SECTION 14: SPECIAL PROCESSES – 1099-MISC Tax Reporting

Review & Correct 1099 Data

INTRODUCTION

Review & Correct 1099 Data provides detailed procedures for using the List Selected Vendors/Warrants function on the TR: 1099 Tax Reporting - Main Menu to review and correct 1099 data online. Agencies use this menu selection to display 1099 tax reportable vendors and associated payment detail and to process overrides to correct the data displayed. The data displayed online is the same data provided in the hard copy 1099 Warrant Register report (B79002).

Display 1099 Data Online

The LIST SELECTED VENDORS/WARRANTS function is accessed from the TR: 1099 Tax Reporting - Main Menu to display data selected during the 1099 Tax Reporting selection process. From this menu selection, you can view 1099 vendors, statewide tax totals, and payment detail, and process overrides to financial and vendor information.

List Selected Vendors Screen
The List Selected Vendors screen is the first screen displayed when LIST SELECTED VENDORS/WARRANTS is selected on the 1099 Tax Reporting - Main Menu. This screen displays a list of 1099 reportable vendors paid by the agency associated with the AKSAS sign-on RD code. For each vendor listed on the screen, the statewide total payment amount is also displayed.

Vendors are listed in Pay Vendor Number (PVN) sequence with up to 13 vendors displayed on one screen. Function (PF) keys are used to page forward (PF3), page back (PF2), and return to the first vendor in the list (PF4). From this screen, a specific vendor can be selected to display a list of 1099 payments to that vendor or a new vendor number entered to display a new list beginning with the vendor number entered.

List Vendor Detail Screen
The List Vendor Detail screen displays when you select a specific vendor from the List Selected Vendors screen (enter the line number in the ENTER SELECTION NUMBER field). This screen displays the vendor's name, address, and tax identification number from the Vendor Master File (VMF), and lists 1099 reportable payments made to the vendor.

1099 payments are displayed in warrant number sequence with the record type (base or override), source RD, warrant print date, date the record was last updated, and the warrant print amount displayed for each warrant. Only payments made by the agency associated with the AKSAS sign-on RD code are listed. The total of the warrant print amounts may not equal the amount displayed on the List Selected Vendors screen for the vendor as that screen displays the statewide tax total.

Up to eight warrants are displayed on one screen. Function (PF) keys are used to page forward (PF3), page back (PF2), and return to the first warrant in the list (PF4). Function keys are also used to view tax types and amounts (PF5) or reference lines (PF6), and to access the Add/Change Override screen (PF10). From this screen, a specific warrant can be selected to view the 1099 payment detail associated with the warrant.

View 1099 Warrant Screen
The View 1099 Warrant screen displays when you select a specific warrant from the List Vendor Detail screen (enter the line number in the SELECTION NUMBER field). This screen displays the 1099 detail associated with the warrant including the warrant number, amount, class, and source RD code; the vendor number, name, and address; taxable and nontaxable totals; and the amount, set-up year, account, and tax type for each financial line. If an override has been processed for the payment, the original vendor number and override financial lines are also displayed.

From this screen, function (PF) keys are used to display the taxable total by tax type (PF5), warrant detail (PF7) contained on the Warrant Status File, vendor detail (PF8) contained on the Vendor Master File, and to access the Add/Change Override screen (PF10). Data is entered in override fields to change the original vendor number and to override financial line amounts and accounts associated with the warrant.

Add or Change 1099 Data

Online transactions can be processed to change data selected during the 1099 selection process and to add data not selected.

Correct Existing 1099 Data
Add/Change Override transactions are used to correct existing data in the 1099 Tax Reporting facility. Override transactions are processed online to change financial line amounts and accounts associated with the 1099 payment and to override the original vendor number. For more information, refer to the *Add/Change Override* procedure in this Section.

Add New 1099 Data
Warrants are not included in the 1099 Online Forms File (OFF) if the vendor and/or **all** account codes contained in the warrant record are not 1099 reportable. Warrants not included in the OFF can be manually added with an Add Warrant to 1099 File transaction. Requests to add warrants to the OFF are entered by the agency and authorized by the Division of Finance. Once an add request is authorized, financial lines are changed with an Add/Change Override transaction. When the override is submitted, the warrant is included in the 1099 reportable payments for the vendor and can be accessed through the List Selected Vendors/Warrants function. For more information, refer to the *Add Warrant to 1099 File* procedure in this Section.

Change Vendor Records
If vendor data is incorrect on the Vendor Master File (VMF), a 505-20: Change Vendor transaction is processed to correct the vendor record. If the 1099 tax reportable status of a vendor is changed on the VMF, the change is applied to the 1099 Online Forms File during the next 1099 selection process. For example, if a vendor is changed from non-reportable to reportable on the VMF, during the next 1099 selection process all payments made to that vendor using 1099 reportable account codes are automatically added to the OFF. Agencies should not manually add warrants to the OFF or override existing records if a vendor’s 1099 reportable status is incorrect on the VMF.

AKSAS TRANSACTIONS AND SCREENS

350-10: 1099 Override Data
List Selected Vendors
List Vendor Detail
View 1099 Warrant

PROCEDURES

I. Initiate the 1099 Tax Reporting process.

The Division of Finance performs the following functions to initiate the 1099 Tax Reporting process:

- Creates the 1099 Online Forms File (OFF).
- Opens the online 1099 Tax Reporting facility to agencies for review and correction.
- Notifies agencies of the schedule for 1099 updates and corrections.
- Reminds agencies to activate the 1099 Warrant Register (B79002) report request.

The 1099 Online Forms File is created and the 1099 Tax Reporting facility opened to agencies in December.

II. Request a hard copy 1099 Warrant Register.

The hard copy 1099 Warrant Register (B79002) contains the same data as the 1099 Online Forms File. The report lists, by vendor, the following information: vendor name, address, and tax identification number; and each 1099 reportable payment made to the vendor including warrant number, warrant print date, document number, microfilm number, source RD code, record type, original and override vendor number, chart of accounts year, account, warrant amount, 1099 tax type, and the total of all warrants listed.

A. Verify with your report request coordinator that an active report request exists for report ID B79002 (1099 Warrant Register). The report frequency should be set to 01 or 99.

B. The report is generated and distributed by the Division of Finance twice during December.

NOTE: *The 1099 Warrant Register is not necessary to perform the online review and correction of 1099 data. However, once 1099-MISC tax statements are printed, the 1099 Tax Reporting facility is closed. The hard copy report is necessary to research 1099 questions and complaints.*

III. Review 1099 vendors and associated payments.

Once notified by the Division of Finance that the 1099 Tax Reporting facility is available, agencies begin the review and correction process. This is an ongoing process and is repeated as often as necessary until all data for the calendar year has been selected, reviewed, and corrected.

A. From the AKSAS Main Menu, enter **TR** (Tax Reporting) in the **SELECTION** field. Press <Enter> to display the TR: 1099 Tax Reporting - Main Menu.

B. On the 1099 Tax Reporting - Main Menu, enter an **X** in the space immediately preceding **LIST SELECTED VENDORS/WARRANTS**. Press <Enter> to display the 1099 Tax Reporting - List Selected Vendors screen. A list of 1099 reportable vendors paid by your agency is displayed.

NOTE: *Only vendors paid by your agency are listed, but the amounts displayed are the totals of all 1099 reportable payments to that vendor by all state agencies.*

C. Scan the list of vendors for vendors and payments needing correction. Review your 1099 correction activity pending file to identify vendors and payments needing correction.

Beginning in January of each year, you should begin a pending file of 1099 correction activity for the current calendar year. Examples of documents kept in the pending file are copies of AJEs that adjust account codes across 1099 code types, or payments mailed to third parties. Keeping a pending file of 1099 correction activity will significantly reduce the time spent on the review process.

1. Verify the vendor should be classified as 1099 reportable. See Step IV.

2. Verify the vendor mailing address is correct. See Step IV.

3. Verify all payments made to the vendor are subject to 1099 reporting. See Step V.

IV. Verify the vendor should be classified as 1099 reportable and that the mailing address is correct.

All warrants with vendors misclassified for 1099 reporting, or with an incorrect mailing address should be corrected. PVN address errors in 1099 reporting can occur in the following situations:

Payment was made to a vendor whose tax reporting status is wrong, or was changed during the year. Examples are:

- Multiple PVNs exist for a given payee and a PVN with the wrong tax reporting status was used on the warrant.
- The business was sold during the year and the tax identification number changed.
- The business incorporated during the year and became non-1099 reportable or vice versa.

A "dual payment" warrant was issued during the year. Examples are:

- A warrant was issued with a PVN set up for two different payees. This situation frequently occurs in hazardous waste cleanups (site owner and equipment contractor), construction projects (prime and subcontractors), and energy assistance payments (fuel vendor and recipient).

Payments made for Purchasing Card (P-Card) transactions. Since purchasing card transactions are initially entered in a software application separate from AKSAS, there is a greater possibility of selecting the wrong vendor for 1099 reporting. P-Card warrants can be identified by a taxable amount of $0.00 and by warrant numbers starting with 01.

Payments were made to a third party on behalf of a payee. Examples are:

- A warrant is mailed to a third party, such as a bank or lease management firm.

Payments were mailed to an address other than that of the payee. Examples are:

- A warrant is mailed to a temporary address, such as a training site or summer address.

A. On the List Selected Vendors screen, enter the line number immediately preceding the VENDOR NUMBER in the **ENTER SELECTION NUMBER** field at the bottom of the screen. Press <Enter> to display the List Vendor Detail screen for the vendor selected.

   A vendor is listed on the List Selected Vendors screen if the vendor is 1099 reportable (the REPORTABLE indicator = YES on the Vendor Master File) and the vendor was paid with one or more 1099 reportable account codes.

   NOTE: *To display a list of vendors beginning with a specific vendor number, enter a vendor number in the VENDOR NUMBER field. Press <Enter> to display the new list.*

   1. On the List Vendor Detail screen, the vendor's name and address is displayed in the upper left portion of the screen.

      a. **If the vendor should not be 1099 reportable or if the vendor's address should be changed:** Process a 505-20: Change Vendor transaction to change the 1099 REPORTABLE indicator on the vendor record from Y to N. Vendor address and descriptive data can also be changed using the change vendor transaction. Refer to *Section 10: Vendors, Change Vendor* for procedures.

NOTE: *If a vendor's 1099 reportable indicator is changed to N (not reportable) on the Vendor Master File, the vendor and associated payments are deleted from the 1099 Online Forms File during the next selection process.*

b. **To view vendor detail:** Enter **1** in the **SELECTION NUMBER** field. Press <Enter> to display the View 1099 Warrant screen. On this screen, press <PF8> to display the INQ-VM: Vendor Detail screen for the vendor. To return to the View 1099 Warrant screen, press <Enter>.

c. Press <Enter> to return to the List Vendor Detail screen.

2. Press <Enter> to return to the List Selected Vendors screen.

3. Repeat Steps A.1 - 2 for all vendors needing correction on the List Selected Vendors screen. When all vendors needing correction have been taken care of, press <PF1> to return to the 1099 Tax Reporting Main Menu.

V. Verify all payments made to the vendor are subject to 1099 reporting.

All warrants with incorrect account codes for 1099 reporting should be corrected. Account code errors in 1099 reporting occur in the following situations:

Incorrect account codes are used on payments. Examples are:

- A reportable payment was coded to an account code that is not included in 1099 reporting.
- A reportable payment was coded to an account code that does not point to the correct 1099 tax type.
- A travel payment made to a board/commission member was coded to an incorrect account code for 1099 reportability.

NOTE: *Whenever an account code is subsequently changed on adjusting journal entries, the 1099 reportable status of the account code must be evaluated for possible Add/Change Override correction.*

A. On the List Selected Vendors screen, enter the line number immediately preceding the VENDOR NUMBER in the **ENTER SELECTION NUMBER** field at the bottom of the screen. Press <Enter> to display the List Vendor Detail screen for the vendor selected.

B. On the List Vendor Detail screen, view 1099 payment detail to review payments to be included in the 1099-MISC tax statement issued to the vendor.

1. **Access the View 1099 Warrant screen:** Enter the line number immediately preceding the WARRANT NUMBER in the **SELECTION NUMBER** field. Press <Enter> to display the View 1099 Warrant screen. This screen displays warrant and vendor information, 1099 reportable amounts, and financial account codes. The screen also displays the warrant taxable and nontaxable amounts.

a. **If payment data is correct:** Press <Enter> to return to the List Vendor Detail screen.

b. **If all or a portion of the payment displayed should not be 1099 reportable or should be reported to a different tax type:** Press <PF10> to display override data entry fields for the warrant. Refer to *Add/Change Override, Step I.B* in this Section to enter override financial data.

c. **To display AKSAS warrant detail:** Press <PF7> to display the INQ-WD: Warrant Detail Inquiry screen. Press <Enter> to return to the View 1099 Warrant screen. Press <Enter> again to return to the List Vendor Detail screen.

d. **To display the warrant taxable amount by tax type:** Press <PF5> to open a pop-up window that displays the total amounts by tax type for this warrant. Press <Enter> to close the pop-up window.

e. Repeat Steps a - d as necessary for each warrant needing review or correction on the List Vendor Detail Screen.

C. On the List Vendor Detail screen, verify all 1099 reportable payments to the vendor are listed.

1. Payments charged to non-reportable account codes are not included on the List Vendor Detail screen. To view a list of all warrants, including non-reportable payments, issued to this vendor during the calendar year, enter **1** in the **SELECTION NUMBER** field and press <PF6>. The INQ-WR: Reference/Warrants Report screen for the vendor is displayed. Press <Enter> to return to the List Vendor Detail screen.

2. **If a warrant paid with a non-reportable account code should be included as a reportable payment,** add the warrant to the 1099 File. Refer to the *Add Warrant to 1099 File* procedure in this Section.

D. When all payments for a vendor have been reviewed, press <Enter> to return to the List Selected Vendors screen. Repeat Steps A - C for each vendor listed. When all vendors have been corrected, press <PF1> to return to the 1099 Tax Reporting Main Menu.

VI. Division of Finance issues 1099-MISC tax statements.

Agencies can view and correct 1099 data up to one week before the date 1099-MISC tax statements are issued. The week before tax statements are issued, the 1099 Tax Reporting facility is closed to agencies and a final review of 1099 data is performed by the Division of Finance. Once the Division of Finance review is complete, tax statements are prepared and mailed to vendors, generally the third week of January.

VII. Correct 1099-MISC tax statements issued in error or for an incorrect amount.

If recipients contact an agency with questions or complaints concerning their 1099s, it is the agency's responsibility to research the payments issued. Changes to issued 1099-MISC tax statements can only be made based on a review of the payment(s) and supporting document(s) on file at the paying agency. Once the correct information has been determined, contact the Division of Finance. The Division of Finance issues corrected 1099-MISC tax statements to recipients as needed.

If recipients contact the Division of Finance concerning their 1099s, the Division of Finance coordinates with agencies to research payments. The Division of Finance issues corrected 1099-MISC tax statements to recipients as needed.

NOTE: *Once 1099-MISC tax statements are issued, the Tax Reporting facility is closed to agencies. Use the hard copy 1099 Warrant Register (B79002) to research 1099 questions and complaints.*

1099 Tax Reporting - Main Menu Screen

```
TR: 1099 Tax Reporting - Main Menu                            Date: 10/15/2000


 ******************************************************************************

           _ List Selected Vendors/Warrants
           _ Add/Change 1099 Override
           _ Add Warrants to the 1099 File
           _ List Warrants with Negative Financial Lines
           _ List Added Warrants Awaiting Overrides
           _ List Pending Add Warrant Requests






 ******************************************************************************

           Enter 'X' Next to Desired Function

 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
 CONT  QUIT                                            PFKYS             HELP
```

SCREEN ACCESS

Use the 1099 Tax Reporting - Main Menu to view, change, or add payment information on the 1099 File.

1. At the AKSAS Main Menu, enter **TR** (Tax Reporting) in the **SELECTION** field.

2. Press <Enter> to display the TR: 1099 Tax Reporting - Main Menu.

1099 Tax Reporting - Main Menu Field Entry Table		
Field Name	**Field Value**	**Comments**
____	REQUIRED Enter an **X** in the space immediately preceding the function you want to access.	Indicates the function you want to access.
LIST SELECTED VENDORS/WARRANTS	FUNCTION	Displays a list of 1099 tax reportable vendors paid by the agency associated with the AKSAS sign-on RD code. Use this function to view and correct 1099 payments to vendors as described in this procedure.
ADD/CHANGE 1099 OVERRIDE	FUNCTION	Use to display a blank Add/Change Override transaction screen to override the vendor number or financial amounts and accounts associated with a 1099 payment. Refer to the *Add/Change Override* procedure in this Section for information on using this menu option.
ADD WARRANTS TO THE 1099 FILE	FUNCTION	Use to add a warrant not selected during the 1099 selection process to the 1099 Online Forms File. Refer to the *Add Warrant to 1099 File* procedure in this Section for information on using this menu option.
LIST WARRANTS WITH NEGATIVE FINANCIAL LINES	FUNCTION	Displays a list of warrants with 1099 reportable account codes that contain negative amounts. With this function, 1099 payment detail is displayed and Add/Change Override transactions processed if necessary. Refer to the *Warrants With Negative Financial Lines* procedure in this Section for information on using this menu option.
LIST ADDED WARRANTS AWAITING OVERRIDES	FUNCTION	Displays a list of warrants authorized by the Division of Finance to be added to the 1099 Online Forms File. With this function, 1099 payment detail is displayed and Add/Change Override transactions processed to change payment data to meet 1099 reporting requirements. Refer to the *Add Warrant to 1099 File* procedure in this Section for information on using this menu option.
LIST PENDING ADD WARRANT REQUESTS	FUNCTION	Displays a list of warrants to be added to the 1099 Online Forms File that are waiting for authorization by the Division of Finance. Once authorized, the warrants are accessed through the List Added Warrants Awaiting Overrides. Refer to the *Add Warrant to 1099 File* procedure in this Section for information on using this menu option.

List Selected Vendors Screen

```
TR: 1099 Tax Reporting - List Selected Vendors              Date: 10/15/2000
List Vendors Starting From ALH87190                         Page: 1

     Vendor
     Number                 Vendor Name                   Taxable Amount
    --------  ----------------------------------------  ----------------
 1  ALH87190  ALASKA HISTORICAL SOCIETY                             85.00
 2  ALR84617  AK RADIOLOGY ASSOCIATES                               97.65
 3  AMS84334  ANCHORAGE MED & SURGICAL                               0.00
 4  ANC85204  ANDERSON CONSTRUCTION COMPANY                    122,253.10
 5  ANC89019  ANCHORAGE NEUROSURGICAL CLINIC                        50.00
 6  ANC94342  CHARLES BRIT WARD JR                                 165.00
 7  ANE92142  MANUEL ARIES                                          32.00
 8  ANH94283  EDWARD REEDER                                      1,400.00
 9  ANN84583  ANCHORAGE NEIGHBORHOOD                               152.21
 10 AOV99233  RALPH ERTZ                                            22.00
 11 API93236  APPRAISAL INSTITUTE                                    0.00
 12 ARA99213  ARTHUR ANDERSEN LLP                                  750.00
 13 ARC94018  ALASKA RETINAL CONSULTANTS                            53.00

 Enter Selection Number: __ --OR-- Vendor Number ________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT        PGDN                                PFKYS             HELP
```

SCREEN ACCESS

Use the List Selected Vendors screen to display a list of 1099 reportable vendors to whom your agency made 1099 reportable payments.

1. On the TR: 1099 Tax Reporting - Main Menu, enter an **X** in the space immediately preceding the **LIST SELECTED VENDORS/WARRANTS** selection.

2. Press <Enter> to display the TR: 1099 Tax Reporting - List Selected Vendors screen.

List Selected Vendors Field Entry Table		
Field Name	**Field Value**	**Comments**
DATE:	DISPLAY ONLY	Displays the current date.
LIST VENDORS STARTING FROM (Vendor Number)	DISPLAY ONLY	Indicates the first vendor number displayed in the list. An * (asterisk) is displayed if a beginning vendor number is not specified.
PAGE:	DISPLAY ONLY	Indicates the page number of this screen.
1 - 13	DISPLAY ONLY	Identifies the line number of this record.
VENDOR NUMBER	DISPLAY ONLY	Identifies the PVN (Pay Vendor Number) to which the payment was made.
VENDOR NAME	DISPLAY ONLY	Identifies the vendor name as it appears on the Vendor Master File (VMF).
TAXABLE AMOUNT	DISPLAY ONLY	Displays the statewide total to be reported on the vendor's 1099-MISC tax statement.
SELECTION fields - The following fields are used to access the List Vendor Detail screen to display payments associated with a vendor or to display a new list of vendors beginning with a specific vendor number.		
ENTER SELECTION NUMBER:	REQUIRED, to display the List Vendor Detail screen for a vendor. Enter the line number immediately preceding the vendor number.	Used to display a list of 1099 reportable payments for a specific vendor.
VENDOR NUMBER	REQUIRED, to display a new list of vendors beginning with a specific PVN. Enter a new PVN. A partial vendor number may also be entered.	Used to display a new list of vendors beginning with a specific PVN (Pay Vendor Number). If the PVN entered is invalid or no 1099 reportable payments exist for the vendor, the list begins with the next sequential 1099 reportable PVN.

List Vendor Detail Screen

```
TR: 1099 Tax Reporting - List Vendor Detail                  Date: 10/15/2000
List Detail for ALH87190                                     Page: 1

    ALASKA HISTORICAL SOCIETY                     EIN920009456

    PO BOX 100299
    ANCHORAGE                      AK  99510-0299

         Warrant  Rec          Warrant    Date Last       Warrant
         Number   Type   SRD    Prt Date    Update       Print Amount
        --------  ----  -----  ----------  ----------  -----------------
    1   26269102  BASE  05240  09/10/2000  10/04/2000              55.00
    2   26269184  OVRD  05240  09/10/2000  10/15/2000              55.00







    Selection Number: __ (Enter to View Detail)  Tax Amount:           85.00
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT                    AMTS  WREF              PFKYS OVRD         HELP
```

SCREEN ACCESS

Use the TR: 1099 Tax Reporting - List Vendor Detail screen to display a list of 1099 reportable payments to a specific vendor.

1. On the TR: 1099 Tax Reporting - List Selected Vendors screen, enter the line number immediately preceding the vendor number in the **ENTER SELECTION NUMBER** field.

2. Press <Enter> to display the TR: 1099 Tax Reporting - List Vendor Detail screen for the selected vendor.

List Vendor Detail Field Entry Table

Field Name	Field Value	Comments
DATE:	DISPLAY ONLY	Displays the current date.
LIST DETAIL FOR (Vendor Number)	DISPLAY ONLY	Displays the PVN for which the 1099 reportable payments are displayed.
PAGE:	DISPLAY ONLY	Indicates the page number of this screen.
(Vendor Name, Tax ID, and Address)	DISPLAY ONLY	The top portion of the screen displays the vendor's name, tax identification number, and address from the Vendor Master File (VMF).
1 - 8	DISPLAY ONLY	Identifies the line number of this record.
WARRANT NUMBER	DISPLAY ONLY	The 8-digit AKSAS warrant number of this 1099 reportable payment.
REC TYPE	DISPLAY ONLY	The type of 1099 record: BASE (original 1099 record) or OVRD (1099 record for which an override was processed).
SRD	DISPLAY ONLY	Identifies the individual who recorded the original warrant transaction.
WARRANT PRT DATE	DISPLAY ONLY	Date the warrant was issued.
DATE LAST UPDATE	DISPLAY ONLY	Date this 1099 record was last updated.
WARRANT PRINT AMOUNT	DISPLAY ONLY	Total amount of this payment. This amount may be different from the actual 1099 reportable amount if both 1099 reportable and non-reportable account codes were used to issue the warrant.
SELECTION field - The following field is used to access the View 1099 Warrant screen to display payment detail for a specific warrant number. From this screen an Add/Change Override transaction can be processed to change vendor and financial data associated with the 1099 payment.		
SELECTION NUMBER:	REQUIRED, to view detail for a specific payment. Enter the line number immediately preceding the warrant number. Press <Enter> to access the View 1099 Warrant screen. To view a list of all warrants issued to the vendor, leave the SELECTION NUMBER field blank and press <PF6>. To view a list of tax types and amounts, leave the SELECTION NUMBER field blank and press <PF5>.	Indicates the line number of the warrant selected for display.
TAX AMOUNT	DISPLAY ONLY	Displays the total 1099 tax reportable amount of the warrant.

View 1099 Warrant Screen - Base Record

```
 TR: 1099 Tax Reporting - View 1099 Warrant                    Date: 10/15/2000

    Wrnt Num 26269102           Wrnt Class GN       Rpting Vndr Num ALH87190
    Wrnt Amt              55.00  Source RD 05240
  Payee Name ALASKA HISTORICAL SOCIETY
  Payee Addr
             PO BOX 100299
        City ANCHORAGE                      State AK  Zip Code 995100299
  Tax Totals---
    Taxable Amount:           55.00     Non-taxable Amount:           0.00
  ***  Warrant Financial Lines   ***
  Fin     Amount       SY  Acct   TT
    1           55.00  00  73912  7



Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT                    AMTS        VWRNT VVNDR PFKYS OVRD        HELP
```

View 1099 Warrant Screen - Override Record

```
 TR: 1099 Tax Reporting - View 1099 Warrant                    Date: 10/15/2000

    Wrnt Num 26269184           Wrnt Class GN       Rpting Vndr Num ALH87190
    Wrnt Amt              55.00  Source RD 05240      Orig Vndr Num ALH87190
  Payee Name ALASKA HISTORICAL SOCIETY
  Payee Addr
             PO BOX 100299
        City ANCHORAGE                      State AK  Zip Code 995100299
  Tax Totals---
    Taxable Amount:           30.00     Non-taxable Amount:          25.00

®***  Warrant Financial Lines   ***     ***  Override Financial Lines  ***
  Fin     Amount       SY  Acct   TT     Fin     Amount       SY  Acct   TT
    1           55.00  00  73912  7        1  30.00________   00  73912  7
                                           2  25.00________   00  73500
                                           3  _____________   __  _____
                                           4  _____________   __  _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
UPDT  QUIT                    AMTS        VWRNT VVNDR PFKYS OVRD        HELP
```

® Up to 9 Warrant Financial Lines and Override Financial Lines are displayed on the actual screen.

SCREEN ACCESS

Use the TR: 1099 Tax Reporting - View 1099 Warrant screen to view detail for a specific 1099 payment and to process an Add/Change Override transaction to change vendor and financial data associated with the payment.

1. On the TR: 1099 Tax Reporting - List Vendor Detail screen, enter the line number immediately preceding the warrant number in the **SELECTION NUMBER** field.

2. Press <Enter> to display the TR: 1099 Tax Reporting - View 1099 Warrant screen.

   NOTE: *The ORIG VNDR NUM and OVERRIDE FINANCIAL LINES fields are not displayed for Base records (REC TYPE = BASE on the List Vendor Detail screen). These fields are only displayed for override records (REC TYPE = OVRD).*

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	Identifies the vendor to whom this 1099-MISC tax statement will be issued. If the ORIG VNDR NUM was changed with an Add/Change Override transaction, the override vendor number displays in this field. To change this field with an Add/Change Override transaction, press <PF10> to display override data entry fields. Refer to the *Add/Change Override* procedure in this Section.
WRNT AMT	DISPLAY ONLY	The total amount of this warrant.
SOURCE RD	DISPLAY ONLY	Identifies the individual who recorded the original warrant transaction.
ORIG VNDR NUM	DISPLAY ONLY, if this is an override record.	Displays the original vendor number to whom this payment was issued. This field is displayed if an Add/Change Override transaction was previously processed for this payment (REC TYPE = OVRD on the List Vendor Detail Screen).
PAYEE NAME	DISPLAY ONLY	Identifies the payee to whom this 1099 reportable payment was issued.
PAYEE ADDR	DISPLAY ONLY	The address to which this 1099 reportable payment was sent.
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 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	Line number of this original financial line.
AMOUNT	DISPLAY ONLY	Dollar amount originally recorded for this financial line.

View 1099 Warrant Field Table		
Field Name	**Field Value**	**Comments**
SY	DISPLAY ONLY	2-digit set-up year originally recorded for this financial line.
ACCT	DISPLAY ONLY	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 *Exhibit 14.A: 1099 Misc Tax Code Table* for a list of tax codes and descriptions.
OVERRIDE FINANCIAL LINES - Override financial lines are displayed if an Add/Change Override transaction was previously processed for this warrant (REC TYPE = OVRD on the List Vendor Detail Screen). Override financial lines affect 1099 reporting only. Refer to the *Add/Change Override* procedure in this Section.		
FIN	DISPLAY ONLY, if this is an override record.	Line number of this override financial line.
AMOUNT	DISPLAY ONLY, if this is an override record.	The dollar amount associated with this override financial line.
SY	DISPLAY ONLY, if this is an override record.	Identifies the set-up year associated with this override financial line.
ACCT	DISPLAY ONLY, if this is an override record.	Identifies the account code associated with this override financial line.
TT	DISPLAY ONLY, if this is an override record.	The tax code associated with this financial line. Refer to *Exhibit 14.A: 1099 Misc Tax Code Table* for a list of tax codes and descriptions.