

SECTION 14: SPECIAL PROCESSES – 1099-MISC Tax Reporting Add Warrant to 1099 File

INTRODUCTION

Add Warrant to 1099 File provides procedures for adding a warrant to the 1099 Online Forms File. Payments are selected for 1099 reporting if the vendor is identified as 1099 tax reportable on the Vendor Master File (VMF) and the account code charged is specified as 1099 reportable. The Add Warrants to 1099 File function, accessed from the TR: 1099 Tax Reporting - Main Menu, is used to add warrants to the 1099 File that do not meet 1099 selection criteria.

Requests to add warrants to the 1099 File are entered by agencies and reviewed and authorized by the Division of Finance. Before a warrant is included as a 1099 tax reportable payment for the vendor, an Add/Change Override transaction must be processed to change financial data to meet 1099 reporting requirements.

A warrant is manually added to the 1099 File if a payment to a 1099 reportable vendor was erroneously recorded to a non-reportable account code. Warrants are not manually added to the 1099 File if the vendor was incorrectly established as a non-reportable vendor (1099 REPORTABLE indicator is NO) on the Vendor Master File. In this situation, a 505-20: Change Vendor transaction is processed to change the vendor's 1099 REPORTABLE indicator to YES. After the change transaction processes, payments to the vendor which meet 1099 reporting requirements are selected during the next 1099 selection process.

Submit, Monitor, and Override Warrants Added to the 1099 File

The 1099 Tax Reporting - Main Menu provides the ability to add warrants to the 1099 File, monitor add warrant requests to ensure authorization by the Division of Finance, and to process Add/Change Override transactions to the warrants so the payments meet 1099 reporting requirements. The following TR: 1099 Tax Reporting - Main Menu functions are used.

Add Warrants to the 1099 File

Agencies use the ADD WARRANTS TO THE 1099 FILE function to submit requests to add warrants to the 1099 File. When you select this function, the 1099 Tax Reporting - Add Warrant to 1099 File screen displays. On this screen, you enter the AKSAS eight-digit warrant number of the warrant to be added in the WRNT NUM field and press the enter key to display detail data for the warrant. The add warrant transaction is then submitted for authorization by the Division of Finance.

List Pending Add Warrant Requests

Agencies use the LIST PENDING ADD WARRANT REQUESTS function to monitor requests to add warrants to the 1099 File that are awaiting authorization by the Division of Finance. When you select this function, the 1099 Tax Reporting - Requests to Add Warrants screen displays. Requests to add warrants to the 1099 File are listed in warrant number sequence by source RD code, with up to 13 warrants displayed on one screen. From this screen, you can select a specific warrant and display the View 1099 Warrant screen. Function (PF) keys are used to page forward (PF3), page back (PF2), return to the top of the first screen (PF4), and display warrant detail (PF7) contained on the Warrant Status File.

The Division of Finance uses the LIST PENDING ADD WARRANT REQUESTS function to review and authorize agency requests to add warrants to the 1099 File.

List Added Warrants Awaiting Overrides

Agencies use the LIST ADDED WARRANTS AWAITING OVERRIDES function to process overrides to warrants added to the 1099 File. When you select this function, the 1099 Tax Reporting - Added Warrants Awaiting Overrides screen displays. Warrants listed on this screen have been authorized by the Division of Finance to be added to the 1099 File and are waiting for Add/Change Override transactions to be processed by the agency. The warrants are not included as 1099 reportable payments to the vendors until you process override transactions to change financial data to meet 1099 reporting requirements.

The warrants are listed in warrant number sequence by source RD code with the warrant number, vendor number, source RD code, date updated, warrant amount, and record type displayed for each warrant. Up to 13 warrants are displayed on one screen. From this screen, you can select a specific warrant and display the View 1099 Warrant screen to view detail and process add/change overrides. Function (PF) keys are used to page forward (PF3), page back (PF2), return to the top of the first screen (PF4), and to display additional warrant detail (PF7) and vendor detail (PF8) for the warrant record.

AKSAS TRANSACTIONS AND SCREENS

350-10: 1099 Override Data
 Add Warrant to 1099 File
 Requests to Add Warrants
 Added Warrants Awaiting Overrides
 View 1099 Warrant

PROCEDURES

I. Add a warrant issued to a 1099 reportable vendor but charged to a non-reportable account code.

Warrants issued to a 1099 reportable vendor but incorrectly charged to non-reportable account codes are manually added to the 1099 File and Add/Change Override transactions processed to change financial data to meet 1099 reporting requirements. For more information on entering this transaction, refer to the *Add Warrant to 1099 File Screen* and *Field Entry Table* following this procedure.

A. Access the Add Warrant to 1099 File screen.

1. On the TR: 1099 Tax Reporting Main Menu, enter an **X** in the space immediately preceding **ADD WARRANTS TO 1099 FILE**.
2. Press <Enter> to display the 1099 Tax Reporting - Add Warrant to 1099 File screen.

B. On the Add Warrant to 1099 File screen, enter information in the following fields:

1. **WRNT NUM** - Enter the eight-digit AKSAS warrant number of the warrant to be added to the 1099 File.
2. Press <Enter> to display vendor and financial information for the warrant. If errors exist, the error message is displayed at the top of the screen. Refer to *Error Codes and Messages* in this Section for a list of online errors, warning messages, and corrective action.
 - a. Verify the warrant displayed should be added to the 1099 File. If error code 0250 - WARRANT RECORD ALREADY EXISTS ON 1099 FILE is displayed, the warrant you are attempting to add was charged to a 1099 reportable account code but issued to a vendor who is not 1099 reportable on the Vendor Master File (VMF). Do not submit this add request. To add this warrant and other reportable payments for the vendor, process a 505-20: Change Vendor transaction to change the vendor's 1099 reportable status on the VMF.

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***NOTE:** Warrants charged to 1099 reportable accounts but issued to non-reportable vendors are included in the List Warrants for Non-Reportable Vendors function accessible by the Division of Finance. If the vendor's 1099 reportable status is changed to YES on the Vendor Master File, 1099 reportable payments to the vendor will be added to the 1099 File the next time selection is run.*

3. Press <PF3> to submit the add warrant transaction. The message PRESS PF3 AGAIN TO SUBMIT is displayed. Press <PF3> again.

***NOTE:** If the message WARNING - VENDOR IS NOT 1099 REPORTABLE - PF3 TO SUBMIT is displayed, a 505-20: Change Vendor transaction must be processed to change the vendor's 1099 reportable status to YES on the Vendor Master File. See Steps II and III.*

- C. Repeat Steps A - B for each warrant to be added to the 1099 File.
- D. Monitor the add warrant transaction as described in Step IV. Once the transaction is authorized by the Division of Finance, go to Step V to process an Add/Change Override transaction.

II. Add a warrant charged to a 1099 reportable account code but issued to a vendor incorrectly listed as non-reportable.

1099 reportable payments issued to a vendor who is not 1099 reportable on the Vendor Master File (VMF) are added to the 1099 File by changing the vendor's 1099 status on the VMF.

- A. Process a 505-20: Change Vendor transaction according to the procedures in *Section 10: Vendors, Change Vendor* and the following criteria.
 1. In the **1099 REPORTABLE (Y/N)** field, enter **Y** (yes, vendor is subject to 1099 tax reporting requirements).
- B. Once the change vendor transaction is processed, payments to the vendor charged to 1099 reportable account codes are added to the 1099 File during the next 1099 selection process. After selection is run, these payments can be viewed online using the List Selected Vendors/Warrants function. Refer to the *Review & Correct 1099 Data* procedure in this Section.

III. Add warrants issued to a vendor incorrectly listed as non-reportable and incorrectly charged to a non-reportable account code.

To add payments issued to a non-reportable vendor and charged to a non-reportable account code, the vendor's 1099 status is changed on the Vendor Master File and an Add Warrant to 1099 File transaction is processed.

- A. Process a 505-20: Change Vendor transaction according to the procedures in *Section 10: Vendors, Change Vendor* and the following criteria.
 1. In the **1099 REPORTABLE (Y/N)** field, enter **Y** (yes, vendor is subject to 1099 tax reporting requirements).
- B. Once the change vendor transaction is processed, add the warrant to the 1099 File following the procedures in Step I.

IV. Monitor requests to add warrants to the 1099 File.

All requests to add warrants to the 1099 File must be authorized by the Division of Finance. When a request to add a warrant to the 1099 File is submitted, it goes to a pending file and can be accessed through the List Pending Add Warrant Requests function until authorized by the Division of Finance.

A. View pending requests to add a warrant to the 1099 File.

1. On the 1099 Tax Reporting - Main Menu, enter an **X** in the space immediately preceding **LIST PENDING ADD WARRANT REQUESTS**. Press <Enter> to display the 1099 Tax Reporting - Requests to Add Warrants screen.
2. The Requests to Add Warrants screen lists pending requests to add warrants to the 1099 File by your agency. The warrants are listed in warrant number sequence by source RD code with the warrant number, vendor number, source RD code, date updated, warrant amount, and record type displayed for each warrant listed. The record type is PEND to indicate the warrant is pending and awaiting authorization by the Division of Finance.
 - a. **View a pending warrant:** Enter the line number for the warrant in the **ENTER SELECTION NUMBER** field. Press <Enter> to display the View 1099 Warrant screen for the warrant. Press <Enter> to return to the Requests to Add Warrants screen.
 - b. **Delete a pending add warrant request:** Enter the line number for the warrant in the **ENTER SELECTION NUMBER** field. Press <Enter> to display the View 1099 Warrant screen for the warrant. Press <PF9> to display PF keys 13 - 24, then press <PF22>. Press <PF22> again to confirm the deletion.
 - c. **Display additional screens:** To display additional screens of pending warrants, press <PF3> to page forward, <PF2> to page back, or <PF4> to return to the first screen. To display a new list beginning with a specific RD code and/or vendor number, enter new selection data in the **SRD** and/or **VENDOR NUMBER** fields. Press <Enter> to display the new list.
3. If the warrant number you are monitoring is not listed, the Add Warrant to 1099 File transaction was authorized by the Division of Finance. The warrant can be accessed through the List Added Warrants Awaiting Overrides function. See Step V.

V. Process an Add/Change Override transaction for a warrant added to the 1099 File.

Once a request to add a warrant to the 1099 File is authorized by the Division of Finance, the warrant is available through the LIST ADDED WARRANTS AWAITING OVERRIDES function. An override transaction must be processed to override original warrant financial data to meet 1099 reporting requirements. Warrants added to the 1099 File are not included in the 1099 reportable payments to the vendor until the override is processed.

A. Access the Added Warrants Awaiting Overrides screen.

1. On the 1099 Tax Reporting - Main Menu, enter an **X** in the space immediately preceding **LIST ADDED WARRANTS AWAITING OVERRIDES**.
2. Press <Enter> to display the 1099 Tax Reporting - Added Warrants Awaiting Overrides screen. Requests to add warrants to the 1099 File authorized by the Division of Finance are listed in warrant number sequence by source RD code. The warrant number, vendor number, source RD code, date updated, warrant amount, and record type are displayed for each warrant listed. The record type is BASE indicating an override has not been processed.

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3. To display additional screens of data, press <PF3> to page forward, <PF2> to page back, or <PF4> to return to the top of the first screen. To display a new list beginning with a specific RD code and/or vendor number, enter new selection data in the **SRD** and/or **VENDOR NUMBER** fields. Press <Enter> to display the new list.
4. Process an Add/Change Override transaction.
 - a. Enter the line number immediately preceding the WARRANT NUMBER field in the **ENTER SELECTION NUMBER** field and press <Enter> to display the View 1099 Warrant screen for the selected warrant.
 - b. Press <PF10> to display the Add/Change Override screen. Enter data in the override fields according to the *Add/Change Override* procedure in this Section.
 - c. Press <PF3> to submit the override transaction. Correct errors until the message PRESS PF3 AGAIN TO SUBMIT is displayed. Refer to *Error Codes and Messages* in this Section for a list of online errors, warning messages, and corrective actions.
 - d. Press <PF3> again to submit the override transaction and return to the Added Warrants Awaiting Overrides screen. The warrant is no longer included in the list displayed. The payment has been added to the 1099 File and can be viewed through the LIST SELECTED VENDORS/WARRANTS function. The record type is OVRD to indicate an override was processed for the payment.
 - e. Refer to the *Add/Change Override* procedure in this Section to verify the override information was recorded as intended.

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Add Warrant to 1099 File Screen									
TR: 1099 Tax Reporting - Add Warrant to 1099 File						Date: 10/15/2000			
Wrnt Num _____		Wrnt Class							
Wrnt Amt		0.00		Source RD					
Payee Name									
Payee Addr									
City			State			Zip Code			
Tax Totals---									
Taxable Amount:		0.00		Non-taxable Amount:			0.00		
*** Warrant Financial Lines ***									
Fin	Amount	SY	Acct	TT					
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- UPDT QUIT SUBMT AMTS VWRNT VVNRD PFKYS HELP									

SCREEN ACCESS

Use the TR: 1099 Tax Reporting - Add Warrant to 1099 File screen to add a warrant to the 1099 Online Forms File that was not selected during 1099 selection.

1. On the TR: 1099 Tax Reporting - Main Menu, enter an **X** in the space immediately preceding the **ADD WARRANTS TO THE 1099 FILE** selection.
2. Press <Enter> to display the TR: 1099 Tax Reporting - Add Warrant to 1099 File screen.

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Add Warrant to 1099 File Field Entry Table		
Field Name	Field Value	Comments
DATE:	DISPLAY ONLY	Displays the current date.
WRNT NUM	REQUIRED Enter the 8-digit warrant number for the warrant you want to add to the 1099 File. Press <Enter> to display current information for the warrant.	Identifies the warrant to be added to the 1099 File.
WRNT CLASS	DISPLAY ONLY	Identifies the AKSAS warrant class. Only warrant classes GN (general), FW (field), and HW (handwrite) are 1099 reportable.
WRNT AMT	DISPLAY ONLY	Total dollar amount of the original warrant.
SOURCE RD	DISPLAY ONLY	Identifies the individual who recorded the original warrant transaction.
PAYEE NAME	DISPLAY ONLY	Vendor to whom the original warrant was issued.
PAYEE ADDR	DISPLAY ONLY	Address of vendor to whom original warrant was issued.
CITY	DISPLAY ONLY	City name for the payee address.
STATE	DISPLAY ONLY	State postal abbreviation for the payee address.
ZIP CODE	DISPLAY ONLY	5- or 9-digit zip code for the payee address.
TAX TOTALS - Displays the taxable and non-taxable amounts for this warrant.		
TAXABLE AMOUNT	DISPLAY ONLY	The total amount of this warrant that is 1099 tax reportable.
NON-TAXABLE AMOUNT	DISPLAY ONLY	The total amount of this warrant that is not 1099 tax reportable.
WARRANT FINANCIAL LINES - The following fields display the account(s) to which the original payment was recorded and the dollar amount for each account charged.		
FIN	DISPLAY ONLY	Line number of this original financial line.
AMOUNT	DISPLAY ONLY	The amount originally recorded for this financial line.
SY	DISPLAY ONLY	The set-up year associated with this original financial line.
ACCT	DISPLAY ONLY	The account code originally recorded for this financial line.
TT	DISPLAY ONLY	The tax code associated with this financial line. Refer to <i>Exhibit 14.A:1099 Misc Tax Code Table</i> for a list of tax codes and descriptions.

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Requests to Add Warrants Screen						
TR: 1099 Tax Reporting - Requests to Add Warrants						Date: 10/15/2000
						Page: 1
Sel	Warrant Number	Vendor Number	SRD	Date Updated	Warrant Amount	Rec Type
---	-----	-----	-----	-----	-----	----
1	26268561	WEA84200	02447	10/14/2000	47.96	PEND
2	26268563	XPE98343	02447	10/14/2000	901.49	PEND
3	26269183	COT84256	05230	11/27/2000	23.68	PEND
4	26254773	SHS99219	05240	11/27/2000	1,055.04	PEND
5	26255221	MIC95011	06347	11/27/2000	40.38	PEND
6	26254744	ALN84072	09310	11/27/2000	1,000.00	PEND
7	26254743	CIT84854	09310	11/27/2000	500.00	PEND
8	26254739	KUK84216	09310	11/27/2000	650.00	PEND
9	26254756	BSU84504	11905	11/27/2000	173.10	PEND
10	26254780	NAC84283	11905	11/27/2000	141.31	PEND
11	26254777	NSM95171	11905	11/27/2000	67.96	PEND
12	26254778	NSM95171	11905	11/27/2000	33.80	PEND
13	26254790	OUM85214	11905	11/27/2000	1,563.00	PEND

Enter Selection Number ___ -OR- SRD _____ Vendor Number _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

CONT QUIT VWRNT VVNR PFKYS HELP

SCREEN ACCESS

Use the TR: 1099 Tax Reporting - Requests to Add Warrants screen to access pending requests to add warrants to the 1099 File.

1. On the TR: 1099 Tax Reporting - Main Menu, enter an **X** in the space immediately preceding the **LIST PENDING ADD WARRANT REQUESTS** selection.
2. Press <Enter> to display the TR: 1099 Tax Reporting - Requests to Add Warrants screen.

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Requests to Add Warrants Field Entry Table		
Field Name	Field Value	Comments
DATE:	DISPLAY ONLY	Displays the current date.
PAGE:	DISPLAY ONLY	The page number for this screen.
SEL	DISPLAY ONLY	Indicates the line number of the warrant record. This number is entered in the ENTER SELECTION NUMBER field to access the View 1099 Warrant screen.
WARRANT NUMBER	DISPLAY ONLY	The 8-digit warrant number assigned to this warrant.
VENDOR NUMBER	DISPLAY ONLY	The vendor number from the Vendor Master File (VMF) associated with this warrant.
SRD	DISPLAY ONLY	Identifies the individual who recorded the original warrant transaction.
DATE UPDATED	DISPLAY ONLY	The last date this record was updated in the 1099 File.
WARRANT AMOUNT	DISPLAY ONLY	The total amount of this warrant.
REC TYPE	DISPLAY ONLY	The type of 1099 record: PEND (Pending, waiting for authorization by the Division of Finance).
SELECTION fields - The following fields are used to access the View 1099 Warrant screen for a specific warrant or to display a new list of pending add warrant requests.		
ENTER SELECTION NUMBER	REQUIRED, to display the View 1099 Warrant screen for a specific warrant. Enter the line number of the warrant record to be viewed.	Indicates the line number of the warrant record to be viewed.
SRD	OPTIONAL Enter a source RD code within the range of source RD codes assigned to your agency.	Identifies the first source RD code to be listed on the screen. Begins the list with the source RD code entered or the next sequential source RD if no data exists for the RD code entered.
VENDOR NUMBER	OPTIONAL Enter a new vendor number. A partial vendor number may also be entered.	Identifies the first vendor number to be listed on the screen. Begins the list with the vendor number entered or the next sequential vendor number if no data exists for the vendor number entered.

Added Warrants Awaiting Overrides Screen						
TR: 1099 Tax Reporting - Added Warrants Awaiting Overrides						Date: 10/15/2000
						Page: 1
Sel	Warrant Number	Vendor Number	SRD	Date Updated	Warrant Amount	Rec Type
---	---	---	---	---	---	---
1	26254753	ACT98239	09310	11/27/2000	1,100.00	BASE
2	26254776	ALK96346	09310	11/27/2000	1,200.00	BASE
3	26254741	IQF84128	09310	11/27/2000	750.00	BASE
4	26254775	NAC84283	11905	11/27/2000	76.67	BASE
5	26255217	AVE84794	11907	11/27/2000	271.00	BASE
6	26254782	SAC96351	11923	11/27/2000	65.39	BASE
7	26269180	UNN84007	11935	11/27/2000	187.04	BASE
8	26254360	LAJ97281	11956	11/27/2000	56.50	BASE
9	26254748	MCS99076	11956	11/27/2000	100.23	BASE
10	26254755	ALA88291	11959	11/27/2000	819.90	BASE
11	26254747	MOT96302	11959	11/27/2000	5,745.00	BASE
12	26268501	SIE84823	12052	11/27/2000	44.35	BASE
13	26268360	AOM84265	20140	11/27/2000	107.97	BASE
Enter Selection Number ___ -OR- SRD _____ Vendor Number _____						
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---						
CONT	QUIT	PGDN		VWRNT	VVNDR	PFKY5
						HELP

SCREEN ACCESS

Use the TR: 1099 Tax Reporting - Added Warrants Awaiting Overrides screen to display add warrant requests authorized by the Division of Finance and awaiting overrides.

1. On the TR: 1099 Tax Reporting - Main Menu, enter an **X** in the space immediately preceding the **LIST ADDED WARRANTS AWAITING OVERRIDES** selection.
2. Press <Enter> to display TR: 1099 Tax Reporting - Added Warrants Awaiting Overrides screen.

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Added Warrants Awaiting Overrides Field Entry Table		
Field Name	Field Value	Comments
DATE:	DISPLAY ONLY	Displays the current date.
PAGE:	DISPLAY ONLY	The page number of this screen.
SEL	DISPLAY ONLY	Indicates the line number of the warrant record. This number is entered in the ENTER SELECTION NUMBER field to access the View 1099 Warrant screen.
WARRANT NUMBER	DISPLAY ONLY	The AKSAS 8-digit warrant number assigned to this warrant.
VENDOR NUMBER	DISPLAY ONLY	The vendor number from the Vendor Master File (VMF) associated with this warrant.
SRD	DISPLAY ONLY	Identifies the individual who recorded the original warrant transaction.
DATE UPDATED	DISPLAY ONLY	The last date this 1099 record was updated.
WARRANT AMOUNT	DISPLAY ONLY	The total amount of this warrant.
REC TYPE	DISPLAY ONLY	Displays the record type as BASE to indicate the warrant has been added to the 1099 File but an override has not been processed to change payment data to meet 1099 reporting requirements.
SELECTION fields - The following fields are used to access the View 1099 Warrant screen for a specific warrant or to display a new list of warrants added to the 1099 File.		
ENTER SELECTION NUMBER	REQUIRED, to display the View 1099 Warrant screen for a specific warrant. Enter the line number of the warrant record to be viewed.	Indicates the line number of the warrant record to be viewed.
SRD	OPTIONAL Enter a source RD code within the range of source RD codes assigned to your agency.	Identifies the first source RD code to be listed on the screen. Begins the list with the source RD code entered or the next sequential source RD if no data exists for the RD code entered.
VENDOR NUMBER	OPTIONAL Enter a new vendor number. A partial vendor number may also be entered.	Identifies the first vendor number to be listed on the screen. Begins the lists with the vendor number entered or the next sequential vendor number if no data exists for the vendor number entered.

View 1099 Warrant Screen				
TR: 1099 Tax Reporting - View 1099 Warrant			Date: 10/15/2000	
Wrnt Num	26254753	Wrnt Class	GN	Rptng Vndr Num ACT98239
Wrnt Amt	1,100.00	Source	RD 09310	
Payee Name ALASKA COMMERCIAL CO.				
Payee Addr				
	PO BOX 109			
	City TOGIAK	State	AK	Zip Code 996780000
Tax Totals---				
Taxable Amount:	0.00	Non-taxable Amount:	1,100.00	
*** Warrant Financial Lines ***				
Fin	Amount	SY	Acct	TT
1	1,100.00	00	77365	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---				
CONT	QUIT	AMTS	VWRNT VVNDR	PFKYS OVRD HELP

SCREEN ACCESS

Use the TR: 1099 Tax Reporting - View 1099 Warrant screen to view 1099 detail for the added warrant and to process an Add/Change Override transaction for warrant.

1. On the TR: 1099 Tax Reporting - Added Warrants Awaiting Overrides screen, enter the line number immediately preceding the warrant number in the **ENTER SELECTION NUMBER** field.
2. Press <Enter> to display the TR: 1099 Tax Reporting - View 1099 Warrant screen.

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View 1099 Warrant Field Table		
Field Name	Field Value	Comments
DATE:	DISPLAY ONLY	Displays the current date.
WRNT NUM	DISPLAY ONLY	The 8-digit AKSAS warrant number of this 1099 reportable payment.
WRNT CLASS	DISPLAY ONLY	The AKSAS warrant class of this 1099 reportable payment.
RPTING VNDR NUM	DISPLAY ONLY	The vendor number to which this 1099 reportable payment was issued.
WRNT AMT	DISPLAY ONLY	The total amount of this warrant.
SOURCE RD	DISPLAY ONLY	Identifies the individual who recorded the original warrant transaction.
PAYEE NAME	DISPLAY ONLY	The payee to whom this warrant was issued.
PAYEE ADDR	DISPLAY ONLY	The address to which this 1099 reportable payment was issued.
CITY	DISPLAY ONLY	City name for the payee address.
STATE	DISPLAY ONLY	State postal abbreviation for the payee address.
ZIP CODE	DISPLAY ONLY	5- or 9-digit zip code for the payee address.
TAX TOTALS - The total taxable and non-taxable amounts for this warrant.		
TAXABLE AMOUNT	DISPLAY ONLY	The total amount of this warrant that is 1099 tax reportable.
NON-TAXABLE AMOUNT	DISPLAY ONLY	The total amount of this warrant that is not 1099 tax reportable.
WARRANT FINANCIAL LINES - The following fields display the account(s) to which the original payment was recorded and the dollar amount for each account charged.		
FIN	DISPLAY ONLY	The line number of this original financial line.
AMOUNT	DISPLAY ONLY	The dollar amount originally recorded for this financial line.
SY	DISPLAY ONLY	The 2-digit set-up year originally recorded for this financial line.
ACCT	DISPLAY ONLY	The 5-digit account to which the AMOUNT on this financial line was originally charged.
TT	DISPLAY ONLY	The tax code associated with this financial line. Refer to <i>Exhibit 14.A: 1099 Misc Tax Code Table</i> for a list of tax codes and descriptions.

NOTE: To process an override, press <PF10> to display the Add/Change Override screen for the warrant displayed. Refer to Add/Change Override, Step I.B in this Section for information on entering override data.