

1099 PLATFORM X SETUP AND PROCESSING

Tax Year 2023



AGENDA

1099 Web Setup and Processing

- 1099 Overview
- How to perform required setup
- How to process 1099's
- Review/Questions



1099 OVERVIEW

WHAT IS A 1099?



- IRS Tax Document – similar to a W-2
- Reports money paid to an individual/corporation throughout the year
- There are several types of 1099's
 - 1099-DIV: Dividend Income
 - 1099-INT: Interest Income
 - 1099R: Pensions and Annuities
 - **1099-MISC: Miscellaneous Information** (formally Miscellaneous Income)
 - **1099-NEC: Non-Employee Compensation**
- MRI Software only supports the processing and printing of 1099-NEC and 1099-MISC forms
- MRI can only process FIRE Transmitter Control Codes. IRIS TCC are not valid
- Reports payments to vendors made in excess of \$600 for tax year

1099-NEC FORM



- 1099-NEC is used for qualifying payments of at least \$600 made to non-employees
- Most qualifying payments processed in MRI will be reported on 1099-NEC, unless a vendor is set up as a Property Payee type or marked as Attorney's Fees
- Starting in tax year 2022, the year will no longer be pre-printed on the forms. vX.5.10.2 contains this update

7171 ☐ VOID ☐ CORRECTED

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.		OMB No. 1545-0116 Form 1099-NEC (Rev. January 2022) For calendar year 20__		Nonemployee Compensation Copy A For Internal Revenue Service Center File with Form 1096. For Privacy Act and Paperwork Reduction Act Notice, see the current General Instructions for Certain Information Returns.
PAYER'S TIN	RECIPIENT'S TIN	1 Nonemployee compensation \$		
RECIPIENT'S name		2 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale <input type="checkbox"/>		
Street address (including apt. no.)		3		
City or town, state or province, country, and ZIP or foreign postal code		4 Federal income tax withheld \$		
Account number (see instructions)	2nd TIN not <input type="checkbox"/>	5 State tax withheld \$	6 State/Payer's state no. \$	
		7 State income \$		

Form **1099-NEC** (Rev. 1-2022) Cat. No. 72590N www.irs.gov/Form1099NEC Department of the Treasury - Internal Revenue Service

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1099-MISC FORM



- 1099-MISC is used for payments of at least \$600 for specific activities
- Most common MRI scenarios are:
 - A vendor is set up as a Property Payee type – payments will be reported in Box 1
 - A vendor has the 1099 Attorney Fees box checked – payments will be reported in Box 10
- Starting in tax year 2022, the year will no longer be pre-printed on the forms. vX.5.10.2 contains this update

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	Miscellaneous Information
		\$	Form 1099-MISC (Rev. January 2022)	
		2 Royalties	For calendar year 20	
PAYER'S TIN		\$	3 Other income	4 Federal income tax withheld
		\$	\$	\$
RECIPIENT'S TIN		5 Fishing boat proceeds	6 Medical and health care payments	Copy A For Internal Revenue Service Center File with Form 1096. For Privacy Act and Paperwork Reduction Act Notice, see the current General Instructions for Certain Information Returns.
RECIPIENT'S name		7 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale <input type="checkbox"/>	8 Substitute payments in lieu of dividends or interest	
Street address (including apt. no.)		9 Crop insurance proceeds	10 Gross proceeds paid to an attorney	
City or town, state or province, country, and ZIP or foreign postal code		11 Fish purchased for resale	12 Section 409A deferrals	
		13 FATCA filing requirement <input type="checkbox"/>	14 Excess golden parachute payments	
		15 Nonqualified deferred compensation		
Account number (see instructions)		16 State tax withheld	17 State/Payer's state no.	
		2nd TIN not <input type="checkbox"/>	18 State income	
		\$	\$	
		\$	\$	

Form **1099-MISC** (Rev. 1-2022) Cat. No. 14425J www.irs.gov/Form1099MISC Department of the Treasury - Internal Revenue Service

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*Note: only payments made to an attorney in the course of business but not for attorney's services (for example, a settlement agreement) are reported on 1099-MISC. Fees for legal services should be reported in Box 1 on the 1099-NEC form. See IR 119074.
For more information, consult IRS.gov or your tax attorney*

HOW AND WHEN TO FILE



- If payments are reported on 1099-NEC, paper forms and electronic files are due by **1/31/2024**
- If payments are reported on 1099-MISC:
 - Paper filings are due **2/28/2024**
 - Electronic filings are due **3/31/2024**
- If filing more than **10** 1099's, electronic filings are required.
 - This is a new requirement, as of 2023 tax year

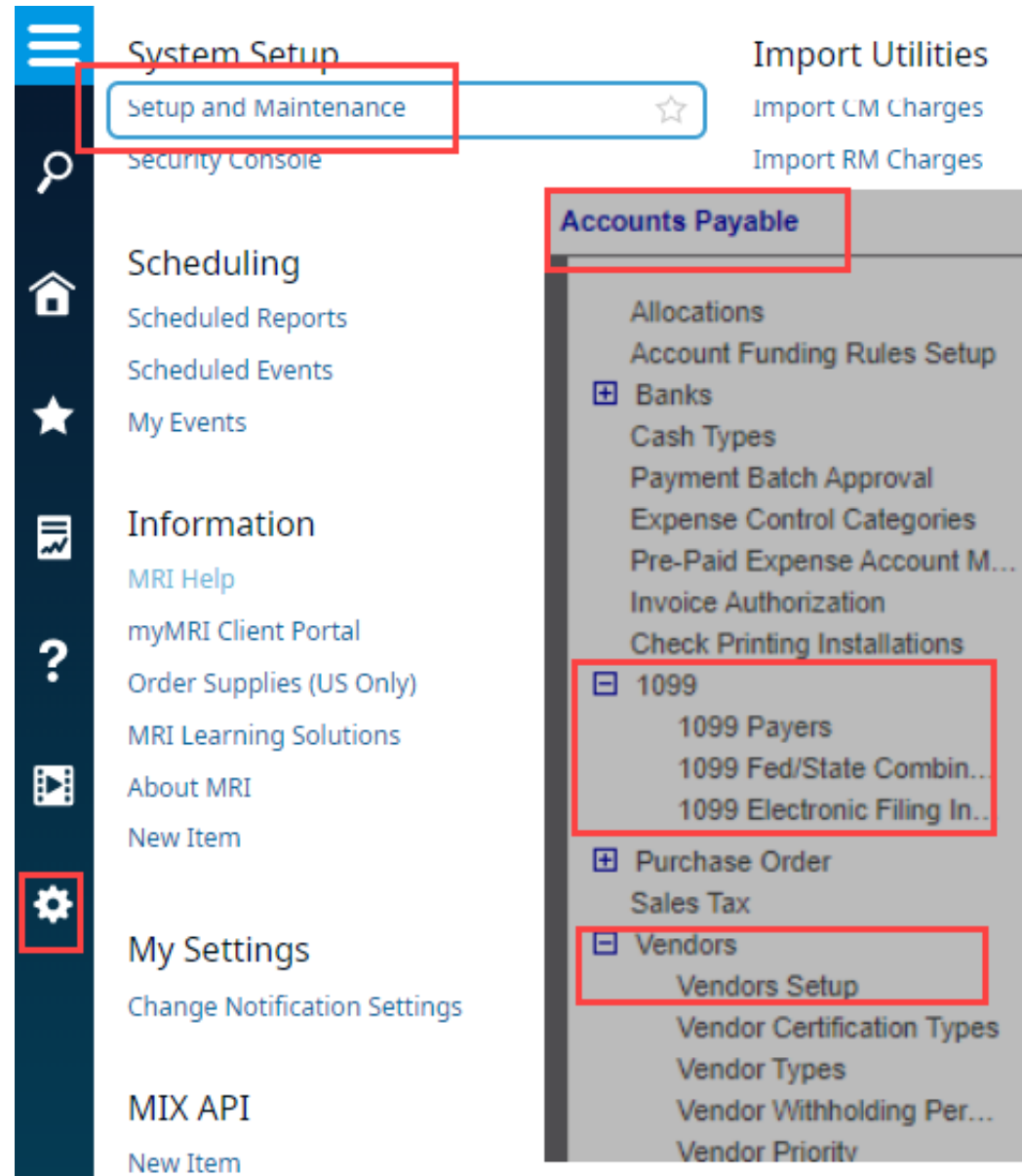
1099 WEB SETUP

SETUP

Setup and Maintenance > Accounts Payable

- In order for 1099 processing to work, the setup must be completed for the following tables:

- VEND (Vendors)
- GACC (Chart of Accounts)
- T_199PAYERS (1099 Payers)
 - If filing electronically, T_199T (Transmitter) and T_199A (E-Payers)



SETUP- VEND (VENDORS)



- Vendor should be active
- Check boxes
 - Indicate vendor should receive a 1099 and what type
 - Whether they will report attorney payments in box 10 on 1099-MISC
- Type of Tax Payer
 - Formats the Federal ID Number field
 - Business: xx-xxxxxxx
 - Individual: xxx-xx-xxxx
- Payee Type
 - Determines the type of income reported (which box and form)
 - Property Payee – box 1 1099-MISC
 - Vendor/Tenant – box 1 1099-NEC

Vendors

Vendor ID

*Name

General Accounts Payable Certification

ACH Setup Defaults for Invoice Entry Taxes

Tax Information

1099 Required ☒

1099 Attorney Fee ☒

Type of Tax Payer

Federal ID Number

Payee Type

SETUP – GACC (CHART OF ACCOUNTS)



- 1099 Acct field
 - Payments made to this account number are included in 1099 processing
- Y = includes payments made
- N = will not include payments made

Chart of Accounts - Setup and Maintenance

Chart of Accounts Detail

Chart of Accounts:

Account Number: Account Name:

*Account Number	Account Name	*Account Type	1099-MISC	DP Restrictions	Basis Control Type	Active
<input type="checkbox"/> 0999-0000	***ASSETS***	B	<input checked="" type="checkbox"/>		Both Accrual/Cash	<input checked="" type="checkbox"/>
<input type="checkbox"/> 1000-0000	Operating Account	C	<input checked="" type="checkbox"/>		Both Accrual/Cash	<input checked="" type="checkbox"/>
<input type="checkbox"/> 1050-0000	Money Market Account	B	<input checked="" type="checkbox"/>		Both Accrual/Cash	<input checked="" type="checkbox"/>
<input type="checkbox"/> 1070-0000	Restricted Cash	B	<input checked="" type="checkbox"/>		Both Accrual/Cash	<input checked="" type="checkbox"/>
<input type="checkbox"/> 1080-0000	Tenant Security Deposits	B	<input checked="" type="checkbox"/>		Both Accrual/Cash	<input checked="" type="checkbox"/>
<input type="checkbox"/> 1090-0000	Other Cash Account	B	<input checked="" type="checkbox"/>		Both Accrual/Cash	<input checked="" type="checkbox"/>
<input type="checkbox"/> 1130-0000	Def Rent Receivable	B	<input checked="" type="checkbox"/>		Both Accrual/Cash	<input checked="" type="checkbox"/>
<input type="checkbox"/> 1200-0000	Accounts Receivable	B	<input checked="" type="checkbox"/>		Both Accrual/Cash	<input checked="" type="checkbox"/>
<input type="checkbox"/> 1210-0000	Accounts Receivable-Other	B	<input checked="" type="checkbox"/>		Both Accrual/Cash	<input checked="" type="checkbox"/>
<input type="checkbox"/> 1220-0000	Due from NREM	B	<input checked="" type="checkbox"/>		Both Accrual/Cash	<input checked="" type="checkbox"/>
<input type="checkbox"/> 1221-0000	Due to/from South&Elm Adm	B	<input checked="" type="checkbox"/>		Both Accrual/Cash	<input checked="" type="checkbox"/>
<input type="checkbox"/> 1290-0000	Due To/From Seller	B	<input checked="" type="checkbox"/>		Both Accrual/Cash	<input checked="" type="checkbox"/>
<input type="checkbox"/> 1295-0000	Interco- Due (To) From	B	<input checked="" type="checkbox"/>		Both Accrual/Cash	<input checked="" type="checkbox"/>
<input type="checkbox"/> 1299-0000	Due To/From Other	B	<input checked="" type="checkbox"/>		Both Accrual/Cash	<input checked="" type="checkbox"/>
<input type="checkbox"/> 1300-0000	Allowance for Doubtful Acct	B	<input checked="" type="checkbox"/>		Both Accrual/Cash	<input checked="" type="checkbox"/>
<input type="checkbox"/> 1310-0000	Prepaid Real Estate Taxes	B	<input checked="" type="checkbox"/>		Both Accrual/Cash	<input checked="" type="checkbox"/>
<input type="checkbox"/> 1320-0000	Prepaid Property Insurance	B	<input checked="" type="checkbox"/>		Both Accrual/Cash	<input checked="" type="checkbox"/>

Page 1 of 2 Go

Retained Earnings Account Number 3901-0000

SETUP – T_199PAYERS (1099 PAYERS)



- This identifies the payer and the Payers Fed. ID #
- This information shows on the 1099 form under Payer's information
- A company can choose to report by Company Name, Bank or Entity/Entity Group
 - If reporting by Entity Group, you must select the Define Entities button
- Check 'Oregon Payer' box if the payer is filing for the state of Oregon.

1099 Payers

Issue 1099s By ☐ Company ☐ Bank ☒ Entity/Entity Groups

*Payer Name 1	Type of Payer	Payer Federal ID	Payer ID	Oregon Payer	*Entity ID for Payer Address	Entities
<input type="checkbox"/> Normandy Concord Acquisitio 1			300 Baker	<input type="checkbox"/>	3120	Define
<input type="checkbox"/> BH Normandy 275 Albany Stre 1			Albany	<input type="checkbox"/>	3095	Define
<input type="checkbox"/> BH Normandy 399 Grove LLC 1			BH Normandy	<input type="checkbox"/>	3090	Define
<input type="checkbox"/> WB Normandy 2401 Acquisitic 1						Define
<input type="checkbox"/> Normandy Darien Holdings, LL 1						Define
<input type="checkbox"/> Normandy Real Estate Fund A 1						Define
<input type="checkbox"/> Normandy Real Estate Fund, I 1						Define
<input type="checkbox"/> Normandy Real Estate Fund, L 1						Define
<input type="checkbox"/> Normandy Gator Acquisition I, 1						Define
<input type="checkbox"/> Normandy Gator Acquisition M 1						Define

Add Delete

1099 Payers - Setup and Maintenance

1099 Payers

Entity ID

3120

Add Delete

Save Cancel

T_199PAYERS (1099 PAYERS)



Payers set up by Company

?

Help

▶

MRIFLIX Videos

Management Options

Accounts Payable

Allocations

Account Funding Rules Setup

+

Banks

Cash Types

Payment Batch Approval

Expense Control Categories

Pre-Paid Expense Account M...

Invoice Authorization

Check Printing Installations

☐

1099

1099 Payers

1099 Fed/State Combin

Issue 1099s By ☒ Company ☐ Bank ☐ Entity/Entity Groups

* Payer Name 1	Type of Payer	Payer Federal ID	Payer ID
<input type="checkbox"/> Client Management Company	1	999999999	Client Manag

Payer Name pulls from T199_PAYERS table

Setup Menu Search

?

Help

▶

MRIFLIX Videos

Management Options

General

Accounts Payable

Commercial Management

Distributive Processing

General Ledger

General Options

Payers Address pulls from MGNT table

Management Options

General Database Options

Management Information

Management NameMRI Management

Address28925 Fountain Parkway

CitySolon

StateOHZip Code44139

Client Management Copmay 28925 Fountain Parkway Solon, OH 44139		
12-3456789	12-3456789	24520.00
AJAX Cleaning Service		
9901 Barber Street		
Cleveland, OH 44445		
AJAX		

T_199PAYERS (1099 PAYERS)



Payers set up by Bank:

Setup Menu Search

Help

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Management Options

Accounts Payable

Allocations

Account Funding Rules Setup

Banks

Cash Types

Payment Batch Approval

Expense Control Categories

Pre-Paid Expense Account M...

Invoice Authorization

Check Printing Installations

1099

1099 Payers

1099 Fed/State Combin...

1099 Payers

Payer Name pulls from T199_PAYERS table

Issue 1099s By ☐ Company ☒ Bank ☐ Entity/Entity Groups

<input type="checkbox"/>	* Payer Name 1	Type of Payer	Payer Federal ID	Payer ID	Oregon Payer	* Bank ID
<input type="checkbox"/>	Bank of America	1	999999999	BOA200	<input type="checkbox"/>	200OP
<input type="checkbox"/>	Bank of America	1	989898989	BOA201	<input type="checkbox"/>	201OP
<input type="checkbox"/>	PNC Glenrock	1	878787878	PNC Glenrock	<input type="checkbox"/>	510OP

Setup Menu Search

Help

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Management Options

Accounts Payable

Allocations

Account Funding Rules Setup

Banks

ACH Banks (US)

Banks Setup

Bank Adjustment Types

Cash Types

Payment Batch Approval

Expense Control Categories

Pre-Paid Expense Account M...

Invoice Authorization

Check Printing Installations

Bank

Payer Address pulls from the BANK table, by the BANKID

* Bank ID 200OP

Name Bank of America

Bank Account Information

Check Processing Options

Auto Check Clearing Setup

Bank Account Information

Bank Account Number 999999999999

* Bank Account Status ☐ Open Account

Bank Phone Number

Bank Address 200 Bank Address

New York, NY 10101

Payor Name Two Hundred Bank

Payor Address 100 Avenue of the Americas

New York, NY 10101

Bank of America
100 Avenue of the Americas
New York, NY 10101

99-9999999 12-3456789 24520.00

AJAX Cleaning Service

9901 Barber Street

Cleveland, OH 44445

AJAX

T_199PAYERS (1099 PAYERS)



Payers set up by Entity/Entity Groups

Setup Menu Search

Help

MRIFLIX Videos

Management Options

Accounts Payable

Allocations

Account Funding Rules Setup

Banks

Cash Types

Payment Batch Approval

Expense Control Categories

Pre-Paid Expense Account M...

Invoice Authorization

Check Printing Installations

1099

1099 Payers

1099 Fed/State Combin...

1099 Electronic Filing I...

Purchase Order

Sales Tax

Vendors

Administrative Options

Budgeting and Forecasting

Commercial Management

Corporate AR

Corporate Management

Dashboards

General Ledger

Facility Management

Job Cost

Lease Flow

Maintenance Management

Residential Management

1099 Payers

Issue 1099s By ☐ Company ☐ Bank ☒ Entity/Entity Groups

Payer Name pulls from the T_199PAYERS table

* Payer Name 1	Type of Payer	Payer Federal ID	Payer ID	Oregon Payer	* Entity ID for Payer Address	Entities
<input type="checkbox"/> Five Hundred	1	500500500	Five Hundred	<input type="checkbox"/>	500	Define
<input type="checkbox"/> Five Oh Eight	1	508508508	Five Oh Eligh	<input type="checkbox"/>	508	Define
<input type="checkbox"/> Five Oh Four	1	504504504	Five Oh Four	<input type="checkbox"/>	504	Define
<input type="checkbox"/> Five Oh Six	1	506506506	Five Oh Six	<input type="checkbox"/>	506	Define
<input type="checkbox"/> Five Oh Two	1	502502502	Five Oh Two	<input type="checkbox"/>	502	Define
<input type="checkbox"/> Five Ten	1	510510510	Five Ten	<input type="checkbox"/>	510	Define
<input type="checkbox"/> Two Hundred	1	200200200	Two Hundred	<input checked="" type="checkbox"/>	200	Define
<input type="checkbox"/> Two Oh One	1	201201201	Two Oh One	<input type="checkbox"/>	201	Define

Setup Menu Search

Help

MRIFLIX Videos

Management Options

Accounts Payable

Administrative Options

Budgeting and Forecasting

Commercial Management

Corporate AR

Corporate Management

Dashboards

General Ledger

General

Accounts

Entities

Asset Managers

Clients

Departments

Entities

Entity Detail

Entity ID 200 * Entity Name Two Hundred

General Accounts Payable

Address

Address 1 200 Main St.

Address 2

Address 3

City Fakerton

State IA Zip Code 71710

Phone Number

Country

Address pulls from the ENTITY table, by the ENTITYID associated with the Payer

1099 Payers - Setup and Maintenance

1099 Payers

Entity ID

☐ 200

Payer data is pulled by the ENTITYID defined for the Payer

Add Delete

Save Cancel

Two Hundred
200 Main St.
Fakerton, IA 71710

20-0200200

12-3456789

24520.00

AJAX Cleaning Service

9901 Barber Street

Cleveland, OH 44445

AJAX

SETUP – T_199PAYERS (TRANSMITTER INFO)



Only required if filing electronically

- Electronic File Name and Transmitters Media Number fields are no longer used
- Transmitter may be the company or a service provider
- Transmitter's TIN is the Fed ID number of the Transmitter
- Transmitter Control Code
 - Supplied by the IRS
 - MRI only supports FIRE TCC (cannot use IRIS TCC)

1099 Electronic Filing Information

*Transmitter's TIN	123456789	*Transmitter's Control Code	123
Test File Indicator	T	Replacement Alpha Character	
Foreign Entity Indicator			
Prior Year Data Indicator			
*Transmitter's Name	1099 Example		
Transmitter's Name 2			
*Company Name to Report Process Problems	1099 Example		
Company Name 2			
*Mailing Address	123 Main St.		
*City	Cleveland	*State	OH
*Zip	44104		
*Contact Name if Problem with File or Transmission	Kim Possible		
Contact E-Mail Address			
*Contact Phone Number	2165555555		

[E-Payers](#) [Save](#) [Cancel](#)

SETUP – T_199PAYERS (E-PAYER INFO)



Only required if filing electronically

- Identifies the e-payer (company) in the electronic file
- One record for each payer
 - Payer must be set up on the T_199PAYERS table first

Payer Information - Setup and Maintenance

1099 Electronic Filing Information (E-Payer Information)

* Payer ID	Lexington	* Type of Return	A
Payer Federal ID		Transfer Agent	
Payer Name Control	LEX	Foreign Payer	
Last Filing Indicator	1		
Combined Fed/State	1		
Payer Name 1	Normandy Lexington, LLC		
Payer Name 2			
* Payer Shipping Address	567 Lexington Ave		
* Payer City	New York	State	NY
		Zip	10017
* Payer Phone Number	(212) 555-5555		

Save

Cancel

SETUP – T_199PAYERS (FEDERAL/STATE COMBINED) ***Not Required***



- Federal/State Combined program
 - All applicable states must be set up
 - State Code information can be found in IRS Publication 1220

Federal/State Combined Table

	State Abbreviation	State Code	1099 Default Amount
<input type="checkbox"/>	AZ	11	800.00
<input type="checkbox"/>	NE	28	750.00

1099 WEB PROCESSING

PROCESSING 1099'S



- To process 1099's the following steps are recommended:
 - Print 1099 Listing
 - Review data for accuracy
 - If changes are necessary, Process 1099 Worksheets
 - Override/Add 1099 Amounts
 - Rerun 1099 Listing Report – confirm all changes
- Generate 1099-NEC and 1099-MISC – will generate 1099's on paper or electronically

IMPORTANT: These steps performed out of order can cause data to be incorrect/reverted

PROCESSING 1099'S



To process 1099's click Accounts Payable > 1099 Processing

Accounts Payable X

Commercial Management

Corporate AR

General Ledger

Investment Accounting

JobCost

ViewPoint

Accounts Payable

Invoice Processing

Invoice Search ☆

Add Invoice

Recurring Entry

Check Processing

Change Invoice Status

Select Invoices for Payment

Payment Batch Approval

Payment Processing

ACH Processing (US)

ACH Pre-note

ACH Payment

ACH Remittance

Manual Payments

Void and Manage Payments

Record AP Vendor Receipts

Utilities

Vendor Maintenance

Vendor Inquiry

Purge History Records

Purge Vendor Records

Approval Processing

Expense Overview

Expense Approvals

Delete Approvals

1099 Processing

Print 1099 Listing

Process 1099 Work Sheets

Override/Add 1099 Amounts

Process 1099-MISC

Process 1099-NEC

1099 LISTING REPORT

- Allows user to preview the data in the system that is set to be reported
- Its is recommended that you run by 'All' Payee types
 - If running by Vendor Payee type, only Vendor Payee types will be included
 - If running by Entity Payee Type, only Property Payees will be included
- Its is recommended that each report be run separately, to confirm the payments are reported on the proper form.

The screenshot displays the 'MRI_1099LST - Report Options' window. The main section is titled '1099 Preview Listing'. It features a 'Style' dropdown menu set to 'Last Run Options', with buttons for 'Save Style', 'Save Style As', and 'Remove Style'. Below this, there are radio buttons for 'All' (selected), 'Include List', 'Exclude List', and 'Range'. A 'Select by' dropdown is set to '1099 Payers'. A table with two columns, 'Payer Id' and 'Payer Name 1', is shown with one empty row. To the right of the table are links for 'Set up recipients', 'Advanced filtering', and 'Format'. Under 'Format', there is a checked checkbox for 'Export a copy on Run Report' and three radio buttons: 'PDF' (selected), 'Excel with page layout', and 'Excel with table layout'. At the bottom of the main section are 'Add' and 'Clear' buttons. Below the main section, there are two sections: '1099 Type of Form' with a dropdown set to '1099-MISC', and '1099 Year' with a text input set to '2023' and a label 'Year (YYYY)'. To the right of these are 'Display Options' with three checkboxes: 'Include Vendors with amounts less than minimum' (checked), 'Print Vendor only if 1099 is required' (unchecked), and 'Exclude Virtual Credit Card Payments' (unchecked). At the bottom right are buttons for 'Run and Close', 'Run and New', 'Schedule', and 'Close'.

1099 LISTING REPORT

Data to be checked on this report include:

- Vendor contact information
- Fed. ID (formatting)
- Filing Status
- Amounts
- Payee Type
 - **NOTE:** If Payee Type 'Vendor' is on the 1099-MISC Preview Report, this indicates the 'Attorney's Fees' box is checked on the vendor record

Database: 2022BR		1099 Preview Listing					Page: 5	
Tax Year: 2023		5100P 2022 BR					Date: 11/14/2023	
Payer Federal Id: 51-0510510		Five Ten					Time: 11:15 AM	
Vendor Number	Vendor Name	Payee Type	Federal Id Number	Filing Status	Manual Worksheet	Original Amount	Worksheet Amount	Reporting Amount
BJON	Barbara Jones - Attorney At La	Vendor	12-3456789	Y	N	27,733.78	27,733.78	27,733.78
LLEE	Laura Lee 2000 Property Ave Property, IN 40404	Property F	12-3456789	Y	N	3,003.73	3,003.73	3,003.73
Number of 1099s:		2	Total:			30,737.51	30,737.51	30,737.51

PROCESS 1099 WORKSHEETS



- Generates a report similar to Preview Listing Report
- Saves data to the T_199WKSH table
 - Allows the data to be overridden if necessary
 - Edits can be made from Override/Add 1099 Amounts
- If you need to increase a payment amount to a vendor, check the 'Include Vendors with amounts less than minimum' box

MRI_1099WKSH - Report Options

1099 Worksheet Preview

Style: Last Run Options Save Style Save Style As Remove Style

☒ All ☐ Include List ☐ Exclude List ☐ Range

Select by: Banks

Bank ID	Bank Name

Add Clear

Run and Close Run and New Schedule Close

Payee Type

☐ Vendor
☐ Entity
☒ All

Display Options

☒ Include Vendors with amounts less than minimum
☐ Exclude Virtual Credit Card Payments

Save Worksheets

☒ Save

1099 Year: 2023 Year (YYYY)

100



- Click on a PayerID to enter an override amount
- Click on Add to add a record
 - Vendor must exist in the system
- Any vendor with qualifying payments in the system must be modified through the worksheet

CAUTION: If a user re-runs the Worksheet report with the Save option checked again, all changes will be reverted

1099 Worksheet (Select Worksheet)

	Payer ID	Vendor ID	Payment Year	Payer Federal ID	Vendor Federal ID
<input type="checkbox"/>	Five Hundred	AJAX	2021	50-0555555	12-3456789
<input type="checkbox"/>	Five Hundred	COLG	2021	500555555	123456789

1099 Worksheet

Override/Add 1099 Amounts

* Payer ID

Payer Name

Payer Federal ID

* Payment Year

* Vendor ID

Vendor Name

Vendor Federal ID

Bank ID

Entity ID

Calculated Amount

200.00

Override Amount

Created Manually

NEOS

2021

506666666

123456789

RERUN 1099 LISTING REPORT

- If changes have been made, rerun the 1099 Listing Report
 - Displays all changes saved in the T_199WKSH table
 - Verify the data is correct
- **CAUTION:** reprocessing the 1099 Worksheets with the Save option checked will revert all changes made in the worksheets

4-1642 MRI_1099LST

1 of 3

100%

1099 Preview Listing

Page: 1

Tax Year: 2020

Testing Database - DO NOT USE

Date: 11/20/2020

Payer Federal Id: 00-0000000

Two Hundred

Time: 5:47 PM

Vendor Number	Vendor Name	Payee Type	Federal Id Number	Filing Status	Manual Worksheet	Original Amount	Worksheet Amount	Reporting Amount
AJAX	AJAX Cleaning Service 9901 Barber Street Cleveland, OH 44445	Vendor	12-3456781	Y	N	14,990.00	7,000.00	7,000.00
COLL	Collins Elevator Repair 6358 Granger Road Independence, OH 45454	Vendor	11-2365987	Y	N	10,760.00	10,760.00	10,760.00
EDSN	Edison Electric Utility 8522 Water Street Bainbridge, OH 44111	Vendor	00-0041520	Y	N	21,518.22	21,518.22	21,518.22
HDPT	Home Depot 741859 Wooster Street Birmingham, AL 65999	Vendor		Y	N	7,700.46	7,700.46	7,700.46
NEOS	NE Ohio Sewer District 700 Roust Street Parma, OH 44556	Vendor	45-6789012	Y	N	700.00	700.00	700.00

1099-NEC

Generated on paper or electronically

- If processing an electronic file, a filepath is not required; the file can be accessed in the Communication Center
- If an alternate form has been created for alignment purposes when printing on paper, select it from Alternate Form dropdown
- Select payee type VENDOR or ALL
 - **DO NOT RUN 1099-NEC for Payee Type 'Entity'**

The report can be run as many times as necessary. It does not update any date



MRI_1099NEC - Report Options

1099-NEC

Style Last Run Options Save Style Save Style As Remove Style

☒ All ☐ Include List ☐ Exclude List ☐ Range

Select by 1099 Payers

Payer Id	Payer Name 1
----------	--------------

Add Clear

Run and Close Run and New Schedule Close

Payee Type
☐ Vendor
☐ Entity
☒ All

Alternate Form
MRI_1099NEC

Output Type
☐ Print 1099-NEC Forms ☐ Print Alignment Only
☒ Write to Electronic File

1099 Year
2021 Year (YYYY)

Display Options
☐ Include Vendors with amounts less than minimum
☐ Include Vendor Name 2 in recipient's name box
☐ Exclude Virtual Credit Card Payments

1099-MISC



Generated on paper or electronically

- If processing an electronic file, a filepath is not required; the file can be accessed in the Communication Center
- If an alternate form has been created for alignment purposes when printing on paper, select it from Alternate Form dropdown
- Select payee type ENTITY or ALL
 - **DO NOT RUN 1099-MISC for Payee Type 'Vendor'**

The report can be run as many times as necessary. It does not update any date

MRI_1099 - Report Options

1099-MISC

Style: Last Run Options [v] [Save Style] [Save Style As] [Remove Style]

☒ All ☐ Include List ☐ Exclude List ☐ Range

Select by: 1099 Payers [v]

Payer Id	Payer Name 1

[Add] [Clear]

[Set up recipients](#)
[Advanced filtering](#)

Format

☒ Export a copy on Run Report

☒ PDF
☐ Excel with page layout
☐ Excel with table layout

[Run and Close] [Run and New] [Schedule] [Close]

Payee Type

☐ Vendor
☐ Entity
☒ All

Alternate Form

MRI_1099 [v]

Output Type

☐ Print 1099-MISC Forms ☐ Print Alignment Only
☒ Write to Electronic File

1099 Year: 2021 Year (YYYY)

Display Options

☐ Include Vendors with amounts less than minimum
☐ Include Vendor Name 2 in recipient's name box
☐ Exclude Virtual Credit Card Payments

Note:
If generating the 1099-MISC Form for 1099 Year 2019 or earlier, please select the MRI_1099PY report or equivalent custom report from the Alternate Form dropdown box.

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MRI_1099 - Report Options

1099-MISC

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Select by: 1099 Payers [v]

Payer Id	Payer Name 1

[Add] [Clear]

Format

☒ Export a copy on Run Report

☒ PDF ☐ Excel with page layout ☐ Excel with table layout

[Run and Close] [Run and New] [Schedule] [Close]

Payee Type

☐ Vendor ☐ Entity ☒ All

1099 Year: 2021 [v] Year (YYYY)

Alternate Form

MRI_1099PY [v]
MRI_1099
MRI_1099PY

☐ Print 1099-MISC Forms ☐ Print Alignment Only

☒ Write to Electronic File

Display Options

☐ Include Vendors with amounts less than minimum

☐ Include Vendor Name 2 in recipient's name box

☐ Exclude Virtual Credit Card Payments

Note:
If generating the 1099-MISC Form for 1099 Year 2019 or earlier, please select the MRI_1099PY report or equivalent custom report from the Alternate Form dropdown box.

Please note: if you are running 1099s for 2019 or prior, select the MRI_1099PY report from the Alternate Form dropdown

1099 REVIEW

REVIEW



- 1099's are a statement from a company to a service provider on payments made to that vendor for qualifying work
- 1099's are similar to a W-2 that an employer provides to an employee – statement of earnings
- Only the 1099-NEC and 1099-MISC forms are supported in MRI
- Setup is required to generate 1099's:
 - VEND (Vendors)
 - GACC (Chart of Accounts)
 - T_199PAYERS (1099 Payers)
- To electronically file, additional setup is required:
 - T_199T – Transmitter info
 - T_199A – E-Payer info
- Optional setup on FDST – Federal/State Combined

REVIEW



Recommended steps for processing:

- 1099 Listing Report
- Process Worksheets if 1099 information needs to be edited
 - Changes can be made from the Override/Add 1099 Amount
 - Rerun 1099 Listing Report to confirm data
- Generate 1099's
 - 1099s can be run multiple times if additional copies are needed
 - Electronic file must be uploaded to the IRS website once it is generated
 - MRI only supports the FIRE process (not IRIS)

THANK YOU!



- For additional MRI 1099 resources, including copies of this presentation, please visit

MRISoftware.com/form-1099

- Please contact MRI Support using our myMRI Client portal or phone for questions and issues related to 1099 Setup and Processing:

<https://mymri.force.com/ClientPortal/login>

or

(877) 579-8896