

# 1099 Processing

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# SOLUTIONS VIEW LEGEND

**SOLUTIONS VIEW**

**Functions**

- Prompt
- Export Data to Excel
- OnDemand
- Retrieve
- My Reports
- Public Inquiry
- .....
- Daily Processing
- Image Services

**Accounting**

- ▶ Accounting
- ▶ Payroll
- ▶ Budgeting
- ▶ Cash Balancing/Accrual Process
- ▶ Inventory
- ▶ 1099 Menu
- ▶ Dranage Accounting

**Real Estate**

- ▶ Real Estate
- ▶ Dranage Real Estate

**Navigation buttons**

- EXIT
- Previous
- OK

**View tool bar (left to right)**—change skins, remote support, start another session, print screen, copy text on screen to clipboard, refresh, help text, information, and exit.

**Sign on information** showing date, time, user ID, and if applicable, printer session.

**Sign off**—exits you from all programs and returns you to a sign on screen for this session.

**Function Keys**—can click on them or use keyboard F Keys

**Quick access to other menus**; these buttons change depending on your current menu

**Menu options**—click on the option or can key in the number visible in the hover information.

**Quick access buttons** for Word, Excel, Outlook, a calculator, My Computer, and My Documents

**Command line**—you can key beyond the 3 character spaces shown. The dropdown arrow can be used to show the most recent commands.

**Use the up/down arrows** to set the preferred size. The plus will place an icon on your desktop for your preferred size, color, and orientation.

**Click on the logo** to go to our website

**Connected 29 Aug at 15:15 pm as: BECKV**

## 1099 Processing

### SCREEN DEFAULTS

If you would like to save the screen defaults, once you have the screen filled in to your preference, press F24 to set the defaults. This way the next time that you enter the screen, the saved defaults will appear and you will not have to rekey it each time. F24 fields are noted by an ‘\*’ at the end of the field description. The ‘\*’ will be repeated throughout the manual to denote F24 capable fields.

### FUNCTION KEYS

These keys are the same throughout the book.

Lookup or Prompt: this is noted by a prompt button (...) after fields that you can do a lookup on

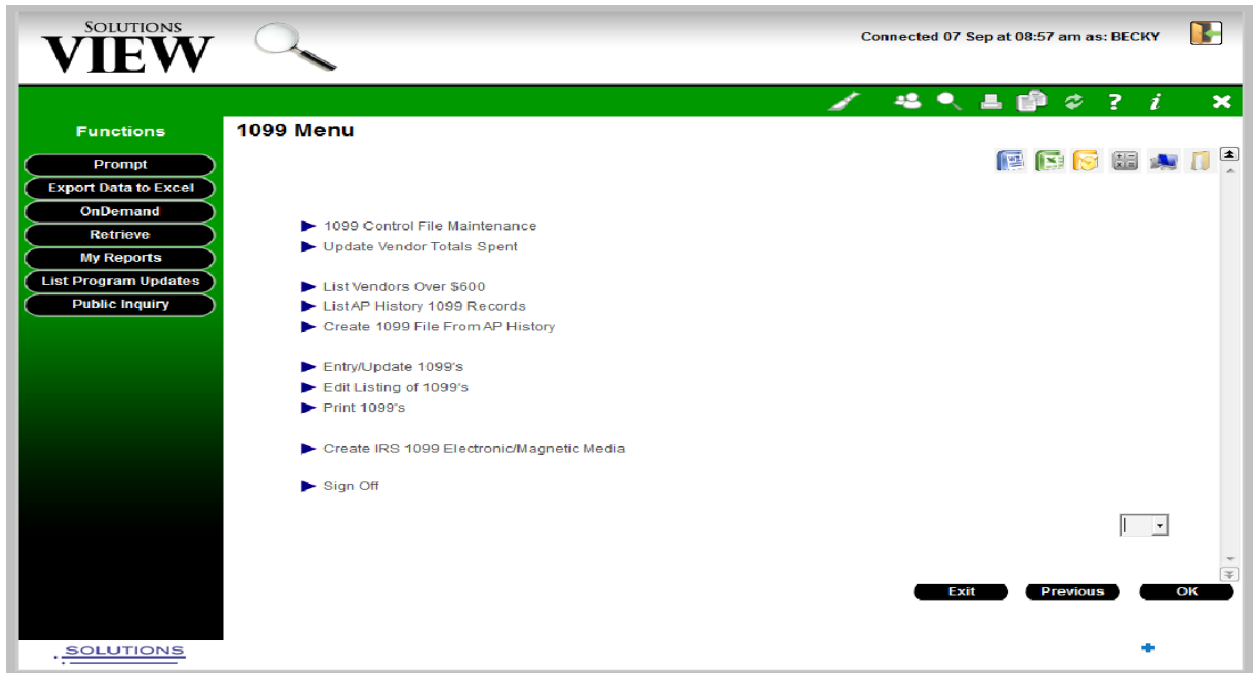
Submit: submits the report to batch and frees up your workstation while it is trying to print

Interactive: prints the report interactively while tying up your workstation

\*: denotes F24 capable fields where you can set the defaults

# 1099 Processing

## 1099 Processing



- You can access this menu from the Main Menu.
- The 1099 Processing program allows you to print 1099 Misc (Miscellaneous), 1099 S (Real Estate), 1099 Int (Interest), and 1099 R (Pension/Annuities) forms.
- You may use the system and AP history to help create your 1099 forms and/or you can manually key in the form information.
  - If you prefer to simply key in the 1099 form information, use the Entry/Update 1099s option.
  - If you would like to look through the AP history information and select items by claim line, you would use the Create 1099 File from AP History.
  - You may use either method or both methods to create your 1099 file.

## 1099 CONTROL FILE MAINTENANCE

**SOLUTIONS VIEW** Connected 07 Sep at 08:57 am as: BECKY

**Functions**  
Continue

**Auditors Accounting; 1099 Control File Maintenance**

Payer name: SOLUTIONS, INC.  
 Address: 2311 W 18TH ST, PO BOX 857  
 City/State/Zip: SPENCER IA 51301 0857  
 Contact name: BECKY OPPEDAL Phone: (712)262-4520  
 E-mail address: boppedal@gmdsolutions.com  
 Federal ID: 427116348  
 State ID: 427116348001  
 Transmitter Ctrl:   
 Tax Year: 2010

Exit

**SOLUTIONS**

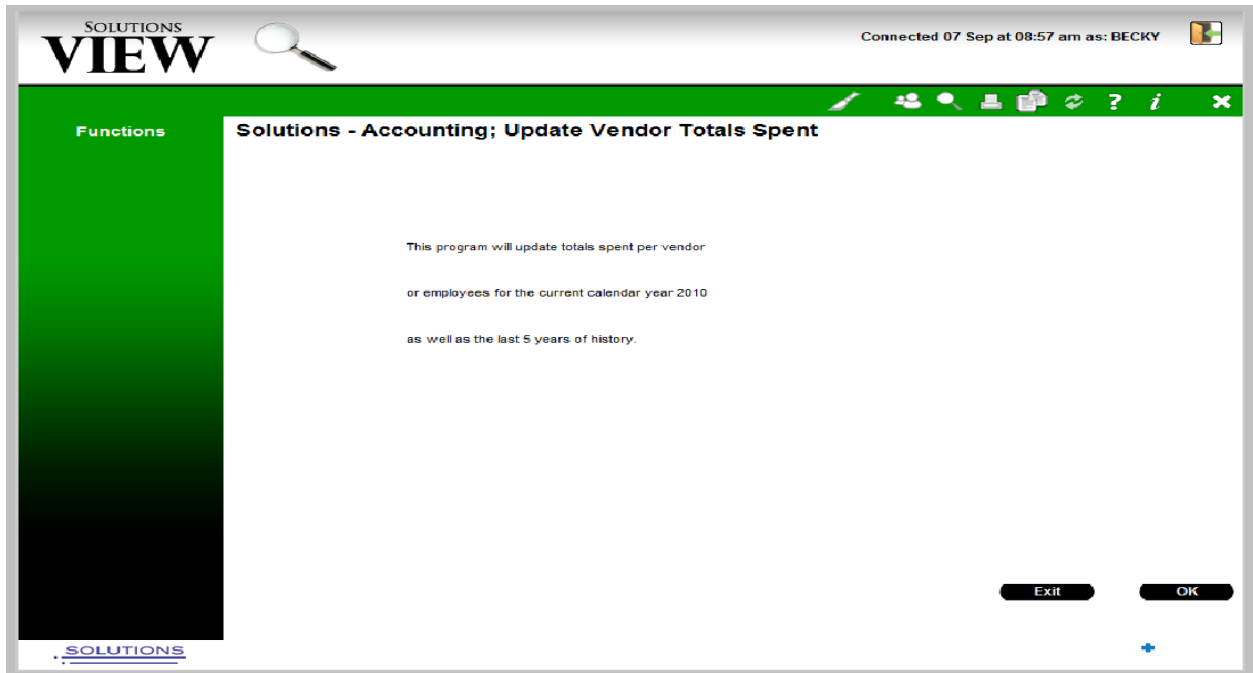
### PROGRAM NOTES:

- This file contains the payer information that will print on the 1099 forms and can be changed if necessary.

### FIELDS:

- Payer Name: this is the name of the entity that is issuing the 1099 forms.
- Address: this is the address of the 1099 provider.
- City/State/Zip: this is the city, state, and zip code of the 1099 provider.
- Contact Name: this is the name of the person that will be contacted if there are questions regarding an electronic submission.
- Phone: this is the telephone number of the entity that is providing the 1099s. This prints on the 1099 forms.
- E-Mail Address: this is the email of the person that will be contacted if there are questions regarding an electronic submission.
- Federal ID: this is the federal identification number of the entity that is providing the 1099s.
- State ID: this is the state identification number of the entity that is providing the 1099s.
- Transmitter Ctrl: (TCC) this is the number that is given to the entity by the IRS once the entity files to be eligible for electronic submission. To obtain this number, a form 4419 must be submitted to the IRS.
- Tax Year: this is the tax year for which the 1099s are being created. This is the default year that will appear on the rest of the menu options. **Change as necessary.**

## UPDATE VENDOR TOTALS SPENT



### PROGRAM NOTES:

- This program will go through your accounts payable history file and put the correct totals in the correct calendar year in the Vendor Master File.
- This option can be run whenever and can be run more than once. If you run it in December, your vendor totals are not going to change—as all your AP transactions are in the correct year. If you run it in January, your vendors totals will move back a year.
- If you run your Vendors Over \$600 in January, you will want to run this option first.
- No one should be in the Vendor Master File while this is being run, including doing inquiries.
- If you have an older system, this could take a while to run. In this case, you would probably want to run while you are at lunch or overnight.
- This option can be run more than once.

## 1099 Processing

### VENDORS OVER \$600

**SOLUTIONS VIEW** Connected 07 Sep at 08:57 am as: BECKY

**Functions**  
Lookup

**Solutions - Accounting; Vendors over \$600**

Select year:  Current year (2010)  
 Last year (2009)  
 2 years ago (2008)  
 3 years ago (2007)  
 4 years ago (2006)  
 5 years ago (2005)

Check 1099 print flag:   
Include drainage:   
Print address:

Printer ID: P4  
# of Copies: 5  
Hold spool file:   
Print Both Sides:  No  Duplex  Tumble  
OnDemand:  No  Prt&OnD  OnD Only

Exit OK

#### PROGRAM NOTES:

- Use this option to generate a listing of vendors with whom the county has spent over \$600 in the calendar year. Use this listing to see which vendors require a 1099 form.
- For an accurate listing after the end of the calendar year, you will need to have run the option to 'Update the Vendor Totals Spent'.
- You can use this listing to 'spot check' the vendor history to double check for accuracy.
- If you use the 1099 Print Flag field in your vendor master file, you can use this listing to just select those vendors.
- If you would like to save the screen defaults, once you have the screen filled in to your preference, press F24 to set the defaults. This way, the next time that you enter the screen, the saved defaults will appear and you will not have to rekey it each time. F24 fields are noted by an "\*" at the end of the field descriptions below. The \* will be shown on all applicable fields from here forward in this manual.

#### FIELDS:

- Select Year: select the year you prefer to print. Can use 'Last Year' when running in January for 1099s.\*
- Check 1099 Print Flag: check the box to have the program only look at vendors with a 'Y' in the Print 1099 field in the Vendor Master File. Otherwise, leave blank.\*
- Include Drainage: check the box if you have the Drainage Accounting Module and would like drainage totals included on the listing. There will be a column for the regular accounting totals, the drainage totals, and then a grand total. Otherwise, leave blank.\*
- Print Address: check the box if you would like to print the vendor address. Otherwise, leave blank.\*

## 1099 Processing

- Printer ID: defaults to the job default printer.\*
- # of Copies: designate the number of copies you wish to print.\*
- Hold Spool File: check the box if you would like spool file held until you release it to print.\*
- Print Both Sides: select no, select duplex (bind on the long edge), or select tumble (bind on the short edge).\*
- OnDemand Options: select no to print the listing, select Print & OnD to both print the report and send a copy to OnDemand, or select OnD Only to send the report to OnDemand without printing.\*

### Vendors Over \$600 Sample Listing (Include Drainage, Do Not Print Address)

APPPPPFR		Vendors over \$600				1
8/23/04 15:07:25						
Solutions, Inc.						
SS#/Fed ID#	Vendor# Name	City State	Accounting	Drainage	Last Year Total Spent	
123-45-6789	V 29 A & M Laundry Inc.	Spencer IA	2,214.58	.00	2,214.58	
	V 1831 ABC Computers Plus	Spencer IA	12,677.65	.00	12,677.65	
40-7003137	V 1104 Abel Farm Drainage, Inc.	Greenville IA	29,165.38	4,364.50	33,529.88	
	V 629 Ace Hardware	Spencer IA	3,163.03	.00	3,163.03	
	V 1037 Adventureland Inn	Des Moines IA	616.59	.00	616.59	
	V 1385 AFLAC	Columbus GA	18,688.06	.00	18,688.06	
40-4204360	V 452 Airgas North Central	Chicago IL	3,297.33	.00	3,297.33	
	V 2882 All-American Turf Beauty	Van Meter IA	607.83	.00	607.83	
	V 550 Alliant Energy	Madison WI	6,435.93	.00	6,435.93	
	V 3118 Allied Document Solutions	Des Moines IA	7,754.78	.00	7,754.78	
	V 2625 Alpha Wireless Comm	North Mankato MN	21,902.64	.00	21,902.64	
	V 88 Aquila	Kansas City MO	44,429.47	.00	44,429.47	
	V 1039 Arch Wireless	Dallas TX	1,105.80	.00	1,105.80	
42-1181662	V 197 Architects Collaborative	Spencer IA	9,340.56	.00	9,340.56	
36-2897743	V 18 Arnold Motor Supply	Spencer IA	8,390.37	.00	8,390.37	
	V 660 Arts on Grand	Spencer IA	1,000.00	.00	1,000.00	
	V 324 Ayrshire Farmers Mutual Tele	Ayrshire IA	2,322.10	.00	2,322.10	
	V 22015 Bank of America	Tampa FL	761.51	.00	761.51	
	V 3277 Bank of America NA	Dallas TX	93,183.06	.00	93,183.06	
	V 4016 Barnes Distribution	Palatine IL	950.12	.00	950.12	
485-76-6281	V 3516 Bill Caskey	Spencer IA	1,715.00	.00	1,715.00	
	V 2055 Bill Stevenson Const, Inc	Spencer IA	375.00	285.00	660.00	
	V 3598 Bloom P&H, LLC	Royal IA	1,137.66	.00	1,137.66	
42-1115349	V 1276 BOJI Information Systems, Inc	Spencer IA	9,181.18	.00	9,181.18	
	V 2767 U S Postal Service	Carol Stream IL	7,000.00	.00	7,000.00	
	V 1 U S Postmaster	Spencer IA	4,388.88	.00	4,388.88	
	V 3512 UAP Timberland, LLC	Monticello AR	18,141.70	.00	18,141.70	
	V 3466 Unicare Health Plans-Dental	Chicago IL	14,962.95	.00	14,962.95	
52-0913817	V 3280 UniCare Health Plans	Chicago IL	288,071.11	.00	288,071.11	
36-3163714	V 1879 Union Pacific Railroad Co.	Omaha NE	5,000.00	.00	5,000.00	
	V 60 United Farmers Telephone	Everly IA	5,340.00	.00	5,340.00	
	V 1227 Upper Des Moines O E O	Graettinger IA	19,600.00	.00	19,600.00	
	V 369 Utility Equipment Co	Bettendorf IA	1,171.95	.00	1,171.95	
	V 2005 Van Diest Supply Co	Webster City IA	11,118.08	.00	11,118.08	
40-3408834	V 1262 Vander Haag's Inc	Spencer IA	884.16	.00	884.16	
	V 1296 Vanguard Appraisals	Cedar Rapids IA	10,377.00	.00	10,377.00	
42-1044017	V 99 Village N. W. Unlimited	Sheldon IA	34,931.47	.00	34,931.47	
	V 3530 VISA	Madison WI	6,552.11	.00	6,552.11	
	V 1016 Vogel Traffic Services	Orange City IA	20,795.75	.00	20,795.75	
42-0792935	V 219 Warner Funeral Home	Spencer IA	9,677.66	.00	9,677.66	
	V 323 Webb-Dickens Telephone Co	Sanborn IA	7,494.27	.00	7,494.27	
	V 794 West Bend Elevator Co	West Bend IA	11,185.82	.00	11,185.82	
	V 3357 West Des Moines Marriott	West Des Moines IA	1,248.10	.00	1,248.10	
	V 455 West Payment Center	Carol Stream IL	14,061.65	.00	14,061.65	
41-2431350	V 854 Wheeler Lumber LLC	St Paul MN	697.60	.00	697.60	
	V 3407 Winkleblack's	Spencer IA	948.37	.00	948.37	
42-1173624	V 845 Winther Stave & Co.	Spencer IA	16,406.50	.00	16,406.50	
	V 22013 Xerox Corporation	Chicago IL	5,238.88	.00	5,238.88	
41-2431350	V 105 Zalaznik Equipment Corp	Greenville IA	643.25	.00	643.25	
41-1884970	V 1180 Zee Medical Service Co	Chesterfield MO	1,117.29	.00	1,117.29	
41-1132440	V 42 Zenor & Houchins	Spencer IA	36,075.79	.00	36,075.79	
	V 555 Zep Manufacturing Co	Palatine IL	2,437.93	.00	2,437.93	
	V 837 Ziegler Inc	Des Moines IA	743.70	.00	743.70	
41-1132440	V 1092 Ziegler Inc	Minneapolis MN	257,460.28	.00	257,460.28	
End of report						

## 1099 Processing

### LIST AP HISTORY 1099 RECORDS

The screenshot shows the SOLUTIONS VIEW software interface. At the top, it says 'SOLUTIONS VIEW' and 'Connected 08 Sep at 08:11 am as: BECKY'. The main title is 'Auditors Accounting; List AP History 1099 Records'. On the left, there is a 'Functions' menu with 'Lookup' selected. The main area contains a form with the following fields and options:

- Tax Year: 2010
- 1099 Type: (Blank for all)
- Printer ID: P4
- Hold spool file:
- Print Both Sides:  No,  Duplex,  Tumble
- OnDemand:  No,  Prt&OnD,  OnD Only

Buttons for 'Exit' and 'OK' are located at the bottom right of the form area.

#### PROGRAM NOTES:

- Use this option to produce a listing based on the information in the Accounts Payable History File—if you enter in a 1099 form type on individual claim lines during claims processing. The listing will show a total by vendor for each 1099 type entered.
- You can run the listing for all 1099 types or enter in a specific type.
- The AP History total will also be displayed in the Entry/Update 1099 screen when entering a 1099 for the listed vendors—‘E’ and ‘V’ type vendors only.
- This listing is sorted by 1099 type and then by the alpha search name for the vendor.

#### FIELDS:

- Tax Year: defaults to the tax year set in the 1099 control file. It can be changed if necessary.
- 1099 Type: enter in a specific form type or leave blank for all. Use the lookup/browse button to see valid types.
- Printer ID: defaults to the job default printer.\*
- Hold Spool File: check the box if you would like spool file held until you release it to print.\*
- Print Both Sides: select no, select duplex (bind on the long edge), or select tumble (bind on the short edge).\*
- OnDemand Options: select no to print the listing, select Print & OnD to both print the report and send a copy to OnDemand, or select OnD Only to send the report to OnDemand without printing.\*

# 1099 Processing

## List AP History 1099 Records Sample

Date - 2/23/05  
Time - 9:49:09

List AP History 1099 Records

Program - AA6030  
Page - 1

SS#/Fed ID #	Vendor #	Vendor Name	1099 Type	Amount
	V 311	Helen's Comm Laundry Inc	G Government Payments	138.55
				-----
	V 550	Alliant Energy	I Interest	138.55
42-0840465	V 94	Seasons Center	I Interest	164.42
42-1022104	V 101	Sunshine Services Inc.	I Interest	5,130.00
				1,264.18
				-----
	V 1216	A T & T	M Miscellaneous	6,558.60
	V 629	Ace Hardware	M Miscellaneous	13.52
40-4204360	V 452	Airgas North Central	M Miscellaneous	3.09
	V 2625	Alpha Wireless Comm	M Miscellaneous	31.47
	V 88	Aquila	M Miscellaneous	226.85
36-2897743	V 18	Arnold Motor Supply	M Miscellaneous	478.34
	V 2731	Barb Rupert	M Miscellaneous	104.58
48-0662517	V 118	Cindy S. Cook-Ct Reporter	M Miscellaneous	6.00
	V 154	City of Everly	M Miscellaneous	364.00
42-1414487	V 912	Greer Law Office	M Miscellaneous	460.66
	V 269	IA Dept of Human Services	M Miscellaneous	66.44
40-4204360	V 342	Lakes Propane Gas Co	M Miscellaneous	545.56
	V 117	Nishna Productions Inc	M Miscellaneous	1,325.00
	V 1237	NW IA Youth Emergency Serv Ctr	M Miscellaneous	971.97
42-1277131	V 564	Plymouth Life Inc	M Miscellaneous	6,150.00
	V 143	Snap On Tools Corp	M Miscellaneous	899.00
	V 3722	SoftChoice Corporation	M Miscellaneous	7.40
13-3379310	V 418	Solutions, Inc	M Miscellaneous	438.00
36-2897743	V 53	Spencer Mun Utilities	M Miscellaneous	3,600.50
	V 2	Standard Printing & Design Inc	M Miscellaneous	2,000.00
	V 2857	Staples Credit Plan	M Miscellaneous	10.00
42-1022104	V 101	Sunshine Services Inc.	M Miscellaneous	73.87
				5,056.72
				-----
	V 80	Fidlar Companies	S Real Estate	22,832.97
	V 269	IA Dept of Human Services	S Real Estate	611.49
40-3408834	V 436	Qwest Interprise America, Inc.	S Real Estate	3,808.63
42-1022104	V 101	Sunshine Services Inc.	S Real Estate	14,181.37
				1,264.18
				-----
	V 550	Alliant Energy	T Real Estate	19,865.67
				35.51
				-----
				35.51

## 1099 Processing

### CREATE 1099 FILE FROM AP HISTORY RECORDS

The screenshot shows the SOLUTIONS VIEW software interface. The title bar indicates the user is connected on 08 Sep at 08:11 am as BECKY. The main window title is "Auditors Accounting: Create 1099 File From AP History". The interface includes a green sidebar with "Functions" and a main content area with the following fields:

Tax Year	<input type="text" value="2010"/>
Check 1099 Print Flag	<input type="checkbox"/>
Misc Code	<input type="text"/>
Spent Over \$	<input type="text" value="600.00"/>

At the bottom right, there are "Exit" and "OK" buttons. The SOLUTIONS VIEW logo is visible in the bottom left corner of the window.

#### PROGRAM NOTES:

- This option uses the information in the Accounts Payable History File and the Drainage Accounts Payable History File (if applicable) to create a list of vendors on the screen from which you can create the 1099s.
- This option can be run multiple times with different selection criteria to display all vendors you would like to work with. Each time you run this option, the 1099 vendor list is re-created.
- Any claim lines that have a 1099 indicator (M, I, R, or S) on them will be shown regardless of the Spent Over \$ amount entered.
- Press enter to create the file.

#### FIELDS:

- 1099 Tax Year: defaults to the tax year in the 1099 Control File. Can be changed if necessary.
- Check 1099 Print Flag: check the box if you would like to only include vendors that have the 1099 print flag field filled in the Vendor Master File.\*
- Misc Code: enter in a specific Misc Code from the Vendor Master File to only include those vendors. Otherwise, leave blank.
- Spent Over \$: you can enter a minimum dollar amount to search by to shorten the list. However, if a 1099 type had been indicated during claims processing then that item will be shown regardless of the amount.

# 1099 Processing

## 1099 WORK FILE

**Functions**  
Sort by Vendor #

**Auditors Accounting**

Position to name

Sel	Vendor	Name	Amount	1099 Type
V	1302	ANDERSON PRINT GROUP	745.61	
V	18	ARNOLD MOTOR SUPPLY	2989.33	
V	660	ARTS ON GRAND	1000.00	
V	5105	ASSET PROTECTION SERVICES	1680.00	
V	4297	AUTO GLASS CENTER	1828.57	
V	4297	AUTO GLASS CENTER	290.90	M Misc
V	324	AYRSHIRE FARMERS MUT TELE	1350.56	
V	3948	A1 TECH SOLUTIONS	3175.00	
E	114	BADER, BETH	717.95	
V	4879	BAKER GROUP	10405.48	
V	1028	BARCO MUNICIPAL PRODUCTS	1171.70	
V	4016	BARNES DISTRIBUTION	1073.91	
E	18122	BARR, DAVE	2856.54	
V	4050	BELINMCCORMICK	19910.36	
V	2358	BENNETT RADIATOR COMPANY	1487.50	

**Grid legend**  
1=Select

Exit Previous OK

### PROGRAM NOTES:

- This screen displays the activity in the Accounts Payable History File for the tax year select and criteria selected. Vendors will be selected if their total is over the amount specified on the select screen and if they have a transaction with a 1099 indicator—regardless of the amount.
- You may have a vendor shown more than once if you have AP history both with and without a 1099 indicator—such as vendor 4297 shown above. Drainage accounting amounts are also included in the vendor totals.
- If you would like to create a 1099 for a vendor, put a character in the ‘Sel’ column. For any vendor that you do not want to create a 1099 for, simply do not select the vendor.
- If you have already created a 1099 for a vendor and come back into this option, ‘\*\*\*’ will be displayed to the right of the 1099 type.
- You can sort by vendor number or alpha search name. The Position To field changes accordingly.

# 1099 Processing

## VENDOR AP DETAIL HISTORY

**SOLUTIONS VIEW** Connected 08 Sep at 14:37 pm as: BECKY

**Functions**  
Select All

**Auditors Accounting; Vendor AP Detail History**

Vendor # V 912 GREER LAW OFFICE Tax Year 2010

Sel	Claim #	Date	Amount	Description	1099	Disb#
	80930	01/26/10	75.00	attmny fee-mkni		120226
	80948	02/09/10	45.00	attmny fee-sblu		120534
	80972	02/23/10	75.00	attmny fee-fel		120733
	80994	03/09/10	75.00	attmny fee-skuy		121022
	80994	03/09/10	75.00	attmny fee-jpet		121022
	81040	04/06/10	75.00	attmny fee-crab 2/22 to 3/25		121523
	81040	04/06/10	75.00	attmny fee-lmcg 3/8/10		121523
	81104	05/18/10	75.00	attmny fee-fphi		122185
	81153	06/15/10	75.00	attmny fee-jpet		122706
	81170	06/29/10	75.00	attorney fee-wlet		123089
	81189	07/13/10	1317.38	attmny fee-fphi 3/30-4/28/10		123339
	81189	07/13/10	199.38	attmny fee-fphi 4/29-5/17/10		123339
	81189	07/13/10	85.53	attmny fee-fphi 6/1-28/10		123339
	81189	07/13/10	75.00	attmny fee-tsld 6/24-30/10		123339
	81189	07/13/10	37.50	attmny fee-tham 6/10-15/10		123339

Grid legend  
1-Select

Exit Previous OK

SOLUTIONS

### 11PROGRAM NOTES:

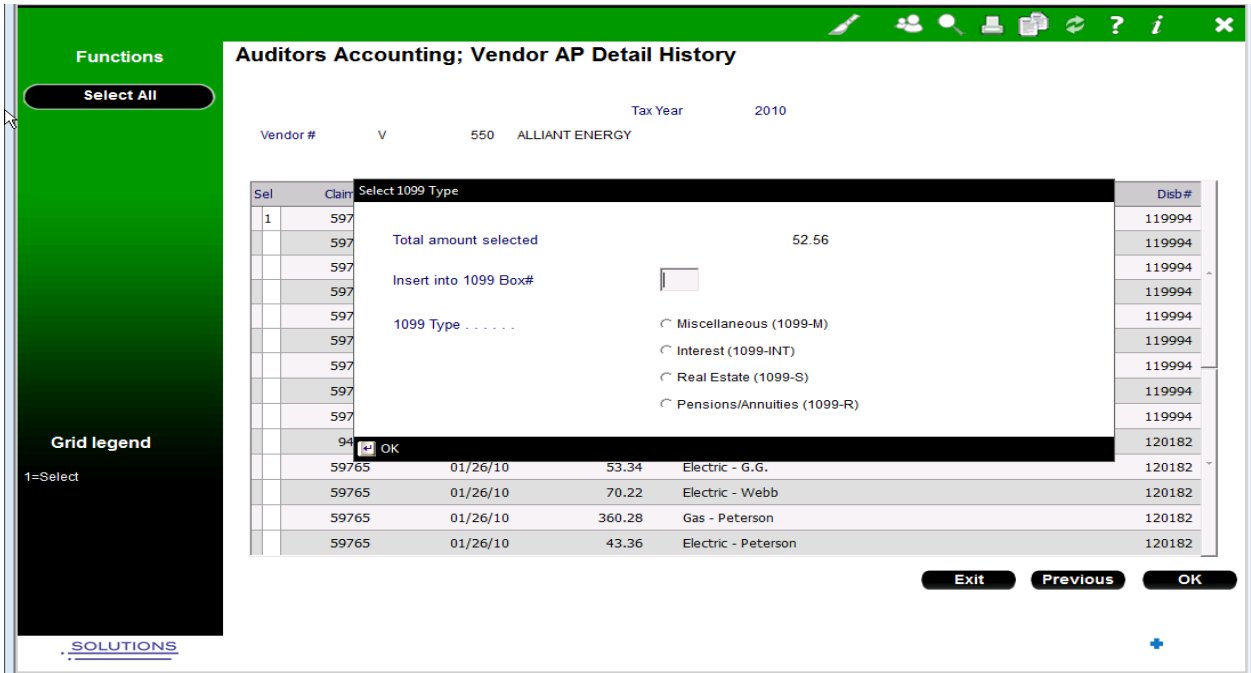
- This displays all items in the Accounts Payable History file for the selected vendor for the tax year you are working with.
- Put a character in front of any items that you would like included on a single 1099 form.
- You may use the Select All function if you would like all of the AP history items included on the 1099.
- Once you press enter, you will be prompted as to which type of 1099 form you would like created and which box you would like the information enter into.

### FIELDS:

- Sel: enter in a character to select the items you wish to have included on a single 1099 form.

# 1099 Processing

## SELECT 1099 TYPE



### PROGRAM NOTES:

- This screen displays the total amount selected.
- You must indicate which box to enter the amount into and which 1099 type to create. If there was a 1099 type indicated during claims processing that type will be filled in, but can be changed if necessary. However, if you are coming back into this option after having already created a 1099 for this vendor, the 1099 type will not be input capable.
- Press enter to create the 1099 for this vendor and to return to the listing of vendors.

### FIELDS:

- Insert into 1099 Box #: enter in the box number you wish the amount to be entered into.
- 1099 Type: select the appropriate 1099 type.

# 1099 Processing

## ENTRY/UPDATE OF 1099 FORMS

The screenshot shows the SOLUTIONS VIEW software interface. At the top, it says "SOLUTIONS VIEW" with a magnifying glass icon and "Connected 08 Sep at 16:49 pm as: BECKY". The main title is "Auditors Accounting; Entry/Update 1099 Payees". On the left, there is a "Functions" menu with buttons for "Lookup", "Change Tax Year", and "Display 1099s". The main area has a "Tax Year" field set to "2010". Below that is a "Payee #" field with a dropdown menu showing "V" and a "1099 Type" field with radio button options: "Miscellaneous (1099-M)", "Interest (1099-INT)", "Real Estate (1099-S)", and "Pensions/Annuities (1099-R)". At the bottom right, there are "Exit" and "OK" buttons.

### PROGRAM NOTES:

- This is the 1099 file that has been created through the 'Create 1099 File From AP History' or from any 1099s you have manually entered.
- To see 1099s that have already been created, use the Display 1099s function.
- You can change the tax year to see previous years' 1099s. (Going forward, the 1099 history will remain from year to year.)

### FIELDS:

- Payee #: defaults to type V but can be changed. Use the lookup/browse button to see available options. If you chose a V or an E type vendor, you will be using the auditor's Vendor Master File. If you chose a vendor type of D or R, you will be using the treasurer's Customer Master File. You can also chose type I; this will use the treasurer's investor/tax sale bidder. Once you have the correct vendor/customer type entered, enter in the corresponding vendor/customer number. Use the lookup/browse button to see available options.
- 1099 Type: select the appropriate 1099.

# 1099 Processing

## DISPLAY 1099 FILE

**SOLUTIONS VIEW** Connected 08 Sep at 16:49 pm as: BECKY

**Functions**

Create 1099's  
Subset

**Auditors Accounting; 1099 Look-up**

Tax Year 2010

Position to

Opt	Payee	Name	1099 Type	ID#
V	912	GREER LAW OFFICE	M Miscellaneous	42-1414487
V	1161	HAGEDORN CONSTRUCTION	M Miscellaneous	123-45-6789
V	4712	NANCY BELL	S Real Estate	485-22-3333
V	3278	SORENSEN, DOUG & PAT	M Miscellaneous	45-1254844

Grid legend  
2=Update  
4=Delete

Exit OK

SOLUTIONS

### PROGRAM NOTES:

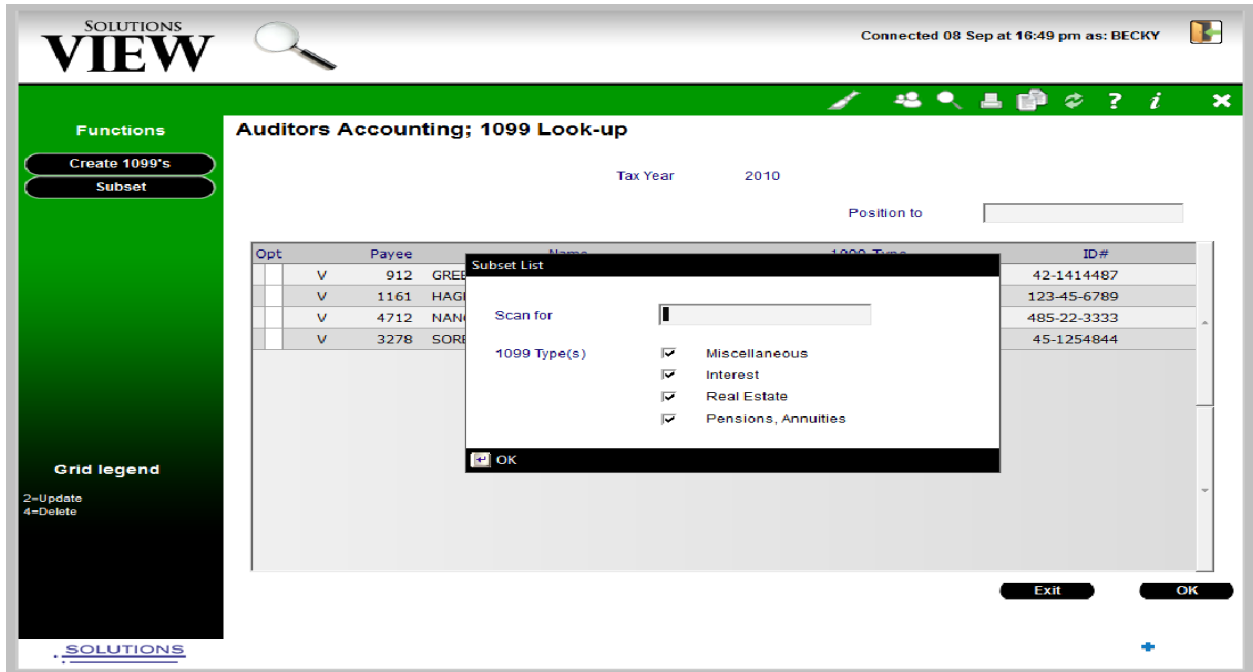
- Use this program option to see 1099s that have already been created or manually entered.
- You can also add new 1099s here. This will display the entry/update screen. Or, you can edit existing 1099s.
- You can delete existing 1099s by putting a '4' in front of the desired items.

### PROGRAM OPTIONS:

- 2=Update: put a '2' in front of the record/s you wish to update. This will take you to the entry/update screen.
- 4=Delete: put a '4' in front of the record/s you wish to delete.

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## SUBSET



### PROGRAM NOTES:

- Use this option to subset the 1099 file.
- You can subset by a character string and for a specific 1099 type or types.

### FIELDS:

- Scan For: enter in the character string that you wish to scan for.
- 1099 Type: select the appropriate 1099 type/s.

# 1099 Processing

## TYPE M

**SOLUTIONS VIEW** Connected 08 Sep at 16:49 pm as: BECKY

**Functions**

- Address Maint
- Delete
- Display AP History

**Auditors Accounting; Entry/Update 1099 Payees**

Payee # V 7654321 OPPEDAL Tax Year 2010

1099 Type M Miscellaneous AP Hist 1099 Total .00

SS # 000-00-0000 or Federal Tax ID # 00-0000000

1.	.00	Rents		
2.	.00	Royalties		
3.	.00	Other income		
4.	.00	Federal income tax withheld		
5.	.00	Fishing boat proceeds		
6.	.00	Medical and health care payments		
7.	.00	Nonemployee compensation		
8.	.00	Substitute payments in lieu of dividends or interest		
9.		Payer made direct sales of \$5000 or more		
10.	.00	Crop insurance proceeds		
13.	.00	Excess golden parachute payments		
14.	.00	Gross proceeds paid to an attorney		
15a.	.00	Sec409A deferrals	15b.	.00 Sec409A income
16.	.00	State income tax w/h	18.	.00 State income

Exit Previous OK

### PROGRAM NOTES:

- Use the type M option to enter or edit the 1099 information for vendors that are to be given 1099 Misc forms.
- To change an address for 1099 purposes only, use the Address Maint to access the vendor address information. This does not change the address information in the Vendor Master File.
- Click Delete to completely delete a 1099 from the file.
- The AP Hist 1099 Total is the amount in Accounts Payable History that has been assigned a 1099 type. This is only a displayed amount. You can display and select from the Accounts Payable history for this particular vendor. This option is only available on V and E type vendors.
- Press enter to update/accept the information.

### FIELDS:

- SS #/Federal Tax ID #: enter in the recipient's social security number or federal tax ID number. If this information is in the Vendor Master File, the program will display the information. The treasurer's Customer Master File does not contain this information and it will need to be keyed in manually. It can be overridden if necessary. If both of these fields are left blank, you will receive a warning message at the bottom of the screen stating this.
- Fields 1-18: these fields correspond directly to the input fields on the 1099 Misc form.

# 1099 Processing

## ADDRESS MAINTENANCE

**SOLUTIONS VIEW** Connected 08 Sep at 16:49 pm as: BECKY

**Functions**

- Address Maint
- Delete
- Display AP History

**Auditors Accounting; Entry/Update 1099 Payees**

Payee # V 7654321 OPPEDAL Tax Year 2010  
1099 Type M Miscellaneous AP Hist 1099 Total .00

SS #

1. Search OPPEDAL  
2.  
3. Name 1 REBECCA OPPEDAL  
4. Name 2 C/O SOLUTIONS, INC.  
5. Address 17544 W DAHLIA DRIVE  
6. NO PO BOX  
7. City SURPRISE State AZ Zip 85388  
8. Changing this name and address will ONLY change the name and address for the 1099 file and NOT the vendor file.  
9.  
10. OK  
11.  
12.  
13.  
14. .00 Gross proceeds paid to an attorney  
15a. .00 Sec409A deferrals 15b. .00 Sec409A income  
16. .00 State income tax w/h 18. .00 State income

Exit Previous OK

### PROGRAM NOTES:

- This displays the address information from the Vendor/Customer Master File. Changing the information here will not change the information in the Vendor/Customer Master File.
- Press enter to process any changes.

### FIELDS:

- Search: this field is the search name in the Vendor/Customer Master File. If you intend to file your 1099s electronically, the search names MUST be in the format of last name comma first.
- Name 1 and 2: these fields display the names information from the Vendor/Customer Master File. These are the names that will print on the 1099 form. These can be changed if necessary.
- Address, City, State, and Zip: these fields contain the address of the vendor/customer and can be changed if necessary.

# 1099 Processing

## DISPLAY AP HISTORY

**SOLUTIONS VIEW** Connected 09 Sep at 12:13 pm as: BECKY

**Functions**  
Select All

**Auditors Accounting; Vendor AP Detail History**

Vendor # V 418 SOLUTIONS Tax Year 2010  
1099 Type M Miscellaneous (1099-M)

Sel	Claim #	Date	Amount	Description	1099	Disb #
<input type="checkbox"/>	9258	01/12/10	115.00	DP viruse removal		120108
<input type="checkbox"/>	9298	01/12/10	28.75	Shrif chg network setting		120108
<input type="checkbox"/>	9313	01/12/10	207.00	Infoprint 1532 warranty		120108
<input type="checkbox"/>	9258	01/12/10	500.00	DP web hosting		120108
<input type="checkbox"/>	9409	01/26/10	640.00	DP Cisco SMART contract		120309
<input type="checkbox"/>	9421	01/26/10	4466.00	DP computers (6)		120309
<input type="checkbox"/>	9437	01/26/10	868.08	DP computer CPC		120309
<input type="checkbox"/>	9462	01/26/10	764.00	DP computer		120309
<input type="checkbox"/>	80925	01/26/10	8.63	labor on Kims computer		120309
<input type="checkbox"/>	9409	01/26/10	447.40	DP VIEW licen maint renewal		120309
<input type="checkbox"/>	9421	01/26/10	115.00	DP setup netbk		120309
<input type="checkbox"/>	9437	01/26/10	314.64	DP Symantec bkup maint renewl		120309
<input type="checkbox"/>	9462	01/26/10	851.00	DP Computer ZSS		120309
<input type="checkbox"/>	80925	01/26/10	20.12	labor on Kims computer		120309

Grid legend  
1=Select

Exit Previous OK

SOLUTIONS

### PROGRAM NOTES:

- This displays all the individual claim lines in the Accounts Payable History file for the selected vendor for the tax year you are working with. This option is only available on V or E type vendors.
- Put a character in front of any items that you would like included on a single 1099 form.
- If you would like all item included, press Select All.
- Once you press enter, you will be prompted as to which box you would like the information entered into.

### FIELDS:

- Sel: enter in a character to select the items you wish to have included on a single 1099 form.

# 1099 Processing

## Box Information for Specific Form

**SOLUTIONS VIEW** Connected 09 Sep at 12:13 pm as: BECKY

**Auditors Accounting; Vendor AP Detail History**

Vendor # V 418 SOLUTIONS Tax Year 2010  
 1099 Type M Miscellaneous (1099-M)

Miscellaneous (1099-M)

Sel	Claim	Disb#
1	92	120108
	92	120108
	93	120108
	92	120108
	94	120309
	94	120309
	94	120309
	94	120309
	809	120309
	94	120309
	9421	120309
	9437	120309
	9462	120309
	80925	120309

Total amount selected 115.00

Insert into 1099 Box#

Exit Previous OK

### PROGRAM NOTES:

- After selecting the desired amounts, you need to indicate which box to put the amount into.
- If you have multiple boxes, you will run the select multiple times.

### FIELDS:

- Insert into 1099 Box #: enter in the appropriate box number for the items selected.
- 1099 Type: defaults to the form you were working in.

# 1099 Processing

## TYPE I

**SOLUTIONS VIEW** Connected 09 Sep at 08:10 am as: BECKY

**Functions**

- Address Maint
- Delete
- Display AP History

**Auditors Accounting; Entry/Update 1099 Payees**

Payee # V 418 SOLUTIONS Tax Year 2010

1099 Type I Interest AP Hist 1099 Total .00

SS # 000-00-0000 or Federal Tax ID # 13-3379310

1.	.00	Interest income not included on box 3
2.	.00	Early withdrawal penalty
3.	.00	Interest on US Savings Bonds and Treas obligations
4.	.00	Federal income tax withheld
5.	.00	Investment expenses
6.	.00	Foreign tax paid
7.		Foreign country or US possession
8.	.00	Tax exempt interest
9.	.00	Specified private activity bond interest

Exit Previous OK

SOLUTIONS

### PROGRAM NOTES:

- Use the type I option to enter or edit the 1099 information for vendors/customers that are to be given 1099 Int forms.
- To change an address for 1099 purposes only, press Address Maint to access the vendor/customer address information. This does not change the address information in the Vendor/Customer Master File.
- Click Delete to completely delete a 1099 from the file.
- The AP Hist 1099 Total is the amount in Accounts Payable History that has been assigned a 1099 type. This is only a displayed amount. You can display and select from the Accounts Payable history for this particular vendor. This option is only available on V and E type vendors.
- Press enter to update/accept the information.

### FIELDS:

- SS #/Federal Tax ID #: enter in the recipient's social security number or federal tax ID number. If this information is in the Vendor Master File, the program will display the information. The treasurer's Customer Master File does not contain this information and it will need to be keyed in manually. It can be overridden if necessary. If both of these fields are left blank, you will receive a warning message at the bottom of the screen stating this.
- Fields 1-9: these fields correspond directly to the input fields on the 1099 Int form.

# 1099 Processing

## TYPE S

**SOLUTIONS VIEW** Connected 09 Sep at 08:10 am as: BECKY

**Functions**

- Address Maint
- Delete
- Display AP History

**Auditors Accounting; Entry/Update 1099 Payees**

Payee # V 418 SOLUTIONS Tax Year 2010

1099 Type S Real Estate AP Hist 1099 Total .00

SS # 000-00-0000 or Federal Tax ID # 13-3379310

1. 0/00/0000 Date of closing

2. .00 Gross proceeds

3. Address or legal description (including city state and zip code)

4.  Check here if the transferor received or will receive property or services

5. .00 Buyer's part of real estate tax

Exit Previous OK

### PROGRAM NOTES:

- Use the type S option to enter or edit the 1099 information for vendors/customers that are to be given 1099 Real Estate forms.
- To change an address for 1099 purposes only, press Address Maint to access the vendor/customer address information. This does not change the address information in the Vendor/Customer Master File.
- The AP Hist 1099 Total is the amount in Accounts Payable History that has been assigned a 1099 type. This is only a displayed amount. You can display and select from the Accounts Payable history for this particular vendor. This option is only available on V and E type vendors.
- Click Delete to completely delete a 1099 from the file.
- Press enter to update/accept the information.

### FIELDS:

- SS #/Federal Tax ID #: enter in the recipient's social security number or federal tax ID number. If this information is in the Vendor Master File, the program will display the information. The treasurer's Customer Master File does not contain this information and it will need to be keyed in manually. It can be overridden if necessary. If both of these fields are left blank, you will receive a warning message at the bottom of the screen stating this.
- Fields 1-5: these fields correspond directly to the input fields on the 1099 Int form.

# 1099 Processing

## TYPE R

**SOLUTIONS VIEW** Connected 09 Sep at 08:10 am as: BECKY

**Functions**

- Address Maint
- Delete
- Display AP History

**Auditors Accounting; Entry/Update 1099 Payees**

Payee # V 418 SOLUTIONS Tax Year 2010

1099 Type R Pensions, Annuities AP Hist 1099 Total .00

SS # 000-00-0000 or Federal Tax ID # 13-3379310

1.	.00	Gross distribution	
2a.	.00	Taxable amount	
2b.		Taxable amount not determined	<input type="checkbox"/> Total distribution
3.	.00	Capital gain (included in box 2a)	
4.	.00	Federal income tax withheld	
5.	.00	Employee/Designated Roth contributions or Ins premiums	
6.	.00	Net unrealized appreciation in employers securities	
7.		Distribution code(s)	<input type="checkbox"/> IRA/SEP/SIMPLE
8.	.00	Other	
9a.		Your percentage of total distribution	
9b.	.00	Total employee contributions	
10.	.00	State income tax withheld	
12.	.00	State distribution	
		Account number	

Exit Previous OK

### PROGRAM NOTES:

- Use the type R option to enter or edit the 1099 information for vendors/customers that are to be given 1099 Pension/Annuities forms.
- To change an address for 1099 purposes only, press Address Maint to access the vendor/customer address information. This does not change the address information in the Vendor/Customer Master File.
- The AP Hist 1099 Total is the amount in Accounts Payable History that has been assigned a 1099 type. This is only a displayed amount. You can display and select from the Accounts Payable history for this particular vendor. This option is only available on V and E type vendors.
- Click Delete to completely delete a 1099 from the file.
- Press enter to update/accept the information.

### FIELDS:

- SS #/Federal Tax ID #: enter in the recipient's social security number or federal tax ID number. If this information is in the Vendor Master File, the program will display the information. The treasurer's Customer Master File does not contain this information and it will need to be keyed in manually. It can be overridden if necessary. If both of these fields are left blank, you will receive a warning message at the bottom of the screen stating this.
- Fields 1-12: these fields correspond directly to the input fields on the 1099 R form.

# 1099 Processing

## EDIT LIST OF 1099s

The screenshot shows the 'SOLUTIONS VIEW' software interface. At the top, it says 'Connected 09 Sep at 08:10 am as: BECKY'. The main title is 'Auditors Accounting: 1099 Edit List'. On the left, there's a 'Functions' sidebar with 'Lookup' and 'Change Tax Year' buttons. The main area has a 'Tax Year' field set to '2010'. Below that, there are radio buttons for '1099 Type': 'Miscellaneous (1099-M)', 'Interest (1099-INT)', 'Real Estate (1099-S)', and 'Pensions/Annuities (1099-R)'. There's a 'Printer ID' field with 'P4' and a dropdown arrow. Below that is a 'Hold spool file' checkbox. Then 'Print Both Sides' with radio buttons for 'No', 'Duplex', and 'Tumble'. Finally, 'OnDemand' with radio buttons for 'No', 'Prt&OnD', and 'OnD Only'. At the bottom right, there are 'Exit' and 'OK' buttons.

### PROGRAM NOTES:

- Use this option to print an edit listing of your 1099 information. This is a chance to verify the information you have entered before printing the 1099 forms.
- It will show a subtotal after each vendor and a grand total at the bottom of the report.
- You should run the listing for each 1099 form type you have entered.
- To run the listing for a previous tax year (once you have 1099 history), you can change the tax year.

### FIELDS:

- 1099 Type: select the appropriate 1099 type.
- Printer ID: defaults to the job default printer.\*
- Hold Spool File: check the box if you would like spool file held until you release it to print.\*
- # of Copies: designate the number of copies you wish to print.\*
- Print Both Sides: select no, select duplex (bind on the long edge), or select tumble (bind on the short edge).\*
- OnDemand Options: select no to print the listing, select Print & OnD to both print the report and send a copy to OnDemand, or select OnD Only to send the report to OnDemand without printing.\*

# 1099 Processing

## 1099 Edit Listing—Miscellaneous Sample

DATE - 8/23/04	Miscellaneous Income 1099s								PROGRAM - AA6010
TIME - 15:25:02									PAGE - 1
BOX #1	BOX #2	BOX #3	BOX #4	BOX #5/10	BOX #6/13	BOX #7/14	BOX #8/16	BOX #9/18	
VENDOR: V	3516 Bill Caskey					SSN 485-76-6281			
	1715.00	.00	.00	.00	.00	.00	.00	.00	.00
VENDOR: V	4008 Delmar & Charin Brockshus					SSN 485-42-6777			
	.00	.00	.00	.00	.00	.00	996.40	.00	.00
VENDOR: V	118 Cindy S. Cook-Ct Reporter					SSN 480-66-2517			
	.00	.00	.00	.00	.00	.00	989.00	.00	.00
VENDOR: V	3624 Clinton S. Fraley					SSN 480-50-4392			
	.00	.00	.00	.00	.00	.00	2500.00	.00	.00
VENDOR: V	3116 Correctional Services Corp		fka Forest Ridge Youth Serv			FED ID 52-1806765			
	.00	.00	.00	.00	.00	5448.36	.00	.00	.00
VENDOR: V	3734 Covenant Clinic					FED ID 42-1264647			
	.00	.00	.00	.00	.00	673.00	.00	.00	.00
VENDOR: V	3738 Dan Rogers, Ph.D.					FED ID 42-1459688			
	.00	.00	.00	.00	.00	2900.00	.00	.00	.00
VENDOR: V	1157 David A Scott		Cornwall Avery Bjornstad Scott			FED ID 42-6253268			
	.00	.00	.00	.00	.00	.00	1037.50	.00	.00
VENDOR: V	999 De Linda Leu Reporting					SSN 469-80-5615			
	.00	.00	.00	.00	.00	.00	1741.25	.00	.00
VENDOR: V	289 Denny's Pest Control		Denny Riepma			SSN 479-54-6132			
	.00	.00	.00	.00	.00	.00	1932.00	.00	.00
VENDOR: V	22071 Dust Service Company		c/o Steven Uhe			FED ID 42-1494537			
	.00	.00	.00	.00	.00	.00	1522.00	.00	.00
VENDOR: V	703 Galen's Pro-Mow					FED ID 42-1436839			
	.00	.00	.00	.00	.00	.00	4228.82	.00	.00
VENDOR: V	1566 Genevieve Burger					SSN 479-66-5608			
	300.00	.00	.00	.00	.00	.00	357.60	.00	.00
VENDOR: V	912 Greer Law Office		John P. Greer			FED ID 42-1414487			
	.00	.00	.00	.00	.00	.00	2435.40	.00	.00
VENDOR: V	887 Jacobsen Home Corp					FED ID 42-1243135			
	1694.00	.00	.00	.00	.00	.00	.00	.00	.00
VENDOR: V	2078 Barry or Jody DeLoss		Oak Crete Apartments			SSN 526-72-1920			
	700.00	.00	.00	.00	.00	.00	.00	.00	.00
VENDOR: V	3293 Judy's Lawn Service		Judy Frerichs			SSN 482-80-2503			
	.00	.00	.00	.00	.00	.00	1700.00	.00	.00
VENDOR: V	3382 Keith DeJager					SSN 483-58-4300			
	1540.00	.00	.00	.00	.00	.00	.00	.00	.00
VENDOR: V	3053 Kenny Matthews					FED ID 42-1472585			
	880.00	.00	.00	.00	.00	.00	.00	.00	.00
VENDOR: V	3550 Liberty Square Care Center					FED ID 42-1481661			
	.00	.00	.00	.00	.00	7579.52	.00	.00	.00
VENDOR: V	1097 Maximus		aka David M Griffith			FED ID 54-1000588			
	.00	.00	.00	.00	.00	.00	5500.00	.00	.00
VENDOR: V	3797 Michael McMullen					SSN 483-64-6323			
	.00	.00	.00	.00	.00	.00	600.00	.00	.00
VENDOR: V	4001 Rodney & Patricia Muilenberg					SSN 479-52-2861			
	.00	.00	.00	.00	.00	.00	634.10	.00	.00
VENDOR: V	3663 NW IA Chimney Sweeping & Air		Michael D. Mozena			FED ID 42-1466214			
	.00	.00	.00	.00	.00	.00	1850.00	.00	.00
VENDOR: V	268 Oak Haven Care Facility		Seasons Comm. Health Center			FED ID 36-2897743			
	.00	.00	.00	.00	.00	49298.03	.00	.00	.00
VENDOR: V	100 Opportunity Village					FED ID 42-0953968			
	.00	.00	.00	.00	.00	84264.18	.00	.00	.00
VENDOR: V	3224 Pathology Medical Serv Sxland					FED ID 42-1208473			
	.00	.00	.00	.00	.00	3239.01	.00	.00	.00
VENDOR: V	304 Physicians Lab LTD		1000 E 21st St-Suite 4100			FED ID 46-0315398			
	.00	.00	.00	.00	.00	3959.31	.00	.00	.00
VENDOR: V	564 Plymouth Life Inc					FED ID 42-1277131			
	.00	.00	.00	.00	.00	47085.40	.00	.00	.00
VENDOR: V	3682 Psychiatry, Lee & Associates					FED ID 42-1126109			
	.00	.00	.00	.00	.00	727.50	.00	.00	.00
VENDOR: V	2350 Reds Radiator Repair		Carl Birchard			SSN 482-88-7742			
	.00	.00	.00	.00	.00	.00	2584.20	.00	.00
VENDOR: V	3483 REM-Atlantic					FED ID 41-1936672			
	.00	.00	.00	.00	.00	2061.09	.00	.00	.00
VENDOR: V	3326 Schuchert Funeral Home					FED ID 42-1490171			
	.00	.00	.00	.00	.00	.00	2100.00	.00	.00
VENDOR: V	3132 Sikora Sprinkler Service					SSN 479-76-7257			
	.00	.00	.00	.00	.00	.00	834.00	.00	.00
VENDOR: V	3446 Spencer Family Care Med Exam		aka Avera Care			FED ID 46-0224743			
	.00	.00	.00	.00	.00	4777.20	.00	.00	.00
VENDOR: V	101 Sunshine Services Inc.					FED ID 42-1022104			
	.00	.00	.00	.00	.00	274276.73	.00	.00	.00
VENDOR: V	869 Synergy Center					FED ID 39-1900255			
	.00	.00	.00	.00	.00	1885.00	.00	.00	.00
VENDOR: V	2692 TransCor America, LLC					FED ID 62-1428259			
	.00	.00	.00	.00	.00	.00	1531.15	.00	.00
VENDOR: V	99 Village N. W. Unlimited					FED ID 42-1044017			
	.00	.00	.00	.00	.00	34931.47	.00	.00	.00
VENDOR: V	219 Warner Funeral Home					FED ID 42-0792935			
	.00	.00	.00	.00	.00	.00	9677.66	.00	.00
	6829.00	.00	.00	.00	.00	523105.80	44751.08	.00	.00
						.00	.00	.00	.00
40 RECORDS PROCESSED	TOTAL OF ALL BOXES				574685.88				

# 1099 Processing

## PRINT 1099 FORMS

The screenshot shows the 'SOLUTIONS VIEW' software interface. The title bar indicates 'Connected 09 Sep at 08:10 am as: BECKY'. The main window title is 'Auditors Accounting; Print 1099's'. The 'Tax Year' is set to '2010'. The '1099 Type' is set to 'M=Miscellaneous (1099-M)'. The 'Payer' information is: 'SOLUTIONS, INC.', '2311 W 18TH ST, PO BOX 857', 'SPENCER, IA 51301-0857', and '(712)262-4520'. The 'Federal ID' is '427116348' and the 'State ID' is '427116348001'. The '1099 Form' is set to 'Laser (creates 3 spool files)'. The 'Payee #' field is blank. The 'Printer ID' is 'P4'. The 'Hold spool file' checkbox is checked. The 'Source Drawer' is set to '1'. The 'Save spool file' checkbox is checked. The 'OnDemand' checkbox is unchecked. The 'Print&OnD' radio button is selected. The 'OnD Only' radio button is unselected. There are 'Exit' and 'OK' buttons at the bottom right.

### PROGRAM NOTES:

- Use this option to print the 1099 forms.
- You may wish to print a sample on plain paper for proofing before printing on the forms.
- If you print laser 1099 forms, you will have to respond to a 'Load Forms' message and an 'Alignment' message. If you select the laser form, 3 spool jobs will be created (Copy A, Copy B, and Copy C). You will need to respond to the messages for each spool job.
- Once you have 1099 history, you will be able to change the tax year and print previous year's 1099s.
- On laser 1099 forms, you can adjust the top line of the form and the left margin of the form using the Test Print function.

### FIELDS:

- 1099 Type: see options on screen.
- 1099 Form: select continuous or laser forms.\*
- Payee #: enter in a specific payee type and number to print a single 1099 form. Otherwise, leave blank for all.
- Printer ID: defaults to the job default printer.\*
- Hold Spool File: check the box if you would like spool file held until you release it to print.\*
- Save Spool File: check the box if you would like the spool file saved after printing.\*
- Source Drawer: specify which drawer to pull the laser forms from.

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- OnDemand Options: select no to print the listing, select Print & OnD to both print the report and send a copy to OnDemand, or select OnD Only to send the report to OnDemand without printing.\*
- Payer's Name: defaults from the 1099 Control File.
- Address: defaults from the 1099 Control File.
- City, State, and Zip: defaults from the 1099 Control File.
- Federal ID Number: defaults from the 1099 Control File.
- State/Payer's State Number: defaults from the 1099 Control File.

## TEST PRINT

The screenshot displays the SOLUTIONS VIEW software interface. The main window is titled "Auditors Accounting; Print 1099's". A "Set Printer Specifications" dialog box is open, showing settings for the AFP Printer. The dialog includes fields for "Starting line#" (set to 3), "Front margin", "Offset down" (set to .10), and "Offset across" (set to .20). The main window shows the following fields and options:

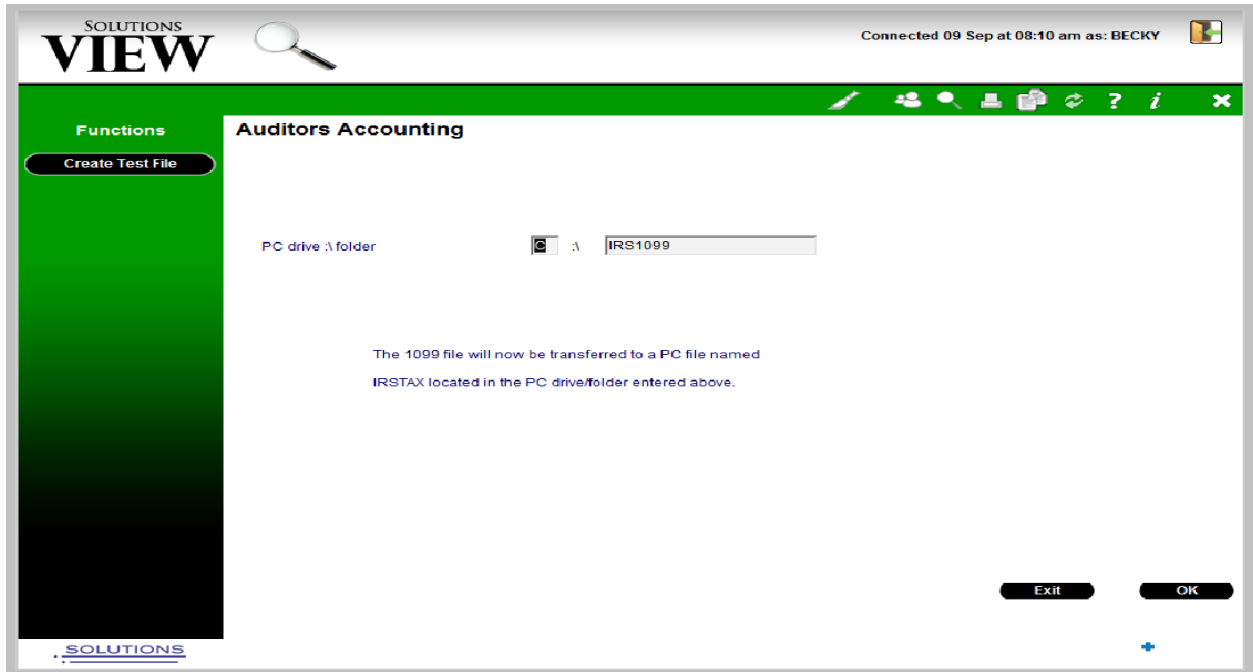
- 1099 Type: M (Miscellaneous (1099-M))
- 1099 Form: Continuous (selected) or Laser (creates 3 spool files)
- Printer ID: P4
- Hold spool file:
- Source Drawer: 1
- Save spool file:
- OnDemand:  No,  Print&OnD,  OnD Only

## PROGRAM NOTES:

- Use this option to adjust the top margin and/or the left margin on your laser 1099 forms. Once you press enter in the change the printer specifications, the program will print a test form. Hold the test form up to your actual form to see if any further adjustments are necessary.

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### CREATE IRS 1099 ELECTRONIC/MAGNETIC MEDIA



#### PROGRAM NOTES:

- You can only access this option if there is a transmitter ctrl number entered in your 1099 Control File.
- Use this option if you intend to file your 1099s electronically with the IRS.
- **If you are filing electronically, the program will create a file with ALL 1099s in it. If your treasurer has created their own 1099s, theirs will be included in the electronic file.**
- If you would like to file electronically, you must send in form 4419 to get a TCC number from the IRS. You will want to create a test file as a test file must be submitted before you can file electronically for the first time. **Refer to Publication 1220 from the IRS for more information.**
- When filing electronically, your form needs are different than if you were filing paper. Speak with your forms salesperson to make sure you get the correct forms.
- This will create a PC file for the 1099s. You can either create a file on your PC or on a diskette. If using a diskette, any information contained on the diskette will be erased.
- **Always check that the file has been downloaded to the file/diskette by using Windows Explorer or My Computer.**

#### FIELDS:

- PC Drive/Folder: if you are saving the file to a drive other than the diskette drive, input the name of the drive here. You can also enter in a specific folder name if you choose. If the folder is not built, it will be automatically built.\*

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