1099 Data Download

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

Overview

What is the web intelligence tool?	The Enterprise Reporting Web Intelligence (ER WebI) tool provides business users an easy to use interactive and flexible user interface for building and analyzing reports on state enterprise databases. It provides the querying, reporting, and analysis all in a single tool.
What sources of data can I access with this tool for the purpose of 1099-MISC Reporting?	As part of the 2012's New **1099-MISC Reporting** solution, using the ER WebI tool and with special security access, you will be able to access the Agency Financial Reporting System (The state's accounting system)'s transactions data with Tax Identification Number (TIN) information made available.
Use the tool to access pre-built reports and to create your own	You can use the tool to create almost any kind of ad hoc report. As part of the 2012's New 1099-MISC Reporting solution, a baseline 1099-MISC template was created for your use. This template is available in the "AFRS 1099 Report Template" sub-folder of the Public Folder.
What you'll be doing in this tool?	A. Extract Payments data B. Pull only IRS reportable data for the **1099-MISC** form C. Create an Excel file by IRS Box Type
What information you'll be pulling from this baseline 1099-MISC template?	• Agency • Calendar Year • Transaction Types that are payments (B; G; and H) • General Ledger 7120 and 7130

1099 Download Application – What is it?

1099 Download Application	Environment that includes the secure 1099 universe, secure 1099 public folder, and secure 1099 data extract (s).
AFRS XXXX with TIN	This is the name of the **universe** that houses your AFRS transaction history with a secure access to the tax identification number (TIN). The "XXXX" represents the biennium.
AFRS 1099 Report Template	This is the name of the folder in ER Web Intelligence's public **folder** that houses the baseline 1099 data extract (s).
AFRS 1099 Data Extract – XXXX	Formerly known as "Agency AFRS Transaction Detail Report", the "AFRS *1099 Data Extract – XXXX*" is the secure baseline **1099 extract** where users will have the ability to query and filter their AFRS transaction history details, which includes the secure TIN information. The "XXXX" represents the biennium.

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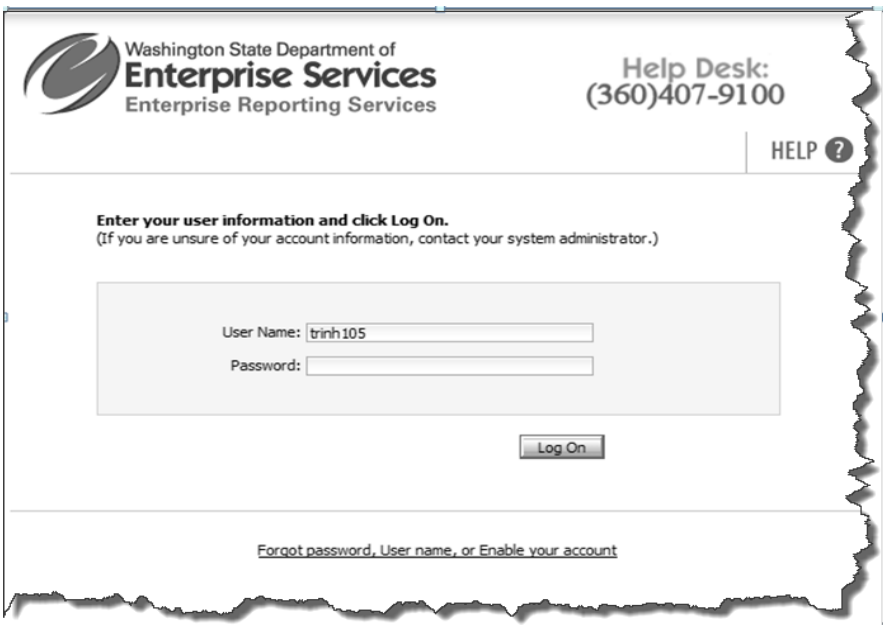
Step 1 – Login to Enterprise Reporting (ER) Web Intelligence (WebI)

How to get to your 1099-MISC data

1. *Login* to Enterprise Reporting Web Intelligence (**ER WebI**)

A. *Access* the following URL: **https://reporting.des.wa.gov** (inside SGN) or https://secureaccess.wa.gov (outside SGN).

B. Login in to ER WebI



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

Step 2 – Locate **"AFRS 1099 Report Template" folder**

2. *Locate* **"AFRS 1099 Report Template"** folder

A. *Click* "**Documents**" tab

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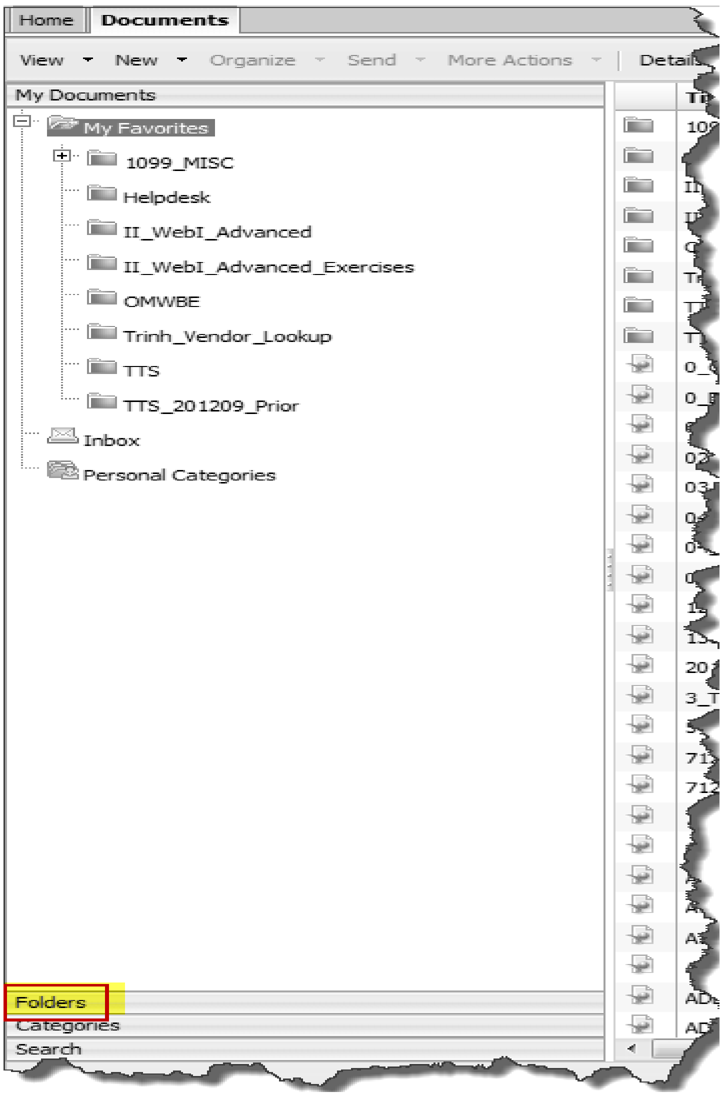
Step 2 – Locate "AFRS 1099 Report Template" folder

B. *Click* on the "**Folders**" title, located at the **bottom left corner**.



This action will display the "Public Folders"

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Step 2 – Locate "AFRS 1099 Report Template" folder

C. *Click* on the **plus sign** of the "**Public Folders**" to expand the list of folders available in the WebI Public Folders.

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

The "AFRS 1099 Report Template" folder houses the baseline 1099 data extracts.

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Step 3 - Copying 1099 baseline report **to your "My Favorites"**

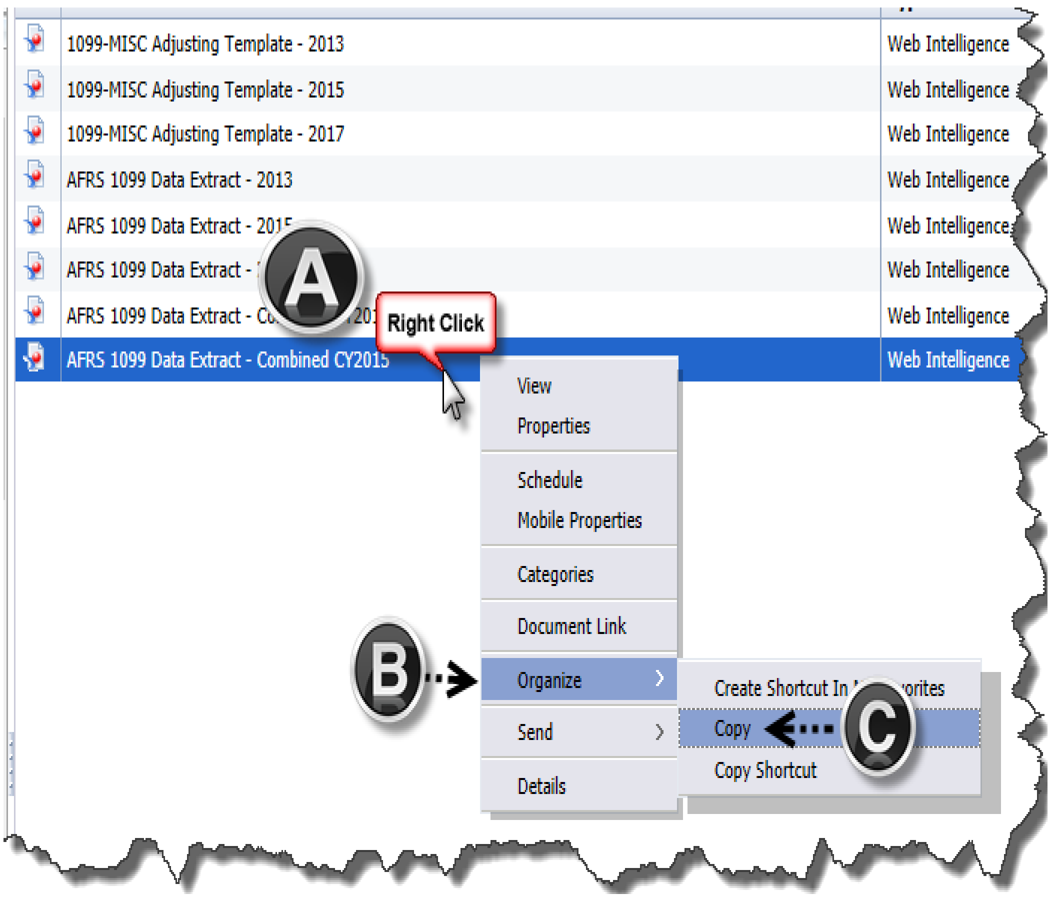
3. *Copying* the "**AFRS 1099 Data Extract – Combined CY2015**" report into your "My Favorites"

Inside the "AFRS 1099 Report Template" public folder are the baseline AFRS 1099 data extracts.

A. *Right-click* on the "**AFRS 1099 Data Extract – 2017**" report title to open up Organize function.

B. *Select* **Organize**

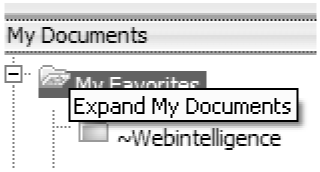
C. and *select* **Copy**



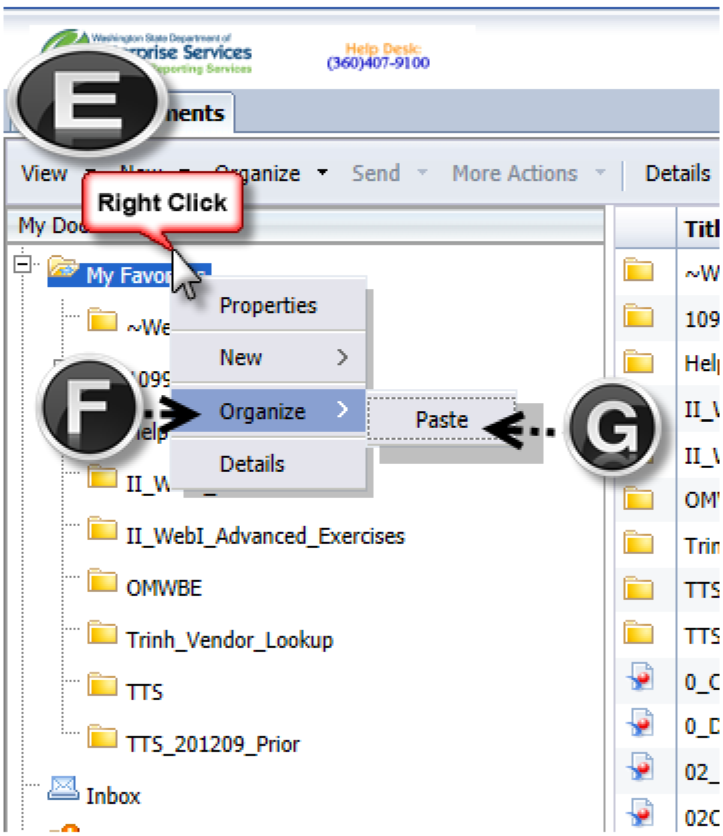
D. *Navigate* to your "**My Documents** and *click* on the title to expand your "My Documents". You should now see your "**My Favorites**"

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

Step 3 - Copying 1099 baseline report to your "My Favorites"



E. *Right- -click* on **[My Favorites]** folder
F. *Select* **Organize**
G. and *select* **Paste**



By saving the baseline 1099 data extract into your "My Favorites", you become the owner of the template. Becoming the owner of a template enables your ability to edit the template.

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Step 4 – Modify 1099 baseline report to include Only 1099-MISC data

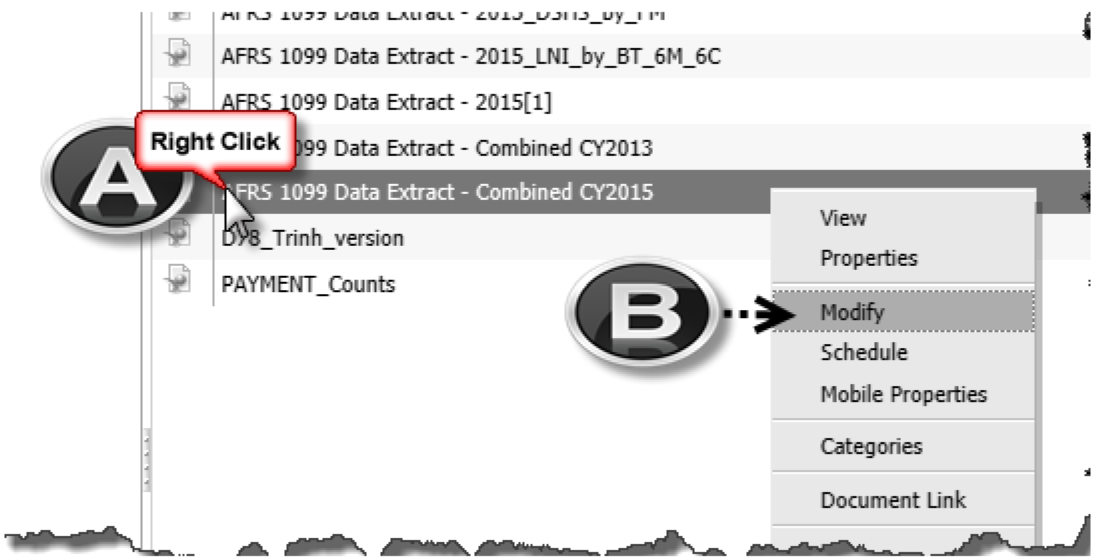
4. *Modify* 1099 report (You must have security and be the owner of the query in order to use the 'modify' function)

Note: Please make sure that you are opening up your copy of the baseline 1099 data extract, 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**"

Also Note: You must have Web Intelligence Named User license order to create/modify templates. If you do not see "Modify" as an option, you do not have a license to create/modify WebI templates.

A. *While in your* **"My Favorites"** folder, *locate* the saved 1099 template, ***right- clicks*** on the report title,

B. And *select* **[Modify].**

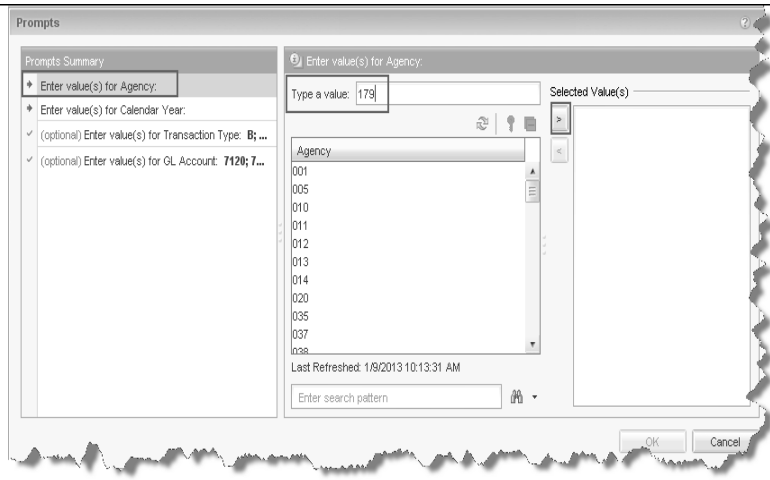


If prompted with "Do you want to run this application"?, click [Run]

C. *Enter* Prompts - Agency
- ***Enter value for prompt value****;* Agency

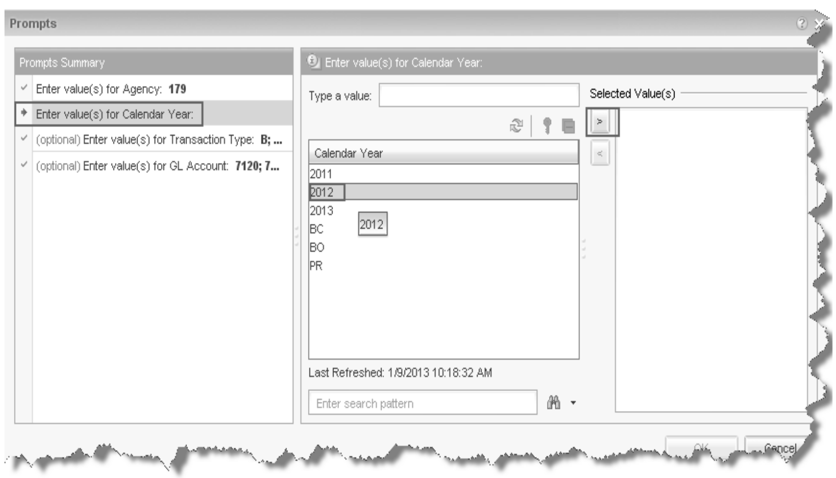
  In the **Agency** prompt, *enter* your agency three-digits code and *click* on the **right arrow** to select value:

How to get to your <u>1099-MISC</u> data by IRS Box Type
Step 4 – Modify 1099 baseline report to include Only 1099-MISC data



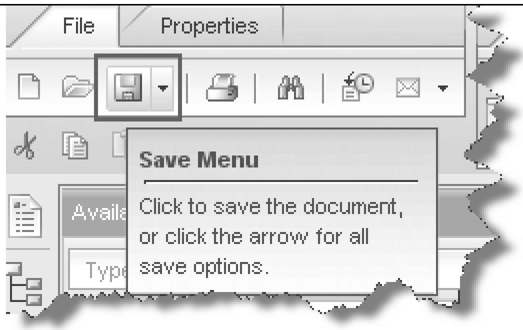
D. ***Enter value for prompt value****;* Calendar Year

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



E. Refresh Data by clicking on the ***[OK]*** button.

How to get to your <u>1099-MISC</u> data by IRS Box Type
Step 4 – Modify 1099 baseline report to **include Only 1099-MISC data**



Optional prompts

- ***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

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

Step 5 – Create a new report to pull only data for the 1099-MISC form

5. Create a new report to pull only 1099-MISC data

The baseline 1099 template will have a baseline "*Agency AFRS Transaction Detail*" Report. This "*Agency AFRS Transaction Detail*" report has all the transactions that made up the payment. We would use this default report to reconcile the payment transactions.

However, we are at the 1099-misc reporting point. We do not need all the details included in the default "*Agency AFRS Transaction Detail*" report. We need a new report that has only the pertinent data to be included on a 1099-MISC form.

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

At a minimum, the following data are needed for the 1099-MISC form:

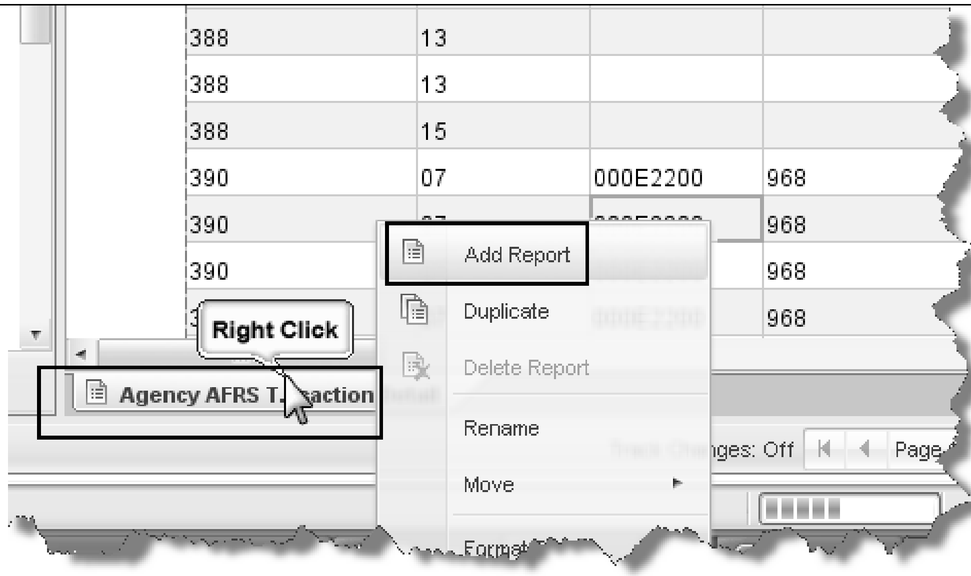
1) IRS Box – not needed for the actual 1099-MISC form; However, since the amount in our AFRS data warehouse does not tell us which IRS box it should go on the 1099-MISC form, we need to pull the IRS Box value. The IRS Box information will assist us in determining by its value, where the amount from your source file (AFRS data warehouse) should be mapped to the destination, which is the IRS Box on the 1099-MISC form.
2) Taxpayer ID
3) Tax Type
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. Add Report

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

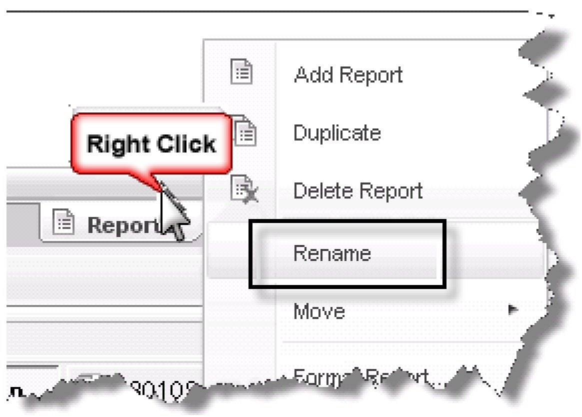
How to get to your <u>1099-MISC</u> data by IRS Box Type

Step 5 – Create a new report to pull only data for the 1099-MISC form



B. Rename the report2

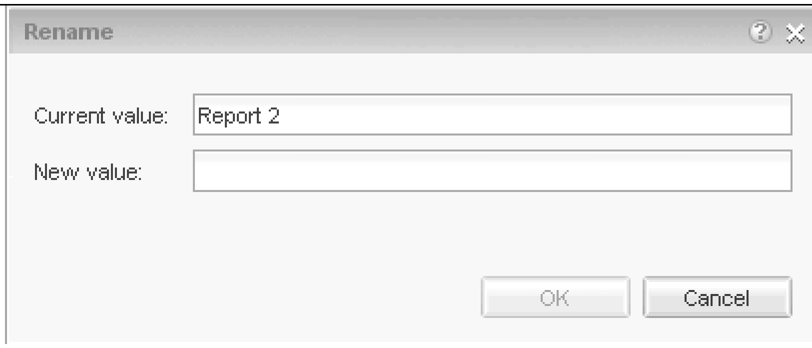
Right click on "**Report 2"** and *select* "**Rename".**



In the "**New value**" text box of the Rename dialogue, *enter new* name and *click* **[OK].**

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

Step 5 – Create a new report to pull only data for the 1099-MISC form



For the purpose of training only, *rename* report to "**1099_MISC_Only**". When you are working in production, you can give any name meaningful to you.

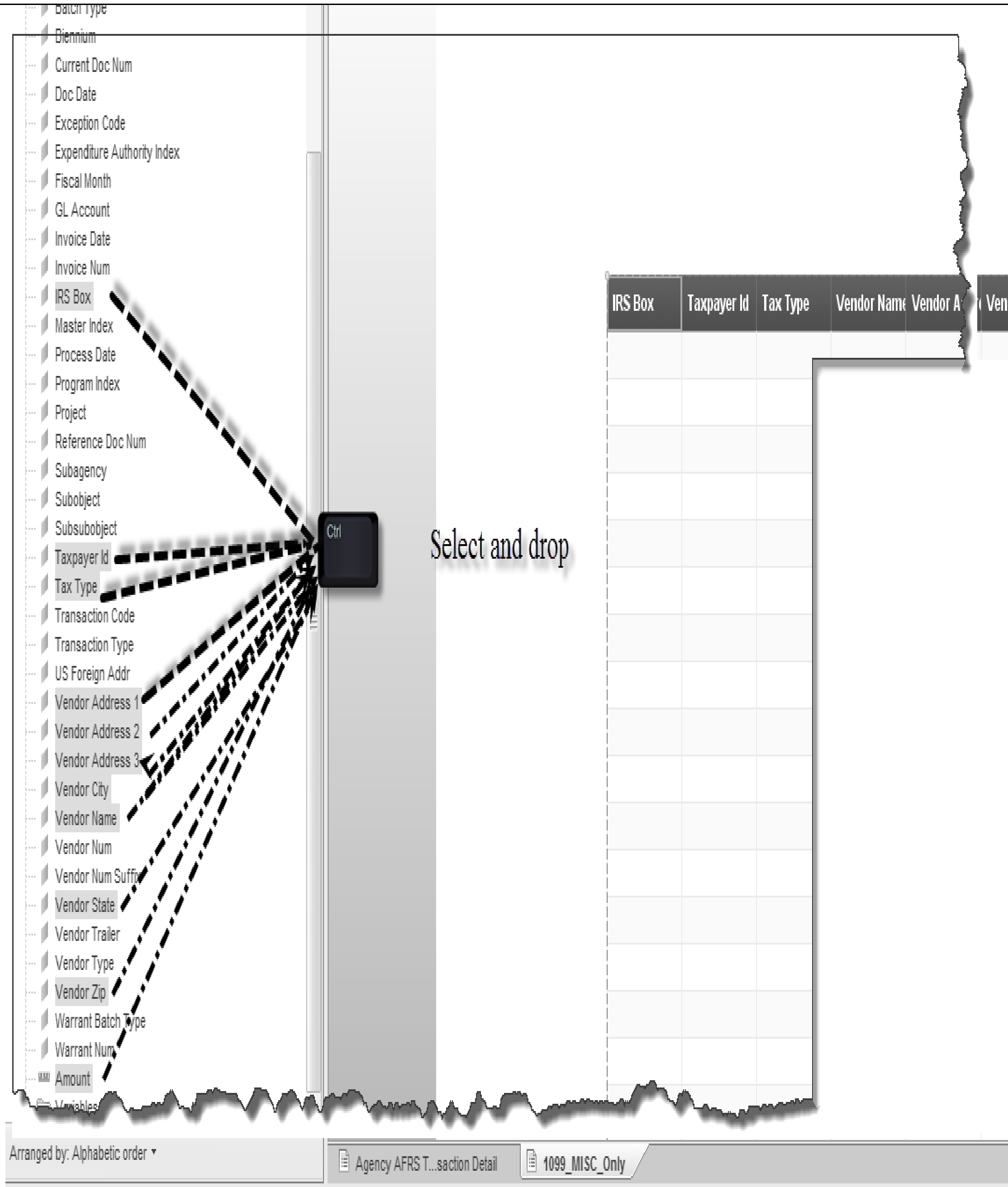
C. ***Press*** the "**Ctrl**" key and hold down the "Ctrl" key, ***Select each of the following*** 1099-MISC data, in the order listed below.

1) IRS Box
2) Taxpayer ID
3) Tax Type
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

D. Once all 1099-MISC data elements are selected in the exact order listed above, drag the data elements from the [Available Objects] section and ***drop*** into new report.

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

Step 5 – Create a new report to pull only data for the 1099-MISC form



You should have 11 columns in the “1099_MISC_Only” report.

Please make sure that the columns are aligned next to each other in a single table.

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

Step 6 – Filter data by IRS box type

6. ***Filter*** data by IRS box type

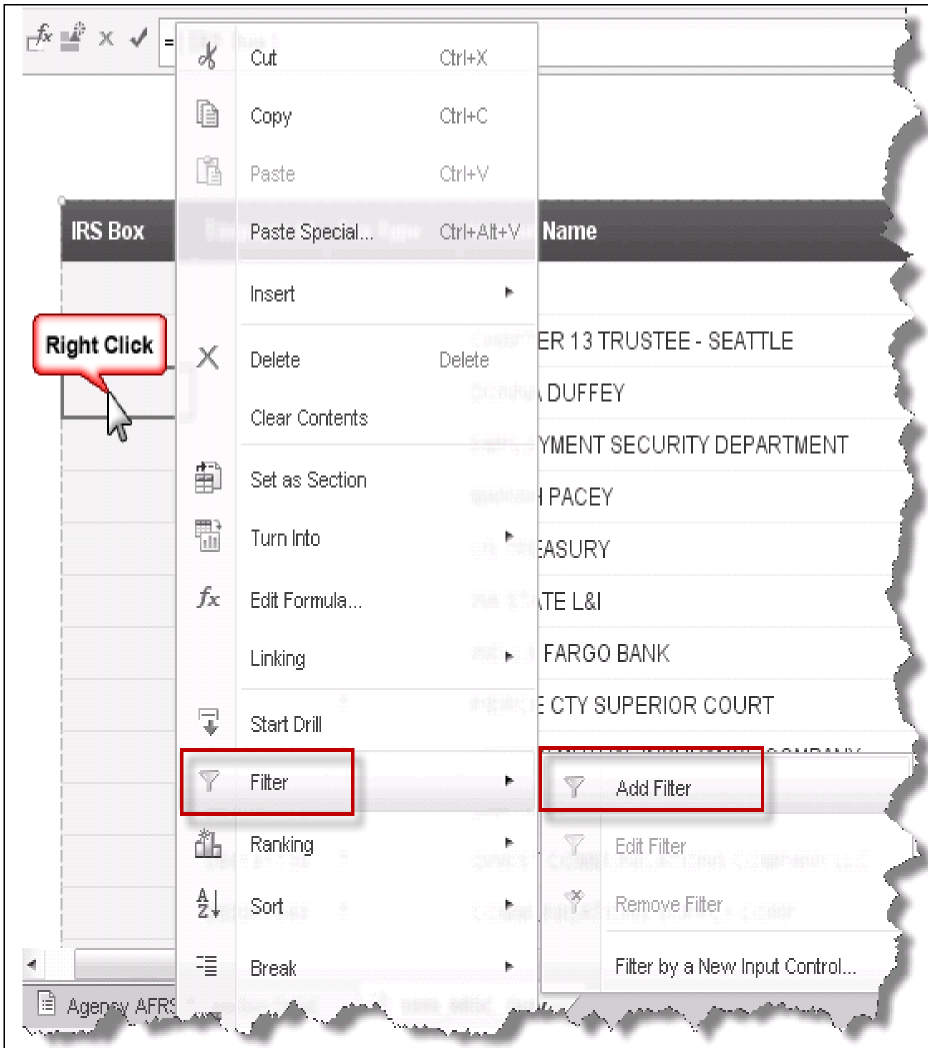
The dataset will include data for all IRS Box types, including those that have been coded as zero or blank. Transactions that have been coded with IRS Box type zero or blank are non-1099-misc reportable IRS box type.

We will want to filter the data by IRS box type for two reasons:
First, to pull only those data that have reportable 1099-misc box type.
Second, we want to export and create one Excel file for each IRS Box Type.

A. *Highlight* the data portion of the "**IRS Box**" column.
B. *Select "**Filter**"*
C. *Select* "**Add Filter**"

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

Step 6 – Filter data by IRS box type



D. *In the [Report Filter], **select** an IRS Box value:*

*for example, highlight IRS Box "1" for rents. Then **click on the right arrow** to select the IRS box value.*

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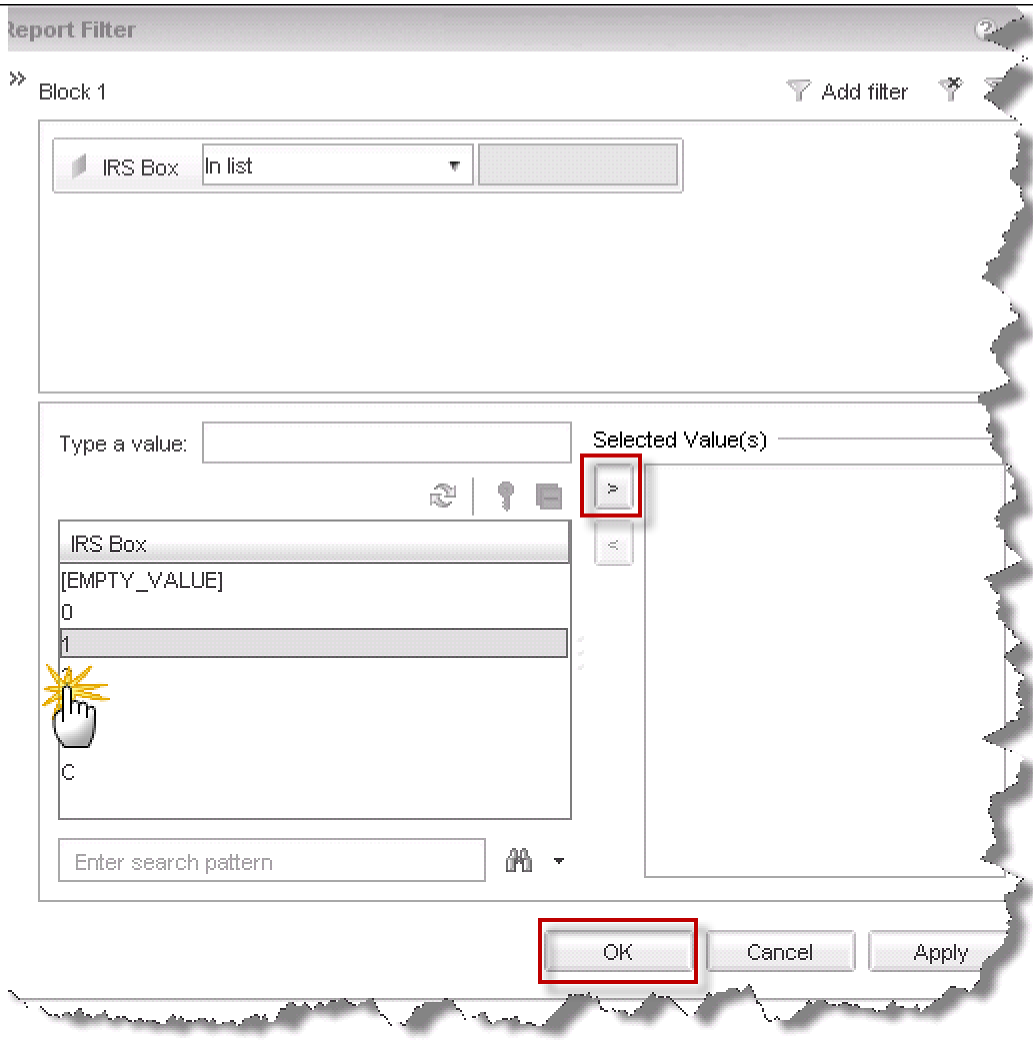
Step 6 – Filter data by IRS box type

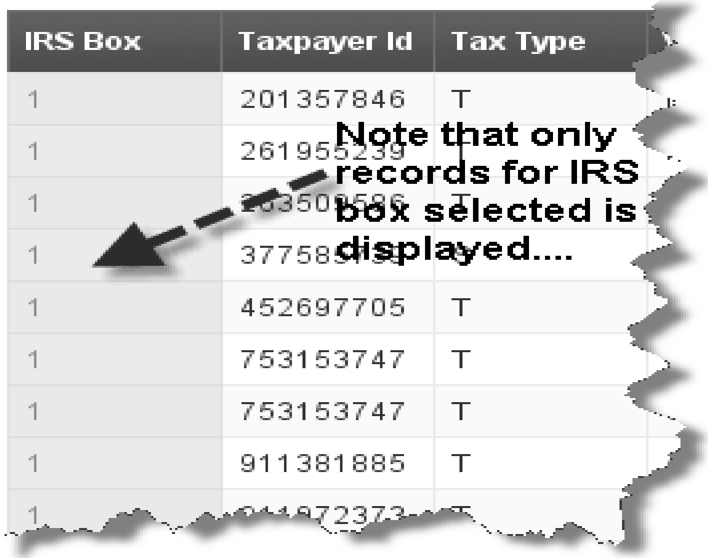


click "OK"

Report is filtered by IRS Box "1".

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

Step 6 – Filter data by IRS box type



IRS Box	Taxpayer Id	Tax Type
1	201357846	T
1	261955239	
1	[illegible]	T
1	[illegible]	
1	452697705	T
1	753153747	T
1	753153747	T
1	911381885	T

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

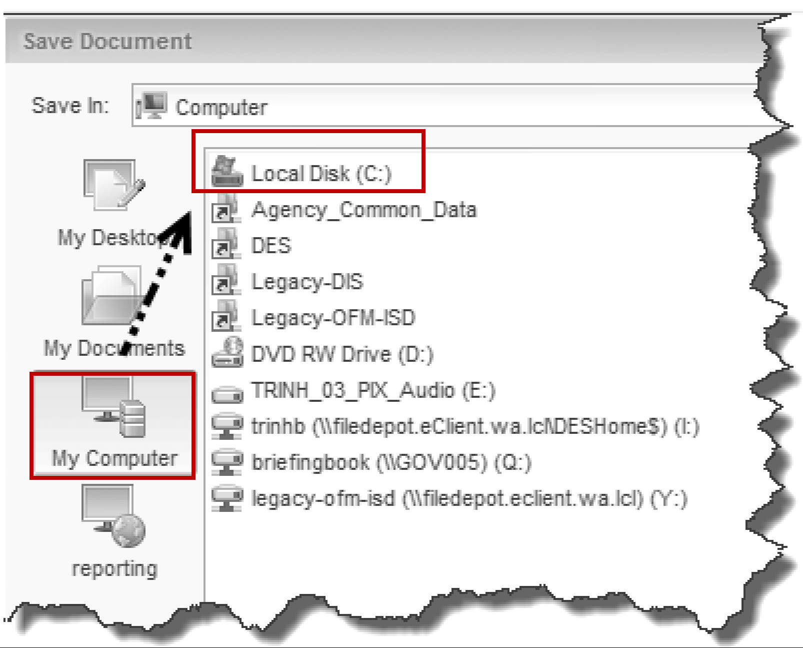
Step 7 – Save Excel file by IRS Box type

7. Save this Excel file by IRS Box type

A. Export (via "Save As") data by IRS Box selection

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

B. ***Select*** **Location** to save the file



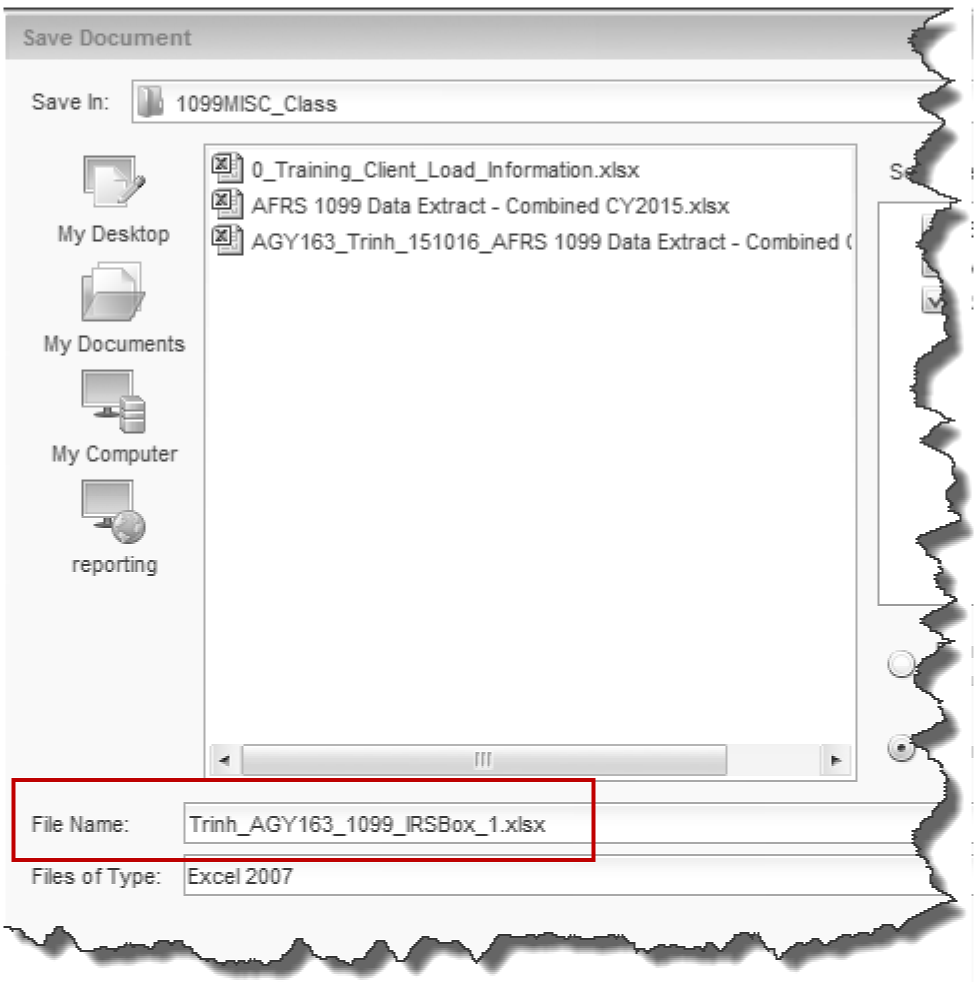
How to get to your 1099-MISC data by IRS Box Type

Step 7 – Save Excel file by IRS Box type

Click on [My Desktop], [My Documents], or [My Computer], and navigate to a folder.

For the purpose of this training, save in the training room's computer where you are sitting, "**My Computer\Local Disk (C):\Users\ST3670-##\documents\1099MISC_Class**"

C. File Name by IRS Box selection



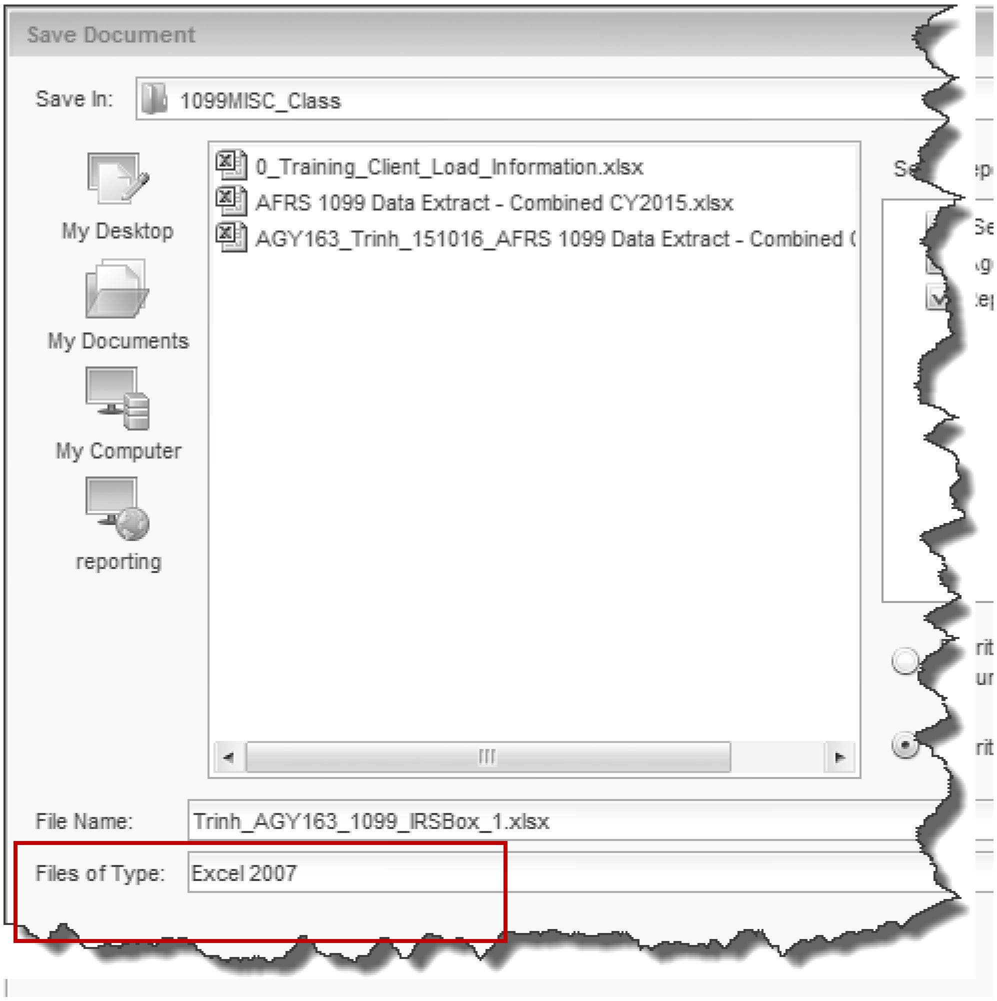
Title your file to include the IRS box code.

***YourName_YourAgencyCode*_1099_IRSBox_1**, for example. Naming the file using the IRS box value will help you identify that all amounts in the file you are working on that all amounts would be mapped to Rents (IRS box 1

Step 7 – Save Excel file by IRS Box type

field on the 1099-MISC form).

D. *Select* ***Files Type***



E. *Make a note* of the **Location** of where you've saved the file and **file name*.***

F. *Click* ***"Save"***

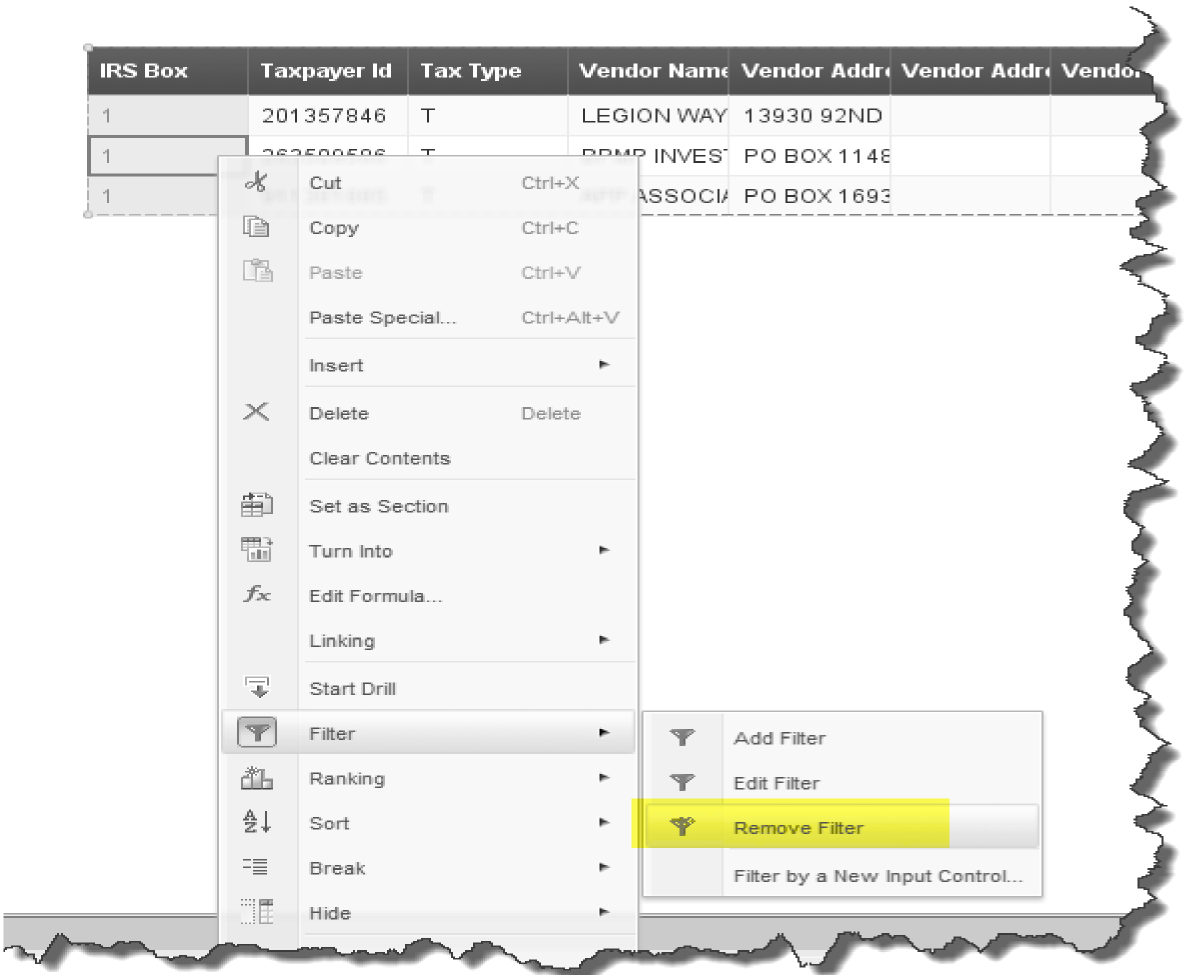
Step 8 – Repeat for the rest of the IRS box type

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').

A. Remove existing filter

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



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

Step 8 – Repeat for the rest of the IRS box type

B. Repeat steps to Filter data by IRS box type

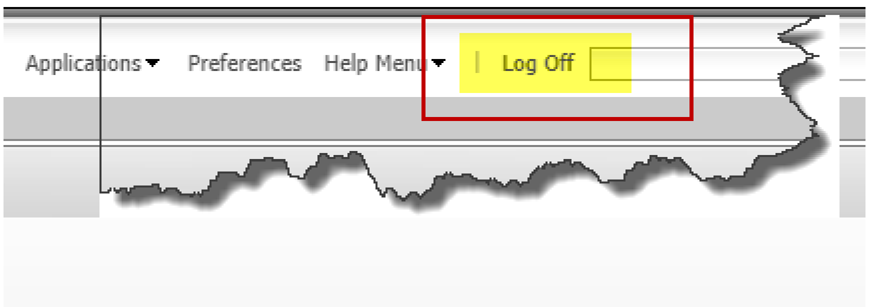
C. Repeat steps to **Save** this Excel file by IRS Box type

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

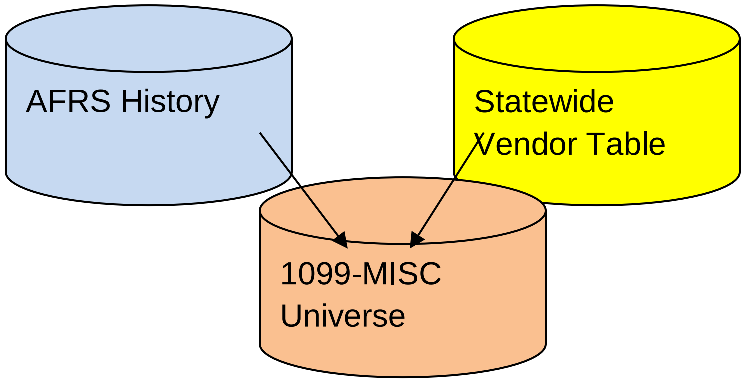
Step 9 – Logout

9. Logout

Please log Off Enterprise Reporting (ER) Web Intelligence (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

FAQ about ER WebI

Question: **Why is it necessary to filter data by IRS Box type to create a separate Excel file?**

Because the "Amount" field from the Source File does not have an IRS box characteristic, you would need the IRS box type to help you assess which IRS box amount the particular record belong on the 1099-MISC form.

Creating a separate Excel file for each IRS box type will assist you in evaluating where the "Amount" from the Source File would be mapped to on the Destination file (the 1099-MISC form).

For example, if you are working with an Excel file with the title of "1099_IRSBox_1", the "IRSBox_1" will tell you that each amount in this file has the IRS box assignment of "1". IRS Box 1 represent the field, "Rent", on the 1099-MISC form.

Question: I am getting blank/white screen upon attempts to "Modify"

If you are getting blank/white screen upon attempts to "Modify" a Web Intelligence template, try updating your Preferences

Step 1 – While logged in ER WebI, click on "Preferences".
Step 2 – Under "Preferences" and within "General" tab, navigate to the "Set document viewing location" option.
Step 3 – check "**In the DES Enterprise Reporting 3111 portal as tabs**"