

QSS/OASIS 1099 Processing Manual

Tax Year 2016

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Chapter 1: Introduction

Chapter Overview

This chapter covers the following main topics:

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Purpose of Manual

This manual describes how to prepare the data for 1099-MISC processing. It also defines concepts important to understanding 1099-MISC processing. It defines the term "vendor" as used by QSS/OASIS software and explains how transactions with vendors are selected for 1099-MISC reporting. It also describes how to print 1099-MISC forms and make the 1099-MISC transmittal files. The 1099-MISC processing also saves history files to provide an audit trail and to give you the ability to rerun forms and/or transmittal files.

The technical staff and the accounts payable staff need to cooperate closely throughout the 1099 production process. The tasks that each group must perform and the timing of each are interleaved through the chapters. Each task is numbered and identified by the group doing the task.

Manual Overview

Chapter 1 familiarizes you with the significance of terms, formatting, and fonts used in this manual, as well as how to identify the various screens you will encounter.

Chapter 2 familiarizes you with the 1099 programs and gives an overview of the steps you need to take to finish the production of the 1099-MISC forms.

Chapter 3, written for the technical staff, gives instructions for the installation process of the 1099 programs that are released each year.

Chapter 4, written for the technical staff, gives instructions for their part in the 1099 production process for Version H.

Chapter 5, written for the technical staff, gives instructions for their part in the 1099 production process for Version L.

Chapter 6, written for the accounts payable staff, gives instructions for their part in the 1099 production process for Versions H and L.

What's New for 2016?

Front and Back Matter

The title page was revised to reflect the copyright date for the new edition. The table of contents, list of figures, and index were updated. For the Revision History, a description of changes for 2016 was added.

Changes Throughout the Document

The following updates have been made throughout the document to refer to the software for tax year 2015.

- ◆ Changing TX15 to TX16 to reflect the current version of the software.
- ◆ Changing references to the current tax year from 2015 to 2016.
- ◆ Changing references to the year after the current tax year from 2015 to 2017.
- ◆ Changing references to the year before the current tax year from 2014 to 2015.
- ◆ Update sample screens and reports for the current year.

The major change for 2016 is the addition of production commands for Version L. Chapter 5 contains those instructions.

Chapter 1: Introduction

Replace the "What's New for 2014?" heading with the "What's New for 2015?" heading.

Chapter 2: Overview of 1099 Software and Processes

Update the current tax year from 2015 to 2016.

In the 1099 Task List, provide separate page references for technical instructions for Version H and Version L.

Chapter 3: Installation of the 1099 Release for 2016

Add installation instructions for Version L.

Chapter 4: Instructions for Technical Staff (Version H)

The only changes in this chapter result from changing references to the current tax year from 2015 to 2016. Otherwise, the instructions are the same as they were for 2015. Also, the chapter includes an updated of sample forms for 2016.

Chapter 5: Instructions for Technical Staff (Version L)

Chapter 5 is new for 2016. It contains a complete set of operator instructions for Version L. The chapter illustrates the parameters of the commands and provides a sample of the screen prompts for running those commands.

Chapter 6: Processing Instructions for AP Staff

Due to the insertion of technical instructions for Version H, Chapter 5 for 2015 was renumbered Chapter 6 for 2016.

Throughout the chapter, year-specific commands and sample screens are updated to the current ones for year 2016.

References to the technical steps have two different page references: one for Version H and one for Version L.

Audience for Manual

Different parts of the manual are intended for two distinct audiences:

- ◆ Chapters 3, 4, and 4 are written for the *technical* staff.
- ◆ Chapter 6 is written for the *accounts payable* staff.
- ◆ Chapters 1 and 2 are written for *both* the technical and AP staff.

General Audience

Chapters 1, 2, and 6 are for a general audience. The instructions for using programs are written for accounts payable staff members. This manual assumes that these readers already understand what kind of information is needed to maintain their AP records.

These chapters do assume some familiarity with using computers, either through previous experience or training from **QSS**. Specifically, this manual assumes the following knowledge:

- ◆ How to log in to QSS ControlCenter (QCC).
- ◆ How to select menus and programs from the tree view in QCC.
- ◆ How to print and retrieve reports according to the internal procedures for your site.
- ◆ How to use standard Windows techniques for managing the Windows desktop, opening and closing windows, selecting items from lists, and typing in text boxes.
- ◆ How to read and interpret self-evident messages such as this:

No records found for given criteria.

These instructions also assume that your site has a system administrator as a resource person. Once you log on to QCC, your security profile determines the modules that you can launch from the *QSS ControlCenter* window and the reports that you can launch from the *Job Menu* window. If you have questions about the modules available on your QCC window, see your system administrator.

Technical Audience

Chapters 1 through 5 are written for the system administrator and technical staff. This chapter assumes specialized knowledge of both HP e3000 or Linux operations and of QSS/OASIS. At least one person at each district or county should have received technical training from **QSS**.

The technical chapters assume the following knowledge and skills:

- ◆ How to set up and manage users for QSS/OASIS.
 - For Version H, this process requires managing users on the HP e3000 and on the *System Security* window.
 - For Version L, only the *System Security* window is required to manage users.

- ◆ For Version H, how to monitor and change dataset capacities for IMAGE databases with ADAGER or other database utilities. (For Version L, SQL tables expand as needed to accommodate new records.)
- ◆ How to set up users of QSS/OASIS in QCC.
- ◆ How to customize access to modules in QCC.
- ◆ How to set up the printer device for each logon ID.
- ◆ How to locate, read and interpret \$STDLISTs.
- ◆ How to maintain UDC, JCL files, and shell scripts.
- ◆ How to manage print file for printing report and 1099 forms.

Purpose of Examples and Illustrations

While not every example illustrated in this manual may seem realistic to any one district, this manual gives widely varying examples in order to show what is possible. It is up to each district to decide what does and does not work for the district's unique situation.

Glossary

The following defines a number of terms as they are used in this manual.

Alt-Ret: Alternate retirement plan—not *STRS* or *PERS*.

Database: A collection of records that facilitates retrieval of information in a variety of ways.

Difference: The absolute value of any discrepancy between the computed contribution (subject wages for the year times tax rate) and the actual employee contributions for the year.

Field: A discrete piece of information, such as a voluntary deduction code or social security number. Most screens for QSS/OASIS software have a series of fields for typing in or displaying information, such as date of birth, social security number, or plan code.

Flag: A signal for a particular field that flags a certain status, frequently a *yes* or *no*, *on* or *off* switch.

GLI: Group life insurance.

Job number: An identification number assigned by the operating system to a batch job, including reports you launch.

Launch: To submit a *stream file* to the computer's batch job queue.

Launcher, launch screen: A program that displays a fill-in screen and captures your input. It then builds a *stream file*.

MQGE: Medicare-qualified government employee. Also known as statutory employee.

PERS: Public Employees Retirement System, a state-mandated retirement plan for non-certificated employees.

Record: A record is a collection of related fields. For example, the position record for an authorized position includes the job code, job category, salary schedule, work calendar, and contract type fields.

Select: Pick from an explicitly defined set of choices. For example, some report launch screens require that one select sort option 1, 2, 3, or 4.

Statutory employee: Medicare-qualified government employee.

Stream file: A script of commands the computer uses to produce output such as a report. It runs in the background so you can continue to do other work on the computer. Also called batch file or *job stream*.

STRS: State Teachers Retirement System, a state-mandated retirement plan for certificated employees.

TSA: Tax-sheltered annuity, such as 401(k) or 403(b).

Type: Use the computer keyboard to key in letters and/or numbers that appear on the computer screen.

Variance: This compares the *difference* with the computed contribution amount, and is the quotient of difference divided by the computed contribution amount.

Numbered Tasks

Task numbers are followed by an **AP** or **T** notation; for example: **4-AP**. The **AP** indicates that it is recommended that the task be done by the accounts payable staff; the **T** indicates that it is recommended that the task be done by the technical staff.

Chapter 2: Overview of 1099 Software and Process

Chapter Overview

This chapter covers the following main topics:

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Yearly Changes in Software and Documentation	2-2
Overview of 1099 Processing	2-2
Programs for 1099 Production	2-3
1099 Task List Copyright © QSS, 2016	2-4
1099 Task Flowchart	2-5
Definition of a Vendor and 1099 Transactions	2-6
Combined Federal and State Electronic File Reporting on 1099s	2-7
Source of Vendor Addresses	2-7
Determining Which Vendors Receive a 1099	2-8
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Posting Attorney's Fees and Gross Proceeds to the Correct 1099 Box	2-10

NOTE: Change bars in the left margin indicate changes for tax year 2016.

Yearly Changes in Software and Documentation

The software and documentation for producing 1099 forms is updated yearly. Therefore, make sure you are dealing with the software and documentation for the current year. The software for the current year is designated as TX16.

The 1099 UDCs (user-defined commands) and programs shipped on the TX16 Release are to be used only for tax year 2016. For tax year 2017, a different set of programs will be sent. UDCs are installed automatically during the installation of the TX16 release.

NOTE: The IRS encourages you to file electronically even if you are filing fewer than 250 returns. However, if your site produces less than 250 1099-MISCs, you can report by paper rather than electronically. Electronic transmittals are made via the Filing Information Returns Electronically (FIRE) system.

For more detailed information, point your Web browser to <http://www.irs.gov>, then search for 1220 in the Search box on the upper right corner of the page.

Overview of 1099 Processing

Form 1099-MISC is used to report miscellaneous income payments made to individuals. These payments are for services, not for goods. In the QSS/OASIS Accounts Payable system, vendors can be flagged to receive 1099-MISCs. The AP payment screens allow individual payments to be marked as to whether they should be included during the 1099-MISC reporting.

The production process begins with the extraction of 1099-MISC data from accounts payable transactions for the calendar year. The additional data file (of transactions that were not recorded in the system) is merged with the extract file to produce a consolidated file. This consolidated file is then used to produce reports, the 1099-MISC forms, and the electronic transmittal files. The processing files are ultimately saved in the HISTORY group.

Programs for 1099 Production

This section documents the changes made to the programs in this release. The following programs have been upgraded to support the 2016 tax year.

1099 Programs

Program Name	Description
TNEX16	EXTRACT 1099 INFORMATION
TNCV16	CONVERT ADDITIONAL DATA
TNFD16	MAINTAIN 1099 FOREIGN DATA
TNFI16	FILTER 1099 TRANSACTIONS
TNMG16	MERGE 1099 EXTRACT DATA WITH ADDITIONAL DATA
TNPR16	PRINT 1099s
TNRP16	PRINT 1099 PRELIST
TNSB16	REQUEST 1099 PRELIST
TNTP16	CREATE 1099 TRANSMITTAL FILE

Yearly Changes in Software and Documentation

The software and documentation for producing 1099 forms is updated yearly. Therefore, *make sure you are dealing with the software and documentation for the current year*. The software for the current year is designated as TX16.

The 1099 UDCs (user-defined commands) and programs shipped on the TX16 Release are to be used only for tax year 2016. For tax year 2017, a different set of programs will be sent. UDCs are installed automatically during the installation of the TX16 release.

1099 Task List Copyright © QSS, 2016

Note that an **AP** following the task number indicates that the task is usually done by accounts payable staff; a **T** following the task number indicates that the task is usually done by technical staff.

1099 Task List

TASK	WHAT	WHEN	HOW	PAGE
1-T	Install current year's 1099 programs; set up user security	Dec.		Chapter 3
2-T	Create data file (KSAM file) for Additional Data program (Version H only)	Dec.	y16ten99prep command	4-9
3-T	Create or copy control files	Dec.		4-11 (H) 5-8 (L)
4-AP	Print prelist based on vendor TINs; check for accuracy	Jan.	1099-Misc Prelist (TNSB16)	6-3
5-AP	<i>OPTIONAL</i> —Edit flags as needed	Jan.	1099 Maintenance (AA transactions)	6-18
6-AP	<i>OPTIONAL</i> —Edit vendor information as needed	Jan.	Vendor Maintenance	6-28
7-AP	<i>OPTIONAL</i> —Add/Edit additional data as needed	Jan.	1099-Misc Prelist (TNSB16)	6-32
AP	<i>Repeat from Task 4-AP until accurate</i>	Jan.		
8-T	Extract AP payment records from GLDSYS database	Jan.	y16ten99ext command	4-18 (H) 5-15 (L)
9-T	Merge AP and Additional Data records for extract file	Jan.	y16ten99mrg command	4-24 (H) 5-21 (L)
10-T	Filter amount cutoffs by TIN	Jan.	y16ten99filter command	4-25 (H) 5-23 (L)
11-T	Print final prelist	Jan.	y16ten99rpt command	4-28 (H) 5-27 (L)
AP	<i>Check prelist; repeat from Task 4-AP until accurate</i>	Jan.		
12-T	Print and distribute 1099 forms	By 1/31	y16ten99rpt command	4-32 (H) 5-31 (L)
T	Print and distribute 1099 laser forms	By 1/31	y16ten99laser command	4-33 (H) 5-34 (L)
	<i>Allow interval before creating transmittal file</i>			4-51 (H) 5-45 (L)
13-T	Create electronic transmittal file	By 3/31	y16ten99file command	4-55 (H) 5-46 (L)
14-T	Transfer transmittal file to PC	By 3/31		4-60 (H) 5-51 (L)
15-T	Save history file (Version H only)		y16ten99save command	4-65

1099 Task Flowchart

For another way of looking at the process, the same tasks are presented in the following flowchart.

- ◆ Tasks to be done by technical staff are in light gray.
- ◆ Tasks to be done by accounts payable staff are in darker gray.
- ◆ The same task numbering system is followed in both the task list and the flowchart.

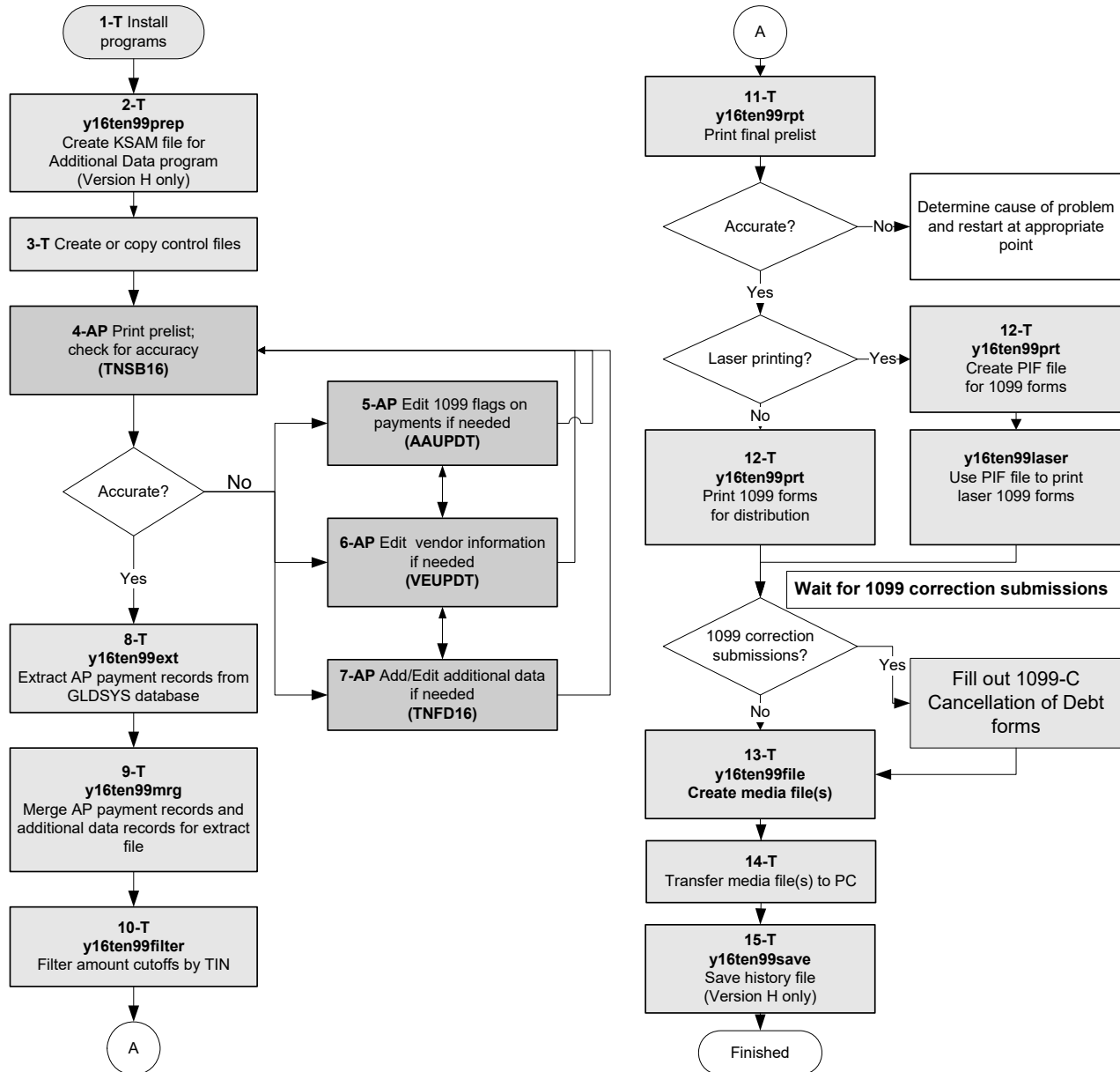


Figure 2-1: Flowchart of Tasks for 1099-MISC Processing

Definition of a Vendor and 1099 Transactions

In the QSS/OASIS system, the term "vendor" has a broad definition, and not all payments to vendors are subject to 1099-MISC reporting. A vendor can be either an external agent that sells goods or services, or a vendor can be an employee who receives reimbursements.

Generally, only payments to outside individuals for services are subject to 1099-MISC reporting. For example, goods purchased from Johnson Office Supplies are not subject to 1099s; however, if the same firm also hires out consultants, the consultant fees for these services are subject to 1099 reporting. Other examples of vendor payments to be reported on 1099s are fees paid for the services of financial planners, lawyers, or accountants, which exceed the reportable amount. Exceptions to this rule include corporations, which do not receive 1099s. At present, 1099-MISC forms are not issued for services obtained from corporations.

Occasionally, payments to employees for services are reported on 1099s. However, note that **any services reported on 1099s must be a completely different type of work than any work they do for you as employees.**

For example, a vendor may be a bus driver for the county who also operates a bona fide computer consulting business. Occasionally, the bus driver performs contract services as a computer consultant for additional compensation. In a situation such as this, the person would probably have a TIN tied to the name of his computer consulting business. This vendor record would have the 1099 flag set to Y. If he were reimbursed expenditures incurred as an employee, there would be a second vendor master record tied to his name (an employee vendor). This second master file would have the 1099 flag in the Vendor Master File program (VEUPDT) set to N.

CAUTION: Any work done by an employee as a contractor that is similar to work done as an employee should be reported on a W2 rather than a 1099. If you issue both a 1099 and a W2 to the same employee, you are inviting an audit by the IRS.

Combined Federal and State Electronic File Reporting on 1099s

In some states, the federal government is instituting combined federal and state electronic file reporting. The list of approved states changes from year to year. While few if any sites would be doing combined reporting this year, it may be something to consider for next year. The requirements are:

1. Your site must be in a participating state.
2. Your site must have sent to the government a request to participate, along with a test file as proof of its feasibility in your case.
3. Your site must have subsequently been authorized to participate by the government.

For more information, see IRS Publication 1220.

Note that if your site produces less than 250 1099-MISCs, you can report by paper rather than electronically.

Source of Vendor Addresses

The mailing addresses printed on the 1099-MISC form come from the Vendor Master File. Every vendor must have an address to which purchase orders are mailed; some vendors also have a separate remittance address. The 1099-MISC process is by default set to use the regular vendor address. However, this is configurable and it is possible to use the remittance address instead. (See "Changing Which Vendor Address to Print on Form 1099-MISC" on page 4-20 to learn how to establish a program option setting that controls which vendor address will be used during 1099-MISC production.)

Determining Which Vendors Receive a 1099

In order for a vendor to be included in the 1099-MISC processing, the **1099** field on the Change Vendor Master File screen should be set to Y, indicating that this vendor would receive a 1099-MISC. On this same screen, you must enter the Taxpayer ID Number (TIN) for the vendor and the name associated with that TIN if that name is different from the vendor name.

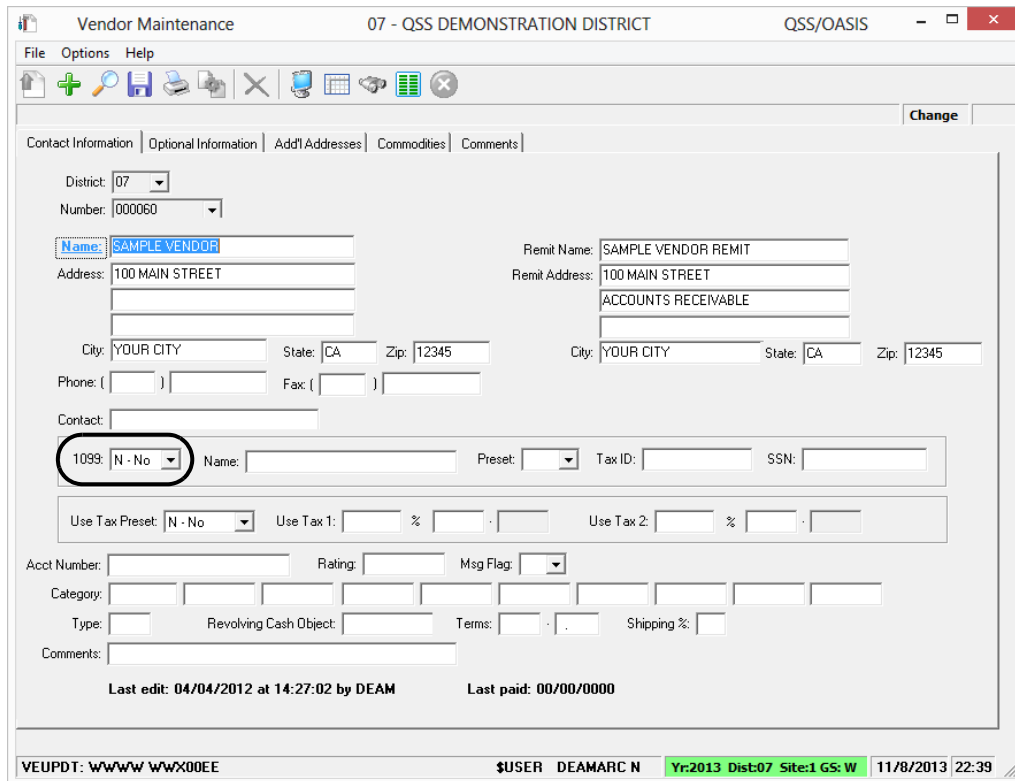


Figure 2-2: QCC version of Vendor Maintenance

District: 15		Change Vendor Master File		QSS/OASIS	
Vendor: 040001					
Name: JOHN CONTRACTOR					
Address: 100 MAIN STREET SUITE 1001					
City, St Zip: SAN FRANCISCO, CA 94101					
Remit name: GOLDEN GATE CONTRACTORS					
Remit address: 100 MAIN STREET SUITE 1001					
City, St Zip: SAN FRANCISCO, CA 94101					
Contact: PAPA JOHN		Phone: (415) 123-4567		Fax: (415) 123-4568	
1099?	<input checked="" type="checkbox"/>	Preset:	<input checked="" type="checkbox"/>	Tax ID:	000000000
UT?		SSN(opt.):		Msg flg:	
Comment:		Rating:		Terms:	0.00%
Category:		Shipping Pct:			%
Type:	RC Ob:	Use tax 1:	.000%	9508	
Acct#:		Use tax 2:	.000%	9508	
Last edit: 11/01/2005 by SYS . Last paid: 00/00/0000.					
Start Over	Add'l Address	Vendor Commodity	Comments Screen	eCommerc Screen	Optional Info
					Update Data
					Return To Menu

Figure 2-3: Traditional version of Change Vendor Master File Screen (VEUPDT)

If a vendor has separated an invoice into parts and labor, it may have been paid with two different account codes. To see which account codes each goes to (parts vs. labor, for example), look at the Object code, because the Object code will tell you what an invoice was for. Only the labor portion would be subject to 1099 reporting.

If a vendor has lumped amounts together on an invoice, such as parts and labor, where one part is 1099-eligible and the other part is not, the district should count it all as 1099-eligible. It would then be the responsibility of the vendor to sort out the non-eligible portions.

How QSS/OASIS Selects 1099 Transactions

In addition to the vendor record being set, there must be one or more payments to the vendor that have been flagged for 1099-MISC reporting. The 1099 flag is set on individual payment lines as the payments are entered. If a payment line was not correctly marked for 1099-MISC reporting, it is possible to change the setting after the fact by using the 1099-MISC Inspection/Maintenance program (AAUPDT).

Chapter 3: Installation of 1099 Release for 2016

Chapter Overview

This chapter covers the following main topics:

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Task 1-T for Version H: Installation of TX16 Release	3-3
Step 1—Obtain User Manuals from the QSS Web Site	3-3
Step 2—Distribute Materials	3-4
Step 3—Download the TX16 Installation File from QSS Web Site	3-5
Step 4—Transfer and Restore Installation File to Your HP e3000	3-6
Step 5—Build New Release and Archive Groups	3-9
Step 6—Restore Files	3-9
Step 7—Archive Current Versions of Released Files	3-10
Step 8—Integrate Release Files into Standard Groups	3-10
Step 9—Move Updated Files into Production	3-10
Step 10—Copy Process Control and Printer Environment Files	3-11
Step 11—Move W2 Transmittal File Program into Production	3-11
Step 12—Copy Last Year's Control Files	3-12
Step 13—Modify UDCMENU	3-14
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Step 16—Store Archive Files to Tape	3-18
Step 17—Set Up Menu Options and User Security	3-18
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Step 1—Install Current GS Releases	3-23
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Step 5—Install Form Files for W2 Forms	3-28
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TOPIC	PAGE
Step 7—Set Up User Security	3-34
Security Parameters (Versions H and L)	3-35
User Security for W2 Programs (Versions H and L)	3-35
User Security for 1099 Programs (Versions H and L)	3-39

NOTE: This chapter covers *program listings and installation for both the W2 and 1099 processes*, so the technical staff can use just one set of instructions to install both.

Task 1-T for Version H: Installation of TX16 Release

This release is an update which includes changes to both the W2 and 1099 systems.

This section details the installation instructions for this release. Please read it carefully before starting. Call your **QSS** Account Manager if you have any questions. The estimated time to install this release is 60 minutes total.

You will need to obtain the user manuals and installation file from the QSS Secure Support Area web site. **QSS** will send a CD ROM version upon request to any customer who cannot download the release kit.

Step 1—Obtain User Manuals from the QSS Web Site

To download the user manuals, follow these steps:

1. Point your Web browser to <http://www.qss.com>.
2. In the Secure Support Login Form, type your site's **Username** and **Password**, then click the [Login] button.
3. In the Main Menu on the left side of the Web page, click Secure Support.
4. Click Documentation.
5. Under QSS Online Documentation, click QSS/OASIS Manuals.

If an *Authentication Required* dialog box displays, type your site's User Name and Password again, then select [OK].

6. In the QSS/OASIS Manuals page, scroll down the list of manuals.
 - > Click 1099 Processing Manual to open the file. Then save it to your PC. Remember where you place the file. Chapter 3 contains complete installation instructions.
 - > Click W2 Processing Manual to open the file. Then save it to your PC. Remember where you place the file. Chapter 3 contains complete installation instructions.

You should have the following files.

File	Description
W2_2016.PDF	W2 Processing Manual - This manual provides a complete set of instructions for W2 reporting. The manual includes installation instructions for the W2 software, processing steps for the payroll office staff, and processing steps for the data processing staff.
1099_2016.PDF	1099 Processing Manual - This manual provides a complete set of instructions for 1099 reporting. The manual includes installation instructions for the 1099 software, processing steps for the Accounts Payable staff, processing steps for the data processing staff.

These are in PDF format, and require Acrobat Reader to view and print. You can download Acrobat Reader for free from the Adobe web site (www.adobe.com).

Use the PDF files to print the documentation for this release. You can place these PDF files on your internal network, provided that access to the files is restricted to employees of sites that are included in your license agreement with **QSS**. It is much faster to open a PDF file on your local network than it is to open it on the QSS Web site.

Step 2—Distribute Materials

The overview notes found in Chapter 2 contain materials beneficial to the users of QSS/OASIS software. It is extremely important to keep them informed of changes made to the systems they use. We recommend distributing a copy of Chapter 2 to each user of QSS/OASIS software *before* the changes have been installed.

You may also want to distribute the following sections to selected staff members:

- ◆ "Program Listings for W2 Programs (Traditional Only)" on page 3-19
- ◆ "Program Listings for 1099 Programs (Traditional Only)" on page 3-21
- ◆ "User Security for W2 Programs (Versions H and L)" on page 3-35
- ◆ "User Security for 1099 Programs (Versions H and L)" on page 3-39

Step 3—Download the TX16 Installation File from QSS Web Site

Download the TX16STD installation file from the QSS Web site. It comes in the following versions.

File	Description
TX16std.RINS	WRQ/Reflection store-to-disk file that contains the QSS/OASIS software to be installed on your HP e3000.
TX16std.MINS	Minisoft/MS92 store-to-disk file that contains the QSS/OASIS software to be installed on your HP e3000.

To download the installation file, follow these steps:

1. Point your Web browser to <http://www.qss.com>.
 2. In the Secure Support Login Form, type your site's **Username** and **Password**, then click the [Login] button.
 3. In the Main Menu on the left side of the Web page, click Secure Support.
 4. Under Software Downloads Online, click on Software Downloads.
 5. Scroll down the list, and click the link to TX16STD.RINS or TX16STD.MINS.
 6. Download the file to your PC. Write down the full path here:
-

Step 4—Transfer and Restore Installation File to Your HP e3000

You may perform this step without disturbing any users on the system. These files will be used to install this release.

Step 4 tells how to transfer the installation files to the HP e3000.

NOTE:

If you are using Reflection, follow "Transfer and Restore Files Using WRQ/Reflection" on page 3-6.

If you are using Minisoft, follow "Transfer and Restore Files Using Minisoft/MS92" on page 3-8.

Transfer and Restore Files Using WRQ/Reflection

To transfer the installation file from your PC to the HP e3000 using Reflection for Windows:

1. Type at the command prompt:

```
:HELLO PGMR.QSSDEV,INSTALL
```

2. Select "Transfer" from the Reflection File menu.
3. Select the path to which you downloaded TX16STD.RINS in Step #3 from the **Local directories** list box shown in the lower left area of the File Transfer dialog box.
4. Click on the file TX16STD.RINS in the **Local file names** list box.
5. **Set the Transfer type drop-down list to Labels (very important).**
6. Start the file transfer by clicking the right [Transfer] button that has the arrows pointing towards the Host group box.

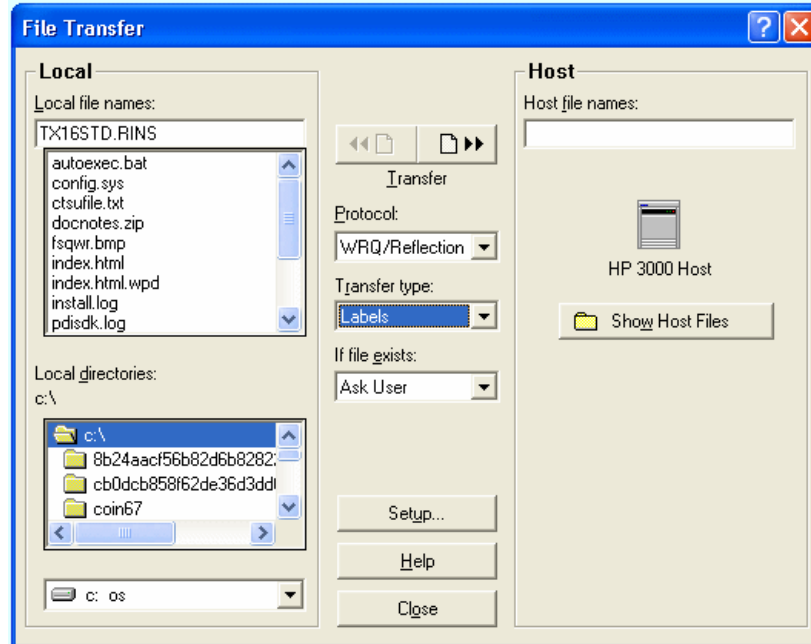


Figure 3-1: Uploading File Using Reflection

When the file transfer has completed successfully, you can restore files from the uploaded file as if it were a tape device. Do this by typing at the command prompt:

```
:HELLO MANAGER.SYS
:FILE STD=TX16STD.INSTALL.QSSDEV;DEV=DISC
:FILE SYSLIST=$STDLIST
:RESTORE *STD;@.INSTALL.QSSDEV;SHOW
```

You may restore these files without disturbing any users on the system. These files will be used to install this release. Not all files will be restored during this step.

Transfer and Restore Files Using Minisoft/MS92

To transfer the installation file from your PC to the HP e3000 using Minisoft/MS92 for Windows:

1. Type at the command prompt:

```
:HELLO PGMR.QSSDEV,INSTALL
```

2. Select "Upload file to host" from the Minisoft Config menu.
3. Select the path to which you downloaded TX16STD.MINS in Step #3 from the list of drives shown in the textbox labeled **Look in**.
4. Click on the file TX16STD.MINS in the list of file names.
5. **Set the Type to Binary by clicking the appropriate option button (very important).**
6. Make sure the **Save File Info?** box is NOT checked.
7. Type TX16STD in the first box of the area labeled **MPE files**.
8. Start the file transfer by clicking the [START] button that is located in the center of the screen.

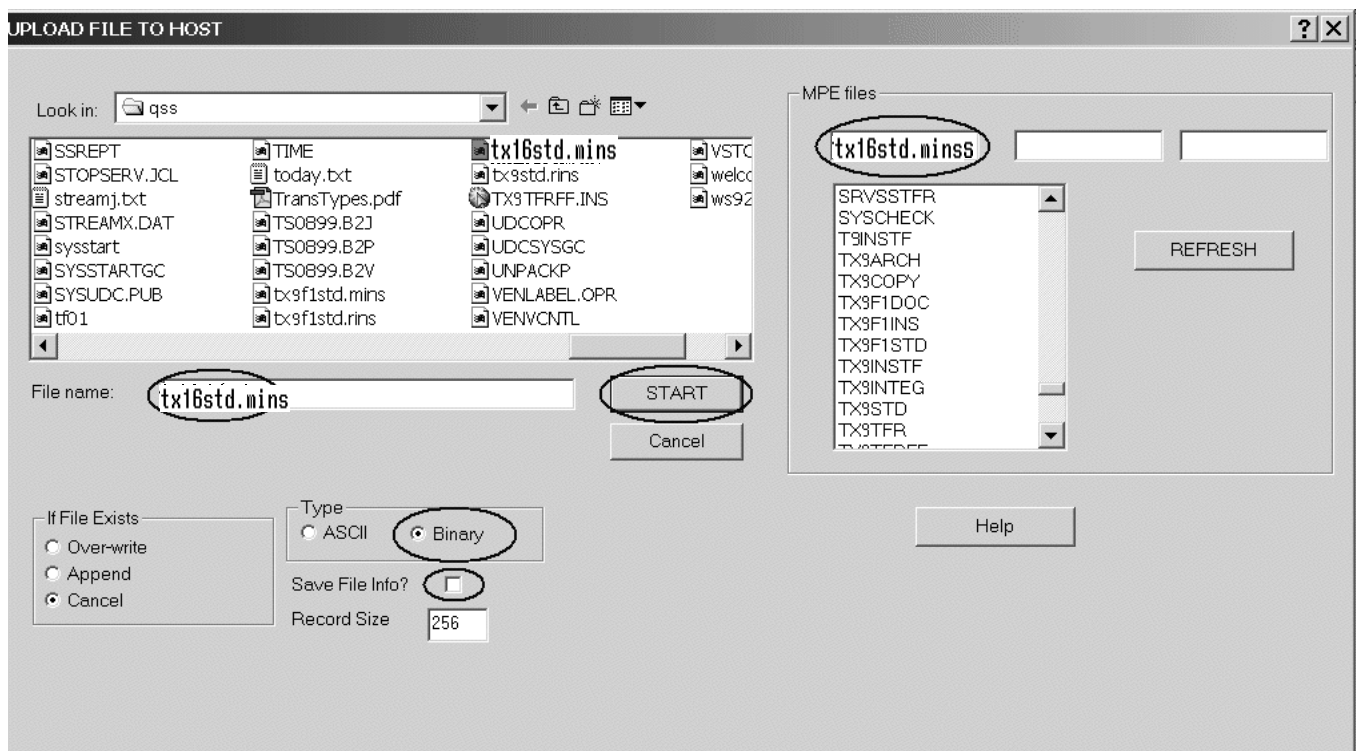


Figure 3-2: Uploading File Using Minisoft

When the file transfer has completed successfully, you can restore files from the uploaded file as if it were a tape device. Do this by typing at the command prompt:

```
:HELLO MANAGER.SYS  
:FILE STD=TX16STD.INSTALL.QSSDEV;DEV=DISC  
:FILE SYSLIST=$STDLIST  
:RESTORE *STD;@.INSTALL.QSSDEV;SHOW
```

You may restore these files without disturbing any users on the system. These files will be used to install this release. Not all files will be restored during this step.

Step 5—Build New Release and Archive Groups

The job in this step logs on as MANAGER.SYS. Type your MANAGER.SYS password(s) if the screen prompts you to do so.

This job will create a series of release and archive groups.

```
:STREAM TX16INST.INSTALL.QSSDEV
```

The files used by the W2 process must be in the W2109916 group instead of the standard PUB or OPR group.

Step 6—Restore Files

This step requires use of the store-to-disk file that was uploaded during Step 4. The remaining files for this release will be automatically restored into the release groups in the development accounts. You may do this step without disturbing any users on the system.

You remain logged on as MANAGER.SYS. The \$STDLIST will not automatically be printed.

```
:STREAM TX16REST.INSTALL.QSSDEV
```

All jobs in Steps 7 and 8 log on as PGMR in the account QSSDEV. Type your PGMR.QSSDEV password(s) if the screen prompts you to do so.

CAUTION: Wait until each job is finished before proceeding to the next step.

Each job streamed sends messages that indicate status to the system console. Do not skip steps or attempt to perform a step when the previous step has failed. If a step fails, call your **QSS** Account Manager. The console will inform you when each job is finished and it is time to proceed to the next step.

Step 7—Archive Current Versions of Released Files

You may do this step without disturbing any users on the system.

```
:STREAM TX16ARCH.INSTALL.QSSDEV
```

This job will rename the current version of each released file into the archive groups created in Step 5. Please check the \$STDLISTs for errors before continuing to the next step. If you note an "Error in rename" message followed by the filenames and "E: 0372 - F: 0052", this is because the file in the rename command is not on your system. If the file in question is a new program, or is one that your system manager had previously archived, this is not a problem and you may continue to the next step. Step 15 will store the archive groups.

Step 8—Integrate Release Files into Standard Groups

You may do this step without disturbing any users on the system.

```
:STREAM TX16INTG.INSTALL.QSSDEV
```

This job will rename each file provided on the release into its proper group. Please check the \$STDLIST's for errors before continuing to the next step.

Step 9—Move Updated Files into Production

The job below will install programs, JCL files, and forms files. The \$STDLIST for this job will not automatically be printed. The job will display start and end notations on the system console. The job logs on as MGR in the production account QSSPROD. Type your MGR.QSSPROD password if the screen prompts.

WARNING: This step moves new program files, screen files, and JCL files into production. No QSS/OASIS users should be using prior versions of W2/1099 software for tax year 2016.

```
:HELLO MANAGER.SYS  
:STREAM TX16TFR.INSTALL.QSSDEV
```

If you miss the console messages, or you want additional proof that the job ran all the way to completion, you may type the command LISTF for the following files. If the files are there, then the job transferred all files. If the files are not there, then you should print the \$STDLIST to determine where the job failed.

```
:LISTF TX16@.PUB.QSSPROD
```

```
File Name  
TX16FNXJ  
TX16FNXP
```


TX16FNXV
TX16PYXJ
TX16PYXP
TX16PYXV

Step 10—Copy Process Control and Printer Environment Files

This job will copy the control files and printer environment files into the user account. You will be prompted for the MGR.QSSUSER password. While you are logged in as MANAGER.SYS, type the following command.

```
:STREAM TX16COPY.INSTALL.QSSDEV
```

Step 11—Move W2 Transmittal File Program into Production

If you do not use QSS/OASIS software to produce W2s, you may skip this step:

California clients only:

```
:HELLO MGR.QSSPROD  
:RENAME W2TF16CA.PRNSCH,W2TF16.PRNSCH
```

Louisiana clients only:

```
:HELLO MGR.QSSPROD  
:RENAME W2TF16LA.PRNSCH,W2TF16.PRNSCH
```

Ohio clients only:

```
:HELLO MGR.QSSPROD  
:RENAME W2TF16OH.PRNSCH,W2TF16.PRNSCH
```

Texas clients only:

```
:HELLO MGR.QSSPROD  
:RENAME W2TF16TX.PRNSCH,W2TF16.PRNSCH
```

Utah clients only:

```
:HELLO MGR.QSSPROD  
:RENAME W2TF16UT.PRNSCH,W2TF16.PRNSCH
```

Step 12—Copy Last Year's Control Files

EIN Control File—for Both W2 and 1099 Processing

If you created the federal EIN control file last year, you can copy it from the tax year 15 data area to the new tax year 16 data area. This will save you from having to re-create it from scratch.

To copy the federal EIN control file, type at the command prompt:

```
:HELLO MGR.QSSUSER  
:COPY CTW2TP15.W2109915, CTW2TP16.W2109916
```

If you did not create a control file last year and you are processing W2/1099s for more than one district, each of which has a different federal employer ID number (EIN), refer to "Federal EIN Control File" on page 4-3 of the *W2 Processing Manual* for instructions on setting up the control file.

Name Suffix Control File—for W2 Processing

If you created a name suffix file for W2 processing last year, you can copy it from the tax year 15 data area to the new tax year 16 data area. This step replaces the default CTSUFFIX.W2109916 file created by Step 10 with a copy of the CTSUFFIX.W2109915 file from last year.

To copy the name suffix control file, type at the command prompt:

```
:COPY CTSUFFIX.W2109915, CTSUFFIX.W2109916  
Purge old "CTSUFFIX.W2109916.QSSUSER" ?
```

To purge the default CTSUFFIX.W2109916 file, type y, then press RETURN.

If you did not create a control file last year, see "Name Suffix Control File" on page 4-7 of the *W2 Processing Manual* for instructions on setting up the control file.

Submitter Address Control File—for W2 Processing

If you created the submitter address control file for W2 processing last year and it is still valid, you can copy it from the year 15 data area to the new tax year 16 data area. This step replaces the default CTW2RA16.W2109916 file created by Step 10 with a copy of the CTW2RA15.W2109915 file from last year.

To copy the submitter address control file, type at the command prompt:

```
:COPY CTW2RA15.W2109915, CTW2RA16.W2109916  
Purge old "CTW2RA16.W2109916.QSSUSER" ?
```

To purge the default CTW2RA15.W2109915 file, type y, then press RETURN.

If you did not create a submitter address control file last year, see "Submitter Address Control File" on page 4-8 of the *W2 Processing Manual* for instructions on setting up the control file.

Custom W2 Pre-List Report Control File—for W2 Processing

If you customized the W2 Pre-List control file for W2 processing last year, you can copy it from the year 15 data area to the new tax year 16 data area. This will save you from having to re-create it from scratch.

To copy the custom W2 Pre-List control file, type at the command prompt:

```
:COPY CTW2RP15.W2109915, CTW2RP16.W2109916  
Purge old "CTW2RP16.W2109916.QSSUSER" ?
```

To purge the default CTW2RP16.W2109916 file created in Step 10, type Y, then press RETURN.

Refer to "Custom Formats for the W-2 Pre-List (W2RP16)" on page B-1 of the *W2 Processing Manual* for instructions on customizing the W2 Pre-list control file.

Contact Phone Number Control File—for 1099 Processing

If you created a contact phone number file for 1099 processing last year, you can copy it from the tax year 15 data area to the new tax year 16 data area. This will save you from having to re-create it from scratch.

To copy the contact phone number control file, type at the command prompt:

```
:COPY CT1099PH.W2109915, CT1099PH.W2109916
```

If you did not create a contact phone number control file last year and you are processing 1099s for more than one district, each of which has a different contact phone number, refer to "Creating the Contact Phone Number Control File" on page 4-13 of the *1099 Processing Manual* for instructions on setting up the contact phone number control file.

Transmitter Information Control File—for 1099 Processing

If you created a transmitter information file for 1099 processing last year, you can copy it from the tax year 15 data area to the new tax year 16 data area. This will save you from having to re-create it from scratch.

To copy the transmitter information control file, type at the command prompt:

```
:COPY CT1099TI.W2109915, CT1099TI.W2109916  
Purge old "CT1099TI.W2109916.QSSUSER" ?
```

To purge the default CT1099TI.W2109916 file created in Step 10, type Y, then press RETURN.

If you did not create a transmitter information control file last year and you are processing 1099s for more than one district, refer to "Creating the Transmitter Information Control File" on page 4-14 of the *1099 Process Manual* for instructions on setting up the transmitter information control file.

Step 13—Modify UDCMENU

The following will allow multiple users to run the W2 edit program (W2ED16) and the 1099-MISC Additional Data program (TNFD16) at the same time.

Step 13A—Identify UDC File and Location of File Equations

1. Identify the UDC file at your site.

```
:HELLO MGR.QSSUSER
:SHOWCATALOG;USER=MGR
```

This will display the various UDCs available to MGR, as well as the name of the file(s) where those UDCs are kept. Find the name of the file which is the account level file. This is usually UDCMENU.UDC.QSSUSER. The file name, as shown in the example below, will be displayed above the UDCs :

```
USER UDC CATALOG FILE NAMES:
  UDC.UDC.QSSUSER
```

```
ACCOUNT UDC CATALOG FILE NAMES:
  UDCMENU.UDC.QSSUSER
```

```
SYSTEM UDC CATALOG FILE NAMES:
  SYSUDCC.UDC.SYS
```

2. List the UDC file to determine how to proceed next.

```
:EDITOR
/TEXT UDCMENU.UDC (or the name of your file if different)
/LIST ALL, OFFLINE
```

3. Look for file equations or a command file with the file equations.

Some sites have file equations directly in the UDCMENU file. Other sites have a command file that sets file equations, JCWs, and variables.

In the listing of the file, look for an XEQ command that contains file equations and variables. In this example, that command is in line 55.

```
55   xeq varcom.udc
56
57   # GMJ 10/30/03 move variables and file equations to varcom.udc
```

```

58
59  CONTINUE
60  XEQ  QCCCMD.COMDQCC
61
62  CONTINUE
63  RUN  MEN000.!PPMEN.!PACT;LIB=P
64  IF  ACCESS = 1 THEN
65      BYE
66  ENDIF
67
68  IF  ACCESS = 3 THEN
69      BYE
70  ENDIF

```

There are two ways to modify the file equations:

- > If your site has a command file similar to that in line 55, follow the instructions in "Step 13B—Modify the File Equations in the Command File."
- > If your site does not have a command file, follow the instructions in "Step13C—Modify the File Equations in the UDCMENU File."

Step 13B—Modify the File Equations in the Command File

1. Open the UDC file that contains the file equations. In this example, the file is VARCOM.UDC. When following these instructions, substitute the actual name of the command file at your site.

:EDITOR

HP32201A.09.00 EDIT/3000 FRI, JAN 11, 2009, 4:33 PM

(C) HEWLETT-PACKARD CO. 1993

/T VARCOM.UDC

FILE UNNUMBERED

/L ALL

```

1  Setjcw distno = 12
2  setjcw year   = 16
3  file perpay.dbperpay=perpay.dbperpay.psiuser
4  file QCCTL.DBQCCTL=QCCTL.DBQCCTL.qssUSER
5  file studnt.dbstudnt=studnt.Dbstudnt.QSSUSER

```

```

6      file FRMCTL.dbstudnt=FRMCTL.dbstudnt.psiSTD
7      file glldsys.dbglldsys=glldsys.dataepdv
8      file menu.dbmenu=menu.dataepdv
9      file sysctl.dbmenu=sysctl.dbmenu

```

2. Add the file equations for W2s and 1099s.

```

/ADD 9
  10      FILE TFW2ED16.W2109916;SHR;LOCK
  11      FILE TFTNFD16.W2109916;SHR;LOCK
  12      //
...
/KEEP

```

When prompted, reply yes to purge the old file.

```

/EXIT

```

NOTE: If you added these file equations for tax year 2015, you can change the 15 to 16 for TFW2ED15 and TFTNFD15 so that they are valid for tax year 2016.

The changed file equations will take effect for sessions and jobs that log on after you make these changes. Any sessions and jobs that are currently running will use the old file equations until they log off.

Step13C—Modify the File Equations in the UDCMENU File

1. Make a backup copy of the UDCMENU file as a archive.

```

:COPY UDCMENU.UDC ,UDCMENSV.UDC

```

You can give the backup copy any name you want. It provides an archive of the UDC file before modification. You can also use the file to restore the UDC to the way it was.

2. Make a second copy for editing.

```

:COPY UDCMENU.UDC ,UDCMENX.UDC

```

3. Locate the lines to change in the copy that you just made.

```
:EDITOR
/TEXT UDCMENUX.UDC (or the name of your file if different)
```

In the printout that you made for Step 13A, find the line that says CONTINUE that most closely precedes the line that says RUN MEN000:



```
38          COMMENT    RUN THE MENU SYSTEM
39          CONTINUE
40          RUN MEN000. !PPMEN. !PACT; LIB=P
```

In the preceding example, this line number is 39. Two file equations must be added immediately *preceding* the line with the CONTINUE command.

4. Modify the file equations for the W2 and 1099 files for 2016 in UDCMENX.

You may have added these file equations last year; if so, you can modify them to appear as the samples below rather than adding additional lines.

```
/ADD 38 (or whatever line number is appropriate for your file)
```

```
38.1 FILE TFW2ED16.W2109916;SHR;LOCK
38.2 FILE TFTNFD16.W2109916;SHR;LOCK
38.3 //
```

```
/KEEP
```

When prompted, reply yes to purge the old file.

```
/EXIT
```

5. Replace the UDC file.

```
:PURGELINK UDCMENU.UDC
:RENAME UDCMENUX.UDC,UDCMENU.UDC
```

The revised UDC file will take effect for every session or job that logs on to QSSUSER after you make this change. Any sessions or jobs running at the you modified UDCMENUX.UDC continue to use the old UDC file.

REMINDER: Server jobs, such as those for QCC and WebTools, will continue to use the old UDC file until you shut down and restart the jobs.

Step 14—Integrate W2 and 1099 UDCs for 2016

This process will add the W2/1099 UDCs for 2016 to OPR.QSSUSER.

```
:HELLO OPR.QSSUSER
```

Type the following command to install the UDCs for the TX16 Release:

```
:SETCATALOG W2UDC16.UDC;APPEND
```



The previous year's W2/1099 UDCs will still remain unless you remove them. If you want to remove last year's UDCs, add the optional DELETE command shown below.

```
:SETCATALOG W2UDC15.UDC;DELETE
```

Step 15—If Needed, Build the TXINFO Database

The TXINFO database is required for W2 processing. Most sites already have this database installed from previous W2 releases. If it is not installed at your site, contact your **QSS** Account Manager for assistance.

Step 16—Store Archive Files to Tape

This step will require you to put a scratch tape in the tape drive with a write ring in place.

Type at the command prompt:

```
:HELLO MANAGER.SYS  
:FILE T;DEV=TAPE  
:FILE SYSLIST;DEV=LP;CCTL  
:STORE @.ZTX16@.QSSDEV;*T;PURGE;SHOW
```

Label the tape as *QSS/OASIS TX16 Release Archive*. Place it in a secure place for later use if needed.

Step 17—Set Up Menu Options and User Security

What to do depends on whether you are using the Traditional or QCC version of QCC.

- ◆ For the Traditional version, Menu options control whether people at your site have access to the W2 and 1099 programs from the Menu System screens.
 - ◇ For W2 processing, see "Program Listings for W2 Programs (Traditional Only)" on page 3-19.
 - ◇ For 1099 processing, see "Program Listings for 1099 Programs (Traditional Only)" on page 3-21.

Menu options have no effect on the QCC version.

- ◆ For QCC, user security controls whether individual programs are available in the *W2/1099 Processing* window, or TAX module.
- ◇ For W2 processing, see "User Security for W2 Programs (Versions H and L)" on page 3-35.
- ◇ For 1099 processing, see "User Security for 1099 Programs (Versions H and L)" on page 3-39.

For some programs, the default is to be available; for others, the default is to not allow access. Review the descriptions of each program's user security to decide how to set up access for your site.

In QCC, the *W2/1099 Processing Window* is available only to QCC users with access to the TAX module. For details, see "TAX Module" in Chapter 2 of *Module, Task, and User Security for QCC*.

HINT: You may want to disable access to W2 and 1099 programs for 2012 and previous years.

Program Listings for W2 Programs (Traditional Only)

The W2 process includes changes that may be required to your menus. Please review these menu options carefully to see which are appropriate for your site. It may be that certain users will need one option while others need a different option. If you do not want to take advantage of new options, it is not necessary to modify your menus; the previous menu options will function as they did before.

NOTE: The menu options apply only to the traditional programs. They have no effect on the QCC versions.

PROGRAM W2ED16	
NAME	W2 EDIT PROGRAM
DESCRIPTION	This program allows you to edit wage records for an employee.
MENU TEXT	Edit W2 Transactions for Tax Year 2016
MENU ACTION	**W2ED16.!PPSCH.!PACT/ab
MENU OPTIONS	
	(a) Editing permission when reporting employee gross in multiple states.
	0 Enables editing of earnings from the default state.
	1 Enables editing of earnings from the secondary state.
	Note: The default state is defined in the W2EX16 program options with items 15 and 16.
	(b) Permission of accessible districts.
	0 Restricted to log-on district.

PROGRAM W2ED16

1 Can modify information for any district.

EXAMPLE **W2ED16.!PPSCH.!PACT/01

This Menu Action allows a logon ID to edit earnings for any district in the default state.

PROGRAM W2HAMN

NAME MAINTAIN HEALTH CARE ADJUSTMENTS

DESCRIPTION This program allows you to adjust the dollar amounts for employer-paid health care for reporting on the W2 form in Box 12DD.

To allow access to this program, you must also define the W2HAMN user security on [page 3-37](#).

MENU TEXT Maintain Health Care Adjustments

MENU ACTION **W2HAMN.!PPSCH.!PACT

PROGRAM W2HCVD

NAME MAINTAIN HEALTH CARE (BOX 12-'DD') SETTINGS

DESCRIPTION This program allows you to define district-specific rules for reporting employer-provided health care.

MENU TEXT Maintain Health Care (Box 12-'DD') Settings

MENU ACTION **W2HCVD.!PPSCH.!PACT

PROGRAM W2NPMN

NAME MAINTAIN W2 "NO-PRINT" AUTHORIZATION

DESCRIPTION This program allows you to record employees who consent to not getting a printed W2 form and those who rescind their consent.

To allow access to this program, you must also define the W2NPMN user security on [page 3-38](#).

MENU TEXT Maintain W2 "No-Print" Authorizations

MENU ACTION **W2NPMN.!PPSCH.!PACT

PROGRAM W2PO16

NAME W2 PROGRAM OPTION RECORDS MAINTENANCE

DESCRIPTION This program allows you to set program options that govern such things as the state ID number format, Extract program configuration, deferred compensation configuration, and dependent care configuration.

CAUTION! This program should be added to *a menu with access restricted to payroll managers*.

MENU TEXT Maintain W2 Program Option Records

MENU ACTION **W2PO16.!PPSCH.!PACT/abc

MENU OPTIONS

(a) Permission of access years.

PROGRAM W2PO16

0 Access year 15 or 16.

1 Access year 16 only.

(b) Permission to inspect or update.

0 Allowed to inspect and update.

1 Allowed to inspect only.

(c) Permission to set option records.

0 Cannot set W2PO16 access options record.

1 Can set W2PO16 access options record.

**RECOMMENDED
SETTING******W2PO16.!PPSCH.!PACT/001**

This Menu Action allows a logon ID the most freedom: to access both tax year and prior year, to update as well as inspect, and to set access options record.

PROGRAM W2SB16**NAME** REQUEST W2 PRELIST**DESCRIPTION** This program produces a prelist report of records drawn from pay history. It may also include car allowance information from accounts payable, when this program is run after the Extract program is run.**MENU TEXT** Request W2 Prelist for Tax Year 2016**MENU ACTION** ****W2SB16.!PPSCH.!PACT/ab****(a)** Year access

0 Current year

1 Next year

(b) Permission of accessible districts.

0 Restricted to log-on district.

1 Can select district.

Program Listings for 1099 Programs (Traditional Only)

The 1099 process includes changes that may be required to your menus. Please review these menu options carefully to see which are appropriate for your site. It may be that certain users will need one option while others need a different option. If you do not want to take advantage of new options, it is not necessary to modify your menus; the previous menu options will function as they did before.

NOTE: The menu options apply only to the traditional programs. They have no effect on the QCC versions.

PROGRAM TNSB16**NAME** 1099-MISC PRELIST**DESCRIPTION** This program creates prelist reports of AP payments to vendors.**MENU TEXT** Request 1099 Prelist for Tax Year 2016**MENU ACTION** ****TNSB16.!PPSCH.!PACT**

PROGRAM TNFD16**NAME** 1099-MISC ADDITIONAL DATA**DESCRIPTION** This program allows adjustment of 1099 amounts shown in 1099-MISC form boxes.**MENU TEXT** Maintain 1099 Additional Data for Tax Year 2016**MENU ACTION** **TNFD16.!PPSCH.!PACT/x

(x) Permission of accessible districts.

0 Restricted to log-on district.

1 Allowed to maintain 1099 data for any district.

User Security for W2 and 1099 Programs

For all versions of the software, the user security is the same. For details, see [page 3-35](#).

Task 1 - T for Version L: Installation of TX16 Release

Step 1—Install Current GS Releases

For Version L, the W2 and 1099 programs are included on the GS releases that **QSS** releases periodically. Install all releases up to GS49-3 (1.49.3) to be sure that your site has the needed programs.

Step 2—Obtain the TX16 Release

Get the release from the downloads site.

1. Obtain TX16REL.tar.gz from the Software Downloads Online page.
2. Copy TX16REL.tar.gz to the following location on your Linux server:

```
$QSS_ROOT/install/TX16REL.tar.gz
```

Step 3—Unzip the TX16 Release Files

Purpose

This step tells how to obtain the TX16 Release from the Software Downloads Online page and copy it to the Linux server.

Getting the Zip File

1. Type the following command

```
cd $QSS_ROOT/install
```

```
tar -xvP --same-owner -f TX16REL.tar.gz
```

2. Review the output to see that all of the files restored

Sample Output from tar

```
tar -xvP --same-owner -f TX16REL.tar.gz
/opt/qss/install/TX16/
/opt/qss/install/TX16/sw_updates/
/opt/qss/install/TX16/tx16_notes
/opt/qss/install/TX16/cmd/
/opt/qss/install/TX16/cmd/y16w2tcrpt
/opt/qss/install/TX16/cmd/y16w2fnlmsg
/opt/qss/install/TX16/cmd/y16ten99file
/opt/qss/install/TX16/cmd/y16tax
/opt/qss/install/TX16/cmd/y16tnpdfprep
```

```
/opt/qss/install/TX16/cmd/y16tnpdf
/opt/qss/install/TX16/cmd/y16w2tcext
/opt/qss/install/TX16/cmd/y16w2loadpdf
/opt/qss/install/TX16/cmd/y16ten99inform
/opt/qss/install/TX16/cmd/y16w2pdfprep
/opt/qss/install/TX16/cmd/y16tnmakepdf
/opt/qss/install/TX16/cmd/y16w2file
/opt/qss/install/TX16/cmd/y16ten99filter
/opt/qss/install/TX16/cmd/y16w2makepdf
/opt/qss/install/TX16/cmd/y16w2pdf
/opt/qss/install/TX16/cmd/y16tenext
/opt/qss/install/TX16/cmd/y16ten99help
/opt/qss/install/TX16/cmd/y16ten99prtpdf
/opt/qss/install/TX16/cmd/y16w2report
/opt/qss/install/TX16/cmd/y16w2printpdf
/opt/qss/install/TX16/cmd/y16w2getdocnum
/opt/qss/install/TX16/cmd/y16w2extract
/opt/qss/install/TX16/cmd/y16w2print
/opt/qss/install/TX16/cmd/y16ten99getdocnum
/opt/qss/install/TX16/cmd/y16w2laser
/opt/qss/install/TX16/cmd/y16ten99laser
/opt/qss/install/TX16/cmd/y16w2tftotals
/opt/qss/install/TX16/cmd/y16w2inform
/opt/qss/install/TX16/cmd/y16ten99mrg
/opt/qss/install/TX16/cmd/y16ten99prt
/opt/qss/install/TX16/cmd/y16tnloadpdf
/opt/qss/install/TX16/cmd/y16ten99rpt
/opt/qss/install/TX16/tx16install
/opt/qss/install/TX16/data/
/opt/qss/install/TX16/data/W2161288PDF
/opt/qss/install/TX16/data/W216285
/opt/qss/install/TX16/data/W216L4UP
/opt/qss/install/TX16/data/CTW2RP16
/opt/qss/install/TX16/data/W2161288B
/opt/qss/install/TX16/data/W216UNPSB
/opt/qss/install/TX16/data/W216UNPSE
/opt/qss/install/TX16/data/TN16UNPS
/opt/qss/install/TX16/data/TN16UN
/opt/qss/install/TX16/data/W2161288E
/opt/qss/install/TX16/data/TN16UN1
/opt/qss/install/TX16/data/W216UNB
/opt/qss/install/TX16/data/CT1099TI
/opt/qss/install/TX16/data/TN16353B
/opt/qss/install/TX16/data/W216ERB
/opt/qss/install/TX16/data/W216L4UPE
/opt/qss/install/TX16/data/TN16LM
```

```
/opt/qss/install/TX16/data/W216ERE
/opt/qss/install/TX16/data/W216L4UPB
/opt/qss/install/TX16/data/W2161288PDFE
/opt/qss/install/TX16/data/TN16UNB
/opt/qss/install/TX16/data/TN16UNPSFM
/opt/qss/install/TX16/data/W216UNPSFM
/opt/qss/install/TX16/data/W216UNFM
/opt/qss/install/TX16/data/W216275E
/opt/qss/install/TX16/data/TN16353E
/opt/qss/install/TX16/data/TN16UNFM
/opt/qss/install/TX16/data/TN16LMX
/opt/qss/install/TX16/data/W216285B
/opt/qss/install/TX16/data/W2161287E
/opt/qss/install/TX16/data/CTSUFFIX
/opt/qss/install/TX16/data/W2161286
/opt/qss/install/TX16/data/W216ER
/opt/qss/install/TX16/data/W216ERFM
/opt/qss/install/TX16/data/W216275
/opt/qss/install/TX16/data/W216UNE
/opt/qss/install/TX16/data/W2161286E
/opt/qss/install/TX16/data/TN16LME
/opt/qss/install/TX16/data/W216UN
/opt/qss/install/TX16/data/W216275B
/opt/qss/install/TX16/data/W2161287B
/opt/qss/install/TX16/data/W2161288PDFB
/opt/qss/install/TX16/data/W2161286B
/opt/qss/install/TX16/data/TN16353
/opt/qss/install/TX16/data/TN16UNE
/opt/qss/install/TX16/data/CTW2RA16
/opt/qss/install/TX16/data/W2161288
/opt/qss/install/TX16/data/W216UNPS
/opt/qss/install/TX16/data/W216_4HFM
/opt/qss/install/TX16/data/TN16UNPSE
/opt/qss/install/TX16/data/W2161287
/opt/qss/install/TX16/data/TN16UNPSB
/opt/qss/install/TX16/data/TN16LMB
/opt/qss/install/TX16/data/W216285E
```

Step 4—Install the TX16 Release (Control Files and Command Files)

Purpose

The TX16 Release installs the command files and control files for tax year 2016. Each year has its own set of files. For next year, **QSS** will release a new set of files for tax year 2017.

Installing the TX16 Release

1. Remain logged in as qssmgr.
2. Navigate the directory with the installation files for the TX16 Release.

```
cd $QSS_DATA/install/TX16
```

3. Install the TX16 Release to put control files and production commands in place.

```
./tx16intall [options]
```

Be sure to type the period and slash. If you leave them out, Linux will display a "command not found" error.

Type the following to install the entire release for both W2 and 1099 production.

```
./tx16install -t a
```

The next heading provides a description of the installation options.

Installation Options for the TX16 Release

```
tx16install [-t type] [-s scripts] [-c CT option] [-o overwrite]
```

Parm Value	Description
-t type	The type of install. Use 'a A' for all items, 's S' for scripts only, 'c C' for control files only. The default is 'a' for all (W2/1099) items to be installed.
-s scripts	The set of scripts to install. Use 'a A' all W2 and 1099 scripts. Use 'w W' for W2 only scripts and use 't T' for 1099 only scripts. This parm is only referenced if your -t value indicates you are installing scripts. The default is 'a' for all (W2 and 1099) scripts

- c CT option Special processing rules for installing control files. Use 'c|C' for copying ONLY currently released control files and ignore previous year control files. Use 'p|P' to ONLY copy previous year control files and don't install any current year control files. The default is to copy prior year control files if they exist and if they DO NOT EXIST then copy the current year control files into the production area for tax year 2016.
- o overwrite By default any file that is already installed will NOT be overwritten. Use 'y|Y' to allow the install command to overwrite existing files and use m|M to overwrite ONLY if the file being installed was modified after the currently installed file. Note that m|M is ignored when copying control files as it currently only applies to cmd script.

Install Updates to the W2 and 1099 Software

Check for updates to the W2 and 1099 software. As part of the release cycle, **QSS** may provide updated versions of the W2 and 1099 software. These updates are in the following directory:

```
$QSS_ROOT/install/TX16/sw_updates
```

To check for and install updates:

1. Look for the installation files for updates.

```
cd $QSSROOT/install/TX16/sw_updates  
ls ins*
```

2. Look for the following files.

```
> ins_tx16_tn
```

The presence of `ins_tx16_tn` indicates that there are updates for 1099s. Execute the following command to install the updates:

```
./ins_tx16_tn
```

```
> ins_tx16_w2
```

The presence of `ins_tx16_w2` indicates that there are updates for W2s. Execute the following command to install the updates:

```
./ins_tx16_w2
```

Step 5—Install Form Files for W2 Forms

Purpose

Use the `y16w2insform` command to install form files for printing W2 forms. The TX16 copies them onto your server, but it does not install them for W2 production. Before printing W2 forms, you must select one of the **QSS**-supported forms.

Installing Form Files

1. Log on as `qssopr`, then type the following command:

```
. y16tax      [Type this command as period space y16tax.]
```

2. Type the following command to install a form file.

```
y16w2insform -f form, -o overwrite
```

Fill in the `-f` and `-o` options as described below.

form

The name of the W2 tax FORM you want to install. Use `HELP` to get a list of the QSS supplied FORMS. This is a required parameter.

overwrite

By default any existing files already installed will not be overwritten. Use `y|Y` to force an overwrite of existing installed files or `m|M` to only overwrite files released that are newer than already installed.

List of Forms

The following list identifies the **QSS**-supported W2 forms for 2016. Install the form file for the W2 form that your site chooses to print.

FORM	Description
----	-----
SSL4UP	This is a single sided W2 form that is divided into 4 quadrants. It is NOT a pressure seal form and requires a matching envelope for mailing/distribution. This form is 8.5 x 11 in physical size.
Files:	W216L4UP (Driver)
	W216L4UPB (PCL setup)
	W216L4UPE (PCL reset)

SS275 This is a single sided W2 form that is divided into 4 quadrants. It is NOT a pressure seal form and requires a matching envelope for mailing/distribution. This form is 8.5 x 11 in physical size. Note that form 276 is an employer copy of the 275 so use SS275 to print either form.

Files: W216275 (Driver)
W216275B (PCL setup)
W216275E (PCL reset)

SS285 This is a duplex W2 form that on the front side is divided into 4 quadrants with the back side containing mailing address information. This is a pressure seal form that uses a v-fold. This form is 8.5 x 11 in physical size and requires a printer that can print duplex.

Files: W216285 (Driver)
W216285B (PCL setup)
W216285E (PCL reset)

SS1286 This is a single sided W2 form that is divided into 4 horizontal rows. This is a pressure seal form and uses a z-fold. This form is 8.5 x 15 in physical size and must be loaded into a legal size paper tray.

Files: W2161286 (Driver)
W2161286B (PCL setup)
W2161286E (PCL reset)

SS1287 This is a single sided W2 form that is divided into 4 quadrants. This is a pressure seal form and uses a z-fold. This form is 8.5 x 15 in physical size and must be loaded into a legal size paper tray.

Files: W2161287 (Driver)
W2161287B (PCL setup)
W2161287E (PCL reset)

SS1287C This is a single sided W2 form that is divided into 4 quadrants. This is a

pressure seal form and uses a z-fold. This form is 8.5 x 15 in physical size and must be loaded into a legal size paper tray. Special version that supports 2nd local tax data (line 20).

Files: None

The files for this form were NOT shipped for tax year 2016. Please request them from your QSS AM.

SS1288 This is a single sided W2 form that is divided into 4 horizontal rows. This is a pressure seal form and uses a z-fold. This form is 8.5 x 15 in physical size and must be loaded into a legal size paper tray. This form is identical to SS1286 but it prints on blank MW1288 paper. The layout of the form was designed by QSS to match the MW1286 pre-printed form.

Files: W2161288 (Driver)
W2161288B (PCL setup)
W2161288E (PCL reset)
W216_4HFM (QSS PCL form design)

SS1288PDF This is the PDF equivalent of SS1288 which eliminates the address flap and is setup to emit an 8.5 x 11 PDF page for each W2.

Files: W2161288PDF (Driver)
W2161288PDFB (PCL setup)
W2161288PDFE (PCL reset)
W216_4HFM (QSS PCL form design)

SSPTMA This is the SS1287 form printed on the Print-2-Mail sealer/folder attachment. The form is 8.5 x 15 in physical size and must be loaded into a legal size paper tray face down top to the back of the tray.

Files: None

The files for this form were NOT shipped for tax year 2016. Please request them from your QSS AM.

SSUNIV This is a single sided W2 form that has 5 regions, 4 containing W2 copies and 1 containing employee instructions. This form is 8.5 x 11 in physical size and is B4PERF05 from Nelco. The form is blank and QSS software prints the W2 form layout using supplied form overlay commands from Nelco. You need to use Nelco envelopes to mail these forms.

Files: W216UN (Driver)
W216UNB (PCL setup)
W216UNE (PCL reset)
W216UNFM (Nelco form design)

SSUNPS This is a single sided W2 pressure seal form that is 8.5 x 15 (legal) that has 5 regions, 4 containing W2 copies and 1 containing employee instructions. This form is printed simplex (one sided) and is 80650 from Nelco. The form is blank and QSS software prints the W2 form layout using supplied form overlay commands from Nelco.

Files: W216UNPS (Driver)
TN16UNPSB (PCL setup)
TN16UNPSE (PCL reset)
TN16UNPSFM (Nelco form design)

SSER2UP This is a single sided W2 form you can use to print Copy D for the Employer with 2 employees per page. The form is 8.5 x 11 and prints on standard paper (your choice of color). The W2 format is provided as a form overlay from Nelco (don't have to use special forms).

Files: W216ER (Driver)
W216ERB (PCL setup)
W216ERE (PCL reset)
W216ERFM (Nelco form design)

Step 6—Install Form Files for 1099-MISC Forms

Purpose

Use the `y16ten99insform` command to install form files for printing 1099-MISC forms. The TX16 copies them onto your server, but it does not install them for 1099 production. Before printing 1099-MISC forms, you must select one of the **QSS**-supported forms.

Installing Form Files

1. Log on as `qssopr`, then type the following command:

```
. y16tax [Type this command as period space y16tax.]
```

Type the following command to install a form file.

```
y16ten99insform -f form [-o overwrite]
```

Parm Value	Description
-f form	FORM-NAME to install.
HELP	this FORM name shows supported values.
-o overwrite	Use <code>y Y</code> to overwrite files already installed, <code>m M</code> to overwrite if the released version is newer than the installed version. The default is to NOT overwrite files.

List of Forms

The following list identifies the forms that **QSS** supports for tax year 16. When installing, select the ones that you will use for printing 1099-MISC forms.

FORM	Description
353	This is a single sided z-fold pressure seal form. (8.5 x 11)
Files:	TN16353 (Driver) TN16353B (PCL setup) TN16353E (PCL reset)
8048	This is a single sided z-fold pressure seal form. (8.5 x 11) (Same as 353 now)

Files: TN16353 (Driver)
TN16353B (PCL setup)
TN16353E (PCB reset)

LMX Single sided 2-up cut sheet. (8.5 x 11)

Files: TN16LM (Driver)
TN16LMB (PCL setup)
TN16LME (PCL reset)

LMXPTM Single sided 2-up cut sheet. (8.5 x 11)
Print To Mail - BMISxxx

Files: TN16LMX (Driver)
TN16LMB (PCL setup)
TN16LME (PCL reset)

UNIV Single sided universal Nelco (8.5 x 11)
2 Address lines - can be problematic with
alignment in window envelope

Files: TN16UN (Driver)
TN16UNB (PCL setup)
TN16UNE (PCL reset)
TN16UNFM (Nelco form design)

UNIVENV Single sided universal Nelco (8.5 x 11)
Better fit in Nelco Envelope (1 Line Addr)

Files: TN16UN1 (Driver)
TN16UNB (PCL setup)
TN16UNE (PCL reset)
TN16UNFM (Nelco form design)

UNIVPS Single sided z-fold pressure seal form
Nelco (legal size)

Files: TN16UNPS (Driver)
TN16UNPSB (PCL setup)
TN16UNPSE (PCL reset)
TN16UNPSFM (Nelco form design)

Step 7—Set Up User Security

User security, or USERSEC, allows you to customize how the W2 and 1099 programs work at your site. The *System Security* window allows you to maintain user security with the User Security subtab on the Class Security tab.

For a list of programs and their security parameters, see [page 3-35](#).

Defining User Security (Versions H and L)

This list includes the following:

- ◆ User Security for W2 Programs (Versions H and L)
- ◆ User Security for 1099 Programs (Versions H and L)

User Security for W2 Programs (Versions H and L)

W2ED16

For QCC and the traditional software, the W2ED16 user security allow you to force the **Federal Gross** and **State Gross** fields to be equal on the W2 2016 Final Edit Screen.

For QCC, the W2ED16 user security allow you to make W2ED16 available on the *W2/1099 Processing* window.

PROGRAM NAME: W2ED16		
COLUMN	CONTROLS	PARAMETERS
1 (1)	Agreement of Fed Gross and State Gross fields on the Final Edit Screen	Y = The amount in the Fed Gross field will always be used in the State Gross field. W= Fed Gross and State Gross fields can contain different amounts. A warning message will be given, but the user can update. N = Fed Gross and State Gross fields can contain different amounts. No warning will be given. (default)
2 (1)	Automatic change of 3P-SL flag for W2ED16 program option.	When you are working on the W2ED16 screen and you enter an amount in the J/SickPy field, the 3P-SL flag should be changed to <u>Y</u> . This setting can make that change automatically. Y = If you enter an amount in the J/SickPy field, the 3P-SL (Third-party Sick Leave) field flag will automatically be changed from <u>N</u> to <u>Y</u> . N = The 3P-SL (Third-party Sick Leave) field flag must be changed manually.
3 (1)	Access on <i>W2/1099 Processing</i> window	N = Disabled (default). Y = Enabled. This column applies only to the QCC version.
4 (1)	Ability to change the district with the District list	Y = Enabled (default). N = Disabled. Restrict access to the logon district.

W2EDMASK

W2EDMASK controls the display of employee Social Security Numbers (SSN) on the W2ED16 screens. If you are using employee external reference numbers (ExtRef), they will continue to display on the screen.

Employees are still selected by either entering the SSN, entering the ExtRef, or using Employee Lookup. However, how the SSN displays on the screen is determined by this control. If this user security record is not set up, the normal SSN will be displayed.

PROGRAM NAME: W2EDMASK		
COLUMN	CONTROLS	PARAMETERS
(1)	SSN Masking.	* = Format SSN as ****-**-****. % = Format SSN as ****-**-**** (where 'aaaa' is the last 4 digits of the SSN).

W2EF216

W2EF216 controls the employer type code added to the W2 transmittal file by Y16W2FILE command in Task 19-T. This command causes the W2TF16 program to create the transmittal file. For this security parameter, there is only the global record.

PROGRAM NAME: W2EF216		
COLUMN	CONTROLS	PARAMETERS
(1)	Code for Kind of Employer field for each district employer (RE) record	S = State and local governmental employer (the correct code for most QSS sites) F = Federal government T = Tax exempt employer Y = State and local tax exempt employer N = None

W2HAMN

The W2HAMN security parameter is required to allow access to Maintain Health Care Adjustments (W2HAMN) in both QCC and the traditional versions:

PROGRAM NAME: W2HAMN		
COLUMN	CONTROLS	PARAMETERS
(1)	Update or inspect access	I = Inspect mode. U = Update mode. You must define this column to allow access. If this column is blank or anything other than U or I, users cannot launch the program.
(2)	District access	0 = Logon district only (traditional and QCC versions) (default). 1 = Any district (traditional and QCC versions). 2 = For QCC only, access to any district listed in the CHGDIS user security.

W2HCVD

The W2HCVD user security is for setting up district-specific voluntary deduction ranges for the employer-sponsored health care benefits in box 12-DD of the W2 Form.

PROGRAM NAME: W2HCVD		
COLUMN	CONTROLS	PARAMETERS
(1)	District access	N = Logon district only (default). Y = Multi-district access.
(2)	Ability to add records	N = Disabled (default). Y = Enabled.
(3)	Ability to change records	N = Disabled (default). Y = Enabled.

W2NPMN

W2NPMN is required to allow access to Maintain "No-Print" Authorizations (W2NPMN) on [page 2-12](#) in both the QCC and traditional versions.

PROGRAM NAME: W2NPMN		
COLUMN	CONTROLS	PARAMETERS
(1)	Update or inspect access	I = Inspect mode. U = Update mode. You must define this column to allow access. If this column is blank or anything other than U or I, users cannot launch the program.
(2)	District access	0 = Logon district only (traditional and QCC versions) (default). 1 = Any district (traditional and QCC versions). 2 = For QCC only, access to any district listed in the CHGDIS user security.

W2PO16

For the QCC version, use the W2PO16 user security to control access to the W2PO16 on the *W2/1099 Processing* window. For the traditional software, use the menu options on [page 3-20](#).

PROGRAM NAME: W2PO16		
COLUMN	CONTROLS	PARAMETERS
1 (1)	Access to Source Year box	N = Make Load 2015 Settings available for copying from previous year (default). ^a Y = Disable the command and limit access to current fiscal year.
2 (1)	Change or inspect access	N = Change access (default). Y = Inspect-only access.
3 (1)	Access to W2 Option Maintenance (W2PO16) command on tree view	N = Disabled (default). Y = Enabled.

a. The **Load 2015 Settings** command is available only if the window is in Change mode, there are no 2016 settings for the selected program option, and column 01 is set to N.

W2SB16

The W2SB16 security applies to the QCC version only. It allows you to select whether to allow users to select the district for which to create a prelist. For the traditional version, use the menu options on [page 3-19](#).

PROGRAM NAME: W2SB16		
COLUMN	CONTROLS	PARAMETERS
1 (1)	Ability to select districts	N Limit the report to current district for QCC session (default). Y Allow selection of district for the report.
2 (1)	Access to next year	N Access to current year only (default). Y Access to next year.
3 (1)	Access to run option 1 (extract and then print)	Y Enabled (default). N Disabled.
4 (1)	Access to run option 2 (use existing extract file)	Y Enabled (default). N Disabled. NOTE: If columns 3 and 4 are both N, you cannot launch the report.

User Security for 1099 Programs (Versions H and L)**TNFD16**

For the QCC version, use the TNFD16 user security to allow access to the **1099-Misc Additional Data (TNFD16)** command in the *W2/1099 Processing* window. For the traditional version, use the menu options on [page 3-22](#).

PROGRAM NAME: TNFD16		
COLUMN	CONTROLS	PARAMETERS
1 (1)	Access to TNFD16 on the <i>W2/1099 Processing</i> window	N = Disabled (default). Y = Enabled.
2 (1)	Access to District selection box	N = Disabled (default). Y = Enabled.

TNSB and TNSB16

The TNSB and TNSB16 user security allow you to change the default setting for the fields on the 1099-MISC Prelist launch screen. The record layout for both are the same:

- ◆ Use TNSB for the traditional software.

- ◆ Use TNSByy for the QCC software. Replace the yy with the tax year, such as 16 for 2016.

PROGRAM NAME: TNSB and TNSByy		
COLUMN	CONTROLS	PARAMETERS
1 (1)	Access to TNSB	Y = Yes, allow access. (Default) N = No, do not allow access.
2-7 (6)	Set default value for Box 1, 3, 7 Dollar limit	Enter up to 6 numbers to indicate the default amount in whole dollars. The default is ^^600 (where ^ is blank).
8-13 (6)	Set default value for Box 2 Dollar limit	Enter up to 6 numbers to indicate the default amount in whole dollars. The default is ^^10 (where ^ is blank).
14 (1)	Set default value for Ignore vendors below limit?	Y = Yes (Default) N = No
15 (1)	Set default value for Show accounts or descriptions	A = Accounts (Default) D = Descriptions
16 (1)	Set default value for Select vendors by 1099 flag	0 = Select all vendors. 1 = Select only vendors with 1099 flag of x . (Default) 2 = Select only vendors with 1099 flag of n or blank .
17 (1)	Set default value for Select payments by 1099 flag	A = Any value R = Any reportable value (Default) 1 = Box 1 Rents 2 = Box 2 Royalties 3 = Box 3 Other income 4 = Box 4 FIT 6 = Box 6 Medical 7 = Box 7 Nonemployee compensation D = Box 13 GPP E = Box 14 Attorney fees G = Box 16 State Tax Withheld H = Box 18 State Income N = Non-reportable
18 (1)	Set default value for All districts	Y = Include all districts. N = Include logon district only. (Default)
19 (1)	Set default value for Data source	1 = Extract data from GL database. (Default) 2 = Extract data from extract file.
20 (1)	Set default value for Print payment detail lines	Y = Selected (default). N = Not selected.

Chapter 4: Instructions for Technical Staff (Version H)

Chapter Overview

This chapter covers the following main topics: 7

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Posting Attorney's Fees and Gross Proceeds to the Correct 1099 Box	4-2
Task 1-T: Installation of 2016 W2/1099 Release (TX16)	4-9
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Sample 1099-MISC Forms	4-50
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Task 15-T: Saving Work Files in HISTORY Group	4-65
Commands for 1099 Processing	4-66

CAUTION: The software and documentation for producing 1099 forms is updated yearly. Therefore, ***make sure you are dealing with the software and documentation for the current year.*** The software for the current year is designated as TX16.

Version H and Version L

The instructions for Version H and Version L are in separate chapters.

- ◆ For Version H, follow the instructions in this chapter.
- ◆ For Version L, follow the instructions in Chapter 5.

Logging On

For 1099-MISC processing, log on as follows, so that the processing files are kept in the W2109916 group:

```
:HELLO OPR.QSSUSER,W2109916
```

Posting Attorney's Fees and Gross Proceeds to the Correct 1099 Box

These instructions discuss how to make the following payments report correctly on the 1099-MISC form:

- ◆ Attorney's fees in Box 7
- ◆ Gross proceeds paid to an attorney in Box 14

Amounts paid to a vendor need to appear in the correct box on the 1099 forms. The box to which these amounts are posted is determined by the code entered in the **Preset** field on the Vendor Maintenance (VEUPDT) screen.

Attorney's Fees in Box 7

A Y or 7 in the **Preset** field will post all 1099-eligible payments for the vendor to Box 7 (non-employee compensation), which includes fees paid to an attorney, on the 1099-MISC form. If this field is left blank, the amounts will also be posted to Box 7 by default.

Gross Proceeds Paid to an Attorney in Box 14

Since the **Preset** field on VEUPDT accepts only a single number or character, in order to post amounts to Box 14 (gross proceeds paid to an attorney) on the 1099 form, you must type the letter E in the **Preset** field. (A is box 10, B is box 11, C is box 12, and so on.)

The Pay Voucher Payments (PVPYMT) and Purchase Order Payments (POPYMT) programs support the use of the code E in the **1099** field. However, the Payables/Current Liabilities (PCLxxx) programs and the Vendor Maintenance

(VEUPDT) screen do not allow entry of the code E. For these two programs to support the code E, you must do the two-step procedure which follows. There are separate instructions for the traditional and QCC software.

Instructions for QCC Software

These instructions focus on the following areas:

- ◆ Overview of Procedure
- ◆ Setting Up the 1099 Program Option
- ◆ Setting the Default 1099 Flag for a Vendor

Overview of Procedure

1. Log on to QCC as described on [page A-2](#).
2. From the *QSS ControlCenter* window, open a *Finance Maintenance* window and set up the 1099 program option. For details, see "*Setting Up the 1099 Program Option*" on page 4-3.
3. From the *QSS ControlCenter* window, open a *Vendor Maintenance* window and set the default flag 1099 flag for a vendor to E. For details, see "*Setting the Default 1099 Flag for a Vendor*" on page 4-5.


Setting Up the 1099 Program Option

The first step in flagging a vendor for 1099 reporting in box 14 is making 1099 code E a valid code with the 1099 program option. Set up this program option for district 00 (the global district) only. Do not set up any district-specific records.

To set up the 1099 program option:

1. From the *QSS ControlCenter* window, open a *Finance Maintenance Window*.

From the tree view, click the **Finance** branch, **Settings / Master Files**, and **Options, Odometers, Control Dates, SACS Tables, Fund xRef**.

2. In the *Finance Maintenance* window, click the Program Options (GOUPDT) tab.
3. Click the Program Options by Prog subtab.
4. In the **Program** box, click the  (Inspect [Ctrl+F5]) icon, then type **1099** and press F2.

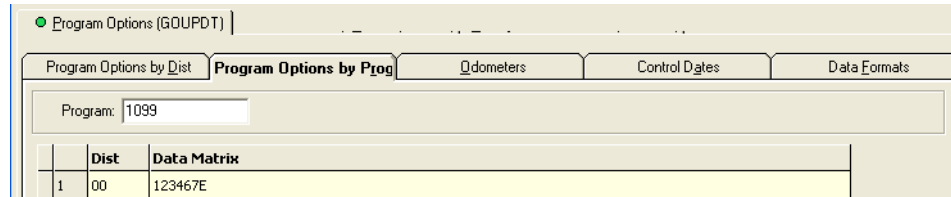





Figure 4-1: Program Options by Prog subtab with 1099 program option defined



5. If the grid does not list the 1099 program option, add it.

- > Click the  (Inspect [Ctrl+F5]) icon.
- > In the **Program** box, type **1099**.
- > Click the  (Add [Ctrl+F6]) icon to open a *Finance Maintenance - Program Option by Dist* dialog box.
- > In the **Dist** box, type 00 for the global district.
- > In the **Edit Data** box, type up to 14 valid 1099 codes. For example, type **123467E** to make the valid 1099 flags, 1, 2, 3, 4, 6, 7, and 14. For numbers greater than 9, use letters: A for 10, B for 11, C for 12, and so on.

1099 codes for the Edit Data box

CODE	EXPLANATION
1	Rent
2	Royalties
3	Other Income
4	Federal Income Tax Withheld
6	Medical and Health Care Payments
Y or 7	Nonemployee Compensation
D	Excess Golden Parachute Payments (corresponding to Box 13 on the 1099-MISC form)
E	Gross Proceeds Paid to an Attorney (corresponding to Box 14 on 1099-MISC form)
G	State Tax Withheld (corresponding to Box 16 on 1099-MISC form)
H	State Income (corresponding to Box 18 on 1099-MISC form)

- > Click the  (Save and Close Window[F2]) icon to add the program option record.



6. If the program option record is already on file, you can change the list of valid codes.
 - > Click the  (Change [Ctrl+F9]) icon.
 - > Double-click the row in the grid for the program option record.
 - > In the *Finance Maintenance - Program Option by Prog* dialog box, type up to 14 valid 1099 flags in the **Edit Data** cell.
 - > Click the  (Save and Close Window[F2]) icon to add the program option record.
7. Press F12 to close the *Finance Maintenance* dialog box.

For additional instructions on using the *Finance Maintenance* window, see Chapter 7 of the *QCC Core Financial Manual*.

Setting the Default 1099 Flag for a Vendor

Once you have set up E as a valid 1099 flag, you can make it the default flag for a vendor.



To set the default 1099 flag for a vendor:

1. From the *QSS ControlCenter* window, open a *Vendor Maintenance* window in either of the following ways:
 - > Click the **Go** menu, point to **Finance**, and click **Vendor Maintenance**.
 - > From the tree view, click the **Finance** branch, click **AP / Purchasing**, then click **Vendor Maintenance**.
2. In the *Vendor Maintenance* window, bring up a vendor record in either of the following ways:
 - > In the **Number** box, type the vendor number and press the  (Process [F2]) icon.
 - > Click the  (Search for Vendors [F3]) icon to search for vendors.

The screenshot shows the 'Vendor Maintenance' window with the following data entered:

- District: 65
- Number: 020009
- Name: ATTORNEYS R US
- Address: 123 ANY MAIN STREET
- City: ANY TOWN, State: CA, Zip: 09999
- 1099: Y - Yes, Preset: E (circled and labeled 'Default flag for 1099s')
- Tax ID: 999999999, SSN: [blank]
- Use Tax Preset: N - No, Use Tax 1: 0.750 % 9508, Use Tax 2: 0.125 % 9508
- Acct Number: [blank], Rating: [blank], Msg Flag: [blank]
- Terms: 01.50 % Shipping %: [blank]
- Comments: [blank]
- Last edit: 01/08/2007 at 09:30:15 by SERN
- Last paid: 00/00/0000

Figure 4-2: Vendor Maintenance window

3. Click the  (Change [Ctrl+F9]) icon to put the window in Change mode.
4. In the **Preset** box, select the default 1099 flag for the vendor from the list. The 1099 program option defines the items from which you can select.
5. Click the  (Save [F9]) icon to save the changes.
6. Do either of the following:
 - > Return to Step 2 to change the 1099 flag for additional vendors.
 - > Press F12 to close the *Vendor Maintenance* window.

Instructions for Traditional Software (Version H Only)

To designate amounts paid to an attorney:

1. Set up the 1099 program option record with the Utility Maintenance (GOUPDT) program.

NOTE: In order to carry out these instructions, the Menu Options for GOUPT must be setup to allow for *Multi-District Access* and *Control Program Options* (i.e. 0010). Ask your system manager to set up these options correctly. The *QSS/OASIS Core Financial Manual* describes Utility Maintenance (GOUPDT) in detail.

Since you are setting up a global record that applies to all Districts, enter 00 for **District** as shown below (Figure 4-3).

District: 07	Utility Maintenance	QSS/OASIS								
Year: Y1	District: 00									
<table border="1"> <tr> <td>Start Over</td> <td></td> <td></td> <td></td> <td>Start Over</td> <td></td> <td></td> <td>Return To Menu</td> </tr> </table>			Start Over				Start Over			Return To Menu
Start Over				Start Over			Return To Menu			

Figure 4-3: Select Global District 00

Enter P for **Program Option** and 1099 for **Program Name** as shown below (Figure 4-4).

District: 07	Utility Maintenance	QSS/OASIS
Year: Y1		
Districts: 00		
Maintenance type: P		
	'P'rogram Option	
	'O'dometer	
	'C'ontrol Date	
Program Name: 1099		
Start Over	Back Up	Return To Menu

Figure 4-4: Program Option 1099

Enter the list of valid Preset Codes as shown below (Figure 4-5).

District: 07	Utility Maintenance	QSS/OASIS																		
Year: Y1	Program Option																			
Program: 1099																				
Districts: 00																				
<table style="margin: auto;"> <tr> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td></td> <td>12345678901</td> <td>2345678901</td> <td>2345678901</td> <td>2345678901</td> <td>234567890</td> </tr> <tr> <td></td> <td colspan="5" style="background-color: black; color: white;">123467E</td> </tr> </table>				1	2	3	4	5		12345678901	2345678901	2345678901	2345678901	234567890		123467E				
	1	2	3	4	5															
	12345678901	2345678901	2345678901	2345678901	234567890															
	123467E																			
Start Over	Back Up	Update Return To Menu																		

Figure 4-5: Valid Preset Options

- After you complete the GOUPDT option record, you can enter E on the Change Vendor Master File screen, as shown in Figure 4-6.

District: 15	Change Vendor Master File	QSS/OASIS
Vendor: 040001	Name: JOHN CONTRACTOR	
Address: 100 MAIN STREET	SUITE 1001	
City, St Zip: SAN FRANCISCO, CA 94101		
Remit name: GOLDEN GATE CONTRACTORS	Remit address: 100 MAIN STREET	
	SUITE 1001	
City, St Zip: SAN FRANCISCO, CA 94101		
Contact: PAPA JOHN	Phone: (415) 123-4567	Fax: (415) 123-4568
1099? Y	Preset: E	Tax ID: 000000000
UT?	SSN(opt.):	Msg flg:
Comment:	Rating:	Terms: 0.00%
Category:	Use tax 1: .000% 9508	Shipping Pct: %
Type: RC Ob:	Use tax 2: .000% 9508	
Acct#:	Last edit: 11/01/2005 by SYS	Last paid: 00/00/0000.
Start Over	Add'l Address	Vendor Commodity
	Comments Screen	eCommerc Screen
	Optional Info	Update Data
	Return To Menu	

Figure 4-6: Preset 'E' Directing Amounts to Box 14 on 1099 Form

Task 1-T: Installation of 2016 W2/1099 Release (TX16)

See "Task 1-T for Version H: Installation of TX16 Release" on page 3-3 for complete instructions. The TX16 Release contains the installation instructions.

Task 2-T: Creating the 1099-MISC Additional Data File (KSAM File)

This step creates the work area that holds 1099-MISC adjustment records. Users will not be able to enter additional data amounts through program TNFD16 until this file has been created.

To create the 1099-MISC Additional Data file:

- ◇ Type Y16TEN99PREP at the command prompt.

If the file already exists at the time you run this step, you'll see a warning display showing when the file was created, last updated, and how many records it contains. You will then be given the option of erasing its current contents.

WARNING! If you recreate the additional data file, you will lose the existing records!

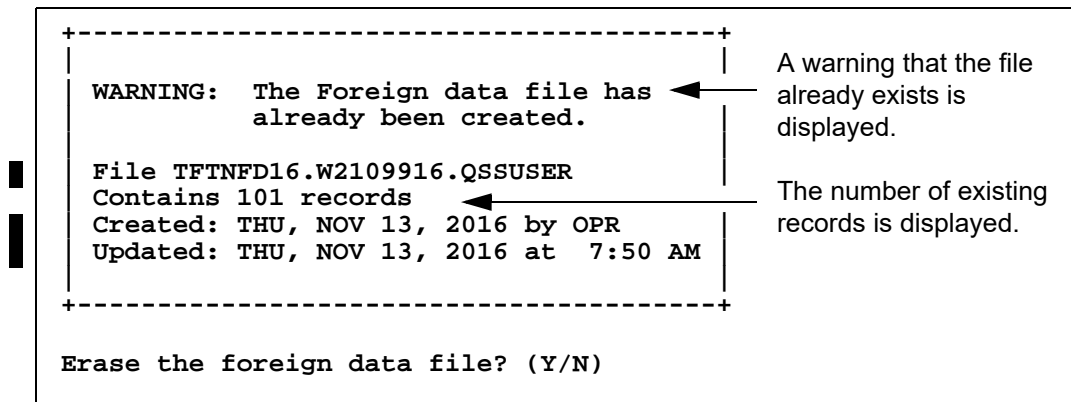


Figure 4-7: Additional Data File Warning Message

Usually you would not recreate the additional data file. You might consider erasing the current file only if very few records exist, or if a majority of the existing records are wrong, and it would be easier to start over than to fix the existing records.

Task 3-T: Setting Up Control Files

The following control files are relevant to 1099 processing.

Control File	Purpose	Page
CTW2TP16	Contains federal TINs for each district; controls which districts are extracted for 1099 processing	4-11
CT1099PH	Contains contact phone number for each district	4-13
CT1099TI	Defines Transmitter Information for the 1099 transmittal file	4-14

Creating the Federal EIN Control File

Purpose of CTW2TP16.W2109916 Control File

You will likely find it advantageous to create a control file, CTW2TP16, of federal employer identification numbers (EINs) for each district. This file is used for both W2 and 1099 processing.

- ◆ Using this file, you can extract data for all districts at once.
- ◆ Each district must be listed separately in the CTW2TP16 control file.

Copying the CTW2TP16.W2109916 Control File

Normally this file can be copied from one tax year to the next, by executing the command:

```
COPY CTW2TP15.W2109915, CTW2TP16.W2109916
```

Creating the CTW2TP16.W2109916 Control File

Use an editor program to set up a file containing a 2-digit district number and 9-digit federal EIN for each district.

Each line in the editor file identifies one EIN. Each line must be in the following format:

```
ddnnnnnnnnnabc
```

- ◆ The first two placeholders, dd, are the 2-digit district number, with leading zero, if needed to fill out the two digits. (For example, District 1 is 01.)
- ◆ The next nine placeholders, nnnnnnnnn, are the 9-digit EIN, with leading zeros if necessary to fill out the nine digits. (EIN 12345 is typed as 000012345.)
- ◆ The a column is blank because it is not used.

- ◆ The **b** column is a flag for extracting a district for 1099s.

The system honors this flag only if you type the command to extract 1099s like this:

```
:Y16TEN99EXT SELDIST=1
```

In this case, the only districts for which 1099s are extracted are those with a **Y** flag in the **b** column. Any other value in that flag causes the district to be skipped.

- ◆ The **c** column is a flag for extracting a district for W2s.

The system honors this flag only if you set up the W2EX16 option record properly. To do so, answer the question "12. Extract only districts defined in CTW2TP16 control file?" with an **X**. The system extracts W2s only for districts with a **Y** in the **c** column. Any other value in the **c** column causes the district to be skipped.

NOTE: The **a**, **b**, and **c** columns are optional. Leave them blank if you are not using the option of flagging individual districts for W2 and 1099 selection.

The contents of a federal EIN control file might look something like the following.

If only one EIN is used for all districts, repeat the EIN for each district in the file.

Scenario 1—Each District Has Individual EIN

Sample ID Number	Explanation
07123456789	District 07, EIN 123456789
44234567891	District 44, EIN 234567891
95345678912	District 95, EIN 345678912

Scenario 2—All Districts Share One EIN

Sample ID Number	Explanation
09111111111	District 09, EIN 111111111
45111111111	District 45, EIN 111111111
97111111111	District 97, EIN 111111111

Keep the federal EINs in an unnumbered file named CTW2TP16.W2109916.

Creating the Transmitter Information Control File

Purpose of CT1099TI.W2109916 Control File

The optional control file CT1099TI.W2109916.QSSUSER allows you to define the ***transmitter information (TI)*** for the 1099 transmittal file.

If you do not define this control file, the 1099 file program prompts for all of the information in the TI record when you make the 1099-MISC transmittal file. To avoid filling in all these prompts, you can use the CT1099TI.W2109916 control file to define all or some of the fields in the TI record.

Sample CT1099TI.W2109916 Control File

The CT1099TI.W2109916 control file is self-documenting. In the following listing, lines 1 through 33 provide a description of the fields. (Any line in the control file with a space or a semicolon in column 1 is a comment line.) Lines 30 through 33 allow you to set up the data that is used to put the transmitter information in the file.

```

/L CT1099TI.W2109911
 1 ; This control file is used to define parameters required to be included
 2 ; on the 1099-MISC media file. This file is self documenting and
 3 ; should be edited to provide data values.
 4 ;
 5 :
 6 : This file can be used to allow for input of field values without
 7 ; having to answer questions when producing the 1099-MISC media file.
 8 ;
 9 ; Edit the field values below and replace the '*' values with the
10 ; correct value for your organization. If the field should be spaces
11 ; replace the '*' with spaces. Any field left as '*' will be prompted
12 ; for a value during the tape/diskette process.
13 ;
14 ;
15 ;Field      Size  Description
16 ;-----
17 ;NAMCTL     04   Payer Name Control (From the mailing label)
18 ;TCC        05   Transmitter Control Code (Assigned by IRS)
19 ;CONNAME    40   Contact Name
20 ;                Name of person to be contacted if IRS/MCC encounters
21 ;                problems with the file or transmission.
22 ;CONEMAIL   35   Contact Email Address
23 ;                Email address of the person to contact regarding
24 ;                electronic or magnetic files.
25 ;
26 ; The fields are positional and MUST be setup in the correct columns.
27 ;
28 ;Field      Value
29 ;-----
30 NAMCTL     ****
31 TCC        *****
32 CONNAME    *****
33 CONEMAIL   *****
34
35 ; end of ct1099ti
/

```

Editing the CT1099TI.W2109916 Control File

These instructions tell how to edit lines 30 through 33 of the CT1099TI.W2109916 control file. There are two rules to keep in mind:

- ◆ If a line is all asterisks, the program prompts for the data in that field when you make the transmittal file.
- ◆ If you replace the asterisks with information, the program uses the information from the control file to fill in that field of the TI record.

If you define the control file, you do not need to fill in all of the fields. Some of the information for the TI record can come from the control file, and you can have the program prompt for some of the information.

You can use Qedit, HP's Editor, or your favorite text editor to modify the CT1099TI.W2109916 file. When editing a line, type the substitution data left justified. Replace all of the asterisks, even if the substitution data is shorter than the row of asterisks.

Specifying Data for a Field

The following example illustrates how to edit line 32. This is the line before editing:

```
32  CONNAME *****
```

And this is the line after editing:

```
32  CONNAME  JOE SMITH
```

The name JOE SMITH is much shorter than the 57-character length field. All the trailing asterisks have been replaced with spaces.

Defining a Blank Field

If you want a field in the TI record to be blank, replace all of the asterisks with blanks. For example, you may want the TCC field to be blank. Here is the record before editing:

```
31  TCC      *****
```

This is the record after editing:

```
31  TCC
```

If you leave line 31 as all asterisks, the program will prompt for the TCC field when you make the 1099 transmittal file.

NOTE: The Accounts Payable staff will be printing the Preliminary 1099 Prelist in the next step of this process. Before they begin, you have the option of changing the default settings for the 1099 Prelist launch screen with the TNSB security parameters. These allow you to control user access, and change the default settings for fields on the 1099 Prelist launch screen as described in the section titled "Security Parameters for 1099 Programs" in Chapter 3. ([See page 3-39.](#))

Tasks 4-7-AP: Printing Preliminary Prelist and Editing Information

After you have completed Tasks 1-T through 3-T, notify the accounts payable staff that they can proceed with printing the prelist, checking it, and possibly editing its information, as discussed in "Task 4-AP: Printing a Preliminary Prelist with TNSB16" on page 6-3.

When they have made the data as accurate as possible, you can then proceed with Task 8-T.

Task 7-AP: Adjusting or Adding Data Using the Additional Data Program

Normally this task is accomplished by the end users accessing the Additional Data screen from their menus. However, it is possible to access the Additional Data screen from the Y16TEN99ADD UDC.

The Additional Data screen allows you to:

- ◆ Enter offsetting adjustment records.
- ◆ Enter 1099-MISC reportable payment amounts that were not made within the AP system.

Refer to "Task 7-AP: Adding and Adjusting Additional Data with TNFD16" on page 6-32 for details on using this program.

Type the command Y16TEN99ADD at the command prompt if you want to run the Additional Data maintenance program as a UDC rather than through the menu system. ***It is recommended that these changes be done by Accounts Payable via the menu.***

Task 8-T: Creating 1099-MISC Extract File from AP Transactions

This step reads the accounts payable payments for the calendar year and creates an extract file to be used in the subsequent steps.

Payments that have been flagged for 1099-MISC reporting are included in the extract file even if the vendor has not been flagged to receive a 1099-MISC. Also, for any vendor that has been flagged to receive a 1099-MISC, ***all AP payments will be included in the extract file***, regardless of how the individual payment was flagged. This will allow the prelist to reveal possible coding errors. The steps for producing the forms and the transmittal files will allow you to exclude the non-reporting data.

To create the 1099-MISC Extract file from AP transactions:

- ◇ Type Y16TEN99EXT at the command prompt.

The extract creates a default work file sized at 100,000 payment records. The work file size can be set by entering the work file size as a parameter.

Example:

```
Y16TEN99EXT SIZE=150000
```

COMMAND?

To select districts, type one of the following commands at this prompt.

CODE	EXPLANATION
A	Select all districts.
laa-bb	Include districts in range aa-bb. To include one district only, enter the district number in the first field of the range. For example, <u>l48</u> includes district 48.
Xaa-bb	Exclude districts in range aa-bb. To exclude one district only, enter the district number in the first field of the range. For example, <u>x79</u> excludes district 79.
R	Restart selection process; delete districts already selected.
S	Select logon district only.
Q	Quit and abort extract.
E	Exit from selection process.

Type E to exit from the selection process. The process asks for a confirmation of districts selected.

THE FOLLOWING nn nn nn
DISTRICTS
HAVE BEEN SELECTED

IS THIS CORRECT Type Y for Yes or N for No.
(Y/N)?

CODE	EXPLANATION
Y	The districts displayed are correct.
N	The districts displayed are not correct.
	The <code>COMMAND?</code> prompt is displayed again to allow you to select the appropriate districts.

Changing Which Vendor Address to Print on Form 1099-MISC

These instructions focus on the following:

- ◆ Options for Printing Vendor Addresses
- ◆ Defining 1099OP

Options for Printing Vendor Addresses

The 1099OP program option allows you to customize how vendor addresses are printed on 1099 forms. By default, the form print's the vendor's address as the recipient of the 1099 form. If you are content with this default behavior, you do not need to define this program option.

Each county has only one 1099OP program option for District 00 (the global district).

COLUMN	OPTION FOR 1099OP PROGRAM OPTION
01	<p>Printing the remit address on the 1099 forms.</p> <ul style="list-style-type: none"> ◆ Leave blank to print vendor's address as the recipient address on the form. ◆ Type <u>R</u> to use the remit address from the Vendor Master File.
02 - 03	<p>Printing an additional address on the 1099 form.</p> <p>On the <i>Vendor Maintenance</i> window, the Add'l Addresses tab allows you to create up to 99 additional addresses for each vendor.</p> <ul style="list-style-type: none"> ◆ Leave blank or type <u>00</u> for no processing of the additional address for printing 1099 forms. ◆ Type a number from <u>01</u> to <u>99</u> to print that additional address to print on the 1099 form. <p>If a vendor does not have the additional address specified, the 1099 form prints the default vendor name from the Contact Information tab of the <i>Vendor Maintenance</i> window..</p>
04	Continuation of vendor name.

- ◆ Leave blank or type 0 for no special processing of the continuation of the vendor name.
- ◆ Type 1 to use the first line of the address as a continuation of the vendor name from the additional address in columns 02 - 03.

05

Prelist sort order.

- ◆ Leave blank or type 0 to sort the prelist by the default vendor name (default).
- ◆ Type 1 to sort the prelist by the name reported on the 1099 forms.

06

Consolidation of 1099 forms.

- ◆ Leave blank or type 0 for no consolidation (default).
- ◆ Type 1 to print a single 1099 form that combines amounts from all districts on a single form. Use columns 07 - 08 to select the district for issuing the 1099 form. The form uses the EIN from this district.
- ◆ Type 2 to consolidate vendors that have the same tax ID on a single 1099 form within each district.

07 - 08

District for consolidated reporting.

If column 06 is 1, type the 2-digit district that is the source for the EIN on the consolidated 1099 form. If you leave these columns blank, the system uses the CSSF district.

Defining 1099OP

These instructions tell how to use the Program Options (GOUPDT) to define the 1099OP program option. For additional details, see Chapter 7 of the *QCC Core Financial Manual*.

Make these changes must before the Merge (Y16TEN99MRG) task in the production process. Rerun the merge step if you have changed this program option to update the addresses in the extract file.

To define the 1099OP program option:

1. From the tree view in the *QSS ControlCenter* window, point to **Go, Finance, Settings / Master Files, and Options, Odometers, Control Dates, SACS Tables, Fund Xref** to open the *Finance Maintenance* window.

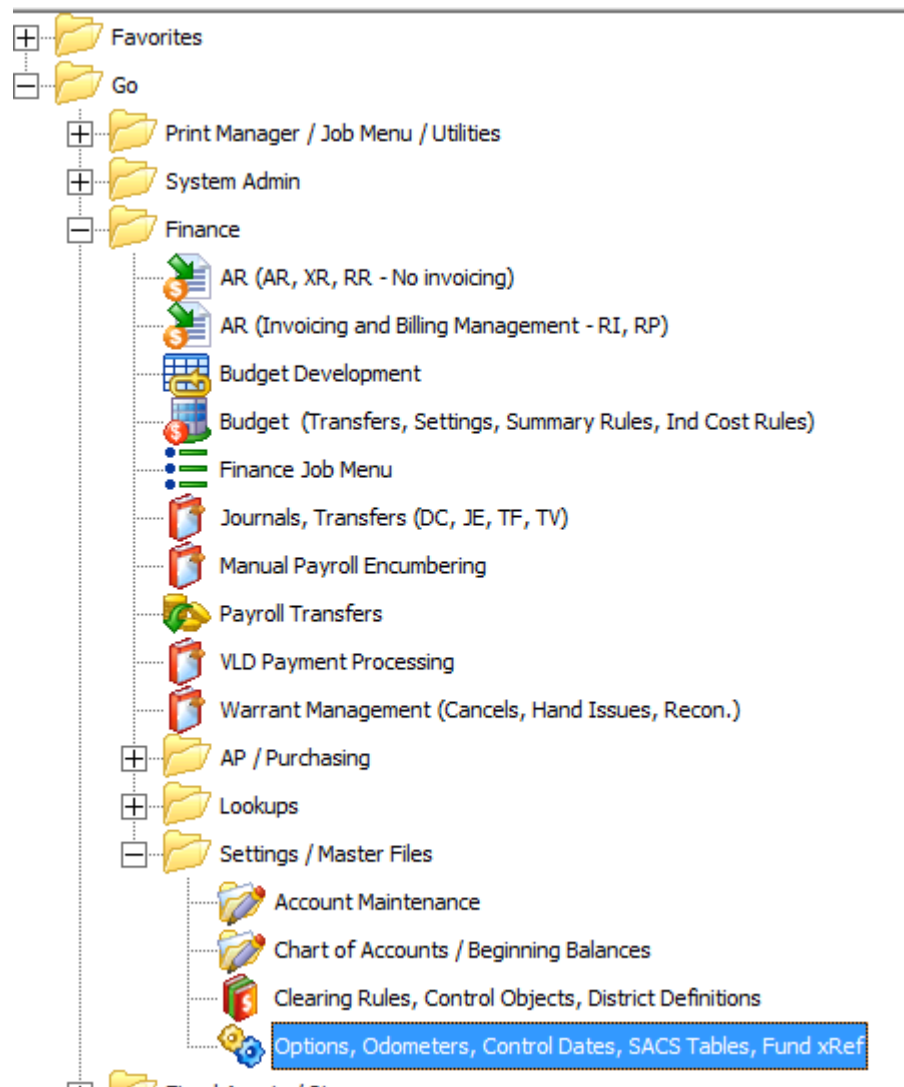




Figure 4-8: Selecting the *Finance Maintenance* window from the tree view in QCC



2. In *Finance Maintenance* window, click Program Options (GOUPDT) tab.
3. Click the Program Options by Prog subtab.

4. In the Program box, type 1099OP and press F2.

The screenshot shows a software window titled 'Program Options by Prog'. At the top, there are four tabs: 'Program Options by Dist', 'Program Options by Prog' (which is selected), ' odometers', and 'Control Dates'. Below the tabs, there is a 'Program:' label followed by a text box containing '1099OP'. Below this is a table with two columns: 'Dist' and 'Data Matrix'. The table has one row with a small arrow icon in the 'Dist' column and an empty 'Data Matrix' cell.

Figure 4-9: Selecting the 1099OP program option

- > If the program option does not exist for Dist 00, add it if you want to use any of the special processing options.
 - Click the  [Add (Ctrl+F6)] icon to open a dialog box for adding the program option.
 - In the **Dist** box, type 00.
 - In an empty row on the grid, type the options that you want to define.
 - Click the  [Save and Close Window (F2)] icon.

- > If the program option already exists for Dist 00, review and modify as needed.
 - Click the  [Add (Ctrl+F6)] icon to open a dialog box for adding the program option.
 - In the **Dist** box, type 00.
 - In an empty row on the grid, type the options that you want to define.
 - Click the  [Save and Close Window (F2)] icon.

Task 9-T: Merging Additional Data File with AP Extract File

This step merges the 1099-MISC extract file with any data entered via the Additional Data screen (TNFD16) and creates a consolidated extract file. This file will be used in the subsequent steps for printing the 1099-MISC forms and creating the transmittal files.

This step also updates the consolidated extract file with the current settings of the vendor address, taxpayer ID number (TIN), and 1099-MISC reporting name control files.



You will receive messages on the screen if the program finds invalid taxpayer ID numbers. **If at this point you use the Vendor Maintenance program (VEUPDT) to change either a TIN or vendor address, you must re-run this step to update the TIN and address values in the consolidated extract file.**

To merge the Additional Data File with the AP Extract file:

- ◇ Type Y16TEN99MRG at the command prompt.

Task 10-T: Applying Cutoff Amount by TIN with Filter

This step applies the cutoff amounts by TIN (instead of by the vendor number in the Vendor Master File) across all the extracted vendors for all the extracted districts.

The program sorts the extract file by TIN and applies the dollar cutoff amount against the total for each unique TIN. If a TIN is used by multiple vendors, this step will allow you to apply the dollar cutoff against the sum of all the payments to the unique TIN. Vendors whose payment totals do not exceed the dollar cutoff amount will be dropped from the consolidated extract file at this point.

For example, counties having multiple districts that use the same EIN may make payments to vendors which do not exceed the cutoff when considered district by district. But since they are all under the same EIN, all payments must be combined, and hence some vendors will get 1099s who would not have received them if the payments had been made by districts with separate EINs.

This step will also weed out transactions that were not flagged for 1099-MISC reporting, depending on how the Vendor flag and payment type questions were answered. If these transactions are removed from the consolidated extract file, you will not be able to see them on the Y16TENRPT prelist report, regardless of how that prelist is requested. Ideally, the accounts payable staff has run enough prelists already and has made all the desired 1099-MISC related adjustments. Thus the prelist produced during the production process isn't being used to reveal miscoded records, but rather as a final list of what will be printed on the forms. Therefore, the removal of the non-reporting items from the consolidated extract file at this point should be of no consequence.

To apply the cutoff amounts by TIN:

◇ Type Y16TEN99FILTER at the command prompt.

You will then need to respond to the following prompts.

Please enter the dollar amount to be used as a cutoff amount for boxes 1, 3, 6 and 7.

Cutoff amount in dollars? (Exam: 000600 = 600.00)
Enter the 6 digit amount:

Type a 6-digit dollar cutoff for 1099-MISCs rounded to the nearest dollar. Fill in leading zeros. This applies to Boxes 1, 3, 6 and 7. The recommended value is 000600.

Please enter the dollar amount to be used as a cutoff amount for box 2.

Royalties Cutoff amount? (Exam: 000010 = 10.00)
Enter the 6 digit amount:

Type a 6-digit dollar cutoff for royalty payments. This applies only to Box 2. The recommended value is 000010.

The amounts are displayed. You are asked to confirm that you've entered them correctly.

Cutoff amount is \$600.00

Royalties Cutoff amount is \$10.00
Is this correct? (Y/N)

Type Y to confirm the cutoff amounts or N to re-enter the amounts.

Select vendors with 1099 flag settings of
0 = Any value
1 = Vendor 1099 flag value of 'Y'.
2 = Vendor 1099 flag value of 'N' or ' '
Enter vendor 1099 flag selection:
(0 / 1 / 2)

The recommended response is 1. Only vendors flagged for 1099-MISC reporting will be included on the extract file.

Is this correct? Confirm that you've answered correctly.
(Y/N)

Select payments with 1099 flag settings of
A = Any value
R = All payments flagged for 1099-MISC reporting
Enter payment 1099 flag selection:

The recommended response is R. Only payments flagged for 1099-MISC reporting will remain in the file.

Your selection will be displayed.

All payments flagged for 1099 reporting will be included in the file.
Is this correct? (Y/N)

Confirm that you've answered correctly.

If you are processing for a COE, this question applies to you. Single district users can simply respond 'Y'

Does each district being reported have a unique EIN? (Y/N)

For example, if Scenario 1 below applies to your COE, type Y. If Scenario 2 applies to your COE, type N.

Scenario 1—Each District Has Individual EIN

Sample ID Number	Explanation
07123456789	District 07, EIN 123456789
44234567891	District 44, EIN 234567891
95345678912	District 95, EIN 345678912

Scenario 2—All Districts Share One EIN

Sample ID Number	Explanation
09111111111	District 09, EIN 111111111
45111111111	District 45, EIN 111111111
97111111111	District 97, EIN 111111111

Task 11-T: Printing Final 1099-MISC Prelist

This step prints a report using the consolidated extract file as the source of data.

To print a 1099-MISC prelist report:

◇ Type Y16TEN99RPT at the command prompt.

You will then need to respond to the following prompts.

Title?

Type the title you want to use here.

Did you run the FILTER process? (Y/N)

NOTE: If you answer Y to the question "Did you run the FILTER process?" the following questions about the cutoff amount will be skipped. Go to "Print Accounts or Descriptions?" shown on the next page.

Please enter the dollar amount to be used as a cutoff amount.

Cutoff amount in dollars? (Exam: 000600 = 600.00)
Enter the 6 digit amount

Type a 6-digit dollar cutoff rounded to the nearest dollar. Fill in leading zeros. For example, type 000600 to specify \$600. This cutoff applies to combined total of payments for Boxes 1, 3, 6 and 7.

Use a zero cutoff amount if you ran the Y16TEN99FILTER UDC.

Please enter the dollar amount to be used as a cutoff amount for Royalties.

Cutoff amount in dollars? (Exam: 000010 = 10.00)

This applies to Box 2.

Use a zero cutoff amount if you ran the Y16TEN99FILTER UDC.

The cutoff amount is \$600.00.

Royalties Cutoff amount is \$10.00

Is this correct? (Y/N)

Confirm that you entered the amounts correctly.

Ignore vendors who do not exceed the cutoff? (Y|N)

Type Y or N.

- ◆ Type Y to exclude vendors who do not have 1099 transactions that meet the cutoff amount.
- ◆ Type N to include vendors that do not meet the threshold for reporting.

Is this correct? (Y/N)

The screen repeats your choice. Type N to change your choice or Y to confirm it and continue creating the report.

Print Accounts or Descriptions (A/D)

Type A or D.

- ◆ Type A for the detail line for each transaction to print the account.
- ◆ Type D for the detail line for each transaction to print the description.

This is relevant only if you answer Y to the Do you want to include payment detail? prompt below. If you select N, the report prints neither accounts nor descriptions.

Select vendors with 1099 flag settings of:

0 = Any value

1 = Vendor 1099 flag value of 'Y'

2 = Vendor 1099 flag value or 'N' or ' '

Enter vendor 1099 flag selection: (0/1/2)

Type 0, 1, or 2 to select which vendors to report based on their default 1099 flag in the Vendor Master File.

- ◆ Type 0 to include vendors with any default 1099 flag. Most 1099 reporting is for box 7 of the 1099-MISC form. This choice makes the report include any of the 1099 flags from 1 through 16.
- ◆ Type 1 to limit the report to vendors with a default flag of Y (Box 7 of the 1099-MISC form).

- ◆ Type 2 to limit the report to vendors with a flag of N or blank (not flagged for 1099 reporting).

Is this correct? (Y/N)

The prompt repeats your choice. Type N to change it or Y to accept it and continue with launching the prelist.

Select payments with 1099 flag settings of:

A = Any value

R = All payments flagged for 1099 reporting

N = Payments flagged 'N' or ' '

Enter payment flag selection: (A/R/Y/1/2/3/4/6/7/D/E/G/H/N)

Type one of the choices to select which transactions to report.

- ◆ Type A to print all transactions. **QSS** suggests that you use this option the first time you run the prelist so that you can see all transactions, including those that should be flagged for 1099 reporting, but are not.
- ◆ Type R to include all transactions that have any 1099 flag.
- ◆ Type N to include only payments not flagged for 1099 reporting.
- ◆ Type any of the other codes to limit the report to a specific 1099 flag, such as 2 (royalties) or E (attorney fees).

Is this correct? (Y/N)

The prompt repeats your choice. Type N to change it or Y to accept it and continue with launching the prelist.

Do you want to include payment detail? (Y/N)

Y - include detail of payments for each vendor

N - print total amounts only for each vendor

Type Y or N.

- ◆ Type Y to print all detail lines for each vendor so you can look at individual transactions. The Print Accounts or Descriptions? prompt allows you to select which item to include in the report.

◆ Type N to print only the total amount for each vendor.

Include extracted data for which district(s)?

Hint: 'S' to select the logon district only
'A' and then 'E' to select all districts
'Ixx' to include district xx; and then 'E'
'E' to get out of 'COMMAND?' mode

This determines which districts are included on the prelist report.
(It does not change the data that has been extracted.)

Type S to include only the logon district.

Type A followed by E to include all extracted districts.

Type Ixx followed by E to select one district (where xx
is the district number).

When you are finished, type E again to exit COMMAND mode.

Giving Prelist to AP Staff for Inspection

At this point, you will want to let the accounts payable staff recheck the prelist, and you and they may need to cycle through some earlier steps again.

When the AP staff has finally okayed the final prelist, you can go on to printing the 1099 forms.

Task 12-T: Printing 1099 Forms for Distribution

After the completeness and accuracy of the prelist have been confirmed, print the 1099 forms for distribution to vendors.

There are several methods, some more commonly used than others. Whichever method you use, the 1099 forms will print sorted first by district, then vendor name, and then (if there happen to be two vendors with identical names) by tax ID number.

They are:

Method	Page
Printing forms on a hot printer	4-39
Printing forms on a pin-feed (impact) printer	4-40
Printing forms on a laser-printing subsystem	4-40
Printing forms on a laser printer using a PIF output file	4-42

The instructions vary somewhat, depending on whether you plan to print on a pin-feed printer or a laser printer.

If you are printing forms on a pin-feed (impact) printer:

1. Follow the "Instructions for All Types of Printing" on page 4-33.
2. Follow the instructions in "Printing Forms on a Pin-Feed Printer" on page 4-40.
3. After printing and distributing your 1099s, wait until near the end of March to take the next step. Skip to the instructions for making an electronic transmittal file in the section "Task 13-T: Creating 1099-MISC Electronic Transmittal File(s)" on page 4-55.

If you are printing forms on a laser printer:

1. Read the requirements for laser printing in "Requirements for Successful Printing of Laser-Formatted 1099-MISC Forms" on page 4-41 to make sure your setup will allow laser printing.
2. Follow the "Instructions for All Types of Printing" on page 4-33.
3. Use the Y16TEN99PRT command to create the PIF file, as described in "Parameters to Use with the Y16TEN99PRT Command" on page 4-42.
4. Use the Y16TEN99LASER command to print the forms on your laser printer, as described in "Parameters to Use with the Y16TEN99LASER Command" on page 4-42.

NOTE: If the forms misfeed or jam, the printing process can be restarted from the last good 1099 form. See "1099 Form Restarting Instructions" on page 4-45 for details.

Instructions for All Types of Printing

Follow these instructions for all types of printing. Then branch to the specific instructions for the type of printing you have chosen.

To print 1099-MISC forms:

- ◇ Log on to the operator's console with the command HELLO OPR.QSSUSER,W2109916.
- ◇ Type Y16TEN99PRT at the command line prompt.

Parameters to Use with the Y16TEN99PRT Command

The syntax of the Y16TEN99PRT command is:

Y16TEN99PRT [*parameter,parameter,...*]

The list of optional parameters follows. If you use the default value for a parameter, do not include the parameter. List any non-default parameters in the order in which they appear in the following list.

Parameter	Value to Input	Default Value	Explanation
SIZE=	Number of records for work files	100,000	See page 4-34 .
LDEV=	Printer device, either number or class	LP	See page 4-34 .
NOEJECT=	0/1	0	0=Advance page between districts when printing continuous forms. 1=No page advance.
EINFILE=	Name of EIN control file	CTW2TP16.W2109916	See page 4-11 .
PHFILE=	Name of phone number control file	CT1099PH.W2109916	See page 4-13 .
NOPRINT=	0/1	0	0=Create spoolfile; for impact printing. 1=No spoolfile; for laser printing.
PIFSIZE=	Number of records for PIF file	0	Each form needs 15 lines. Leave at 0 for impact printing.

NOTE: Unless the resulting file size is too large for your computer to handle, leave the SIZE parameter at the default value.

The definition of the Y16TEN99PRT command contains default values for each parameter as shown above. When entering the command, you should specify any parameter value you want different than the default as "parameter-name=parameter-value". When entering more than one parameter, you separate them with a comma "," or a space " ". Examples are listed below to help illustrate this point.

The default, or standard, work file (a temporary file used by the software) for printing 1099s holds 100,000 transactions. The vast majority of computer systems have no problem with this size, so *leave it at the default to avoid making unnecessary calculations*. However, an occasional computer may have too little disk space for such a large work file.

- ◇ To specify a smaller number of records, type the command followed by the number of records, for example: Y16TEN99PRT 75000 (or Y16TEN99PRT SIZE=75000). Any number you specify here is the maximum number of records that will be printed, so make the number large enough that none get dropped.

If you find it necessary to reduce the number of print records below the default, the number should match the number of extract records previously produced. For example, if you typed Y16TEN99EXT 75000 to build the extract file as discussed in "Task 8-T: Creating 1099-MISC Extract File from AP Transactions" on page 4-18, type Y16TEN99PRT 75000 to print 1099s.

- ◆ A likely example of non-default parameters for *impact printing* might be:

Y16TEN99PRT LDEV=PR1

- > See "Printing Forms on a Pin-Feed Printer" on page 4-40 for more details.

- ◆ A likely example of non-default parameters for *laser printing* might be:

Y16TEN99PRT NOPRINT=1, PIFSIZE=100000

- > See "Parameters to Use with the Y16TEN99PRT Command" on page 4-42 for more details.

When using the command to produce a PIF, you should add any of the following parameters to your command line which take non-default values.

SIZE=100000 It is suggested that you leave the size of the temporary work file at the default of 100,000.

LDEV This is the device number or name of the printer you will be using for printing the 1099-MISC forms. The default device is LP. If your printer has a different number/name, then you

must specify it on the command line in the format LDEV=x where x is your printer device number/name.

NOEJECT=0

The standard, or default, format is 0. This advances the page between districts when printing continuous forms.

If you specify NOEJECT=1, the printer suppresses the page advance that would normally occur in between districts.

EINFILE=CTW2TP16

The standard, or default, name is CTW2TP16.

PHFILE=CT1099PH

The standard, or default, name is CT1099PH.

NOPRINT=1

Specify this option to cause the Y16TEN99PRT command to *not* produce any output file to an impact printer.

NOPRINT=1 would be the standard option when printing on laser 1099-MISC forms, unless you have a spare supply of multi-part impact printer formatted 1099-MISC forms you want to use.

PIFSIZE=#

The # represents the number of records to reserve for the PIF. If you are using an impact printer, this can be left at the default value of zero. If you are using a laser printer, you should specify a large number such as PIFSIZE=100000.

In the unlikely event that your computer cannot handle large files and you need a much smaller file, you can use the following calculation:

Each 1099-MISC form will take exactly 15 lines in the PIF. Multiply the number of 1099-MISC forms you will be producing by 15, and that is the value you should use here.

For example, if you wanted to produce 200 1099-MISC forms on a laser printer, you could use this form of Y16TEN99PRT:

Y16TEN99PRT size=200, noprint=1, pif-size=3000

These parameters tell the program that you want 200 forms multiplied by 15 for a total of 3000 records. Noprint=1, or true, requests 'no printing' of any spoolfile.

CAUTION: You can make the PIF size larger than the multiple of 15, but do not make it smaller.

If you do not include the PIFSIZE option, or if you set the number to 0, the command will not produce a PIF. If no new PIF is produced, any PIF you produced from a previous Y16TEN99PRT command would remain in place, untouched.

However, when producing a new PIF, any previous PIF is deleted and replaced by the new PIF.

Prompts Resulting from Y16TEN99PRT Command

After typing the Y16TEN99PRT command, you will then need to respond to the following prompts.

EIN file not found or file is inaccessible.
Enter Federal identification # - 9 digits?

This question appears only if the EIN control file (CTW2TP16) does not exist or cannot be opened. Its creation is described in the section "Creating the Federal EIN Control File" on page 4-11.

Type in a 9-digit Federal Employer ID number.

Unable to open PHONE file - ERR: 0054
Enter Contact Telephone number - 30 chars max
Example: (650) 123-4567 x123

This question is displayed only if the phone number control file does not exist or cannot be opened. Type the contact telephone number (up to 30 characters in length), for example: (650) 123-4567 x123.

Did you run the FILTER process? (Y/N)

NOTE: If you answer y to the question "Did you run the FILTER process?" the following questions about the cutoff amount will be skipped.

Please enter the dollar amount to be used as a cutoff amount.

Cutoff amount in dollars? (Exam: 000600 = 600.00)
Enter the 6 digit amount

Type a 6-digit dollar cutoff rounded to the nearest dollar. Fill in leading zeros. For example, type 000600 to specify \$600. This cutoff applies to Boxes 1, 3, 6 and 7.

Use a zero cutoff amount if you ran the Y16TEN99FILTER UDC.

Cutoff amount is \$xxx.xx
Is this correct? (Y/N)

Confirm that you answered correctly.

Please enter the dollar amount to be used as a cutoff amount for Box 2 amounts (Royalties)

Cutoff amount in dollars? (Exam: 000010 = 10.00)

Type a 6-digit dollar cutoff rounded to the nearest dollar. Fill in leading zeros. For example, type 000010 to specify \$10. This cutoff applies to Box 2.

Use a zero cutoff amount if you ran the Y16TEN99FILTER UDC.

Royalty Cutoff amount is \$xxx.xx
Is this correct? (Y/N)

Confirm that you answered correctly.

Are the vendors that should receive 1099s flagged correctly? (Y/N)

The recommended response is Y. Contact your **QSS** account manager if for some reason you feel compelled to answer N. (This was an option added for a site that had all their vendors flagged not to receive 1099-MISC's.)

Vendor 1099 flags are correctly set.
Is this correct? (Y/N)

Confirm that you answered correctly.

Is this a restart?

Type Y for Yes or N for No.

CODE	EXPLANATION
Y	You have already printed some forms and are restarting the remainder of the print process. See "1099 Form Restarting Instructions" on page 4-45.
N	Begin printing the forms, starting with the first form.

Print 3 sample 1099-MISC's for alignment (Y/N)?

You can request the program to print three alignment forms to check the alignment.

Is printer alignment OK (Y/N)?

Type Y for Yes or N for No.

CODE	EXPLANATION
Y	The printing on the forms is correctly aligned.
N	The printing on the forms is not correctly aligned. After you answer <u>N</u> , the program prints 3 more alignment forms and repeats the question, "Is printer alignment OK?" To print more alignment forms, type <u>N</u> again. You can print as many alignment forms as you wish.

NOTE: Unless you are using a hot printer, you will not see the alignment forms until the spool file begins to be printed.

The forms should now print. When they have finished printing, unload the forms from the printer.

Printing Forms on a Hot Printer

Because the volume of 1099-MISC forms is usually fairly small, many sites do not see any advantage of printing to a hot printer (a printer that is under the direct control of the program instead of being controlled by the spooler). Instead, these sites simply allow the print file to create a spoolfile in the HP spooler. However, if you want to print the 1099-MISC forms on a hot printer, enter the commands that match your site's procedure for removing the printer from control of the spooler. Usually the commands will be along the lines of:

```
STOPSPPOOL [devicenumber]
```

```
STARTSPOOL [classname]
```

These commands are typed on the operator's console.

You will be given the option of printing 3 alignment forms as a test. Sites using the hot printer method of printing will have an opportunity to verify that the alignment forms have been printed to the operator's liking before the actual data begins to be printed.

After the printing is finished, *and the 1099 forms have been unloaded from the printer*, return the printer to spooler control from the operator's console with the command-line command STARTSPOOL [*devicenumber*]. This restarts the spooler so that other users' reports that have been queuing up in the spooler can be printed.

Printing Forms on a Pin-Feed Printer

To print 1099 forms for distribution:

1. Prepare the printer. Make sure it is set to print 6 lines per inch, then put the 1099 forms on the printer.
 2. Follow the "Instructions for All Types of Printing" on page 4-33.
 - > *Do not specify values for the NOPRINT and PIFSIZE parameters* with the Y16TEN99PRT command, but leave them at their default values. Omit them from the command line.
- ◆ Since the default NOPRINT setting is 0, by default Y16TEN99PRT produces a spoolfile for pin-feed (impact) printing. This is what you want.
 - ◆ Since the default PIFSIZE setting is 0, by default Y16TEN99PRT does not produce a PIF file for laser printing. This is what you want.

You will be given the option of printing 3 alignment forms as a test.

Exporting a Print File to a Non-QSS System

This method has been largely superseded by using a PIF file to do laser printing. This export method uses a spoolfile or a print export file. The few sites who still use it port the spoolfile (or the unpublished export file) into a non-**QSS** printing system and use that system's software to align the data to the particular form that they've purchased. The print export file layout can be obtained by contacting your **QSS** Account Manager.

Requirements for Successful Printing of Laser-Formatted 1099-MISC Forms

Successful printing of laser-formatted 1099-MISC forms requires the configuration of and correct interaction between the **QSS** software, the HP e3000, and the laser printer. The following requirements must be satisfied to get successful printing of laser-formatted 1099-MISC forms.

- ◆ You must have the *QSS/OASIS TX16 release installed*. This release contains all of the required **QSS** software for printing laser 1099-MISC forms.
- ◆ You must have *a printer that supports PCL* (HP Printer Command Language) and that has the line printer font as a standard font. If you are able to print **QSS** reports in landscape with all 132 characters of the report across the page, then you most likely have the line printer font. All HP laser printer products of recent vintage will work. If you have a non-HP laser printer, it must have support for PCL.
- ◆ Your *laser printer* must be connected to the HP e3000 as *a spooled device, over the network*. This means it must have a network card (either internal or external as in a JetDirect-EX).
 - > If you can use the **R** option in LSPOOL to route reports to the printer, then you have a spooled printer.
 - > If the printer is connected to your PC or directly to a server (like Windows NT) and the only way to print to it from **QSS** software is using the **P** option of LSPOOL, then you do *not* have a spooled printer.
- ◆ You must have your *HP e3000 configured* with some form of network printing to print to your spooled laser printer. This can be either the native MPE/iX network spooling or a third-party network printing solution like NP-92, RAC-Print-path/Espul, or NBSpool.
- ◆ You must use *pre-printed, dated 1099 laser forms* or *special blank forms from NELCO*. The **QSS** software will fill in the fields of the pre-printed form, and NELCO supplied PCL overlays will draw the 1099 forms on blank paper.

QSS tax form software is generic, with the output format controlled by a configuration file (called a *driver* file). This provides you with a mechanism to support a non-**QSS** form. However, you are responsible for adjusting the **QSS** standard driver file(s) to fit your custom form definition/layout.

Printing Forms on a Laser Printer

QSS has developed support for printing 1099-MISC information on pre-printed laser formatted tax forms using laser printers that support PCL (HP Printer Command Language).

To print laser-formatted 1099-MISC forms, follow these two steps:

1. Follow the procedure in "Instructions for All Types of Printing" on page 4-33.

In this step, you use the command `Y16TEN99PRT` to produce a printer interface file, or *PIF*. The PIF is an image of each 1099-MISC, but it is not formatted for printing. In fact, it is formatted specifically for output to another command.

2. Use the command `Y16TEN99LASER` to print the laser-formatted 1099 forms.

This command takes the PIF from `Y16TEN99PRT` and feeds it to a special utility program that uses a configuration file to produce the desired 1099-MISC format on a laser printer.

Parameters to Use with the `Y16TEN99PRT` Command

Two essential *parameters that you must use with the `Y16TEN99PRT` command* when laser printing are:

```
NOPRINT=1, PIFSIZE= [large number]
```

When you use these parameters for `Y16TEN99PRT`, the printing process will create a printer interface file (PIF). The PIF output file can be used to print the 1099-MISC forms on a laser printer by using the `Y16TEN99LASER` command. The laser printer must be a spooled device on the HP e3000 system.

The PIF output file has an entirely different format than the print export file used for exporting to a non-**QSS** printing system, as described on [page 4-40](#). It is not necessary to know the format of the PIF output file if you will be using the `Y16TEN99LASER` command in conjunction with a supported form. The release kit includes the necessary driver and environment files for printing 1099-MISC Forms 535 and LMx.

Parameters to Use with the `Y16TEN99LASER` Command

The next step, after using `Y16TEN99PRT` to produce the PIF, is to print the 1099-MISC forms on your laser printer using the `Y16TEN99LASER` command.

The list of parameters follows. If you use the default value for a parameter, do not include the parameter. List any non-default parameters in the order in which they appear in the following list.

Parameter	Value to Input	Default Value	Explanation
LDEV=	Printer device, either number or class	LP	Laser printer identification.
FORM=	353/LMX		Specify one of the two QSS -supported forms for this year.
DRIVER=			PIF-formatting data
ENV=			Printer environment configurations: settings for font, form orientation, simplex/duplex printing, and page/paper size.
INFO=	[beginning form number, ending form number]	All	Range of form numbers to be printed.

LDEV This is the device number or name of the laser printer you will be using for printing the 1099-MISC laser forms. The default device number is LP. If your printer has a different number/name, then you must specify it on the command line in the format `LDEV=x` where `x` is your printer device number/name.

FORM This is the name of the **QSS**-supplied 1099-MISC laser form you are printing. To get a list of the form names, you can specify `HELP` as the form name. For example, `Y16TEN99LASER FORM="HELP"` would cause the command to give a listing of the valid form names. For tax year 2016, the **QSS**-supported form names are **353** and **LMx**.

DRIVER This is the name of the configuration file that contains the formatting commands that tell the **QSS** software how to format PIF data to fit your specified 1099-MISC laser form. When you specify a form from the list of supported forms, the **DRIVER** parameter is set automatically to the correct driver for the specified form. Specifying a driver name of `HELP` (`Y16TEN99LASER DRIVER="HELP"`) will cause the command to display a list of **QSS**-provided driver files.

If you specify one of the **QSS**-supported forms with the **FORM** parameter, you do not have to provide a value for the **DRIVER** parameter. The correct driver will be set up based on the form you select.

Conversely, the DRIVER parameter can be specified individually with or without specifying the FORM parameter. A manually entered DRIVER parameter will override the default value set up by the FORM. Thus, you can easily implement custom 1099 tax form printing solutions.

ENV

This is the name of the **QSS**-supplied HP e3000 printer environment file that should be used when printing the 1099-MISC laser forms. The environment file contains PCL commands that configure the laser printer settings for font, form orientation, simplex/duplex printing, and page/paper size required for the 1099-MISC laser form you are printing. When you specify a form from the list of supported forms, the ENV parameter is set automatically to the correct environment for the specified form. Specifying an ENV name of HELP (`Y16TEN99LASER ENV="HELP"`) will cause the command to display a list of **QSS**-provided environment files.



If you specify one of the **QSS-supported forms with the FORM parameter, you do not have to provide a value for the ENV parameter. The correct environment file will be set up based on the form you select.**

Conversely, the ENV parameter can be specified individually with or without specifying the FORM parameter. A manually entered ENV parameter will override the default value set up by the FORM. Thus, you can easily implement custom 1099 tax form printing solutions.

INFO

This is optional information to be passed to the 1099-MISC laser form print engine to control printing of a range of 1099-MISC forms within the PIF.

To include all forms in the printing, omit the parameter from the command line. In this way, you leave this parameter at the All default.

Each 1099-MISC image in the PIF is assigned a unique 5-digit document sequence number. The value you provide in the INFO parameter should be formatted like this: aaaaa , bbbbb where aaaaa is the zero filled value of the starting PIF document sequence number and bbbbb is the value of the ending PIF document sequence number. You must enclose this parameter value in quotation marks because it contains a comma (",") embedded within the

parameter value. For example, you would use INFO="00001,00003" to specify printing of the first three 1099-MISC forms contained within the PIF.

See "Printing a Specific 1099 Laser Form" on page 4-47 for instructions on finding the PIF document number of a specific form.

Examples of Laser Printing Command with Non-Default Parameters

Following are two examples of how various districts could decide to set the parameters for the laser UDC.

Y16TEN99LASER LDEV=PR1, FORM=353

In the previous example, the printing is sent to a non-default printer called 'PR1.' The form to be used is the 353 form. The printer driver will automatically format the information correctly on this form, using the correct DRIVER and ENV values for the form.

Y16TEN99LASER FORM=LMX, INFO="00250,00287"

In the last example, the printing is sent to the default printer, LP. The form to be used is the LMX form. The printer driver will automatically format the information correctly on this form, using the correct DRIVER and ENV values for the form. Finally, only forms 250 through 287 will be printed.

1099 Form Restarting Instructions

Use this section if you have a printer jam, or for any other reason you want to restart printing the 1099-MISCs without re-printing from the first form.

For printing from a hot printer:

<BREAK> Press the <BREAK> key.

ABORT Type this command to stop the printing program.

For printing from a spooled print:

SPOOLF Delete the spooled file used for printing the 1099-MISC forms.
spoolid;DELETE

For all print jobs:

Y16TEN99PRT Make any adjustments to the printer and/or forms, then type this UDC to begin printing again.

Answer the questions the same way you did originally except when you get the question "Is this a restart?"

Did you run the FILTER process? (Y/N)

Are the vendors that should receive 1099s flagged correctly? (Y/N)

Vendor 1099 flags are correctly set.

Is this correct? (Y/N)

Is this a restart? Type Y for yes.

Enter last valid district Type the 2-digit district number of the last good 1099 printed.
Fill in a leading zero for districts 1-9.

-Enter last valid vendor number Type the last good 6-digit vendor number printed.

Print 3 sample 1099-MISC's?

You can request the program to print three alignment forms filled with Xs by typing Y. These sample forms provide an opportunity to align forms on the printer. Type N if you do not want to print three sample forms.

Is printer alignment OK (Y/N)?
Answer 'Y' or 'N'.

Type Y or N.

If you type N, the program prints 3 more alignment forms and repeats the question, "Is printer alignment OK?" To print more alignment forms, type N again. The sample forms can be printed as many times as you like.

Type Y after the forms are aligned correctly. The 1099 forms begin to print.

If printing to a laser printer, use the Y16TEN99PRT UDC to produce a new PIF file, then rerun the Y16TEN99LASER UDC.

After all 1099-MISC forms are printed, take the 1099-MISC forms off the printer and put the stock paper back on the printer.

If printing was done to a hot printer, return the printer to spooler control from the operator's console with the command-line command STARTSPOOL (*devicenum*). This restarts the spooler so that the other users' reports that have been queuing up in the spooler can be printed.

Printing a Specific 1099 Laser Form

If you need to reprint a single 1099 laser form, you can do it with the UDC command `Y16TEN99LASER`. The `INFO=` parameter of the `Y16TEN99LASER` command controls the printing of a subset of 1099s.

However, first you need to know the PIF document number. You can find the PIF document number of the 1099 you wish to reprint with the `Y16TEN99GETDOCNO` UDC. The parameters you supply to this UDC are the district number and the vendor number. As a result, this UDC displays the PIF document number. You can then use that number with the `Y16TEN99LASER` command.

To display the PIF document number for a specific 1099:

- ◇ Type `Y16TEN99GETDOCNO` (*divendor*) at the command line prompt.
- ◇ Replace *divendor* with the 2-digit district number, followed by the 6-digit vendor number.

The next step is to issue the UDC command `Y16TEN99LASER INFO="00018,00018"`.

This specifies that the range is a single document number.

List of QSS-Supported 1099 Forms

Following are two lists of 1099 forms supported by **QSS** for the 2016 tax year, one for laser printers, and one for continuous pin-feed printers.

1099-MISC Forms for Laser Printers

Although printed laser forms are given various Form IDs by the supplying company, they really all fall into one of two types: LMX and 353. For example, a ptm BMISFED is really an LMX form. So you would use the LMX driver to print all the ptm BMISxxx forms, using the parameter `FORM=LMX`. Blank paper forms use the UNIV and UNIVPS drivers. (See the `FORM=` column in the table below.)

1099-MISC Forms for Laser Printers

Company	1099	Form ID	FORM=	Size	Description	Form Type
Moore	1099-MISC	MW353	353	simplex 8.5x11		laser pressure-seal (Z fold)
Moore	1099-MISC	LMISFED LMISREC LMISPAY LMISRECST	LMX	8.5x11		laser cut-sheet
ptm	1099-MISC	BMISFED05 BMISREC05 BMISPAY05 BMIS205	LMXPTM	8.5x11	LMX format with recipient info lowered	laser cut-sheet
ptm	1099-MISC	80487	353	simplex 8.5x11	same as MW353	laser pressure-seal (Z fold)
Nelco ¹	1099-MISC	B4PERF05 (blank paper)	UNIV	8.5x11	two address lines that may not align well in Nelco envelope	laser cut-sheet
Nelco ¹	1099-MISC	B4PERF05 (blank paper)	UNIVENV	8.5x11	single line address with better fit for Nelco envelope	laser cut-sheet
Nelco ¹	1099-MISC	1970 (envelopes for B4PERF05)	Envelopes for B4PERF05			
Nelco ¹	1099-MISC	80650 (blank paper)	UNIVPS	simplex 8.5x14		laser pressure-seal (Z fold)

¹ **QSS** has entered into an agreement with **Nelco** that allows **QSS** to print W2 and 1099 forms on blank paper (B4PERF05 & 80650). Nelco has provided **QSS** with the PCL overlay templates for the forms, which can be used to merge with the data to print the W2 and/or 1099 without buying pre-printed forms. [Our agreement with Nelco requires you to buy the blank paper from Nelco.](#) **CAUTION:** You **must** report your W2/1099 data electronically to use Nelco forms B4PERF05 or 80650 as they **cannot** be scanned.

Forms for Continuous (Pin-Feed) Printers

1099 Forms for Continuous (Pin-Feed) Printers

Company	1099	Form	Description
Moore	1099-MISC	8326M 8226M 9917862 9912862 9919C	All of these are the same layout and will work
ptm	1099-MISC	MMMISND053 CMIS053 CMIS054 CMIS055 PAMIS053 PAMIS054 QMMIS055 TC-M2 MMPAMIS052 MMQMMIS053	All of these are the same layout and will work

As of 2016, no customers use pin-feed forms.

Sample 1099-MISC Forms

This heading provides samples of some of the forms that **QSS** supports:

- ◆ Sample MW285 and ptm-80487 Form (Laser Pressure Seal)
- ◆ Sample PTM BMISREC Form (Laser Cut Sheet)

Sample MW285 and ptm-80487 Form (Laser Pressure Seal)

CORRECTED (if checked)

501008

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone number		1 Rents	OMB No. 1545-0115		2016	Miscellaneous Income	
PAYER'S federal identification number RECIPIENT'S identification number		2 Royalties	Form 1099-MISC				
RECIPIENT'S name, street address (including apt. no.), city or town, state or province, country, and ZIP or foreign postal code		3 Other income	4 Federal income tax withheld		Copy 2		
Account number (see instructions)		5 Fishing boat proceeds	6 Medical and health care payments				
FATCA filing requirement ▶		7 Nonemployee compensation	8 Substitute payments in lieu of dividends or interest		To be filed with recipient's state income tax return, when required.		
11	12	9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale ▶	10 Crop insurance proceeds				
15a Section 409A deferrals	15b Section 409A income	13 Excess golden parachute payments	14 Gross proceeds paid to an attorney				
\$	\$	16 State tax withheld	17 State/Payer's state no.	18 State income			
Form 1099-MISC www.irs.gov/form1099misc		Department of the Treasury - Internal Revenue Service					

CORRECTED (if checked)

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone number		1 Rents	OMB No. 1545-0115		2016	Miscellaneous Income	
PAYER'S federal identification number RECIPIENT'S identification number		2 Royalties	Form 1099-MISC				
RECIPIENT'S name, street address (including apt. no.), city or town, state or province, country, and ZIP or foreign postal code		3 Other income	4 Federal income tax withheld		Copy B For Recipient		
Account number (see instructions)		5 Fishing boat proceeds	6 Medical and health care payments				
FATCA filing requirement ▶		7 Nonemployee compensation	8 Substitute payments in lieu of dividends or interest		This is important tax information and is being furnished to the Internal Revenue Service. 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.		
11	12	9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale ▶	10 Crop insurance proceeds				
15a Section 409A deferrals	15b Section 409A income	13 Excess golden parachute payments	14 Gross proceeds paid to an attorney				
\$	\$	16 State tax withheld	17 State/Payer's state no.	18 State income			
Form 1099-MISC www.irs.gov/form1099misc		(keep for your records)				Department of the Treasury - Internal Revenue Service	

**First-Class Mail
Important Tax Return
Document Enclosed**

SEE REVERSE SIDE FOR OPENING INSTRUCTIONS

Sample PTM BMISREC Form (Laser Cut Sheet)

<input type="checkbox"/> CORRECTED (if checked)											
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		<div style="font-size: 2em; font-weight: bold;">2016</div> <div style="font-weight: bold;">Miscellaneous Income</div>			
				2 Royalties		Form 1099-MISC					
PAYER'S federal identification number				3 Other income		4 Federal income tax withheld		<div style="font-weight: bold;">Copy B</div> <div style="font-weight: bold;">For Recipient</div>			
				5 Fishing boat proceeds		6 Medical and health care payments					
RECIPIENT'S name, address, ZIP/postal code & country				7 Nonemployee compensation		8 Substitute payments in lieu of dividends or interest		This is important tax information and is being furnished to the Internal Revenue Service. 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.			
				9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/>		10 Crop insurance proceeds					
11		12									
Account number (see instructions)		FATCA filing requirement <input type="checkbox"/>		13 Excess golden parachute payments		14 Gross proceeds paid to an attorney					
15a Section 409A deferrals		15b Section 409A income		16 State tax withheld		17 State/Payer's state no.		18 State income			
\$		\$		\$		\$		\$			
Form 1099-MISC (keep for your records)				Department of the Treasury - Internal Revenue Service				38-2099803			

<input type="checkbox"/> CORRECTED (if checked)											
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		<div style="font-size: 2em; font-weight: bold;">2016</div> <div style="font-weight: bold;">Miscellaneous Income</div>			
				2 Royalties		Form 1099-MISC					
PAYER'S federal identification number				3 Other income		4 Federal income tax withheld		<div style="font-weight: bold;">Copy B</div> <div style="font-weight: bold;">For Recipient</div>			
				5 Fishing boat proceeds		6 Medical and health care payments					
RECIPIENT'S name, address, ZIP/postal code & country				7 Nonemployee compensation		8 Substitute payments in lieu of dividends or interest		This is important tax information and is being furnished to the Internal Revenue Service. 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.			
				9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/>		10 Crop insurance proceeds					
11		12									
Account number (see instructions)		FATCA filing requirement <input type="checkbox"/>		13 Excess golden parachute payments		14 Gross proceeds paid to an attorney					
15a Section 409A deferrals		15b Section 409A income		16 State tax withheld		17 State/Payer's state no.		18 State income			
\$		\$		\$		\$		\$			
Form 1099-MISC (keep for your records)				Department of the Treasury - Internal Revenue Service				38-2099803			

BMISREC NTF 2580174*

Sample Moore 9919C Form (Pin Feed)

9595 VOID CORRECTED

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		2014	Miscellaneous Income	
		2 Royalties	Form 1099-MISC				
PAYER'S federal identification number RECIPIENT'S identification number		3 Other income	4 Federal income tax withheld	Copy A For Internal Revenue Service Center File with Form 1096.			
		5 Fishing boat proceeds	6 Medical and health care payments				
RECIPIENT'S name		7 Nonemployee compensation	8 Substitute payments in lieu of dividends or interest	For Privacy Act and Paperwork Reduction Act Notice, see the 2014 General Instructions for Certain Information Returns.			
		9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/>	10 Crop insurance proceeds				
Street address (including apt. no.)		11	12				
City or town, state or province, country, and ZIP or foreign postal code		13 Excess golden parachute payments	14 Gross proceeds paid to an attorney				
Account number (see instructions)		2nd TIN not <input type="checkbox"/>	15a Section 409A deferrals	15b Section 409A income	16 State tax withheld	17 State/Payer's state no.	18 State income
			\$	\$	\$	\$	\$

Form 1099-MISC 36-1004130 www.irs.gov/form1099misc Department of the Treasury - Internal Revenue Service

Do Not Cut or Separate Forms on This Page — Do Not Cut or Separate Forms on This Page

9595 VOID CORRECTED

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		2014	Miscellaneous Income	
		2 Royalties	Form 1099-MISC				
PAYER'S federal identification number RECIPIENT'S identification number		3 Other income	4 Federal income tax withheld	Copy A For Internal Revenue Service Center File with Form 1096.			
		5 Fishing boat proceeds	6 Medical and health care payments				
RECIPIENT'S name		7 Nonemployee compensation	8 Substitute payments in lieu of dividends or interest	For Privacy Act and Paperwork Reduction Act Notice, see the 2014 General Instructions for Certain Information Returns.			
		9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/>	10 Crop insurance proceeds				
Street address (including apt. no.)		11	12				
City or town, state or province, country, and ZIP or foreign postal code		13 Excess golden parachute payments	14 Gross proceeds paid to an attorney				
Account number (see instructions)		2nd TIN not <input type="checkbox"/>	15a Section 409A deferrals	15b Section 409A income	16 State tax withheld	17 State/Payer's state no.	18 State income
			\$	\$	\$	\$	\$

Form 1099-MISC 36-1004130 www.irs.gov/form1099misc Department of the Treasury - Internal Revenue Service

As of 2016, customers no longer use pin-feed forms. The most recent available sample is for 2014.

Allowing an Interval Between Distributing 1099s and Making 1099-MISC File for IRS

After you have printed and distributed the 1099 forms, stop before taking the next step. Wait until late in March to make the 1099 file for the government.



Figure 4-10: Allow Interval Before Making IRS File

This will allow time for any adjustments to be made *before* the file is created that is sent to the government.

Adjustments can be made in either or both of two ways:

- ◆ By using the Additional Data program, as described in "Task 7-AP: Adjusting or Adding Data Using the Additional Data Program" on page 4-17, *and/or*
- ◆ By adjusting the flags for payments to vendors, using the 1099 Inspection/Maintenance (AAUPDT) program, as described in "Task 5-AP: Adjusting Flags for Transactions with AAUPDT" on page 6-18.

WARNING: If you make adjustments by repeating Task 7-AP and/or Task 5-AP, you must also create a new extract file as described in "Task 8-T: Creating 1099-MISC Extract File from AP Transactions" on page 4-18.

When you repeat Task 8-T to create the new 1099 extract file, there is a possibility that vendors other than those targeted for adjustments could have data changes. This could cause a discrepancy between a printed 1099 (from the original extract file) and the data submitted to the IRS (from the new extract file).

Therefore, you should take measures to verify that the only changes in the new extract are for the vendor(s) targeted for adjustments.

Task 13-T: Creating 1099-MISC Electronic Transmittal File(s)

This step creates an electronic transmittal files named IRSTAX for submission to the IRS. If your state does not require 1099 reporting or you are participating in a Combined Federal/State Filing program, this is the only transmittal file you will need.

If your state requires 1099 reporting and you are *not* participating in a Combined Federal/State Filing program, you will need two separate files. For states other than California, you can simply copy the IRSTAX file to a file named STATAX for submission to state. If you are in California, you must run this step twice because the STATAX file includes additional fields not included in the IRSTAX file.

California sites who are *not* participating in the Combined Federal/State Filing program, should follow these steps:

1. Create the state transmittal file first.

Run the Y16TEN99FILE command.

Respond N to the prompt that reads:

```
Create a Combined Federal/State transmittal file?
```

Respond Y to the prompt that reads:

```
Is this file for the State of California?
```

When the IRSTAX file is created, rename it STATAX by typing the following at the command prompt: RENAME IRSTAX, STATAX.

2. Create the IRS transmittal file next.

Re-run the Y16TEN99FILE command.

Respond N to the prompt that reads:

```
Create a Combined Federal/State transmittal file?
```

Respond N to the prompt that reads:

```
Is this file for the State of California?
```

The IRSTAX will be created. This is your IRS transmittal file.

NOTE: If you are submitting by paper and do not want to produce a 1099-MISC electronic file, you can skip the Y16TEN99FILE command and proceed to Y16TEN99SAVE after the forms have been printed.

NOTE: If your site produces over 250 1099-MISC forms, you must report by electronically rather than by paper.

To create the 1099-MISC electronic transmittal file:

Log on as OPR.QSSUSER, W2109916

◇ Type Y16TEN99FILE at the command prompt.

The syntax of the Y16TEN99FILE command is:

Y16TEN99FILE [*optioncmd,optioncmd,...*]

The list of optional parameters (optioncmd) follows. If you use the default value for a parameter, do not include the parameter.

Parameter	Value to Input	Default Value	Explanation
SIZE=	Number of records for work files	100000	page 4-34
EINFILE=	Name of EIN control file	CTW2TP16.W2109916	page 4-11
PHFILE=	Name of phone number control file	CT1099PH.W2109916	page 4-13

As a result of typing the Y16TEN99FILE command, you will see the following dialog.

NOTE: Depending on which information this program can obtain from the EIN and PHONE control files, *you may or may not see all the following questions.*

Test Indicator? (T/_)
Enter 'T' if this is a TEST file, otherwise press the <Return> key.

The **T** option allows a report like a prelist.

Did you run the FILTER process? (Y/N)

NOTE: If you answered y to the question "Did you run the FILTER process?" the following questions about cutoff amounts will be skipped.

Please enter the dollar amount to be used as a cutoff amount.

Cutoff amount in dollars? (Exam: 000600 = 600.00)
Enter the 6 digit amount:

Type a 6-digit cutoff amount rounded to the nearest dollar. Fill in leading zeros. For example, type 000600 to specify the \$600. Be sure to use the same dollar amount as the amount you used in the previous steps. Specify all zeros if you ran the Y16TEN99FILTER UDC. This cutoff applies to Boxes 1, 3, 6 and 7.

Royalties Cutoff amount? (Exam: 000010 = \$10.00)
Enter the 6 digit amount:

Type a 6-digit cutoff amount for Box 2 amounts.

Cutoff amount is \$xxx.xx
Royalties Cutoff amount is \$xxx.xx
Is this correct? (Y/N)

Confirm that you've responded correctly.

NOTE: If you have set up the CT1099TI.W2109916 file, the following four prompts will not be displayed.

Enter Name Control (4 characters)

Type the Payer Name Control from the mailing label in your package from the IRS.

If the name is less than 4 characters, left-justify the name. For example, the name XX is typed as XX^^, where ^^ are blank spaces.

If you do not have this information, press the space bar 4 times to fill this field with blanks.

Enter Transmitter Control Code (5 char)

Type the TCC assigned by the IRS. If it is missing, the IRS will reject the file. If you do not have a transmitter control code, contact the Martinsburg Center at (304) 263-8700.

Transmitter Contact Person Name?
Transmitter Contact Email Address?

Type the name and e-mail address of the person to be contacted regarding any issues with the transmittal file.

The values will be re-displayed for your review:

Name control: xxxx
Transmitter control code: cccc
Contact Person Name: Contact Name
Contact Person Email: Contact Email

Is this correct? (Y/N)

Confirm that you've responded correctly.

NOTE: The above confirmation information is displayed whether or not you have used the CT1099TI.W2109916 file.

Enter Contact Telephone number - 9 digits max

This prompt is displayed only if the PHONE control file does not exist or cannot be opened. Type the telephone number of the person to be contacted regarding any issues with the forms.

Enter Federal Employer Id Number - 9 digits max

NOTE: The above prompt only displays if the EIN control file does not exist or cannot be opened.

CA is a participating state in the Combined Federal/State Filing Program.

This program can create a Combined Federal/State transmittal file.

Create a Combined Federal/State transmittal file?

Respond 'N' if your state does not participate in the CF/SF program, or if your agency has not been approved to participate in the CF/SF program.

Respond 'Y' to create a CF/SF file.

NOTE: If you respond 'N' to the above prompt, the following 2 prompts will be displayed.

This will NOT be a Combined Federal/State Filing file.

Correct? (Y/N)

Is this file for the State of California (Y/N)

Respond 'N' if this file is for IRS or any other state

Respond 'Y' if this file will be sent to the State of California

Type Y for Yes or N for No.

CODE	EXPLANATION
Y	This file is being prepared for submission to the state of California.
	NOTE: Files submitted to the California Franchise Tax Board have additional data fields that are not part of the IRS specification.
N	This file is being prepared for submission to the IRS or any state other than California.

NOTE: If you respond 'Y' to the above prompt, the following confirmation will be requested.

This copy of the file is being sent to the State of California Franchise Tax Board.

Correct? (Y/N)

Are the vendors that should receive 1099 flagged correctly? (Y/N)

The recommended response is Y to confirm the correct flagging of the vendors on the Vendor Maintenance (VEUPDT) screen. Contact your **QSS** account manager if you think there's any reason for you to answer N. (This was an option added for a site that had all their vendors flagged not to receive 1099-MISCs.)

Vendor 1099 flags are correctly set.

Is this correct? (Y/N)

Confirm that you've responded correctly.

This concludes the Y16TEN99FILE command prompts. The IRSTAX transmittal file will be created. If you are creating your state transmittal file, you should rename the IRSTAX file to STATAX by typing the following at the command prompt: RENAME IRSTAX, STATAX. Then re-run the Y16TEN99FILE command to create your IRS transmittal file.

Task 14-T: Transferring Transmittal File(s) to PC

You must transfer your electronic transmittal file(s) from the HP e3000 to your PC before you can transmit them to the IRS and the appropriate state revenue authority. The IRSTAX file is for the IRS, and the STATAX file is for the state.

For details on transmitting your IRSTAX file to the IRS, refer to IRS Publication 1220 and/or Filing Information Returns Electronically (FIRE). To find these publications, go to www.irs.gov, then use the search box to search for 1220 and 3609.

This step tells how to transfer your transmittal files from the HP e3000 to your PC.

- ◇ Using Windows Explorer, create a new folder on your PC where you will transfer the transmittal file. Name it 1099-MISC 2016. Then close Windows Explorer.

NOTE:

If you are using Reflection, follow "To Transfer the Transmittal File with WRQ/Reflection:" on page 4-61.

If you are using Minisoft, follow "To Transfer the Transmittal File with Minisoft/MS92:" on page 4-63.

To Transfer the Transmittal File with WRQ/Reflection:

1. Log on as OPR.QSSUSER.
2. Click "File" in the top menu bar.
3. Click "Transfer" on the drop-down menu.
4. Click the [Setup] button in the File Transfer dialog box.
5. Click the Translation tab in the File Transfer Setup dialog box and make sure that all boxes in the "Translation from Host" group box are off (**no** check mark in any box). This is extremely important for correct formatting of the file on the diskette.

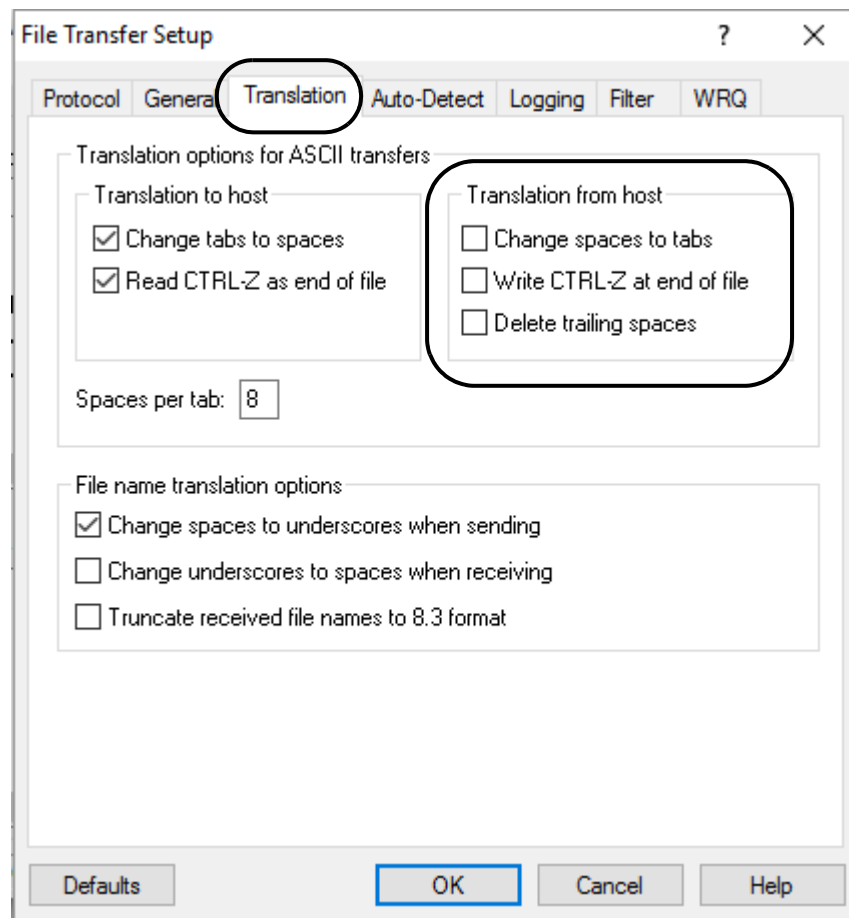


Figure 4-11: Reflection—File Transfer Setup Dialog Box

6. Click [OK].

7. Complete the fields in the File Transfer dialog box as follows:

Field	Contents
Local file names	IRSTAX
Host file names	IRSTAX.W2109916
Transfer type	ASCII
Local directories	1099-MISC 2016

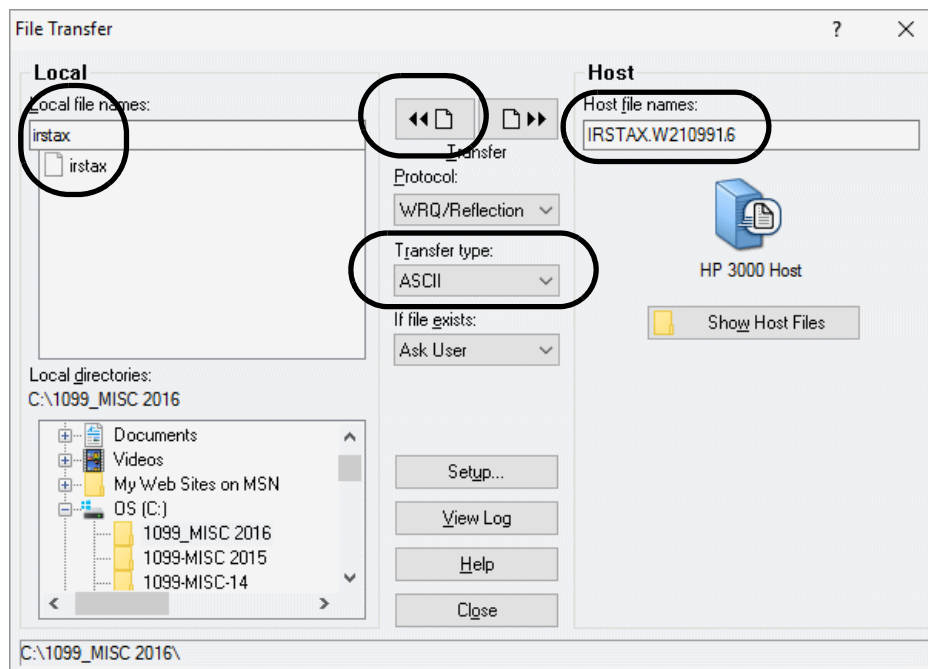


Figure 4-12: Reflection—File Transfer Dialog Box

8. Initiate the transfer by clicking the left transfer button at the top of the dialog box.

After the transfer is complete, transmit the file to the IRS or the appropriate state revenue authority.

To Transfer the Transmittal File with Minisoft/MS92:

1. Log on as OPR.QSSUSER.
2. Click "Config" in the top menu bar.
3. Click "File Transfer" on the drop-down menu. The File Transfer Configuration dialog box is displayed.

File Transfer Configuration

Protocol

- Minisoft
- Xmodem 128
- Xmodem 1K
- NFT

Minisoft Protocol Options

- Add Trailing Spaces
- 15 Timeout
- 80 Default Record Size

General Options

- Default to ASCII
- Ctrl Z for End of File
- List Host Files
- Suppress Run Command
- Strip Carriage Control
- 0 Spaces per Tab

If File Exists

- Over-write
- Append
- Cancel

Host Program Name: WS92LINK.PUB.SYS

Host Printer Name: LP/S

UPLOAD HOST PROGRAM HELP DEFAULTS CANCEL OK

Figure 4-13: Minisoft—File Transfer Configuration Dialog Box

4. Make sure the **Add Trailing Spaces** checkbox is checked.
5. Click [OK].
6. Click "Config" in the top menu bar.
7. Click "Save" on the drop-down menu.
8. Click "File" in the top menu bar.
9. Click "Download file from host" on the drop-down menu.

The DOWNLOAD FILE FROM HOST dialog box is displayed.

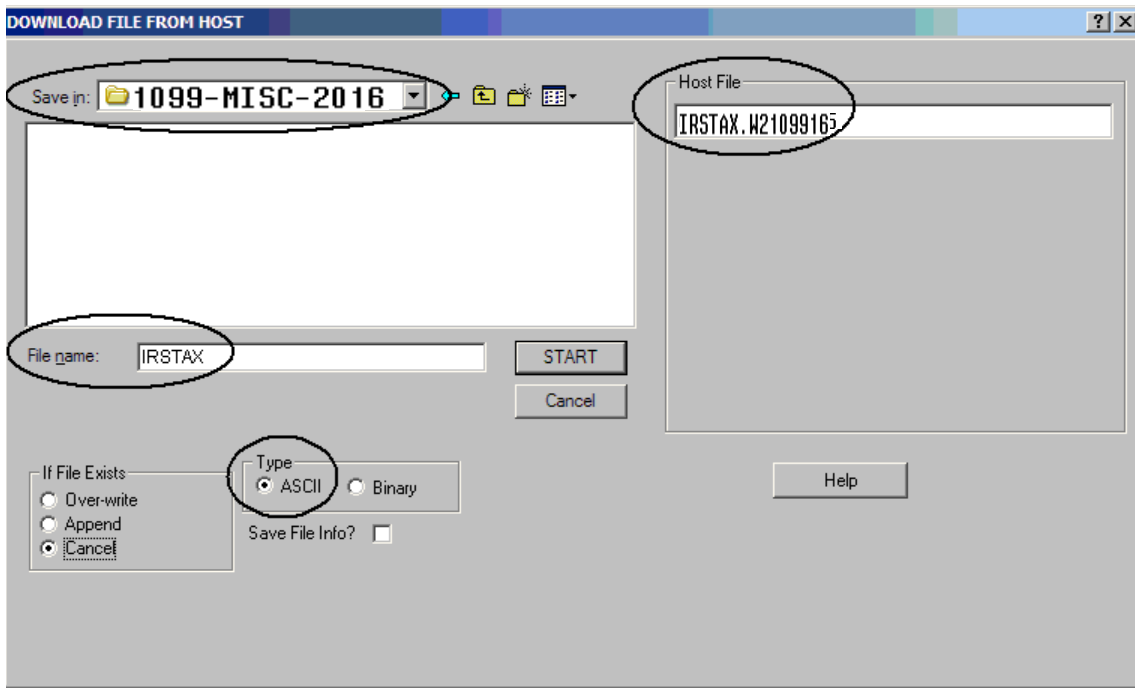


Figure 4-14: Minisoft—Download File from Host Dialog Box

10. Select the destination folder on your PC: 1099-MISC-2016.
 11. Enter the host file name in the **Host File** box: IRSTAX.W2109916.
 12. Type the PC file name in the **File name** box on the left: IRSTAX.
 13. Make sure the ASCII option button is selected in the **Type** group box.
 14. Initiate the transfer by clicking the [Start] button in the middle of the dialog box.
- > The following dialog boxes will be displayed.

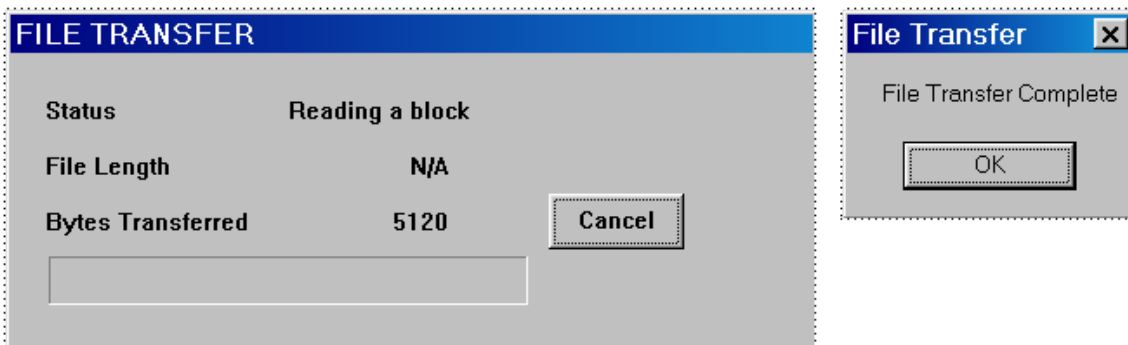


Figure 4-15: Minisoft—File Transfer in Progress

15. After the transfer is complete, transmit the file to the IRS or the appropriate state revenue authority.

NOTE: For information on submitting 1099 information to the IRS, refer to *Publication 1220* at <http://www.irs.gov/pub/irs-pdf/p1220.pdf>.

Task 15-T: Saving Work Files in HISTORY Group

This step saves history files that provide an audit trail and the ability to rerun 1099-MISCs if necessary.

It creates the following files:

- ◆ The extract file created with Y16TEN99EXT is saved as TND16.HISTORY.QSSUSER.
- ◆ The additional data file created with Y16TEN99ADD is saved as TNF16.HISTORY.QSSUSER.

To save the history files:

- ◆ Type Y16TEN99SAVE at the command prompt.

Commands for 1099 Processing

For a listing of the commands for 1099 processing, see W2 and 1099 Commands for 2016. This publication is available from the links under the Secure Support Area to the *1099 Processing Guide* for the current tax year.

Chapter 5: Instructions for Technical Staff (Version L)

Chapter Overview

This chapter covers the following main topics:

TOPIC	PAGE
Version H and Version L	5-2
Logging On	5-2
Posting Attorney's Fees and Gross Proceeds to the Correct 1099 Box	5-2
Task 1-T: Installation of 2016 W2/1099 Release (TX16)	5-6
Task 2-T: Creating the 1099-MISC Additional Data File (KSAM File) (Version H Only)	5-7
Task 3-T: Setting Up Control Files	5-8
Tasks 4-AP to 7-AP: Printing Preliminary Prelist and Editing Information	5-14
Task 8-T: Creating 1099-MISC Extract File from AP Transactions	5-15
Changing Which Vendor Address to Print on Form 1099-MISC	5-17
Task 9-T: Merging Additional Data File with AP Extract File	5-21
Task 10-T: Applying Cutoff Amount by TIN with Filter	5-23
Task 11-T: Printing Final 1099-MISC Prelist	5-27
Giving Prelist to AP Staff for Inspection	5-30
Task 12-T: Printing 1099 Forms for Distribution	5-31
List of QSS-Supported 1099 Forms	5-39
Sample 1099-MISC Forms	5-41
Task 13-T: Creating 1099-MISC Electronic Transmittal File(s)	5-46
Task 14-T: Transferring Transmittal File(s) to PC	5-51
Commands for 1099 Processing	5-52

CAUTION: The software and documentation for producing 1099 forms is updated yearly. Therefore, ***make sure you are dealing with the software and documentation for the current year.*** The software for the current year is designated as TX16.

Version H and Version L

The instructions for Version H and Version L are in separate chapters.

- ◆ For Version L, follow the instructions in this chapter.
- ◆ For Version H, follow the instructions in Chapter 4.

Logging On

For 1099-MISC processing, log on qssopr and type the following command:

```
. y16tax
```

Type this command as period space y16tax.

This command makes the current directory the correct one for 1099 processing.

Posting Attorney's Fees and Gross Proceeds to the Correct 1099 Box

These instructions discuss how to make the following payments report correctly on the 1099-MISC form:

- ◆ Attorney's fees in Box 7
- ◆ Gross proceeds paid to an attorney in Box 14

Amounts paid to a vendor need to appear in the correct box on the 1099 forms. The box to which these amounts are posted is determined by the code entered in the **Preset** field on the *Vendor Maintenance* window.

Attorney's Fees in Box 7

A Y or 7 in the **Preset** list will post all 1099-eligible payments for the vendor to Box 7 (non-employee compensation), which includes fees paid to an attorney, on the 1099-MISC form. If this field is left blank, the amounts will also be posted to Box 7 by default.

Gross Proceeds Paid to an Attorney in Box 14

Since the **Preset** list allows you to select only a single number or character, in order to post amounts to Box 14 (gross proceeds paid to an attorney) on the 1099 form, you must type the letter E in the **Preset** field. (A is box 10, B is box 11, C is box 12, and so on.)

On the *Accounts Payable* window, the **Pay Vouchers (PV)** and **PO Payments (PO)** transactions support the use of the code E in the **1099** box. However, the Payables/Current Liabilities (PCLxxx) reports and the *Vendor Maintenance* window do not allow entry of the code E. For these two programs to support the code E, you must do the two-step procedure which follows. There are separate instructions for the traditional and QCC software.

Instructions for 1099 Flags

These instructions focus on the following areas:

- ◆ Overview of Procedure
- ◆ Setting Up the 1099 Program Option
- ◆ Setting the Default 1099 Flag for a Vendor

Overview of Procedure

1. Log on to QCC as described on [page A-2](#).
2. From the *QSS ControlCenter* window, open a *Finance Maintenance* window and set up the 1099 program option. For details, see "*Setting Up the 1099 Program Option*" on page 5-3.
3. From the *QSS ControlCenter* window, open a *Vendor Maintenance* window and set the default flag 1099 flag for a vendor to E. For details, see "*Setting the Default 1099 Flag for a Vendor*" on page 5-5.


Setting Up the 1099 Program Option

The first step in flagging a vendor for 1099 reporting in box 14 is making 1099 code E a valid code with the 1099 program option. Set up this program option for district 00 (the global district) only. Do not set up any district-specific records.

To set up the 1099 program option:

1. From the *QSS ControlCenter* window, open a *Finance Maintenance Window*.

From the tree view, click **Go**, the **Finance** branch, **Settings / Master Files**, and **Options, Odometers, Control Dates, SACS Tables, Fund xRef**.

2. In the *Finance Maintenance* window, click the Program Options (GOUPDT) tab.
3. Click the Program Options by Prog subtab.
4. In the **Program** box, click the  (Inspect [Ctrl+F5]) icon, then type **1099** and press F2.

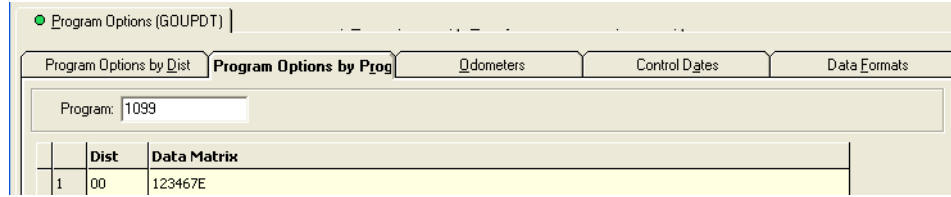


Figure 5-1: Program Options by Prog subtab with 1099 program option defined



5. If the grid does not list the 1099 program option, add it.

- > Click the (Inspect [Ctrl+F5]) icon.
- > In the **Program** box, type **1099**.
- > Click the (Add [Ctrl+F6]) icon to open a *Finance Maintenance - Program Option by Dist* dialog box.
- > In the **Dist** box, type 00 for the global district.
- > In the **Edit Data** box, type up to 14 valid 1099 codes. For example, type **123467E** to make the valid 1099 flags, 1, 2, 3, 4, 6, 7, and 14. For numbers greater than 9, use letters: A for 10, B for 11, C for 12, and so on.

1099 codes for the Edit Data box

CODE	EXPLANATION
1	Rent
2	Royalties
3	Other Income
4	Federal Income Tax Withheld
6	Medical and Health Care Payments
Y or 7	Nonemployee Compensation
D	Excess Golden Parachute Payments (corresponding to Box 13 on the 1099-MISC form)
E	Gross Proceeds Paid to an Attorney (corresponding to Box 14 on 1099-MISC form)
G	State Tax Withheld (corresponding to Box 16 on 1099-MISC form)
H	State Income (corresponding to Box 18 on 1099-MISC form)

- > Click the (Save and Close Window[F2]) icon to add the program option record.



6. If the program option record is already on file, you can change the list of valid codes.
 - > Click the  (Change [Ctrl+F9]) icon.
 - > Double-click the row in the grid for the program option record.
 - > In the *Finance Maintenance - Program Option by Prog* dialog box, type up to 14 valid 1099 flags in the **Edit Data** cell.
 - > Click the  (Save and Close Window[F2]) icon to add the program option record.
7. Press F12 to close the *Finance Maintenance* dialog box.

For additional instructions on using the *Finance Maintenance* window, see Chapter 7 of the *QCC Core Financial Manual*.

Setting the Default 1099 Flag for a Vendor

Once you have set up E as a valid 1099 flag, you can make it the default flag for a vendor.



To set the default 1099 flag for a vendor:

1. From the *QSS ControlCenter* window, open a *Vendor Maintenance* window in either of the following ways:
 - > Click the **Go** menu, point to **Finance**, and click **Vendor Maintenance**.
 - > From the tree view, click the **Finance** branch, click **AP / Purchasing**, then click **Vendor Maintenance**.
2. In the *Vendor Maintenance* window, bring up a vendor record in either of the following ways:
 - > In the **Number** box, type the vendor number and press the  (Process [F2]) icon.
 - > Click the  (Search for Vendors [F3]) icon to search for vendors.

The screenshot shows the 'Vendor Maintenance' window with the following fields and values:

- District: 65
- Number: 020009
- Name: ATTORNEYS R US
- Address: 123 ANY MAIN STREET
- City: ANY TOWN, State: CA, Zip: 09999
- Phone: () , Fax: ()
- Contact:
- 1099: Y - Yes, Name: , Preset: E (highlighted), Tax ID: 999999999, SSN:
- Use Tax Preset: N - No, Use Tax 1: 0.750 % 9508, Use Tax 2: 0.125 % 9508
- Acct Number: , Rating: , Msg Flag:
- Type: , Category: , Terms: 01.50 % Shipping %:
- Comments:
- Last edit: 01/08/2007 at 09:30:15 by SERN
- Last paid: 00/00/0000
- Status bar: VEUPDT: WWW WWX00E, Yr:2000 Dist:65 Site:75 10/26/2009 16:40

Figure 5-2: Vendor Maintenance window

3. Click the  (Change [Ctrl+F9]) icon to put the window in Change mode.
4. In the **Preset** box, select the default 1099 flag for the vendor from the list. The 1099 program option defines the items from which you can select.
5. Click the  (Save [F9]) icon to save the changes.
6. Do either of the following:
 - > Return to Step 2 to change the 1099 flag for additional vendors.
 - > Press F12 to close the *Vendor Maintenance* window.

Task 1-T: Installation of 2016 W2/1099 Release (TX16)

See "Task 1 - T for Version L: Installation of TX16 Release" on page 3-23 for complete instructions.

Task 2-T: Creating the 1099-MISC Additional Data File (KSAM File) (Version H Only)

For Version L, skip to the next step. The additional data is in the database.

Version H keeps additional a KSAM file separate from the database.

Task 3-T: Setting Up Control Files

The following control files are relevant to 1099 processing.

Control File	Purpose	Page
CTW2TP16	Contains federal TINs for each district; controls which districts are extracted for 1099 processing	5-8
CT1099PH	Contains contact phone number for each district	5-10
CT1099TI	Defines Transmitter Information for the 1099 transmittal file	5-11

NOTE: Log on as qssmgr to edit control files.

Federal EIN Control File CTW2TP16

Purpose of CTW2TP16 Control File

You will likely find it advantageous to create a control file, CTW2TP16, of federal employer identification numbers (EINs) for each district. This file is used for both W2 and 1099 processing.

- ◆ Using this file, you can extract data for all districts at once.
- ◆ Each district must be listed separately in the CTW2TP16 control file.

Copying the CTW2TP16 Control File

By default, the installation process copies last year's CTW2TP15 file to the current year's CTW2TP16 file. If the installation process did not copy the file to the \$QSS_DATA/w21099/2016 directory, you can do so. Type the following command:

```
cp $QSS_DATA/w21099/2015/CTW2TP15 $QSS_DATA/w21099/2016/CTW2TP16
```

Creating or Editing the CTW2TP16.W2109916 Control File

Use vi or your favorite text editor to set up a file containing a 3-digit district number and 9-digit federal EIN for each district.

Each line in the editor file identifies one EIN. Each line must be in the following format:

```
dddnnnnnnnnnabc
```

- ◆ The first three placeholders, ddd, are the 3-digit district number, with leading zero, if needed to fill out the two digits. (For example, District 11 is 011.)

- ◆ The next nine placeholders, nnnnnnnnn, are the 9-digit EIN, with leading zeros if necessary to fill out the nine digits. (EIN 12345 is typed as 000012345.)
- ◆ The a column is blank because it is not used.
- ◆ The b column is a flag for extracting a district for 1099s.

The system honors this flag only if you type the command to extract 1099s like this:

```
y16ten99ext -s 1
```

In this case, the only districts for which 1099s are extracted are those with a Y flag in the b column. Any other value in that flag causes the district to be skipped.

- ◆ The c column is a flag for extracting a district.

The system honors this flag only if you set up the W2EX16 option record properly. To do so, answer the question "12. Extract only districts defined in CTW2TP16 control file?" with an X. The system extracts W2s only for districts with a Y in the c column. Any other value in the c column causes the district to be skipped.

NOTE: The a, b, and c columns are optional. Leave them blank if you are not using the option of flagging individual districts for W2 and 1099 selection.

The contents of a federal EIN control file might look something like the following.

If only one EIN is used for all districts, repeat the EIN for each district in the file.

Scenario 1—Each District Has Individual EIN

Sample ID Number	Explanation
007123456789	District 7, EIN 123456789
044234567891	District 44, EIN 234567891
095345678912	District 95, EIN 345678912

Scenario 2—All Districts Share One EIN

Sample ID Number	Explanation
009111111111	District 9, EIN 111111111
045111111111	District 45, EIN 111111111
097111111111	District 97, EIN 111111111

Save the file with the following path:

```
$QSS_DATA/w21099/2016/CTW2TP16
```


Save the control file with the following path:

\$QSS_DATA/W21099/2016/CT1099PH

Transmitter Information Control File (CT1099TI)

Purpose of CT1099TI.W2109916 Control File

The optional control file CT1099TI.W2109916.QSSUSER allows you to define the **transmitter information (TI)** for the 1099 transmittal file.

By default, the installation process does one of the following:

- ◆ If the file exists for 2015, the process copies the file from 2015 into the 2016 directory \$QSS_DATA/w21099/2016/CT1099TI.
- ◆ If the file does not exist in 2016, the process installs the file from the TX16 Release. The file has no transmitter information unless you edit the file.

If you do not define this control file, the 1099 file program prompts for all of the information in the TI record when you make the 1099-MISC transmittal file. To avoid filling in all these prompts, you can use the CT1099TI control file to define all or some of the fields in the TI record.

Sample CT1099TI Control File

The CT1099TI control file is self-documenting. In the following listing, lines 1 through 33 provide a description of the fields. (Any line in the control file with a space or a semicolon in column 1 is a comment line.) Lines 30 through 33 allow you to set up the data that is used to put the transmitter information in the file.

```

1 ; This control file is used to define parameters required to be included
2 ; on the 1099-MISC media file. This file is self documenting and
3 ; should be edited to provide data values.
4 ;
5 :
6 : This file can be used to allow for input of field values without
7 ; having to answer questions when producing the 1099-MISC media file.
8 ;
9 ; Edit the field values below and replace the '*' values with the
10 ; correct value for your organization. If the field should be spaces
11 ; replace the '*' with spaces. Any field left as '*' will be prompted
12 ; for a value during the tape/diskette process.
13 ;
14 ;
15 ;Field      Size  Description
16 ;-----
17 ;NAMCTL     04   Payer Name Control (From the mailing label)
18 ;TCC        05   Transmitter Control Code (Assigned by IRS)
19 ;CONNAME    40   Contact Name
20 ;           Name of person to be contacted if IRS/MCC encounters
21 ;           problems with the file or transmission.
22 ;CONEMAIL   35   Contact Email Address
23 ;           Email address of the person to contact regarding
24 ;           electronic or magnetic files.
25 ;
26 ; The fields are positional and MUST be setup in the correct columns.
27 ;
28 ;Field      Value
29 ;-----
30 NAMCTL     ****
31 TCC        *****
32 CONNAME    *****
33 CONEMAIL   *****
34
35 ; end of ct1099ti

```

Editing the CT1099TI.W2109916 Control File

These instructions tell how to edit lines 30 through 33 of the CT1099TI control file. There are two rules to keep in mind:

- ◆ If a line is all asterisks, the program prompts for the data in that field when you make the transmittal file.
- ◆ If you replace the asterisks with information, the program uses the information from the control file to fill in that field of the TI record.

If you define the control file, you do not need to fill in all of the fields. Some of the information for the TI record can come from the control file, and you can have the program prompt for some of the information.

You can use vi or your favorite text editor to modify the CT1099TI file. When editing a line, type the substitution data left justified. Replace all of the asterisks, even if the substitution data is shorter than the row of asterisks.

Specifying Data for a Field

The following example illustrates how to edit line 32. This is the line before editing:

```
32  CONNAME *****
```

And this is the line after editing:

```
32  CONNAME  JOE SMITH
```

The name JOE SMITH is much shorter than the 57-character length field. All the trailing asterisks have been replaced with spaces.

Defining a Blank Field

If you want a field in the TI record to be blank, replace all of the asterisks with blanks. For example, you may want the TCC field to be blank. Here is the record before editing:

```
31  TCC      *****
```

This is the record after editing:

```
31  TCC
```

If you leave line 31 as all asterisks, the program will prompt for the TCC field when you make the 1099 transmittal file.

NOTE: The Accounts Payable staff will be printing the Preliminary 1099 Prelist in the next step of this process. Before they begin, you have the option of changing the default settings for the 1099 Prelist launch screen with the TNSB security parameters. These allow you to control user access, and change the default settings for fields on the 1099 Prelist launch screen as described in the section titled "Security Parameters for 1099 Programs" in Chapter 3. ([See page 3-39.](#))

Tasks 4-AP to 7-AP: Printing Preliminary Prelist and Editing Information

After you have completed Tasks 1-T through 3-T, notify the accounts payable staff that they can proceed with printing the prelist, checking it, and possibly editing its information, as discussed in "Task 4-AP: Printing a Preliminary Prelist with TNSB16" on page 6-3.

When they have made the data as accurate as possible, you can then proceed with Task 8-T.

Task 8-T: Creating 1099-MISC Extract File from AP Transactions

Purpose

This step reads the accounts payable payments for the calendar year and creates an extract file to be used in the subsequent steps.

Payments that have been flagged for 1099-MISC reporting are included in the extract file even if the vendor has not been flagged to receive a 1099-MISC. Also, for any vendor that has been flagged to receive a 1099-MISC, ***all AP payments will be included in the extract file***, regardless of how the individual payment was flagged. This will allow the prelist to reveal possible coding errors. The steps for producing the forms and the transmittal files will allow you to exclude the non-reporting data.

Format of Command

```
y16ten99ext
```

```
-----
```

This command is used to extract the data for 1099 processing for tax year 2016. The syntax of the command is:

```
y16ten99ext -s #
```

```
Parm Val Description
```

```
-----
```

```
-s # Seldist option.
    0 Use seldist subroutine to select districts (default)
    1 Use flagged districts in CTW2TP16 file
```

Example of Screen Prompts

This heading provides an example of what happens when you run this command.

To create the 1099-MISC Extract file from AP transactions:

- ◇ Log on to your Linux server as qssopr.
- ◇ Type the command `. y16tax` (. space y16w2tax) at the command prompt.
- ◇ Type `y16ten99ext` at the command prompt.

TNEX16 L.16.00 built 10/26/16 18.27 EXTRACT 1099 INFORMATION

Extract transactions for 1099-MISC processing.

Enter district selection commands...

Hint: 'S' to select the logon district only
'A' and then 'E' to select all districts
'Ixx' to include district xx; and then 'E'
'E' to get out of 'COMMAND?' mode

SELDIST L.00.02 built 05/01/15 07.08 Sub-routine to select district(s)

QSS/OASIS District Selection. Use 'H' for help.

Command? s

FMTNEX16 record size = 0409

2016110716514734 Extracting district 012 fiscal year 2016 records for tax year 2016

2016110716515839	Records read:	28,969
	Records extracted:	693

2016110716515839 Extracting district 012 fiscal year 2017 records for tax year 2016

2016110716520520	Records read:	9,610
	Records extracted:	414

Records processed: 1,107

Changing Which Vendor Address to Print on Form 1099-MISC

These instructions focus on the following:

- ◆ Options for Printing Vendor Addresses
- ◆ Defining 1099OP

Options for Printing Vendor Addresses

The 1099OP program option allows you to customize how vendor addresses are printed on 1099 forms. By default, the form print's the vendor's address as the recipient of the 1099 form. If you are content with this default behavior, you do not need to define this program option.

Each county has only one 1099OP program option for District 00 (the global district).

COLUMN	OPTION FOR 1099OP PROGRAM OPTION
01	<p>Printing the remit address on the 1099 forms.</p> <ul style="list-style-type: none"> ◆ Leave blank to print vendor's address as the recipient address on the form. ◆ Type <u>R</u> to use the remit address from the Vendor Master File.
02 - 03	<p>Printing an additional address on the 1099 form.</p> <p>On the <i>Vendor Maintenance</i> window, the Add'l Addresses tab allows you to create up to 99 additional addresses for each vendor.</p> <ul style="list-style-type: none"> ◆ Leave blank or type <u>00</u> for no processing of the additional address for printing 1099 forms. ◆ Type a number from <u>01</u> to <u>99</u> to print that additional address to print on the 1099 form. <p>If a vendor does not have the additional address specified, the 1099 form prints the default vendor name from the Contact Information tab of the <i>Vendor Maintenance</i> window..</p>

- 04 Continuation of vendor name.
- ◆ Leave blank or type 0 for no special processing of the continuation of the vendor name.
 - ◆ Type 1 to use the first line of the address as a continuation of the vendor name from the additional address in columns 02 - 03.
- 05 Prelist sort order.
- ◆ Leave blank or type 0 to sort the prelist by the default 111111111111vendor name (default).
 - ◆ Type 1 to sort the prelist by the name reported on the 1099 forms.
- 06 Consolidation of 1099 forms.
- ◆ Leave blank or type 0 for no consolidation (default).
 - ◆ Type 1 to print a single 1099 form that combines amounts from all districts on a single form. Use columns 07 - 08 to select the district for issuing the 1099 form. The form uses the EIN from this district.
 - ◆ Type 2 to consolidate vendors that have the same tax ID on a single 1099 form within each district.
- 07 - 08 District for consolidated reporting.
- If column 06 is 1, type the 2-digit district that is the source for the EIN on the consolidated 1099 form. If you leave these columns blank, the system uses the CSSF district.

Defining 1099OP

These instructions tell how to use the Program Options (GOUPDT) to define the 1099OP program option. For additional details, see Chapter 7 of the *QCC Core Financial Manual*.

Make these changes must before the Merge (y16ten99mrg) task in the production process. Rerun the merge step if you have changed this program option to update the addresses in the extract file.

To define the 1099OP program option:

1. From the tree view in the *QSS ControlCenter* window, point to **Go, Finance, Settings / Master Files, and Options, Odometers, Control Dates, SACS Tables, Fund Xref** to open the *Finance Maintenance* window.

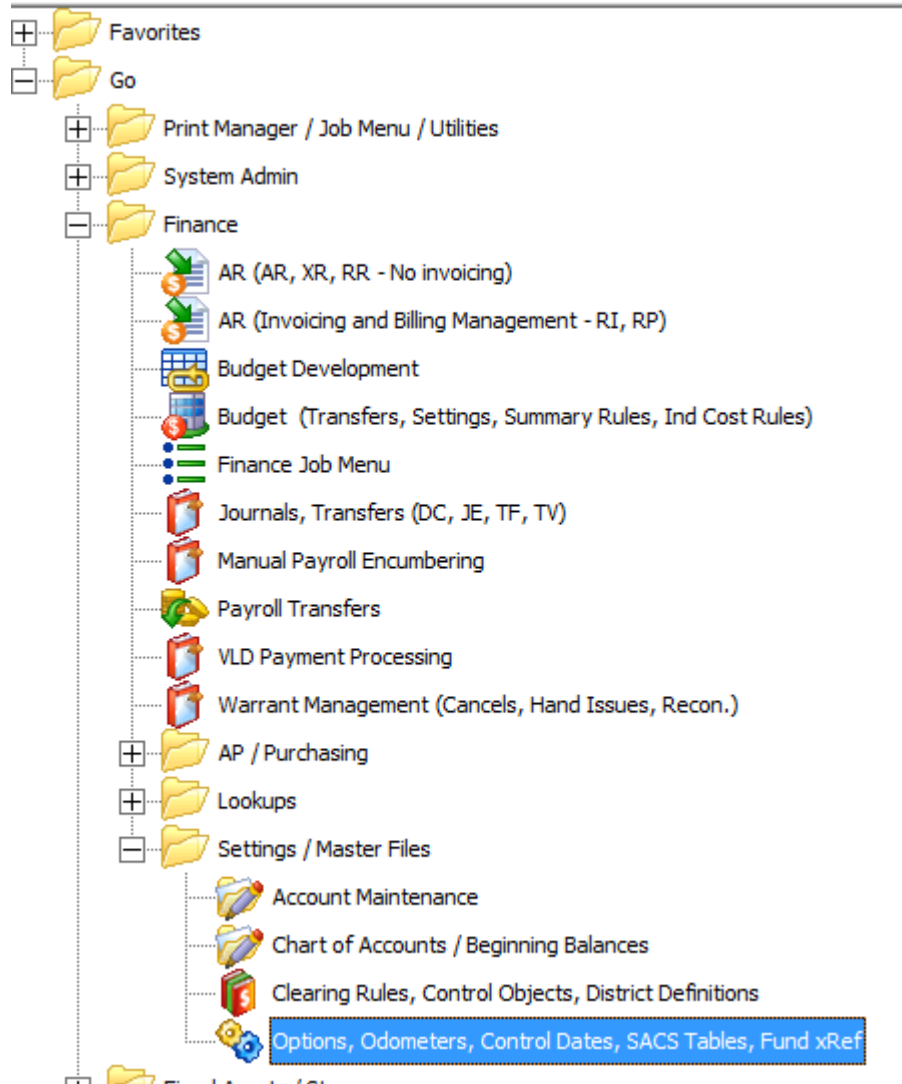






Figure 5-3: Selecting the *Finance Maintenance* window from the tree view in QCC

2. In *Finance Maintenance* window, click Program Options (GOUPDT) tab.
3. Click the Program Options by Prog subtab.

4. In the Program box, type 1099OP and press F2.

The screenshot shows a software window titled 'Program Options by Prog'. At the top, there are four tabs: 'Program Options by Dist', 'Program Options by Prog' (which is selected), 'odometers', and 'Control Dates'. Below the tabs, there is a 'Program:' label followed by a text box containing '1099OP'. Below this is a grid with two columns: 'Dist' and 'Data Matrix'. The 'Dist' column has a small arrow icon in the first row. The 'Data Matrix' column is currently empty.

Figure 5-4: Selecting the 1099OP program option

- > If the program option does not exist for Dist 00, add it if you want to use any of the special processing options.
 - Click the  [Add (Ctrl+F6)] icon to open a dialog box for adding the program option.
 - In the **Dist** box, type 00.
 - In an empty row on the grid, type the options that you want to define.
 - Click the  [Save and Close Window (F2)] icon.
- > If the program option already exists for Dist 00, review and modify as needed.
 - Click the  [Add (Ctrl+F6)] icon to open a dialog box for adding the program option.
 - In the **Dist** box, type 00.
 - In an empty row on the grid, type the options that you want to define.
 - Click the  [Save and Close Window (F2)] icon.

Task 9-T: Merging Additional Data File with AP Extract File

Purpose

This step merges the 1099-MISC extract file with any data entered via the *1099-Misc Additional Data (TNFD16)* window and creates a consolidated extract file. This file will be used in the subsequent steps for printing the 1099-MISC forms and creating the transmittal files.

This step also updates the consolidated extract file with the current settings of the vendor address, taxpayer ID number (TIN), and 1099-MISC reporting name control files.



You will receive messages on the screen if the program finds invalid taxpayer ID numbers. **If at this point you use the *Vendor Maintenance* window to change either a TIN or vendor address, you must re-run this step to update the TIN and address values in the consolidated extract file.**

Sample Messages

This heading illustrates the prompts that display when you run this command.

To merge the Additional Data File with the AP Extract file:

- ◇ Log on to your Linux server as qssopr.
- ◇ Type the command `. y16tax` (. space y16w2tax) at the command prompt.
- ◇ Type `y16ten99mrg` at the command prompt.

```
TNMG16   L.16.00 built 10/26/16 18.38 Merge data for tax year
2016
```

```
Merge transactions for 1099 processing and update tax IDs
```

```
Program option found:
00010990P 99                                     20
Order addresses will be used.
First choice for 1099 name and address is Addtl Address: 99
```

```
2016110716531675 Records read from extract data file:      1,107
Extract records released:          1,107
```

```
Total records released:          1,107
```

Records processed: 1,107

Task 10-T: Applying Cutoff Amount by TIN with Filter

Purpose

This step applies the cutoff amounts by TIN (instead of by the vendor number in the Vendor Master File) across all the extracted vendors for all the extracted districts.

The program sorts the extract file by TIN and applies the dollar cutoff amount against the total for each unique TIN. If a TIN is used by multiple vendors, this step will allow you to apply the dollar cutoff against the sum of all the payments to the unique TIN. Vendors whose payment totals do not exceed the dollar cutoff amount will be dropped from the consolidated extract file at this point.

For example, counties having multiple districts that use the same EIN may make payments to vendors which do not exceed the cutoff when considered district by district. But since they are all under the same EIN, all payments must be combined, and hence some vendors will get 1099s who would not have received them if the payments had been made by districts with separate EINs.

This step will also weed out transactions that were not flagged for 1099-MISC reporting, depending on how the Vendor flag and payment type questions were answered. If these transactions are removed from the consolidated extract file, you will not be able to see them on the y16ten99rpt prelist report, regardless of how that prelist is requested. Ideally, the accounts payable staff has run enough prelists already and has made all the desired 1099-MISC related adjustments. Thus the prelist produced during the production process isn't being used to reveal miscoded records, but rather as a final list of what will be printed on the forms. Therefore, the removal of the non-reporting items from the consolidated extract file at this point should be of no consequence.

Sample Command Prompts

This heading illustrates the prompts that display on the screen.

To apply the cutoff amounts by TIN:

- ◇ Log on to your Linux server as qssopr.
- ◇ Type the command `. y16tax` (. space y16w2tax) at the command prompt.
- ◇ Type `y16ten99filter` at the command prompt.

You will then need to respond to the following prompts.

TNFI16 L.16.00 built 10/26/16 18.51 1099-MISC Filter
transactions Yr 2016

```
+-----+
| This program will filter out transactions from |
| the 1099 transaction file. Normally, the 1099 |
| transaction file contains all the extracted   |
| transactions and it is up to the PRELIST, TAPE |
| and 1099 PRINT programs to select the active  |
| records and include them.                    |
|                                               |
| This program can be used to reduce the size of |
| the 1099 transaction file. However, if this   |
| program is used to screen out certain trans- |
| actions or vendors, some of the selection    |
| capabilities of the downstream programs could |
| appear misleading to the user.                |
+-----+
```

Please enter the dollar amount to be used as a
cutoff amount for boxes 1, 3, 6 and 7

Cutoff amount in dollars? (Exam: 000600 = 600.00)

Enter the 6 digit amount: 000600

000600

Please enter the dollar amount to be used as a
cutoff amount for box 2

Royalties Cutoff amount? (Exam: 000010 = 10.00)

Enter the 6 digit amount: 000010

000010

Cutoff amount is \$600.00

Royalties Cutoff amount is \$10.00

Is this correct? (Y/N) y

y

Select vendors with 1099 flag settings of:

0 = Any value

1 = Vendor 1099 flag value of 'Y'

2 = Vendor 1099 flag value or 'N' or ' '

Enter vendor 1099 flag selection: (0/1/2) 1

1

QSS recommends option 1 so that only vendors flagged for 1099
reporting are in the extract file.

Only vendors flagged 'Y' for 1099 reporting will be included in the file.

Is this correct? (Y/N) y

y

Select payments with 1099 flag settings of:

A = Any value

R = Payments flagged for 1099 reporting (Recommended)

Enter payment 1099 flag selection: r

r

QSS recommends option R. Only payments flagged for 1099-MISC reporting remain in the file.

All payments flagged for 1099 reporting will be included in the file.

Is this correct? (Y/N) y

y

If you are processing for a COE, this question applies to you. Single district users can simply respond 'Y'

Does each district being reported have a unique EIN? (y/N)

y

y

The districts being reported have unique EINs

PRINTBEGIN L.00.05 built 05/01/15 07.08

Print file 486515 assigned to '1099-MISC FILTER - 2016'

QSSPRT redirected to /var/opt/qss/pfiles/qssopr/p0486515

Records in input file: 1,107

Released to sort: 1,038

PRINTEND L.00.05 built 05/01/15 07.08

RECORDS PROCESSED: 930

-bash-4.1\$

EINs for a County Office

This heading illustrates the differences between COEs that have the same EIN for all districts and a separate EIN for each district.

If you are processing for a COE, this question applies to you. Single district users can simply respond 'Y'

Does each district being reported have a unique EIN? (Y/N)|

For example, if Scenario 1 below applies to your COE, type Y. If Scenario 2 applies to your COE, type N.

Scenario 1—Each District Has Individual EIN

Sample ID Number	Explanation
007123456789	District 007, EIN 123456789
044234567891	District 044, EIN 234567891
095345678912	District 095, EIN 345678912

Scenario 2—All Districts Share One EIN

Sample ID Number	Explanation
009111111111	District 009, EIN 111111111
045111111111	District 045, EIN 111111111
971111111111	District 97, EIN 111111111

Task 11-T: Printing Final 1099-MISC Prelist

Purpose

This step prints a report using the consolidated extract file as the source of data.

Sample Screen Prompts

This example illustrates how to run the command to create a PIF for laser printing. The command is run with no parameters.

To print a 1099-MISC prelist report:

- ◇ Log on to your Linux server as qssopr.
- ◇ Type the command `. y16tax` (. space y16w2tax) at the command prompt.
- ◇ Type `y16ten99rpt` at the command prompt.

The command does not have any options.

You will then need to respond to the following prompts.

```
/opt/qss/finance/bin/tnrp16
TNRP16 L.16.01 built 11/07/16 17.47 1099 PRELIST FOR 2016 TAX
YEAR
```

```
TITLE?
Sample
Sample
1099-MISC PRE-LIST - 2016
Did you run the FILTER process? (Y/N)
Y
Y
```

If you answer N to this prompt, additional prompts display for selecting the cutoff amount for Box 2 (\$10 recommended) and Box 7 (\$600 recommended).

When you answer Y, the program gets the cutoff amounts from the filter created in the `y16ten99filter` command.

```
Print Accounts or Descriptions? (A/D)
A
A
```

Select vendors with 1099 flag settings of:

0 = Any value

1 = Vendor 1099 flag value of 'Y'

2 = Vendor 1099 flag value or 'N' or ' '

Enter vendor 1099 flag selection: (0/1/2) 1

1

Type 0, 1, or 2 to select which vendors to report based on their default 1099 flag in the Vendor Master File.

- ◆ Type 0 to include vendors with any default 1099 flag. Most 1099 reporting is for box 7 of the 1099-MISC form. This choice makes the report include any of the 1099 flags from 1 through 16.
- ◆ Type 1 to limit the report to vendors with a default flag of Y (Box 7 of the 1099-MISC form).
- ◆ Type 2 to limit the report to vendors with a flag of N or blank (not flagged for 1099 reporting).

Only vendors flagged 'Y' for 1099 reporting will be included on this report.

Is this correct? (Y/N) y

y

Select payments with 1099 flag settings of:

A = Any value

R = All payments flagged for 1099 reporting

N = Payments flagged 'N' or ' '

Enter payment flag selection: (A/R/Y/1/2/3/4/6/7/D/E/G/H/N) r

r

Type one of the choices to select which transactions to report.

- ◆ Type A to print all transactions. **QSS** suggests that you use this option the first time you run the prelist so that you can see all transactions, including those that should be flagged for 1099 reporting, but are not.
- ◆ Type R to include all transactions that have any 1099 flag.
- ◆ Type N to include only payments not flagged for 1099 reporting.
- ◆ Type any of the other codes to limit the report to a specific 1099 flag, such as 2 (royalties) or E (attorney fees).

All payments flagged for 1099 reporting will be included on this report.

Is this correct? (Y/N) y

y

Do you want to include payment detail? (Y/N)

Y - include detail of payments for each vendor

N - print total amounts only for each vendor

n

n

Payment detail lines will NOT be included.

Type Y or N.

◆ Type Y to print all detail lines for each vendor so you can look at individual transactions. The Print Accounts or Descriptions? prompt allows you to select which item to include in the report.

◆ Type N to print only the total amount for each vendor.

Enter district selection commands...

Hint: Use 'H' for help...

SELDIST L.00.02 built 05/01/15 07.08 Sub-routine to select district(s)

QSS/OASIS District Selection. Use 'H' for help.

Command? S

Program option found:

0001099OP 99

20

PRINTBEGIN L.00.05 built 05/01/15 07.08

Print file 486606 assigned to '1099-MISC PRE-LIST - 2016'

QSSPRT redirected to /var/opt/qss/pfiles/qssopr/p0486606

Input file: /var/opt/qss/w21099/2016/FMTNMG16

Updated: 11/07/2016 18:12:29

Records in input file: 1,107

Released to sort: 1,038

VENDOR COUNT: 263

PRINTEND L.00.05 built 05/01/15 07.08

RECORDS PROCESSED: 1,038

Giving Prelist to AP Staff for Inspection

At this point, you will want to let the accounts payable staff recheck the prelist, and you and they may need to cycle through some earlier steps again.

When the AP staff has finally okayed the final prelist, you can go on to printing the 1099 forms.

Task 12-T: Printing 1099 Forms for Distribution

These instructions tell how to create a print file that you can use to print 1099-MISC forms with Print Manager.

Before printing, make sure your print environments meets the requirements described on [page 5-37](#).

To print 1099-MISC forms:

1. Log on to your Linux server as qssopr.

2. Type the following:

```
. y16tax
```

Type the command as period space y16tax.

3. Type y16ten99prt at the command prompt to create a PIF (Printer Information File).

For details, see the next heading.

4. Type y16ten99laser to create a print file that you can print with Print Manager.

For details, see [page 5-34](#).

To print a 1099-MISC form for a specific vendor, see [page 5-37](#).

Creating a PIF with the y16ten99prt Command

Purpose

The y16ten99prt command creates a PIF (Printer Interface File) contains the data for printing 1099-MISC forms. The y16ten99laser file uses the PIF to create a print file for one of the **QSS**-supported 1099-MISC forms.

Format of Command

```
y16ten99prt
```

```
-----
```

```
Print 1099 forms for calendar year 2016
```

```
The syntax of the command is:
```

```
y16ten99prt [-n]
```

Parm Value	Description
------------	-------------

```
-----
```

-n	Do NOT do set up for laser print.
----	-----------------------------------

Sample Command Prompts

Type the following command at the command prompt:

```
y16ten99prt
```

Respond to the following prompts as described below.

```
TNPR16 L.16.00 built 10/26/16 18.57 Print 1099-MISC forms for  
tax yr 2016
```

```
Option: 2336
```

```
PRINTBEGIN L.00.05 built 05/01/15 07.08
```

```
Open EIN File: $QSS_DATA/w21099/2016/CTW2TP16
```

```
Accessing Federal EIN file...
```

```
District: 001 94xxxxxxx
```

```
Global:
```

```
District: 002 94xxxxxxx
```

```
Global:
```

```
District: 003 94xxxxxxx
```

```
Global:
```

```
District: 004 94xxxxxxx
```

```
Global:
```

```
District: 005 94xxxxxxx
```

```
Global:
```

```
District: 010 94xxxxxxx
```

```
Global:
```

```
District: 012 94xxxxxxx
```

```
Global:
```

```
District: 013 94xxxxxxx
```

```
Global:
```

```
District: 014 94xxxxxxx
```

```
Global:
```

```
District: 015 94xxxxxxx
```

```
Global:
```

```
Opening PHONE file: $QSS_DATA/w21099/2016/CT1099PH
```

```
Reading Contact Telephone Number file:
```

```
District: 012 Phone: (555) 555-5555
```

```
District: Phone:
```

```
Program option found:
```

```
0001099OP 99
```

2015

Did you run the FILTER process? (Y/N)

Y
Y

If you answer N, the screen displays additional prompts for the cutoff amounts for Box 2 (\$10 recommended) and Boxes 1, 3, and 7 (\$600 recommended).

If you answer Y, the system gets this information from the filter created with the y16ten99filter command.

Are the vendors that should receive 1099s flagged correctly?
(Y/N) Y

Y

The recommended response is Y. Contact your **QSS** account manager if for some reason you feel compelled to answer N. (This was an option added for a site that had all their vendors flagged not to receive 1099-MISC's.)

Vendor 1099 flags are correctly set.

Is this correct? (Y/N) Y

Y

Is this a restart? n

n

012QSS COE

1099 forms printed for district 012: 160

Box 1 total: \$282,632.38

Box 6 total: \$7,344.00

Box 7 total: \$1,267,203.62

Box 14 total: \$5,200.00

PRINTEND L.00.05 built 05/01/15 07.08

Total 1099 forms printed: 160

Box 1 total: \$282,632.38

Box 6 total: \$7,344.00
 Box 7 total: \$1,267,203.62
 Box 14 total: \$5,200.00

Creating a Print File with the *y16ten99laser* Command

These instructions look at the following:

- ◆ Parameters for Creating a Print File
- ◆ Printing on Standard QSS-Supported Forms

Purpose

The *y16command* creates a print file in Print Manager. To do the actual printing, use Print Manager to route the file to a printer.

The grid in Print Manager lists these files with the following characteristics:

- ◆ A Program Title of "TAX FORMS (SPECIAL FORMS)."
- ◆ A Program name of "TAX300."

Parameters for Creating a Print File

The *y16w2laser* command has the following parameters:

```
y16ten99laser -d driver -f form [-p printer] [-b #####] [-e #####]
```

-b ##### Beginning document number.

-e ##### Ending document number.

Leave the -b and -e parms blank if you are printing all forms.

You can use these parameters to print a form for a particular vendor. For details, see [page 5-48](#).

-f form FORM-NAME to use.
 HELP

To print, you must specify the -d or -f parm.

Type the name of the 1099-MISC form you're using. Use HELP to get a list of the QSS supplied FORM definitions. If you provide this parameter you do NOT have to provide the DRIVER parm. The DRIVER parameter will be setup for you based on the FORM you select.

- `-d driver` DRIVER-NAME to use.
 HELP
- To print, you must specify the `-d` or `-f` parm.
- Type the name of a file that contains commands on how to format the 1099-MISC form. You don't have to specify this if you provide a valid FORM-NAME parameter. Use HELP as the DRIVER name to get a list of QSS supplied DRIVER files.
- Driver files are ASCII files that contain commands that define how a specific tax form should be printed. Each tax form has its own driver file.
- This command does not check the DRIVER-NAME command so you can develop or provide your own driver file.
- `-p printer` The print output.
- ◆ Leave blank to use Print Manager in QCC.
 - ◆ If the driver is not printing to Print Manager then direct file to specified printer. If not specified, the output file will be in file PRTFILE.
- `-t "title"` Type the title in quotes for the optional tax300 report.

Printing on Standard QSS-Supported Forms

The following command allow you to use a standard **QSS**-supported form.

```
y16ten99laser -f form
```

Replace the `-f` parameter with one of the following FORM codes.

FORM	Description
----	-----
353	This is a single sided z-fold pressure seal form. (8.5 x 11) default: DRIVER = TN16353
8048	This is a single sided z-fold pressure seal form. (8.5 x 11) (Same as 353 now) default: DRIVER = TN16353
LMX	Single sided 2-up cut sheet. (8.5 x 11) default: DRIVER = TN16LM

LMXPTM Single sided 2-up cut sheet. (8.5 x 11)
 Print To Mail - BMISxxx
 default: DRIVER = TN16LMX

UNIV Single sided universal Nelco (8.5 x 11)
 2 Address lines - can be problematic with
 alignment in window envelope
 default: DRIVER = TN16UN.DATA

UNIVENV Single sided universal Nelco (8.5 x 11)
 Better fit in Nelco Envelope (1 Line Addr)
 default: DRIVER = TN16UN1.DATA

UNIVPS Single sided z-fold pressure seal form
 Nelco (legal size)
 default: DRIVER = TN16UNPS.DATA

Sample Dialog for Creating a Print File

This example illustrates the process for creating a print file for Form 353 (single-sided Z-fold pressure seal form).

```
y16ten99laser -f 353
```

```
TAX300   L.00.08 built 01/28/16 14.56 Generic Tax Form printing
Engine
```

```
Generic Tax Form Print Engine
```

```
PRINTSTART L.00.05 built 05/01/15 07.08
  Print file 486523 assigned to 'TAX FORMS (SPECIAL FORMS)'
  PRTFILE redirected to /var/opt/qss/pfiles/qssopr/p0486523
```

```
Processing setup file: $QSS_DATA/data/opr/TN16353B
OPENINGRESETFILE: /var/opt/qss/data/opr/TN16353E
```

```
Processing reset file: $QSS_DATA/data/opr/TN16353E
```

```
PRINTFINISH L.00.05 built 05/01/15 07.08
```

```

Forms Printed:       160
Documents Processed: 160
```

Printing a Specific Form

If you need to reprint a single 1099 laser form, you can do it with the command `y16ten99laser`. The `-b` and `-e` parameters control the printing of a subset of 1099s.

However, first you need to know the PIF document number. You can find the PIF document number of the 1099 you wish to reprint with the `y16ten99getdocno` command. The parameters you supply to this command are the district number and the vendor number. As a result, this command displays the PIF document number. You can then use that number with the `y16ten99laser` command.

To create a print file for a specific 1099 vendor:

- ◇ Log on to your Linux server as `qssopr`.
- ◇ Type the command `. y16tax` (. space `y16w2tax`) at the command prompt.
- ◇ Type `y16ten99getdocnum -dddvendor` at the command line prompt.

Replace `dddvendor` with the 3-digit district number, followed by the 6-digit vendor number, such as 011004321 for District 11, Vendor 4321.

The screen lists a 5-digit document number for the vendor like this:

```
y16ten99getdocnum -v 012030292
012030292 ALBERT EINSTEIN 00103
```

The last number in the list is the document number (00103 in this example).

- ◇ The next step is to issue the command. For example, use the following command to print document number 3:

```
y16ten99laser -b 000103 -e 000103 -f 363
```

This specifies that the range is a single document number.

Requirements for Successful Printing of Laser-Formatted 1099-MISC Forms

Successful printing of laser-formatted 1099-MISC forms requires the configuration of and correct interaction between the **QSS** software, the server, and the laser printer. The following requirements must be satisfied to get successful printing of laser-formatted 1099-MISC forms.

- ◆ You must have the *QSS/OASIS TX16 release installed*. This release contains all of the required control files and commands for printing laser 1099-MISC forms.

- ◆ You must have *a printer that supports PCL* (HP Printer Command Language) and that has the line printer font as a standard font. If you are able to print **QSS** reports in landscape with all 132 characters of the report across the page, then you most likely have the line printer font. All HP laser printer products of recent vintage will work. If you have a non-HP laser printer, it must have support for PCL.
- ◆ Your *laser printer* must be available over the network. This means it must have a network card (either internal or external as in a JetDirect-EX).
 - > If you can use the **R** option in Print Manager to route reports to the printer, then you have a spooled printer.
 - > If the printer is connected to your PC or directly to a server (like Windows NT) and the only way to print to it from **QSS** software is using the **P** option of Print Manager, then you do *not* have a spooled printer.
- ◆ You must use *pre-printed, dated 1099 laser forms* or *special blank forms from NELCO*. The **QSS** software will fill in the fields of the pre-printed form, and NELCO supplied PCL overlays will draw the 1099 forms on blank paper.

QSS tax form software is generic, with the output format controlled by a configuration file (called a *driver* file). This provides you with a mechanism to support a non-**QSS** form. However, you are responsible for adjusting the **QSS** standard driver file(s) to fit your custom form definition/layout.

List of QSS-Supported 1099 Forms

Following are two lists of 1099 forms supported by **QSS** for the 2016 tax year, one for laser printers, and one for continuous pin-feed printers.

1099-MISC Forms for Laser Printers

Although printed laser forms are given various Form IDs by the supplying company, they really all fall into one of two types: LMX and 353. For example, a ptm BMISFED is really an LMX form. So you would use the LMX driver to print all the ptm BMISxxx forms, using the parameter `FORM=LMX`. Blank paper forms use the UNIV and UNIVPS drivers. (See the `FORM=` column in the table below.)

1099-MISC Forms for Laser Printers

Company	1099	Form ID	FORM=	Size	Description	Form Type
Moore	1099-MISC	MW353	353	simplex 8.5x11		laser pressure-seal (Z fold)
Moore	1099-MISC	LMISFED LMISREC LMISPAY LMISRECST	LMX	8.5x11		laser cut-sheet
ptm	1099-MISC	BMISFED05 BMISREC05 BMISPAY05 BMIS205	LMXPTM	8.5x11	LMX format with recipient info lowered	laser cut-sheet
ptm	1099-MISC	80487	353	simplex 8.5x11	same as MW353	laser pressure-seal (Z fold)
Nelco ¹	1099-MISC	B4PERF05 (blank paper)	UNIV	8.5x11	two address lines that may not align well in Nelco envelope	laser cut-sheet
Nelco ¹	1099-MISC	B4PERF05 (blank paper)	UNIVENV	8.5x11	single line address with better fit for Nelco envelope	laser cut-sheet
Nelco ¹	1099-MISC	1970 (envelopes for B4PERF05)	Envelopes for B4PERF05			
Nelco ¹	1099-MISC	80650 (blank paper)	UNIVPS	simplex 8.5x14		laser pressure-seal (Z fold)

¹ **QSS** has entered into an agreement with **Nelco** that allows **QSS** to print W2 and 1099 forms on blank paper (B4PERF05 & 80650). Nelco has provided **QSS** with the PCL overlay templates for the forms, which can be used to merge with the data to print the W2 and/or 1099 without buying pre-printed forms. [Our agreement with Nelco requires you to buy the blank paper from Nelco.](#) **CAUTION:** You **must** report your W2/1099 data electronically to use Nelco forms B4PERF05 or 80650 as they **cannot** be scanned.

Forms for Continuous (Pin-Feed) Printers

1099 Forms for Continuous (Pin-Feed) Printers

Company	1099	Form	Description
Moore	1099-MISC	8326M 8226M 9917862 9912862 9919C	All of these are the same layout and will work
ptm	1099-MISC	MMMISND053 CMIS053 CMIS054 CMIS055 PAMIS053 PAMIS054 QMMIS055 TC-M2 MMPAMIS052 MMQMMIS053	All of these are the same layout and will work

Sample 1099-MISC Forms

This heading provides samples of some of the forms that **QSS** supports:

- ◆ Sample MW285 and ptm-80487 Form (Laser Pressure Seal)
- ◆ Sample PTM BMISREC Form (Laser Cut Sheet)

Sample MW285 and ptm-80487 Form (Laser Pressure Seal)

PRINTED IN USA
 FORM 80487 1099-MISC
 SEE REVERSE SIDE FOR OPENING INSTRUCTIONS

S10288

CORRECTED (if checked)

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone number		1 Rents	OMB No. 1545-0115		2016	Miscellaneous Income
\$		2 Royalties	Form 1099-MISC			
PAYER'S federal identification number RECIPIENT'S identification number		3 Other income	4 Federal income tax withheld		Copy 2	
\$		5 Fishing boat proceeds	6 Medical and health care payments			
RECIPIENT'S name, street address (including apt. no.), city or town, state or province, country, and ZIP or foreign postal code		7 Nonemployee compensation	8 Substitute payments in lieu of dividends or interest		To be filed with recipient's state income tax return, when required.	
\$		9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale ▶	10 Crop insurance proceeds			
Account number (see instructions)		11	13 Excess golden parachute payments		14 Gross proceeds paid to an attorney	
FATCA filing requirement ▶		12	16 State tax withheld			
15a Section 409A deferrals	15b Section 409A income	17 State/Payer's state no.	18 State income			
\$	\$	\$	\$			

Form 1099-MISC www.irs.gov/form1099misc
Department of the Treasury - Internal Revenue Service

CORRECTED (if checked)

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone number		1 Rents	OMB No. 1545-0115		2016	Miscellaneous Income
\$		2 Royalties	Form 1099-MISC			
PAYER'S federal identification number RECIPIENT'S identification number		3 Other income	4 Federal income tax withheld		Copy B For Recipient	
\$		5 Fishing boat proceeds	6 Medical and health care payments			
RECIPIENT'S name, street address (including apt. no.), city or town, state or province, country, and ZIP or foreign postal code		7 Nonemployee compensation	8 Substitute payments in lieu of dividends or interest		This is important tax information and is being furnished to the Internal Revenue Service. 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.	
\$		9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale ▶	10 Crop insurance proceeds			
Account number (see instructions)		11	13 Excess golden parachute payments		14 Gross proceeds paid to an attorney	
FATCA filing requirement ▶		12	16 State tax withheld			
15a Section 409A deferrals	15b Section 409A income	17 State/Payer's state no.	18 State income			
\$	\$	\$	\$			

Form 1099-MISC www.irs.gov/form1099misc
(keep for your records) Department of the Treasury - Internal Revenue Service

First-Class Mail
 Important Tax Return
 Document Enclosed

Sample PTM BMISREC Form (Laser Cut Sheet)

<input type="checkbox"/> CORRECTED (if checked)		OMB No. 1545-0115		2016	Miscellaneous Income
PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.		Form 1099-MISC			
		1 Rents	Copy B For Recipient		
		\$			
		2 Royalties			
		\$			
		3 Other income			
		\$			
PAYER'S federal identification number		RECIPIENT'S identification number		4 Federal income tax withheld	
RECIPIENT'S name, address, ZIP/postal code & country		5 Fishing boat proceeds		6 Medical and health care payments	
		7 Nonemployee compensation		8 Substitute payments in lieu of dividends or interest	
Account number (see instructions)		FATCA filing requirement <input type="checkbox"/>		9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/>	
10 Crop insurance proceeds		11		12	
13 Excess golden parachute payments		14 Gross proceeds paid to an attorney		15a Section 409A deferrals	
15b Section 409A income		16 State tax withheld		17 State/Payer's state no.	
18 State income		\$		\$	
Form 1099-MISC (keep for your records)		Department of the Treasury - Internal Revenue Service		38-2099803	

<input type="checkbox"/> CORRECTED (if checked)		OMB No. 1545-0115		2016	Miscellaneous Income
PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.		Form 1099-MISC			
		1 Rents	Copy B For Recipient		
		\$			
		2 Royalties			
		\$			
		3 Other income			
		\$			
PAYER'S federal identification number		RECIPIENT'S identification number		4 Federal income tax withheld	
RECIPIENT'S name, address, ZIP/postal code & country		5 Fishing boat proceeds		6 Medical and health care payments	
		7 Nonemployee compensation		8 Substitute payments in lieu of dividends or interest	
Account number (see instructions)		FATCA filing requirement <input type="checkbox"/>		9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/>	
10 Crop insurance proceeds		11		12	
13 Excess golden parachute payments		14 Gross proceeds paid to an attorney		15a Section 409A deferrals	
15b Section 409A income		16 State tax withheld		17 State/Payer's state no.	
18 State income		\$		\$	
Form 1099-MISC (keep for your records)		Department of the Treasury - Internal Revenue Service		38-2099803	

BMISREC NTF 2580174*

Sample Moore 9919C Form (Pin Feed)

9595 VOID CORRECTED

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	
		2 Royalties		2014	
PAYER'S federal identification number		3 Other income		4 Federal income tax withheld	
		5 Fishing boat proceeds		6 Medical and health care payments	
RECIPIENT'S identification number		7 Nonemployee compensation		8 Substitute payments in lieu of dividends or interest	
RECIPIENT'S name		9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/>		10 Crop insurance proceeds	
Street address (including apt. no.)		11		12	
City or town, state or province, country, and ZIP or foreign postal code		13 Excess golden parachute payments		14 Gross proceeds paid to an attorney	
Account number (see instructions)		2nd TIN not <input type="checkbox"/>		15a Section 409A deferrals	
15b Section 409A income		16 State tax withheld		17 State/Payer's state no.	
\$		\$		\$	
18 State income		\$		\$	

Form **1099-MISC** 36-1004130 www.irs.gov/form1099misc Department of the Treasury - Internal Revenue Service

Do Not Cut or Separate Forms on This Page — Do Not Cut or Separate Forms on This Page

9595 VOID CORRECTED

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	
		2 Royalties		2014	
PAYER'S federal identification number		3 Other income		4 Federal income tax withheld	
		5 Fishing boat proceeds		6 Medical and health care payments	
RECIPIENT'S identification number		7 Nonemployee compensation		8 Substitute payments in lieu of dividends or interest	
RECIPIENT'S name		9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/>		10 Crop insurance proceeds	
Street address (including apt. no.)		11		12	
City or town, state or province, country, and ZIP or foreign postal code		13 Excess golden parachute payments		14 Gross proceeds paid to an attorney	
Account number (see instructions)		2nd TIN not <input type="checkbox"/>		15a Section 409A deferrals	
15b Section 409A income		16 State tax withheld		17 State/Payer's state no.	
\$		\$		\$	
18 State income		\$		\$	

Form **1099-MISC** 36-1004130 www.irs.gov/form1099misc Department of the Treasury - Internal Revenue Service

As of 2016, customers no longer use pin-feed forms. The most recent available sample is for 2014.

Allowing an Interval Between Distributing 1099s and Making 1099-MISC File for IRS

After you have printed and distributed the 1099 forms, stop before taking the next step. Wait until late in March to make the 1099 file for the government.



Figure 5-5: Allow Interval Before Making IRS File

This will allow time for any adjustments to be made *before* the file is created that is sent to the government.

Adjustments can be made in either or both of two ways:

- ◆ By using the Additional Data program, as described in "Task 7-AP: Adjusting or Adding Data Using the Additional Data Program" on page 5-14, *and/or*
- ◆ By adjusting the flags for payments to vendors, using the 1099 Inspection/Maintenance (AAUPDT) program, as described in "Task 5-AP: Adjusting Flags for Transactions with AAUPDT" on page 6-18.

WARNING: If you make adjustments by repeating Task 7-AP and/or Task 5-AP, you must also create a new extract file as described in "Task 8-T: Creating 1099-MISC Extract File from AP Transactions" on page 5-15.

When you repeat Task 8-T to create the new 1099 extract file, there is a possibility that vendors other than those targeted for adjustments could have data changes. This could cause a discrepancy between a printed 1099 (from the original extract file) and the data submitted to the IRS (from the new extract file).

Therefore, you should take measures to verify that the only changes in the new extract are for the vendor(s) targeted for adjustments.

Task 13-T: Creating 1099-MISC Electronic Transmittal File(s)

This step does the following:

- ◆ Creates an electronic transmittal files named IRSTAX for submission to the IRS. If your state does not require 1099 reporting or you are participating in a Combined Federal/State Filing program, this is the only transmittal file you will need.
- ◆ Save the data files used to create the tax file.

Process for Creating the File

If your state requires 1099 reporting and you are *not* participating in a Combined Federal/State Filing program, you will need two separate files. For states other than California, you can simply copy the IRSTAX file to a file named STATAX for submission to state. If you are in California, you must run this step twice because the STATAX file includes additional fields not included in the IRSTAX file.

California sites who are *not* participating in the Combined Federal/State Filing program, should follow these steps:

1. Log on to your Linux server as qssopr, then type the command `. y16tax` (`. space y16w2tax`) at the command prompt.
2. Create the state transmittal file first.

Run the y16ten99file command.

Respond N to the prompt that reads:

Create a Combined Federal/State transmittal file?

Respond Y to the prompt that reads:

Is this file for the State of California?

When the IRSTAX file is created, rename it STATAX by typing the following at the command prompt: mv IRSTAX STATAX.

3. Create the IRS transmittal file next.

Re-run the y16ten99file command.

Respond N to the prompt that reads:

Create a Combined Federal/State transmittal file?

Respond N to the prompt that reads:

Is this file for the State of California?

The IRSTAX will be created. This is your IRS transmittal file.

NOTE: If you are submitting by paper and do not want to produce a 1099-MISC electronic file, you can skip the `y16ten99file` command.

NOTE: If your site produces over 250 1099-MISC forms, you must report by electronically rather than by paper.

Format of Command

`y16ten99file`

Produce 1099-MISC transmission file for tax year 2016.

The syntax of the command is:

`y16tenfile [-e einfile]`

Parm Value	Description
-----	-----
<code>-e einfile</code>	EIN file to use in the same format as CTW2TP16 to use instead. The file must be in the same directory as CTW2TP16.

To create the 1099-MISC electronic transmittal file:

◇ Log on as `qssopr`.

◇ Type the following:

`. y16tax`

Type the command as period + space + `y16tax`.

◇ Type `y16ten99file` at the command prompt.

The syntax of the `y16ten99file` command is:

As a result of typing the `y16ten99file` command, you will see the following dialog.

NOTE: Depending on which information this program can obtain from the EIN and PHONE control files, ***you may or may not see all the following questions.***

NOTE: If you answered y to the question "Did you run the FILTER process?" the following questions about cutoff amounts will be skipped.

TNTP16 L.16.00 built 10/26/16 19.01 Create 1099-MISC media file
for 2016

Program option found:

0001099OP 99

2015011209270274SYS

CSSFIDINO: 099

Test Indicator? (T/_)

Enter 'T' if this is a TEST file, otherwise press the <return>
key.

Did you run the FILTER process? (Y/N)

Y

Y

Opening CONTROL file: '\$QSS_DATA/w21099/2016/CT1099TI'.

Enter Name Control (4 characters): ABCD

ABCD

Enter Transmitter Control Code (5 char) 12345

12345

Transmitter Contact Person Name?

JOHN SMITH

JOHN SMITH

Transmitter Contact Email Address?

JOHN@SMITH.COM

JOHN@SMITH.COM

Name control: ABCD

Transmitter control code: 12345

Contact Person Name: JOHN SMITH

Contact Person Email: JOHN@SMITH.COM

Is this correct? (Y/N) Y

Y

Open EIN File: \$QSS_DATA/w21099/2016/CTW2TP16

District: 001 94xxxxxxx

Global:

District: 002 94xxxxxxx

Global:

District: 003 94xxxxxxx

Global:

District: 004 94xxxxxxx

Global:

District: 005 94xxxxxxx

Global:

District: 010 94xxxxxxx

Global:

District: 012 94xxxxxxx

Global:

District: 013 94xxxxxxx
Global:
District: 014 94xxxxxxx
Global:
District: 015 94xxxxxxx
Global:
GP-1.
Opening WS-PHONE-FILE-NAME: '\$QSS_DATA/w21099/2016/CT1099PH'.
Reading Contact Telephone Number file:
District: 012 Phone: (555) 555-5555
District: Phone:

CA is a participating state in the Combined Federal/State Filing Program.

This program can create a Combined Federal/State Filing file.

Create a Combined Federal/State Filing file?

Respond 'N' if your state does not participate in the CF/SF program,
or if your agency has not been approved to participate in the
CF/SF program.

Respond 'Y' to create a CF/SF file.

Y
Y

This will be a Combined Federal/State Filing file.

Correct? (Y/N) Y

Y

Are the vendors that should receive 1099s flagged correctly?

(Y/N) Y

Y

Vendor 1099 flags are correctly set.

Is this correct? (Y/N) Y

Y

WS-PHONE-NO: 55555555

Tape summary

```

-----
(2) Tax year                2016
(3) Transmitter control code: 12345
(4) Transmitter:           QSS COE
    Correspondence address:  QSS COE
                           100 MAIN ST
                           YOUR CITY

CA 123454321
(5) Name of person to contact regarding problems associated
with the file:
    HARRY POTTER                5555555555

```

```

A Record Payer info: QSS COE
                    100 MAIN ST
                    YOUR CITY                CA
123454321
    Payer EIN: 94xxxxxxx
    Form Type: 1099-MISC
B record count: 00000160
    Box 1 total:      282632.38
    Box 6 total:      7344.00
    Box 7 total:      1267203.62
    Box 14 total:     5200.00
-----

```

```

RECORDS PROCESSED:      930
    Box 1 totals         282632.38
    Box 6 totals         7344.00
    Box 7 totals         1267203.62
    Box 14 totals        5200.00
(9) Combined total number of Payee records reported:      160
(10) Number of payer A records:                1

```

Saved History Files

The y16ten99file command saves the files used to create the transmittal files. The following history files reside in the \$QSS_DATA/w21099/2016 directory:

- ◆ FMTNMG16 (the merged data from y16ten99mrg in Step 9-T on [page 5-21](#))
- ◆ CTW2TP16 (control file on [page 5-8](#))
- ◆ CT1099PR (control file on [page 5-10](#))
- ◆ CT1099TI (control file on [page 5-11](#))
- ◆ FMTTNT16 (output file from this step that is used to create the IRSTAX file)

Task 14-T: Transferring Transmittal File(s) to PC

Purpose

This step provides a description of how to transfer the transmittal files created in the previous step to a PC so you can submit them to the IRS and the state. The files are:

- ◆ \$QSS_DATA/w21099/2016/IRSTAX
- ◆ \$QSS_DATA/w21099/2016/STATAX

Follow the instructions from the IRS and your state for submitting the IRSTAX and STATAX files.

Using WinSCP

The following example illustrates using WinSCP to transfer the IRSTAX and STATAX from the Linus server to a PC. WinSCP is an FTP program for Windows that has a user interface similar to the Windows File Explorer. If the software is not installed on your PC, you can download it for free from winscp.net.

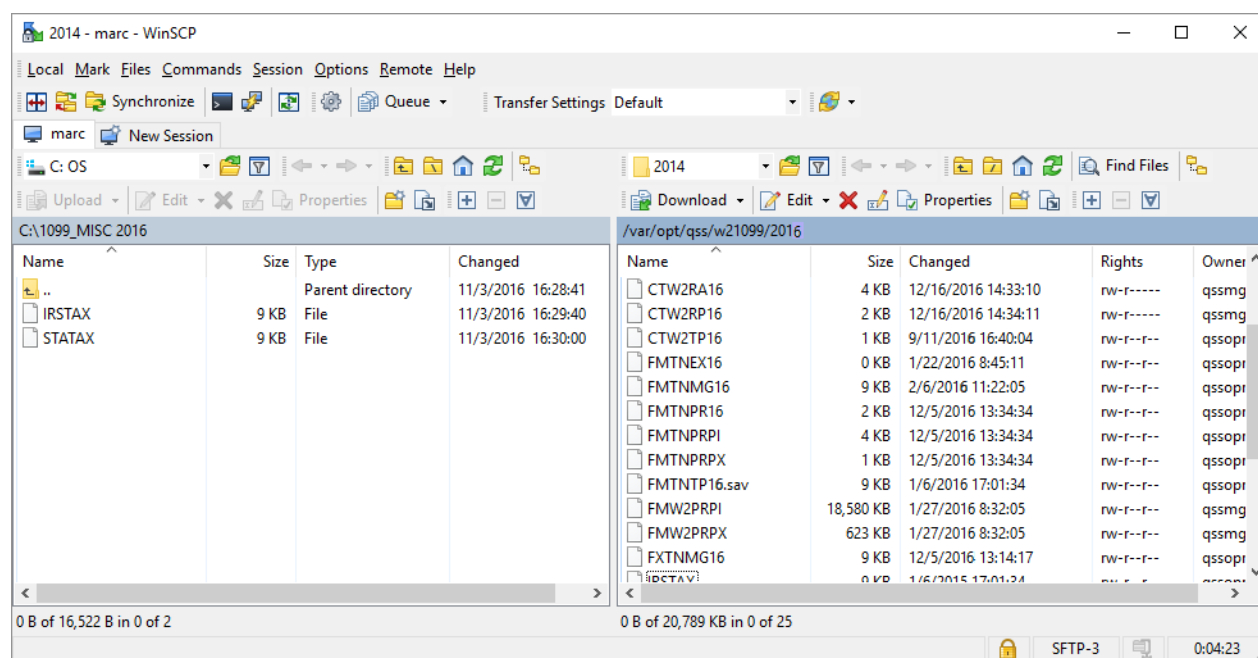


Figure 5-6: WinSCP for transferring files

- ◆ The left pane illustrates the contents of the 1099_MISC 2016 directory on the local PC after the IRSTAX and STATAX file are downloaded.
- ◆ The right pane illustrates the contents of the \$QSS_DATA/w21099/2016 directory. It contains the IRSTAX and STATAX files created by the y16ten99file command.

To transfer the files, you need only drag them from the right pane to the left pane.

Commands for 1099 Processing

For a listing of the commands for 1099 processing, see W2 and 1099 Commands for 2016. This publication is available from the links under the Secure Support Area to the *1099 Processing Guide* for the current tax year.

Chapter 6: Processing Instructions for AP Staff

Chapter Overview

This chapter covers the following main topics:

TOPIC	PAGE
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CAUTION: The software and documentation for producing 1099 forms is updated yearly. Therefore, ***make sure you are dealing with the software and documentation for the current year.*** The software for the current year is designated as TX16.

Tasks 1-T Through 3-T

Before you, the accounts payable staff, can begin your part of the 1099 processing with the prelist in Task 4-AP, you need to check with the technical staff to make sure they have finished Tasks 1-T through 3-T. An overview of all the tasks is given in Chapter 2 of this manual.

For Version H, see Chapter 4.

For Version L, see Chapter 5.

Task 4-AP: Printing a Preliminary Prelist with TNSB16

Before printing the 1099-MISC forms, you need to run the 1099-MISC prelist to review the data and, if necessary, make corrections. The prelist reports transactions that have been flagged for 1099-MISC reporting. Any information that has been entered via the Additional Data program (TNFD16) is also included on this report. The report includes the vendor name, address and TIN, in addition to showing the payment amounts.

The instructions for this step focus on the following areas:

- ◆ Launch Window for QCC Version
- ◆ Launch Screen for the Traditional Version
- ◆ Sample Report

Launch Window for QCC Version

These instructions focus on the following areas:

- ◆ Opening the Launch Window from QCC
- ◆ Launching the Report
- ◆ Description of Launch Window

Opening the Launch Window from QCC

1. Log on to QCC. For instructions, see [page A-2](#).
2. On the tree view, click the **W2/1099** folder, then **W2/1099 Processing** to open the *W2/1099 Processing* window.
3. In the *W2/1099 Processing* window, click the **Tax Year 2016** branch, then click **1099 Processing**. Double-click **1099-Misc Prelist (TNSB16)** to open a *TAX* window.

Launching the Report

Figure 6-1 illustrates the *TAX* window. This heading summarizes the parts of the window. The table on [page 6-5](#) explains the commands in the toolbar.

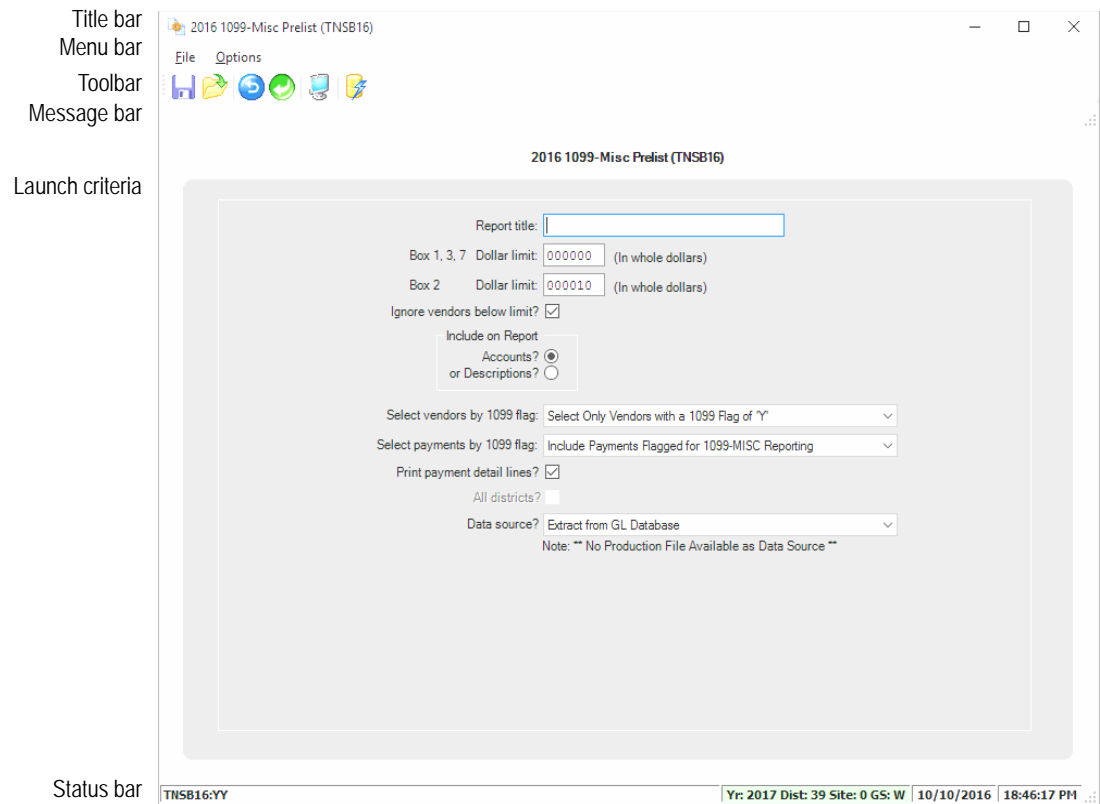



Figure 6-1: 1099 Misc Prelist (TNSB16) window







- ◆ The title bar lists the name of the report.
- ◆ The toolbar contains the commands for launching the report. For an explanation, see the table on [page 6-5](#).
- ◆ After you click the  (Submit [Ctrl+S]) icon, the report launches. Press F12 to close the dialog box.

If part of the launch window is not filled out correctly, the message bar explains what changes you need to make before launching the report.

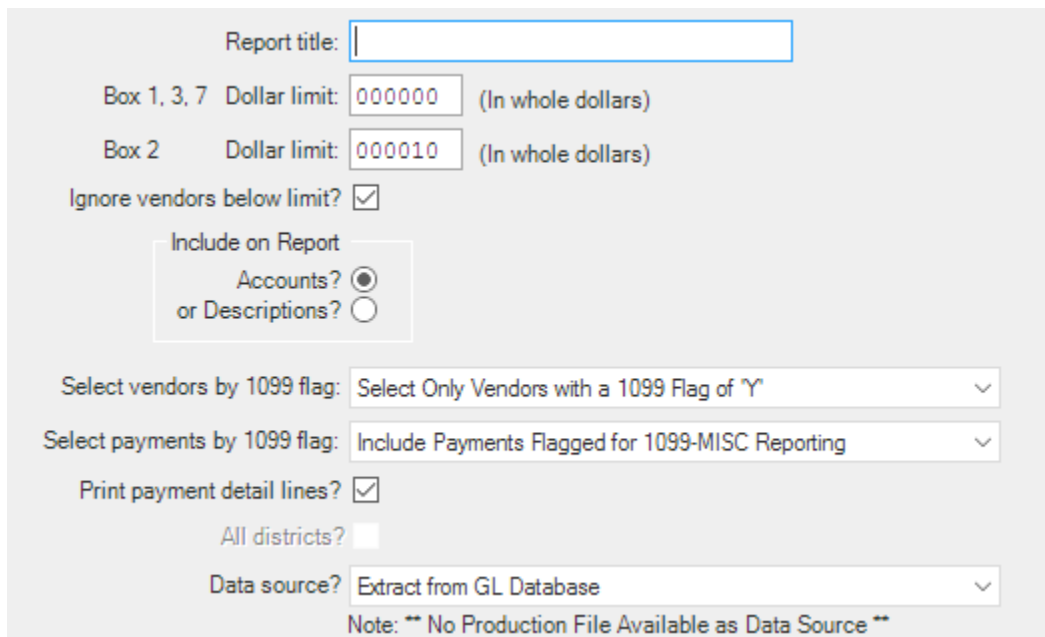
- ◆ The launch criteria allow you to select the data to report.
- ◆ The status bar includes the following information:

- ◇ **Yr: 2009 Dist: 07 Site: 1** . The fiscal year, district, and site for you QCC session. The background color is a year code. The defaults are red for a previous fiscal year, green for the current year, and blue for a future fiscal year.
- ◇ **10/21/2009 10:05:05** . The current date and time.

Toolbar commands for the 2016 1099-Misc Prelist (TNSB16) window

Command	Icon	Keyboard	Description
Save report preset		Ctrl+A	Save the report launch form in a preset so that you can use it to launch the same report later.
Retrieve report preset		Ctrl+T	Retrieve a saved preset to pre-fill the launch form. You can edit the form before launching the report.
Undo Changes		Ctrl+U	Undo the changes to the window since the last time you launched the report.
Reset back to defaults		Ctrl+R	Return all of the boxes on the window to the way they were when you first opened it.
Print Screen		F11	Print a copy of the screen on the default Windows printer for your PC.
Submit job		Ctrl+S	Launch the report. The system verifies that the window is filled in completely. If you need to make corrections before launching the report, the message bar explains what you need to do. After the report launches, a "Job Submission Succeeded" box displays the job number. You can use this job number to locate the report in the <i>Print Manager</i> window.

Description of Launch Window



Report title:

Box 1, 3, 7 Dollar limit: (In whole dollars)

Box 2 Dollar limit: (In whole dollars)

Ignore vendors below limit?

Include on Report
 Accounts?
 or Descriptions?

Select vendors by 1099 flag:

Select payments by 1099 flag:

Print payment detail lines?

All districts?

Data source?

Note: ** No Production File Available as Data Source **

Figure 6-2: Report boxes on the 1099 Misc Prelist (TNSB16) window

Report Title	Type a title up to 30 characters long. This title prints on the upper left corner of each page of the report.
BOX 1, 3, 7 Dollar Limit	<p>Type the cutoff amount, rounded to the nearest dollar (up to 6 digits) for Boxes 1, 3, and 7.</p> <p>The report includes vendors whose combined totals for Boxes 1, 3, and 7 meet or exceed the cutoff amount.</p> <p>When you are doing preliminary reports, QSS suggests that you use a cutoff amount of 0 so that all vendors are reported. Later on, you can specify a cutoff amount of 600 to limit the report to vendors who have more than \$600 of payments for any one box.</p>
BOX2 Dollar Limit	Type the cutoff amount in dollars for Royalties, Box 2. An amount of 0 means to report all royalty payments.
Ignore vendors below limit?	<p>Select or clear the check box.</p> <ul style="list-style-type: none"> ◆ Select the check box to exclude vendors whose 1099 payments are below the threshold. ◆ Clear the check box to limit the report to vendors with 1099 payments that meet the thresholds.
Include on Report Accounts? or Descriptions?	<p>Select one of the option buttons.</p> <ul style="list-style-type: none"> ◆ Select the Accounts check box to print the account for each 1099 payment, as in the report sample on page 6-12. ◆ Select the Description check box to print the description for each payment, as in the sample on page 6-13.
Select vendors by 1099 flag	<p>Select one of the following from the list:</p> <ul style="list-style-type: none"> ◆ Select All Vendors to have the report include vendors with any 1099 flag. ◆ Select Only Vendors with a 1099 Flag of 'Y'. ◆ Select Only Vendors with a 1099 Flag of 'N' or ' ' (blank).

- Select payments by 1099 flag** Select one of the following from the list:
- ◆ **Include Payments for 1099-MISC Reporting** to report payments with any flag for 1099 reporting.
 - ◆ **Include ALL Payments** to report all payments to vendors, including those not flagged for 1099 reporting.
 - ◆ **Box 1 through Box 18** to report only payments flagged for reporting in a specific box.
 - ◆ **Include Payments Not Flagged for 1099-MISC Reporting** to report only transactions that are NOT flagged for 1099 reporting.
- Print payment detail lines?** Select or clear the check box.
- ◆ Select the check box to print full payment detail for each vendor.
 - ◆ Clear the check box to print only transaction totals for each vendor and
- All districts?** Select or clear the check box.
- ◆ Select the check box to create a report for all districts.
 - ◆ Clear the check box to create a report for the current district for you QCC session.
- Data source?** Select one of the following from the list:
- ◆ **Extract from GL Database** to have the prelist extract data from the database for reporting. This is the only option available if your site has not done Task 9-T (Y16TEN99MRG) on [page 4-24](#).
 - ◆ **Extract data from extract file** to use the extract file created by the Y16TEN99EXTRACT command. This item is available only after your site has done Task 9-T (Y16TEN99MRG) on [page 4-24](#).
- Note** If the note reads, "No Production File Available as Data Source," the only choice available for the **Data Source** is **Extract from GL Database**.

Launch Screen for the Traditional Version

The prelist program identifies vendors based on their TINs. Even if vendors are otherwise identified by various names, this program gathers transactions based on the TINs.

District: 07		Request 1099-MISC Prelist for Tax Year 2016		QSS/OASIS	
Report title: SAMPLE FOR DOCUMENTATION_					
Box 1,3,7	Dollar limit:	600	(In whole dollars)		
Box 2	Dollar limit:	10	(In whole dollars)		
Ignore vendors below limit? Y (Y/N)					
Show accounts or descriptions: A (A/D)					
Select vendors by 1099 flag: 1 0 = Any value; 1 = "Y"; 2 = "N" or " "					
Select payments by 1099 flag: R					
		A = Any value	6 = Box 6(Medical)		
		R = Any reportable value	7 = Box 7(Nonempl)		
		or select specific box		D = Box13(GPP)	
		1 = Box 1 (Rents)	E = Box14(Attny)		
		2 = Box 2 (Royalties)	6 = Box16(SIT)		
		3 = Box 3 (Other)	H = Box18(ST INC)		
		4 = Box 4 (FIT)	N = non-reportable		
Print payment details lines: Y (Y/N)					
All districts: N (Y/N)					
Data source: 1					
		1 = Extract data from GL database			
		2 = Use production file from *** not available ***			
TNSB16 H.16.00 compiled 06/10/16 17:19 Option:0 TNSB:Y 600 10YA1RN1Y					
Start over				Start over	Launch report
					Return to menu

Figure 6-3: Request 1099-MISC Prelist (TNSB16)

Report title (O) The program prints the contents of this 30-character field in the upper left corner on each page of the report. You can type your name and work location so the report can be routed to you after printing.

Box 1, 3, 7 Dollar limit (R) Type the cutoff amount, rounded to the nearest dollar (up to 6 digits) for Boxes 1, 3, and 7. The default of 600 is pre-filled. If the amount is zero, type 0.

NOTE: The first time you run this prelist, it is recommended that you change the cutoff amount to 0. You thus get a complete view of the situation.

The default cutoff amount is \$600. The report includes vendors with a combined total of Box 1 (rents), Box 3 (other income), and Box 7 (non-employee compensation) that matches or exceeds the cutoff amount.

Box 2 Dollar limit (R) Type the cutoff amount in dollars for Royalties, Box 2. The default of 10 is pre-filled. This means if 1099 transactions total \$10 or more for Box 2 (royalties), a 1099 will be printed. If the amount is zero, type 0.

Ignore vendors below limit? (R)

Type Y for Yes or N for No.

CODE	EXPLANATION
Y	Exclude from the report those vendors whose 1099-flagged payments are less than the cutoff amount.
N	Include in the report all vendors with 1099-MISC flagged payments, even vendors with 1099-MISC flagged payments less than the cutoff amount.

Show accounts or descriptions (R)

Type A or D.

CODE	EXPLANATION
A	Include the account numbers in the report.
D	Include the payment descriptions in the report.

Select vendors by 1099 flag (R)

Type 0, 1, or 2.

CODE	EXPLANATION
0	Select all vendors.
1	Select only vendors with a 1099-MISC flag of <u>Y</u> .
2	Select only vendors with a 1099-MISC flag of <u>N</u> or blank.

NOTE: The first time you run this prelist, it is recommended that you use option 0, to select all vendors. You thus get a complete view of the situation.

Select payments by 1099 flag (R)

Select one of the codes from the list displayed on the screen in determining which 1099-MISC flagged payments to include in the report. The numbers refer to box numbers on the 1099-MISC form.

CODE	EXPLANATION
A	Include payments of any value.
R	Include all payments flagged for 1099-MISC reporting. (This includes all codes below.)
N	Include only payments with a 1099-MISC flag of <u>N</u> or blank, that is, payments not subject to 1099 reporting on the 1099 form.

The following codes correspond to boxes on the 1099-MISC form.

1	Rent
---	------

CODE	EXPLANATION
2	Royalties
3	Other Income
4	Federal Income Tax Withheld
6	Medical and Health Care Payments
Y or 7	Nonemployee Compensation
D	Excess Golden Parachute Payments (corresponding to Box 13 on the 1099-MISC form)
E	Gross Proceeds Paid to an Attorney (corresponding to Box 14 on 1099-MISC form)
G	State Tax Withheld (corresponding to Box 16 on 1099-MISC form)
H	State Income (corresponding to Box 18 on 1099-MISC form)

NOTE: The first time you run this prelist, it is recommended that you use option A, to select all payments. You thus get a complete view of the situation.

Print payment detail lines (R) Type Y for yes or N for no.

CODE	EXPLANATION
Y	Print the details all transactions for each vendor.
N	Print only the total transaction amounts for each vendor.

All districts (R) Type Y for Yes or N for No.

CODE	EXPLANATION
Y	Get prelist report for all districts.
N	Get prelist report only for your logon district.

Data source (R) Type 1 to extract data from the General Ledger (GL) database.

CODE	EXPLANATION
1	Extract data from GL database.

CODE EXPLANATION

2 Extract data from extract file.

If you request the prelist after your site has done Task 9-T (Y16TEN99MRG) on [page 4-24](#), option 2 will display the date and time of the extract file. Option 2 can then be selected.

Press <ENTER>, then <Launch report>. The word "Working..." flashes at the bottom of the screen. A job number appears in the bottom left corner of the screen. Make a note of the job number so that you know when the job finishes and can find its print file if you are using QSS/OASIS's print spooler to route your reports.

Sample Report

The description of the report includes the following:

- ◆ Page Zero (Header Page)
- ◆ Sample with Accounts
- ◆ Sample with Descriptions
- ◆ Sample with Totals Only
- ◆ How to Read the Prelist

Page Zero (Header Page)

The prelist is sorted by district and vendor name within district. The report details dollar totals of transactions for each vendor, for each district, and for the report.

The first page of the report is Page 0, which recaps how the report was requested.

44 SAMPLE DISTRICT SAMPLE WITH ACCOUNTS	S469	1099-MISC PRE-LIST - 2016	TNRP16	H.16.01 12/05/16 16:07	PAGE 0

<p style="text-align: center;">Cutoff amount: \$600.00 Royalties Cutoff amount: \$10.00</p> <p style="text-align: center;">Cutoff rule for this report: Ignore vendors that don't exceed the cutoffs.</p> <p style="text-align: center;">Select vendors with 1099 flags: set to 'Y'.</p> <p style="text-align: center;">Select payments with 1099 flags: any reportable values</p> <p style="text-align: center;">Input file: FMTNMG16.W2109916.QSSUSER Updated: MON, DEC 5, 2016,10:05 AM</p> <p style="text-align: center;">Report prepared: MON, DEC 5, 2016, 4:07 PM</p>					

Sample with Accounts

The following partial prelist shows what is displayed as a result of typing A in the field **Show accounts or descriptions** on the launch screen. Notice that for each vendor, the account numbers are displayed.

44 SAMPLE DISTRICT		5469	1099-MISC PRE-LIST - 2016	TNRP16	H.16.01	12/05/16	16:07	PAGE	1
Vendor	Tax ID	SE9	FD-RESC-Y-OBJT.SO-GOAL-FUNC-SCH-DD1-DD2	Date Paid	Warrant	Reference	Amount	Flag	

xxxxxx A FIRST SAMPLE VENDOR									
N >A FIRST SAMPLE VENDOR			12-5050-0-5899.00-8530-5900-500-000-000	01/07/2016	60114592	PV-008247	425.58	Y	
A >100 MAIN STREET			12-5050-0-5899.00-8530-5900-500-000-000	01/07/2016	60124592	PV-008247	425.58	Y	
C >YOUR CITY, CA 12345			12-5050-0-5899.00-8530-5900-500-000-000	02/23/2016	60144467	PV-010680	425.58	Y	
			12-5050-0-5899.00-8530-5900-500-000-000	02/23/2016	60144467	PV-010680	425.58	Y	
			12-5050-0-5899.00-8530-5900-500-000-000	03/16/2016	60155053	PV-012880	425.58	Y	
			12-5050-0-5899.00-8530-5900-500-000-000	03/16/2016	60155053	PV-012880	425.58	Y	
			12-5050-0-5899.00-8530-5900-500-000-000	04/08/2016	60170447	PV-013079	412.00	Y	
			12-5050-0-5899.00-8530-5900-500-000-000	04/08/2016	60170447	PV-013079	425.58	Y	
			12-5050-0-5899.00-8530-5900-500-000-000	05/20/2016	60194256	PV-015595	425.58	Y	
			12-5050-0-5899.00-8530-5900-500-000-000	05/20/2016	60194256	PV-015595	425.58	Y	
			12-5050-0-5899.00-8530-5900-500-000-000	06/22/2016	60213364	PV-017338	384.00	Y	
			12-5050-0-5899.00-8530-5900-500-000-000	06/22/2016	60213364	PV-017338	384.00	Y	
44-xxxxxx AFIR xxxxxxxx		Y	A FIRST SAMPLE VENDOR		(7)Nonempl		5,009.22		

xxxxxx ANOTHER VENDOR									
N >JOHNSON, JOHN J			09-0000-0-5800.00-1110-2490-000-000-000	06/03/2016	60204746	PO-102002	3,800.00	Y	
A >100 MAIN STREET									
A >ATTN: JOHN J JOHNSON									
C >YOUR CITY, CA 12345									
44-xxxxxx ANOT xxxxxxxx		S	Y JOHNSON, JOHN J		(7)Nonempl		3,800.00		

xxxxxx ATTORNEYS AT LAW									
N >ATTORNEYS AT LAW			01-0000-0-5801.00-0110-7350-000-000-000	01/08/2016	60126061	PO-100539	2,555.18	Y	
A >100 MAIN STREET			01-6502-0-5801.00-5050-2200-300-108-000	01/08/2016	60126061	PV-008212	776.25	Y	
A >SUITE 100			01-0000-0-5801.00-0110-7350-000-000-000	01/27/2016	60129082	PO-100539	657.75	Y	
C >YOUR CITY, CA 12345			01-9020-0-5200.00-5050-2200-300-108-000	02/25/2016	60146364	PV-010869	98.00	Y	
			01-0000-0-5801.00-0110-7350-000-000-000	03/02/2016	60148329	PO-100539	16,428.50	Y	
			01-0000-0-5801.00-0110-7350-000-000-000	03/02/2016	60148329	PO-100539	1,235.60	Y	
			01-0000-0-5801.00-0110-7350-000-000-000	04/07/2016	60169965	PO-100539	1,882.55	Y	
			01-6502-0-5801.00-5050-2200-300-108-000	04/07/2016	60169965	PV-012846	727.55	Y	
			01-6502-0-5801.00-5050-2200-300-108-000	04/07/2016	60169965	PV-012847	53.75	Y	
			01-0000-0-5801.00-0110-7350-000-000-000	04/29/2016	60183800	PO-100539	5,074.00	Y	
			01-0000-0-5801.00-0110-7350-000-000-000	06/15/2016	60210532	PO-100539	25,063.80	Y	
			01-0000-0-5801.00-0110-7350-000-000-000	06/15/2016	60210532	PO-100539	104,115.07	Y	
			01-0235-0-5801.00-6300-3600-000-000-000	06/15/2016	60210532	PV-016725	344.00	Y	
			01-2420-0-5801.00-3500-3600-000-000-000	06/15/2016	60210532	PV-016726	516.00	Y	
			01-0000-0-5801.00-0110-7400-000-000-000	06/15/2016	60210532	PV-016727	2,500.00	Y	
			01-0000-0-5801.00-0110-7350-000-000-000	06/24/2016	60217312	PO-100539	7,025.12	Y	
			01-0235-0-5801.00-6300-3600-000-000-000	06/24/2016	60217312	PV-017569	128.86	Y	
			01-2420-0-5801.00-3500-3600-000-000-000	06/24/2016	60217312	PV-017570	193.30	Y	
			01-0000-0-4200.00-0110-7400-000-000-000	07/07/2016	61002191	CL-100339	369.30	Y	
44-xxxxxx ATTO xxxxxxxx		Y	ATTORNEYS AT LAW		(7)Nonempl		169,744.58		

Sample with Descriptions

The following partial prelist shows what is displayed as a result of typing D in the field **Show accounts or descriptions** on the launch screen. Notice that for each vendor, the descriptions or payment details are displayed.

44 QSS Test District		S469	1099-MISC PRE-LIST - 2016	TNRP16	H.16.01	12/05/16	16:10	PAGE	1
Vendor	Tax ID	SE9	Description	Date Paid	Warrant	Reference	Amount	Flag	

xxxxxx A FIRST SAMPLE VENDOR									
N >A FIRST SAMPLE VENDOR			12/15 Anderson, Sherwood	01/07/2016	60124592	PV-008247	425.58	Y	
A >100 MAIN STREET			12/15 Beethoven, Ludwig	01/07/2016	60124592	PV-008247	425.58	Y	
C >YOUR CITY, CA 12345			01/16 Vivaldi, Antonio	02/23/2016	60144467	PV-010680	425.58	Y	
			01/16 Dumas, Alexandre	02/23/2016	60144467	PV-010680	425.58	Y	
			02/16 Ellington, Duke	03/16/2016	60155053	PV-012880	425.58	Y	
			02/16 Fitzgerald, F Scott	03/16/2016	60155053	PV-012880	425.58	Y	
			03/16 Hemingway, Ernest	04/08/2016	60170447	PV-013079	412.00	Y	
			03/16 Irving, Washington	04/08/2016	60170447	PV-013079	425.58	Y	
			04/16 Johnson, Lyndon	05/20/2016	60194256	PV-015595	425.58	Y	
			04/16 Steinbeck, John	05/20/2016	60194256	PV-015595	425.58	Y	
			05/16 Stein, Gertrude	06/22/2016	60213364	PV-017338	384.00	Y	
			05/16 Tennyson, Alfred	06/22/2016	60213364	PV-017338	384.00	Y	
44-xxxxxx AFIR xxxxxxxxx		Y	A FIRST SAMPLE VENDOR		(7)Nonempl		5,009.22		

xxxxxx ANOTHER VENDOR									
N >JOHNSON, JOHN J			05041001	06/03/2016	60204746	PO-102002	3,800.00	Y	
A >ATTN: JOHN J JOHNSON									
C >YOUR CITY, CA 12345									
44-xxxxxx ANOT xxxxxxxxx		S	Y JOHNSON, JOHN J		(7)Nonempl		3,800.00		

xxxxxx ATTORNEYS AT LAW									
N >ATTORNEYS AT LAW			005057/347465 NOV 15	01/08/2016	60126061	PO-100539	2,555.18	Y	
A >100 MAIN STREET			005057/347465 NOV 15 SMITH A	01/08/2016	60126061	PV-008212	776.25	Y	
C >YOUR CITY, CA 12345			005057/349386 DEC 15	01/27/2016	60129082	PO-100539	657.75	Y	
			005057/349668 NOV 15 WORKSHOPS	02/25/2016	60146364	PV-010869	98.00	Y	
			005057/351418 3RD QRTR RETAIN	03/02/2016	60148329	PO-100539	16,428.50	Y	
			005057/351418 JAN 16	03/02/2016	60148329	PO-100539	1,235.60	Y	
			005057/353507 FEB 16 SMITH B	04/07/2016	60169965	PO-100539	1,882.55	Y	
			005057/353507 FEB16 SMITH C	04/07/2016	60169965	PV-012846	727.55	Y	
			005057/353507 FEB16 SMITH D	04/07/2016	60169965	PV-012847	53.75	Y	
			005057/355349 MAR 16	04/29/2016	60183800	PO-100539	5,074.00	Y	
			005057/357311 APR 16	06/15/2016	60210532	PO-100539	25,063.80	Y	
			01/01-06/30/16 DISTRICT RETAIN	06/15/2016	60210532	PO-100539	104,115.07	Y	
			005057/357311 APR 16	06/15/2016	60210532	PV-016725	344.00	Y	
			005057/357311 APR 16	06/15/2016	60210532	PV-016726	516.00	Y	
			005057/356459 APR 16 SMITH E	06/15/2016	60210532	PV-016727	2,500.00	Y	
			005057/359304 MAY 16	06/24/2016	60217312	PO-100539	7,025.12	Y	
			005057/359304 MAY 16	06/24/2016	60217312	PV-017569	128.86	Y	
			005057/359304 MAY 16	06/24/2016	60217312	PV-017570	193.30	Y	
			005057/359442 SMITH F	07/07/2016	61002191	CL-100339	369.30	Y	
44-xxxxxx ATTO xxxxxxxxx		Y	ATTORNEYS AT LAW		(7)Nonempl		169,744.58		

Sample with No Totals

The following partial prelist shows what is displayed as a result of typing N in the **Print payment details lines** field. This format lists only the total of reportable transactions for each vendor.

Vendor	Tax ID	SE9	Description	Date Paid	Warrant	Reference	Amount	Flag

44 SAMPLE DISTRICT SAMPLE NO DETAIL	S469		1099-MISC PRE-LIST - 2016	TNRP16	H.16.01	12/05/16 16:15	PAGE	1

xxxxxx A FIRST SAMPLE VENDOR N >A FIRST SAMPLE VENDOR A >100 MAIN STREET C >YOUR CITY, CA 12345			FD-RESC-Y-OBJT.SO-GOAL-FUNC-SCH-DD1-DD2					
44-xxxxxx AFIR xxxxxxxxx		Y	A FIRST SAMPLE VENDOR			(7)Nonempl	5,009.22	

xxxxxx ANOTHER VENDOR N >JOHNSON, JOHN J >100 MAIN STREET A >ATTN: JOHN J JOHNSON C >YOUR CITY, CA 12345								
44-xxxxxx ANOT xxxxxxxxx		S Y	JOHNSON, JOHN J			(7)Nonempl	3,800.00	

xxxxxx ATTORNEYS AT LAW N >ATTORNEYS AT LAW >100 MAIN STREET A >SUITE 100 C >YOUR CITY, CA 12345								
44-xxxxxx ATTO xxxxxxxxx		Y	ATTORNEYS AT LAW			(7)Nonempl	169,744.58	

How to Read the Prelist

The detail lines for the prelist show the vendor name and address on the left side. The right side contains the detail transactions. The following instructions tell how to read the report.

Vendor	Tax ID	SE9	Description	Date Paid	Warrant	Reference	Amount	Flag

xxxxxx A FIRST SAMPLE VENDOR N >A FIRST SAMPLE VENDOR A >100 MAIN STREET C >YOUR CITY, CA 12345								
			12/15 Anderson, Sherwood	01/07/2016	60124592	PV-008247	425.58	Y
			12/16 Beethoven, Ludwig	01/07/2016	60124592	PV-008247	425.58	Y
			01/16 Vivaldi, Antonio	02/23/2016	60144467	PV-010680	425.58	Y
			01/16 Dumas, Alexandre	02/23/2016	60144467	PV-010680	425.58	Y
			02/16 Ellington, Duke	03/16/2016	60155053	PV-012880	425.58	Y
			02/16 Fitzgerald, F Scott	03/16/2016	60155053	PV-012880	425.58	Y
			03/16 Hemingway, Ernest	04/08/2016	60170447	PV-013079	412.00	Y
			03/16 Irving, Washington	04/08/2016	60170447	PV-013079	425.58	Y
			04/16 Johnson, Lyndon	05/20/2016	60194256	PV-015595	425.58	Y
			04/16 Steinbeck, John	05/20/2016	60194256	PV-015595	425.58	Y
			05/16 Stein, Gertrude	06/22/2016	60213364	PV-017338	384.00	Y
			05/16 Tennyson, Alfred	06/22/2016	60213364	PV-017338	384.00	Y
44-xxxxxx AFIR xxxxxxxxx		Y	A FIRST SAMPLE VENDOR			(7)Nonempl	5,009.22	

Vendor Information on the Detail Line

The left side of the detail line identifies the vendor name, and address. The codes to the left of each address line allow you to identify what will be reported to the IRS for electronic reporting.

N > The name to be reported to the IRS.

N2> The second name field, which is used rarely.

This field applies only to customers who use the first line of the address as the name extension.

A > The address line to be reported in the single address field for electronic reporting.

Some 1099-MISC forms have room for printing two address lines. However, electronic reporting uses only the last address line for a vendor.

For example, a vendor has the following address lines:

100 MAIN STREET
SUITE 100

The printed 1099-MISC form can use both lines. However, the address reported electronically is "SUITE 100."

C > The city, state, and ZIP code to be reported.

The totals line for each vendor contains the vendor's tax ID number. In this example, that line is:

```
44-xxxxxx AFIR xxxxxxxxxx Y A FIRST SAMPLE VENDOR
```

- ◆ 44 is the district number. This information displays when you request a report for all districts.
- ◆ xxxxxx is the Vendor Number from the Vendor Master File (VEUPDT).
- ◆ AFIR is the control name, composed of the first four letters of the vendor name. The IRS uses this name as a key for quick lookup of vendors.
- ◆ xxxxxxxxxx is the tax ID number or SSN.
- ◆ Y is the vendor's 1099-MISC flag. Therefore, Y indicates this vendor will receive a 1099-MISC form. (If the 1099-MISC flag is anything other than Y, the report reads Vendor not flagged for 1099-MISC reporting.)
- ◆ A FIRST SAMPLE VENDOR is the name that will print on the 1099-Misc form. This is usually the same as the Vendor Name as in the example above. However, if VEUPDT contains a different 1099-MISC Name, that name will print here.

For example, suppose the vendor's name is YOUNG AND SONS

CONTRACTORS. However, the Vendor Maintenance screen has a 1099-MISC name of SMITH, BOB. Invoices are paid to Young and Sons Contractors, but the 1099-MISC is issued to Bob Smith, and the control name for the 1099-MISC is SMIT. The tax ID line would be similar to this:

```
SMIT xxxxxxxxxxx Y SMITH, BOB
```

The totals line may also contain an SY or an SEY as shown below.

```
ADAM xxxxxxxxxxx SY ADAMS, JOHN
WHIT xxxxxxxxxxx SEY WHITE, JANE
```

- ◆ S indicates that the vendor has a social security number in VEUPDT.
- ◆ E indicates that the SSN in VEUPDT is also present in the PERPAY database.
- ◆ Y means this is a 1099 vendor.

CAUTION: If **SEY** is displayed, the SSN of the vendor is also in the Human Resources database as an employee. Usually, information that would go on the 1099 should instead go on the employee's W2 form. If you issue both a 1099 and a W2 for the same SSN, you are inviting an audit by the IRS.

For the exception to this rule, see "Definition of a Vendor and 1099 Transactions" on page 2-6.

Transaction Information on the Detail Lines

The detail lines list individual transactions for each vendor flagged to receive a 1099-MISC.

- ◆ Financial or description.

When you launch the report, you can have the report print the financial account or the description.

- ◇ Financial account: This column lists the financial account or the comment for an adjustment made on the 1099-MISC Additional Data screen (if you selected the Accounts option on the report launch screen).
- ◇ Description: This column lists the invoice number or other description (if you selected the Description option on the report launch screen).
- ◆ Date Paid: The issue date for warrant records or the audit date for Additional Data records.
- ◆ Warrant: The warrant number. This is the number you use to find a specific vendor payment, as described in "Task 5-AP: Adjusting Flags for Transactions with AAUPDT" on page 6-18.

- ◆ Reference: The accounts payable transaction, such as PV-123456 for Pay Voucher #123456, or FD-345678 for additional data (foreign data).
- ◆ Amount: The dollar amount for each transaction.
- ◆ Flag: The 1099-MISC flag for the individual transaction. Two messages can be displayed next to the flag. The message for individual lines is the letter X which means 'Not included.' Transaction lines with a flag of N are not included in the total reported on the 1099-MISC form. The message for vendor totals is 'Under cutoff.' This message is displayed for vendors who have less than the cutoff amount for reporting to the IRS.

Vendor	Tax ID	SE9	Description	Date Paid	Warrant	Reference	Amount	Flag
xxxxxx WASHINGTON, MARTHA								
N >WASHINGTON, MARTHA			12/16 Kong, King	02/04/2016	60133336	FD-009794	280.55	Y
A >1600 PENNSYLVANIA AVENUE			12/16 Ranch, Harris	02/04/2016	60133336	FD-009794	140.55	13
C >YOUR CITY, CA 12345			12/16 Jolson, Al	02/04/2016	60133336	FD-009794	122.80	14
			12/16 Zappa, Moonbeam	02/04/2016	60133336	FD-009794	121.50	16
			12/16 Moose, A Nonny	02/04/2016	60133336	FD-009794	97.20	18
44-xxxxxx WASH xxxxxxxxx		Y	WASHINGTON, MARTHA			(7)Nonempl	280.55	
						(13)GPP	140.55	
						(14)Attny	122.80	
						(16)SIT	121.50	
						(18)St Inc	97.20	

In the above sample report fragment, a number of items, marked with the reference code FD, came from an Additional Data file. Notice, for example, that the value in the Flag column to the right of the *second line item* (for \$140.55) is 13. Therefore, the corresponding total value that would appear in Box 13 of the 1099-MISC form is 140.55. This total is shown on the line marked (13)GPP 140.55.

Additionally, because the *first line item* has a flag value of Y, the amount of \$280.55 in that line is added to the amount reported in Box 7 of the 1099-MISC form for (7)Nonempl.

Making Adjustments to the Prelist

You can make changes to the transactions appearing on the prelist, using any or all of three programs. Each has its own purpose.

To Change...	Use Program	Page
1099 eligibility of specific vendor payments	AAUPDT	6-18
Vendor information	VEUPDT	6-28
1099-MISC amounts	TNFD16	6-32

Use the program AAUPDT (1099 Inspection/Maintenance) to modify the 1099-MISC flag on payments. (1099-MISC flag changes will not show on the accounts payable transaction screens or reports.)

The 1099-MISC reporting programs need the vendor number, name, address, and taxpayer ID number, which are maintained in the Vendor Master File (VEUPDT).

There may be some vendor payments that you want to include on the 1099-MISC that were not made through the system. Use the Additional Data program (TNFD16) to enter these amounts that are not already in the system. The vendor must be in the vendor file in order for the Additional Data screen to accept amounts for that vendor.

Task 5-AP: Adjusting Flags for Transactions with AAUPDT

These instructions focus on the following:

- ◆ Instructions for the QCC Version
- ◆ Instructions for Traditional Software

Instructions for the QCC Version

These instructions focus on the following areas:

- ◆ Overview
- ◆ Opening the Accounts Payable Window
- ◆ Maintaining 1099 Flags
- ◆ 1099 Maintenance Dialog Box

Overview

The **1099 Maintenance (AA)** action allows you to change the 1099 flags on vendor warrants. Thus, you can correct mistakes in 1099 flags for payments after warrants are issued. For example, you discover that payments to an attorney or accountant were not flagged for 1099 reporting. Once you identify the vendor warrants with the incorrect flags, you can use this action to correct the warrants.

Here are a couple of things to keep in mind:

- ◆ The AA transaction only updates the 1099 flag in warrants that have already been paid. These updates result in more accurate amounts for 1099 reporting. However, changing the vendor warrants has no effect on the underlying pay vouchers, PO payments, and other transactions that were the basis for creating vendor warrants.

- ◆ If the 1099 information for a vendor is incorrect, update the vendor master file to minimize future errors for 1099 reporting. For example, the 1099 preset for an accountant or attorney is N for not reportable. Change the preset to Y so that the system will flag payments for accounting or legal services as reportable on 1099s by default.


Opening the Accounts Payable Window

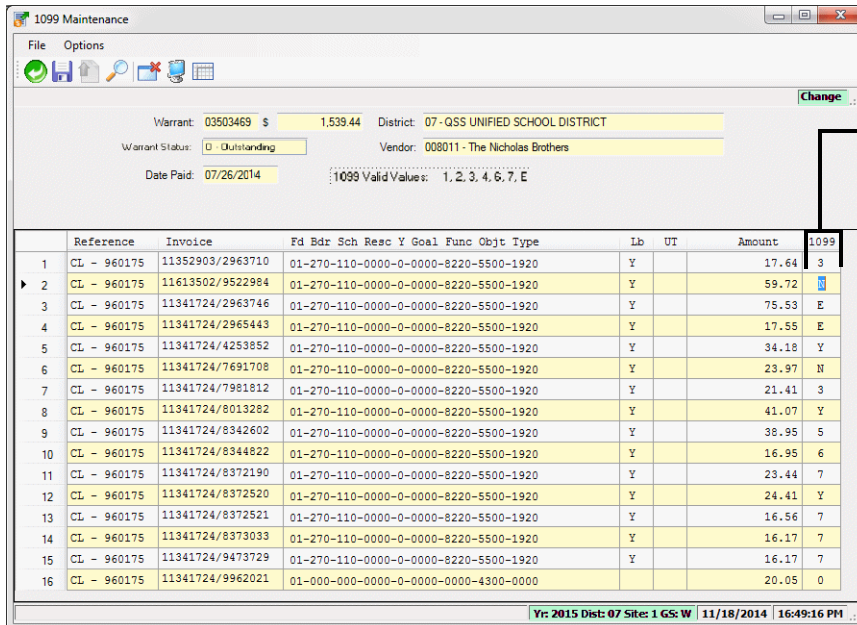
1. Log on to QCC. For instructions, see [page A-2](#).
2. On the tree view, point to **Go, Finance, and AP / Purchasing**. Then select **Accounts Payable**.
3. In the *Accounts Payable* window:
 - > If the **Transaction Maintenance** window branch is closed, click it to open it.
 - > Click **1099 Maintenance (AA)** to maintain 1099 flags for warrants that are already paid.

Maintaining 1099 Flags

After you type a warrant number in the **Search (F3)** panel, the 1099 Maintenance dialog box displays the transaction detail for the warrant and allows you to change the 1099 flag for each detail line on the warrant.

To maintain 1099 flags for warrants:

- 1** In the tree view, click the **1099 Maintenance (AA)** action.
- 2** In the **Search (F3)** panel, type a warrant number.
- 3** Press F3 to search. If the warrant is on file, a *1099 Maintenance* dialog box displays the header information and payments included on the warrant.
- 4** Click the  (Change [Ctrl+F9]) icon to put the dialog box in Change mode so you can change the 1099 flags.





The 1099 column is the only thing you can change. All other parts of the dialog box are display-only.

Figure 6-4: 1099 Maintenance dialog box for changing 1099 flags for payments already made

The only thing you can change is the 1099 flag for each payment. The 1099 flag for each payment line must be one of the **1099 Valid Values** listed on the top of the dialog box.

After typing a 1099 flag, press the TAB key to make the commands for saving available.

5 After you have finished changing 1099 flags for a warrant, do any of the following:

- ◇ Click the  (Save and Return [F2]) icon to update the warrant and close the dialog box.
- ◇ Click the  (Save and Stay [F9]) icon to update the changes you have made and leave the dialog box open.
- ◇ Press F12 to close the dialog box without saving your changes.

Close the dialog box for the current warrant after you are finished updating or inspecting 1099 flags. Then you can return to Step 2 and select another warrant.

1099 Maintenance Dialog Box

This heading looks at the following parts of the dialog box:

- ◆ Header Information
- ◆ Columns in the Grid

Header Information.

Figure 6-5: Header information for the 1099 Maintenance dialog box

- Warrant** The warrant number.
- \$** The dollar amount for the warrant.
- District** District number and name.
- Warrant Status** The status of the warrant.
- Vendor** Vendor number and name.
- Date Paid** Date paid for the warrant.
- 1099 Valid Values** A list of codes that you can use in the **1099** column for payment transactions.

Every payment transaction must have a 1099 flag on this list. Your system administrator defines the list of codes that you can use for this dialog box. For details, see the AAUPDT user security in Chapter 2 of *Module, Task, and User Security for QCC*.

Columns in the Grid.

	Reference	Invoice	Fd	Bdr	Sch	Resc	Y	Goal	Func	Objt	Type	Lb	UT	Amount	1099
1	CL - 960175	11352903/2963710	01	-270	-110	-0000	-0	-0000	-8220	-5500	-1920	Y		17.64	3
2	CL - 960175	11613502/9522984	01	-270	-110	-0000	-0	-0000	-8220	-5500	-1920	Y		59.72	E
3	CL - 960175	11341724/2963746	01	-270	-110	-0000	-0	-0000	-8220	-5500	-1920	Y		75.53	E
4	CL - 960175	11341724/2965443	01	-270	-110	-0000	-0	-0000	-8220	-5500	-1920	Y		17.55	E
5	CL - 960175	11341724/4253852	01	-270	-110	-0000	-0	-0000	-8220	-5500	-1920	Y		34.18	Y
6	CL - 960175	11341724/7691708	01	-270	-110	-0000	-0	-0000	-8220	-5500	-1920	Y		23.97	N
7	CL - 960175	11341724/7981812	01	-270	-110	-0000	-0	-0000	-8220	-5500	-1920	Y		21.41	3
8	CL - 960175	11341724/8013282	01	-270	-110	-0000	-0	-0000	-8220	-5500	-1920	Y		41.07	Y
9	CL - 960175	11341724/8342602	01	-270	-110	-0000	-0	-0000	-8220	-5500	-1920	Y		38.95	5
10	CL - 960175	11341724/8344822	01	-270	-110	-0000	-0	-0000	-8220	-5500	-1920	Y		16.95	6
11	CL - 960175	11341724/8372190	01	-270	-110	-0000	-0	-0000	-8220	-5500	-1920	Y		23.44	7

Figure 6-6: Columns in the grid of detail lines for a warrant

Reference A reference type, such as PV for pay voucher, followed by a 6-digit transaction number.

There are many reference types other than those in the tree view of the *Accounts Payable* window. For a complete list, see Appendix I in the *QSS/OASIS Core Financial Manual*.

Invoice	The invoice description for the transaction.
[account]	The account debited for each detail line.
Lb	The liability flag. <ul style="list-style-type: none"> ◆ N or blank for a payment applied to the current year. ◆ Y for payment against a liability created in the previous fiscal year.
Ut	The use tax flag. <ul style="list-style-type: none"> ◆ N for no use tax. ◆ Y for the default use tax rate for your site for vendors that don't charge sales tax. ◆ 1 or 2 for use tax rate 1 or 2 set up for each vendor in the vendor master file.
Amount	The dollar amount of the payment.
1099	The 1099 flag. <p>Use this column to make corrections to 1099 flags for payments already issued to vendors. The system uses the 1099 flag for payments on warrants to calculate subject payments for reporting on the 1099-MISC form.</p> <p>This column is the only information that you can change in the <i>1099 Maintenance</i> dialog box. Every payment must have one of the 1099 flags in the 1099 Valid Values list.</p>

Instructions for Traditional Version (Version H Only)

The 1099 Inspection/Maintenance (AAUPDT) program is not year-dependent; it is not updated yearly. Therefore, you can use it at any time.

If the 1099 prelist reveals that any of the 1099-MISC flags *for payments to vendors* are not set properly, change them with the 1099 Inspection/Maintenance program (AAUPDT). This program changes the 1099-MISC flags of payments already made to vendors. You need to know the warrant number with which the payment was made. You can get the warrant number from the prelist report.

The change in the 1099-MISC flag does *not* show up in the accounts payable payment programs; instead, the 1099-MISC Inspection/Maintenance program changes the flags only to have that transaction included in the 1099 process.

An example illustrates this point. Suppose that earlier in the year, a pay voucher was made out to a lawyer for consultation services. In the pay voucher, the 1099-MISC flag is incorrectly set to N. After the warrant is sent to the lawyer, a clerk notices the error and uses the 1099-MISC Inspection/Maintenance program to correct it. The pay voucher will still have an N in the 1099-MISC flag; however, the file that keeps track of warrant payments will have a Y in the 1099-MISC flag. Therefore, the payment will be included on the lawyer's 1099-MISC.



If all 1099 flags are incorrect for a vendor because the 1099 flag in the Vendor Master File is incorrectly set, use the Vendor Master File program (VEUPDT) to change the 1099 flag setting (see "Task 6-AP: Adjusting Vendor Information with VEUPDT" on page 6-28). However, if the Vendor Master File flag is correct and you only want to change individual warrant payments, use the 1099 Inspection/Maintenance (AAUPDT) program as described in the remainder of this step.

District: 07		1099 Inspection/Maintenance				QSS/OASIS	
		Option (H for help): <u>C</u>					
Start Over							Exit Program

Figure 6-7: 1099 Inspection/Maintenance (AAUPDT)—First Screen

To change the 1099-MISC flag, type C in the option box and press <ENTER>.


```

District: 07          1099 Inspection/Maintenance          QSS/OASIS
Warrant Number: 03503469
Warrant Status:      District: 07          QSSUSDD
Date Paid: 07/26/1996  Vendor: 008011 AT&T WIRELESS SERVICES

Reference Invoice/Account          Lb Ut          Amount
CL-960175 11352903/2963710          Y          17.64
          01-2701-1-0000.00-0000-8220-550-019-20
CL-960175 11613502/9522984          Y          59.72
          01-2701-1-0000.00-0000-8220-550-019-20
CL-960175 11341724/2963746          Y          75.53
          01-2701-1-0000.00-0000-8220-550-019-20
CL-960175 11341724/2965443          Y          17.55
          01-2701-1-0000.00-0000-8220-550-019-20
CL-960175 11341724/4253852          Y          34.18
          01-2701-1-0000.00-0000-8220-550-019-20
CL-960175 11341724/7691708          Y          23.97
          01-2701-1-0000.00-0000-8220-550-019-20
CL-960175 11341724/7981812          Y          21.41
          01-2701-1-0000.00-0000-8220-550-019-20
CL-960175 11341724/8013282          Y          41.07
          01-2701-1-0000.00-0000-8220-550-019-20
          Press <Enter> or <Function Key> to Continue
  
```

Start Over				Prev Page	Next Page	Update	Exit Program
------------	--	--	--	-----------	-----------	--------	--------------

Figure 6-9: 1099 Inspection/Maintenance (AAUPDT)—Third Screen

Warrant Status (D) The program displays one of the status codes below.

CODE	MEANING	EXAMPLE
O	Outstanding	Warrant issued; not cleared from reconciliation.
C	Cancelled	Issued in error; cancelled.
S	Stopped	Stop-payment placed on warrant.
V	Voided	Warrant not issued; damaged or destroyed.
X	Outlawed	Warrant expired-stale date or unauthorized.
R	Redeemed*	Warrant paid by bank and accepted by issuing agency as redeemed.
*Only for clients doing warrant reconciliation.		

District [number] (D) The number and name of the district displays on the top portion of the screen.
[District name] (D)

Date Paid (D) The payment date displays in MMDDYY format.

Vendor [number] (D) The number and name of the vendor displays on the top portion of the screen.
[Vendor name] (D)

Reference (D) The screen displays the reference number for the transaction.

[Transaction type] (D) The two-letter prefix to the reference number indicates the type of transaction. For example, if the warrant includes a payment on 'pay voucher #10001', this reference number is displayed as 'PV-10001.'

Types of transactions include:.

CODE	TRANSACTION TYPE
PO	Purchase Order
PV	Pay Voucher
TC	Travel Claim
CM	Credit Memo
RC	Revolving Cash
LB	Liability
CL	Current Liabilities
EP	Estimated Payable
HW	Hand Warrant

Invoice/Account (D) The invoice number or description displays on the top line. The second line displays the account number against which this transaction was charged.

Lb (D) A Y (Yes) or an N (No) indicates whether or not this transaction is charged as a liability for the next fiscal year.

CODE	DESCRIPTION
Y	This transaction is charged as a liability for the next fiscal year.
N or Blank	This transaction is not charged as a liability for the next fiscal year.

UT (D)

This field contains the use tax code. Codes include:.

CODE	DESCRIPTION
N or Blank	No use tax.
Y	Use tax due based on sales tax rate.
1	Use tax due based on rate #1 for vendor.
2	Use tax due based on rate #2 for vendor.

Amount (D)

The amount of the transaction.

1099 (R)

For each account line, the 1099 flag is displayed (this is the only field you can change for each line). Leave as is, or type one of the following 1099 codes:

CODE	EXPLANATION
1	Rent.
2	Royalties.
3	Other Income.
4	Federal Income Tax withheld
6	Medical and health care payments.
D	Golden parachute (box 13).
E	Gross proceeds paid to an attorney (box 14)
G	State tax withheld (box 16)
H	State income (box 17).
Y or 7	Nonemployee compensation.
N or Blank	Not subject to 1099 reporting.

<ENTER>

Press the <ENTER> key if you changed any 1099 flags. The program examines the data. If any 1099 codes fail the edit check, a message displays at the bottom of the screen.

If you changed any 1099 flags, you must press <ENTER> and receive no error messages before the program will allow you to update the changes.

<Start Over>

Press <Start Over> to return to the option screen, as shown in Figure 6-7.

<Prev Page> <Next Page>	If there are more than 8 transactions on a warrant, use <Prev Page> and <Next Page> to scroll through the transactions. When making changes, press <ENTER> before changing pages.
<Update>	Press <Update> to save any changes and select another warrant.
<Exit Program>	Return to the Menu System to choose another action.

Task 6-AP: Adjusting Vendor Information with VEUPDT

If a *vendor's 1099-MISC-flag, Tax ID Number, or 1099-MISC reporting name or address* is not set correctly, use the Vendor Maintenance program (VEUPDT) to correct the information.

These instructions focus on the following:

- ◆ Instructions for the QCC Version
- ◆ Instructions for Traditional Software

Instructions for the QCC Version

These instructions tell how to change the default 1099 flag for a vendor from the *Vendor Maintenance* window. The **Preset** box defines the default 1099 flag for transactions for a vendor.

To set the default 1099 flag for a vendor:





1. Log on to QCC as described on [page A-2](#).
2. From the *QSS ControlCenter* window, open a *Vendor Maintenance*. From the tree view, click the **Finance** branch, click **AP / Purchasing**, then click **Vendor Maintenance**.
3. In the *Vendor Maintenance* window, bring up a vendor record in either of the following ways:
 - > In the **Number** box, type the vendor number and press the  (Process [F2]) icon.
 - > Click the  (Search for Vendors [F3]) icon to search for vendors.

Figure 6-10: Vendor Maintenance window

4. Click the  (Change [Ctrl+F9]) icon to put the window in Change mode.
5. In the **Preset** box, select the default 1099 flag for the vendor from the list. The 1099 program option defines the items from which you can select.
6. Click the  (Save [F9]) icon to save the changes.
7. Do either of the following:
 - > Return to Step 3 to change the 1099 flag for additional vendors.
 - > Press F12 to close the *Vendor Maintenance* window.

Instructions for Traditional Software

District: 82	Update Vendor Master File	QSS/OASIS
Option (H for help): <u>C</u>		
VEUPDT H.00.08 compiled 12/06/99 Option= 100 1099:(1234 67 B)		
Start Over	Help	Exit To Menu

Figure 6-11: Update Vendor Master File Screen (VEUPDT)

To change a vendor's information:

1. Type C in the option box and press <ENTER>.
2. Type the vendor's number and press <ENTER>.
3. Type over any data that needs to be changed.
4. Set the **1099?** field to the appropriate value: Y means the vendor should receive a 1099-MISC; N means the vendor should not.
5. Press <ENTER>, then <Update Data>.

District: 82		Change Vendor Master File			QSS/OASIS		
Vendor: 000012		Name: Sample Vendor					
Address: 100 Main St		[REDACTED]					
City, St Zip: Your City		, CA 12345					[REDACTED]
Remit name: Dagwood Bumstead		[REDACTED]					
Remit address: 100 Main St		[REDACTED]					
City, St Zip: Your City		, CA 12345					[REDACTED]
Contact: June Cleaver		Phone: (555) 555-5555		Fax: (555) 555-5551			
1099? <input checked="" type="checkbox"/>	Preset: <input checked="" type="checkbox"/>	Tax ID: xxxxxxxxx	Name: BUMSTEAD, DAGWOOD				
UT? <input type="checkbox"/>	SSN(opt.): - -		Msg flg: N		Rating: [REDACTED]		Terms: - 0.00%
Comment: [REDACTED]		Category: [REDACTED]		Shipping Pct: [REDACTED] %			
Type: [REDACTED]	RC Ob: [REDACTED]	Use tax 1: .000% 9512	[REDACTED]				
Acct#: [REDACTED]		Use tax 2: .000% 9512	[REDACTED]				
Start Over	Addtl Address	Vendor Commodity	Comments Screen *	eCommerc Screen	Optional Info	Update Data	Return To Menu

Figure 6-12: Change Vendor Master File Screen (VEUPDT)

In the example shown in Figure 6-12, notice that the **Remit name** and **Remit address** fields are filled in only because they are different than the company name and address shown in the **Name** and **Address** fields.

The tax ID number must correspond to the name of the vendor being reported on the 1099-MISC. If, for example, the tax ID is a social security number, but the vendor name is a company name, you must enter the name of the individual whose SSN is in the **Name** field following the **Tax ID** field. As with any vendor name, the tax name should be entered: last name, comma, first name.

Task 7-AP: Adding and Adjusting Additional Data with TNFD16

The instructions for TNFD16 focus on the following areas:

- ◆ Overview
- ◆ Instructions for QCC
- ◆ Instructions for Traditional Software
- ◆ Posting Backup Withholding on the 1099 Form h

Overview

The 1099-MISC Additional Data (TNFD16) program allows for making adjustments to 1099-MISCs. It creates, changes, or cancels one adjustment record per vendor in the vendor master file. It allows you to create 1099-MISC adjustment records for vendors who had reportable transactions that were not processed through the accounts payable system.

This optional step can do two things:

- ◆ Adjust existing amounts of 1099-MISC reportable payments to vendors.
- ◆ Add new 1099-MISC reportable payment amounts that were not made within the AP system.

For example, if student councils or parent organizations are working under the district or county's EIN, but they have their own checking accounts, their payments to vendors that are 1099-eligible should be entered into the system. You do this through the Additional Data program.

The adjustment records created with this program show up on the 1099-MISC prelist report with a reference type of 'FD' (meaning Foreign Data). On that prelist, the date displayed in the Date Paid column is the audit date of additional data items. Each vendor can have an adjustment record. ***This record can add to or subtract from amounts*** reported in the following boxes of the 1099-MISC form:

- Box 1: Rents
- Box 2: Royalties
- Box 3: Other Income
- Box 4: FIT withheld
- Box 6: Medical
- Box 7: Non-employee compensation
- Box 13: Excess Golden Parachute Payments
- Box 14: Gross Paid to Attorney

Box 16: State tax withheld
Box 18: State income
Box 17: State

Two limitations should be kept in mind:

- ◆ Adjustments are reflected *only in the 1099-MISC forms*, the media sent to the IRS, and the history files saved after 1099-MISC production. The Additional Data step *does not update accounts payable records*.
- ◆ Adjustments can be made, or new 1099-MISCs created, only for vendors in the Vendor Master File.

Before you can run this program, the additional data file must have already been created, as discussed in "Task 2-T: Creating the 1099-MISC Additional Data File (KSAM File)" on page 4-9.

Instructions for QCC

The instructions for using QCC focus on the following:


- ◆ Opening the Launch Window from QCC
- ◆ Filling in the Window

Opening the Launch Window from QCC

1. Log on to QCC. For instructions, see [page A-2](#).
2. On the tree view, click the **W2/1099** folder, then **W2/1099 Processing** to open the *W2/1099 Processing* window from the *QSS ControlCenter* window.
3. In the *W2/1099 Processing* window, click the **Tax Year 2016** branch, then click **1099 Processing**. Double-click **1099-Misc Additional Data (TNFD16)** to open a *1099 Additional Data (TNFD16)* window.

Filling in the Window

To add or change the adjustment record for a vendor:

1. If the **District** list is available, select the district for which to process adjustment records.
2. Select the vendor in either of the following ways:
 - > Click the  icon to open a *Vendor Lookup* window and select the vendor.

Box / Index	Amount	Description (optional)
1 / 1 Rents		
2 / 2 Royalties		
3 / 3 Other Income		
4 / 4 FIT Withheld		
5 / 5 Fishing Proceeds		
6 / 6 Medical		
7 / 7 Nonemployee Compensation	1,340.00	External transaction
8 / 8 Subs. Payments		
9 / 9 Direct Sales Flag		
10 / 10 Crop Insurance		
11 / 11 N/A		
12 / 12 N/A		
13 / 13 Excess Golden Parachute		
14 / 14 Gross Paid to Attorney		
15 / 15 N/A		
16 / 16 State Income Tax Withheld		
18 / 17 State Income		
17. State		2nd. TIN Notice: <input type="checkbox"/>


Figure 6-13: 1099-Misc Additional Data (TNFD16)

- > Type a vendor number, then press the TAB key.

If a vendor already has an adjustment record, the adjustment amounts display.


3. Type the adjustment **Amount** and an optional **Description**.



Type a positive number to add to the amount reported on the 1099-MISC form and a negative amount to subtract from that total.

To return the window to the way it was when you opened it, click the  (Undo Changes [Ctrl+U]) icon.

To clear everything but the **Vendor No.** box, click the  (Clear Screen [Shift+F1]) icon.

4. Do any of the following:

- > Click the  (Save [F9]) icon to save the adjustment record and leave the window open so you can select other vendors and enter additional adjustment records.

- > Click the  (Save and Close [F2]) icon to save the adjustment record and close the window.
- > Click the  (Close [F12]) icon to close the window without saving the adjustment record.

Instructions for Traditional Software

District: 12	1099-MISC Additional Data - Tax Year 20Y1	QSS/OASIS
	Tax year: 20Y1	
	District: 12 QSS DEMONSTRATION DISTRICT	
	Vendor #: 4779	
Additional Data file last updated: TUE, JAN 7, 20Y1, 4:15 PM Entries: 0		
	Vendor Lookup	Help
		Return to Menu

Figure 6-14: 1099-MISC Additional Data (TNFD16)—First Screen

Type the vendor's number and press <ENTER>. The screen will display the Vendor Name and TIN so you can verify that you've selected the correct vendor.

District: 12		1099-MISC Additional Data - Tax Year 20Y1		QSS/OASIS	
		District: 12 QSS DEMONSTRATION DISTRICT			
		Vendor #: 004779 EDUCATIONAL BUSINESS			
		Vendor Id: 999999999 SSN: N			
Box		Amount		Desc. (optional)	
1.	Rents				
2.	Royalties				
3.	Other income				
4.	FIT withheld				
5.	Fishing proceeds				
6.	Medical				
7.	Nonemployee comp.	300.00		PAID OUTSIDE OF QSS SYSTEM	
8.	Subs. payments				
9.	Direct sales flag				
10.	Crop insurance				
11.	N/A				
12.	N/A				
13.	Excess Gldn Para				
14.	Gross pd to Attny				
15.	N/A				
16.	State tax withheld				
18.	State income				
17.	State			2nd TIN Notice:	
Start Over				Start Over	Update Return to Menu

Figure 6-15: 1099-MISC Additional Data (TNFD16)—Second Screen

If the vendor does not have an adjustment record, the amounts on the screen are all blank.

To add to the vendor's 1099-MISC, *type the amount to be added*. To subtract an amount, *type the amount to be subtracted, preceded by a minus sign*. If you type a description, it is printed on the 1099-MISC Prelist.

Box 17 defines for which state the **State** fields apply. The only way to get something into the **State** fields is via the additional data screen. If an amount is entered into Box 16 or 18, the screen requires that Box 17 be filled with the 2-character state code. Type the state code, which is the 2-character code on the IRS list of states.

Some variations of the 1099-MISC form contain a box labeled '2nd TIN not.' as shown in Figure 6-16 on page 6-40. If the IRS has notified you twice that the vendor's Tax Identification Number is incorrect, type an x in the **2nd TIN Notice** field on the screen. This will print on the a 1099-MISC form that includes the box labeled '2nd TIN not.'

To update the adjustment record, press <ENTER> and <Update>.

Posting Backup Withholding on the 1099 Form h

Presently there is no backup withholding program but there is a workaround to deal with this. The following is offered as one way.

When paying a vendor for whom backup withholding is required, do the following:

1. Flag the pay voucher on which this vendor is being paid as a 1099-MISC payment. Request payment of the full amount owed to the vendor.
2. Create an offsetting credit memo for the amount of the taxes to be withheld. Do **not** flag this credit memo as a 1099-MISC payment. The resulting warrant will be for the net amount owed to the vendor.
3. Create a Journal Entry (JE) to move the tax withheld amount (the credit memo created above) from the expenditure account to which it was posted into the appropriate liability account.
4. Remit the tax amount from the liability account to the appropriate government agency.

To generate the correct information on the 1099-MISC for this vendor, you will have to manually add the additional/foreign data to Boxes 4, 16, 17 and 18 by using the 1099-MISC Additional Data program (TNFD16) discussed in "Task 7-AP: Adding and Adjusting Additional Data with TNFD16" on page 6-32.

To make such vendors more visible, you can use the **Msg Flg** for vendor master file. You can use the default code of Y for "Withhold order on file." Your site can also use a custom-defined message flag of 0 through 9 for a different message.

Rechecking the Preliminary Prelist

After you have made the necessary changes, rerun the prelist and recheck it. You can cycle through Tasks 4-AP through 7-AP as many times as necessary to ensure the information is accurate, before returning the 1099 process to the technical staff for continuation.

Rechecking the Final Prelist

After the technical staff performs the extract, merge, and filter steps, as described in Tasks 8-T through 10-T, they will print another prelist. You should examine it for accuracy also, and re-cycle through earlier steps if necessary, before the 1099 forms are finally printed by the technical staff.

The remainder of the 1099 process is largely done by the technical staff. Only if adjustments need to be made to the 1099 forms will the accounts payable staff get involved again.

Task 8-T: Creating 1099-MISC Extract File from AP Transactions

This step, done by the technical staff, reads the accounts payable payments for the calendar year and creates an extract file to be used in the subsequent steps.

For Version H, see [page 4-18](#).

For Version L, see [page 6-38](#).

Task 9-T: Merging Additional Data File with AP Extract File

This step, done by the technical staff, merges the 1099-MISC extract file with any data entered via the Additional Data screen (TNFD16) and creates a consolidated extract file. This file will be used in the subsequent steps for printing the 1099-MISC forms and creating the transmittal files.

For Version H, see [page 4-24](#).

For Version L, see [page 6-38](#).

Task 10-T: Applying Cutoff Amount by TIN with Filter

This step, done by the technical staff, applies the cutoff amounts by TIN (instead of by the vendor number in the Vendor Master File) across all the extracted vendors for all the extracted districts.

For Version H, see [page 4-25](#).

For Version L, see [page 6-39](#).

Task 11-T: Printing Final 1099-MISC Prelist

This step, done by the technical staff, prints a report using the consolidated extract file as the source of data.

For Version H, see [page 4-28](#).

For Version L, see [page 6-39](#).

Task 12-T: Printing 1099 Forms for Distribution

This step, done by the technical staff, prints the 1099 forms for distribution to vendors.

For Version H, see [page 4-32](#).

For Version L, see [page 6-39](#).

Sample 1099-MISC Form

The sample form displayed in Figure 6-16 is only one of the possible layouts of 1099 forms. If you are using any of the **QSS**-supported forms, the software will print each field's information in its proper place.

<input type="checkbox"/> CORRECTED (if checked)					
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		2015
		2 Royalties	Form 1099-MISC		
PAYER'S federal identification number RECIPIENT'S identification number		3 Other income	4 Federal income tax withheld	Copy B For Recipient	
		5 Fishing boat proceeds	6 Medical and health care payments		
RECIPIENT'S name, address, ZIP/postal code & country		7 Nonemployee compensation	8 Substitute payments in lieu of dividends or interest	This is important tax information and is being furnished to the Internal Revenue Service. 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.	
		9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/>	10 Crop insurance proceeds		
11	12				
Account number (see instructions)	FATCA filing requirement <input type="checkbox"/>	13 Excess golden parachute payments	14 Gross proceeds paid to an attorney		
15a Section 409A deferrals	15b Section 409A income	16 State tax withheld	17 State/Payer's state no.	18 State income	
\$	\$	\$	\$	\$	
Form 1099-MISC (keep for your records)		Department of the Treasury - Internal Revenue Service		38-2099803	

<input type="checkbox"/> CORRECTED (if checked)					
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		2015
		2 Royalties	Form 1099-MISC		
PAYER'S federal identification number RECIPIENT'S identification number		3 Other income	4 Federal income tax withheld	Copy B For Recipient	
		5 Fishing boat proceeds	6 Medical and health care payments		
RECIPIENT'S name, address, ZIP/postal code & country		7 Nonemployee compensation	8 Substitute payments in lieu of dividends or interest	This is important tax information and is being furnished to the Internal Revenue Service. 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.	
		9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/>	10 Crop insurance proceeds		
11	12				
Account number (see instructions)	FATCA filing requirement <input type="checkbox"/>	13 Excess golden parachute payments	14 Gross proceeds paid to an attorney		
15a Section 409A deferrals	15b Section 409A income	16 State tax withheld	17 State/Payer's state no.	18 State income	
\$	\$	\$	\$	\$	
Form 1099-MISC (keep for your records)		Department of the Treasury - Internal Revenue Service		38-2099803	

Figure 6-16: 1099-MISC Form

Allowing an Interval Between Distributing 1099s and Making 1099-MISC File for IRS

After the technical staff has printed and distributed the 1099 forms, they should stop before taking the next step. Wait until late in March to make the 1099 file for the government.



Figure 6-17: Allow Interval Before Making IRS File

This will allow time for any adjustments to be made *before* the file is created that is sent to the government.

Adjustments can be made in either or both of two ways:

- ◆ By using the Additional Data program, as described in "Task 7-AP: Adding and Adjusting Additional Data with TNFD16" on page 6-32, *and/or*
- ◆ By adjusting the flags for payments to vendors, using the 1099 Inspection/Maintenance (AAUPDT) program, as described in "Task 5-AP: Adjusting Flags for Transactions with AAUPDT" on page 6-18.

Task 13-T: Creating 1099-MISC Electronic Transmittal File(s)

This step, done by the technical staff, creates the electronic files for submission to the IRS and the state.

For Version H, see [page 4-55](#).

For Version L, see [page 6-41](#).

Task 14-T: Transferring Transmittal File(s) to PC

This step, done by the technical staff, transfers the transmittal file from the HP e3000 to your PC. This must be completed before the files can be transmitted to the IRS and the state.

For Version H, see [page 4-60](#).

For Version L, see [page 6-42](#).

Task 15-T: Saving Work Files in HISTORY Group (Version H Only)

For Version H, this step, done by the technical staff, saves history files that provide an audit trail and the ability to rerun 1099-MISCs if necessary. See "Task 15-T: Saving Work Files in HISTORY Group" on page 4-65 for complete instructions.

For Version L, the history files are saved automatically in Step 13-T.

Appendix A: Common Elements in QCC Windows

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Logging on to QCC

- ◆ Selecting QCC
- ◆ Logging In

Selecting QCC

From the Windows desktop, select QCC from the Start Menu or from an icon on the desktop.

To select QCC from the Start Menu:

- 1 Select the Start button on the Windows start menu.
- 2 Select **All Programs | QSS | QSS Control Center**.

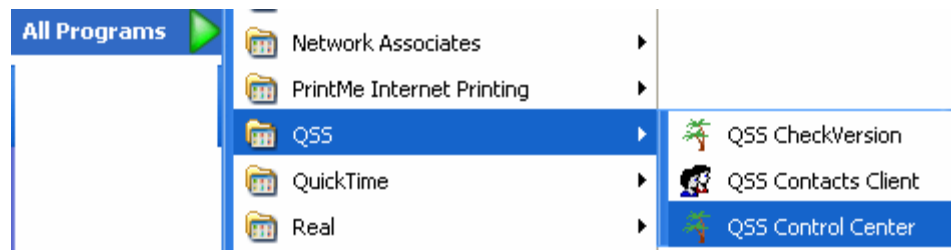


Figure A-1: Selecting QCC from the Start Menu

To select QCC from the Windows desktop:

- 1 Select the QSS ControlCenter icon on the Windows desktop.



Figure A-2: QCC icon on the Windows desktop

Logging In

The discussion of logging in looks at the following areas:

- ◆ *Login* Dialog Box
- ◆ Auto Updates
- ◆ Initializing QCC
- ◆ Messages for Unsuccessful Logon Attempts

Login Dialog Box

After you select QCC from the Windows desktop, the *Login* dialog box displays. The **User Name** and **Password** for QCC are case sensitive. They can be up to 30 characters long and include multiple words, such as your full name as the **User Name** and a phrase for the **Password**. For example, all of the following are different user names: John A. Smith, John A Smith, john A Smith, and John a Smith.

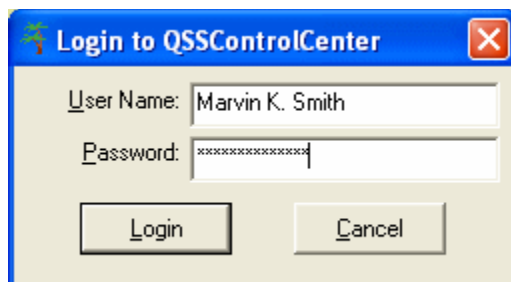


Figure A-3: Login dialog box

To log in to QCC:

1 For the **User Name**, the dialog box displays the user name from the previous time you used QCC. You can type a different **User Name** if you like.

2 Type the **Password**.

- ◇ Select [Login] to log in to QCC.
- ◇ Select [Cancel] to close QCC and return to Windows.

If you type the wrong password too many times, the following message displays.

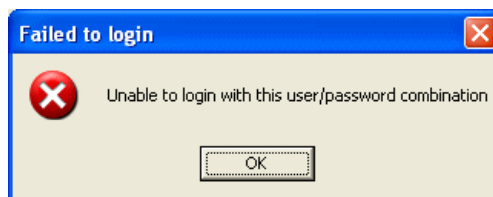


Figure A-4: Login unsuccessful message

Select [OK] to close QCC. To make another login attempt, restart QCC from the Windows desktop or Start Menu.

Your system administrator configures the number of failed login attempts before this message displays and how long you are locked out before you can make another attempt to log in.

NOTE: There are additional login options that do not display normally. To see them, press CTRL+M. Your system administrator may instruct you to use one or more of them.

Auto Updates

After you log in, QCC checks to see if your PC has the latest version of the software. If an update is available, a *QSSAutoUpdate* dialog box opens, and the auto update process begins.

Initializing QCC

After you select [OK], an Initializing box is temporarily displayed, showing the progress of the program loading.

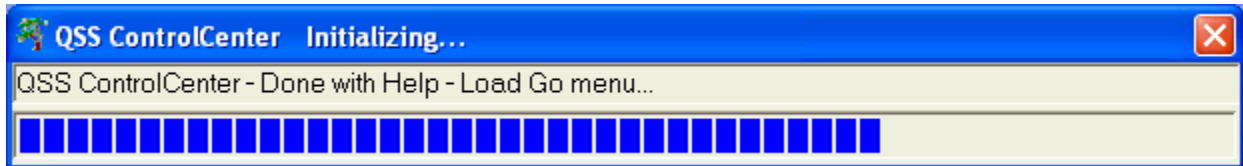


Figure A-5: Initializing dialog box showing progress

After the loading completes, the *QSS ControlCenter* window displays.

Messages for Unsuccessful Logon Attempts

Sometimes your session is unable to can log in for the following reasons:

- ◆ Timeout
- ◆ Wrong DNS or IP Address

Timeout

Figure A-6 illustrates the dialog box that displays when your session takes too long to log in because the system is busy. By default, this timeout interval is 30 seconds, but your system administrator can make it longer if needed.

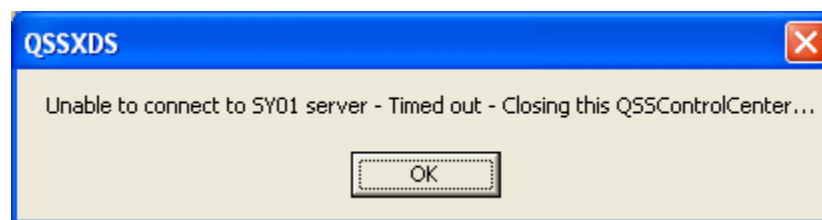


Figure A-6: Timeout dialog box

Make another try to log in. If the logon attempts keeps timing out, contact your system administrator.

Wrong DNS or IP Address

Figure A-7 illustrates the dialog box that displays QCC is unable to connect to the HP e3000 server. Report this message to your system administrator.

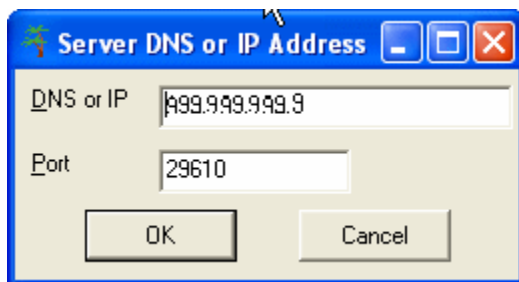


Figure A-7: Dialog box for unsuccessful logon

This error can have the following causes:

- ◆ The server name, IP address, or port is set up incorrectly.
- ◆ The log in information is correct, but the system is not available or the port is not open.

The Grid

The instructions for the grid focus on the following areas:

- ◆ Navigating through the Grid
- ◆ Sorting the Grid

Navigating through the Grid

Many tabs and subtabs include a grid for displaying data. The grid is arranged like a spreadsheet. The column headings are on the top of the grid. Each row on the grid is divided into cells. When a grid is too large to display in the window, it displays vertical and horizontal scroll bars.

	Fd	Bdr	Sch	Resc	Y	Goal	Func	Objt	Type	Debit	Credit	Description	Bal. Dr
1	01	110	600	5811	8	8100	5000	3802	0047		42.29		
2	01	110	600	5811	8	8100	2110	3802	3438		165.06		
3	01	110	600	5811	8	8100	2110	3802	4383		165.06		
4	01	110	600	5811	8	8100	2150	3802	9020		12.53		
5	01	220	500	0000	0	0000	0000	8092	0000	384.94			156,502.00
6	01	110	600	5811	8	8100	7205	7320	0840	684.00			

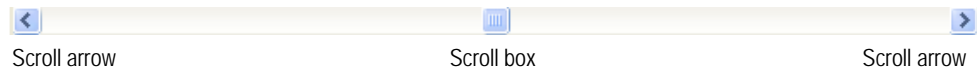
The horizontal scroll bar displays when the grid is to wide to fit in the windows.

Figure A-8: Grid for QCC applications

A grid includes the following parts:

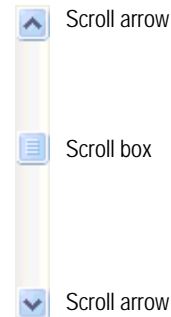
- ◆ The *column headings* display along the top of the grid. They identify the information in each column.
- ◆ The *rows* display the data in the grid, much like the rows in a spreadsheet. The columns break up each row into a series of cells. Most grids have row numbers to the left of the first column, but some do not.
- ◆ The *current record pointer* indicates the row that is selected. You can move this pointer in either of the following ways:
 - ◇ Clicking in a row.
 - ◇ Pressing any of the following keys: UP ARROW, DOWN ARROW, PAGE UP, PAGE DOWN, CTRL+HOME, and CTRL+END.
- ◆ The *scroll bars* display when the grid is too large to fit in the window.
 - ◇ On horizontal scroll bars, you can do the following:
 - > Click a scroll arrow to move the grid one column to the left or the right.

- > Click between the scroll box and a scroll arrow to move the grid one visible window width to the left or the right.
- > Drag the scroll box to move the columns to the left or right.




- ◇ On vertical scroll bars, you can do the following:

- > Click a scroll arrow to move the grid up or down one row.
- > Click between the scroll box and a scroll arrow to display the previous or next page of rows that fit in the window.
- > Drag the scroll box to move the rows up and down.



[Table A-47 on page A-5](#) lists the keyboard shortcuts for navigating through the grid.

- ◇ You can resize and move QCC windows to make more of the grid visible.

- > Click the maximize  button on the upper right corner of the window to make it fill the entire Windows desktop.
- > Resize the window to a custom size. Move the mouse pointer over the sizing corner on the lower left corner of the window until it becomes a double-headed arrow like this:



Then hold down the left mouse button and drag the mouse to change the height and width of the window. When the window is the size that you want, release the left mouse button.

- > To move a window left-click in the title bar, hold down the left mouse button, and drag the window around the desktop.

Table A-1: Keyboard shortcuts for moving through the grid

TO MOVE THE CURSOR	PRESS THESE KEYS
Down one page	PAGE DOWN
Down one row	DOWN ARROW
First column in a row	HOME
First row	CTRL+HOME
Last column in a row	END
Last row	CTRL+END
Left one column	LEFT ARROW
Right one column	RIGHT ARROW
Up one page	PAGE UP
Up one row	UP ARROW

Sorting the Grid

You can sort the grid on any column.

- ◆ To sort a column in ascending order, double-click a column heading.
- ◆ To sort a column in descending order, double-click the same column heading a second time.

Filling In Boxes in Tabs

This heading provides general instructions for filling in the tabs on the report window:

- ◆ Moving from Tab to Tab
- ◆ Moving from One Box to Another
- ◆ Selecting Options from Lists
- ◆ Typing in a Text Box
- ◆ Checking Boxes
- ◆ Selecting Option Buttons
- ◆ Typing or Selecting Dates

Many of these topics are basic techniques for using the Windows desktop that are familiar to experienced Windows users. However, even experienced Windows users should review the instructions for typing dates.

Moving from Tab to Tab

The active tab has a green dot to the left of its label. The window displays the active tab.

To make a tab active, do either of the following:

- ◆ Click the tab label.
- ◆ Press ALT and the underlined letter in the tab label, such as ALT+R for the Reference Types tab.

Moving from One Box to Another

Each tab contains one or more boxes for selecting or typing information, check boxes, or option buttons. The active box is the one that you are currently filling in. Its label changes color and is surrounded by a dotted box.

The background color for a box indicates whether it is available or unavailable:

- ◆ Boxes with white backgrounds are available, which means that you can type text, select an option from a list, or check the box.
- ◆ Boxes with any other color background are unavailable. A common color is yellow, but your site can select gray, blue, orange, or any other color for unavailable boxes.

Boxes are unavailable because your logon ID does not allow access or because they are not relevant to the options you have chosen elsewhere in a window. For example, the **District** box has a colored background if your QCC logon ID does not allow selecting the district for which to create a report.

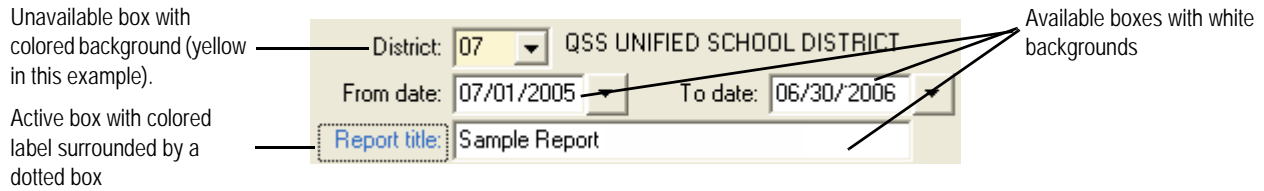


Figure A-9: Unavailable, available, and active boxes

To activate another box and highlight its contents, do any of the following:

- ◆ Press TAB to move to the next available box (one with a white background).
- ◆ Press SHIFT+TAB to move to the previous available box.
- ◆ Click the label for an available box.

NOTE: The TAB and SHIFT+TAB keys skip over unavailable boxes, and you cannot select an unavailable box with the mouse.

Selecting Options from Lists

Drop-down list boxes force you to select from a list of options, such as reporting approved transactions only, unapproved only, or both. After you click the drop-down arrow, a list displays the options from which you can choose. The box displays the option that you have chosen. In most lists, you cannot type text to define your own options.

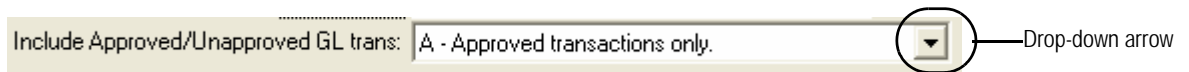


Figure A-10: Drop-down list box

To make a selection from a drop-down list box:

- 1 Click the drop-down arrow or anywhere in the box. The list drops down to display the options from which you can choose.

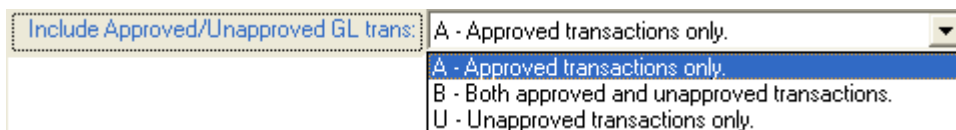


Figure A-11: Drop-down list box with options expanded after clicking the drop-down arrow

- 2 Select an option in any of the following ways:
 - ◇ Click the option.
 - ◇ Type the first letter of an option, then moving to another box by clicking another box or pressing the TAB key.
 - ◇ Press the UP ARROW or DOWN ARROW key to highlight an option, then click another box or press any of the following keys: ENTER, TAB, or SHIFT+TAB.
 - ◇ Click the label for a box, then press the UP ARROW or DOWN ARROW key to highlight another option. When the option you want is highlighted, click another box or press the TAB key.

Typing in a Text Box

Text boxes allow you to type information, such as the description for a report or range of object values to select for reporting.

To edit the contents of a text box, do any of the following:

- ◆ Position the cursor by clicking in a text box or by pressing the LEFT ARROW or RIGHT ARROW keys. You can:
 - ◇ Insert new text to the right of the cursor by typing.
 - ◇ Press the DELETE key to delete text to the right of the cursor.
 - ◇ Press the BACKSPACE key to delete text to the left of the cursor.
- ◆ Delete and add text in a single operation.
 - ◇ Select text to delete by holding down the SHIFT key, then pressing the LEFT ARROW or RIGHT ARROW key to select text.
 - ◇ Begin typing. The highlighted text is deleted and replaced with the new text that you type.
- ◆ Replace the text with one mouse click.
 - ◇ Click the label for a box. All of the text is highlighted.
 - ◇ Type new text. The old text is deleted and replaced with what you type.

- ◆ Replace everything to the left of the cursor.
- ◆ Click and hold the left mouse button anywhere in a text box. The text to the left of the cursor is highlighted.
- ◆ Release the mouse button.
- ◆ Delete the text by pressing the DELETE key, or replace the text by typing new text.

Checking Boxes

The financial reports use check boxes for situations where there are only two options: yes (checked) and no (not checked). Check boxes are square boxes that are toggle switches. Whenever you select a check box, it changes from yes to no or from no to yes.

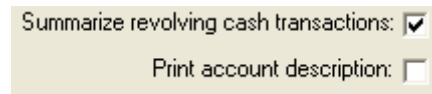


Figure A-12: Check boxes for yes (checked) or no (unchecked) options

To check or uncheck a box, do either of the following:

- ◆ Click inside the box. It changes from checked to unchecked, or unchecked to checked.
- ◆ Click the label for the check box, then press the SPACEBAR to check or uncheck the box.

Selecting Option Buttons

Option buttons (also called radio buttons) are for situations where there are several options from which you can select only one. Option buttons are groups of rounded buttons. You can select only one button in each group, just as you can select only one preset radio station at a time on a car radio. For example, the *Request Report of Interim Values (J251S1)* window has option buttons for selecting whether to create a report for interim period 1, 2, or 3.



Figure A-13: Option buttons for selecting **Interim Period** 1, 2, or 3

To select an option, do either of the following:

- ◆ Click the option button that you want to select. All other options in the group are unselected.
- ◆ When an option button is the active field, press the arrow keys to move to the previous or next option button and check it.

Typing or Selecting Dates

Date boxes allow you to type a date or select a date from a calendar. Almost every Main Selection tab has date boxes for selecting a range of dates for the report.

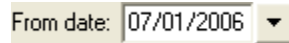


Figure A-14: Date box

These instructions tell how to type a date, change a date, select a date from the calendar, and select today from the calendar.

To type a date:

- 1 Make the date box the active box and highlight the date in either of the following ways:
 - ◇ Press the TAB or SHIFT+TAB key.
 - ◇ Click the label for the date field.
- 2 Type the date as an 8-digit number.

Make sure that the entire date field is highlighted. If it is not, use the mouse to highlight all 8 digits of the date.

The month and day are always 2 digits, and the year is 4 digits. For example, type February 4, 2008 like this: 02042008.

As you type the date, the box automatically inserts the / characters that separate the month, day, and year. You cannot type the / (or any other separator between parts of the date).

To change part of a date:

- 1 Select the part of the date that you want to change, such as the day or the month, with the mouse pointer.
- 2 Type the changes you want to make.

To select a date from the calendar:

- 1 To display the calendar, click the drop-down arrow for a date box.
- 2 On the top of the calendar, click the left arrow to display the previous month or the right arrow to display the next month.
- 3 To select a date, double-click the date. The calendar closes, and the date field contains the selected date.
- 4 To close the calendar without selecting a date, press the ESC key.

To select the current date from the calendar:

- 1** Click the drop-down arrow for a date box.
- 2** Click **Today: dd/mm/yy** on the bottom of the calendar.

The calendar displays the current month with today's date circled in red.

- 3** Double-click the circled date on the calendar.

The calendar closes, and today's date displays in the date field.

Revision History

Revision Overview

The Revision History includes the following:

- ◆ October 2016 Edition
- ◆ December 2015 Edition
- ◆ December 2014 Edition
- ◆ December 2013 Edition
- ◆ December 2012 Edition
- ◆ December 2011 Edition
- ◆ November 2010 Edition
- ◆ January 2010 Update
- ◆ December 2009 Edition
- ◆ December 2008 Edition
- ◆ January 2008 Edition
- ◆ December 2007 Edition¹⁶
- ◆ December 2006 Edition
- ◆ December 2005 Edition
- ◆ December 2004 Edition
- ◆ Third Edition, December 2003
- ◆ Second Edition, November 2003
- ◆ First Edition in FrameMaker Format, June 2003
- ◆ Early Editions

October 2016 Edition

Front and Back Matter

The title page was revised to reflect the copyright date for the new edition. The table of contents, list of figures, and index were updated. For the Revision History, a description of changes for 2016 was added.

Changes Throughout the Document

The following updates have been made throughout the document to refer to the software for tax year 2015.

- ◆ Changing TX15 to TX16 to reflect the current version of the software.
- ◆ Changing references to the current tax year from 2015 to 2016.
- ◆ Changing references to the year after the current tax year from 2015 to 2017.

- ◆ Changing references to the year before the current tax year from 2014 to 2015.
- ◆ Update sample screens and reports for the current year.

The major change for 2016 is the addition of production commands for Version L. Chapter 5 contains those instructions.

Chapter 1: Introduction

Replace the "What's New for 2014?" heading with the "What's New for 2015?" heading.

Chapter 2: Overview of 1099 Software and Processes

Update the current tax year from 2015 to 2016.

In the 1099 Task List, provide separate page references for technical instructions for Version H and Version L.

Chapter 3: Installation of the 1099 Release for 2016

Add installation instructions for Version L.

Chapter 4: Instructions for Technical Staff (Version H)

The only changes in this chapter result from changing references to the current tax year from 2015 to 2016. Otherwise, the instructions are the same as they were for 2015. Also, the chapter includes an updated of sample forms for 2016.

Chapter 5: Instructions for Technical Staff (Version L)

Chapter 5 is new for 2016. It contains a complete set of operator instructions for Version L. The chapter illustrates the parameters of the commands and provides a sample of the screen prompts for running those commands.

Chapter 6: Processing Instructions for AP Staff

Due to the insertion of technical instructions for Version H, Chapter 5 for 2015 was renumbered Chapter 6 for 2016.

Throughout the chapter, year-specific commands and sample screens are updated to the current ones for year 2016.

References to the technical steps have two different page references: one for Version H and one for Version L.

December 2015 Edition

The December 2015 Edition is the annual update for the TX15 Release. New and changed materials are marked with change bars in the left margin.

Front and Back Matter

The title page was revised to reflect the copyright date for the new edition. The table of contents, list of figures, and index were updated. For the Revision History, a description of changes for 2015 was added.

Changes Throughout the Document

The following updates have been made throughout the document to refer to the software for tax year 2014.

- ◆ Changing TX14 to TX15 to reflect the current version of the software.
- ◆ Changing references to the current tax year from 2014 to 2015.
- ◆ Changing references to the year after the current tax year from 2015 to 2016.
- ◆ Changing references to the year before the current tax year from 2013 to 2014.
- ◆ Update sample screens and reports for the current year.

Chapter 1: Introduction

Replace the "What's New for 2014?" heading with the "What's New for 2015?" heading.

Under "Audience for Manual," remove references to the Traditional software and replace them with references to QCC.

Under "Glossary," remove terminology that was applicable only to the Traditional version of the software.

Chapter 5: Processing Instructions for the AP Staff

Remove references to the **Go** menu, leaving only instructions for opening programs from the tree view in the *QSS ControlCenter* window.

December 2014 Edition

The December 2014 Edition is the annual update for the TX14 Release. New and changed materials are marked with change bars in the left margin.

Front and Back Matter

The title page was revised to reflect the copyright date for the new edition. The table of contents, list of figures, and index were updated. For the Revision History, a description of changes for 2014 was added.

Changes Throughout the Document

The following updates have been made throughout the document to refer to the software for tax year 2014.

- ◆ Changing TX13 to TX14 to reflect the current version of the software.
- ◆ Changing references to the current tax year from 2013 to 2014.
- ◆ Changing references to the year after the current tax year from 2014 to 2015.
- ◆ Changing references to the year before the current tax year from 2012 to 2013.
- ◆ Update sample screens and reports for the current year.

Chapter 4: Processing Instructions for the Technical Staff

For the table of 1099-MISC forms for laser printers, add new items to the "FORM=" column. Add an LMXPTM form for printing ptm laser cut-sheet forms. For the B4PER05 form, offer a choice of the UNIV for two address lines or UNIVENV for one address line.

Chapter 5: Processing Instructions for AP Staff

For the **1099 Maintenance (AA)** action in the *Accounts Payable* window, the header information about each warrant includes its total dollar amount.

December 2013 Edition

The December 2013 Edition is the annual update for the TX13 Release. New and changed materials are marked with change bars in the left margin.

Front and Back Matter

The title page was revised to reflect the copyright date for the new edition. The table of contents, list of figures, and index were updated. For the Revision History, a description of changes for 2013 was added and the section was reorganized to have the most recent changes first.

Changes Throughout the Document

The following updates have been made throughout the document to refer to the software for tax year 2013.

- ◆ Changing TX12 to TX13 to reflect the current version of the software.
- ◆ Changing references to the tax year from 2012 to 2013.

- ◆ Changing references to the year after the tax year from 2013 to 2014.
- ◆ Changing references to the year before the tax year from 2011 to 2012.
- ◆ Update sample screens and reports for the current year.

There are very few changes for tax year 2014. The forms have not been rearranged, and the instructions work the same as for 2013.

Chapter 5: Processing Instructions for Accounts Payable Staff

For steps that have instructions for both the traditional and QCC versions, present the instructions for the QCC version first.

December 2012 Edition

The December 2012 Edition is the annual update for the TX12 Release.

Front and Back Matter

The title page was revised to reflect the copyright date for the new edition. The table of contents, list of figures, and index were updated. A new revision history was added.

Changes Throughout the Document

The following updates have been made throughout the document to refer to the software for tax year 2012.

- ◆ Changing TX11 to TX12 to reflect the current version of the software.
- ◆ Changing references to the tax year from 2011 to 2012.
- ◆ Changing references to the year after the tax year from 2012 to 2013.
- ◆ Changing references to the year before the tax year from 2010 to 2011.
- ◆ Update sample screens and reports for the current year.

Chapter 2: Overview of 1099 Software and Process

Update the flowchart for tax year 2012.

Chapter 4: Processing Instructions for Technical Staff

Remove the listing of commands for 1099 processing and place them in a separate document.

December 2011 Edition

The December 2011 Edition is the annual update for the TX11 Release.

Front and Back Matter

The title page was revised to reflect the copyright date for the new edition. The table of contents, list of figures, and index were updated. A new revision history was added.

Changes Throughout the Document

The following updates have been made throughout the document to refer to the software for tax year 2011.

- ◆ Changing TX10 to TX11 to reflect the current version of the software.
- ◆ Changing references to the tax year from 2020 to 2011.
- ◆ Changing references to the year after the tax year from 2011 to 2012.
- ◆ Changing references to the year before the tax year from 2009 to 2010.
- ◆ Update sample screens and reports for the current year.

Chapter 2: Overview of 1099 Software and Process

Update the flowchart for tax year 2011.

Chapter 3: Installation of 1099 Release for 2011

For the TNSByy and TNSB user security, add column 20 for setting the default printing payment detail lines for vendors.

Chapter 4: Processing Instructions for Technical Staff

Update the sample commands for 1099 processing for the current tax year.

Chapter 5: Processing Instructions for Accounts Payable

For the 1099 Misc Prelist (TNSB11) launch screen, add the prompt for printing payment detail lines.

For the 1099-MISC Pre-List - 2011 (TNRP11), update the report sample to illustrate the option to skip printing vendor details and to explain how the report indicates what information about each vendor is included in the electronic file for reporting to the IRS.

Provide a sample of the 1099_MISC form for 2011

November 2010 Edition

The November 2010 Edition is the annual update for the TX10 Release.

Front and Back Matter

The title page was revised to reflect the copyright date for the new edition. The table of contents, list of figures, and index were updated. A new revision history was added.

Changes Throughout the Document

The following updates have been made throughout the document to refer to the software for tax year 2010.

- ◆ Changing TX9 to TX10 to reflect the current version of the software.
- ◆ Changing references to the tax year from 2009 to 2010.
- ◆ Changing references to the year after the tax year from 2010 to 2011.
- ◆ Changing references to the year before the tax year from 2008 to 2009.
- ◆ Update sample screens and reports for the current year.

Chapter 2: Overview of 1099 Software and Process

Update the flowchart for tax year 2010.

Chapter 3: Installation of 1099 Release for 2010

For the TNFD10 user security, add column 02 for allowing access to the **District** selection box.

Chapter 4: Processing Instructions for Technical Staff

Update the sample commands for 1099 processing for the current tax year.

Chapter 5: Processing Instructions for Accounts Payable

Provide a sample of the 1099_MISC form for 2010.

January 2010 Update

The January 2010 update contains changes to the December 2009 edition. The following pages changed for this update:

- ◆ Title Page and Copyright Page
- ◆ Table of Contents

- ◆ List of Figures
- ◆ 1-11 to 1-12
- ◆ Chapter 3
- ◆ Rev-13 to Rev-14
- ◆ Index

Front and Back Matter

The title page was revised to reflect the copyright date for the new edition. The table of contents, list of figures, and index were updated. A new revision history section was added.

Chapter 1: Introduction

Correct typo in example of date storage format.

Chapter 3: Installation of 1099 Release for 2009

Clarify the TNSB user security. TNSB is for the traditional software, and TNSB09 is for the QCC version.

For the 1099 prelist, clarify the user security to use: TNSB for the traditional software and TNSB09 for the QCC software.

For the W2ED09 user security, describe how to enable or disable access in the QCC version.

For the W2PO09 user security, describe how to enable or disable access in the QCC version.

For the W2SB09 user security, add column 2 to selecting access to the next year and 3 and 4 for controlling options for the source of data for the report.

Correct typo in name of CTW2RP09 control file.

December 2009 Edition

Front and Back Matter

The title page was revised to reflect the copyright date for the new edition. The table of contents, list of figures, and index were updated. A new revision history was added.

Changes Throughout the Document

The following updates have been made throughout the document to refer to the software for tax year 2009.

- ◆ Changing TX8 to TX9 to reflect the current version of the software.
- ◆ Changing references to the tax year from 2008 to 2009.
- ◆ Changing references to the year after the tax year from 2009 to 2010.
- ◆ Changing references to the year before the tax year from 2007 to 2008.

Chapter 2: Overview of 1099 Software and Process

Update the flowchart for tax year 2009.

Chapter 3: Installation of 1099 Release for 2009

Update the instructions for Web access to reflect the recent redesign of the **QSS** Web site.

Clarify instructions for copying control files from one year to the next.

Chapter 4: Processing Instructions for Technical Staff

Add instructions for using the QCC software to set up vendors for correct reporting of attorneys fees on 1099-MISC forms.

Update the listing of UCD commands on the HP e3000 for tax year 2009.

Add listings of command files for 1099 production for the Linux server.

Chapter 5: Processing Instructions for Accounts Payable Staff

Add instructions for using the QCC version of the W2 Prelist (W2RP09).

Add instructions for using the *Accounts Payable* window in QCC to adjust the 1099 flags for warrants that have already been issued.

Add instructions for using the *Vendor Maintenance* window in QCC to set the default 1099 flag for vendors.

Add a description of adding payroll history adjustments in QCC with the *Employee Maintenance* window.

Appendix A: Common Elements in QCC Windows

Add Appendix A to explain how to fill in windows in the QCC software.

December 2008 Edition

The following changes were made to the January, 2008 edition of this manual.

Front and Back Matter

The title page was revised to reflect the copyright date for the new edition. The table of contents, list of figures, and index were updated. A new revision history was added.

Chapter 2: Overview of 1099 Software and Process

All references to 'TX7' were updated to 'TX8'.

References to '2007' and '2008' were updated to '2008' and '2009', respectively.

All program names and versions indicating '07' were updated to '08'.

Chapter 3: Installation of 1099 Release for 2006

All references to 'TX7' were updated to 'TX8'.

References to '2007' and '2008' were updated to '2008' and '2009', respectively.

All program names and versions indicating '07' were updated to '08'.

Chapter 4: Processing Instructions for Technical Staff

All references to 'TX7' were updated to 'TX8'.

References to '2007' and '2008' were updated to '2008' and '2009', respectively.

All program names and versions indicating '07' were updated to '08'.

Made other minor changes by rewording several sentences for clarity.

Chapter 5: Processing Instructions for Accounts Payable Staff

All references to 'TX7' were updated to 'TX8'.

References to '2007' and '2008' were updated to '2008' and '2009', respectively.

All program names and versions indicating '07' were updated to '08'.

Added new sample 1099-Misc form for 2008 (Figure 5-9).

Made other minor changes by rewording or highlighting several sentences for clarity and/or emphasis.

January 2008 Edition

The January 2008 edition is a minor update to the December 2007 edition. It includes the following changes:

- ◆ On page 3-3, add a new option for running the W2 Prelist for either year 2007 or 2008.
- ◆ On pages 3-17 to 3-20, provide expanded instructions for updating UDCMENU.

This edition resulted in updates to the following pages of the December 2007 edition:

- ◆ Title page and copyright page
- ◆ 3-3 to 3-4
- ◆ 3-17 to 3-22
- ◆ Rev-9 to Rev-10

December 2007 Edition

The following changes were made to the December, 2007 edition of this manual.

Front and Back Matter

The title page was revised to reflect the copyright date for the new edition. The table of contents, list of figures, and index were updated. A new revision history was added.

Chapter 2: Overview of 1099 Software and Process

All references to 'TX6' were updated to 'TX7'.

References to '2006' and '2007' were updated to '2007' and '2008', respectively.

All program names and versions indicating '06' were updated to '07'.

Made minor changes by rewording sentences for clarity.

Chapter 3: Installation of 1099 Release for 2006

All references to 'TX6' were updated to 'TX7'.

References to '2006' and '2007' were updated to '2007' and '2008', respectively.

All program names and versions indicating '06' were updated to '07'.

Corrected error in the menu options for W2ED16 on page 3-2.

Chapter 4: Processing Instructions for Technical Staff

All references to 'TX6' were updated to 'TX7'.

References to '2006' and '2007' were updated to '2007' and '2008', respectively.

All program names and versions indicating '06' were updated to '07'.

On page 4-41, inserted a new sample 1099-Misc form for 2007.

On pages 4-48 through 4-62, inserted the new UDCs for 1099 processing in 2007.

Made other minor changes by rewording several sentences for clarity.

Chapter 5: Processing Instructions for Accounts Payable Staff

All references to 'TX6' were updated to 'TX7'.

References to '2006' and '2007' were updated to '2007' and '2008', respectively.

All program names and versions indicating '06' were updated to '07'.

Added new sample 1099-Misc form for 2007 (Figure 5-9).

Made other minor changes by rewording or highlighting several sentences for clarity and/or emphasis.

December 2006 Edition

The following changes were made to the December, 2006 edition of this manual.

Front and Back Matter

The title page was revised to reflect the copyright date for the new edition. The table of contents, list of figures, and index were updated. A new revision history was added.

Chapter 2: Overview of 1099 Software and Process

All references to 'TX5' were updated to 'TX6'.

References to '2005' and '2006' were updated to '2006' and '2007', respectively.

All program names and versions indicating '05' were updated to '06'.

Removed references to 'diskettes' as diskettes are no longer allowed.

Changed 'magnetic media' to 'transmittal file' where appropriate.

Made minor changes by rewording sentences for clarity.

Chapter 3: Installation of 1099 Release for 2006

This installation is performed over the Web, instead of with CD ROMs. Therefore, this section was significantly re-written.

All references to 'TX5' were updated to 'TX6'.

References to '2005' and '2006' were updated to '2006' and '2007', respectively.

All program names and versions indicating '05' were updated to '06'.

Removed references to 'diskettes' as diskettes are no longer allowed.

Changed 'magnetic media' to 'transmittal file' where appropriate.

Made minor changes by rewording sentences for clarity.

Chapter 4: Processing Instructions for Technical Staff

All references to 'TX5' were updated to 'TX6'.

References to '2005' and '2006' were updated to '2006' and '2007', respectively.

All program names and versions indicating '05' were updated to '06'.

Removed references to 'diskettes' as diskettes are no longer allowed.

Changed 'magnetic media' to 'transmittal file' where appropriate.

On page 4-17, added new program options for Vendor Maintenance.

Beginning of page 4-39, updated list of QSS-supported 1099 forms.

On page 4-41, inserted a new sample 1099-Misc form for 2006.

On pages 4-48 through 4-62, inserted the new UDCs for 1099 processing in 2006.

Beginning on page 4-43, *Task 13-T: Creating 1099-MISC Electronic Transmittal File* was significantly re-written to explain new electronic transmittal procedures.

Beginning on page 4-43, *Task 14-T: Transferring Transmittal Files to PC* is a new step.

Made other minor changes by rewording or highlighting several sentences for clarity and/or emphasis.

Chapter 5: Processing Instructions for Accounts Payable Staff

All references to 'TX5' were updated to 'TX6'.

References to '2005' and '2006' were updated to '2006' and '2007', respectively.

All program names and versions indicating '05' were updated to '06'.

Removed references to 'diskettes' as diskettes are no longer allowed.

Changed 'magnetic media' to 'transmittal file' where appropriate.

Added new sample 1099-Misc form for 2005 (Figure 5-9).

Made other minor changes by rewording or highlighting several sentences for clarity and/or emphasis.

December 2005 Edition

The following changes were made to the December, 2005 edition of this manual.

Front and Back Matter

The title page was revised to reflect the copyright date for the new edition. The table of contents, list of figures, and index were updated. A new revision history was added.

Chapter 2: Overview of 1099 Software and Process

All references to 'TX4' were updated to 'TX5'.

References to '2004' and '2005' were updated to '2005' and '2006', respectively.

All program names and versions indicating '04' were updated to '05'.

On page 2-1, changed 'W2 UDCs' to '1099 UDCs.'

On page 2-5, cleaned up the 1099 Processing Flowchart by removing extraneous connector lines from Step 7-AP.

Chapter 3: Installation of 1099 Release for 2005

All references to 'TX4' were updated to 'TX5'.

References to '2004' were updated to '2005.'

All program names and versions indicating '04' were updated to '05'.

Beginning on page 3-4, added new section: *Security Parameters for W2 Programs*.

Inserted new 1099-MISC Prelist Launch Screen (Figure 3-1).

For *Step II: Copying Last Year's Control Files*, on pages 3-14 and 3-16, removed 3 references to the "Purge old..." prompt because it does not actually appear as described.

Made other minor changes by rewording several sentences for clarity.

Chapter 4: Processing Instructions for Technical Staff

All references to 'TX4' were updated to 'TX5'.

References to '2004' were updated to '2005.'

All program names and versions indicating '04' were updated to '05'.

Inserted new Vendor Master File (VEUPDT) screen.

On page 4-14, added a **Note** emphasizing that when you use Utility Maintenance (GOUPDT) to substitute the Vendor Remittance Address for the Vendor Address, it is a global change which applies to all districts. It can not be change on a district-by-district basis.

On page 4-21, added an explanation for the prompt that reads:
Does each district being reported have a unique EIN?

On page 4-22, added an explanation for the prompt which reads:
Print Accounts or Descriptions? (A/D)

On page 4-23, added an explanation for the prompt which reads:
Include extracted data for which district(s)?

On page 4-24 in the section *Task 12-T: Printing 1099 Forms for Distribution*, added a paragraph describing how printed forms are sorted.

On page 4-27, changed the example for reducing the PIFSIZE parameter in order to make it more realistic and useful.

Beginning of page 4-39, updated list of QSS-supported 1099 forms.

On page 4-41, inserted a new sample 1099-Misc form for 2005.

On pages 4-53 through 4-68, inserted the new UDCs for 1099 processing in 2005.

Made other minor changes by rewording or highlighting several sentences for clarity and/or emphasis.

Chapter 5: Processing Instructions for Accounts Payable Staff

All references to 'TX4' were updated to 'TX5'.

References to '2004' were updated to '2005.'

All program names and versions indicating '04' were updated to '05'.

Inserted new 1099-MISC Prelist Launch Screen (Figure 5-1).

Beginning on page 5-5, cleaned up the 1099 Prelist Reports.

Beginning on page 5-8, re-wrote and elaborated the section *How to Read the Prelist*. Described the new totals line flags of SY and SEY. The totals line may now contain an SY or an SEY as shown below.

```
ADAM 444144444 SY ADAMS, JOHN  
WHIT 123456789 SEY WHITE, JANE
```

- ◆ S indicates that the vendor has an SSN in the Vendor Master File (VEUPDT).
- ◆ E indicates that the SSN in VEUPDT is also present in the PERPAY database.
- ◆ Y means this is a 1099 vendor.s

Added new sample 1099-Misc form for 2005 (Figure 5-9).

Made other minor changes by rewording or highlighting several sentences for clarity and/or emphasis.

December 2004 Edition

The following changes were made to the December, 2004 edition of this manual.

Chapter 2: Overview of 1099 Software and Process

All references to 'TX3' were updated to 'TX4'.

References to '2003' and '2004' were updated to '2004' and '2005', respectively.

All program names and versions indicating '03' were updated to '04'.

Chapter 3: Installation of 1099 Release for 2004

All references to 'TX3' were updated to 'TX4'.

References to '2003' and '2004' were updated to '2004' and '2005', respectively.

All program names and versions indicating '03' were updated to '04'.

Beginning on page 3-4, added new section: *Security Parameters for 1099 Programs*.

Reworded *Step 11: Copying Last Year's Control Files* to show additional prompts the user will see.

On page 3-17, Step 13 of the installation process was significantly changed this year.

Chapter 4: Processing Instructions for Technical Staff

All references to 'TX3' were updated to 'TX4'.

References to '2003' and '2004' were updated to '2004' and '2005', respectively.

All program names and versions indicating '03' were updated to '04'.

Added new sample 1099-Misc form.

Beginning of page 4-2, rewrote the section on *How to Post Attorney Fees to the Correct 1099* box. This uses Utility Maintenance (GOUPDT) instead of commands.

Beginning of page 4-39, updated list of QSS-supported 1099 forms.

On page 4-42, added a warning about creating new 1099 extract files after adjusting vendor data.

Beginning of page 4-48, added a section on *Submitting by Computer Diskette*.

Beginning of page 4-53, insert the new *UDCs for 1099-MISCs*.

Chapter 5: Processing Instructions for Accounts Payable Staff

All references to 'TX3' were updated to 'TX4'.

References to '2003' and '2004' were updated to '2004' and '2005', respectively.

All program names and versions indicating '03' were updated to '04'.

On page 5-21, added a comments about the Additional Data screen field labeled **2nd TIN not**.

Added new sample 1099-Misc form.

Third Edition, December 2003

The 12/03 edition replaces the 11/03 edition. No major changes have been made; the installation instructions were updated.

Front and Back Matter

The title page was revised to reflect the copyright date for the new edition. The table of contents, list of figures, and index were updated. A new revision history was added.

Chapter 3: Installation of W2 Release for 2003

Beginning on [page 3-3](#), the section Task 1-T for Version H: Installation of TX16 Release has been updated. Various commands were updated, and user logons were clarified.

Chapter 4: Processing Instructions for Technical Staff

On [page 4-50](#), the section Sample 1099-MISC Forms was updated.

Chapter 5: Processing Instructions for Payroll Staff

On [page 5-40](#), the section Sample 1099-MISC Form was updated.

Second Edition, November 2003

The 11/03 edition replaced the 06/03 edition. No major changes were made.

The following headings identify the major changes made in the 11/03 edition. There may be other editorial changes that are not noted individually, such as making capitalization and usage more consistent, fixing typographical errors, rewording sentences for more clarity, and other such minor revisions.

Front and Back Matter

The title page was revised to reflect the copyright date for the new edition. The table of contents, list of figures, and index were updated.

Chapter 4: Processing Instructions for Technical Staff

Beginning on [page 4-48](#), the section List of QSS-Supported 1099 Forms was updated.

Chapter 5: Processing Instructions for Payroll Staff

Beginning on [page 5-32](#), the section Task 7-AP: Adding and Adjusting Additional Data with TNFD15 was updated.

First Edition in FrameMaker Format, June 2003

This manual was first released in June of 2003. The manual was created using FrameMaker 7.0, then converted to a PDF file with Acrobat Distiller 5.0 for distribution on the **QSS** Web site.

Early Editions

An abbreviated form of this manual was released annually through December 2002 in WordPerfect format as a collection of separate documents, including installation notes, technical notes, overview notes, a *1099 User Guide*, and a *1099 Processing Guide*.

