2019 Aatrix® 1099 Filing Instructions

BEFORE YOU START: IMPORTANT INFORMATION!

- **You need to be on v20.1.0 or Later to Process 1099's.**
  - If you are not on 20.1 or later you will get an expired from error message and printouts will be watermarked. 20.1 is available for download at KB 24301
- **NON-FEDERAL 1099 copies can be printed on plain paper and plain 4-part perforated paper.**
  - You no longer need to purchase pre-printed forms for non-federal 1099's!
- **FEDERAL 1099's requires a pre-printed form.**
  - For information on how to purchase this or other forms see KB 7201 or Section 7 of this document. Please make sure you purchase your paper well in advance of any deadline!
- **It is a good idea to print your 1099's to a file**
  - In addition to printing hard copies it is a good idea to print your 1099's to a file to keep as a record. This will make reprinting in the future much easier.

1099 Quick Start Guide

This document is a quick walkthrough of the 2019 1099-Misc process. If you have any questions on any of the steps please refer to the Complete Guide.

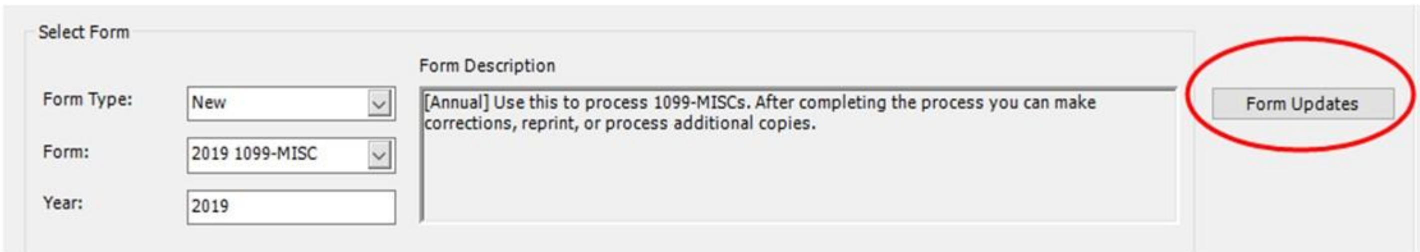
Step 1) Select Forms

A) Go to Activities > Accounts Payable> Produce Vendor 1099's.

B) Select Form Type: New

C) Select Form: 2019 1099 MISC

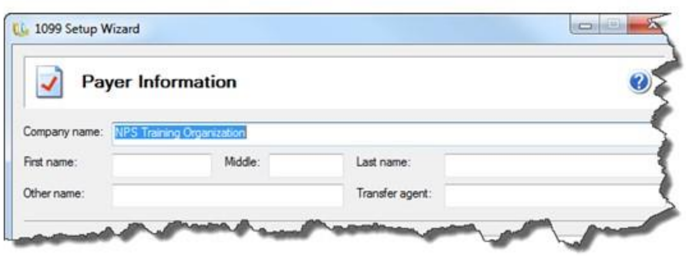
NOTE: If you don't see 2019 Forms click the form update button to get them. Any time the button is available it should be clicked to get the latest



Step 2) Enter or Confirm Organization Information

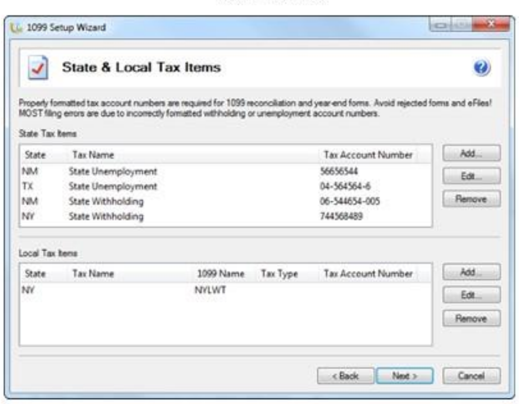
A) Confirm your EIN number. If it is incorrect you must go to the Administration Module > Organization Information and correct it.

Step 4) Verify or correct payer information and address.



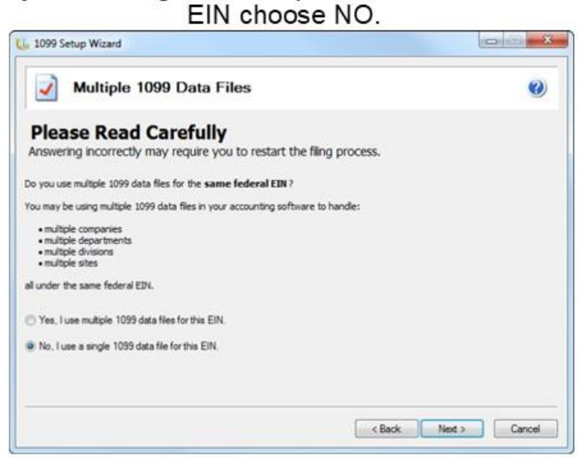
Step 4) Check and/or Add 'State & Local Tax Items'

A) If you own the Payroll Module you may see payroll items pulled into this screen. This is because 1099's and W2's share program resources (tables). Be assured that <u>only</u> 1099 information will be inserted into the 1099 forms.



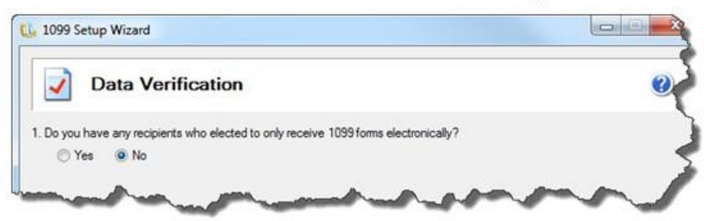
Step 3) Multiple Databases

Unless you are filing from multiple databases with the same EIN choose NO.



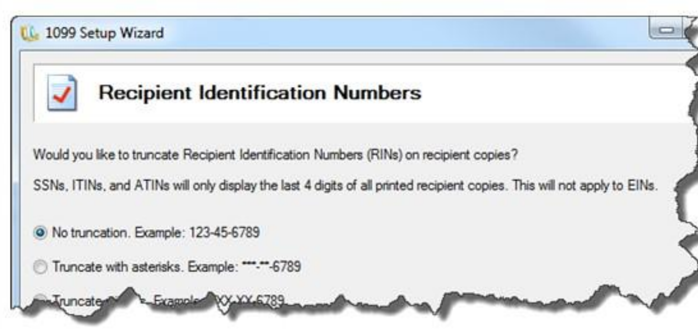
Step 3) Electronic Disbursement of 1099 Option

If you are using the complete filing option and want to have vendors that ONLY receive electronic 1099's. This is not the same as eFiling.



Step 6) Tax ID Truncation on recipient copies

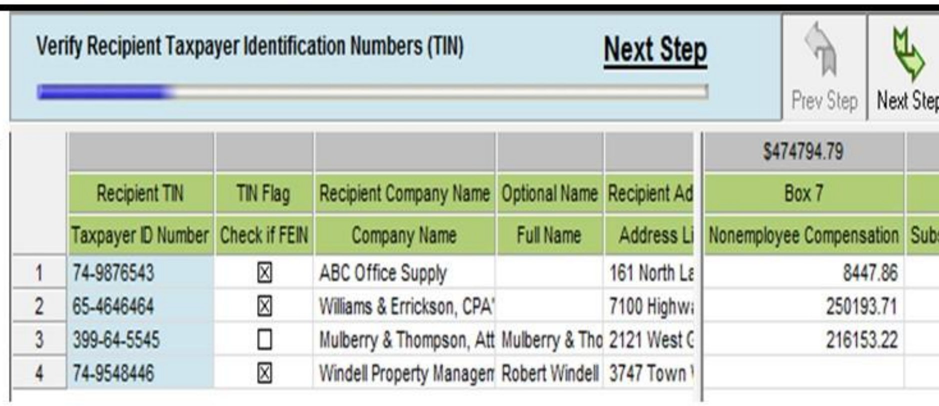
You have the option to mask tax numbers that print out. They will still show on screen but the final printouts will be masked.



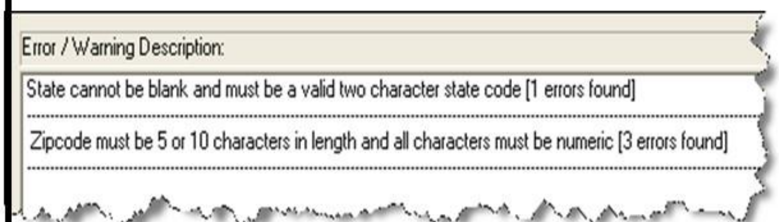
Step 8) Data Verification

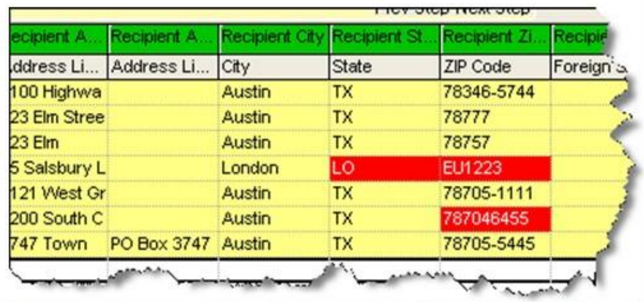
A) Verify that all of your vendor information is correct. The values should match the totals of your cash journal and vendor adjustment reports.

B) Click Next Step to go through the verification wizard. If errors occur at this stage do not ignore them (see C below). Issues not addressed here will not go away!



C) All error messages will include a description of the error. The fields that contain the errors will be highlighted in red in the data grid. All errors must be corrected before continuing. Errors can be corrected either by exiting the Aatrix® 1099 process and entering the correct information in MIP, or by typing the correct information directly into the (red) Aatrix® grid.





Step 9) Select Your Printing/Filing Options

IMPORTANT!

A) Complete 1099 e-filing Service: This option provides complete e-filing as well as 1099 printing and mailing for $2.04 per vendor (or $1.74 per vendor before January 12)

B) Other Options:

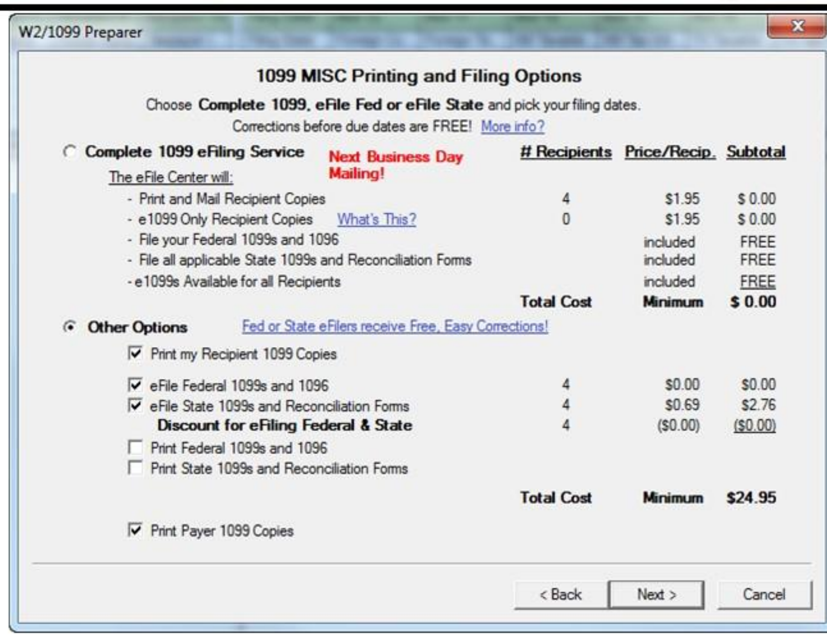
-Federal 1099/1096 e-filing is free of charge.

-State e-filing will cost $0.69 per vendor.

-Printed Recipient copies can be on *ether* blank perforated 4 part forms or blank paper.

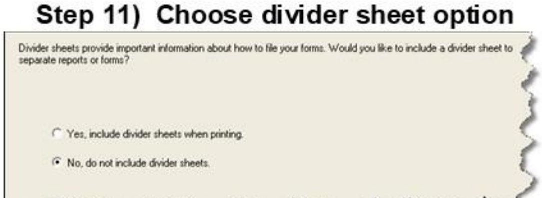
-Printed Federal copies must be on red pre-printed forms only!

NOTE: If you want copies for your records (Payer Copies) you must select 'Print Payer 1099 Copies' at bottom!

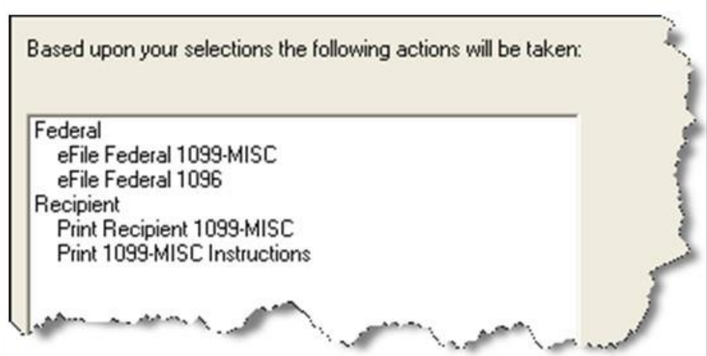


Step 10) Option to buy a PDF backup on CD

Step 11) Choose divider sheet option



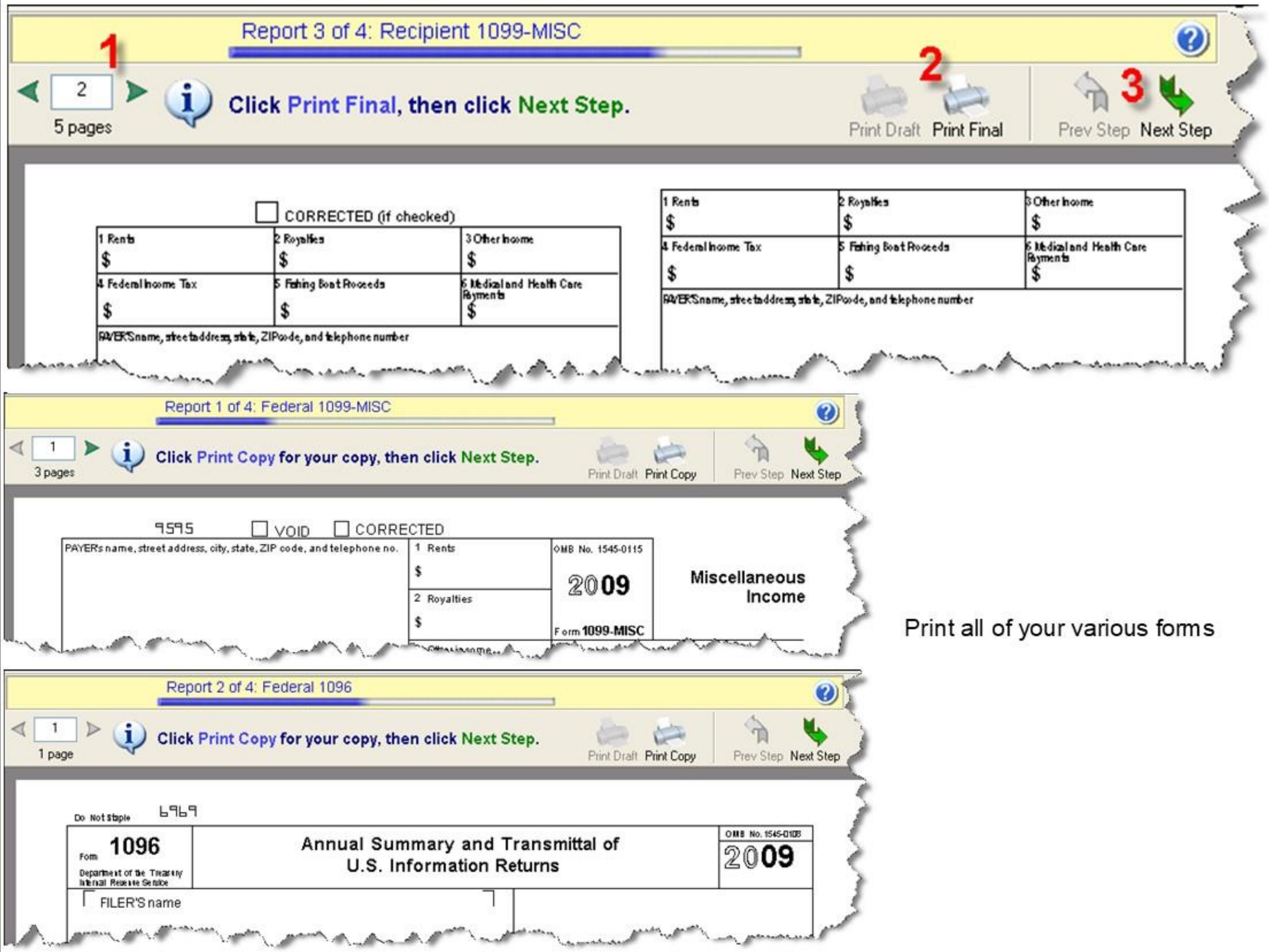
Step 12) Review the summary of your filings and printing



Step 13) Printing your Aatrix® 1099's

Initiating the printing step brings up the form viewer. From the form viewer you can:

1) Review the individual vendors forms before printing.
2) Print the forms in final format.
3) The 'Next Step' button will take you to the next set of forms to be reviewed and printed.



Print all of your various forms

Step 14) E-Filing your 1099's (optional)

If you have selected an e-file option:

A) Log in to the Aatrix® 'Secure e-File Login' and complete your e-filing.

B) First time users must create a new e-file account. To set up an account go to:
https://e-file.aatrix.com/

FINISHED!

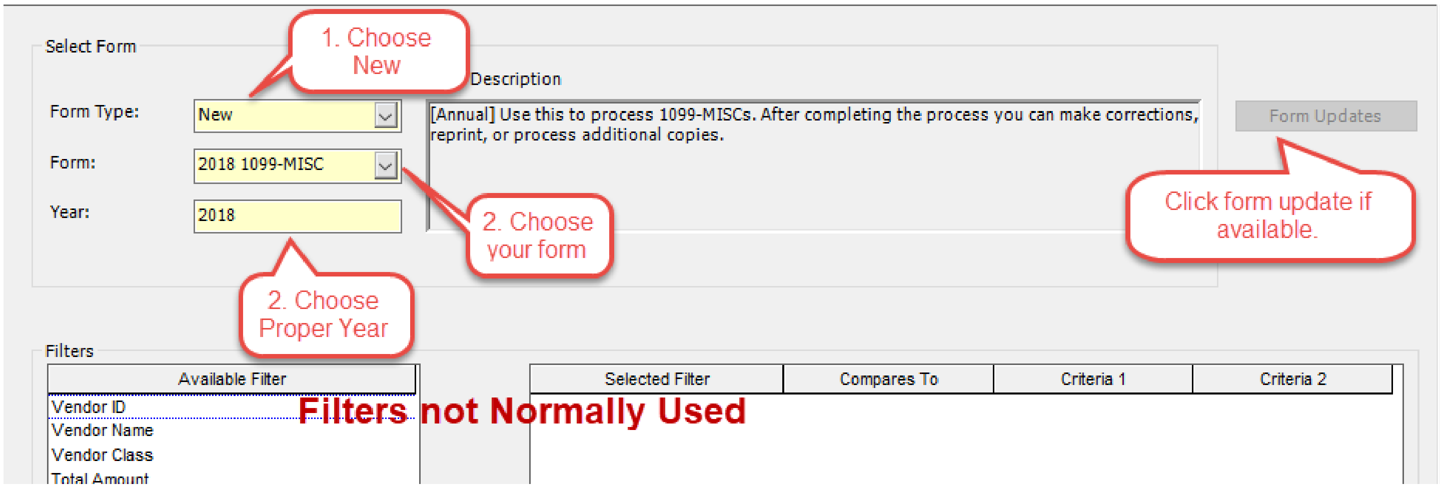
Table of Contents

SECTION 1 - PRODUCING 1099'S

THE MIP 1099 FORM SELECTION BOX

To begin the 1099 process, go to Activities>Accounts Payable>Produce Vendor 1099's

This will bring up the 1099 form selection dialog box.



Step 1 - Select "New" for the form type if you are processing/printing/filing 1099's for the first time this year.

Step 2 - Select the type of form you wish to print. You should see all of the available 1099 types in the dropdown. You may not see 1099's for the current tax year (example you only see 2018 and it is 2019). If this is the case you have not updated to the latest forms – you MUST click the **<Form Updates>** button.

The **<Form Updates>** button will download the latest forms from Aatrix®. If after downloading the latest forms you still don't find this year's forms, it may be because it is too early in the year and Aatrix® has not made the forms available yet. The 2019 year end forms should be available after December 20th, 2019.

Step 3 - Type in the year that you wish to process/print/file. This box will govern which year's data the calculations process (as opposed to type of form used).

NOTE: Filters normally are not used. It is possible to use the filter to exclude vendors who have less than $600 to MISC-07. Any vendors filtered out here WILL NOT receive a 1099. The only way to get them back into the grid is to start over or to re-enter them on the Aatrix grid.

-WARNING –

If you use the filter to exclude vendors who had less than $600 coded to MISC-07 you may possibly exclude vendors that had amount in other 1099 Boxes that should be reported on the 1099. If you use the filter you should carefully review your 1099's to make sure no one is excluded. It is safer to sort and delete (see Section 2: Sorting and Grid Functions).

When you have completed the form/year selection process click **<OK>**.

The system will begin calculating your 1099's. Depending on the size of your database this may take several seconds to several minutes. At the end of this process the Aatrix® 1099 Setup Wizard will pop up. If the Wizard does not appear it may be hidden behind other windows. Minimize all windows to view your desktop to check.

<u>THE AATRIX® SETUP WIZARD</u>

The Setup Wizard collects information crucial to 1099 calculations.

The first screen will give you options for running through the process in test mode.

If you have not used Aatrix before going through the process in test mode is a good idea.

This can be helpful for detecting any problems or corrections that need to be made to the data. NOTE: Any changes you make here WILL NOT be saved or carry forward onto your 1099's.

If you choose to test drive Aatrix® it will go through the entire process. If you choose to eFile, it will even prompt you to log in, submit the file and give you a filing number. Any printouts that you make in test mode will have a "Do not file" watermark on them.

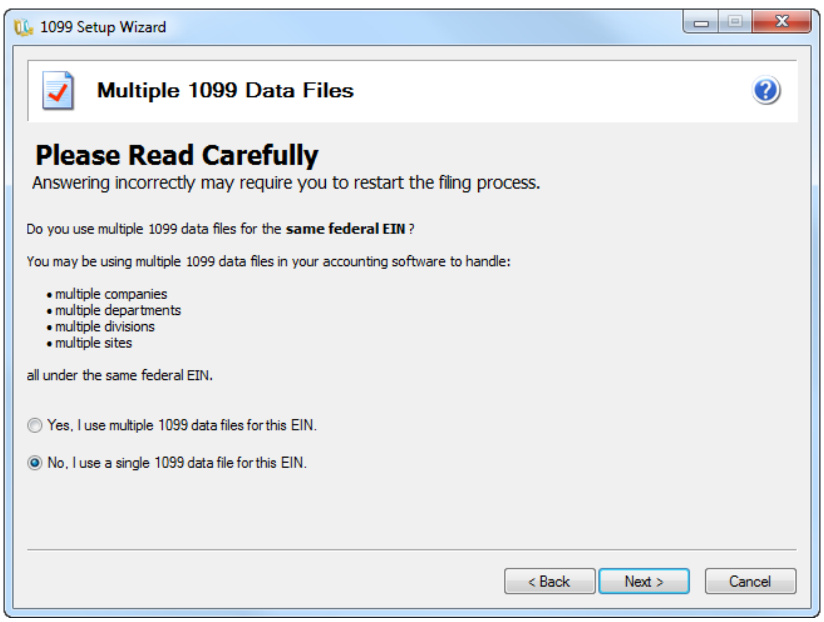
This is a good way to go through the entire Aatrix® process and make sure that everything is working properly.

Confirm TIN
The initial screen asks you to confirm your FEIN number. If it is not correct you must exit the Aatrix® application and update your information in Organization>Organization Information. After changing it you must log out and log back in for the change to take effect.

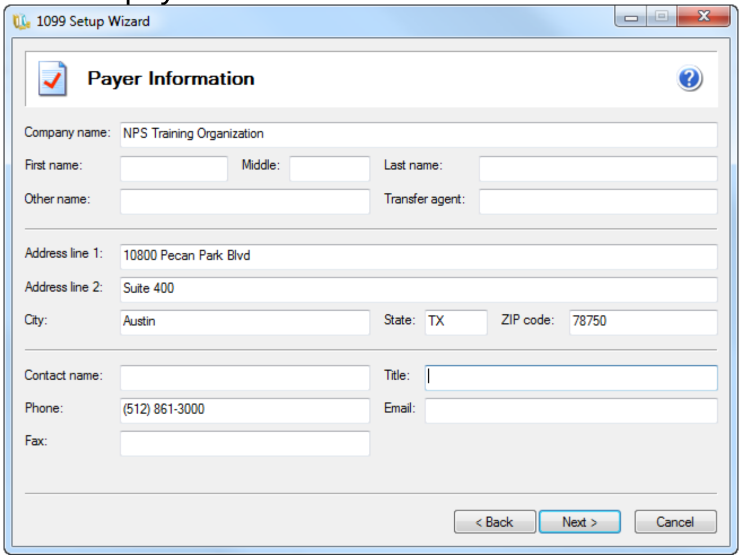
MULTIPLE 1099 DATA FILES

NEXT STEP – You have the **option** of using Multiple 1099 Data files. This option will allow you to file multiple databases (organizations) under one EIN.

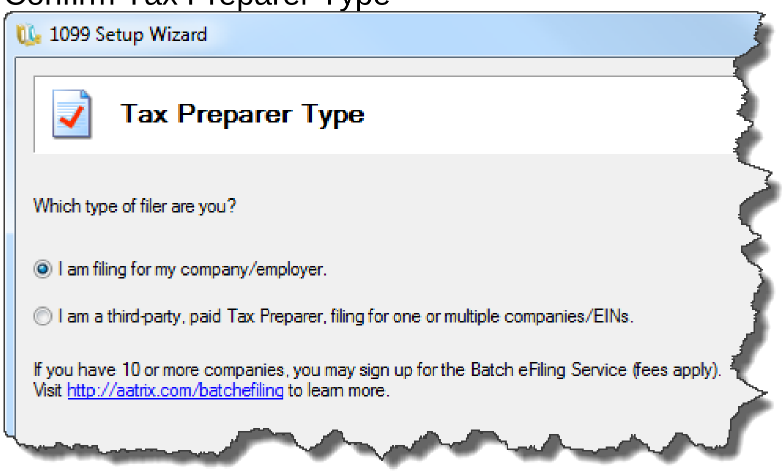
Most users will select **NO** to this option. (*For detailed Instructions on filing multiple databases under on EIN see* KB 7946. *For instructions on filing for Multiple EIN's from ONE database see* KB 12791*).*



Confirm payer information.



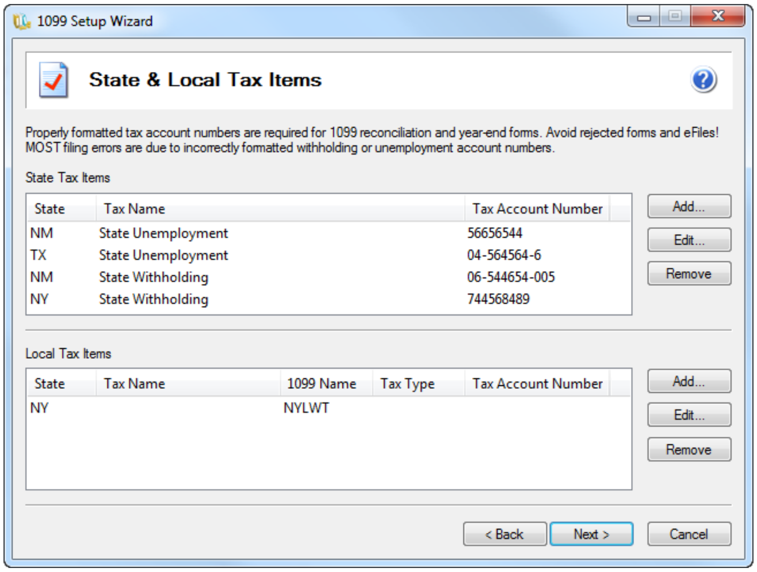
Confirm Tax Preparer Type



Unless you are a CPA or Tax Preparer filing for someone else you should choose “I am filing for my company/employer”.

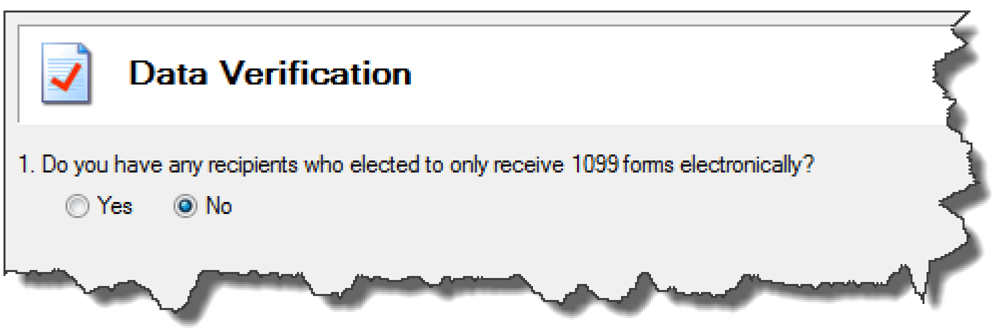
STATE & LOCAL TAX ITEMS

Add State and Local Tax Items to the 1099's.



NOTE: Because MIP Fund Accounting and Payroll modules share the same database you may see PAYROLL items in the Tax Items box. This is normal. This data will NOT be pulled into 1099 processing.

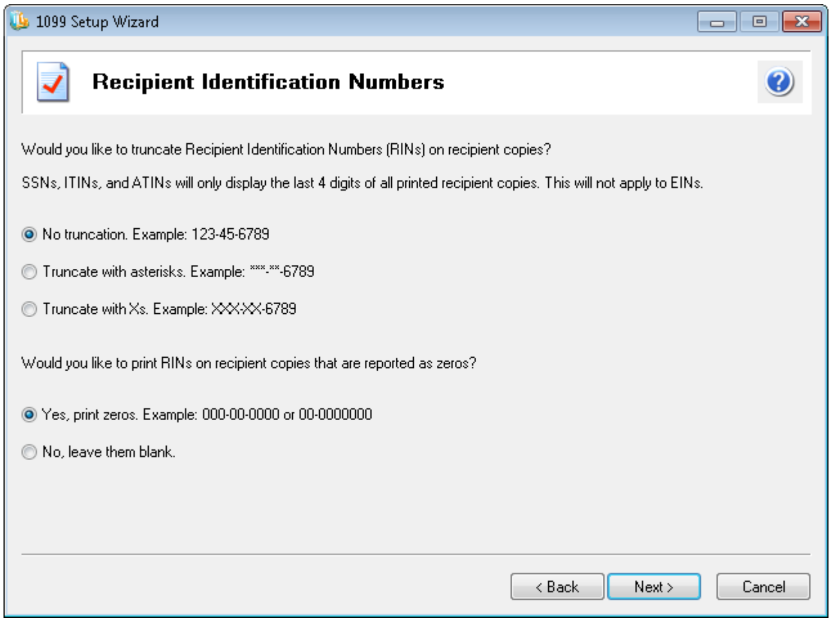
Data Verification



Use this only if you have vendors that want to only receive electronic copies of their 1099's. This refers to an electronic distribution of the VENDOR'S copy of the 1099. It does not affect eFiling or submitting forms to the government.

You must choose the Complete Filing Option to have the ability to distribute electronic copies.

Recipient Identification Numbers: this will allow you to truncate RIN's on recipient copies. SSN's, ITINs, and ATINs will only display the last 4 digits of all printed recipient copies, but will not apply to EINs.

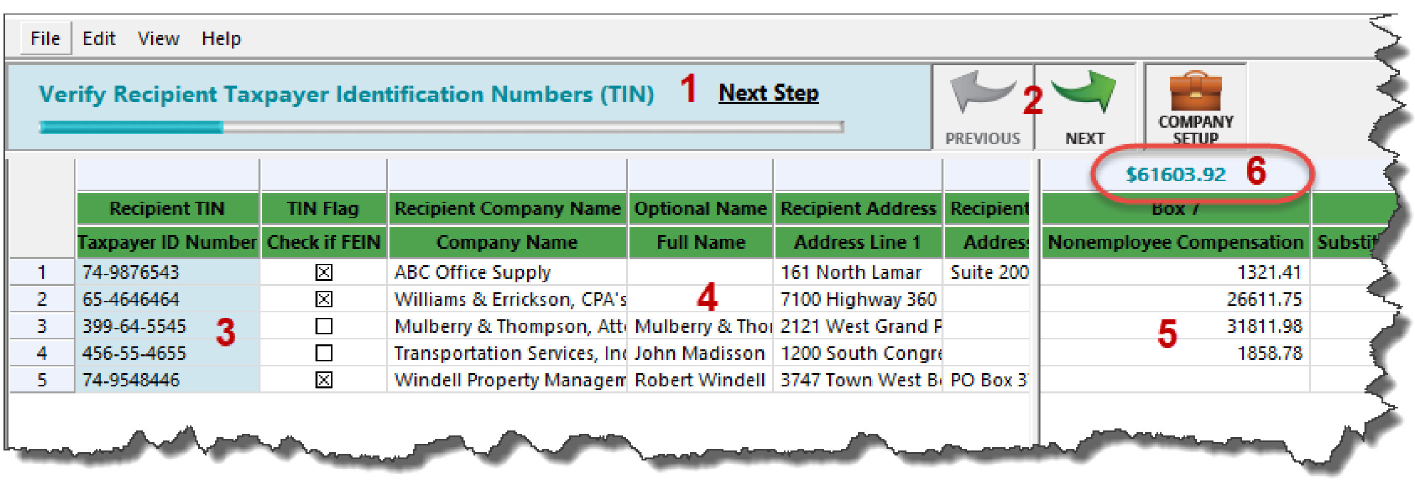


NEXT STEP – Move on to the **Aatrix® 1099 Preparer Grid**.

<u>THE AATRIX® 1099 PREPARER GRID</u>

The Aatrix® 1099 Preparer Grid is a simplified spreadsheet that allows you to view/check/correct and validate your 1099 Vendor information.

Familiarize yourself with Aatrix® 1099 Preparer Grid – *it is important!*



<u>The following is a KEY describing what the RED numbers above indicate:</u>

1 – What step of the validation process you are on? This will tell you.

2- Go Forward or Backward through the steps and verifications.

3 – Each row represents one Vendor and if they are TIN or FEIN.

4 – Vendor (non-financial) information section.

5 – The <u>1099 Box Information</u> and the data the Aatrix® calculation has inserted into each box.

6 – Box Totals Section (at Top) - The total of each column for all Vendors. The box totals are very useful for error checking.

Note that the Grid is split so you view a larger range of 1099 boxes.

<u>USING THE AATRIX®1099 PREPARER GRID TO VERIFY 1099 DATA</u>

CHECK, VERIFY AND CORRECT all data in Grid for correctness, especially in relation to the validation step you are on.

<u>*Note that it is the users' responsibility to verify the accuracy of their forms.*</u>

During the validation process, you will probably receive warnings/error messages.

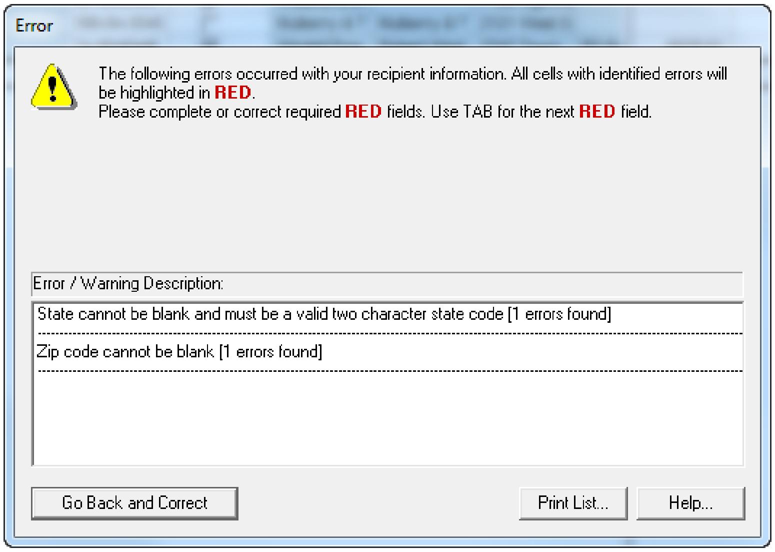
Warnings indicate that something <u>may</u> be incorrect, but the warning messages will not stop you from continuing. Consider the warning messages carefully. It is possible (but rare) to receive a warning for some unusual circumstance that is both correct but not *typical* for most 1099 filers. If that is the case you may move on. Otherwise, see below…

If you receive an error message (in all cases aside from the above) you <u>must</u> correct the error before proceeding. Failure to do so will invalidate your 1099 data. <u>The error message will explain what the error is</u>. Again, read it carefully.

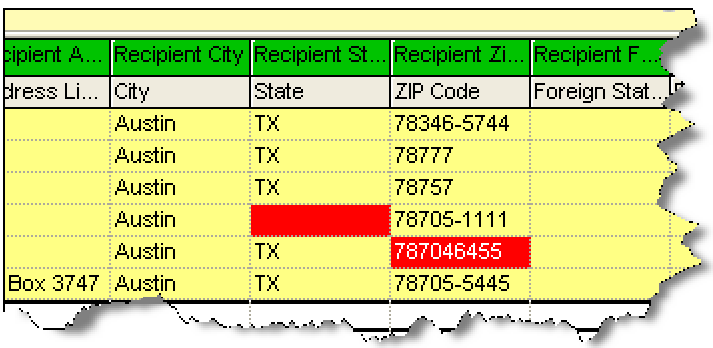
Generally the location of the error will be highlighted in red. Locate the error and make applicable corrections.

<u>EXAMPLE</u>

Below, the sample user has clicked next, but there is still an error in the grid…



Our sample user notes the message text, clicks <Go Back and Correct>, and then locates the red highlighted field(s) that contain the error, below…



In this example the error message indicated that state information was missing for one vendor, and the missing state data in the Grid confirms that this is the case.

THERE ARE 2 WAYS TO MAKE CORRECTIONS TO THE 1099 DATA

There are typically two ways to correct an error once it is identified:

1) Manually, in the Aatrix® 1099 Preparer Grid (as in the example above)

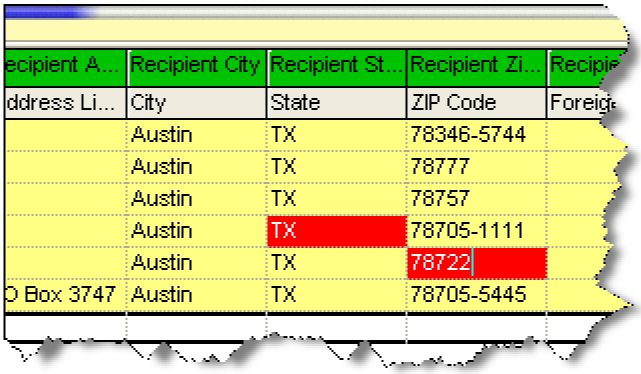
2) Exiting Aatrix® and making the correction in the MIP Fund Accounting application. Start Aatrix® again.

1) Correcting the error through Aatrix®

IMPORTANT NOTE: The disadvantage of this method is that changes made directly on the grid will not update MIP Fund Accounting itself. Thus, if for any reason you need to exit Aatrix® and create new 1099's any changes you made directly into Aatrix® will be lost.

Also consider – Are the corrections important enough that your permanent MIP Fund Accounting data should be updated? If you make changes in Aatrix® MIP Fund Accounting will not reflect these changes.

If you choose to make changes directly into the Aatrix® you can simply correct the values directly on the Aatrix® Grid, replacing the old data with the correct values (see below).



ecipient A...	Recipient City	Recipient St...	Recipient Zi...	Recipie
ddress Li...	City	State	ZIP Code	Foreig
	Austin	TX	78346-5744	
	Austin	TX	78777	
	Austin	TX	78757	
	Austin	TX	78705-1111	
	Austin	TX	78722	
O Box 3747	Austin	TX	78705-5445	

After you have made the necessary correction(s) you can click <next> and move onto the next validation step.

2) Correcting the Error through MIP Fund Accounting

First, exit out of the Aatrix® 1099 process but do **NOT** save any changes.
In MIP Fund Accounting go to Maintain>Vendors and make applicable corrections.

In the example above the sample user would add state information to the Vendor record in MIP Fund Accounting, then restart the Aatrix® filing process. The change made in MIP Fund Accounting would be present on the Grid.

NOTES ON ERROR CORRECTION IN MIP FUND ACCOUNTING

- Where the error is the amount/value in one of the 1099 boxes you can make an adjustment to that box number and amount on the Vendor 1099 Information Tab. Go to Maintain>Vendors>1099 Tab. In the bottom put in the amount of the correction along with the year and form and box number. This will correct the amount on your 1099 form but it will not change any coding in your ledgers.

- If the problem is deeper (for example, miscoded transactions) you may wish to do JVs in accounting to correct both the 1099 amounts and your books. After you have made your corrections and adjustments you can re-start the 1099 process. The changes you have made should be reflected in the grid when you get back to that step.

AFTER FINAL VERIFICATION STEP - After you have completed all the validations and clicked <next> you will move to the **'1099 Wizard'** to pre-select printing and filing options (See Section 3, below).

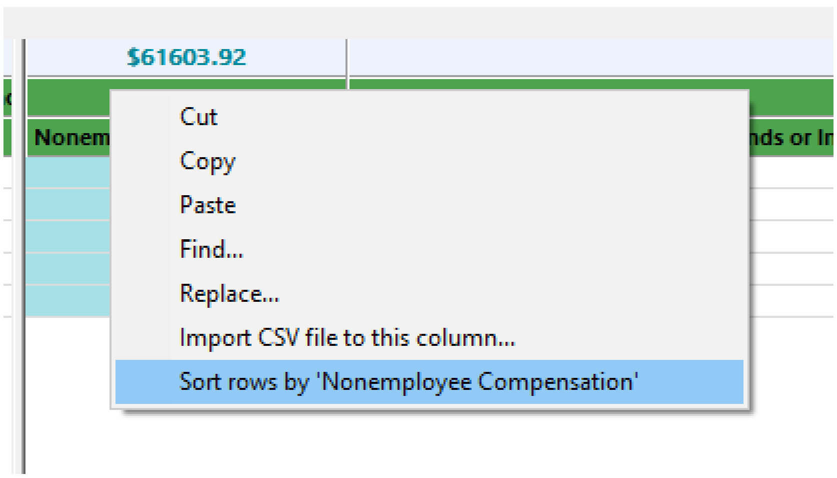
SECTION 2 – SORTING AND OTHER GRID FUNCTIONS

In the Aatrix® Grid, there are a number of options available in addition to basic verification and correction operations. Several examples include; adding rows/columns, deleting rows/columns, sorting, exporting, and manipulating data, etc.

SORTING

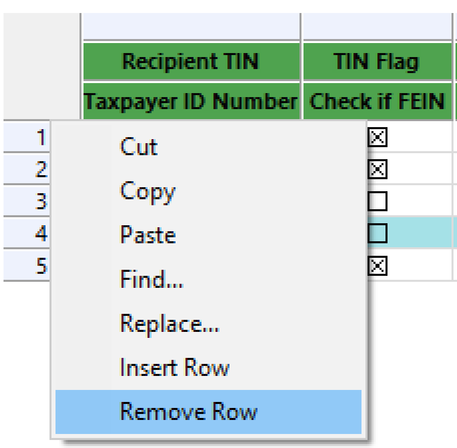
In the Aatrix grid you can sort the order of the rows by the values of a column. This is useful when sorting the amounts in Box 7 to determine who was paid less than $600.

1) To sort data in a column right click on the column in question (for example Box 7, below) and choose the sort option. Note that you can also use the EDIT command on the top MENU BAR to sort.



DELETING RECORDS IN THE 1099 PREPARER GRID

Deleting a row in the Aatrix® Grid is like the same operation in Excel. To delete a row, right click on the row number box header – first box at left of every row - and choose Remove Row from the popup menu.



Note that you can also use the right click to cut/copy/paste and insert rows.

Select a range of rows by using Shift+Click on the row header, and multiple rows by using Control+Click on the row header.

Copy/Paste

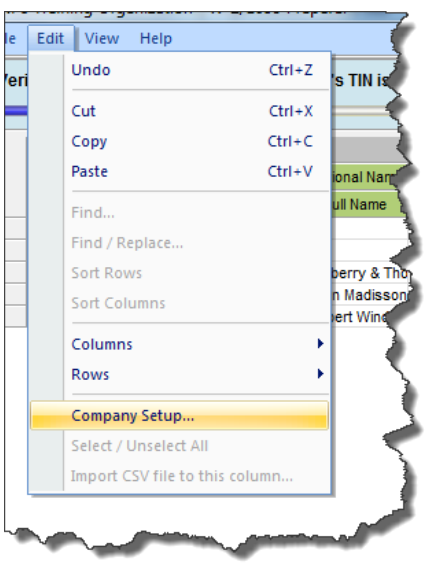
You can select an entire row or an entire column to copy or paste. Select the Row or Column header like you would in a spreadsheet and go to Edit>Copy or CTRL+C, then paste elsewhere in the spreadsheet. Due to limitations of the Aatrix® program it is not possible to copy or paste multiple rows or columns at the same time.

Find and Replace

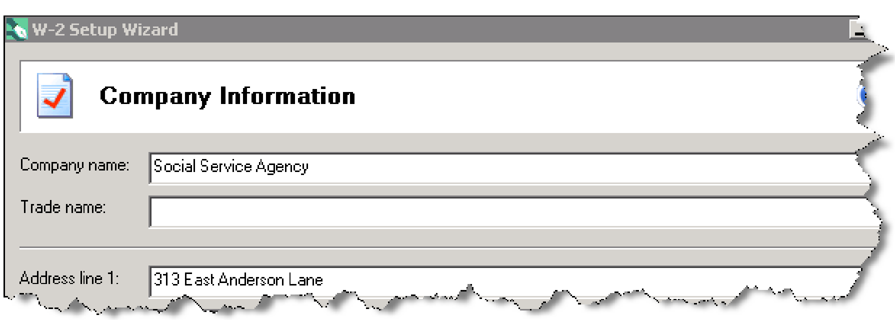
In the Edit menu, you have the option to find or find and replace. This can be useful for large numbers of corrections.

Company Setup

If you made an error in your company information the first time through you can correct it through the edit Menu. Go to Edit>Update Company Information or Click the Company Setup Button.

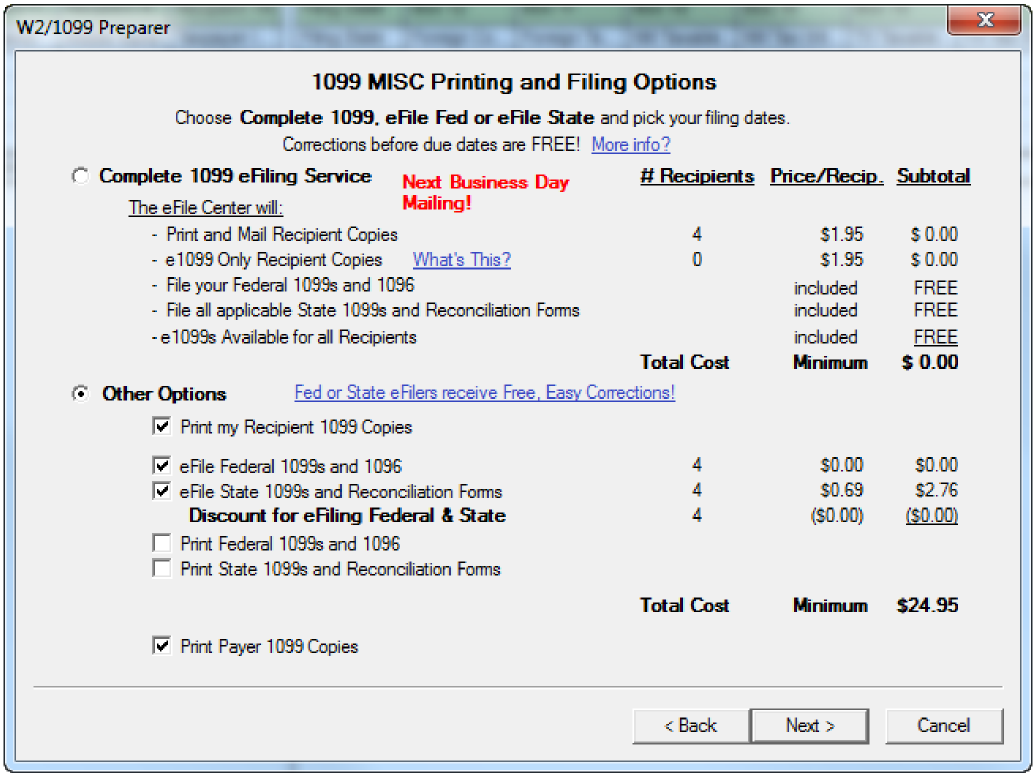


This will launch the company information wizard.



SECTION 3 - 1099 PRINTING AND FILING OPTIONS

After you have completed all the validations and clicked <next> you will move to the **'1099 Wizard'** to pre-select printing and filing options.



STEP 1 – SELECT YOUR FILING>PRINTING OPTIONS

Different options have different pricing.

The Federal e-file option is FREE OF CHARGE! This is the ONLY E-FILE OPTION that is free.

Pricing is based on the number of vendor records to be processed. There is a minimum charge of $24.95.

If you choose an option that involves charges you will be prompted to log in to the Aatrix® website at the time of filing - later in the process. If you do not already have an account with Aatrix® you will have the opportunity to set one up and enter credit card information for payment – at that time. Before Aatrix® can file on your behalf there is also an authorization form you must print then fax or mail back to Aatrix®.

Remember that you can PRINT A PAYER COPY (your copy) at no additional cost, regardless of the file option you choose (Recommended)

COMPLETE 1099 E-FILING SERVICE

The cost is $2.04 per vendor with a $24.95 minimum charge. If you select this option, Aatrix® will electronically file **State and Federal** 1099's as well as **print and mail** 1099's to your recipients. You also have the option to print any paper copies you desire in addition to this filing.

NOTE: There is a promotional discount on the Complete eFiling Solution. If you use this option and file between Dec 20, 2019 and Jan 10, 2019 the cost will be $1.74 per vendor with the $24.95 minimum.

E-FILE FEDERAL ONLY

If you select this option Aatrix® will file your Federal 1099's at no charge. You still may have to complete payment information in the process but your credit card will not be charged. You also have the option to print any paper copies you desire in addition to this filing. You should make sure to purchase the appropriate forms (see section 7).

E-FILE STATE ONLY

The cost is $.69 per vendor with a $24.95 minimum charge. If you select this option Aatrix® will file your State 1099's for you. You also have the option to print any paper copies you desire in addition to this filing. You should make sure to purchase the appropriate forms (see section 7).

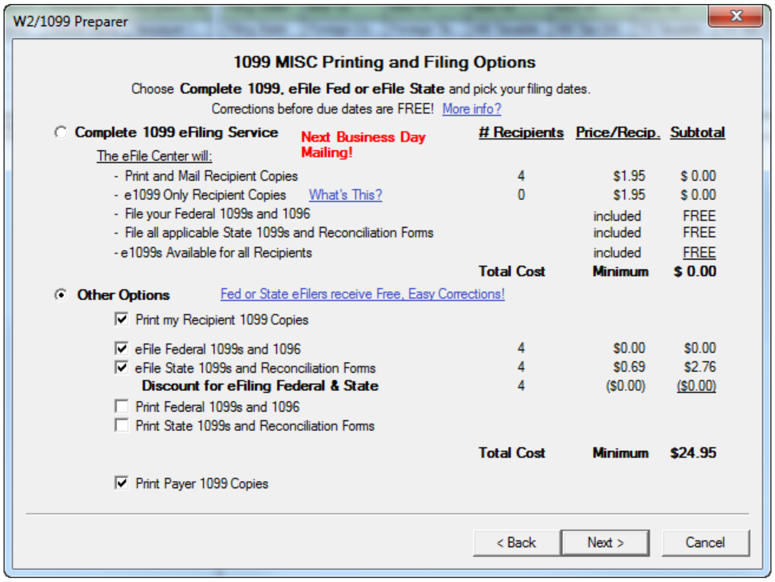
NOTE: Regardless of which option you have selected you must get your eFile transmitted to Aatrix® two business days before the filing deadline.

PRINT ONLY – MANUALLY PROCESS WITH NO E-FILING

Select this option if you do not wish to have any eFiling done and just wish to print your own. You will have the option of which forms to print. You will need to purchase the appropriate forms (see section 7).

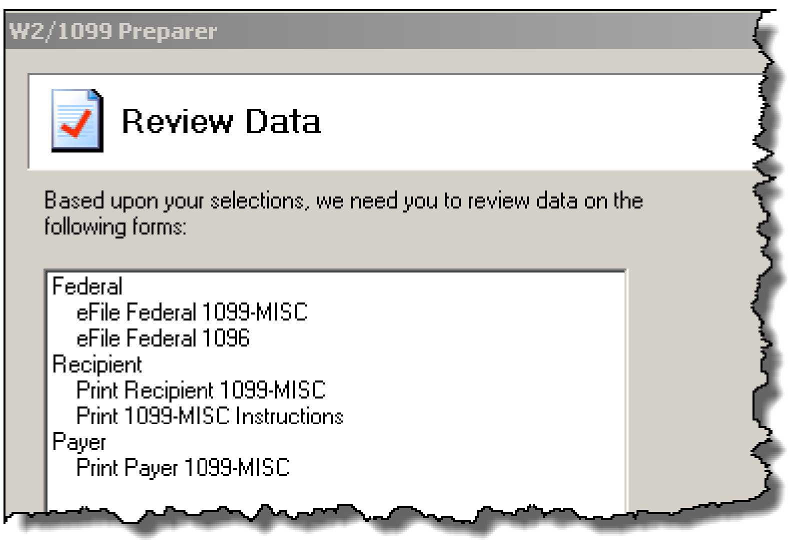
PRINTING AND FILING OPTIONS EXAMPLE:

For the purposes of this example let's select e-File Federal with the option to print the payer and recipient copies. After selecting the option you click next.



[Note - You will be given the option to include divider sheets on your 1099 printout. Choose per your preference.]

REVIEW DATA - You will be given a summary of what is going to be filed and printed as well as an option to print the list.

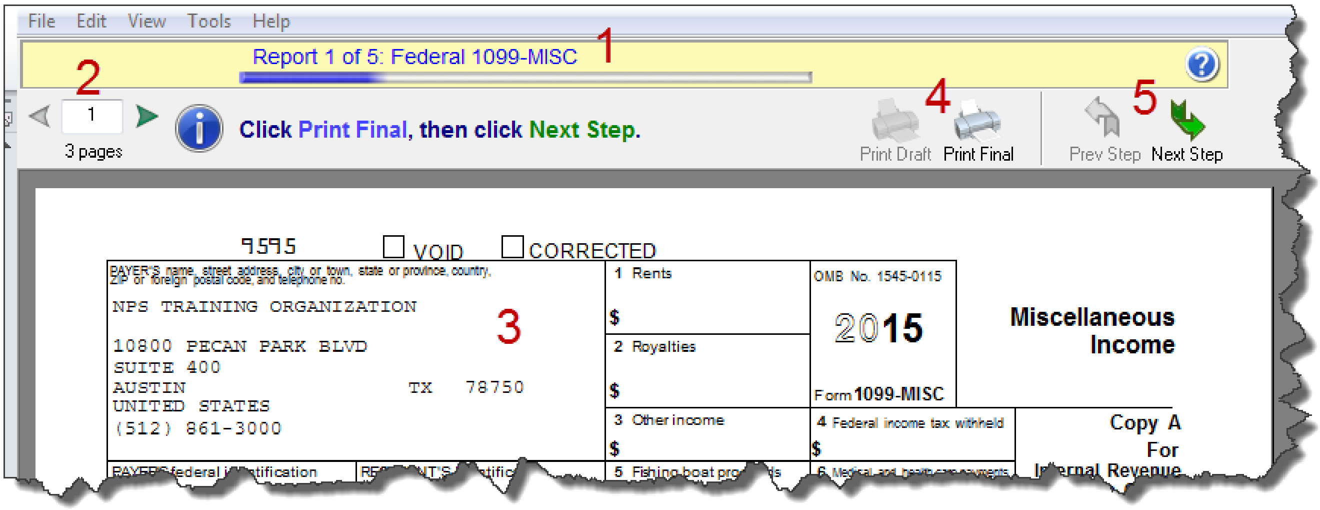


NEXT STEP – After clicking next on screen above you will move to the 1099 Form Viewer.

SECTION 4 – THE 1099 FORM VIEWER

Now you can View and print copies of your 1099's. This is done through the Form Viewer.

The following is a KEY describing what the RED numbers (ON THE ILLUSTRATION BELOW) indicates:



1. This tells you which form you are viewing and the order of the form (example Federal 1099 Copy, Report 1 of 4).

2. This tells you the page number you are currently viewing and how many pages there are for that copy of your 1099.

3. This is a screenshot of what will print or be filed for this 1099 copy. It is the user's responsibility to review and verify the accuracy of their forms before filing.

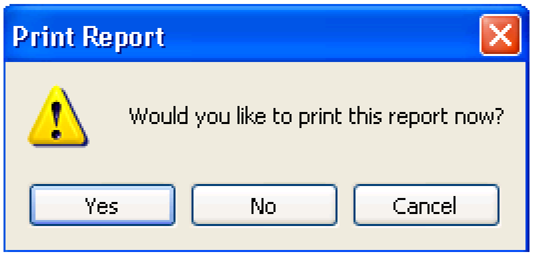
4. If you wish to print this form you would click the Print Final button. It will bring up a normal print dialogue box for all printing options (print one page, range of pages, multiple copies etc). Depending on your type of filing Print Copy may be available but Print Final is not.

5. After you have reviewed and printed this form, click next step to go onto the next copy of your 1099 form.

Generally, you can review the information only (see below for exceptions). If you need to make changes you should exit out of the Form View and make your corrections.

Use the controls to move between pages on the form. After finishing all the pages on each form click next to move onto the next form.

When you move between forms you will be asked if you want to print the form. If you do not choose to print now you will be able to do so later.

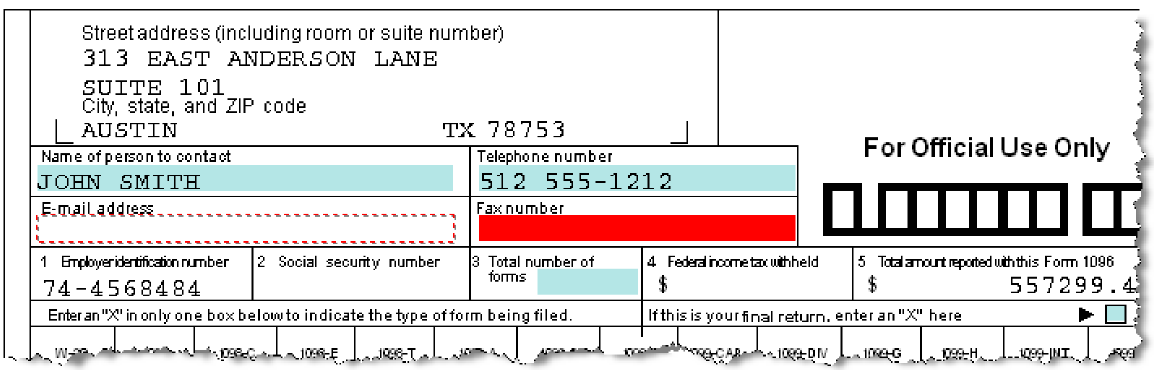


IMPORTANT NOTE: If all copies in a filing have not been printed or filed the entire filing will not register as having been completed and saved. THIS MEANS THAT YOU WILL HAVE TO RE-CREATE THE FILING, AS OPPOSED TO CORRECT IT.

If you have problems lining your forms up (only the Federal Copy uses pre-printed forms) there is an alignment utility in the Printer Dialogue box. You can use this to adjust the alignment of your output.

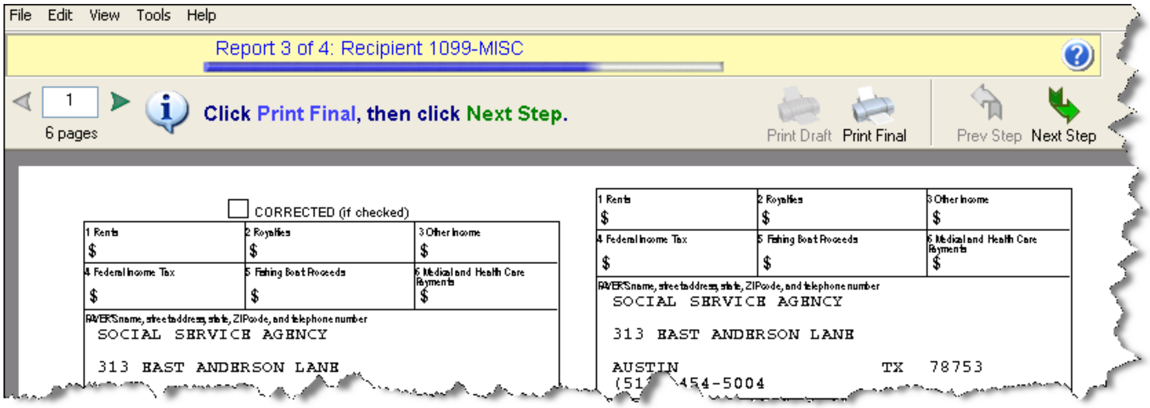
You may run into a situation where required information is missing from the form.

The required field will be outlined in red. You will also see fields that are highlighted in blue. These fields <u>are editable</u> and you can make changes to them.



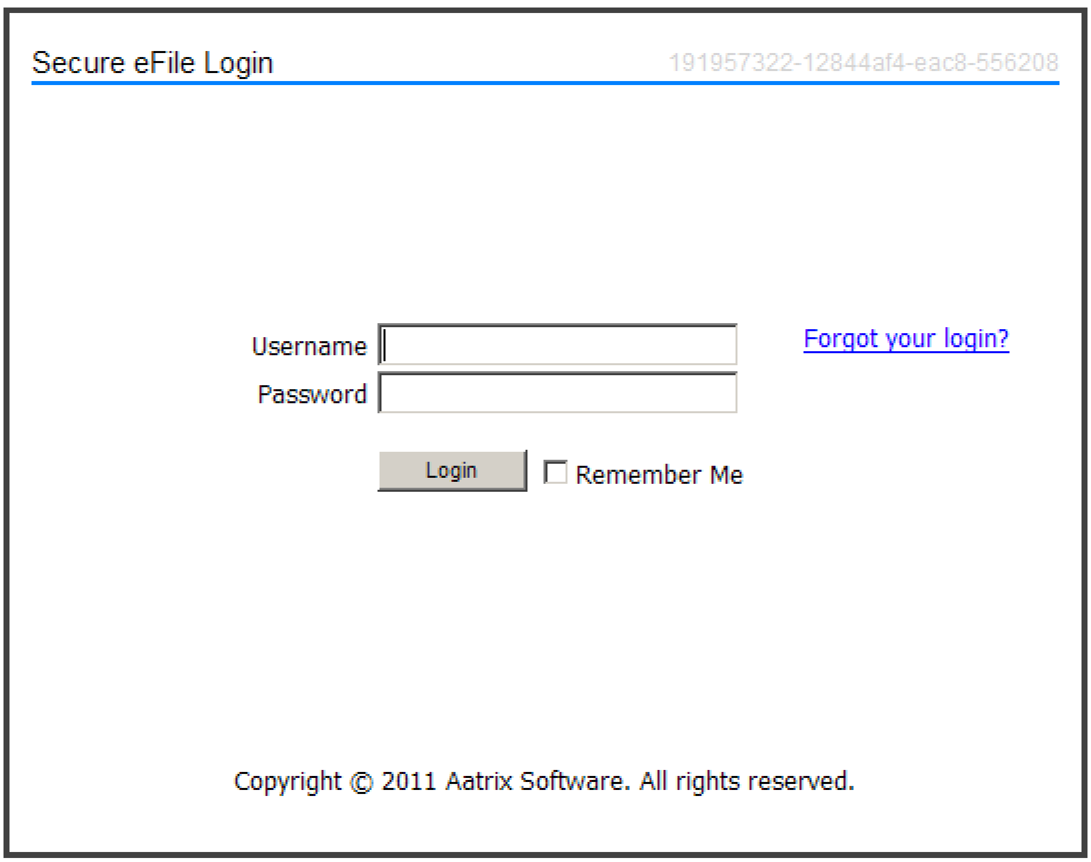
After you have checked the forms and made any corrections you can click the next step to move onto the next set of forms.

Example: Report 3 of 4



E-FILING

Continue to review, print and click next until all forms have been completed. After this is done a window will pop up that will request you to log onto the secure Aatrix® website.



Use your Aatrix® username and password, not your MIP Fund Accounting username and password. If your organization's FIEN # has already been registered with Aatrix® and you do not know your user name or password then

1) Find out from the person at your org who registered or
2) Retrieve them by clicking the "Forgot your Login?" button and following the instructions…

If this is your first time using Aatrix® or your organization does not have an account then click the Forgot Your Login button. To complete your enrollment, you will need to have your organization's information and a credit card number. You will also need to print then fax or mail an authorization form before anything can be filed through Aatrix®. (This includes free Federal filings).

If you have any questions about enrollment or your Aatrix® account please contact Aatrix® directly at helpme@aatrix.com or 701-746-6814.

SECTION 6 –HOW TO CORRECT AND REPRINT YOUR 1099'S

For Detailed Instructions on Reprints and Corrections see KB 6151 Aatrix Corrections User Guide.

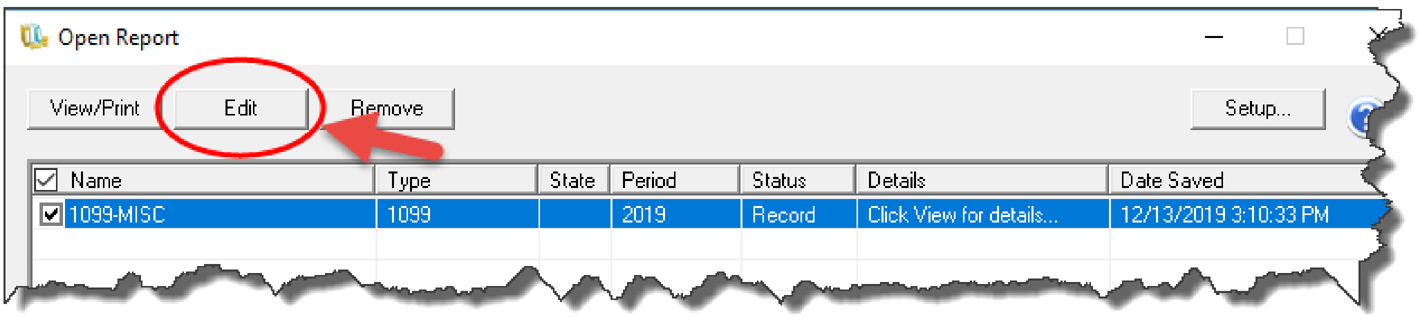
When you initially process and PRINT or FILE your 1099's, the system creates a record that you have done so. If you DO NOT PRINT OR FILE you will not have the option to CORRECT and REPRINT later. You will have to start from the beginning and "process" your 1099's again.

THE 1099 FORM SELECTION BOX (IN MIP Fund Accounting)

To begin the 1099 correction/reprint process go to Activities>Produce Vendor 1099's

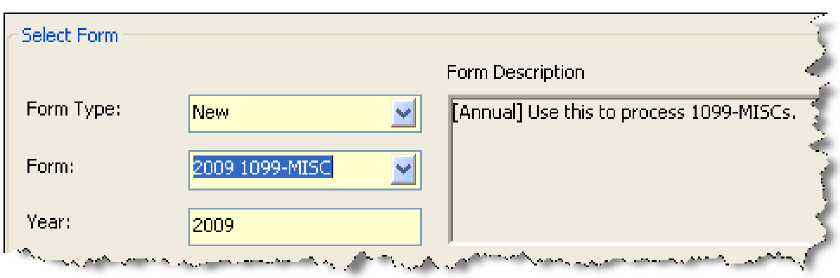
This will bring up the 1099 form selection dialog box. There are two ways to get to your historical filing.

1 – Choose History on Form Type and click OK down at the bottom. This will bring up a list of all the history files. Choose the correct History from the list and click Edit. In most cases you are looking for a Filing with a Status of Record.



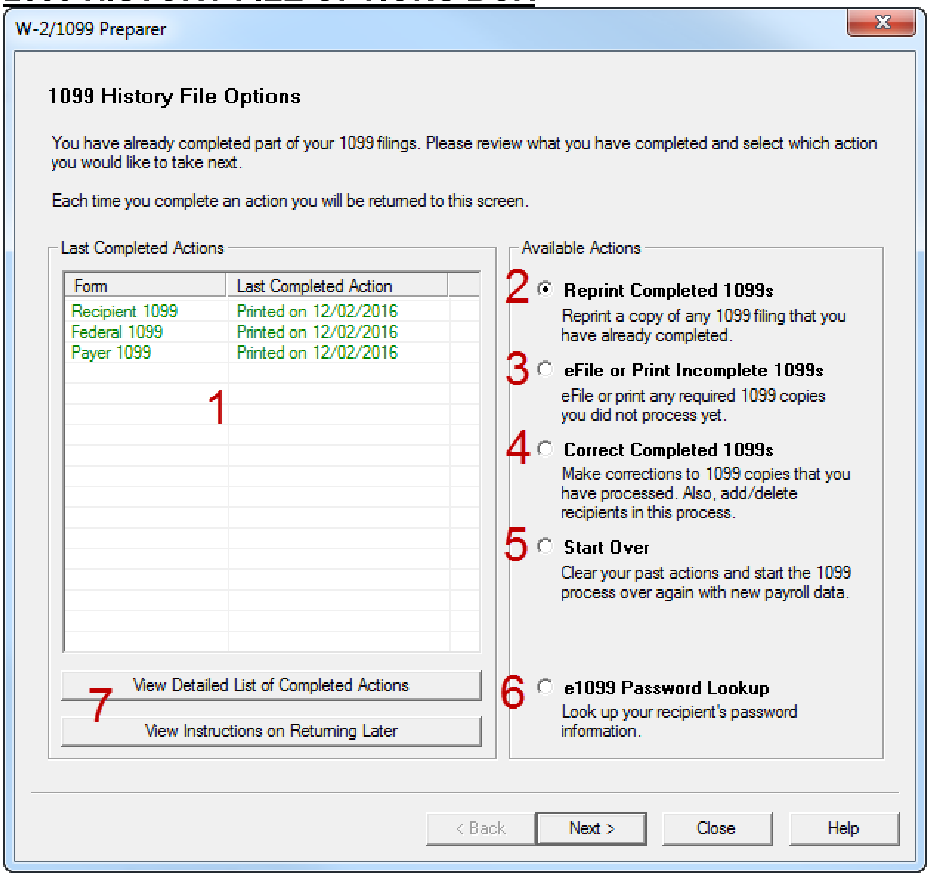
Be sure that you are selecting the proper history. Selecting the incorrect history can result in your filing being overwriting with incorrect information.

If you are unsure of the History file to use cancel out of that screen. Select "New" and the 1099 Type you are tying to get to the history for.



You may be asked to confirm your organization information. After that you will get the 1099 History File Options box, below.

1099 HISTORY FILE OPTIONS BOX



Below is a description of the options in the box.

1 – Last Completed Actions.

This gives the status of your filing. Note that if you have not PRINTED or FILED a section you CANNOT correct it.

2 – Reprint Completed 1099's

Use this option to reprint any section of the 1099 that has been taken to completion (either through printing, filing or e-filing). This is the option you would use to replace a lost 1099 or give a vendor an additional copy. If you have not recorded a copy as having been printed this will not be available. Go to 3 – Efile or Print Incomplete 1099's

3 – eFile or Print Incomplete 1099s

Use this option if you have not fully completed your 1099 filing. For example, you may have printed the vendor copies but not e-filed, or you may have filed the federal copies but not the state copies.

4 - Correct Completed 1099's

You would use this option if you need to make a correction to a 1099 that has already been printed/distributed or filed. For example - you print and e-file your 1099's and then a vendor points out a mistake. You would also use this to add vendors that were missed in the initial filing by adding them to the grid.

5 – Start Over

This option will delete your previous 1099's and start over again. You will lose any changes or modifications you have made to the 1099's in the Aatrix® grid and the data will be pulled from MIP Fund Accounting. If you have completed an eFling this option will be disabled. To start over you will need to log onto the Aatrix ® website and delete the filing. If any part of your filing has been submitted you will not be able to delete it.

6 – e1099 Password Lookup

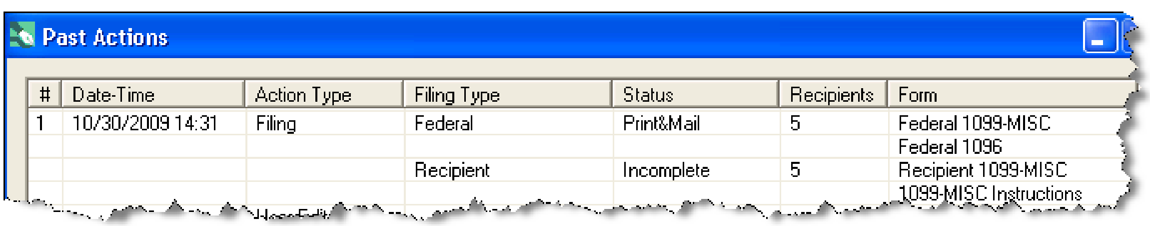
If you chose the complete filing option or to submit any 1099's as electronic only you can access the recipient's password information.

7 – View All Completed Actions.

This gives you a history of your past 1099 actions. It is a guide to actions completed in the recent past and also in prior years.

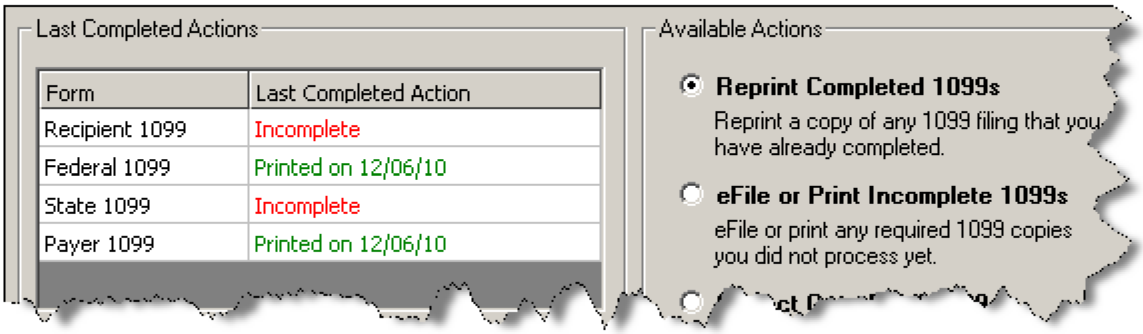
The status column gives you the status of the various sections. The different status values are.

- Print&Mail – The record of a 1099 that made it to the printing process.
- eFile - The record of a set of 1099's that were eFiled. This doesn't mean that an eFiling was sent to the government. Only that it was selected as an option.
- Record – This is the record of the information in the 1099 Preparer Grid.



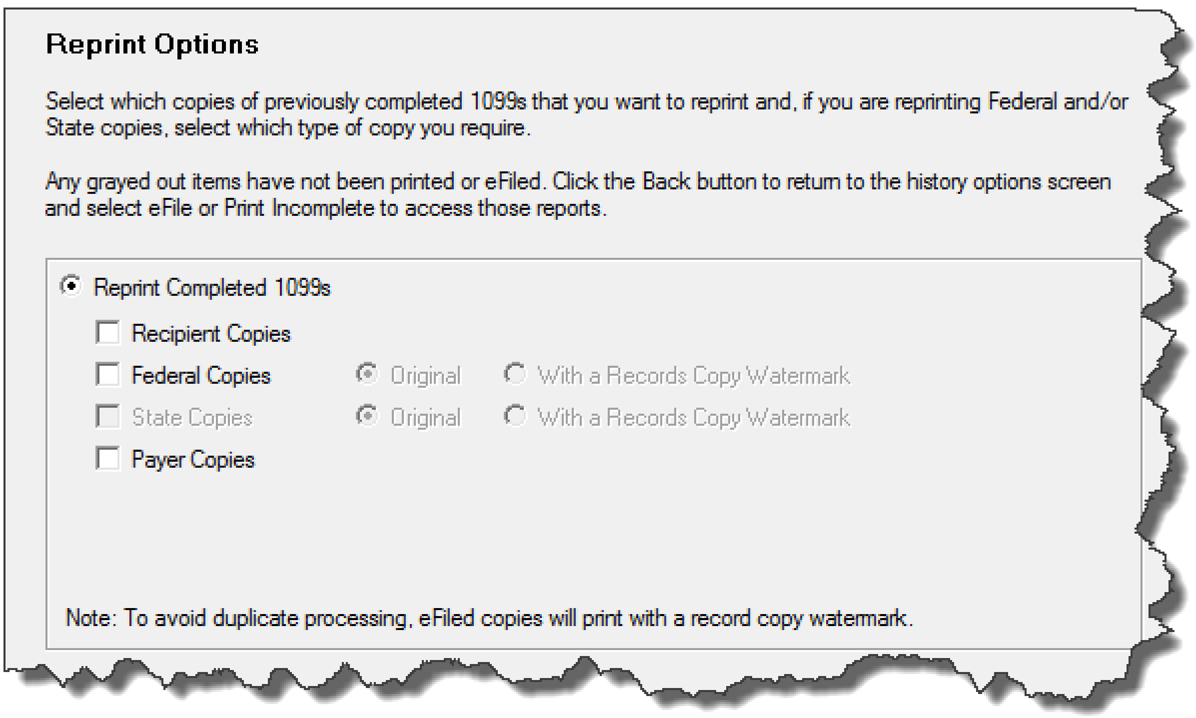
HISTORY FILE OPTIONS BOX AVAILABLE ACTIONS DETAILS

OPTION 1 - REPRINT COMPLETED 1099'S



If you have **already printed** and need reprint your 1099's select this option.

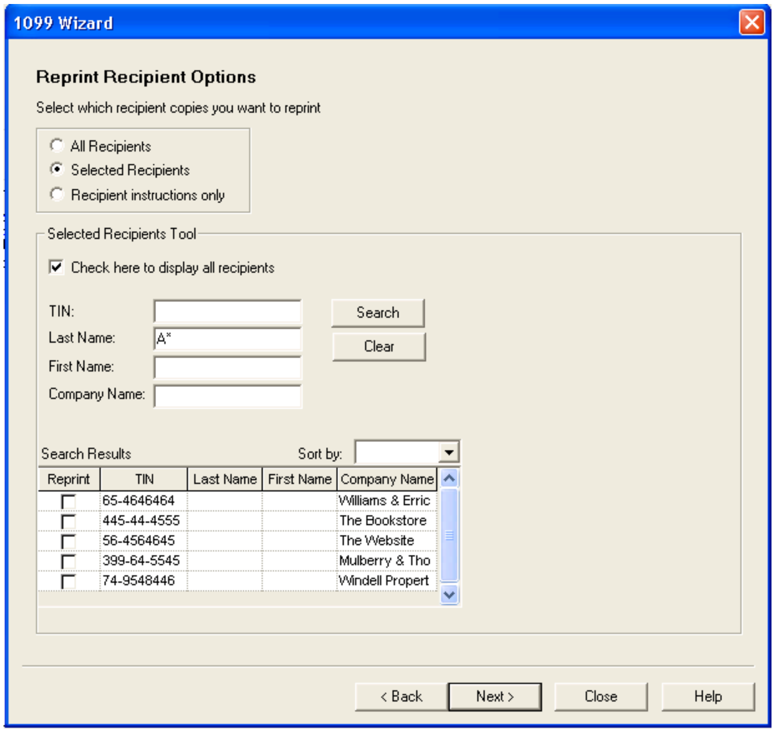
The **Reprint Options Screen** will pop up. Select forms you with to reprint.



If you select Federal or State Copies the box at the bottom asking if you want to reprint Original or Record copies becomes active. Original Copies can be used to file taxes with the government. Record Copies will have a "Record Copy: Do Note File" watermarked on them.

If you are reprinting the recipient copies you will have the option to filter for individuals or a range of Vendors on the Reprint Recipient Options.

Reprint Recipient Options Screen



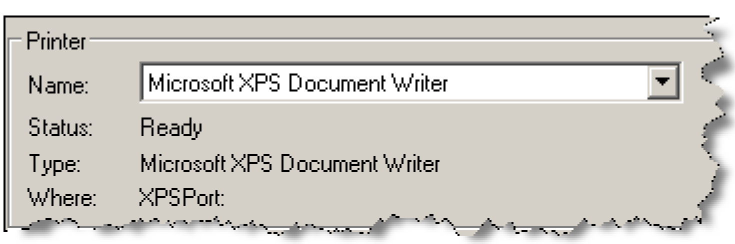
This screen gives you the option to reprint all or a select group of Vendors. If you choose selected Vendors you can filter and sort on employee information and select the Vendors you need to do the reprints for.

After Clicking “Next” you will go straight into the form viewer window. You can make your reprints directly from this window.

Reprints will not update your last action but will show up in your View All Completed Actions.

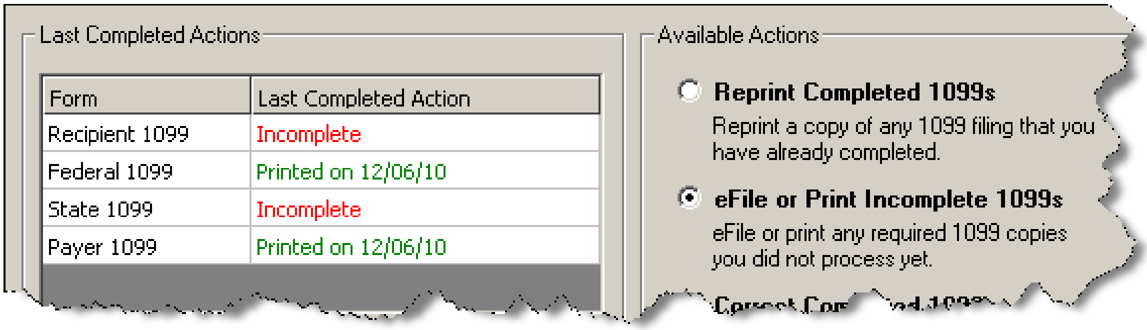
After you have printed your recipient copies it is HIGHLY recommend that you print additional copies to a file and back them up in a safe place. Since Aatrix® can only handle one year at a time this print to file can be used if a vendor needs a prior year copy. It can also be used to print additional copies without having to go through Aatrix®.

Printing to a file is accomplished the same way as printing to paper, except that where you normally select a printer you will select a document writer or PDF driver instead.

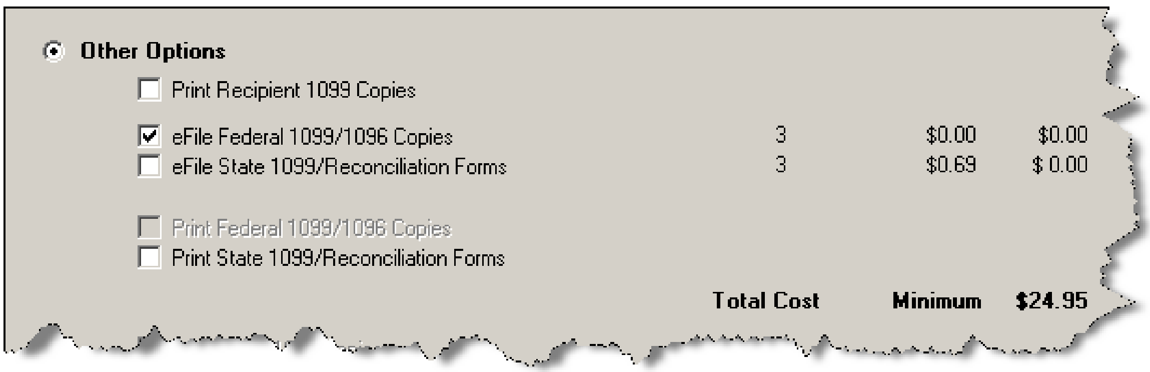


OPTION 2 – E-FILE OR PRINT INCOMPLETE 1099'S

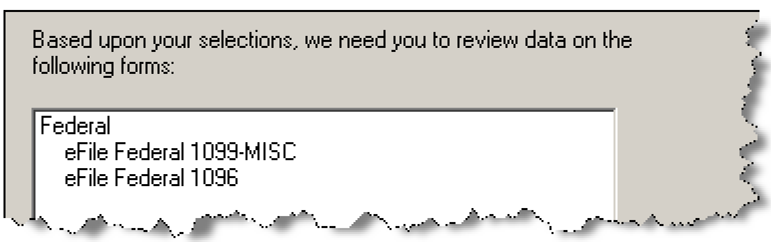
If you did not fully print or file all of your 1099's initially you have the option to process what you missed. Choose the Process Non-filed 1099 Copies.



If you choose this option you will have the chance to do the filings that you skipped before. Notice that the Federal Copies are grayed out because they have already been printed.

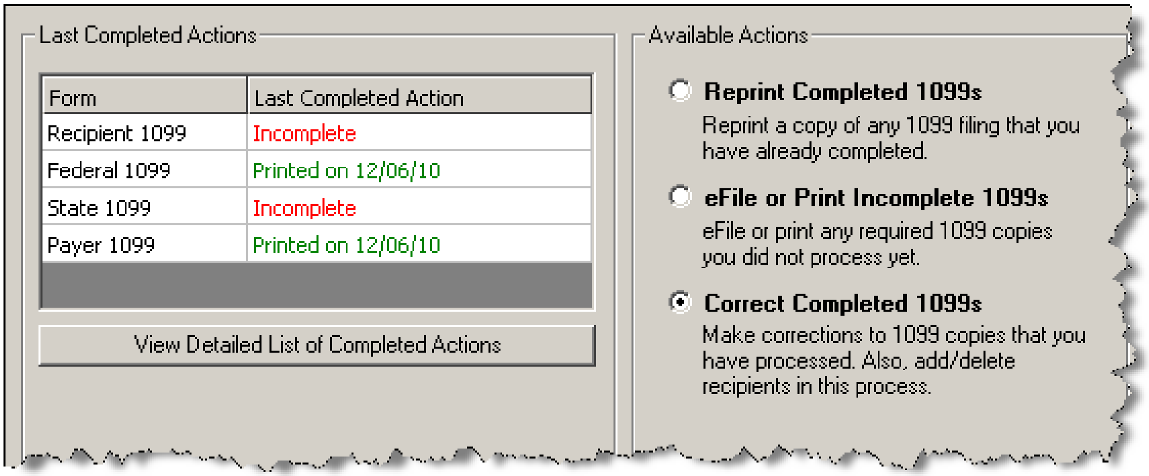


You will get a list of what will be done.



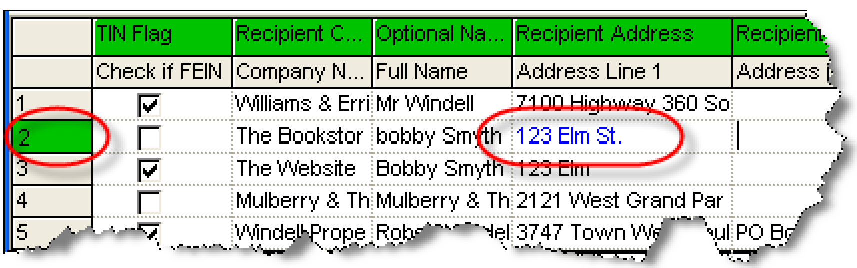
Go through the process and complete the filing. Upon finishing – either printing or e-filing the sections being processed – the COMPLETED ACTIONS will be updated.

OPTION 3 – CORRECT COMPLETED 1099'S



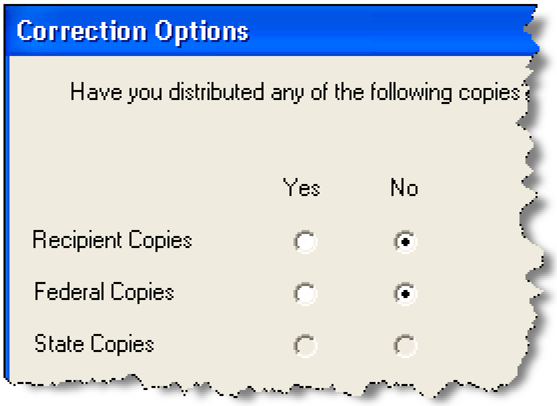
If you have successfully printed and distributed or filed your 1099's and need to make corrections to them choose the Correct Completed 1099's.

If you choose this option it will take you straight to the 1099 Preparer Grid. You should go to the record that needs the correction and make the correction directly in the grid. When you do the field that is corrected will turn a different color and the row that was corrected will be highlighted.



NOTE: If a vendor was issued a 1099 by mistake when you delete the record it doesn't really delete everything, it just zeros it out. If you reprint your corrected files the zero'd out vendors will still print zero amount 1099's. Since their inclusion is necessary to insure proper corrected eFiling, there is no way around this.

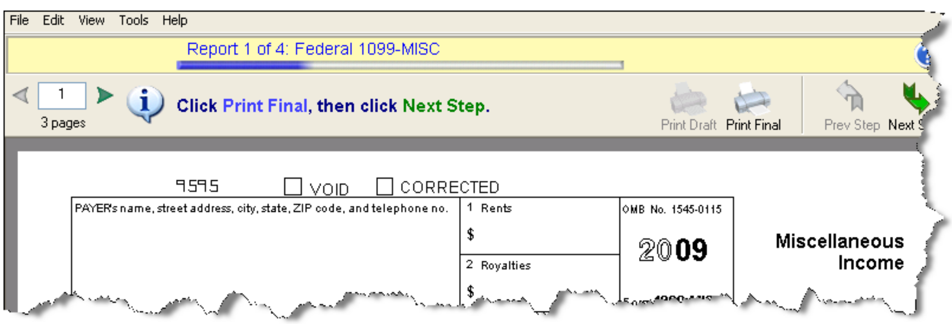
After you have made all your corrections and verified all your data it will ask you if you have already distributed any copies.



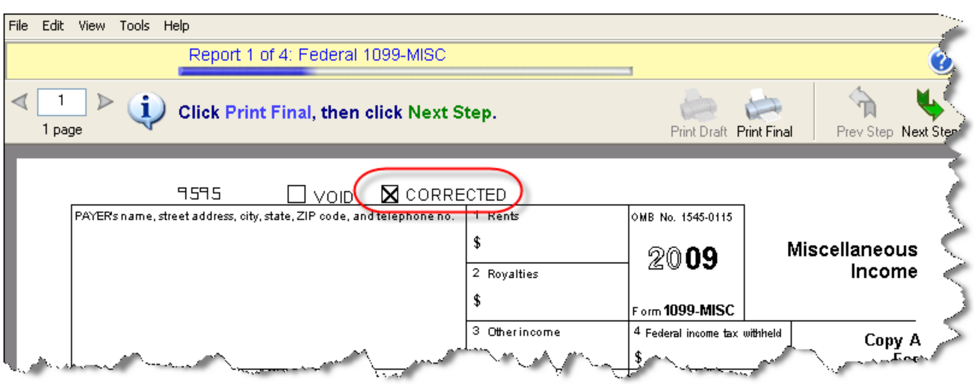
NOTE: The difference between saying yes or no at this point will determine whether or not you print a new original copy of the 1099 or one that has the corrected check box marked. Answering YES will result in copies being marked as corrected, choosing NO will result in a duplicate of the original.

Effect of eFiling
If you have eFiled your 1099's options and results may by different. When Aatrix® is launched it communicates with the eFile server to check the status of your filing. You may have submitted your filing to Aatrix® but Aatrix® normally holds the filing until the week before the deadline before submitting them to the government. If Aatrix® has not submitted your filing yet then any corrections will be a replacement of the original 1099 and not a correction.

Original



Corrected

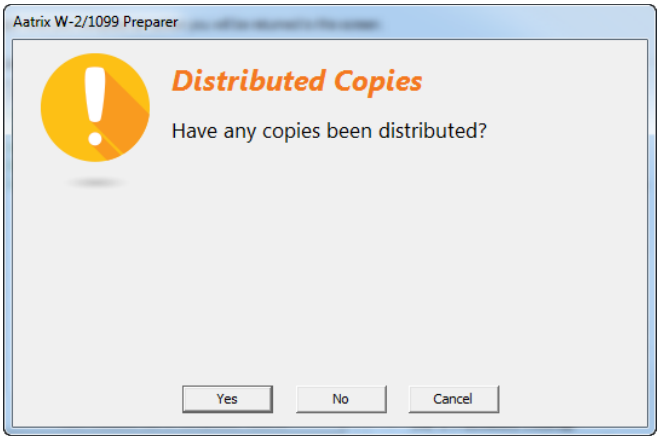


Either way only the Vendors who had corrections will be available to be printed.

OPTION 4 – START OVER

You may reach the situation where the information in the preparer grid is mostly wrong, information may have been deleted or there are numerous corrections already done in MIP that need to be pulled into Aatrix®. If this is the case you should choose the Start Over option. This will delete all history and changes you have made in the Aatrix® grid and pull the current information in from MIP. You are starting the 1099 process over.

If you choose start over it will ask you if you have distributed any copies (given copies to vendors or filed with the government). If you have then you should go back and choose correct completed.



If you have completed any filing (but not distributed copies) Start Over will take you to the History Viewer Window. This will show all of your filings and records.

If you have successfully eFiled, Start Over will not be available. To start over you would need to log onto the Aatrix® efile website and manually delete your filing. Then Start Over will become available. If Aatrix® has already processed any portion of your filing you will not be able to delete it.

WHAT ABOUT E-FILING CORRECTIONS?

If you have e-filed your 1099's already it is still possible to make corrections. Just make your corrections in the Aatrix® grid and go through the 1099 process. Choose the type of filing that you wish to do and upload the corrected files to Aatrix®. Aatrix® will automatically replace your old filing with the new one.

Aatrix® only keeps the latest filing. Aatrix® replaces filings rather than appending them. Because of this all filings should be complete filings. If Aatrix® has already e-filed for you it will automatically make a corrected filing. If the number of Vendors in the filing is equal to or less than the original filing there will be no additional charge.

SECTION 7 – REQUIRED 1099 FORMS

By integrating Aatrix® into MIP Fund Accounting you eliminate the need for some or all pre-printed forms-allowing you to eFile or print your tax forms on plain paper instead.

1099
-The Federal copy of the 1099 forms (all) must be printed on a red pre-printed form with black ink.
-The Federal copy of the 1096 must be printed on a red pre-printed form with black ink.
-The Recipient Copy of the 1099 (all) should be printed on the blank 4 part perforated paper.
-The Payer Copy of the 1099 forms (all) be printed on plain copier paper, no forms needed.

Below is a pricing list including the form numbers for MIP Checks and Forms.
To order call 1-844-857-2898 or log on to:

https://www.mipchecks.com/estore/TAX-FORMS/1099s-and-1096s/cat1820040_ctgy.c?networkId=Abila

Only these part numbers are compatible with MIP Fund Accounting

1099 Forms
1099 Laser Federal Copy A (pre-printed) – Two vendors per page
L99A (MISC) One Part
L99IA (INT) One Part
L99DA (DIV) One Part
L99RA (R) One Part
1099 Laser Blank 4-up (Vendor Copy B, C and State) – One vendor per page
L99BLANK4 One Part
Bundle 1099 Laser Package Set with Envelopes
L99BK4DWS One Part

1099 Forms have the following features
• MISC, DIV, INT, and R
• Fully compliant with IRS Publication 1179
• For use with Laser or Inkjet printers
• One free 1096 Transmittal form with every 1099 order
• Compatible regular or self-seal envelopes available

Question
If I have forms left over from last year can I use them?

Answer
The blank perforated stock does not change from year to year. Any unused blank stock from last year can be used this year. The pre-printed Federal Copy has the year marked on it and cannot be reused.

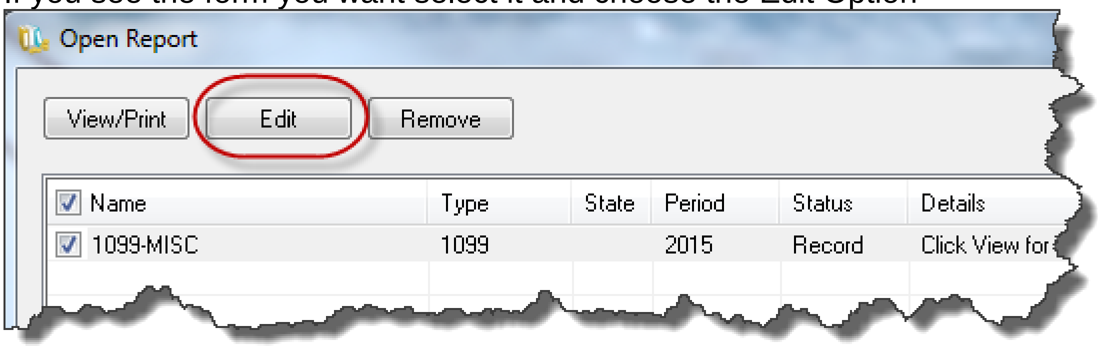
SECTION 8 - REPRINTING PREVIOUS YEAR 1099'S

With the integration of Aatrix® into MIP Fund Accounting it may not be possible to print previous year 1099's.

After installing the December 20th 2019 quarterly update from Aatrix® it may only be possible to print 1099's for the current year. If you need to print 1099's for 2017 or it is recommended ***you do so before the upgrade.***

If you have historical forms you may be able to reprint them depending on what was saved in the previous years. On the Form Type Choose HISTORY. This will bring up the history window. You will see what forms are available.

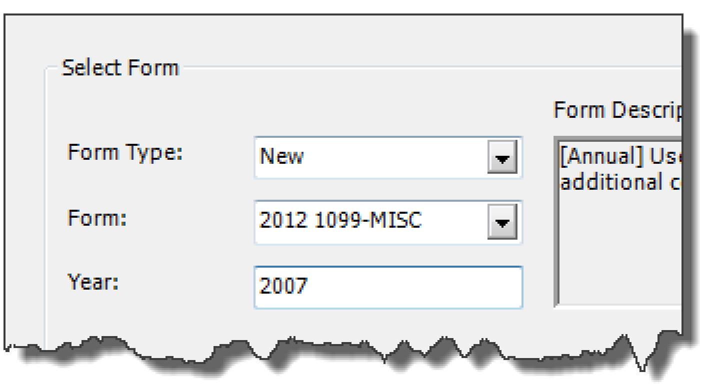
If you see the form you want select it and choose the Edit Option



Depending on what was saved this may give you the option to reprint a form.
If you don't see the form you wish to reprint or your history does not contain the required information you will not be able to reprint it. If you efiled you still may be able to get the information from Aatrix, call them a 1-701-746-6814.

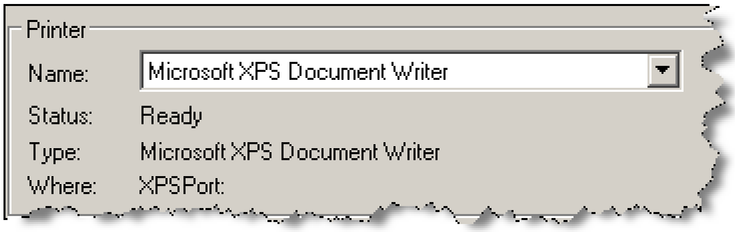
If you just need the 1099 information and can't find it through history it may still be possible to print prior year 1099 information, but it will be printed on 1099 forms for the current year.

In the Year field below you can enter whichever year you want. The information from the indicated calendar year will populate your forms, but the form upon which that information is printed will be the form listed the Form field below.



After you have printed your recipient copies in the current year it is HIGHLY recommend that you print additional copies to a file and back them up in a safe place. Since Aatrix® can only handle one year at a time this print to file can be used if a vendor needs a prior year copy. It can also be used to print additional copies without having to go through Aatrix®.

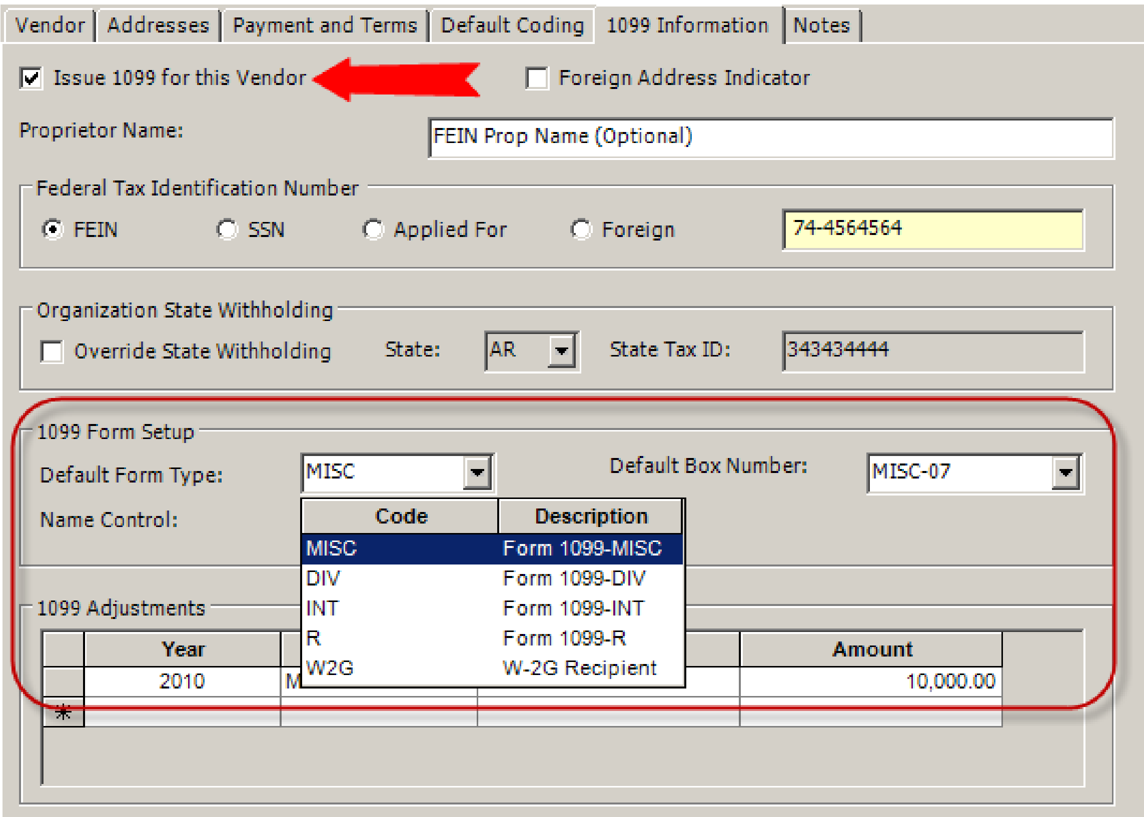
Printing to a file is accomplished the same way as printing is but when you select the printer to print it to you select a document writer or PDF driver instead.



APPENDIX A - SETTING UP AND VERIFYING 1099 VENDORS

SETTING UP A 1099 VENDOR

Before you can issue a 1099, a Vendor must be set up as a 1099 Vendor. This is done on the 1099 Information Tab of the Maintain>Vendors screen. The fields on this form will be grayed out until you check the "Issue 1099 for this Vendor" box.



After you check that box the options for the 1099 will become available.

You can select the Default Form Type and Box Number. This will save on data entry.

ENTERING 1099 VENDOR DATA

NOTE: Only transactions paid while a vendor is flagged as a 1099 Vendor will show up on the 1099's.

When you post the appropriate information to a vendor the amount coded to the specified 1099 box should be increased/decreased as appropriate.
In order for a transaction to affect the 1099 balance it must meet the following criteria:

- Coded to a vendor that is flagged as a 1099 vendor at the time of data entry.

- The transaction must be coded to a Cash type GL account
- The transaction lines have values other than “N/A” for 1099 Box(s) at the time of posting.
- Transactions coded to an Expense or A/P type account will NOT affect a vendor’s 1099 Balance. Only the Cash portion and amount of a transaction affects a 1099 balance. However in the case of AP invoices the 1099 information must be entered to the Expense/AP accounts in order to flow through to the check and onto the 1099.

<u>DATA ENTRY EXAMPLE – AP</u>

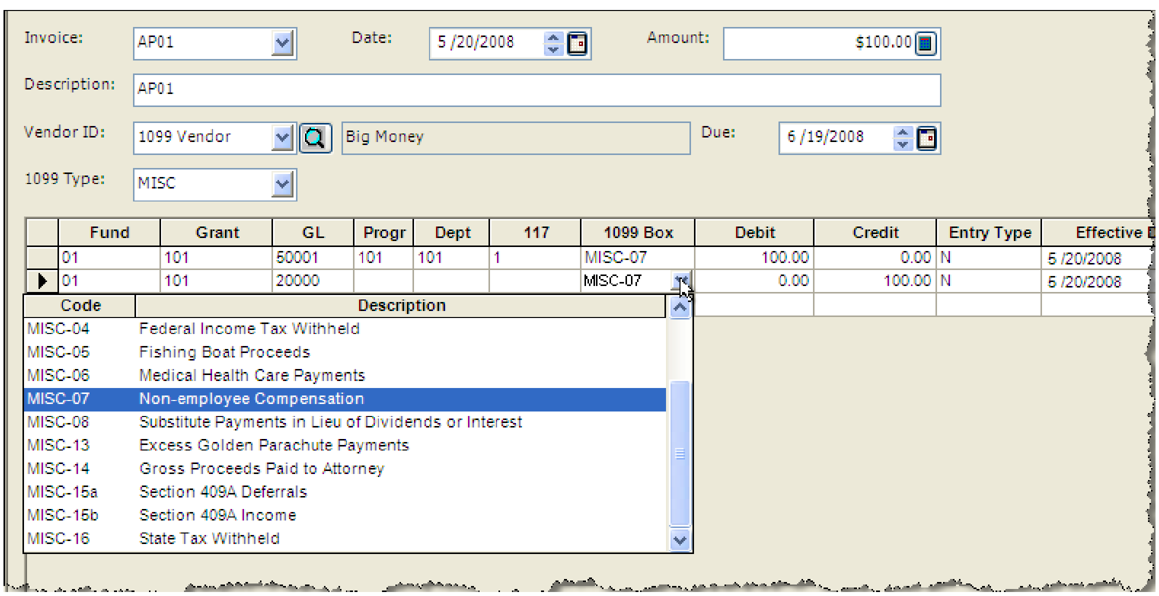
NOTE: Only transactions paid while a vendor is flagged as a 1099 Vendor will show up on the 1099’s.

This is an example of entering an AP transaction that will flow through to the 1099.

A) Start with Transactions>Accounts Payable>Enter A/P Invoices.

B) Enter the session information and hit Start.

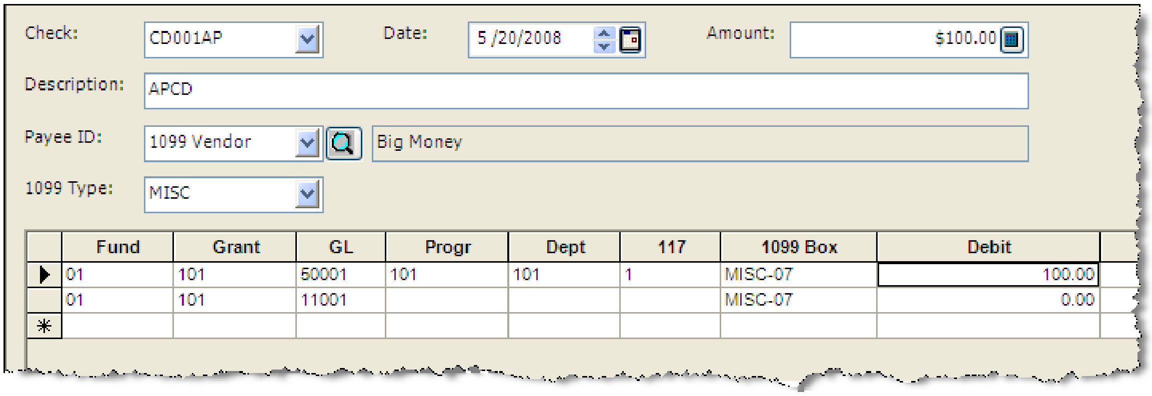
C) Enter your data as normal but pay attention to the required field, “1099 Type”. It will default to the default form type you have set up in the vendor record, but you have the option to change it if this transaction should be coded for a different 1099 type. The same principle applies to the 1099 box. It will use the default value but if you need to change it you can do so on this form.



After entering the invoice, save and post it. When you select and pay the invoice, the 1099 type and box number will flow through to the checks. If you run an unposted report on the checks you will see MISC-07 in the 1099 Box field.

DATA ENTRY EXAMPLE – CASH DISBURSEMENTS

NOTE: Only transactions paid while a vendor is flagged as a 1099 Vendor will show up on the 1099's.



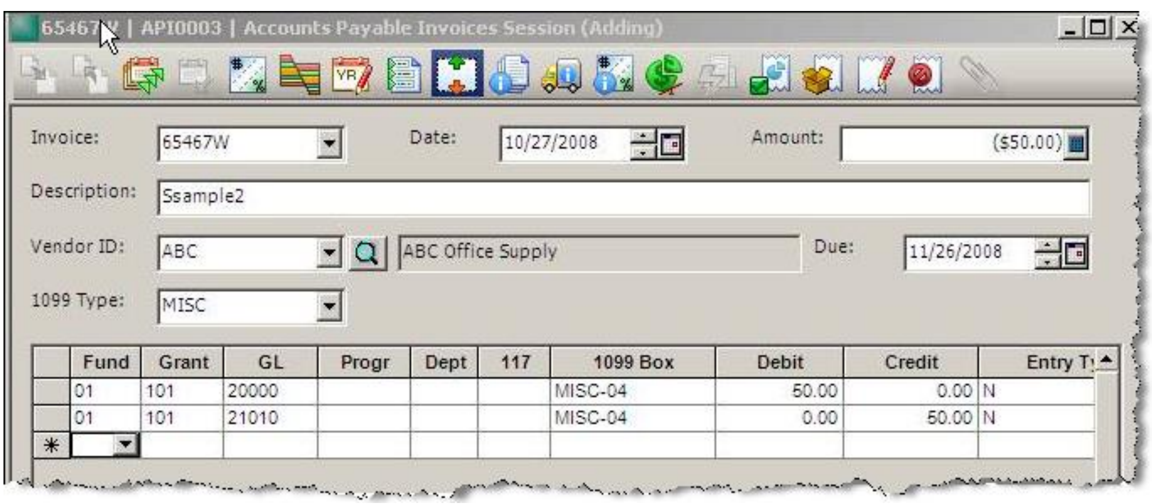
Data entry to a Cash Disbursement type transaction is like the API except you are hitting cash directly. You will still need to choose the 1099 Type and 1099 Box for the transaction.

If you pay a vendor prior to it being flagged for 1099's, or you uncheck the Issue 1099 box and have payment activity, the system will NOT include any activity during which time the Issue 1099 box is unchecked. You will need to make a 1099 adjustment on the Maintain>Vendors>1099 Information tab to include any amounts not captured.

WITHHOLDING

When withholding Federal or State Income Tax, make sure you credit your liability account and debit your expense accounts properly.

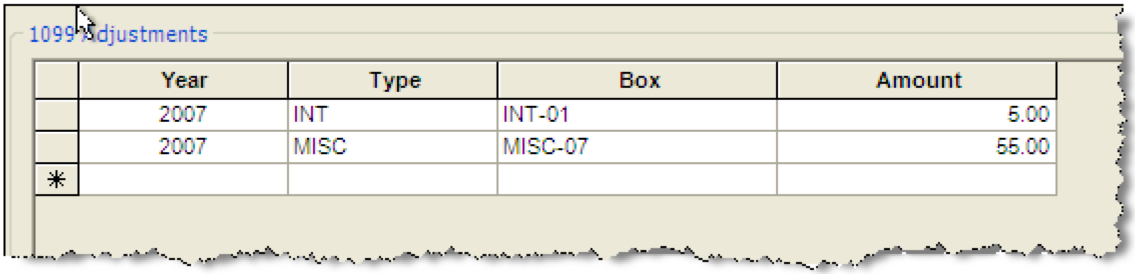
Withholding will show in the 1099 Preparer Grid as a positive number if it has been entered correctly.



1099 ADJUSTMENTS

If you need to make changes to the amounts on your 1099's without affecting your other financial information. This is done under Maintain>Vendors>1099 Information Tab. For detailed information on making 1099 adjustments see KB 7956.

In the 1099 Adjustments box enter the amount of your adjustment. You will need to enter the year being adjusted, the type of 1099 form you are adjusting, the box you are adjusting and the amount of your adjustment.


1099 Adjustments

	Year	Type	Box	Amount
	2007	INT	INT-01	5.00
	2007	MISC	MISC-07	55.00
*				

You can make adjustments for each type of 1099 form separately. If you make multiple adjustments to the same Year/Type/Box combination MIP Fund Accounting will combine all of them into one line when you save the form.

If you need to change an adjustment you can use the existing line and change the amount. If you need to remove the adjustment, select the entire line and hit delete on your keyboard.

NOTE: The amount entered in this box should be the amount you wish to add/subtract, not the total the value the box on the 1099 should be. For example, if you had $45.00 in Box 7 and the total at the end of the year should be $100.00 on the 1099 form you would enter an adjustment for $55.00. These adjustment amounts will show up in your financial reports separately. If you wish to see the total amount paid to any vendor, be sure and select a report that allows you to include 1099 Adjustments in the available columns (cash Journal or 1099 Adjustment Report)

REVIEWING VENDOR INFORMATION

The easiest way to check your vendor information is to go to MIP Fund Accounting Reports>Lists>Vendor Information and create a new report with the content and filters listed below:

Content Tab

Selected Columns	Sort	Width	Show Repeats	Wrap	Column Heading
Vendor ID	Asc	0.75	☑	☑	Vendor ID
Vendor Name	None	1.50	☐	☐	Vendor Name
Address	None	2.00	☐	☑	Address
City	None	1.00	☐	☑	City
State/Prov.	None	0.75	☐	☑	State/Prov.
Postal Code	None	0.75	☐	☑	Postal Code
Issue 1099	None	0.50	☐	☑	Issue 1099-MISC
1099 Type-Box	None	0.50	☐	☑	1099 Type-Box
Tax ID Type	None	0.40	☐	☑	Tax ID Type
Tax ID Number	None	0.75	☐	☑	Tax ID Number
Proprietor Name	None	1.50	☐	☑	Proprietor Name
Name Control	None	0.50	☐	☑	Name Control

Filter Tab

Selected Filter	Compares To	Criteria 1	Criteria 2
Status	=	A	
Issue 1099	=	Yes	

On the Vendor Record all fields must have data in them with a couple of exceptions:

Proprietor Name may be blank **except** when Tax ID Type is SSN. Proprietor Name is required when using a SSN for the Tax ID Type.

Tax ID Number may be blank **only** if Tax ID Type is A (Applied for). NOTE: This will not pass the Aatrix® file check in the preparer grid. You will have to delete that vendor from the grid to be able to proceed with the 1099 process to print or eFile your 1099's.

Other Considerations

If the Tax ID type = FEIN then you must have the Company Name or Full Name Filled in. This is the "Name:" field located on the vendor Tab.

If the Tax ID Type does not equal FEIN then you must have the First and Last Name OR Full Name Filled in. The Full Name is the "Proprietor Name:" field on the 1099 Information Tab.

Vendors with foreign address

Depending on the format it may not be possible to key a foreign address into MIP Fund Accounting. If this is the case use a dummy US address. You will have the opportunity to change the address later in Aatrix®.

1099-Type

Now that several 1099 Types are supported you will want to make sure you have the correct 1099 type. It is possible for a vendor to have multiple 1099 types.

Name Control

You should check and make sure this is in the proper format. You should refer to IRS Rev. Proc. 2006-33 for detailed instructions or unusual naming conventions. You can also see KB 6106.

APPENDIX B: AUDITING YOUR 1099'S

Question:

How do I research and verify my vendor 1099's values in anticipation of calculating and producing 1099's and/or to make adjustments?

Answer
The best report for this is the Cash Journal.
For a report that will give you a summary (totals) of your vendors:
Go to Reports>Journals>**Cash Journal**> <1099 Detailed Vendor Total Report> and <1099 Summarized Vendor Totals Report>.

For a report that allows you to audit and reconcile cash payments made to vendors.
<1099 Detailed Vendor Total Report>.
Go to the Content Tab and Add the 1099 Adjustment Amount in the Selected Columns so you can view adjustments made in Maintain>Vendors>1099 Information>1099 Adjustments.
Remove the Adjustments columns in the report body.
The report should look like this.

Selected Columns	Sort	Show Total	Width	Show
Name	Asc	☑	1.00	
ID	Asc	☐	0.70	
Vendor Tax ID Number	None	☐	0.70	
1099 Type-Box	None	☑	0.70	
Effective Date	None	☐	0.70	
Document Number	Asc	☐	0.70	
Disbursements	None	☐	0.90	
1099 Adjustment Amount	None	☐	1.00	

NPS Training Organization
Cash Journal
From 1/1/2013 Through 12/31/2013

Name	ID	Tax ID	1099 Box	Effect Date	Doc Num	Disbursements	1099 Adjustment Amount
ABC Office Supply	**ABC**	74-9876543	MISC-07			0.00	33.00
ABC Office Supply		74-9876543	MISC-07	2/3/2013	2012001	60.73	0.00
ABC Office Supply		74-9876543	MISC-07	3/5/2013	2012009	70.98	0.00
			Total MISC-07			131.71	33.00

Notice it shows both the regular disbursements as well as the 1099 adjustments that were done in Maintain>Vendor Information>1099 Tab.

After you have run the report look at the 1099 box number values. The most common cause of confusion is that a customer has coded something to a vendor but it didn't meet the criteria mentioned. You can see that on this report

ID	Name	1099 Box	Effective Date	Document Nu...	Disbursements	Adjustments
01BRAJA	JAMES BRANUM	MISC-07	1/17/2008	158625	2,500.00	0.00
		Total MISC-07			2,500.00	0.00
	JAMES BRANUM	N/A	1/17/2008	158625	170.23	0.00
		Total N/A			170.23	0.00

Notice that for the exact same document number they have transactions that were coded to 1099 MISC-07 and N/A (no 1099 value). Only the amount coded to the 1099 Box 7 will show on the 1099, the amount coded to N/A will not.

Question

I have a 1099 vendor and I've run a cash journal and the total for the vendor is ok but the amounts in the 1099 boxes are not. Why is that?

Answer

The most common cause of incorrect amount in a 1099 box number is because the vendor was not properly set up or the information not properly entered at the time of posting.

In order for a transaction to affect the value in a 1099 box it must meet the following three conditions:

1) It must be coded to a CASH type GL account
2) It must be coded to a vendor that at the time of entry was flagged as a 1099 vendor.
3) In the data entry screen it must have a 1099 type associated with it and it must be coded to a 1099 box.

Many times a vendor will be initially set up and not all of the 1099 information will be available. Checks will be cut to this vendor and then later the 1099 information will be entered. The checks cut before the data was complete will not show in the 1099 box amounts, the checks cut afterward will.

This is most easily observed through a cash journal configured above.

Question

I've checked my cash journal and the amounts still don't agree to what is pulling into my 1099's. What else am I missing?

Answer

Another source of 1099 values is the 1099 adjustments. These adjustments are done under Maintain>Vendors>1099 Information tab.

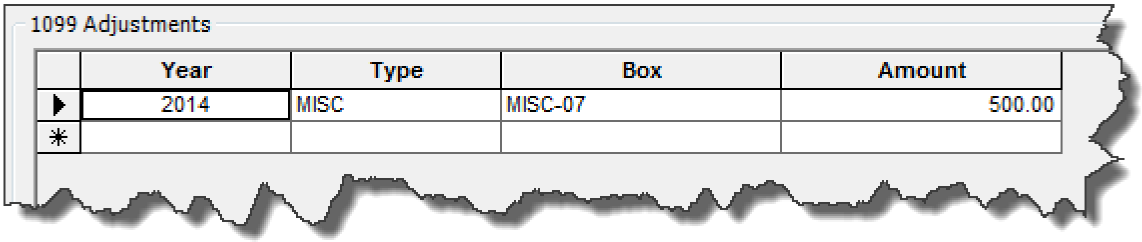
The report will show those items in the 1099 Adjustment column.

Question

Once I find that adjustments need to be made what is the easiest way to do them?

Answer

Go to Maintain>Vendors>1099 Information tab and there is a 1099 Adjustments form at the bottom of the page. Be aware that adjustments made in this fashion will NOT affect your financial statements or GL in any way. It will only modify your 1099 values. If you need to adjust your financials and your 1099 information you will need to make cash type transactions that modify your 1099 amounts.


1099 Adjustments

	Year	Type	Box	Amount
▶	2014	MISC	MISC-07	500.00
*				