action you should take.

**pseudo company.** A fictitious company used in consolidations.

**PST.** Provincial sales tax. A tax assessed by individual provinces in Canada.

**purge.** The process of removing records or data from a system table.

**QBE.** Query by example. A feature that allows you to locate records in the detail area by entering information to limit your search.

**rate type.** For currency exchange transactions, the rate type distinguishes different types of exchange rates. For example, you can use both period average and period-end rates, distinguishing them by rate type.

**realized gain or loss.** Currency gains and losses are incurred due to fluctuating currency exchange rates. A gain or loss is realized when you pay the invoice or voucher. Contrast with *unrealized gain or loss*.

**receipt.** The payment you receive from a customer.

**receipt logging.** See *logged receipt*.

**record.** A collection of related, consecutive fields of data that the system treats as a single unit of information. For example, a supplier record consists of information such as the supplier's name, address, and telephone number.

**recurring frequency.** The cycle in which a recurring voucher or invoice becomes due for payment. For example, monthly or quarterly.

**recurring invoice.** An invoice that becomes due for payment on a regular cycle, such as a lease payment.

**recurring voucher.** A voucher that comes due for payment on a regular cycle, such as a lease payment.

**recycle.** A process that creates the next cycle (for example, next month's) of recurring invoices or vouchers.

**refresh.** A process that updates a customer's credit and collection information, such as Credit Analysis Refresh.

**reset.** The process of changing a payment from a next status of UPD (update) to a next status of WRT (write). This allows you to correct or reprint payments.

**reverse.** A process that creates an opposite entry when the original transaction is posted to the general ledger.

**routing/transit number.** A number that uniquely identifies U.S. banks. This number is assigned by the Federal Reserve Board. It consists of two parts: a routing number and a transit number.

**run.** To cause the computer to perform a routine, process a batch of transactions, or carry out computer program instructions.

**screen.** See *form*.

**self-reconciling item.** An item that does not require reconciliation.

**sequence ID.** A code defines the order in which payments print in a payment group. Each sequence review ID has its own data sequence and a code that indicates whether the system sorts each data item in ascending or descending order.

**SIC.** Standard Industry Classification. A U.S. government code that classifies U.S. companies according to their economic activity. Examples include agricultural services (0100), wholesale trade (5000), and services (7000).

**soft coding.** A group of features that allow you to customize and adapt J.D. Edwards software to your business environment. These features lessen the need for you to use computer programmers when your data processing needs change.

**software.** The operating system and application programs that instruct the computer what tasks to perform and how to perform them.

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**special character.** Symbols that are neither letters nor numbers. Some examples are \*, &, and #. Contrast with *alphabetic character*, *alphanumeric character*, and *numeric character*.

**special period/year.** The date that determines the source balances for an allocation.

**speed code.** A user defined code that represents a G/L account number. You can use speed codes to simplify data entry by making G/L accounts easier to remember.

**spool.** The function by which the system stores generated output to await printing and processing.

**spooled table.** A holding table for output data waiting to be printed or input data waiting to be processed.

**SSA.** Social Security Administration. The retirement and benefits agency of the U.S. government.

**SSN.** Social Security Number. An identification number assigned by the Social Security Administration (SSA).

**stop date.** The date that an allocation becomes inactive.

**structure type.** A code that identifies a type of organization structure with its own hierarchy in the Address Book system.

**subfile.** See *detail area*.

**submit.** See *run*.

**summary.** The presentation of data or information in a cumulative or totaled manner in which most of the details have been removed. Many J.D. Edwards systems offer forms and reports that are summaries of the information stored in certain tables.

**supplemental data.** Additional information about a business unit not contained in the master tables.

**supplier.** An individual or organization that provides goods and services. Also known as a *vendor*.

**supplier ledger.** The record of transactions between your company and a particular supplier.

**suspense account.** A G/L account that holds funds until they can be allocated to the correct account. Also known as a *transit account*.

**system.** A collection of computer programs that allows you to perform specific business tasks. Some examples of systems are Accounts Payable, Inventory, and Order Processing. Also known as an *application*.

**system code.** The code that identifies a J.D. Edwards system. For example, 01 for the Address Book system, 04 for the Accounts Payable system, and 09 for the General Accounting system.

**table.** A collection of related data records organized for a specific use and electronically stored by the computer. Also known as a *file*.

**TCC.** Transmitter Control Code. An identification number for magnetic media reporting that is assigned by the Internal Revenue Service (IRS).

**three-tier processing.** The task of entering, approving, and posting batches of transactions.

**third party software.** Programs provided to J.D. Edwards clients by companies other than J.D. Edwards.

**TI (type input) code.** A code that identifies the type of receipt application, which directly affects the way the receipt is processed.

**TIN.** Tax Identification Number. A tax identification number assigned by the Internal Revenue Service (IRS).

**time log.** An email method for tracking employees' time in the office. The time log lists when employees sign in, sign out, and employee remarks about their whereabouts and activities.

**tolerance range.** The amount by which the taxes you enter manually may vary from the tax calculated by the system.

**transaction code.** A code that distinguishes the type of transaction on a bank statement.

**transit account.** See *suspense account*.

**translation adjustment account.** An optional G/L account used in currency balance restatement to record the total adjustments at a company level.

**unapplied receipt.** A receipt that is applied to a customer's account balance instead of being matched to an invoice or group of invoices.

**unrealized gain or loss.** Currency gains and losses are incurred due to fluctuating currency exchange rates. A gain or loss is unrealized until you pay the invoice or voucher. Contrast with *realized gain or loss*.

**update payments.** For example, to add new payments and void payments to the A/P Ledger (F0411), Accounts Payable Matching Document (F0413), and Accounts Payable Matching Document Detail (F0414) tables. The system updates these tables during payment processing and prints the payment register.

**user defined code.** The individual codes that you create and define within a user defined code type. Code types are used by programs to edit data and allow only defined codes. These codes might consist of a single character or a set of characters that represents a word, phrase, or definition. These characters can be alphabetic, alphanumeric, or numeric. For example, in the user defined code type list ST (Search Type), a few codes are C for Customers, E for Employees, and V for Suppliers.

**user defined code type.** The identifier for a list of user defined codes. For example, ST for the Search Type codes list in the Address Book system. J.D. Edwards provides a number of these lists for each system. You can create and define lists of your own.

**user identification (user ID).** The unique name you enter when you sign on to a J.D. Edwards system to identify yourself to the system. This ID can be up to 10 characters long and can consist of alphabetic, alphanumeric, and numeric characters.

**valid codes.** The allowed codes, amounts, or types of data that you can enter in a specific input field. The system verifies the information you enter against the list of valid codes.

**variable numerator allocations.** A procedure that allocates or distributes expenses, budgets, adjustments, and so on, among business units, based on a variable.

**VAT.** Value-added tax. A recoverable tax assessed in some countries.

**vendor.** See *supplier*.

**vocabulary overrides.** A feature that lets you to override field, row, or column title text on a form-by-form or report-by-report basis.

**void.** A process that creates a reversing entry for the original transaction. Voiding a transaction leaves an audit trail.

**voucher logging.** See *logged voucher*.

**voucher match.** A payment application method where the payment is applied to specific vouchers.

**who's who.** The contacts at a particular company. Examples include billing, collections, and sales personnel.

**window.** See *form*.

**word search stop word.** A common word that the query search in the Address Book system ignores. Examples include street or avenue.

**write-off.** A method for getting rid of inconsequential differences between amounts. For example, you can apply a receipt to an invoice and write off the difference. You can write off both overpayments and underpayments.

**write payment.** A step in processing payments. Writing payments includes printing checks, drafts, and creating a bank tape table.

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