

IRS 1099-MISC Reporting

Relationship Between
Disbursement Reporting System (DRS)
& IRS Reporting (IR) screens

How does DRS get its data

AFRS History is extracted nightly into DRS

Transactions that get extracted are controlled by the Agency through the “Extract Transaction Maintenance” (DS.3) screen.

DRS can be used as an online look up for

- Payments

- Journal Vouchers

Agency staff who have the proper authority can update certain fields in DRS

DRS can be used to create IRS 1099-MISC records

How does IRS 1099-MISC records get created

IRS 1099-MISC Records can be created by one of the following:

Summarization from DRS can be

Daily

Weekly

Monthly

None (Agency changes when ready to create IRS 1099-MISC records)

Manual creation by Agency by using Enterprise Reporting (ER) data & Vendor Tables or Internal Agency system data

Skeleton records can be created as a starting point from the prior years IRS 1099-MISC's records (Roll Process)

=== DRS === (IR)===== IRS 1099 MENU ===== C105V030 ===
TR: _____ 1050 0001
SUMMARIZATION FREQUENCY: NONE (MAINTAIN ON DS.1 - DRS PROFILE)
TYPE "S" IN FRONT OF YOUR SELECTION AND PRESS ENTER.

IRS 1099 RECORD MAINTENANCE
_ **UPDATE IRS 1099 RECORDS (IR.1)**
_ VIEW IRS 1099 RECORDS (IR.2)
_ VIEW DISBURSEMENT ONLINE VIEW (DV.0)

IRS 1099 WEEKEND PROCESSES
_ DRS340,342,347 (IR.6)
_ IRS 1099 RE-SUMMARIZATION (IR.3)

AGENCY AND STATEWIDE VENDOR SCREENS
_ ACCESS COMBINED VENDOR SELECTION (VE.1)
_ ACCESS AGENCY VENDOR FILE (VE.2)
_ ACCESS STATEWIDE VENDOR FILE (VE.3)

IRS 1099 PRINTING AND REPORTS
_ PRINT IRS 1099 FORMS (IR.1.1)
_ DRS331 REPORT (IR.8)
_ IRS 1099 REPORTS (IR.3)
_ (DRS333, DRS336, DRS343, DRS348)

* IRS 1099 PROCESS MANAGEMENT*
_ DRS PROFILE (DS.1)
_ CHANGE 1099 SUMMARIZATION (DS.1)
_ 1099 PROCESSING SCHEDULE (IR.5)

VENDOR COMMUNICATIONS FORM
_ TIN CONFIRMATION REQUEST (IR.4)
_ VENDOR TRANSMITTAL REQUEST (IR.7)

NOTE: IF ACCESSING NON-IRS SCREENS, USE TR: FUNCTION TO RETURN TO 'IR' MENU
F1=HELP, F3=RETURN, F12=MESSAGE, CLEAR=EXIT

Preparing for IRS 1099-MISC Reporting

Agencies generally do not start IRS 1099-MISC reconciliation until November or December of the ending calendar year. (Some agencies start earlier.)

Agencies can run DRS, ER, or Internal System reports to review the IRS box assigned to payments.

Agencies who use DRS can manually change the IRS box on the DRS screens prior to summarization.

Agencies who use ER or Internal System reports enter the proper amounts directly into the Update IRS 1099 Records (IR.1) screen. (See Next Slide)

=== DRS === (IR.1) ===== UPDATE IRS 1099 RECORDS ===== C105V031 ===

TR: _____ LAST UPDATE _____ LAST PRINT REQUEST _____ 1050 0001

CREATE DATE _____

FUNCTION: _ (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, B=BACK, P=PRINT)

CALENDAR YEAR: _____

TIN: _____ SSN/TAX ID TYPE: _ (R, S OR T)

VENDOR NUMBER: _____

VENDOR NAME: _____

VENDOR ADDRESS: _____ 1ST ADDR?: Y (Y=YES, N=NO)

1ST ADDR?: N

CITY/STATE/ZIP: _____ US/FOREIGN ADDR: _ (U OR F)

1) RENTS: 000000000000 2) ROYALTIES: 000000000000

3) OTHER INCOME: 000000000000 4) FED TAX WITHHELD: 000000000000

5) FISH BOAT PROCEEDS: 000000000000 6) MED/HEALTHCARE PYMTS: 000000000000

7) NON-EMPLOYEE COMP: 000000000000 8) DIVIDENDS/INTEREST: 000000000000

9) THE AGENCY MADE DIRECT SALES OF \$5000+ TO VENDOR FOR RESALE: _

10) CROP INSURANCE: 000000000000

14) GROSS PROCEEDS PAID TO AN ATTORNEY: 000000000000

15A) SEC 409A DEFERRALS: 000000000000 15B) SEC 409A INCOME: 000000000000

RECORD LOCK: _ (Y=LOCKED, N=UNLOCKED) \$600 LIMIT OVRD: _

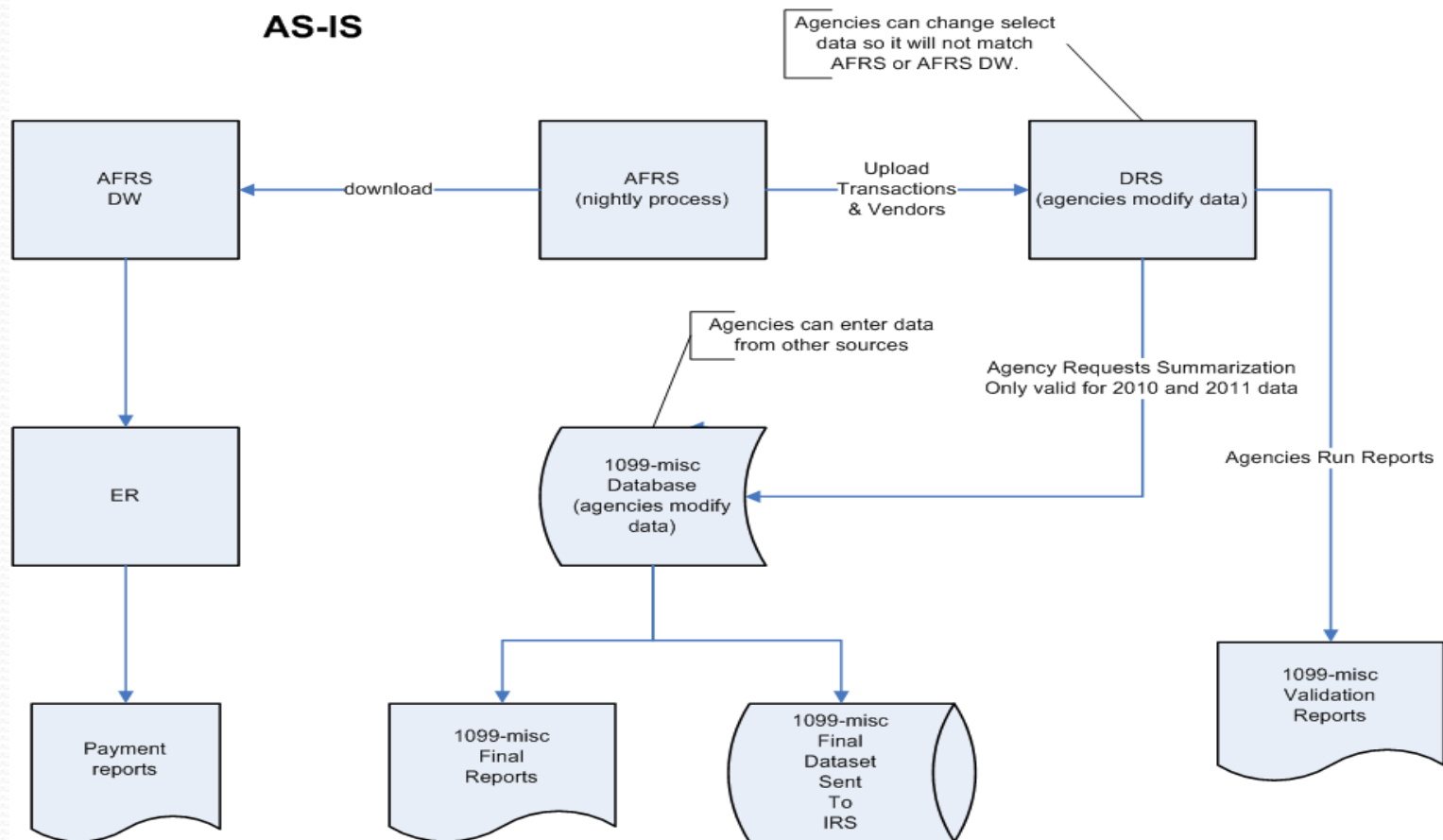
FORMS CONTROL: C (C=CORRECT/ADD, T=IRS TRANSMITTED) 2ND TIN NOTICE: _ (X=YES)

3RD ADDRESS: _____

F1=HELP, F3=RETURN, F4=RETURN TO 1099 VIEW SCREEN, F12=MESSAGE, CLEAR=EXIT

Current Payment Reporting

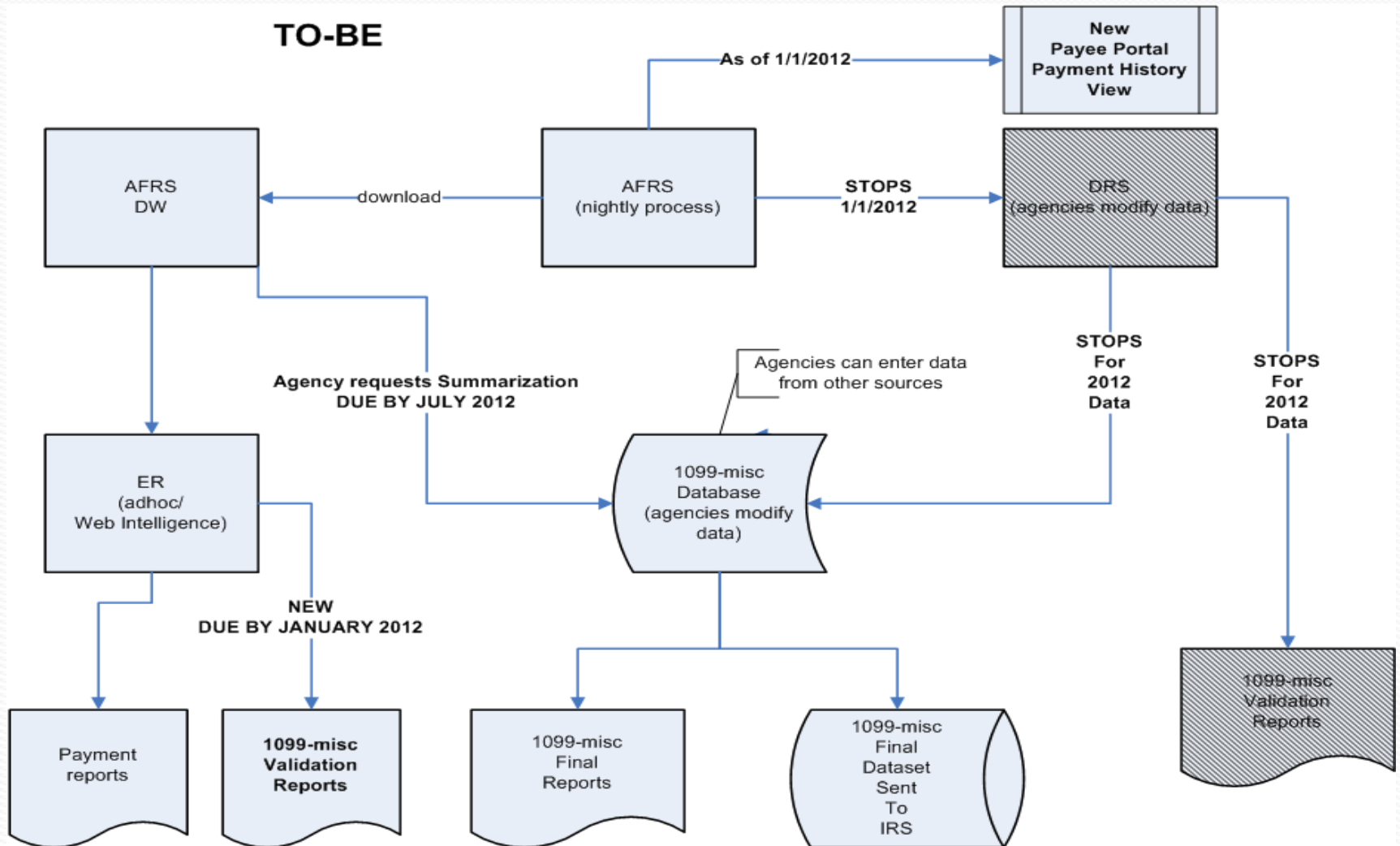
AS-IS





QUESTIONS?

Proposed Payment Reporting



Preparing IRS 1099-MISC Reporting in the future

The AFRS Data Warehouse (DW) would provide a new view for Agencies to see TIN information.

Validation Reports will be available within ER.

OFM will create a summarization (download) from AFRS DW to the IRS 1099-MISC database.

IRS 1099-MISC records can still be modified to add, change or delete in the IRS 1099-MISC database.

Note: Agencies will still need to continue documenting these changes on their backup as they do today.

Agencies will be able to research payment history on the new Payee Portal-Payment History View.

```
=== AFRS ===== PRIMARY MENU ===== C105P05A ===
  TM -- TABLES                IN -- INPUT/CORRECTION

  MI -- MASTER FILE INQUIRY    VE -- VENDOR/PAYMENT/CANCELLATION

  RD -- ON-DEMAND REPORTING     RR -- REPORT REQUEST

  BI -- BATCH INTERFACE LOG     DR -- DISBURSEMENT REPORTING SYSTEM

  SS -- SYSTEM SECURITY         OM -- OMWBE REPORTING

  CL -- HELP PHONE LIST        IR -- IRS 1099-MISC MENU

  EX -- EXCHANGE DATA SETS    AD -- ADMINISTRATION

                                AGENCY: 1050
                                SELECT FUNCTION: ___
```

PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT

PRIVACY NOTICE:

THE AFRS SYSTEM DOES NOT COLLECT PERSONAL INFORMATION FROM SYSTEM USERS.
THE SYSTEM FILES/PRODUCTS MAY CONTAIN PERSONAL INFORMATION ABOUT CITIZENS.
SAFEGUARDING/DISPOSITION OF AFRS FILES/PRODUCTS MUST COMPLY WITH EXECUTIVE
ORDER 00-03, 4/15/00; RCW 42.17.310; AND THE FEDERAL PRIVACY ACT OF 1974.

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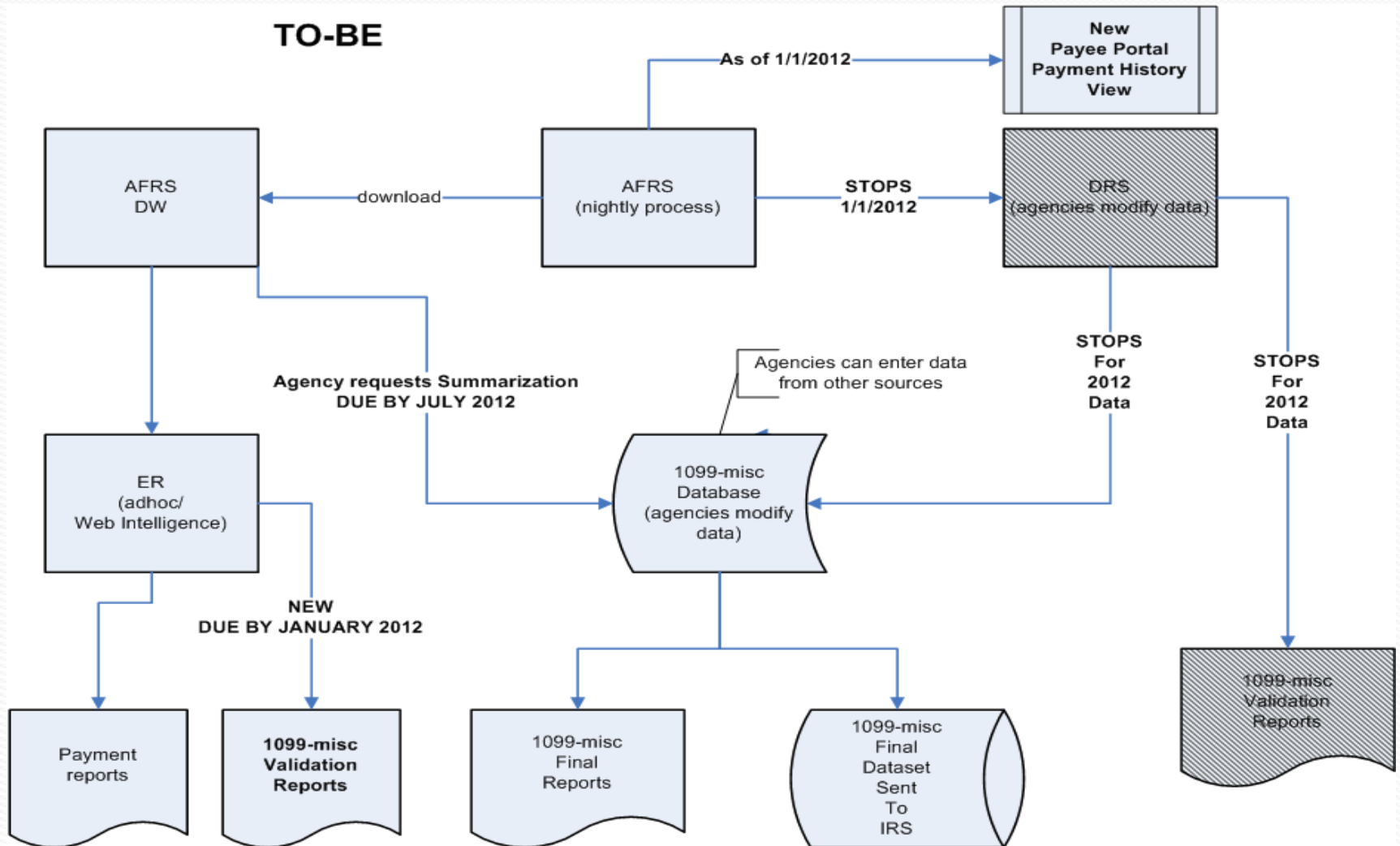
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Proposed Payment Reporting



IRS 1099-MISC Reporting that will continue as today

External Agencies will still be able to use the IRS 1099-MISC database to create IRS 1099-MISC's for their Internal System reporting.

Payroll will still be able to enter Deceased Employees in the IRS 1099-MISC database.

Agencies are encouraged to monitor their IRS 1099-MISC reportable payments on a more regular basis.

Agencies could correct IRS box errors through the Journal Voucher process.

OFM will continue to send the IRS 1099-MISC Reporting to the IRS in the usual manner.

IRS 1099-MISC's will continued to be stored for 4 years in the IRS 1099-MISC database.

IRS 1099-MISC forms can still be recreated for the past 4 years.



QUESTIONS?