Infor Infinium FMS Income Reporting Guide to Setup and Processing

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Publication Information

Release: Infor Infinium FMS Income Reporting 14.0.16.0

Publication date: December 4, 2025

Document code: INFIR1_ALL_16

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About This Guide

This section focuses on the following information:

- Intended audience
- Purpose of this guide
- Organization of this guide
- Conventions used in this guide
- Related Infinium IR documentation

Intended audience

This guide is for Infinium IR users who need to generate year-end IRS 1099 forms and 1099 IRS media based on the following:

- Vendor and payment invoice data in Infinium PL
- If necessary, additional invoice data entered manually into Infinium IR

These users need to know how to do the following:

- Set up Infinium PL and Infinium IR
- Extract, proof, print, and work with the applicable detailed data
- Summarize data to generate the totals to be used on the 1099 forms
- Generate and print the applicable completed 1099 forms
- Create an electronic 1099 file and archive the file
- If necessary, create additional 1099 forms manually
- If a supervisor, perform related supervisory tasks

Purpose of this guide

This guide provides the following:

- Conceptual background about income reporting and 1099 generation
- Procedural instructions for each step in the system setup and 1099 generation processes
- Procedural instructions for the supervisor's tasks
- Reference information in appendices at the end of the guide as described later in this section of the guide

Organization of this guide

This guide is task oriented. We group related tasks into parts. Each part contains overview information and step-by-step instructions to lead you through the tasks.

Conventions used in this guide

This section describes conventions that we use in this guide as follows:

- Fonts and wording
- Function keys
- Prompt and selection screens
- Promptable fields
- Infinium applications and abbreviations

Fonts and wording

Convention	Description	Example
Italic typeface	Menu options and field names The guide uses the same abbreviations as the screen.	*Work with vendor data* Specify a value in *Type of TIN*.

Convention	Description	Example
Bold standard typeface	Used for notes, cautions and warnings	**Caution:** Typing a user profile identification in *User profile* creates a printer control record that is valid for that user profile only. Leave *User profile* blank to create a printer control record that is generic and shared by all users, unless you have a specific business need for a user-specific control.
Bold typeface	Characters that you type and messages that are displayed	Type **2** in *Type of TIN* type to indicate SSN. The following message is displayed: **Company not found**
F2 through F24	Keyboard function keys used to perform a variety of commands.	Press F2 to display a list of available function keys.
F13 through F24	Function keys higher than F12 require you to hold down the Shift key and press the key that has the number you require minus 12.	Press F21 to perform an override.
Select	Choose a menu option or choose a record or field value after prompting.	Select *Extract/Proof Data*. Select a T4A value.
Press Enter	Provide information on a screen and when you have finished, press Enter to save your entries and continue.	Press Enter to save your changes and continue.
Exit	Exit a screen or function, usually to return to a prior selection list or menu. May require exiting multiple screens in sequence.	Press F3 to return to the main menu.

Convention	Description	Example
Cancel	Cancel the work at the current screen or dialog box, usually to return to the prior screen.	Press F12 to cancel your entries.
Help	To access online help for the current context (menu option, screen or field), press Help (or the function key mapped for help). To move through the other applicable levels of help, press Enter at each help screen. To return directly to the screen from which you accessed help, exit the help screen by clicking Exit or by pressing F3.	Press Help for more information about the current field.
[Quick Access Code]	Quick access codes provide direct access to functions. Most quick access codes in Infinium IR consist of the first letter of each word of the menu option name. Quick access codes are listed on the Menu Tree and in the path for each task next to the executable function.	Select *Print 1099 forms* [PTF].
Publication and course titles	Unless otherwise stated, titles refer to Infinium applications and use standard name and abbreviations.	*Infinium Income Reporting Guide to Setup and Processing* is referred to as *Infinium IR Guide to Setup and Processing.*

Function keys

Infinium AM function keys and universal Infinium GL function keys for the IBM iSeries are described in the following table. All Infinium GL function keys are identified at the bottom of each screen.

Function key	Name	Description
F1	Help	Displays help text
F2	Function keys	Displays window of valid function keys
F3	Exit	Returns you to the main menu
F4	Prompt	Displays a list of values from which you can select a valid entry
F10	Quick Access	Enables you to access another function from any screen Type the quick access code in *Level*. You can change the application designator, such as PL, by selecting another application.
F12	Cancel	Returns you to the previous screen
F22	Delete	Deletes selected item(s)
F24	More keys	Displays additional function keys at the bottom of the screen

Prompt and selection screens

A prompt screen, similar to Figure 1, is the screen in which you type information to access a record or a subset of records in a file.

A selection screen, similar to Figure 2, is the screen from which you select a record or records to perform an action.

When we first explain a task in this guide, we fully document how you access a prompt and selection screen. If a related task uses that prompt or selection screen, we include the prompt and selection steps in that task. However, we do not include the screen(s) again.

```
 9/22/08  07:19:02        Work With 1099 Form Fields     IRGFFM     IRDFFM
____________________________________________________________________________

Type information, press Enter.

Reporting group . . . . . .  _____ +

Paid in Year  . . . . . . .  ____ +

IRS 1099 type . . . . . . .  _ +     Press HELP for options

From Vendor . . . . . . . .  __________ +
To Vendor . . . . . . . . .  __________ +


Changes as corrections?       0       0=No, 1=Yes





F3=Exit  F4=Prompt  F10=Quick access  F12=Cancel  F24=More keys
```

Figure 1: Work With 1099 Form Fields prompt screen

```
 9/22/08  07:17:11        Work With 1099 Form Fields     IRGFFM     IRDFFM
____________________________________________________________________________

Type information, press Enter.

Reporting group . . . . . .  _____ +

  Search Code Values in table - Valid form type code table - c          (T9F)
   Select value, press Enter.
 Position ____________________________  _____
 Search   ____________________________  _____  ________________________
 Opt      Code value                     Co.   Description
  =        A                                    1099_MISC
  _        B                                    1099_B
  _        D                                    1099_OID
  _        F                                    1099_G
  _        J                                    1099_H
                                                              More...

F3=Exit  F10=Quick access  F12=Cancel

F3=Exit  F4=Prompt  F10=Quick access  F12=Cancel  F24=More keys
```

Figure 2: Work With 1099 Form Fields code type selection screen

Promptable fields

A plus sign displayed next to a field indicates that you can choose your entry from a list of possible values. Place the cursor in the field and press F4 to display a list of values.

To select an entry perform one of the following:

- Position the cursor at the desired value, type **1** and press Enter.
- Type the value in the appropriate field.

Infinium applications and abbreviations

The following table lists Infinium names and the corresponding product abbreviations that are associated with this product.

Application	Abbreviation
Infinium Application Manager	Infinium AM
Infinium Query	Infinium QY
Infinium Financial Management Suite	**Infinium FM**
Infinium Income Reporting	Infinium IR
Infinium Payables Ledger	Infinium PL

Related Infinium IR documentation

For related information, refer to the following publications:

- *Infinium IR Release Installation Details and Release Notes*
- Infinium IR Quick Reference Card
- Infinium IR Menu Tree
- On-line help text

Notes

Chapter 1 Infinium IR: An Overview

1

This chapter includes information about Infinium IR, IRS 1099 forms, and using Infinium PL with Infinium IR to generate these forms.

The chapter consists of the following topics:

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Product information

Overview of year-end income reporting

Year-end income reporting consists of reporting the total amounts of certain kinds of income that you paid to each recipient during the previous year.

You must report these totals to:

- Each recipient of each applicable type of income by providing the recipient with a completed copy of the applicable 1099 form
- The IRS by any of several methods allowed by the IRS

For more information, refer to your current IRS publication and instructions.

Overview of Infinium IR

Infinium IR is a full-function year-end 1099 tax reporting system for the IBM® System i. Infinium IR allows you to:

- Extract data from Infinium PL, add and edit data directly in Infinium IR, and summarize 1099 totals
- Edit individual 1099 forms, print 1099 forms, and generate the files for transmission to the IRS

System interfaces

Infinium IR is designed to extract data from Infinium PL. Infinium PL allows you to automatically track 1099-related expenses and credits throughout the year.

For the appropriate system interface between Infinium IR and Infinium PL, refer to the *Infinium IR Installation Details and Release Notes* document for your current Infinium IR release.

Checklist of items to have available before processing your 1099s

❑	**IRS Publication 1220**, *Specifications for Filing Forms 1098, 1099, 3921, 3922, 5498, and W-2G, Electronically*. **Note:** Infinium IR does not support forms 1098, 3921, 3922, 5408, or W-2G.
❑	**IRS Websites**
❑	**IRS Main Website** http://www.irs.gov
❑	**IRS Forms and Publications** http://www.irs.gov/Forms-&-Pubs/
❑	**IRS Taxpayer Help** http://www.irs.gov/Help-&-Resources/
❑	**IRS Electronic Services** http://www.irs.gov/Filing/
❑	**IRS Martinsburg Computing Center Phone Number** 866.455.7438
❑	**Payer's Taxpayer Identification Number (TIN) for Each Payer** This is the nine-digit Taxpayer Identification Number assigned to the payer. There are two types of Taxpayer Identification Numbers possible for a payer: ▪ EIN: a business, organization, sole proprietor, or other entity ▪ SSN: an individual, including a sole proprietor (social security number)
❑	**Payer Name Control** This can be obtained only from the mail label on the 1099 package that is mailed to most payers each December. Contact the IRS if you did not receive the 1099 package.

- ❑ **Is the Payer a Participant in the Combined Federal/State Filing Program?**

  A Payer must be in a state that allows Combined Federal/State Filing. Ask your company's Controller or Legal department if you are unsure whether the Payer participates.

- ❑ **State Code for the Combined Federal/State Filing Program**

  If payee records are to be forwarded to a state agency as part of the Combined Federal/State Filing program, you must know the valid state code.

- ❑ **Transmitter's TIN, Name, and Address**

  If the transmitter is different from the payer, you need its TIN, name, and address.

  A transmitter is the individual or entity that prepares the media and actually transmits it to the IRS.

  Some payers may transmit their own data, while other payers may have external transmitters do it for them.

- ❑ **IRS Transmitter Code (Transmitter Control Code)**

  This is a 5-character alpha/numeric control code assigned to the Transmitter by the IRS/MCC.

- ❑ **Name, Telephone Number, Extension Number, and E-mail Address of Person to Contact**

  Most 1099s require the name, telephone number, extension number, and e-mail address of a person to contact at the Payer company if the recipient of the 1099 has questions.

Overview of the IRS 1099 forms

The table below lists the IRS form types, names, and titles.

For definitive information about each 1099 form's title, the income, and amounts to report and dates these forms are due to the recipients and to the IRS, refer to IRS Publication 1220, *Specifications for Filing Forms 1098, 1099, 3921, 3922, 5498, and W-2G, Electronically*. Infinium IR does not support forms 1098, 1099-K, 3921, 3922, 5408, or W-2G.

IRS form type code	Name	Title
4	1099-A	Acquisition or Abandonment of Secured Property
B	1099-B	Proceeds from Broker and Barter Exchange Transactions
5	1099-C	Cancellation of Debt
P	1099-CAP	Changes in Corporate Control and Capital Structure
1	1099-DIV	Dividends and Distributions
F	1099-G	Certain Government Payments
J	1099-H	Health Coverage Tax Credit (HCTC) Advance Payments **Note:** This form is obsolete beginning with tax year 2020.
6	1099-INT	Interest Income
T	1099-LTC	Long-term Care and Accelerated Death Benefits
A	1099-MISC	Miscellaneous Information
N	1099-NEC	Nonemployee Compensation
D	1099-OID	Original Issue Discount
7	1099-PATR	Taxable Distributions Received From Cooperatives
Q	1099-Q	Payments from Qualified Education Programs
9	1099-R	Distributions from Pensions, Annuities, Retirement or Profit-sharing Plans, IRAs, Insurance Contracts, and so forth.
S	1099-S	Proceeds from Real Estate Transactions
M	1099-SA	Distributions from an HSA, Archer MSA, or Medicare Advantage MSA

The tables that follow provide more information on individual boxes for each 1099 form based on information from Publication 1220. This includes:

- Identification of the box by description and, if applicable, number
- The IRS 1099 amount code (if the box contains dollars)
- Whether the system derives this value from your payables system or you enter the value in Infinium IR
- Comments, such as a dollar limit beneath which the IRS does not require reporting or a default value for a box

Caution: Always refer to the IRS publications for definitive information about legal requirements and procedures for each box. The IRS documents and rules are your legal guide to processing 1099s.

Payment year

For all forms, the payment year (field positions 2-5) in the “T,” “A,” and “B” records of the 1099 files: IRPTX, IRPTXE, and IRPTXN, show the current 1099 processing year except where you report prior year data. During system setup, these updates occur when you select the *Initialize code values* function so that the current year code value is available during execution of the *Work with code tables* function.

During creation of the IRS file, the system uses the year associated with the value that you specify on the submission screen, not the current year code value referenced above. The current year code value is used to determine if you are reporting prior year data.

1099-A - Acquisition or Abandonment of Secured Property

1099-A (form type 4) box summary

The table below describes the boxes in Form 1099-A (Form Type 4).

Number if any	Label
	LENDER’S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone number
	LENDER’S tax identification number (TIN)
	BORROWER’S tax identification number (TIN)

Number if any	Label	
	BORROWER'S name	
	BORROWER'S street address (including apartment number)	
	BORROWER'S city or town, state or province, country, and ZIP or foreign postal code	
	Account number (see instructions)	
	For calendar year ____	
1	Date of lender's acquisition or knowledge of abandonment	
2	Balance of principal outstanding	$
3	*Shaded out by IRS*	
4	Fair market value of property	$
5	If checked, the borrower was personally liable for repayment of the debt ☐	
6	Description of property	

1099-A (form type 4) box details

The table below provides detailed information for Form 1099-A boxes.

Box number	Description	IRS amount code	Source	Comments
1	Date of lender's acquisition or knowledge of abandonment		You enter	
2	Balance of principal outstanding	2	You enter	No IRS lower limit
3			None	*Shaded out by IRS*
4	Fair market value of property	4	You enter	No IRS lower limit
5	If checked, the borrower was personally liable for repayment of the debt ☐		You enter	You can type **X** in the check box
6	Description of property		You enter	

1099-B - Proceeds from Broker and Barter Exchange Transactions

1099-B (form type B) box summary

The table below describes the boxes in Form 1099-B.

Number if any	Label		
	PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone number		
	PAYER'S tax identification number (TIN)		
	RECIPIENT'S tax identification number (TIN)		
	RECIPIENT'S name		
	RECIPIENT'S street address (including apartment number)		
	RECIPIENT'S city or town, state or province, and ZIP or foreign postal code		
	Account number (see instructions)		
	2nd tax identification number (TIN) notification ☐		
	CUSIP number		
	FATCA (Foreign Account Tax Compliance Act) filing requirement		
	Applicable check box on Form 8949		
1a	Description of property (Example 100 sh. XYZ Co.)		
1b	Date acquired		
1c	Date sold or disposed		
1d	Proceeds		$
1e	Cost or other basis		$
1f	Accrued market discount		
1g	Wash sale loss disallowed		$
2	Type of gain or loss:		
		Short-term	☐
		Long-term	☐
		Ordinary	☐
3	Check if proceeds from		
		Collectibles	☐
		QOF	☐

Number if any	Label		
4	Federal income tax withheld		$
5	Check if a noncovered security		☐
6	Reported to IRS:		
		Gross proceeds	☐
		Net proceeds	☐
7	Check if loss is not allowed based on amount in box 1d		☐
8	Profit or (loss) realized in 2025 on closed contracts		$
9	Unrealized profit or (loss) on open contracts – 12/31/2024		$
10	Unrealized profit or (loss) on open contracts – 12/31/2025		$
11	Aggregate profit or (loss) on contracts		$
12	Check if basis reported to IRS		☐
13	Bartering		$
14	State name		
15	State identification number		
16	State tax withheld		$

1099-B (form type B) box details

The table below provides detailed information for the Form 1099-B boxes.

Box number	Description	IRS amount code	Source	Comments
1a	Description of property (Example 100 sh. XYZ Co.)		You enter	
1b	Date acquired		You enter	
1c	Date sold or disposed		You enter	
1d	Proceeds	2	You enter	No IRS lower limit
1e	Cost or other basis	3	You enter	No IRS lower limit
1f	Accrued market discount	D	You enter	No IRS lower limit
1g	Wash sale loss disallowed	5	You enter	No IRS lower limit

Box number	Description	IRS amount code	Source	Comments
2	Type of gain or loss: Short-term ☐ Long-term ☐ Ordinary ☐		You enter	You can type **X** in the check box ☐
3	Check if proceeds from Collectibles ☐ QOF ☐		You enter	You can type **X** in the check box ☐
4	Federal income tax withheld	4	You enter	No IRS lower limit
5	Check if a noncovered security ☐		You enter	You can type **X** in the check box ☐
6	Reported to IRS: Gross proceeds ☐ Net proceeds ☐		You enter	You can type **X** in the check box ☐
7	Check if loss not allowed based on amount in box 1d ☐		You enter	You can type **X** in the check box ☐
8	Profit or (loss) realized in 2025 on closed contracts	9	You enter	No IRS lower limit
9	Unrealized profit or (loss) on open contracts – 12/31/2024	A	You enter	No IRS lower limit
10	Unrealized profit or (loss) on open contracts – 12/31/2025	B	You enter	No IRS lower limit
11	Aggregate profit or (loss) on contracts	C	You enter	No IRS lower limit
12	Check if basis reported to IRS ☐		You enter	You can type **X** in the check box ☐
13	Bartering	7	You enter	No IRS lower limit
14	State name		You enter	
15	State identification number		You enter	
16	State tax withheld		You enter	No IRS lower limit

1099-C - Cancellation of Debt

1099-C (form type 5) box summary

The table below describes the boxes in Form 1099-C.

Number if any	Label	
	CREDITOR'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone number	
	CREDITOR'S tax identification number (TIN)	
	DEBTOR'S tax identification number (TIN)	
	DEBTOR'S name	
	DEBTOR'S street address (including apartment number)	
	DEBTOR'S city or town, state or province, country, and ZIP or foreign postal code	
	Account number (see instructions)	
	For calendar year ____	
1	Date of identifiable event	
2	Amount of debt discharged	$
3	Interest if included in box 2	$
4	Debt description	
5	Check here if the debtor was personally liable for repayment of the debt ☐	
6	Identifiable event code	
7	Fair market value of property	$

1099-C (form type 5) box details

The table below provides detailed information for the Form 1099-C boxes.

Box number	Description	IRS amount code	Source	Comments
1	Date of identifiable event		You enter	
2	Amount of debt discharged	2	Derived from your payables system	IRS lower limit $600

Box number	Description	IRS amount code	Source	Comments
3	Interest if included in box 2	3	You enter	No IRS lower limit
4	Debt description		You enter	
5	Check here if the debtor was personally liable for repayment of the debt ☐		You enter	You can type **X** in the check box ☐
6	Identifiable event code		You enter	
7	Fair market value of property	7	You enter	No IRS lower limit

1099-CAP - Changes in Corporate Control and Capital Structure

1099-CAP (form type P) box summary

The table below describes the boxes in Form 1099-CAP.

Number if any	Label
	CORPORATION'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone number
	CORPORATION'S tax identification number (TIN)
	SHAREHOLDER'S tax identification number (TIN)
	SHAREHOLDER'S name
	SHAREHOLDER'S street address (including apartment number)
	SHAREHOLDER'S city or town, state or province, country, and ZIP or foreign postal code
	Account number (see instructions)
	For calendar year ____
1	Date of sale or exchange
2	Aggregate amount received $
3	Number of shares exchanged
4	Classes of stock exchanged

Number if any	Label
5	
	*The shareholder cannot claim a loss based on the amount in box 2.

1099-CAP (form type P) box details

The table below provides detailed information for the Form 1099-CAP boxes.

Box number	Description	IRS amount code	Source	Comments
1	Date of sale or exchange		You enter	
2	Aggregate amount received	2		Amount of stock or property valued at $1,000 or more
3	Number of shares exchanged		You enter	
4	Classes of stock exchanged		You enter	
5				
	*The shareholder cannot claim a loss based on the amount in box 2.			

1099-DIV - Dividends and Distributions

1099-DIV (form type 1) box summary

The table below describes the boxes in Form 1099-DIV.

Number if any	Label
	PAYER’S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone number
	PAYER’S tax identification number (TIN)
	RECIPIENT’S tax identification number (TIN)
	RECIPIENT’S name
	RECIPIENT’S street address (including apartment number)

Number if any	Label	
	RECIPIENT'S city or town, state or province, country, and ZIP or foreign postal code	
	Account number (see instructions)	
	2nd tax identification number (TIN) notification ☐	
	For calendar year ____	
1a	Total ordinary dividends	$
1b	Qualified dividends	$
2a	Total capital gain distribution	$
2b	Unrecaptured Section 1250 gain	$
2c	Section 1202 gain	$
2d	Collectibles (28%) gain	$
2e	Section 897 ordinary dividends	$
2f	Section 897 capital gain	$
3	Nondividend distributions	$
4	Federal income tax withheld	$
5	Section 199A dividends	$
6	Investment expenses	$
7	Foreign tax paid	$
8	Foreign country or U.S. possession	
9	Cash liquidation distributions	$
10	Noncash liquidation distributions	$
11	FATCA (Foreign Account Tax Compliance Act) filing requirement ☐	
12	Exempt-interest dividends	$
13	Specified private activity bond interest dividends	$
14	State	
15	State identification number	
16	State tax withheld	$

1099-DIV (form type 1) box details

The table below provides detailed information for the Form 1099-DIV boxes.

Box number	Description	IRS amount code	Source	Comments
1a	Total ordinary dividends	1	Derived from your payables system	IRS lower limit $10
1b	Qualified dividends	2	You enter	IRS lower limit $10
2a	Total capital gain distribution	3	You enter	Total of 2b - 2d; IRS lower limit $10
2b	Unrecaptured Section 1250 gain	6	You enter	IRS lower limit $10
2c	Section 1202 gain	7	You enter	IRS lower limit $10
2d	Collectibles (28%) gain	8	You enter	IRS lower limit $10
2e	Section 897 ordinary dividends	H	You enter	IRS lower limit $10
2f	Section 897 capital gain	J	You enter	IRS lower limit $10
3	Nondividend distributions	9	You enter	IRS lower limit $10
4	Federal income tax withheld	A	You enter	No IRS lower limit
5	Section 1099A dividends	5	You enter	IRS lower limit $10
6	Investment expenses	B	You enter	No IRS lower limit
7	Foreign tax paid	C	You enter	No IRS lower limit
8	Foreign country or U.S. possession		You enter	
9	Cash liquidation distributions	D	You enter	IRS lower limit $600
10	Noncash liquidation distributions	E	You enter	IRS lower limit $600

Box number	Description	IRS amount code	Source	Comments
11	FATCA (Foreign Account Tax Compliance Act) filing requirement		You enter	
12	Exempt-interest dividends	F	You enter	IRS lower limit $10
13	Specified private activity bond interest dividends	G	You enter	IRS lower limit $10
14	State		You enter	
15	State identification number		You enter	
16	State tax withheld		You enter	No IRS lower limit

Note: There are two boxes for 14, 15, and 16 for the filer's convenience. Only the amount in the first box is on the B Record.

1099-G - Certain Government Payments

1099-G (form type F) box summary

The table below describes the boxes in Form 1099-G.

Number if any	Label
	PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone number
	PAYER'S tax identification number (TIN)
	RECIPIENT'S tax identification number (TIN)
	RECIPIENT'S name
	RECIPIENT'S street address (including apartment number)
	RECIPIENT'S city or town, state or province, country, and ZIP or foreign postal code
	Account number (see instructions)
	2nd tax identification number (TIN) notification ☐
	For calendar year ____

Number if any	Label	
1	Unemployment compensation	$
2	State or local income tax refunds, credits, or offsets	$
3	Box 2 amount is for tax year	
4	Federal income tax withheld	$
5	RTAA payments	$
6	Taxable grants	$
7	Agriculture payments	$
8	Check if box 2 is trade or business income ☐	
9	Market gain	$
10a	State	
10b	State identification number	
11	State income tax withheld	$

1099-G (form type F) box details

The table below provides detailed information for the Form 1099-G boxes.

Box number	Description	IRS amount code	Source	Comments
1	Unemployment compensation	1	Derived from your payables system	IRS lower limit $10
2	State or local income tax refunds, credits, or offsets	2	Derived from your payables system	IRS lower limit $10
3	Box 2 amount is for tax year		You enter	
4	Federal income tax withheld	4	You enter	No IRS lower limit
5	Payments for the Reemployment Trade Adjustment Assistance (RTAA)	5	You enter	IRS lower limit $600
6	Taxable grants	6	Derived from your payables system	IRS lower limit $600
7	Agriculture payments	7	Derived from your payables system	No IRS lower limit

Box number	Description	IRS amount code	Source	Comments
8	Check if box 2 is trade or business income ☐		You enter	You can type **X** in the check box ☐
9	Market gain	9	You enter	No IRS lower limit Report market gain associated with the repayment of a CCC loan whether repaid using cash or CCC certificates
10a	State		You enter	Two-letter postal abbreviation of the state for which state income taxes are being withheld (optional)
10b	State identification number		You enter	Identification number of the state department, division, or office identified in Box 10a (optional)
11	State income tax withheld		You enter	No IRS lower limit Amount of state income tax withheld from the payment reported in Box 1

Note: There are two boxes for 10a, 10b, and 11 for the filer's convenience. Only the amount in the first box is on the B Record.

1099-INT - Interest Income

1099-INT (form type 6) box summary

The table below describes the boxes in Form 1099-INT.

Number if any	Label	
	PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone number	
	PAYER'S tax identification number (TIN)	
	RECIPIENT'S tax identification number (TIN)	
	RECIPIENT'S name	
	RECIPIENT'S street address (including apartment number)	
	RECIPIENT'S city or town, state or province, country, and ZIP or foreign postal code	
	FATCA (Foreign Account Tax Compliance Act) filing requirement	
	Account number (see instructions)	
	2nd tax identification number (TIN) notification ☐	
	Payer's RTN (optional)	
	For calendar year ____	
1	Interest income	$
2	Early withdrawal penalty	$
3	Interest on U.S. Savings Bonds and Treasury obligations	$
4	Federal income tax withheld	$
5	Investment expenses	$
6	Foreign tax paid	$
7	Foreign country or U.S. territory	
8	Tax-exempt interest	$
9	Specified private activity bond interest	$
10	Market discount	$
11	Bond premium	$
12	Bond premium on Treasury obligations	$
13	Bond premium on tax-exempt bond	$
14	Tax-exempt and tax credit bond CUSIP number	
15	State	
16	State identification number	
17	State tax withheld	$

1099-INT (form type 6) box details

The table below provides detailed information for the Form 1099-INT boxes.

Box number	Description	IRS amount code	Source	Comments
	Payer's RTN (optional)		You enter	
1	Interest income	1	Derived from your payables system	IRS lower limit $10
Note: The limit for box 1 is $600 under some circumstances. Refer to the details in IRS instructions for box 1 in the IRS *Instructions for Forms 1099, 1098, 5498, and W-2G*.				
2	Early withdrawal penalty	2	You enter	No IRS lower limit
3	Interest on U.S. Savings Bonds and Treasury obligations	3	You enter	IRS lower limit $10
4	Federal income tax withheld	4	You enter	No IRS lower limit
5	Investment expenses	5	You enter	No IRS lower limit See IRS 1099 instructions
6	Foreign tax paid	6	You enter	No IRS lower limit
7	Foreign country or U.S. territory		You enter	
8	Tax-exempt interest	8	Derived from your payables system	IRS lower limit $10
9	Specified private activity bond interest	9	Derived from your payables system	IRS lower limit $10
10	Market discount	A	You enter	IRS lower limit $10
11	Bond premium	B	You enter	No IRS lower limit
12	Bond premium on Treasury obligations	E	You enter	No IRS lower limit
13	Bond premium on tax-exempt bond	D	You enter	No IRS lower limit

Box number	Description	IRS amount code	Source	Comments
14	Tax-exempt and tax credit bond CUSIP no.		You enter	CUSIP number(s) for tax-exempt bonds(s) on which tax-exempt interest was paid to you during the calendar year and reported in Box 8
15	State		You enter	
16	State identification number		You enter	
17	State tax withheld		You enter	No IRS lower limit

Note: There are two boxes for 15, 16, and 17 for the filer's convenience. Only the amount in the first box is on the B Record.

1099-LTC - Long-Term Care and Accelerated Death Benefits

1099-LTC (form type T) box summary

The table below describes the boxes in Form 1099-LTC.

Number if any	Label
	PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone number
	PAYER'S tax identification number (TIN)
	POLICYHOLDER'S tax identification number (TIN)
	POLICYHOLDER'S name
	POLICYHOLDER'S street address (including apartment number)
	POLICYHOLDER'S city or town, state or province, country, and ZIP or foreign postal code
	Account number (see instructions)
	For calendar year ____
1	Gross long-term care benefits paid $

Number if any	Label	
2	Accelerated death benefits paid	$
3	Check one: ☐ Per diem ☐ Reimbursed amount	
	INSURED'S taxpayer identification number (TIN)	
	INSURED'S name	
	INSURED'S street address (including apartment number)	
	INSURED'S city or town, state or province, country, and ZIP or foreign postal code	
4	Qualified contract (optional) ☐	
5	Check if applicable (optional): ☐ Chronically ill ☐ Terminally ill	
	Date certified	

1099-LTC (form type T) box details

The table below provides detailed information for the Form 1099-LTC boxes.

Box number	Description	IRS amount code	Source	Comments
1	Gross long-term care benefits paid	1	Derived from your payables system	No IRS lower limit
2	Accelerated death benefits paid	2	Derived from your payables system	No IRS lower limit
3	Check one: ☐ Per diem ☐ Reimbursed amount		You enter	You can type **X** in the check box ☐
4	Qualified contract (optional) ☐		You enter	You can type **X** in the check box ☐
5	Check if applicable (optional): ☐ Chronically ill ☐ Terminally ill		You enter	You can type **X** in the check box ☐
	Date certified		You enter	

1099-MISC - Miscellaneous Information

1099-MISC (form type A) box summary

The table below describes the boxes in Form 1099-MISC.

Number if any	Label	
	PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone number	
	PAYER'S tax identification number (TIN)	
	RECIPIENT'S tax identification number (TIN)	
	RECIPIENT'S name	
	RECIPIENT'S street address (including apartment number)	
	RECIPIENT'S city or town, state or province, country, and ZIP or foreign postal code	
	Account number (see instructions)	
	2nd tax identification number (TIN) notification ☐	
	For calendar year ____	
	2nd TIN notification ☐	
1	Rents	$
2	Royalties	$
3	Other income	$
4	Federal income tax withheld	$
5	Fishing boat proceeds	$
6	Medical and health care payments	$
7	Payer made direct sales totaling $5,000 or more of consumer products to a recipient for resale ☐	
8	Substitute payments in lieu of dividends or interest	$
9	Crop insurance proceeds	$
10	Gross proceeds paid to an attorney	$
11	Fish purchased for resale	$
12	Section 409A deferrals	$
13	FATCA (Foreign Account Tax Compliance Act) filing requirement	

Number if any	Label	
14	*Shaded out by IRS*	
15	Nonqualified deferred compensation	$
16	State tax withheld	$
17	State/Payer's state number	
18	State income	$
No box number	Section 409A income	

Note: There are two boxes for 16, 17, and 18 for the filer's convenience. Only the amount in the first box 17 is on the B Record.

1099-MISC (form type A) box details

The table below describes the Form 1099-MISC box details.

Box number	Description	IRS amount code	Source	Comments
1	Rents	1	Derived from your payables system	IRS lower limit $600
2	Royalties	2	Derived from your payables system	IRS lower limit $10
3	Other income	3	Derived from your payables system	IRS lower limit $600
4	Federal income tax withheld	4	You enter	No IRS lower limit
5	Fishing boat proceeds	5	Derived from your payables system	No IRS lower limit
6	Medical and health care payments	6	You enter	IRS lower limit $600
7	Payer made direct sales totaling $5,000 or more of consumer products to a recipient for resale		You enter	You can type **X** in the check box ☐
8	Substitute payments in lieu of dividends or interest	8	Derived from your payables system	IRS lower limit $10
9	Crop insurance proceeds	A	You enter	IRS lower limit $600

Box number	Description	IRS amount code	Source	Comments
10	Gross proceeds paid to an attorney	C	You enter	IRS lower limit $600
11	Fish purchased for resale	F	You enter	IRS lower limit $600
12	Section 409A deferrals	D	You enter	No IRS lower limit
13	FATCA (Foreign Account Tax Compliance Act) filing requirement		You enter	
15	Nonqualified deferred compensation Prior Year Nonemployee Compensation (NEC) (TY2019 and earlier)	G	You enter	No IRS lower limit
16	State tax withheld		You enter	Boxes 15 - 17 are provided for convenience; completion not required by IRS No IRS lower limit for Boxes 16 and 18
17	State/Payer's state number The state number is the payer's ID number assigned by each state.			
18	State income			
N/A	Section 409A income	E	You enter	No IRS lower limit

Note: There are two boxes for 16, 17, and 18 for the filer's convenience. Only the amount in the first box is on the B Record.

1099-NEC – Nonemployee Compensation

1099-NEC (form type N) box summary

The table below describes the boxes in Form 1099-NEC.

Number if any	Label
	PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone number
	PAYER'S tax identification number (TIN)

Number if any	Label	
	RECIPIENT'S tax identification number (TIN)	
	RECIPIENT'S name	
	RECIPIENT'S street address (including apartment number)	
	RECIPIENT'S city or town, state or province, country, and ZIP or foreign postal code	
	Account number (see instructions)	
	2nd tax identification number (TIN) notification ☐	
	For calendar year ____	
1	Nonemployee compensation	$
2	Payer made direct sales totaling $5,000 or more of consumer products to recipient for resale ☐	
3	Excess Golden Parachute Payments	$
4	Federal income tax withheld	$
5	State tax withheld	$
6	State/Payer's state number	
7	State income	$

Note: There are two boxes for 5, 6, and 7 for the filer's convenience. Only the amounts in the first box 5 and box 7 are on the B Record.

1099-NEC (form type N) box details

The table below describes the Form 1099-NEC box details.

Box number	Description	IRS amount code	Source	Comments
1	Nonemployee compensation	1	Derived from your payables system	IRS lower limit $600
2	Payer made direct sales totaling $5,000 or more of consumer products to recipient for resale		You enter	You can type **X** in the check box ☐
3	Excess golden parachute payments		You enter	No IRS lower limit
4	Federal income tax withheld	4	You enter	No IRS lower limit

Box number	Description	IRS amount code	Source	Comments
5	State tax withheld		You enter	Boxes 5 - 7 are provided for convenience; completion not required by IRS No IRS lower limit for Boxes 5 and 7 Completion of Box 6 not required by IRS
6	State/Payer's state number The state number is the payer's ID number assigned by each state.			
7	State income			

Note: There are two boxes for 5, 6, and 7 for the filer's convenience. Only the amounts in the first box 5 and box 7 are on the B Record.

1099-OID - Original Issue Discount

1099-OID (form type D) box summary

The table below describes the boxes for Form 1099-OID.

Number if any	Label
	PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone number
	PAYER'S tax identification number (TIN)
	RECIPIENT'S tax identification number (TIN)
	RECIPIENT'S name
	RECIPIENT'S street address (including apartment number)
	RECIPIENT'S city or town, state or province, country, and ZIP or foreign postal code
	FATCA (Foreign Account Tax Compliance Act) filing requirement
	Account number (see instructions)
	2nd tax identification number (TIN) notification ☐
	For calendar year ____
1	Original issue discount for the year ____ $

Number if any	Label	
2	Other periodic interest	$
3	Early withdrawal penalty	$
4	Federal income tax withheld	$
5	Market discount	$
6	Acquisition premium	$
7	Description	
8	Original issue discount on U.S. Treasury obligations	$
9	Investment expenses	$
10	Bond premium	$
11	Tax-exempt OID	$
12	State	
13	State identification number	
14	State tax withheld	$

1099-OID (form type D) box details

The table below provides detailed information for Form 1099-OID boxes.

Box number	Description	IRS amount code	Source	Comments
1	Original issue discount for the year ____	1	You enter	IRS lower limit $10
2	Other periodic interest	2	Derived from your payables system	No IRS lower limit
3	Early withdrawal penalty	3	You enter	No IRS lower limit
4	Federal income tax withheld	4	You enter	No IRS lower limit
5	Market discount	A	You enter	IRS lower limit $10
6	Acquisition premium	B	You enter	No IRS lower limit
7	Description		You enter	
8	Original issue discount on U.S. Treasury obligations	6	You enter	No IRS lower limit See IRS 1099 instructions

Box number	Description	IRS amount code	Source	Comments
9	Investment expenses	7	You enter	No IRS lower limit See IRS 1099 instructions
10	Bond premium	5	You enter	No IRS lower limit
11	Tax-exempt OID	C	You enter	No IRS lower limit
12	State		You enter	
13	State identification number		You enter	
14	State tax withheld		You enter	No IRS lower limit

Note: There are two boxes for 12, 13, and 14 for the filer's convenience. Only the amount in the first box is on the B Record.

1099-PATR - Taxable Distributions Received From Cooperatives

1099-PATR (form type 7) box summary

The table below describes the boxes in Form 1099-PATR.

Number if any	Label
	PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone number
	PAYER'S tax identification number (TIN)
	RECIPIENT'S tax identification number (TIN)
	RECIPIENT'S name
	RECIPIENT'S street address (including apartment number)
	RECIPIENT'S city or town, state or province, country, and ZIP or foreign postal code
	Account number (see instructions)
	2nd tax identification number (TIN) notification ☐
	For calendar year ____
1	Patronage dividends $
2	Nonpatronage distributions $

Number if any	Label	
3	Per-unit retain allocations	$
4	Federal income tax withheld	$
5	Redeemed nonqualified notices	$
6	Section 199A(g) deduction	$
7	Qualified payments (Section 199A(b)(7))	$
8	Section 199A(a) qualified Items	$
9	Section 199A(a) SSTB items	$
10	Investment credit	$
11	Work opportunity credit	$
12	Other credits and deductions	$
13	Specified cooperatives ☐	

1099-PATR (form type 7) box details

The table below provides detailed information for Form 1099-PATR boxes.

Box number	Description	IRS amount code	Source	Comments
1	Patronage dividends	1	Derived from your payables system	IRS lower limit $10
2	Nonpatronage distributions	2	Derived from your payables system	IRS lower limit $10
3	Per-unit retain allocations	3	Derived from your payables system	IRS lower limit $10
4	Federal income tax withheld	4	You enter	No IRS lower limit
5	Redeemed nonqualified notices	5	Derived from your payables system	IRS lower limit $10
6	Section 199A(g) deduction	6	You enter	No IRS lower limit
7	Qualified payments (Section 199A(b)(7))	B	You enter	No lower limit applies
8	Section 199A(a) qualified items	C	You enter	No IRS lower limit

Box number	Description	IRS amount code	Source	Comments
9	Section 199A(a) SSTB items	D	You enter	No IRS lower limit
10	Investment credit	7	You enter	No lower limit applies
11	Work opportunity credit	8	You enter	No lower limit applies
12	Other credits and deductions	A	You enter	No lower limit applies
13	Specified cooperatives		You enter	You can type X in the check box

1099-Q - Payments from Qualified Education Programs

1099-Q (form type Q) box summary

The table below describes the boxes in Form 1099-Q.

Number if any	Label	
	PAYER'S/TRUSTEE'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone number	
	PAYER'S/TRUSTEE'S tax identification number (TIN)	
	RECIPIENT'S tax identification number (TIN)	
	RECIPIENT'S name	
	RECIPIENT'S street address (including apartment number)	
	RECIPIENT'S city or town, state or province, country, and ZIP or foreign postal code	
	Account number (see instructions)	
	For calendar year ____	
	If the fair market value (FMV) is shown below, see **Pub. 970**, Tax Benefits for Education, for how to figure earnings.	
1	Gross distribution	$
2	Earnings	$

Number if any	Label	
3	Basis	$
4	Type of transfer: Trustee-to-Trustee ☐ QTP to Roth IRA ☐	
5	Distribution is from: Qualified tuition program - Private ☐ or State ☐ Coverdell ESA ☐	
6	Check if the recipient is not the designated beneficiary ☐	

1099-Q (form type Q) box details

The table below provides detailed information for Form 1099-Q boxes.

Box number	Description	IRS amount code	Source	Comments
1	Gross distribution	1	Derived from your payables system	No IRS lower limit
2	Earnings	2		No IRS lower limit
3	Basis	3		No IRS lower limit
4	Type of transfer: Trustee-to-Trustee ☐ QTP to Roth IRA ☐		You enter	You can type **X** in the check box ☐
5	Distribution is from: Qualified tuition program - Private ☐ or State ☐ Coverdell ESA ☐		You enter	You can type **X** in the check box ☐
6	Check if the recipient is not the designated beneficiary ☐		You enter	You can type **X** in the check box ☐

1099-R - Distributions from Pensions, Annuities, Retirement

1099-R (form type 9) box summary

The table below describes the boxes in Form 1099-R. Boxes 12-17 provide space for two entries each, separated by a dotted line.

Number if any	Label
	PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone number
	PAYER'S tax identification number (TIN)
	RECIPIENT'S tax identification number (TIN)
	RECIPIENT'S name
	RECIPIENT'S street address (including apartment number)
	RECIPIENT'S city or town, state or province, country, and ZIP or foreign postal code
	Account number (see instructions)
1	Gross distribution $
2a	Taxable amount $
2b	Taxable amount not determined ☐ Total distribution ☐
3	Capital gain (included in box 2a) $
4	Federal income tax withheld $
5	Employee contributions/Designated Roth contributions or insurance premiums $
6	Net unrealized appreciation in employer's securities $
7	Distribution code(s) | IRA/SEP/SIMPLE ☐
8	Other $ | %
9a	Your percentage of total distribution %
9b	Total employee contributions $
10	Amount allocable to IRR within 5 years $
11	1st year of desig. Roth contrib.
12	FATCA (Foreign Account Tax Compliance Act) filing requirement
13	Date of payment
14	State tax withheld $ $

Number if any	Label		
15	State/Payer's state number		
16	State distribution	$	$
17	Local tax withheld	$	$
18	Name of locality		
19	Local distribution	$	$

1099-R (form type 9) box details

The table below provides detailed information for Form 1099-R boxes.

Box number	Description	IRS amount code	Source	Comments
1	Gross distribution	1	Derived from your payables system	IRS lower limit $10
2a	Taxable amount	2	You enter	No IRS lower limit
2b	Taxable amount not determined ☐ Total distribution ☐		You enter	You can type **X** in the check box ☐
3	Capital gain (included in box 2a)	3	You enter	No IRS lower limit
4	Federal income tax withheld	4	You enter	No IRS lower limit
5	Employee contributions/ Designated Roth contributions or insurance premiums	5	You enter	No IRS lower limit
6	Net unrealized appreciation in employer's securities	6	You enter	No IRS lower limit
7	Distribution code(s)		You enter	See IRS instructions for valid codes
	IRA/SEP/SIMPLE ☐	A	You enter	Type **X** in this field to indicate the amount in box 1 is an IRA/SEP/SIMPLE distribution
8	Other %	8	You enter	No IRS lower limit

Box number	Description	IRS amount code	Source	Comments
9a	Your percentage of total distribution		You enter	
9b	Total employee contributions	9	You enter	No IRS lower limit See IRS instructions
10	Amount allocable to IRR within 5 years	B	You enter	No IRS lower limit
11	1st year of designated Roth contribution		You enter	
12	FATCA (Foreign Account Tax Compliance Act) filing requirement		You enter	
13	Date of payment		You enter	
14	State tax withheld		You enter	No IRS lower limit
15	State/Payer's state number		You enter	
16	State distribution		You enter	No IRS lower limit
17	Local tax withheld		You enter	No IRS lower limit
18	Name of locality		You enter	
19	Local distribution		You enter	No IRS lower limit

Note: There are two boxes for 14 through 19 for the filer's convenience. Only the amount in the first box is on the B Record.

1099-S - Proceeds From Real Estate Transactions

1099-S (form type S) box summary

The table below describes the boxes in Form 1099-S.

Number if any	Label
	FILER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone number
	FILER'S tax identification number (TIN)

Number if any	Label
	TRANSFEROR'S tax identification number (TIN)
	TRANSFEROR'S name
	TRANSFEROR'S street address (including apartment number)
	TRANSFEROR'S city or town, state or province, country, and ZIP or foreign postal code
	Account number (see instructions)
	For calendar year ____
1	Date of closing
2	Gross proceeds $
3	Address (including city, state, and ZIP code) or legal description
4	Check here if the transferor received or will receive property or services as part of the consideration ☐
5	Check here if the transferor is a foreign person (nonresident alien, foreign partnership, foreign estate, or foreign trust) ☐
6	Buyer's part of real estate tax $

1099-S (form type S) box details

The table below provides detailed information for Form 1099-S boxes.

Box number	Description	IRS amount code	Source used by system	Comments
1	Date of closing		You enter	
2	Gross proceeds	2	Derived from your payables system	IRS lower limit $600 See IRS 1099 instructions
3	Address (including city, state, and ZIP code) or legal description		You enter	Only 39 characters are on the IRS file
4	Check here if the transferor received or will receive property or services as part of the consideration		You enter	You can type **X** in the check box ☐

Box number	Description	IRS amount code	Source used by system	Comments
5	Check here if the transferor is a foreign person (nonresident alien, foreign partnership, foreign estate, or foreign trust)		You enter	You can type **X** in the check box ☐
6	Buyer's part of real estate tax	5	You enter	No IRS lower limit See IRS 1099 instructions

1099-SA - Distributions from an HSA, Archer MSA, or Medicare Advantage MSA

1099-SA (form type M) box summary

The table below describes the boxes in Form 1099-SA.

Number if any	Label	
	TRUSTEE'S/PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone number	
	PAYER'S tax identification number (TIN)	
	RECIPIENT'S tax identification number (TIN)	
	RECIPIENT'S name	
	RECIPIENT'S street address (including apartment number)	
	RECIPIENT'S city or town, state or province, country, and ZIP or foreign postal code	
	Account number (see instructions)	
	For calendar year ____	
1	Gross distribution	$
2	Earnings on excess contributions	$
3	Distribution code	
4	FMV on date of death	$

Number if any	Label
5	HSA ☐ Archer MSA ☐ MA MSA ☐

1099-SA (form type M) box details

The table below provides detailed information for Form 1099-SA boxes are described below.

Box number	Description	IRS amount code	Source	Comments
1	Gross distribution	1	You enter	No IRS lower limit
2	Earnings on excess contributions	2	You enter	No IRS lower limit
3	Distribution code		You enter	See IRS 1099 instructions for valid codes
4	FMV on date of death	4	You enter	No IRS lower limit
5	HSA ☐ Archer MSA ☐ MA MSA ☐		You enter	You can type **X** in the check box ☐

Terminology and concepts

This section contains terminology and concepts related to year-end income reporting, related data, and related processes.

Underlined words in this section, like this, indicate that the underlined word also has an entry in this section.

Business object/definition	Term used in Infinium PL and Infinium IR
Invoice or bill or open item / Request for payment submitted by a vendor	Open invoice
Payment or paid item / Payment made to the vendor in response to the invoice	Paid invoice

The table below defines year-end income reporting terminology.

Term	Definition
1099	IRS form used to report to vendors and to the IRS the totals of each of certain types of income paid to those vendors over a given calendar tax year. See also Amount Code and Form Type Code.
Amount code (for IRS 1099 media)	The unique code assigned by the IRS to a 1099 box that contains an amount. You use this code to identify a 1099 box to the system and associate your own code for that box with the IRS code for the box. For example, you can define code MRENT as referring to IRS form 1099-MISC (IRS Form Type Code A) box 1 (Rents, IRS Amount Code 1) by specifying to the system that MRENT means A1. The system also uses these amount codes during summarization and during creation of the files for transmission to the IRS. This chapter of the guide provides listings of the amount codes by form type. Refer to the “Setting Up Your Payables and Platform Data” chapter of this guide for information about associating your codes with the IRS codes for boxes. **Caution**: This code is sometimes the same as the box number on the 1099 form, but for some forms the code and box numbers differ.

Term	Definition
AMT	Alternative Minimum Tax. Referenced on 1099-PATR, box 9.
Code type	A payables system or the Infinium IR name for a group of related code values, such as the values associated with the T99 code type. The individual values you associate with the T99 (1099) code type identify boxes on specific 1099 forms. For example, you can define MRENT as meaning box 1 (Rents) on the 1099-MISC form. Not to be confused with type code (see Form Type Code).
Combined federal/state filing program	Certain states allow Combined Federal/State filing. If a Payer participates in the program, a valid state code is required for preparing the filing.
Corrected file	A corrected file is used to report changes made after the year's media has been closed and submitted to the IRS. Send a corrected 1099 to the vendor and corrected media to the IRS. A change made to data before a year has been closed for a reporting group and before submission to the IRS is not considered a correction. See Replacement files for further information.
EIN	Employer Identification Number, a number assigned by the government and used by employers to identify themselves for government purposes. This is an employer's equivalent of an individual's social security number. Refer also to TIN and Tax ID.
Extract	(1) To extract from your payables system the data for each vendor, master vendor, and invoice you need for 1099 reporting. (2) The collection of data you extracted.
FMV	Fair market value
Form type code (assigned by IRS)	The IRS internal form type code that the IRS assigns to each type of 1099 form. **Caution**: Always carefully check that you are using the correct IRS form type because the assignments can be confusing. For example, the form type for 1099-A is 4 and the form type for 1099-MISC is A.
Invoice	A vendor's request for payment. Open invoice refers to details about an invoice that has not yet been paid. Paid invoice refers to the record of payment made in response to the invoice.

Term	Definition
IRS lower limit	The minimum amount in a 1099 box that requires you to file that 1099. If there is no box on a given 1099 that has an amount equaling or exceeding the IRS lower limit, you do not need to print and use that instance of the form. Refer to the instructions for Step 21.
IRS Publication 1220	The name of this document is *Specifications for Filing Forms 1098, 1099, 3921, 3922, 5498, and W-2G, Electronically.*
Legal name	The legal name is the name of the Reporting Group, Employer, or Individual that has a Tax ID number.
Lower limit	Refer to IRS Lower Limit.
Master vendor	Vendor number you use to identify a specific set of related vendors so that you can treat those vendors as one vendor for 1099 purposes. For example, during the year, you paid Joe's of Hyannis 15 times, Joe's of Centerville 9 times, and Joe's of Barnstable 18 times. All the payments fall into the IRS's MISC category. Because Joe's Corporation in Boston owns all three local Joe's companies, you can set up Joe's Corporation as a master vendor in the master vendor file in your Payables system. This lets you total amounts from all 42 invoices on one 1099-MISC for Joe's Corporation and mail the 1099 to the Boston address.
OID	The original issue discount, as defined on the back of the 1099-OID form, is the difference between the stated redemption price at maturity and the issue price of a bond, debenture, note, or other evidence of indebtedness, or the acquisition price of a stripped bond or coupon. See IRS rules for additional details and the application of OID rules to certain certificates of deposit, and so forth.
Open invoice	An unpaid item. In Infinium PL, refers to the record for an unpaid invoice.
Paid invoice	A paid item. In Infinium PL, refers to the record for a payment made in response to an invoice.
Payables system	The system you use throughout the year to track your accounts payable, the recipients of payments, and the payment details including the payables system's 1099 code for tracking which payment falls under which 1099 category. The Infinium payables system is Infinium PL.
Payee	Recipient of a payment. For payables purposes, all payees are considered vendors.

Term	Definition
Payer	The Payer is the individual or legally-defined entity who has made payments to payees. This individual or entity is legally responsible for reporting these payments to the IRS on the 1099 forms. The payer may also be the transmitter if it also transmits the media to the IRS. See Transmitter for further information.
Payer name control	The Payer Name Control is a number that is assigned to a Payer by the IRS and can be obtained only from the mail label on the 1099 package that is mailed to most payers each December.
Printer file	Field label for the Infinium AM printer control screen field where you identify the Printer control you are adding or editing.
Printer control	Specifications you set up in Infinium AM to define where to print output and related specifications such as page or form size.
Proof	To have the system check data for errors such as missing Tax ID or payment amount values.
Replacement file	If the IRS cannot process the media it received, it requests a replacement file. A replacement is an exact replica of the submission it replaces. It has no changed data. A replacement file can replace an original submission or a corrected submission. See Corrected file for additional information.
Reporting file	Electronic files you create for reporting 1099 data to the IRS. Refer to the “Processing the 1099 Files for the IRS” chapter of this guide for details.
Reporting group	Group of one or more companies that share one Tax ID (employer identification number or social security number). The Infinium IR supervisor must set up a group for each Tax ID and assign one or more companies to each group as part of required system setup steps. **Caution**: Infinium IR does not extract data for companies unassigned to a reporting group.
RTN	Routing and Transit Number used by financial institutions to participate in a program for direct deposit of refunds for electronic filers (as well as for other electronic transfers). An institution’s RTN uniquely identifies that institution.

Term	Definition
Summarize	To calculate the total amount paid to each vendor (or alternatively master vendor) within the calendar year.
T99 code type	Code type for the values that represent individual 1099 form boxes. For example, you can define the MRENT value as a T99 code type value in Infinium PL to represent payments of rent that are to be included in box 1 (Rents) of the 1099-MISC form. The payables T99 code type corresponds to the 1099 code in Infinium IR. See the “Setting Up Your Payables and Platform Data” chapter of this guide for more information.
Tax ID	Number used by the government to identify an individual or a legally defined entity for tax purposes. The Tax ID is one of the following: ▪ Social security number (SSN) ▪ Employer Identification Number (EIN) See Master Vendor and Reporting Group for related information.
TIN	Tax Identification Number. Another term for Tax ID (EIN or SSN)
Transmitter	The Transmitter is the individual or entity that prepares the media and actually transmits the data to the IRS. The Payer and the Transmitter may be the same (if the payer actually transmits its own tax information to the IRS) or different (if the payer uses an external transmitter to transmit its tax information).
IRS transmitter [control] code	This is a 5-character alpha/numeric control code assigned to the transmitter by the IRS/MCC.
Type code	See Form Type Code.
Vendor	Seller. Used in Infinium IR and your payables system to refer to recipients of payments. Examples: ▪ Providers you paid for goods or services ▪ Investors who provided money in return for which you pay them interest or dividends

Overview of tasks

Infinium IR main menu task groups

This section identifies the prerequisite tasks and the required and optional steps to be performed for processing your 1099 forms. These steps are organized under Infinium IR main menu selections, in the order in which you typically perform the steps.

The main menu also provides a selection for additional *Supervisor Tasks*, which are described at the end of this section.

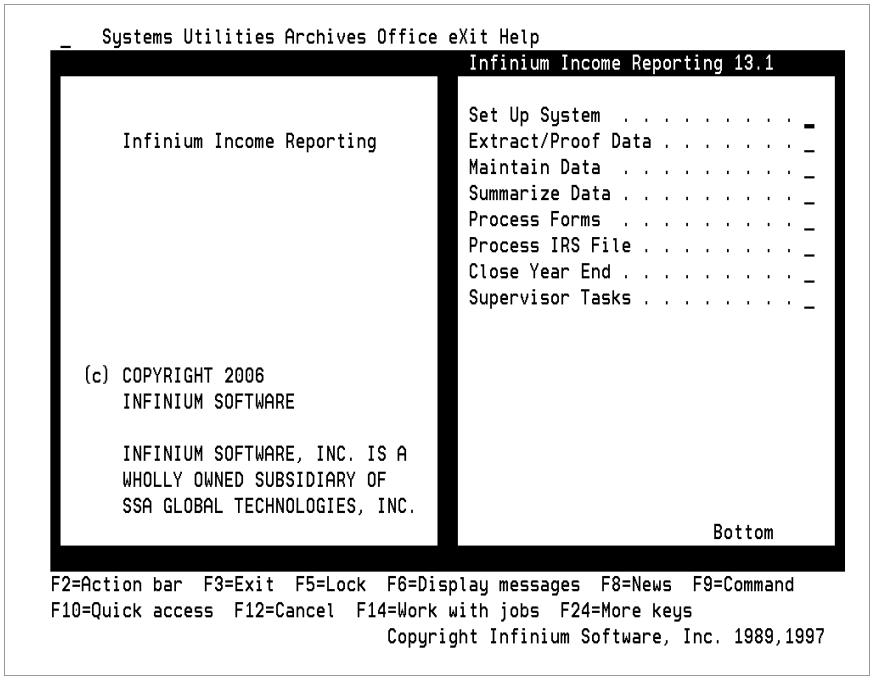

Figure 1-1: Infinium Income Reporting main menu

Prerequisite tasks

The table below summarizes the set-up tasks to be completed in other systems to set up your payables and platform data before you begin working with Infinium IR.

Task	Purpose
Prepare Infinium PL	To ensure vendor data in your payables system is complete and accurate before extracting the data into Infinium IR The “Using Infinium QY to Check Your Data” appendix contains suggested Infinium QY report definitions for checking vendor data.
Check Printer Controls	To ensure that your Infinium AM platform has the correct printer control with the correct data setup for each 1099 form.

When you have completed these tasks, continue to the Infinium IR steps described on the following pages.

Infinium IR order of steps

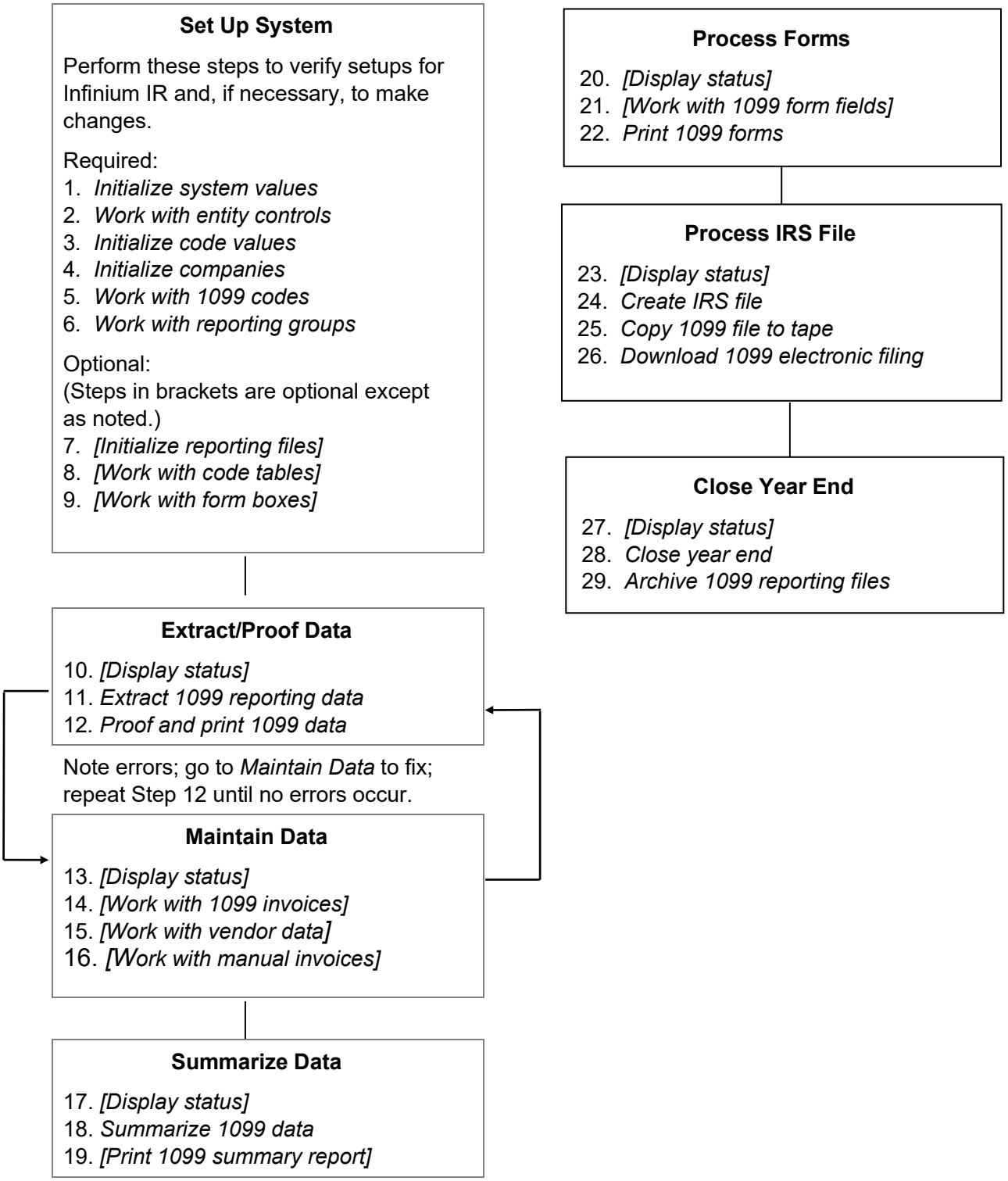

Figure 1-2: Infinium IR order of steps diagram

Set up system tasks

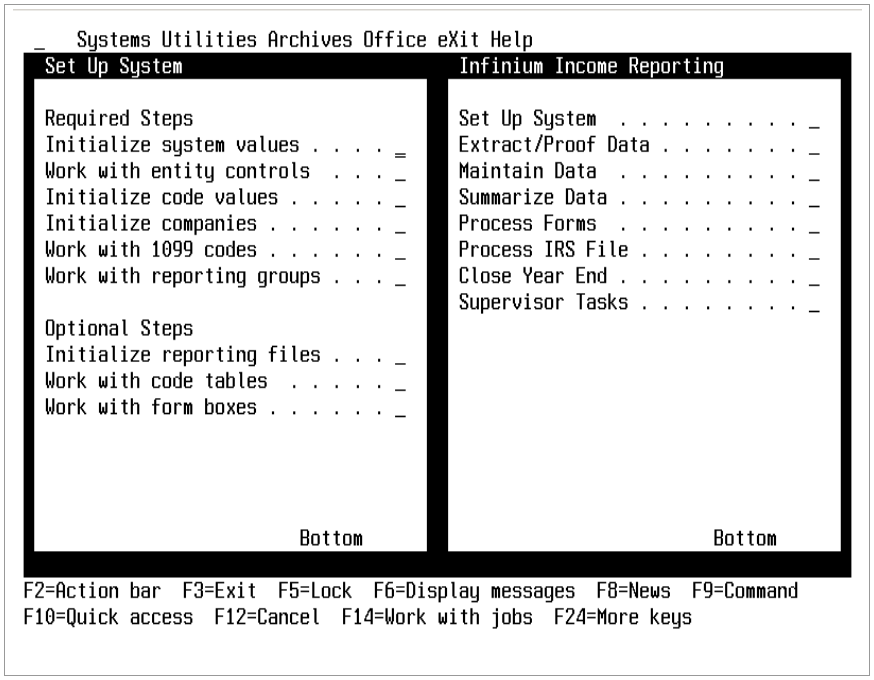

Figure 1-3: Set Up System menu

Mandatory set-up system tasks

The table below describes the mandatory set-up tasks you perform in Infinium IR before you begin work on the 1099s.

Step	Task (menu option)	Purpose
1	*Initialize system values*	To set up code types such as AYR, T99, STP, and some valid values needed to perform the extract.
2	*Work with entity controls*	To define base application information (date format, which payables system to use) To identify APIs (application program interface programs) To display status of setups and processing
3	*Initialize code values*	To set up valid values for certain other code types
4	*Initialize companies*	To bring in company data from payables system

Step	Task (menu option)	Purpose
5	*Work with 1099 codes*	To point each payables system's 1099 form box code to an Infinium IR code for the same box. For example, point a payables system code RENT for 1099-MISC box 1 to the Infinium IR code A1. Two 1099 codes are required for box 13 of 1099-MISC. When you create the 1099 code for attorneys' payments, type **A** in the *Document Specific Code* field. When you create the 1099 code for excess golden parachute payments, type **P** in the *Document Specific Code* field.
6	*Work with reporting groups*	To set up a reporting group for each 1099 recipient Tax Identification Number and assign each payables system's 1099-related company to the applicable reporting group

Optional set-up system tasks

The table below describes optional set-up tasks you can perform in Infinium IR before beginning work on the 1099s.

Step	Task (menu option)	Purpose
7	*Initialize reporting files*	To clear any stray test data for first time use **Caution**: Step 7 may be necessary under some circumstances.
8	*Work with code tables*	To assign additional codes to code types
9	*Work with form boxes*	To activate and deactivate boxes defined for a specified 1099 form. Examples: ▪ To activate a new 1099-MISC box you defined in Step 8 ▪ To deactivate a box that does not apply at your site

Extract and proof data tasks

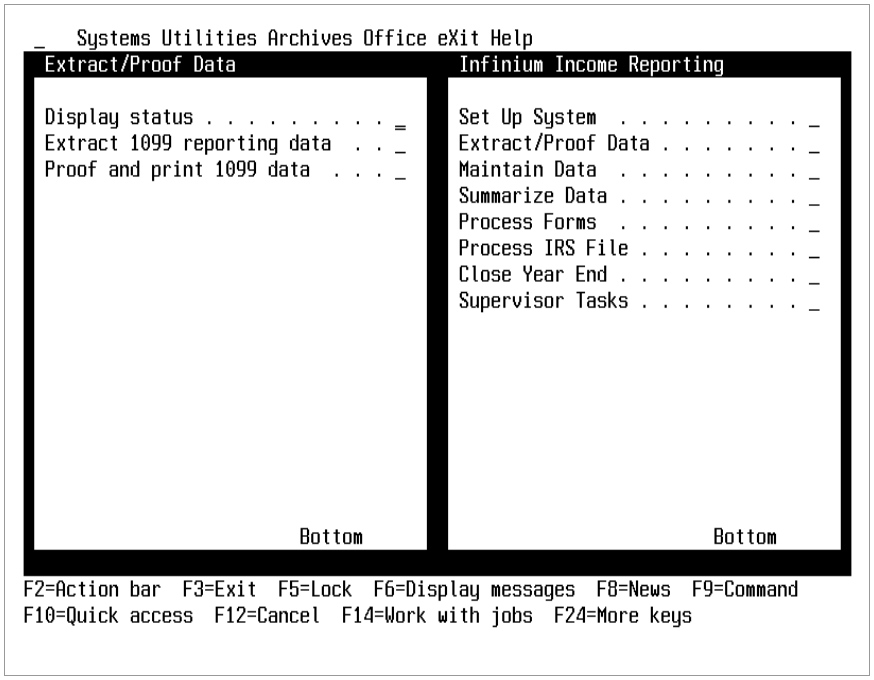

Figure 1-4: Extract/Proof Data menu

The table below describes the tasks for extracting and proofing vendor and invoice data from your payables system.

Step	Task (menu option)	Purpose
10	*Display status* (Optional)	To verify your location in the 1099 process, so that when you have paused in the process you know at which step to begin again Infinium IR provides the *Display status* function at the top of each submenu for your convenience.
11	*Extract 1099 reporting data*	To automatically pull applicable vendor and invoice data over from your payables system into Infinium IR records
12	*Proof and print 1099 data*	To perform an automated quality check on data you pulled over from your payables system To print out a report to be checked for errors; refer to the note after this table.
Use the *Maintain Data* menu steps to correct errors; then repeat Step 12.		

Maintain data tasks

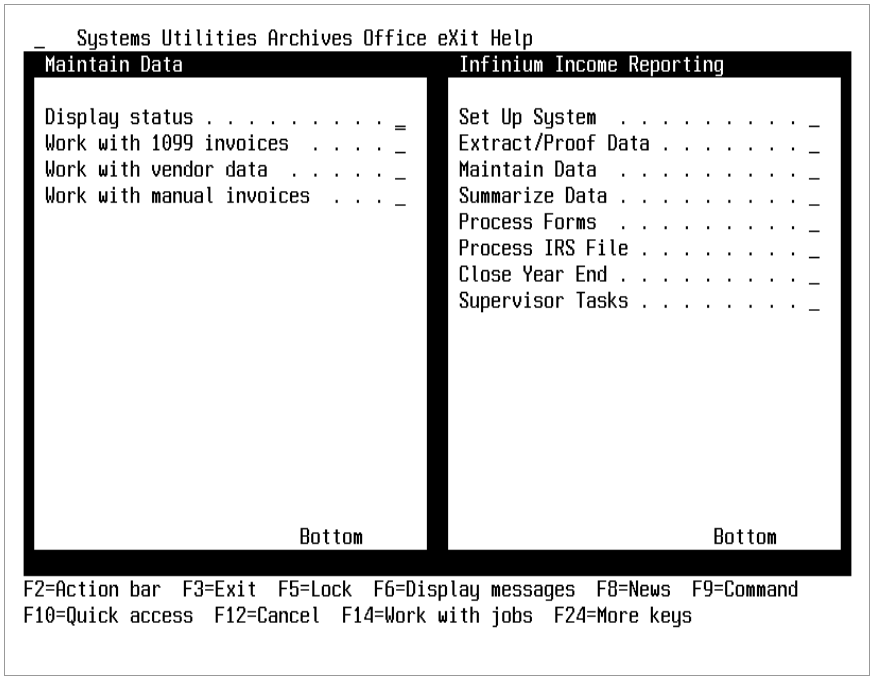

Figure 1-5: Maintain Data menu

The table below describes the tasks for correcting errors, adding, or modifying data on individual invoices or for individual vendors and creating invoices in Infinium IR.

Step	Task (menu option)	Purpose
13	*Display status* (Optional)	To verify your location in the 1099 process, so that when you have paused in the process you know at which step to begin again Infinium IR provides the *Display status* function at the top of each submenu for your convenience.
14	*Work with 1099 invoices* (Optional)	To correct and add information for individual invoices, such as payment amount
15	*Work with vendor data* (Optional)	To correct and add information about vendors such as Tax ID and address information
16	*Work with manual invoices* (Optional)	To create a new invoice directly in Infinium IR

After modifying or adding data, you proof the items that you changed or added. You continue to repeat proofing and maintaining data until no errors occur.

Summarize data tasks

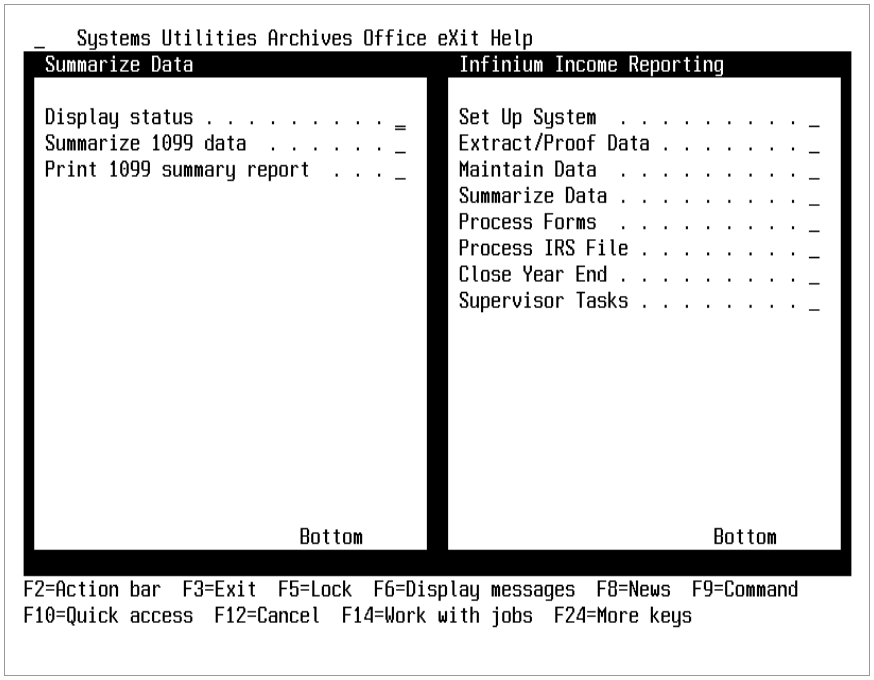

Figure 1-6: Summarize Data menu

The table below describes the tasks for summarizing invoice information to generate the totals for the 1099s.

Step	Task (menu option)	Purpose
17	*Display status* (Optional)	To verify your location in the 1099 process, so that when you have paused in the process you know at which step to begin again Infinium IR provides the *Display status* function at the top of each submenu for your convenience.
18	*Summarize 1099 data*	To generate 1099 totals from invoice details
19	*Print 1099 summary report* (Optional)	To print a report on the results from the Step 18 process; also perform a final check to ensure all errors have been corrected

Process forms tasks

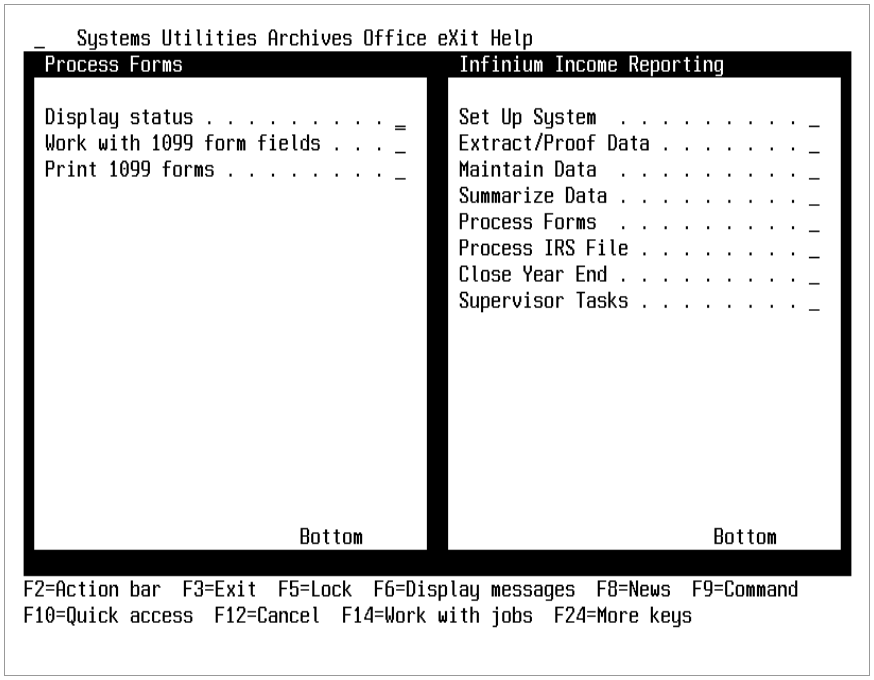

Figure 1-7: Process Forms menu

The table below describes the tasks for making necessary manual changes to individual 1099 forms and then printing the final 1099 forms.

Step	Task (menu option)	Purpose
20	*Display status* (Optional)	To verify your location in the 1099 process, so that when you have paused in the process you know at which step to begin again Infinium IR provides the *Display status* function at the top of each submenu for your convenience.
21	*Work with 1099 form fields* (Optional)	To access and modify information on individual 1099 forms prior to printing the final forms, such as typing in certain description values and other values that Infinium IR cannot extract from a payables system
22	*Print 1099 forms*	To print out the final individual 1099 forms you prepared and generated in the preceding steps

Process IRS file tasks

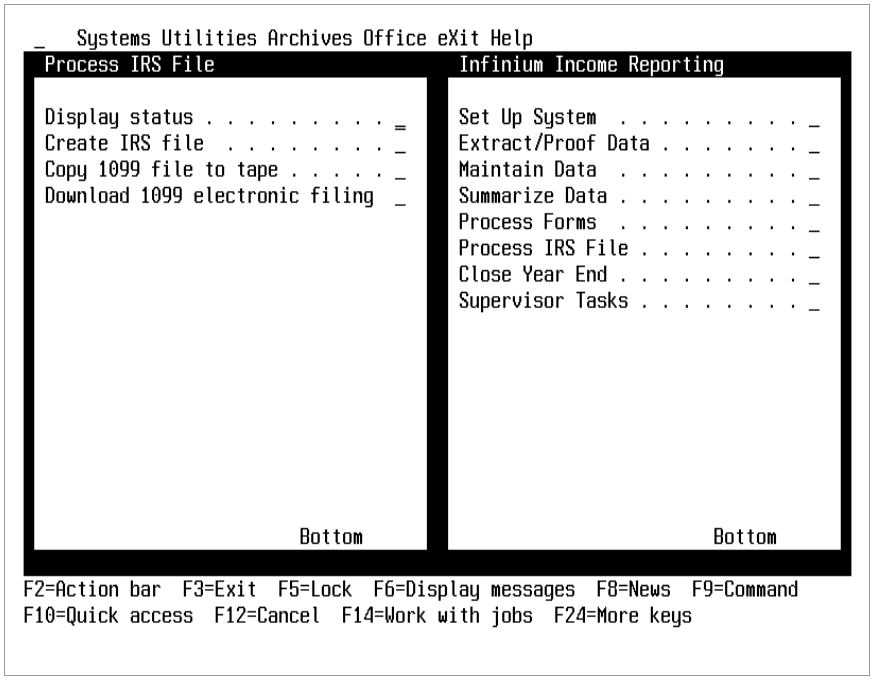

Figure 1-8: Process IRS File menu

The table below describes the tasks for generating the media to be sent to the IRS and for archiving the information on that media.

Step	Task (menu option)	Purpose
23	*Display status* (Optional)	To verify your location in the 1099 process, so that when you have paused in the process you know at which step to begin again Infinium IR provides the *Display status* function at the top of each submenu for your convenience.
24	*Create IRS file*	To create a file with the required 1099 information in the format required by the IRS for media reporting
25	*Copy 1099 file to tape*	To write the file you created in Step 24 to magnetic media
26	*Download 1099 electronic filing*	To download the file created in Steps 24 to the personal computer.

Close year end tasks

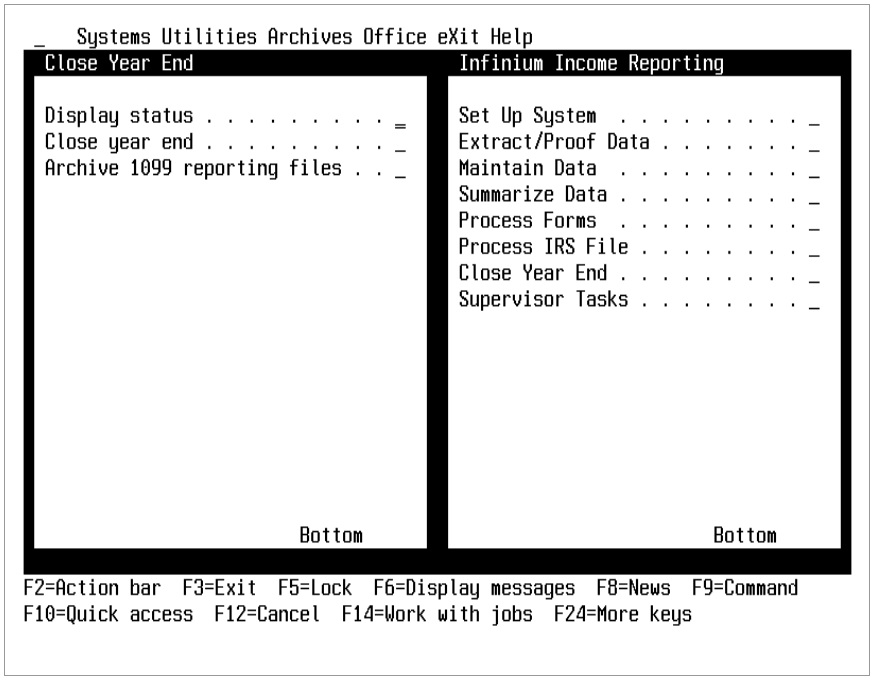

Figure 1-9: Close Year End menu

The table below describes the tasks for closing the year and archiving the 1099 information.

Step	Task (Menu Option)	Purpose
27	*Display status* (Optional)	To verify your location in the 1099 process, so that when you have paused in the process you know at which step to begin again Infinium IR provides the *Display status* function at the top of each submenu for your convenience.
28	*Close year end*	To close the reporting group for a specific paid in year
29	*Archive 1099 reporting files*	To create archive copies of each of the files sent to the IRS on magnetic media

Supervisor tasks

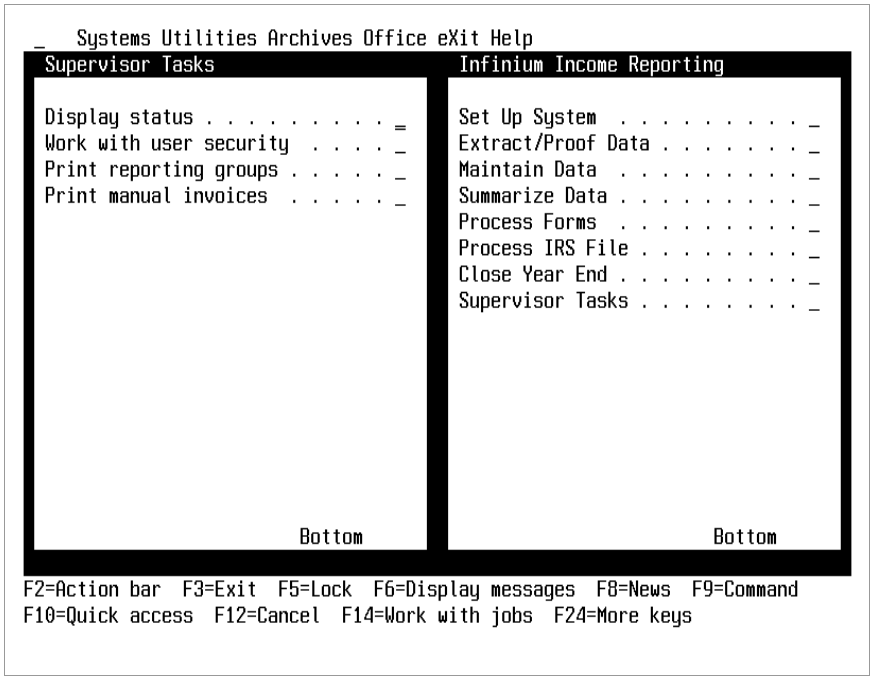

Figure 1-10: Supervisor Tasks menu

The table below describes the four optional supervisor's tasks.

Task	Purpose
Display status (Optional)	To check where your personnel are in the 1099 generation process
Work with user security (Optional)	To check and maintain controls over which user has access to which data
Print reporting groups (Optional)	To print a list of your currently set-up Infinium IR reporting groups and the companies assigned to each of these reporting groups Only companies assigned to a reporting group qualify to have their data extracted into Infinium IR.
Print manual invoices (Optional)	To print a list of the invoice payments manually created in Infinium IR rather than extracted from your payables system

Reports that you can use to check your work

Infinium QY reports

You can set up the Infinium QY report definitions provided in the Using Infinium QY to Check Your Data appendix of this guide to check for the following in your payables system:

- Vendors without a 1099 code
- 1099 Vendors without a Federal Tax ID
- Credit invoices with invoice dates after the 1099 year

Refer to the *Infinium QY Guide to Query* for additional details about setting up report definitions, generating the reports, and accessing report outputs.

Infinium IR reports

The table below summarizes Infinium IR reports that help you successfully and accurately complete the 1099 process.

Step	Task (menu option)	Output
NA	*Print reporting groups*	List of all reporting groups defined in system
NA	*Print manual invoices*	List of manually-created invoices
NA	*Print vendor IDs*	List of vendor IDs. Use the Print vendor IDs report to check for embedded spaces or hyphens.

Step	Task (menu option)	Output
12	*Proof and print 1099 data*	A specified payment year's vendor, invoice, paid amounts, and 1099 amounts for all reporting groups or for a specified reporting group. Use the *Maintain Data* menu steps to correct errors identified by this report and repeat Step 12 until no errors occur. You can further limit the output by adding specifications such as a specific company, a specific 1099 form type, or a range of vendors. Limiting a proof and printing a report for a specific target such as one company can speed up checking the correction of errors that related to only that target.
19	*Print 1099 summary report*	A summary page with total amounts for all form types and box numbers listed by vendor. Run the report for a specified reporting group or for all reporting groups.

Where the system obtains and uses 1099 data

Sources of data in the payables systems

The table below identifies the various Infinium PL files that Infinium IR uses to extract data for 1099s.

Data	Infinium PL
Paid items	PLPPV Paid Invoices - Individual File
Payments	PLPPH Payment History File
Invoice details	PLPVH Invoice Header - Individual Invoices File
Vendor data	PLPVE Vendor Base Data File
Address data	PLPVA Vendor Addresses File
Tax controls	PLPNT North American Taxes File PLPT4 Canadian Tax Controls File
Credit invoices	PLPVH
Vendor contacts	PLPCN Vendor Contacts File

Infinium IR processing files

Infinium IR creates and uses several files to store and process your 1099 data, as follows:

File name	File description	Contents
IRPTE	Extract Detail File	Vendor and invoice details

File name	File description	Contents
IRPRG	1099 Reporting Group Demographics File	Information about each group's 1099 recipient, such as the Tax ID
IRPRC	1099 Reporting Group Company File	Information about each company within each group
IRPRH	Reporting Proof Header File	Proof status of each invoice
IRPTS	Summary File	Results of summarizing the data for 1099 totals
IRPTX	1099 IRS File	File for writing 1099 data to send to IRS
IRPTXE	1099 IRS File Excluding NEC Form-	File for writing 1099 data to send to IRS
IRPTXN	1099 IRS File Only for NEC Form-	File for writing 1099 data to send to IRS
IRPTXC	1099 IRS Corrections File	File for writing corrected 1099 data to send to the IRS A correction is a change made after media has been submitted to the IRS.
IRPTXCR	1099 IRS Correction Replacements File	File for writing replacement 1099 data of a corrected file to the IRS The IRS requests replacement data if they have a technical problem. A replacement is an exact replica of the submission it replaces. It does not have any changed data.

For your reference, the table on the following pages provides an overview of how the system uses these files.

Processing flow summary table

The table below provides an overview of how the system gathers, stores, and builds data for your 1099s.

Stage of process	Step	Processing overview
Extract/proof data **Caution**: This step requires that every company is already assigned to a reporting group.	11 - *Extract 1099 reporting data* **Caution**: If you choose to break up the extract job into three smaller jobs by using Options 1, 2, and 3 rather than Option 4, ensure that you run Options 1, 2, and 3 in the numbered order.	Option 1 - Paid Items Creates Extract Detail File, adds from payables system - Paid items - Payments - Invoices
		Option 2 - Vendor Data Updates Extract Detail File with payables system data - Vendor data - Address - Tax controls
		Option 3 - Credits Only Updates Extract Detail File with payables system data - Credit invoice data
		Option 4 - See above; performs Options 1, 2, and 3 in that order
	12 - *Proof and print 1099 data*	Combines data in Extract Detail File with data in Reporting Groups File and proofs the data Prints the results on a proof report
Maintain data	14 - *Work with 1099 invoices*	Creates an Extract Work File Pulls data for selected paid invoices from Extract Detail File into Extract Work File When you choose to exit updating the paid invoice - Writes the new data back to the Extract Detail File - Flags the item as requiring proof in the Reporting Proof Header File
Summarize data	18 - *Summarize 1099 data*	Retrieves data from the Extract Detail File and calculates totals Writes results to Summary File

Stage of process	Step	Processing overview
Process forms	22 - *Print 1099 forms*	Retrieves data from Summary File Prints the forms as specified in your 1099-form-specific printer controls
Process IRS file	24 - *Create IRS file*	Retrieves data from Summary File Writes data to IRS File Writes data to IRS Corrections File
Copy 1099 file to tape	25 - *Copy IRS file to tape*	Writes the file created in Step 24 to magnetic media
Download 1099 electronic filing	26 - *Download 1099 electronic filing*	Downloads the IRS 1099 files created in Step 24 to the PC
Close year end	28 - *Close year end*	Writes a record for this group and this year stating that returns are filed with the IRS
Archive 1099 reporting files	29 - *Archive 1099 reporting files*	Creates archive copies of each of the files sent to the IRS

Refer to the “Technical Flow Charts for 1099 Processing” appendix at the end of this guide for flow chart presentations of each processing stage.

Modifying data during 1099 generation

You can modify data at several points during the 1099 generation process, as explained in the table below.

Stage of process	Data	Step/function
Prerequisite setup	Vendor, Master Vendor, invoice data	Payables system functions
Set up system	Codes for 1099 boxes Reporting groups and their companies Values for code types	5 - *Work with 1099 codes* 6 - *Work with reporting groups* 8 - *Work with code tables* 9 - *Work with form boxes*
Maintain data	Invoice:	
For correction of errors found in proof process and for other corrections	Specific invoice data such as amount and date paid	14 - *Work with 1099 invoices*
	General vendor data such as Tax ID and address	15 - *Work with vendor data*
	New manual invoices	16 - *Work with manual invoices*
Process forms	1099-level data:	21 - *Work with 1099 form fields*
	Data on existing 1099s New manual 1099s	See the “Processing 1099 Forms” chapter for information about the use of F6 in this function to be able to edit all boxes.

Manually creating invoices and 1099s

Infinium IR allows you to supplement the vendor and paid invoice data that you extract from your payables system by:

- Manually entering invoices directly into Infinium IR and summarizing those invoices for generation of a 1099 that you need.

  This feature lets you create an electronic record of the details on which the 1099 is based even in the absence of payables system data.

- Creating a 1099 form directly in Infinium IR.

  This feature lets you create a 1099 without creating and summarizing individual invoices and their amounts. That is, you can manually calculate totals and type them directly into a 1099 form. Note, however, that if you do not have the online invoice data, you need paper backup records to explain the totals you entered.

Use *Work with manual invoices* to create an invoice to be summarized with the invoices that were extracted. Use this option only after completing the extract. To include manual invoices on your 1099, you must create the manual invoice before executing *Summarize 1099 data*.

The table below indicates which steps to use in the typical order you would use them.

Step	Task (menu option)
15	*Work with vendor data* if necessary for vendor data
16	*Work with manual invoices* to add or edit invoices
18	*Summarize 1099 data* to summarize the data on a 1099
21	*Work with 1099 form fields* to do one of the following: ▪ Edit data you just summarized, if necessary. ▪ Press F6 to create a new 1099 form and fill in the form without summarizing invoices to make the form.

Identifying and fixing errors

Identifying errors

The table below summarizes ways to identify errors that could affect the success and accuracy of your 1099 generation process.

Stage of process	Source
Prerequisite tasks	Infinium QY reports
Extract/proof data	System warnings and report errors
Work with 1099 invoices	System warnings and error messages

In addition, checking your output lets you verify that you have included data for all relevant companies. For example, you can verify whether data exists for a company not assigned to a reporting group.

Fixing errors

The primary functions to use for correcting errors are as follows:

- For payables system issues:

  The relevant functions in the payables system; refer to the “Setting Up Your Payables and Platform Data” chapter of this guide for details

- For system set-up issues:

  Work with entity controls
  Work with 1099 codes
  Work with reporting groups

  Refer to the “Setting Up Infinium IR” chapter of this guide for details

- For data issues: The *Maintain Data* menu options

  Work with 1099 invoices
  Work with vendor data
  Work with manual invoices

Refer to the “Maintaining Detailed Data” chapter of this guide for details.

Extracting and preparing the Infinium PL data

After completing system set-up tasks for using Infinium IR with Infinium PL, perform the usual extract and data maintenance tasks to do the following:

- Use *Extract 1099 reporting data* to extract paid item and vendor data from Infinium PL
- Use *Proof and print 1099 data* to check for data errors
- Use *Maintain Data* menu to perform any manual corrections and data entry required for the Infinium PL data
- Run *Proof and print 1099 data* and *Maintain Data* menu options until there are no more errors and the Infinium PL information is ready for 1099 summarization

Refer to the “Extracting and Proofing the Detailed Data” and the “Maintaining Detailed Data” chapters of this guide for detailed instructions.

Caution: Pay special attention to the extract processes and the effects of the various field values under different circumstances.

When done with the preceding steps, perform summarization, form processing, and IRS file processing as usual.

Using a third-party payables system

Infinium IR uses the application program interface (API) programs described earlier in this guide. These programs retrieve payment, vendor, and credit information.

To use Infinium IR with a third-party system, you must create a new set of API programs and customize that new set of programs to retrieve information from the files of that third-party payables system. You also must update the list of API programs with the names of the newly created set.

WARNING! Infinium does not support use of Infinium IR with third-party payables systems.

If you decide to explore using a third-party payables system, consult the following:

- The provider of the third-party payables system
- Your IS personnel
- Infor Infinium ICS team

Chapter 2 Setting Up Your Payables and Platform Data

2

This chapter of the guide explains system review and set-up tasks that you must complete to prepare your payables system or systems and your printer controls before you begin working with Infinium IR.

You need to prepare only the payables system that you used during the current tax year.

The chapter consists of the following topics:

Topic	Page
Setting up Infinium IR for Infinium PL	2-2
Validating your payables system data	2-4
Overview of preparing Infinium PL	2-6
Defining 1099 code values in Infinium PL (required)	2-7
Assigning code values to vendors or invoices in Infinium PL (required)	2-11
Consolidating vendors under a master vendor in Infinium PL (optional)	2-14
Adjusting 1099 amounts in Infinium PL (optional)	2-16
Using Infinium QY to validate data in Infinium PL (optional)	2-18
Reviewing your 1099 printer controls	2-19

Setting up Infinium IR for Infinium PL

Select *Work with Entity Controls* to set up the Infinium IR entity controls for Infinium PL.

Entity controls base application data

At the Work with Entity Controls base application data screen change the *Infinium PL installed* field to **1**. Type the PL release number in the *Release* field. The release number for your Infinium PL system is 141.

```
10/16/2014  13:59:22      Work with Entity Controls       IRGECM     IRDECM
                                                                  Page 1 of 4
General information
  Date format . . . . . . . . . . .  1    1. Month/day/year format
                                          2. Day/month/year format
                                          3. Year/month/day format

  Date separator. . . . . . . . . .  /

  Date output . . . . . . . . . . .  1    1. Numeric Month
                                          2. Character Month
  Tax reporting amount greater than
  paid amount flag  . . . . . . . .  1    1. Hard error message
                                          2. Warning message

  Infinium Payables Ledger Release.  141

F3=Exit  F4=Prompt  F10=Quick access  F12=Cancel  F18=Message line
```

Figure 2-1: Work with Entity Controls base application data screen

Entity controls API data

At the Work with Entity Controls API selection screen, confirm that the APIs were automatically updated to the Infinium PL APIs. Refer to Figure 2-2 below.

```
_10/10/2002  10:38:50      Work with Entity Controls       IRGECM     IRDECM
                                                                   Page 2 of 4
 API selection

   API program name . .  IRGAPI1


   Entity API . . . . .  IRGPLAPI1
   Code value API . . .  IRGPLAPI2
   Vendor API . . . . .  IRGPLAPI3
   Company API. . . . .  IRGPLAPI4
   Invoice API. . . . .  IRGPLAPI5
   Payment API. . . . .  IRGPLAPI6
   Paid Invoice API . .  IRGPLAPI7
   Company/Division API  IRGPLAPI8





 F3=Exit  F10=Quick access  F12=Cancel  F18=Message line
```

Figure 2-2: Work with Entity Controls API selection screen

Other payables-specific set-up tasks

Repeat the system set-up tasks below to extract the code values and company data from Infinium PL and add that information to the Infinium IR files. Perform these tasks in this order:

- *Initialize code values*
- *Initialize companies*
- *Work with 1099 codes*
- *Work with reporting groups*

Refer to the “Setting Up Infinium IR” chapter of this guide for detailed instructions.

Ensure that you perform the following during these steps:

- While executing *Initialize code values*, type **0** in the *Remove Invalid Records* field
- While executing *Initialize companies*, type **0** in the *Delete invalid companies* field

Validating your payables system data

Overview

Before extracting data into Infinium IR, complete your payables system preparations by validating your payables system data. This saves the duplication of effort required by having to make corrections after extraction.

These validation steps consist of running and analyzing these Infinium QY reports and then performing any corrective actions required:

- Vendors without a 1099 Code
- Vendors without a Federal Tax ID

Refer to the Using Infinium QY to Check Your Data appendix of this guide for Infinium QY worksheets that summarize the report definitions you need to set up before running these Infinium QY reports. If necessary, refer also to the *Infinium QY Guide to Query* for detailed instructions on setting up and running Infinium QY report definitions.

Vendors without a 1099 code

Review this report to identify all the vendors who do not have a default 1099 code.

The default 1099 code for a vendor ensures Infinium IR extracts include all invoices for that vendor. Infinium IR extracts information for each invoice that meets at least one of these selection criteria:

- The vendor has a default 1099 code
- The invoice has a 1099 code

Use this report to avoid the omission of invoices from the extract process. You can also compare the vendors listed on this report with a complete list of all your vendors to determine what percentage of your vendors lack the default 1099 code in order to verify the effectiveness of your business processes for maintaining vendor information.

WARNING! If you do not assign a default 1099 code value to each 1099 vendor before you extract invoice data into Infinium IR and do not include an invoice-specific 1099 code in each invoice for a vendor that lacks a default code, you will have to perform corrective actions during use of Infinium IR.

The corrective actions include one or more of the following:

- Use *Work with manual invoice* on the *Maintain Data* menu in Infinium IR to recreate manually each missing *invoice* directly in Infinium IR
- Use *Work with 1099 form fields* on the *Process Forms* menu in Infinium IR to add the missing information from the omitted invoices directly into the appropriate 1099 forms

1099 vendors without a federal tax ID

Federal law requires that all 1099s include the vendor's Federal Tax ID, which can be either an Employer Identification Number or a Social Security Number.

- Use this report to find your payables vendor records that are missing the vendor's Tax ID.
- Edit these payables system records to add the missing IDs before performing the Infinium IR extract.

If you discover that you are missing vendor Tax IDs after you perform the extract, use this corrective measure before printing the 1099 forms and preparing the IRS media: Use *Work with vendor data* on the *Maintain Data* menu in Infinium IR to add the missing Tax IDs to the vendors' information directly in Infinium IR records.

Overview of preparing Infinium PL

Preparing Infinium PL involves the following tasks:

1. Defining 1099 Code Values (Required)
2. Assigning Code Values to Vendors or Invoices (Required)
3. Consolidating Vendors under Master Vendors (Optional)
4. Adjusting Payables System 1099 Amounts (Optional)

   Perform this step, if necessary, before extracting tax information into Infinium IR.

5. Using Infinium QY to Validate Payables System Data (Optional)

   It is important to set Infinium PL controls properly at the beginning of the year to ensure that the system tracks 1099-related information throughout the year.

   For information on tracking payments throughout the year, refer to the *Infinium PL Guide to Processing*.

Defining 1099 code values in Infinium PL (required)

Overview

At the beginning of each new tax year, ensure that a code is defined for each type of payment you need to report in a specific 1099 box. For example, you can establish the code MRENT to identify paid invoice amounts to be included later in box 1 (Rents) of 1099-MISC.

You may also need to modify your codes later in each year when the IRS identifies changes to reporting forms and their boxes.

Establishing the codes is a prerequisite to attaching the appropriate code to each applicable invoice. In addition, once you establish and use the codes, you use Infinium IR to extract your codes into Infinium IR and to associate each code with the appropriate 1099 form box in the Infinium IR files.

Steps to define 1099 code values

1. From the Infinium PL main menu select *Controls*.
2. Select *Work with codes* [WWCV]. The system displays a Work with Code Types screen similar to the following screen:

```
10/10/2002  10:42:59        Work With Code Types        PLGCTW     PLDCTW
____________________________________________________________________________

Type options and press Enter.
  5=Work with code values  6=Print  8=Display

Option Code type  Code type description              Active?
  __      SUB     Document subtype                      1
  __      T4A     T4A tax code                          1
  _5      T99     1099 tax code                         1
  __      UV1     Vendor user field one                 1
  __      UV2     Vendor user field two                 1
  __      UV3     Vendor user field three               1
  __      UV4     Vendor user field four                1









____________________________________________________________________ Bottom
F2=Function keys  F3=Exit  F5=Refresh  F10=Quick access  F24=More keys
```

Figure 2-3: Work With Code Types selection screen

3 Type **5** next to code type T99 (1099 codes) and press Enter. The system displays a screen similar to the following screen:

```
10/10/2002  10:44:50        Work With Code Values       PLGCVW     PLDCVW
____________________________________________________________________________
Code type . . . . . . . . . . . . . : T99  1099 tax code
Type options and press Enter.
  2=Change  4=Delete  8=Display  9=Activate/deactivate

Option  Company  Code value             Description                  Active?
  _5             A2                     1099-A Box #2 Type - 4          1
  __             A3                     1099-A Box #3 Type - 4          1
  __             A4                     1099-A Box #4 Type - 4          1
  __             B1                     1099-B Box #1 Type - B          1
  __             B2                     1099-B Box #2 Type - B          1
  __             B3                     1099-B Box #3 Type - B          1
  __             CGK01                  carols IR test  Form X box YZ   1
  __             DIV2                   1099-DIV Box #2 Type - 1        1
  __             DIV2C                  1099DIV box 2c - 5yr gain       1
  __             DIV2D                  1099DIV - box 2d - Unrecap1250  1
  __             DIV2E                  1099DIV - box 2e - sectn 1202   1
  __             DIV3                   1099-DIV Box #3 Type - 1        1
  __             DIV4                   1099-DIV Box #4 Type - 1        1
  __             LTC01                  1099-LTC  box 1                 1
____________________________________________________________________ More...
F2=Function keys  F3=Exit  F5=Refresh  F6=Create  F24=More keys
```

Figure 2-4: Work With Code Values selection screen

4 Review the list of codes to identify missing or outdated codes.

Refer to your IRS publication and instructions for the individual 1099 forms to ensure you are familiar with IRS changes that may require changes to your coding system.

5 Use the information in the table below to work with the listed code values or add new code values. When you have completed the code values, press F3 and save your changes as usual.

Task	Action
View details about a code value	Type **8** next the code value and press Enter to view details. Then press F12 to return to the Code Value selection screen.
Modify a code value	Type **2** next to the code value and press Enter to display details, edit details, and then press F3 to return to the Code Value selection screen.
Activate a code value	Type **9** next to the code value to toggle the value in the *Active* column between **1** (activated) and **0** (inactivated). Users cannot assign a code to any invoice if the code is inactivated.
Add a new code value	Press F6 to display a blank screen for entry of a new value

If you press F6 at the Work With Code Values selection screen, the system displays the Work with Code Values detail screen. Type a meaningful name in the *Code value* field and press Enter to display the *Restrict to company* and *Description* fields.

```
10/10/2002  10:47:32        Work With Code Values          PLGCVM     PLDCVM
____________________________________________________________________________

Code type . . . . . . . . . . . . . : T99      1099 tax code

Type information and press Enter.

Code value. . . . . . . . . . . . . : RENT

Restrict to company . . . . . . . . . _____ +

Description . . . . . . . . . . . . . RENT PAYMENT_____________________

____________________________________________________________________________
F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F24=More keys
```

Figure 2-5: Work With Code Values detail screen

6 Type a meaningful description for the code. If you want to limit use of this code to invoices associated with one company, also specify that company in the *Restrict to company* field. You can press F4 to display and select from a list of companies.

The company restriction does not affect Infinium IR. This field affects only Infinium PL.

7 Press F3 to save the new code value and return to Step 5.

Caution: Remember that after you create the codes in the payables system, you must also perform the tasks below before you prepare your 1099s.

a Use an Infinium IR *Set Up System* initialization option to bring the code type and code values over into Infinium IR, as described in the “Setting Up Infinium IR” chapter of this guide.

b Use an Infinium IR *Set Up System* option to associate each code value with the appropriate 1099 form box for the current tax year as described in the “Setting Up Infinium IR” chapter of this guide.

Assigning code values to vendors or invoices in Infinium PL (required)

Overview

Attaching a 1099 code value to an invoice enables Infinium PL to automatically track the amounts to be totaled later for each 1099 form box. The Infinium IR extract and summarization processes take the Infinium PL invoice-specific data and total the amount associated with each 1099 code value for allocation to the appropriate form and box.

The table below summarizes the two methods of assigning a 1099 code value to an Infinium PL invoice.

Method	Explanation
Indirectly through assignment to a vendor	If you assign a 1099 code value to a vendor, the system automatically assigns that default code value to each invoice you create for that vendor.
Directly to an invoice	You can specify a 1099 code value directly within the invoice as you create the invoice. If you create an invoice record for a vendor that has a default 1099 code value, you can also edit the default 1099 code value in the new invoice.

Steps to assign a 1099 code value to a vendor

To assign a 1099 code value to a vendor so that the system automatically supplies the code value to each invoice created for this vendor, perform the following steps:

1. From the Infinium PL main menu select *Controls*.
2. Select *Work with vendors* [WWV].

3 Type **2** next to the vendor at the Work with Vendors selection list. Press Enter to display the Work with Vendor screen for that vendor.

4 Type **2** next to *1099 and T4A tax information*. The system displays a Vendor 1099 and T4A Tax Information screen similar to the following screen:

```
10/10/2002  10:51:54 Vendor 1099 and T4A Tax Information  PLGVEM10   PLDVEM10
_____________________________________________________________________________
Vendor. . . . . . . . . . . . . . . . :   IRVEND01
Vendor name . . . . . . . . . . . . . : IR Vendor 01

1099 tax controls
  1099 code . . . . . . . . . . . . . . _____ +
  Tax identification number . . . . . . _________________

T4A tax controls
  T4A code  . . . . . . . . . . . . . . _____ +
  Tax identification number . . . . . . _________________

Type of TIN . . . . . . . . . . . . . . _ 1=EIN, 2=SSN
Second TIN notice . . . . . . . . . . . _ 1=Yes, 0=No
Vendor name control . . . . . . . . . . ____





_____________________________________________________________________________
F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F24=More keys
```

Figure 2-6: Vendor 1099 and T4A Tax Information screen

5 Type a valid 1099 code value in the *1099 code* field.

6 Type the vendor's Tax ID in the *Tax identification number* field. You must supply either an Employee Identification Number (EIN, in format 99-999999) or a Social Security Number (SSN, in format 999-99-9999).

7 Press Enter to exit and save your changes.

Steps to assign a 1099 code value to an invoice

To assign a 1099 code value to an invoice, perform the following steps:

1 From the Infinium PL main menu select *Invoices*.

2 Select *Work with invoice entry* [WWI]. Perform the usual procedure to select an existing invoice or create a new invoice.

3 If you are creating a new invoice, type the *Vendor*, *Company*, and *Division* values at the initial display of the Invoice Header screen. Press Enter to display a detailed Invoice Header screen.

If you selected an existing invoice, the system automatically displays these values for the invoice that you selected. Press Enter to display the detailed Invoice Header screen.

4 Press F14 to access the income tax reporting information at the detailed Invoice Header screen. The system displays an Additional Header Information screen similar to the following screen:

```
10/10/2002  11:11:06    Additional Header Information     PLGIEI     PLDIEI
_____________________________________________________________________________
Vendor  . . . . . . . . . . . . . . :       FORD FORD MOTOR COMPANY
Internal invoice ID . . . . . . . . :   SD1 - 000001283
Accounting period / year  . . . . :  1 / 2002

Invoice to Base currency:
Exchange rate type  . . . . . . . . _________ +
Exchange rate . . . . . . . . . . . .      1.000000000
Rate per  . . . . . . . . . . . . . .    1.000
Rate lock . . . . . . . . . . . . . . 0   0,1,2
Hold invoice? . . . . . . . . . . . . 0   1=Yes, 0=No
Print invoice cover?  . . . . . . . . 0   1=Yes, 0=No
Critical level  . . . . . . . . . . . _   0=Lowest, 9=Highest
Reason code . . . . . . . . . . . . . ____ +
Tax reporting code  . . . . . . . . . A2__ +
Tax reporting amount  . . . . . . . .              500.00
Routing code  . . . . . . . . . . . . _________ +
Approval code . . . . . . . . . . . . _________ +
Approval date . . . . . . . . . . . . _________
Document subtype  . . . . . . . . . . _________ +
_____________________________________________________________________________
F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F24=More keys
```

Figure 2-7: Additional Header Information screen

5 Type the applicable 1099 code value in the *Tax reporting code* field.

If you assigned a default 1099 code value to this vendor, the system supplies that code as a default in the *Tax reporting code* field. You can accept or edit that code value.

6 Type a 1099 amount in the *Tax reporting amount* field only if it is different from the invoice amount. If you leave this field blank, the system uses the full invoice amount less any discount that occurs by default when you pay the invoice.

7 Press F3 to exit and save your changes.

Consolidating vendors under a master vendor in Infinium PL (optional)

Overview

Infinium PL allows you to consolidate invoice 1099 information for vendors with the same tax identification number. You can do this by designating one of the vendors as the master vendor for that Tax ID and then specifying which vendors are included under that master vendor. Through this consolidation you can provide one 1099 form to that master vendor rather than generating and providing a separate 1099 form for each of the vendors.

All vendors that supply 1099 information to the master vendor, including the master vendor, must have the same tax identification number in the *Tax identification number* field in your vendor controls. However, leave the *Master vendor* field blank in the master vendor's record.

Steps to consolidate vendors under a master vendor (optional)

To include a vendor under a master vendor, perform the following steps:

1. From the Infinium PL main menu select *Controls*.
2. Select *Work with vendors* [WWV].
3. Type **2** next to the desired vendor. Press Enter.
4. Type **2** next to *Base data controls* at the Work with Vendors screen. Press Enter to display the Base Data Controls screen.
5. Type the vendor number of the master vendor under whom this vendor's tax information is to be included in the *Master vendor* field.
6. Press F3 to save your changes.

```
10/10/2002  11:15:51        Base Data Controls          PLGVEM1    PLDVEM1
_____________________________________________________________________________
Vendor. . . . . . . . . . . . . . . :   IRVEND01                Page 1 of 4

Vendor name . . . . . . . . . . . . .  IR Vendor 01
Short name  . . . . . . . . . . . . .  IRVEND01
Doing business as . . . . . . . . . .  MR. INCOME REPORTING
Single use vendor?  . . . . . . . . .  0      1=Yes, 0=No
Litigation pending? . . . . . . . . .  0      1=Yes, 0=No
Restrict to company / division  . . .  ____ +  _______ +
- or restrict to company group  . . .  _________ +
Master vendor . . . . . . . . . . . .  ________1 + Vendor Number 1
Alternate vendor  . . . . . . . . . .  _________ +
Factor  . . . . . . . . . . . . . . .  _________ +

Dun & Bradstreet  . . . . . . . . . .  __________
SIC code  . . . . . . . . . . . . . .  _______ +
Category code . . . . . . . . . . . .  ___ +

A/R company/customer  . . . . . . . .  ____ + _____________ +
Employer/employee number  . . . . . .  ___   ________
_____________________________________________________________________________
F2=Function keys  F3=Exit  F4=Prompt  F14=Defaults  F24=More keys
```

Figure 2-8: Base Data Controls screen

If you are using Infinium PL, when you enter invoices, the system automatically populates the *Master Vendor* field. Therefore, changing the vendor in vendor maintenance does not affect invoices that you entered previously.

Adjusting 1099 amounts in Infinium PL (optional)

Overview

Under certain circumstances, you may need to change a 1099 amount or tax code on a paid invoice before you extract your 1099 information into Infinium IR. If this applies to you, perform the steps below.

Steps to adjust 1099 amounts

1. From the Infinium PL main menu select *Payments*.
2. Select *Work with 1099/T4A tax adjustments* [WWTAX]. The system displays the Paid Items selection screen.

   The system lists paid invoices in ID order. You can press F11 display an alternate view with internal invoice ID, vendor's short name, payment company and division, the invoice amount, and tax code data.
3. Use one of the methods below to find the applicable invoice.

Method	Action
Loc field	Type an invoice ID, vendor number or payment date in the appropriate column after the *Loc* field label. Press Tab if necessary to move to the last *Loc* field column and press Enter.
F17	Press F17 and use the subset feature to list only invoices that match the payment and tax reporting code you specify for the subset.

4. Locate the invoice in the selection list and type **2** next to that invoice. Press Enter to work with details for the invoice. The system displays a Paid Items details screen similar to the following screen:

```
10/10/2002  11:18:55          Paid Items                PLGCHGPV   PLDCHGPV
____________________________________________________________________________

Vendor  . . . . . . . . . . . . . . :        TQ1
Invoice ID  . . . . . . . . . . . . : IR TEST
Internal invoice ID . . . . . . . . :   TQ1 - 000000099

Bank account  . . . . . . . . . . . : ACCOUNT1
Payment method  . . . . . . . . . . : 01          Checks
Payment date  . . . . . . . . . . . :  8/14/2001
Payment reference number  . . . . . :                 16
Invoice currency  . . . . . . . . . : CAD
Paid invoice amount . . . . . . . . :               100.00
Gross relieved amount . . . . . . . :               100.00
Invoice tax amount  . . . . . . . . :                90.00
Invoice tax code  . . . . . . . . . : MISC1
Currency  . . . . . . . . . . . . . : CAD
Paid invoice tax amount . . . . . . :                90.00
Paid invoice tax code . . . . . . . : MISC1
Adjusted tax reporting amount . . . _               90.00
Adjusted tax reporting code . . . . MISC1 +
____________________________________________________________________________
F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F24=More keys
Amounts shown in Invoice Currency
```

Figure 2-9: Paid Items details screen

5 Edit one or both of the *Adjusted tax reporting amount* and *Adjusted tax reporting code* fields. These are the only fields that you can change.

If the *Adjusted tax reporting amount* field was blank and you type a taxable amount in that field, you must also ensure that there is a value in the *Adjusted tax reporting code* field.

The taxable amount cannot be greater than the paid invoice amount.

6 Press F3 to save your changes.

Using Infinium QY to validate data in Infinium PL (optional)

Although the system does not require you to perform this task, Infinium recommends that you validate your Infinium PL data before performing the extract into Infinium IR. Validating your data can save you from having to repeat extract work.

Performing this task consists of defining and running the following three Infinium QY reports:

- Credit Invoices with Invoice Dates after the 1099 Year

  This report lists invoices outside of the calendar year. You can use this report to identify those credits that you want to include in the current year's tax reporting.

- Vendors without Valid Federal Tax IDs

  This report lists all vendors that do not have a federal tax identification number. You must include a tax identification number on all vendors that receive 1099s.

- Vendors without Default 1099 Code Values

  This report lists all vendors that do not have a default 1099 code value assigned to them. If a vendor receives a 1099 and that vendor is not included in this report, you should type a default 1099 code value on the vendor to ensure that the vendor is included when Infinium IR extracts tax information.

The Using Infinium QY to Check Your Data appendix provides Infinium QY worksheets with the report definition specifications to use for these reports.

Reviewing your 1099 printer controls

Overview

This section identifies the printer control that you must set up for each 1099 form.

Supported Form 1099 printer files

Infinium works closely with our preferred forms vendor, Brooks-Allan to provide support for a number of printed 1099 forms. Brooks-Allan has informed us that many of these forms have not been ordered by any Infinium customer in two or more years.

Beginning with IR 14.1.10 released in December 2019, Infinium no longer supports the printer files for the forms that have not been ordered by any Infinium customers in two or more years. However, we continue to support applicable changes published by the IRS necessary to submit an electronic file.

This table indicates which 1099 forms are currently supported:

Form	Form number	Support electronic file layouts (IRS submission)	Support printed forms
1099-A	LAA, LAB and LAC LASER	Yes	No
1099-B	LBA, LBB, and LBC LASER	Yes	Yes
1099-C	LCA, LCB, and LCD LASER	Yes	Yes
1099-CAP (LCAPA)	LASER FED COPY A	Yes	No
1099-DIV	LDA, LDB, and LDC LASER	Yes	Yes

Form	Form number	Support electronic file layouts (IRS submission)	Support printed forms
1099-G	LGA, LGB, and LGC LASER	Yes	No
1099-INT	LIA, LIB and LIC LASER	Yes	Yes
1099-LTC	LLTCA, B, and C LASER	Yes	No
1099-MISC	LMA, LMB, LMCLM2 LASER	Yes	Yes
1099-MISC Pressure Seal	PS353	Yes	Yes
1099-NEC	NECLMA, NECLMB, and NECLMCLM2	Yes	Yes
1099-NEC Pressure Seal	NECPS353	Yes	Yes
1099-OID	LOA, LOB, and LOC LASER	Yes	No
1099-PATR	LPA, LPB, and LPC LASER	Yes	No
1099-Q	LQA, LQB, and LQC LASER	Yes	No
1099-R	LRA, LRB, and LRCLR2 LASER	Yes	Yes
1099-R 2-UP LASER FED COPY	LRA, LRB, and LRCLR2	Yes	Yes
1099-R Pressure Seal	PS284 4 CORNER	Yes	No
1099-R Pressure Seal 4 Corner	PS284/MW284	Yes	No
1099-S	LSA, LSB. And LSC LASER	Yes	No
1099-SA (LSAA)	LASER FED COPY A	Yes	No

Modifying your printer file

If you use Brooks, Allan & Associates forms, modifications may be required to the printer file, depending on conditions such as the following:

- The particular model of your laser printer
- The working condition of your laser printer
- The number of 1099 forms you will print

Because the Infinium IR 1099 laser forms are designed for printing on a laser printer, the first print position is 0.6 inches from the top of the form and 0.7 inches from the left edge of the form (with the exception of the 1099-INT). Depending on the type of laser printer you have, you might have to reset the starting point locations for 1099 laser forms. If resetting the starting point does not align the data, then you might have to modify the print file.

If you purchase forms from a vendor other than Brooks, Allan & Associates or use a different type of laser printer, information in some of the fields may not align properly when you print your 1099 forms due to the differences in the form layout or printer specifications. These differences may require you to make modifications to the standard Infinium IR printer file.

Infinium recommends that you discuss these printer variables with your information systems or technical staff.

Printer control names for *Printer file* field

The table below identifies the printer control name for each 1099 form.

Forms	Laser Printer Controls
1099-B	IRTPF602
1099-C	IRTPF610
1099-DIV	IRTPF603
1099-INT	IRTPF605
1099-MISC	IRTPF606
1099-MISC - Pressure Sealed	IRTPF616
1099-NEC	IRTPF618
1099-NEC - Pressure Sealed	IRTPF619
1099-R	IRTPF601

Forms	Laser Printer Controls
1099-R - Pressure Sealed	IRTPF617

Chapter 3 Setting Up Infinium IR

3

This chapter of the guide explains how to set up Infinium IR so that you can begin working on generating year-end 1099 forms.

The chapter consists of the following topics:

Topic	Page
Overview of setting up Infinium IR	3-2
Step 1: Initializing system values	3-3
Step 2: Working with entity controls	3-5
Step 3: Initializing code values	3-11
Step 4: Initializing companies	3-13
Step 5: Working with 1099 codes	3-15
Step 6: Working with reporting groups	3-19
Step 7: Initializing reporting files (optional)	3-26
Step 8: Working with code values and code types (optional)	3-28
Step 9: Working with forms and form boxes (optional)	3-34

Overview of setting up Infinium IR

To start processing on Infinium IR, you must perform certain set-up tasks, including:

- Initializing system values
- Defining entity controls
- Initializing code values
- Initializing companies
- Working with 1099 codes
- Creating reporting groups

All of the tasks listed above are required. Optional set-up tasks include:

- Initializing reporting files
- Working with code tables
- Working with form boxes

Caution: Although the system does not require you to perform the *Initialize reporting files* option, read the “Initializing reporting files” section in this chapter before deciding whether to use this option.

Step 1: Initializing system values

Overview

Each time that you install a new version of Infinium IR, you must run the *Initialize system values* option.

When you initialize system values, the system:

- Extracts code types and code type values from your payables system.
- Creates application program interfaces (APIs) between your payables system and Infinium IR.

Steps to initialize system values

To initialize system values, perform the following steps:

1. From the Infinium IR main menu select *Set Up System*.
2. Select *Initialize system values* [ISV]. The system displays a screen similar to the following screen:

```
_10/10/02   15:06:35        Initialize system values      IRGJC50    IRDJC50

                          Press Enter to submit job

F3=Exit  F10=Quick access  F12=Cancel
```

Figure 3-1: Initialize system values screen

3 Press Enter to submit your job or press F3 to cancel. The system returns you to the *Set Up System* menu.

Step 2: Working with entity controls

Overview

Entity controls contain default values and preferences for all of Infinium IR including:

- Base application information

  Determines date formats, separators, and the payables system from which Infinium IR extracts data

- API selection

  Includes the application program interfaces (APIs) that Infinium IR uses to extract data from your payables system

- DBA processing

  Determines how the system handles the “Doing Business As” portion of a 1099 recipient address

- Processing status

  Includes the date and time that each Infinium IR option was executed and who performed the option

Steps to define base application information

To define or work with base application information, perform the following steps:

1. From the Infinium IR main menu select *Set Up System*.
2. Select *Work with entity controls* [WWEC]. The system displays a screen similar to the following screen:

```
10/10/2002  15:07:33      Work with Entity Controls       IRGECM     IRDECM
____________________________________________________________________________

Type options, press Enter.
   2=Change   8=Display

 Opt  Attribute
  2   Base application information
  _   API selection
  _   DBA processing
  _   Display Processing Status



 Warning: Display Processing Status can only be selected by option 8



____________________________________________________________________________
F3=Exit  F10=Quick access  F18=Message line
```

Figure 3-2: Work with Entity Controls attribute selection screen

3 Type **2** in the *Opt* field next to *Base application information*. Press Enter. The system displays a screen similar to the following screen.

```
10/16/2014  13:59:22      Work with Entity Controls       IRGECM     IRDECM
____________________________________________________________________________
                                                                Page 1 of 4
General information
  Date format . . . . . . . . . . . 1    1. Month/day/year format
                                         2. Day/month/year format
                                         3. Year/month/day format

  Date separator. . . . . . . . . . /

  Date output . . . . . . . . . . . 1    1. Numeric Month
                                         2. Character Month
  Tax reporting amount greater than
  paid amount flag  . . . . . . . . 1    1. Hard error message
                                         2. Warning message

  Infinium Payables Ledger Release.  141



____________________________________________________________________________
F3=Exit  F4=Prompt  F10=Quick access  F12=Cancel  F18=Message line
```

Figure 3-3: Work with Entity Controls base application information screen

4 Use the following information to complete the fields on this screen:

Date format, Date separator, Date output

Verify that the settings in these fields are correct.

Tax reporting amount greater than paid amount flag

Use this field to specify how the system responds during the *Proof and print 1099 data* and *Work with 1099 invoices* options if an invoice's taxable amount is larger than the invoice's payment amount. Type **1** to flag the invoice as in error, preventing further 1099 processing until the error is resolved or type **2** to generate a warning that allows the user to continue processing.

Comparing taxable and paid amounts

Ordinarily, the taxable amount of a payment cannot be greater than the payment amount because the vendor can only be taxed on income the vendor has received. When you make payments in U.S. dollars, however, and need to report the taxable amount in Canadian dollars, the system can interpret the taxable amount as greater.

For example, suppose the exchange rate from U.S. dollars (currency code USD) to Canadian dollars (currency code CAD) is 1 to 1.25. Each U.S. dollar is the equivalent of $1.25 in Canadian dollars. Therefore, you can have a valid invoice that lists the following:

- Payment amount (in U.S. dollars): $100
- Taxable amount to be reported (in Canadian dollars): $125

Typing **2** in the *Tax reporting amount greater than paid amount flag* field allows you to review each case in which the system provides a warning. You can ensure that each case is valid, as in the preceding example, and correct cases that are in error for such reasons as data entry typographical errors and then continue processing the 1099s.

Infinium Payables Ledger Release

Type the release number of the Infinium PL you are using. For example, type **141**.

5 Press Enter. If this is the first time that you have set up Infinium IR or if you have changed the payables system that you are using, the system displays the API screen. Otherwise, the system returns you to the Work with Entity Controls selection screen.

Steps to verify the application program interface (API) selections

To verify the API settings, perform the following steps:

1 Type **8** in the *Opt* field next to *API selection* at the Entity Controls selection screen and press Enter. If this is the first time you are setting up Infinium IR or if you have changed the payables system in the base data, complete steps 1 through 5 as outlined in the “Defining base application information” section earlier in this chapter of the guide. In either case, the system displays an API screen similar to the following:

```
_12/09/2010  17:47:11      Work with Entity Controls       IRGECM     IRDECM
 ____________________________________________________________________________
                                                                Page 2 of 4
 API selection

   API program name . .  IRGAPI1


   Entity API . . . . .  IRGPLAPI1
   Code value API . . .  IRGPLAPI2
   Vendor API . . . . .  IRGPLAPI3
   Company API. . . . .  IRGPLAPI4
   Invoice API. . . . .  IRGPLAPI5
   Payment API. . . . .  IRGPLAPI6
   Paid Invoice API . .  IRGPLAPI7
   Company/Division API  IRGPLAPI8





 ____________________________________________________________________________
 F3=Exit  F10=Quick access  F12=Cancel  F18=Message line
```

Figure 3-4: Work with Entity Controls API screen

2 Verify the list of API programs, ensuring that they are the correct APIs for the payables system from which Infinium IR extracts data. If the APIs are for a different payables system, correct the setting for the payables system at the Base Application Information screen.

Press Enter. If you selected the DBA processing attribute on the Work with Entity Controls selection screen, the system displays a screen similar to the following screen. Otherwise, the system returns you to the Work with Entity Controls selection screen.

Steps to set up DBA (doing business as) processing

To verify and, if necessary, modify your DBA processing setup, perform the following steps:

1. Type **2** in the *Opt* field next to *DBA processing* at the Entity Controls selection screen (Figure 3-2) and press Enter. The system displays a screen similar to Figure 3-5.

```
10/10/2002  15:17:16      Work with Entity Controls       IRGECM     IRDECM
                                                                   Page 3 of 4
 DBA Processing

  Print DBA on 1099 forms?  0     0=No, 1=Yes


  Omit which vendor address line from 1099 form?  0
                         0=Only if Print DBA on 1099 forms is No
                         1=Address line 1
                         2=Address line 2
                         3=Address line 3
                         4=Address line 4









F3=Exit  F10=Quick access  F12=Cancel  F18=Message line
```

Figure 3-5: Work with Entity Controls DBA processing screen

2. Type **1** to enable DBA processing and indicate which vendor address line, if any, to omit from the 1099 form.

3. Press Enter. If you selected the Display Processing Status attribute on the Work with Entity Controls selection screen, the system displays a screen similar to the following screen. Otherwise, the system returns you to the Work with Entity Controls selection screen.

Steps to display your processing status

To display your processing status, perform the following steps:

1 Type **8** in the *Opt* field next to *Display Processing Status* at the Entity Controls selection screen and press Enter. The system displays a screen similar to Figure 3-6.

```
_10/10/2002  15:18:32      Work with Entity Controls       IRGECM     IRDECM

                                                                   Page 4 of 4
Processing Status Display                          Date      Time       User
  Initialize system values . . . . . .    Run  8/28/2002  11:36:39   MAC
  Initialize code values . . . . . . .    Run 10/10/2002  10:41:24   AM2000
  Initialize companies . . . . . . . .    Run  7/30/2002  13:19:16   MAC
  Work with 1099 codes . . . . . . . .    Run 10/02/2002  14:39:05   MLF
  Initialize reporting files . . . . .    Run  7/30/2002  14:02:41   MAC
  Work with reporting groups . . . . .    Run 10/03/2002  13:30:04   MLF
  Extract 1099 reporting data. . . . .    Run  9/04/2002  14:27:33   MLF
  Proof and print 1099 data  . . . . .    Run 10/02/2002  14:43:09   MLF
  Work with 1099 invoices  . . . . . .    Run 10/10/2002  14:41:23   AM2000
  Summarize 1099 data  . . . . . . . .    Run 10/02/2002   9:02:11   MLF
  Print 1099 summary report  . . . . .    Run  9/19/2002  14:20:56   MLF
  Work with 1099 form fields . . . . .    Run 10/10/2002  14:57:02   AM2000
  Work with vendor data  . . . . . . .    Run 10/10/2002  14:47:40   AM2000
  Print 1099 forms . . . . . . . . . .    Run 10/10/2002  13:58:50   MLF
  Create 1099 IRS file . . . . . . . .    Run 10/10/2002  13:51:51   MLF
  Copy 1099 file to tape/ Download file   Run 10/09/2002  11:08:29   MLF
  Archive 1099 reporting files . . . .

F3=Exit  F10=Quick access  F12=Cancel  F18=Message line
```

Figure 3-6: Work with Entity Controls processing status display screen

2 Use the following information to interpret the fields on this screen:

The system displays the status of most 1099 processing steps on this screen. Each time that a user repeats one of these steps, the system updates this screen. Refer to this screen to determine your progress in 1099 processing.

3 Press Enter or press F3. The system returns you to the Work with Entity Controls selection screen.

Step 3: Initializing code values

Overview

When you initialize code values, the system extracts certain code values and other data from your payables system to identify the payables system and the APIs (application program interfaces) for finding and extracting the code values.

Each time that you install a new version of Infinium IR and whenever you have changed, deleted, or updated 1099 code values in your payables system you must run the *Initialize code values* option to update the 1099 codes that Infinium IR uses during processing.

Steps to initialize code values

To initialize the code values, perform the following steps:

1. From the Infinium IR main menu select *Set Up System*.
2. Select *Initialize code values* [ICV]. The system displays a screen similar to the following screen:

```
10/10/02   15:19:45        Initialize Code Values       IRGJC50    IRDJC50
____________________________________________________________________________

Type information, press Enter.


Extract State/Prov records? .     1  0=No, 1=Yes
   Remove invalid records? . . .  0  0=No, 1=Yes

Extract Acct Year Code Values?    1  0=No, 1=Yes

Extract 1099 Code Values? . .     1  0=No, 1=Yes









____________________________________________________________________________
F3=Exit  F10=Quick access  F12=Cancel
```

Figure 3-7: Initialize Code Values screen

3 Use the following information to complete the fields on this screen:

Extract State/Prov records?

Type **1** to include your state and Canadian province codes in the extract or type **0** to omit these codes from the extract.

Remove invalid records?

Type **1** to delete state and province code values that are not in your payables system or type **0** to maintain these code values.

Extract Acct Year Code Values?

Type **1** to extract accounting year code values.

Extract 1099 Code Values?

Type **1** to extract 1099 code values (the codes representing individual 1099 form boxes).

4 Press Enter to submit the job or press F3 to cancel. The system returns you to the *Set Up System* menu.

Step 4: Initializing companies

Overview

When you initialize companies, the system extracts company data from your payables system using the APIs that you specified in the Infinium IR entity controls.

Steps to initialize companies

To initialize company data, perform the following steps:

1. From the Infinium IR main menu select *Set Up System*.
2. Select *Initialize companies* [IC]. The system displays a screen similar to the following screen:

```
10/10/02   15:20:41          Initialize Companies        IRGJC50    IRDJC50
____________________________________________________________________________

Type information, press Enter.

Extract company records . . .   1   0=No, 1=Yes

Remove invalid company records  0   0=No, 1=Yes

____________________________________________________________________________
F3=Exit  F10=Quick access  F12=Cancel  F18=Message line
```

Figure 3-8: Initialize Companies screen

3. Type **1** in the *Extract company records* field.

4. Type **1** in the *Remove invalid company records* field to remove companies that are no longer in your payables system.

5. Press Enter to submit your job or press F3 to cancel. The system returns you to the *Set Up System* menu.

Step 5: Working with 1099 codes

Overview

Each time that you install a new version of Infinium IR and after updating 1099 code values, you must use the *Work with 1099 codes* option to point each payables system 1099 code to an Infinium IR code for the same box.

You can also create new 1099 codes, display, and change information about existing 1099 codes.

Two 1099 codes are required for Box 13 of 1099-MISC. When you create the 1099 code for attorneys' payments, type **A** in the *Document Specific Code* field. When you create the 1099 code for excess golden parachute payments, type **P** in the *Document Specific Code* field.

Caution: 1099 codes extracted from Infinium PL are not automatically identified with specific 1099 form boxes. You must identify each of your 1099 codes with the appropriate 1099 form box. For example, if you use MRENT for rents, ensure you have pointed MRENT to Box 1 on the 1099-MISC form (IRS form type A).

You must perform the steps in this section in the order shown.

Steps to work with 1099 codes

To work with 1099 codes, perform the following steps:

1. From the Infinium IR main menu select *Set Up System*.
2. Select *Work with 1099 codes* [WWTC]. The system displays a screen similar to the following screen:

```
11/02/06   16:15:42          Work with 1099 Codes       IRGCVM2     IRDCVM2
____________________________________________________________________________

 Type options and press Enter.
 2=Change   8=Display

Opt   1099 Code    IRS Form          Box  Document Spec. Code  Date

_     A2             A                02                     9/07/2005
_     A3             A                03
_     A4             A                04
_     B04            B                04                    10/24/2005
_     B1             B                02
_     B10            B                10
_     B11            B                11
_     B2             B                02
_     B3             B                03
_     B8             B                08
_     B9             B                09
_     CAP3           P                02
                                                                   More...
____________________________________________________________________________
F3=Exit  F6=Add  F10=Quick access  F18=Message line
Invalid 1099 codes exist.
```

Figure 3-9: Work with 1099 Codes selection screen

From this screen, you can perform the following steps with 1099 codes:

- Press F6 to create
- Type **2** to change
- Type **8** to display

This example shows how to create a new 1099 code.

Caution: The system automatically defaults **2** into the *Opt* field next to each invalid 1099 code and displays ***ERROR** next to that code's entry. Identification of a box that does not have a current year IRS amount code is an error. For example, 1099-A Box 3 is no longer used for amounts; therefore, a code for 1099 type 4 amount 3 is no longer valid. You must correct the information for each code flagged as in error before you continue to the next *Set Up System* menu option.

3 Press F6 to create a new 1099 code. The system displays a screen similar to the following screen:

```
10/10/02   15:23:30          Work with 1099 Codes        IRGCVM2    IRDCVM2
____________________________________________________________________________

   1099 Code. . . . . . . . . . ____

   IRS Type of Return . . . . . _ +

   Box for amount . . . . . . . __ +

   Document Specific Code . . . __

   Date for form. . . . . . . . _________




____________________________________________________________________________
F3=Exit  F4=Prompt  F10=Quick access  F12=Cancel
```

Figure 3-10: Work with 1099 Codes screen

4 Complete the fields on this screen using the following information:

1099 Code

This is the name of the 1099 code that you define for a new 1099 form box.

When you are changing an existing 1099 code's information, you cannot type information into this field.

IRS Type of Return

Type the IRS form type code for the 1099 form that contains the box this code represents or press F4 for a listing of form types. For example, **A** represents 1099-MISC, **4** represents 1099-A.

Box for amount

Type the IRS amount code for the box this 1099 code represents or press F4 for a listing of form boxes.

For more information on form types and form boxes, refer to the "Infinium IR: An Overview" chapter.

WARNING! When the IRS changes the box in which you are to report a certain kind of payment, ensure that the correct new value is in the *Box for amount* field. By automatically flagging invalid codes as errors, the system helps you find problems as indicated earlier in this section.

Sometimes the IRS changes a reporting requirement so that an amount you used to report in one box is to be reported in another box. If both boxes are still used, they are both valid. But you need to ensure your 1099 code is repointed to the correct box for the current year. Check the *Box for amount* value. Update the value if necessary.

For example, suppose the IRS moves Rents from 1099-MISC Box 1 to Box 2 and assigns a different kind of income in Box 1. In the year of the change, you need to ensure that your 1099 code MRENT's Box for amount field is changed from 01 to 02.

Caution: In most cases the IRS amount code and the 1099 form box number printed on the paper form are the same. If they differ, be sure to use the IRS amount code. Refer to the "Infinium IR: An Overview" chapter of this guide and the IRS instructions to determine the correct IRS amount code for a box.

Document Specific Code

If you are working on a code for a 1099-G, 1099-MISC, or 1099-R box, type or verify the applicable two-character IRS code. Otherwise, leave this field blank.

When you create the 1099 code for attorneys' payments, type **A** in the *Document Specific Code* field. When you create the 1099 code for excess golden parachute payments, type **P** in the *Document Specific Code* field.

For more information, refer to IRS Publication 1220, *Specifications for Filing Forms 1098, 1099, 3921, 3922, 5498, and W-2G, Electronically*.

Note: Infinium IR does not support forms 1098, 5498, or W-2G.

Date for form

This field allows you specify the date of transactions for use with forms 1099-A, 1099-B, 1099-C, 1099-LTC, or 1099-S.

5 Press Enter. The system saves your information and returns you to the Work with 1099 Codes selection screen.

Step 6: Working with reporting groups

Overview

Infinium IR processes all 1099 data by reporting group. Several options require that you specify a reporting group and repeat the option for each reporting group.

You use reporting groups to group together payables system companies that share the same Employer Identification Number or Social Security Number (Tax ID). A reporting group contains one or more companies, but each company can belong to only one reporting group. Each reporting group has one transmittal code.

WARNING! Tax identification numbers (Employer Identification or Social Security numbers) entered for reporting groups must not contain embedded spaces or hyphens.

If your organization has only one Tax ID, you only need one reporting group, but you must assign each company in your payables system that made payments to be included in 1099 reporting to the reporting group.

Caution: The system does not extract data for payments made by any company that is not assigned to a reporting group when you extract 1099 information from your payables system.

Reporting groups contain:

- Legal information associated with the Tax ID, such as name, address, and the payer name control assigned by the IRS
- A list of the payer companies that share the same Tax ID and are to be included in this reporting group for IRS reporting purposes

Creating a reporting group is a two-step process:

1. Create the reporting group.
2. Include companies in the reporting group.

Steps to work with reporting groups

To create or work with a reporting group, perform the following steps:

1. From the Infinium IR main menu select *Set Up System*.
2. Select *Work with reporting groups*. [WWRG]. The system displays a screen similar to the following screen:

```
10/09/02   12:09:42      Work With Reporting Groups      IRGRGM     IRDRGM
____________________________________________________________________________

 Type options and press Enter.
 2=Change   4=Delete   5=Work with  8=Display

                                            Taxpayer         IRS
                                          Identification   Transmittal
Opt  Group   Group Name                     Number           Code
 _   INFNM  INFINIUM REPORTING GROUP       042734036         08L61 ___________
____________________________________________________________________________
F3=Exit  F5=Refresh  F6=Add  F10=Quick access  F18=Message line
```

Figure 3-11: Work With Reporting Groups selection screen

Options

From this screen, you can perform the following tasks with reporting groups:

- Press F6 to create
- Type **2** to change
- Type **4** to delete
- Type **5** to work with
- Type **8** to display

This example shows how to create a new reporting group.

3. Press F6. The system displays a screen similar to the following screen:

```
10/09/02   12:13:25      Work With Reporting Groups      IRGRGM     IRDRGM
____________________________________________________________________________

 Reporting Group: INFNM
 Reporting group name . . INFINIUM REPORTING GROUP
 Address 1  . . . . . . . ADDRESS1
 Address 2  . . . . . . . ____________________
 City . . . . . . . . . . ANYCITY
 State  . . . . . . . . . MA    Postal code 12345
 Payer's telephone number. . . . . 5087782000 Extension . . 6856
 Contact name  . . . . . . . . . . ANYNAME
 Contact email address . . ____________________________________
 Payer name control  . . . . . . . ____
 1099 Tax ID number  . . . . . . . 042734036  IRS transmittal code . .  08L61
 Transmitter different than payer? 0  (0=No, 1=Yes)
 Address pre-printed on forms? . . 0  (0=No, 1=Yes)
 Combined Federal/State? . . . . . 0  (0=No, 1=Yes)
 Postal Permit Information:
 Line 1 ____________________       Line 2 ____________________
 Line 3 ____________________       Line 4 ____________________
 Line 5 ____________________
____________________________________________________________________________
F3=Exit  F10=Quick access  F12=Cancel  F18=Message line
```

Figure 3-12: Work With Reporting Groups screen

4 Use the following information to complete the fields on this screen:

Reporting group name
Address

This is the name and address of the primary company in the reporting group to which the IRS assigned a federal Tax ID number.

Payer's telephone number

This should be the telephone number of an individual who can answer questions about the statement(s). The IRS requires you to provide the telephone number on certain forms. Refer to the IRS instructions for details.

Contact name

Enter the name of a person to contact. This is a required field.

Contact email address

Enter the e-mail address of the person to contact.

Payer name control

This is the four-character control code on the mailing label of the 1099 package that the IRS sends to the holder of the Tax ID.

1099 Tax ID number

The federal Tax ID that the IRS assigned to this reporting group (that is, to the companies in this reporting group). Do not type blank spaces, all hyphens, alphabetic characters, all 1s, all 2s, and so forth, or all zeros.

IRS transmittal code

This is the five-character transmittal code that the IRS assigned to the company (reporting group).

This field applies only if you are creating an electronic file for the IRS.

Transmitter different than payer?

If the entity transmitting the 1099 information to the IRS is different from the payer, type **1** in this field.

Address pre-printed on forms?

Type **0** if your printer has blank 1099 forms without your name and address pre-printed. Infinium IR prints your name and address on the forms when it prints the other 1099 data.

Type **1** if your printer has 1099 forms that already have your name and address pre-printed in the appropriate location. Infinium IR does not print your name and address when it prints the other 1099 data.

Caution: Infinium IR prints only the text within boxes on IRS forms, not the forms themselves (the box outlines and labels). Regardless of the setting in this field, you always need to load the applicable printer with copies of blank IRS 1099 forms.

Combined Federal/State?

Type **1** only if this reporting group participates in the Combined Federal/State Reporting program.

Note: See the IRS website for information about forms that may be filed under the Combined Federal/State Reporting program.

Postal Permit Information

This field is for reporting groups that have a U.S. Postal Service permit for bulk mailing. If you have a bulk-mailing permit, the Postal Service has provided you with the indicia (the imprinted marks showing that postage has been paid) to use on your mail.

If you want Infinium IR to print the indicia at the appropriate location on the 1099 form, type the indicia information on these five lines exactly as the

information appears on your outgoing bulk-rate mail. Check with the U.S. Post Office at https://www.usps.com/ for requirements.

5 Press Enter.

- If you typed **0** in the *Transmitter different than payer* field, the system creates the reporting group and brings you to the Work with Reporting Groups company selection screen where you can assign or remove a company from a reporting group.
- If you typed **1** in the *Transmitter different than payer* field, the system displays a window similar to the following:

```
10/09/02   12:13:25      Work With Reporting Groups      IRGRGM     IRDRGM

 Reporting Group: INFNM
 Reporting group name . . INFINIUM REPORTING GROUP
 Address 1  . . . . . . . ADDRESS1
 A            Transmitter Information
 C  Reporting Group: INFNM
 S  Transmitter TIN . . . . . _________
 P  Transmitter name  . . . . ______________________________
 C  Transmitter address . . . ______________________________
 C  Transmitter city  . . . . ______________________________
 P  Transmitter state . . . . ___
 1  Transmitter postal code . __________                      de . .  08L61
 T  Transmitter phone number  0000000000 Extension . . _____
 A  ______________________________________________
 C F3=Exit  F10=Quick access  F12=Cancel  F18=Message line
 Postal Permit Information:
 Line 1 ____________________        Line 2 ____________________
 Line 3 ____________________        Line 4 ____________________
 Line 5 ____________________

F3=Exit  F10=Quick access  F12=Cancel  F18=Message line
```

Figure 3-13: Transmitter Information different than payer window

6 Use the following information to complete the fields in the window:

Transmitter TIN

The Transmitter is the individual or entity that prepares the media and actually transmits the data to the IRS. The Payer and the Transmitter may be the same (if the payer actually transmits its own tax information to the IRS) or different (if the payer uses an external transmitter to transmit its tax information).

Transmitter name

Type the name of the transmitter whose TIN is entered above.

Transmitter address

Type the address of the transmitter whose TIN is entered above.

Transmitter phone number

Type the phone number of the transmitter whose TIN is entered above.

7 Press Enter. The system creates the reporting group and brings you to the Work with Reporting Groups company list screen where you assign a company to a reporting group or remove a company from a reporting group.

Steps to assign companies to, or remove companies from, a reporting group

```
10/10/02   15:24:57      Work With Reporting Groups      IRGRGM     IRDRGM
 Reporting Group: INFNM   INFINIUM REPORTING GROUP
 Type options and press Enter
 1=Assign 4=Remove



Opt   Company Division      Company/division name         Used by

 =        001    99999
 _        020 001           Century of Paris
 _        030 001           Infinium Software Germany
 _        040 001           Infinium Europe, Inc.
 _        201 201           PL/AR Training Company
 _        202 202           PL/AR Training Company
 _        203 203           PL/AR Training Company
 _        204 204           PL/AR Training Company
 _        205 205           PL/AR Training Company
 _        206 206           PL/AR Training Company
                                                                    More...
F3=Exit  F10=Quick access  F12=Cancel  F18=Message line
```

Figure 3-14: Work With Reporting Groups company list screen

1 If you are adding companies to a reporting group, complete steps 1 through 3 as outlined in the “Steps to work with reporting groups” section earlier in this chapter.

2 Type **5** to select a reporting group at the Work with Reporting Groups selection screen.

The system displays a complete list of all the companies for which the *Initialize companies* option has extracted information on this screen. The

system identifies each company by company and division codes and the full company/division name.

3 Type **1** to assign a company to the group or type **4** to remove a company from the reporting group.

Used by

The system displays the name of the reporting group to which the company is assigned in the *Used by* field. To help you ensure that every applicable company is assigned to a reporting group, the system lists the unassigned companies first and then lists the assigned companies.

4 Press Enter. If you typed **1**, the system assigns the company to the company group. If you typed **4**, the system displays a confirmation screen at which you can press Enter to remove the company from the company group or press F12 to cancel.

5 Press F12 to return to the Work with Reporting Groups selection screen or press F3 to return to the *Set Up System* menu.

Step 7: Initializing reporting files (optional)

Overview

Initializing your reporting files clears any test data from your system. If you do not have any test data in your system, do not use the *Initialize reporting files* option and proceed to Step 8, Working with Code Values and Code Types.

Steps to initialize reporting files

To initialize the reporting files, perform the following steps:

1. From the Infinium IR main menu select *Set Up System*.
2. Select *Initialize reporting files* [IRF]. The system displays a screen similar to the following screen:

```
_10/10/2002  15:27:16      Initialize Reporting Files     IRGCLR     IRDCLR
 ____________________________________________________________________________

 This procedure clears the data in preparation for the next
 income reporting cycle:

        IRPAT  - Audit Trail file
        IRPTE  - Extract file
        IRPTP  - Payee master file
        IRPTS  - Summary file
        IRPTX  - Tax reporting tape file
        IRPRH  - Reporting proof header file.
        IRPVV  - Standard submission control header file.
        IRPTXC - 1099 Magnetic tape corrections file.
        IRPCY  - Close year end file
        IRPTXCR- 1099 Magnetic tape corrections replacement file.

 Press Enter to proceed with initialization.




 F3=Exit  F10=Quick access  F12=Cancel
```

Figure 3-15: Initialize Reporting Files screen

3 Press Enter to continue or press F12 to cancel and return to the *Set Up System* menu. If you press Enter, the system displays a Confirmation Request window.

4 Press Enter to submit the file initialization. The system interactively displays a message for each file as the system initializes that file. When done, the system returns you to the *Set Up System* menu.

Initializing your reporting files does not delete or modify existing reporting groups.

Step 8: Working with code values and code types (optional)

Overview

Infinium IR contains predefined code types and code values for 1099 forms, form boxes, and various processing options.

You do not ordinarily need to work with code types or code values because they are either already extracted from your payables system when you re-initialize Infinium IR each year or are already provided in Infinium IR.

For example, code type **T9B** represents the 1099 box code type. In some cases, you may want to add additional boxes on the 1099-MISC form. You do this by adding code values for the code type **T9B**.

Caution: Although Infinium IR automatically associates standard code types with the appropriate fields, if you add a new code type, you must customize your software to associate the code type with a field.

Steps to work with code tables

To work with code tables, perform the following steps:

1. From the Infinium IR main menu select *Set Up System*.
2. Select *Work with code tables* [WWCT]. The system displays a screen similar to the following screen:

```
10/10/02    15:28:00        Work with Code Types        IRGCTM     IRDCTM
____________________________________________________________________________

Position to . . .   Code type . . ___

Type options, press enter.
  2=Change   4=Delete   8=Display   12=Work with code values

Search  ___     ____________________________     _       _
Opt  Code type  Code type description            Active  Source
 __     AYR     Valid Accounting years            1       1
 __     SEP     Date separators                   1       1
 __     STP     Valid State/province codes        1       1
 __     T9B     Form to Box Reference             1       1
 __     T9F     Valid form type code table        1       1
 __     T9P     Default API programs              1       1
 __     T9R     Income Reporting Run Options      1       1
 __     T9S     Combined State Filing Codes       1       1
 __     T9T     Reporting Group Tape Defaults     1       0
 __     T9Y     Tax Year Table                    1       1
                                                                   More...
____________________________________________________________________________
F3=Exit  F5=Refresh  F6=Add  F10=Quick access  F12=Cancel  F18=Message line
```

Figure 3-16: Work with Code Types selection screen

Options

From this screen, you can perform the following tasks with code types:

- Press F6 to create
- Type **2** to change
- Type **4** to delete
- Type **5** to display
- Type **12** to add or remove code values

Caution: Although Infinium IR automatically associates standard code types with the appropriate fields, if you add a new code type, you must customize your software to associate the code type with a field.

You can only change and/or delete code types that have a value of **0** in the *Source* field because they are not system derived.

This example shows changing information about an existing code type.

3 Type **2** to select a code type that has a **0** in the *Source* field. The system displays a screen similar to the following screen:

```
10/10/02    15:29:34        Work with Code Types        IRGCTM     IRDCTM
____________________________________________________________________________

Type information and then press E

 Code type . . . . . . . :  T9T
 Code type description . :  Reporting Group Tape Defaults
 Active code type  . . . :  1                    0=Inactive, 1=Active
 Heading . . . . . . . . .  Reporting Group
 Minimum length  . . . . .   1
 Maximum length  . . . . .   5



____________________________________________________________________________
F3=Exit  F10=Quick access  F12=Cancel  F18=Message line
```

Figure 3-17: Work with Code Types information screen

4 Use the following information to complete the fields on this screen:

Active code type

1 defines the code type as active, meaning that users can enter values for this code type. This is the default status for new code types.

0 deactivates a code type and prevents its further use. The code's values already used prior to deactivation remain in the records. Deactivation applies only to future use of the code type.

Heading

The column heading that the system displays above the list of valid values for this code type on the Work with Code Values screen.

Minimum length

The minimum number of positions allowed for this code type's values.

Maximum length

The maximum number of positions allowed for this code type's values.

5 Press Enter to save your changes. The system returns you to the Work with Code Types selection screen.

Steps to work with code values

To work with code values, perform the following steps:

1. From the Infinium IR main menu select *Set Up System*.
2. Select *Work with code tables* [WWCT]. The system displays a screen similar to the following screen:

```
10/10/02    15:28:00        Work with Code Types        IRGCTM     IRDCTM
____________________________________________________________________________

Position to . . .   Code type . . ___

Type options, press enter.
  2=Change   4=Delete   8=Display   12=Work with code values

Search  ___     ____________________________     _       _
Opt  Code type  Code type description           Active  Source
 __     AYR     Valid Accounting years            1       1
 __     SEP     Date separators                   1       1
 __     STP     Valid State/province codes        1       1
 __     T9B     Form to Box Reference             1       1
 __     T9F     Valid form type code table        1       1
 __     T9P     Default API programs              1       1
 __     T9R     Income Reporting Run Options      1       1
 __     T9S     Combined State Filing Codes       1       1
 __     T9T     Reporting Group Tape Defaults     1       0
 __     T9Y     Tax Year Table                    1       1
                                                                   More...
____________________________________________________________________________
F3=Exit  F5=Refresh  F6=Add  F10=Quick access  F12=Cancel  F18=Message line
```

Figure 3-18: Work with Code Types selection screen

You can only change and/or delete code types that have **0** in the *Source* field because they are not system derived.

This example shows adding a code value to an existing code type.

3. Type **12** to select a code type.
4. Press Enter. The system displays a screen similar to the following screen:

```
10/10/2002  15:32:26        Work with Code Values        IRGCVM     IRDCVM
____________________________________________________________________________

Code type . . . . :  STP  Valid State/province codes

Position to . . . .    Code Value  .  _________________________

Type options, press enter.
  2=Change   4=Delete   8=Display
--------------------------------- S e a r c h ------------------------------
   ____________________________  ____________________________   _
Opt State/province code                                        Active
 _  AL                                                           1
 _  ALB                                                          1
 _  AZ                                                           1
 _  BC                                                           1
 _  CA                                                           1
 _  CT                                                           1
 _  DC                                                           1
 _  DE                                                           1
 _  FL                                                           1       +
____________________________________________________________________________
F3=Exit  F4=Prompt  F5=Refresh  F6=Add  F24=More keys
```

Figure 3-19: Work with Code Values selection screen

Options

From this screen, you can perform the following tasks with code values:

- Press F6 to create
- Type **2** to change
- Type **4** to delete
- Type **5** to display

This example shows how to create a new code value.

5 Press F6. The system displays a screen similar to the following screen:

```
10/10/2002  15:32:26        Work with Code Values        IRGCVM     IRDCVM

 Code type . . . . . . :  STP      Valid State/province codes

 Active code type  . . .  1        ( 0.  Inactive,  1.  Active )

 State/province code     __

F3=Exit  F4=Prompt  F10=Quick access  F12=Cancel  F18=Message line
```

Figure 3-20: Work with Code Values detailed screen

6 Type the code value to add to the code type.

With the exception of the *Active code type* field, the fields that the system displays on this screen vary depending on the code type. In general, the screen displays the code type description (such as Form/Box) and provides fields for the value and a description of that value.

If special considerations at your site require you to add a 1099 code value, you must also activate that value for your users. For more information, refer to “Step 9: Working with forms and form boxes (optional)” later in this chapter.

7 Press Enter. The system adds the code value to the code type. Press F3 until you return to the *Set Up System* menu.

Step 9: Working with forms and form boxes (optional)

Overview

You can activate and deactivate access to 1099 forms and their individual boxes by using the *Work with form boxes* option. You can deactivate a box to prevent users from using the box. When you perform this step, the system updates the **T9F** code value to match your specifications.

This step applies only if you have special processing considerations at your site. You do not ordinarily need to use the *Work with Form Boxes* option.

Examples:

- If your organization is non-governmental, your users should not be including any data in the unemployment compensation box. You can deactivate the box to prevent unintentional use of the box.
- Suppose you have used the *Work with code tables* option (Step 8) to define a value for a new box the IRS added to a form this year. The *Work with form boxes* option lets you ensure the new box is activated, allowing your users to include data in the new box.

Steps to activate or deactivate forms

To activate/deactivate forms, perform the following steps:

1. From the Infinium IR main menu select *Set Up System*.
2. Select *Work with form boxes* [WWFB]. The system displays a screen similar to the following screen:

```
 9/22/08   09:37:01      Work with Forms and Boxes       IRGCVM1    IRDCVM1

 Type options and press Enter.
 2=Change  8=Display  9=Activate/deactivate

Opt  IRS form   Form name   Active flag

 _      A       1099_MISC        1
 _      B       1099_B           1
 _      D       1099_OID         1
 _      F       1099_G           1
 _      J       1099_H           1
 _      M       1099_SA          1
 _      P       1099_CAP         1
 _      Q       1099_Q           1
 _      S       1099_S           1
 _      T       1099_LTC         1
 _      1       1099_DIV         1
 _      4       1099_A           1
                                                                   MORE...

 F3=Exit  F5=Refresh  F10=Quick access  F18=Message line
```

Figure 3-21: Work with Forms and Boxes 1099 form selection screen

3 Type **9** to activate or deactivate a 1099 form. Press Enter.

4 Press F3. The system displays the following window:

```
 9/22/08   09:38:35      Work with Forms and Boxes       IRGCVM1    IRDCVM1

 Type options and press Enter.
 2=Change  8=Display  9=Activate/deactivate

Opt  IRS form   Form name   Active flag

 _      A
 _      B              Exit Options
 _      D
 _      F        1  1. Exit, Save Changes
 _      J           2. Exit, Disregard Changes
 _      M           3. Resume
 _      P
 _      Q
 _      S       1099_S           1
 _      T       1099_LTC         1
 _      1       1099_DIV         1
 _      4       1099_A           1
                                                                   MORE...

 F3=Exit  F5=Refresh  F10=Quick access  F18=Message line
```

Figure 3-22: Exit Options window

5 Type **1** to save your changes. Press Enter. The system returns you to the *Set Up System* menu.

You must return to the menu for the system to save your changes.

Steps to activate or deactivate a form box

To change the status of a box on a form, perform the following steps:

1 From the Infinium IR main menu select *Set Up System*.

2 Select *Work with form boxes* [WWFB]. The system displays the Work with Forms and Boxes 1099 form selection screen similar to the following screen:

```
 9/22/08   09:37:01      Work with Forms and Boxes       IRGCVM1    IRDCVM1
 ____________________________________________________________________________

 Type options and press Enter.
 2=Change  8=Display  9=Activate/deactivate

Opt  IRS form   Form name   Active flag

 _      A       1099_MISC        1
 _      B       1099_B           1
 _      D       1099_OID         1
 _      F       1099_G           1
 _      J       1099_H           1
 _      M       1099_SA          1
 _      P       1099_CAP         1
 _      Q       1099_Q           1
 _      S       1099_S           1
 _      T       1099_LTC         1
 _      1       1099_DIV         1
 _      4       1099_A           1
                                                                   MORE...
 ____________________________________________________________________________
 F3=Exit  F5=Refresh  F10=Quick access  F18=Message line
```

Figure 3-23: Work with Forms and Boxes 1099 form selection screen

3 Type **2** to select a 1099 form to change. Press Enter. The system displays a screen similar to the following screen:

```
 9/22/08   09:40:13       Work with Forms and Boxes      IRGCVM1    IRDCVM1

 IRS form type  A  Form Name  1099_MISC
 Type options and press Enter
 9=Activate/deactivate

Sel Box   Description                                              Active Flag

 _   01  Rents                                                          1
 _   02  Royalties                                                      1
 _   03  Other income                                                   1
 _   04  Federal income tax withheld                                    1
 _   05  Fishing boat proceeds                                          1
 _   06  Medical and health care payments                               1
 _   07  Nonemployee compensation                                       1
 _   08  Subsititute payments in lieu of dividends or interest          1
 _   10  Crop insurance proceeds                                        1
 _   11  Section 409A deferrals                                         1
 _   12  Section 409A income                                            1
 _   13  Excess Golden parachute payments                               1
                                                                    MORE...

 F3=Exit  F10=Quick access  F12=Cancel  F18=Message line
```

Figure 3-24: Work with Forms and Boxes box selection screen

4 Type **9** to activate or deactivate a box.

5 Press F3. The system displays the Exit Options window.

6 Type **1** to save your changes. Press Enter. The system returns you to the *Set Up System* menu.

You must return to the menu for the system to save your changes.

Notes

Chapter 4 Extracting and Proofing Detailed Data

4

This chapter explains how to extract data from your payables system into Infinium IR files and proof and print data that you have extracted from your payables system or that you have entered directly into Infinium IR.

The chapter consists of the following topics:

Topic	Page
Overview of extracting and proofing the detailed data	4-2
Step 10: Displaying the status of your work (optional)	4-4
Step 11: Extracting 1099 reporting data	4-6
Step 12: Proofing and printing 1099 data	4-14

Overview of extracting and proofing the detailed data

During the extract process, Infinium IR extracts the data required to prepare the 1099 forms from the payables system. After performing the extract, you can then use *Proof and print 1099 data* to proof the extracted data.

Because the extract can be very lengthy depending upon the volume of your payables yearly transactions, it is very important that you complete the following tasks (described in detail earlier in this guide) before beginning the extract. Refer to the task list below to verify that you have completed the prerequisite tasks.

Prerequisite tasks checklist

- ☐ Set up the appropriate 1099 codes in your payables system.

  If you remove a 1099 code during the year because you received verification from a vendor that they are a corporation, some invoices may or may not be extracted from your payables system because Infinium IR extracts by paid date.

- ☐ Ensure that every applicable vendor has a default 1099 code in your payables system. Ensure that each invoice for a vendor without a default 1099 code has a 1099 code.

  The extract omits all data for invoices that do not have either a 1099 code or a vendor with a default 1099 code.

- ☐ Ensure that every applicable vendor in the payables system has a valid and correct tax ID.

- ☐ Check your payables system for credit data from a different payment year that needs to be applied to offset this year's payment data.

- ☐ Ensure that the Infinium IR entity controls specify the correct payables system with the correct API and DBA processing choices.

- ☐ Ensure that every applicable company has been assigned to the correct Infinium IR reporting group.

☐ Complete the other required Infinium IR system set-up tasks and any optional Infinium IR system set-up tasks.

Objectives

Upon completion of this chapter, you should be able to:

- Extract data from your payables system into Infinium IR files
- Proof and print data that you have extracted from your payables system or that you have entered directly into Infinium IR

Step 10: Displaying the status of your work (optional)

Overview

Use *Display status* to view:

- Key Infinium IR tasks, including the date and time that each option was executed and who performed the option
- Application program interfaces (APIs) that you established in the entity controls
- A summary of the doing business as (DBA) processing settings that you established in the entity controls

Although you are not required to display the status of your work, doing so helps you verify your location in the process so that you can complete all required steps in the appropriate order and check certain entity controls without having to go to the *Set Up System* menu.

Steps to display the status of your work

To verify the status of your work and, if applicable, check your API and DBA processing settings, perform the following steps:

1. From the Infinium IR main menu select *Extract/Proof Data*.
2. Select *Display status* [DPS]. The system displays a screen similar to the following screen:

```
_10/10/2002  13:03:30            Display Status          IRGECD     IRDECD

                                                                   Page 1 of 3
Processing Status Display                          Date      Time       User
  Initialize system values . . . . . . .  Run  8/28/2002  11:36:39   MAC
  Initialize code values . . . . . . . .  Run 10/10/2002  10:41:24   AM2000
  Initialize companies . . . . . . . . .  Run  7/30/2002  13:19:16   MAC
  Work with 1099 codes . . . . . . . . .  Run 10/02/2002  14:39:05   MLF
  Initialize reporting files . . . . . .  Run  7/30/2002  14:02:41   MAC
  Work with reporting groups . . . . . .  Run 10/03/2002  13:30:04   MLF
  Extract 1099 reporting data  . . . . .  Run  9/04/2002  14:27:33   MLF
  Proof and print 1099 data  . . . . . .  Run 10/02/2002  14:43:09   MLF
  Work with 1099 invoices  . . . . . . .  Run 10/10/2002  10:04:27   AM2000
  Summarize 1099 data  . . . . . . . . .  Run 10/02/2002   9:02:11   MLF
  Work with 1099 form fields . . . . . .  Run 10/10/2002  12:15:58   MLF
  Work with vendor data  . . . . . . . .  Run 10/09/2002  11:27:13   MLF
  Print 1099 forms . . . . . . . . . . .  Run 10/03/2002  13:49:51   MLF
  Create 1099 IRS file . . . . . . . . .  Run 10/10/2002  12:17:09   MLF
  Copy 1099 file to tape/ Download file   Run 10/09/2002  11:08:29   MLF
  Close year end . . . . . . . . . . . .  Run 10/10/2002  12:15:51   MLF
  Archive 1099 reporting files . . . . .

F3=Exit  F10=Quick access  F12=Cancel
```

Figure 4-1: Display Status - processing status screen

3 Use the information below to interpret the fields on this screen.

The system displays the status of most 1099 processing steps on this screen. Each time that a user repeats one of these steps, the system updates this screen. Refer to this screen to determine your progress in 1099 processing.

WARNING! Because the system updates this screen each time that an option is submitted, if you cancel a job or a job ends abnormally, the system still updates this screen even though the job did not complete.

4 Continue to press Enter to view your API or DBA processing settings or press F3 to return to the *Extract/Proof Data* menu.

For more information on API and DBA processing settings and how to maintain them, refer to the “Working with entity controls” section in the “Setting Up Infinium IR” chapter of this guide.

Step 11: Extracting 1099 reporting data

Overview

When you extract reporting data, you have the following options:

1. Extract only paid invoice data (a paid items extract)
2. Extract only vendor data (a vendor extract)
3. Extract only credit data (a credit extract); this subtask is optional
4. Perform all three extracts, in the above order

Keep the following in mind as you review the following pages and plan for the extract processes:

- Your choices affect the length of time it takes to perform the extract and the amount of manual updating that you need to do after performing the extract.
- Some choices can result in changes to records that you have previously extracted, but no extract process clears the extract file. *Initialize reporting files* is the only option that clears (deletes all data from) the extract file.

This set of choices enables you to:

- Plan and schedule what can be a lengthy process in a manner most convenient for your organization
- Repeat only the relevant portion of the extract when you have made changes in your payables system and need to update the extracted data

For example, if you complete all three extract subtasks but later change vendor data in the payables system, you only need to repeat the vendor data extract without having to repeat the lengthy paid item extract.

Caution: If you perform the extract in stages, ensure that you always perform a paid items extract before performing a vendor extract.

Paid items extract (option 1)

During a paid items extract, Infinium IR reviews invoice records in your payables system(s) and updates the Infinium IR extract file that contains invoice-level data.

A paid items extract extracts data for a paid item only if the item meets both of the following tests:

- The vendor has a default 1099 code or the item has a 1099 code
- An Infinium IR reporting group includes the company

Please note the following:

- It is important to extract paid items before extracting vendor data, because the vendor extract can also update the paid item data in the extract file. If you have already extracted paid items since initializing your system for this year, you do not need to repeat this option before repeating an extract of vendor data (option 2).
- If a company is not included in a reporting group, the extract can take considerable time and not extract the company's data. Because Infinium IR extracts by paid date, if you remove a 1099 code during the year because you received verification from a vendor that they are a corporation, some invoices may or may not be extracted from your payables system.

This extract can run for several hours at high-volume sites.

Choose this option after initializing Infinium IR for the current year and before extracting vendor data (option 2).

Repeat this option if you have either:

- Re-initialized Infinium IR
- Added or changed invoices in your payables system

Vendor extract (option 2)

During a vendor extract, the system uses payables system records for all vendors and master vendors with invoices in the Infinium IR extract file and updates the Infinium IR vendor/payee file. This extract includes data such as name, address, and tax ID. Under some conditions, this extract can also update the extract file.

The vendor extract can affect invoice records in the extract file. Therefore, execute this vendor extract only after you have executed a paid items extract (option 1) at least once since the last time you initialized the Infinium IR files.

You can repeat this extract as often as necessary to capture vendor data that you changed in your payables system. If you have already performed a paid items extract once since the last initialization of Infinium IR, you do not need to repeat the paid items extract before repeating a vendor extract.

Credit extract (option 3)

Performing a credit extract is recommended but not required. If you extract credits, the system looks for credit invoices or Infinium PL reversals of payments. The system extracts only credits that meet the following tests:

- The credit is not identified as a paid item
- The credit is applied to an invoice that has an invoice date within the paid-in year for which you are extracting data
- Other 1099 invoices have already been extracted for this vendor

This is because the credit is irrelevant for 1099 processing if the vendor has no taxable income amounts requiring a 1099 form.

If you choose to extract credit data, perform this extract after extracting both paid item and vendor data.

As an alternative to using the credit extract, you can use Infinium QY to find the payables system's credits for the relevant period. You can then use the Infinium QY report as source data and make manual credit adjustments to the Infinium IR data.

Repeating an extract

You can repeat one or more extract processes as many times as necessary to collect all the data that you need to generate accurate and complete 1099 information. For example, if a vendor sends you a corrected tax ID or address after you performed the entire extract process, you can re-extract the vendor data.

If you repeat one or more extract process, you must also:

- Repeat the edits if you have made edits to the data in Infinium IR and the repeated extract affects the edited data
- Repeat the proof process if you have proofed the data
- Repeat the summarization process if you have summarized the data
- Repeat the printing if you have already printed the 1099 forms
- Re-create the IRS file if you have already made the IRS file

If you have printed and mailed your 1099 forms, do not re-extract. Proceed to the “Working with 1099 form fields” section in the “Processing 1099 Forms” chapter of this guide to change and print corrected 1099 forms.

Steps to extract paid items (option 1)

To extract paid items from your payables system, perform the following steps:

1. From the Infinium IR main menu select *Extract/Proof Data*.
2. Select *Extract 1099 reporting data* [ETRD]. The system displays a screen similar to the following screen:

```
10/10/02   13:05:18     Extract 1099 Reporting Data      IRGJC50    IRDJC50
_____________________________________________________________________________

Type information, press Enter.

Paid in year  . . . . . . . .   2002 +

Extract process . . . . . . .   4  1-Paid Invoices
                                   2-Vendors
                                   3-Credits
                                   4-All

Reset codes to vendor default?  0  0=No, 1=Blank, 2=All

Reset amount values?  . . . .   0  0=No, 1=Yes

Update existing records . . .   1  0=No, 1=Yes




_____________________________________________________________________________
F3=Exit  F4=Prompt  F10=Quick access  F18=Message line
```

Figure 4-2: Extract 1099 Reporting Data screen

3. Use the following information to complete the fields on this screen:

   Extract process

   Type **1** for paid invoices.

   Reset codes to vendor default?
   Reset amount values?

   These fields do not apply during a paid items extract.

Update existing records

Use the information in the table below to determine the correct setting for this field.

Condition	When *Update existing records* is set to **1** (yes)	When *Update existing records* is set to **0** (no)
Payables system item is not in the extract file	The system adds the item to the extract file. Exception: Refer to the entry for voided items later in this table.	
Payables system item is already in the extract file	The system updates the extract file item with the current payables system data.	The system does not touch the existing extract file item.
Existing extract file item is from a different payables system	The system does not touch the existing extract file item.	
Payables system item is flagged as voided	The system does not extract the item. If the paid item is already in the extract file, the system deletes the item from the extract file.	

4 Press Enter to perform the extract or press F3 to exit.

Steps to extract vendors (option 2)

To extract paid items from your payables system, perform the following steps:

1 From the Infinium IR main menu select *Extract/Proof Data*.

2 Select *Extract 1099 reporting data* [ETRD]. The system displays the Extract 1099 Reporting Data screen shown in the “Steps to extract paid items” section earlier in this chapter.

3 Use the following information to complete the fields on this screen:

Extract process

Type **2** for vendors.

Reset codes to vendor default?

Type **0** for the system to not change any 1099 codes. Type **1** for the system to replace any blank 1099 codes with the vendor's default 1099 code. Type **2** for the system to replace every 1099 code for a vendor with the payable system's default 1099 code for that vendor.

Caution: If you have modified invoices so that different invoices for the same vendor have different 1099 codes but you have also left the default code in the vendor record, specifying **2** in the *Reset codes to vendor default?* field resets all the codes to the vendor default.

This requires you to repeat the task of manually modifying the 1099 codes as needed. Refer to the following example.

Consider the examples that follow.

- You pay a vendor rent throughout the year and therefore use **RENT** as the vendor's default 1099 code. You plan to continue these rent payments to this vendor and therefore keep the default 1099 code.
- You also purchased a building site from that vendor and modified the 1099 code in the paid item record for that payment to **REALE**.

If you perform the Vendor extract resetting all codes to the default, the system changes the **REALE** to **RENT** and you must use *Work with 1099 invoices* to reset the 1099 code back to **REALE**.

Reset amount values?

The table below explains how the system processes the possible settings in this field during a vendor extract.

Value in *Reset amount values?*	Vendor extract action
0 (Do not reset)	The system does not change any amount values in the extract file.
1 (Reset)	The system ensures that the 1099 (taxable) amount in every extract file invoice record is the same as the paid amount in that invoice record. If the two values differ, the system changes the 1099 amount to match the corresponding paid amount.

The preceding applications of the settings in the *Reset* fields apply regardless of the setting in the *Update existing records* field. The system does read the *Update existing records* field value during a vendor extract.

Caution: Vendor extracts do not process voided items.

4 Press Enter to perform the extract or press F3 to exit.

Steps to perform a credit extract

To extract paid items from your payables system, perform the following steps:

1 From the Infinium IR main menu select *Extract/Proof Data*.

2 Select *Extract 1099 reporting data* [ETRD]. The system displays the Extract 1099 Reporting Data screen shown in the “Steps to extract paid items” section earlier in this chapter.

3 Use the following information to complete the fields on this screen:

Extract process

Type **3** for credits.

Reset codes to vendor default?

The table bellow explains how the system processes the different possible settings in the *Reset codes to vendor default?* field during a credit extract.

Value in *Reset codes to vendor default?*	Credit extract action
0 (Do not reset)	The system does not change any 1099 codes.
1 (Reset blanks)	If an extract file invoice’s 1099 code is blank, the system replaces the blank value with the vendor’s default 1099 code. This action affects only invoices with blank 1099 codes.
2 (Reset all)	If the payables system’s vendor record includes a default 1099 code, the system ensures that every extract file item for this vendor has this 1099 code. The system sets the invoice code to the 1099 code being extracted only if the vendor code is not blank.

Caution: The *Reset codes to vendor defaults* feature is not designed for use with a credit extract. If you use Option 3 to extract only credit data, we recommend that you set this field to **0**.

If you choose Option 4 (all options), ensure that you are aware of the following actions the system takes during the last of the three extracts. If any of these actions could cause difficulties at your site, consider performing Options 1, 2, and 3 individually with the appropriate settings in each case.

There is no difference between the effects of **1** and **2** in this field during a credit extract.

Reset Amount values?

The table below explains how the system processes different possible settings in this field during a credit extract.

Value in *Reset amount values?*	Credit extract action
0 (Do not reset)	The system updates the extract file 1099 home currency amount and 1099 paid amount to match the payables system's 1099 home currency amount.
1 (Reset)	The system updates the extract file 1099 home currency amount and 1099 paid amount to match the payables system's expense amount. Refer to the "Planning whether to update existing records" topic for an explanation of the records to which the system applies this action.

Caution: The *Reset amount values* feature is not designed for use with a credit extract.

If you choose Option 4 (all options), ensure that you are aware of the following actions the system takes during the last of the three extracts. If any of these actions could cause difficulties at your site, consider performing Options 1, 2, and 3 individually with the appropriate settings in each case.

Update existing records

If you type **1**, the system resets amounts on both existing invoice records and any new records extracted and added to the extract file during this credit extract.

If you type **0**, the system does not reset amounts on invoice records already in the extract file. The system applies the action only to new records extracted and added to the extract file during this credit extract.

4 Press Enter to perform the extract or press F3 to exit.

Step 12: Proofing and printing 1099 data

Overview

During the proof and print 1099 data processes, the system checks the extracted data to ensure that the required information is present and that there are no conditions that could indicate data errors.

This step enables you to:

- Perform an automated quality check on the data in the extract file, including both extracted and manually entered/modified data

  The quality check includes preliminary totaling of 1099 amounts that notifies you of potential problems prior to summarization (such as negative amounts for a given 1099 box). This preliminary proofing of projected totals does not create the records that the format summarization process creates.

- Print a proof report containing the results of this quality check

Caution: Use the *Maintain Data* menu steps to correct any errors before you summarize the data for the 1099s.

You must complete the proof process before performing the later steps of 1099 processing. Whenever you change the data, you must repeat the proof process for any affected data. For data that has not been proofed, you cannot:

- Summarize
- Print 1099 forms
- Create the 1099 file

Data correction/reproof cycle

After performing a proof, use the *Maintain Data* menu options to make the necessary and desirable corrections to your data. Repeat the proof, data maintenance, and re-proof cycle until you generate a proof report with no errors.

If you have changed data for only one vendor, you can speed up the process by running the new proof for just that vendor.

Caution: Pay particular attention to correcting invoices flagged as having a difference between the paid amount and the taxable amount.

If the two amounts are in the same currency (typically US dollars, USD), ensure that the 1099 taxable amount is no more than the paid amount. If the two amounts are in different currencies, ensure that the 1099 taxable amount, if translated into the currency of the paid amount, is no more than the paid amount.

For more information on the *Tax reporting amount greater than paid amount flag* field, refer to the “Working with entity controls” section in the “Setting Up Infinium IR” chapter of this guide.

The proof report identifies both the vendor number and the master vendor number to help you identify invoices requiring correction.

Steps to proof and print 1099 data

To proof data that you extracted from your payables system or entered directly into Infinium IR, perform the following steps:

1. From the Infinium IR main menu select *Extract/Proof Data*.
2. Select *Proof and print 1099 data* [PTD]. The system displays a screen similar to the following screen with the values from the most recently run proof:

```
10/10/02   13:06:39      Proof and print 1099 data       IRGJC50    IRDJC50
____________________________________________________________________________

Type information, press Enter.

Reporting group . . . . . . .  INFNM +
  Company code  . . . . . . .   __001 +
     Division code. . . . . .   001____ +

Paid in year  . . . . . . . .  2002 +

From vendor . . . . . . . . .  __________ +
To vendor . . . . . . . . . .  __________ +

Update 1099 Boxes . . . . . .  1  0=No, 1=Yes


Note: All reporting groups must be successfully proofed
      before you can summarize


____________________________________________________________________________
F3=Exit  F4=Prompt  F10=Quick access  F18=Message line
```

Figure 4-3: Proof and print 1099 data screen

3 Use the following information to complete the fields on this screen:

Reporting group

To proof data for only one reporting group, type the code for that group.

Company code
Division code

To proof data for only one company, type the company's code.

If you are proofing data for just one company, you can increase system performance by also specifying that company's reporting group in the preceding field.

If you are using Infinium PL as your payables system, you can also proof data for only one division within that company by typing the code for that division in the *Division code* field.

Paid in year

You must specify a year. This year is usually the year for which you are preparing the 1099 forms. The system proofs only invoices for payments paid in the specified year.

From vendor
To vendor

To further limit the proof to one or more vendors, perform one of the following tasks:

- To limit the proof to a single vendor for the previously-specified reporting group, company, or division, type the code for that vendor in both the *From vendor* and *To vendor* fields.
- To limit the proof to a range of vendors by vendor code, type the range in these two fields. The values you type do not need to be valid vendor codes.

  For example, to proof data for all vendors with codes between 10 and 50, type **10** in the *From vendor* field and **50** in the To vendor field. Even if you have no vendor 10, the system uses these values to identify the range (such as finding vendors 11, 25, and 33 for this range).
- To include data for all vendors within the previously specified reporting group, company, or division, leave these *From* and *To Vendor* fields blank.

Update 1099 Boxes

If you have changed the meaning of a 1099 code from meaning one 1099 form box to meaning a different 1099 form box, type **1** in this field to have the system update the 1099 boxes. Otherwise, type **0**.

For example, if you changed a 1099 code from meaning Box 3 on form X to meaning Box 5 on form Y, you can type **1** for the system to redirect amounts from Box 3 on form X to Box 5 on form Y.

4. Press Enter to submit or press F3 to cancel. The system returns you to the *Extract/Proof Data* menu.

Interpreting and responding to 1099 proof report warnings

The table below lists 1099 Proof Report warnings that are only for your information and do not require corrections before you continue processing of the 1099 forms.

We recommend, however, that you carefully review the warnings in order to make corrections required for accurate 1099 processing.

Warning message	Response
Taxable Amount and Paid Amount Differ	You can use *Work with 1099 invoices* to adjust the taxable amount if applicable.
Vendor 1099 Code Differs from Invoice 1099 Code	You can use *Work with 1099 invoices* to change the 1099 code.
Vendor 1099 - total amount contains a net credit balance	If the 1099 no longer applies, you can use *Work with manual invoices* to delete the invoice; this option allows you to work with extracted invoices and to delete extracted and manually created kinds of invoices. If the 1099 still applies, you can use *Work with 1099 invoices* or *Work with manual invoices* to correct the amounts before summarization or re-summarization. The summarization process inserts **0** in any box that still has a net credit balance.
1099 Code is Blank	Use *Work with 1099 invoices* to enter a valid 1099 tax code.
Vendor Tax ID is Blank	Use *Work with vendor data* to add the correct tax ID to the vendor's record and continue processing. We recommend that you also add the tax ID in the payables system.

If you are working with two currencies, refer to the *Tax reporting amount greater than paid amount flag* field instructions in the "Working with entity controls" section in the "Setting Up Infinium IR" chapter of this guide.

Interpreting and responding to 1099 proof report error messages

You must correct these errors before performing summarization:

Warning message	Response
Invalid 1099 Code Found	Use *Work with 1099 invoices* to correct the 1099 code or go to the payables system's code maintenance option and *Work with 1099 codes* in Infinium IR to add the 1099 code. If you make the correction only in the payables system, repeat the extract.

Warning message	Response
Invalid Vendor Code	Go back to the payables system to determine whether the vendor code is valid. Use *Work with vendor data* to correct the error in Infinium IR.
Over 900 Companies Share the Same Federal Tax ID	Use *Work with reporting groups* to change the number of companies that you are simultaneously processing to less than 900.
Tax ID is Larger Than 9 Digits	Use *Work with vendor data* to change the *Tax ID* value for the vendor. The *Tax ID* field cannot contain more than nine digits, excluding the hyphens and alphabetic characters that the IR processing removes.
Taxable Amount is Greater Than Paid Amount	Use *Work with 1099 invoices* to remove or adjust the taxable amount. Then use *Work with 1099 form fields* to add a record that has the taxable amount greater than the paid amount. Exception: If you are working with two currencies, refer to the *Tax reporting amount greater than paid amount flag* field instructions in the “Working with entity controls” section in the “Setting Up Infinium IR” chapter of this guide.
1099 Code Entered with No Taxable Amount	Use *Work with 1099 Invoices* to add the taxable amount to the record.
Tax ID Contains Invalid Characters	Use *Work with vendor data* to correct the tax ID for the vendor.
1099 Taxable and Invoice Amounts Must Be the Same Signs (+ or -)	Use *Work with 1099 Invoices* to correct the tax amount.

Notes

Chapter 5 Maintaining Detailed Data

5

This chapter explains how to prepare to maintain the detailed data in Infinium IR.

The chapter consists of the following topics:

Topic	Page
Overview of maintaining detailed data	5-2
Step 13: Displaying the status of your work (optional)	5-4
Step 14: Working with 1099 invoices (optional)	5-6
Step 15: Working with vendor data (optional)	5-11
Step 16: Working with manual invoices (optional)	5-15

Overview of maintaining detailed data

Maintaining detailed data includes the following menu options:

- *Display Status*

  Helps you verify your location in the process so that you can complete all required steps in the appropriate order

- *Work with 1099 invoices*

  Allows you to display a list of extract file invoices for a specific vendor, modify an extracted invoice's 1099 or taxable amount, delete invoices, or simultaneously change the 1099 codes in multiple invoices

- *Work with vendor data*

  Allows you to display the Infinium IR data for a vendor, modify tax ID, DBA (doing business as), IRS vendor name control, TIN type, IRS TIN notice, and address information for that vendor

- *Work with manual invoices*

  Allows you to create a new invoice in the extract file and edit the amount and date data in both manually created and extracted invoices

The changes that you make using the above options affect only the Infinium IR records and do not update your payables system.

Perform these tasks to correct errors identified during the proof process described in the "Extracting and Proofing the Detailed Data" chapter of this guide and to complete preparing the detailed data for summarization.

WARNING! Although the system allows you to continue to the summarization process without having used these options, you must use these options to correct errors found during the proof and to ensure that your data is accurate. In addition, if you make these changes after summarizing, you must repeat the summarization process in order to include the changes in the 1099 forms.

Objectives

After you complete this chapter, you should be able to:

- View vendor and invoice data that you extracted from the payables system
- Add new vendor and invoices directly into Infinium IR
- Modify extracted and manually added vendor and invoice data
- Delete an extract file record

Step 13: Displaying the status of your work (optional)

Overview

Use *Display status* to view:

- Key Infinium IR tasks, including the date and time that each option was executed and who performed the option
- Application program interfaces (APIs) that you established in your entity controls
- A summary of the doing business as (DBA) processing settings that you established in entity controls

Although you are not required to display the status of your work, doing so helps you verify your location in the process so that you can complete all required steps in the appropriate order and check certain entity controls without having to go to the *Set Up System* menu.

Steps to display the status of your work

To verify the status of your work and, if applicable, check your API and DBA processing settings, perform the following steps:

1. From the Infinium IR main menu select *Maintain Data.*
2. Select *Display status* [DPS]. The system displays a screen similar to the following screen:

```
_10/10/2002  13:03:30            Display Status          IRGECD     IRDECD

                                                                  Page 1 of 3
Processing Status Display                          Date      Time       User
  Initialize system values . . . . . . .  Run  8/28/2002  11:36:39   MAC
  Initialize code values . . . . . . . .  Run 10/10/2002  10:41:24   AM2000
  Initialize companies . . . . . . . . .  Run  7/30/2002  13:19:16   MAC
  Work with 1099 codes . . . . . . . . .  Run 10/02/2002  14:39:05   MLF
  Initialize reporting files . . . . . .  Run  7/30/2002  14:02:41   MAC
  Work with reporting groups . . . . . .  Run 10/03/2002  13:30:04   MLF
  Extract 1099 reporting data  . . . . .  Run  9/04/2002  14:27:33   MLF
  Proof and print 1099 data  . . . . . .  Run 10/02/2002  14:43:09   MLF
  Work with 1099 invoices  . . . . . . .  Run 10/10/2002  10:04:27   AM2000
  Summarize 1099 data  . . . . . . . . .  Run 10/02/2002   9:02:11   MLF
  Work with 1099 form fields . . . . . .  Run 10/10/2002  12:15:58   MLF
  Work with vendor data  . . . . . . . .  Run 10/09/2002  11:27:13   MLF
  Print 1099 forms . . . . . . . . . . .  Run 10/03/2002  13:49:51   MLF
  Create 1099 IRS file . . . . . . . . .  Run 10/10/2002  12:17:09   MLF
  Copy 1099 file to tape/ Download file   Run 10/09/2002  11:08:29   MLF
  Close year end . . . . . . . . . . . .  Run 10/10/2002  12:15:51   MLF
  Archive 1099 reporting files . . . . .

F3=Exit  F10=Quick access  F12=Cancel
```

Figure 5-1: Display Status - processing status screen

3 Use the following information to interpret the fields on this screen:

The system displays the status of most 1099 processing steps on this screen. Each time that a user repeats one of these steps the system updates this screen. Refer to this screen to determine your progress in 1099 processing.

WARNING! Because the system updates this screen each time you submit an option and if you cancel a job or a job ends abnormally, the system updates this screen even though the job did not complete.

4 Continue to press Enter to view your API or DBA processing settings or press F3 to return to the *Extract/Proof Data* menu.

For more information on API and DBA processing settings and how to maintain them, refer to the “Working with entity controls” section in the “Setting Up Infinium IR” chapter of this guide.

Step 14: Working with 1099 invoices (optional)

Overview

In working with 1099 invoices, you can:

- Display a list of the extract file invoices for a specified vendor
- Modify an invoice's 1099 code and taxable amount
- Delete invoices
- Simultaneously change the 1099 codes in multiple invoices to a new value (that is, perform a mass change to selected invoices)

Changes that you make using *Work with 1099 invoices* affect only Infinium IR records and do not update your payables system's records.

Steps to modify data for a single invoice

To modify data for an invoice, perform the following steps:

1. From the Infinium IR main menu select *Maintain Data*.
2. Select *Work with 1099 invoices* [WWTV]. The system displays a screen similar to the following screen:

```
10/10/02   14:28:17        Work With 1099 Invoices        IRGTVM     IRDTVM

Vendor  . . . . . . . . . . . _________ +
Paid in year  . . . . . . . . ____ +
1099 code . . . . . . . . . . _____ +
Invoice Number. . . . . . . . _____ - _______ ____ - __ - _____
Taxable amount  . . . . . . . ___________________.00_
Default 1099 code . . . . . . _____ +
_____________________________________________________________________________
Type options, press Enter.         2=Change  4=Delete
Sel 1099 Code    Taxable Amount     Co# Division                 Paid Amount
       Master Vendor Invoice Number        Year Mo Seq#    Inv Date  Pay Date









F3=Exit  F4=Prompt  F10=Quick access  F11=Alt. view  F12=Cancel  F13=Repeat
```

Figure 5-2: Work With 1099 Invoices selection screen

3 Do one of the following:

- Type values in the *Vendor*, *Paid in year*, and *1099 code* fields to display invoices for a specific vendor, year, and 1099 code.
- Type values in the *Vendor* and *Paid in year* fields, leaving the *1099 code* field blank to display a list of all a vendor's paid invoices regardless of 1099 code.

4 Press Enter to display a list of the requested invoices on the bottom half of this screen.

You can press F11 to shift back and forth ("toggle") between two display formats for this list to find the invoice to change. You can also press PgDn to find the invoice. The PgUp key does not allow you to scroll backwards through the list of invoices. Press Enter to redisplay the list.

5 Type **2** in the *Sel* field next to the invoice to display data for that invoice in the fields at the top of this screen.

6 Press Enter. The system displays a screen similar to the following screen:

```
 10/10/02   14:41:47        Work With 1099 Invoices         IRGTVM     IRDTVM

 Vendor  . . . . . . . . . . .    VEND1 +
 Paid in year  . . . . . . . .  2002 +
 1099 code . . . . . . . . . .  ____ +
 Invoice Number. . . . . . . .  ____ - _______ ____ - __ - ____
 Taxable amount  . . . . . . .  ________________.00
 Default 1099 code . . . . . .  ____ +
 ____________________________________________________________________________
 Type options, press Enter.         2=Change  4=Delete
Sel 1099 Code    Taxable Amount     Co# Division                Paid Amount
       Master Vendor Invoice Number        Year Mo Seq#    Inv Date  Pay Date
 _ Q01                  100.00     001 001                            100.00
             VEND1   CREATED BY MLF        2002 99 00010   01152002  03012002
 _ Q01                  100.00     001 001                            100.00
             VEND1   CREATED BY MLF        2002 99 00011   04012002  05012002
 _ Q01                  100.00     001 001                            100.00
             VEND1   CREATED BY MLF        2002 99 00012   06012002  07012002


                                                                        Bottom

 F3=Exit  F4=Prompt  F10=Quick access  F11=Alt. view  F12=Cancel  F13=Repeat
```

Figure 5-3: Work With 1099 Invoices detail screen

7 Edit the values in the *1099 code* and *Taxable amount* fields, if applicable. If you type a taxable amount, the system ensures that this invoice has a 1099 code.

If you type a taxable (1099) amount that is larger than the original payment amount, the system checks the *Tax reporting amount greater than paid amount flag* field in your entity controls to determine how to respond.

For more information, refer to the “Working with entity controls” section in the “Setting Up Infinium IR” chapter of this guide.

8 Press Enter. The system saves your changes in a temporary file and clears the fields at the top of the screen.

The system does not save these changes until you exit the option saving your changes.

9 Repeat the preceding steps for each additional invoice that you need to edit.

10 Press F3 to exit. The system displays the Exit Options window.

11 Type **1** to save your changes. Press Enter. The system returns you to the *Maintain Data* menu.

Steps to delete an invoice

1. Complete steps 1 through 4 as outlined in the “Steps to modify data for a single invoice” section earlier in this chapter.
2. Type **4** in the *Sel* field next to the invoice to delete. Press Enter. The system displays a confirmation screen.
3. Press Enter to confirm the deletion or press F12 to cancel.

Steps to reset 1099 codes and taxable amounts in multiple invoices

To modify data in all the invoices for one vendor, perform the following steps:

1. Complete steps 1 through 3 as outlined in the “Steps to modify data for a single invoice” section earlier in this chapter.
2. Press Enter. The system displays the Work with 1099 Invoices detailed screen.
3. Type the 1099 code (or blank value) to be assigned to all the listed invoices for this vendor in the *Default 1099 code* field.
4. Press F13. The system displays a window similar to the following window:

```
_10/10/02   14:41:47        Work With 1099 Invoices         IRGTVM     IRDTVM

 Vendor  . . . . . . . . . . .      VEND1 +
 Paid in year  . . . . . . . .  2002 +
 1099 code . . . . . . . . . .  _____ +
 Invoice Number. . . . . . . .  _____ - _______ ____ - __ - _____
 Taxable amount  . . . . . . .  ___________________.00
 Default 1099 code . . . . . .  _____ +
 ____________________________________________________________________________
 Type options, press Enter.         2=Change  4=Delete
Sel 1099 Code    Taxable Amount     Co# Division                 Paid Amount
       Master Vendor I                                          nv Date  Pay Date
 _ Q01                    Duplicate 1099 Confirmation                  100.00
            VEND1   C   Press Enter to duplicate  ALL           1152002  03012002
 _ Q01                  1099 Codes and Reset the Taxable              100.00
            VEND1   C  Amount to equal the Paid Amount.         4012002  05012002
 _ Q01                      Press  F12  to Cancel.                    100.00
            VEND1   C                                           6012002  07012002


                                                                      Bottom

 F3=Exit  F4=Prompt  F10=Quick access  F11=Alt. view  F12=Cancel  F13=Repeat
```

Figure 5-4: Duplicate 1099 Confirmation window

5 Press F12 to cancel or press Enter for the system to do the following:

- Reset all the 1099 codes to the 1099 code that you typed in the *Default 1099 code* field
- Reset all the taxable amounts to the same values as the corresponding payment amounts

Because the repeat process only affects a change for the records up to the point in the subfile through which you have scrolled and because the subfile is filled one page at a time, you must repeat this process for additional subfile pages.

6 Press F3 to exit. The system displays the Exit Options window.

7 Type **1** to save your changes. Press Enter. The system returns you to the *Maintain Data* menu.

Step 15: Working with vendor data (optional)

Overview

In working with vendor data, you can correct and/or add information such as tax ID data, other IRS-related data, and address to the vendor records in the Infinium IR vendor/payee file.

You can perform this step at any time after you complete the entire extract process.

Changes that you make using *Work with vendor data* affect only Infinium IR records and do not update vendor information in the payables system.

Steps to work with vendor data

To correct data for and/or add data to vendors, perform the following steps:

1. From the Infinium IR main menu select *Maintain Data*.
2. Select *Work with vendor data* [WWVD]. The system displays a screen similar to the following screen:

```
10/10/02  14:45:28          Work With Vendor Data        IRGTPM      IRDTPM
____________________________________________________________________________

Type information, press Enter.

Vendor  . . . . . . . . . . .  _________ +



F3=Exit  F4=Prompt  F10=Quick access
```

Figure 5-5: Work With Vendor Data prompt screen

3 Type a vendor number or press F4 to select from a listing of vendors. Press Enter. The system displays a screen similar to the following screen:

```
10/10/02   14:46:25         Work With Vendor Data         IRGTPM     IRDTPM
____________________________________________________________________________

Type information, press Enter.

Vendor . . . . . . . . . . .        VEND1  VENDOR 1                    

Tax ID number  . . . . . . .   019-11-9999      
Doing Business As  . . . . .   ______________________________
Vendor name control  . . . .   ____
TIN type . . . . . . . . . .   2          (1=EIN, 2=SSN)
2nd TIN notice?  . . . . . .   _
Vendor 1099 code . . . . . .   A2   +
Address  . . . . . . . . . .   25 COMMUNICATIONS WAY       
                               ______________________________
                               ______________________________
                               ______________________________
City . . . . . . . . . . . .   HYANNIS                      
State/Province . . . . . . .   MA
Postal code  . . . . . . . .   02167     
Manually Created by. . . . .   MLF
Date/Time. . . . . . . . . .    9/18/2002  112847
F3=Exit  F4=Prompt  F10=Quick access  F12=Cancel
```

Figure 5-6: Work With Vendor Data screen

4 Use the following information to complete the fields on this screen:

Caution: When you press Enter at this screen, the system saves your changes in the vendor/payee file. You cannot cancel these changes later when you press F3. The new data is already written to the Infinium IR vendor/payee file.

Tax ID number

This nine digit tax identification number (TIN) is either an employer identification number (EIN, format 99-9999999) or a social security number (format 999-99-9999). In either case, you must type the hyphens.

Doing Business As

If the vendor has a doing business as (DBA) name to be printed on the 1099 differing from the vendor's name displayed earlier on this screen, ensure the DBA value is in this field.

For related information, refer to the description of DBA Processing in the "Working with entity controls" section in the "Setting Up Infinium IR" chapter of this guide.

Vendor name control

Refer to the IRS instructions for information about the value to be provided in this field for IRS reporting purposes. The value is typically the first four characters of the 1099 vendor's name.

TIN type

Specify whether the tax ID earlier on this screen is an employer ID number or a social security number. Type **1** if the number is an EIN; type **2** if the number is a social security number.

If you cannot tell which type the number is, leave this field blank.

2nd TIN notice?

Ordinarily, leave this field blank. If the IRS notified you twice within three calendar years that the vendor provided an incorrect tax ID, type **2** in this field. If you mark this box, the IRS will not send you any further notices.

Vendor 1099 code

The system displays the default 1099 code for this vendor in this field. To change the default 1099 code, type a new 1099 code.

Address

Type up to four lines of text for the street, building, suite, and similar components of the address to which to mail the 1099 form.

City

Type the city component of the address to which to mail the 1099 form.

State/Province

Type the two-character US postal service code for the state or the Canadian postal service code for the province to which to mail the 1099 form.

Postal code

Type the US postal zip code or Canadian equivalent postal code to which to mail the 1099 form.

Manually Created by

If this record was added directly in Infinium IR, the system displays the user profile name of the person who created the record.

Date/Time

This is the date and time when this record was created.

5 Press Enter to update this record in the vendor/payee file or press F3 to cancel without updating. The system returns you to the Work with Vendor Data prompt screen.

Step 16: Working with manual invoices (optional)

Overview

Ordinarily, you process invoices in your payables system and extract the data from that payables system. By completing this step you can supplement the payables system data by creating additional invoices directly in Infinium IR.

Work with manual invoices enables you to:

- Add a new invoice directly into the extract file in Infinium IR

  The system flags a new invoice as a manually created invoice by supplying **99** as the payment period.

- Edit a manually-created invoice
- Delete a manual invoice

You can use this option only for manual invoices. To maintain extracted invoices, use *Work with 1099 invoices*. When you use *Work with manual invoices* and use F21 to work with extracted invoices, the program selects only the first invoice with the company, division, year, month, and sequence for which there could be many duplicates. Using *Work with 1099 invoices* eliminates this problem.

This option provides an override key, F21 that enables you to change more date and amount data in the invoice than you can edit in *Work with 1099 invoices*.

Use this option as follows:

- After you have extracted data from the payables system, as described in the “Extracting and Proofing the Detailed Data” chapter of this guide
- Before you summarize the data to generate the totals for the 1099, as described in the “Summarizing Data for 1099 Totals” chapter of this guide

Caution: If you repeat initializing of the Infinium IR reporting files, you lose all manually entered invoice information.

WARNING! To change the TIN of a vendor, use *Work with 1099 vendors* (in Infinium IR) or *Work with vendor* (in Infinium PL). If you make the change in Infinium IR, the change is not made in Infinium PL.

Steps to manually add a new invoice to the extract file

To create an invoice manually, perform the following steps:

1. From the Infinium IR main menu select *Maintain Data*.
2. Select *Work with manual invoices* [WWMV]. The system displays a screen similar to the following screen:

```
10/10/02  14:48:17        WORK WITH MANUAL INVOICES        IRGCTE      IRDCTE
_____________________________________________________________________________
Invoice Number. . . . . . . .   001 +    99999 + 2001 + -  99  -  001 _

F3=Exit  F4=Prompt  F10=Quick access  F12=Cancel  F21=Override
```

Figure 5-7: WORK WITH MANUAL INVOICES prompt screen

3. Use the following information to complete the fields on this screen:

Invoice Number

Type company, division, and year values in the first three components of the *Invoice Number* field to identify the payer and the year of payment.

Exception: Type a division only if using Infinium PL as your payables system.

If the system displays a message that there is no record for this vendor, use *Work with vendor data* in Infinium IR to add a record for that vendor. Then return to *Work with manual invoices* to create the invoice.

The system automatically supplies **99** in the fourth (month/period) component to flag this invoice as manually entered directly into the Infinium IR extract file.

Type a unique sequence number in the last component of the *Invoice Number* field.

4 Press Enter. The system displays a screen similar to the following screen:

```
10/10/02  14:49:53        WORK WITH MANUAL INVOICES        IRGCTE      IRDCTE
_____________________________________________________________________________
Invoice Number. . . . . . . .    001 -     99999   2001   -  99  -  00001

Reporting Group . . . . . . . . . . . ____ +
YEAR PAID . . . . . . . . . . . . . . ___  +
VENDOR NUMBER . . . . . . . . . . . . _________ +
MASTER VENDOR . . . . . . . . . . . . _________ +
1099 CODE . . . . . . . . . . . . . . ____ +



MANUALLY CREATED INVOICE. . . . . . . CREATED BY AM2000
INVOICE BASE AMOUNT . . . . . . . . . ___________________.00
BASE 1099 AMOUNT. . . . . . . . . . . ___________________.00
INVOICE PAID AMOUNT . . . . . . . . . ___________________.00
PAID 1099 AMOUNT. . . . . . . . . . . ___________________.00
INVOICE DATE. . . . . . . . . . . . . _______
PAID DATE . . . . . . . . . . . . . . _______



F3=Exit  F4=Prompt  F10=Quick access  F12=Cancel  F22=Delete
```

Figure 5-8: WORK WITH MANUAL INVOICES screen

5 Use the information below to complete the fields on this screen. All the fields on this screen are required.

Reporting Group

Specify the reporting group code for the company that made the payment.

Year Paid

Specify the year in which the payment was made.

The system ensures that the year you specify is a valid accounting year in the Infinium IR code tables. If the year is not valid, use *Work with code tables* in Infinium IR to add the year as a valid value for the **AYR** (Accounting Year)

code type as explained in the “Setting Up Infinium IR” chapter of this guide. Then repeat these manual invoice steps using the appropriate year.

Vendor Number

Specify the number assigned to the vendor who received the payment represented by this invoice.

Master Vendor

Specify the number of the master vendor to which this vendor is assigned. Both the vendor number and the master vendor number are required.

If there is no different master vendor, type the vendor number in both the *Vendor Number* and *Master Vendor* fields.

1099 Code

Type the code that you use to identify the 1099 form and box to which this payment is to be allocated.

For example, if this invoice represents a rent payment and you use MRENT as your 1099 code for rental payments to be reported in 1099-MISC Box 1, type **MRENT**.

Manually Created Invoice

The system supplies your user profile name in this field.

Invoice Home Amount

Using the currency defined in your payables system as the payer company’s base/home currency, specify the amount the vendor charged on the invoice submitted to that company.

Home 1099 Amount

Using the currency defined in your payables system as the payer company’s base/home currency, specify the amount of the preceding figure that represents taxable income to the vendor upon payment.

For example, if a vendor has charged $15,000 for rent and after you pay that rent the vendor has to report all $15,000 as taxable income for the current tax year, specify $15,000 in both the preceding field and this field.

Invoice Paid Amount

Specify the amount paid to the vendor, as represented by this invoice.

Paid 1099 Amount

Specify the amount of the payment that represents taxable income to the vendor.

Invoice Date

Specify the date on the invoice submitted by the vendor.

Paid Date

Specify the date of the payment represented by this invoice.

6 Press Enter to add the new record to the vendor/payee file or press F3 to return to the *Maintain Data* menu without saving this new record.

Steps to edit data in an extracted invoice

To edit data in an extracted invoice, perform the following steps:

1 From the Infinium IR main menu select *Maintain Data*.

2 Select *Work with manual invoices* [WWMV]. The system displays the Work with Manual Invoices prompt screen.

3 Use the following information to complete the fields on this screen:

Invoice Number

Type company, division, and year values in the first three components of the *Invoice Number* field to identify the payer and the year of payment.

Exception: Type a division only if using Infinium PL as your payables system. The system automatically supplies 99 in the fourth (month/period) component to flag this invoice as manually entered directly into the Infinium IR extract file.

You can press F21 to override the restriction on the month/period component of this field and to type the actual period for the invoice that you want to edit.

Type a unique sequence number in the last component of the *Invoice Number* field.

4 Press Enter. The system displays the Work with Manual Invoices screen with the invoice that you specified.

5 Edit the values that require changes. You can edit the date and amount fields. Press F21 if you need to edit any other fields to override the field access restrictions and then edit the data.

6 Press Enter to update the vendor/payee file. The system returns you to the Work with Manual Invoices selection screen.

Steps to delete an Infinium IR extract file record

To delete an extract file record, perform the following steps:

1 From the Infinium IR main menu select *Maintain Data*.

2 Select *Work with manual invoices* [WWMV]. The system displays the Work with Manual Invoices prompt screen.

3 Type company, division, and year values in the first three components of the *Invoice Number* field to identify the payer and the year of payment.
Exception: Type a division value only if using the Infinium PL system as your payables system.

The system automatically supplies **99** in the fourth (month/period) component to flag this invoice as manually entered directly into the Infinium IR extract file.

4 Press F21 if deleting an extracted invoice rather than a manually-created invoice to override the restriction on access to the month/period component and type the actual period for the invoice to edit.

5 Type a unique sequence number in the last component of the *Invoice Number* field.

6 Press Enter. The system displays the Work with Manual Invoices screen with the data for the invoice that you specified.

7 Press F22 to delete the entire invoice record from the extract file. The system returns you to the Work with Manual Invoices prompt screen.

Deletions here affect only the Infinium IR extract file records. This procedure does not delete any records in the payables system.

8 Press F3 to exit. The system returns you to the *Maintain Data* menu.

Chapter 6 Summarizing Data for 1099 Totals

6

This chapter of the guide explains how to:

- Summarize your extracted and manually-entered invoice-level data to generate the totals for your 1099 forms
- Print an optional 1099 Summary Report

Caution: Ensure that you have proofed the data, including changed data, before summarizing.

The chapter consists of the following topics:

Topic	Page
Overview of summarizing data for 1099 totals	6-2
Step 17: Displaying the status of your work (optional)	6-3
Step 18: Summarizing 1099 data	6-5
Step 19: Printing a 1099 summary report (optional)	6-7

Overview of summarizing data for 1099 totals

You can summarize 1099 data to generate totals for each 1099 form box based on the data that you extracted and edited. Perform this step only after extracting, proofing, and correcting data and before printing the paper forms.

You can print a 1099 summary report to preview the summarized data after you use *Summarize 1099 data* and before you print the paper forms and generate the file. Infinium strongly recommends that you print the 1099 summary report and review the data.

Objectives

Upon completion of this chapter, you should be able to:

- Summarize your 1099 data
- Print a 1099 summary report

Step 17: Displaying the status of your work (optional)

Overview

Use *Display status* to view:

- Key Infinium IR tasks, including the date and time that each option was executed and the name of the user who performed the option
- Application program interfaces (APIs) that you established in your entity controls
- A summary of the doing business as (DBA) processing settings that you established in entity controls

Although you are not required to display the status of your work, doing so helps you verify your location in the process so that you can complete all required steps in the appropriate order and check certain entity controls without having to go to the *Set Up System* menu.

Steps to display the status of your work

To verify the status of your work and, if applicable, check your API and DBA processing settings, perform the following steps:

1. From the Infinium IR main menu select *Extract/Proof Data*.
2. Select *Display status* [DPS]. The system displays a screen similar to the following screen:

```
_10/10/2002  13:03:30            Display Status          IRGECD     IRDECD

                                                                   Page 1 of 3
Processing Status Display                          Date      Time       User
  Initialize system values . . . . . . .  Run  8/28/2002  11:36:39   MAC
  Initialize code values . . . . . . . .  Run 10/10/2002  10:41:24   AM2000
  Initialize companies . . . . . . . . .  Run  7/30/2002  13:19:16   MAC
  Work with 1099 codes . . . . . . . . .  Run 10/02/2002  14:39:05   MLF
  Initialize reporting files . . . . . .  Run  7/30/2002  14:02:41   MAC
  Work with reporting groups . . . . . .  Run 10/03/2002  13:30:04   MLF
  Extract 1099 reporting data  . . . . .  Run  9/04/2002  14:27:33   MLF
  Proof and print 1099 data  . . . . . .  Run 10/02/2002  14:43:09   MLF
  Work with 1099 invoices  . . . . . . .  Run 10/10/2002  10:04:27   AM2000
  Summarize 1099 data  . . . . . . . . .  Run 10/02/2002   9:02:11   MLF
  Work with 1099 form fields . . . . . .  Run 10/10/2002  12:15:58   MLF
  Work with vendor data  . . . . . . . .  Run 10/09/2002  11:27:13   MLF
  Print 1099 forms . . . . . . . . . . .  Run 10/03/2002  13:49:51   MLF
  Create 1099 IRS file . . . . . . . . .  Run 10/10/2002  12:17:09   MLF
  Copy 1099 file to tape/ Download file   Run 10/09/2002  11:08:29   MLF
  Close year end . . . . . . . . . . . .  Run 10/10/2002  12:15:51   MLF
  Archive 1099 reporting files . . . . .

F3=Exit  F10=Quick access  F12=Cancel
```

Figure 6-1: Display Status - processing status screen

3 Use the following information to interpret the fields on this screen:

The system displays the status of most 1099 processing steps on this screen. Each time that a user repeats one of these steps the system updates this screen. Refer to this screen to determine your progress in 1099 processing.

WARNING! Because the system updates this screen each time that an option is submitted, if you cancel a job or a job ends abnormally, the system still updates this screen even though the job did not complete.

4 Continue to press Enter to view your API or DBA processing settings or press F3 to return to the *Extract/Proof Data* menu.

For more information on API and DBA processing settings and how to maintain them, refer to the “Working with entity controls” section in the “Setting Up Infinium IR” chapter of this guide.

Step 18: Summarizing 1099 data

Overview

The system stores summarization totals in summary records. Each summary record represents one 1099 for one vendor within one reporting group. The system uses these summary records when you print the 1099 forms and prepare the file for the IRS.

Summarization does not affect forms that you created or form changes that were made using *Work with 1099 form fields*.

Steps to summarize 1099 data

To summarize your data for the 1099s, perform the following steps:

1. From the Infinium IR main menu select *Summarize Data*.
2. Select *Summarize 1099 data* [STD]. The system displays a screen similar to the following screen with the last values that any user typed as default values:

```
10/10/02   13:09:46          Summarize 1099 Data        IRGJC50    IRDJC50

Type information, press Enter.

Reporting group . . . . . . .  INFNM +

Paid in year  . . . . . . . .  2002 +

F3=Exit  F4=Prompt  F10=Quick access  F18=Message line
```

Figure 6-2: Summarize 1099 Data screen

3 Use the following information to complete the fields at this screen:

Reporting group

Type the name of a reporting group to limit the summarization to that group's data.

Paid in year

Specify the tax year for which you are summarizing data.

4 Press Enter to submit or press F3 to exit without summarizing. The system returns you to the *Summarize Data* menu.

Step 19: Printing a 1099 summary report (optional)

Overview

The 1099 summary report includes:

- The reporting group's name, federal tax ID, and payment year
- Each 1099 the system summarized, including such data as the vendor's code, name, address, IRS name control information, federal tax ID, the type of 1099 (identified by IRS form type code such as A for the 1099-MISC), the amount code for each totaled box on that form (identified by IRS amount code), and each box amount

Caution: A summary page identifies the payer information that will be printed on the 1099 forms (name, address, EIN, and transmitter control code), followed by information about the total number of 1099s in the report and the total amounts for each amount code associated with each form in the report.

Steps to print a 1099 summary report

To print a 1099 summary report, perform the following steps:

1. From the Infinium IR main menu select *Summarize Data*.
2. Select *Print 1099 summary report* [PTF]. The system displays a screen similar to the following screen showing the values typed the last time the report was submitted:

```
10/11/02   15:16:34      Print 1099 Summary Report       IRGJC50    IRDJC50
____________________________________________________________________________

Type information, press Enter.

Reporting group . . . . . . .  INFNM +

Paid in year  . . . . . . . .  2002 +

IRS 1099 type . . . . . . . .  _ +     Blank=all, Press HELP for options

Include below dollar limits?   0       0=No, 1=Yes









____________________________________________________________________________
F3=Exit  F4=Prompt  F10=Quick access  F18=Message line
```

Figure 6-3: Print 1099 Summary Report screen

3 Use the following information to complete the fields on this screen:

Reporting group

Type the reporting group to be included in this run of the report.

Paid in year

Specify the year for which you summarized data.

IRS 1099 type

Type an IRS form type code (such as **A** for 1099-MISC) or leave this field blank to include all form types in the report.

You can press F4 to display a list of the codes or press Help to display a list of the codes with names of the forms they represent.

Include below dollar limits?

Type **1** to see summary records for all 1099 forms regardless of whether each 1099 meets the IRS lower limit amount. Type **0** to omit lower limit amounts from the summary.

If you generate this report for form type 1 (1099-DIV), the system automatically totals the amounts associated with amount codes 2 through 5

(that is, printed form Boxes 1b through 1e) and enters the total of these amounts in the box for amount code 1 (that is, printed form Box 1a).

4 Press Enter to submit the report or press F3 to exit without submitting the report. The system returns you to the *Summarize Data* menu.

Notes

Chapter 7 Processing 1099 Forms

7

This chapter explains how to process 1099 forms and consists of the following topics:

Topic	Page
Overview of processing 1099 forms	7-2
Step 20: Displaying the status of your work (optional)	7-3
Step 21: Working with 1099 form fields (optional)	7-5
Step 22: Printing 1099 forms	7-14

Overview of processing 1099 forms

After you have extracted, proofed, and summarized your 1099 data, you are now ready to process the 1099 forms. Processing the 1099 forms can include:

- Editing data on existing 1099 forms
- Manually adding new 1099 forms and their data
- Deleting manually-added 1099 forms
- Displaying an audit trail of 1099 form changes
- Printing paper 1099 forms to be mailed to the recipients of the income

After you print the paper forms and mail them to the recipients, there are only three tasks remaining:

1. Prepare a copy of the 1099 information for the IRS
2. Close year end
3. Archive a copy of the file that you sent to the IRS

These tasks are described in the “Processing the 1099 File for the IRS” chapter of this guide.

Objectives

Upon completion of this chapter, you should be familiar with:

- Displaying the status of your work
- Working with 1099 form fields
- Printing 1099 forms

Step 20: Displaying the status of your work (optional)

Overview

Use *Display status* to view:

- Key Infinium IR tasks, including the date and time that each option was executed and who performed the option
- Application program interfaces (APIs) that you established in your entity controls
- A summary of the doing business as (DBA) processing settings that you established in the entity controls

Although you are not required to display the status of your work, doing so helps you verify your location in the process so that you can complete all required steps in the appropriate order and check certain entity controls without having to go to the *Set Up System* menu.

Steps to display the status of your work

To verify the status of your work and, if applicable, check your API and DBA processing settings, perform the following steps:

1. From the Infinium IR main menu select *Process Forms*.
2. Select *Display status* [DPS]. The system displays a screen similar to the following screen:

```
_10/10/2002  13:03:30            Display Status          IRGECD     IRDECD

                                                                  Page 1 of 3
Processing Status Display                          Date      Time       User
  Initialize system values . . . . . . .  Run  8/28/2002  11:36:39   MAC
  Initialize code values . . . . . . . .  Run 10/10/2002  10:41:24   AM2000
  Initialize companies . . . . . . . . .  Run  7/30/2002  13:19:16   MAC
  Work with 1099 codes . . . . . . . . .  Run 10/02/2002  14:39:05   MLF
  Initialize reporting files . . . . . .  Run  7/30/2002  14:02:41   MAC
  Work with reporting groups . . . . . .  Run 10/03/2002  13:30:04   MLF
  Extract 1099 reporting data  . . . . .  Run  9/04/2002  14:27:33   MLF
  Proof and print 1099 data  . . . . . .  Run 10/02/2002  14:43:09   MLF
  Work with 1099 invoices  . . . . . . .  Run 10/10/2002  10:04:27   AM2000
  Summarize 1099 data  . . . . . . . . .  Run 10/02/2002   9:02:11   MLF
  Work with 1099 form fields . . . . . .  Run 10/10/2002  12:15:58   MLF
  Work with vendor data  . . . . . . . .  Run 10/09/2002  11:27:13   MLF
  Print 1099 forms . . . . . . . . . . .  Run 10/03/2002  13:49:51   MLF
  Create 1099 IRS file . . . . . . . . .  Run 10/10/2002  12:17:09   MLF
  Copy 1099 file to tape/ Download file   Run 10/09/2002  11:08:29   MLF
  Close year end . . . . . . . . . . . .  Run 10/10/2002  12:15:51   MLF
  Archive 1099 reporting files . . . . .

F3=Exit  F10=Quick access  F12=Cancel
```

Figure 7-1: Display Status - processing status screen

3 Use the following information to interpret the fields on this screen:

The system displays the status of most 1099 processing steps on this screen. Each time that a user repeats one of these steps the system updates this screen. Refer to this screen to determine your progress in 1099 processing.

WARNING! Because the system updates this screen each time that an option is submitted, if you cancel a job or a job ends abnormally, the system still updates this screen even though the job did not complete.

4 Continue to press Enter to view your API or DBA processing settings or press F3 to return to the *Process Forms* menu.

For more information on API and DBA processing settings and how to maintain them, refer to the “Working with entity controls” section in the “Setting Up Infinium IR” chapter of this guide.

Step 21: Working with 1099 form fields (optional)

Overview

After you have summarized your data, you can use *Work with 1099 form fields* to:

- Edit 1099 forms
- Manually add new 1099 forms
- Delete manually-added 1099 forms
- Display an audit trail of changes to the 1099 forms

Editing 1099 forms

Use *Work with 1099 form fields* to edit 1099 forms. Keep in mind that certain editing restrictions apply to certain forms. For example, you cannot type a value in the field for 1099-DIV Box 2a because the system automatically calculates this value by adding together the values in Boxes 2b through 2d, in accordance with IRS rules.

Manually adding 1099 forms

You can add a new 1099 form manually to supplement the 1099 forms that the system generated in the summarization process. The manually-added 1099 form is not based on invoice records in the extract file. But you must already have a record for the vendor in the Infinium IR vendor/payee file from one of the following sources:

- Extracted from the payables system as described in the “Extracting and Proofing the Detailed Data” chapter of this guide
- Manually entered using the Infinium IR *Work with vendor data* menu option as described in the “Maintaining Detailed Data” chapter of this guide

In addition, the payer company must belong to a valid Infinium IR reporting group.

Caution: You cannot add a 1099 form for a vendor who already has a 1099 of that type. For example, if you have a 1099-MISC for Joe's Industries, you cannot add another 1099-MISC for Joe's Industries or for any other vendor that has the same tax ID as Joe's Industries.

If you need more information in the existing 1099, edit the existing 1099 to add the new information.

If you use this procedure to add a new 1099 form, the system retains that form even if you repeat the summarization process.

Deleting manually added 1099 forms

This procedure applies only to manually-added 1099 forms. You cannot delete 1099 forms that were generated by the summarization process.

Displaying an audit trail of 1099 form changes

Each time *Work with 1099 form fields* is run, the system creates audit trail records identifying the actions taken. Infinium IR lets you display the audit trail to view a list of the changes to the 1099 records, including additions and deletions of forms.

There is no audit trail until there are 1099 form changes.

Perform this step to complete the following business tasks:

- Add required information to the 1099 forms, such as federal taxes withheld and descriptions that the system cannot supply.
- If necessary, adjust 1099 amounts based on credit information. For example, if you have applied credits in the current year that offset prior year payments, the extract does not include the current year's credits.

Use the Infinium QY report to identify the credits. Then make the 1099 form adjustments. For more information on using Infinium QY to check your data, refer to Appendix A of this guide.

- Type **X** in each applicable field for 1099 form checkboxes, such as to indicate that a 1099-R is for an IRA/SEP/SIMPLE.
- Verify the 1099 information before printing the forms.

Refer to your IRS instructions for 1099 requirements.

Caution: Changes that you make using *Work with 1099 form fields* automatically update the Infinium IR summary records created during summarization.

Steps to edit 1099 forms

To edit the information on the 1099 form for a listed vendor, perform the following steps:

1. From the Infinium IR main menu select *Process Forms*.

2. Select *Work with 1099 form fields* [WWTFF]. The system displays a screen similar to the following screen:

```
10/10/02  14:51:23       Work With 1099 Form Fields     IRGFFM     IRDFFM
____________________________________________________________________________

Type information, press Enter.

Reporting group . . . . . . .  _____ +

Paid in Year  . . . . . . . .  ____ +

IRS 1099 type . . . . . . . .  _ +     Press HELP for options

From Vendor . . . . . . . . .  __________ +
To Vendor . . . . . . . . . .  __________ +


Changes as corrections?        0       0=No, 1=Yes





F3=Exit  F4=Prompt  F10=Quick access  F12=Cancel  F24=More keys
```

Figure 7-2: Work With 1099 Form Fields selection screen

3. Use the following information to complete the fields on this screen:

Reporting group

You must type the reporting group with which you plan to work.

Paid in Year

You must type the tax reporting year with which you plan to work.

IRS 1099 type

You must type the IRS code for the type of 1099 with which you plan to work. Refer to the table below.

1099 form	IRS 1099 form type code
1099-A	**4**
1099-B	**B**
1099-C	**5**
1099-DIV	**1**
1099-CAP	**P**
1099-G	**F**
1099-INT	**6**
1099-LTC	**T**
1099-MISC	**A**
1099-NEC	**N**
1099-OID	**D**
1099-PATR	**7**
1099-Q	**Q**
1099-R	**9**
1099-S	**S**
1099-SA	**M**

From Vendor
To Vendor

To include the relevant 1099 forms for all this reporting group's vendors, leave these two fields blank.

To include only one vendor in the list, type the vendor's number in both the *From Vendor* and the *To Vendor* fields.

To limit the list to a specific range of vendors, type different values in these two fields.

For example, to include all vendors with numbers between 1 and 20, type **1** in the *From Vendor* field and type **20** in the *To Vendor* field.

The system includes all vendors in this range even if there is no vendor with number 1 or 20; for example, the system might find and include vendors with numbers 2, 5, 9, 14 and 18.

Changes as corrections?

This field is informational only. The system programmatically determines if the change is a correction. A **0** in this field indicates that the data change is not a correction. A **1** in this field indicates that the data change is a correction.

4 Press Enter. The system displays a screen similar to the following screen:

```
12/02/09   19:10:54        1099 Forms Review/Update      IRGFFM     IRDFFM
____________________________________________________________________________
Payer  INFNM INFNM                                                 1099-C

 Type information and press Enter.    1=TIN 2=AMOUNTS 3=BOTH 4=DELETE


Recipient

  (1)Date Debt Cancelled  ________   (2)Amt of Cancelled Debt   _________.00
  (3)Interest Inc in Box2 _________.00
  (5)Personal Liability   _
  (6)Check for Bankruptcy _          (7)Fair Market Value       _________.00




Sel Payee/Vendor  Tax ID            Name                        Added/Changed
 _            C   024-50-3333       The C Company                   *ADDED

                                                                       BOTTOM
F3=Exit  F6=Add  F10=Quick access  F12=Cancel  F16=Audit trail
```

Figure 7-3: 1099 Forms Review/Update screen

The system displays the applicable 1099 fields at the top of the screen and a listing of vendors on the bottom of the screen.

5 Specify **1** (TIN), **2** (Amounts), or **3** (Both) in the *Sel* field on the bottom portion of this screen next to the entry for the vendor. The system displays the values for the 1099 form to be sent to that vendor in the fields on the top half of this screen, highlighting the fields that you can edit.

Please note the following:

- When you change the vendor name or TIN number and print the corrected forms, the system prints two forms. The first form contains the corrected box checked with **X** and the original vendor information. All amount fields are blank. The second form contains the new vendor information and/or corrected amounts.
- When you change the amounts or the vendor, other than the name or tax ID, the system prints only one form. The form contains **X** in the corrected box and contains the new vendor information and/or corrected amounts.

6 Edit the 1099 fields using the following guidelines:

- Refer to information about individual forms in the “Infinium IR: An Overview” chapter of this guide as well as your IRS instructions for the selected 1099 form and its boxes.
- Press F21 to change data in fields that are not highlighted.
- If a form has a checkbox, type **X** or another valid entry in the corresponding field on the screen. The system prints the **X** or other entered value in the checkbox on the 1099 form.

Caution: It can be more appropriate to make amount changes by using *Work with manual invoices* described in the “Maintaining Detailed Data” chapter of this guide before summarizing rather than making the changes at this 1099 Forms Review/Update screen.

7 Press Enter. The system clears the fields on the top portion of the screen and returns you to the *Sel* field on the bottom portion of the screen.

8 Repeat Steps 1 through 4 for each additional listed 1099 form that you need to edit.

9 Press Enter again to return to the Work With 1099 Form Fields selection screen or press F3 to return to the *Process Forms* menu.

As you perform the above steps, the system generates an audit trail of the changes.

Steps to add new 1099 forms

```
12/02/09   19:10:54        1099 Forms Review/Update      IRGFFM     IRDFFM
____________________________________________________________________________
Payer  INFNM INFNM                                                  1099-C

 Type information and press Enter.    1=TIN 2=AMOUNTS 3=BOTH 4=DELETE


Recipient

  (1)Date Debt Cancelled  ________   (2)Amt of Cancelled Debt   _________.00
  (3)Interest Inc in Box2 _________.00
  (5)Personal Liability   _
  (6)Check for Bankruptcy _           (7)Fair Market Value      _________.00
                 ..............................................
                 :            Add new Vendor Record           :
                 : Enter Vendor information and press Enter.  :
                 : Vendor Number  __________  +               :
                 : F3=Exit  F4=Prompt  F24=More Keys          :
Sel Payee/Vendo :..............................................:  Added/Changed
 _            C   024-50-3333       The C Company                  *ADDED

                                                                       BOTTOM
F3=Exit  F6=Add  F10=Quick access  F12=Cancel  F16=Audit trail
```

Figure 7-4: Add new Vendor Record window

To add a new 1099 form, perform the following steps:

1. From the Infinium IR main menu select *Process Forms*.
2. Select *Work with 1099 form fields* [WWTFF]. The system displays the Work With 1099 Form Fields selection screen. If you are at the 1099 Forms Review/Update screen, you can press F12 to return to the Work With 1099 Form Fields selection screen.
3. Complete the *Reporting group*, *Paid in Year*, and *IRS 1099 type* fields.
4. Press Enter. The system displays the 1099 Form Review/Update screen specifying the reporting group, payment year, and 1099 form type.
5. Press F6 to create a new 1099 form.
6. Type the vendor's number in the window that the system displays and press Enter. The system displays the Work with Vendor Data screen.
7. Complete the fields on the Work with Vendor Data screen. For more information on this screen, refer to the "Working with vendor data" section in the "Maintaining Detailed Data" chapter of this guide.

8 Press Enter to add or update the vendor record. The system returns you to the 1099 Forms Review/Update screen.

9 Follow the procedure for editing the form fields as explained in the “Steps to edit 1099 forms” topic earlier in this section.

10 Press Enter. The system adds the new 1099 and returns you to the bottom portion of the screen.

Steps to delete manually-added 1099 forms

To delete a 1099 that you manually added using the preceding procedure, perform the following steps:

1 Complete steps 1 through 4 as outlined in the “Steps to edit 1099 forms” section earlier in this chapter.

2 Type **4** in the *Sel* field next to the entry for the form to be deleted. The system displays the selected 1099 form at the top of the screen.

3 Press Enter to delete the selected form from the displayed list. The system deletes the 1099 form and returns you to the Work With 1099 Form Fields selection screen.

Steps to display an audit trail of form changes

To display an audit trail of form changes at the *Work with 1099 form fields* selection screen, perform the following steps:

1 Press F16. The system displays a screen similar to the screen below.

For each change, this screen identifies the reporting group, the user who made the change, the type of change, and when the change occurred.

```
10/10/02    15:02:27       Audit Trail Display            IRGATD     IRDATD
____________________________________________________________________________
Type information and press Enter.
   Reporting
Opt  Group   Vendor Id   1099 Type   User Name    Action      Date      Time
Loc  ____    __________               __________

     INFNM       VEND10  1099_INT   MLF         ADDED      9/24/2002  10:32:33
     INFNM       VEND11  1099_INT   MLF         ADDED      9/24/2002  10:32:46
     INFNM   INT         1099_INT   MAC         ADDED      9/18/2002   9:06:50
     INFNM   INT         1099_INT   MAC        CHANGED     9/18/2002   9:07:03
     INFNM          MLF  1099_PATR  MLF         ADDED      9/25/2002  15:39:46
     INFNM        VEND1  1099_PATR  MLF         ADDED      9/25/2002  15:40:02
     INFNM        VEND2  1099_PATR  MLF         ADDED      9/25/2002  15:40:25
     INFNM        VEND3  1099_PATR  MLF         ADDED      9/25/2002  15:40:33
     INFNM        VEND4  1099_PATR  MLF         ADDED      9/25/2002  15:40:41
     INFNM        VEND5  1099_PATR  MLF         ADDED      9/25/2002  15:40:51
     INFNM        VEND6  1099_PATR  MLF         ADDED      9/25/2002  15:41:02
     INFNM        VEND7  1099_PATR  MLF         ADDED      9/25/2002  15:55:20
                                                                        More...


F3=Exit  F4=Prompt  F5=Refresh  F10=Quick access  F12=Cancel
```

Figure 7-5: Audit Trail Display screen

2 Type a value in one of the *Loc* fields above the *Group*, *Vendor ID*, and *User Name* columns to find a particular entry in the audit trail listing.

3 Press Enter. The system shifts the display to begin with the first entry that matches the specification that you typed. You can press F5 to refresh the display of this audit trail list.

4 Press F3 or F12 to return to the screen where you pressed F16.

Step 22: Printing 1099 forms

Overview

In this step, you print the final 1099 forms that you have prepared to send to the applicable recipients. You can repeat this step as often as necessary to print all the forms that you need with complete and accurate data.

Before printing the forms, ensure that you have done the following:

- Proofed all extracted and manually-entered invoice-level data
- Summarized the data, including changed and manually-added data
- Used *Work with 1099 form fields* described earlier in this chapter to ensure that each form meets the data completeness and accuracy requirements published by the IRS.

Caution: Refer to the “Setting Up Your Payables and Platform Data” chapter of this guide for information about the required printer controls before you begin printing.

How to handle DBA data for the form

Six lines for vendor name and address

A 1099 form contains six lines for the address:

Vendor name
Doing business as line, if any
Street address
Additional street address data, if any
Additional street address data, if any
City, state, zip code

Source of DBA line data if any

The Infinium IR entity controls let you specify whether to print DBA (doing business as) data on line 2 of the 1099 recipient or payee name and address box directly under the recipient or payee name. If you do specify printing DBA

data, the way the system handles the data depends on which payables system you use.

The Infinium PL system has a separate field for DBA data. Infinium IR retrieves the DBA value directly from that Infinium PL field.

Omitting an address line to fit on the form

The 1099 form area for payee or recipient name and address allows only six lines to be printed. If you set up the Infinium IR entity controls to request printing of DBA data immediately under the vendor's name on the 1099 form, you also need to specify which payables system address line to omit from the 1099 form.

Omit the least used line of the address. For example, if you typically use only the first three street address fields, omit the fourth street address field from the 1099 form.

Infinium PL address data	1099 without DBA processing in entity controls	1099 with DBA processing in entity controls
Joe's Industries	Joe's Industries	Joe's Industries
999 Wharf Way	999 Wharf Way	**dba Joe's Fishhooks**
Suite 33	Suite 33	999 Wharf Way
dba Joe's Fishhooks	**dba Joe's Fishhooks**	Suite 33
Attn. Joe Yellowfin	Attn. Joe Yellowfin	Attn. Joe Yellowfin
Hyannis MA 02601	Hyannis MA 02601	Hyannis MA 02601

How to handle form alignment

Default printer and form format

Infinium IR 1099 forms correspond to selected formats of the 1099 form produced by Brooks, Allan & Associates. In addition, they are designed to be printed using a laser printer.

Modify printer file

If you use Brooks, Allan & Associates forms, modifications may be required to the printer file, depending on conditions such as the following:

- The particular model of your laser printer
- The working condition of your laser printer
- The number of 1099 forms you will print

Because the Infinium IR 1099 laser forms are designed for printing on a laser printer, the first print position is 0.6 inches from the top of the form and 0.7 inches from the left edge of the form (with the exception of the 1099-INT). Depending on the type of laser printer you have, you might have to reset the starting point locations for 1099 laser forms. If resetting the starting point does not align the data, then you might have to modify the printer file.

If you purchase forms from a vendor other than Brooks, Allan & Associates or use a different type of laser printer, information in some of the fields may not align properly when you print your 1099 forms due to the differences in the form layout or printer specifications. These differences may require you to make modifications to the standard Infinium IR printer file.

Infinium recommends that you discuss these printer variables with your information systems or technical staff.

Steps to print 1099 forms

To print 1099 forms, perform the following steps:

1. From the Infinium IR main menu select *Process Forms*.
2. Select *Print 1099 forms* [PTF]. The system displays a screen similar to the following screen with the values from the most recent use of this option:

```
11/09/12   17:11:31            Print 1099 Forms          IRGJC50    IRDJC50

Type information, press Enter.
Reporting group . . . . . . .  JSD   +  Blank=all
Paid in year  . . . . . . . .  2011 +

IRS 1099 type . . . . . . . .  B +      Blank=all

Print forms by State? . . . .  0        0=No, 1=Yes

Address / Form Box Options. .  1        1 - 4

Print Corrected forms?  . . .  1        0=No, 1=Yes

Print below dollar limits?  .  1        0=No, 1=Yes

From Vendor . . . . . . . . .  __________ +
To Vendor . . . . . . . . . .  __________ +
Print Forms in test mode. . .  0        0=No, 1=Yes
Pressure Sealed . . . . . . .  0        0=No, 1=Yes
Protect Payee's ID number . .  0        0=No, 1=Yes

F3=Exit  F4=Prompt  F10=Quick access  F18=Message line
```

Figure 7-6: Print 1099 Forms screen

3 Use the following information to complete the fields on this screen:

Reporting group

Specify the reporting group for which you are printing the 1099 forms. Leave blank to print forms for all reporting groups.

Paid in year

Specify the tax reporting year for which you are printing these forms. This is a required field.

IRS 1099 type

Specify the IRS 1099 type code for the form that you are printing, such as **A** for the 1099-MISC form.

Ensure that you specify the 1099 type for which you have the paper forms currently loaded on the printer. The printer for this job is the printer currently designated in the printer controls for this 1099 type.

Return code	Type of return	Form description
B	1099-B	Proceeds From Broker and Barter Exchange Transactions (Laser 1099-B LBA, LBB, LBC)

Return code	Type of return	Form description
5	1099-C	Cancellation of Debt (Laser LCA, LCB, LCC)
1	1099-DIV	Dividends and Distributions (Laser LDA, LDB, LDC)
6	1099-INT	Interest Income (Laser LIA, LIB, LIC)
A	1099-MISC	Miscellaneous Income (Laser LMA, LMB, LMC, or LM2) will be used in conjunction with the pressure sealed option when equal to 0. When the pressure sealed option = 1, Form PS353 will be used.
N	1099-NEC	Nonemployee Compensation (NECLMA, NECLMB, and NECLMCLM2) will be used in conjunction with the pressure sealed option when equal to 0. When the pressure sealed option = 1, Form NECPS353 will be used.
9	1099-R	Distributions From Profit Sharing Retirement Plans, IRAs, and Insurance (Laser LRA, LRB, LRC, LR2, LRD1) will be used in conjunction with the pressure sealed option when equal to 0. When the pressure sealed option = 1, Form PS284 will be used.

Print Forms by State?

Type **1** to print the forms sorted by two-character US Postal Service state code, such as MA for Massachusetts.

Type **0** to print the forms sorted first by reporting group, then by form type, and within form type by vendor number.

Address/Form Box Options

This field enables you to omit data that you record in address fields solely for your internal reference and that is not to be sent to the IRS.

If the form has separate boxes for vendor name, address and city, state, and zip, type **1**.

If the form has one box for name and full address, type the number (**2**, **3**, or **4**) that corresponds to the number of address lines that you want the system to print on the form.

Print Corrected forms?

The system defaults a value of **0** in this field. Do not change this field unless you are printing corrected forms. If you are printing corrected forms, refer to the “Processing Corrected Forms” chapter for instructions.

Print below dollar limits?

The IRS requires you to report amounts in certain boxes, but only if the amounts in those boxes equal or exceed limits set by the IRS. For example, you do not need to report dividends totaling less than $10.

If all the required amounts on a 1099 form are under their limits, the IRS does not require you to issue the 1099 to the recipient of the income.

To omit all unrequired 1099 forms from this print job, type **0** in this field. To include these optional 1099 forms in the print job, type **1** in this field.

From Vendor
To Vendor

To print the relevant 1099 forms for all this reporting group’s vendors, leave these two fields blank.

To include only one vendor in the print job, type the vendor’s number in both the *From Vendor* and the *To Vendor* fields.

To limit the print job to a specific range of vendors, type different values in these two fields.

For example, to include all vendors with numbers between 1 and 20, type **1** in the *From Vendor* field and type **20** in the *To Vendor* field.

The system includes all vendors in this range even if there is no vendor with number 1 or 20; for example, the system might find and include vendors with numbers 2, 5, 9, 14, and 18.

Print forms in test mode?

Test mode printing is printing on blank paper so that you can verify the printed output without using the IRS forms. When you print in test mode, the system prints the contents of each 1099 with **X** in the void box and prints the name of the form at the bottom of the form.

Type **1** to print in test mode on blank paper loaded into the printer or type **0** to print the data on 1099 forms loaded into the printer.

Pressure Sealed

The pressure-sealed form is available with form types 1099-MISC and 1099-R.

When you request form type 1099-MISC or 1099-R, specify yes to print pressure-sealed forms. Otherwise, specify no.

Protect Payee's ID Number

Note: Check with the IRS for rules specific to masking/truncation of data on 1099 forms.

Specify yes to protect the payee's ID number on the printed form. The beginning of the payee's number will be masked with an asterisk (*) and the last four characters will be visible. This protection applies only to a payee's social security number. It does not apply to a payee's employee ID number (EIN).

Specify no to print the payee's complete ID number.

Note that different forms refer to the payee by a different name:

- 1099-A refers to the payee as the "Borrower."
- 1099-B, DIV, G, INT, MISC, NEC, OID, PATR, Q, R, and SA refer to the payee as the "Recipient."
- 1099-C refers to the payee as the "Debtor."
- 1099-CAP refers to the payee as the "Shareholder."
- 1099-LTC refers to the payee as the "Policyholder."
- 1099-S refers to the payee as the "Transferor."

Chapter 8 Processing the 1099 File for the IRS

8

This chapter explains how to create a file for the IRS and consists of the following topics:

Topic	Page
Overview of processing the file for the IRS	8-2
Step 23: Displaying the status of your work (optional)	8-3
Step 24: Creating the IRS file	8-5
Step 25: Copying the 1099 file to the tape	8-9
Step 26: Downloading the 1099 IRS file for electronic filing	8-11
Step 27: Closing year end	8-15
Step 28: Archiving your 1099 reporting files	8-17

Overview of processing the file for the IRS

Before processing the file, ensure that you have completed the following prerequisite tasks since your most recent data changes:

- Proofed, corrected, and summarized the extracted and edited data
- Used *Work with 1099 form fields*, described in the “Processing 1099 Forms” chapter of this guide, to ensure that the 1099 forms have all the information required by the IRS
- Printed the 1099 forms; the IRS file must match the forms

Objectives

Upon completion of this chapter, you should be able to:

- Create a file in accordance with the IRS specifications
- Copy the file to magnetic tape (optional)
- Download that file to the PC
- Close year end
- Archive your Infinium IR reporting files to another tape

Refer to the IRS publications and instructions for regulations that apply to these tasks.

Step 23: Displaying the status of your work (optional)

Overview

Use *Display status* to view:

- Key Infinium IR tasks, including the date and time that each option was executed and who performed the option
- Application program interfaces (APIs) that you established in your entity controls
- A summary of the doing business as (DBA) processing settings that you established in entity controls

Although you are not required to display the status of your work, doing so helps you verify your location in the process so that you can complete all required steps in the appropriate order and check certain entity controls without having to go to the *Set Up System* menu.

Steps to display the status of your work

To verify the status of your work and, if applicable, check your API and DBA processing settings, perform the following steps:

1. From the Infinium IR main menu select *Process IRS File*.
2. Select *Display status* [DPS]. The system displays a screen similar to the following screen:

```
_10/10/2002  13:03:30            Display Status          IRGECD     IRDECD

                                                                  Page 1 of 3
Processing Status Display                          Date      Time       User
  Initialize system values . . . . . . .  Run  8/28/2002  11:36:39   MAC
  Initialize code values . . . . . . . .  Run 10/10/2002  10:41:24   AM2000
  Initialize companies . . . . . . . . .  Run  7/30/2002  13:19:16   MAC
  Work with 1099 codes . . . . . . . . .  Run 10/02/2002  14:39:05   MLF
  Initialize reporting files . . . . . .  Run  7/30/2002  14:02:41   MAC
  Work with reporting groups . . . . . .  Run 10/03/2002  13:30:04   MLF
  Extract 1099 reporting data  . . . . .  Run  9/04/2002  14:27:33   MLF
  Proof and print 1099 data  . . . . . .  Run 10/02/2002  14:43:09   MLF
  Work with 1099 invoices  . . . . . . .  Run 10/10/2002  10:04:27   AM2000
  Summarize 1099 data  . . . . . . . . .  Run 10/02/2002   9:02:11   MLF
  Work with 1099 form fields . . . . . .  Run 10/10/2002  12:15:58   MLF
  Work with vendor data  . . . . . . . .  Run 10/09/2002  11:27:13   MLF
  Print 1099 forms . . . . . . . . . . .  Run 10/03/2002  13:49:51   MLF
  Create 1099 IRS file . . . . . . . . .  Run 10/10/2002  12:17:09   MLF
  Copy 1099 file to tape/ Download file   Run 10/09/2002  11:08:29   MLF
  Close year end . . . . . . . . . . . .  Run 10/10/2002  12:15:51   MLF
  Archive 1099 reporting files . . . . .

F3=Exit  F10=Quick access  F12=Cancel
```

Figure 8-1: Status Display - processing status screen

3 Use the following information to interpret the fields on this screen:

The system displays the status of most 1099 processing steps on this screen. Each time that a user repeats one of these steps the system updates this screen. Refer to this screen to determine your progress in 1099 processing.

WARNING! Because the system updates this screen each time that an option is submitted, if you cancel a job or a job ends abnormally, the system still updates this screen even though the job did not complete.

4 Continue to press Enter to view your API or DBA processing settings or press F3 to return to the *Process IRS File* menu.

For more information on API and DBA processing settings and how to maintain them, refer to the “Working with entity controls” section in the “Setting Up Infinium IR” chapter of this guide.

Step 24: Creating the IRS file

Overview

In this step, you create an IRS file to send to the IRS. You can optionally copy this file to tape.

Refer to the summary of prerequisite tasks earlier in this chapter of the guide.

Caution: Before performing this step, review IRS instructions for the specific requirements for each form and for electronic filing.

Use *Work with vendor data* to ensure that the vendor records contain the correct Tax Identification Numbers.

If you are submitting a combined 1099 Federal/State filing to the IRS for a reporting group, also use *Work with reporting groups* to ensure that the *Combined Federal/State* field contains **1** in the reporting group's records.

Steps to create an IRS file

To create a 1099 IRS file, perform the following steps:

1. From the Infinium IR main menu select *Process IRS File.*
2. Select *Create IRS file* [CTMTF]. The system displays a screen similar to the following screen:

```
12/07/21   22:23:23            Create IRS File          IRGJC50    IRDJC50
____________________________________________________________________________

Type information, press Enter.

Reporting group . . . . . .  SHAR1 + Paid in year  . . . . . .  2021 +

1099-NEC . . . . . . . . . .  1       0=Include  1=Exclude  2=NEC only

Form status . . . . . . . . .  0       0=Original,        1=Corrected
                                       2=Org. Replacement 3=Corr. Replacement
Correction set  . . . . . .  __________

Replacement number  . . . . .  __

Include below dollar limits?   1       0=No, 1=Yes

Caution:  If you have made changes to invoices, the Proof and Print 1099
Data and the Summarize 1099 Data functions must be run in order to assure
correct data on the IRS tape file.

____________________________________________________________________________
F3=Exit  F4=Prompt  F10=Quick access  F18=Message line
```

Figure 8-2: Create IRS File screen

3 Use the following information to complete the fields on this screen:

Reporting group

Specify the reporting group for which to create a file. Per the IRS Publication 1220, each file must contain only one reporting group. A file may contain multiple Payer “A” Records but only one Transmitter “T” Record.

Paid in year

Specify the tax reporting year for which you are creating the file.

1099-NEC

Select the type of 1099 forms to be included in the IRS file.

0 Create the IRS file for all 1099 forms, including Form 1099-NEC. The IRPTX file is created.

1 Exclude Form 1099-NEC from the IRS file. The IRPTXE file is created.

2 Create the IRS file that includes only Form 1099-NEC. The IRPTXN file is created.

If the file to be created will duplicate or replace data for the same tax year that is in an existing IRS file, you are prompted to continue with the file creation of the new file or cancel the submission.

If you are submitting for all 1099 forms and creating a IRPTX file, the message will be sent if one of these conditions is met:

- The IRPTX file exists with data for the same tax year as the submission.
- The IRTPXN file exists with data for the same tax year as the submission.
- The IRPTXE file exists with data for the same tax year as the submission.

If you are submitting for all 1099 forms, excluding Form 1099-NEC, and creating an IRPTXE file, the message will be sent if one of these conditions is met:

- The IRPTX file exists with data for the same tax year as the submission.
- The IRPTXE file exists with data for the same tax year as the submission.

If you are submitting for Form 1099-NEC only and creating an IRPTXN file, the message will be sent if one of these conditions is met:

- The IRPTX file exists with data for the same tax year as the submission.
- The IRPTXN file exists with data for the same tax year as the submission.

Form status

If this is an original submission, leave the default value of **0** in this field.

If this is a corrected file, type **1** in this field. If you are processing corrected forms, refer to the “Processing Corrected Forms” chapter of this guide for instructions.

If this is a replacement file requested by the IRS, type **2** in this field.

Correction set

If you are processing a correction replacement file, specify the correction set associated with that correction file.

Replacement number

If you are processing a replacement file, type the replacement number assigned by the IRS in this field.

This is a required field if the form status value is **2**.

Include below dollar limits?

The IRS requires you to report amounts in certain boxes, but only if the amounts in those boxes equal or exceed lower limits set by the IRS. For example, you do not need to report dividends totaling less than $10.

If all the required amounts on a 1099 form are under their limits, the IRS does not require you to include that 1099 in the file.

To omit all 1099 forms not required from the file, type **0** in the *Include below dollar limits* field. To include these optional 1099 forms in the file, type **1** in this field.

4 Press Enter to create the IRS file or press F3 to cancel. The system returns you to the *Process IRS File* menu.

If you press Enter, the system:

- Ensures that the reporting group value is valid and that you have completed proofing the data for that reporting group.
- Creates the file
- Generates a report to let you check the contents of the file. The *IRS Form Type* field on this report identifies the IRS form type code for this form, such as A for the 1099-MISC.
- Supplies the amount from Box 1 in Box 2 in this file if there is a form 1099-R with an amount in Box 1 for an IRA/SEP/SIMPLE distribution and Box 2 has a zero amount.

The system does not perform this action when you use *Work with 1099 form fields*. You use that option to change the taxable amount to an amount other than 100% of the distribution when the amounts should be different. Refer to the IRA/SEP/SIMPLE notes in your IRS instructions.

Step 25: Copying the 1099 file to the tape

Overview

In this step, you can optionally copy the file that you created using Create *IRS file* to the magnetic tape.

Steps to copying the file to the tape

To copy the file to the tape, perform the following steps:

1. From the Infinium IR main menu select *Process IRS File*.
2. Select *Copy 1099 file to tape* [CFTT]. The system displays a screen similar to the following screen:

```
10/10/02  13:22:01        Copy 1099 File to Tape         IRGJC50    IRDJC50
____________________________________________________________________________
This function will Save the 1099 file to tape.

Type information and then press Enter to proceed with Copy funct


Tape Device . . . . . . . . . . . . . QTAPE1
Initialize the Tape?. . . . . . . . . 1 0=No, 1=Yes


      The file being saved is:   IRPTX





Caution: Please mount tape or cartridge in drive before proceeding.




____________________________________________________________________________
F3=Exit  F12=Cancel
```

Figure 8-3: Copy 1099 File to Tape screen

3. Use the following information to complete the fields on this screen:

Tape Device

Type the name of the tape drive.

Initialize the Tape?

Type **1** to initialize the tape before copying the file to the tape. Type **0** if you do not want the system to initialize the tape before copying the file to the tape.

The system does not check for archived files on the tape before initializing.

4 Press Enter to copy the file to the tape or press F3 to cancel. The system returns you to the *Process IRS file* menu. If you press Enter, the system verifies that you mounted the tape on the drive and that the tape file exists and displays an error message if there is no tape on the drive or no tape file.

Step 26: Downloading the 1099 IRS file for electronic filing

Overview

In this step, you can use one of the following procedures to download the IRS file:

- Use the System i to download the IRS file to your PC
- Use your PC to download the IRS file from the System i to your PC

Using the System i to download the IRS file to your PC

Prerequisites

The following prerequisites are required prior to downloading the IRS file from the System i to your personal computer:

- Your user profile must be part of the S2KOBJOWNR group profile and must be a member of the System Distribution Directory on the System i.
- To establish a user in the System Distribution Directory on the System i, use the **WRKDIRE** command to add an entry in the directory. You must have Security Administrator (QSECADMIN) or Security Officer (QSECOFCR) authority to add a user to the directory.

Downloading the IRS file

To download the IRS file, perform the following steps:

1. From the Infinium IR main menu select *Process IRS File*.
2. Select *Download 1099 electronic filing* [C1099ETF].
3. Specify whether to include one or more files.
   - All 1099s (IRPTX)
   - Exclude 1099-NEC (IRPTXE)

- 1099-NEC only (IRPTXN)

4 Press Enter. The file is downloaded to your System i folder.

Viewing the downloaded folder on your PC

To view the folder you downloaded from the System i to your PC, perform the following steps:

1 Using Client Access or another utility, navigate to Network Neighborhood.

2 Click *Network Neighborhood* and the appropriate System i.

3 Click the folder created when you downloaded the 1099 electronic file (IRFLR).

Using your PC to download the IRS file from the System i to your PC

You must use the Infinium IRS file IRPTX and the current Infinium IR database library IRDBFA or the appropriate library to complete the following tasks to download the IRS file from the System i using your PC:

1 On Windows NT, access the DOS command prompt from your *Start/Programs* menu.

2 From the root directory, type the following command and press Enter:

c:

3 Change the directory to the name of the directory where you want to locate the IRPTX file on your PC (as shown in the following example) and press Enter:

cd downloads

4 Use File Transfer Protocol (FTP) to identify the System i from which you are downloading (WHQ424, for example) and press Enter:

ftp WHQ424

5 At the ftp command line, the System i system prompts you for logon information. Enter your user ID and press Enter. Type your password and press Enter.

6 At the DOS prompt, type the following command to change the directory name and press Enter:

cd irdbfa

7 Retrieve the IRPTX file from the System i by typing the following command and pressing Enter:

get irptx

8 Type **quit** to exit ftp.

9 Type **exit** to exit DOS.

Use a PC utility, such as Notepad, to view the 1099 IRS download file.

Refer to the IRS Publication 3609 for instructions on filing your 1099 form electronically. You can access this publication through the IRS web site at www.irs.gov.

Problems encountered with electronic filing

Problem	Solution
Incorrect file is not replaced timely.	If your file is bad, correct the file and resubmit as a replacement file.
Multiple files are compressed into one file.	Only compress one file per transmitted file.
Transmitter does not dial back to the FIRE System to determine file acceptability.	The results of your file transfer are posted to the FIRE System within two business days. You can verify file acceptability and, if the file contains errors, you can get an online listing of the errors. Date received and number of payee records is also displayed. If the file is good but you do not want the file processed, you must contact the IRS/MCC within 10 calendar days from the transmission of your file.
Transmitter sends the original data and the FIRE System considers the file good. When corrections are	Only send the records that need to be corrected. Do not send the entire file again. See IRS Publication 1220

Problem	Solution
received by the payer, corrections are made to the original file and the complete file is sent again as a correction file.	for details.

Step 27: Closing year end

Overview

In this step you close year end for a given reporting group and year.

Complete this function only after your organization has distributed the 1099 forms to payers and sent the electronic file to the IRS.

Once the year has been closed for a reporting group, any change that is subsequently made is marked as a correction.

Steps to close year end

1. From the Infinium IR main menu select *Close Year End*.
2. Select *Close Year End* [CLYRE]. The system displays a screen similar to the following screen:

```
10/10/02  13:23:55        Close Year End                IRGCYE     IRDCYE
____________________________________________________________________________

Type information, press Enter.

Reporting group . . . . . . .  _____ +

Paid in Year  . . . . . . . .  ____ +



F3=Exit  F4=Prompt  F10=Quick access  F18=Message line
```

Figure 8-4: Close Year End screen

3 Type the name of the reporting group.

4 Type the paid in year.

5 Press Enter for the system to close the year or press F3 to cancel. The system displays a message that the year has been closed for this reporting group. Press F3 to return to the main menu.

Chapter 9 Processing Corrected Forms

9

This chapter includes instructions for processing corrected forms and consists of the following topics:

Topic	Page
Overview of processing corrected forms	9-2
Step 1: Changing information on your forms	9-3
Step 2: Printing corrected forms	9-5
Step 3: Creating the IRS file for corrected forms	9-7

Overview of processing corrected forms

In some cases, you may need to produce corrected forms after you have closed year end and sent the original forms and file to the IRS.

Caution: A correction is defined as a change made to an original submission. This includes an omitted form with or without a new vendor.

A change made before the year has been closed for a reporting group and before media has been submitted to the IRS is not considered a correction.

Processing corrected forms is a three step process.

1. Use *Work with 1099 form fields* to change one or more of the following:
   - Tax identification number (TIN)
   - Address
   - Form box amounts
   - Add a form with or without new vendor, after the original form was submitted
2. Use *Print 1099 forms* to print the corrected forms.
3. Use *Create 1099 IRS file* to create the electronic file for corrected forms.

After you have processed your corrected forms, do not summarize your data. The system removes the corrected forms designator.

Step 1: Changing information on your forms

Overview

The first step in producing corrected forms is to change the information on your 1099 forms. This information can include one or more of the following:

- Tax identification number (TIN)
- Address
- Form box amounts

This chapter contains information about *Work with 1099 form fields* only as it relates to processing corrected forms. For more information on *Work with 1099 form fields*, refer to the “Working with 1099 form fields” section in the “Processing 1099 Forms” chapter of this guide.

Steps to change information on your forms

To change information on your forms, perform the following steps:

1. From the Infinium IR main menu select *Process Forms*.
2. Select *Work with 1099 form fields* [WWTFF]. The system displays the Work with 1099 form fields selection screen.
3. Complete the fields on this screen using the information in the “Working with 1099 form fields” section in the “Processing 1099 Forms” chapter of this guide.
4. Press Enter. The system displays the 1099 Forms Review/Update screen.
5. Do one of the following:
   - Type **1** and press Enter to process a change to the tax identification number (TIN) of the vendor. The system displays the Work with Vendor Data screen where you can change only the *Tax ID number* and *Address* fields.

- Type **2** and press Enter to process a correction to form boxes only (no TIN change). You can change the form box amounts that the system lists on the top portion of the screen.
- Type **3** and press Enter to process a change to both the TIN and the box amounts. The system displays the Work with Vendor Data screen where you can change only the *Tax ID number* and *Address* fields. Press Enter. The system returns you to the 1099 Forms Review/Update screen where you can now change the form box amounts that the system lists on the top portion of the screen.

6 Press Enter to save your changes. The system returns you to the Work with 1099 form fields selection screen. The value in the *Changes as corrections* field changes to **1** to indicate that the change is a correction.

7 Press F3 to exit. The system returns you to the *Process Forms* menu.

Caution: Using *Work with 1099 form fields* to process corrected forms does not also make corrections to Infinium PL. You must make the corrections in Infinium PL separately.

Step 2: Printing corrected forms

Overview

After you have made your changes for the corrected forms using *Work with 1099 form fields*, you must print the corrected forms. When you print corrected forms, you have the option to print on blank paper so that you can verify the printed output without using up the IRS forms.

This chapter contains information about *Print 1099 forms* only as it relates to processing corrected forms. For more complete information on the *Print 1099 forms* option, refer to the “Printing 1099 forms” section in the “Processing 1099 Forms” chapter of this guide.

Please note the following:

- When you change the vendor name or TIN number and print the corrected forms, the system prints two forms. The first form contains the corrected box checked with **X** and the original vendor information. All amount fields are blank. The second form contains the new vendor information and/or corrected amounts.
- When you change the amounts or the vendor, other than the name or tax ID, the system only prints one form. The form contains **X** in the corrected box and contains the new vendor information and/or corrected amounts.

Steps to print corrected forms

To print corrected 1099 forms, perform the following steps:

1. From the Infinium IR main menu select *Process Forms*.
2. Select *Print 1099 forms* [PTF]. The system displays the Print 1099 Forms screen.
3. Complete the fields on this screen using the information in the “Printing 1099 forms” section in the “Processing 1099 Forms” chapter of this guide.
4. Type **1** in the *Print Corrected forms?* field.

5 Press Enter to submit or press F3 to cancel. The system returns you to the *Process Forms* menu.

Step 3: Creating the IRS file for corrected forms

Overview

The last step in the process to produce corrected forms is to create the IRS file for the corrected forms using *Create IRS file*. When you use this option, the system creates the file to download for electronic submission and generates a report that allows you to check the contents of the file.

This chapter contains information about *Create IRS file* only as it relates to processing corrected forms. For more information on *Create IRS file*, refer to the “Creating the IRS file” section in the “Processing the 1099 File for the IRS” chapter of this guide.

Steps to create the IRS file for corrected forms

To create a 1099 file for corrections, perform the following steps:

1. From the Infinium IR main menu select *Process IRS File*.
2. Select *Create IRS file* [CTMTF]. The system displays the Create IRS File screen.
3. Complete the fields on this screen using the field information in the “Creating the IRS file” section in the “Processing the 1099 File for the IRS” chapter of this guide.
4. Type **1** in the *Form Status* field.
5. Press Enter to create the 1099IRS file for the corrected forms or press F3 to cancel. The system assigns a correction set number to the corrected file records and returns you to the *Process IRS File* menu.

Notes

Chapter 10 Performing Supervisory Tasks

10

This chapter of the guide explains how to perform the four optional supervisory tasks.

The chapter consists of the following topics:

Topic	Page
Overview of performing supervisory tasks	10-2
Displaying the status of your work	10-3
Working with user security	10-5
Printing reporting groups	10-8
Printing manually created invoices	10-10

Overview of performing supervisory tasks

Supervisor tasks in Infinium IR include:

- Displaying the status of your work using *Display status*
- Restricting a user's access to certain reporting groups
- Printing reporting groups, including the companies assigned to them
- Printing manually created Infinium IR invoices

Objectives

Upon completion of this chapter, you should become familiar with:

- Displaying the status of your work
- Restricting users to working with specific reporting groups and their companies
- Printing a list of the reporting groups in your system
- Printing a list of the manually created Infinium IR invoices

Displaying the status of your work

Overview

Use *Display status* to view:

- Key Infinium IR tasks, including the date and time that each option was executed and who performed the option
- Application program interfaces (APIs) that you established in your entity controls
- A summary of the doing business as (DBA) processing settings that you established in entity controls

Although you are not required to display the status of your work, doing so helps you verify your location in the process so that you can complete all required steps in the appropriate order and check certain entity controls without having to go to the *Set Up System* menu.

Steps to display the status of your work

To verify the status of your work and, if applicable, check your API and DBA processing settings, perform the following steps:

1. From the Infinium IR main menu select *Supervisor Tasks*.
2. Select *Display status* [DPS]. The system displays a screen similar to the following screen:

```
_10/10/2002  13:03:30            Display Status          IRGECD     IRDECD

                                                                   Page 1 of 3
Processing Status Display                          Date      Time       User
  Initialize system values . . . . . . .  Run  8/28/2002  11:36:39   MAC
  Initialize code values . . . . . . . .  Run 10/10/2002  10:41:24   AM2000
  Initialize companies . . . . . . . . .  Run  7/30/2002  13:19:16   MAC
  Work with 1099 codes . . . . . . . . .  Run 10/02/2002  14:39:05   MLF
  Initialize reporting files . . . . . .  Run  7/30/2002  14:02:41   MAC
  Work with reporting groups . . . . . .  Run 10/03/2002  13:30:04   MLF
  Extract 1099 reporting data  . . . . .  Run  9/04/2002  14:27:33   MLF
  Proof and print 1099 data  . . . . . .  Run 10/02/2002  14:43:09   MLF
  Work with 1099 invoices  . . . . . . .  Run 10/10/2002  10:04:27   AM2000
  Summarize 1099 data  . . . . . . . . .  Run 10/02/2002   9:02:11   MLF
  Work with 1099 form fields . . . . . .  Run 10/10/2002  12:15:58   MLF
  Work with vendor data  . . . . . . . .  Run 10/09/2002  11:27:13   MLF
  Print 1099 forms . . . . . . . . . . .  Run 10/03/2002  13:49:51   MLF
  Create 1099 IRS file . . . . . . . . .  Run 10/10/2002  12:17:09   MLF
  Copy 1099 file to tape/ Download file   Run 10/09/2002  11:08:29   MLF
  Close year end . . . . . . . . . . . .  Run 10/10/2002  12:15:51   MLF
  Archive 1099 reporting files . . . . .

F3=Exit  F10=Quick access  F12=Cancel
```

Figure 10-1: Display Status - processing status screen

3 The system displays the status of most 1099 processing steps on this screen. Each time that a user repeats one of these steps the system updates this screen. Refer to this screen to determine your progress in 1099 processing.

WARNING! Because the system updates this screen each time that an option is submitted, if you cancel a job or a job ends abnormally, the system still updates this screen even though the job did not complete.

4 Continue to press Enter to view your API or DBA processing settings or press F3 to return to the *Supervisor Tasks* menu.

For more information on API and DBA processing settings and how to maintain them, refer to the “Working with entity controls” section in the “Setting Up Infinium IR” chapter of this guide.

Working with user security

Overview

This task allows you to check and maintain control over which user has access to which reporting group and the companies within that reporting group. If you restrict a user's access, you can restrict the access to one, two, or three reporting groups.

Each time that the system prompts for a reporting group or company, the system ensures that the user has access to that reporting group and its companies before allowing the user to continue the current task.

Steps to work with user security

To maintain the security for your Infinium IR reporting groups, perform the following steps:

1. From the Infinium IR main menu select *Supervisor Tasks*.
2. Select *Work with user security* [WWUS]. The system displays a screen similar to the following screen:

```
10/10/02   13:28:06        USER SECURITY UPDATE        IRGUSM     IRDUSM

 User Profile. . . . .  _________ +

F3=Exit  F4=Prompt  F10=Quick access  F12=Cancel
```

Figure 10-2: USER SECURITY UPDATE prompt screen

3 Type a user profile name or press F4 to select from a listing of valid user profile names. Press Enter. The system displays a screen similar to the following screen:

```
10/10/02   13:29:21        USER SECURITY UPDATE        IRGUSM     IRDUSM

Secured User Profile IR2000___ Income Reporting Supervisor

Secure to Reporting Group          ____ +
                                   ____
                                   ____

F3=Exit  F12=Cancel  F4=Prompt  F10=Quick access  F22=Delete
```

Figure 10-3: USER SECURITY UPDATE screen

4 Do one of the following:

a Type one, two, or three reporting groups in the *Secure to Reporting Group* fields to which to restrict this user.

b Press Enter. The system returns you to the User Security Update prompt screen.

c Press F3 to exit to the *Supervisor Tasks* menu.

or:

a Press F22 to remove this user's security restrictions. The system returns you to the User Security Update prompt screen.

b Press F3 to exit to the *Supervisor Tasks* menu.

Caution: You can modify the reporting groups to which a user is secured at any point, but the changes that you make affect only the 1099 processing steps that this user has not yet completed.

Printing reporting groups

Overview

You can perform this task to print a listing of your Infinium IR reporting groups and the companies assigned to each of those reporting groups.

For more information about reporting groups refer to the “Working with reporting groups” section in the “Setting Up Infinium IR” chapter of this guide.

Steps to print reporting groups

To print your reporting groups, perform the following steps:

1. From the Infinium IR main menu select *Supervisor tasks*.
2. Select *Print reporting groups* [PRG]. The system displays a screen similar to the following screen:

```
_10/10/02   14:25:11        Print Reporting Groups      IRGJC50    IRDJC50

                        Press Enter to submit report

F3=Exit  F10=Quick access  F18=Message line
```

Figure 10-4: Print Reporting Groups screen

3 Press Enter to submit the report or press F3 to cancel. The system returns you to the *Supervisor Tasks* menu.

Printing manually created invoices

Overview

You can perform this task to print a listing of your system's manually created invoices that is sorted by invoice number.

For more information about manually created invoices, refer to the "Working with manual invoices" section in the "Maintaining Detailed Data" chapter of this guide.

Steps to print manually created invoices

To print manually created invoices, perform the following steps:

1. From the Infinium IR main menu select *Supervisor Tasks*.
2. Select *Print manual invoices* [PMV]. The system displays a screen similar to the following screen:

```
10/10/02   14:26:24         Print Manual Invoices       IRGJC50    IRDJC50

Type information, press Enter.

Reporting group . . . . . . .  INFNM +

F3=Exit  F4=Prompt  F10=Quick access  F18=Message line
```

Figure 10-5: Print Manual Invoices screen

3 Type a reporting group. You cannot leave this field blank.

4 Press Enter to submit the report or press F3 to cancel. The system returns you to the *Supervisor Tasks* menu.

Notes

Appendix A Using Infinium QY to Check Your Data

A

This appendix summarizes the report definitions that you can set up and run in Infinium QY to validate and correct data in your payables system.

The appendix consists of the following topics:

Topic	Page
Explanation of Infinium QY worksheet elements	A-2
Infinium PL vendors without a 1099 code	A-5
Infinium PL vendors without a federal tax ID	A-6
Infinium PL credits with invoice dates after 1099 year	A-7
Infinium PL credits with invoice dates after 1099 year	A-8

Explanation of Infinium QY worksheet elements

Overview

This section provides summary explanations of how to use the worksheets for Infinium QY report definitions. Refer to the *Infinium Guide to Query* for more information.

Report title

The title of the report exactly as it should be printed on the report.

If you plan to keep the worksheet for future reference, you can also note here the up-to-eight-character name you plan to use for the report definition, also called the report name, such as VNO1099 for Vendors without a 1099 Code.

Column heading

Each column heading exactly as it should be printed on the report. Each column on the worksheet represents one column on the report.

The column heading does not need to match the field name in the next component. Use whatever heading is clearest to the report user.

Field name

The name of the field whose data is to be printed in this column.

During the on-line report definition process, Infinium QY displays a list of field names for each file you select, with field descriptions.

Library

Name of the library that contains the file or files and fields.

During the definition process, Infinium QY displays a list of the libraries you are authorized to query, such as PLDBFA, with descriptions identifying the libraries.

File

For each column, the name of the file containing the field listed for that column in the field name component of the report.

During the on-line definition process, Infinium QY displays a list of the files in the library or libraries you selected, with descriptions of the files.

Derived column

A derived column contains data that does not exist in the database in the format you need. Infinium QY creates the contents of the column on the printed report through concatenation (stringing two or more values together) or calculations based on the data in selected fields.

You can use derived columns for temporary storage of data that is not printed on the final report or for data to be printed on the report.

Calculations

Calculations Infinium QY is to perform on the data in the designated column to determine the value described in the derived column component section of the worksheet.

Result string

Values to be concatenated, if your derived column is to be derived from concatenation.

Format option

Format requirements to be applied to the data in any column for the report output, such as right justifying the values, converting a date to a different format or printing a total for numeric values in the column.

Selection criteria

Selection criteria needed to limit the data included in the report. For example, you can use selection criteria to include only records that contain values equal to the values you specify here.

Group and sort

Special grouping and sorting requirements for the information on the report. This lets you organize the information clearly, such as grouping invoices by

vendor and sorting the entries by invoice number within the group for each vendor.

Grouping also lets you request totals at the end of each group section of the report.

Join column

When you use more than one database file for a report, you must specify one or more fields that are shared by both files. A field that occurs in two different files is called a join.

This worksheet element is for noting the field or fields to be used for joining the files.

Infinium PL vendors without a 1099 code

Report title: ***Vendors without a 1099 Code (PLVNOT99)***

	Column 1	**Column 2**	**Column 3**	**Column 4**	**Column 5**	**Column 6**
Column heading	*Vendor Name*	*Vendor ID*	*Vendor Fed Tax ID*	*1099*		
Field name	*VENAME*	*VEVEND*	*NTTXID*	*NTTXCD*	*NTVEND*	
Libraries	*PLDBFA*					
File	*PLPVE*	*PLPVE*	*PLPNT*	*PLPNT*	*PLPNT*	
Derived column						
Calculations						
Result string						
Format option					*Do not print*	
Selection criteria				*EQ Blank*		
Group/sort	*Line break 01 A*					
Join column		*5*			*2*	

Infinium PL vendors without a federal tax ID

Report title: ***Vendors without a Federal Tax ID (PLNOTXID)***

	Column 1	**Column 2**	**Column 3**	**Column 4**	**Column 5**	**Column 6**
Column heading	*Vendor Number*	*Vendor Name*	*Vendor Fed Tax ID*	*Default 1099 Code*	*Vendor Number*	
Field name	*VEVEND*	*VENAME*	*NTTXID*	*NTTXCD*	*NTVEND*	
Libraries	*PLDBFA*					
File	*PLPVE*	*PLPVE*	*PLPNT*	*PLPNT*	*PLPNT*	
Derived column						
Calculations						
Result string						
Format option	*Length = 18*	*Length = 30*	*Length = 18*	*Length = 5*	*No Print*	
Selection criteria			*EQ **	*GT Blank*		
Group/sort	*Sort Ascending*					
Join column	*Column 5*				*Column 1*	

Infinium PL credits with invoice dates after 1099 year

Report title: ***Credit Invoices with Invoice Dates after 1099 Year (PLCREDYR)***

	Column 1	**Column 2**	**Column 3**	**Column 4**	**Column 5**	**Column 6**
Column heading	*Vendor Number*	*Company*	*Invoice Year*	*Invoice Month*	*Sequence*	*Invoice #*
Field name	*VHVEND*	*VHVECO*	*VHEXYR*	*VHEXMN*	*VHIREF*	*VHINVN*
Libraries	*PLDBFA*					
File	*PLPVH*					
Derived column						
Calculations						
Result string						
Format option	*Length = 10*					
Selection criteria						
Group/sort	*Sort Ascending*					
Join column						

Infinium PL credits with invoice dates after 1099 year

Report title: ***Credit Invoices with Invoice Dates after 1099 Year (PLCREDYR)***

	Column 7	**Column 8**	**Column 9**	**Column 10**	**Column 11**	**Column _**
Column heading	*Invoice Date*	*Expense - Vchr Curr*	*1099 Code*	*1099 Vchr Curr*	*Invoice Date (HYF)*	
Field name	*VHIDT8*	*VHVEXP*	*VHTXCD*	*VHVT9R*	*VHIDTH*	
Libraries	*PLDBFA*					
File	*PLPVH*					
Derived column						
Calculations						
Result string						
Format option						
Selection criteria		*LT 0*	*NE Blank*		*GT 35429*	
Group/sort						
Join column						

HYF means hundred year format. A date in this format specifies the number of days since January 1, 1900. This format allows the system to perform calculations, such as finance records with dates “greater than” (after) a specified date.

- 36890 is the HYF value for 12/31/00.
- 36524 is the HYF value for 12/31/99.

Appendix B Frequently Asked Questions

B

This appendix provides answers to frequently asked questions, organized by the following topics:

Topic	Page
Installation of Infinium IR	B-2
Payables system and Infinium IR setup	B-3
Interface with the payables system	B-4
User procedures: Requirements and how to...	B-7
Infinium IR processes	B-11
Changes to invoice and 1099 data	B-12
Reports for finding information	B-15
Printer controls and printing	B-17

Installation of Infinium IR

With which releases of Infinium PL can I run Infinium IR?

Refer to the “Prerequisites” section of the *Infinium IR Installation Details and Release Notes* document to determine which release of Infinium PL to use with your current version of Infinium IR.

Are there technical prerequisites for installing Infinium IR?

Yes. For technical prerequisites, see the *Infinium IR Installation Details and Release Notes* for your current version of Infinium IR.

Payables system and Infinium IR setup

Must I make changes to let the system run with a specific version of my Infinium payables system?

No. Infinium IR automatically adjusts to whichever version you are using once you specify the payables system in the entity controls for Infinium IR.

Are there changes I must make in my payables system?

No. You only need to complete the standard checking and preparation of your 1099-related codes and data in the payables system as described in the “Setting Up Your Payables and Platform Data” chapter of this guide. Otherwise, you can install and use Infinium IR without changing your Infinium payables system.

What should I do to ensure my invoices are accurate for 1099 reporting purposes?

Ensure that all 1099 vendor records in the payables system have a default 1099 code value so that associated invoices are available for extraction into Infinium IR.

Do I need to modify the print file?

Infinium IR supports laser printers. Refer to the “Printer Controls and Printing” topic at the end of this appendix for further information.

Interface with the payables system

Do changes to information in Infinium IR also update the data in my payables system?

No. Any change made in Infinium IR is only for year end 1099 processing and affects only Infinium IR records. To make permanent changes to your data, such as changes to vendor name and 1099 amount, make the changes directly in the payables system and then re-extract, re-proof and re-summarize the applicable data.

Do I have to correct 1099 amounts and code values in the payables system?

No. Infinium IR lets you correct the 1099 codes and 1099 amounts directly in Infinium IR. Refer to the “Maintaining Detailed Data” chapter of this guide for details.

The corrections that you make in Infinium IR do not update the payables system records.

How do I enter 1099 payment information without posting invoice detail and payment information in my payables system?

Use the Infinium IR *Work with manual invoices* option in the *Maintain Data* menu.

Also ensure that the vendor is already set up in the payables system with a default 1099 code prior to the Infinium IR extract process.

How can I be sure that all invoices paid in the current year are extracted from the payables system for use in Infinium IR?

Infinium IR extracts all invoices that meet either of the following tests:

- The invoice is for a vendor with a default 1099 code in the payables system
- The invoice has a 1099 code right in the invoice record in the payables system

Run an Infinium QY report to see whether any vendors are missing a default 1099 code. Refer to the Using Infinium QY to Check Your Data appendix for more information.

When can I change a vendor address?

You cannot change a vendor address with an *Address type usage* value of **0** (Both), which specifies both a buy from and a remit to address, to a value of 1 (Buy from) if a remit to address does not exist. If you create a new default remit to address, you can change the *Address type usage* value from **0** to **1**.

Even though the system did not use the new default remit to address to create the original invoice, Infinium IR requires only one default address on the vendor in order to perform the extract properly. All vendors must have a default remit to address prior to running the Infinium IR *Extract 1099 reporting data* menu option. The proof ensures that a remit to address exists.

For a posted invoice:

- You can delete all but one of the remit to addresses on a vendor if you used an *Address type usage* value of **0** (Both) on the posted invoice. You can have an unlimited number of remit to addresses.
- You cannot delete a remit to address used on an invoice after you post the invoice because that address may have associated invoices.

You cannot change a vendor address with an *Address type usage* value of **0** to a value of **1** if you have paid invoices.

Why was no report printed when I ran the extract?

You need to run the proof to obtain a report.

Are 1099 amounts without codes extracted into Infinium IR?

No. 1099 amounts without codes are not extracted into Infinium IR. If you are converting from a legacy payables ledger system to Infinium PL, ensure that all 1099 amounts have codes before extracting to Infinium IR. Also, you must fix any data without codes before extracting to Infinium IR.

If the vendor has a 1099 code but the invoice does not, the invoice will be extracted to Infinium IR. You will need to either delete the invoice in Infinium IR or add the code if applicable.

Can I delete 1099 codes that were transferred to Infinium IR?

No. Codes must be deleted in your payables system before you initialize Infinium IR.

User procedures: Requirements and how to...

In what order should I create the extract?

Always do one of the following:

- Use *Extract 1099 reporting data* (option 4 - All) to perform extraction of paid item data, vendor data and credit data in that order as one submitted job
- If you are a high volume site and need to break the extract into individual jobs, extract data in the option order displayed on the screen
  - Option 1 (paid items)
  - Option 2 (vendor)
  - If applicable, Option 3 (credits not flagged as paid items)

Always extract paid items first. The system cannot extract vendor data correctly until you have extracted paid items data since the last initialization of Infinium IR.

If you have already extracted the paid item data, however, you do not need to repeat Option 1 before repeating Option 2.

Can I run the extract process multiple times?

Yes. You can re-extract 1099 data multiple times. When you re-extract, specify updating of existing records. You need to determine if you want to update existing records. If you do not want to update existing records, ensure that the value in *Update existing records* in *Extract 1099 reporting data* is **0** (No).

Do I have to run the proof report for the entire extract if I make a change to any 1099 information?

No. Re-run the proof for only the subset of data affected by your changes. For example, if you made changes that affect only one vendor, you can re-run the proof for only that vendor.

Can I reset to a blank 1099 code when extracting?

No. You must delete the invoices from Infinium IR.

Is there a minimum or maximum number of times that I should run the proof?

Yes. Infinium recommends that you run the proof at least once for each set of data that you extract or that you subsequently change. You must re-run the proof each time that you re-extract or re-modify data, but you only need to proof the newly-extracted or modified data.

There is no upper limit to the number of times that you can run *Proof and print 1099 data*.

Does Infinium IR allow a 1099 paid amount on an invoice to exceed the invoice paid amount?

The answer to this question depends on how you set up your entity controls within Infinium IR.

- If you set the *Tax reporting amount greater than paid amount flag* to **1** on the Work with Entity Controls Base Application Information screen, the system does not allow the 1099 taxable amount to exceed the paid amount.
- If you set the *Tax reporting amount greater than paid amount flag* to **2** on the Work with Entity Controls Base Application Information screen, the system provides a warning on the proof report but does allow the 1099 taxable amount to exceed the paid amount.

This lets you continue when the exchange rate results in an apparent error of this type when you work with multiple currencies. Refer to the “Working with Entity Controls” section in the “Setting Up Infinium IR” chapter of this guide.

What is my audit trail if I make changes to 1099 code values and amounts in Infinium IR?

Run the proof report before and after making the changes. If you make adjustments at the summary level, print a 1099 summary report before and after the changes.

Is there a minimum or maximum number of times that I should summarize the data?

Yes. Re-summarize the data each time that you have performed a new extract and re-proofed the data. There is no limit to the number of times that you can run this option.

How can I avoid printing all my 1099 forms at once?

You can print the 1099 forms in batches by running *Print 1099 forms* separately for each reporting group rather than running the option once for all reporting groups and all form types.

How can I avoid printing a 1099 form when all the totals for boxes on the form are less than the IRS lower limits that require reporting?

The system checks the IRS lower limits during summarization. When you select *Print 1099 forms*, you can specify suppressing the printing of any form for which all the boxes are below the limit that the IRS sets for required reporting. You can also choose to print these 1099 forms even though the amounts are below the IRS lower limits.

Refer to the “Processing 1099 Forms” chapter of this guide for details.

How can I ensure that I print only one 1099 form for payments made to multiple vendors who have the same Federal Tax ID?

Ensure that in your payables system all the vendors have the same Federal Tax ID as the master vendor that you are using for this 1099 form. You should also ensure that all vendors with that Tax ID are correctly assigned to that master vendor.

If you have attached vendors with multiple Tax IDs to the same master vendor in your payables system, Infinium IR prints a separate 1099 for each vendor.

Refer to the “Setting Up Your Payables and Platform Data” chapter and to the “Using Infinium QY to Check Your Data” appendix of this guide for related information.

How can I change vendor (payee) information without affecting the payables system controls?

Use *Work with vendor data* in Infinium IR after completing the extract process.

Remember that you must proof the data after making the changes to the vendor data and before summarizing the data.

Can I add a 1099 to Infinium IR that I manually typed for transfer to the IRS?

Yes. Use *Work with 1099 form fields* in Infinium IR.

Do I close the year after I send the file to the IRS?

Yes. You must close the year in order to do corrections.

Will I receive a report when I submit a corrected tape?

Yes.

Infinium IR processes

If you assign a vendor to a master vendor, does the extract include 1099 invoices entered before you made the assignment?

Yes. If you assigned a default 1099 code to the vendor or supplied 1099 codes directly in those invoices, the system extracts all the specified year invoices for the vendor, including:

- Invoices with payment dates before you assigned the vendor to the master vendor
- Invoices with payment dates after you assigned the vendor to the master vendor

How does *Work with 1099 invoices* sort the invoices in the selection list?

The system ordinarily sorts the invoices for display by Vendor Number, Paid in Year, 1099 Form Type and Invoice Number.

If you restrict the list to a particular company, year, month or sequence number, the system sorts the restricted list of invoices by Invoice Number.

What is the 1099 Form print file called?

See the “Technical Flow Charts for 1099 Processing” appendix of this guide for the file name used by Infinium IR.

Changes to invoice and 1099 data

How can I change my 1099 information in Infinium IR?

You can change Infinium IR 1099 information in the following options:

- *Extract 1099 Reporting Data* (by specifying certain data changes to be performed in the extracted records during the extract process)
- *Work with 1099 invoices*

  This option lets you add new invoices as well as change extracted 1099 code and the taxable amount.
- *Work with manual invoices*

  This option lets you add new invoices as well as change extracted data as indicated in the instructions in the “Maintaining Detailed Data” chapter of this guide.

Refer to the “Extracting and Proofing the Detailed Data” and “Maintaining Detailed Data” chapters of this guide for more information.

Since Infinium IR can be installed as an upgrade, can I work with my 1099 information throughout the year?

Yes, but do not summarize.

How can I change 1099 paid amounts in response to mass voids overstated/understated, credit invoices, adjusted invoices or other items needing maintenance?

The table below summarizes ways you can make these changes.

Method	Comment
Automatically, through the extract or re-extract process	Refer to the “Extracting and Proofing the Detailed Data” chapter of this guide for details.
Through the mass change feature of *Work with 1099 invoices*	You can reset the 1099 amount to the invoice’s paid amount for either all of a specified vendor’s invoices or all the invoices in the currently established invoice list. Refer to the “Maintaining Detailed Data” chapter of this guide for details.
One invoice at a time, through *Work with 1099 invoices* or *Work with manual invoices*	*Work with 1099 invoices* and *Work with manual invoices* allow you to select individual invoices and edit their 1099 and paid amounts. Refer to the “Maintaining Detailed Data” chapter of this guide for details about the data you can edit in each option and instructions for editing the data.

How can I change 1099 code values in Infinium IR?

The table below summarizes ways you can change the 1099 code.

Method	Comment
Automatically, through the extract or re-extract process	You can specify resetting the invoice-level 1099 code value to the default currently associated with the relevant vendor during the extract process. Refer to the “Extracting and Proofing the Detailed Data” chapter of this guide for details.
Through the mass change feature of *Work with 1099 invoices*	You can reset the 1099 code to a specified value for either all of a specified vendor’s invoices or all the invoices in the current invoice list. Refer to the “Maintaining Detailed Data” chapter of this guide for details.

Method	Comment
One invoice at a time, using *Work with 1099 invoices* or *Work with manual invoices*	*Work with 1099 invoices* and *Work with manual invoices* allow you to select individual invoices and edit their 1099 codes. Refer to the “Maintaining Detailed Data” chapter of this guide for details.

How can I change the 1099 code value and 1099 amount for credit invoices that affect 1099 year payments?

Credit invoices for both the current tax year and other tax years can affect a 1099 amount.

Refer to the previous two questions for answers to how to change the 1099 paid amounts and 1099 codes.

Reports for finding information

Is there a report that lists all payments made in the tax year by vendor?

Yes. If you are using Infinium PL, you can run the Paid Invoices report by vendor. Refer to the query definition for the report in the Sample Infinium QY Reports appendix of the *Infinium PL Guide to Processing*.

Is there a report that lists all vendors with their default 1099 codes?

The “Using Infinium QY to Check Your Data” appendix of this guide provides a worksheet for an Infinium QY report definition that you can set up and run to generate this report.

How can I tell which vendors have a 1099 code but no Federal Tax ID in my payables system?

The “Using Infinium QY to Check Your Data” appendix of this guide provides a worksheet for an Infinium QY report definition that you can set up and run to generate this report.

How can I obtain a list of all credits outside the 1099 year that relate to tax year payments?

The “Using Infinium QY to Check Your Data” appendix of this guide provides a worksheet for a report definition that you can set up and run in Infinium QY to generate this information.

How can I obtain a list of all credits for the 1099 year?

Run the Infinium IR extract process for only credit invoices (Option 3) or modify the selection criteria for the sample Infinium QY report in the “Using Infinium QY to Check Your Data” appendix of this guide.

Printer controls and printing

What are the names of the 1099 forms print programs?

The table below identifies the printer control name for each 1099 form.

Form	Laser Printer Controls
1099-A	IRTPF600
1099-B	IRTPF602
1099-C	IRTPF610
1099-CAP	IRTPF614
1099-DIV	IRTPF603
1099-G	IRTPF604
1099-INT	IRTPF605
1099-LTC	IRTPF611
1099-MISC	IRTPF606
1099-MISC - Pressure Sealed	IRTPF616
1099-NEC	IRTPF618
1099-NEC – Pressure Sealed	IRTPF619
1099-SA	IRTPF612
1099-OID	IRTPF607
1099-PATR	IRTPF608
1099-Q	IRTPF613
1099-R	IRTPF601
1099-R - Pressure Sealed	IRTPF671
1099-S	IRTPF609

Can I print 1099s on a laser printer?

Yes. Infinium IR supports laser printers.

What is the name of the program that creates the file for transmission?

IRGTP700

Appendix C Technical Flow Charts for 1099 Processing

C

This appendix provides summary technical flow charts for the Infinium IR processing logic and file updates.

Step 11: Extract 1099 reporting data (option 1 paid items)

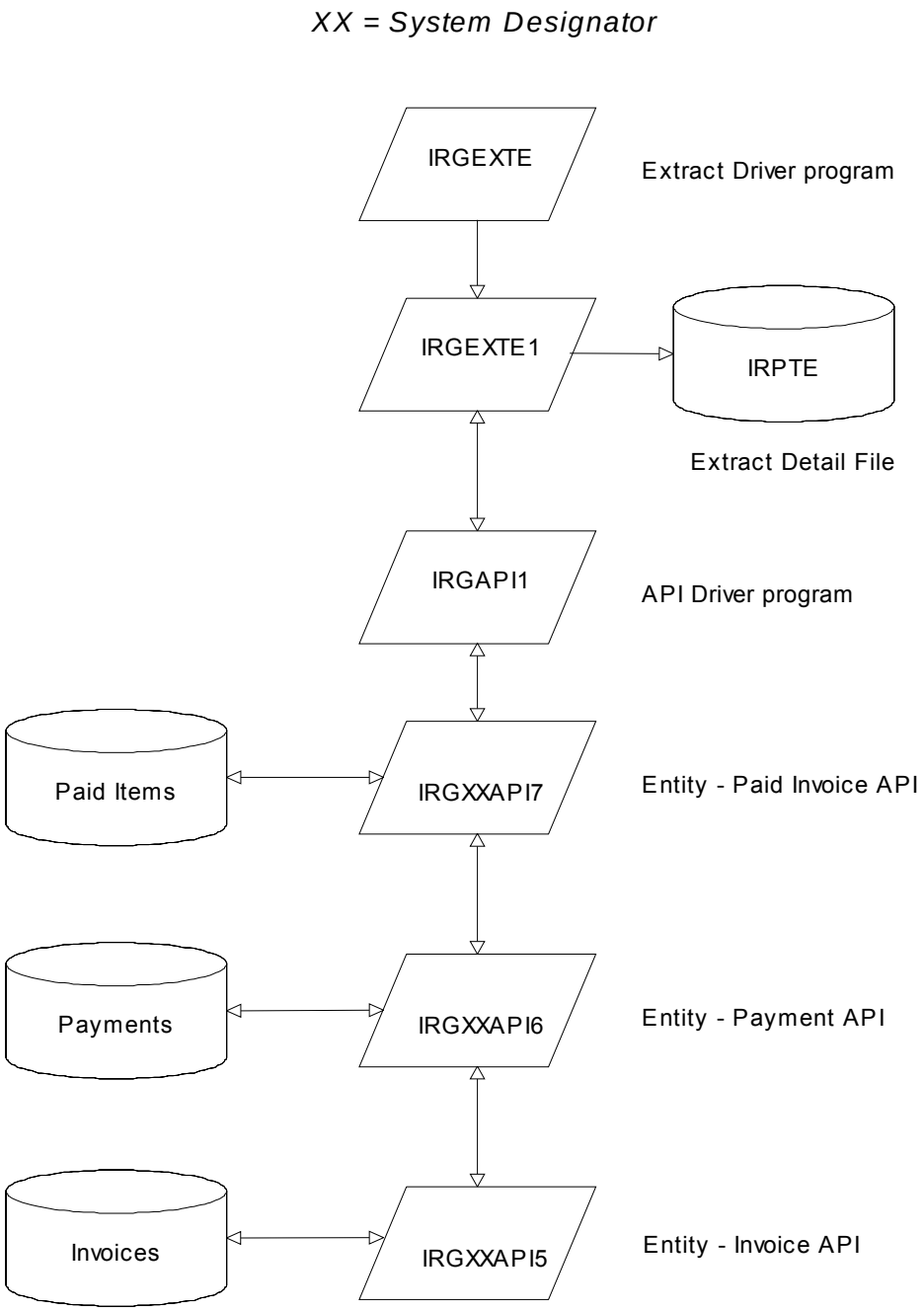

Figure C-1: Extract 1099 reporting data (option 1 paid items) diagram

Step 11: Extract 1099 reporting data (option 2 vendor data)

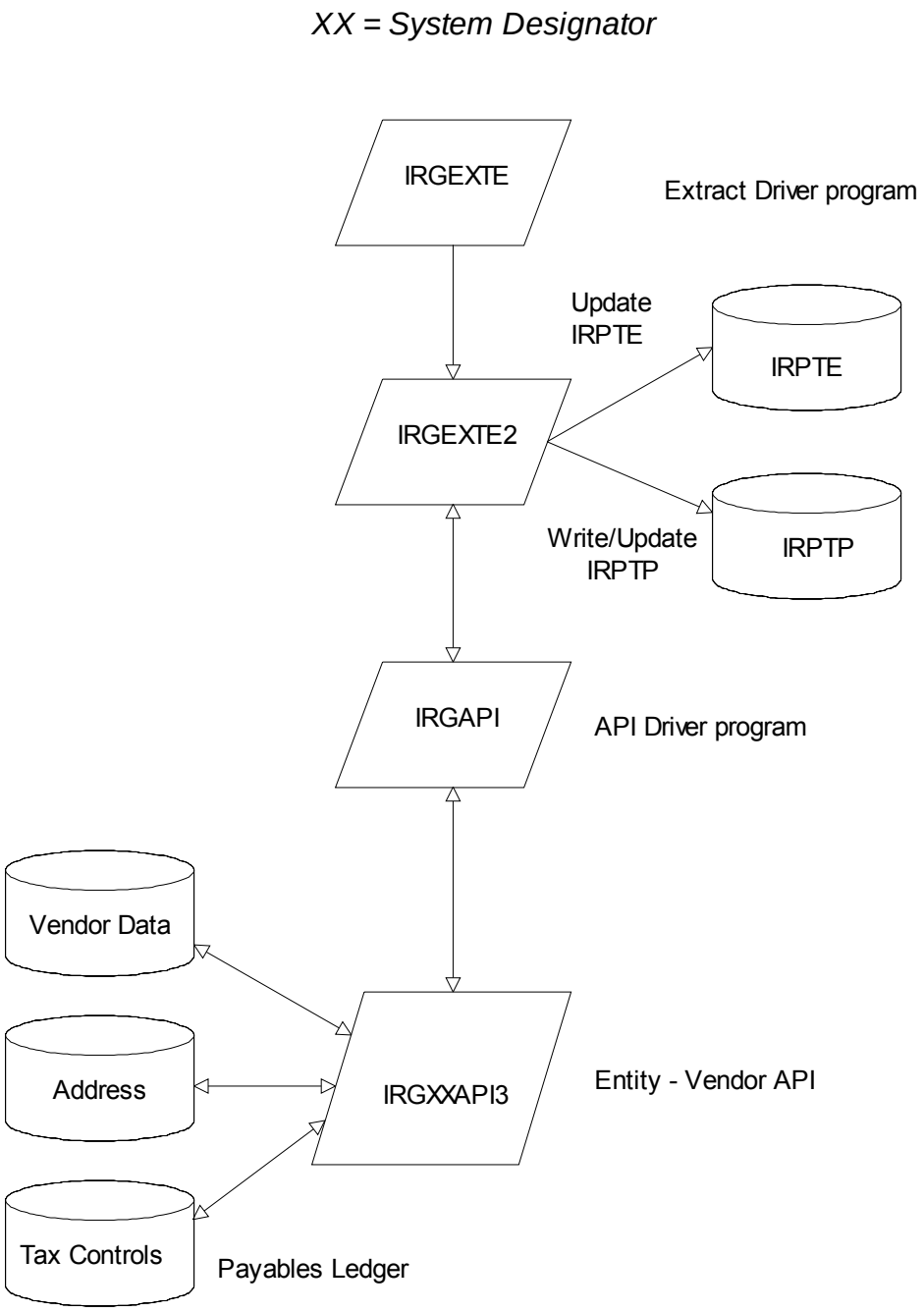

Figure C-2: Extract 1099 reporting data (option 2 vendor data) diagram

Step 11: Extract 1099 reporting data (option 3 credits only)

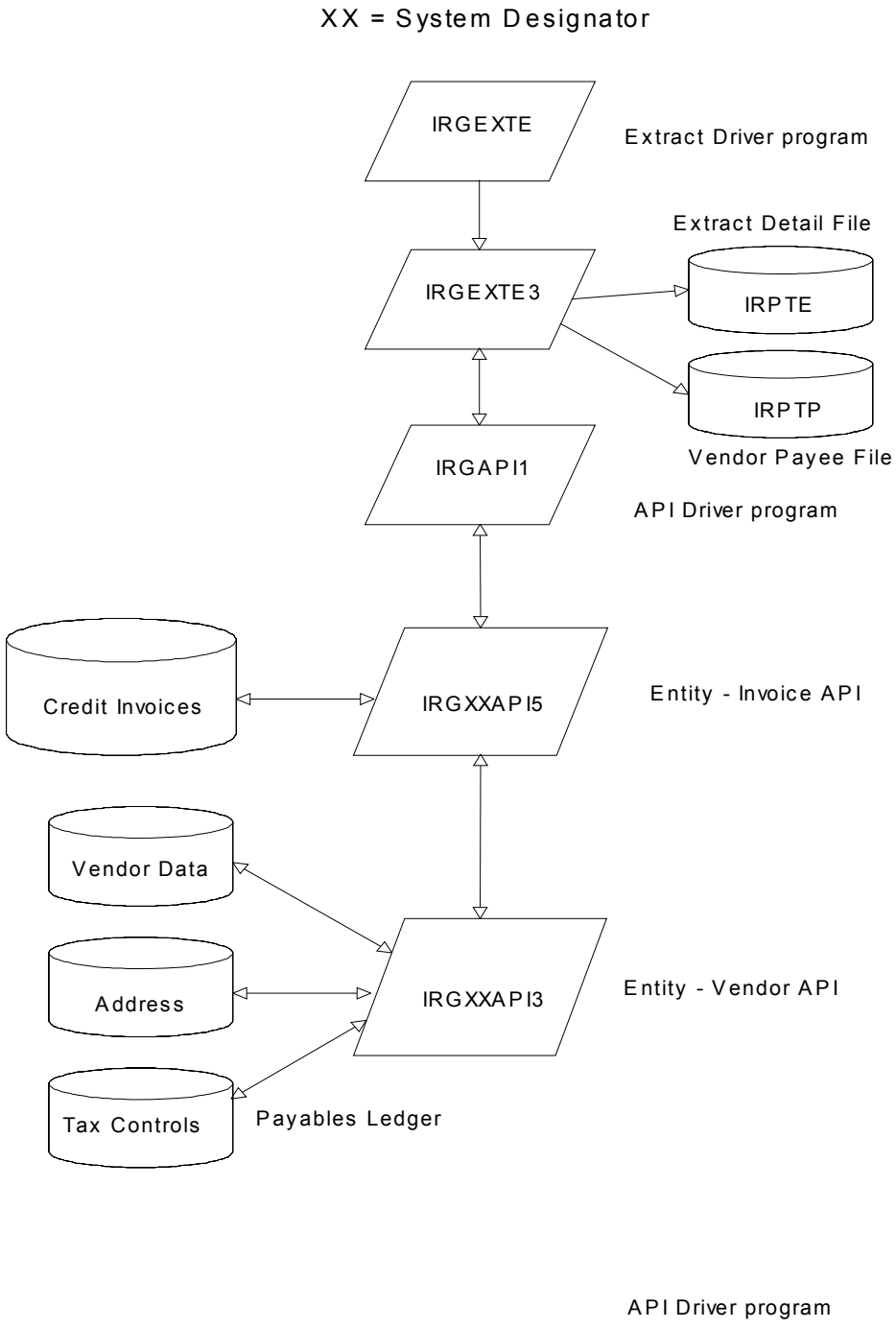

Figure C-3: Extract 1099 reporting data (option 3 credits only) diagram

Step 12: Run 1099 detail proof report

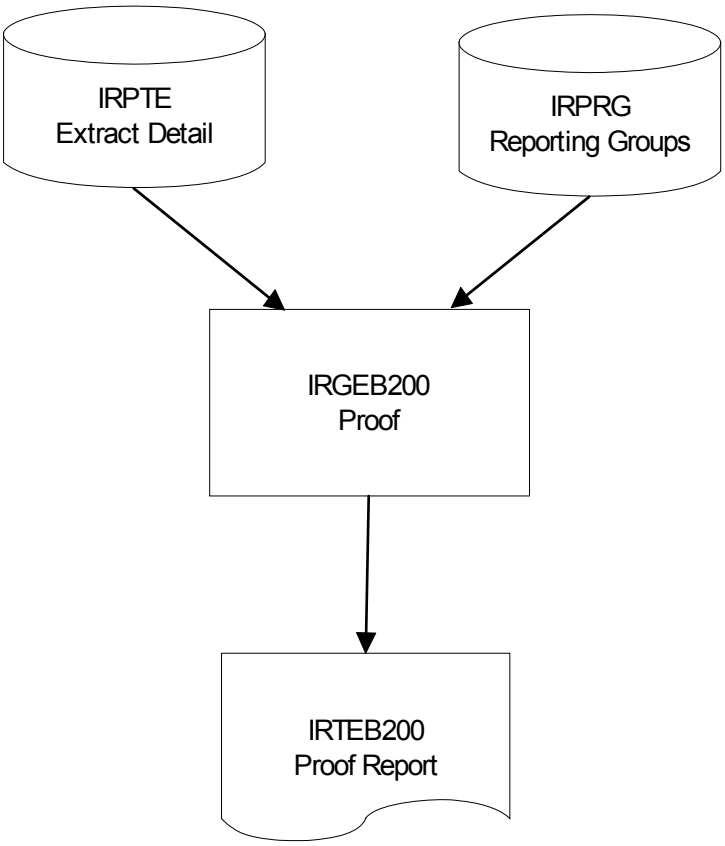

Figure C-4: Run 1099 detail proof report diagram

Step 14: Work with 1099 invoices

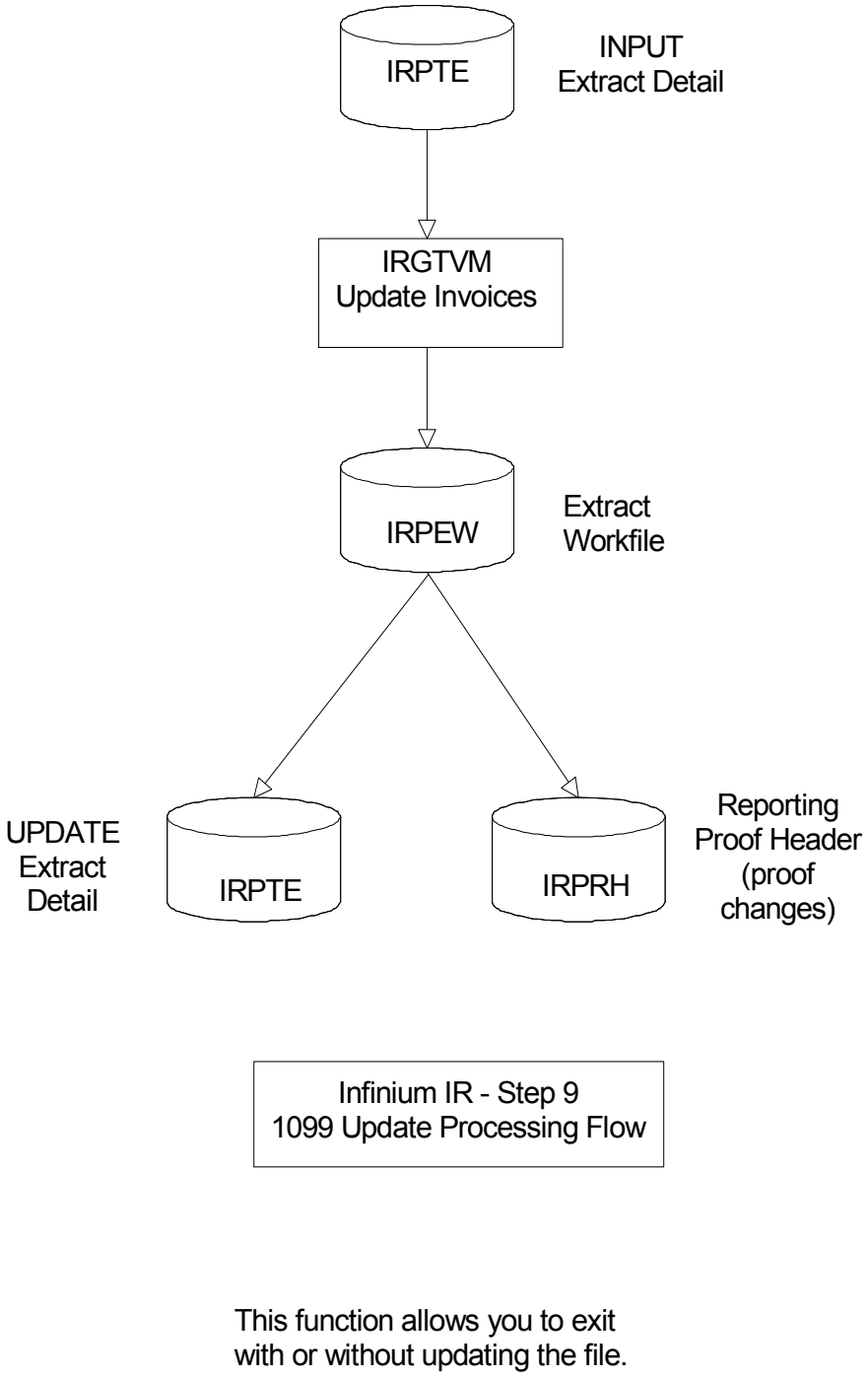

Figure C-5: Work with 1099 invoices diagram

Step 18: Summarize 1099 data

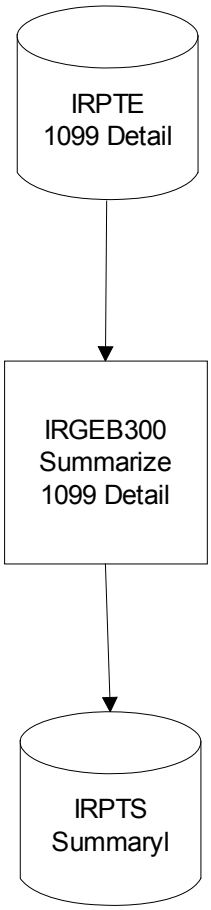

Figure C-6: Summarize 1099 data diagram

Step 22: Print 1099 forms

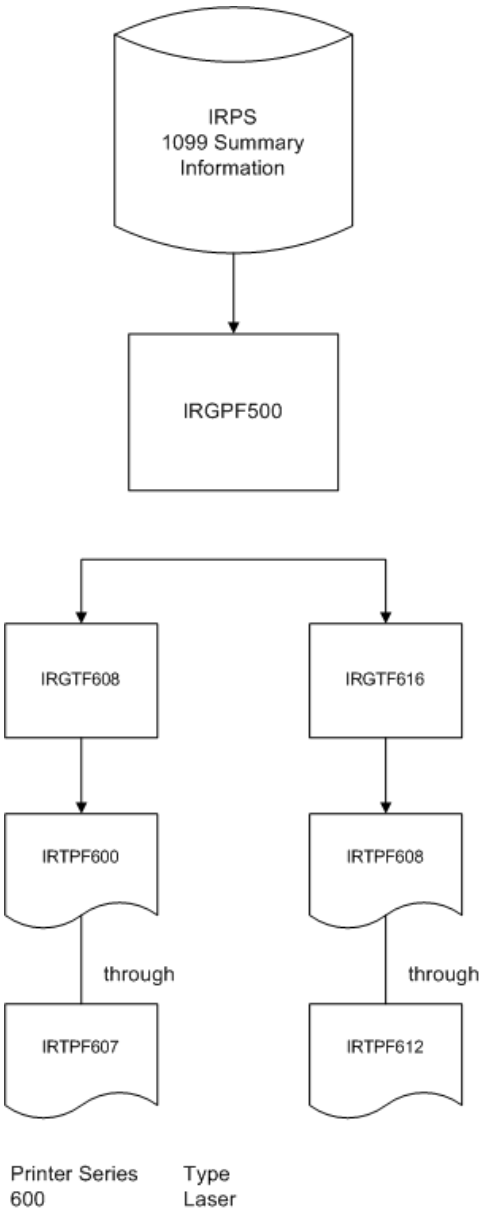

Figure C-7: Print 1099 forms diagram

Step 24: Create IRS file

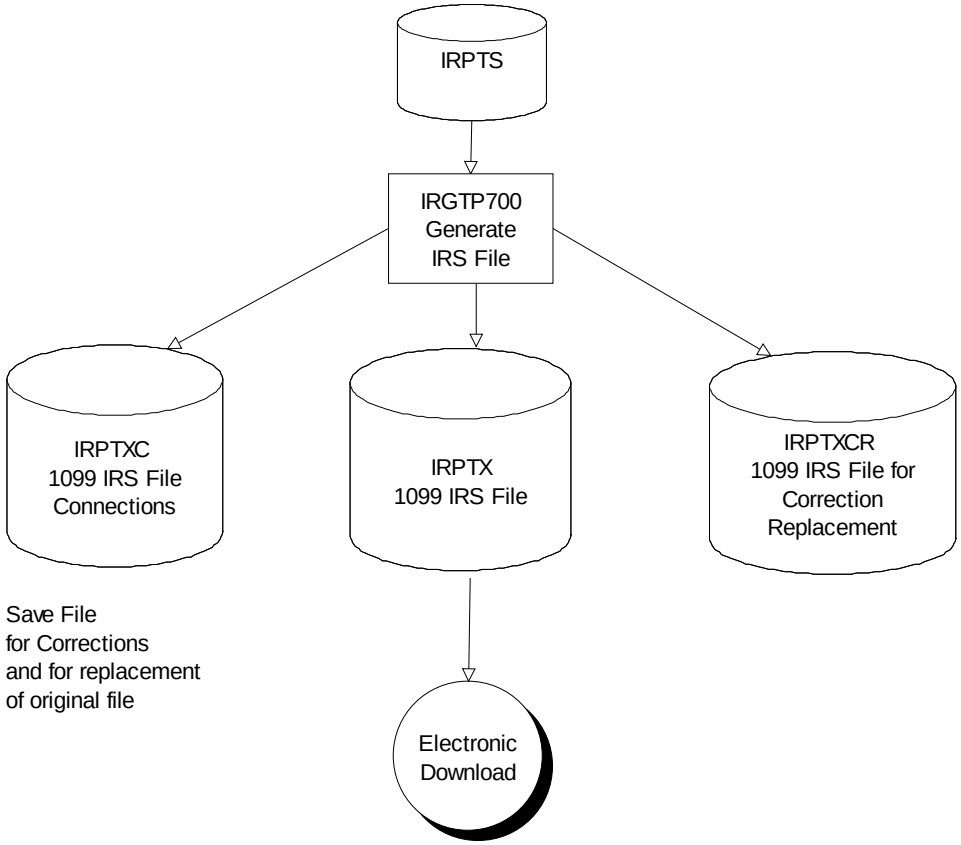

Figure C-8: Create IRS file diagram

Step 26: Close year end

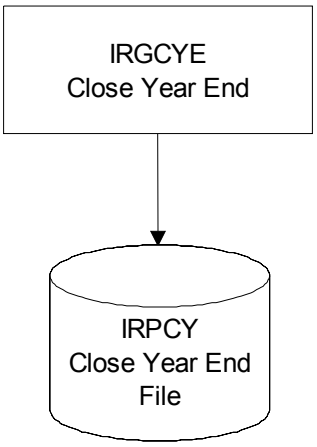

Figure C-9: Close year end diagram