1099 Data Download

Getting to your 1099-NEC & 1099-MISC data by IRS Box Type

Overview

What is the web intelligence tool?

The Enterprise Reporting Web Intelligence (ER WebI) tool provides business users an easy to use interactive and flexible user interface for building and analyzing reports on state enterprise databases. It provides the querying, reporting, and analysis all in a single tool.

What sources of data can I access with this tool for the purpose of 1099 Reporting?

Using the ER WebI tool and with special security access, you will be able to access the Agency Financial Reporting System (The state's accounting system)'s transactions data with Tax Identification Number (TIN) information made available.

Use the tool to access pre-built reports and to create your own

You can use the tool to create almost any kind of ad hoc report.
A 1099 Data Extract template was created for your use. This template is available in the "AFRS 1099 Report Template" sub-folder of the Public Folder.

What you'll be doing in this tool?

A. Extract Payments data
B. Pull only IRS reportable data for the **1099-NEC & 1099-MISC** form
C. Create an Excel file by IRS Box Type

What information you'll be pulling from this 1099 Data Extract template?

- Agency
- Calendar Year
- Transaction Types that are payments (B; G; and H)
- General Ledger 7120 and 7130

1099 Data Download
What is it?

1099 Download Application – What is it?

1099 Download Application	Environment that includes the secure 1099 universe, secure 1099 public folder, and secure 1099 Data Extract (s).
AFRS XXXX with TIN	This is the name of the **universe** that houses your AFRS transaction history with a secure access to the tax identification number (TIN). The "XXXX" represents the biennium.
AFRS 1099 Report Template	This is the name of the folder in ER Web Intelligence's public **folder** that houses the 1099 Data Extract templates.
AFRS 1099 Data Extract – XXXX (Even numbered calendar years) **Example:** AFRS 1099 Data Extract – 2021 includes all of Calendar Year 2020 **AFRS 1099 Data Extract – Combined CYXXXX** (Odd numbered calendar years) **Example:** AFRS 1099 Data Extract – Combined CY2021 includes all of Calendar Year 2021	The "AFRS *1099 Data Extract – XXXX*" and the "AFRS 1099 Data Extract Combined CYXXXX" are the secure **1099 Data Extracts.** Users have the ability to query and filter their AFRS transaction history details, which includes the secure TIN information.

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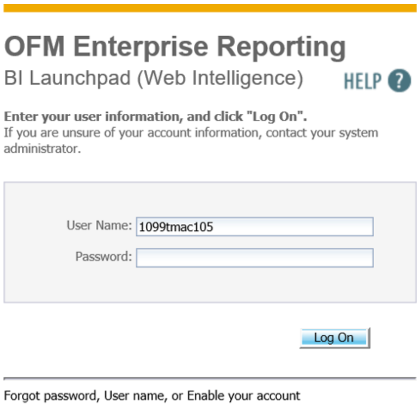
How to get to your 1099-NEC & 1099-MISC data

1. *Login* to Enterprise Reporting Web Intelligence (ER WebI)

A. *Access* the following URL: https://reporting.des.wa.gov *(inside SGN)* or https://secureaccess.wa.gov (outside SGN).

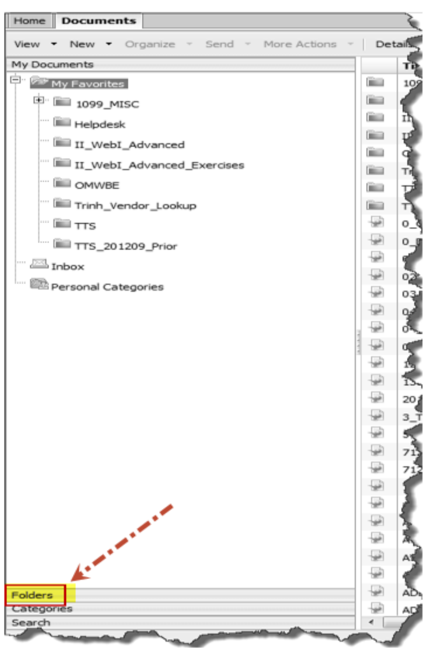
B. Login in to ER WebI



2. *Locate* "AFRS 1099 Report Template" folder

A. *Click* "**Documents**" tab

B. *Click* on the "**Folders**" title, located at the **bottom left corner** to display the "Public Folders".



C. *Click* on the **plus sign** next to the **"Public Folders"** to expand the list of folders available in the WebI Public Folders.

D. *Navigate* to **"AFRS 1099 Report Template"** folder and *click* on the folder's title to open folder to access the 1099 Data Extract templates.

3. *Copy* the "AFRS 1099 Data Extract" report into your "My Favorites"

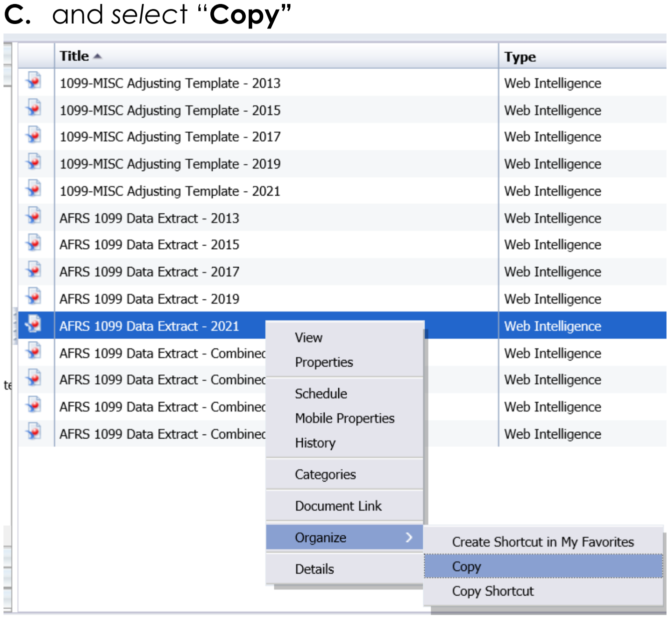
Inside the "AFRS 1099 Report Template" public folder are the AFRS 1099 Data Extract templates.

A. *Right-click* on the Report Title for the appropriate calendar year you are reporting on.

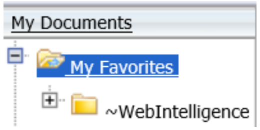
1. **AFRS 1099 Data Extract – XXXX** (Even numbered calendar years)
   Example: AFRS 1099 Data Extract – 2021 includes all of Calendar Year 2020
2. **AFRS 1099 Data Extract – Combined CYXXXX** (Odd numbered calendar years)
   Example: AFRS 1099 Data Extract – Combined CY2021 includes all of Calendar Year 2021

B. *Select* **"Organize"**

C. and *select* "**Copy**"



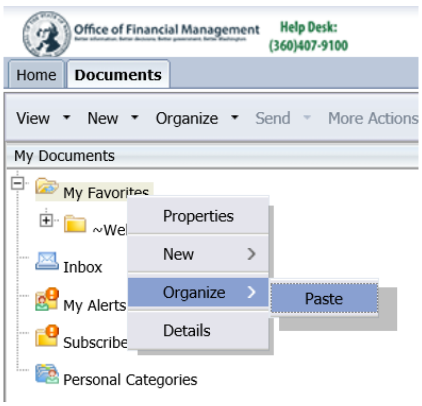
D. *Navigate* to your "**My Documents"** and *click* on the title to expand your "My Documents". You should now see your "**My Favorites**"



E. *Right- -click* on **"My Favorites"** folder under your "My Documents"

F. *Select* "**Organize"**

G. and *select* "**Paste"**

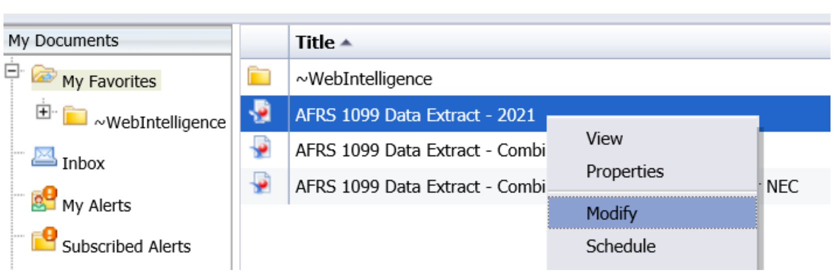


By saving the 1099 Data Extract into your "My Favorites", you are making a copy and become the owner of the template, and this enables your ability to edit.

Modify 1099 Data Extract template

A. *While in your* **"My Favorites"** folder, *locate* the saved 1099 Data Extract template and ***right-click*** on the report title.

B. *Select* **"Modify"**

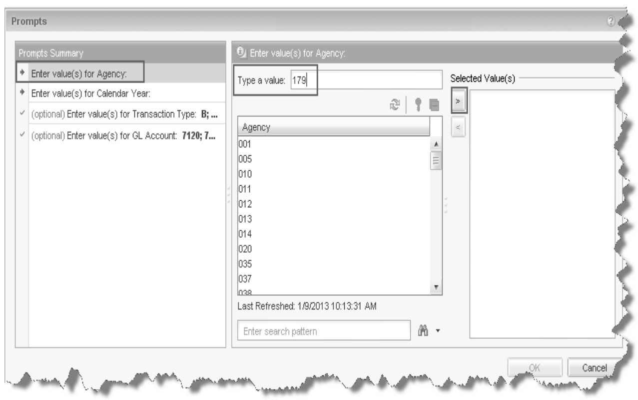


If prompted with "Do you want to run this application"?, *click* **"Run"**

C. *Enter* or select **Agency** Prompt

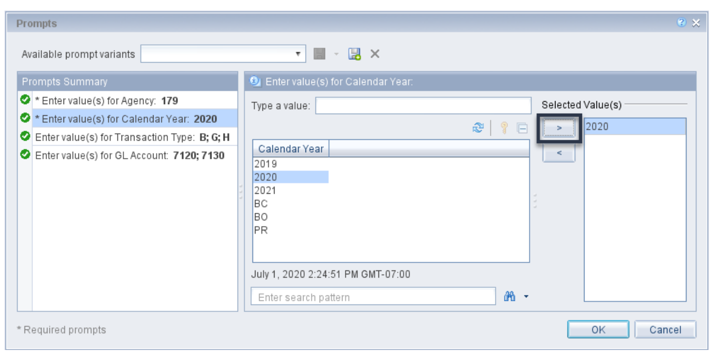
- ***Enter value for prompt value****;* Agency

  Highlight the **"Agency"** prompt, *enter* or select your agency three-digit code and *click* on the **right arrow** to select value:



D. Enter or select **Calendar** Prompt

Highlight the **Calendar Year** prompt, select your calendar year and click on the **right arrow** to select value and click **OK**:



Optional prompts:

- ***Enter*** Transaction Type (**optional**) – Please note that this prompt is optional. You do not need to change it if you are satisfied with the values selected. The values currently selected are:
  B – Payments
  G – Warrant cancellations
  H – SOL warrant cancellations

- ***Enter*** General Ledger (**optional**) – Please note that this prompt is optional. You do not need to change it if you are satisfied with the values selected. The values currently selected are:
  7120 – Cash payments
  7130 – Warrant cancellations

Create a new report to pull 1099 data

The 1099 Data Extract template will populate an "*Agency AFRS Transaction Detail*" Report. This "*Agency AFRS Transaction Detail*" report has all the transactions that made up the payments. Use this default report to reconcile the payment transactions. All details included in the default "*Agency AFRS Transaction Detail*" report are not needed for 1099 reporting.

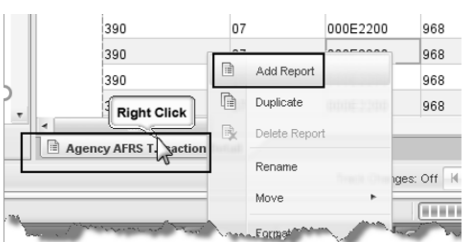
To create a **new report** to **pull only 1099 reporting data**, review the actual **1099-NEC & 1099-MISC** forms for the requirements.

At a minimum, we need the following data for both the **1099-NEC & 1099-MISC** form:

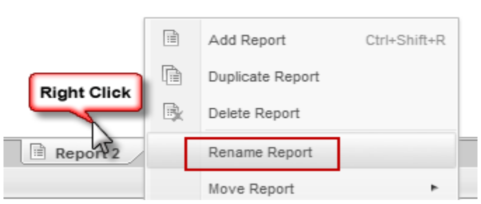
1) IRS Box – not needed for the actual 1099 forms. However, the IRS Box information will be used to determine where to map the amount from AFRS, to the IRS Boxes on the 1099 forms.
2) Taxpayer ID
3) Tax Type
4) Vendor Name
5) Vendor Address 1
6) Vendor Address 2
7) Vendor Address 3
8) Vendor City
9) Vendor State
10) Vendor Zip
11) Amount

A. To create a new report, click **Add Report**

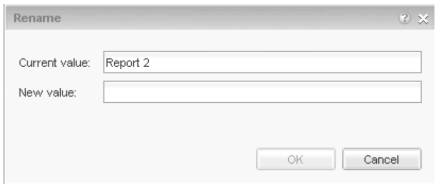
Make sure you are in the **"Design"** mode, *Right click* on the "Agency AFRS Transaction Detail" report tab and *select* "**Add Report".**



B. Rename the report2
Right click on "**Report 2"** and *select* "**Rename Report".**



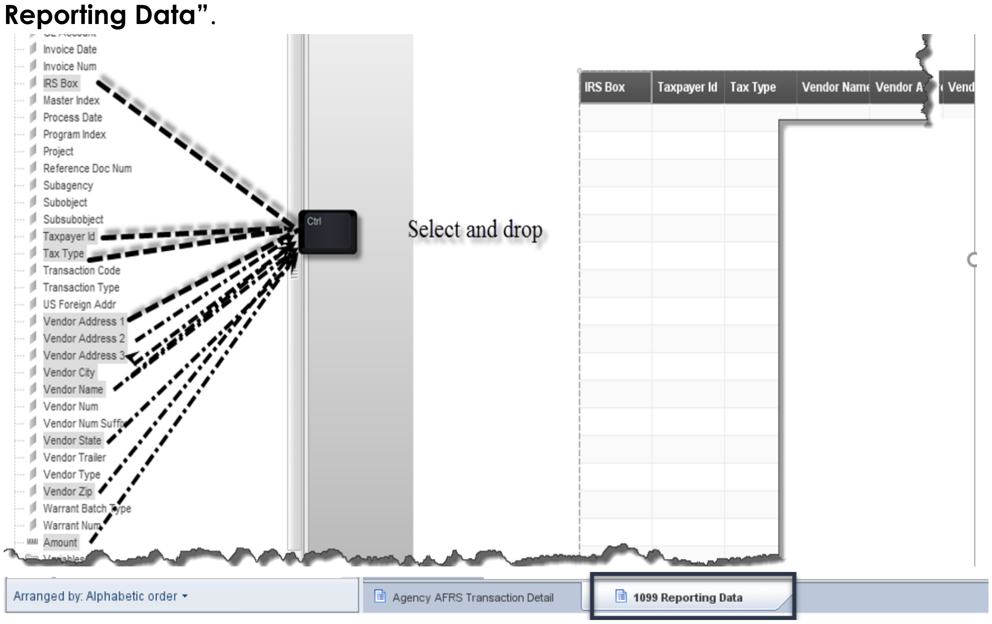
In the "**New value**" text box of the Rename dialogue, *enter new* name, **"1099 Reporting Data"** (or any name meaningful to you), and *click* "**OK".**



C. ***Press*** the "**Ctrl**" key and hold down the "Ctrl" key, ***Select each of the following*** 1099 data element, in the **exact order** listed below:

1) IRS Box
2) Taxpayer ID
3) Tax Type
4) Vendor Name
5) Vendor Address 1
6) Vendor Address 2
7) Vendor Address 3
8) Vendor City
9) Vendor State
10) Vendor Zip
11) Amount

D. Once you have selected all 1099-MISC data elements in the exact order listed above, drag the data elements from the [Available Objects] section and ***drop*** into new report tab **"1099 Reporting Data"**.



You should have 11 columns in **the "1099 Reporting Data"** tab. Please make sure that the columns aligned next to each other in a single table.

E. Delete "Agency AFRS Transaction Detail" report.

4. *Filter* data by IRS box type

The dataset will include data for all IRS Box types, including those that your agency has coded as zero or blank. Transactions with IRS Box type zero or blank are non-1099 reportable.

Filter the data by IRS box type for the following reasons:

- To pull only the data that has reportable 1099 box values
- To export and create one Excel file for each IRS Box Value
    - The purpose for creating one Excel file for each reportable IRS box type is to help identify which IRS box to map the amount to on the 1099 form. For example, if you are working with IRS box 1 file, all amounts in this file would be mapped to the Rent field on the 1099-MISC form.

Effective IRS reporting year 2020, all non-employee compensation payments, previously reported in Box 7 of the 1099-Miscellaneous Income (1099-MISC) form, must now be reported on the 1099-Non-employee Compensation (1099-NEC) form. Get familiar with the IRS box value from AFRS (data source) with the description of the box on the 1099 forms using the crosswalk below:

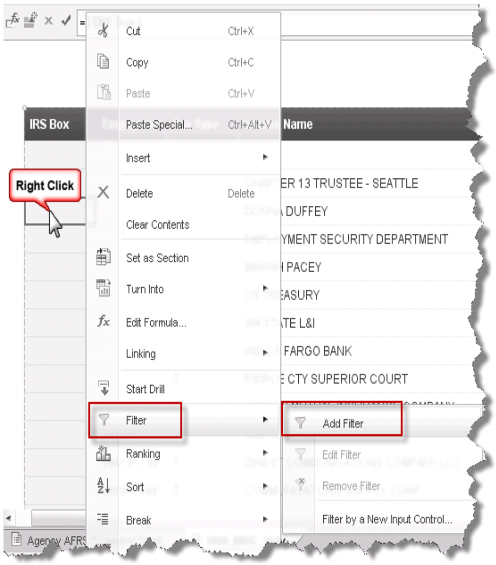
IRS Box Value in AFRS/ER Webi	Description	IRS Box Value on 1099-NEC Form	Description
0 or Blank	NON-IRS REPORTABLE	n/a	n/a
7	NON-EMPLOYEE COMPENSATION	1	NON-EMPLOYEE COMPENSATION **Previously reported in Box 7 on 1099-MISC form
4	FEDERAL INCOME TAX WITHHELD	4	FEDERAL INCOME TAX WITHHELD

IRS Box Value in AFRS/ER Webi	Description	IRS Box Value on 1099-MISC Form	Description
0 or Blank	NON-IRS REPORTABLE	n/a	n/a
1	RENTS	1	RENTS
2	ROYALTIES	2	ROYALTIES
3	OTHER INCOME	3	OTHER INCOME
4	FEDERAL INCOME TAX WITHHELD	4	FEDERAL INCOME TAX WITHHELD
5	FISHING BOAT PROCEEDS	5	FISHING BOAT PROCEEDS
6	MEDICAL AND HEALTH CARE PAYMENTS	6	MEDICAL AND HEALTH CARE PAYMENTS
A	CROP INSURANCE PROCEEDS	**10**	CROP INSURANCE PROCEEDS
C	GROSS PROCEEDS PAID TO AN ATTORNEY	**14**	GROSS PROCEEDS PAID TO AN ATTORNEY

A. To filter data by IRS box, h*ighlight* the data portion of the "**IRS Box**" column.

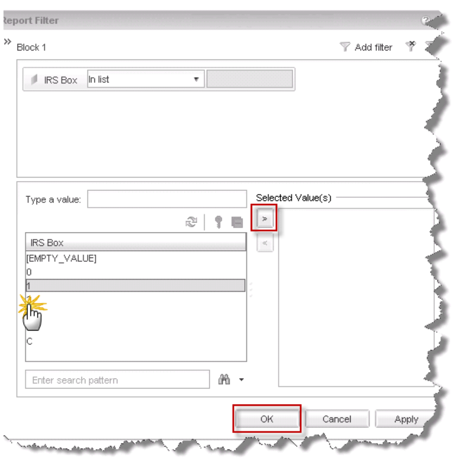
*B. Select "**Filter**"*

C. *Select* "**Add Filter**"

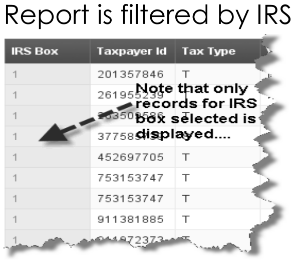


D. *In the* **"Report Filter",** *select an IRS Box value:*

(For example, highlight IRS Box "1" for rents). Click ***on the right arrow*** *to select the IRS box value 1 then click* **"OK"**.

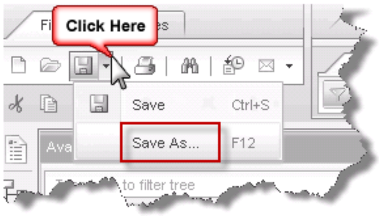


Report is filtered by IRS Box "1".



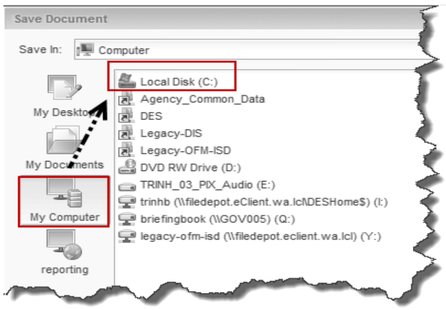
5. *Save* this Excel file by IRS Box value

A. **Export** (via "Save As") data by IRS Box selection

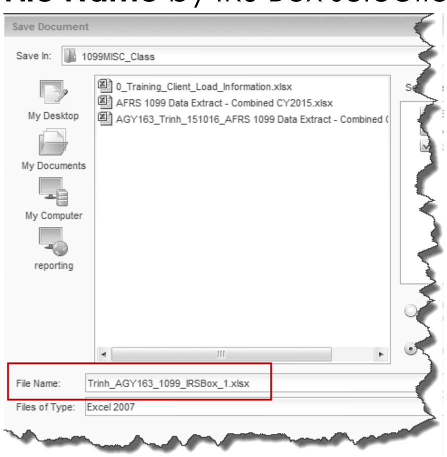


From the **"File"** tab, *click* on the drop down arrow of the "**Save"** image, *select* "**Save As**"

B. *Select* **"My computer"** to save the file Click on "My Desktop", "My Documents", or "My Computer", and navigate to a folder.

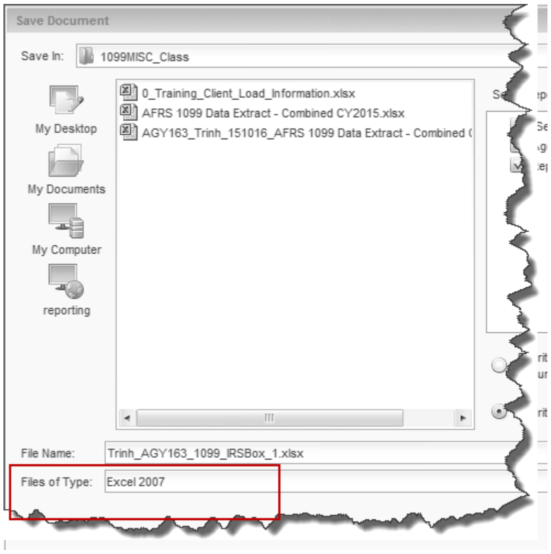


C. **File Name** by IRS Box selection



Name your file and include the IRS box value. For example: ***YourAgencyCode_YourName*_1099_IRSBox_1**. Using the IRS box value in the name will help you identify where to map the amounts in that file. For example: IRS box 1 belongs to the "Rents" box on the 1099-MISC form.

D. *Select **"Files of Type"***



E. *Make a note* of the **Location** of where you've saved the file and **file name.**

F. *Click **"Save"***

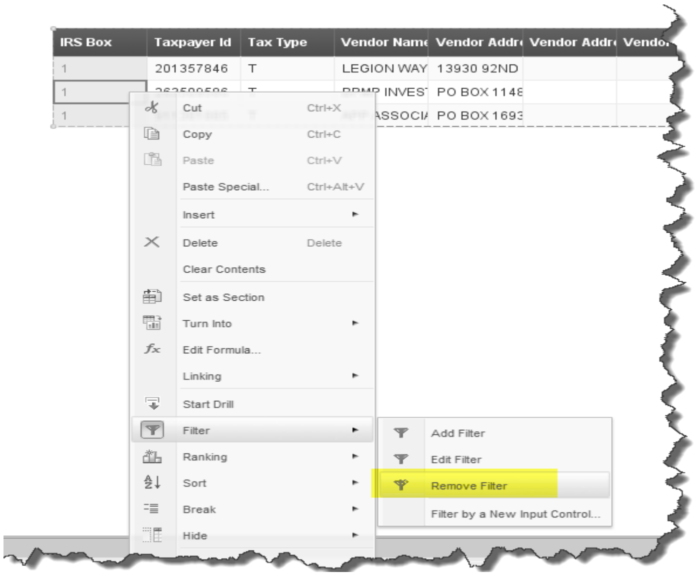
6. *Repeat*

Repeat for the rest of the other IRS box types. It is recommended that you create at least one payment file for each IRS box value.

You will need more files if your agency has a customized template that is pulling data at a lower level (for example, by 'process date').

A. Remove existing filter

- Highlight the "**IRS Box**" data by right-click in the data portion of the "IRS Box" column.
- Select "**Filter**"
- Select "**Remove Filter**"



Repeat steps to Filter data by IRS box type

B. Repeat steps to **Save** this Excel file by IRS Box value

7. *Logout*

Please *click* on **"Log Off"** Enterprise Reporting (ER) Web Intelligence (WebI) to release a WebI license

Creating your Tab-delimited 1099-MISC source file, by IRS Box

A. *Navigate* to the location where you have saved the exported file (s) from Enterprise Reporting Web Intelligence (ER WebI).

B. *Open* one of the Excel spreadsheets you've downloaded from ER WebI
Note: You will repeat steps for each Excel spreadsheet (each IRS Box file).

1) Review your data
2) *Delete* column A and row 1 (only if blank)
   - **A.** Taxpayer Identification Number (TIN) – Please review your TIN information for the following:
     - Cannot be blank
     - Must be 9 characters
     - At least one address must be available
     - Check for valid zip codes
   - **B.** Review Amount – negative amounts represent the payments.

Note: *Delete* **"Agency AFRS Transaction Details"** report, if not already done so during the ER WebI download process.

C. *Create* **Text Tab delimited text** file

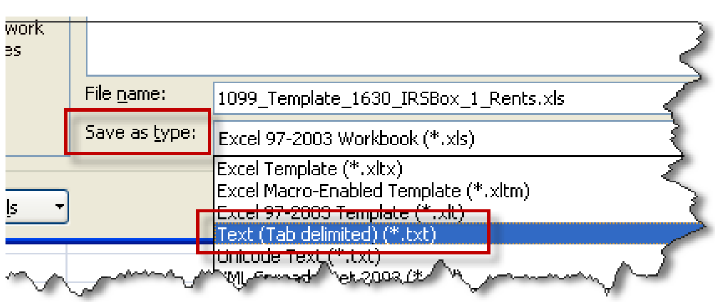
A. From new report, *select* "**File**" and **"Save As"**
B. Save As "**Text (Tab delimited)"** format

<u>Please note</u>: Steps may be different due to different version of Microsoft Office used.

C. Browse to your location of where you would like to save your text tab delimited file

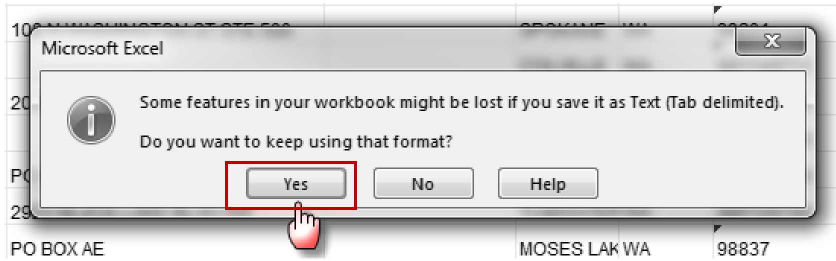
D. In the "**File Name**" section of the "Save As" dialogue, title your file

E. In the "**Save as type**" list, *select* "**Text (Tab delimited) (*.txt)**"



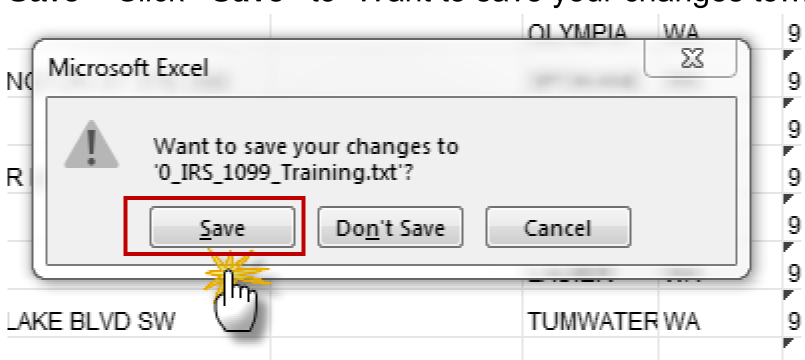
F. *Click* **"Save"** to save your selection.

G. Saving the selection – *Click* **"Yes"** to "**Do you want to keep using that format?"**

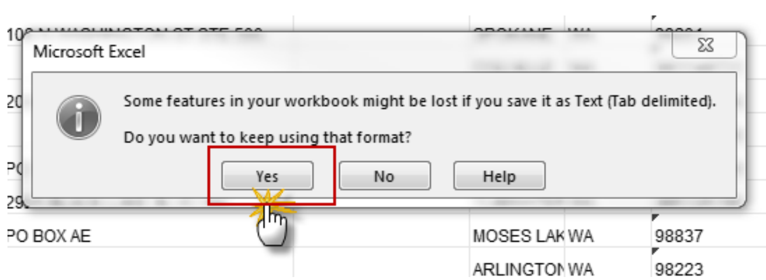


H. Click **"Close"** to close the Excel spreadsheet.

I. Save – *Click* **"Save"** to "Want to save your changes to…"



J. Click **"Yes"** to "**Microsoft Excel – Some features in your workbook might be lost if you save it as Text (tab delimited) – Do you want to keep using that format?"**



D. *Repeat* steps for each Excel spreadsheet (each IRS Box).