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 <u>1099-MISC</u> data by IRS Box Type

<table>
<tr>
<td>1. Login to ER Web Intelligence (WebI)</td>
<td>

- *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.

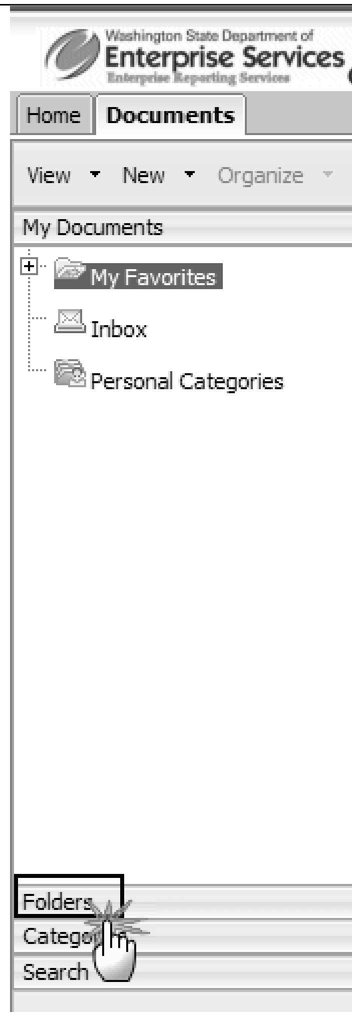
</td>
</tr>
<tr>
<td>2. Locate “AFRS 1099 Report Template”</td>
<td>

- *Click* “**Documents**” tab

- Under [My Documents], *Click* on the “**Folders**” title. This will open up the “Public Folders”

</td>
</tr>
</table>

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



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

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

How to get to your <u>1099-MISC</u> data by IRS Box Type

<table>
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3. Copying the 1099 report into your "My Favorites"

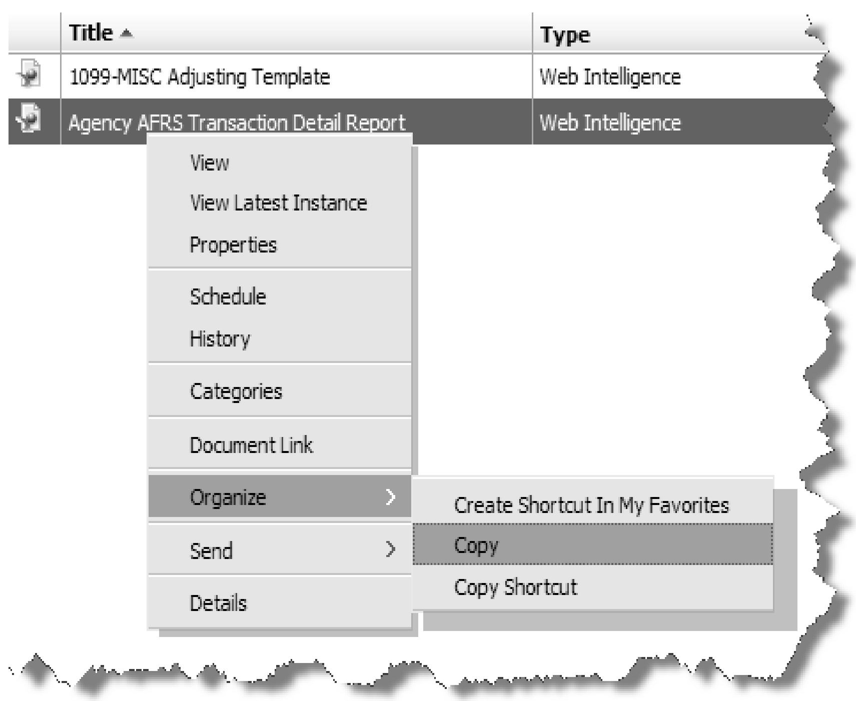
</td>
<td>

Inside the "AFRS 1099 Report Template" public folder is the baseline 1099 report template.

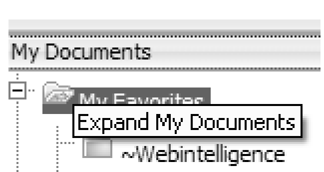
The baseline 1099 report template is titled, "**Agency AFRS Transaction Detail Report**".

Steps to **save** the 1099 report template in your "**My Favorites**" folder:

- *Right-click* on the "Agency AFRS Transaction Detail Report" **report title** to open up Organize function.
- *Select* **Organize** and **Copy**

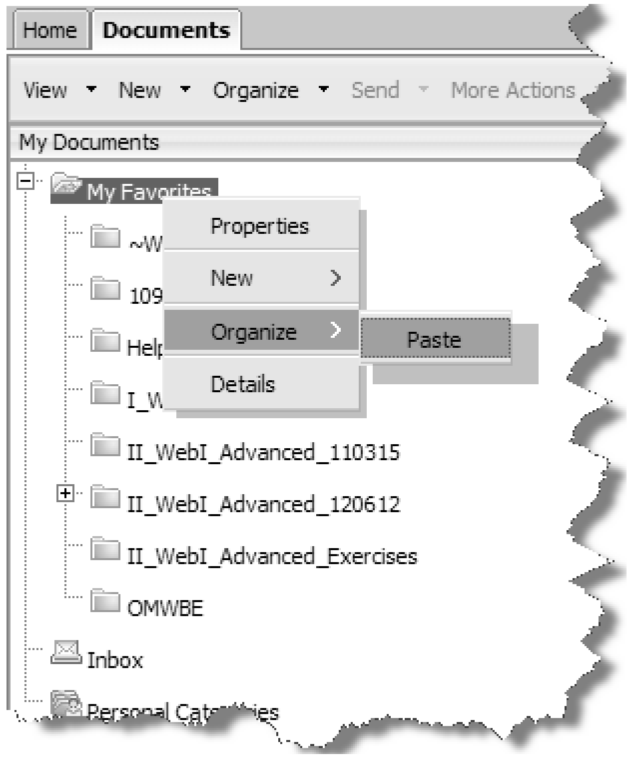


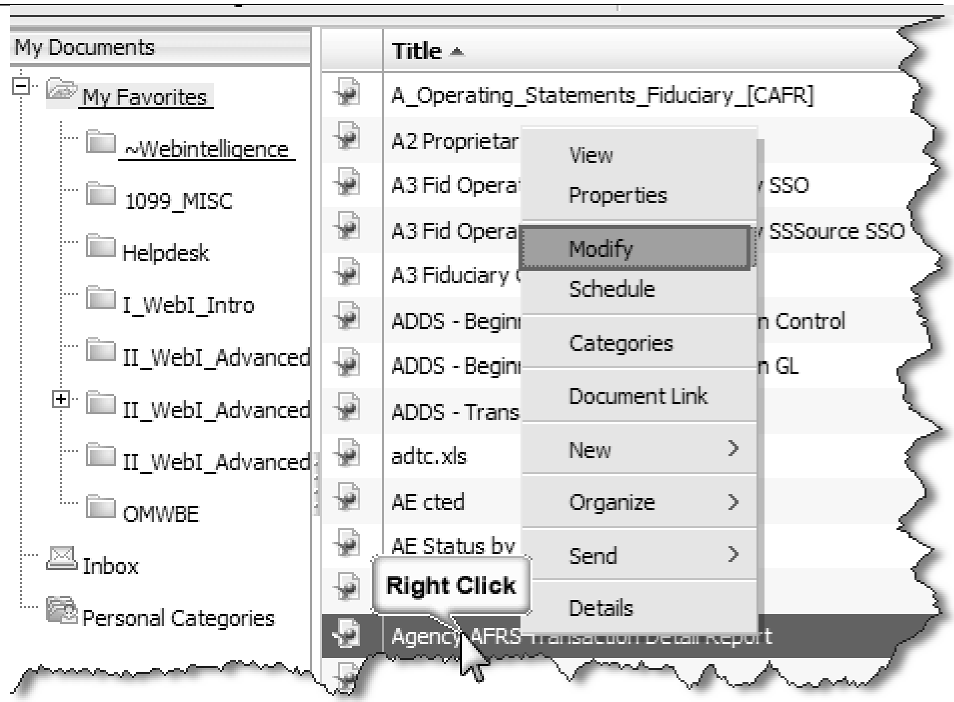
- *Navigate* to your "**My Documents** and double click on the title to expand your "My Documents". You should now see your "**My Favorites**"



- *Right- -click* on **[My Favorites]** folder

</td>
</tr>
</table>

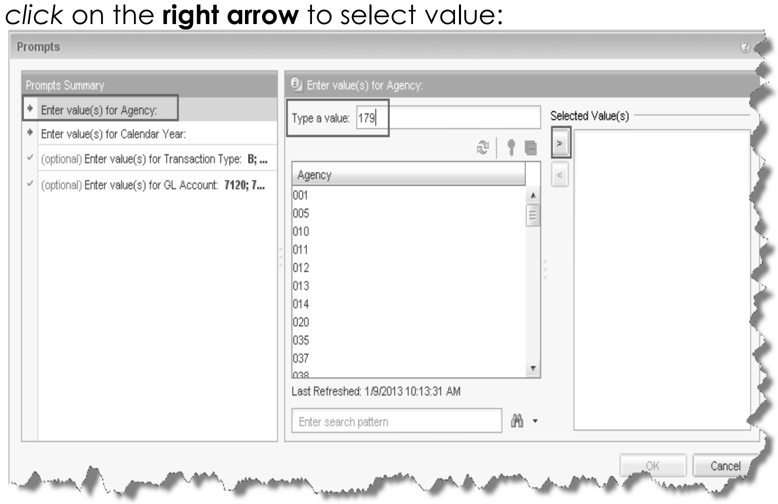
	• *Select* **Organize** and *select* **Paste**  By saving the baseline 1099 template into your "My Favorites", you become the owner of the template.
4. Modify 1099 report (You must be the owner)	<u>Note</u>: Please make sure that you are opening up <u>your copy</u> of the baseline 1099 template, as you 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" <u>Also Note:</u> You must have Web Intelligence Named User license order to create/modify templates. A. *Open* **"My Favorites"** folder, *locate* the saved 1099 template, *right-clicks* on the report title, and *select* **[Modify].**



B. Using Prompts

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

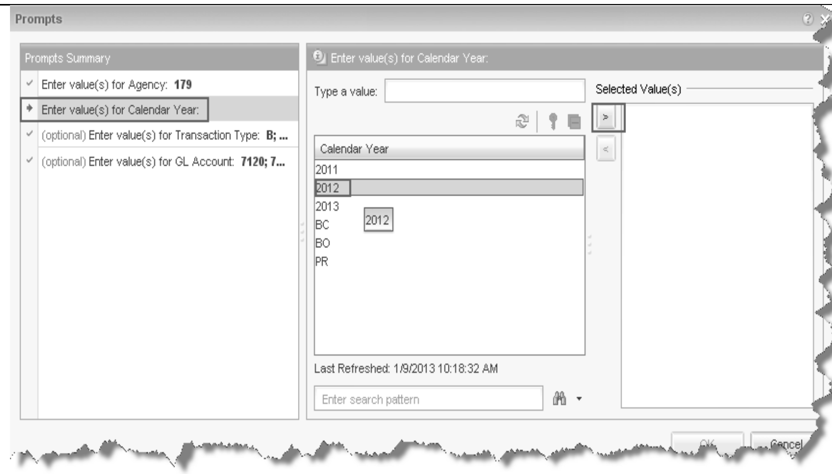
  In the Agency prompt, *enter* your agency three-digits code and *click* on the **right arrow** to select value:



- ***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

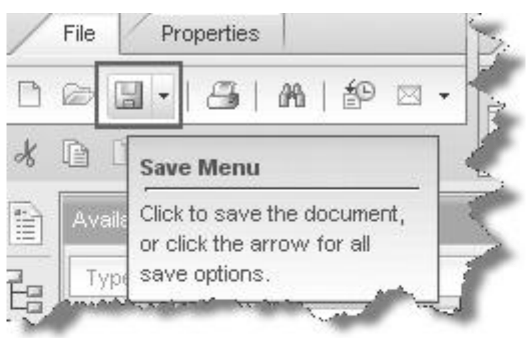


- ***Enter*** Transaction Type (optional) – Please note that this prompt is optional. You do not need to change it if you are satisfied with the values selected. The values currently selected are:
  B – payments
  G – Warrant cancellations
  H – SOL warrant cancellations

- ***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.

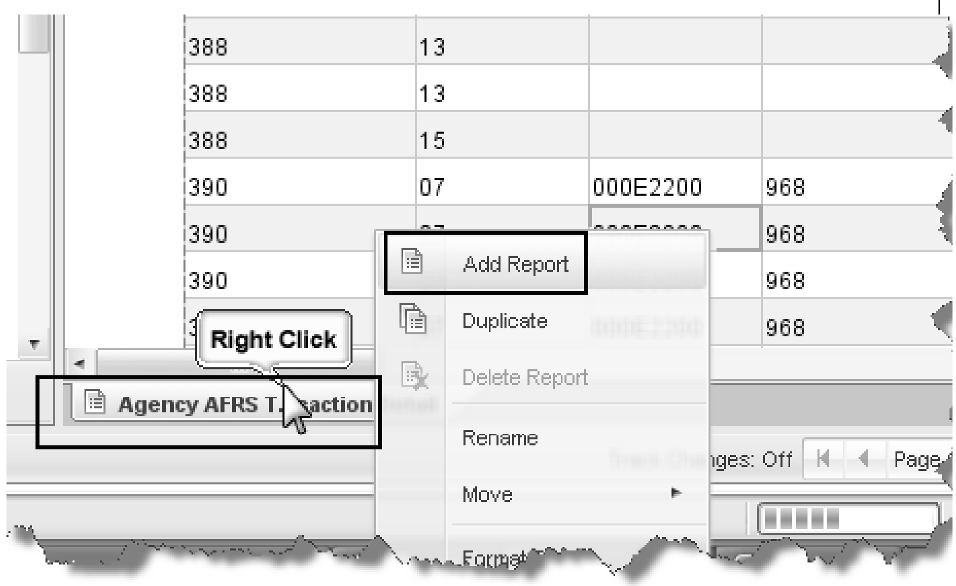


5. Create a new report to pull only

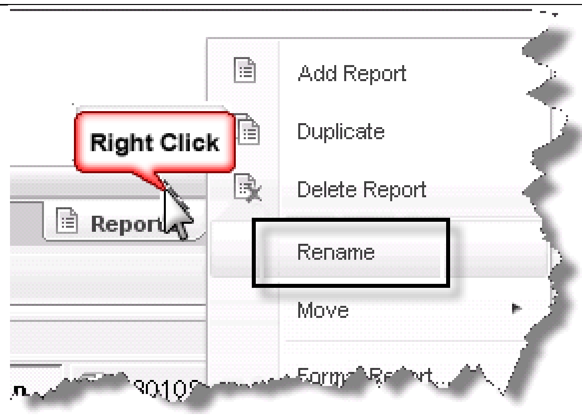
To create a **new report** to **pull only 1099-MISC data**, review the actual 1099-MISC form for the requirements.

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

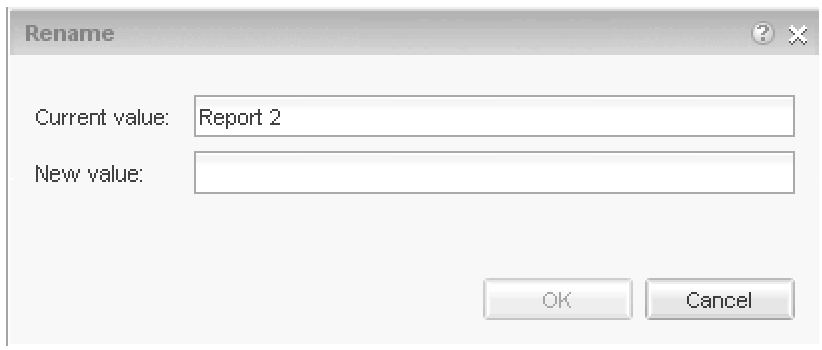
How to get to your 1099-MISC data by IRS Box Type

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"

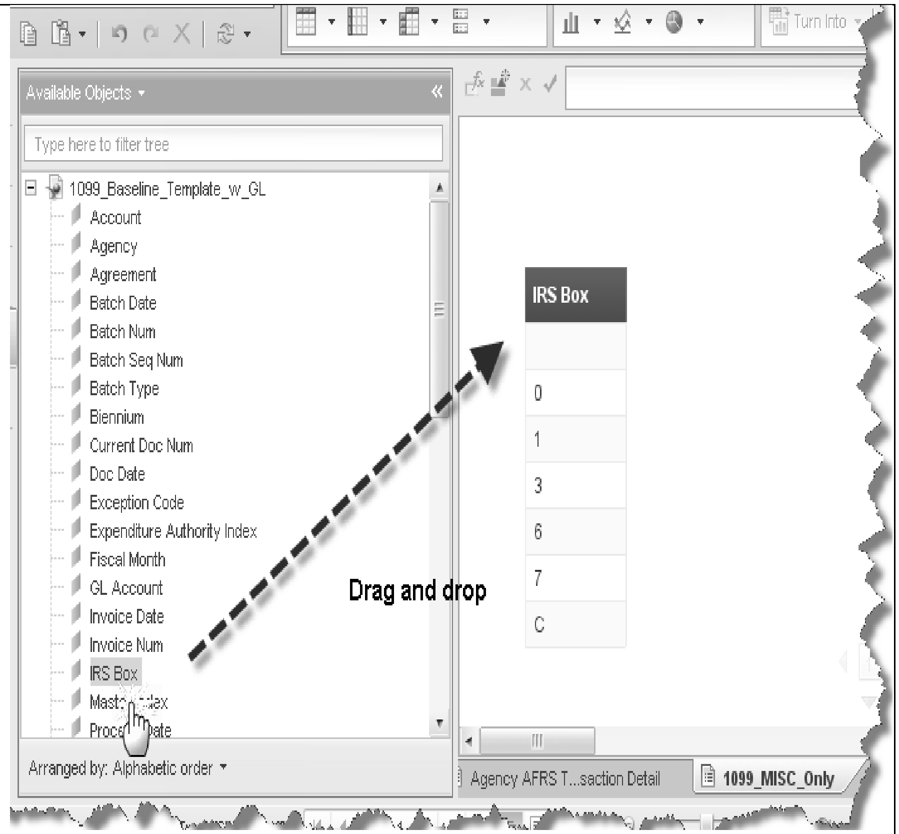
C. ***Select*** 1099-MISC data and *drop* into new report

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.

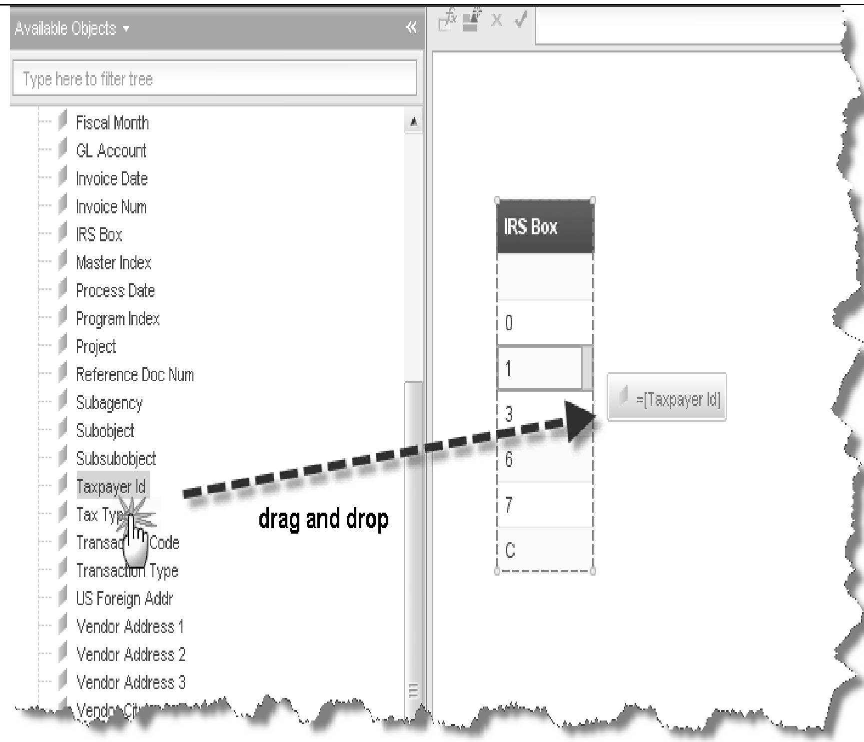
Drag the "**IRS Box**" from the available Objects (the left panel of your File) and *drop* it into the "1099_MISC_Only" report.

How to get to your <u>1099-MISC</u> data by IRS Box Type

<table>
<tr><td></td><td>


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

2) Taxpayer ID
</td></tr>
</table>



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

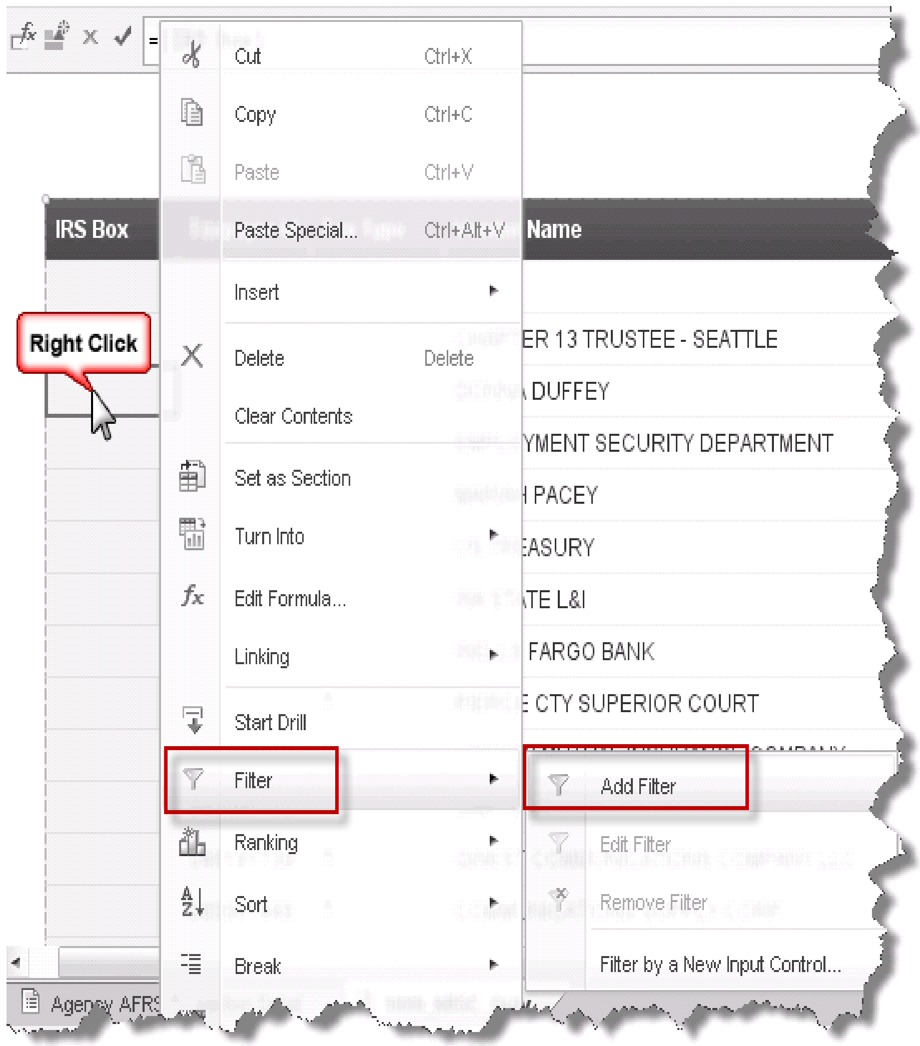
You should have 11 columns in the "1099_MISC_Only" report.

6. Create an Excel file by IRS box type

A. Filter data display by IRS Box

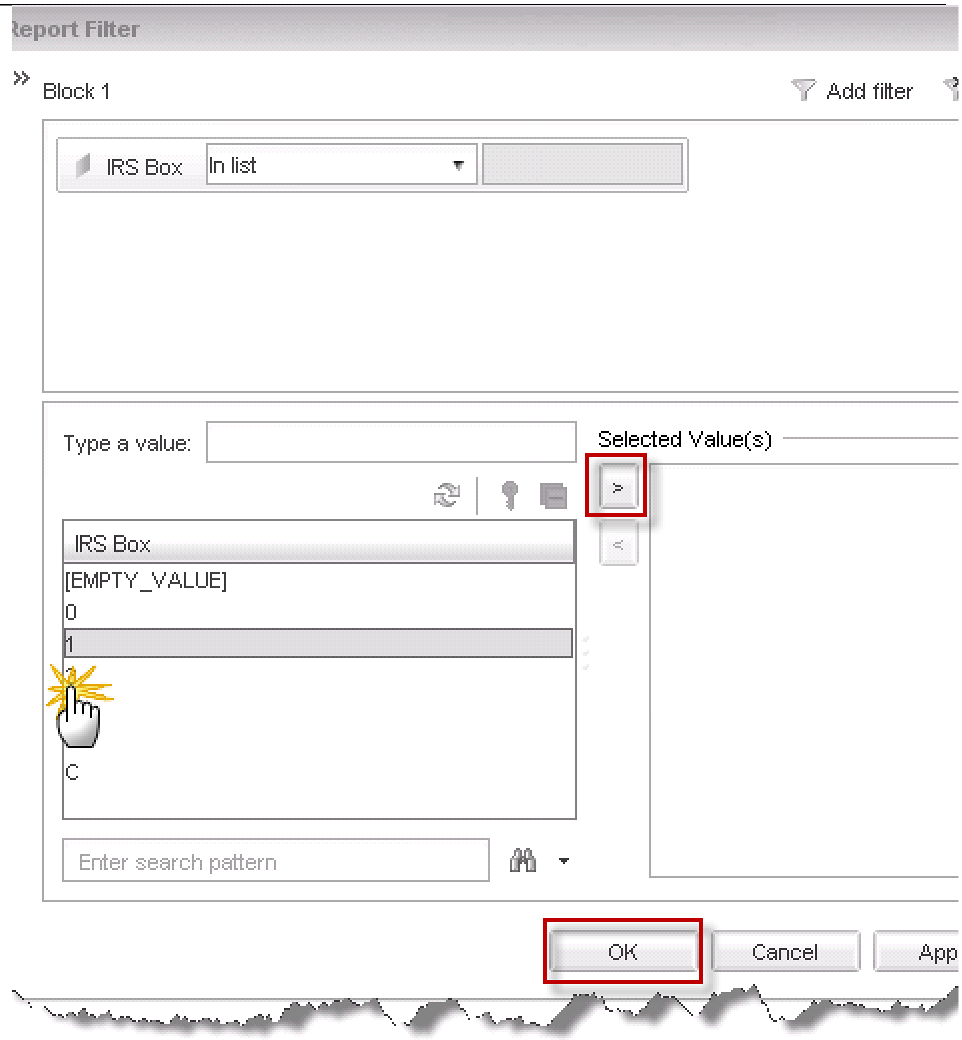
- *Highlight* the "**IRS Box**" data by right-click in the data portion of the "IRS Box" column.
- Select "**Filter**"
- Select "**Add Filter**"

How to get to your <u>1099-MISC</u> data by IRS Box Type



- 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.

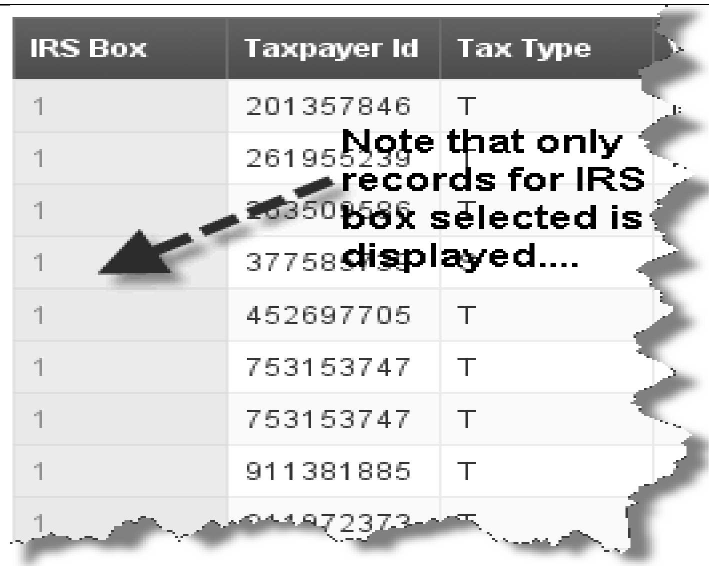
How to get to your <u>1099-MISC</u> data by IRS Box Type



- ***click*** "OK"

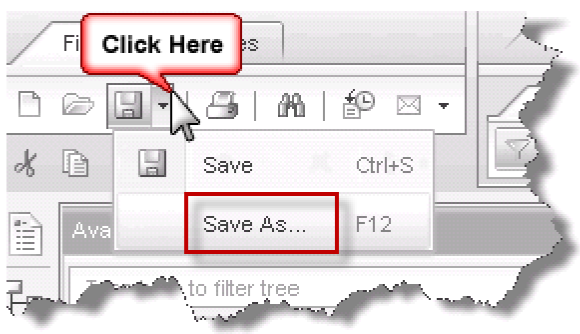
  Report is filtered by IRS Box "1", for example:

How to get to your <u>1099-MISC</u> data by IRS Box Type

<table>
<tr><td></td><td>
</td></tr>
<tr><td>7. Save this Excel file by IRS Box type</td><td>

A. Export data by IRS Box selection

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

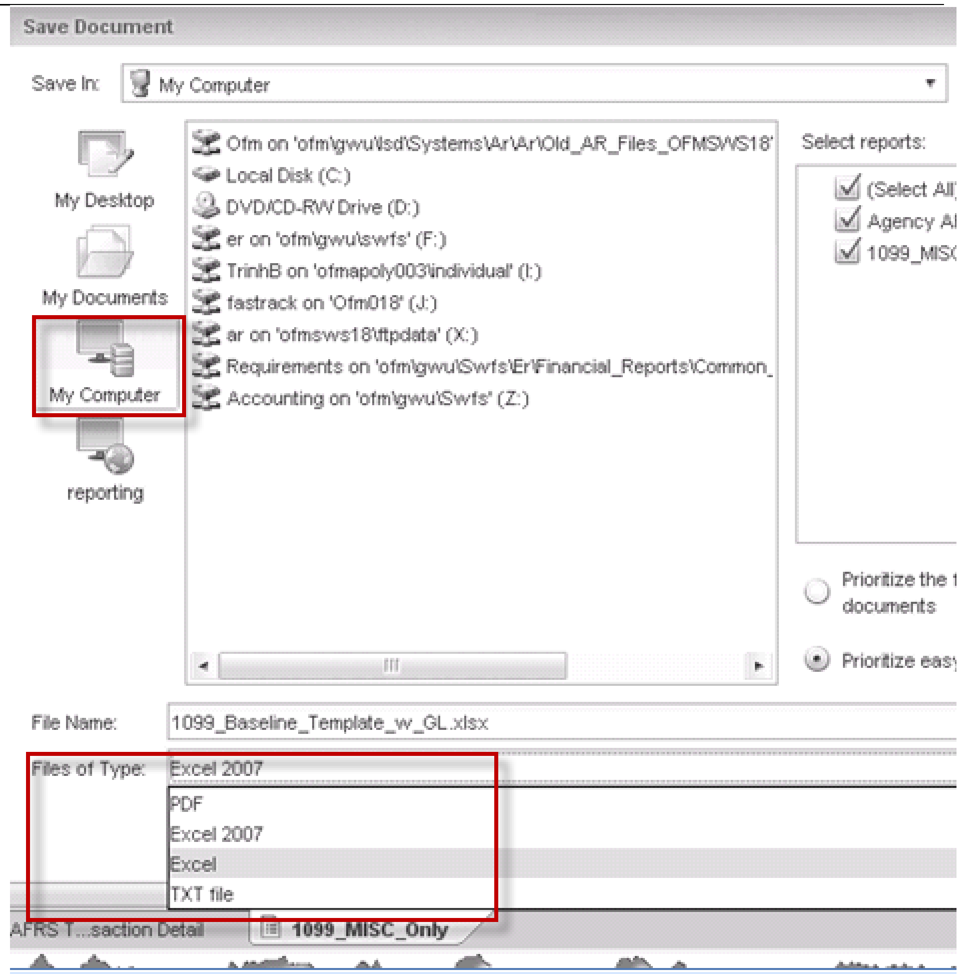


B. Select Files Type

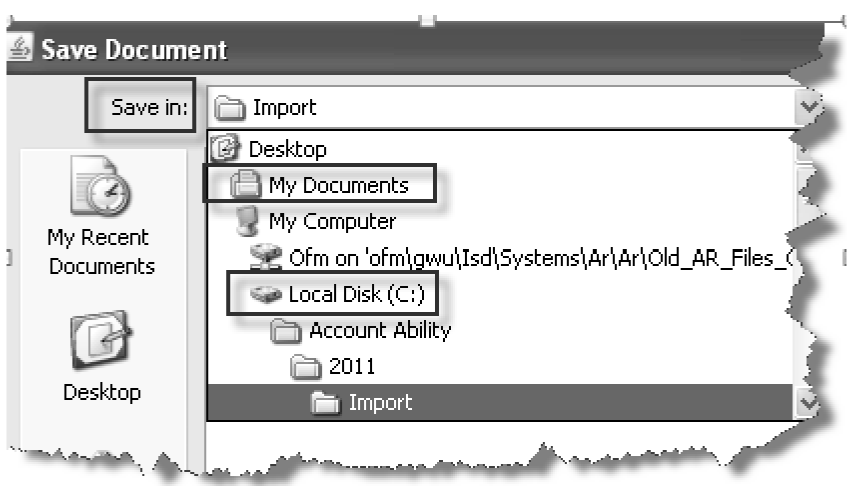
- Click on [My Computer" and in the Files of Type, select "Excel", "Excel 2007", or "Text File.

</td></tr>
</table>

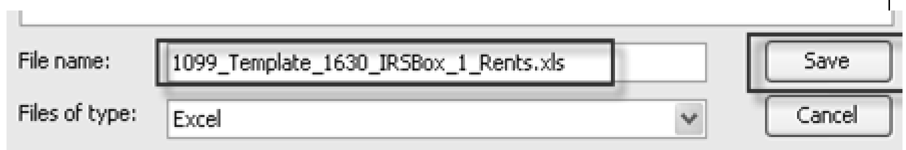
How to get to your 1099-MISC data by IRS Box Type



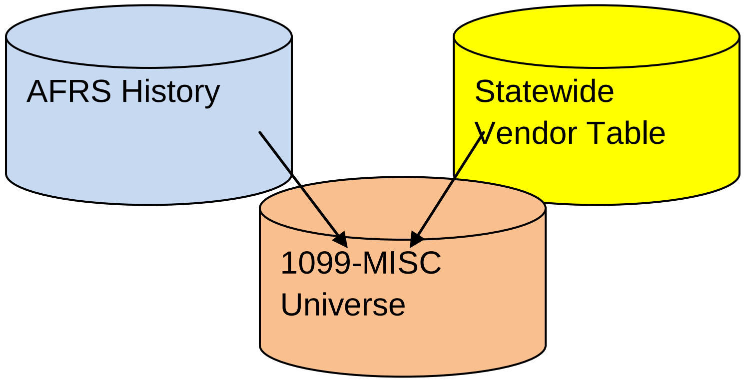
C. Saving data by IRS Box to your agency network's secure folder.



How to get to your <u>1099-MISC</u> data by IRS Box Type

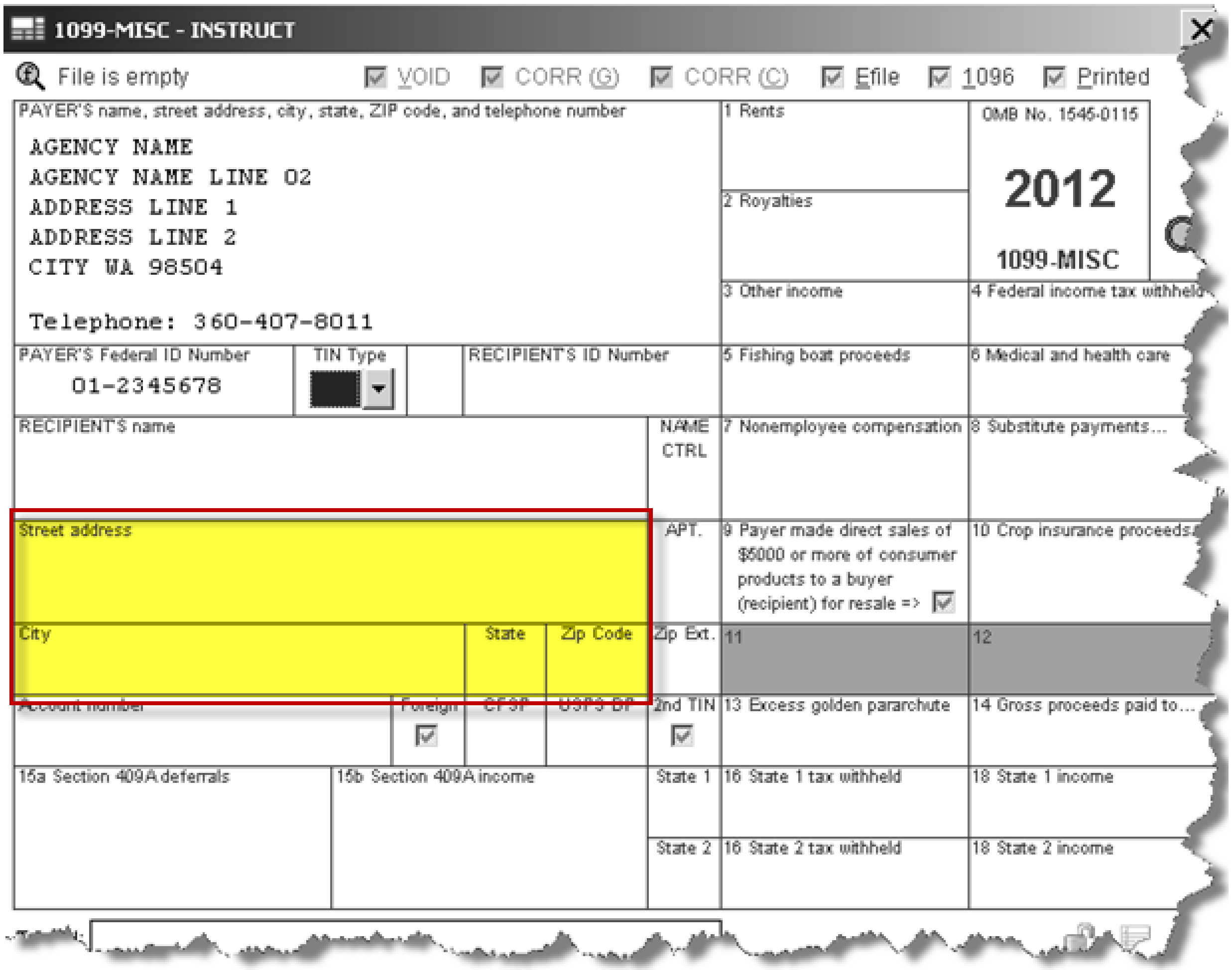
	For the purpose of this training, save in your Local Disk (C :) \user\trainbass\document. Make a note of the **Location and file name** of where you've saved the file. **D. Naming source data file name** by IRS Box selection  Naming the file, 1099_Template_####_IRSBox_#1_Description, for example. Naming the file using the IRS box value will gives 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. *Click* "**Save**"
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?



If the transaction history does not use a Statewide Vendor (SWV) number, the recipient's address will be pulled from **AFRS History**.	If the transaction history uses a Statewide Vendor (SWV) Number, the recipient's address will be pulled **from Statewide Vendor (SWV) Table**. What's pulled is the address on the SWV table at the date/time of your data pull.
	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. • 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

File is empty | VOID | CORR (G) | CORR (C) | Efile | 1096 | Printed

PAYER'S name, street address, city, state, ZIP code, and telephone number

AGENCY NAME
AGENCY NAME LINE 02
ADDRESS LINE 1
ADDRESS LINE 2
CITY WA 98504

Telephone: 360-407-8011

1 Rents

2 Royalties

OMB No. 1545-0115

2012

1099-MISC

3 Other income

4 Federal income tax withheld

PAYER'S Federal ID Number: 01-2345678

TIN Type

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 =>

10 Crop insurance proceeds

City | State | Zip Code | Zip Ext.

11

12

Account number | Foreign | CFSP | USPS DP | 2nd TIN

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