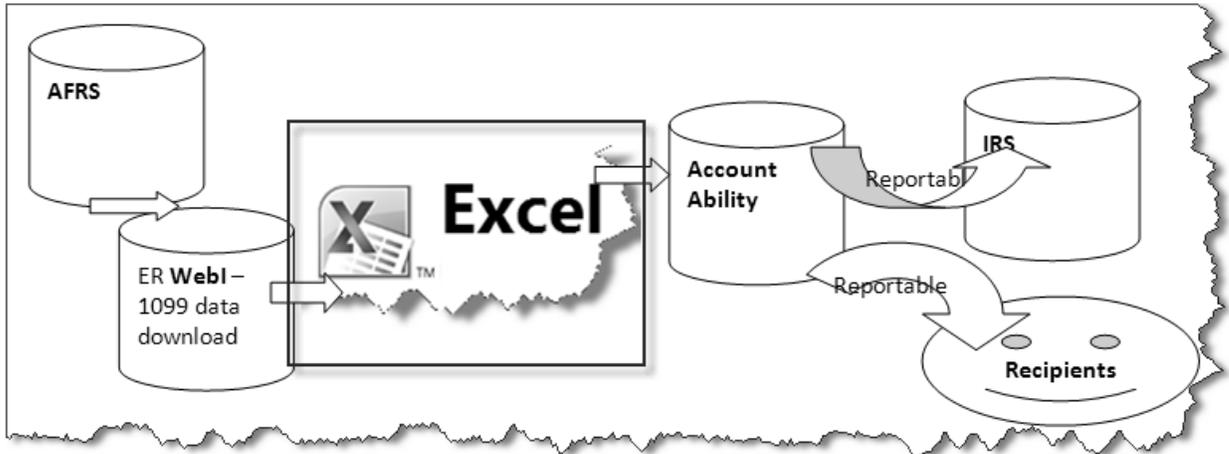




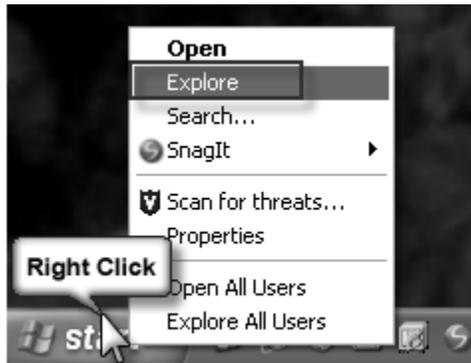
Washington State Department of Enterprise Services

Creating your Tab-delimited 1099-MISC source file, by IRS Box



Please note: The images included in this document is specific to Windows XP, which may be different from the look and feel of your own computer.

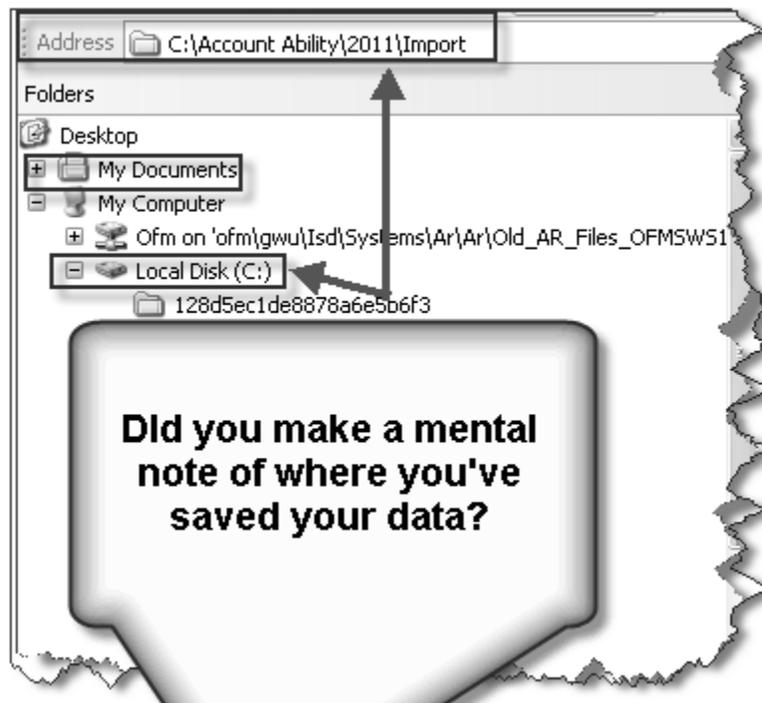
1. **Open** your Windows Explorer



2. **Navigate** to your **Local Disk (C :)**

Did you make a mental note of location and name of file saved?

Creating your Tab-delimited 1099-MISC source file, by IRS Box



3. **Open** up Excel spreadsheet - **Clean up**

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- 1) **Open** the "1099_MISC_Only" worksheet tab
- 2) **Delete** column A and row 1
- 3) **Review your data**
 - A. **Taxpayer Identification Number (TIN)** – Please review your TIN information for validity.
 - Cannot be blank
 - Must be 9 characters
 - B. **Review Amount** – negative amounts represent the
 - C. **Select Data \ Filter** to convert tax type value

Another way is to highlight the column. Press the "**Ctrl+H**" to do a find replace.

Convert Tax Type Value from Webl tax type to Account Ability tax type

Tax Type from Webl		Tax Type to Account Ability
T	EIN	1
S	SSN	2
R	ITIN	2

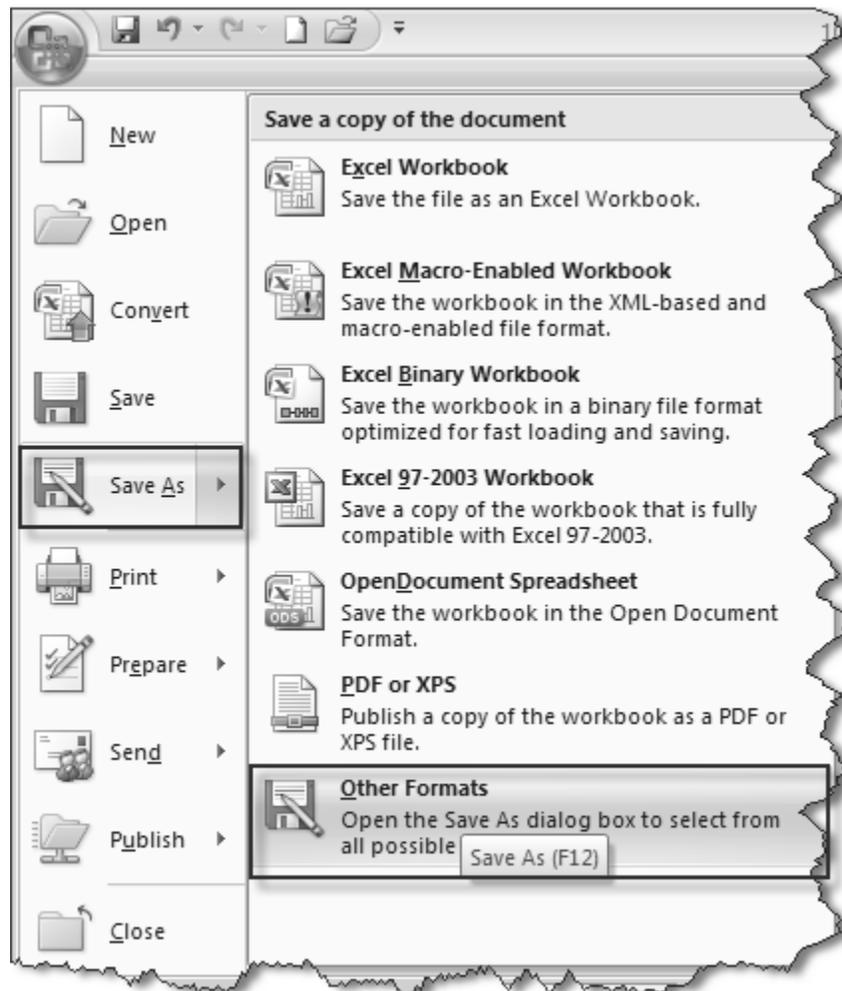
Careful Consideration: This step needs to happen only while you are using version 2011 of Account Ability. The vendor has agreed to use the value in the State's data source, which are "T", "S", and "R". You will not need to do this when version 2012 of Account Ability is made available (sometimes in December 2012).

4. Create Tab delimited text file

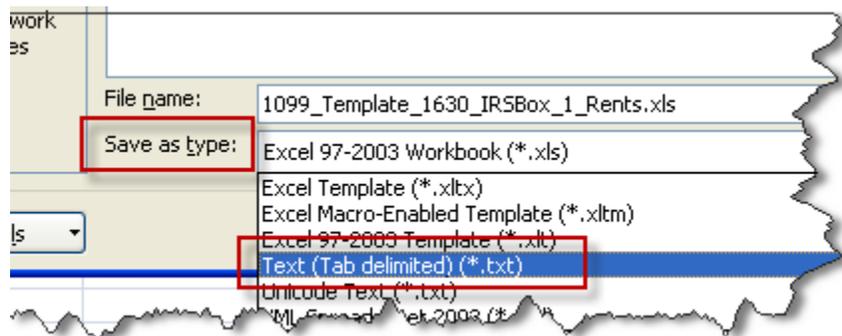
- 1) From new report, *select* File
- 2) Save As
- 3) Other Formats

Please note: Steps may be different due to different version of Microsoft Office used. These images are from MS 2007

Creating your Tab-delimited 1099-MISC source file, by IRS Box

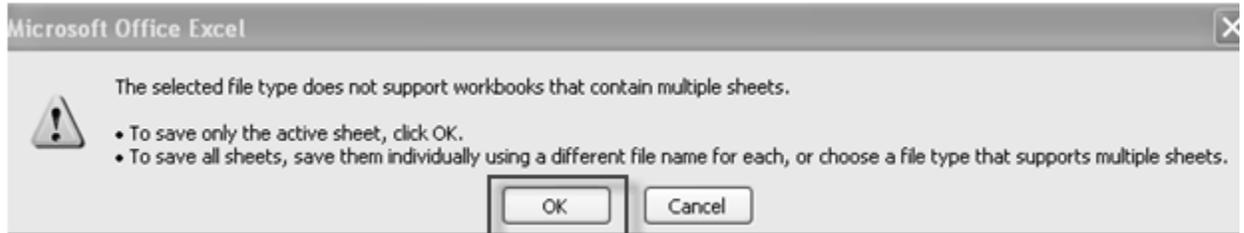


- 4) In the “Save as type” list, select **“Text (Tab delimited) (*.txt)”**

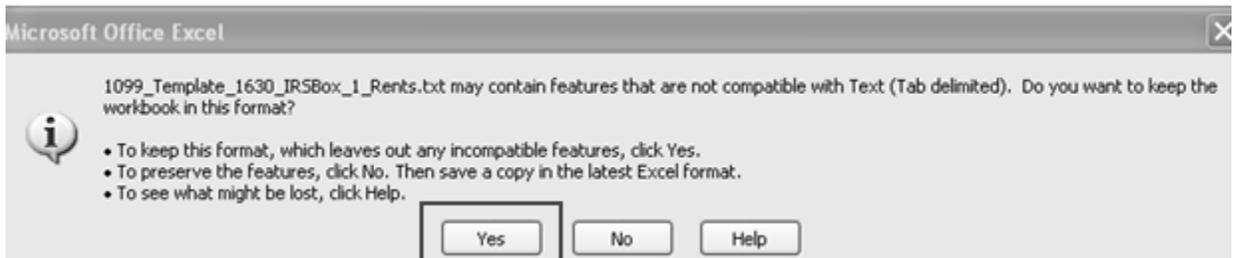


- 5) Saving the selection – Click **[OK]** to “Do you want to keep the workbook in this format”

Creating your Tab-delimited 1099-MISC source file, by IRS Box



6) Save – Click **[Yes]** to “Do you want to keep the workbook in this format”



5. Click **[CLOSE]** – For the purpose of training, please *Delete* Excel spreadsheet.
6. *Repeat* the format conversation steps for all Excel spreadsheet.