

# JD Edwards EnterpriseOne Applications

---

## **1099 Year-End Processing Guide**

9.2

Copyright © 2011, 2024, Oracle and/or its affiliates.

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish, or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

If this is software or related documentation that is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, then the following notice is applicable:

U.S. GOVERNMENT END USERS: Oracle programs (including any operating system, integrated software, any programs embedded, installed or activated on delivered hardware, and modifications of such programs) and Oracle computer documentation or other Oracle data delivered to or accessed by U.S. Government end users are "commercial computer software" or "commercial computer software documentation" pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, the use, reproduction, duplication, release, display, disclosure, modification, preparation of derivative works, and/or adaptation of i) Oracle programs (including any operating system, integrated software, any programs embedded, installed or activated on delivered hardware, and modifications of such programs), ii) Oracle computer documentation and/or iii) other Oracle data, is subject to the rights and limitations specified in the license contained in the applicable contract. The terms governing the U.S. Government's use of Oracle cloud services are defined by the applicable contract for such services. No other rights are granted to the U.S. Government.

This software or hardware is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications that may create a risk of personal injury. If you use this software or hardware in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy, and other measures to ensure its safe use. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software or hardware in dangerous applications.

Oracle and Java are registered trademarks of Oracle and/or its affiliates. Other names may be trademarks of their respective owners.

Intel and Intel Inside are trademarks or registered trademarks of Intel Corporation. All SPARC trademarks are used under license and are trademarks or registered trademarks of SPARC International, Inc. AMD, Epyc, and the AMD logo are trademarks or registered trademarks of Advanced Micro Devices. UNIX is a registered trademark of The Open Group.

This software or hardware and documentation may provide access to or information about content, products, and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third-party content, products, and services unless otherwise set forth in an applicable agreement between you and Oracle. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third-party content, products, or services, except as set forth in an applicable agreement between you and Oracle.

# Contents

<b>Preface</b>	<b>i</b>
<b>1 Introduction to JD Edwards EnterpriseOne 1099 Processing</b>	<b>1</b>
JD Edwards EnterpriseOne 1099 Processing Overview	1
JD Edwards EnterpriseOne 1099 Processing Implementation	1
<b>2 Understanding 1099 Processing</b>	<b>3</b>
1099 Processing	3
1099 Processing Preparation	6
Methods for 1099 Processing	7
Checklist for 1099 Processing	12
Tables Used for 1099 Processing	16
<b>3 Verifying Supplier Setup</b>	<b>19</b>
Understanding Supplier Setup	19
Understanding Legal Names of 1099 Suppliers	19
Understanding Mailing Names and Addresses for 1099 Suppliers	20
Understanding Tax IDs for 1099 Suppliers	21
Entering Supplier Information for 1099s	22
Processing 1099s for Foreign Suppliers	24
Combining Suppliers with Duplicate Tax IDs	25
Running the A/B Rpt w/Tax ID Prsn/Corp Code Report (R014032A)	27
Running the W-9 Exception Report (R01301)	29
Working with Supplier Information for FATCA	30
<b>4 Verifying Company Setup</b>	<b>33</b>
Managing Company Information	33
Combining Company Information for 1099 Processing	37
<b>5 Using the A/P Ledger Method</b>	<b>39</b>
Understanding the A/P Ledger Method	39
Understanding UDCs for 1099 Processing	39

Assigning Category Code 07 Values to Address Book Records	46
Assigning Category Code 07 Values to Vouchers	47
Performing Related Tasks for Changing Category Code 07	48
Assigning 1099 Flags to Vouchers	49
Clearing the 1099 A/P Worktable	51
Clearing the 1099 G/L Worktable	51
Building the 1099 A/P Worktable	52
Reviewing Records in the 1099 A/P Worktable	57
Adjusting Records in the 1099 A/P Worktable	58
<b>6 Using the G/L Method</b>	<b>63</b>
Understanding the G/L Method	63
Understanding AAls for the G/L Method	63
Updating the Account Ledger Table	72
Printing the Payments Exception Report	79
Adjusting 1099 Payment Records in the F0911 Table	80
Entering CUSIP Numbers in the F045145 Table	82
Building the 1099 G/L Worktable	83
<b>7 Printing 1099 Registers</b>	<b>87</b>
Understanding 1099 Registers	87
Printing the 1099 A/P Register	88
Printing the 1099 G/L Register	89
Printing the 1099 A/P - G/L Combined Register	90
<b>8 Performing 1099 Year-End Reporting</b>	<b>95</b>
Understanding IRS 1099 Reporting	95
Understanding the Write Media Program	95
Understanding How to Print 1099s by Company	98
Printing 1099 Returns	100
Writing 1099 Data for Electronic Filing	110
<b>9 Understanding Sources of Information for the 1099 Form</b>	<b>119</b>
Sources of Information for the 1099 Form	119
<b>10 Understanding 1099 Form Samples</b>	<b>121</b>
Form Samples	121

1099-INT Form	121
1099-MISC Form	123
1099-DIV Form	124
1099-NEC Form	126
1099-G Form	127

## **11 Understanding Frequently Asked Questions About the 1099 Process** **129**

---

	129
General Questions	129
A/P Ledger Method Questions	131
G/L Method Questions	131
Worktable Adjustment Questions	134
1099 Report Questions	136
Write Media Program Questions	136



# Preface

Welcome to the JD Edwards EnterpriseOne documentation.

## 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>.

## Access to Oracle Support

Oracle customers that have purchased support have access to electronic support through My Oracle Support. For information, visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info> or visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs> if you are hearing impaired.

## Related Information

For additional information about JD Edwards EnterpriseOne applications, features, content, and training, visit the JD Edwards EnterpriseOne pages on the JD Edwards Resource Library located at:

<http://learnjde.com>

## Conventions

The following text conventions are used in this document:

Convention	Meaning
<b>Bold</b>	Boldface type indicates graphical user interface elements associated with an action or terms defined in text or the glossary.
<i>Italics</i>	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
<b>Monospace</b>	Monospace type indicates commands within a paragraph, URLs, code examples, text that appears on a screen, or text that you enter.
<b>&gt; Oracle by Example</b>	Indicates a link to an Oracle by Example (OBE). OBEs provide hands-on, step-by-step instructions, including screen captures that guide you through a process using your own environment. Access to OBEs requires a valid Oracle account.





# 1 Introduction to JD Edwards EnterpriseOne 1099 Processing

## JD Edwards EnterpriseOne 1099 Processing Overview

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

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

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

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

## JD Edwards EnterpriseOne 1099 Processing Implementation

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

To determine which ESU to install for JD Edwards EnterpriseOne 1099 Processing, use one of these ways:

- Use the JD Edwards EnterpriseOne Change Assistant, a Sun Microsystems, Inc Java-based tool.  
Change Assistant reduces the time you require to search and download ESUs by at least 75 percent. It also enables you to install multiple ESUs at one time. Oracle has defined queries that you can use, to quickly find updates for year-end processing.
- Locate the Bug on the My Oracle Support website.

Access <https://updatecenter.oracle.com> and then click the link to download the ESU from the Update Center.

In the planning phase of your implementation, take advantage of all JD Edwards EnterpriseOne sources of information, including the installation guides and troubleshooting information. To find the installation guides for the ESUs, access the Update Center on the My Oracle Support website, under Updates and Fixes.

**Note:** Refer Oracle Knowledge Database and E1: 1099: Overview ESU And Release Information, Minimum Technical Requirements, Known Issues, Software Changes and Resources For EnterpriseOne Financials 1099 Year End Processing (Doc ID 2388271.2) for the latest information on 1099 ESUs. Also, refer 1099 Year-End ESU: Resolving 1099 Processing Errors Due to ESU Install - How To Obtain, Install and Verify Installation of the ESU (Doc ID 1596756.1).

For a complete list of links for year-end update information, access this website:

See <http://support.oracle.com/>

**Note:**

- *JD Edwards EnterpriseOne Applications Financial Management Fundamentals Implementation Guide* .

## Implementation Steps

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

**Note:** It is imperative to use the current 1099 ESU each year due to Internal Revenue Service legislative changes and program updates. You must check the Update Center through the 1099 season to ensure you have the latest update before printing 1099s and before submitting your electronic file to the IRS.

- Download the year-end ESU for the current year.

See <http://support.oracle.com/>

- Follow the installation guidelines associated with the ESU.

See <http://support.oracle.com/>

# 2 Understanding 1099 Processing

## 1099 Processing

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

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

Form	Description
1099-DIV (Dividends and Distributions)	Use this form to report investment income, such as dividends, capital gain distributions, and investment expenses.
1099-INT (Interest Income)	Use this form to report investment income, such as interest income and early withdrawal penalties.
1099-MISC (Miscellaneous Information)	Use this form to report miscellaneous information, such as rents, royalties, and medical and health care payments.
1099-G (Certain Government Payments)	Use this form to report the unemployment compensation, as well as any state or local income tax refunds received in that year.
1099-NEC (Nonemployee compensation)	Use this form to report the nonemployee compensation.

The JD Edwards EnterpriseOne Payroll system generates information for Form 1099-R (Distributions from Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, and so on). This guide does not describe procedures for Form 1099-R.

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

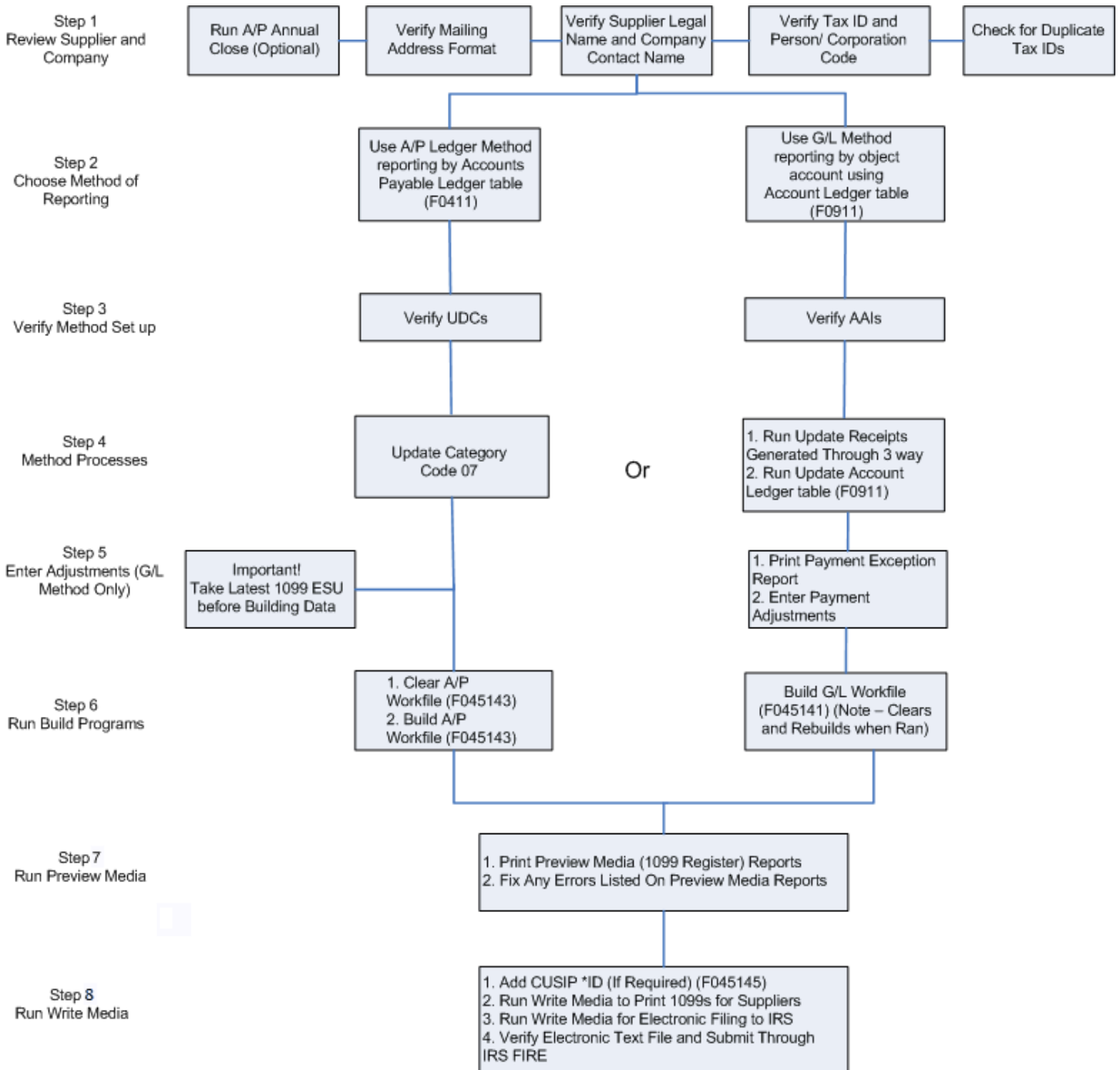
- Manage address and tax information for 1099 suppliers.
- Produce the 1099 information based on data in the JD Edwards EnterpriseOne Accounts Payable system, the JD Edwards EnterpriseOne General Accounting system, or both.
- Produce reports to review and verify 1099 data before final processing.
- Adjust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

**Note:** Information in this guide that restates government regulations is considered accurate, but it should not be relied upon. If you have specific questions, contact the IRS Information Reporting Customer Service Site at (800-829-1040) for individuals and (800-829-4933) for businesses, or review the IRS website.

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

## 1099 Process Flow

This diagram shows the process flow of the 1099 process:



In the 1099 process, verify that the company and suppliers information is available in the address book. You can run the Update YTD Voucher Amount (R04820A) process, this process is optional. Verify that the Mailing address format, legal and contact names, and tax ID and person or corporation codes are in appropriate format in the address book. You also need to check for any duplicate tax ID. For example, two people can have the same tax ID, but same person cannot have two tax IDs.

Before you run the Write Media program, you must update the FATCA flag value information for Tax ID for suppliers that qualify for FATCA using the Work with Supplier Information program. See *Working with Supplier Information for FATCA*

You can run through the 1099 process by using either the G/L (General Ledger), or A/P (Accounts Payable) method, or combine both the G/L and A/P methods.

To run the 1099 process by using the G/L method, you need to set up the Automatic Accounting Instructions (AAls) and for the A/P method, you need to set up user-defined codes (UDCs).

In the G/L method, you make adjustments using the Adjustments application and then run the build program to generate the workfile. In the A/P method, you run the Build Workfiles program, and then make any adjustments.

To populate the corresponding workfiles, run the Build Workfile program for both A/P and the G/L methods. If you need to make adjustments after running the Build Workfile program, you need to run the adjustment program.

**Note:** For the G/L method, you need to run the Update Payment Information program (R04513), and Update Payment Information - Receipts program (R045131) before building the workfile. This report updates the general ledger entries with corresponding payment numbers.

Combined Register displays the details for both the A/P and the G/L workfiles, consolidates the data, and populates it in the combined workfile. From the combined workfile, you can print the 1099 forms and create text files for electronic filing. Later, you can clear the workfiles.

## 1099 Processing Preparation

This section lists prerequisites and discusses processing preparation.

### Prerequisites

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

**Note:**

- U.S. Department of the Treasury, IRS Forms and Publications 2024, General Instructions for Forms 1099, 1098, 5498, and W-2G.
- U.S. Department of the Treasury, IRS Publication 1220, Specifications for Filing Forms 1098, 1099, 5498 and W-2G Electronically.
- U.S. Department of the Treasury, IRS Form 4419, Application for Filing Information Returns Electronically.
- 1099 form is an application to file electronically. Companies that meet IRS requirements to file 1099 returns electronically are required to file this form.

## Processing Preparation

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

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

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

**Note:** To understand which form to print, see [Form Types](#)

## Methods for 1099 Processing

You can process 1099 returns using one of these methods:

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

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

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

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

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

## Method Used with Retainage

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

The following table is an example that describes the original document and the new document that the system creates for the retainage:

Date	Document Number	Payment Amount (F0411 table)	G/L Distribution: Debit (F0911 table)	G/L Distribution: Credit (F0911 table)
December 5th, 2024	123	4500.00 USD	5000.00 USD	{500.00 USD} PCRETN (retainage)
January 5th, 2025	456	500.00 USD	500.00 USD	{500.00 USD}

In the preceding table, document number 123 shows the payment amount of 4500 USD, which will be reflected on the 1099 for the supplier. The following year, document number 456 is included for 1099 processing by using the A/P method only. The system cannot use the G/L method, to include the document number 456, because the record in the F0911 table did not use an expense account that falls within the PX AAl range.



## A/P Ledger Method

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

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

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

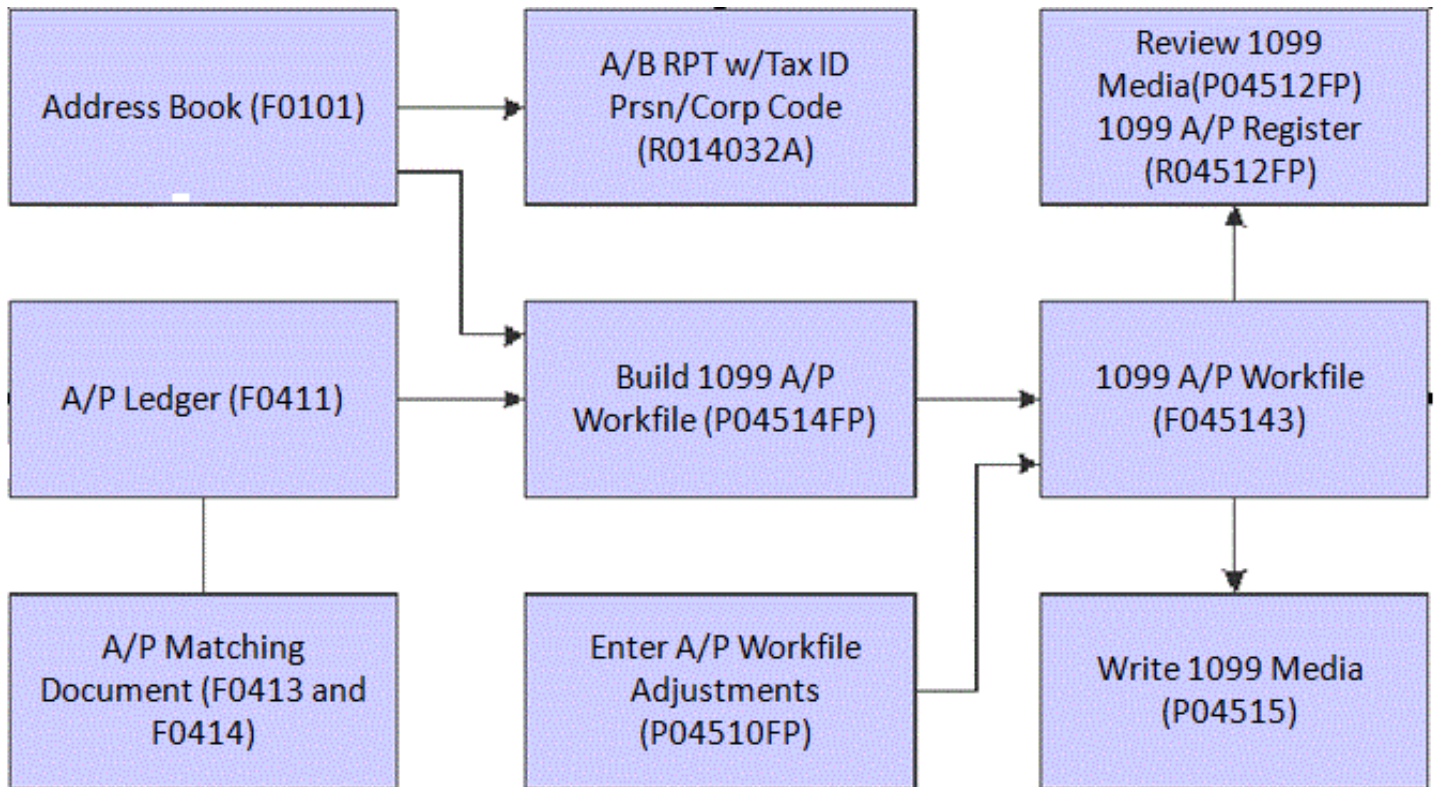
The 1099 A/P ledger method summarizes all paid voucher items for a supplier. To associate amounts with specific boxes on a form, you use an address book category code 07 value, or the 1099 Flag field on the Enter Voucher - Payment Information form.

You can also use the A/P ledger method for records that were created by using the voucher match programs in the JD Edwards EnterpriseOne Procurement system. Also, for you to be able to use this method, those records must contain an address book category code 07 value, or the 1099 flag.

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

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

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



## G/L Method

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

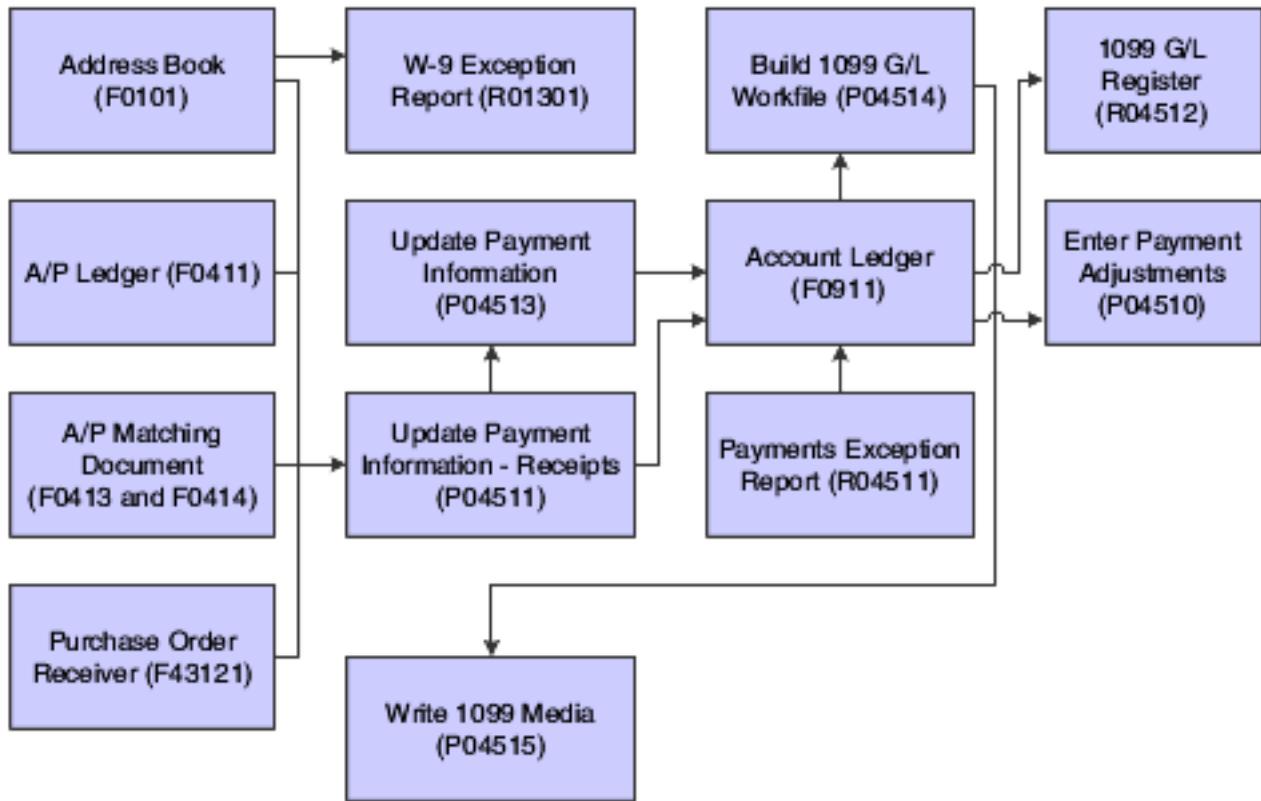
The G/L method uses AAIs to identify the general ledger object accounts to use in 1099 processing. The AAIs specify the form and box where the amounts in each object account are reported.

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

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

- Account Ledger (F0911)
- Accounts Payable Ledger (F0411)
- Accounts Payable - Matching Document (F0413)
- Accounts Payable Matching Document Detail (F0414)
- Purchase Order Receiver File table (F43121), if you use three-way voucher matching

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



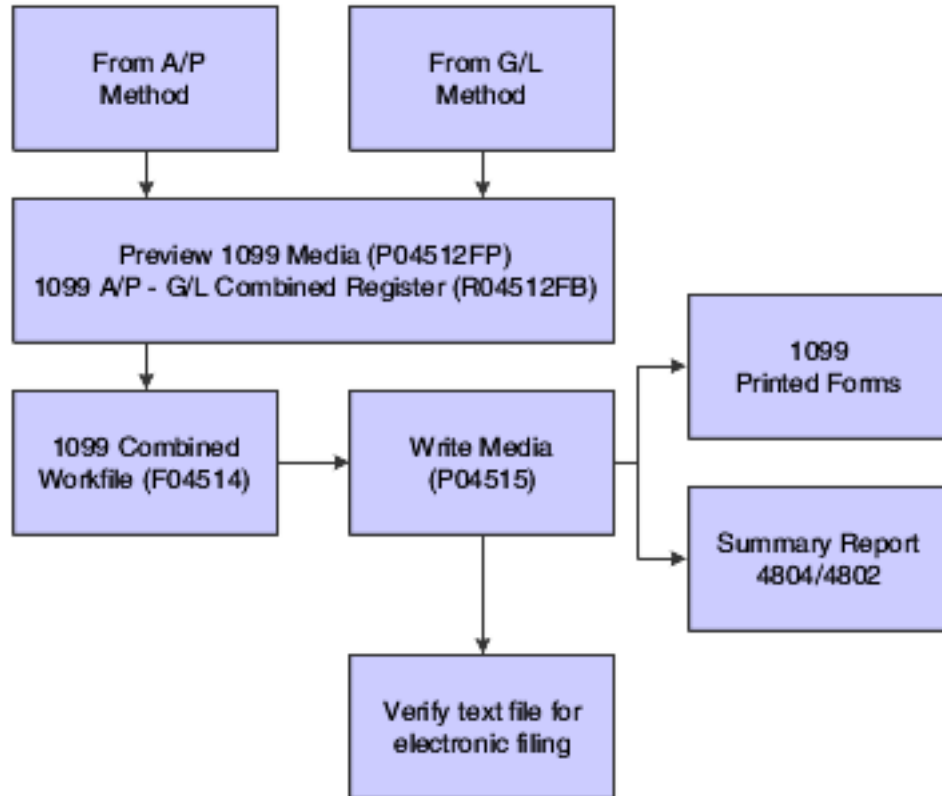
## Combination of A/P Ledger and G/L Methods

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

If you use the A/P method, use only the adjustment program, unless you run the A/P build for only those records that are not pulled in by the GL method.

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

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



## Checklist for 1099 Processing

For processing 1099 returns, use the following list as guidelines:

- 1099 A/P Ledger method
- 1099 G/L method
- Combined A/P Ledger and G/L methods
- 1099 Returns for All 1099 methods

## Optional

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

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

See *"Verifying YTD Voucher Amount" in the JD Edwards EnterpriseOne Applications Accounts Payable Implementation Guide*

## General

Perform these tasks:

- Install the Electronic Software Update (ESU).

Instructions for installing the current year update are contained within the ESU.

- Set up or verify address book information by using Address Book program (P01012).

See "Understanding JD Edwards EnterpriseOne Address Book" in the *JD Edwards EnterpriseOne Applications Address Book Implementation Guide*

- Set up or verify supplier information by using the Supplier Master Information program (P04012).

See *Understanding Supplier Setup, Understanding Legal Names of 1099 Suppliers*.

See *Understanding Supplier Setup, Understanding Mailing Names and Addresses for 1099 Suppliers*.

See *Understanding Supplier Setup, Understanding Tax IDs for 1099 Suppliers*.

See *Understanding Supplier Setup, Entering Supplier Information for 1099s, Setting Up the Person/Corporation Code and the Tax ID Number for a Supplier*.

- Set up or verify company information using the Address Book Revisions program (P01012) and Company Names and Numbers program (P0010).

See *Understanding Supplier Setup, Combining Company Information for 1099 Processing*.

## 1099 A/P Ledger Method

Perform these tasks:

- Verify UDCs for UDC table 04/TR and, if applicable, verify or set up Address Book category codes for UDC table 01/07.

See *Understanding the A/P Ledger Method, Understanding UDCs for 1099 Processing*.

- If you use Address Book category code 01/07 for 1099 processing, update vouchers with Address Book category code 07, if necessary. Use the Global Category Code Update program (R01490) or the Global Update A/P Records program (R04802), as applicable.

See *Understanding Supplier Setup, Entering Supplier Information for 1099s*.

- If you use the 1099 flag for 1099 processing, verify or enter **1** in the 1099 Flag field for each pay item on the Enter Voucher - Payment Information form.
- Back up the 1099 A/P Worktable (F045143).

If you used the 1099 A/P ledger method last year, back up the F045143 table so that you have a copy of last year's 1099 returns. Ensure that you complete this task before you do the next list item.

- Clear the F045143 table by using the Clear A/P Workfile program (R04CLRFP).  
If you used the 1099 A/P ledger method last year, clear the F045143 table before you begin processing 1099s for the current reporting year.  
See *Understanding the A/P Ledger Method, Clearing the 1099 A/P Worktable*.
- Clear the 1099 G/L Worktable (F045141) by using the Clear G/L Workfile program (R04CLRGL).  
If you use a combination of the A/P ledger and G/L methods, you do not need to run this program.  
See *Understanding the A/P Ledger Method, Clearing the 1099 G/L Worktable*.
- Build the 1099 A/P Worktable (F045143) by using the Build A/P Workfile program (R04514FP).  
See *Understanding the A/P Ledger Method, Building the 1099 A/P Worktable*.
- Enter adjustments to the F045143 table by using the Enter A/P Workfile Adjustment program (P04510FP).  
See *Understanding the A/P Ledger Method, Adjusting Records in the 1099 A/P Worktable*.
- Print the 1099 A/P Register (R04512FA) to review the 1099 totals for each supplier.  
See *Understanding 1099 Registers, Printing the 1099 A/P Register*.
- Print the A/P-G/L Combined Register (R04512FB) to ensure that you have entered all necessary adjustments and are ready to print 1099 returns. This register merges data from the F045143 and F045141 tables into the 1099 Merged Worktables (F04514).  
See *Printing the 1099 G/L Register, Printing the 1099 A/P - G/L Combined Register*.  
See *Printing the 1099 G/L Register, Printing the 1099 A/P - G/L Combined Register*.

## 1099 G/L Method

Perform these tasks:

- Set up or verify 1099 AAI items (PXxxxx) by using the Automatic Accounting Instructions program (P0012).  
See *Understanding the G/L Method, Understanding AAIs for the G/L Method*.
- Update the Account Master table (F0901) by running the BU.Obj.Sub to Journal Entry program (R09806) if you made changes to the chart of accounts.  
See *Understanding the G/L Method, Updating the Account Ledger Table*.

- Update the Account Ledger table (F0911) by running these programs:
  - Update Payment Information - Receipts - R045131  
See *Updating the Account Ledger Table, Understanding the Update Payment Information - Receipts Program*.
  - Update Payments - R04513  
See *Understanding the G/L Method, Updating the Account Ledger Table, Understanding the Update Payment Information Program*

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

- Print the Payments Exception Report (R04511). Use this report to research and resolve problems with payment records.  
See *Understanding the G/L Method, Printing the Payments Exception Report*.
- To correct problems with payment records, enter adjustments in the F0911 table for the AA and TX (tax) ledgers by using the Enter Payment Adjustments program (P04510).  
See *Understanding the G/L Method, Adjusting 1099 Payment Records in the F0911 Table*.
- Clear the F045143 table, if necessary, using the Clear A/P Workfile program.  
Run this program only if you started using the G/L method this year after using the A/P ledger method last year, or if you entered adjustments using the A/P ledger method last year.  
See *Understanding the A/P Ledger Method, Clearing the 1099 A/P Worktable*.
- Build the 1099 G/L Worktable (F045141) by using the Build G/L Workfile program (R04514).  
See *Understanding the G/L Method, Building the 1099 G/L Worktable*.
- Print the 1099 G/L Register (R04512) to review the 1099 totals for each supplier.  
See *Understanding 1099 Registers, Printing the 1099 G/L Register*.
- Print the A/P - G/L Combined Register (R04512FB) to ensure that you have entered all necessary adjustments and are ready to print 1099 returns. This register merges data from the F045143 and F045141 tables into the 1099 Merged Worktables (F04514).  
See *Understanding 1099 Registers, Printing the 1099 A/P - G/L Combined Register*.

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

Perform these tasks:

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

## 1099 Returns for All 1099 Methods

Perform these tasks:

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

See *Performing 1099 Year-End Reporting Printing 1099 Returns*.

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

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

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

See *Performing 1099 Year-End Reporting, Writing 1099 Data, Exporting 1099 Data to a Text File*.

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

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

## Tables Used for 1099 Processing

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

Table	Description
Addresses (F0116)	Mailing information
Address Book Master (F0101)	Tax information and category code information
Address Book - Who's Who (F0111)	Type codes, mailing names, legal names, and contact names
Address Book - Contact Phone Numbers (F0115)	Phone numbers
Supplier Master (F0401)	Vouchered amounts for year-to-date and for prior year-to-date
Accounts Payable Ledger (F0411)	Voucher information, including voucher amounts, gross amounts, open amounts, document number, and company



Table	Description
Accounts Payable - Matching Document (F0413)	Payment information, including payment ID, which is used to connect records from the F0414 table to the F0413 table
Accounts Payable Matching Document Detail (F0414)	Voucher payment detail and payment ID
Account Ledger (F0911)	Account ledger information, including account numbers, dates, document numbers, and companies
Purchase Order Receiver File (F43121)	Account number, document number, and match type

## Worktables Generated During 1099 Processing

The system generates these worktables during 1099 processing:

Table	Description
1099 A/P Worktable (F045143)	Company, supplier number, supplier tax ID, type of return, payment amount, company tax ID, and 2nd TIN indicator (optional).  Based on the F0411, F0413, and F0414 tables.
1099 G/L Worktable (F045141)	Company, supplier number, supplier tax ID, type of return, payment amount, payment date, document number, and company tax ID.  Based on the F0911 table and AAI ranges for PXxxxx.
1099 Merged Worktables (F04514)	Company, supplier number, supplier tax ID, type of return, payment amount, and company tax ID. Also payment number and payment date for G/L method.  Based on a combination of the F045141 and F045143 tables.
1099 Securities Identification File (F045145)	CUSIP number for 1099-INT return.
1099 Electronic Media (F045150W)	1099 reporting information.
K Record Workfile (F04514WF)	State code and control totals for state total reporting.  Based on the F045150W and the electronic filing options.  This table should be empty after Write Media (P04515) completes successfully.



# 3 Verifying Supplier Setup

## Understanding Supplier Setup

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

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

- Legal name
- Mailing name and address
- Tax identification number (TIN)
- Person/Corporation Code with value **P** (individual) or **N** (noncorporate)

You might also need to provide this information:

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

Supplier information is stored in these tables:

- Address Book Master (F0101)
- Address Book - Who's Who (F0111)
- Address Book - Contact Phone Numbers (F0115)
- Address by Date (F0116)
- Supplier Master (F0401)

## Understanding Legal Names of 1099 Suppliers

The IRS requires you to use the legal name of the supplier on 1099 returns. A supplier's legal name is the name that the IRS associates with the supplier's TIN. A supplier enters their legal name on the W-9 form that they submit. For tax purposes, a supplier can have only one legal name.

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

If you do not use the supplier's legal name, the IRS records will not match the name that you provide on the 1099 form, and the IRS can penalize or fine you.

## Examples of Legal Names

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

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

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

## Understanding Mailing Names and Addresses for 1099 Suppliers

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

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

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

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

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

## Understanding Tax IDs for 1099 Suppliers

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

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

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

## Missing and Incorrect TINs

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

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

The IRS requires you to take steps to obtain missing TINs. If you submit 1099s with missing TINs, the IRS encourages you to attach a letter of explanation. If you attach a letter of explanation, you will prevent unnecessary contacts from the IRS. However, the IRS will still send backup withholding notices (*B notices*,) or impose 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 can be incorrect for any of these reasons:

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

## Backup Withholding

If a payee does not furnish a valid tax ID to a payer, the payer must withhold a certain percentage of the payment for tax authorities. The IRS refers to this as backup withholding. The JD Edwards EnterpriseOne Accounts Payable system includes a feature that enables you to calculate withholding on the payments to suppliers and to pay withheld amounts

to tax authorities. The supplier receives a 1099 form with actual amounts paid reported in each box, regardless of whether those payments exceed the minimum required for reporting to the IRS.

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

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

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

## Entering Supplier Information for 1099s

This section provides an overview and discusses how to:

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

## Understanding Supplier Information for 1099s

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

### Note:

- *"Entering Supplier Master Information" in the JD Edwards EnterpriseOne Applications Accounts Payable Implementation Guide*

## Forms Used to Enter Supplier Information for 1099s

Form Name	FormID	Navigation	Usage
Supplier Master Revision	W04012A	Annual Processing (G0422), Supplier Master Information  Select a supplier. Then on the Work With Supplier Master, click Select.	Set up the person/corporation code and the tax ID number for a supplier.

Form Name	FormID	Navigation	Usage
Address Book Revision	W01012A	On the Supplier Master Revision form, select A/B Revision from the Form menu, and then select the Mailing tab.	Set up mailing information and the Category Code 07 field for a supplier.
Who's Who	W0111A	From the Form menu on the Address Book Revisions, select Who's Who.	Set up a legal name for a supplier.

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

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

### Person/Corporation

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

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

Values for non-U.S. entities are:

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

### Tax ID

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

## Setting Up Mailing Information and the Category Code 07 Field (AC07) for a Supplier

Access the Address Book Revision form.

1. Select the Mailing tab and complete these fields:

- **Address Line 1**

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

**Note:** Due to IRS space limitations, there is only 1 address line (40 characters long) that is allowed to enter address in the Address Line field.

See *JD Edwards EnterpriseOne 1099 Processing Guide for 2024, Verifying Supplier Setup, Understanding Mailing Names and Addresses for 1099 Suppliers*.

- o **City, State, and Postal Code**

Enter the city, state, and postal code of the supplier's address.

2. Select the Cat Code 1 - 10 tab.
3. Complete this field:

- o **Category Code 07**

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

## Setting Up a Legal Name for a Supplier

Access the Who's Who form.

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

### Type Code

Select **1099 Legal Name**.

## Processing 1099s for Foreign Suppliers

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

## Understanding 1099 Processing for Foreign Suppliers

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

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

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



## Form Used to Process 1099s for Foreign Suppliers

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

## Identifying Foreign Suppliers for 1099s

Access the Address Book Revision form.

### Payables Y/N/M

Select **F** to indicate that the supplier is a foreign supplier.

### Person/Corporation Code

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

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

Values for non-U.S. entities are:

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

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

## Combining Suppliers with Duplicate Tax IDs

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

## Understanding Suppliers with Duplicate Tax IDs

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

**Note:** You must set up supplier information for all records. If you have two suppliers that share the same Tax ID, both must have that tax ID populated, and the person/corp code must also be populated. You cannot leave one of them blank. If you leave them blank, the system will not combine the amount on the legal entity's 1099 return.

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

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

**Note:** For the system to combine supplier paid vouchers properly, you must use the same related address field consistently on all address book records for suppliers and companies.

## Form Used to Combine Suppliers with Duplicate Tax IDs

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

## Combining Suppliers with Duplicate Tax IDs

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

### Parent Number

Enter the address book number of the parent company. The system uses this number to associate a particular address with a parent company or location. Any value that you enter in this field updates the Address Organizational Structure

Master table (F0150) for the blank structure type. This address number must exist in the Address Book Master table (F0101) for validation purposes. Examples of address book records that would have a parent number include:

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

**1st Address Number**

Enter an alternate address number in the Address Book system. You can use this field for any secondary business address that relates to the primary address. For example:

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

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

## Running the A/B Rpt w/Tax ID Prsn/Corp Code Report (R014032A)

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

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

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

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

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

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

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

Version	Title	Setup	Use
XJDE0001	A/B Rpt w/Tax ID, Prsn/Corp Code	Data selection for person/corporation code of N and P.	Locate all address book records with person/corporation codes of N or P.

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

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

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

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

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

### Duplicate Tax ID

#### Duplicate Tax ID

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

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

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

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

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

See *"Verifying YTD Voucher Amounts" in the JD Edwards EnterpriseOne Applications Accounts Payable Implementation Guide* .

**Note:** The Duplicate Tax ID processing option for Version XJDE0005 is set to **1** to print only a list of suppliers with duplicate tax IDs.

## Running the W-9 Exception Report (R01301)

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

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

## Understanding the W-9 Exception Report

The IRS defines the form W-9 Request for Taxpayer Identification Number and Certification. You must request taxpayer identification number (TIN) of a U.S. person (including a resident alien), and also request certain certifications and claims for exemption. Use the W-9 Request for Taxpayer Identification Number and Certification form to enter or update the pertinent data into the respective Supplier record setup. The JD Edwards EnterpriseOne has created a UBE report, W-9 Exception Report, to help you verify if there is either missing tax information or incorrect set-up.

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

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

## Running the W-9 Exception Report

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

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

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

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

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

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

See *"Verifying YTD Voucher Amounts"* in the *JD Edwards EnterpriseOne Applications Accounts Payable Implementation Guide*.

## Working with Supplier Information for FATCA

This section provides an overview of supplier information for FATCA and discusses how to set Tax ID as FFI.

### Understanding Supplier Information for FATCA

To comply with the Foreign Account Tax Compliance Act (FATCA), when you pay a supplier and remit the payment to a Foreign Financial Institution (FFI), you must specify the Tax ID of the supplier to be FFI. The Tax ID will be marked as FFI while you file the 1099 form. FFI is associated with the Tax ID and not supplier ID so when you mark the Tax ID as FFI, all the suppliers related to that Tax ID are categorized as FFI.

You use the Work With Supplier Information program (P0451401) to review the tax IDs for their FFI indicator value. This program enables you to insert a new record for Tax ID with its FFI indicator and also to update the FFI flag for existing records. The system stores these records in the 1099 Supplier Information table (F0451401).

**Note:** When you generate the 1099 form, the system displays the FFI flag for the Tax ID for which you generate the form in the FATCA filing requirement box.

### Form Used to Set Up Tax ID as FFI

Form Name	FormID	Navigation	Usage
Work With Supplier Information	W0451401	1099 A/P Ledger Method (G04222), Work With Supplier Information	Review FFI status for tax IDs.

Form Name	FormID	Navigation	Usage
Edit Supplier Information	W0451401E	Click Add on the Work with Supplier Information form.	Set up Tax ID as FFI

## Setting Up Tax ID as FFI

Access the Edit Supplier Information form.

### Tax ID

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

**CAUTION:** While you use the Accounts Payable software, the system automatically supplies the default value for the Tax ID for 1099 processing from the supplier master record.

### Foreign Financial Institution

Select this check box if you want to mark the Tax ID as FFI. When you print the 1099 form for the supplier, the box for the FATCA filing requirement is selected.

When you update FFI indicator for a Tax ID for which you have already specified the value of FFI, the system displays a warning message. You can override the warning message and change your FFI preference for a tax ID.





# 4 Verifying Company Setup

## Managing Company Information

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

- Set up a 1099 contact Name.
- Enter a phone number.
- Set up Tax ID Number.
- Set up mailing information.
- Set up Person/Corporation code.
- Set up related address information.

## Understanding Company Information

The information that you set up for companies must meet the Internal Revenue Service (IRS) specifications for Form 1099. As part of the 1099 process, you must review address book records for companies within your organization to ensure that you have the necessary information and that the information meets IRS requirements. Company information is stored in the Company Constants table (F0010)

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

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

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

## Company Address Book Numbers

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

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

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

If the Company Address Number field on the Company Setup form is blank, the company number and company address book number are the same. If the Company Address Number field contains a value and the value is not the same as the

company number, then the company number and company address book number are not the same and the system uses the mailing address that is assigned to the company address book number.

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

## Company Address Book Records

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

## Forms Used to Manage Company Information

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

## Setting Up a 1099 Contact Name

Access the Who's Who form.

To create a 1099 contact name for the company, create a new who's who record for the contact name and complete the Type Code field. Do not use or delete the value, line 0 in the Line ID field. The value, line 0 in the line ID field must be the same for the legal name for suppliers.

### Type Code

Select **1099 Contact Name**.

## Entering a Phone Number

Access the Phone Numbers form.

Enter the phone number of the 1099 contact person.

## Setting Up a Tax ID Number

Access the Address Book Revisions form.

Select the Address Book tab and enter the name and tax ID.

### Tax ID

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

## Setting Up Mailing Information

Access the Address Book Revisions form.

Select the Mailing tab and complete these fields:

- **Address Line 1**

Enter the first line of a mailing address for an employee, customer, or supplier in the Address Book system. The U.S. Internal Revenue Service (IRS) restricts the size of the address that prints on an employee's year-end tax return.

- **City, State, and Postal Code**

Enter the city, state, and postal code of the company address.

## Setting Up Person/Corporation Code

Access the Address Book Revisions form.

Select Additional 1 tab and complete these fields:

- **Person/Corporation Code**

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

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

**P:** Individual (the Tax ID prints as 123-45-6789)

**N:** Non-corporate entity (the Tax ID prints as 12-3456789)

Values for non-U.S. entities are:

**1:** Individual

**2:** Corporate entity

**3:** Both an individual and a corporate entity

**4:** Non-corporate entity

**5:** Customs authority

- **Add'l Ind Tax ID (Additional Individual Tax ID)**

Enter an identification number that a tax authority has assigned to an individual, in addition to the primary Tax ID number (TX1).

- **Payables Y/N/M**

Select F to indicate that the Company (Payer) is a foreign Company.

## Setting Up Related Address Information

Access the Address Book Revisions form.

Select the Related Address tab and complete these fields:

- **Parent Number**

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

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

- **Address Number**

Enter an alternate address number in the Address Book system. You can use this field for any secondary business address that relates to the primary address. For example:

Salesperson

Law firm

Accountant

Securities agent

Bonding agent

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

## Combining Company Information for 1099 Processing

This section provides an overview of company tax relationships and lists the form used to combine companies for 1099 processing.

### Understanding Company Tax Relationships

Tax relationships can exist for companies with the same tax ID. The following topics illustrate the setup requirements for address book records to ensure correct 1099 reporting to the IRS:

#### Companies with the Same Tax ID

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

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

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

#### Example of Combining Companies for 1099 Processing

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

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

For this example, assume that:

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

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

**Note:** 500 is the company number, and not the company address number. Company 500 must exist in the Company Name and Numbers program P0010 (F0010) for alternate address combining to process correctly.

Company 500 does not have an address book number of 500; therefore, when the company record was set up, 5005 was assigned as the company address number. The Company Constants table (F0010) stores this information. You can view this information by using the Company Names & Numbers program (P0010).

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

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

## Form Used to Combine Companies for 1099 Processing

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

# 5 Using the A/P Ledger Method

## Understanding the A/P Ledger Method

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

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

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

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

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

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

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

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

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

## Understanding UDCs for 1099 Processing

This section discusses:

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

## UDCs for the A/P Ledger Method

This table lists and describes the user-defined codes (UDCs) that the A/P ledger method uses to select vouchers or voucher pay items for 1099 processing:

UDC	Description
04/TR - Type of Return - 1099s	This UDC is required. The values for UDC 04/TR are shipped with the software and are hard-coded.  These values specify the type of 1099 form and the box in which the supplier amounts are printed, on the 1099 form.
01/07 - 1099 Reporting Code	This UDC is optional. The values for UDC table 01/07 are user-defined.  These values specify the supplier amounts that the system prints on the 1099 form.

**Note:**

- *"Working with User Defined Codes" in the JD Edwards EnterpriseOne Tools System Administration Guide .*

## UDC 04/TR

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

The codes in UDC table 04/TR are hard-coded. You must not change or delete them unless otherwise specified in the Special Instructions for the 1099 electronic software updates (ESUs). The codes specifies the type of form, as follows:

- **A:** 1099-MISC
- **1:** 1099-DIV
- **6:** 1099-INT
- **B:** 1099-NEC
- **F:** 1099-G

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

- For **A1**, the *A* represents Form 1099-MISC and the *1* represents box 1 (rents).
- For **AA**, the first *A* represents Form 1099-MISC and the second *A* represents box 10 (Gross proceeds paid to an attorney).
- For **1B**, the *1* represents Form 1099-DIV and the letter *B* represents box 9 (cash liquidation distribution).
- For **64**, the *6* represents Form 1099-INT and the *4* represents box 4 (federal income tax withheld).
- For **B4**, the *B* represents Form 1099-NEC and the *4* represents box 4 (federal income tax withheld).
- For **F4**, the *F* represents Form 1099-G and the *4* represents box 4 (federal income tax withheld).

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



## 1099-MISC

This table lists values for Form 1099-MISC:

UDC 04/TR	Box Name	Box Number	Amount Code
A1	Rents	1	1
A2	Royalties	2	2
A3	Other income	3	3
A4	Federal income tax withheld	4	4
A5	Fishing boat proceeds	5	5
A6	Medical and health care products	6	6
A7	Direct sales indicator	7	7 <b>Note:</b> An X prints in Box 7 and there is no amount to report on electronic media, so Amount Code 7 does not exist.
A8	Substitute payments in lieu of dividends or interest	8	8
A9	Crop insurance proceeds	9	A
AF	FATCA filing requirement	13	<b>Note:</b> An X prints in Box 13 and there is no amount to report on electronic media, so Amount Code 13 does not exist.
AD	Excess golden parachute payments	14	B
AA	Gross proceeds paid to an attorney	10	C
AB	Fish purchased for resale	11	F
AC	Section 409A deferrals	12	D
AE	Nonqualified deferred compensation	15	E

UDC 04/TR	Box Name	Box Number	Amount Code
AG	Prior year nonemployee compensation	<p><b>Note:</b> The nonemployee compensation (NEC) amount for the prior year is not printed on the 1099-MISC paper forms. The system uses this UDC to include the NEC amount for the prior year in the electronic filing for the MISC form. For this UDC, enter the amount by using the Enter A/P Workfile Adjustment program (PO4510FP). This UDC is required due to the nonavailability of the NEC form before the financial year 2021.</p>	G

## 1099-DIV

This table lists values for Form 1099-DIV:

UDC 04/TR	Box Name	Box Number	Amount Code
11	Total ordinary dividends	1a	1
12	Qualified dividends	1b	2
13	Total capital gain distribution	2a	3
14	Unrecaptured section 1250 gain	2b	6

UDC 04/TR	Box Name	Box Number	Amount Code
15	Section 1202 gain	2c	7
16	Collectible (28 percent) rate gain	2d	8
17	Nondividend distributions	3	9
18	Federal income tax withheld	4	A
1F	Section 199A dividends	5	5
19	Investment expenses	6	B
1A	Foreign tax paid	7	C
1B	Cash liquidation distributions	9	D
1C	Noncash liquidation distributions	10	E
1I	FATCA filing requirement	11	<b>Note:</b> There is no amount to report on electronic media, so Amount Code for FATCA does not exist.
1D	Exempt interest dividends	12	F
1E	Specified private activity bond interest dividends	13	G
1G	Section 897 ordinary dividends	2e	H
1H	Section 897 capital gain	2f	J

## 1099-INT

This table lists values for Form 1099-INT:

UDC 04/TR	Box Name	Box Number	Amount Code
61	Interest income not included in Box 3	1	1
62	Early withdrawal penalty	2	2

UDC 04/TR	Box Name	Box Number	Amount Code
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
67	Tax-exempt interest	8	8
68	Specified private activity bond interest	9	9
6A	Market Discount	10	A
6B	Bond Premium	11	B
6D	Bond Premium on Tax Exempt Bond	13	D
6E	Bond Premium on Treasury Obligation	12	E

## 1099-NEC

This table lists values for Form 1099-NEC:

UDC 04/TR	Box Name	Box Number	Amount Code
B1	Nonemployee Compensation	1	1
B2	Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale	2	NA
B4	Federal Income Tax Withheld	4	4

## 1099-G

This table lists values for Form 1099-G:

UDC 04/TR	Box Name	Box Number	Amount Code
F1	Unemployment compensation	1	1

UDC 04/TR	Box Name	Box Number	Amount Code
F2	State or local income tax refunds, credits, or offsets	2	2
F3	Box 2 amount is for tax year	3	
F4	Federal income tax withheld	4	4
F5	RTAA payments	5	5
F6	Taxable grants	6	6
F7	Agriculture payments	7	7
F8	If checked, box 2 is trade or business income	8	
F9	Market gain	9	9
FA	Blank Box Next to Box 9	NA <b>Note:</b> This is the empty box next to box 9.	NA

## Address Book Category Code 01/07

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

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

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

Set up only those values that you will use, and associate the values directly with the form and box numbers of the 1099 forms that you plan to produce, such as A1 (IRS form 1099-MISC, Box 1), 61 (IRS form 1099-DIV, Box 1), or B1 (IRS form 1099-NEC, Box 1). This association will ensure that the values in UDC table 01/07 are consistent with those in UDC table 04/TR.

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

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

## Assigning Category Code 07 Values to Address Book Records

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

### Understanding Category Code 07 Values for Address Book Records

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

**Note:** You must use a valid two position code. Example A9 - Crop insurance proceeds.

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

- Johnson Specialty Painting supplies contractor services.  
You report payments in box 1 of Form 1099-NEC; therefore, you must assign a category code 07 value of **B1** (box 1 for nonemployee compensation or contractor) to Johnson Specialty Painting.
- Douglas LTD Partnership supplies rental space.  
You report payments in box 1 of Form 1099-MISC; therefore, you must assign a category code 07 value of **A1** (rent) to Douglas LTD Partnership.
- Smith & Sons supplies patent licenses.  
You report payments in box 2 of Form 1099-MISC; therefore, you must assign a category code 07 value of **A2** (royalties paid for use of a patent) to Smith & Sons.

### Prerequisite

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

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

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

## Assigning Category Code 07 Values to Address Book Records

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

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

## Assigning Category Code 07 Values to Vouchers

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

### Understanding Category Code 07 Values for Vouchers

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

To modify the category code for vouchers, set the processing options for the Speed Status Change program (P0411S) to paid vouchers.

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

- If the system supplies the default category code 07 value from the address book record, you must change the default value to **EX**. You cannot override an existing value with a blank.

- If the system does not supply a default category code 07 value and you enter the category code 07 value directly on the voucher pay item, you can change the value to blank: you can override an existing value with a blank. You set up a UDC for Blank in the 01/07 UDC table.

## Form Used to Assign Category Code 07 Values to Vouchers

Form Name	FormID	Navigation	Usage
Enter Voucher - Payment Information	W0411G	Annual Processing (G0422), Supplier Ledger Inquiry  Select a voucher and click Select.	Modify voucher information.
Work with Speed Status Change	W0411SA	Accounts Payable (G04), Daily Processing, Manual Payment Processing	View or search category code.

## Assigning Category Code 07 Values to Vouchers

Access the *Work with Speed Status Change* form.

Enter Voucher - Payment Information form.

### Cat Code 07 (category code 07)

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

**01:** Rents

**13:** *Non-taxable Distribution* Total capital gain distributions

**61:** Interest income

**A7:** Direct sales indicator

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

## Performing Related Tasks for Changing Category Code 07

This table lists tasks related to changing category code 07:



Task	Description
Change a category code on an address book record.	<p>Use the Address Book Revisions program (P01012) to add a category code or change the existing category code on an address book record.</p> <p>If you add or change the value for category code 07 on a single or on multiple address book records, the system does not automatically change existing transactions in the Accounts Payable Ledger table (F0411). To change the existing transactions, you must run the Global Update A/P Records program (R04802).</p>
Globally change category codes on address book records.	Use the Global Category Code Update program (R01490) to add category codes or change them on multiple address book records.
Change a category code on a voucher.	<p>Use the Speed Status Change program (P0411S) to add a category code or change the existing category code on a voucher.</p> <p>To change the value of the single voucher, on the Work with Speed Status Change form, in the Pay Status field, enter a value <b>P</b>. Access the Update Single Pay Item form to add or change the category code 07 value. The value is updated for the selected voucher(s) in F0411 table.</p> <p>To change the value of multiple vouchers, enter a value <b>P</b> in the Pay Status field on the Work with Speed Status Change form. To add or change the category code 07 value, access the Global Updates form. The value is updated for the selected voucher(s) in F0411 table. To modify the category code for the vouchers, you must set the processing option for the Speed Status Change program (P0411S) to paid vouchers.</p> <p>To modify the category code for the vouchers, you must set the processing option for the Speed Status Change program (P0411S) to paid vouchers.</p>
Globally change category codes on multiple vouchers.	Use the Global Update A/P Records program (R04802) to change the category code 07 value on multiple existing vouchers after you change the category code on address book records. This program updates existing transactions in the F0411 table based on the category code information that is stored in the Address Book Master table (F0101).

**Note:**

- *JD Edwards EnterpriseOne Applications Address Book Implementation Guide*
- *"Entering Standard Vouchers" in the JD Edwards EnterpriseOne Applications Accounts Payable Implementation Guide*

## Assigning 1099 Flags to Vouchers

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

### Understanding the 1099 Flag

As an alternative to using category code 07, you can use the 1099 Flag field to specify whether a voucher or voucher pay item is eligible for 1099 processing. Unlike category code 07, the 1099 flag does not specify the type of 1099 form to use or which box on the form to use. It only *flags*, or identifies, a voucher or voucher pay item as eligible for 1099 processing,

and you use a processing option in the Build A/P Workfile program (R04514FP) to specify the type of return and box. Typically, clients who do simple 1099 reporting and produce only one type of 1099 return with the same box use the 1099 flag.

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

If you hire contractors (nonemployees), payments to them might be partially exempt from 1099 reporting. Reimbursements for expenses such as travel, lodging, and so on typically are excluded. For those expenses, you leave the 1099 Flag field blank and enter **1** in the 1099 Flag field only for those pay items that are subject to 1099 reporting.

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

**Note:** Use 1099 flag to report only 1 box on 1 form only.

## Form Used to Assign the 1099 Flag to Vouchers

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

## Assigning the 1099 Flag

Access the Enter Voucher - Payment Information form.

### 1099 Flag

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

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

**1:** Include the pay item in 1099 processing.

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

Enter **1** in the 1099 Flag field only for those pay items that are subject to 1099 reporting. If a pay item, such as freight or shipping, is exempt from 1099 reporting, leave this field blank.

## Clearing the 1099 A/P Worktable

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

### Understanding the Clear A/P Workfile Program

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

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

**Note:** You need to archive the table data first, in case of an audit for that year.

### Running the Clear A/P Workfile Program

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

## Clearing the 1099 G/L Worktable

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

### Understanding the Clear G/L Workfile Program

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

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

### Running the Clear G/L Workfile Program

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

## Building the 1099 A/P Worktable

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

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

### Note:

If you are submitting returns on 1099 INT forms, you must enter CUSIP numbers in the 1099 Securities Identification table (F045145) before building the 1099 A/P worktable.

See *Understanding the G/L Method, Entering CUSIP Numbers in the F045145 Table*

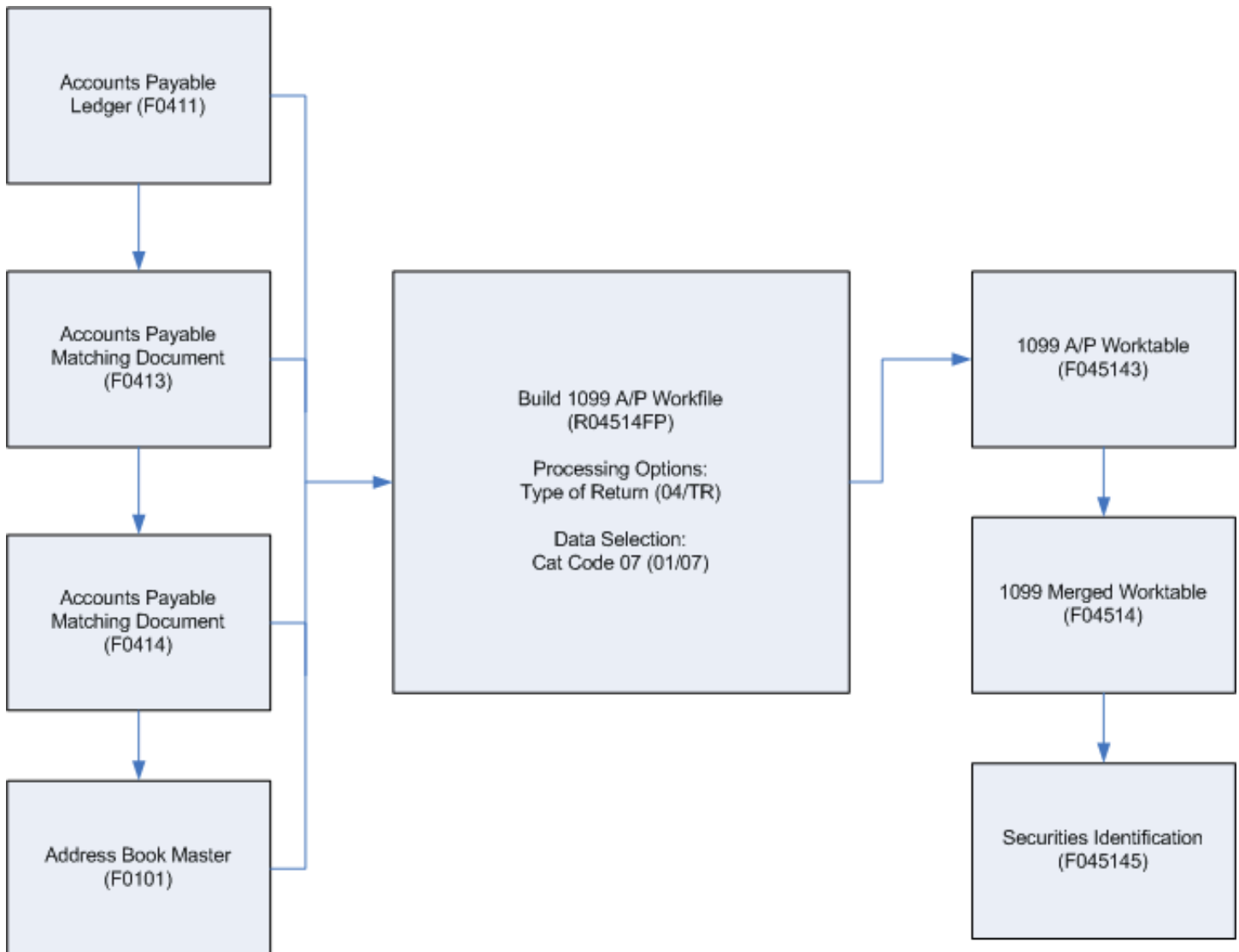
## Understanding the Build A/P Workfile Program

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

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

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

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



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

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

Each time you run the Build A/P Workfile program, the program adds records to the existing records in the worktable. To avoid updating existing records in the worktable, make sure that you use a different data selection each time you run

the program. If a record already exists for the same payee, payer, and type of return, the system updates the record and adds to the amount.

Use the Securities Identification table to match the CUSIP number from the 1099 Merged Worktables.

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

## Understanding Versions of the Build A/P Workfile Program

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

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

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

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

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

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

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

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

**Note:**

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

Specify **14** (DIV), **64** (INT), **A4** (MISC), **F4** (G) or **B4** (NEC) for federal income tax withheld in the processing option for the type of return. Use data selection to include payments with backup withholding based on the tax authority. Set the payee address number equal to the address book number of the tax authority.

## Prerequisites

Before completing the tasks in this section:

- Depending on whether you use the 1099 flag or the category code 07 for 1099 processing, perform one of these tasks:
  - Update the 1099 Flag field for voucher pay items on the Enter Voucher - Payment Information form, as required.
  - Add or change the Category Code 07 field value for voucher pay items using the Speed Status Change (PO411S) program, as required.

- Back up the 1099 A/P Worktable (F045143).

If you used the 1099 A/P Ledger method last year, back up the F045143 table so that you have a copy of last year's 1099 returns. Make sure that you do this activity before you complete the next item.

- Run the Clear A/P Workfile program (R04CLRFP) to delete previous year records in the F045143 table.
- If you use the 1099 A/P Ledger method only, run the Clear G/L Workfile program (R04CLRGL) to delete previous year records in the 1099 G/L Worktable (F045141).
- If you use category code 07, create a version of the Build A/P Workfile program (R04514FP) for each type of return and box on the return.

Ensure that the two-character UDC table 04/TR value in the processing option for Type of Return and the data selection for the category code 07 value specify the same 1099 return and box on the return.

- Restore these tables, if required:
  - Purge - Accounts Payable Ledger (F0411P).
  - Purge - Accounts Payable Matching Documents (F0413P).
  - Purge - Accounts Payable Matching Document Detail (F0414P).

## Running the Build A/P Workfile Program

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

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

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

### Process

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

#### 1. 1099 Reporting Year

Use this processing option to specify the four-digit 1099 reporting year. The system writes only those voucher amounts that were paid within the specified year to the 1099 A/P Workfile (F045143).

#### 2. Type of Return

Use this processing option to specify the type of 1099 form and the box in which to print amounts for the records that you select to include in the 1099 A/P Worktable (F045143). The values are two characters, and are defined in UDC 04/TR. For example, enter **A1** for 1099-MISC box 1 (rents) or enter **13** for 1099-DIV box 13 (Total capital gain distr). Values **1**, **6**, and **A** are not valid.

If you use more than one form or box on a 1099 form, ensure that the value in this processing option and the value in the data selection identify the same form and box.

#### 3. Alternate Address Combining Method

Use this processing option to specify which address the system will use to update the 1099 A/P Worktable (F045143). If you leave this processing option blank or if the specified alternate address number is blank, the system will use the original address number (AN8) of the 1099-eligible voucher. Values are:

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

**1:** First alternate address (AN81)

**2:** Second alternate address (AN82)

**3:** Third alternate address (AN83)

**4:** Fourth alternate address (AN84)

**5:** Fifth alternate address (AN86)

**6:** Factor/special payee (AN85)

**7:** Parent number (PA8)

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



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

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

- The Write Media program (P04515) combines records from the 1099 G/L Worktable (F045141) and the 1099 A/P Worktable (F045143).

If you use both the G/L and A/P ledger methods, make sure that you do not select the same vouchers for the Build A/P Workfile program for both methods; otherwise the 1099 amounts will be overstated.

- If a record has values in both the Category Code 07 field and the 1099 Flag field and you run a version of the Build A/P Workfile program for each of them, the 1099 amounts in the F045143 worktable and on the 1099 form will be overstated.

## Reviewing Records in the 1099 A/P Worktable

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

### Understanding 1099 A/P Worktable Record Review

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

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

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

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

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

## Reviewing Records

Access the Adjust 1099 A/P Workfile Records form.

Review the Type Return and Amount fields and click OK.

## Adjusting Records in the 1099 A/P Worktable

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

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

## Understanding 1099 A/P Worktable Adjustments

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

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

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

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

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

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

Form Name	FormID	Navigation	Usage
		To add new records, click Add.	

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

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

### Edits

#### 1. Alternate Address Error

Specify the kind of message that the system must display when you make an adjustment to 1099 A/P Workfile (F045143) for a supplier that has an alternate address book record. Values are:

Blank: Warning error

1: Hard error

#### 2. Tax ID Validation

Specify the kind of message that the system must display when you make an adjustment to the 1099 A/P Workfile (F045143) by using a tax ID that is different from a tax ID in the Address Book system. Values are:

Blank: Warning error

1: Hard error

### Process

#### 1. Alternate Address Combining Method

Specify the address book number that was used when the 1099 A/P Workfile (F045143) was built. The system validates against this address book record, when you enter adjustments to the F045143. If you leave this processing option blank or if the specified alternate address number is blank, the system uses the original address number (AN8) and displays no error or warning message. Values are:

Blank: Original address number (AN8)

1: First alternate address (AN81)

2: Second alternate address (AN82)

3: Third alternate address (AN83)

4: Fourth alternate address (AN84)

5: Fifth alternate address (AN86)

6: Factor/special payee (AN85)

7: Parent number (PA8)

## Adjusting Records in the 1099 A/P Worktable

Access the Adjust 1099 A/P Workfile Records form.

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

### 2nd TIN (second tax identification number)

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

### Type Return

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

Valid types of 1099 return codes are:

**Ax:** 1099-MISC

**1x:** 1099-DIV

**6x:** 1099-INT

**Fx:** 1099-G

**Bx:** 1099-NEC

To create this return code, you combine the code for the type of return with the number of the box on the form. For example, you can set up **A1**, where **A** indicates form 1099-MISC and **1** indicates box 1 (rents).

For the G/L method, the third and fourth characters of the AAI item for 1099 returns indicate the type of return and the box associated with the amount.

### Amount

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

### Co (company)

Enter a code that identifies a specific organization, fund, or other reporting entity. The company code must already exist in the Company Constants table (F0010) and must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions.

**Note:** You must specify the company number, do not use default value 00000.

### Tax ID

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

### Company Tax Id

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

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

## Adding Records to the 1099 A/P Worktable

Access the Adjust 1099 A/P Workfile Records form.

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

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



# 6 Using the G/L Method

## Understanding the G/L Method

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

The advantage of using the G/L method is that to exclude expenses that you do not need to report, (such as freight charges) you do not have to create individual pay items on vouchers or adjust for such expenses in the 1099 A/P Worktable (F045143).

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

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

Do not use the G/L method if you use retainage. With retainage, you must use the A/P method.

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

**Note:** If you use the G/L method, do not purge the journal entries for the calendar year that you are reporting. You must have information in the F0911 table for all journal entries that involve payments in the calendar year for which a 1099 return is required.

## Understanding AAIs for the G/L Method

This section discusses:

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

### G/L Method AAIs

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

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

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

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

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

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

- Do not set up more than 49 ranges for each box on a 1099 form.
- Delete any unused 1099 ranges by deleting the entire AAI item.
- Do not specify object accounts for cash accounts, received and not vouchered accounts, A/P trade accounts, or A/R trade accounts.

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

### Example: AAIs for the G/L Method

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



AAI Item Range	Characters in the AAI Item
PXA101 - PXA102	<ul style="list-style-type: none"> <li>• <i>PX</i> indicates a 1099 AAI item</li> <li>• <i>A</i> indicates Form 1099-MISC</li> <li>• <i>1</i> indicates Box 1 on the form</li> <li>• <i>01</i> indicates the beginning of the first range of object accounts and <i>02</i> indicates the end of the first range of object accounts</li> </ul>
PXA103 - PXA104	<ul style="list-style-type: none"> <li>• <i>PX</i> indicates a 1099 AAI item</li> <li>• <i>A</i> indicates Form 1099-MISC</li> <li>• <i>1</i> indicates box 1 on the form</li> <li>• <i>03</i> indicates the beginning of the second range of object accounts and <i>04</i> indicates the end of the second range of object accounts</li> </ul>
PXA201 - PXA202	<ul style="list-style-type: none"> <li>• <i>PX</i> indicates a 1099 AAI item</li> <li>• <i>A</i> indicates Form 1099-MISC</li> <li>• <i>2</i> indicates box 2 on the form</li> <li>• <i>01</i> indicates the beginning of the first range of object accounts and <i>02</i> indicates the end of the first range of object accounts</li> </ul>
PX1101 - PX1102	<ul style="list-style-type: none"> <li>• <i>PX</i> indicates a 1099 AAI item</li> <li>• <i>1</i> indicates Form 1099-DIV</li> <li>• <i>1</i> indicates box 1a on the form</li> <li>• <i>01</i> indicates the beginning of the first range of object accounts and <i>02</i> indicates the end of the first range of object accounts</li> </ul>
PX1B01 - PX1B02	<ul style="list-style-type: none"> <li>• <i>PX</i> indicates a 1099 AAI item</li> <li>• <i>1</i> indicates Form 1099-DIV</li> <li>• <i>B</i> indicates Box 1B on the form</li> <li>• <i>01</i> indicates the beginning of the first range of object accounts and <i>02</i> indicates the end of the first range of object accounts</li> </ul>
PX6101 - PX6102	<ul style="list-style-type: none"> <li>• <i>PX</i> indicates a 1099 AAI item</li> <li>• <i>6</i> indicates Form 1099-INT</li> <li>• <i>1</i> indicates box 1 on the form</li> <li>• <i>01</i> indicates the beginning of the first range of object accounts and <i>02</i> indicates the end of the first range of object accounts</li> </ul>
PXB101 - PXB102	<ul style="list-style-type: none"> <li>• <i>PX</i> indicates a 1099 AAI item</li> <li>• <i>B</i> indicates Form 1099-NEC</li> <li>• <i>1</i> indicates box 1 on the form</li> <li>• <i>01</i> indicates the beginning of the first range of object accounts and <i>02</i> indicates the end of the first range of object accounts</li> </ul>
PXB201 - PXB202	<ul style="list-style-type: none"> <li>• <i>PX</i> indicates a 1099 AAI item</li> <li>• <i>B</i> indicates Form 1099-NEC</li> <li>• <i>1</i> indicates box 2 on the form</li> </ul>

AAI Item Range	Characters in the AAI Item
	<ul style="list-style-type: none"> <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>
PXB401 - PXB402	<ul style="list-style-type: none"> <li>PX indicates a 1099 AAI item</li> <li>B indicates Form 1099-NEC</li> <li>4 indicates box 4 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>

## Relationships Between AAIs and Boxes on 1099 Forms

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

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

**Note:** We offer and support Copy B forms, to submit 1099s to the IRS. You can use the Electronic filing process even if less than 10 1099 returns. On February 21, 2023, the Department of the Treasury and the Internal Revenue Service published final regulations reducing the threshold for filing returns and other documents electronically (e-file). These regulations require filers of 10 or more information returns in a calendar year beginning in 2024, tax year 2023, to file those information returns electronically.

CORRECTED (if checked)

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.  MICHAEL M JORDAN STERLING HEIGHTS LANSING MI 48310 (+1) 517-200-9968		1 Rents \$ 1450.00	OMB No. 1545-0115 Form <b>1099-MISC</b> For calendar year <u>2024</u>	<b>Miscellaneous Information</b>
		2 Royalties \$ 3250.00		
		3 Other income \$ 6750.00	4 Federal income tax withheld \$ 1550.00	<b>Copy B For Recipient</b>  This is important tax information and is being furnished to the IRS. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.
PAYER'S TIN 10-9920202	RECIPIENT'S TIN 101-42-0202	5 Fishing boat proceeds \$ 2030.00	6 Medical and health care payments \$ 2104.00	
RECIPIENT'S name, Street address (including apt. no.), City or town, state or province, country, and ZIP or foreign postal code  CANNON TOOLS CO 2426 NORTH CATHERINE ST ATLANTA GA 30019		7 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale <input checked="" type="checkbox"/>	8 Substitute payments in lieu of dividends or interest \$ 1100.00	
		9 Crop insurance proceeds \$ 1290.00	10 Gross proceeds paid to an attorney \$ 2050.00	
		11 Fish purchased for resale \$ 1700.00	12 Section 409A deferrals \$ 4330.00	
		13 FATCA filing requirement <input checked="" type="checkbox"/>	14 Excess golden parachute payments \$ 6000.00	15 Nonqualified deferred compensation \$ 7650.00
Account number (see instructions) 00202070		16 State tax withheld \$	17 State/Payer's state no. \$	18 State income \$

Form **1099-MISC** (keep for your records) [www.irs.gov/Form1099MISC](http://www.irs.gov/Form1099MISC) Department of the Treasury - Internal Revenue Service

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

CORRECTED (if checked)

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no. MICHAEL M JORDAN STERLING HEIGHTS LANSING MI 48310 (+1) 517-200-9968		<b>1a</b> Total ordinary dividends \$ 18540.00	OMB No. 1545-0110 Form <b>1099-DIV</b> For calendar year <b>2024</b>	<b>Dividends and Distributions</b>  <b>Copy B For Recipient</b>  This is important tax information and is being furnished to the IRS. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported
		<b>1b</b> Qualified dividends \$ 3100.00		
		<b>2a</b> Total capital gain distr. \$ 14584.00	<b>2b</b> Unrecap. Sec. 1250 gain \$ 1400.00	
PAYER'S TIN 10-9920202	RECIPIENT'S TIN 101-42-0205	<b>2c</b> Section 1202 gain \$ 1880.00	<b>2d</b> Collectibles (28%) gain \$ 1954.00	
		<b>2e</b> Section 897 ordinary dividends \$ 4380.00	<b>2f</b> Section 897 capital gain \$ 2750.00	
RECIPIENT'S name, street address (including apt. no.), city or town, state or province, country, and ZIP or foreign postal code CHEMICAL MUTUAL 44 8TH AVENUE FORT WORTH TX 75088		<b>3</b> Nondividend distributions \$ 2500.00	<b>4</b> Federal income tax withheld \$ 950.00	
		<b>5</b> Section 199A dividends \$ 2600.00	<b>6</b> Investment expenses \$ 1140.00	
		<b>7</b> Foreign tax paid \$ 1900.00	<b>8</b> Foreign country or U.S. possession	
		<b>9</b> Cash liquidation distributions \$ 1550.00	<b>10</b> Noncash liquidation distributions \$ 4180.00	
		<b>11</b> FATCA filing requirement <input type="checkbox"/>	<b>12</b> Exempt-interest dividends \$ 20850.00	
Account number (see instructions) 00202073		<b>14</b> State	<b>15</b> State identification no. \$ \$	

Form **1099-DIV** (keep for your records) [www.irs.gov/Form1099DIV](http://www.irs.gov/Form1099DIV) Department of the Treasury - Internal Revenue Service

Box Number	AAI
1a. Total ordinary dividends	PX11
1b. Qualified dividends	PX12
2a. Total capital gain distr.	PX13
2b. Unrecap. Sec. 1250 gain	PX14
2c. Section 1202 gain	PX15
2d. Collectibles (28 percent) gain	PX16
2e. Section 897 ordinary dividends	PX1G
2f. Section 897 capital gain	PX1H
3. Nondividend distributions	PX17

Box Number	AAI
4. Federal income tax withheld	PX18
5. Section 199A Dividends	PX1F
6. Investment expenses	PX19
7. Foreign tax paid	PX1A
9. Cash liquidation distributions	PX1B
10. Noncash liquidation distributions	PX1C
11. Exempt interest dividends	PX1D
12. Specified private activity bond interest dividends	PX1E

CORRECTED (if checked)

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.  MICHAEL M JORDAN STERLING HEIGHTS LANSING MI 48310 (+1) 517-200-9968		Payer's RTN (optional)	OMB No. 1545-0112  Form <b>1099-INT</b>		<b>Interest Income</b>  <b>Copy B For Recipient</b>  This is important tax information and is being furnished to the IRS. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.
PAYER'S TIN  10-9920202		RECIPIENT'S TIN  101-42-0204	1 Interest income  \$ 1200.00	For calendar year 2024	
RECIPIENT'S name, Street address (including apt. no.), City or town, state or province, country, and ZIP or foreign postal code  WEST LIFE INSURANCE 9 PRAIRIE COURT BALTIMORE MD 20601		4 Federal income tax withheld \$1000.00	5 Investment expenses \$1780.00		
FATCA filing requirement <input type="checkbox"/>		6 Foreign tax paid \$1854.00	7 Foreign country or U.S. territory		
Account number (see instructions)  00202072		8 Tax-exempt interest \$3250.00	9 Specified private activity bond Interest \$850.00		
		10 Market discount \$1040.00	11 Bond premium \$1800.00		
		12 Bond premium on Treasury obligations \$4080.00	13 Bond premium on tax-exempt bond \$ 1450.00		
		14 Tax-exempt and tax credit bond CUSIP no.	15 State	16 State identification no.	
				17 State tax withheld \$ \$	

Form **1099-INT** (keep for your records) [www.irs.gov/Form1099INT](http://www.irs.gov/Form1099INT) Department of the Treasury - Internal Revenue Service

Box Number	AAI
1. Interest income	PX61
2. Early withdrawal penalty	PX62
3. Interest on U.S. Savings Bonds and Treas. obligations	PX63
4. Federal income tax withheld	PX64
5. Investment expenses	PX65
6. Foreign tax paid	PX66
8. Tax-exempt interest	PX67
9. Specified private activity bond interest	PX68

Box Number	AAI
Market Discount	PX6A
Bond Premium	PX6B
Bond Premium on Tax Exempt Bond	PX6D
Bond Premium on Treasury Obligation	PX6E

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

CORRECTED (if checked)

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.  MICHAEL M JORDAN STERLING HEIGHTS LANSING MI 48310 (+1) 517-200-9968		OMB No. 1545-0116  <b>Form 1099-NEC</b>  For calendar year 2024		<b>Nonemployee Compensation</b>
PAYER'S TIN 10-9920202	RECIPIENT'S TIN 101-42-0202	<b>1 Nonemployee compensation</b> \$ 1000.00		
RECIPIENT'S name, Street address (including apt. no.), City or town, state or province, country, and ZIP or foreign postal code  CANNON TOOLS CO 2426 NORTH CATHERINE ST ATLANTA GA 30019		<b>2 Payer made direct sale totaling \$5,000 or more of consumer products to recipient for resale</b> <input checked="" type="checkbox"/>		<b>Copy B For Recipient</b>  This is important tax information and is being furnished to the IRS. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported
		<b>3</b>		
		<b>4 Federal income tax withheld</b> \$ 100.00		
Account number (see instructions) 00202070		<b>5 State tax withheld</b> \$	<b>6 State/Payer's state no.</b>	
		<b>7 State income</b> \$		

Form **1099-NEC** (keep for your records) [www.irs.gov/Form1099NEC](http://www.irs.gov/Form1099NEC) Department of the Treasury - Internal Revenue Service

Box Number	AAI
1. Nonemployee compensation	PXB1
2. NEC Payer made direct sales	PXB2
4. Federal income tax withheld	PXB4

## Updating the Account Ledger Table

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

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

## Understanding Account Ledger Table Updates

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

To ensure that all transactions have been updated in the F0911 table, run the following programs on the Enterprise Server in sequential order:

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

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

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

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

If you have not made changes to the F0901 table, you do not need to run this program.

- Update Payment Information - Receipts (R045131)

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

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

- Update Payment Information (R04513)

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



**Note:**

- *"Revising an Organization" in the JD Edwards EnterpriseOne Applications General Accounting Implementation Guide* *JD Edwards EnterpriseOne General Accounting 9.1 Implementation Guide,*
- *"Understanding the Process to Update the F0911 and F0902 Tables" in the JD Edwards EnterpriseOne General Accounting 9.1 Implementation Guide,*

## Understanding the Update Payment Information - Receipts Program

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

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

**Note:** You can only run this UBE once per calendar year wide open. If you run it more than once in a calendar year, it can cause unpredictable results. If you need to add missing data, run the UBE again with data selection for the missing data.

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

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

- The program reads the Purchase Order Receiver File table (F43121) and selects all records with a match record type 2.
- For records that are eligible for 1099 reporting, the program compares the open and gross amounts of each voucher to determine whether a payment has been applied. Then, the program either excludes the voucher if the open and gross amounts are equal (no payments have been made), or it includes the voucher if the open and gross amounts are not equal (payments have been made).  
If the voucher is included, the program then:
  - Reads the Account Ledger table (F0911) and matches the document number, document type, and company to the Accounts Payable Ledger table (F0411).
  - Reads the Accounts Payable Matching Document Detail table (F0414) by document number, document type, and company for the payment ID. It uses the payment ID to locate the record in the Accounts Payable - Matching Document table (F0413), from where it retrieves the payment number and payment date.
  - Updates the payment number on the original voucher record in the AA ledger with @ if the records exists in both the F0911 and F43121 tables. This record appears on the Enter 1099 Payment Adjustments form, but is not included in the 1099 amount.
  - Bypasses deducting discount amounts from payments. However, if you leave the Discount Handling Method processing option blank, the program marks records with discounts as an exception. You can then create an adjustment record to reflect the discount so that the 1099 amount for the supplier is not overstated.

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

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

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

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

## Understanding the Update Payment Information Program

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

**Note:** You can run this more than once wide open during each calendar year.

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

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

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

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

If vouchers are included, the program then:

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

If the voucher was paid in full, the program updates the record in the AA ledger of the F0911 table with the payment number and date of the first related payment. If the open amount of the voucher is 0, and all of the payments were made in the reporting year that was specified in the processing option, then the system considers the voucher as paid-in-full for that reporting year

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

- Updates the record in the AA ledger of the F0911 with the payment number and payment date.
- Creates an adjusting record in the tax ledger (TX) of the F0911 table with the payment number and payment date for the amount not paid in the current reporting year. The net effect of the AA and TX records is the payment amount.
- Creates an adjusting record in the TX ledger of the F0911 table for the open amount of the voucher and uses a date one year in the future and a payment number of \*. The program does not process this entry in the current reporting year because it is marked with \* and contains the next year in the Reporting Year field. This future record is a reminder record for the program and is used during the next year's 1099 processing.
- Reads unresolved adjustment records in the TX ledger from the previous year. Depending on how you set the processing option for Process Exception Items, the program:
  - Leaves the record as an exception and you must manually update the payment number when you leave the processing option blank.
  - Replaces the \* with a payment number when you enter 1 in the processing option.

### Example: Partial Payment Adjustments

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

Assume that in 2024 you enter a voucher for USD 1500. You pay USD 800 to the supplier. When you run Update Payment Information for 2025, the program updates the F0911 table as follows:

- Enters the payment number and date of the USD 800 payment that you applied to the voucher on the USD 1500 PV in the F0911 table.
- Creates a credit entry for the unpaid USD 700, dated in the current year. The program applies this credit against the USD 1500 PV in the F0911 table so that only USD 800 is reported on the 1099 form.
- Creates a debit entry for the unpaid USD 700, dated one year in the future, for the next year's 1099 processing. The program does not process this entry in 2024 because of the \* in the Payment Number field and **2025** in the Reporting Year field.

This table shows the entries:

Reporting Year	Payment Number	Amount	Ledger
2024	1050	1500	AA
2024	1050	-700	TX
2025	*	700	TX

Reporting Year	Payment Number	Amount	Ledger

In 2024, you pay USD 650 towards the same voucher. When you run the Update Payment Information program for 2025, it determines that you have an unresolved (outstanding) amount from the previous year's payment. The Update Payment Information program then performs these tasks:

- Enters the payment number and date of the USD 650 payment and applies it against the USD 700 debit entry that it made last year.
- Creates a credit entry for the unpaid USD 50, dated in the current year. The program applies this credit against the USD 700 debit entry so that only USD 650 is reported on the 1099 form.
- Creates a debit entry for the unpaid USD 50, dated one year in the future, for the next year's 1099 processing. The program does not process this entry in 2024 because of the \* in the Payment Number field and **2025** in the Reporting Year field.

**Note:** The Update Payment Information program updates the TX record for the year 2024 only if the processing option for Process Exception Items is set to 1. Otherwise, the record retains the \*, which you must manually adjust by using the Enter Payment Adjustments program.

This table shows the accumulated entries:

Reporting Year	Payment Number	Amount	Ledger
2024	1050	500	AA
2024	1050	-200	TX
2024	1220	200	TX
2024	1220	-50	TX
2025	*	50	TX

In 2025, you pay the remaining USD 50. When you run the Update Payment Information program for 2025, the program determines that you have an unresolved amount from the previous year's payment. The program enters the payment number and date of the USD 50 payment and applies it against the USD 50 debit entry that you made in 2024.

**Note:** The Update Payment Information program updates the TX record for the year 2024 only if the processing option for process exception items is set to **1**. Otherwise, the record retains the \*, which you must manually adjust by using the Enter Payment Adjustments program.

This table shows the accumulated entries:

Reporting Year	Amount	Payment Number	Ledger
2024	500	1050	AA
2024	-200	1050	TX
2024	200	1220	TX
2024	-50	1220	TX
2025	50	1385	TX

## Prerequisites

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

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

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

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

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

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

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

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

### Print

#### Print

Enter a **1** to print a report of the before and after image of the updated fields.

## Running the Update Payment Information - Receipts Program (R045131)

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

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

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

### Process

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

#### 1. 1099 Reporting Year

Use this processing option to specify the four-digit 1099 reporting year. The system updates only those 1099-eligible journal entries for purchase order receipts that are paid within the specified year, to include a payment number (CN) and a payment date (DKJ).

#### 2. Discount Handling Method

Use this processing option to specify whether to update the journal entries of a purchase order receipt with a discount as an exception that requires a manual adjustment. Values are:

Blank: Update as an exception that requires a manual adjustment.

1: Do not update as an exception if fully paid with discount.

## Running the Update Payment Information Program (R04513)

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

## Setting Processing Options for Update Payment Information (R04513)

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

### Process

#### 1. 1099 Reporting Year

Use this processing option to specify the four-digit 1099 reporting year. The system updates only those 1099-eligible journal entries for vouchers that are paid within the specified year, are updated to include a payment number (CN) and a payment date (DKJ).

## 2. Discount Handling Method

Use this processing option to specify whether to update the journal entries of a voucher with a discount as an exception that requires a manual adjustment. Values are:

Blank: Update as an exception that requires manual adjustment.

**1:** Do not update as an exception if fully paid with discount.

## 3. Process Exception Items

Use this processing option to specify whether to update the payment information of exception items previously written to the TX ledger. Values are:

Blank: No, do not process exception items.

**1:** Yes, process exception items.

# Printing the Payments Exception Report

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

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

## Understanding the Payments Exception Report

For you to report 1099 accurately and by using the G/L method, you must have accurate and complete payment information. You can print the Payments Exception Report (R04511) after you run these programs to update the Account Ledger table (F0911):

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

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

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

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

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

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

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

## Running the Payments Exception Report (R04511)

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

## Setting Processing Options for Payments Exception (R04511)

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

### Process

#### 1. 1099 Reporting Year

Use this processing option to specify the four-digit 1099 reporting year. The system prints on the report only those exceptions with dates in the Payment Date (DKJ) column in the Account Ledger table (F0911) that fall within the specified year.

For example, if you specify the year 2024 as the 1099 reporting year, the system prints on the report only those exceptions that have payment dates between January 1, 2024, and December 31, 2024.

## Setting Data Selection for Payments Exception (R04511)

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

## Adjusting 1099 Payment Records in the F0911 Table

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

## Understanding F0911 Table Adjustment

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

- If a 1099 payment amount erroneously includes an amount for freight or shipping, you would add an adjustment to reduce the amount of the existing journal entry.



- If the entire 1099 payment amount is not eligible for 1099 processing, you would add an adjustment to exclude the amount from 1099 processing.
- If the Update Payment Information program (R04513) marks an amount as unresolved, you would add an adjustment for the payment number, if applicable.

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

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

**Note:** Research the voucher history of a payment amount very carefully to avoid including amounts for 1099 processing that contain errors. The Internal Revenue Service (IRS) can levy a fine on you for each 1099 return filed in error.

## Prerequisite

Before adjusting payment records, print the Payments Exception Report (R04511) and look for any errors or incorrect information. You use the document types and document numbers from the report when you enter adjustments by using the Enter Payment Adjustments program (P04510).

## Form Used to Adjust 1099 Payment Records in the F0911 Table

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

## Adjusting 1099 Payment Records in the F0911 Table

Access the Enter 1099 Payment Adjustments form.

To adjust payment records:

1. To add an adjustment, complete the Journal Entry Amount Adjustment Amount field on the blank entry line that is immediately after the record that you want to adjust.

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

2. Enter a description in the unlabeled area to the right of the Journal Entry Amount Adjustment Amount field.

Do not enter values in the Payment Number and Payment Date fields. When you click OK, the system uses the payment number and date from the previous record to create the TX (tax) adjustment record.

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

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

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

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

## Entering CUSIP Numbers in the F045145 Table

This section provides an overview of the Committee on Uniform Security Identification Procedures (CUSIP) number entry, lists the forms used to enter a CUSIP number in the 1099 Securities Identification table (F045145), and discusses how to enter a CUSIP number in the F045145 table.

### Understanding the CUSIP Number Entry

According to the IRS requirements, for tax-exempt bonds, you need to enter the CUSIP number for the tax-exempt bond for which you have reported tax-exempt interest in Box 8. This means that you need to enter CUSIP numbers for all 67 type of return (TOR) records. If a CUSIP number was not exempt for the tax-exempt bond, you leave Box 10 blank.

You use the 1099 Securities ID Adjustments program (P04514SI) to enter CUSIP number for TOR 67 records that exist in the F04514 table. The system stores these records in the F045145 table. For a single year, you can make one entry for a TOR record. Once you make an entry for a record for a year, you can just modify the record for CUSIP number type. You cannot delete a record from the F045145 table.

### Forms Used to Enter a CUSIP Number in the F045145 Table

Form Name	FormID	Navigation	Usage
Work With 1099 Securities ID Adjustments	W04514SIA	1099 G/L Method (G04221), 1099 Securities ID Adjustments  1099 A/P Ledger Method (G04222), 1099 Securities ID Adjustments	Select the TOR 67 record.

Form Name	FormID	Navigation	Usage
Adjust 1099 Securities ID Records	W04514SIC	Select a record. Then on the Work With 1099 Securities ID Adjustments form, click Select.	Define the type of bond and enter the CUSIP number if available.

## Entering a CUSIP Number in the F045145 Table

Access the Adjust 1099 Securities ID Records form.

When you retrieve an existing record from F045145, the system displays the existing CUSIP number in the CUSIP Number field. You can modify the existing CUSIP number also.

Select one of these options while entering a CUSIP number:

- **Bond(s) With Blank CUSIP Number:** If you select this option, the system stores the selected record to F045145 with a blank CUSIP number.
- **Single Bond With CUSIP Number:** If you select this option, you must enter a CUSIP number in the available field.
- **Multiple Bonds CUSIP Number:** You select this option when you have multiple CUSIP numbers by the way of having multiple tax-exempt bonds. In such a case, the system saves the CUSIP number as **Various**.

## Building the 1099 G/L Worktable

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

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

## Understanding the Build G/L Workfile Program

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

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

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

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

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

## Running the Build G/L Workfile Program (R04514)

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

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

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

### Process

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

#### 1. 1099 Reporting Year

Use this processing option to specify the four-digit 1099 reporting year. The system updates only those 1099-eligible journal entries for purchase order receipts that are paid within the specified year, to include a payment number (CN) and a payment date (DKJ).

#### 2. Discount Handling Method

Use this processing option to specify whether to update the journal entries of a purchase order receipt with a discount, as an exception that requires a manual adjustment. Values are:

Blank: Update as an exception that require a manual adjustment.

1: Do not update as an exception if fully paid with discount.

#### 3. Alternate Address Combining Method

Use this processing option to specify which address the system will use to update the 1099 G/L Worktable (F045141). If you leave this processing option blank, or if the specified alternate address number is blank, the system will use the original address number (AN8) of the 1099-eligible journal entry. Values are:

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

1: First alternate address (AN81).

2: Second alternate address (AN82).

3: Third alternate address (AN83).

4: Fourth alternate address (AN84).

5: Fifth alternate address (AN85).

6: Factor/special payee (AN85).

7: Parent number (PA8).

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

#### **4. Company Selection**

Use this processing option to specify whether the system will use the G/L Distribution's Company or the company associated with the voucher when updating the 1099 G/L Workfile table(F045141). Values are:

Blank: Create workfile using the company associated with the voucher.

**1:** Create workfile using the G/L Distribution Company.



# 7 Printing 1099 Registers

## Understanding 1099 Registers

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

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

These registers illustrate the 1099 total and type of return for each supplier, but they use data from 1099 A/P Worktable (F045143), 1099 G/L Worktable (F045141), and 1099 Merged Worktables (F04514).

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

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

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

## Common Error Messages on 1099 Registers

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

Error	Cause
Alternate Company Address	Company's alternate address number is the same as the address book number of a different company.
Blank Company Number	The company number in the G/L Worktable is blank.
Blank EIN	The address book record for the company does not have a tax ID number.
Blank Tax ID	The supplier master record for the supplier does not have a tax ID number.
Blank Tax ID/EIN	The address book record for the company and supplier do not have a tax ID number.
Duplicate EIN	A record has already been processed with the same company tax ID, but with a different company number.

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

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

## Printing the 1099 A/P Register

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

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

## Understanding the A/P Register

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

After you adjust records in the F045143 table for the reporting year, you can print the 1099 A/P Register to review the 1099 totals for each supplier. Unlike the 1099 A/P - G/L Combined Register (R04512FB), the 1099 A/P Register does



not have processing options for minimum amounts. Therefore, it lists all suppliers with vouchers paid in the current reporting year unless a supplier is specifically excluded in the data selection.

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

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

## Running the Preview 1099 Media Report

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

## Setting Data Selection for Preview 1099 Media (R04512FA)

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

## Printing the 1099 G/L Register

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

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

## Understanding the 1099 G/L Register

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

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

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

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

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

## Running the 1099 G/L Register

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

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

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

### Process

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

#### 1. 1099 Reporting Year

Specify the four-digit 1099 reporting year. Only the 1099-eligible journal entries for documents paid within the specified year are reported.

#### 2. Discount Handling Method

Specify the method that you want the system to use to handle a discount. You can indicate that you want to report the gross amount or that you want to reduce a document's first 1099 amount by the total discount taken, leaving a net amount. Values are:

Blank: Report gross amount.

1: Report net amount.

## Setting Data Selection for G/L Register (R04512)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Note:** U.S. Department of the Treasury, IRS Publication 1220. <https://www.irs.gov>

### Process

#### Edit Type

Specify the type of edit that the system performs. If you leave this processing option blank, the system edits the combined workfile (F04514) records for duplicate and invalid tax IDs. To perform this edit, the system must merge the

A/P (F045143) and G/L (F045141) workfile records into the F04514 table without combining Tax ID (TAX) and Federal Tax ID (EIN).

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

## 1099-MISC

### Rents

Specify the minimum amount that you report for 1099-MISC Box 1, Rents. The system does not report a 1099 if the payee's amount for this box is less than the minimum, unless a withholding amount is reported on 1099-MISC Box 4, Federal income tax withheld. The Instructions for Forms 1099, 1098, 5498, and W-2G specify the minimum amount that the IRS requires.

### Royalties

Specify the minimum amount that you report for 1099-MISC Box 2, Royalties. The system does not report a 1099 if the payee's amount for this box is less than the minimum, unless a withholding amount is reported on 1099-MISC Box 4, Federal income tax withheld. The Instructions for Forms 1099, 1098, 5498, and W-2G specify the minimum amount that the IRS requires.

### Other Income

Specify the minimum amount that you report for 1099-MISC Box 3, Other income. The system does not report a 1099 if the payee's amount for this box is less than the minimum, unless a withholding amount is reported on 1099-MISC Box 4, Federal income tax withheld. The Instructions for Form 1099, 1098, 5498, and W-2G specify the minimum amount that the IRS requires.

### Medical and health care payments

Specify the minimum amount that you report for 1099-MISC Box 6, Medical and health care payments. The system does not report a 1099 if the payee's amount for this box is less than the minimum, unless a withholding amount is reported on 1099-MISC Box 4, Federal income tax withheld. The Instructions for Forms 1099, 1098, 5498, and W-2G specify the minimum amount that the IRS requires.

### Substitute payments in lieu of dividends or interest

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

### Direct Sales

Specify the minimum amount that you report for 1099-MISC Box 7, direct sales indicator. The system does not report a 1099 if the payee's amount for this box is less than the minimum, unless a withholding amount is reported on 1099-MISC Box 4, Federal income tax withheld. The Instructions for Forms 1099, 1098, 5498, and W-2G specify the minimum amount that the IRS requires.

### Crop Insurance

Specify the minimum amount that you report for 1099-MISC Box 9, Crop insurance proceeds. The system does not report a 1099 if the payee's amount for this box is less than the minimum, unless a withholding amount is reported on 1099-MISC Box 4, Federal income tax withheld. The Instructions for Forms 1099, 1098, 5498, and W-2G specify the minimum amount that the IRS requires.

### Payments to Attorneys

Specify the minimum amount that you report for 1099-MISC Box 10, Gross proceeds that are paid to an attorney. The system does not report a 1099 if the payee's amount for this box is less than the minimum, unless a withholding

amount is reported on 1099-MISC Box 4, Federal income tax withheld. The Instructions for Forms 1099, 1098, 5498, and W-2G specify the minimum amount that the IRS requires.

### **Section 409a deferrals**

Specify the minimum amount that you report for 1099-MISC Box 12, Section 409A deferrals. The system does not report a 1099 if the payee's amount for this box is less than the minimum, unless a withholding amount is reported on 1099-MISC Box 4, Federal income tax withheld. The Instructions for Forms 1099, 1098, 5498, and W-2G specify the minimum amount that the IRS requires.

### **Nonqualified deferred compensation**

Specify the minimum amount that you report for 1099-MISC Box 15, Nonqualified deferred compensation. The system does not report a 1099 if the payee's amount for this box is less than the minimum, unless a withholding amount is reported on 1099-MISC Box 4, Federal income tax withheld. The Instructions for Forms 1099, 1098, 5498, and W-2G specify the minimum amount that the IRS requires.

### **Fish purchased for resale**

Specify the minimum amount that you report for 1099-MISC Box 11, Fish purchased for resale. The system does not report a 1099 if the payee's amount for this box is less than the minimum, unless a withholding amount is reported on 1099-MISC Box 4, Federal income tax withheld. The Instructions for Forms 1099, 1098, 5498, and W-2G specify the minimum amount that the IRS requires.

**Note:** IRS Publication 1220, for detailed information. <https://www.irs.gov>

## 1099-INT

### **Interest income not included in Box 3**

Specify the minimum amount that you report for 1099-INT Box 1, Interest income not included in box 3. The system does not report a 1099 if the payee's amount for this box is under the minimum, unless an amount is reported in 1099-INT Box 4 (Federal income tax withheld) or Box 6 (Foreign tax paid). The Instructions for Forms 1099, 1098, 5498, and W-2G specify the minimum amount that the IRS requires.

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

Specify the minimum amount that you report for 1099-INT Box 3, Interest on U.S. Savings Bonds and Treas. (treasury) obligations. The system does not report a 1099 if the payee's amount for this box is under the minimum, unless an amount is reported on 1099-INT Box 4 (Federal income tax withheld) or Box 6 (Foreign tax paid). The Instructions for Forms 1099, 1098, 5498, and W-2G specify the minimum amount that the IRS require.

### **Tax-exempt Interest**

Specify the minimum amount that you report for 1099-INT Box 8, Tax-exempt interest. The system does not report a 1099 if the payee's amount for this box is under the minimum, unless an amount is reported in 1099-INT Box 4 (Federal income tax withheld) or Box 6 (Foreign tax paid). The Instructions for Forms 1099, 1098, 5498, and W-2G specify the minimum amount that the IRS requires.

### **Specified private activity bond interest**

Specify the minimum amount that you report for 1099-INT Box 9, Specified private activity bond interest. The system does not report a 1099 if the payee's amount for this box is under the minimum, unless an amount is reported in 1099-INT Box 4 (Federal income tax withheld) or Box 6 (Foreign tax paid). The Instructions for Forms 1099, 1098, 5498, and W-2G specify the minimum amount that the IRS requires.

## 1099-DIV

### **Ordinary Dividends and Distributions**

Specify the minimum amounts that you report for 1099-DIV Box 1 (Ordinary dividends), Box 2a (Total capital gain distr.), Box 2b (Unrecap. Sec. 1250 gain), Box 2c (Section 1202 gain), Box 2d (Collectibles (28%) gain), Box 2f (Section 897 capital gain), and Box 3 (Nondividend distributions). The system does not report a 1099 if the payee's amount for these boxes

is under the minimum, unless an amount is reported on 1099-DIV Box 4 (Federal income tax withheld) or Box 7 (Foreign tax paid). The Instructions for Forms 1099, 1098, 5498, and W-2G specify the minimum amount that the IRS requires.

### **Cash Liquidation Distributions**

Specify the minimum amount that you report for 1099-DIV Box 9, Cash liquidation distr. The system does not report a 1099 if the payee's amount for this box is under the minimum, unless an amount is reported on 1099-DIV Box 4 (Federal income tax withheld) or Box 7 (Foreign tax paid).

The Instructions for Forms 1099, 1098, 5498, and W-2G specify the minimum amount that the IRS requires.

### **Noncash Liquidation Distributions**

Specify the minimum amount that you report for 1099-DIV Box 10, Noncash liquidation distr. The system does not report a 1099 if the payee's amount for this box is under the minimum, unless an amount is reported on 1099-DIV Box 4 (Federal income tax withheld) or Box 7 (Foreign tax paid). The Instructions for Forms 1099, 1098, 5498, and W-2G specify the minimum amount that the IRS requires.

## 1099-NEC

### **Nonemployee compensation**

Specify the minimum amount that you report for 1099-NEC Box 1 (Nonemployee Compensation). The system does not report a 1099 if the payee's amount for this box is under the minimum, unless an amount is reported on 1099-NEC Box 4 (Federal income tax withheld). The Instructions for Forms 1099, 1098, 5498, and W-2G specify the minimum amount that the IRS requires.

### **Direct sales**

Specify the minimum amount that you report for 1099-NEC Box 2 (Direct sales indicator). If checked, consumer products totaling \$5,000 or more were sold to you for resale, on a buy-sell, a deposit-commission, or other basis. Generally, report any income from your sale of these products on Schedule C (Form 1040).

## 1099-G for R04512FB

### **Unemployment compensation**

Specify the minimum amount that you report for 1099-G Box 1 (Unemployment Compensation). The system does not report a 1099 if the payee's amount for this box is under the minimum, unless an amount is reported on 1099-G Box 4 (Federal income tax withheld). The Instructions for Forms 1099, 1098, 5498, and W-2G specify the minimum amount that the IRS requires.

### **State or Local Income Tax Refunds, Credits or Offsets**

Specify the minimum amount that you report for 1099-NEC Box 2 (State or Local Income Tax Refunds, Credits, or Offsets). The system does not report a 1099 if the payee's amount for this box is under the minimum, unless an amount is reported on 1099-G Box 4 (Federal income tax withheld). The Instructions for Forms 1099, 1098, 5498, and W-2G specify the minimum amount that the IRS requires.

### **RTAA Payments**

Specify the minimum amount that you report for 1099-NEC Box 5 (RTAA Payments). The system does not report a 1099 if the payee's amount for this box is under the minimum, unless an amount is reported on 1099-G Box 4 (Federal income tax withheld). The Instructions for Forms 1099, 1098, 5498, and W-2G specify the minimum amount that the IRS requires.

### **Taxable Grants**

Specify the minimum amount that you report for 1099-NEC Box 6 (Taxable Grants). The system does not report a 1099 if the payee's amount for this box is under the minimum, unless an amount is reported on 1099-G Box 4 (Federal income tax withheld). The Instructions for Forms 1099, 1098, 5498, and W-2G specify the minimum amount that the IRS requires.

### **Maximum Amount For Blank Box Next to Box 9**

Specify the maximum amount that you can report in the empty box next to Box 9 of 1099-G.

# 8 Performing 1099 Year-End Reporting

## Understanding IRS 1099 Reporting

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

- In January, you report information to suppliers. The recipient copy of supplier information must be postmarked.
- In March, you report information to the IRS if you use electronic filing.

### Note:

- U.S. Department of the Treasury, IRS Publication 1220, General Instructions for Forms 1098, 1099, 5498 and W-2G Electronically.
- IRS publication 1220 for due dates.
- This document provides information about the types of media that the IRS accepts.

## Understanding the Write Media Program

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

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

The Write Media program consists of this program and report:

- The Write Media program (P04515): You use the Write 1099 Media form to select the type of 1099 return (1099-MISC, 1099-DIV, 1099-INT, 1099-G, or 1099-NEC) and the form type (proof report, preprinted forms, and so on) in which to generate 1099 information. The processing options for this form specify the minimum amounts for each box, the type of return, and as well as the version, if you print 1099 forms by company.
- The Write 1099 Media report (R04515): After you select the type of 1099 return and form type and click OK on the Write 1099 Media form, the system prints a report called Summary Report. This report contains summary information for the type of return you select and is followed by one of these reports:
  - Write 1099 Media - 1099-MISC (R045152)
  - Write 1099 Media - 1099-DIV (R045153)
  - Write 1099 Media - 1099-INT (R045154)
  - Write 1099 Media - Facsimiles and Proof Report (R045151)
  - Write 1099 Media - 1099-NEC (R045155)

- Write 1099 Media - 1099-G (R045156)

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

When you run the Write Media program, if you select Form Type **Disk File Only** the system generates only the 1099 Media report.

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

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

See *Performing 1099 Year-End Reporting*,  
*Understanding How to Print 1099s by Company*

## Form Types

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

Form or Report	Description
Original Preprinted Forms	<p>Prints information on preprinted 1099 forms.</p> <p><b>Note:</b> You must purchase preprinted form from an office supply store or order from the I.R.S website.</p> <p>For each supplier who receives a 1099 form, the 1099 return information is printed 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 tax ID for the supplier, as well as the company that is responsible for the payments to the supplier. For original preprinted forms, use ZJDE0001 version in the Pre-Printed Version processing option of Write Media program (P04515).</p> <p>Miscellaneous, Dividend, and Interest forms are printed in the standard two-to-a-page format, whereas Government Payments and NonEmployee Compensation forms are printed in the three-to-a-page format approved by the IRS.</p> <p><b>Note:</b> The Original Preprinted forms are used to print Copy A to IRS and Copy B to Recipient. You must use RDA to align the forms to meet the specific printer and printer drive needs.</p>
New Preprinted Forms	<p>Prints information on preprinted 1099 forms.</p> <p><b>Note:</b> You must purchase preprinted form from an office supply store or order from the I.R.S website.</p> <p>For each supplier who receives a 1099 form, the 1099 return information is printed 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 tax ID for the supplier, as well as the company that is responsible for the payments to the supplier. For new preprinted forms, use the BI Publisher feature, XJDE0001 version in the Pre-Printed Version processing option of Write Media program (P04515).</p> <p>Miscellaneous, Dividend, and Interest forms are printed in the standard two-to-a-page format approved by the IRS.</p>



Form or Report	Description
Blank-Sheet Forms	Prints information on blank paper, one form on one page and the Recipient instruction after each page. This is a copy of the "Copy B" that the IRS provides. This template prints the boxes as well as the data that they contain.
Paper Facsimile Report	Prints a facsimile as the output if you do not have preprinted forms.  The facsimile report is acceptable for sending to the supplier and for internal records, but it cannot be sent to the IRS.  The program prints the 1099 information on 8 1/2 by 11 inch plain paper. It includes the information that the supplier is required to report on an income tax return, as well as the Instructions to Recipient that the IRS provides on preprinted forms.
Proof Report	Prints a preliminary review of the information that you will send to the IRS.  Oracle strongly recommends that you print this report and scrutinize its results. Review the grand totals carefully at this step.  You can make adjustments to the F045141 and F045143 tables and rerun this program as many times as necessary to ensure that the returns are correct before you do the final 1099 processing.

## Testing 1099 Form Alignment on the Printer

Different printers print the same PDF report differently; therefore, you can encounter issues if you test the alignment of the 1099 forms on one printer, and then print the final forms on another printer. You should use the same printer to test the layout of the 1099 forms as well as to print the final 1099 forms.

When you mail the 1099-INT form, you must use 2-UP Double Window envelopes, which you can order from any paper vendor.

When you mail the 1099-MISC and 1099-DIV form, you must use the 1099 two-to-a-page format approved by the IRS.

## Minimum Amounts

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

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

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

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

## Using Multiple Versions of the Write Media Program

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

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

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

## Understanding How to Print 1099s by Company

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

- Set up a version for R04515 Write 1099 Media. You require this version because the R04515 program calls one of these print versions:
  - R045151 Write 1099 Media - Facsimiles and Proof Report
  - R045152 Write 1099 Media - 1099-MISC
  - R045153 Write 1099 Media - 1099-DIV
  - R045154 Write 1099 Media - 1099-INT
  - R045155 Write 1099 Media - 1099-NEC
  - R045156 Write 1099 Media - 1099-G
- Set up a version for each company, and set data selection equal to the company number.
- Ensure that the version names are the same for each program that you set up by company.

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

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

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

## Example: Multiple Companies and Multiple 1099 Forms

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

For the R04515 program:

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

For the R045152 program (1099-MISC):

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

For the R045153 program (1099-DIV):

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

For the R045154 program (1099-INT):

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

For the R045155 program (1099-NEC):

Version	Data Selection
00200	Company 200
00300	Company 300

Notice that you must set up six versions of the R04515 program, one for each unique version of the R045152, R045153, R045154, R045155, and R045156 programs. To print the 1099 forms, you run the Write Media program multiple times to include each type of 1099 return.

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

## Printing 1099 Returns

This section lists prerequisites and discusses how to:

- Set processing options for Write Media (P04515).
- Print 1099 returns.
- Generate 1099 forms by using Embedded BI Publisher.

## Prerequisites

Before printing 1099 returns:

- If you use the Accounts Payables (A/P) ledger method, ensure that you built the 1099 A/P Worktable (F045143).
- If you use the General Ledger (G/L) method only, ensure that you built the 1099 G/L Worktable (F045141).
- For information about electronic software updates (ESUs) for the 1099 programs, visit the My Oracle Support website regularly. Ensure that all 1099 programs contain the most up-to-date ESUs, if applicable.

## Form Used to Print 1099 Returns with the Write Media Program

Form Name	FormID	Navigation	Usage
Write 1099 Media	W04515A	1099 G/L Method (G04221), Write Media 1099 A/P Ledger Method (G04222), Write Media	Print 1099 returns.

## Setting Processing Options for Write Media (P04515)

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

**Note:** IRS Publication 1220. <https://www.irs.gov>

### 1099-MISC

#### Rents

Specify the minimum amount that you can report for 1099-MISC Box 1, Rents. A 1099 will not be reported if the payee's amount for this box is less than the minimum, unless a withholding amount is reported on 1099-MISC Box 4, Federal income tax withheld.

The minimum amount that the IRS requires to be reported for 1099-MISC Box 1, is specified in the Instructions for Forms 1099, 1098, 5498, and W-2G.

#### Royalties

Specify the minimum amount that you can report for 1099-MISC Box 2, Royalties. A 1099 will not be reported if the payee's amount for this box is less than the minimum, unless a withholding amount is reported on 1099-MISC Box 4, Federal income tax withheld.

The minimum amount that the IRS requires to be reported for 1099-MISC Box 2, is specified in the Instructions for Forms 1099, 1098, 5498, and W-2G.

#### Other Income

Specify the minimum amount that you can report for 1099-MISC Box 3, Other income. A 1099 will not be reported if the payee's amount for this box is less than the minimum, unless a withholding amount is reported on 1099-MISC Box 4, Federal income tax withheld.

The minimum amount that the IRS requires to be reported for 1099 Box 3, is specified in the Instructions for Forms 1099, 1098, 5498, and W-2G.

#### Medical and health care payments

Specify the minimum amount that you can report for 1099-MISC Box 6, Medical and health care payments. A 1099 will not be reported if the payee's amount for this box is less than the minimum, unless a withholding amount is reported on 1099-MISC Box 4, Federal income tax withheld.

The minimum amount that the IRS requires to be reported for 1099-MISC Box 6, is specified in the Instructions for Forms 1099, 1098, 5498, and W-2G.

### **Nonqualified deferred compensation**

Specify the minimum amount that will be reported for 1099-MISC Box 14, Nonqualified deferred compensation. A 1099 will not be reported if the payee's amount for this box is less than the minimum unless a withholding amount is reported on 1099-MISC Box 4, Federal income tax withheld. The minimum amount required by the Internal Revenue Service is specified in the Instructions for Forms 1099, 1098, 5498, and W-2G.

### **Substitute payments in lieu of dividends or interest**

Specify the minimum amount that you can report for 1099-MISC Box 8, Substitute payments in lieu of dividends or interest. A 1099 will not be reported if the payee's amount for this box is less than the minimum, unless a withholding amount is reported on 1099-MISC Box 4, Federal income tax withheld.

The minimum amount that the IRS requires to be reported for 1099-MISC Box 8 is specified in the Instructions for Forms 1099, 1098, 5498, and W-2G.

### **Direct Sales**

Specify the minimum amount that you can report for 1099-MISC Box 7, direct sales indicator. A 1099 will not be reported if the payee's amount for this box is less than the minimum, unless a withholding amount is reported on 1099-MISC Box 4, Federal income tax withheld.

The minimum amount that the IRS requires to be reported for 1099-MISC Box 7 is specified in the Instructions for Forms 1099, 1098, 5498, and W-2G.

### **Crop Insurance**

Specify the minimum amount that you can report for 1099-MISC Box 9, Crop insurance proceeds. A 1099 will not be reported if the payee's amount for this box is less than the minimum, unless a withholding amount is reported on 1099-MISC Box 4, Federal income tax withheld.

The minimum amount that the IRS requires to be reported for 1099-MISC Box 9, is specified in the Instructions for Forms 1099, 1098, 5498, and W-2G.

### **Payments to Attorneys**

Specify the minimum amount that you can report for 1099-MISC Box 10, Gross proceeds paid to an attorney. A 1099 will not be reported if the payee's amount for this box is less than the minimum, unless a withholding amount is reported on 1099-MISC Box 4, Federal income tax withheld.

The minimum amount that the IRS requires to be reported for 1099-MISC Box 10, is specified in the Instructions for Forms 1099, 1098, 5498, and W-2G.

### **Section 409a deferrals**

Specify the minimum amount that you can report for 1099-MISC Box 12, Section 409A deferrals. A 1099 will not be reported if the payee's amount for this box is less than the minimum, unless a withholding amount is reported on 1099-MISC Box 4, Federal income tax withheld.

The minimum amount that the IRS requires to be reported for 1099-MISC Box 12 is specified in the Instructions for Forms 1099, 1098, 5498, and W-2G.

### **Fish purchased for resale**

Specify the minimum amount that you report for 1099-MISC Box 11, Fish purchased for resale. The system does not report a 1099 if the payee's amount for this box is less than the minimum, unless a withholding amount is reported on 1099-MISC Box 4, Federal income tax withheld. The Instructions for Forms 1099, 1098, 5498, and W-2G specify the minimum amount that the IRS requires.

## **1099-INT**

### **Interest income not included in Box 3**

Specify the minimum amount that you can report for 1099-INT Box 1, Interest income not included in box 3. A 1099 will not be reported if the payee's amount for this box is under the minimum, unless an amount is reported in 1099-INT Box 4 (Federal income tax withheld) or Box 6 (Foreign tax paid).

The minimum amount that the IRS requires to be reported for 1099-INT Box 1, is specified in the Instructions for Forms 1099, 1098, 5498, and W-2G.

#### **Tax-exempt interest**

Specify the minimum amount that you can report for 1099-INT Box 8, Tax-exempt interest. A 1099 will not be reported if the payee's amount for this box is under the minimum, unless an amount is reported in 1099-INT Box 4 (Federal income tax withheld) or Box 6 (Foreign tax paid).

The minimum amount that the IRS requires to be reported for 1099-INT Box 8, is specified in the Instructions for Forms 1099, 1098, 5498, and W-2G.

#### **Specified private activity bond interest**

Specify the minimum amount that you can report for 1099-INT Box 9, Specified private activity bond interest. A 1099 will not be reported if the payee's amount for this box is under the minimum, unless an amount is reported in 1099-INT Box 4 (Federal income tax withheld) or Box 6 (Foreign tax paid).

The minimum amount that the IRS requires to be reported for 1099-INT Box 9, is specified in the Instructions for Forms 1099, 1098, 5498, and W-2G.

#### **Market Discount**

Specify the minimum amount that you can report for 1099-INT Box 10, Market Discount. A 1099 will not be reported if the payee's amount for this box is under the minimum, unless an amount is reported in 1099-INT Box 4 (Federal income tax withheld) or Box 6 (Foreign tax paid).

The minimum amount that the IRS requires to be reported for 1099-INT Box 10 is specified in the Instructions for Forms 1099, 1098, 5498, and W-2G.

## 1099-DIV

#### **Ordinary Dividends and Distributions**

Specify the minimum amounts that you can report for 1099-DIV Box 1 (Ordinary dividends), Box 2a (Total capital gain distr.), Box 2b (28 percent rate gain), Box 2c (Unrecap. sec. 1250 gain), Box 2d (Section 1202 gain), Box 2e (Section 897 ordinary dividends), Box 2f (Section 897 capital gain), and Box 3 (Nontaxable distributions). A 1099 will not be reported if the payee's amount for these boxes is under the minimum, unless an amount is reported on 1099-DIV Box 4 (Federal income tax withheld) or Box 7 (Foreign tax paid).

The minimum amount that the IRS requires to be reported for 1099-DIV Box 1, is specified in the Instructions for Forms 1099, 1098, 5498, and W-2G.

#### **Cash Liquidation Distributions**

Specify the minimum amount that you can report for 1099-DIV Box 9, Cash liquidation distribution. A 1099 will not be reported if the payee's amount for this box is under the minimum, unless an amount is reported on 1099-DIV Box 4 (Federal income tax withheld) or Box 7 (Foreign tax paid).

The minimum amount that the IRS requires to be reported for 1099-DIV Box 9, is specified in the Instructions for Forms 1099, 1098, 5498, and W-2G.

#### **Noncash Liquidation Distributions**

Specify the minimum amount that you can report for 1099-DIV Box 10, Noncash liquidation distribution. A 1099 will not be reported if the payee's amount for this box is under the minimum, unless an amount is reported on 1099-DIV Box 4 (Federal income tax withheld) or Box 7 (Foreign tax paid).

The minimum amount that the IRS requires to be reported for 1099-DIV Box 10, is specified in the Instructions for Forms 1099, 1098, 5498, and W-2G.

## 1099-NEC

### Nonemployee compensation

Specify the minimum amount that you can report for 1099-NEC Box 1, Nonemployee compensation. A 1099 will not be reported if the payee's amount for this box is less than the minimum, unless a withholding amount is reported on 1099-NEC Box 4, Federal income tax withheld. The minimum amount that the IRS requires to be reported for 1099-NEC Box 1, is specified in the Instructions for Forms 1099, 1098, 5498, and W-2G.

### Direct sales

Specify the minimum amount that you report for 1099-NEC Box 2 (Direct sales indicator). If checked, consumer products totaling \$5,000 or more were sold to you for resale, on a buy-sell, a deposit-commission, or other basis. Generally, you must report any income from your sale of these products on Schedule C (Form 1040).

## 1099-G

### Unemployment Compensation

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

### State or Local Income Tax Refunds, Credits, or Offsets

Specify the minimum amount that you can report for 1099-G Box 2, State or local tax refunds, credits, or offsets. A 1099 will not be reported if the payee's amount for this box is less than the minimum, unless a withholding amount is reported on 1099-G Box 4, Federal income tax withheld. The minimum amount that the IRS requires to be reported for 1099-G Box 2, is specified in the Instructions for Forms 1099, 1098, 5498, and W-2G.

### RTAA Payments

Specify the minimum amount that you can report for 1099-G Box 5, RTAA payments. A 1099 will not be reported if the payee's amount for this box is less than the minimum, unless a withholding amount is reported on 1099-G Box 4, Federal income tax withheld. The minimum amount that the IRS requires to be reported for 1099-G Box 5, is specified in the Instructions for Forms 1099, 1098, 5498, and W-2G.

### Taxable Grants

Specify the minimum amount that you can report for 1099-G Box 6, Taxable grants. A 1099 will not be reported if the payee's amount for this box is less than the minimum, unless a withholding amount is reported on 1099-G Box 4, Federal income tax withheld. The minimum amount that the IRS requires to be reported for 1099-G Box 6, is specified in the Instructions for Forms 1099, 1098, 5498, and W-2G.

### 2. Maximum Amount for Blank Box 10

Specify the maximum amount that you can report in the empty box next to Box 9 of 1099-G. This box shows the interest amount that you receive on the amount in 1099-G, Box 2, if the interest is less than \$600.

### 3. Amount for Tax Year

Specify the four-digit tax year for which the refund, credit, or offset was made. You can enter a single year to report on a 1099-G form. If the amounts apply for more than one year, use separate forms to report those. Leave this field empty for reporting amounts for the year 2020.

### 4. Trade or Business Income

Specify whether to check or uncheck 1099-G Box 8, If Checked, Box 2 is trade or business income. If this box is checked, the amount in Box 2 is attributable to an income tax that applies exclusively to an income from a trade or business and is not a tax of general application. Specify 1 to check the box or 0 to leave it unchecked.

## Version

### 1. Version

Use this processing option to specify the version of the Write 1099 Media (P04515) program for electronic filing of 1099s or to print 1099s using paper facsimile. To create your version of this processing option, you must first copy the version of ZJDE0001 and set the data selection for the company for which you want to run the Write Media Selection program.



Then, you need to submit the code specifications on the new version to the server. Finally, you specify your version here in this option.

If you leave this processing option blank, the program uses the default version, ZJDE0001.

### 2. Pre-Printed Version Blank = XJDE0001

Use this processing option to specify the version of the Write 1099 Media (P04515) to print 1099s in the Pre-Printed format with or without the BIP output. Enter a version with a template associated to print 1099s with the BIP output. Or, enter a version without a template associated to print 1099s without the BIP output. If you copy ZJDE versions, you are using the original Pre-Printed form. If you copy XJDE versions, you are using the BIP Pre-Printed form.

### 3. Blank-Sheet BIP Version Blank = XJDE0002

Use this processing option to specify the version of Write 1099 Media (P04515) to print 1099s in Blank-Sheet format, with the BIP output. If you leave this option blank, the system will use the default version XJDE0002.

**Note:** User should specify XJDE0003 for printing the form one per page BIP output.

**CAUTION:** To ensure proper working of the software, do not use previous year versions after taking the latest ESU.

#### Note:

- U.S. Department of the Treasury, IRS Forms and Publications 2004, General Instructions for Forms 1099, 1098, 5498, and W-2G.
- This document provides information about types of returns and minimum USD amounts to be reported on 1099 forms.

## Instruction

### Enter a value to specify whether to print instructions on the 1099 forms (Blank-sheet BIP only)

Specify whether to print instructions while printing the 1099 forms in Blank-Sheet format, with the BIP output. Values are:

0: Do not print instructions

1: Print instructions

## Printing 1099 Returns

Access the Write 1099 Media form.

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

### 1099 Reporting Year

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

**Note:** Ensure that you enter the correct year. The system uses this value in the Payer A, Payee B, and Transmitter T records for electronic filing. If the 1099 reporting year is incorrect, the IRS might impose penalties or reject the submission. On January 1st of each year, the tax field will automatically get updated to the current reporting year.

### 1099-MISC, 1099-DIV, 1099-INT, 1099-G, and 1099-NEC

Select the type of 1099 return. Options are:

- o **1099-MISC**
- o **1099-DIV**
- o **1099-INT**
- o **1099-NEC**
- o **1099-G**

### Electronic Media and Paper Forms Only

Select the reporting medium you want to use, to submit 1099 data to the IRS. Options are:

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

### Original, Corrected, Replacement, and Test

Select the status of the 1099 returns. Options are:

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

### Preprinted Forms

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

**Note:** IRS Publication 1220. <https://www.irs.gov>

**Note:** The Non-BI Publisher forms are not supported from the year 2023.

### Blank-Sheet

Select to print Blank-Sheet format. This template prints on a blank paper, either one or two forms on one page, and prints the Recipient instruction after each page. This is a copy of the "Copy B" that the IRS provides. This template prints the boxes as well as the data that they contain.

### Paper Facsimiles

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

### Proof Report

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

### Transmitter Company

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

### Transmitter Control Code

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

### Transfer Agent

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

## Generating 1099 Forms by Using Embedded BI Publisher

You can generate 1099 MISC, DIV, INT, and NEC forms by using the Embedded BI Publisher objects. You can use BIP to create the Blank-Sheet and Pre-printed format to print the 1099 forms in the PDF output.

### Understanding Embedded BI Publisher

Embedded BI Publisher for JD Edwards EnterpriseOne leverages the output of EnterpriseOne batch applications (UBEs) to deliver content-rich reports. When you use the embedded solution, a BI Publisher template is created, and is associated with UBE. When the system executes the UBE, a BI Publisher report output is automatically created and delivered. The embedded solution allows customers to produce and distribute (print or e-mail) content-rich reports (such as 1099) that are part of their standard business process. With the embedded solution, key BI Publisher components are delivered with the JD Edwards EnterpriseOne Tools Release.

**Note:** For supported versions, please see the document 2388272.1 (E1: 1099: Overview ESU And Release Information, Minimum Technical Requirements, Known Issues, Software Changes and Resources For EnterpriseOne Financials 1099 Year End Processing) on My Oracle Support: [https://support.oracle.com/epmos/faces/DocumentDisplay?\\_afLoop=255635371548548&id=2388271.2&\\_adf.ctrl-state=12j7w7kue2\\_95](https://support.oracle.com/epmos/faces/DocumentDisplay?_afLoop=255635371548548&id=2388271.2&_adf.ctrl-state=12j7w7kue2_95)

#### Note:

- *JD Edwards EnterpriseOne Tools BI Publisher for JD Edwards EnterpriseOne Guide*
- *JD Edwards EnterpriseOne Tools Embedded Business Intelligence for JD Edwards EnterpriseOne Guide*

### Generating 1099 Forms by Using BI Publisher

Use the BI Publisher to create a Blank-Sheet and Pre-printed format for the 1099-INT, 1099-DIV, 1099-MISC, 1099-G, and 1099-NEC forms. You can modify the BIP templates to generate the PDF outputs for the Blank-Sheet and Pre-printed 1099-INT, 1099-DIV, 1099-MISC, 1099-G, and 1099-NEC forms. You can select the Blank-Sheet format radio button to print different forms through the Write Media Application program (P04515). You use the new processing options to define the new BIP version, which is used to run the report through the UBE Summary Report (R04515), to generate

Blank-sheet and Pre-printed format. You use BI Publisher to generate 1099 forms using the Rich Text Format (RTF) template.

Each format has a template with their design (RTF), and this template is associated with the UBE version through a Report definition. If you create a new batch version or copy an existing version to run Blank-Sheet or Pre-Printed, you should associate it with a template and report definition. If you run a new version that is not associated with a template and report definition or any other versions, then the system will print the old Pre-Printed version. The 1099 templates available are:

- The Blank Sheet format for 1099-Misc, 1099-Div, 1099-Int, 1099-G, and 1099-NEC: This template prints two per page on a blank paper for 1099-Misc, 1099-Div, and 1099-Int, and three per page for 1099-G and 1099-NEC. This is a copy of the Copy B that the IRS provides. This template will print the boxes as well as the data that they contain.

**Note:** You can also use this template as an example to customize a template to generate Blank-Sheet format for the other 1099 forms.

- **Blank-Sheet-Burst template:** This template prints one per page on a blank paper. This is a copy of the Copy B that the IRS provides. This template will print the boxes as well as the data that they contain.

The steps to print 1099-INT, 1099-DIV , 1099-MISC, 1099-G, and 1099-NEC form one per page are:

- Open the Write 1099 Media application (P04515), select the type of return, the Blank-Sheet Forms option, and then run the application.
- Click View Job Status to open the Submitted Job Search application. Select the generated output, and from the Row exit, click the View RD Source option. This will download the source xml.
- Open the BI Publisher Object Repository (P95600) and in the Object Name QBE field, enter TP045\* to view all the templates available for 1099.
- Select the RTF Burst template for the type of return you have selected, and download the template from the Row exit.
- On the BI Publisher tab, click the Sample XML button to load the source xml that you have downloaded, and then click the PDF icon under the BI Publisher tab to print the final Burst mode (One per page) PDF output.

<input type="checkbox"/>	Object Name	Object Description	Object Type	Type Description	Localization	Start Date	End Date
<input type="checkbox"/>	TP045152MISCPREPRINT	1099-MISC - 2024 - Pre-Printed Te...	TR	RTF Template	0	09/20/2024 09:45:12	
<input type="checkbox"/>	TP045152MISCPRINT1	1099-MISC - 2024 - Blank-One per ...	TR	RTF Template	0	11/22/2024 11:40:04	
<input type="checkbox"/>	TP045152MISCPRINT2	1099-MISC - 2024 - Blank Two per ...	TR	RTF Template	0	11/22/2024 11:40:39	
<input type="checkbox"/>	TP045153DIVPREPRINT	1099-DIV - 2024 - Pre-Printed Tem...	TR	RTF Template	0	09/24/2024 12:20:24	
<input type="checkbox"/>	TP045153DIVPRINT1	1099-DIV - 2024 - Blank-One per P...	TR	RTF Template	0	11/22/2024 11:42:30	
<input type="checkbox"/>	TP045153DIVPRINT2	1099-DIV - 2024 - Blank Two per P...	TR	RTF Template	0	11/22/2024 11:43:01	
<input type="checkbox"/>	TP045154INTPREPRINT	1099-INT - 2024 - Pre-Printed Tem...	TR	RTF Template	0	11/22/2024 11:50:09	
<input type="checkbox"/>	TP045154INTPRINT1	1099-INT - 2024 - Blank-One per P...	TR	RTF Template	0	11/26/2024 09:09:47	
<input type="checkbox"/>	TP045154INTPRINT2	1099-INT - 2024 - Blank Two per P...	TR	RTF Template	0	11/26/2024 09:10:31	
<input type="checkbox"/>	TP045155NECPREPRINT	1099-NEC - 2024 - Pre-Printed Tem...	TR	RTF Template	0	11/21/2024 12:42:54	
<input type="checkbox"/>	TP045155NECPRINT1	1099-NEC - 2024 - Blank-One per P...	TR	RTF Template	0	11/22/2024 11:43:37	
<input type="checkbox"/>	TP045155NECPRINT2	1099-NEC - 2024 - Blank Three per...	TR	RTF Template	0	11/22/2024 11:44:06	
<input type="checkbox"/>	TP0451561099GPREPRINT	1099-G- 2024 - Pre-Printed Template	TR	RTF Template	0	09/24/2024 12:24:43	
<input type="checkbox"/>	TP0451561099GPRINT1	1099-G - 2024 - Blank-One per Pag...	TR	RTF Template	0	11/26/2024 09:10:59	
<input type="checkbox"/>	TP0451561099GPRINT2	1099-G- 2024 - Blank Three per Pa...	TR	RTF Template	0	11/26/2024 09:11:26	

1099-MISC Pre-Printed format - This template prints two forms on each page (2-UP), without Recipient instructions. This is a copy of the "Copy B" provided by IRS, with just the data printed, without any boxes.

MICHAEL M JORDAN		1450.00	
STERLING HEIGHTS			
LANSING MI 48310		3250.00	2024
+1 517-200-9968			
		6750.00	1550.00
10-9920202	101-42-0202		
		2030.00	2104.00
			X 1100.00
CANNON TOOLS CO			
2426 NORTH CATHERINE ST		1290.00	2050.00
ATLANTA GA 30019			
		1700.00	4330.00
		X 6000.00	7650.00
00202070			

**Note:** You can also use this template as an example to customize a template to generate Pre-Printed format for the other 1099 forms.

- 1099-DIV Pre-Printed format - This template prints two forms on each page (2-UP), without Recipient instructions. This is a copy of the "Copy B" that the IRS provides. This template prints with just data printed without any boxes.
- 1099-INT Pre-Printed format - This template prints three forms on each page (2-UP), without Recipient instructions. This is a copy of the "Copy B" that the IRS provides, with just the data printed, without any boxes.
- 1099-G Pre-Printed format - This template prints three forms on each page (3-UP), without Recipient instructions. This is a copy of the "Copy B" that the IRS provides, with just the data printed, without any boxes.
- 1099-NEC Pre-Printed format - This template prints three forms on each page (3-UP), without Recipient instructions. This is a copy of the "Copy B" that the IRS provides, with just the data printed, without any boxes.

## Writing 1099 Data for Electronic Filing

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

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

## Understanding Electronic Filing

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

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

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

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

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

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

## Understanding Combined Federal and State Filing

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

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

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

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

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

After the Write Media program (R04515) writes records to the F04515OW table, you can use the Export 1099 Electronic Work File program (P04515A) to generate the test file that is required for IRS approval.

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

- Combined federal and state filing is available only for electronic filing.
- Not all states accept combined federal and state filing. Research the regulations for the states in which you file. The UDC table 04/ST that is delivered with the 1099 year-end software includes only those states that are participating in the combined federal/state filing program at the current time.

- The Write Media program uses federal minimum amounts, which are specified in the processing options, and not individual state minimum amounts. Do not use combined federal and state filing, unless the minimum amount requirements for your state are the same as the federal minimum amount requirements.
- Combined federal and state filing does not handle suppliers that have more than one reporting state because of a change of address. The Write Media program creates only one B record for each supplier, and uses the current address of the supplier.
- The federal government publishes one set of guidelines for the creation of all B records; however, a participating state might have additional requirements. The combined federal and state filing feature supports the federal guidelines only. The software does not handle additional requirements that are specific to any of the participating states.

## Understanding 1099 Data Export

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

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

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

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

## Prerequisites

### Create Export Directory

If you are using a Microsoft Windows (or equivalent) environment, before you export 1099 data to a text file, you must complete the following tasks:

- Create a folder called *export* in the pathcode folder under the B9 directory on your C drive, for example, C:\B9\PY9\export. If you are on a higher release, for example E900, then the pathcode folder will fall under the E1 directory. The export process creates the text file in this folder.

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

- When you execute the flat file table conversion process, if the export folder is not present in release directory for example, \\EnterpriseServerName\Pathcode\export, then the system creates the export folder. If the export folder exists, then the file is created with in this folder.

**Note:** From tools release 9.1.3 onwards, if the export folder does not exist, then the folder is created by the table conversion process.



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

## Export to Pre-defined Location

- You can export the IRSTAX.txt file to the desired location. To export the text file to the user-defined location, you must enter the location in the processing option for the Export 1099 Electronic Media Work File program (P04515A).
- Your data can reside on a network server, but you must run the Export 1099 Electronic Work File to CSV program locally. Contact the system administrator to verify that the object configuration manager (OCM) mappings have the Export 1099 Electronic Work File to CSV program running locally, and that you can sign on to the appropriate server environment to access the data.

## Forms Used to Write 1099 Data for Electronic Filing

Form Name	FormID	Navigation	Usage
Write 1099 Media	W04515A	1099 G/L Method (G04221), Write Media  1099 A/P Ledger Method (G04222), Write Media	Write 1099 data.
Work with 1099 Export to Text	W04515AC	Annual Processing (G0422), Export 1099 Electronic Work File  On Work with 1099 Export to Text, from the Form menu, select Export.	Export 1099 data to a text file.

## Setting Processing Options for Export 1099 Electronic Media Work File (P04515A)

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

### Location

#### 1. Enter the path to the location where the text file for IRS submission should get generated.

Specify the path to the location where the text file should get generated for Electronic Submission of 1099 Media Workfile. If you leave this field blank, the system will generate the text file at default location\B9\Export\IRSTAX.txt.

## Writing 1099 Data

Access the Write 1099 Media form.

### 1099 Reporting Year

Enter the reporting year. The system uses this value in the Payer A, Payee B, and Transmitter T records of the tape. If the 1099 reporting year is incorrect on a 1099 form, the IRS can impose penalties or reject the submitted forms.

### 1099-MISC

Select to choose a 1099-MISC return.

### 1099-DIV

Select to choose a 1099-DIV return.

### 1099-INT

Select to choose a 1099-INT return.

### 1099-NEC

Select to choose a 1099-NEC return.

### 1099-G

Select to choose a 1099-G return.

### Electronic Media

Select this option for electronic filing.

When you select this option, the Write 1099 Media program (R04515) creates the 1099 Electronic Media table (F04515OW), which is used for electronic filing. The system also produces a summary report.

### Paper Forms Only

Select to choose a printout of the 1099 form. This indicates that you want facsimile reports or that you are submitting paper 1099 forms. The system also produces a summary report.

### Blank-Sheet Forms

The system prints the 1099 form on a blank paper, one form on one page, and the Recipient instruction after each page. This is a copy of the "Copy B" that the IRS provides. This template prints the boxes as well as the data that they contain.

### Disk File Only

The program activates this option when you select the Electronic Media option.

### Original, Corrected, Replacement, and Test

Select the status of the 1099 returns. Options are:

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

### Transmitter Company

Enter the company number of the transmitter company.

### Payer Name Control

Enter the four-character control code that you can obtain from the mailing label on the 1099 materials that the IRS sends to most payers each December. This code is usually the first four significant characters of the business name. If the code is fewer than four characters, left-justify the characters and then fill the unused positions with blanks. If you do not know the payer name control code, leave this field blank.

### Transmitter Control Code

Enter the five-character alphanumeric code that is assigned by the IRS. You require this code to submit 1099 returns by using an electronic file.

### Transfer Agent

If you are using a third party to submit 1099s, enter the address book number of the third party.

### Contact E-Mail Address

Enter an email address, if available.

### Prior Year Data Indicator

Select to specify that the electronic file you submit is an amended return for a previous year.

**Note:** 1099-NEC is applicable from year 2020. Therefore, this field is disabled for the 1099-NEC form.

### Combined Federal State Filing

Select this option to produce combined federal and state filing. Before you can file combined federal and state returns, you must submit an electronic test file to the IRS for approval.

#### Note:

- U.S. Government of the Treasury, IRS Publication 1220, Specifications for Filing Forms 1098, 1099, 5498 and W-2G Electronically <https://www.irs.gov>

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

## Exporting 1099 Data to a Text File

Access the Work with 1099 Export to Text form.

To export 1099 data to a text file:

1. Select Export from the Form menu.

This action calls the batch program Export 1099 Electronic Work File to CSV (R8904515OW), which extracts data from the F04515OW table and creates the IRSTAX.txt file to the defined location.

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

The text file is created in either the B9\{pathcode}\export\ folder or the \\EnterpriseServerName\PathCode\export folder, depending on whether you are using a Microsoft Windows or web client, and is named IRSTAX.txt. If you are on a Microsoft Windows client and are on a previous release, for example, E190 or E191, then the pathcode folder will fall under the E1 directory. The IRS requires this name for electronic filing.

You can export the IRSTAX.txt file to the desired location. To export the text file to the user-defined location, you must enter the location in the processing option for the Export 1099 Electronic Media Work File program (P04515A). When you choose to write the file at a desired location, the form reflects the processing option value that you have entered. You can also override the value entered in the processing option. If you leave the processing option or the location on the form blank, then the text file will be generated at a default location \B9\Export\IRSTAX.txt.

See *Performing 1099 Year-End Reporting, Writing 1099 Data for Electronic Filing*

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

## Verifying 1099 Data Text Files

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

**Note:** AS400 clients please see solution E1: BSFN: Flat File Use in EnterpriseOne (Doc ID 6316271).

**Note:** IRS publications 1220, <https://www.irs.gov>

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

Specifically, you must verify this information:

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

Record Type	Description
T	The T record shows this data for the transmitter in the text file: <ul style="list-style-type: none"> <li>◦ Payment year. This is the year that you specified in the Write Media program (P04515).</li> <li>◦ Transmitter's TIN. This is the TIN that you specified in the Address Book Revisions program (P01012).</li> <li>◦ Transmitter's name. This is the name that you specified in the Address Book Revisions program (P01012).</li> <li>◦ Company name and mailing address. This is the company name and mailing address that you specified in the P01012 program.</li> <li>◦ Contact name. This is the 1099 contact name that you specified on the Who's Who form for the transmitter company.</li> </ul>

Record Type	Description
	<ul style="list-style-type: none"> <li>○ Contact's phone number and 0extension.</li> </ul> <p>This is the phone number that is associated with the 1099 contact name record on the Who's Who form for the transmitter company.</p> <ul style="list-style-type: none"> <li>○ Vendor Indicator (this will be V for returns created with JD Edwards EnterpriseOne software).</li> </ul> <p>For JD Edwards EnterpriseOne software, this field contains a <b>V</b>.</p> <ul style="list-style-type: none"> <li>○ Number of B records.</li> </ul> <p>The T record must be the first record on the tape, and the first A record must follow it.</p>
A	<p>The A record shows this 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 shows this 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 (this is applicable only for 67 TOR records)</li> </ul> <p>Each 1099 supplier must have a B record in the text file.</p>
C	<p>The C record shows the number of B records and the total of all 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 the electronic file if, for a payer (company), the number of suppliers and total amount on the C record does not equal the number of suppliers and total amount on the B records. For example, if the B record contains 15 suppliers and a total of USD 10,000, the C record must contain 15 B records and a total of USD 10,000.</p>
F	<p>The F record shows the number of payers (companies) in the text file. The number of payers in the F record must match the number of A records.</p>

Record Type	Description
K	<p>The K record shows the total number of payees and the total payment amount for a state in the text file. Ensure that the state code in the text file is valid.</p> <p>Each participating state has a separate K record.</p>

# 9 Understanding Sources of Information for the 1099 Form

## Sources of Information for the 1099 Form

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

CORRECTED (if checked)

<b>Company AB</b>	PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.		1 Rents	OMB No. 1545-0115		<b>Miscellaneous Information</b>
			\$	Form <b>1099-MISC</b>		
			2 Royalties	(Rev. January 2024)		
<b>Company Tax ID</b>	PAYER'S TIN	RECIPIENT'S TIN	3 Other income	4 Federal income tax withheld		<b>Copy B For Recipient</b>
	\$	\$	5 Fishing boat proceeds	6 Medical and health care payments		
<b>Who's Who</b>	RECIPIENT'S name		7 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale <input type="checkbox"/>	8 Substitute payments in lieu of dividends or interest		
	Street address (including apt. no.)		9 Crop insurance proceeds	10 Gross proceeds paid to an attorney		
<b>Supplier AB Mailing Information</b>	City or town, state or province, country, and ZIP or foreign postal code		11 Fish purchased for resale	12 Section 409A deferrals		
	Account number (see instructions)		13 FATCA filing requirement <input type="checkbox"/>	14 Excess golden parachute payments	15 Nonqualified deferred compensation	
16 State tax withheld			17 State/Payer's state no.	18 State income		
			\$	\$	\$	

Form **1099-MISC** (Rev. 1-2024) (keep for your records) [www.irs.gov/Form1099MISC](http://www.irs.gov/Form1099MISC) Department of the Treasury - Internal Revenue Service

This is important tax information and is being furnished to the IRS. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.





# 10 Understanding 1099 Form Samples

## Form Samples

The form samples that the following sections include are provided for informational purposes only. Do not reproduce them for filing.

**Note:** The form samples include samples for BIP preprinted as well as other BIP versions of the 1099 forms. You use the preprinted version XJDE0001 for printing the form output on the office supply stock of 1099 forms where you only create the data on the already printed form. However, when you use other BIP version (XJDE0002 and XJDE0003), the system creates the entire form as well as the data.

## 1099-INT Form

This section provides samples of the 1099-INT form, which you use to report interest income.

## 1099-INT Form Samples

These are examples of 1099-INT forms for 2024:

MICHAEL M JORDAN			
STERLING HEIGHTS			
LANSING MI 48310		1200.00	2024
(+1) 517-200-9968			
		3000.00	
10-9920202	101-42-0204	6500.00	
		1000.00	1780.00
WEST LIFE INSURANCE		1854.00	
9 PRAIRIE COURT			
BALTIMORE MD 20601		3250.00	850.00
		1040.00	1800.00
		4080.00	1450.00
00202072			

CORRECTED (if checked)

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.  MICHAEL M JORDAN STERLING HEIGHTS LANSING MI 48310 (+1) 517-200-9968		Payer's RTN (optional)	OMB No. 1545-0112  Form <b>1099-INT</b>		<b>Interest Income</b>  <b>Copy B For Recipient</b>  This is important tax information and is being furnished to the IRS. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.
PAYER'S TIN  10-9920202		RECIPIENT'S TIN  101-42-0204	1 Interest income  \$ 1200.00	For calendar year 2024	
RECIPIENT'S name, Street address (including apt. no.), City or town, state or province, country, and ZIP or foreign postal code  WEST LIFE INSURANCE 9 PRAIRIE COURT BALTIMORE MD 20601		4 Federal income tax withheld \$1000.00	5 Investment expenses \$1780.00		
FATCA filing requirement <input type="checkbox"/>		6 Foreign tax paid \$1854.00	7 Foreign country or U.S. territory		
Account number (see instructions)  00202072		8 Tax-exempt interest \$3250.00	9 Specified private activity bond Interest \$850.00		
		10 Market discount \$1040.00	11 Bond premium \$1800.00		
		12 Bond premium on Treasury obligations \$4080.00	13 Bond premium on tax-exempt bond \$ 1450.00		
		14 Tax-exempt and tax credit bond CUSIP no.	15 State	16 State identification no.	
				17 State tax withheld \$ \$	

Form **1099-INT** (keep for your records) [www.irs.gov/Form1099INT](http://www.irs.gov/Form1099INT) Department of the Treasury - Internal Revenue Service

## 1099-MISC Form

This section provides a sample of the 1099-MISC form, which you use to report miscellaneous information.

## 1099-MISC Form Sample

These are examples of 1099-MISC forms for 2024:

MICHAEL M JORDAN STERLING HEIGHTS LANSING MI 48310 +1 517-200-9968	1450.00		
	3250.00	2024	
	6750.00	1550.00	
10-9920202                      101-42-0202			
	2030.00	2104.00	
		X	1100.00
CANNON TOOLS CO 2426 NORTH CATHERINE ST ATLANTA GA 30019	1290.00	2050.00	
	1700.00	4330.00	
	X	6000.00	7650.00
00202070			

CORRECTED (if checked)

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.  MICHAEL M JORDAN STERLING HEIGHTS LANSING MI 48310 (+1) 517-200-9968		1 Rents \$ 1450.00	OMB No. 1545-0115 Form <b>1099-MISC</b>	<b>Miscellaneous Information</b>
		2 Royalties \$ 3250.00	For calendar year 2024	
		3 Other income \$ 6750.00	<b>4 Federal income tax withheld</b> \$ 1550.00	<b>Copy B For Recipient</b>  This is important tax information and is being furnished to the IRS. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.
PAYER'S TIN 10-9920202	RECIPIENT'S TIN 101-42-0202	5 Fishing boat proceeds \$ 2030.00	6 Medical and health care payments \$ 2104.00	
RECIPIENT'S name, Street address (including apt. no.), City or town, state or province, country, and ZIP or foreign postal code  CANNON TOOLS CO 2426 NORTH CATHERINE ST ATLANTA GA 30019		7 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale <input checked="" type="checkbox"/>	8 Substitute payments in lieu of dividends or interest \$ 1100.00	
		9 Crop insurance proceeds \$ 1290.00	10 Gross proceeds paid to an attorney \$ 2050.00	
		11 Fish purchased for resale \$ 1700.00	12 Section 409A deferrals \$ 4330.00	
		13 FATCA filing requirement <input checked="" type="checkbox"/>	14 Excess golden parachute payments \$ 6000.00	
		15 Nonqualified deferred compensation \$ 7650.00		
Account number (see instructions) 00202070		16 State tax withheld \$	17 State/Payer's state no. \$	18 State income \$
Form <b>1099-MISC</b> (keep for your records)		www.irs.gov/Form1099MISC		Department of the Treasury - Internal Revenue Service

## 1099-DIV Form

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

# 1099-DIV Form Sample

These are examples of 1099-DIV forms for 2024:

MICHAEL M JORDAN		17840.00	
STERLING HEIGHTS			
LANSING MI 48310		3000.00	2024
+1 517-200-9968			
		14084.00	1300.00
10-9920202	101-42-0204	1780.00	1854.00
		4280.00	2650.00
		2400.00	850.00
WEST LIFE INSURANCE		2500.00	1040.00
9 PRAIRIE COURT			
BALTIMORE MD 20601		1800.00	
		1450.00	4080.00
		20550.00	7400.00
00202072			

CORRECTED (if checked)

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no. MICHAEL M JORDAN STERLING HEIGHTS LANSING MI 48310 (+1) 517-200-9968		<b>1a</b> Total ordinary dividends \$ 18540.00	OMB No. 1545-0110 Form <b>1099-DIV</b> For calendar year <b>2024</b>	<b>Dividends and Distributions</b>  <b>Copy B For Recipient</b>  This is important tax information and is being furnished to the IRS. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported
		<b>1b</b> Qualified dividends \$ 3100.00		
		<b>2a</b> Total capital gain distr. \$ 14584.00	<b>2b</b> Unrecap. Sec. 1250 gain \$ 1400.00	
PAYER'S TIN 10-9920202	RECIPIENT'S TIN 101-42-0205	<b>2c</b> Section 1202 gain \$ 1880.00	<b>2d</b> Collectibles (28%) gain \$ 1954.00	
		<b>2e</b> Section 897 ordinary dividends \$ 4380.00	<b>2f</b> Section 897 capital gain \$ 2750.00	
RECIPIENT'S name, street address (including apt. no.), city or town, state or province, country, and ZIP or foreign postal code CHEMICAL MUTUAL 44 8TH AVENUE FORT WORTH TX 75088		<b>3</b> Nondividend distributions \$ 2500.00	<b>4 Federal income tax withheld</b> \$ 950.00	
		<b>5</b> Section 199A dividends \$ 2600.00	<b>6</b> Investment expenses \$ 1140.00	
		<b>7</b> Foreign tax paid \$ 1900.00	<b>8</b> Foreign country or U.S. possession	
		<b>9</b> Cash liquidation distributions \$ 1550.00	<b>10</b> Noncash liquidation distributions \$ 4180.00	
		<b>11</b> FATCA filing requirement <input type="checkbox"/>	<b>12</b> Exempt-interest dividends \$ 20850.00	
Account number (see instructions) 00202073		<b>14</b> State	<b>15</b> State identification no. \$	
			<b>16</b> State tax withheld \$	

Form **1099-DIV**

(keep for your records)

[www.irs.gov/Form1099DIV](http://www.irs.gov/Form1099DIV)

Department of the Treasury - Internal Revenue Service

## 1099-NEC Form

This section provides a sample of the 1099-NEC form, which you use to report the nonemployee compensation.

## 1099-NEC Form Sample

These are examples of 1099-NEC forms for 2024:

MICHAEL M JORDAN  
STERLING HEIGHTS  
LANSING MI 48310  
(+1) 517-200-9968

2024

10-9920202

101-42-0202

1000.00

X

CANNON TOOLS CO  
2426 NORTH CATHERINE ST  
ATLANTA GA 30019

100.00

00202070

CORRECTED (if checked)

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.  MICHAEL M JORDAN STERLING HEIGHTS LANSING MI 48310 (+1) 517-200-9968		OMB No. 1545-0116  Form <b>1099-NEC</b>  For calendar year 2024		<b>Nonemployee Compensation</b>   <b>Copy B For Recipient</b>  This is important tax information and is being furnished to the IRS. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported
PAYER'S TIN 10-9920202	RECIPIENT'S TIN 101-42-0202	<b>1 Nonemployee compensation</b> \$ 1000.00		
RECIPIENT'S name, Street address (including apt. no.), City or town, state or province, country, and ZIP or foreign postal code  CANNON TOOLS CO 2426 NORTH CATHERINE ST ATLANTA GA 30019		<b>2 Payer made direct sale totaling \$5,000 or more of consumer products to recipient for resale</b> <input checked="" type="checkbox"/>  <b>3</b>		
Account number (see instructions) 00202070		<b>4 Federal income tax withheld</b> \$ 100.00		
		<b>5 State tax withheld</b> \$	<b>6 State/Payer's state no.</b>	<b>7 State income</b> \$

Form **1099-NEC** (keep for your records)

[www.irs.gov/Form1099NEC](http://www.irs.gov/Form1099NEC)

Department of the Treasury - Internal Revenue Service

## 1099-G Form

This section provides a sample of the 1099-G form, which you use to report certain government payments.

## 1099-G Form Sample

These are examples of 1099-G forms for 2024:

MICHAEL M JORDAN STERLING HEIGHTS LANSING MI 48310 (+1) 517-200-9968	1000.00		
	2000.00	2024	
10-9920202	101-42-0202	4000.00	
	5000.00	6000.00	
CANNON TOOLS CO 2426 NORTH CATHERINE ST ATLANTA GA 30019	7000.00		X
	9000.00	500.00	
00202070			

CORRECTED (if checked)

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.  MICHAEL M JORDAN STERLING HEIGHTS LANSING MI 48310 (+1) 517-200-9968		<b>1</b> Unemployment compensation \$ 1140.00	OMB No. 1545-0120  <b>Form 1099-G</b>  For calendar year <b>2024</b>	<b>Certain Government Payments</b>  <b>Copy B For Recipient</b>  This is important tax information and is being furnished to the IRS. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.	
PAYER'S TIN 10-9920202	RECIPIENT'S TIN 101-42-0203	<b>2</b> State or local income tax refunds, credits, or offsets  \$ 1900.00	<b>3</b> Box 2 amount is for tax year		
RECIPIENT'S name, Street address (including apt. no.), City or town, state or province, country, and ZIP or foreign postal code  UNITED ATLANTIC SHARES 9 HALIFAX LANE CHARLOTTE NC 27302		<b>5</b> RTAA payments \$ 5850.00	<b>6</b> Taxable grants \$ 7500.00		
Account number (see instructions) 00202071		<b>7</b> Agriculture payments \$ 2600.00	<b>8</b> If checked, box 2 is trade or business income <input checked="" type="checkbox"/>		
		<b>9</b> Market gain \$ 2750.00	<b>10a</b> State	<b>10b</b> State identification no.	<b>11</b> State income tax withheld \$

Form **1099-G** (keep for your records)      www.irs.gov/Form1099G      Department of the Treasury - Internal Revenue Service



# 11 Understanding Frequently Asked Questions About the 1099 Process

## Understanding Frequently Asked Questions About the 1099 Process

**Note:** You can find all "How To's", and "FAQs" regarding 1099 year-end processing using our info center **2388283.2**.

### General Questions

This table lists frequently asked questions about 1099 processing, and their answers:

Question	Answer
I ran 1099s last year. Do I have to upload the software update for 1099 processing this year?	We recommend taking the current 1099 update each year because of Internal Revenue Service (IRS) legislative changes and program updates.
How can I exclude a transaction from 1099 processing?	For the G/L method, two program options are available: <ul style="list-style-type: none"> <li>In the Enter Payment Adjustments program (P04510), locate the transaction and overwrite the payment number with *.</li> <li>In the Enter A/P Workfile Adjustment program (P04510FP), add a new transaction with the reverse amount for the supplier, company, and form type.</li> </ul> For the A/P method, use the Enter A/P Workfile Adjustment program, inquire on the supplier, locate the transaction, and delete it.
How does business unit security affect 1099 processing?	If you use the G/L method, the only program that business unit security affects is the Update BU.Obj.Sub to Journal Entry program (R09806). This program uses the Account Master table (F0901), which is one of the tables used by business unit security.
Where can I order 1099 forms?	Contact the IRS or obtain 1099 forms from a local business form supplier.
What is the best way to determine whether a supplier was issued a 1099 form?	Because no online inquiry is available, the best way to determine whether a supplier was issued a 1099 form is to print the 1099 A/P - G/L Combined Register (R04512FB).
How do I change category code 07 values when I am using the Match Voucher to Open Receipt program in the Procurement system?	Each pay item on a voucher is assigned the default category code 07 value from the supplier's address book record. If you have pay items that require a different value, you can change the value in the Enter A/P Workfile Adjustment program. You can change the values on the vouchers before you build the A/P Workfile by using the Speed Status Change program (P0411S).

Question	Answer
<p>If I run 1099 returns for more than one form (for example, 1099-INT and 1099-MISC), do I need to repeat the process for each form?</p>	<p>Not entirely. In the Write Media program (P04515), you specify which 1099 form you are processing. Before you run the program for each form, you must build a workfile according to either the G/L or A/P ledger method.</p> <ul style="list-style-type: none"> <li>For the G/L method, build the 1099 G/L Worktable (F045141) once for all accounts and run the Write Media program for all forms.</li> <li>For the A/P Ledger method, build the 1099 A/P Worktable (F045143) for each appropriate form type and box and run the Write Media program for each form.</li> </ul>
<p>If I did not convert all the vouchers from our legacy system, how can I use the JD Edwards EnterpriseOne software to prepare 1099s for the vouchers I did not convert?</p>	<p>You can use one of these three methods to convert vouchers from a legacy system:</p> <ul style="list-style-type: none"> <li>A/P Ledger method: Use the Build A/P Workfile program (R04514FP) to report current transactions and the Enter A/P Workfile Adjustment program to enter information that has not been converted from the legacy system.</li> <li>A/P Ledger method: Manually enter all legacy transactions manually as adjustments, by using the Enter A/P Workfile Adjustment program.</li> <li>G/L - A/P Ledger methods: Use the G/L method to report all current transactions, and the Enter A/P Workfile Adjustment program to report data that has not been converted from the legacy system. When you run the Write Media program (P04515), the data in the F045141 and F045143 tables are merged into the 1099 Merged Worktables (F04514) to generate the 1099 returns.</li> </ul>
<p>How can I exclude a supplier from 1099 processing?</p>	<p>You can exclude a supplier from the 1099 processing by performing one of these tasks:</p> <ul style="list-style-type: none"> <li>Use the Supplier Master Revision form to change the person/corporation code to a value other than P (individual) or N (non-corporate entity).</li> <li>If you use the A/P Ledger method, exclude suppliers by using data selection when you run the Build A/P Workfile program.</li> <li>If you use either the A/P ledger or the G/L method, use the Enter A/P Workfile Adjustment program to reverse any transactions for that supplier.</li> <li>If you use the G/L method, use the Enter Payment Adjustments program to specify that the payments for the supplier are exceptions and rerun the Build G/L Workfile program (R04514).</li> </ul>
<p>How do I enter a transaction that is not a JD Edwards EnterpriseOne transaction?</p>	<p>Use the Enter A/P Workfile Adjustment program.</p>
<p>What is a K record, and does JD Edwards EnterpriseOne support it?</p>	<p>The K record contains the total number of payees and the total payments filed by a given payer for a specific state. We support combined federal and state reporting.</p> <p>The IRS accepts the K record for electronic filing purposes only.</p>
<p>Does JD Edwards EnterpriseOne support electronic filing? I would like to take advantage of the later filing date allowed for electronic filing.</p>	<p>You must create a custom program to extract data from the 1099 Electronic Media table (F04515OW) for electronic filing. Global Support Services does not support electronic filing because it involves custom programs.</p>
<p>Am I required to close the accounting period in the Company Numbers &amp; Names (P00105) and G/L Annual Close (P098201) programs, and close the Accounts Payable system in the Company Numbers &amp; Names program to complete 1099 processing?</p>	<p>No, none of the programs you mentioned are prerequisites for completing the 1099 tasks.</p>

Question	Answer
How do I ensure that the Write 1099 Media - 1099-MISC report (R045152) also runs for the supplier that I set up in the version of the Write 1099 Media program (R04515)?	To ensure that the Write 1099 Media - 1099-MISC report also runs and prints for the supplier that you specify in the version of the calling report R04515, you must create a new version of R045152 and set the option to select the specific supplier.
How do I ensure that the Write 1099 Media - 1099-DIV report (R045153) also runs for the supplier that I set up in the version of the Write 1099 Media program (R04515)?	To ensure that the Write 1099 Media - 1099-DIV report also runs and prints for the supplier that you specify in the version of the Write 1099 Media program, you must create a new version of R045153 and set the option to select the specific supplier.
How do I ensure that the Write 1099 Media - 1099-INT report (R045154) also runs for the supplier that I set up in the version of the Write 1099 Media program (R04515)?	To ensure that the Write 1099 Media - 1099-INT report also runs and prints for the supplier that you specify in the version of the Write 1099 Media program, you must create a new version of R045154 and set the option to select the specific supplier.

## A/P Ledger Method Questions

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

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

## G/L Method Questions

The tables in the following sections list frequently asked questions about the G/L method of 1099 processing, and their answers.

## 1099 Payment Exception Report

The table lists questions about the 1099 Payment Exception report, and their answers:

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

## 1099 G/L Register

This table lists frequently asked questions about the 1099 G/L register, and their answers:

Question	Answer
The 1099 G/L Register (R04512) is printing accounts for only one form type. How can I include all types?	Verify that you set up AAI ranges for all form types. The character after PX controls which form type prints on the report, as illustrated: <ul style="list-style-type: none"> <li>• PXAxxx-1099-MISC</li> <li>• PX1xxx-1099-DIV</li> <li>• PX6xxx-1099-INT</li> <li>• PXBxxx-1099-NEC</li> </ul> Verify that the AAI ranges are set up only for company 00000. Be sure that no blank object accounts exist. Do not overlap accounts over ranges. For example, do not skip ranges by setting up AAIs for range PXxx01 - PXxx02 and then skip to range PXxx05 - PXxx06.
Why isn't the 1099 legal name printing on the 1099 G/L Register? The legal name was defined correctly in the address book record.	The 1099 G/L Register is designed to print only the mailing name, but the Write Media program (P04515) prints the 1099 legal name above the mailing name.
I used alternate address book fields to combine data for different address book records, but when I run the 1099 G/L	The address information is not combined until you build the 1099 G/L Worktable (F045141) and the 1099 A/P Worktable (F045143). You can view the results that will appear on the 1099 forms before you run the Write Media program by running either the 1099 A/P Register (R04512FA) or the 1099 A/P - G/L Combined Register (R04512FB), and not the 1099 G/L Register.

Question	Answer
Register, the new address information does not print. Why?	
When I run the 1099 G/L Register, nothing prints. Why?	<p>Review the processing options. Also verify that the AAI ranges for PXxxxx include the correct accounts and are set up only for company 00000. If they are not set up correctly, the register prints without data.</p> <p>If you use the G/L method and do not run the Update Payment Information program (R04513), the register prints without data.</p>
Why is my 1099 G/L Register printing suppliers with amounts less than the IRS minimum requirements?	<p>The 1099 G/L Register is designed to print information for all suppliers regardless of the total dollar amount you paid them. This allows for adjustments that you might make later. The Write Media program excludes suppliers that do not meet the minimum IRS requirements.</p> <p>To print a report that includes only suppliers with amounts over the IRS minimum amounts, print the 1099 A/P - G/L Combined Register and define minimum amounts in the processing options.</p>

## Build 1099 G/L Workfile

This table lists frequently asked questions about the 1099 G/L workfile, and their answers:

Question	Answer
Do I have to clear the 1099 A/P Worktable (F045143) from last year even though I am using the G/L method this year?	Yes, because the Write Media program combines the transactions from both worktables.
Why are taxes included in the totals for my suppliers and how do I exclude these taxes?	Taxes are included in the totals because the tax accounts are included in one of the AAI ranges. To exclude taxes, remove the tax accounts from the AAI ranges and rerun the Build 1099 G/L Workfile program (R04514).
Do I need to rebuild my 1099 G/L Worktable (F045141) if I just cleared the F045143 table?	No. These tables are separate, and not interdependent.
I have accounts that are included in the AAI ranges but are not included when I run the Build 1099 G/L Workfile program (R04514). Why?	Verify that the AAIs for those accounts have a subsidiary of either 99999999 or ZZZZZZZZ for the ending range, depending on the operating system. If you are not sure whether to use 99999999 or ZZZZZZZZ, contact the system administrator.
Do I have to clear the F045141 table from last year?	No. The Build 1099 G/L Workfile program automatically clears the F045141 table before building it again.
Why is the F045141 table empty? I ran the program to build the table.	<p>This might be caused by these circumstances:</p> <ul style="list-style-type: none"> <li>The G/L bank account or the A/P trade account is included in the range of AAIs, resulting in a zero balance. Remove the account from the AAI range.</li> </ul>

Question	Answer
	<ul style="list-style-type: none"> <li>The AAls are missing an object account.</li> <li>The AAl range is missing a subsidiary of either 99999999 or ZZZZZZZZ, depending on the operating system. The subsidiary causes the system to include all accounts for the object account.</li> </ul>

## Worktable Adjustment Questions

The tables in the following sections lists frequently asked questions about worktable adjustments for 1099 processing, and their answers.

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

This table lists frequently asked questions about the 1099 worktable adjustments, and their answers:

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

### Enter A/P Workfile Adjustment

This table lists frequently asked questions about the A/P workfile adjustments, and their answers:

Question	Answer
I receive a duplicate error message when I adjust records in the F045143 table by using the Enter A/P Workfile Adjustment program. Why?	You can make only one entry in the F045143 table for each combination of company, address book number, and type of return. Rather than trying to add a new transaction, inquire on the supplier first and then change the existing transaction to reflect the sum of the two entries.
I am trying to adjust records by using the Enter A/P Workfile Adjustment program, but the Company Tax ID field is highlighted with error 3813. Why?	Verify that the company number resides in the Address Book Master table (F0101). Next, determine whether the company's address book record has the Tax ID field populated. You can verify the value in the Tax ID field using the Address Book Revisions program (P01012) or Supplier Master Information program (P04012).
I am trying to inquire on a supplier by using the Enter A/P Workfile Adjustment program. No information appears on the form. Why not?	No transactions currently exist for the supplier. Click the Add button on the Work With 1099 A/P Workfile Adjustments form and add a new transaction for the supplier.
To adjust an amount for a supplier by using the Enter A/P Workfile Adjustment program, do I inquire on the record and change the existing line or do I add a new line for the difference?	The answer depends on whether the amount was generated using the A/P ledger or G/L method. <ul style="list-style-type: none"> <li>If you use the G/L method, add the adjustment record to the F045143 table. To view the adjustment for the supplier record, run the 1099 A/P - G/L Combined Register, which combines the F045141 and F045143 tables and prints the details for each supplier.</li> <li>If you use the A/P Ledger method, locate the existing record and change the information. The Enter A/P Workfile Adjustment program enables only one transaction for each combination of company, address number, and type of return.</li> </ul>
When I enter a Social Security Number (SSN) in the Tax ID field by using the Enter A/P Workfile Adjustment program, the number looks like an employer identification number (EIN) with dashes in the wrong place. Why?	The person/corporation code in the supplier master record contains the value N (noncorporate entity), which designates an EIN format. Use the Supplier Master Revision form and change the code to P to print the number using the SSN format.

## Enter Payment Adjustments

This table lists frequently asked questions about payment adjustments, and their answers:

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

## 1099 Report Questions

This table lists frequently asked questions about reports for 1099 processing and their answers:

Question	Answer
How can I suppress printing of the country code on the W-9 Exception Report (R01301)?	Access the Country Constants Revisions program (P0070), locate the country that you want, and clear the option for Print Country Code.
When I run the W-9 Exception Report, I get a list of invalid address numbers. These numbers exist in both the Address Book Master (F0101) and Supplier Master (F0401) tables. Why do I get invalid address numbers?	The person/corporation code for the supplier contains the value C (corporation). Change the code to P (individual) or N (non-corporate entity) for suppliers.
Why is the company tax ID missing on the W-9 Exception Report?	The company was not set up as an address book record or the company tax ID for the address book record was omitted. Make sure that the company has an address book record with a company tax ID.
Why is the wrong value printing in the Company Tax ID field on the W-9 Exception Report?	<p>This error normally occurs when the address book number for a company does not equal the company number, and it is not cross-referenced in the Company Constants table (F0010).</p> <p>To correct this problem, perform one of these tasks:</p> <ul style="list-style-type: none"> <li>• Enter the correct tax ID in the address book record for the company. Depending on where you are in the 1099 process, you might need to rebuild the worktable. (Remember to clear it first if you use the A/P Ledger method.) If you clear the 1099 A/P Worktable (F045143), you will lose all adjustments that you entered by using the Enter A/P Workfile Adjustment program (P04510FP).</li> <li>• Manually correct the record by clearing the Company Tax ID field in the Enter A/P Workfile Adjustment program. When the Company Tax ID field is blank, the system updates the field with the default value from the address book record.</li> </ul>
When I run the 1099 A/P Register (R04512FA) and 1099 A/P - G/L Combined Register (R04512FB), additional entries exist. Why?	<p>If you use the A/P Ledger method, you probably have data in the F045143 table from the previous year, or you entered test data this year. You must first clear the F045143 table by using the Clear A/P Workfile program (R04CLRFP). Rerun the Build A/P Workfile program (R04514FP). Then, enter any adjustments again that you entered previously by using the Enter A/P Workfile Adjustments program.</p> <p>If you used the G/L method last year but are using the A/P Ledger method this year, you will have records in the 1099 G/L Worktable (F045141) from last year. To remove those records, run the Clear G/L Workfile program (R04CLRGL). Then, rerun the 1099 A/P - G/L Combined Register.</p>

## Write Media Program Questions

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



Question	Answer
Can I change the data sequence of the Write Media program (P04515)?	No. Do not change the data sequence for this program.
How are the Transmitter Control Code and Payer Name Control fields used, and what should I enter in these fields?	<p>The transmitter control code (TCC) is a five-character alphanumeric code that the IRS assigns when you file Form 4419 (Application for Filing Returns Electronically). Companies that meet IRS requirements to file returns electronically are required to file this form.</p> <p>The payer name control (PNMC) is the business name associated with the TCC. The IRS assigns both the TCC and PNMC codes to your business for filing and transmitting purposes. The payer name control value is an optional, four-character code. This code is printed on the mailing label that the IRS uses to send out 1099 packages to payers on record each December. If you do not receive a 1099 package or if you do not know the code for the payer name control, leave this field blank.</p>
Why is the wrong company printing on the 1099 form?	Each company in the Address Book Master table (F0101) has a unique address book number, but two or more companies might have the same tax ID. The processing options for the Build G/L Workfile (R04514) and Build A/P Workfile (R04514FP) programs enable you to combine alternate addresses under one tax ID. When you use the combining feature for companies and suppliers, you must select the same alternate address number field throughout the system. Verify that the processing options are set correctly and that the same alternate address number field is used in the combining process for both company and supplier.
Is the company phone number required on the 1099 form?	Yes, this is required and necessary if a payee needs to contact a payer.
The Write Media program is printing an amount in the wrong box. How can I move this amount to the correct box?	<p>If you use the G/L method and require an audit trail, move the G/L distribution account to the correct AAI for PXxxxx. Then rerun the Build G/L Workfile program (R04514). If you do not require an audit trail, use the Enter A/P Workfile Adjustment program (P04510FP) to add the incorrect information with the reverse amount. On a separate line, enter the information with the correct amount and box. When the 1099 forms are written and the 1099 A/P Worktable (F045143) is merged with the 1099 G/L Worktable (F045141), the reversing entry in the F045143 table and the original entry in the F045141 table net to zero. The only entry for the 1099 will be the F045143 record you just entered for the correct amount in the correct box. Ensure that you identify all suppliers that are affected by the incorrect AAI.</p> <p>For the A/P Ledger method, use the Enter A/P Workfile Adjustment program, locate the transaction, replace the wrong type return (TR) value with the correct value, and click OK.</p>
How do I combine 1099 information for suppliers from different companies?	<p>The companies being combined must have the same tax ID. You select a company and add reference its address number to the other companies' address book records, by using one of the alternate address book number fields. Then, run the Build G/L Workfile program to build the F045141 table or the Build A/P Workfile program to build the F045143 table, and specify the alternate address book number that you used in the processing option.</p> <p>For example, assume that you have three companies with address book numbers 100, 200, and 300 and you enter <b>100</b> in the 2nd Address Number field of the address book records for companies 200 and 300. When you submit the program to build the F045141 table or the F045143 table, you enter <b>2</b> (to select the value entered in the 2nd Address Number field) for the processing option for combining 1099s for printing. The results combine the 1099 information across companies.</p>
How do I know which company is the payer on the 1099 form if one company had the expense and a different company paid the voucher?	<p>You use a processing option in the Build G/L Workfile program and select to build the F045141 table by using one of these criteria:</p> <ul style="list-style-type: none"> <li>• The company from the G/L distribution on the voucher.</li> <li>• The company that is associated with the last payment processed for the voucher.</li> </ul>

Question	Answer
The 1099 reporting company information does not print on the 1099 form. Why?	<p>Your company does not have a tax ID in the address book record of the company. Add the company tax ID to the address book record. Then, either revise the F045143 records or rebuild the F045141 table by using the Build G/L Workfile program to include the company's tax ID.</p> <p>To revise the F045143 table, use the Enter A/P Workfile Adjustments program to add your company tax ID. You can also delete and rebuild the F045143 table.</p>