



Washington State Department of **Enterprise Services**

1099 Data Download

Getting to your 1099-MISC data by IRS Box Type

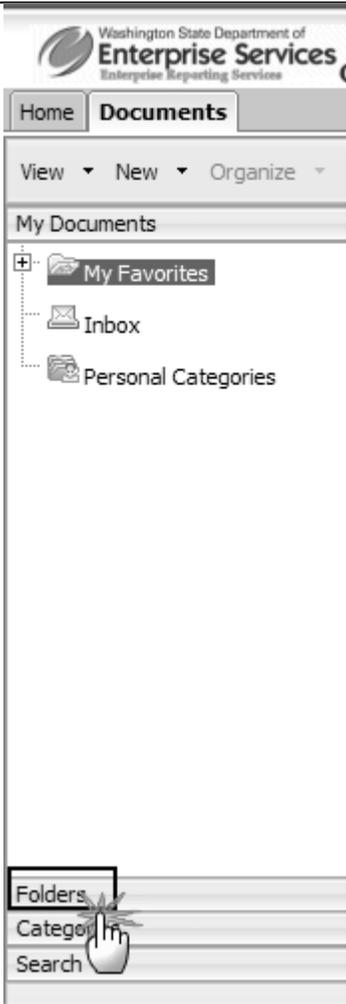


- A. Extract Payments data
- B. Pull only data for **1099-MISC form**
- C. Create an Excel file by IRS Box Type

How to get to your 1099-MISC data by IRS Box Type

<p>1. Login to ER Web Intelligence (WebI)</p>	<ul style="list-style-type: none">• Access the following URL: https://reporting.des.wa.gov (inside SGN) or https://secureaccess.wa.gov (outside SGN).• System Login – Login in to Web Intelligence. 
<p>2. Locate "AFRS 1099 Report Template"</p>	<ul style="list-style-type: none">• Click "Documents" tab  <ul style="list-style-type: none">• Under [My Documents], Click on the "Folders" title. This will open up the "Public Folders"

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The screenshot shows the top portion of a web application interface. At the top, it says "Washington State Department of Enterprise Services" and "Enterprise Reporting Services". Below this are navigation tabs for "Home" and "Documents". Underneath are menu options: "View", "New", and "Organize". A section titled "My Documents" contains a tree view with "My Favorites", "Inbox", and "Personal Categories". At the bottom of this section, there are three buttons: "Folders", "Categories", and "Search". A mouse cursor is pointing at the "Folders" button.

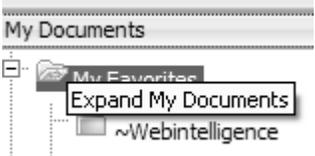
- Click on the plus sign of the "Public Folders" to open.



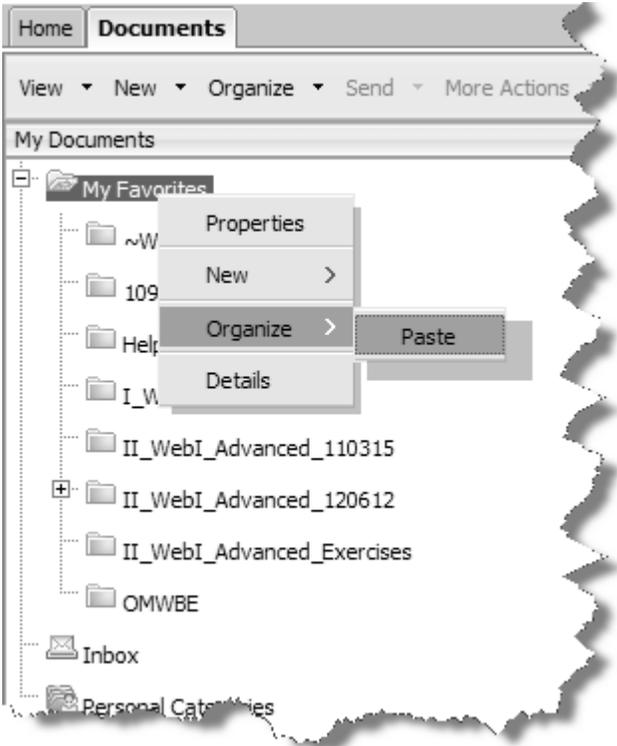
This is a close-up of the "Public Folders" folder in the tree view. A red circle highlights the plus sign icon to the left of the folder name.

- Navigate to "AFRS 1099 Report Template" folder and double-click on the folder's title to open folder.

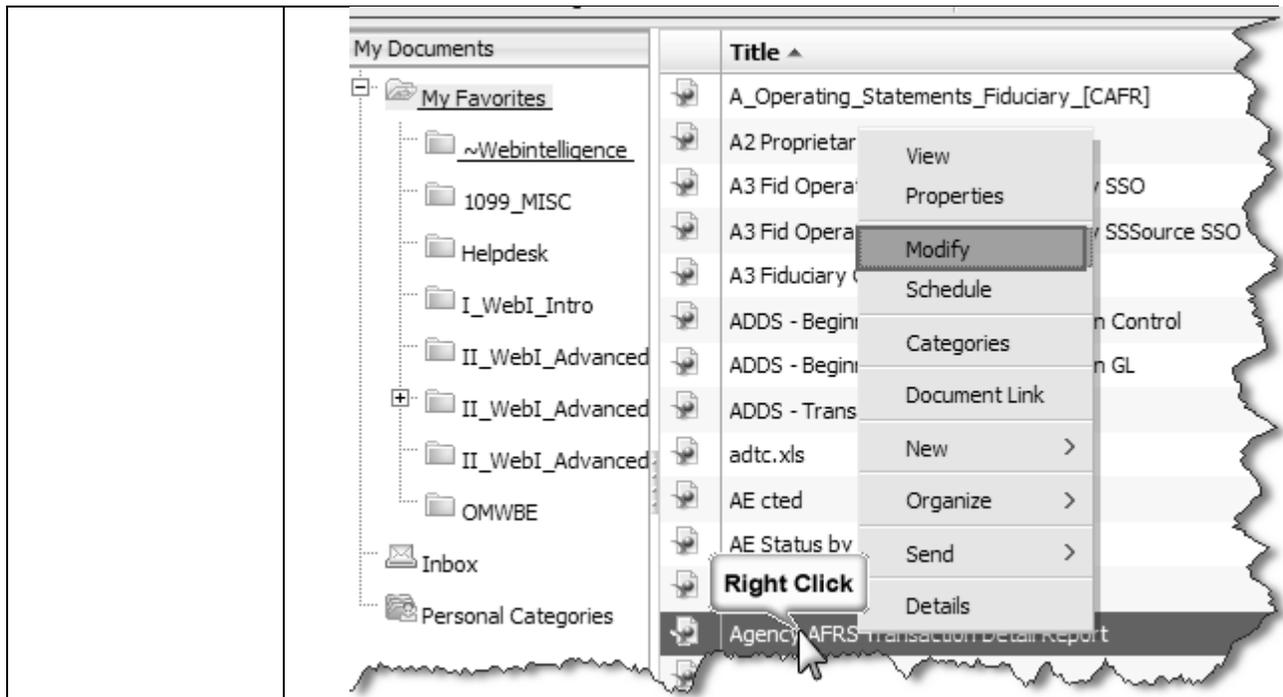
How to get to your 1099-MISC data by IRS Box Type

							
<p>3. Copying the 1099 report into your “My Favorites”</p>	<p>Inside the “AFRS 1099 Report Template” public folder is the baseline 1099 report template.</p> <p>The baseline 1099 report template is titled, “Agency AFRS Transaction Detail Report”.</p> <p>Steps to save the 1099 report template in your “My Favorites” folder:</p> <ul style="list-style-type: none"> • <i>Right-click</i> on the “Agency AFRS Transaction Detail Report” report title to open up Organize function. • Select Organize and Copy <div style="text-align: center;"> <table border="1" style="border-collapse: collapse; margin: 0 auto;"> <thead> <tr> <th style="text-align: left;">Title ^</th> <th style="text-align: left;">Type</th> </tr> </thead> <tbody> <tr> <td> 1099-MISC Adjusting Template</td> <td>Web Intelligence</td> </tr> <tr style="background-color: #e0e0e0;"> <td> Agency AFRS Transaction Detail Report</td> <td>Web Intelligence</td> </tr> </tbody> </table> <div style="margin: 5px auto; border: 1px solid gray; background-color: #e0e0e0; padding: 5px;"> <ul style="list-style-type: none"> View View Latest Instance Properties Schedule History Categories Document Link <li style="background-color: #d0d0d0;">Organize > Send > Details <div style="margin-left: 20px; border: 1px solid gray; background-color: #e0e0e0; padding: 5px;"> <ul style="list-style-type: none"> Create Shortcut In My Favorites <li style="background-color: #d0d0d0;">Copy Copy Shortcut </div> </div> </div>	Title ^	Type	1099-MISC Adjusting Template	Web Intelligence	Agency AFRS Transaction Detail Report	Web Intelligence
Title ^	Type						
1099-MISC Adjusting Template	Web Intelligence						
Agency AFRS Transaction Detail Report	Web Intelligence						
	<ul style="list-style-type: none"> • <i>Navigate</i> to your “My Documents and double click on the title to expand your “My Documents”. You should now see your “My Favorites” <div style="text-align: center;">  </div> <ul style="list-style-type: none"> • <i>Right-click</i> on [My Favorites] folder 						

How to get to your 1099-MISC data by IRS Box Type

	<ul style="list-style-type: none"> • Select Organize and select Paste  <p>By saving the baseline 1099 template into your "My Favorites", you become the owner of the template.</p>
<p>4. Modify 1099 report (You must be the owner)</p>	<p><u>Note:</u> Please make sure that you are opening up <u>your copy</u> of the baseline 1099 template, as you must be the owner of a template in order to modify it. Your copy of the template is the one you've saved in your "My Favorites"</p> <p><u>Also Note:</u> You must have Web Intelligence Named User license order to create/modify templates.</p> <p>A. Open "My Favorites" folder, locate the saved 1099 template, right-clicks on the report title, and select [Modify].</p>

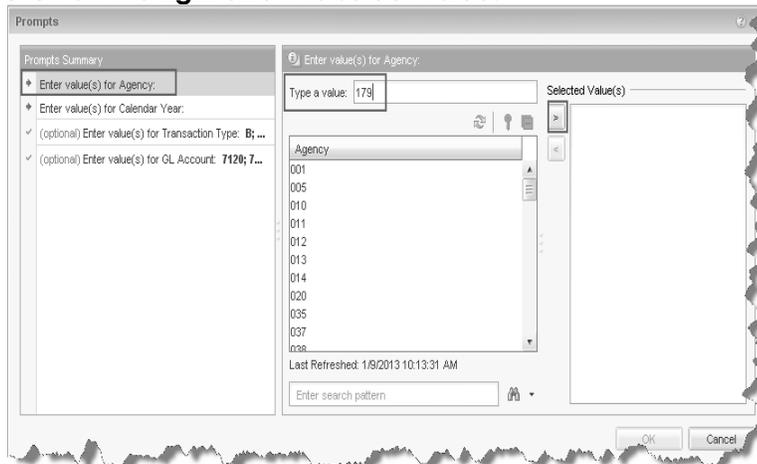
How to get to your 1099-MISC data by IRS Box Type



B. Using Prompts

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

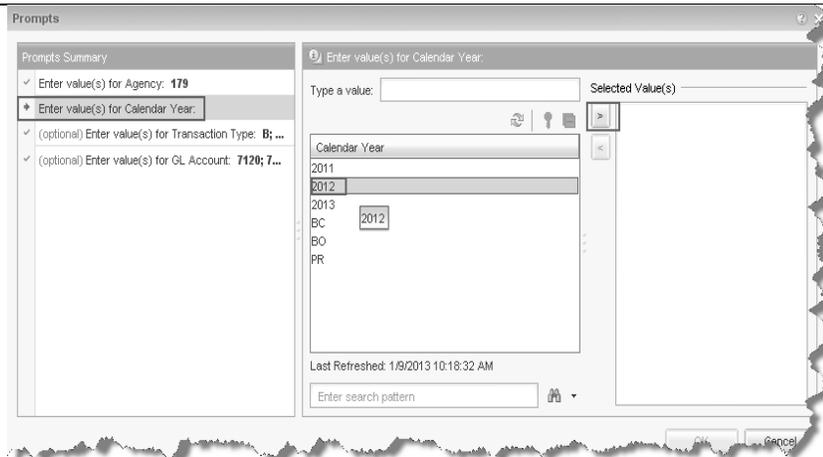
In the Agency prompt, *enter* your agency three-digits code and *click* on the **right arrow** to select value:



- **Add prompt value;** Calendar Year

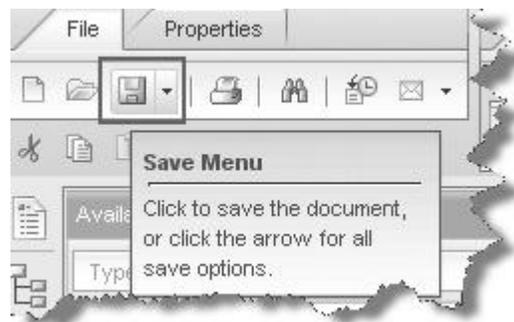
In the Calendar Year prompt, *select* your calendar year and *click* on the right arrow to select value:

How to get to your 1099-MISC data by IRS Box Type



- **Enter** Transaction Type (optional) – Please note that this prompt is optional. You do not need to change it if you are satisfied with the values selected. The values currently selected are:
B – payments
G – Warrant cancellations
H – SOL warrant cancellations
- **Enter** General Ledger (optional) – Please note that this prompt is optional. You do not need to change it if you are satisfied with the values selected. The values currently selected are:
7120 – cash payments
7130 – Warrant cancellations
- Refresh Data by clicking on the **[OK]** button.

C. When results come back in your report, **save** your query.



5. Create a new report to pull only

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

The following are data needed for the 1099-MISC form:

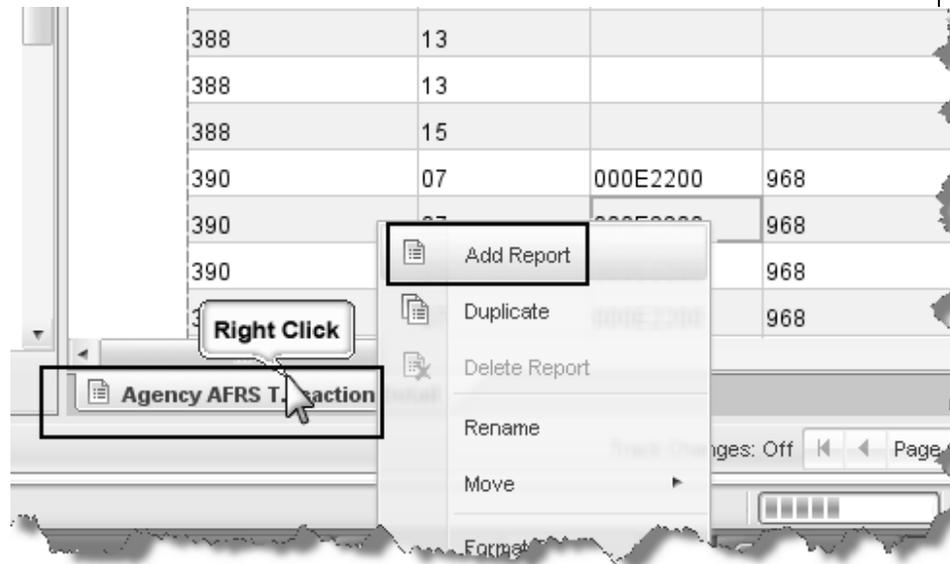
How to get to your 1099-MISC data by IRS Box Type

1099-MISC data

- 1) IRS Box – not needed for the actual 1099-MISC form; However, since the amount in our AFRS data warehouse does not tell us which IRS box it should go on the 1099-MISC form, we need to pull the IRS Box value. The IRS Box information will assist us in determining by its value, where the amount from your source file should be mapped to the destination, which is the IRS Box on the 1099-MISC form.
- 2) Taxpayer ID
- 3) Tax Type [T] and [S]
- 4) Vendor Name
- 5) Vendor Address 1
- 6) Vendor Address 2
- 7) Vendor Address 3
- 8) Vendor City
- 9) Vendor State
- 10) Vendor Zip
- 11) Amount

A. Insert Report

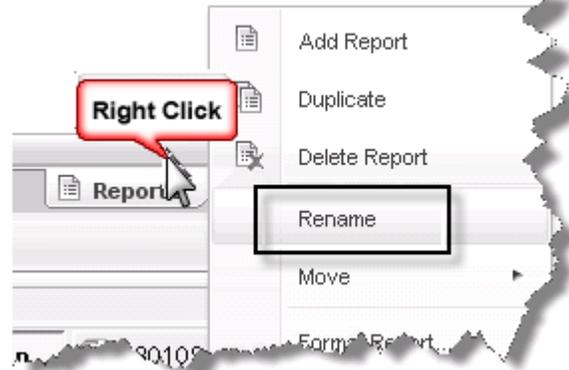
Make sure you are In the [Design] mode, *Right click* on the “Agency AFRS Transaction Detail” report tab and select “Add Report”.



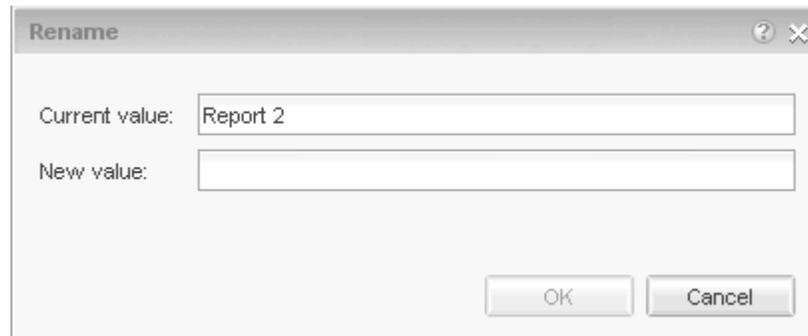
B. Rename the report2

Right click on “Report 2” and select “Rename”.

How to get to your 1099-MISC data by IRS Box Type



In the "New Value" text box, enter new name and click **[OK]**.



For the purpose of training only, rename report to "1099_MISC_Only"

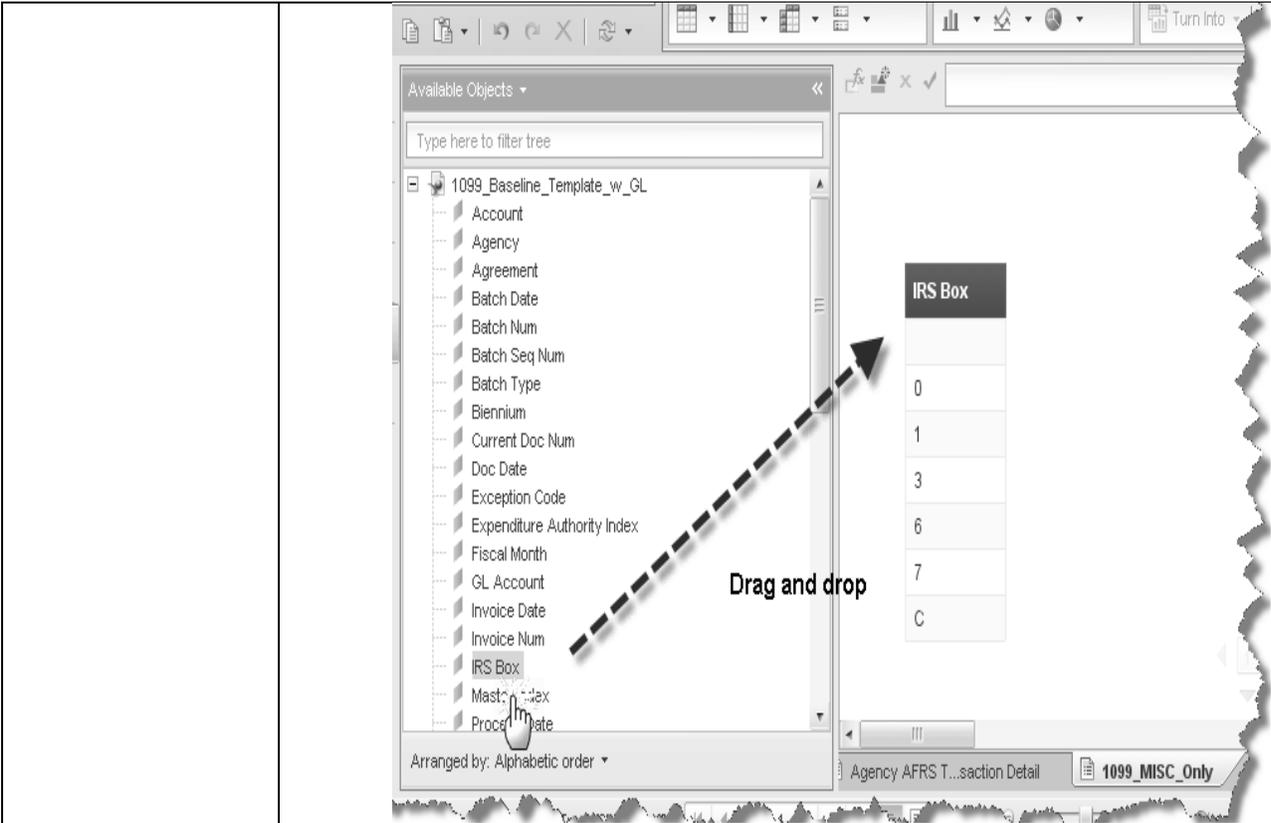
C. **Select** 1099-MISC data and *drop* into new report

Let's start with the IRS Box

1) **IRS Box** – Although the IRS Box value is not needed for the 1099-MISC form; we will need to pull the data. The purpose for pulling the IRS box information is for mapping of amount from your source file to the appropriate IRS box on the 1099-MISC form.

Drag the "**IRS Box**" from the available Objects (the left panel of your File) and *drop* it into the "1099_MISC_Only" report.

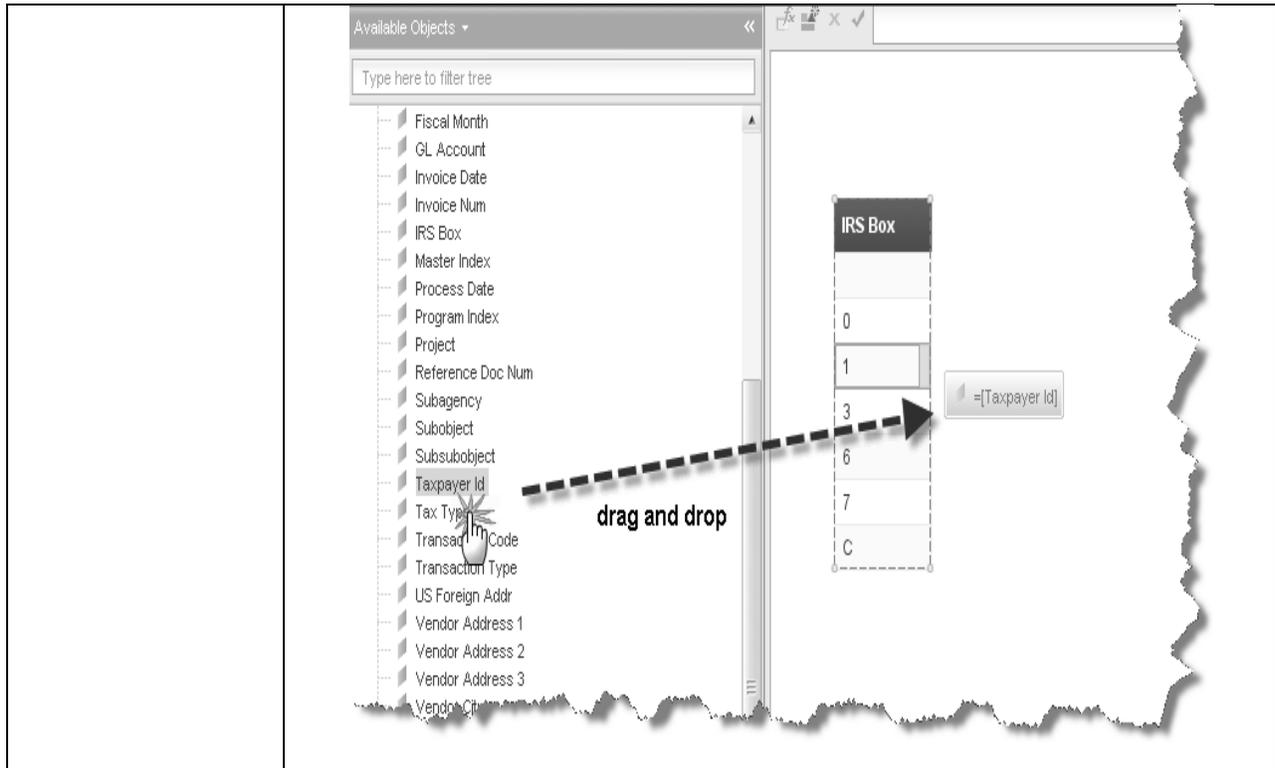
How to get to your 1099-MISC data by IRS Box Type



Next, select, drag, and drop the **Taxpayer ID** in a column immediately to the right of the IRS Box column.

2) Taxpayer ID

How to get to your 1099-MISC data by IRS Box Type



Note: Make sure that you are creating a "Taxpayer Id" column next to the "IRS Box" column.

Continue selecting, dragging, and dropping the rest of the data from the "Available Objects" into the "1099_MISC_Only" report.

- 3) Tax Type [T] and [S]
- 4) Vendor Name
- 5) Vendor Address 1
- 6) Vendor Address 2
- 7) Vendor Address 3
- 8) Vendor City
- 9) Vendor State
- 10) Vendor Zip
- 11) Amount

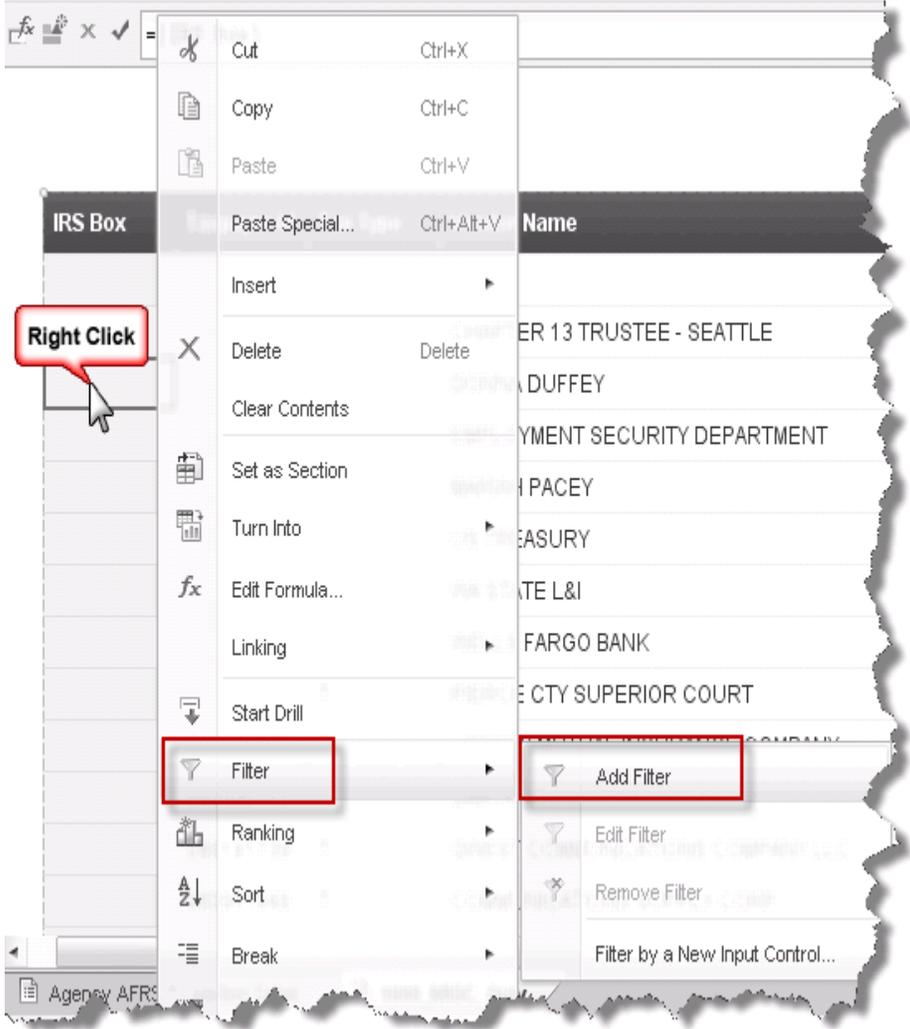
You should have 11 columns in the "1099_MISC_Only" report.

6. Create an Excel file by IRS box type

A. Filter data display by IRS Box

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

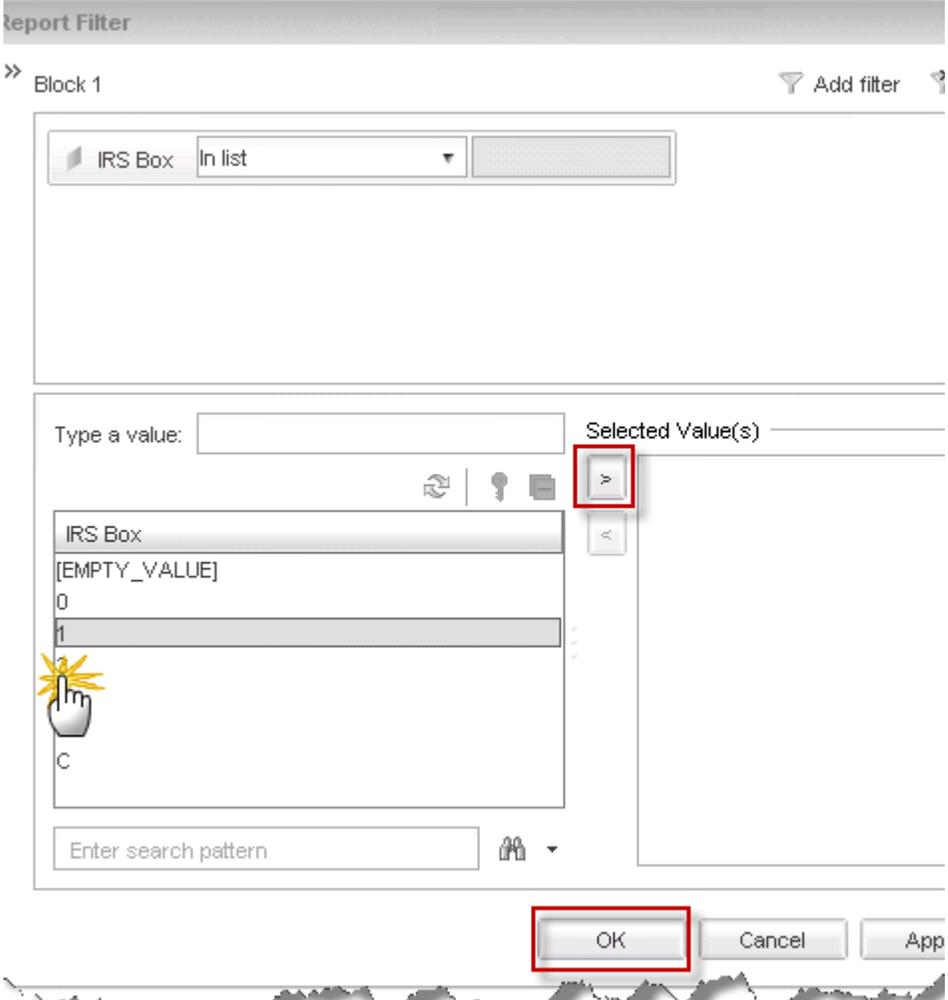
How to get to your 1099-MISC data by IRS Box Type



The screenshot shows a data table with a column labeled 'IRS Box' and another labeled 'Name'. A right-click context menu is open over the 'IRS Box' column. A red callout box labeled 'Right Click' points to the right-click action. The context menu includes options like Cut, Copy, Paste, Delete, and Filter. The 'Filter' option is highlighted with a red box, and its sub-menu is open, showing options like 'Add Filter', 'Edit Filter', and 'Remove Filter'. The 'Add Filter' option is also highlighted with a red box. The table data includes entries like 'ER 13 TRUSTEE - SEATTLE', 'DUFFEY', 'YMENT SECURITY DEPARTMENT', 'PACEY', 'ASURY', 'ATE L&I', 'FARGO BANK', and 'E CTY SUPERIOR COURT'.

- In the [Report Filter], Select an IRS Box: for example, *highlight* IRS Box "1" for rents. Then *click* on the **right arrow** to select the IRS box value.

How to get to your 1099-MISC data by IRS Box Type



The screenshot shows the 'Report Filter' dialog box for 'Block 1'. The 'IRS Box' filter is set to 'In list'. The 'Selected Value(s)' field is empty. The list of values includes '[EMPTY_VALUE]', '0', '1', and 'C'. A hand cursor is pointing at '1', and the 'OK' button is highlighted with a red box.

- **click** "OK"

Report is filtered by IRS Box "1", for example:

How to get to your 1099-MISC data by IRS Box Type

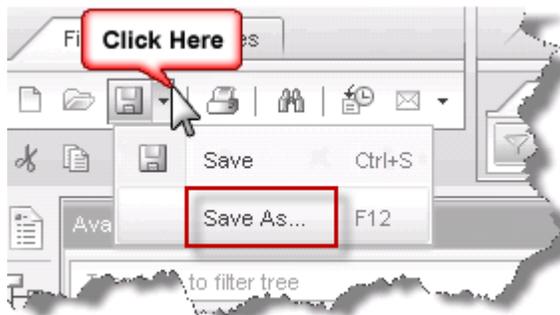
IRS Box	Taxpayer Id	Tax Type
1	201357846	T
1	261955239	T
1	203500586	T
1	377585111	T
1	452697705	T
1	753153747	T
1	753153747	T
1	911381885	T
1	014872373	T

Note that only records for IRS box selected is displayed....

7. Save this Excel file by IRS Box type

A. Export data by IRS Box selection

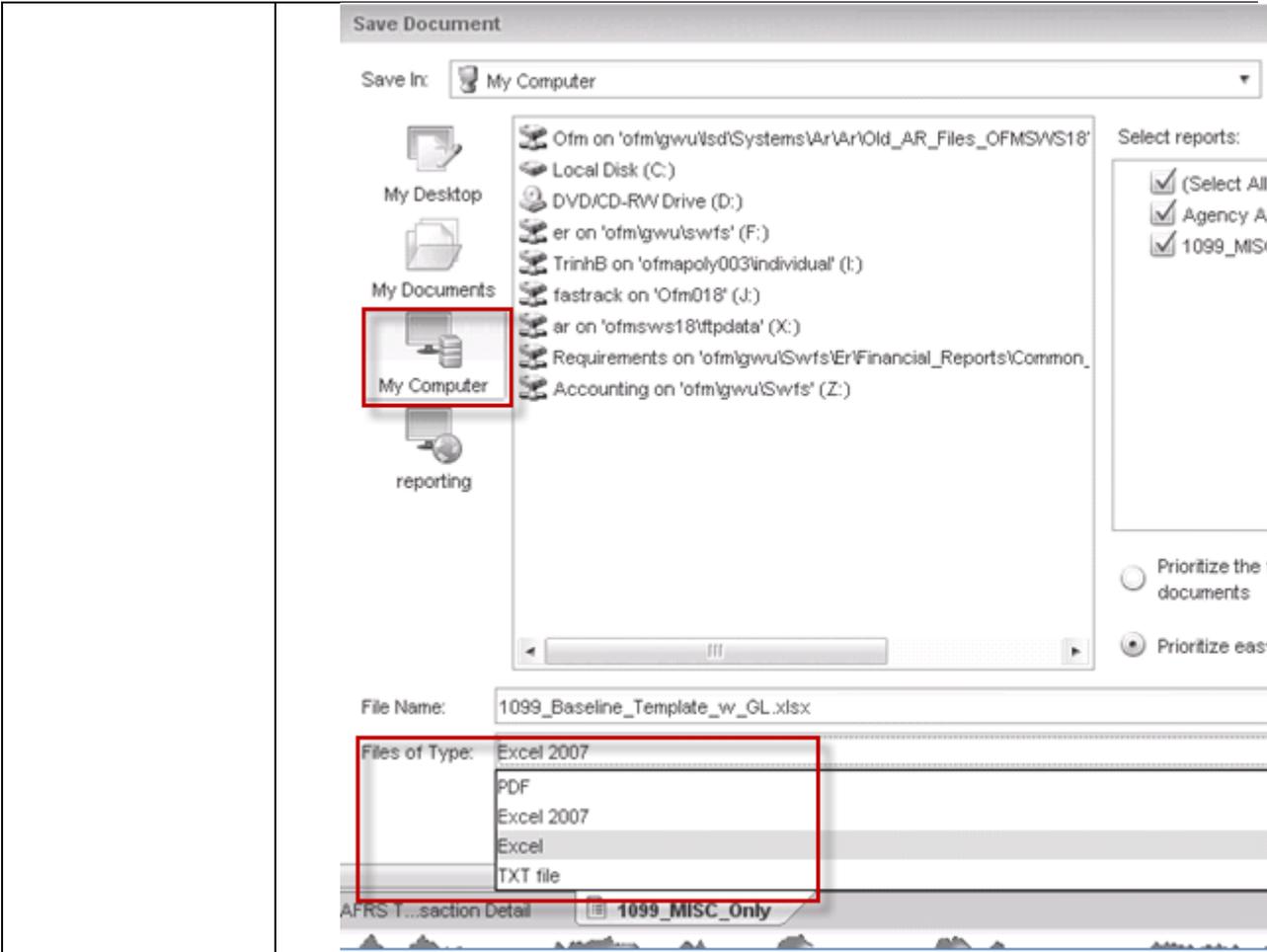
- From the [File] tab, click on the drop down arrow of the **Save** image, select "Save As"



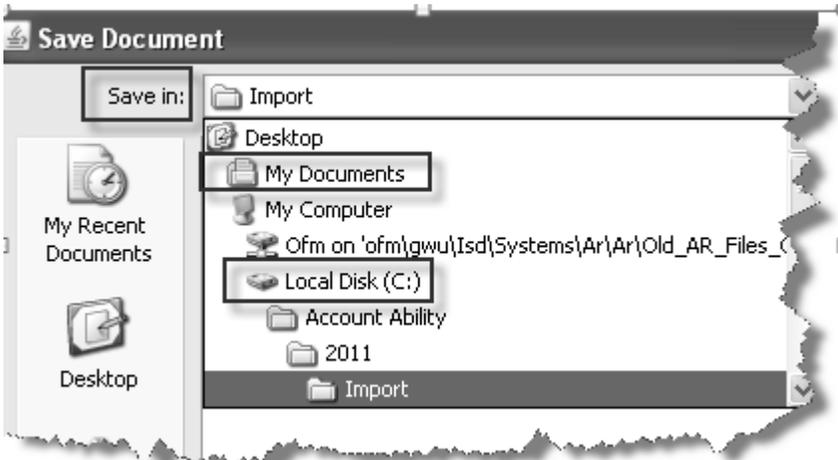
B. Select Files Type

- Click on [My Computer] and in the Files of Type, select "Excel", "Excel 2007", or "Text File."

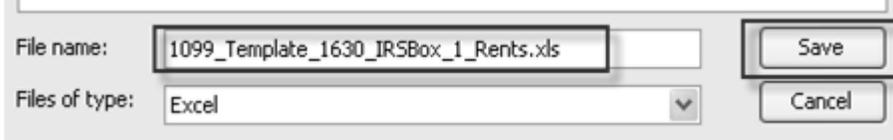
How to get to your 1099-MISC data by IRS Box Type



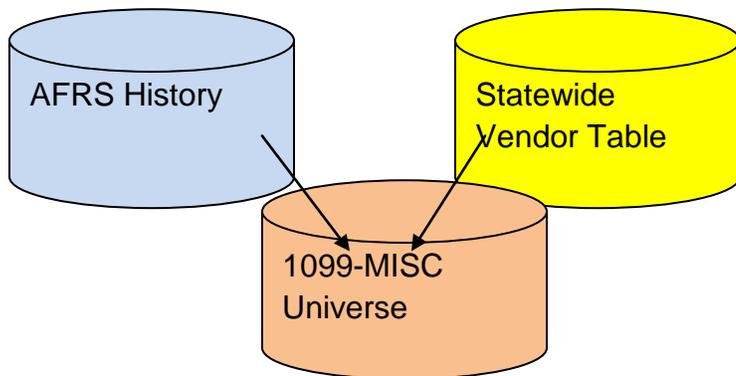
C. Saving data by IRS Box to your agency network's secure folder.



How to get to your 1099-MISC data by IRS Box Type

	<p>For the purpose of this training, save in your Local Disk (C :) \user\trainbass\document.</p> <p>Make a note of the Location and file name of where you've saved the file.</p> <p>D. Naming source data file name by IRS Box selection</p>  <p>Naming the file, 1099_Template_####_IRSBox_#1_Description, for example. Naming the file using the IRS box value will give you an indication that all amounts in the file that you're working on would be mapped to which IRS box on the 1099-MISC form.</p> <p>Click "Save"</p>
8. Repeat	Repeat for the rest of the other IRS box. It is recommended that you create at least one payment file for each IRS box value. You will need more files if your agency customized template is pulling data at a lower level (for example, by 'process date').
9. Logout	Of ER WebI to release license

Where does 1099 warehouse pull recipient's address?



<p>If the transaction history does not use a Statewide Vendor (SWV) number, the recipient's address will be pulled from AFRS History.</p>	<p>If the transaction history uses a Statewide Vendor (SWV) Number, the recipient's address will be pulled from Statewide Vendor (SWV) Table.</p> <p>What's pulled is the address on the SWV table at the date/time of your data pull.</p>
	<p>The following data elements will come from the SWV table, at the date/time of your data pull, if the payment was made to a vendor from the SWV table.</p> <ul style="list-style-type: none"> • Vendor Address 1 • Vendor Address 2 • Vendor Address 3 • Vendor City • Vendor State • Vendor Zip

Where does 1099 warehouse pull recipient's address?

1099-MISC - INSTRUCT											
PAYER'S name, street address, city, state, ZIP code, and telephone number					1 Rents		OMB No. 1545-0115				
AGENCY NAME AGENCY NAME LINE 02 ADDRESS LINE 1 ADDRESS LINE 2 CITY WA 98504 Telephone: 360-407-8011					2 Royalties		2012 1099-MISC				
PAYER'S Federal ID Number 01-2345678					TIN Type <input type="checkbox"/> 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> 13 <input type="checkbox"/> 14 <input type="checkbox"/> 15 <input type="checkbox"/> 16 <input type="checkbox"/> 17 <input type="checkbox"/> 18 <input type="checkbox"/> 19 <input type="checkbox"/> 20 <input type="checkbox"/> 21 <input type="checkbox"/> 22 <input type="checkbox"/> 23 <input type="checkbox"/> 24 <input type="checkbox"/> 25 <input type="checkbox"/> 26 <input type="checkbox"/> 27 <input type="checkbox"/> 28 <input type="checkbox"/> 29 <input type="checkbox"/> 30 <input type="checkbox"/> 31 <input type="checkbox"/> 32 <input type="checkbox"/> 33 <input type="checkbox"/> 34 <input type="checkbox"/> 35 <input type="checkbox"/> 36 <input type="checkbox"/> 37 <input type="checkbox"/> 38 <input type="checkbox"/> 39 <input type="checkbox"/> 40 <input type="checkbox"/> 41 <input type="checkbox"/> 42 <input type="checkbox"/> 43 <input type="checkbox"/> 44 <input type="checkbox"/> 45 <input type="checkbox"/> 46 <input type="checkbox"/> 47 <input type="checkbox"/> 48 <input type="checkbox"/> 49 <input type="checkbox"/> 50 <input type="checkbox"/> 51 <input type="checkbox"/> 52 <input type="checkbox"/> 53 <input type="checkbox"/> 54 <input type="checkbox"/> 55 <input type="checkbox"/> 56 <input type="checkbox"/> 57 <input type="checkbox"/> 58 <input type="checkbox"/> 59 <input type="checkbox"/> 60 <input type="checkbox"/> 61 <input type="checkbox"/> 62 <input type="checkbox"/> 63 <input type="checkbox"/> 64 <input type="checkbox"/> 65 <input type="checkbox"/> 66 <input type="checkbox"/> 67 <input type="checkbox"/> 68 <input type="checkbox"/> 69 <input type="checkbox"/> 70 <input type="checkbox"/> 71 <input type="checkbox"/> 72 <input type="checkbox"/> 73 <input type="checkbox"/> 74 <input type="checkbox"/> 75 <input type="checkbox"/> 76 <input type="checkbox"/> 77 <input type="checkbox"/> 78 <input type="checkbox"/> 79 <input type="checkbox"/> 80 <input type="checkbox"/> 81 <input type="checkbox"/> 82 <input type="checkbox"/> 83 <input type="checkbox"/> 84 <input type="checkbox"/> 85 <input type="checkbox"/> 86 <input type="checkbox"/> 87 <input type="checkbox"/> 88 <input type="checkbox"/> 89 <input type="checkbox"/> 90 <input type="checkbox"/> 91 <input type="checkbox"/> 92 <input type="checkbox"/> 93 <input type="checkbox"/> 94 <input type="checkbox"/> 95 <input type="checkbox"/> 96 <input type="checkbox"/> 97 <input type="checkbox"/> 98 <input type="checkbox"/> 99 <input type="checkbox"/> 00	RECIPIENT'S ID Number		5 Fishing boat proceeds		6 Medical and health care	
RECIPIENT'S name					NAME CTRL	7 Nonemployee compensation		8 Substitute payments...			
Street address					APT.	9 Payer made direct sales of \$5000 or more of consumer products to a buyer (recipient) for resale => <input checked="" type="checkbox"/>		10 Crop insurance proceeds			
City			State	Zip Code	Zip Ext.	11		12			
Account number			Foreign <input checked="" type="checkbox"/>	CF SF <input type="checkbox"/>	USPS BF <input type="checkbox"/>	2nd TIN <input checked="" type="checkbox"/>	13 Excess golden parachute		14 Gross proceeds paid to...		
15a Section 409A deferrals			15b Section 409A income		State 1	16 State 1 tax withheld		18 State 1 income			
					State 2	16 State 2 tax withheld		18 State 2 income			