

Office of Financial Management

Accounting Division Statewide Financial Systems

Disbursement Reporting System (DRS)

IRS 1099-MISC Preparation & Reporting for DRS Users Calendar Year 2008

!!! IMPORTANT NOTE !!!

Foreign Vendor questions: State agency personnel calling the AFRS Help Desk or the Disbursement Reporting/IRS 1099-MISC System product manager for assistance regarding international payment issues will be directed to the IRS Help Lines:

IRS 1099 Hotline: Either 866-455-7438 or 304-263-8700

IRS International Tax Hotline: 215-516-2000

IRS 1099-MISC questions:

1. Questions relating to the Disbursement Reporting/IRS 1099-MISC System should be directed to the Disbursement Reporting/IRS 1099-MISC System (DRS/IRS) product manager. The DRS/IRS product manager (or others answering the AFRS Help Line) will not interpret Internal Revenue Service rules and instructions.
2. Questions relating to interpretation of the Internal Revenue System rules and instructions should be directed to the IRS at:
Toll Free - 1-866-455-7438 (reputed to be an excellent resource)
TDD Telecommunications for the Deaf - 1-304-267-3367
Fax: 1-304-264-5602
e-mail: mccirp@irs.gov

There also is an IRS website specific to federal, state and local governments: **www.irs.gov/govts**

You can call the IRS to ask questions but we recommend you send an e-mail so that nothing gets lost in the translation. This is a busy time of year for the IRS, so you may have to wait a while to get an answer. (When you call you will be advised that you can send an e-mail.) **Whether you talk with someone or send an e-mail, you should be sure to ask for and obtain the name and IRS badge number of the IRS person who responds to you.**



THE SYSTEM FILES/PRODUCTS MAY CONTAIN PERSONAL INFORMATION ABOUT CITIZENS. SAFEGUARDING/DISPOSITION (Shredding or Secure Recycle) OF AFRS FILES/PRODUCTS IS YOUR AGENCY RESPONSIBILITY. SEE EXECUTIVE ORDER 00-03, 4/15/00; RCW 42.17.310; AND THE FEDERAL PRIVACY ACT OF 1974.



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IRS 1099-MISC Preparation & Reporting for DRS Users Calendar Year 2008

PREFACE

The IRS 1099-MISC preparation and reporting system is used by many agencies to prepare, print and report their IRS 1099-MISC forms. These instructions were developed to guide you through that process.

Major features are:

- ✦ **No major changes for 2008**
- ✦ **Update on 3%** - IRS draft procedures will out by the end of this year (December 31, 2008). Those who must comply will need to have a budget of \$100 million or larger. Each state agency in Washington is recognized as an individual reporting agency because we do not report under a single TIN.
- ✦ **IRS Boxes 15a (D) & 15b (E)** – The new IRS boxes of 15a (D), Section 409A-Deferrals and 15b (E), Section 409A-Income are available on IRS 1099-MISC screen in DRS. The new TINs have not been added to AFRS process yet but should be there by next season. This box is for payment of employee wages that do not use a payroll system. Some agencies that might have this are DSHS, Health Care or Home Care Quality Assurance.

REMINDERS:

- ✦ IRS 1099-MISC forms printing is agency controlled. Pages 19-22.
- ✦ Remember to check security to the profile screen. You will want to make sure that only a limited number of individuals have access to the DS.1 screen.
- ✦ IRS 1099-MISC forms are folded and stuffed by each reporting agency. **Use of a #9 window envelope is recommended.**

CAUTIONS

Per the Internal Revenue Service 2008 Instructions for forms 1099, 1098, 5498, and W-2G:

F. Recipient Names and Taxpayer Identification Numbers: "You are required to maintain the confidentiality of information obtained on a Form W-9/W-9S relating to the taxpayer's identity (including SSNs, EINs, and ITINs), and you may use such information only to comply with the tax laws."

Penalties - Civil Damages for Fraudulent Filing of Information Returns

If you willfully file fraudulent information return for payments you claim you made to another person, that person may be able to sue you for damages. You may have to pay \$5,000 or more.

RECOMMENDED: Agencies should start early to review Calendar Year 2008 IRS 1099s so that any problems with data collection and 1099 preparation can be identified as soon as possible.

The 1099 instructions can be obtained through:

<http://www.irs.gov>
or
visit your local IRS office.

Agency comments and proposals about these instructions are always welcome. Comments and proposals can be sent to the IRS 1099 Product Manager by FAX to (360) 664-3363 or to Mail Stop 43113. If you have any questions about these instructions, please call the IRS 1099 Product Manager:

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Denise Tabler phone: (360) 664-7788
fax: (360) 664-7673
e-mail: denise.tabler@ofm.wa.gov

or Dan Bode phone: (360) 664-7877
fax: (360) 664-7673
e-mail: dan.bode@ofm.wa.gov

Classes for DRS users are offered on the following dates:

October 8, 2008 – 1:00 pm to 4:00 pm
November 3, 2008 – 9:00 am to 12:00 pm
November 13, 2008 – 8:30 am to 11:30 am
December 3, 2008 – 1:00 pm to 4:00 pm
December 12, 2008 – 9:00 am to 12:00 pm

Please refer to the OFM Accounting Division Training Catalog for more information and registration procedures. The training catalog can be found at web site <http://www.ofm.wa.gov/> then choose 'Training'.

“The reports and screens you are about to see are true, the names have been changed to protect the innocent.”

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IRS 1099-MISC Preparation & Reporting for DRS Users Calendar Year 2008

OVERVIEW

GENERAL:

The Internal Revenue Service requires filing of a Form 1099-MISC (Miscellaneous Income)... “for each person to whom you have paid (a) at least \$10 in royalties or broker payments in lieu of dividends or tax-exempt interest..., (b) at least \$600 in rents, services (including parts and materials), prizes and awards, other income payments, medical and health care payments,... or (d) gross proceeds paid to an attorney.... You must also file Form 1099-MISC for each person from whom you have withheld any Federal income tax under the backup withholding rules regardless of the amount of payment.”

“Report on Form 1099-MISC only when payments are made in the course of your trade or business.... Payments by Federal, state, or local government agencies are also reportable.” (2008 Instructions for Form 1099-MISC [Specific Instructions for Form 1099-MISC]).

Internal Revenue Service (IRS) regulations require Calendar Year 2008 IRS Forms 1099-MISC be distributed and submitted by the following dates:

Critical Reporting Dates:

1. **February 2, 2009: Final day to issue forms to recipients.** Per the IRS instructions “You will meet the requirement to furnish the statement if it is properly addressed and mailed on or before the due date. If the regular due date falls on a Saturday, Sunday, or legal holiday, the due date is the next business day. A business day is any day that is not a Saturday, Sunday, or legal holiday. The due date of January 31, 2009, falls on a Saturday.

2. **March 31, 2009:** Due date for OFM to transmit your agency's IRS 1099-MISC records to the IRS.

NOTE: March 20, 2009, has been established by OFM as the final date for agencies to add, change, or delete IRS 1099 records. 1099s that exist at close of business on March 20, 2009, will be reported to the IRS.

The following two IRS instructions contain specific instructions for IRS 1099-MISC preparation and are very important to your IRS 1099-MISC reporting process:

[2008 General Instructions for Forms 1099, 1098, 5498, and W-2G](#)

[2008 Instructions for Form 1099-MISC](#)

These instructions are important because each agency is solely responsible for correctly identifying payments to be reported. You can obtain these instructions at **WWW.IRS.GOV**.

Taxpayer identification numbers (TINs) are used by the IRS to associate and verify amounts you report to the IRS with corresponding amounts on tax returns. The IRS emphasizes it is important that reporting entities furnish correct names and TINs (Social Security Numbers (SSNs), Individual Taxpayer Identification Numbers (ITINs), or Employer Identification Numbers (EINs)) for recipients on the forms sent to the IRS.

Please Note: Taxpayer Identification Number (TIN) is an Internal Revenue Service umbrella term for Social Security Numbers (SSN), Employer Identification Numbers (EIN), and Individual Taxpayer Identification Numbers (ITIN). 'TIN' is the generally used term. A TIN **always** is a nine digit number, no exceptions. TINs can be entered with or without dashes.

SSNs are issued by the Social Security Administration.

EINs are issued by the Internal Revenue Service.

ITINs are issued by the Internal Revenue Service.

IRS Note on Sole Proprietors: For **sole proprietors**, you must show the individual's name on the first name line; on the second name line, you may enter the "doing business as (DBA)" name. You may not enter only the DBA name. For the TIN, enter either the individual's SSN or the EIN of the business (sole proprietorship). **The IRS prefers that you enter the SSN.** (IRS 2008 General Instructions for Forms 1099, 1098, 5498, and W-2G, section F. Recipient Names and Taxpayer Identification Numbers [TINS]).

Deceased Employees: Agency personnel responsible for the IRS 1099-MISC process is encouraged to coordinate with their agency payroll office to determine who will be responsible for reporting of deceased employees.

RESPONSIBILITIES:

AGENCIES are individually responsible for:

Accurate and timely IRS 1099-MISC preparation, printing and mailing to recipients.

Accuracy of IRS 1099-MISC data submitted to the Internal Revenue Service.

OFM is responsible for:

Maintenance of IRS 1099 online processes to support agency preparation, printing and reporting of the IRS 1099-MISC forms.

Timely transmission to the IRS of the IRS 1099-MISC data prepared by the agencies.

SYSTEMS: OFM offers two ways for agencies to report IRS 1099-MISCs electronically:

1. **DRS Users:** Use the Disbursement Reporting System to collect payment transactions and summarize 1099-eligible transactions into a 1099 file for preparing printed 1099s for distribution to recipients and for electronic media reporting to the IRS. DRS users can also manually add 1099 records on screen IR.1.
2. **Non-DRS Users:** Use the 1099 input screen in the Disbursement Reporting System to directly prepare 1099s for subsequent printing and distribution to recipients and for transmission to the IRS by OFM.

REPORTING BASIS: IRS 1099-MISC reporting is on the cash basis, not accrual, as noted below:

Regular warrants and Inserted warrants - The appropriate reporting year for 1099-eligible transactions is determined by the warrant date, **not** the date(s) services were performed or when the initial accounting entry was made. For 2008 reporting, the warrant dates must be 01/01/08 - 12/31/08. In terms of the Internal Revenue Service 'constructive receipt' rule a paper warrant (regular warrant or inserted warrant) is constructively available to a vendor when the warrant has been printed because the vendor could make arrangements to pick up the warrant as soon as it is available. Therefore, the payment will be reported in the year of the warrant date.

Electronic Funds Transfer (EFT) payments - Effective for warrant dates 07365 (Dec 30, 2008) and 07366 (Dec 31, 2008) the records will be summarized to Calendar Year 2009 IRS 1099-MISC records because the settlement date is two state business days after the warrant date. Using the 'constructive receipt' rule as defined by the Internal Revenue Service, an EFT payment is 'constructively received' when the funds are deposited in the vendor's bank account. EFT payments are available to a vendor on the settlement date, which is two state business days after

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the warrant date. This will cause all EFT payments with a warrant date on one of the last two business days of the calendar year to be summarized to the IRS 1099-MISC records for the next calendar year.

RETENTION OF IRS 1099-MISC: The Tax Year 2008 IRS General Instructions for Forms 1099, 1098, 5498, and W-2G, Section D Filing Returns with the IRS, states: "**Keeping Copies.** Generally, keep copies of information returns you filed with the IRS or have the ability to reconstruct the data for at least 3 years, from the due date of the returns. Keep copies of information returns for 4 years if backup withholding was imposed." Please note that this IRS guidance has been consistent from year to year.

CHANGES TO IRS 1099 RECORDS & REPORTING CHANGES TO THE IRS:

Changes made prior to agency final printing and distribution of 1099 not later than February 2, 2009:

Any changes made prior to printing and mailing of forms to vendors should be done as usual on Screen IR.1. If a change is made to a 1099 that has already been printed and distributed, you should ensure the affected recipient is provided an updated form. The LAST PRINT REQUEST date on screen IR.1 can be used to check if the form has been printed at an earlier date.

Changes made after mailing of 1099s to vendors and prior to close of business on March 20, 2009:

Any changes made after mailing of 1099s to vendors should be done as usual on Screen IR.1. You should ensure the affected recipient is provided an updated form. The LAST PRINT REQUEST date on screen IR.1 can be used to check if the form has been printed at an earlier date.

NOTE: Any changed 1099s issued prior to close of business on March 20, 2009, are not 'Corrected' 1099s per the IRS definition because no 1099s have yet been reported to the IRS.

Changes made after close of business on March 20, 2009:

The 1099s prepared/corrected during this period are subject to the IRS rules for filing 'Corrected Returns' ([Instructions for Forms 1099, 1098, and W-2G](#)). You are responsible for preparing and mailing the changed 1099. However, the 1099 record in the 1099 file will contain a Forms Control 'T' and cannot be changed. Please note the IRS instructions refer to Copy A and Copy B. The 1099 form sets that contain Copy A and Copy B will have to be obtained from the IRS or a commercial provider.

IRS 1099 Security:

The following table describes the security options that can be selected on the AFRS Security Screen SS.1. You will need appropriate levels of security in order to perform the IRS 1099 preparation and reporting tasks.

<p>IRS 1099 Security is controlled by several AFRS security flags. The security codes used are:</p> <p>Security Code 0 = No access to the screens.</p> <p>Security Code 1 = Screens can be accessed, data can be viewed, and reports can be requested.</p> <p>Security Code 2 = Screens can be accessed; data can be viewed; reports can be requested; and data can be added, changed, or deleted.</p>	<p>Screen IR.1 – Viewing, adding, changing, deleting, and printing are controlled by Disbursement Reporting security flag '1099'. Record locking requires a security level of '2' in Disbursement Reporting security flag 'Prof' (Profile).</p> <p>Screen IR.1.1 - Access to the 1099 print screen and printing of 1099s requires a security level of '2' in the Disbursement Reporting security flag '1099'.</p> <p>Screen IR.2 – Controlled by Disbursement Reporting security flag '1099'. Security level '1' or '2' allows view access on this screen.</p> <p>Screen IR.3 – Views and reporting are controlled by security level '2' in the Disbursement Reporting security flag '1099'. IRS Mass Summarization* requires a security level of '2' in Disbursement Reporting 'PROF' (Profile).</p> <p>Screen IR.4 – Controlled by Disbursement Reporting security flag '1099'. A security level of '1' or '2' allows the letters to be ordered.</p> <p>Screen IR.5 – Views require a security level of '1' or '2' in Disbursement Reporting security flag 'PROF' (Profile).</p> <p>Screen IR.6 – Controlled by security flag '1099'. Views and ordering of the processes require a '1099' security level of '2'. This is a change from requiring a 'PROF' security level of '2'.</p>
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Screen IR.7 – Controlled by Disbursement Reporting security flag ‘1099’. A security level of ‘1’ allows the letters to be ordered.

Screen IR.8 – Controlled by Disbursement Reporting security flag ‘1099’. A security level of ‘1’ or ‘2’ allows the report to be ordered. (Not applicable to non-DRS agencies.)

Screen DS.1 – Controlled by Disbursement Reporting flag ‘PROF’. Changes require a ‘PROF’ security level of ‘2’.

Screen DM.1 – Controlled by Disbursement Reporting flag ‘DISB’. Changes require a ‘DISB’ security level of ‘2’. (Not applicable to non-DRS agencies.)

OMWBE/IRS DETAIL UPDATE Screen – Controlled by Disbursement Reporting flag ‘DISB’. Changes require a ‘DISB’ security level of ‘2’. (Not applicable to non-DRS agencies.)

Screen DM.5 – Controlled by Disbursement Reporting flag ‘DISB’. Reports can be ordered with DISB’ security level of ‘1’ or ‘2’. (Not applicable to non-DRS agencies.)

Screen DV.0 & DV.8 – Controlled by Disbursement Reporting flag ‘DISB’. Reports can be ordered with DISB’ security level of ‘1’ or ‘2’. (Not applicable to non-DRS agencies.)

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SCREEN IR - IRS 1099 MENU



```

=== DRS ===(IR)===== IRS 1099 MENU ===== C105V030 ===
TR: _____ 999M 0001
      SUMMARIZATION FREQUENCY: DAILY (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*
_ DRS340,341,342,344,347 (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
  
```

This is the menu screen for accessing the screens you will be using to prepare your Forms IRS 1099-MISC. The screen has been constructed to provide selection of actions you want to take.

To get to this screen IR:

On the AFRS PRIMARY MENU screen:
 Type your agency number.
 Type 'DR' in the 'Select Function' field.
 Press 'Enter' to view the DISBURSEMENT SYSTEM PRIMARY MENU.

```

=== DRS ===(DR)===== DISBURSEMENT SYSTEM PRIMARY MENU ===== C105V010
===
TR: _____
-----NEW PRIMARY MENU-----
V -- ONLINE VIEW MENU
R -- REPORTS MENU
I -- IRS 1099 MENU
C -- DRS SYSTEM CONTROL MENU

-----OLD PRIMARY MENU-----
DM -- DISBURSEMENT MENU
IR -- IRS 1099 MENU
DS -- DISBURSEMENT SYSTEM
    CONTROL MENU
WR -- WARRANT DISBURSEMENT MENU

      AGENCY: 999M          DRS TRANSACTION COUNT: 000002202
      SUPPLEMENTAL ID: 0001  IRS 1099 SUMMARIZATION SET TO:  D
      SELECT FUNCTION:  _ (USE 1ST POSITION IF NEW MENU SELECTION)

      PF1=HELP, PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT

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

The **SUMMARIZATION FREQUENCY** field displays the agency's selection for the frequency of summarization of DRS records to IRS 1099s. The display will be 'daily' (D), 'weekly' (W),

'monthly' (M), or 'none' (N) as determined by the agency selection on Screen DS.1 - Agency Profile Maintenance (reference instructions for screen DS.1). Also reference section DS.1.

On the DISBURSEMENT SYSTEM PRIMARY MENU SCREEN:

Ensure your agency number is correct.

It is not necessary to type anything in the 'Supplemental ID' field unless the field is blank (this field should contain '0001' for any agency except 3050 & 3100). If the field is blank and your agency is not 3050 or 3100, then type '0001'. If your agency is 3050 or 3100, type the appropriate supplemental ID.

Type 'I' in the Select Function Field

Press 'Enter' to view the IRS 1099 MENU Screen.

To select one of the IRS screens:

Type 'S' (select) to the left of the desired action and press enter. For example:

Print one or more IRS 1099 records:

Type 'S' beside PRINT IRS 1099 FORMS (IR.1.1).

Press 'Enter'.

The IR.1.1 (IRS 1099 PRINT) screen will display.

Reference section IR.1.1 for printing instructions.

NOTE: You can also access the 1099 print screen through the IRS 1099 screen IR.1.

NOTE: The IRS menu has been constructed to allow you to select the action you want to take.

The result of selecting an action (such as printing of 1099s) will take you to the screen that supports the selected action. As a result, several of the actions will take you to the same screen.

You will find that after viewing a selected screen that an F3 exit from the selected screen will **not** take you back to the IRS Main menu. If you want to access the IRS menu you will have to type 'IR' in the transfer function and press 'enter', or work your way through the menus to get to 'IR'.

The following breakdown shows you the F3 progression from screens accessed through the IRS 1099 Menu:

VE.1, VE.2, & VE.3	DRS Main Menu
DM.2 & DM.A	Disbursement Menu & then to DRS Main Menu
DS.1	Disbursement System Control & then to DRS Main Menu
Menu	
IR.4 & IR.7	DRS Main Menu
DV.0	Combined Vendor Selection & then to DRS Main Menu

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SCREEN IR.1 - ADD, CHANGE DELETE IRS 1099 RECORDS

```
=== DRS ===(IR.1)===== UPDATE IRS 1099 RECORDS ===== C105V031 ===
TR: _____ LAST UPDATE _____ LAST PRINT REQUEST _____ 999M 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
```

Note:

The 1099 print screen is accessed using Function 'P' from this screen
OR
the print screen can be accessed from the IRS Menu screen (IR).

This screen is used to VIEW your agency's IRS 1099-MISC records, whether system generated or manually added. Since your agency uses the DRS system, the 1099 summarization process probably generated all or most of the 1099 records. In addition to the VIEW feature, this screen also allows you to:

- ADD, CHANGE, and DELETE individual IRS 1099 records. (If forms control is not 'T'.)
- PRINT IRS 1099 records for distribution to vendors.

ADDING AN IRS 1099-MISC RECORD: There are four ways a 1099 record can be added.

1. Access the screen IR.1 and manually add a record.
2. If your agency uses the DRS system and DRS Profile summarization is set to 'D', 'W', or 'M' the system will add records based upon summarization of remittance transactions that contain an IRS Box 1-8, A, C, D, or E.
3. Screen IR.6 contains a job (DRS344), which, if selected, will run on the Saturday night following selection. The job will look at each agency vendor record which contains a TIN, Tax Type, and IRS Box 1-8, A, C, D, or E and then look at the IRS 1099-MISC file to see if an IRS 1099 record with the same TIN exists for the designated year. If a corresponding IRS 1099 record cannot be found, the job will build an IRS 1099 record with dollar amounts of zero.
4. Screen IR.6 contains a job (DRS347), which, if selected, will run on the Saturday night following selection. The job will look at each agency 1099-MISC record from the prior reporting year and then compare it to the current year IRS 1099-MISC file to see if an IRS 1099 record with the same TIN exists for the designated year. If a corresponding IRS 1099 record cannot be found, the job will build an IRS 1099 record with dollar amounts of zero. A report (DRS347) will be created which will list those 1099 records that did not get changed.

Agency 1099s can be accessed:

- a. Directly from the IR.1 screen ('VIEW' or 'NEXT' on a specific year and TIN (Federal ID))
- b. By a 'Select' from Screen IR.2.
- c. Through the Online View – DV.0 by choosing the “SELECT FIRST DISPLAY” of ‘A’.

Agency 1099 printing is initiated from this screen or the IRS Menu screen. **Please note the security required to access the print screen is '2' for the 1099 Disbursement Reporting Flag on the security maintenance screen.**

Any agency, whether or not a Disbursement Reporting System (DRS) subscriber, can prepare and print forms IRS 1099-MISC through this screen. Agencies, which have not previously used this process, should contact:

Denise Tabler	phone: (360) 664-7788	or	Dan Bode	phone: (360) 664-7877
	fax: (360) 664-7673			fax: (360) 664-7673
	e-mail: denise.tabler@ofm.wa.gov			e-mail: dan.bode@ofm.wa.gov

FUNCTION: The function identifies the action you want to take.

A=Add a new record. Type the necessary information such as TIN, Tax Type, vendor name, vendor address, and amount in the appropriate fields, etc.; press 'enter'.

C=Change an existing record. View the record to be changed, type 'C' in the Function, type the information to be changed; press 'enter'.

D=Delete a record. View the record to be deleted, type 'D' in the Function, press 'enter'. If you discover you deleted a 1099 record in error and you have not exited or changed the screen after deleting the record, you can type 'A' in the Function and press 'enter' to re-add the 1099 record.

V=View a record. Type the year and the complete TIN of the record to be viewed, press 'enter'.

N = View the next record. Use of this function will find the next sequential 1099 record (based on TIN sequence). Use of 'next' on a blank screen will find the first 1099 record in the file (based on TIN number sequence) for the earliest year in the 1099 file (usually the three preceding years).

B=Back to the previous record. Use of this function will find the previous sequential 1099 record (based on TIN sequence). Use of 'back' on a blank screen will not find a 1099 record in the file because there are no previous records to the beginning of the file.

P=Print 1099s. Use of this function will access the IRS 1099 PRINT screen (IR.1.1).

LAST PRINT REQUEST: This is the date of the last time the displayed IRS 1099-MISC record was printed. Printing does not change the FORMS CONTROL. This date appears on the DRS336 report.

CREATE DATE: This is the date a 1099-MISC record is first created.

LAST UPDATE DATE: This is the date of the last time the displayed IRS 1099-MISC record was changed or modified.

PRINT: Agencies must print their IRS 1099-MISC forms through this PRINT function.

Agencies can print their IRS 1099-MISC forms whenever they are ready. The forms will print on single sheets that can be folded and inserted in a standard #9 window envelope. A sample of the form can be found in Appendix A. Use of Function 'P' (PRINT) will take you to screen IR.1.1.

NOTE: Each time a form is printed the LAST PRINT REQUEST field will be updated.

TIN (Taxpayer Identification Number): (11 characters) TIN is the way 1099 records are identified (record key) in the 1099 file. Records are found by specific identification of the TIN and the file is sorted in TIN order. The field contains:

- **Blanks** if there is no 1099 record.
- **TIN** if one has been entered. The TIN can be entered without any dashes to VIEW or ADD 1099 records. The Tax Type must also be entered if a record is being added. The Tax Type will edit the TIN format when a record is added (reference Tax Type below). If the TIN is entered with dashes, the format for Social Security Number (SSN) and Individual Taxpayer Identification Number (ITIN) is:

XXX-XX-XXXX

and the format for Employer Identification Numbers (EIN) is:

XX-XXXXXXX

- **Blank TIN Designator** if a 1099 record is being added or has been added, but a vendor TIN has not been obtained. The following note explains how the Blank TIN Designator is used:

NOTE: The Blank TIN Designator enables agencies to add and report IRS 1099-MISC records on vendors when a Taxpayer Identification Number (TIN) is not available. This feature does not relieve agencies from IRS rules and penalties related to blank TINs. The actions for adding, maintaining, and deleting IRS 1099-MISC records that contain blank TINs are described in the following paragraphs.

Instructions for adding a 1099 with a blank TIN:

1. If you must prepare and submit an IRS 1099 but do not yet have a TIN you can add an IRS 1099-MISC record on screen IR.1.

To do this:

- a. Type the word BLANK in the first five positions of the TIN field, OR type the word BLANK followed by four numbers. Type in the other information required on the screen and press 'enter'. The online edit message 'TRANSACTION SUCCESSFULLY ADDED' will appear at the bottom of the screen.

If you typed BLANK the system will assign the succeeding four numbers sequentially beginning with 0000 or the next sequential number greater than 0000. For example:

The system will compute a vendor blank TIN consisting of the word 'BLANK' followed by four numbers, starting with 'BLANK0000'. The second 1099 record added with a blank TIN will be assigned 'BLANK0001'; the third blank TIN will be 'BLANK0002', etc.

If you typed BLANK followed by four numbers the system will accept that combination unless it already exists. An online edit 'TRANSACTION ALREADY EXISTS ON 1099 FILE' will appear if the BLANK/numeric combination already exists in your agency IRS 1099-MISC file.

Once you add the records with BLANK TINs you can view the added records by putting 'N' in the function, type the year, clear the TIN field, then press 'enter'. The first record you see will be BLANK0000; additional pressing of the 'enter' key will access any additional 1099 records with a blank TIN.

OR

You can view a specific BLANK record by typing the specific BLANK/numeric combination you are looking for, and then press the 'enter' key.

Changes to IRS 1099 records with Blank TINs can be done only by first viewing the record to be changed.

The job that creates IRS 1099 file that is sent to the IRS will change the IRS 1099 record TINs that contain the word 'BLANK' to actual blanks.

CAUTION: If you use this feature to create IRS 1099 records with blank TIN please carefully review and validate the blank TIN records in your IRS 1099 file before they are sent to the IRS as of close of business on March 20, 2009. *If a blank TIN record is not supposed to be in the IRS 1099 file, it should be deleted before March 20, 2009.*

Please note: The Internal Revenue Service 2008 General Instructions for Forms 1099, 1098, 5498, and W-2G:

Section includes the statement: "You may be subject to a penalty for an incorrect or missing TIN on an information return."

The Penalties section states "If you fail to file a correct information return by the due date and you cannot show reasonable cause, you may be subject to a penalty. The penalty applies if you fail to file timely, you fail to include all information required to be shown on a return, or you include incorrect information on a return. **The penalty also applies if you file on paper when you were required to file on magnetic media, you report an incorrect TIN or fail to report a TIN, or you fail to file paper forms that are machine readable.**"

The IRS Publication 1220, Specifications for Filing Forms 1098, 1099, 5498 and W-2G Electronically or Magnetically, states in the rules (for payee 'B' Records) for creating the TIN in the IRS 1099 file to be sent to the IRS: "If the identification number has been applied for but not received, enter blanks...If the TIN is not available, enter blanks. "

If you have some specific questions about IRS rules (including reporting IRS 1099-MISC records with blank TINs) you should contact the IRS at:

Toll Free - 1-866-455-7438 (this as an excellent resource)

TDD: 1-304-267-3367

Fax: 1-304-264-5602

E-mail: mccirp@irs.gov

There also is an IRS website specific to federal, state and local governments: www.irs.gov/govts

You can call the IRS to ask questions but we recommend you send an e-mail so that nothing gets lost in the translation. This is a busy time of year for the IRS, so you may have to wait a while to get an answer. (when you call you will be advised that you can send an e-mail.) Whether you talk with someone or send an e-mail you should be sure to ask for and obtain the name and IRS badge number of the IRS person who responds to you.

If you send an e-mail to the IRS please include the following persons (denise.tabler@ofm.wa.gov), (dan.bode@ofm.wa.gov), and (steve.nielson@ofm.wa.gov) as copies.

SSN/TAX ID TYPE: (1 character)(also known as TAX TYPE). The field contains:

- **'Blank'** if you are not viewing a specific 1099 record.
- **'S'** or **'R'** if the IRS 1099 TIN is an SSN or ITIN. If the TIN is first entered without dashes (XXXXXXXXXX), and the Tax Type is 'S' or 'R', the format will be changed to XXX-XX-XXXX when the 'Enter' key is pressed.
- **'T'** if the IRS 1099 TIN is an EIN. If the TIN is first entered without dashes (XXXXXXXXXX), and the Tax Type is 'T', the format will be changed to XX-XXXXXXXX when the 'Enter' key is pressed.

The Tax Type controls the formatting of the TIN as follows:

Tax Type 'S' = XXX-XX-XXXX

Tax Type 'R' = XXX-XX-XXXX

Tax Type 'T' = XX-XXXXXXXX

If a Tax Type code and the format are not consistent with the formatting convention, the edit message 'TIN REQUIRED, MUST BE IN APPROVED SSN FORMAT' will be displayed until the TIN format is corrected.

VENDOR NUMBER (Account Number): (12 characters). This is a required field if you have multiple accounts for a recipient for whom you are filing more than one Form 1099-MISC. The vendor number of the vendor will be added by the DRS system when IRS 1099 records are created by the system. If a record is manually added online we encourage you to include a vendor number. When a record is manually added it is not edited against the agency vendor file. This vendor number will print on the IRS 1099-MISC form in the **Account Number** field and will also be included in the 1099-MISC submission to the Internal Revenue Service. **Account number:** Normally, the Account Number in the AFRS/DRS systems is the Vendor Number. The following section is quoted from the 2008 General Instructions for Forms 1099, 1098, 5498, and W-2G. The instructions remain unchanged for 2008: "P. Account Number Box on Forms: Use the **account number** box on all Forms 1099, 1098, 5498, and W-2G for an account number designation. The account number is required if you have multiple accounts for a recipient for whom you are filing more than one information return of the same type. Additionally, the IRS encourages you to include the recipient's account number on paper forms if your system of records uses the account number rather than the name or TIN for identification purposes. Also, the IRS will include the account number in future notices to you about backup withholding. If you are filing electronically or magnetically, see Pub 1220."

"The account number may be a checking account number, savings account number, serial number, or any other number you assigned to the payee that is unique and will distinguish the specific account. This number must not appear anywhere else on the form, and this box may not be used for any other item unless the separate instructions indicate otherwise. Using unique account numbers ensures that corrected information returns will be processed accurately."

"If you are using window envelopes to mail statements to recipients, and if you are using reduced rate mail, be sure the account number does not appear in the window because the Postal Service may not accept these for reduced rate mail."

2008 Instructions for Form 1099-MISC

"The account number (vendor number) is required if you have multiple accounts for a recipient for whom you are filing more than one Form 1099-MISC. Additionally, the IRS encourages you to designate an account number for all Forms 1099-MISC that you file. See part P in the 2008 General Instructions for Forms 1099, 1098, 5498, and W-2G."

VENDOR NAME, VENDOR ADDRESS, CITY/STATE/ZIP CONVENTIONS:

The vendor naming and addressing conventions to meet IRS reporting requirements can be found in the 2008 General Instructions for Forms 1099, 1098, 5498, and W-2G. Some of the important points are:

a. **"If payments have been made to more than one recipient or the account is in more than one name, show on the first name line the name of the recipient whose TIN is shown on the return.** You may show the names of any other individual recipients in the area below the first line, if desired."

b. "For **sole proprietors**, you must show the individual's name on the first name line; on the second name line, you may enter the "doing business as (DBA)" name. You may not enter only the DBA name. For the TIN, enter either the individual's SSN or the EIN of the business (sole proprietorship). The IRS prefers that you enter the SSN."

c. "For a single-member **limited liability company (LLC)** (including a foreign LLC with a U.S. owner) that is disregarded as an entity separate from its owner under Regulations section 301.7701-3, enter the individual's name only on the first name line and the LLC's name on the second name line. For the TIN, enter the individual's SSN (or EIN, if applicable). If the LLC is a corporation, partnership, etc., enter the entity's EIN."

d. "The TIN for individual recipients of information returns is the SSN. For other recipients, including corporations, partnerships, and estates, the TIN is the EIN."

The IRS Publication 1220 (Specifications for Filing Forms 1098, 1099 Series, 5498 and W-2G Magnetically or Electronically) **provides for up to two lines for the vendor name** (on the 1099 record screen IR.1 this is the vendor name line and first address line), **one line for the vendor address** (delivery address), **and one line for the vendor city/state/zipcode+4.**

NOTE: The *third address line* has been moved to the bottom of the IRS 1099 screen (IR.1).

*The **delivery address** information on screen IR.1 must be the line immediately preceding the city, state, zip and must be **limited to one line in either the first or second address line.** The **1099 form and the data transmitted to the IRS will accept only one address line.** The delivery address line to be printed on the 1099 and provided to the IRS must be marked with 'Y' in the appropriate '1ST ADDR?' box (the other '1ST ADDR?' box must be 'N')*. If the vendor (payee) name information on the first line continues onto the 1st Address line, **type your delivery address information on the second address line and code the second address line '1st ADDR?' box with 'Y'.** The address line must not contain any data other than the payee's mailing address.*

*There is now a weekly job in place that examines existing unlocked IRS 1099-MISC records and then will appropriately set the 1ST ADDR? switches.

Address guidelines:

- 1) delivery address should include street name, number, apartment, room or suite number.
or
- 2) Post office box (PO BOX) if mail is not delivered to a street address.
- 3) Left justify the delivery address (start at the left-most position of the address line).
- 4) Do not include in the delivery address any data other than the payee's delivery address.
- 5) Type a 'U' or 'F' in the US/Foreign Addr box to describe the address as a US address or a Foreign address.

A 'U' US/Foreign Address box invokes the following edits:

- 'ADDRESS 1 MUST BE ENTERED' - The vendor address line immediately below the vendor name cannot remain blank. Usually this line contains additional vendor name information, or the delivery address. If you wish to leave this line essentially blank, and start the delivery address on Address line 2, *type one period in the first position of the line.*
- 'CITY MUST BE ENTERED' - The system is looking for at least one character in this field.
- 'STATE MUST BE ENTERED FOR US VENDOR' - The system will look for a valid two letter state code.
- 'STATE ENTERED MUST BE ONE OF APPROVED IRS VALUES IF US VENDOR' - This message will be displayed if the entered state code is invalid.
- 'ZIP MUST BE ENTERED' - The system is looking for a number '0-9' in each of the first five positions of this field. The first 5 positions must be numbers; the last 4 positions must be spaces or numbers.

An 'F' US/Foreign Address box invokes the following edits:

- 'ADDRESS 1 MUST BE ENTERED' - The vendor address line immediately below the vendor name cannot remain blank. Usually this line contains additional vendor name information, or the first line of the vendor address. If you wish to leave this line essentially blank, and start the vendor address on

Address line 2, type one period in the first position of the line. The rest of the address lines can contain any characters or blanks.

NOTE: If you are reporting a foreign vendor you are strongly advised to call the International IRS Help Line to obtain assistance about reporting the vendor.

Basically, an address cannot be entered if the US/FOREIGN ADDR is 'blank'. If you try to add or change a 1099 record with a 'blank' US/Foreign Address box, the following edits will be active:

- 'ADDRESS 1 MUST BE ENTERED' - The vendor address line immediately below the vendor name cannot remain blank. Usually this line contains additional vendor name information, or the first line of the vendor address. If you wish to leave this line essentially blank, and start the vendor address on Address line 2, type one period in the first position of the line.
- 'CITY MUST BE ENTERED' - The system is looking for at least one character in this field.
- 'STATE MUST BE ENTERED FOR US VENDOR' - The system will look for a valid two letter state code.
- 'STATE ENTERED MUST BE ONE OF APPROVED IRS VALUES IF US VENDOR' - This message will be displayed if the entered state code is invalid.

1ST ADDR?: (1 character) **The actual delivery address of the vendor address must be designated with a 'Y' in the appropriate '1ST ADDR?' field.** The address line which is **not the delivery address** must contain an 'N'. **There is now a weekly job (DRS345) that updates the '1ST ADDR?' fields of current year IRS 1099 records if the following conditions exist:**

1. If the IRS 1099 record is not locked.
2. If the IRS 1099 record Forms Control is 'C'.
3. If the IRS 1099 record year is the current year. In the months of January, February, or March the IRS 1099 records of the previous calendar year will also be considered for update to the 1st Address field.

The 1st Address fields update logic is:

If the 1099-ADDR2 is blank, the 1099-1st-address-1 will be changed to 'Y' and the 1099-1st-address-2 will be changed to 'N',

If the 1099-ADDR2 is not blank, the 1099-1st-address-1 will be changed to 'N' and the 1099-1st-address-2 will be changed to 'Y'.

Designation of the delivery address line of the IRS 1099 must be completed by close of business on March 19, 2008, to ensure the vendor name and address information is correctly reported to the Internal Revenue Service.

IRS BOX(s) 1 thru 8, 10, 14, and 15 a or b): These fields and amounts represent the actual reporting boxes and reporting box amounts on the IRS 1099-MISC form. The IRS Box amounts (dollars and cents) are generated during the 1099 summarization process, or can be provided when a 1099 record is manually added or changed. If you manually add or change a 1099 record, type the amount (dollars and cents)(left justified without a decimal for cents, or right justified with leading zeroes and no decimal for cents to be reported in the appropriate field. Please note the right-most two positions in the amount fields represent cents. The Box 9) field should generally be 'N'. The Box 10) amount should generally be 0000000000. The Box 14) field should contain an amount of 0000000000 or greater. The Box 15 a or b) amount should generally be 0000000000.

Notes:

1. The 1099 boxes 10, 14, and 15 a or b are coded as 'A' (10), 'C' (14), 'D' (15a), an 'E' (15b) in the AFRS and DRS systems. (NOTE: 15a & 15b are not currently in AFRS.)

2. IRS 1099 records can be added manually or by the DRS344 (reference IR.6) job with zero amounts in all of the amount fields.

RECORD LOCK: This field allows individual 1099 records to be protected (locked) so that manual and system changes cannot be made to a locked record. The lock is added or changed with the 'Change' function on screen IR.1. Security for this function resides with the person who has security to maintain IRS 1099 records on screen IR.1 (UPDATE IRS 1099 RECORDS).

1. Lock 'N' or 'blank' allows the 1099 record to be added, changed, or deleted.
2. Lock 'Y' will protect the 1099 record from being changed or deleted.
3. Lock 'Y' will still allow a record to be printed to the 1099 form and reported to the Internal Revenue Service.
4. The lock can only be added or changed by first viewing a record, then typing 'C' in the Function field and 'N' or 'Y' in the Record Lock field, then pressing 'Enter'.
5. **Record Lock is a manual process. There is no automated process to lock or unlock records. You must do the locking and unlocking of 1099 records specifically for each record.**

\$600 LIMIT OVERRIDE: Yes (Y) or No (N).

- a. A 'Y' in this field *allows* an IRS 1099 that is less than \$600 to be **printed** even if the PRINT CHOICE on the print screen (IR.1.1) is 'B'. An 'N' *will not allow* a less than \$600 1099 record to print.
- b. A 'Y' in this field *allows* an IRS 1099 that is less than \$600 to be **reported** to the IRS even if the USE \$600 LIMIT is set to 'Y' on the DRS Profile screen (DS.1). An 'N' *will not allow* a less than \$600 1099 record to be reported to the IRS.

The '**1099 FORMS CONTROL**' shows if a 1099 has or has not been reported to the IRS.

blank or 'C' = 1099 can be added or corrected.

'T' = 1099 has been reported to the Internal Revenue Service. The Forms Control cannot be changed, and the record cannot be changed.

2ND TIN NOTICE

You may enter an "X" in this box if you were notified by the IRS twice within three (3) calendar years that the payee provided an incorrect tin. If you mark this box, the IRS will not send you any further notices about this account. The 2nd TIN Notice is explained in the 2008 IRS Instructions for Form 1099-MISC.

Add an IRS 1099 record:

Type 'A' in Function.

Type the Calendar Year to be reported.

Type the Vendor's: TIN
Vendor Number
Vendor Name, Address

Type a 'Y' in one of the 1st Addr? fields to designate the actual delivery address line (the other 1st Addr? must be 'N').

Type the City, State, and Zip code (if a US address) or appropriate address format (if foreign address).

Type a 'U' or 'F' in the US/Foreign Addr field (as appropriate).

Type the amount(s) in the appropriate fields (no decimals, right justify with leading zeroes).

Type 'N' or 'Y' in the Record Lock (as appropriate).

The Forms Control is default 'C' and is a blocked field. (When the 1099 record is transmitted to the IRS the Forms Control will be changed to 'T').

Press 'Enter'.

'TRANSACTION SUCCESSFULLY ADDED' will be displayed if the information entered passed all of the screen edits.

View an IRS 1099 record:

Type 'V' in Function.

Type in the Calendar Year field the tax-reporting year of the record to be viewed.

Type in the TIN field the TIN number of the record to be viewed.

Press 'Enter'.

The screen message 'SPECIFIED RECORD FOUND' will be displayed if the record exists.

NOTE: A 1099 record can also be viewed by selecting a record on Screen IR.2 and 'Selecting' back to the record on Screen IR.1. (reference section IR.2)

Find the Next IRS 1099 record:

Type 'N' in Function.

Type the year if you want to find the next record within a specific calendar year. A blank year will result in display of the earliest year records first.

Ensure the starting TIN has been typed in the TIN field. A blank or a partial TIN is acceptable. If the TIN is blank, the first record found will be the lowest number TIN within the specified year. If the TIN is partial (at least 1 digit, but fewer than nine digits), the next record found will be the next record in TIN sequence from the partial TIN.

Press 'Enter'.

One of the following messages will be displayed:

1. The screen message 'NEXT RECORD FOUND' will be displayed when the next record is displayed.
2. The screen message 'TRANSACTION TO BE VIEWED NOT FOUND' will be displayed when the 'Next' is attempted from the last record in the file.

Change an IRS 1099 record:

View the 1099 record.

Type 'C' in Function.

Type the correct information in the field(s) to be changed. NOTE: The TIN cannot be changed. To change a TIN, the record must be deleted and then added with the correct TIN.

Press 'Enter'.

The screen message 'RECORD CHANGED SUCCESSFULLY' will display when the change is made.

NOTE:

1. The 1099 cannot be changed if the Record Lock is 'Y'. First, change the Record Lock to 'N'.
2. The 1099 cannot be changed if the 1099 Forms Control is 'T'.

Delete an IRS 1099 record:

View a 1099 record.

Type 'D' in Function.

Press 'Enter'.

The screen prompt 'PRESS ENTER TO DELETE ABOVE RECORD' will display.

Press 'Enter'

The screen message 'TRANSACTION SUCCESSFULLY DELETED' will be displayed but the deleted 1099 record will display until you exit the screen or over-type the information. If you discover you deleted a 1099 record in error and you have not exited or changed the screen after deleting the record, you can type 'A' in the Function and press 'enter' to re-add the 1099 record.

NOTE:

1. The 1099 cannot be changed if the Record Lock is 'Y'. First, change the Record Lock to 'N'.
2. The 1099 cannot be changed if the 1099 Forms Control is 'T'.

Print one or more IRS 1099 records:

Type 'P' in Function.

Press 'Enter'.

The IR.1.1 (IRS 1099 PRINT) screen will display.

Reference section IR.1.1 for printing instructions.

NOTE: You can also access the 1099 print screen through the IRS 1099 menu screen (IR).

IRS 1099-MISC Preparation & Reporting for DRS Users Calendar Year 2008

IRS 1099 Print Screen IR.1.1

This printing feature gives agencies specific control over the IRS 1099-MISC printing process.

1. It allows agencies to print their IRS 1099-MISC forms any day of the week.
2. Any 1099 that can be viewed can be printed, even those 1099s for previous years (generally the three previous years).
3. There are several print choices ranging from 'All' 1099s to specified individual 1099s.
4. The printed 1099 forms are laser printed and are easy to read.

The 1099 form and contents will be printed entirely by the Dept of Information Services. The printed form for each vendor will consist of a single sheet of paper that includes two form copies and the IRS required Instructions to the Recipient. **Folding, stuffing and mailing of the forms is the responsibility of each agency that has forms printed.** Tri-folded forms will fit into #9 window envelopes. Reference appendix A for a sample of the 1099 form.

Agencies are encouraged to print a few sample forms early to see what they look like and determine how they will handle the folding, stuffing, and mailing.

```
=== DRS ===(IR.1.1)===== IRS 1099 PRINT ===== C105V037 ===  
TR: _____ 999M  
PRINT YEAR: 2008(CYY) (DEFAULT IS CURRENT REPORTING YEAR)  
              (TYPE OTHER YEAR IF NECESSARY FOR PRIOR YEAR PRINTING)  
PRINT CHOICE: _ (A=ALL 1099S) BURST?: N (Y=YES, N=NO)  
              (B=$600 OR GREATER)  
              (C=LESS THAN $600)  
              (D=SPECIFIED 1099S) TIN: _____  
  
PRINT DRS337 REPORT OF 1099S PRINTED? Y (DEFAULT IS Y=YES, N=NO)  
IF THE DRS337 IS NOT TO BE PRINTED WHEN THE 1099 FORMS  
ARE PRINTED, CHANGE TO 'N'  
RECOMMENDED-PRINT A COPY OF THE IRS 1099S AND DRS337 FOR FILING.  
NOTES:  
1) SPECIFY THE NUMBER OF REPORT COPIES ON THE NEXT (BATCH JOB  
SUBMISSION) SCREEN.  
2) IF YOU WANT PRINTED FORMS ONLY, TYPE THE PRINT YEAR, PRINT CHOICE  
AND 'N' IN THE PRINT DRS337 FIELD.  
3) IF YOU WANT PRINTED FORMS AND AN ACCOMPANYING DRS337, TYPE THE PRINT  
YEAR, PRINT CHOICE AND 'Y' IN THE PRINT DRS337 FIELD.  
4) IF YOU WANT YOUR PRINT CHOICE ON MICROFICHE, TYPE 'FICHE' IN THE  
'SEND OUTPUT TO' FIELD ON THE NEXT (BATCH JOB SUBMISSION) SCREEN.  
PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
```

This screen is accessed from:

- the IRS 1099 MENU screen (IR)

or

- the IRS 1099-MISC screen (IR.1)

if you have a security level '2' for Disbursement Reporting Flag '1099'.

PRINT YEAR:

This is the year of the 1099s to be printed. Type the print year of records to be printed if it is to be different from the default print year. If the calendar month is April - December, the print year default will be the current calendar year.

If the calendar month is January - March, the print year default will be the prior calendar year.

PRINT CHOICE:

9/01/2008

Choose the type of 1099s that you want printed.*

A = ALL 1099S - this will print each eligible IRS 1099-MISC record in your agency file for the year specified. If this is the print choice, leave the TIN field blank.

B = \$600 OR GREATER - this will print each IRS 1099-MISC record in your agency file for the year specified that totals \$600 or greater **as of the day/time of the print request**. The print will also include the IRS 1099 records that have been marked with a 'Y' in the \$600 LIMIT OVRD. If this is the print choice, leave the TIN field blank.

C = LESS THAN \$600 - this will print each IRS 1099-MISC record in your agency file for the year specified that totals less than \$600 **as of the day/time of the print request**. If this is the print choice, leave the TIN field blank.

D = SPECIFIED 1099s - this will print the specified IRS 1099-MISC records. If you access this screen from a specific IRS 1099 record on screen IR.1, this will be the selected print choice and the TIN field will contain the TIN of the record to be printed.

***IRS 1099 RECORDS WITH ALL BOXES EQUAL TO ZERO WILL NOT PRINT.**

TIN: Type the TIN of the specific 1099s to be printed. The Print Choice must be 'D' if a TIN is present in any of these fields. The typed TINs are not edited. A 1099 will print only if the specified TINs exist in your 1099 file.

BURST: The default value 'N' in this field will produce the 1099s in continuous form. For agency filing purposes this would probably be the preferable printing option. However, **'Y' will instruct the Department of Information Services (DIS) Output Services group to separate the 1099 records into individual sheets.** Burst 'Y' would be most useful for the forms that are to be folded, stuffed and mailed.

PRINT DRS337 REPORT OF 1099S PRINTED? This gives you the choice to have the DRS337 report printed or not printed when 1099s are printed. The DRS337 provides a report of 1099s printed. Reference appendix E for a sample of the DRS337.

Y = Yes. The DRS337 will be printed. Generally, at least one copy of the DRS337 should be requested each time IRS 1099s are printed to provide some historical tracking of printing events.

N = NO. The DRS337 will not be printed. This should be selected if one DRS337 has already been requested for a printing event.

RECOMMENDED: When you order an IRS 1099-MISC print, the Batch Job Submission screen is what will be seen next. You are urged to set up the Batch Job Submission screen with the following:

- 1. The SEND OUTPUT TO must be set to 'LOCAL' (the 1099s forms can only be printed at DIS).**
- 2. A LOCATION code that has been specifically set up to identify IRS 1099 prints (reference the screen example below [Preferred location ID is "IR"]).**
- 3. You are encouraged to use 'IRS' as the Job ID. The DIS Production Office will be requested to give expeditious handling to reports that have a job name beginning with 'IRS'. If you need to contact the DIS Production Office, their phone number is (360) 902-3200.**

```

=== AFRS ===== BATCH JOB SUBMISSION ===== C105U100 ===
                                                    999M
          DRS337 IRS 1099 PRINT:  SPECIFIED 1099

----- JOB PARAMETERS -----

      CLASS: D  (H=HOT, A=PRIORITY, D=TODAY, E=TONIGHT, C=SCHED)

      CONTACT: WAYVEL_SPINDOCTOR___ (PERSON OUTPUT IS DIRECTED TO)

      SEND OUTPUT TO: LOCAL___ (LOCAL, R###, CLUSTER ID, FICHE, EXCHANGE, IOF)

      BIN NUMBER: 83

      LOCATION: IR

      LOGONID: PTAC105   COPIES: 01   PRINT JCL: Y (Y OR N)

      JOB ID: IRS (FIRST 3 CHARACTERS OF JOB NAME)

      (ENTER=SUBMIT, PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT)

```

The **DRS337 report** will use the banner record contact name, phone information, and message on the report banner page.

The banner page for the **IRS 1099 printed forms** will contain agency name, agency address, city, state, zip, contact phone number, and mail stop that are contained in the DRS Profile (screen DS.1).

Report Request Banner (RR.3) screen: The location of IR can only be added by OFM staff. Agencies will need to send a request OFM to add a banner record with a location code of IR to be used during printing of IRS forms and reports. You should consider being as descriptive as possible in the contact information and message area. Whatever OFM puts into the contact name, phone information and message area will be printed on the banner page of the DRS337, generated by the request for form IRS 1099-MISC, and DRS338, created when the IRS 1099-MISC file is submitted, reports.

```

=== AFRS =(RR.3)==== MAILING LABEL/BANNER PAGE MAINTENANCE ===== C105P385 ===
TR: _____ LAST UPDATE: .....
FUNCTION: A (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, B=BACK)
      AGENCY: 9990          LOCATION: IR          BIN NUMBER: ___
      AGENCY TITLE: DEPT_OF_SERVICES_____
      CONTACT NAME: WAYVEL_SPINDOCTOR_____
      CONTACT PHONE: 360 664 0001
      FAX PHONE: _____
      MAIL STOP: 43113_____
      ADDRESS LINE 1: _____
      ADDRESS LINE 2: _____
      EMAIL ADDRESS: WSPINDOCTOR@DOS.WA.GOV_____

      M E S S A G E   A R E A

      -----
      | THIS REPORT IS IMPORTANT TO _____ |
      | THIS AGENCY'S IRS_1099-MISC _____ |
      | YEAR_2008_REPORTING. _____ |
      | PLEASE PROMPTLY SEND THIS _____ |
      | REPORT TO THE NAMED CONTACT _____ |
      | PERSON. _____ |
      -----

      PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT

```

Print one or more IRS 1099 records:

9/01/2008

Screen IR: Type 'S' beside the PRINT IRS 1099 FORMS (IR.1.1)

OR

Screen IR.1: Type 'P' in Function.

Press 'Enter'.

The IR.1.1 (IRS 1099 PRINT) screen will display.

NOTE: if you are viewing a 1099 record at the time you access the print screen from IR.1, the TIN of the viewed record will be carried to the print screen and the Print Choice will be set to 'D'.

Type the PRINT YEAR if it is to be different than the default print year.

Type the print choice.

'A' if ALL 1099s for the selected year are to be printed.

'B' if only 1099s that are \$600 OR GREATER (plus overrides) are to be printed,

'C' if only 1099s that are LESS THAN \$600 are to be printed,

'D' if a single SPECIFIED 1099 is to be printed. **Type the TIN of the 1099**

record(s) to be printed (up to eight TINs can be typed). If this screen was accessed from a specific 1099 record, the TIN field will contain the TIN from the 1099 record.

Review the BURST field. If you want the 1099s in continuous form, leave the selection at 'N'. If you want the 1099s to be separated, type 'Y' in this field.

Review the PRINT DRS337 field. If you want a DRS337 Report of 1099s Printed, leave the selection at 'Y'. If you do not want a DRS337 report to be printed, type 'N' in this field.

Press 'Enter' to access the Batch Job Submission screen. Type the correct contact name, type 'LOCAL' in the SEND OUTPUT field, type the correct LOCATION CODE, type 'IRS' in the JOB ID field,

Press 'enter' to submit the print job.

IRS 1099-MISC Preparation & Reporting for DRS Users Calendar Year 2008

SCREEN IR.2 - VIEW IRS 1099 RECORDS

```
=== DRS ===(IR.2)===== VIEW IRS 1099 RECORDS ===== C105V032 ===
TR: _____ 999M 0001
FUNCTION: _ (E=EXACT SRCH, P=PARTIAL SRCH, F=FIRST, N=NEXT, B=BACK, S=SELECT)
SORT ORD: 2 (1=NUMBER, 2=NAME) CALENDAR YR: _
VND NUMB: _____ VND NAME: _____
VND TIN: _____ PAGE: . . . . OF . . . .
S YR TIN VNDOR NUM VNDOR NAME
- . . . . .
  1): . . . . . 2): . . . . . 3): . . . . . 4): . . . . .
  5): . . . . . 6): . . . . . 7): . . . . . 8): . . . . .
 10): . . . . . 14): . . . . .
S YR TIN VNDOR NUM VNDOR NAME
- . . . . .
  1): . . . . . 2): . . . . . 3): . . . . . 4): . . . . .
  5): . . . . . 6): . . . . . 7): . . . . . 8): . . . . .
 10): . . . . . 14): . . . . .
S YR TIN VNDOR NUM VNDOR NAME
- . . . . .
  1): . . . . . 2): . . . . . 3): . . . . . 4): . . . . .
  5): . . . . . 6): . . . . . 7): . . . . . 8): . . . . .
 10): . . . . . 14): . . . . .

F1=HELP, F3=RETURN, F12=MESSAGE, CLEAR=EXIT
```

Use of this screen is suggested for exact or partial searches for 1099 records. The details of any of the 1099 records can be viewed on Screen IR.1 by use of the 'Select' feature.

Access to this screen is from the IRS MENU: Type 'S' beside VIEW IRS 1099 RECORDS (IR.2),

Press 'ENTER'.

Partial Search Using Vendor Name:

Type 'P' in Function.

Type '1' or '2' in Sort Order ('2' is the default).

Type the numerical reporting calendar year (08 for current year, years 05, 06 and 07 are also available in the file) in Calendar Year. (If the calendar year is blank, all 1099s will be displayed, regardless of year.)

Type one or more characters of the vendor name you want to start with (the Vendor Number must be blank).

Press 'Enter'.

Up to 250 IRS 1099 records will be displayed for the selected Calendar Year and in the selected Sort Order. The first record displayed will be the first vendor name equal to or greater than the specified partial name. If there are more than 250 1099 records in your file for the year specified, and you wish to look at more records, then do another partial search using another partial or full name in the vendor name field (use the partial or full name you want your list of records to begin with).

Partial Search Using Vendor Number does not give predictable results and is not recommended

Exact Search Using Vendor Number or Vendor Name:

Type 'E' in Function.

Type '1' or '2' in Sort Order.

Type the numerical reporting calendar year (08 for current year, years 05, 06 and 07 are also available in the file) in Calendar Year. (If the calendar year is blank, all 1099s will be displayed, regardless of year.)

Type the exact vendor number or exact name of the desired vendor in the appropriate field (one field must be blank).

Press 'Enter'.

The specified vendor will be displayed if the provided vendor number or vendor name exactly matches with a vendor number or vendor name in the 1099 file for the specified Calendar Year.

Page Forward:

Type 'N' in the Function.

Press 'Enter'.

The next page will be displayed.

Page Backward:

Type 'B' in the Function.

Press 'Enter'.

The previous page will be displayed.

Move to the First page:

Type 'F' in the Function.

Press 'Enter'.

The first page will be displayed.

Move directly to a Specific page of the pages displayed:

Type 'S' in the Function.

Type the desired page number in the Page field (use leading zeroes).

Press 'Enter'.

The selected page will be displayed.

View the detail of a specific record (select transfer to Screen IR.1):

Find the record by one of the search and screen navigation methods discussed above.

Type 'S' in the blank field (identified by an 'S') to the left of the desired 1099.

Press 'Enter'.

The 'selected' record will be displayed on Screen IR.1. Any changes to the record or deletion of the record must be made on Screen IR.1.

Return to Screen IR.2 from IR.1 (the record on Screen IR.1 must have been accessed through Screen IR.2 in order to use the return feature).

Press the F4 key.

IRS 1099-MISC Preparation & Reporting for DRS Users Calendar Year 2008

SCREEN IR.3 - IRS 1099 REPORTING

```
=== DRS ===(IR.3)===== IRS 1099 REPORTING ===== C105V033 ===
TR: _____ 999M 0001
      FUNCTION: P (C=CHANGE RE-SUMMARIZATION, P=PRINT)

REPORT ORDER: _ (1=NUMBER ORDER, 2=NAME ORDER, 3=TIN)
CALENDAR YEAR: 08

DRS333: _ (MISSING TIN)
DRS343: _ (IRS 1099/SWV FILE NAME/ADDRESS MIS-MATCH)
DRS348: _ (TINS WITH MUTIPLE BOX NUMBERS)
DRS336: _ (IRS1099 FILE LISTING)
IRS 1099 LISTING LIMITER: A *
      >>VALID LIMITERS: 'A' = ALL 1099'S (DEFAULT)
                        'G' = GREATER THAN OR EQUAL TO 600 DOLLARS
                        'L' = LESS THAN 600 DOLLARS
      >>OPTIONAL IRS 1099 CREATE DATE LIMITER
      START DATE: _____ END DATE: _____

IRS RE-SUMMARIZATION: N (This process will attempt to zero out your 1099's
and remove the summarization flag from associated DRS records. The required
DRS336 lists the 1099 information, as it exists prior to being zeroed.)
*****THIS PROCESS WILL RUN THE FOLLOWING WEEKEND*****
      F1=HELP, F3=RETURN, F12=MESSAGE, CLEAR=EXIT
```

Access to the reports and functions on this screen is from the IRS MENU: Type 'S' beside the desired action:

DRS333 (MISSING TIN),
DRS343 (IRS 1099/SWV FILE NAME/ADDRESS MIS-MATCH),
DRS 348 (TINS WITH MULTIPLE BOX NUMBERS)
DRS336 (IRS 1099 FILE LISTING),
IRS 1099 RE-SUMMARIZATION.
Press 'enter'.

This screen provides:

- The ability to print a report of remittance transactions that have an IRS Box Number but the TIN is missing (This is very rare, but worth checking once in a while).
- The ability to print a report of your agency's IRS 1099 records for the designated year.
- The ability to print a report of IRS 1099-MISC records that have a statewide vendor file source and identify where there are any differences between the statewide vendor record name/address and the associated 1099 name/address.
- The ability to print a report of vendors with multiple IRS boxes.
- A way for agencies to re-summarize their IRS 1099 records.

The **DRS333** report lists all transactions in DRS in the selected calendar year, which contain an IRS Box number not blank or zero, but contain a TIN (Taxpayer Identification Number) or a TIN composed of all zeros. Normally this report should not contain any blank TINs when the IRS Box is not blank or zero because system edits should not allow a transaction to contain an IRS Box number when the transaction TIN and Tax Type are blank. Transactions with a TIN consisting of all zeroes and the IRS Box is not blank or zero will be reported. However, you are encouraged to order this report late in the tax year to verify if these conditions exist. (Appendix C)

Order a DRS333 report:

9/01/2008

Type 'P' in Function.

Type the desired sort order of the report 1, 2, or 3.

Type the calendar year to be reported ('08' for the current reporting cycle). Leave this blank if you want the report to include all transactions in your disbursement history file.

Type 'Y' in the MISSING FEDERAL ID (333) field.

Press 'Enter' to display the Batch Job Submission screen.

On the Batch Job Submission screen make any necessary changes.

Press 'Enter' to order the report.

The **DRS343 (IRS 1099/SWV FILE NAME/ADDRESS MIS-MATCH)** will report any mismatches of vendor name and address between statewide vendors based 1099 records and the associated statewide vendor record. Mis-matches can occur if a statewide vendor record has been updated since the 1099 record was created, or if the 1099 information was changed after the 1099 record was created. **Suggestion:** at the minimum, order this report before printing your 1099s to identify any address changes that may need to be made. Appendix F contains a sample DRS343 report.

Order a DRS343 report:

Type 'P' in Function.

Type the desired sort order of the report 1, 2, or 3.

Type the calendar year to be reported ('08' for the current reporting cycle). Leave this blank if you want the report to include all transactions in your disbursement history file.

Type 'Y' in the IRS 1099/SWV FILE NAME/ADDRESS MISMATCH (343) field.

Press 'Enter' to display the Batch Job Submission screen.

On the Batch Job Submission screen make any necessary changes.

Press 'Enter' to order the report.

The **DRS348 (TINS WITH MULTIPLE BOX NUMBERS)** identifies vendors with multiple IRS boxes in DRS. This report will allow you the opportunity to verify whether the IRS boxes are valid. You will be able to locate the specific transaction(s) using one of the following resources:

1. DRS331 Report (IR.3)
2. On-Line Views (DV.0). You will need to select the Display Screen 8 (DV.8) to see all the payments for that vendor.

The report can be seen in Appendix H.

Order a DRS348 report:

Type 'P' in Function.

Type report sort 3.

Type the calendar year to be reported ('08' for the current reporting cycle).

Type 'Y' in the TINS WITH MULTIPLE BOX NUMBERS (348) field.

Press 'Enter' to display the Batch Job Submission screen.

On the Batch Job Submission screen make any necessary changes.

Press 'Enter' to order the report.

The **DRS336 (IRS 1099 File Listing)** (for DRS and non-DRS users) report lists all IRS 1099s (and coding of each 1099) in the 1099 file for the selected calendar year. A report of the agency 1099 records can be obtained anytime by requesting a DRS 336 report (Appendix D). This report requires selection of the strata of 1099s to be reported:

Strata: 'G' = GREATER THAN OR EQUAL TO 600 DOLLARS
'L' = LESS THAN 600 DOLLARS
'A' = ALL 1099'S (DEFAULT)

Order a DRS336 report:

Type 'P' in Function.

Type the desired sort order of the report 1, 2, or 3 (Number Order will not very be useful unless the vendor number is included on all of the 1099 records).

Type the calendar year to be reported ('08' for the current reporting cycle). Leave this blank if you want a report of all of your 1099s (prior years 2005, 2006, 2007 are also in the file).

Type 'Y' in the IRS 1099 FILE LISTING (336) field.

Type the appropriate IRS 1099 LISTING LIMITER.

Press 'Enter' to display the Batch Job Submission screen.

On the Batch Job Submission screen make any necessary changes.

Press 'Enter' to order the report. (reference appendix D)

'IRS MASS SUMMARIZATION': The mass summarization (re-summarization) feature enables a DRS agency to re-summarize their IRS 1099 records. You are encouraged to contact the OFM product manager if you have any questions about this process.

The process, which runs weekly on Saturday evenings, works as follows:

Requesting 'IRS Mass-Summarization

Screen IR.3:

Type 'C' in Function.

Select a 'Report Order' 1, 2 or 3.

Type the Calendar Year ('08') to be re-summarized.

Type 'Y' in "IRS 1099 File Listing" - DRS336 field.

Type 'G, L or A' in the IRS 1099 LISTING LIMITER field. *NOTE: The best selection here would be 'A' because all of your unlocked 1099s will be re-summarized.*

Type 'Y' in 'IRS Mass Summarization' field.

Press 'Enter',

A screen edit message 'ENTER A 'P' TO RELEASE THE REPORT' will appear.

Type 'P' in Function.

Press 'Enter'.

The Batch Job Submission screen will appear.

Ensure all of the fields on the Batch Job Submission screen are correct,

Press 'Enter'.

At the time of creating (adding) the re-summarization request: A DRS336 report will be produced of the IRS 1099 records. This report will provide a record of the 1099s before the re-summarization action is taken.

During the following weekend the re-summarization will:

- a. Set the IRS box amounts in the unlocked 1099 records to zero dollars (\$0.00). 1099 records that contain a RECORD LOCK of

'Y' and/or 1099 FORMS CONTROL of 'T' will not be selected for re-summarization.*

- b. Remove the 'S' (Summarized) flag from associated DRS records.*
- c. After the re-summarization job is completed, the 'IRS Mass Summarization' field will be re-set to 'N'

*If there is some TIN inconsistency between the IRS 1099 record, the associated vendor record(s), and the associated DRS records, the 1099 box amounts will not be zeroed and the summarized flag on the associated DRS transactions will remain at 'S'. You are encouraged to resolve these differences and make appropriate correction of records before you allow the IRS 1099 summarization job to run again. If you find this situation and wish to discuss it with the OFM IRS 1099 product managers please contact or Denise Tabler (phone (360) 664-7788, or e-mail denise.tabler@ofm.wa.gov) or Dan Bode (phone (360) 664-7877, or e-mail dan.bode@ofm.wa.gov).

At the time of the next summarization of DRS records to 1099s: The DRS records that are eligible for summarization (including the records where the 'S' flag was removed) will summarize to the 1099s during the next scheduled summarization process for the agency (based on the summarization schedule selected on screen DS.1).

*If the summarization flag on the DRS Profile is set to:

'N', summarization will not occur.

'D', the summarization will normally occur the first night after the 'S' flags have been removed and the summarization flag is set to 'D'.

'W', the summarization will occur weekly, normally on Friday night.

'M', the summarization will occur monthly, normally the last night of the month.

The Summarization process will not affect locked IRS 1099 records.

When the records are re-summarized, the DRS120 (Summarized Disbursement Trans) (appendix I) will report the transactions that were summarized. If you wish to receive this report, but normally do not receive it because your agency has set the number of copies for this report to '00' in the Report Request File (screen RR.1 and RR.2), you must change the number of copies to at least '01'. The number of copies can always be re-set back to '00' after the records have re-summarized.

Canceling 'IRS Mass-Summarization before the job runs

Note: Since this process runs weekly on Saturday nights, any cancellation of a re-summarization request must be done before the end of the week in which the re-summarization was requested.

Screen IR.3.

Type 'C' in Function.

Select a 'Report Order', 1, 2 or 3.

Type 'N' in 'IRS Mass Summarization'. A 'blank' will not be accepted in this field.

Press 'Enter'. The screen message 'MASS SUMMARIZATION TURNED OFF' will be displayed. (Re-summarization will not occur if the 'IRS Mass Summarization' field is 'N' or 'blank'.)

NOTES ON SUMMARIZATION AND RE-SUMMARIZATION:

- a. The re-summarization field on screen IR.3 is initially displayed with a 'blank'. The only valid characters are 'N' or 'blank' = (No) or 'Y' = (Yes). 'Blank' or 'N' will not cause a re-summarization. 'Y' will cause a re-summarization.
- b. A disbursement transaction will only summarize to the 1099 file if the transaction contains a TIN, Tax Type (R, S or T), IRS Box (1, 2, 3, 4, 5, 6, 7, 8, A, C, D or E)(note: A=Box 10, C=box 14, D=15a, E=15b), the transaction is a **remittance**

transaction, and the transaction is supported by a vendor edit record that has a matching vendor number and TIN. Remittance transactions are listed in appendix J.

- c. A 1099 record will not re-summarize if it is 'locked' or the 1099 Forms Control is set to 'T'.
- d. Use of the re-summarization process should be carefully considered. IRS 1099s that are not to be re-summarized should be locked. Remittance transactions that contain a TIN (taxpayer identification number), Tax Type, IRS Box 1 - 8, A, C, D or E (note: A=box 10, C=box 14, D= box 15a, E=15b), and a supporting vendor record, will summarize unless the destination 1099 record is locked.
- e. **If the TIN on one or more transactions for a vendor does not agree with the TIN on the associated vendor edit record and 1099, the amounts on the 1099 will not be changed to zero, the summarized flags will not be removed from the supporting DRS transactions, and transactions will not re-summarize. This is an important indicator of data inconsistencies that need to be corrected.**
- f. SUGGESTION: If you have ordered the re-summarization process, it will run the next Saturday evening. On the Saturday run the process will change the 1099 dollar amounts to zero unless the records are locked or there is a vendor number/vendor TIN mis-match with the supporting vendor edit or DRS records. You should review the 1099 records before the amounts are summarized during the next summarization process (which is Monday evening if you have selected daily summarization, and Monday is not a holiday). If you find unlocked 1099 records for Tax Year 2008 that still contain amounts greater than 0000000000, the supporting vendor record, DRS records, and the 1099 are not all in agreement about the vendor number/vendor TIN. Please contact the DRS 1099 product managers if you have any questions.

IRS 1099-MISC Preparation & Reporting for DRS Users Calendar Year 2008

IRS 1099-MISC Processing Schedule

```
=== DRS == (IR.5) === IRS 1099 PROCESSING SCHEDULE ===== C105V064 ===
                                FOR THE CALENDER YEAR 2008
TR: _____                                1050 0001

                                IRS 1099-MISC SCHEDULE
-----
IMPORTANT IRS DATES                                COMMENTS
-----
02/02/2009                                IRS 1099-MISC FORMS MUST BE FURNISHED TO
(MM/DD/CCYY)                                RECIPIENTS BY THIS DATE.

03/20/2009                                LAST DAY TO UPDATE REPORTABLE 1099S BEFORE
(MM/DD/CCYY)                                OFM TRANSMITS FORMS TO THE IRS.

OFM WILL SUBMIT AGENCY 1099-MISC RECORDS TO THE IRS
AS OF CLOSE OF BUSINESS ON: 03/20/2009

TAX YEAR 2008 IRS 1099-MISC FORMS MUST BE MAILED TO RECIPIENTS NOT LATER
THAN FEBRUARY 2, 2009. TIN MATCHING OF THE MAILED 1099S WILL BE PERFORMED
ON FEBRUARY 9, 2009, AND RESULTS SHOULD BE PROVIDED TO AGENCIES BY FEBRUARY
15TH. THE IRS WEBSITE IS: HTTP://WWW.IRS.GOV/

PF1=HELP PF3=RETURN PF5=VIEW INDICATORS PF12=MESSAGES CLEAR=EXIT
```

Access to this screen is from the IRS MENU: Type 'S' beside:
1099 PROCESSING SCHEDULE (IR.5)
Press 'ENTER'.

This screen is used to advise agencies of the critical dates for IRS 1099-MISC reporting and processing. It does not have any active control over the printing and reporting process. The control over printing 1099s is found on screen IR.1.1 (which is accessed through the IRS Menu) or use of Function 'P' on screen IR.1.

The **OFM IRS 1099 product manager uses the message area to display information to agencies about the 1099 process.** Whenever the message is updated, an alert notice will be put onto the AFRS Message screen advising agencies of the updated message on this screen.

IRS 1099-MISC Preparation & Reporting for DRS Users Calendar Year 2008

SCREEN IR.6 - IRS WEEKEND PROCESSING

```
=== DRS ===(IR.6)===== IRS WEEKEND PROCESSING ===== C105V036 ===  
TR: _____ 999M 0001  
  
      IRS 1099 NAME AND ADDRESS UPDATE FROM VE FILE (340): N  
                                CALENDAR YEAR:  __  
  
      DRS UPDATE OF IRS 1099 CODING FROM VE FILE (341): N  
                                CALENDAR YEAR:  __  
  
      DRS UPDATE OF VENDOR TIN NOS FROM VE FILE (342):  _  
                                CALENDAR YEAR:  __  
  
      CREATE 1099'S FROM AGENCY VENDORS--IRS BOX NOT = BLANK, 0 (344): N  
      NEW RECORDS ARE TO BE (L)OCKED/(U)NLOCKED:  _   CALENDAR YEAR:  __  
  
      IRS 1099 NAME AND ADDRESS ROLL (347): N  
      FROM TAX YEAR: 07 TO TAX YEAR: 08  
  
      TO ORDER EACH PROCESS, ENTER A 'Y' AND THE CALENDAR YEAR TO BE AFFECTED.  
      THE RECORDS WILL BE UPDATED THE FOLLOWING WEEKEND AND AN EDIT REPORT  
      (DRS340, DRS341, DRS342, DRS344 OR DRS347) WILL BE CREATED AS APPROPRIATE.  
  
      PF1=HELP, PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
```

The jobs described in this section are provided to allow agencies to request updating of IRS 1099-MISC names and addresses; updating of disbursement history file vendor TINS tax type, and IRS box; and creation of skeleton 1099 records from the agency vendor file. These jobs can be useful as part of the IRS 1099 preparation and reconciliation process.

Agencies are encouraged to use these jobs to update DRS and 1099 records because the vendor files (agency and statewide) are generally in a continuing state of file updates. Some names, addresses, or box numbers may have changed as a result of these updates.

Access to the reports and functions on this screen is from the IRS MENU: Type 'S' beside the desired action:

DRS340, 341,342,344, 347
(IR.6)

Press 'ENTER'.

This screen allows DRS users to directly request jobs that will use the agency and statewide vendor files to update IRS 1099 record names and addresses, or update DRS records with 1099 information (TIN, Tax Type, IRS Box). Another process will update DRS record TINs from the agency vendor file. Two of the requests will create skeleton 1099-MISC Records from either the agencies vendor file or previous tax years 1099-MISC records.

1. IRS 1099 NAME AND ADDRESS UPDATE FROM VE FILE (DRS340)

This process will update the IRS 1099 vendor names and addresses to agree with the most recent vendor name and address in the associated statewide or agency vendor file. The process compares each IRS 1099-MISC record name and address with the vendor edit record (the comparison is done using Taxpayer Identification Number and Vendor Number). If there is a mis-match of the vendor name and address, the IRS 1099-MISC will be updated with the record name and address from the vendor edit record. The match process will produce an edit report (DRS340 - IRS 1099 Name/Address Update) that will show the IRS 1099-MISC addresses that were updated.

NOTE: UPDATE IRS 1099 RECORDS NAME AND ADDRESS WITH DEFAULT VENDOR NAME AND ADDRESS. If your agency has designated a DEFAULT VENDOR NUMBER SUFFIX on screen DS.1 (Agency Profile Maintenance)(reference page DS.1-1), this process will look for all vendor records, which have that suffix. Then it will look for all IRS 1099-MISC records that match (by TIN and the first ten characters of the vendor number) the identified vendor records. Any matches by this process of IRS 1099-MISC records to vendor records will cause the IRS 1099-MISC name and address to be updated with the vendor name and address from the default agency vendor record. If there is no default vendor number for a vendor, the comparison and update will be the result of an exact match of the IRS 1099 TIN and complete vendor number with a vendor record with the same TIN and vendor number (including suffix).

2. **IRS 1099 CODING UPDATE FROM VE FILE (DRS341)**

This process will compare each of the requesting agency's vendor edit records and the statewide vendor records that contain all of the IRS codes (TIN, Tax Type, IRS Box) with the disbursement history transaction records (by agency, vendor number, and TIN). If there is a match by agency, vendor number, and TIN, the disbursement history record IRS fields will be updated to agree with the IRS fields in the vendor edit record. This process will produce an edit report (DRS341 - Disbursement IRS Code Update from Vendor Edit File) that will show the old and new IRS coding detail of the records changed.

3. **DRS UPDATE OF VENDOR TIN NUMBERS FROM THE VENDOR EDIT FILE (DRS342)**

This process will compare each of the requesting agency's vendor edit records and the statewide vendor records that contain a TIN (Taxpayer Identification Number) with the disbursement history transaction records (by agency and vendor number). If there is a match by agency and vendor number, the disbursement history record TIN and tax type will be updated to agree with the TIN and tax type in the associated vendor record. This process will produce an edit report (DRS342 - DRS Update of Vendor Tin Nos From VE File) that will show the old and new TINs and tax types of the records changed.

4. **CREATE 1099'S FROM AGENCY VENDORS--IRS BOX NOT = BLANK, 0 (344)**

This process will create a skeleton IRS 1099-MISC record for each agency vendor record that contains an IRS Box 1-8, A or C. A record will not be created if an IRS 1099-MISC record already exists for a vendor in the indicated year. This job can be requested at any time and will run the weekend following the day the job is requested. The job will look at each agency vendor record which contains a TIN, Tax Type, and IRS Box 1-8, A or C and then look at the IRS 1099-MISC file to see if an IRS 1099 record with the same TIN exists for the designated year. If a corresponding IRS 1099 record cannot be found, the job will build an IRS 1099 record using the vendor name, address, and TIN from the vendor record and will set the dollar amounts at zero. The created IRS 1099 records will be set to Locked (Y) or Unlocked (N) depending upon the choice made when the job was requested.

5. **IRS 1099 NAME AND ADDRESS ROLL (347)**

This process allows an agency to roll their IRS 1099-MISC records from the previous tax year to the current tax year. This feature allows agencies to take advantage of IRS 1099-MISC vendor name and address refinements in one tax year and carry forward those names and addresses to the next tax year. An IRS 1099-MISC record will only roll if the Taxpayer Identification Number (TIN) does not exist in the current year. When the IRS 1099-MISC record rolls to the current year, the rolled record will be created as follows: (a) Calendar year will be changed to current calendar year; (b) Vendor related information will be directly copied from the previous year IRS 1099-MISC record; (c) the Record Lock will be set to 'N'; (d) the IRS box amounts will be set to zero; (e) the 1099 Forms Control will be set to 'C'; (f) the Last Update will be set to the date of

the roll; (g) the Create Date will be set to the date of the roll; and (h) the Last Print Request will be set to blank. A report will be created for those 1099's that did not transfer.

To Request a DRS340, DRS341, DRS342, DRS344, or DRS347:

Type a 'Y' in the appropriate DRS340, DRS341, DRS342, DRS344 or DRS347 field and enter the calendar year to be affected in the appropriate field.

DRS344 only: Type in the NEW RECORDS ARE TO BE (L)OCKED/(U)NLOCKED field an 'L' or 'U' to indicated if the created records are to be Locked or Unlocked.

DRS347 only: The dates are defaulted and cannot be changed.

Press 'Enter'

The requested process will be run on the following Saturday night.

To delete a request for a DRS340, DRS341, DRS342, DRS344, or DRS347:

Type an 'N' in the appropriate DRS340, DRS341, DRS342, DRS344 or DRS347 field and enter blanks in the calendar year field(s) to be affected.

Press 'Enter'.

The requested process will be run on the following Saturday night.

NOTE on Processing Sequence for Weekly Vendor Edit Purge, Global Change, DRS340, DRS341, DRS342, DRS344, DRS347, and Mass Summarization. This information is provided so that you can determine the sequence of events in case you want to run several processes the same week:

Saturday Night:

First: DRS340,

Second: DRS341,

Third: DRS342,

Fourth: DRS344,

Fifth: DRS347,

Sixth: Mass Summarization - Boxes in unlocked IRS 1099s are zeroed and the summarization flag is removed from associated DRS records,

Seventh: Global Change,

Eighth: Vendor Purge and DRS Purge,

Next daily processing (Monday night unless a holiday is involved),

Ninth: Daily summarization will re-summarize DRS records if daily summarization has been selected on the DRS Profile screen (DS.1).

Please contact the IRS 1099 Product Manager if you have any questions about this.

*Denise Tabler phone: (360) 664-7788 or Dan Bode phone: (360) 664-7877
fax: (360) 664-7673
e-mail: denise.tabler@ofm.wa.gov*

*phone: (360) 664-7877
fax: (360) 664-7673
e-mail: dan.bode@ofm.wa.gov*

Order a DRS331 report on screen IR.8:

'P' will automatically appear in the function key as it is the only option.

Type '1', '2', '3' or '4' in the desired REPORT ORDER (sort order) of the report.

Type either the CALENDAR YEAR (such as '08' for **Tax Year 2008**) or a START DATE and END DATE (in terms of batch date, format YYMMDD),
Suggestion: Type '08' if you are reviewing remittance records for Tax Year 2008 or are reconciling your IRS 1099 records for the current reporting year.

Note: **The date range is not advised** if you are using the report to reconcile your IRS 1099 records, **use the Calendar Year instead.**

'Y' is the default in the DRS REMITTANCE LISTING(331) field.

Type 'A', 'B', 'C', or 'D' in the TRANSACTION SELECTION OPTION.

Type the limiters to be used if you want to limit the report to transactions that can be defined by:
TIN,
Vendor Number,
Vendor Type, and/or
Sub-object/Sub-sub-object.

To include all remittances for the time period selected leave the TIN, Vendor Number, Vendor Type, and sub-object/sub-sub-object limiter fields blank.

TIN: ___(1)___ - ___(2)___

To limit the report to remittances for a single vendor TIN, type the TIN in the first (1) TIN field.

To limit the report to remittances for a range of vendor TINs you can define the range in several ways: type complete 9-digit TINs in the first (1) and second (2) fields, such as:
TIN: 123456789 - 987654321.

or the TIN range can be defined using wildcards such as:

TIN: 1234*____ - 987654*__ which will select all transactions with a TIN beginning with '1234' through transactions with a TIN beginning with '987654'.

or the TIN range can be defined with a wildcard such as:

TIN: 1234*____ - _____ which will select all transactions with a TIN beginning with '1234'.

The TIN and Vendor Number limiters cannot be used simultaneously. You must choose which limiter you want to use.

Vendor #: ___(1)___ - ___(2)___

To limit the report to remittances for a single vendor number, type the vendor number in the first (1) vendor number field.

To limit the report to remittances for a range of vendor numbers you can define the range in several ways: type complete 12-character vendor numbers in the first (1) and second (2) fields, such as:

VENDOR #: 12345678901200 - 98765432101200.

or the vendor number range can be defined using wildcards such as:

VENDOR #: 1234*_____ - 987654*_____ which will select all transactions with a vendor number beginning with '1234' through transactions with a vendor number beginning with '987654'.

or the TIN range can be defined with a wildcard such as:

VENDOR #: 1234*_____ - _____ which will select all transactions with a vendor number beginning with '1234'.

The TIN and Vendor Number limiters cannot be used simultaneously. You must choose which limiter you want to use.

Vendor Type:

To limit the report to remittances for a single vendor type, multiple vendor types, and/or blank vendor type, type the vendor type(s) to be selected. The vendor type choices are:

- | | |
|--------------|----------------------------|
| 0 = VENDOR | M = CORPORATION FROM WHICH |
| 1 = EMPLOYEE | MEDICAL SERVICES ARE |

2 = FEDERAL AGENCY	PURCHASED.
3 = STATE AGENCY	P = PARTNERSHIP
4 = LOCAL GOVERNMENT	S = SOLE PROPRIETOR/INDIVIDUAL
X = OTHER	U = LLC SOLE PROPRIETOR
C = CORPORATION	V = LLC PARTNERSHIP
A = ATTORNEYS	W = LLC CORPORATION

There are many transactions that do not contain a vendor type. These will include those transactions that used a vendor number that had a blank vendor type and transactions that were input with a pseudo-vendor number (? or VoD1).

Use Vendor Type '#' to limit the report to remittances that do not contain a Vendor Type.

Sub-object/Sub-sub-object:

To limit the report to specific objects, sub-objects, and sub-sub-objects type the limiter criteria in the fields. You can use as many limiters as there are fields. Wildcards (*) can be used. The limiters are literal, you will get only transactions that meet your specifications. For example:
 'E' will not produce any transactions because there will not be any records with object code 'E' only.
 'E*' will produce all transactions coded with sub-objects that start with 'E', including those with and without sub-sub-objects.
 'ER' will produce only transactions coded with sub-object ER and blank sub-sub-object.
 'ER*' will produce all sub-object 'ER' transactions including those without sub-sub-objects and those with sub-sub-objects.
 'ER11*' will produce all sub-object 'ER' transactions that have a sub-sub-object beginning with '11' (ER1101, ER1102, ER1145, etc.).

Press 'Enter' to display the Batch Job Submission screen..

On the Batch Job Submission screen make any necessary changes.

Press 'Enter' to order the report. Reference appendix B for a sample of the report.

There are multiple report configurations that can be chosen to meet your needs for information about remittances to vendors and IRS 1099-MISC reconciliations. Each combination of report selection parameters (REPORT ORDER [SORT], TRANSACTION SELECTION OPTION, and data limiters [TIN, OBJECT, SUB-OBJECT, and SUB-SUB-OBJECT] has advantages for reviewing your remittance transactions in terms of IRS 1099-MISC reporting. It is very important you understand the implications of the selection parameters to your IRS 1099 reporting.

The following table discusses the various report options and combinations.

IRS 1099-MISC Preparation & Reporting for DRS Users Calendar Year 2008

SCREEN IR.8 - DRS REMITTANCE LISTING Table

Report Sort Order	Trans Select Option	SCREEN IR.8 - DRS REMITTANCE LISTING Implications of DRS331 Sort & Transaction Selection Options
1- Number		<p>This sort can point out (subject to Transaction Selection Option) such things as multiple vendor names for the same vendor number, multiple TINs for the same vendor number, multiple box numbers for the same vendor number, and missing TINs for the same vendor number. Remittance transactions without a vendor number will be included, and vendor numbered transactions without a vendor name and/or TIN will be included if the transaction select options are also met. The absence of vendor information could indicate that vendor numbers are not being used in the warrant cancellation process. The selected remittance transactions are totaled by vendor number. The transaction sort within vendor number is vendor name.</p>
2- Name		<p>This sort can point out (subject to Transaction Selection Option) such things as multiple vendor numbers for the same name, multiple TINs for the same name, multiple box numbers for the same vendor number, and missing TINs for the same vendor name. Remittance transactions without a vendor name will be included, and vendor named transactions without a vendor number and/or TIN will be included if the transaction select options are also met. The absence of vendor information could indicate that vendor numbers are not being used in the warrant cancellation process. The selected remittance transactions are totaled by vendor name. The transaction sort within vendor name is vendor number.</p>
3- TIN		<p>This sort can point out (subject to Transaction Selection Option) such things as multiple vendor numbers for the same vendor TIN, multiple names for the same vendor TIN, multiple box numbers for the same vendor TIN, missing vendor numbers or names for the same vendor TIN. Remittance transactions without a vendor TIN will be included, but transactions with a vendor TIN but without a vendor number and/or name will be included if the transaction select options are also met. The absence of vendor information could indicate that vendor numbers are not being used in the warrant cancellation process. The selected remittance transactions are totaled by vendor TIN. The transaction sort within vendor TIN is vendor name.</p>
4- Sub-Object		<p>This sort will sequence your report by sub-object. If you have a high transaction volume and/or many vendors this can be useful to help you identify the vendor transactions most likely to be IRS 1099-MISC reportable. Probably the majority of payments fall in object C, sub-objects ED, EE, EG, ER, EZ, GD, NB, NZ. This sort will help you home in on the vendors/payments that are most likely to be reportable.</p> <p>Transactions with a sub-object will sort by vendor number. Transactions without a sub-object will sort by vendor number. Transactions without a sub-object or vendor number will sort by current document date. The selected remittance transactions are totaled by sub-object.</p>
	A	<p>This choice is not very useful until all of the transactions for a tax year have summarized to the IRS 1099 file. Selects all vendor remittance transactions with an IRS Box number 1-8, A or C with totals equal to or greater than \$600 per vendor for</p>

		<p>the designated period (date range or calendar year). The final determinant for inclusion in these reports is whether the total dollar amount of a selected vendor number, name, TIN, or sub-object group of IRS Box (1-8, A, C, D, or E) coded transactions equals or exceeds \$600. NOTE: The transactions that total to meet the \$600 threshold could have multiple box numbers. There is no sub-total by box number.</p>
1-nmbr	A	<p>The presence of multiple names, TINs, or box numbers (1-8, A, C, D, or E) within a single vendor number group may indicate further review is needed. Any vendor numbered 'blank' or '000000V0D100' transactions will appear as a group. The transactions with a 'blank' vendor number will print first. Vendor totals are by vendor number. The vendor totals and report total may not be the same as the same report ordered with a vendor name or TIN sort.</p>
2-name	A	<p>The presence of multiple numbers, TINs, or box numbers (1-8, A, C, D, or E) within a single vendor name group may indicate further review is needed. The vendor number 'blank' or '000000V0D100' is found in this report combination only when the vendor name of the 'blank' or '000000V0D100' exactly matches names in enough other transactions so the total of the name group is equal to or greater than \$600. The transactions with a 'blank' vendor name will print first. Vendor totals are by vendor name. The vendor totals and report total may not be the same as the same report ordered with a vendor number or TIN sort.</p>
3-TIN	A	<p>The presence of multiple numbers, names, or box numbers (1-8, A, C, D, or E) within a single vendor TIN group may indicate further review is needed. The vendor number 'blank' or '000000V0D100' is found in this report combination only when the vendor 'TIN' of the 'blank' or '000000V0D100' exactly matches TINs in enough other transactions so the total of the TIN group is equal to or greater than \$600. Vendor totals are by vendor TIN. The vendor totals and report total may not be the same as the same report ordered with a vendor number or vendor name sort.</p>
4-sub-object	A	<p>The primary usefulness of this sort is to help identify vendors who may be IRS 1099-MISC reportable. The totals by sub-object are informational and may help in the identification of reportable vendors.</p>
	B	<p>Selects ALL VENDOR REMITTANCE TRANSACTIONS W/IRS BOX number (1-8, A, C, D, or E) for the designated period (date range or calendar year). The final determinant for inclusion in these reports is whether the transactions of a selected vendor number, name, or TIN group of transactions include an IRS Box 1-8, A or C. Transactions that have an IRS box number 1-8, A or C will be included even when their vendor number or name is blank. This selection is only as good as IRS Box coding accuracy is in your vendor file and transaction input.</p>
1-nmbr	B	<p>The presence of multiple names, TINs, or box numbers (1-8, A, C, D, or E) for a single vendor number may indicate further review is needed. Any vendor numbered 'blank' or '000000V0D100' transactions will appear as a group. The transactions with a 'blank' vendor number will print first. The absence of vendor information could indicate that vendor numbers are not being used in the warrant cancellation process. Vendor totals are by vendor number. The vendor totals may not be the same as the same report ordered with a vendor name or TIN sort.</p>
2-name	B	<p>The presence of multiple numbers, TINs, or box numbers (1-8, A, C, D, or E) for a single vendor name may indicate further review is needed. Any vendor numbered 'blank' or '000000V0D100' transactions will not</p>

		<p>be grouped, but will appear based upon vendor name sort. The transactions with a 'blank' vendor name will print first. Vendor totals are by vendor name.</p> <p>The absence of vendor information could indicate that vendor numbers are not being used in the warrant cancellation process. The vendor totals may not be the same as the same report ordered with a vendor number or TIN sort.</p>
3-TIN	B	<p>The presence of multiple numbers, names, or box numbers (1-8, A, C, D, or E) for a single vendor TIN may indicate further review is needed. This view shows vendor totals of any amount. Any vendor numbered '00000V0D100' transactions will not be grouped, but will appear based upon vendor TIN sort. The transactions with a 'blank' vendor TIN will print first.</p> <p>The absence of vendor information could indicate that vendor numbers are not being used in the warrant cancellation process. Vendor totals are by vendor TIN. The vendor totals may not be the same as the same report ordered with a vendor number or name sort.</p>
4-sub-object	B	<p>The primary usefulness of this sort is to help identify vendors who may be IRS 1099-MISC reportable. The totals by sub-object are informational and may help in the identification of reportable vendors.</p>
	C	<p>Selects ALL VENDOR REMITTANCE TRANSACTIONS WITH TOTAL =>\$600/VENDOR for the designated period (date range or calendar year). Remittance transactions will be selected regardless of the presence or absence of a vendor number, vendor name, or IRS Box 0-8, A, C, D, or E. The final determinant for inclusion in these reports is whether the total dollar amount of a selected vendor number, name, or TIN group of transactions equals or exceeds \$600. This choice is not very useful until all of the transactions for a tax year have summarized to the IRS 1099 file.</p>
1-nmbr	C	<p>The presence of multiple names, TINs, or box numbers (blank, 0, 1-8, A, C, D, or E) within a single vendor number group may indicate further review is needed. Any vendor numbered 'blank' or '00000V0D100' transactions will appear as a group. Vendor totals are by vendor number. Transactions with a blank vendor number will be listed first. The absence of vendor information could indicate that vendor numbers are not being used in the warrant cancellation process. The vendor totals and report total may not be the same as the same report ordered with a vendor name or TIN sort.</p>
2-name	C	<p>The presence of multiple numbers, TINs, or box numbers (blank, 0, 1-8, A or C) within a single vendor name group may indicate further review is needed. The vendor number 'blank' or '00000V0D100' is found in this report combination only when a '00000V0D100' transaction name exactly matches names in enough other transactions so the total of the name group is equal to or greater than \$600. Vendor totals are by vendor name. Transactions with a blank vendor name will be listed first. The absence of vendor information could indicate that vendor numbers are not being used in the warrant cancellation process. The vendor totals and report total may not be the same as the same report ordered with a vendor number or TIN sort.</p>
3-TIN	C	<p>The presence of multiple numbers, names, or box numbers (blank, 0, 1-8) within a single vendor TIN group may indicate further review is needed. The vendor number 'blank' or '00000V0D100' is found in this report combination only when a '00000V0D100' transaction TIN exactly matches TINs in enough other transactions so the total of the TIN group is equal to or greater than \$600. Vendor totals are by vendor TIN. Transactions with a blank vendor TIN will be listed first. The absence of vendor information could indicate that vendor numbers</p>

		are not being used in the warrant cancellation process. The vendor totals and report total may not be the same as the same report ordered with a vendor number or name sort.
4-sub-object	C	The primary usefulness of this sort is to help identify vendors who may be IRS 1099-MISC reportable. The totals by sub-object are informational and may help in the identification of reportable vendors.
	D	This is the recommended selection for comprehensive reconciliation of IRS 1099 records. Selects ALL VENDOR REMITTANCE TRANSACTIONS for the designated period (date range or calendar year) within the specified limiters. The final determinant for inclusion in these reports is whether a transaction is a 'remittance'. Inconsistent IRS box numbers (blank, 0, 1-8, A, C, D, or E) for a single vendor grouping (number, name, or TIN) may indicate a coding problem. This report will include all vendor remittances regardless of sort (number, name, TIN, or sub-object) within the selected time period. Therefore, if a report is ordered for each sort (number, name, TIN, and sub-object) for the same time period, the report totals will all be the same.
1-nmbr	D	It is useful to look at transactions that are missing a vendor number, name and/or TIN. The absence of a vendor number, name, or TIN or the presence of incomplete or inconsistent name and TIN coding within a vendor group could be indicative of coding deficiencies. Any vendor numbered 'blank' or '000000V0D100' transactions will appear as a group. Vendor totals are by vendor number. Transactions with a blank vendor number will be listed first. The absence of vendor information could indicate that vendor numbers are not being used in the warrant cancellation process. The vendor totals will be the same as the same report ordered with a vendor name or TIN sort. Look for the presence of multiple names, TINs, or box numbers (blank, 0, 1-8, A, C, D, or E) within a single vendor number group.
2-name	D	It is useful to look at transactions that are missing a vendor number, name, and/or TIN. The presence of incomplete or inconsistent vendor number and TIN coding within a vendor group could be indicative of coding deficiencies. Any vendor numbered 'blank' or '000000V0D100' transactions will not be grouped, but will appear based upon vendor name sort. Vendor totals are by vendor name. Transactions with a blank vendor name will be listed first. The absence of vendor information could indicate that vendor numbers are not being used in the warrant cancellation process. The vendor totals will be the same as the same report ordered with a vendor number or TIN sort. Look for the presence of multiple numbers, TINs, or box numbers (blank, 0, 1-8, A, C, D, or E) within a single vendor number group.
3-TIN	D	It is useful to look at transactions that are missing a vendor number, name, and/or TIN. The presence of incomplete or inconsistent vendor number and name coding within a vendor group could be indicative of coding deficiencies. Any vendor numbered 'blank' or '000000V0D100' transactions will not be grouped, but will appear based upon vendor TIN sort. Vendor totals are by vendor TIN. Transactions with a blank vendor TIN will be listed first. The absence of vendor information could indicate that vendor numbers are not being used in the warrant cancellation process. The vendor totals will be the same as the same report ordered with a vendor number or name sort. Look for the presence of multiple numbers, names, or box numbers (blank, 0, 1-8, A, C, D, or E) within a single vendor number group.
4-	D	The primary usefulness of this sort is to help identify vendors who

sub-object	may be IRS 1099-MISC reportable. The totals by sub-object are informational and may help in the identification of reportable vendors.
------------	------------------------------------------------------------------------------------------------------------------------------------------

Continued Agency Name line.

line name CONTINUED AGCY NAME:

(Second Payer Name Line) If more space is needed for your agency name, such as Division, Office, Home, etc., use this address line.

Please do not type your agency address (such as PO Box or a street address) on this line.

line name MAILING ADDRESS:

(Payer Shipping Address) This line should be used for your agency mailing address. Street address should include number, street, suite number, or PO Box if mail is not delivered to a street address.

line name CITY/STATE/ZIP CODE:

CITY: Type the name of the city in which your mailing address is located.

STATE: Type the two character state 'WA'.

ZIP: Type the Zip+4 that is related to the mailing address typed above. Please type all nine digits of the Zip+4.

line name AGENCY TIN:

Type the Taxpayer Identification Number used by your agency for IRS 1099-MISC reporting.

line name LAST REPORTING YEAR:

Type a 'Y' in this field if 2008 is the last year the agency and TIN combination will report 1099s to the IRS. Otherwise, type 'N'.

line name CONTACT NAME:

Please type the name of the person in your agency who is responsible for managing the IRS 1099-MISC records in the Disbursement Reporting System.

line name MAIL STOP:

Please type the mailstop of the person whose name appears in the contact name field.

line name E-MAIL ADDRESS:

Please type the e-mail address of the person whose name appears in the contact name field.

line name AGENCY PHONE NUMBER:

The Taxpayer Bill of Rights 2, Public Law 104-168, requires payers to provide the telephone number of a person to contact on certain statements to recipients,...(in this case the IRS 1099-MISC form). This number must provide direct access to an individual who can answer questions about the statement.

The AGENCY PHONE NUMBER will be printed on the IRS 1099-MISC form in the line following the agency city/state/zip code. During the months of January-February your AGENCY PHONE NUMBER should be set to the phone number of your IRS 1099 contact person. The EXTENSION field will accept numbers, letters and dashes. Please leave unused spaces blank.

Change the Agency Profile:

Type the correct information into the appropriate fields.

Press 'Enter'.

The message 'TRANSACTION SUCCESSFULLY CHANGED' will appear.

YOU may also want to add an AGENCY MESSAGE, change the SUMMARIZATION SELECTION, designate a DEFAULT VENDOR NUMBER SUFFIX, or update the USE \$600 LIMIT.

SUMMARIZATION SELECTION: This feature allows each agency to control the frequency of summarization of qualified disbursement transactions to the IRS 1099 file. The 'SUMMARIZATION SELECTION' field is available to select summarization frequency:

D = DAILY - summarization to 1099s occurs nightly,

W = WEEKLY - summarization to 1099s occurs weekly, normally on Friday night,

M = MONTHLY - summarization to 1099s occurs monthly, normally the last night of the month,

N = NONE - DRS transactions will not be summarized to 1099s.

NOTE: If you wish to control the summarization process you can set the summarization frequency to **none**, then whenever you want your records to summarize you can change the frequency to **Daily** for one night then reset to **none**. Eligible DRS records that have not previously summarized will summarize during daily processing when the selection is **Daily**.

The field '**USE \$600 LIMIT**' controls the IRS 1099-MISC records that will be reported to the IRS: (NOTE: This field does not affect forms printing. Forms printing is done from screen IR.1.1)

- a. If you want 1099s to be reported for all eligible vendors regardless of amount, 'N' is required.
- b. If you want 1099s to be reported for all eligible vendors to whom you have paid over \$600 (cumulative for the year), 'Y' is required.

The **DEFAULT VENDOR NUMBER SUFFIX** is designed to be used when an agency has IRS 1099-MISC eligible vendor records (those containing an IRS Box '1-8', 'A', 'C', 'D', or 'E') that also have multiple suffixes for the same vendor. The **DEFAULT VENDOR NUMBER SUFFIX** will designate the vendor record within the multiple vendor records of a single vendor (identical vendor numbers by the first 10 characters) that should be used as the source for the IRS 1099 vendor name and address. This default name and address will be used to update associated IRS 1099s when a DRS340 (IRS 1099 NAME AND ADDRESS UPDATE FROM VE FILE) is processed (reference page IR.6-1).

Create a Default Suffix:

View the DRS Profile (DS.1)

Type the default suffix in the **DEFAULT VENDOR NUMBER SUFFIX** field.

Press 'Enter'.

The **AGENCY MESSAGE** field will be retained for your use, but it will not be necessary for this message to contain a contact phone number. **If you wish to print a message in the top left margin of the IRS 1099-MISC form:**

Type the Message,

Press 'ENTER' to change or add the message.

Some sample messages are:

CONTACT IN 5 DAYS IF QUESTIONS

DIRECT INQUIRY TO AGENCY PHONE #

IF INCORRECT, CALL AGENCY PHONE#

QUESTIONS? CALL AGENCY PHONE #

CALL BEFORE 3/15 IF ERROR!!

FAX 360-853-1234 IF ERROR

IRS 1099-MISC Preparation & Reporting for DRS Users Calendar Year 2008

DISBURSEMENT ONLINE VIEW REQUEST (DV.0)

The Disbursement Online View Request Screen (DV.0) can be directly accessed through the DRS menu as follows:

At the PRIMARY MENU

Type 'DR' in the SELECT FUNCTION.

Press 'Enter' to display the record.

At the DISBURSEMENT SYSTEM PRIMARY MENU
Type 'V' in the SELECT FUNCTION

Press 'Enter' to display the record.

```
=== 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 -- OMBWE REPORTING

  CL -- HELP PHONE LIST                       MR -- MANAGEMENT REPORTING SYSTEM

  EX -- EXCHANGE DATA SETS                   AD -- ADMINISTRATION
                                     AGENCY: 999M
                               SELECT FUNCTION: DR

                                     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.
```

```
=== DRS ===(DR)===== DISBURSEMENT SYSTEM PRIMARY MENU ===== C105V010 ===
TR: _____
-----NEW PRIMARY MENU-----
V -- ONLINE VIEW MENU
R -- REPORTS MENU
I -- IRS 1099 MENU
C -- DRS SYSTEM CONTROL MENU
-----OLD PRIMARY MENU-----
DM -- DISBURSEMENT MENU
IR -- IRS 1099 MENU
DS -- DISBURSEMENT SYSTEM
CONTROL MENU
WR -- WARRANT DISBURSEMENT MENU

AGENCY: 999M DRS TRANSACTION COUNT: 404040492
SUPPLEMENTAL ID: 0001 IRS 1099 SUMMARIZATION SET TO: N
SELECT FUNCTION: V_ (USE 1ST POSITION IF NEW MENU SELECTION)

PF1=HELP, PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT

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

DISBURSEMENT ONLINE VIEW REQUEST (DV.0)

```
=== DRS ===(DV.0)===== DISBURSEMENT ONLINE VIEW REQUEST ===== C105DV00 ===
TR: _____ 999M 0001
FUNCTION: P (E=EXACT SRCH, P=PARTIAL SRCH, C=COMBINED VE SCREEN, R=REFRESH)
TRANSACTION DISPLAY COUNT MAXIMUM: 0250 (DESIGNATE UP TO 1999 TRANSACTIONS)
-->NOTE: LARGER DISPLAY COUNTS WILL CAUSE LONGER SEARCH TIMES
SEARCH/SORT VENDOR NUMBER: _____ OR BLANK VENDOR NUMBER: _ (Y=YES)
OR VENDOR NAME: CHISHOLM_AUTO_____
OR VENDOR TIN: _____

SELECT FIRST DISPLAY: _ (1=INVOICE , 4=VENDOR INFO, 7=PSEUDO VNDR )
(2=ACCOUNT , 5=TRANSACTION, 8=IRS 1099 SUPPORT)
(3=DOCUMENT, 6-ACCTG DATA, A=IR.2 SCREEN )

DATE PARAMETERS: BATCH DATE: _____ - _____ (YYMMDD)
OR TAX YEAR: ___ (WITH TIN ONLY)
TRANSACTION TYPE: A (A=ALL, R=REMITTANCES ONLY, N=NON-REMITTANCES ONLY)

PRESS 'ENTER' TO SUBMIT ONLINE SEARCH.
(NOTE: IF VENDOR NUMBER, NAME, AND TIN ARE ALL BLANK,
TRANSACTION TYPE WILL BE SET TO 'N')
F1=HELP, F3=VE COMBINED SEARCH, F4=DRS MENU, F12=MESSAGE, CLEAR=EXIT
```

DEFINING ONLINE RESEARCH

Once the DV.0 (Disbursement Online View Request) has been displayed you can then continue to define your search parameters.

FUNCTION: On this field you will need to decide the search process that you will use. You will put one of the following into the function field.

'E' = Exact search. This will find only records that contain an exact match of the specified vendor number, vendor name, or vendor TIN.

'P' = Partial search. This will find records where the vendor number, vendor name, or vendor TIN is equal to or greater than the specified vendor number, vendor name, or vendor TIN. You can use as little as one character for this search.

'C' = Return to the Combined Vendor Selection Screen. This allows you to use the combined vendor selection screen to find specific vendors.

'R' = Refresh the screen. This will blank out all fields on the DV.0 screen.

TRANSACTION DISPLAY COUNT MAXIMUM: The default setting is 0250 for every agency except DSHS. (The default setting for DSHS is 0500.) This can be reset to any count between 0001 and 1999. A larger number may increase search time.

SEARCH/SORT: You will need to enter a partial or exact vendor number, vendor name or vendor TIN into one of these fields. (System does not allow multiple fields for the searches.) When a partial search is done, the records will display in the chosen sort of vendor number or name. (NOTE: Vendor TIN is allowed only when using an exact search.) When an exact search is completed the records will display in batch date sequence.

BLANK VENDOR NUMBER: Enter 'P' onto the Function field. Then tab to the Blank Vendor Number field and type in a 'Y'. Leave blank the vendor number, vendor name & vendor TIN fields. This will search for transactions that have a blank vendor number, including JV type transactions.

SELECT FIRST DISPLAY: This is a required field, which allows you to select which part of the DRS records you want to view first. Once you are viewing the records you can scroll left or right to view the other parts of the record. The following are the 9 available selections:

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1 = Invoice	6 = Acctg Data
2 = Account	7 = Pseudo Vendr
3 = Document	8 = IRS 1099 support
4 = Vendor Info	A = IR.2 Screen
5 = Transaction	

For 1099-MISC purposes you will generally use 8 and/or A.

DATE PARAMETERS: These are optional fields that allow you to restrict the amount of records that you want searched. There are two date parameters available to you.

Batch Date: Any search can be restricted to a specific batch date range by typing the beginning and ending batch dates in these fields.

Tax Year: Restricted to exact searches for a specific TIN when your SELECT FIRST DISPLAY choice is 'A'.

TRANSACTION TYPE: This is a required field. You are allowed to restrict the records search with this feature. The following are the transaction types allowed:

'A' (All): generally can be used for any search, but will include remittance and non-remittance transactions. (default)

'R' (Remittance Only): should be used if you are interested in only remittance transactions.

'N' (Non-remittances only): should be used if you are interested in JV type transactions.

After you have completed the online view request on the DV.0 screen and pressed 'enter' you will be transferred to the specified online display screen.

The display screens (DV.1-DV.8) generally have the following common characteristics on each screen.

→The display screen headers (except DV.7) contain the vendor number, vendor name, vendor record TIN, vendor record address 1, and vendor record W9 On File indicator.

→Some fields can be updated (indicated in the following screen samples).

To update a field:

Type 'U' in the FUNCTION,

Type 'U' in the 'S' Column on each line to be updated,

Type the data into the field to be changed,

Press 'enter'.

→The Vendor View Total is the total dollar amount of the displayed records of a single vendor. (Note: If the viewed records contain the pseudo vendor number V0D1 the amount is purposefully set at 0.00.)

→When you exit the DV.0 screen with the F3 key you will return to the Combined Vendor Selection Screen. If you want to return to another screen, such as the Disbursement System Primary Menu you will need to use the screen transfer (TR: _____).

→Transactions within vendor number, name, or TIN are sorted in batch date/batch type/batch number sequence.

SELECT FIRST DISPLAY: _ (8=IRS 1099 SUPPORT)

DV.8 is very useful for viewing IRS 1099-MISC associated information.

=== DRS ===(DV.8)====(8)====IRS 1099 SUPPORT DISPLAY ===== C105DV01 ===
TR: _____ SORT: VENDOR NAME COUNT: 0250 999M 0001

FUNCTION: N (F=FIRST, N=NEXT, B=BACK, U=UPDATE, S=SELECT PAGE)
 VNDR# B00022032000 / NAME CHISHOLM_AUTOCARE_INC / TIN 424113326
 VENDOR RECORD ADDRESS 1: 1750_EAST_LONGYEAR_LAKE_ROAD W9 ON FILE: Y
 PAGE: 0028 OF 0088 VENDOR VIEW TOTAL: 386809.37

S	LINE	TIN	T	B	S	SB	SUB-	TRN	V	WARRANT	WARR-	BATCH	AMOUNT
---	----	-----	T	X	M	OB	SBOB	CDE	T	-NUMBER	-DATE	-DATE	----
0015	911376273	T 0	JA	0004	650	3	071180/	08064	080303	32.39			
0016	911376273	T 0	EL	0001	650	3	071873/	08072	080311	7505.06			
0017	911376273	T 0	EL	0001	650	3	071873/	08072	080311	132701.52			
0018	911376273	T 0	EL	0001	650	3	071873/	08072	080311	16486.52			
0019	911376273	T 0	EL	0001	650	3	071873/	08072	080311	1190.33			
0020	911376273	T 0	EL	0001	650	3	071873/	08072	080311	585.54			
0021	911376273	T 0	EL	0001	650	3	071873/	08072	080311	1.47			
0022	911376273	T 0	EL	0001	650	3	071873/	08072	080311	4502.78			
0023	911376273	T 0	EL	0001	650	3	071873/	08072	080311	581.83			
0024	911376273	T 0	EL	0001	650	3	071873/	08072	080311	559.78			
0025	911376273	T 0	EL	0001	650	3	071873/	08072	080311	1659.09			
0026	911376273	T 0	EL	0001	650	3	071873/	08072	080311	1167.22			
0027	911376273	T 0	EL	0001	650	3	071873/	08072	080311	3383.02			
0028	911376273	T 0	EL	0001	650	3	071873/	08072	080311	743.08			

F1=HELP, F3=RETURN, F10=LEFT, F11=RIGHT, F12=MSG, CLEAR=EXIT

The fields shown as shaded can be updated online.
 AFRS security required for update is DR flag DISB: 2

The fields shown as shaded can be updated online.

TIN (11 characters) (Taxpayer Identification Number):

This field must contain a TIN in order for a transaction to have any chance of summarizing to an IRS 1099 record. If this field is added or changed, the TIN must be entered without dashes. The Tax Type must also be entered to define the TIN to the IRS.

TAX TYPE: (1 character) The field can contain:

- Blank** if no Tax Type has been entered. If a TIN is present the Tax Type must also be used.
- 'R'** if the TIN is an Individual Taxpayer Identification Number (ITIN).
- 'S'** if the TIN is a Social Security Number (SSN).
- 'T'** if the TIN is an Employer Identification Number (EIN).

All TINs must be entered without dashes (XXXXXXXXXX).

RECORD IRS SUMMARIZED: (1 character) The field contains:

- Blank** if the record has not summarized to an IRS 1099.
- 'S'** if the record has summarized to an IRS 1099.

In order for a DRS transaction to summarize to an IRS 1099:

- The vendor number must exist in the Vendor Edit File,
- The transaction TIN must match the TIN contained in the vendor record in the Vendor Edit File. If the transaction TIN does not exist in the current tax reporting year IRS 1099 file, the transaction will summarize to the associated (by TIN) IRS record, regardless of valid vendor number.
- The Tax Type must be 'R', 'S' or 'T',
- The IRS Box must be '1, 2, 3, 4, 5, 6, 7, 8, A (A=box 10), C (C=box 13), D (D=box 15a), or E (E=box 15b)', and
- The transaction must be a remittance transaction.

NOTE: A remittance transaction with a blank vendor number or vendor number 000000V0D100 will not summarize.

IRS BOX: (1 character) Allowed coding in this field is:

- Blank:** The transaction will not summarize to an IRS 1099 record.
- '0':** The transaction will not summarize to an IRS 1099 record. Use of '0' requires existence of TIN and Tax Type.

'1, 2, 3, 4, 4, 5, 6, 7, 8, A (A=box 10), C (C=box 14), D (D=15a), or E (E=15b)': The transaction will summarize to a specific box on an IRS 1099 record.

NOTE: Boxes '0-8, A, C, D, and E' require existence of a TIN and Tax Type.

Box '0' is preferable to box 'blank' if a record is not to be summarized.

Select to DM.1 UPDATE DRS DETAIL

Any transaction on any display screen DV.1-DV.8 can be selected 'S' to the following screen.

Return to the origination online view screen - F4

```

=== DRS ===(DM.1)===== UPDATE DRS DETAIL ===== C105V021 ===
TR: _____ RECORD IRS SUMMARIZED: _ 999M 0001
FUNCTION: _ (C=CHANGE, D=DELETE, V=VIEW, N=NEXT, T=TEMPLATE/NEXT, K=CHANGE KEY)
VNDR NMBR: MAY200400000 BDATE: 060312 BTYPE: WW BNO: 832 BATSEQ: 00001 DUP: 0
DUPLICATE PAYMENT: N VENDOR TYPE: C UBI: 000000000000
TIN: 26-0043670 TAXTYPE: T IRS BOX: 7 ORDER NUMBER: ORDER#1111
USE TAX: T OMBWE PAY FLAG: F INVNUM: 204-08877THIS_IS_A_TEST_INVOIC
COUNTY: 801 CITY: 0006 AGY FLAG: AA ACCTNUM: RE:GH508_#TY87665501_XX
-----
VNDR MSG: _____ INVOICE DATE: 20040304
DRS VENDOR NAME: CHISHOLM_AUTOCARE_INC CONTRACT NO: 55879ACT
ORIGINAL VE #: B00022032000 ORIG TRANS ID: IN 098 00001 0
VE VENDOR NAME: CHISHOLM_AUTOCARE_INC BIEN: 09 FM: 09
VENDOR ADDRESS: 1750_EAST_LONGYEAR_LAKE_ROAD CURDOC: 05075
V SRC: _____ REFDOC: 180
CITY/ST/ZIP: ANYWHERE WA 985043113 DOCDAT: 050304
AMOUNT: 375.00
WARR NMBR: 018697T WARRREG: 05075 TRAN CODE: 398 REVR: _ MTH OF SVC: _____
FUND: 001 MSTR-IDX: _____ SUB/SUB-SUB-OBJ: EF / 1500
APPN-IDX: 011 ORG-IDX: _____ PROJ/SUB/PHASE: NOAD / 00 / 00 PROC DATE/TIME:
APPN: 011 PROG-IDX: 02052 PROG/SUB-PROG: 200 / 04 080315 / 20 16
APPN TYPE: 1 ALLOC CODE: _____ BGT UNIT: _____ WRK CLASS: _____ REMITTANCE: Y
PF1=HELP, PF3=RETURN, PF4=LAST DISBURSEMENT VIEW, PF12=MESSAGE, CLEAR=EXIT

```

The fields shown as shaded can be updated online.

AFRS security required for update is DRS flag DISB: 2

You can also access the IR.2 screen from the DV.0 screen by selecting 'A' rather than '8' for the first display screen.

SELECT FIRST DISPLAY: _ (A=IR.2 SCREEN)

```

=== DRS ===(IR.2)===== VIEW IRS 1099 RECORDS ===== C105V032 ===
TR: _____ 999M 0001
FUNCTION: E (E=EXACT SRCH, P=PARTIAL SRCH, F=FIRST, N=NEXT, B=BACK, S=SELECT)
SORT ORD: 2 (1=NUMBER, 2=NAME, 3=TIN/NUM., 4=TIN/NAME) CALENDAR YR: 06
VND NUMB: _____ VND NAME: _____
VND TIN: 771384201 PAGE: .... OF ....
S YR TIN VENDOR NUM VENDOR NAME
-
1): 2): 3): 4):
5): 6): 7): 8):
10): 14):

```

When accessed from the DISBURSEMENT ONLINE VIEW REQUEST (DV.0), the Function will be set at 'E' and the TIN will be populated from the source screen.

At this point you can press 'enter' to search the 1099 file, or you can modify the search criteria before pressing the 'enter' key.

- Warrant register date (Warrant register date is formatted MMDDYY) (NOTE: This will be changed to format YYMMD sometime in the future.)
- Batch control number (Display is original batch type/batch number)
- Warrant number
- Tin (Taxpayer identification number)
- Sub-Object (SB OB)
- Sub-Sub-Object (SSOB)
- Summarized (SUM – Contains ‘S’ if the record has summarized to an IRS 1099 record.) IRS 1099 eligible records containing a warrant number will summarize to an IRS 1099 **record year** based upon the warrant date and year. Except, an EFT payment (warrant number ends in an exclamation point) with a warrant date of either of the last two business days in December will summarize to the following year. * Any remittance transaction that does not contain a warrant date (such as a warrant cancellation transaction) will summarize to the year contained in the transaction batch date.
- IRS (IRS Box - Contains the transaction IRS Box, if one exists.)
- Amount (Contains the dollar amount of the transaction.)
- Reference Document Date (REFERENCE DOC DATE – Contains the transaction reference document date, if one exists. The document date format is YYMMDD.)
- Reference Document Number (REFERENCE DOC NUMBER – Contains the transaction reference number date, if one exists.)

***The year a payment is to be reported is determined by ‘constructive receipt’. Constructive receipt for EFT payments is the ‘settlement date’ (day of deposit in payee’s bank). The ‘settlement date’ is the warrant date plus two state business days.**

If you try to order a report and the displayed vender number is ‘000000V0D100’ you will see the online edit message ‘**REPORTS NOT ALLOWED FOR PSEUDO VENDOR NUMBERS**’ and you will not be able to proceed to order a report.

If you try to order a report and the displayed vendor number is blank you will be allowed to proceed with the report, but the report will not find any records and the report will be blank except for the message: ‘**VENDOR NUMBER CANNOT BE FOUND IN THE VENDOR FILES PLEASE CONTACT THE AFRS HELPLINE**’.

SORT ORDER: This identifies the major sort of the displayed transactions.

- 1 = Vendor Number.
- 2 = Vendor Name.

BATCH DATE BEGIN/END: This is used if you wish to limit the selection of records to a particular batch date range. Format of the field is YYMMDD, and when used you must type both the beginning and ending dates.

NOTE 1: Use of a date range when searching for specific transactions for a high volume vendor can speed up the search. Although you can use the ‘COUNT’ field to display up to 999 records, this may not include all of the records for a single vendor. In this case you may have to do multiple ‘exact’ searches with discrete batch date ranges.

NOTE 2: This is used if you wish to limit the selection of records to a particular batch date range. You can describe the date range to as little as one day by typing the same batch date in both the ‘BEGIN’ and ‘END’ fields.

VENDOR NUMBER: When you are selecting a particular vendor’s data and you know the vendor number, you would enter the vendor number here. When you do not know the number, leave it blank and provide the vendor name.

9/01/2008

EXACT SEARCH will find up to the number of records designated in the 'COUNT' field that are equal to or greater than the entered twelve character vendor number, if the transactions for the vendor exist.

PARTIAL SEARCH will find up to the number of records designated in the 'COUNT' field that are equal to or greater than the entered twelve character vendor number. Partial searches on vendor numbers that are less than twelve characters are **NOT** recommended because search results are not reliable. Sort order '1' is recommended for best results.

VENDOR NAME: When you are selecting a particular vendor's data and you know the vendor name, you would enter the vendor name here and do an exact or partial search. When you do not know the exact name you can enter one or more characters of the name and do a partial search. You can also search by vendor number and leave the name blank.

EXACT SEARCH will find up to the number of records designated in the 'COUNT' field that are equal to or greater than the exact name typed in this field, if the transactions for the vendor exist.

PARTIAL SEARCH will find up to the number of records designated in the 'COUNT' field that are equal to or greater than the entered partial name. Vendor names used in partial searches can be as little as one character, but at least the first 3 characters of the name will provide better results. Sort order 2 is recommended for best results.

IRS 1099-MISC Preparation & Reporting for DRS Users

Calendar Year 2008

DRS350 REPORT

The weekly DRS350 job runs to evaluate your IRS 1099-MISC records in terms of IRS requirements for TIN Matching. The DRS350 will **not affect** vendor records, but should improve TIN/name matching results. There are two things that the process does.

1 - The DRS350 job looks at the IRS 1099-MISC vendor names and removes all special characters that are **not** a hyphen (-) or an ampersand (&). The resulting spaces remain. The reason for this is the IRS TIN Matching process will not accept any other special characters. Note: The associated vendor records will not be affected.

2 - Address line 1 names in the IRS 1099-MISC records have some importance in the IRS cross checking of taxpayer names in the submitted IRS 1099-MISC records. The 'DBA' in the address line 1 inhibited the accuracy of IRS name matching when the second name line was included. The DRS350 job removes 'DBA' from the address line 1 and shifts the remaining name to the beginning of address line 1. Note: The associated vendor records will not be affected. The address line 1 will not be affected if it contains an address instead of a name.

The DRS350 job will create a report to agencies of the IRS 1099-MISC records that were updated. The new report will be entitled "Disbursement Reporting System IRS 1099 Vendor Name Cleanup" - DRS350. The report will identify the names and address line 1 changes that were made. Plus, the report will identify any address line 1 names that begin with 'DB' that were not changed because there was no 'A' in the third position. See sample of the report in Appendix I.

The goal of the DRS350 is to improve the IRS 1099 process and reduce IRS CP2100 notices to agencies.

IRS 1099-MISC Preparation & Reporting for DRS Users Calendar Year 2008

INSTRUCTIONS FOR OMWBE/IRS DETAIL UPDATE SCREEN

```
=== 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                       MR -- MANAGEMENT REPORTING SYSTEM
  EX -- EXCHANGE DATA SETS                   AD -- ADMINISTRATION
                                             AGENCY: 9990
                                             SELECT FUNCTION: DR

                                     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.
```

The OMWBE/IRS Detail Update screen provides an alternate way to update or change DRS records in the Taxpayer Identification Number (TIN or Fed ID), Tax Type, IRS Box, Contract Number, and OMWBE Pay Flag fields. This screen will allow up to 15 records to be viewed and changed on a single screen instead of changing one record at a time on Screen DM.1 (Update DRS Detail). This screen allows quick transfer to Screen DM.1 through the 'Select' feature if the detail of a transaction record needs to be viewed. The OMWBE/IRS Detail Update screen can be found in the Disbursement Reporting System by following the instructions below and on following pages.

Access the OMWBE/IRS Detail Update:

AFRS Primary Menu screen
Type your agency number.
Type **DR**.
Press 'Enter' to go to the Disbursement System Primary Menu screen (DR).

On the Disbursement System Primary Menu screen (DR):
Type your agency number (if it does not appear).
Agencies 3050, 3100 only: Type the desire Supplemental ID.
Type **DM**.
Press 'Enter' to go to the Disbursement Menu screen (DM).

On the Disbursement Menu screen (DM):
Type **A**.
Press 'Enter' to go to the OMWBE/IRS Detail Update screen.

```

=== DRS ===(DR)===== DISBURSEMENT SYSTEM PRIMARY MENU ===== C105V010 ===
TR: _____
-----NEW PRIMARY MENU-----          -----OLD PRIMARY MENU-----
V -- ONLINE VIEW MENU                    DM -- DISBURSEMENT MENU

R -- REPORTS MENU                        IR -- IRS 1099 MENU

I -- IRS 1099 MENU                        DS -- DISBURSEMENT SYSTEM
                                           CONTROL MENU
C -- DRS SYSTEM CONTROL MENU            WR -- WARRANT DISBURSEMENT MENU

          AGENCY: 999M                DRS TRANSACTION COUNT: 000002202
SUPPLEMENTAL ID: 0001      IRS 1099 SUMMARIZATION SET TO: N
SELECT FUNCTION: __ (USE 1ST POSITION IF NEW MENU SELECTION)

          PF1=HELP, PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT

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

```

To access DISBURSEMENT MENU (DM):

On the Disbursement System Primary Menu screen (DR):
 Type your agency number (if it does not appear).
 Agencies 3050, 3100 only: Type the desire Supplemental ID.
 Type **'DM'**.
 Press 'Enter' to go to the Disbursement Menu screen (DM).

```

=== DRS ===(DM)===== DISBURSEMENT MENU ===== C105V020 ===
TR: _____          9990 0001
          1. UPDATE DRS DETAIL
          2. VIEW DISBURSEMENT SUMMARY
          3. VIEW DISBURSEMENTS BY DATA CLASSIFICATION
          4. VIEW VENDOR REMITTANCE
          5. DISBURSEMENT REPORTING
          6. VIEW 1099 DISBURSEMENTS
          8. DISBURSEMENT BATCH DATA REPORTING
          9. VIEW DRS OMWBE INFORMATION
          A. OMWBE/IRS DETAIL UPDATE

SELECT FUNCTION: A

          PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT

```

To access OMWBE/IRS DETAIL UPDATE:

On the Disbursement Menu screen (DM):
 Type **'A'**.
 Press 'Enter' to go to the OMWBE/IRS Detail Update screen.

FUNCTION:

U=UPDATE: To update any records displayed on this page (add or change TIN, Tax Type, IRS Box, Contract Number, and/or OMWBE Pay Flag):

Type a 'U' in Function, and a 'U' in/the left column (FN) on each line to be updated;
Add or change the appropriate data (TIN, Tax Type, IRS Box, Contract Number, and/or Pay Flag) on each line to be updated,
Press 'Enter'.

The records will be updated on-line, and the change will be displayed on the screen. If a screen transfer is made to screen DM.1, the change will appear on DM.1. If DM.1 is 'Selected' and then one of the fields (TIN, Tax Type, IRS Box, Contract Number, OMWBE Pay Flag) is changed on that screen, the updated information will be displayed on the OMWBE/IRS Detail Update Screen if a 'View' on the vendor is performed upon return from DM.1.

V=VIEW VENDOR: To view the disbursement records of a specific vendor:

Type the function 'V',
Type the exact vendor number in the Vendor Number field (a 'View' will not work with a blank or partial vendor number),
Press 'Enter'.

The selected vendor number and related transactions will be found. Up to 375 records for the vendor will be found, starting with the earliest batch date. If there are fewer than 375 records, all will be displayed regardless of the starting batch date. If there are more than 375 records for the vendor, the records will be displayed beginning with the earliest batch date. Record displays will be in batch ID sequence.

Press PF8 (F8) to page forward within the 375 records found.
Press PF7 (F7) to page backward within the records found.
OR
Use the 'F' (Forward in Vendor) or 'B' (Backward in Vendor) to find the next or previous block of 375 records for the vendor (reference description of functions 'F' and 'B' (page 8)).

N=NEXT VENDOR (NEXT VENDOR NUMBER): Use of this function will find the next vendor number from the vendor number displayed on the screen as follows:

Find the 'Next' vendor from a blank screen (no vendor number, no batch date, transactions are not listed):

Type 'N' in the Function,
Press 'Enter'.

Up to 375 records without vendor numbers will be found (if any exist), starting with the earliest batch date. If there are fewer than 375 records, all will be displayed regardless of the starting batch date. If there are more than 375 records for the vendor, the records will be displayed beginning with the earliest batch date. Record displays will be in batch ID sequence.

Press PF8 (F8) to page forward within the 375 records found.
Press PF7 (F7) to page backward within the records found.
OR

Use the 'F' (Forward in Vendor) or 'B' (Backward in Vendor) to find the next or previous block of 375 records for the vendor (reference description of functions 'F' and 'B' (page 8)).

Find the 'Next' vendor from a screen with a blank vendor number, blank batch date, and transactions are listed:

Type 'N' in the Function,
Press 'Enter'.

Up to 375 records for the next vendor number will be found, starting with the earliest batch date. If there are fewer than 375 records, all will be displayed regardless of the starting batch date. If there are more than 375 records for the vendor, the records will be displayed beginning with the earliest batch date. Record displays will be in batch ID sequence.

Press PF8 (F8) to page forward within the 375 records found. Press PF7 (F7) to page backward within the records found.
OR
Use the 'F' (Forward in Vendor) or 'B' (Backward in Vendor) to find the next or previous block of 375 records for the vendor (reference description of functions 'F' and 'B' (page 8)).

Find the 'Next' vendor from screen with a blank vendor number, a specified batch date (see note below), and transactions are listed:

Type 'N' in the Function,
Do not type a beginning batch date. A 'Next' search always starts the next vendor with the earliest batch date.
Press 'Enter'.

Up to 375 records for the first vendor will be found, starting with the earliest batch date. If there are fewer than 375 records, all will be displayed regardless of the starting batch date. If there are more than 375 records for the vendor, the records will be displayed beginning with the earliest batch date. Record displays will be in batch ID sequence. **NOTE: The 'Next' function was not designed to work with a specified batch date. 'Next' will always find the first block of 375 records for the next vendor.**

Press PF8 (F8) to page forward within the 375 records found. Press PF7 (F7) to page backward within the records found.
OR
Use the 'F' (Forward in Vendor) or 'B' (Backward in Vendor) to find the next or previous block of 375 records for the vendor (reference description of functions 'F' and 'B' (page 8)).

Find the 'Next' vendor using a partial or complete vendor number (a valid vendor number and transactions are displayed on the screen):

Type 'N' in the Function,
If the vendor number is to be different than the one displayed, type the desired complete (12 characters) or partial (anything less than 12 characters) vendor number,
Press 'Enter'.

Up to 375 records for the next vendor will be found, **starting with the earliest batch date**. If there are fewer than 375 records, all will be displayed regardless of the starting batch date. If there are more than 375 records for the vendor, the records will be displayed beginning with the earliest batch date. Record displays will be in batch ID sequence.

Press PF8 (F8) to page forward within the 375 records found.
Press PF7 (F7) to page backward within the records found.
OR

Use the 'F' (Forward in Vendor) or 'B' (Backward in Vendor) to find the next or previous block of 375 records for the vendor (reference description of functions 'F' and 'B' (page 8)).

Find the 'Next' vendor (from a screen where records are displayed) using a partial or complete vendor number:

Type 'N' in the Function,
If the vendor number is to be different than the one displayed, type the desired complete (12 characters) or partial (anything less than 12 characters) vendor number,
Do not type a desired beginning batch date. The batch date field is ignored when a 'Next' search is used.
Press 'Enter'.

Up to 375 records for the first vendor will be found, **starting with the earliest batch date**. If there are fewer than 375 records, all will be displayed regardless of the starting batch date. If there are more than 375 records for the vendor, the records will be displayed beginning with the earliest batch date. Record displays will be in batch ID sequence. **NOTE: The 'Next' function was not designed to work with a specified batch date. 'Next' will always find the first block of 375 records for the next vendor.**

Press PF8 (F8) to page forward within the 375 records found.
Press PF7 (F7) to page backward within the records found.
OR

Use the 'F' (Forward in Vendor) or 'B' (Backward in Vendor) to find the next or previous block of 375 records for the vendor (reference description of functions 'F' and 'B' (page 8)).

To find specific records using 'N':

Use one of the procedures described above to find a group of records with the starting batch date as close to (but earlier than) the batch date of the needed record(s).

Use the 'F' (Forward in Vendor) or 'B' (Backward in Vendor) to find the next or previous block of 375 records for the vendor (reference description of functions 'F' and 'B' below).
OR

Use PF7 (F7) or PF8 (F8) to search for the desired batch date.
Press PF8 to page forward within the 375 records found. Press PF7 to page backward within the records found.

NOTE: If you want to start over with a blank screen it is recommended you use PF3 (F3) to return to the Disbursement Menu (DM) and then select 'A' to return to the OMWBE/IRS Update Detail screen.

P=PREV VENDOR (PREVIOUS VENDOR NUMBER): If 'P' is selected, the previous sequential vendor number and associated transactions will be found and displayed in batch ID order. The first record of the previous vendor to be displayed will be the one with the oldest batch date. The 'Previous' function will only find the vendor previous to the batch of displayed records. If the displayed records do not have vendor number, a 'P' will not find any records.

To find the previous vendor number from the current vendor number:

Type 'P' in the Function,
Do not change the vendor number,
Press 'Enter'.

The previous vendor and related transactions will be found. Up to 375 related disbursement history records in the agency's disbursement history file for the selected vendor number will be displayed in batch date sequence.

F=FORWARD IN VENDOR: Use this function to find the next 375 records for the vendor. This is useful if more than 375 records (25 screen pages) exist for the specific vendor or records without a vendor number.

'Forward' can be used in conjunction with 'Batch Date' to select a block of 375 records starting with the next batch date from the batch date specified (YY0000, YYMM00, or YYMMDD). Within the indicated vendor the 'F' will select a block of 375 records starting with the batch date that immediately follows the specified batch date.

To go forward to another block of transactions within the vendor number:

Type 'F' in the Function,
If a specific starting batch is desired, enter the batch date (YY0000, YYMM00, or YYMMDD) that immediately precedes the desired batch date.
Press 'Enter'.
Records found will start with the next batch date after the one displayed.

B=BACKWARD IN VENDOR: Use this function to find the previous 375 records for the vendor. This is useful if more than 375 records (25 screen pages) exist for the specific vendor (a specific vendor number or records without a vendor number) and the displayed records are not the oldest records on file for the vendor.

The use of 'B' with a specified batch date is not recommended because the search process has difficulty handling a batch date entered by the operator. **But, if you want to find an earlier batch date it is recommended one of the following processes be followed:**

Type 'V' in the Function,
Type the desired vendor number (complete number),
Press 'Enter' to find the first block of 375 records.

Type 'F' in the Function,
Type the starting batch date (YY0000, YYMM00, or YYMMDD),
Press 'Enter' to find the block of records starting with the desired batch date.

OR

Type 'N' in the Function,
Type a partial (less than 12 characters, e.g. 00000012) or complete vendor number (12 characters, e.g. 000000121400) that is lower in sequence to the desired vendor number (e.g. 000000231500),
Press 'Enter' to display a block of up to 375 records for the vendor number that is next in sequence to the specified partial or complete vendor number.

Then: Type 'F' in the Function,
Type a batch date (YY0000, YYMM00, or YYMMDD) that is at least one day earlier than the desired batch date.
Press 'Enter'. The records batch date found will be the next batch date in the records. See **'Batch Date'**.

S=SELECT: Use the function 'S' to go to a specific page within the records found for a vendor. **To select a specific page:**

Type 'S' in the Function,
Type (in 'PAGE') the page number to be selected,
Press 'Enter'.

The page number selected will be displayed. Selection of a page number that is greater than the displayed total number of pages will result in no page selection and the screen message 'NO MORE RECORDS FOR BATCH'.

Of course, you can always find a page within a vendor by repeated use of the PF8 (F8) key to find the next page(s), and the PF7 (F7) key to find the previous page(s).

PAGE: 0000 OF: When a search through 'View' or 'Next' is completed, the first page of the records found will be displayed. Also, the total number of pages of records found (**up to 25 pages at a time**) will be shown in the space after the 'OF'. PAGE XXXX identifies the screen (PAGE) number you are looking at. The only time you would enter something here is if you want to **look at a particular page number through the 'Select' function** described below. To do this:

Type the page number here (in the PAGE field),
Enter 'S' in the Function, AND
Press 'Enter'.

VENDOR NUMBER: This field displays the vendor number of the displayed records. If 'Vendor Number' is blank when records are displayed, the records do not contain a vendor number because the transactions were entered without a vendor number. If 'Vendor Number' is displayed when records are displayed, the displayed records contain that number. If the 'View' function is being performed, the vendor number entered in this field must exist in the disbursement history file in order for records to be found. Any changes to a vendor number on disbursement transactions must be done with the 'Change Key' function on screen DM.1 (Update DRS Detail), or with the 'Global Change' process through screen VE.2.2 (Agency Vendor Maintenance).

BATCH DATE: This field displays the batch date of the record displayed in the first line of the display. This field can be used to identify the batch date that a 'Forward in Vendor' search is to start from in a search of the disbursement records. The batch date can be entered as batch date year (YY0000), batch date year/month

(YYMM00), or batch date year/month/day (YYMMDD). The displayed records will be in Batch Date/Batch Type/
Batch Number/Sequence Number order. **If 'Forward in Vendor' (Function 'F') is used, the records found will start with the next date** from the batch date selected. For example:

Batch date 08____ would find the first batch date equal to or greater than 08,

Batch date 0802__ would find the first batch date equal to or greater than 0802,

Batch date 080205 would find the first batch date equal to or greater than 080206 (when a batch day is specified the first record found will be the next day after the specified day).

FN: SPECIAL FUNCTIONS - Valid special functions are 'S' and 'U':

S - Select: This column can be used when you would like to look at screen DM.1 (Update DRS Detail) to see the detail associated with the transaction. **To access the detail on Screen DM.1:**

Type 'S' next to the record in question,
Press 'Enter'.

The Update Detail Maintenance screen (DM.1) will be displayed for the selected record.

After the record has been examined, changed, or deleted, you can return to the OMWBE/IRS Detail Update screen. To do this:

Press key PF4 (F4) on Screen DM.1.

U - Update: This column is necessary if you want to update a disbursement history record on this screen. **To update a specific record on this screen:**

Type 'U' in this column on each line to be updated,

Type the correct data in the TIN, Tax Type, IRS Box, Contract Number, or OMWBE Pay Flag field,

Type a 'U' in the Function,

Press 'Enter'.

TIN #: TAXPAYER IDENTIFICATION NUMBER (Federal ID Number): A TIN is necessary for identification of OMWBE Certified Vendors. Also, a TIN is required if one of the OMWBE Pay Flags 'E', 'S', 'N', or 'K' is used. A TIN can be added or changed on this screen by using the 'UPDATE' function and process. Addition of a TIN requires addition of a Tax Type. The TIN must match the TIN on the vendor edit record for the vendor number displayed on this screen.

TX: TAX TYPE: Pertains to the TIN. A TIN must be accompanied by a Tax Type. Valid codes are:

S - Identifies the TIN as a social security number.

T - Identifies the TIN as an employer identification number.

R – Identifies the TIN as an individual taxpayer identification number.

IR: IRS BOX: The valid numeric values are '0-8, A and C'. IRS Box is used to identify the box on the IRS 1099-MISC form the transaction amount is to be accumulated into when being summarized into the IRS 1099 file. Only values 1, 2, 3, 4, 5, 6, 7, 8, A, C, D, and E will summarize to the IRS 1099 file. Zero (0) and 'Blank' will not allow the transaction to summarize into the IRS 1099 file. Box 'A' (represents box 10 for Crop Insurance Proceeds), Box 'C' (represents box 14 for Gross proceeds paid to an attorney in connection with legal services), Box 'D' (represents 409A Deferrals), and Box 'E' (represents 409A income) .

SM: Summarized Flag: Valid values are 'S' and blank. Be careful with this one. If you add a summarized flag to a record the system will not summarize the record if it is otherwise eligible for summarization. If you change an 'S' to blank the system will summarize the record even if it has previously summarized.

CONTRACT: CONTRACT NUMBER: A contract number is required on transactions coded with an OMWBE Pay Flag 'K'. The contract number associated with a Pay Flag 'K' should be one that is a mandatory use purchasing contract awarded by the Department of General Administration, Office of State Procurement.

PY: OMWBE PAY FLAG: Expenditures that have been classed as exceptions to the OMWBE reporting base must be flagged with the proper coding so they can be identified for deduction from the OMWBE reporting base. The valid flags for identifying the exceptions are:

E - Exceptions under sub-objects EB, ED, ER, JE, JF, and JM.

S - Expenditures to a DSHS approved community rehabilitation center.

N - Expenditures to government entities and non-profit organizations.

K - Expenditures made under a Department of General Administration mandatory use contract.

AGY FL: Agency Flag: An agency flag can be added to a record if the flag you want to use has been recorded in the AFRS Descriptor Table 94.

IRS 1099-MISC Preparation & Reporting for DRS Users Calendar Year 2008

IRS 1099 Transaction Summarization Logic

The Disbursement Reporting System process that summarizes remittance transactions to IRS 1099-MISC records is important to understand because it demonstrates the importance of accurate vendor coding. Besides accurate vendor coding, the summarization process and frequency for each agency can be controlled by the specific agencies. If an agency correctly codes their vendor records, use valid vendor numbers on all warrant producing transactions/credit memos/warrant cancellations, and allow these transactions to be extracted to the Disbursement Reporting System, the 1099 summarization process will work very well.

SUMMARIZATION SELECTION (Screen DS.1 - Agency Profile Maintenance):

This feature allows each agency to control the frequency of summarization of qualified disbursement transactions to the IRS 1099 file. The 'SUMMARIZATION SELECTION' field is available to select summarization frequency. Summarization frequency changes can be made at any time by agency personnel who have a security level of '2' for DRS Reporting Flag 'PROF'.

D = DAILY - summarization to 1099s occurs nightly,

W = WEEKLY - summarization to 1099s occurs weekly, normally on Friday night,

M = MONTHLY - summarization to 1099s occurs monthly, normally the last night of the month,

N = NONE - DRS transactions will not be summarized to 1099s.

SUMMARIZATION LOGIC: Each time summarization occurs, all DRS **remittance** transactions that *meet the following criteria* will be summarized into an IRS 1099:

IF an IRS 1099 **does not exist** for the current calendar year:

and Transaction contains a TIN, Tax Type 'T' or 'S' or 'R', and IRS Box '1, 2, 3, 4, 5, 6, 7, 8, A (A=box 10), C (C=box 14), D (D=box 15a), or E (E=box 15b)',

and Transaction does not contain a 'Summarized' Flag,

and Transaction TIN and Vendor Number match the supporting Vendor Edit record (unless the Default Vendor Number Suffix feature or the IRS SWV Override feature is in use),

and Transaction is a current calendar year transaction (summarization during the months of January/February will also include prior calendar transactions for summarization into the prior calendar year 1099s). The year a transaction is to be summarized into is identified by the warrant number/warrant date, or (if the remittance transaction does not contain a warrant date) the batch date.

Then, an IRS 1099 record will be built, and will include the vendor number, TIN, vendor name, and vendor address from the supporting vendor record. If there are multiple vendor records (agency and statewide) for the same vendor, an agency can influence which source vendor name and address is used by using the DEFAULT VENDOR NUMBER SUFFIX feature (Note 1 below or screen DS.1) or the IRS SWV OVERRIDE feature (Note 2 below or screen TM.6).

IF an IRS 1099 **does exist** (transaction TIN equals the 1099 TIN) for the current calendar year:

and Transaction contains a TIN, Tax Type 'T' or 'S' or 'R', and IRS Box '1, 2, 3, 4, 5, 6, 7, 8, A (A=box 10), C (C=box 14), D (D=box 15a), or E (E=box 15b)',
and Transaction does not contain a 'Summarized' Flag,
and Transaction Vendor Number is not 'blank' or '000000V0D100',
and Transaction TIN is not 'blank',
and Transaction is a current calendar year transaction (summarization during the months of January/February will also include prior calendar transactions for summarization into the prior calendar year 1099s). The year a transaction is to be summarized into is identified by the warrant number/warrant date, or (if the remittance transaction does not contain a warrant date) the batch date.
Then, the applicable Box amount in the IRS 1099 record will be increased/decreased by the amount of the transaction.

NOTE 1: DEFAULT VENDOR NUMBER SUFFIX - (also reference section DS.1): The **DEFAULT VENDOR NUMBER SUFFIX** is designed to be used when an agency has IRS 1099-MISC eligible vendor records (those containing an IRS Box '1-8', 'A' or 'C') that also have multiple suffixes for the same vendor. The DEFAULT VENDOR NUMBER SUFFIX will designate the vendor record to be used in the DRS340 (IRS 1099 NAME AND ADDRESS UPDATE FROM VE FILE) (reference page IR.6-1).

To add a Default Suffix:

NOTE 2: IRS SWV OVERRIDE - This field on the agency vendor screen VE.2 allows agencies to control which vendor name and address information will be used when an IRS 1099-MISC record is being created by the IRS 1099 transaction summarization process. The field can be either 'Y' or 'N'.

The default value of the field is 'N'. When the system creates an IRS 1099 record and there is a statewide vendor record with the same TIN as the agency vendor record, **the statewide vendor name and address will be used in the 1099.**

The alternate value of the field is 'Y'. When the system creates an IRS 1099 record and there is a statewide vendor record with the same TIN as the agency vendor record, **the agency vendor name and address will be used in the 1099.**

If you wish to change the IRS SWV Override field, view the vendor record on VE.2, type 'C' in function, type 'N' or 'Y' in the IRS SWV override field, press 'enter'.

IRS 1099-MISC Preparation & Reporting for DRS Users Calendar Year 2008

IRS 1099-MISC Computer Generated Form Tax Year 2008 (APPENDIX A)

Agency 1099s will print with one page per vendor, as shown below. The printed form will have margins: top - 3/8", left and right - 7/16", bottom - 1/4". The form, when tri-folded, will fit in a #9 window envelope with the recipient's address displayed in the window.

SAMPLE FORM

TEST OF LOG FILE ENTRIES		TEST	<input type="checkbox"/> CORRECTED (if checked)		
PAYER'S name, street address, city, state, and ZIP code OFFICE OF FISCAL RESPONSIBILITY/ MAILSTOP 43113 OLYMPIA 1117 WA 98504-3333 PHONE: 361-764-6712 EXT: 12349		Miscellaneous Income Copy 2 To be filed with recipient's state income tax return, when required.		1 Rents \$.00 2 Royalties \$.00 3 Other income \$.00 5 Fishing boat proceeds \$.00 7 Nonemployee compensation \$ 4,000.00 9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale → <input type="checkbox"/> 11 13 Excess golden parachute payments \$ 15 Account number (optional) AAA000000500	Form 1099-MISC OMB No. 1545-0115 CALENDAR YEAR 2005 4-Federal income tax withheld \$.00 6 Medical and health care payments \$.00 8 Substitute payments in lieu of dividends or interest \$.00 10 Crop insurance proceeds \$.00 12 14 Gross proceeds paid to an attorney \$.00 16 State tax withheld \$ 17 State Payer's state no. \$ \$ 18 State income \$
PAYER'S Federal identification number 999000001		RECIPIENT'S identification number 119999911			
RECIPIENT'S name, street address (incl. apt. no.), city, state, and ZIP Code SHAD PRUIT PRUIT MOTORS 754 EASTERN HIGHWAY WILSON WA 98512-2490					

(KEEP FOR YOUR RECORDS)

Instructions to Recipients Account number. May show an account or other unique number the payer assigned to distinguish your account. Amounts shown may be subject to self-employment (SE) tax. If your net income from self-employment is \$400 or more, you must file a return and compute your SE tax on Schedule SE (Form 1040). See Pub. 533, Self-Employment Tax, for more information. If no income or social security and Medicare taxes were withheld and you are still receiving these payments, see Form 1040-ES, Estimated Tax for Individuals. Individuals must report as explained below. Corporations, fiduciaries, or partnerships report the amounts on the proper line of your tax return. Boxes 1 and 2. Report rents from real estate on Schedule E (Form 1040). If you provided significant services to the tenant, sold real estate as a business, or rented personal property as a business, report on Schedule C or C-EZ (Form 1040). For royalties on timber, coal, and iron ore, see Pub. 544, Sales and Other Dispositions of Assets. Box 3. Generally, report this amount on the "Other income" line of Form 1040 and identify the payment. The amount shown may be payments received as the beneficiary of a deceased employee, prizes, awards, taxable damages, Indian gaming profits, or other taxable income. If it is trade or business income, report this amount on Schedule C, C-EZ, or F (Form 1040). Box 4. Shows backup withholding or withholding on Indian gaming profits. Generally, a payer must backup withhold at a 28% rate if you did not furnish your taxpayer identification number. See Form W-9, Request for Taxpayer Identification Number and Certification, for more information. Report this amount on your income tax return as tax withheld. Box 5. An amount in this box means the fishing boat operator considers you self-employed. Report this amount on Schedule C or C-EZ (Form 1040). See Pub. 595, Tax Highlights for Commercial Fishermen. Box 6. Report on Schedule C or C-EZ (Form 1040). Box 7. Shows nonemployee compensation. If you are in the trade or business of catching fish, box 7 may show cash you received for the sale of fish. If payments in this box are SE income, report this amount on Schedule C, C-EZ, or F (Form 1040), and complete Schedule SE (Form 1040). You received this form instead of Form W-2 because the payer did not consider you an employee and did not withhold income tax or social security and Medicare taxes. Contact the payer if you believe this form is incorrect or has been issued in error. If you believe you are an employee, report this amount on line 7 of Form 1040 and call the IRS for information on how to report any social security and Medicare taxes. Box 8. Shows substitute payments in lieu of dividends or tax-exempt interest received by your broker on your behalf as a result of a loan of your securities. Report on the "Other income" of Form 1040. Box 9. If checked, \$5,000 or more of sales of consumer products was paid to you on a buy-sell, deposit-commission, or other basis. A dollar amount does not have to be shown. Generally, report any income from your sale of these products on Schedule C or C-EZ (Form 1040). Box 10. Report this amount on line 8 of Schedule F (Form 1040). Box 13. Shows your total compensation of excess golden parachute payments subject to a 20% excise tax. See the Form 1040 instructions for where to report. Box 14. Shows gross proceeds paid to an attorney in connection with legal services. Report only the taxable part as income on your return. Boxes 16-18. Shows state or local income tax withheld from the payments.	
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TEST OF LOG FILE ENTRIES TEST

TEST OF LOG FILE ENTRIES		TEST	<input type="checkbox"/> CORRECTED (if checked)		
PAYER'S name, street address, city, state, and ZIP code OFFICE OF FISCAL RESPONSIBILITY/ MAILSTOP 43113 OLYMPIA 1117 WA 98504-3333 PHONE: 361-764-6712 EXT: 12349		Miscellaneous Income For Recipient This is important tax information and is being furnished to the Internal Revenue Service. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.		1 Rents \$.00 2 Royalties \$.00 3 Other income \$.00 5 Fishing boat proceeds \$.00 7 Nonemployee compensation \$ 4,000.00 9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale → <input type="checkbox"/> 11 13 Excess golden parachute payments \$ 15 Account number (optional) AAA000000500	Form 1099-MISC OMB No. 1545-0115 CALENDAR YEAR 2005 4-Federal income tax withheld \$.00 6 Medical and health care payments \$.00 8 Substitute payments in lieu of dividends or interest \$.00 10 Crop insurance proceeds \$.00 12 14 Gross proceeds paid to an attorney \$.00 16 State tax withheld \$ 17 State Payer's state no. \$ \$ 18 State income \$
PAYER'S Federal identification number 999000001		RECIPIENT'S identification number 119999911			
RECIPIENT'S name, street address (incl. apt. no.), city, state, and ZIP Code SHAD PRUIT PRUIT MOTORS 754 EASTERN HIGHWAY WILSON WA 98512-2490					

IRS 1099-MISC Preparation & Reporting for DRS Users Calendar Year 2008

IRS Remittance Listing (DRS331) Sample Report – APPENDIX B

This report, which offers several different ways of listing remittance transactions for a date range or calendar year (tax year), is very useful to review IRS 1099 related coding of transactions. Also reference section IR.8.

The time period of the report can be a specified year or a specified batch date range.

The report can be requested on IR.8 (DRS Remittance Listing) in any one of the four sort sequences:

VENDOR NUMBER

VENDOR NAME

TIN (Taxpayer Identification Number)

or

SUB-OBJECT

The report can also be limited to 'RECORDS ONLY'.

The transactions are selected for inclusion in the report by one of the four selection options:

'A' = ALL VENDOR REMITTANCE TRANSACTIONS W/IRS BOX* NO & TOTAL =>\$600/VENDOR

'B' = ALL VENDOR REMITTANCE TRANSACTIONS W/IRS BOX*

'C' = ALL VENDOR REMITTANCE TRANSACTIONS WITH TOTAL =>\$600/VENDOR

'D' = ALL VENDOR REMITTANCE TRANSACTIONS

Reference the instructions in Section IR.8 for a discussion of the report and the optional limiters.

The meanings of the columns on the right side of the DRS331 report are:

SUM = If blank, the transaction has not summarized in an IRS 1099 record; if 'S', the transaction has been summarized into an IRS 1099 record. If the summarization flag is blank and the TIN, Tax Type, and Box are present, you should investigate why the transaction did not summarize.

DUP = If blank, there is no duplicate record in the Disbursement History file; if '1', there is a duplicate record in the Disbursement History file.

IRS = If a 1-8 or A (10) or C (14) is shown, the transaction amount is summarized to an IRS 1099 within the box number shown.

If blank or 0, the transaction is not to be reported on an IRS 1099 form.

VTP= Vendor Type. 0 = Vendor M = Corporation from which Medical Services are
1 = Employee Purchased
2 = Federal Agency P = Partnership
3 = State Agency S = Sole Proprietor/Individual
4 = Local Government U = LLC Sole Proprietor
C = Corporation V = LLC Partnership
A = Attorneys W = LLC Corporation
X = Other

W This column contains the original batch type and batch number as follows:

BCNTL W BCNTL: 0008226 Position 1-2 = 00

NUM= Position: 1234567 Position 3-4 = Batch Type
Position 5-7 = Batch Number

Samples of three sort/selection combinations are provided on the following three pages.

999-0
RPT DRS331
09/18/08 (11:14:43)

DISBURSEMENT REPORTING SYSTEM

RUN PAGE: 1

1099 LISTING BY VENDOR NUMBER
CALENDAR YEAR 08

AGY PAGE: 1

AGENCY/SUPP ID: 9990001 - OFFICE OF FISCAL SERVICES
ALL VENDOR REMITTANCE TRANSACTIONS
SORTED BY VENDOR NUMBER
LIMITED TO: V-TYPE 0 C A M P S, OBJ/SO/SSO C* E* N*

NUMBER	VENDOR NAME	INVOICE NUMBER	WARREG DATE	W BCNTL NUM	WARRANT NUM	FEDERAL ID(TIN)	SOB	SSOB	AMOUNT	CURRENT DOCUMENT DATE	NUMBER	S D I V U R T M P S P
		A432SD54BCSY					CA	1111	637.62-	081231	TREA-SOL	C
		BCR#88543210			654710B		CA	1212	411.10-	080131	TREA-SOL	A
		759MNV86			742112D		CB	3145	166.84-	080701	SOL-0206	M
		OPER7654GB			742112D		CD		166.84-	080701	SOL-0206	P
		INV#YRE790C					ED		28.00-	080801	SOL-0207	S
							VENDOR TOTAL :		1,410.40-			
000000A02701	TEST PAGING	W RTY3441	050308	0008226	709029J	31-1358569	NU	1304	1,133.88	080502	02123	S 7 S
000000A02701	TEST PAGING	FRMUL8	071908	0008005	648163H	31-1358569	NU	1505	78.48	080718	01200	S 7 S
000000A02701	TEST PAGING	OLDEN765	101108	0008226	709029J	31-1358569	NU	1404	1,133.88	080502	02123	S 7 S
000000A02701	TEST PAGING	YREYN345	101108	0008005	648163H	31-1358569	NU	1605	78.48	080718	01200	S 7 S
							VENDOR TOTAL :		2,424.72			
022472220700	BO VINE STANCHION, LMP	NU345BN00000	122008	0008093	225096J	22-4722207	ED	5214	350.00	081219	01354	S 6 0
							VENDOR TOTAL :		350.00			
026260637200	LIKE A PRETZEL CHIROPRACTIC	FDV771M	060708	0008456	486349H	262-60-6372	NU	0001	279.12	080606	01158	S 6 M
							VENDOR TOTAL :		279.12			
038261719300	PHYSIOTHERAPY CENTRAL	EDDSUL59	050308	0008226	709029J	38-2617193	NU	0004	1,133.88	080502	02123	S 6 M
							VENDOR TOTAL :		1,133.88			
041174086500	LARGE-MART	APP876SLCUT7	071908	0008005	648163H	41-1740865	NU	0005	78.48	080718	01200	S 0 C
							VENDOR TOTAL :		78.48			
							AGENCY VENDOR TOTAL :		2,855.80			

999-0
 RPT DRS331
 09/18/08 (11:06:31)

DISBURSEMENT REPORTING SYSTEM
 1099 LISTING BY VENDOR NAME
 CALENDAR YEAR 08

RUN PAGE: 1
 AGY PAGE: 1

AGENCY/SUPP ID: 9990001 - OFFICE OF FISCAL SERVICES
 ALL VENDOR REMITTANCE TRANSACTIONS
 SORTED BY VENDOR NAME
 LIMITED TO: V-TYPE 0 C A M P S, OBJ/SO/SSO C* E* N*

NUMBER	VENDOR NAME	INVOICE NUMBER	WARREG DATE	W BCNTL NUM	WARRANT NUM	FEDERAL ID(TIN)	SOB	SSOB	AMOUNT	CURRENT DOCUMENT DATE	NUMBER	S D I V U U R T M P S P
		A432SD54BCSY					CA	1111	637.62-	081231	TREA-SOL	C
		BCR#88543210			654710B		CA	1212	411.10-	080131	TREA-SOL	A
		759MNV86			742112D		CB	3145	166.84-	080701	SOL-0206	M
		OPER7654GB			742112D		CD		166.84-	080701	SOL-0206	P
		INV#YRE790C					ED		28.00-	080801	SOL-0207	S
		VENDOR TOTAL :							1,410.40-			
022472220700	BO VINE STANCHION, LMP	NU345BN00000	122008	0008093	225096J	22-4722207	ED	5214	350.00	081219	01354	S 6 0
		VENDOR TOTAL :							350.00			
041174086500	LARGE-MART	APP876SLCUT7	071908	0008005	648163H	41-1740865	NU	0005	78.48	080718	01200	S 0 C
		VENDOR TOTAL :							78.48			
026260637200	LIKE A PRETZEL CHIROPRACTIC	FDV771M	060708	0008456	486349H	262-60-6372	NU	0001	279.12	080606	01158	S 6 M
		VENDOR TOTAL :							279.12			
038261719300	PHYSIOTHERAPY CENTRAL	EDDSUL59	050308	0008226	709029J	38-2617193	NU	0004	1,133.88	080502	02123	S 6 M
		VENDOR TOTAL :							1,133.88			
000000A02701	TEST PAGING	W RTY3441	050308	0008226	709029J	31-1358569	NU	1304	1,133.88	080502	02123	S 7 S
000000A02701	TEST PAGING	FRMUL8	071908	0008005	648163H	31-1358569	NU	1505	78.48	080718	01200	S 7 S
000000A02701	TEST PAGING	OLDEN765	101108	0008226	709029J	31-1358569	NU	1404	1,133.88	080502	02123	S 7 S
000000A02701	TEST PAGING	YREYN345	101108	0008005	648163H	31-1358569	NU	1605	78.48	080718	01200	S 7 S
		VENDOR TOTAL :							2,424.72			
		AGENCY VENDOR TOTAL :							2,855.80			

999-0
 RPT DRS331
 09/18/08 (11:06:58)

DISBURSEMENT REPORTING SYSTEM
 1099 LISTING BY VENDOR TAXID
 CALENDAR YEAR 08

RUN PAGE: 1
 AGY PAGE: 1

AGENCY/SUPP ID: 9990 0001 - OFFICE OF FISCAL SERVICES
 ALL VENDOR REMITTANCE TRANSACTIONS
 SORTED BY VENDOR TIN
 LIMITED TO: V-TYPE 0 C A M P S, OBJ/SO/SSO C* E* N*

NUMBER	VENDOR NAME	INVOICE NUMBER	WARREG DATE	W BCNTL NUM	WARRANT NUM	FEDERAL ID(TIN)	SOB	SSOB	AMOUNT	CURRENT DOCUMENT DATE	NUMBER	S D I V U U R T M P S P
		A432SD54BCSY					CA	1111	637.62-	081231	TREA-SOL	C
		BCR#88543210			654710B		CA	1212	411.10-	080131	TREA-SOL	A
		759MNV86			742112D		CB	3145	166.84-	080701	SOL-0206	M
		OPER7654GB			742112D		CD		166.84-	080701	SOL-0206	P
		INV#YRE790C					ED		28.00-	080801	SOL-0207	S
							VENDOR	TOTAL :	1,410.40-			
022472220700	BO VINE STANCHION, LMP	NU345BN00000	122008	0008093	225096J	22-4722207	ED	5214	350.00	081219	01354	S 6 0
							VENDOR	TOTAL :	350.00			
026260637200	LIKE A PRETZEL CHIROPRACTIC	FDV771M	060708	0008456	486349H	262-60-6372	NU	0001	279.12	080606	01158	S 6 M
							VENDOR	TOTAL :	279.12			
000000A02701	TEST PAGING	W RTY3441	050308	0008226	709029J	31-1358569	NU	1304	1,133.88	080502	02123	S 7 S
000000A02701	TEST PAGING	FRMUL8	071908	0008005	648163H	31-1358569	NU	1505	78.48	080718	01200	S 7 S
000000A02701	TEST PAGING	OLDEN765	101108	0008226	709029J	31-1358569	NU	1404	1,133.88	080502	02123	S 7 S
000000A02701	TEST PAGING	YREYN345	101108	0008005	648163H	31-1358569	NU	1605	78.48	080718	01200	S 7 S
							VENDOR	TOTAL :	2,424.72			
038261719300	PHYSIOTHERAPY CENTRAL	EDDSUL59	050308	0008226	709029J	38-2617193	NU	0004	1,133.88	080502	02123	S 6 M
							VENDOR	TOTAL :	1,133.88			
041174086500	LARGE-MART	APP876SLCUT7	071908	0008005	648163H	41-1740865	NU	0005	78.48	080718	01200	S 0 C
							VENDOR	TOTAL :	78.48			
							AGENCY VENDOR	TOTAL :	2,855.80			

***IRS 1099-MISC Preparation & Reporting for DRS Users
Calendar Year 2008***

**IRS 1099 FLAG - NO FEDERAL ID`S (DRS333)
Sample Report – APPENDIX C**

Report ordered from screen IR.3

999-0	DISBURSEMENT REPORTING SYSTEM	AGY PAGE:	1
RPT DRS333			
10/05/08 (18:19:09)	IRS 1099 FLAG - NO FEDERAL ID`S	RUN PAGE:	1

AGENCY/SUPP ID: 9990 0001 - DEPARTMENT OF RESULTS

NUMBER	VENDOR NAME	IRS BOX	FEDERAL ID	WAR BAT CNTLNUM	FMBNO	DATE	DOCUMENT NUMBER	AMOUNT
000001400400	ART DESIGN	7		00HC013	03001	09/03/08	99267	8.00
AGENCY VENDOR TOTAL :								8.00

This report lists transactions in the Disbursement History file that are coded with an IRS box number, but are not coded with a Taxpayer Identification Number (TIN).

Reference Section IR.3.

IRS 1099-MISC Preparation & Reporting for DRS Users

Calendar Year 2008

IRS 1099 Forms List - By Tax ID (DRS336)

Sample Report – APPENDIX D

999-0
RPT DRS336
09/01/08 (14:22:46)

DISBURSEMENT REPORTING SYSTEM
TAX YEAR 08
IRS - 1099 FORMS LIST BY TAX ID

AGY PAGE: 1
RUN PAGE: 1

AGENCY/SUPP ID: 9990 0001 - OFFICE OF FISCAL SERVICES

VENDOR NUMBER	IRS VENDOR NAME	IRS STREET ADDRESS - CITY/STATE	FEDERAL ID	BOX NBR	IRS BOX TOTAL	LAST PRT REQUEST
FREMONT00000	FREMLY WORTHINGTON ASSOCIATES	PO BOX 75066 SEATTLE WA 98103	123-45-6789	7	76,941.95	080901
	PUSHKIN PLERTH	THACKARY WHERLY DRIVE HILL VALLEY NV 84941	258-81-5132	7	2,500.00	
MASLOWSKI000	LUDFORD SLOWSKI	4714 MUBLOR STREET LARAMIE WY 69001	444-32-1078	7	171.29	
COSTED000000	COSTED OUT LABOR SERVICES	WREN DAVIS HAPFORD 9988 ACME BLVD EDWARDS VALLEY WA 97020	657-46-5879	7	27,100.00	
BLODGET00000	BLODGET DRY STORAGE	76 WEST IRONWOOD FAIRBORN OH 351071415	77-9555556	1	747.00	
CHANDRARES00	CLYDE CHANDRARES	665M OXON HILL RD OXON HILL MD 17514	87-1545595	7	1,146.08	
AGENCY TOTAL AMOUNT:					108,606.32	

This report lists all vendors, and accompanying information, on the IRS 1099 file for the time period or calendar year selected. If the selected sort is by Vendor Number, the 1099s without a vendor number will be displayed first and will be sorted in vendor name order.

Reference Section IR.3.

STATE OF WASHINGTON
 IRS 1099 FORM REGISTER LISTING

AGENCY/SUPP : 9990 - 0001 OFFICE OF FISCAL PRUDENCE		CALENDAR YEAR: 08					
FED-ID	VENDOR-NO	VENDOR NAME ADDRESS CITY/STATE/ZIP	RENTS FISH BOAT ROYALTIES	HEALTHCARE OTHER INCOME NON-EMPLOYEE	TAX-WITHHELD DIVIDEND GROSS PROCDS	DIRECT SALE CROP INSURANCE	
123-45-6789	FREMONT00000	FREEBIE PUBLIC ASSOCIATION 4444 AUTUMN AVENUE W SPOKLAND WA 98103	0.00 0.00 0.00	747.97 0.00 76,941.95	0.00 0.00 0.00	N	0.00
258-81-5132		PUSHKIN PLERTH THACKARY WHERLY DRIVE HILL VALLEY NV 84941	6,000.00 0.00 0.00	0.00 0.00 2,500.00	0.00 0.00 0.00	N	0.00
52-5840080	ARTEA0000000	ARTEA TRANSPORTATION SERVICES 4100 222ND AVENUE NNW BLACK DIAMOND WA 98770	0.00 0.00 0.00	0.00 0.00 39,763.50	0.00 0.00 0.00	N	0.00
54-5558182	MASSBLOCK000	MASSONOR LIGHT BLOCKS 458 WILLOW SWITCHBACK JANNSON WI 492964417	0.00 0.00 0.00	0.00 0.00 0.00	82.00 0.00 0.00	N	0.00
555-88-7777	HARVORDN0000	MELGAR T-ANN HARVORD 7886 RELAZOR LANE OLMAREA UT 785043134	0.00 0.00 0.00	0.00 3,733.67 1,319.55	0.00 0.00 0.00	N	0.00
657-46-5879	COSTED0000000	COSTED OUT LABOR SERVICES 9988 ACME BLVD EDWARDS VALLEY WA 97020	0.00 0.00 0.00	0.00 0.00 27,100.00	0.00 0.00 0.00	N	0.00
77-9555556	BLODGET00000	BLODGET DRY STORAGE 76 WEST IRONWOOD FAIRBORN OH 351071415	747.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 712.34	N	0.00
AGENCY/SUPP TOTALS			6,747.00 0.00 0.00	747.97 3,733.67 147,625.00	82.00 0.00 712.34		0.00

IRS 1099-MISC Preparation & Reporting for DRS Users

Calendar Year 2008

IRS 1099 Reporting Screen IR.3

Calendar Year 2008 – APPENDIX F

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999-0
RPT DRS343
09/01/08 (10:16:08)
AGENCY/SUPP ID: 9990 0001 - OFFICE OF FISCAL PRUDENCE
DISBURSEMENT REPORTING SYSTEM
IRS 1099/SWV FILE NAME/ADDRESS MIS-MATCH
RUN PAGE 1
AGY PAGE 1

SW VENDOR NO      FEDERAL ID      IRS 1099 NAME AND ADDRESS      SWVENDOR NAME AND ADDRESS      CALENDAR YEAR
-----
SWV098012300      912534511      MAL TEST NCORP
                  PO BOX 2068 TEST
                  LONGVIEW      WA 98632      MALLARD BOX CORP
                  PO BOX 2068
                  LONGVIEW      WA 986328190
                  08

SWV099014400      943897410      TESTER SCOTT INC
                  ATTN: MICHAEL TEST
                  1631 W 2550 S
                  PERRY      UT 84401      LESLEE SCOTT INC
                  ATTN: MICHAEL HART
                  1631 W 2550 S
                  OGDEN      UT 84401
                  08

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This report was developed to provide a quick way for agencies to identify any changes to Statewide Vendor names and addresses that are used in the IRS 1099 file.

This is important because the Statewide Vendor records were created by the OFM Statewide Vendor Administrator to be consistent with an IRS Form W-9 obtained from the vendor.

Any vendor name and address changes to a statewide vendor originated IRS 1099 could leave the agency vulnerable to an IRS CP2100 or 2100A notice of incorrect Taxpayer Identification Number (TIN). The reason for this is the OFM Statewide Vendor Management Office obtains an IRS form W-9 from each vendor registered in the Statewide Vendor file.

Reference IR.3

IRS 1099-MISC Preparation & Reporting for DRS Users

Calendar Year 2008

Summarized Disbursement Trans (DRS120)

Sample Report – APPENDIX G

999-0 DISBURSEMENT REPORTING SYSTEM AGY PAGE: 1
 RPT DRS120
 080901 (21:08:30) SUMMARIZED DISBURSEMENT TRANS RUN PAGE: 6

AGENCY/SUPP ID: 9990 0001 - DEPT OF SERVICES

AGENCY ID	VENDOR NUMBER	BTCH DATE	BATCH SEQ	VENDOR NAME	AMOUNT	SSN/EIN	TRN	FM	IRS BOX	REV IND	WAR REG DATE
9990 0001	00000AF562-00	08/29/08	00013	MARY JO AGUSTUS	10.00	534-43-4445	398	14	1		08/30/08
				VENDOR TOTAL :	10.00						
				AGENCY VENDOR TOTAL :	10.00						

This report is automatically produced when DRS remittance transactions are summarized to IRS 1099-MISC records. If you do not wish to receive this report you can add a record to the AFRS Report Request file and designate '00' in the REPORT COPIES field.

```

=== AFRS =(RR.1)===== REPORT REQUEST MAINTENANCE ===== C105P380 ===
TR: _____ LAST UPDATE: 07/01/08
      FUNCTION: _ (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, P=PRINT)

      AGENCY: 9990 BIENNIUM: 09 REPORT NO: DWP620__

      TYPE: P (P=PAPER, F=FICHE, E=EXCHANGE,
              R=REMOTE OR CLUSTER, C=CD-ROM)

      REPORT COPIES: 00 ← BURST: N (Y OR N)

      SEND OUTPUT TO: _____ (RMTNNN, CLUSTER ID)

      MONTHLY CYCLE: _ (2=NORMAL)

      DISTRIBUTION AGENCY: 9990 LOCATION: __

      BILLING AGENCY: 9990

      PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
  
```

***IRS 1099-MISC Preparation & Reporting for DRS Users
Calendar Year 2008***

**DRS Transactions by Tin with multiple IRS box numbers (DRS348)
Sample Report – APPENDIX H**

9990
RPT DRS348
06/24/08 (14:40:00)

DISBURSEMENT REPORTING SYSTEM
DRS TRANSACTION BY TIN
WITH MULTIPLE IRS BOX NUMBERS

RUN PAGE: 1
AGY PAGE: 1

AGENCY/SUPP ID: 9990 0001 - OFFICE OF FISCAL PRUDENCE

TAX YEAR: 2008

---TIN---	VENDOR NUMBR	-----VENDOR NAME-----	V	T
000555122	000000V0D100	TEST VNDR 2 V0D1	0	
000666123	TEST00000200	TEST AGY VE 2	S	
100000234	TEST00000300	TEST AGY VE 3	M	
123456789	TEST00000700	TEST VNDR 777 1	X	
680158739	000000V0D100	TEST VNDR 4 V0D1	X	
910869944	000000V0D100	TEST VNDR 3 V0D1	4	
911376273	SWV000674300	DIS-COMPUTER/TELCOM SVCS	3	
916001327	SWV000032013	KING CO OFFICE OF EMERGE	4	

PLEASE REVIEW THE DISBURSEMENT RECORDS TO VIEW THE ASSIGNED IRS BOXES

IRS 1099-MISC Preparation & Reporting for DRS Users

Calendar Year 2008

Disbursement Reporting System IRS 1099 Vendor Name Cleanup (DRS350)

Sample Report – APPENDIX I

9990 DISBURSEMENT REPORTING SYSTEM
 RPT DRS350 IRS 1099 VENDOR NAME CLEANUP
 06/24/08 (14:40:00) DRS AND SPECIAL CHARACTERS REMOVED FROM IRS 1099 RECORD NAMES RUN PAGE 1
 AGENCY/SUPP ID: 9990 0001 - OFFICE OF FISCAL RESPONSIBILITY AGY PAGE 1
 TAX YEAR: 2008

IRS 1099
 ---TIN--- ---VENDOR NAME BEFORE CHANGE----- -VENDOR NAME (NO SPECIAL CHAR)-- -VENDOR ADDRESS 1 BEFORE CHANGE- --VENDOR ADDR1 AFTER 'DBA' DROP-

238403117	FRUEDMAN, KOWALSKI	FRUEDMAN KOWALSKI		
304180295	SUSSMAN, STYRMON	SUSSMAN STYRMON		
440389774			DBA INNER CORE'S WORLD	INNER CORE S WORLD
570085433	CHUCKLES, CLOWN	CHUCKLES CLOWN	DBA CHUCKLES THE CIRCUS CLOWN	CHUCKLES THE CIRCUS CLOWN
682886100	SUNSHINE, APRIL	SUNSHINE APRIL	DBA: RAINBOW'S & FLOWER'S	RAINBOW S & FLOWER S
793443854	GERMAN, FIDO	GERMAN FIDO		

RECORDS WITH "DB" IN FIRST TWO POSITIONS OF THE IRS ADDRESS 1 THAT COULD NOT BE CHANGED:
 133445566 DB DOGGIE DAY CARE

Note1: If both the vendor name and address 1 changes for the same IRS 1099-MISC record, both changes will be displayed on the report.

Note2: Any IRS 1099-MISC that contains a Vendor Address 1 beginning with 'DB' will be displayed for agency review to determine if any changes are needed.

IRS 1099-MISC Preparation & Reporting for DRS Users

Calendar Year 2008

AFRS Remittance Transactions as of September 1, 2008 – APPENDIX J

TRANSACTION: TRN	TITLE	GL 1		GL 2		GL 3		GL 4	
		DR	CR	DR	CR	DR	CR	DR	CR
060	REIMBURSE_VENDOR_PMT_ADV_EFT	5256	7120	6510	6505				
088	TRAVEL_ADVANCE- RECEIPT	7110	1383						
208	RCRD_HND_WARR-NO_ENCUMB_(TREA)	6510	7120						
209	RCRD_HND_WARR-W/ENCUMB_(TREA)	6510	7120					9510	6410
217	CREDIT/DISCOUNT_HAND_WARRANT	7120	6510						
226	RCRD_HND_WARR-VARIABLE_LIAB		7120	6510	6505				
227	RCRD_HND_WARR-CONSTRUCTION_(TREA)	5117	7120	6510	6505				
229	RCRD_HND_WARR-OTH_LIAB_(TREA)	5199	7120	6510	6505				
242	RCPT-ACCTS_REC_REIM_EXPEN_(TREA)	7110	1312	6505	6510				
245	RCPT-RCRD_RETAINED_%	7110	5116						
250	N/AL_RCPT-ACCTS_REC_REIM_EXPEN_(TR	7110	1312	6505	6510				
258	RCPT-AMT_DUE-REIM_EXP-VARIOUS(TREA	7110		6505	6510				
259	RFND_REDUCE_EXPEN_(TREA)	7110	6510						
262	RCPT-AMT_DUE-AGCY_REIM_EXP_(TREA)	7110	1354	6505	6510				
265	RCPT_REDUCE_EXPEN_(TREA)	7110	6510						
272	RCPT-AMT_DUE-FUND_REIM_EXP_(TREA)	7110	1353	6505	6510				
273	RCPT-AMT_DUE-OTHER_GVT/EXP_(TREA)	7110	1352	6505	6510				
275	N/ALLOT_RCPT_REDUCE_EXP_(TRUST)	7110	6510						
276	_JV_-AMT_DUE-REIM_EXP-VARIOUS(TREA	7140		6505	6510				
287	N/ALL_RCRD_HND_WARR-COST_OF_GOODS	6516	7120						
288	N/ALL_RCPT_REDUCE_COST_OF_GOODS	7110	6516						
298	RCPT-RCRD_OTH_LIABILITIES_(TREA)	7110	5199						
312	RCRD_DISB_VENDOR-NO_ENCUMB(BANK)	6510	1110						
313	RCRD_DISBURSEMENT-W/ENCUMB_(BANK)	6510	1110					9510	6410
316	APPLY_CREDIT_MEMO/DISCOUNT_(BANK)	1110	6510						
321	PAY_ACCT/VOU_PAYABLE_(BANK)	5111	1110	6510	6505				
324	PAY_ANNUITIES_PAYABLE_(BANK)	5114	1110	6510	6505				
326	PAY_RETAIN_%_PAYABLE_(BANK)	5116	1110	6510	6505				
339	N/ALL_CGS_CR_MEMO_LOCAL/WARRANT(GA	1110	6516						
342	RCPT-ACCTS_REC_REIM_EXPEN_(BANK)	1110	1312	6505	6510				
365	RCPT_REDUCE_EXPEN_(BANK)	1110	6510						
366	RCRD_DISB_DETAIL/LOCAL/WARRANT(GA)	6510	1110						
367	APPLY_CR_MEMO_LOCAL/WARRANT(GA)	1110	6510						
368	RCRD_DISB_DETAIL/LOCAL/WARRANT(GA)		1110	6510	6525				
372	N/ALL_CGS_DETAIL/LOCAL/WARRANT(GA)	6516	1110						
389	N/ALL_COST_OF_GOODS_SOLD_(BANK)	6516	1110						
393	PAY_ACCT/VOU_PAYABLE_(TREA)	5199	7120						
394	N/ALL_PAY_ACCT/VOU_PAYABLE_(TREA)	5111	7120	6510	6505				
395	PAY_EXPEND_OTHER_PAYABLE(DBT/SVC)		7120	6510	6505				
396	CREDIT_MEM_ACCT/VOU_PAYABLE(TREA)	7120	5111	6505	6510				
397	PAY_ACCT/VOU_PAYABLE_(TREA)	5111	7120						
398	PAY_EXPEND_ACCT/VOU_PAYABLE(TREA)	5111	7120	6510	6505				
400	CR_MEMO_PAY_ACCT_VOU_PAYABLE	7120	5111						
403	N/ALL_PAY_EXPEND_OTHER_PAYABLE		7120	6510	6505				
405	DISBURSE_RET_%_IN_ESCROW	5116	1140						
407	RECORD_RETAINED_%_DISBURSEMENT	5116	7120						
411	CREDIT_MEM_ACCT/VOU_PAYABLE-OTHERS	7120		6505	6510				
439	RCRD_UNDERWRITERS_DISC_(OST)	6510	7110						
444	CANCEL_CURR_BIEN_WARR_TC_216	6510	7130						
446	N/ALL_CANCEL_CURRENT_BIEN_EXPENSE	7130	6510						
447	N/ALL_CANCEL_WARRANT_(TRUST)	7130	6510						
450	CANCEL/INVENTORY/EXPENSE_WARRANT(T	7130		6525	6510				
451	CANCEL_CURR_BIEN_EXPENSE_WARRANT(T	7130	6510						

452	N/ALL_CANCEL_COST_OF_GOODS_WARRNT(T	7130	6516							
455	CANCEL_GENERAL_LEDGER_WARRANT	7130								
459	REVERSE_210+_398	7120	6510							
479	REFUND_OVERPAYMENT	5199	7120							
547	RCRD_HND_WARR-PRIN_PMT_LEASE(PROP)	5172	7120	6510	6525					
551	RCRD_DORMAT_CHECKS_(BANK)	1110	5111							
581	HAND_WARR-ASSET_ACQUISITION		7120	6510	6525					
589	RCRD_HND_WARR-FURN_&_EQUIP(TREA)	2410	7120	6510	6525					
676	CUT_OFF_PAY_WIP_TC675_(TREA)	5154	7120							
678	CUT_OFF_PAY_WIP_TC677_(TREA)	5116	7120							
680	CUT_OFF_WIP_TC679_(TREAS)	7120	5154							
685	CUT_OFF_PAY_WIP_TC684_(TREA)		5124	7120						
693	CUT_OFF_PAY_WIP_TC686_(TREA)		5115	7120						
694	CUT_OFF_PAY_WIP_TC687_(TREA)		5117	7120						
695	CUT_OFF_PAY_WIP_TC688_(TREA)		5111	7120						
696	CUT_OFF_WIP_TC689_(TREAS)		7120	5124						
697	CUT_OFF_WIP_TC690_(TREAS)		7120	5115						
698	CUT_OFF_WIP_TC691_(TREAS)		7120	5117						
699	CUT_OFF_WIP_TC692_(TREAS)		7120	5111						
737	RCRD_DISBURSEMENT-NO_ENCUMBRANCE	6510	1110							
808	CUT_OFF_(208)_PAY_EFT_ACCRUAL		7120							
809	CUT_OFF_PAY_PRIOR_ACCRUAL_(BANK)		1110							
814	CUT_OFF_(394)_PAY_ACCT/VOU_PAYABLE	5111	7120							
815	CUT_OFF_(395)_INTER/FUND/AGY_PAYAB		7120							
816	CUT_OFF(396)CREDIT_MEM_ACCT/VOU_PA	7120	5111							
817	CUT_OFF_(397)_PAY_ACCT/VOU_PAYABLE	5111	7120							
818	CUT_OFF(398)PAY_EXPEND_ACCT/VOU_PA	5111	7120							
819	CUT_OFF(411)CREDIT_MEM_ACCT/VOU_PA	7120								
831	CUT_OFF_PAY_ESTIMATED_ACCRUALS(BAN		1110							
832	CUT_OFF_PAY_ESTIMATED_ACCRUALS(TRE		7120							
834	CUT_OFF_CANCELL_EST_ACCRUED_EXPENS	7130								
851	CUT_OFF_CANCEL_WIP_853_(TREAS)	7130	5199							
852	CUT_OFF_CANCEL_WIP_TC853_(TREA)	5199	7130							
853	CUT_OFF_PAY_WIP_TC847_(TREA)	5199	7120							
854	CUT_OFF_WIP_TC848_(TREAS)	7120	5199							
855	CUT_OFF_WIP_TC847_PBY_(TREAS)	5199	7120							
856	CUT_OFF_WIP_TC848_PBY_(TREAS)	7120	5199							
911	DISB_(BANK-WSU_FUND_143_TC#737)	6510	1110							
917	PAY_ACCT/VOU_PAYABLE_(BANK)	5111	1110	6510	6505					
918	PAY_ACCT/VOU_PAYABLE_(BANK)	5112	1110	6510	6505					
919	PAY_ACCT/VOU_PAYABLE_(BANK)	5117	1110	6510	6505					
920	PAY_ACCT/VOU_PAYABLE_(BANK)	5151	1110	6510	6505					
925	PAY_ACCT/VOU_PAYABLE_(BANK)	5199	1110	6510	6505					
926	RCRD_EFT-ACCTS_PAY_(TREA)	5111	7120	6510	6505					
927	RCRD_EFT-CONSTR_CONTR_PAYABLE	5117	7120	6510	6505					
935	N/ALL_HND_WARR_W/ENCUMB_NO_APPN	6510	7120					9510	6410	
939	RCRD_EFT-OTHER_SHORT_TERM_LIABILIT	5199	7120	6510	6505					
940	N/ALL_PMT_NO_ENCUMB_(TRUST-TREA{75	6510	7120							
941	N/ALL_NON/BUDGETED_EXPENSE_(BANK)	6510	1110							
942	REDUCE_NON/BUDGETED_EXPENSE_(BANK)	1110	6510							
945	N/ALL_HND_WARR_NO_ENCUMB	6510	7120							
949	N/ALL_CREDIT/DISCOUNT_HND_WARR	7120	6510							
962	RCPT-AMT_DUE-AGCY_REIM_EXP_NON_BUD	1110	1319	6505	6510					
973	N/ALL_EFT_PAYABLES		7120	6510	6505					
998	N/ALL_PAY_ACCT/VOU_PAY_(TRUST_{750	5111	7120	6510	6505					

=== AFRS =(TM.8)==== TRANSACTION CODE DECISION MAINTENANCE ===== C105P180 ===

TR: _____ LAST UPDATE: 04/20/90

FUNCTION: N (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, P=PRINT SELECTION)

AGENCY: 999M TRANS CODE: 398 TITLE: PAY_EXPEND_ACCT/VOU_PAYABLE(TREA)____
WRAP CURRENT: ... PRIOR: ... CANCEL CURRENT: ... PRIOR: ... IAP TC: ____
GLA 1D: 5111 1C: 7120 2D: 6510 2C: 6505 3D: _____ 3C: _____ 4D: _____ 4C: _____

T ORG: R ORG IX: _ APPN IX: R FUND: R FUND DT: _ PROG IX: R
E S-OBJ: R SOURCE: N PROJ: _ VEND NO: _ VEND NM: R VEND AD: _ INV: _
I C DOC: R R DOC: R WARR BA: R GL ACCT: N MOD: _ SUBS-DR: N SUBS-CR: N

		+/ -	FF	MATCH	GLA	PDN	+/ -	FF	MATCH	GLA	PDN	
F	DF:	+	04	M	1	2	-	_____	-	-	-	PERIOD IND: -
P	AP:	-	11	-			+	12	-			RESTRICT: -
I	AL:	-	04	-			+	05	-			VALID FD: 1
	CC:	-	07	-			-	_____	-			POST SEQ: 8
	GP:	-	04	-			+	05	-			REG IND: 3
	SF:	-	_____	-			-	_____	-			PAYMENT: 0
	OF:	+	01		3		-	01		4		DRS USE: 1
	VF:	+	01				-	_____	-			1099 USE: 1

PF3=RETURN, PF5=WRAP CONTROL, PF12=MESSAGE, CLEAR=EXIT

A remittance transaction is identified on the Transaction Code Decision Table screen TM.8 by looking for a code '1' in both the DRS USE and 1099 USE fields.

The transaction code of every transaction that is found in the Disbursement Reporting System is coded with a '1' in the DRS USE field, but only Remittance Transactions are also coded with a '1' in the 1099 USE field.

Only Remittance Transactions can summarize to IRS 1099 records if they also contain a valid vendor number, TIN, and IRS Box '1-8, A, or C'.