

## **JD Edwards World**

United States 1099 Year-End Processing Guide 2019

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Describes the Accounts Payable programs to produce information for Internal Revenue Service (IRS) Form 1099 required for income tax reporting of the U.S. federal government.

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# Preface

Welcome to the JD Edwards World United States 1099 Year-End Processing Guide 2019.

## Audience

This guide is intended for implementers and end users of the JD Edwards World United States 1099 Year-End Processing 2019 system.

## Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc>.

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## Related Documents

For more information, see the following documents:

- *JD Edwards World U.S. Payroll I Guide*
- *JD Edwards World U.S. Payroll II Guide*
  
- *JD Edwards World United States Payroll Year-End Processing Guide*

## Conventions

The following text conventions are used in this document:

Convention	Meaning
<b>boldface</b>	Boldface type indicates cautionary information and terms defined in the glossary.
<i>italic</i>	Indicates book titles or emphasis.



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## 2019 1099 Year-End Processing Overview

The Accounts Payable system includes programs to produce information for the Internal Revenue Service (IRS) for the following 1099 forms:

1099 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.

The system also includes the functionality that allows you to submit information to the IRS electronically.

**See Also :** The JD Edwards World Payroll system also includes programs to produce information for the IRS. See the *United States Payroll Year-End Processing Guide 2019* for detailed information.

The U.S. federal government requires that you complete 1099 forms for various tax reporting purposes. You send 1099 forms to suppliers who are sole proprietors or non-corporate entities, as well as to corporations for payments, such as medical or health care.

To produce the information for the documents required by the IRS for 1099 processing, your software includes features that allow you to do the following:

- Manage address and tax information for your 1099 suppliers.
- Produce your 1099 information based on data in the Accounts Payable system, the General Accounting system, or both.
- Produce reports to review and verify your 1099 data before final processing.
- Adjust amounts for your suppliers if errors are found.
- Print 1099 forms by company and distribute them to your suppliers.
- Produce 1099 returns for electronic submission to the IRS for federal or combined federal and state reporting.

This section contains the following topics:

- [Section 1.1, "Release Levels for 1099 Processing"](#)

- [Section 1.2, "Preparing for 1099 Processing"](#)
- [Section 1.3, "Ledger Methods for 1099 Processing"](#)

### **Before You Begin**

Assemble the following IRS forms and publications:

- IRS Forms and Publications 2019, *General Instructions for Forms 1099, 1098, 5498, and W-2G*.
- IRS Publication 1220, *Specifications for Filing Forms 1098, 1099, 5498 and W-2G Electronically*.
- 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 must file this form.

Information in this guide that restates government regulations is deemed accurate, but should not be solely relied upon. Due to yearly regulatory changes, you should verify your specific 1099 requirements. If you have specific questions, contact the IRS (800) 829-4933 or review the IRS web page at <http://www.irs.gov>.

#### **See Also:**

[Appendix H, "1099 Sample Forms 2019"](#)

## **1.1 Release Levels for 1099 Processing**

The software for processing year-end information is available for JD Edwards World release A9.2 and all subsequent releases.

Use the current cumulative update software for your release level. A cumulative update from a previous tax year might not be valid for reporting information for the current tax year.

The documentation in this guide is based on JD Edwards World release A9.4. If you use another release of the software, you might notice differences between what appears in the documentation and what appears on your screen.

## **1.2 Preparing for 1099 Processing**

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.

The following list contains some of the tasks for preparing for 1099 processing. This list is not exhaustive and should be used to promote discussion among the employees who are responsible for preparing 1099s at your company.

- Decide which method or combination of methods you want to use to process your 1099 forms and prepare your system accordingly.
- Ensure that the address book information for your 1099 suppliers is in a format acceptable to the IRS.
- Verify the value of the person/corporation code for each of your suppliers. All suppliers that should receive a 1099 form must have a code of either P (individual) or N (non-corporate entity).

- Ensure that you have a Tax Identification Number (TIN) for each of your suppliers that 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.

Use [Appendix A, "Checklist for 1099 Processing"](#) to use as a guideline for processing 1099 returns.

## 1.3 Ledger Methods for 1099 Processing

You can process 1099 returns using one or both of the following methods:

- 1099 A/P Ledger Method
- 1099 G/L Method

To help you determine the number of suppliers for whom you must generate a 1099 and which method of 1099 reporting you should use:

- Run the Update YTD Voucher Amount program (P04820) to update the YTD-vouchered amounts and the Address Book Master file (F0101).
- Run the Supplier Analysis report (P04602), which uses year-to-date information from the Address Book Master file.
- Review each supplier for whom you generated payments during the calendar year.

### 1.3.1 1099 A/P Ledger Method

You use the 1099 A/P Ledger Method if you can identify which 1099 form and box to update based on a category code value, instead of an expense account. Also, you must use this method if you do not have corresponding records in the Account Ledger file (F0911). For example, you might transfer A/P information from another system for payment processing only and do not use JD Edwards World General Ledger system.

When you use the 1099 A/P Ledger Method, the system summarizes the pay item amounts that you identify on paid vouchers into 1099 reportable amounts for each supplier. You identify these eligible voucher pay items by entering or updating the 1099 Reporting field (AC07, also known as category code 07) with a value in the A/P Ledger file (F0411). Then, you use data selection in the Build AP Workfile program (P04514FP) to select the records for each value.

When you build the 1099 A/P Workfile (F045143), the system accumulates the amounts for the specific voucher pay items for the form and box that you identify in the Type of Return processing option. Typically, if you process multiple types of 1099s forms and multiple boxes, you use the 1099 Reporting field to identify the form and box, and then use the 1099 field (TNN), which is also known as the Flag for 1099 field, for exceptions.

If you process only one box and form, you do not need to update the 1099 Reporting field. The program retrieves all vouchers for suppliers based on the value of Person/Corporation Code (P or N) when you build the 1099 A/P Workfile (F045143) and processing options allow you to specify the form and box to update.

### 1.3.2 1099 G/L Method

You use the 1099 G/L Method when you want to use the expense account number as the basis for updating the 1099 form and box. This method uses Automatic Accounting

Instructions (AAIs) to identify the general ledger object accounts to use in 1099 processing. Each AAI indicates the form and box to use to accumulate amounts for the ranges of object accounts you define when you build the 1099 G/L Workfile (F045141).

You can also use this method for records created using the two-way and three-way voucher match program in the Procurement system.

### 1.3.3 Combination of 1099 A/P Ledger and 1099 G/L Methods

You can use a combination of the 1099 A/P Ledger and 1099 G/L Methods. Using both methods, you can select paid vouchers from the F0911 with expense distributions based on the object account ranges in the AAIs (1099 G/L Ledger Method), as well as include paid vouchers that might be excluded from the AAI ranges or are exceptions (1099 A/P Ledger Method).

This table describes the differences between the 1099 A/P Ledger and 1099 G/L Methods:

<b>A/P Ledger Method</b>	<b>G/L Method</b>
Use this method if you have data for a complete or partial year.	Use this method if you have data for a complete or partial year.
If you convert transactions from another system into the Accounts Payable Ledger file (F0411) and did not convert the detail transactions in the F0911, we recommend that you use the A/P Ledger method.	If you convert transactions from another system into the Account Ledger file (F0911) and your chart of accounts is stable and consistent across companies, we recommend that you use the G/L method.
Creates the 1099 A/P Workfile (F045143) early in the process.	Creates the 1099 G/L Workfile (F045141) at the end of the process.
Uses the value of the 1099 Reporting field (AC07) to select records.	Uses Automatic Accounting Instructions to select records.

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## Setup Supplier and Company

As part of the 1099 process, you must review address book records for your suppliers and companies to ensure that you have the necessary information and that your information meets IRS requirements. If supplier or company information is incorrect, the IRS might reject the returns and impose fines for each incorrect 1099.

This section contains the following topics:

- [Section 2.1, "Understanding Supplier Setup Requirements"](#)
- [Section 2.2, "Setting Up Suppliers"](#)
- [Section 2.3, "Setting Up Companies"](#)
- [Section 2.4, "Combining 1099 Information Among Suppliers and Companies"](#)
- [Section 2.5, "Reviewing W-9 Reports"](#)

### 2.1 Understanding Supplier Setup Requirements

You must ensure that your suppliers are set up to meet the following requirements:

- IRS mailing address requirements
- Legal name and person/corporation code
- Tax identification number (TIN)
- 1099 information for the supplier

Additionally, depending on your supplier information, you might also need to:

- Update 1099 information for one-time payment (OTP) suppliers
- Identify foreign suppliers
- Identify suppliers with backup withholding
- Update the 2nd TIN Flag for suppliers
- Set up and assign category code 07 if you use the A/P Ledger Method or if you want to identify potential 1099 suppliers for address book reporting purposes. See [Section 4.2, "Assigning Category Code 07 Values to Supplier Address Book Records"](#) for more information.

The system stores supplier address information in the following files:

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

- Address by Date (F0116)
- Related Addresses (F01017)
- Supplier Master (F0401)
- Supplier Co/Bus. Unit Defaults (F04015)

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**Caution:** Do not purge records in the F0101, F0111, F0115, F0116, F01017, F0401, and F04015 files for any supplier with accounts payable activity in the calendar year for which you are processing 1099s.

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Understanding supplier setup requirements includes:

- Understanding the IRS mailing address requirements
- Understanding the legal name and person/corporation code
- Understanding the mailing address
- Understanding the TIN

### 2.1.1 Understanding the IRS Mailing Address Requirements

The Internal Revenue Service (IRS) limits the mailing address on 1099 returns to three lines:

- Legal Name (line 1)
- Street address (line 2)
- City, state, and zip code (line 3)

If the supplier uses a DBA (Doing Business As) name or if the legal name requires more than one line, the IRS allows four lines:

- Legal Name (line 1)
- DBA Name or Continuation of Legal Name (line 2)
- Street address (line 3)
- City, state, and zip code (line 4)

Other IRS limitations are:

- You cannot have a mailing address that contains more than one line for a street address.
- You cannot use the street address line for a legal name.

### 2.1.2 Understanding the Legal Name and Person/Corporation Code

A supplier can have only one legal name for tax purposes. The legal name is the name associated with the supplier's tax ID. Depending on whether the supplier is a sole proprietor or non-corporate entity, the legal name is either the mailing name or it is the name that is set up in the Who's Who file (F0111) that has the value T (1099 Legal Name) in the Type Code field.

If the mailing name that displays on the Address Book Revisions screen 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.



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**Note :** If you do not use the legal name, the IRS records will not match the name that you provide on the 1099 return. This might subject you to IRS penalties or fines.

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The value in the Person/Corporation Code field on the Address Book Control Revisions screen determines whether the supplier is a sole proprietor or non-corporate entity. If the supplier is a:

- Sole proprietor, enter P in the Person/Corporation Code field.
- Non-corporate entity, enter N in the Person/Corporation Code field.

You access the Address Book Control Revisions screen by choosing Address Book Control Revisions (F13) from the Address Book Revisions program (P01051).

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**Note:** Many applications use the mailing name throughout JD Edwards World software. For example, this is the name that prints on an A/P payment or as part of the Remit To address for customer statements; therefore, if you need to change the mailing name to accommodate the IRS requirements for 1099 processing, be sure to consider any other type of form that you print that might utilize it.

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### Examples of Legal Names

The following examples illustrate legal names for sole proprietors and non-corporate entities.

If the supplier is a sole proprietor (P in the Person/Corp Code field) that uses a DBA name, you must set up a legal name record in the Who's Who file for the supplier. If the supplier does not use a DBA name, the mailing name is the legal name and you do not set up an additional Who's Who record.

Sole Proprietor	Description
Jessica Hammond	Who's Who T record - this is the legal name.
DBA: The Movers	Mailing Name
OR	
Mark Rosenberg	Mailing Name - this is the legal name

If the supplier is a non-corporate entity (N in the Person/Corp Code field) the mailing name might be the legal name. However, if the mailing name represents only part of the legal name, you must additionally set up a legal name Who's Who record (Type Code = T) so that the system prints the entire legal name on the 1099 form. Because it prints the mailing name from the Who's Who T record first, you must ensure that the legal name in conjunction with mailing name prints correctly on the 1099 form.

The following examples illustrate the mailing name and legal name for various non-corporate entities:

Partnership	Description
Robert Aspen	Who's Who T record - first line of the legal name.
and Brad Ness	Mailing Name - second line of the legal name.

Partnership	Description
OR	
Harold Forest, Carol Moss and Joseph Castle et al Ptr	Who's Who T record - first line of the legal name. Mailing Name - second line of the legal name.

Trusts and Fiduciaries	Description
Milky Corporation Employee Benefit Trust	Who's Who T record - this is the legal name. Mailing Name - second line of the legal name.

Exempt Organization	Description
Laborer's Union, MMO - CCO	Mailing Name - this is the legal name.
OR	
St. Joseph's Methodist Church Bldg., Fund	Who's Who T record - first line of the legal name. Mailing Name - second line of the legal name.

### 2.1.3 Understanding the Mailing Addresses

The mailing address that you set up cannot include more than one line for a street address and the street address must be the last non-blank line that is set up in the Address Book Revisions program (P01051). If you need to reference a suite number, building number, apartment number or any additional information, you must add it to the same line as the street address.

When you print the 1099 recipient forms, the Write Media program (P04515) provides a processing option that allows you to print the name and mailing address using 15 characters per inch to accommodate 40 characters. This processing option does not apply to:

- Copy A forms that you submit to the IRS (if you do not send them an electronic file). If you print Copy A forms, ensure that the mailing name and, or mailing address does not exceed 30 characters. Otherwise, the name and, or mailing address appears truncated.
- Facsimile forms, which you can also use as the recipient copy. The system prints 40 characters of the mailing name and address by default.
- Electronic processing. The system uses 40 characters by default.

#### Example: Mailing Addresses

The address for Johnson Painting Specialists is 214 Potomac Circle, Suite 109, Washington, DC 10023. Because the system prints only the last non-blank line of the street address on the 1099 form, you must enter the street address and suite number on the same line, as shown in the following example:

Figure 2–1 Address Book Addition

The 1099 form for this address prints as follows:

Figure 2–2 Form 1099-MISC

9595		<input type="checkbox"/> VOID <input type="checkbox"/> CORRECTED		OMB No. 1545-0115		Miscellaneous Income	
PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no. <b>A Model Financial/Distribution Company 8056 E. Tufts Ave. Denver, CO 80237 303-334-9999</b>		1 Rents \$	2 Royalties \$	2019 Form 1099-MISC			Copy A For Internal Revenue Service Center
PAYER'S federal identification number <b>12-4575544</b>	RECIPIENT'S identification number <b>524-55-4141</b>	3 Other income \$	4 Federal income tax withheld \$	5 Fishing boat proceeds \$	6 Medical and health care payments \$	File with Form 1096. For Privacy Act and Paperwork Reduction Act Notice, see the 2019 General Instructions for Certain Information Returns.	
RECIPIENT'S name <b>Johnson Painting Specialists</b>		7 Nonemployee compensation \$ <b>1259.00</b>		8 Substitute payments in lieu of dividends or interest \$	9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/> \$		10 Crop insurance proceeds \$
Street address (including apt. no.) <b>214 Potomac Circle, Suite 9</b>		11		12	13 Excess golden parachute payments \$	14 Gross proceeds paid to an attorney \$	
City or town, state or province, country, and ZIP or foreign postal code <b>Washington, DC 10023</b>		Account number (see instructions) <b>00005972</b>	FATCA filing requirement <input type="checkbox"/>	2nd TIN not <input type="checkbox"/>	15 State tax withheld \$	16 State/Payer's state no. \$	17 State income \$
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 www.irs.gov/form1099misc 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

### 2.1.4 Understanding the TIN

Suppliers (payees) use W-9 returns to report their tax IDs to a payer. A nine-digit tax ID is required for each supplier. The 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 non-foreign suppliers must be one of the following:

- Employer Identification Number (EIN), assigned by the IRS
- Social Security Number (SSN), assigned by the Social Security Administration (SSA)

For some foreign suppliers, a TIN might not be required or an ITIN (Individual Taxpayer Identification Number) might be acceptable. The ITIN is a tax processing number available only for certain nonresident and resident aliens, their spouses, and dependents who cannot get a Social Security Number (SSN). It is a 9-digit number, beginning with the number 9, formatted like an SSN (NNN-NN-NNNN). You must verify the acceptable foreign TIN reporting requirements with your local IRS office.

### **Missing and Incorrect TINs**

A TIN is incorrect if any of the following conditions exist:

- The TIN has a blank value (and the supplier is not foreign).
- The TIN has fewer than nine digits.
- The TIN contains non-numeric characters. (Do not include hyphens or alpha characters. 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 to Form 4804. If you attach a letter of explanation, you might 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 the following 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 Social Security Administration (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.

## **2.2 Setting Up Suppliers**

After reviewing 1099 setup requirements for a supplier, you might need to review and then update the address book information.

This section includes the following tasks:

- Updating 1099 Information for Suppliers
- Updating 1099 Information for One-Time Payment (OTP) Suppliers
- Identifying Foreign Suppliers
- Identifying Supplier with Backup Withholding
- Updating the 2nd TIN and FATCA Fields for Suppliers

### **2.2.1 Before You Begin**

Verify the settings of the following processing options in the Address Book Control Revisions program (P01053):

- Enter a '1' to suppress the display of the Tax ID field.  
Leave this processing option blank to display the Tax ID field.
- Enter a '1' to prevent duplicate entry of Tax ID.  
Enter 1 in this processing option so that the system returns an error if you enter a duplicate tax ID.

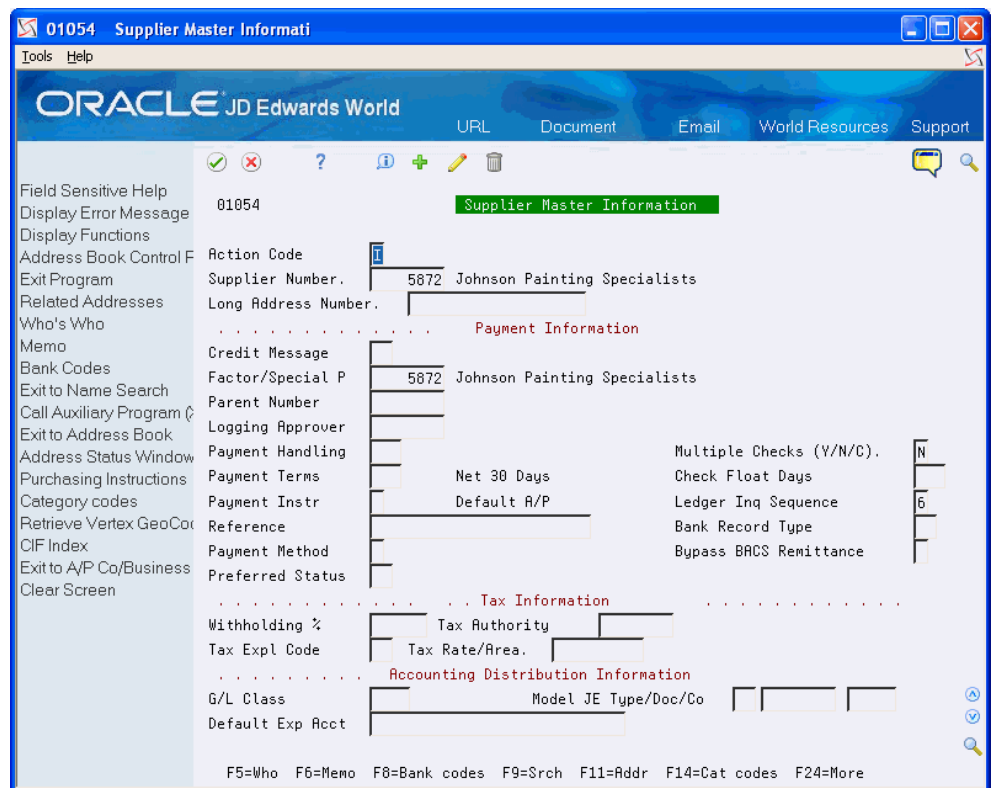
## 2.2.2 Updating 1099 Information for Suppliers

### Navigation

From Annual 1099 Processing (G0422), choose **Supplier Master Information**

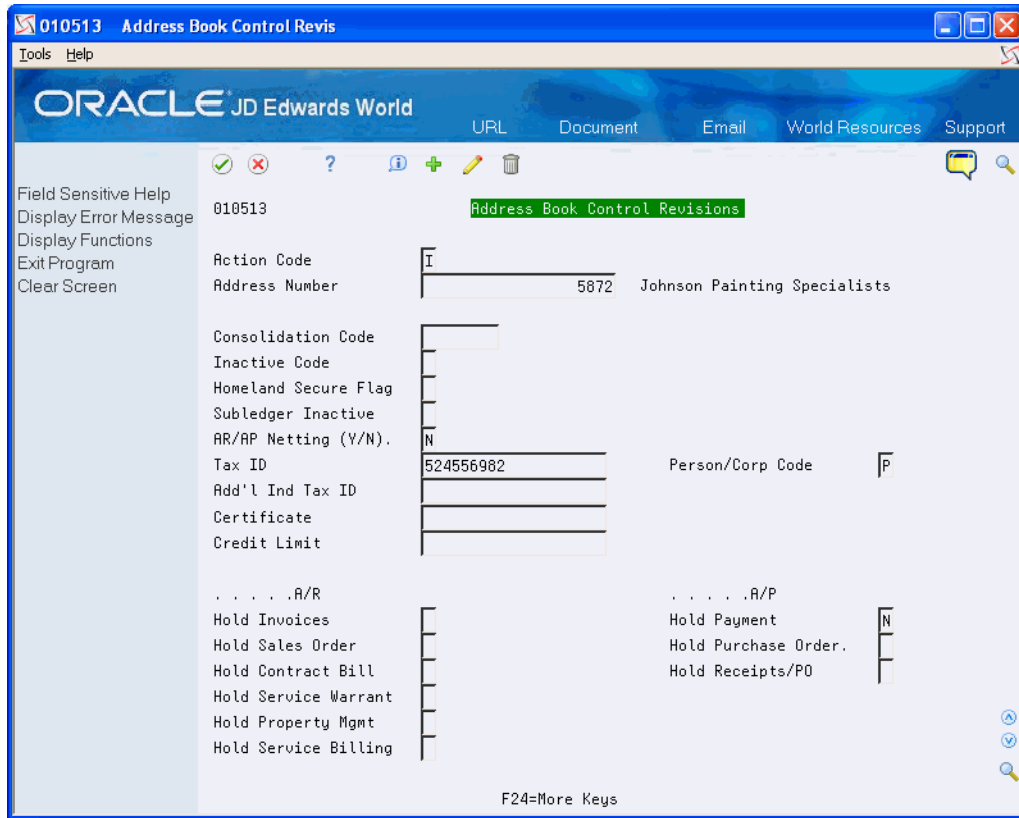
1. On Supplier Master Information, use the Inquiry action to locate the supplier.

**Figure 2–3 Supplier Master Information**



2. Choose Address Book Control Revisions (F2)

**Figure 2-4 Address Book Control Revisions**



3. On Address Book Control Revisions, complete the following fields and click Change.
  - Tax ID
  - Person/Corporation Code
4. Click Exit (F3) to return to Supplier Master Information.
5. On Supplier Master Information, choose Exit to Address Book (F11).

**Figure 2-5 Address Book Addition**

01AB Address Book Addition

Functions Tools Help

01AB Address Book Addition

Business Unit 1

Action Code

Address Number 5872 Long Address No.

Alpha Name Johnson Painting Specialists

Mailing Name Johnson Painting Specialists

Mailing Addr 214 Potomac Circle, Suite 9

Postal Code 10023 City Washington

Consol. Code Cnty

Parent Number. State DC Country

Phone No/Type 212 456--8897 /

F2=Phone F17=Mail Addr F18=Txt F19/20=Prev/Next Addr F21=Who F24=More

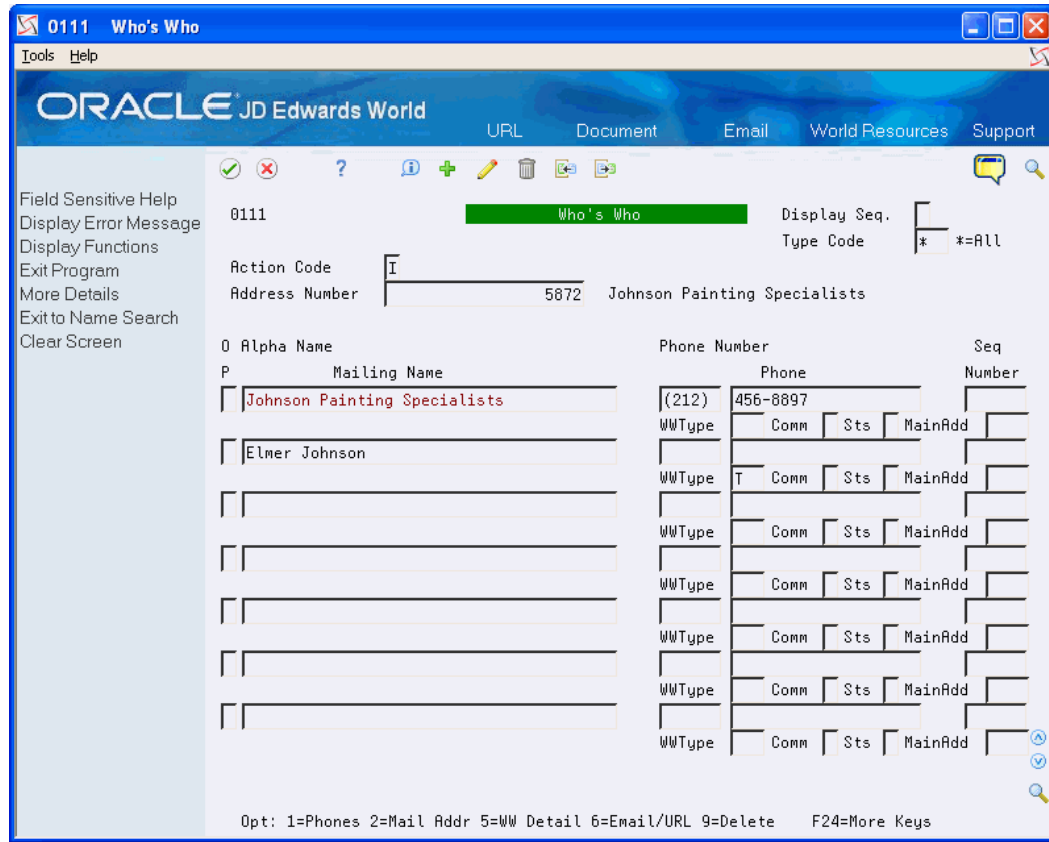
6. On Address Book Addition, complete the following fields and click Change.

- Mailing Name
- Mailing Address

A 1099 form has only one line for the supplier's street address. The street address must be complete (if applicable, it must include a suite, unit, and so on) and must be the on the last non-blank line of the mailing address.

- Postal Code
  - City
  - State
7. Click Exit (F3) to return to Supplier Master Information and perform one of the following:
- Continue by entering the Who's Who information if the mailing name and legal name of the supplier are not the same.
  - Click Exit (F3) to complete the task and exit the program.
8. To enter Who's Who information, on Supplier Master Information, choose Who's Who (F5).

**Figure 2–6 Who’s Who**



9. On Who's Who, on the first available detail line, enter the legal name of the supplier in the Mailing Name field.
10. In the detail area, enter T (1099 Legal Name) in the WW Type field and click Change.
11. Click Exit (F3) to return to Supplier Master Information.
12. On Supplier Master Information, click Exit (F3) to complete the task and exit the program.

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



<b>Field</b>	<b>Explanation</b>
Person/Corporation Code	<p>A code that designates the type of taxpayer.</p> <p>Valid values for U.S. entities are:</p> <p>C – Corporate entity (the 20-digit Tax field prints as 12-3456789)</p> <p>P – Individual (the 20-digit Tax field prints as 123-45-6789)</p> <p>N – Non-corporate entity (the 20-digit Tax field prints as 12-3456789)</p> <p>Blank – Corporate entity</p> <p>Valid values for non-U.S. clients are (used with the 20-digit Company field and Individual field):</p> <p>1 – Individual</p> <p>2 – Corporate entity</p> <p>3 – Both an individual and a corporate entity</p> <p>4 – Non-corporate entity</p> <p>5 – Customs authority</p> <p>For 1099 reporting, the system selects suppliers with codes of P and N.</p>
Mailing Name	<p>The company or person to whom billing or correspondence is addressed.</p> <p>The mailing name prints as the payee name on 1099 returns. You can override this information by using the Type Code field on Who's Who.</p>
Mailing Address	<p>The first line of the mailing address for an employee, customer, or supplier in the Address Book system.</p> <p>The Internal Revenue Service (IRS) restricts the size of the address that prints on an employee's year-end tax returns. To comply with IRS regulations, the system uses the following restrictions:</p> <ul style="list-style-type: none"> <li>■ On W-2 returns, the system prints only the last three nonblank address lines plus the city, state, and postal code.</li> <li>■ On 1099 returns, the system prints only the last non-blank address line plus the city, state, and postal code.</li> <li>■ When using U.S. federal electronic filing, the system writes only the last nonblank address line plus the city, state, and postal code.</li> </ul>
Type Code	<p>A user-defined code (01/W0) that identifies the Who's Who entry. For example:</p> <p>B– Billing contact</p> <p>C – 1099 contact name</p> <p>E – Emergency contact</p> <p>T – 1099 legal name</p> <p>If an organization's legal name is different from the name under which it does business, enter a T (1099 legal name). During 1099 processing, this code tells the system to print the legal name in addition to the mailing name on 1099 forms.</p> <p><i>Screen-specific information</i></p> <p>You enter C (contact person) to identify the contact person at your company for the IRS. The system enters the contract information in the 1099 file that you transmit.</p>

## 2.2.3 Updating 1099 Information for One-Time Payment (OTP) Suppliers

You must generate a 1099 return for payments made to your one-time payment suppliers that are 1099 reportable payments. To generate a 1099 return, you must ensure that you have the necessary 1099 information associated with each of the OTP vouchers paid in the current 1099 year. Using the One-Time Payment 1099 Info program (P0411AB9), you can review the supplier information associated with vouchers eligible for the 1099 process and update them, if necessary, with the information necessary to generate a 1099 return.

### Navigation

From Annual 1099 Processing (G0422), choose One Time Payment 1099 Info

**Figure 2–7 One Time Payment 1099 Info**

0411AB9 One Time Payment 1099 Info

1099 Reporting Year 15

Action Code I

OTP Supplier 84001 One Time Payment Supplier

Document/Type/Co

Tax ID

Person/Corp Code

Alpha Name

O	Alpha	Document	Do	Doc	Tax	P	P
P	Name	Number	Ty	Co	ID	C	T
	Big Broiler Restaurant	11885	PM	00084	505840015	N	
	MARY JONES	11872	PM	00084	840010002	P	
	NEXT DAY TRUCKING CO.	11871	PM	00084	840010001	P	
	OFFICE SUPPLIES FOR LESS	11873	PM	00084	840010003	N	
	PAPER CITY	11874	PM	00084	840010004	N	
	RED CEDAR FREIGHT	11888	PM	00084	505840014	N	

F4=Detail F24=More Keys

The system automatically preloads the address number of the OTP supplier, based on the value entered in the Company Address Number field of the company 00000 record in the Company Numbers and Names program (P00105), and displays all the vouchers entered (both open and paid) for that OTP supplier number.

1. On One Time Payment 1099 Info, to limit the display of OTP supplier information associated with paid or partially- paid vouchers in the current 1099 reporting year, complete the 1099 Reporting Year field and click Enter.
2. Enter a 3 in the Option field to display the One Time Payment Entry screen (P0411AB).

Verify that the mailing address is correctly formatted for the IRS requirements and that you have a tax ID and person/corporation code entered, if necessary. Use the Change action to update the information, if necessary. See [Understanding the IRS](#)

### Mailing Address Requirements.

3. If the mailing name is not the legal name, click Exit Program (F3) to return to One Time Payment 1099 Info, and then click Details (F4) to display the Legal Name field where you can enter the name.
4. To review the category code associated with the voucher, enter a 2 in the Option field and click Enter to display the voucher on Supplier Ledger Inquiry.

If the voucher does not display, change the Paid field to Y or 2 and click Enter to refresh the display.

5. Use Option 9 (Voucher 1099 Information Update) to review the value of the category code, which the system displays in the 1099 Reporting field, and update it if necessary.
6. Continue updating the 1099 information for each OTP vouchers.

**See Also:** [Section 4.3.2, "Using the Voucher 1099 Info Update Program \(P04125\)"](#)

See One Time Payment Processing in the *JD Edwards World Accounts Payable Guide*.

## 2.2.4 Identifying Foreign Suppliers

If you make payments to suppliers with mailing addresses outside of the United States, you might be required to identify them as foreign suppliers and submit 1099 returns. A foreign supplier is eligible for a 1099 return if the following fields in their address book record contain these values:

- Person/Corporate Code field = P (individual) or N (non-corporate entity)
- Payables field = F (foreign)

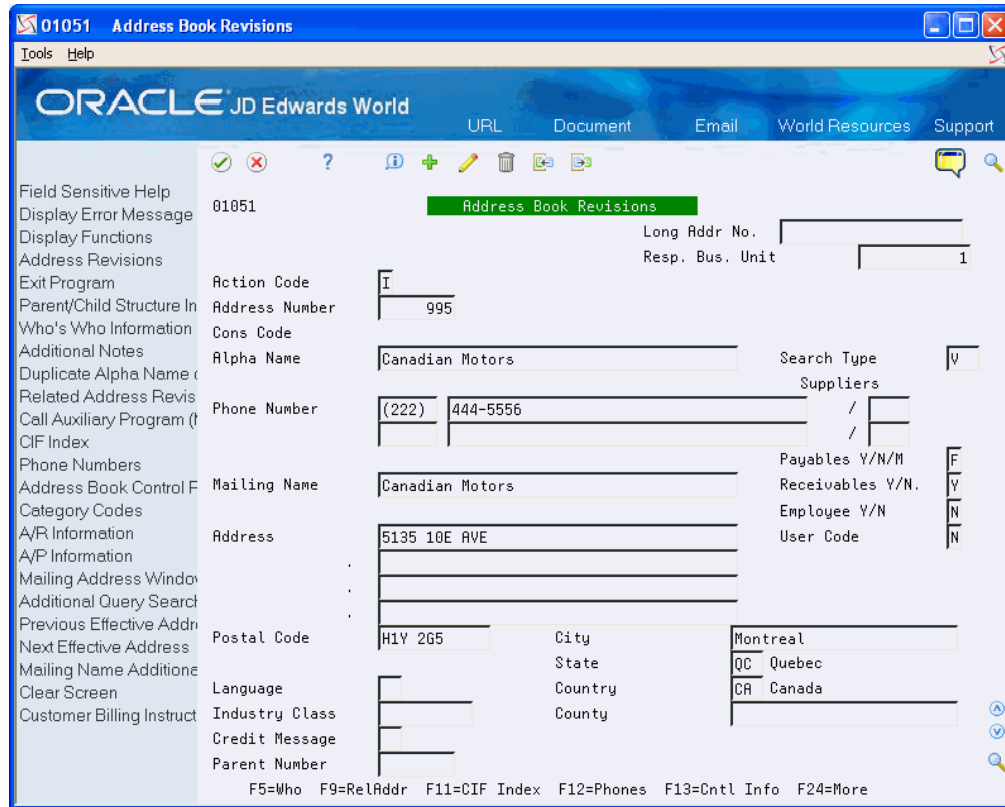
The value of F in the Payables field is for tax purposes only; it does not affect any other software process except 1099s.

### Navigation

**From Address Book (G01), choose Address Book Revisions**

1. On Address Book Revisions, locate a foreign supplier.

**Figure 2–8 Address Book Revisions**



2. Ensure the Payables Y/N/M field contains F if the mailing address is not in the United States.
3. Ensure the Country field contains a value.

Field	Explanation
Payables Y/N/M/F	<p>A code that identifies the address as a supplier.</p> <p>Valid values are:</p> <p>Y – Yes, this is a supplier. A processing option specifies whether the supplier master record automatically appears after you add an address.</p> <p>N – No, this is not a supplier. This code does not prevent you from entering a voucher for the address.</p> <p>M – This is a miscellaneous, one-time supplier. This code does not prevent you from entering multiple vouchers for the address.</p> <p>F – This is a supplier with a foreign address. The IRS requires U.S. companies to identify suppliers with foreign addresses for 1099 reporting.</p> <p>You should assign tax authorities as suppliers. This allows tax payments to be made to tax authorities.</p> <p>Code N is informational only unless you set a processing option. In this case, a warning message appears if both the Payables and Receivables fields are N.</p>

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

## 2.2.5 Identifying Suppliers with Backup Withholding

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

The 1099 returns must reflect the amount that you withheld from each supplier without a TIN. You can use the Payment Details Report (P04424) to obtain the amounts paid to the tax authority. Locate DREAM Writer version XJDE0002 and add a version with the title, A/P Payments - 1099 Alternate Payee.

You can use the data selection to choose only transactions for backup withholding for the tax authority. Based on the data selection that you enter, the report selects vouchers paid to the alternate payee, which should be the tax authority.

The report displays voucher details such as the supplier number, payee name, payment number, payment date, and the amount of the vouchers paid.

After you identify the suppliers who had amounts withheld for backup withholding, you use the 1099 Adjustments program to enter the amounts withheld.

### Navigation

From A/P Reports (G0414), choose **Payment Details**

#### 2.2.5.1 Setting Processing Options

See [Section 8.6, "Payment Details \(P04424\)"](#)

#### 2.2.5.2 Setting Data Selection

- Include the G/L offset account that you use for the backup withholding process.
- Include the address book number for the alternate payee, which is the taxing authority, as well as the payment date range for the 1099 calendar year.

## 2.2.6 Updating the 2nd TIN and FATCA Fields for Suppliers

If the IRS notifies you twice within three calendar years that you provided them with an incorrect name and TIN combination for the supplier, you must update the 2nd TIN box on the 1099 form as well as on the electronic media output. To update the 2nd TIN box, use the 1099 Tax Information program (P0451401). When you use P0451401 to update the 2nd TIN field for the supplier's tax ID, the system creates a record in the 1099 Tax Information File (F0451401) that it uses when you make adjustments, run the Preview Media report, and write the 1099 returns.

Conversely, use P0451401 to delete any suppliers that have provided their TIN during the current 1099 reporting year.

Failure to update the 2nd TIN field on the 1099 forms or in the electronic file sent to the IRS might result in a penalty or fine by the IRS.

Additionally, you use this program to identify a Foreign Financial Institution (FFI). As part of the Foreign Accounting Tax Compliance Act (FATCA), you must indicate that the payor is dealing with a foreign financial institution.

**Navigation**

**From Annual 1099 Setup (G0442), choose 1099 - Tax Information (P0451401)**

1. On 1099 Tax Information, complete one the following fields:
  - Tax ID
  - Address Number
2. Enter 1 in the 2nd TIN field.
3. Enter 1 in the FATCA Filing Flag and click Enter.

Field	Explanation
FATCA Filing Flag	<p>As part of the Foreign Accounting Tax Compliance Act (FATCA), taxpayers holding financial assets outside the U.S. must report those assets to the IRS. The new FATCA indicator on the 1099 will be set to indicate that the payor is dealing with a foreign financial institution.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> <li>■ Blank - The payor is not dealing with a foreign financial institution. The FATCA indicator on the 1099 form will be blank.</li> <li>■ 1 - The payor is dealing with a foreign financial institution. The FATCA indicator on the 1099 form will be set to 'X'.</li> </ul>

## 2.3 Setting Up Companies

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

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

If the address book number of the company is different from the company number, you must additionally ensure that the company's address book number is set up in the Company Address Book Number field in the Company Numbers and Names program (P00105).

The company setup requirements include the following tasks:

- Updating company records
- Updating company address book information
- Managing companies that pay within legal entities

## 2.3.1 Updating Company Records

You must verify the company's address book number assigned to a company record. The system uses this information to do the following:

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

Typically, the company's address book number is the same as the company number. However, if the company number is not the same as the address book number for the company, you must provide a cross-reference to it by entering the address book number of the company in the Company Address Book Number field in the Company Numbers & Names program (P00105).

The system does not use company 00000 for 1099 reporting. The system uses company 00000 for reporting purposes and uses the value of the Company Address Book Number field from company 00000 for one-time supplier payments; therefore, do not change the value of the Company Address Book Number field.

Do not enter a value in the Company Address Book Number field if the company number and company's address book number are the same.

Do not assign the same company address book number to more than one company record.

### Navigation

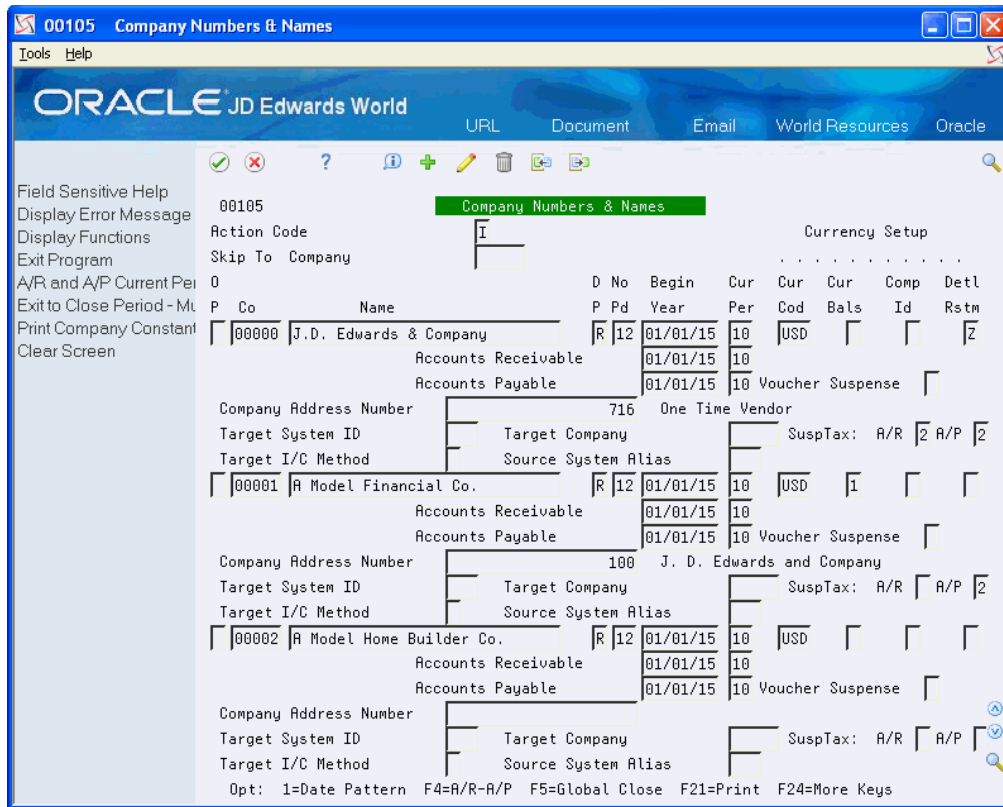
From **Organization & Account Setup (G09411)**, choose **Company Numbers & Names**

1. On **Company Numbers & Names**, locate a company.

**Figure 2–9 Company Numbers & Names**

P	Co	Name	D	No	Begin	Cur	Cur	Cur	Comp	Detl
P	Pd	Year	Per	Cod	Bals	Id	Rstm			
	00000	J.D. Edwards & Company	R	12	01/01/15	10	USD			Z
	00001	A Model Financial Co.	R	12	01/01/15	10	USD	1		
	00002	A Model Home Builder Co.	R	12	01/01/15	10	USD			
	00003	Model Multi-National Mexico	R	12	01/01/15	10	MXP			
	00007	A Model Payroll Company	R	12	01/01/15	10	USD			
	00011	Canadian Western Development	R	12	01/01/15	10	CAD	1		
	00035	Canadian Eastern Development	R	12	01/01/15	10	CAD			
	00050	A Model Construction Mgmt Co	R	12	01/01/15	10	USD			
	00060	A Model Financial Reporting Co	R	12	01/01/15	10	USD			
	00070	Model Multi-National Corporate	R	12	01/01/15	10	USD			
	00071	Model Multi-National France	R	12	01/01/15	10	EUR			W
	00072	Model Multi-National Germany	R	12	01/01/15	10	EUR			W
	00073	Model Multi-National UK	R	12	01/01/15	10	GBP			W
	00074	Model Multi-National Italy	R	12	01/01/15	10	EUR			W
	00075	Model Multi-National Colombia	R	12	01/01/15	10	COP			Z
	00076	Model Multi-National Singapore	R	12	01/01/15	10	SGD			W
	00077	A Model Canadian Payroll Co	R	12	01/01/15	10	CAD			
	00078	Model Multi-National Egypt	R	12	01/01/15	10	EGP			W

2. Choose A/R and A/P Current Period (F4).



3. Perform one of the following:

- If the value of the company's address book number is the same as the company number, leave the Company Address Number field blank.
- If the value of the company's address book number is different from the company number, enter the company's address book number in the Company Address Number field and click Change.

### 2.3.2 Updating Company Address Book Information

When you submit 1099 forms, you designate both payer and transmitter companies. The transmitter company is the company that sends the 1099 data to the IRS. The transmission file might contain several payer companies, but only one is the Transmitter Company. Before processing 1099 returns, review the address book record for each payer company and the transmitter company to ensure that it contains the correct mailing name, address, contact name, and so on.

#### Navigation

From Address Book (G01), choose Address Book Revisions

1. On Address Book Revisions, locate the company address book record.



01051 Address Book Revisions

Tools Help

ORACLE JD Edwards World

URL Document Email World Resources Support

Field Sensitive Help  
 Display Error Message  
 Display Functions  
 Address Revisions  
 Exit Program  
 Parent/Child Structure In  
 Who's Who Information  
 Additional Notes  
 Duplicate Alpha Name  
 Related Address Revis  
 Call Auxiliary Program (t  
 CIF Index  
 Phone Numbers  
 Address Book Control F  
 Category Codes  
 A/R Information  
 A/P Information  
 Mailing Address Windo  
 Additional Query Search  
 Previous Effective Addr  
 Next Effective Address  
 Mailing Name Addition  
 Clear Screen  
 Customer Billing Instruct

01051

Address Book Revisions

Long Addr No. \_\_\_\_\_  
 Resp. Bus. Unit \_\_\_\_\_ 1

Action Code

Address Number

Cons Code \_\_\_\_\_

Alpha Name  Search Type

Phone Number  /   
 /

Mailing Name  Payables Y/N/M   
 Receivables Y/N   
 Employee Y/N   
 User Code

Address

Postal Code  City   
 State   
 Country   
 County

Language

Industry Class

Credit Message

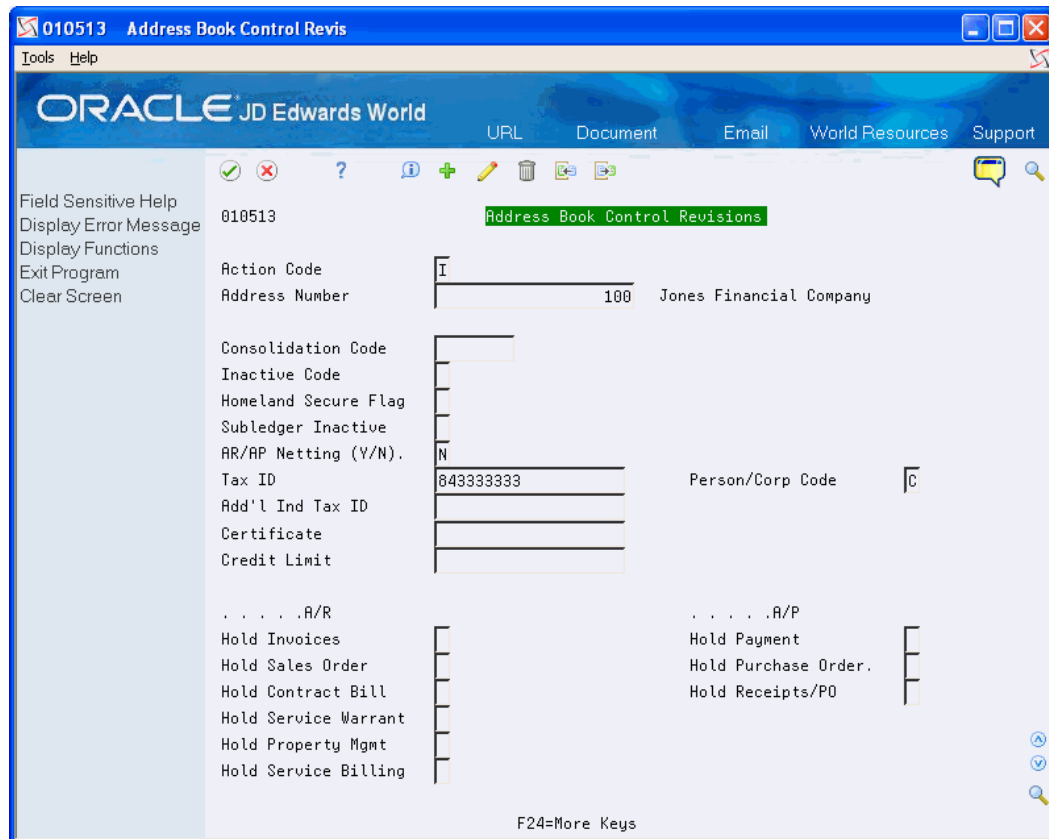
Parent Number

F5=Who F9=RelAddr F11=CIF Index F12=Phones F13=Cntl Info F24=More

2. Verify the information in the following fields:

- Mailing Name
- Phone Number
- Address
- Postal Code
- City
- State
- Country

3. On Address Book Revisions, choose Address Book Control Revisions (F13).



4. On Address Book Control Revisions, verify or complete the values in the following fields and click Change:
  - Person/Corp Code  
The value for the company address book record should be C.
  - Tax ID
5. Click Exit (F3) to return to Address Book Revisions.
6. On Address Book Revisions, choose Who's Who Information (F5).

0111 Who's Who

Tools Help

ORACLE JD Edwards World

URL Document Email World Resources Support

Field Sensitive Help  
Display Error Message  
Display Functions  
Exit Program  
More Details  
Exit to Name Search  
Clear Screen

0111 Who's Who Display Seq. \* =All  
Type Code

Action Code I  
Address Number 100 Jones Financial Company

Alpha Name	Mailing Name	Phone Number	Seq Number
P	Jones Financial Company	(303) 555-1100	
	Tammie Manson-1099 Contact Name	(303) 222-1212	

Opt: 1=Phones 2=Mail Addr 5=WW Detail 6=Email/URL 9=Delete F24=More Keys

7. On Who's Who, review or complete the following fields for the contact person for the transmitter company and click Change:
  - Mailing Name
  - Phone
  - WWType (Enter or verify the value is C for contact person.)

### 2.3.3 Managing Companies that Pay within Legal Entities

If your business includes several companies with unique tax IDs that make payments to each other, you must generate a 1099 for the supplier company. You cannot use the company address book record as the supplier address book record too. You must set up a new supplier address book record for the company, just as you would any other supplier record, assign it a person corporation code of either P (individual) or N (non-corporate entity), and use it to process vouchers and payments.

For example, Williams Landscaping, Inc. (a company that you own) must make payments to Smith Construction Company (your company). The payment to Smith Construction Company requires that you create a 1099 return from Williams Landscaping, Inc. to the supplier Smith Construction Company. To do this, you must create a new address book record and supplier record for Smith Construction Company and assign it a person/corporation code of N. You use this supplier address book record to enter vouchers for Smith Construction Company and you assign them the company number for Williams Landscaping, Inc. When you process 1099s, the system generates a 1099 return to Smith Construction Company (the supplier) from Williams Landscaping, Inc.

In this scenario, Smith Construction Company has two address book records. The address book records represent the:

- Company (person corp/code = C)
- Supplier (person corp/code = N)

If you did not set up a separate supplier record to process inter-company payments, you can set it up and use the 1099 Adjustments program (P045101) to correct the payments made to the wrong company address book record and to create the adjustment for payments to the new supplier address book record.

## 2.4 Combining 1099 Information Among Suppliers and Companies

If you 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.

For example, Johnson's Painting Specialist (supplier 5872) owns Johnson's Freezing Specialists (supplier 1862542). Although you made payments to both suppliers, you must create a 1099 return only for the legal entity, Johnson's Painting Specialist.

Similarly, if your company (or legal entity) owns other companies, or if you have companies set up that share the same EIN, you must combine the amounts that the individual companies (payers) paid to the same supplier on one 1099 return.

For example, Smith Construction Company (your company) owns Johnson Fabrications Incorporated (another company). Each company made payments to the supplier, Marshall Electrical Systems. When you process 1099s, you must generate the return only for the legal entity, Smith Construction Company.

When the system detects duplicate supplier tax IDs or duplicate company EINs, it automatically combines 1099 information among those address book records, and retrieves the name and mailing address to use from the record with the lowest address book number in the 1099 Combined Workfile (F04515):

- For example, if suppliers 1001, 1002, and 1003 all share the same tax ID, the system retrieves the mailing name and address from supplier 1001 and prints it as the payee on the 1099 form.
- For example, if company 100, 200, and 300 all share the same EIN, the system retrieves the mailing name and address from company 100 and prints it as the payor on the 1099 form.

To direct the system to retrieve the mailing name and address from a supplier or company that does not have the lowest address book number, you must create a relationship among the multiple address book records.

You also set up this relationship when you have suppliers and companies that you want to combine that do not share the same tax ID.

The process to set up the system to combine information for suppliers and companies is the same:

- You decide which supplier or company that you want to use as the reporting entity.
- You decide which related code you want to use for both suppliers and companies and set it up in UDC 01/RA, if necessary.
- You assign a code and the address book number of the reporting entity to the related address book records using the Related Addresses program (P01017).

- You assign the same code to the Alternate/Related Address Combining processing option in the 1099 Processing Option Setup program (P04510STUP).
- Optionally, if you are combining address book records that have different tax IDs, you can set a processing option in P04510STUP that allows you to use the tax ID of the reporting entity for all combined records. This is extremely helpful if you have numerous companies that must report under a single EIN.

After you assign the related address code to the suppliers or companies for whom you are combining returns, you need to verify that this value is also in the Alternate/Related Address Combining processing option in the 1099 Processing Option Setup program (P04510STUP). See [Section 3.1, "Reviewing 1099 Processing Option Setup \(P04510STUP\)"](#) for more information.

The following task illustrates how to set up the related code and address book number of the legal entity for supplier 1862542.

Combining 1099 Information Among Suppliers and Companies includes the following tasks:

- Assigning the Related Code for Combining
- Setting the Processing Options for the 1099 Processing Option Setup Program

## 2.4.1 Assigning the Related Code for Combining

You must decide which code to assign to the related address book records of the reporting entity. You can use any code that is set up in UDC table 01/RA or you can set up a new code.

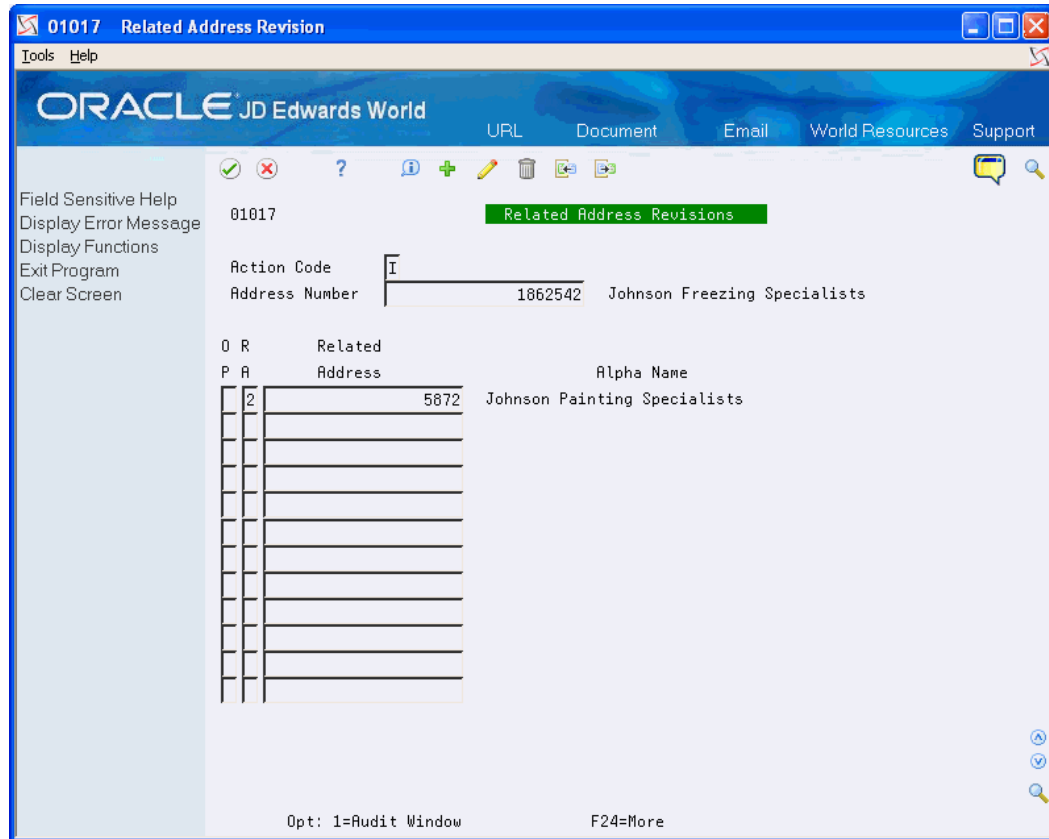
**Note:** If you are combining records for suppliers and companies, you must designate and use the same related address code consistently on all related address book records for the system to combine supplier payments and company records properly. For example, if you use the Related Address Code of 2 to combine suppliers, you must also use the code of 2 to combine companies.

### Navigation

**From Auxiliary Address Book Information (G01111), choose Related Addresses**

1. On Related Addresses, locate a supplier or company.

**Figure 2–10 Related Addresses**



2. Enter a value from UDC 01/RA in the RA field.
3. Enter the address book number of the reporting entity in the Related Address field and click Change.

## 2.4.2 Setting the Combining Processing Options in the 1099 Processing Option Setup Program

After you assign the related address code to the suppliers and companies for whom you are combining returns, you must review and update the corresponding processing options in the 1099 Processing Option Setup Program (P04510STUP).

### Navigation

**From Annual 1099 Setup (G0442), choose 1099 Processing Option Setup**

Enter the related code that you chose for combining in the Address for Combining Under One Payer processing option.

Additionally, if you have companies or suppliers that do not share the same tax ID, you can specify the tax ID of the reporting entity in the appropriate Company/Supplier Address processing option.

See [Section 3.1, "Reviewing 1099 Processing Option Setup \(P04510STUP\)"](#) for additional information.

## 2.5 Reviewing W-9 Reports

To verify the completeness and accuracy of your supplier and company address book information, run one or more of the following reports:

- W-9 Exception Report (P01301)
- W-9 Report with Tax ID (P014032)
- 1099 Company Set Up Report (P04510RP)

Using these reports you can review:

- Legal names for suppliers
- Mailing addresses for suppliers and companies
- TINs for suppliers and EINs for companies
- Person and corporation codes for suppliers
- Suppliers that have the same tax ID number
- Company tax and related address information for combining

Reviewing W-9 exception reports includes the following tasks:

- Reviewing the W-9 Exception Report
- Reviewing the W-9 Report with Tax ID
- Reviewing the 1099 Company Set Up Report

### 2.5.1 Reviewing the W-9 Exception Report

JD Edwards World provides two W-9 Exception Report (P01301) DREAM Writer versions you use to review 1099 supplier information. These include:

- XJDE0004 (One Line per Address W-9 Exceptions). Use this version to print suppliers with activity for the 1099 year that include a:
  - Person corporation code, but are missing a tax ID.
  - Tax ID, but are missing the person corporation code.
- XJDE0006 (Full Address Type Code T, Person/Corp N). Use this version to review mailing names and addresses for suppliers that have a legal name.

The W-9 Exception Report does not print the legal name, TIN, or person/corporation code. You use data selection to print the records with exceptions and then review and update the records online.

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. Continue to run the report and make corrections until you are satisfied with the results and no supplier records appear on the report.

#### Before You Begin

Run the Update YTD Voucher Amount program (P04820). See Correcting YTD Voucher Amounts in the *JD Edwards World Accounts Payable Guide*.

#### Navigation

From Annual 1099 Processing (G0422), choose W-9 Exception Report

### 2.5.1.1 Processing Options

See [Section 8.3, "W-9 Exception Report \(P01301\)"](#)

### 2.5.1.2 Data Selection

For suppliers with a person/corporation code that are missing a tax ID and suppliers with a tax ID that are missing a person/corporation code, use the following data selection:

- Tax ID EQ \*BLANK
- And Person/Corporation Code EQ \*VALUE (P and N)
- And Amount Vouchered YTD GT \*ZERO
- Or Tax ID NE \*BLANK
- And Person/Corporation Code EQ \*BLANK
- And Amount Vouchered YTD GT \*ZERO

You might need to change your data selection depending on when you run the W-9 Exception Report in relation to when you run the Update YTD Vouchered Amount program (P04820). If you run the W-9 Exception Report in the:

- Current 1099 reporting year (for example, 2019) after all vouchers have been paid for the year, and you have not run the P04820, include Amount Vouchered YTD GT \*ZERO.
- Year following the 1099 reporting year (for example, 2019), and you have run P04820 to move the 1099 reporting year amounts to the prior year fields, include Amount Vouchered PYE GT \*ZERO.

Additionally, if you use category code 07 to identify the suppliers for whom you need to issue a 1099 return, you might want to add that data selection to this report (for example, Category Code 07 NE \*BLANK) to limit the number of suppliers the system selects.

### 2.5.1.3 Example: W-9 Exception Report

014021		*** J.D. Edwards & Company ***			Page - 3
		One Line per Address W-9 Exceptions			Date - 10/06/11
		Vendors without Tax ID's			
Address Number	Name	Phone	Mailing Name	Line 1	City
10201	cheytown braves	(321) 2315123		8000 W. 150th	New York
1356	rubes	(333) 6508179	rubes	aurora	aurora
6002	Abbot, Dominique	(303) 3344267	Dominique Abbot,	2257 Cherry	
33672	Aidan, Kelly		Audrey Kelly	5656 Elm Street	Denver
6003	Akin, Dwight	(619) 555-1285	Dwight Akin	8321 Fillmore Circle	San Diego
5557	Arapahoe County, Clerk of Cou	(303) 236-6485	Arapahoe County	Clerk of Court	Aurora
33673	Audrey Kelly	(303) 334-4000	Audrey Kelly	694 Elm Street	Denver
33675	AP/AR Netting Supplier/Custome		AP/AR Netting Supplier/Custome	57456 Concord Avenue	Denver
33676	AP/AR Netting Supplier/Custome		AP/AR Netting Supplier/Custome	57456 Melbourne Avenue	Denver
5418	Balboa & Creede	(303) 320-1111	Balboa & Creede, Ltd	Property Managers,	Denver

## 2.5.2 Reviewing the W-9 Report with Tax ID

The W-9 Report with Tax ID is similar to the W-9 Exception Report, but it provides additional columns for the legal name, Tax ID, and person/corporation code (column P). You can use the W-9 Report with Tax ID to review:

- Suppliers with activity for the 1099 year that have a person corporation code, but are missing a tax ID.
- Suppliers with activity for the 1099 year that have a tax ID, but are missing the person corporation code.
- Mailing names and addresses for suppliers that have a legal name.



- Suppliers and companies with duplicate tax IDs.

When you identify suppliers with duplicate tax IDs, verify that the related address information is set up correctly for combining. See [Combining 1099 Information Among Suppliers and Companies](#).

### Navigation

#### From Annual 1099 Processing (G0422), choose W-9 Report with Tax ID

To locate suppliers and companies with duplicate or blank tax IDs, run one of the Duplicate Tax ID DREAM Writer versions (XJDE0005 for suppliers and XJDE0006 for companies). These XJDExxxx versions are set up so the tax ID is the first sequence. The report prints the suppliers in numerical order by tax ID, therefore, suppliers with a blank tax ID print first and those with the same tax ID print consecutively.

### 2.5.2.1 Processing Options

See [Section 8.4, "W-9 Report with Tax ID \(P014032\)"](#)

### 2.5.2.2 Data Selection

- Set up any data selection that you want to review your supplier and company records. For example, if you use category code 07 to identify those suppliers for whom you need to issue a 1099 return, you might want to add that data selection (Category Code 07 NE \*BLANK) to this report to limit the number of suppliers selected.
- To use the report as an exception report, refer to the Data Selection for the W-9 Exception Report (P01301) and set accordingly.
- To select only those suppliers for whom you have issued payments for the 1099 year, you might need to add one of the following depending on when you run this report in relation to when you run the Update YTD Vouchered Amount program (P04820):
  - If you run the report in current 1099 reporting year (for example, 2019) after all vouchers have been paid for the year, and you have not run the P04820, include Amount Vouchered YTD GT \*ZERO.
  - If you run the report in the year following the 1099 reporting year (for example, 2019), and you have run P04820 to move the 1099 reporting year amounts to the prior year fields, include Amount Vouchered PYE GT \*ZERO.

### 2.5.2.3 Example: W-9 Report with Tax ID

J.D. Edwards & Company													Page -	1
A/B with Tax ID and Person/Corp Code													Date - 11/07/08	
One Line Address														
Address Number	Name	Legal Name	Phone Number	Tax ID	P	Parent Number	Fact/Dpl	First Address	Second Address	Third Address	Fourth Address	Fifth Address		
104056	Chris November		303 1105567	104-05-4444	P			104056	104056	104056	104056	104056	104056	104056
104057	Chris's Bike World	Chris November	303 4560009	104-05-4444	P			104057	104057	104057	104057	104057	104057	104057
70104	Haley Fitzgerald		223 5556697	557-01-0455	P	41378		70104	70104	70104	70104	70104	70104	70104
970104	Haley Fitzgerald		223 5556697	557-01-0455	P	41378		970104	970104	970104	970104	970104	970104	970104
765	Anderson Carpet Cleaning		303 2349807	88-8764764	N			765	765	765	765	765	765	765
764	Anderson Home Improvements		303 9876456	88-8764764	N			764	764	764	764	764	764	764

## 2.5.3 Reviewing the 1099 Company Set Up Report

You use the Company Set Up Report (P04510RP) to verify the accuracy and completeness of your company records. The system prints each company record from the Company Constants file (F0010), so that you can verify the:

- Company address number.

The system prints the address book number of the company based on what you have set up in the Company Address field in the Company Numbers and Names program (P00105). If the Company Address field is blank, the address book number of the company is the same as the company number.

Each company should have a unique address book number.

- Company mailing address.

Verify the mailing address adheres to the IRS regulations; the last non-blank line must contain the street address and any other relevant information such as building or suite number.

- Employer identification number (EIN).

Verify the company address book record includes an EIN in the Tax ID field.

- Combining address number.

Verify the combining address number is correct for duplicate EINs. If you have a value in the Alternate/Related Address Combining processing option of the 1099 Processing Option Set Up program (P04510STUP), the system prints the address book number that is in the Related Address Revisions program (P01017) for that value (code). If a related address code is not in the address book record, the system prints the company address book number.

For example, if the value in the Alternate/Related Address Combining processing option is 2 and the code for address book number 103 is a 2 in the Related Address Revisions program for address book number 100 (company 100), the system prints 103 in the Combining Address column on the report for company 100. If no address book record is set up in the Related Address Revisions program for code 2, the system prints 100 as the Combining Address.

### Navigation

From Annual 1099 Processing (G0422), choose 1099 Company Set Up Report

#### 2.5.3.1 Processing Options

See [Section 8.5, "1099 Company Setup Report \(P04510RP\)"](#)

### 2.5.3.2 Example: 1099 Company Set Up Report (P04510RP)

04510RP

J.D. Edwards World  
1099 Company Setup Report

Page - . .  
Date - . .

Sort by Company

Co No.	Company Address	Company Name	Tax ID	Combine Address	Mailing Name / Mailing Address	
00001	1	J.D. Edwards and Company	810101010	1 J. D. Edwards and Company 7900 East Union Denver		CO 80237
00050	50	Denver Dental Insurance Co.	885050505	50 Denver Dental Insurance Co. 2200 Technology Way Denver		CO 80237
00100	100	Jones Financial Company	843333333	100 Jones Financial Company 8055 East Tufts Avenue, Suite 1331 Denver		CO 80237
00200	200	Denver Vision Insurance Co.	885050505	200 Denver Vision Insurance Co. 2907 Butterstone Road Chicago		IL 60521
00500	500	Health Insurance Services		500 Gas station 8700 Busy Road Houston		TX 77401
00912	912	Johnson Fabrications Inc.	847777777	912 Johnson Fabrications, Inc. 4588 Steel Street Thornton		CO 80221
00913	913	Smith Construction Company	847777777	913 Smith Construction Company 6523 Marble Way Denver		CO 80030
00996	996	Williams Landscaping Inc.	849969969	996 Williams Landscaping, Inc. 843 Landscape Dr. Denver		CO 80237



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## Setup the System for 1099

Prior to processing 1099 returns, you must ensure the 1099 programs are set up for the current 1099 year and that the workfiles do not contain information from the prior year.

This section contains the following topics:

- [Section 3.1, "Reviewing 1099 Processing Option Setup \(P04510STUP\)"](#)
- [Section 3.2, "Backing Up 1099 Workfiles"](#)
- [Section 3.3, "Clearing and Purging 1099 Workfiles"](#)

### 3.1 Reviewing 1099 Processing Option Setup (P04510STUP)

The 1099 Processing Options Setup program (P04510STUP) provides one place for the 1099 programs to retrieve the standard information to generate returns, such as the 1099 calendar year, the alternate/related combining options, and the 1099 minimum amounts. Multiple programs access these processing option values when generating 1099 returns, therefore the system uses only version ZJDE0001 of P04510STUP.

#### Navigation

From **Annual 1099 Setup (G0442)**, choose **1099 Processing Option Setup**

Review each processing option to verify they are set up with complete and accurate information.

#### 3.1.1 Calendar Year

Verify this processing option contains the current 1099 reporting year and it is in the two-digit format for the year; for example 19 for the year 2019.

#### 3.1.2 Data Specifics

##### Phone Type

Enter the phone type for the system to use to retrieve the phone number that it includes on the 1099 reports and forms that you generate during the process. If the system cannot locate a phone number for the phone type that you specify, it uses the phone number for the *blank* phone type.

If you leave this processing option blank, the system uses the first phone number that it locates in the Address Book - Contact Phones file (F0115) for the address book record.

### 3.1.3 Alternate/Related Address Combining

#### **Related Code**

Enter the code that you want to use to create the relationship among the address book records in the first Alternate/Related Address Combining processing option. During the 1099 process the system uses the code from this processing option to retrieve the correct address book number from the Related Addresses file (F01017), which it uses to retrieve the mailing name and address that prints on the 1099 form.

If you leave the processing option blank, the system combines suppliers and companies with the same tax ID and uses the mailing name and address of the first supplier combining address number or company combining address number record that it locates in the 1099 Combined Workfile (F04514).

#### **Company Combining EIN**

If you want to combine companies, but the companies do not share the same EIN, enter a 1 in this processing option to assign the EIN from the Company Combining Address field in the 1099 workfiles to all of the related company records in the same workfiles.

If you leave this processing option blank, the system uses the tax ID from the address book number of the company on the transaction to update the EIN in the 1099 workfiles.

#### **Supplier Combining Tax ID**

If you want to combine suppliers, but the suppliers do not share the same tax ID, enter a 1 in this processing option to assign the tax ID from the Supplier Combining Address field in the 1099 workfiles to all of the related supplier records in the same workfiles.

If you leave this processing option blank, the system uses the tax ID for each supplier.

#### **Supplier Combining AB Info**

If you are combining suppliers to generate a 1099 return, enter a 1 in this processing option to update the following fields in the 1099 workfiles with information from corresponding fields of the Supplier Combining Address record:

- Search Type (AT1)
- AR/AP Netting Flag (AT2)
- Address Type 2 through Address Type 5 (AT3 - AT5)
- Category Codes

This ensures that the information the system might use for reporting is current and consistent in the workfiles for all supplier records it uses for combining. Also, if you need to make any changes, you need to change only the combining supplier record (address book number of SCMB) and not all of the related address book records.

If you leave this processing option blank, the system uses the address book information from the individual supplier record.

### 3.1.4 1099 Misc, Interest, and Dividend Minimum Amounts

There are some types of payments that you need to report only if they exceed the minimum amount established by the IRS. For your convenience, these amounts are pre-set in these processing options that JD Edwards World includes with the 1099

software. However, you should verify the values in the Minimum Amount processing options meet the current year IRS requirements.

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

- 1099-MISC, Box 4 (Federal income tax withheld)
- 1099-DIV, Box 4 (Federal income tax withheld) or Box 7 (Foreign tax paid)
- 1099-INT, Box 4 (Federal income tax withheld) or Box 6 (Foreign tax paid)

### 3.1.5 1099 Misc Aggregate Minimum Amount

Use this processing option to specify a minimum total (aggregate) amount to use for comparison purposes against all of the minimum amounts specified for the individual boxes on the 1099-MISC form. Previously, the system considered only the minimum amount for an individual box to determine whether to issue a 1099 return.

For example, you specify 600 as the aggregate minimum amount, and you pay the following 1099 MISC reportable payment amounts:

- A3 (Other Income) \$500
- A6 (Medical & health care payments) \$400
- A7 (Nonemployee compensation) \$400

The system combines the amounts in all of the boxes on the 1099-MISC form and compares the total against 600. Although the payments do not meet the individual threshold for each type of reportable payment, the aggregate reportable amount exceeds \$600, so the system generates a 1099 MISC form and includes the payments for all boxes.

If you specify an aggregate amount in this processing option, the system ignores all minimum amounts specified in the 1099 - Misc Minimum Amounts processing option. For example, if the supplier has been paid more than the minimum amount required to generate a 1099 for Royalties, which is \$10.00, but does not exceed the aggregate you specify of \$600, the system does not generate the 1099 for the Royalty payment.

If you do not specify an aggregate minimum amount, the system reports only those payments that meet or exceed the minimum amounts specified for each individual box.

Regardless of the aggregate or minimum amounts specified, if federal income tax has been withheld under the backup withholding rules (box 4), the system includes all reportable payments on the 1099-MISC form.

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**Caution:** Please consult your tax advisor to verify when to use the aggregate total versus the individual minimum amounts.

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### 3.1.6 Processing Options

See [Section 8.7, "1099 Processing Option Setup \(P04510STUP\)"](#)

## 3.2 Backing Up 1099 Workfiles

Prior to starting the 1099 process for the current year, verify that you have a backup of last year's 1099 data in the event that the IRS performs an audit of your records.

See [Appendix B.2, "Workfiles Generated During 1099 Processing"](#)

### 3.3 Clearing and Purging 1099 Workfiles

After you back up your workfiles and before you begin processing 1099 returns for the current year, you must clear the appropriate workfiles for the 1099 method that you use. The system provides the following programs to remove data from your 1099 workfiles:

- Clear A/P and G/L Workfile (J04CLRFP)
- Purge 1099 Adjustments File (P00PURGE)

#### 3.3.1 Clearing the 1099 A/P and G/L Workfiles

You run the 1099 - Clear A/P Workfile program (J04CLRFP) to delete the prior year records from the 1099 A/P Workfile (F045143) and 1099 G/L Workfile (F045141). Clearing the 1099 workfiles ensures that you do not combine prior year information with the current year information for 1099 reporting.

This program includes two processing options which allows you to clear one or both of the workfiles, so that you do not have to run the program twice. There are also two menu selections for J04CLRFP. Depending on which menu selection you choose, the appropriate processing option is set to clear the appropriate file.

##### Navigation

From 1099 Advanced and Technical Operations (G0432), choose either **Clear Entire G/L Workfile** or **Clear Entire A/P Workfile**

##### 3.3.1.1 Processing Options

See [Section 8.1, "Clear Entire A/P Workfile and Clear Entire G/L Workfile \(J04CLRFP\)"](#)

#### 3.3.2 Purging 1099 Adjustments

You run the Purge 1099 Adjustment File program (P00PURGE/ZJDE00048) to delete the prior year records from the 1099 Adjustment File (F045145). When you run version ZJDE0048 of the P00PURGE program, the system deletes the data in the F045145 file. You can set the processing options to:

- Save the data in another library
- Reorganize the purged F045145 file, which removes the space left by the records you purge, allowing for optimal performance.

Optionally, you can retain the F045145 file each year to use as an adjustment audit file. The system stores the 1099 reporting year in the Calendar Year (YR) field and selects only current 1099 reporting year adjustment records for processing the current year 1099 returns.

##### Navigation

From 1099 Advanced and Technical Operations (G0432), choose **Purge 1099 Adjustment File**

##### 3.3.2.1 Processing Options

See [Section 8.2, "Purge 1099 Adjustment File \(P00PURGE\)"](#)



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## Using the A/P Ledger Method

The A/P Ledger method generates 1099 returns for all suppliers with a person/corporation code of P (individual) or N (non-corporate entity) to whom you made payments during the current year and who meet the minimum requirements established by the IRS.

Use the A/P Ledger method to generate 1099 returns when one or more of the following conditions exist:

- Most or all of your payments to suppliers with a person/corporation code of P or N are reportable on 1099s.
- Most of your payments to suppliers are limited to one form and/or limited to one or a few of the boxes on a specific form.
- You want to incorporate 1099 data from an outside system.
- You generate vouchers from the Purchase Card (PCard) Management system and track merchants.

If you do not track merchants, the system uses the address book number of the bank as the payee, not the supplier (merchant).

Using the A/P Ledger Method, you build the 1099 A/P Workfile (F045143) using data selection and processing options to specify the 1099 form and box to update for the supplier amounts. Because you build the workfile multiple times for each form and box that you need to update, the system provides a unique category code (category code 07) to use for data selection purposes. By updating the category code on the voucher with the value that corresponds to the 1099 form and box, you can easily select it.

If you generate 1099 returns for one form and box only, then you do not need to update category code 07 on the voucher. The program uses the value of the Person/Corp code (P or N) to determine eligibility, so you just need to update the processing option for the appropriate form and box.

Additionally, if you have voucher pay items that you do not want to include in the process, you can update the Flag for 1099 field (TNN) to 1 and use data selection during the A/P workfile build process to exclude these pay items.

To create the 1099 A/P Workfile (F045143), the A/P Ledger method uses data in the following files:

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

- Company Constants (F0010)

You can use the 1099 Adjustment program (P045101) to modify A/P Workfile records or enter new adjustment transactions to the 1099 Adjustment File (F045145), if necessary.

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**Caution:** 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, and F0414 files for all vouchers that you paid in the calendar year for which a 1099 return might be required.

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This section contains the following topics:

- [Section 4.1, "Reviewing 1099 UDCs"](#)
- [Section 4.2, "Assigning Category Code 07 Values to Supplier Address Book Records"](#)
- [Section 4.3, "Updating Voucher Pay Items for 1099 Processing"](#)
- [Section 4.4, "Understanding Backup Withholding for the A/P Ledger Method"](#)
- [Section 4.5, "Building the A/P Workfile \(F045143\)"](#)

**Before You Begin**

- If you purged records for the 1099 reporting year, you might need to restore the following files:
  - Purge - Account Ledger (F0911xx, where xx is the 1099 reporting year)
  - Purge - Accounts Payable Ledger (F0411P)
  - Purge - Accounts Payable Matching Documents (F0413P)
  - Purge - Accounts Payable Matching Document Detail (F0414P)

If you need to restore the files, contact Oracle Support Services for recommendations.

- Post all vouchers and payments for the 1099 reporting year.
- Clear the A/P Workfile

## 4.1 Reviewing 1099 UDCs

Before you can process 1099 returns using the A/P Ledger method, you must ensure that you set up the UDCs that you need. To select voucher pay items for 1099 processing, the A/P Ledger method uses the following UDCs:

UDC	Description
04/TR - Type of Return - 1099s	<p>Required. The values for UDC 04/TR are included in the software and are hard coded.</p> <p>These values specify the type of 1099 form and which box on the form to print supplier amounts. You use these values in the Type of Return processing option for the Build A/P Workfile program (P04514FP).</p>

UDC	Description
01/07 - 1099 Reporting Code	Optional. The values for UDC table 01/07 (1099 Reporting Code) are user-defined, but most clients use the same values as those in UDC 04/TR.

Reviewing UDCs includes the following tasks:

- Reviewing the Type of Return UDC 04/TR
- Copying the Values from UDC 04/TR to 01/07

### 4.1.1 Reviewing the Type of Return UDC 04/TR

The codes in UDC table 04/TR (Type of Return - 1099s) identify the 1099 forms and box on each form. The system uses the UDC code to select the supplier records for each form and box combination when you build your A/P workfile and when you print your 1099 forms.

The codes in UDC table 04/TR are hard-coded and you should not change or delete them. Each UDC code consists of two characters. The first character specifies the type of form, as follows:

First Character	Type of Form
A	1099-MISC
1	1099-DIV
6	1099-INT

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

#### 1099-MISC

Values in 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 & health care products	6	6
A7	Nonemployee compensation	7	7
A8	Substitute payments in lieu of dividends or interest	8	8

Values in UDC 04/TR	Box Name	Box Number	Amount Code
A9	Direct sales indicator <b>Note:</b> An X prints in Box 9 and there is no amount to report on electronic media, so Amount Code 9 does not exist.	9	See Note
AA	Crop insurance proceeds	10	A
AB	Excess golden parachute payments	13	B
AC	Gross proceeds paid to an attorney	14	C
AD	Section 409A deferrals	15a	D
AE	Section 409A income	15b	E

**1099-DIV**

Values in UDC 04/TR	Box Name	Box Number	Amount Code
11	Total ordinary dividends	1a	1
12	Qualified dividends	1b	2
1A	Total capital gain distributions	2a	3
1B	Unrecaptured section 1250 gain	2b	6
1C	Section 1202 gain	2c	7
1D	Collectible (28%) rate gain	2d	8
1F	Exempt Interest Dividends	11	F
1G	Specified Private Activity Bond Interest Dividends	12	G
13	Nondividend distributions	3	9
14	Federal income tax withheld	4	A
1H	Section 199A dividends	5	5
15	Investment expenses	6	B
16	Foreign tax paid	7	C
18	Cash liquidation distributions	9	D
19	Noncash liquidation distributions	10	E

**1099-INT**

Values in UDC 04/TR	Box Name	Box Number	Amount Code
6A	Market discount	10	A
6B	Bond premium	11	B
6D	Bond Premium on Tax Exempt Bond	13	D
61	Interest income not included in Box 3	1	1
62	Early withdrawal penalty	2	2
63	Interest on 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
68	Tax exempt interest	8	8
69	Specified private activity bond interest	9	9
6E	Bond premium on Treasury Obligation	12	E

**4.1.2 Copying the Values from UDC 04/TR to 01/07**

The values in UDC table 01/07 (1099 Reporting Code) identify the different types of 1099 forms and boxes on each form. The system stores this category code in the supplier's address book record in the Address Book Master file (F0101). When you enter vouchers for the supplier, the system automatically updates the category code 07 value to the 1099 Reporting field (RPAC07) in the Accounts Payable Ledger file (F0411).

If you choose to use address book category code 07 for 1099 processing, you must set up valid values in UDC table 01/07.

- Set up only the values that you will use based on the form and box numbers of the 1099 returns that you plan to produce, such as A1 (IRS form 1099-MISC, Box 1) or 61 (IRS form 1099-DIV, Box 1). This ensures that the values in UDC table 01/07 are consistent with those in UDC table 04/TR.
- Set up the value EX (exempt), if some of the pay items are exempt from 1099 reporting, such as freight. When you enter a voucher for a supplier that is eligible for 1099 reporting, but it includes exempt pay items, assign EX in the 1099 Reporting Code field.

If you have not set up any of the 1099 values in UDC 01/07, you can copy them from UDC 04/TR to 01/07. If any of the UDC values already exist in 01/07, the system displays an error for duplicate values. You can either:

- Remove all the values from UDC 01/07 and then copy the type of return values from UDC 04/TR.
- Add the values manually using the values for the 1099 forms in the prior tables.

**Navigation****On the Command Line, enter UDC**

1. On Voucher Document Types, enter 04 in the System Code field.
2. Enter TR in the User Defined Codes field and click Inquire.
3. Page down until you reach the end of the codes.
4. Enter 01 in the System Code field.
5. Enter 07 in the User Defined Codes field and Click Add.
6. Click Inquire to verify that all the codes copied correctly.

## 4.2 Assigning Category Code 07 Values to Supplier Address Book Records

After you set up valid values in UDC table 01/07, you must ensure that each supplier voucher has a category code 07 value assigned to it. The easiest method of assigning this value to the voucher is to set up a default value in the supplier's address book record. When you update category code 07 in the address book record, the system retrieves the value and updates the corresponding field for all voucher pay items that you generate for that supplier.

Review the following examples to consider how the type of a supplier's business affects the category code 07 value that you assign to the address book record and voucher:

- Johnson Specialty Painting supplies contractor services. Based on the services this contractor supplies, you must report payments in box 7 on the 1099-MISC form. Therefore, you must assign category code 07 a value of A7 (box 7 for nonemployee compensation, or contractor) to Johnson Specialty Painting.
- Douglas LTD Partnership supplies rental space. Based on the property you lease to this partnership, you must report payments in box 1 on the 1099-MISC form. Therefore, you must assign category code 07 a value of A1 (rent) to Douglas LTD Partnership.
- Smith & Sons supplies of patent licenses. Based on the royalty payments to this supplier, you must report payments in box 2 on the 1099-MISC return. Therefore, you must assign category code 07 a value of A2 (royalties paid for use of a patent) to Smith & Sons.

You can assign a category code 07 value manually to individual supplier records or you can update the value globally for multiple records that you specify. To determine which methodology to use, you might want to first audit for blank category code 07 values.

Assigning supplier category code 07 values includes one or more of the following tasks:

- Identifying for Blank Category Code 07 Values
- Manually Assigning Category Code 07 Values
- Globally Assigning Category Code 07 Values

After you update supplier address book records with a value in category code 07, you run the Update A/P Records with A/B Info program (P04802) to update the value to existing vouchers.

If you do not want to provide a default value to category code 07 in the supplier's address book record, you can update the value directly on vouchers that you enter or you can enter 1099 Adjustments. See [Updating Voucher Pay Items for 1099 Processing](#)

## 4.2.1 Identifying for Blank Category 07 Values in Address Book

If you are not sure whether you have updated category code 07 on all suppliers eligible for 1099 reporting, you can run a version of the W-9 Exception Report (P01301) to identify suppliers that have a valid person/corporation code (N or P), but do not have a value in category code 07.

You use this report to locate address book records with blank category code 07 values. You must copy version XJDE0004 and modify the data selection.

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**Note:** To ensure you select the 1099 Reporting field, choose More Information (F4) and verify the Name is ABAC07.

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Using the specified data selection assumes that you did *not* run the Update YTD Voucher Amount program (P04820) for the new 1099 calendar year.

For example, if you are processing 1099s for 2019, but you ran P04820 in 2019, the Amount Vouchered YTD field represents only those amounts for 2019. In this case, you must delete the values for Amount Vouchered YTD in the data selection and, instead, include data selection for Amount Vouchered PYE (A6APPD).

After you determine which suppliers are missing the value in category code 07, you can assign the appropriate value manually or globally, and then run Update AP Records with AB Info (P04802) to update the value to corresponding vouchers for the supplier.

### Navigation

From Annual 1099 Processing (G0422), choose W-9 Exception Report

#### 4.2.1.1 Data Selection

Use the following data selection:

- Person/Corporation Code equal to \*Value
- Amount Vouchered YTD greater than \*Zero
- 1099 Reporting equal to \*Blank
- Values for Person/Corporation Code are P and N.

## 4.2.2 Manually Assigning Category Code 07 Values to Supplier Address Book Records

If you have only a few supplier address book records to update, you can easily update the value of category code 07 on the records manually.

### Navigation

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

1. On Supplier Master Information, complete the Supplier Number field to locate a supplier and click Inquire.
2. Choose Category Codes (F14).

3. On Category Codes, enter a two-character value from UDC table 01/07 in the Category Code 07 field and click Change.

### 4.2.3 Globally Assigning Category Code 07 to Multiple Supplier Address Book Records

If you have many supplier address book records to update with the same category code 07 value, you can run the Global Update Category Codes program (P01490). This program provides a processing option for to specify the category code 07 value to use, and then you use data selection to specify the supplier address book records to update. This program also provides a processing option to run the program in Proof Mode first, so you can review the records selected prior to updating them. JD Edwards World strongly recommends that you run this program in Proof Mode prior to running it in Final Mode.

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**Caution:** Because this program globally updates records, it is imperative that only authorized users have access to run this program.

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#### Before You Begin

Back up the Address Book Master file (F0101)

#### Navigation

From A/B Advanced and Technical Operations(G0131), choose **Global Update Category Codes**

#### 4.2.3.1 Processing Options

See [Section 8.8, "Global Update Category Codes \(P01490\)"](#)

## 4.3 Updating Voucher Pay Items for 1099 Processing

When you build the 1099 A/P Workfile (F045143) you use processing options to specify the form and box to update and data selection to specify the vouchers to include. By updating the value of category code 07 on your voucher pay items, you streamline the selection process to build the workfile.

Depending on whether you updated category code 07 for the supplier's address book record, you have different options for updating voucher pay items for inclusion in the 1099 process:

- If you supplied a default value to the supplier's address book record after you entered vouchers for the supplier, you can update the value of category code 07 on the voucher pay items by running the Update A/P Records with A/B Info program (P04802).
- If the supplier has vouchers that update multiple boxes or multiple forms or you did not set up a default value in the supplier's address book record, you can use the Voucher 1099 Info Update program (P04125) to manually update the 1099 Reporting field (AC07) on voucher pay items.

Additionally, if you supplied a default value to category code 07 and need to remove the value, you can use the Voucher 1099 Info Update program to update the 1099 Reporting field to blank. The program does not supply the default category code 07 value from the supplier's address book record.



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**Note:** When you update category code 07, the system updates the 1099 Reporting field (AC07) in the A/P Ledger file. Different programs reference the AC07 field differently, such as CatCode (P04105), Categ Code (P04114), and 1099 Reporting (P04125), but all of them update the AC07 field on F0411 records.

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- If you need to identify voucher pay items to exclude from the process, you can use the Voucher 1099 Info Update program to manually update the Flag for 1099 field (TNN), which you can then include in the data selection when you build the A/P workfile.

For example, Flag for 1099 EQ \*BLANK or Flag for 1099 NE 1.

Updating voucher pay items for 1099 processing includes one or more of the following tasks:

- Running Update A/P Records with A/B Info (P04802)
- Using the Voucher 1099 Info Update Program (P04125)

If you do not have the Voucher 1099 Info Update program, JD Edwards World does not recommend that you open a prior G/L period to update the voucher using Standard Voucher Entry (P04105); instead, you should enter an adjustment using the 1099 Adjustments program (P045101).

### 4.3.1 Running Update A/P Records with A/B Info (P04802)

When you run Update A/P Records with A/B Info (P04802) the system automatically copies information from the Address Book Master file (F0101) to A/P Ledger records (F0411), including the value for category code 07.

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**Caution:** The P04802 program does not use the Voucher Category Code 07 field (YC07), which you can specify to update via a processing option, for 1099 processing. The 1099 process uses only address book Category Code 07 field (AC07), which the program automatically updates unless you set the Field Protection processing option to 1.

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Use data selection, if necessary, to limit the records that the system updates.

**See Also:**

Update A/P Records with Address Book Information in the *JD Edwards World Accounts Payable Guide* for additional information.

**Navigation**

From **A/P Advanced & Technical Operations (G0431)**, choose **Update A/P Records with A/B Info**

#### 4.3.1.1 Processing Options

See [Section 8.9, "Update A/P Records w/AB Info \(P04802\)"](#)

### 4.3.2 Using the Voucher 1099 Info Update Program (P04125)

You use the Voucher 1099 Info Update program (P04125) to update one or both of the following fields:

- The 1099 Reporting field (AC07)

You update this field with a category code 07 value from UDC 01/07.

- Flag for 1099 (TNN)

Typically you use this field only to flag voucher pay items for exclusion from the 1099 process. However, because the Voucher 1099 Info Update program does not supply a default value for category code 07 (as the voucher entry programs do), you can also remove the value from category code 07 to exclude the voucher pay item from the process.

Unlike Standard Voucher Entry (P04105), which validates the voucher G/L date against the current open period, the Voucher 1099 Info Update program allows you to update both fields without any G/L date validations.

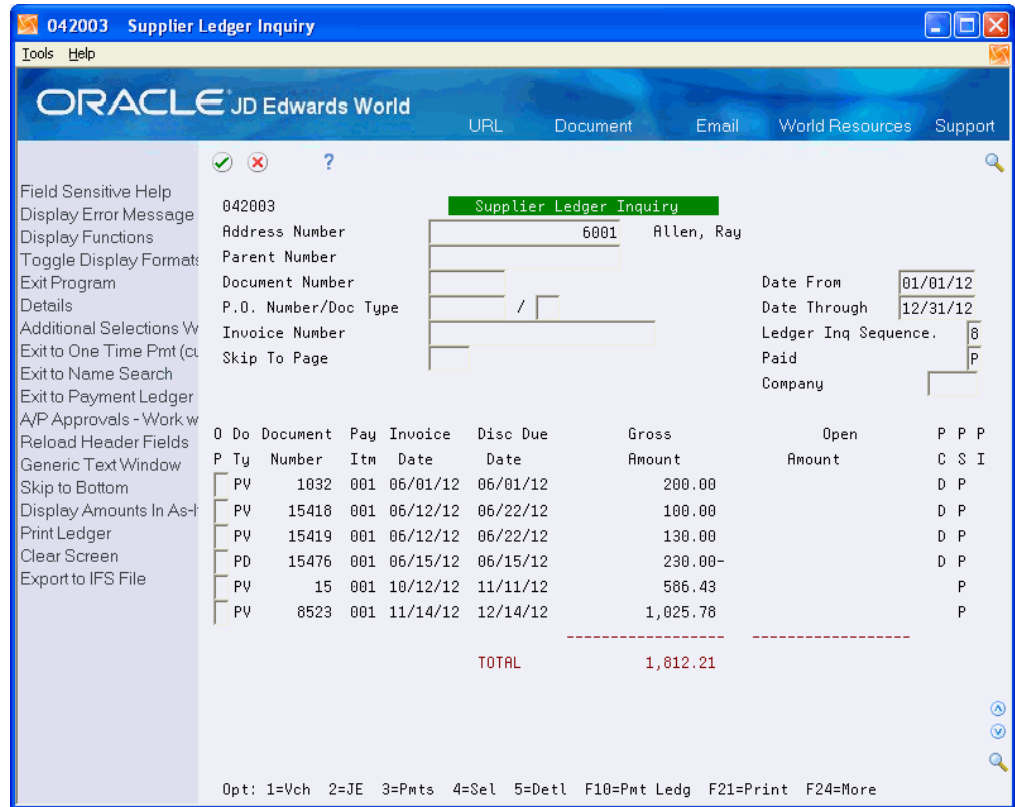
#### Navigation

**From Annual 1099 Processing (G0422), choose Supplier Ledger Inquiry (P042003)**

Alternatively, you can choose the Voucher 1099 Info Update program from the Annual 1099 Processing menu (G0422).

1. On Supplier Ledger Inquiry, to display paid vouchers for the supplier for the 1099 reporting year, complete the following fields.
  - Address Number
  - Date From and Date Through
2. Enter 8 in the Ledger Inquiry Sequence field to display paid vouchers by G/L date.
3. Enter 1 or P in the Paid field to limit the display to paid vouchers and click Enter.

Figure 4-1 Supplier Ledger Inquiry



4. Enter 9 in the Option field (Voucher 1099 Information Update) to select the vouchers to update and click Enter.

**Figure 4–2 Voucher 1099 Info Update**

The screenshot shows the 'Voucher 1099 Info Update' window in Oracle JD Edwards World. The window title is '04125 Voucher 1099 Info Updat'. The interface includes a menu on the left with options like 'Field Sensitive Help', 'Display Error Message', 'Display Functions', 'Exit Program', 'Payment Review Window', 'Supplier Ledger Inquiry', and 'Clear Screen'. The main area displays voucher details for 'Allen, Ray' with a Gross Amount of 200.00. Fields for 'Flag for 1099' and '1099 Reporting' are visible, with 'A7' entered for reporting. The window also shows a search bar and navigation buttons at the bottom.

Field	Value
Action Code	C
Supplier Number	6001
Supplier Name	Allen, Ray
Voucher Number	1032
Doc Company	00001
Pay Item	001
Due Date	06/01/12
Gross Amount	200.00
Invoice Date	06/01/12
Open Amount	
Flag for 1099	
1099 Reporting	A7
Reporting Description	Nonemployee Compensation.

5. On Voucher 1099 Info Update, complete one or both of the following fields and click Enter:
  - Flag for 1099
  - 1099 Reporting

## 4.4 Understanding Backup Withholding for the A/P Ledger Method

To generate the 1099s for suppliers that have backup withholding, you can either process them using the A/P Ledger method or add the amounts as 1099 adjustments.

When using the A/P Ledger method, you must first identify the suppliers that have backup withholding and then review whether the supplier record includes an alternate payee. To identify the suppliers for whom you have withheld tax amounts, run a version of the Payment Details Report (P04424). See [Identifying Suppliers with Backup Withholding](#)

When you generate 1099 returns for suppliers with backup withholding you must run the Build A/P Workfile program (P04514FP) twice:

- Once to recognize the amount paid to the supplier for the proper form and box combination. For example, A1: 1099-MISC form, box 1 for Rents.
- A second time to recognize the amount withheld that was then paid to the tax authority. For example, A4: 1099 MISC form, box 4 for Federal Tax Withheld.

To set the processing options and data selection of the Build A/P Workfile correctly to produce the results you desire, you need to understand how the system creates the voucher pay items for withholding. When you enter a voucher for a supplier who is set up to process backup withholding and then run the Calculate Withholding

program (P04850), the system creates two additional pay items for the voucher. As illustrated below, the resulting voucher pay items are:

- One pay item for the original amount of the voucher.
- One pay item written based on the percentage of withholding for the negative amount (to reduce the amount that you pay your supplier).
- One pay item written based on the percentage of withholding for the amount that you pay to the tax authority.

**Figure 4-3 Voucher Entry**

Field Sensitive Help  
 Display Error Message  
 Display Functions  
 Standard/Tax Format T  
 Exit Program  
 Details  
 A/P Payment Detail  
 Exit to One Time Payme  
 Exit to Name Search  
 Organization Structure P  
 Exit to Address Book  
 Child Support Payment I  
 Journal Entry Inquiry  
 Generic Text View and E  
 Exit Out of Balance  
 Supplier Inquiry  
 Mailing Address Window  
 Purchase Card Transac  
 Clear Screen

04105 Voucher Entry  
 Prev Voucher:

Action Code: I  
 Supplier Number: 833  
 Invoice Number: A521FZ  
 Amount: 1,000.00  
 Date: 08/01/15  
 G/L Date: 08/01/15  
 Tax Amount:  
 Taxable Amount:  
 Logging Approver:

Voucher/Type/Co.: 14484 PV 00822  
 ABC Consulting, Inc.  
 Business Unit: 1  
 Payment Terms: Pmt Instr. M  
 Company: 00822  
 P.O. Number:  
 Tax Expl Code:  
 Tax Area:  
 Serv/Tax Date: 08/01/15

Remaining Amount. . . . . Batch Number 6079574

Pay Itm	Gross Amount	Discount Available	Payment Remark	Disc Due Date	P S
001	1,000.00			08/31/15	A
002	200.00-		Backup Withholding	08/31/15	A
003	200.00		Backup Withholding	08/31/15	H

F4=Details F9=Name Srch F11=Addr Book F13=J.E. Inq F16=Ledger Inq F24=More

When you access the detail area of the voucher, you can review more information for each pay item, as follows:

04105 Voucher Entry

Tools Help

ORACLE JD Edwards World

URL Document Email World Resources Support

Field Sensitive Help  
 Display Error Message  
 Display Functions  
 Standard/Tax Format T  
 Exit Program  
 Details  
 A/P Payment Detail  
 Exit to One Time Payme  
 Exit to Name Search  
 Organization Structure P  
 Exit to Address Book  
 Child Support Payment I  
 Journal Entry Inquiry  
 Generic Text View and E  
 Exit Out of Balance  
 Supplier Inquiry  
 Mailing Address Windo  
 Purchase Card Transac  
 Clear Screen

04105 Voucher Entry Prev Voucher:

Action Code I Voucher/Type/Co. 14484 PV 00822  
 Supplier Number 833 ABC Consulting, Inc.  
 Invoice Number A521FZ Business Unit 1  
 " Amount 1,000.00 Payment Terms Pmt Instr. M  
 " Date 08/01/15 Company 00822  
 G/L Date 08/01/15 P.O. Number  
 Tax Amount Tax Expl Code  
 Taxable Amount Tax Area  
 Logging Approver Serv/Tax Date 08/01/15

Remaining Amount. Batch Number 6079574

Payment Schedule

Pay Itm	Gross Amount	Discount Available	Payment Remark	Disc Due Date	P S
001	1,000.00			08/31/15	A

G/L Offset Recur Freq No of Pmts Open Amt 1,000.00  
 G/L Bank Account 822.1110.BEARR App St Pymt Hndl  
 Taxable Amt Tax Tax Rate Tax Expl  
 Alt Payee 833 CatCd A1 ShipTo BnkTy 1099

F4=Details F9=Name Srch F11=Addr Book F13=J.E. Inq F16=Ledger Inq F24=More

04105 Voucher Entry

Tools Help

ORACLE JD Edwards World

URL Document Email World Resources Support

Field Sensitive Help  
 Display Error Message  
 Display Functions  
 Standard/Tax Format T  
 Exit Program  
 Details  
 A/P Payment Detail  
 Exit to One Time Payme  
 Exit to Name Search  
 Organization Structure P  
 Exit to Address Book  
 Child Support Payment I  
 Journal Entry Inquiry  
 Generic Text View and E  
 Exit Out of Balance  
 Supplier Inquiry  
 Mailing Address Windo  
 Purchase Card Transac  
 Clear Screen

04105 Voucher Entry Prev Voucher:

Action Code I Voucher/Type/Co. 14484 PV 00822  
 Supplier Number 833 ABC Consulting, Inc.  
 Invoice Number A521FZ Business Unit 1  
 " Amount 1,000.00 Payment Terms Pmt Instr. M  
 " Date 08/01/15 Company 00822  
 G/L Date 08/01/15 P.O. Number  
 Tax Amount Tax Expl Code  
 Taxable Amount Tax Area  
 Logging Approver Serv/Tax Date 08/01/15

Remaining Amount. Batch Number 6079574

Payment Schedule

Pay Itm	Gross Amount	Discount Available	Payment Remark	Disc Due Date	P S
002	200.00-		Backup Withholding	08/31/15	A

G/L Offset Recur Freq No of Pmts Open Amt 200.00-  
 G/L Bank Account 822.1110.BEARR App St Pymt Hndl  
 Taxable Amt Tax Tax Rate Tax Expl  
 Alt Payee 833 CatCd ShipTo BnkTy 1099

F4=Details F9=Name Srch F11=Addr Book F13=J.E. Inq F16=Ledger Inq F24=More

04105 Voucher Entry

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URL Document Email World Resources Support

Field Sensitive Help 04105 Voucher Entry Prev Voucher:

Action Code I Voucher/Type/Co. 14484 PV 00822  
Supplier Number 833 ABC Consulting, Inc.  
Invoice Number R521FZ Business Unit 1  
" Amount 1,000.00 Payment Terms Pmt Instr. M  
" Date 08/01/15 Company 00822  
G/L Date 08/01/15 P.O. Number  
Tax Amount Tax Expl Code  
Taxable Amount Tax Area  
Logging Approver Serv/Tax Date 08/01/15

Remaining Amount. Batch Number 6079574

Payment Schedule

Pay Itm	Gross Amount	Discount Available	Payment Remark	Disc Due Date	P
003	200.00		Backup Withholding	08/31/15	H

G/L Offset WHLD Recur Freq No of Pmts Open Amt 200.00  
G/L Bank Account 822.1110.BEAR App St Pynt Hndl  
Taxable Amt Tax Tax Rate Tax Expl  
Alt Payee 967 CatCd R4 ShipTo BnkTy 1099

F4=Details F9=Name Srch F11=Addr Book F13=J.E. Inq F16=Ledger Inq F24=More

In the sample screens, although you paid the supplier only \$800.00, which is the net of the first two items, you must still report \$1,000.00 as 1099 reportable income and \$200.00 for federal tax withheld.

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**Note:** All voucher pay items must be paid within the current 1099 reporting year for this option to work correctly; otherwise, you must use the 1099 Adjustments program to update the amount appropriately.

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To update the 1099 reportable income:

- Ensure the negative pay item is properly updated as an exception to exclude it from 1099 processing. You can do this by updating either the 1099 Reporting field (AC07) or the Flag for 1099 field (TNN).
- Run the Build A/P Workfile for the supplier address book number:
  - Set the Address Number processing option according to whether you paid the supplier or an alternate payee.
  - Enter the appropriate value in the Type of Return processing option.
  - Use data selection to specify the supplier's address book number and the appropriate value for the 1099 Reporting field (AC07).

The system retrieves the relevant voucher pay items (pay item 001 in the example above) based on the data selection, and the updates the specified form and box for the reportable income.

To update box 4 on the form for Federal Tax Withheld, you must run Build A/P Workfile again with the following settings:

- Set the Address Number processing option to 1 to use Supplier Number as the address number.
- Enter the appropriate value (A4, 14, or 64) in the Type of Return processing option.
- Use data selection and include *Alternate Payee EQ Address Book Number of Tax Authority* and the appropriate value (A4, 14, or 64) for the 1099 Reporting field (AC07).

Alternatively, you can use the value in the G/L Offset field (WHLD in this example) to select the backup withholding voucher pay items. The value in the G/L Offset field is from the value in the G/L Offset processing option for the Calculate Withholding program (P04580).

The system retrieves the relevant voucher pay items (pay item 003 in example above) based on the data selection, and updates the form and box for the supplier.

## 4.5 Building the A/P Workfile (F045143)

The Build A/P Workfile program (P04514FP) builds the 1099 A/P Workfile (F045143), which the system uses to generate your 1099 returns. This program selects all posted payments for the current reporting year that you made to suppliers with a Person/Corporation code of P or N.

You run the program for each form and box combination that you need. You can either set up a specific version for each form and box type, which you specify in the Type of Return processing option, or you can run the same version and change the processing option and data selection.

The program does not generate a report. You must view workflow messages to ensure that the program finishes successfully.

After you build the F045143 workfile, run the Preview Media report (P04512FP) to verify the amounts, as well as use the 1099 Adjustments program (P045101) to modify amounts as necessary.

### 4.5.1 Setting Up Versions of the Build A/P Workfile Program

You must run the Build A/P Workfile program for each 1099 form and box that you need. Therefore, you might need to run the program multiple times, once for each box/type combination. Each time you run this program; it either adds records to the end of the workfile or adds to the amount of an existing record. To avoid updating existing records in the workfile, ensure that you use different data selection each time you run the program. If a record exists for a payee, payer, company, and type of return, the system updates the record and adds to the amount.

To eliminate duplication, for example, by running the program twice for the same form/box combination, you might want to create a separate version of the program for each form/box that you use.

Carefully review the data selection for the Build A/P Workfile program (P04514FP) to avoid overstating amounts, as in the following examples:

- The Write Media program (P04515) combines records from the 1099 G/L Workfile (F045141), the 1099 A/P Workfile (F045143), and the 1099 Adjustment file (F045145). If you use both the G/L and A/P Ledger methods, make sure that you



do not select the same vouchers for both methods, or your 1099 amounts will be overstated.

- If a record has values in both Category Code 07 and the 1099 fields, and you run a version of this program for each of them, 1099 amounts in the F045143 workfile and on the 1099 form will be overstated.

**Before You Begin**

- Update the 1099 Reporting (category code 07) or Flag for 1099 fields on voucher pay items, as necessary.
- Back up the 1099 workfiles. See [Backing Up 1099 Workfiles](#)
- Clear the 1099 A/P Workfile. See [Clearing and Purging 1099 Workfiles](#)

**Navigation**

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

**4.5.1.1 Processing Options**

See [Section 8.10](#)



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## Using the G/L Method

When you generate 1099 returns using the G/L Method, the system retrieves information for vouchers paid during the 1099 reporting year from the Account Ledger file (F0911). The system uses the account from the voucher's expense distribution as the basis for information in the 1099 workfile, and it uses Automatic Accounting Instructions (AAIs) to determine which G/L accounts are eligible. You set up the AAIs to specify the account range that corresponds to the form and box where you report the amounts.

The advantage of using the G/L Method is that you can exclude expenses that you should not report, such as freight charges, without having to create individual pay items on vouchers or having to adjust for these expenses in the 1099 Adjustment Workfile (F045145).

Consider using the G/L Method when one or more of the following conditions exist:

- Information in your F0911 file is complete and you did not purge any information for the 1099 reporting year.
- Payments to your suppliers are in more than one box on the 1099 forms. With the G/L Method, you can easily distinguish the boxes by using account numbers that you associate with AAIs.
- Vouchers contain both 1099 reportable and 1099 exempt G/L distribution expenses.

To create the 1099 G/L Workfile (F045141), the G/L Method uses data from the following files:

- Account Ledger (F0911)
- Accounts Payable Ledger (F0411)
- Accounts Payable - Matching Document (F0413)
- Accounts Payable Matching Document Detail (F0414)
- Address Book Master (F0101)
- Automatic Accounting Instructions (F0012)
- Company Constants (F0010)
- Distribution and Manufacturing Automatic Accounting Instructions (F4095), if using three-way voucher matching
- Purchase Order Receiver File (F43121), if you use three-way voucher matching
- 1099 Audit File (F045144)

This section contains the following topics:

- Section 5.1, "Setting Up AAls for the G/L Method"
- Section 5.2, "Updating Information from the Account Master File"
- Section 5.3, "Running the Audit File Close"
- Section 5.4, "Creating the 1099 Audit File (F045144)"
- Section 5.5, "Reviewing the 1099 Audit File"
- Section 5.6, "Entering Payment Adjustments"
- Section 5.7, "Building the G/L Workfile (F045141)"

**Before You Begin**

- If you purged records during the year, you might need to restore the following files. If you need to restore the files, contact Oracle Support Services for recommendations.
  - Purge - Account Ledger (F0911xx, where xx is the fiscal year)
  - Purge - Accounts Payable Ledger (F0411P)
  - Purge - Accounts Payable Matching Documents (F0413P)
  - Purge - Accounts Payable Matching Document Detail (F0414P)
- Post all vouchers and payments for the 1099 reporting year.

## 5.1 Setting Up AAls for the G/L Method

The G/L method uses the PXxxxx AAls to retrieve the G/L account number ranges to use to accumulate the amounts for specific boxes on each 1099 form. In most cases, you set up one account range (two AAls) to update one box on the form; however, if necessary, you can also set up AAls to specify the same account in multiple ranges so that you can update more than one box for the same account range.

For example, the amount in Type of Return (TOR) 12 (Qualified dividends) must be included in the amount for TOR 11 (Total Ordinary dividends). When you use the same account within AAI range for items PX11xx and PX12xx, the system creates two records within the 1099 G/L Workfile (F045141) with the TOR for the first AAI and the TOR for the second AAI.

The following table consists of the six characters you use to set up AAI item PXxxxx:

Character	Description
1 and 2	Defines the AAI as a 1099 item. This 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: <ul style="list-style-type: none"> <li>■ PXAxx for 1099-MISC form</li> <li>■ PX1xx for 1099-DIV form</li> <li>■ PX6xx for 1099-INT form</li> </ul>
4	Defines a box 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.

Character	Description
5 and 6	<p>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 and even numbers indicate the end of a range.</p> <p>For example, PXA101 defines the beginning of the first range of accounts to use for box 1 of the 1099-MISC form, and PXA102 defines the end of the range of accounts to use for box 1 of the 1099-MISC form.</p>

Observe the following guidelines when you set up object account ranges for AAI item PXxxx:

- Set up AAIs for company 00000 only.
  - AAIs for PX ranges are not company-specific; therefore, your chart of accounts must be consistent among all companies you involve in the 1099 process.
- 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).
- Ensure you do not specify a business unit; the system disregards it during processing.
- Ensure you do not leave the object account blank.
  - The system does not continue reading subsequent AAIs if it encounters an AAI without an object account.
- Enter both the object and subsidiary for the end of the range.
  - Use 99999999 for the subsidiary to ensure that you include all subsidiary accounts in the range of object accounts.
- Ensure you do not overlap ranges.
  - For example, do not set up 01-02 and 02-03.
- Ensure you do not skip ranges.
  - For example, do not use 01-02 and 05-06 without also using 03-04.
- Delete any 1099 ranges not in use.
- Ensure you do not specify object accounts for cash accounts, received not vouchered accounts, A/P trade accounts, or A/R trade accounts.

The system stores AAIs in the Automatic Accounting Instructions Master file (F0012).

**See Also:**

Work with AAIs in the *JD Edwards World General Accounting I Guide* for information on adding and revising AAIs.

**Navigation**

From **Annual 1099 Setup (G0442)**, choose **Automatic Accounting Instr.**

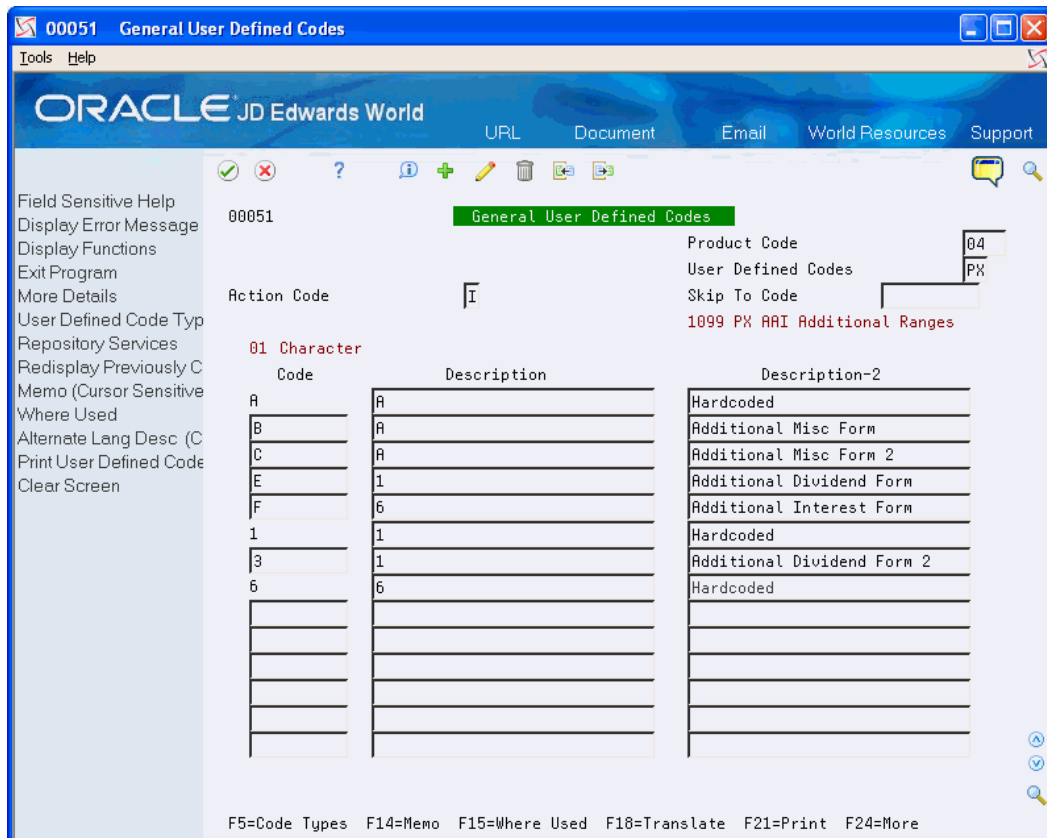
### 5.1.1 Setting Up Additional PX AAI Ranges

The standard format of the PX AAI allows only two characters to define account ranges and, therefore, provides for only 49 ranges. If you need more than 49 ranges for a particular form/box combination, you can set up an additional 1-character,

alphanumeric code in the UDC table 04/PX (1099 PX AAI Additional Ranges) and map it to an existing 1099 form type to create additional AAI ranges. You designate which 1099 form the code represents by specifying it in the first character in the Description field:

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

For example, if you need more than 49 account ranges for the 1099-MISC form, add a code, for example, B to the UDC 04/PX table and enter A in the first character of the Description field.



After you set up the code in 04/PX UDC, add the new PX AAIs for the new values, such as PXBxxx. Create additional PX AAI ranges in the same manner as you do for standard PX AAIs, except that there is a new value for the third character. For example, B1 equals A1; B2 equals A2, and so on.

If you require more than 98 account ranges, set up another code in UDC 04/PX to provide you with 49 additional ranges. For example, set up code C and map it to 1099 form A.

Setting up codes in UDC 04/PX does not create additional 1099 form types; it merely provides mappings to the standard 1099 form types (A, 1, and 6) to accommodate additional PX AAI account ranges.

The system includes the amounts for all AAI ranges for each 1099 form and box when you run the Create 1099 Audit File Build program (P045144). For example, if you set up codes B and C and map them to 1099 form A, the system includes F0911 records for the range of accounts you specify in PXAx, PXBx, and PxCx in the workfile.

When you run the Build G/L Workfile program (P04514), the system summarizes the amounts from the account ranges in the standard and user-defined PX AAIs, and then updates the 1099 G/L Workfile (F045141) accordingly for the box and form specified. For example, if you map the standard and user-defined ranges for form A and box 1, such as PXA1xx, PXB1xx, PXC1xx, the system sums the amounts for the type of return code A1.

## 5.1.2 Examples: AAIs for the G/L Method

Review the following table for examples of PXxxxx AAI ranges.

<b>AAI Item Range</b>	<b>Explanation of Characters in the AAI Item</b>
PXA101 - PXA102	<ul style="list-style-type: none"> <li>■ PX indicates a 1099 AAI item</li> <li>■ A indicates Form 1099-MISC</li> <li>■ 1 indicates Box 1 on the form</li> <li>■ 01 indicates the beginning of the first range of object accounts and 02 indicates the end of the first range of object accounts</li> </ul>
PXA103 - PXA104	<ul style="list-style-type: none"> <li>■ PX indicates a 1099 AAI item</li> <li>■ A indicates Form 1099-MISC</li> <li>■ 1 indicates Box 1 on the form</li> <li>■ 03 indicates the beginning of the second range of object accounts and 04 indicates the end of the second range of object accounts</li> </ul>
PXA201 - PXA202	<ul style="list-style-type: none"> <li>■ PX indicates a 1099 AAI item</li> <li>■ A indicates Form 1099-MISC</li> <li>■ 2 indicates Box 2 on the form</li> <li>■ 01 indicates the beginning of the first range of object accounts and 02 indicates the end of the first range of object accounts</li> </ul>
PX1101 - PX1102	<ul style="list-style-type: none"> <li>■ PX indicates a 1099 AAI item</li> <li>■ 1 indicates Form 1099-DIV</li> <li>■ 1 indicates Box 1a on the form</li> <li>■ 01 indicates the beginning of the first range of object accounts and 02 indicates the end of the first range of object accounts</li> </ul>
PX1B01 - PX1B02	<ul style="list-style-type: none"> <li>■ PX indicates a 1099 AAI item</li> <li>■ 1 indicates Form 1099-DIV</li> <li>■ B indicates Box 2B on the form</li> <li>■ 01 indicates the beginning of the first range of object accounts and 02 indicates the end of the first range of object accounts</li> </ul>
PX6101 - PX6102	<ul style="list-style-type: none"> <li>■ PX indicates a 1099 AAI item</li> <li>■ 6 indicates Form 1099-INT</li> <li>■ 1 indicates Box 1 on the form</li> <li>■ 01 indicates the beginning of the first range of object accounts and 02 indicates the end of the first range of object accounts</li> </ul>

### 5.1.3 Relationship between AAls and Boxes on the 1099 Forms

When you use the G/L Method for 1099 reporting, the amount that prints on 1099 returns depends on the form/box information that is in PXxxxx AAls. The A/P Ledger Method does not use AAls.

The following sample forms illustrate the relationship between the form/box specified by the AAI and the boxes on each of the 1099 forms. These are for informational purposes only. Do not reproduce them for filing.

#### AAls for Miscellaneous Income Form(Updated for 1099)

The system uses the PXA AAI ranges to print information in the corresponding boxes on this form.

Figure 5-1 1099 Miscellaneous Income Form

9595		<input type="checkbox"/> VOID		<input type="checkbox"/> CORRECTED		OMB No. 1545-0115		<b>2019</b>	<b>Miscellaneous Income</b>
PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.		1 Rents		PXA1		Form 1099-MISC			
PAYER'S federal identification number		RECIPIENT'S identification number		2 Royalties		PXA2		4 Federal income tax withheld	
RECIPIENT'S name		Street address (including apt. no.)		3 Other income		PXA3		PXA4	
City or town, state or province, country, and ZIP or foreign postal code		Account number (see instructions)		FATCA filing requirement		2nd TIN not.		5 Fishing boat proceeds	
15a Section 409A deferrals		15b Section 409A income		16 State tax withheld		17 State/Payer's state no.		6 Medical and health care payments	
PXAAD		PXAEE		PXAAB		PXAAC		7 Nonemployee compensation	
Form 1099-MISC		Cat. No. 14425J		www.irs.gov/form1099misc		Department of the Treasury - Internal Revenue Service		8 Substitute payments in lieu of dividends or interest	
Do Not Cut or Separate Forms on This Page		Do Not Cut or Separate Forms on This Page		Do Not Cut or Separate Forms on This Page		Do Not Cut or Separate Forms on This Page		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	
								11	
								12	
								13 Excess golden parachute payments	
								14 Gross proceeds paid to an attorney	
								18 State income	
								PXA	

#### AAls for Dividends and Distributions Form

The system uses the PX1 AAI ranges to print information in the corresponding boxes on this form.



**Figure 5–2 1099 Dividends and Distributions Form (Updated for 1099)**

9191  VOID  CORRECTED

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.		1a Total ordinary dividends		OMB No. 1545-0110	
		\$ PX11		<b>2019</b>	
PAYER'S TIN		1b Qualified dividends			
		\$ PX12			
RECIPIENT'S TIN		2a Total capital gain distr.		2b Unrecap. Sec. 1250 gain	
		\$ PX1A		\$ PX1B	
RECIPIENT'S name		2c Section 1202 gain		2d Collectibles (28%) gain	
Street address (including apt. no.)		\$ PX1C		\$ PX1D	
City or town, state or province, country, and ZIP or foreign postal code		3 Nondividend distributions		4 Federal income tax withheld	
		\$ PX13		\$ PX14	
		5 Section 199A dividends		6 Investment expenses	
		\$ PX1H		\$ PX15	
		7 Foreign tax paid		8 Foreign country or U.S. possession	
		\$ PX16			
		9 Cash liquidation distributions		10 Noncash liquidation distributions	
		\$ PX18		\$ PX19	
		11 Exempt-interest dividends		12 Specified private activity bond interest dividends	
		\$ PX1F		\$ PX1G	
Account number (see instructions)		2nd TIN not.		13 State	
		<input type="checkbox"/>		14 State identification no.	
				15 State tax withheld	
				\$	

Form 1099-DIV Cat. No. 14415N www.irs.gov/Form1099DIV Department of the Treasury - Internal Revenue Service

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**Note:** (Updated for 1099) Box 8 on the Dividends and Distributions form is not an amount field. The system completes Box 8 with the foreign country associated with Box 7 when:

- The address book record for the payee has an F in the Payables Y/N field.
- The address book record for the payee has the country specified.
- The Print Country (1/0) field in the Country Constants program (P0070) is set to 1.
- The Data Specifics processing option is set to 1 in the Write Media program (P04515).

**AAIs for Interest Income Form**

The system uses the PX6 AAI ranges to print information in the corresponding boxes on this form.

**Figure 5-3 1099 Interest Income Form (Updated for 1099)**

9292		<input type="checkbox"/> VOID <input type="checkbox"/> CORRECTED		OMB No. 1545-0112		<b>2019</b> Form 1099-INT	<b>Interest Income</b>
PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.		Payer's RTN (optional)		1 Interest income \$ PX61			
PAYER'S federal identification number		RECIPIENT'S identification number		2 Early withdrawal penalty \$ PX62		<b>Copy A</b>  <b>For Internal Revenue Service Center</b>	
RECIPIENT'S name		3 Interest on U.S. Savings Bonds and Treas. obligations \$ PX63		4 Federal income tax withheld \$ PX64			
Street address (including apt. no.)		6 Foreign tax paid \$ PX66		7 Foreign country or U.S. possession		<b>File with Form 1099.</b>  <b>For Privacy Act and Paperwork Reduction Act Notice, see the 2019 General Instructions for Certain Information Returns.</b>	
City or town, state or province, country, and ZIP or foreign postal code		8 Tax-exempt interest \$ PX68		9 Specified private activity bond interest \$ PX69			
Account number (see instructions)		FATCA filing requirement <input type="checkbox"/>		10 Market discount \$ PX6A		11 Bond premium \$ PX6B	
2nd TIN not. <input type="checkbox"/>		12 Bond premium on Treasury obligations \$ PX6E		13 Bond premium on tax-exempt bond \$ PX6D		17 State tax withheld \$	
		14 Tax-exempt and tax credit bond CUSIP no.		15 State		16 State identification no.	

Form 1099-INT      Cat. No. 14410K      www.irs.gov/form1099int      Department of the Treasury - Internal Revenue Service

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**Note:** Box 7 on the Interest Income form is not an amount field. The system completes Box 7 with the foreign country associated with Box 6 when:

- The address book record for the payee has an F in the Payables Y/N field.
- The address book record for the payee has the country specified.
- The Print Country (1/0) field in the Country Constants program (P0070) is set to 1.
- The Data Specifics processing option is set to 1 in the Write Media program (P04515).

## 5.2 Updating Information from the Account Master File

### Navigation

From Annual 1099 Setup (G0442), choose Update BU.Obj.Sub to Jrnl Ent

The G/L Method uses G/L distribution information that the system stores in the Account Ledger file (F0911). To ensure that the F0911 file contains current information, run the Update BU.Obj.Sub to Journal Entry program (P09806). This program updates the Account Balances (F0902) and Account Ledger (F0911) files with any changes to business units, object accounts, and subsidiary accounts from the Account Master file (F0901).

The Update BU.Obj.Sub to Journal Entry program produces a report that includes changes it makes to the F0902 and F0911 files based on the existing accounts in the Account Master file. Compare the changes on the report to your AAI setup to ensure that the account numbers for AAI item PXxxxx are still within the specified ranges.

If you are certain that you did not make changes to the Account Master file, you do not need to run this program.

**See Also:**

Updating Account Ledger and Account Balances Files in the *JD Edwards World General Accounting II Guide*.

## 5.2.1 Processing Options

See [Section 8.11, "Update BU.OBJ.SUB to Jnl Entries \(P09806\)"](#)

## 5.3 Running the Audit File Close

You must run the Audit File Close program (P04514CMP) prior to building the audit file for the current 1099 reporting year. If you ran this program at the end of the last 1099 reporting year, you do not need to run it again. If you did not run the program or you cannot verify that you ran the program, you should run the program again before you run the Create 1099 Audit File program (P045144).

You run the Audit File Close program to mark the audit records from the prior year as processed so you can retain them for IRS audit purposes. The system selects only the Type 1 and Type 2 records from the 1099 Audit File (F045144) that have a blank in the Closed Item field (FNLP), and then updates this field to 1 to signify that the records are processed. Because the Create 1099 Audit File program clears any unprocessed records from the 1099 Audit File, updating the prior year records as processed prevents you from unintentionally deleting prior year transactions when you run the Create 1099 Audit File program.

If you run the Create 1099 Audit File program for the current 1099 reporting year before you run the Audit File Close program to close the prior year's records, the program deletes all of the prior year records. If this occurs, the audit trail is lost. Although you can rebuild the audit file for the prior year and then close the records before building the audit file again for the current 1099 reporting year, there is no guarantee that the system will create the records exactly as they were when you built the audit file originally, since the original data could be changed due to voids of payments.

If you close the Audit File records in error (for example, for the current 1099 reporting year), you can reset the records, which removes the value from the Closed Item field.

To reset the records:

1. Verify that you have the correct year in the Calendar Year processing option for the 1099 Processing Options Setup program (P04510STUP).  
If you did not set this processing option to the current 1099 reporting year, the system returns an error because it locates records from the prior year.
2. Enter 1 in the Close Year or Reset Flag processing option for the Audit File Close program.
3. Run the Audit File Close program again to change the value of the Closed Item field from 1 to blank on the current 1099 reporting year records.
4. Run the Create 1099 Audit File program.

### Navigation

From Annual 1099 Setup(G0442), choose Audit File Close

### 5.3.1 Processing Options

See [Section 8.12, "Audit File Close \(P04514CMP\)"](#)

## 5.4 Creating the 1099 Audit File (F045144)

The Create 1099 Audit File program (P045144) updates the 1099 Audit File (F045144) with the current 1099 reportable expense amount for each voucher by company and object/subsidiary account. The system selects only posted expense records for those suppliers who are assigned a person corporation code of P or N. The 1099 Audit File provides all of the detail for the records that the system creates when you run the Build G/L Workfile.

When you run Create 1099 Audit File, the system retrieves the value in the Calendar Year processing option from the 1099 Processing Option Setup program (P04510STUP) to select records that have the G/L payment date within that calendar year for expense accounts set up in the AAIs. The program verifies whether any processed records already exist for the current year in the 1099 Audit File. If the program identifies processed payment records, that is records with 1 in the Closed Item field, for the current year it stops and issues an error report.

When you run this program, the system creates three types of records and updates the value of the Record Code field (1, 2, and 3) accordingly. The system creates the following records:

- Type 1 records for each voucher with 1099-reportable expenses for the current year based on the PXxxxx AAIs. The system summarizes voucher detail records by company, and then by object and subsidiary accounts. The system recognizes the company associated with the expense accounts, as well as the company on the voucher, and updates the corresponding company field in the F045144 record.
- Type 2 records for each payment of a 1099-reportable voucher expenses for the current year based on the PXxxxx AAIs. Because the payment might include amounts that were not 1099-reportable expenses and might be less than the voucher expense amount (due to discounts), the system recalculates the payment amount that it uses in Amount field in the F045144 file as follows:
  - The system first subtracts any non-1099-reportable expenses from the payment amount, and then allocates the remaining payment amount to 1099-reportable voucher expenses in ascending order.
  - If there is any remaining voucher expense amount, the system adds this to the Remaining Amount field in the record. Depending on the total expenses related to the voucher, the Type 1 and Type 2 amounts might not net to zero and might leave a balance in the Remaining Amount field.

For example, you enter voucher 8769 for \$1000.00 with a \$10.00 discount and create payment 21222 for \$990.00. There is a \$200.00 non-1099 reportable voucher expense that leaves a balance of \$800 of 1099 reportable expenses updated to the Type 1 record. The system allocates the remaining payment amount of \$790.00 to the voucher expenses, but because there was a \$10.00 discount, there is a \$10.00 amount remaining on the voucher. The system updates the Amount field on the Type 2 record with \$790.00 and updates the Remaining Amount field with \$10.00.

- Type 3 records, created for the opposite amount of the Type 2 records, to use when the system builds the G/L workfile. The system copies each Type 2 record and uses the reversing sign for the Amount field. For example, if the Type 2 Amount field contains 1000-, the Type 3 record Amount field is 10.00. When you run the Build G/L Workfile program (P04514), the system includes the Type 3 records.

You can run the Create 1099 Audit File program multiple times, if necessary. The system deletes all records that do not contain a 1 in the Closed Item field and rebuilds the file.

Use the Payments with Discount processing option to specify whether you want the program to use the gross or net payment amount as the value of the Amount field in the F045144 file.

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**Note:** Whether you enter 1 or leave the Payments with Discount processing option blank, the program considers only that part of the payment that applies to 1099-reportable expenses.

---

**See Also:**

- [Appendix D, "Create 1099 Audit File Program Details"](#) for more information about the Create 1099 Audit File program.
- [Reviewing the 1099 Audit File](#) for information about reviewing the contents of the 1099 Audit File (F045144).

**Before You Begin**

- Post all vouchers and payments for the 1099 reporting year.
- Review and update processing options in the 1099 Processing Option Setup program (P04514STUP)
- Set up or verify AAI items PXxxxx using the Automatic Accounting Instructions program (P0012)
- Run the Update BU.Obj.Sub to Journal Entry program (P09806), if you have made changes to the Account Master file (F0901).
- Run the Audit File Close program (P04514CMP) to mark prior year 1099 Audit File (F045144) transactions as processed.

**Navigation**

From The G/L Method (G04221), choose **Create 1099 Audit File**

### 5.4.1 Received Not Vouchered Accounts

The system evaluates each of the G/L distribution accounts in the Account Ledger (F0911) records that correspond to the selected voucher to determine whether to include the record in the F045144 file:

- If the G/L account matches an RNV account in either the 4320 (Received Not Vouchered) or 4355 (Received Not Vouchered Tax) AAI tables in the Distribution & Manufacturing AAIs (P40950), the system selects corresponding records from the Purchase Order Receiver file (F43121) that have the value 2 in the Match Type field.

The system then validates whether the values of the Object and Subsidiary fields in the F43121 record are included in the 1099 PX AAI ranges:

- If the account is included in the PX AAI range, the system includes it in the 1099 Audit File.
- If the account is not included in the PX AAI range, the system does not include it the 1099 Audit File.

- If the G/L account does not match the RNV account in either the 4320 or 4355 AAI tables, the system validates whether the G/L account exists in one of the PX AAI ranges:
  - If the account is included in the PX AAI range, the system includes it in the 1099 Audit File.
  - If the account is not included in the PX AAI range, the system does not include it the 1099 Audit File.

Therefore, if the G/L distribution account associated with the voucher is in the Distribution & Manufacturing AAI table (4320 or 4355), the system does not validate whether it exists in the 1099 PX AAI ranges; instead, it looks at the accounts associated with the F43121 record. If your business process does not update the Object and Subsidiary fields on the F43121 record, it does not locate a corresponding 1099 AAI and does not include the records in the 1099 Audit File.

## 5.4.2 Purchase Card Transactions

If you track merchants in the Purchase Card (PCard) Management system, you can generate 1099 returns using the G/L Method. The system uses the purchase date, which it stores in the G/L Reference Date field (DRFJ) of the F0911 record to determine whether the payment is in the current 1099 reporting year, and then uses PXxxx AAI to determine whether the account is reportable for a 1099.

To update the G/L Reference Date with the purchase date from the PCard transaction, you must run program P01PQD1. This program is not located on a menu; you must access it from the Versions List. For additional information, see document 1499477.1 (Mandatory Program Required to Process PCard Transactions using the G/L Method) located on My Oracle Support.

## 5.4.3 Processing Options

See [Section 8.13, "Create 1099 Audit File \(P045144\)"](#)

## 5.4.4 Data Selection

This program includes predefined data selection to eliminate void payments and to select only posted payments. Do not change the data selection.

## 5.5 Reviewing the 1099 Audit File

You can review the contents of the audit file online using the Audit File Review program or by running the 1099 Audit Report and the 1099 G/L Audit Register.

Reviewing the audit file includes the following tasks:

- Reviewing the audit file online
- Reviewing the 1099 audit report
- Reviewing the 1099 G/L audit register

### 5.5.1 Reviewing the Audit File Online

The Audit File Review program (P045142) displays a view of the 1099 reportable expenses and allocated payment records from the 1099 Audit File (F045144). You can review voucher and payment information for specific suppliers, as well as make payment adjustments. See [Entering Payment Adjustments](#) for more information.

Use the fields in the header portion of the screen to filter the information that displays, including: Supplier Number, Document Number, Company, Record Code (Type) and Obj/Subsidiary. If you do not use this feature, the program displays all records in the F045144 file. Additionally, the program allows you to access other programs, such as Supplier Ledger Inquiry (P042003) or Account Ledger Inquiry (P09200).

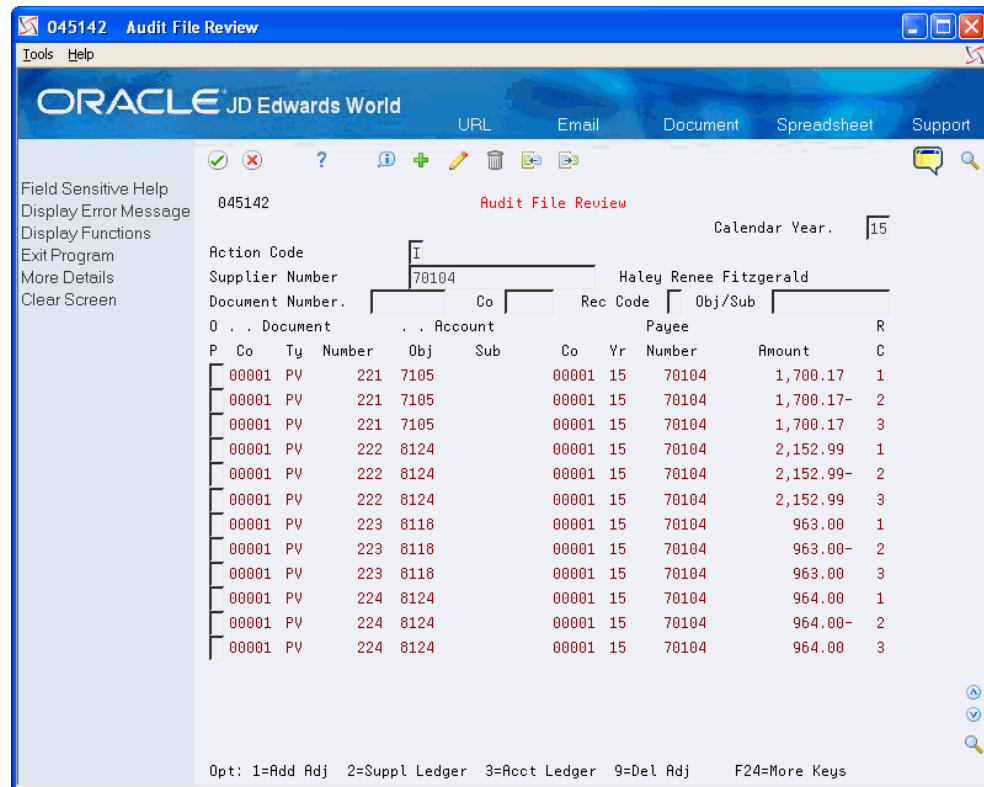
With the exception of calendar year, which the system retrieves from the 1099 Processing Option Setup program (P04510STUP), processing options allow you to preload values into any of the header fields. You can also specify the version of Supplier Ledger Inquiry and Account Ledger Inquiry to use for research purposes. For example, you might want to set up a version of Supplier Ledger Inquiry to sort and display records in a specific manner for 1099 processing.

Use the Audit File Review program in conjunction with the 1099 Audit Report (P04514R1) and the 1099 G/L Audit Register (P04514R2) to review and update your audit records.

### Navigation

From The G/L Method (G04221), choose Audit File Review

Figure 5-4 Audit File Review screen



#### 5.5.1.1 Processing Options

See Section 8.14, "Audit File Review (P045142)"

### 5.5.2 Reviewing the 1099 Audit Report

As an alternative to reviewing the audit records online, you can use the 1099 Audit Report (P04514R1). The report prints the Type 1 (voucher expense) and Type 2

(payment) records from the 1099 Audit File (F045144) based on the data selection. JD Edwards World provides two ZJDExxxx versions, each with a different data sequence:

- ZJDE0001 - sequence information by document (company/type/number), and then by account number (object/subsidiary).
- ZJDE0002 - sequence information by account number (object/subsidiary), and then by document (company/type/number).

The Original Amount column on the report displays the voucher expense amount from the Type 1 record. The Processed Amounts column on the report displays the payment amount for the vouchers.

**Sample: 1099 Audit Report**

04514R1 J.D. Edwards & Company										Page	2	
1099 Audit Report - By Document/Account										Date	10/07/11	
Document	Co	Ty	Number	Obj	Account	Sub	Co	Yr	Payee Number	Mailing Name	Original Amount	Processed Amount
								15	70104 Haley Renee			1,700.17-
1 PV			221	7105			1	15		Subtotal -		1,700.17-
											1,700.17	
1 PV			222	8124			1	15	70104 Haley Renee		2,152.99	2,152.99-
											963.00	963.00-
1 PV			223	8118			1	15	70104 Haley Renee		963.00	963.00-
											964.00	964.00-
1 PV			224	8124			1	15	70104 Haley Renee		964.00	964.00-
											2,009.84	2,009.84-
84 IM			11885	8801	P2&S1269		84	15	84001 Big Broiler Restaurant		2,011.84	2,011.84-
											2,011.84	2,011.84-
84 IM			11888	8801	P2&S1269		84	15	84001 Red Cedar Freight		2,011.84	2,011.84-
											9,801.84	9,801.84-
										Grand Total -		

**Navigation**

From The G/L Method (G04221), choose 1099 Audit Report

**5.5.2.1 Data Selection**

JD Edwards World recommends that you *not* include Calendar Year as part of your data selection because transactions might cross calendar years. Instead, consider using Closed Item EQ \*BLANK for the data selection to retrieve the current year transactions.

**5.5.3 Reviewing the 1099 G/L Audit Register**

As an alternative to reviewing the audit records online, you can use the 1099 G/L Audit Register (P04514R2).

The system includes the Type 3 (payment) and Type 4 (payment adjustment) records from the 1099 Audit File (F045144) on the report based on the data selection. The system uses the same transactions for this report and for the Build the G/L workfile; therefore, you can use this report as a preview of the G/L workfile. For example, you might want to add data selection criteria for a specific account range that correlates to a specific 1099 form and box. You can use this information to verify the current year reportable amounts.

JD Edwards World provides four ZJDExxxx versions, each with a different data sequence of the audit register:

- ZJDE0001 - sequences information by address book number, account number (object/subsidiary), and then document (company/type/number).



- ZJDE0002 - sequences information by document (company/type/number), and then by account number.
- ZJDE0003 - sequences information by company, account number (object/subsidiary), and then document (company/type/number).
- ZJDE0004 - sequences information by company, account number (object/subsidiary), address book number, and then document (company/type/number).

Use the Address Number processing option to print either the supplier address book number or the payee address book number on the report. Based on the processing option setting, the system also prints the corresponding tax ID from the Address Book Master file (F0101).

**Sample: G/L Register by Supplier Account**

04514R2		J.D. Edwards & Company						Page	-	2
		1099 G/L Register By Supplier/Account						Date	-	10/07/11
		1099 Year: 15								
Payee Number	Tax ID	Mailing Name	Co	Document Ty	Number	Co	Obj	Account Sub	1099 Reportable	Explanation -Remark-
70104	701-04-7010	Haley Renee	0001	PV	221	0001	1105		1,700.17	
					1105		Object Account . . . .		1,700.17	
70104	701-04-7010	Haley Renee	0001	PV	223	0001	8118		963.00	
					8118		Object Account . . . .		963.00	
70104	701-04-7010	Haley Renee	0001	PV	222	0001	8124		2,182.99	
70104	701-04-7010	Haley Renee	0001	PV	224	0001	8124		964.00	
					8124		Object Account . . . .		3,116.99	
					00070104		Address Number . . . .		5,780.16	
84001	50-5840015	Big Broiler Restaura	00084	PM	11885	00084	8801	P081269	2,009.84	
84001	50-5840014	Red Cedar Freight	00084	PM	11888	00084	8801	P081269	2,011.84	
					8801		Object Account . . . .		4,021.68	
					00084001		Address Number . . . .		4,021.68	
							Grand Total -		9,801.84	

**Navigation**

From The G/L Method (G04221), choose 1099 Audit Register

**5.5.3.1 Processing Options**

See Section 8.15, "1099 G/L Audit Register (P04514R2)"

**5.6 Entering Payment Adjustments**

To ensure proper 1099 reporting, you might need to enter adjustments for your payment transactions to account for:

- Retainages
- Partial Payments
- Voided Payments
- Discounts

You enter payment adjustments for a supplier, after you run the Create 1099 Audit File program (P045144).

You can create payment adjustments to increase or decrease a payment amount at the voucher level for the current reporting year. The system creates the payment adjustment record as a Type 4 record in the 1099 Audit File and automatically updates the Closed Item field to 1 so that the system retains the records for audit purposes in the event that you need to rerun the Create 1099 Audit File program for the current

1099 reporting year. If you do have to rerun the P045144 for the current 1099 reporting year, you must verify the validity of the Type 4 records and determine if you need to adjust the amount again or delete it.

After you enter payment adjustments, you can change or delete them. The system displays any existing payment adjustments; you can make only one payment adjustment for each account number within a voucher transaction. If you need to change the information on a payment adjustment, access the 1099 - Audit File Revisions screen to update the information.

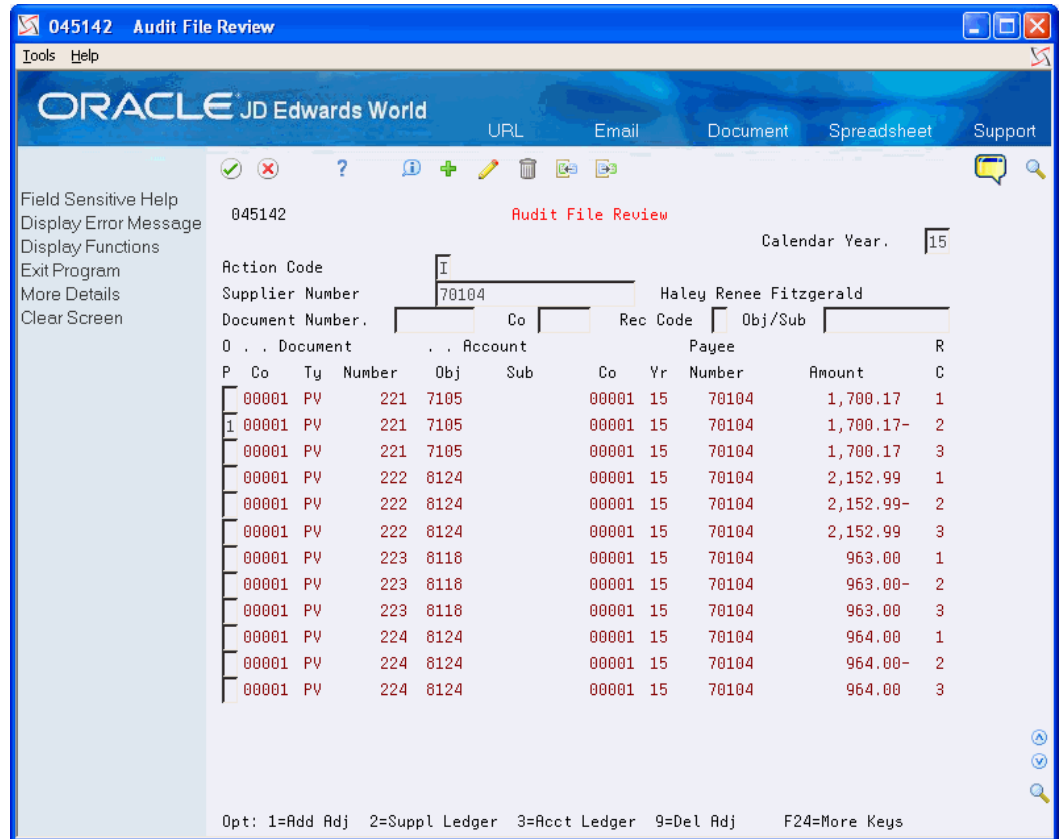
The system summarizes the Type 3 and Type 4 adjustment records by the 1099 form and box, supplier or payee, and company when you build the G/L workfile.

### **Navigation**

#### **From The G/L Method (G04221), choose Audit File Review**

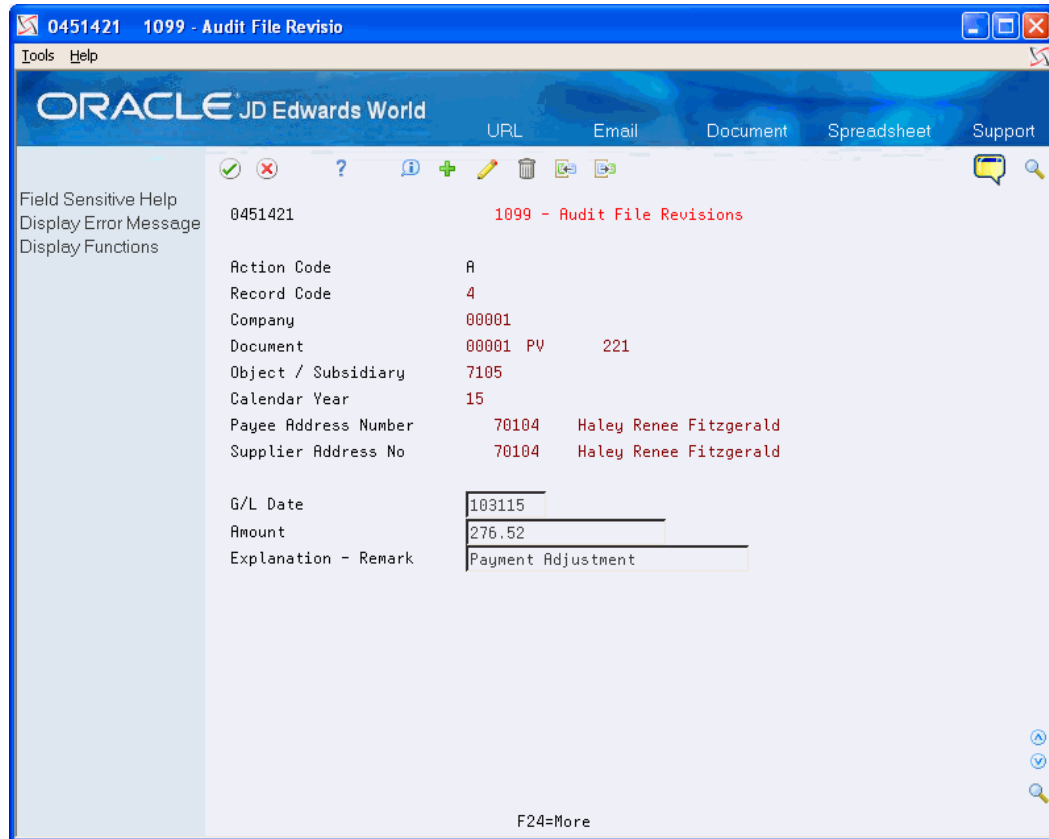
1. On Audit File Review, complete one or more of the following fields and click Inquire.
  - Supplier Number
  - Calendar Year
  - Document Number
  - Company
  - Record Code
  - Obj/Sub
2. Locate the transaction you want to update and enter 1 in the Option field.

Figure 5-5 Audit File Review



3. On 1099 -Audit File Revisions, complete the following fields and click Enter, Add or Change:
  - G/L Date
  - Amount
  - Explanation - Remark

**Figure 5–6 1099 - Audit File Revisions**



The system redisplay the screen after adding an adjustment with a C in the Action Code field.

4. Click Exit (F3) to access Audit File Review.
5. On Audit File Review, click Enter to redisplay the new (record type 4) adjustment transaction.
6. Click Exit (F3).

### 5.6.1 Processing Options

See [Section 8.14, "Audit File Review \(P045142\)"](#)

## 5.7 Building the G/L Workfile (F045141)

After you create and review the current year reportable amounts in the 1099 Audit File (F045144), you run the Build G/L Workfile program (P04514) to create the 1099 G/L Workfile (F045141) from which you print your 1099 returns.

When you run the Build G/L Workfile program, the system retrieves the Type 3 and Type 4 records from the 1099 Audit File and summarizes them by:

- Type of Return
- Supplier Address Book Number
- Company

The Build G/L Workfile program does not generate a report. You must view workflow messages to ensure that the program completes successfully.

You can run the Build G/L Workfile program multiple times, if necessary. Each time you run this program it either adds records to the end of the workfile or adds to the amount of an existing record. To avoid erroneously updating existing records in the workfile, make sure that you use different data selection each time you run the program. If a record exists for the same payee, payer, company, and type of return, the system updates the record and adds to the amount, which might overstate the amount.

After you build the 1099 G/L Workfile, you can run the Preview Media report (P04512FP) to verify the amounts, as well as use the 1099 Adjustments program (P045101) to modify amounts as necessary.

### Navigation

From The G/L Method (G04221), choose **Build G/L Workfile**

## 5.7.1 Processing Options

See [Section 8.16, "Build G/L Workfile \(P04514\)"](#)

## 5.7.2 Data Selection

The program includes the following predefined data selection that you must *not* change: Record Code EQ \*VALUE (with values established for 3 and 4).

You can add additional data selection to limit the transactions that the system retrieves from the 1099 Audit File, such as company or a range of object accounts. Review these guidelines when setting up additional data selection:

- Do not include Calendar Year as data selection. The system uses the value of the Calendar Year processing option from the 1099 Processing Option Setup program.
- Do not include data selection based on amounts. The system uses the minimum amounts established in the 1099 Processing Option Setup program when you run the Preview 1099 Media and the Write Media programs; therefore it is unnecessary to exclude suppliers based on IRS minimums.

## 5.7.3 Considerations for Backup Withholding

If you have withheld and paid taxes on behalf of suppliers, you need to report the amount withheld in the Federal Income Tax Withheld box on the 1099 form. You can do this in one of two ways:

- Use the A/P Ledger Method to select the backup withholding records.
- Enter 1099 adjustments.

See [Setting Up Suppliers, Understanding Backup Withholding for the A/P Ledger Method](#), or [Section 6.2, "Updating the 1099 Workfiles"](#) for more information.



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## Review and Correct the 1099 Workfiles

After you build the 1099 A/P Workfile (F045143) or the 1099 G/L Workfile (F045141) or both, you should review the records to ensure there are no setup errors and that the amounts are correct. If you locate errors, you must correct them before you print the 1099 returns.

You use the Preview 1099 Media report (P04512FP) to verify your supplier and company totals and to check for setup errors. Based on the results of the report, you might need to update the 1099 workfiles.

This section contains the following topics:

- [Section 6.1, "Running the Preview 1099 Media Report"](#)
- [Section 6.2, "Updating the 1099 Workfiles"](#)

### 6.1 Running the Preview 1099 Media Report

You run the Preview 1099 Media program (P04512FP) prior to running the Write Media program (P04515) to ensure that your setup and the data in your workfiles is correct.

When you run the Preview 1099 Media program, the system merges data from the following files to create the 1099 Combined Workfile (F04514).

- 1099 A/P Workfile (F045143)
- 1099 G/L Workfile (F045141)
- 1099 Adjustment File (F045145)

The system also uses the information from the following files in conjunction with the F04514 data and prints a report of any errors:

- 1099 Tax Information File (F0451401)
- 1099 Securities Adjustment (F04510)
- One Time Payment (F0411AB)
- One Time Payment - 1099 Information (F0411AB9)

In addition, the Preview 1099 Media program also retrieves data from the Address Book files for corresponding address book numbers in the F04514. The system processes the data from these sources to create the current year 1099 returns, based on the current year 1099 reportable payments that you sent to your suppliers.

JD Edwards World provides five XJDExxxx versions and most include data selection to select records based on the 1099 form type (Miscellaneous, Dividends, and Interest), as well as to select only the adjustment records. These include:

- XJDE0001 Preview Media - All Types
- XJDE0002 Preview Media - MISC
- XJDE0003 Preview Media - DIV
- XJDE0004 Preview Media - INT
- XJDE0005 Preview Media - Adjustments Only

You can add other data selection or use version XJDE0001, which does not include preset data selection and generates and prints all current year 1099 reportable records.

When you run P04512FP, the system prints summarized information based on company tax ID (EIN), supplier tax ID (TIN), and Type of Return (TOR) that it generates for the combined workfile. Regardless of whether you use the Alternate/Related Address Combining feature the system always combines information for suppliers that have the TIN and for companies that have the same EIN. This report also includes a column to indicate FATCA filing. Additionally, the system prints error and warning messages if it detects missing or incorrect information.

### 6.1.1 Committee on Uniform Securities Identification (CUSIP) Information

CUSIP requires that stocks of all registered U.S. and Canadian companies, and U.S. government and municipal bonds, have an identifying number, referred to as the CUSIP number. The Tax-Exempt Bond CUSIP No is in box 14 on the 1099 Interest form (1099 INT). The IRS requires that you print the CUSIP number if you pay your supplier tax-exempt interest on a tax-exempt bond or security during the calendar year, which you report in box 8. If a CUSIP number does not exist for a bond or security you can leave box 14 blank.

You enter CUSIP information using the 1099 Securities ID Adjustments program (P045102), which you access from the 1099 Adjustments program. See [Adding the CUSIP Number for Tax-Exempt Interest](#) for more information. The system stores CUSIP information in the 1099 Securities Identification file (F04510). If there is no CUSIP information in the 1099 Securities Identification file, the system prints the total amount for TOR 68 followed by this error message, *CUSIP Amounts not equal to box 8*. If CUSIP information exists in the 1099 Securities Identification file (F04510), the system displays the CUSIP number(s) under the line for TOR 68.

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**Note:** The system includes the amount from TOR 69 in the total for TOR 68 on the 1099 Preview Media report and when you generate the 1099 return. Therefore, to determine the amount of TOR 68, you must subtract the amount of TOR 69.

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### 6.1.2 Common Errors

You must investigate errors that appear on the Preview 1099 Media report and make any necessary corrections before you generate the 1099 returns to avoid any penalties the IRS might assess for each record you submit in error.

The following table lists some common error messages that might appear on the report and their associated cause:

Error	Cause
2nd TIN Warning	The 2nd TIN field includes a value for the supplier's tax ID.



Error	Cause
Legal Name Warning	The supplier has a person/corporation code of P (individual), but no legal name is set up. Disregard this warning if a legal name is not required.
Blank EIN	The company's address book record does not include a tax ID.
Blank Tax ID	The supplier's address book record does not include a tax ID.
Invalid Character Tax ID/EIN	A special or alpha character is in a numeric only field.
CCMB w/Different EIN	A record was processed with the same company tax ID, but a different company combining number.
Invalid Company Comb Mailing Address	The city or mailing address for the combining company (CCMB) is blank.
Invalid Company Comb Address #	An address book record does not exist for the combining company (CCMB).
SCMB w/Different TAX	A record was processed with the same supplier tax ID, but a different supplier combining number.
Invalid Supplier Comb Address #	An address book record does not exist for the combining supplier (SCMB).
Invalid Supplier Mailing Address	The city or mailing address for the combining supplier (SCMB) is blank.
Fed with Amt exceeds 28% of Total	The amount withheld for backup withholding exceeds 28% of the total amount paid.
CUSIP Amounts not equal to Box 8	You do not have an amount in the 1099 Securities Identification file (F04510) that corresponds to the amount of TOR 68.

**Navigation**

From The G/L Method (G04221) or The A/P Ledger Method (G04222), choose Preview 1099 Media

Address Number	Tax ID	Legal Name	Name	Company A/B #	Amount	Company Tax Id/Phone #	Ty	CD	Comp	Error Message
77771	55-7777155		Globex Communications	1	1,200.00	98-9801010 (303) 488-4000	A7	07	00001	
			Supplier Total		1,200.00					
77772	55-7777155		Globex Communications	1	1,300.00	98-9801010	A7	07	00001	
			Supplier Total		1,300.00					
77773	55-7777155		Globex Communications	1	1,400.00	98-9801010	A7	07	00001	
			Supplier Total		1,400.00					
77774	55-7777155		Globex Communications	1	1,111.22	98-9801010	A1	07	00001	
			Globex Communications	1	1,500.00	98-9801010	A7	07	00001	
			Supplier Total		2,611.22					
Tax ID Summary: 55-7777155										
			Ty	Amount						
			A1	1,111.22						
			A7	5,400.00						
			Company Total.		6,511.22					
			Grand Total.		6,511.22					

**6.1.3 Processing Options**

See Section 8.17, "Preview 1099 Media (P04512FP)"

## 6.2 Updating the 1099 Workfiles

After you run build the 1099 workfiles and run the Preview Media report, you might find that you need to update supplier information or correct information in the 1099 workfiles.

Some changes to the address book information do *not* require you to update the 1099 workfiles because the system does not store the information in the workfiles; instead, it retrieves it at the time you generate the 1099 returns using the Write Media program. These types of changes include:

- Changing the value of the Person/Corp code from P to N or from N to P on a supplier address book record.
- Changing the mailing address.

Depending on the type of change you need to make and the number of records you need to update, the process to update the workfiles is different. First, however, review the fields that the Company Supplier Refresh program updates. This program was designed to eliminate the need for clearing and rebuilding workfiles. Additionally, if you have only a few records to update, using 1099 Adjustments is often more expedient than rebuilding workfiles.

The following table provides a high-level overview of the action you must perform based on the most common changes you might need to make. To avoid running programs unnecessarily, review the documentation for *all* methods of updating the 1099 workfiles prior to taking any action.

Type of Change	Action Required
Change the Person/Corp Code from N to P or P to N	No action is required.
Change the minimum amounts in the 1099 Processing Option Setup program.	No action is required. The system does not use the minimum amounts until you generate the 1099 return.
Change the Calendar Year processing option in the 1099 Processing Option Setup program.	Clear the workfiles and start over. The calendar year is central to selecting the correct records to build the 1099 workfiles.
Change tax IDs (TIN or EIN)	Run Supplier Company Refresh (P045190) to update the workfiles with the appropriate value.
Change the value of category code 07.	This depends on the change you make and the number of transactions you need to update. See <a href="#">Updating Voucher Pay Items for 1099 Processing</a>
Change mailing names or addresses.	No action is required. The system does not retrieve the mailing name or address until you generate the 1099 return.
Make payment adjustments to the audit workfile.	Partially clear the G/L workfile for the specific records, run the 1099 Audit Build program, and build the G/L workfile for specific records.

Updating workfiles might involve one or more of the following tasks:

- Refreshing Supplier/Company Information
- Processing 1099 adjustments
- Clearing and rebuilding the A/P and G/L workfiles

## 6.2.1 Refreshing Supplier/Company Information

After running the Preview 1099 Media report, if you have invalid or missing tax IDs, you must correct them in the address book, and then update the 1099 workfiles. You can run the 1099 Supplier/Company Refresh program (P045190) to update the 1099 workfiles when:

- You change any of the following Alternate/Related Address Combining processing options in the 1099 Processing Option Setup program (P04510STUP).
- You change the following address book information, which is necessary for generating a correct return:
  - Tax ID for the supplier or combining supplier (TIN)
  - Tax ID for the company or combining company (EIN)
  - Related address

For example, if you did not set up a value or set up the wrong value on the address book record.
- You change the following address book information, which is *not* necessary for generating a correct return, but you might use in the data selection or reporting purposes:
  - Search Type (AT1)
  - AR/AP Netting (AT2)
  - Address Type 3 (AT3)
  - Address Type 4 (AT4)
  - Address Type 5 (AT5)
  - Category Codes 1 through 10 (AC01 through AC10)
  - Payables Y/N/M (ATP)\*
  - State Code (ST)\*

\* The system always uses the address book record for the combining supplier (SCMB) to update these fields, regardless of setting of the processing option, *Enter '1' to use the Supplier Combining Address (SCMB) A/B Info to update workfile AT1-5 and Cat Codes, in the 1099 Processing Option Setup program (P04510STUP).*

Additionally, when you run P045190, if the program detects a One Time Payment supplier detail record, it updates the following information to the 1099 workfiles based on the value of the corresponding field from the One Time Payment file (F0411AB):

- Payables Y/N/M (ATP)
- Tax ID (TAX)
- State Code (ST)
- Supplier Combining Address (SCMB)

The 1099 Supplier/Company Refresh program updates information for the supplier and company records in the following workfiles:

- 1099 A/P Workfile (F045143)
- 1099 G/L Workfile (F045141)
- 1099 Adjustment File (F045145)

The program does not use data selection; therefore, you cannot choose specific records. This is to ensure that the program updates all related workfile records with the same information when it merges the workfiles to create the 1099 Combined Workfile.

### Navigation

From **1099 Advanced and Technical (G0432)**, choose **1099 Supplier/Company Refresh**

#### 6.2.1.1 Setting Processing Options

See [Section 8.18, "1099 Supplier/Company Refresh \(P045190\)"](#)

## 6.2.2 Processing 1099 Adjustments

To ensure complete and accurate 1099 reporting, you might need to add or adjust the reportable 1099 records. Some reasons to add or adjust 1099 reportable amounts include:

- A 1099 G/L amount erroneously includes an amount for freight or shipping.
- The entire 1099 payment amount is not eligible for 1099 processing.
- The Accounts Payable Ledger (F0411) or the Account Ledger (F0911) files do not include all records for the vouchers because you converted to the JD Edwards World Accounts Payable system during the tax year.
- The voucher includes G/L distributions that are not subject to 1099 reporting.
- A supplier that is subject to backup withholding must have a record for Federal Income Tax Withheld.
- A supplier might have 1099 reportable amounts due to gifts or prizes.
- You change the supplier's person/corporation code from C to N or P and need to add adjustments for payments made to the supplier.
- You change the supplier's person/corporation code from N or P to C and need to delete the workfile records and adjustments.

When you use the 1099 Adjustments program, you review the amounts in both the A/P and G/L workfiles. The value in the Record Code field, which the system displays in the TD (type data) column in the detail area of the screen, identifies the workfile that stores the record. If the value in the TD field is:

- 1, the record is in the G/L workfile.
- 3, the record is in the A/P workfile.

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**Note:** The system displays the Type Data (TD) column only when the Default Data Mode processing option is set to display data in Detail Mode.

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The system assigns 5 as the record code for any new records that you add using the 1099 Adjustments program. The system stores only the type 5 records in the 1099 Adjustments File (F045145); therefore, rebuilding the A/P or G/L workfiles does not affect the type 5 adjustment records.

The system does not automatically clear records from the F045145 file; therefore, you can retain adjustment records from prior years for audit purposes until you purge the adjustments file.

When you run the Preview 1099 Media program or the Write Media program, the system includes the F045145 file in the Combined Workfile (F04514).

When you make adjustments, you can:

- Modify an existing amount on one of the 1099 workfile records, if the processing option is not set to prohibit changes.
- Create two adjustment records as an alternative to updating the amount of an existing workfile record. By adding the two records, you have an audit trail of the adjustment for the workfile record and the system retains these type 5 records in the F045145 adjustments file. You create:
  - One record for a negative amount for the incorrect type of return code or company (to offset the amount in the workfile).
  - One record for the correct amount to the correct type of return code or company.
- Delete the workfile record and add a new record for the total amount.
- Add a record to represent the changed amount to the workfile record.
- Add a record for backup withholding or for suppliers that were paid by a third party system.

If you choose to make adjustments by changing workfile records, JD Edwards World recommends that you track the adjustments that you make. This is to ensure that if you need to rebuild a workfile, you can enter any adjustments again. Prior to rebuilding either of the workfiles, run the Preview 1099 Media report so that you have a copy of the data in all of the workfiles.

### 6.2.2.1 Understanding Messages and Highlights on the 1099 Adjustments Screen

One or more of the following messages might display on the 1099 Adjustments screen when you locate a supplier address book record:

#### **\*\* 2nd TIN \*\***

The system displays the 2nd TIN message when it locates a record in the 1099 - Tax Information program (P045101) for the tax ID that corresponds to the supplier (or combining supplier).

#### **Summarized Mode**

The system displays this message when the Default Data Mode processing option is set to 1 (Summarization Mode)

#### **Highlights**

The system highlights certain fields in the records it displays on the 1099 Adjustment screen. The highlighting is for informational purposes. The system highlights the:

- Type field for all of the adjustment (type 5) records, so that you can easily differentiate them from other workfile records.
- Tax ID and Federal Tax (EIN) fields for easy viewing.

### 6.2.2.2 Understanding Detail Information on the 1099 Adjustments Screen

When you access the detail area of the screen, the system displays the information for the combining supplier (SCMB) and company (CCMB). The system retrieves this

information from the workfile records, which it updates based on the values of the Alternate/Related Address Combining processing options in 1099 Processing Option Setup program (P04510STUP).

If you do not use the combining feature, the system updates these fields with the address book number of the supplier and company.

If you use the combining feature, you can review the combining address book numbers to ensure they are correct. The Write Media program (P04515) uses the combining address information to locate the company name and address (Payer's box) and supplier name and address (Recipient box) to print on the 1099 form.

Processing 1099 adjustments consists of one or more of the following tasks:

- Reviewing and changing the workfile records
- Adding adjustment records
- Adding the CUSIP number for tax-exempt interest
- Deleting workfile or adjustment records
- Using 1099 Adjustments to correct submitted returns

### **Before You Begin**

Verify the *Prohibit Change* processing option in the 1099 Adjustments program (P045101) is set to blank to allow the change and delete actions.

### **Navigation**

**From The G/L Method (G04221) or The A/P Ledger Method (G04222), choose 1099 Adjustments**

#### **6.2.2.3 Reviewing and Changing Workfile Records**

Although the quickest and easiest method to adjust amounts is to change the actual workfile records, doing this does not provide an audit trail. If you change amounts using this method and need to rebuild one or both of the workfiles, run the Preview 1099 Media report first to print the adjustments previously entered so they can be reentered, if necessary.

#### **To review and change workfile records**

1. On 1099 Adjustments, complete one or more of the following fields and click Inquire:
  - Calendar Year
  - Supplier Combining Address
  - Tax ID
  - Company
  - EIN
  - TOR
  - Record Type

Figure 6–1 1099 Adjustments

Tools Help

ORACLE JD Edwards World

URL Email Document Spreadsheet Support

Field Sensitive Help  
Display Error Message  
Display Functions  
Exit Program  
Exit to Securities Identifi  
Toggle Summarization/  
Exit to Address Book  
Clear Screen

045101 1099 Adjustments Calendar Year. 15

Action Code  
Supplier Address 70104 Haley Renee Fitzgerald  
Supplier Comb Addr  
Tax ID Co EIN TOR RecTy

Type	Amount	Tax ID	Co	Federal Tax (EIN)	ST	TD
AA	3,116.99	701047010	00001	125610118	07	1
A2	72.85	701047010	00001	125610118	07	3
A3	80.16	701047010	00001	125610118	07	5
A3	5,780.16	701047010	00001	125610118	07	3
A7	758.22	701047010	00050	885050505	07	5
61	1,233.58	701047010	00100	888100100	07	5

F3=Exit F22=Clear F24=More Keys F11=New Supplier

2. Locate the record that you want to change.
3. Change the value in the Amount field and click Change.

Field	Explanation
Tax ID	The tax ID of the supplier.
EIN	The tax ID of the company.
TOR or Type	The type of return code from UDC 04/TR that indicates the form and box of the 1099 return.
Record Type	A number that identifies the type of record in the workfile: <ul style="list-style-type: none"> <li>■ Leave this field blank to display all workfile records.</li> <li>■ Enter 1 to display only those records from the G/L workfile.</li> <li>■ Enter 3 to display only those records from the A/P workfile.</li> <li>■ Enter 5 to display only the adjustment records that were added using this program.</li> </ul>

#### 6.2.2.4 Adding Adjustment Records

If you do not want to change the amount in your workfile records, you can add adjustments. The system totals all records for the same type of return. When you add adjustments to reflect a change in the workfile amount you can either:

- Add one record for the change amount. For example, if the workfile amount is \$2230.55 and it should be \$2200.00, you can add one adjustment for \$-30.55.

- Add two records to reflect a type of return correction:
  - One record for the negative amount of the incorrect type of return workfile record.
  - One record for the correct amount and type of return adjustment.

For example, if the workfile record includes A1 in the Type of Return field and it should be A7, you can add one record with the original type of return and a reversing amount for the original workfile record, and a second adjustment record with the correct type of return and amount.

In both cases, the system retains the workfile record and provides an audit trail of the changes.

You also add adjustments for missing workfile records. For example, you might need to generate a 1099 return for suppliers that were paid by a third party system. The steps to add these adjustments are the same as any other adjustment; however, you must verify that each supplier has both an address book record and a supplier master record. If these records do not exist, you must add them prior to adding the adjustment. You must also verify that you assign the supplier a person corporation code of P or N; otherwise, the program returns an error when you try to enter the adjustment.

In addition, you might need to add adjustments for backup withholding. The Write Media program (P04515) disregards the minimum amounts for payments to the supplier when the supplier has amounts withheld for taxes. The system creates the 1099 for the payment amounts, regardless of the minimums, and updates the Federal Income Tax Withheld box for the amount withheld. Suppliers report the amounts that you withheld on their individual tax returns.

You cannot add two adjustment records (type 5) for the same supplier, type or return, and company. If you need to make an additional adjustment, change the existing adjustment record.

The tasks for adding adjustments include:

- Adding adjustments without changing the workfile amounts
- Adding adjustments for suppliers without workfile records
- Adding adjustments for backup withholding

As an alternative to adding the adjustment records manually, you can also import them from a spreadsheet using the Import from PC function (Action Code F). See [Appendix F, "Importing 1099 Adjustments"](#) for detailed information.

#### **To add adjustments without changing workfile amounts**

Use this method to retain an audit trail of the adjustments. You can enter the change amount as a separate Type 5 adjustment without changing the original workfile record.

1. On 1099 Adjustments, locate the record and note the type of return, amount, and company number.
2. On the first blank detail line, complete the following fields to enter the adjustment information and click Change:
  - Type
  - Amount
  - Company Number



3. Repeat the previous steps for each additional workfile record that you want to record an adjustment.

### **To add adjustments for suppliers without workfile records**

Use this task to enter information for payments made to suppliers from a third-party system or for which you do not have workfile records. The supplier must have an address book and supplier master record and must be assigned a person corporation code of P or N to add adjustment records.

1. On 1099 Adjustments, complete the Supplier Number field and click Add.
2. On the first detail line, complete the following fields to enter the adjustment information and click Add:
  - Type
  - Amount
  - Company Number
3. Repeat the previous step for each type of return.

### **To add adjustments for backup withholding**

If you use the G/L Method for generating 1099 returns, you must enter adjustments for amounts withheld and paid to the federal government (backup withholding). If you use the A/P Ledger Method, you can either build the workfile for the backup withholding type of return (A4, 14, or 64) or enter the withholding amounts as adjustments.

1. On 1099 Adjustments, locate the record.
2. Complete the following fields on the first blank detail line and click Change:
  - Type
  - Amount
  - Company Number

#### **6.2.2.5 Adding the CUSIP Number for Tax-Exempt Interest**

The IRS requires that you include the CUSIP number if you pay your supplier tax-exempt interest on a tax-exempt bond or security during the calendar year. You report this amount in box 8 of the 1099-INT form and the CUSIP number in box 14. The system also includes it on the 1099 facsimile report and in the 1099 transmittal file. If a CUSIP number does not exist for a bond or security you can leave box 14 blank.

You assign the CUSIP numbers using the 1099 Securities ID Adjustments program (P045102), which you access from the 1099 Adjustments program. You might have multiple CUSIP numbers for one TOR 68 amount.

- The amount that you enter with a CUSIP value must equal the amount of TOR 68 or the system displays an error and does not accept the entry. If only part of the interest has a CUSIP number, you must enter the remaining amount using \*BLANK as the CUSIP number so that you can account for the entire tax-exempt amount, as well as complete the task.
- If you modify a TOR 68 amount on the 1099 Adjustments screen, you must also remember to modify the CUSIP information.

- If you delete a TOR 68 record on the 1099 Adjustments screen, you must first delete the CUSIP information to prevent leaving orphan records in the Securities Identification file (F04510).
- Run Preview Media (P04512FP) after making changes to verify that there are no errors.

The system stores the CUSIP information in the 1099 Securities Identification file (F04510).

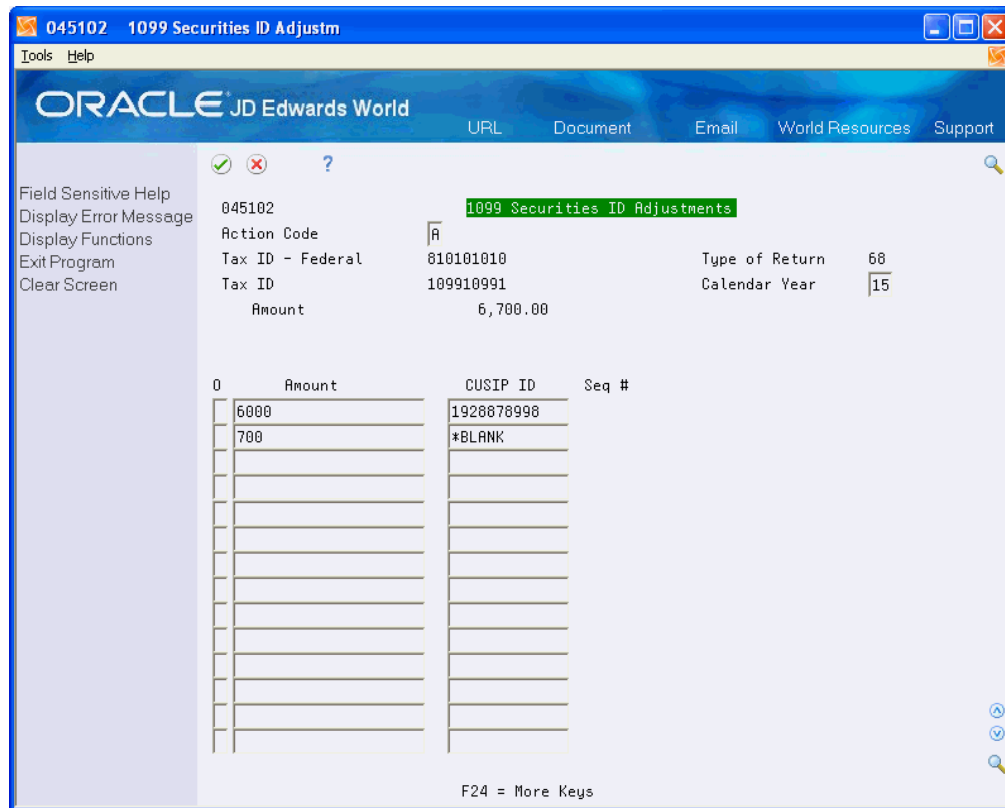
See *CUSIP Information* in [Chapter 7, "Report Year-End Information on 1099s Returns"](#) for detailed information about how the system prints the CUSIP information on the 1099-INT form.

If you have multiple bond and securities to identify, the amounts that you enter must equal the amount that the system displays in the header portion of the screen or the system displays an error and you cannot complete the task.

**To add CUSIP numbers for tax-exempt interest**

1. On 1099 Adjustments, locate the suppliers for whom you process returns for Type 68.
2. Place your cursor in the Type field that contains the value 68 and choose Exit to Securities Identification (F5).

**Figure 6–2 1099 Securities ID Adjustments**



3. On 1099 Securities ID Adjustments, enter A in the Action Code field and complete the following fields for each bond and security.
  - Amount

- CUSIP number

### 6.2.2.6 Deleting Workfile or Adjustment Records

You can delete one or more individual records or you can delete all of the records for a supplier for a specific TOR or record type.

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**Note:** If you delete a TOR 68 record on the 1099 Adjustments screen, you must first delete the CUSIP information to prevent leaving orphan records in the Securities Identification file (F04510). Run Preview Media (P04512FP) after making changes to verify that there are no errors.

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Deleting workfile or adjustment records includes the following tasks:

- To delete individual records
- To delete all records for a supplier

#### To delete individual records

1. On 1099 Adjustments, locate the supplier.
2. Locate the individual record you want to delete, clear the Amount field, and click Enter.
3. Repeat the previous steps for each record that you want to delete.

#### To delete all records for a supplier

1. On 1099 Adjustments, locate the supplier.

2. Click Delete.

The system displays a warning that it is going to delete all of the records that display.

3. Click Enter.

### 6.2.2.7 Correcting Submitted Returns

If you submit a return for the wrong box, you must submit a corrected return. This must include the amount of 0 (zero) for the box that is in error, and then include an amount the correct box.

#### To correct a submitted return

1. On 1099 Adjustments, locate the supplier.
2. Locate the record with the amount for the incorrect box and enter 0.00.
3. On the first blank detail line, complete the following fields and click Add.
  - Type
  - Amount
  - Company Number

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**Note:** When you run the Write Media program to create corrected 1099 forms, you enter G in the Entry Type field on the Write Media entry screen. The system prints a 0 (zero) on the 1099 form for the specific box type.

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### 6.2.2.8 Setting Processing Options

See [Section 8.19, "1099 Adjustments \(P045101\)"](#)

## 6.2.3 Clearing and Rebuilding the A/P and G/L Workfiles

You normally use the Clear A/P and G/L Workfiles program (J04CLRFP) only at the beginning of the new 1099 year. However, depending on the changes you make after you build the workfiles, you might need to clear the workfiles entirely or partially. You might need to run additional programs and then rebuild the workfiles. See [Section 5.7, "Building the G/L Workfile \(F045141\)"](#) or [Section 4.5, "Building the A/P Workfile \(F045143\)"](#)

Clearing and rebuilding the A/P and G/L workfiles includes the following tasks:

- Clearing workfiles entirely
- Clearing workfiles partially

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**Note:**

You do not need to clear or rebuild the A/P workfile for changes that you make to the supplier or company tax IDs (TINs and EINs). You can run the 1099 Supplier/Company Refresh program (P045190) to update the workfiles for these changes. See [Refreshing Supplier/Company Information](#)

Clearing and rebuilding workfiles does not affect the 1099 adjustments records. If you make 1099 adjustments (record type 5), you must analyze these records separately and update or remove them, based on the type of change you make.

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### 6.2.3.1 Clearing Workfiles Entirely

The only changes that require you to completely clear the A/P or G/L workfiles include:

#### **G/L Method Only**

You change an account for a PX AAI, you set up a new PX AAI or you delete a PX AAI. Additionally, you must run the Create 1099 Audit File program (P045144). This program automatically clears the file of the original records.

#### **A/P Ledger and G/L Methods**

- You change the Calendar Year in the 1099 Processing Option Setup program (P04510STUP).
- You change this Alternate/Related Address for Combining Under One Payer processing option in the P04510STUP.

**Navigation**

**From 1099 Advanced and Technical Operations (G0432), choose either Clear Entire G/L Workfile or Clear Entire A/P Workfile**

There are two menu selections for J04CLRFP. Depending on which menu selection you choose, the appropriate processing option is set to clear the appropriate file.

**6.2.3.2 Clearing Workfiles Partially**

When you partially clear workfiles you use the same data selection for both the partial clear and build programs. For example, if you clear records for a particular supplier or company, you use data selection to remove only those records from the workfile, and then use that data selection for the appropriate build workfile program. The programs to partially clear workfiles use only data selection and do not include processing options.

The changes that require you to partially clear and rebuild the A/P or G/L workfiles include:

**G/L Method**

You add payment adjustments using the 1099 - Audit File Revisions program (P0451421) after you built the G/L workfile.

**A/P Ledger Method**

You change the value of category code 07 that affects numerous suppliers and voucher pay items and makes it prohibitive to use the 1099 Adjustments program. You must update the value of category code 07 on the supplier address book records and run Update A/P with A/B Info program (P04802).

**Navigation**

**From 1099 Advanced and Technical Operations (G0432), choose either Partial Clear A/P Workfile or Partial Clear G/L Workfile**

**Data Selection**

Use data selection to specify the records to clear.



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## Report Year-End Information on 1099s Returns

After you build the worktables for 1099 processing and review the corresponding reports, you report year-end business transaction information to your suppliers and to the IRS.

This section includes the following topics:

- [Section 7.1, "Generating 1099 Returns"](#)
- [Section 7.2, "Printing 1099 Forms and Reports"](#)
- [Section 7.3, "Adjusting the Print on the Forms"](#)
- [Section 7.4, "Filing 1099 Returns Electronically"](#)
- [Section 7.5, "Filing Corrected Returns"](#)
- [Section 7.6, "Requirements for Retaining Information for the IRS"](#)

**See Also:**

- *2019 General Instructions for Certain Information Returns (Forms 1097, 1098, 1099, 3921, 3922, 5498, and W-2G)* for general IRS filing instructions and requirements
- *IRS Publication 1220, Specifications for Filing Forms 1098, 1099, 5498 and W-2G Electronically* for further details and for exceptions to the requirement for filing electronically.

### 7.1 Generating 1099 Returns

When you print 1099 returns or generate the electronic workfile, the Write Media program (P04515) makes use of the records in the 1099 Combined Workfile (F04514) as its primary data source. The system generates the F04514 file each time you run the Preview Media (P04512FP) or the Write Media programs. The system generates the F04514 workfile by merging the records from the following workfiles:

- 1099 A/P Workfile (F045143)
- 1099 G/L Workfile (F045141)
- 1099 Adjustment File (F045145)

The system also uses the information from the following files in conjunction with the F04514 data:

- 1099 Tax Information File (F0451401)
- 1099 Securities Identification (F04510)
- One Time Payment (F0411AB)

- One Time Payment - 1099 Information (F0411AB9)

In addition, the Write Media program also retrieves data from the Address Book files, for corresponding address book numbers in the F04514. The system processes the data from these sources to create the current-year 1099 returns, based on the current year 1099 reportable payments that you sent to your suppliers.

You use the Write Media program to generate both the printed forms and the electronic workfile that you send to your suppliers and the IRS, respectively. The program accesses the processing options for version ZJDE0001 of the 1099 Processing Option Setup program (P04510STUP) to retrieve the Calendar Year so that it selects only the current calendar year workfile records.

To understand how the system utilizes certain information located in the processing options or from other sources, review the following topics:

- Minimum amounts
- Mailing information
- Foreign suppliers
- CUSIP information
- Write Media options
- Form types

### 7.1.1 Minimum Amounts

The IRS establishes the minimum dollar amounts for reporting for each box on the 1099 forms. If your 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. JD Edwards World includes the current IRS minimum amounts in the Minimum Amounts processing options for the 1099 Processing Option Setup program (P04510STUP); however, you should verify that the values in the Minimum Amounts processing options meet the current year IRS requirements.

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

- 1099-MISC, Box 4 (Federal income tax withheld)
- 1099-DIV, Box 4 (Federal income tax withheld) or Box 7 (Foreign tax paid)
- 1099-INT, Box 4 (Federal income tax withheld) or Box 6 (Foreign tax paid)

### 7.1.2 Mailing Information

You must prepare a 1099 return for the legal entity, not for the individual supplier or individual company. The Write Media program retrieves the mailing information based on the address book numbers in the Supplier Combining Address Book Number and Company Combining Address Book Number fields in the F04514 workfile. The system updates these two fields in each record in the 1099 workfiles, regardless of whether the Alternate/Related Address Combining processing options are set in the 1099 Processing Option Setup program. If you are not using the combining feature, the system uses the supplier number to update the Supplier Combining Address Book Number field and the company's address book number to update the Company Combining Address Book Number field.



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**Note:** The address book number of the company might not be the same as the company number. If the company's address book number is different from the company number, you must enter this in the Company Address Number field of the company record in the Company Numbers & Names program (P00105). See [Setting Up Companies](#) for information about IRS requirements for company information.

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### 7.1.3 Foreign Suppliers

If you have suppliers with addresses outside of the United States, you must indicate this information on the 1099 return in the Foreign Country box.

See Identifying Foreign Suppliers in [Chapter 2, "Setup Supplier and Company"](#) for more information.

The country of the payee's mailing address must be on the 1099 return. Ensure that:

- 1 is in the Print Country field for each foreign supplier's country in the Country Constants Revisions program (P0070).
- 1 is in the Include Country Data Specifics processing option for the Write Media program.

### 7.1.4 CUSIP Information

If you have suppliers that report tax-exempt interest in box 8 of the 1099-INT form, you must supply a list of the CUSIP numbers and corresponding amounts to identify each bond and security. Depending on the number of CUSIP records you enter in the 1099 Securities Identifications File (F04510), the system prints the CUSIP information differently on the 1099-INT form:

- If you have only one CUSIP record, the system prints the CUSIP number in the Account Number field on the form and includes the amount in box 8 (Tax Exempt Interest).
- If you have only one CUSIP record for the amount and have \*BLANK as the CUSIP ID, the system includes the amount in box 8 and leaves the Account Number field on the form blank.
- If you have multiple CUSIP records with different CUSIP numbers, the system includes the amount of all records in box 8 and prints VARIOUS in the Account Number field on the form.
- Regardless of whether the supplier has CUSIP information, if they have an amount in box 9 (Specified private activity bond interest); the system adds it to the amount in box 8 (Tax-exempt interest).

For example, if the amount for TOR 68 (box 8) is \$100.00 and the amount for TOR 69 (box 9) is \$12.00, the system prints \$112.00 in box 8 and \$12.00 in box 9.

### 7.1.5 Write Media Options

The Write Media Version field on the Write Media screen allows you to specify the DREAM Writer version to use to retrieve the processing option, data selection and data sequencing information for the Write Media program.

The Write Media program might require that you complete additional fields on the screen depending on the Output Type and Form Type you select.

## 7.1.6 Form Types

The Write Media program can produce any of the following forms and reports as well as the electronic workfile:

Form Type	Description
Preprinted Forms	<p>Prints information on preprinted 1099 continuous-fed 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 responsible for the payments to the supplier.</p> <p>Miscellaneous and Dividend forms 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> <p>Preprinted forms print 30 characters of the name and address unless you specify to print 40 characters in the corresponding processing option.</p>
Laser Form	<p>Prints information on preprinted 1099 laser 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 responsible for the payments to the supplier.</p> <p>Miscellaneous and Dividend forms 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> <p>Laser printers all have different print properties. If you use a laser printer, you might need to use the Create Custom Form program (P045152) to ensure that the information prints properly and completely within the appropriate boxes on the preprinted forms.</p> <p>Laser forms print 30 characters of the name and address unless you specify to print 40 characters in the corresponding processing option.</p>
Paper Facsimile Report	<p>Prints a facsimile of the 1099 form on 8 ½ by 11 inch paper if you do not have preprinted forms.</p> <p>The facsimile report is acceptable for sending to the supplier and for your internal records, but it cannot be sent to the IRS.</p> <p>It includes the information that the supplier should report on an income tax return, as well as the Instructions to the Recipient that are provided by the IRS on preprinted forms.</p> <p>The facsimile report prints 40 characters of the name and address.</p>
Workfile	<p>Use for electronic filing.</p> <p>Creates a workfile to use for electronic media filing.</p>
Proof Report	<p>Prints a preliminary review of the information that you will send to the IRS.</p> <p>You can adjust the F045141, F045143, and F045145 workfiles and rerun this program as many times as necessary to ensure that your returns are correct before you do your final 1099 processing.</p>

**Before You Begin**

- Ensure that you built the 1099 A/P Workfile (F045143) if you use the A/P Ledger method.
- Ensure that you built the 1099 G/L Workfile (F045141) if you use the G/L method.
- Verify the 1099 reportable amounts using the Preview Media program (P04512FP).
- Use the 1099 Adjustments program (P045101) to make corrections, as necessary
- Visit My Oracle Support for year-end details on the JD Edwards World product. Check the Update Center or browse the JD Edwards World Knowledge website for potential late-breaking news on current year 1099 processing.

**Navigation**

**From The G/L Method (G04221) or the A/P Ledger Method (G04222), choose Write Media**

**7.2 Printing 1099 Forms and Reports**

You use the Write Media program to print the following 1099 forms that you distribute to your suppliers so that they have legal documents to support the information they provide to the IRS on their tax returns:

- 1099 MISC
- 1099-DIV
- 1099-INT

You can print the information using preprinted tractor-fed forms or preprinted forms designed for laser printers.

In addition to the recipient forms, you can use the Write Media program to generate the following reports and forms:

- Proof Report

JD Edwards World recommends that you print the proof report prior to generating the 1099 forms so that you can verify the data in workfile or use it to compare against the Preview Media report. The proof report displays all of the information exactly as it appears on each 1099 form.

- Copy A Forms

You submit Copy A forms to the IRS if you do not send them an electronic file. The processing option to print 40 characters of the mailing name and address does not apply to Copy A forms; therefore, to avoid truncating the mailing name and/or mailing address ensure it does not exceed 30 characters.

- Facsimile Forms

You can use the facsimile form as the recipient copy, if necessary. The system prints 40 characters of the mailing name and address by default.

- Summary Report for Form 4804/4802

You use the Summary Report for Form 4804/4802 to complete Form 1096 (Annual Summary and Transmittal of U.S. Information Returns), which you must file if you do not file 1099s electronically. The 1099 software does not generate the 1096 form for you automatically. You must group the forms by form number, and then complete and submit a separate Form 1096 with each type of 1099 form to use as the transmittal document. For example, if you file Forms 1099-DIV and

1099-MISC, complete one Form 1096 to submit with the Forms 1099-DIV and another for Forms 1099-MISC. Specific instructions for completing Form 1096 are included on the form.

**See Also :**

- *2019 General Instructions for Certain Information Returns (Forms 1097, 1098, 1099, 3921, 3922, 5498, and W-2G)* for general IRS filing instructions and requirements
- IRS Publication 1220, *Specifications for Filing Forms 1098, 1099, 5498 and W-2G Electronically* for further details and for exceptions to the requirement for filing electronically.

**Before You Begin**

Before you print the 1099 recipient forms, review the following processing options in the Write Media program (P04515):

- Leave the First Five Digits of the Tax ID processing option blank. You must print the entire tax ID.
- Set the Print Names and Addresses as 40 Characters processing option to 1 to ensure that the system does not truncate a mailing name or mailing address that exceeds 30 characters on printed forms.

**Navigation**

**From The G/L Method (G04221) or the A/P Ledger Method (G04222), choose Write Media**

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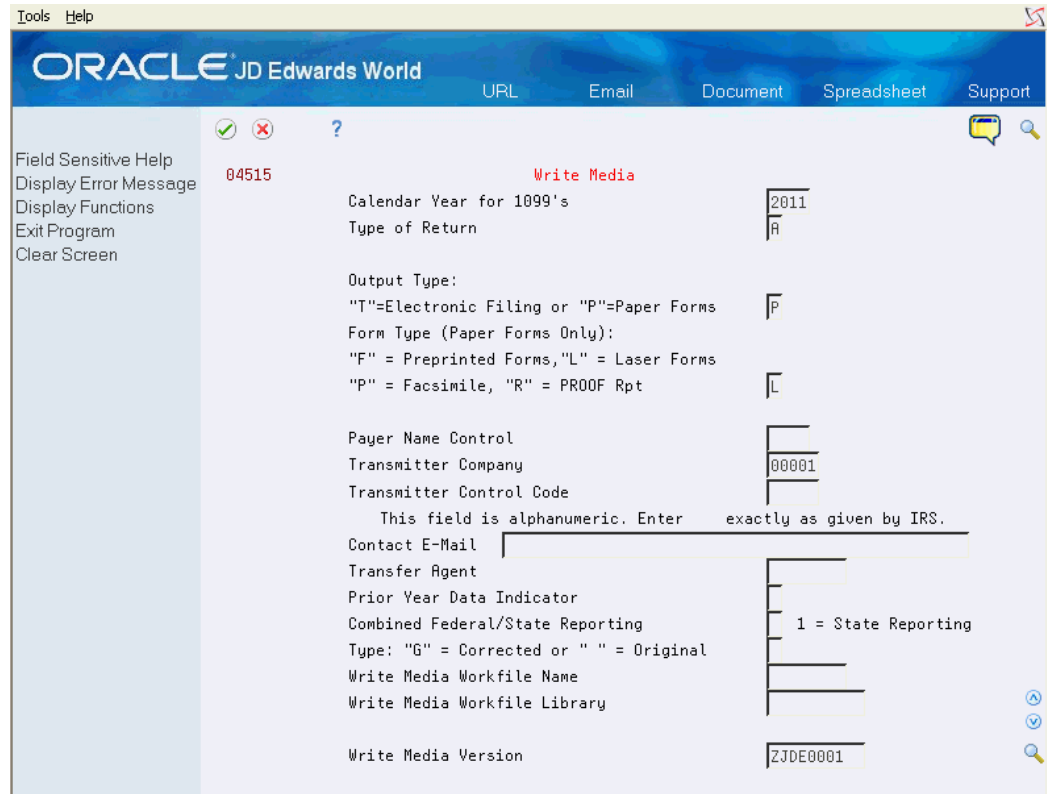
**Note:** You must choose the Write Media program from the menu. Do not run it from the versions list.

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1. Review the warning message and press (F6).

**Figure 7-1 Write Media**



2. On Write Media, complete the following fields:
  - Calendar Year for 1099's
  - Type of Return
  - Output Type
  - Form Type
3. Optionally, complete the following fields and click Enter:
  - Transmitter Company
  - Type
  - Write Media Version

Field	Explanation
Calendar Year for 1099's	<p>The four-digit 1099 reporting or calendar year for which you are creating 1099 returns.</p> <p><b>Note:</b> The system uses this value to select records as well as to include in the Payer A, Payee B, and Transmitter T records of the electronic media. An incorrect value might result in the IRS imposing penalties or rejecting the tape.</p> <p><i>Screen-specific information</i></p> <p>The system retrieves the value for this field from the Calendar Year processing option of the 1099 Processing Option Setup program (P04510STUP).</p>

Field	Explanation
Type of Return	<p>A code for the type of 1099 return.</p> <p>Valid types for 1099s are:</p> <p>A – 1099-MISC</p> <p>1 – 1099-DIV</p> <p>6 – 1099-INT</p>
Output Type:	<p>The reporting medium used to transfer 1099 data to the IRS.</p> <p>Valid values are:</p> <p>T – Electronic Filing.</p> <p>P – Printout of the 1099 only. This indicates that you will print facsimile reports or that you are submitting paper 1099 returns to the IRS instead of electronic media.</p> <p><i>Screen-specific information</i></p> <p>This field works in conjunction with the Form Type field.</p>
Form Type	<p>The medium to which you write 1099 information returns.</p> <p>Valid values are:</p> <p>F – Creates output for preprinted 1099 tractor-feed forms. Miscellaneous and Dividend forms print in the standard two-to-a-page format approved by the IRS. Interest forms print in the standard three-to-a-page IRS approved format.</p> <p>L – Creates output for preprinted 1099 laser forms. Miscellaneous and Dividend forms print in the standard two-to-a-page format approved by the IRS. Interest returns print in the standard three-to-a-page IRS approved format.</p> <p>O – Redirects tape formatted output to a workfile. The system updates this field to O automatically if the Output Type is T. This option does not produce a tape file.</p> <p>P – Creates 1099 facsimiles. Facsimiles are not acceptable to the IRS as original forms, but are acceptable to mail to payees and to maintain as internal copies. The system prints facsimiles on 8-1/2" x 11" paper. You can use multi-part paper if you want both payee and internal copies. The amount descriptions that print on facsimiles is in UDC table 04/TR.</p> <p>R – Creates a 1099 proof report only. The proof report consists of form 4802 and associated 1099 facsimiles with amounts only.</p> <p><i>Screen-specific information</i></p> <p>This field works in conjunction with the Output Type field to specify the type of form to use for printing returns (if Output Type = P) or for submitting returns electronically (if Output Type =T).</p>

Field	Explanation
Transmitter Company	<p>A code that identifies a specific organization, fund, entity, and so on. The company code must already exist in the Company Constants file (F0010) and must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions.</p> <p><b>Note:</b> You can use Company 00000 for default values, such as dates and automatic accounting instructions. You cannot use Company 00000 for transaction entries.</p> <p><i>Screen-specific information</i></p> <p>The company that transmits the electronic data file to the IRS. The system retrieves address book information for the transmitter company, in the event that the IRS needs to contact someone at the company, and updates the T record of the F1099T file. The system does not use the transmitter company for selecting records to process.</p> <p>The transmitter company information prints on the Summary Report for 4804/4802. Also, information from the transmitter company address book record prints in the T record of the F1099T file.</p>
Type:	<p>A code that further defines the type of return.</p> <p>Valid values are:</p> <p>Blank – Original returns.</p> <p>G – Corrected returns. The program marks paper forms or electronic media as corrections.</p> <p>T – Test returns. Use if you must submit a test version of your electronic media to the IRS for approval, before you file your 1099 returns.</p> <p>R – Replacement returns. The program marks the tape to notify the IRS that the file replaces a file that the IRS returned to the transmitter because of errors encountered during processing.</p> <p>B – Replacement of a corrected return. The program marks the tape with B to notify the IRS that the file is a replacement of a corrected return.</p> <p><i>Screen-specific information</i></p> <p>Leave this field blank for original returns. Enter a value if you are submitting a corrected or replacement return.</p>
Write Media Version	<p>The DREAM Writer version of the Write Media program that you want to use.</p> <p><i>Screen-specific information</i></p> <p>The system automatically enters ZJDE0001 in this field. Choose Field Sensitive Help (F1) to select a different version.</p>

## 7.2.1 Setting Processing Options

See [Section 8.20, "Write Media \(P04515\)"](#)

## 7.3 Adjusting the Print on the Forms

If you print 1099 forms, you might need to adjust the output to match the preprinted forms.

Use the Create Custom Form program (P045152) to align the text in your 1099 print file so that it is compatible with the formatting of the printer that you use to print the 1099

returns. Using this program does not align a single box on a form; it adjusts the entire form. If you need to align a single box on a form, see [Appendix E, "Individual Field Adjustment for Laser Forms"](#) in this guide.

To use this program, you must first create the source physical file member called JDESRC in a custom library. The modified print file source code (format) must reside in a custom library to allow the original print file source code to reside in the production source library. You must have the appropriate level of authority to perform the IBM commands in this task.

After you create the custom library and the source physical file member, you can modify the print file source code in the JDESRC file by using the Create Custom Form program.

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**Note:** To use the custom print format that you create, you must add the custom library to the top of your user library list. You must also have the authority to compile the Report Program Generator (RPG) code in that custom library. See your system administrator for more information.

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### 7.3.1 Troubleshooting

When you run the Create Custom Form program, you might not receive the results you expect in the compile report. If you enter a production source library, this might not necessarily be the location of the 1099 software update source. Contact your Information Systems department to verify the source library in which the 1099 Upgrade Plan exists. You can also use the IBM Display Option Description command, DSPOBJD, to determine which library contains the source, and then verify the library is in the proper order in the library list.

Adjusting the print on the forms includes the following tasks:

- Create a custom library and source file for laser printed forms
- Adjust the text on the forms

#### **To create a custom library and source file for laser printed forms**

1. On the command line, enter CRTLIB and press F4.
2. On Create Library, enter the name of the custom library in the Library field.
3. Enter either \*PROD (production) or \*TEST (Test) in the Library Type field.
4. Press Enter to return to the command line.
5. On the command line, enter CRTSRCPF and press F4.
6. On Create Source Physical File, enter JDESRC in the File field.
7. Enter the name of the custom library in the Library field.
8. Press Enter to return to the command line.
9. On the command line, enter ADDLIB and press F4.
10. On Add Library List Entry, enter the name of your custom library in the Library field.
11. Press Enter to return to the command line.

The system adds the new custom library to the top of your library list.

12. On the command line, enter EDTLIBL and press Enter.



13. On Edit Library List, verify the new library appears at the top of the list.

### To adjust the text on the forms

#### Navigation

From The G/L Method (G04221) or The A/P Method (G04222), choose Create Custom Form

1. Review the warning message and press F6.
2. On Create Custom Form's version list, change or add a version of 1099 Laser Form Adjustment.
3. On Processing Options Revisions, complete all of the processing options for 1099 laser form and click Enter.
4. Run the version.
5. On the command line, enter WRKSPLF to display the spool file.
6. Enter 5 in the Option 5 field to display the contents of the spooled file.
7. On Display Spool File, scroll to the end of the report and review the compile message that the job is in the custom object library.

## 7.3.2 Setting Processing Options

See [Section 8.21, "Create Custom Form \(P045152\)"](#)

## 7.4 Filing 1099 Returns Electronically

The IRS prescribes the formats for filing your 1099 information electronically; JD Edwards World software generates the data that complies with the IRS requirements.

After you print 1099 forms for your suppliers, you can create a file with the 1099 information that you can submit electronically to the IRS. The IRS does not accept 1099 information on magnetic media.

The IRS requires you to submit a file of your 1099 returns electronically if you produce 250 or more returns of a single form type. Because you can produce 1099 forms from the Payroll system, consider the number of returns that you generate from both the Accounts Payable and Payroll systems to determine whether you must electronically submit forms to the IRS. If you have fewer than 250 returns for a single type of return, you have the option of mailing the printed 1099 forms to the IRS; however the IRS encourages you to submit your forms electronically.

JD Edwards World strongly recommends that you verify the accuracy of your 1099 returns using the Write Media program (P04515) before you submit your file electronically to the IRS. Print the proof report prior to generating the 1099 forms so that you can verify the data in workfile. You can rerun the Write Media program as many times as necessary until your 1099 information is correct.

The IRS requires that you submit Form 4419, *Application for Filing Information Returns Electronically*, requesting authorization to file information returns with IRS/ECC-MTB. Form 4419 is subject to review by the IRS before they grant approval to transmit electronically. The IRS might require additional documentation. If a determination is made concerning the validity of the documents that you transmit electronically, the IRS has the authority to revoke the Transmitter Control Code (TCC) and terminate the release of files.

Once the IRS grants approval, submitting your 1099 returns electronically to the IRS includes:

- Creating combined Federal/State 1099 returns (optional)
- Generating 1099 data for the 1099 Transmittal file
- Verifying records in the 1099 Transmittal file
- Generating the 1099 Transmittal file for multiple forms
- Transferring the 1099 Transmittal file
- Troubleshooting electronic media records issues

**See Also:**

- IRS Publication 1220, *Specifications for Filing Forms 1098, 1099, 5498 and W-2G Electronically* for information about the specifications for electronic filing.

### 7.4.1 Creating Combined Federal/State 1099 Returns

The 1099 Combined Federal/State reporting feature provides the functionality to report all amounts for participating states, along with the federal data, electronically to the IRS. The IRS forwards this information to the various states.

The IRS prescribes the format for combined federal and state filing. JD Edwards World generates a text file that complies with the IRS requirements for state reporting when you run the Write Media program (P04515) for electronic filing.

By entering 1 in the Combined Federal/State Reporting field on the Write Media screen, along with the other settings to produce output to disk, the system includes the following state information in the F1099T transmittal file:

- For each supplier, the system creates a B record that includes the state total, and writes the record to the F1099T file.
- For each participating state, the system creates a K record for the total number of suppliers and the total payment amount and writes the record to the F1099T file

The Write Media program uses the UDC table 04/SA, which contains the IRS state code that the IRS requires for each participating state. You must first submit an electronic media test file to the IRS for approval before you can file combined federal and state returns. After you create records for the 1099 Transmittal file (F1099T), you can generate the test file that the IRS requires for approval.

You process the combined federal/state 1099 returns in the same manner that you file 1099 returns electronically. The only difference between the two processes is completing the Combined Federal/State Reporting field on the Write Media screen.

Before you use the combined federal and state filing feature, review the following to ensure that you understand the scope and limitations. Use this feature for:

- Electronic 1099 returns only. You can use this feature only if you are filing 1099 returns electronically.
- States that participate in the combined federal/state filing program. This is not for use in all states. Research the IRS regulations for the states in which you file. The UDC table 04/SA in the 1099 year-end software includes only the states that currently participate in the combined federal/state filing program.
- State's that use the federal minimum amount requirements. This is not for use unless your state's minimum amount requirements are the same as the federal

minimum requirements. The Write Media program uses the federal minimum amounts, which it retrieves from the 1099 Processing Option Setup program (P04510STUP, and not individual state minimum amounts.

- Suppliers with one reporting state. This feature does not accommodate suppliers that have more than one reporting state due to a change of address. The Write Media program creates only one B record for each supplier and uses the current address of the supplier.
- B records that meet only the federal guidelines. This feature supports only the federal guidelines for B records. The federal government publishes one set of guidelines for creating all of the B records; however, a participating state might have additional requirements. The software does not accommodate additional requirements that are state-specific.

### **To create combined federal/state 1099 returns**

#### **Navigation**

**From The G/L Method (G04221) or the A/P Ledger Method(G04222), choose Write Media**

## **7.4.2 Generating 1099 Data for the 1099 Transmittal File**

You use the Write Media program (P04515) to output data and create the 1099 Transmittal File (F1099T). You must generate a separate file for each type of return that you process. When you run the Write Media program (P04515), the system generates the F1099T workfile for the form you specify. The system does not append data to the F1099T workfile when you run the process for multiple forms; instead, it clears the F1099T workfile prior to each electronic filing submission. Therefore, after you update the 1099T workfile for one form, you must copy it to a new file, name it, and then run the process for the next form. When you complete the process for all forms that you file electronically, you send the IRS all of the files. See [Generating 1099 Transmittal File for Multiple Forms](#).

Use a unique naming convention to help organize and identify your files from year to year. The naming convention JD Edwards recommends includes the type of return and year. Following are examples of naming conventions that you can use, where xx represents a two-digit year and xxxx a four-digit year.

- F99MISCxx
- F99TMISCxx
- F1099Mxxxx
- F99MSCxxxx

You use the same steps to generate the 1099 data in the 1099 Transmittal File (F1099T) that you use when you print your 1099 returns for your suppliers. The only difference is that you must complete the Output Type and Form type fields to indicate electronic output to a workfile.

After you transfer the F1099T workfile from your iSeries to another computer, you can rename the workfile, if necessary.

**To generate 1099 data for the 1099 transmittal file**

**Navigation**

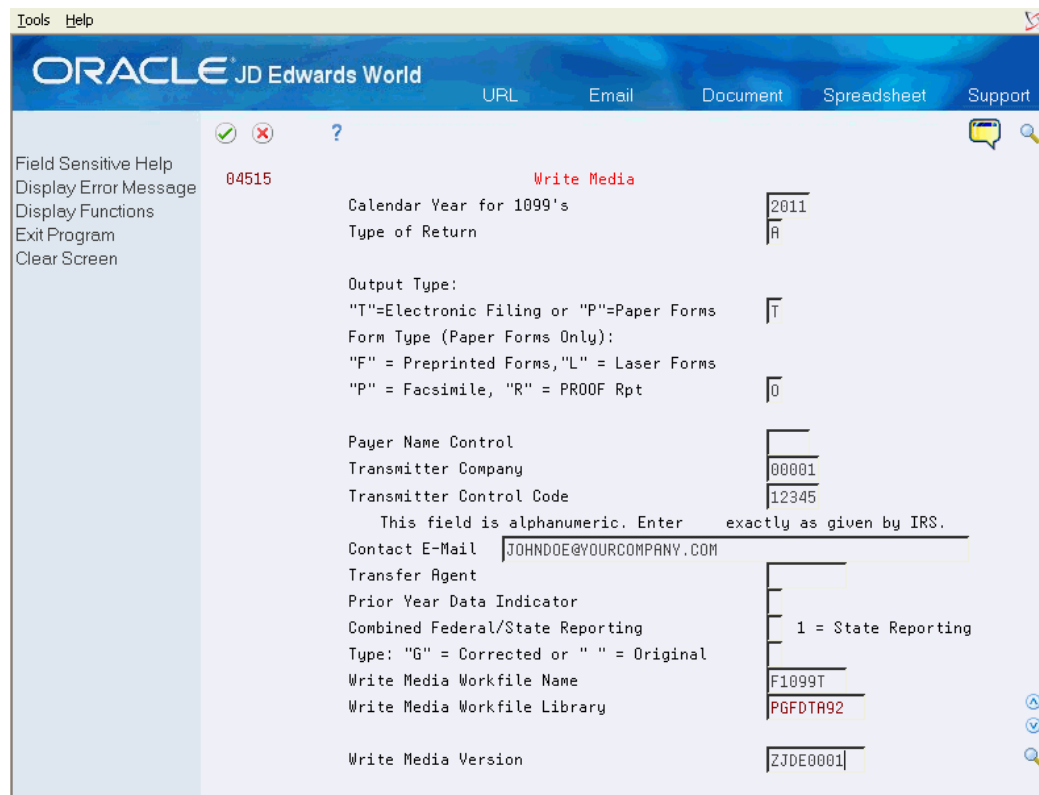
**From The G/L Method (G04221) or the A/P Ledger Method(G04222), choose Write Media**

1. On Write Media, complete the following fields:
  - Calendar Year for 1099's
  - Type of Return
2. Enter T for electronic file output in the Output Type field.

The system enters O in the Form Type field when you enter T in the Output Type field.

3. Complete the following fields:
  - Transmitter Company
  - Transmitter Control Code
  - Contact E-Mail Person
4. Leave the following fields blank to use system default values:
  - Write Media Workfile Name
  - Write Media Workfile Library

**Figure 7–2 Write Media**



5. Complete the following optional fields and click Enter.
  - Transfer Agent

- Prior Year Data Indicator
- Combined Federal/State Reporting
- Type

Field	Explanation
Transmitter Company	<p>A code that identifies a specific organization, fund, entity, and so on. The company code must already exist in the Company Constants File (F0010) and must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions.</p> <p><b>Note:</b> You can use Company 00000 for default values, such as dates and automatic accounting instructions. You cannot use Company 00000 for transaction entries.</p> <p><i>Screen-specific information</i></p> <p>The company that transmits the electronic data file to the IRS. The system retrieves address book information for the transmitter company, in the event that the IRS needs to contact someone at the company, and updates the T record of the F1099T workfile. The system does not use the transmitter company for selecting records to process</p> <p>The transmitter company information prints on the Summary Report for 4804/4802. Also, information from the transmitter company address book record prints in the T record of the F1099T workfile.</p>
Transmitter Control Code	<p>A five-character code assigned by the IRS. This code is required to report 1099 data electronically.</p>
Contact E-Mail Person	<p>The e-mail address of the person to contact regarding electronic files.</p> <p>If no email address is available, leave this field blank.</p> <p><i>Screen-specific information</i></p> <p>The e-mail address appears on the T record in the workfile.</p>
Write Media Workfile Name	<p>The device file name default is F1099T. If you entered form type O, this field represents the file name of your workfile</p> <p><i>Screen-specific information</i></p> <p>Enter the name of the workfile, or allow the program to use F1099T in the field.</p> <p>If you entered O for the form type, the system uses the default value F1099T in this field.</p>
Write Media Workfile Library	<p>If you entered form type of O, this field represents your production library for the workfile. If you are unsure of the correct value, contact your IT department.</p> <p><i>Screen-specific information</i></p> <p>Enter the name of the library that contains the F04514 workfile or allow the program to retrieve the library that contains your 1099 Transmittal File (F1099T).</p>
Payer Name Control	<p>The value from the mailing label on the 1099 materials that the IRS mails to most payers on record each December. When the name is fewer than four characters, left-justify the name and then fill the unused positions with blanks. If you do not know your payer name control code, leave this field blank.</p>
Transfer Agent	<p>A user-defined name or number that is unique to the address book number.</p>

<b>Field</b>	<b>Explanation</b>
Prior Year Data Indicator	A code that identifies data reported for a prior year. Enter P if you are reporting data for a prior year; otherwise leave the field blank.
Combined Federal/State Reporting	<p>A field used in conjunction with the Enter Type field to write a state (K) record in the F1099T workfile. If left blank, the state record (K) will NOT be written to the F1099T workfile.</p> <p>Values:</p> <p>1 – Include State data (K record)</p> <p>Blank – Do not include State data</p> <p><i>Screen-specific information</i></p> <p>You must first submit an electronic media test file to the IRS for approval before you can file combined federal and state returns</p>
Type:	<p>A code that further defines the type of return.</p> <p>Valid values are:</p> <p>Blank – Original returns.</p> <p>G – Corrected returns. The program marks paper forms or electronic media as corrections.</p> <p>T – Test returns. Use this value if you must submit a test version of your electronic media to the IRS for approval, before you file your 1099 returns.</p> <p>R – Replacement returns. The program marks the tape to notify the IRS that the file replaces a file that the IRS returned to the transmitter because of errors encountered during processing.</p> <p>B – Replacement of a corrected return. The program marks the tape with B to notify the IRS that the file is a replacement of a corrected return.</p>

### 7.4.3 Verifying Records in the 1099 Transmittal File

Verify the following in the 1099 Transmittal File (F1099T):

- The file contains the correct number of records for each type of 1099 form.
- The information for each record is correct.
- The 1099 return format is correct.
- The information in the following fields is correct:
  - Tax ID number (TIN)
  - Dollar amounts
- The totals of the records are correct.

If the total of one record does not match the total of another, the IRS rejects your file and might impose penalties on your company. See the following table for more information about each record.

Record Type	Description
T	<p>The T record includes the following data for the transmitter in the text file:</p> <ul style="list-style-type: none"> <li>■ Payment year</li> <li>■ Transmitter's TIN</li> <li>■ Transmitter's name</li> <li>■ Company name and mailing address</li> <li>■ Number of B records</li> <li>■ Contact name</li> <li>■ Contact's phone number and extension</li> <li>■ Vendor Indicator (this is V for returns created with JD Edwards World software)</li> </ul> <p>The T record must be the first record in the file and must be followed by the first A record.</p>
A	<p>The A record includes the following data for each payer (company) in the text file:</p> <ul style="list-style-type: none"> <li>■ 1099 reporting year</li> <li>■ Reporting entity's tax ID</li> <li>■ Name/address</li> <li>■ Type of 1099 return</li> <li>■ Boxes reported</li> </ul> <p>Each 1099 payer must have an A record in the text file.</p>
B	<p>The B record includes the following data for each payee (supplier) in the text file:</p> <ul style="list-style-type: none"> <li>■ Supplier name</li> <li>■ Supplier address</li> <li>■ Tax ID</li> <li>■ Supplier number</li> <li>■ Amount for each 1099 Box</li> <li>■ CUSIP number</li> </ul> <p>Each 1099 supplier must have a B record in the text file.</p>
C	<p>The C record includes the number of B records and the total of 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 your electronic media 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, the C record must show 15 B records and a total of \$10,000.</p>
F	<p>The F record includes 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>

You must have the appropriate level of authority to perform the IBM commands in this task.

**Example: Verify Records in the 1099 Transmittal File**

Reviewing the 1099 Transmittal file can be difficult to understand. Following is an example to illustrate the record layouts and record types within the 1099 Transmittal file.

- Payer X who submits 1099s for Payee 1 and Payee 2
- Payer Y who submits 1099s for Payee 3

The following table illustrates the record layouts and record types that should exist in the export file for the following payers and payees:

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

**See Also:**

- IRS Publication 1220, *Specifications for Filing Forms 1098, 1099, 5498 and W-2G Electronically* for more information about the electronic file field layout and specifications.

**To verify records in the 1099 transmittal file**

1. On a command line, enter DSPPFM, and press F4.
2. On Display Physical File Member, enter F1099T in the File field and press Enter.
3. On Display Physical File Member, verify that the F1099T file contains the following records:
  - T - transmitter company information
  - A - company information
  - B - supplier detail
  - C - number of B records
  - F - number of payers and total number of all records
4. On Display Physical File Member, access each record type to verify that the details contain the correct number of records and the correct total amounts for payers and suppliers.



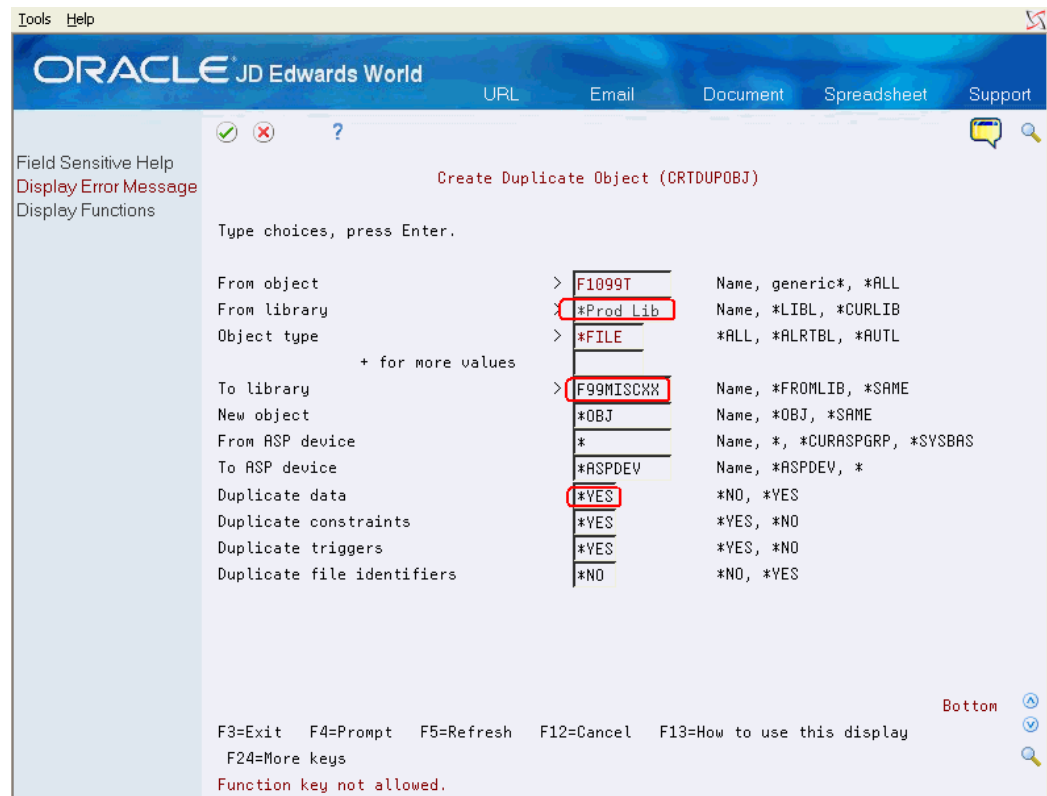
## 7.4.4 Generating 1099 Transmittal File for Multiple Forms

If you need to generate the 1099 Transmittal File (F1099T) for more than one form, you must verify that the records within the file are free of errors. Verify records for detail such as, missing Tax ID numbers (TIN), correct dollar amounts, and the correct format for the type of return you process. After you verify that the information in the F1099T file is correct, you can create a copy of it using the Create Duplicate Object command (CRTDUPOBJ). You must have the appropriate level of authority to perform the IBM commands in this task.

You create separate 1099 Transmittal tables for each of the forms.

1. On a command line, enter CRTDUPOBJ, and press F4.

**Figure 7-3 Create Duplicate Object (CRTDUPOBJ)**



2. On Create Duplicate Object, complete the fields as follows and press Enter:
  - From object = F1099T
  - From library = <Production Lib>
  - Object type = \*FILE
  - To library = \*FROMLIB
  - New object = <new file name>
3. Enter \*YES in the Duplicate data field and press Enter to return to the command line.
4. On the command line, enter DSPPFM and press F4.
5. On Display Physical File Member, enter your new file name in the File field and press Enter.

6. On Display Physical File Member, verify that the copy of the F1099T file contains the same data that you verified.

After you verify the data, you can repeat these steps for the next form.

After you create copies of the 1099 Transmittal files, you can transfer the 1099 data from your iSeries computer to another, and then transfer it electronically to the IRS.

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**Note:** You are not required to submit a test file; however, the submission of a test file is encouraged for all new electronic filers to test hardware and software. See IRS Publication 1220, *Specifications for Filing Forms 1098, 1099, 5498 and W-2G Electronically* for more information about the electronic test file requirements and procedures.

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### 7.4.5 Transferring the 1099 Transmittal file

After you verify the information in the 1099 Transmittal file is correct, you can transfer the 1099 data from your iSeries computer to another computer, which allows you to transfer it electronically to the IRS. You use file transfer protocol (FTP) to transfer the file.

#### To transfer the 1099 transmittal file

1. From a computer, click Start and then Run.
2. In the Run box, enter ftp and the name of your iSeries.  
For example, enter ftp iSeriesname
3. Click OK.
4. At the prompt, enter your iSeries user signon and password and press Enter.
5. At the ftp > prompt, enter Get datalib/F1099T (where datalib is the library where your 1099 data resides) and press Enter.

The system displays a message that the file transfer finished successfully. It also displays the number of bytes received. The time it takes to display the number of bytes received varies, based on the number of records in your file. The following illustrates message the system displays.

```
ftp> get datalib/F1099T
200 PORT subcommand request successful.
150 Retrieving member F1099T in File F1099T in library datalib.
250 File transfer completed successfully.
ftp: 2755 bytes received in 0.19Seconds 14.50Jbttes/sec
ftp>bye
```

6. At the ftp > prompt, enter Bye to close the ftp session and press Enter.

The system processes your data and displays a summary report, similar to the following.

04515-1	J.D. Edwards & Company Summary Report for Form 4804/4802	Page 1 Date 10/07/11
Transmittal Type Original		
Transmitter: A FINANCIAL COMPANY - FOR TRAINING 3RD FLOOR DENVER		
Contact Name: CINDY STOWE - CONTACT 1099		
Contact Phone: 303 7569365 EIN 12-5610118 TCC		
Payer: A FINANCIAL COMPANY - FOR TRAINING 3RD FLOOR DENVER (303) 488-4000 EIN 12-5610118		
Type Of Return: 1099-MISC Number of Payees: 000003		
Rents . . . . .		2800.15
Royalties . . . . .		1272.85
Other Income . . . . .		7000.00
Federal income tax withheld . . . . .		1400.00
Fishing boat proceeds . . . . .		1500.00
Medical & health care payments . . . . .		1600.00
Nonemployee compensation . . . . .		6705.00
Substitute payments in lieu of dividends or interest . . . . .		1800.00
Direct sales "indicator" . . . . .		X
Crop insurance proceeds . . . . .		4116.99
Excess Golden Parachute Payments . . . . .		2000.00
Attorney Fees . . . . .		3000.00
Section 409A deferrals . . . . .		4004.00
Section 409A income . . . . .		5005.00

See *IRS Publication 3609, Filing Information Returns Electronically* for information about sending the electronic file to the IRS. The IRS renames the file when they receive it according to their naming convention.

### 7.4.6 Troubleshooting Electronic Media Record Issues

Once you submit your 1099 transmittal file electronically to the IRS, they either accept your file or reject it due to issues. The following table describes some specific issues that might cause the IRS to return the file and request a replacement.

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

**See Also:**

IRS Publication 1220 *Specifications for Filing Forms 1098, 1099, 5498 and W-2G Electronically* for more information about the required fields for electronic media and the formatting of records.

### 7.4.7 Exporting the F1099T Transmittal File

If you want to send the F1099T file to a third party, you can export it to a TEXT file using the Export F1099T to IRSTAX.TXT program (P045155). See [Appendix G, "Exporting the F1099T File"](#)

## 7.5 Filing Corrected Returns

If your returns have errors, you must correct the records and file corrections to 1099 returns as soon as possible.

Do not submit original 1099 forms that were omitted from the file as a correction. Submit these under a separate Payee A Record as an original return.

To avoid penalties, you should file corrections to 1099 returns as soon as possible according to these guidelines:

- File corrections before August 31, 2019.  
Corrections filed after August 31, 2019 may be subject to a maximum penalty of \$100 per return. The IRS considers a correction filed timely as a factor in determining the amount of the penalty.
- Submit corrections only for the returns with errors; do not submit the entire file.
- Adhere to the electronic filing requirements, which apply to both original and corrected returns.

If you have 250 or more corrections, you must file the corrected returns electronically.

If you cannot file the corrections electronically, to avoid penalties, you must submit a request for a waiver before filing on paper. If a waiver is approved for original documents, any corrections for the same type of return are covered under the waiver.

- Furnish corrected forms to recipients as soon as possible.

You use the 1099 Adjustments program to correct the appropriate record, and then use the Write Media program to create corrected 1099 returns. Enter G in the Entry Type field to indicate the return is a correction. The system prints a 0 (zero) on the 1099 form for the specific box type.

**See Also:**

- [Correcting Submitted Returns](#)
- IRS Publication 1220, *Specifications for Filing Forms 1098, 1099, 5498 and W-2G Electronically* for more information about filing corrected returns.

## 7.6 Requirements for Retaining Information for the IRS

The IRS has the following requirements for retaining 1099 information returns:

- You must retain a copy of the 1099 returns filed with the IRS, or be able to recreate the information, for three years from the reporting date.
- If the return includes backup withholding, you must retain a copy or be able to recreate the information for four years from the reporting date.

See IRS Publication 1220 for additional retention information and exceptions.



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## Processing Options

This section contains the following topics:

- Section 8.1, "Clear Entire A/P Workfile and Clear Entire G/L Workfile (J04CLRFP)"
- Section 8.2, "Purge 1099 Adjustment File (P00PURGE)"
- Section 8.3, "W-9 Exception Report (P01301)"
- Section 8.4, "W-9 Report with Tax ID (P014032)"
- Section 8.5, "1099 Company Setup Report (P04510RP)"
- Section 8.6, "Payment Details (P04424)"
- Section 8.7, "1099 Processing Option Setup (P04510STUP)"
- Section 8.8, "Global Update Category Codes (P01490)"
- Section 8.9, "Update A/P Records w/ AB Info (P04802)"
- Section 8.10, "Build A/P Workfile (P04514FP)"
- Section 8.11, "Update BU.OBJ.SUB to Jrnl Entries (P09806)"
- Section 8.12, "Audit File Close (P04514CMP)"
- Section 8.13, "Create 1099 Audit File (P045144)"
- Section 8.14, "Audit File Review (P045142)"
- Section 8.15, "1099 G/L Audit Register (P04514R2)"
- Section 8.16, "Build G/L Workfile (P04514)"
- Section 8.17, "Preview 1099 Media (P04512FP)"
- Section 8.18, "1099 Supplier/Company Refresh (P045190)"
- Section 8.19, "1099 Adjustments (P045101)"
- Section 8.20, "Write Media (P04515)"
- Section 8.21, "Create Custom Form (P045152)"
- Section 8.22, "Export F1099T to IRSTAX.TXT (P045155)"

## 8.1 Clear Entire A/P Workfile and Clear Entire G/L Workfile (J04CLRFP)

Processing Option	Processing Options Requiring Further Description
FILES TO CLEAR:	
1. Enter '1' to clear the A/P Workfile (F045143). If left blank, the workfile will not be cleared.	
2. Enter '1' to clear the G/L Workfile (F045141). If left blank, the workfile will not be cleared.	

## 8.2 Purge 1099 Adjustment File (P00PURGE)

Processing Option	Processing Options Requiring Further Description
SAVE PURGED RECORDS:	
1. Enter a '1' to save the purged records to a special purge library. (Default of blanks will NOT save any purged records.)	
REORGANIZE FILE:	
2. Enter a '1' to reorganize the purged file. (Default of blanks will NOT reorganize the file.)	

## 8.3 W-9 Exception Report (P01301)

Processing Option	Processing Options Requiring Further Description
ADDRESS BOOK REPORTS W/OUT WHO'S WHO:	
1. Select the format you wish to print. 1 - Mailing Labels 1A - Mailing Labels/Bulk (Address Format 04 Only) 2 - One Line per Address 3 - Full Address w/o Codes and Notes 4 - Full Address w/ Codes and Notes 9 - Mailing Labels w/Address number and Phone number 9A - Mailing Labels w/Address number 9B - Mailing Labels w/Phone number <b>Note:</b> When running Form 3 the based on file must be the F0101JB. All other forms must be based on the F0101JC.	
PAGE BREAK:	
2. Enter 1 to skip to a new page when the first alpha character changes. Default of blank will not page break.	
GENERIC TEXT:	



Processing Option	Processing Options Requiring Further Description
3. Enter a '1' to print the Address Book Generic Text in a 40 character width, a '2' to print text in an 80 character width. If left blank, Generic Text will not be printed.	
FORMAT OVERRIDE:	
4. Enter the Address Format ID to be used for labels. If left blank, the format ID associated with the address book country will be used.	
<b>Note:</b> If you are printing Bulk Mail Labels, the override entered will not be used.	
TYPE OF PRINTER:	
5. Enter a '1' if you are using a laser printer to print your labels.	
Default of blank indicates you are using a dot matrix printer.	
CHARACTERS PER INCH:	
6. Enter a '1' if you want your dot matrix printer to print with 15 characters per inch and 40 character labels. Default of blank will set your dot matrix printer to 10 characters per inch and 32 character labels.	

## 8.4 W-9 Report with Tax ID (P014032)

Processing Option	Processing Options Requiring Further Description
ADDRESS INFORMATION:	
1. Enter a '1' to print the full address for each address number.	
2. Enter a '1' to print duplicate 1099 Tax ID information.	
<b>Note:</b> You must have the Tax ID as the first item in the Data Sequence if this option is enabled.	

## 8.5 1099 Company Setup Report (P04510RP)

Processing Option	Processing Options Requiring Further Description
REPORT DATA:	
1. Enter one of the following values to indicate your sort preference: '1' = Company (Default) '2' = Tax ID/Company '3' = Combining Address/Tax ID/Co	
2. Enter a '1' to suppress printing the Mailing Address on the report. If left blank, the Mailing Address will be printed.	

## 8.6 Payment Details (P04424)

Processing Option	Processing Options Requiring Further Description
PRINT FORMATS:	
<p>1. Enter a '1' to print the report with foreign and domestic amounts of the payments. If left blank, only the payment amount will display.</p> <p>2. Enter a '1' to begin a new page with each payment number. If left blank, a new page will begin with each payee.</p> <p>3. Enter a '1' to print generic text for payments in a 40 character width, a '2' to print text in an 80 character width. If blank, no text will print.</p>	

## 8.7 1099 Processing Option Setup (P04510STUP)

Processing Option	Processing Options Requiring Further Description
CALENDAR YEAR:	
<p>1. Enter calendar year for 1099's. (e.g. Enter 19 for 2019.) All DREAM Writer selections throughout the 1099 process must be set up to select payment year equal to this same year, where applicable.</p>	
DATA SPECIFICS	
<p>2. Enter the Phone Type to be used to retrieve the Payer's phone number which appears on Preview and Write Media reports and forms. If left blank, the main phone number will be used.</p>	
ALTERNATE/RELATED ADDRESS COMBINING:	
<p>3. Enter the value that indicates which address to be used for combining under one Payer mailing name and address. If left blank or the indicated address is not found, the original address number name and location will be used.</p>	
ALTERNATE/RELATED ADDRESS COMBINING Cont	
<p>4. Enter '1' to assign Company Combining Address (CCMB) Tax ID as the workfile Federal Tax ID (EIN). If left blank, Company Address Tax ID will be used.</p>	<p>If you cannot assign the same EIN to the company address book records that you want to combine, you can still perform the combining function by setting this processing option to 1.</p> <p>By using this setting, the system assigns the company's combining address tax ID (CCMB) as the tax ID (EIN) to the corresponding combining records in the 1099 workfiles.</p>
<p>5. Enter '1' to assign Supplier Combining Address (SCMB) Tax ID as the workfile Tax ID (TAX). If left blank, the Supplier Tax ID will be used.</p>	<p>If you cannot assign the same TIN to the supplier address book records that you want to combine, you can still perform the combining function by setting this processing option to 1.</p> <p>By using this setting, the system assigns the supplier's combining address tax ID (SCMB) as the tax ID (TIN) to the corresponding combining records in the 1099 workfiles.</p>

Processing Option	Processing Options Requiring Further Description
6. Enter '1' to use Supplier Combining Address (SCMB) A/B Info to update workfile AT1-5 and Cat Codes. If left blank, Supplier A/B Info will be used.	
1099 - MISC MINIMUM AMOUNTS:	
7. Enter the minimum amount for the following boxes:	
Rents	
Royalties	
Other Income	
Medical and health care payments	
Nonemployee compensation	
Substitute Payments	
Direct Sales	
Crop Insurance Proceeds	
Gross Proceeds paid to Attorney	
1099 - MISC AGGREGATE MINIMUM AMOUNT	
8. Enter the minimum amount to use to compare to the aggregate total of all Miscellaneous 1099 reportable amounts. If an aggregate minimum amount is entered then individual minimums are ignored.	For example, if you specify 600 in this processing option, the system compares 600 against the total amount for all boxes on the 1099-MISC form. If the amount exceeds 600, then the system generates a return.  The system ignores the minimum amounts specified for individual boxes when you specify an amount in this processing option.
INTEREST MINIMUM AMOUNTS:	
9. Enter the minimum amount for the following boxes:	
Interest income not included in Box 3.	
Interest on U.S. Savings Bonds and Treas. obligations. (Box 3)	
Tax-exempt interest (Box 8)	
Specified private activity bond interest (Box 9)	
Market Discount - \$10 minimum (Box 10)	
DIV MINIMUM AMOUNTS:	
10. Enter the minimum amount for the following boxes: <b>(Updated for 1099)</b>	
Gross Dividends and Capital Gain Dist	
Cash Liquid Distributions (Box 9)	
NonCash Liquid Distributions (Box 10) ** For Capital Gain Dist. the minimum amount will be compared to the total of boxes 2a thru 2d.	

## 8.8 Global Update Category Codes (P01490)

Processing Option	Processing Options Requiring Further Description
PROOF/FINAL MODE	
1. Enter '1' to run in Final Mode. If left blank, Proof will be run and no updates will be performed.	

Processing Option	Processing Options Requiring Further Description
PRINT REPORT	
2. Enter '1' to print a report of all Addresses changed/to be changed during the update. If left blank, no report will be written.	
DATA UPDATES	
3. Enter the data value to be replaced or "plugged" into the selected Address Book fields (*BL = blanks):	
1. Category Code 1 (3 character)	
2. " " 2 (" ")	
3. " " 3 (" ")	
4. " " 4 (" ")	
5. " " 5 (" ")	
6. " " 6 (" ")	
7. " " 7 (" ")	
8. " " 8 (" ")	
9. " " 9 (" ")	
10. " " 10 (" ")	
11. " " 11 (" ")	
12. " " 12 (" ")	
13. Category Code 13 (3 character)	
14. " " 14 (" ")	
15. " " 15 (" ")	
16. " " 16 (" ")	
17. " " 17 (" ")	
18. " " 18 (" ")	
19. " " 19 (" ")	
20. " " 20 (" ")	
21. " " 21 (" ")	
22. " " 22 (" ")	
23. " " 23 (" ")	
24. " " 24 (" ")	
25. " " 25 (" ")	
26. " " 26 (" ")	
27. " " 27 (" ")	
28. " " 28 (" ")	
29. " " 29 (" ")	
30. " " 30 (" ")	
31. S.I.C. Code "	
32. Employee (1 ")	

Processing Option	Processing Options Requiring Further Description
33. Supplier ( 1 " )	
34. Customer ( 1 " )	
35. Business Unit (12 " )	
36. Credit Message ( 2 " )	
37. Search Type ( 3 " )	
38. Tax ID (20 " )	
39. Person/Corp Code ( 1 " )	

## 8.9 Update A/P Records w/AB Info (P04802)

Processing Option	Processing Options Requiring Further Description
FIELD PROTECTION:	
1. Enter a '1' to protect the Category Code '07' from being updated with the Address Book value. If left blank, the field will be updated.	
UPDATE OPTION:	
2. Enter a '1' to update the Category codes regardless of the previous run date. If left blank, updates will be made only if a change was made to the Address Book record since the last time this program was run.	
3. Enter a '1' in the corresponding fields of the Category Codes that are to be updated. (YC01-10 fields):	
Voucher Category Code 01	
Voucher Category Code 02	
Voucher Category Code 03	
Voucher Category Code 04	
Voucher Category Code 05	
Voucher Category Code 06	
Voucher Category Code 07	
Voucher Category Code 08	
Voucher Category Code 09	
Voucher Category Code 10	

## 8.10 Build A/P Workfile (P04514FP)

Processing Option	Processing Options Requiring Further Description
<p>ADDRESS NUMBER:</p> <p>1. Enter a '1' to create the workfile using the Supplier Number as the Address Number. If left blank, the Payee will be used as the Address Number.</p>	<p>Use this processing option to specify which address book number to use in the Address Number field for the records you select for processing:</p> <p>Enter a 1 to assign the address book number of the supplier.</p> <p>Leave this processing option blank to assign the address book number of the alternate payee. If the alternate payee is not set up for 1099 reporting (the Person/Corporation code does not include a P or N), the system does not process a 1099 return.</p> <p><b>Note:</b> The system updates the value in the Alternate Payee field on the voucher based on the setting in the Factor/Special Payee processing option for the version of the A/P Functional Server (XT0411Z1) that you set for the voucher entry program.</p>
<p>TYPE OF RETURN:</p> <p>2. Enter the type of return for the amounts selected by this DREAM Writer version, i.e., 1 for box 1 on form. 1099-MISC, or 13 for box 3 on form 1099-DIV.</p> <p>(See user defined codes 04/TR for all valid type of return values.)</p>	<p>Use this processing option to specify the 1099 form and box to process. The value that you enter in this processing option must exist in UDC table 04/TR. Use data selection to specify which vouchers to include for the Type of Return when you build the F045143 workfile.</p>

## 8.11 Update BU.OBJ.SUB to Jrnl Entries (P09806)

Processing Option	Processing Options Requiring Further Description
<p>1. Enter a 1 to print a report of the before and after image of the updated fields.</p> <p>2. Enter the mode the report and update are to be processed in:</p> <p>'1' = Proof mode with report ONLY</p> <p>'2' = Final mode to print report and update F0911 and/or F0902</p>	

## 8.12 Audit File Close (P04514CMP)

Processing Option	Processing Options Requiring Further Description
<p>CLOSE YEAR OR RESET FLAG:</p> <p>1. Enter one of the following values to indicate whether to close or reset.</p> <p>' ' = Close Year (Leave option BLANK) ** The FNLP flag will be set to '1' for Type 1 and 2 records.</p> <p>'1' = Reset Current Year ** The FNLP flag will be set to blank for all Type 1 and 2 records for the current year as indicated in P04510STUP year. <b>CAUTION:</b> Before performing a Reset, we recommend you back up the F045144 file.</p>	

## 8.13 Create 1099 Audit File (P045144)

Processing Option	Processing Options Requiring Further Description
PAYMENTS WITH DISCOUNTS:	
<p>1. Enter a "1" to add the discount to payment amount and write the type 2 and 3 records for the GROSS amount.</p> <p>If left blank, the records will be written for the NET amount.</p>	<ul style="list-style-type: none"> <li>■ If you enter a 1 in this processing option, the system calculates the gross payment amount by adding the value of the Payment Amount field (RNPAAP) to the value of the Discount Taken field (RNADSA) from the A/P Matching Document Detail file (F0414).</li> <li>■ If you leave the processing option blank, the system uses the net payment amount, which is the value of the Payment Amount field (RNPAAP) from the F0414 file.</li> </ul> <p><b>Note:</b> Regardless of the setting of this processing option, the program considers only that part of the payment that applies to 1099-reportable expenses.</p>

## 8.14 Audit File Review (P045142)

Processing Option	Processing Options Requiring Further Description
PRE-LOADED DATA:	
<p>1. Any values loaded below will be pre-loaded to the video upon entry:</p> <p>Record Code.....</p> <p>Company.....</p> <p>Document Number.....</p> <p>Object.....</p> <p>Subsidiary.....</p>	
DREAM WRITER VERSIONS:	
<p>Enter the version for each program:</p> <p>If left blank, ZJDE0001 will be used.</p>	
2. Supplier Ledger Inquiry.....	
3. Account Ledger Inquiry.....	

## 8.15 1099 G/L Audit Register (P04514R2)

Processing Option	Processing Options Requiring Further Description
ADDRESS NUMBER:	
<p>1. Enter a '1' to print the Supplier Number on the report.</p> <p>If left blank, the Alternate Payee will be printed.</p>	

## 8.16 Build G/L Workfile (P04514)

Processing Option	Processing Options Requiring Further Description
COMPANY SELECTION:	

Processing Option	Processing Options Requiring Further Description
<p>1. Enter a '1' to create the workfile using the G/L Distribution Company.</p> <p>If left blank, the Company associated with the voucher will be used.</p>	<p>Use this processing option to specify which company to assign to the F045141 record:</p> <p>Enter 1 to assign the company associated with the voucher's expense account, which the system stores in the G4CO field of the 1099 Audit File.</p> <p>Leave this processing option blank to assign the company from the voucher record, which the system stores in the G4MMCO field of the 1099 Audit File.</p> <p>If you are combining companies, the system uses this company number as the basis for retrieving the combining company address number that it updates to the corresponding field (CCMB) in the G/L workfile.</p>
<b>ADDRESS NUMBER:</b>	
<p>2. Enter a '1' to create the workfile using the Supplier Number as the Address Number.</p> <p>If left blank, the Alternate Payee will be used as the Address Number.</p>	<p>Use this processing option to specify which address book number to assign to the F045141 record:</p> <p>Enter 1 to assign the supplier number as the address book number in the G/L workfile.</p> <p>Leave this processing option blank to assign the address book number of the alternate payee as the address book number in the G/L workfile.</p> <p>If you are combining suppliers, the system uses this address book number as the basis for retrieving the combining supplier address number that it updates to the corresponding field (SCMB) in the G/L workfile.</p>

## 8.17 Preview 1099 Media (P04512FP)

Processing Option	Processing Options Requiring Further Description
<b>MINIMUM PROCESSING:</b>	
<p>1. Enter '1' to utilize the 1099 Minimum Amounts from the 1099 Set Up version.</p> <p>If left blank, no minimum limits will be used.</p>	<p>Use this processing option to specify whether to print only those records with amounts that meet the minimum amounts established in the processing options for 1099 Processing Option Setup (P04510STUP):</p> <p>Enter 1 to utilize the minimum amounts.</p> <p>The system compares the minimum amount requirements by tax ID within each EIN group. If there is more than one supplier with the same tax ID, the system totals the supplier amounts. Using this option, you can print a report with amounts that will exactly match the information when that prints on the 1099 return.</p> <p>Leave this processing option blank to print records regardless of whether the amounts meet the minimum amount requirements.</p> <p>Use this option to print all of the records with 1099-reportable amounts. JD Edwards World encourages you to review all of the records for errors and warnings prior to running the report with the minimums activated. This ensures that you do not have records in error that the system cannot consider when you write the 1099 forms.</p>



Processing Option	Processing Options Requiring Further Description
<p>SUPPRESS WARNINGS:</p> <p>2. Enter a '1' to suppress printing warning lines on the report. If left blank, warnings will print.</p>	<p>Use this processing option to specify whether to print warning messages on the report.</p> <p>JD Edwards World recommends that you include warning messages on the report so that you can review them. If, after reviewing the warning messages, you determine they are not valid, you can run the report again and suppress them.</p> <p>For example, the system prints the Legal Name warning when the person/corporation code assigned to the supplier's address book record is P (sole proprietor), but there is no Who's Who record set up for the legal name. Because the supplier's mailing name might be the legal name, the system prints a warning only. If you determine that you have verified all of the address book records for legal names, you can suppress the warning messages.</p> <p>If you find errors with supplier or company tax IDs, you must correct them on the address book record and then update the change to your workfiles using the 1099 Supplier/Company Refresh program (P045190). You do not need to rebuild your 1099 workfiles.</p> <p>See <a href="#">Refreshing Supplier/Company Information</a> for more information</p>

## 8.18 1099 Supplier/Company Refresh (P045190)

Processing Option	Processing Options Requiring Further Description
<p>ADDRESS BOOK ADDITIONAL INFORMATION:</p> <p>1. Enter '1' to update the A/B AT1-5 and Category Codes in the workfiles.</p> <p>If left blank, these additional A/B fields will not be refreshed.</p> <p><b>** NOTE:</b> See <a href="#">1099 Processing Option Setup (P04510STUP)</a> to specify which A/B to use to retrieve this A/B info.</p>	<p>If you enter a 1 in this processing option, the system retrieves the value of the Alternate/Related Address Combining processing option from the 1099 Processing Option Setup program (P04510STUP) to determine the supplier address number to use as the basis for the update. The system then updates other supplier records that have the same value in the Supplier Combining Address field with the values from the AT1 through AT5 and category code fields from the specified supplier record.</p> <p>If you leave this processing option blank, the system updates only the tax IDs.</p>

## 8.19 1099 Adjustments (P045101)

Processing Option	Processing Options Requiring Further Description
<p>TWO CYCLE PROCESSING:</p> <p>1. Enter a '1' for two cycle processing</p>	<p>If you set this processing option, the system does not update the information on the screen until you click Enter twice. Using this feature allows you to make the change, review it, and then commit it.</p>
<p>DEFAULT DATA MODE:</p>	

Processing Option	Processing Options Requiring Further Description
<p>2. Select the default data mode:</p> <p>' ' = Detail Mode</p> <p>'1' = Summarization Mode</p>	<p>Use this processing option to specify whether to summarize the information that displays on the screen for each form/box combination:</p> <ul style="list-style-type: none"> <li>■ Enter 1 in this processing option to summarize the information that displays on the form.</li> <li>■ When you use this option, the information that displays on the form is exactly the information that the system prints on the 1099 return. In summarization mode, the system does not allow you to modify any existing records in the workfiles; you can only add new adjustment records.</li> <li>■ Leave this processing option blank to display all of the records from each workfile</li> </ul>
<b>PRE-LOADED DATA SELECTION:</b>	
<p>3. Any values entered in the following options will be loaded upon entry into the program:</p> <p>Record Type.....</p> <p>Company.....</p> <p>Federal Tax Id (EIN)...</p> <p>Type of Return.....</p> <p>Tax ID.....</p> <p>Supplier Address.....</p> <p>Combining Supplier Addr.</p>	<p>Enter any values that you want the system to preload into the header portion of the 1099 Adjustments screen.</p> <p><b>Note:</b> The system retrieves the value for the Calendar Year field from the Calendar Year processing option of the 1099 Processing Option Setup program (P04510STUP).</p>
<b>PROHIBIT CHANGE:</b>	
<p>4. Enter '1' to prohibit changes to the G/L and A/P work file records. If left blank, you may change/delete all records.</p>	<p>Use this processing option to prohibit changes to the amounts on the records from the A/P or G/L workfiles.</p> <p>Review the steps for adding adjustments instead of changing workfile records.</p>
<b>COMBINED FEDERAL STATE REPORTING:</b>	
<p>5. Enter a '1' to display the state code on the video. If left blank, you will not see the state code.</p>	<p>Use this processing option to display the state (ST) field on the 1099 Adjustments screen.</p> <p>Federal/State Reporting is an option within the World 1099 process. The system updates the state code on all workfile records for states that are set up in the UDC table 04/SA - State Code. You can use Federal/State Reporting regardless of whether you display the state field on this screen.</p>

## 8.20 Write Media (P04515)

Processing Option	Processing Options Requiring Further Description
<p><b>PRINTER OVERRIDES:</b></p> <p>Set these options to control printing of the 1099 Forms (S045151, S045152, etc.):</p> <p>1. Enter the Print Output Queue</p> <p>2. Enter '1' to SAVE Spool Files</p> <p>3. Enter '1' to HOLD Spool Files</p>	<p>Use this processing option to direct the 1099 forms to one printer and 1099 reports to a different printer.</p>

Processing Option	Processing Options Requiring Further Description
4. Enter the Forms Type for Spool Files	
0. Set these options to control printing of the 1099 Reports (R04515, R045151):	
5. Enter the Print Output Queue	
6. Enter '1' to SAVE Spool Files	
7. Enter '1' to HOLD Spool files	
8. Enter the Forms Type for Spool Files	
0.	
DATA SPECIFICS:	
9. Enter a '1' to include country on the Payee address in the Forms if the Supplier has a foreign address and the country is set to print in Country Constants (P0070). If left blank, the country will not print.	Use this processing option to print the country on the 1099 form for foreign suppliers.
10. Enter '1' to mask the first five digits of the Tax ID for person/Corporation Code 'P'. The Tax ID would appear as xxx-xx-1234.	Filers must show the individual payee's complete identifying number on all copies of the form.
REPORT PREFERENCES	
11. Enter a '1' to skip printing the Summary Report (R04515) page if the Number of Payees = 0. If left blank, all summary pages will print.	
12. Enter a '1' to print the names and addresses as 40 characters, using 15 CPI/6 LPI. If left blank, 10 CPI/6 LPI will be used.	<p>This processing option does not apply to:</p> <ul style="list-style-type: none"> <li>■ Copy A forms that you submit to the IRS (if you do not send them an electronic file); therefore, if you print Copy A forms, ensure that the mailing name and/or mailing address does not exceed 30 characters. Otherwise, the name and/or mailing address will appear truncated.</li> <li>■ Facsimile forms, which you can also use as the recipient copy. The system prints 40 characters of the mailing name and address by default.</li> <li>■ Electronic filing, which uses 40 characters by default</li> </ul>
13. Enter '1' to print 2-part (MISC/DIV) or 3-part (INT) recipient forms. If left blank, recipient information will print only once.	

## 8.21 Create Custom Form (P045152)

Processing Option	Processing Options Requiring Further Description
1099 LASER FORM:	
1. Enter the 1099 laser FORM ID to be modified: FORM ID	
S045152 = 1099-MISC	
S045153 = 1099-DIV	
S045154 = 1099-INT	
<b>Note:</b> This field cannot be blank.	
FORM ADJUSTMENT INFORMATION:	

Processing Option	Processing Options Requiring Further Description
2. If Printing is Too High/Low on form: Move up how many lines? or Move down how many lines?	
3. If Printing is Too Far Left or Right: Move how many spaces to the left? or Move how many spaces to the right?	
LIBRARY INFORMATION:	
4. Enter the libraries where modified 1099 laser forms will be placed. Source Library: Object Library: <b>Note:</b> The chosen library must be entered, must exist, and can not be the same as pristine libraries. The chosen library must contain file JDESRC. The User must have authority to compile in chosen library. The library must be added to top of users library list.	Enter the name of the custom library in both the Source Library and Object Library fields.
5. Enter the library where the original 1099 laser forms will come from. Source Library:	Enter JDFSRC or the name of the library where your source files currently reside. This library must contain the most current version of the 1099 software update

## 8.22 Export F1099T to IRSTAX.TXT (P045155)

Processing Option	Processing Options Requiring Further Description
ADD OR REPLACE DATA:	
1. Enter a '1' to REPLACE the data in the destination text file. If left blank, the data exported will be appended to or ADDED to the existing data in the text file.	Use this processing option to specify whether to add F1099T records to an existing file or to replace the existing file with new records.
FILE TO EXPORT:	
2. Enter the file name you wish to export. If left blank, we will export the F1099T file.	Use this processing option to specify the file to export. If you leave this processing option blank, the system uses IRSTAX.txt.
3. Enter the library where the file to export resides. If left blank, we will locate the file object and use the first library we find the file in.	Use this processing option to specify the library in which the 1099T file resides. If you leave this processing option blank, the system uses the first 1099T file that it locates in the library list. <b>Note:</b> The library that you specify must be in your library list.
TXT OUTPUT FILE:	
4. Enter the name of the destination text file. If left blank, the file name IRSTAX will be used. <b>NOTE:</b> File name should be specified without the .TXT extension. We will add that to the name you provide.	
5. Enter the Directory you would like your .TXT file to be written to. If left blank, it will go to a default location. <b>NOTE:</b> Directory/Path should be specified with beg/end slashes. For example: /HOME/	

# Part I

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## Appendices



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## Checklist for 1099 Processing

Use the following checklist as a guideline for processing your 1099 returns.

Type	Tasks	Completed
Administrative	<p>Assemble IRS publication and forms for the current 1099 reporting year.</p> <p>Visit My Oracle Support to review Year End details in the JD Edwards World 1099, W-2, and T4 Year End Updates for 2019 document. (Document ID XXXXXX.X)</p> <p>Check the Update Center or browse the JD Edwards World knowledge documents for potential late-breaking news on current year 1099 processing.</p>	
Technical	<p>Back up 1099 processing files. See <a href="#">Appendix B.2, "Workfiles Generated During 1099 Processing"</a> for the list of files. Backing up the files provides an audit trail for the previous years 1099s returns. Make sure you complete this task prior to the next checklist item.</p> <p>Download the 2019 Year End 1099 Software Update from the Update Center (Patches and Updates) for your release level:</p> <ul style="list-style-type: none"> <li>■ Release A9.2 - A92730933</li> <li>■ Release A9.3 - A93730955</li> </ul> <p>Follow any preinstallation instructions before you install the software update. For instructions about installing the current year software update, see the document: <i>Software_Update_Installation_Instructions.pdf</i>. For instructions to download the current year Software Update, access the Update Center on My Oracle Support from the Patches and Downloads tab.</p>	
Optional	<p>Update year-to-date (YTD) voucher amounts using the Update YTD Voucher Amount program (P04820).</p> <p>Typically, you update YTD voucher amounts soon after you close the year as part of your annual close procedures. The results do not provide the same results 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 (P04602) uses results from the Update YTD Voucher Amount program to list suppliers with vouchers written during the calendar year.</p> <p>Run this report to determine which suppliers might receive a 1099 for the current year. The W-9 Exception Report (P01301) also uses the YTD voucher amount for data selection purposes.</p> <p>See <i>Working with YTD Voucher Amounts</i> in the <i>JD Edwards Accounts Payable Guide</i>.</p>	

Type	Tasks	Completed
Review User Defined Codes	<ul style="list-style-type: none"> <li>■ Verify that UDC 04/TR, which JD Edwards World includes in the software, is set up with the 1099 codes that identify the forms and boxes that you use.</li> <li>■ Verify that UDC 04/SA, which is included in the software, is set up with the proper states and state codes for processing Combined Federal and State Filing.</li> <li>■ Verify that UDC 01/RA is set up with the 1099 related address code if you combine supplier payments or company records.</li> <li>■ If you use the A/P Ledger Method, verify that UDC 01/07 includes the values for the 1099 codes for forms and boxes similar to UDC 04/TR. Use the two-character UDC value in the Category Code 07 field to identify those voucher pay items, which are used for 1099 processing.</li> <li>■ If you use the G/L Method, verify that the UDC 04/PX (1099 PX AAI Additional Ranges) includes the values for any additional PX AAI ranges that you might need.</li> </ul>	
See <a href="#">Setting Up AAIs for the G/L Method</a> .		
Review Supplier Information	<ul style="list-style-type: none"> <li>■ Set up or verify supplier information using the Supplier Master Information program (P01054), Who's Who (P0111), Address Book Revisions (P01051) and Address Book Control Revisions (P010513).  See <a href="#">Understanding Supplier Setup Requirements</a> for information about IRS requirements for supplier information.</li> <li>■ If you have one-time payment suppliers, use the One Time Payment 1099 Info program (P0411AB9) to review the eligible vouchers and update the legal name and tax ID, if necessary  See <a href="#">Setting Up Suppliers</a>.</li> <li>■ Use the 1099-Tax Information program (P0451401) to set the 2nd TIN flag for a supplier when you are notified by the Internal Revenue Service (IRS) twice within three calendar years that you provided the IRS an incorrect name and tax identification number (TIN) combination for this supplier. The appropriate indicator is denoted on the 1099 paper forms and 1099 electronic file.  See <a href="#">Setting Up Suppliers</a>.</li> </ul>	
Review Company Information	<p>Set up or verify company information using the Address Book Revisions (P01051) and Company Numbers and Names (P00105) programs.</p> <p>See <a href="#">Setting Up Companies</a> for information about IRS requirements for company information.</p>	



Type	Tasks	Completed
Verify Data Using 1099 Reports	<p>Run the W-9 exception reports (P01301 and P014032) to verify the completeness and accuracy of your supplier and company address book information:</p> <ul style="list-style-type: none"> <li>■ Review legal names for suppliers</li> <li>■ Review mailing addresses for suppliers and companies</li> <li>■ Review tax ID numbers for suppliers and companies</li> <li>■ Review person and corporation codes for suppliers</li> <li>■ Review tax relationships for supplier accounts that share the same tax ID number. See <a href="#">Reviewing W-9 Reports</a>.</li> <li>■ Run the 1099 Company Setup Report (P04510RP) to review company information, combining companies, and mailing information. See <a href="#">Reviewing W-9 Reports</a>.</li> </ul>	
1099 General Setup	<ul style="list-style-type: none"> <li>■ Review and set the processing options for 1099 Processing Option Setup program (P04510STUP). See <a href="#">Reviewing 1099 Processing Option Setup (P04510STUP)</a>.</li> <li>■ Clear the A/P and G/L workfiles using the Clear A/P and G/L Workfiles program (P04CLRFP) and Purge the 1099 Adjustments File (F045145). See <a href="#">Clearing and Purging 1099 Workfiles</a>.</li> </ul>	
1099 A/P Ledger Method Setup	<p>Update category code 07 on supplier address book records:</p> <ul style="list-style-type: none"> <li>■ Manually update category code 07. See <a href="#">Assigning Category Code 07 Values to Supplier Address Book Records</a>.</li> <li>■ Use the Global Update Category Codes (P01490) to globally assign a value to the Category Code 07 field (AC07) to address book records that you specify using data selection. See <a href="#">Assigning Category Code 07 Values to Supplier Address Book Records</a>.</li> </ul> <p>Update voucher pay items for 1099 processing using the 1099 Reporting field (AC07) or the Flag for 1099 field (TNN):</p> <ul style="list-style-type: none"> <li>■ Use the Update A/P Records w/AB Info (P04802) programs to copy the category code 07 value from the supplier's address book record to their voucher pay items. See <a href="#">Updating Voucher Pay Items for 1099 Processing</a>.</li> <li>■ Use the Voucher 1099 Info Update program (P04125) to manually assign or change the value of category code 07 in the 1099 Reporting field (AC07) or to update the Flag for 1099 field (TNN). See <a href="#">Updating Voucher Pay Items for 1099 Processing</a>.</li> </ul>	

Type	Tasks	Completed
1099 G/L Method Setup	<ul style="list-style-type: none"> <li>■ Set up or verify 1099 AAI items (PXxxxx) using the Automatic Accounting Instructions program (P0012). See <a href="#">Setting Up AAIs for the G/L Method</a>.</li> <li>■ Update the Account Ledger file (F0911) by running Update BU.Obj.Sub to Journal Entry (P09806) if you made changes to your chart of accounts in the Account Master file (F0901). See <a href="#">Section 5.2, "Updating Information from the Account Master File"</a>.</li> <li>■ Run the Audit File Close program (P04514CMP) to update the previous year's 1099 Audit File (F045144) records as processed. The program updates the Close Item field (G4FNLP) to 1 for any unprocessed Type 1 and Type 2 detail records. This prevents users from unintentionally clearing prior year transactions when executing the Create 1099 Audit File (P045144) program.</li> </ul>	
A/P Ledger Method Process	<ul style="list-style-type: none"> <li>■ Build the 1099 A/P Workfile (F045143) using the Build A/P Workfile program (P04514FP). See <a href="#">Building the A/P Workfile (F045143)</a></li> <li>■ If you need to reset the data in the 1099 A/P Workfile (F045143), you can clear the entire F045143 workfile using the Clear A/P Workfile program (P04CLRFP) or selectively remove data using the Partial Clear A/P Workfile program (P045162), and then rebuild the data using the Build A/P Workfile program (P04514FP).</li> </ul>	
G/L Method Process	<ul style="list-style-type: none"> <li>■ Run Create 1099 Audit File (P045144) to build the current year's 1099 audit records. See <a href="#">Creating the 1099 Audit File (F045144)</a></li> <li>■ Use the Audit File Review (P045142) program to view audit file records by supplier and voucher detail. You can review details by document number, company, record code, object/subsidiary and by calendar year. In addition, you can create Payment Adjustment records to offset current year processing records. See <a href="#">Reviewing the 1099 Audit File</a></li> <li>■ Print the 1099 G/L Audit Register (P04514R2) to review the current year 1099 reportable amounts for each supplier. See <a href="#">Reviewing the 1099 Audit File</a></li> <li>■ Print the 1099 Audit Report (P04514R1) to verify the specific detail records by supplier, G/L object account, or by document. See <a href="#">Creating the 1099 Audit File (F045144)</a></li> <li>■ Build the 1099 G/L Workfile (F045141) using the Build G/L Workfile program (P04514). See <a href="#">Building the G/L Workfile (F045141)</a></li> <li>■ If you need to reset the data in the 1099 G/L Workfile (F045141), you can clear the entire F045141 workfile using the Clear G/L Workfile program (P04CLRFP) or selectively remove data using the Partial Clear G/L Workfile program (P045161), and then rebuild the data using the Build G/L Workfile program (P04514).</li> </ul>	

Type	Tasks	Completed
Preview and correct 1099 workfile records	<ul style="list-style-type: none"> <li data-bbox="483 233 1146 443">■ Print the Preview 1099 Media report (P04512FP) to ensure that the setup and data in the workfiles is correct. Also, use this report to compare against the print copies of the 1099 returns that you generate when you run the Write Media program (P04515). This program merges data from the F045143, F045141, and F045145 workfiles into the 1099 Combined Workfile (F04514). See <a href="#">Running the Preview 1099 Media Report</a></li> <li data-bbox="483 457 1146 642">■ Verify error messages on the Preview 1099 Media report. Correct invalid or missing tax IDs or alternate/related address combining issues in the Address Book, properly update the 2nd TIN field in the 1099-Tax Information program, and run the 1099 Supplier/Company Refresh program (P045190) instead of rebuilding the workfiles. See <a href="#">Updating the 1099 Workfiles</a></li> <li data-bbox="483 657 1146 867">■ Enter 1099 adjustments to: <ul style="list-style-type: none"> <li data-bbox="532 695 943 722">Correct 1099 amounts or type of return</li> <li data-bbox="532 737 1094 789">Add 1099 information for back-up withholding or for missing or legacy system reportable 1099 amounts.</li> <li data-bbox="532 804 1138 831">Delete transactions erroneously included in 1099 workfile</li> </ul>           See <a href="#">Updating the 1099 Workfiles</a> </li> <li data-bbox="483 882 1146 1077">■ Finalize your reportable 1099 amounts prior to printing 1099 forms by running the Preview 1099 Media report again with the Minimum Amount processing option set to 1 to verify your reportable 1099 amounts. Use this final report to compare and verify amounts and mailing information on the print copies of the 1099 returns. See <a href="#">Running the Preview 1099 Media Report</a></li> </ul>	
Generate 1099 Returns	<ul style="list-style-type: none"> <li data-bbox="483 1098 1146 1245">■ Print 1099 returns using the Write 1099 Media (P04515). This program merges data from the F045143, F045141, and F045145 workfiles into the 1099 Combined Workfile (F04514). See <a href="#">Generating 1099 Returns</a></li> <li data-bbox="483 1260 1146 1377">■ Write the output to a workfile using the Write Media program and verify the 1099 data. See <a href="#">Filing 1099 Returns Electronically</a> and <a href="#">Filing 1099 Returns Electronically</a></li> <li data-bbox="483 1392 1146 1459">■ Transfer the 1099 data for electronic filing. See <a href="#">Filing 1099 Returns Electronically</a></li> </ul>	



## 1099 Files

This appendix contains the following topic:

- [Appendix B.1, "1099 Processing Files"](#)
- [Appendix B.2, "Workfiles Generated During 1099 Processing"](#)

### B.1 1099 Processing Files

The system uses the transaction data from the following files to calculate 1099 amounts and print 1099 returns. For this reason, you should not purge them until after you print 1099 returns:

File	Description
Address Book Master (F0101)	Mailing, tax, and category code 07 information.
Address Book - Who's Who (F0111)	Type codes, mailing names, legal names, and contact names.
Address Book - Contact Phone Numbers (F0115)	Phone numbers.
Address Book - Addresses (F0116)	Mailing addresses by date.
Address Book - Related Addresses (F01017)	Related Addresses for combining suppliers and companies.
Supplier Master (F0401)	Vouchered amounts for year-to-date and for prior year-to-date.
Accounts Payable Ledger (F0411)	Voucher information including gross amounts, open amounts, document number, and company.
One Time Payment (F0411AB)	Address book and voucher information for one-time suppliers, including document number, document type, and document company.
Accounts Payable - Matching Document (F0413)	Summarized payment information by payment number.
Accounts Payable Matching Document Detail (F0414)	Detailed payment information by voucher number (the amount of the payment that was applied to the voucher).
Account Ledger (F0911)	Account ledger information including account numbers, dates, document numbers, and companies.

<b>File</b>	<b>Description</b>
Purchase Order Receiver File (F43121)	Account number, document number, and match type.

## B.2 Workfiles Generated During 1099 Processing

The system generates or the user updates the following workfiles during 1099 processing:

<b>Workfile</b>	<b>Description</b>
One Time Payment - 1099 Information (F0411AB9)	Address book information for one-time payment suppliers, as well as the required 1099 information, such as the legal name and payables type.
1099Audit File (F045144)	Account ledger information for expenses such as G/L account numbers, dates, document numbers, voucher company, and G/L distribution companies. This file also includes payment numbers and payment dates.
1099 Adjustment File (F045145)	Company, type of return, address number, and amount.
1099 A/P Workfile (F045143)	Company, supplier number, supplier tax ID, type of return, payment amount, and company tax ID.  Based on the F0411, F0413, and F0414 tables.
1099 G/L Workfile (F045141)	Company, supplier number, supplier tax ID, type of return, payment amount, and company tax ID.  Based on the F045144 file and AAI ranges for PXxxxx.
1099 Securities Identification (F04510)	CUSIP information.
1099 Combined Workfile (F04514)	Company, supplier number, supplier tax ID, type of return, payment amount, and company tax ID.  Based on a combination of the F045141, F045143, and F045145 workfiles.
1099 Transmittal File (F1099T)	1099 data generated in the format required by the IRS 1220 Publication that you submit to the IRS.  Based on the F04514 workfile.

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## UDC Tables for 1099 Processing

The system uses the following UDC tables throughout the 1099 process:

- 04/TR (1099 Type of Return): The values for UDC 04/TR are included with your software and are hard-coded. The system uses the UDC 04/TR to process 1099s, identify the different types of 1099 forms, and specify the box on the form that corresponds to each type.
- 04/SA (1099 State Code): The values for UDC 04/SA are included with the software. The UDC contains the current list of states and state codes for processing Combined Federal and State Filing
- 01/RA (Related Address Code): Most of the values for UDC 01/RA are user-defined, but there are a few values that are hard-coded, such as P for Parent, and 5 for Special/Factor Payee. If you use alternate/related address combining, you must specify a code for the 1099 process. Once established, the system uses this code to combine supplier and company address book records for 1099 reporting. You specify the related address code in the Alternate/Related Address Combining processing option within the 1099 Processing Option Setup program (P04510STUP). You must designate and use the same related address code consistently in address book records for suppliers and companies for the system to combine supplier payments and company records properly.
- 01/07 (A/B Cat Code 07): You can update the values for UDC 01/07 with the 1099 codes for forms and boxes similar to UDC 04/TR. If using the A/P Ledger Method, use the two-character UDC value in the Category Code 07 field to identify those voucher pay items, which are used for 1099 processing. Category Code 07 applies only to the A/P Ledger Method.





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## Create 1099 Audit File Program Details

Review the following for technical information about the Create 1099 Audit File program (P045144).

The program performs the following:

- Deletes all unprocessed Type 1 and Type 2 records (Closed Item field is blank) and deletes all Type 3 records from the F045144 workfile.
- Uses the setting in the Calendar Year processing option from the 1099 Processing Option Setup program (P04510STUP) to select records that have the G/L payment date within that calendar year.
- Uses the setting in the Payment with Discounts processing option for the Create 1099 Audit File to determine whether to use the net or gross payment amount.
- Uses the A/P Matching Document Join file (F0413J) to select posted payments for the specific calendar year based on the value in the Payment Date field. The program ignores all void payments, regardless of the void payment date.
- Uses the Address Book Master file (F0101) to verify that the payee or supplier has a P or N in the Person/Corporation Code field. If neither the payee nor supplier has a P or N in the Person/Corp Code field, the system does not include their payment records.
- Uses the value in the Payment ID field of the payments it chooses in the F0413 file to locate the supporting voucher details in the A/P Matching Document Detail file (F0414).
- Uses the value in the Document Number, Document Type, and Document Company fields in the F0414 file to locate the supporting posted G/L transactions in the Account Ledger file (F0911).
- Evaluates the G/L distribution for each of the F0911 detail records it chooses to determine if it should include the G/L object and subsidiary for further processing.
  - If the G/L account exists in one of the PX AAI ranges, the program includes it.
  - If the G/L account matches an RNV account in either the 4320 (Received Not Vouchered) or 4355 (Received Not Vouchered Tax) AAI tables in the Distribution & Manufacturing AAIs (P40950), the system selects corresponding records from the Purchase Order Receiver file (F43121) that have the value 2 in the Match Type field.

Then, the system evaluates each of the F43121 records it selects to determine if the values in the Object and Subsidiary fields are in the 1099 PX AAI ranges. The system includes only payment amounts for records in the PXxxx AAI ranges.

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- Creates the Type 1 records for 1099-reportable expense vouchers.

The system creates Type 1 records for each voucher with 1099-reportable expenses for the current year based on the PXxxxx AAIs. The system summarizes voucher detail records by company, and then by object and subsidiary accounts. The system recognizes both the company with the expense accounts you enter, as well as the company in the voucher, and updates the corresponding Company fields in the 1099 Audit File record (F045144).

For example, the current 1099 reportable payment number 7892 for \$300 has 1099 reportable expenses of \$200. The system creates the Type 1 expense distribution records for a total of \$200. The system creates the Type 2 and 3 records for an amount up to, but no more than, \$200.

- Creates the Type 2 records for payments for 1099-reportable expenses.

The system creates Type 2 records for each payment of 1099-reportable voucher expenses for the current year based on the PXxxxx AAIs. The payment might include amounts that were not 1099-reportable expenses and the payment might also be less than the voucher expense amount (due to discounts), therefore the system recalculates the payment amount that it uses in the Amount field in the F045144 workfile.

The system first subtracts any non-1099-reportable expenses from the payment amount, and then allocates the remaining payment amount to 1099-reportable voucher expenses in ascending order. If there is a remaining voucher expense amount, the system enters this in the Remaining Amount field in the record. Depending on the total expenses related to the voucher, the Type 1 and Type 2 amounts might not net to zero and might leave a balance in the Remaining Amount field.

For example, you enter a voucher for \$1000 and create a payment for \$1000. There is a \$200 non-1099 reportable voucher expense. The system allocates the \$800 to the voucher expenses and creates a Type 2 for \$800. The system enters \$800 in the Amount field and 0 in the Remaining Amount field.

- Creates the Type 3 records for current 1099-reportable expenses.

The system creates Type 3 records to use when you run the Build G/L Workfile program (P04514). The system copies each Type 2 record and uses the reversing sign for the Amount field. For example, if the Type 2 Amount field contains 1000-, the Type 3 record Amount field is 1000. When you run P04514, the system does not include the Type 2 records; it includes the Type 3 records.

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## Individual Field Adjustment for Laser Forms

This appendix includes the following topics:

- [Appendix E.1, "Understanding the Individual Field Adjustments"](#)
- [Appendix E.2, "Updating the Source Code for Laser Forms"](#)

### E.1 Understanding the Individual Field Adjustments

You can adjust a single box or field on an individual form up, down, left or right, without affecting any other boxes or fields. This includes the following forms:

- 1099 MISC (S045152)
- 1099 DIV (S045153)
- 1099 INT (S045154)

The Write Media program (P04515) creates output for preprinted 1099 laser forms. The Miscellaneous, Dividend, and Interest forms all print in the standard two-to-a-page format approved by the IRS.

To adjust the box or field on a selected form, you must update the source code to reposition the fields.

The system determines the location of each box on the form based on the horizontal and vertical position in the source code. The following graphic displays the source code layout for the MISC form. In the graphic, the value directly below the Lin column determines the line number; therefore, to move a line up or down, you adjust the line number. The value directly below the Pos column determines the starting position on that line; therefore, to move a value to the right or left, you adjust the position number. By changing these values, a box can be moved to the desired position without affecting any other boxes on the form. If you need to change multiple boxes, you can adjust the position and line of surrounding boxes accordingly.

Name+++++++	RLen+++	LinPos	Functions+++++++
R DETMISC1			
VC200	1A	3	31TEXT('Corrected
VC202	30A	5	6TEXT('Payer Name
RR#A01	13A	5	38TEXT('Amount 01
VC204	30A	6	6TEXT('Payer Address
VC208	30A	7	6TEXT('Payer City
VC203	26A	8	6TEXT('Description

After you complete the source code changes for the laser form, you must use the compile process to create a new object from the source code. Once you verify that the

system created the object from your compile report, you must then compile the Write Media program (P04515) to incorporate the changes on the new laser form.

**See Also :**

If you need to move the entire form left, right, up, or down on the paper, you use the processing options in the Laser Form Adjustment program (P045152) to move the form by the lines and spaces that you specify. See [Section 7.3, "Adjusting the Print on the Forms"](#) for more information.

## E.2 Updating the Source Code for Laser Forms

To adjust the box or field on a selected form, you must update the source code to reposition the box or field.

The following example and task illustrate how to adjust the Rent (box 1) on the 1099-Miscellaneous form.

**Example**

You need to change the Rent field (Box 1) on the second form of the 1099 Miscellaneous return (S045152) because the value for the field prints one line too high and two spaces too far to the right.

The following graphic illustrates a partial list of the source code for the 1099 Miscellaneous form (S045152).

```

AAN01N02N03T.Name+++++RLen+TDpBLinPosFunctions+++++
A      R DETMISC1
A      VC200      1A      3 31TEXT('Corrected
A      VC202      30A     5 6TEXT('Payer Name
A      RR#A01     13A     5 38TEXT('Amount 01
A      VC204      30A     6 6TEXT('Payer Address
A      VC208      30A     7 6TEXT('Payer City
A      VC203      26A     8 6TEXT('Description
A      RR#A02     13A     8 38TEXT('Amount 02
A      RR#A03     13A    10 38TEXT('Amount 03
A      RR#A04     13A    10 52TEXT('Amount 04
A      VC013      11A    14 6TEXT('EIN
A      VC023      11A    14 26TEXT('SSN
A      RR#A05     13A    14 38TEXT('Amount 05
A      RR#A06     13A    14 52TEXT('Amount 06
A      VC230      30A    17 6TEXT('Payee Name
A      VC218      30A    18 6TEXT('Payee DBA name
A      RR#A07     13A    18 38TEXT('Amount 07
-----
A      RR#A08     13A    18 52TEXT('Amount 08
A      VC219      30A    21 6TEXT('Payee Address
A      RR#A10     13A    21 52TEXT('Crop proceeds
A      VC025      1A    21 50TEXT('Description
A      VC220      30A    23 6TEXT('Payee City
A      RR#A15     13A    23 38TEXT('Amount 15-FOR TAX PD
A      RR#CTR     13A    23 52TEXT('Amount 15-FOR CTR
A      VC201      8A    26 6TEXT('Payee Address Number
A      VC0001     1A    26 35TEXT('Crop/2nd TIN
A      RR#11      13A    26 38TEXT('Amount 11
A      RR#A12     13A    26 52TEXT('Address Line 2
A      RR#A13     13A    29 6TEXT('Section 409A Deferral
A      RR#A14     13A    29 23TEXT('Section 409A income
-----
AAN01N02N03T.Name+++++RLen+TDpBLinPosFunctions+++++
A      R DETMISC2
A      VC200      1A    36 31TEXT('Corrected
A      VC202      30A    38 6TEXT('Payer Name
A      RR#A01     13A    38 38TEXT('Amount 01
A      VC204      30A    39 6TEXT('Payer Address
A      VC208      30A    40 6TEXT('Payer City
A      VC203      26A    41 6TEXT('Description
A      RR#A02     13A    41 38TEXT('Amount 02
A      RR#A03     13A    43 38TEXT('Amount 03
A      RR#A04     13A    43 52TEXT('Amount 04
A      VC013      11A    47 6TEXT('EIN
A      VC023      11A    47 26TEXT('SSN
A      RR#A05     13A    47 38TEXT('Amount 05
A      RR#A06     13A    47 52TEXT('Amount 06
A      VC230      30A    50 6TEXT('Payee Name
A      VC218      30A    51 6TEXT('Payee DBA name
A      RR#A07     13A    51 38TEXT('Amount 07
    
```

The names of the fields in the source do not necessarily coincide with the description of the fields that display in UDC 04/TR (Type of Return). On the Miscellaneous form, the field names for Amount 01 through Amount 08 correspond with the numbered boxes on the 1099 return. In this example, the field RR#A01 corresponds to Box 1 (Rent), which is the line you need to change.

To change the second form area, which starts from the heading DETMISC2, locate the RR#A01 line in that section. According to the source code, both the line and position are 38. From your print test, you determined that the line on the second form for Box 1 was one line too high, so you need to change the value of the line (Lin) from 38 to 37. Because the value prints two spaces to the right, you need to change the value of the position (Pos) from 38 to 36.

### Before You Begin

- Create a custom library and create source file JDESRC in the library. This is the library that stores the source member in source file JDESRC for the form, for example S045152, as well as the Write Media source P04515.
- Add the custom library to your library list.

### Navigation

**From Computer Assisted Design (CAD) (G92), choose Software Versions Repository (P9801).**

1. On Software Versions Repository (SVR), enter the number for the form you want to modify in the Member ID field.  
For example, enter S045152 for the 1099 Miscellaneous form.
2. Enter 3 in the Option field to copy the source to the custom library you set up.
3. Enter 2 in the Option field to edit the source code in your custom library.
4. In Edit Mode, change the source code Line and Position for the RRA01 field, and press Enter.
5. Save the source code and exit.
6. On SVR, enter 14 in the Option field to compile the source member and create a new object.
7. Review the compile report to verify that the system created the object.
8. Copy the source for the Write Media program (P04515) into the custom library.
9. Compile that source member in SVR to incorporate the new laser form adjustments into the program.
10. Print the form to verify your changes and that the value prints in the box correctly.

### Field Name Identification

The following table illustrates how the fields in the source code for the laser forms map to the actual fields on the 1099 returns.

1099 Miscellaneous Form (S045152)				
Source Code Field Descriptions			Fields on Return Description	
VC200	1A	3	1TEXT('Corrected	X for Corrected, if specified in Write Media
VC202	30A	5	6TEXT('Payer Name	Company Name
RR#A01	13A	5	38TEXT('Amount 01	<b>Box 1 - Rents</b>
VC204	30A	6	6TEXT('Payer Address	Company Street Address
VC208	30A	7	6TEXT('Payer City	Company City, State, Postal Code
VC203	26A	8	6TEXT('Description	Company Phone Number
RR#A02	13A	8	38TEXT('Amount 02	<b>Box 2 - Royalties</b>
RR#A03	13A	10	38TEXT('Amount 03	<b>Box 3 - Other Income</b>
RR#A04	13A	10	52TEXT('Amount 04	<b>Box 4 - Federal income tax withheld</b>
VC013	11A	14	6TEXT('EIN	
VC023	11A	14	26TEXT('SSN	
RR#A05	13A	14	38TEXT('Amount 05	<b>Box 5 - Fishing boat proceeds</b>
RR#A06	13A	14	52TEXT('Amount 06	<b>Box 6 - Medical &amp; Health care payments</b>
VC230	30A	17	6TEXT('Payee Name	Recipient/Vendor Name
VC218	30A	18	6TEXT('Payee DBA name	Recipient/Vendor Legal Name
RR#A07	13A	18	38TEXT('Amount 07	<b>Box 7 - Nonemployee compensation</b>
RR#A08	13A	18	52TEXT('Amount 08	<b>Box 8 - Substitute payments in lieu of dividends or interest</b>
VC219	30A	21	6TEXT('Payee Address	Recipient/Vendor Street Address
RR#A10	13A	21	52TEXT('Crop proceeds	<b>Box 10 - Crop Insurance Proceeds</b>
VC025	1A	21	50TEXT('Description	<b>Box 9 - Direct Sales Indicator</b>
VC220	30A	23	6TEXT('Payee City	Recipient/Vendor City, State, Postal Code
RR#A15	13A	23	38TEXT('Amount 15-FOR TAX PD	Box 11 - Foreign Tax Paid (NO LONGER BEING USED)
RR#CTR	13A	23	52TEXT('Amount 15-FOR CTR	Box 12 - Foreign Country (NO LONER BEING USED)
VC201	8A	26	6TEXT('Payee Address Number	Recipient/Vendor Address Book Number
VC0001	1A	26	35TEXT('Crop/2nd TIN	2nd TIN Indicator
RR#11	13A	26	38TEXT('Amount 11	<b>Box 13 - Excess Golden Parachute Payments</b>
RR#A12	13A	26	52TEXT('Address Line 2	<b>Box 14 - Gross Proceeds Paid to an Attorney</b>
RR#A13	13A	29	6TEXT('Section 409A Deferral	<b>Box 15a - Section 409A Deferral</b>
RR#A14	13A	29	23TEXT('Section 409A income	<b>Box 15b - Section 409A income</b>

1099 Dividend Form (S045153)				
Source Code Field Descriptions			Fields on Return Description	
VC200	1A	3	1TEXT('Corrected	X for Corrected, if specified in Write Media
VC202	30A	5	6TEXT('Payer Name	Company Name
RR#A01	13A	5	38TEXT('Ordinary Dividends	<b>Box 1a - Total Ordinary Dividends</b>
VC204	30A	6	6TEXT('Payer Address	Company Street Address
VC208	30A	7	6TEXT('Payer City	Company City, State, Postal Code
VC205	26A	8	6TEXT('Payer Phone Number	Company Phone Number
RR#A02	13A	8	38TEXT('Qualified Dividends	<b>Box 1b - Qualified Dividends</b>
RR#A03	13A	10	38TEXT('Total Capital Gain Di	<b>Box 2a - Total Capital Gain Distr.</b>
RR#A06	13A	10	52TEXT('Post-May 5 Capital Ga	<b>Box 2b - Unrecap. section 1250 gain</b>
VC013	11A	14	6TEXT('EIN	
VC023	11A	14	24TEXT('SSN	
RR#A07	13A	14	38TEXT('Amount - Net Posting	<b>Box 2c - Section 1202 gain</b>
RR#A08	13A	14	52TEXT('Amount - Net Posting	<b>Box 2d - Collectible (28%) gain</b>
RR#A09	13A	16	38TEXT('Amount - Net Posting	<b>Box 3 - Nondividend distributions</b>
RR#A10	13A	16	52TEXT('Amount - Net Posting	<b>Box 4 - Federal income tax withheld</b>
VC230	30A	17	6TEXT('Payee Name	Recipient/Vendor Name
VC218	30A	18	6TEXT('Payee DBA name	Recipient/Vendor Legal Name
RR#A11	13A	18	52TEXT('Amount - Net Posting	<b>Box 5 - Investment expenses</b>
VC219	30A	21	6TEXT('Payee Address	Recipient/Vendor Street Address
RR#A12	13A	21	38TEXT('Address Line	<b>Box 6 - Foreign tax paid</b>
RR#A15	13A	21	52TEXT('Address Line 1	<b>Box 7 - Foreign Country or US possession</b>
VC220	30A	23	6TEXT('Payee City	Recipient/Vendor City, State, Postal Code
RR#A13	13A	24	38TEXT('Address Line 2	<b>Box 8 - Cash liquidation distributions</b>
RR#A14	13A	24	52TEXT('Address Line 3	<b>Box 9 - Noncash liquidation distributions</b>
RR#A16	13A	26	38TEXT('Box 10	<b>Box 10 - Exempt-Interest Dividends</b>
RR#A17	13A	26	52TEXT('Box 11	<b>Box 11 - Specified Private Activity Bond Interest Dividends</b>
VC0001	1A	27	35TEXT('Crop/2nd TIN	2nd TIN Indicator
VC201	8A	29	6TEXT('Payee Address Number	Recipient/Vendor Address Book Number

1099 Interest Form (5045154)				
Source Code Field Descriptions			Fields on Return Description	
VC200	1A	3	1TEXT('Corrected	X for Corrected, if specified in Write Media
VC202	30A	5	6TEXT('Payer Name	Company Name
VC204	30A	6	6TEXT('Payer Address	Company Street Address
VC208	30A	7	6TEXT('Payer City	Company City, State, Postal Code
VC206	26A	8	6TEXT('Payer Phone Number	Company Phone Number
RR#A01	13A	8	38TEXT('Interest Income	<b>Box 1 - Interest income</b>
RR#A02	13A	11	38TEXT('Early Withdrawal Pena	<b>Box 2 - Early withdrawal penalty</b>
VC013	11A	14	6TEXT('EIN	
VC023	11A	14	24TEXT('SSN	
RR#A03	13A	14	38TEXT('Interest on Bonds	<b>Box 3 - U.S. Savings Bonds and Treas. obligations</b>
VC230	30A	17	6TEXT('Payee Name	Recipient/Vendor Name
RR#A04	13A	17	38TEXT('Federal Income Tax Wi	<b>Box 4 - Federal Income Tax Withheld</b>
RR#A05	13A	17	52TEXT('Investment Expense	<b>Box 5 - Investment Expenses</b>
VC218	30A	18	6TEXT('Payee DBA name	Recipient/Vendor Legal Name
RR#A06	13A	20	38TEXT('Foreign Tax Paid	<b>Box 6 - Foreign tax paid</b>
RR#A07	13A	20	52TEXT('Foreign Country US Po	<b>Box 7 - Foreign Country or US possession</b>
VC219	30A	21	6TEXT('Payee Address	Recipient/Vendor Street Address
VC220	30A	23	6TEXT('Payee City	Recipient/Vendor City, State, Postal Code
RR#A08	13A	23	38TEXT('Amount - Net Posting	<b>Box 8 - Tax exempt interest</b>
RR#A09	13A	23	52TEXT('Specified Private Act	<b>Box 9 - Specified private activity bond Int</b>
RR#A10	13A	26	38TEXT('Market Discount	<b>Box 10 - Market Discount</b>
RR#A11	13A	26	52TEXT('Bond Premium	<b>Box 11 - Bond Premium</b>
VC201	8A	29	6TEXT('Payee Address Number	Recipient/Vendor Address Book Number
RRRC5	5A	29	15TEXT('CUSIP SEQUENCE #	Blank
VC0001	1A	29	35TEXT('Crop/2nd Tin	2nd TIN Indicator
RRCUSP	13A	29	40TEXT('CUSIP #	<b>Box 12 - Tax-exempt bond CUSIP no. (or VARIOUS is more than one CUSIP no.)</b>





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## Importing 1099 Adjustments

Beginning with release A9.2, you can use the import feature to upload 1099 adjustments from a spreadsheet directly to the 1099 Adjustments program (P045101). Using the import feature allows you to quickly add numerous records and provides another alternative for processing 1099 returns.

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**Note:** You can only add records using the import feature; you cannot change or delete records.

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This appendix contains the following topics:

- [Appendix F.1, "Working with the Template"](#)
- [Appendix F.2, "Importing the Data"](#)

### Before You Begin

Set up an IFS directory. See Setting Up Import/Export in the *Technical Tools Guide*.

### Navigation

From either the G/L Method menu (G04221) or the A/P Ledger Method menu (G04222), choose 1099 Adjustments

## F.1 Working with the Template

You create a spreadsheet to use as the template. When you import the data, the system requires you use the Comma Separated Value (CSV) format for the template.

After you create the spreadsheet, you enter the records that you want to import.

You do not need to complete all of the fields on the spreadsheet; you can remove any optional fields (columns) that you do not use.

You should consider grouping all transactions on the spreadsheet by supplier number so they import together. Otherwise, you must perform the import multiple times for the same supplier number.

JD Edwards World recommends that you use the Number format (as opposed to General) when formatting the cells for the Amount column so that the spreadsheet includes the decimal point to separate dollars and cents. For example, if you want to add an adjustment for 100.00 and you enter 10000 and do not format the column as a number, the system stores the amount as 10,000.00.

When you generate returns, the system retrieves all other necessary information, such as the Calendar Year and tax IDs from either the 1099 Processing Option Setup program or from the supplier or company address book records.

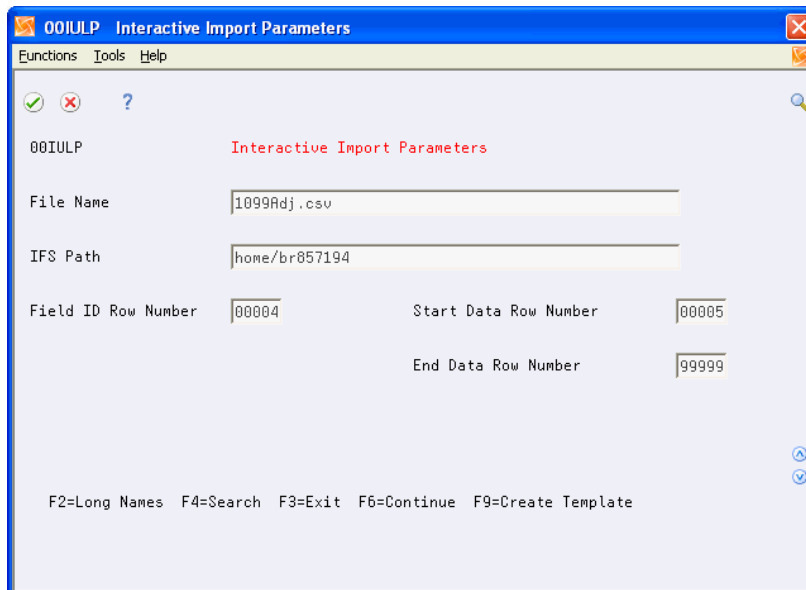
The following example spreadsheet includes the minimum fields required to add a 1099 adjustment:

	A	B	C	D	E	F
1	Yr	Address Number	T	Amount	Co	
2			R			
3	N2,0	A21	A2	N15,2	A5	
4	VDYR	VD#N8	SFTOR	SFAA	SFCO	
5	12	1099	A7	200	1	
6	12	1099	A1	10000	822	
7	12	1099	A2	500	1	
8	12	1099	A3	350	822	
9	12	1099	A4	400	822	
10	12	6000	A7	100	1	
11	12	6000	A1	10000	822	
12	12	6000	A2	500	1	
13	12	6000	A3	350	822	
14	12	6000	A4	400	822	

**To work with the template**

1. On 1099 Adjustments, enter F in the Action Code field and click Enter.

**Figure F-1 Interactive Import Parameters**



2. On Interactive Import Parameters, complete the following fields:
  - File Name  
Enter the template name followed by the CSV extension. For example, enter 1099adj.csv.
  - IFS Path  
Enter the path to the IFS directory or choose Search (F4) to select the IFS path.
3. Click Enter.

The first time you use the import/export feature you must complete the remaining fields. Otherwise, the system enters default values in these fields.

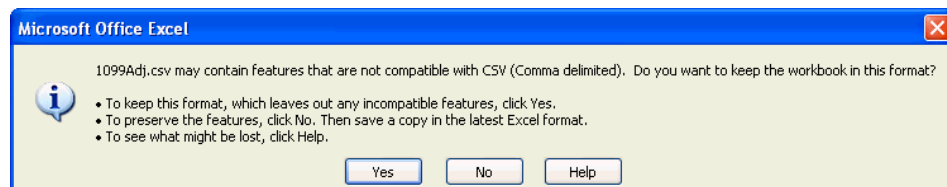
4. Enter values in the fields as follows and click Enter:
  - Enter 4 in Field ID Row Number  
This is the row the system uses to update the data items for the program.
  - Enter 5 in Start Data Row Number  
This is the first row on the spreadsheet that contains data to import.
  - Enter 99999 in End Data Row Number  
This uploads all rows on the spreadsheet.
5. Choose Create Template (F9).
6. Locate the template in the IFS directory and open it.

**Figure F-2 Template of 1099 Adjustments (Excel Spreadsheet)**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Yr	Address	Address	Tax ID	Co	Federal Tax ID	R	Ty	T	Amount	Co	Document Number	Doc Ty	Doc Co
2														
3	N2,0	A21	A21	A20	A5	A20	A2	A2	A2	N15,2	A5	N8,0	A2	A5
4	VDYR	VD#N8	V1#N8	VDTAX	VDCO	VDEIN	VDTOR	VDTYDA	SFTOR	SFAA	SFCO	SFDOC	SFDCT	SFKCO
5														
6														
7														
8														
9														

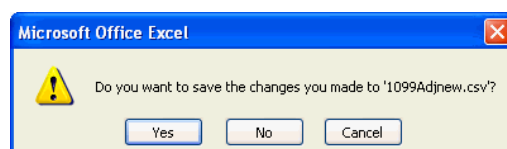
7. Complete the minimum fields for an adjustment including:
  - Supplier address book number (VD#N8)
  - Type of Return (SFTOR)
  - Amount (SFAA)
  - Company (SFCO)
8. Click Save.

The system displays the following message:



9. Click Yes.

When you exit the spreadsheet, the system might display this message, depending on your Excel File settings:



10. Click No.

The CSV format does not retain cell formatting; therefore, if you choose Yes, the system prompts you to save the spreadsheet in an XLS or alternate format. If you choose to save it in the XLS or alternate format, you must save it in the CSV format before importing the data.

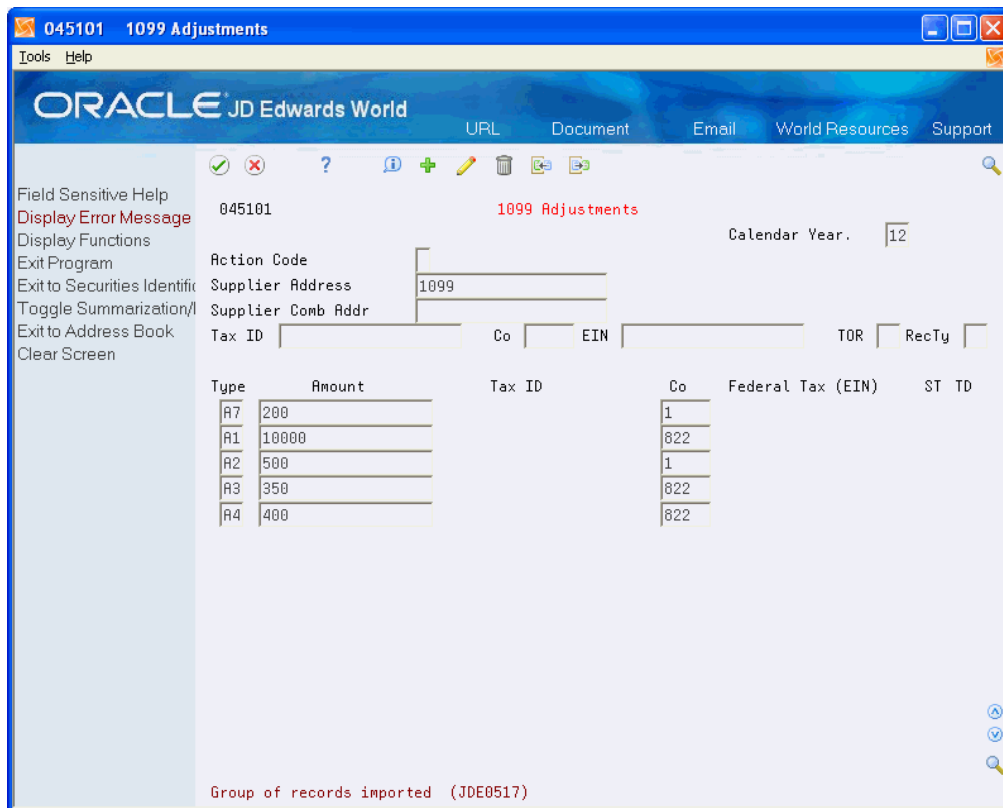
## F.2 Importing the Data

After you complete the spreadsheet, you import the data into the 1099 Adjustments program. You complete the fields with the same values you use to create the template. See [Section F.1, "Working with the Template"](#).

1. On 1099 Adjustments, enter F in the Action Code field and click Enter.
2. On Interactive Import Parameters window, complete the following fields:
  - File Name
  - IFS Path
3. Click Enter, and then choose Continue (F6).

The system displays the records for the first supplier.

**Figure F-3 1099 Adjustments**



4. Click Add and then click Enter to add the record.
5. Repeat the previous steps for each supplier on the spreadsheet.

---

---

## Exporting the F1099T File

If you want to export the F1099T Transmittal file in a TXT format, you can run the Export F1099T to IRSTAX.TXT program (P045155). This program generates the F1099T file in a TXT format that resides in your IFS directory, which you can send to a third party.

This appendix includes the following topics:

- [Section G.1, "Creating the IRSTAX.txt File"](#)

### Before You Begin

- Set up an IFS directory for the import/export process. See Set Up Import/Export in the *Technical Tools Guide*.
- Generate the F1099T file. See [Filing 1099 Returns Electronically](#).

## G.1 Creating the IRSTAX.txt File

After you generate the F099T file, you run the Export F1099T to IRSTAX.TXT program (P045155) to generate the data in the IRSTXT.txt file in a text format.

### Navigation

From 1099 Advanced and Technical Operations (G0432), choose Export F1099T to IRSTAX.TXT



## 1099 Sample Forms 2019

This appendix includes the following sample forms:

- Appendix H.1, "1099 - Miscellaneous Income (Updated for 1099)"
- Appendix H.2, "1099 - Dividends and Distributions (Updated for 1099)"
- Appendix H.3, "1099 - Interest Income"

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

### H.1 1099 - Miscellaneous Income (Updated for 1099)

Figure H-1 1099 - Miscellaneous Income

9595		<input type="checkbox"/> VOID <input type="checkbox"/> CORRECTED		OMB No. 1545-0115	
PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.		1 Rents	\$	2019 Form 1099-MISC	
		2 Royalties	\$		
		3 Other income	\$		
PAYER'S TIN		RECIPIENT'S TIN		4 Federal income tax withheld	\$
RECIPIENT'S name		5 Fishing boat proceeds	\$	6 Medical and health care payments	\$
		Street address (including apt. no.)		7 Nonemployee compensation	\$
City or town, state or province, country, and ZIP or foreign postal code		9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/>		8 Substitute payments in lieu of dividends or interest	\$
Account number (see instructions)		FATCA filing requirement <input type="checkbox"/>	2nd TIN not <input type="checkbox"/>	10 Crop insurance proceeds	\$
15a Section 409A deferrals		15b Section 409A income		11	\$
\$		\$		12	\$
16 State tax withheld		13 Excess golden parachute payments		14 Gross proceeds paid to an attorney	\$
\$		\$		17 State/Payer's state no.	\$
18 State income				18 State income	\$
\$				18 State income	\$

Miscellaneous Income  
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Form 1099-MISC Cat. No. 14425J www.irs.gov/Form1099MISC Department of the Treasury - Internal Revenue Service  
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## H.2 1099 - Dividends and Distributions *(Updated for 1099)*

**Figure H-2 1099 - Dividends and Distributions**

9191  VOID  CORRECTED

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.		1a Total ordinary dividends		OMB No. 1545-0110	
		\$		<b>2019</b>	
PAYER'S TIN		1b Qualified dividends		Form 1099-DIV	
		\$			
RECIPIENT'S TIN		2a Total capital gain distr.		2b Unrecap. Sec. 1250 gain	
		\$		\$	
RECIPIENT'S name		2c Section 1202 gain		2d Collectibles (28%) gain	
Street address (including apt. no.)		\$		\$	
City or town, state or province, country, and ZIP or foreign postal code		3 Nondividend distributions		4 Federal income tax withheld	
		\$		\$	
Account number (see instructions)		5 Section 199A dividends		6 Investment expenses	
		\$		\$	
FATCA filing requirement		7 Foreign tax paid		8 Foreign country or U.S. possession	
<input type="checkbox"/>		\$		\$	
2nd TIN not.		9 Cash liquidation distributions		10 Noncash liquidation distributions	
<input type="checkbox"/>		\$		\$	
13 State		14 State identification no.		15 State tax withheld	
				\$	
				\$	
				\$	

Form **1099-DIV** Cat. No. 14415N [www.irs.gov/Form1099DIV](http://www.irs.gov/Form1099DIV) Department of the Treasury - Internal Revenue Service  
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**Dividends and Distributions**

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## H.3 1099 - Interest Income

**Figure H-3 1099 - Interest Income (Updated for 1099)**

9292  VOID  CORRECTED

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.		Payer's RTN (optional)		OMB No. 1545-0112	
				<b>2019</b>	
PAYER'S TIN		1 Interest income		Form 1099-INT	
		\$			
RECIPIENT'S TIN		2 Early withdrawal penalty		Copy A	
		\$			
RECIPIENT'S name		3 Interest on U.S. Savings Bonds and Treas. obligations		For Internal Revenue Service Center	
Street address (including apt. no.)		\$			
City or town, state or province, country, and ZIP or foreign postal code		4 Federal income tax withheld		5 Investment expenses	
		\$		\$	
Account number (see instructions)		6 Foreign tax paid		7 Foreign country or U.S. possession	
		\$		\$	
FATCA filing requirement		8 Tax-exempt interest		9 Specified private activity bond interest	
<input type="checkbox"/>		\$		\$	
2nd TIN not.		10 Market discount		11 Bond premium	
<input type="checkbox"/>		\$		\$	
12 Bond premium on Treasury obligations		13 Bond premium on tax-exempt bond		17 State tax withheld	
\$		\$		\$	
14 Tax-exempt and tax credit bond CUSIP no.		15 State		16 State identification no.	
				\$	
				\$	

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**Interest Income**

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