

CAI FINANCIAL
Instructions for 2022 1099's

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Step 1- Vendor Maintenance

If a vendor has redacted information be sure to go through the Un-Redact processing 1099's

Prior to building the 1099 file, you will need to do some vendor maintenance to ensure the 1099's you send out have accurate information.

Run and Review

Vendor Payment History Report (FN512)

1. From the **Financial Main Menu** click on the **Print Reports**  icon.
2. Run the **Vendor Payment History (FN512)** report.
3. In the report filter, only enter the Warrant Date Range; select **OK** to run the report.

4. Review the report to ensure the following:
 - All 1099 vendors are marked "Y" under the **1099?** Column
 - All vendors have a TIN or SSN#
 - Check that all attorneys are also set to 'Y' for 1099


VENDOR PAYMENT HISTORY -- SUMMARY

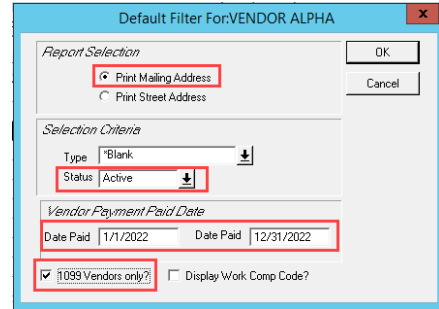
FROM 01/01/2022 TO 12/31/2022 - REPORT EXCLUDES REMITTANCE VENDORS
 VENDOR TYPE: ALL

| Vendor Name | Vendor No. | Amount | Work Comp | 1099 Y/N | 1099 Category | Tax ID | Sec Sec No. |
|-------------|------------|--------|-----------|-------------|------------------|--------|-------------|
| | | | | N | | | |
| | | | | N | | | |
| | | | | Y | Non Emp | | |
| | | | | N | | | |
| | | | | N | | | |
| | | | | N | | | |
| | | | | N | | | |

Run and Review :

Vendor Alpha Condensed report (FN513)

1. From the **Financial Main Menu** click on the **Print Reports**  Icon.
Run the **Vendor Alpha Condensed (FN513)** report.
2. In the report filter, select the *'Print Mailing Address'*. **Status 'Active'**. Enter the dates for the calendar year.
Select *'1099 Vendors only'*
Click **OK** to run report.




3. Review the following information:
 - Mailing Address 1** field. This is the only address that will print on the 1099's – if it has “Attention Mary” in the Mailing Address 1 field it needs to be moved to the attention field and the actual address needs to be entered in mailing address line 1(see the example below).
 - Attention** field
 - Mailing Address 2** field – if there is information that should print on the 1099 then it needs to be moved to Mailing Address 1 field.
 - City** field – no blank fields
 - State** field – no blank fields
 - Zip** field – no blank fields

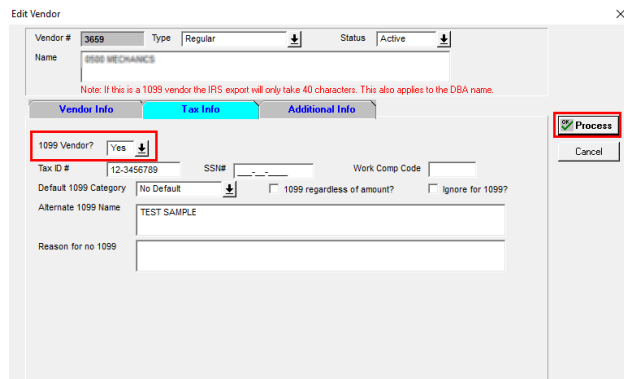
DO NOT print or transmit 1099's if there is no address in the *Mailing Address 1* field, the 1099's will error during the download.



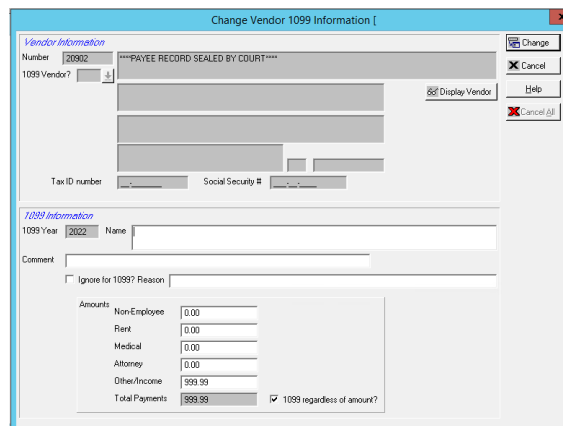
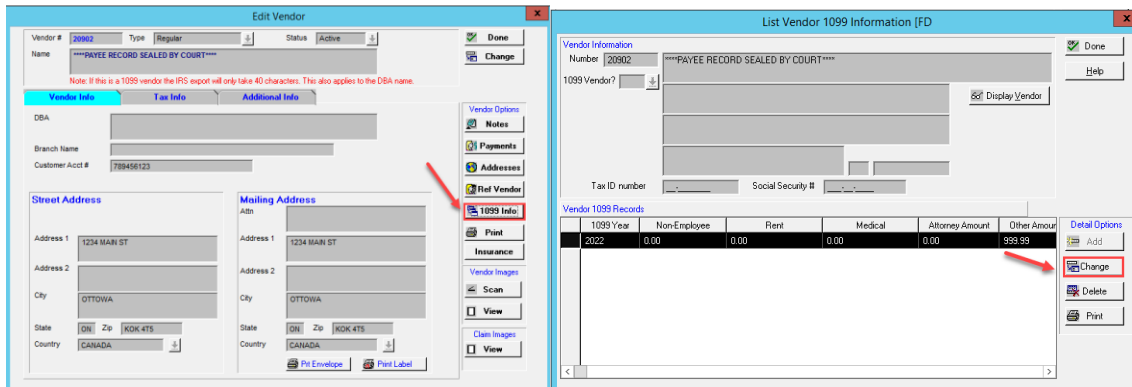
Making Changes to a Vendor Record

1. From the **Financial Main**
2. Click **Vendor Inquiry**  button
3. Double click the vendor you wish to change. From here you can change 1099 information in 2 places:

- a. Click the **Change** button
 - i. Make any necessary changes to Tax Information. Update **Tax ID#, SSN#, the Default 1099 Category,** if needed. **(Note: For a 1099 Vendor to show up on any reports or 1099's, set the '1099 Vendor?' to YES)**
 - ii. Select the **Process** button to save your updates.



- b. Click the **1099 Info** button
 - i. Highlight the payment record you would like to update and select the **Change** button.
 - ii. Make any necessary changes to the vendor's payment information. This includes the name, comment, amounts, flags and applicable "Reason" section.
 - iii. Select the **Change** button to save your updates.




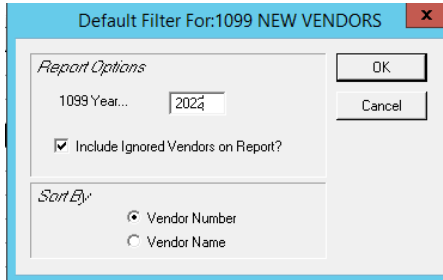
4. Once all changes/corrections have been made, rerun the reports to verify your corrections:
 - Vendor Payment History Report (FN512)
 - Vendor Alpha Condensed Report (FN513)
5. Once all reports are correct, proceed with Step 2 of the 1099 process.

Run and Review:

1099 New Vendors Report (FN018)

This will only print vendors that have been added in the 1099 year selected in the filter.

1. From the **Financial Main Menu** click on the **Print Reports**  icon.
2. Run the **1099 New Vendors (FN018)** report.
3. In the report filter enter 2022 for the 1099 Year; select **OK** to run the report.



Default Filter For:1099 NEW VENDORS

Report Options

1099 Year... 2022

Include Ignored Vendors on Report?

Sort By

Vendor Number
 Vendor Name

OK
Cancel



12/29/2022 17:29:03 FN018 COMPUTER ARTS, INC. -CAIDATA PAGE 1

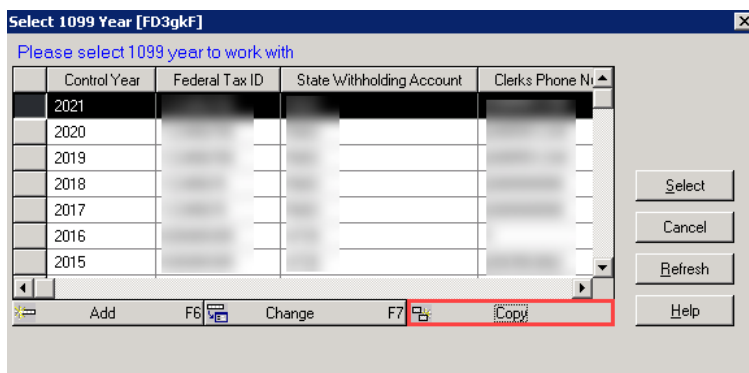
1 0 9 9 N E W V E N D O R S F O R 2 0 2 2

SORT BY: VENDOR NUMBER

| Vendor Name / Mailing Address | Vendor Number | Tax ID No. | Soc Sec No. | Non Employee | Rent | Medical | Attorney | Other | Total |
|-------------------------------|---------------|------------|-------------|--------------|------|---------|----------|-------|-------|
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
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Step 2 – Create the 1099 File

1. From the **Financial Main Menu**.
2. Click **Vendor Inquiry**  button.
3. Click **Build 1099 File**  button.
4. Select the previous year. Click **Copy**, at the bottom of the Select 1099 Year screen.



Select 1099 Year [FD3gkF]

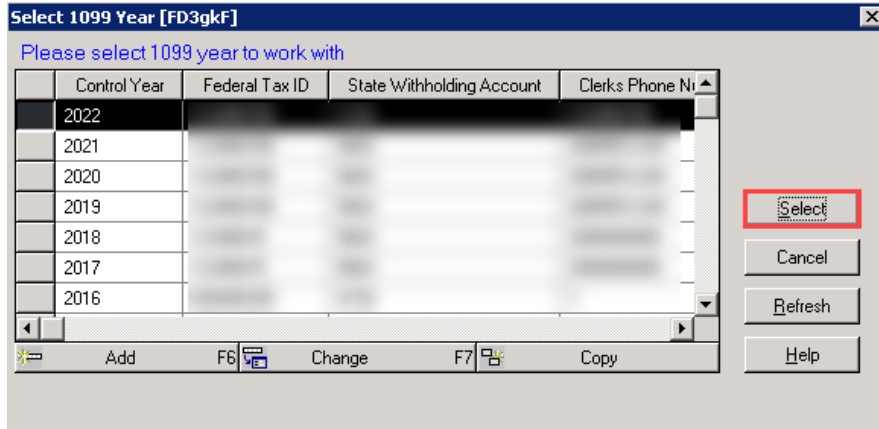
Please select 1099 year to work with

| Control Year | Federal Tax ID | State Withholding Account | Clerks Phone Ni |
|--------------|----------------|---------------------------|-----------------|
| 2021 | | | |
| 2020 | | | |
| 2019 | | | |
| 2018 | | | |
| 2017 | | | |
| 2016 | | | |
| 2015 | | | |

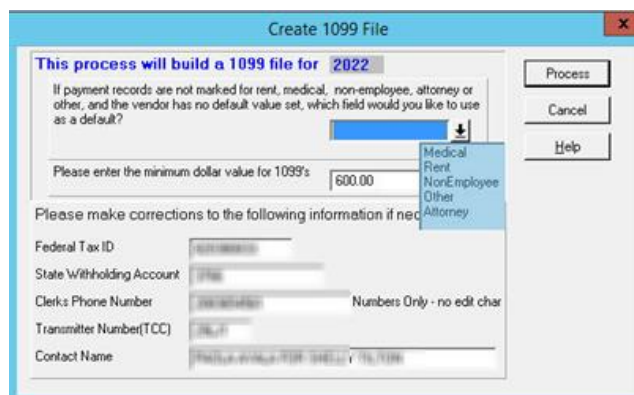
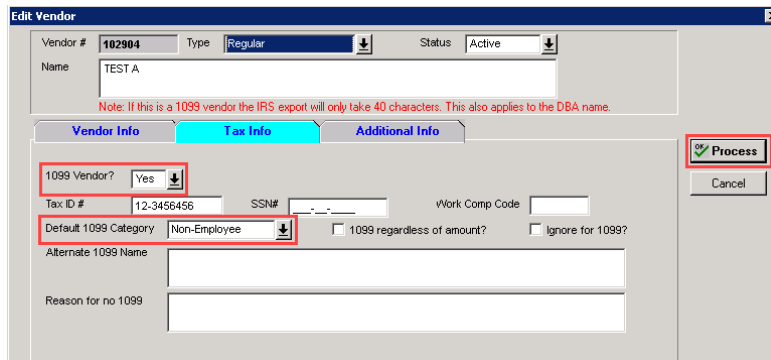
Add F6 Change F7 Copy

Select
Cancel
Refresh
Help

5. Fill in all necessary fields. Update the Year.
Note: If you are filing electronically, the TCC number is a required field.
6. Click the **Add** button.
7. Highlight year and click **Select** button.




8. Select the default payment type, if it was not marked in the payment. (Non-Employee most used).
 - You may also need to fill in the amount for minimum dollar value (the IRS requirement is \$600.00, but can be a lesser amount if the County chooses).
 - **NOTE: All attorneys receive 1099's regardless of amount**
9. Click the **Process** button
(This process takes a few minutes.)

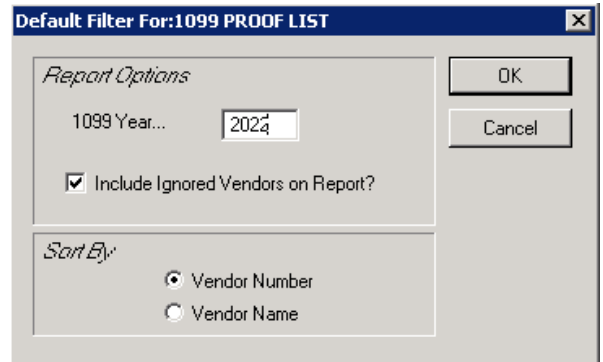


Step 3 – Review 1099 proof list and make changes to record

Run and Review

1099 Proof List report (FN012)

1. From the **Financial Main** or **List Vendor** Screen
2. Click **Print Reports**  button
3. Select the **1099 Proof List (FN012)** report
4. Click **OK**
5. Enter the **1099 year** (i.e. 2022)
6. Click the **OK** button
7. Review the **1099 Proof List**.
 - Ensure the Mailing Address is correct.
 - Verify that all attorneys are listed under the 1099 category of 'Attorney'.



Default Filter For:1099 PROOF LIST

Report Options

1099 Year... 2022

Include Ignored Vendors on Report?

Sort By

Vendor Number

Vendor Name

OK

Cancel

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1 0 9 9 P R O O F L I S T -- 2 0 2 2

SORT BY: VENDOR NUMBER

| Vendor Name / Mailing Address | Vendor Number | Tax ID No. | Soc Sec No. | Non-Employee | Rent | Medical | Attorney | Other | Total | Notes |
|-------------------------------|---------------|------------|-------------|--------------|------|---------|----------|-------|-------|-------|
| | | | | | | | 0.00 | 0.00 | | |


COMMENT:

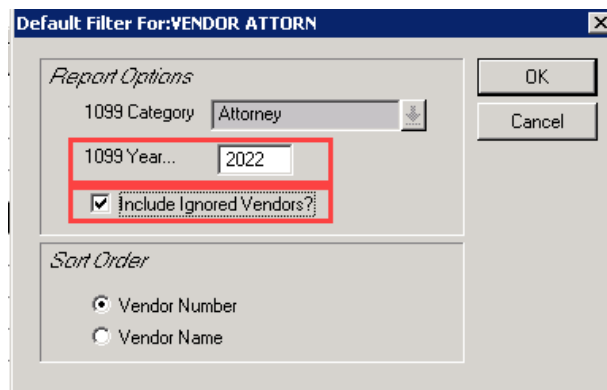
REGULAR 1099 VENDOR TOTALS: Count:
IGNORED 1099 VENDOR TOTALS: Count:

*****END OF REPORT*****

Run and Review

Vendor Attorney Proof Report (FN012ATY)

1. From the **Financial Main Menu** click on the **Print Reports**  Icon.
2. Run the **Vendor Attorney Proof (FN012ATY)** report.
3. In the report filter, enter the **1099 year**; select **Include Ignored Vendors**, select **OK** to run the report.



Default Filter For:VENDOR ATTORN

Report Options

1099 Category Attorney

1099 Year... 2022

Include Ignored Vendors?

Sort Order

Vendor Number

Vendor Name

OK

Cancel

4. Check the following information:

- All Attorneys are listed on report.
- The **Always Issue 1099** column should be "Yes" for all attorneys
- All Vendors should have either a **Tax ID No.** or **Social Security Number**
- All amounts for attorneys should be listed under **Attorney** column
- Review the codes in the **Notes** column.

You must fix the note code "1-Vendor has no Tax ID and SSN"

Verify and confirm note code 2, 3, and 4

- There is a sub-report at the bottom of this report called "**Vendors with Attorney Amounts not marked as Attorney**". Any vendor appearing in this sub-report will need to be reviewed to determine if they should be marked as "Attorney" or the amount in the field is incorrect and needs to be corrected to 'Attorney'.

12/29/2022 17:44:19 FN012ATY COMPUTER ARTS, INC. PAGE 1

1 0 9 9 P R O O F L I S T -- 2 0 2 2
* * Attorney Vendors Only * *


VENDOR CATEGORY:
SORT BY: VENDOR NUMBER

| Vendor Name / Mailing Address | Vendor Number | Always Issue 1099 | Tax ID No. | Soc Sec No. | NonEmployee | Rent | Medical | Attorney | Other | Total | Notes |
|-------------------------------------|---------------|-------------------|------------|-------------|-------------|------|---------|----------|-------|-------|-------|
| | | | | | | | | 0.00 | 0.00 | | |
| COMMENT: | | | | | | | | | | | |
| REGULAR 1099 VENDOR TOTALS : Count: | | | | | | | | | | | |
| IGNORED 1099 VENDOR TOTALS : Count: | | | | | | | | | | | |

Vendors with Attorney Amounts not marked as Attorney

| Vendor Name / Mailing Address | Vendor Number | Tax ID No. | Soc Sec No. | Nonemployee | Rent | Medical | Attorney | Other | Total | Note |
|-------------------------------|---------------|------------|-------------|-------------|------|---------|----------|-------|-------|------|
| ***** END OF REPORT ***** | | | | | | | | | | |

Making Changes to a Vendor Record

1. From the **Financial Main**.
2. Click **Vendor Inquiry**  button.
3. Double click the vendor you wish to change.
4. Click the **Change** button.
5. Select the **Tax Info** tab. Update the **Default 1099 Category**, or any other tax information if needed.

Vendor # 3672 Type Regular Status Active

Name CAI TEST EVERYWHERE

Note: If this is a 1099 vendor the IRS export will only take 40 characters. This also applies to the DBA name.

Tax Info (Selected)

1099 Vendor? Yes

Tax ID # 12-983652 SSN# Work Comp Code

Default 1099 Category Medical 1099 regardless of amount? Ignore for 1099?

Alternate 1099 Name

Reason for no 1099

Process (Highlighted)

Cancel

Note: If you make any changes in the Tax Info Tab section, you will need to re-create the 1099 build file.

6. Once all vendor addresses and tax information is reviewed and corrected, you will need to run the 1099 Build file again, to capture your changes.
7. At this point you can make any other changes to the 1099 info for a vendor. For example, you can change the breakdown of the amounts paid out to the vendor for specific categories as Rent, Medical, Attorney, etc. This overrides the Default Tax Category

To Change the Individual payments to other categories:

Select the vendor to change and click the **1099 Info**  button on the right side of screen.

NOTE: You can make any necessary changes from this screen to the work file individually by vendor. Records can be added, changed, or deleted.

To Modify/change an amount – highlight the year you want to modify and click the **change** button.

| 1099 Year | Non-Employee | Rent | Medical | Attorney Amount | Other Amount |
|-----------|--------------|------|---------|-----------------|--------------|
| 2016 | 0.00 | 0.00 | 0.00 | 879.00 | 1,938.00 |

8. Make any changes to the amounts, or move categories

Click the **Done** button when finished.

9. You can Rebuild your 1099 Build file without your changes being overwritten.

Go to the 1099 Build File process 

Select the year to process.

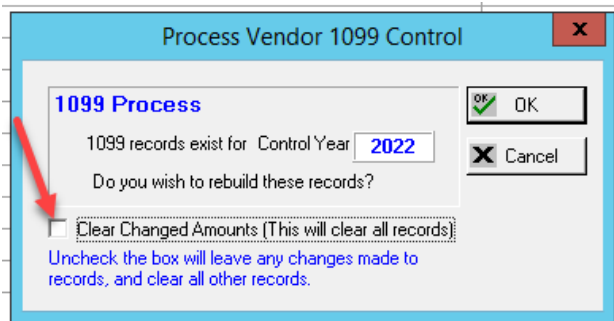
See screen shot below:

In this window you have a choice to clear the changes you made to the 1099 vendor information, or Not to clear the changes.



If you select the box 'Clear Changed Amounts', this will put the 1099 vendor information back to their original information.

Not Checking the box *will keep* all the records with your manual changes from the vendor's 1099 information window.

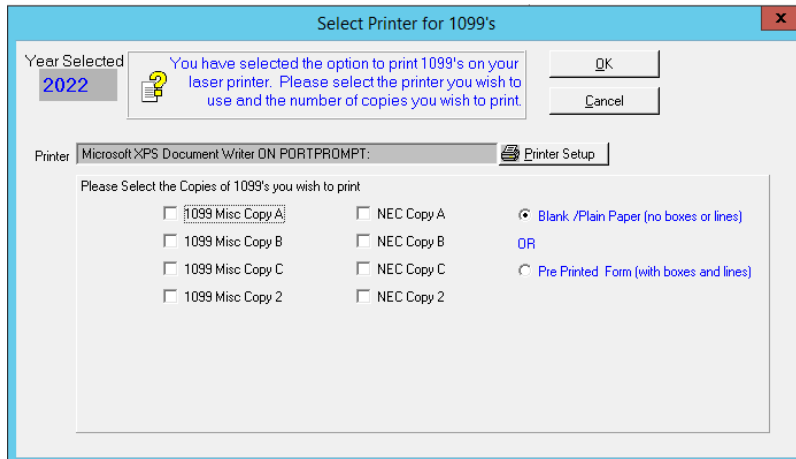
10. Once all changes/corrections have been made, rerun the **1099 Proof List** to keep for your own records.



Step 4 – Printing 1099's

1. From the **Financial Main Menu**
2. Click **Vendor Inquiry**  button
3. Click on the **Print 1099's**  button
4. Select 1099 Year
5. Select the printer
6. *Select 1099-MISC or 1099-NEC and the copy you are printing*
**These are now a 3 part form.*
7. Select which copy you are printing
8. Choose if printing on Blank/Plain paper or Pre Printed Form
9. Load **1099 forms** into the printer if you choose that option.
10. Click **OK**

New Filter



Select Printer for 1099's

Year Selected: 2022

You have selected the option to print 1099's on your laser printer. Please select the printer you wish to use and the number of copies you wish to print.

Printer: Microsoft XPS Document Writer ON PORTPROMPT: [Printer Setup](#)

Please Select the Copies of 1099's you wish to print

| | | |
|---|-------------------------------------|---|
| <input type="checkbox"/> 1099 Misc Copy A | <input type="checkbox"/> NEC Copy A | <input checked="" type="radio"/> Blank /Plain Paper (no boxes or lines) |
| <input type="checkbox"/> 1099 Misc Copy B | <input type="checkbox"/> NEC Copy B | OR |
| <input type="checkbox"/> 1099 Misc Copy C | <input type="checkbox"/> NEC Copy C | <input type="radio"/> Pre Printed Form (with boxes and lines) |
| <input type="checkbox"/> 1099 Misc Copy 2 | <input type="checkbox"/> NEC Copy 2 | |

OK Cancel

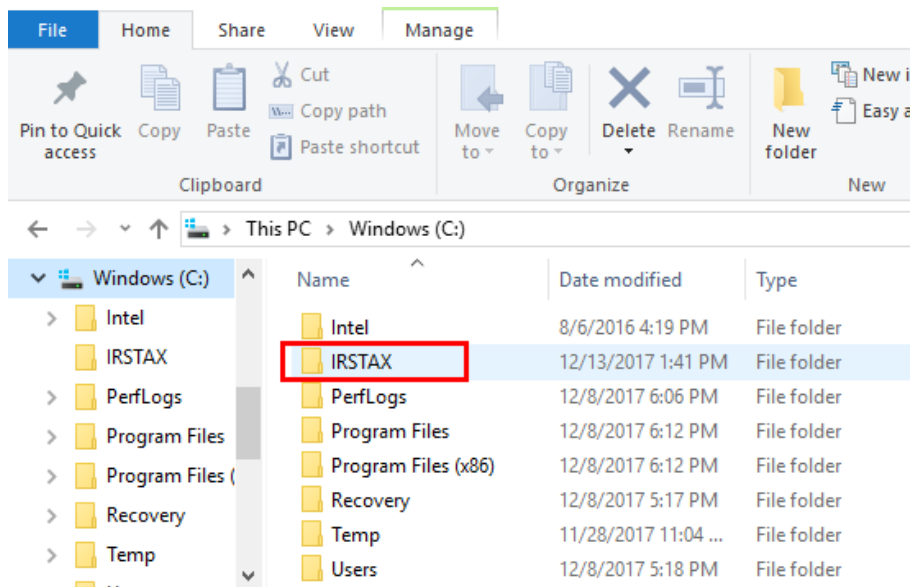
NOTE: You can also print Form **1096** from our reports list in Financial Main Menu, report name: PRINT 1096 (FN1096).

11. If you are filing paper copies, fill out the appropriate paperwork to send the 1099's to the State and Federal Governments. Directions are on the IRS Form 1096 and in the Idaho Income Tax Withholding publication. The link for these directions is included below in **Step 6**.

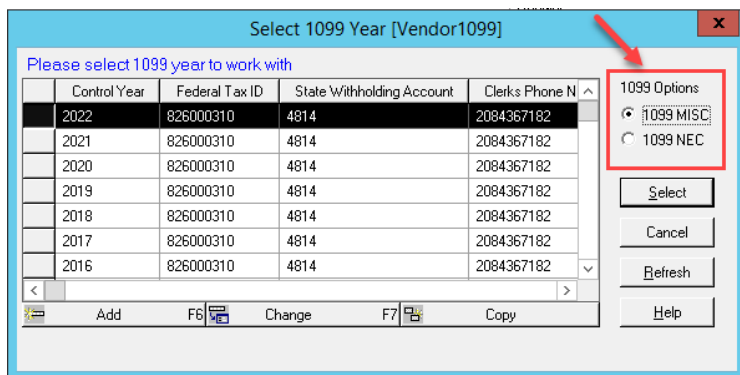
NOTE: *If you have more than 250 employees and/or 1099 vendors you must file electronically for both state and federal.*

Step 5 – Creating Electronic Export File for the IRS

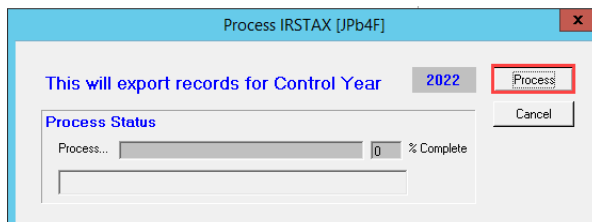
1. Create a folder on your computer's "C" drive named "IRSTAX"



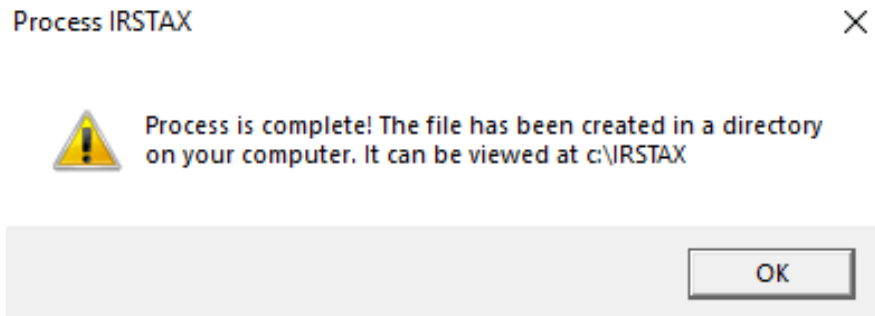
2. Make sure all vendor 1099's have been printed and checked for accuracy.
3. Return to **Financial Main**.
4. Click **Vendor Inquiry** button.
5. Click **Export 1099** button.
6. Highlight the Control Year.
7. *Select the form 1099-MISC or 1099-NEC.*
8. Click **Select** button.



9. Click **Process** button



When the file has been created you will get the following message:



The file is now in the IRSTAX folder on your C drive and is named "IRSTAX"

Step 6 - Filing 1099's electronically

You must have obtained a Transmitter Control Code (TCC) prior to submitting files electronically. This must be completed no later than thirty days before the due date of your information returns.

For complete directions on filing electronically, please contact your auditor or go to the following websites.

<https://www.irs.gov/pub/irs-pdf/f4419.pdf>

IRS Form 4419 - Application for Filing Information Returns Electronically- TCC Application

<https://www.irs.gov/e-file-providers/filing-information-returns-electronically-fire>

IRS FIRE Website for submitting electronic file. *You will need your TCC and TIN no's before you can access this website.

www.tax.idaho.gov

No Form 967 required if uploading a file and no income tax was withheld. See Idaho Income Tax Withholding publication for more directions.