



### About the 1099 Process in Cardinal

In Cardinal, the terms “1099” and “withholding” are often used interchangeably. The 1099 process uses vendor payment detail data and creates withholding detail records which are used to report to the IRS. Transactions flagged for 1099 reporting are posted into the withholding table and are used to create the calendar year report (1099-MISC).

In order for transactions to properly report as withholding in Cardinal, the vendor must be flagged as withholding and the transaction must be coded to a reportable ChartField account.

This document describes the 1099 process in Cardinal and includes the steps to review / update / add information to the withholding tables and produce the 1099-MISC documents and file to the IRS.

Refer to Cardinal CAPP Topic 20320 Information Returns Reporting for State policies regarding 1099 reporting. Refer to IRS Publication 1220 – Specifications for Electronic Filing of Forms for IRS communication procedures and transmission formats. This should be reviewed each year.

### Table of Contents

<b>Review Withholding Vendors in Cardinal:</b>	<b>3</b>
<b>Withholding (1099 Reportable) Transactions in Cardinal:</b>	<b>7</b>
<b>Adding Withholding Adjustments:</b>	<b>8</b>
<b>Reviewing Withholding (1099 Reportable) Transactions in Cardinal:</b>	<b>13</b>
<b>Setting Up / Reviewing Report Control Information in Cardinal:</b>	<b>17</b>
<b>Creating the 1099-M IRS reporting file and the Copy B statements</b>	<b>21</b>
<b>Creating the 1099-M Form Copy B Reports:</b>	<b>31</b>
<b>Running the Withholding Sent File Process:</b>	<b>37</b>
<b>Processing Correction Files after IRS Submission and Withholding Sent File Process is complete:</b>	<b>42</b>
<b>Processing Replacement Files after IRS Submission and Withholding Sent File Process is complete:</b>	<b>42</b>
<b>Running the Extract in Cardinal:</b>	<b>43</b>



### Reportable Vendors in Cardinal:

Cardinal automatically determines whether a vendor is 1099 reportable when the vendor is created either through the eVA interface or created online by the Commonwealth Vendor Group (CVG). If the vendor is reportable, Cardinal checks the withholding checkbox displayed on the Vendor's Identifying Information page.

When a vendor is created in Cardinal with the following combinations of vendor class and vendor type, Cardinal flags the vendor as a withholding (1099 reportable) vendor:

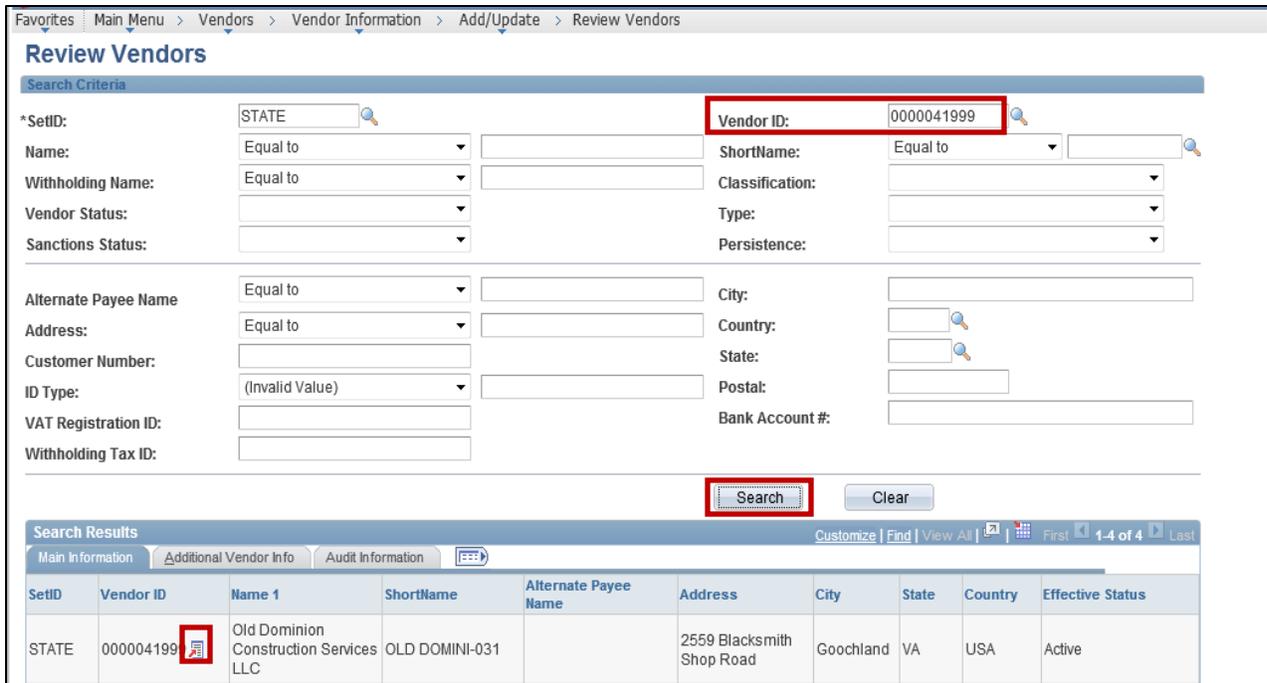
<u>Vendor Class</u>	<u>Vendor Type</u>
Supplier	Proprietorship
Supplier	Partnership
Supplier	Estate
Supplier	Trust
Supplier	Other
Supplier	Reportable Corporation
Board Member	Partnership, Proprietorship, Estate, Trust, Reportable Corporation, Other
Non-Vendor Payee	Partnership, Proprietorship, Estate, Trust, Reportable Corporation, Other

### Review Withholding Vendors in Cardinal:

If you need to review a vendor in Cardinal:

- 1 Navigate to the **Review Vendors** online inquiry page using the following path:

**Main Menu > Vendors > Vendor Information > Add/Update > Review Vendors**



Search Criteria

\*SetID: STATE Vendor ID: 0000041999

Name: Equal to ShortName: Equal to

Withholding Name: Equal to Classification:

Vendor Status: Type:

Sanctions Status: Persistence:

Alternate Payee Name: Equal to City:

Address: Equal to Country:

Customer Number: State:

ID Type: (Invalid Value) Postal:

VAT Registration ID: Bank Account #:

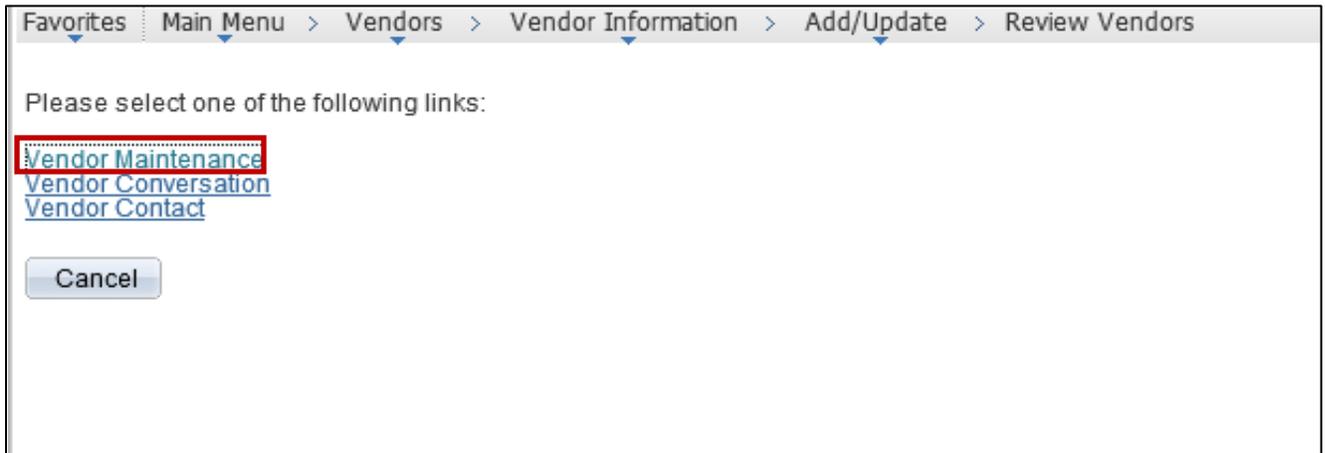
Withholding Tax ID:

Search Clear

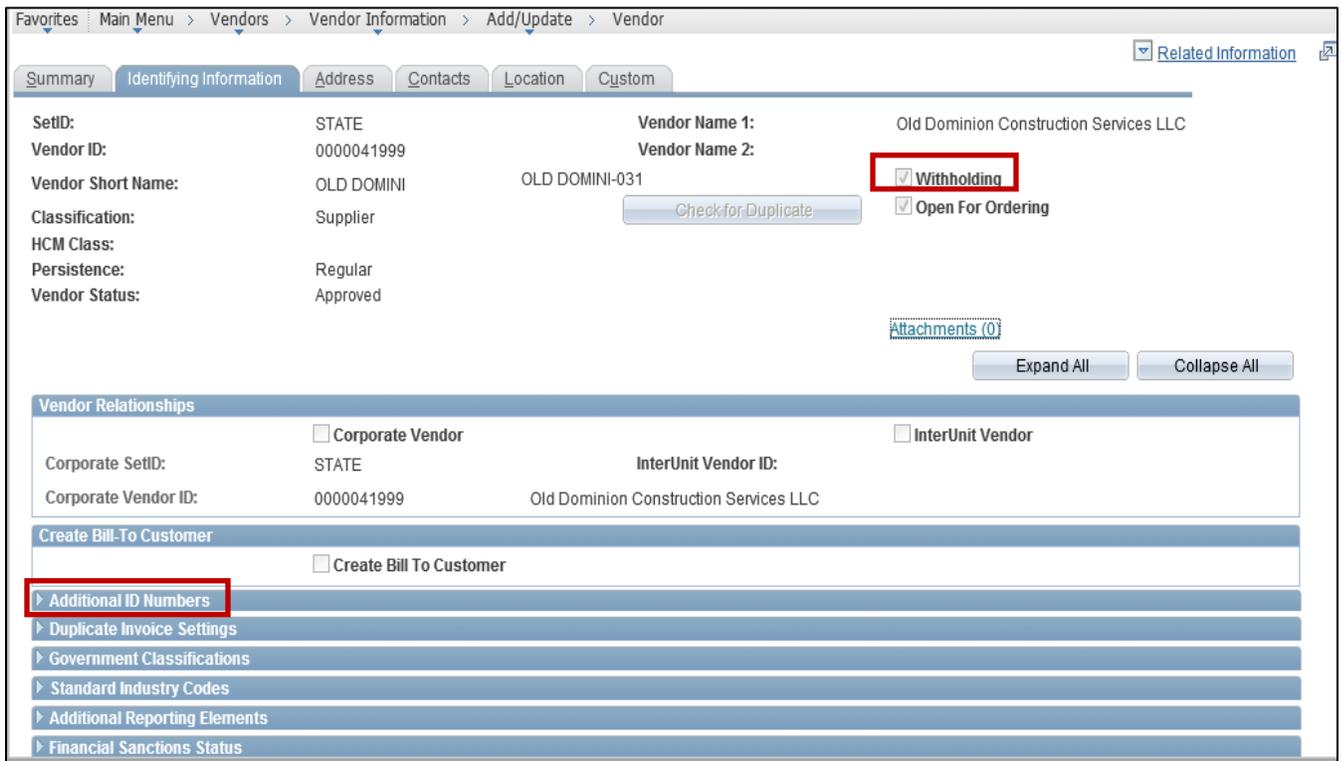
Search Results

SetID	Vendor ID	Name 1	ShortName	Alternate Payee Name	Address	City	State	Country	Effective Status
STATE	0000041999	Old Dominion Construction Services LLC	OLD DOMINI-031		2559 Blacksmith Shop Road	Goochland	VA	USA	Active

- 2 Enter the identifying information (e.g. **Vendor ID**, **Name**, **ID Type** which includes **Employer ID Number** or **Social Security Number**). In this scenario, the **Vendor ID** is used.
- 3 Click the **Search** button. Vendors that match the criteria display at the bottom of the page.
- 4 Click the **Vendor ID** link to view the Vendor record.



- 5 A page like the one above displays. Click the **Vendor Maintenance** hyperlink to open the vendor record.



- 6 The **Identifying Information** page displays.  
The **Withholding** box is checked indicating this vendor is marked as Withholding.
- 7 Click the arrow on the **Additional ID Number** line.

Vendor Information > Add/Update > Vendor

Summary | Identifying Information | Address | Contacts | **Location** | Custom

SetID: STATE Vendor Name 1: Old Dominion Construction Services LLC  
 Vendor ID: 0000041999 Vendor Name 2:  
 Vendor Short Name: OLD DOMINI OLD DOMINI-031  Withholding  
 Classification: Supplier  Open For Ordering  
 HCM Class: Supplier   
 Persistence: Regular  
 Vendor Status: Approved

**Attachments (0)**

**Vendor Relationships**  
 Corporate Vendor  InterUnit Vendor  
 Corporate SetID: STATE InterUnit Vendor ID:  
 Corporate Vendor ID: 0000041999 Old Dominion Construction Services LLC

**Create Bill-To Customer**  
 Create Bill To Customer

**Additional ID Numbers**  
 Customer SetID: STATE Customer ID: Our Customer Number:  

Type	SetID	ID Number	DUNS Number
EIN		227790804	

8 The vendor's **EIN / SSN** number displays. To view the W-9, click the **Attachments** hyperlink. You can tell if the W-9 has been saved to the vendor if the **Attachments** hyperlink indicates **Attachments (1)**. For this scenario, there is no attachment.

9 To access the Withholding information, click the **Location** tab on the vendor.

Vendor Information > Add/Update > Vendor

Summary | Identifying Information | Address | Contacts | **Location** | Custom

SetID: STATE Vendor Name 1: Old Dominion Construction Services LLC  
 Vendor ID: 0000041999 Short Vendor Name: OLD DOMINI-031 Name: Old Dominion Construction Services LLC

A vendor location is a default set of rules which define how you conduct business with a vendor.

**Location** Find | View All First 1 of 1 Last  
 Location: MAIN  Default    
 Description: Main Location

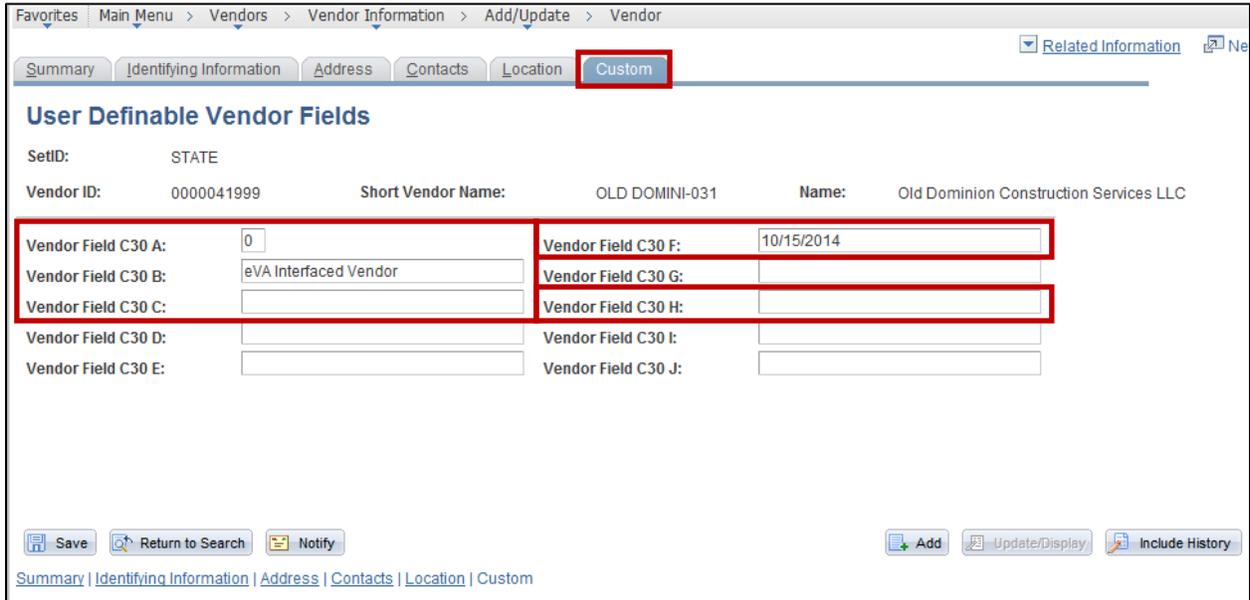
**Details** Find | View All First 1 of 1 Last  
 Effective Date: 02/03/2014 Effective Status: Active

Options: [Procurement](#) [Sales/Use Tax](#) **[Global/1099 Withholding](#)**

[Summary](#) | [Identifying Information](#) | [Address](#) | [Contacts](#) | [Location](#) | [Custom](#)

10 Click the **Global/1099 Withholding** hyperlink under the **Details** section of the page.





The screenshot shows the 'Custom' tab of the 'Vendor Information' page. The 'User Definable Vendor Fields' section is highlighted with a red box. The fields are as follows:

Vendor Field C30 A:	0	Vendor Field C30 F:	10/15/2014
Vendor Field C30 B:	eVA Interfaced Vendor	Vendor Field C30 G:	
Vendor Field C30 C:		Vendor Field C30 H:	
Vendor Field C30 D:		Vendor Field C30 I:	
Vendor Field C30 E:		Vendor Field C30 J:	

Other visible information includes: SetID: STATE, Vendor ID: 0000041999, Short Vendor Name: OLD DOMINI-031, Name: Old Dominion Construction Services LLC. Navigation buttons at the bottom include Save, Return to Search, Notify, Add, Update/Display, and Include History.

13 Click the **Custom** tab. The **Custom** tab on the vendor displays the following information:

**C30 A** – TIN Match Code – this is updated by the IRS TIN Update Program. Potential values:

- **0** - Name/TIN combination matches IRS records
- **1** - Missing TIN or TIN not 9-digit numeric
- **2** - TIN not currently issued
- **3** - Name/TIN combination does NOT match IRS records

**C30 B** – indicates if the vendor is an eVA vendor or a fiscal vendor.

- **eVA Interfaced Vendor** - means the vendor is an eVA vendor
- a blank field or the letter **N** - mean the vendor is a fiscal vendor

**C30 C** – W-9 Received - indicates if a W-9 has been received for this vendor

**C30 F** – TIN Match Date - indicates the date that this vendor TIN was matched with IRS records

**C30 H** – Date W9 Received - indicates the date that the vendor W-9 was received

### Withholding (1099 Reportable) Transactions in Cardinal:

Vendors must be marked as Withholding in Cardinal at the time a voucher is created in order for the transaction to be sent to the withholding table if the account on the distribution is reportable. If the vendor is not marked withholding at voucher creation and should have been, an adjustment will be required to the withholding table.

The query **V\_AP\_1099\_REPORTABLE\_ACCTS** can be used to review the current accounts set up in Cardinal for 1099 reporting.

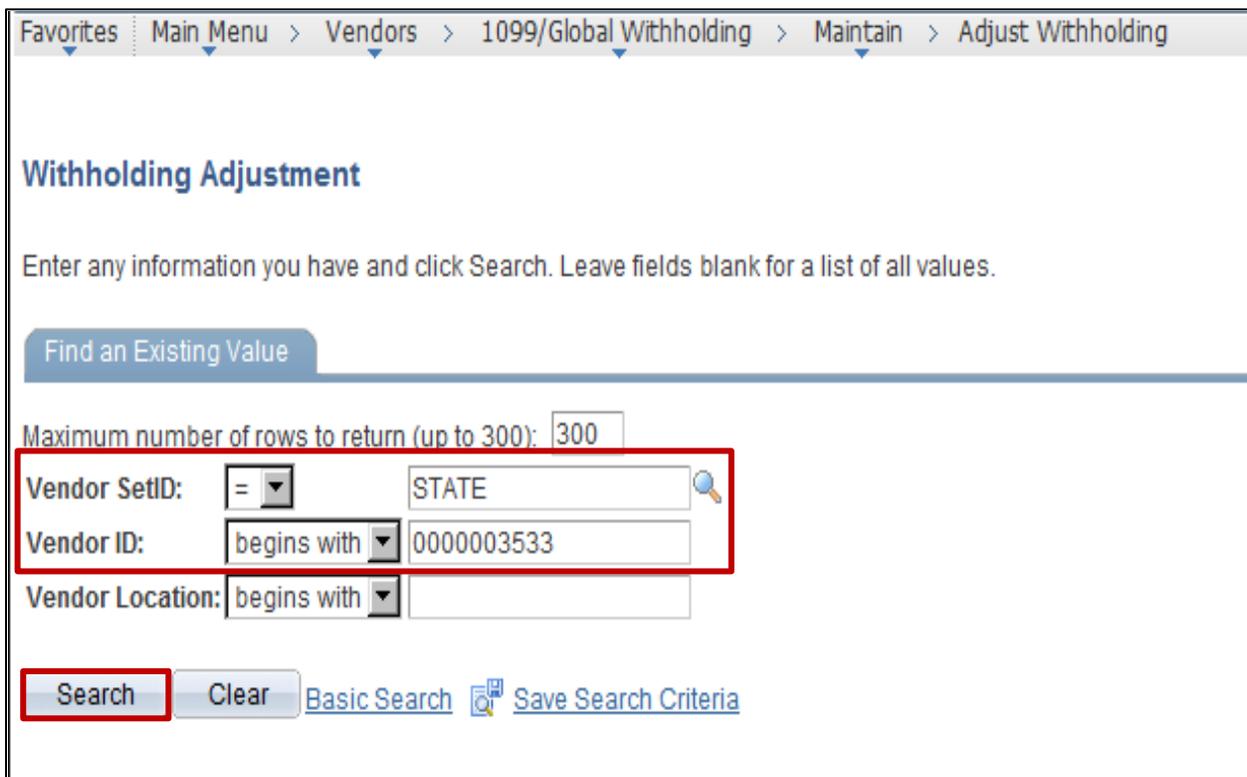
### Adding Withholding Adjustments:

Entries on the withholding table are based on the vendor being flagged as a withholding vendor and the voucher distribution account being 1099 reportable at the time that the voucher is created. If a vendor is marked as withholding during the year, reportable amounts before that time will not automatically post to the withholding table. An adjustment may be required. The withholding adjustments are made directly to the withholding table in Cardinal. They do not affect the voucher itself.

If you need to make an adjustment to the withholding amounts for a vendor, follow these steps:

- 1 Navigate to the **Withholding Adjustment** page using the following path:

**Main Menu > Vendors > 1099/Global Withholding > Maintain > Adjust Withholding**



- 2 The **Withholding Adjustment** search page displays. Verify / enter the **Vendor SetID – STATE**.
- 3 Enter the **Vendor ID** for the vendor you need to make an adjustment for.
- 4 Click the **Search** button.

Favorites | Main Menu > Vendors > 1099/Global Withholding > Maintain > Adjust Withholding

### Withhold Adjustments

Vendor: STATE 0000003533 MAIN Apple & Eve

**Search Criteria**

Business Unit: 50100

Entity:  Jurisdiction:  Start Date: 01/01/2012

Type:  Class:  End Date: 12/31/2012

**Adjustments** Customize | Find View All 1-2 of 2

Main Information | Transaction Info | Payment Information | Adjustment Reason

Short Name	*Business Unit	*Entity	*Type	*Jurisdiction	*Class	*Rule		
Legacy	50100	IRS	1099	FED	07	RULE0	<input type="button" value="+"/>	<input type="button" value="-"/>
Original	50100	IRS	1099	FED	07	RULE0	<input type="button" value="+"/>	<input type="button" value="-"/>

- 5 The **Withhold Adjustments** page displays.  
This page only displays for vendors currently flagged as **Withholding**
- 6 Enter your agency business unit in the **Business Unit** field.  
Additional fields either may be left blank or may be populated to narrow search results such as **Start Date** and **End Date** to indicate what is being reported in the calendar year.
- 7 Click the **Search** button.
- 8 Transactions on the withholding table for the defined vendor and search criteria display.
- 9 **Original** in the **Short Name** field indicates the line is from Cardinal payment transactions.
- 10 **Legacy** in the **Short Name** field indicates a transaction entered as an adjustment.
- 11 Click the **View All** hyperlink or use the **Arrow** to move throughout the listing and view lines not displayed.
- 12 Click the **+** button to add a line.

Favorites | Main Menu > Vendors > 1099/Global Withholding > Maintain > Adjust Withholding

### Withhold Adjustments

Vendor: STATE 0000003533 MAIN Apple & Eve

**Search Criteria**

Business Unit: 50100

Entity: [ ] Jurisdiction: [ ] Start Date: 01/01/2012

Type: [ ] Class: [ ] End Date: 12/31/2012 Search

**Adjustments** Customize | Find | View All | First 2-3 of 3 Last

**Main Information** | Transaction Info | Payment Information | Adjustment Reason

Short Name	*Business Unit	*Entity	*Type	*Jurisdiction	*Class	*Rule		
Legacy	50100	IRS	1099	FED	07	RULE0	+	-
Legacy	50100	IRS	1099	FED	07	RULE0	+	-

Save Return to Search Notify Refresh

**13** In the **Adjustments** section of the page, on the **Main Information** tab enter the adjustment information on the new line that you added:

- a. **Business Unit** – enter your agency’s business unit number
- b. **Entity** – IRS
- c. **Type** – 1099
- d. **Jurisdiction** – FED
- e. **Class** – Select the appropriate value:

The type of payment for which you are making an adjustment dictates the **Class** selected.

- i. **01** (Rents)
  - ii. **03** (Other Income)
  - iii. **06** (Medical and Health Care Payments)
  - iv. **07** (Non-Employee Compensation)
- v. **Rule** – **RULE0** – The rule used for 1099 M – zero percent is withheld from the vendor. We do not withhold any amounts from vendors for 1099 Misc reporting.

**14** Click the **Transaction Info** tab.

Favorites | Main Menu > Vendors > 1099/Global Withholding > Maintain > Adjust Withholding

### Withhold Adjustments

Vendor: STATE      0000003533      MAIN      Apple & Eve

**Search Criteria**

Business Unit: 50100

Entity:      Jurisdiction:      Start Date: 01/01/2012

Type:      Class:      End Date: 12/31/2012      Search

**Adjustments**      Customize | Find | View All | First 2-3 of 3 Last

Main Information      **Transaction Info**      Payment Information      Adjustment Reason

Basis Amt	Liability Amt	Paid Amount	Payment Date	Declaration Date
2500.14	0.00	0.00	06/19/2012	06/19/2012
350.00	0.00	0.00	10/27/2012	10/27/2012

Save      Return to Search      Notify      Refresh

**15** Continue to enter the adjustment information:

- a. **Basis Amount** – Payment amount reportable to the IRS.
- b. **Liability Amount** – Amount of back up withholding that is owed to the IRS.
- c. **Paid Amount** – Portion of the back up withholding amount that has been paid to the IRS. An amount of 0.00 means that no withholding has been paid to the IRS.
- d. **Payment Date** – Date on which the payment was made. Defaults to the current date but should be changed to reflect the appropriate reporting year.
- e. **Declaration Date** – For IRS reporting purposes, this date is the same as the payment date. The Declaration Date must be within the reporting year to be picked up for that year's 1099 reporting. This date must also be on or after the effective date of the vendor.

**16** Click the **Adjustment Reason** tab.

Favorites | Main Menu > Vendors > 1099/Global Withholding > Maintain > Adjust Withholding

### Withhold Adjustments

Vendor: STATE 0000003533 MAIN Apple & Eve

**Search Criteria**

Business Unit: 50100

Entity: [ ] Jurisdiction: [ ] Start Date: 01/01/2012

Type: [ ] Class: [ ] End Date: 12/31/2012

**Adjustments** Customize | Find | View All | First 2-3 of 3 Last

Main Information | Transaction Info | Payment Information | Adjustment Reason

Creation Date	User ID	Description		
06/24/2013	FINUSER01	This was not included due to keying error.		+ -
06/24/2013	FINUSER01	This amount was not included in error.		+ -

- 17 Enter a descriptive adjustment reason in the **Description** field.
- 18 Click the **Save** button.
- 19 If you determine that the Class is not correct for a transaction in the Withholding table, follow the previous steps by creating a negative Basis Amt adjustment line to credit the incorrect line, and enter a new adjustment line for the debit amount, and inputting the correct class in the **Class** field.

### Important Points:

- Adjustments made on the **Withhold Adjustments** page do not update underlying voucher tables, only the withholding transaction table.
- If you have multiple adjustments to a vendor, but to different classes, make the adjustments using different declaration dates for each class.
- If the transaction on the withholding tables are from accounts payable payment activity, the **Short Name** will be **Original**. If the transaction on the withholding table is from an adjustment, the **Short Name** will be **Legacy**.
- If an adjustment is made after the file has been sent to the IRS, the adjustment will be either part of the new calendar year reporting or a corrected 1099 will have to be prepared.



### Reviewing Withholding (1099 Reportable) Transactions in Cardinal:

The following queries were created to assist 1099 Administrators in reviewing their agency withholding data in Cardinal:

#### V\_AP\_1099\_WTHD\_DISTRIB\_AMT

V\_AP\_1099\_WTHD\_DISTRIB\_AMT - Withhold and Distribution Amt

Vendor SetID:

AP Business Unit:

WH Declaration Date From:

WH Declaration Date To:

Vendors (Y = WH or % for All):

Show Amount Diff Only (Y or N):

Vendor ID	Vendor Name	Classification	Type of Contractor	TIN Type	Withholding	Withhold Class	Withhold Amount	Distribution Amount	Difference
-----------	-------------	----------------	--------------------	----------	-------------	----------------	-----------------	---------------------	------------

This query displays a listing of vendors, the total amount posted to the 1099 withholding table for the vendor, the total amount paid on vouchers with reportable accounts for the vendor, the Withhold Class the amounts are reported in both on the withholding table and the voucher, and the difference between the two amounts. Any Withhold Adjustments that you make will be reflected in this query in the Withhold Amount column.

This query is very useful in your determination of adjustments that may be needed for 1099 reporting.

The following parameters are used on the query:

- Vendor SetID:** STATE
- AP Business Unit:** Your agency business unit
- WH Declaration Date From:** (usually first day of the calendar year)
- WH Declaration Date To:** (usually last day of the calendar year)
- Vendors (Y = WH or % for All):** Y to show results only for vendors currently marked withholding, or % for all vendors
- Show Amount Diff Only (Y or N):** Y to show all results, N to show only those vendors with differences between voucher amount and amount posted to the withholding table.



# Accounts Payable Job Aid

## 1099 Process in Cardinal

### V\_AP\_1099\_CANCEL\_PYMNT\_DTL

V\_AP\_1099\_CANCEL\_PYMNT\_DTL - WH and DIST Amt for Canc Pymt

Vendor SetID:

AP Business Unit:

WH Declaration Date From:

WH Declaration Date To:

Cancel Date From:

Cancel Date To:

Vendor ID	Vendor Name	Classification	Type of Contractor	TIN Type	Withholding	Withhold Class	Withhold Amount	Distribution Amount	Difference
-----------	-------------	----------------	--------------------	----------	-------------	----------------	-----------------	---------------------	------------

Agencies that stop payment on checks during a calendar year must establish procedures to reduce the amount reported to 1099 reportable vendors by the amount of the stop payment. Cardinal will post the cancelled payments to the withholding tables, but agencies must verify that the cancel was posted in the correct reporting year.

This query displays a listing of vendors who had cancelled payments in the date ranges specified and is used to assist with the determination of possible withholding adjustments due to the cancel payments. The following parameters are used on the query:

- Vendor SetID:** STATE
- AP Business Unit:** Your agency business unit
- WH Declaration Date From:** (usually first day of the calendar year)
- WH Declaration Date To:** (usually last day of the calendar year)
- Cancel Date From:** (choose cancel dates in January of the following calendar year to capture cancellations that may affect the calendar year 1099 reporting)
- Cancel Date To:** (choose cancel dates in January of the following calendar year to capture cancellations that may affect the calendar year 1099 reporting)



# Accounts Payable Job Aid

## 1099 Process in Cardinal

### V\_AP\_1099\_ADDR\_DTL

V\_AP\_1099\_VNDR\_ADDR\_DTL - Withhold vendor address detail

Vendor SetID:

AP Business Unit:

WH Declaration Date From:

WH Declaration Date To:

Vendor ID	Vendor Name 1	Vendor Name 2	Vendor Addr Eff Dt	Address Line1	Address Line2	City	State	Postal	Total Withhold Amount
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This query displays all withholding vendor address details for a specific Business Unit within a Withholding Declaration Date range. This query is used to assist agencies in verifying the address that will print on the 1099 Copy B reports.

The following parameters are used in the query:

- Vendor SetID:** STATE
- AP Business Unit:** Your agency business unit
- WH Declaration Date From:** (usually first day of the calendar year)
- WH Declaration Date To:** (usually last day of the calendar year)



# Accounts Payable Job Aid

## 1099 Process in Cardinal

### V\_AP\_1099\_DIST\_AMT\_BY\_ACCOUNT

V\_AP\_1099\_DIST\_AMT\_BY\_ACCOUNT - Distribution amount by Account

Vendor SetID:

AP Business Unit:

Payment Date From:

Payment Date To:

1099 Rpt Account1:

1099 Rpt Account2:

1099 Rpt Account3:

1099 Rpt Account4:

1099 Rpt Account5:

1099 Rpt Account6:

1099 Rpt Account7:

Vendor ID	Vendor Name	Classification	Type of Contractor	Withhold	Account	Voucher ID	Total Distribution Amount
-----------	-------------	----------------	--------------------	----------	---------	------------	---------------------------

This query displays a listing of vendors and shows the total total amount paid on vendor vouchers for specific reportable accounts.

The following parameters are used in the query:

- Vendor SetID:** STATE
- AP Business Unit:** Your agency business unit
- Payment Date From:** (usually first day of the calendar year)
- Payment Date To:** (usually last day of the calendar year)
- 1099 Rpt Account1 – 7:** User can list up to 7 1099 reportable accounts to query the amounts paid to vendors for the payment period.

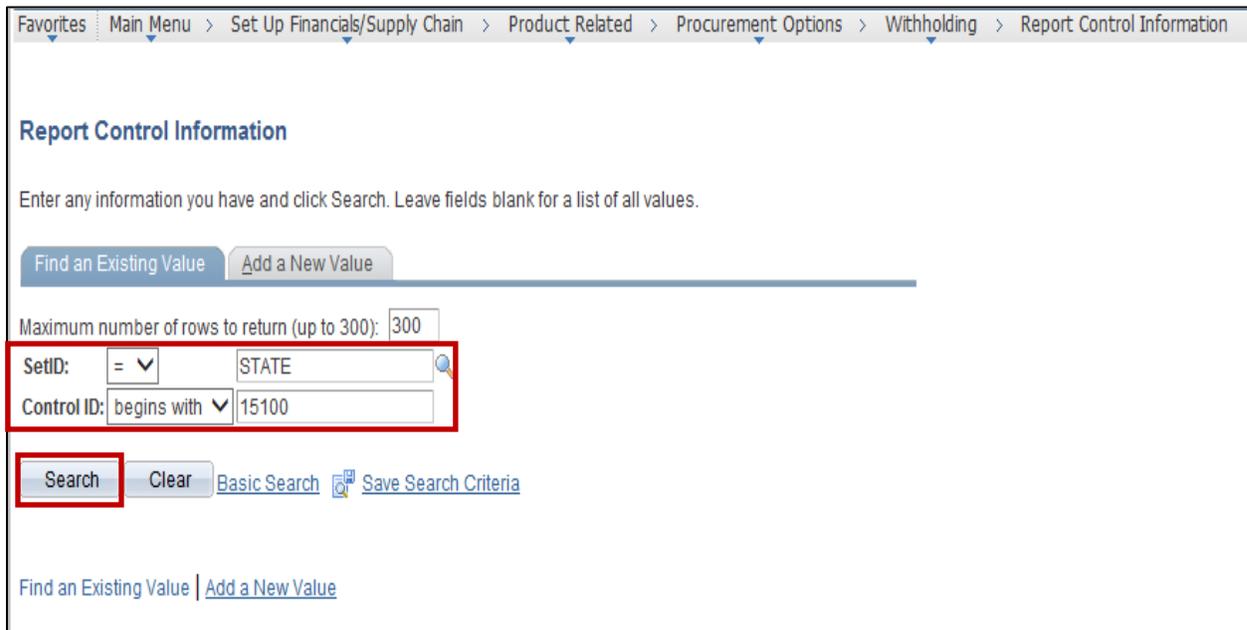
The query V\_AP\_1099\_REPORTABLE\_ACCTS will list the current 1099 reportable accounts in Cardinal.

### Setting Up / Reviewing Report Control Information in Cardinal:

1099 Withholding Report Control is used to set up transmitter and payer information in Cardinal that will be included in the 1099 Copy B reports and the IRS file. This information should be reviewed and updated as necessary each year.

- 1 Navigate to the **Report Control Information** page using the following path:

**Main Menu > Set Up Financials/Supply Chain > Product Related > Procurement Options > Withholding > Report Control Information**



Favorites > Main Menu > Set Up Financials/Supply Chain > Product Related > Procurement Options > Withholding > Report Control Information

### Report Control Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Maximum number of rows to return (up to 300): 300

SetID:	=	STATE
Control ID:	begins with	15100

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

- 2 The **Report Control Information** page displays. Enter the following information:
  - a. **SetID: STATE**
  - b. **Control ID:** your agency control id. A control id is set up for each reporting entity.
- 3 Click the **Search** button.

Favorites | Main Menu > Set Up Financials/Supply Chain > Product Related > Procurement Options > Withholding > Report Control Information

Payor Data | **Vendors and Business Units** | Piggyback States/Numbers

SetID: STATE Control ID: 15100

**Transmitter Information**

Vendor Software Indicator

Transmitter Name 1: COMMONWEALTH OF VIRGINIA

Transmitter Name 2: DEPARTMENT OF ACCOUNTS

Tax ID: 576978403

Transmitter Cntl Cd: 36C33 Media Number:

\*Contact Name1: Vera Williams

Contact Email Address: vera.williams@doa.virginia.gov

**Payer Information** Find | View All First 1 of 1 Last

Combined Federal State Filing

Payer Name 1: COMMONWEALTH OF VIRGINIA

Payer Name 2: DEPARTMENT OF ACCOUNTS

Control ID:

Payer Tax ID: 546001736

Employer's Ref #:

HMRC Office #:

Accts Office Ref #:

**4** The **Payor Data** page displays. The **Payor Data** page:

**Transmitter Information - this information is sent on the Transmitter 'T' record:**

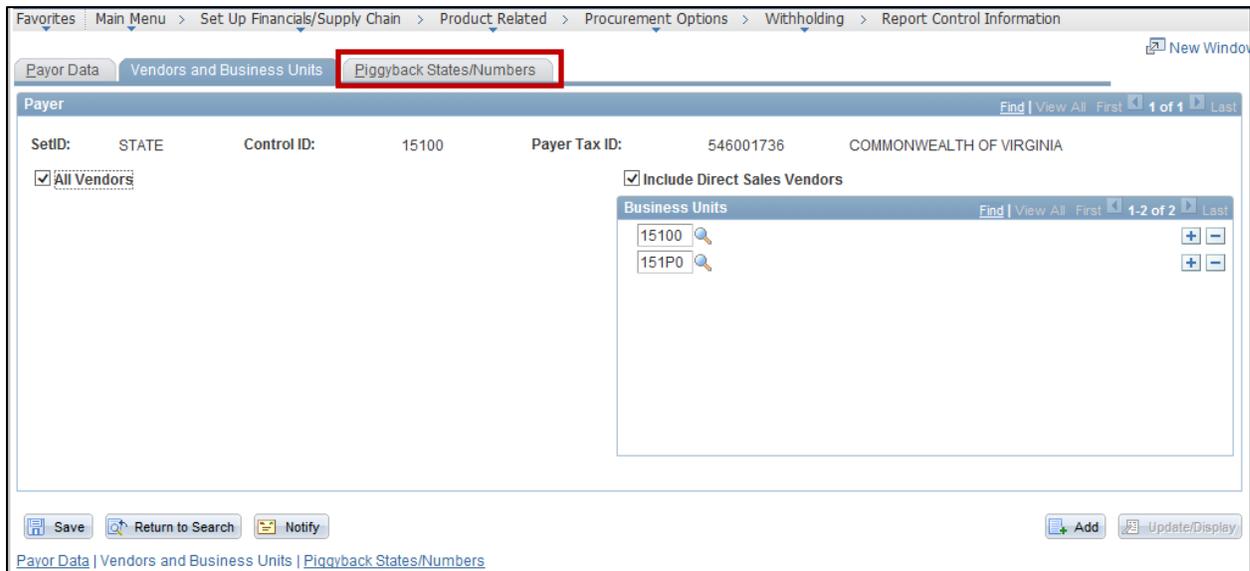
- a. **Vendor Software Indicator:** Checkbox must be selected for any agency using Cardinal to produce their 1099 IRS file and Copy B forms.
- b. **Transmitter Name 1 and Name 2:** Name of agency transmitting
- c. **Tax ID:** Enter your Tax ID for this transmitter
- d. **Transmitter Cntl Cd:** The code that was provided by the IRS upon submission of your form 4419 – Application for Filing Information Returns Electronically
- e. **Contact Name1 and Contact Email Address:** Enter the name and email address of your contact person for this transmittal.
- f. **Contact Address and Phone:** You must include the contact address and phone information. To review/update the addresses, click the envelope icon. To review/update the phone numbers, click the telephone icon. The phone number is entered without hypens.

**Payer Information - this information is sent on the Transmitter 'A' record:**

- a. **Combined Federal State Filing:** Checkbox must be selected if your agency is participating in the IRS Combined Federal/State Filing (CF/SF) Program whereby the IRS will forward State copies of information returns to other participating States.
- b. **Payer Name 1 and Name 2:** Your agency name

- c. **Payer Tax ID:** Enter your Tax Identification Number (TIN) for this payer
- d. **Payer Address and Phone:** You must include the payer address and phone information. To review/update the addresses, click the envelope icon. To review/update the phone numbers, click the telephone icon. The phone number is entered without hypens.

**5** Click the **Vendors and Business Units** tab



The screenshot shows the 'Payer' and 'Business Units' sections of the Cardinal Accounts Payable system. The 'Payer' section displays the following information:

SetID:	STATE	Control ID:	15100	Payer Tax ID:	546001736	COMMONWEALTH OF VIRGINIA
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Below the payer information, there are two checkboxes:  **All Vendors** and  **Include Direct Sales Vendors**. The **Business Units** section is open, showing a list of business units:

Business Unit	Search	Actions
15100		 
151P0		 

At the bottom of the screen, there are buttons for **Save**, **Return to Search**, **Notify**, **Add**, and **Update/Display**.

- a. **All Vendors** box: Must be checked so that you will process all withholding vendors that are associated with the business unit you specify.
- b. **Include Direct Sales Vendors:** Do Not Check. This is not being used.
- c. **Business Units:** Lists all Cardinal Accounts Payable Business Units that roll up to your agency Control ID for 1099 reporting purposes. If you specify multiple business units, Cardinal will consolidate the balances of vendors that have vouchers spread out over the selected business units for your 1099 reporting.

**6** Click the **Piggyback States/Numbers** tab – this page is populated if your agency is participating in the Combined Federal/State Filing (CF/SF) Program.

[Favorites](#) | [Main Menu](#) > [Set Up Financials/Supply Chain](#) > [Product Related](#) > [Procurement Options](#) > [Withholding](#) > [Report Control Information](#)

[Payor Data](#) | [Vendors and Business Units](#) | [Piggyback States/Numbers](#)

SetID: STATE      Control ID: 15100

Piggyback States		Process?
AL	Alabama	<input type="checkbox"/>
AR	Arkansas	<input type="checkbox"/>
AZ	Arizona	<input type="checkbox"/>
CA	California	<input type="checkbox"/>
CO	Colorado	<input type="checkbox"/>
CT	Connecticut	<input type="checkbox"/>
DC	District of Columbia	<input type="checkbox"/>
DE	Delaware	<input type="checkbox"/>
GA	Georgia	<input type="checkbox"/>

State Tax ID Numbers

Payer State Numbers

VA

[Save](#) | [Return to Search](#) | [Notify](#) | [Add](#) | [Update/Display](#)

[Payor Data](#) | [Vendors and Business Units](#) | [Piggyback States/Numbers](#)

### 7 Piggyback States section:

- a. **Piggyback States:** Displays the states participating in the combined federal and state 1099 filing process.
- b. **Process?:** Select the Process check box for each relevant state name to tell the IRS which states need copies.

### State Tax ID Numbers section:

- a. **Payer State Numbers:** Do not enter any information. These fields are used if state taxes have been withheld from the vendor.

### Creating the 1099-M IRS reporting file and the Copy B statements

#### Creating the 1099-M IRS reporting file:

- 1 Navigate to the **Withhold 1099 Report Job** page using the following path:

**Main Menu > Vendors > 1099/Global Withholding > 1099 Reports > Withhold 1099 Report Job**



- 2 The **Withhold 1099 Report Job** run control page displays. Enter the **Run Control ID**. The first time you run this job, select the **Add a New Value** tab then create the **Run Control ID**.

For subsequent runs of this job, use the **Run Control ID** you created the first time the job was run (Run Control ID's are unique to each user). You will need to update the appropriate fields on your existing run control if using the run control ID you created for a subsequent run.

- 3 Click the **Add** button.

[Favorites](#) | [Main Menu](#) > [Vendors](#) > [1099/Global Withholding](#) > [1099 Reports](#) > [Withhold 1099 Report Job](#)

1099 Report Post/Report/Copy B

### 1099 Report Post / Report / Copy B

Run Control ID: 1099ReportJob [Report Manager](#) [Process Monitor](#)

Language:

**1099 Report Post**

\*Request ID:  Description:

Process Frequency:

Report ID:

Report Date:   Include Manual Overrides

\*Control SetID:  \*Control ID:  COMMONWEALTH OF VIRGINIA

\*Calendar SetID:  \*Calendar ID:  1099 Report Post/Copy B Cal

\*Fiscal Year:   Use Report Date For Vendor

\*Period:  Period 1 - 2015-01-01

**1099 Report**

Type of File/Return:  Replacement Character:

**IRS Options**

Has the 1099-MISC containing Box 7 Non Employee Compensation file been sent to the IRS?

**IRS File Generate Option**

All i  
 Exclude Non Employee Compensation  
 Include Non Employee Compensation

**1099 Report Copy B Sort**

Withhold Type:  Vendor Select Option:

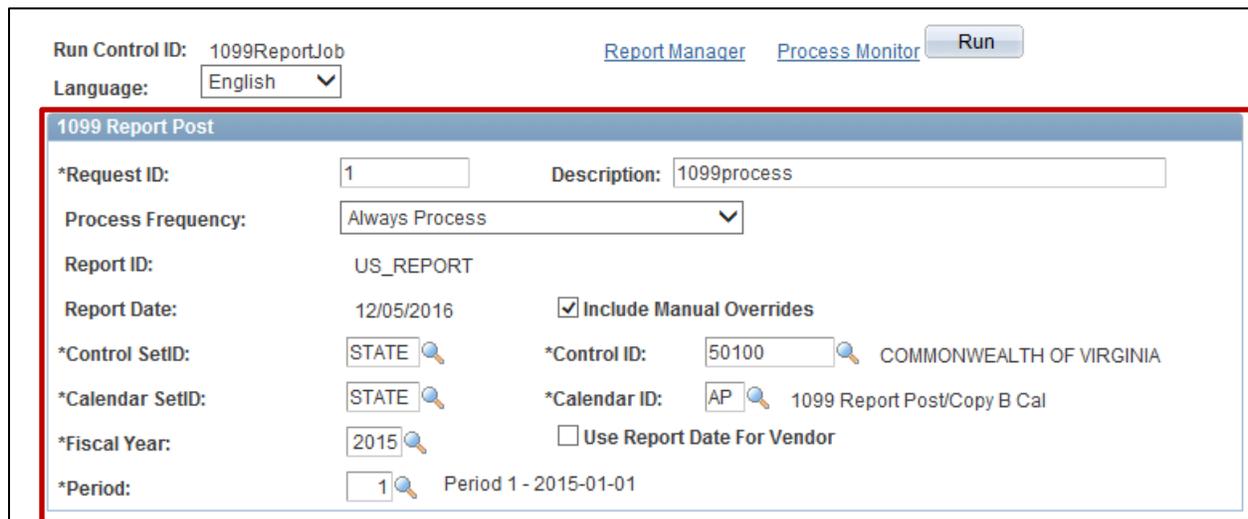
Mask TIN AP 1099 sort order:

**Vendor Payees** [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Vendor ID		
1		<input type="button" value="+"/> <input type="button" value="-"/>

- The **1099 Report Post / Report / Copy B** page displays. Enter run control information as appropriate. See the descriptions that follow for each section of this page:

### 1099 Report Post section:



Run Control ID: 1099ReportJob [Report Manager](#) [Process Monitor](#)

Language: English

**1099 Report Post**

\*Request ID: 1 Description: 1099process

Process Frequency: Always Process

Report ID: US\_REPORT

Report Date: 12/05/2016  Include Manual Overrides

\*Control SetID: STATE \*Control ID: 50100 COMMONWEALTH OF VIRGINIA

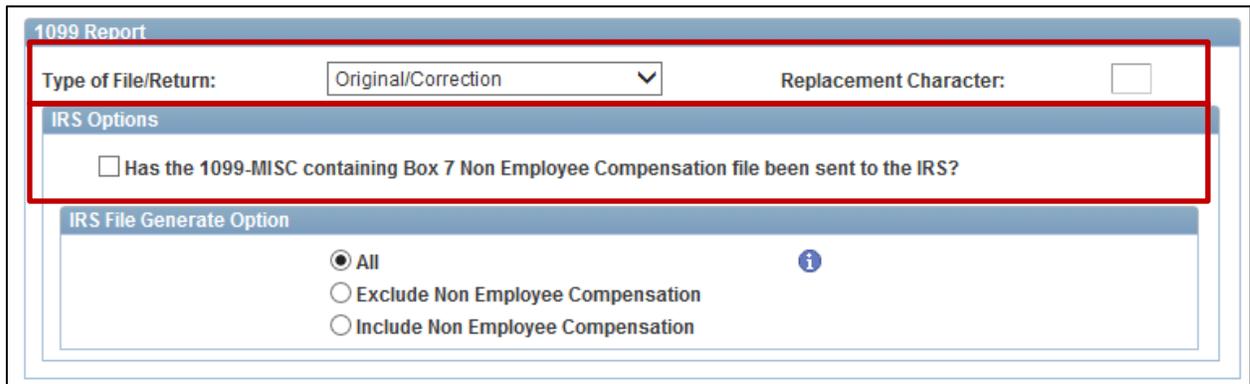
\*Calendar SetID: STATE \*Calendar ID: AP 1099 Report Post/Copy B Cal

\*Fiscal Year: 2015  Use Report Date For Vendor

\*Period: 1 Period 1 - 2015-01-01

- a. **Request ID** – Enter **1**. This Request ID of 1 can be used repeatedly. It is used internally by Cardinal to track each posting request.
- b. **Description** – **1099 Process, for example**
- c. **Process Frequency** – Select **Always Process**
- d. **Include Manual Overrides** - Check the box. This is needed to include manually adjusted or updated withholding transactions.
- e. **Control SetID** – **STATE**
- f. **Control ID** – Enter or select your agency's Control ID as set up on the Report Control Information pages
- g. **Calendar SetID** – **STATE**
- h. **Calendar ID** – **AP (1099 Report Post/Copy B Cal)**
- i. **Fiscal Year** – Calendar year for which you are reporting
- j. **Use Report Date for Vendor** – Do not check this box
- k. **Period** – **1** - The AP Calendar is an annual calendar and selecting period 1 encompasses the entire year for this Calendar

### 1099 Report section:



The screenshot shows the '1099 Report' section of the software. It contains the following elements:

- Type of File/Return:** A dropdown menu currently showing 'Original/Correction'.
- Replacement Character:** An empty checkbox.
- IRS Options:** A section with a checkbox labeled 'Has the 1099-MISC containing Box 7 Non Employee Compensation file been sent to the IRS?'.
- IRS File Generate Option:** A section with three radio button options: 'All' (selected), 'Exclude Non Employee Compensation', and 'Include Non Employee Compensation'. An information icon (i) is located to the right of these options.

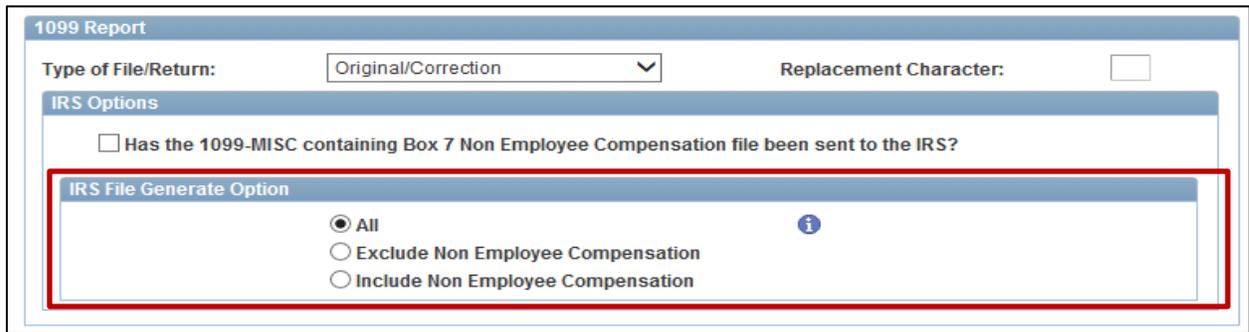
#### a. Type of File Return:

- i. **Original/Correction** - select if you have not yet sent a file to the IRS or you are sending a Correction file after IRS receipt of the original file.
- ii. **Replacement** – select if the IRS requested a replacement file. The IRS will send a Replacement Character to enter on this page when you run the process.
- iii. **Test** – select if you are sending a test file. It is recommended to send a test file each year to the IRS. A test file is required when applying to participate in the Combined Federal/State Filing Program.

#### b. IRS Options: Has the 1099-MISC containing Box 7 Non Employee Compensation file been sent to the IRS? Checkbox

- i. Select the checkbox once you have sent the 1099\_MISC containing Box 7 Nonemployee compensation file to the IRS and have run the Withhold Sent process. You must select this check box to properly produce your remaining 1099's.
- ii. You may leave this box un-checked while running the process and creating files to verify your 1099 vendors.
- iii. Note: Do not select the checkbox if you plan to submit all of the 1099's at one time on or before January 31.

### IRS File Generate Option section:



The screenshot shows the '1099 Report' form. At the top, there is a dropdown menu for 'Type of File/Return:' set to 'Original/Correction' and a checkbox for 'Replacement Character:'. Below this is the 'IRS Options' section, which includes a checkbox for 'Has the 1099-MISC containing Box 7 Non Employee Compensation file been sent to the IRS?'. The 'IRS File Generate Option' section is highlighted with a red border and contains three radio button options: 'All' (selected), 'Exclude Non Employee Compensation', and 'Include Non Employee Compensation'. An information icon (i) is located to the right of the 'All' option.

The options in this section allow you to create the electronic files for reporting 1099-MISC without Nonemployee compensation, 1099-MISC with Nonemployee compensation as well as Corrections if applicable.

These options are used to produce the appropriate file for the appropriate reporting dates (see the IRS publication for specific dates).

Options in this section include:

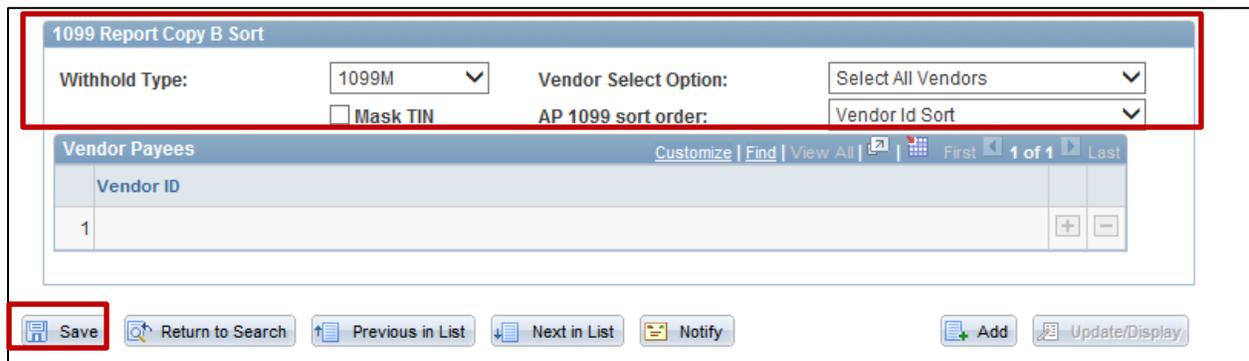
- a. **All** – select this option to produce one electronic file containing 1099-MISC with Nonemployee compensation, 1099-MISC with Nonemployee compensation as well as Corrections if applicable.
  - a. If you are ready to report all of your Vendors' 1099 on or before January 31, choose this option
    - i. This will produce a complete file for all your vendors
    - ii. The file created will include 1099-MISC with Nonemployee compensation that is required by the IRS deadline of January 31 as well as 1099-MISC, without Nonemployee compensation and Corrections, if applicable
- b. **Exclude Non Employee Compensation** – select this option to produce one electronic file containing all 1099-MISC without Nonemployee compensation and Corrections, if applicable.
  - a. This file also may include corrections for 1099-MISC with Nonemployee compensation if you have already reported your Supplier 1099-MISC with Nonemployee compensation.
  - b. This option is not available if the **Has the 1099-MISC containing Box 7 Non Employee Compensation file been sent to the IRS?** box is checked.

Note: This option is used to run preliminary files for your review only.
- c. **Include Non Employee Compensation** – Select this option to produce one electronic file containing all 1099-MISC with Nonemployee compensation.
  - a. This option is used to meet the IRS deadline of January 31 for reporting 1099-MISC with Nonemployee compensation.
  - b. This option is not available if the **Has the 1099-MISC containing Box 7 Non Employee Compensation file has been sent to the IRS?** box is checked.

**Note:**

- If you cannot produce one file for all your 1099's in order to meet with the January 31 IRS reporting requirement for 1099-MISC with Nonemployee compensation, you will need to run the process with the Include Non Employee Compensation option, first.
- Once this file has been sent to the IRS and the Withholding Sent process has been run, you will need to run the process with the All option to produce a second file for all of your 1099-MISC without Nonemployee compensation and Corrections, if applicable.
- This second file may also contain any Corrections to your 1099-MISC with Nonemployee compensation if you have made updates to these vendors that were sent by January 31, as well as newly added 1099-MISC with Nonemployee compensation originals that occurred after January 31.

**1099 Report Copy B Sort section:**



**1099 Report Copy B Sort**

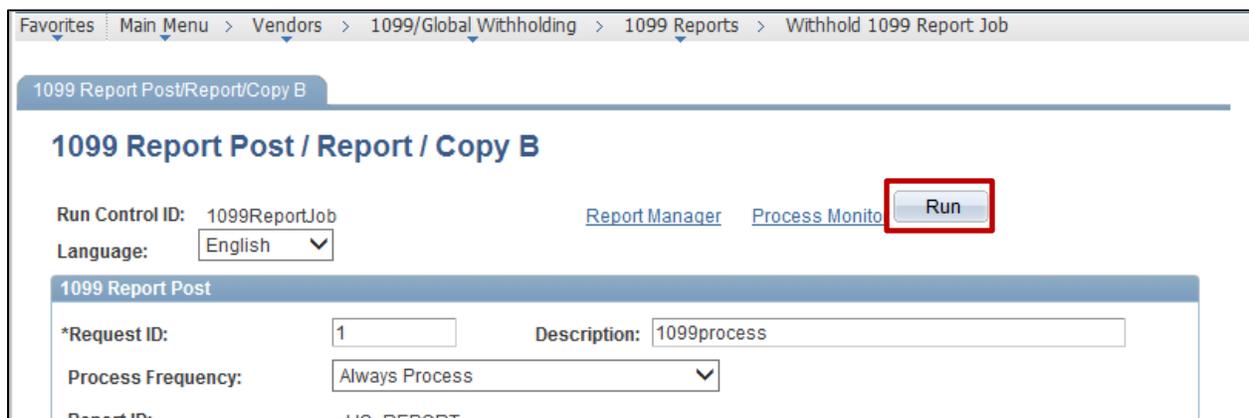
Withhold Type: 1099M  Mask TIN Vendor Select Option: Select All Vendors AP 1099 sort order: Vendor Id Sort

Vendor ID
1

Buttons: Save, Return to Search, Previous in List, Next in List, Notify, Add, Update/Display

- Withhold Type – 1099M**
- Vendor Select Option – Select All Vendors**
- AP 1099 sort order – Vendor Id Sort** is recommended, but **TIN sort** and **Name Sort** are other available options
- Mask TIN checkbox** – Do not check this box

**5** Click the **Save** button.



Favorites | Main Menu > Vendors > 1099/Global Withholding > 1099 Reports > Withhold 1099 Report Job

1099 Report Post/Report/Copy B

### 1099 Report Post / Report / Copy B

Run Control ID: 1099ReportJob Report Manager Process Monitor **Run**

Language: English

**1099 Report Post**

\*Request ID: 1 Description: 1099process

Process Frequency: Always Process

Report ID: US\_REPORT

**6** Click the **Run** button.

Favorites | Main Menu > Vendors > 1099/Global Withholding > 1099 Reports > Withhold 1099 Report Job

### Process Scheduler Request

User ID: V\_AP\_1099\_ADMINISTRATOR      Run Control ID: 1099PROCESS

Server Name:       Run Date: 12/03/2015

Recurrence:       Run Time: 4:54:40PM     

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	XMLP:Withhold 1099 Report	APX1099	XML Publisher	Web	PDF	<a href="#">Distribution</a>
<input checked="" type="checkbox"/>	<a href="#">1099 Post Report &amp; CopyB Sor</a>	RPT_1099	PSJob	(None)	(None)	<a href="#">Distribution</a>

- 7 The **Process Scheduler Request** page displays. Select the **1099 Post Report & CopyB Sor** (RPT\_1099) PSJob to run the IRS file.
- 8 Click the **OK** button.

Favorites Main Menu > Vendors > 1099/Global Withholding > 1099 Reports > Withhold 1099 Report Job

1099 Report Post/Report/Copy B

### 1099 Report Post / Report / Copy B

Run Control ID: 1099ReportJob [Report Manager](#) [Process Monitor](#) [Run](#)  
 Language: English  **Process Instance:4205388**

**1099 Report Post**

\*Request ID: 1 Description: 1099process  
 Process Frequency: Always Process  
 Report ID: US\_REPORT  
 Report Date: 12/05/2016  Include Manual Overrides  
 \*Control SetID: STATE \*Control ID: 50100 COMMONWEALTH OF VIRGINIA  
 \*Calendar SetID: STATE \*Calendar ID: AP 1099 Report Post/Copy B Cal  
 \*Fiscal Year: 2015  Use Report Date For Vendor  
 \*Period: 1 Period 1 - 2015-01-01

**1099 Report**

Type of File/Return: Original/Correction Replacement Character:   
 IRS Options  
 Has the 1099-MISC containing Box 7 Non Employee Compensation file been sent to the IRS?  
 IRS File Generate Option  
 All  Exclude Non Employee Compensation  Include Non Employee Compensation

**1099 Report Copy B Sort**

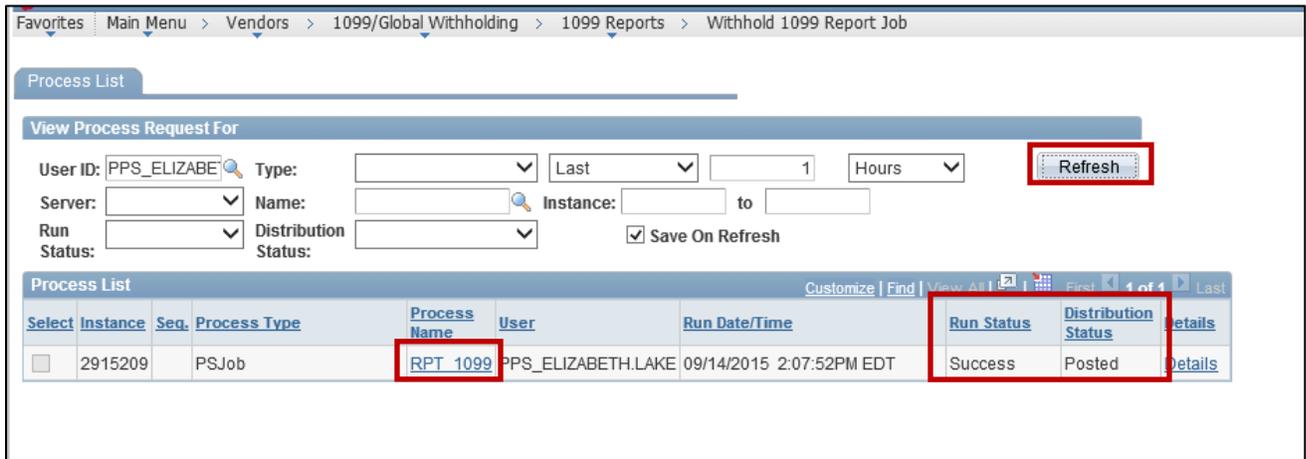
Withhold Type: 1099M Vendor Select Option: Select All Vendors  
 Mask TIN AP 1099 sort order: Vendor Id Sort

Vendor Payees [Customize](#) [Find](#) [View All](#) First 1 of 1 Last

Vendor ID		
1		

9 The Run Control Page returns and the Process Instance number displays.

10 Click the Process Monitor hyperlink.



**11** Click the **Refresh** button until **Run Status** is **Success** and **Distribution Status** is **Posted**.

**12** In the **Process Name** field, click the **RPT\_1099** hyperlink.



**13** A list of individual processes that make up the 1099 Job display and each **RPT** or file is accessible. Click on the **AP\_APY1099 Success** link to view the IRS tax file.

Favorites Main Menu > Vendors > 1099/Global Withholding > 1099 Reports > Withhold 1099 Report Job

### Process Detail

**Process**

Instance: 2915212      Type: Application Engine  
 Name: AP\_APY1099      Description: 1099 Report  
 Run Status: Success      Distribution Status: Posted

**Run**      **Update Process**

Run Control ID: 1099Process       Hold Request  
 Location: Server       Queue Request  
 Server: PSUNX4       Cancel Request  
 Recurrence:       Delete Request  
     Restart Request

**Date/Time**      **Actions**

Request Created On: 09/14/2015 2:20:05PM EDT      [Parameters](#)      Transfer  
 Run Anytime After: 09/14/2015 2:07:52PM EDT      [Message Log](#)      [View Locks](#)  
 Began Process At: 09/14/2015 2:23:00PM EDT      [Batch Timings](#)  
 Ended Process At: 09/14/2015 2:24:28PM EDT      [View Log/Trace](#)

14 The **Process Detail** page displays. Click on the **View Log/Trace** hyperlink.

Favorites Main Menu > Vendors > 1099/Global Withholding > 1099 Reports > Withhold 1099 Report Job

### View Log/Trace

**Report**

Report ID: 14555279      Process Instance: 2915212      [Message Log](#)  
 Name: AP\_APY1099      Process Type: Application Engine  
 Run Status: Success

1099 Report

**Distribution Details**

Distribution Node: finsit      Expiration Date: 10/14/2015

**File List**

Name	File Size (bytes)	Datetime Created
AE AP APY1099 2915212 log	156	09/14/2015 2:24:28.301099PM EDT
<b>IRS_001_50100_2915212.TXT</b>	1,425,398	09/14/2015 2:24:28.301099PM EDT

**Distribute To**

Distribution ID Type	*Distribution ID
User	PPS_ELIZABETH.LAKE

15 The **View Log/Trace** page displays Click the **.TXT** file to view the IRS tax file.

16 Save the file to your secure directory as file type Text (\*.txt). This text file can then be uploaded to the IRS FIRE Production System. (see IRS Publication 1220 for detailed instructions on sending the file)

### Creating the 1099-M Form Copy B Reports:

The 1099 report process produces the electronic file and moves data to a reporting table to produce Copy B reports.

- 1 Navigate to the **Withhold 1099 Report Job** page using the following path:

**Main Menu > Vendors > 1099/Global Withholding > 1099 Reports > Withhold 1099 Report Job**



- 2 The **Withhold 1099 Report Job** run control page displays. Enter the **Run Control ID** that you used to create the IRS file.
- 3 Click the **Search** button.

Favorites | Main Menu > Vendors > 1099/Global Withholding > 1099 Reports > Withhold 1099 Report Job

1099 Report Post/Report/Copy B

### 1099 Report Post / Report / Copy B

Run Control ID: 1099ReportJob [Report Manager](#) [Process Monitor](#) **Run**

Language: English

---

**1099 Report Post**

\*Request ID: 1 Description: 1099process

Process Frequency: Always Process

Report ID: US\_REPORT

Report Date: 12/05/2016  Include Manual Overrides

\*Control SetID: STATE \*Control ID: 50100 COMMONWEALTH OF VIRGINIA

\*Calendar SetID: STATE \*Calendar ID: AP 1099 Report Post/Copy B Cal

\*Fiscal Year: 2015  Use Report Date For Vendor

\*Period: 1 Period 1 - 2015-01-01

---

**1099 Report**

Type of File/Return: Original/Correction Replacement Character:

**IRS Options**

Has the 1099-MISC containing Box 7 Non Employee Compensation file been sent to the IRS?

**IRS File Generate Option**

All  Exclude Non Employee Compensation  Include Non Employee Compensation

---

**1099 Report Copy B Sort**

Withhold Type: 1099M Vendor Select Option: Select All Vendors

Mask TIN AP 1099 sort order: Vendor Id Sort

**Vendor Payees** Customize | Find | View All | First 1 of 1 Last

Vendor ID		
1		+ -

Save Return to Search Previous in List Next in List Notify Add Update/Display

- 4 Click the **Run** button.

Note: When running this process, all 1099-M form Copy B reports are produced regardless of the selection criteria in the **IRS File Generate Option** section of the page.

Favorites | Main Menu > Vendors > 1099/Global Withholding > 1099 Reports > Withhold 1099 Report Job

### Process Scheduler Request

User ID: V\_AP\_1099\_ADMINISTRATOR      Run Control ID: 1099PROCESS

Server Name:       Run Date: 12/03/2015

Recurrence:       Run Time: 5:02:03PM     

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	XMLP:Withhold 1099 Report	APX1099	XML Publisher	Web	PDF	Distribution
<input type="checkbox"/>	1099 Post, Report, & Copy B Sor	RPT_1099	PSJob	(None)	(None)	Distribution

- 5 The **Process Scheduler Request** page displays. Select the **XMLP Withhold 1099 Report** job to run the Copy B reports.
- 6 Click the **OK** button.

Favorites | Main Menu > Vendors > 1099/Global Withholding > 1099 Reports > Withhold 1099 Report Job

### 1099 Report Post / Report / Copy B

Run Control ID: 1099Process      [Report Manager](#)           

Language: English       Process Instance: 2915224

1099 Report Post	
*Request ID:	1      Description: 1099 Process
Process Frequency:	Always Process
Report ID:	US_REPORT
Report Date:	09/14/2015 <input checked="" type="checkbox"/> Include Manual Overrides
*Control SetID:	STATE      *Control ID: 50100      COMMONWEALTH OF VIRGINIA
*Calendar SetID:	STATE      *Calendar ID: AP      1099 Report Post/Copy B Cal
*Fiscal Year:	2014 <input type="checkbox"/> Use Report Date For Vendor
*Period:	1      Period 1 - 2014-01-01

- 7 The **1099 Report Post/Report/Copy B** page displays. Click the **Process Monitor** hyperlink.

Favorites | Main Menu > Vendors > 1099/Global Withholding > 1099 Reports > Withhold 1099 Report Job

**Process List**

View Process Request For

User ID:  Type:  Last  Minutes

Server:  Name:  Instance:  to

Run Status:  Distribution Status:   Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	3136318		XML Publisher	APX1099	V_AP_1099_ADMINISTRATOR	12/03/2015 5:02:03PM EST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	3136310		PSJob	<a href="#">RPT_1099</a>	V_AP_1099_ADMINISTRATOR	12/03/2015 4:54:40PM EST	Success	Posted	<a href="#">Details</a>

[Go back to Withhold 1099 Report Job](#)

8 Click the **Refresh** button until **Run Status** is **Success** and **Distribution Status** is **Posted**.

9 Click the **Go back to Withhold 1099 Report Job** link.

Favorites | Main Menu > Vendors > 1099/Global Withholding > 1099 Reports > Withhold 1099 Report Job

**1099 Report Post/Report/Copy B**

Run Control ID: 1099PROCESS

Language:

**1099 Report Post**

\*Request ID:  Description:

Process Frequency:

Report ID:

Report Date:   Include Manual Overrides

\*Control SetID:  \*Control ID:  COMMONWEALTH OF VIRGINIA

\*Calendar SetID:  \*Calendar ID:  1099 Report Post/Copy B Cal

\*Fiscal Year:   Use Report Date For Vendor

\*Period:  Period 1 - 2015-01-01

10 Click the **Report Manager** link.

Favorites Main Menu > Vendors > 1099/Global Withholding > 1099 Reports > Withhold 1099 Report Job

List Explorer Administration Archives

View Reports For

Folder:  Instance:  to:  Refresh

Name:  Created On:  Last 15 Minutes

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
<b>XMLP</b>	APX1099CT - APX1099CT.PDF	General	12/03/15 5:06PM	15852220	3136318

11 Click the **XMLP Report** link.

Favorites Main Menu > Vendors > 1099/Global Withholding > 1099 Reports > Withhold 1099 Report Job

Report

Report ID: 15852220 Process Instance: 3136318 [Message Log](#)

Name: XMLP Process Type: XML Publisher

Run Status: Success

APX1099CT - APX1099CT.pdf

Distribution Details

Distribution Node: fnsit Expiration Date: 01/02/2016

Name	File Size (bytes)	Datetime Created
<b>APX1099CT.pdf</b>	10,006,205	12/03/2015 5:06:40.636672PM EST

Distribute To

Distribution ID Type	*Distribution ID
User	V_AP_1099_ADMINISTRATOR

12 Click the **APX1099CT.pdf** link to view the 1099M Copy B's



# Accounts Payable Job Aid

## 1099 Process in Cardinal

SUPERMAN STEELE  
 516 RAILROAD AVE. PO BOX 196  
 IRON GATE, VA 24448

**Instructions for Recipient**

**Recipient's identification number.** For your protection, this form may show only the last four digits of your social security number (SSN), individual taxpayer identification number (ITIN), or adoption taxpayer identification number (ATIN). However, the issuer has reported your complete identification number to the IRS and, where applicable, to state and/or local governments.  
**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. 334 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. Individuals must report these amounts as explained in the box 7 instructions on this page. Corporations, fiduciaries, or partnerships must report the amounts on the proper line of their tax returns.  
**Form 1099-MISC incorrect?** If this form is incorrect or has been issued in error, contact the payer. If you cannot get this form corrected, attach an explanation to your tax return and report your income correctly.  
**Box 1.** Report rents from real estate on Schedule E (Form 1040). However, report rents on Schedule C (Form 1040) if you provided significant services to the tenant, sold real estate as a business, or rented personal property as a business.  
**Box 2.** Report royalties from oil, gas, or mineral properties, copyrights, and patents on Schedule E (Form 1040). However, report payments for a working interest as explained in the box 7 instructions. For royalties on timber, coal, and iron ore, see Pub. 544.  
**Box 3.** Generally, report this amount on the "Other income" line of Form 1040 (or Form 1040NR) 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. See Pub. 525. If it is trade or business income, report this amount on Schedule C or F (Form 1040).  
**Box 4.** Shows backup withholding or withholding on Indian gaming profits. Generally, a payer must backup withhold if you did not furnish your taxpayer identification number. See Form W-9, and Pub. 505 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 (Form 1040). See Pub. 334.  
**Box 6.** For individuals, report on Schedule C (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 the amount in this box is SE income, report it on Schedule C 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. If you believe you are an employee and cannot get the payer to correct this form, report the amount from box 7 on Form 1040, line 7 (or Form 1040NR, line 8). You must also complete Form 9919 and attach it to your return. If you are not an employee but the amount in this box is not SE income (for example, it is income from a sporadic activity or a hobby), report it on Form 1040, line 21 (or Form 1040NR, line 21).  
**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" line of Form 1040 (or Form 1040NR).  
**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 (Form 1040).  
**Box 10.** Report this amount on 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 (or Form 1040NR) 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.  
**Box 15a.** May show current year deferrals as a nonemployee under a nonqualified deferred compensation (NQDC) plan that is subject to the requirements of section 409A, plus any earnings on current and prior year deferrals.  
**Box 15b.** Shows income as a nonemployee under an NQDC plan that does not meet the requirements of section 409A. This amount is also included in box 7 as nonemployee compensation. Any amount included in box 15a that is currently taxable is also included in this box. This income is also subject to a substantial additional tax to be reported on Form 1040 (or Form 1040NR). See "Total Tax" in the Form 1040 (or Form 1040NR) instructions.  
**Boxes 16-18.** Shows state or local income tax withheld from the payments.

		<input type="checkbox"/> CORRECTED (if checked)			
PAYER'S name, street address, city, state, ZIP code, and telephone no. COMMONWEALTH OF VIRGINIA DEPARTMENT OF TRANSPORTATION 1401 EAST BROAD STREET  RICHMOND, VA 23219 804/692-0359		1 Rents \$ 0.00	OMB No. 1545-0115  <b>2012</b>	<b>Miscellaneous Income</b>	
		2 Royalties \$ 0.00	Form 1099-MISC		
PAYER'S Federal identification number. 546001730		3 Other income \$ 0.00	4 Federal income tax withheld \$ 0.00	<b>Copy B For Recipient</b>	
RECIPIENT'S identification number 01234567	5 Fishing boat proceeds \$ 0.00	6 Medical and health care payments \$ 0.00			
RECIPIENT'S name SUPERMAN STEELE  Street address (including apt. no.) 516 RAILROAD AVE. PO BOX 196  City, state, and ZIP code IRON GATE, VA 24448  Account number (see instructions) 0000000258		7 Nonemployee compensation \$ 309,209.53	8 Substitute payments in lieu of dividends or interest \$ 0.00	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.	
		9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale \$ 0.00	10 Crop insurance proceeds \$ 0.00		
		11	12		
		13 Excess golden parachute payments \$ 0.00	14 Gross proceeds paid to an attorney \$ 0.00		
15a Section 409A deferrals \$ 0.00	15b Section 409A income \$ 0.00	16 State tax withheld \$ 0.00	17 State/Payer's state no. VA/	18 State income \$ 0.00	
Form 1099-MISC		(Keep for your records)		Department of the Treasury - Internal Revenue Service	

- 13 Review the 1099M Copy B's.
- 14 If adjustments are needed, follow the section in this job aid titled Adding Withholding Adjustments to enter any adjustments identified to the withholding amounts for the required vendors and rerun the Withhold 1099 Jobs to create the IRS file and the 1099M Copy B's.
- 15 Open and Save the final 1099M Copy B PDF copies.
- 16 Print the 1099M Copy B forms for mailing.

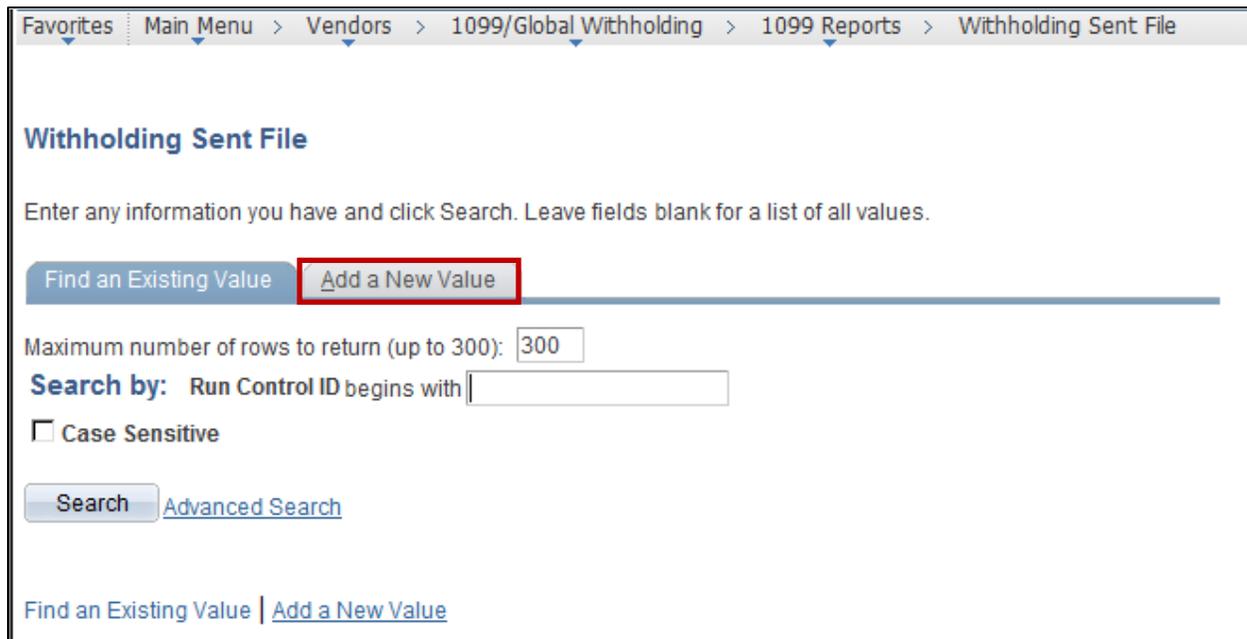
### Running the Withholding Sent File Process:

The final step in the entire 1099 process is to run the Withholding Sent (WTHD\_SENT) Process. The process finalizes the 1099 reporting and file creation process.

**It is important that you Do Not run this process until you have sent your final file to the IRS and received confirmation from the IRS of successful transmission.** Cardinal uses this information that you have already sent a file if you need to create correction or replacement files.

- 1 Navigate to the **Withholding Sent File** page using the following path:

**Main Menu > Vendors > 1099/Global Withholding > 1099 Report > Withholding Sent File**



- 2 The **Withholding Sent File** run control search page displays. If this is the first time you run this job, click the **Add a New Value** tab to create a **Run Control ID**.



Favorites > Main Menu > Vendors > 1099/Global Withholding > 1099 Reports > Withholding Sent File

### Withholding Sent File

Find an Existing Value | Add a New Value

Run Control ID: WithholdingSentFile

Add

[Find an Existing Value](#) | [Add a New Value](#)

- 3 Enter a **Run Control ID**.
- 4 NOTE: For subsequent runs of this job, the Run Control ID is the ID you created the first time the job was run (Run Control ID's are unique to each user). You will need to update the appropriate fields on your existing run control if using the run control ID you created for a subsequent run.
- 5 Click the **Add** button.

Favorites Main Menu > Vendors > 1099/Global Withholding > 1099 Reports > Withholding Sent File

### Withhold Sent

Run Control ID: WithholdingSentFile [Report Manager](#) [Process Monitor](#) **Run**

**Details**

Request ID: 1 Withholding Sent File

Process Frequency: Always

Report ID: US\_REPORT

SetID: STATE

Control ID: 50100

**Save** **Notify** **Add** **Update/Display**

- 6 The **Withhold Sent** page displays. Enter run control information in the **Details** section:
  - a. **Request ID – 1.** This **Request ID** of 1 can be used repeatedly. It is used internally by Cardinal to track each posting request.
  - b. Text field next to **Request ID – Withholding Sent File**
  - c. **Process Frequency** – Select **Always**
  - d. **SetID** – **STATE**
  - e. **Control ID** – Enter or select your agency's **Control ID** as set up on the Report Control Information pages
- 7 Click the **Save** button.
- 8 Click the **Run** button.

[Favorites](#) | [Main Menu](#) > [Vendors](#) > [1099/Global Withholding](#) > [1099 Reports](#) > [Withholding Sent File](#)

### Process Scheduler Request

User ID: FINUSER01      Run Control ID: WithholdingSentFile

Server Name:       Run Date: 02/06/2013

Recurrence:       Run Time: 7:50:05AM     

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	WTHD_SNT	WTHD_SNT	Application Engine	Web	TXT	<a href="#">Distribution</a>

9 The **Process Scheduler Request** page displays. Click the **OK** button.

[Favorites](#) | [Main Menu](#) > [Vendors](#) > [1099/Global Withholding](#) > [1099 Reports](#) > [Withholding Sent File](#)

### Withhold Sent

Run Control ID: WithholdingSentFile      [Report Manager](#)      [Process Monitor](#)     

Process Instance:1086733

**Details**

Request ID: 1      Withholding Sent File

Process Frequency: Always

Report ID: US\_REPORT

SetID: STATE

Control ID: 50100

10 The **Run Control Page** returns. The **Process Instance** number displays.

11 Click the **Process Monitor** hyperlink.

Favorites | Main Menu > Vendors > 1099/Global Withholding > 1099 Reports > Withholding Sent File

Process List

View Process Request For

User ID: FINUSER01 Type: [ ] Last [ ] 1 Days [ ] Refresh

Server: [ ] Name: [ ] Instance: [ ] to [ ]

Run Status: [ ] Distribution Status: [ ]  Save On Refresh

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1086733		Application Engine	WTHD_SNT	FINUSER01	02/06/2013 7:50:05AM EDT	Success	Posted	Details

Go back to [Withholding Sent File](#)

Save Notify

**12** Click the **Refresh** button until **Run Status** is **Success** and **Distribution Status** is **Posted**.

**13** A **Run Status** of **Success** means the files have been marked in Cardinal as sent to the IRS.

### Processing Correction Files after IRS Submission and Withholding Sent File Process is complete:

If you determine that you reported incorrect data for a vendor or a group of vendors after your initial submission, you need to create a correction file. To correct the transaction data within the PeopleSoft Payables system:

- 1 Enter an adjustment on the Withhold Adjustments page. Follow the section in this job aid titled **Adding Withholding Adjustments** to make your adjustments.
- 2 Run the 1099 Jobs to produce the IRS file and the corrected Copy B forms. The system generates the 1099 report showing only the corrections and the appropriate 1099 Copy B forms. Follow the section in this job aid titled **Creating the 1099-M IRS reporting file and the Copy B statements** to create the Correction file.
- 3 Run the Withholding Sent File process after confirmation is received from the IRS.

### Processing Replacement Files after IRS Submission and Withholding Sent File Process is complete:

A replacement file is an information return file sent by the filer/transmitter at the request of the IRS because of errors encountered by the IRS while processing the filer's original file or correction file. In that case, the IRS may tell you what is invalid in the file either through contact information you provide or on their internet page, where the file is stored. Make the necessary changes and resubmit the file.

You can create a replacement file only if one and only one original file was sent to the IRS.

- 1 Follow the section in this job aid titled **Creating the 1099-M IRS reporting file and the Copy B statements** to create the Replacement file.
- 2 In the 1099 Report group box, select *Replace* in the Type of File/Return field, and enter the replacement character provided to you by the IRS in the Replacement Character field.
- 3 Run the 1099 Report Post and the 1099 Report processes. The system generates a new replacement file that you can send to the IRS.
- 4 Run the Withholding Sent File process after creating the replacement file and confirmation is received from the IRS.

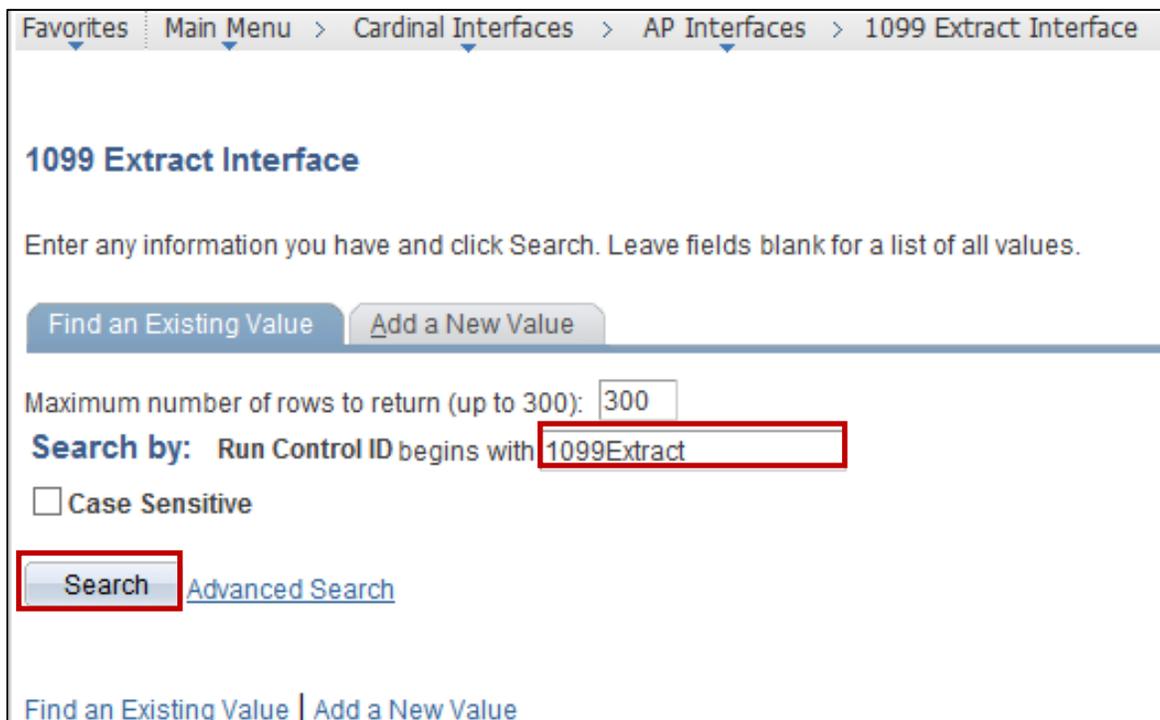
### 1099 Extract

The 1099 Extract is generated and used to view 1099-M reportable information. The 1099 Extract file can be used for different purposes, such as, processing in an agency system, loading into tax software, or 1099 data analysis. The 1099 Extract is generated manually by agency users online.

### Running the Extract in Cardinal:

- 1 Navigate to the **1099 Extract Interface** page using the following path:

**Main Menu > Cardinal Interfaces > AP Interfaces > 1099 Extract Interface**

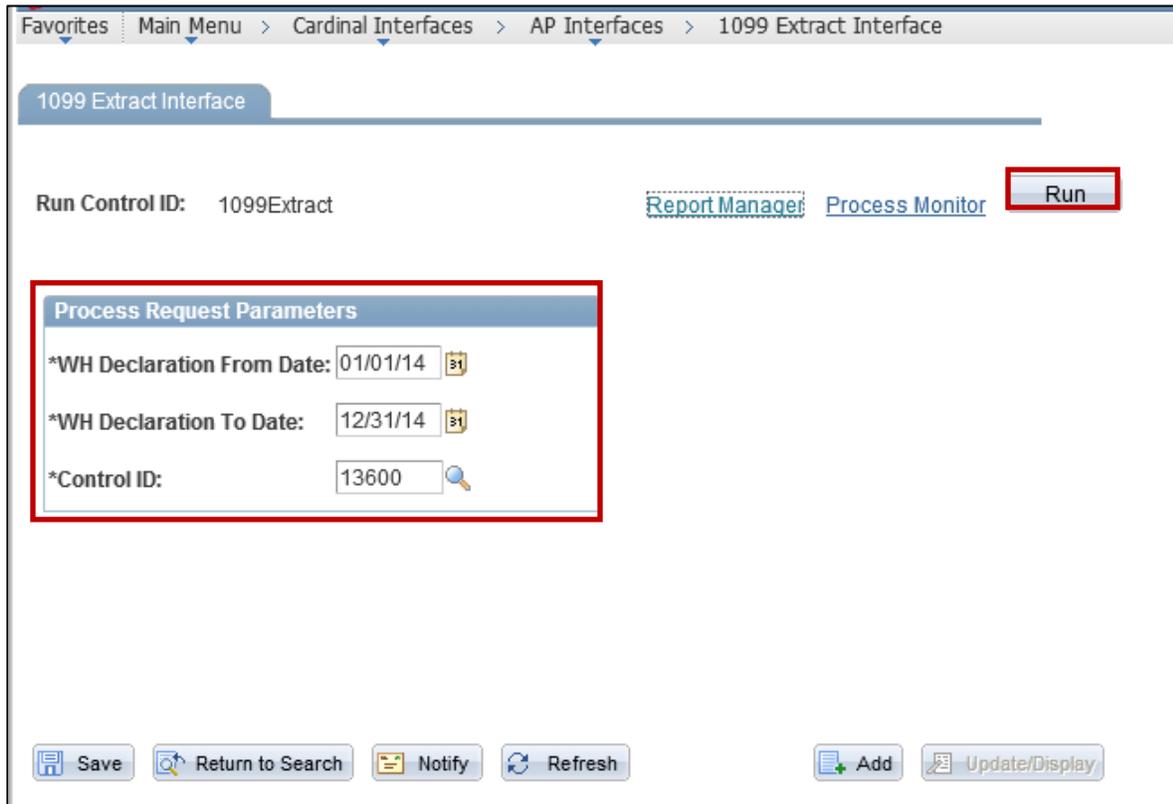


The screenshot shows the '1099 Extract Interface' page. At the top, there is a breadcrumb trail: 'Favorites > Main Menu > Cardinal Interfaces > AP Interfaces > 1099 Extract Interface'. Below this, the page title '1099 Extract Interface' is displayed. A message reads: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. Below the tabs, there is a text input field for 'Maximum number of rows to return (up to 300):' with the value '300'. A 'Search by:' label is followed by a text input field containing '1099Extract'. Below this is a checkbox for 'Case Sensitive'. At the bottom of the search section, there is a 'Search' button and a link for 'Advanced Search'. At the very bottom of the page, there are links for 'Find an Existing Value' and 'Add a New Value'.

- 2 Enter a **Run Control ID** on the **Add a New Value** tab.

**NOTE:** For subsequent runs of this job, the **Run Control ID** is the ID you created the first time the job was run (Run Control ID's are unique to each user). You will need to update the appropriate fields on your existing run control if using the run control ID you created for a subsequent run.

- 3 Click the **Add** button.



Favorites > Main Menu > Cardinal Interfaces > AP Interfaces > 1099 Extract Interface

1099 Extract Interface

Run Control ID: 1099Extract

[Report Manager](#) [Process Monitor](#) [Run](#)

**Process Request Parameters**

\*WH Declaration From Date: 01/01/14

\*WH Declaration To Date: 12/31/14

\*Control ID: 13600

Save Return to Search Notify Refresh Add Update/Display

- 4 The **1099 Extract Interface** Run Control page displays. Enter values in the following fields within the **Process Request Parameters** section:
  - f. **WH Declaration From Date:** Start date for 1099 reporting
  - g. **WH Declaration To Date:** End date for 1099 reporting
  - h. **Control ID:** Enter your agency's assigned Control ID
- 5 Click the **Run** button.

**Process Scheduler Request**

User ID: NUW60404      Run Control ID: 1099Extract

Server Name:       Run Date: 09/14/2015

Recurrence:       Run Time: 4:11:56PM     

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	1099 Extract Interface	V_AP973_INT	Application Engine	Web	TXT	<a href="#">Distribution</a>

6 The **Process Scheduler Request** page displays. The 1099 Extract Interface can only be run with **Web** selected as the **Type**, and **TXT** selected as the **Format**. The output will be in a .DAT format.

7 Click the **OK** button.

1099 Extract Interface

Run Control ID: 1099Extract      [Report Manager](#)    [Process Monitor](#)   

Process Instance: 2915265

**Process Request Parameters**

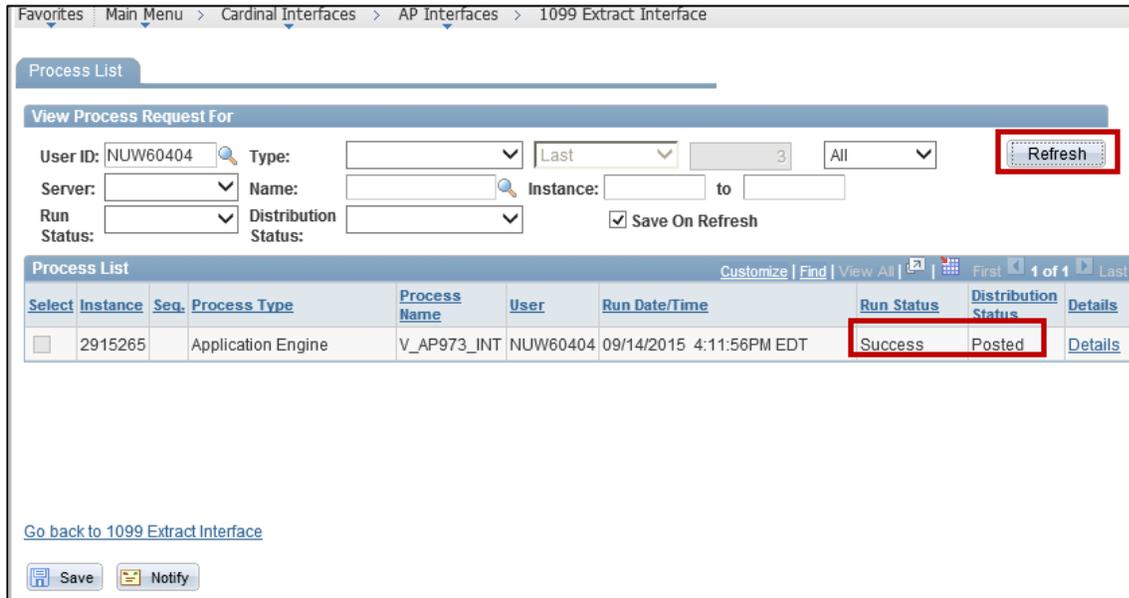
\*WH Declaration From Date: 01/01/14

\*WH Declaration To Date: 12/31/14

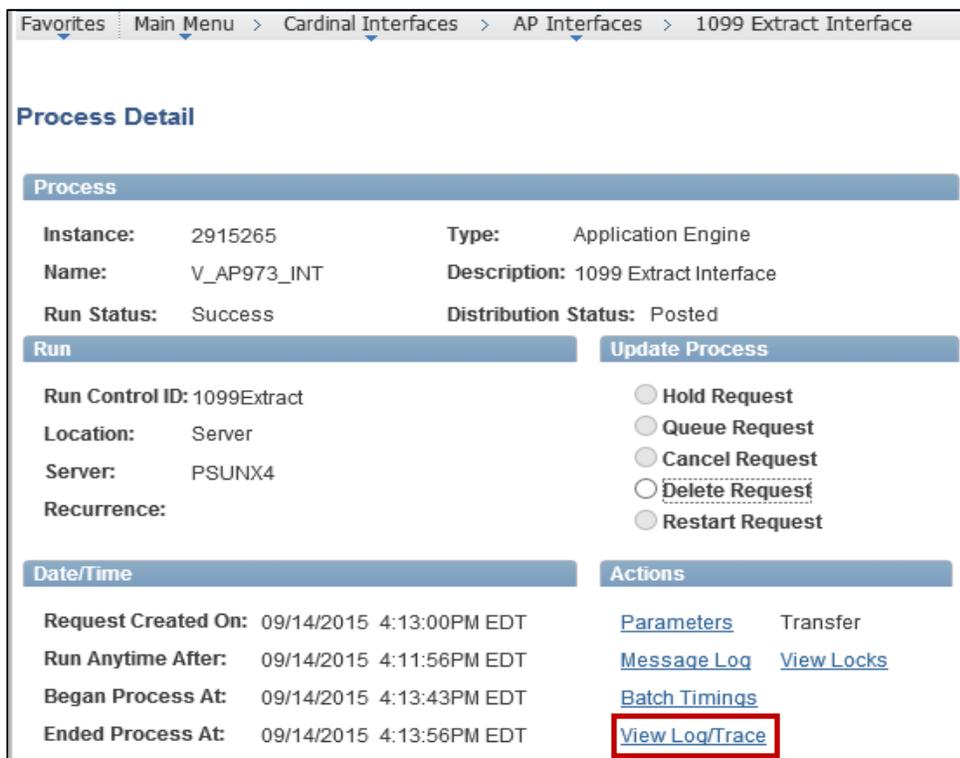
\*Control ID: 13600

8 The **Run Control Page** returns and displays the **Process Instance** number. Click the **Process Monitor** hyperlink.



- 9 On the **Process List** page, click the **Refresh** button until the **Run Status** is **Success** and the **Distribution Status** is **Posted**.
- 10 Click the **Details** link.



- 11 The **Process Detail** page displays. Click the **View Log/Trace** link.

Favorites | Main Menu > Cardinal Interfaces > AP Interfaces > 1099 Extract Interface

### View Log/Trace

**Report**

Report ID: 14555297      Process Instance: 2915265      [Message Log](#)  
 Name: V\_AP973\_INT      Process Type: Application Engine  
 Run Status: Success

1099 Extract Interface

**Distribution Details**

Distribution Node: finsit      Expiration Date: 09/24/2015

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">13600 AP973 OUT 09142015 1613 001.DAT</a>	64,306	09/14/2015 4:13:56.546041PM EDT
<a href="#">AE V AP973 INT 2915265.log</a>	157	09/14/2015 4:13:56.546041PM EDT

**Distribute To**

Distribution ID Type	*Distribution ID
User	NUW60404

- 12** The **View Log/Trace** page displays. Click the link for the file to review 1099 reportable data. The extract file may be used for different purposes, depending on your agency – such as processing in an agency system, loading into tax software, or other data analysis.

Refer to the **Cardinal Website > Statewide Toolbox > Cardinal Interfaces > Accounts Payable > AP973 1099 Extract** for a template of the file layout.