

# IRS 1099-MISC Reporting

Relationship Between  
Disbursement Reporting System (DRS)  
& IRS Reporting (IR) screens

# How does DRS get its data

- AFRS History is extracted nightly into DRS
- Transactions that get extracted are controlled by the Agency through the “Extract Transaction Maintenance” (DS.3) screen.
- DRS can be used as an online look up for
  - Payments
  - Journal Vouchers
- Agency staff who have the proper authority can update certain fields in DRS
- DRS can be used to create IRS 1099-MISC records

# How does IRS 1099-MISC records get created

- IRS 1099-MISC Records can be created by one of the following:
  - Summarization from DRS can be
    - Daily
    - Weekly
    - Monthly
    - None (Agency changes when ready to create IRS 1099-MISC records)
  - Manual creation by Agency by using Enterprise Reporting (ER) data & Vendor Tables or Internal Agency system data
  - Skeleton records can be created as a starting point from the prior years IRS 1099-MISC's records (Roll Process)

=== DRS ===(IR)===== IRS 1099 MENU ===== C105V030 ===  
TR: \_\_\_\_\_ 1050 0001

SUMMARIZATION FREQUENCY: NONE (MAINTAIN ON DS.1 - DRS PROFILE)  
TYPE "S" IN FRONT OF YOUR SELECTION AND PRESS ENTER.

\*IRS 1099 RECORD MAINTENANCE\*

- \_ **UPDATE IRS 1099 RECORDS (IR.1)**
- \_ VIEW IRS 1099 RECORDS (IR.2)
- \_ VIEW DISBURSEMENT ONLINE VIEW (DV.0)

\*IRS 1099 WEEKEND PROCESSES\*

- \_ DRS340,342,347 (IR.6)
- \_ IRS 1099 RE-SUMMARIZATION (IR.3)

\*AGENCY AND STATEWIDE VENDOR SCREENS\*

- \_ ACCESS COMBINED VENDOR SELECTION (VE.1)
- \_ ACCESS AGENCY VENDOR FILE (VE.2)
- \_ ACCESS STATEWIDE VENDOR FILE (VE.3)

\*IRS 1099 PRINTING AND REPORTS\*

- \_ PRINT IRS 1099 FORMS (IR.1.1)
- \_ DRS331 REPORT (IR.8)
- \_ IRS 1099 REPORTS (IR.3)  
(DRS333, DRS336, DRS343, DRS348)

\* IRS 1099 PROCESS MANAGEMENT\*

- \_ DRS PROFILE (DS.1)
- \_ CHANGE 1099 SUMMARIZATION (DS.1)
- \_ 1099 PROCESSING SCHEDULE (IR.5)

\*VENDOR COMMUNICATIONS FORM\*

- \_ TIN CONFIRMATION REQUEST (IR.4)
- \_ VENDOR TRANSMITTAL REQUEST(IR.7)

NOTE: IF ACCESSING NON-IRS SCREENS, USE TR: FUNCTION TO RETURN TO 'IR' MENU  
F1=HELP, F3=RETURN, F12=MESSAGE, CLEAR=EXIT

# Preparing for IRS 1099-MISC Reporting

- Agencies generally do not start IRS 1099-MISC reconciliation until November or December of the ending calendar year. (Some agencies start earlier.)
- Agencies can run DRS, ER, or Internal System reports to review the IRS box assigned to payments.
- Agencies who use DRS can manually change the IRS box on the DRS screens prior to summarization.
- Agencies who use ER or Internal System reports enter the proper amounts directly into the Update IRS 1099 Records (IR.1) screen. (See Next Slide)

=== DRS ===(IR.1)===== UPDATE IRS 1099 RECORDS ===== C105V031 ===

TR: \_\_\_\_\_ LAST UPDATE \_\_\_\_\_ LAST PRINT REQUEST \_\_\_\_\_ 1050 0001

CREATE DATE \_\_\_\_\_

FUNCTION: \_ (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, B=BACK, P=PRINT)

CALENDAR YEAR: \_\_\_\_

TIN: \_\_\_\_\_

SSN/TAX ID TYPE: \_ (R, S OR T)

VENDOR NUMBER: \_\_\_\_\_

VENDOR NAME: \_\_\_\_\_

VENDOR ADDRESS: \_\_\_\_\_ 1ST ADDR?: Y (Y=YES, N=NO)

1ST ADDR?: N

CITY/STATE/ZIP: \_\_\_\_\_ US/FOREIGN ADDR: \_ (U OR F)

1) RENTS: 000000000000 2) ROYALTIES: 000000000000

3) OTHER INCOME: 000000000000 4) FED TAX WITHHELD: 000000000000

5) FISH BOAT PROCEEDS: 000000000000 6) MED/HEALTHCARE PYMTS: 000000000000

7) NON-EMPLOYEE COMP: 000000000000 8) DIVIDENDS/INTEREST: 000000000000

9) THE AGENCY MADE DIRECT SALES OF \$5000+ TO VENDOR FOR RESALE: \_

10) CROP INSURANCE: 000000000000

14) GROSS PROCEEDS PAID TO AN ATTORNEY: 000000000000

15A) SEC 409A DEFERRALS: 000000000000 15B) SEC 409A INCOME: 000000000000

RECORD LOCK: \_ (Y=LOCKED, N=UNLOCKED) \$600 LIMIT OVRD: \_

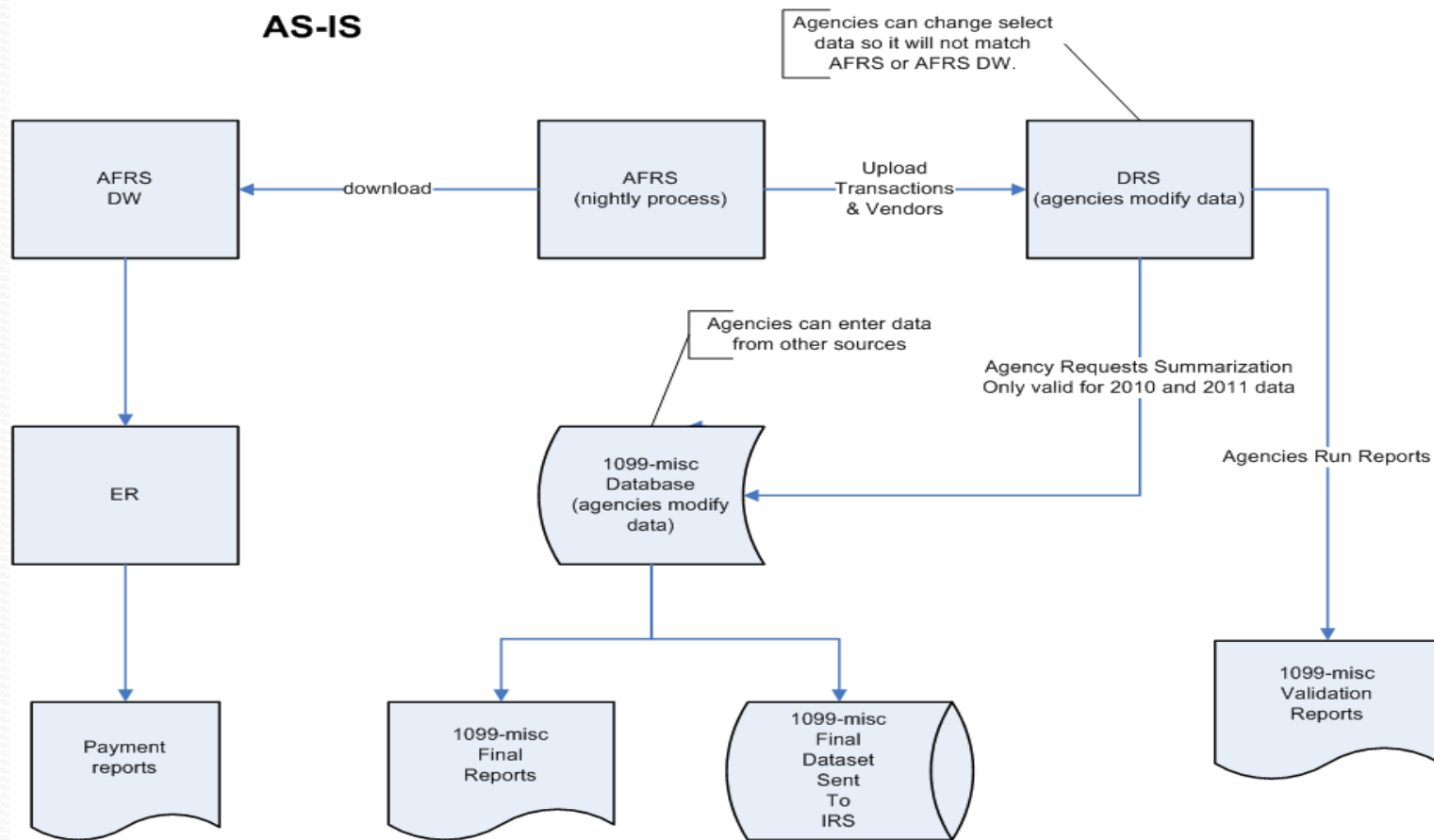
FORMS CONTROL: C (C=CORRECT/ADD, T=IRS TRANSMITTED) 2ND TIN NOTICE: \_ (X=YES)

3RD ADDRESS: \_\_\_\_\_

F1=HELP, F3=RETURN, F4=RETURN TO 1099 VIEW SCREEN, F12=MESSAGE, CLEAR=EXIT

# Current Payment Reporting

## AS-IS

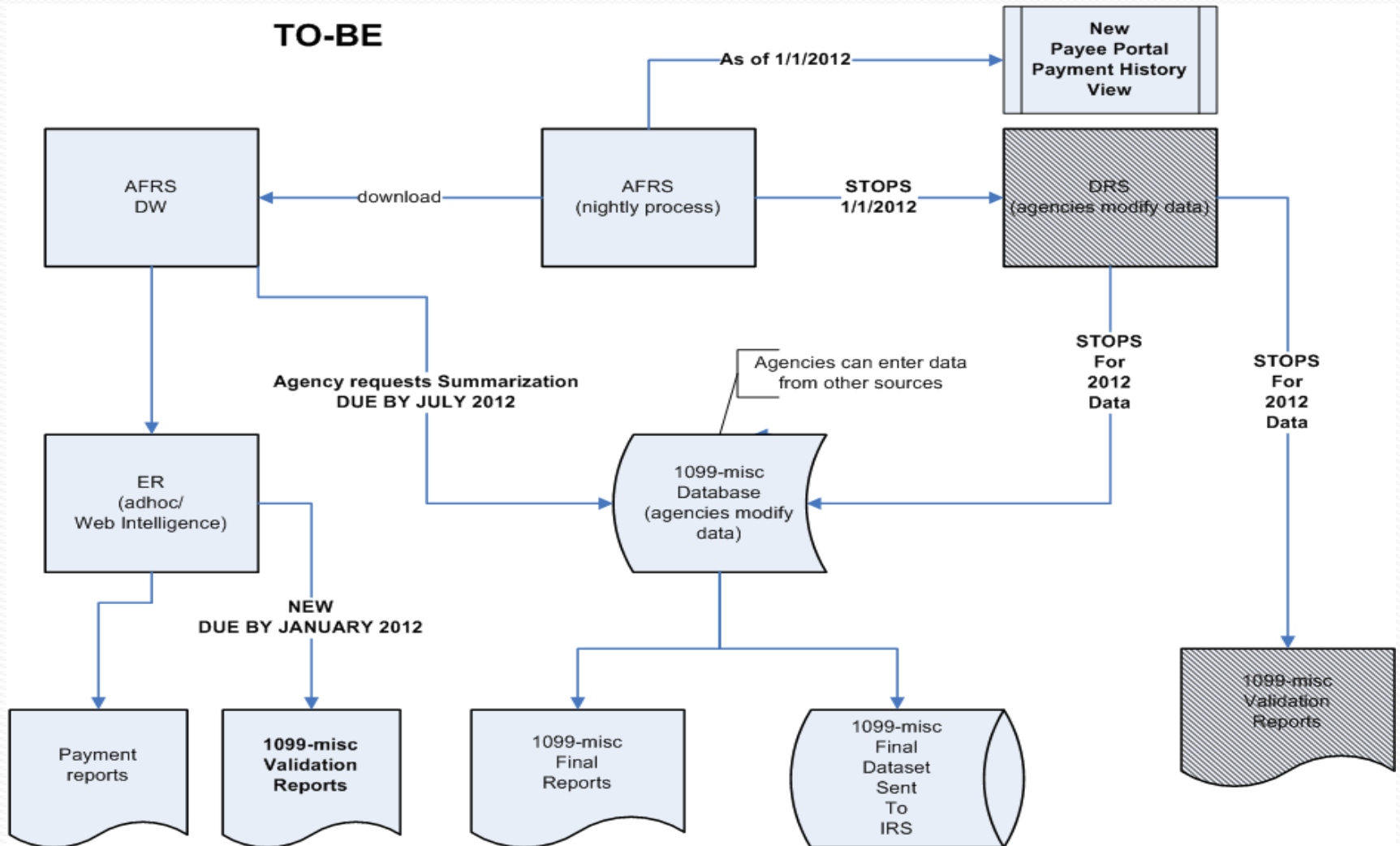




QUESTIONS?



# Proposed Payment Reporting



# Preparing IRS 1099-MISC Reporting in the future

- The AFRS Data Warehouse (DW) would provide a new view for Agencies to see TIN information.
- Validation Reports will be available within ER.
- OFM will create a summarization (download) from AFRS DW to the IRS 1099-MISC database.
- IRS 1099-MISC records can still be modified to add, change or delete in the IRS 1099-MISC database.

Note: Agencies will still need to continue documenting these changes on their backup as they do today.

- Agencies will be able to research payment history on the new Payee Portal-Payment History View.

```
=== AFRS ===== PRIMARY MENU ===== C105P05A ===  
    TM -- TABLES                                IN -- INPUT/CORRECTION  
  
    MI -- MASTER FILE INQUIRY                    VE -- VENDOR/PAYMENT/CANCELLATION  
  
    RD -- ON-DEMAND REPORTING                     RR -- REPORT REQUEST  
  
    BI -- BATCH INTERFACE LOG                     DR -- DISBURSEMENT REPORTING SYSTEM  
  
    SS -- SYSTEM SECURITY                         OM -- OMWBE REPORTING  
  
    CL -- HELP PHONE LIST                        IR -- IRS 1099-MISC MENU  
  
    EX -- EXCHANGE DATA SETS                     AD -- ADMINISTRATION  
                                AGENCY: 1050  
                                SELECT FUNCTION: ____
```

PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT

PRIVACY NOTICE:

THE AFRS SYSTEM DOES NOT COLLECT PERSONAL INFORMATION FROM SYSTEM USERS.  
THE SYSTEM FILES/PRODUCTS MAY CONTAIN PERSONAL INFORMATION ABOUT CITIZENS.  
SAFEGUARDING/DISPOSITION OF AFRS FILES/PRODUCTS MUST COMPLY WITH EXECUTIVE  
ORDER 00-03, 4/15/00; RCW 42.17.310; AND THE FEDERAL PRIVACY ACT OF 1974.

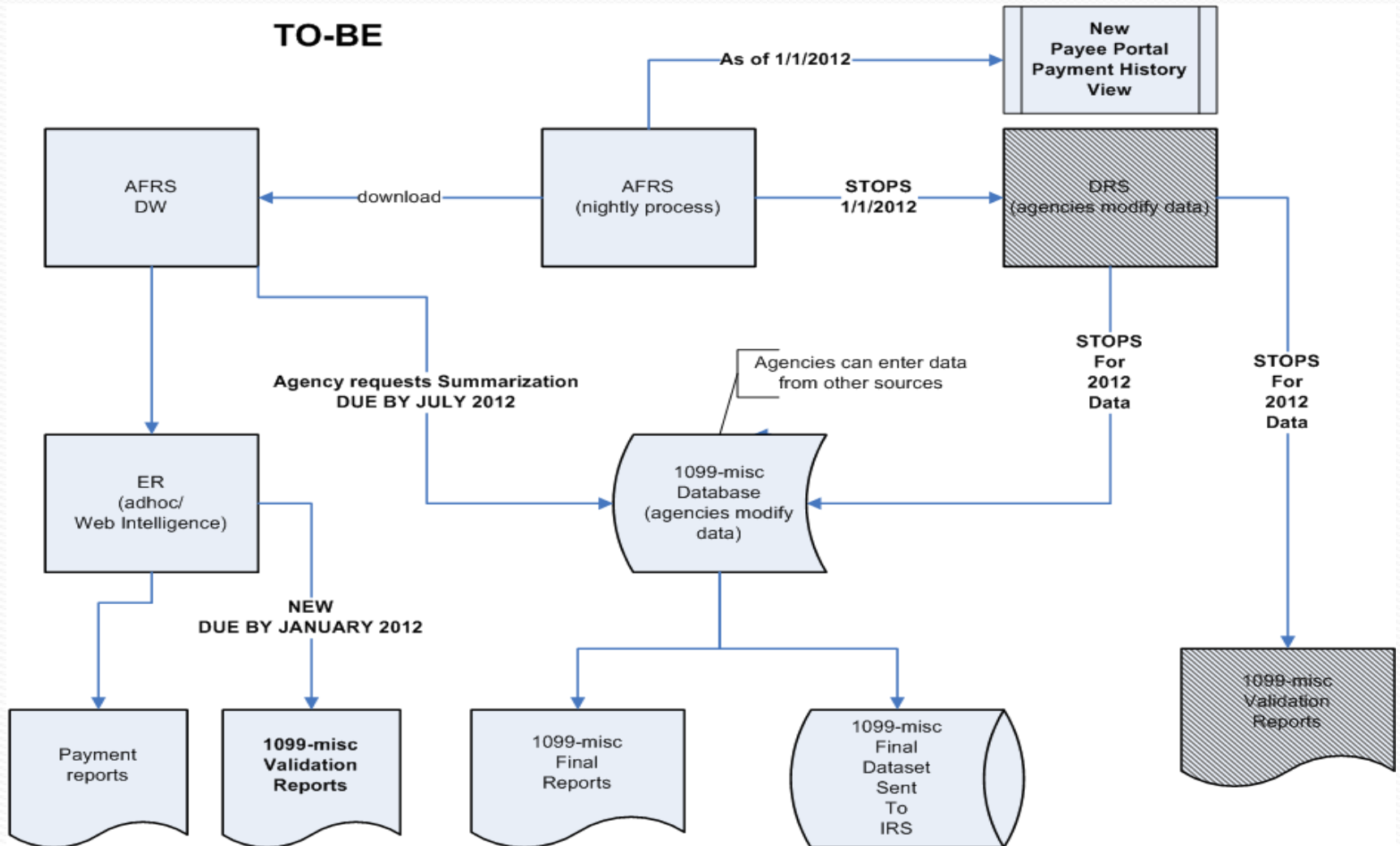
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                                     AGENCY: 1050  
                                SELECT FUNCTION: ____
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# Proposed Payment Reporting



# IRS 1099-MISC Reporting that will continue as today

- External Agencies will still be able to use the IRS 1099-MISC database to create IRS 1099-MISC's for their Internal System reporting.
- Payroll will still be able to enter Deceased Employees in the IRS 1099-MISC database.
- Agencies are encouraged to monitor their IRS 1099-MISC reportable payments on a more regular basis.
- Agencies could correct IRS box errors through the Journal Voucher process.
- OFM will continue to send the IRS 1099-MISC Reporting to the IRS in the usual manner.
- IRS 1099-MISC's will continued to be stored for 4 years in the IRS 1099-MISC database.
- IRS 1099-MISC forms can still be recreated for the past 4 years.



QUESTIONS?