

## MM2104 – 1099 Reporting File Screen

The 1099 Reporting File Screen (MM2104) is used to enter, review, and adjust the data that has been extracted from the Account Detail File (GA1301S) and generated by the 1099 Summarization Process (MM2205). The 1099 Reporting File is the basis for producing and printing the 1099 MISC tax forms. Adjustments made to this screen will be reflected on the 1099 MISC Summary (By Month) Report (MM2206) but will not be updated to the General Ledger module.

### User Function Keys

<b>F1</b>	REFRESH	Redisplays the most recently saved version of the record.
<b>F2</b>	ADD	Adds a new record.
<b>F3</b>	CHANGE	Changes an existing record.
<b>F4</b>	INQUIRY	Displays an existing record.
<b>F5</b>	DELETE	Deletes an existing record.
<b>F6</b>	LIST	Displays a list of 1099 classification activity, sorted by vendor number and name
<b>F8</b>	MENU	Returns the user to the system menu.
	or	
	EXIT	Returns the user to the 1099 Reporting File Screen.

### Data Fields

<u>YR</u> (Protected field after initial entry into the screen)	<u>NAME</u>
<u>VENDOR NUMBER</u>	<u>CALENDAR MONTH</u> (display only)
<u>1099 CLASS</u>	<u>1099 AMOUNT</u>
<u>TAX ID</u>	<u>1099 CLASS TOTAL</u> (display only)

### Year (V1-YR)

<b>Description</b>	A number identifying the last 2 digits of the calendar year being accessed.
<b>Length</b>	2 digits

### Vendor Number (V1-VNDR-NUM)

<b>Description</b>	A unique code identifying a vendor.  <b>Note:</b> When you are using the List function, you can perform a search by entering just the first character of the Vendor Number. For example, if you type <b>M</b> , all vendors beginning with the letter M will be displayed.
<b>Length</b>	9 characters
<b>Edits</b>	Must be valid on the Vendor Table (MM2001).

### 1099 Classification (V1-1099-CLASS)

<b>Description</b>	A code identifying the 1099 MISC reporting category.
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<b>Length</b>	2 characters
<b>Values</b>	<p>Defined by SBCTC-ITD as follows:</p> <p><b>M1</b> MISC 1099 - Rents  <b>M2</b> MISC 1099 - Royalties  <b>M3</b> MISC 1099 - Prizes and awards  <b>M4</b> MISC 1099 - Federal income tax withheld  <b>M5</b> MISC 1099 - Fishing boat proceeds  <b>M6</b> MISC 1099 - Medical and health care payments  <b>M7</b> MISC 1099 - Non-employee compensation  <b>M8</b> MISC 1099 - Substitute payments in lieu of dividends or interest  <b>M9</b> MISC 1099 - Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale  <b>M0</b> MISC 1099 - Crop insurance proceeds  <b>MA-MZ</b> User defined</p>
<b>Edits</b>	Must be valid on the Configuration Parameter Table (ZX0070).

### Federal Income Tax Identification Number (FED-TIN)

<b>Description</b>	The Social Security Number (SSN) or federal income tax identification number for a customer or agency. Displayed from the Vendor Table (MM2001).
<b>Length</b>	9 characters

### Name (VNDR-NAME)

<b>Description</b>	The name of a vendor. Displayed from the Vendor Table (MM2001).
<b>Length</b>	30 characters

### Calendar Month

<b>Description</b>	A list of the twelve months in a calendar year.
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### 1099 Amount (MO-1099-AMT)

<b>Description</b>	A number indicating a vendor's 1099 MISC activity for a calendar month.
<b>Length</b>	8 digits

### 1099 Classification Total

<b>Description</b>	A number indicating the total of the 1099 amount fields by 1099 MISC category.
<b>Length</b>	10 digits