

1099 WINDOWS SETUP AND PROCESSING

Tax Year 2023



AGENDA

1099 Windows 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 is only able to process FIRE Transmitter Control Code (TCC). 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 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.
		\$	Form 1099-MISC (Rev. January 2022)	
		2 Royalties	For calendar year 20__	
\$				
PAYER'S TIN		3 Other income	4 Federal income tax withheld	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 TIN		\$	\$	
RECIPIENT'S name		5 Fishing boat proceeds	6 Medical and health care payments	
Street address (including apt. no.)		\$	\$	
City or town, state or province, country, and ZIP or foreign postal code		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	
		\$	\$	
		9 Crop insurance proceeds	10 Gross proceeds paid to an attorney	
		\$	\$	
		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)		2nd TIN not <input type="checkbox"/>	\$	\$
		16 State tax withheld	17 State/Payer's state no.	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



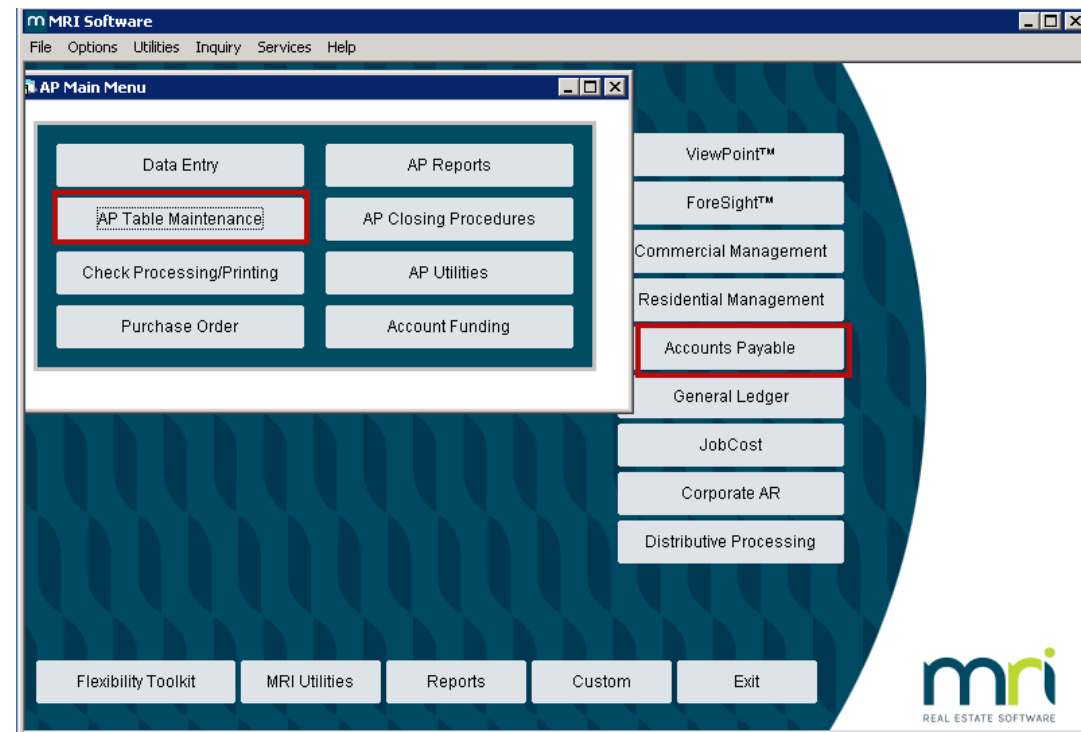
- If payments are reported on 1099-NEC, paper forms and electronic files are due by **1/31/2024**
- If payments are reported on 1099-MISC:
 - Paper filings are due **2/28/2024**
 - Electronic filings are due **3/31/2024**
- If filing more than 10 1099's, electronic filings are required.

1099 WINDOWS 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)



The screenshot shows the 'Available Views' window. It contains a table with columns for 'Table', 'View', and 'Description'. The table lists various accounting tables and their corresponding views. The table 'T_199PAYERS' is highlighted in yellow.

Table	View	Description
ALDE	MRI	Allocations
APAUTH	MRI	Invoice/Check Batch Authorization
ATAXGRP	MRI	Sales Tax Group
BANK	MRI	Banks
CTYP	MRI	Cash Types
ENTITY	MRI	Entities
FDST	MRI	Fed/State Combined Table
MGNT	MRI	Management Options
PROJ	MRI	Projects
T_199PAYERS	MRI	1099 Payers
T_199T	MRI	1099 Magnetic Filing Information
T_199WKSH	MRI	1099 Work Sheets
VEND	MRI	VENDORS
VENDTYPE	MRI	Vendor Types

SETUP- VEND (VENDORS)



- Vendor should be active
- Check boxes
 - Indicate vendor should receive a 1099 and what type
 - Whether they will report attorney payments on 1099-MISC Box 10
- 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 form)
 - Property Payee: 1099-MISC Box 1
 - Vendor: 1099-NEC Box 1

Vendors

Vendor Id: Site Id:

Vendor Name 1:

Vendor Name 2:

Address:

City: State:

Zip: County:

Phone:

Contact Name:

☒ 1099 Required ☐ 1099 Attorney Fees

☐ Sub-Contractor

☐ Certification Required ☐ Subject to Withholding

Payee Type:

Type of Tax Payer:

Federal ID Number:

Last Update:

User Id:

☒ Active ☐ Inactive

Payment Distribution:

☐ Allow Deletion

☐ Home Office Use Only

☐ Foreign Country

☐ Wire Disbursements to CM

Vendor Priority Id:

Vendor Type:

Insurance Certificate Expiration:

Default Account Number:

Default Reference:

P. O. Terms:

P. O. Approval Limit:

☐ Discount Allowed

Term-1 Days: Term-1 Disc %:

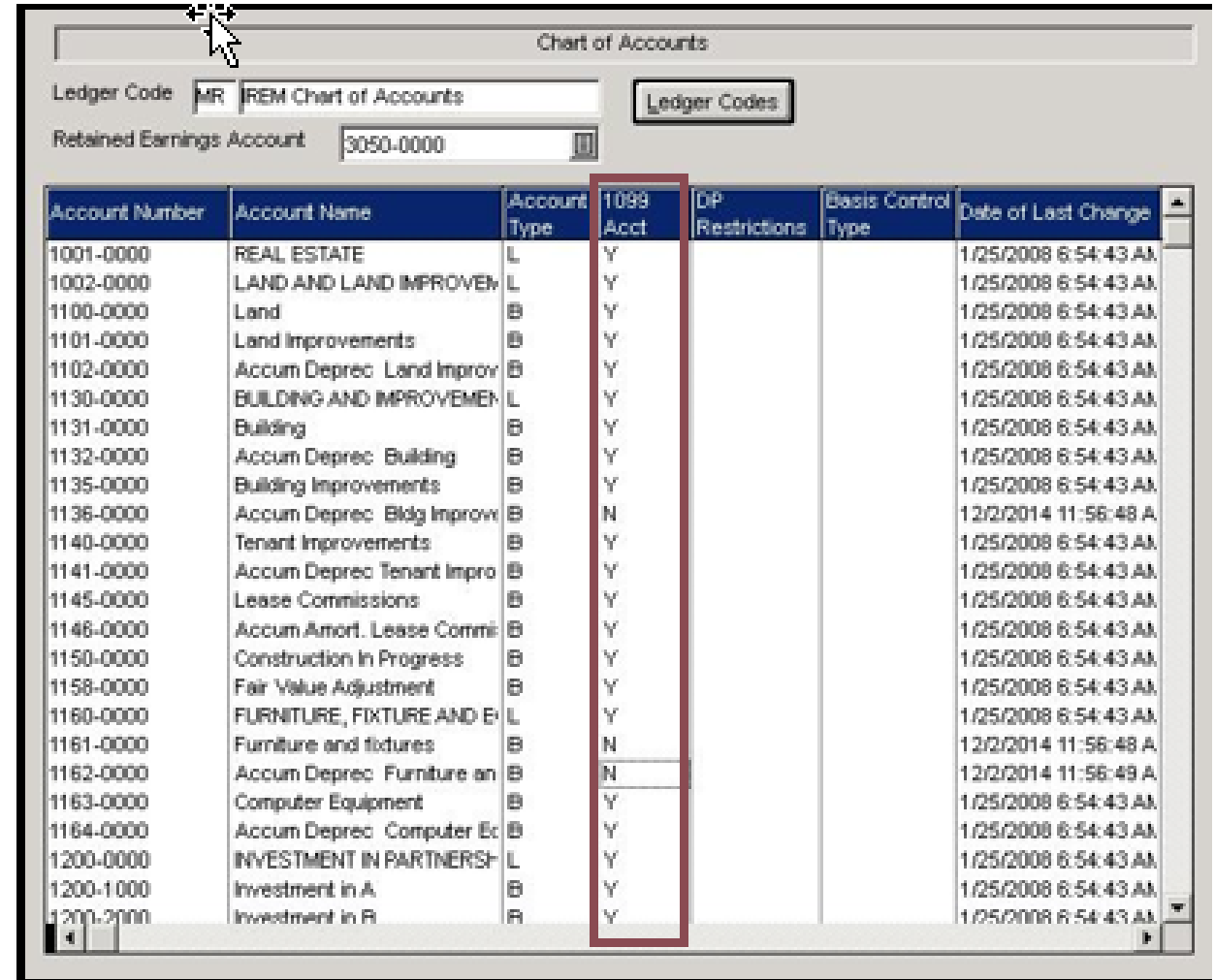
Term-2 Days: Term-2 Disc %:

Term-3 Days: Term-3 Disc %:

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



Account Number	Account Name	Account Type	1099 Acct	DP Restrictions	Basis Control Type	Date of Last Change
1001-0000	REAL ESTATE	L	Y			1/25/2008 6:54:43 AM
1002-0000	LAND AND LAND IMPROVEM	L	Y			1/25/2008 6:54:43 AM
1100-0000	Land	B	Y			1/25/2008 6:54:43 AM
1101-0000	Land Improvements	B	Y			1/25/2008 6:54:43 AM
1102-0000	Accum Deprec Land Improv	B	Y			1/25/2008 6:54:43 AM
1130-0000	BUILDING AND IMPROVEMEN	L	Y			1/25/2008 6:54:43 AM
1131-0000	Building	B	Y			1/25/2008 6:54:43 AM
1132-0000	Accum Deprec Building	B	Y			1/25/2008 6:54:43 AM
1135-0000	Building Improvements	B	Y			1/25/2008 6:54:43 AM
1136-0000	Accum Deprec Bldg Improv	B	N			12/2/2014 11:56:48 AM
1140-0000	Tenant Improvements	B	Y			1/25/2008 6:54:43 AM
1141-0000	Accum Deprec Tenant Impro	B	Y			1/25/2008 6:54:43 AM
1145-0000	Lease Commissions	B	Y			1/25/2008 6:54:43 AM
1146-0000	Accum Amort. Lease Commi	B	Y			1/25/2008 6:54:43 AM
1150-0000	Construction In Progress	B	Y			1/25/2008 6:54:43 AM
1158-0000	Fair Value Adjustment	B	Y			1/25/2008 6:54:43 AM
1160-0000	FURNITURE, FIXTURE AND E	L	Y			1/25/2008 6:54:43 AM
1161-0000	Furniture and fixtures	B	N			12/2/2014 11:56:48 AM
1162-0000	Accum Deprec Furniture an	B	N			12/2/2014 11:56:48 AM
1163-0000	Computer Equipment	B	Y			1/25/2008 6:54:43 AM
1164-0000	Accum Deprec Computer Ec	B	Y			1/25/2008 6:54:43 AM
1200-0000	INVESTMENT IN PARTNERSH	L	Y			1/25/2008 6:54:43 AM
1200-1000	Investment in A	B	Y			1/25/2008 6:54:43 AM
1200-2000	Investment in B	R	Y			1/25/2008 6:54:43 AM

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 – must select the Define Entities button
- If the Payer is located in Oregon, indicate this with a Y in the Oregon Payer column

1099 Payers

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

Define Entities

Oregon Payer	Entity Id for Payer Address	Payer Name 1	Type of Payer	Payer Federal ID	Payer Id
N	500	Metro Center	1		Metro Center

Entity Id

500

SETUP – T_199PAYERS (1099 PAYERS)



PAYERS table set up to issue by Company:

1099 Payers

Issue 1099s By: Company Bank Entity/Entity Groups

Oregon Payer	Payer Name 1	Type of Payer	Payer Federal ID	Payer Id
N	Client Management Copmay	1	123456789	Client Manag

Payer Name pulls from T199_PAYERS table

Management Options [1099 Training DB]

File Edit Records Options Window Help

Options

Accounts Payable

Commercial Management

Distributive Processing

General Ledger

Options

Management Name

MRI Management

Phone Number

Address

28925 Fountain Parkway

City

Solon

State

OH

Zip Code

44139

System Options

☐ Logging Active

☒ Multiple Ledger Codes

Payers Address pulls from MGNT table

Table: MGNT Sort:PRIMEKEY

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		

SETUP – T_199PAYERS (1099 PAYERS)



PAYERS table set up to issue by Bank:

1099 Payers

Issue 1099s By: Company Bank Entity/Entity Groups

Oregon Payer	Bank Id	Payer Name 1	Type of Payer	Payer Federal ID	Payer Id
N	200OP	Bank of America	1	999999999	200 BOA
N	201OP	Bank of America	1	999999999	201 BOA
N	510OP	PNC Bank	1	999999999	510 PNC

Payer Name pulls from T199_PAYERS table

Banks [1099 Training DB]

File Edit Records Options Window Help

Bank Account Information

Bank Id200OPInterentity Entity Id

Bank Account Status0CM Interentity Bldg Id

Bank Account Number9999999999999999RM Interentity Property Id

Last Check # Used238State of Bank

Date of Last Check3/20/2021

Bank NameBank of America

Address100 Avenue of the Americas
New York, NY 10101

Payor NameTwo Hundred Bank

Address100 Avenue of the Americas
New York, NY 10101

Phone Number

Site Id

Check Options

Auto Clearing Setup

Table: BANK

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		

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SETUP – T_199PAYERS (1099 PAYERS)



PAYERS table set up to issue by Entity:

1099 Payers

Issue 1099s By: Company Bank Entity Entity Groups

Define Entities

Oregon Payer	Entity Id for Payer Address	Payer Name 1	Type of Payer	Payer Federal ID	Payer Id
N	500	Five Hundred	1	500500500	Five Hundred
N	508	Five Oh Eight	1	508508508	Five Oh Eight
N	504	Five Oh Four	1	504504504	Five Oh Four
N	506	Five Oh Six	1	506506506	Five Oh Six
N	502	Five Oh Two	1	502502502	Five Oh Two
N	510	Five Ten	1	510510510	Five Ten
N	200	Two Hundred	1	200200200	Two Hundred
N	201	Two Oh One	1	201201201	Two Oh One

Entities [1099 Training DB]

File Edit Record Options Window Help

Entity Information

Entity Id

200

Entity Name

Two Hundred

Address

200 Main St.

City

Fakerton

State

IA

Zip Code

71710

Phone

Country

Project Id

COM

Square Footage

Number of Units

Close Day

EOM

Entity Type

Last Update

1/20/2023 9:39:52 AM

User Id

SYSADM

Straight Line Basis

IA

System Information

Ledger Code

MR

Basis

Both

Table: ENTITY

Two Hundred
200 Main St.
Fakerton, IA 71710

20-020020012-345678924520.00

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

Magnetic 1099 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: Example Company Transmitter's Name 2:

Company Name to report process problems: Example Company

Company Name 2:

Mailing Address: 123 Main St.

Company City: Cleveland Company State: OH Company Zip: 44122

Contact Name if problem with file or transmission: John Example Contact Phone Number: 216-999-9999

Contact E-Mail Address: John.Example@example.com

E-Payers

SETUP – T_199PAYERS (E-PAYER INFO)



Only required if filing electronically

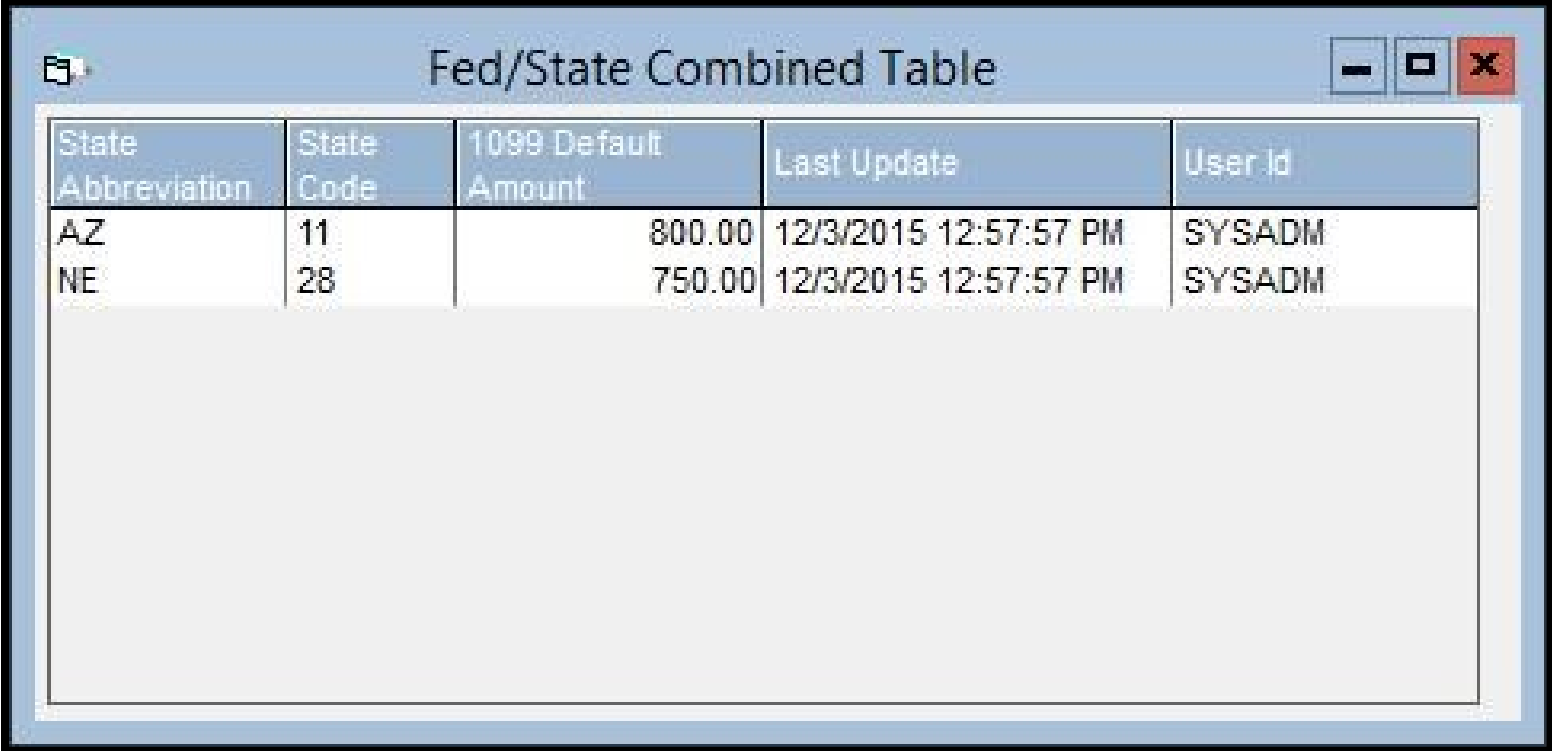
- Identifies the e-payer (company) in the electronic file
- One record for each payer
- In addition to, not in lieu of, the T_199Payers table
 - Payer must first be set up on the Payer's table

Magnetic 1099 Filing Information (E-Payer Information)

Payer Id	AWH Limited	Payer Federal ID	123465789
Payer Name Control	1234	Type of Return	A
Last Filing Indicator	<input type="checkbox"/>	Transfer Agent	0
Combined Fed/State	<input type="checkbox"/>	Foreign Payer	<input type="checkbox"/>
Payer Name 1	AWH Limited		
Payer Name 2			
Payer Shipping Address	4100 Smith		
Payer City	Houston	Payer State	TX
Payer Phone Number	(713) 850-2400	Payer Zip Code	77002
Last Update		12/9/2008 11:29:22 AM	
User Id		SYSADM	

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



State Abbreviation	State Code	1099 Default Amount	Last Update	User Id
AZ	11	800.00	12/3/2015 12:57:57 PM	SYSADM
NE	28	750.00	12/3/2015 12:57:57 PM	SYSADM

1099 WINDOWS PROCESSING

PROCESSING 1099'S



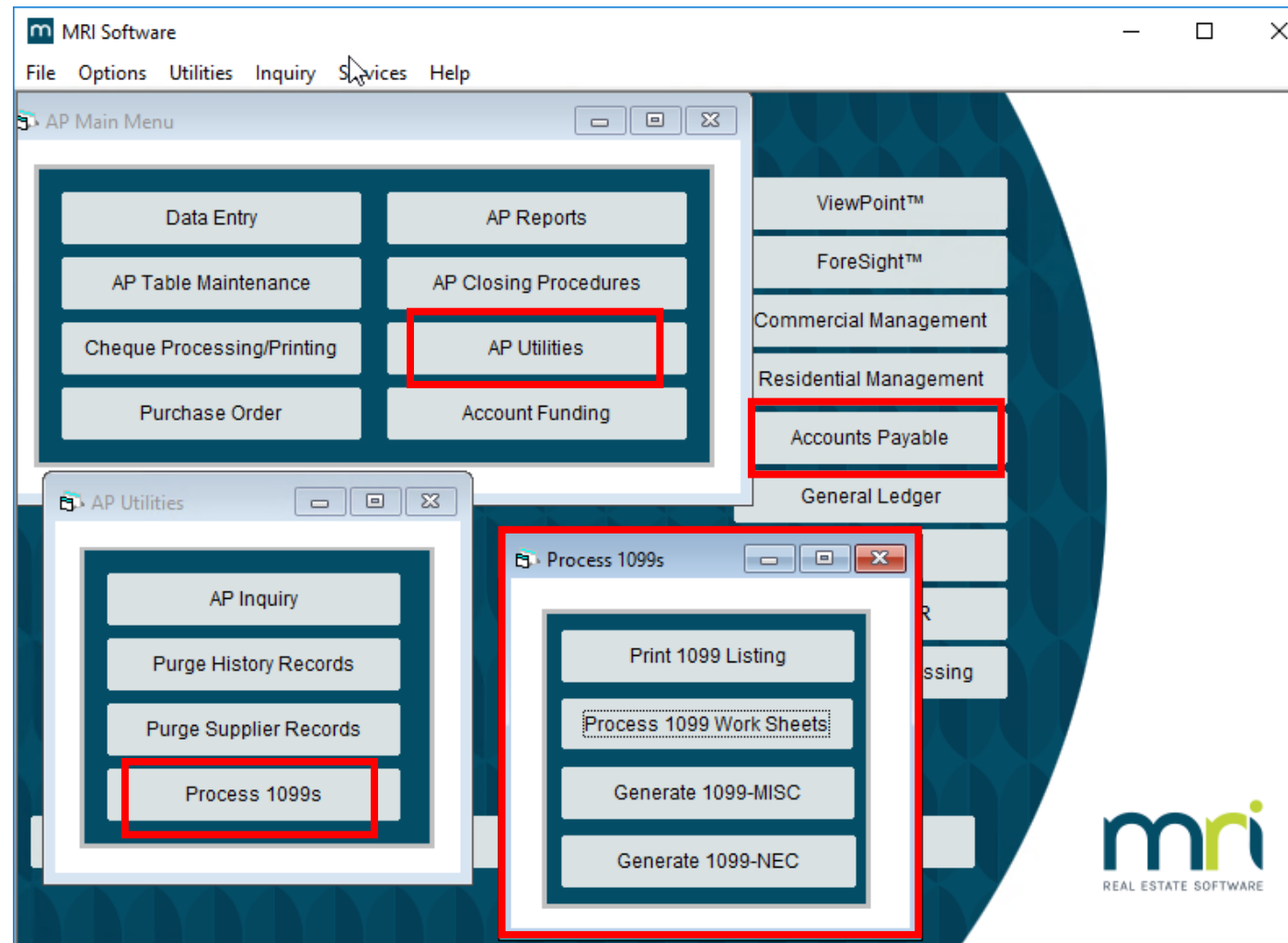
- To process 1099's the following steps are recommended:
 - 1099 Preview Listing Report
 - Review data for accuracy
 - If changes are necessary, Process 1099 Worksheets
 - Override/Add 1099 Amounts
 - Rerun 1099 Listing Report – confirm all changes
- Generate 1099-NEC and 1099-MISC – will generate 1099's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

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

PROCESSING 1099'S



To process 1099s click Accounts Payable > AP Utilities > Process 1099s



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.

Print 1099 Listing [CM On Boarding *DO NOT USE*]

File Edit Style Options Help

Report: MRI_1099LST 1099 Preview Listing

Style: @

Output

☒ Video ☐ Printer ☐ E-mail ☐ Html

☐ Archive Report

Selection

☒ All ☐ Range ☐ Include List ☐ Exclude List

1099 Type of Form: 1099-MISC

☒ Include Vendors

☐ Print Vendors only if 1099 required


☐ Exclude Virtual Credit Card Payments

Year: 2021

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.

Database: CMMASTER		1099 Preview Listing					Page: 1	
Tax Year: 2021		CM On Boarding *DO NOT USE*					Date: 12/15/2021	
Payer Federal Id: 50-0555555		 Five Hundred					Time: 03:59 PM	
Vendor Number	Vendor Name	Payee Type	Federal Id Number	Filing Status	Manual Worksheet	Original Amount	Worksheet Amount	Reporting Amount
AJAX	AJ Legal Settlement Services 9901 Barber Street Cleveland, OH 44445	Vendor	12-3456789	Y	N	200.00	1,200.00	1,200.00
COLG	Columbia Gas 1235 South Granger Road North Ridge, OH 44225	Property I	12-3456789	Y	N	10,199.04	10,199.04	10,199.04

PROCESS 1099 WORKSHEETS



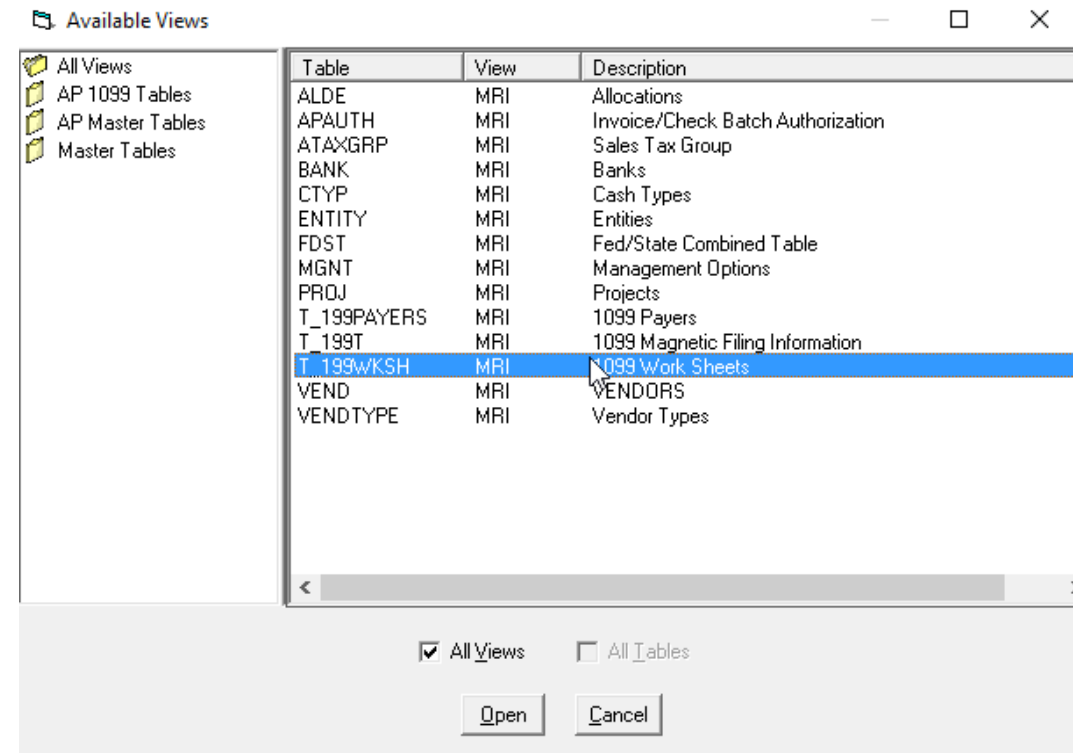
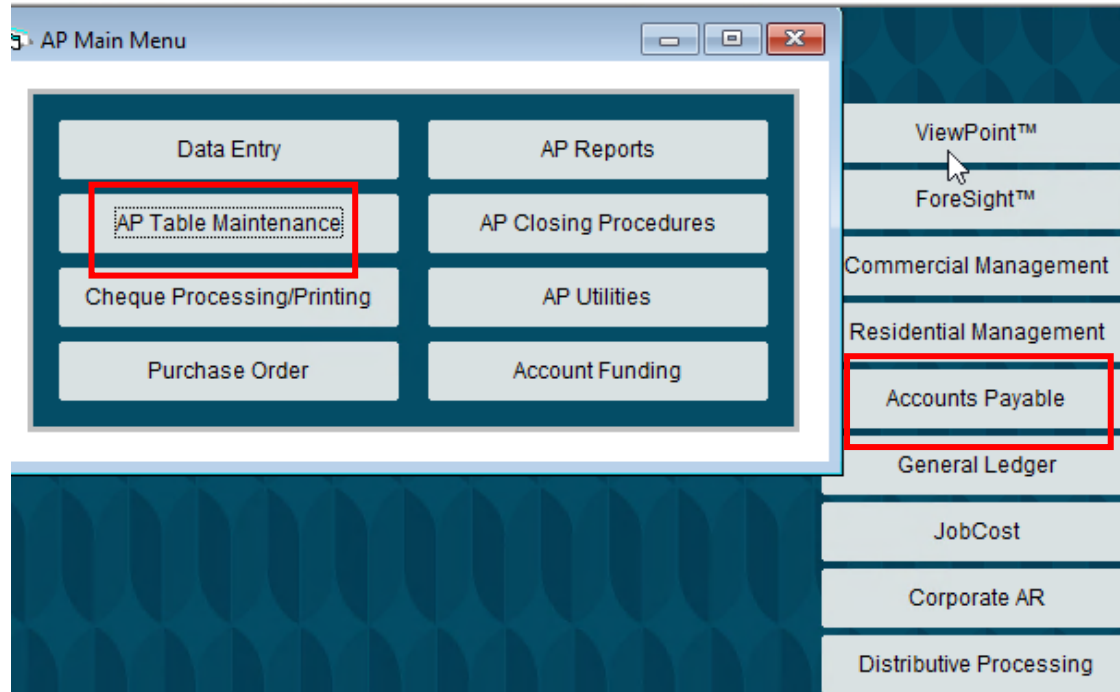
- Generates a report similar to Preview Listing Report
- Check the 'Save Work Sheets' option to save data to the T_199WKSH table
 - Allows the data to be modified, if necessary
- If you need to increase a payment amount to a vendor, check the 'Include Vendors with amounts less than minimum' box to ensure a record is created on the worksheet

A screenshot of the '1099 Work Sheet Preview' window in the MRI software. The window has a menu bar (File, Edit, Style, Options, Help) and a toolbar with icons for file operations and navigation. The main area contains several sections: 'Report' and 'Style' fields at the top; an 'Output' section with radio buttons for 'Video', 'Printer', 'E-mail', and 'Html', and a checkbox for 'Archive Report'; a 'Selection' section with radio buttons for 'All', 'Range', 'Include List', and 'Exclude List', and a dropdown menu; a 'Payee Type' section with radio buttons for 'Vendor', 'Entity', and 'All'; a 'Year' field set to '2020'; and three checkboxes at the bottom: 'Include Vendors with amounts less than minimum' (checked), 'Exclude Virtual Credit Card Payments' (unchecked), and 'Save Work Sheets' (checked). The 'Save Work Sheets' checkbox is highlighted with a red rectangular box.

T_199WKSH (OVERRIDE DATA)

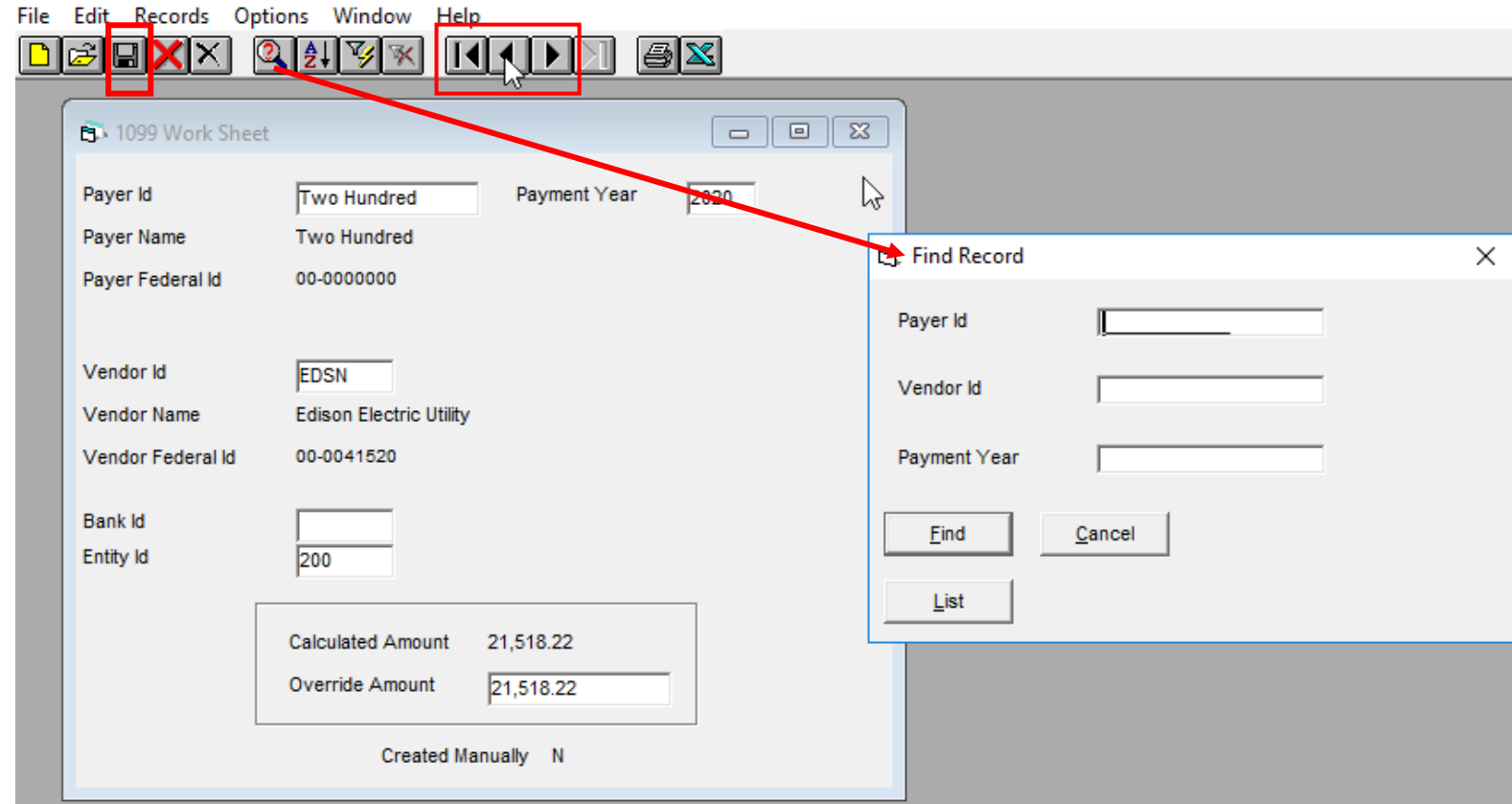


To access the Worksheets, click Accounts Payable > AP Table Maintenance > T_199WKSH



T_199WKSH (OVERRIDE DATA)

- Use the black arrows to scroll through the records or click on the magnifying glass to search for a record
- Pay attention to the correct payment year
- Enter the Override Amount
- Click the Save icon



The screenshot shows the '1099 Work Sheet' window with the following data:

Field	Value
Payer Id	Two Hundred
Payer Name	Two Hundred
Payer Federal Id	00-0000000
Vendor Id	EDSN
Vendor Name	Edison Electric Utility
Vendor Federal Id	00-0041520
Bank Id	
Entity Id	200
Calculated Amount	21,518.22
Override Amount	21,518.22
Created Manually	N

The 'Find Record' dialog box has the following fields:

Field	Value
Payer Id	
Vendor Id	
Payment Year	

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

T_199WKSH (OVERRIDE DATA)



- To add a record, click on the Add icon
 - Vendor must exist in the system
- Select the Payer ID, and Vendor ID, enter the Payment and the Override Amount. Click the Save icon
- Any vendor with qualifying payments in the system must be modified through the worksheet

The screenshot shows a software window titled "1099 Work Sheet". The menu bar includes File, Edit, Records, Options, Window, and Help. The "File" menu is highlighted with a red box. The main area contains the following fields:

- Payer Id: [Text Box]
- Payer Name: [Text Box]
- Payer Federal Id: [Text Box]
- Vendor Id: [Text Box]
- Vendor Name: [Text Box]
- Vendor Federal Id: [Text Box]
- Bank Id: [Text Box]
- Entity Id: [Text Box]
- Payment Year: [Text Box]
- Calculated Amount: [Text Box]
- Override Amount: [Text Box]
- Created Manually: ☒ Y

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

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

Database: QTEST1		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: 7:18 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	Tenant	12-3456781	Y	N	14,990.00	7,000.00	7,000.00
COLL	Collins Elevator Repair 6358 Granger Road Independence, OH 45454	Property F	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

1099-NEC



Generated on paper or electronically

- If electronically, file path needs to be specified
- If on paper, 1099-NEC form is selected from Alternate Form dropdown
- Select payee type VENDOR or ALL
 - **DO NOT RUN 1099-NEC for Payee Type 'Entity'**
- Forms can be ordered from IRS or 3rd party provider

If a paper copy is used, the report will be run a minimum of 3 times

- IRS - copy
- STATE - copy
- VENDOR - copy

1099-MISC

Generated on paper or electronically

- If electronically, file path needs to be specified
- If on paper, MRI_1099 is selected from Alternate Form dropdown
- Select payee type ENTITY or ALL
 - **DO NOT RUN 1099-MISC for Payee Type 'Vendor'**
- Forms can be ordered from IRS or 3rd party provider

If a paper copy is used, the report will be run a minimum of 3 times

- IRS - copy
- STATE - copy
- VENDOR - copy

A screenshot of the 'Generate 1099-MISC' software window. The title bar reads 'Generate 1099-MISC [Testing Database - DO NOT USE]'. The menu bar includes 'File', 'Edit', 'Style', 'Options', and 'Help'. Below the menu is a toolbar with icons for file operations and navigation. The main interface is divided into several sections. At the top, there are input fields for 'Report:' (containing 'MRI_1099') and 'Style:' (containing '@'). Below these are two tabs: 'Output' and 'Selection'. The 'Output' tab is active, showing radio buttons for 'Video' (selected), 'Printer', 'E-mail', and 'Html', along with an 'Archive Report' checkbox. The 'Selection' tab is also visible, showing radio buttons for 'All' (selected), 'Range', 'Include List', and 'Exclude List', and a list box. Below the tabs, there are more settings: 'Payee Type' with radio buttons for 'Vendor', 'Entity', and 'All' (selected); 'Year' with a text box containing '2020'; and a section for 'Print 1099-MISC Forms' with radio buttons for 'Print 1099-MISC Forms' (selected), 'Write 1099-MISC to 3 1/2" Diskettes', and 'Write to Electronic File'. There are also checkboxes for 'Print Alignment Only', 'Include Vendors with amounts less than minimum', 'Include Vendor Name 2 in Recipient's Name Box', and 'Exclude Virtual Credit Card Payments'. At the bottom, there is an 'Alternate Form' dropdown menu (set to 'MRI_1099') and a 'File Path and Name' text box (containing 'c:\'). A note at the bottom right states: '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.'

1099-MISC

Generated on paper or electronically

- If electronically, file path needs to be specified
- If on paper, MRI_1099 is selected from Alternate Form dropdown
- Select payee type ENTITY or ALL
 - **DO NOT RUN 1099-MISC for Payee Type 'Vendor'**
- Forms can be ordered from MRI or 3rd party provider

If a paper copy is used, the report will be run a minimum of 3 times

- IRS - copy
- STATE - copy
- VENDOR - copy



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 of FDST – Federal/State Combined

Recommended steps for processing:

- 1099 Preview Listing Report
 - Review data for accuracy
- If changes are necessary, Process 1099 Worksheets
 - Access the T_199WKSH table to make changes or add additional records
 - Rerun 1099 Listing Report – confirm all changes
- Generate 1099's - 3 copies at minimum will need to be generated if printing on paper
 - IRS
 - State
 - Vendor
 - Copy for your own records (if applicable)

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