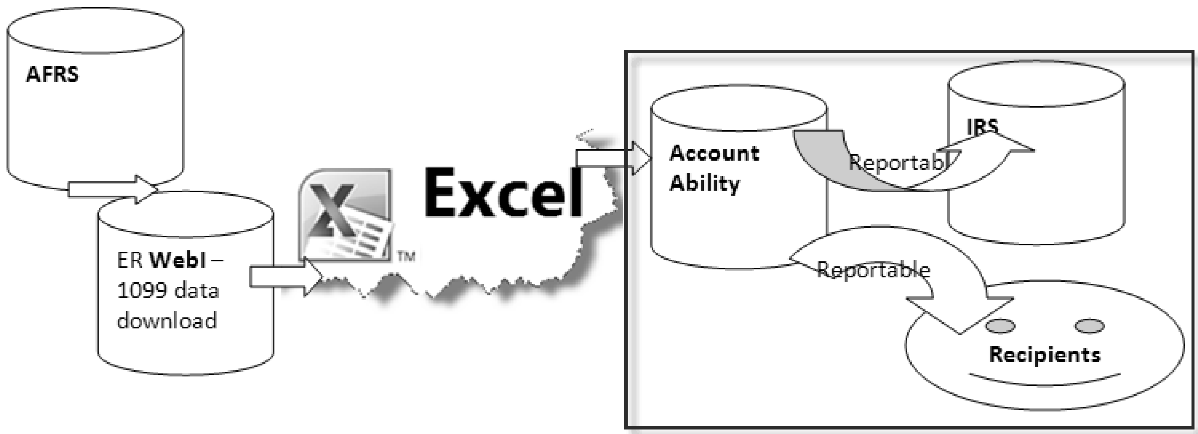
Account Ability (1099-MISC Reporting)



Account Ability (1099-MISC Reporting) application prepares Information Returns, such as the 1099-MISC forms. In this application, you will be performing the following:

- Create a **mapping** of WebI and Account Ability 1099-MISC reportable amount
- **Import** your data for the 1099-MISC forms.
- Print Forms for selected recipient

WaTech will be performing the following tasks in Account Ability (1099-MISC Reporting) application:

- **Print** all Agencies' 1099-MISC forms and Mail them to your Recipients.
- **Perform IRS TIN-Matching**
- **E-File** your 1099-MISC returns to the IRS

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(1) Open Account Ability

Login to **Account Ability**

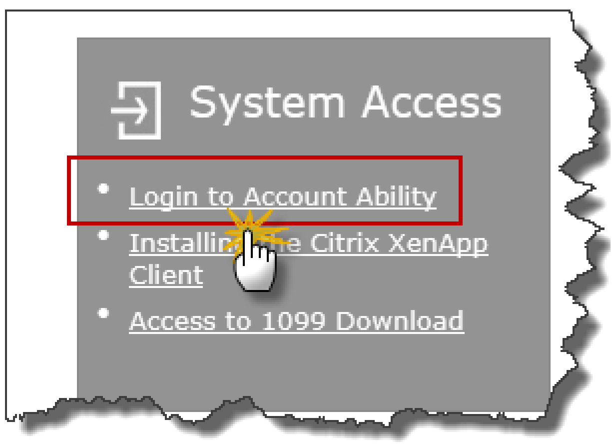
Special instructions:

- Please be mindful of who in your agency is logged in and processing 1099-MISC forms, as this may have an impact to your session. We find that the application functions best with one user per client (agency) logged in Account Ability.
- “Multiple users per client” is available; however, client needs to coordinate usage. For example, if a user is importing, other user should not be editing the client profile or recipient’s 1099-misc data.

A. **Web Site**:

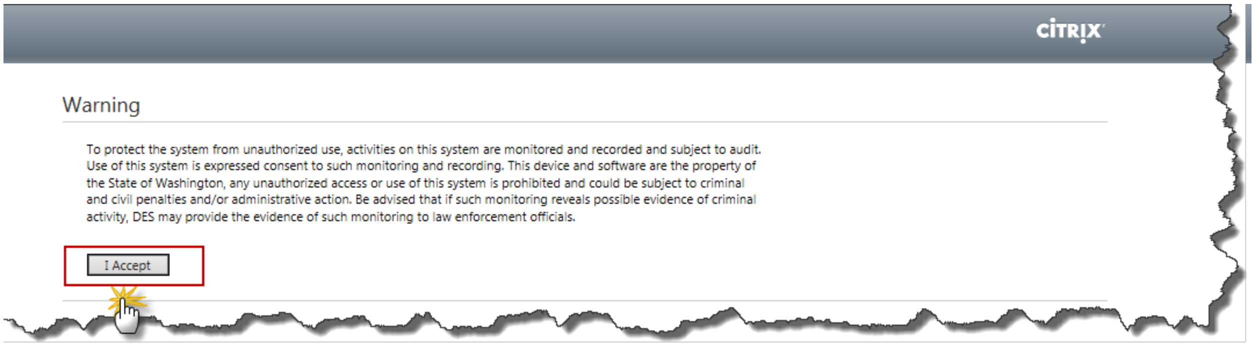
http://des.wa.gov/services/IT/SystemSupport/Pages/1099-MISC-Reporting.aspx

- Under “System Access” heading, *click* on “**Login to Account Ability**”.



Click on “**I Accept**” to accept the security question request,

(1) Open Account Ability



B. Welcome to **CITRIX**

1) **User name**: Enter “**OFM\”** followed by your Citrix Logon. For example, **OFM**User105
2) **Password:** (this is your password to the Citrix server for 1099 Account Ability).

If you’ve forgotten your Citrix logon password, please contact the Enterprise Technology Solutions Center at 360.407.9100 or **SolutionsCenter@watech.wa.gov**.

Please provide the Solutions Center the following information:

(1) Open Account Ability

- Identify yourself as a user of **Citrix** for **Account Ability (1099-MISC Reporting) application.**
- Your full name and agency you work for
- Your assigned domain is "**OFM**" and your **User Name (User ID)**

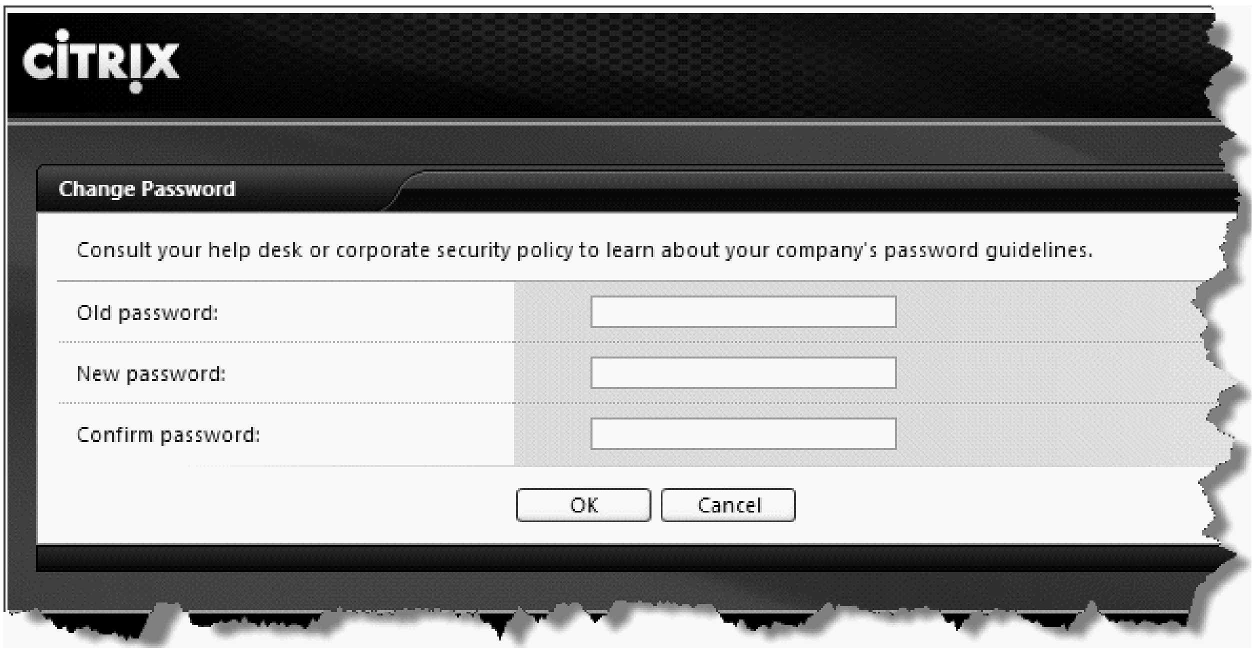
Please ensure that you've mentioned the account is a **Citrix** account (a.k.a. Active Directory account). The application is Account Ability or 1099-MISC Reporting.

3) **Log On:** Click on the [Log On] button

(1) Open Account Ability

Login to Citrix First Time

If you are login into Citrix for the first time, you will be prompted to change your temporary password. Please change the temporary password to one that you would like to use and confirm the change.



If you have not logged into **Citrix** for Account Ability for the last 120 days, your password follows the aging policy and will need to be reset. Please contact the Enterprise Technology Solutions Center at 360.407.9100 or **SolutionsCenter@watech.wa.gov** for assistance with resetting your password to Citrix for Account Ability.

Please provide Service Desk the following information:

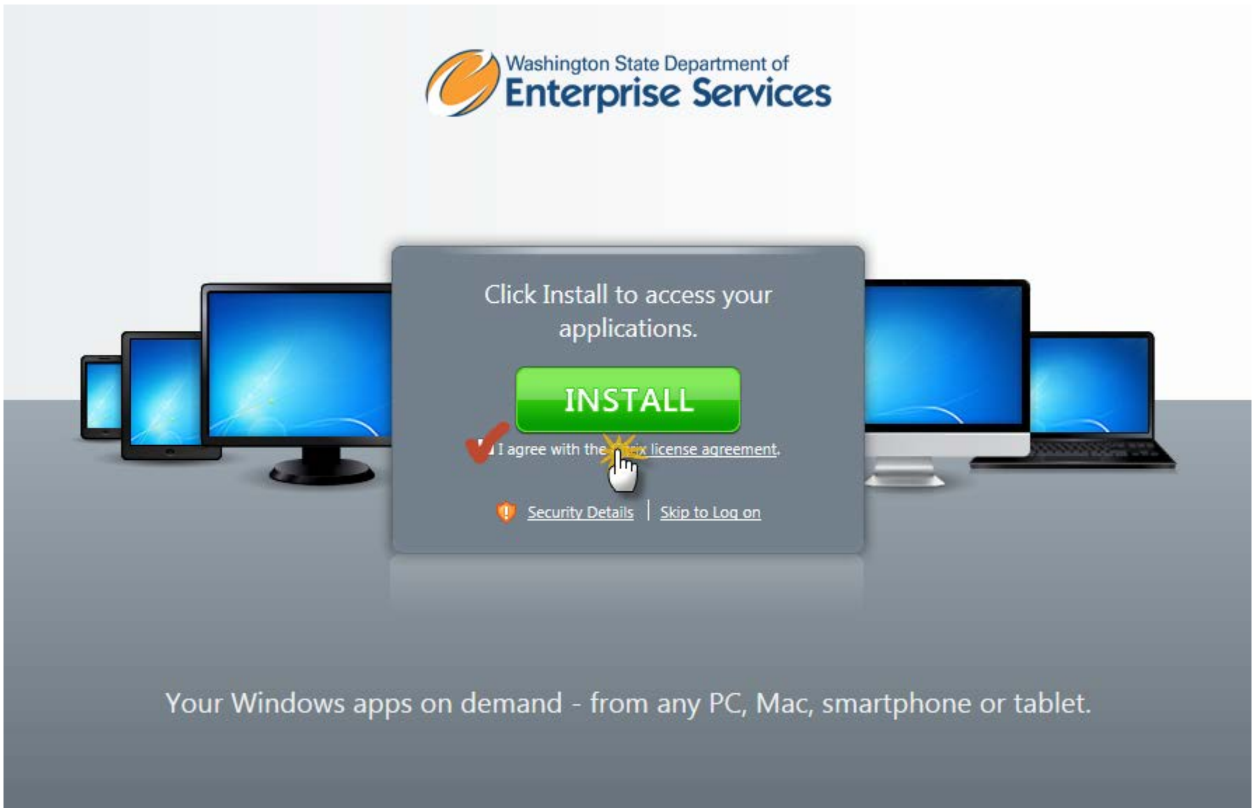
- Identify yourself as a user of **Citrix** for **Account Ability (1099-MISC Reporting)** application.
- Your full name and agency you work for
- Your assigned User Name (User ID)

Please ensure that you've mentioned the account is a **Citrix** account (a.k.a Active Directory account). The application is Account Ability or 1099-MISC Reporting.

(1) Open Account Ability

If you do not have Citrix Receiver client installed on your PC

Please install Citrix Client as shown below. If you do not have admin rights to your machine, please solicit your agency IT staff for assistance with installing the Citrix Receiver from Citrix.com web site.



If you have Citrix Receiver client installed on your PC, check the “I agree with the Citrix license agreement” and “Skip to Log on”

(1) Open Account Ability

(1) Open Account Ability

C. **Account Ability** Application

"Account Ability" Production

"Account Ability" selection – double click on the WATECH Application.

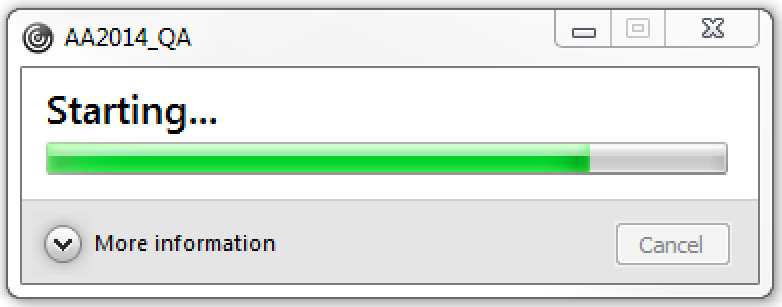
For training purposes – use AA2015_QA

If you see this icon, , please wait for Account Ability to open. It may takes a little longer.

If prompted, please select [**Open**]

(1) Open Account Ability

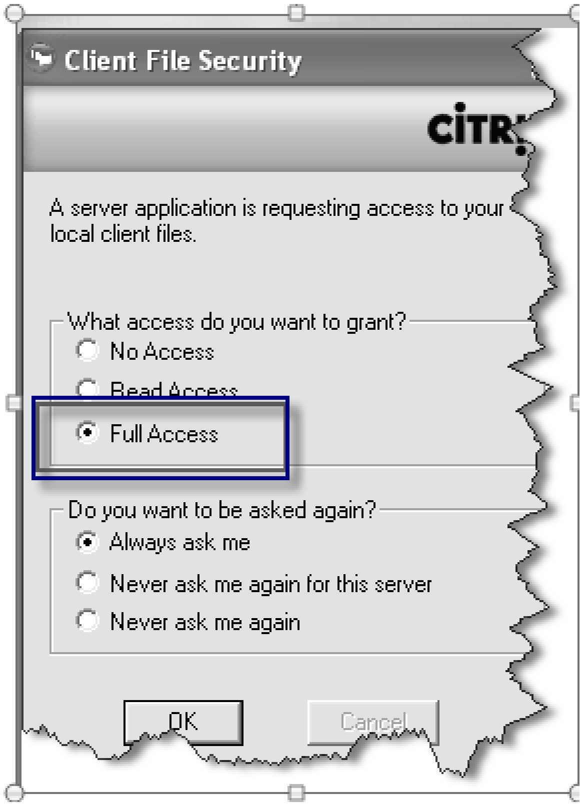
Please wait for logon.



Clicking on the application again would result in multiple sessions of the application opened.

(1) Open Account Ability

If prompted, always select "**Full Access**" to Citrix Client File Security and then click OK.



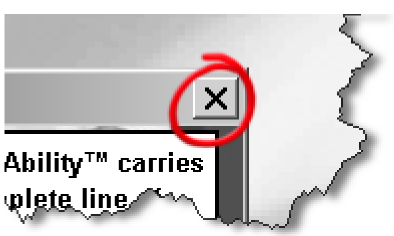
It is very important that "**Full Access**" is granted to your computer because the application needs the files residing on your desktop or agency's secure folders. The access rights will only be in affect during your active session.

(1) Open Account Ability

Account Ability Forms Division

<u>Note</u> that **you are currently working in the 2015 version of Account Ability**. The Vendor will be shipping the 2016 software sometimes late November and will be available to agency sometimes early December. WaTech will migrate your 2016 data loaded into 2015 software (via 2016 client profile) when the new software is available.

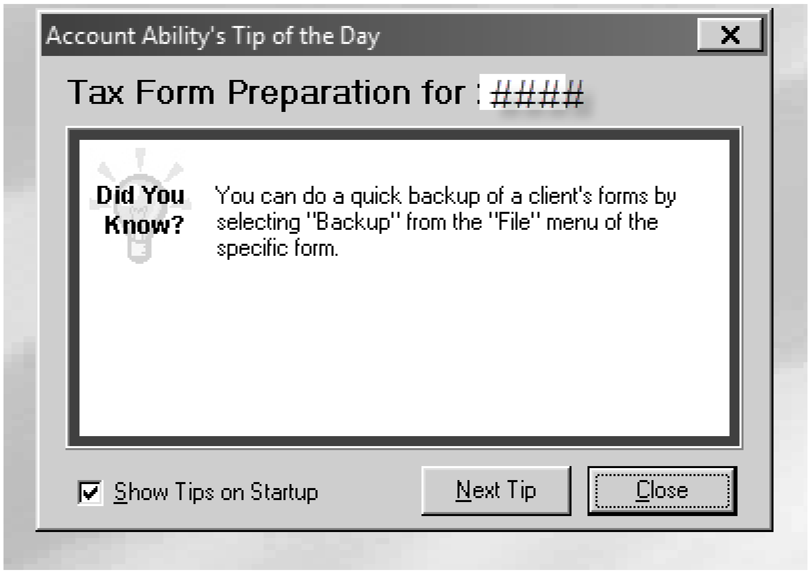
Click on the **X** at the top right corner of this message to close out of this message.



(1) Open Account Ability

Account Ability's Tip of the Day

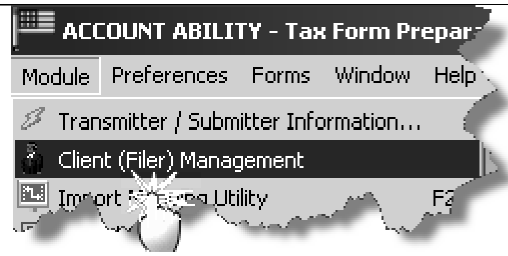
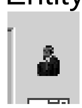
This dialogue provides "Did you Know?" about Account Ability.



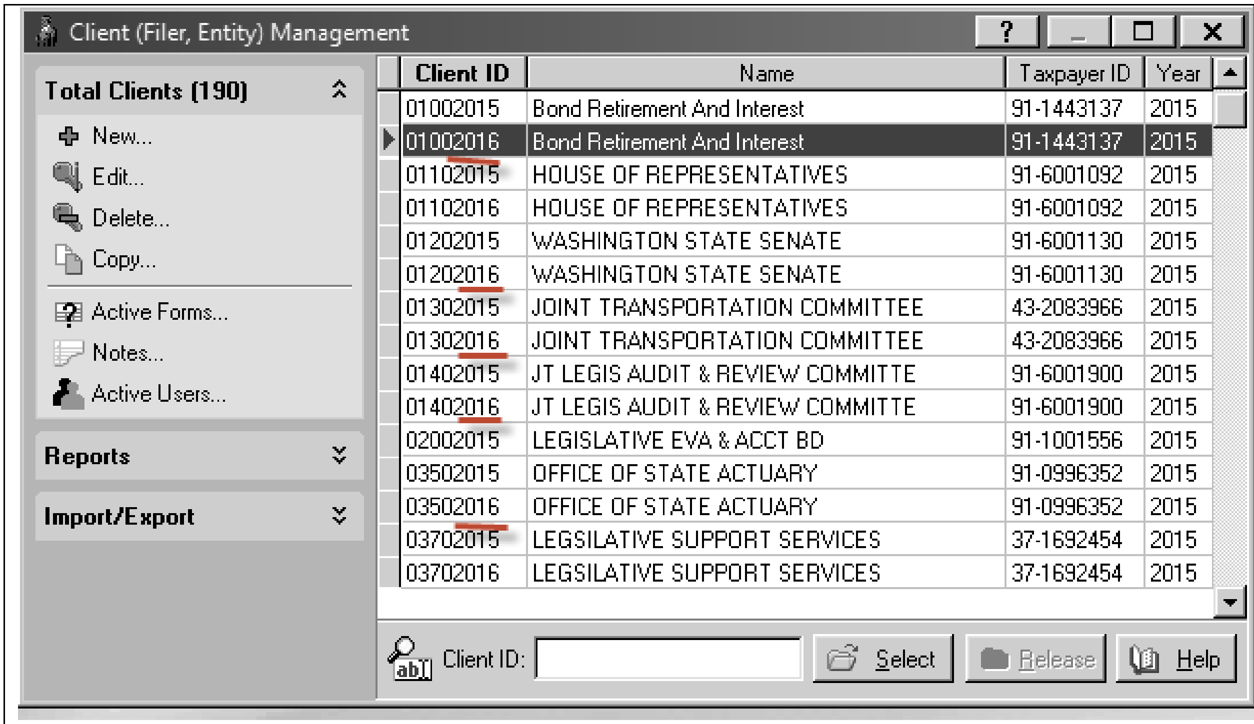
Click **[Close]** button to close out of the message.

(2) Open Client's 1099-MISC form

D. **Open Client** (your Agency)

1) Cli*ck* [**Module**] and [**Client (Filer/Entity) Management**]	 **Note:** You can also open up the Client (Filer/Entity) Management by clicking on the little man  at the top right corner of the Account Ability toolbar.
2) *Navigate to your agency's* ***Client ID***	Look for the new reporting year's client profile. New **2016 Client** is available. The calendar 2016 client ID is 8-characters, leading with your agency four-digit code and end with "**2016**" to designate the "2016" 1099 calendar year reporting. You will see the Year designated as "2015". Don't worry, just ensure that you are opening up the new **2016 Client**. The 2016 Client is the Client ID ending in "**2016**" to load your 2016 data, WaTech will migrate these data when the new year software is made available.

(2) Open Client's 1099-MISC form



3) *Highlight your agency's client ID and click on [**Select**]*	**Note:** You can also open up a Client ID by double-clicking it. <u>For training purposes</u>, use the client profile assigned to you during training session.

E. Select "**1099-MISC**" form

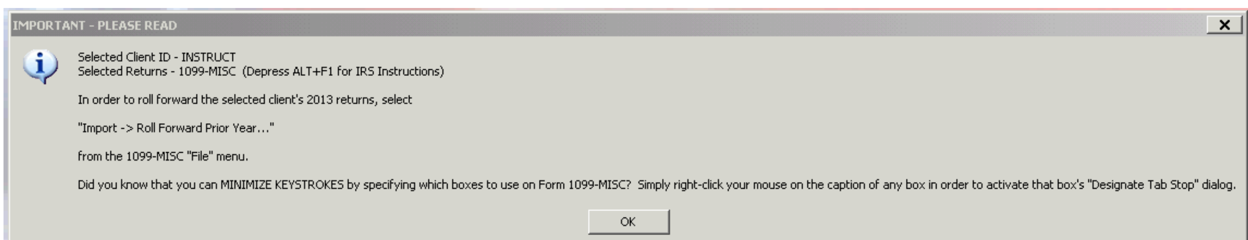
Once a Client ID is selected, the Active Forms dialogue opened.
Select the "**1099-MISC**" from the list of active forms.

<u>In production</u>, you will be prompted with a **1099-MISC form password**. This password is unique to your agency.

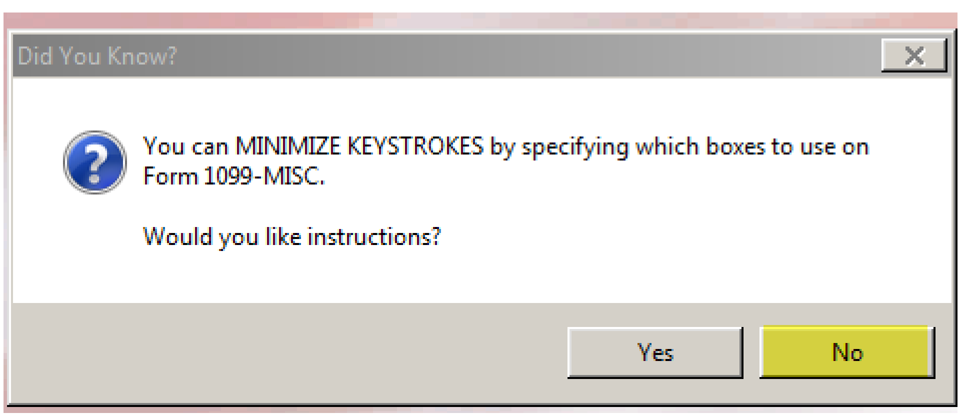
(2) Open Client's 1099-MISC form

WATECH will e-mail you the agency's password to 1099-MISC form. Please keep this password safe.

You <u>may</u> be prompted with the following "Important – Please Read" message. Please *click* **OK.** Each calendar year, you will have a new and distinct CLIENT profile to be used for that calendar. You will not have prior data to roll forward to the new reporting tax year.



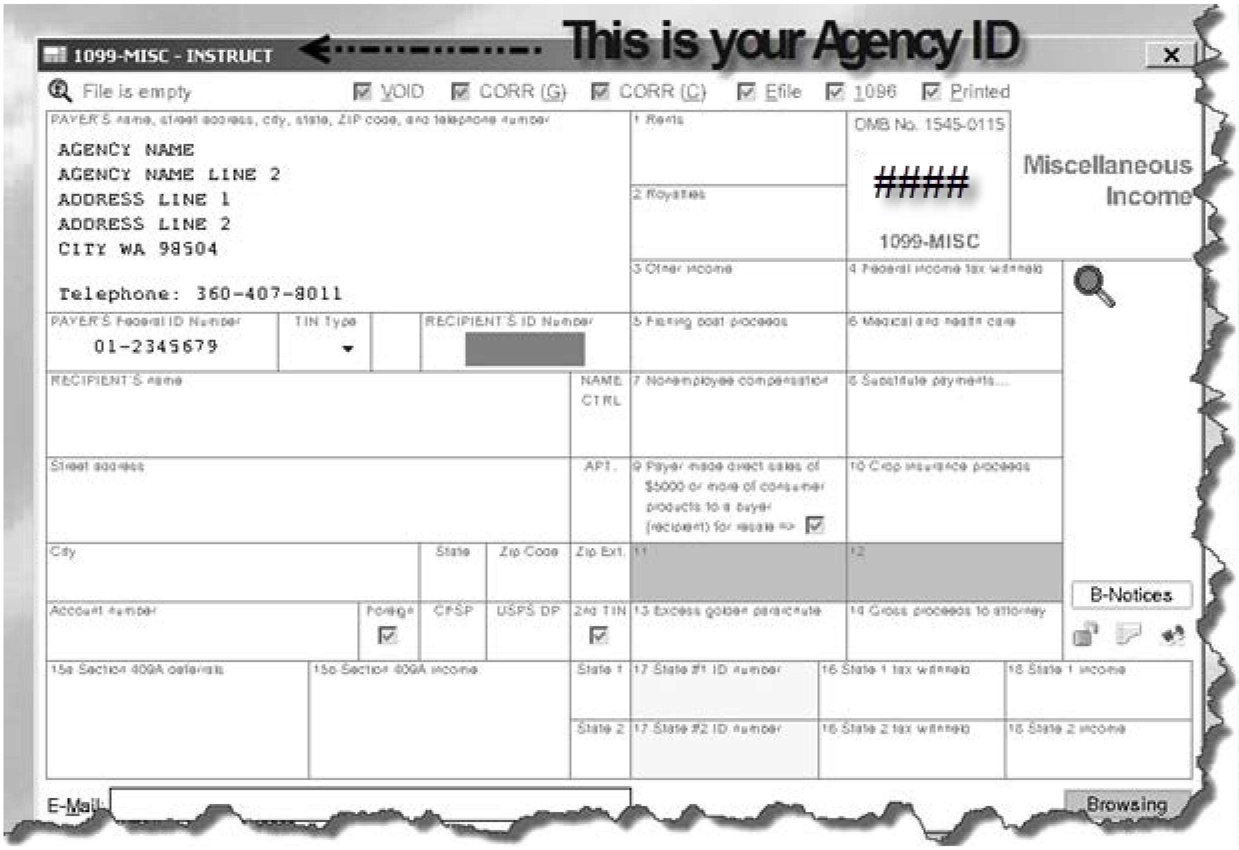
You may also be prompted with the following, "Did you Know?"



Click "No" in training.

(2) Open Client's 1099-MISC form

Form **1099-MISC** for your Client ID will come up as follow:



In production, you will only see recipient's forms for your agency (client). Security is control by client's **1099-MISC form password**. Each agency has its own distinct password to the use of its 1099-MISC form.

If you've forgotten the 1099-MISC form password for your agency, please refer to your e-mail or contact the Enterprise Technology Solutions Center at 360.407.9100 or SolutionsCenter@watech.wa.gov.

Please provide Service Desk the following information:

- Identify yourself as a user of **Citrix for Account Ability (1099-MISC Reporting) application.**
- Your full name and agency you work for
- Your assigned User Name (User ID)
- That you've forgotten your **1099-MISC form's password** for your agency.

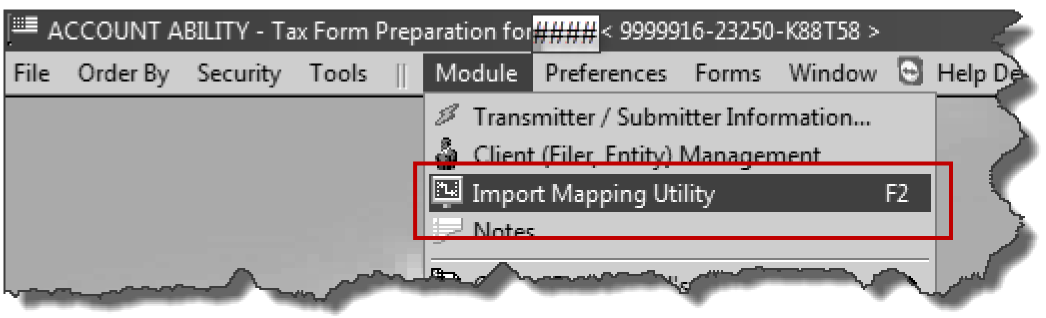
(3) Create Import Mapping File
[Module \ Import Mapping Utility]

Mapping Source data (WebI) to Destination data (Account Ability)

Account Ability is capable of importing different Information Returns. To ensure that the data you've pulled from Enterprise Reporting (ER) Web Intelligence (WebI) has the schema of the 1099-MISC, we use the **Import Mapping Utility** to map the data elements from the Source file to the data elements on 1099-MISC form.

Please open the **Import Mapping Utility** at this time.

A. Select Module**Import Mapping Utility**



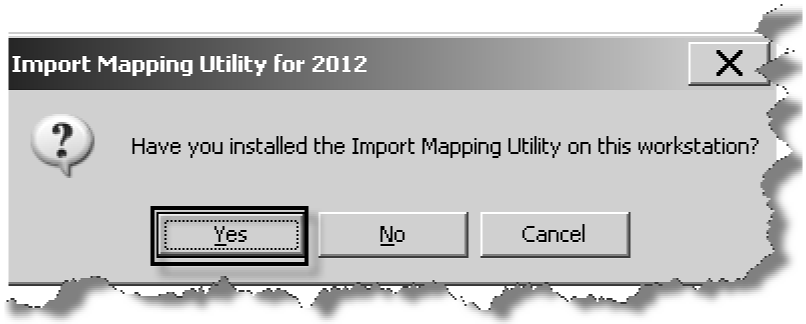
If prompted, select "**Full Access**" to Citrix Client File Security.

(3) Create Import Mapping File [Module \ Import Mapping Utility]

It is very important that "**Full Access**" is granted to your desktop because the application needs the files residing on your desktop or agency's secure folders.

(3) Create Import Mapping File [Module \ Import Mapping Utility]

You may be prompted with the following question:



If prompted, Please select "**Yes**" on "**Have you Installed Import Mapping Utility?**" dialogue.

You are using Account Ability on a Citrix server. The Import Mapping Utility has been installed on the Citrix server.

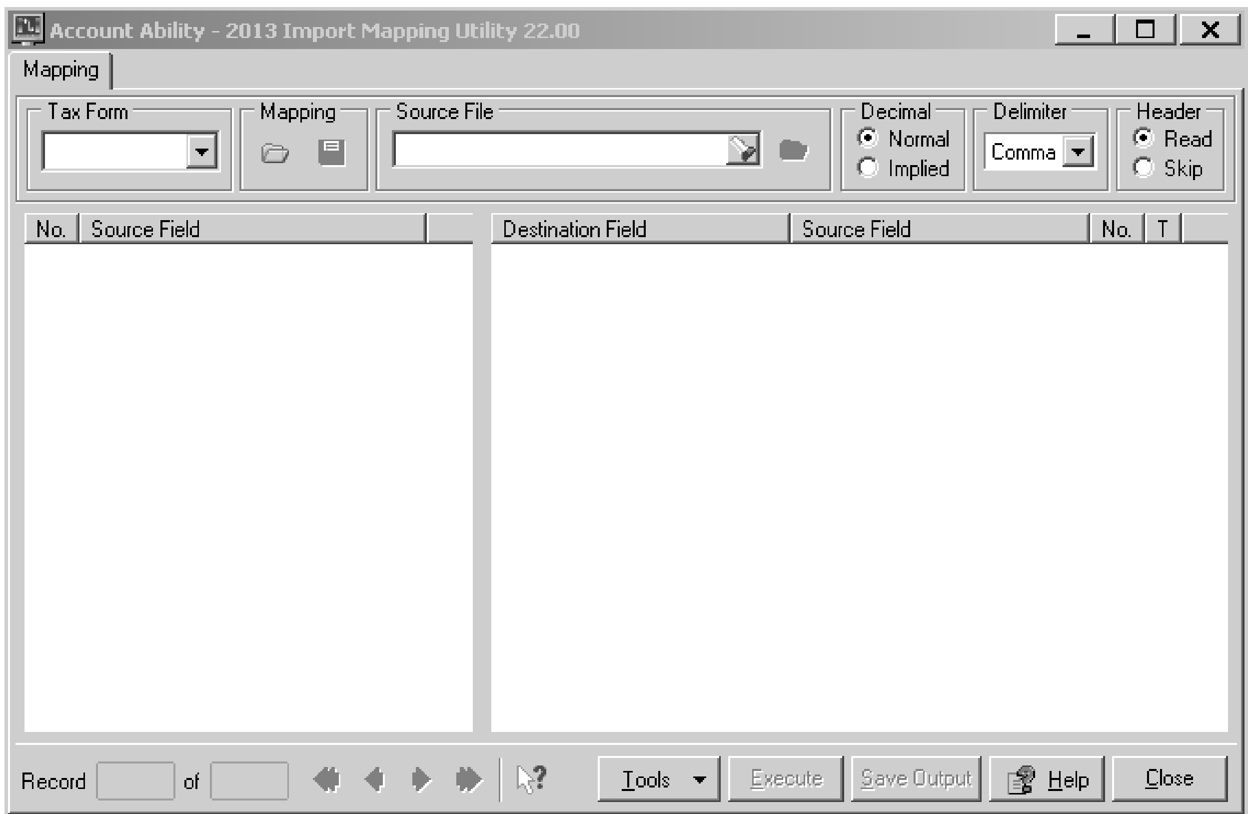
The Import Mapping Utility may open up in minimize mode. Please take a look at your computer tray and click on the Import Mapping Utility icon to maximize the screen.

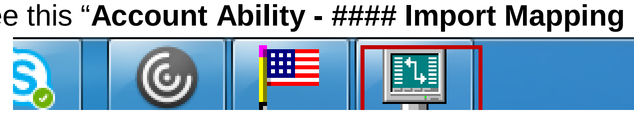
(3) Create Import Mapping File
[Module \ Import Mapping Utility]

B. Start **Mapping Source Data to 1099-MISC form**

1) Open your **source file**

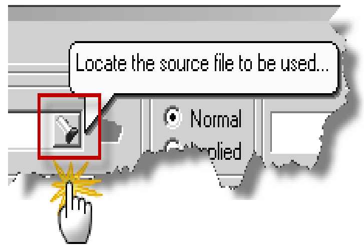
Once you've selected Import Mapping Utility from the Module, you will be presented with the "**Account Ability – XXXX Import Mapping Utility 23.00**", module.



If you do not see this "**Account Ability - #### Import Mapping Utility 23.00**", *look in* your **computer tray**  for the computer icon, this is your Import Mapping Utility. Click on the icon showing up on your computer tray to open the Import Mapping Utility.

(3) Create Import Mapping File
[Module \ Import Mapping Utility]

a) *Locate* the **source file** to be used by *clicking* on the “Locate the source file to be used…” icon



The default “**Look in**” may be a folder on Citrix server.

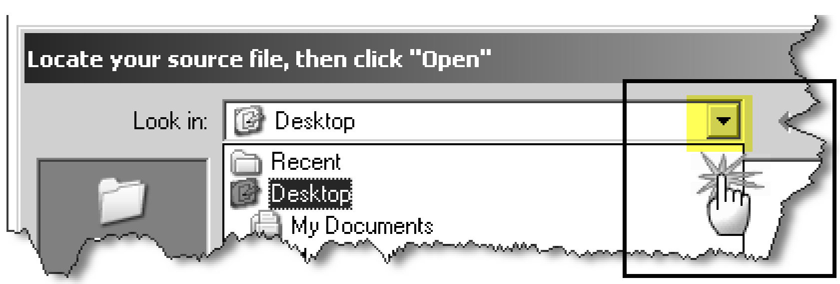
This is NOT where you want to look for the text file that you’ve exported from Enterprise Reporting Web Intelligence.

You will want to look for your file where you’ve saved it, which is your computer (for the purpose of being in the training room).

The name that represents the path from the server to your <u>computer</u> and vice versa is “**Local Disk (C: on xxxxx”)**”.

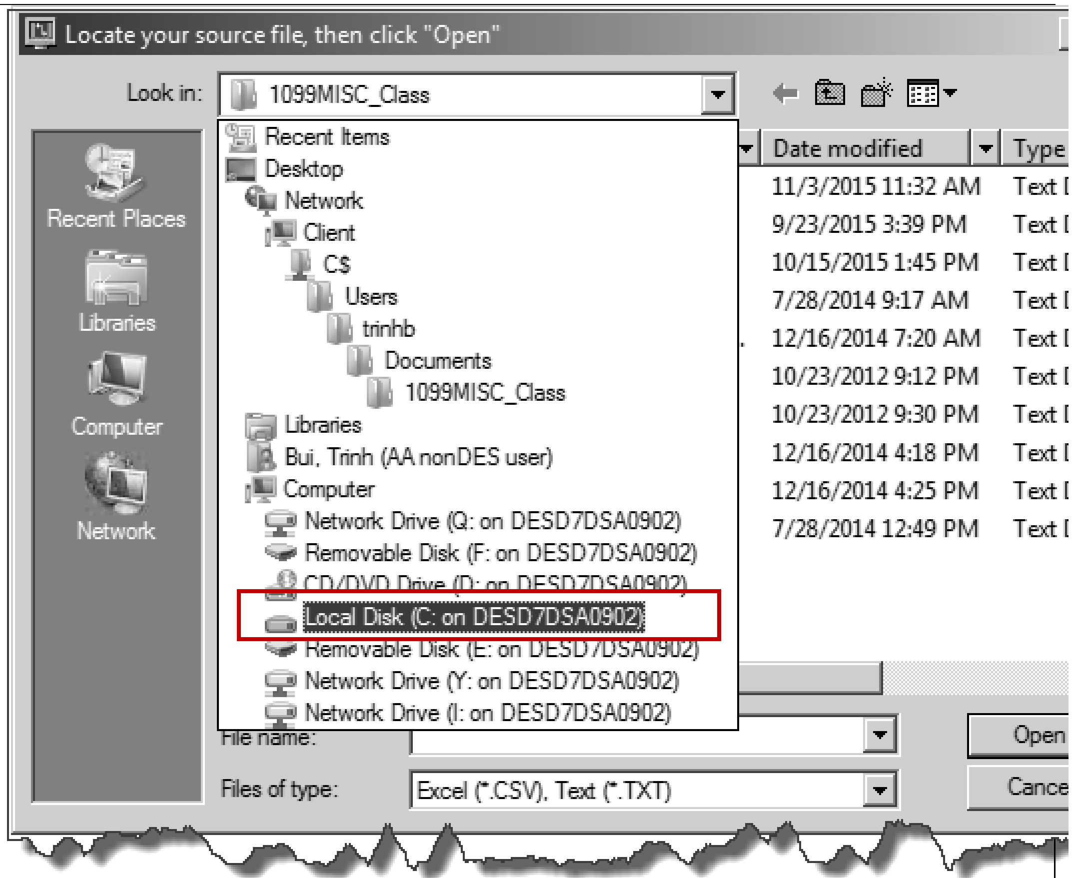
Note: If you are using an agency secure network folder, please select the specific path.

b) *Click* on the Drop down arrow to access a list of the “**Look In**”



c) Then navigate to the “**Local Disk (C: on xxxxx)”** and select it to open the folder.

(3) Create Import Mapping File [Module \ Import Mapping Utility]

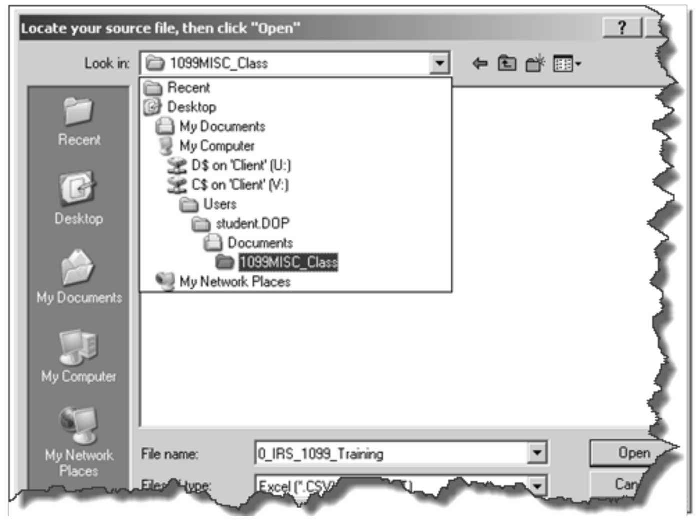
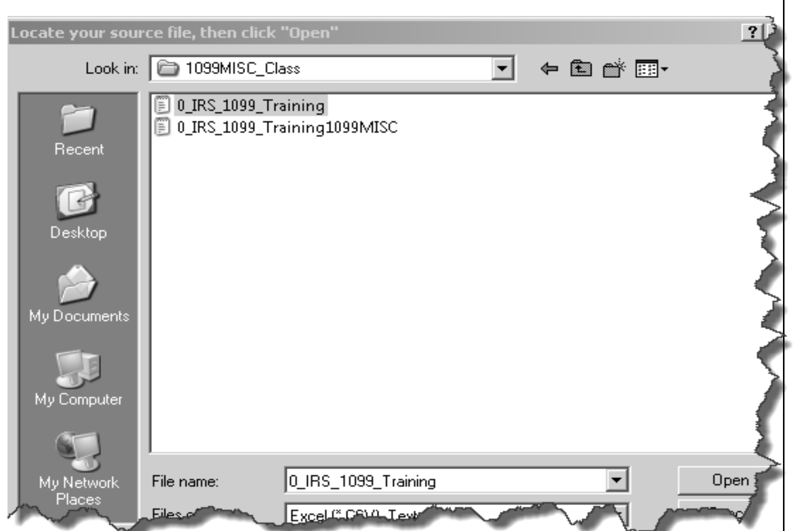


The "**Local Disk (C: on xxxxx)"** folder where your source file lives, while in the training room.

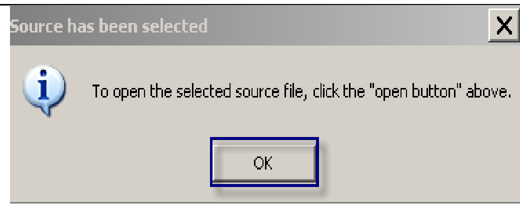
Please Remember: If you receive the "Client File Security" request access, you will always want to grant it "**Full Access**".

d) From the "**Local Disk (C: on xxxxx)"** *navigate* to the **folder** where your source file resides.	For the purpose of <u>training only</u>, your source file lives in the following folder: Location in training room: **Users\st3670-## \ Documents\1099MISC_Class** folder

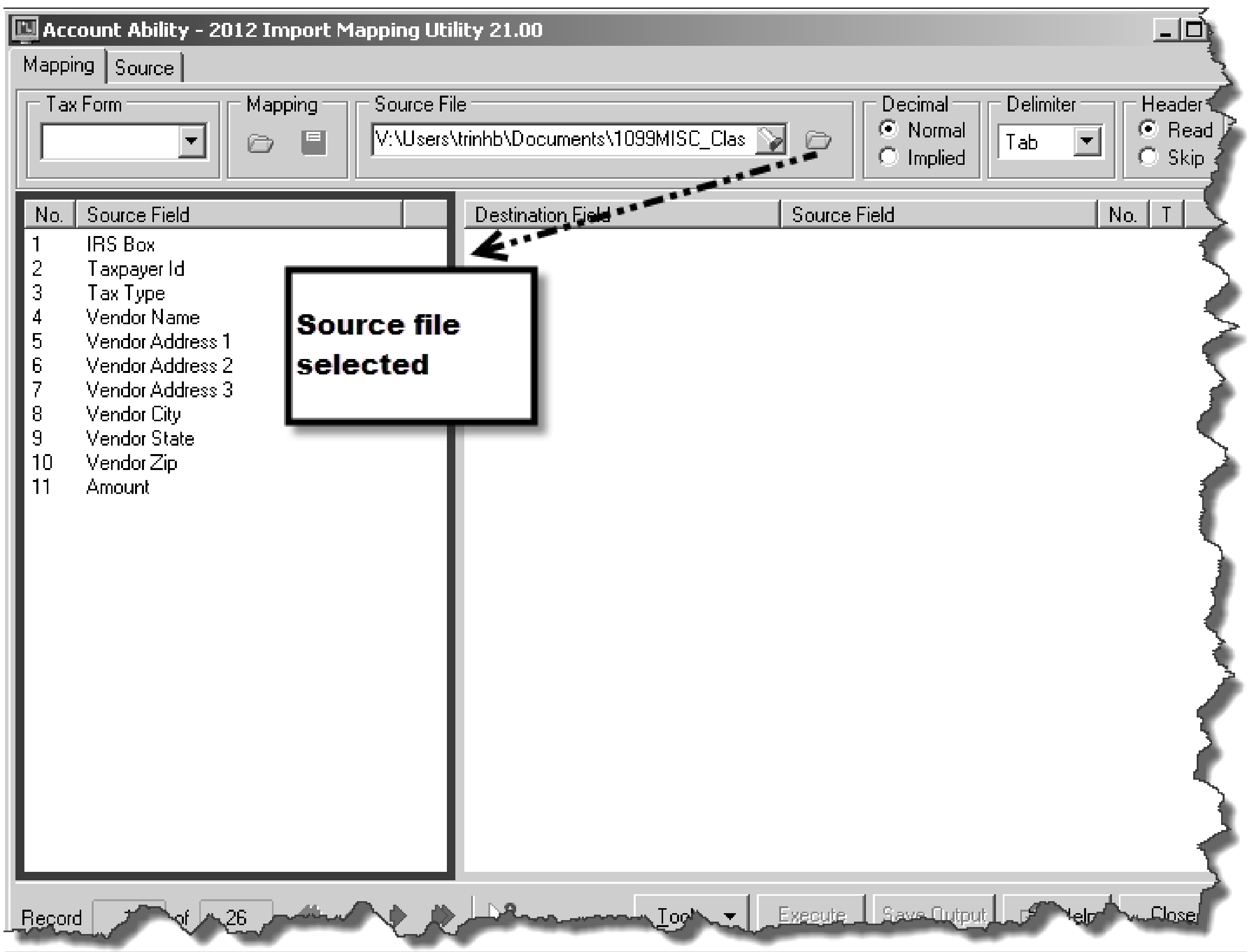
(3) Create Import Mapping File
[Module \ Import Mapping Utility]

	 When you are back in your office, you would still use the “**Local Disk (C: on xxxxx)”** as the bridge to your computer, if your source files were saved on your computer’s local drive.
e) ***Highlight** the source file* and *click* **Open**	For the purpose of <u>training only</u>, your file Name: **0_IRS_1099_Training.txt** 

(3) Create Import Mapping File
[Module \ Import Mapping Utility]

f) Once Source file has been selected, *click* **OK** on the system's instructions to *click* The "**open button" above** to open the selected source file	

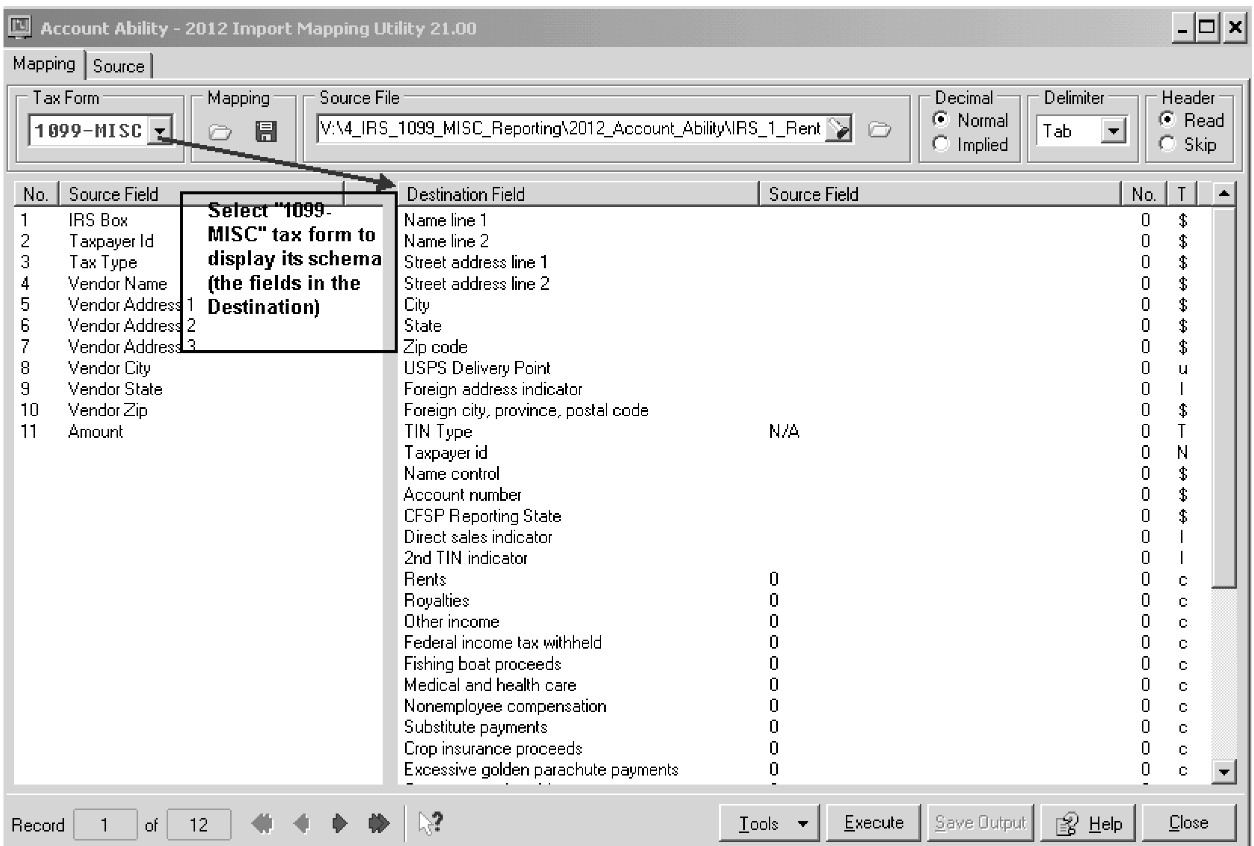
Source file selected and in the Source Field section of the Import Mapping Utility, you should see the 11 data fields from the source file.



(3) Create Import Mapping File
[Module \ Import Mapping Utility]

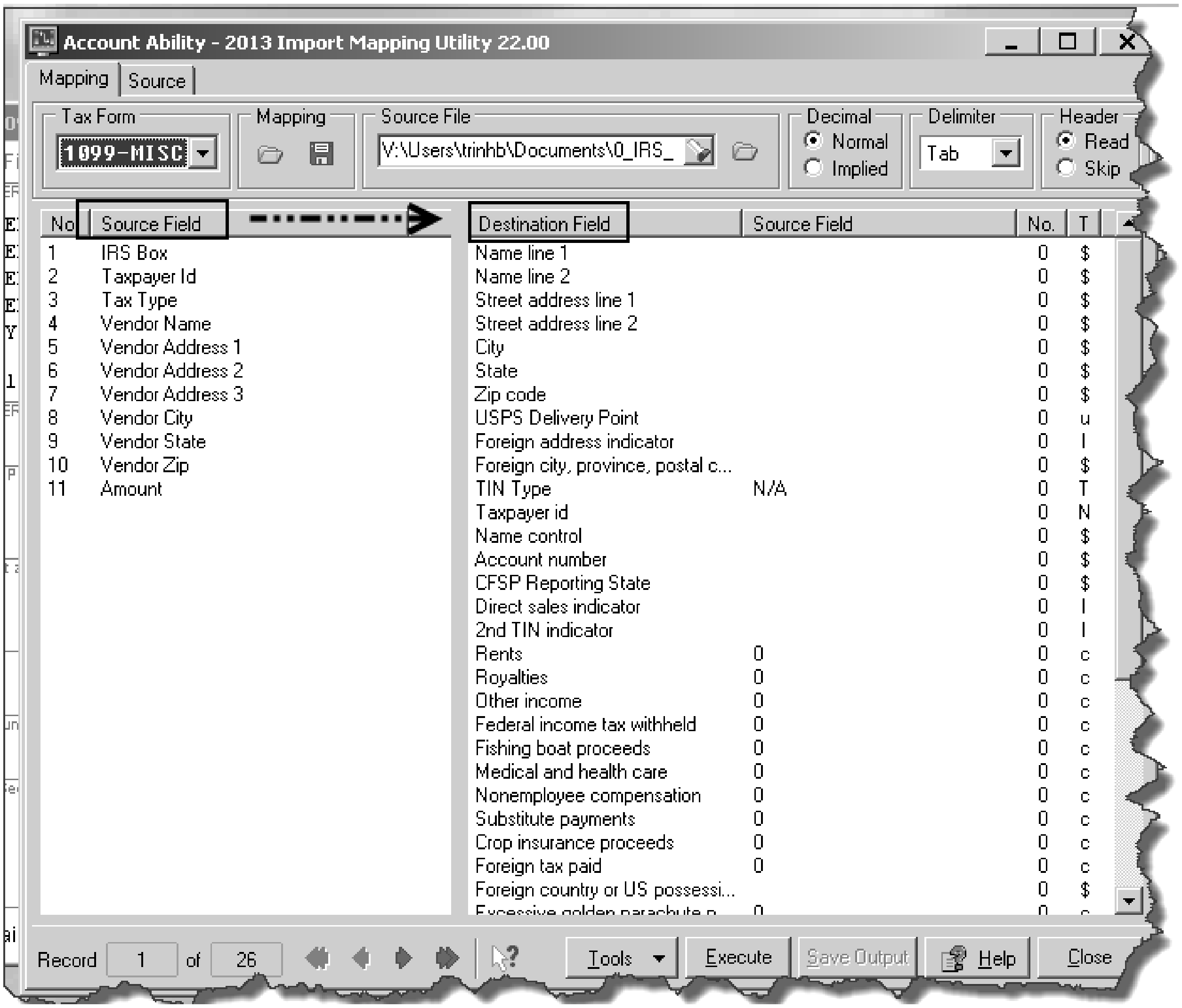
2) Open your **1099-MISC** Tax Form

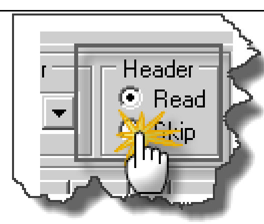
In the Tax Form field, click on drop down list and select **1099-MISC** schema. This is our destination

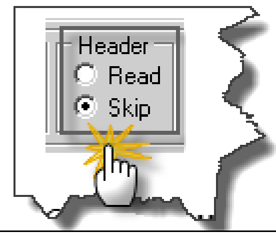
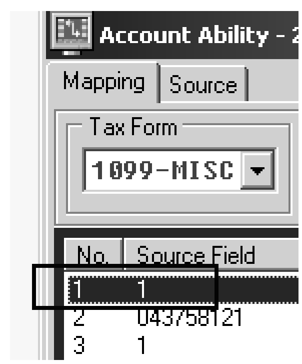


(3) Create Import Mapping File [Module \ Import Mapping Utility]

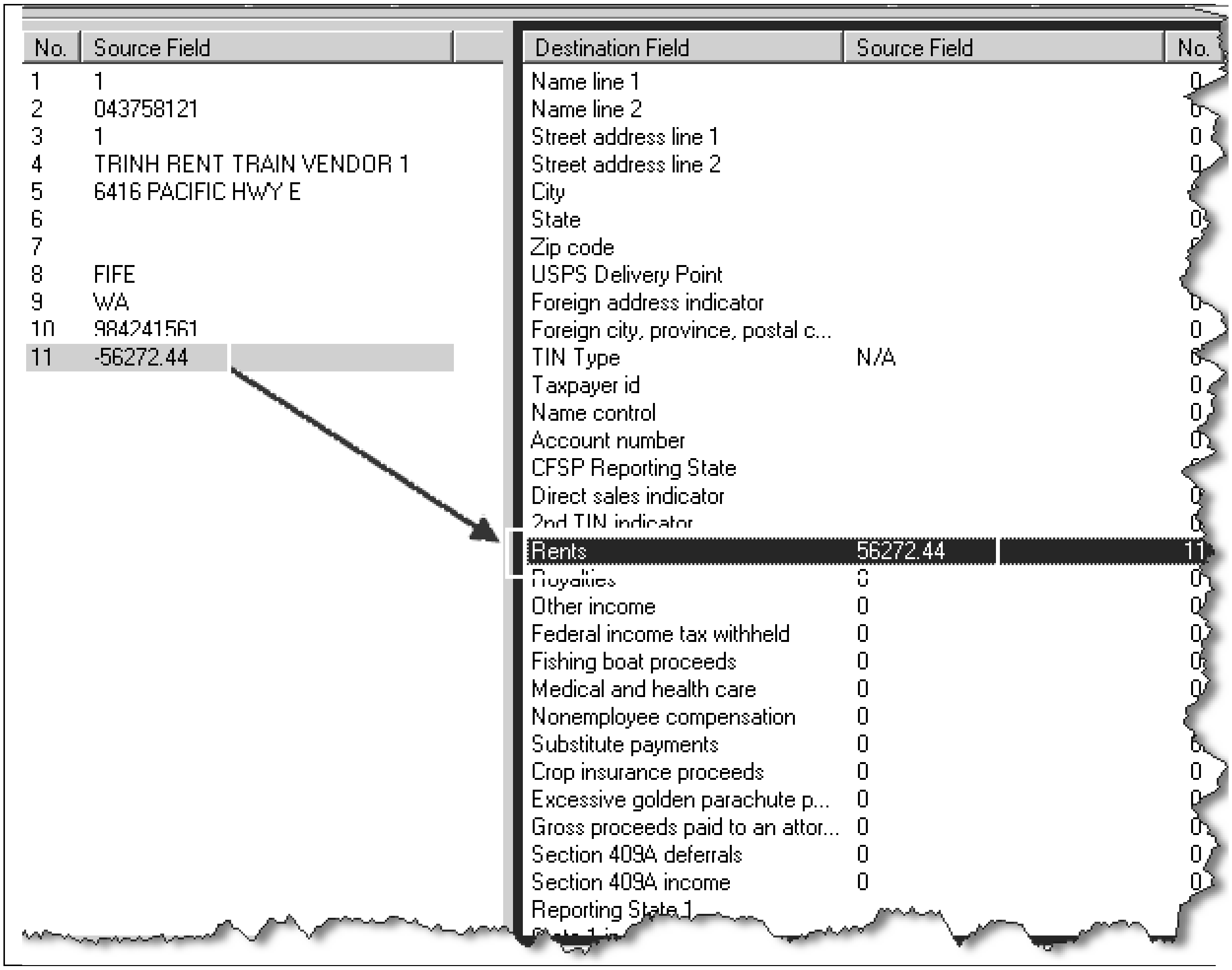
3) Evaluate which IRS box on the 1099-misc form (Destination Field section) the **amount** (Source Field) should be mapped



a) While in “Read” Header mode, *locate* the row number where “**IRS Box**” source field is positioned. The "Read Header"	 It is row 1 in this training file

will give you the label for the fields in the source file.	
*b) Click on "**Skip**" radio button of the Header.*	
c) While in "**Skip**" Header mode, make a mental note of the value in the "IRS Box" source field (The IRS Box field is row 1 in this training example).	For example, if the **IRS Box value** is **"1",** this tells you that the entire "Amount" in this Source file should be mapped to "**Rents**" box on the 1099-MISC form (Destination Field).  If, for example, the IRS box value is "3", this tells you that the "Amount" in the particular Source file will be mapped to "Other Income" box on the 1099-MISC form (Destination). Likewise, for example, if the IRS box value is "7", this tells you that the "Amount" in the particular Source file will be mapped to "Nonemployee Compensation" box on the 1099-MISC form (Destination). Etc…

(3) Create Import Mapping File
[Module \ Import Mapping Utility]



4) Start **mapping** Source Field to Destination Field on the 1099-MISC tax form

d) Switch to “**Read**” Header

e) Start with the Taxpayer ID, highlight/select a **Source Field** and ***map*** to a **destination field**.

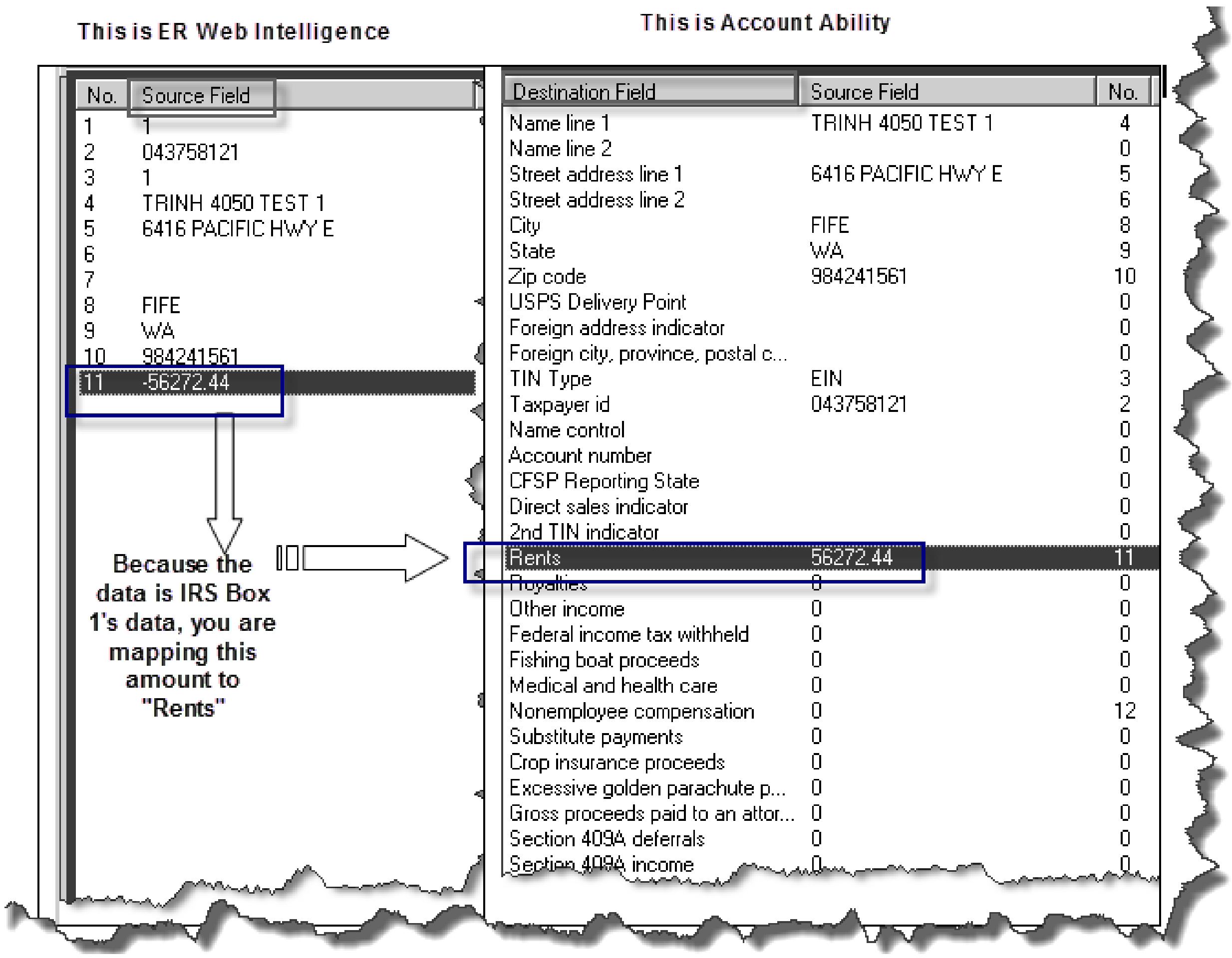
f) Double click correlating **Destination** Field	(<u>Note</u>: You can also map by dragging a field from the source and dropping it in the correlating field in the destination).

	<u>**WebI**</u>	Account Ability <u>**1099-MISC_**</u>Schema	**1099-MISC Form**

(3) Create Import Mapping File [Module \ Import Mapping Utility]

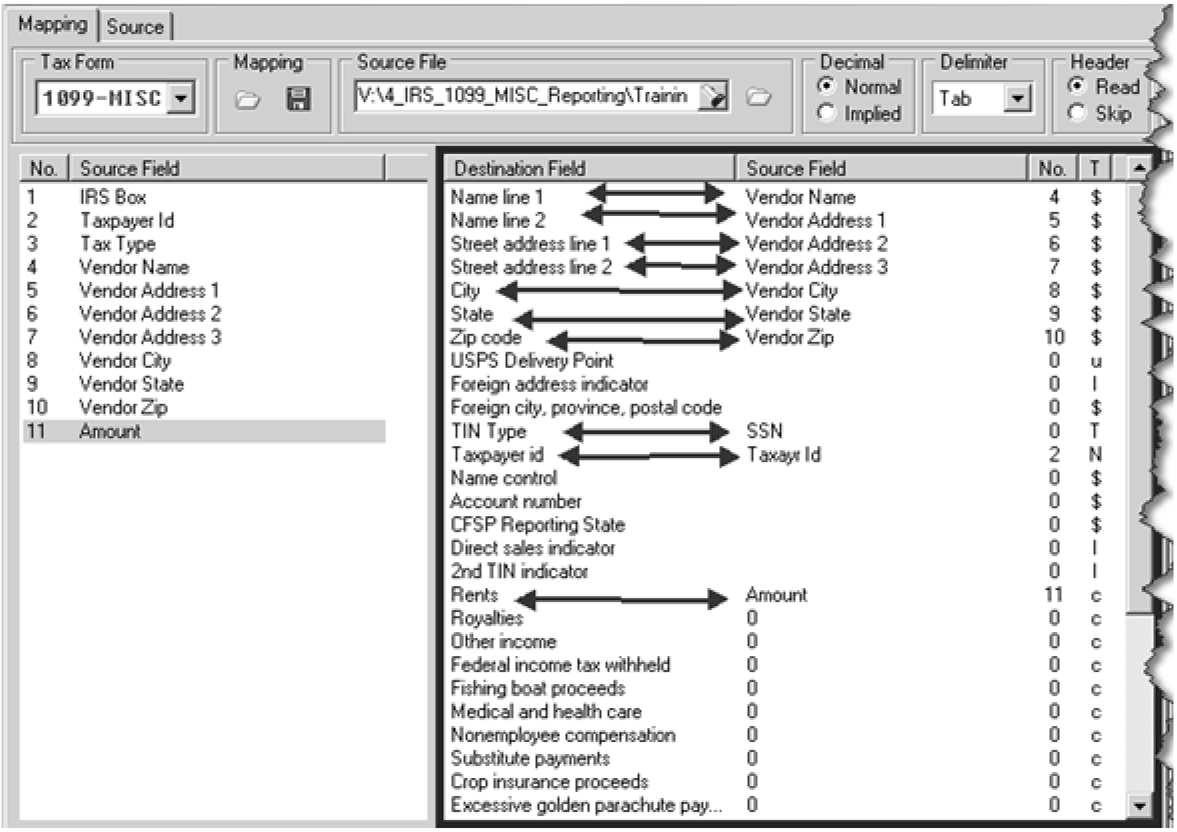
1)	**Taxpayer ID**	**Taxpayer ID**	RECIPIENT'S IDENTIFICATION Number
2)	**Tax Type**	**TIN Type**	• Value "1" means EIN type • Value "2" means SSN or ITIN type
3)	**Vendor Name**	**Name line 1**	RECIPIENT'S Name
4)	**Vendor Address 1** (On the Statewide Vendor table, the address line 1 can be the DBA (doing business as) name	**Name line 2**	
5)	**Vendor Address 2**	**Street address line 1**	Street Address (including apt. no.)
6)	**Vendor Address 3**	**Street address line 2**	
7)	**Vendor City**	**City**	City
8)	**Vendor State**	**State**	State
9)	**Vendor Zip**	**Zip code**	ZIP code
10)	**Amount**	**Rents (for example)**	1 Rents

(3) Create Import Mapping File
[Module \ Import Mapping Utility]



You know that you have mapped all fields (except for the IRS Box) from the Source Field section to the Destination Field because in the Destination section, **if** you see data in both the Destination Field and Source Field columns:

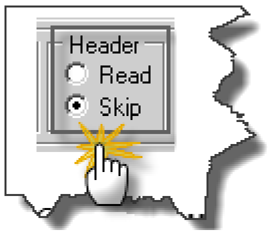
(3) Create Import Mapping File
[Module \ Import Mapping Utility]



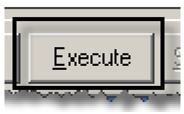
(3) Create Import Mapping File
[Module \ Import Mapping Utility]

5) Click on **Header Skip**

Once you've mapped all Source fields to Destination fields, *Click* on "**Skip**" radio button of the Header <u>before</u> you click **Execute**



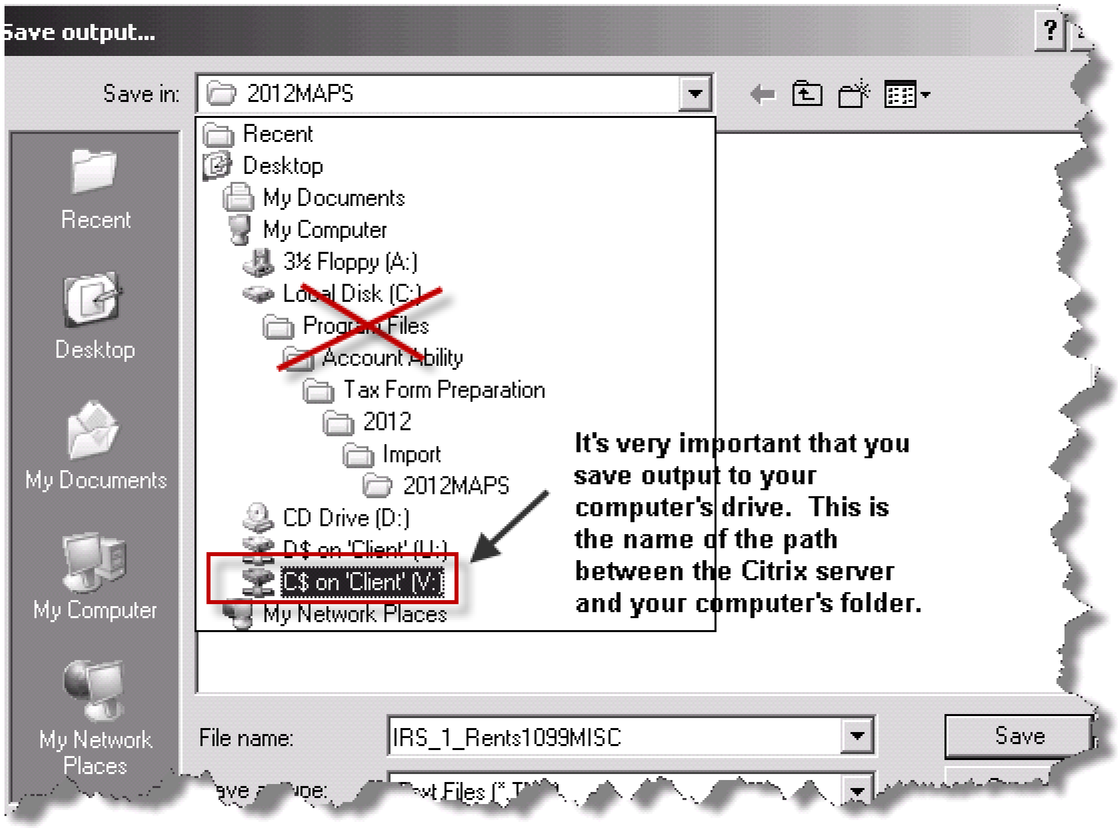
6) Click **Execute** (button is locate at the bottom of the Account Ability Import Mapping Utility) to create your Import Mapping File



7) Save Import Mapping File in your "**Local Disk (C: on xxxxx)"** folder.

Always make a note of the
Location: Where you've saved your file
Name: What you called your file

(3) Create Import Mapping File [Module \ Import Mapping Utility]



Note the "**1099MISC**" that Account Ability has added to the name of the mapped file.

Make a note of how many record has been mapped from source to Destination:

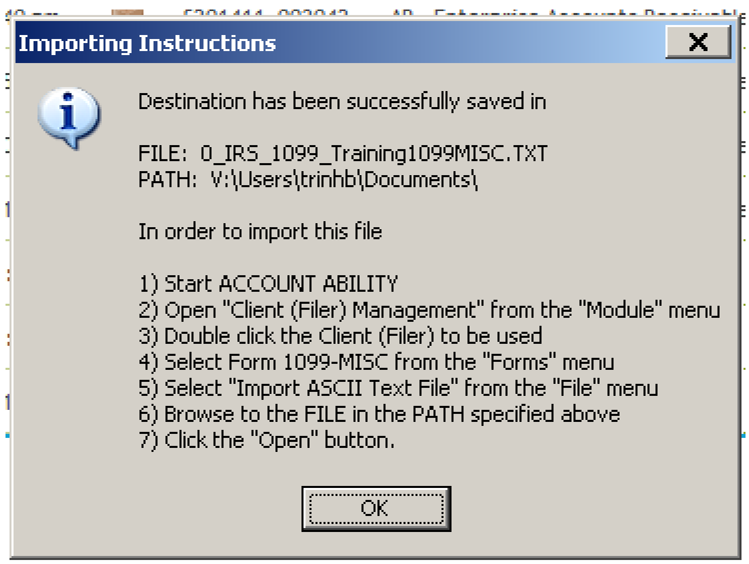
(3) Create Import Mapping File
[Module \ Import Mapping Utility]

8) Write down the **folder** within your "**Local Disk (C: on xxxxx)"** of where you've saved your mapped data file.

   For the purpose of training only, your mapped file (....1099MISC) should be saved in the following folder:

   Location: **Users\st3670-## \ Documents\1099MISC_Class** folder
   File Name: **0_IRS_1099_Training1099MISC**

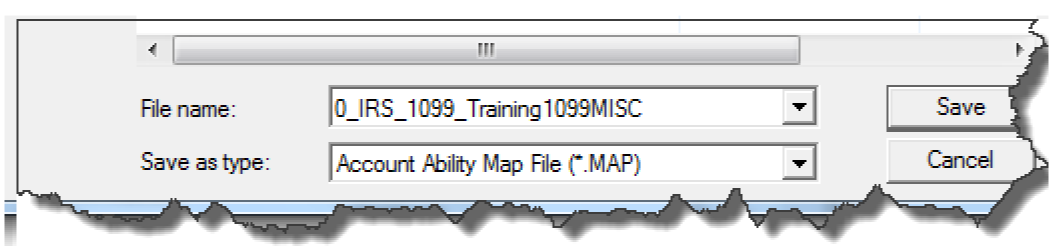
9) Note Importing Instructions



10) Click **OK** to Importing Instructions

11) Click **Close** to close the mapping utility

12) If you would like to save your import mapping file for the specific IRS box type, select "**Yes**" to save question "**Do you want to save the current mapping?"**



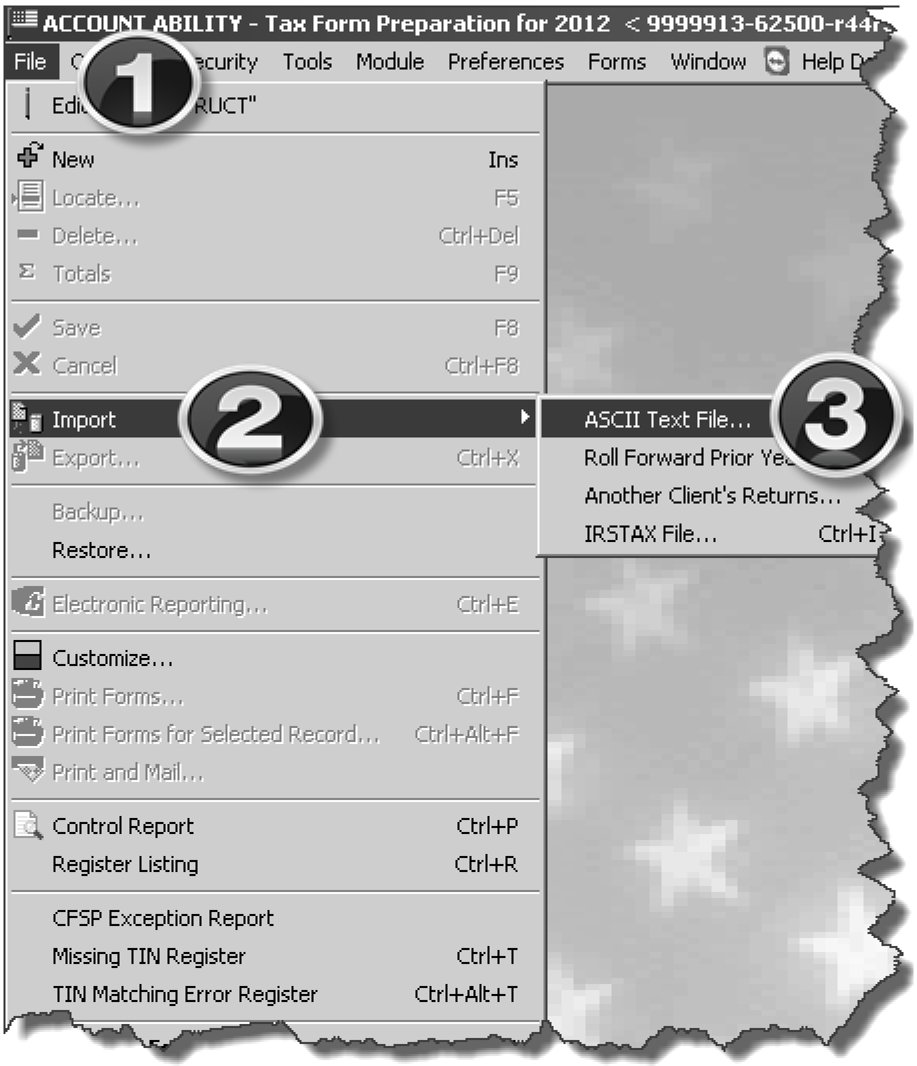
(3) Create Import Mapping File
[Module \ Import Mapping Utility]

You can save this mapping (***.MAP**) for IRS type 1 for future use in your '**Client $ on (V :)**' folder.

If you do not wish to save your import mapping file, click "**No**" to the question, "**Do you want to save the current mapping?**"

(4) Running the IMPORT [File \ Import]

Running the IMPORT

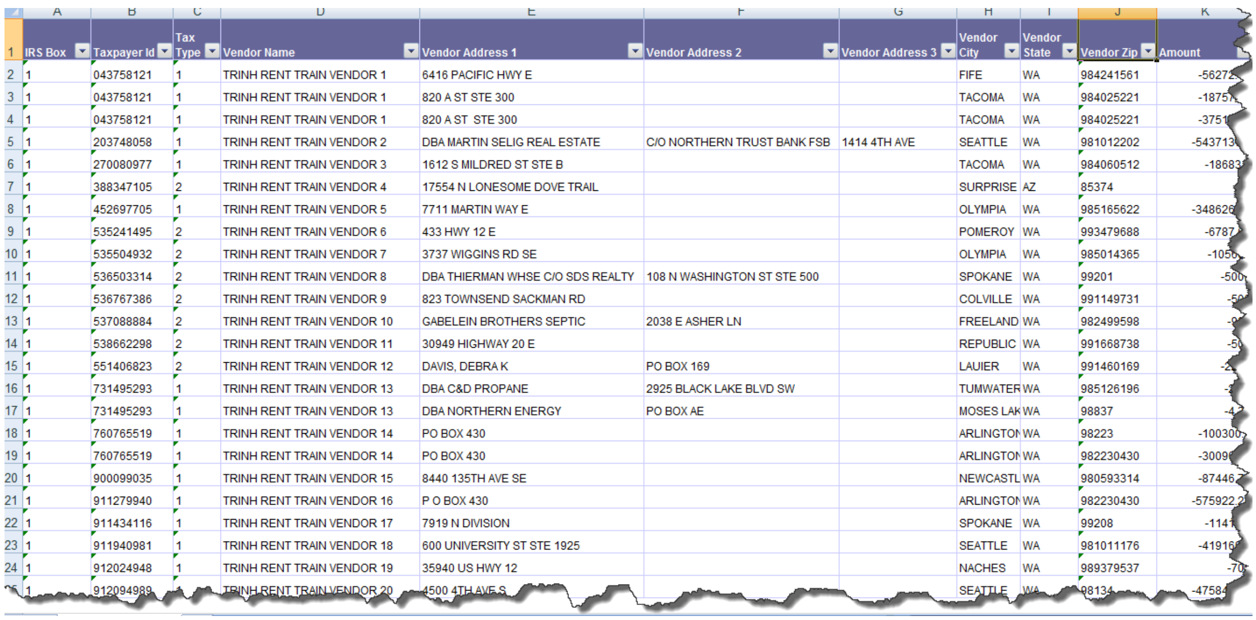


(4) Running the IMPORT [File \ Import]

Before we start the import, let's review the data in the source file, used for this training. The data file we're using for training purposes is "**0_IRS_1099_Training.txt**".

This source file contains **25 rows**, including a column header row, with a total of $8,000,000 in miscellaneous payments.

(Note: Account Ability will create an **extra blank form** for the **column header**. If you do not want to create a blank form for the column header, remove the header before converting the Excel file into text tab delimited)



	A	B	C	D	E	F	G	H	I	J	K
1	IRS Box	Taxpayer Id	Tax Type	Vendor Name	Vendor Address 1	Vendor Address 2	Vendor Address 3	Vendor City	Vendor State	Vendor Zip	Amount
2	1	043758121	1	TRINH RENT TRAIN VENDOR 1	6416 PACIFIC HWY E			FIFE	WA	984241561	-56272
3	1	043758121	1	TRINH RENT TRAIN VENDOR 1	820 A ST STE 300			TACOMA	WA	984025221	-1875
4	1	043758121	1	TRINH RENT TRAIN VENDOR 1	820 A ST STE 300			TACOMA	WA	984025221	-3751
5	1	203748058	1	TRINH RENT TRAIN VENDOR 2	DBA MARTIN SELIG REAL ESTATE	C/O NORTHERN TRUST BANK FSB	1414 4TH AVE	SEATTLE	WA	981012202	-543713
6	1	270080977	1	TRINH RENT TRAIN VENDOR 3	1612 S MILDRED ST STE B			TACOMA	WA	984060512	-18683
7	1	388347105	2	TRINH RENT TRAIN VENDOR 4	17554 N LONESOME DOVE TRAIL			SURPRISE	AZ	85374	
8	1	452697705	1	TRINH RENT TRAIN VENDOR 5	7711 MARTIN WAY E			OLYMPIA	WA	985165622	-348626
9	1	535241495	2	TRINH RENT TRAIN VENDOR 6	433 HWY 12 E			POMEROY	WA	993479688	-6787
10	1	535504932	2	TRINH RENT TRAIN VENDOR 7	3737 WIGGINS RD SE			OLYMPIA	WA	985014365	-1050
11	1	536503314	2	TRINH RENT TRAIN VENDOR 8	DBA THIERMAN WHSE C/O SDS REALTY	108 N WASHINGTON ST STE 500		SPOKANE	WA	99201	-500
12	1	536767386	2	TRINH RENT TRAIN VENDOR 9	823 TOWNSEND SACKMAN RD			COLVILLE	WA	991149731	-50
13	1	537088884	2	TRINH RENT TRAIN VENDOR 10	GABELEIN BROTHERS SEPTIC	2038 E ASHER LN		FREELAND	WA	982499598	-9
14	1	538662298	2	TRINH RENT TRAIN VENDOR 11	30949 HIGHWAY 20 E			REPUBLIC	WA	991668738	-5
15	1	551406823	2	TRINH RENT TRAIN VENDOR 12	DAVIS, DEBRA K	PO BOX 169		LAUIER	WA	991460169	-2
16	1	731495293	1	TRINH RENT TRAIN VENDOR 13	DBA C&D PROPANE	2925 BLACK LAKE BLVD SW		TUMWATER	WA	985126196	-
17	1	731495293	1	TRINH RENT TRAIN VENDOR 13	DBA NORTHERN ENERGY	PO BOX AE		MOSES LAK	WA	98837	-4
18	1	760765519	1	TRINH RENT TRAIN VENDOR 14	PO BOX 430			ARLINGTON	WA	98223	-100300
19	1	760765519	1	TRINH RENT TRAIN VENDOR 14	PO BOX 430			ARLINGTON	WA	982230430	-3009
20	1	900099035	1	TRINH RENT TRAIN VENDOR 15	8440 135TH AVE SE			NEWCASTL	WA	980593314	-87446
21	1	911279940	1	TRINH RENT TRAIN VENDOR 16	P O BOX 430			ARLINGTON	WA	982230430	-575922.2
22	1	911434116	1	TRINH RENT TRAIN VENDOR 17	7919 N DIVISION			SPOKANE	WA	99208	-1141
23	1	911940981	1	TRINH RENT TRAIN VENDOR 18	600 UNIVERSITY ST STE 1925			SEATTLE	WA	981011176	-41916
24	1	912024948	1	TRINH RENT TRAIN VENDOR 19	35940 US HWY 12			NACHES	WA	989379537	-70
25	1	912094989	1	TRINH RENT TRAIN VENDOR 20	4500 4TH AVE S			SEATTLE	WA	98134	-47584

(4) Running the IMPORT
[File \ Import]

Recipient, **VENDOR 1**, shows up in 3 rows on the training spreadsheet as follow:
Row 1 = $56,272.44
Row 2 = 18,757.48
Row 3 = 37,514.96
------- ----------------
Total for VENDOR 1 is $112,545

Vendor 13 shows up in 2 rows

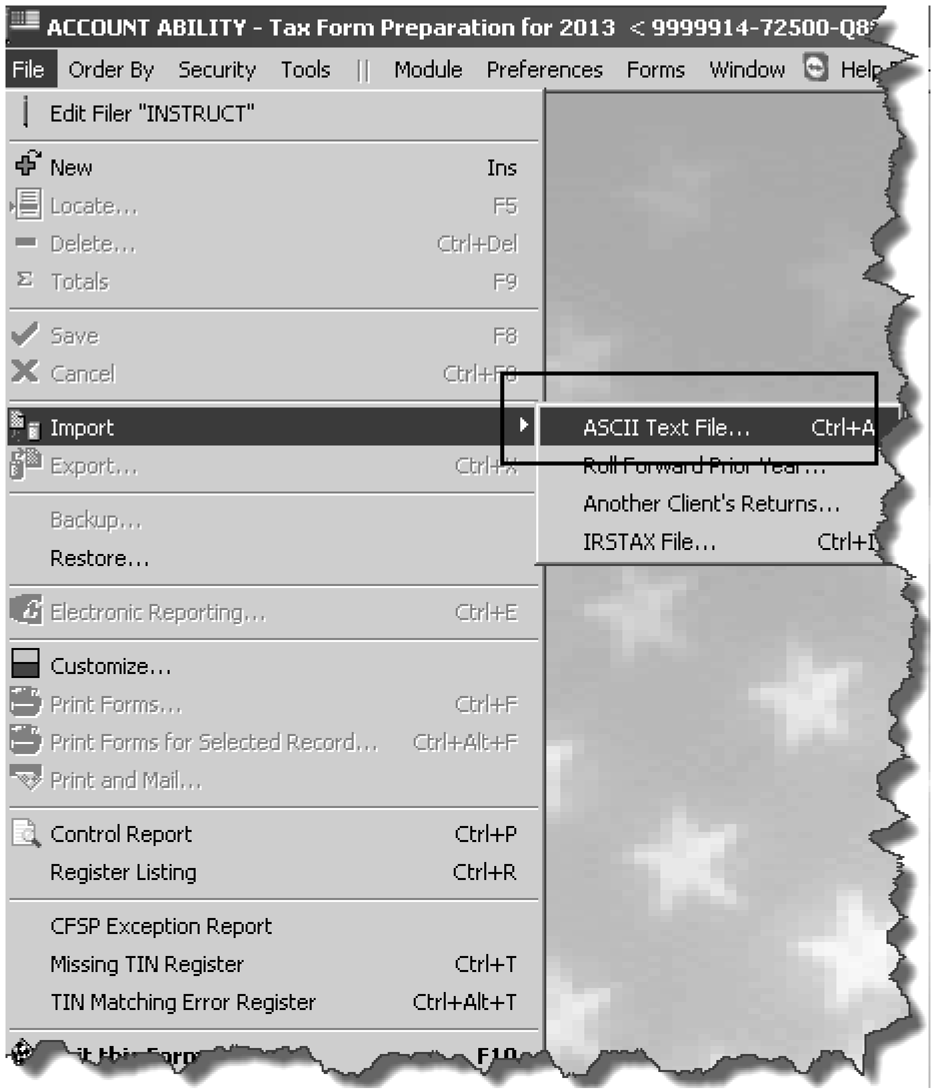
Vendor 14 shows up in 2 rows

In essence, this source file has 20 distinct vendors (recipients) and 1 column header = **21 1099-MISC forms** will be created if we use the "**Rollup (Append**)" function.

If we use the "**Append**" function, **25 1099-MISC forms** would be created.

(4) Running the IMPORT [File \ Import]

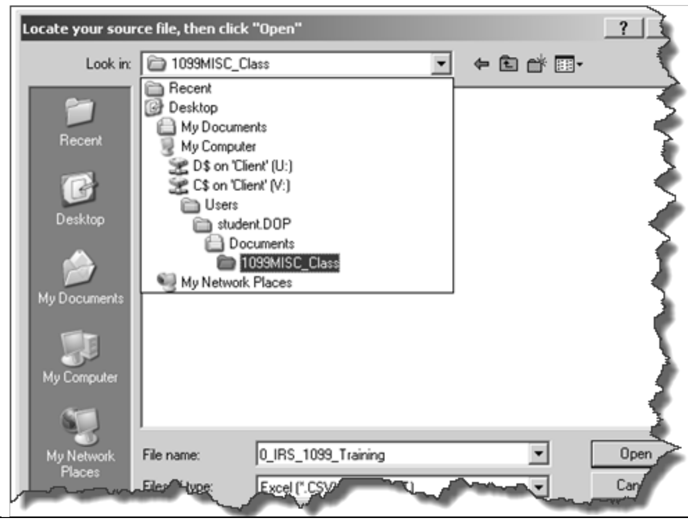
Within the Client (your agency)'s 1099-MISC form, *A. Select **Import ASCII Text File***	*Open* **File → Import -→ ASCII Text File**



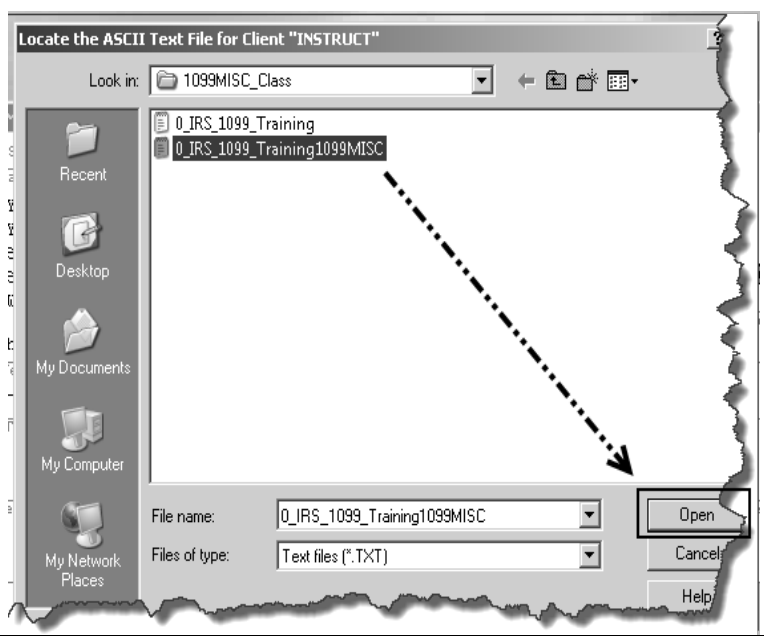
B. *Navigate to your **1099MISC mapped file***	For <u>training purposes</u> only Location: **Users\student \My Documents\1099MISC_Class**

(4) Running the IMPORT
[File \ Import]

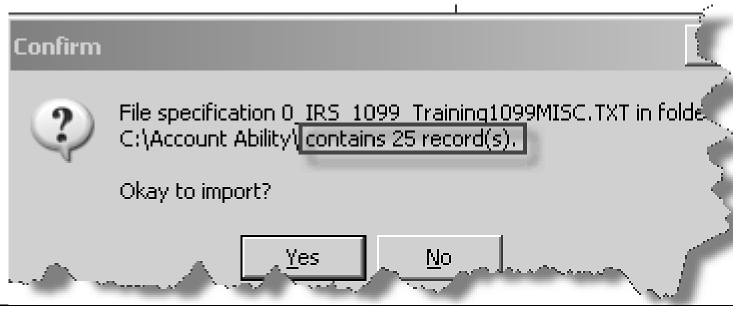
File Name: **0_IRS_1099_Training1099MISC**



C. *Highlight your mapped file and click [**Open**]*



(4) Running the IMPORT [File \ Import]

D. *Click "**Yes**" to confirm **Okay to import***	

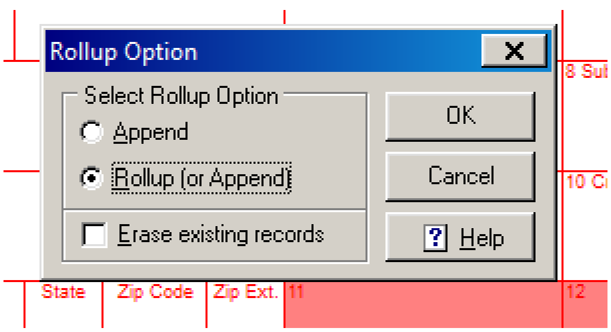
(5) Running the IMPORT - Append

The Rollup Option Dialog

If you have several distinct text files which, when combined, result in a single 1099-misc form for each recipient, you will find the *Rollup* option quite beneficial. As long as each record of each file contains a primary key field, such as a taxpayer identification number (TIN), Account Ability can *roll up* these files over multiple import sessions.

The **Rollup Option** dialog contains three options

- **Append:** Each record of your source file is appended to the end of file regardless of the existence of another return with the same primary key (ie, TIN).
- **Rollup (or Append):** The primary key field (ie TIN) of each record is compared with those already on file. If a match occurs, the existing record's currency information is accumulated (*rolled up*). Otherwise, the record is appended to the end of file.
- **Erase existing records:** If checked, existing records are first erased ensuring that the current import session begins with an empty table.



Append

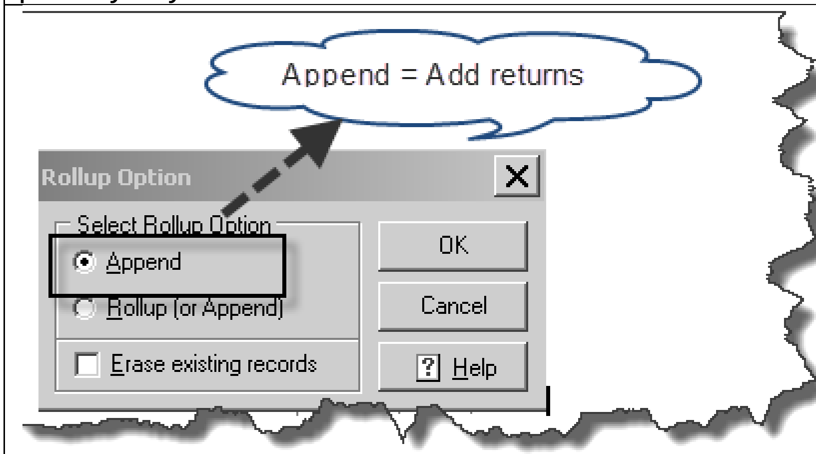
The "Append" function creates a 1099-MISC form for each row that exist in the source file.

(5) Running the IMPORT - Append

<table>
<tr><td>Rollup Option:
Append

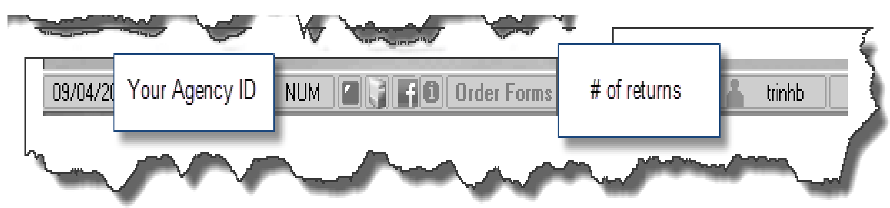
Select “Append” and click [OK]</td><td>The "Append" function creates a 1099-MISC form for each row that exist in the source file.

The "Append" function does not discern that a recipient's form already exist in Account Ability.

Each record of your source file is appended to the end of file regardless of the existence of another return with the same primary key such as the TIN.</td></tr>
<tr><td></td><td>

Based on the information on the source file used for training, Account Ability will create 25 forms.

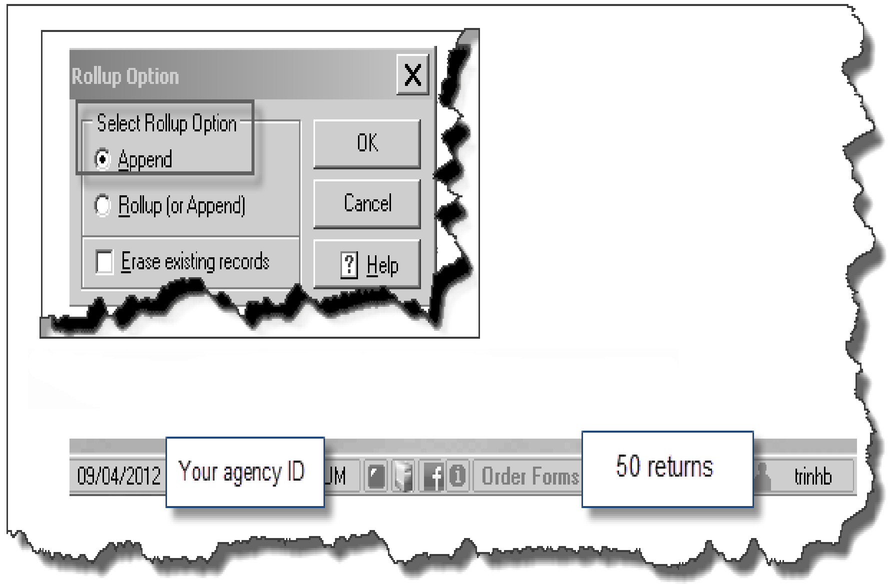
TRINH TRAINING VENDOR 1 will have 3 forms
Form 1 $56,272.44
Form 2 $18,757.48
Form 3 $37,514.96



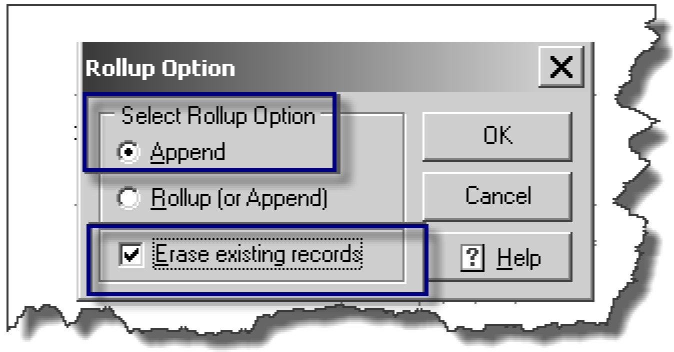
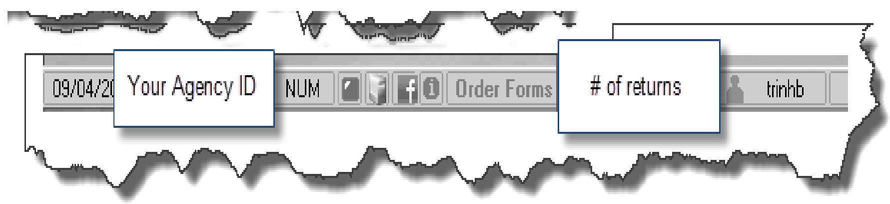
TRINH TRAINING VENDOR 13 will have 2 forms
Form 1 $2.18
Form 2 $4.32

TRINH TRAINING VENDOR 14 will have 2 forms
Form 1 $100,300.20
Form 2 $300,900.60</td></tr>
</table>

(5) Running the IMPORT - Append

a) Append again *Select* **File/Import/ASCII Text File** Select "**Append**" and click [**OK**]	 Based on the information on the source file used for training, Account Ability will create **50 forms**.  **TRINH TRAINING VENDOR 1** will now have 6 forms Form 1 **$56,272.44** Form 26 **$56,272.44** Form 2 **$18,757.48** Form 27 **$18,757.48** Form 3 **$37,514.96** Form 28 **$37,514.96** **Etc…**

(5) Running the IMPORT - Append

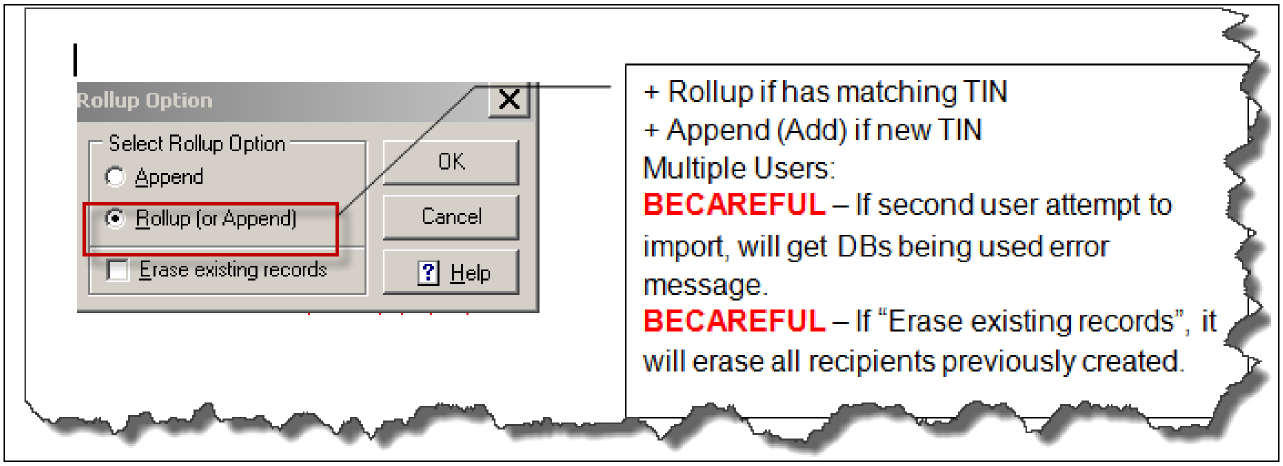
b) **Append and Erase** existing records *Select* **File/Import/ASCII Text File** Select "**Append**" and "**Erase existing records**" and click [**OK**]	 Based on the information on the source file used for training, Account Ability will erase all forms previously created and create 25 forms. **TRINH TRAINING VENDOR 1** will have 3 forms Form 1 **$56,272.44** Form 2 **$18,757.48** Form 1 **$37,514.96** 

(6) Running the IMPORT - Rollup (or Append)

Rollup (or Append)

c) Rollup (or Append)	The "Rollup (or Append)" feature allows multiple import session rollup of Recipient returns. If a recipient already exists in Account Ability, "Rollup (or Append)" function will import additional activities from later source file and roll these additional activities into existing Recipient, result in a **single return** for each recipient.
Let's review the data from our source file (the one used for training): Recipient, **TRINH TRAINING VENDOR 1**, shows up in 3 rows as follow: row 1 = $56,272.44 row 2 = 18,757.48 row 3 = 37,514.96 ------- ---------------- Total for TRINH TRAINING VENDOR 1 is $112,544.88 Vendor 13 shows up in 2 rows. Vendor 14 shows up in 2 rows In essence, this source file has **21 distinct vendors** (recipients)	
While in your client's 1099-MISC form, click on **File\Import\ASCII Text File**. *Select* your "**0_IRS_1099_Training1099MISC**" file and click **Open**. Confirm that that it's ok to import 25 records by clicking **YES**.	
Check the "**Rollup (or Append)"** and click "**OK**"	

(6) Running the IMPORT - Rollup (or Append)



(6) Running the IMPORT - Rollup (or Append)

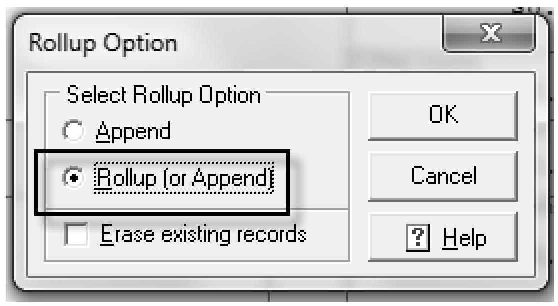
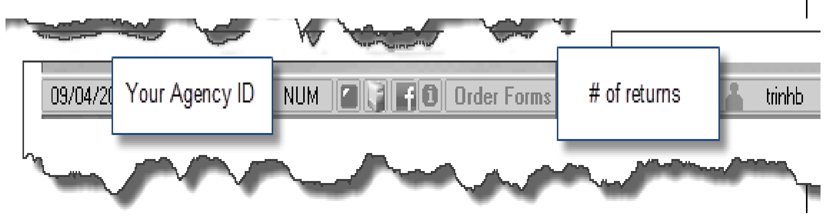
There should be **21 returns**

TRINH TRAINING VENDOR 1 should have 1 form created for **$112,544.88**

Recipient, TRINH TRAINING VENDOR 1, shows up in 3 rows as follow:
row 1 = $56,272.44
row 2 = 18,757.48
row 3 = 37,514.96
------- ----------------
Total for TRINH TRAINING VENDOR 1on the 1099-MISC form is $112,544.88

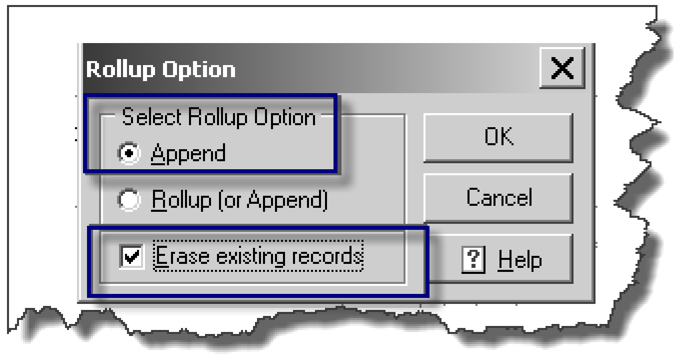
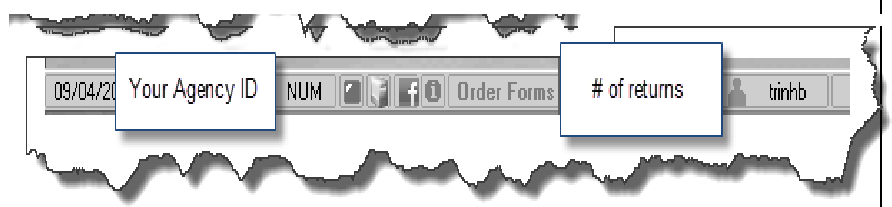
Total for **TRINH TRAINING VENDOR 13** on the 1099-MISC form is $6.50

Total for **TRINH TRAINING VENDOR 14** on the 1099-MISC form is $401,200.80

d) **Rollup (or Append) again** *Click* **File\Import\ASCII Text File** again. *Select* "0_IRS_1099_Training1099MISC" file and click Open. Confirm that it's okay to import 25 record (s) by *clicking Yes*.	 There should be **22 returns** (two of the returns are empty returns, due to the column header in the source file) **TRINH TRAINING VENDOR 1** should have 1 form created for **$225,089.76** 

Erase existing records

(6) Running the IMPORT - Rollup (or Append)

e) Rollup (or Append) and Erase existing records	*Click* **File\Import\ASCII Text File** again. *Select* "0_IRS_1099_Training1099MISC" file and click Open. Confirm that it's okay to import 25 record (s) by *clicking Yes*.  There should be **21 returns** **TRINH TRAINING VENDOR 1** should have 1 form created for **$112,544.88** 

Tools – Kill This File

Let's assume that you want to start over from the beginning.

You can do this using the feature, "**Kill This File**".

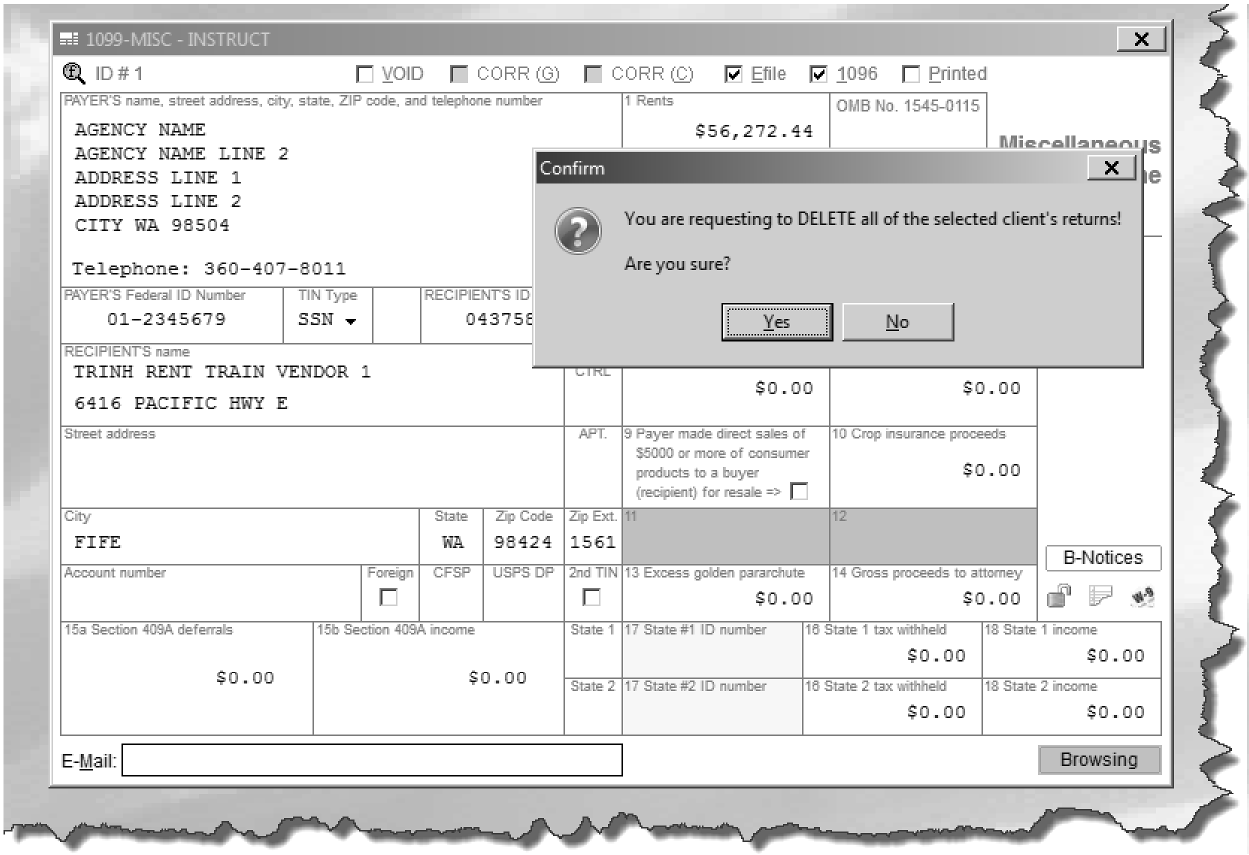
Activating this feature will clean out your agency (Client)'s reporting year of all 1099-MISC forms previously created via the Import Utility.

It is very important to preserve your source files.

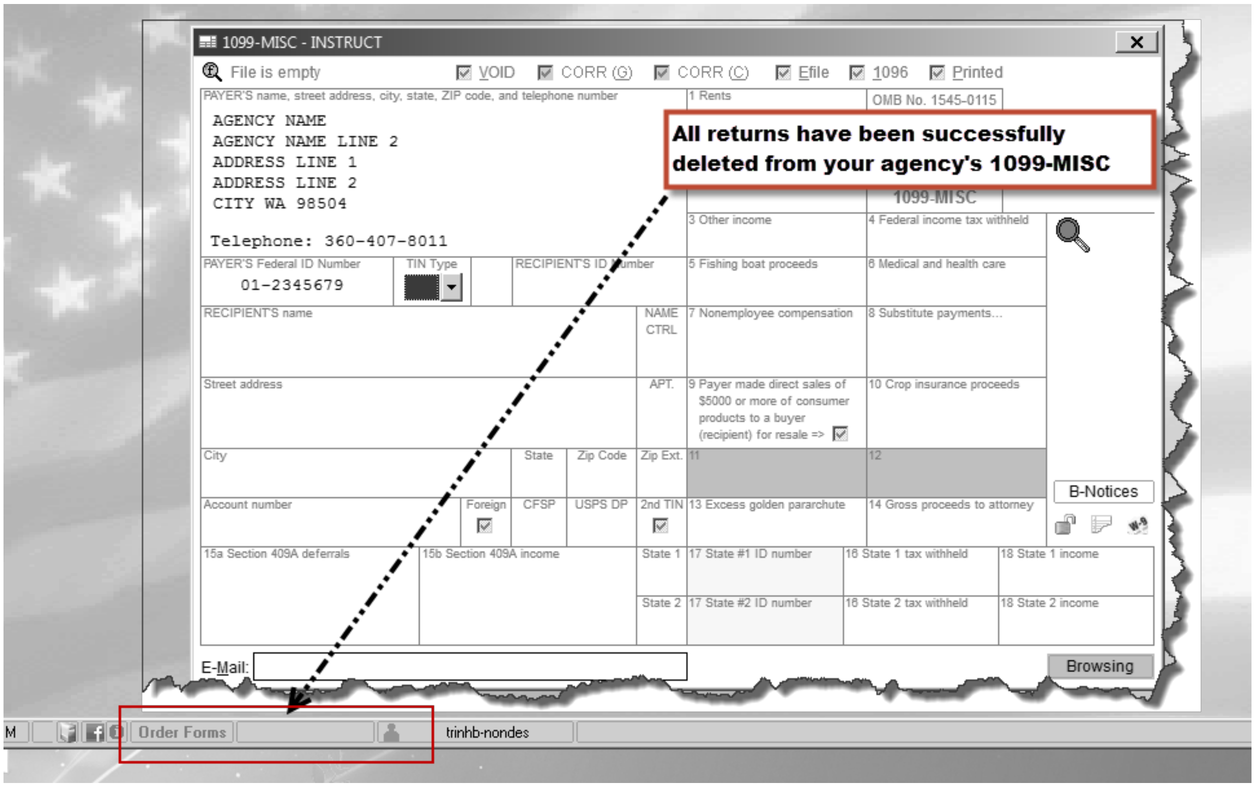
f) Let's clean out your agency (Client)'s reporting year of all 1099-MISC forms: *Click* **Tools** and **Kill This File.**

g) *Click* **Yes** to confirm DELETE of all of the selected client's returns**.**

(7) Tools – Kill This File



(7) Tools – Kill This File

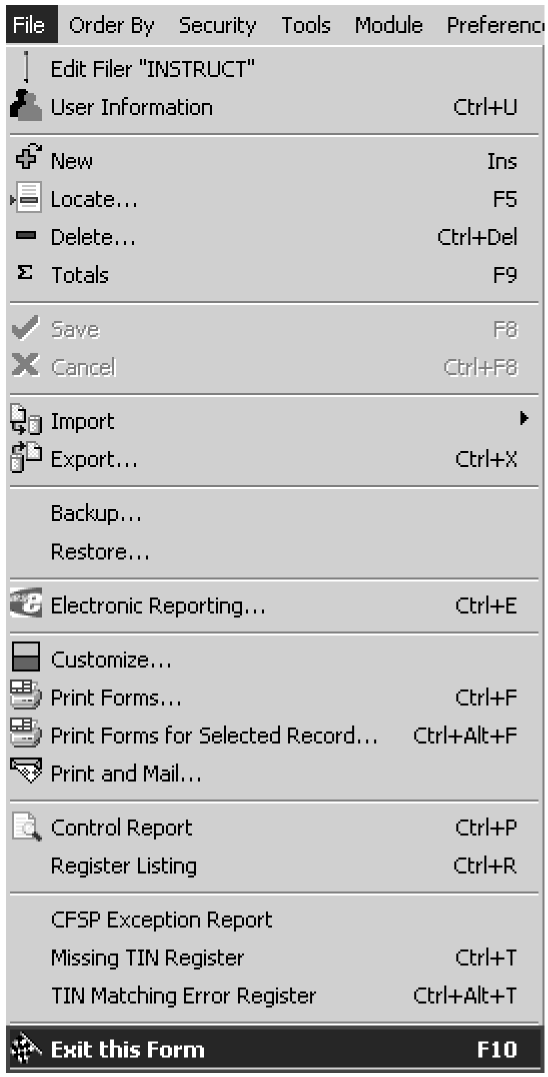


(8) Exit Account Ability

Exit Account Ability

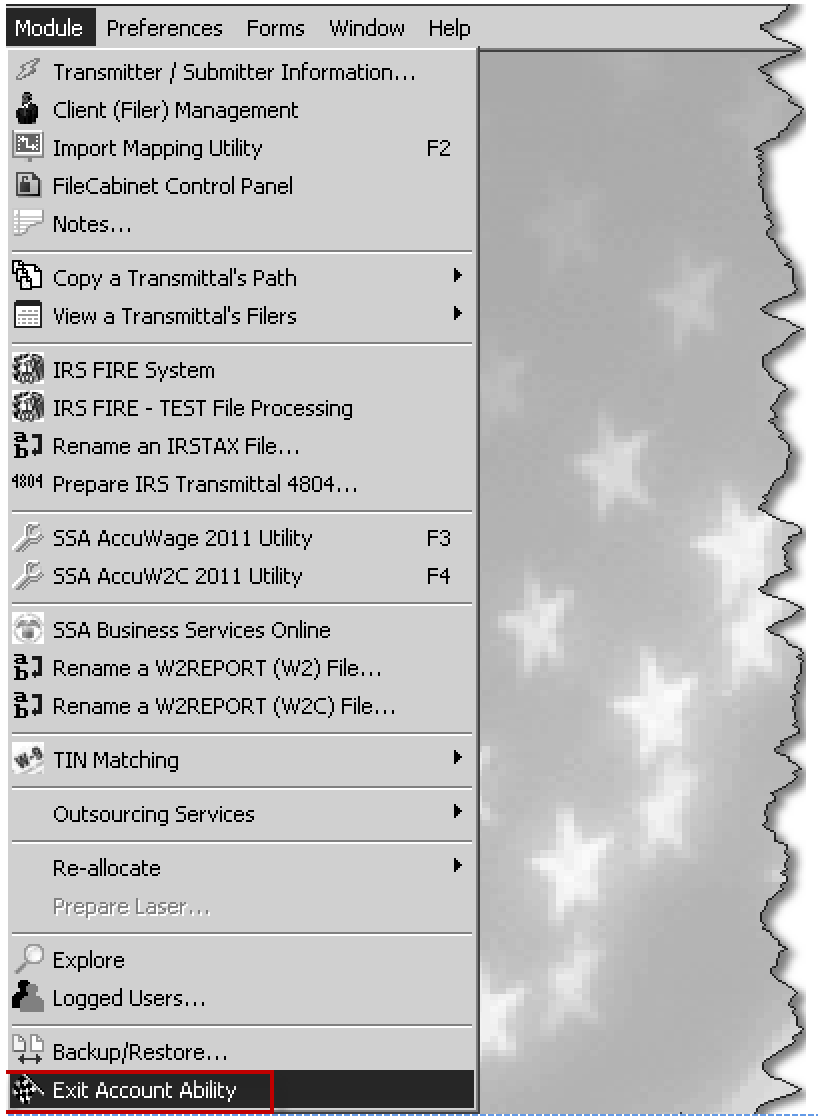
*Please **exit*** Account Ability

File\Exit this Form



Then click **Module\Exit Account Ability**

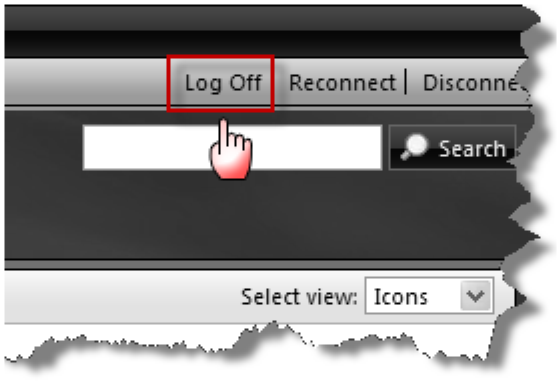
(8) **Exit Account Ability**



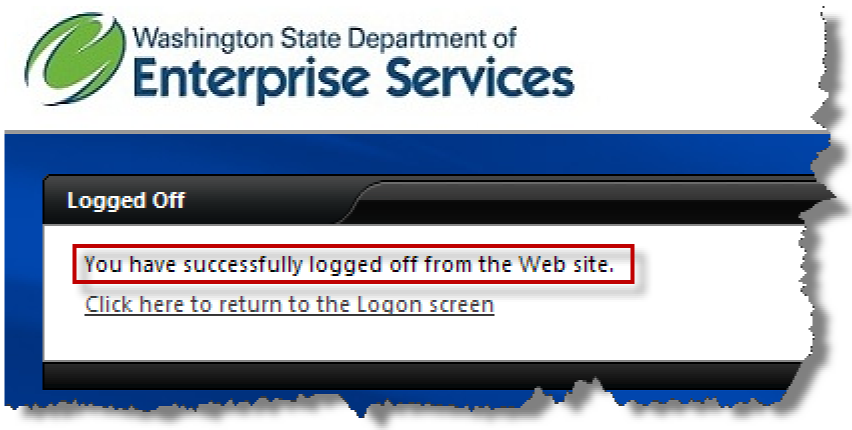
Click "**Yes**" to confirm exit Account Ability:

If you are still logged on to Citrix for Account Ability, please click on "**Log Off**":

(8) Exit Account Ability



Make sure you have successfully logged off from the Web site (Citrix web site).



(9) Important information about Shared Recipients Database

Important information about Shared Recipients Database

The **Shared Recipient Database** is Account Ability's Recipient Master List. All Agency Users with access to Account Ability will be able to view the recipient's information in this Shared Recipient Database. This Shared Recipient Database is updated each time a 1099 User **manually** created a form, **manually** updated a record, or manually did anything while in Account Ability.

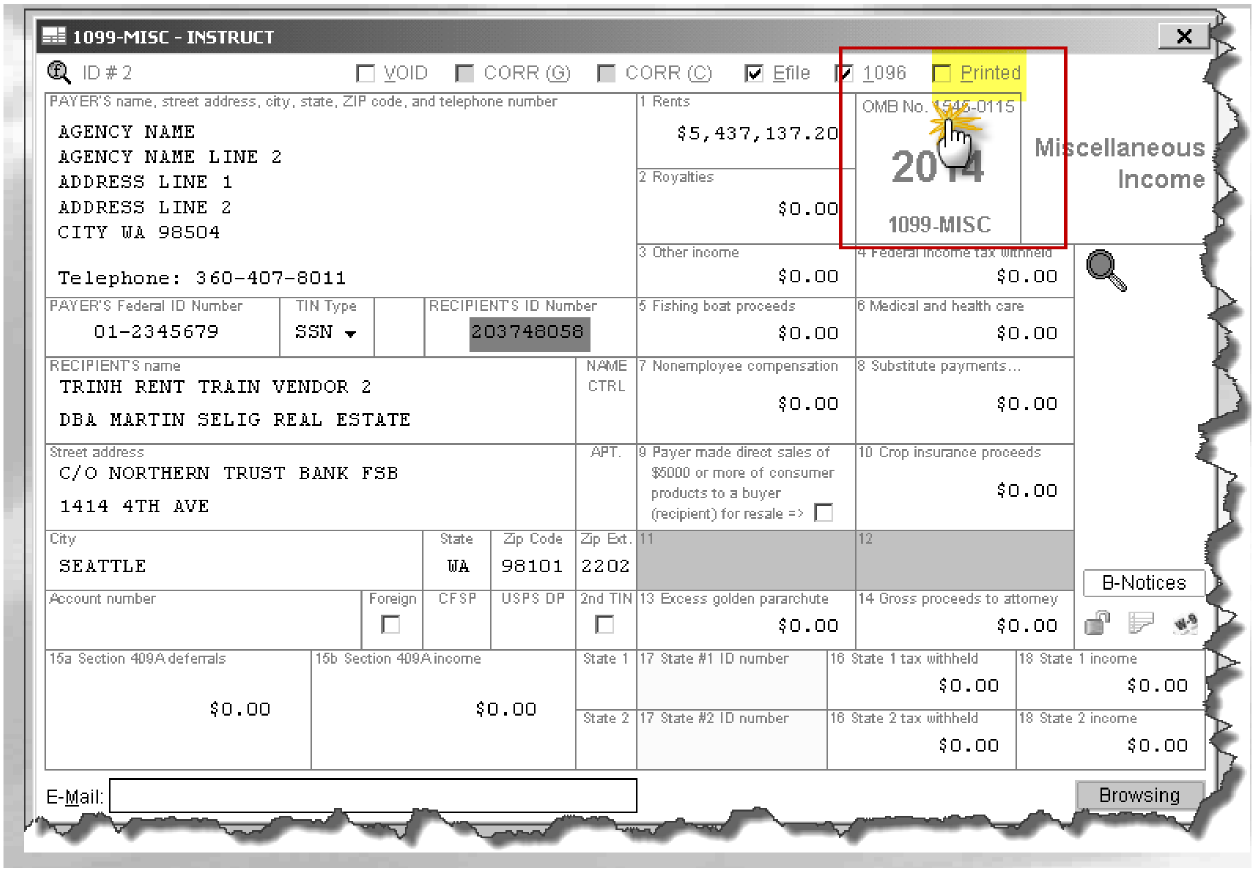
Because all Agency Users have access to this **Shared Recipient Database**, please create or edit your records **outside** of Account Ability.

Please utilize the Account Ability IMPORT feature to import any data or correction needed in creation of your 1099-MISC forms.

If you've accidentally manually updated a record while in Account Ability, please access the Shared Recipient Database and **DELETE** the recipient information. Deleting the recipient information from the Shared Recipient Database will not impact information already included in the 1099-MISC form.

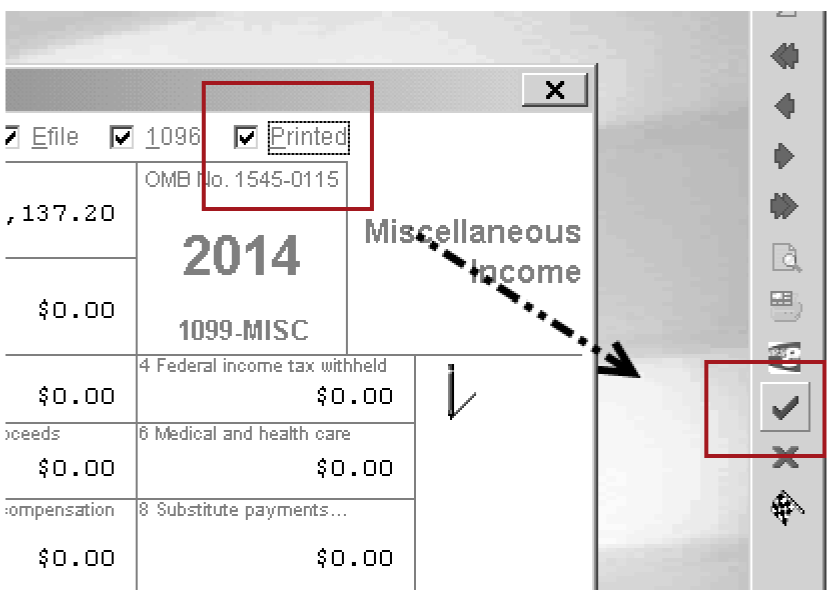
For example, let's say you need to manually check the [Printed] flag on the following 1099-MISC to indicate that the form has already been printed:

(9) **Important information about Shared Recipients Database**



You *click* on the **[Printed]** flag.

Then you *clicked* the **green check**  symbol to [Save].

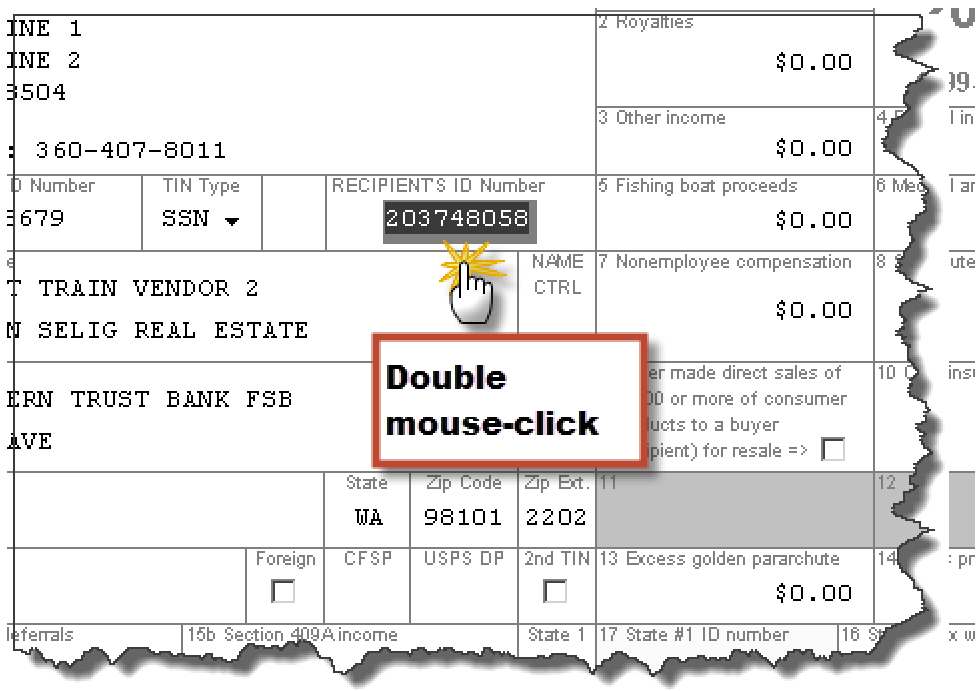


Because you have **manually edited** this 1099-MISC by clicking on the [Printed] flag, this recipient information will be saved in the Shared Recipient Database.

You will need to access the Shared Recipient Database and **DELETE** the recipient record. This action will not impact the recipient information already on the 1099-MISC.

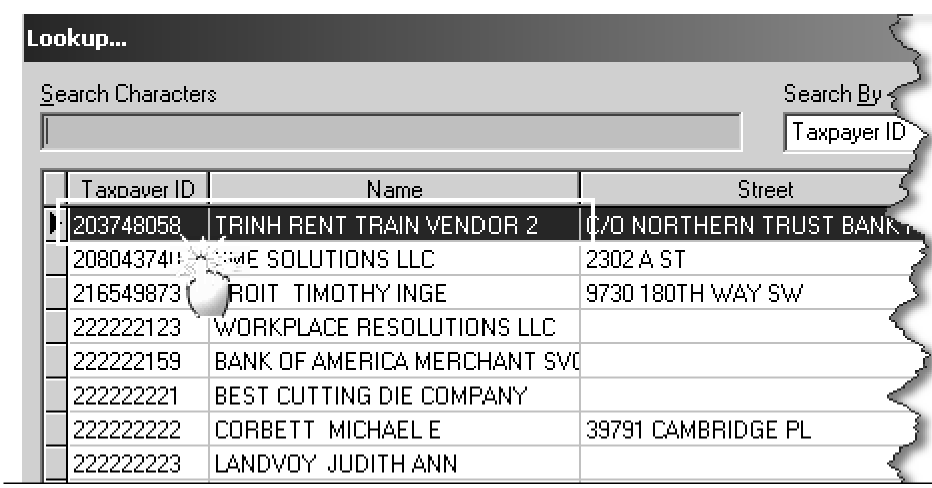
You can delete the recipient information from the Shared Recipient Database via the 1099-MISC form.

To **DELETE** recipient information from the Shared Recipient Database, *position your cursor* in the "**Recipient's ID Number**" field and ***double-mouse click.***



This action will bring up the Taxpayer Lookup dialog (in the Shared Recipient Database).

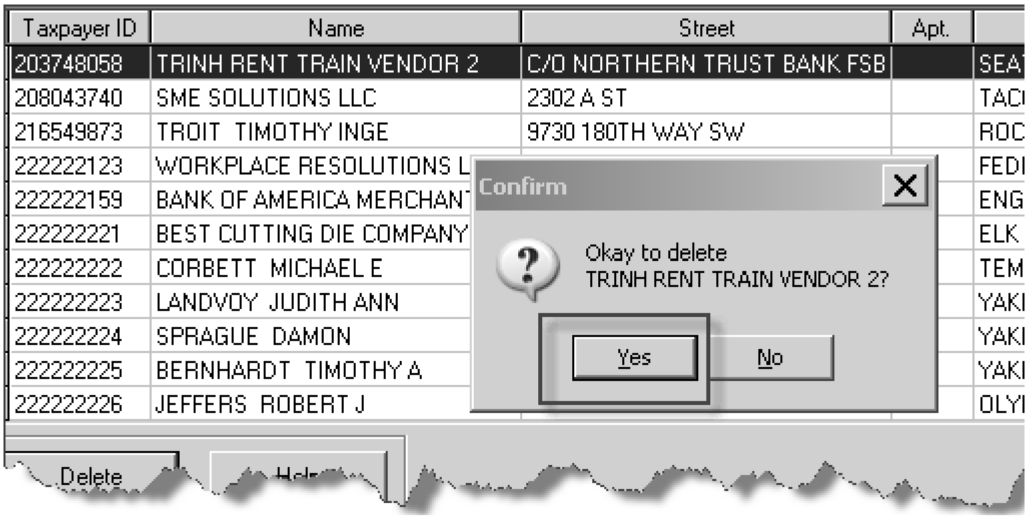
Highlight the row of the **Taxpayer ID** record that you want to delete from the Shared Recipient Database.



(9) Important information about Shared Recipients Database

Click [**Delete**] button

Click [Yes] to confirm that it is Okay to delete the selected taxpayer record from the Shared Recipient Database.



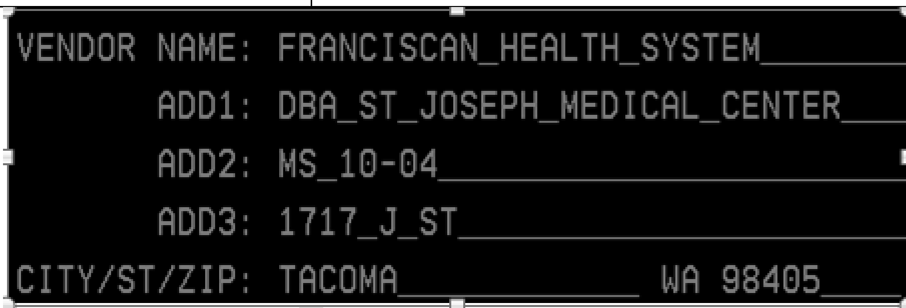
Don’t worry, deleting the taxpayer information from the Shared Recipient Database does not delete that information from the 1099-MISC form.

Think of the Shared Recipient Database as a telephone book of all recipient information. This Shared Recipient Database would automatically get updated and viewable by all Agency Users with access to Account Ability, when a User manually update a record or manually create a 1099-MISC form in Account Ability.

If you create the 1099-MISC forms via the IMPORT feature, this Shared Recipient Database is not automatically updated.

Supplemental Information on Recipient Address mapping

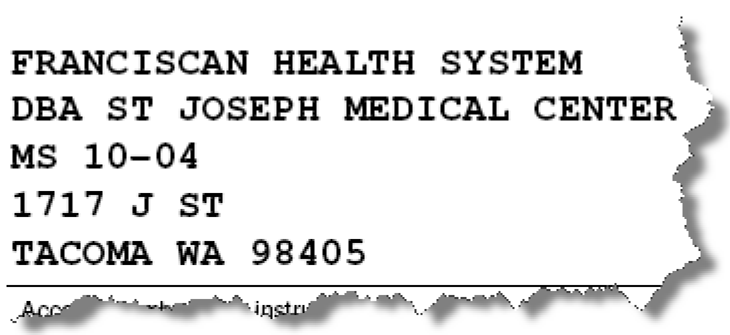
Example of data **from Statewide Vendor (SWV) Table**


VENDOR NAME: FRANCISCAN_HEALTH_SYSTEM
ADD1: DBA_ST_JOSEPH_MEDICAL_CENTER
ADD2: MS_10-04
ADD3: 1717_J_ST
CITY/ST/ZIP: TACOMA WA 98405

Example of **mapping from source file to destination**

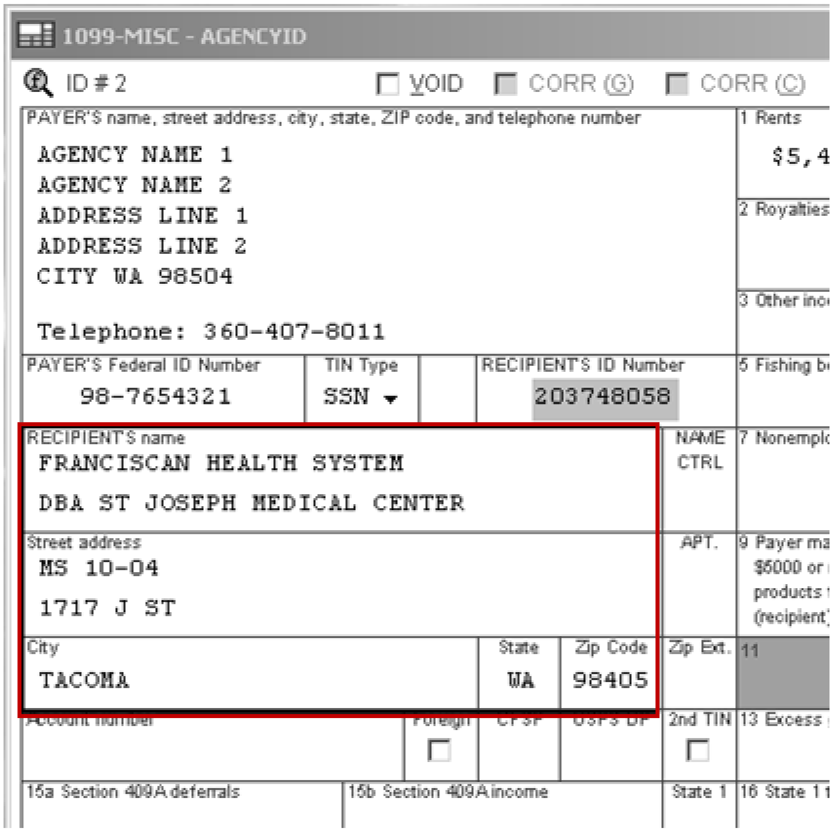
Source file	Destination Form
Vendor Name	**Name line 1**
Vendor Address 1	**Name line 2**
Vendor Address 2	**Street address line 1**
Vendor Address 3	**Street address line 2**
Vendor City	**City**
Vendor State	**State**
Vendor Zip	**Zip code**

How Address shows up on **1099-MISC**


FRANCISCAN HEALTH SYSTEM
DBA ST JOSEPH MEDICAL CENTER
MS 10-04
1717 J ST
TACOMA WA 98405

Supplemental Information on Recipient Address mapping

Online view



1099-MISC - AGENCYID

ID # 2 VOID CORR (G) CORR (C)

PAYER'S name, street address, city, state, ZIP code, and telephone number
AGENCY NAME 1
AGENCY NAME 2
ADDRESS LINE 1
ADDRESS LINE 2
CITY WA 98504

Telephone: 360-407-8011

1 Rents $5,4
2 Royalties
3 Other inc

PAYER'S Federal ID Number 98-7654321 | TIN Type SSN | RECIPIENT'S ID Number 203748058 | 5 Fishing b

RECIPIENT'S name
FRANCISCAN HEALTH SYSTEM
DBA ST JOSEPH MEDICAL CENTER
NAME CTRL | 7 Nonempl

Street address
MS 10-04
1717 J ST
APT. | 9 Payer ma $5000 or products (recipient)

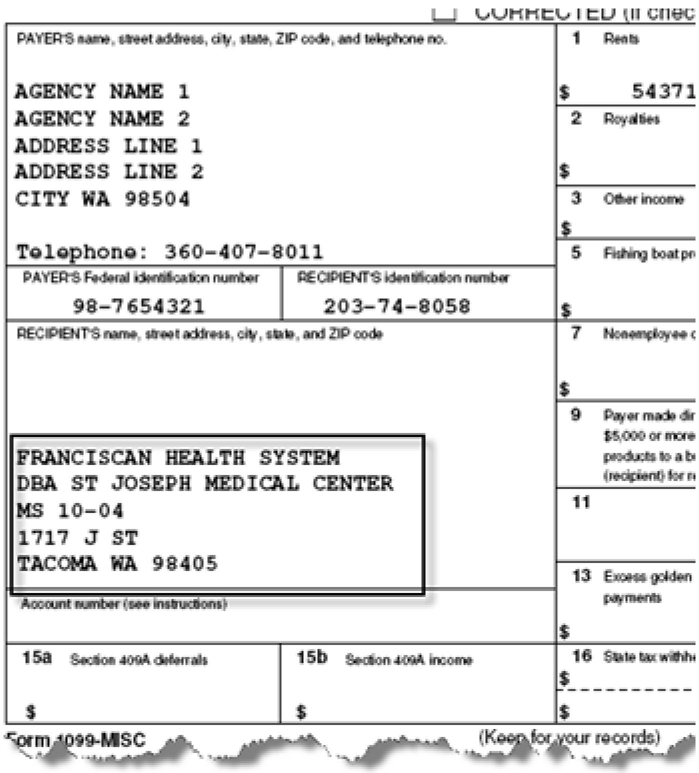
City TACOMA | State WA | Zip Code 98405 | Zip Ext. | 11

Account number | Foreign | CFSF | USPS DP | 2nd TIN | 13 Excess

15a Section 409A deferrals | 15b Section 409A income | State 1 | 16 State 1

Supplemental Information on Recipient Address mapping

1099-MISC view


CORRECTED (if chec

PAYER'S name, street address, city, state, ZIP code, and telephone no.

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

Telephone: 360-407-8011

1 Rents
$ 54371

2 Royalties
$

3 Other income
$

5 Fishing boat pr
$

PAYER'S Federal identification number: 98-7654321

RECIPIENT'S identification number: 203-74-8058

RECIPIENT'S name, street address, city, state, and ZIP code

FRANCISCAN HEALTH SYSTEM
DBA ST JOSEPH MEDICAL CENTER
MS 10-04
1717 J ST
TACOMA WA 98405

7 Nonemployee c
$

9 Payer made dir
$5,000 or more
products to a b
(recipient) for r

11

13 Excess golden
payments
$

Account number (see instructions)

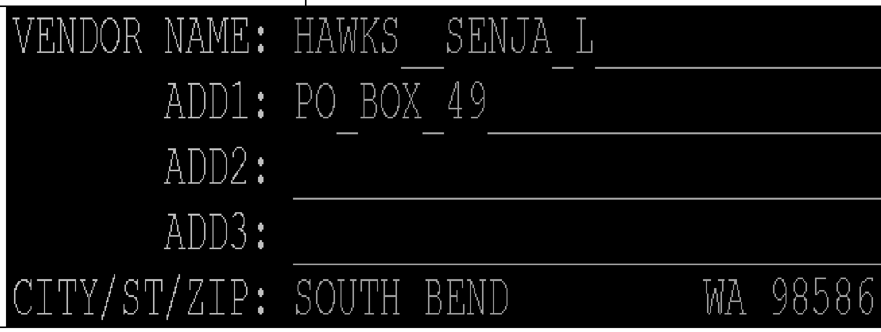
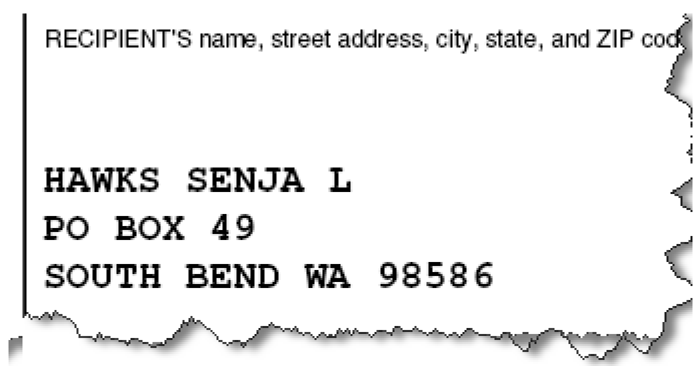
15a Section 409A deferrals
$

15b Section 409A income
$

16 State tax withh
$
$

Form 1099-MISC (Keep for your records)

Supplemental Information on Recipient Address mapping – part 2

Example of data **from Statewide Vendor (SWV) Table**			
			
Example of **mapping from source file to destination**			
	<u>Source file</u>	<u>Destination Form</u>	
	Vendor Name →	**Name line 1**	
	Vendor Address 1 →	**Name line 2**	
	Vendor Address 2 →	Street address line 1	
	Vendor Address 3 →	Street address line 2	
	Vendor City →	**City**	
	Vendor State →	**State**	
	Vendor Zip →	**Zip code**	
		How Address shows up on **1099-MISC**	
			

Appendix – Restrictions – This operation has been cancelled due to restrictions in effect on this computer. Please contact your system administrator

Click [OK] to proceed if you receive this restrictions message