
JD Edwards EnterpriseOne 1099 Processing Guide for 2008

December 2008

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JD Edwards EnterpriseOne 1099 Processing Preface

This preface discusses:

- JD Edwards EnterpriseOne products.
- JD Edwards EnterpriseOne application fundamentals.
- Common elements used in this implementation guide.

JD Edwards EnterpriseOne Products

This implementation guide refers to these JD Edwards EnterpriseOne products from Oracle:

- Accounts Payable
- Address Book
- General Accounting

JD Edwards EnterpriseOne Application Fundamentals

Additional, essential information describing the setup and design of your JD Edwards EnterpriseOne system appears in a companion volume of documentation called *JD Edwards EnterpriseOne Financial Management Application Fundamentals 9.0 Implementation Guide*.

Customers must conform to the supported platforms for the release as detailed in the JD Edwards EnterpriseOne minimum technical requirements. In addition, JD Edwards EnterpriseOne may integrate, interface, or work in conjunction with other Oracle products. Refer to the cross-reference material in the Program Documentation at <http://oracle.com/contracts/index.html> for Program prerequisites and version cross-reference documents to assure compatibility of various Oracle products.

See Also

JD Edwards EnterpriseOne Financial Management Application Fundamentals 9.0 Implementation Guide

JD Edwards EnterpriseOne Accounts Payable 9.0 Implementation Guide

Common Elements Used in This Implementation Guide

Category Code 7

Enter a user-defined code value if you use the accounts payable (A/P) ledger method for processing 1099s. Category code 07 applies only to the A/P ledger method of 1099 processing, not to the general ledger (G/L) method.

Type Code	Complete this field on the Who's Who form only if the legal name of the supplier is different from the mailing name. On the first available detail line, enter the legal name of the supplier and assign type code <i>T</i> (1099 legal name). Most commonly you use the type code when the mailing name is a business name (such as Johnson Painting Specialists) and the tax ID number (TIN) is a social security number belonging to a person (such as Elmer Johnson).
Person/Corporation Code	<p>Enter a code that designates the type of taxpayer. For 1099 reporting for U.S. suppliers and foreign suppliers, the system selects only records with a code of <i>P</i> or <i>N</i>.</p> <p>Values for U.S. entities are:</p> <p>Blank or <i>C</i>: Corporate entity (the tax ID is printed in this format: 12-3456789). <i>P</i>: Individual (the tax ID is printed in this format: 123-45-6789). <i>N</i>: Noncorporate entity (the tax ID is printed in this format: 12-3456789).</p> <p>Values for non-U.S. entities are:</p> <p><i>1</i>: Individual <i>2</i>: Corporate entity <i>3</i>: Both an individual and a corporate entity <i>4</i>: Noncorporate entity <i>5</i>: Customs authority</p> <p>Enter either <i>P</i> (individual) or <i>N</i> (noncorporate entity) only. The Write program does not recognize <i>1</i> or <i>3</i> or <i>4</i>. A supplier master record must include <i>P</i> or <i>N</i> to be eligible for a 1099 return.</p>
Tax ID	<p>Enter the identification code that is required by various tax authorities. This can be a social security number, federal or state corporate tax ID, sales tax number, and so on. The system verifies the number and prints the separators in the correct format, according to the value in the TAXC (person or corporation code) field. If no value exists in the TAXC field, the system uses the default corporate entity format.</p> <p>You can enter the tax ID without hyphens. The system formats the tax ID with the separators in the correct format based on the person/corporation code that you enter.</p> <p>If you do not enter a number in the Tax ID field, the supplier name and address does not appear on the 1099 form or in the 1099 Merged Worktables table (F04514), which is used to create the 1099 Electronic Media table (F04515OW) for electronic filing.</p> <p>If you have multiple suppliers without tax IDs, the Write Media program (P04515) produces one 1099 form with the total amount for all the suppliers with no supplier or tax ID information. If you do not have the tax ID for a supplier, enter the address book number of the supplier in the Tax ID field so that the Write Media program produces a 1099 for the supplier. Later, you can replace the address book number with the correct tax ID.</p>
Mailing Name	Enter the name of the company or person to whom billing or correspondence is addressed. This is the name that is printed in the recipient name box on the 1099 form.

Address Line 1

Enter the first line (40 characters per field) of a mailing address for an employee, customer, or supplier in the JD Edwards EnterpriseOne Address Book system. The U.S. Internal Revenue Service (IRS) restricts the size of the address that appears on a supplier's year-end tax return. To comply with IRS regulations, the system has this restriction: On 1099 returns, the system prints only the last nonblank address line plus the city, state, and postal code.

Payables Y/N/M (payables yes no miscellaneous)

Enter a code that identifies the address as a supplier. Values are:

Y: Yes, this is a supplier. A processing option specifies whether the supplier master record appears automatically after you add an address.

N: No, this is not a supplier. This code does not prevent you from entering a voucher for the address.

M: This is a miscellaneous, one-time supplier. This code does not prevent you from entering multiple vouchers for the address.

F: This is a supplier with a foreign address. The IRS requires U.S. companies to identify suppliers with foreign addresses for 1099 reporting.

You should assign tax authorities as suppliers. This enables tax payments to be made to tax authorities.

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*.

CHAPTER 1

Getting Started With JD Edwards EnterpriseOne 1099 Processing

This chapter provides an overview of JD Edwards EnterpriseOne 1099 processing and discusses how to implement 1099 processing.

JD Edwards EnterpriseOne 1099 Processing Overview

In compliance with the year-end reporting requirements of the U.S. federal government, companies must prepare and submit 1099 forms. Your JD Edwards EnterpriseOne Accounts Payable system includes programs to produce these required 1099 forms, as well as to generate electronic files. You send 1099 forms to suppliers to whom you have made certain types of payments.

With the JD Edwards EnterpriseOne Accounts Payable system, you can:

- Maintain address and tax information for 1099 suppliers.
- Produce 1099 forms using data from the JD Edwards EnterpriseOne Accounts Payable system, the JD Edwards EnterpriseOne General Accounting system, or both.
- Generate reports to verify 1099 data.
- Adjust amounts for suppliers if errors are discovered.
- Manage partial payments that cross over calendar years and discounts.
- Print 1099 forms by company.
- Produce 1099 returns in electronic media format.

JD Edwards EnterpriseOne 1099 Processing Implementation

The JD Edwards Accounts Payable Year-End 1099 programs are available as an electronic software update (ESU). An ESU is a downloadable package used to correct problems reported by a specific software action request (SAR) or to deliver enhancements to year-end objects. The package is delivered in a self-extracting executable file, and it must be merged into the appropriate JD Edwards EnterpriseOne environment.

You can determine which ESU to install for JD Edwards EnterpriseOne 1099 processing in one of these ways:

- Use the JD Edwards EnterpriseOne and World Change Assistant, a Sun Microsystems, Inc Java-based tool. Change Assistant reduces the time required to search and download ESUs by 75 percent or more, and it enables you to install multiple ESUs at one time. Oracle has defined queries that you can use to quickly find updates for year-end processing.

- Locate the SAR on the Oracle Customer Connection website.

Access <http://www.peoplesoft.com/corp/en/support/roadmap/yearend/entone/1099.jsp>, and then click the link to download the ESU from the Update Center.

In the planning phase of your implementation, take advantage of all JD Edwards EnterpriseOne sources of information, including the installation guides and troubleshooting information. You can find the installation guides for the ESUs by accessing the Update Center on the Oracle Customer Connection website, under Updates and Fixes.

For a complete listing of links to various year-end update information, access this website:

See <http://www.peoplesoft.com/corp/en/support/roadmap/yearend/entone/index.jsp>

See Also

JD Edwards EnterpriseOne Financial Management Application Fundamentals 9.0 Implementation Guide

Implementation Steps

This table lists the implementation steps for the JD Edwards EnterpriseOne Accounts Payable 1099 ESU:

Note. You must take the current 1099 ESU each year because of Internal Revenue Service legislative changes and program updates.

Step	Reference
1. Download the year-end ESU for the current year.	http://www.peoplesoft.com/corp/en/update_fix/kgwrapper.jsp?app=uc
2. Follow the installation guidelines associated with the ESU.	http://www.peoplesoft.com/corp/en/update_fix/kgwrapper.jsp?app=uc

CHAPTER 2

Understanding 1099 Processing

This chapter discusses:

- 1099 processing.
- 1099 processing preparation.
- Methods for 1099 processing.
- Checklist for 1099 processing.
- Tables used for 1099 processing.

1099 Processing

The JD Edwards EnterpriseOne Accounts Payable system includes programs to produce information for Internal Revenue Service (IRS) Form 1099. The 1099 form is an income tax reporting form that is required by the U.S. federal government. You send 1099 forms to suppliers who are not corporate entities, such as individuals and partnerships, and to whom you have made certain types of payments.

You can follow the procedures in this guide to generate information for various 1099 forms from information that is already available in the JD Edwards EnterpriseOne Accounts Payable and General Accounting systems. This table lists and briefly describes the IRS 1099 forms:

Form	Description
1099-DIV (Dividends and Distributions)	Use this form to report investment income, such as dividends, capital gain distributions, and investment expenses.
1099-INT (Interest Income)	Use this form to report investment income, such as interest income and early withdrawal penalties.
1099-MISC (Miscellaneous Income)	Use this form to report miscellaneous income, such as rents, royalties, medical and health care payments, and nonemployee compensation.

You can also use the JD Edwards EnterpriseOne Payroll system to generate 1099-MISC forms.

Information for Form 1099-R (distributions from pensions, annuities, retirement or profit-sharing plans, IRAs, insurance contracts, and so on) is generated by the JD Edwards EnterpriseOne Payroll system. The procedures for Form 1099-R are not described in this guide.

To produce the information for the documents that are required by the IRS for 1099 processing, the software includes features that enable you to:

- Manage address and tax information for 1099 suppliers.

- Produce the 1099 information based on data in the JD Edwards EnterpriseOne Accounts Payable system, the JD Edwards EnterpriseOne General Accounting system, or both.
- Produce reports to review and verify 1099 data before final processing.
- Adjust amounts for suppliers if errors are found.
- Manage partial payments that cross over calendar years and discounts.
- Print 1099 forms in paper format by company and distribute them to suppliers.
- Produce 1099 returns for electronic filing.
- File combined federal and state 1099 returns or federal 1099 returns only.

Release Levels for 1099 Processing

The software for 1099 processing is available in these releases:

- OneWorld Xe
- J.D. Edwards 5 ERP 8.0
- PeopleSoft EnterpriseOne 8.9
- PeopleSoft EnterpriseOne 8.10
- PeopleSoft EnterpriseOne 8.11
- PeopleSoft EnterpriseOne 8.11 SP1
- JD Edwards EnterpriseOne 8.12
- JD Edwards EnterpriseOne 9.0

Use the 1099 software for the current reporting year. The IRS often changes reporting requirements and forms. If you use 1099 software from a previous year, it might not be valid for reporting information for the current tax year.

Use the 1099 software for your current release level. The documentation in this guide includes enhancements for JD Edwards EnterpriseOne 9.0. You can use this guide to produce 1099s for all supported releases, but if you are currently using a release other than JD Edwards EnterpriseOne 9.0, your system may differ from the system described in the documentation.

2008 Software Changes for 1099 Processing

As of December 1st, 2008, the IRS no longer accepts magnetic media. If you file 250 or more returns, you must file electronically. If you have less than 250 returns, you may file using paper forms or file electronically. To accommodate this requirement, these changes were made:

- Cartridge Tape File Indicator was removed from the Transmitter T record. Positions 409–410 are now blank.
- The Cartridge Tape File Indicator field on the Write 1099 Media form was removed.
- The term *magnetic* was replaced with *electronic* on the Write 1099 Media form.
- The Export 1099 Magnetic Work File program (P04515A) was renamed to Export 1099 Electronic Workfile.
- The Export 1099 Magnetic Workfile to CSV program (R8904515OW) was renamed to Export 1099 Electronic Workfile to CSV.
- The 1099 Magnetic Media Tape table (F04515OW) was renamed to 1099 Electronic Media table.

The Write 1099 Media - Facsimiles and Proof Report (R045151) was also changed. The Instructions for Recipient section was updated to match the 2008 MISC, DIV, and INT preprinted forms.

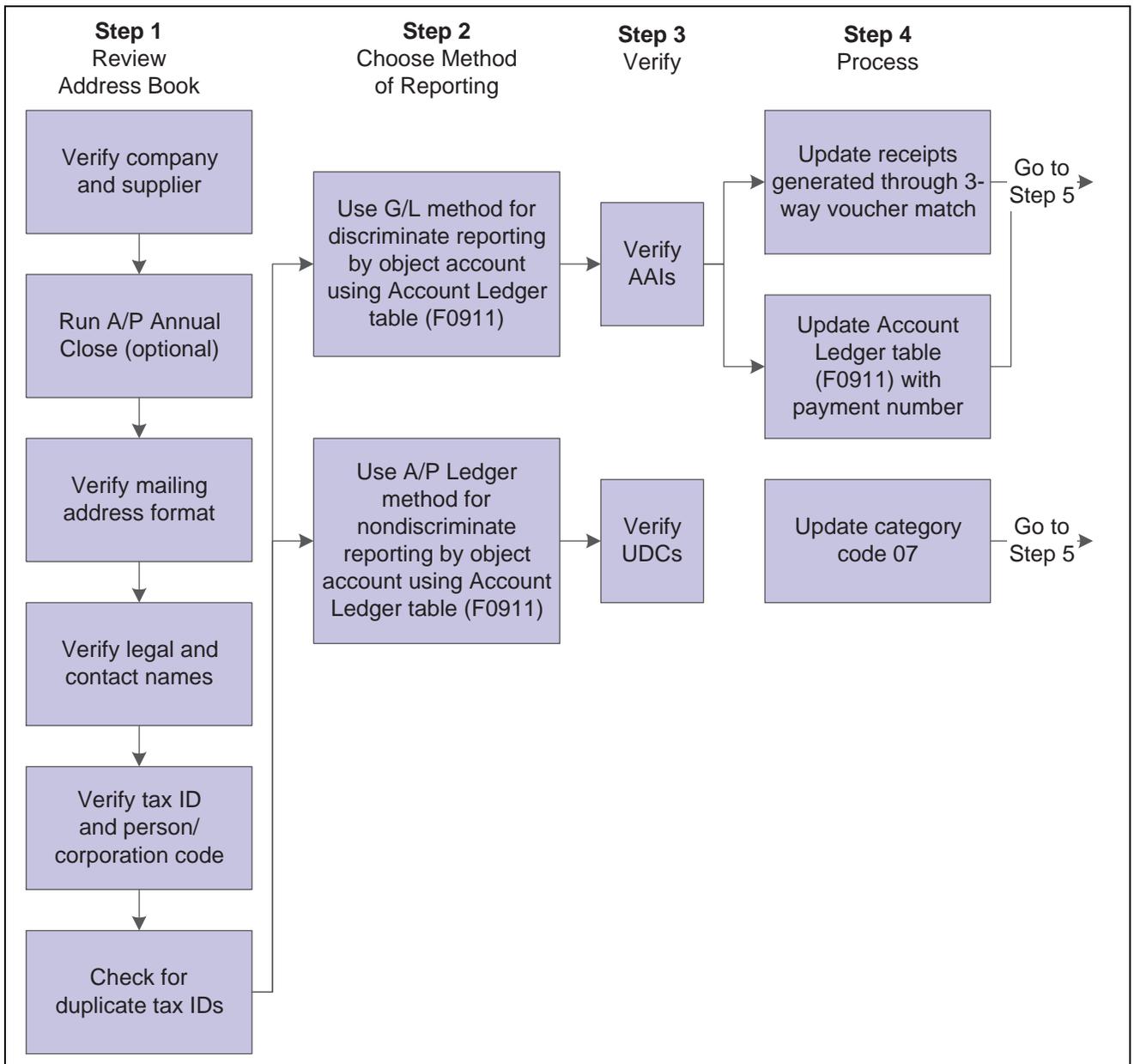
The R04515 now prints the reporting year when you select to print paper facsimiles.

Note. Information in this guide that restates government regulations is deemed accurate, but it should not be relied upon. If you have specific questions, contact the IRS Information Reporting Customer Service Site at (304) 263-8700 or review the IRS website.

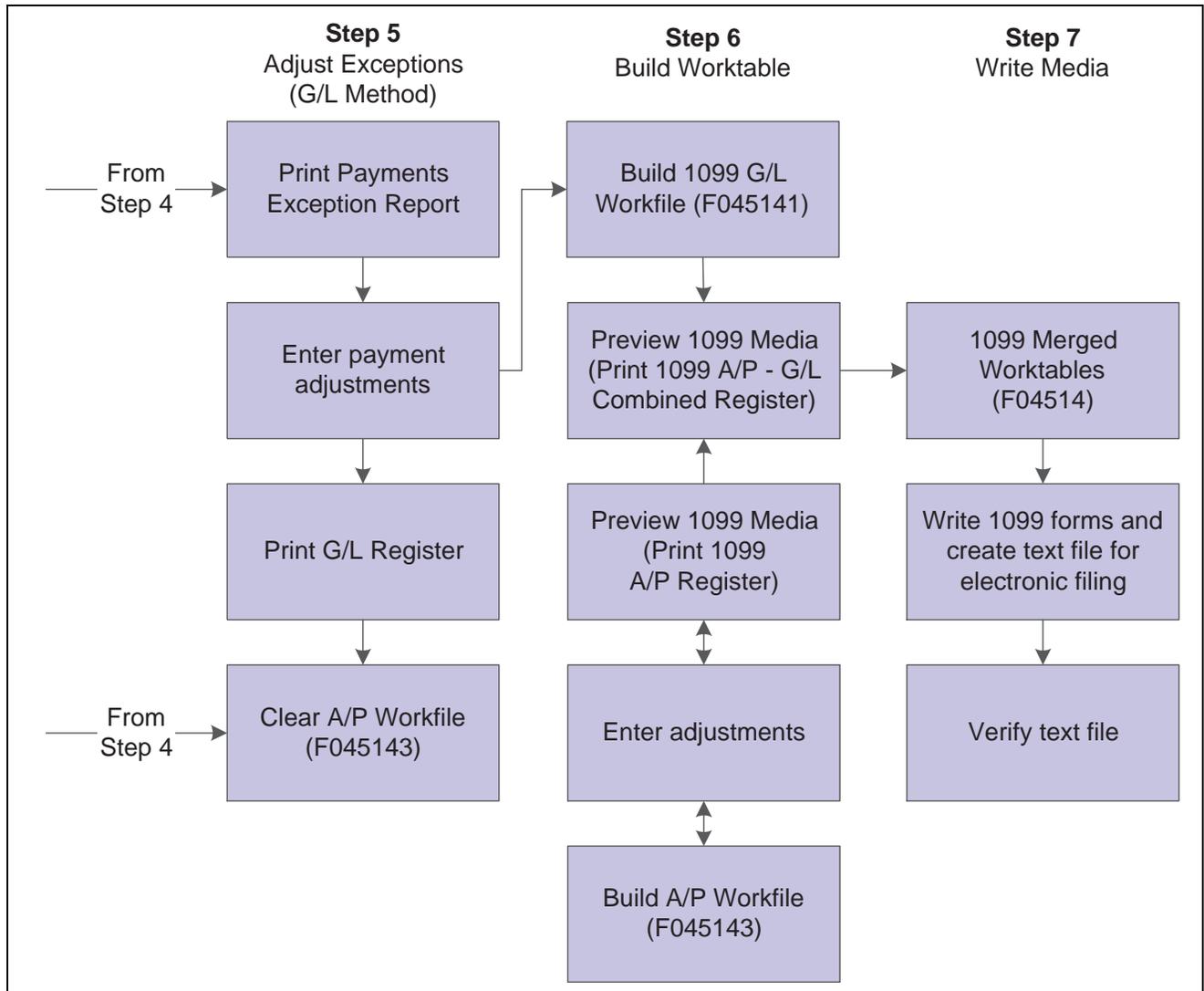
See <http://www.irs.gov>

1099 Process Flow

This diagram shows the process flow of the 1099 process:



1099 process flow (1 of 2)



1099 process flow (2 of 2)

1099 Processing Preparation

This section lists prerequisites and discusses processing preparation.

Prerequisites

Before you begin processing data for 1099 forms, assemble the appropriate IRS forms and publications.

See Also

U.S. Department of the Treasury, *IRS Forms and Publications 2008, General Instructions for Forms 1099, 1098, 5498, and W-2G*

U.S. Department of the Treasury, *IRS Publication 1220, Specifications for Filing Forms 1098, 1099, 5498 and W-2G Electronically*

U.S. Department of the Treasury, *IRS Form 4419, Application for Filing Information Returns Electronically*

This form is an application to file electronically. Companies that meet IRS requirements to file 1099 returns electronically are required to file this form.

Processing Preparation

To meet the deadlines imposed by the IRS, 1099 processing requires the efforts of many employees in a company and should begin several months before the end of the calendar year to allow ample time for researching and updating information.

This list contains some of the tasks for preparing for 1099 processing. This list is not exhaustive, and it should be used to promote a discussion among the employees who are responsible for preparing 1099s within your organization:

- Decide which method or combination of methods you will use to process 1099 forms.
You can use the A/P ledger method, the G/L method, or a combination of both. These methods are available in all of the releases that Oracle supports for 1099 processing.
- Prepare internal records according to the requirements of the method that you choose.
- For the A/P ledger method, you can set up category code 07 in user-defined code (UDC) table 01/07 to identify the different types of 1099 forms and the specific boxes to use on each form. Alternatively, you can use the 1099 flag to specify whether a voucher or voucher pay item is eligible for 1099 processing if only one type of return is to be produced for only one specific box on that return.
- For the G/L method, you must set up automatic accounting instruction (AAI) item PXxxxx to specify account number ranges for 1099 processing. These AAIs identify the different types of 1099 forms and the specific boxes on each.
- Ensure that the address book information for 1099 suppliers is in a format that is acceptable to the IRS.
The IRS requires that 1099 returns have only three address lines, including the mailing name of the supplier. The IRS permits four address lines if the 1099 return must have the legal name associated with the tax ID number as well as the name of the supplier.
- Verify the value of the person/corporation code for each supplier. All suppliers that should receive a 1099 form must have a code of either *P* (individual) or *N* (noncorporate entity).
- Ensure that you have a tax identification number (TIN) for each supplier that is to receive a 1099 form. The IRS could impose penalties or fines for each missing or incorrect tax ID on 1099 returns that you submit.
- Assemble IRS publications and forms for the current 1099 reporting year.

Methods for 1099 Processing

You can process 1099 returns using one of these methods:

- Accounts payable (A/P) ledger.
- General ledger (G/L).
- Combination of the A/P ledger and G/L methods.

Before you begin processing 1099 returns, you must decide whether you will use a specific method or a combination of methods.

This table describes the differences between the A/P ledger and G/L methods:

A/P Ledger Method	G/L Method
Preferred method if you have data for a partial year or if you have data from another system.	Preferred method if you have data for most or all of the calendar year and a stable chart of accounts.
Uses information stored in these tables: <ul style="list-style-type: none"> • Accounts Payable Ledger (F0411) • Accounts Payable - Matching Document (F0413) • Accounts Payable Matching Document Detail (F0414) 	Uses information stored in these tables: <ul style="list-style-type: none"> • Account Ledger (F0911) • Purchase Order Receiver File (F43121) • Accounts Payable - Matching Document (F0413) • Accounts Payable Matching Document Detail (F0414)
Creates the 1099 A/P Worktable (F045143) early in the process.	Creates the 1099 G/L Worktable (F045141) at the end of the process.
Uses the 1099 flag or category code 07.	Uses AAIs.
Does not provide an audit trail of adjustments that you make to the F045143 table.	Provides an audit trail of adjustments that you make to the F0911 table.

The Supplier Analysis report (R04602) lists suppliers with vouchers written during the calendar year. You can use the information in this report as an early indicator of the number of suppliers that might receive 1099 forms.

Method Used with Retainage

If you use retainage, you must use the A/P method because retainage, when cleared, creates a new voucher with a different document number. The record for this new document that the system writes to the Account Ledger table (F0911) contains only the credit and debit accounts that are not part of the original expense.

For example, the following table describes the original document and the new document that the system creates for the retainage:

Date	Document Number	Payment Amount (F0411 table)	G/L Distribution: Debit (F0911 table)	G/L Distribution: Credit (F0911 table)
December 5 th , 2008	123	4500.00 USD	5000.00 USD	<500.00 USD> PCRETN (retainage)
January 5 th , 2009	456	500.00 USD	500.00 USD	<500.00 USD>

In the previous table, document 123 shows the payment amount of 4500 USD, which should be reflected on the 1099 for the supplier. The following year, document 456 would be included for 1099 processing using the A/P method only. Using the G/L method, the system would not include document 456 because the record in the F0911 table did not use an expense account that falls within the PX AAI range.

A/P Ledger Method

You can use the 1099 A/P ledger method if you have complete or partial information for the reporting year. You might have incomplete information for reasons such as these:

- You began using the JD Edwards EnterpriseOne Accounts Payable system after the year began.
- You purged the Account Ledger table (F0911).
- You incorporated 1099 information from an outside system.

If you incorporated records from an outside system and those records do not include detail in the F0911 table, you must use the 1099 A/P ledger method.

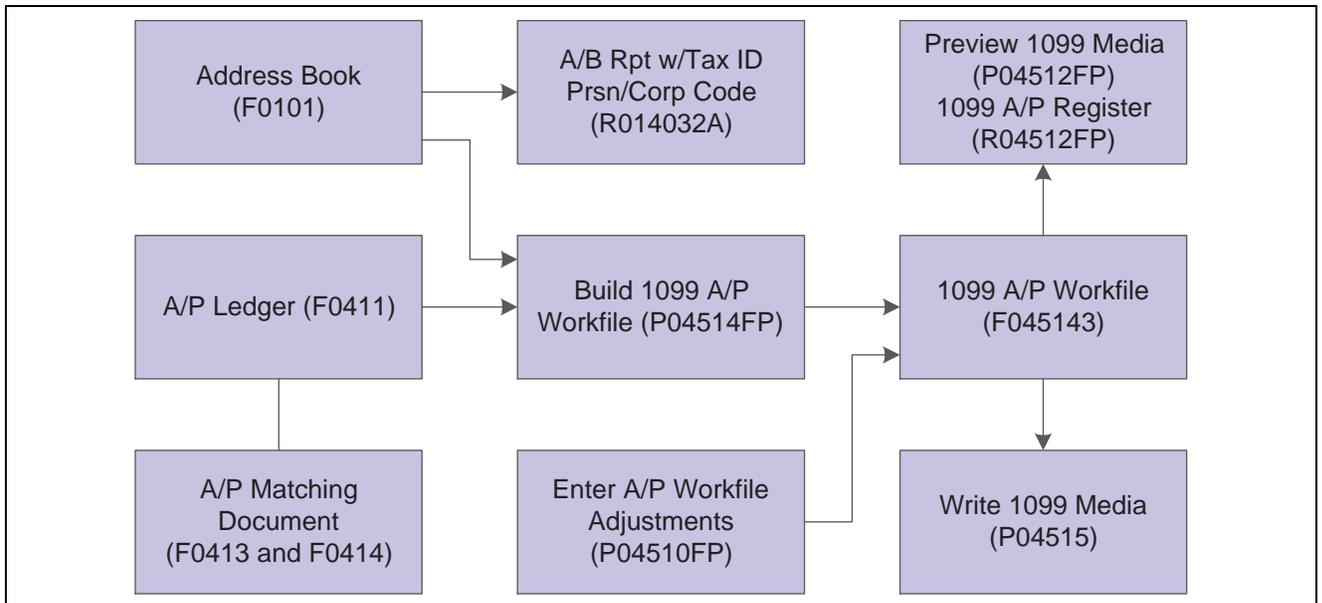
The 1099 A/P ledger method summarizes all paid voucher items for a supplier. You can associate amounts with specific boxes on a form using an address book category code 07 value or the 1099 Flag field on the Enter Voucher - Payment Information form.

You can also use this method for records that were created using the voucher match programs in the JD Edwards EnterpriseOne Procurement system if those records contain an address book category code 07 value or the 1099 flag.

This method uses information from these tables to build the 1099 A/P Worktable (F045143):

- Accounts Payable Ledger (F0411)
- Accounts Payable - Matching Document (F0413)
- Accounts Payable Matching Document Detail (F0414)

This diagram shows the 1099 process for the A/P Ledger method:



Process flow for A/P ledger method

G/L Method

You can use this method if you have information in the Account Ledger table (F0911) for most or all of the reporting year. Oracle recommends that the chart of accounts be stable to ensure accuracy of the G/L method.

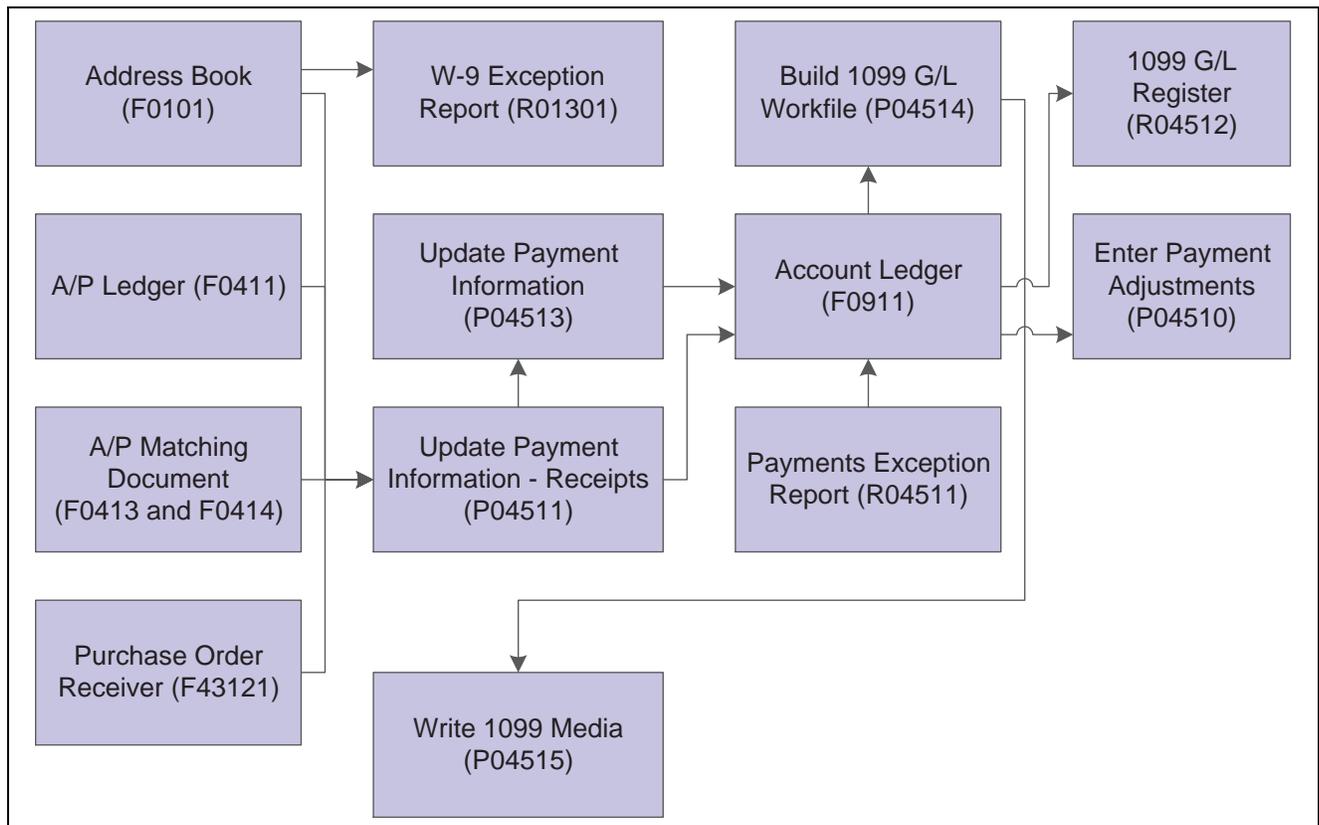
The G/L method uses AAIs to identify the general ledger object accounts to use in 1099 processing. The AAIs specify the form and box where the amounts in each object account are reported.

You can also use this method for records that you create using the three-way voucher match process in the JD Edwards EnterpriseOne Procurement system.

This method uses information from these tables to build the 1099 G/L Worktable (F045141):

- F0911
- F0411
- F0413
- F0414
- Purchase Order Receiver File table (F43121), if you use three-way voucher matching

The diagram shows the 1099 process for the G/L method:

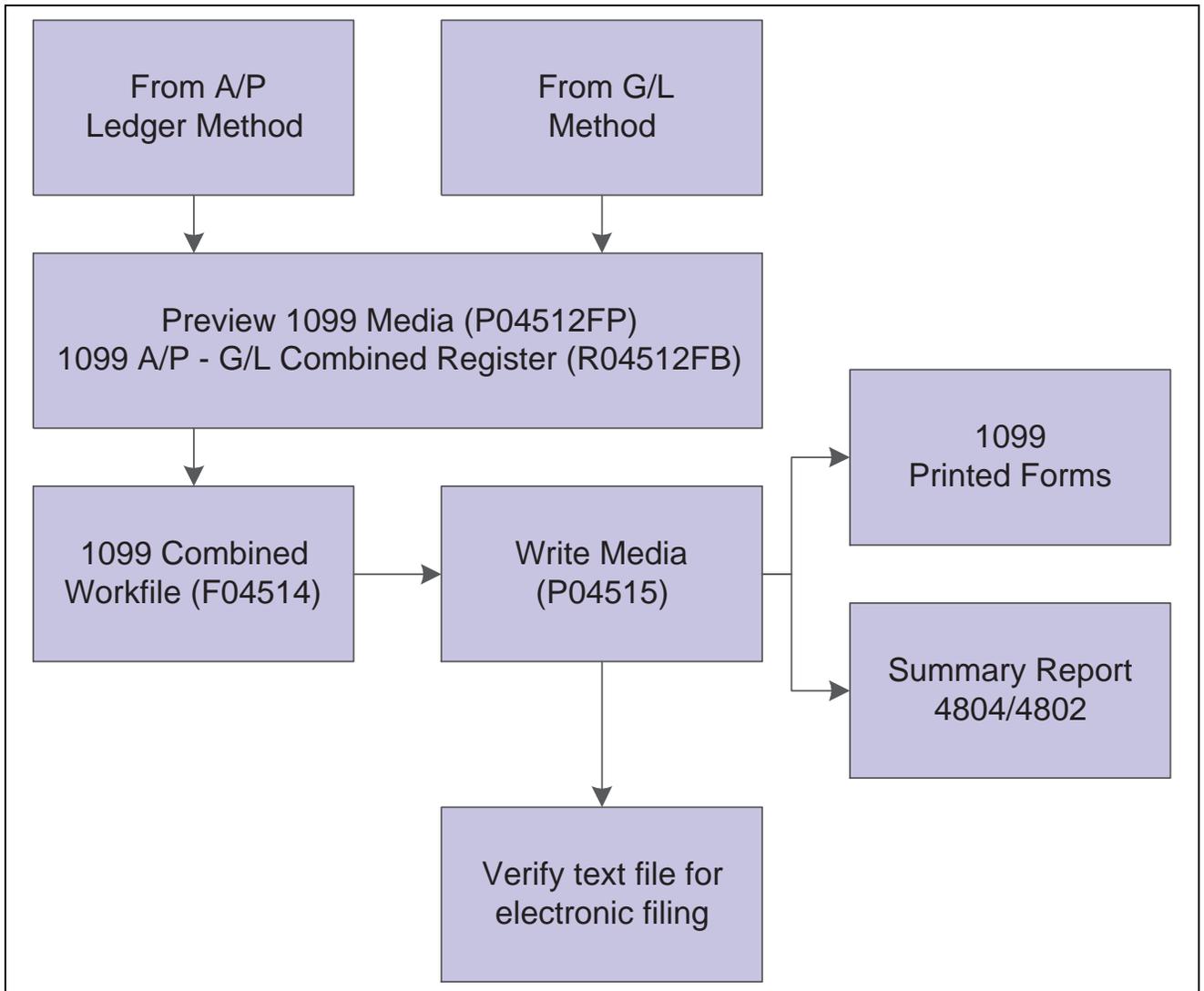


G/L method process flow

Combination of A/P Ledger and G/L Methods

You can use a combination of the A/P ledger and G/L methods. This method uses the G/L method to select paid vouchers with expense distributions in object accounts, which you identify in the AAIs. It uses the A/P ledger method to include paid vouchers that are not selected by the G/L method or that are not in the F0911 table for any reason.

The diagram shows the 1099 process for the combined A/P Ledger and G/L methods:



1099 process for the combined A/P Ledger and G/L methods

Checklist for 1099 Processing

Use these lists as guidelines for processing 1099 returns.

Optional

Update year-to-date (YTD) voucher amounts using the Update YTD Voucher Amount program (R04820A).

Typically, you update YTD voucher amounts soon after you close the year as part of the annual close procedures. The results are not the same as those that you report on IRS Form 1099 because the year-to-date process updates voucher amounts, regardless of whether the voucher has been paid in the current year. The Supplier Analysis report (R04602) uses results from the Update YTD Voucher Amount program to list suppliers with vouchers written during the calendar year.

See *JD Edwards EnterpriseOne Accounts Payable 9.0 Implementation Guide, Verifying YTD Voucher Amounts*.

General

Perform these tasks:

- Install the Electronic Software Update (ESU).
Instructions for installing the current year update are contained within the ESU.
- Set up or verify supplier information using the Supplier Master Information program (P04012).
See .1ayp, Verifying Supplier Setup, Understanding Legal Names of 1099 Suppliers
See .1ayp, Verifying Supplier Setup, Understanding Mailing Names and Addresses for 1099 Suppliers
See .1ayp, Verifying Supplier Setup, Understanding Tax IDs for 1099 Suppliers
See .1ayp, Verifying Supplier Setup, Entering Supplier Information for 1099s, Setting Up the Person, Corporation Code and the Tax ID Number for a Supplier
- Set up or verify company information using the Address Book Revisions program (P01012) and the Supplier Master Information program (P04012).
See .1ayp, Verifying Company Setup
See .1ayp, Verifying Company Setup, Combining Company Information for 1099 Processing

1099 A/P Ledger Method

Perform these tasks:

- Verify UDCs for UDC table 04/TR and, if applicable, verify or set up Address Book category codes for UDC table 01/07.
See .1ayp, Using the A, P Ledger Method, Understanding UDCs for 1099 Processing
- If you use Address Book category code 01/07 for 1099 processing, update vouchers with Address Book category code 07, if necessary. Use the Global Category Code Update program (R01490) or Update Approver/Cat Code 7 program (R04802), as applicable.
See .1ayp, Verifying Supplier Setup, Entering Supplier Information for 1099s
- If you use the 1099 flag for 1099 processing, verify or enter *1* in the 1099 Flag field for each pay item on the Enter Voucher - Payment Information form.
- Back up the 1099 A/P Worktable (F045143).
If you used the 1099 A/P ledger method last year, back up the F045143 table so that you have a copy of last year's 1099 returns. Ensure that you complete this task before you do the next list item.
- Clear the F045143 table using the Clear A/P Workfile program (R04CLRFP).
If you used the 1099 A/P ledger method last year, clear the F045143 table before you begin processing 1099s for the current reporting year.
See .1ayp, Using the A, P Ledger Method, Clearing the 1099 A, P Worktable
- Clear the 1099 G/L Worktable (F045141) using the Clear G/L Workfile program (R04CLRGL).
If you use a combination of the A/P ledger and G/L methods, you do not need to run this program.
See .1ayp, Using the A, P Ledger Method, Clearing the 1099 G, L Worktable
- Build the 1099 A/P Worktable (F045143) using the Build A/P Workfile program (R04514FP).
See .1ayp, Using the A, P Ledger Method, Building the 1099 A, P Worktable
- Enter adjustments to the F045143 table using the Enter A/P Workfile Adjustment program (P04510FP).

See .1ayp, Using the A, P Ledger Method, Adjusting Records in the 1099 A, P Worktable

- Print the 1099 A/P Register (R04512FA) to review the 1099 totals for each supplier.

See .1ayp, Printing 1099 Registers, Printing the 1099 A, P Register

- Print the A/P-G/L Combined Register (R04512FB) to ensure that you have entered all necessary adjustments and are ready to print 1099 returns. This register merges data from the F045143 and F045141 tables into the 1099 Merged Worktables (F04514).

See .1ayp, Printing 1099 Registers, Printing the 1099 A, P - G, L Combined Register

See .1ayp, Printing 1099 Registers, Printing the 1099 A, P - G, L Combined Register

G/L Method

Perform these tasks:

- Set up or verify 1099 AAI items (PXxxxx) using the Automatic Accounting Instructions program (P0012).

See .1ayp, Using the G, L Method, Understanding AAIs for the G, L Method

- Update the Account Master table (F0901) by running the BU.Obj.Sub to Journal Entry program (R09806) if you made changes to the chart of accounts.

See .1ayp, Using the G, L Method, Updating the Account Ledger Table

- Update the Account Ledger table (F0911) by running these programs:

- Update Payment Information - Receipts - R045131

See .1ayp, Using the G, L Method, Updating the Account Ledger Table, Understanding the Update Payment Information - Receipts Program

- Update Payments - R04513

See .1ayp, Using the G, L Method, Updating the Account Ledger Table, Understanding the Update Payment Information Program

Note. You run the Update Payment Information - Receipts program only if you have used the procurement system to create three-way or two-way match vouchers. Then, you must run the Update Payments program to update the F0911 table with valid payment numbers and payment dates.

- Print the Payments Exception Report (R04511). Use this report to research and resolve problems with payment records.

See .1ayp, Using the G, L Method, Printing the Payments Exception Report

- To correct problems with payment records, enter adjustments in the F0911 table for the AA and TX (tax) ledgers using the Enter Payment Adjustments program (P04510).

See .1ayp, Using the G, L Method, Adjusting 1099 Payment Records in the F0911 Table

- Clear the F045143 table, if necessary, using the Clear A/P Workfile program.

Run this program only if you started using the G/L method this year after using the A/P ledger method last year, or if you entered adjustments using the A/P ledger method last year.

See .1ayp, Using the A, P Ledger Method, Clearing the 1099 A, P Worktable

- Build the 1099 G/L Worktable (F045141) using the Build G/L Workfile program (R04514).

See .1ayp, Using the G, L Method, Building the 1099 G, L Worktable

- Print the 1099 G/L Register (R04512) to review the 1099 totals for each supplier.

See .1ayp, Printing 1099 Registers, Printing the 1099 G, L Register

- Print the A/P - G/L Combined Register (R04512FB) to ensure that you have entered all necessary adjustments and are ready to print 1099 returns. This register merges data from the F045143 and F045141 tables into the 1099 Merged Worktables (F04514).

See .1ayp, Printing 1099 Registers, Printing the 1099 A, P - G, L Combined Register

Combined A/P Ledger and G/L Methods

Perform these tasks:

- Complete the list items for the A/P ledger and 1099 G/L methods.
- Print the A/P - G/L Combined Register (R04512FB) to ensure that you have entered all necessary adjustments and are ready to print 1099 returns. This register merges data from the F045143 and F045141 tables into the 1099 Merged Worktables (F04514).

See .1ayp, Printing 1099 Registers, Printing the 1099 A, P - G, L Combined Register

1099 Returns for All 1099 Methods

Perform these tasks:

- Visit the Oracle Customer Connection website for recent news about code changes for the Write Media program (P04515). If applicable, ensure that the Write Media program contains the most current code changes.
- Print 1099 returns using the Write 1099 Media program (P04515). This program merges data from the F045143 and F045141 tables into the 1099 Merged Worktables (F04514).

See .1ayp, Performing 1099 Year-End Reporting, Printing 1099 Returns

- Write 1099 data for electronic filing to the 1099 Electronic Media table (F04515OW) using the Write 1099 Media program.

See .1ayp, Performing 1099 Year-End Reporting, Writing 1099 Data for Electronic Filing

- Export 1099 data from the F04515OW table to a text file using the Export 1099 Electronic Work File (P04515A) and Export 1099 Electronic Work File to CSV (R8904515OW) programs.

See .1ayp, Performing 1099 Year-End Reporting, Writing 1099 Data for Electronic Filing, Exporting 1099 Data to a Text File

- For electronic filing, verify 1099 data in the text file.

See .1ayp, Performing 1099 Year-End Reporting, Writing 1099 Data for Electronic Filing, Verifying 1099 Data Text Files

Tables Used for 1099 Processing

The system uses information from various tables to calculate 1099 amounts and print 1099 returns. Do not purge the following tables until you print 1099 returns:

Table	Description
Addresses (F0116)	Mailing information
Address Book Master (F0101)	Tax information and category code information

Table	Description
Address Book - Who's Who (F0111)	Type codes, mailing names, legal names, and contact names
Address Book - Contact Phone Numbers (F0115)	Phone numbers
Supplier Master (F0401)	Vouchered amounts for year-to-date and for prior year-to-date
Accounts Payable Ledger (F0411)	Voucher information, including voucher amounts, gross amounts, open amounts, document number, and company
Accounts Payable - Matching Document (F0413)	Payment information, including payment ID, which is used to connect records from the F0414 table to the F0413 table
Accounts Payable Matching Document Detail (F0414)	Voucher payment detail and payment ID
Account Ledger (F0911)	Account ledger information, including account numbers, dates, document numbers, and companies
Purchase Order Receiver File (F43121)	Account number, document number, and match type

Worktables Generated During 1099 Processing

The system generates these worktables during 1099 processing:

Table	Description
1099 A/P Worktable (F045143)	Company, supplier number, supplier tax ID, type of return, payment amount, company tax ID, and 2 nd TIN indicator (optional). Based on the F0411, F0413, and F0414 tables.
1099 G/L Worktable (F045141)	Company, supplier number, supplier tax ID, type of return, payment amount, payment date, document number, and company tax ID. Based on the F0911 table and AAI ranges for PXxxxx.
1099 Merged Worktables (F04514)	Company, supplier number, supplier tax ID, type of return, payment amount, and company tax ID. Also payment number and payment date for G/L method. Based on a combination of the F045141 and F045143 tables.
1099 Electronic Media (F04515OW)	1099 reporting information.
K Record Workfile (F04514WF)	State code and control totals for state total reporting. Based on the F04515OW and the electronic filing options.

CHAPTER 3

Verifying Supplier Setup

This chapter provides overviews of supplier setup, legal names of 1099 suppliers, mailing names and addresses for 1099 suppliers, and tax IDs for 1099 suppliers and discusses how to:

- Enter supplier information for 1099s.
- Process 1099s for foreign suppliers.
- Combine suppliers with duplicate tax IDs.
- Run the A/B Rpt w/Tax ID Prsn/Corp Code report.
- Run the W-9 Exception report.

Understanding Supplier Setup

The information that you set up for suppliers must meet the Internal Revenue Service (IRS) specifications for Form 1099. As part of the 1099 process, you must review address book records for suppliers to ensure that you have the necessary information and that the information meets IRS requirements. You should begin preparing for 1099 processing early enough to review address book records, enter corrections, and still meet the 1099 deadline. Ensure that you allow sufficient time to research and update records. If supplier information is incorrect, the IRS might reject the returns and impose fines for each incorrect 1099.

For each supplier that is eligible for 1099 processing, you must specify this information in the address book record:

- Legal name.
- Mailing name and address.
- Tax identification number (TIN).
- *P* (individual) or *N* (noncorporate).

You might also need to provide this information:

- Default value for Address Book category code (01/07) if you use category code 07 for the A/P Ledger method.
- Foreign supplier, if the mailing address is outside of the U.S.
- Tax relationships, if you need to combine suppliers with duplicate tax IDs.

Supplier information is stored in these tables:

- Address Book Master (F0101)
- Address Book - Who's Who (F0111)
- Address Book - Contact Phone Numbers (F0115)

- Address by Date (F0116)
- Supplier Master (F0401)

Important! Do not purge records in the F0101, F0111, F0115, F0116, and F0401 tables for any supplier with accounts payable activity in the calendar year that you are reporting.

Understanding Legal Names of 1099 Suppliers

The IRS requires you to use the legal name of the supplier on 1099 returns. A supplier’s legal name is the name that the IRS associates with the supplier’s TIN. A supplier can have only one legal name for tax purposes.

If the mailing name on the supplier master record is not the legal name of the supplier, you must enter the legal name using the Who’s Who program (P0111) and designate a type code of *T* (1099 legal name). The system prints both the mailing and legal names on the 1099 return.

If you do not use the legal name, the IRS records will not match the name that you provide on the 1099 form, and this might subject you to IRS penalties or fines.

Example of Legal Names

If the mailing name and legal name of a business are different, you must create a Who’s Who entry that contains the legal name and a type code of *T* (1099 legal name). Most commonly, you use this type code when the mailing name is a business name (such as Johnson Painting Specialists) and the TIN is a Social Security Number (SSN) belonging to a person (such as Elmer Johnson).

This example shows two scenarios for 1099s, one in which the Who’s Who entry is required and another in which it is not required:

Scenario	Description
Who’s Who entry is required.	<p>Johnson Painting Specialists</p> <ul style="list-style-type: none"> • Alpha name: Johnson Painting Specialists • Mailing name: Johnson Painting Specialists • Person/corporation: <i>P</i> (individual) • Legal name: The name of the person who is associated with the tax ID. <p>For this example, you would create a Who’s Who entry for Elmer Johnson, the owner of Johnson Painting Specialists.</p>
Who’s Who entry is not required.	<p>Elmer Johnson</p> <ul style="list-style-type: none"> • Alpha name: Johnson, Elmer • Mailing name: Elmer Johnson • Person/corporation: <i>P</i> (individual) <p>For this example, a Who’s Who entry is not required because the mailing name and legal name are the same (Elmer Johnson).</p>

Understanding Mailing Names and Addresses for 1099 Suppliers

Review the mailing name and address of each supplier for whom you generate a 1099 return. If the supplier's mailing name is not the same as the supplier's legal name (for example, the supplier is a sole proprietorship), add the legal name on an additional line in the Who's Who program (P0111).

The IRS limits addresses on 1099 returns to three lines (maximum of 40 characters per line), consisting of name (line 1), street address (line 2), and city, state, and ZIP code (line 3). You cannot have a mailing address that contains more than one line for a street address.

Note. If an address contains a suite number in addition to a street address, you *must* enter the street address and suite number on the same line.

When you must use a legal name in addition to a mailing name, the IRS allows four lines, as follows:

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

Understanding Tax IDs for 1099 Suppliers

Suppliers (payees) use W-9 returns to report their tax identification numbers (TINs) to a payer. A nine-digit TIN is required for each supplier. The JD Edwards EnterpriseOne Accounts Payable system uses this information for the TIN on 1099 returns. The IRS requires that you report the TIN. For 1099 purposes, the TIN for nonforeign suppliers must be one of these:

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

For some foreign suppliers, a TIN might not be required.

Missing and Incorrect TINs

A TIN is missing or incorrect if any of these conditions exist:

- The TIN has a blank value (and the supplier is not foreign).
 - The TIN has fewer than nine digits.
 - The TIN contains a nonnumeric character.
- (The system formats TINs with the appropriate hyphenation.)

The IRS requires you to take steps to obtain missing TINs. If you submit 1099s with missing TINs, the IRS encourages you to attach a letter of explanation. If you attach a letter of explanation, you will prevent unnecessary contacts from the IRS. However, you will not prevent the IRS from sending backup withholding notices (*B notices*) or imposing penalties on you for submitting 1099s with missing or incorrect TINs. If you do not have a TIN for a supplier, you must withhold tax from any payment that you make to that supplier and report the amount withheld to the IRS.

A TIN might be incorrect for any of these reasons:

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

Backup Withholding

If a payee does not furnish a tax ID to a payer, the payer must withhold a certain percentage of the payment for tax authorities. The IRS refers to this as backup withholding. The JD Edwards EnterpriseOne Accounts Payable system includes a feature that enables you to calculate withholding on the payments to suppliers and to pay withheld amounts to tax authorities. The supplier receives a 1099 form with actual amounts paid reported in each box, regardless of whether those payments exceed the minimum required for reporting to the IRS.

Because 1099 returns must reflect the amount that you withheld from each supplier without a TIN, you must also perform one of these tasks:

- Run the Build A/P Workfile program (R04514FP) as follows:
 - For data selection, use Alternate Payee EQ (equal to) the address book number of the tax authority.
 - For the Type of Return processing option, specify box A4 (Federal Income Tax Withheld). If you have withheld federal tax for a supplier, the Write Media program (P04515) will ignore the minimum payment amounts that are required to generate 1099 returns. The program will produce a 1099 return showing the full amount attributable to each box of the return, regardless of the minimum.
- Enter the withholding amount manually using the Enter A/P Workfile Adjustment program (P04510FP).

Suppliers report the amounts that you withheld on their individual tax returns.

Entering Supplier Information for 1099s

This section discusses how to:

- Set up the person/corporation code and tax ID number for a supplier.
- Set up mailing information and the Category Code 07 field for a supplier.
- Set up a legal name for a supplier.

Enter 1099 information for a supplier *after* you complete the steps to enter supplier master information.

See Also

JD Edwards EnterpriseOne Accounts Payable 9.0 Implementation Guide, Entering Supplier Master Information

Forms Used to Enter Supplier Information for 1099s

Form Name	FormID	Navigation	Usage
Supplier Master Revision	W04012A	Annual Processing (G0422), Supplier Master Information Select a supplier and click Select on Work With Supplier Master.	Set up the person/corporation code and the tax ID number for a supplier.
Address Book Revision	W01012A	On the Supplier Master Revision form, select A/B Revision from the Form menu, and then select the Mailing tab.	Set up mailing information and the Category Code 07 field for a supplier.
Who's Who	W0111A	Select Who's Who from the Form menu on Address Book Revision.	Set up a legal name for a supplier.

Setting Up the Person/Corporation Code and the Tax ID Number for a Supplier

Access the Supplier Master Revision form, and select the Tax Information tab.

The screenshot shows the 'Supplier Master Revision' window with the 'Tax Information' tab selected. The 'Supplier Number' field contains '5872'. The 'Person/Corporation' dropdown is set to 'P', with the word 'Individual' visible to its right. The 'Tax ID' field contains '555159876'. Other fields like 'Tax Expl Code', 'Tax Rate / Area', 'Add'l Ind Tax ID', 'Tax Authority', and 'Withholding Percent' are empty or set to default values like '.00%'.

Supplier Master Revision form: Tax Information tab

Person/Corporation Code

Enter a code that designates the type of taxpayer. For 1099 reporting for U.S. suppliers and foreign suppliers, the system selects only records with a code of P or N. Values for U.S. entities are:

- Blank or C: Corporate entity (the tax ID prints as 12-3456789)

- *P*: Individual (the tax ID prints as 123-45-6789)
- *N*: Noncorporate entity (the tax ID prints as 12-3456789)

Values for non-U.S. entities are:

- *I*: Individual
- 2: Corporate entity
- 3: Both an individual and a corporate entity
- 4: Noncorporate entity
- 5: Customs authority

Tax ID

Enter an identification code, which can be an SSN, federal or state corporate tax ID, sales tax number, and so on. The code is required by various tax authorities. The system verifies the number and prints the separators in the correct format, according to the value of TAXC (Person/Corporation Code). If no value exists for TAXC, the system uses the corporate entity.

Setting Up Mailing Information and the Category Code 07 Field for a Supplier

Access the Address Book Revision form.

The screenshot shows the 'Address Book Revision' form with the 'Mailing' tab selected. The 'Address Number' field contains '5872'. The 'Mailing Name' field contains 'Johnson Painting Specialists'. The address fields are populated as follows: Address Line 1: '214 Potomac Circle - Suite 109'; City: 'Denver'; State: 'CO' (with 'Colorado' as a tooltip); Postal Code: '80237'. Other fields like Country and County are empty or set to 'Default Country'.

Address Book Revision form: Mailing tab

1. Select the Mailing tab and complete these fields:

Address Line 1

Enter the street address of the supplier, including the suite number, on this line. Do not enter any street address information in the Address Line 2, Address line 3, and Address Line 4 fields.

See .1ayp, Verifying Supplier Setup, Understanding Mailing Names and Addresses for 1099 Suppliers

City, State, and Postal Code Enter the city, state, and postal code of the supplier’s address.

2. Select the Cat Code 1 - 10 tab.

The screenshot shows the 'Address Book Revision' window with the 'Address Book Revision' tab selected. The 'Address Number' field contains the value '5872'. Below this, the 'Select Tab:' dropdown is set to '6-Cat Code 1 - 10'. A grid of ten 'Category Code' fields is displayed, each with a dropdown menu. The 'Category Code 07' dropdown is open, showing the selected value 'A7' and a search result 'Nonemployee Compens'.

Address Book Revision form: Cat Code 1 - 10 tab

3. Complete this field:

Category Code 07

Select from user-defined code (UDC) table 01/07 the type of return to be processed for the supplier. The system uses this value as the default value when you enter vouchers for the supplier. If the supplier receives more than one type of return, select the value for the most common type of return for the supplier. You can then override the value in this field on vouchers as needed.

Setting Up a Legal Name for a Supplier

Access the Who’s Who form.

Who's Who form

To create a legal name for the supplier, create a new record for the legal name and complete the Type Code field.

Type Code Select *1099 Legal Name*.

Processing 1099s for Foreign Suppliers

This section provides an overview of 1099 processing for foreign suppliers and discusses how to identify foreign suppliers for 1099s.

Understanding 1099 Processing for Foreign Suppliers

If you make payments to suppliers with mailing addresses outside the U.S., you might be required to identify them as foreign suppliers and submit 1099 returns. A foreign supplier is eligible for a 1099 form if these fields on their address book record contain the values specified:

- Person/Corporation Code field is *P* (individual) or *N* (noncorporate entity).
- Payables Y/N/M field is *F* (foreign).

If a supplier master record is specified as foreign, but does not include an individual or noncorporate designation, the system issues the error message *Invalid Person/Corporation Code* when you run the Build A/P Workfile program (R04514FP). To correct the error, you must enter *P* or *N* in the Person/Corporate Code field in the address book record for the supplier and rerun the program. The values in the Person/Corporate Code and Payables fields are used for tax purposes only; they do not affect any other software process except 1099s.

Form Used to Process 1099s for Foreign Suppliers

Form Name	FormID	Navigation	Usage
Address Book Revision	W01012A	Annual Processing (G0422), Supplier Master Information Select a supplier and then select A/B Revision from the Row menu on Work With Supplier Master.	Identify foreign suppliers for 1099s.

Identifying Foreign Suppliers for 1099s

Access the Address Book Revision form.

The screenshot shows the 'Address Book Revision' form with the 'Additional 1' tab selected. The 'Address Number' field contains '4002'. The 'Payables Y/N/M' field is set to 'F', and the 'Foreign Supplier' checkbox is checked. The 'Person/Corporation Code' field is set to 'N'. The 'Industry Classification' field is set to '7000'. Other fields like 'Employee Group Approvals', 'AR/AP Netting', 'Add'l Ind Tax ID', 'Tax Exempt Certificate', 'Credit Message', and 'Language' are empty. The 'Receivables Y/N', 'User Code', 'Subledger Inactive Code', and 'Employee Y/N' checkboxes are unchecked. The 'HRM Records Exist' checkbox is checked.

Address Book Revision form: Additional 1 tab

Payables Y/N/M Select *F* to indicate that the supplier is a foreign supplier.

Person/Corporation Code Select *P* or *N*, depending on the type of supplier.

Note. You must also enter the country code of the supplier in the Country field on the Mailing tab of the Address Book Revision form.

Combining Suppliers with Duplicate Tax IDs

This section provides an overview of suppliers with duplicate tax IDs and discusses how to combine suppliers with duplicate tax IDs.

Understanding Suppliers with Duplicate Tax IDs

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

For example, Anderson Home Improvements (a supplier) owns Anderson Carpet Cleaning (another supplier). Although you made payments to both suppliers, you must create a 1099 return only for the legal entity, Anderson Home Improvements.

To combine amounts for suppliers, enter the supplier number of the legal entity in one of the fields on the Related Address tab of the Address Book Revision form. In the preceding example, you would enter the address book number for Anderson Home Improvements in one of the related address fields in the address book record for Anderson Carpet Cleaning. Then when you run the Build 1099 A/P Workfile program (R04514FP) and the Build 1099 G/L Workfile program (R04514), you would specify in a processing option the field to use to combine amounts for one legal entity.

Important! You must use the same related address field consistently on address book records for suppliers and companies for the system to combine supplier payments properly.

Form Used to Combine Suppliers with Duplicate Tax IDs

Form Name	FormID	Navigation	Usage
Address Book Revision	W01012A	Annual Processing (G0422), Supplier Master Information Select a supplier and click Select on Work With Supplier Master. Select A/B Revision from the Form menu on Supplier Master Revision.	Combine suppliers with duplicate tax IDs.

Combining Suppliers with Duplicate Tax IDs

Access the Address Book Revision form and select the Related Address tab on.

Supplier Master Information - Address Book Revision

Address Number: 5872

Select Tab: 5-Related Address

Parent Number		
1st Address Number	5872	Johnson Painting Specialists
2nd Address Number	5872	Johnson Painting Specialists
3rd Address Number	5872	Johnson Painting Specialists
4th Address Number	5872	Johnson Painting Specialists
5th Address Number	5872	Johnson Painting Specialists
Factor/Special Payee	5872	Johnson Painting Specialists

Address Book Revision form: Related Address tab

Parent Number

Enter the address book number of the parent company. The system uses this number to associate a particular address with a parent company or location. Any value that you enter in this field updates the Address Organizational Structure Master table (F0150) for the blank structure type. This address number must exist in the Address Book Master table (F0101) for validation purposes. Examples of address book records that would have a parent number include:

- Subsidiaries with parent companies.
- Branches with a home office.
- Job sites with a general contractor.

1st Address Number

Enter 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:

- Salesperson
- Law firm
- Accountant
- Securities agent
- Bonding agent

If you leave this field blank on an entry form, the system supplies the primary address from the Address Number field.

Factor/Special Payee

Enter a number in the Address Book that identifies a special payment address for accounts payable.

This number must exist in the Address Book Master table (F0101) for validation purposes. If you leave this field blank on an entry form, the system supplies the primary address from the Address Number field.

Running the A/B Rpt w/Tax ID Prsn/Corp Code Report

This section provides an overview of the A/B Rpt w/Tax ID Prsn/Corp Code report and discusses how to:

- Run the A/B Rpt w/Tax ID Prsn/Corp Code report.
- Set processing options for A/B Rpt w/Tax ID Prsn/Corp Code (R014032A).
- Set data selection for A/B Rpt w/Tax ID Prsn/Corp Code (R014032A).

Understanding the A/B Rpt w/Tax ID Prsn/Corp Code Report

You can use the A/B Rpt w/Tax ID Prsn/Corp Code report (R014032A) to verify the completeness and accuracy of your TINs. This report lists suppliers and their TINs, which are assigned on the address book record of the supplier. With the appropriate data selection and data sequencing, you can also use this report to locate duplicate or blank TINs. The information that prints on this report is more comprehensive than the information on the W-9 Exception report (R01301).

Run the A/B Rpt w/Tax ID Prsn/Corp Code report early in your preparations for 1099 processing so that you have time to contact suppliers to obtain a valid TIN. After you run the report and make any necessary corrections, continue to run the report and make corrections until the report shows no blank TINs and no duplicate TINs.

On this report, the values in column P designate the person/corporation code.

The following table lists the existing versions of this report that you can run to validate various information for your suppliers:

Version	Title	Setup	Use
XJDE0001	A/B Rpt w/Tax ID, Prsn/Corp Code	Data selection for person/corporation code of N and P.	Locate all address book records with person/corporation codes of N or P.
XJDE0002	A/B Rpt w/Tax ID (Indi and Non-Corp Entity)	Data selection for: <ul style="list-style-type: none"> • Person/corporation code of N and P • Search type of V and C • Tax ID not equal to Blank 	Identify 1099 suppliers that might also be customers that have a tax ID.
XJDE0003	A/B Rpt w/Tax ID (Filtered by Foreign Payables)	Data selection for Payables Type of F	Locate foreign suppliers.
XJDE0004	A/B Rpt w/Tax ID (Legal Name & Non-Corp Entity)	Data selection for: <ul style="list-style-type: none"> • Person/corporation code of N • Type Code of T 	Locate suppliers that are noncorporate entities and have a legal name set up in the Who's Who table.
XJDE0005	1099 Duplicate Tax ID	Duplicate Tax IDs processing option activated. Data selection for person/corporation code of N and P.	Identify 1099 suppliers with duplicate tax IDs.

Running the A/B Rpt w/Tax ID Prsn/Corp Code Report

Select Annual Processing (G0422), A/B Rpt w/Tax ID Prsn/Corp Code.

Setting Processing Options for A/B Rpt w/Tax ID Prsn/Corp Code (R014032A)

This processing option determines whether to print a Duplicate Tax ID report.

Duplicate Tax ID

Duplicate Tax ID Enter *1* to print a Duplicate Tax ID report.

Setting Data Selection for A/B Rpt w/Tax ID Prsn /Corp Code (R014032A)

This report has several XJDE versions. You should not change the existing data selection for these versions; however, you can add new data selection for any of the versions.

Depending on whether you ran the Update YTD Voucher Amount program (R04820A) for the appropriate 1099 calendar year, you can add one of the following to your data selection:

- If you ran the program, set the data selection for Amount Vouchered PYE to greater than zero.
- If you did not run the program, set the data selection for Amount Vouchered YTD to greater than zero.

See *JD Edwards EnterpriseOne Accounts Payable 9.0 Implementation Guide, Verifying YTD Voucher Amounts*.

Note. The Duplicate Tax ID processing option for Version XJDE0005 is set to *I* to print only a list of suppliers with duplicate tax IDs.

Running the W-9 Exception Report

This section provides an overview of the W-9 Exception report and discusses how to:

- Run the W-9 Exception report.
- Set data selection for the W-9 Exception report (R01301).

Understanding the W-9 Exception Report

To meet IRS requirements, you must have a TIN for each supplier. You can use the W-9 Exception report (R01301) to identify suppliers without a TIN.

Run the W-9 Exception report early in your preparations for 1099 processing so that you have time to contact suppliers to obtain a valid TIN. After you run the report and make any necessary corrections, continue to run it until you are satisfied with the results and no supplier records appear on the report.

Running the W-9 Exception Report

Select Annual Processing (G0422), W-9 Exception Report.

Setting Data Selection for the W-9 Exception Report (R01301)

Depending on your data selection, the W-9 Exception report can identify the following:

- Supplier records with a person/corporation code equal to *P* (individual) or *N* (noncorporate), tax ID equal to blank, and amount vouchered YTD greater than zero.
For these records, the report lists each supplier that does not have a TIN.
- Supplier records with a blank person/corporation code and amount vouchered YTD greater than zero. For these records, the report lists each supplier with a tax ID, but without a person/corporation code.

The data selection for the W-9 Exception report differs depending on whether you ran the Update YTD Voucher Amount program (R04820A) for the appropriate 1099 calendar year:

- If you ran the program, set the data selection for Amount Vouchered PYE to greater than zero.
- If you did not run the program, set the data selection for Amount Vouchered YTD to greater than zero.

See *JD Edwards EnterpriseOne Accounts Payable 9.0 Implementation Guide, Verifying YTD Voucher Amounts*.

CHAPTER 4

Verifying Company Setup

This chapter discusses how to:

- Manage company information.
- Combine company information for 1099 processing.

Managing Company Information

This section provides an overview of company information and discusses how to:

- Set up a 1099 contact name.
- Enter a phone number.

Understanding Company Information

The information that you set up for companies must meet the Internal Revenue Service (IRS) specifications for Form 1099. As part of the 1099 process, you must review address book records for companies within your organization to ensure that you have the necessary information and that the information meets IRS requirements.

Accurate 1099 reporting depends on setting up company records correctly. Begin preparing for 1099 processing early enough to review address book records, enter corrections, and still meet the 1099 deadline. Ensure that you allow sufficient time to research and update records. If company information is incorrect, the IRS might reject the returns and impose fines for each incorrect 1099.

For each company that submits 1099 forms, you must specify this information in the company's address book record:

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

Company information is stored in the Company Constants table (F0010).

Company Address Book Numbers

You must verify the address book number that is assigned to a company or payer. The system uses this information to:

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

Typically, the company number is the same as the company's address book number. The company number has a limit of five characters, whereas the address book number might have as many as eight characters. If the company number is not the same as the address book number for the company, you must provide a cross-reference between the two numbers using the Company Names & Numbers program (P0010).

If the Company Address Number field on the Company Setup form is blank, the company number and company address book number are the same. If the Company Address Number field contains a value and the value is not the same as the company number, then the company number and company address book number are not the same and the system uses the mailing address that is assigned to the company address book number.

Information about company address book numbers is stored in the Company Constants table (F0010).

Company Address Book Records

For 1099 forms, both payer and transmitter companies exist. The transmitter company is the company that sends the 1099 data to the IRS. An electronic file often contains several payer companies, but it can have only one transmitter company. You should review the company address book record for each payer company to ensure that it contains the correct mailing name, address, contact name, and so on.

Forms Used to Manage Company Information

Form Name	FormID	Navigation	Usage
Company Setup	W0010B	Organization & Account Setup (G09411), Company Names & Numbers Select a company and click Select on Work With Companies.	Verify company address book numbers.
Address Book Revision	W01012A	Daily Processing (G01), Address Book Revisions Select a record and click Select on Work With Addresses.	Verify company address book records.
Who's Who	W0111A	Select Who's Who from the Form menu on Address Book Revision.	Set up a 1099 contact name.
Phone Numbers	W0115A	Select the 1099 contact on the Who's Who form and then select Phones from the Row menu.	Enter a phone number.

Setting Up a 1099 Contact Name

Access the Who's Who form.

Companies with the Same Tax ID

Suppose that a company or legal entity owns several companies or business units that share the same tax ID. You must prepare 1099 returns for the legal entity, not for the individual companies. This means that you must combine the amounts that the individual companies (payers) paid to the same supplier.

Because the system enables you to specify up to five alternate addresses for each company, you can use the alternate address number of the legal entity as one of the alternate addresses for each company. Later in the 1099 process, you specify which of the alternate addresses the system uses to combine the payments that the individual companies made to one supplier.

For example, Smith Construction Company (your company) owns Johnson Fabrications Incorporated (another company). Each company made payments to Marshall Electrical Systems, a supplier, but you must create a 1099 return only for the legal entity, Smith Construction Company. You specify Smith Construction Company as one of the alternate addresses for Johnson Fabrications Incorporated, which enables the system to combine and record the payments that both companies made to Marshall Electrical Systems on the 1099 for Smith Construction.

Example of Combining Companies for 1099 Processing

This example describes a company in which the address book record and company record are not the same number. The company number is 500 and the address book number is 5005.

Company 500 owns companies 100 and 200 and shares the same tax ID. For 1099 processing, related address book combining must be set up so that company 500 is the payer on all 1099 returns for the three companies.

For this example, assume that:

- The address book and company records are the same number for company 100 as well as for company 200.
- Companies 100, 200, and 500 use the second related address number for address book combining.

For companies 100 and 200, the second related address on the address book record is set to 500.

Note. 500 is the company number, not the company address number.

Company 500 does not have an address book number of 500; therefore, when the company record was set up, 5005 was assigned as the company address number. This information is stored in the Company Constants table (F0010) and can be viewed by means of the Company Names & Numbers program (P0010).

These programs use related address book combining to produce 1099s for company 500:

- Build A/P Workfile program (R04514FP). With the Alternate Address Combining processing option set to 2, this program uses company number 500 (from the second Address Number field on the Address Book Revision form) and the tax ID of the address book number (5005) that is associated with company 500 to build the record in the 1099 A/P Worktable (F045143).
- Write Media program (P04515). This program uses the address book number (5005) that is associated with company 500 to locate the mailing address for the 1099 return.
- Build G/L Workfile program (R04514). With the Alternate Address Combining processing option set to 2, this program uses company number 500 (from the second address number field on the Address Book Revision form) and the tax ID of the address book number (5005) that is associated with company 500 to build the record in the 1099 G/L Worktable (F045141).

Form Used to Combine Companies for 1099 Processing

Form Name	FormID	Navigation	Usage
Address Book Revision	W01012A	Daily Processing (G01), Address Book Revisions Select a company and click Select on the Work With Addresses form.	On the Related Address tab, combine companies for 1099 processing.

CHAPTER 5

Using the A/P Ledger Method

This chapter provides overviews of the accounts payable (A/P) ledger method and user-defined codes (UDCs) for 1099 processing and discusses how to:

- Assign category code 07 values to address book records.
- Assign category code 07 values to vouchers.
- Perform related tasks for changing category code 07.
- Assign 1099 flags to vouchers.
- Clear the 1099 A/P Worktable.
- Clear the 1099 G/L Worktable.
- Build the 1099 A/P Worktable.
- Review records in the 1099 A/P Worktable.
- Adjust records in the 1099 A/P Worktable.

Understanding the A/P Ledger Method

The A/P ledger method generates 1099 returns for all payments that are made to suppliers with a person/corporation code of *P* (individual) or *N* (noncorporate entity) and that meet the minimum requirements established by the U.S. Internal Revenue Service (IRS).

Use the A/P ledger method to generate 1099 returns when one or more of these conditions exists:

- Most or all of the payments to suppliers with a person/corporation code of *P* or *N* are reportable on 1099s.
- You want to incorporate 1099 data from an outside system.
- You use retainage.

See `.1ayp`, Understanding 1099 Processing, Methods for 1099 Processing, Method Used with Retainage

The A/P ledger method enables you to use category code 07 or the 1099 flag to limit the vouchers that you select for 1099 processing.

To create the 1099 A/P Worktable (F045143), the 1099 A/P ledger method uses data that is stored in these tables:

- Accounts Payable Ledger (F0411).
- Accounts Payable - Matching Document (F0413).
- Accounts Payable Matching Document Detail (F0414).

You can enter adjustments, including data that is not supported by records in the F0411, F0413, and F0414 tables, directly into the records in the F045143 table.

Important! If you use the A/P ledger method, do not purge vouchers you paid in the calendar year that you are reporting. You must have information in the F0411, F0413, F0414, and F43121 tables for all vouchers that you paid in the calendar year for which a 1099 return might be required.

Understanding UDCs for 1099 Processing

This section discusses:

- UDCs for the A/P ledger method.
- UDC 04/TR.
- Address Book category code 01/07.

UDCs for the A/P Ledger Method

This table lists and describes the UDCs used by the A/P ledger method to select vouchers or voucher pay items for 1099 processing:

UDC	Description
04/TR - Type of Return - 1099s	<p>This UDC is required. The values for UDC 04/TR are shipped with the software and are hard-coded.</p> <p>These values specify the type of 1099 form and in which box on the form supplier amounts are printed.</p>
01/07 - 1099 Reporting Code	<p>This UDC is optional. The values for UDC table 01/07 are user-defined. Most clients use the same values as those in UDC 04/TR.</p> <p>These values specify which supplier amounts to print on the 1099 form.</p>

See Also

JD Edwards EnterpriseOne Tools 8.98 System Administration, Working With User Defined Codes

UDC 04/TR

The codes in UDC table 04/TR (Type of Return - 1099s), which the system uses to process 1099s, identify the different types of 1099 forms and specify the box on the form that corresponds to each type. The Build A/P Workfile program (P04514FP) and the Write Media program (P04515) use values from this UDC table to determine the type of 1099 form and the box in which to enter amounts.

The codes in UDC table 04/TR are hard-coded and should not be changed or deleted unless otherwise specified in Special Instructions for 1099 electronic software updates (ESUs). The codes consist of two characters. The first character specifies the type of form, as follows:

- *A*: 1099-MISC.
- *I*: 1099-DIV.

- 6: 1099-INT.

The second character of the UDC specifies the box on the form. Depending on the type of form, this can be a number or a letter, as illustrated in these examples:

- *I*: Box 1.
- *A*: Box 10.
- *B*: Box 8.
- *4*: Box 4.

Using the preceding examples, the combination of the first and second characters specifies forms and boxes as described here:

- For *AI*, the *A* represents Form 1099-MISC and the *I* represents box 1 (rents).
- For *AA*, the first *A* represents Form 1099-MISC and the second *A* represents box 10 (crop insurance proceeds).
- For *IB*, the *I* represents Form 1099-DIV and the letter *B* represents box 8 (cash liquidation distribution).
- For *64*, the *6* represents Form 1099-INT and the *4* represents box 4 (federal income tax withheld).

The following tables list the values for UDC table 04/TR, the box name on the preprinted 1099 form, the corresponding box number, and the amount code for electronic filing for each type of 1099 form.

1099-MISC

This table lists values for Form 1099-MISC:

UDC 04/TR	Box Name	Box Number	Amount Code
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 and 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	Note. An <i>X</i> is printed in box 9 and no amount is reported in the electronic file, so amount code 9 does not exist.
AA	Crop insurance proceeds.	10	A
AB	Excess golden parachute payments.	13	B
AC	Gross proceeds paid to an attorney.	14	C

UDC 04/TR	Box Name	Box Number	Amount Code
AD	Section 409A deferrals.	15A	D
AE	Section 409A income.	15B	E

1099-DIV

This table lists values for Form 1099-DIV:

UDC 04/TR	Box Name	Box Number	Amount Code
11	Total ordinary dividends	1a	1
12	Qualified dividends	1b	2
13	Total capital gain distribution	2a	3
14	Unrecaptured section 1250 gain	2b	6
15	Section 1202 gain	2c	7
16	Collectible (28 percent) rate gain	2d	8
17	Nondividend distributions	2e	9
18	Federal income tax withheld	4	A
19	Investment expenses	5	B
1A	Foreign tax paid	6	C
1B	Cash liquidation distributions	8	D
1C	Noncash liquidation distributions	9	E

1099-INT

This table lists values for Form 1099-INT:

UDC 04/TR	Box Name	Box Number	Amount Code
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	Investment expenses.	5	5
66	Foreign tax paid.	6	6
67	Tax-exempt interest	8	8
68	Specified private activity bond interest	9	9

Address Book Category Code 01/07

The codes in UDC table 01/07 (1099 Reporting Code) identify the different types of 1099 forms and specify the box on the form that corresponds to each type. This category code, which is stored in the address book record of the supplier in the Address Book Master table (F0101), is the only category code that is written to the Accounts Payable Ledger table (F0411).

If you use Address Book category code 07 for 1099 processing, you must set up values in UDC table 01/07. Consider these guidelines when you set up values:

- For consistency, set up the same values for UDC table 01/07 that are in UDC table 04/TR (Type of Return - 1099s).

Set up only the values that you will use, and associate the values directly with the form and box numbers of the 1099 forms that you plan to produce, such as A1 (IRS form 1099-MISC, Box 1) or 61 (IRS form 1099-DIV, Box 1). This association will ensure that the values in UDC table 01/07 are consistent with those in UDC table 04/TR.

- Set up a category code 07 value of EX (exempt) if part of the supplier payments, such as freight, is exempt from 1099 reporting.

When you enter a voucher for a supplier that is eligible for 1099 reporting, you can use *EX* to override the category code 07 value for any pay item that is exempt from 1099 reporting.

Assigning Category Code 07 Values to Address Book Records

This section provides an overview of category code 07 values for address book records, lists a prerequisite, and discusses how to assign category code 07 values to address book records.

Understanding Category Code 07 Values for Address Book Records

After you set up values in UDC table 01/07, you can assign a category code 07 value on the address book record of a supplier to identify the type of 1099 return and specify the box for 1099 processing. The system uses this as the default value for every voucher and voucher pay item that you process for the supplier.

Review these examples, which show how the business type of a supplier affects the type of 1099 form and box in which you report 1099 amounts and, consequently, the category code 07 value that you assign to the address book record:

- Johnson Specialty Painting supplies contractor services.
You report payments in box 7 of Form 1099-MISC; therefore, you must assign a category code 07 value of *A7* (box 7 for nonemployee compensation or contractor) to Johnson Specialty Painting.
- Douglas LTD Partnership supplies rental space.
You report payments in box 1 of Form 1099-MISC; therefore, you must assign a category code 07 value of *A1* (rent) to Douglas LTD Partnership.
- Smith & Sons supplies patent licenses.
You report payments in box 2 of Form 1099-MISC; therefore, you must assign a category code 07 value of *A2* (royalties paid for use of a patent) to Smith & Sons.

Prerequisite

Before assigning category code 07 values to address book records, set up values for category code 07 in UDC table 01/07.

Forms Used to Assign Category Code 07 Values to Address Book Records

Form Name	FormID	Navigation	Usage
Work With Supplier Master	W04012D	Annual Processing menu (G0422), Supplier Master Information	Select a supplier.
Supplier Master Revision	W04012A	Select a supplier and click Select on Work With Supplier Master.	Modify supplier information.
Address Book Revision	W01012A	Select A/B Revision from the Form menu on Supplier Master Revision.	Modify address book information.

Assigning Category Code 07 Values to Address Book Records

Select the Cat Code 1 - 10 tab on the Address Book Revision form.

The screenshot shows the 'Address Book Revision' form with the '6-Cat Code 1 - 10' tab selected. The 'Address Number' field contains '5872'. Below the tab, there are ten input fields for Category Codes 01 through 10. Category Code 07 is filled with 'A7' and has the text 'Nonemployee Compens' next to it. Other fields are empty.

Address Book Revision form: Cat Code 1 - 10 tab

On the Cat Code 1 - 10 tab, complete the Category Code 07 field and click OK.

Assigning Category Code 07 Values to Vouchers

This section provides an overview of category code 07 values for vouchers and discusses how to assign category code 07 values to vouchers.

Understanding Category Code 07 Values for Vouchers

If you assign a default value for category code 07 (UDC table 01/07) on the address book record of a supplier, the system automatically supplies that value on voucher pay items when you enter a voucher. Alternatively, you can enter a category code 07 value directly on individual voucher pay items when you enter a voucher.

After you enter or the system supplies a category code 07 value to a voucher pay item, you can change the value regardless of whether the voucher is posted. However, if you want to change the value to exclude the pay item from 1099 processing, you must perform one of these tasks:

- If the system supplies the default category code 07 value from the address book record, you must change the default value to *EX*; you cannot override an existing value with a blank.
- If the system does not supply a default category code 07 value and you enter the category code 07 value directly on the voucher pay item, you can change the value to blank; you can override an existing value with a blank.

Form Used to Assign Category Code 07 Values to Vouchers

Form Name	FormID	Navigation	Usage
Enter Voucher - Payment Information	W0411G	Annual Processing (G0422), Supplier Ledger Inquiry Select a voucher and click Select.	Modify voucher information.

Assigning Category Code 07 Values to Vouchers

Access the Enter Voucher - Payment Information form.

Cat Cd 07 (category code 07)

Enter one of 30 reporting codes that you can assign to an address in the Address Book system. Category Code 07 is used in the 1099 process to identify the box on the 1099 form in which a voucher or pay item should be reported. Examples include:

01: Rents

13: Total capital gain distributions

61: Interest income

A7: Nonemployee compensation

The Address Book Master record (F0101) for the supplier provides the default value for this field. You can change the voucher value, or leave the field blank to exclude a voucher from 1099 processing.

Performing Related Tasks for Changing Category Code 07

This table lists tasks related to changing category code 07:

Task	Description
Change a category code on an address book record.	Use the Address Book Revisions program (P01012) to add a category code or change the existing category code on an address book record. If you add or change the value for category code 07 on a single or multiple address book records, the system does not automatically change existing transactions in the Accounts Payable Ledger table (F0411). You must run the Update Approver/Cat Code 7 program (R04802).
Globally change category codes on address book records.	Use the Global Category Code Update program (R01490) to add category codes or change them on multiple address book records.
Change a category code on a voucher.	Use these programs to add a category code or change the existing category code on a voucher: <ul style="list-style-type: none"> • Speed Status Change (P0411S) • Standard Voucher Entry (P0411)
Globally change category codes on multiple vouchers.	Use the Update Approver/Cat Code 7 program (R04802) to change the category code 07 value on multiple existing vouchers after you change the category code on address book records. This program updates existing transactions in the F0411 table based on category code information that is stored in the Address Book Master table (F0101).

See Also

JD Edwards EnterpriseOne Address Book 9.0 Implementation Guide, Entering Supplier Information

JD Edwards EnterpriseOne Accounts Payable 9.0 Implementation Guide, Entering Standard Vouchers

Assigning 1099 Flags to Vouchers

This section provides an overview of the 1099 flag and discusses how to assign the 1099 flag.

Understanding the 1099 Flag

As an alternative to using category code 07, you can use the 1099 Flag field to specify whether a voucher or voucher pay item is eligible for 1099 processing. Unlike category code 07, the 1099 flag does not specify the type of 1099 form to use or which box on the form to use. It simply *flags*, or identifies, a voucher or voucher pay item as eligible for 1099 processing, and you use a processing option in the Build A/P Workfile program (R04514FP) to specify the type of return and box. Typically, clients who do simple 1099 reporting and produce only one type of 1099 return with the same box use the 1099 flag.

To assign a 1099 flag to a voucher, enter *1* in the 1099 Flag field for each pay item on the Enter Voucher - Payment Information form. The value *1* includes the pay item in 1099 processing, and the blank value does not.

If you hire contractors (nonemployees), payments to them might be partially exempt from 1099 reporting. Reimbursements for expenses such as travel, lodging, and so on typically are excluded. For those expenses, you leave the 1099 Flag field blank and enter *I* in the 1099 Flag field only for those pay items that are subject to 1099 reporting.

You can change the value in the 1099 Flag field on posted and unposted vouchers for the current period only using the Standard Voucher Entry program (P0411).

Form Used to Assign the 1099 Flag to Vouchers

Form Name	FormID	Navigation	Usage
Enter Voucher - Payment Information	W0413MB	Annual Processing menu (G0422), Supplier Ledger Inquiry Select a voucher and click Select.	Modify voucher information.

Assigning the 1099 Flag

Access the Enter Voucher - Payment Information form.

1099 Flag

Enter a code that specifies whether to include the pay item in 1099 processing. Values are:

Blank: Do not include the pay item in 1099 processing.

I: Include the pay item in 1099 processing.

Use the 1099 Flag field for the A/P ledger method only. If you use the G/L method, vouchers are automatically included in 1099 processing based on automatic accounting instruction (AAI) ranges for AAI item PX. The 1099 flag is not used.

Enter *I* in the 1099 Flag field only for those pay items that are subject to 1099 reporting. If a pay item, such as freight or shipping, is exempt from 1099 reporting, leave this field blank.

Clearing the 1099 A/P Worktable

This section provides an overview of the Clear A/P Workfile program and discusses how to run the program.

Understanding the Clear A/P Workfile Program

If you use the A/P ledger method or a combination of the A/P ledger and G/L methods, ensure that you run the Clear A/P Workfile program (R04CLRFP) to delete prior year records from the 1099 A/P Worktable (F045143) before you begin processing 1099 returns for the current year. Thereafter, do not run this program for the current year unless you make a substantial mistake, such as running the Build A/P Workfile program (R04514FP) twice for the same type of return, and you cannot easily correct errors by adjusting records in the F045143 worktable.

The Clear A/P Workfile program removes all records in the F045143 table, including any adjustments that you entered using the Enter A/P Workfile Adjustment program (P04510FP). The Build A/P Workfile program (R04514FP) adds records to the F045143 table each time you run it.

Running the Clear A/P Workfile Program

Select 1099 A/P Ledger Method (G04222), Clear A/P Workfile.

Clearing the 1099 G/L Worktable

This section provides an overview of the Clear G/L Workfile program and discusses how to run the program.

Understanding the Clear G/L Workfile Program

If you use the A/P ledger method only, ensure that you run the Clear G/L Workfile program (R04CLRGL) to delete prior year records from the 1099 G/L Worktable (F045141).

If you use a combination of both the A/P ledger and G/L methods, you do not need to run the Clear G/L Workfile program because the Build G/L Workfile program (R04514) automatically clears records from the F045141 table before it adds records.

Running the Clear G/L Workfile Program

Select 1099 A/P Ledger Method (G04222), Clear G/L Workfile.

Building the 1099 A/P Worktable

This section provides overviews of the Build A/P Workfile program, Build A/P Workfile program versions, lists prerequisites, and discusses how to:

- Run the Build A/P Workfile program.
- Set processing options for Build A/P Workfile (R04514FP).
- Set data selection for Build A/P Workfile (R045145FP).

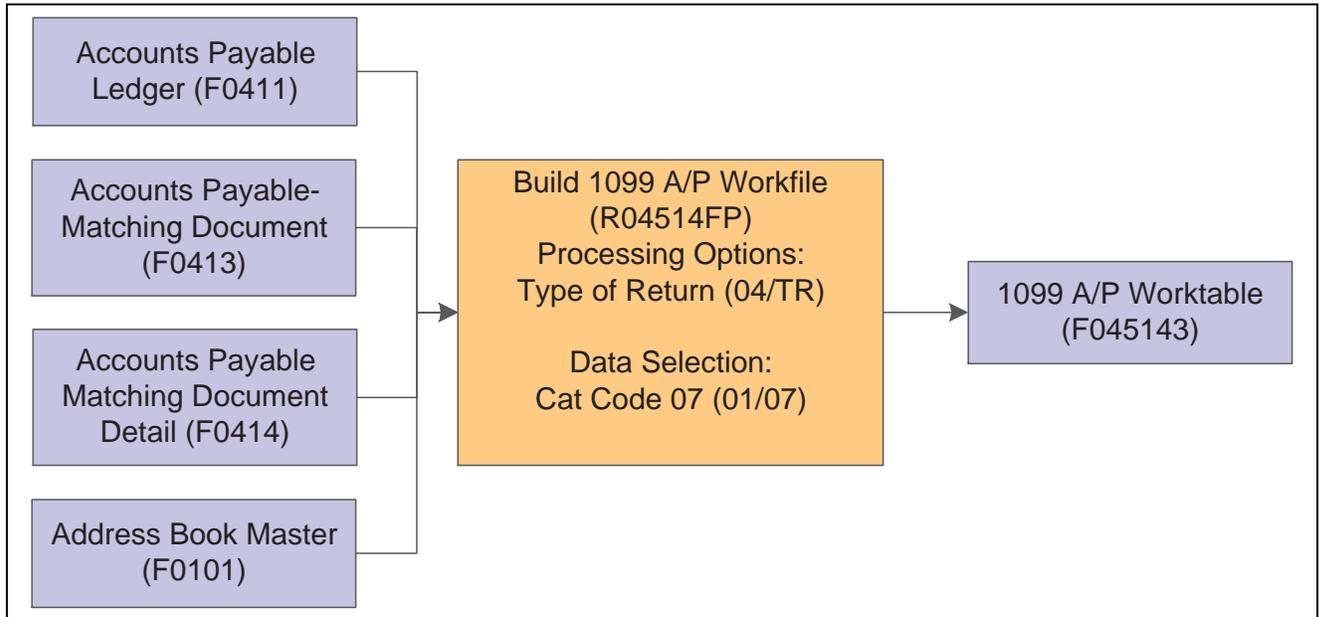
Understanding the Build A/P Workfile Program

Unlike the G/L method, you build the worktable early in the 1099 process for the A/P ledger method. The Build A/P Workfile program (R04514FP) builds the 1099 A/P Worktable (F045143), which you use to generate 1099 returns. This program selects all paid vouchers that you made to suppliers that are not corporations for the current reporting year. The system uses these tables to build the 1099 A/P Worktable:

- Address Book Master table (F0101).
- Accounts Payable Ledger table (F0411).
- Accounts Payable-Matching Document table (F0413).
- Accounts Payable Matching Document Detail table (F0414).

The R04514FP program also uses processing options and data selection to create records in the 1099 A/P Worktable. The Type of Return processing option is used to identify the type of 1099 return (MISC, DIV, or INT) and the specific box on the return. The system uses the user-defined code (UDC) values from 04/TR for this information. The system uses the data selection to determine which records should be selected for the type of return that is specified in the processing option.

This graphic shows how the R04514FP program uses tables, in addition to the processing options and data selection, to create the A/P worktable:



How the R04514FP program uses tables, processing options, and data selection

The Build A/P Worktable program does not generate a report. You must view Work Center messages to ensure that the program finished successfully.

After you build the F045143 worktable, you can use the Enter A/P Workfile Adjustment program (P04510FP) to view the records generated and adjust them as needed. When you adjust records in the F045143 worktable, the system does not change any data in the accounts payable tables. The worktable is used only to gather information to be reported to the IRS on 1099 forms, and is not used for any other purpose.

Each time that you run the Build A/P Workfile program, the program adds records to the existing records in the worktable. To avoid updating existing records in the worktable, make sure that you use different data selection each time you run the program. If a record already exists for the same payee, payer, and type of return, the system updates the record and adds to the amount.

Important! Back up the F045143 table nightly and keep a record of the adjustments that you enter daily using the Enter A/P Workfile Adjustment program. If you must clear the F045143 table because you erroneously updated existing records, you can restore the F045143 table, rerun the Build A/P Workfile program using different data selection, and then re-enter only those adjustment records that were entered since the last backup.

Understanding Versions of the Build A/P Workfile Program

If you use the Category Code 07 field to identify vouchers for 1099 processing, and you process multiple types of 1099s, create a separate version of the Build A/P Workfile program (R04514FP) for each type of return and box on the return that you process. For each version, set up the Type of Return processing option with one of the UDC codes from 04/TR that you process. Then, set up the data selection for Category Code - Address Book 07 to match the type of return that you specified in the processing option.

This table shows an example of how you would set up the processing option and the data selection if you use the Category Code 07 field to identify vouchers for 1099 processing, and you have multiple types of returns and multiple boxes:

Type of Return Processing Option	Data Selection for Category Code - Address Book 07	1099 Return and Box
Type of return equals A1	Category Code 07 equals A1	1099–Misc box 1 (Rents)
Type of return equals A2	Category Code 07 equals A2	1099–Misc box 2 (Royalties)
Type of return equals 13	Category Code 07 equals 13	1099–DIV box 13 (Capital gain distribution)

If you use the 1099 Flag field to identify vouchers for 1099 processing, and you report information about only one type of return, you can set up one version of the R04514FP program with the Type of Return processing option set to the type of return that you process, and with data selection set to include vouchers with a *1* in the 1099 Flag field.

This table shows an example of how you would set up the processing options and the data selection if you use the 1099 Flag field and you process only 1099 returns for rents:

Type of Return Processing Option	Data Selection for Category Code - Address Book 07	1099 Return and Box
Type of return equals A1	1099 Flag equals 1	1099–MISC box 1 (Rents)

Note. Oracle recommends that each year after you apply the ESU for 1099 processing, you delete old versions of the R04514FP program and create new ones.

You must run the Build A/P Workfile program multiple times (without clearing the F045143 worktable) to ensure that you include each type of return that you process.

Note. If you made payments to suppliers for whom you do not have tax ID numbers (TINs), you are required to have withheld a certain percentage of payments to those suppliers. The 1099 for those suppliers must reflect the amount that you withheld.

Specify *14* (DIV), *64* (INT), or *A4* (MISC) for federal income tax withheld in the processing option for the type of return. Use data selection to include payments with backup withholding based on the tax authority. Set the payee address number equal to the address book number of the tax authority.

Prerequisites

Before completing the tasks in this section:

- Depending on whether you use the 1099 flag or the category code 07 for 1099 processing, perform one of these tasks:

- Update the 1099 Flag field for voucher pay items on the Enter Voucher - Payment Information form, as necessary.
- Add or change the Category Code 07 field value for voucher pay items using the Speed Status Change (P0411S) or Standard Voucher Entry (P0411) program, as necessary.
- Back up the 1099 A/P Worktable (F045143).
If you used the 1099 A/P Ledger method last year, back up the F045143 table so that you have a copy of last year's 1099 returns. Make sure that you do this before you complete the next item.
- Run the Clear A/P Workfile program (R04CLRFP) to delete prior year records in the F045143 table.
- If you use the 1099 A/P Ledger method only, run the Clear G/L Workfile program (R04CLRGL) to delete prior year records in the 1099 G/L Worktable (F045141).
- If you use category code 07, create a version of the Build A/P Workfile program (R04514FP) for each type of return and box on the return.
Ensure that the two-character UDC table 04/TR value in the processing option for Type of Return and the data selection for the category code 07 value specify the same 1099 return and box on the return.
- Restore these tables, if necessary:
 - Purge - Accounts Payable Ledger (F0411P).
 - Purge - Accounts Payable Matching Documents (F0413P).
 - Purge - Accounts Payable Matching Document Detail (F0414P).

Running the Build A/P Workfile Program

Select 1099 A/P Ledger Method (G04222), Build A/P Workfile.

Setting Processing Options for Build A/P Workfile (R04514FP)

Processing options enable you to specify the default processing for programs and reports.

Process

These processing options specify how the program will build and update the 1099 A/P Worktable (F045143). Vouchers are processed based on reporting year, type of return, and address number.

- 1. 1099 Reporting Year** Use this processing option to specify the four-digit 1099 reporting year. The system writes only voucher amounts that were paid within the specified year to the 1099 A/P Workfile (F045143).
- 2. Type of Return** Use this processing option to specify the type of 1099 form and the box in which to print amounts for the records that you select to include in the 1099 A/P Worktable (F045143). Values are two characters and are defined in UDC 04/TR. For example, enter *A1* for 1099-MISC box 1 (rents) or enter *I3* for 1099-DIV box 3 (nontaxable distributions). Values *I*, *6*, and *A* are not valid.

If you use more than one form or box on a 1099 form, ensure that the value in this processing option and the value in the data selection identify the same form and box.
- 3. Alternate Address Combining Method** Use this processing option to specify which address the system will use to update the 1099 A/P Worktable (F045143). If you leave this processing option

blank or if the specified alternate address number is blank, the system will use the original address number (AN8) of the 1099-eligible voucher. Values are:

Blank: The system uses the original address number (AN8).

1: First alternate address (AN81).

2: Second alternate address (AN82).

3: Third alternate address (AN83).

4: Fourth alternate address (AN84).

5: Fifth alternate address (AN85).

6: Factor/special payee (AN85).

7: Parent number (PA8).

The workfile record is written with the tax ID specified in the Address Book Master table (F0101) for the address number that you specify in this processing option. If the workfile already contains a record for that same address number, the existing record is updated with the added amount.

Setting Data Selection for Build A/P Workfile (R04514FP)

Carefully consider the implications of selecting data for the Build A/P Workfile program (R04514FP). You might encounter these problems:

- The Write Media program (P04515) combines records from the 1099 G/L Worktable (F045141) and the 1099 A/P Worktable (F045143).
If you use both the G/L and A/P ledger methods, make sure that you do not select the same vouchers for the Build A/P Workfile program for both methods, or 1099 amounts will be overstated.
- If a record has values in both the Category Code 07 field and the 1099 Flag field and you run a version of the Build A/P Workfile program for each of them, 1099 amounts in the F045143 worktable and on the 1099 form will be overstated.

Reviewing Records in the 1099 A/P Worktable

This section provides an overview of A/P Worktable record review and discusses how to review records.

Understanding 1099 A/P Worktable Record Review

After you build the 1099 A/P Worktable (F045143), you can review the records by supplier in the F045143 worktable using the Enter A/P Workfile Adjustment program (P04510FP).

After you review the records in the F045143 table, you can use the Enter A/P Workfile Adjustment program to add, change, or delete records.

If data is from an outside source, you must first add the records to the F045143 worktable using the Enter A/P Workfile Adjustment program. Then, you can review them using the same program. To be able to add a record from an outside source, you must use a supplier that has a valid address book record with a Person/Corporation Code value of P or N.

Form Used to Review Records in the 1099 A/P Worktable

Form Name	FormID	Navigation	Usage
Adjust 1099 A/P Workfile Records	W04510FPA	1099 A/P Ledger Method menu (G04222), Enter A/P Workfile Adjustment Select a record and click Select.	Review record information.

Reviewing Records

Access the Adjust 1099 A/P Workfile Records form.

Review the Type Return and Amount fields and click OK.

Adjusting Records in the 1099 A/P Worktable

This section provides an overview of 1099 A/P Worktable adjustments and discusses how to:

- Set processing options for Enter A/P Workfile Adjustment (P04510FP).
- Adjust records in the 1099 A/P Worktable.
- Add records to the 1099 A/P Worktable.

Understanding 1099 A/P Worktable Adjustments

After you build the 1099 A/P Worktable (F045143), you can use the Enter A/P Workfile Adjustment program (P04510FP) to review the records generated and, if necessary, adjust amounts for a supplier before you print 1099 returns.

You can use the Enter A/P Workfile Adjustment program to change an existing amount as well as add a line item to an existing supplier record. If a record does not exist for a supplier or if data originates from an outside source, you can use this program to add a record to the F045143 worktable.

Adjusting amounts in the F045143 worktable does not change any data in the accounts payable tables. When you adjust amounts, the Enter A/P Workfile Adjustment program adjusts records only in the F045143 worktable. The worktable is used only to gather information to be reported to the IRS on 1099 forms, and is not used for any other purpose. No audit trail exists for the changes that you enter in the F045143 worktable.

Note. If the IRS has notified you twice within three calendar years that you provided an incorrect TIN for a payee, you can select the 2nd TIN option on the Adjust 1099 A/P Workfile Records form. The payee's 1099 return will have a check mark in the 2nd TIN notice box.

Form Used to Adjust Records in the 1099 A/P Worktable and Add Records to the 1099 A/P Worktable

Form Name	FormID	Navigation	Usage
Adjust 1099 A/P Workfile Records	W04510FPB	1099 A/P Ledger Method menu (G04222), Enter A/P Workfile Adjustment Select a record and click Select. Click Add to add new records.	Modify record information or add new records.

Setting Processing Options for Enter A/P Workfile Adjustment (P04510FP)

Processing options enable you to specify the default processing for programs and reports.

Edits

- 1. Alternate Address Error** Specify the kind of message the system issues when you make an adjustment to 1099 A/P Workfile (F045143) for a supplier that has an alternate address book record. Values are:

Blank: Warning error

1: Hard error

- 2. Tax ID Validation** Specify the kind of message the system issues when you make an adjustment to the 1099 A/P Workfile (F045143) using a tax ID that is different from a tax ID in the Address Book system. Values are:

Blank: Warning error

1: Hard error

Process

- 1. Alternate Address Combining Method** Specify the address book number that was used when the 1099 A/P Workfile (F045143) was built. This is the address book record that the system validates against when you enter adjustments to the F045143. If this processing option is left blank or if the specified alternate address number is blank, the system uses the original address number (AN8) and issues no error or warning message. Values are:

Blank: Original address number (AN8).

1: First alternate address (AN81).

2: Second alternate address (AN82).

3: Third alternate address (AN83).

4: Fourth alternate address (AN84).

5: Fifth alternate address (AN86).

6: Factor/special payee (AN85).

7: Parent number (PA8).

Adjusting Records in the 1099 A/P Worktable

Access the Adjust 1099 A/P Workfile Records form.

Supplier Number: 4360 *Allen Supplies*

2nd TIN

Type *	Amount	Tax ID	Co *	Company Tax Id
<input checked="" type="checkbox"/> A4	150.00	256-55-6301	00001	430788490
<input type="checkbox"/> A7	500.00	256-55-6301	00001	430788490
<input type="checkbox"/>				

Adjust 1099 A/P Workfile Records form

If you have 1099 records for suppliers that should not be included in 1099 processing, you must delete the records. To delete an entire record, you must delete each line within the record. The system deletes the record for the supplier from the 1099 A/P Worktable (F045143).

2nd TIN (second tax identification number)

Select this check box if the IRS has notified you twice within the last three years that you provided them with an incorrect TIN for this supplier. When you print the 1099 form for the supplier, the box for 2nd TIN notice is selected.

Type Return

Enter a UDC (04/TR) that indicates the type of 1099 return and box on the return.

Valid types of 1099 return codes are:

Ax: 1099-MISC

Ix: 1099-DIV

6x: 1099-INT

To create this return code, you combine the code for the type of return with the number of the box on the form. For example, you can set up *AI*, where *A* indicates form 1099-MISC and *I* indicates box 1 (rents).

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 with the amount.

Amount

Enter a number that identifies the amount that the system will add to the account balance of the associated account number. Enter credits with a minus sign (-) either before or after the amount.

Co (company)

Enter a code that identifies a specific organization, fund, or other reporting entity. 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.

Note. You can use company 00000 for default values such as dates and AAIs. You cannot use company 00000 for transaction entries.

Tax ID

Enter the identification code required by various tax authorities. This value can be a Social Security Number, federal or state corporate tax ID, sales tax number, and so on. The system verifies the number and prints the separators in the correct format, according to the value of TAXC (Person/Corporation Code). If no value exists for TAXC, the system uses the Corporate Entity.

Company Tax Id

Enter the code that is used to designate the identification code required by various tax authorities. Such codes would include Social Security Number, federal or state corporate tax IDs, sales tax number, and so on.

The system supplies the values for the Tax ID and Company Tax ID fields from the Address Book Master table (F0101).

Adding Records to the 1099 A/P Worktable

Access the Adjust 1099 A/P Workfile Records form.

1. Click Add.
2. Update the Type Return field.
3. Update the Amount Paid for That Supplier field.
4. Update the Company field.

If you leave the Tax ID and Company Tax ID fields blank, the system supplies the default values from the Address Book Master table (F0101). If you enter values in these fields, the system displays an error message if they do not match the tax ID and company tax ID in the F0101 table for the supplier and company that you entered.

CHAPTER 6

Using the G/L Method

This chapter provides overviews of the general ledger (G/L) method and automatic accounting instructions (AAIs) for the G/L method and discusses how to:

- Update the Account Ledger table.
- Print the Payments Exception report.
- Adjust 1099 payment records in the F0911 table.
- Build the 1099 G/L worktable.

Understanding the G/L Method

The G/L method generates 1099 returns based on information that is stored in the Account Ledger table (F0911). The G/L method looks only at vouchers that were paid during the 1099 processing year. It uses AAIs to determine which G/L object accounts on voucher expense distributions should be included in the 1099 processing. The AAIs specify the form and box where the amounts in each object account will be reported.

The advantage of using the G/L method is that you can exclude expenses that should not be reported, such as freight charges, without having to create individual pay items on vouchers or having to adjust for these expenses in the 1099 A/P Worktable (F045143).

Consider using the G/L method when one or more of these conditions exist:

- The information in the F0911 table is complete for the 1099 reporting year.
- Payments to suppliers must be reported in more than one box on 1099 forms. With the G/L method, you can easily distinguish the boxes using account numbers AAIs.
- The company chart of accounts is stable.
- Many of your expenses to suppliers are exempt and should not be reported on 1099 forms.

You should not use the G/L method if you use retainage. If you use retainage, you must use the A/P method.

See .1ayp, Understanding 1099 Processing, Methods for 1099 Processing, Method Used with Retainage

Important! If you use the G/L method, do not purge the journal entries for the calendar year that you are reporting. You must have information in the F0911 table for all journal entries involving payments in the calendar year for which a 1099 return might be required.

Understanding AAIs for the G/L Method

This section discusses:

- G/L method AAIs.
- Relationships between AAIs and boxes on 1099 forms.

G/L Method AAIs

The G/L method uses AAIs to determine G/L account number ranges for 1099 processing. AAI item PXxxxx specifies the object accounts and object account ranges that are used for 1099 processing. You set up these AAI items to connect the chart of accounts to the corresponding IRS form and box.

AAI item PXxxxx consists of six characters. This table describes these characters:

Character	Description
1 and 2	Defines the AAI as a 1099 item. This value is always PX.
3	Defines the type of 1099 form. The system uses A, 1, and 6 in the third position to identify the forms as follows: PXAxxx for 1099-MISC form PX1xxx for 1099-DIV form PX6xxx for 1099-INT form
4	Defines which box to use on the 1099 form. For example, PXA1xx is associated with box 1 on the 1099-MISC form, PXA2xx is associated with box 2, and so on.
5 and 6	Defines the beginning and end of a range of object accounts. You use pairs of AAI items for each range. Odd numbers indicate the beginning of a range, whereas even numbers indicate the end of a range. For example, PXA101 defines the beginning of the first range of accounts to be used for box 1 of the 1099-MISC form, and PXA102 defines the end of the range for box 1 of the 1099-MISC form.

Observe these guidelines when you set up object account ranges for AAI item PXxxxx:

- Set up AAIs for company 00000 only. Leave the business unit field blank. Specifying the business unit might produce undesirable results. For example, an amount might be omitted from processing. AAI item PXxxxx is not company-specific; therefore, the chart of accounts must be consistent among company 00000 and other companies.
- Use odd numbers to specify the beginning of a range and even numbers to specify the end of a range (for example, 01–02, 03–04, and so on).
- Do not use the same accounts for two ranges.
- Do not overlap ranges. For example, do not set up 01–02 and 02–03.
- Do not skip ranges. For example, do not use 01–02 and 05–06 without also using 03–04.
- Enter both the object and subsidiary for the end of the range.

Depending on the operating system, use either *ZZZZZZZZ* or *99999999* for the subsidiary; do not use both interchangeably. Consult the system administrator for details.

- Do not set up more than 49 ranges for each box on a 1099 form.
- Delete any unused 1099 ranges by deleting the entire AAI item.

- Do not specify object accounts for cash accounts, received and not vouchered accounts, A/P trade accounts, or A/R trade accounts.

AAIs are stored in the Automatic Accounting Instructions Master table (F0012).

Example: AAIs for the G/L Method

Review this table for examples of ranges of AAI items for the G/L method. The examples are not all-inclusive of the AAIs that the system uses to process 1099s.

AAI Item Range	Characters in the AAI Item
PXA101 - PXA102	<ul style="list-style-type: none"> • <i>PX</i> indicates a 1099 AAI item • <i>A</i> indicates Form 1099-MISC • <i>I</i> indicates Box 1 on the form • <i>01</i> indicates the beginning of the first range of object accounts and <i>02</i> indicates the end of the first range of object accounts
PXA103 - PXA104	<ul style="list-style-type: none"> • <i>PX</i> indicates a 1099 AAI item • <i>A</i> indicates Form 1099-MISC • <i>I</i> indicates box 1 on the form • <i>03</i> indicates the beginning of the second range of object accounts and <i>04</i> indicates the end of the second range of object accounts
PXA201 - PXA202	<ul style="list-style-type: none"> • <i>PX</i> indicates a 1099 AAI item • <i>A</i> indicates Form 1099-MISC • <i>2</i> indicates box 2 on the form • <i>01</i> indicates the beginning of the first range of object accounts and <i>02</i> indicates the end of the first range of object accounts
PX1101 - PX1102	<ul style="list-style-type: none"> • <i>PX</i> indicates a 1099 AAI item • <i>I</i> indicates Form 1099-DIV • <i>I</i> indicates box 1a on the form • <i>01</i> indicates the beginning of the first range of object accounts and <i>02</i> indicates the end of the first range of object accounts

AAI Item Range	Characters in the AAI Item
PX1B01 - PX1B02	<ul style="list-style-type: none"> • <i>PX</i> indicates a 1099 AAI item • <i>I</i> indicates Form 1099-DIV • <i>B</i> indicates Box 1B on the form • <i>01</i> indicates the beginning of the first range of object accounts and <i>02</i> indicates the end of the first range of object accounts
PX6101 - PX6102	<ul style="list-style-type: none"> • <i>PX</i> indicates a 1099 AAI item • <i>6</i> indicates Form 1099-INT • <i>I</i> indicates box 1 on the form • <i>01</i> indicates the beginning of the first range of object accounts and <i>02</i> indicates the end of the first range of object accounts

Relationships Between AAIs and Boxes on 1099 Forms

When you use the G/L method for 1099 reporting, the data that prints on 1099 returns depends on the item number in AAIs. The A/P Ledger method does not use AAIs.

These examples illustrate the relationship between the item numbers in AAIs and the boxes on the 1099 forms:

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

9595		<input type="checkbox"/> VOID <input type="checkbox"/> CORRECTED							
PAYER'S name, street address, city, state, ZIP code, and telephone no.				1 Rents		OMB No. 1545-0115		<div style="font-size: 2em; font-weight: bold;">2008</div> <div style="font-weight: bold;">Miscellaneous Income</div>	
				\$					
				2 Royalties		Form 1099-MISC		<div style="font-weight: bold;">Copy A</div> <div style="font-weight: bold;">For Internal Revenue Service Center</div> <div style="font-weight: bold;">File with Form 1096.</div>	
				\$					
PAYER'S federal identification number		RECIPIENT'S identification number		3 Other Income		4 Federal income tax withheld		<div style="font-weight: bold;">For Privacy Act and Paperwork Reduction Act Notice, see the 2008 General Instructions for Forms 1099, 1098, 5498, and W-2G.</div>	
\$		\$							
RECIPIENT'S name				5 Fishing boat proceeds		6 Medical and health care payments		<div style="font-weight: bold;">For Privacy Act and Paperwork Reduction Act Notice, see the 2008 General Instructions for Forms 1099, 1098, 5498, and W-2G.</div>	
				\$		\$			
Street address (including apt. no.)				7 Nonemployee compensation		8 Substitute payments in lieu of dividends or interest		<div style="font-weight: bold;">For Privacy Act and Paperwork Reduction Act Notice, see the 2008 General Instructions for Forms 1099, 1098, 5498, and W-2G.</div>	
				\$		\$			
City, state, and ZIP code				9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/>		10 Crop insurance proceeds		<div style="font-weight: bold;">For Privacy Act and Paperwork Reduction Act Notice, see the 2008 General Instructions for Forms 1099, 1098, 5498, and W-2G.</div>	
				\$		\$			
Account number (see instructions)		2nd TIN not <input type="checkbox"/>		11		12		<div style="font-weight: bold;">For Privacy Act and Paperwork Reduction Act Notice, see the 2008 General Instructions for Forms 1099, 1098, 5498, and W-2G.</div>	
15a Section 409A deferrals		15b Section 409A income		13 Excess golden parachute payments		14 Gross proceeds paid to an attorney		<div style="font-weight: bold;">For Privacy Act and Paperwork Reduction Act Notice, see the 2008 General Instructions for Forms 1099, 1098, 5498, and W-2G.</div>	
\$		\$		\$		\$			
				16 State tax withheld		17 State/Payer's state no.		<div style="font-weight: bold;">For Privacy Act and Paperwork Reduction Act Notice, see the 2008 General Instructions for Forms 1099, 1098, 5498, and W-2G.</div>	
				\$		\$			
				18 State Income				<div style="font-weight: bold;">For Privacy Act and Paperwork Reduction Act Notice, see the 2008 General Instructions for Forms 1099, 1098, 5498, and W-2G.</div>	
				\$		\$			
Form 1099-MISC				Cat. No. 14425J		Department of the Treasury - Internal Revenue Service			
Do Not Cut or Separate Forms on This Page					— Do Not Cut or Separate Forms on This Page				

Example of the 1099-MISC form for 2008

Box Number	AAI
1. Rents	PXA1
2. Royalties	PXA2
3. Other Income	PXA3
4. Federal income tax withheld	PXA4
5. Fishing boat proceeds	PXA5
6. Medical and health care payments	PXA6
7. Nonemployee compensation	PXA7
8. Substitute payments in lieu of dividends or interest	PXA8
9. Payer made direct sales of 5,000 USD or more of consumer products to a buyer (recipient) for resale	PXA9
10. Crop insurance proceeds	PXAA
13. Excess golden parachute payments	PXAB
14. Gross proceeds paid to an attorney	PXAC
15a. Section 409A deferrals	PXAD
15b. Section 409A income	PXAE

9191 <input type="checkbox"/> VOID <input type="checkbox"/> CORRECTED		OMB No. 1545-0110		2008	Dividends and Distributions
PAYER'S name, street address, city, state, ZIP code, and telephone no.		1a Total ordinary dividends	Form 1099-DIV		
		\$	2b Unrecap. Sec. 1250 gain	Copy A For Internal Revenue Service Center File with Form 1096.	
		1b Qualified dividends	\$		
PAYER'S federal identification number		2a Total capital gain distr.	\$	For Privacy Act and Paperwork Reduction Act Notice, see the 2008 General Instructions for Forms 1099, 1098, 5498, and W-2G.	
RECIPIENT'S identification number		2c Section 1202 gain	\$		
RECIPIENT'S name		3 Nondividend distributions	\$	2008 General Instructions for Forms 1099, 1098, 5498, and W-2G.	
Street address (including apt. no.)		4 Federal income tax withheld	\$		
City, state, and ZIP code		5 Investment expenses	\$	2008 General Instructions for Forms 1099, 1098, 5498, and W-2G.	
Account number (see instructions)		6 Foreign tax paid	\$		
2nd TIN not. <input type="checkbox"/>		7 Foreign country or U.S. possession	\$	2008 General Instructions for Forms 1099, 1098, 5498, and W-2G.	
		8 Cash liquidation distributions	\$		
		9 Noncash liquidation distributions	\$	2008 General Instructions for Forms 1099, 1098, 5498, and W-2G.	
Form 1099-DIV		Cat. No. 14415N		Department of the Treasury - Internal Revenue Service	
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Example of the 1099-DIV form for 2008

Note. Box 7 on the Interest Income form is not an amount field. The system completes box 7 with the foreign country that is associated with box 6 when the payee's payable type is *F* and the country code is not blank.

Updating the Account Ledger Table

This section provides overviews of Account Ledger table updates, the Update Payment Information - Receipts program, and the Update Payment Information program, lists prerequisites, and discusses how to:

- Run the Update BU.Obj.Sub to Journal Entry program (R09806).
- Set processing options for Update BU.Obj.Sub to Journal Entry (R09806).
- Run the Update Payment Information - Receipts program (R045131).
- Set processing options for Update Payment Information - Receipts (R045131).
- Run the Update Payment Information program (R04513).
- Set processing options for Update Payment Information (R04513).

Understanding Account Ledger Table Updates

The G/L method uses payment information that is stored in the Account Ledger table (F0911); therefore, you must ensure that this table contains current information.

Run the following programs on the Enterprise Server in sequential order to ensure that all transactions have been updated in the F0911 table:

- Update BU.Obj.Sub to Journal Entry (R09806)

This program updates the F0911 table with any changes that you have made to the chart of accounts. If you have made no changes, you do not need to run this program.

The Update BU.Obj.Sub to Journal Entry program (R09806), which you must run before you update payment information, updates the Account Balances (F0902) and Account Ledger (F0911) tables with any changes to business units, object accounts, and subsidiary accounts from the Account Master table (F0901).

The Update BU.Obj.Sub to Journal Entry program produces a report that shows changes made to the F0902 and F0911 tables. Compare the changes on the report to the AAI setup to ensure that the account numbers for AAI item PXxxxx are still within the specified ranges.

If you have not made changes to the F0901 table, you do not need to run this program.
- Update Payment Information - Receipts (R045131)

If you use the Procurement system to create vouchers using three-way matching, you must run the Update Payment Information - Receipts program before you run the Update Payment Information program. If you do not, you might get unpredictable results.

You do not need to run this program if you do not use the Procurement system, or if you use the Procurement system, but only for purchase order-matched (two-way matched) vouchers.
- Update Payment Information (R04513)

This program updates the F0911 table with valid payment numbers and dates.

See Also

JD Edwards EnterpriseOne General Accounting 9.0 Implementation Guide, Revising an Organization, Understanding the Process to Update the F0911 and F0902 Tables

Understanding the Update Payment Information - Receipts Program

Run the Update Payment Information - Receipts program (R045131) before you run the Update Payment Information program (R04513).

If you create purchase orders and use three-way voucher matching in the Procurement system, you must run the Update Payment Information - Receipts program to ensure that all payment information has been updated in the F0911 table.

The Update Payment Information - Receipts program identifies all receipt-matched purchase orders with accounts that are within the range for AAI item PXxxxx and are eligible for 1099 reporting. For each voucher, the program creates a voucher record in the TX (tax) ledger of the Account Ledger table (F0911) and updates the payment number and payment date.

The Update Payment Information - Receipts program (R045131) performs these steps:

- Reads the Purchase Order Receiver File table (F43121) and selects all records with a match record type 2.
- For records that are eligible for 1099 reporting, the program compares the open and gross amounts of each voucher to determine whether a payment has been applied and then either excludes the voucher if the open and gross amounts are equal (no payments have been made) or includes the voucher if the open and gross amounts are not equal (payments have been made).

If the voucher is included, the program then:

- Reads the Account Ledger table (F0911) and matches the document number, document type, and company to the Accounts Payable Ledger table (F0411).
- Reads the Accounts Payable Matching Document Detail table (F0414) by document number, document type, and company for the payment ID. Uses the payment ID to locate the record in the Accounts Payable - Matching Document table (F0413), from where it retrieves the payment number and payment date.
- Updates the payment number on the original voucher record in the AA ledger with @ if records exist in both the F0911 and F43121 tables. This record appears on the Enter 1099 Payment Adjustments form, but is not included in the 1099 amount.
- Bypasses deducting discount amounts from payments. However, if you leave the Discount Handling Method processing option blank, the program marks records with discounts as an exception. You can then create an adjustment record to reflect the discount so that the 1099 amount for the supplier is not overstated.

If the voucher was paid in full, the program reads all matching documents with the same payment year as the reporting year, then creates a record in the TX ledger of the F0911 with the payment number, payment date, and payment amount. If the open amount of the voucher is 0 and all matching documents were paid in the reporting year specified in the processing option, the payment is a full payment.

If the payment is a partial payment, the program creates a record in the TX ledger of the F0911 with a payment number of *, which indicates that the record is an exception. The payment is a partial payment for the reporting year specified in the processing option if the open amount of the voucher is not 0 or the open amount is 0, but not all payments were made in the reporting year.

Before updating payment information for receipts, post all vouchers and payments for the 1099 reporting year.

Processing time depends on the number of records in the F0911 table. Run the program during off-peak hours. This program does not generate a report. To verify that the program finished successfully, review the workflow messages in the work center.

Understanding the Update Payment Information Program

If you use the JD Edwards EnterpriseOne Procurement system to create vouchers using three-way matching, run the Update Payment Information - Receipts program (R045131) before you run the Update Payment Information program (R04513) to ensure that all purchase order payment information has been updated in the Account Ledger table (F0911).

The Update Payment Information program identifies vouchers that were partially or completely paid in the 1099 reporting year that are within the range for AAI item PXxxxx and are eligible for 1099 reporting. The program updates the payment information in the F0911 table with valid payment numbers and dates for those records that do not already include that information.

You can run this program multiple times for the current reporting year. The program does not change any adjustments that you have entered. Processing time depends on the number of records in the F0911 table. Run the program during off-peak hours. This program does not generate a report. To verify that the program finished successfully, review the workflow messages in the work center.

The Update Payment Information program (R04513) performs these steps:

- For those records that are eligible for 1099 reporting, the program compares the open and gross amounts of each voucher to determine whether a payment has been applied and then either excludes vouchers if the open and gross amounts are equal (no payments have been made) or includes vouchers if the open and gross amounts are not equal (payments have been made).

If vouchers are included, the program:

- Reads the Account Ledger table (F0911) and matches the document number, document type, and company to the Accounts Payable Ledger table (F0411).
- Reads the Accounts Payable Matching Document Detail table (F0414) for the payment ID. It then uses the payment ID to locate the record in the Accounts Payable - Matching Document table (F0413), from where it retrieves the payment number and payment date.
- Bypasses deducting discount amounts from payments. However, if you leave the Discount Handling Method processing option blank, the program flags records with discounts as an exception. You can then create an adjustment record to reflect the discount so that the 1099 amount for the supplier is not overstated.

If the voucher was paid in full, the program updates the record in the AA ledger of the F0911 table with the payment number and date of the first related payment. The system considers the voucher paid-in-full if the open amount of the voucher is 0 and all matching documents were paid in the reporting year specified in the processing option.

The payment is a partial payment for the reporting year specified in the processing option if the open amount of the voucher is not 0 or the open amount is 0, but not all payments were made in the reporting year. The program performs these steps:

- Updates the record in the AA ledger of the F0911 with the payment number and payment date.
- Creates an adjusting record in the TX (tax) ledger of the F0911 table with the payment number and payment date for the amount not paid in the current reporting year. The net effect of the AA and TX records is the payment amount.
- Creates an adjusting record in the TX ledger of the F0911 table for the open amount of the voucher and uses a date one year in the future and a payment number of *. The program does not process this entry in the current reporting year because it is marked with * and contains the next year in the Reporting Year field. This future record is a reminder record for the program and is used during the next year's 1099 processing.
- Reads unresolved adjustment records in the TX ledger from the previous year. Depending on how you set the processing option for Process Exception Items, the program:

- Leaves the record as an exception and you must manually update the payment number when you leave the processing option blank.
- Replaces the * with a payment number when you enter *I* in the processing option.

Example: Partial Payment Adjustments

You can have the Update Payment Information program (R04513) automatically create adjustments in the TX (tax) ledger of the Account Ledger table (F0911) for any unpaid amounts. Alternatively, you can manually enter adjustments using the Enter Payments Adjustments program (P04510).

Assume that in 2006 you enter a voucher for 1500 USD. You pay 800 USD to the supplier. When you run Update Payment Information for 2006, the program updates the F0911 table as follows:

- Enters the payment number and date of the 800 USD payment that you applied to the voucher on the 1500 USD PV in the F0911 table.
- Creates a credit entry for the unpaid 700 USD, dated in the current year. The program applies this credit against the 1500 USD PV in the F0911 table so that only 800 USD is reported on the 1099 form.
- Creates a debit entry for the unpaid 700 USD, dated one year in the future, for the next year's 1099 processing. The program does not process this entry in 2006 because of the * in the Payment Number field and 2008 in the Reporting Year field.

This table shows the entries:

Reporting Year	Payment Number	Amount	Ledger
2007	1050	1500	AA
2007	1050	-700	TX
2008	*	700	TX

In 2008, you pay 650 USD towards the same voucher. When you run the Update Payment Information program for 2008, it determines that you have an unresolved (outstanding) amount from the previous year's payment. The program performs these tasks:

- Enters the payment number and date of the 650 USD payment and applies it against the 700 USD debit entry that it made last year.
- Creates a credit entry for the unpaid 50 USD, dated in the current year. The program applies this credit against the 700 USD debit entry so that only 650 USD is reported on the 1099 form.
- Creates a debit entry for the unpaid 50 USD, dated one year in the future, for the next year's 1099 processing. The program does not process this entry in 2008 because of the * in the Payment Number field and 2009 in the Reporting Year field.

Note. The Update Payment Information program updates the TX record for year 2008 only if the processing option for Process Exception Items is set to 1. Otherwise, the record retains the *, which you must manually adjust using the Enter Payment Adjustments program.

This table shows the accumulated entries:

Reporting Year	Payment Number	Amount	Ledger
2007	1050	500	AA
2007	1050	-200	TX
2008	1220	200	TX

Reporting Year	Payment Number	Amount	Ledger
2008	1220	-50	TX
2009	*	50	TX

In 2009, you pay the remaining 50 USD. When you run the Update Payment Information program for 2009, the program determines that you have an unresolved amount from the previous year's payment. The program enters the payment number and date of the 50 USD payment and applies it against the 50 USD debit entry that you made in 2008.

Note. The Update Payment Information program updates the TX record for year 2009 only if the processing option for process exception items is set to *1*. Otherwise, the record retains the *, which you must manually adjust using the Enter Payment Adjustments program.

This table shows the accumulated entries:

Reporting Year	Amount	Payment Number	Ledger
2007	500	1050	AA
2007	-200	1050	TX
2008	200	1220	TX
2008	-50	1220	TX
2009	50	1385	TX

Prerequisites

If you purged records during the year, restore these tables:

- Purge - Account Ledger table (F0911Pxx, where xx is the 1099 reporting year)
- Purge - Accounts Payable Ledger (F0411Pxx)
- Purge - Accounts Payable Matching Documents (F0413Pxx)
- Purge - Accounts Payable Matching Document Detail (F0414Pxx)

Before running the Update Payment Information - Receipts and Update Payment Information programs, post all vouchers and payments for the 1099 reporting year.

Before running the Update Payment Information program, set the processing option to update payment information for partial payments that were previously written to the TX ledger.

Running the Update BU.Obj.Sub to Journal Entry Program (R09806)

Select 1099 G/L Method (G04221), Update BU.Obj.Sub to Journal Entry.

Setting Processing Options for Update BU.Obj.Sub to Journal Entry (R09806)

Processing options enable you to specify the default processing for programs and reports.

Print

Print Enter a *I* to print a report of the before and after image of the updated fields.

Running the Update Payment Information - Receipts Program (R045131)

Select 1099 G/L Method (G04221), Update Payment Information - Receipts.

Setting Processing Options for Update Payment Information - Receipts (R045131)

Processing options enable you to specify the default processing for programs and reports.

Process

These processing options specify how the system updates journal entries based on purchase order receipts.

- 1. 1099 Reporting Year** Use this processing option to specify the four-digit 1099 reporting year. Only the 1099-eligible journal entries for purchase order receipts that are paid within the specified year are updated to include a payment number (CN) and a payment date (DKJ).
- 2. Discount Handling Method** Use this processing option to specify whether to update the journal entries of a purchase order receipt with a discount as an exception requiring a manual adjustment. Values are:
 - Blank: Update as an exception requiring a manual adjustment.
 - I*: Do not update as an exception if fully paid with discount.

Running the Update Payment Information Program (R04513)

Select 1099 G/L Method (G04221), Update Payment Information.

Setting Processing Options for Update Payment Information (R04513)

Processing options enable you to specify the default processing for programs and reports.

Process

- 1. 1099 Reporting Year** Use this processing option to specify the four-digit 1099 reporting year. Only the 1099-eligible journal entries for vouchers that are paid within the specified year are updated to include a payment number (CN) and a payment date (DKJ).
- 2. Discount Handling Method** Use this processing option to specify whether to update the journal entries of a voucher with a discount as an exception requiring a manual adjustment. Values are:
 - Blank: Update as an exception requiring manual adjustment.
 - I*: Do not update as an exception if fully paid with discount.

- 3. Process Exception Items** Use this processing option to specify whether to update the payment information of exception items previously written to the TX ledger. Values are:
- Blank: No, do not process exception items.
- I*: Yes, process exception items.

Printing the Payments Exception Report

This section provides an overview of the Payments Exception report and discusses how to:

- Run the Payments Exception report (R04511).
- Set processing options for Payments Exception (R04511).
- Set data selection for Payments Exception (R04511).

Understanding the Payments Exception Report

Accurate 1099 reporting using the G/L method depends on having accurate and complete payment information. You can print the Payments Exception Report (R04511) after you run these programs to update the Account Ledger table (F0911):

- Update BU.Obj.Sub to Journal Entry (R09806), if necessary.
- Update Payment Information - Receipts (R045131), if necessary.
- Update Payment Information (R04513).

The Payments Exception report selects all entries in the F0911 table that are within the object account ranges defined by the AAI and identifies these issues:

- Vouchers with an invalid supplier number.
- Payments in the reporting year that have a date but no object account.
- Payments that are unresolved, such as partial payments and discounts taken.

The Payments Exception report shows amounts from both the AA (actual amounts) and TX (tax) ledgers in the F0911 table.

- If you ran the Update Payment Information program and set the processing option to update discounts as exceptions, the report shows payments or partial payments in which a discount has not been taken.
- If you did not run the Update Payment Information program, the report shows partial payments for the current reporting year.

The Payments Exception report does not include partial payments for the next reporting year because the unpaid amount of the voucher has a * in the Payment Number field and does not contain the current year in the Reporting Year field.

This report is a worksheet that you can use to write adjustment information as you resolve issues with payment records. Research the records that appear on the report, adjust entries as needed, and continue to run the report until it shows no unresolved payments.

Running the Payments Exception Report (R04511)

Select 1099 G/L Method (G04221), Payments Exception Report.

Setting Processing Options for Payments Exception (R04511)

Processing options enable you to specify the default processing for programs and reports.

Process

- 1. 1099 Reporting Year** Use this processing option to specify the four-digit 1099 reporting year. Only exceptions with dates in the Payment Date (DKJ) column in the Account Ledger table (F0911) that fall within the specified year are printed on the report.
For example, if you specify the year 2008 as the 1099 reporting year, only exceptions with payment dates between January 1, 2008, and December 31, 2008, are printed on the report.

Setting Data Selection for Payments Exception (R04511)

Use data selection criteria to exclude records that are not part of the 1099 process. For example, to exclude journal entries, specify a document type that is not equal to *JE*.

Adjusting 1099 Payment Records in the F0911 Table

This section provides an overview of F0911 table adjustment, lists a prerequisite, and discusses how to adjust 1099 payment records in the F0911 table.

Understanding F0911 Table Adjustment

To ensure complete and accurate 1099 reporting, you might need to adjust payment records in the Account Ledger table (F0911). Some reasons to adjust payment records include:

- If a 1099 payment amount erroneously includes an amount for freight or shipping, you would add an adjustment to reduce the amount of the existing journal entry.
- If the entire 1099 payment amount is not eligible for 1099 processing, you would add an adjustment to exclude the amount from 1099 processing.
- If the Update Payment Information program (R04513) marks an amount as unresolved, you would add an adjustment for the payment number, if applicable.

Depending on how you set a processing option for the Update Payment Information program (R04513), the system marks unresolved amounts, such as partial payments and discounts, with * in the Payment Number field. Amounts marked with * are not selected for 1099 processing. To correct unresolved amounts, you must enter adjustments using the Enter Payment Adjustments program (P04510). For example, you would replace the * with a valid payment number for payment amounts that should be included in 1099 processing. Conversely, you would add * to mark a payment amount as an exception to exclude it from 1099 processing.

When you adjust an existing journal entry in the AA (actual amounts) ledger, the system creates an adjustment record in the TX (tax) ledger in the F0911 table. The TX record adjusts the payment amount reported on the 1099 form only. The system does not update the existing journal entry in the AA ledger of the F0911 table.

Note. Research the voucher history of a payment amount very carefully to avoid including amounts for 1099 processing in error. You could incur a fine from the Internal Revenue Service (IRS) for each 1099 return filed in error.

Prerequisite

Before adjusting payment records, print the Payments Exception Report (R04511) and research any problems. You use the document types and document numbers from the report when you enter adjustments using the Enter Payment Adjustments program (P04510).

Form Used to Adjust 1099 Payment Records in the F0911 Table

Form Name	FormID	Navigation	Usage
Enter 1099 Payment Adjustments	W04510B	1099 G/L Method (G04221), Enter Payment Adjustments Select a record and click Select.	Enter payment record information.

Adjusting 1099 Payment Records in the F0911 Table

Access the Enter 1099 Payment Adjustments form.

Enter Payment Adjustments - Enter 1099 Payment Adjustments

Document Type *

Document Number/Company

Records 1 - 3

	G/L Date	Payment Number	Payment Date	Journal Entry Amount Adjustment Amount	Explanation -Remark-
<input type="radio"/>	06/15/05		06/15/05	1,350.00	Painting Supplies
<input checked="" type="radio"/>					
<input type="radio"/>					

Enter 1099 Payment Adjustments form

To adjust payment records:

- To add an adjustment, complete the Journal Entry Amount Adjustment Amount field on the blank entry line immediately after the record that you want to adjust.
This field is a number that identifies the amount that the system will add to the account balance of the associated account number. Enter credits with a minus sign (–) either before or after the amount.
- Enter a description in the unlabeled area to the right of the Journal Entry Amount Adjustment Amount field.
Do not enter values in the Payment Number and Payment Date fields. When you click OK, the system uses the payment number and date from the previous record to create the TX (tax) adjustment record.

3. To include an unresolved payment amount in 1099 processing, change the Payment Number field from * to a valid payment number and click OK.

When you enter a payment number and click OK, the system updates the existing F0911 record in the previous detail line.

4. To exclude a payment amount from 1099 processing, enter * in the Payment Number field and click OK.

When you enter * for the payment number and click OK, the system updates the existing F0911 record in the previous detail line.

Building the 1099 G/L Worktable

This section provides an overview of the Build G/L Workfile program and discusses how to:

- Run the Build G/L Workfile program (R04514).
- Set processing options for Build G/L Workfile (R04514).

Understanding the Build G/L Workfile Program

Unlike the A/P ledger method, you build the worktable for the G/L method at the end of the 1099 process.

After you adjust payment amounts in the Account Ledger table (F0911), you build the worktable from which you will create 1099 returns. The Build 1099 G/L Workfile program (R04514) uses data from the Address Book Master (F0101) and Account Ledger (F0911) tables to create the 1099 G/L Worktable (F045141). The F045141 worktable is used only to gather information to be reported to the IRS on 1099 forms, and is not used for any other purpose.

Oracle recommends that you use the Build G/L Workfile program to generate a single worktable for all returns, even if you are submitting 1099 returns for several companies or you are submitting different types of 1099 returns for the same company. You can then run the Write 1099 Media program (P04515) for each type of return using data selection by company to control what prints on the 1099 forms.

The Build G/L Workfile program does not generate a report. To ensure that the program finishes successfully, review your workflow messages. You can run this program as many times as necessary. If you enter adjustments using the Enter Payment Adjustments program (P04510) after you build the worktable, you must rerun the Build 1099 G/L Workfile program each time you enter corrections. This program clears the F045141 table and then rebuilds it.

Note. If you use both the A/P ledger and G/L methods and you use the Enter A/P Workfile Adjustments program (P04510FP) to enter corrections, you will not have an audit trail for those adjustments.

Running the Build G/L Workfile Program (R04514)

Select 1099 G/L Method (G04221), Build G/L Workfile.

Setting Processing Options for Build G/L Workfile (R04514)

Processing options enable you to specify the default processing for programs and reports.

Process

Use these processing options to specify how the Build G/L Workfile program (R04514) builds and updates the 1099 G/L Worktable (F045141). Journal entries are processed based on reporting year, discount handling method, address number, and company selection.

- 1. 1099 Reporting Year** Use this processing option to specify the four-digit 1099 reporting year. Only the 1099-eligible journal entries for purchase order receipts that are paid within the specified year are updated to include a payment number (CN) and a payment date (DKJ).
- 2. Discount Handling Method** Use this processing option to specify whether to update the journal entries of a purchase order receipt with a discount as an exception requiring a manual adjustment. Values are:

Blank: Update as an exception requiring a manual adjustment.

I: Do not update as an exception if fully paid with discount.
- 3. Alternate Address Combining Method** Use this processing option to specify which address the system will use to update the 1099 G/L Worktable (F045141). If you leave this processing option blank, or if the specified alternate address number is blank, the system will use the original address number (AN8) of the 1099-eligible journal entry. Values are:

Blank: The system uses the original address number (AN8).

1: First alternate address (AN81).

2: Second alternate address (AN82).

3: Third alternate address (AN83).

4: Fourth alternate address (AN84).

5: Fifth alternate address (AN85).

6: Factor/special payee (AN85).

7: Parent number (PA8).

The workfile record is written with the tax ID specified in the Address Book Master table (F0101) for the address number that you specify in this processing option. If the workfile already contains a record for that same address number, the existing record is updated with the added amount.
- 4. Company Selection** Use this processing option to specify whether the system will use the journal entry's company instead of the payment's company when updating the 1099 G/L Worktable (F045141). Values are:

Blank: Use the company of the payment.

I: Use the company of the journal entry.

CHAPTER 7

Printing 1099 Registers

This chapter provides an overview of 1099 registers and discusses how to:

- Print the 1099 A/P register.
- Print the 1099 G/L register.
- Print the 1099 A/P - G/L Combined register.

Understanding 1099 Registers

After you enter adjustments and build the worktables for the current reporting year, you can review 1099 totals for suppliers before you process 1099 returns by printing these registers:

- 1099 A/P Register (R04512FA)
- 1099 G/L Register (R04512)
- 1099 A/P - G/L Combined Register (R04512FB)

These registers illustrate the 1099 total and type of return for each supplier, but they use data from different worktables.

The 1099 A/P Register and 1099 A/P - G/L Combined Register have versions for these 1099 forms:

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

The 1099 A/P - G/L Combined Register is the only register with processing options that establish minimum amounts for each box on the 1099 returns.

Common Error Messages on 1099 Registers

Running the 1099 registers can alert you to potential problems with your 1099 information. The 1099 registers print error messages that you can use to review and correct your 1099 information before running the Write Media program. This table lists common error messages and causes that appear on 1099 registers:

Error	Cause
Alternate Company Address	Company's alternate address number is the same as the address book number of a different company.
Blank Company Number	The company number in the GL Worktable is blank.

Error	Cause
Blank EIN	The address book record for the company does not have a tax ID number.
Blank Tax ID	The supplier master record for the supplier does not have a tax ID number.
Blank Tax ID/EIN	The address book record for the company and supplier do not have a tax ID number.
Duplicate EIN	<p>A record has already been processed with the same company tax ID, but with a different company number.</p> <p>When you run the Write Media program, the system reports the combined 1099 information of the companies and uses the mailing address and other company information of the last company that it processes (first one processed in descending order).</p> <p>You must research this error to determine whether the companies should be combined.</p>
Duplicate Tax ID	<p>A record has already been processed with the same supplier tax ID, but with a different supplier number.</p> <p>When you run the Write Media program, the system reports the combined 1099 information of the suppliers and uses the address number and mailing address of the last supplier (first one processed in descending order).</p> <p>You must research this error to determine whether the suppliers should be combined.</p>
Duplicate Tax ID/EIN	A record has already been processed with the same supplier tax ID, but with a different supplier number and with the same company tax ID and different company number.
Invalid EIN	A record has already been processed with the same company number, but with a different company tax ID.
Invalid Tax ID	A record has already been processed with the same supplier, but with a different supplier tax ID.
Invalid Tax ID/EIN	A record has already been processed with the same supplier and company number, but with a different supplier tax ID and company tax ID.
Missing Company Address	An address book record does not exist for the company.

You must investigate these error messages and make any necessary corrections before you process 1099 returns. Otherwise, you might be at risk of having the Internal Revenue Service (IRS) assess a fine for each record that you submit with an error.

Printing the 1099 A/P Register

This section provides an overview of the A/P register and discusses how to:

- Run the Preview 1099 Media report.
- Set data selection for Preview 1099 Media (R04512FA).

Understanding the A/P Register

If you use the A/P Ledger method to process 1099s, you can print the 1099 A/P Register (R04512FA). This report uses data stored in the 1099 A/P Worktable (F045143).

After you adjust records in the F045143 table for the reporting year, you can print the 1099 A/P Register to review the 1099 totals for each supplier. Unlike the 1099 A/P - G/L Combined Register (R04512FB), the 1099 A/P Register does not have processing options for minimum amounts and, therefore, lists all suppliers with vouchers paid in the current reporting year unless a supplier is specifically excluded in the data selection.

Some suppliers that appear on the 1099 A/P Register might not be processed by the Write Media program (P04515). The Write Media program produces 1099 forms only for those suppliers with payments that exceed the IRS minimum amounts.

To view the totals that are reported to the IRS on the 1099 forms, print the 1099 A/P - G/L Combined Register. This report has processing options for minimum amounts, which exclude suppliers that do not meet the minimum amount required by the IRS.

Running the Preview 1099 Media Report

Select 1099 A/P Ledger Method (G04222), Preview 1099 Media.

Setting Data Selection for Preview 1099 Media (R04512FA)

All suppliers with vouchers paid in the current reporting year will appear on the 1099 A/P Register (R04512FA), regardless of whether they meet the IRS minimum amount requirements. You can use data selection to exclude suppliers from the report.

Printing the 1099 G/L Register

This section provides an overview of the 1099 G/L register and discusses how to:

- Run the 1099 G/L Register.
- Set processing options for 1099 G/L Register (R04512).
- Set data selection for 1099 G/L Register (R04512).

Understanding the 1099 G/L Register

If you use the G/L method to process 1099s, print the 1099 G/L Register (R04512). This report uses data stored in the Account Ledger table (F0911). It reflects those suppliers with Person/Corporation code of P or N and gathers voucher payment information based on the value in GLCN and GLDKJ. The check date must be in the 1099 year specified in the processing option date. The AA and TX ledger values will print to provide the totals for the 1099s by supplier.

After you adjust 1099 payment records in the Account Ledger table (F0911) for the reporting year, you can run the 1099 G/L Register to review the 1099 totals for each supplier. The 1099 G/L Register also provides an audit trail of the TX (tax) ledger records that you entered to adjust payment records and the original AA (actual amount) ledger records. This report also selects vouchers by payment date and shows all voucher detail; therefore, it can be very long.

Unlike the 1099 A/P - G/L Combined Register (R04512FB), the 1099 G/L Register does not have processing options for minimum amounts and, therefore, lists all suppliers with vouchers paid in the current reporting year unless a supplier is specifically excluded in the data selection.

Some suppliers that appear on the 1099 G/L Register might not be processed by the Write Media program (P04515). The Write Media program produces 1099 forms only for those suppliers with payments that exceed the IRS minimum amounts.

To view the totals that are reported to the IRS on the 1099 forms, print the 1099 A/P - G/L Combined Register. This report has processing options for minimum amounts, which exclude suppliers that do not meet the minimum amount required by the IRS.

Running the 1099 G/L Register

Select 1099 G/L Method (G04221), 1099 G/L Register.

Setting Processing Options for 1099 G/L Register (R04512)

Processing options enable you to specify the default processing for programs and reports.

Process

Use these processing options to specify the reporting year and to specify whether to include gross or net amounts for discounts on the report.

- | | |
|------------------------------------|---|
| 1. 1099 Reporting Year | Specify the four-digit 1099 reporting year. Only the 1099-eligible journal entries for documents paid within the specified year are reported. |
| 2. Discount Handling Method | Specify the method that you want the system to use to handle a discount. You can indicate that you want to report the gross amount or that you want to reduce a document's first 1099 amount by the total discount taken, leaving a net amount. Values are:

Blank: Report gross amount.
I: Report net amount. |

Setting Data Selection for G/L Register (R04512)

All suppliers with vouchers paid in the current reporting year appear on the 1099 G/L Register (R04512), regardless of whether they meet the IRS minimum amount requirements. You can use data selection to exclude suppliers from the report.

Printing the 1099 A/P - G/L Combined Register

This section provides an overview of the 1099 A/P - G/L Combined Register and discusses how to:

- Run the 1099 A/P - G/L Combined Register (R04512FB).
- Set processing options for 1099 A/P - G/L Combined Register (R04512FB).

Understanding the 1099 A/P - G/L Combined Register

Regardless of whether you use the 1099 A/P Ledger method, the G/L method, or a combination of both methods to process 1099s, you must run the 1099 A/P - G/L Combined Register (R04512FB). The 1099 A/P - G/L Combined Register merges data from these tables into the 1099 Merged Worktables (F04514):

- 1099 A/P Worktable (F045143)
- 1099 G/L Worktable (F045141)

You should run the 1099 A/P - G/L Combined Register report twice. The first time you run the report, leave the Edit Type processing option blank. When this processing option is blank, the system performs a search for duplicate tax ID numbers, and then prints a report listing the 1099 workfile records with error messages next to any records for which a duplicate tax ID exists. The system uses the company tax ID and tax ID fields to locate duplicates. Use this report to distinguish between suppliers who should have duplicate tax ID numbers (and should therefore be combined for 1099 processing), and those who should not have duplicate tax ID numbers. You must research the suppliers who should not have duplicate tax ID numbers, and correct the invalid numbers.

After you fix the invalid tax ID numbers, run the report again, and enter a *1* in the Edit Type processing option. This setting instructs the system to combine records with duplicate tax ID numbers for 1099 processing. This setting also instructs the system to compare the total amounts for each supplier to the minimum amounts specified in the processing options to determine whether a 1099 should be created. Your software is delivered with the processing options set to the minimum amounts established by the IRS.

To print a report that shows the same amounts as the actual 1099 returns, ensure that the minimum amounts are the same as those for the Write Media program (P04515) and that no one has changed them.

Running the 1099 A/P - G/L Combined Register (R04512FB)

Select 1099 G/L Method (G04221), Preview 1099 Media.

Select 1099 A/P - G/L Combined Register on the Preview 1099 Media form.

Setting Processing Options for 1099 A/P - G/L Combined Register (R04512FB)

Processing options enable you to specify the default processing for programs and reports.

Process

Edit Type

Specify the type of edit that the system performs. If you leave this processing option blank, the system edits the combined workfile (F04514) records for duplicate and invalid tax IDs. To perform this edit, the system must merge the A/P (F045143) and G/L (F045141) workfile records into the F04514 table without combining on Tax ID (TAX) and Federal Tax ID (EIN).

If you enter *1* in this processing option, the system performs the minimum amount edits on the merged records. To perform this edit, the system must combine the workfile records into the F04514 by combining records by TAX and EIN, using Address Number (AN8) and Company (CO) of the last record, which is the same functionality as the Write 1099 Media program (R04515).

1099–MISC

Rents	Specify the minimum amount that will be reported for 1099-MISC Box 1, Rents. A 1099 will not be reported if the payee's amount for this box is less than the minimum unless a withholding amount is reported on 1099-MISC Box 4, Federal income tax withheld. The minimum amount required by the IRS is specified in the Instructions for Forms 1099, 1098, 5498, and W-2G.
Royalties	Specify the minimum amount that will be reported for 1099-MISC Box 2, Royalties. A 1099 will not be reported if the payee's amount for this box is less than the minimum unless a withholding amount is reported on 1099-MISC Box 4, Federal income tax withheld. The minimum amount required by the IRS is specified in the Instructions for Forms 1099, 1098, 5498, and W-2G.
Other Income	Specify the minimum amount that will be reported for 1099-MISC Box 3, Other income. A 1099 will not be reported if the payee's amount for this box is less than the minimum unless a withholding amount is reported on 1099-MISC Box 4, Federal income tax withheld. The minimum amount required by the IRS is specified in the Instructions for Forms 1099, 1098, 5498, and W-2G.
Medical and health care payments	Specify the minimum amount that will be reported for 1099-MISC Box 6, Medical and health care payments. A 1099 will not be reported if the payee's amount for this box is less than the minimum unless a withholding amount is reported on 1099-MISC Box 4, Federal income tax withheld. The minimum amount required by the Internal Revenue Service is specified in the Instructions for Forms 1099, 1098, 5498, and W-2G.
Nonemployee compensation	Specify the minimum amount that will be reported for 1099-MISC Box 7, Nonemployee compensation. A 1099 will not be reported if the payee's amount for this box is less than the minimum unless a withholding amount is reported on 1099-MISC Box 4, Federal income tax withheld. The minimum amount required by the IRS is specified in the Instructions for Forms 1099, 1098, 5498, and W-2G.
Substitute payments in lieu of dividends or interest	Specify the minimum amount that will be reported for 1099-MISC Box 8, Substitute payments in lieu of dividends or interest. A 1099 will not be reported if the payee's amount for this box is less than the minimum unless a withholding amount is reported on 1099-MISC Box 4, Federal income tax withheld. The minimum amount required by the IRS is specified in the Instructions for Forms 1099, 1098, 5498, and W-2G.
Direct Sales	Specify the minimum amount that will be reported for 1099-MISC Box 9, direct sales indicator. A 1099 will not be reported if the payee's amount for this box is less than the minimum unless a withholding amount is reported on 1099-MISC Box 4, Federal income tax withheld. The minimum amount required by the IRS is specified in the Instructions for Forms 1099, 1098, 5498, and W-2G.
Crop Insurance	Specify the minimum amount that will be reported for 1099-MISC Box 10, Crop insurance proceeds. A 1099 will not be reported if the payee's amount for this box is less than the minimum unless a withholding amount is reported on 1099-MISC Box 4, Federal income tax withheld. The minimum amount required by the IRS is specified in the Instructions for Forms 1099, 1098, 5498, and W-2G.

Section 409a deferrals

Specify the minimum amount that will be reported for 1099-MISC Box 15a, Section 409A deferrals. A 1099 will not be reported if the payee's amount for this box is less than the minimum unless a withholding amount is reported on 1099-MISC Box 4, Federal income tax withheld. The minimum amount required by the IRS is specified in the Instructions for Forms 1099, 1098, 5498, and W-2G.

1099-INT**Interest income not included in Box 3**

Specify the minimum amount that will be reported for 1099-INT Box 1, Interest income not included in box 3. A 1099 will not be reported if the payee's amount for this box is under the minimum, unless an amount is reported in 1099-INT Box 4 (Federal income tax withheld) or Box 6 (Foreign tax paid). The minimum amount required by the IRS is specified in the Instructions for Forms 1099, 1098, 5498, and W-2G.

Interest on U.S. Savings Bonds and Treasury obligations (Box 3)

Specify the minimum amount that will be reported for 1099-INT Box 3, Interest on U.S. Savings Bonds and Treas. (treasury) obligations. A 1099 will not be reported if the payee's amount for this box is under the minimum, unless an amount is reported on 1099-INT Box 4 (Federal income tax withheld) or Box 6 (Foreign tax paid). The minimum amount required by the IRS is specified in the Instructions for Forms 1099, 1098, 5498, and W-2G.

Tax-exempt Interest

Specify the minimum amount that will be reported for 1099-INT Box 8, Tax-exempt interest. A 1099 will not be reported if the payee's amount for this box is under the minimum, unless an amount is reported in 1099-INT Box 4 (Federal income tax withheld) or Box 6 (Foreign tax paid). The minimum amount required by the Internal Revenue Service is specified in the Instructions for Forms 1099, 1098, 5498, and W-2G.

Specified private activity bond interest

Specify the minimum amount that will be reported for 1099-INT Box 9, Specified private activity bond interest. A 1099 will not be reported if the payee's amount for this box is under the minimum, unless an amount is reported in 1099-INT Box 4 (Federal income tax withheld) or Box 6 (Foreign tax paid). The minimum amount required by the Internal Revenue Service is specified in the Instructions for Forms 1099, 1098, 5498, and W-2G.

1099-DIV**Ordinary Dividends and Distributions**

Specify the minimum amounts that will be reported for 1099-DIV Box 1 (Ordinary dividends), Box 2a (Total capital gain distr.), Box 2b (28% rate gain), Box 2c (Unrecap. sec. 1250 gain), Box 2d (Section 1202 gain), and Box 3 (Nontaxable distributions). A 1099 will not be reported if the payee's amount for these boxes is under the minimum, unless an amount is reported on 1099-DIV Box 4 (Federal income tax withheld) or Box 6 (Foreign tax paid). The minimum amount required by the IRS is specified in the Instructions for Forms 1099, 1098, 5498, and W-2G.

Cash Liquidation Distributions

Specify the minimum amount that will be reported for 1099-DIV Box 8, Cash liquidation distr. A 1099 will not be reported if the payee's amount for this box is under the minimum, unless an amount is reported on 1099-DIV Box 4 (Federal income tax withheld) or Box 6 (Foreign tax paid).

The minimum amount required by the IRS is specified in the Instructions for Forms 1099, 1098, 5498, and W-2G.

**Noncash Liquidation
Distributions**

Specify the minimum amount that will be reported for 1099-DIV Box 9, Noncash liquidation distr. A 1099 will not be reported if the payee's amount for this box is under the minimum, unless an amount is reported on 1099-DIV Box 4 (Federal income tax withheld) or Box 6 (Foreign tax paid). The minimum amount required by the IRS is specified in the Instructions for Forms 1099, 1098, 5498, and W-2G.

CHAPTER 8

Performing 1099 Year-End Reporting

This chapter provides overviews of Internal Revenue Service (IRS) 1099 reporting, the Write Media program, and how to print 1099s by company and discusses how to:

- Print 1099 returns.
- Write 1099 data for electronic filing.

Understanding IRS 1099 Reporting

After you build the worktables for 1099 processing and review the corresponding reports, you report year-end earnings information to suppliers and to the IRS as follows:

- In January, you report information to suppliers. Supplier information must be postmarked by February 2, 2009.
- In March, you report information to the IRS if you use electronic filing. If you submit electronic filing, you must report to the IRS no later than March 31, 2009.

See Also

U.S. Department of the Treasury, *IRS Publication 1220, General Instructions for Forms 1098, 1099, 5498 and W-2G Electronically*

This document provides information about the types of media that the IRS accepts.

Understanding the Write Media Program

You print 1099 returns and distribute them to suppliers so that the suppliers have legal documents to support the information they provide to the IRS on their tax returns. To print the 1099 returns, use the Write Media program (P04515).

The Write Media program combines data from the 1099 G/L Worktable (F045141) and the 1099 A/P Worktable (F045143) to create a new worktable, the 1099 Merged Worktables (F04514). The program then transfers the data from the F04514 table to the form type and reporting medium that you will send to the supplier and the IRS, respectively.

The Write Media program consists of this program and report:

- The Write Media program (P04515). You use the Write 1099 Media form to select the type of 1099 return (1099-MISC, 1099-DIV, or 1099-INT) and the form type (proof report, preprinted forms, and so on) in

which to generate 1099 information. The processing options for this form specify the minimum amounts for each box and type of return as well as the version, if you print 1099 forms by company.

- The Write 1099 Media report (R04515). After you select the type of 1099 return and form type and click OK on the Write 1099 Media form, the system prints a report called Summary Report. This report contains summary information for the type of return you select and is followed by one of these reports:
 - Write 1099 Media - 1099-MISC (R045152)
 - Write 1099 Media - 1099-DIV (R045153)
 - Write 1099 Media - 1099-INT (R045154)
 - Write 1099 Media - Facsimiles and Proof Report (R045151)

Each of these reports generates and prints 1099 information. The R04515 report does not include processing options.

If you select Form Type *Disk File Only* when running the Write Media program, the system generates only the 1099 Media report.

To determine the company address to print on the 1099 returns, the Write Media program compares the company number in the F04514 worktable with the address in the Company Constants table (F0010). If the values are different, the program uses the mailing address from the address book number in the F0010 table on the 1099 forms and electronic media.

Note. To print 1099 forms by company, you must set up different versions of the Write Media program.

See .1ayp, Performing 1099 Year-End Reporting, Understanding How to Print 1099s by Company

Form Types

The Write Media program can produce any of these forms and reports:

Form or Report	Description
Preprinted Forms	<p>Prints information on preprinted 1099 forms.</p> <p>For each supplier that receives a 1099 form, the 1099 return information prints in the appropriate box and on the appropriate type of return. Each return includes the supplier's legal name, along with the mailing address and the tax ID for the supplier, as well as the company that is responsible for the payments to the supplier.</p> <p>Miscellaneous and dividend returns print in the standard two-to-a-page format approved by the IRS. Interest forms print in the standard three-to-a-page format approved by the IRS.</p>

Form or Report	Description
Paper Facsimile Report	<p>Prints a facsimile as the output if you do not have preprinted forms.</p> <p>The facsimile report is acceptable for sending to the supplier and for internal records, but it cannot be sent to the IRS.</p> <p>The program prints the 1099 information on 8 1/2 by 11 inch plain paper. It includes the information that the supplier is required to report on an income tax return, as well as the Instructions to Recipient that are provided by the IRS on preprinted forms.</p>
Proof Report	<p>Prints a preliminary review of the information that you will send to the IRS.</p> <p>Oracle strongly recommends that you print this report and scrutinize its results. Review the grand totals carefully at this step.</p> <p>You can make adjustments to the F045141 and F045143 tables and rerun this program as many times as necessary to ensure that the returns are correct before you do the final 1099 processing.</p>

Testing 1099 Form Alignment on the Printer

Because different printers print the same PDF report slightly differently, you might encounter issues if you test the alignment of the 1099 forms on one printer, and then print the final forms on another printer. You should test the layout of the 1099 forms and print the final 1099 forms on the same printer.

When you mail the 1099 forms, you should use the 1099 3-UP Double Window envelopes, which you can order from any paper vendor.

Minimum Amounts

The IRS has established minimum dollar amounts for reporting for each box on the 1099 forms. If payments to a supplier equal or exceed these amounts, you must submit 1099 information to the IRS and send a 1099 form to the supplier. Your software is shipped with the processing options for the Write Media program set with the amounts established by the IRS.

IRS regulations require you to file 1099 information if you withheld any federal income tax to a supplier. To comply with the regulation, the Write Media program ignores all minimum amounts if these boxes contain an amount:

- 1099-MISC, Box 4 (Federal income tax withheld)
- 1099-DIV, Box 4 (Federal income tax withheld) or Box 6 (Foreign tax paid)
- 1099-INT, Box 4 (Federal income tax withheld) or Box 6 (Foreign tax paid)

When you print corrected returns, the system ignores the minimum amounts.

Using Multiple Versions of the Write Media Program

Clients with multiple companies can print 1099 forms separately for each company in their organization. You must set up print versions of the Write 1099 Media programs, such as R04515 and R045152, to print specific 1099 forms by company or to print corrected returns by supplier.

See [.1ayp, Performing 1099 Year-End Reporting, Understanding How to Print 1099s by Company](#)

Note. You use the Write Media program (P04515) to create files for electronic filing, as well as to print 1099 forms. Because the program is used for different purposes, make sure that you do not inadvertently use a print version of the Write 1099 Media program (R04515 and R04515x) with data selection to create an electronic file. The electronic file that you submit to the IRS must include all 1099 information.

Understanding How to Print 1099s by Company

If your organization comprises multiple companies, you can print 1099 forms separately for each company. To print 1099 forms by company, follow these guidelines:

- Set up a version for R04515 Write 1099 Media. This version is required because the R04515 program calls one of these print versions:
 - R045151 Write 1099 Media - Facsimiles and Proof Report
 - R045152 Write 1099 Media - 1099-MISC
 - R045153 Write 1099 Media - 1099-DIV
 - R045154 Write 1099 Media - 1099-INT

- Set up a version for each company, and set data selection equal to the company number.
- Ensure that the version names are the same for each program that you set up by company.

For example, if you set up version 00001 for company 1 for R045152, you must set up version 00001 for company 1 for R04515 and R045153.

- Set up versions of the Write 1099 Media program using the Batch Versions program (P98305).

Before you print 1099 forms by company, enter the print version in the Version processing option for the Write Media program (P04515). Then on the Write 1099 Media form, select a type of return (for example, 1099-MISC) and run the program for the print version. Then select another type of return (for example, 1099-DIV) and run the print program for the same version, and so on.

Example: Multiple Companies and Multiple 1099 Forms

Assume that you have five companies, each with a different tax ID, which must produce 1099 forms. For each Write 1099 Media program, you set up print versions as specified for each form.

For the R04515 program:

Version	Data Selection
00100	Company 100
00200	Company 200
00300	Company 300
00400	Company 400
00500	Company 500

For the R045152 program (1099-MISC):

Version	Data Selection
00100	Company 100
00200	Company 200
00300	Company 300
00400	Company 400

For the R045153 program (1099-DIV):

Version	Data Selection
00100	Company 100
00300	Company 300
00500	Company 500

For the R045154 program (1099-INT):

Version	Data Selection
00200	Company 200
00300	Company 300
00400	Company 400

Notice that you must set up five versions of the R04515 program, one for each unique version of the R045152, R045153, and R045154 programs. To print the 1099 forms, you run the Write Media program multiple times to include each type of 1099 return.

To print a proof report for each type of 1099 return, set up versions for R045151 as previously described. Then, on the Write 1099 Media form, select the form type called Proof Report.

Printing 1099 Returns

This section lists prerequisites and discusses how to:

- Set processing options for Write Media (P04515).
- Print 1099 returns.

Prerequisites

Before printing 1099 returns:

- If you use the A/P ledger method, ensure that you built the 1099 A/P Worktable (F045143).
- If you use the G/L method only, ensure that you built the 1099 G/L Worktable (F045141).
- Visit the Customer Connection site regularly for information about electronic software updates (ESUs) for the 1099 programs. Ensure that all 1099 programs contain the most up-to-date ESUs, if applicable.

Form Used to Print 1099 Returns with the Write Media Program

Form Name	FormID	Navigation	Usage
Write 1099 Media	W04515A	<ul style="list-style-type: none"> 1099 G/L Method (G04221), Write Media 1099 A/P Ledger Method (G04222), Write Media 	Print 1099 returns.

Setting Processing Options for Write Media (P04515)

Processing options enable you to specify the default processing for programs and reports.

1099-MISC

Rents

Specify the minimum amount that will be reported for 1099-MISC Box 1, Rents. A 1099 will not be reported if the payee's amount for this box is less than the minimum unless a withholding amount is reported on 1099-MISC Box 4, Federal income tax withheld. The minimum amount required by the IRS is specified in the Instructions for Forms 1099, 1098, 5498, and W-2G.

Royalties

Specify the minimum amount that will be reported for 1099-MISC Box 2, Royalties. A 1099 will not be reported if the payee's amount for this box is less than the minimum unless a withholding amount is reported on 1099-MISC Box 4, Federal income tax withheld. The minimum amount required by the IRS is specified in the Instructions for Forms 1099, 1098, 5498, and W-2G.

Other Income

Specify the minimum amount that will be reported for 1099-MISC Box 3, Other income. A 1099 will not be reported if the payee's amount for this box is less than the minimum unless a withholding amount is reported on 1099-MISC Box 4, Federal income tax withheld. The minimum amount required by the IRS is specified in the Instructions for Forms 1099, 1098, 5498, and W-2G.

Medical and health care payments

Specify the minimum amount that will be reported for 1099-MISC Box 6, Medical and health care payments. A 1099 will not be reported if the payee's amount for this box is less than the minimum unless a withholding amount is reported on 1099-MISC Box 4, Federal income tax withheld. The minimum amount required by the IRS is specified in the Instructions for Forms 1099, 1098, 5498, and W-2G.

Nonemployee compensation

Specify the minimum amount that will be reported for 1099-MISC Box 7, Nonemployee compensation. A 1099 will not be reported if the payee's amount for this box is less than the minimum unless a withholding amount is reported on 1099-MISC Box 4, Federal income tax withheld. The minimum amount required by the IRS is specified in the Instructions for Forms 1099, 1098, 5498, and W-2G.

Substitute payments in lieu of dividends or interest

Specify the minimum amount that will be reported for 1099-MISC Box 8, Substitute payments in lieu of dividends or interest. A 1099 will not be reported if the payee's amount for this box is less than the minimum unless a withholding amount is reported on 1099-MISC Box 4, Federal income tax withheld. The minimum amount required by the IRS is specified in the Instructions for Forms 1099, 1098, 5498, and W-2G.

Direct Sales	Specify the minimum amount that will be reported for 1099-MISC Box 9, direct sales indicator. A 1099 will not be reported if the payee's amount for this box is less than the minimum unless a withholding amount is reported on 1099-MISC Box 4, Federal income tax withheld. The minimum amount required by the IRS is specified in the Instructions for Forms 1099, 1098, 5498, and W-2G.
Crop Insurance	Specify the minimum amount that will be reported for 1099-MISC Box 10, Crop insurance proceeds. A 1099 will not be reported if the payee's amount for this box is less than the minimum unless a withholding amount is reported on 1099-MISC Box 4, Federal income tax withheld. The minimum amount required by the IRS is specified in the Instructions for Forms 1099, 1098, 5498, and W-2G.
Section 409a deferrals	Specify the minimum amount that will be reported for 1099-MISC Box 15a, Section 409A deferrals. A 1099 will not be reported if the payee's amount for this box is less than the minimum unless a withholding amount is reported on 1099-MISC Box 4, Federal income tax withheld. The minimum amount required by the IRS is specified in the Instructions for Forms 1099, 1098, 5498, and W-2G.
1099-INT	
Interest income not included in Box 3	Specify the minimum amount that will be reported for 1099-INT Box 1, Interest income not included in box 3. A 1099 will not be reported if the payee's amount for this box is under the minimum, unless an amount is reported in 1099-INT Box 4 (Federal income tax withheld) or Box 6 (Foreign tax paid). The minimum amount required by the IRS is specified in the Instructions for Forms 1099, 1098, 5498, and W-2G.
Interest on U.S. Savings Bonds and Treasury obligations (Box 3)	Specify the minimum amount that will be reported for 1099-INT Box 3, Interest on U.S. Savings Bonds and Treasury obligations. A 1099 will not be reported if the payee's amount for this box is under the minimum, unless an amount is reported on 1099-INT Box 4 (Federal income tax withheld) or Box 6 (Foreign tax paid). The minimum amount required by the IRS is specified in the Instructions for Forms 1099, 1098, 5498, and W-2G.
Tax-exempt interest	Specify the minimum amount that will be reported for 1099-INT Box 8, Tax-exempt interest. A 1099 will not be reported if the payee's amount for this box is under the minimum, unless an amount is reported in 1099-INT Box 4 (Federal income tax withheld) or Box 6 (Foreign tax paid). The minimum amount required by the IRS is specified in the Instructions for Forms 1099, 1098, 5498, and W-2G.
Specified private activity bond interest	Specify the minimum amount that will be reported for 1099-INT Box 9, Specified private activity bond interest. A 1099 will not be reported if the payee's amount for this box is under the minimum, unless an amount is reported in 1099-INT Box 4 (Federal income tax withheld) or Box 6 (Foreign tax paid). The minimum amount required by the IRS is specified in the Instructions for Forms 1099, 1098, 5498, and W-2G.
1099-DIV	
Ordinary Dividends and Distributions	Specify the minimum amounts that will be reported for 1099-DIV Box 1 (Ordinary dividends), Box 2a (Total capital gain distr.), Box 2b (28 percent

rate gain), Box 2c (Unrecap. sec. 1250 gain), Box 2d (Section 1202 gain), and Box 3 (Nontaxable distributions). A 1099 will not be reported if the payee's amount for these boxes is under the minimum unless an amount is reported on 1099-DIV Box 4 (Federal income tax withheld) or Box 6 (Foreign tax paid). The minimum amount required by the IRS is specified in the Instructions for Forms 1099, 1098, 5498, and W-2G.

Cash Liquidation Distributions

Specify the minimum amount that will be reported for 1099-DIV Box 8, Cash liquidation distr. A 1099 will not be reported if the payee's amount for this box is under the minimum, unless an amount is reported on 1099-DIV Box 4 (Federal income tax withheld) or Box 6 (Foreign tax paid).

The minimum amount required by the IRS is specified in the Instructions for Forms 1099, 1098, 5498, and W-2G.

Noncash Liquidation Distributions

Specify the minimum amount that will be reported for 1099-DIV Box 9, Noncash liquidation distr. A 1099 will not be reported if the payee's amount for this box is under the minimum, unless an amount is reported on 1099-DIV Box 4 (Federal income tax withheld) or Box 6 (Foreign tax paid). The minimum amount required by the IRS is specified in the Instructions for Forms 1099, 1098, 5498, and W-2G.

Version

Version

Specify the batch version of the Write 1099 Media program to use to print 1099s. To print 1099s, the version and data selection for the print program (R045152, R045153, and R045154) must match the version and data selection for R04515. If you leave this processing option blank, the program uses the default version, ZJDE0001.

See Also

U.S. Department of the Treasury, *IRS Forms and Publications 2004, General Instructions for Forms 1099, 1098, 5498, and W-2G*

This document provides information about types of returns and minimum dollar amounts to be reported on 1099 forms.

Printing 1099 Returns

Access the Write 1099 Media form.

Write 1099 Media form

To print 1099 returns, you do not need to complete any fields under the Electronic Media heading. The three fields that are enabled are used to print information on the summary report for review purposes. The disabled fields are used only for filing electronically to the IRS.

1099 Reporting Year

Enter the four-digit 1099 reporting or calendar year for which you are creating 1099 returns. This year must be the same as the year that you used to create the 1099 workfiles.

Note. Ensure that you enter the correct year. The system uses this value in the Payer A, Payee B, and Transmitter T records for electronic filing. If the 1099 reporting year is incorrect, the IRS might impose penalties or reject the submission.

1099-MISC, 1099-DIV, and 1099-INT

Select the type of 1099 return. Options are:

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

Electronic Media and Paper Forms Only

Select the reporting medium used to submit 1099 data to the IRS. Options are:

- *Electronic Media*: Select to create an electronic file.
- *Paper Forms Only*: Select to create preprinted forms, paper facsimiles, or proof reports.

Original, Corrected, Replacement, and Test

Select the status of the 1099 returns. Options are:

- *Original*: Indicates that the 1099 return is the original return.
- *Corrected*: Indicates that the 1099 return is a corrected return. For preprinted forms, the system marks the corrected check box at the top of the 1099 form.
- *Replacement*: Indicates that the electronic file replaces a file that IRS/MCC returned to the transmitter due to errors encountered during processing.
- *Test*: Indicates that the electronic file is a test. Select this option if you must submit a test version of the electronic file to the IRS for approval before you file 1099 returns.

Preprinted Forms

Select to choose preprinted forms. The system prints information on preprinted 1099 forms. Miscellaneous and dividend returns are printed in the standard two-to-a-page format and interest forms are printed in the standard three-to-a-page format approved by the IRS.

Paper Facsimiles

Select to print paper facsimiles. The system prints the name, address, and tax ID of the payer and payee, the address book number of the payee, and a summarized amount for each applicable box on the 1099 return on 8 1/2 by 11 inch paper. The report prints information for each payee on a separate page. The facsimile report is acceptable for sending to the payee and for internal records, but you cannot send it to the IRS. It includes the information that the supplier is required to report on an income tax return, as well as the Instructions to Recipient, which are provided by the IRS on preprinted forms.

Proof Report

Select to print a proof report. The system prints the name, address, and tax ID of the payer and payee, the address book number of the payee, and a summarized amount for each applicable box on the return.

Transmitter Company

Specify the company number. You use this field when reporting 1099 data electronically, but you can also use this field when running printed forms if you want this information to print on the summary report for review purposes.

Transmitter Control Code

Specify the five-character alphanumeric code that is assigned by the IRS. This code is required to report 1099 data electronically, but you can also use this field when running printed forms if you want this information to print on the summary report for review purposes.

Transfer Agent

If you are using a third party to submit 1099s, enter the address book number of the third party. You typically use this field when reporting 1099 data electronically, but you can also use this field when running printed forms if you want this information to print on the summary report for review purposes.

Writing 1099 Data for Electronic Filing

This section provides overviews of electronic filing, combined federal and state filing, and 1099 data export, lists prerequisites, and discusses how to:

- Write 1099 data.
- Export 1099 data to a text file.

- Verify 1099 data text files.

Understanding Electronic Filing

After you print 1099 forms for suppliers, you create a file that can be used for electronic filing for the 1099 returns that you submit to the IRS.

The IRS prescribes the formats for electronic filing, and the software generates the data that complies with the IRS requirements.

To submit electronic filing for 1099 returns, complete these steps in sequential order:

1. Write 1099 data for electronic filing.
2. Export 1099 data to a text file.
3. Print the contents of the text file (optional).
4. Verify the accuracy of the 1099 data in the text file.
5. Adjust 1099 records in the text file, as necessary.

When you print 1099 returns, the Write 1099 Media program (R04515) combines data from the 1099 A/P Worktable (F045143) and 1099 G/L Worktable (F045141) to create a new worktable, the 1099 Merged Worktables (F04514). Then when you select electronic filing as the reporting medium, the program writes data from the F04514 table to the 1099 Electronic Media table (F04515OW).

The electronic file that you submit to the IRS must include all 1099 information. For this reason, make sure that you do not inadvertently use a version of the Write 1099 Media program with data selection when you write 1099 data for electronic filing.

Understanding Combined Federal and State Filing

The IRS established the Combined Federal/State Filing (CF/SF) program to simplify the filing of tax returns, which no longer requires separate reporting to the participating state.

The IRS prescribes the format for combined federal and state filing, and the software generates a text file that complies with the IRS requirements for electronic filing.

On Write 1099 Media, if you select the Combined Federal State Filing option, the Write Media program (R04515):

- Creates a B record for each supplier. This includes the federal total and writes the record to the 1099 Electronic Media table (F04515OW).
- Creates a K record for each state. This includes the total number of suppliers and total payment amount, and it writes the record to the 1099 Electronic Media table (F04515OW).

The Write Media program uses the user-defined code (UDC) table 04/ST, which contains the IRS state code that is required for each participating state.

After records have been written to the F04515OW table, you can use the Export 1099 Electronic Work File program (P04515A) to generate the test file that is required for IRS approval.

Before you decide to use the combined federal and state filing feature, review this information to ensure that you understand its scope and limitations:

- Combined federal and state filing is available only for electronic filing.

- Not all states accept combined federal and state filing. Research the regulations for the states in which you file. The UDC table 04/ST that is delivered with the 1099 year-end software includes only the states that currently participate in the combined federal/state filing program.
- The Write Media program uses federal minimum amounts, which are specified in the processing options, and not individual state minimum amounts. Do not use combined federal and state filing unless your state minimum amount requirements are the same as the federal minimum requirements.
- Combined federal and state filing does not handle suppliers that have more than one reporting state because of a change of address. The Write Media program creates only one B record for each supplier and uses the current address of the supplier.
- The federal government publishes one set of guidelines for the creation of all B records; however, a participating state might have additional requirements. The combined federal and state filing feature supports the federal guidelines only. The software does not handle additional requirements that are specific to any of the participating states.

Understanding 1099 Data Export

After you write data to the 1099 Electronic Media table (F04515OW) for electronic filing, you export the data to a text file using the Export 1099 Electronic Work File program (P04515A). From the Export 1099 Electronic Work File program, you launch the Export 1099 Electronic Work File to CSV program (R8904515OW).

The Export 1099 Electronic Work File to CSV program is a table conversion program that extracts all data from the F04515OW table and writes it to the text file in ASCII format. The program names the text file IRSTAX. The IRS requires this name for electronic filing only.

Note. If you run the Export 1099 Electronic Work File to CSV program more than once, the system adds the new records to those that already exist in the text file.

Verify and, if necessary, correct records in the text file before you send the text file electronically to the IRS.

Prerequisites

Before exporting 1099 data to a text file, you must complete the following tasks if you are using a Microsoft Windows (or equivalent) environment:

- Create a folder called *export* in the pathcode folder under the B9 directory on your C drive, for example, C:\B9\PY9\export. If you are on a previous release, for example, B733.3 or B733.4, then the pathcode folder would fall under the B7 directory. The export process creates the text file in this folder.
- Your data can reside on a network server, but you must run the Export 1099 Electronic Work File to CSV program locally. Talk with the system administrator to verify that the object configuration manager (OCM) mappings have the Export 1099 Electronic Work File to CSV program running locally and that you can sign on to the appropriate server environment to access the data.

If you are using a web client, you must create a directory on your enterprise server. The path must be \\EnterpriseServerName\PathCode\export, for example, \\EnterpriseServerName\PD811\export. The word *export* must be typed in lower case.

Note. If you experience difficulty locating the IRSTAX.txt file, check the jde.log on the Export 1099 Electronic Work File to CSV program (R8904515OW). The log should specify the directory to which it was unable to write.

Forms Used to Write 1099 Data for Electronic Filing

Form Name	FormID	Navigation	Usage
Write 1099 Media	W04515A	<ul style="list-style-type: none"> 1099 G/L Method (G04221), Write Media 1099 A/P Ledger Method (G04222), Write Media 	Write 1099 data.
Work with 1099 Export to Text	W04515AC	Annual Processing (G0422), Export 1099 Electronic Work File Select Export from the Form menu on Export to Text.	Export 1099 data to a text file.

Writing 1099 Data

Access the Write 1099 Media form.

Write 1099 Media form

1099 Reporting Year

Enter the reporting year. The system uses this value in the Payer A, Payee B, and Transmitter T records of the tape. If the 1099 reporting year is incorrect, the IRS might impose penalties or reject the submission.

1099-MISC

Select to choose a 1099-MISC return.

1099-DIV

Select to choose a 1099-DIV return.

1099-INT

Select to choose a 1099-INT return.

Electronic Media	Select this option for electronic filing. When you select this option, the Write 1099 Media program (R04515) creates the 1099 Electronic Media table (F04515OW), which is used for electronic filing. The system also produces a summary report.
Paper Forms Only	Select to choose a printout of the 1099 form. This indicates that you want facsimile reports or that you are submitting paper 1099 forms. The system also produces a summary report.
Disk File Only	The program activates this option when you select the Electronic Media option.
Original, Corrected, Replacement, and Test	Select the status of the 1099 returns. Options are: <ul style="list-style-type: none"> • <i>Original</i>: Indicates that the 1099 return is the original return. • <i>Corrected</i>: Indicates that the 1099 return is a corrected return. For preprinted forms, the system marks the corrected check box at the top of the 1099 form. • <i>Replacement</i>: Indicates that the electronic file replaces a file that IRS/MCC returned to the transmitter due to errors that occurred during processing. • <i>Test</i>: Indicates that the electronic file is a test. Select this option if you must submit a test version of the electronic file to the IRS for approval before you file 1099 returns.
Transmitter Company	Enter the company number of the transmitter company.
Payer Name Control	Enter the four-character control code obtained from the mailing label on the 1099 materials that the IRS sends to most payers each December. This code is usually the first four significant characters of the business name. If the code is fewer than four characters, left-justify the characters and then fill the unused positions with blanks. If you do not know the payer name control code, leave this field blank.
Transmitter Control Code	Enter the five-character alphanumeric code that is assigned by the IRS. This code is required to submit 1099 returns using an electronic file.
Transfer Agent	If you are using a third party to submit 1099s, enter the address book number of the third party.
Contact E-Mail Address	Enter an email address, if available.
Prior Year Data Indicator	Select to specify that the electronic file you submit is an amended return for a previous year.
Combined Federal State Filing	Select this option to produce combined federal and state filing. You must first submit an electronic test file to the IRS for approval before you can file combined federal and state returns.

See Also

U.S. Government of the Treasury, *IRS Publication 1220, Specifications for Filing Forms 1098, 1099, 5498 and W-2G Electronically*

This document provides more information about the payer name control code (PNMC).

Exporting 1099 Data to a Text File

Access the Work with 1099 Export to Text form.

To export 1099 data to a text file:

1. Select Export from the Form menu.

This action calls the batch program Export 1099 Electronic Work File to CSV (R8904515OW), which extracts data from the F04515OW table and writes it to the text file.

2. Click OK on the Export 1099 Electronic Work File - Information form.

The text file is created in either the B9\<pathcode>\export\ folder or the \\EnterpriseServerName\PathCode\export folder, depending on whether you are using a Microsoft Windows or web client, and is named IRSTAX.txt. If you are on a Microsoft Windows client and are on a previous release, for example, B733.3 or B733.4, then the pathcode folder would fall under the B7 directory. The IRS requires this name for electronic filing.

See .1ayp, Performing 1099 Year-End Reporting, Writing 1099 Data for Electronic Filing, Prerequisites

3. To verify the 1099 data, print or review the contents of the text file using a text editor program such as Microsoft Notepad.

Verifying 1099 Data Text Files

After you export 1099 data to a text file, correct any records, if necessary, and verify that the file contains the information that you intend to submit to the IRS. For electronic filing, you submit the text file electronically using the internet through the IRS FIRE system. The web address is <http://FIRE.IRS.gov>. The text file contains data from the 1099 Electronic Media table (F04515OW) and is written in ASCII format.

Print the contents of the text file and use the document to verify that the text file contains the correct number of records and total amounts for the payers and suppliers.

Specifically, you should verify this information:

- The text file contains the correct number of records for each type of 1099 form.
- The information for each record is correct.
- The information in these fields is correct:
 - Tax ID number (TIN)
 - Dollar amounts
- The information for each record type in this table is correct. If the total of one record does not match the total of another, the IRS will reject the electronic file and might impose penalties on your company.

Record Type	Description
T	<p>The T record shows this data for the transmitter in the text file:</p> <ul style="list-style-type: none"> • Payment year. This is the year that you specified in the Write Media program (P04515). • Transmitter’s TIN. This is the TIN that you specified in the Address Book Revisions program (P01012). • Transmitter’s name. This is the name that you specified in the Address Book Revisions program (P01012). • Company name and mailing address. This is the company name and mailing address that you specified in the P01012 program. • Contact name. This is the 1099 contact name that you specified on the Who’s Who form for the transmitter company. • Contact’s phone number and extension. This is the phone number that is associated with the 1099 contact name record on the Who’s Who form for the transmitter company. • Vendor Indicator (this will be V for returns created with JD Edwards EnterpriseOne software). For JD Edwards EnterpriseOne software, this field contains a <i>V</i>. • Number of B records. <p>The T record must be the first record on the tape and must be followed by the first A record.</p>
A	<p>The A record shows this data for each payer (company) in the text file:</p> <ul style="list-style-type: none"> • 1099 reporting year • Reporting entity’s tax ID • Name/address • Type of 1099 return • Boxes reported <p>Each 1099 payer must have an A record in the text file.</p>

Record Type	Description
B	<p>The B record shows this data for each payee (supplier) in the text file:</p> <ul style="list-style-type: none"> • Supplier name • Supplier address • Tax ID • Supplier number • Amount for each 1099 Box <p>Each 1099 supplier must have a B record in the text file.</p>
C	<p>The C record shows the number of B records and the total of all the amounts for each 1099 Box in the B records for the preceding payer (company). Each payer (company) must have a C record in the text file.</p> <p>The IRS will reject the electronic file if the number of suppliers or total amount on the C record does not equal the number of B records or the total amount for that payer (company). For example, if the B record contains 15 suppliers and a total of 10,000 USD, the C record must contain 15 B records and a total of 10,000 USD.</p>
F	<p>The F record shows the number of payers (companies) in the text file. The number of payers in the F record must match the number of A records.</p>
K	<p>The K record shows the total number of payees and the total payment amount for a state in the text file. Ensure that the state code in the text file is valid.</p> <p>Each participating state has a separate K record.</p>

CHAPTER 9

Understanding Sources of Information for the 1099 Form

This chapter discusses sources of information for the 1099 form.

Sources of Information for the 1099 Form

This diagram shows the source of information for various boxes on the 1099 form:

9595		<input type="checkbox"/> VOID <input type="checkbox"/> CORRECTED		OMB No. 1545-0115		Miscellaneous Income				
Company AB	PAYER'S name, street address, city, state, ZIP code, and telephone no.			1 Rents	2008					
	A Model Financial/distribution Company 8055 E Tufts Ave. Denver, CO 80237 303-334-9999			\$						
Company Tax ID	PAYER'S federal identification number		RECIPIENT'S identification number	2 Royalties	Form 1099-MISC					
	12-5468569		524-55-6982	\$						
Who's Who	RECIPIENT'S name			3 Other income	Copy A For Internal Revenue Service Center					
	Elmer Johnson			\$						
Supplier AB mailing information	Legal Name			4 Federal income tax withheld	File with Form 1096.					
	Mailing Name			\$						
	Johnson Painting Specialists			5 Fishing boat proceeds				For Privacy Act and Paperwork Reduction Act Notice, see the 2008 General Instructions for Forms 1099, 1098, 5498, and W-2G.		
	214 Potomac Circle, Suite 105			\$						
City, state, and ZIP code			6 Medical and health care payments	8 Substituted payments in lieu of dividends or interest						
Washington, DC 10023			\$							
Account number (see instructions)			7 Nonemployee compensation	9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/>						
00005872			\$ 800.00							
15a Section 409A deferrals			8 Excess golden parachute payments	10 Crop insurance proceeds						
\$			\$							
15b Section 409A income			9	11						
\$			\$							
16 State tax withheld			10	12						
\$			\$							
17 State/Payer's state no.			11	13						
\$			\$							
18 State income			12	14						
\$			\$							

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Sources of information for the 1099 form

CHAPTER 10

Understanding 1099 Form Samples

This chapter discusses form samples.

Form Samples

The form samples included in these sections are provided for informational purposes only. Do not reproduce them for filing.

1099-INT Form

This section provides a sample of the 1099-INT form, which is used to report interest income.

1099-INT Form Sample

This is an example of the 1099-INT form for 2008:

9292		<input type="checkbox"/> VOID <input type="checkbox"/> CORRECTED		OMB No. 1545-0112		2008 Interest Income	
PAYER'S name, street address, city, state, ZIP code, and telephone no.		Payer's RTN (optional)		Form 1099-INT			
		1 Interest income \$					
		2 Early withdrawal penalty \$				Copy A For Internal Revenue Service Center File with Form 1096. For Privacy Act and Paperwork Reduction Act Notice, see the 2008 General Instructions for Forms 1099, 1098, 5498, and W-2G.	
PAYER'S federal identification number	RECIPIENT'S identification number	3 Interest on U.S. Savings Bonds and Treas. obligations \$		5 Investment expenses \$			
RECIPIENT'S name		4 Federal income tax withheld \$		7 Foreign country or U.S. possession			
Street address (including apt. no.)		6 Foreign tax paid \$		9 Specified private activity bond interest \$			
City, state, and ZIP code		8 Tax-exempt interest \$					
Account number (see instructions)		2nd TIN not. <input type="checkbox"/>					
Form 1099-INT		Cat. No. 14410K		Department of the Treasury - Internal Revenue Service			
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Example of the 1099-INT form for 2008

1099-MISC Form

This section provides a sample of the 1099-MISC form, which is used to report miscellaneous income.

1099-MISC Form Sample

This is an example of the 1099-MISC form for 2008:

9595		<input type="checkbox"/> VOID <input type="checkbox"/> CORRECTED		OMB No. 1545-0115		2008	Miscellaneous Income
PAYER'S name, street address, city, state, ZIP code, and telephone no.		1 Rents	\$	2 Royalties	\$		
PAYER'S federal identification number		3 Other Income	\$	4 Federal income tax withheld	\$	Copy A For Internal Revenue Service Center File with Form 1096.	
RECIPIENT'S identification number		5 Fishing boat proceeds	\$	6 Medical and health care payments	\$		
RECIPIENT'S name		7 Nonemployee compensation	\$	8 Substitute payments in lieu of dividends or interest	\$	For Privacy Act and Paperwork Reduction Act Notice, see the 2008 General Instructions for Forms 1099, 1098, 5498, and W-2G.	
Street address (including apt. no.)		9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/>	\$	10 Crop insurance proceeds	\$		
City, state, and ZIP code		11		12			
Account number (see instructions)		13 Excess golden parachute payments	\$	14 Gross proceeds paid to an attorney	\$		
2nd TIN not <input type="checkbox"/>		15a Section 409A deferrals	\$	15b Section 409A income	\$	16 State tax withheld	\$
		17 State/Payer's state no.		18 State income	\$		

Form 1099-MISC Cat. No. 14425J Department of the Treasury - Internal Revenue Service
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Example of the 1099-MISC form for 2008

1099-DIV Form

This section provides a sample of the 1099-DIV form, which is used to report dividends and distributions.

1099-DIV Form Sample

This is an example of the 1099-DIV form for 2008:

9191 <input type="checkbox"/> VOID <input type="checkbox"/> CORRECTED				OMB No. 1545-0110		2008 Form 1099-DIV	Dividends and Distributions		
PAYER'S name, street address, city, state, ZIP code, and telephone no.		1a Total ordinary dividends							
		\$							
		1b Qualified dividends							
		\$							
PAYER'S federal identification number		2a Total capital gain distr.		2b Unrecap. Sec. 1250 gain		Copy A For Internal Revenue Service Center File with Form 1096. For Privacy Act and Paperwork Reduction Act Notice, see the 2008 General Instructions for Forms 1099, 1098, 5498, and W-2G.			
		\$		\$					
RECIPIENT'S identification number									
RECIPIENT'S name		2c Section 1202 gain		2d Collectibles (28%) gain					
		\$		\$					
Street address (including apt. no.)		3 Nondividend distributions		4 Federal income tax withheld					
		\$		\$					
City, state, and ZIP code				5 Investment expenses					
				\$					
Account number (see instructions)		6 Foreign tax paid		7 Foreign country or U.S. possession					
		\$		\$					
2nd TIN not <input type="checkbox"/>		8 Cash liquidation distributions		9 Noncash liquidation distributions					
		\$		\$					
Form 1099-DIV		Cat. No. 14415N		Department of the Treasury - Internal Revenue Service					
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Example of the 1099-DIV form for 2008

CHAPTER 11

Understanding Frequently Asked Questions About the 1099 Process

This chapter discusses:

- General questions.
- Accounts payable (A/P) ledger method questions.
- General ledger (G/L) method questions.
- Worktable adjustment questions.
- 1099 report questions.
- Write Media program questions.

General Questions

This table presents frequently asked questions about 1099 processing and the answers:

Question	Answer
I ran 1099s last year. Do I have to upload the software update for 1099 processing this year?	We recommend taking the current 1099 update each year because of Internal Revenue Service (IRS) legislative changes and program updates.
How can I exclude a transaction from 1099 processing?	For the G/L method, two program options are available: <ul style="list-style-type: none">• In the Enter Payment Adjustments program (P04510), locate the transaction and overwrite the payment number with *.• In the Enter A/P Workfile Adjustment program (P04510FP), add a new transaction with the reverse amount for the supplier, company, and form type. For the A/P method, use the Enter A/P Workfile Adjustment program, inquire on the supplier, locate the transaction, and delete it.
How does business unit security affect 1099 processing?	If you use the G/L method, the only program that business unit security affects is the Update BU.Obj.Sub to Journal Entry program (R09806). This program uses the Account Master table (F0901), which is one of the tables used by business unit security.
Where can I order 1099 forms?	Contact the IRS or obtain 1099 forms from a local business form supplier.

Question	Answer
<p>What is the best way to determine whether a supplier was issued a 1099 form?</p>	<p>Because no online inquiry is available, the best way to determine whether a supplier was issued a 1099 form is to print the 1099 A/P - G/L Combined Register (R04512FB).</p>
<p>How do I change category code 7 values when I am using the Match Voucher to Open Receipt program in the Procurement system?</p>	<p>Each pay item on a voucher is assigned the default category code 7 value from the supplier's address book record. If you have pay items that require a different value, you can change the value in the Enter A/P Workfile Adjustment program. You can change the values on the vouchers before you build the A/P Workfile by using the Speed Status Change program (P0411S).</p>
<p>If I run 1099 returns for more than one form (for example, 1099-INT and 1099-MISC), do I need to repeat the process for each form?</p>	<p>Not entirely. In the Write Media program (P04515), you specify which 1099 form you are processing. Before you run the program for each form, you must build a workfile according to either the G/L or A/P ledger method.</p> <ul style="list-style-type: none"> • For the G/L method, build the 1099 G/L Worktable (F045141) once for all accounts and run the Write Media program for all forms. • For the A/P Ledger method, build the 1099 A/P Worktable (F045143) for each appropriate form type and box and run the Write Media program for each form.
<p>If I did not convert all the vouchers from our legacy system, how can I use the JD Edwards EnterpriseOne software to prepare 1099s for the vouchers I did not convert?</p>	<p>You can use one of these three methods to convert vouchers from a legacy system:</p> <ul style="list-style-type: none"> • A/P Ledger method. Use the Build A/P Workfile program (R04514FP) to report current transactions and the Enter A/P Workfile Adjustment program to enter information that has not been converted from the legacy system. • A/P Ledger method. Enter all legacy transactions manually as adjustments using the Enter A/P Workfile Adjustment program. • G/L - A/P Ledger methods. Use the G/L method to report all current transactions and the Enter A/P Workfile Adjustment program to report data that has not been converted from the legacy system. When you run the Write Media program (P04515), the data in the F045141 and F045143 tables are merged into the 1099 Merged Worktables (F04514) to generate the 1099 returns.

Question	Answer
How can I exclude a supplier from 1099 processing?	<p>You can exclude a supplier from the 1099 processing by performing one of these tasks:</p> <ul style="list-style-type: none"> • Use the Supplier Master Revision form to change the person/corporation code to a value other than P (individual) or N (noncorporate entity). • If you use the A/P Ledger method, exclude suppliers using data selection when you run the Build A/P Workfile program. • If you use either the A/P ledger or the G/L method, use the Enter A/P Workfile Adjustment program to reverse any transactions for that supplier. • If you use the G/L method, use the Enter Payment Adjustments program to specify that the payments for the supplier are exceptions and rerun the Build G/L Workfile program (R04514).
How do I enter a transaction that is not a JD Edwards EnterpriseOne transaction?	Use the Enter A/P Workfile Adjustment program.
What is a K record, and does JD Edwards EnterpriseOne support it?	<p>The K record contains the total number of payees and the total payments filed by a given payer for a specific state. We support combined federal and state reporting.</p> <p>The IRS accepts the K record for electronic filing purposes only.</p>
Does JD Edwards EnterpriseOne support electronic filing? I would like to take advantage of the later filing date allowed for electronic filing.	You must create a custom program to extract data from the 1099 Electronic Media table (F04515OW) for electronic filing. Global Support Services does not support electronic filing because it involves custom programs.
Am I required to close the accounting period in the Company Numbers & Names (P00105) and G/L Annual Close (P098201) programs, and close the Accounts Payable system in the Company Numbers & Names program to complete 1099 processing?	No, none of the programs you mentioned are prerequisites for completing the 1099 tasks.

A/P Ledger Method Questions

This table presents frequently asked questions about the A/P Ledger method of 1099 processing and the answers:

Question	Answer
Do I need to build the 1099 A/P Worktable (F045143) if I use the 1099 A/P Workfile Adjustments program (P04510FP)?	<p>If you use the A/P Ledger method, you should build the F045143 table unless you have only a few 1099 forms to prepare. If that is the case, using the Enter A/P Workfile Adjustments program to enter the 1099 information might be sufficient.</p> <p>If you use the G/L method, but you use the Enter A/P Workfile Adjustments program to enter additional records, do not build the F045143 table. However, you should clear the F045143 table before you enter any adjustments.</p>
Why does the F045143 table contain data from a previous year?	<p>The Build 1099 A/P Workfile program (P04514FP) adds records to the F045143 table without clearing it first. If you have records for a prior year in the F045143 table, clear the table using the Clear 1099 A/P Workfile program (R04CLRFP), and then run the Build 1099 A/P Workfile program.</p> <p>Be aware that the Clear 1099 A/P Workfile program clears all records from the F045143 table, including any adjustments that you add using the 1099 A/P Workfile Adjustments program. If you made adjustments, you must enter them again after you clear and rebuild the F045143 table.</p>

G/L Method Questions

These tables present frequently asked questions about the G/L method of 1099 processing and the answers.

1099 Payment Exception Report

This table presents questions and answers about the 1099 Payment Exception report:

Question	Answer
Why is the Payments Exception Report (R04511) more than 1,000 pages long?	<p>Typically, abnormally long exception reports are the result of setting up too many accounts in the automatic accounting instructions (AAI) ranges for PXxxxx or are from not excluding document types in the data selection.</p> <p>Verify that the AAI ranges are properly set up. This report shows information for all documents that fall within the AAI ranges for PXxxxx. Use data selection to exclude specific documents by document type.</p>
Why does data from a previous year appear on the Payments Exception Report?	The processing option for the Payments Exception Report does not contain the correct 1099 reporting year.
Why is the Payments Exception Report blank? I've run it multiple times, in multiple ways.	A blank report indicates that you have no payment exceptions or questionable payments.

1099 G/L Register

This table presents questions and answers about the 1099 G/L register:

Question	Answer
The 1099 G/L Register (R04512) is printing accounts for only one form type. How can I include all types?	<p>Verify that you set up AAI ranges for all form types. The character after PX controls which form type prints on the report, as illustrated:</p> <ul style="list-style-type: none"> • PxAxxx-1099-MISC • PX1xxx-1099-DIV • PX6xxx-1099-INT <p>Verify that the AAI ranges are set up only for company 00000. Be sure that no blank object accounts exist. Do not overlap accounts over ranges. For example, do not skip ranges by setting up AAIs for range PXxx01 - PXxx02 and then skip to range PXxx05 - PXxx06.</p>
Why isn't the 1099 legal name printing on the 1099 G/L Register? The legal name was defined correctly in the address book record.	The 1099 G/L Register is designed to print only the mailing name, but the Write Media program (P04515) prints the 1099 legal name above the mailing name.
I used alternate address book fields to combine data for different address book records, but when I run the 1099 G/L Register, the new address information does not print. Why?	The address information is not combined until you build the 1099 G/L Worktable (F045141) and the 1099 A/P Worktable (F045143). You can view the results that will appear on the 1099 forms before you run the Write Media program by running either the 1099 A/P Register (R04512FA) or the 1099 A/P - G/L Combined Register (R04512FB), not the 1099 G/L Register.
When I run the 1099 G/L Register, nothing prints. Why?	<p>Review the processing options. Also verify that the AAI ranges for PXxxxx include the correct accounts and are set up only for company 00000. If they are not set up correctly, the register prints without data.</p> <p>If you use the G/L method and do not run the Update Payment Information program (R04513), the register prints without data.</p>
Why is my 1099 G/L Register printing suppliers with amounts less than the IRS minimum requirements?	<p>The 1099 G/L Register is designed to print information for all suppliers regardless of the total dollar amount you paid them. This allows for adjustments that you might make later. The Write Media program excludes suppliers that do not meet the minimum IRS requirements.</p> <p>To print a report that includes only suppliers with amounts over the IRS minimum amounts, print the 1099 A/P - G/L Combined Register and define minimum amounts in the processing options.</p>

Build 1099 G/L Workfile

This table presents questions and answers about the 1099 G/L workfile:

Question	Answer
Do I have to clear the 1099 A/P Worktable (F045143) from last year even though I am using the G/L method this year?	Yes, because the Write Media program combines the transactions from both worktables.
Why are taxes included in the totals for my suppliers and how do I exclude these taxes?	Taxes are included in the totals because the tax accounts are included in one of the AAI ranges. To exclude taxes, remove the tax accounts from the AAI ranges and rerun the Build 1099 G/L Workfile program (R04514).

Question	Answer
Do I need to rebuild my 1099 G/L Worktable (F045141) if I just cleared the F045143 table?	No. These tables are separate, and not interdependent.
I have accounts that are included in the AAI ranges but are not included when I run the Build 1099 G/L Workfile program (R04514). Why?	Verify that the AAIs for those accounts have a subsidiary of either 99999999 or ZZZZZZZZZZ for the ending range, depending on the operating system. If you are not sure whether to use 99999999 or ZZZZZZZZZZ, see the system administrator.
Do I have to clear the F045141 table from last year?	No. The Build 1099 G/L Workfile program automatically clears the F045141 table before building it again.
Why is the F045141 table empty? I ran the program to build the table.	<p>This might be caused by these circumstances:</p> <ul style="list-style-type: none"> • The G/L bank account or the A/P trade account is included in the range of AAIs, resulting in a zero balance. Remove the account from the AAI range. • The AAIs are missing an object account. • The AAI range is missing a subsidiary of either 99999999 or ZZZZZZZZZZ, depending on the operating system. The subsidiary causes the system to include all accounts for the object account.

Worktable Adjustment Questions

These tables present frequently asked questions about worktable adjustments for 1099 processing and the answers.

1099 Worktable Adjustments (A/P Ledger and G/L Method)

This table presents questions and answers about the 1099 worktable adjustments:

Question	Answer
How do I know whether to use the Enter A/P Workfile Adjustment program (P04510FP) or the Enter Payment Adjustments program (P04510)?	<p>The program to use depends on the 1099 ledger method you use.</p> <p>For the A/P Ledger method, you can use only the Enter A/P Workfile Adjustment program to correct existing records. This program does not provide an audit trail.</p> <p>For the G/L method, you can use either the Enter A/P Workfile Adjustment program or the Enter Payment Adjustments program to correct existing records.</p> <ul style="list-style-type: none"> • If you use the Enter Payment Adjustments program after you build the G/L Worktable (F045141), you must rerun the Build G/L Workfile program (R04514). • The Enter Payment Adjustments program does not affect the integrity of the Accounts Payable Ledger (F0411) or Account Ledger (F0911) table. This program provides an audit trail. <p>For the combined A/P ledger and G/L methods, you can use either the Enter A/P Workfile Adjustment program or the Enter Payment Adjustments program to correct existing records.</p> <p>To verify the effect of the entries on the records that are merged from the F045141 and F045143 tables, print the 1099 A/P - G/L Combined Register (R04512FB).</p>
I entered adjustments using the Enter Payment Adjustments program. Now I want to add another adjustment using the Enter A/P Workfile Adjustment program, but I am unable to inquire on the previous adjustments. Why?	You enter information in the F0911 table when you use the Enter Payment Adjustments program, but you inquire on information in the F045143 table when you use the Enter A/P Workfile Adjustment program. These tables are not interrelated. However, you can review combined information on the 1099 A/P - G/L Combined Register.

Enter A/P Workfile Adjustment

This table presents questions and answers about the A/P workfile adjustments:

Question	Answer
I receive a duplicate error message when I adjust records in the F045143 table using the Enter A/P Workfile Adjustment program. Why?	You can make only one entry in the F045143 table for each combination of company, address book number, and type of return. Rather than trying to add a new transaction, inquire on the supplier first and then change the existing transaction to reflect the sum of the two entries.
I am trying to adjust records using the Enter A/P Workfile Adjustment program, but the Company Tax ID field is highlighted with error 3813. Why?	Verify that the company number resides in the Address Book Master table (F0101). Next, determine whether the company's address book record has the Tax ID field populated. You can verify the value in the Tax ID field using the Address Book Revisions program (P01012) or Supplier Master Information program (P04012).
I am trying to inquire on a supplier using the Enter A/P Workfile Adjustment program. No information appears on the form. Why not?	No transactions currently exist for the supplier. Click the Add button on the Work With 1099 A/P Workfile Adjustments form and add a new transaction for the supplier.

Question	Answer
<p>To adjust an amount for a supplier using the Enter A/P Workfile Adjustment program, do I inquire on the record and change the existing line or do I add a new line for the difference?</p>	<p>The answer depends on whether the amount was generated using the A/P ledger or G/L method.</p> <ul style="list-style-type: none"> • If you use the G/L method, add the adjustment record to the F045143 table. To view the adjustment for the supplier record, run the 1099 A/P - G/L Combined Register, which combines the F045141 and F045143 tables and prints the details for each supplier. • If you use the A/P Ledger method, locate the existing record and change the information. The Enter A/P Workfile Adjustment program enables only one transaction for each combination of company, address number, and type of return.
<p>When I enter a Social Security Number (SSN) in the Tax ID field using the Enter A/P Workfile Adjustment program, the number looks like an employer identification number (EIN) with dashes in the wrong place. Why?</p>	<p>The person/corporation code in the supplier master record contains the value N (noncorporate entity), which designates an EIN format. Use the Supplier Master Revision form and change the code to P to print the number using the SSN format.</p>

Enter Payment Adjustments

This table presents questions and answers about payment adjustments:

Question	Answer
<p>I accidentally entered an item as an exception by entering * in the Payment Number field of the Enter Payment Adjustments program. How can I correct this error?</p>	<p>On the line directly after the item, enter the payment number and date.</p>
<p>Do TX (tax) records, which are used by the Enter Payment Adjustments program, appear on the integrity reports?</p>	<p>No. These records do not appear on any integrity reports.</p>

1099 Report Questions

This table presents frequently asked questions about reports for 1099 processing and the answers:

Question	Answer
<p>How can I suppress printing of the country code on the W-9 Exception Report (R01301)?</p>	<p>Access the Country Constants Revisions program (P0070), locate the country that you want, and clear the option for Print Country Code.</p>
<p>When I run the W-9 Exception Report, I get a list of invalid address numbers. These numbers exist in both the Address Book Master (F0101) and Supplier Master (F0401) tables. Why do I get invalid address numbers?</p>	<p>The person/corporation code for the supplier contains the value C (corporation). Change the code to P (individual) or N (noncorporate entity) for suppliers.</p>
<p>Why is the company tax ID missing on the W-9 Exception Report?</p>	<p>The company was not set up as an address book record or the company tax ID for the address book record was omitted. Be sure the company has an address book record with a company tax ID.</p>

Question	Answer
Why is the wrong value printing in the Company Tax ID field on the W-9 Exception Report?	<p>This error normally occurs when the address book number for a company does not equal the company number, and it is not cross-referenced in the Company Constants table (F0010).</p> <p>To correct this problem, perform one of these tasks:</p> <ul style="list-style-type: none"> • Enter the correct tax ID in the address book record for the company. Depending on where you are in the 1099 process, you might need to rebuild the worktable. (Remember to clear it first if you use the A/P Ledger method.) If you clear the 1099 A/P Worktable (F045143), you will lose all adjustments that you entered using the Enter A/P Workfile Adjustment program (P04510FP). • Manually correct the record by clearing the Company Tax ID field in the Enter A/P Workfile Adjustment program. When the Company Tax ID field is blank, the system updates the field with the default value from the address book record.
When I run the 1099 A/P Register (R04512FA) and 1099 A/P - G/L Combined Register (R04512FB), additional entries exist. Why?	<p>If you use the A/P Ledger method, you probably have data in the F045143 table from the previous year, or you entered test data this year. You must first clear the F045143 table using the Clear A/P Workfile program (R04CLRFP). Rerun the Build A/P Workfile program (R04514FP). Then, enter any adjustments again that you entered previously using the Enter A/P Workfile Adjustments program.</p> <p>If you used the G/L method last year but are using the A/P Ledger method this year, you will have records in the 1099 G/L Worktable (F045141) from last year. To remove those records, run the Clear G/L Workfile program (R04CLRGL). Then, rerun the 1099 A/P - G/L Combined Register.</p>

Write Media Program Questions

This table presents frequently asked questions about the Write Media program (P04515), which is used to produce 1099 returns, and the answers:

Question	Answer
Can I change the data sequence of the Write Media program (P04515)?	No. Do not change the data sequence for this program.

Question	Answer
<p>How are the Transmitter Control Code and Payer Name Control fields used, and what should I enter in these fields?</p>	<p>The transmitter control code (TCC) is a five-character alphanumeric code that the IRS assigns when you file Form 4419 (Application for Filing Returns Electronically). Companies that meet IRS requirements to file returns electronically are required to file this form.</p> <p>The payer name control (PNMC) is the business name associated with the TCC. The IRS assigns both the TCC and PNMC codes to your business for filing and transmitting purposes. The payer name control value is an optional, four-character code. This code is printed on the mailing label that the IRS uses to send out 1099 packages to payers on record each December. If you do not receive a 1099 package or if you do not know the code for the payer name control, leave this field blank.</p>
<p>Why is the wrong company printing on the 1099 form?</p>	<p>Each company in the Address Book Master table (F0101) has a unique address book number, but two or more companies might have the same tax ID. The processing options for the Build G/L Workfile (R04514) and Build A/P Workfile (R04514FP) programs enable you to combine alternate addresses under one tax ID. When you use the combining feature for companies and suppliers, you must select the same alternate address number field throughout the system. Verify that the processing options are set correctly and that the same alternate address number field is used in the combining process for both company and supplier.</p>
<p>Is the company phone number required on the 1099 form?</p>	<p>Yes, this is required and necessary if a payee needs to contact a payer.</p>
<p>The Write Media program is printing an amount in the wrong box. How can I move this amount to the correct box?</p>	<p>If you use the G/L method and require an audit trail, move the G/L distribution account to the correct AAI for PXxxxx. Then rerun the Build G/L Workfile program (R04514). If you do not require an audit trail, use the Enter A/P Workfile Adjustment program (P04510FP) to add the incorrect information with the reverse amount. On a separate line, enter the information with the correct amount and box. When the 1099 forms are written and the 1099 A/P Worktable (F045143) is merged with the 1099 G/L Worktable (F045141), the reversing entry in the F045143 table and the original entry in the F045141 table net to zero. The only entry for the 1099 will be the F045143 record you just entered for the correct amount in the correct box. Ensure that you identify all suppliers that are affected by the incorrect AAI.</p> <p>For the A/P Ledger method, use the Enter A/P Workfile Adjustment program, locate the transaction, replace the wrong type return (TR) value with the correct value, and click OK.</p>

Question	Answer
How do I combine 1099 information for suppliers from different companies?	<p>The companies being combined must have the same tax ID. You select a company and reference its address number on the other companies' address book records using one of the alternate address book number fields. Then run the Build G/L Workfile program to build the F045141 table or the Build A/P Workfile program to build the F045143 table and specify the alternate address book number you used in the processing option.</p> <p>For example, assume that you have three companies with address book numbers 100, 200, and 300 and you enter 100 in the 2nd Address Number field of the address book records for companies 200 and 300. When you submit the program to build the F045141 table or the F045143 table, you enter 2 (to select the value entered in the 2nd Address Number field) for the processing option for combining 1099s for printing. The results combine the 1099 information across companies.</p>
How do I know which company is the payer on the 1099 form if one company had the expense and a different company paid the voucher?	<p>You use a processing option in the Build G/L Workfile program and select to build the F045141 table using one of these criteria:</p> <ul style="list-style-type: none"> • The company from the G/L distribution on the voucher. • The company that is associated with the last payment processed for the voucher.
The 1099 reporting company information does not print on the 1099 form. Why?	<p>Your company does not have a tax ID in the address book record of the company. Add the company tax ID to the address book record. Then, either revise the F045143 records or rebuild the F045141 table using the Build G/L Workfile program to include the company's tax ID.</p> <p>To revise the F045143 table, use the Enter A/P Workfile Adjustments program to add your company tax ID. Or you can delete and rebuild the F045143 table.</p>