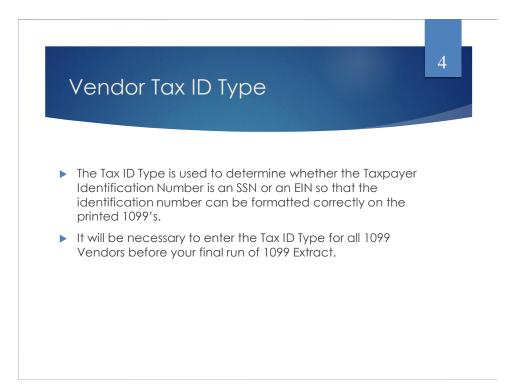
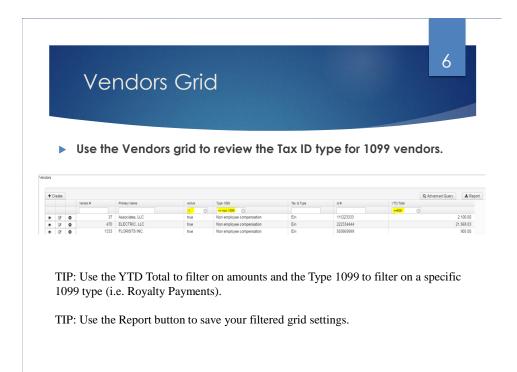


Where do I find Tax ID Type?

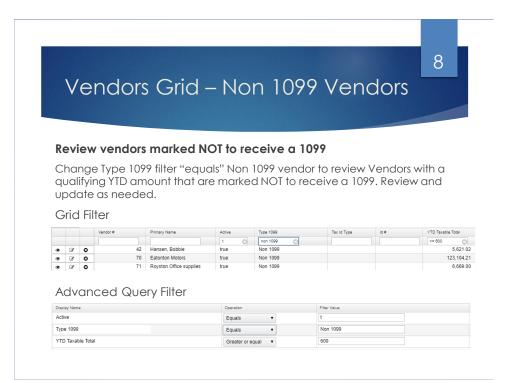
- Look at the vendor's W-9 form
- May Utilize the IRS Interactive Tin/Name matching program. This allows you to enter up to 25 TIN/Name combinations and get immediate results.
- Utilize the IRS Bulk TIN/Name matching program. This allows you to enter a file with results within 24 hours of the submission. It requires a file in a specific layout.
- See IRS Publication 2108A for specifics.

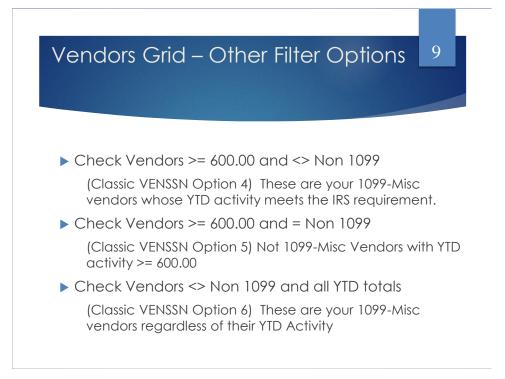






Ve	endors Grid - Ac	lvanced Qu	Jery
The A	dvanced Query can also be	used to locate 1099 Ve	ndors in the grid
Ac	tive - Equals - true		
Тур	be 1099 - Not equals - Non 1099	9	
YTE) Taxable Total – Greater or ec	jual – 600	
	ply Query		
	Query to use again		
	Note: Saved Queries are user-s	Specific	
Properties:	Display Name	Operation	Filter Value
Number Payee Id	Active	Equals	t
Primary Name Tax Id Text Type 1099 Version Web Address Withhold Child Support	Type 1099 YTD Taxable Total	Not equals Greater or equal	Non 1099 600
YTD Taxable Total YTD Total	Load Saved Query O 1099 Vendors	Save Query	





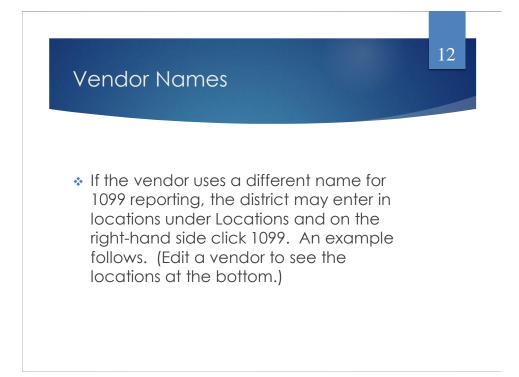


1099 Extract Report

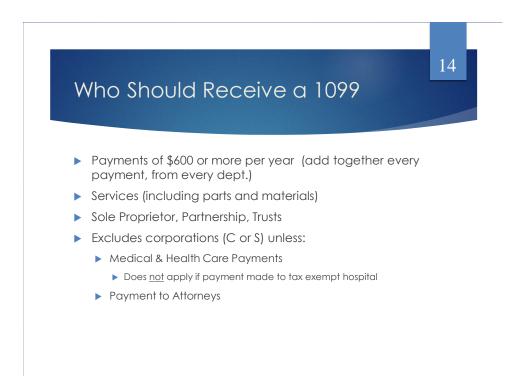
- Periodic/1099 Extract/Print Report
- Use to verify data prior to creating the tape file
- Defaults to Exclude Vendors with No Tax ID
- Subtotals by 1099 Type
- Note: This report cannot be run until the Posting Period for December 2019 has been created

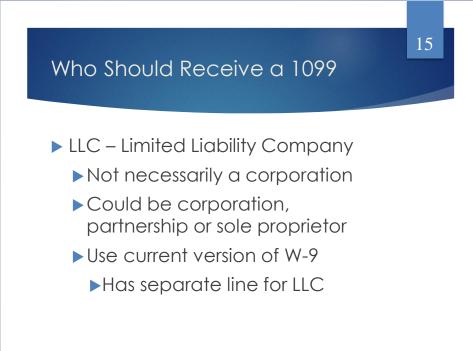
Dutput File Type:	IRS Format (TAP) 🔻
	Exclude Vendors With No Tax Id?
File Name:	Cotton_(Demo)_Schools_1099.TAP
Organization Federal TIN:	813116679
Organization Name (Line 1):	Cotton (Demo) Schools
Organization Name (Line 2):	Tim McGuire, Treasurer
Organization Address:	1795 Rains Park
Drganization City:	Patterson
Organization State:	OH
Organization Zip Code:	45084
Contact's Phone:	null
Payment Year	2019 🔻
Amount Type Limit:	600.00
Royalty Type Limit:	10.00
Payer Name Control:	
	🕹 Generate Extract File
	L Print Report

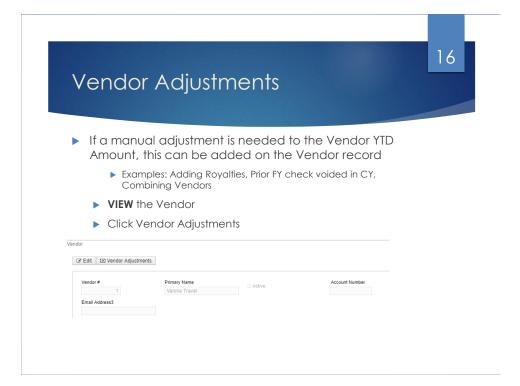
11



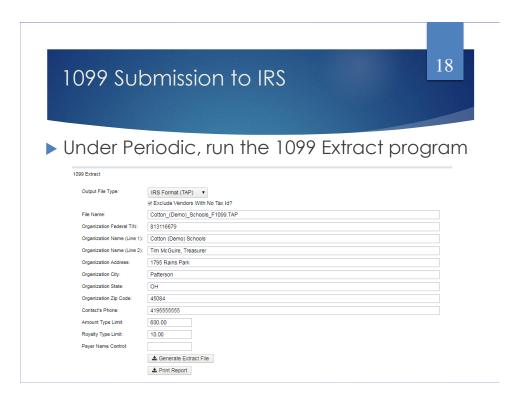
1099 L	OC	:a <u>t</u>	ions							13	3	
Classic Rade : City :	008888 Denise 1099:Di 123 Mai Sampler OH 55555	Statu 's Design enise Dav in Street ville	s		ESS INFORMATION			Vendor Num Na 2nd Na	Address Infor ber 886478 A me ABC CON- me 1099.FRA ess 12348 SAI	Ctive SULTI N SMI	NG TH	
			()				10000				
FAX Number: 10	() 199 INFO 1: 11122: Location	ERMATION	(YEAR-1 Calenda Fiscal	TO-DATE TOTALS ar:1000.0 :	-				•		
FAX Number: 10	() 199 INF0 1: 11122	RMATION 3333 SSN/	EIN: S Override: _	YEAR-1 Calenda	ar:1000.0	0 Phone		Fax		PO	Check	1000
FAX Number: 10	() 199 INFO 1: 11122: Location	ERMATION		YEAR-1 Calenda Fiscal	ar:1000.0	-	419555555			PO		
FAX Number: 10	() 199 INF0 1: 11122	ERMATION	Name	YEAR- Calenda Fiscal	ar:1000.0	Phone	419555555	Fax		PO		
FAX Number: 1 Type: <u>1</u> IDe	() 199 INF0 1: 11122	ERMATION	Name Name 1 Denise Davis	YEAR-1 Calenda Fiscal Address	ar:1000.0	Phone Phone		Fax Phone		P0		
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FAX Humber I Type: 1 10H How It Imports	() 99 INF01 111223 Location	IS Content	Name Name 1 Denise Davis	YEAR-1 Calenda Fiscal Line 1 Line 2 City State Zp	123 Main Street Sampleville OH	Phone Phone Extension		Fax Phone Extension			Check	1099
FAX Humber I Type: 1 10H How It Imports	() 99 INF01 111223 Location	ERMATION	Name Name 1 Denise Davis	YEAR-1 Calenda Fiscal Line 1 Line 2 City State Zp	123 Main Street Sampleville OH	Phone Phone Extension		Fax Phone Extension				
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FAX Number: 10	() 99 INF01 111223 Location	IS Content	Name 1 Danise Davis Name 2	YEAR-1 Calende Fiscal Line 1 Line 2 City State Zip Country Line 1 Line 2 City State Zip Country State Zip Country State Zip Country State	1000.0 : 123 Main Street Samplevite OH 5555 123 Main Street I23 Main Street	Phone Extension Country Code Phone Extension Phone Extension Extension Extension Extension Extension Phone Extension Phone Extension Phone Phone Extension Phone P	419555555	Fax Phone Extension Country Code Phone Extension			Check	1099

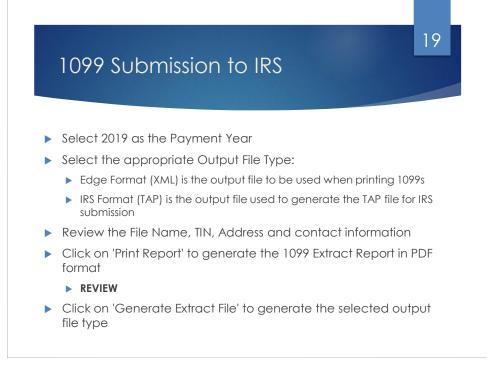


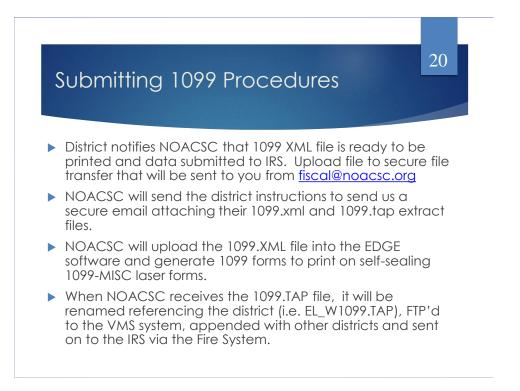


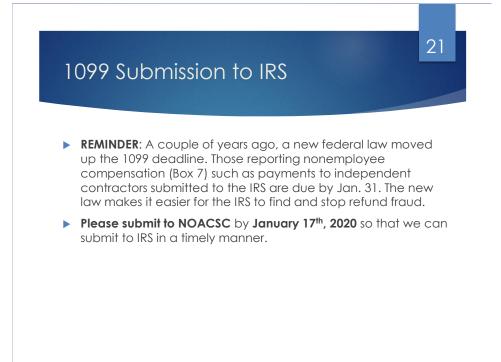


Ver	17 ndor Adjustments
+ Create	eate a new Adjustment
*	Amount can be positive or negative Check 'Taxable' box to update the YTD Taxable Total & YTD Total Unchecking 'Taxable' box will only update YTD Total Image: Cancel Date 12/1/19 Date 12/1/19 Image: Cancel Date Adjustment for Prior FY Void Image: Amount 124.89

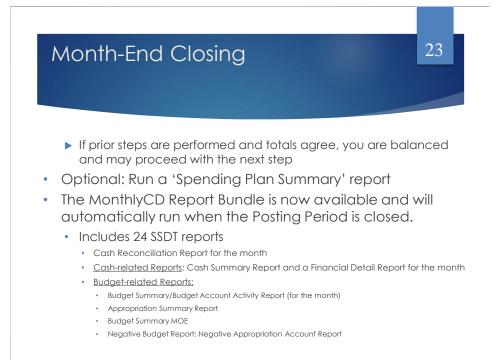




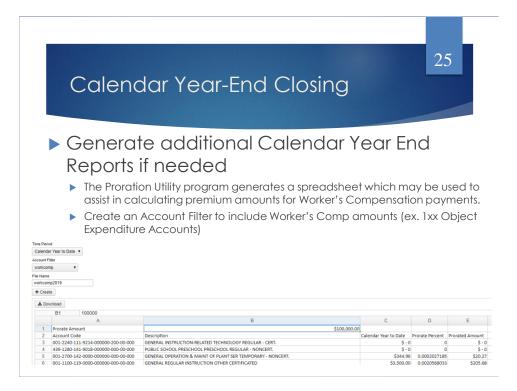




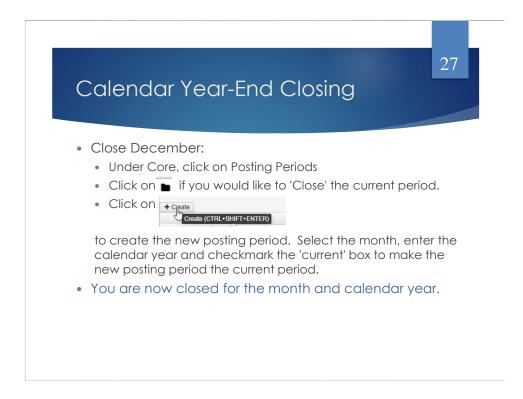














29 MonthlyCD Report Bundle Additional Notes: ▶ If you need to reopen a posting period, the MonthlyCD Bundle will automatically run again when the period is re-closed. Disable the bundle before reclosing OR Delete the previous Monthly Archive before re-closing > Wait until the bundle has completed before closing another month Closing a period will generate 24 reports, so you should refrain from running ► other reports while the bundle completes May take 30 mins or longer to run Can check the status in Job Scheduler This process should only be used for months going forward – There will be a way to regenerate the reports for previously closed periods in the future



