

What's new for 1099-MISC Reporting

*“AFRS XXXX with TIN” Universe
Web Intelligence (WebI)*

Course outline:

- **Historical Overview**
- **1099 Download Application**
- **Agency's Responsibilities for confidential data**

Historical Overview

- **Allen Schmidt** – Accounting Applications Manager
- **Elaina Brown** – Business Analyst
- Where we've been
- How we got here
- Where we're going

1099 Download Application

- What it is?
- What does it do?
- How to get access?
- How to use it?

1099 Download Application – What is it?

- The “1099 Download Application” is referring to the entire environment used for 1099 Reconciliation
- Environment includes:
 - AFRS XXXX with TIN Universe (**secure** dataset)
 - Agency AFRS Transaction Detail Report (**secure** 1099 baseline template)
 - AFRS 1099 Report Template (**secure** folder)

1099 Download Application - How to Request Access to the 1099 Download Application

- Go to Enterprise Reporting Access website at:
 - <http://ofm.wa.gov/isd/erhelp/general/access.asp>
- Click on the “**Access to 1099 download**” on the left hand side of the screen and follow the instructions.

The screenshot shows the website for the Office of Financial Management. At the top, there is a header with the logo and the text "Office of Financial Management" and "Better information. Better decisions. Better government." Below this is a navigation bar with "Home" and "Information Services". A yellow banner states "This division is now part of the Department of Enterprise Services. Learn more...". Below that is a breadcrumb trail: "Home » Information Services » Enterprise Reporting help » General information". A dark blue sidebar on the left contains a menu under "General Information" with the following items: "Access to Enterprise Reporting", "Access to 1099 download" (highlighted with a red box), "Enterprise Reporting Passwords", "Minimum Hardware/Software Requirements", and "What's New". The main content area on the right is titled "General Information" and contains text about finding information specific to the Enterprise Reporting application and tools offered by the Office of Financial Management.

1099 Download Application — How to Request Access to 1099 download application - Web Site

Home Budget Accounting Information Services Risk Management Contracts Population Research & Data Performance Labor

This division is part of the Department of Enterprise Services (DES). DES is in the process of improving their website. [Please take their website survey >>](#)

Home » Information Services » Enterprise Reporting help » General information

▼ General Information

- Access to Enterprise Reporting
- Access to 1099 download
- Enterprise Reporting Passwords
- Minimum Hardware/Software Requirements
- What's New

Access to 1099 download

("AFRS with TIN" Web Intelligence Universe)

In order to gain access to the 1099 download, you must sign up with the Accounting Systems Service Desk.

How do I sign up to gain access to the 1099 download?

1. Complete an ['AFRS with TIN' Universe Access Form](#).
2. If you are requesting access as an **Agency 1099 Administrator**, please get the approval of the Agency Director or Designee.
3. If you are requesting access as a **1099 User**, please get the approval of your Agency 1099 Administrator. Find your [Agency 1099 Administrator](#).
4. Sign the [Non-disclosure agreement \(NDA\)](#). Your approver will need you to sign this NDA before they could authorize you with access.
5. Please email the signed forms to afrshelpdesk@ofm.wa.gov or mail to:

Accounting Systems Service Desk
DES Enterprise Technology Solutions
PO Box 41433
Olympia, WA 98504-1433

For more information refer to SAAM Subsection 50.10.65 <http://www.ofm.wa.gov/policy/50.10.htm>.

Please call the Accounting Systems Service Desk (360) 407-8182 for any questions.

1099 Download Application – AFRS with TIN Universe Access Form

- We need form filled out - **AFRS with TIN Universe Access** form
- Three roles
 - 1099 Administrator
 - 1099 User
 - 1099 Administrator/User

State of Washington – Department of Enterprise Services
Enterprise Technology Solutions Division - Accounting Applications

'AFRS with TIN' Universe Access Form for agency 1099-MISC reporting

AGENCY #: _____ AGENCY NAME: _____

Check here if this form supersedes previous forms.

The following individual is designated as 1099 Administrator for the 'AFRS with TIN' Universe for agency 1099-MISC reporting. They are authorized to approve 1099 Users access to the 'AFRS with TIN' Universe for this agency.

Box 1 - 1099 ADMINISTRATOR:

____ Add ____ Delete Name: _____ Phone Number () _____
Email: _____

Signature _____ Date _____

APPROVAL OF AGENCY DIRECTOR OR DESIGNEE:

Signature _____ Date _____
Printed Name _____ Phone Number () _____
Title _____ Mail Stop _____

The following individual should be granted access to the 'AFRS with TIN' Universe for this agency.

Box 2 - 1099 USER:

____ Add ____ Delete Name: _____ Logon ID: _____
Email: _____

Please specify all the agency code (s) you need secure access (in this space)

By signing this request form, I am acknowledging that I have read SAAM 50.10.65 1099 Download Application policies and have signed the 1099 Download Non-disclosure Agreement.

Signature _____ Date _____

APPROVAL OF 1099 ADMINISTRATOR:

By signing this request form, I am acknowledging that I have received a signed 1099 Download Non-disclosure Agreement from the Requestor.

Signature _____ Date _____
Printed Name _____ Phone Number () _____
Title _____ Mail Stop _____

Send original form to:
Accounting Applications Security Administrator; DES Enterprise Technology Solutions Division; Accounting Applications; PO Box 41433; Olympia, WA 98504-1433

(DES USE ONLY) System security changes made:
1099 by _____ date _____
DES files do not collect personal information from system users. The systems' files/products may contain personal information about _____

1099 Download Application - How to Request Access to the 1099 Download Application

State of Washington – Department of Enterprise Services
Enterprise Technology Solutions Division - Accounting Applications

'AFRS with TIN' Universe Access Form for agency 1099-MISC reporting

AGENCY #: _____ AGENCY NAME: _____

Check here if this form supersedes previous forms.

The following individual is designated as 1099 Administrator for the 'AFRS with TIN' Universe for agency 1099-MISC reporting. They are authorized to approve 1099 Users access to the 'AFRS with TIN' Universe for this agency.

Box 1 - 1099 ADMINISTRATOR:

Name: _____	Phone Number _____
<input type="checkbox"/> Add <input type="checkbox"/> Delete	Email: _____ () _____
Signature _____	Date _____

APPROVAL OF AGENCY DIRECTOR OR DESIGNEE:

Signature _____	Date _____
Printed Name _____	Phone Number () _____
Title _____	Mail Stop _____

- 'AFRS with TIN' Universe Access Form for agency 1099-Misc reporting
- Box 1 – **1099 Administrator** section

1099 Download Application - How to Request Access to the 1099 Download Application

The following individual should be granted access to the 'AFRS with TIN' Universe for this agency.

Box 2 - 1099 USER:

Name: _____

Logon ID: _____

__ Add __ Delete

Email: _____

||_|_|_|

Please specify all the agency code (s) you need secure access (in this space)

By signing this request form, I am acknowledging that I have read SAAM 50.10.65 1099 Download Application policies and have signed the 1099 Download Non-disclosure Agreement.

Signature _____

Date _____

APPROVAL OF 1099 ADMINISTRATOR:

By signing this request form, I am acknowledging that I have received a signed 1099 Download Non-disclosure Agreement from the Requestor.

Signature _____

Date _____

Printed Name _____

Phone Number () _____

Title _____

Mail Stop _____

- 'AFRS with TIN" Universe Access Form for agency 1099-Misc reporting
- **Box 2 – 1099 User** section

1099 Download Application – Non-Disclosure (NDA) Form

- For 1099 User, additional form must be filled out:
 - **Non-Disclosure Agreement (NDA) form**
- Your agreement to safeguard confidential data.
- Must read SAAM 50.10.65 download application and signed a NDA

1099 DOWNLOAD APPLICATION
"AFRS with TIN" Universe
NON-DISCLOSURE AGREEMENT regarding
CONFIDENTIAL INFORMATION

As an employee of [agency code/name: _____], I will be accessing the "AFRS with TIN" Universe, which contains records and information in either electronic or paper, which are deemed to be confidential by statute or by a contract such as information sharing agreement/data-sharing agreement, service level agreement, or vendor contract.

This information could include, but is not limited to: personally identifiable information, educational information, or health information, related to citizens, businesses, or employees of the State of Washington, or proprietary information provided by a vendor.

I understand that I am responsible for maintaining this confidentiality and have a duty to safeguard and protect the integrity of government services. In my employment I will comply with the following:

- I will not access or use confidential information for any commercial or personal use or gain, but only to the extent necessary and for the purpose of performing my assigned duties as an employee.
- I will not directly or indirectly disclose, divulge, transfer (such as but not limited to, email, portable media, File Transfer Protocol (FTP), file location services), release, communicate, sell, or otherwise make known to unauthorized persons or any third party outside the scope of my position any confidential information during duty hours as well as non-duty hours or when not in use unless authorized by my supervisor, agency policy or applicable state law.
- I will not duplicate or reproduce confidential information except for the purpose of performing my duties as an employee.
- I will protect confidential information from unauthorized physical and electronic access in a manner, which prevents unauthorized persons from retrieving the information by means of computer, remote terminal or other means.
- I will dispose of confidential information, in electronic or paper form, in an appropriate manner.
- I agree to abide by all federal and state laws, regulations, and policies regarding confidentiality and disclosure of the information in the download.

I understand that the unauthorized disclosure, access or manipulation or abuse of confidential information may result in my being individually liable, may subject me to civil penalty, and could result in disciplinary action in accordance with [WAC 357-40-010](#), [WAC 357-40-010](#) states: An appointing authority may dismiss, suspend without pay, demote, or reduce the base salary of a permanent employee under his/her jurisdiction for just cause.

SIGNER'S ACKNOWLEDGEMENT:
Please sign and date this document, which will acknowledge your receipt, understanding, and agreement to abide by this Non-Disclosure Agreement Regarding Confidential Information.

Print Name

Signature

Date

1099 Download Application: How to Logon to ER Web Intelligence (WebI)

- <http://ofm.wa.gov/isd/default.asp>
- Click on one of the “Access to systems” links.
- Within the SGN
- Outside the SGN (SAW access needed)

Information Services

As of Oct. 1, 2011, Information Services is now part of the new Washington Services. [Learn more »](#)

Information Services provides technology solutions and services that help our use the financial and management information needed to ensure their success.

About systems

- ▶ OFM systems directory
- ▶ User guides & documentation
- ▶ Activate new AFRS feature

Access to systems

- ▶ Access from within the State Intranet
- ▶ Access from outside the State Intranet

Rate structure

- ▶ Service level commitments

Get training

Desk contacts

1099 Download Application: How to Logon to ER Web Intelligence (Webl) cont.,

- Click on “Web Intelligence”.

- [Disclosure Forms](#)
- Enterprise Reporting
 - [Standard Reports](#)
 - [Web Intelligence](#)



1099 Download Application: How to Logon to ER Web Intelligence (WebI) cont.,

- **Note:** If you currently do not have access to WebI, you should follow the instructions on the following link to request access: <http://ofm.wa.gov/isd/erhelp/general/access.asp>
- **User Name:** Enter your User Name. This is your WebI User ID
- **Password:** Enter your password
- **Logon:** Click [Logon] button to access Enterprise Reporting Web Intelligence

Office of Financial Management
Better information. Better decisions. Better government.

Enterprise Reporting Web Intelligence HELP ?

 Starting Monday July 2, 2012, all Enterprise Reporting Web Intelligence customers who access Web Intelligence from outside the State Governmental Network (SGN) through FORTRESS will be required to use Secure Access Washington (SAW). [Click here for more information.](#)

System Login

User Name:

Password:

[Forgot password, User name, or Enable your account](#)

Privacy Notice | ISD Customer Survey

1099 Download Application: How to Logon to ER Web Intelligence (Webl) cont.,

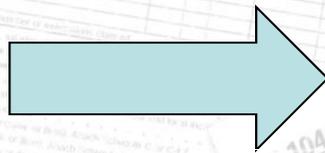
- **Forgot Password?**
Use this link
- **Forgot your User name?**
Use this link
- **Account disabled?**
Use this link
- Enterprise Reporting system *will email* you a new temporary password

[Forgot password, User name, or Enable your account](#)



1099 Download Application: How to Logon to ER Web Intelligence (WebI) cont.,

- Click [**Logon**] button will log you in Enterprise Reporting Web Intelligence.



Enterprise Reporting Web Intelligence Help Desk: (360) 407-8175 Welcome: trin105

Home Document List Open Send To Dashboards Help Preferences About Log On

Welcome: trin105

Navigate Personalize

View your Inbox, Favorites, or Document Lists. Use the Help to learn more about InfoView. Change your InfoView start page, viewing options, and for daily tasks.

Document List Preferences

My Favorites

My Inbox

Help

1099 Download Application: What can you do, depending on your roles

If you are....	You can do the following with 1099 report template						
	Schedule 1099 report template from any location	Download /Export	Save 1099 report template to your My Favorite	Edit 1099 report template (you must be the "Owner" of that report template)	Create agency 1099 report template	Save report template in Agency Public Folder	No FTP/Email ability
<ul style="list-style-type: none"> • 1099 Administrator /User 	✓	✓	✓	✓	✓	✓	✓
<ul style="list-style-type: none"> • 1099 User 	✓	✓	✓				✓
<ul style="list-style-type: none"> • Non-1099 Universe person 							

1099 Download Application: 1099 User

- Schedule
- Download/Export
- Save to your “My Favorites”
- No FTP/Email ability

If you are....	You can do the following with 1099 report template						
	Schedule 1099 report template from any location	Download /Export	Save 1099 report template to your My Favorite	Edit 1099 report template (you must be the "Owner" of that report template)	Create agency 1099 report template	Save report template in Agency Public Folder	No FTP/Email ability
• 1099 Administrator /User	✓	✓	✓	✓	✓	✓	✓
• 1099 User	✓	✓	✓				✓
• Non-1099 Universe person							

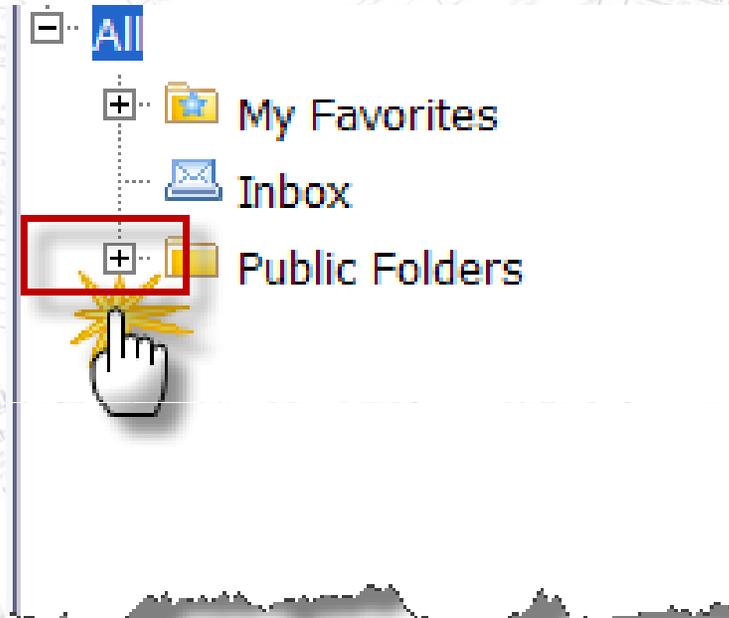
1099 Download Application: 1099 User – How to schedule 1099 report template

- Click on either one of the “Document List”

The screenshot displays the Enterprise Reporting Web Intelligence user interface. At the top, the header includes the product name "Enterprise Reporting Web Intelligence", a Help Desk phone number "(360) 407-8175", and a user welcome message "Welcome: trinh105". Below the header is a navigation bar with links for "Home", "Document List", "Open", "Send To", and "Dashboards", along with utility links for "Help", "Preferences", "About", and "Log Out". The main content area is divided into "Navigate" and "Personalize" sections. The "Navigate" section contains a list of menu items: "Document List", "My Favorites", "My Inbox", and "Help". The "Document List" item is highlighted with a red box, and a red callout bubble with the text "Click Here" points to it. The "Personalize" section includes a description of the section and a "Preferences" link. The background of the slide features a collage of 1099 tax forms.

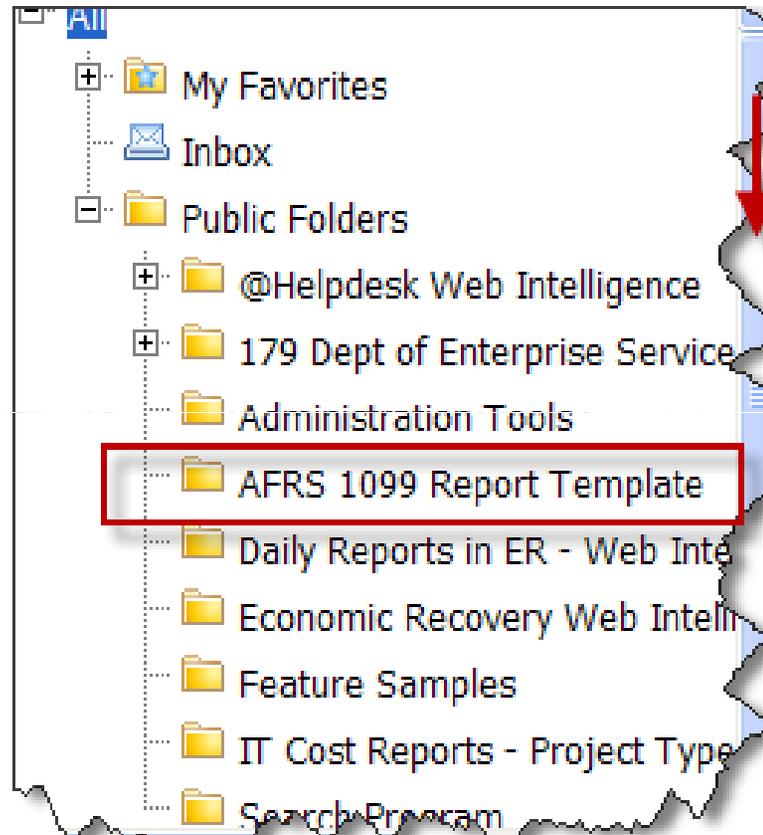
1099 Download Application: 1099 User – How to schedule 1099 report template (cont) – Public Folders

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



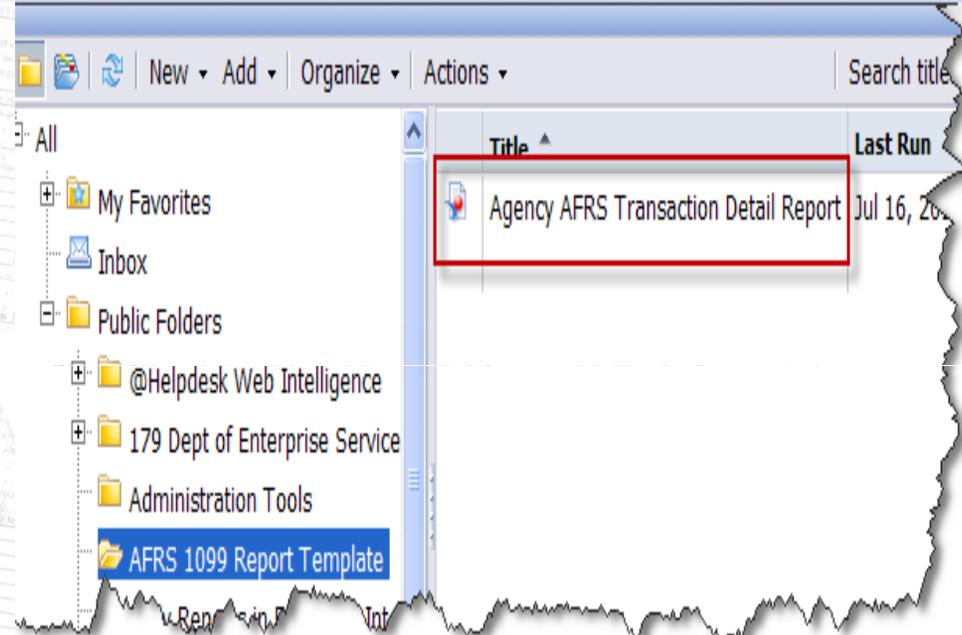
1099 Download Application: 1099 User – How to schedule 1099 report template (cont) – AFRS 1099 Report Template

- Use the navigation bar to go down the “Public Folders” to scroll down and locate the “**AFRS 1099 Report Template**” sub-folder.
- *Click* on “**AFRS 1099 Report Template**” to open up the folder.



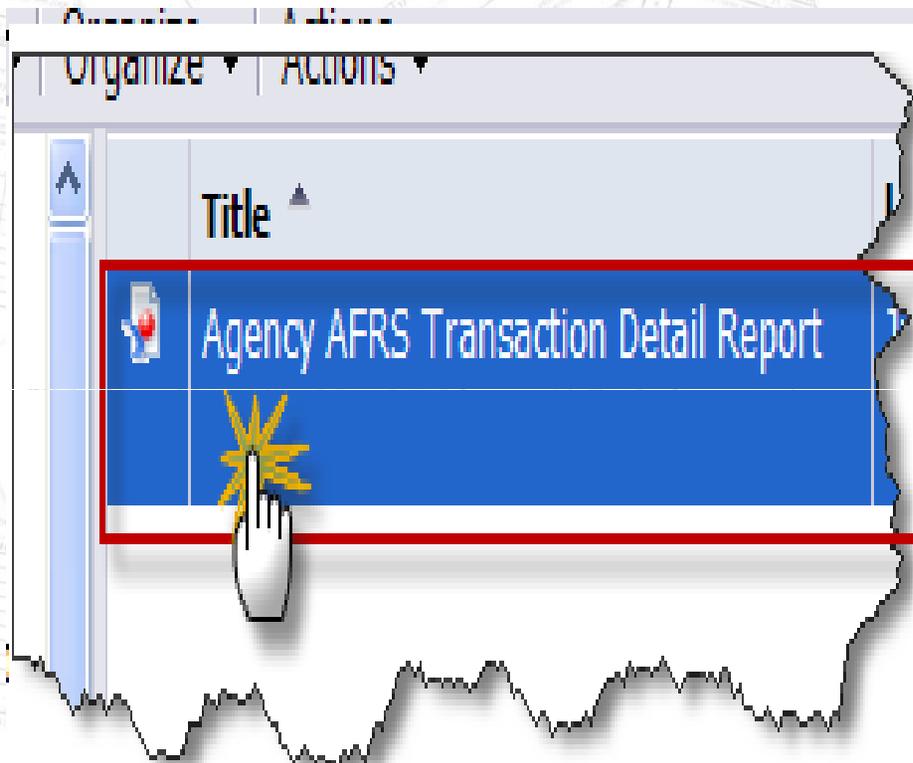
1099 Download Application: 1099 User – How to schedule 1099 report template (cont) – Agency AFRS Transaction Detail Report

- To the right panel, locate the “**Agency AFRS Transaction Detail Report**”



1099 Download Application: 1099 User – How to schedule 1099 report template (cont) – Double click

- Double-click on the title of the “**Agency AFRS Transaction Detail Report**” to schedule/run the report



1099 Download Application: 1099 User – What the 1099 report template do?

- Data warehouse is the **AFRS transactions history**
- Include **TIN** information
- Data is filter by 1099 User providing filter value when prompted

Prompts

Reply to prompts before running the query.

- Enter value(s) for Agency:
- Enter value(s) for Calendar Year:
- Enter value(s) for Transaction Type: (optional) B;G;H

Enter value(s) for Agency:

Type values here >

Refresh Values <

Agency

001
005
010

1099 Download Application: 1099 User – “Agency” prompt

- “Agency” prompt
- In Agency class
- 3-digits agency code
- Require at least one agency code
- Allows for multiple agencies
- You will get **TIN** data for the agencies that you have access for 1099-MISC reporting.
- For the Agencies that you do not have access for 1099-MISC reporting, TIN field display is ***Redacted***

The screenshot shows a software interface titled "Web Intelligence - Agency AFRS Transaction Detail Report". Below the title bar is a menu with "Document" and "View" options. A "Prompts" dialog box is open, containing the instruction "Reply to prompts before running the query." and three input prompts:

- Enter value(s) for Agency: (This prompt is highlighted with a red rectangular box.)
- Enter value(s) for Calendar Year:
- Enter value(s) for Transaction Type: (optional) B;G;H (This prompt has a green checkmark to its left.)

At the bottom of the dialog, there is a text input field labeled "Type values here" with a right-pointing arrow button, and a "Refresh Values" button with a circular arrow icon and a left-pointing arrow button.

1099 Download Application: 1099 User – “Calendar” prompt

- “Calendar” prompt
- In Time Class
- This is calendar (1/1 – 12/31).
- IRS reporting is based on payment date.
- IRS reporting is calendar year
- For warrants – the date is the date of the warrant.
- For EFTs – the date is the deposit date.
- Calendar filter alone without the Transaction Type filter will give you all transactions for the calendar selected. It is very important to use the Payment Class – Transaction Type to filter the “payments” data.

Prompts

Reply to prompts before running the query.

- ✓ Enter value(s) for Agency: 179
- ➔ Enter value(s) for Calendar Year:
- ✓ Enter value(s) for Transaction Type: (optional) B;G;H

Type values here

Refresh Values

Calendar Year

- 2011
- 2012
- 2013
- BC
- BO
- PR

1099 Download Application: 1099 User – “Transaction Type” prompt

- “Transaction Type” prompt
- In Payment class
- Use this filter to select payments data.
- **B** – Warrant Wraps
- **G** – Warrant Cancellations
- **H** – Warrant Statute Limitations Cancellations
- **A** – Non-payments
- Users can use B; G; and/or H to filter payments data.
- If Users need to look at non-payment transactions as well, include A in the filter selection for non-payments

Prompts

Reply to prompts before running the query.

- ✓ Enter value(s) for Agency: 179
- ✓ Enter value(s) for Calendar Year: 2012
- ✓ Enter value(s) for Transaction Type: (optional) B;G;H

Enter value(s) for Transaction Type

Type values here > B
G
H <

1099 Download Application: 1099 User – Run Query

- Click “Run Query”

Enter value(s) for Transaction Type: (optional) B;G;H

Type values here

Enter value(s) for Transaction Type:

B
G
H

Currently-selected values in listbox

Run Query Cancel

1099 Download Application: 1099 User – Report Result

- Report Result displayed
- TIN field display ***Redacted*** for agencies you do not have access.
- 1099 User **cannot add/subtract** from this report via Web!
- 1099 User can subtract rows/columns not needed, once dataset has been exported/downloaded

Enterprise Reporting Web Intelligence Help Desk: (360) 407-8175

Home | Document List | Open | Send To | Dashboards

Web Intelligence - Agency AFRS Transaction Detail Report

Document | View | 100% | 1 | /+ |

User Prompt Input

Advanced Run

Enter value(s) for Agency:

Enter value(s) for Calendar Year:

Enter value(s) for Transaction Type: (optional)
B;G;H

Click icon to add simple report filters

Transaction Code	Fiscal Month	Master Index	Expenditure Authority Index
111	09		422
111	09		422
111	09		422
111	09		422
388	12		
388	12		
388	12		
388	12		

1099 Download Application: 1099 User – Baseline 1099 data pull

- Transaction Code
- Fiscal Month
- Master Index
- Expenditure Authority Index
- Account
- Program Index
- Project
- Subobject
- Subsubobject
- Doc Date
- Current Doc
- Reference Doc Num
- Exception Code
- Vendor Num
- Vendor Num Suffix
- Vendor Type
- Taxpayer ID
- IRS Box
- Tax Type
- Vendor Trailer
- Vendor Name
- Vendor Address 1
- Vendor Address 2
- Vendor Address 3
- Vendor City
- Vendor State
- Vendor Zip
- US Foreign Addr
- Invoice Num
- Invoice Date
- Agreement
- GL Account
- Amount
- Transaction Type
- Warrant Batch Type
- Batch Type
- Batch Num
- Biennium
- Batch Date
- Batch Seq Num
- Process Date
- Warrant Num
- Agency
- Subagency

1099 Download Application: 1099 User – How to download data (Save to my Computer As)

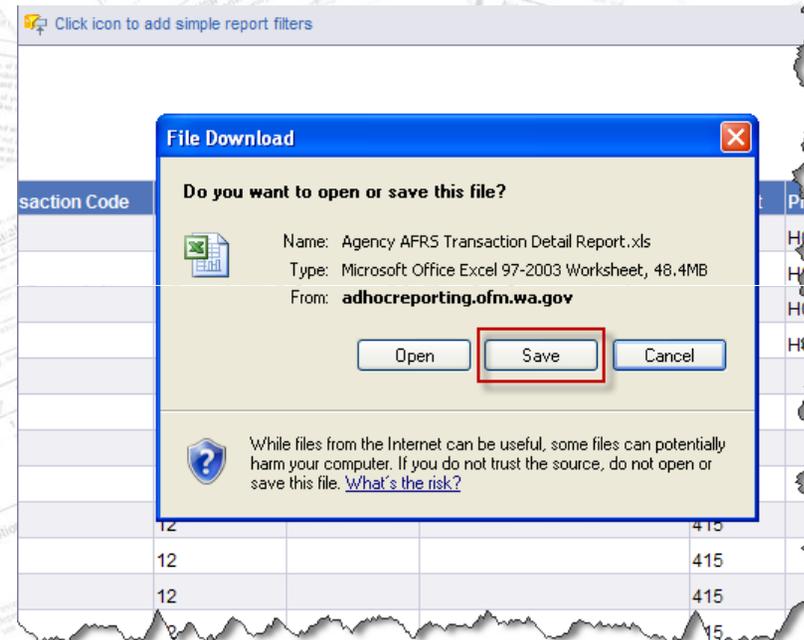
- Click “Document”
- Click “Save to my computer as”
- Click “Excel”, PDF, CSV, or CSV (with options)

The screenshot shows a web application interface for downloading data. The browser address bar displays 'Home | Document List | Open | Send To | Dashboards'. The page title is 'Web Intelligence - Agency AFRS Transaction Detail Report'. A 'Document' menu is open, showing options: 'Close', 'Save as', 'Save to my computer as', and 'Save report to my computer as'. The 'Save to my computer as' option is selected, and a sub-menu is visible with options: 'Excel', 'PDF', 'CSV', and 'CSV (with options)...'. Below the menu, there are input fields for 'Enter value(s) for Calendar Year:' and 'Enter value(s) for Transaction Type: (optional)'. The 'Transaction Type' field contains the text 'B;G;H'. To the right, a table is partially visible with columns: 'Transaction Code', 'Fiscal Month', 'Master Index', and 'Expense'. The table contains several rows of data:

Transaction Code	Fiscal Month	Master Index	Expense
	09		422
	09		422
	09		422
	09		422
	12		
	12		

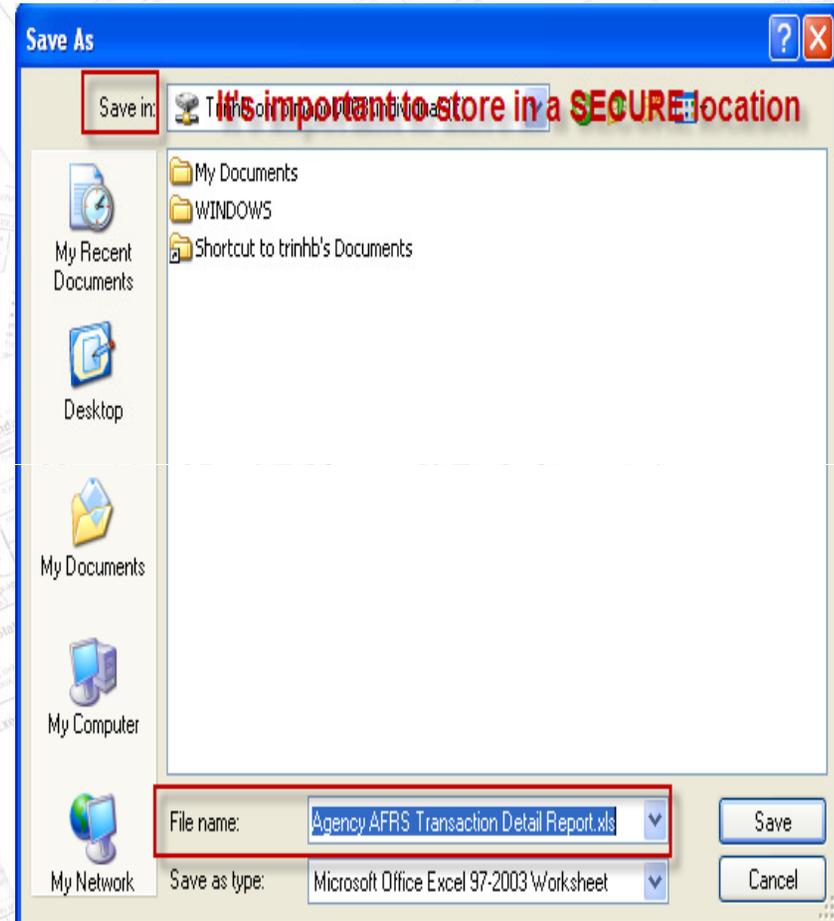
1099 Download Application: 1099 User – File Download prompt

- Do you want to open or save your dataset?
- Click “**Save**” will download your secure data into a selected folder.
- Saving your data results for reconciliation.



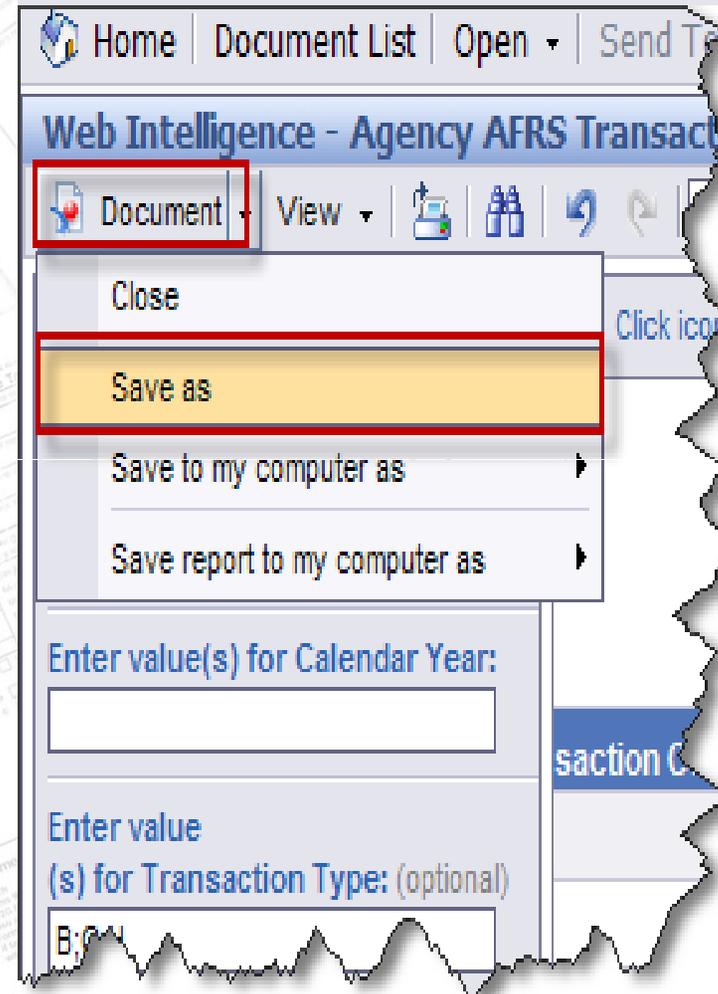
1099 Download Application: 1099 User – Save to a secure location

- It is important that you store your data for reconciliation in a **SECURE** location.



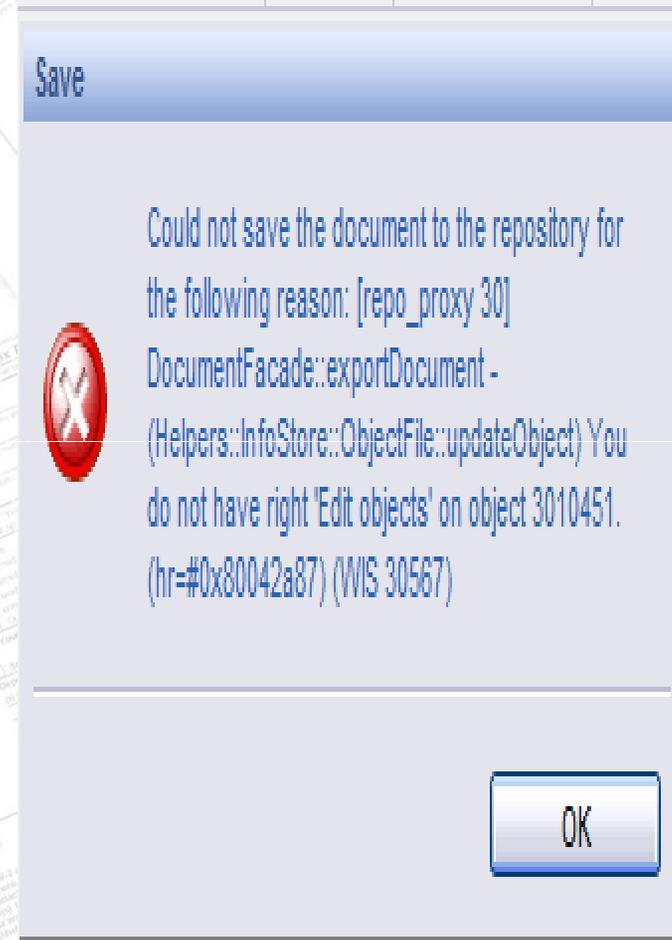
1099 Download Application: 1099 User – Save As – “My Favorites”

- [Save As]
- This is saving the report template.
- 1099 Users can save template only in **My Favorites**:



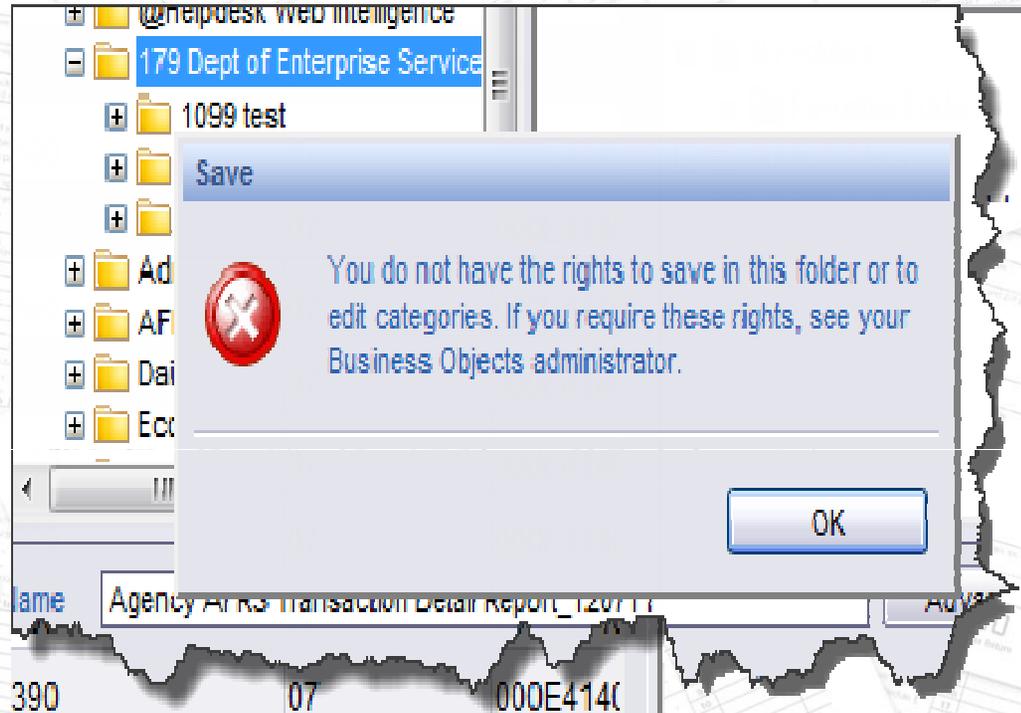
1099 Download Application: 1099 User – Save As – Public Folder

- 1099 Users do not have access to save in **Public Folder**.
- You will get the following error if attempting to save in the **1099 Report Template Public Folder**:



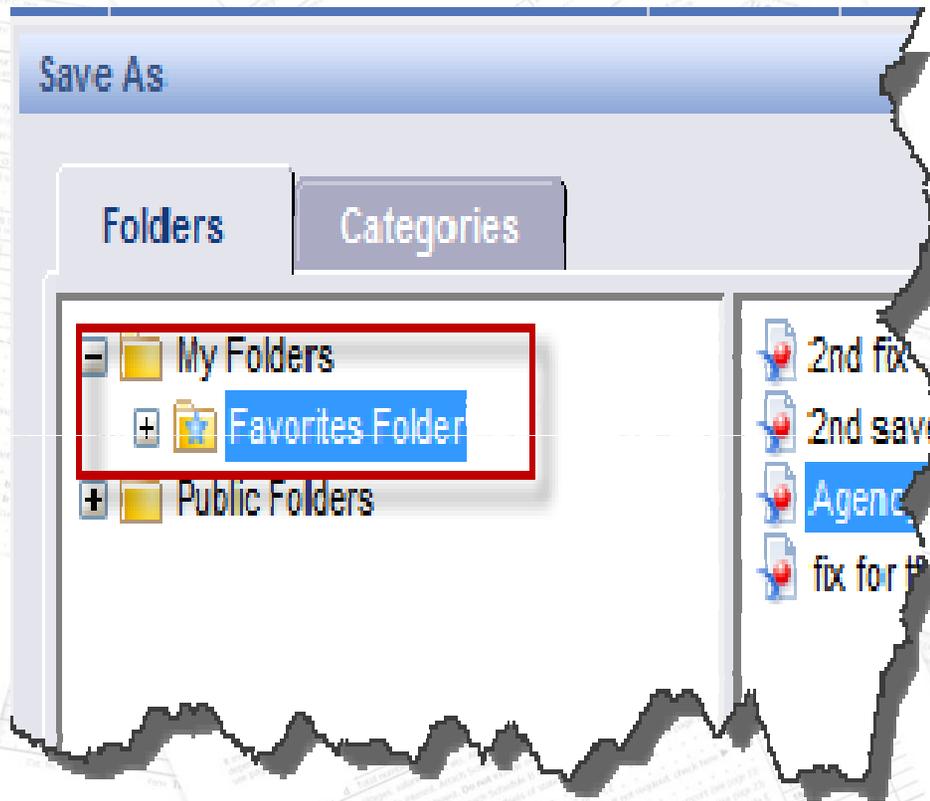
1099 Download Application: 1099 User – Save As – Agency Public Folder

- 1099 Users do not have access to save in **Agency Public Folder**.
- You will get the following error if attempting to save in the **1099 Report Template Public Folder**:



1099 Download Application: 1099 User – Save As in your “My Favorites” only

- 1099 Users can save template in **My Favorites**:



1099 Download Application: 1099 User – Cannot edit 1099 template

- 1099 Users cannot edit 1099 template.

Home | Document List | Open ▾ | Send To ▾ | Dashboards ▾

Web Intelligence - Agency AFRS Transaction Detail Report_120717_T

Document ▾ | View ▾ | 100% | 1 /1+

Close

Edit

Save Ctrl+S

Save as

Save to my computer as ▶

Save report to my computer as ▶

Enter value (s) for Transaction Type: (optional)

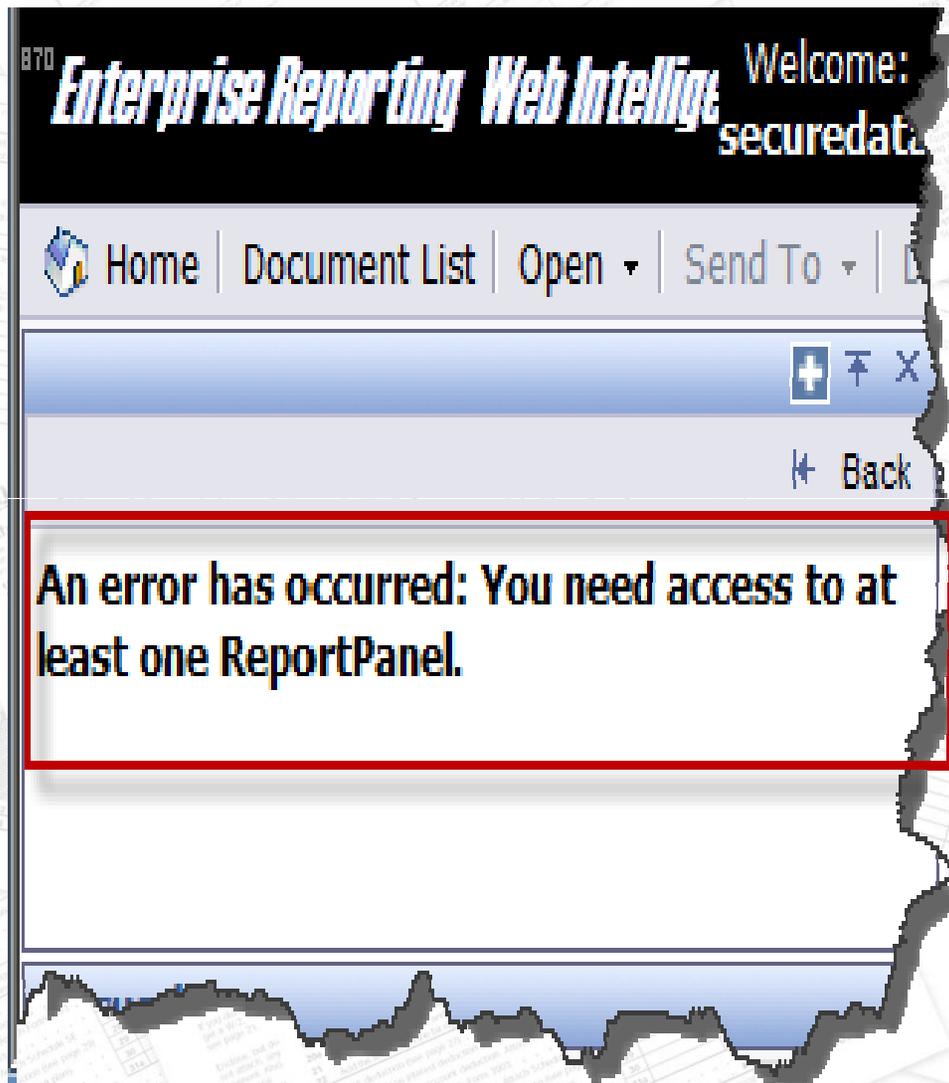
B;G;H

1099 Users cannot edit 1099 template - not seeing "Edit" in Document listing means you do not have the ability to edit.

Transaction Code	Fiscal Month
111	09
111	09
111	09
111	09
	12

1099 Download Application: 1099 User – Cannot edit 1099 template

- This is the error message if 1099 User attempt to edit a 1099 template...



1099 Download Application: 1099 User – Recap on Securities and Roles of 1099 User

- **View/Schedule** WebI report
- **Export/Download** secure dataset
- Save report template in your “My Favorite” but won’t be able to modify/edit
- Use download data for reconciliation
- Use download data for 1099-MISC reporting (phase 2 implementation is on its way)
- Important to use prompts provided in baseline 1099 report template – Agency, Calendar, and Transaction Type
- Agency “customized” 1099 template may have different filters and different data displayed.
- TIN field display ***Redacted*** for agencies you do not have access.

1099 Download Application: 1099 Administrator/User

- Schedule
- Download/Export
- Save template in “My Favorite”
- Edit
- Create
- Save template in Agency Public folder
- No FTP/Email ability

If you are....	You can do the following with 1099 report template						
	Schedule 1099 report template from any location	Download /Export	Save 1099 report template to your My Favorite	Edit 1099 report template (you must be the "Owner" of that report template)	Create agency 1099 report template	Save report template in Agency Public Folder	No FTP/Email ability
• 1099 Administrator /User	✓	✓	✓	✓	✓	✓	✓
• 1099 User	✓	✓	✓				✓
• Non-1099 Universe person							

1099 Download Application: 1099 Administrator/User – Has Ability to Edit 1099 template

- Remember how 1099 User was not able to edit (modify) the saved 1099 template in “My Favorites”?
- 1099 Administrator/User has the ability to **edit/modify** these saved template.

The screenshot shows the Enterprise Reporting Web Intelligence interface. At the top, it says "Enterprise Reporting Web Intelligence" and "Help Desk: (360) 407-8175". Below that is a navigation bar with "Home", "Document List", "Open", "Send To", and "Dashboards". The main content area displays "Web Intelligence - Agency AFRS Transaction Detail Report_120717_Trinl". A "Document" menu is open, with "Edit" highlighted. Other options include "Close", "Save", "Save as", "Save to my computer as", and "Save report to my computer as". A tooltip for "Save" shows "Ctrl+S". A tooltip for "Edit" says "1099 Administrator/User will be able to edit 1099 report template in 'My Favorites'". At the bottom, there is a table with columns "Transaction Code" and "Fiscal Month".

Transaction Code	Fiscal Month
111	09
111	09

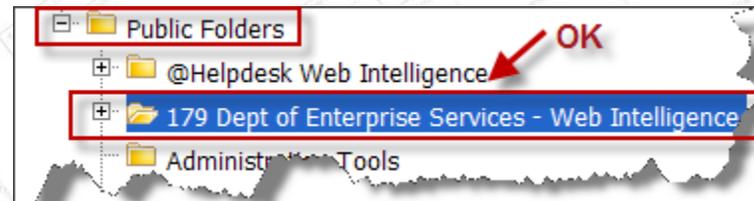
1099 Download Application: 1099 Administrator/User – To edit, you must be the owner

Title	Last Type	Owner	Instances
 Agency AFRS Transaction Detail Report	Jul Web	Administrator	23

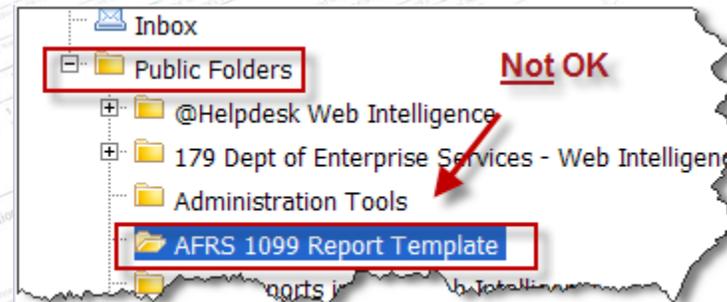
You must be the owner to edit

1099 Download Application: 1099 Administrator/User – Become an Owner by saving report template in Agency Public Folder

- 1099 Administrator/User can save report template in **Agency** Public Folder.

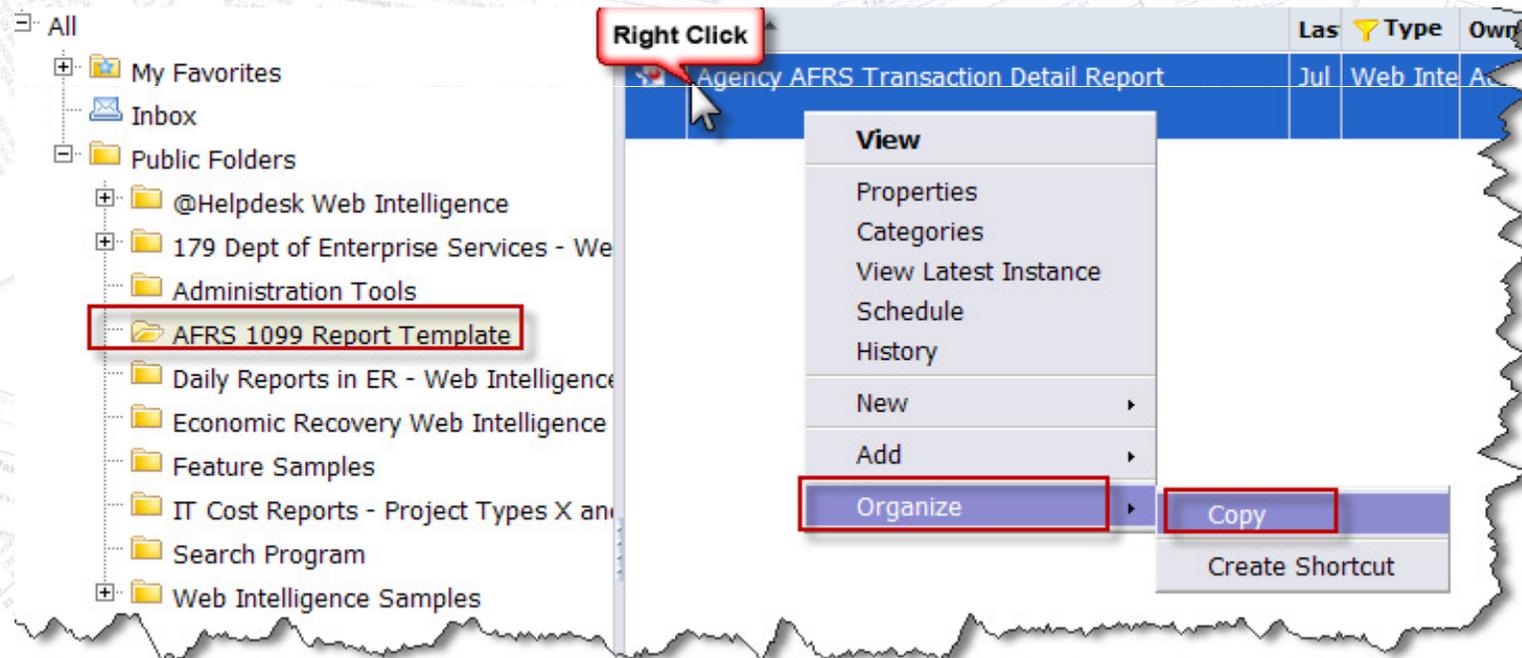


- 1099 Administrator/User cannot save report template in **AFRS 1099 Report Template** folder.



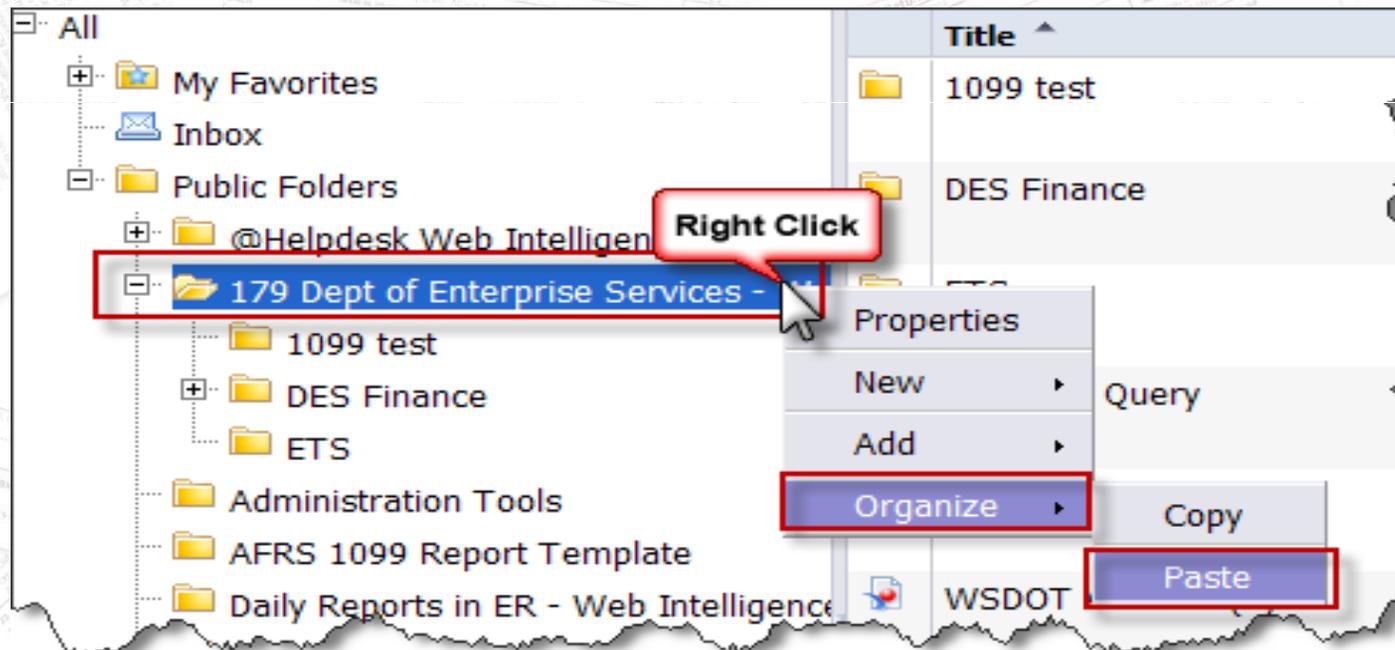
1099 Download Application: 1099 Administrator/User – Copy from AFRS 1099 Report Template

- Saving template in Agency Public Folder, First.....you **copy**
- From “AFRS 1099 Report Template” folder, right-click on “**Agency AFRS Transaction Detail Report**” report template.
- Select **Organize**
- Click “**Copy**”



1099 Download Application: 1099 Administrator/User – Saving template in Agency Public Folder

- Second.....you **paste**
- Right-click on your Agency Public Folder: For example, “**179 Dept of Enterprise Services –**”.
- Select **Organize**
- Click “**Paste**”



1099 Download Application: 1099 Administrator/User – Save report template in Agency folder - you became the “Owner”

The screenshot shows a Windows Explorer window with a file list. The left pane shows a folder structure including 'My Favorites', 'Inbox', 'Public Folders', '@Helpdesk Web Intelligence', '179 Dept of Enterprise Services', and 'Administration Tools'. The right pane displays a table of files and folders:

Title ^	Last Tyl	Owner
1099 test	Folder	securedata179
DES Finance	Folder	GBAC105
ETS	Folder	GBAC105
Agency AFRS Transaction Detail Report	Web	securedata179
Duplicate Query	Jul 1 Web	maac105

1099 Download Application: 1099 Administrator/User – Edit Report - Remove

- **Edit Report – Remove** a data element from report.
- For example, remove “Transaction Code” from report.
- Click and Drag “Transaction Code” out of report.

Drop objects here to add simple report filters.

For example, remove “Transaction Code” from report

Transaction Code	Fiscal Month
111	09
111	09
111	09
111	09
388	12
388	12

Agency AFRS Transaction Detail

1099 Download Application: 1099 Administrator/User -Edit Report - Example

The screenshot displays the 'Edit Report' application interface. At the top, there is a toolbar with icons for 'Refresh Data', 'Track', and 'Drill'. Below the toolbar is a navigation bar with 'View Structure' and a zoom level of '100%'. The main content area contains a message: "Drop objects here to add simple report filters." Below this message, a table is displayed with the following data:

Fiscal Month	Master Index	Expenditure Authority Index	Account	Program Index
07			035	
07			035	
07			035	
07			035	
07			035	
07			035	

At the bottom of the interface, there is a label 'Agency AFRS Transaction Detail' and a timestamp 'Last Refresh Date: July 17, 2012 11:07:48 PM'.

1099 Download Application: 1099 Administrator/User – Edit Report - Add

- **Edit Report – Add** a data element to report.
- For example, add “Transaction Code” back to report.
- *Click and Drag* “Transaction Code” from Data into Report.

Drop objects here to add simple report filters.

Fiscal Month	Master Index	Expenditure Auth
07	Transaction Code	
07		
07		
07		
07		
07		

Agency AFRS Transaction Detail

1099 Download Application: 1099 Administrator/User -Edit Report - Example

Drop objects here to add simple report filters.

"Transaction Code" is added back to report



Fiscal Month	Transaction Code	Master Index	Expenditure Authority Index	Account
07	390	000E2200	968	420
07	390	000E2200	968	420
07	390	000E2200	968	420
07	390	000E2200	968	420
07	390	000E2200	968	420
07	390	000E2200	968	420

Agency AFRS Transaction Detail

Last Refresh Date: July 17, 2012 11:07:48 PM

1099 Download Application: 1099 Administrator/User – Edit Query – Remove filter

- **Edit Query – Remove a filter.**
- For example, remove “Transaction Type” from Query
- Click and Drag “Transaction Type” out of Query.

The screenshot displays the 'Edit Query' interface. At the top, there are tabs for 'Edit Query' (highlighted with a red box) and 'Edit Report', along with a 'Run Query' button. Below the tabs is a toolbar with 'Add Query' and other icons. The main area is divided into 'Result Objects' and 'Query Filters'. The 'Result Objects' section contains a grid of fields: Transaction Code, Fiscal Month, Master Index, Expenditure Authority Index, Account, Project, Subobject, Subsubobject, Doc Date, Current Doc Num, Reference Doc Num, Exception Code, Vendor Num, Vendor Num Suffix, Vendor Type, Taxpayer Id, IRS Box, Vendor Trailer, Vendor Name, Vendor Address 1, Vendor Address 2, Vendor Address 3, Vendor State, Vendor Zip, US Foreign Addr, Invoice Num, Invoice Date, Agreement, GL, Amount, Transaction Type, Warrant Batch Type, Batch Type, Batch Num, Biennium, Batch Seq Num, Process Date, Warrant Num, Agency, and Subagency. The 'Query Filters' section has three filters: 'Agency In list', 'Calendar Year In list', and 'Transaction Type In list'. The 'Transaction Type In list' filter is highlighted with a red box, and a red arrow points to it from the text 'Click and Drag' in a red box. A mouse cursor is positioned over the 'Transaction Type In list' filter. A funnel icon is visible on the right side of the interface.

1099 Download Application: 1099 Administrator/User – Edit Query – Example

- “Transaction Type” filter removed from “Query Filters”

The screenshot shows the 'Edit Query' application interface. At the top, there are buttons for 'Edit Query', 'Edit Report', and 'Run Query'. Below this is a 'Query' tab. The main area is divided into two sections: 'Result Objects' and 'Query Filters'. The 'Result Objects' section contains a grid of filters including Transaction Code, Fiscal Month, Master Index, Expenditure Authority Index, Account, Program Index, Project, Subobject, Subsubobject, Doc Date, Current Doc Num, Reference Doc Num, Exception Code, Vendor Num, Vendor Num Suffix, Vendor Type, Taxpayer Id, IRS Box, Tax Type, Vendor Trailer, Vendor Name, Vendor Address 1, Vendor Address 2, Vendor Address 3, Vendor City, Vendor State, Vendor Zip, US Foreign Addr, Invoice Num, Invoice Date, Agreement, GL Account, Amount, Transaction Type, Warrant Batch Type, Batch Type, Batch Num, Biennium, Batch Date, Batch Seq Num, Process Date, Warrant Num, Agency, and Subagency. The 'Query Filters' section shows two active filters: 'Agency' and 'Calendar Year', both with 'In list' dropdowns and input fields for values. A note below the filters states: "Transaction Type" filter is removed from "Query Filters".

Last Refresh Date: July 17, 2012 11:33:49 PM GMT-07:00

1099 Download Application: 1099 Administrator/User – Edit Query – Add filter

- **Edit Query – Add a filter.**
- For example, Add back “Transaction Type” into Query Filters
- Click and Drag “Transaction Type” out of Data and into Query.

Properties

- Federal Class
- Master Index Class
- Vendor Class
- Payment Class
 - Account Num
 - Billing Account
 - Due Date
 - Invoice Date
 - Invoice Num
 - Pay Process Type
 - Prompt Pay Date
 - Warrant Batch Fiscal M
 - Warrant Batch Num
 - Warrant Batch Type
 - Warrant I
 - Warrant F
 - Transaction Type**
 - Request Regular W
 - Agency TIN
 - Exception Code
 - Foreign Indicator

Result Objects

- Transaction Code
- Fiscal Month
- Master Index
- Expenditure Authority Index
- Account
- Program Index
- Project
- Subobject
- Subsubobject
- Doc Date
- Current Doc Num
- Reference Doc Num
- Exception Code
- Vendor Num
- Vendor Num Suffix
- Vendor Type
- Taxpayer Id
- IRS Box
- Tax Type
- Vendor Trailer
- Vendor Name
- Vendor Address 1
- Vendor Address 2
- Vendor Address 3
- Vendor City
- Vendor State
- Vendor Zip
- US Foreign Addr
- Invoice Num
- Invoice Date
- Agreement
- GL Account
- Amount
- Transaction Type
- Warrant Batch Type
- Batch Type
- Batch Num
- Biennium
- Batch Date
- Batch Seq Num
- Process Date
- Warrant Num
- Agency
- Subagency

Query Filters

- Agency In list Enter value(s) for Agency:
- Calendar Year In list Enter value(s) for Calendar Year:

Click and Drag

Add "Transaction Type" filter back into Query Filters

lay by objects

lay by hierarchies

IFRS 2013 Plus TIN

Last Refresh Date: July 17, 2012 11:33:49 PM GMT-07:00

1099 Download Application: 1099 Administrator/User – Edit Query – Example

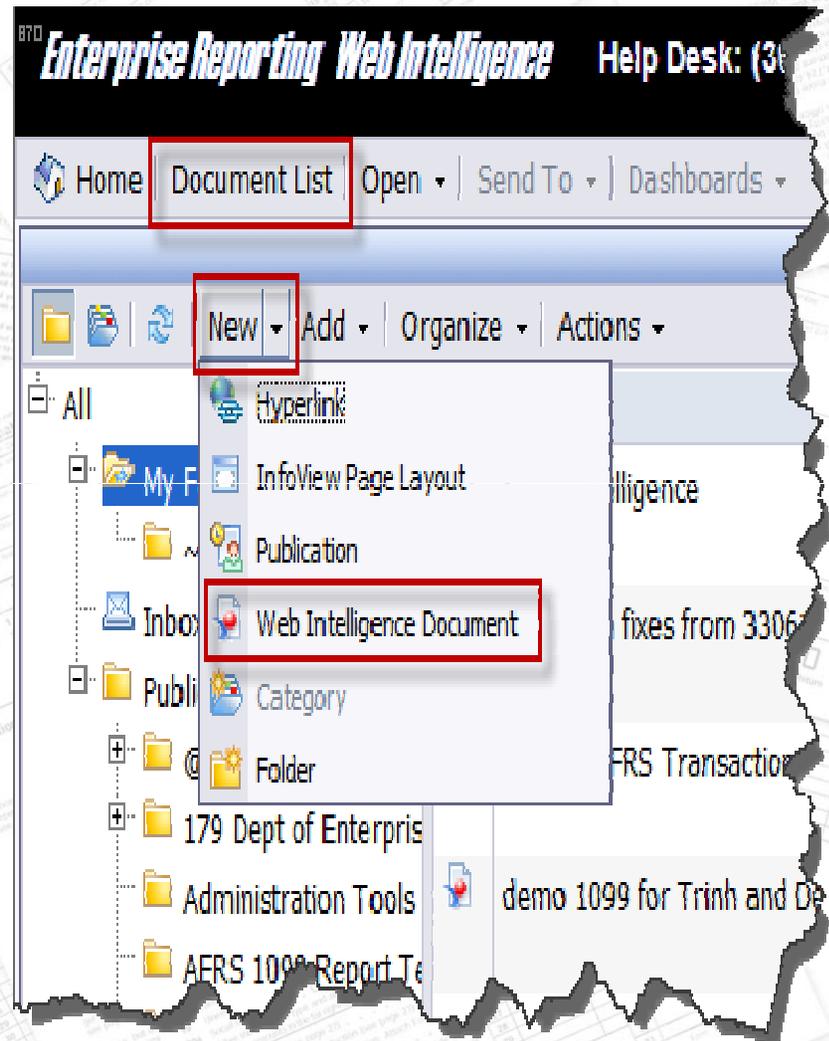
- “Transaction Type” filter is added back to “Query Filters”

The screenshot displays the 'Edit Query' application interface. The 'Properties' pane on the left shows a tree view of classes and fields, with 'Transaction Type' selected under the 'Payment Class'. The 'Result Objects' pane on the right lists various fields such as 'Transaction Code', 'Fiscal Month', 'Master Index', 'Expenditure Authority Index', 'Project', 'Subobject', 'Subsubobject', 'Doc Date', 'Current Doc Num', 'Exception Code', 'Vendor Num', 'Vendor Num Suffix', 'Vendor Type', 'Taxpa', 'Vendor Trailer', 'Vendor Name', 'Vendor Address 1', 'Vendor Address 2', 'Ver', 'Vendor State', 'Vendor Zip', 'US Foreign Addr', 'Invoice Num', 'Invoice Date', 'Amount', 'Transaction Type', 'Warrant Batch Type', 'Batch Type', 'Batch N', 'Batch Seq Num', 'Process Date', 'Warrant Num', 'Agency', and 'Subagency'. The 'Query Filters' pane at the bottom shows three filters: 'Agency In list', 'Calendar Year In list', and 'Transaction Type In list'. The 'Transaction Type' filter is highlighted in orange, indicating it has been added back to the query.

"Transaction Type" is added back to Query

1099 Download Application: 1099 Administrator/User – Can create Agency customized 1099 report template

- To create,
- *click* on “Document List”, “New”, and “Web Intelligence Document”.



1099 Download Application: 1099 Administrator/User – has direct access to “AFRS XXXX with TIN” Universe

- If you have 1099 Administrator/User security, you will see “AFRS XXXX with TIN” Universe.
- First available biennium with TIN is “2013”

The screenshot shows the 'Enterprise Reporting Web Intelligence' application interface. At the top, there is a navigation bar with 'Home', 'Document List', 'Open', 'Send To', and 'Data' options. Below this is a header for 'Web Intelligence Document - New Document'. A list of documents is displayed, each with a document icon and a title. The document 'AFRS 2013 with TIN' is highlighted with a red rectangular border. Other documents in the list include 'Universe', 'AFRS 1999', 'AFRS 2001', 'AFRS 2003', 'AFRS 2005', 'AFRS 2007', 'AFRS 2009', 'AFRS 2011', 'AFRS 2013', 'AFRS Titles', 'Daily Payments', 'Fund Reference Manual', 'Project Control', and 'Statewide Vendor'.

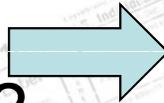
Document Icon	Document Title
📄	Universe ▲
📄	AFRS 1999
📄	AFRS 2001
📄	AFRS 2003
📄	AFRS 2005
📄	AFRS 2007
📄	AFRS 2009
📄	AFRS 2011
📄	AFRS 2013
📄	AFRS 2013 with TIN
📄	AFRS Titles
📄	Daily Payments
📄	Fund Reference Manual
📄	Project Control
📄	Statewide Vendor

Agency's Responsibilities

- Agency is responsible for securing confidential data.
- SAAM 5.10 About Data and Systems Access Policies
- SAAM 50.10.65 1099 download application
- Non-disclosure Agreement

Agency's Responsibilities for confidential data:

- 5.10 About Data and Systems Access Policies
- Who must comply with these policies?



5.10.30
July 1, 2012

Who must comply with these policies?

Agencies accessing the **1099 download** maintained by the Department of Enterprise Services are required to comply with Subsection [50.10.65](#).

Agency's Responsibilities for confidential data: 50.10.65

50.10.65
July 1, 2012

1099 download application

Agencies accessing the 1099 download maintained by the Department of Enterprise Services (DES) must establish an effective system for management and control to secure the information. In addition, agencies are to restrict access to employees who need the download to perform their assigned duties. Before access is granted, an employee must sign a Non-Disclosure Agreement (NDA) that includes the following elements:

- As an employee of [agency], I have access to confidential data contained in the download, and I understand that I am responsible for maintaining its confidentiality.
- I have been informed and understand that data extracted from the download includes confidential data and may not be disclosed to unauthorized persons. I agree not to divulge, transfer (such as but not limited to, email, portable media, File Transfer Protocol (FTP), file location services), sell, or otherwise make known to unauthorized persons any data contained in this download.
- I also understand that I am not to access or use this data for my own personal information but only to the extent necessary and for the purpose of performing my assigned duties as an employee of [agency]. I understand that a breach of this confidentiality will be grounds for disciplinary action which may include termination of my employment and other legal action.
- I agree to abide by all federal and state laws, regulations, and policies regarding confidentiality and disclosure of the information in the download.

To get access to the download, follow the instructions at: <http://ofm.wa.gov/isd/erhelp/general/access.asp>

If an agency detects a breach in security related to download data, the agency is responsible to follow the steps for breach as described in RCW [42.56.590](#) and notify the Consolidated Technology Services (CTS) Chief Information Security Officer, CTS Security Operations Center and the Washington State Patrol Computer Crime unit. Additionally, the agency is to notify DES within one business day of discovering the breach and to take corrective action as soon as practicable to eliminate the cause of the breach. DES may request a full review of

Dates & Responsibilities:

Final Day to issue forms to Recipients:

January 31, 2013

Required by:

The Internal Revenue Service (IRS)

State Administrative & Accounting Manual (SAAM)

For each person to whom you paid:

1. \$10 in royalties or broker payments
2. At least \$600 in rents, services, prizes & awards, other income and medical & health care
3. Gross proceeds paid to attorneys

1099 Tax Assistance:

IMPORTANT WEBSITES & INFO AVAILABLE

- www.irs.gov to access Internal Revenue site
 - 2012 General Instructions for Forms 1099, 1098, 5498, and W-2G
 - 2012 Instructions for Form 1099-MISC
 - Publications 1281, 1586, and 1679
 - Vendors Call
 - Toll Free: 866-455-7438
 - TDD: 304-267-3367
 - FAX: 304-264-5602
 - E-Mail: mccirp@irs.gov
 - Foreign Vendors call
 - IRS 1099 Hotline: 304-263-8700 or vendor toll free #
 - IRS International Tax Hotline: 215-516-2000

1099 Tax Assistance (cont):

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Government Entities
Tax Professionals
Retirement Plans Community
Tax Exempt Bond Community

I need to know my payment options
»»

I'm waiting for my refund
»»

I need to file my tax return
»»

Forms & Pubs

- W-9
- 941
- W-4
- 1040
- 941 Inst
- 1099MISC
- W-2
- 4506-T
- Tax Table
- 1040 Inst

Hot Topics

- Pay Your Tax Bill
- Free File: It's Fast, Easy & Secure
- E-file Your Form 2290 This Year
- Schedule Your RTRP Test
- Affordable Care Act Tax Provisions

Tools

- Order a Return or Account Transcript
- Use the Interactive Tax Assistant
- Apply for an EIN Online
- Request an Electronic Filing PIN
- First Time Homebuyer Credit Look-up

Filing & Payment

News

- Prepare for Hurricanes, Disasters by Safeguarding Tax Records
- Taxpayer Advocate Releases Mid-Year Report to Congress
- IRS Marks Third Anniversary of Return Preparer Review
- IRS Sheds More than One Million Square Feet of Office Space

For Tax Preparers
Offshore Disclosure
Making a Payment
Fresh Start
Identity Theft

Tax Preparers

Registered Tax Return Preparer
Pass IRS test to get RTRP credential, listing on future public database.

Schedule Your Test Today
Why wait? Use your online PTIN account to set test site, date and time.

New Continuing Education Requirements
Certain preparers must complete 15 CE hours annually.

Social Media

Message for Tax Return Preparers

Resolve an Issue

- Appealing a Tax Dispute
- Responding to a Notice
- Taxpayer Advocate Service
- Disaster Relief

Gather & Protect Info

- Privacy Policy
- Reporting Phishing
- Identity Theft
- Freedom of Information Act
- Tax Stats
- No FFAR Act

Visit Other Sites

- U.S. Treasury
- USA.gov
- Whitehouse.gov
- Treasury Inspector General for Tax Administration

Access Other Formats

- Accessibility
- Español
- 中文
- 한국어
- TiếngViệt
- Русский

Work at IRS

- Careers
- Equal Employment Opportunity
- Contracting Opportunities

1099 Tax Assistance (cont):

IMPORTANT WEBSITES & INFO AVAILABLE

- www.ofm.wa.gov to access the SAAM manual.

Section	Section
50.10.10-What are annual US information returns?	50.10.20 – The purpose of these guidelines
50.10.30 – Key timeframes and publications	50.10.40 – Taxpayer Information Numbers (TINS) are required
50.10.50 – Common US information returns	50.10.60 – Federal training opportunities
50.10.65 – 1099 download application	

- Questions on SAAM manual need to be directed to your agency Statewide Consultant

1099 Tax Assistance (cont):

50.10

Annual U.S. Information Returns

50.10.10

What are annual U.S. information returns?

50.10.20

The purpose of these guidelines

50.10.30

Key timeframes and publications

50.10.40

Taxpayer Information Numbers (TINs) are required

50.10.50

Common U.S. information returns

50.10.60

Federal training opportunities

50.10.65

1099 download application

Terms & Forms

IRS	Internal Revenue Service – The federal agency that requires that qualifying payment activity be reported.
SAAM	State Administrative & Accounting Manual – These are guidelines that are maintained by the Office of Financial Management. The SAAM manual 1) provides control and accountability over financial and administrative affairs of Washington State Government, and 2) assist agencies in gathering and maintaining information needed for the preparation of financial statements. The policies and procedures in this manual are the minimum requirements that agencies must meet.
TIN	Taxpayer Identification Number – TIN is the umbrella term for the three TIN designators: EIN, SSN, and ITIN.

Terms & Forms - continued

EIN	Employer Identification Number – This number is assigned by IRS to company's that register to do business. This is <u>not</u> the Unified Business Identifier (UBI) number.
SSN	Social Security Number – This number is assigned by the Social Security Administration but is commonly used for registered sole proprietor businesses to report to the IRS.
ITIN	Individual Taxpayer Identification Number – This number is assigned for tax processing by the IRS to certain resident and nonresident aliens, their spouses, and their dependents. (Looks similar to the SSN.)
1099-MISC	This is the Miscellaneous Income form – This form is used to report payments for rent, payments for services, other income payments, gross proceeds paid to attorneys, and deceased employee's wages paid to an estate or beneficiary.

What's next?:

- Phase 2 to be implemented in October 2012
- Account Ability for 1099-MISC Reporting

Technical System Questions?

- **DES Accounting Systems Service Desk**

Phone:
360-407-8182

E-mail:
afrshelpdesk@ofm.wa.gov

